00;00;04;20 - 00;00;19;12
Alice M.
In this video, we will show you how to assign roles as an agency administrator. Agency administrators assign and maintain the following security roles within the telework form application

00;00;19;12 - 00;00;24;14
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initiator. This role kicks off the telework form to the employee

00;00;24;20 - 00;00;41;16
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Reviewer. This role reviews telework agreements prior to agency head, secretary and Chief of Staff approvals or those telework agreements that are returned for updates from these higher level of approvals.

00;00;41;16 - 00;00;49;28
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Agency head. This role is responsible for reviewing all telework requests and, approving requests for one day a week

00;00;49;28 - 00;01;22;10
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To assign a role as an agency administrator. Navigate to the AUTH tab in the telework application, you will see a panel for the agency or agencies you are assigned to as the agency administrator and the roles you are authorized to manage to assign a role. Find the role you would like to assign and select the person icon with the plus sign. A window will appear.

00;01;22;12 - 00;02;05;22
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Enter the employee's name, select their name and click "add user". To remove a person from a role. Find the role you would like to maintain and the person. Select the person icon with the minus sign a window will appear asking you to confirm that you would like to remove this user from this role. Select "remove". Make sure to assign at least two people for each of these roles to have a backup.

00;02;05;24 - 00;02;19;07
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Each agency is responsible to review these role assignments regularly to ensure system integrity, users must close all browsers and reenter the application for these changes to take effect.