



**GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #111 A7**

TELEWORK APPLICATION CHECKLIST

1. Read the Telework Policy.
2. Read the Telework Guidelines.
3. Completed the Telework Self-Assessment.
4. Completed the Telework Workspace Self-Certification.
5. Completed the Telework Application.
6. Submitted items 3,4, 5, 8, 9 and 11 to my supervisor for review and signature.
7. Received the Approved Telework Application from my supervisor.
8. Completed the Telework Agreement.
9. Completed the Telework Property Removal Form.
10. Completed the Online Telework Training in IOTIS.
11. Printed the Online Telework Training Certificate of Completion.
12. Supervisor completed the Online Telework Training in IOTIS.
13. Supervisor printed the Online Telework Training Certificate of Completion.
14. Supervisor submitted items 3, 4, 5, 8, 9, 11 and 13 to OHRPersonnelRecords@dhs.ga.gov for placement in the employee's personnel file.