

# Telework Stipend FAQs

## 1. How do I file a claim to receive my monthly telework stipend payment?

Employees with a fully executed Telework Agreement (STD. 200) in the Human Resources Management System (HRMS) who meet all criteria outlined in [HRB Memo 22-010 Telework Stipend Differential-UPDATED](#), will automatically receive the telework stipend payment. Other than completing the STD. 200 in HRMS and signing it in DocuSign, no other action is necessary.

## 2. What is considered to be a fully executed Telework Agreement (STD. 200) in HRMS?

Telework Agreements (STD. 200) are not considered “fully executed” until they are submitted by the employee, approved by the manager/supervisor and Telework Coordinator in the Human Resources Management System (HRMS), **and signed by the employee and manager/supervisor in DocuSign.**

Employees should confirm their agreement is fully executed by viewing the Telework Agreement Dashboard in HRMS. Refer to pages 2-3 for directions on how to view the Telework Agreement Dashboard.

## 3. When will I receive my telework stipend payments?

Payments will be issued in the pay period following the month the telework stipend is earned for all employees who have a fully executed Telework Agreement (STD. 200) on file in HRMS. For example, stipend payments for the March 2022 pay period, will issue by the end of the April 2022 pay period.

The payment process is not automated and requires manual work by HRB each month. Because of this, the payments will issue at different times each month.

## 4. When will I receive my telework stipend payment if my Telework Agreement (STD. 200) was not fully executed in the pay period it was effective? For example, my agreement is effective March 1, 2022, but it was not signed in DocuSign until April 5, 2022.

Telework stipend payments for prior pay periods will be issued to employees by the end of the pay period following the month the agreement is fully executed. For example, if the agreement was fully executed on April 5, 2022, and was effective March 1, 2022, the stipend payments for March and April 2022 pay periods will issue by the end of the May 2022 pay period.

## 5. Who can I contact for assistance with completing my Telework Agreement (STD. 200) in HRMS?

For assistance with completing a STD. 200 in HRMS, or determining when to complete a new STD. 200, send an email to [Telework@Wildlife.ca.gov](mailto:Telework@Wildlife.ca.gov). HRB staff are not part of the telework agreement review process and will not be able to assist with completing STD. 200s.

## 6. Who can I contact to confirm why I have not received my stipend payment?

After ensuring they are eligible and have a fully executed agreement, employees may submit an inquiry to [TeleworkStipends@Wildlife.ca.gov](mailto:TeleworkStipends@Wildlife.ca.gov) **after** the end of the pay period following the month the stipend was earned and/or the agreement was fully executed. For example, if an agreement is fully executed on April 5, 2022, associated payments will issue by May 31, 2022, and the employee should not submit an inquiry to HRB until June 1, 2022. Due to workload demands, inquiries for the status of payment submitted early, will not be responded to.

## 7. I was appointed to a new position; do I need to complete a new agreement even if my telework schedule is not changing?

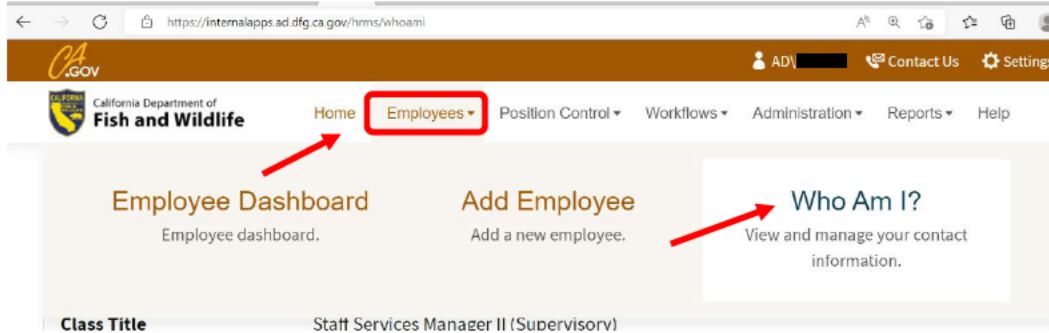
Yes, anytime an employee has a new appointment, including a change in position number, tenure, time base, etc., the current STD. 200 will become inactive, and they will no longer receive stipend payments. A “New” telework agreement must be created; do not “Modify” the current agreement for the old position. Employees will not receive stipend payments until they create a “New” agreement for the new appointment.

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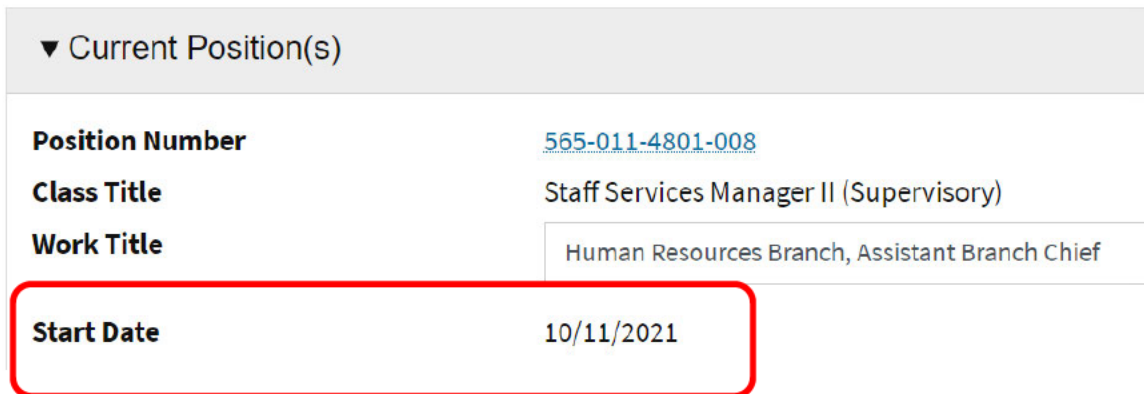
## 8. How can I confirm if I have a fully executed STD. 200 on file and that it is for my current appointment?

Below are instructions for employees confirm that they have a fully executed agreement on file and that it is for their current appointment.

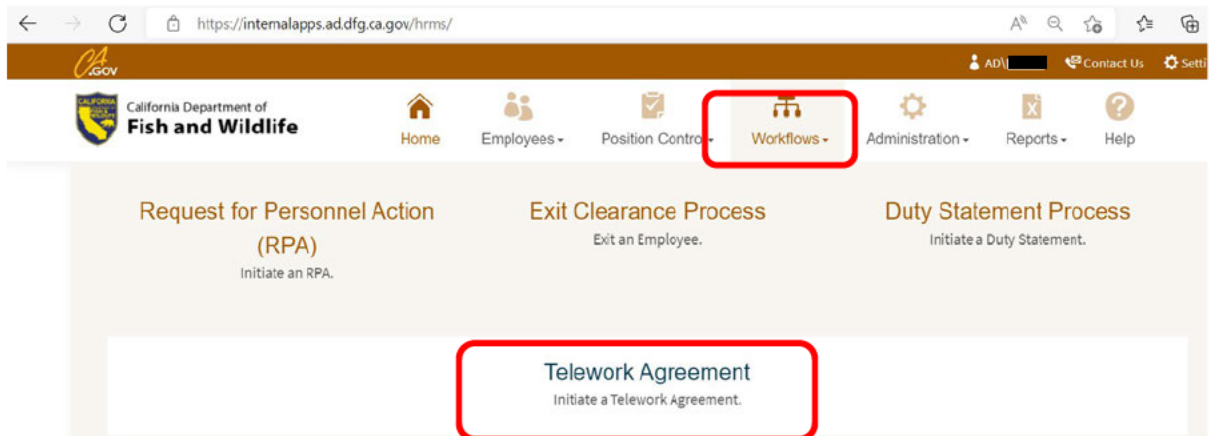
1. Log into HRMS.
2. Select “Employees” and “Who Am I”.



3. Scroll down, select “Current Position”, and view the current appointment “Start Date”.



4. Select the “Workflows” tab at the top of the page and select “Telework Agreement”.

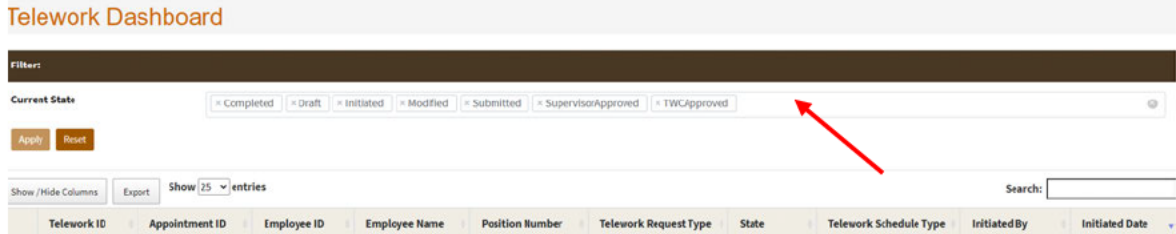


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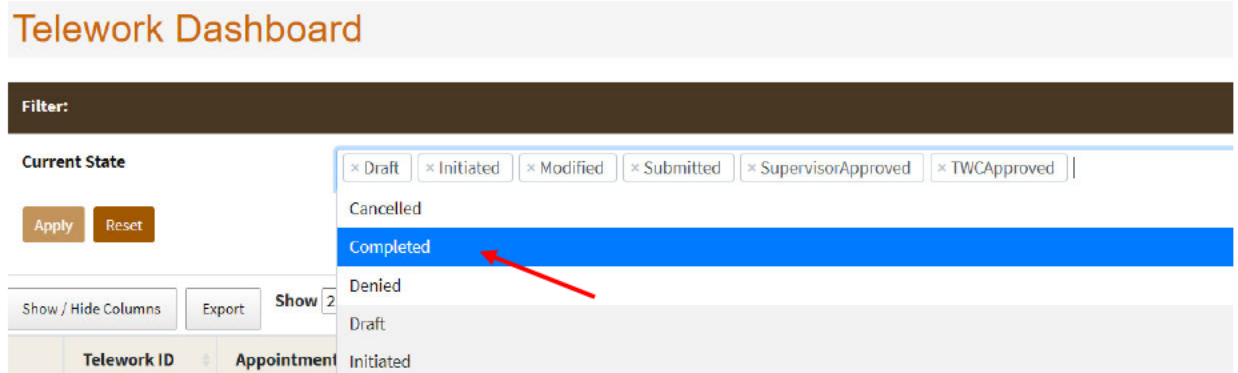
5. Select “Telework Dashboard”.



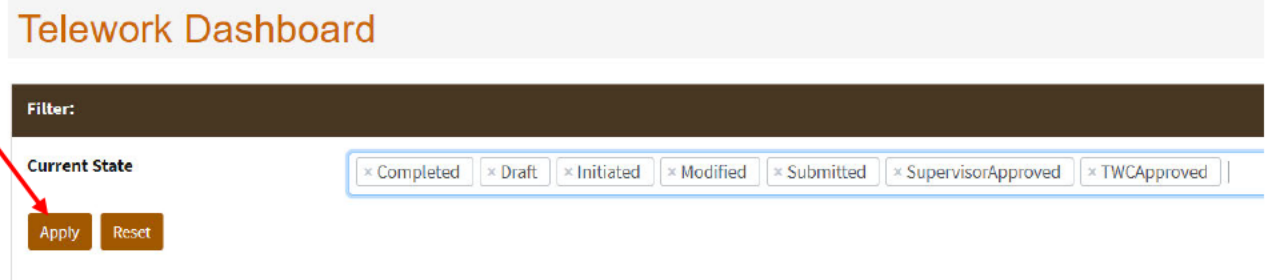
6. Click the cursor in the “Current State” field for a dropdown menu to appear.



7. Select “Completed” from the dropdown menu.



8. Select “Apply”.



The employee’s STD. 200s will populate. Managers/supervisors will also see agreements for their direct and indirect reports.

Position Number	Telework Request Type	State	Telework Schedule Type	Initiated By	Initiated Date
565-7500-001	New Telework Agreement	Completed	Office Centered		4/26/2022
565-1405-001	New Telework Agreement	Completed	Remote Centered		2/7/2022

**To receive the telework stipend payment, the Position Number listed must be for the current appointment, the State must be “Completed”, and the Initiated Date must be on or after the Start Date of the current appointment.**