

Guidelines on Applying for Remote Working

1. Summary

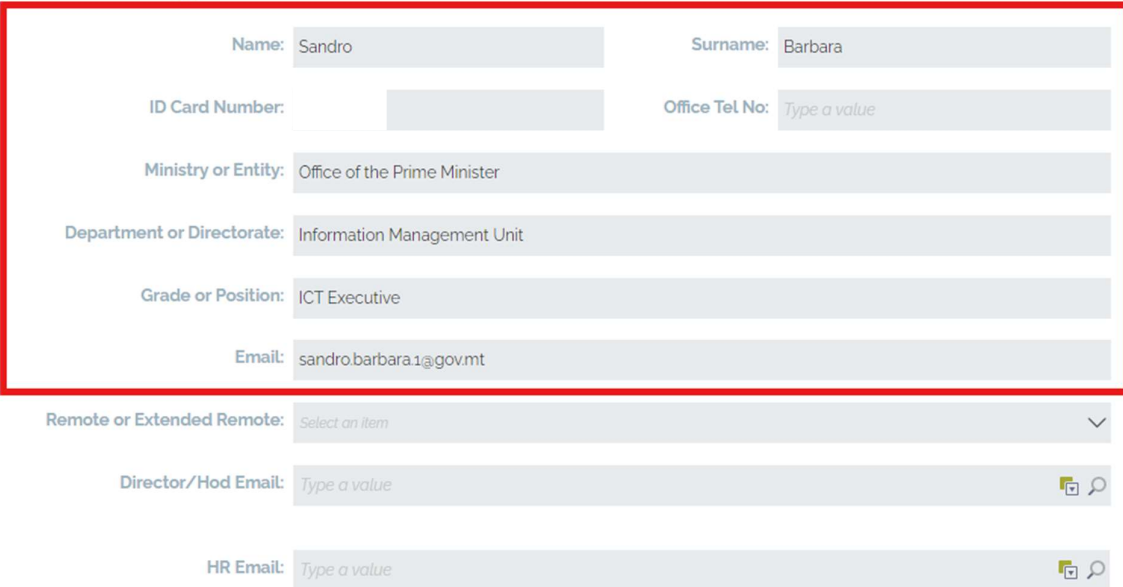
A new version of the remote working and extended remote working application has been released. The two previous forms are now merged into a single application with specific added benefits. This document provides simple guidance in completing the new application.





2. Completing the Application

2.1 Section 1 : Applicant Details

After logging in using your CORP account, e-ID or iLearn, the application will load as follows.

Section 1 : Applicant Details



Name:	Sandro	Surname:	Barbara
ID Card Number:		Office Tel No:	Type a value
Ministry or Entity:	Office of the Prime Minister		
Department or Directorate:	Information Management Unit		
Grade or Position:	ICT Executive		
Email:	sandro.barbara.1@gov.mt		
Remote or Extended Remote:	Select an item		
Director/Hod Email:	Type a value		 
HR Email:	Type a value		 

Steps to follow :

- Upon login, you shall notice that all fields within the red box above will be populated automatically. If any fields are blank, these should be filled in manually since all fields are mandatory. In case of any incorrect details, you should kindly contact the respective IMU so that your personal information can be updated through the appropriate channels. Once this process is complete, the updates will feature in the application automatically.
- In the **“Remote or Extended Remote”** field, kindly select whether you are applying for “Remote” or “Extended Remote” working.

- Enter the e-mail addresses of the respective Director/Head of Department, select your “Permanent Secretary” from the provided list (only in case of “Extended Remote”) and the Human Resources Department e-mail address. It is advised to liaise with your respective HR Department to determine which e-mail address you need to insert.

2.2 Section 2 : Request

Section 2: Request

Type Of Application:

- First Application
- Renewing under the same terms and conditions
- Renewing under different terms and conditions

Summer Work Schedule same as Winter Work Schedule:

Yes

No

Remote Work Period From

Select a date



Remote Work Period To

Select a date



Reason for request:

Type a value

Steps to follow :

- Select one of the three available application types.
- Select whether the Summer and Winter schedules are the same.
- Enter the correct date range for which you are applying.
- In case of “extended remote”, please provide a reason for your request related to this modern work practice.

2.3 Section 3 : Schedule

Before entering any details in Section 3, click the “ + Add” button.

Section 3: Remote Working Schedule

After clicking the “Add” button, click the “Edit” button to initiate the process. Provide an indicative schedule by selecting the Status for each working day. If Full or Partial Remote, fill in the Remote (from – to) and Office (from – to) fields accordingly for the respective week days. If Full Day Office, the working hours must still be provided for the respective working days Select Off for non-working days (including Saturday and Sunday, even if these are non-working days).

Any break time and time allowed for commuting should not be indicated in the schedule but agreed upon with the respective Head of Department.

+ Add + Exception ✎ Edit ✖ Delete

Weekday	Status	Remote From	Remote To	Office From	Office To
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

2.3.1 How to proceed when applying for “Remote” working

- Click on the desired day and click the “**Edit**” button. Note that you should only edit those days in which you will be working fully remotely or partial.
- In the “**Status**” field for the chosen day, select if you will be working on “**Partial Remote**” or “**Full Day Remote**”. The other options, that is, “Off” and “Full Day Office” do not apply in this case.
- When selecting “**Partial Remote**” you are expected to complete both the time in which you will be working remotely and from the office. The time slots are to be entered in the “**Remote From**”, “**Remote To**”, “**Office From**”, “**Office To**” fields.
- If “**Full Day Remote**” is selected, you should only complete the “**Remote From**” and “**Remote To**” fields.
- Repeat the steps above for the required days.

2.3.2 How to proceed when applying for “Extended Remote” working

All steps and features indicated for “Remote” working above, apply here with the following exceptions.

- You need to select your respective Permanent Secretary from the drop-down option provided.
- The time-tables presented and depending on your selection in “Summer Work Schedule same as Winter Schedule” must be completed in full from Monday to Sunday.
- In case of extended remote, you will need to use the “**Full Day Office**” and “**Off**” values in the “Status” field. By “Full Day Office” you are stating that you will be working full day from the office so the “remote” fields will be disabled for that specific day. The “Off” should not be used for any vacation leave but only to indicate the days on which you do not work, for example, Saturday and Sunday.

2.3.3 Using the “Exception” button

This option is to be used exclusively when the applicant needs to split any specific day in more than two slots.

Example : Monday -> Remote-Office-Remote

Monday -> Office-Remote-Office

- If this is necessary, kindly click the “**Exception**” and then the “**+ Add**” button.
- You shall now notice that at the bottom of the timetable (under Sunday) a new blank “**Partial Remote**” row has been created. Click once on this row and click the “**Edit**” button.
- In the “**Weekday**” drop-down option, select the required day where the exception applies.
- The “Delete” button should only be used to remove a previously created “exception”. In this case, you will need to click once on the “exception” day/row created below and click the “Delete” button.

Please find an example below of a Remote-Office-Remote scenario.

Weekday	Status	Remote From	Remote To	Office From	Office To
Monday	Partial Remote	07:00	12:00	12:00	14:00
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday	Partial Remote	14:00	16:00	00:00	00:00

The two red boxes are indicating the first entry and the exception (at the bottom).

2.3.4 Other information related to the schedules

- Having different schedules in Summer and Winter:

If you answered “No” to the below question in Section 2, you will notice that an additional schedule is displayed in Section 3. That is, one for Winter and another one for Summer. In this case, you will need to complete both tables for the submission to be marked as valid.

Summer Work Schedule same as Winter Work Schedule: Yes No

2.4 Section 4 : Attachments

Section 4: Attachments

[+](#) Add [✎](#) Edit [✖](#) Delete

Attachments

In this section, you will be able to add any attachments which are relevant to your application to substantiate the request.

3. Other Important Notes

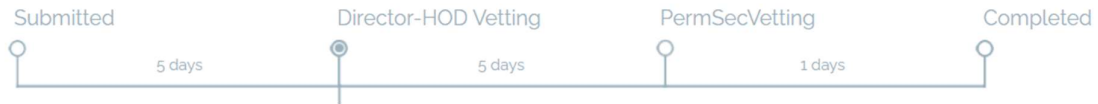
1. At the bottom of the screen, there is a **“Save as Draft”** feature so you can save your progress and continue the application at a later stage. Once you click on this option, you will receive an e-mail with a link. Through this link you will be able to access your application again and continue with its completion as necessary. Once the application is completed, please click the **“Submit”** button.

2. Approvers can send back the application to the respective applicant in cases where certain changes to the form are required. When this function is used, applicants will receive an automatic e-mail from the approver with a link and a note indicating what needs to be amended. By clicking on this link, applicants may access their application again and complete the necessary changes prior to submitting the amended application. This function allows applicants to amend the necessary information without starting the application from scratch.

3. Note that once you submit an application, the system will not allow you to re-submit the same type of application unless the first one is approved or rejected by the approver.

4. The e-mail address of the “Director/Hod” and “HR” will be checked automatically by the system. If an e-mail address is incorrect, this will be underlined in red showing an appropriate error message. If you are unsure about a specific e-mail address, you can click on the magnifying glass icon so that the system can help you find the correct e-mail address.

5. Once the application is submitted, applicants will receive an automated acknowledgement containing the following information :
 - Submission Reference Number
 - A PDF copy of your application and any documents you attached
 - The link through which you may check the status and progress of your application. As indicated in the sample below, this will show the stages related to your application



In the example above, the Extended Remote Working application is pending approval by the respective Director/HoD. Once this is recommended by the Director/HoD, it would show that it is pending at the Permanent Secretary level. Ultimately, once approved by the Permanent Secretary, it will mark as Completed. Note that the “Permanent Secretary” stage only applies in case of “Extended Remote” applications.

- The “**Discard**” option may be used if you have saved your application as draft and eventually decide to delete your application completely. Note that this option can only be used at the draft stage and cannot be used if you have clicked the actual “Submit” button.
- During submission, you may notice the screen flickering, whilst your data is being processed. It is important that you do not close the browser until a message is displayed on the screen showing that the application has been submitted successfully.
- It is always important to keep the acknowledgement e-mail so that you can always track the progress, have a copy of the application at hand, while also be able to communicate with the respective HR Department or the One-Stop-Shop for Public Officers (P&SD) quoting the submission reference number for assistance purposes.