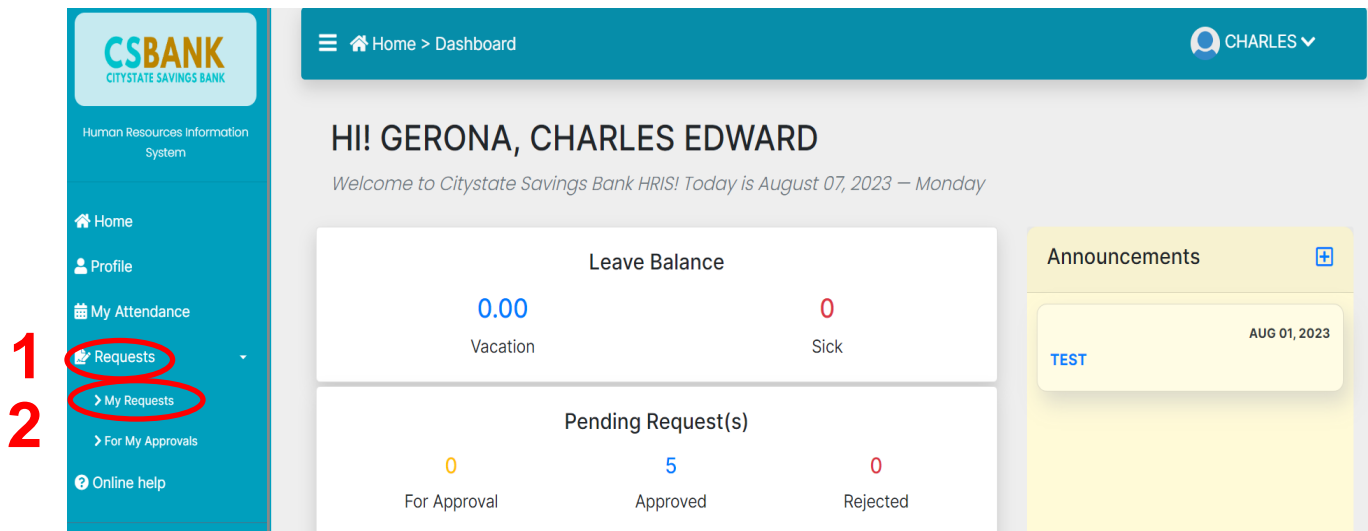**INFORMATION TECHNOLOGY DEPARTMENT**

How to Request WFH Guide

This manual can help employees request work-from-home. Their request can be accepted or rejected by their superiors.

1.   From the Left side panel, click Requests, then click the My Requests.

1.   Click on the Requests button
2.   Click on the My Requests button

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2. Under the Work-From-Home, click "click here to request" and the Work-From-Home form screen will be displayed.

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INFORMATION TECHNOLOGY DEPARTMENT

WFH Request Form ✕

Fill all required fields (*)

Date of Request * 10/10/2023

Date of WFH * mm/dd/yyyy 📅 **1**

Start Time * 08:30 AM 🕐 ✓ **2**

End Time * 05:30 PM 🕐 ✓ **3**

Work to be accomplished *

* HRIS' Manual
* HRIS' Test Scripts **4**

Attach File(s)

Choose file Browse **5**

✓ — Available | ✗ — On Leave

Recommending Approver
- Main: GUILLERMO, NORMAN VALENCIA ✓
- Empty ✗

Approver
- Main: BALANE, JIMBO VERASTIGUE ✓
- Empty ✗

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Submit

3. Your recommending approvers and approvers are listed at the bottom. Create a chase request if you don't have an approver yet.

1. Select your date of WFH
2. Select your start time
3. Select your end time
4. Enter your work to be accomplished inside the textbox
5. Click the "Browse" button to upload an attachment if necessary
6. Click the "Submit" button

4. From the Left side panel click Requests, then click My Request to view your Request Status. In this screen, you can check if your requests have been approved. When all approvers have green check, it means your request has been approved.