



## DHRM HR Highlights August

### **Reminder to Review and Update FY26 Telework Agreements**

As outlined in the [Telework Policy](#), agencies must review each employee's telework agreement on an annual basis and determine whether to renew or update the agreement for the upcoming year. In accordance with operational business needs, Agencies may determine the time of year to perform this review. Many agencies currently have their telework agreements noted in Cardinal as expired. In these cases, reports to the Administration may inaccurately reflect that there are no staff in the agency currently teleworking. The [Telework Dashboard](#) includes a tab for expired agreements to enable you to quickly review your agency's report status.

Agencies should review the employee's job duties and performance and advise employees if their telework agreement will be renewed or changed. Existing telework agreements that are not changing may be approved by your agency head. Executive Branch agencies are required to update the telework data for classified employees in Cardinal. Please use the Cardinal Job Aid, [HR351 Managing Employee Teleworker Data](#) to assist with this update. Cardinal Employee Self Service (ESS) now includes a Telework section which displays the employee's eligibility and current telework status. The Current Status will appear as "Not Teleworking", if the employee's most recent telework agreement has expired.

The [Telework Agreement Application](#) has been updated to align with the 2025-2026 review cycle and should be used for new or revised Telework Agreements. Existing telework agreements that are not changing are not required to be submitted in the Application. The Bulk Initiate tool in the Application may be used for renewals and will update Cardinal. These [Telework Training and Materials](#) are available to assist you with using the Telework Agreement Application.