



## June HR Highlights

### **New COV Applications and Telework Form**

Action required: A new initiative called COV Applications will centralize and automate Commonwealth of Virginia applications and forms, including the state employee telework form. Please identify two people to serve as administrators for your agency, email those names to [covapps@vita.virginia.gov](mailto:covapps@vita.virginia.gov) and have them register for training as soon as possible.

The Virginia Information Technologies Agency (VITA) and the Department of Human Resource Management (DHRM) have partnered to automate the state employee telework form. The goal is to replace a paper form that requires multiple levels of approvals with an electronic form that uses automated routing.

The telework form, used by classified employees subject to the state telework policy, is expected to be available for agency use in the coming weeks.

### **Identify agency administrators**

The first critical step in this process is that each agency must identify at least two people to fulfill the role of an agency administrator for telework forms. Agencies cannot begin telework agreements without completing this step. Responsibilities of an agency administrator include assigning and maintaining the following security roles within the telework form application:

- Initiator: Initiates the telework form sent to the employee
- Reviewer: Reviews telework agreements prior to agency head, secretary and chief of staff approvals, or if those telework agreements are returned for updates
- Agency head and any designee: responsible for approving telework requests for one day a week

Please send the names of at least two agency administrators for your agency to:  
[covapps@vita.virginia.gov](mailto:covapps@vita.virginia.gov)

### **Next steps and training**

Training materials and video tutorials are available on the [VITA](#) and [DHRM](#) websites. Tutorials include:

- How to complete your form as an employee
- How to process forms as a manager
- How to process forms as an agency reviewer, agency head, secretary or Chief of Staff
- How to start the form process as an initiator
- How to assign roles as an agency administrator

Virtual training sessions are available for all Commonwealth employees. Each session will include a general demonstration, and at the end will include a training targeted to agency administrators. **Please note that the sessions have maximum capacity of 250 attendees, and registration is first come, first served.** The sessions are scheduled for the following dates and times:

- June 15 – 10-11 a.m.
- June 16 – 1-2 p.m.
- June 21 – 1-2 p.m.
- June 22 – 10-11 a.m.
- June 27 – 10-11 a.m.
- June 29 – 1-2 p.m.

**[Register here.](#)**

For questions related to the training or Administrator role, please contact [covapps@vita.virginia.gov](mailto:covapps@vita.virginia.gov). For questions related to the Telework Policy, please contact [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov).