



BOKUflow: Workflow “Home Office Agreement”

This documentation contains instructions for BOKU staff to use the workflow “Home Office Agreement”.

Target audience: Staff

Please send requests to: Please consult the support page: <https://short.boku.ac.at/2yrepw>

General information: More information can be found at:
<https://short.boku.ac.at/homeoffice>
<https://short.boku.ac.at/bokuflow-homeoffice>

General information about **BOKUflow** and digital workflows:

<https://short.boku.ac.at/it-bokuflow> und
<https://short.boku.ac.at/it-bokuflow-allgemein>

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1 General

Via the new platform "BOKUflow" you can use a new digital process - a "workflow" - to conclude the "Home Office Agreement".

As an applicant, you will be guided step by step through the electronic form. After entering all necessary mandatory information and submitting the form in BOKUflow, it will automatically be forwarded to your manager (according to the formal organizational structure of BOKU) for further processing.

Each manager must check the application, approve it electronically or reject it with a statement of reasons. As soon as all higher-level managers have approved your application, it is finally approved by the Rectorate (represented by an administrator in Personnel Management).

The current status of the workflow can be viewed at any time in BOKUflow under "My Workflows".

Approved and declined applications can be downloaded at any time in BOKUflow under "My Documents".

The workflow "Home Office Agreement" supports the digital creation of the following forms:

- Initial application
- Change application
- Temporary change of application

1.1 Important information – special cases

If you are the **head of a department or a service facility**, you can complete the workflow "Home Office Agreement" in the usual way. Afterwards, your request will be forwarded directly to a personnel management administrator, who will approve the request on behalf of the rectorate.

If you work at **several organizational units** at the same time, you can use the workflow in the regular way. The form will be forwarded to all relevant managers.

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2 Quick Guide

- Log in to BOKUflow at <https://flow.boku.ac.at/> with your BOKU login data (user name and password).
- Select the area "Start workflow".
- Go to the workflow "Home Office Agreement" and "Start workflow".
- Fill in the data.
- To complete the application, go to "Next" and then "Submit".
- The workflow will now be forwarded to the appropriate people for review.
- You will receive a confirmation via e-mail.
- Once the application has been approved or rejected, you will find the agreement in the "My Documents" section.

3 Login and navigation - What can I find where?

3.1 The BOKUflow start page

- In the first step you log in to BOKUflow at <https://flow.boku.ac.at/> with your BOKU login data (user name and password).
- After logging in, you will see various sections in BOKUflow. These include:
 - - Start workflow
 - - Open Tasks
 - - My Workflows
 - - My Documents

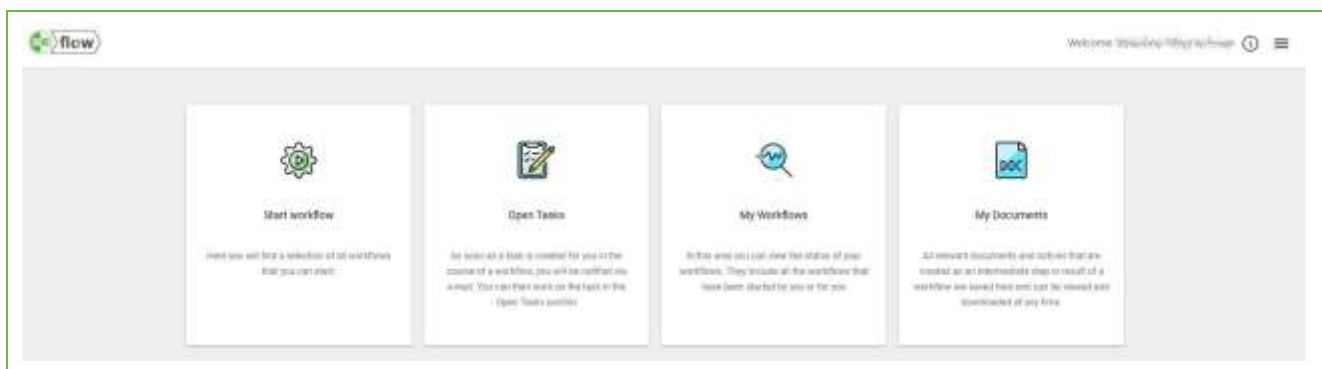


Illustration 1: Start page

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3.2 The various sections of BOKUflow

Start workflow: here you can see various workflows that are available for selection and can be started here. Here you can also find the workflow "Home Office Agreement".

Open Tasks: here you can see if a workflow currently needs processing from you (e.g. an approval / rejection, editing or confirming an application).

My Workflows: here you can view a list of your running and completed workflows. You also have various search and filter options.

My Documents: Documents can arise from workflows (e.g. an approved or rejected application "Home Office Agreement") and can be found here. If your application for a "Home Office Agreement" has been approved, you can also find the officially signed document here.

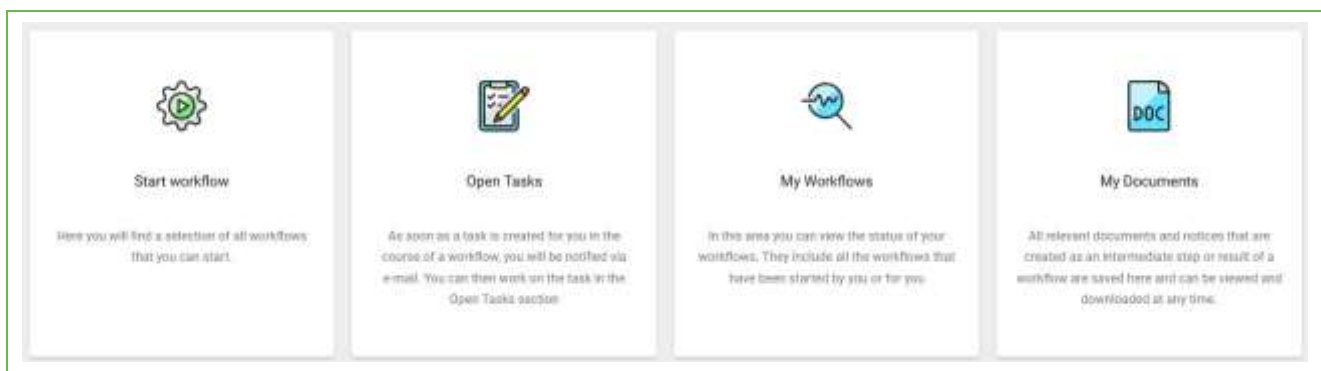


Illustration 2: Sections

You can also access the **navigation bar** at the top right (three parallel dashes) at any time to navigate between the different sections.

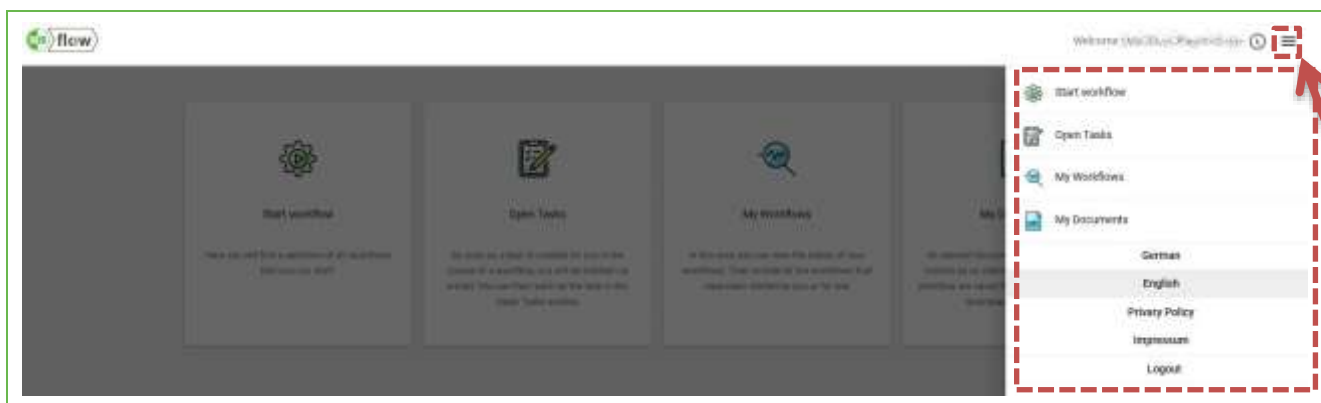


Illustration 3: Navigation bar

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4 The workflow “Home Office Agreement”

4.1 Starting the workflow “Home Office Agreement”

Choose the section “Start workflow”:



Illustration 4: Choose „Start workflow“

Choose the workflow „Home Office Agreement“:

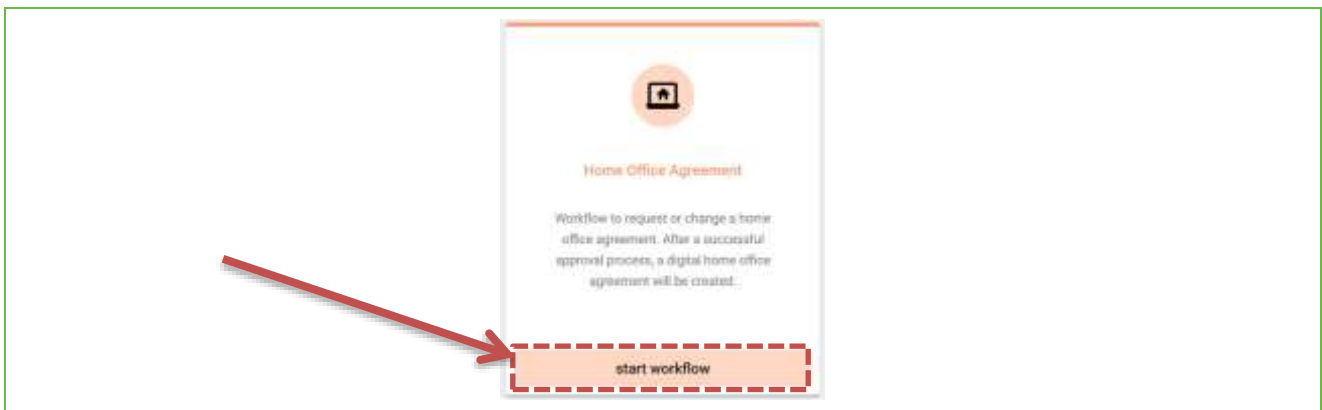


Illustration 5: Choose the workflow “Home Office Agreement”

A pop-up will open, click „Start Workflow“.

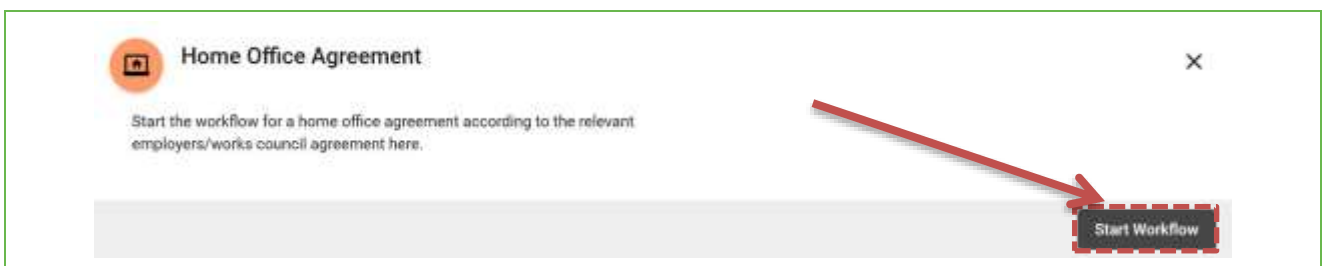
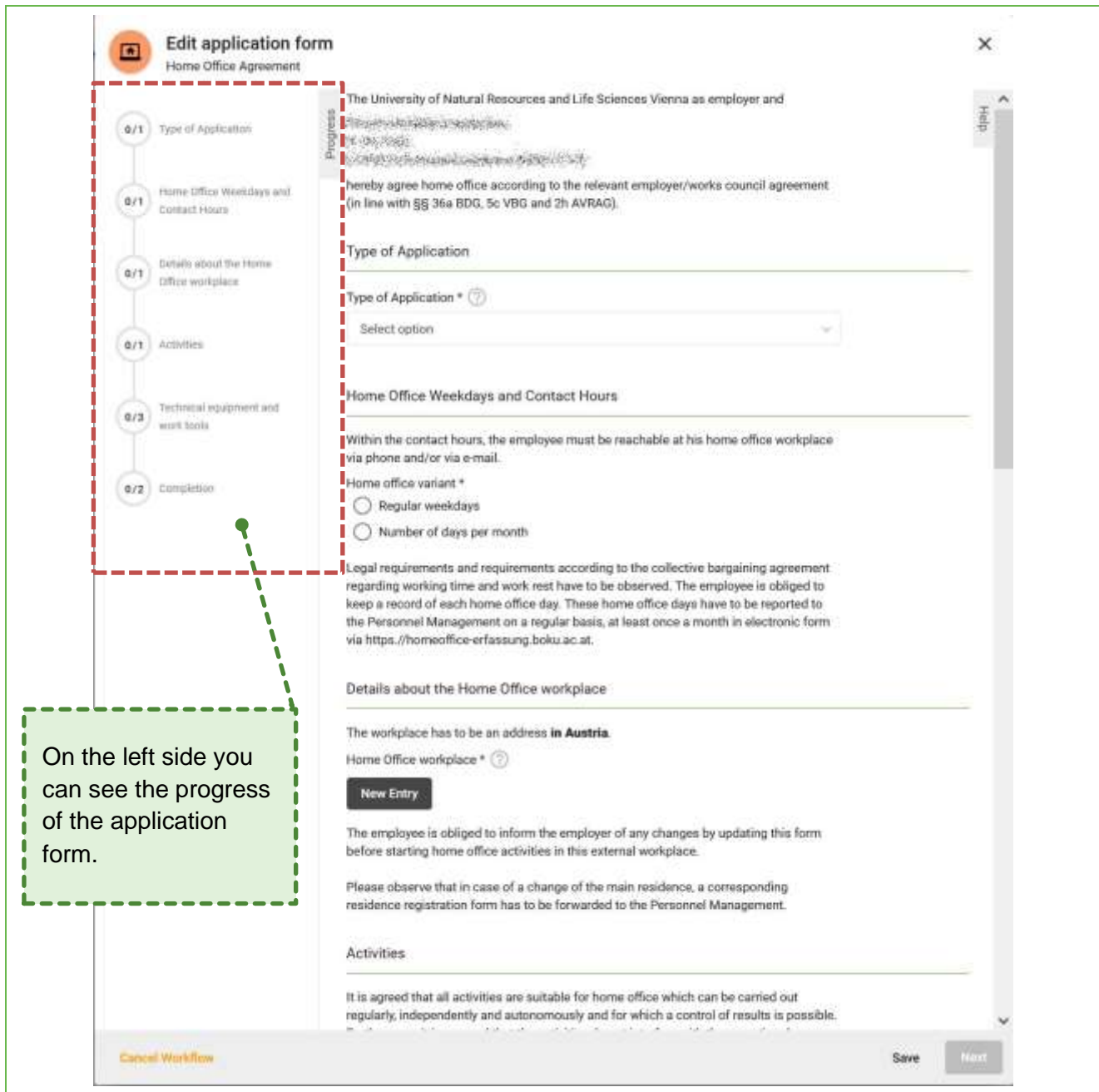


Illustration 6: Start the workflow „Home Office Agreement“

Now the form that needs to be filled out opens.

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4.2 The application form “Home Office Agreement”



Edit application form
Home Office Agreement

The University of Natural Resources and Life Sciences Vienna as employer and
 hereby agree home office according to the relevant employer/works council agreement
 (in line with §§ 36a BDG, 5c VBG and 2h AVRAG).

Type of Application

Type of Application * ⓘ
 Select option

Home Office Weekdays and Contact Hours

Within the contact hours, the employee must be reachable at his home office workplace
 via phone and/or via e-mail.

Home office variant *

Regular weekdays
 Number of days per month

Legal requirements and requirements according to the collective bargaining agreement
 regarding working time and work rest have to be observed. The employee is obliged to
 keep a record of each home office day. These home office days have to be reported to
 the Personnel Management on a regular basis, at least once a month in electronic form
 via <https://homeoffice-erfassung.boku.ac.at>.

Details about the Home Office workplace

The workplace has to be an address **in Austria**.

Home Office workplace * ⓘ
 New Entry

The employee is obliged to inform the employer of any changes by updating this form
 before starting home office activities in this external workplace.

Please observe that in case of a change of the main residence, a corresponding
 residence registration form has to be forwarded to the Personnel Management.

Activities

It is agreed that all activities are suitable for home office which can be carried out
 regularly, independently and autonomously and for which a control of results is possible.

Cancel Workflow Save Next

On the left side you can see the progress of the application form.

Illustration 7: Application Form „Homeoffice-Vereinbarung“

In the progress bar you can click on a specific section at any time to get there and edit or correct entries. You can also use the help on the right side or question marks.

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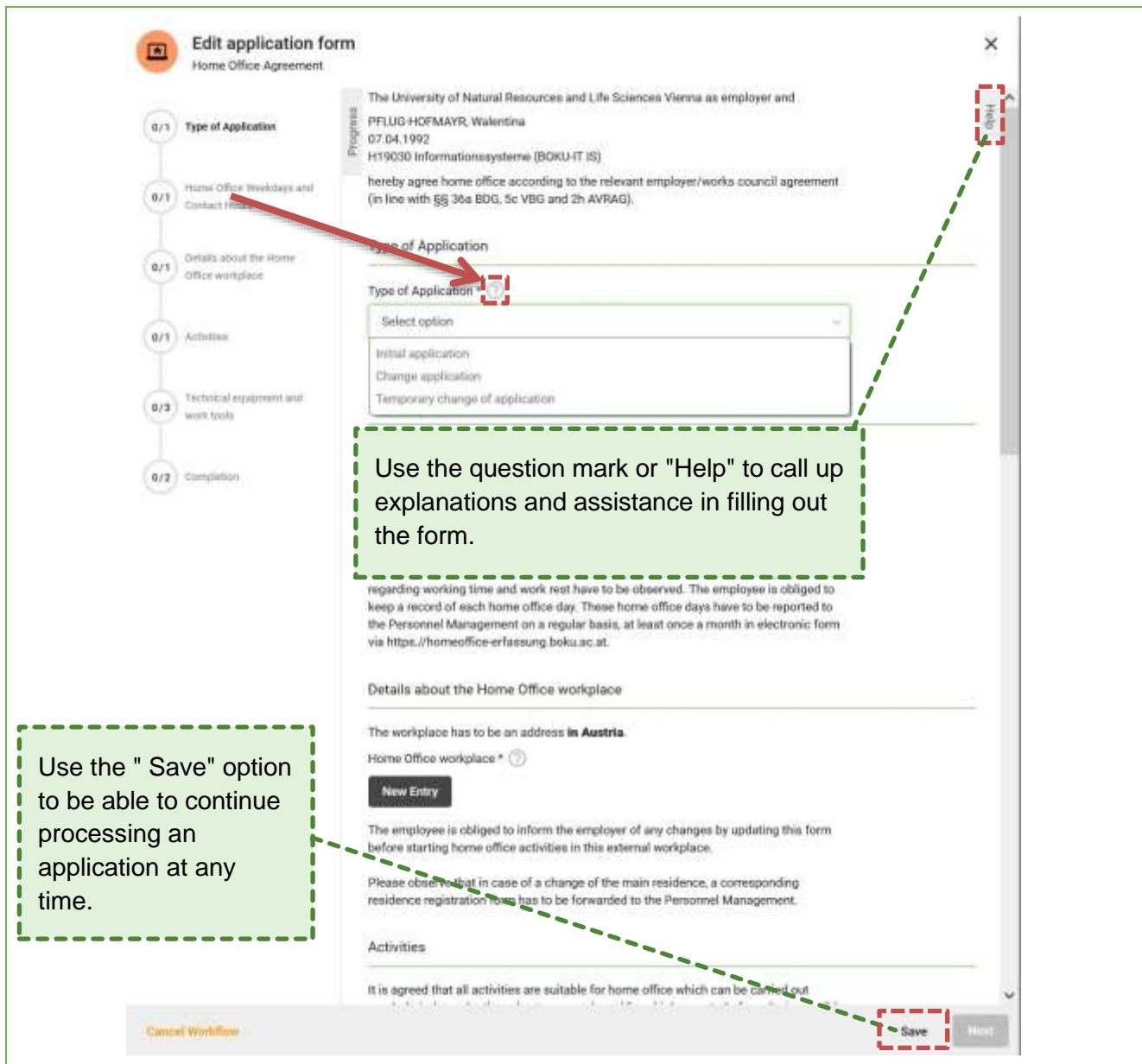


Illustration 8: Help

You can also **save** an application or workflow you have started at any time and continue to fill it out at another time. (see [Chapter 4.4 Saved applications](#)).

You also have the option to **cancel the workflow**. A cancellation leads to the workflow being **terminated**. The cancelled workflow then appears under "My Workflows" with the status "Ended".

Important note: The **cancellation** of a workflow **cannot be undone!** You can start a new workflow or submit a request for change if desired.

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General data

- Choose the application type. You have the choice between “Initial application”, “Change application” and “Temporary change of application”.



Illustration 9: Choose the type of application

Here you can now enter the desired start date and end date with the option "Unlimited".

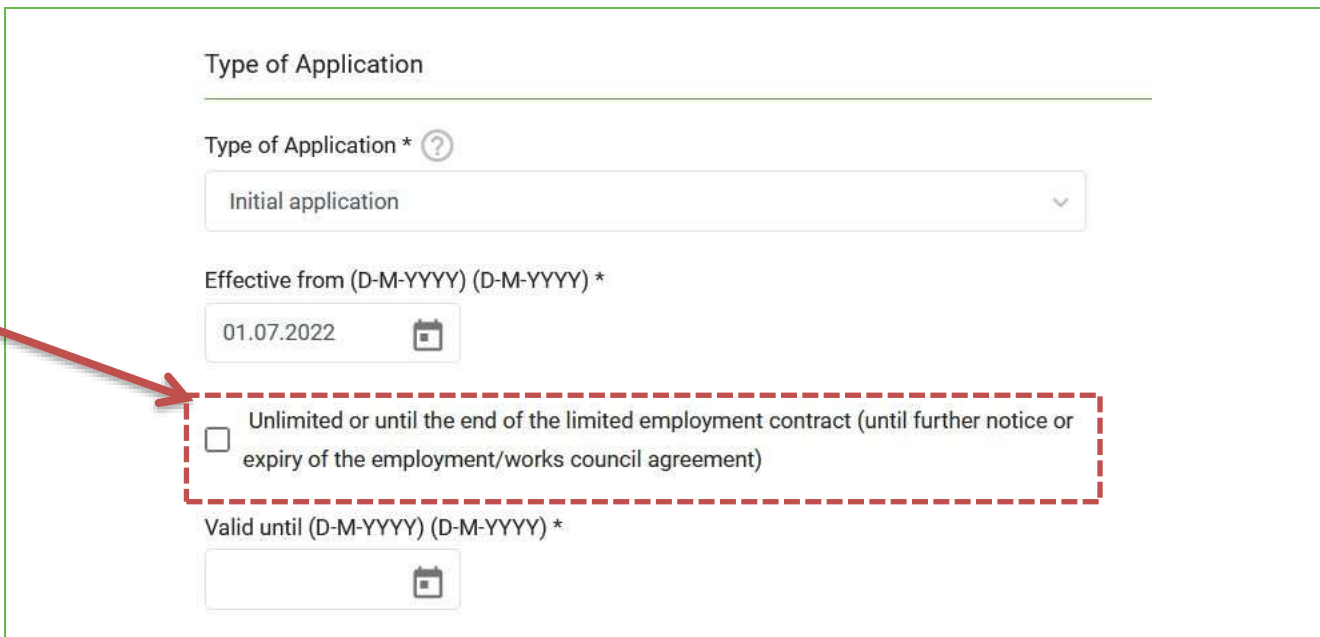


Illustration 10: Beginning and end date

If you choose the option “Unlimited” (“Unlimited or until the end of the limited employment contract (until further notice or expiry of the employment/works council agreement)”) you don’t have to enter an end date. You can also see the progress in the bar on the left that the application type is now fully completed.

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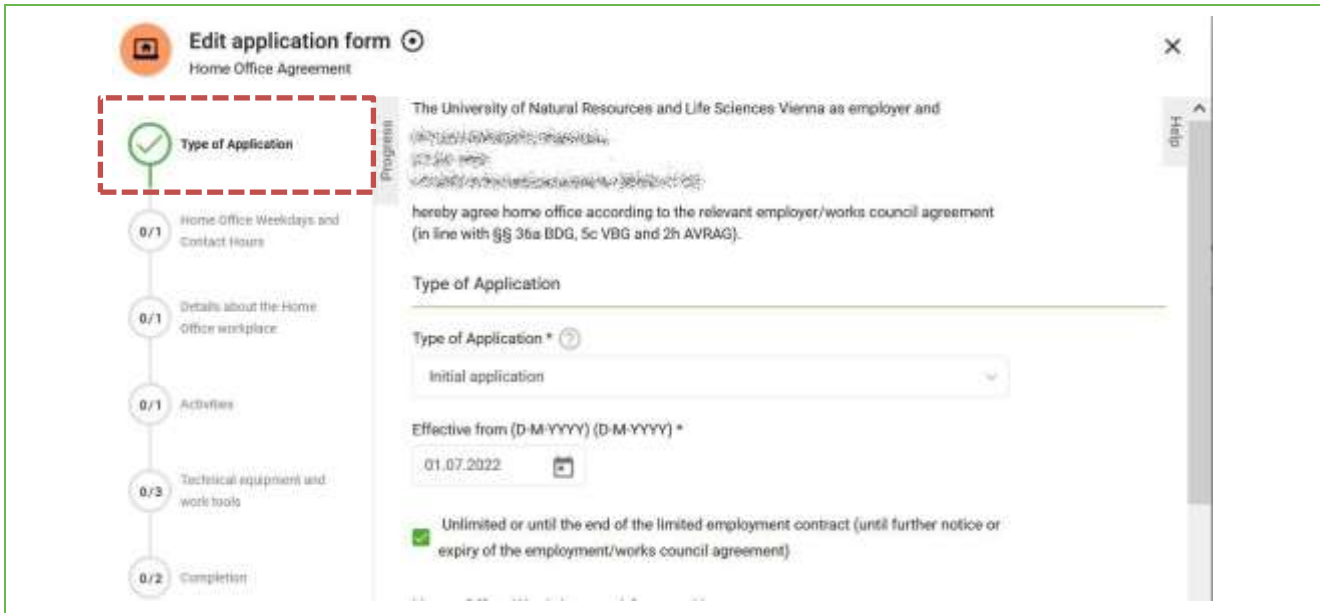


Illustration 11: Application type completed

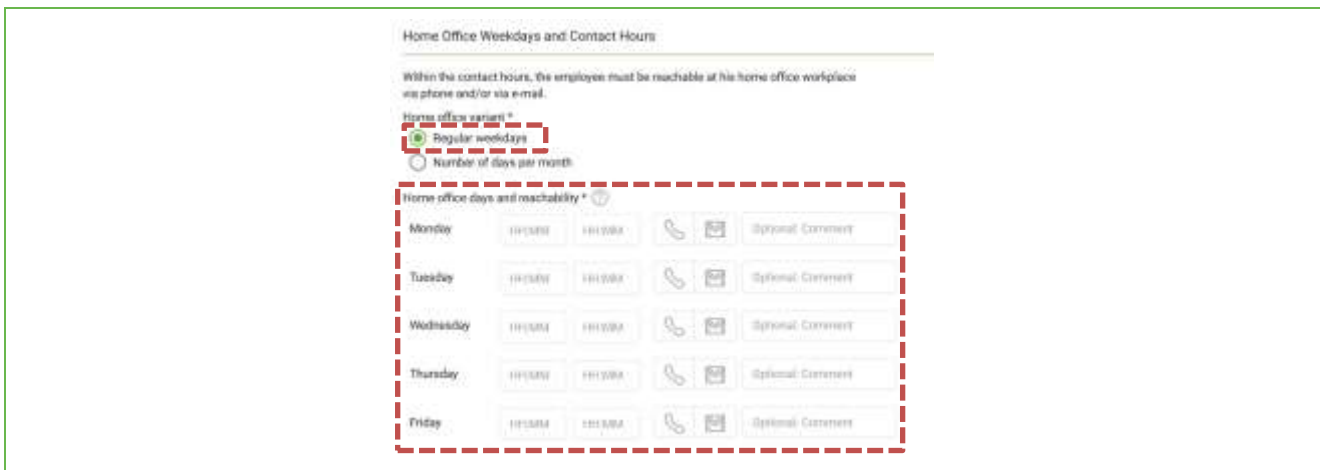
Home Office Weekdays and Contact Hours

There are two options to choose from:

- Regular Weekdays
- Number of days per month

If you choose “**Regular weekdays**”, you can specify for which days you would like to request home office. To do this, enter the times and your reachability in the respective fields.

You can easily announce reachability by phone and e-mail by clicking on the respective icon. If you can be reached via other communication channels, such as the video conferencing program "Zoom", you can enter it in the comment column next to it.



Day	HH:MM	HH:MM	Phone	Email	Optional Comment
Monday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tuesday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Wednesday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Thursday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Friday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Illustration 12: Home Office Weekdays and Contact Hours

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Telephone and/or written availability by e-mail are a **mandatory field**. At least one of them must be selected, otherwise an **error message** will appear.

The same **error message** occurs if you enter e.g. only a start time but no end time.

Home Office Weekdays and Contact Hours

Within the contact hours, the employee must be reachable at his home office workplace via phone and/or via e-mail.

Home office days and reachability * ?

Monday	08:00	16:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoom
Tuesday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	Optional: Comment
Wednesday	HH:MM	HH:MM	<input type="checkbox"/>	<input type="checkbox"/>	Optional: Comment
! Thursday	08:00	16:00	<input type="checkbox"/>	<input type="checkbox"/>	Optional: Comment
Friday	08:00	14:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Zoom

! Please fill in completely beginning and end time for this day.
 At least one type of reachability (telephone or e-mail) has to be selected.

Illustration 13: Error Message – Home Office Weekdays and Contact Hours

If you choose “**Number of days per month**” you can fill in the number in the next field:

Home Office Weekdays and Contact Hours

Within the contact hours, the employee must be reachable at his home office workplace via phone and/or via e-mail.

Home office variant *

Regular weekdays
 Number of days per month

Maximum number of home office days per month *

• Illustration 14: Home Office Number of days per month

Details about the Home Office workplace

- Now insert the address of your home office. Multiple entries are possible.
- You can enter four different types of residence.
- Add an entry via "New Entry" and fill in the address details as required. Corrections to completed fields are possible at any time. With "Delete" you can remove already added entries.
- You can also enter multiple addresses - go to "New entry" again and fill in the address details as required.

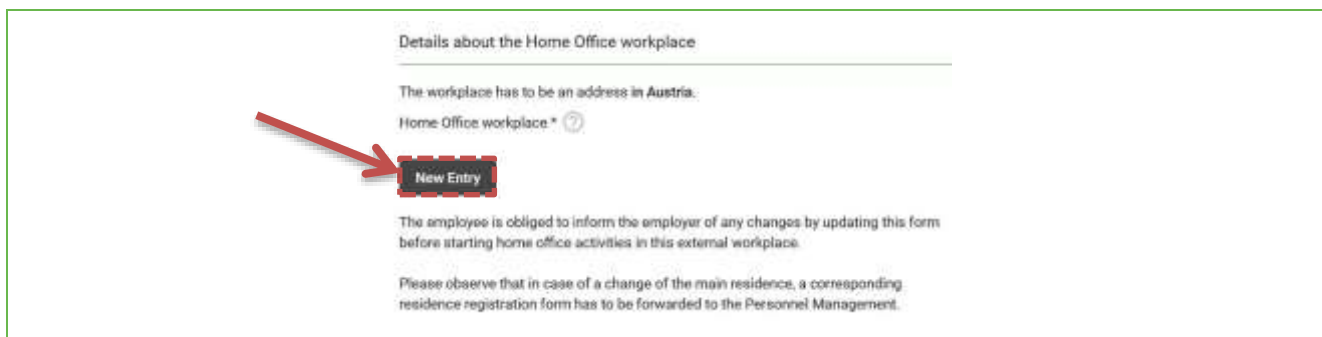


Illustration 15: Fill in address(es)

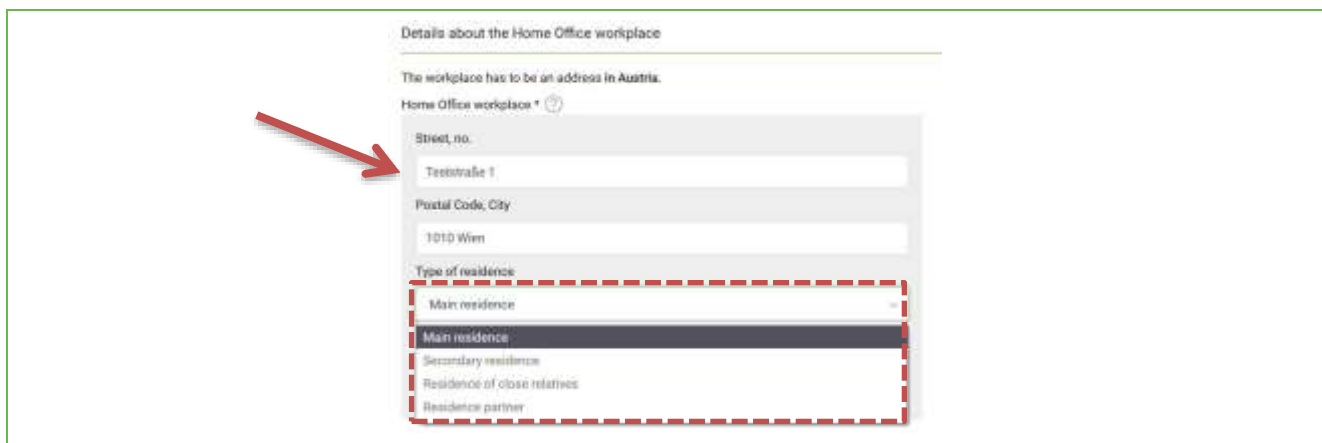


Illustration 16: Choose residence type

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Insert as many addresses as needed:

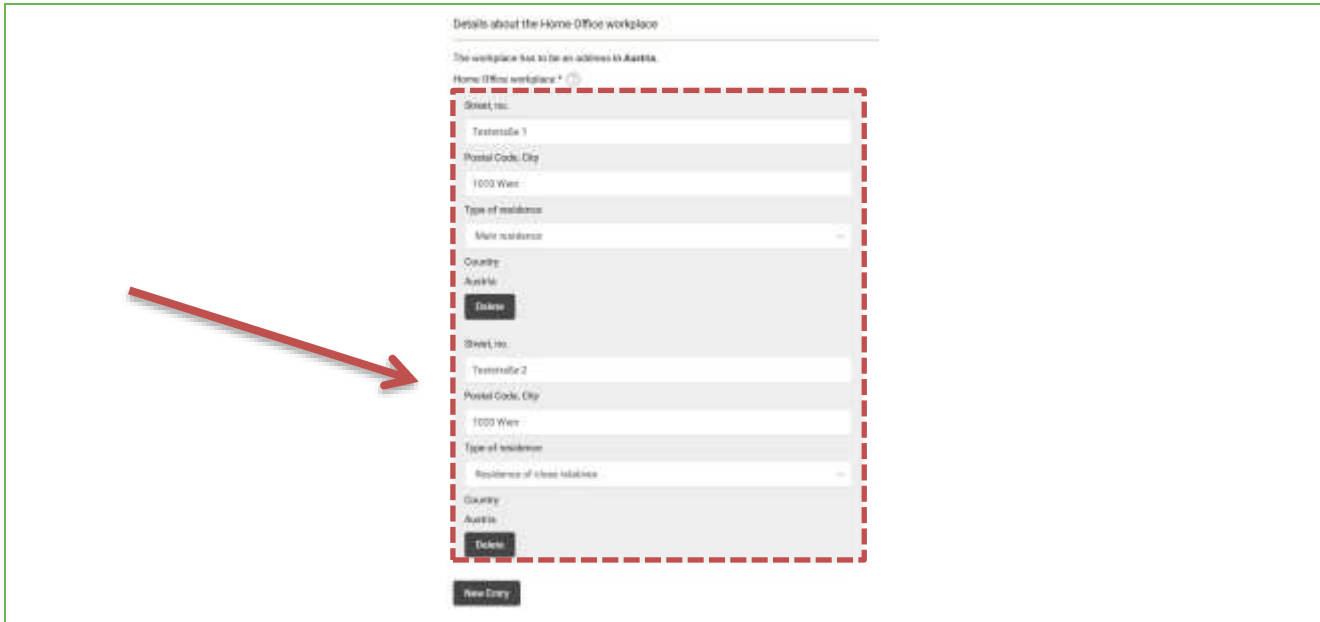


Illustration 17: Fill in multiple addresses

Activities

- Fill in the text field indicating the activities you will perform at the home office. This is a free text field.

Technical equipment and work tools

- Select which technical equipment / work tools are provided by the employer or employee in each case.

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Activities

It is agreed that all activities are suitable for home office which can be carried out regularly, independently and autonomously and for which a control of results is possible. Furthermore, it is assured that the activities do not interfere with the operational process of the university due to limited direct contact with the university. All home office activities are carried out on the basis of work-related expedience.

The following activities are carried out in the home office workplace:

Activities* (?)

E-mails
research
ongoing business
...

Technical equipment and work tools

The following technical equipment/work tools which are necessary to carry out home office are provided:

By employer or employee

Notebook / PC * (?)

Employer
 Employee

Mobile phone * (?)

Employer
 Employee

Internet * (?)

Employer
 Employee

The employee complies with the requirements of the employer/works council agreement § 7 par. a) to e)

Illustration 18: Activities, technical equipment and work resources

Liability, Data Protection, Termination

Click on the checkboxes to confirm that you have read and accept all the relevant provisions and documents.

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- I have read all documents contained in the training pass that are relevant for this
- agreement as well as the employer/works council agreement "Home Office" and completely agree with the provisions contained therein. *
 - I confirm that my direct manager agrees to the home office application at hand. *

Illustration 19: Confirm

4.3 Confirmation of the application

As soon as all mandatory fields have been filled in, you can proceed to the next step by clicking "**Next**". You can also check whether all **mandatory fields** have been filled in in the "Progress" navigation bar. If everything is filled in, you will see a green check mark next to each section.

Use "**Save**" if you still want to correct/change information!

4.4 Saved applications

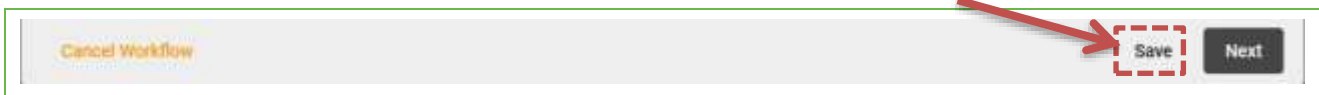


Illustration 20: Save an application

If you have **not yet confirmed** the application but have saved it temporarily, you can select the relevant task under "**My Workflows**" in the status "Running" under tasks („**Edit application form**“) and continue editing or **confirm** via „**Confirm request**“.

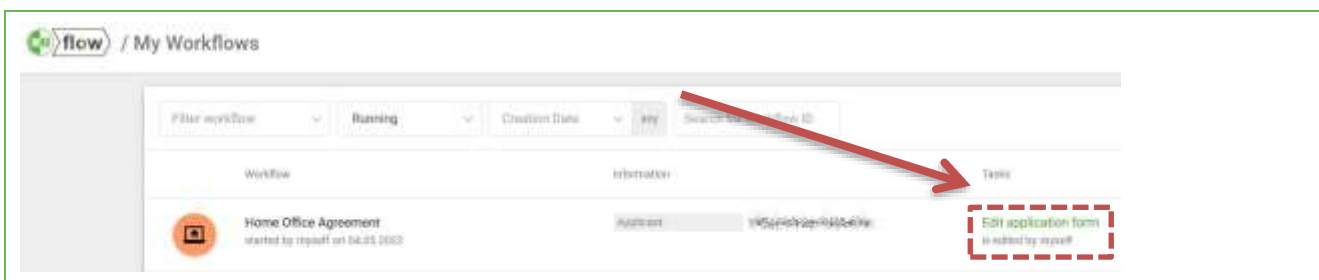


Illustration 21: „My workflows“ – continue editing

You can also find requests that have not yet been confirmed or sent (temporarily saved) under "**Open Tasks**". You can also continue processing from there.

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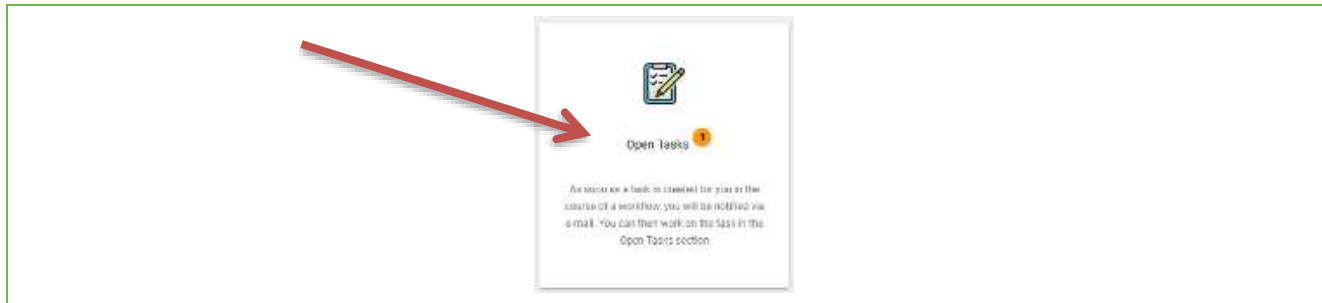


Illustration 22: „Open Tasks“ – continue editing

4.5 Submitting the application

Clicking "Next" will take you to the summary of your application.

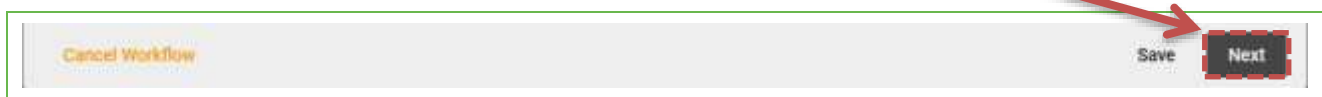


Illustration 23: Next to get to the summary

Now you can send the application to your manager, the head of the institute, department or the respective organizational unit and then to the personnel management for approval on behalf of the rectorate by clicking on "**Send**".

Before that, you can **download** the submitted application as a PDF-document. Clicking on "Back" will take you back to the application form and you can continue to edit it.

Here you also have the option to **cancel** and end the workflow.

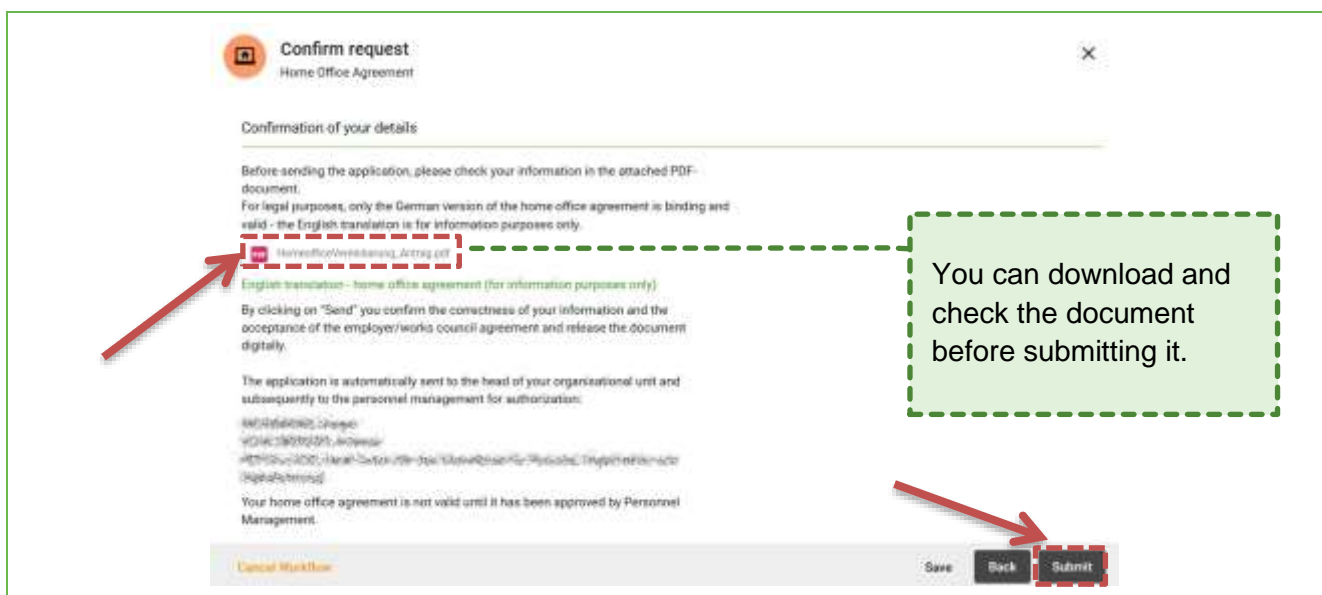


Illustration 24: Submitting an application

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5 Application sent - what now?

The application is now forwarded to the responsible persons for approval one by one. Under "My workflows" you can see where the request is currently being processed.

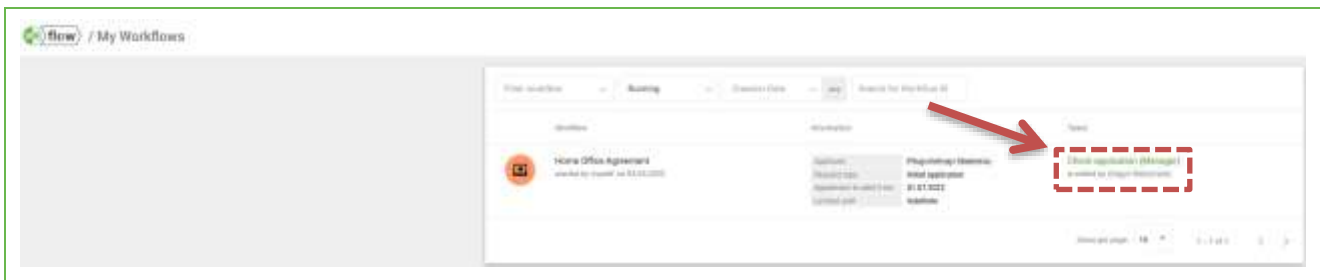


Illustration 25: My Workflows – Status

When an application is finally **approved or rejected**, you will receive a **notification by e-mail** and can then find all finally approved and rejected applications in the status "Ended" under "My Workflows".

As soon as an application is finally approved or rejected, a **PDF document** is created, which you can permanently **view and download** under "My Documents".

Important note: As long as the approval or rejection of an application is not yet finished, all applications can be found under "My Workflows" in the status "Running".

You can see various information about workflows under "My workflows". In the "Tasks" column you can see where the submitted application is currently being processed.

6 Authorization by responsible persons

6.1 Check application (Manager)

Once an employee has submitted a request for a "Home Office Agreement", the pending application is sent to the manager, who can approve or deny the request. Managers see pending requests that need to be processed by them under "**Open tasks**".



Illustration 26: Open Tasks

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As the manager, you then select the task "**Check application (Manager)**" and see a summary of the information entered by the applicant.

Now you have the option of **approving** or **rejecting** the application.

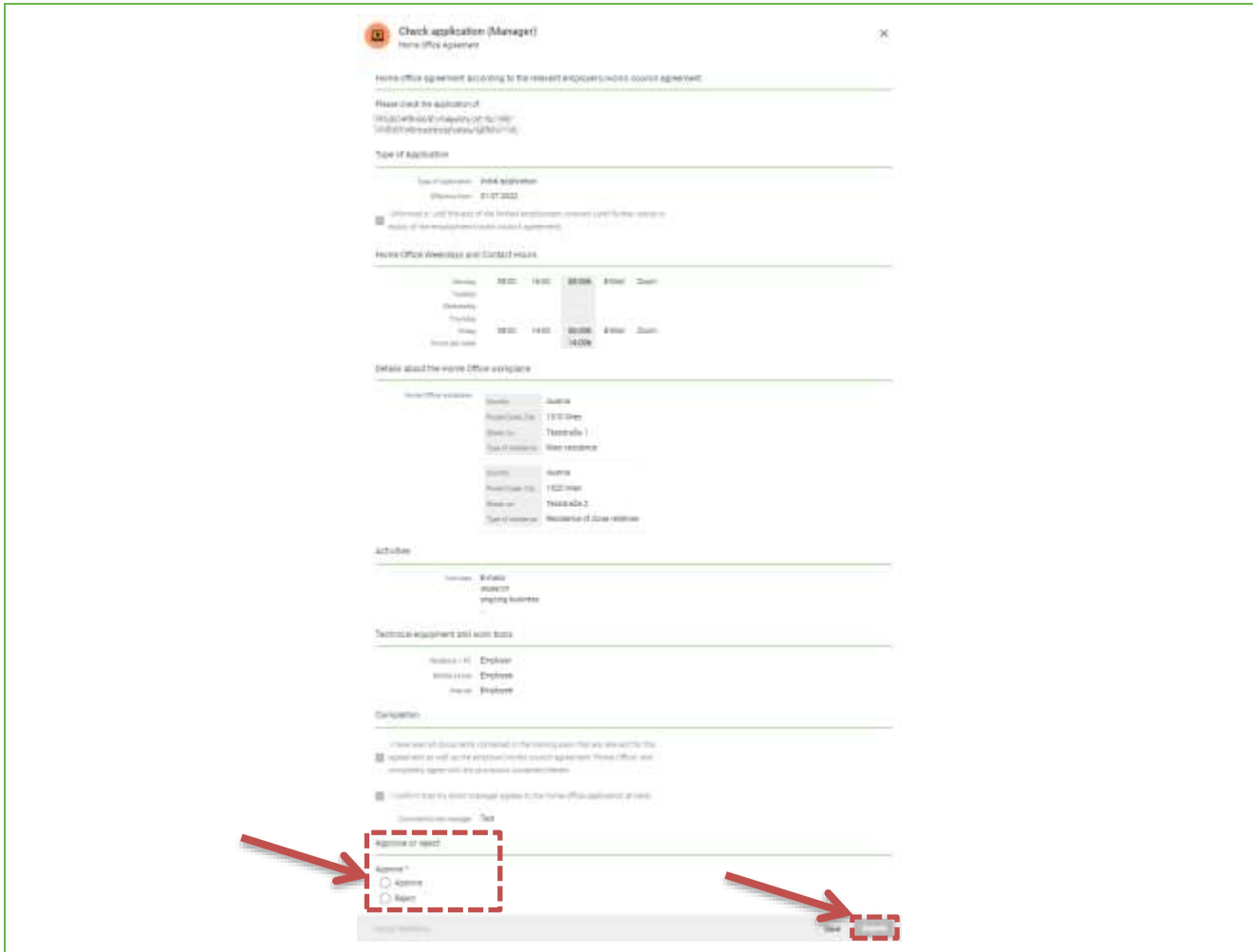


Illustration 27: Authorization

Option 1: Approve

Select "**Approve**" and then "**Submit**".

The request will now be forwarded to the next responsible person (management of the respective organizational unit).

Option 2: Reject

Select "**Reject**". A comment field now opens in which a reason for the rejection must be entered (mandatory field). After entering the comment click "**Submit**". The workflow of the person submitting the request is canceled and a PDF document is created with the details of the request and the reason.

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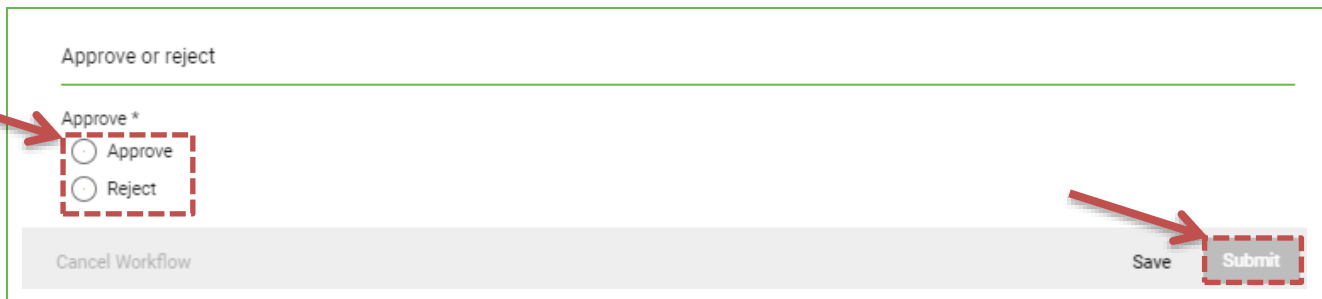


Illustration 28: Reject an application

Applicants can view and download a **rejected application** permanently under "**My Documents**". After approval by the supervisor, the application is forwarded to the **head of the organizational unit**. The process for approval is the same. After approval, the application is forwarded to an **administrator of the Personnel Management**, who can also approve or reject the application on behalf of the rectorate.

7 Fully approved applications

As soon as Personnel Management has fully approved an application on behalf of the Rectorate, the workflow "Home Office Agreement" is completed and can be found under "My Workflows" in the status "Ended".

You will receive an **e-mail notification** in the event of final approval or rejection. Subsequently, you can view and download a **fully approved application** under "**My Documents**" at any time.



Illustration 29: My Documents

Approved and declined applications, including the reasons, can be viewed and downloaded at any time under "**My Documents**". This also applies to applications rejected at an earlier point (by manager or management). Click on the title to download the desired **PDF document** at any time.

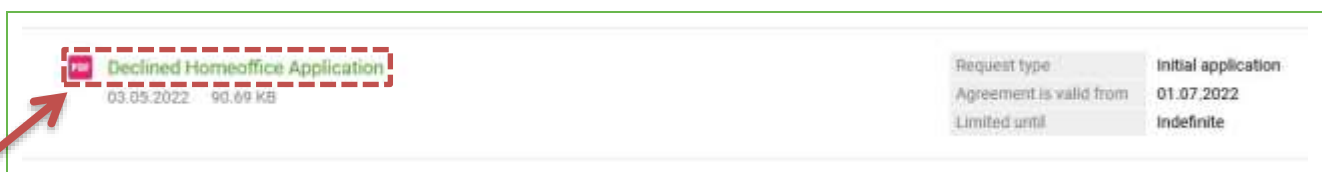


Illustration 30: View approved and declined applications

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History

Last change: 13. January 2023

The **current version** of this documentation can be found on the BOKU IT service pages at:

<https://short.boku.ac.at/bokufLOW-homeoffice>

Document		BOKUflow: Workflow "Home Office Agreement"	BOKUflow_Homeoffice-Vereinbarung_EN_V.1.1.0_2022-06-22.docx
Source Document		BOKU	---
Update Date/ Author	Version	Changes	
2022-05-04 (WPH/BOKU-IT)	1.0.0	Creation	
2022-06-22 (WPH/BOKU-IT)	1.1.0	Home office variant: description and screenshots	
2022-01-13 (LS/BOKU-IT)	1.2.0	Confirmation of the application: Important note deleted	