Fully Remote Application Process

Manager works together with HRBP to understand:
- immigration impact
- impact on compensation / benefits if moving to different location

Employee and manager secure approvals from leadership team (Manager, Director, and VP) using the Manager Approval document

Employee fills the application form, attaching the Manager Approval document with the necessary approvals

START

Employee wishes to go fully remote

Employee & manager review guidelines

After all approvals have been secured, the HRBP informs the employee, CC'ing the manager in the email.

HRBP will review application packet to confirm all eligibility criteria has been met, impact on compensation (if applicable) is communicated; and communicates final decision to employee

HR Ops assigns to appropriate HRBP

HR Ops gets notified when employee submits application

Employee is responsible to submit their address change in SuccessFactors.

COMPLETE