



# TELEWORK



GROUNDSWELL  
CONSULTING  
GROUP

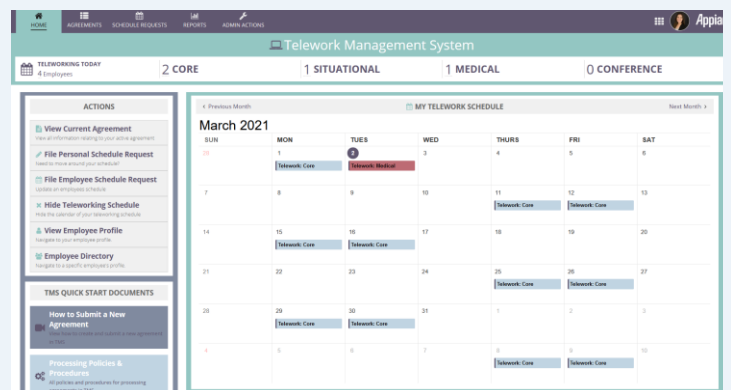
Currently, most federal agencies manage their telework agreements and process mostly on paper. This creates several distinct business risks for any organization:

- Agencies have no real-time view of employees' telework schedules, meaning they cannot effectively cover key office functions or plan for coverage.
- Data must be manually tabulated and processed to report on telework information, increasing workload for already overstretched teams.
- To avoid overly work-intensive manual processes, some teams bypass the process altogether, breaking down the entire system.
- Employees cannot plan their telework effectively due to lack of forward visibility.
- The lack of management visibility invites abuse by employees.
- Most agencies are unable to comply with their own guidelines or federal policies around telework.

Groundswell's Telework Management System (TMS) provides a completely digital process end-to-end telework management. TMS covers the submission and review of telework agreements, management of schedule requests, and robust and insightful reporting for the agency. The system also provides real time visibility into employees' telework schedules and validates compliance with federal and agency telework guidelines.

### Main Features

- ✓ Creation, review, amendment, and termination of telework agreements
- ✓ Flexible review process that can be tailored to meet agency-specific requirements
- ✓ Setup of a recurring telework schedule
- ✓ Seamless changes to the telework agreement with full visibility to key stakeholders and approvers
- ✓ Submission and review of schedule requests to manage situational, medical, and any other form of telework
- ✓ Streamlined dashboards for supervisors to oversee their employee's telework information
- ✓ Insightful reporting for Telework Management Officers to analyze and review telework information for their agency



Groundswell's Telework Management System (TMS) is unique and the only solution that:

1. Fully covers the submission, review, and approval processes based on federal and agency specific standards.
2. Seamlessly integrates with existing systems to utilize complete and up to date information for employees and contractors.
3. Provides an employee record for a comprehensive view of all teleworking activities that can be expanded to include all employee related data for a true 360-degree view of an employee.

Eliminate inefficiencies and provide full visibility in real time to all stakeholders with  
**Groundswell's Telework Management Solution**

For more information contact: [solutions@groundswellcg.com](mailto:solutions@groundswellcg.com)



Groundswell Consulting Group is Appian's fastest growing Trusted Partner. Founded by Appian alumni with over 50 years of combined Appian experience, the Groundswell team does not just follow best practices, we helped write them. With a history of delivering innovative solutions for many of Appian's largest scale customers worldwide, Groundswell is the go-to partner for mission critical Appian implementations. Groundswell's world-class accelerators, components, and foundations give clients the tools they need to establish a true platform solution and quickly reach their transformation goals.



Appian helps organizations build apps and workflows rapidly, with a low code automation platform. Combining people, technologies, and data in a single workflow, Appian can help companies maximize their resources and improve business results. Many of the world's largest organizations use Appian applications to improve customer experience, achieve operational excellence, and simplify global risk management and compliance.