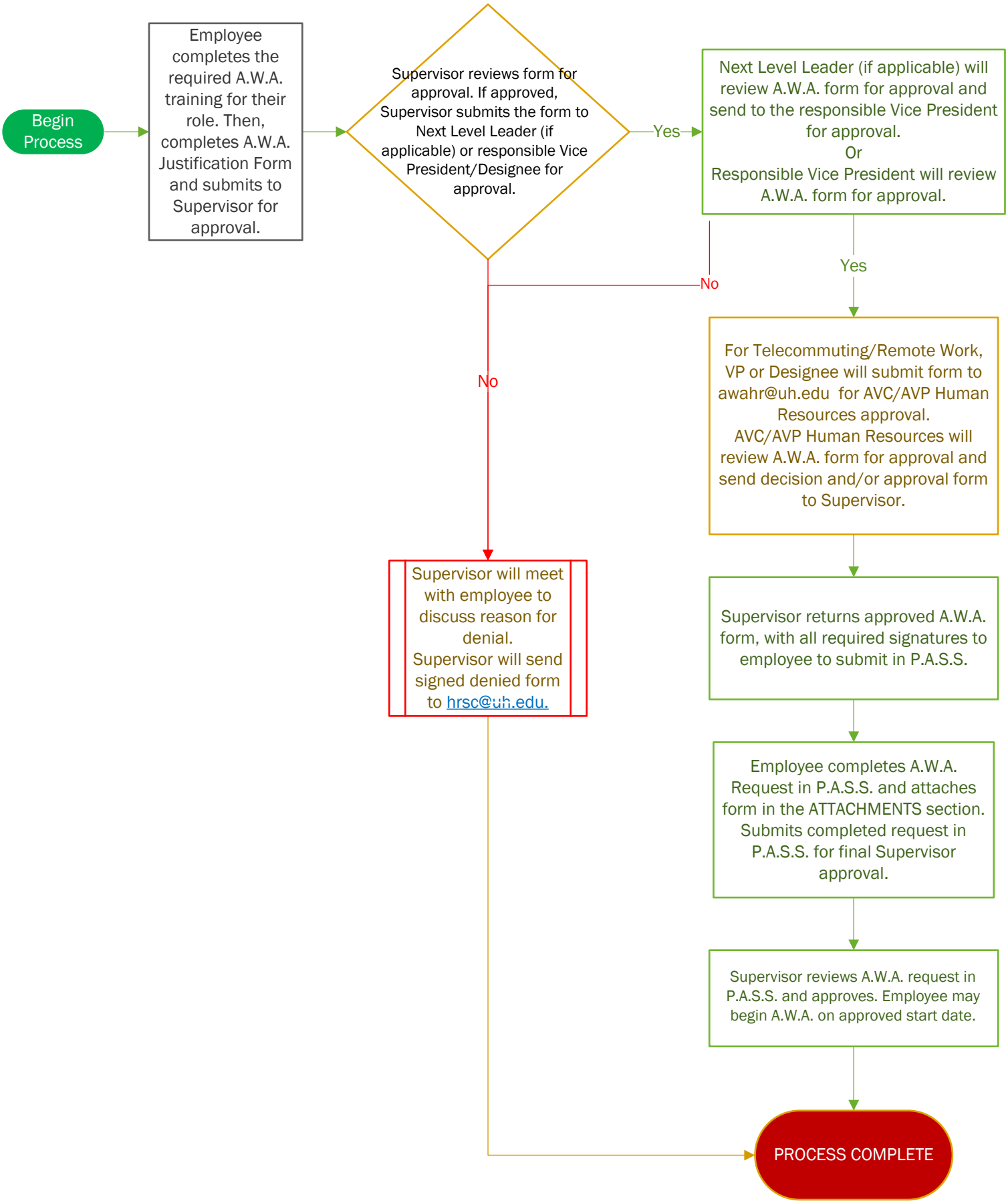Alternative Work Arrangements (A.W.A.) Telecommuting/Remote Approval Work Flow