Telecommuting Agreement

Prior to completing the Telecommuting Agreement, please verify that your position is eligible for telecommuting.

NOTE: Prior to submitting a telework form, verify that the correct Home address is listed. To review and update your Home address, see this tipsheet. If you are employed at UW-Milwaukee, UW-Stevens Point or UW-Whitewater you will need to contact your human resource department to update your address.

Access the Forms

1. Navigate to your MyUW Portal - https://my.wisconsin.edu/.
2. Click the Personal Information Tile.
3. Click the Update My Personal Information hyperlink, found near the bottom of the page.
4. Select the Telecommuting Agreement tab at the bottom of the left sidebar.

Submit a Telework Form

1. Click New Telework eForm tab on the left sidebar.
2. If you have more than one active job, click the Working Title box to select the job for this form. A separate form must be submitted for each job that telework is being requested.
3. Verify the correct supervisor and department are displayed.
4. Review and update all sections of the form. All sections marked with an asterisk are required.
   
   NOTE:
   • To change the answer with a yes/no toggle, click in the field to change the answer.
   • To add additional equipment in the Computer Equipment section, click the plus sign at the end of the row.

5. To add comments, click the arrow next to Comments to open the field.
6. Click Submit.
   
   NOTE: The document can be saved if not ready to submit. To access later, see steps to Update a Telework Form.

7. The Transaction Log will appear, including the name of the next person in the approval step at the top of the page.
8. An email will be sent to the business email on file confirming that the form was submitted.

**Update a Telework Form**

A form can be updated if it is saved and not yet submitted, submitted but not yet approved, or if the supervisor pushed back the form for additional information.

1. Select the **Update a Telework eForm** tab in the left sidebar.
2. Click **Search**. If only a single form is available for update, it will open. If multiple forms are available a list will show, click the correct form.
3. Review and update the form.
4. To add comments, click the arrow next to **Comments** to open the field.
5. Click **Submit/Resubmit**.
   **NOTE**: Click **Withdraw** if the form should be no longer available.
6. The **Transaction Log** will appear, including the name of the next person in the approval step at the top of the page.
7. An email will be sent to the business email on file confirming that the form was submitted.

**View a Telework Form**

Changes cannot be made in View. If a form needs to be updated, it must be opened using the Update tab.

1. Select the **View a Telework eForm** tab in the left sidebar.
2. Click **Search**. If only a single form is available, it will open. If multiple forms are available a list will show, click the correct form.
3. Review the form.
4. Click **Next**.
5. Click the arrow next to **Signature/Action Logs** to see where the document is in the review process.