UNIVERSITY OF WISCONSIN SYSTEM

Telecommuting/Remote Work Agreement

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

NOTE:

- Prior to submitting a Telecommuting agreement, 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 or UW-Whitewater you will need to contact your human resource department to update your address.

WARNING: The system will time out after 30 minutes of inactivity. Use the Save button if needed to step away from the form.

Access the Form

1. Click the Time and Absence tile from the MyUW portal.
    a. **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
    b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.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/Remote Work Agreement** tab at the bottom of the left sidebar.

Submit a Telework/Remote Work Form

1. Click **New Telework/Remote Work Form** 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 telecommuting work 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 rows in a list, 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/Remote Work 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 your business email on file confirming that the form was submitted.

Update a Telework/Remote Work 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/Remote Work Form** tab in the left sidebar.

2. Click **Search**. If only a single form is available for update, it will open. If multiple forms, click the correct form from the list.

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 be submitted.

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 your business email on file confirming that the form was submitted.

View a Telework/Remote Work Form

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

1. Select the **View a Telework/Remote Work Form** 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.