Telecommuting Agreement - Approver

An email will be sent when a form has been submitted and is awaiting approval.

If the supervisor is on leave, with or without pay, the supervisor and who they report to will also be notified that there is a form awaiting approval.

Access the Forms

- To access a single form, click the link in the email.
- To access all forms:
  - Navigate to your MyUW Portal - https://my.wisconsin.edu/
  - Click the Personal Information Tile.
  - Click the Update My Personal Information hyperlink, found near the bottom of the page.
  - Select the Telecommuting Agreement tab at the bottom of the left sidebar.
  - Click the Approve a Telework eForm tab on the left sidebar.
  - Click Search. If multiple forms are listed, select the first form to approve.

Approve a Telework Form

1. Review the form.
   NOTE: The Policy and guidelines for form review are included in the notification email.

2. Enter any comments in the Comments section.

3. Select the appropriate button to complete the form:
   a. Deny – Form is not approved and no longer needed. An email is sent to the employee.
   b. Pushback – Form needs additional information or updates made by the employee. An email is sent to the employee.
   c. Hold – Save, not ready to approve the form but no updates are needed. To approve later, access again from the Approve a Telework eForm tab.
   d. Approve – Form is complete and approved. An email is sent to the employee.

4. The Transaction Log will provide details about the steps.

View a Telework Form

To view telework forms, follow the instructions above to access all forms, to access the Telecommuting Agreement tab.

1. Select the View a Telework eForm tab in the left sidebar.

2. Enter search criteria and click Search.

3. Review the form and the comments at the bottom of the page.

4. Click Next.

5. Click the arrow next to Signature/Action Logs to see where the document is in the review process.