

# Approve a Telecommuting/Remote Work Agreement

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An email will be sent to the supervisor of record, or designee, when a form has been submitted and is awaiting approval.

## Access the Forms

1. To access a single form, click the link in the email.
2. To access all forms:
  - Navigate to your MyUW Portal
    - **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
    - **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
  - Click the **Personal Information** Tile.
  - Click the **Update My Personal Information** hyperlink, found near the bottom of the page.
  - Select the **Telecommuting/Remote Work Agreement** tab at the bottom of the left sidebar.
  - Click the **Approve a Telework/Evaluate Remote Work Form** tab on the left sidebar.
  - Click **Search**. If multiple forms are listed, select a form to approve.

## Approve a Telework/Remote Work 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/Evaluate Remote Work Form tab.
  - d. **Approve** – Form is complete and approved. An email is sent to the employee.
4. The *Transaction Log* will provide details about where the document is in the review process.

## View a Telework/Remote Work Form

1. Select the **View a Telework/Remote Work Form** 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. To see approver details, click the **View Approval Route** button to see all completed and pending approvers or click the arrow next to *Signature/Action Logs* to see completed approvals.