Approve a Telecommuting Agreement

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 or sign into my.wisconsin.edu
2. Click the dropdown list in the upper left corner and select Manager Self Service.
3. Click on the Forms tile.
4. Select the Telecommuting Agreement tab from the left sidebar.
   WARNING: The form will open in a new tab. If the form does not open, enable pop ups for this site.
5. Click Approve a Telework eForm from the left sidebar.
6. Click Search. If multiple forms are listed, select a form to approve.

Approve a Telework eForm

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. UW-Madison approvers only – Click the Next button to see the approval chain and complete the form.
4. 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 – Not ready to approve the form but claim it so other approvers, at this level, cannot approve. 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.
5. The Transaction Log will provide details about where the document is in the review process.

View a Telework eForm

A form is available for view once it is at that approval level and after approval is complete.

1. Select the View a Telework eForm tab from the left sidebar.
2. Enter search criteria and click Search.
3. Review the form and the comments at the bottom of the page.
5. Click **Next**.

6. 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.