Approve a Telecommuting/Remote Work Agreement

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

At UW Madison the form is called Remote Work instead of Telework, however all instructions remain the same.

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/](https://my.wisconsin.edu/)
     - **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](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. Click the arrow next to **Signature/Action Logs** to see where the document is in the review process.