

Approve a Remote Work Agreement – UW Madison

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. Sign into my.wisc.edu
2. Click the **Personal Information** tile.
3. Click **Update my Personal Information** link near the bottom of the page.
4. Select the **Remote Work Agreement** tab on the left sidebar.

Approve a Remote Work Agreement

1. Click **Evaluate Remote Work Agreement** from the left sidebar.
2. Click **Search**. If multiple forms are listed, select a form to approve.
3. Review the form.
NOTE: The Policy and guidelines for form review are included in the notification email
4. Select the **Requested Remote Worker Type**.
WARNING:
 - If no address populates when *Hybrid* or *Fully remote* is selected:
 - Select **Hold** at bottom of page.
 - Contact HR to enter a business address.
 - Once the business address has been entered, access and complete the form following the approval steps.
 - If no address populates when *Assigned fully remote* is selected:
 - Select **Pushback** at bottom of page.
 - Contact HR to enter Headquarter City address.
 - Once entered, employee will need to update Workplace Address Type and resubmit.
 - Review and complete the form following the approval steps.
5. Select **Yes** or **No** from the drop down for the Attestation Statement.
6. Enter any comments in the **Comments** section.
7. Click the **Next** button to see the approval chain and complete the form.
8. 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.
9. The *Transaction Log* will provide details about where the document is in the review process.

View a Remote Work Agreement

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

1. Select the **View a Remote Work Agreement** 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.
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.