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:
     o Select Hold at bottom of page.
     o Contact HR to enter a business address.
     o 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:
     o Select Pushback at bottom of page.
     o Contact HR to enter Headquarter City address.
     o Once entered, employee will need to update Workplace Address Type and resubmit.
     o 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.

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**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.