

# Remote Work Agreement – UW Madison

---

Prior to completing the Remote Work Agreement, please verify that your position is eligible for remote work.

## NOTE:

- Prior to submitting a Remote Work Agreement, verify that the correct Home address is listed. If the incorrect address is listed, update the address using the link in the form.
- If you need to add another type of address, contact your HR Office prior to completing the form.

**WARNING:** The system will time out after 30 minutes of inactivity. Use the Save button if needed to step away from the form.

## Access the Form

1. Sign into [my.wisc.edu](https://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.

## Submit a Remote Work Form

1. Click **Add a Remote Work Agreement** tab on the left sidebar.
2. If you have more than one active job, click the **Working Title** box to select the job for this form. A separate form must be submitted for each job that remote work is being requested.
3. Verify the correct supervisor and department are displayed.
4. Review and update all sections of the form. All sections marked with an asterisk are required.

## NOTE:

- To change the answer with a yes/no toggle, click in the field to change the answer.
- To add additional rows in a list, click the plus sign at the end of the row.

5. Enter **Comments**, optional.
6. Click **Submit**.  
**NOTE:** The document can be saved if not ready to submit. To access later, see steps to Update a Remote Work Form.
7. The *Transaction Log* will appear, including the name of the next person in the approval step at the top of the page.
8. An email will be sent to your business email on file confirming that the form was submitted.

## Update a Remote Work Form

A form can be updated if it is saved and not yet submitted, submitted but not yet approved, or if the supervisor pushed back the form for additional information.

1. Select the **Update a Remote Work Agreement** tab in the left sidebar.
2. Click **Search**. If only a single form is available for update, it will open. If multiple forms, click the correct form from the list.
3. Review and update the form.
4. To add comments, click the arrow next to *Comments* to open the field.
5. Click **Submit/Resubmit**.  
**NOTE:** Click **Withdraw** if the form should be no longer be submitted.
6. The *Transaction Log* will appear, including the name of the next person in the approval step at the top of the page.
7. An email will be sent to your business email on file confirming that the form was submitted.

## View a Remote Work Form

Changes cannot be made in View. If a form needs to be updated, it must be opened using the Update a Remote Work Agreement tab.

1. Select the **View a Remote Work Agreement** tab in the left sidebar.
2. Click **Search**. If only a single form is available, it will open. If multiple forms are available a list will show, click the correct form.
3. Review the form.
4. Click **Next**.
5. Click the arrow next to *Signature/Action Logs* to see where the document is in the review process.