

UW-Madison Remote Work Agreement—Approver Workflow (accessible)

DEFINITIONS:

- **Level 1 Approver** is the Supervisor (in “Reports To” in HRS). If the supervisor is on Leave of Absence (LOA), then the agreement will also go to the Time Approver(s). If there’s no Supervisor listed in HRS, then the Time Approver(s) will receive the agreement. If there’s neither a Supervisor nor a Time Approver listed in HRS, the employee won’t be able to submit an agreement.
- **Time Approver** is the UW Time Approver(s) and UW Time Approver Backup(s) active in HRS.
- **Levels 2 thru 4 Approver** is defined in each School/College/Division’s (S/C/D’s) “Custom Approver Table,” which is established by [S/C/D HR](#). If there are no approvers on the Custom Approver Table for the employee’s selected Empl Record, the employee won’t be able to submit agreement.
- **Consulting Offices** assess risk and advise S/C/D. These offices include Office of [Compliance](#), [Cybersecurity](#), [Export Control](#), [OHR Payroll](#), [Research and Sponsored Programs](#), and [Risk Management](#).

The highest-level approver in each S/C/D is responsible for contacting relevant Consulting Offices if there are known risk flags prior to making a decision.

WORKFLOW:

1. Employee accesses agreement in MyUW > Personal Information > Update My Personal Information > Remote Work Agreement.
2. Employee submits agreement; it’s routed to the Level 1 Approver
 - a. Employee receives a notification email: “Agreement has been submitted.”
3. Is Supervisor on Leave of Absence (paid or unpaid)?
 - a. If NO, agreement is routed to Supervisor
 - i. Supervisor receives notification email: “Agreement needs to be evaluated.”
 - b. If YES, agreement is routed to Supervisor AND Time Approver(s).
 - i. Supervisor and Time Approver(s) receive notification email: “Agreement needs to be evaluated.”
 - c. The Level 1 Approver (Supervisor and/or Time Approver) is notified of risks when they receive the form to review. The email states: *The risk flags, if any, are identified here. Your S/C/D’s leadership will be notified of these risks if/when you approve the request. They will need to consult with relevant offices to assess risk.*
4. Is agreement approved by Supervisor OR Time Approver (depending on YES/NO in #3 above)?
 - a. If YES, Employee receives a notification email: “Agreement has been approved by Level 1 Approver (with name of who approved).”
 - b. If YES, Level 1 Approver(s) receive notification email: “Supervisor or Time Approver has approved the agreement for routing to Level 2.”
5. Is there at least one Risk Flag?

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- a. Consulting Offices receive a notification email when risk flag(s) relevant to their office are triggered: agreement was submitted. Risk detail included. Email repeats when agreement is Pushed-back, Denied, and at Final Approval.
- b. Consulting Office(s) advise S/C/D on risk.
6. Agreement is routed to Level 2 Approver(s)
 - a. Level 2 Approver(s) receive notification email: “Agreement needs to be evaluated; flagged risk(s) included in email.
 - b. One Level 2 Approver must respond.
7. Is agreement approved by a Level 2 Approver?
 - a. If YES, is this the final approver?
 - i. If YES:
 1. Final approver should consult on risk(s) before deciding whether to approve/deny/push back the agreement to the employee to update information.
 2. Employee receives a notification email: “Agreement has FINAL approval.”
 3. All Approvers receive a notification email: “Agreement has been approved, by whom, and final status confirmed.”
 - ii. If NO:
 1. Employee receives a notification email: “Agreement has been approved an by whom; agreement has been routed to next level.”
 2. All Approvers receive a notification email: “Agreement has been approved and by whom; agreement has been routed to next level.”
8. If applicable, agreement is routed to the next approver level (Level 3, 4 respectively).
 - a. All Approvers receives a notification email: “Agreement needs to be evaluated.”
 - b. Level 3, 4 (if applicable) must respond.
9. Is agreement approved by the Level 3, 4 Approver?
 - a. If YES:
 - i. Is this the final approver?
 - ii. If YES:
 1. Final approver should consult on risk(s) before deciding whether to approve/deny/push back the agreement to the employee to update information.
 2. Employee receives a notification email: “Agreement has FINAL approval.”
 3. All Approvers receive a notification email: “Agreement has been approved, by whom, and final status confirmed.”
 - iii. If NO:
 1. Employee receives a notification email: “Agreement has been approved and by whom; agreement has been routed to next level.”

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2. All Approvers receive a notification email: “Agreement has been approved and by whom; agreement has been routed to next level.”

Most email notifications will have email subject lines that include employee’s Empl Name (Dept ID, Empl Class).

Consulting Offices receive a notification email when risk flag(s) relevant to their office are triggered: agreement was submitted. Risk detail will be included in the email.

The notification email repeats when an agreement is pushed-back, denied, and at final approval.

If an employee withdraws the request, or if a request is pushed back or denied, the employee and any approvers of the request receive notification of the status change.

See the **Approver Guide to Hard Stops, Risks and Attestations in the Remote Work Agreement** for next steps for the highest-level approver who is tasked with making a decision about agreements.

NOTE: An employee can withdraw request at any point in the approval process. There will email notifications to employee and approvers when this happens.