**UW-Madison Remote Work Agreement Approver Workflow**

**Employee**
- Employee accesses agreement
- UW > Personal Information > Update My Personal Information > Remote Work Agreement

**Level 1 Approver**
- Employee submits agreement: it’s routed to Level 1 Approver*
- Employee receives notification email: agreement has been submitted
- Supervisor on Leave of Absence (Paid or Unpaid)?
  - **YES**
    - Agreement is routed to Supervisor
  - **NO**
    - Agreement is routed to Supervisor OR Time Approver*

**Level 2 Approver**
- Supervisor & Time Approver(s) receive notification email: agreement needs to be evaluated
- Is Supervisor on Leave of Absence (Paid or Unpaid)?
  - **YES**
    - Agreement is routed to Supervisor
  - **NO**
    - Agreement is approved by Supervisor? (with name of who approved)
      - **YES**
        - Employee receives notification email: agreement has been approved by Level 1 Approver (with name of who approved)
      - **NO**
        - Is agreement Approved by Supervisor? (with name of who approved)
          - **YES**
            - Employee receives notification email: agreement has been approved by Level 1 Approver(s) (Level 3, 4 if applicable) respectively
          - **NO**
            - Is agreement approved by Supervisor or Time Approver? (with name of who approved)
              - **YES**
                - Employee receives notification email: agreement has been approved by Supervisor or Time Approver(s)
              - **NO**
                - Is this the final approval level?
                  - **YES**
                    - Employee receives notification email: agreement has FINAL approval
                  - **NO**
                    - Final approver (with name of who approved) should consult on risk(s) before deciding

**Level 3 Approver**
- Employees & approvers so far receive notification email: agreement has been pushed back to employee for updates, or denied, and by whom.
- Is agreement approved by Level 2 Approver(s)?
  - **YES**
    - Agreement is approved by Level 2 Approver(s) (Level 3, 4 respectively)
  - **NO**
    - Level 3.4s Approvers must respond

**Consulting Offices**
- 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.

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

**DEFINITIONS:**
* Level 1 Approver = Supervisor (Reports To) - If on LOA, then also goes to Time Approver(s); if no Supervisor and no Time Approver, employee won’t be able to submit agreement.
* Time Approver(s) = UW Time Approver(s) and UW Time Approver Backup(s) and UW Time Approver Backup(s) and UW Time Approver Backup(s)
* Level 2, 3, 4 Approvers = S/C/D approval chain - Individual approver Empl IDs are identified on Custom Approver Table.

The highest level approver determined by each S/C/D is the final decision-maker. If a S/C/D has multiple approvers at/above Level 2, Level 2 is typically Department; Levels 3, 4 is typically Division.

If no approvers on Custom Approver Table for employee’s Empl Record, 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.

S/C/D are responsible for contacting relevant Consulting Offices prior to making a decision.