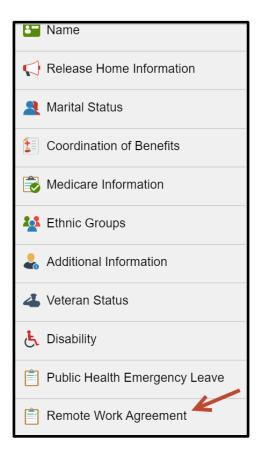
## **Employee Access to Remote Work Agreement**

If you have been working under an RWA that will soon expire, you must initiate a *new* RWA to cover the next reporting period.

- 1. To complete an agreement: Go to <u>my.wisc.edu</u> [MyUW > Personal Information > "Update my personal information"]
- 2. Click on "Remote Work Agreement" located at the bottom of the Menu bar on the right.



(continued next page)

**3.** Begin on the **Remote Work Landing Page**. Read and review the contents of this page to make certain that completing a Remote Work Agreement is appropriate for you.



4. Once you confirm that a Remote Work Agreement is appropriate for your individual work arrangement, proceed to the agreement by clicking on Add a Remote Work Agreement in the top left menu bar. The Remote Work Agreement will load on your screen for you to begin entering the required information.

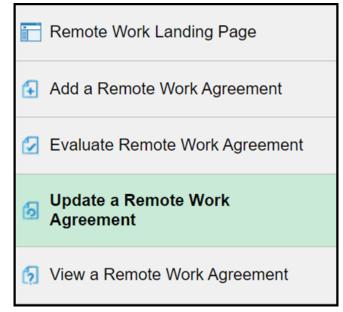
	UWMSN Remote Work Agreement
Remote Work Landing Page	Remote Work Agreement for Wisconsin, U.S., and International Remote Work
🚯 Add a Remote Work Agreement	Help Timeout Warning: Unsaved changes will be lost after 30 minutes of inactivity. If you need to collect addition
Evaluate Remote Work Agreement	form or need to step away for a period of time, click Save at the bottom of the agreement to avoid losing you If a required field doesn't apply to you, enter "N/A," "not applicable," or "none."
Update a Remote Work Agreement	
View a Remote Work Agreement	Important

## **IMPORTANT NOTES:**

• As you are completing the agreement, the system may pause to process your prior inputs. You'll see a blue moving ring when this happens. Wait before continuing to enter information when that happens.

*Agreement Start Date 07/20/2021			
Agreement Start Date may differ from ACTUAL Start Date based on the time it takes to approve your request			
Agreement End Review Date			
Remote work agreements should be reviewed and updated at a minimum annually, or as warranled due to changes in work responsibilities, availability of equipment, or evolving workplace practices.			
Work with your supenvisor who can check with HR about School/College Division-specific requirements.			
Attestation Statement - Insurance			
I understand that I am responsible for all instances of loss or damage that may occur to my personally-owned property and/or equipment. I also understand that I may be liable for damages or injury to third parties that occur at my remote work home location. I acknowledge that UW-Madison recommends I maintain personal homeowner's loondoitenter's insurance to provide protection to myself against these personal risks.			
"I acknowledge the statement above No			

- **Timeout Warning**: The agreement "times out" if there is no activity in the agreement for more than 30 minutes. Click **Save** at the bottom of the agreement if you need to step away.
- When you save the agreement, you can return to it by selecting Update a Remote Work Agreement from the navigation menu. It will open to your existing agreement if you only have one; otherwise, you'll choose from multiple agreements that you have started.



**Employee Tipsheet for the Remote Work Agreement:** 

https://uwservice.wisconsin.edu/docs/publications/hr-employee-telework-agreement.pdf

## To print a PDF Copy of Your Agreement

Employees can create a printed PDF copy of the agreement(s). Chrome is the recommended browser.

1. Open your completed agreement by selecting View a Remote Work Agreement.



- 2. Click the Print button at the bottom of the page on the agreement.
- 3. Select Remote Work Agreement in the Report Name, and then click Print

Cancel	Approval	Done
Report Name	Remote Work Agrmnt 🖌	
Print		