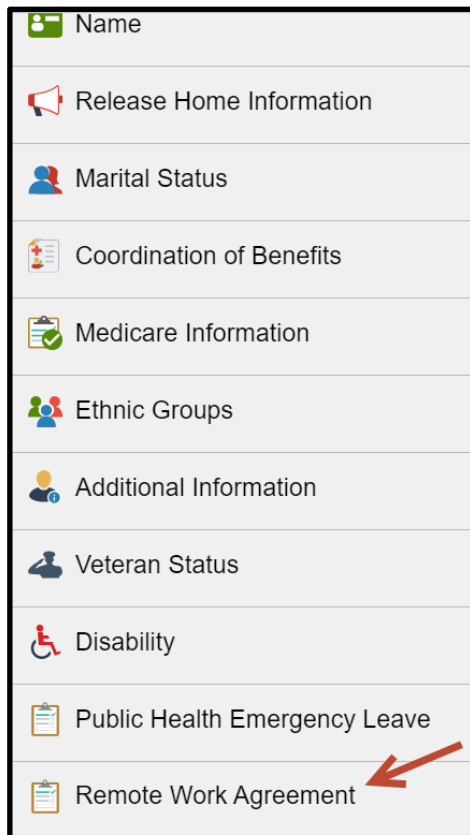


# Employee Access to Remote Work Agreement

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



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.

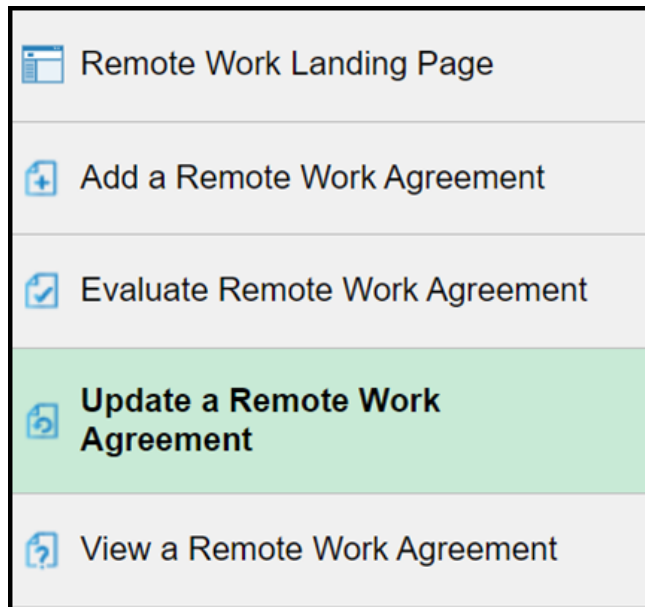


- Once you confirm that a Remote Work Agreement is appropriate for your individual work arrangement, proceed to the agreement by clicking on **Add a Remote Work Agreement** in the top left menu bar. The Remote Work Agreement will load on your screen for you to begin entering the required information.

**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.

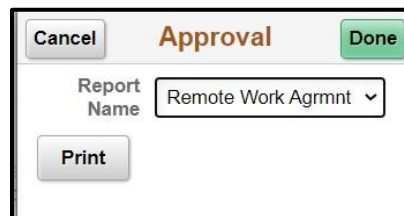
- Timeout Warning:** The agreement “times out” if there is no activity in the agreement for more than 30 minutes. Click Save at the bottom of the agreement if you need to step away.
- When you save the agreement, you can return to it by selecting **Update a Remote Work Agreement** from the navigation 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

If you would like a printed PDF copy of your agreement(s), use the Print button available on the Remote Work Agreement. Click Print, then select the Remote Work Agreement in the Report Name field and click Print. This produces a PDF of the agreement.



Alternatively, to print directly from the web browser, select CTRL-P. The full-scale printed copy cuts off some of the words on the agreement, so in order to obtain a fully readable version, you can adjust the scale:

- Open the desired agreement in Chrome
- Click the three vertical dots [ ... ] in the top right of the Chrome window
- Select Print
- Click More settings
- Select Custom next to Scale
- Reduce the percentage from 100% to that which gives the desired output (e.g., 65%).