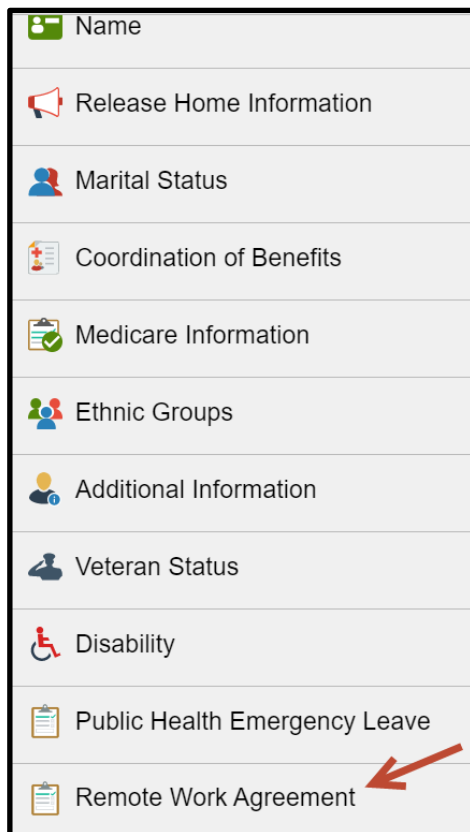


Employee Access to Remote Work Agreement

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 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.

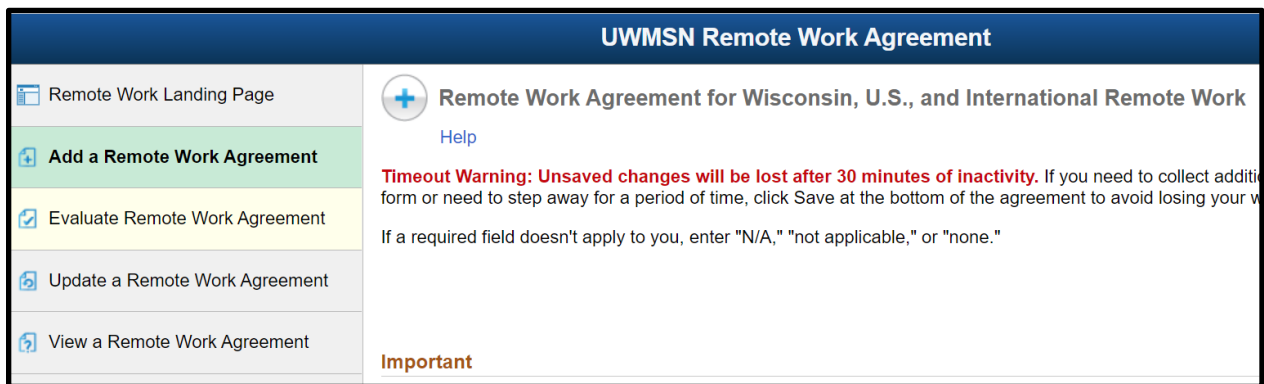


(continued next page)

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.

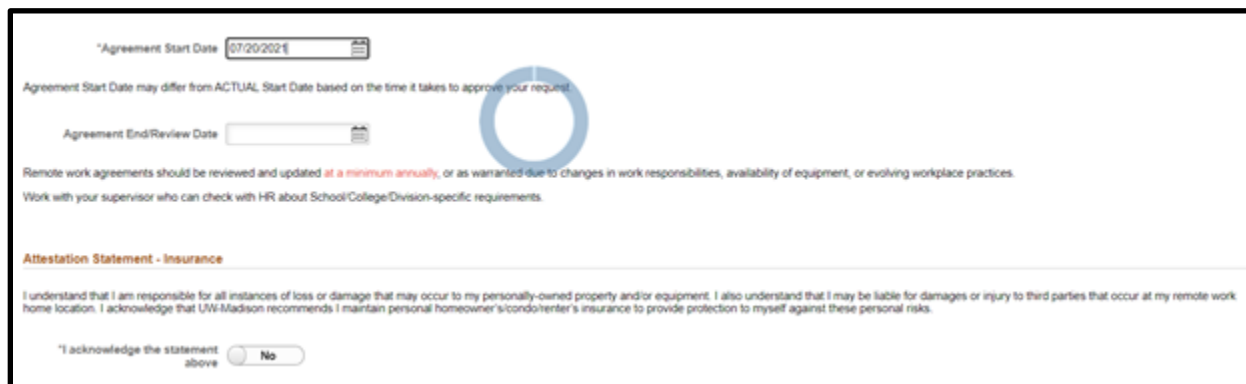


4. Once you confirm that a Remote Work Agreement is appropriate for your individual work arrangement, proceed to the agreement by clicking on **Add a Remote Work Agreement** in the top left menu bar. The Remote Work Agreement will load on your screen for you to begin entering the required information.

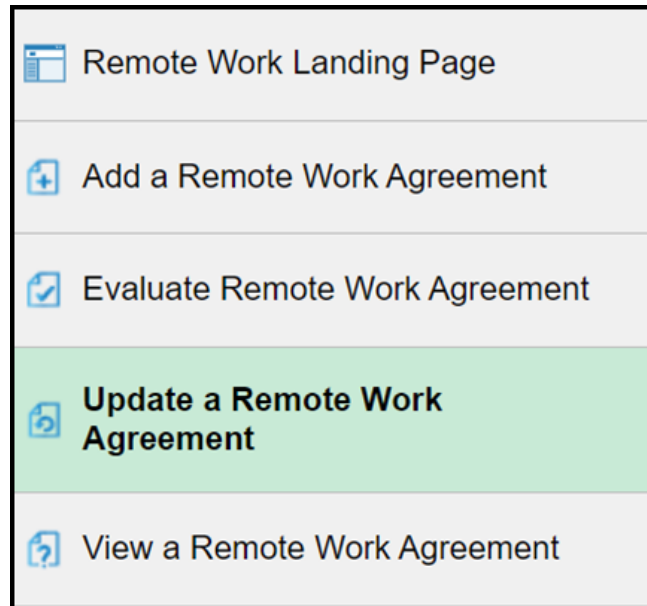


IMPORTANT NOTES:

- 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.



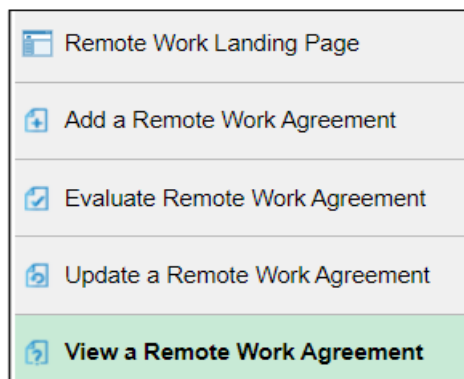
Employee Tipsheet for the Remote Work Agreement:

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

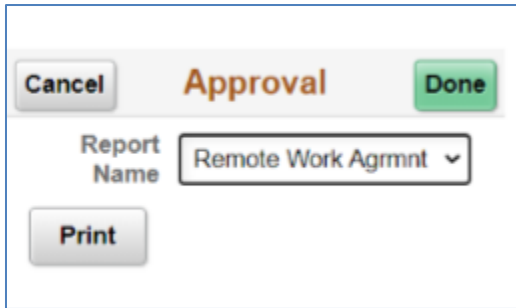
To print a PDF Copy of Your Agreement

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