



## Flexible Work Arrangement Questionnaire: Employee Checklist

## Multiple Jobs at UW–Madison

- If you have more than one job, you need a separate FWA for each job.

## Set Your Start and End Dates

- Work with your supervisor to agree on the start and end review dates.
- Reminder: FWAs must be renewed every year (July 1–June 30).

## Choose Your Schedule Type

- Be ready to enter your weekly hours, workdays, and the percentage of time you'll work remotely.

## Plan for Onsite Events

- Talk with your supervisor about expectations for attending meetings, training, or other in-person events.
- There's a question about this in the FWA form.

## International Remote Work

- If you're requesting to work from another country, be prepared to explain your job duties and the [business necessity](#) for working internationally.

## List the Equipment You'll Use for Remote Work

- When filling out your Flexible Work Arrangement (FWA), make a list of the equipment you'll use. Use the categories below to help organize your list:
  - UW–Madison–Owned Computer Equipment, Examples: laptops, external drives, instruments.
  - UW–Madison–Owned Communication Devices, Examples: mobile phones, tablets.
  - Office Equipment Provided by UW–Madison (Not Computers), Examples: office chairs, standing desks.
  - Employee–Owned Equipment Used for Remote Work, Include items like personal computers or flash drives that store or process data. Do not include routers, modems, monitors, or personal phones used occasionally for email.
    - **Important:**
      - Avoid using personal devices to access restricted data (like protected health information).
      - Use university-owned or managed devices whenever possible.
      - If you use personal devices, your school/college/division takes on the added risk.
  - Other Equipment (if applicable), Include anything else you'll use that doesn't fit the categories above.
  - Approved Expenses (if applicable), List any costs that your school/college/division has agreed to reimburse.

## Remote Work Safety and Setup

Before submitting your Flexible Work Arrangement (FWA), be ready to confirm:

- Your workspace is safe and set up properly. Use the [Workspace Checklist](#) and the [Ergonomics Guide](#) to make any needed changes.
- Your remote work location has working smoke and fire detectors, no obvious fall hazards, and a plan for shelter during severe weather.

## Data You Work With

Review UW–Madison’s [Data Classification Policy](#) to identify the types of data you handle. You’ll need to select all that apply:

- Public Data
- Internal Data
- Sensitive Data
- Restricted Data (includes Protected Health Information (PHI))

## Policies You Must Follow

You’ll need to confirm that you will:

- Keep your remote workspace safe and secure.
- Protect the privacy and security of all work-related data and materials.
- Report any lost personal device used for remote work.

Policies to follow include:

- [Regent Policy Document 25-3: Acceptable Use of IT Resources](#)
- [DoIT’s Remote Workstation Security Guidelines](#)
- [UW–Madison Cybersecurity and Compliance Policies](#)
- [Incident Reporting and Response Policy](#)

## International Remote Work

If you plan to work outside the U.S., you must:

- Get [business necessity](#) approval from your Dean, Director, or Vice Chancellor.
  - Personal reasons like vacation or illness do not qualify.
  - If you don’t have approval, talk to your manager or department chair, they can discuss with HR.
- Contact the [Export Control Office](#) and be ready to answer:
  - Do you need an export license to do your work?
  - Will you work from a country on the U.S. embargo list ([E:1/E:2](#))?
  - Will you access data controlled by [International Trafficking in Arms Regulations](#) (ITAR) or [Export Administration Regulations](#) (EAR)?

If you answer yes to any of these, email the Offices of [Export Control](#) and [Cybersecurity](#) before submitting your request. Licenses may take months or be denied.

## Sponsored Projects and International Work

If your work is funded by a sponsored project (like Fund 0133, 0142, 0143, or 0144), and you plan to work internationally:

- Work with your supervisor or PI to identify the project or award number.
- Your PI or department should [email RSP](#) with the Award ID/Project ID.

- Some sponsors require approval for international remote work, which can take time.
- [RSP](#) will help request sponsor approval if needed.
- **Remote work cannot be approved until sponsor permission is granted.**

## Foreign Nationals Working Internationally

If you're a foreign national working outside the U.S.:

- You must provide documentation to the [Office of Human Resources Payroll Office](#) to ensure proper tax handling and reporting.
- This step won't delay your FWA approval but is required afterward.

## How to Submit Your FWA

- Submit your request in Workday using these instructions:
  - [Request Flexible Work Arrangement in Workday – Employee](#)

## Additional Resources

- Request Flexible Work Arrangement in Workday – Employee:  
<https://kb.wisconsin.edu/workday/internal/144878>
- End Flexible Work Arrangement in Workday – Employee:  
<https://kb.wisconsin.edu/workday/internal/144849>
- Address Definitions – Employee in Workday:  
<https://kb.wisconsin.edu/workday/internal/151028>
- Flexible Work Arrangement (FWA) for Managers & Flexible Work Arrangement Analysts:  
<https://hr.wisc.edu/hr-guides/for-hr-professionals/flexible-work-arrangement-fwa-for-managers-flexible-work-arrangement-analysts/>