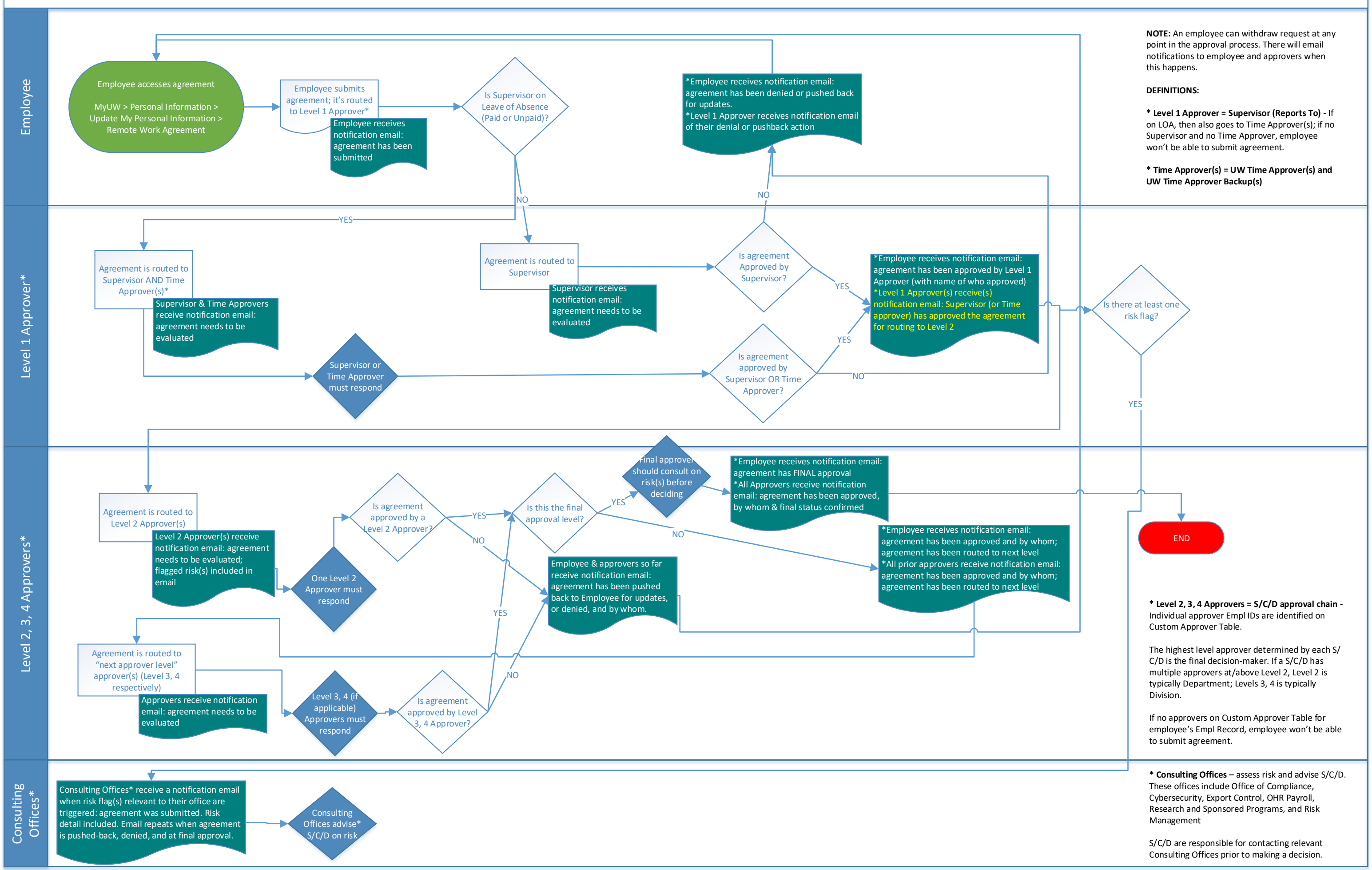


UW-Madison Remote Work Agreement Approver Workflow



NOTE: An employee can withdraw request at any point in the approval process. There will 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)**

* **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.