In the following guide, we will detail how to locate all Remote and Hybrid Work Agreements sent to you, and how you can view all completed agreements, all agreements In Progress, and any that may be denied.

**To View Agreements In Progress**

1. Navigate to the Remote and Hybrid Work Agreements home page.
2. Select the Remote and Hybrid Work Agreements selection in the upper left-hand corner, under Home.

3. Select the dropdown arrow next to My Request and Hybrid Work Agreement.
4. Select **HR Partner Review**

5. Now that all items are visible, you can locate the agreements **In Progress**. Select the agreement that you wish to take an action on by selecting the **In Progress** status. 

*Names have been removed to preserve client privacy.*

<table>
<thead>
<tr>
<th>HR Telecommu...</th>
<th>Employee Name</th>
<th>Employee</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Progress</strong></td>
<td></td>
<td></td>
<td>July 14</td>
</tr>
</tbody>
</table>
6. On the Workflow Status page, please select the HR Partner Review task to begin your workflow. *Names have been removed to preserve client privacy.*

7. To begin the process, please select **Edit this Item**. After this, you can approve the form or send it back for more information.
1. Navigate to the Remote and Hybrid Work Agreements home page.
2. Select the Remote and Hybrid Work Agreements selection in the upper left-hand corner, under Home.
3. Select the dropdown arrow next to My Request.
4. Select All Items

5. Navigate to the right of the menu to locate the Status selection. Select the Filter by option.
6. You can now filter agreements that have been sent to you by status. To view all completed agreements, please select **Complete**. All agreements that have been denied by you for more information can be found under **Direct Supervisor Review**. If the supervisor has denied the request, the agreement can be found via **Supervisor Denied Request**.