Remote and Hybrid Work Agreement Aid – Managers

This form aid is designed to provide managers with the step-by-step procedures for completing the form.

1. Receive Notification
   a. Once your staff member submits an agreement, you will receive an email with the notification that they have done so.
   b. There may be a slight delay from when the staff member submits the agreement, and you receive the emailed notification.
   c. Select the link within the email to be taken to the form. You may be prompted to login. Please login with your NetID and password.

2. Viewing the agreement within your account
   a. If you wish to locate the agreement outside of the email notification, please navigate to the Remote and Hybrid Work Agreement site. From there, select Remote and Hybrid Work Agreement in the left-hand menu. This will pull up a complete list of all Remote and Hybrid Work Agreements that have been sent to you, including any that you may be completing as a staff member.
3. **Viewing the complete agreement**  
   a. If you wish to view the complete agreement that the staff member has submitted, select **Click here to view the Remote and Hybrid Work Agreement** at the bottom of the page. This agreement will open in a new window, and you can provide your approval in the previous window.

4. If you have finished reviewing the form, return to the other window to provide your decision. If you cannot automatically edit the form, select **Edit Item**

5. **Provide your agreement or denial and select your HR Business Partner**  
   a. Select whether you **Approve** the agreement, whether you want to **Deny** the agreement, or whether the agreement **Needs More Information**. If you select **Needs More Information**, the agreement will be sent back to the staff member for additional edits. You may detail those additional edits in the **Comments back to the Employee**.
   
   b. If approving, from the drop-down menu, select the HR Business Partner for your school/unit. If you need help determining who your HR Business Partner is, please visit the [Human Resource Management and Development website](#) for further information.

6. **Expectations**  
   a. Provide your expectation for your staff member for how they will communicate with colleagues and clients, and how you expect them to report for on-campus events.

   b. *These expectations should be discussed with the staff member prior to the staff member completing an agreement.*
c. If you approve the agreement, the staff member will be notified in an email of the expectations you have outlined.

7. Submitting the agreement
   a. When you have finished your review, please select the **Save and Submit** option to complete your review.

To view agreements In Progress or Completed

1. Select the **Remote and Hybrid Work Agreement** selection from the home page of the agreement site.

2. Select the **My Request** dropdown.
3. From the dropdown, select **Direct Supervisor Review**.

4. You can now view all of the items **In Progress** that have been assigned to you. To take action, select In Progress.

5. This will produce the Workflow page. Please select the Direct Supervisor task.
6. Edit task item