Remote and Hybrid Work Agreement Aid - Staff

This form aid is designed to provide staff members with the step-by-step procedures for completing the form. *Prior to completing the form, please ensure that you have discussed this agreement with your supervisor.*

1. **Select the link** to the Remote and Hybrid Work Agreement site.
   a. You may be prompted to log into the site. Please enter your NetID and password.

2. **Select Submit a Remote and Hybrid Work Agreement**
   a. Once you arrive at the Remote and Hybrid Work Agreement page, select *Submit a Remote and Hybrid Work Agreement* to complete the agreement.

3. **Select agreement type and supply hybrid/remote location**
   a. Select whether the agreement is **New** or a **Renewal**. If it is a **Renewal**, the information from your previous agreement will still be within the form, and you may edit and update as needed.
   b. Within the sample image below, the blank squares display the sections where the form will automatically provide your information. The form will automatically supply your name, position, supervisor name, GWID, job title, FLSA status, Benefit Category, and school/division.
   c. Please provide the **Hybrid/Remote Location** city and state. This should be the primary location that you will be working remotely from on your remote work days.
4. Schedule details and Work Designation
   a. If relevant, provide the start date for this agreement to begin. If you do not provide a date, it will default to the date that this agreement is approved.
   b. Provide the schedule type that you will be utilizing during this agreement. If your schedule is **Fixed**, you will be reporting to campus on the same dates every week. If your schedule is **Variable**, your schedule may shift week-to-week.
   c. Select the **Work Designation** for your position. If you have any questions as to your specific designation, please consult your manager.
   d. Please use the additional space to provide a brief description of what type of hybrid schedule you are operating under. You do not need to complete this field if you are full-time remote.

5. Provide Work Schedule and Telework arrangement
   a. Select the drop-down box under Telework arrangement to provide the number of days per week that you will be teleworking. If you will be operating on a variable schedule (the number of days changes week-to-week), please select **Other; less than 100% telework but varies per week**.
b. Provide your scheduled work hours in the boxes, and select the relevant work-site location for that day. If you are not scheduled to work on a certain day, please select N/A.

<table>
<thead>
<tr>
<th>Day</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
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<tr>
<td>Tuesday</td>
<td></td>
<td></td>
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<tr>
<td>Wednesday</td>
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<td></td>
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<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
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<td></td>
</tr>
</tbody>
</table>

Telework arrangement (select one): *

- [ ] On Campus
- [ ] Telework
- [ ] N/A

6. Provide Break Time(s)
   a. If you are non-exempt, please provide your meal break. If you have scheduled break times as part of your position, please provide those break times here, if applicable. Remove the break times, if not relevant - they have been auto-provided to serve as an example.

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Break Time</td>
<td>10:00</td>
</tr>
<tr>
<td>Meal Break Time</td>
<td>12:00</td>
</tr>
<tr>
<td>PM Break Time</td>
<td>3:00</td>
</tr>
</tbody>
</table>

7. Provide Expectations - Discuss with Manager Before Completing Form
   a. In this section, you will be asked to provide the detailed expectations for how you will approach communication with your colleagues and clients, and to supply your plan for attending any in-person events (as deemed by your division/school and manager). These expectations must be discussed with your manager prior to completing the form. There is also a space provided to detail any additional expectations, as needed.
b. When your manager completes their section of the form, they will also provide their expectations of you. You will receive these expectations in your approval notification email (if your manager has approved the agreement).

8. Provide equipment list
   a. In this section, you will be asked to provide a list of all equipment that you may use as part of your regular job duties.
   b. To begin,
      i. Select an item of equipment (laptop, mouse, keyboard, etc.) from the drop-down menu under Equipment.
      ii. Then provide the Service Tag number. This number should be found on each piece of equipment. If missing from the equipment, leave the field blank.
      iii. Select whether the item of equipment was provided by you, the employee, or whether it was provided by the university.
      iv. Select where you utilize the equipment. If you use the same equipment item at both your Telework Location and University Office, select Both Locations. If you use two different pieces of the same item at two different locations, please complete two different rows. Example: I use a different mouse in my Telework Location than I do in my University Office. I will complete two different fields to provide information on each mouse.
      v. For each new piece of equipment, select Add New Row.
9. Complete the agreement
   a. Read through the detailed commitments.
   b. Complete the agreement by selecting *Agree* and submitting the form.
   c. You will receive an email alert notifying you that you have successfully submitted the form. Please note: there may be a slight delay in receiving that email, and your manager receiving the notification that you have submitted a form.