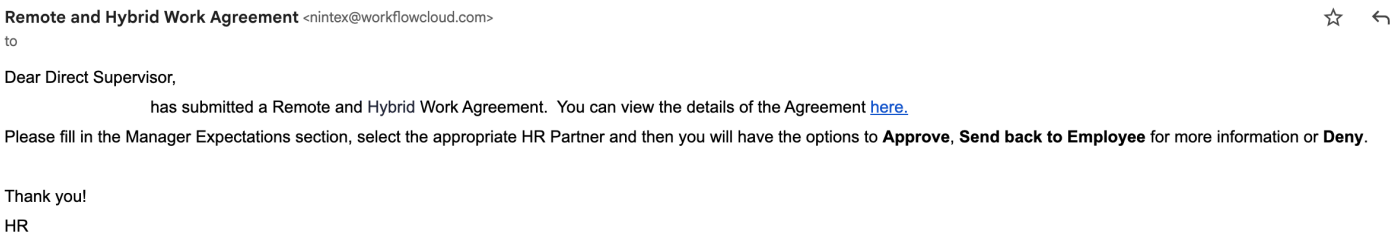
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

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. Access the agreement via email notification
    a. Once your staff member submits an agreement, you will receive an email from Nintex with the notification that they have done so.
    b. There may be a slight delay between when the staff member submits the agreement and when you receive the automated email notification.
    c. Select the link within the email to be taken to the form. You may be prompted to login. Please login with your UserID and password.



Remote and Hybrid Work Agreement <nintex@workflowcloud.com>
to

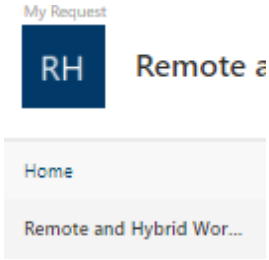
Dear Direct Supervisor,

has submitted a Remote and Hybrid Work Agreement. You can view the details of the Agreement here.

Please fill in the Manager Expectations section, select the appropriate HR Partner and then you will have the options to **Approve**, **Send back to Employee** for more information or **Deny**.

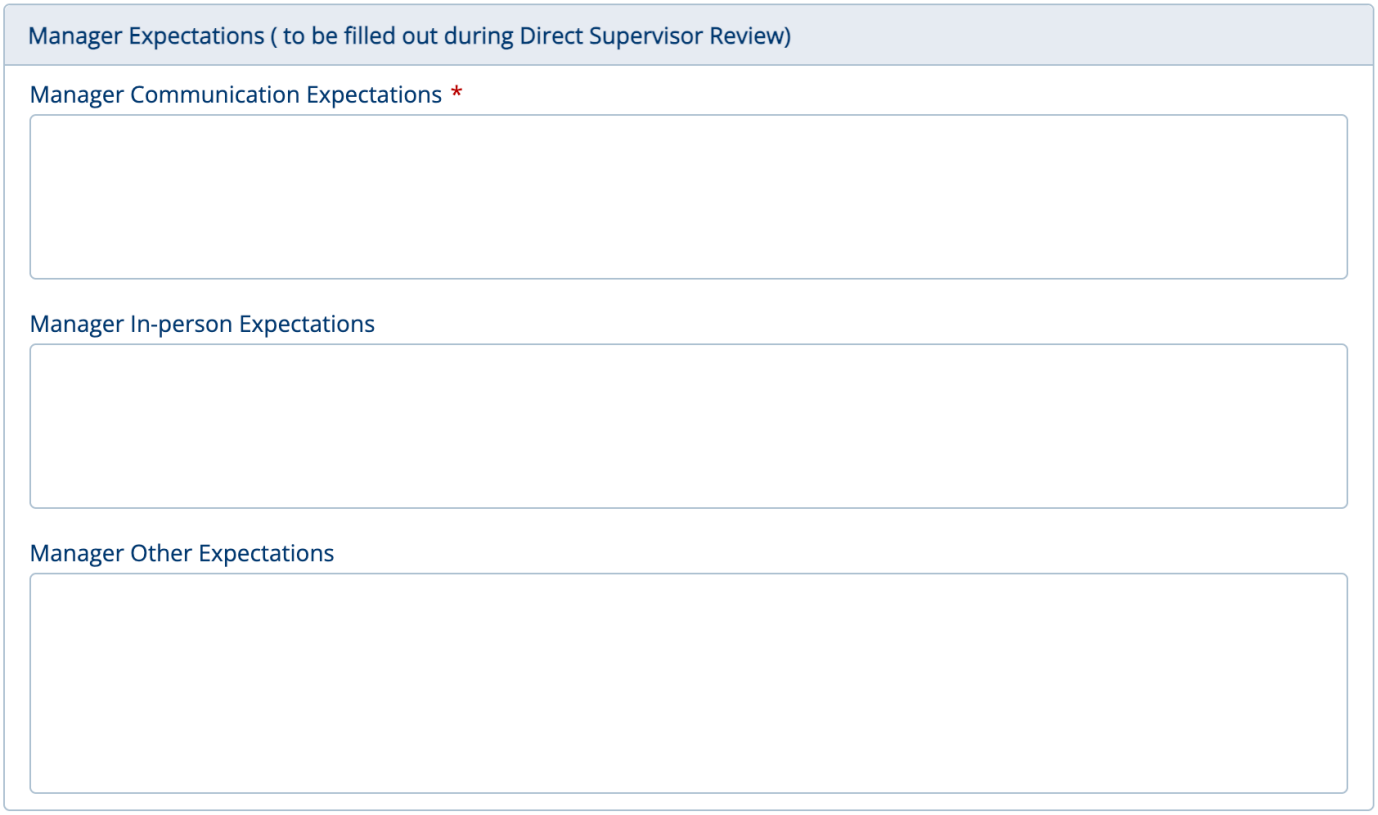
Thank you!
HR

2. Alternatively, access 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 (the link is available on the HRMD website). 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.

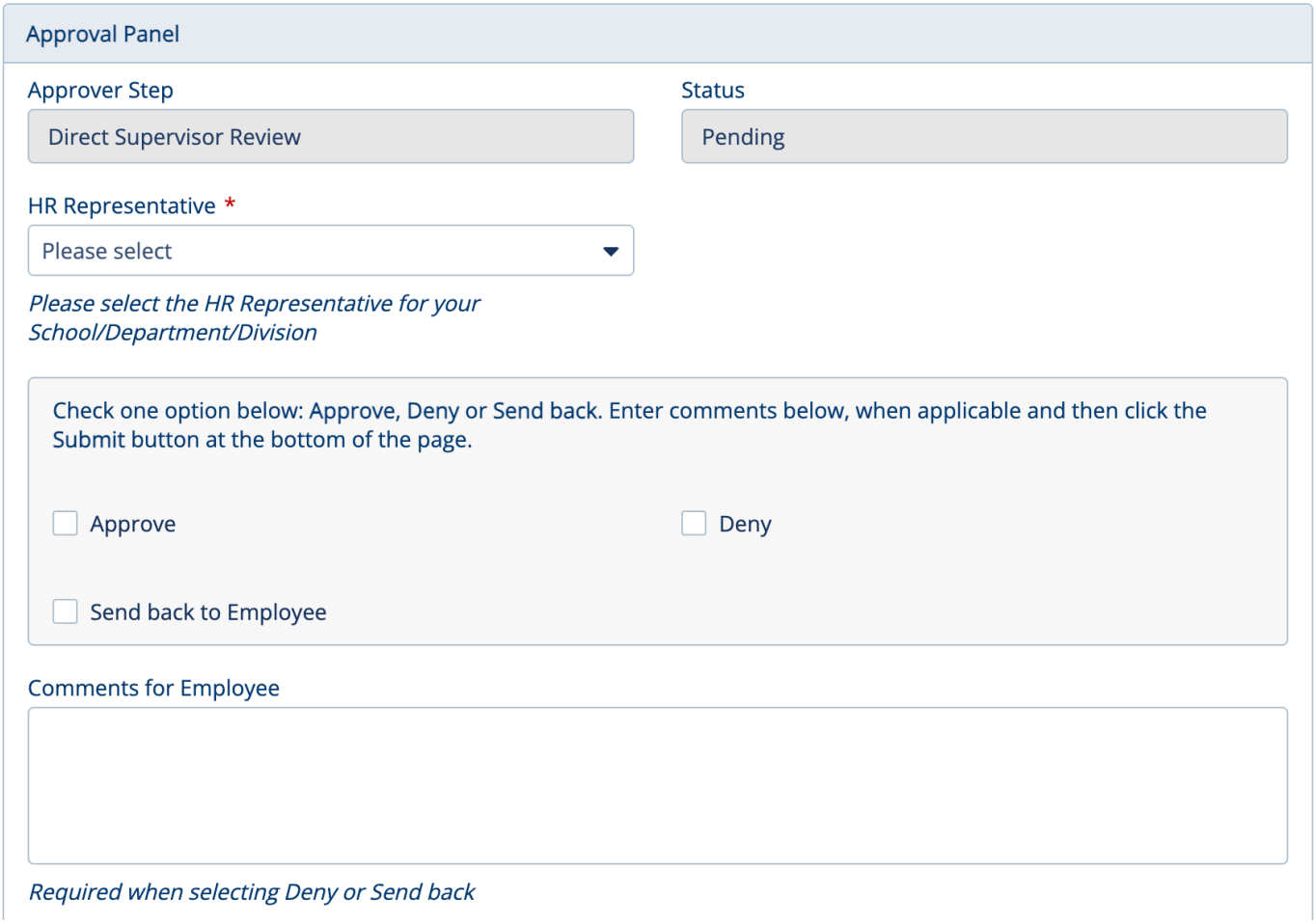


3. Review the agreement submitted by your staff member
    a. Your manager step form will automatically be populated with the information from the staff member who submitted it.
    b. If this information needs to be changed, you can send it back to the employee in a later step.

4. Complete the Manager Expectations section



5. Make a determination on the form and route it appropriately
    a. Select Approve, Deny, or Send back to 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.
    c. If you are Denying or Sending back the agreement, provide comments to clarify – these comments will go to the staff member.



6. Submit the agreement
    a. When you have finished your review, please click "submit" in order to route the agreement either to the HRBP (approved) or to the employee (deny or send back to employee)