1. **Receive Notification**
   a. Once the manager has submitted 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 manager 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.

Dear

Supervisor   has approved a Remote and Hybrid Work Agreement for   . In order for this agreement to be completed and finalized, it requires your approval. Please select this link in order to complete the agreement. Once you have signed this agreement, the employee will be notified of your decision.

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.

My Request

RH   Remote a

Home

Remote and Hybrid Wor...
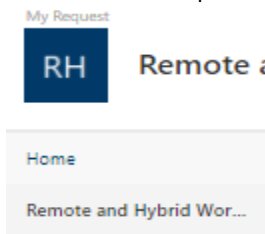
3. **Viewing the complete agreement**
   a. If you wish to view the complete agreement that the staff member has submitted, select **Click here to view the Remote and Hybrid Work Agreement** at the bottom of the page. This agreement will open in a new window, and you can provide your approval in the previous window.
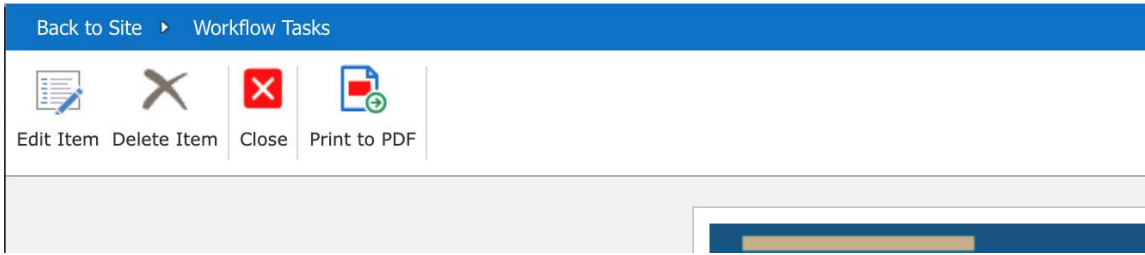
Telework Request

Click here to the Remote and Hybrid work Agreement

Save and Submit   Cancel

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.

Edit Item   Delete Item   Close   Print to PDF

5. **Provide your agreement or denial**
   a. Select whether you **Approve** the agreement, or whether the agreement **Needs More Information.** If you select **Needs More Information,** it will be sent back to the manager for additional edits or for them to select a different HR Business Partner. You may detail those additional edits in the **Comments.**

Nintex Forms

Task Name *

HR Partner Review

Task Outcome *
○ Needs More Information
○ Approve

Comments

Telework Request

Click here to the Remote and Hybrid work Agreement

Save and Submit   Cancel