

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.

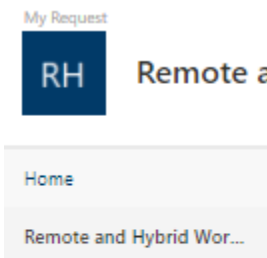
Dear _____

_____ submitted a Remote and Hybrid Work Agreement on 6/24/2021. You may view the details of the Remote and Hybrid Agreement on this [form](#), where you will be required to submit your approval or denial. If you deny this request, it will be sent back to the employee to either cancel the request or edit it. If you approve this request, this form will need to be forwarded on to your school/unit's HR Business Partner. To do so, please select your school/unit's HR Business Partner from the list within the form in order to ensure that they can receive the form.

Thank you!

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.

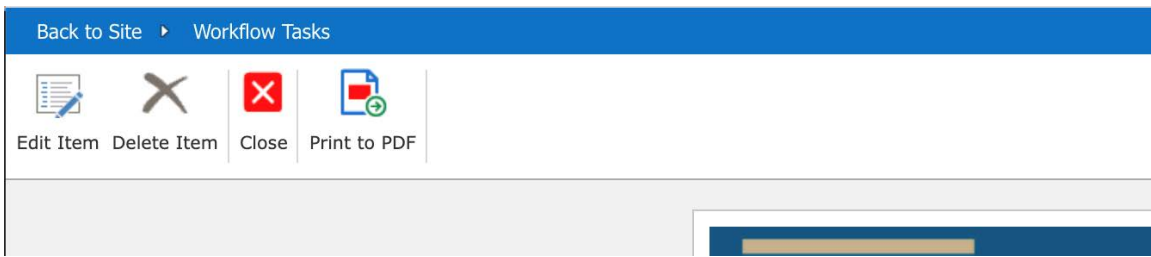
Telework Request

[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



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.

A screenshot of a web form. On the left, under the heading 'Task Outcome *', there are three radio button options: 'Approved', 'Denied', and 'Needs More Information'. Below these is a text area labeled 'Comments back to Employee'. On the right, under the heading 'HR Representative', there is a dropdown menu with the text 'Please select a value...'. A small link 'visit the HRMD website.' is located to the right of the dropdown. The form is set against a light gray background.

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.

What is your plan for meeting with your employee on a regular basis? What are your expectations for communicating with the employee?	What are your expectations for the employee to attend in-person events or activities?
<input type="text"/>	<input type="text"/>
Please include any other expectations.	
<input type="text"/>	

7. Submitting the agreement

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

Telework Request

[Click here to the Remote and Hybrid work Agreement](#)

Save and Submit

Cancel

To view agreements In Progress or Completed

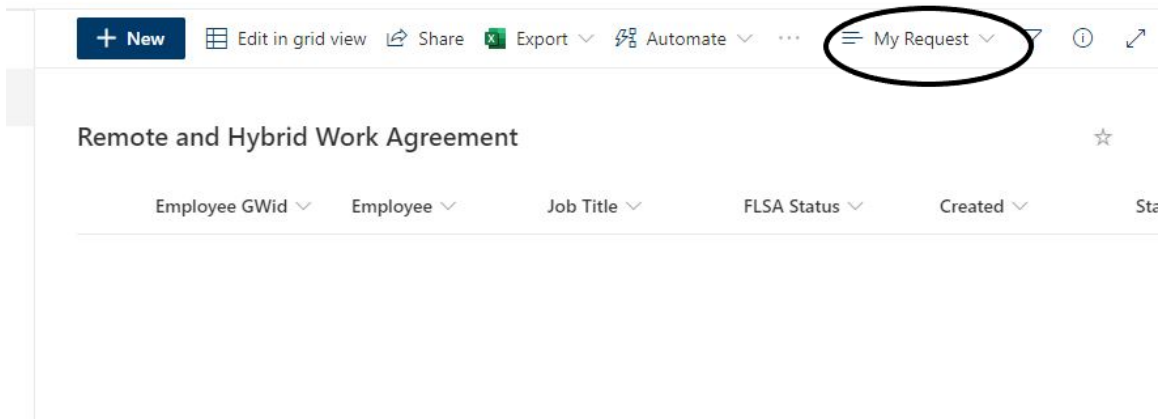
1. Select the **Remote and Hybrid Work Agreement** selection from the home page of the [agreement site](#).



2. Select the **My Request** dropdown.

and Hybrid Work Agreement

☆ Not following Share

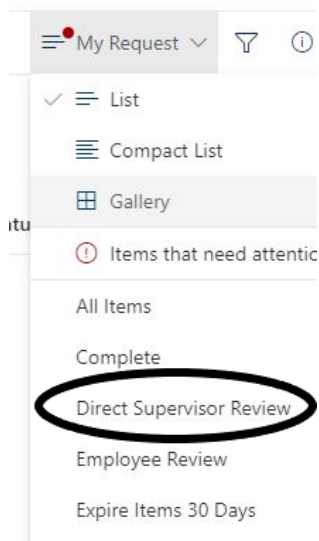


+ New Edit in grid view Share Export Automate My Request

Remote and Hybrid Work Agreement ☆

Employee Gwid Employee Job Title FLSA Status Created Sta

- From the dropdown, select **Direct Supervisor Review**.



My Request

- List
- Compact List
- Gallery
- Items that need attentio
- All Items
- Complete
- Direct Supervisor Review
- Employee Review
- Expire Items 30 Days

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



HR Telecommu...	Employee Name	Employee	Created
In Progress			July 14

- This will produce the Workflow page. Please select the Direct Supervisor task.

Workflow Status: HR Telecommute Agreement Workflo

SharePoint 2010 Workflows have been deprecated. Learn more.

Workflow Information (Workflow Health)

Initiator:
Started:
Last run:
Item:
Internal Status: Started
Status: In Progress

Tasks

This workflow created the following tasks. You can also view them in Workflow Tasks.

<input type="checkbox"/> Assigned To	Title	Due Date	Task Status
<input type="checkbox"/> <input type="text"/>	Direct Supervisor Review		Not Started

Workflow History

6. Edit task item

Back to Site > Workflow Tasks

Edit Item Delete Item Close Print to PDF

GW

Task Name *
Direct Supervisor Review

Task Outcome *
 Approved
 Denied
 Needs More Information

Comments back to Employee