UNIVERSITY OF WISCONSIN SYSTEM

Approve a Telecommuting/Remote Work Agreement

An email will be sent to the supervisor of record, or designee, when a form has been submitted and is awaiting approval.

Access the Forms

1. To access a single form, click the link in the email.

2. To access all forms:
   - Navigate to your MyUW Portal
     - **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
     - **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/
   - Click the **Personal Information** Tile.
   - Click the **Update My Personal Information** hyperlink, found near the bottom of the page.
   - Select the **Telecommuting/Remote Work Agreement** tab at the bottom of the left sidebar.
   - Click the **Approve a Telework/Evaluate Remote Work Form** tab on the left sidebar.
   - Click **Search**. If multiple forms are listed, select a form to approve.

Approve a Telework/Remote Work Form

1. Review the form.
   NOTE: The Policy and guidelines for form review are included in the notification email.

2. Enter any comments in the Comments section.

3. *UW-Madison approvers only* – Click the Next button to see the approval chain and complete the form.

4. Select the appropriate button to complete the form:
   a. **Deny** – Form is not approved and no longer needed. An email is sent to the employee.
   b. **Pushback** – Form needs additional information or updates made by the employee. An email is sent to the employee.
   c. **Hold** – Not ready to approve the form but claim it so other approvers, at this level, cannot approve. To approve later, access again from the Approve a Telework/Evaluate Remote Work Form tab.
   d. **Approve** – Form is complete and approved. An email is sent to the employee.

5. The *Transaction Log* will provide details about where the document is in the review process.

View a Telework/Remote Work Form

A form is available for view once it is at that approval level and after approval is complete.

1. Select the **View a Telework/Remote Work Form** tab in the left sidebar.

2. Enter search criteria and click **Search**.

3. Review the form and the comments at the bottom of the page.

4. Click **Next**.

5. To see approver details, click the **View Approval Route** button to see all completed and pending approvers or click the arrow next to *Signature/Action Logs* to see completed approvals.