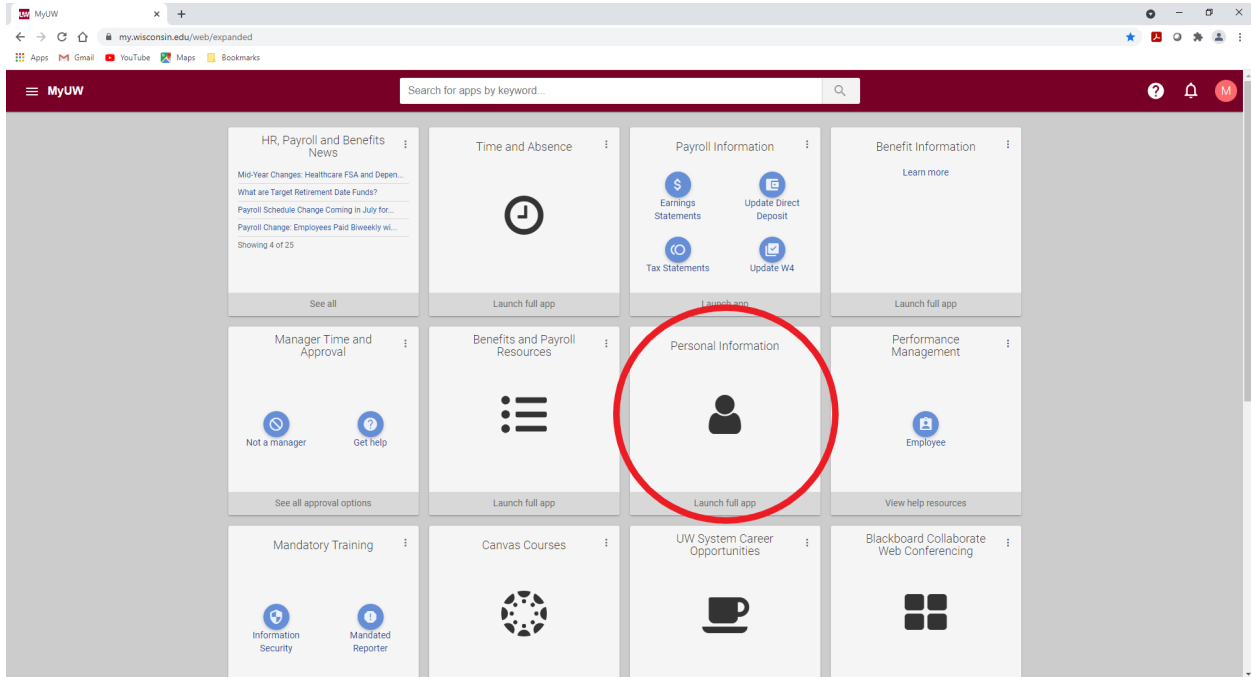
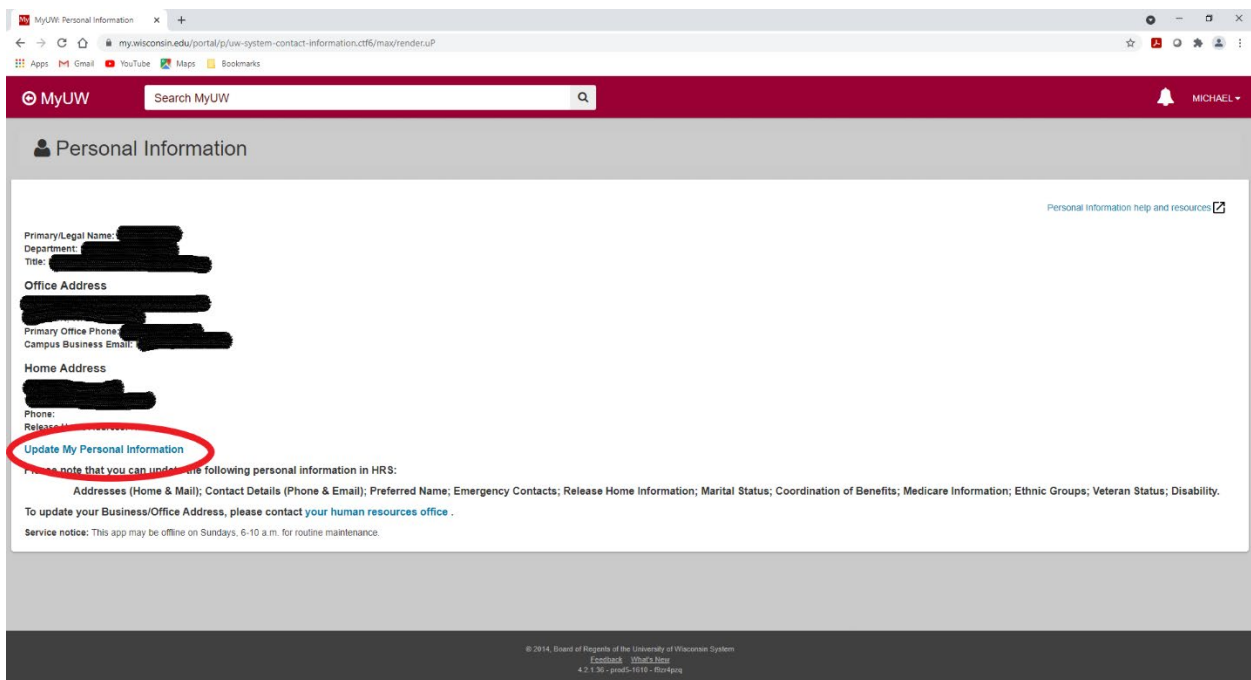


Instructions for submitting a Remote Working (Telecommuting) Application/Agreement

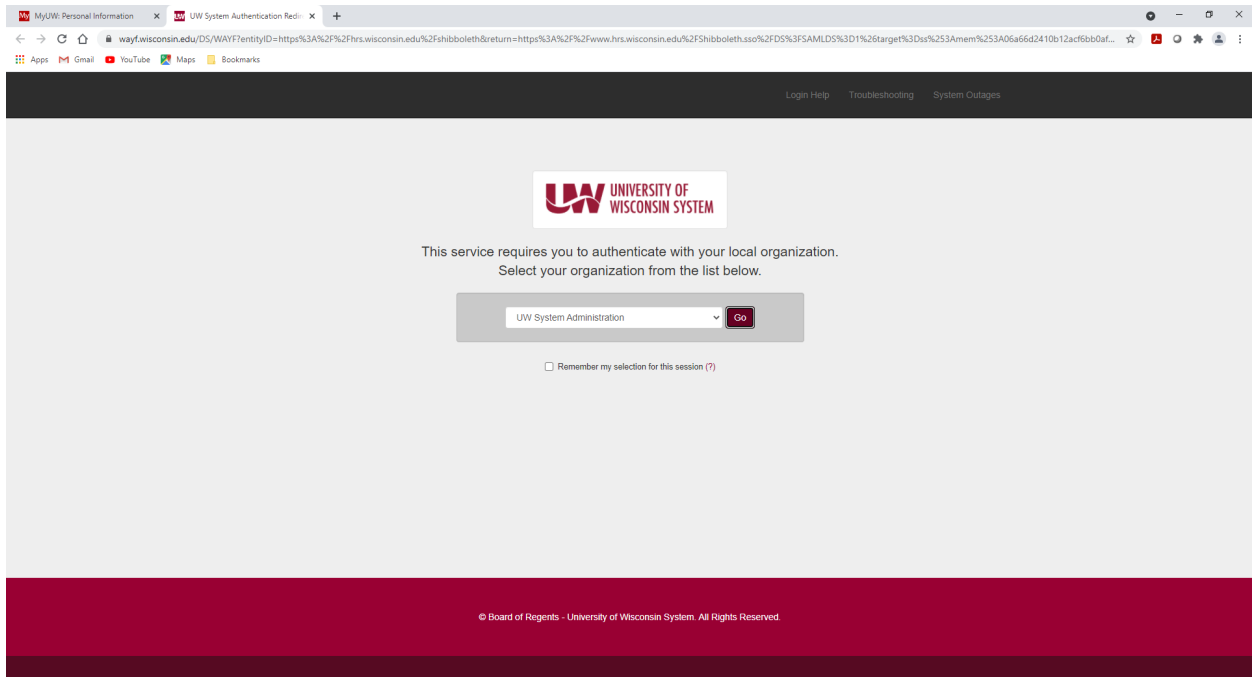
Log in to your account at MyUW. Select Personal Information.



Select Update My Personal Information.



Login through your multifactor authentication. (Select your appropriate institution.)



MyUW: Personal Information x UW System Authentication Redirection x

wayf.wiscnslin.edu/DS/WAYF?entityID=https%3A%2F%2Fhrs.wiscnslin.edu%2Fshibboleth&return=https%3A%2F%2Fwww.hrs.wiscnslin.edu%2Fshibboleth.sso%2FDS%3FSAMLDS%3D1%26target%3D%253A%253A%253A06a66d2410b12ac6b60af...

Apps Gmail YouTube Maps Bookmarks

Login Help Troubleshooting System Outages

UW UNIVERSITY OF WISCONSIN SYSTEM

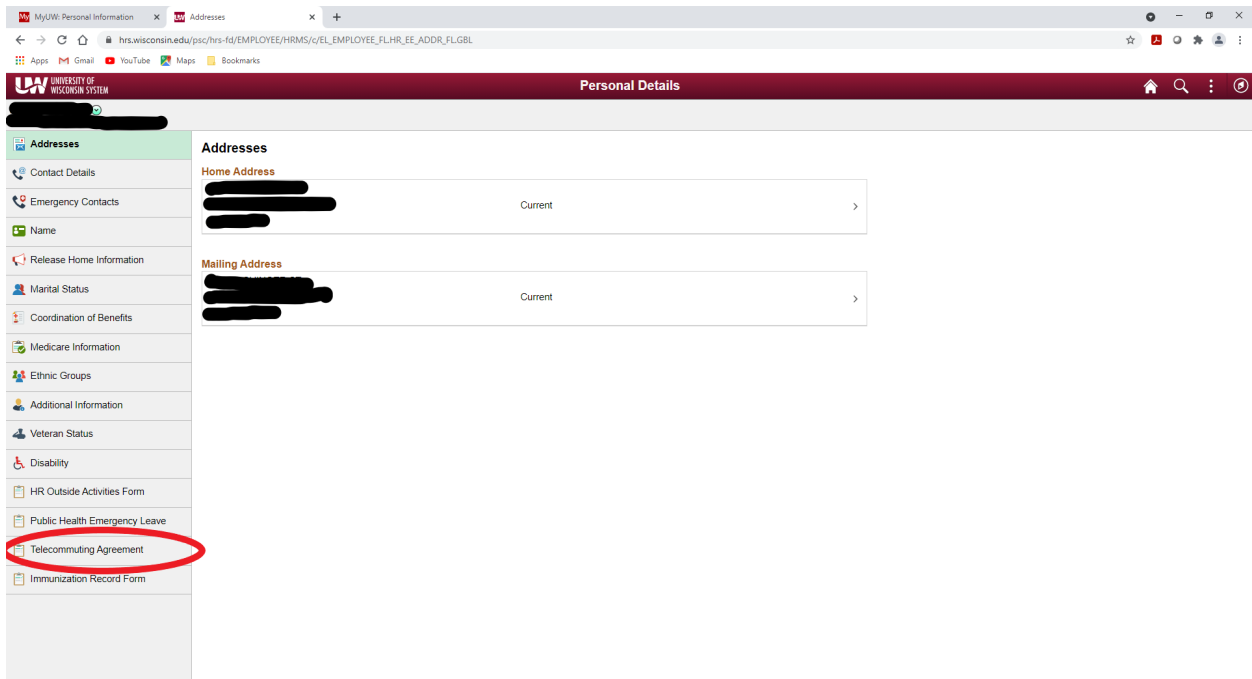
This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW System Administration Go

Remember my selection for this session (?)

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Select Telecommuting Agreement. (You can also take the opportunity to update any other status, if you like.)



MyUW: Personal Information x Addresses x

hrs.wiscnslin.edu/psc/hrs-fd/EMPLOYEE/HRMS/c/EL_EMPLOYEE_FL_HR_EE_ADDR_FL_GBL

Apps Gmail YouTube Maps Bookmarks

UW UNIVERSITY OF WISCONSIN SYSTEM Personal Details

Addresses

Contact Details

Emergency Contacts

Name

Release Home Information

Marital Status

Coordination of Benefits

Medicare Information

Ethnic Groups

Additional Information

Veteran Status

Disability

HR Outside Activities Form

Public Health Emergency Leave

Telecommuting Agreement

Immunization Record Form

Addresses

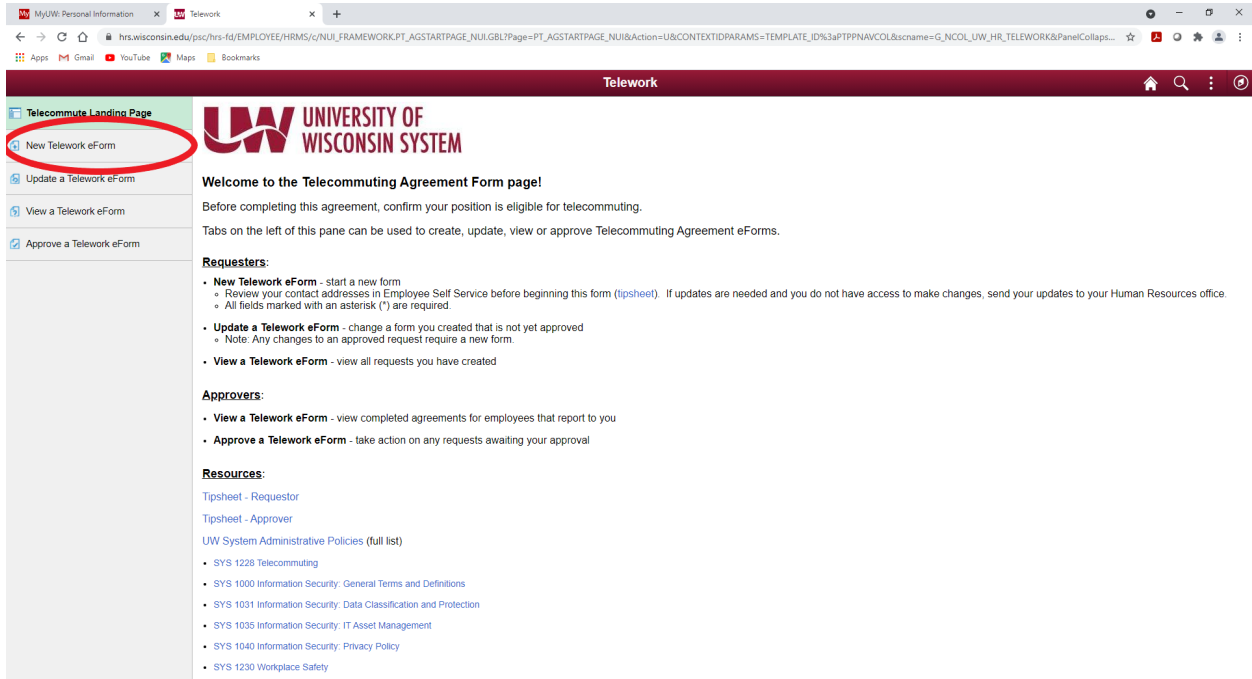
Home Address

[Redacted] Current >

Mailing Address

[Redacted] Current >

Select New Telework eForm. Complete the form. It will be automatically routed to your supervisor. You are advised to talk about telecommuting, and your supervisor's expectations, before completing the form.



The screenshot shows a web browser window with the URL https://hrs.wisc.edu/psc/hrs-fd/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?Page=PT_AGSTARTPAGE_NUI&Action=U&CONTEXTIDPARAMS=TEMPLATE_ID%3APTPPNAVCOL&scname=G_NCOL_UW_HR_TELEWORK&PanelCollaps.... The page title is "Telework".

Telecommute Landing Page

- New Telework eForm** (circled in red)
- Update a Telework eForm
- View a Telework eForm
- Approve a Telework eForm

UW UNIVERSITY OF WISCONSIN SYSTEM

Welcome to the Telecommuting Agreement Form page!

Before completing this agreement, confirm your position is eligible for telecommuting.

Tabs on the left of this pane can be used to create, update, view or approve Telecommuting Agreement eForms.

Requesters:

- New Telework eForm** - start a new form.
 - Review your contact addresses in Employee Self Service before beginning this form ([tipsheet](#)). If updates are needed and you do not have access to make changes, send your updates to your Human Resources office.
 - All fields marked with an asterisk (*) are required.
- Update a Telework eForm** - change a form you created that is not yet approved
 - Note: Any changes to an approved request require a new form.
- View a Telework eForm** - view all requests you have created

Approvers:

- View a Telework eForm** - view completed agreements for employees that report to you
- Approve a Telework eForm** - take action on any requests awaiting your approval

Resources:

[Tipsheet - Requestor](#)

[Tipsheet - Approver](#)

[UW System Administrative Policies \(full list\)](#)

- [SYS 1228 Telecommuting](#)
- [SYS 1000 Information Security: General Terms and Definitions](#)
- [SYS 1031 Information Security: Data Classification and Protection](#)
- [SYS 1035 Information Security: IT Asset Management](#)
- [SYS 1040 Information Security: Privacy Policy](#)
- [SYS 1230 Workplace Safety](#)