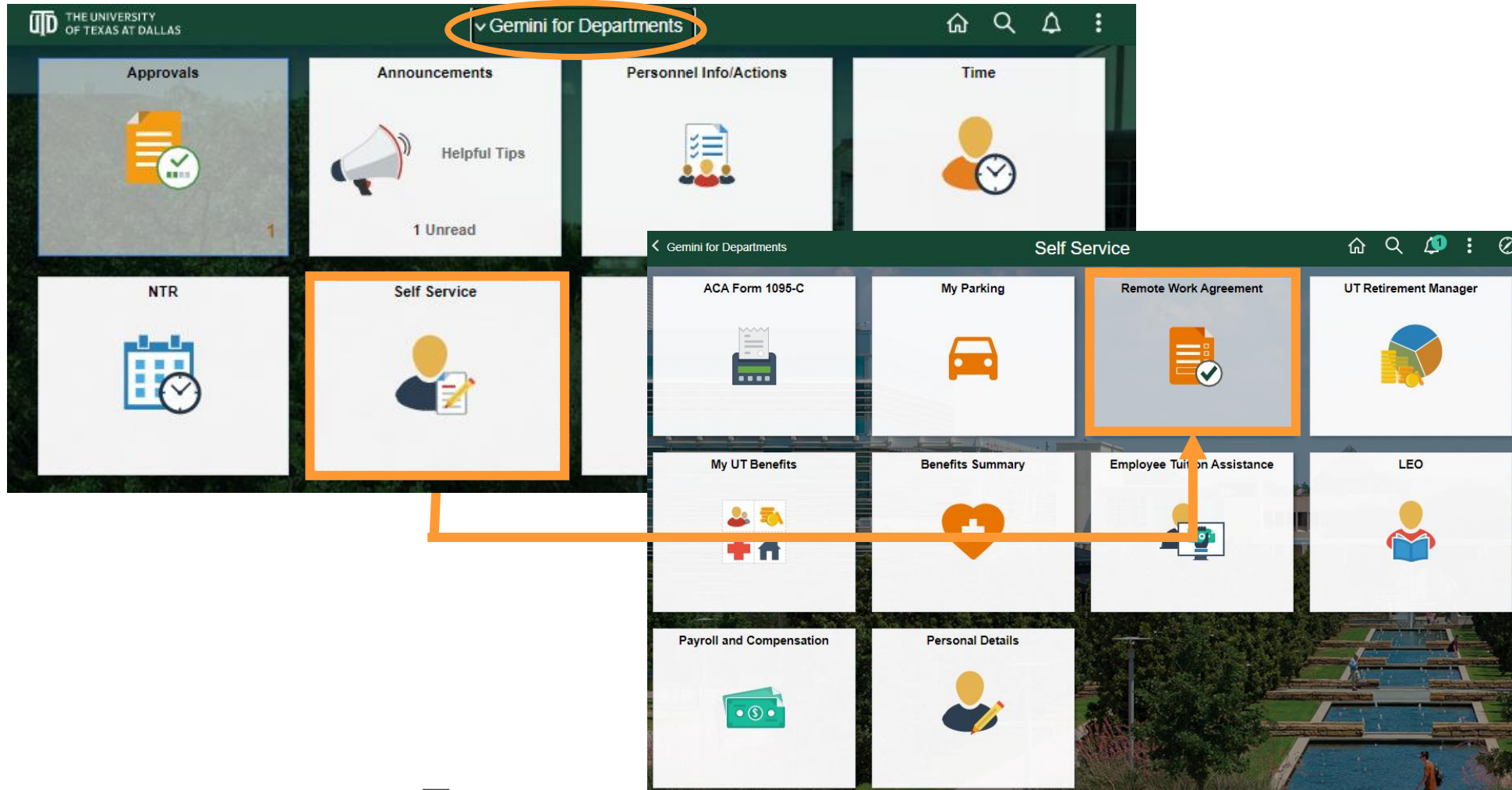


Remote Work Agreement: Employee Instructions

Accessing and Submitting a Remote Work Agreement

1. Login to Galaxy. Use the drop down arrow on the top of the screen to navigate to **Gemini for Departments**.
2. Click the **Self Service** tile.
3. Click on the **Remote Work Agreement** tile.



Remote Work Agreement: Employee Instructions

4. Click on the **Add a New Value** tab to view the form

[← Self Service](#) Remote Work Agreement

Remote Work Agreement

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Request ID

Date Submitted

Date Created

Status

Empl ID

First Name

Last Name

Assigned Userid

Assigned Name

My Assignments

Assigned User List

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Remote Work Agreement: Employee Instructions

5. Review the information in the top of the form to ensure it is correct.

If your supervisor information is incorrect, you should reach out to your supervisor or your department's administrative support for assistance updating the "Reports To" field in PeopleSoft before you complete this form.

Your form cannot be routed for approval until the "Reports To" field has been updated.

< Self Service Remote Work Authorization Approval

Remote Work Authorizarion

Remote Work Authorization Approval

UTD ID	4030005955	Request ID	Date Created
Employee Name	Janette Bell	Status	Date Submitted
Employee Title	Human Resources Group Manager		
Supervisor	Ellen Ammons		
DepartmentID	505000	Human Resources	
FLSA Status	X	Exempt	

Before initiating this request, I have had a discussion about remote work with my supervisor to determine whether or not it is an option based on my position and work performance. In addition, I have read, understand and reviewed with my supervisor all of the conditions for remote work described in the UT Dallas Remote Work Agreement (RWA) Guidelines dated March 29, 2021. I understand the RWA Guidelines may be revised with or without advance notice and that the current [telecommuting policy](#) is under revisions based on the [RWA Guidelines](#). I agree to all of the responsibilities of and conditions for remote work that are described in the Policy, Guidelines, and this Agreement.

Employee Acknowledgement

6. Check the Employee Acknowledgment box certifying that you had a discussion with your supervisor regarding remote work before proceeding.

Remote Work Agreement: Employee Instructions

The complete form will then populate on the screen.

7. Scroll to read the information contained in the following sections, ensuring you check the Employee Acknowledgment box in each section:

- As an Employee of UT Dallas
- Hours
- Benefits & Compensation
- Work Location
- Workspace
- Equipment and Supplies
- Expenses
- Termination

The screenshot shows a web interface for 'Remote Work Authorization Approval'. At the top, there is a navigation bar with 'Self Service' and 'Remote Work Authorization Approval'. Below this is a breadcrumb trail 'Remote Work Authorization'. The main heading is 'Remote Work Authorization Approval'. A table displays employee information: UTD ID (4030005955), Employee Name (Janette Bell), Employee Title (Human Resources Group Manager), Supervisor (Ellen Ammons), DepartmentID (505000 Human Resources), and FLSA Status (X Exempt). To the right, there are fields for Request ID, Status, Date Created, and Date Submitted. Below the table is a section for 'Employee Acknowledgement' with a paragraph of text and a link to the policy. At the bottom, there is a section titled 'As an Employee of UT Dallas:' followed by a list of seven bullet points regarding remote work policies and a checkbox for 'Employee Acknowledgement'.

UTD ID	4030005955	Request ID	Date Created
Employee Name	Janette Bell	Status	Date Submitted
Employee Title	Human Resources Group Manager		
Supervisor	Ellen Ammons		
DepartmentID	505000	Human Resources	
FLSA Status	X	Exempt	

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Employee Acknowledgement

As an Employee of UT Dallas:

- I understand that remote work is not an entitlement. Permission to work remotely is based on job function, work group, internal and external customer need, my performance, and permission from management.
- I understand that remote work may be suspended or terminated based on performance, business reasons, or at the sole discretion of management, with or without advance notice.
- I agree to adhere to and follow all UT Dallas policies, protocols and procedures while working remotely, the same as if I were working on site.
- I agree to adhere to and comply with all employment agreements that I have with UT Dallas, including those concerning proprietary information and intellectual property, as if I was working on site.
- I understand I am expected to meet the same standards of performance for my position working remotely as if I was working on site.
- I may be requested to provide more frequent and more detailed reports of my work and progress with respect to my work and productivity and agree to do so.
- I am aware that all applicable employment and labor law notices are posted in the Office of Human Resources, AD 3.108, and are also posted on the UT Dallas website so that they are available to me online.
- I agree that remote work does not change the at-will nature of the employment relationship and that either UT Dallas or I may terminate the employment relationship at any time, with or without advance notice.

Employee Acknowledgement

Remote Work Agreement: Employee Instructions

8. In addition, in the **Hours** section, you must:

- Indicate whether you are requesting approval for full time remote work, or for a hybrid work schedule
- Note your requested remote work schedule

Hours

- I understand that my supervisor must approve, in writing, my regularly scheduled work hours and any change in those hours. Scheduled hours may vary from one employee to the next in order to meet UT Dallas' needs and other requirements.
- My remote work schedule is (if hybrid, note days on and off-campus): Is this a hybrid or full-time remote schedule?

Hybrid or Full Time Remote

Select one →

- Full Time Remote
- Hybrid

Enter hybrid or full-time remote work schedule.

E.g.: Monday to Friday from 8am to 5pm

- I understand that, if I am an exempt employee (not eligible for overtime pay or comp time), my described schedule is my baseline hours of work and I am expected to work any additional hours necessary to timely and appropriately finish my duties. Any significant changes to my standard work schedule must be approved by my supervisor.
- I understand that, if I am non-exempt (eligible for overtime pay or comp time), I must have my supervisor's approval to work hours in excess of or other than these scheduled hours.
- I understand that, if I am non-exempt and work in excess of my described schedule, I must discuss with my supervisor my options to balance my hours for the work week. I understand overtime must be approved in advance by my supervisor.
- If I am non-exempt, I understand that I must allow for a meal break and document such on my timesheet for each working day. I will discuss my meal schedule with my supervisor.
- I understand that, if I am a non-exempt employee, I must accurately and promptly record all of the time that I work, regardless of whether that work was pre-approved or consistent with my assigned work schedule including work performed outside of my scheduled work hours.
- I understand that, if I am a non-exempt employee, I must accurately and promptly record all of the start and end times of all work periods and meal periods.
- I understand that if I am a non-exempt employee, off-the-clock work is strictly prohibited while I remote work. Off-the-clock work includes checking and responding to emails and making and responding to phone calls outside of scheduled work hours.

Remote Work Agreement: Employee Instructions

9. In the **Work Location** section, you must provide the address where remote work will be performed. You must also note if your work location is out-of-state by checking this box.

Work Location

- I understand that remote work within the state of Texas requires approval by my school or division leadership. Remote work outside of the state of Texas requires additional approval by the Provost for Academic Units and the Chief of Staff for Administrative units, and will only be approved for mission critical positions
- Full address of remote work location (no P.O. boxes):

Address Line 1

Address Line 2

City State Postal Code

Check this box if this location is out of state

10. In the **Equipment and Supplies** section, list all equipment/items provided to you by your department/UTD for remote work. If no equipment has been provided, indicate N/A.

Equipment and Supplies

- UT Dallas has provided the following equipment for me to use for my remote work:
- If no equipment has been provided by your department, indicate N/A.

List of items

E.g.: Laptop, printer.

Remote Work Agreement: Employee Instructions

11. Once you have completed the form, you must **Save** the form prior to submitting for approval.
12. After saving the form, the option to **Submit** will be enabled.
13. You will have the option to **Print** the form for your records.

I agree to all of the responsibilities of and conditions for remote work that are described in this Agreement and related policies.

Employee Acknowledgement

[Print](#)

You must save this form before you can submit it.

[Save](#)

I agree to all of the responsibilities of and conditions for remote work that are described in this Agreement and related policies.

Employee Acknowledgement

[Print](#)

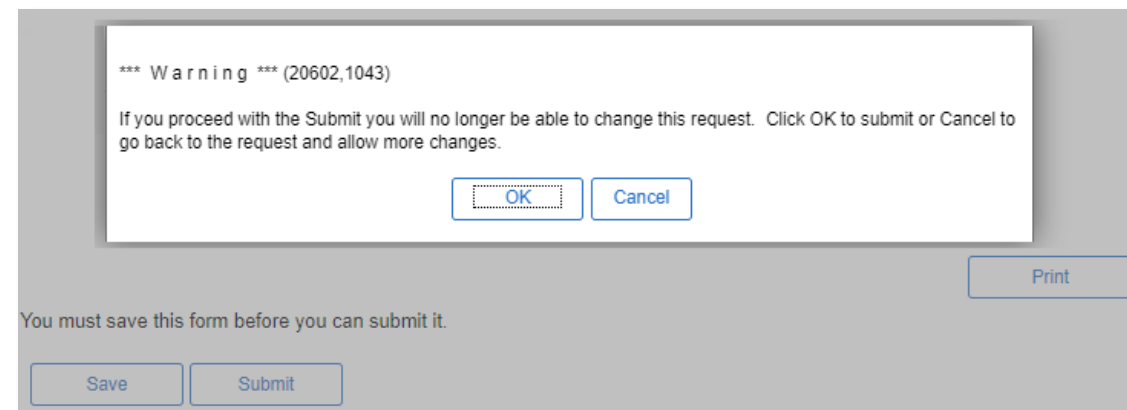
You must save this form before you can submit it.

[Save](#) [Submit](#)

Remote Work Agreement: Employee Instructions

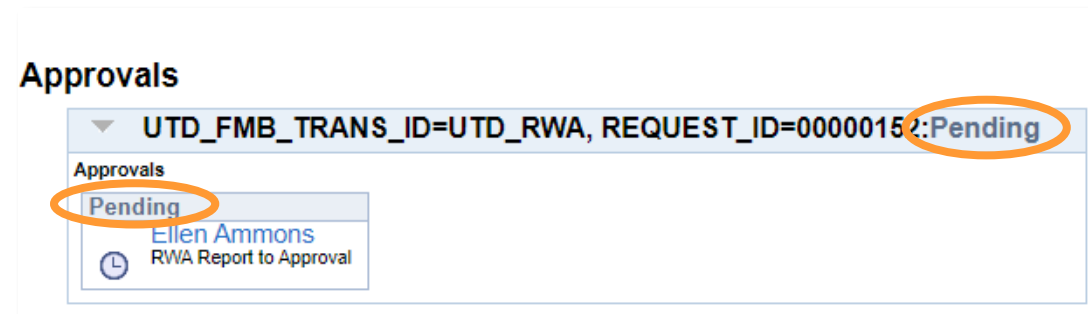
14. After selecting to **Submit** you will be warned that, once submitted, changes cannot be made to the form. You will be prompted to confirm whether the you want to submit the form or cancel.

Click **OK** to submit the form to your supervisor for approval;
or **Cancel** to return to the form to make any necessary changes.



A warning dialog box is displayed with the following text: "*** Warning *** (20602,1043) If you proceed with the Submit you will no longer be able to change this request. Click OK to submit or Cancel to go back to the request and allow more changes." Below the text are two buttons: "OK" and "Cancel". Below the dialog box, there is a "Print" button. At the bottom of the form area, there is a message: "You must save this form before you can submit it." Below this message are two buttons: "Save" and "Submit".

Once submitted, the approval workflow will appear on the bottom of the screen indicating that the form is pending supervisor approval.



The "Approvals" section of the form is shown. It features a dropdown menu with the text "UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000152:Pending". Below this, there is a table with the following content:

Approvals
Pending
Ellen Ammons RWA Report to Approval

Remote Work Agreement: Employee Instructions

Once approved, the workflow will reflect the change in status from Pending to Approved.

Approvals

UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000152: **Approved**

Approvals

Approved

Ellen Ammons
RWA Report to Approval
06/07/21 - 5:51 PM

In addition, you will receive an email notification that your Remote Work Agreement has been approved.

Mon 6/7/2021 5:52 PM
hr@utdallas.edu
Remote Work Approval Request has received final approval

To Ammons, Ellen; Bell, Janette; junkmail@utdallas.edu

Remote Work Approval Request Form ID 00000152 has been approved. To review, please click on the link below.

[Go to Remote Work Approval Request Form](#)

Requestor: Janette Bell

Thank you,
Employee Relations

Remote Work Agreement: Employee Instructions

Checking the Status of Your Form:

You may check the status of your Remote Work Agreement form at any time during the approval process. To do so:

1. Login to Galaxy and, once again, click on the Self Service tile and the Remote Work Agreement tile (Refer to steps 1-3 on slide 1).
2. Click on **Search** to view a list of the form(s) you have submitted. Click on the form's *Request ID* to view it.

Remote Work Agreement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Request ID begins with []

Date Submitted = []

Date Created = []

Status = []

Empl ID begins with []

First Name begins with []

Last Name begins with []

Assigned Userid begins with []

Assigned Name begins with []

My Assignments []

Assigned User List begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All 1-4 of 4

Request ID	Date Submitted	Date Created	Status	Empl ID	First Name	Last Name	Assigned User List
05000152	05/09/2021	05/09/2021	Pending	4030009355	Janette	Bell	RWA Report to Approval

Questions?

Employee Relations

employeerelations@utdallas.edu

Ellen Ammons

Director, Employee Relations and Talent Development

ellen.ammons@utdallas.edu; x 4633

Janette Bell

Employee Relations Manager

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