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

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

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.
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.
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.

Once submitted, the approval workflow will appear on the bottom of the screen indicating that the form is pending supervisor approval.
Once approved, the workflow will reflect the change in status from Pending to Approved.

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

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: Janelle Bell

Thank you,

Employee Relations
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.
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
janette.bell@utdallas.edu; x 2224