Reviewing a Remote Work Agreement

You will receive an email notification when an employee has submitted a Remote Work Agreement for your review and approval. You can access the form in two ways:

1. Click on the link provided in the email. This link will route you directly to the form.
2. Or, you may access the form through Galaxy. To do this, use the drop down arrow on the top of the screen to navigate to **Gemini for Departments**.

   - Click on the **Approvals** Tile
   - Click on **Remote Work Agreement** to view form(s) pending for your approval
   - Click on the **UTD_RWA** link to access the form
3. Scroll down to view the complete form. Ensure all Employee Acknowledgments are checked.

4. As you scroll through the form, review the Hours section. Confirm the remote schedule noted is aligned with what was agreed upon in your discussion with the employee.
5. Also, review the **Work Location** section to ensure employees requesting approval to work out-of-state have checked the appropriate box. Out-of-state requests will require additional approvals from the Provost (for academic units) or Chief of Staff (for administrative units).

6. In the **Equipment and Supplies** section, review list of equipment/items provided by the department for remote work.
7. After reviewing the form, scroll to the bottom to view the Approvals section.

8. Before approving the form, you must designate the next-level approver. Click on the icon to add the second-level approver. The approval work flow can expand to accommodate the reporting structure for each unit/Division and allow for approval at each level.
   - Approvers must add the appropriate next-level, ending with Dean for academic units and Division VP for administrative units or their designee.
   - If Dean or VP has appointed a designee, their name must be on file with the Office of Human Resources.

9. Ensure that the Approver option is selected, and click the magnifying glass icon to find approver name.

**Note**
- If you are the Dean or Division VP,
  - If the employee reports to you directly, you will receive the form as the first level approver. You must also add your name as a second-level approver (see slide #8).
  - In-state forms do not require further approval *(unless directed by Provost for academic areas)*.
  - Out-of-state forms must be routed to Provost or Chief of Staff for approval.
10. Type name of approver in the **Name** field (*FirstName LastName* format) and click Search
   - Note: if your search is not producing results, it may be necessary to edit the search by selecting “contains” in the drop down menu in place of “begins with”

11. The designated name should appear under **Search Results**. Click on the name.

12. When name populates in User ID box, click on **Insert**.
13. Enter the start and end dates for the remote work agreement.
   • If no end date has been identified, indicate N/A

   **Note**
   For out-of-state requests, you must provide information in the **Employee Justification** field explaining why this is a mission-critical position.

14. Click **Approve**
   • Form will be routed to next-level approver
   • If no additional approvals are required, the process is completed
   • **Form cannot be edited once it is approved**
Note
Per slide #5, if you are a Dean or Division VP and the employee reports directly to you, you must also enter your name as the second-level approver. You must click Approve twice – once for each level.
Next, click Save to complete the process.
The workflow will be updated to reflect your approval and note the status of pending approvals.

- You will have the option to **Print** the form for your records
- The employee will have the option to do the same

The employee will receive an email notification when their request has been approved.

Employee Relations will be notified of approved forms and will place them in the employee’s personnel file.
Denying a Remote Work Agreement

15. To **Deny** the form, you must add the reason for the denial in the **Comments** section.

16. You must enter N/A in the **End date** field.

17. Click on **Deny**.

**Note**
This process is the same for approvers at all levels.
The workflow will be updated to reflect your denial, and display the comment you provided regarding the reason for the denial

- You will have the option to **Print** the form for your records.
- The employee will have the option to do the same.

The employee will receive an email notifying them that the request has been denied.
Questions?

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