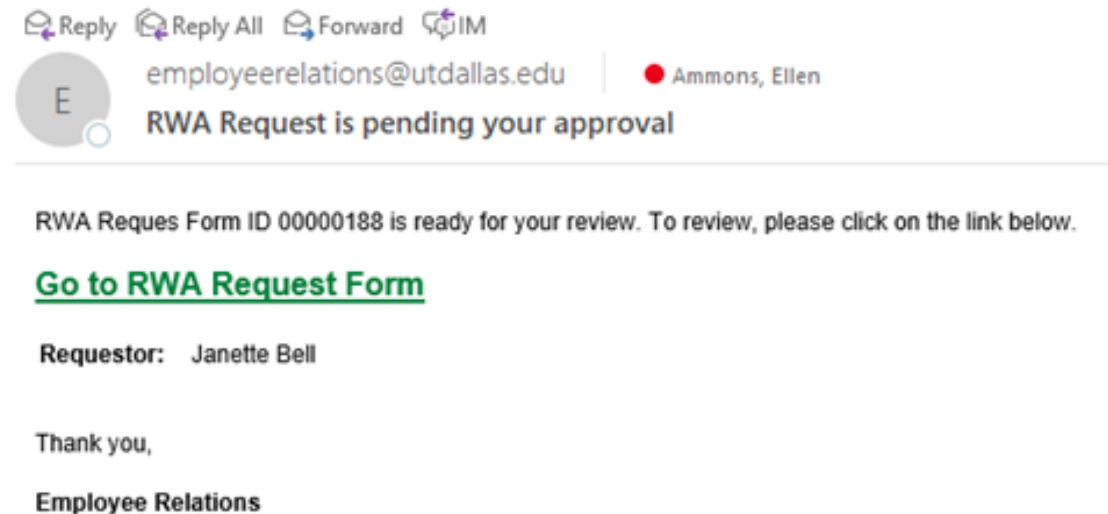


Remote Work Agreement: Supervisor Instructions

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.



Remote Work Agreement: Supervisor Instructions

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

The screenshot displays the Gemini for Departments interface. At the top, a navigation bar includes the UTD logo, the text 'THE UNIVERSITY OF TEXAS AT DALLAS', and a dropdown menu labeled 'Gemini for Departments'. Below the navigation bar is a grid of tiles: Approvals (highlighted with an orange border), Announcements (Helpful Tips, 1 Unread), Personnel Info/Actions, Time, NTR, Self Service, Budgeting, and Time Administration. An orange arrow points from the Approvals tile to a 'Pending Approvals' window. This window shows a list of pending approvals with a 'View By' dropdown set to 'Type'. The list includes 'All', 'PeopleSoft Forms-HCM', 'Remote Work Agreement' (with a count of 1), and 'Reported Time'. A specific entry is highlighted: 'Remote Work Agreement' with the link 'UTD_RWA / 00000161 Janette Bell' circled in orange. The entry is marked as 'Routed' on '06/10/2021'.

Remote Work Agreement: Supervisor Instructions

3. Scroll down to view the complete form. Ensure all **Employee Acknowledgments** are checked.

Remote Work Authorization Approval

UTD ID	4030005955	Request ID	00000161	Date Created	06/10/2021
Employee Name	Janette Bell	Status	Approval Pending	Date Submitted	06/10/2021
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 [RWA Guidelines](#) 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

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, 412 J 105, 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

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.

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 Full-Time Remote ▼

Enter hybrid or full-time remote work schedule.
Monday to Friday, 8am-5pm

Remote Work Agreement: Supervisor Instructions

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 require additional approvals from the Provost (for academic units) or Chief of Staff (for administrative units).
 - Supervisors must review the list of states where remote work is prohibited or limited, along with associated fees, at <https://hr.utdallas.edu/employees/remote-work/>

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

6. In the **Equipment and Supplies** section, review list of equipment/items provided by the department for remote work.

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

Laptop, scanner, printer.

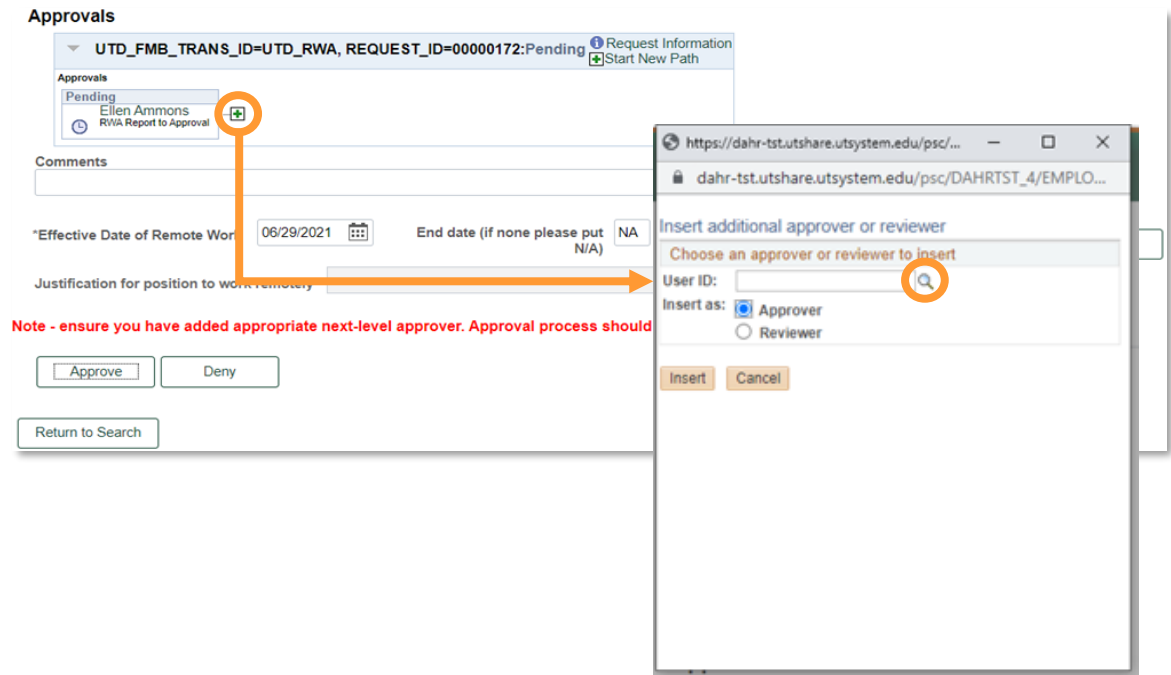
Remote Work Agreement: Supervisor Instructions

Approving a Remote Work Agreement

- After reviewing the form, scroll to the bottom to view the **Approvals** section
- 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
- 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



Approvals

UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000172:Pending [Request Information](#) [Start New Path](#)

Approvals

Pending

Ellen Ammons
RWA Report to Approval

Comments

*Effective Date of Remote Work 06/29/2021 End date (if none please put N/A) NA

Justification for position to work remotely

Note - ensure you have added appropriate next-level approver. Approval process should

Approve Deny

Return to Search

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as: Approver Reviewer

Insert Cancel

Remote Work Agreement: Supervisor Instructions

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**.

The image displays three overlapping screenshots of a web application interface, illustrating the steps for adding an approver or reviewer. The top screenshot shows the 'Approver/Reviewer Search' form with the 'Name' field set to 'begins with' and the 'Search' button highlighted. The middle screenshot shows the search results for 'Tina Sharpling', with the name circled in the results table. The bottom screenshot shows the 'Insert additional approver or reviewer' dialog box, where the name 'Tina Sharpling' is populated in the 'User ID' field and the 'Insert' button is highlighted. Orange arrows connect the text instructions to the corresponding UI elements in the screenshots.

Search Results

User ID	Name
csharp-utd	Tina Sharpling

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: csharp-utd Tina Sharpling

Insert as: Approver Reviewer

Insert Cancel

Remote Work Agreement: Supervisor Instructions

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**

The screenshot shows the 'Approvals' section of a web form. At the top, it displays the request ID 'UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000172:Pending' and options for 'Request Information' and 'Start New Path'. Below this is an 'Approvals' list showing a pending approval by 'Ellen Ammons' for 'RWA Report to Approval'. A 'Comments' text area is present. The 'Effective Date of Remote Work' is set to '06/29/2021' and the 'End date (if none please put N/A)' is set to 'NA'. A 'Justification for position to work remotely' text area is also visible. At the bottom, there are 'Approve' and 'Deny' buttons, and a 'Return to Search' button. A red note states: 'Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee.'

Remote Work Agreement: Supervisor Instructions

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 image displays three sequential screenshots of the approval process for a Remote Work Agreement, illustrating the steps a supervisor must take.

First Screenshot (Pending): Shows the initial state where the request is pending. The approval path consists of a 'Pending' step by Ellen Ammons (RVA Report to Approval) and a 'Not Routed' step by Ellen Ammons (Inserted Approver). The 'Approve' button is circled in orange. A red note states: "Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee."

Second Screenshot (First Approval): Shows the first approval step completed. The 'Approved' step by Ellen Ammons (RVA Report to Approval) is circled in orange. The path now includes a 'Pending' step by Ellen Ammons (Inserted Approver). The 'Approve' button is circled in orange. A red note states: "Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee."

Third Screenshot (Final Approval): Shows the final state where the request is approved. Both the 'Approved' step by Ellen Ammons (RVA Report to Approval) and the 'Approved' step by Ellen Ammons (Inserted Approver) are circled in orange. The 'Save' button is circled in orange. A red note states: "Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee."

Remote Work Agreement: Supervisor Instructions

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

Approvals

UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000187:Pending [Request Information](#) [Start New Path](#)

Approvals

Approved: Ellen Ammons
RWA Report to Approval
06/23/21 - 11:05 AM

Pending: Tina Sharpling
Inserted Approver

Comments

*Effective Date of Remote Work: 06/29/2021 End date (if none please put N/A)

Justification for position to work remotely

Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee.

ER Mon 6/28/2021 12:01 PM
employeerelations@utdallas.edu
Remote Work Approval Request has received final approval

To: Ammons, Ellen; Bell, Janette

Remote Work Approval Request Form ID 00000188 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

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.

Remote Work Agreement: Supervisor Instructions

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**.

The screenshot displays the 'Approvals' section of a web form. At the top, it shows the request ID 'UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000172:Pending' and a 'Request Information' link. Below this, an 'Approvals' table lists 'Ellen Ammons' as the approver for 'RWA Report to Approval'. A 'Comments' text area is present below the table. The 'Effective Date of Remote Work' is set to '06/29/2021'. The 'End date (if none please put N/A)' field contains 'N/A', which is circled in orange. A 'Print' button is located to the right of this field. Below the date fields is a 'Justification for position to work remotely' text area. A red note states: 'Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee.' At the bottom, there are 'Approve' and 'Deny' buttons, with the 'Deny' button circled in orange. A 'Return to Search' button is at the very bottom.

Note

This process is the same for approvers at all levels.

Remote Work Agreement: Supervisor Instructions

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.

Approvals

UTD_FMB_TRANS_ID=UTD_RWA, REQUEST_ID=00000186:Denied [View/Hide Comments](#)

Approvals

Denied

Ellen Ammons
RWA Report to Approval
06/28/21 - 9:25 AM

Comments

Ellen Ammons at 06/28/21 - 9:25 AM
Cannot work remotely

*Effective Date of Remote Work 06/29/2021 End date (if none please put N/A) NA

Justification for position to work remotely

Note - ensure you have added appropriate next-level approver. Approval process should end with Dean/VP/or their designee.

[Reply](#) [Reply All](#) [Forward](#) [IM](#)

Mon 6/28/2021 3:13 PM

ER
employeerelations@utdallas.edu

Remote Work Approval Request has been denied

To **Bell, Janette**

Remote Work Approval Request Form ID 00000189 has been denied. To review, please click on the link below.

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

Requestor: Janette Bell

Thank you,

Employee Relations

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

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

Daniel Hernandez

Employee Relations Specialist II

daniel.hernandez2@utdallas.edu; x 4324