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OVPR notes are listed in orange; last updated 10/22/24

Remote Work Collection System Frequently Asked Questions

General Information

What is the Remote Work Collection System?

The Remote Work Collection system is a technology solution available to the university beginning in September 2024 for centrally collecting remote work arrangement data. This has been developed in response to the university's [Ways We Work](#) initiative. The centralized system includes the entry and approval of remote work information including the [mode of work](#), typical work schedule, terms and conditions of remote work, and any university equipment approved for use in remote locations as agreed upon by the employee, supervisor and HR representatives. The technology uses the Remote Worker tile on the Employee Self Service homepage, available to employees through Wolverine Access. Ann Arbor Campus staff are required to use the system and UM-Flint, UM-Dearborn and Michigan Medicine will implement the system independently to their employees.

Why is this new system being implemented?

The system centralizes hybrid and mobile/remote work data to support a flexible, inclusive and competitive work environment. The new system will ensure the university has complete and accurate information about how and where we work, which helps us make more informed decisions about HR policies, work space needs, and workplace practices that support the many ways we work.

Who is required to enter information into the system?

Ann Arbor Campus staff, including temporary staff, who work in a hybrid or mobile/remote work mode are required to enter their work arrangement information into

the system as instructed by their supervisor or HR representatives. Academic units will decide at the unit level how faculty, research fellows, and GSAs will use the system, with consultation and assistance available from Academic HR. UM-Flint, UM-Dearborn, and Michigan Medicine are also planning to use the system and will communicate directly with their employees with more information. **OVPR requires all staff, research faculty, faculty with academic administrative appointments, postdoctoral research fellows, GSRAs and non-student temporaries to complete a remote work agreement if they have a hybrid or a fully remote work arrangement.**

Employee Specific Questions

Am I required to use this new system?

Yes, if you are an Ann Arbor campus staff working in a hybrid or mobile/remote work mode. Academic units will decide at the unit level whether they use the system for faculty and others with academic appointments. UM-Flint, UM-Dearborn and Michigan Medicine are also planning to use the system and will communicate directly with their employees with more information. **OVPR requires all staff, research faculty, faculty with academic administrative appointments, postdoctoral research fellows, GSRAs and non-student temporaries to use the on-line system to complete a remote work agreement if they have a hybrid or a fully remote work arrangement.**

When do we need to begin using the Remote Work Central Data Collection system?

Ann Arbor Campus staff are required to have information entered and approved by December 31, 2024. Your unit will inform you when you should begin entering information into the system. **During this transition to the on-line remote work collections system, OVPR requires RWAs to be submitted and approved by November 15, 2024.**

Where do I enter my remote work information? How do I access the Remote Work Collection System?

Information is entered within Employee Self Service available in Wolverine Access. A new tile, Remote Worker, has been added. [See also RWA - OVPR Guidance for Employees.](#)

I have multiple job appointments. Should I enter information for each appointment if they are hybrid or mobile/remote?

Yes. Information should be entered for each job appointment as approved by each job appointment supervisor or manager. If your non-OVPR appointments are faculty appointments, please check with your appointing unit to determine if they require an RWA for that appointment.

How does this system benefit employees?

The system reduces redundant efforts and makes it easy to enter, update and share information for approval using a system that employees already know. Employee Self Service is currently used by employees for a number of activities, such as to view paychecks and time reporting.

I already completed an agreement and submitted it to my supervisor for this year. Do I still need to enter information into the new system?

Yes. Work arrangement information is now being stored in the new system. Your unit will inform you when you should begin entering information into the system. [Please begin entering an RWA for your OVPR appointment now. Supervisor approvals should be completed no later than November 15, 2024.](#)

Can I provide a PDF of the remote work agreement instead of using the system?

Entering information about your hybrid or mobile/remote work arrangement directly into the system is required unless otherwise instructed by your supervisor or HR representatives. [OVPR requires direct entry of the RWA into the system.](#)

What information will I need to provide when entering my remote work arrangement?

You will need to enter details about your approved [mode of work](#), the anticipated start and end dates of your work arrangement, your typical work schedule, address of the remote location, and any other details or attachments required by your unit. **Please be sure to provide the ID numbers of the OVPR equipment that is being used in the remote work location.**

What happens once I have entered my information into the system?

Your request will be reviewed and you will receive an e-mail message once approved. If the information you entered is incorrect, it will be pushed back or denied. Review the approver's comments to determine what corrections are needed to resolve the issue.

What if my work mode or other information I've entered in the system changes after I've submitted my request?

Information in the system cannot be updated. Contact your supervisor to determine if a requested change requires you to initiate a new request using the Remote Worker tile. **OVPR will require a new RWA if there are long-term changes (more than 30 days) to your remote schedule, duration, or remote work location, or if the current RWA has expired. Please note that a new RWA is not needed if you're on extended sick leave or other types of leave (maternity, parental, etc.).**

How often do I need to submit a request?

Information is required annually at a minimum. If there are changes to your work status, such as a transfer to another job, a new entry will be required. A new entry may also be needed if you make other changes to your work arrangement, such as your remote schedule or remote location. **OVPR RWA renewals should be submitted annually by June 30. If there are long-term changes (more than 30 days) to your remote schedule, duration, or remote work location, or if the current RWA has expired, a new request should be submitted. Please note that a new RWA is not needed if you're on extended sick leave or other types of leave (maternity, parental, etc.).**

If I want to change my remote work location, schedule, or duration, do I need to submit a new request?

Possibly. Before making any changes to your work arrangement, contact your supervisor to determine if the requested change is approved and if a new request should be entered into the Employee Self Service - Remote Worker tile. **OVPR will require a new RWA if there are long-term changes (more than 30 days) to your remote schedule, duration, or remote work location, or if the current RWA has expired. Please note that a new RWA is not needed if you're on extended sick leave or other types of leave (maternity, parental, etc.).**

Where will work mode information be stored?

Information is entered and stored within the Employee Self Service tile available within Wolverine Access. A new tile, Remote Worker, has been added.

What if my entry continues to be pending approval and is not approved?

The employee should work with their supervisor or unit HR representative to review the employee's entry and determine why the entry has not yet been approved. **OVPR unit representatives may be contacted at UMOR.HR.Team@umich.edu.**

What type of information will be used in reporting?

Reports for supervisors and other remote work approvers will include information about the work arrangement entered by the employee for verification purposes. University reports will include information such as how many employees are working onsite versus in a hybrid or mobile/remote work mode. **Specific address information will not be visible to approvers in the RWA request, nor in the RWA reports.**

Can employees with a Hybrid or Mobile/Remote mode of work arrangement be required to work onsite on a day they are typically scheduled to work off-site?

Yes. An employee should talk with their supervisor if any questions arise.

What if I need an accessibility accommodation to complete the on-line RWA?

The employee should work with their supervisor to discuss the accommodation needs. If appropriate, the supervisor and the administrator have the ability to enter information on the employee's behalf.

Who do I contact if I'm having trouble entering my information?

The attached instruction guide [RWA - OVPR Guidance for Employees](#) may help answer your questions. System login problems, error codes while entering information, or other technical issues can be addressed by calling 734-764-4357 for the ITS Help Desk. Other questions should be referred to your supervisor or unit HR representative.

Can I print my remote work entry or the included equipment form?

All details will be retained in Employee Self Service except for the equipment questionnaire. You are able to do a print screen from the browser but there is no print functionality. The remote work agreement acknowledgment language is available on the [UHR website](#).

Supervisors and Other Remote Worker Approver Roles Questions

When do we need to begin using the system?

Ann Arbor Campus staff are required to have information entered and approved by December 31, 2024. Your unit will inform you when you should begin entering information into the system. [OVPR employees may now begin entering RWAs. All approvals should be completed by 11/15/24.](#)

Does the new system completely replace the existing processes?

Yes, the new system functionality replaces the existing PDF forms in most cases. Supervisors should talk with their unit's HR representatives to better understand the processes expected to be used for their employees. [OVPR requires all RWAs to be](#)

completed in the online system. All RWAs submitted now should end on or before 06/30/25. New RWAs will need to be approved annually by 07/01.

How can a supervisor or approver access the system for review and approvals?

The approval process is managed through the Remote Worker tile within Manager Self Service. This can be accessed by navigating from Wolverine Access > Manager Self Service > Remote Worker or Wolverine Access > M-Pathways Human Resources Management > Homepage: Manager Self Service; Tile: Remote Worker. [My Linc Remote Worker](#) includes step-by-step instructions for the approval process. See also [RWA - OVPR Guidance for Supervisors](#).

What is the supervisor's role in the remote work arrangement workflow approval process?

The individual assigned as the Supervisor ID in the HRMS system will serve as the first approver in the remote worker approval process. This person is responsible for confirming their agreement with the entry submitted by the employee and should be based on prior discussions. This includes verification and approval of the mode of work, remote work reason, remote work schedule, and all other details entered into Employee Self Service.

Is the supervisor the only approver of an employee's remote work arrangement entry in the system?

The supervisor serves as the first approver. Following approval by the supervisor, the remote work entry will route to a second round of review and approval.

Why are there two approvers in the remote work arrangement workflow approval process?

Similar to the supervisor, the second approver is responsible for verification of all remote work arrangement information entered by the individual in the system. This second round of review helps ensure alignment with university and unit-level practices are appropriately applied.

Who is the second approver in the system?

The individual assigned as the Personnel Recipient in the HRMS system will serve as the second approver in the remote worker approval process. If there is no personnel recipient, the assigned Department Manager will serve in this capacity. **OVPR HR has confirmed that each unit has a personnel recipient.**

How much time do I have to approve an employee's entry into the system?

Once an employee enters information, it will remain in the queue for your response. It is recommended that you review the work arrangement request as soon as possible to identify any issues that the employee should address. **Please complete all approvals by 11/15/24 and by 07/01 each year thereafter.**

Can a delegate be assigned to review and approve the entries on my behalf?

The system allows a delegate assignment for the first and second approvers in the workflow routing process. Refer to your unit business processes regarding the use of delegates to ensure the remote work arrangement routing is set-up in accordance with all unit considerations. **Please send an email to UMOR.HR.Team@umich.edu to discuss the use of a delegate.**

If I set up a delegate, will I receive any notifications about the entry or approval?

No, when a delegate is established for a Supervisor or Personnel Recipient, the delegate bypasses those other individuals from the workflow process. Delegates are to be selected from the Personnel Recipients or Department Managers for the applicable DeptID. When a delegate is assigned, they will have a required start date and should have an end date.

What happens if the Supervisor ID, Personnel Recipient or Department Managers assigned in the system are not the appropriate individuals to approve the remote work entry?

Units have the ability and responsibility to update the approver fields within HRMS as

unit assignments change. To have pending RWAs reassigned, refer to the [My LINC Remote Worker](#) documentation. **Please send an email to UMOR.HR.Team@umich.edu to request necessary changes.**

If the Supervisor and Personnel Recipient are the same person, does the individual need to approve the remote work entry twice?

Yes, the individual will need to approve as both the first and second round of approvers.

Does a remote work arrangement need to be updated if a person is modifying their remote schedule or location for a few weeks?

Generally this is only necessary if the remote schedule or location is changing for 30 days or more. **OVPR will require a new RWA if there are long-term changes (more than 30 days) to a remote schedule, duration, or remote work location, or if the current RWA has expired. Please note that a new RWA is not needed if the employee is on extended sick leave or other types of leave (maternity, parental, etc.).**

Will reports be made available to assist in the review of remote work entries?

Yes, the UHR eNotify reports will include remote work entry information to help units ensure accuracy and understand the status of remote work entries. **OVPR HR will monitor compliance during the rollout phase and will provide reports to unit administrators and their designates. Please send a request to UMOR.HR.Team@umich.edu, if a report is needed. Once the rollout phase is completed, OVPR HR will solicit names of unit designates who are responsible for RWA compliance and request RWA access for them.**