

## OVPR Instruction Guide for Entering an Online Remote Work Agreement

### OVERVIEW

Hardcopy remote work agreements (RWA) are being replaced with an electronic version which will be stored in the Remote Work Collection System accessed through Wolverine Access.

- Every OVPR employee is expected to submit an RWA before 11/15/24, unless they work fully onsite. This includes all staff, research faculty, faculty with academic administrative appointments, postdoctoral research fellows, GSRAs and non-student temporary workers.
- Employees with multiple appointments should complete an RWA as it relates to their OVPR appointment.
- RWAs should be submitted and approved by **11/15/24**.
- An RWA is not required when there is no expectation of recurring/regularly scheduled offsite work.
- A new RWA should be submitted when there is a change in the remote work location or the days and hours worked which will be in place for more than 30 days. Employees on a leave of absence are not required to submit a new RWA.
- RWAs are limited in duration from 1 - 12 months. **RWAs should end on or before 06/30/25** and must be renewed each year by 07/01.
- Prior to entering the RWA, please read the university's [remote work policies](#), collect the ID numbers of the university-owned equipment that will be used offsite, and discuss remote work arrangements and related performance and communication expectations with your supervisor.
- For system-related issues, try exiting the system and re-enter the system to try again, or contact the [ITS Service Center](#), chat at [chatsupport.it.umich.edu](https://chatsupport.it.umich.edu), or call 734-764-4357.

### INITIATING A REMOTE WORK AGREEMENT

1. Navigate to **Wolverine Access**: <https://wolverineaccess.umich.edu/>
2. Click the **Employee Self Service** tile.
3. Click the **Remote Worker** tile.
4. Click **Add Request** button at far right.
5. Enter anticipated start and end dates of the offsite work arrangement (1 - 12 months).
6. Select **mode of work** (hybrid or mobile/remote).
7. Review and attest to **Acknowledgements**.
8. Enter RWA **Request Details**. **Remote Work Reason**: for most employees, the "other" category will apply. The "job duties" category is only for jobs where due to the nature of the work/tasks, the job must be performed offsite.
9. Add **Attachments and Notes**. **Notes**: include the expected start and end times for your work schedule based on Eastern Standard Time.
10. **Workplace Support**. Respond to the first question and enter information about the university-owned **Equipment & Assets** you are using in your remote work location.
11. **Review and Submit**. Review the information summarized. Seek support or clarification from your supervisor if anything is unclear before you submit the request. A notification will be sent confirming that your request has been approved.