RESEARCH
UNIVERSITY OF MICHIGAN

OVPR Instruction Guide for Approving 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.
- A current list of your direct reports can be found on your Manager Desktop tile accessed through Wolverine Access or M-Pathways Human Resources Management System - HRMS. Wolverine Access/Manager Desktop. If changes are needed contact UMOR.HR.Team@umich.edu.
- 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, days, or hours worked which will be in place for more than 30 days. Employees on a leave of absence (maternity, parental, extended sick, etc.) 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, employees should 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 their supervisor.
- If there is a consideration of adding a delegate to approve an RWA, please first contact UMOR.HR.Team@umich.edu.
- 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, or call 734-764-4357.

APPROVING A REMOTE WORK AGREEMENT

1. Navigate to Wolverine Access: https://wolverineaccess.umich.edu/
2. Click the Manager Self Service tile. (This tile may also be accessed through the M-Pathways Human Resources Management System - HRMS.)
3. Click the Remote Worker tile.
4. Click the Approvals tile.
5. Click the name of the remote worker or use the arrow at the far right to open the **Remote Worker** page.
6. Click the link View Remote Worker Request located under the Request Details section.

7. Confirm the start and end dates of the offsite work arrangement are 1 - 12 months in duration and as expected. The initial RWA should list an end date on or before 6/30/25.
8. Confirm the **Remote Worker Type** is hybrid or mobile/remote. Most employees should indicate "Hybrid." See more information about Modes of Work.
9. Confirm **Remote Work Reason**: for most employees, the "other" category will apply. The "job duties" category is only used for jobs where due to the nature of the work/tasks, the job must be performed offsite. See below for additional information about Remote Reason Codes.
10. Confirm highlighted **Select Days** are the expected remote work days.
11. Click the link Review Questionnaire to view the university equipment and assets are listed as expected. This information will open in a new tab.
12. Click the arrow at the far right located under **Documents** to view the daily work schedule notes.
13. To approve the RWA, return to the **Remote Worker** page by using the back arrow on the black menu bar. There is a field at the bottom to add approver comments. When finished click the appropriate button on the upper right side of the page to **Approve**, **Deny**, or **Pushback**.
14. A notification will be sent to the employee.

ADDITIONAL RESOURCES

MyLinc step by step

FAQs - Remote Work Collection System (attached to OVPR Remote Work Agreement Rollout email)

UHR Employee Instruction Guide with OVPR Information (attached to OVPR Remote Work Agreement Rollout email)

RWA - OVPR Guidance for Employees (attached to OVPR Remote Work Agreement Rollout email)

Remote Reason Codes

Job Duties

- Job duties require offsite work locations that are 200 miles or more from Ann Arbor/Dearborn/Flint
  - Regional Development or Admissions positions where the work requires the employee to work/travel in a designated region
  - Research positions where the work requires the employee to conduct in-person research from an offsite location
- Job duties require work locations that are U-M-owned or leased locations that are 200 miles or more from Ann Arbor/Dearborn/Flint, where expense reimbursement for required travel to Ann Arbor/Dearborn/Flint/MichMed may not be taxable
  - Employees who work from U-M locations, including but not limited to, U-M Biological Station, Camp Davis, U-M Washington, DC Office, Ross School of Business Hong Kong office, or MichMed satellite locations outside of Ann Arbor.

Other

- Working offsite due to space constraints, whether directed by the unit or not
- Personal preference