



Instruction Guide for Employees: Using the Remote Work Collection System

OVPR information is noted in orange

The Remote Work Collection System is part of the [Ways We Work initiative](#) to enhance remote work practices across the University of Michigan. The new system uses the Employee Self Service function available within Wolverine Access to add work arrangement information for mobile/remote and hybrid work modes. **Employees working 100% onsite do not need to enter a work arrangement in the system.**

The Remote Worker tile has been added to the Employee Self Service homepage to capture work arrangement information. This new function will make it more efficient for employees to enter information and ensure the university has complete and accurate information about how and where we work, which helps us make more informed decisions about HR policies, workplace practices and work space needs that support the many ways we work.

This document will help employees understand the implementation timeline and assist with entering work arrangement information using the Remote Worker tile within Employee Self Service including where to go for additional help and resources.

Implementation Timeline for OVPR: Now through November 15, 2024

The Remote Worker tile will be visible in Employee Self Service available within Wolverine Access. **OVPR staff will be required to have remote work agreement information entered into and approved in the system before November 15, 2024. The initial on-line Remote Work Agreements should list an end date of June 30, 2025. Future renewals for Remote Work Agreements must occur by July 1, 2025 and annually thereafter.**

Entering Agreement Information in [Wolverine Access](#) / Employee Self Service / Remote Worker tile

Entering information in the Employee Self Service system should feel familiar as you have accessed it to perform other business such as selecting your benefits. Now using the Remote Worker tile, you will enter information about your mode of work in just a few steps. The system is self-guided, but these are steps you should expect (instructions are also located on the Remote Worker page in Employee Self Service):

1. **Prior to entering the system, review important remote work information:** read the university's [remote work policies and related information](#) to ensure you are informed about offsite work guidelines.
2. **Talk with your supervisor to understand your unit's implementation timeline and any unit-specific guidelines:** confirm your [mode of work](#), start and end dates for your work arrangement, work schedule, remote work location, related performance and communication expectations, and required attachments. If you work fully onsite, no work arrangement information will be entered in the system.
3. **Upon entering the Remote Worker tile, select Add Request:** enter your mode of work and the start and end dates for your work arrangement. **All OVPR remote work agreements should list an end date on or before 06/30/25.**
4. **Acknowledgement:** review the university's remote work agreement and attest to the work terms. The guidelines page also includes additional support information.
5. **Request Details:** enter your remote work details. System narrative is included to help define certain fields and answer key questions.
6. **Attachments:** in the Note field, add the expected start and end times for your work schedule (e.g. 8:00 a.m. to 5:00 p.m. EST) and any additional details that seem pertinent about your work arrangement.
7. **Workplace Support:** respond to the first question and if applicable enter information about the equipment you are using in your remote work location.
8. **Review and Submit:** review the information you have entered. Seek support or clarification from your supervisor if anything is unclear before you submit your request. If correct, submit your information.

You will receive a notification to confirm that the request has been approved. If an agreement has been entered on your behalf, you can return to Employee Self Service and select the Remote Worker tile at any time to verify the status and details of the request.

An approved request will remain valid until the end date unless your appointment changes, your unit notifies you of a necessary change, or you request and obtain approval for a change. Before making any changes to your remote work location(s), schedule, or duration, follow your unit business processes to ensure your requested change will be approved and determine if a new request should be entered into Wolverine Access.

Support

- Talk with your supervisor about any questions.
- For system-related issues contact the [ITS Service Center](#), chat at chatsupport.it.umich.edu, or call 734-764-4357.
- [Remote Employment Information](#) (link to UHR website)
- [Help-Remote Worker](#) (MyLinc)

- Review RWA - OVPR Guidance for Employees (attached to OVPR Remote Work Agreement Rollout email).
- Review FAQs - Remote Work Collection System (attached to OVPR Remote Work Agreement Rollout email).
- Contact UMOR.HR.Team@umich.edu for policy and general questions.