



Instruction Guide for Employees: Using the Remote Work Collection System

OVPR information is noted in orange (updated 5/30/25)

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.

Timeline for OVPR: July 01 - June 30

The Remote Worker tile will be visible in Employee Self Service available within Wolverine Access. **OVPR employees are required to complete an updated Remote Work Agreement annually. The effective dates for the annual Remote Work Agreement should be July 1 of the current year through June 30 of the following year. If your remote work schedule changes during the year, you may submit an updated Remote Work Agreement at that time.**

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 off-site 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 requests should have a start date of 07/01 and an end date on or before 06/30 of the following year, or adjust for the portion of the year when regular off-campus work will occur.**
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.

When a remote work agreement that you initiated gets pushed back by an approver, and the start date needs to be changed, a new Remote Worker request will be initiated and data from the original request will be cleared out. Ensure you have all necessary information on hand before beginning.

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.

A new RWA must be submitted if there are long-term changes (more than 30 days) to your hybrid or remote schedule, duration, or remote work location, or if the current RWA has expired. Employees on a leave of absence (maternity, parental, extended sick, etc.) are not required to submit a new RWA.

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 Renewal Announcement email).
- [Contact UMOR.HR.Team@umich.edu](mailto:UMOR.HR.Team@umich.edu) for policy and general questions.