



Cynthia Middleton &lt;csmiddle@umich.edu&gt;

---

## OVPR Remote Work Agreement Renewal Announcement

1 message

---

Cynthia Middleton <csmiddle@umich.edu>  
To: OVPR All Staff <OVPR.All.Staff@umich.edu>

Tue, Jun 3, 2025 at 7:41 AM

Dear Colleagues:

OVPR requires all employees (including staff, research faculty, faculty with academic administrative appointments, postdoctoral research fellows, GSRAs, and student and non-student temporary workers) to submit an annual remote work agreement (RWA) if they regularly perform work off campus with a hybrid (combined on-site and off-site) work arrangement or a fully remote (work off-site for more than 30 days at a time) work arrangement. Those who work 100% on-site at a U-M location do not need to complete an RWA.

Please keep in mind the following:

- A new RWA must be submitted annually for any remote work occurring from 7/1/25 through 6/30/26, or for any portion of that period which is more than 30 days in duration.
- 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.
- RWAs should be submitted and approved by 6/30/25.

RWAs are accessed through Wolverine Access/ Employee Self-Service/ Remote Worker tile.

Detailed information about completing an RWA is provided on screen when adding a request and can be found in the attached documents, but the key points are:

- Employees who regularly work 100% on campus do not need to complete an RWA.
- Employees with multiple appointments should select their OVPR appointment and complete the RWA.
- **RWA effective dates: 7/1/25 - 6/30/26**, or for the portion of the year when regular off-campus work will occur.
- **Remote Work Reason: OTHER**

- **Attachments: Add Note** - provide expected remote work schedule based on Eastern Standard Time.
- Review the information to ensure accuracy; use the "Previous" and "Next" buttons to navigate to screens where information needs to be corrected before submitting the request, which starts the approval process.
- Confirm that the request has been submitted and is not in draft status.

Attached are resources to assist employees and supervisors in entering and approving remote work requests, including:

- RWA - OVPR Guidance for Employees (updated 5/30/25)
- RWA - OVPR Guidance for Supervisors (updated 5/30/25)
- UHR - Employee Instruction Guide with OVPR Information (updated 5/30/25)

Please note that requesting approval for remote work from an international location is a separate process not covered by the RWA form. Such requests, including a description of the business need for remote work from the international location, must be submitted to OVPR for review and further processing within the university.

For questions, please send an email to [UMOR.HR.Team@umich.edu](mailto:UMOR.HR.Team@umich.edu).

Thank you,  
Cindy

--

Cynthia S. Middleton  
Human Resources Administrator  
Office of the Vice President for Research  
1109 Geddes Ave 1300 Ruthven  
Ann Arbor MI 48109-1079  
Phone: 734.763.7272

---

### 3 attachments



**RWA - OVPR Guidance for Employees updated 5-30-25.pdf**  
206K



**RWA - OVPR Guidance for Supervisors updated 5-30-25.pdf**  
267K



**UHR Employee Instruction Guide with OVPR information updated 5-30-25.pdf**  
119K