



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

---

## OVPR Remote Work Agreement Announcement

1 message

---

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

Fri, Oct 25, 2024 at 4:15 PM

Dear Colleagues:

The university now requires Remote Work Agreements to be submitted via an online process in the self-service area of Wolverine Access. (Please see the message below from University Human Resources.) We are providing the attached information to help employees and supervisors use the new system to submit and approve remote work agreements (RWA).

The system is now available to begin entering and approving RWAs. Please keep in mind the following:

- OVPR requires all employees (including staff, research faculty, faculty with academic administrative appointments, postdoctoral research fellows, GSRAs, and non-student temporary workers) to submit an RWA if they have 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 do not need to complete an RWA.
- A new RWA must be submitted annually.
  - **During this initial transition to the online system, all RWAs must be entered and approved by 11/15/24 and the RWA end date should be listed as 6/30/25.**
  - Renewal RWAs should list 7/1 to 6/30 (with the relevant year) as the renewal time period and must be approved annually by 7/1.
- 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 will route for review and approval to the supervisor listed in the HR data associated with your appointment in the Wolverine Access system.
- If you hold more than one U-M appointment, you will be asked to select the appointment for which you are submitting the RWA.
- RWAs are submitted through Wolverine Access/Employee Self Service/Remote Work tile.

Attached are resources to assist employees and supervisors as you enter and approve remote work requests, including:

- RWA - OVPR Guidance for Employees
- RWA - OVPR Guidance for Supervisors
- FAQs - Remote Work Collection System
- UHR - Employee Instruction Guide with OVPR Information

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 Middleton

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

----- Forwarded message -----

From: **University Human Resources** <[targetemail@umich.edu](mailto:targetemail@umich.edu)>

Date: Mon, Sep 16, 2024 at 8:18AM

Subject: New System Enhancements Support Remote Work

[View this email in your browser](#)



**Dear faculty and staff,**

The university is providing new tools and resources for remote and hybrid work as described in today's [University Record](#).

Employee Self Service in Wolverine Access now includes a new Remote Worker tile that automates the remote work approval process and centralizes remote work information. While information is collected centrally, decisions regarding employees' work modes will continue to be made by local units. Having this information located centrally for the entire university enables more informed decisions about human resources policies, workplace practices, office space needs, and resource allocation. In addition, all job postings on the [Careers website](#) now include the mode of work, which is important information to job seekers.

### **Important Next Steps:**

Please wait for further instructions before entering information into the Remote Worker tile in Employee Self Service. Faculty and staff may have different obligations for entering information into the system. Your campus or unit leadership will communicate further details soon.

### **For more information:**

- [Remote Work Collection System](#)
- [Definitions for Modes of Work](#)

- [Interim Policy on Domestic and International Remote Work Standard Practice Guide](#)
- [Practical Guide to Implementing the Ways We Work Guiding Principles](#)



---

**4 attachments**



**RWA - OVPR Guidance for Employees.pdf**  
189K



**UHR Employee Instruction Guide with OVPR information.pdf**  
119K



**RWA - OVPR Guidance for Supervisors.pdf**  
244K



**FAQs - Remote Work Collection System.pdf**  
149K