

OVPR Instruction Guide for Entering 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, GSRA's and non-student temporary workers.
- Employees with multiple appointments should complete an RWA as it relates to their OVPR appointment.
- 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 or the days and hours worked which will be in place for more than 30 days. Employees on a leave of absence 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, please 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 your supervisor.
- 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.

INITIATING A REMOTE WORK AGREEMENT

1. Navigate to **Wolverine Access**: <https://wolverineaccess.umich.edu/>
2. Click the **Employee Self Service** tile.
3. Click the **Remote Worker** tile.
4. Click **Add Request** button at far right.
5. Enter anticipated start and end dates of the offsite work arrangement (1 - 12 months).
6. Select **mode of work** (hybrid or mobile/remote).
7. Review and attest to **Acknowledgements**.
8. Enter RWA **Request Details**. **Remote Work Reason**: for most employees, the "other" category will apply. The "job duties" category is only for jobs where due to the nature of the work/tasks, the job must be performed offsite.
9. Add **Attachments and Notes**. **Notes**: include the expected start and end times for your work schedule based on Eastern Standard Time.
10. **Workplace Support**. Respond to the first question and enter information about the university-owned **Equipment & Assets** you are using in your remote work location.
11. **Review and Submit**. Review the information summarized. Seek support or clarification from your supervisor if anything is unclear before you submit the request. A notification will be sent confirming that your request has been approved.