

## OVPR Instruction Guide for Approving 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, GSRAs and non-student temporary workers.
- Employees with multiple appointments should complete an RWA as it relates to their OVPR appointment.
- A current list of your direct reports can be found on your **Manager Desktop** tile accessed through Wolverine Access or M-Pathways Human Resources Management System - HRMS. Wolverine Access/Manager Desktop. If changes are needed contact [UMOR.HR.Team@umich.edu](mailto:UMOR.HR.Team@umich.edu).
- 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, days, or hours worked which will be in place for more than 30 days. Employees on a leave of absence (maternity, parental, extended sick, etc.) 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, employees should 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 their supervisor.
- If there is a consideration of adding a delegate to approve an RWA, please first contact [UMOR.HR.Team@umich.edu](mailto:UMOR.HR.Team@umich.edu).
- 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](https://chatsupport.it.umich.edu), or call 734-764-4357.

### APPROVING A REMOTE WORK AGREEMENT

1. Navigate to **Wolverine Access**: <https://wolverineaccess.umich.edu/>
2. Click the **Manager Self Service** tile. (This tile may also be accessed through the M-Pathways Human Resources Management System - HRMS.)
3. Click the **Remote Worker** tile.
4. Click the **Approvals** tile.
5. Click the name of the remote worker or use the arrow at the far right to open the **Remote Worker** page.
6. Click the link **View Remote Worker Request** located under the Request Details section.

7. Confirm the start and end dates of the offsite work arrangement are 1 - 12 months in duration and as expected. The initial RWA should list an end date on or before 6/30/25.
8. Confirm the **Remote Worker Type** is hybrid or mobile/remote. Most employees should indicate "Hybrid." See more information about [Modes of Work](#).
9. Confirm **Remote Work Reason**: for most employees, the "other" category will apply. The "job duties" category is only used for jobs where due to the nature of the work/tasks, the job must be performed offsite. See below for additional information about Remote Reason Codes.
10. Confirm highlighted **Select Days** are the expected remote work days.
11. Click the link [Review Questionnaire](#) to view the university equipment and assets are listed as expected. This information will open in a new tab.
12. Click the arrow at the far right located under **Documents** to view the daily work schedule notes.
13. To approve the RWA, return to the **Remote Worker** page by using the back arrow on the black menu bar. There is a field at the bottom to add approver comments. When finished click the appropriate button on the upper right side of the page to **Approve**, **Deny**, or **Pushback**.
14. A notification will be sent to the employee.

## ADDITIONAL RESOURCES

### [MyLinc step by step](#)

**FAQs - Remote Work Collection System** (attached to OVPR Remote Work Agreement Rollout email)

**UHR Employee Instruction Guide with OVPR Information** (attached to OVPR Remote Work Agreement Rollout email)

**RWA - OVPR Guidance for Employees** (attached to OVPR Remote Work Agreement Rollout email)

### **Remote Reason Codes**

#### Job Duties

- Job duties require offsite work locations that are 200 miles or more from Ann Arbor/Dearborn/Flint
  - Regional Development or Admissions positions where the work requires the employee to work/travel in a designated region
  - Research positions where the work requires the employee to conduct in-person research from an offsite location
- Job duties require work locations that are U-M-owned or leased locations that are 200 miles or more from Ann Arbor/Dearborn/Flint, where expense reimbursement for required travel to Ann Arbor/Dearborn/Flint/MichMed may not be taxable
  - Employees who work from U-M locations, including but not limited to, U-M Biological Station, Camp Davis, U-M Washington, DC Office, Ross School of Business Hong Kong office, or MichMed satellite locations outside of Ann Arbor.

#### Other

- Working offsite due to space constraints, whether directed by the unit or not
- Personal preference