

# Employee Checklist for Completing a Remote Work Agreement

The UW—Madison Remote Work Agreement includes questions and attestations which require you to provide specific information about your plans for working remotely in Wisconsin, out-of-state, or internationally. Some of this information will be easy to provide, while some may require extra time to gather before completing the agreement.

**This checklist is intended to provide information, guidance, and potential action steps to help you prepare for successful completion of your Remote Work Agreement.**

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**Before gathering information for your Remote Work Agreement, please read and consider the five questions below. If you answer “yes” to any of these, do not begin gathering information or proceed to the checklist until you follow the guidance provided.**

1. Are you seeking workplace flexibility rather than remote work? If yes, you do not need to fill out a Remote Work Agreement. Review the definitions of “remote work” and “workplace flexibility” in the [Remote Work Policy](#).
2. Are you considering the Remote Work Agreement as a way to obtain an ADA (medical) accommodation(s)? If yes, please reach out to the [Divisional Disability Representative \(DDR\)](#) in your School/College/Division (S/C/D).
3. Are you seeking to work from an international location and needing confirmation of approval from your S/C/D's Dean/Director/Vice Chancellor for the "business necessity" requirement? If yes, discuss with your manager/department chair who can escalate to HR.
4. Are you seeking to work remotely from an international location that is considered an [E:1/E:2 embargoed country](#)? If yes, please email the Offices of [Export Control](#) and [Cybersecurity](#) before moving forward.
5. Are you a foreign national working at UW—Madison and requesting to work remotely off campus? If yes, please contact [International Faculty and Staff Services \(IFSS\)](#) before moving forward. [Note: International *students* should contact [International Student Services \(ISS\)](#), not IFSS.]

# Employee Checklist

Use this checklist to prepare for successful completion of your Remote Work Agreement.

- ☐ Make sure your address is updated in [MyUW](#) > Personal Information > “Update my personal information.”
- ☐ Identify the start and end/review date of your agreement with your supervisor. Per policy, agreements must be renewed annually. You will enter these dates on the agreement.
- ☐ Determine the type of schedule that best reflects your work arrangement.
  - **General Hours** - select this if your start and end times will be consistent from day to day and you are working from only one remote location. Determine the average percentage of the total time you will work both remotely and onsite. You will record these percentages on the agreement. (They should total 100%.)
  - **Daily Chart** - select this to specify different work hours or remote work locations depending on the day of the week. Work with your supervisor to determine your work schedule to record this information on the agreement.
- ☐ Discuss with your supervisor the expectations/requirements for attending meetings, training, or other onsite events outside of your set remote work schedule. You will need to enter this information on the agreement, if applicable.
- ☐ If you are requesting remote work from an international location, be prepared to document your job responsibilities/duties by providing a detailed written description or, if you have a copy, by attaching your most current Position Description (PD) or Position Vacancy Listing (PVL).
- ☐ Create a list of the equipment you will use when working remotely among the categories below:
  - UW—Madison-owned hardware
  - UW—Madison-owned communication resources
  - Office Equipment provided to you (not including computer equipment)
  - Employee-owned computing hardware that stores or manipulates data (e.g., include computers and flash drives, but *not* routers/modems or monitors); communication resources; office equipment.
  - Additional equipment, if applicable
  - S/C/D reimbursable expenses that have received prior approval, if applicable
- ☐ Be prepared to attest that your workspace is safe and functional per the following:
  - Your workspace is set-up per this [Workspace Checklist](#), and as needed, use the [Ergonomics: A Guide to Setting Up Your Computer Workstation](#) resource, to make any recommended modifications.
  - Your remote work location has smoke and fire detectors installed and operating; is free from recognized fall hazards; and you have a plan for seeking shelter during weather emergencies.
- ☐ Review the descriptions of [UW—Madison’s four data classification categories](#) or the [Data Classification Policy](#) to determine the type(s) of data you work with. You will select at least one, and all that apply, on the agreement.
  - Public Data
  - Internal Data
  - Sensitive Data
  - Restricted Data
    - Personal Health Information (PHI)

- ☐ Be prepared to attest that you will comply with the policies below in order to 1) maintain a safe and secure work environment at all times, 2) protect the privacy, security, confidentiality, and integrity of data, files and other materials you use in the course of your work, and 3) report the loss of any personal device that you'll use for remote work.
  - [Regent Policy Document 25-3: Acceptable Use of Information Technology Resources](#)
  - [UW—Madison's Division of Information Technology \(DoIT\) guidelines for securing a remote workstation](#)
  - [UW—Madison's Office of Cybersecurity and Office of Compliance policies](#)
  - [Incident Reporting and Response Policy](#)

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**If you will be working remotely outside of the United States at least part of the time, you will also need to consider the following before completing your Remote Work Agreement.**

- ☐ "[Business Necessity](#)" is required for international remote work. You must obtain this approval from your school/college/division's Dean, Director or Vice Chancellor *before* completing the agreement. If business necessity has not been approved, discuss with your manager/department chair who can escalate to HR.
- ☐ [Contact the Export Control Office](#) and be prepared to answer the following questions on your agreement:
  - Is an export license required for you to conduct this work internationally? To check before answering, read [Export Control | Research](#) (click on **licenses**).
  - Will your remote work be conducted from a U.S. government [E:1/E:2 country](#)? (click on **E:1/E:2 country**)
  - Does your job require that you access information that is Export Controlled under the [International Trafficking in Arms Regulations \(ITAR\)](#) or [Export Administration Regulations \(EAR\)](#)?
  - If you answer YES to any of the above, you must email the Offices of [Export Control](#) and [Cybersecurity](#) before completing the Remote Work Agreement because, in some cases, special licenses are required from the federal government, and licenses can take several months to obtain or may be denied altogether.
- ☐ If your work involves sponsored projects overseen by [Research & Sponsored Programs \(RSP\)](#), and you are planning to work remotely from an international location, discern (in conjunction with your supervisor/PI/department/division) whether you are paid on any of these funds: Fund 133, 143, or 144 (managed by RSP) or 142 (managed by CALS). You will need to document this on the agreement, along with the project or award number(s). You are advised to have your PI/department/division [email RSP](#) as soon as possible, because the project sponsor may need to approve your remote work, and this approval can take a month or more.
- ☐ If you are a foreign national seeking to work remotely from an international location, you are required to provide the [Office of Human Resources Payroll Office](#) documentation to ensure that you are appropriately taxed when working outside the U.S., and that you receive the correct tax reporting documents at year end. See the [Foreign Source Income website](#). This alone will not delay the approval of your agreement but is a required follow-up for you and the Office of Human Resources (OHR) Payroll.