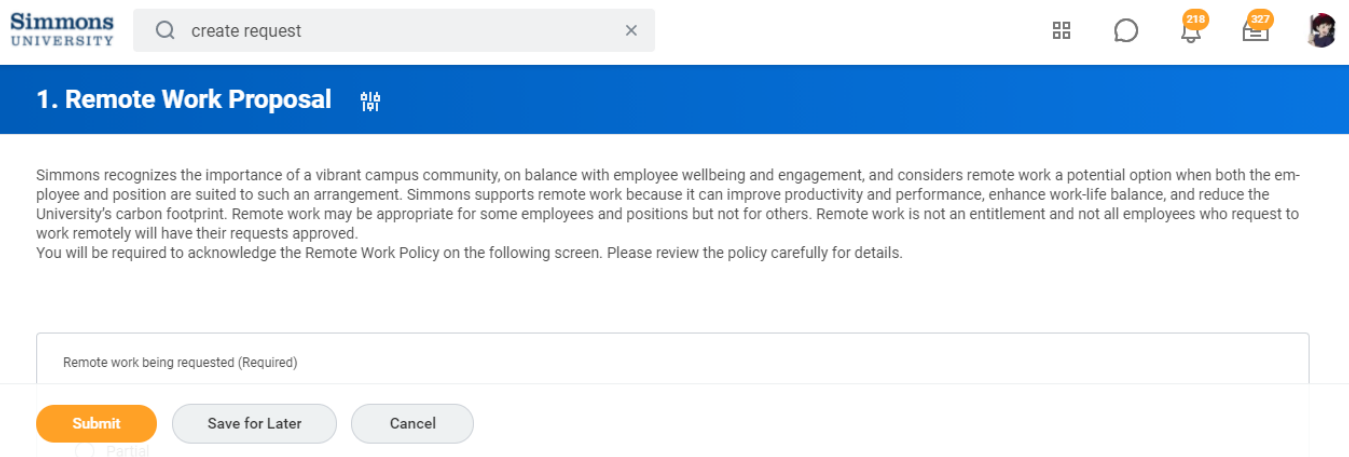


Managers and Approvers PLEASE NOTE: Send Back Comments and Deny Comments are Visible to the Requestor. Please use these comments to communicate concisely with your employee.

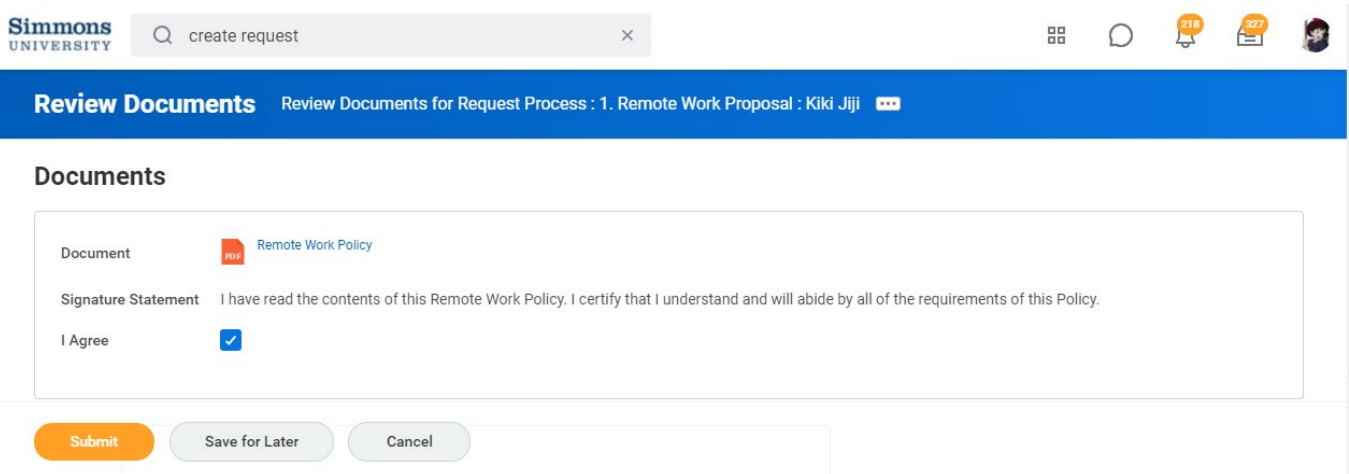
Create Request: 1. *Remote Work Proposal*, and Review the Remote Work Policy.

1. Type “Create Request “in Workday search bar or click on “Requests” application on Workday Homepage
2. Select Request Type- **1: Remote Work Proposal** to begin the remote work proposal process



The screenshot shows the '1. Remote Work Proposal' step in the Workday interface. At the top, there is a search bar with 'create request' entered. Below the search bar is a blue header with the text '1. Remote Work Proposal'. The main content area contains a paragraph of text explaining the university's policy on remote work. Below the text is a form with a label 'Remote work being requested (Required)'. At the bottom of the form are three buttons: 'Submit' (highlighted in orange), 'Save for Later', and 'Cancel'. There is also a 'Partial' indicator with a radio button.

3. Answer all questions and be sure to select all applicable options listed under drop down questions
4. Submit and move on to Review Documents step to review and acknowledge the Remote Work Policy



The screenshot shows the 'Review Documents' step in the Workday interface. At the top, there is a search bar with 'create request' entered. Below the search bar is a blue header with the text 'Review Documents' and a sub-header 'Review Documents for Request Process : 1. Remote Work Proposal : Kiki Jiji'. The main content area is titled 'Documents' and contains a list of documents. The first document is 'Remote Work Policy'. Below the document list is a signature statement: 'I have read the contents of this Remote Work Policy. I certify that I understand and will abide by all of the requirements of this Policy.' Below the signature statement is a checkbox labeled 'I Agree' which is checked. At the bottom of the form are three buttons: 'Submit' (highlighted in orange), 'Save for Later', and 'Cancel'.

5. Submit for Manager Review

Once your manager approves your Remote Work Proposal, you will be notified to submit a *Remote Work Agreement*.

Create Request: 2. Remote Work Agreement. Employees will be notified when requests are Denied or Completed.

1. Click on “Create Request” from the Workday To-Do to get started
2. Select Request Type- **2: Remote Work Agreement** to begin the remote work agreement process

Complete To Do Request Remote Work Agreement

14 second(s) ago

For Request : 1. Remote Work Proposal : Kiki Jiji

Overall Process Request Process : 1. Remote Work Proposal : Kiki Jiji

Overall Status In Progress

Instructions Your Remote Work Proposal has been Approved.

Use the below button to Complete: **2. Remote Work Agreement**. Review the Remote Work Agreement carefully and complete all sections thoroughly. Your remote work request is not in effect until the Remote Work Agreement is fully approved by your Manager, Vice President/Dean, and HR.

To clear this To Do from your Workday Inbox: click **Submit** at the bottom of this To Do.

Create Request

Submit Save for Later Close

3. Review Employee Certification and complete questionnaire. Leave any unscheduled days blank and select all applicable times listed under drop down questions

2. Remote Work Agreement

Complete this Remote Work Agreement only if your Remote Work Proposal has been approved and you have acknowledged the Remote Work Policy.

Employee Certification

1. I understand that my duties, obligations, responsibilities to Simmons University and the terms and conditions of my employment with Simmons remain unchanged by my request to work remotely. I also acknowledge and agree that my salary and benefits will remain unchanged because my request to work remotely has been approved.

2. I understand and agree that this Agreement does not constitute an employment contract for remote work or otherwise. I understand and agree that this Agreement is voluntary and may be revoked or modified by the University or me at any time for any reason. I understand that this Agreement does not create an entitlement to continued working remotely. If the agreement is terminated, a reasonable time will be given for me to transition back to my campus workspace, typically no more than 30 days.

3. I understand that the University will review this agreement after a predetermined trial period and may, in its sole discretion, revoke or modify this agreement at any time.

Submit Save for Later Cancel

4. Submit for Manager and Vice President/ Dean Review