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.


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
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
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

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

4. Submit for Manager and Vice President/ Dean Review