



Standard Operating Procedure Human Resources			
Section:	Human Resources	Effective Date:	04/10/2025
Subject:	Remote Work Agreement	Standard Operating Procedure	Adm
References:			

Remote Work Agreement Submission Process

Purpose

To outline the standardized procedure for completing and submitting a Remote Work Agreement for employees at The University of Toledo.

Scope

This SOP applies to managers submitting a Remote Work Agreement and those responsible for reviewing and processing the agreement, including the HRIS team.

Procedure

Step 1: Access the Remote Work Agreement Form

1. Navigate to the University's Work-Life Harmony Remote Work webpage:

<https://www.utoledo.edu/depts/hr/work-life-harmony/remote-work/>

2. Locate and download the Remote Work Agreement form.

Remote Work Agreements

Employees who work remotely should have a signed Remote Work Agreement on file in their department. Employees must exercise a high degree of caution regarding legally mandated confidentiality requirements, including but not limited to FERPA and HIPAA protected information.

[Remote Work Agreement](#)

Step 2: Complete the Form

1. Fill in all required employee information.
2. Obtain necessary signatures from the employee and supervisor (this can be a digital or wet signature)
3. Save a copy of the signed agreement for retention within your department.

Step 3: Upload the Signed Agreement

1. Go to the HRIS Upload Portal:
<https://www.utoledo.edu/depts/hr/hris/Upload-Portal.html>

In the portal:

2. Select “Microsoft Form for HRIS and AA Uploads”.

[VISIT](#)[APPLY](#)[GIVE](#)[MENU](#)

UTOLEDO HUMAN RESOURCES

UToledo HR Upload Portal


This page is designed for use by Human Resources Professionals within the UToledo environment to quickly and efficiently post forms to the appropriate locations. Please follow all instructions as advised on the corresponding forms. Any requests for modification, adjustment, or clarification should be sent to HRIS@UToledo.edu.

Microsoft Form for HRIS and AA Uploads


Microsoft Form for Payroll Uploads

3. Choose “Documents Required for Data Entry with HRIS (After AA Signature)” and click Next.

4. Check the box for “Remote Work Agreement”.

2. Form Type * 

- ☐ PIF (New Hire/Rehire)
- ☐ Degree awarded transcripts from accredited Colleges or Universities
- ☐ Licenses
- ☐ Certificates
- ☐ Prior Years of Service (OH)
- ☐ Name Change (Social Security Card Copy)
- ☐ PAs
- ☐ UPAs
- ☐ Remote Work Agreement



5. Upload the PDF file and click Submit.

Step 4: HRIS Processing

1. HRIS will receive the submission.
2. The agreement will be entered into Banner (HRIS system).
3. A digital copy will be saved on the shared Z drive for recordkeeping.

Step 5: HR Administration

1. A digital copy will be uploaded to the employee's personnel file.

Document Control

Owner: Human Resources Information Systems (HRIS)

Last Updated: 04/10/2025

Review Cycle: Annual