

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

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#### **Step 2: Complete the Form**

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- 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:

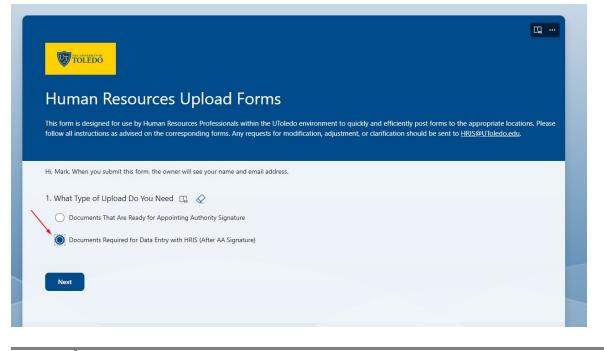
https://www.utoledo.edu/depts/hr/hris/Upload-Portal.html

In the portal:

2. Select "Microsoft Form for HRIS and AA Uploads".

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UToledo HR Uple	oad Portal					
	e by Human Resources Professionals within the l lease follow all instructions as advised on the co nt to <u>HRIS@UToledo.edu</u> .					
Microsoft Form fo	r HRIS and AA Uploads 🛶 📖					
Microsoft Form fo	r Payroll Uploads					

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



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- 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
  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