Tips & Tricks for Completing a Remote Work Agreement (RWA)

BEFORE YOU BEGIN:
Discuss the following topics with your supervisor *before* beginning your Remote Work Agreement (RWA):
- Verify that you are approved to work remotely
- Verify the start and end dates of your remote work agreement
- Discuss your remote work schedule *(certain days per week or a percentage of the week)*
- Discuss any required on-site attendance *(this could include move-in, move-out, scheduled trainings, etc.)*

Remote Work Resources:
- How to Access Remote Work Agreement *(MyUW > Personal Information > Update My Personal Info > RWA)*
- Employee Checklist for Completing a Remote Work Agreement
- UW-Madison Remote Work Policy

Remote Work Start and End Dates:
- Enter the remote work begin and end dates discussed with your supervisor *(RWAs must be renewed annually).*
  - If you are a **new hire**, enter the appropriate RWA start date, with a June 30th end date.
  - If you are **renewing** your RWA, list a July 1 start date and a June 30th end date of the following year.

Schedule & Required Attendance:
- List the times you'll be working remotely vs on-site; enter as 'General Hours' (percentages) or a Daily Chart.
- You may be required to attend onsite meetings or trainings; enter these in the Required Attendance section.

Equipment for Remote Workspace:
This section ensures you are accessing data from devices that are secure, private, and equipped with VPN. List all equipment you use for purposes of remote work, including:
- UW–Madison-owned hardware *(e.g., computer equipment, external drives, instruments)*
- UW–Madison-owned communication resources *(e.g., mobile devices, tablets)*
- Office Equipment provided to you *(e.g., office chairs, standing desks – not computer equipment)*
- Employee-Owned Hardware, Communication Resources, and Office Equipment used in Remote Work
  - **IMPORTANT:** the 'Employee-Owned Hardware' section should only include items that store and/or manipulate data (computers, flash drives). Do not include things like routers, modems, or monitors.

Technology Access and Cybersecurity:
You will need to indicate what type(s) of data you work with *(public, internal, sensitive, and/or restricted data)*. Review the campus definitions of these data types and the Data Classification policy for examples.

IMPORTANT: You will be asked if you are using employee-owned hardware to work with sensitive or restricted data. For most employees, the answer is NO – you are not working with sensitive or restricted data on **employee-owned** equipment.

- *The Office of Compliance does not recommend using personal devices to access sensitive or restricted data.*
- If you answer 'YES' to working with sensitive or restricted data on employee-owned equipment, further follow up with Office of Compliance will be required and will ultimately delay the approval of your Remote Work Agreement.

Final Review:
Before you click submit, please review your entire RWA carefully, paying close attention to the sections above.
- Please reach out to your supervisor or HR with questions ***before*** submitting your RWA for approval.
- If your RWA has errors or inaccuracies (start/end dates, remote vs onsite schedule, accessing sensitive data from employee-owned hardware), your supervisor or HR will push your RWA back to you to fix these sections.