

Create Request: Remote and Hybrid Work Pilot Program Agreement (Staff)

INITIATING A REMOTE AND HYBRID WORK PILOT PROGRAM AGREEMENT REQUEST

The final step in documenting your remote or hybrid work arrangement for the pilot period is uploading the completed, signed agreement form in Workday. Do not upload the Remote and Hybrid Work Pilot Agreement until you and your manager have met, completed the documentation and have a final, signed agreement. Please refer to the [program details](#) or contact your HR Partner with questions.

To initiate the Workday process to record your Remote and Hybrid Work Pilot Program Agreement can be completed by taking action from the “Requests” worklet in the ‘Applications’ section on the Workday homepage.

Important note: This process must be initiated by the staff member who will be participating in the Remote and Hybrid Work Pilot Program.

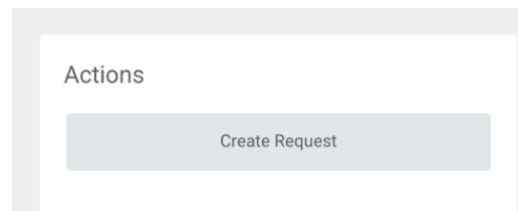
From the Applications Section on the Workday Homepage

- 1- Click the “Requests” worklet in the ‘Applications’ section on the Workday homepage. ***For new hires completing prior to their date of hire: The ‘Requests’ icon (below) will not be visible. This process may be initiated by typing ‘Create Request’ in the search box at the top of the homepage and following steps 3 and 4 below.***



Requests

- 2- Click “Create Request” in the ‘Actions’ section.



- 3- Click **Prompt**  in the ‘Request Type’ field. Click ‘All,’ then select “Remote and Hybrid Work Pilot Agreement Request (Staff).”

Create Request

Request Type *

← All
 COVID-19 Consent to SARS-CoV-2 Testing
 COVID No Vaccination
 COVID Vaccine - Multi Dose
 COVID Vaccine - Single Dose
 Finance: Accounting Journal / Transfer Request
 Finance: Cost Center Dashboard Feedback
 Finance: Request New RISD Activity Code
 New Student Hire
 Remote and Hybrid Work Pilot Agreement Request (Staff)
 Voluntary Furlough

4- Carefully review the information, including content within the hyperlinks, and complete all required fields.

Remote and Hybrid Work Pilot Agreement Request (Staff)

Please read:

This is the final step in documenting your remote or hybrid work arrangement for the pilot period. Do not upload the Remote and Hybrid Work Pilot Agreement until you and your manager have met, completed the documentation and have a final, signed agreement. Please refer to the [program details](#) or contact your HR Partner with questions.

By submitting this page, I agree to adhere to all [ITS policies](#) and implement generally accepted [computing security measures](#).

Please provide the address details for your remote work location, answer the questions and upload your completed Remote and Hybrid Work Pilot Agreement below.

Remote Location: Street Address (Required)

Remote Location: City (Required)

Remote Location: State
(If your state is not listed below please cancel this request and contact your Human Resources Partner.) (Required)

- Connecticut
- Maine
- Massachusetts
- New Hampshire
- New York
- Pennsylvania
- Rhode Island
- Vermont


Remote Location: Postal Code (Required)

During the average week, I expect to work remotely: (Required)

- Less than 1 day per week (occasionally, not regularly)
- 1 day per week
- 2 days per week
- 3 days per week
- 4 days per week
- Fully remote
- Other (please describe)

Remote and Hybrid Work Pilot arrangements require a completed Agreement. My supervisor and I have completed the Remote and Hybrid Work Pilot Agreement and I have uploaded it here. (Required)

- Yes
- No



Attachments

Drop files here
or

Note: remember to upload a copy of the completed, signed Remote and Hybrid Work Pilot Agreement Form before clicking 'Submit.'