

# REMOTEWORK



TEXAS TECH UNIVERSITY  
Human Resources™

December 2021

## **What is the Remote Work Agreement?**

The Remote Work Agreement is an application designed to standardize and automate the change of duty point request process for staff. The Remote Work Agreement allows employees to electronically request change of duty points. This application allows employees and approvers to access their submitted forms so they can track and review requests.

## **How do I access the Remote Work Agreement?**

The remote work agreement can be accessed by using your eRaider credentials at <https://apps.hr.ttu.edu/RWAA/>.

## **Who can submit a Remote Work Agreement?**

The request should be originated by the employee who is requesting the change of duty point. The supervisor will complete the justification, but will not initiate the request.

## **What is the approval process?**

- Requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for the University or Gary Barnes, CFO, for the System for review, with final approval from the President or Chancellor.
- All out of state requests will be routed to General Counsel for approval before going to the President or Chancellor for final approval.

## **How do I approve a request?**

As an approver, you will receive an email from "HR Systems TTUS" with a distinct link to either approve, return with revisions, or decline the request. If you missed the email or accidentally deleted it, all requests can be easily accessed by logging into <https://apps.hr.ttu.edu/RWAA/Approvals/>.

## **What happens after I submit a request?**

Once submitted, you can track the progress of your requests by logging into <https://apps.hr.ttu.edu/RWAA/>.

## **Dashboards**

- The Home page is where employees will begin the request for change of duty point. To originate a request, select 'Start Agreement.'
- The approvers will have an additional tab, 'Approvals' where they can approve and view the request.
- The originator and approvers can view the request by navigating to the Home page or Approvals page to easily track status, view begin and end dates, and to request extensions or modifications, if needed.
- To initiate a new request the employee will select 'Start Agreement', to Extend or Modify a request the employee will select 'Extend Agreement', or 'Modify Agreement.'

## Home Page Dashboard

Name	Status	Supervisor	Start Date	End Date	Property Taken	Sequence
<a href="#">Candice Rice</a>	Agreement Pending Submission	<a href="#">Supervisor</a>				New Agreement
<a href="#">Candice Rice</a>	<a href="#">Agreement Approved</a>	<a href="#">Jesus Vega</a>	12/13/2021	12/31/2021		<a href="#">Extend Agreement</a> <a href="#">Modify Agreement</a>

**Name:** This will take you to your form. If you have already submitted, it will be read only. **Status:** This will indicate where the request is in regards to the approval process (see below) **Supervisor:** This will allow you to email the supervisor listed  
**Start Date/End Date:** Date in which the request is for  
**Property Taken:** Lists TTU property used for remote work  
**Sequence:** Type of request. If the request is approved you can 'Extend Agreement' or 'Modify Agreement.'

- Extend Agreement - This option will be used to extend the dates of the agreement
- Modify Agreement - This option will be used to make modifications to the location, hours, etc.

**Status:** If no date is listed, the request has not been approved.

Name	Title	Action Taken	Date Submitted
Gurkan Ozfidan	Programmer Analyst IV	Pending Approval	
Jesus Vega	Section Manager - Test	Approve	12/08/2021

For assistance, please contact Human Resources Systems at [hqs.systems@ttu.edu](mailto:hqs.systems@ttu.edu)

Close

When a request has been extended or modified the homepage dashboard will list the original, modification and/or extension on the home page by expand the modification row.

Name	Status	Supervisor	Start Date	End Date	Property Taken	Sequence
<a href="#">Candice Rice</a>	Agreement Pending Submission	<a href="#">Supervisor</a>				New Agreement
▼ <a href="#">Candice Rice</a>	<a href="#">Agreement Pending Approval</a>	<a href="#">Gurkan Ozfidan</a>	12/13/2021	12/31/2021		Modification
<a href="#">Candice Rice</a>	<a href="#">Agreement Approved</a>	<a href="#">Jesus Vega</a>	12/13/2021	12/31/2021		Original

## Approvers Page Dashboard

Name	Supervisor	Start Date	End Date	Submit Date	Approval Name	Approval Action	Approval Date	Sequence
<a href="#">Jesus Vega - TEST CASE</a>	<a href="#">Candice Rice</a>	12/08/2021	12/23/2021	12/08/2021	<a href="#">Candice Rice</a>	Pending Your Approval		Original
<a href="#">Candice Rice</a>	<a href="#">Jesus Vega</a>	12/13/2021	12/31/2021	12/08/2021	<a href="#">Gurkan Ozfidan</a>	Agreement Pending Approval		Original
<a href="#">Candice Rice</a>	<a href="#">Jesus Vega</a>	12/13/2021	12/31/2021	12/08/2021	<a href="#">President Schovanec</a>	<a href="#">President</a>	12/08/2021 05:08pm	Original

**Name:** This will take you to your form. If you have already submitted, it will be read only.

**Supervisor:** This will allow you to email the supervisor listed

**Start Date/End Date:** Date in which the request is for

**Submit Date:** Date Submitted

**Approval Name:** Name of the the current approver (this could also be you)

**Approval Action:** Type of action pending - If final approval from the President/Chancellor is complete you can view the PDF by selecting President/Chancellor.

**Approval Date:** Final approval date

**Sequence:** Type of request

When a request has been extended or modified the approvals dashboard will provide the original form to review under sequence (view previous agreement).

Name	Supervisor	Start Date	End Date	Submit Date	Approval Name	Approval Action	Approval Date	Sequence
<a href="#">Jesus Vega - TEST CASE</a>	<a href="#">Candice Rice</a>	12/08/2021	12/23/2021	12/08/2021	<a href="#">Candice Rice</a>	Pending Your Approval		Original
<a href="#">Candice Rice</a>	<a href="#">Gurkan Ozfidan</a>	12/13/2021	12/31/2021	12/09/2021	<a href="#">Jesus Vega</a>	Agreement Pending Approval		<a href="#">View Previous Agreement</a>
<a href="#">Candice Rice</a>	<a href="#">Jesus Vega</a>	12/13/2021	12/31/2021	12/08/2021	<a href="#">President Schovanec</a>	<a href="#">President</a>	12/08/2021 05:08pm	Original

To start a new form, select

**Start Agreement**

### Requester Information

Information in the Requestor Section is auto populated based on your eRaider login. All information auto populated, with the exception of RNumber, is editable. All fields are required.

\*The remote work agreement should be originated by the employee who is requesting the exception. Employees should originate a request on their own behalf.

Employee Name *	Title *	Department *
Candice Rice	Associate Managing Director	Human Resources
RNumber *	Email *	Phone *
R00795798	candice.rice@ttu.edu	8068344338

Information not auto populated must be filled out by the employee. Time-frame of the request cannot exceed one year.

Supervisor Name *	Supervisor Email *	Confirm Email *
Name	red.raider@ttu.edu	red.raider@ttu.edu
Agreement Begin Date *	Agreement End Date (Limited to 1 year) *	
MM/DD/YYYY	MM/DD/YYYY	

### Remote Work Location

This information will be filled out by the employee. If the request is for an out of state location General Counsel will need to review and approve the form before President or Chancellor Approval, this will be automated once all other approvals are complete.

#### Remote Work Location

1. The employee will remote work at the following Remote Work Location:

Street Address *	City *	State *	ZIP *	Country *
Street Address	City	Select State	ZIP	Country

2. Please provide a brief description of the workspace environment at the Remote Work Location (home office, etc.): (3,500 character limit) \*

3. Please attach a picture of the workspace and attached a photo of your workspace: \* [Attach/View Image](#) (Will open in new tab)

4. Is this Remote Work Location the employee's residence? \*

- Yes  
 No

If no, please explain: (3,500 character limit) \*

5. Will University equipment be used by the employee at the Remote Work Location? \*

- Yes  
 No

If yes, please complete a Remote Work TTU Property Agreement <https://apps.hr.ttu.edu/RWR/>

A picture of the work location is required. To upload a photo select 'Choose File' and upload from your device. Be sure to select 'Agree and Upload' in order for the photo to save to the application. This step will be in a new tab, once you upload you can close out and go back to the form.

Please use this form to upload image of the work environment at the Remote Work Location (home office, etc). You may only upload one image for your Remote Work Agreement. **Image may be up to 5MB in size. Only png, jpeg and jpg files allowed.** You may this close tab after you are done.

Choose File No file chosen

By uploading a file, you agree to follow all [Texas Tech University Information Technology Operating Policies \(52.01 - 52.07\)](#).

**Agree and Upload**

## **Remote Work Schedule**

Complete this section to show when you are requesting to work remotely and when you will be on campus, work hours are required.

## **Submission**

Once complete this form will be sent to the supervisor listed in the first section of the form to review and if approved they supervisor will complete the justification form

## **Supervisor Review and Justification Memo**

The supervisor will need to complete the justification memo on the employees behalf. The memo should include:

- Type of work to be performed,
- How the employee's time and productivity will be monitored,
- How it meets the business needs of TTU to have this person work from home,
- Duration for which the exception is being requested,
- Communication between the employee and their supervisor/department (e.g., phone calls, email, Zoom, etc.) during remote work shall be handled,
- Additional Conditions agreed upon by the employee and the Supervisor,
- Salary, full-time/part-time status, time employed at the university.

All information provided by the employee will be included on the bottom half of this form. This is read only, if changes are requested the supervisor will need to return to the employee for revisions to the form. The photo of the work location can be viewed, but will open in a new tab.

When the form request is complete, select 'Submit.' Selecting 'Submit' will send an email to the next level approver you entered.

If you are not ready to submit the form, you can select 'Save' to come back at a later time. Selecting 'Save' will allow you to return to the form and make edits under the 'Approvals' tab.

## **Approvals**

After initial submission, the next level approver as indicated on the request form, will receive an email from "HR Systems TTUS" with a distinct link to either approve, return with revisions, or decline the request.

Staff exception requests should be routed through the appropriate approval chain established by the requesting employee's department to Grace Hernandez, Chief of Staff, for the University or Gary Barnes, CFO, for the System for review, with final approval from the President or Chancellor.



- If you report directly to the Chancellor or President, the form will be routed to either the President or Chancellor for a final decision.

The screenshot shows a web form titled "Leadership Approval Options". At the top, there are three radio buttons: "Approve" (which is selected), "Return with Revisions", and "Decline". Below these is a dropdown menu for "Chancellor, President, Approval" with the value "Grace Hernandez - Chief of Staff and Associate Vice President for Administration" selected. Underneath is a "Form Comment" section with a rich text editor toolbar and a large empty text area. At the bottom, there are two red buttons: "Save" and "Submit".

- Return with Revisions:
  - Returning with Revisions will allow you to choose at what level, if more than one, you want the form returned. Details as to why the form is being returned are required.

The screenshot shows the "Approval Options" section of the form. The "Return with Revisions" radio button is selected. Below the radio buttons is a large empty text box for providing details. Underneath is a table with three columns: "To", "Approval Name", and "Approval".

To	Approval Name	Approval
<input type="radio"/>	Vincenzo Gasbarro	Test Emp Title Approve
<input type="radio"/>	HR Test 4	Programmer Analyst IV Originator

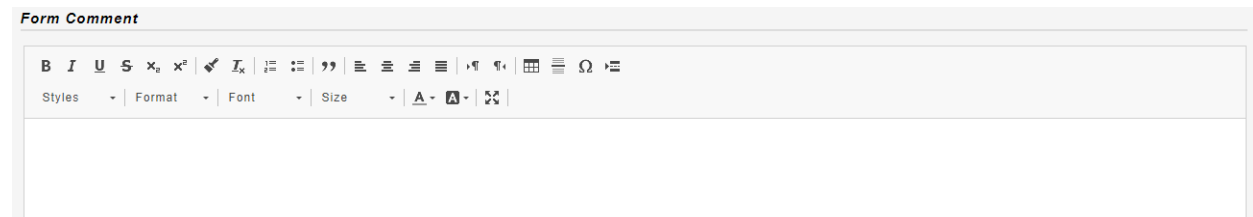
At the bottom, there is a "Decline" radio button which is not selected.

- Decline:
  - Declining a form will send a notification to the originator that the request was not approved. Details as to why the form was decline are required.

The screenshot shows the "Approval Options" section of the form. The "Decline" radio button is selected. Below the radio buttons is a large empty text box for providing details as to why the form was declined.

## Form Comments

The form comment section is an option field that will be included at the bottom of the pdf memo.

A screenshot of a text editor interface titled "Form Comment". The interface features a standard rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), background color (A), bulleted list, numbered list, indent, outdent, link, unlink, and insert link. Below the toolbar are dropdown menus for "Styles", "Format", "Font", and "Size", followed by color selection icons for text and background. The main editing area is a large, empty white box.

## Save/Submit

If your review is complete, select 'Submit.' Selecting 'Submit' will send an email to the next level approver you entered.

If your review is incomplete, select 'Save' to come back at a later time. Selecting 'Save' allows you to return to the form for further review by returning to the 'Approvals' tab.

## Communication

All email communication will come from "HR Systems TTUS."

- Originator: The originator will receive the following communication:
  - Final approval
    - Once a final approval has been received, the employee will need to fill out the Remote Work Agreement, <https://apps.hr.ttu.edu/rwr> if they will be taking University equipment with them. This will not be communicated to the employee, the originator will need to notify the employee of this requirement.
  - If the form was declined
  - If the Change of Duty Point form was extended
  - 30/7 day reminders that the Change of Duty Point request will be expiring



**Date:** December 08, 2021

**To:** Dr. Lawrence Schovanec  
President, Texas Tech University

**From:** Jodie Billingsley  
Associate Vice President for Human Resources

**Through:** Grace Hernandez  
Chief of Staff and Associate Vice President for Administration

**Subject:** Remote Work Agreement Request

**The justification memo should include, at a minimum, the following:**

- Type of work to be performed,
- How the employee's time and productivity will be monitored,
- How it meets the business needs of TTU to have this person work from home,
- Duration for which the exception is being requested,
- Communication between the employee and their supervisor/department (e.g., phone calls, email, Zoom, etc.) during remote work shall be handled,
- Additional Conditions agreed upon by the employee and the Supervisor,
- Salary, full-time/part-time status, time employed at the university.

**Justification Memo**

Testing Case, Candice Request G next approval be G.

**Given the complex nature of employment laws, taxation rules, and data and cybersecurity laws, all remote work conducted where the worker is physically located outside of the State of Texas for any period of time shall be determined in consultation with and recommendations by the Office of Human Resources and the System Office of General Counsel prior to approval.**

**Will this employee's Remote Work Location be outside the State of Texas? Yes**

**Employee Detail Information**

<b>Name</b>	Candice Rice	<b>Title</b>	Associate Managing Director
<b>Department</b>	Human Resources	<b>RNumber</b>	R00795798
<b>Email</b>	candice.rice@ttu.edu	<b>Phone</b>	8068344338
<b>Sup Name</b>	Jesus Vega	<b>Sup Email</b>	jesus.vega@ttu.edu
<b>Begin Date</b>	12/13/2021	<b>End Date</b>	12/31/2021

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**Remote Work Location**

<b>Address</b>	12345	<b>City</b>	Orlando
<b>State</b>	FL	<b>Zip Code</b>	79424
<b>Country</b>	United States		

Please provide a brief description of the workspace environment at the Remote Work Location (home office, etc.) and attach a picture of the workspace and attached a photo of your workspace:

This is a test



Is this Remote Work Location the employee's residence? YES

Will University equipment be used by the employee at the Remote Work Location? NO

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**Remote Work Schedule**

<b>Day</b>	<b>From</b>	<b>To</b>	<b>On Campus</b>	<b>Remote Work</b>
Monday	8:00 AM	5:00 PM	No	Yes
Tuesday	8:00 AM	5:00 PM	Yes	No
Wednesday	8:00 AM	5:00 PM	Yes	No
Thursday	8:00 AM	5:00 PM	Yes	No
Friday	8:00 AM	5:00 PM	No	Yes
Saturday	N/A	N/A	N/A	N/A
Sunday	N/A	N/A	N/A	N/A

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**Please provide any additional comments**

test

**Approvals**

<b>Name</b>	<b>Action</b>	<b>Action Date</b>	<b>Comment</b>
President Schovanec	Approve	12/08/2021	Approves.
General Counsel	Approve	12/08/2021	Approves.
Grace Hernandez	Approve	12/08/2021	Approves.
Jodie Billingsley	Approve	12/08/2021	Approves.
Candice Rice	Approve	12/08/2021	