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Overview of Remote Work

Overview
The Remote Work Agreement is an application designed to standardize and automate the change of duty point request process for staff and faculty. The Remote Work Agreement Application allows employees to request change of duty points electronically. This application will enable employees and approvers to access their submitted forms to 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 requesting the change of duty point. The supervisor will complete the justification but will not initiate the request.

What is the approval process?
Originator submits the request to their supervisor for approval. The supervisor approves the request to the ‘Next Level’ approver in the department’s approval chain. Once approval gets to the ‘Leader’, who reports to the President or Chancellor, they will approve request to the President or Chancellor for final approval.

Faculty requests need to be routed to Genevieve Durham DeCesaro, Vice Provost for Faculty Success who will approve request to the Provost and Senior Vice President. The Provost will then approve request to the President for final approval.

All out of the state requests will be automatically routed to General Counsel for review/approval before Leader’s approval. Do not manually input General Counsel as ‘Next Level’ approver.

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 or accidentally deleted the email, 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. The request goes through the approval process, and the Originator will be notified via email of the decisions made throughout it.
Overview
The Remote Work Agreement approval process will vary depending on the Originator’s position. Review Figure 1 for a simple breakdown of what the approval process may look like.

NOTE: The number of Next Level Approvers will vary depending on the approval hierarchy within the specific department. Suppose an employee will work outside of the state of Texas. In that case, the request will be automatically sent to General Counsel before being sent to the Leader to ensure tax and legal requirements are met.

Remote Work Application Approval Process

Step 1: Originator begins request.

Step 2: Originator’s Direct Supervisor completes justification memo, reviews, and approves the request.

Step 3: Request is sent to Next Level Approver. If approved, the request will continue to the Next Level Approver(s).

Step 4: Once the last Next Level Approver authorizes the request, it will be sent to the Leader.

Step 5: Leader will approve the request. It will be sent to the President or Chancellor.

Out of State Employees
If employee will work outside of Texas, it will be sent to General Counsel first and then the Leader.

System Employees
If the Originator is a system employee, the request will be sent to the Chancellor for final approval.

Staff
If the Originator is a staff member, the request will be sent to the President for final approval.

Figure 1: A simple breakdown showing the process through which a Remote Work Application must be approved.
Navigating the Dashboard

Overview
To begin, review the main components. See Figure 2. You may use the navigation menu on the top left corner of the page. The user menu will depend on the level of access. Home and Sign Out are located in the navigation menu. The Start Agreement button is in the middle of the page, and the current and previously created requests will be listed towards the bottom.

![Navigation Menu](image)

Figure 2: The homepage of the Remote Work application.

Home Page
You may select the Start Agreement button on the home page to start a new agreement. Once an agreement is started, a dashboard will appear. See Figure 3. Name, Status, Supervisor, Start Date, End Date, Property Taken, and Sequence are listed on the dashboard.

- **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 regarding the approval process. Requests with approval history will have a link. Selecting the link will prompt a pop-up to appear, showing a list of Approvals that have taken place, including the approvers’ name, title, action, and dates, which shows how the request is progressing.
- **Supervisor**: This will allow you to email the supervisor listed.
- **Start/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. See page 17 for more information.

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

![Dashboard](image)

Figure 3: The dashboard of the Remote Work application will appear once an agreement is started.
Submitting a Request

Overview
You may start a new form by clicking the Start Agreement button on the homepage. You will be directed to the request form. Information in the Requester Section is auto populated. See Figure 4. All information, except the RNumber, may be revised.

Employees should originate a request on their behalf. If a field has a *, it must be filled out. The time frame of the request cannot exceed one year.

![Figure 4: The top two rows of the agreement are auto populated.](image)

Remote Work Location
Continue to fill out the fields. If the request is for an out-of-state location, request will be auto-routed to General Counsel for approval before it is sent to the Leader. A photo of the work location is required. For more information on how to upload an image, see page 20.

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. Optional comments are allowed using the text box below. See Figure 5.

![Figure 5: Complete the work schedule section and provide any optional comments in the text box.](image)
Submission

Once the form is completed, you will reach the bottom of the form. When ready to submit, select *Submit*. The submitted form will be sent to the supervisor listed in the first section of the form for review. If approved, the supervisor will complete the justification form. If the form needs to be completed at a later date, select *Save*. Selecting *Save* will save the current version of the form until ready to submit. See [Figure 6](#).

*Figure 6: Buttons Originators have on the bottom of their unsubmitted agreement form.*
Supervisor Approval

Overview
Upon submitting a request, the immediate supervisor will be notified via email from HR Systems TTUS, prompting them to review and submit their form.

As a Direct Supervisor, there are necessary steps to take for your employee’s form to advance in the approval chain.

Select the unique link sent via email from HR Systems TTUS. See Figure 7. Selecting the link will take you to the Approvals tab. Another way to navigate to the request is by going to https://apps.hr.ttu.edu/RWAA/Approvals/ and logging in with your eRaider credentials.

Dear Direct Supervisor,

A Remote Work Agreement was submitted by Masked Rider (Job Title). To proceed with this request, an additional review with approval is required from you. To review the request, please sign in below using your eRaider credentials.

Remote Work Agreement Approvals (https://apps.hr.ttu.edu/RWAA/Approvals/)

Figure 7: An email to the Direct Supervisor will include a link to review and finalize the request.

Open the request by selecting the employee’s name on the table. See Figure 8.

Figure 8: Once logged in, a table listing your employee’s requests will appear.

When the request opens, insert Employee Salary information. See Figure 9.

Employee Salary

Figure 9: Direct Supervisors must complete form by filling out Employee Salary section.
Below the Employee Salary information, a justification memo is needed. See Figure 10. NOTE: The immediate supervisor must complete the Employee Salary and Justification memo to begin the approval process chain.

**Justification Memo**

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,

*Figure 10: Immediate supervisors must ensure the justification memo answers the prompt listed above the text box.*

Continue to scroll down and review the request, including Remote Work Location section and Employee Schedule section. For more information on how to view an image, see page 20. If the information looks correct, you will have the option to approve, return with revisions, or decline the request at the bottom of your page. See Figure 11.

**Approvals**

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Action Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originator's Name</td>
<td>Approve</td>
<td>01/01/2024</td>
<td></td>
</tr>
</tbody>
</table>

**Approval Options**

- [ ] Approve
- [ ] Return with Revisions
- [ ] Decline

**Comment**

*Figure 11: Options will appear at the bottom of the form. When ready, select your decision.*
Submitting Next Level Approvers

To Approve
Select Approve. This option will prompt you to add information for the Next Level Approver. Insert the designated Next Level Approver’s information. See Figure 12.

![Next Level Approval form](image)

*Figure 12: If Approve is selected, the system will prompt you to insert the Next Level Approver’s information. Inserting the information will let the system notify the Next Level Approver that their decision is needed once the form is submitted.*

To Return with Revisions
Select Return with Revisions. Selecting this option will require comments to be made for the Originator. Once this decision is selected and the form submitted, the Originator will be notified via email that revisions are needed.

Who do I send back to?
Edits should be sent back to the Immediate Supervisor if any of the following need revision:
- Justification Memo
- Employee Salary Revisions

Edits should be sent back to the Originator if any of the following need revision:
- Employee Detail Information
- Remote Work Location
- Remote Work Schedule

To Decline
Select Decline. Selecting this option will require comments to be made for the Originator. Once this decision is selected and the form submitted, the Originator will be notified via email that the request was declined.

To Submit Decision
Once your decision is selected, press Submit. If your review is incomplete, select Save to come back at a later time. Selecting Save stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 13.

![Save and Submit buttons](image)

*Figure 13: Buttons Direct Supervisors have when approving a request.*
Approving as a Next Level Approver

Overview
Once a request has been submitted, the next level Approver will be notified via email from HR Systems TTUS. The approver also has the option to log into https://apps.hr.ttu.edu/RWAA/Approvals/ and view the requests pending their approval. See Figure 14. If the email was accidentally deleted, another email will be sent two days from the original request date.

Figure 14: Approvers will have an additional option on the home page navigation menu.

Approvers Page Dashboard
After selecting Approvals on the navigation menu, a table will appear. See Figure 15.

- Name: This will take you to the submitted form.
- Supervisor: This will allow you to email the supervisor listed.
- Start/End Date: Date in which the request is for.
- Submit Date: Date the request was submitted.
- Approval Name: Name of the current approver
- 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. If the request is in the approval process, no date will appear.
- Sequence: Column will have the option to view previous agreement with a link to previous Remote Agreement (if current one happens to be an extension or modification).

Figure 15: To view pending requests or previous approved requests, the Approver may use the dashboard for assistance.
To Approve
Select the request by clicking the employee’s name on the approver dashboard. Review the information. When ready to approve, select Approve. See Figure 16. By selecting Approve, a new section will appear where the approver must list who the request will be sent to as a Next Level Approver. Enter the information for the next approver. See Figure 17.

![Figure 16: Approvers may select Approve and provide any additional comments before submitting.](image)

To Return with Revisions
By selecting Return with Revisions, a new section will appear where the approver must select whom the request will be sent back for correction. The list will vary depending on how far the request is in the approval chain. For example, suppose the Direct Supervisor returns the request, they will only see the Originator listed on the pop-up table. See Figure 18. For additional information on to whom a request should be sent back, refer to page 10.

![Figure 18: When returning a request form, select who the form should be sent back to and submit required comments regarding the decision.](image)

To Decline
Select Decline. Selecting this option will require comments. Once this decision is selected and the form submitted, the Originator will be notified via email that the form request was declined.

To Submit Decision
Once your decision is selected, press Submit. If your review is incomplete, select Save to come back at a later time. Selecting Save stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 19.

![Figure 19: Buttons Next Level Approvers have when approving a request.](image)
Approving as a Leader

Overview
Once a request has been approved by the Originator, Direct Supervisor, and all appropriate Next-Level Approvers, the request will then be sent to a Leader. NOTE: Out-of-state employees’ forms will be sent to General Counsel before reaching the Leader.

The Leader can approve, return with revisions, or decline the request. Once a request has been submitted, the next level approver will be notified via email from HR Systems TTUS. The approver also has the option to log into https://apps.hr.ttu.edu/RWAA/Approvals/ and view the requests pending approval after selecting Approvals on their navigation menu. See Figure 20.

![Figure 20: Approvers will have an additional option on the home page navigation menu.](image)

Open the request by selecting the employee’s name on the table. See Figure 21.

![Figure 21: Once logged in, a table listing the requests needing your approval will appear.](image)

Review the request form. At the bottom of the request form, you will have three options. As a Leader, you can approve, return with revisions, or decline the request.

To Approve
Review the information. When ready to approve, select Approve. See Figure 22.

![Figure 22: Leaders have three choices to choose from when approving a request.](image)

Using the drop-down menu, select who the request should be sent to next for final decision. See Figure 23.

![Figure 23: Leaders who approve the request must select the appropriate final approver using the drop-down arrow.](image)
To Return with Revisions

By selecting *Return with Revisions*, a new section will appear where the Leader must select whom the request will be sent back to for correction. The list will vary depending on each department. When returning a request, comments are required. See Figure 24. For additional information on to whom a request should be sent back, refer to page 10.

![Leadership Approval Options](image)

*Figure 24: When returning a request form, select whom the form should be sent back to and submit required comments regarding the decision.*

To Decline

Select *Decline*. Selecting this option will require comments. Once this decision is selected and the form submitted, the Originator will be notified via email that the form request was declined.

To Submit Decision

Once your decision is selected, press *Submit*. If your review is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 25.

![Save Submit](image)

*Figure 25: Buttons Leaders have when approving a request.*
Approving on behalf of General Counsel

Overview
When an employee will be working remotely outside of the state of Texas, the approval process will go through General Counsel before the Leader automatically. General Counsel must review out-of-state employees for tax purposes.

General Counsel will be notified via email from HR Systems TTUS. Individuals on behalf of General Counsel also have the option to log into https://apps.hr.ttu.edu/RWAA/Approvals/ and view the requests pending their approval after selecting Approvals on their navigation menu. See Figure 26.

Figure 26: General Counsel members will have an additional option on the home page navigation menu.

Open the request by selecting the employee’s name on the table. See Figure 27.

Figure 27: Once logged in, a table listing the requests needing your approval will appear.

Review the request form. At the bottom of the request form, you will have three options. As a member of General Counsel, you can either approve, return with revisions, or decline the request.

To Approve
Review the information. When ready to approve, select Approve. See Figure 28.

Figure 28: Individuals on behalf of General Council will have three choices when approving a request.
**To Return with Revisions**
By selecting *Return with Revisions*, a new section will appear where an individual from General Council must select to whom the request will be sent back for correction. The list will vary depending on each department. When returning a request, comments are required. See Figure 29. For additional information on to whom a request should be sent back, refer to page 10.

![Office of General Counsel Approval Options](image)

*Figure 29: When returning a request form, select who the form should be sent back to and submit required comments regarding the decision.*

**To Decline**
Select *Decline*. Selecting this option will require comments. Once this decision is selected and the form submitted, the Originator will be notified via email that the form request was declined.

**To Submit Decision**
Once your decision is selected, press *Submit*. If your review is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 30.

![Save Submit Buttons](image)

*Figure 30: Buttons Leaders have when approving a request.*
Additional Notes

Form Modifications/Extensions
When a form has been modified or extended the approvals dashboard will provide the original form to review under Sequence (view previous agreement). See Figure 31.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Supervisor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Property Taken</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masked Rider</td>
<td>Agreement Approved</td>
<td>Terry Lake</td>
<td>03/19/2024</td>
<td>04/01/2024</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 31: Select the Sequence column when modifying/ extending an agreement.

To Extend:
Go to the homepage of the Remote Work application and select the request that needs to be extended under the table. Select the Extend Agreement button.

A pop up will occur. To continue extending the agreement on file, select Extend Agreement. See Figure 32.

Figure 32: Extension pop up.

Review the current agreement on file and edit any fields necessary. Once finished, select Submit. If your submission is incomplete, select Save to come back at a later time.

To Modify:
Go to the homepage of the Remote Work application and select the request that needs to be modified under the table. See Figure 31. Select the Modify Agreement button.
A pop up will occur. To continue extending the agreement on file, select Modify Agreement. See Figure 33.

Review the current agreement on file and edit any fields necessary. Once finished, select Submit. If your submission is incomplete, select Save to come back at a later time. Selecting Save stores your comments and approval section without submitting it so you can continue to review without losing information.

Communication
All email communication will come from HR Systems TTUS. Originator will receive the following communication:

- Final Approval
- Once a final approval has been received.
- If the form was declined.
- If the Change of Duty Point form was extended.
- 30 and 7 days prior to agreement expiration, employee will receive a reminder email to submit an extension.
- NOTE: HR Compensation and Operations will receive an email of notification. HR Compensation and Operations will attach the approved document to the employee’s ePAF (if department does not).
Pre-Employment Remote Work

The Pre-Employment Remote Work Agreement (PRWAA) is an application designed to standardize and automate the current remote work agreement process for future Texas Tech University employees.

New employees at Texas Tech who will be working remotely need access to the Remote Work Application. Since these individuals do not yet have eRaider credentials, a separate authentication method and application have been created so such individuals may submit a Pre-Employment Remote Work Agreement request. Employers, such as Supervisors, Managers or Hiring personnel must first begin this process. Follow the steps below to correctly fill out the form.

Log into https://apps.hr.ttu.edu/RWAA/PRWAA/index.php using your eRaider credentials. Enter the new employee’s information. NOTE: The email field may include the employee’s personal email address if they do not yet have access to their TTU email. See Figure 34.

![Employee Information Form]

**Figure 34:** User will be prompted to insert the new employee’s information in all fields marked with an *.

The new employee will receive an email notification providing a link and instructions on how to access the Pre-Employment Remote Work application. This link will be available for 7 days. Upon accessing the application, the employee should complete the form as instructed. For detailed information on submitting a remote work request, please refer to page 6.
Uploading/Reviewing Images

You will be asked to submit an image of your remote work location when filling out a request form.

To Attach:
On the form, select "Attach/View Image" and attach the needed image. A new window will populate. Only png, jpeg, and jpg files up to 5MB are allowed. By uploading, you agree to follow all Texas Tech University Information Technology Operating Policies (52.1 - 52.07). See Figure 35.

![Choose File](image)

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

Click "Agree and Upload".

*Figure 35: New window will open. User will be prompted to upload an image by selecting Choose File.*

To Remove:
Once an image is attached, two buttons will appear. See Figure 36. If an image was accidentally attached, select "Remove". You will be able to upload a new image. Attach the correct image.

![View and Remove Buttons](image)

*Figure 36: Once image is uploaded, user will have two action buttons; view and remove.*

To Download:
As a supervisor, you will need to view images uploaded to a Remote Work request. When reviewing the submitted request, select "Attach/View Image". A new window will open. In the new window, select "View". See Figure 37.

![View Button](image)

*Figure 37: Approvers will be able to view uploaded images by selecting View in the new browser window.*