



State of Wisconsin

Department of Administration

Remote Worker

Job Aid for Coordinators

Purpose

Job aid for HR Remote Work Coordinators supporting remote work agreement process and policy

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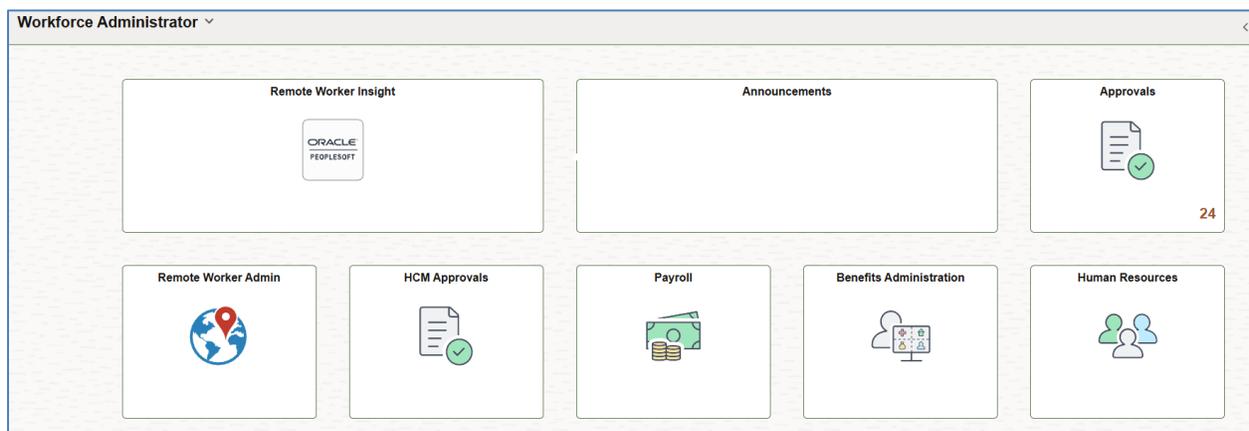
Overview

Remote Worker functionality has been activated in PeopleSoft/STAR for remote work requests. Previously agencies used independent and varying processes for tracking remote work requests. To create consistency, agencies will have employees submit remote work requests using the PeopleSoft/STAR Remote Worker module. State of Wisconsin employees in positions eligible for remote work who wish to work from an approved alternative work location on a recurring basis (more than 30 calendar days) must submit a request for approval in Remote Worker.

Enterprise policy requirements for remote work can be found in [Wisconsin Human resources Handbook Chapter 748 – Remote Work](#). Your agency may have additional policy requirements related to remote work.

Accessing Remote Worker Admin

To view remote work agreements, log into PeopleSoft, select Workplace Administrator from the dropdown in the upper left-hand corner, and click the Remote Worker Admin tile on your home page.



Find Team Member

Clicking the Remote Worker Admin tiles takes you into the standard PeopleSoft search screen. Search on an employee ID or name. The results will display underneath the search, and you can select the employee by clicking the arrow to the right of their information.

Remote Worker

Search Criteria

My Saved Searches

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Title begins with

Job Eligible begins with

Position Eligible begins with

Search Clear Save Search

Viewing Request Details

On the Request Details page supervisors and remote work coordinators can view the status and details of an individual’s remote worker request. Statuses include:

- Draft (Employee has not completed their request. Agreements in Draft status can be deleted by either the employee or supervisor.)
- In Process (Employee has completed the request and it is in workflow for approvals)
- Approved (All approvals are complete)
- Denied (Supervisor did not approve the request)
- Rescinded (Supervisor has rescinded a previously approved agreement)

*Note: if the employee has not completed a remote work agreement, supervisors will see an Add Request button. Supervisors should typically **not** enter a remote worker request for an employee. If the supervisor has an exceptional scenario, they should consult with their remote work coordinator on whether it would be appropriate to enter an agreement for someone.*

How Supervisors Rescind an Agreement

Rescind Column: Once a remote worker request has been approved, if either the employee or supervisor wishes to rescind the current agreement, the Rescind button will be visible.

Remote Worker Request

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Request Details

Start Date	End Date	Remote Worker Type	Remote Work Reason	Remote Location	Status	Requestor	Approval Chain	Delete	Rescind
06/01/2026	05/31/2027	Fully Remote			Draft	Courtney Zastrow	Approval Chain		
06/01/2025	05/31/2026	Fully Remote	Position eligible for Remote Work	Home	Approved	Courtney Zastrow	Approval Chain		Rescind

2 rows

Rescinding an agreement requires the supervisor to enter the date and a reason, then click the Rescind Request button. Reasons a supervisor may wish to rescind an agreement include:

- Misconduct
- Position Eligibility Change
- Remote Work Schedule Change
- Unsatisfactory Performance Review

After the supervisor has rescinded the agreement, the button will disappear and the status will update to “Rescinded.” **After rescinding, the supervisor will contact the Remote Work Coordinator to adjust the end date of the agreement.**

Adjusting the End date of an Agreement

Remote Worker does not allow overlapping agreement dates, regardless of status. If a supervisor rescinds an agreement, the remote work coordinator will need to adjust the end date of the agreement before the employee can enter a subsequent request, if the next agreement overlaps the dates of the original agreement. Example:

- Initial remote work agreement effective 6/1/2025 – 5/31/2026
- On 12/30/2025 employee contacts supervisor, advising them they would like to make a remote work schedule change, and supervisor rescinds the agreement on 12/30/2025
- Remote Work Coordinator will need to change the end date of the initial remote work agreement to 12/30/2025
- If the end date is not changed, and the employee attempts to enter a new agreement effective 1/1/2026 – 5/31/2026, they will receive the error “Date is overlapping with an existing request. Verify the Start Date and End Date”, as there are overlapping remote work dates.

To adjust the end date, go to the Remote Worker Admin tile, search for the employee, and click the arrow to view the request details. In Request details, click the Edit button.

Remote Worker									
 IS BUSINESS AUTO SEN									Add Request
Request Details									
Start Date	End Date	Remote Worker Type	Remote Work Reason	Remote Location	Status	Requestor	Approval Chain	Edit	
06/01/2025	05/31/2026	Fully Remote	Position eligible for Remote Work	Home	Rescinded		Approval Chain	 	

Change the end date of the agreement to match the date the supervisor notified you they rescinded. Click Next through all pages of the agreement, and then click the Submit button.

Edit Request

Courtney Zastrow
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Next

Edit Request

*Start Date 06/01/2025

*End Date 03/14/2026

*Remote Worker Type Fully Remote

end date has been changed from 5/31/2026 to 3/14/2026, when the supervisor rescinded the agreement

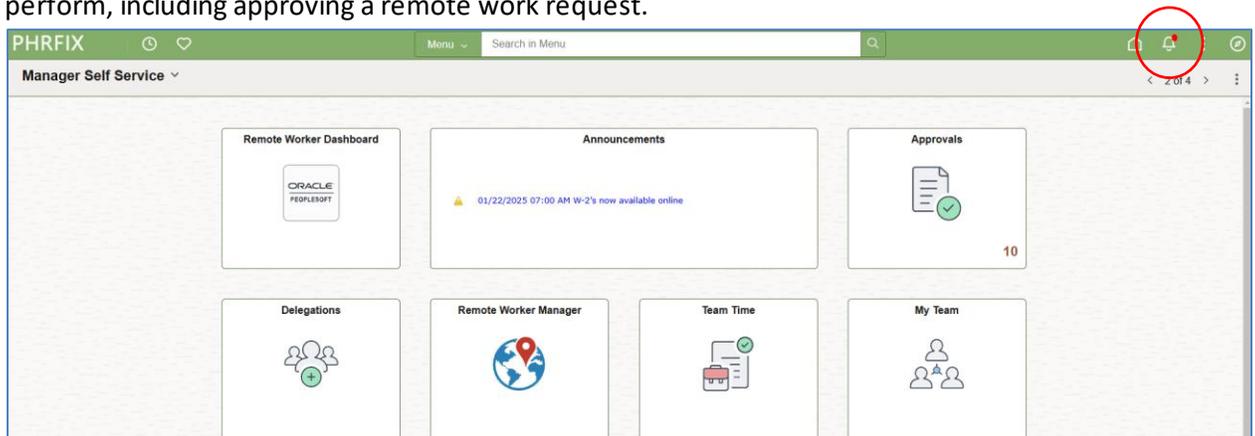
Approval Alerts and How to Approve/Deny/Pushback

Supervisors or Remote Work Coordinators (if reviewing and approving/denying/pushing back for a vacant supervisor position) receive three types of alerts when they have a remote work agreement pending review for approval.

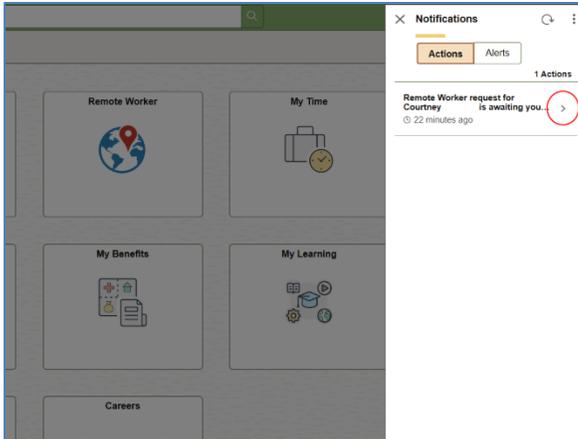
1. Notification

To approve, deny, or pushback employees' remote work agreements, supervisors log into [Employee Self Service \(ESS\)](#), and click the bell icon. If a remote work agreement rolls up to the HR Remote Work Coordinator for approval due to a supervisor vacancy, you will follow the same approval process.

A dot appears by the bell icon in the top right corner of the home screen if there are actions to perform, including approving a remote work request.



Click the bell icon to see Actions needed, and then click the arrow next to the remote worker request/item on the list you would like to approve.

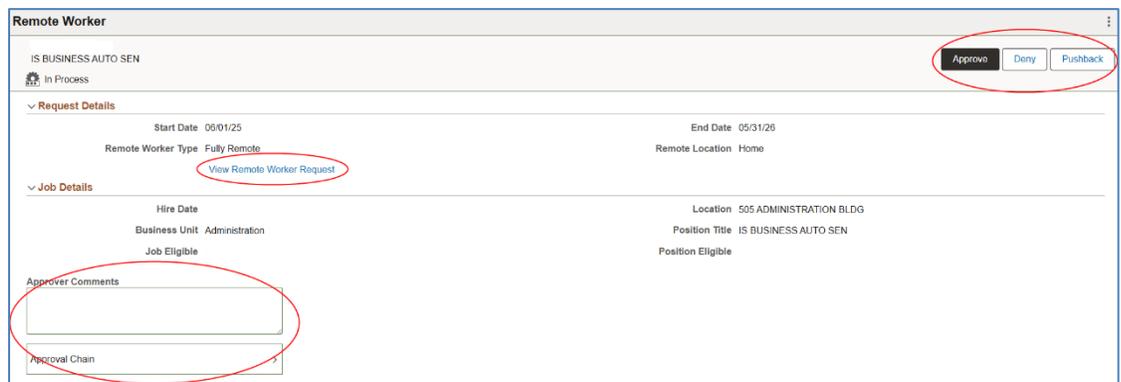


The selected remote worker request displays, with buttons in the upper right to Approve, Deny, or Pushback. You can:

- view the details of the request by clicking the “View Remote Worker Request” link
- enter approval or denial comments in the Approver Comments box
- see approvers in the approval workflow by clicking the arrow next to “Approval Chain.”
- select Pushback if you see request errors and want to request the employee make changes

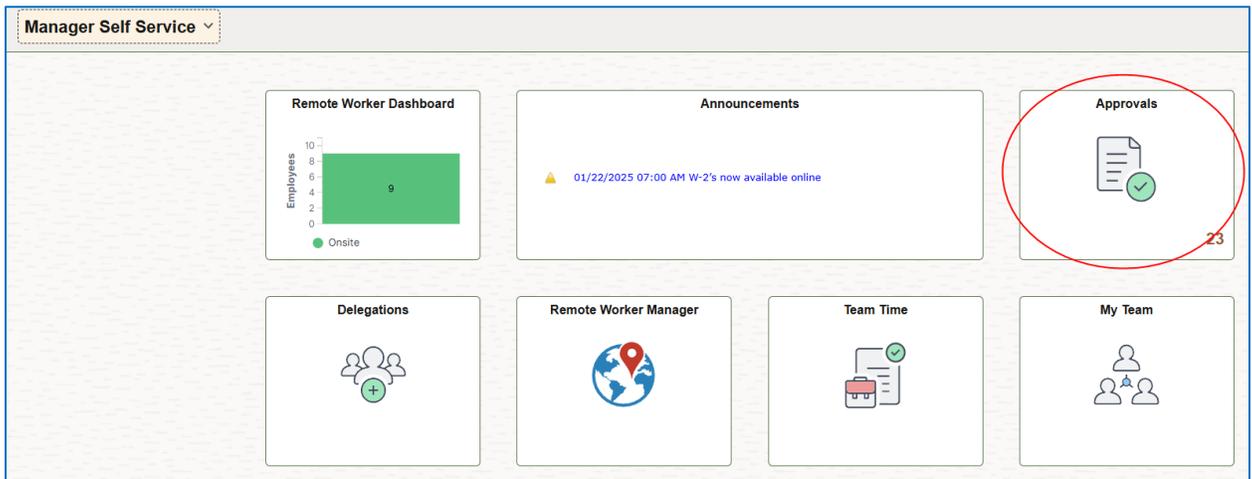
Notes about the Job Details in the request:

- Job Eligible will always display as “No.” The Job code is not used to determine eligibility for remote work.
- Position Eligible will display as “Yes” to indicate the employee’s position is eligible for remote work.



2. Approvals Tile

Pending remote work approvals will also show in the supervisor’s Approvals tile on the home page. Clicking the tile will show Actions the same way they are visible in the Notification section. Supervisors can follow the steps above on how to select an employee and approve/deny/pushback an agreement.



3. Automated email

When an employee has completed a remote worker request, supervisors receive an auto-generated email alert from STAR that a request has been submitted for approval. Below is a sample of the email supervisors receive:

The Remote Worker Request for First Name Last Name, [Employee ID] has been submitted for your approval.

Please review and take required action.

[\[STAR-generated link to employee's request\]](#)

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Workflow

Your agency will require either 1 level or 2 levels of approval. Once all supervisor(s) have approved a remote work agreement, the Status will change from “In Process” to “Approved.”

If your agency requires only 1 level of approval, and the 1st level supervisor position is vacant, the request will roll up to the 2nd level supervisor. If the 2nd level supervisor position is vacant, the Remote Work Coordinator will review, consult appropriate agency leadership as needed, and make final approval determination for the request.

Note: workflow approvals stop at the Deputy Secretary level. If an employee submits a request that would route to a level 1 or 2 supervisor that is higher than a Deputy Secretary, the agreement will route out to the Remote Work Coordinator for review/approval.

Employee Changes

Changes in an employee or position's specific situation may have effects on an approved remote work agreement, including:

- When an employee's supervisor changes, the employee's current remote worker agreement will be visible to the new supervisor.
- When an employee changes business units, their current remote worker agreement will automatically end. They will need to enter into a new remote work agreement with their new agency, if their new position is eligible for remote work.
- When an employee terminates employment, their current remote work agreement will automatically end.
- When an employee moves from a position that was eligible for remote work into a position that is not eligible, the remote worker tile will be removed from their view in Employee Self Service.
- When an employee moves from an ineligible position to an eligible position, the remote worker tile will become visible to them in Employee Self Service.

Employees With Multiple Jobs

Employees holding more than one remote work-eligible position with the State of Wisconsin have the option to select which job the agreement pertains to. The employee can have an active agreement with each position/supervisor.

Position Changes

When creating a new position or updating an existing position, use the Available for Telework checkbox on the Single Position Request form to indicate if the position is eligible for remote work.