



# Employee Self Service Job Aid: Remote Worker



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## Overview

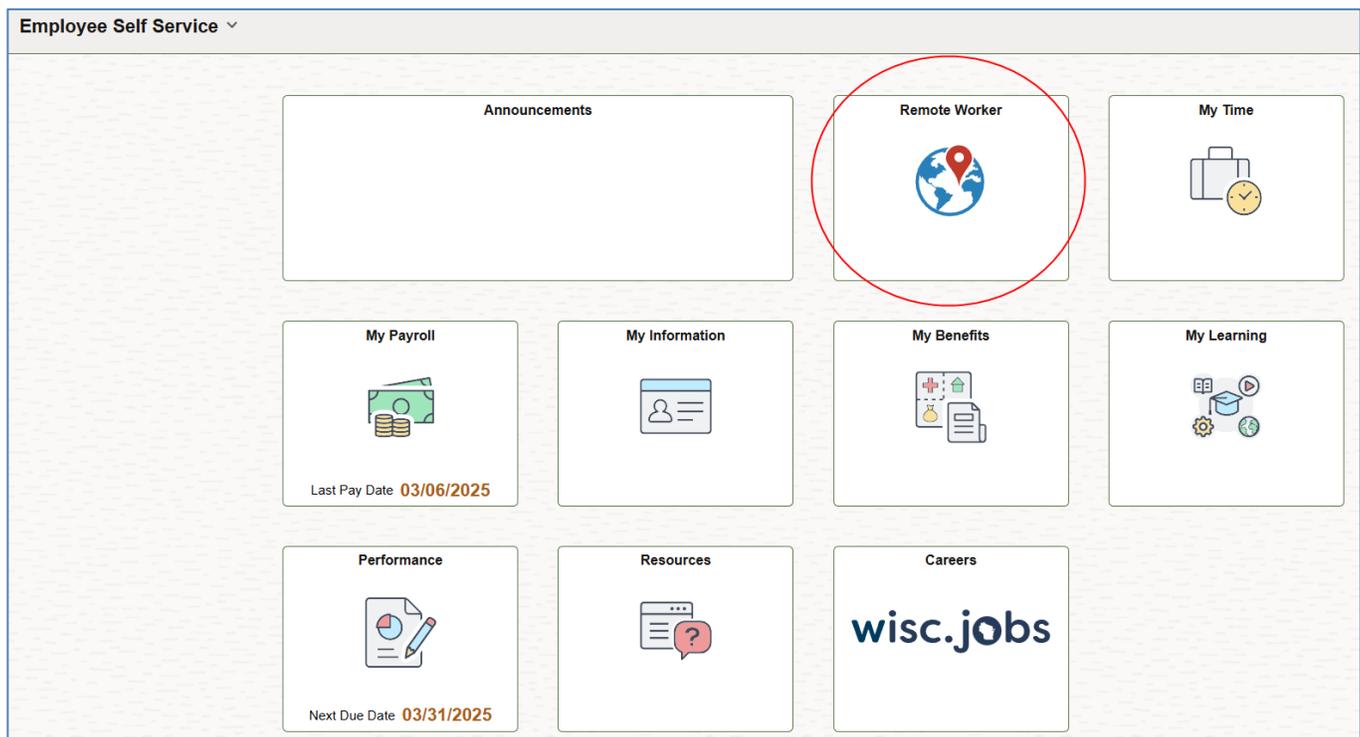
The Remote Worker functionality has been activated in PeopleSoft/STAR: remote work requests. Previously agencies used independent and varying processes for tracking remote work requests. To create consistency, agencies will have employees submit remote work requests using the PeopleSoft/STAR Remote Worker 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 remote work request for approval in the module.

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.

This job aid explains how to use Remote Worker to request a remote work agreement, if your position is eligible.

## Access Remote Worker

To enter your remote work agreement, log into [Employee Self Service](#) and click the **Remote Worker** tile on your home page. The tile will only be available to you if your position is eligible for remote work.





## Add Request

Click the **Add Request** button to begin a request for remote work. If you hold more than one position with the State of Wisconsin that is eligible for remote work, you will have a “Select Job” option above the **Request Details** Section. Previously completed remote work agreements, if any, will display in the **Request Details** section.

Remote Worker Request

Select Job

Remote Worker Request

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**Request Details**

No requests created

**Add Request**

Enter the *Start Date* and *End Date* of your requested remote work agreement. An agreement can be up to 1 year in duration. Employees must request a new agreement annually.

Add Remote Work Request

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**Next**

Add Request

\*Start Date

\*End Date

\*Remote Worker Type

Select the appropriate *Remote Worker Type* for your request. Options are:

- Fully Remote (working at a remote location full time)
- Hybrid (working remotely less than full time)

Click the **Next** button.



## Guidelines

Review the guidelines and click the **Next** button.

Remote Worker Request	
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<input type="button" value="Next &gt;"/>	
<b>Guidelines</b> ● Visited	<b>Guidelines</b>
* <b>Acknowledgement</b> ○ Not Started	The State of Wisconsin offers many of its employees the flexibility and opportunity to work remotely provided they follow state and agency rules and processes.
<b>Request Details</b> ○ Not Started	Remote work refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of their position, and other authorized activities as determined by the supervisor, from an approved alternate worksite other than the employee's assigned headquarters one or more days per week on a standard and/or recurring basis.
<b>Attachments</b> ○ Not Started	The State of Wisconsin's policy on remote work covers all remote work arrangements. Recurring remote work situations greater than 30 calendar days in duration shall be submitted for approval within the Peoplesoft remote work module. Temporary or ad hoc remote work arrangements are defined as being remote work situations 30 calendar days or less in duration and are to be handled outside of the of the Peoplesoft remote work module via supervisor approval.
<b>Questionnaire</b> ○ Not Started	Employees in certain classifications or positions may not be eligible to work remotely. Additional factors agencies must consider when determining which employees will be eligible to participate in remote work programs are: job responsibilities, job knowledge and reference materials, and performance, equipment and supplies, and information security and confidentiality. Refer to Wisconsin Human Resources Handbook Chapter 748 Remote Work for further information and remote work guidance.
<b>Review and Submit</b> ○ Not Started	The basic terms and conditions of employment will not change as a result of working remotely, nor does a remote work agreement alter an employee's classification, seniority, salary, fringe benefits, or job responsibilities. A remote work agreement may be ended by management at any time with reasonable notice.
	In addition to the State of Wisconsin policy (Human Resources Handbook Chapter 748), state agencies have agency-specific policies related to remote work. Employees are expected to follow the provisions of those policies, including any requirements on renewing remote work agreements on an annual or recurring basis.

## Acknowledgement

Review the list of acknowledgements, and click the *I Agree* box to indicate your agreement with and understanding of the requirements, then click the **Next** button.

Remote Worker Request	
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<input type="button" value="Previous &lt;"/> <input type="button" value="Next &gt;"/>	
<b>Guidelines</b> ● Visited	<b>Acknowledgement</b>
* <b>Acknowledgement</b> ● In Progress	<ul style="list-style-type: none"> <li>I agree to abide by all State of Wisconsin work rules, agency policies, as well as agency directives and codes of conduct.</li> <li>I agree to follow my agency's specific policies and procedures related to remote work.</li> <li>I agree that my home address is accurate in STAR/PeopleSoft.</li> <li>I understand that I am responsible for completing all duties as outlined in my position description and as assigned by my supervisor while working remotely.</li> <li>I agree to restrict access to any and all agency-provided equipment, software, documents, etc.</li> <li>I agree to be accessible for phone and video calls, and in-person meetings as required by my supervisor.</li> <li>I understand that my remote workspace is an extension of the agency and that I am governed by the provisions of worker's compensation in the event of a workplace injury.</li> <li>I agree that I am responsible for ensuring that my computer and/or internet connection to any State networks complies with all agency IT security requirements.</li> <li>I understand that costs related to my remote workspace or worksite, such as remodeling, furnishings, electricity, internet/wi-fi, etc., shall not be reimbursed by the agency.</li> <li>I have appropriate and ergonomically-correct equipment to safely perform my job duties without increased risk of injury.</li> <li>I agree to maintain a safe and distraction-free workspace.</li> <li>I will participate and complete program training and performance evaluation measures as appropriate.</li> <li>I agree that I am responsible for ensuring that all records created or received while working remotely remain in my custody at all times, and that the proper safeguards are in place to protect records.</li> <li>I, my heirs and assigns hereby agree to release the State of Wisconsin and all its officers, employees, and agents from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description including injury, death, or damage to my property, which arises out of, in connection with, or occurs during my participation in working remotely.</li> <li>I understand that I or the agency may terminate this remote work agreement at any time.</li> <li>I agree that I have the technology needed to work remotely (i.e., laptop, headset, monitors, webcam, etc.).</li> <li>I understand that any recurring changes to my approved remote work agreement greater than 30 calendar days in duration will require a new remote work agreement to be submitted for approval.</li> <li>I understand that adjustments to my remote work arrangement which are 30 calendar days or less in duration require supervisor approval.</li> <li>I agree that my workspace allows for confidential conversations to take place.</li> <li>I agree that my designated preferences for emergency notification are current within STAR (see the My Information tile &gt; Emergency Notification System).</li> </ul>
<b>Request Details</b> ○ Not Started	
<b>Attachments</b> ○ Not Started	
<b>Questionnaire</b> ○ Not Started	
<b>Review and Submit</b> ○ Not Started	
	<input checked="" type="checkbox"/> I Agree

## Request Details

Enter the details of the remote worker agreement you are requesting.

The *Remote Worker Type* indicated is carried over from the Add Request page:

- Fully Remote
- Hybrid

Select the *Remote Work Reason*:

- Emergency Directed by Employer (used when directed by HR in extraordinary circumstances)
- Position Eligible for Remote Work (this option will usually be the one to use)

Select your *Remote Location*:

- Home (this option indicates you are working from your home address as listed in Employee Self Service)
- Other (this option allows you to click **Add Address** to enter a location other than your home address)

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- Workplace (this option allows you to search and select an alternate State headquarters address)

If you selected the “Hybrid” Remote Worker Type, the Remote Days field will display, with several options to indicate your remote work schedule:

- Average Days/Month
  - use this option when your agency requires you to report the number of days per month you work remote, or if the reporting requirement is flexible but the days of the week you work remotely are not consistent
- Average Days/Week
  - use this option when your agency requires you to report the number of days per week you work remote, or if the reporting requirement is flexible but the days of the week you work remotely are not consistent
- Specific Days/Week
  - selecting this option will allow you to indicate which specific days you work remote during a week. If your remote work schedule varies for week 1 vs. week 2 of a biweekly pay period, you can indicate you work a different schedule on week 2 of the pay period and then select unique remote days for each week separately

Click the **Next** button.

The screenshot shows the 'Remote Worker Request' form. At the top right, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is circled in red. The form contains the following fields and options:

- Start Date: 04/01/2025
- End Date: 03/31/2026
- \*Remote Worker Type: Hybrid (dropdown)
- Remote Work Reason: Position eligible for Remote Work (dropdown)
- Remote Location: Home (dropdown)
- Address: (text field)
- Remote Days: Specific Days Per Week (dropdown)
- I work a different schedule on week 2 of payroll: Yes (checkbox)
- Week 1: Mon, Tue, Wed, Thur, Fri, Sat, Sun (radio buttons)
- Week 2: Mon, Tue, Wed, Thur, Fri, Sat, Sun (radio buttons)



## Add Attachments

Your agency may require you to upload agency specific attachments. If your agency requires you to upload any additional documents, click the **Add Attachment** button.

**Remote Worker Request**

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<p><b>Guidelines</b> ● Visited</p> <p>★ <b>Acknowledgement</b> ● Complete</p>	<p><b>Attachments</b></p> <p>Add Document</p> <p style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Add Attachment</p>
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Click My Device, navigate to locate the needed file, and click the Upload button. Once the document has been loaded, click **Done**.

**File Attachment**

Choose From

My Device

Upload
Clear

Sample Doc.docx  
File Size: 13KB

**File Attachment** Done

Choose From

My Device

Sample Doc.docx  
File Size: 13KB

Upload Complete

Enter a *Description* of your document and click the **Next** button.

**Remote Worker Request**

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< Previous
Next >

<p><b>Guidelines</b> ● Visited</p> <p>★ <b>Acknowledgement</b> ● Complete</p> <p><b>Request Details</b> ● Complete</p> <p><b>Attachments</b> ● Visited</p> <p><b>Questionnaire</b> ○ Not Started</p> <p><b>Review and Submit</b> ○ Not Started</p>	<p><b>Attachments</b></p> <p>Add Document</p> <p style="display: flex; justify-content: space-between;"> <span>Add Attachment</span> <span>Add Note</span> </p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 25%;">Document Name</th> <th style="width: 30%;">Description</th> <th style="width: 15%;">Attached By</th> <th style="width: 15%;">Attached</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td>Sample_Doc.docx</td> <td style="border: 2px solid red; border-radius: 50%; padding: 2px;">Sample Attachment</td> <td></td> <td>03/06/25 10:50:51 PM</td> <td>Active</td> </tr> </tbody> </table>	Document Name	Description	Attached By	Attached	Status	Sample_Doc.docx	Sample Attachment		03/06/25 10:50:51 PM	Active
Document Name	Description	Attached By	Attached	Status							
Sample_Doc.docx	Sample Attachment		03/06/25 10:50:51 PM	Active							



## Complete Questionnaire

This section requires you to either enter today's date or select the date using the calendar icon to confirm that you understand the requirements for changing a current remote work agreement. Then click the **Save Answers** button and click **Next**.

**Remote Worker Request**

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< Previous   Next >

**Save Answers**

**Guidelines**  
● Visited

\* Acknowledgement  
● Complete

**Request Details**  
● Complete

**Attachments**  
● Complete

**Questionnaire**  
● Visited

**Review and Submit**  
○ Not Started

**Questionnaire**

\*1. I understand changes in my remote work arrangement, which are recurring and greater than 30 calendar days in duration, require a new remote work agreement to be submitted for approval in the STAR remote work module. Enter today's date to acknowledge.

03/06/2025

## Review and Submit

Clicking the **Submit** button sends your request to your supervisor for approval.

**Remote Worker Request**

IS BUSINESS AUTO SPEC

< Previous   **Submit**

**Guidelines**  
● Visited

**Request Details**  
● Complete

**Review and Submit**

Hire Date

Position

Business Unit Administration

Department Bur Human Resources Info Sys

## About Using Remote Worker

- You can make changes to your draft remote work agreement until you click the **Review and Submit** button.
- Once your request is submitted, it cannot be changed. If you wish to adjust your remote work arrangements after submission, notify your supervisor. They will rescind your agreement and contact the HR Remote Work Coordinator to change the end date, so you can enter a new agreement for the current period.
- You cannot request another remote work agreement while a previous request is pending approval.
- You cannot request remote work agreements with overlapping start and end dates. If you have made a mistake on your agreement and supervisors have already approved it, contact your supervisor.