



# State of Wisconsin

## Department of Administration

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# Remote Worker

## Job Aid for Managers

### **Purpose**

Job aid for managers reviewing and approving remote work agreements

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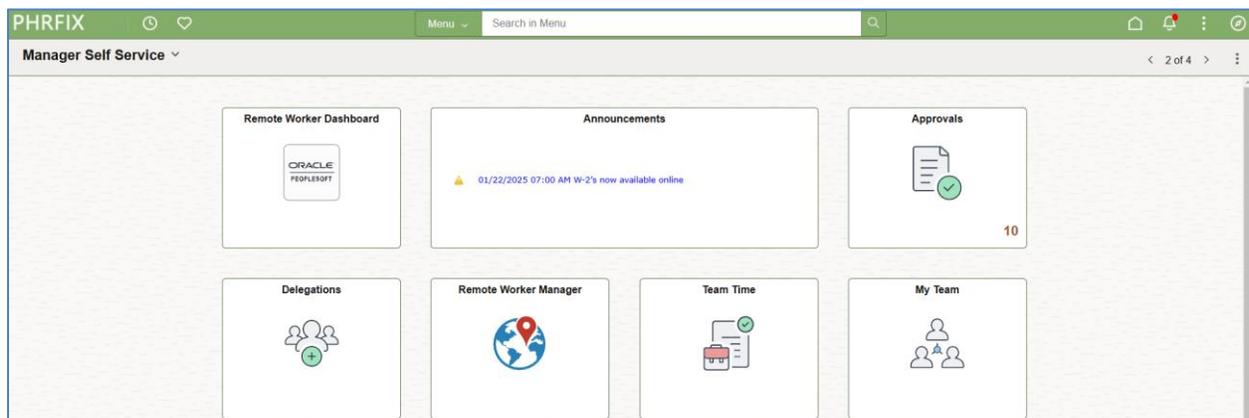
## Overview

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 Manager

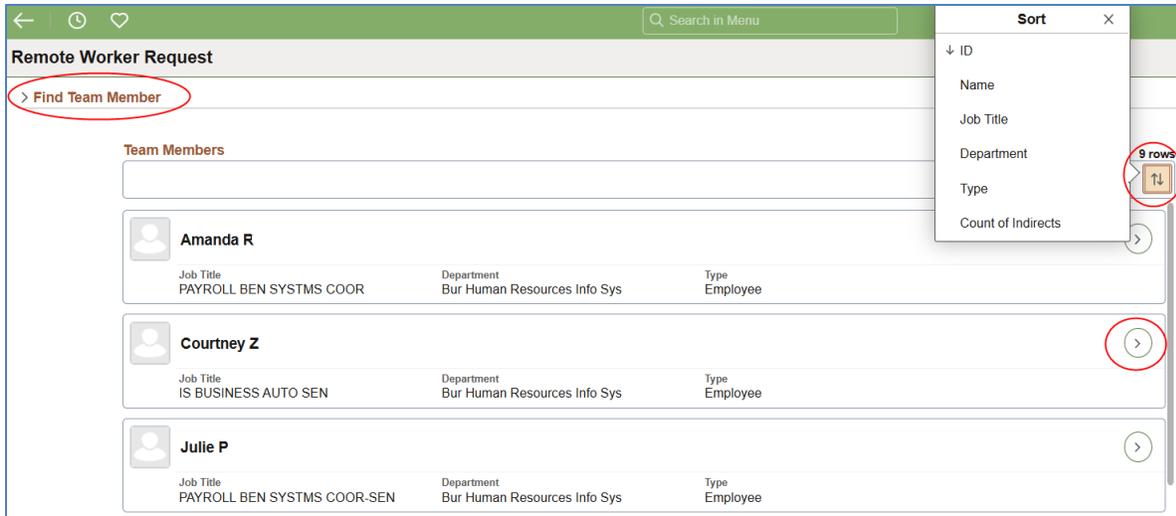
To view your employees' remote work agreements, log into [Employee Self Service \(ESS\)](#), select Manager Self Service from the dropdown in the upper left corner, and click the Remote Worker Manager tile on your home page.



## Remote Worker Request

Clicking the Remote Worker Manager tile takes you into a list of your team members. The default view displays employees in descending order by Employee ID. To sort on a different field, click the up/down arrows icon in the upper right corner of the employee list. If you have a larger group of direct reports, you can click "Find Team Member" in the upper left corner of the employee list to enable a search box that allows you to search on an employee's name, title, or email address.

Click the arrow to the right of the person's name to view the details of their Remote Worker Request.



### Viewing Request Details

On the Request Details page supervisors can view the status and details of an individuals' 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 you have an exceptional scenario, please consult with your remote work coordinator on whether it is appropriate to enter an agreement for someone.*

### Rescinding an Agreement

Rescind Column: Once the 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		

Rescinding an agreement requires you to enter the date and reason. Reasons a supervisor may wish to rescind an agreement include:

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

Click the Rescind Request button. After you've rescinded the agreement, the button will disappear and the status will update to "Rescinded." After rescinding, contact your HR Remote Work Coordinator to adjust the end date of the agreement.

### Rescind Remote Worker Request

\*Rescind Date

\*Rescind Reason

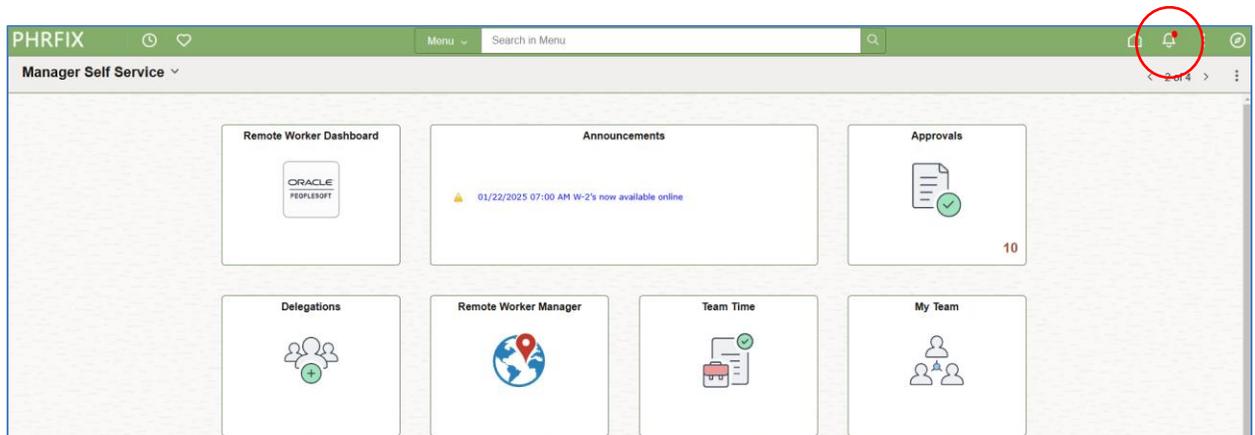
## Approval Alerts and How to Approve

Supervisors receive three types of alerts when they have a remote work agreement pending review for approval.

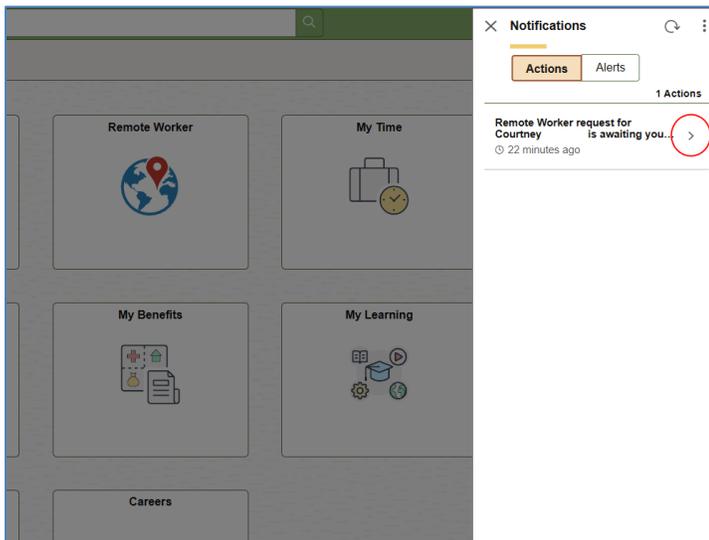
### 1. Notification

To approve, deny, or pushback your employees' remote work agreements, log into [Employee Self Service \(ESS\)](#), and click the bell icon.

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.

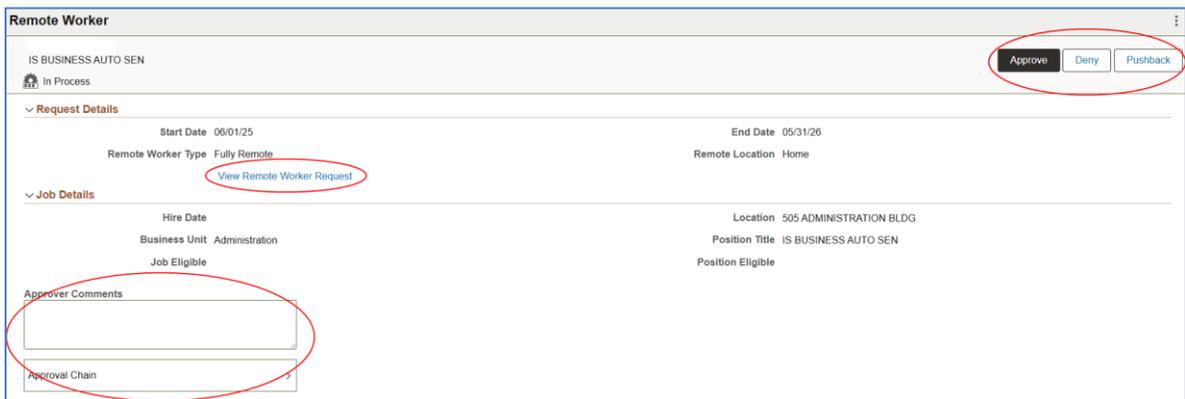


The remote worker request displays, with buttons in the upper right to Approve, Deny, or Pushback. You can:

- 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 the employee to make changes

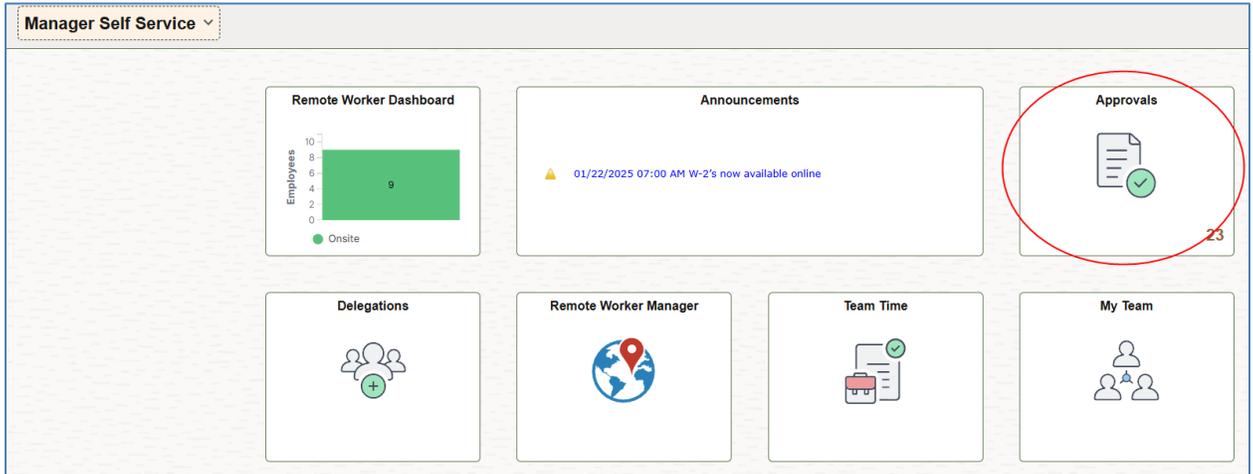
Notes about the Job Details in the request:

- 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 will receive an auto-generated email alert from STAR that the request is submitted for your 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 required supervisor(s) have approved the remote work agreement, the Status will change from “In Process” to “Approved.”

If your agency requires only 1 level of approval, once you have approved the remote work agreement, it is complete.

If your agency requires a 2<sup>nd</sup> level approval after your approval, and the 2<sup>nd</sup> level supervisor position is vacant, your HR Remote Work Coordinator will review, consult appropriate agency leadership as needed and make final approval determination for the request.