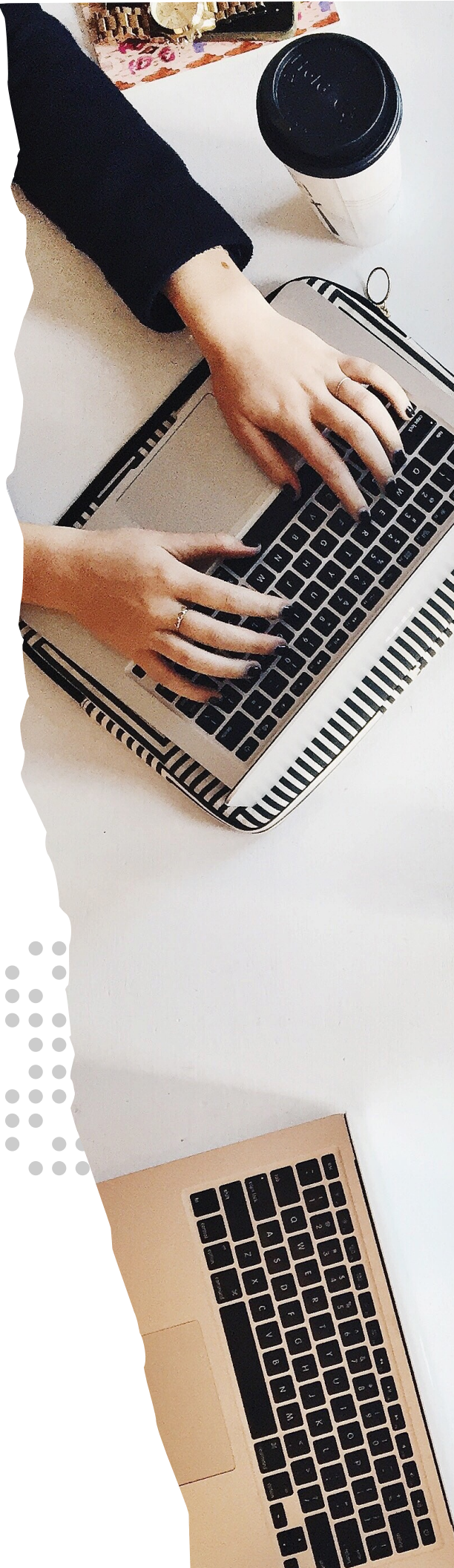
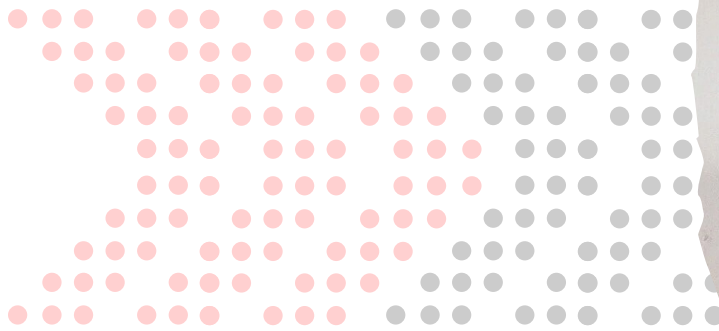


# HOW TO REQUEST AN ALTERNATIVE WORK ARRANGEMENT

## Step-by-Step User Guide for All Levels



## Step 1: AccessUH

- Log on to AccessUH with your login CougarNet credentials.



CougarNet Login MyUH Login

CougarNet Username

Don't know your CougarNet ID?

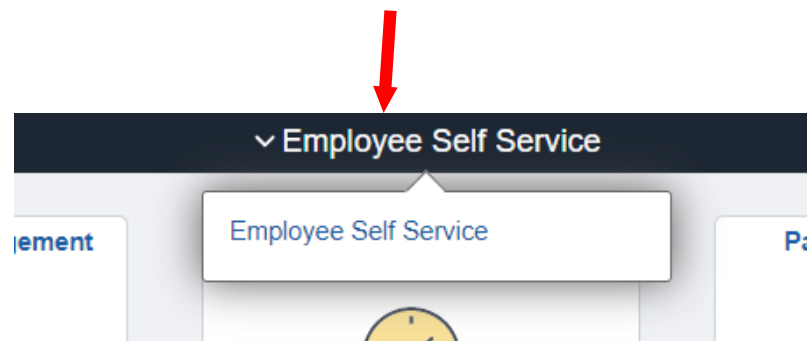
CougarNet Password

Change/Reset your CougarNet Password.

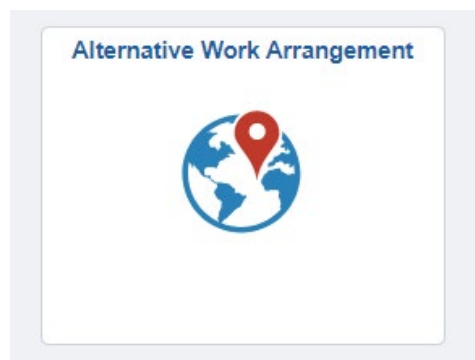
Login using your CougarNet

## Step 2: PASS

- Click the PASS icon.  
Make sure the tab above says **Employee Self Service**.



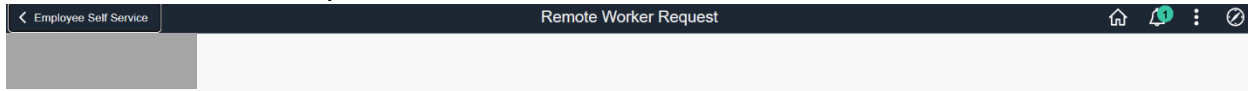
- Click the Alternative Work Arrangement icon.



## Step 3: Remote Worker Request

This step only takes place if you are entering a request for the first time.

- Click Add Request.



### Request Details

No requests created

Add Request

## Step 4: Add Request

- Enter the **start date (1)** that you're requesting to start working remotely. The **End date** is optional. You only need to enter an end date if required by Management.

- In the **Remote Worker Type (2)**, per management, you can choose either:
  - **Hybrid OR Fully Remote**
  - Note:** Hybrid means some work on-campus and some off campus. Fully Remote means 100% off-campus.
  - **Click Next (3).**

## Step 5: Guidelines

- Please read and review the Guideline page in its entirety. **Click Next.**

**Guidelines**  
● Visited

**Guidelines**

Our Alternative Work Arrangements policy outlines the University's expectations for the employee, manager, and responsible Vice President for those employees who are seeking an alternative work arrangement. This policy is to ensure that the employee and the manager understand the guidelines, conditions, and requirements of an alternative work arrangement.

This policy applies to staff employees who have been approved to participate in an alternative work arrangement on a regular basis. This policy does not apply to requests for an occasional alternative work arrangement or for Alternate Work Location that is in more than one location.

The Alternative Work Arrangements policy does not change the conditions of employment or required compliance with University policies and procedures. In addition, the alternative work arrangement does not alter an employee's at-will status.

An alternate work arrangement can include working **fully remote** (100% off-campus) and only randomly going into the office location or **hybrid** (some work on-campus and some off-campus) and requires an Alternative Work Arrangement Form to be reviewed and approved. **You must attach the approved Alternative Work Arrangement Justification Form to this online request.**

**Who is Eligible?**

Due to the nature of some positions, not all employees will be eligible to participate in an alternative work arrangement. Thus, the employee must work with their supervisor or manager to determine if their job functions can be performed from an alternative work location.

Some factors to be considered in an alternative work arrangement:

- Employee suitability
- Job Responsibility
- Regular face-to-face contact
- Routine access to information or materials that are available only on-campus
- Equipment and technology needs, workspace design and scheduling

## Step 6: Acknowledgement

- **Please read** the Alternative Work Arrangements Policy carefully before submitting your request.
- In order to complete this step, you **MUST** scroll to the bottom of the Acknowledgement page and **select I Agree (1).**

XII. APPROVAL

*/Raymond Bartlett/*

Senior Vice President for Administration and Finance

*/Renu Khator/*

President

Date of President's Approval: February 22, 2021

XIII. REFERENCES

Texas Government Code, § 658.010 and § 659.018

I Agree (1)

## Step 7: Request Details

- In the **Remote Worker Type** dropbox, you have already chosen an option. You can also **edit** that option **here. (1)**
- In the **Remote Work Reason** dropbox **(2)**, the options available are:
  - Improved Productivity
  - Increased Focus
  - Work Life Balance
  - Other

### Details

(1) → \*Remote Worker Type Hybrid

(2) → Remote Work Reason Work Life Balance

Remote Location

Remote Days

- In the **Remote Location** dropbox, you are able to choose **Home, Other,** or **Workplace (3)**. If you choose **Home**, your address will populate under **Remote Location (4)**.

Remote Location Home

(3) → Address

(4) → Remote Location Home

Address

Remote Days

- If you choose **Other**, it will prompt you to **Add an Address (5)** to where you will be working remote.

\*Remote Worker Type Hybrid ▾

Remote Work Reason Work Life Balance ▾

Remote Location Other ▾

(5) → **Add Address** →

Remote Days ▾

Cancel **Address** Done

\*Country United States 🔍

Address 1

Address 2

Address 3

City

State  🔍

Postal

County

- If you choose **Workplace**, the **Location Name** dropbox (6) will appear below. You will only be able to choose the locations that populate in that dropbox using the **magnifying glass (7)**.

\*Remote Worker Type Hybrid ▾

Remote Work Reason Work Life Balance ▾

(6) → Remote Location Workplace ▾

Location Name  🔍

Address

Remote Days ▾

(7) →

Cancel **Lookup**

Search for: Location Name

Search Criteria

Search Results

Only the first 300 results can be displayed. 300 rows

Location Code	Description
4028	Cooperative Education
5050	Cr for Info Tech in Education
C0000	UH - Clear Lake
C0001	Otey - TDC
C0002	Cuero - TDC
C0003	Houston HSID
C0004	Houston JSC
C0005	Pasadena
C0006	Deer Park
C0007	Goose Creek

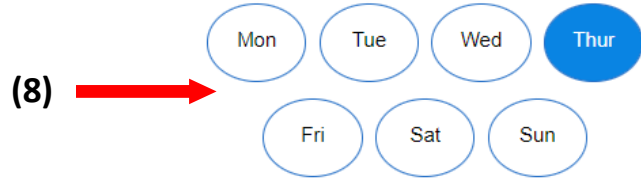
- If you have chosen **Hybrid** as your **Remote Worker Type**, you will need to select **Specific Days Per Week** in the **Remote Days** dropbox.

Remote Days ▾

Specific Days Per Week

- You are now able to choose the day you are requesting to work remote. You are able to choose multiple days if applicable **(8)**.

### Select Days



- Click Next **(9)**. (Upper right hand corner)

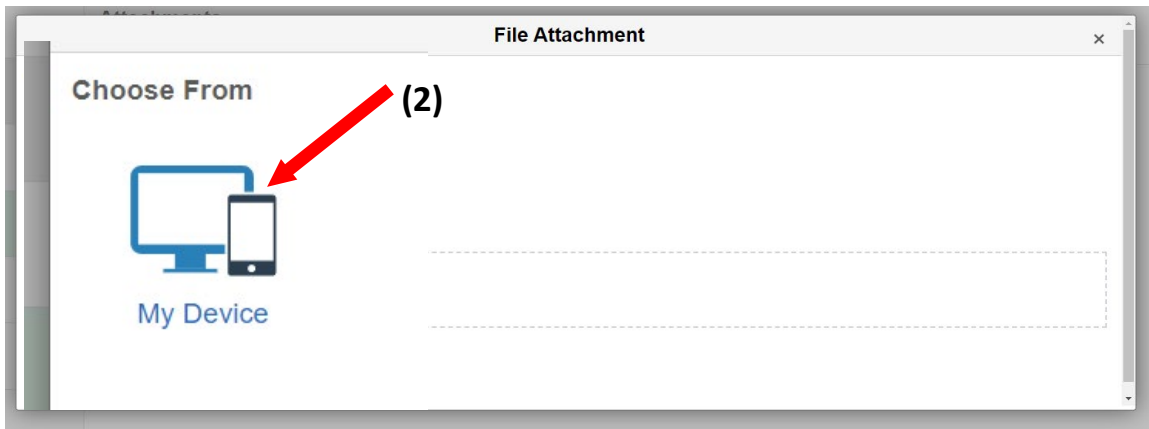
A screenshot of the 'Request Details' form. At the top right, there are two navigation buttons: '< Previous' and 'Next >'. A red arrow labeled '(9)' points to the 'Next >' button. Below the navigation buttons, the form contains several fields: 'Start Date' (05/01/2022), 'End Date', 'Details' section with dropdowns for '\*Remote Worker Type' (Hybrid), 'Remote Work Reason' (Commute), and '\*Remote Location' (Home), an 'Address' field (1321 Park Trail Way, Houston, TX 77019-2994, Harris), and a 'Remote Days' dropdown (Specific Days Per Week). At the bottom, there is a 'Select Days' section with a grid of days (Mon, Tue, Wed, Thur, Fri, Sat, Sun) where 'Thur' is highlighted in blue.

## Step 8: Attachments

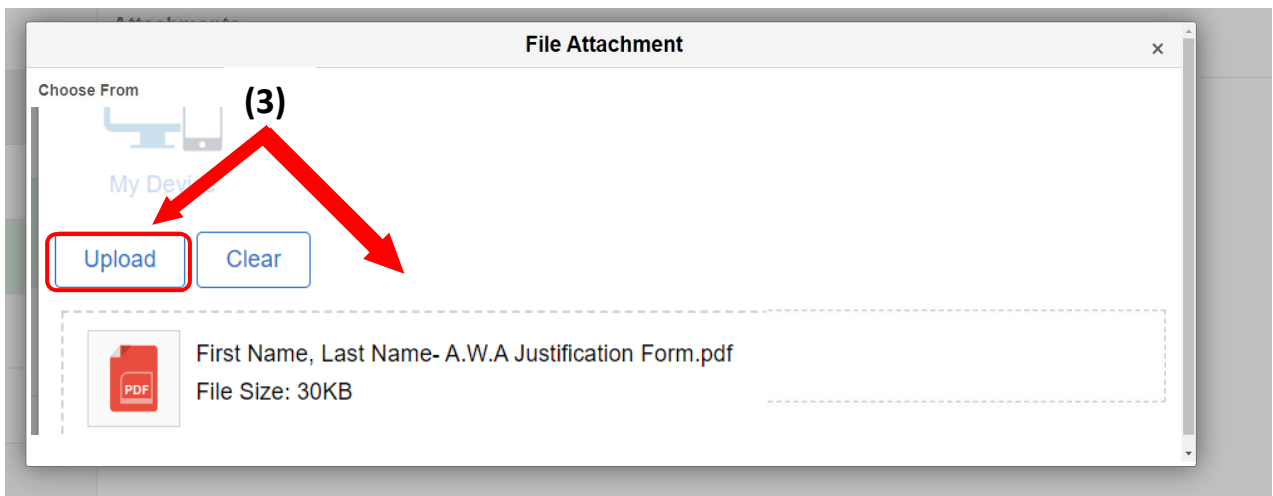
- You will need to add your Alternative Work Arrangement Justification Form as an attachment by **clicking** Add Attachment. **(1)**

A screenshot of the 'Attachments' section. At the top right, there are two navigation buttons: '< Previous' and 'Next >'. Below them, the section is titled 'Attachments' and 'Add Document'. A message states 'No Document has been attached.' Below this message, there are two buttons: 'Add Attachment' and 'Add Note'. A red arrow labeled '(1)' points to the 'Add Attachment' button. At the bottom, there are two larger buttons: 'Add Attachment' and 'Add Note'.

- **Click My Device (2).**



- Once you've chosen your A.W.A Justification Form from your saved files, **click upload to complete attaching your document (3).**



- Once uploaded, the status of your document will say **Upload Complete.**





- Your document is now attached. Typing a description or adding a note to your attachment is optional. **Click Next.**

**Attachments**

Add Document

Add Attachment Add Note

Document Name	Description	Attached By	Attached	Status
First_Name_Last_Name_A.W.A_Justification_Form.pdf			03/21/22 10:25:24 AM	Active

## Step 9: Workplace Support

- You must answer all three questions. For question 2, if the answer is the same as what you entered on your A.W.A. Justification Form, you can simply **type** See Attachment **(1)**. **If you do not answer all three questions, your Alternative Work Arrangement request can be denied.** You must **save your answers (2)** before advancing to the next page.
- **Click Next (3).**

**Workplace Support**

< Previous Next >

(3)

(2) Save Answers

\*1. I acknowledge that I have completed the Alternative Work Policy Arrangements Training in TAP.

Yes ▾

\*2. How will you continue to complete all assigned tasks and job responsibilities while engaging in an Alternate Work Arrangement?

See Attachment ← (1)

\*3. I understand that I will need access to a computer and telephone for use for University business. This location must also have access to electrical outlets, a cellular network or landline phone access, and internet connectivity. The location must be free from non-work related events and activities that would disrupt or interfere with work.

Yes ▾

## Step 10: Review and Submit


- You can review your request details here. If you need to edit the details, you can do so by **clicking** the tab you need to edit in the tab list to the left **(1)**.
- Once you are done reviewing your details, **click** Submit to send to your supervisor **(2)**.

The screenshot shows a web interface for reviewing and submitting a request. On the left is a vertical navigation menu with tabs: Guidelines (Visited), Acknowledgement (Complete), Request Details (Complete), Attachments (Complete), Workplace Support (Complete), and Review and Submit (Visited). The main content area is titled 'Review and Submit' and shows 'Start Date 05/01/2022' and 'End Date'. Below this is a 'Details' section with the following information: Remote Worker Type: Hybrid; Remote Work Reason: Work Life Balance; Remote Location: Home; Address: 1321 Park Trail Way, Houston, TX 77019-2994, Harris; Remote Days: Specific Days Per Week. A calendar below the details shows 'Thur' selected. At the top right, there are two buttons: '< Previous' and 'Submit'. A red box highlights the 'Submit' button, with a red arrow pointing to it and the number '(2)'. A red arrow points from the 'Review and Submit' tab in the left menu to the main content area, labeled '(1)'. A red-bordered box on the right contains the text: 'After submitting, you will no longer be able to make changes to your request.'

# Your request has been submitted.

- Once you submit your request, it will go directly to your Supervisor/Manager for approval. It is now in the **Pending** stage.
- Your request is complete.

**Remote Worker Confirmation**

 **Request has been submitted successfully**

## Remote Worker Approval

<b>Remote Worker Approval</b>	<b>Pending</b>
<b>Remote Worker Approval</b>	
Manager Name	
Uses Reports To Position	<a href="#">&gt;</a>

[Go to Remote Worker Requests](#)