Create Request: Temporary Remote Work Arrangement

CREATING A TEMPORARY REMOTE WORK ARRANGEMENT REQUEST

The process for creating a temporary remote work arrangement request can be completed by taking action from the “Announcements” section or from the “Requests” worklet in the ‘Applications’ section on the Workday homepage. The following job aid lists the processes for both employees and their managers. The nature of these agreements are to provide short-term, temporary remote work arrangements during the period of time necessary to respond to COVID-19. All arrangements will end immediately upon the conclusion of the response period.

*Important note: This process must be initiated by the employee who will be working remotely.*

If additional access is needed to work remotely, please refer to the ITS web site under the “Working Remotely” header.

There are two ways to access "Create Request" in Workday.

**Option 1: From the Homepage Announcement**

1- Click “Create Request” in the announcement section on your Workday homepage.

2- Click **Prompt** in the ‘Request Type’ field. Click ‘All,’ then Select the “COVID-19 Temporary Remote Work Request” option.

3- Review the **Terms and Conditions for Temporary Remote Work** and complete all required fields.
Special notes:
For question 2: If “No” is selected, please provide additional information in the box provided.

For question 3: If “Yes” is selected, please provide additional information in the box provided.

4- Click “Submit” when finished to route to your manager and/or Dean.
Option 2: From the Applications Section on Workday Homepage

1- Click the “Requests” worklet in the ‘Applications’ section on the Workday homepage.

2- Click “Create Request” in the ‘Actions’ section.

3- Follow steps 2-4 (listed above.)

Temporary Remote Work Request Approval Process for Managers

1- Click the “Request Process” task in your Workday inbox.

2- Review submitted information to ensure the request includes all agreed upon temporary remote work arrangement details.
   a. Click ‘Send Back’ to return the task to the employee if more information is required.
   b. Click ‘Approve’ to route to IT for final processing.
   c. ‘Deny’ will cancel the business process and will require that the employee restart the process. Please use ‘Send Back’ if more information is required.
      i. Managers are encouraged to be as flexible as possible, where appropriate.

Reviewing Temporary Remote Work Request Decisions

1- Click the notification icon from your Workday homepage.
2- Select the "Request Process: COVID-19 Temporary Remote Work" to view the request decision.

Note: this notification will also be sent via email to the employee’s RISD email address.

If the request requires IT support, ITS will be in contact.