

How to complete a Telework Agreement

Step 1: Navigate to MyUWPortal and click on the Personal Information tile.

Step 2: Once you launch the application, on this Personal Information page, click on “Update My Personal Information.” You will be directed to the “Personal Details” page.

Step 3: On the “Personal Details Page,” on the left-hand side of the page, you will see an option for “Telecommuting Agreement” toward the bottom of the page. Click on the link.

Step 4: On the “Telework Page” on the left-hand side of the page, you will see an option for “New Telework eForm.” Click on the link to complete the form.

A few notes:

You will be required to upload home owners or renters insurance information, as required by the policy. Below is a link to the policy for your information.

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/telecommuting/#form>