How to Submit a Remote Work Request in Workday

- During the public health emergency, Montclair State employees may request to establish remote working arrangements in order to work remotely. The decision to establish a remote working arrangement will be made by the supervisor in consultation with the employee, and with the ultimate approval of their Dean or Vice President. All recommendations and approvals of remote working arrangements will be based on the needs of the University and the unit. Not all job roles can be performed remotely and thus may not be eligible.
- The employee and supervisor must document: the job responsibilities and duties to be performed, the reporting relationship and frequency of reporting, and the beginning and end dates. Remote working arrangement requests must be initiated by the employee and approved by their supervisor and Dean/Vice President. All approved remote working arrangements will be forwarded to Vice President for Human Resources, and, in the case of academic affairs employees, to the Provost. A remote working arrangement may be established for up to three weeks and may be extended or modified by submitting another remote working arrangement request using Workday for approval. All remote working arrangements are subject to amendment or termination at any time.

Step 1: Type “Create Request” in the search bar and select the “Create Request- Task”

Step 2: Select “All”, followed by “Temporary Remote Work/Telecommuting Agreement Request” and click “OK”

Step 3: A questionnaire will prompt requiring: your name, your supervisor’s name, time frame of request, the days & hours requested to work remotely, job duties/responsibilities, objectives, frequency of reporting, and any additional comments (examples below)
Step 4: Once the questionnaire is completed, click “Submit”

Approval Workflow:
Employee Submits → Supervisor Reviews and Approves/Denies → Vice President or Dean Approves/Denies → HR Reviews for Completion

How to View the Status of Your Request:
Type “My Requests” and select the “My Request - Report”. Then, view the “Status” section on the grid.

How to Cancel Your Request:
With your mouse, hover over the “Request” until 3 dots appear. Click “Request” and “Cancel”. Then, enter a comment and click “Submit”.

List the job responsibilities/duties the employee will perform during the remote working period. (Required)

List of the Objectives the employees will achieve during the remote working period. (Required)

Employee will report to the Supervisor/Alternate Supervisor by email or voice call a minimum of _________ (For example, twice a day). (Required)

Email at the beginning and end of each day. Voice calls will be made on an as needed basis.