REMOTE WORK LOCATION AGREEMENTS REPORT

With the ever changing and diverse workforce, the University of Florida recognizes both the value of telecommuting in fostering a flexible work environment and the necessity in hiring employees to work at an alternate location in order to further the goals of the institution and UF departments. The report is designed to serve as a resource to identify employees working remotely.

NAVIGATION

1. Login to myUFL
2. Click the NavBar > Main Menu > Enterprise Analytics > Access Enterprise Analytics
3. Under Team content, select the Human Resources Information folder
4. Next, select the Workforce Information folder
5. Locate the Remote Work Location Agreements report
   - Reports are listed in alphabetical order

After clicking on the report,

6. Type in the department number and click Magnifying Glass
7. Select the department(s)
   - You may select Optional Prompts
     - Approval Status
     - Start and End Date Range
8. Then click Finish

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
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