

## 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  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

#### Policies and Directives

Classification & Compensation  
352-273-2842  
[compensation@ufl.edu](mailto:compensation@ufl.edu)

UF [Icons] Remote Work Location Agreements [Dropdown] [Icon]

1/2 Alerts [Icons] What's New To read about what's new in Reporting, click More Info.

### Required Prompts

Department :

6201 [Search Icon]

Select all

- 62011100 - HR-COMMUNICATIONS
- 62010301 - HR-TALENT ACQSTN &...
- 62010700 - HR-TRAINING-DEVELOP...
- 62010000 - HR-HR ADMINISTRATI...
- 62010200 - HR-BENEFITS
- 62010100 - HR-VICE PRESIDENTS
- 62010600 - HR-EMPLOYEE RELAT...

Starts with any of these keywords [Dropdown]

Case Insensitive

Select all Deselect all

\*Choices:

- 62010700 - HR-TRAINING-DEVELOP...

**CANCEL** **FINISH**

### Remote Work Location Agreements

Description:

Inquiries: Please contact reporting-services@uf.edu with any questions or comments.

Last Modified: 4/28/21