

Telecommuting Checklist for Employees

Please follow the list below to prepare to work remotely. **Note:** Clicking some of the links below may require you to re-open this file.

As You Start Your Day:

- Check in with your manager
- Cancel or reschedule any on-campus meetings through March 28, 2020, to a digital platform (see [Social Distancing Tools](#))
- Archive or delete any unnecessary emails
- Visit <https://www.utsouthwestern.edu/covid-19/work-remotely/>
 - Complete "Prepare to Work Remote: Step 1 – Move Your Critical Files to [OneDrive](#) While On Campus"
 - If you have Web browser favorites, follow Step 1 to export your favorites and upload them to OneDrive
 - Complete "Prepare to Work Remote: Step 2 – Set Up Two-Factor Authentication on Your Phone or Tablet" (This is necessary to access [Email](#), Campus Systems, Clinical Systems and [Office365](#) resources like Teams & Skype.)
- Prepare Your UTSW Laptop
 - Ensure that you have installed any tools that you will use to communicate remotely ([Teams](#), [Skype](#), etc.)
 - If you do not have a personal laptop, contact your manager.

Before Starting the Remote Work Assignment:

- Ensure that both your personal and emergency contact information is up to date at:
 - [PeopleSoft](#) > Employee Self Service > Personal Details > Contact Details
 - [PeopleSoft](#) > Employee Self Service > Personal Details > Emergency Contacts
- Meet with your manager to discuss the following:
 - Necessary equipment and resources (e.g., computer, paper, pens, etc.) you need to perform your work
 - Getting an updated contact list
 - Expectations regarding:
 - Phones
 - Voicemail
 - Email
 - Specifics of what hours you are expected to work
 - How and when you will be required to submit hours worked (daily/weekly)
 - Prioritization of the specific work you will be expected to perform
 - Guidelines around daily needs/productivity
 - Who/When you should contact for vacation days
 - Who/When you should contact for sick days
 - Ongoing Communication
 - Check the [COVID-19 Working Remotely webpage](#) **daily** for key updates
 - Establish the method of communication
 - Team meetings
 - 1:1 meetings
 - Other required meetings
 - General updates
 - How frequently will you and your manager talk?
 - How will you communicate with your manager for urgent issues?
 - Continue to ensure timely response to team members and customers during your remote work
 - Consider limiting distractions while interacting with team members and customers by phone

At the End of the Day:

- [Forward your office phone to your personal cell phone](#)
- Take what you need from your workspace to complete your remote work (**except** computers, phones, monitors, printers).
If needed, you may take your:
 - Keyboard
 - Mouse
 - Headset (if applicable)
 - Power cord
- Do not shut your work computer down, if you plan to connect to it remotely.
- Clock out with your manager