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