

Telecommuting Checklist for Managers

While employees are working remote, it is important to **communicate regularly** to ensure your employees still feel connected and to **set clear expectations** with your employees about what work needs to be performed and when it needs to be performed. The following checklist provides information to effectively transition your employees to remote work. **Note:** Clicking some of the links below may require you to re-open this file.

As You Start Your Day:

- Identify the asset custodian in your department
- Cancel or reschedule any on-campus meetings through March 28, 2020, to a digital platform (see [Social Distancing Tools](#))
- Review the Telecommuting Checklist for Employees to know what your employees will expect from you and to be aware of your personal tasks as well such as visiting <https://www.utsouthwestern.edu/covid-19/work-remotely/> and
 - Completing “Prepare to Work Remote: Step 1 – Move Your [Team’s] Critical Files to [OneDrive](#) While On Campus”
- If your employee does not have a personal laptop, work with your asset custodian regarding resources

Before Starting the Remote Work Assignment:

- Ensure that your employees update their personal and emergency contact information at:
 - [PeopleSoft](#) > Employee Self Service > Personal Details > Contact Details
 - [PeopleSoft](#) > Employee Self Service > Personal Details > Emergency Contacts
- Discuss with your employees any home computers or laptops that could be used for remote work or verify that they will have the necessary UTSW equipment and resources available (e.g., computer, paper, pens, etc.)
- Test employees’ equipment immediately to access necessary information
- Make sure your team installs your preferred remote communication tools ([Teams](#), [Skype](#), etc.)
- Test meeting software for collaboration and communication (see [Social Distancing Tools](#))
- Provide your employees with an updated contact list that contains:
 - Your contact information
 - Important/frequently called numbers
- Set expectations regarding:
 - Phones
 - Voicemail
 - Email
 - Timekeeping**
 - Specifics of what hours your employees are expected to work
 - How and when employees will be required to submit hours worked – Per UTSW Instructions
 - Please walk through these policy reminders with your employees:
 - All overtime and/or deviations to the employee’s normal schedule must still be pre-approved
 - If approved for remote work and the employee does not work, the absence should be charged to the employee’s appropriate leave accruals for sick, floating holiday, or vacation.
 - Employees are still expected to comply with established procedures for time and attendance, reporting absences, and using leave. Any exceptions to established procedures will be considered on a case-by-case basis.
 - As appropriate, remind the employee that this does not change the current FMLA or any ADA accommodations that were previously established.
 - Prioritization of the specific work your employees will be expected to perform
 - Guidelines around daily needs/productivity
 - Who/When your employees should contact for requesting vacation days
 - Who/When your employees should contact for reporting sick days
 - Response time from the employee
 - Ongoing Communication**
 - Remind your employees to check the [COVID-19 Working Remotely webpage](#) **daily** and provide key updates if you have employees with limited access to the websites.
 - Establish the method of communication
 - Team meetings | 1:1 meetings | Other required meetings | General updates
 - How frequently will you and your employee talk?
 - How will you communicate with the employee for urgent issues?