

# Working Remotely: Tips for Employee Success

Ohio University encourages departments to offer staff members flexibility in their work location if necessary. For further guidance, the departments are encouraged to refer to [Policy #40.063, Flexible Work Schedule, Flexible Hours, and Flexplace for Administrators and Classified Employees](#) as well as the [UHR Guidelines for flex arrangements](#).

Here are some things to consider if you decide to work from home and utilize the flexplace option:

- Flexplace Agreements should be completed and approved by your direct supervisor on a weekly basis. These will be reviewed each week and may end at any time.
- For state and federal compliance, non-exempt hourly employees shall maintain a work from home log that is submitted to the supervisor. For more information, see the [sample work from home](#) log and [guidelines for flex arrangements](#) on the [Managing Flex website](#).
- Employees should appropriately use Outlook to reflect where they'll be working and what their working hours will be. Simple steps to do this are located on the Guidelines document that should be provided to employees.
- [Microsoft Teams](#) is the system utilized by all staff at Ohio University to engage in collaborative work via technology, such as instant chat and video conferencing for small to large groups. This technology should be [downloaded](#) and used for these purposes should you work from home.
- To access Oracle e-Business Suite, shared drives, and other online university resources, users are required to be connected Ohio University's secured network or connect through Campus VPN. Campus VPN requires [Multi-Factor Authentication \(MFA\)](#).
- Prior to beginning your work from an off-campus location, you will need to download [Campus VPN](#) and ensure that you are able to log in. You must be on campus to complete the initial download. Visit <https://www.ohio.edu/oit/services/internet/vpn> and select the appropriate operating system for installation instructions.
- We recommend that you utilize training courses on the OHIO PDP's Skillport training courses relating to virtual workplaces/remote work teams. Click the course titles below to be taken to these courses or search by title in the course library at <https://ohiopdp.skillport.com>. Click the course titles below to follow the link:
  - a. [Contributing to a Virtual Team](#)
  - b. [Facing virtual Team Challenges](#)
  - c. [MS Teams training](#)

Please contact University Human Resources ([uhr@ohio.edu](mailto:uhr@ohio.edu) | 740-593-1636) with any questions regarding workplace flexibility.