

Working Remotely Checklist for Employees

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

As You Prepare to Work Remotely:

- Confirm with your manager whether teleworking is feasible for your role.
- Move Your critical files to SecureStor: <https://securestor.uth.tmc.edu>
 - Instructions for SecureStor: <https://inside.uth.edu/it-training/Cloudbasedservices.htm>
- 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 and Skype.)
<https://www.uth.edu/it/working-remotely>
- Prepare Your UTHealth Laptop or Personal Computer (IT can be contacted to confirm set-up.)
- Ensure that you have installed any tools that you will use to communicate remotely (Web Ex, Skype, etc.)
- If you do not have a personal laptop, contact your manager.

Before Starting the Remote Work Assignment:

- Cancel or reschedule any non-critical campus meetings to a digital platform (Web Ex, Skype for Business).
- Visit <https://www.uth.edu/it/working-remotely>
- Ensure that both your personal and emergency contact information is up to date at:
 - [Employee Self Service](#) > My Personal Information > Phone Numbers
 - [Employee Self Service](#) > My Personal Information > 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 department contact list
 - Expectations regarding: Phones/Voicemail/Email
 - Specifics of what hours you are expected to work and when you will be taking breaks
 - 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 and sick days
 - Ongoing Communication
- 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