FAQs for Employees: Remote Work Location

When should I update my remote work location in Workday?
Our expectation is that staff members working remotely will do so from their primary residence in the Chicago area. Due to tax, benefits, and compliance requirements for both the University and employees, staff who wish to work for more than 14 days from a location other than their primary residence must receive approval from their Dean or Officer (or one of their designates) to change their work location for a defined period of time, not to exceed 90 days. They must also indicate in Workday their “Work from Home Address.”

Why is it important for me to update my remote work location?
It is important to indicate your remote work location so the university can accurately determine your tax liability.

How do I update my remote work address?
The Quick Reference Guide on the Workday@uchicago website provides a detailed step through: Work from Home Address.

How many days should I enter if I work remotely full time?
Enter your full-time equivalent of days. For example, if I work a standard 40-hour work week, I would enter 5. If I work a 24-hour week, I would enter 3.

Do I need to enter a remote work location if I am in the office part time?
Currently, it is not necessary to enter a remote work indicator if you are part time in the office and part time working remotely.

If I will be working off-site; but not at my home, what are the rules?
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When should I remove my remote work indicator?
Update your address when you return to working on-site.

Should I designate all or multiple home addresses as my remote work address?
It is best practice to only indicate your primary remote work address. Your remote work indicator should be used for ongoing plans to work remotely, this indicator is not to support one off remote work (i.e. to work around doctor appointments).