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The following instructions will assist in requesting a remote/hybrid work location and/or updating your UK-designated work address.

To access the remote/hybrid request and work location update form, navigate to [https://my.uky.edu](https://my.uky.edu).

**Employee Self-Service > Personal Information > Remote/Hybrid Request and Work Location Update Form**

- After clicking the *Remote/Hybrid Request and Work Location Update Form* link, the following options are provided if your position is eligible for requesting remote or hybrid work. *Note: if you are in an ineligible position, you may still update your UK-designated work address using the form provided.*

  Please describe your request. (remote work requests will be reviewed by supervisors and leadership)

  - [ ] Full Time At UK Facilities - address updates only.
  - [ ] Hybrid Schedule - such as 3 days on campus, 2 days remote.
  - [ ] Hybrid Schedule - such as 2 weeks fully on campus, 2 weeks fully remote.
  - [ ] Full Time Remote

  Submit

- Choose the option that matches your request.
Remote/Hybrid Request and Location Update Form
Instructions (for requestors)

Day-by-Day Hybrid Request
If requesting a day-by-day hybrid schedule (for example, remote 2 days per week and on site 3 days per week), select the days you are requesting to be on site versus remote.

Address Information
➢ Fill in address information for your first address and select whether it is your scheduled on site or remote address. Note: you are not required to enter your on-site address.

Additional Addresses
➢ If you have more than one remote/hybrid address you will be working from, select the Yes, I have a second address or Yes, I have three (3) or more addresses and fill in requested information. Note: you may enter up to two addresses in the form. Payroll Services will follow-up with you for additional information beyond the second address.
Remote/Hybrid Request and Location Update Form
Instructions (for requestors)

- Fill out your requested start date to work from this address.

**Percentage Information**
Fill out the percentage of time projected to be spent at each address. Ensure the percentage of time at all addresses totals 100%. **If you are requesting a hybrid schedule, your “% Time at First Address” should be less than 100%**. **Note:** your percent of time at on-site addresses (either entered on the form or not), should be included in the “% Time at All Other Addresses (including on-site addresses)” section.

<table>
<thead>
<tr>
<th>% Time at First Address *</th>
<th>0</th>
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<tr>
<td>% Time at First Address (should be less than 100 if requesting a hybrid work arrangement)</td>
<td></td>
</tr>
<tr>
<td>% Time at All Other Addresses (including on-site addresses)</td>
<td>0</td>
</tr>
<tr>
<td>Total time at all locations *</td>
<td></td>
</tr>
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- Review the terms of your request.
- Check box to attest you agree to the terms of your request.
- Click Submit.
Remote/Hybrid Request and Location Update Form

Instructions (for requestors)

Week-by-Week Hybrid Request
If requesting a week-by-week hybrid schedule (for example, fully remote 2 weeks and fully on campus 2 weeks out of each month), include the address(es) for your remote location (you may, but are not required to enter your on-site address).

➢ If you have more than one remote/hybrid address you will be working from, select the Yes, I have a second address or Yes, I have three (3) or more addresses and fill in the requested information. Note: you may enter up to two addresses in the form. Payroll Services will follow-up with you for additional information beyond the second address. See Address Information

➢ If you have additional addresses, provide those addresses, and choose whether the address is on site or remote. See Additional Addresses

➢ Fill in your requested start date to work from this address.

➢ Fill in the percentage of time projected to be spent at each address. Ensure the percentage of time at all addresses totals 100%. If you are requesting a hybrid schedule, your “% Time at First Address” should be less than 100%. Note: your percent of time at on-site addresses (either entered on the form or not), should be included in the “% Time at All Other Addresses (including on-site addresses)” section. See Percentage Information

➢ Review the terms of your request.

➢ Check box to attest you agree to the terms of your request.

➢ Click Submit.

Full-Time Remote Request
If requesting a full-time remote schedule, input the address(es) for your remote location.

➢ If you have more than one remote address you will be working from, select the Yes, I have a second address or Yes, I have three (3) or more addresses and fill in the requested information.

➢ If you have additional addresses, provide those addresses, and choose whether the address is on-site or remote. Note: you may enter up to two addresses in the form. Payroll Services will follow-up with you for additional information beyond the second address. See Address Information

➢ Fill in the requested start date to work from this address.

➢ Fill in the percentage of time projected to be spent at each address. Ensure the percentage of time at all addresses totals 100%. See Percentage Information

➢ Review the terms of your request.

➢ Check box to attest you agree to the terms of your request.

➢ Click Submit.