



# Remote/Hybrid Request and Location Update Form Instructions (for requestors)

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## Remote/Hybrid Request and Location Update Form Instructions (for requestors)

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://myuk.uky.edu>.

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



#### Personal Information

Manage your preferred first name, addresses, bank information, information about family members and dependents, and request a Remote Work Agreement.

Bank Information Note for KY Saves 529 Plans:  
Please set up your account through the KY Saves 529 website (via Benefits and Payment section) before electing payroll deductions here.



#### Remote/Hybrid Request and Work Location Update Form

Please use the link above to Request Remote/Hybrid Request and Work Location 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.

## 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.

Please describe your requested normal schedule for a TYPICAL week.

	Scheduled On-Site	Scheduled Remote	Not Scheduled
Sunday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Monday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Thursday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

This would be a typical week and would not include individual meetings, special events, etc. Your supervisor will review and approve/deny this request.

## 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.*

**Address \***

  

**Address (Line 2)**

  

**City \***

  

**State \***  **ZIP \***

**Tell us more about this address:**

This is my scheduled **on-site** address.

This is my scheduled **remote** 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.*

**Do you have another address/work location?**

- Yes, I have a second address
- Yes, I have three (3) or more addresses
- No

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### Please provide your second address:

Payroll Services will follow-up with you for any additional addresses beyond your second address. You'll need to complete additional tax forms found on the [Tax Forms](#) page.

Second Remote Work Address

Address \*

Address (Line 2)

City \*

State \*

ZIP \*

Tell us more about this address:

- This is my scheduled **on-site** address.  
 This is my scheduled **remote** address.

- 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.*

% Time at First Address \*

% Time at First Address (should be less than 100 if requesting a hybrid work arrangement)

% Time at All Other Addresses (including on-site addresses)

Total time at all locations \*

Total time at all locations is required

Total must be 100%.

- Review the terms of your request.
- Check box to attest you agree to the terms of your request.
- Click Submit.

### 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.