



UNIVERSITY OF ILLINOIS SYSTEM

Work Location Matrix for University of Illinois System Office Staff

This matrix is intended to serve as a guide for employees and supervisors. It lists considerations that should be addressed prior to a work arrangement being decided upon. All alternative work arrangements (those beyond 100% in office) must be approved in advance. An employee may fit into more than one category (for example they could be a remote worker and work outside of the state of Illinois). In those instances, review the material in all applicable columns.

	Onsite	Remote	Hybrid	Outside of Illinois (But Within United States)	International
Campus Presence	Employees work at a location that is owned or maintained by the University of Illinois.	Employees work in an approved location that is not owned or maintained by the University of Illinois.	Consistent mix of working remotely and onsite (e.g., remote work one day a week and onsite four days a week); may be from any approved location.	<p>Applies to permanent or temporary work locations outside of Illinois for 60 or more consecutive days where the employee typically would be considered a resident for tax purposes of another state.</p> <p>Employees who work in the United States, but not in Illinois, should review the Working Outside of Illinois policy.</p>	<p>Applies to permanent or temporary work locations outside of the United States for 60 or more consecutive days where the employee typically would be considered a resident for tax purposes of another country.</p> <p>Employees who work in the United States, but not in Illinois, should review the Working Outside of Illinois policy, paying particular attention to the section titled “Additional Responsibilities for Working Outside the United States”.</p>
Approvals	N/A	The employee must sign an agreement before remote work may begin. The employee’s supervisor, unit head and/or the unit human resources also must sign the agreement indicating their approval.	The employee must sign an agreement before hybrid work may begin. The employee’s supervisor, unit head and/or the unit human resources also must sign the agreement indicating their approval.	<p>The employee must sign an agreement before working in a state other than Illinois may begin. The employee’s supervisor, unit head and/or the unit human resources also must sign the agreement indicating their approval.</p> <p>System Office employees: Remote Work Agreement</p>	<p>The employee must sign an agreement before working outside of the United States may begin. The employee’s supervisor, unit head and/or the unit human resources also must sign the agreement indicating their approval.</p> <p>System Office employees:</p>

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		System Office employees: Remote Work Agreement	System Office employees: Remote Work Agreement		Remote Work Agreement
Changes to Approved Work Location	University units, with approval from the applicable university or system human resources office, may terminate any individual Remote, Hybrid Work, Outside of Illinois, or International Work Agreement at any time pursuant to applicable policies and procedures. Employees are responsible for changing their address (including their Working Outside of Illinois address if applicable) in My Ui Info.				
Physical Workspace	If needed to conduct their work, the University of Illinois will provide employees with a work station or office accommodations.	If the remote, hybrid, outside of Illinois, or international work arrangement involves use of the employee's home, the employee will establish an appropriate work environment for work purposes. Employees entering into a remote work agreement may be required to use shared workstations and/or office accommodations when working on-site.			
Ergonomics	Practicing good ergonomics in the workplace can help office employees and staff avoid injuries at work and help workers to be more efficient and productive. For more information, employees should contact erhr@uillinois.edu .				
Expenses	N/A	Unless otherwise agreed upon, the University of Illinois will not be responsible for costs associated with initial setup of the employee's home office such as remodeling or lighting, or the cost of utilities.			
Technology/ Equipment	The supervisor, or other appropriate department representative, will determine, with information supplied by the employee and others involved, the appropriate equipment and communication services needed to successfully complete work. The department will cover the	The supervisor, or other appropriate department representative, will determine, with information supplied by the employee and others involved, the appropriate equipment and communication services needs for each arrangement on a case-by-case basis. Equipment supplied by the university is to be used for business purposes only. The employee must protect the university equipment from damage or theft. Upon termination of employment or of the remote arrangement, the employee will be required to promptly return all university property to the university.			

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	costs for all equipment.				
Equipment Tracking	The University of Illinois System is subject to and complies with the Illinois State Property Control Act (30 ILCS 605) . Unit heads are responsible for the custodianship of property purchased by or assigned to their unit. These responsibilities may be delegated to a centralized unit with consent of Assistant Vice President and Controller, or delegate. All employees are responsible for exercising reasonable care of University and State property.				
Tech Support	All employees have access to technology assistance regardless of their work location. The employee or unit may contact their home university service desk for help: UIC: Report an IT Problem or 312-413-0003 option 9 or consult@uic.edu (Technology Solutions Service Desk) UI Health: 312-413-7717 or ishelp@uic.edu (Information Services Help Desk) UIS: 217-206-6000 or techsupport@uis.edu (ITS Client Services) UIUC: 217-244-7000 or consult@illinois.edu or submit a Help Desk request (Technology Services Help Desk)				
Data Security	University information, including third party information that may be accessed or stored by the University of Illinois, is a valuable asset to the University and requires appropriate protection. Please review the University of Illinois IT Policies for more information.	Consistent with the university's expectations of information asset security for onsite work, employees with a remote, hybrid, outside of Illinois or international work arrangement will be expected to ensure the protection of university information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, use of the campus Virtual Private Network (VPN; see https://techservices.illinois.edu/services/virtual-private-networking-vpn/details), and any other steps appropriate for the job and the environment.			
Tax Implications – Home Workspace	N/A	Employees are responsible for determining personal tax implications and may be subject to regional regulations. For specific questions, please contact your tax advisor.			
Payroll Withholdings	The Tax Information section of the Payroll & Benefits	The Tax Information section of the Payroll & Benefits Web site provides employees	The Tax Information section of the Payroll & Benefits Web site provides employees	The Tax Information section of the Payroll & Benefits Web site provides employees with information relevant to tax forms, understanding	The Tax Information section of the Payroll & Benefits Web site provides employees with information relevant to tax

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	<p>Web site provides employees with information relevant to tax forms, understanding tax withholdings, and accessing additional tax related resources. Questions should be directed to the University Payroll & Benefits Service Portal.</p>	<p>with information relevant to tax forms, understanding tax withholdings, and accessing additional tax related resources.</p>	<p>with information relevant to tax forms, understanding tax withholdings, and accessing additional tax related resources.</p>	<p>tax withholdings, and accessing additional tax related resources.</p> <p>Employees approved to work outside the State of Illinois should submit two forms to University Payroll & Benefits:</p> <ul style="list-style-type: none"> • Certification of Working Outside the State of Illinois • Tax Withholding Allowance Certificate 	<p>forms, understanding tax withholdings, and accessing additional tax related resources. If the request to work remotely outside the State of Illinois is approved, employees should submit the following forms to University Payroll & Benefits:</p> <ul style="list-style-type: none"> • Certification of Working Outside the State of Illinois • Tax Withholding Allowance Certificate • Form W-8BEN (if applicable)
Leave and Benefits	<p>A variety of work location arrangements are management tools allowing for flexibility in work options. They do not change the basic terms and conditions of employment. Compensation and benefits are set forth in university policy or union contract, whichever applies. Salary, job responsibilities, and university benefits do not change as a result of work location. Please consult the System HR website for policy information.</p>				
Safety	<p>Injuries sustained by the employee while at their remote work location and in conjunction with their regular work duties are normally covered by the university's workers' compensation policy.</p>	<p>Injuries sustained by the employee while at their remote work location and in conjunction with their regular work duties are normally covered by the university's workers' compensation policy. Employees working a remote and hybrid arrangement are responsible for notifying the university of such injuries in accordance with worker's compensation procedures. The employee, and not the university, is responsible for any injuries sustained by visitors to their work site.</p>			
Professional Development	<p>The University of Illinois is committed to providing opportunities for employees to broaden their knowledge and skills regardless of work location. The benefits of professional development are numerous and include keeping current with changes in professions, to network with other professionals, to foster employee engagement and satisfaction, and to increase their potential for assuming greater responsibility</p> <p>https://www.hr.uillinois.edu/employeeevelopment</p>				

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Dependent Care	N/A	Working offsite is not designed to be a replacement for appropriate dependent care. Although an individual schedule may be modified with supervisor approval to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting business demands. Discuss extenuating circumstances with your supervisor, and continue frequent discussions about goals, expectations and flexibility.			
Home Office Supplies	N/A	Home office supplies must be ordered through the employees' department.			
Work Hours	Work hours are determined by departmental supervisors. All hours worked in excess of those scheduled require the advanced approval of departmental leadership in accordance with department policies. Employees and departments should review the Fair Labor Standards Act (FLSA) Policy for requirements in paying overtime.				
Workers' Compensation	Employees should consult with Risk Management and their unit on workers' compensation claims.				
Resources	System Offices Remote Work Guidelines				