

Managing Remote Employees Toolkit

I. Policies, Forms, & Guidelines

- [Remote Work Policy](#)
- [Remote Access User's Agreement](#)
- [Work from Home Equipment Sign Off](#)
- [Remote Work Guidelines for URM Staff](#)
- [Remote Work Assessment Tool](#)

II. Training for Managers of Remote Employees

- [Managing Remote Employees \(MyPath learning module- 20 min\)](#)
- [Organizational Change in the New Normal: HANYS Pandemic Recovery Series webinar recording \(5/6/20\)](#)
- [Managing Remote Employees: Tips for Leaders](#)
- [Lead the Change to Work Remotely](#)
- [How to Cultivate Effective "Remote Work" Programs](#)
- [A Guide to Managing Your \(Newly\) Remote Workers](#)

III. Training for Remote Employees

- [Working from Home training](#)
- [Effective Tips for Working Remotely](#)
- [5 Ways to Demonstrate Your Value - Remotely](#)

IV. Technology Support for Remote Work

- [Accessing URM Systems Remotely](#)
- [Box](#)
- [ISD Help Desk \(Medical Center Employees\)](#)
- [Microsoft OneNote for collaboration](#)
- [Microsoft Teams](#)
- [Skype for Business](#)
- [UIT Help Desk \(Non-Medical Center Employees\)](#)
- [Virtual Desktop](#)
- [Zoom](#)

