Remote Work Renewal Process Workflow

1. Receive remote work renewal email from Clemson HR.

2. Complete remote work renewal training via Tiger Training.

3. As a final step to the training, complete your remote work agreement form, indicating your remote work schedule.

4. When submitted, your agreement form will route to your supervisor for approval.

5. Supervisors will be notified via email that your remote work agreement has been submitted.

6. Supervisors must review and approve the remote work agreement to officially complete the renewal process.