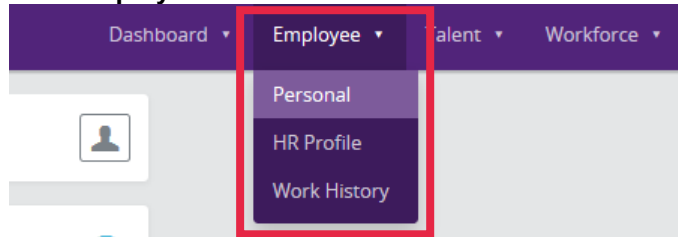


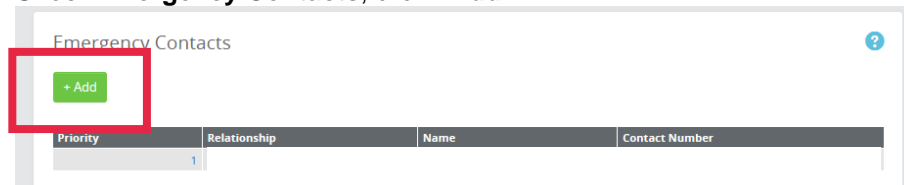
Recording Working from Home arrangements during COVID-19

All UQ staff who are currently working from home must register the arrangement details in MyAurion. Arrangements must be pre-approved through written confirmation from a supervisor before being registered in MyAurion. Staff are required to keep this record up to date if circumstances change.

1. Log into [MyAurion](#) with your UQ username and password
2. Click **Employee > Personal**



3. Under **Emergency Contacts**, click **+Add**



4. Complete the **Emergency Contact Details Form** per the details below:
 - a. Priority = **10**
 - b. Name = **'Working from Home'**
 - c. Relationship = Select the **reason** you are Working from Home
 1. **Self-isolating GP** (GP has recommended to self-isolate)
 2. **Self-isolating QHealth** (Queensland Health has directed/recommended you to self-isolate)
 3. **Self-isolating Travel** (You have recently returned from overseas and must now self-isolate)
 4. **Mild Cold/Flu Symptoms** (You have mild symptoms and are still able to work, so do not need to take sick leave but are working from home as a precaution)
 5. **Concerned for me/others** (You have approval to work from home due to concern for your own health or the health of members of your household)
 6. **Caring for Household** (You have approval to work from home in order to care for others in your household (e.g. school/childcare is closed)
 7. **Self-isolating Other** (any other reason for self-isolating, please add details in comments)
 8. **COVID-19 Roster** (If the arrangement is a result of a WFH roster implemented by your supervisor in response to COVID-19)
 9. **Government Advice** (Following government advice to work from home where possible)
 10. **Existing arrangement** (If your arrangement was in place prior to COVID-19)
 - d. Mobile = Enter the **best contact number** to reach you while you are working from home
 - e. Email = Enter the **best email address** to reach you while you are working from home
 - f. Street, Postcode, Suburb, State, Country = Enter the **specific location** where you will be working for the duration of the arrangement
 - g. Comments = Enter the **specific details** of the current working from home arrangement, including:
 1. Start and finish dates of the arrangement
 2. Days applicable (e.g. On a WFH roster, currently working MON, WED & FRI from home at the above address)
5. Click Save

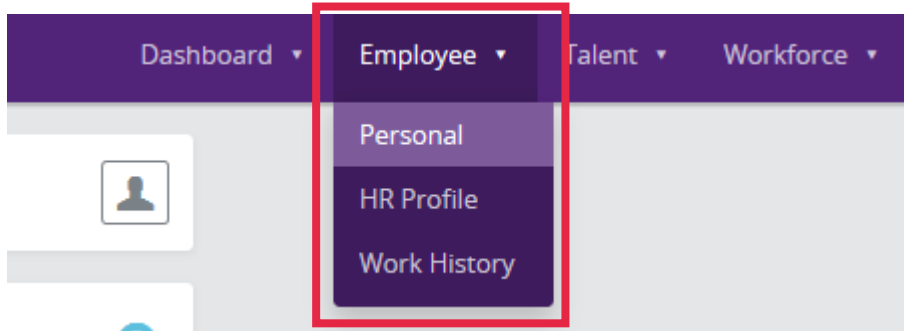
Viewing Working from Home arrangements (Supervisors only)

All UQ supervisors can view approved COVID-19 Working from Home arrangements recorded in MyAurion.

1. Log into [MyAurion](#) with your UQ username and password
2. Click the person icon next to your name beneath the top purple tool bar



3. Click on the relevant staff members name under **'My Staff'**
4. Click **Employee > Personal**



5. You will see the Emergency Contact details at the bottom of the screen, and click into the 'Priority 10' line to see the WFH details.