

INTERNATIONAL MOBILITY

For submitting overseas working requests using the
MyRemoteWork System

How-to manual

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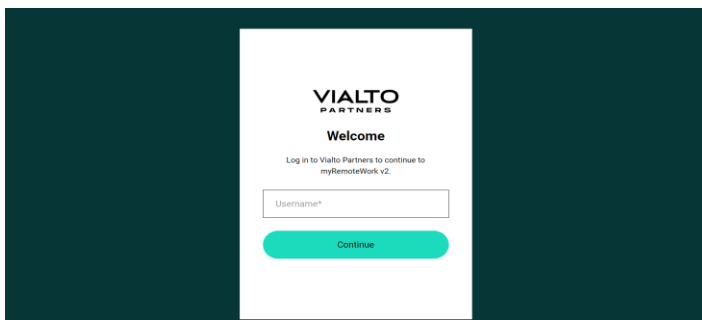
1.0 Introduction

This document provides step-by-step instructions for staff members planning to work overseas at a future date to submit a request, and for a Department’s Final Approvers for decision making.

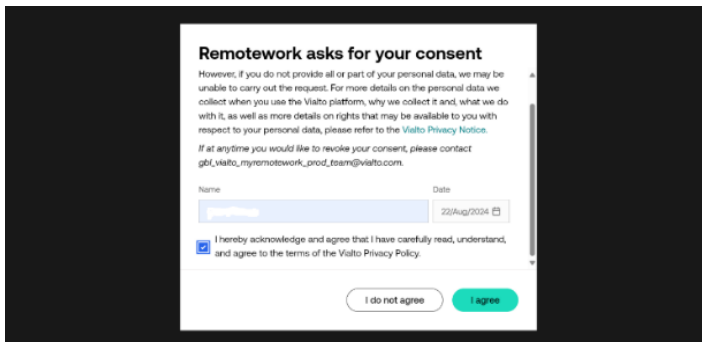
This system is not for recording current or past overseas working. To provide this information, please use the [International Mobility Risk Review Questionnaire](#) .

2.0 Get started

Login to the MyRemoteWork system with your Imperial single sign-on (SSO) at:
<https://remotework.vialto.com/>



Enter your username [*@ic.ac.uk](#) or [*@imperial.co.uk](#) and click Continue



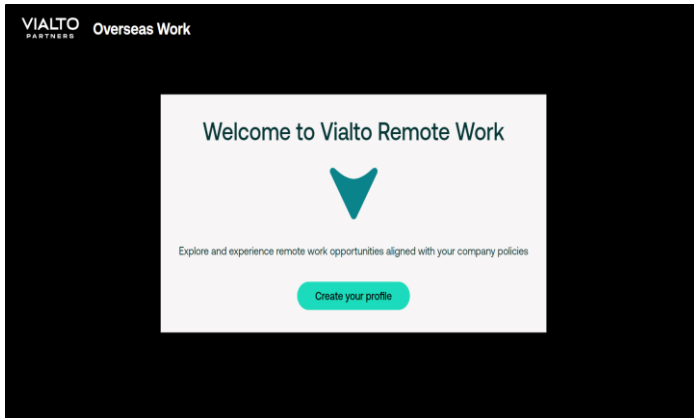
Enter your **given name** and **family name** in the Name box.

Click on the checkbox.

Click I agree to give your consent.

2.1 Set up my profile

When you log-in to the system for the first time, the following screen will display:



Who needs to **Create a profile**?:

- ✓ Staff members submitting a working overseas request
- ✓ Line Managers submitting a request on behalf of a new staff member
- ✓ Final Approvers

Complete your personal details:

⚠ Completing secondary citizenship details is important for staff members submitting a request. This will help inform your overseas working assessment.

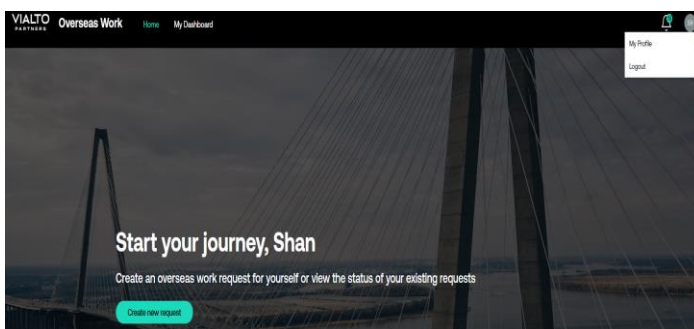
Complete your work area information:

Click Create Profile.

⚠ A Final Approver who has not created a profile will receive an email notification to do so, when a staff member in their Department creates their own profile and names you as their Final Approver.

- ✓ Line Manager and Final Approver can be the same person
- ✗ Requester and Line Manager cannot be the same person

2.2 Update my profile



Hover over your initials in the top right corner and click on My profile.

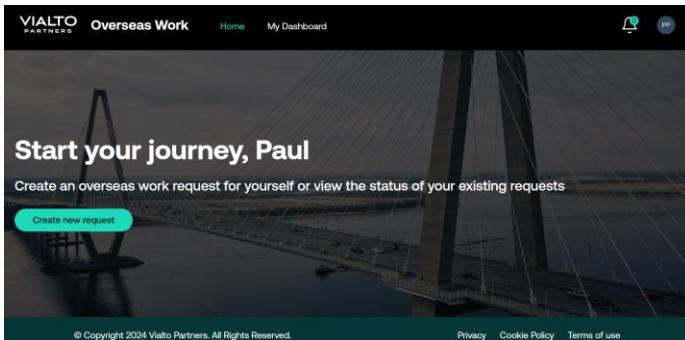
Amend your information as needed.

Additional Information

Primary Work Location <input type="text" value="United Kingdom"/>	Final Approver Full Name <input type="text" value="Tara Jewell"/>
Faculty/Department <input type="text" value="Medicine > Department of Surgery & Cancer"/>	Final Approver Email <input type="text" value="tjewell@imperial.ac.uk"/>
	Line Manager Email <input type="text" value="a.haydon@imperial.ac.uk"/>

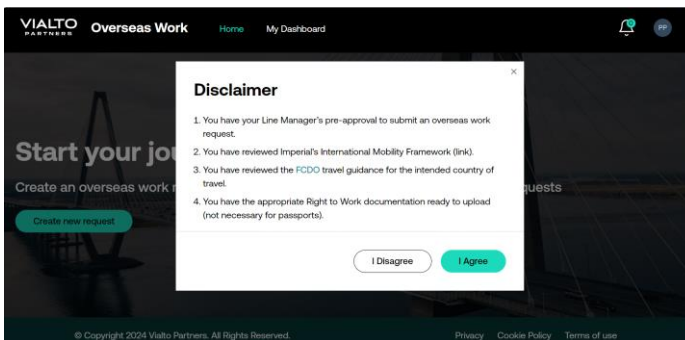
Once complete, select Update profile at the bottom right of the page.

3.0 Create new request



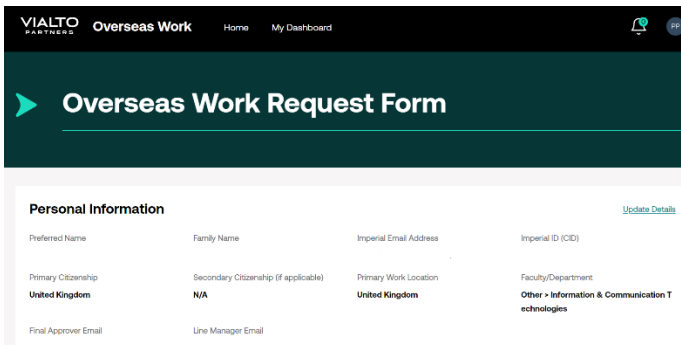
Click 'Create new request':

You can also select the 'Home' top menu option to reach the 'Create new request' page.



Read through the points in the disclaimer.

Once you meet all the criteria, click 'I Agree'.



Your personal details entered when you created your profile will display. If you need to amend any of the details, follow the steps in '2.2 Update my profile'

3.1 Submit a request for myself

VIALTO PARTNERS Overseas Work Home My Dashboard

Please ensure that you have all the information to hand to complete this request - this will not autosave.

I confirm that the Final Approver's details are up to date, if not, please update their details before proceeding.

Request Type
Select...

Is this request primarily for personal or work related reasons?
Select...

Request Details
All fields are required unless marked optional

What country would you like to work from? ⓘ
Select...

Please provide the date you will arrive in this country: ⓘ



If you need a visa to work in your overseas working destination country, please have that information ready to be uploaded prior to the completion of this request form.

This form will not auto save. You may need to re-enter the information if you need to come back to the form to complete your request.



Confirm that your Final Approver's details are up to date. If you need to amend your Final Approver's details, follow the steps '2.2 Update my profile'

Select the applicable 'Request Type' from the dropdown menu and the primary reason for your request.

Continue to add the details for your overseas working request.



Further information is available by hovering over the field tooltip.

What country would you like to work from? ⓘ
Estonia

Please provide the date you will arrive in this country: ⓘ
07/Nov/2024

Please provide the date you will depart from this country: ⓘ
14/Nov/2024

Anticipated number of workdays during this overseas work request: ⓘ
5

Right To Work
Based on the travel information you provided, you have the right to work in this location and no additional information needs to be collected.



If your destination country's risk assessment details are not available, you will be directed to email the International Mobility Team who will provide guidance.

Based on your personal and overseas working details entered, a blue box will either display that confirms you have the right to work in the destination country

or

You will be asked to complete details on your right to work in the overseas location.

Right to work information

Do you have the legal right to work in the overseas work location?

 x ▼

If No or Pending please provide an explanation: ⓘ

or


You will be asked to upload your right to work documentation:

Right to work information

Do you have the legal right to work in the overseas work location?

 x ▼

Please upload your Right to Work documentation; this can be a Visa, Residence Permit, Green Card etc.

 Drag and drop files you would like to upload, or [browse here](#).

Once **you have provided the necessary right to work**, you will then be asked to add more details of **your trip**:

VIALTO PARTNERS Overseas Work Home My Dashboard 🔔 PP

Additional Details

What is your contracted Full-Time Equivalent (FTE)? ⓘ

Fixed-Term Contract end date (if applicable) (optional)

 📅

Complete this section by providing information on your current contract, e.g. if you are 1 FTE (full-time), enter 100; if you are 0.5 FTE, enter 50.

The questions marked as optional should only be completed if they apply to you.

If you receive funding for your research make sure you list all funders, some funders have regulations that mean they are impacted by overseas working.

Tick the checkbox to confirm that you have your Line Manager's support to submit this request.

Click 'Continue' to submit your overseas working request.

3.2 Submit a request to recruit a new employee overseas

VIALTO PARTNERS Overseas Work Home My Dashboard

Please ensure that you have all the information to hand to complete this request - this will not autosave.

I confirm that the Final Approver's details are up to date, if not, please update their details before proceeding.

Request Type
Select...

Is this request primarily for personal or work related reasons?
Select...

Request Details
All fields are required unless marked optional

What country would you like to work from?
Select...

Please provide the date you will arrive in this country:

If your new employee needs a visa to work in the destination country, please have that information ready to be uploaded prior to the completion of this request form.

This form will not auto save. You may need to re-enter the information if you need to come back to the form to complete your request.

Confirm that the Final Approver's details are up to date. If you need to amend the Final Approver's details, follow the steps '2.2 Update my profile'

Request Type

- I am a Line Manager recruiting an employee to work overseas
- UK based employee request to work overseas
- UK based employee to be seconded to overseas partner
- Overseas based employee request to work in a new overseas location
- Sabbatical (paid)
- Sabbatical (unpaid)
- I am a Line Manager recruiting an employee to work overseas

Request Type
I am a Line Manager recruiting an employee to work overseas

Preferred Name (of new recruit)

Family Name (of new recruit)

Primary Citizenship (of new recruit)
Select...

Secondary Citizenship (of new recruit) (optional)
Select...

Faculty/Department
Select...

Line manager email (submitting request)

Imperial Email (of new recruit, if available) (optional)

Imperial ID (of new recruit, if available) (optional)

Is this request primarily for personal or work related reasons?
Select...

Request type: Select the last option from the drop-down menu.

Provide the details of the new recruit you are submitting the request for.

VIALTO PARTNERS Overseas Work Home My Dashboard

Additional Details

What is your contracted Full-Time Equivalent (FTE)?

Fixed-Term Contract end date (if applicable) (optional)
DD/MM/YYYY

Who funds your research? (if applicable) (optional)

UK immigration status (if applicable) (optional)
Select...

UK immigration status expiry date (if applicable) (optional)
DD/MM/YYYY

Information entered in this section should still relate to the new recruit you are submitting the request for.

Complete this section by providing information on their contract, e.g. if they are 1 FTE (full-time), enter 100; if they are 0.5 FTE, enter 50.

The questions marked as optional should only be completed if they apply to the new recruit.

If they receive funding for their research make sure you list all funders, some funders have regulations that mean they are impacted by overseas working.

Tick the checkbox to confirm that you as their Line Manager are happy to submit this request.

Click 'Continue' to submit the overseas working request.

3.3 Status of my request

After you submit your request, you will see the following screen:

The screenshot shows a dark green header with the text "Hello Shan! Your request to Estonia is under review". Below this, there is a section titled "What does this mean?" with the text "Your overseas work request has been received and is currently being reviewed." and a green "Review Request" button. A "Next steps:" section lists "You will receive an email with further information." A "Help and support:" section lists "If you have any questions, please contact the International Mobility Team at international-mobility-team@imperial.ac.uk".

Clicking the 'Review Request' button will take you to the 'Request overview' screen, where you can follow your request status progress, cancel or amend your working overseas dates, and view the 'Assessment scorecard' – the criteria that your overseas working request is assessed against '4.1.2 Assessment scorecard'

The screenshot shows the "Request overview" screen. At the top right, there are buttons for "Cancel request" and "Modify travel dates". Below this is a section for "Estonia" with a small image of a town. To the right of the image is a table with the following data:

Travel dates	07/Nov/2024 - 14/Nov/2024
Total days	8
Submitted on	28/Aug/2024
Last updated on	NA

To the right of the table is a button that says "In review with Employer". Below this is a "Status" section with the text "Your Overseas Work request to Estonia is currently being reviewed by your employer and no further action is required from you. You will receive a follow up email notification with next steps. The current stage of your request is shown below." Below the text is a progress bar with four stages: "Submitted", "Vialto Review", "Employer Review", and "Completed". The "Employer Review" stage is currently active, indicated by a blue circle and line.

✓ You will receive email confirmation of your request submission. Your Line Manager will receive an email copy.

- ✓ You will receive email confirmation of the outcome of your request submission. Your Line Manager will receive an email copy.

4.0 My Dashboard

My Dashboard is available from the top menu bar and is a single place to view and act on your overseas working request.

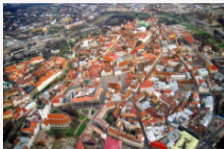
- ✓ From here you can 'Create a new request' - see section '3.0 Create new request'.
- ✓ Manage a request already submitted for your destination country.
- ✓ View your 'travel history' including total cumulative days working overseas and by location.

4.1 Manage my request

You can follow your request status progress, cancel or amend your overseas working dates, and view the 'Assessment scorecard' – the criteria that your overseas working request is assessed against.

Request overview

[Cancel request](#) [Modify travel dates](#)



Estonia

Travel dates	07/Nov/2024 - 14/Nov/2024
Total days	8
Submitted on	28/Aug/2024
Last updated on	NA

[In review with Employer](#)

Status

Your Overseas Work request to Estonia is currently being reviewed by your employer and no further action is required from you. You will receive a follow up email notification with next steps. The current stage of your request is shown below.

○ Submitted ————— ○ Vialto Review ————— ○ **Employer Review** ————— ○ Completed

4.1.1 Status

The Status will display at which stage your overseas working request is at:

- ✓ Submitted: your request has been received.
- ✓ Vialto Review: an assessment is being carried out.
- ✓ Employer Review: your request is with the International Mobility team / your Final Approver for a decision.
- ✓ Completed: the outcome of your request has been confirmed and notified to you by email.

4.1.2 Assessment scorecard

This is the criteria that your overseas working request is assessed against.

Assessment scorecard

Here you will find all the criteria that your remote work request is assessed against. Please review any actions requiring your attention and resubmit the request if needed.

Category	Risk Score	Action required
Company Policy	Medium	View details ▼
Immigration	Low	View details ▼
Income Tax	Low	View details ▼
Posted Worked Directive	Low	View details ▼
Payroll	Low	View details ▼
Social Security	Medium	View details ▼

The assessment scorecard in the system looks like this

Your scorecard will highlight the actions that require your attention. Please review and address accordingly. If you need further information, advice, guidance or support, please contact the International Mobility Team.

4.1.3 Request information

This section confirms your overseas working request details and personal information that your submitted request is assessed against. Your travel dates and total days will reflect your time spent overseas. The anticipated number of days worked abroad is collected for internal purposes only.

4.2 Amend or cancel my request

From 'My Dashboard', click on 'Manage request' to amend the dates of an overseas working request that has been approved but has not yet taken place, or to cancel the request.

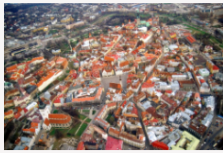
Your travel dates and total days reflect your time spent overseas. The anticipated number of days worked abroad is collected for internal purposes only.

To amend your request dates, select 'Modify travel dates'.

If your overseas working destination has changed, please submit a new request, see section '3.0 Create new request' and cancel your current request.

To cancel the request, select 'Cancel request'.

Request overview

[Cancel request](#)[Modify travel dates](#)

Estonia

Travel dates 07/Nov/2024 - 14/Nov/2024
Total days 8
Submitted on 28/Aug/2024
Last updated on NA

[In review with Employer](#)

Status

Your Overseas Work request to Estonia is currently being reviewed by your employer and no further action is required from you. You will receive a follow up email notification with next steps. The current stage of your request is shown below.

○ Submitted ———— ○ Vialto Review ———— ○ **Employer Review** ———— ○ Completed

Once you have cancelled an overseas working request, it cannot be reinstated. You will need to submit a new request - see section '3.0 Create new request'.

Request overview



Greece

Travel dates 26/Aug/2024 - 31/Aug/2024
Total days 6
Submitted on 01/Jul/2024
Last updated on 01/Jul/2024

[Cancelled](#)

Request cancelled This request was cancelled by you on 01/Jul/2024. The information below has been locked.

4.3 Confirm overseas working has taken place

Once the dates for your approved request have passed, please confirm from 'My Dashboard' that your overseas working has taken place during the travel dates specified - you cannot change the dates at this stage of the process.



Austria

Travel dates 14/Aug/2024 - 21/Aug/2024
Total days 8
Submitted on 04/Jul/2024
Last updated on 05/Jul/2024

[Not Confirmed](#)[Manage request →](#)

Action required

Please confirm your travel information

[I did not travel](#)[Confirm travel](#)

5.0 Approve / decline a request (Final Approvers)

As a Final Approver for your Department, you will receive an email notification to review and approve/decline overseas working requests submitted by your departmental staff.

If you have not yet created a profile – see section ‘2.1 Set up my profile’, you will receive an email inviting you to do so.

The email notification link will take you to the ‘Request overview’ screen:

Request overview

RWA0012389 Medium Risk [Manager review](#)

Employee name	Assessment Date	Current office location	Remote work location	Start date	End date	Remote work days
Shan Ramakrishna	28/Aug/2024	United Kingdom, GB	Estonia, EE	07/Nov/2024	14/Nov/2024	8

Assessment requires your review

Based on the request details, this request has some degree of risk which needs to be remediated or further action required before the remote work arrangement can begin.

Please make your decision below:

Comments

Assessment scorecard | Request information | Travel history | Activity history

Assessment scorecard

Here you will find all the criteria that your remote work request is assessed against. Please review any actions requiring your attention and resubmit the request if needed.

Category	Risk Score	Action required
Company Policy	Medium	View details
Immigration	Low	View details
Income Tax	Low	View details

Select ‘Approve’ or ‘Reject’ for the overseas working request.



Enter the rationale in the ‘Comments’ box to proceed.

Select ‘Submit’ to notify the staff member and their Line Manager by email of your decision.

5.1 Assessment scorecard tab

This is the criteria that the overseas working request has been assessed against. Please see ‘4.1.2 Assessment scorecard’ for more information.

5.2 Request information tab

This is where you can view the complete overseas working request details.

5.3 Travel history tab

This section displays the requester's travel details from the past 12 months and reflects the total time spent overseas.

5.4 Activity history tab

Any comments added by the International Mobility Team regarding this request will be available here.

6.0 Support

For any additional information, please visit the [International Mobility](#) webpages.

If you have any questions or need support (including technical assistance), please contact the International Mobility Team: international-mobility-team@imperial.ac.uk