**Login & Access**
(Please note: Internet Explorer is the preferred browser for Oracle)

1. Log in to Oracle: [https://myinfo.rit.edu](https://myinfo.rit.edu)

2. Navigate to ‘RIT Employee Self-Service’ and select *Remote Work Attestation*

![Navigator]

**New entry**

Select the *Add* button to make a new entry. Then click *Next*.

![RIT Remote Attestation]

Enter the information for each question. The value for Semester/Term is FALL, SPRING, SUMMER. Click *Apply*. Please note that a new attestation must be entered for each semester and can be entered approximately one month prior to the start of each semester.

Enter any changes below. Click *Apply* to continue this action, click *Cancel* to cancel the action and return to the previous page.

- I work 100% remotely for the semester.
- *Date Requested* [ ]
- *Semester* [FALL]

By stating YES above, I attest that I am working 100% remotely until the end of the semester, and do not intend to be called into or circulate on campus. RIT is relying upon this attestation to waive compliance with the [COVID-19 Vaccination Policy](https://www.rit.edu). I agree to inform and seek the permission of my supervisor if circumstances change and I am required to come onto campus. Upon coming to campus, I agree to comply with all the provisions of the [RIT Safety Plan](https://www.rit.edu) including the COVID-19 Vaccination Policy.

![Apply]

You will be returned to the Overview screen – click on *Next* to move to the submit page.
Review and Submit

Review all data entered

Extra Information Type

Personalize "Extra Information Type"

RIT Remote Attestation

Proposed
I work 100% remotely for the semester.

Date Requested 03-Aug-2022
Semester FALL22

Additional Information

Personalize "Additional Information"

Attachments

Personalize "Attachments"
To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None Add

Personalize "Approvers"

Approvers

Personalize "Approvers"

<table>
<thead>
<tr>
<th>Details</th>
<th>Line No</th>
<th>Approver</th>
<th>Approver Type</th>
<th>Order No</th>
<th>Category</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show 1</td>
<td></td>
<td></td>
<td>HR People</td>
<td>1</td>
<td>Approver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Adhoc Approver

Personalize "Comments to Approver"

Comments to Approver

Add any comments if necessary to the Approver in the box provided.

Click Submit