



EMORY

GOIZUETA
BUSINESS
SCHOOL

Remote Access Request Form

*NOTE: Employee can clock-in from any Emory University phone line on campus including dormitories, Clairmont Campus, All EMORY Libraries, etc. **(without having remote access)***

If your employee still needs remote access from areas other than the list above, please complete the following:

Name: _____

Employee ID: ____/____/____ Request Date: ____/____/____

What percentage of the time will be spent working off-campus?

What tasks will be completed off-campus? Why?

Phone Number being used off-site: _____

NOTE: You will need to clock in and out using this number ONLY

Employee's Signature: _____ Date: ____/____/____

Supervisor's Signature: _____ Date: ____/____/____