

# Remote Work Agreement Q&A for Colleagues

Version: #3

Revision Date: 11-10-20



## Q&A

---

### 1. Where do I find the remote work policy and agreement?

[Remote Work Agreement](#)  
[Remote Work Policy](#)

### 2. How and when will I receive the remote-work agreement?

Follow [this job aid](#) to self-identify yourself in Workday to receive the agreement.

### 3. Can I save or print the agreement file?

Yes, you can download the file or print it when you click on the PDF to open it in the Workday viewer. Click on the Download icon or Printer icon in the upper right corner.

### 4. Is it mandatory that I sign the agreement if I only work remotely part-time?

Yes, all colleagues who work remotely during their scheduled work hours, even if only occasionally, are required to acknowledge the agreement.

### 5. Will there be any change when I acknowledge the agreement?

If you work remotely 50 percent or more of your scheduled work hours, your work location will be automatically updated to your **primary** home address as it appears in Workday. This is necessary for tax purposes. Your manager has confirmed your schedule; the work-location update will automatically occur after you submit the acknowledgment.

### 6. Does working remotely have any income tax implications?

Yes, depending on where your remote-work location is, your tax withholdings may change when your work location is updated from the office to your home, if that is where you work 50 percent or more of the time. No adjustments will be made to previously withheld taxes. **For most colleagues, the change will have no effect on their tax requirements. If Trinity Health is already withholding state taxes for your resident state where you are working remotely, you do not need to do anything and there will be no change to your state tax withholding.** However, some colleagues could owe more or less local or state tax than they do today, depending on where they live.

After your work-location is updated, you should check your tax withholding set up in Workday. Click on the Pay icon and then click on Update Tax Withholdings to be directed to the PaperlessEmployee.com website to view your withholding information. You may be required to complete a new form; please follow the prompts to complete the form.

Some local municipalities and counties collect tax for wages earned within their city/township/county limits; there may be additional tax withholdings required. If you live in a state that has multiple local withholding requirements (e.g. Ohio or Pennsylvania), your withholding may change depending on each local tax jurisdiction's withholding rates. You should review tax withholding information on your city/township/village, county and state websites.

**If there is a change to your work-location state:**

If your remote-work location is updated to a different state, your state tax withholding may change. Many states have reciprocal agreements in place so that if you live in a separate state from the state where you work, your state tax withholding is for your resident state. If your resident and work state have a reciprocal agreement in place, you will continue to see your resident tax withheld when your work location changes to your resident state. Reciprocal agreements are common. For example, Michigan has reciprocal agreements in place with IL, IN, KY, MN, OH and WI. If no reciprocal agreement exists between the two states, you will see a change in withholding. Connecticut and Massachusetts are two states without a reciprocal agreement. If you live in CT or MA, please check the tax withholding websites before the change occurs and your withholdings information in Workday after the change occurs.

**If you live in Ohio:**

Colleagues who live in Ohio will not experience a change in local tax withholdings as a result of a remote-work location change, per state of Ohio regulation. They are still required to acknowledge the agreement and their work location will be documented in the agreement (if they work 50 percent or more there) but there will be no change to their current local tax withholdings.

**7. I previously signed the Trinity Health telecommuting agreement. Do I have to acknowledge this new one?**

Yes, Trinity Health has a new remote work policy and agreement. They replace the previous “telecommuting” policy and agreement.

**8. Why didn't this agreement come when we started working remotely in March?**

In March, Trinity Health announced that all colleagues in functions in which remote work is possible should work remotely. The COVID-19 pandemic situation was evolving rapidly, and we were unsure how long we would be working remotely. When remote work was extended, Trinity Health recognized it is important to have a new agreement in place.

**9. What if I need to update my primary home address in Workday?**

Please follow this [job aid](#) to update your **primary home address**.

**10. Who can answer questions about the policy and agreement?**

Your manager is best to answer your questions; if they do not have the answer, they will contact their HR business partner to find the answer.

**Other Resources**

[General remote work \(distributed work\) Q&A](#)