



# TELEWORK FACT SHEET

## FS 12-02: Time and Attendance

October 2012

### 1. Why is it important that I record my telework in our time and attendance system?

Information about telework is reported to the Office of Personnel Management and the Congress. Bureau, Office and Department leaders make decisions about telework, staffing and space based on telework information in our time and attendance systems, so we need to have accurate information.

### 2. If my official duty station is my home or I am away from my organization (where your supervisor is located), how do I record my time?

All time that you spend at your “remote” official duty location is considered telework. In either case, you should record your hours using telework indicator code “C”.

### 3. How do I record my time in Quicktime (for all DOI organizations except BOR)?

When completing the timesheet, the employee or timekeeper should click the cursor in the Telework Indicator (TI) column (to the right of the Account Number – see Figure 1, below) to access the Telework Indicator Codes.

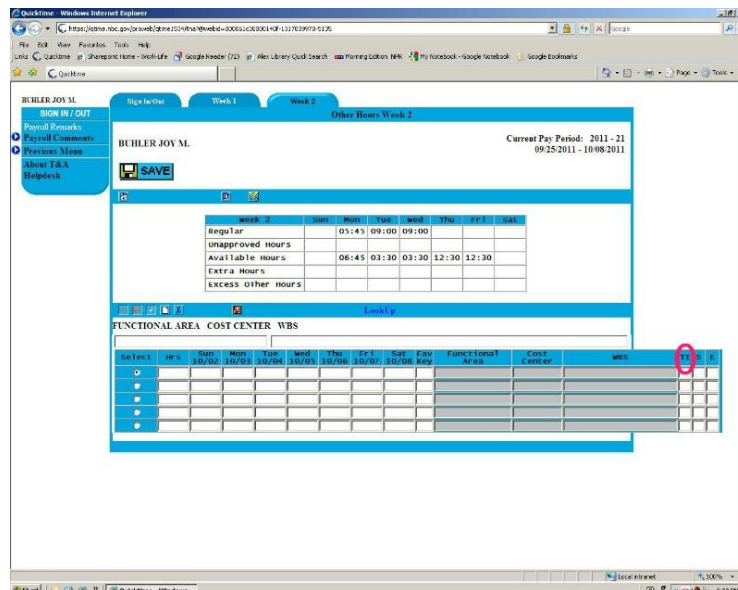


Figure 1 - Telework Indicator (TI) Column

Figure 2 shows the list of Telework Indicator Codes, which are indicated by a specific uppercase letter. The list that follows Figure 2 (last page) outlines the definitions for

these codes. The Telework Indicator Code is to be used by employees or timekeepers in the Quicktime system to indicate the employee's particular telework status attributed to the specific number of hours during that payroll period.

### 3. How do I record my time in Electronic Time and Attendance System (E-TAS) (for BOR employees only)?

#### Steps to Enter Time: Employee Teleworks on Monday

Employee is authorized to participate and begins to telework. Make sure the proper pay codes are used; in this example, pay code 010 is used for regular time, and pay code 230 for credit hours earned.

After entering telework hours/time you will then select the "Details" on the same line of your timesheet as shown in red on the right hand side of the example. Please note that this employee teleworked only on Monday, all non-telework hours worked are entered on a separate line to keep telework hours distinct from non-telework hours.

Employee Name : KENNEY, THISHA M. Timekeeper group : 84-58100 Signatory group : 84-58100  
 Pay Period : 201026 Beginning Date : Dec-05-2010 Ending Date : Dec-18-2010

| Pay Code   | Sun 12-05 | Mon 12-06 | Tue 12-07 | Wed 12-08 | Thu 12-09 | Fri 12-10 | Sat 12-11 | Key/WOID | Description                  |
|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|------------------------------|
| Delete 010 |           | 8:00      |           |           |           |           |           | M - 2010 | HR AUTOMATED SYSTEMS Details |
| Delete 010 |           |           | 8:00      | 8:00      | 8:00      | 8:00      |           | M - 2010 | HR AUTOMATED SYSTEMS Details |
| Delete 230 |           | 1:00      |           |           |           |           |           | M - 2010 | HR AUTOMATED SYSTEMS Details |
| Total :    | 0:00      | 9:00      | 8:00      | 8:00      | 8:00      | 8:00      | 0:00      |          | Week 1 total: 41:00          |

Once you open the details section you will see "Telework Type", click on the drop down box. You will need to do the same for the 1 hour/credit hours line.

Employee Name : KENNEY, THISHA M. Timekeeper group : 84-58100 Signatory group : 84-58100  
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| Pay Code   | Sun 12-05 | Mon 12-06 | Tue 12-07 | Wed 12-08 | Thu 12-09 | Fri 12-10 | Sat 12-11 | Key/WOID | Description                       |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------------------------------|
| Delete 010   |           | 8:00      |           |           |           |           |           | M - 2010 | HR AUTOMATED SYSTEMS Hide details |
| From: From: From: From: From: From: From:<br>To: To: To: To: To: To: To:                         |           |           |           |           |           |           |           |          |                                   |
| Shift Code: <input type="text"/><br>Env. Hazard: <input type="checkbox"/> Telework Type : <None> |           |           |           |           |           |           |           |          |                                   |
| Work Notes: <input type="text"/>   |           |           |           |           |           |           |           |          |                                   |
| You have 300 characters left.  |           |           |           |           |           |           |           |          |                                   |
| Delete 010   |           |           | 8:00      | 8:00      | 8:00      | 8:00      |           | M - 2010 | HR AUTOMATED SYSTEMS Details      |
| Delete 230   |           | 1:00      |           |           |           |           |           | M - 2010 | HR AUTOMATED SYSTEMS Details      |
| Total :  | 0:00      | 9:00      | 8:00      | 8:00      | 8:00      | 8:00      | 0:00      |          | Week 1 total: 41:00               |

From the drop down box select the most appropriate telework type code,  
 For example “I” = Periodic Telework from Employee’s Home

After selecting the “Telework Type”, enter your explanation or reason for telework in the work notes field. Management and/or supervisors will decide if this is required.

#### 4. Who do I contact if I have questions?

Contact your supervisor or your timekeeper.

Figure 2 Time and Attendance Codes (New August 2012)

| CODE | EXPLANATION  |
|------|--|
| A    | TELEWORKING ON A REGULAR, RECURRING BASIS AT LEAST 3 DAYS PER PAY PERIOD. THE TELEWORK IS DONE AT AN ESTABLISHED WORK SITE.  |
| B    | TELWORKING ON A REGULAR, RECURRING BASIS AT LEAST 3 DAYS PER PAY PERIOD. THE TELEWORK IS DONE AT A WORK SITE OTHER THAN A TELEWORK CENTER.   |
| C    | TELEWORKING ON A REGULAR, RECURRING BASIS AT LEAST 3 DAYS PER PAY PERIOD. THE TELEWORK IS DONE AT THE EMPLOYEE'S HOME.   |
| D    | TELWORKING ON A REGULAR, RECURRING BASIS AT LEAST 1-2 DAYS PER PAY PERIOD. THE TELEWORK IS DONE AT AN ESTABLISHED WORK SITE  |
| E    | TELEWORKING ON A REGULAR, RECURRING BASIS AT LEAST 1-2 DAYS PER PAY PERIOD. THE TELEWORK IS DONE AT A WORK SITE OTHER THAN A TELEWORK CENTER.                                      |
| F    | TELEWORKING ON A REGULAR, RECURRING BASIS AT LEAST 1-2 DAYS PER PAY PERIOD. THE TELEWORK IS DONE AT THE EMPLOYEE'S HOME  |
| G    | TELEWORKING LESS THAN ONCE PER PAY PERIOD., BUT AT LEAST ONCE A MONTH. THE TELEWORK IS DONE AT AN ESTABLISHED WORK SITE  |
| H    | TELEWORKING LESS THAN ONCE PER PAY PERIOD., BUT AT LEAST ONCE A MONTH. THE TELEWORK IS DONE AT A WORK SITE OTHER THAN A TELEWORK CENTER.   |
| I    | TELEWORKING LESS THAN ONCE PER PAY PERIOD., BUT AT LEAST ONCE A MONTH. THE TELEWORK IS DONE AT THE EMPLOYEE'S HOME.  |
| J    | EMERGENCY/INTERMITTENT COOP TELEWORK FOR CONTINUITY OF OPERATIONS (COOP) PURPOSES. GENERALLY IS NO MORE THAN 30 DAYS. TELEWORK IS DONE AT AN ESTABLISHED WORK SITE.                |
| K    | EMERGENCY/INTERMITTENT COOP TELEWORK FOR CONTINUITY OF OPERATIONS (COOP) PURPOSES. GENERALLY IS NO MORE THAN 30 DAYS. THE TELEWORK IS DONE AT A WORK SITE OTHER THAN A TELEWORK    |
| L    | EMERGENCY/INTERMITTENT COOP TELEWORK FOR CONTINUITY OF OPERATIONS (COOP) PURPOSES. GENERALLY IS NOT MORE THAN 30 DAYS. THE TELEWORK IS DONE AT THE EMPLOYEE'S HOME.                |
| M    | EMERGENCY/INTERMITTENT PANDEMIC TELEWORK FOR PANDEMIC HEALTH CRISIS PURPOSES. IN EFFECT UNTIL THE EVENT IS OVER. TELEWORK IS DONE AT AN ESTABLISHED WORK SITE.                     |
| N    | EMERGENCY/INTERMITTENT PANDEMIC GTELEWORK FOR PANDEMIC HEALTH CRISIS PURPOSES. IN EFFECT UNTIL THE EVENT IS OVER. THE TELWORK IS DONE AT A WORK SITE OTHER THAN A TELEWORK CENTER. |
| O    | EMERGENCY/INTERMITTENT PANDEMIC TELEWORK FOR PANDEMIC HEALTH CRISIS PURPOSES. IN EFFECT UNTIL THE EVENT IS OVER. THE TELWORK IS DONE AT THE EMPLOYEE'S HOME.                       |
| P    | EMERGENCY/INTERMITTENT PRACTICE TELEWORK DONE PERIODICALLY AT THE REQUEST OF THE AGENCY. TELEWORK IS DONE AT AN ESTABLISHED WORK SITE.   |
| Q    | EMERGENCY/INTERMITTENT PRACTICE TELEWORK DONE PERIODICALLY AT THE REQUEST OF THE AGENCY. THE TELEWORK IS DONE AT A WORK SITE OTHER THAN A TELEWORK CENTER.                         |
| R    | EMERGENCY/IN TERMITTMENT PRACTICE TELEWORK DONE PERIODICALLY AT THE REQUEST OF THE AGENCY. THE TELEWORK IS DONE AT THE EMPLOYEE'S HOME   |