



## Adding Telework Reason Code – HTML

### How do I add the telework Reason Code to my timecard?

1. Add a row by clicking the “Add a Row” button
2. The Pay Code “Hours Worked” appears on a new row; delete hours from old row
3. Enter the amount of Hours to designate as Telework for the day
4. Under the Transfer column, click the magnifying glass to Search

The screenshot shows the top of a timecard interface. At the top are buttons: Save, Comments →, Primary Account, Totals Summary, Refresh, and a dropdown menu 'Select an Action'. Below these is a table with columns for days of the week: Sun 3/05, Mon 3/06, Tue 3/07, and Wed 3/08. The first row has a magnifying glass icon in the 'Transfer' column, labeled with a red box 1. The second row has a dropdown menu in the 'Pay Code' column, labeled with a red box 2, showing 'Hours Worked'. The 'Transfer' column for the second row has a magnifying glass icon, labeled with a red box 4. The 'Mon 3/06' column has a text input field with '8.0' entered, labeled with a red box 3. The 'Tue 3/07' and 'Wed 3/08' columns also have text input fields with '8.0' entered.

5. Find the Reason Code section
6. Enter the word: telework\* (The asterisk is required to search)
7. Click Search
8. Highlight the words “TELEWORK, TELEWORK PROGRAM”
9. Click OK

The screenshot shows the 'ACCOUNT' dialog box. It has three search sections: 'Search for Cost Center-Fund or Project-Task', 'Search for Expenditure Org', and 'Search for Reason Code'. The 'Search for Reason Code' section is highlighted with a red box 5. The search input field contains 'telework\*', labeled with a red box 6. The 'Search' button is labeled with a red box 7. The search results list shows 'None' and 'TELEWORK, TELEWORK PROGRAM', with the latter highlighted by a red box 8. At the bottom, there is a 'WORK RULE' section with a dropdown menu showing 'None', labeled with a red box 9. At the very bottom are buttons: OK, Cancel, and Primary Account.





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10. After the initial search, the Reason Code will be remembered in your last five Transfers Dropdowns (Note: This gets periodically cleared)

Kronos WORKFORCE CENTRAL(R) - Internet Explorer

### TRANSFER SELECTION

Labor Level Selection History

////TELEWORK// **10**

Select From History

ACCOUNT

Search for Cost Center-Fund or Project-Task

Search

11. The timecard will look like this:

		Sun 3/05	Mon 3/06	Tue 3/07	Wed 3/08
Add Row	Pay Code				
	Hours Worked			8.0	8.0
	Hours Worked		8.0		
	Transfer		10		
		0.0	8.0	8.0	8.0

Questions related to the Telework Program should be directed to the OHR Labor & Employee Relations Team.

