

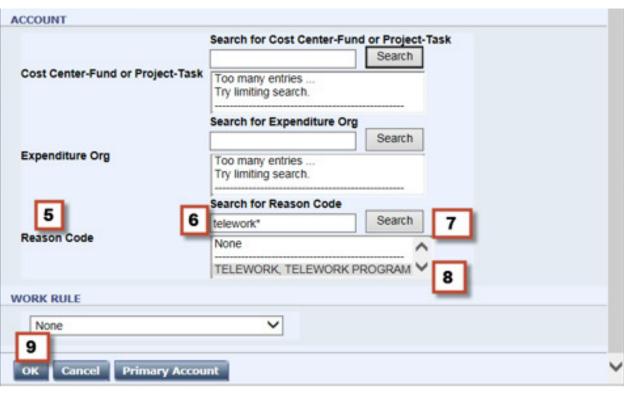
Adding Telework Reason Code - HTML

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



- 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





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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)



11. The timecard will look like this:



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



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