

# TELECOVD Reason Code (HTML)

Effective March 16, 2020 please use "TELECOVD" reason code for all logged telework hours.

1. Add Row by clicking 

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Pay Code	Transfer
	<input type="text"/>	<input type="text"/>

2. Click the "🔍" under Transfer

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Pay Code	Transfer
	Hours Worked	<input type="text"/> 🔍
	Hours Worked	<input type="text"/> 🔍

3. Under "Reason Code" type **telecovid\*** and click "Search". Double click **"TELECOVD, TELEWORKING REMOTE DUE TO COVID-19"**, then click "OK".

Select From History

ACCOUNT

Cost Center-Fund or Project-Task

Search for Cost Center-Fund or Project-Task

Expenditure Org

Search for Expenditure Org

Reason Code

Search for Reason Code

telecovid\* 🔍

None

TELECOVD, TELEWORKING REMOTE DUE TO COVID-19

OK Cancel Primary Account

Type here →

← "Search"

Double Click

4. Timecard now allows employee to log telework hours.

Save Approve Comments → Primary Account Totals Summary Refresh

Add Row	Pay Code	Transfer	Sun 3/15	Mon 3/16
	Hours Worked	<input type="text"/> 🔍	<input type="text"/>	8.0
	Hours Worked	////TELECOVD// 🔍	<input type="text"/>	<input type="text"/>

0.0 8.0

Questions related to Telework Program or Situational Telework policies should be directed towards ***Telework@Montgomerycountymd.gov***.

Please see **OHR Telework Site-Resources** and **MCTime - Technical Issues** for additional resources and technical assistance.