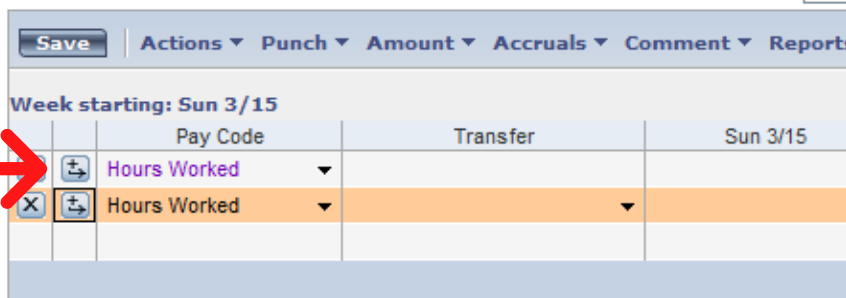


TELECOVD Reason Code (JAVA)

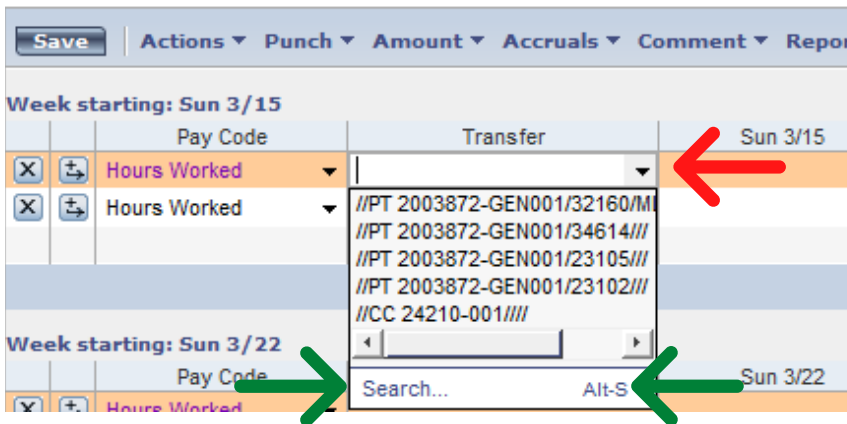
Effective March 16, 2020 please use "TELECOVD" reason code for all logged telework hours.

1. Add Row by clicking 



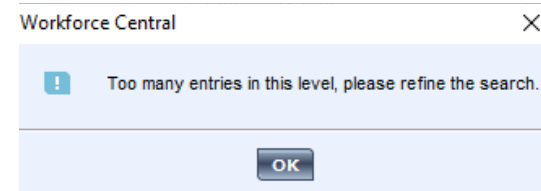
Pay Code	Transfer	Sun 3/15
Hours Worked		
Hours Worked		

2. Click the "▼" under Transfer. Click "Search" or "Alt-S"



Pay Code	Transfer	Sun 3/15
Hours Worked		
Hours Worked	//PT 2003872-GEN001/32160/M //PT 2003872-GEN001/34614/// //PT 2003872-GEN001/23105/// //PT 2003872-GEN001/23102/// //CC 24210-001////	

2a. Click "OK"

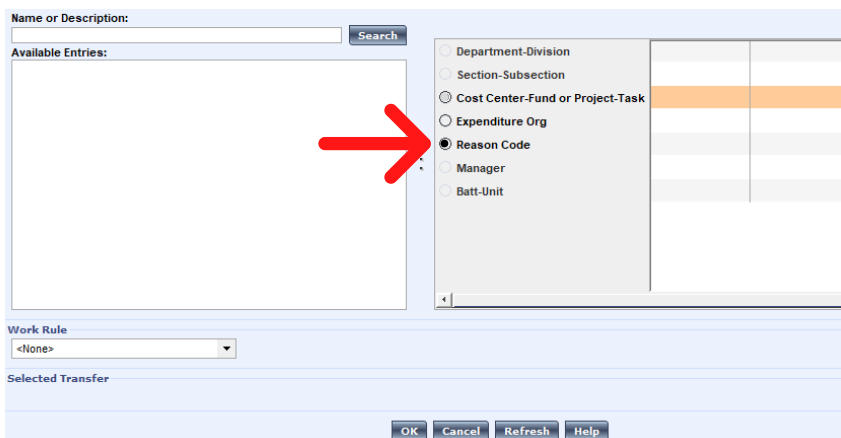


Workforce Central

Too many entries in this level, please refine the search.

OK

3. Select "Reason Code"



Name or Description:

Available Entries:

Search

Department-Division

Section-Subsection

Cost Center-Fund or Project-Task

Expenditure Org

Reason Code

Manager

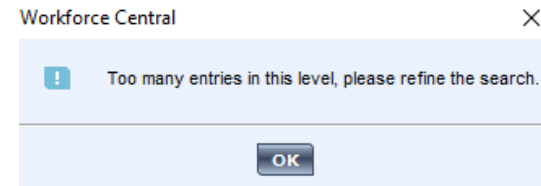
Batt-Unit

Work Rule: <None>

Selected Transfer

OK Cancel Refresh Help

3a. Click "OK"

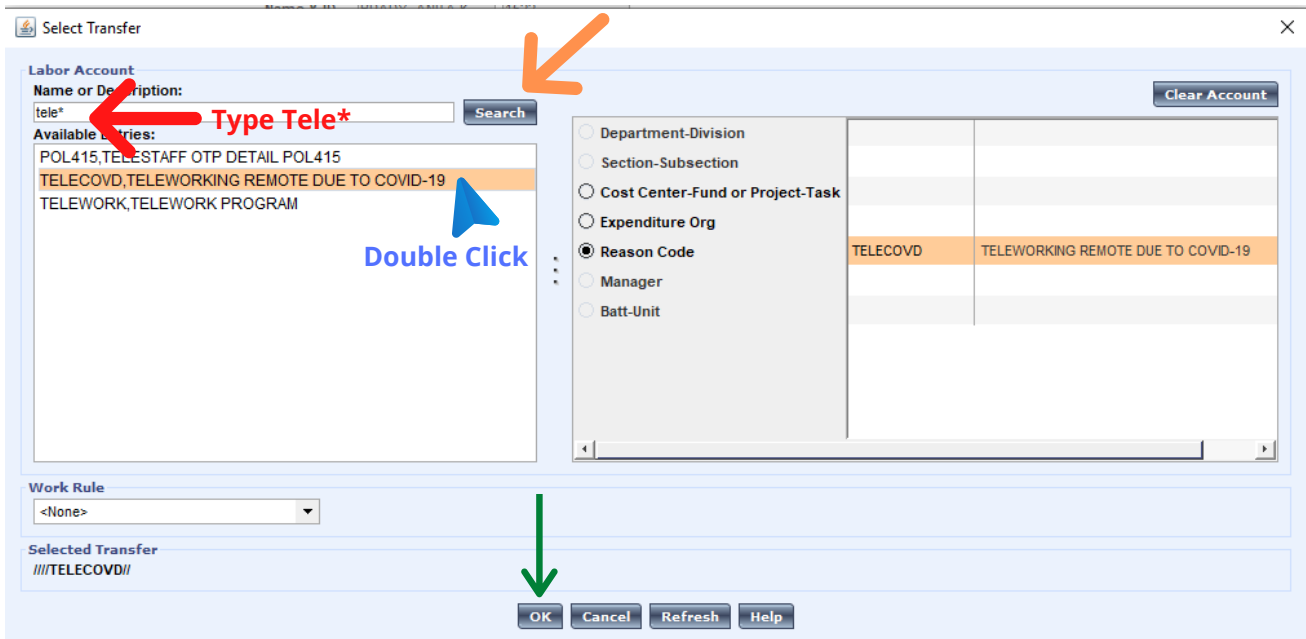


Workforce Central

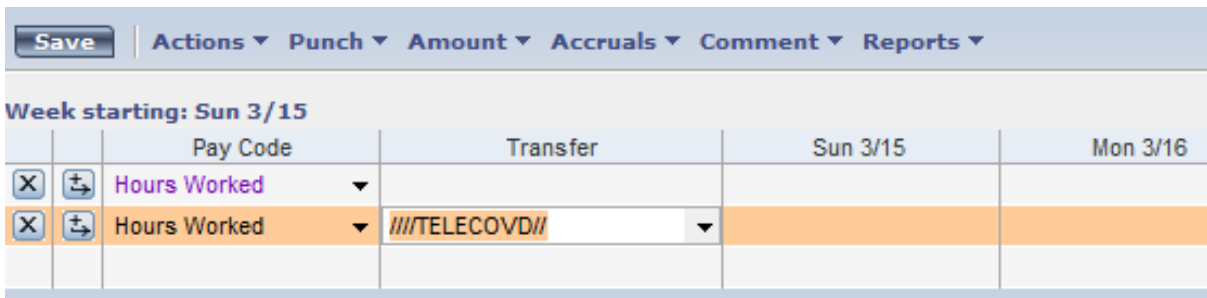
Too many entries in this level, please refine the search.

OK

4. Type "tele*" under name, click "Search". Double Click "TELECOVD", then select "OK"



5. Log TELECOVD hours for respective day(s).



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.