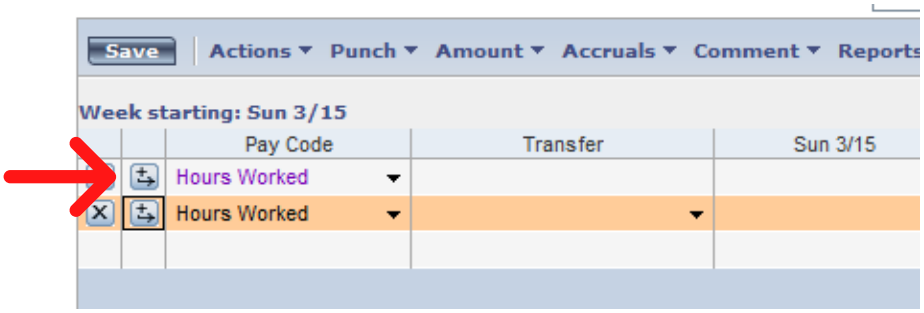
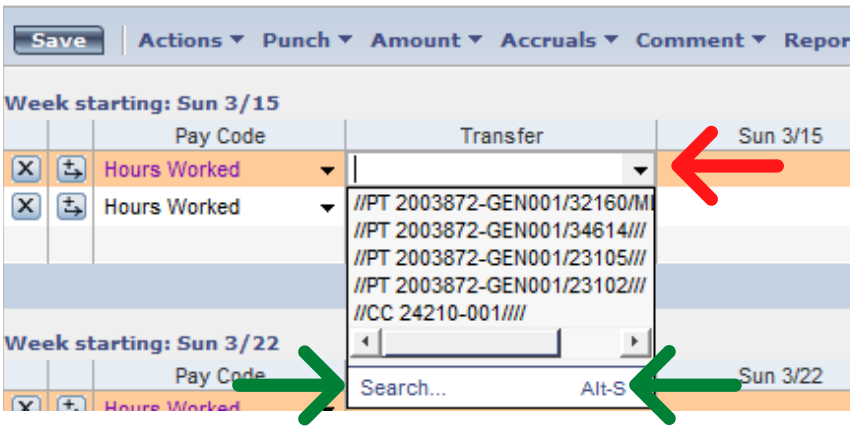
# TELECOVD Reason Code (JAVA)

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

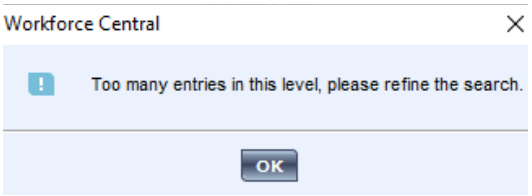
**1.** Add Row by clicking



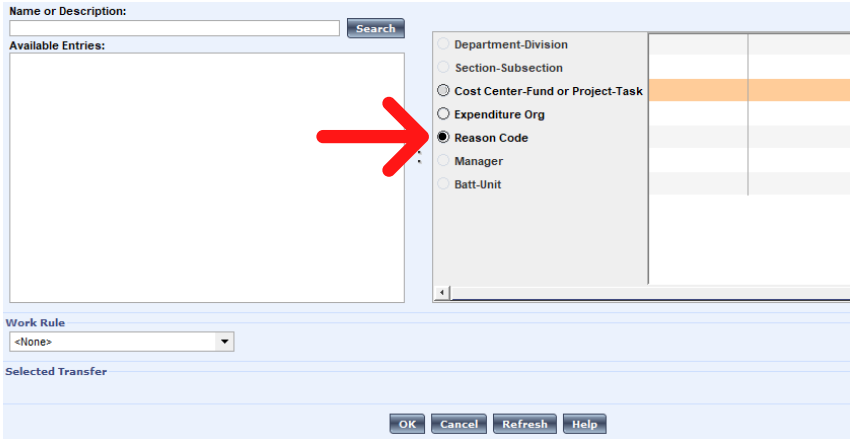

**2.** Click the " " under Transfer. Click "**Search**" or "**Alt-S**"



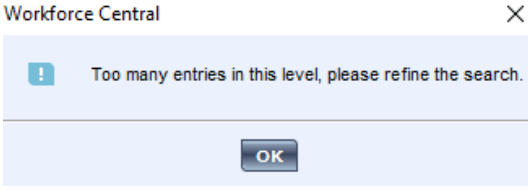

**2a.** Click "OK"



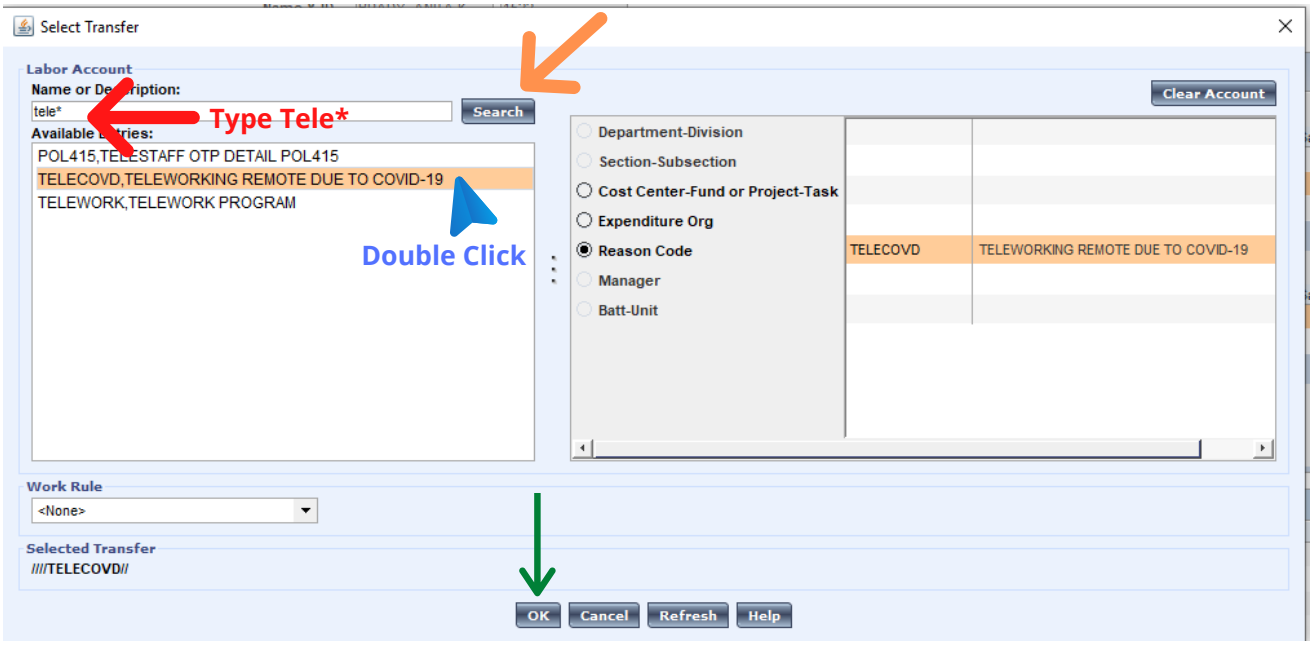

**3.** Select "**Reason Code**"



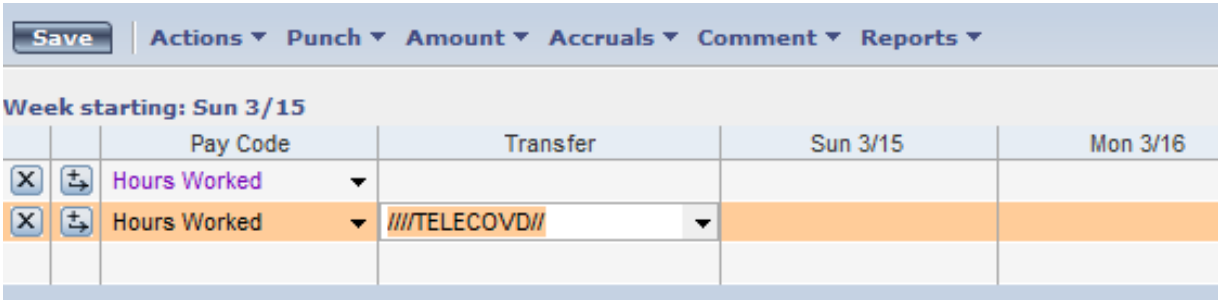

**3a.** Click "OK"



**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.