



# 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 are columns for days: Sun 3/05, Mon 3/06, Tue 3/07, and Wed 3/08. The 'Add Row' button is highlighted with a red box and labeled '1'. The 'Pay Code' dropdown is set to 'Hours Worked' and is labeled '2'. The 'Transfer' column has a magnifying glass icon labeled '4'. The 'Mon 3/06' column has a value of '8.0' labeled '3'.

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 'Reason Code' section is highlighted with a red box and labeled '5'. The search text 'telework\*' is entered in the 'Reason Code' field, labeled '6'. The 'Search' button is labeled '7'. The search results show 'None' and 'TELEWORK, TELEWORK PROGRAM', with the latter highlighted by a red box labeled '8'. At the bottom, the 'OK' button is labeled '9'.





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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:

Save Comments Primary Account Totals Summary Refresh Select an Action

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

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

Due to periodic software upgrades on computers, functionality issues sometimes occur. If you are unable to access the TELEWORK Reason Code, you may need updates to your computer. Refer to the [Technical Issues - Compatibility Checks](#) Guidance on the [MCtime Informational Website](#). You may also call the IT Help Desk (7-2828) for assistance.

