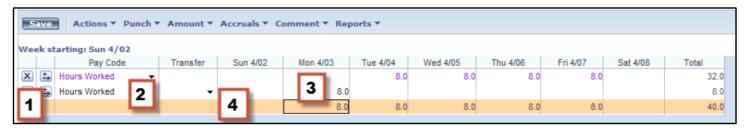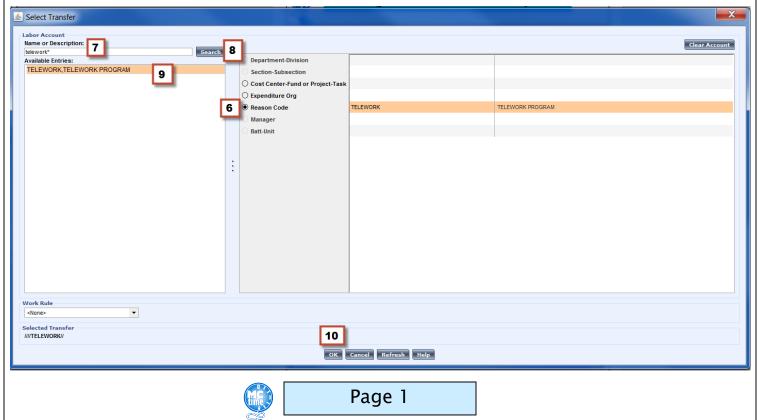# Adding Telework Reason Code – JAVA

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 the new row; delete hours from old row
3. Enter the amount of Hours to designate as Telework for the day
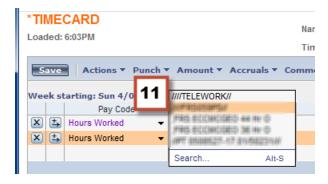4. Under the Transfer column, click the down arrow and select Search

5. Close the "Too Many entries in this level, please refine the search." message box
6. Select the bubble in front of the Reason Code field & again close message box
7. Enter the word: telework* (The asterisk is required to search)
8. Click Search
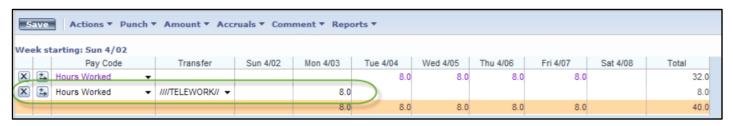9. Highlight the words "TELEWORK, TELEWORK PROGRAM"
10. Click OK

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11. After the initial search, the Reason Code will be remembered in your last five Transfers

12. The timecard will look like this:

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.