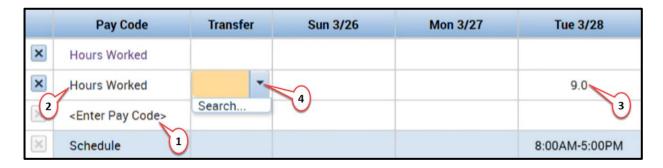# Adding Telework Reason Code

How do I Add the Telework Reason Code to my Timecard?

1. Click the **<Enter Pay code>** cell.

2. Select the **Hours Worked** pay code.

3. Enter the number of hours worked to designate as telework for the day and delete hours from the old row.

4. Under the **Transfer** column, click the down arrow and select **Search.**

	Pay Code	Transfer	Sun 3/26	Mon 3/27	Tue 3/28
✖	Hours Worked				
✖	Hours Worked	[ ] ▾			9.0 ③
✖ ②	<Enter Pay Code> ①	Search... ④			
✖	Schedule				8:00AM-5:00PM

5. Click on the **Labor Account** tab (as shown in image below).

6. Click on the **Reason Code** dropdown (as shown in image below).

7. In the '**Smart search...**' field enter 'telework*' (as shown in image below).
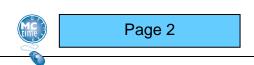
8. Click the words 'TELEWORK   TELEWORK PROGRAM'.

9. Click **Apply**.

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

Note -
- Do NOT type in the word.
- Do NOT "cut and paste."
- Enter Reason Code by "Search and Select" or select from history.

11. The timecard will look like this:

	Pay Code	Transfer	Sun 3/26	Mon 3/27	Tue 3/28
✖	Hours Worked				
✖	Hours Worked	;////TELEWORK//			9.0
✖	Schedule				8:00AM-5:00PM

12. Click **SAVE**.

Note: The Edge browser is the recommended browser to access MCtime. Due to periodic software updates on computers, technical issues sometimes occur where selection may not be selectable within MCtime. If you are unable to access the TELEWORK Reason Code, you may need updates to your computer. Contact the IT help desk for technical assistance (240-777-2828). Contact Finance MCtime for timekeeping assistance at MCtime@montgomerycountymd.gov.

Questions related to the Telework Program should be directed to the OHR's County Telework Manager at telework@montgomerycountymd.gov.