

Appendix 3: Tracking Telework through Quicktime

Employees and timekeepers who use Quicktime should use it to keep track of hours that were used teleworking. First, the servicing Human Resources Office should indicate in FPPS that an employee has a signed telework agreement. The timekeeper must change the employee’s profile to indicate he/she is approved to telework. Then, when completing the timesheet, the employee or timekeeper should click the cursor in the Telework Indicator (TI) column (to the right of the Account Number – see Figure 1, below) to access the Telework Indicator Codes. Choose the appropriate code to indicate the type of telework worked that payroll period and the corresponding number of hours.

The screenshot shows the Quicktime web application interface. At the top, there are tabs for 'Sign In / Out', 'Week 1', and 'Week 2'. Below these is a section for 'Other Hours Week 2' with the name 'BUHLER JOY M.' and 'Current Pay Period: 2011 - 21' (09/25/2011 - 10/08/2011). A 'SAVE' button is visible. Below this is a table for 'week 2' showing hours for 'Regular', 'unapproved hours', 'Available Hours', 'Extra Hours', and 'excess Other Hours' across days from Sun to Sat. At the bottom, there is a 'LookUp' section for 'FUNCTIONAL AREA' and 'COST CENTER WBS'. The main timesheet table has columns for 'select', 'hrs', dates from Sun 10/02 to Sat 10/08, 'Fav Key', 'Functional Area', 'Cost Center', 'WBS', and 'TI S E'. The 'TI' column is circled in red, and a red arrow points from this circle to a callout box.

For each day you telework, you would indicate to the far right under the “TI” column the indicator code. Indicator codes are described in detail below.

Figure 1 - Telework Indicator (TI) Column

Figure 2 shows the list of Telework Indicator Codes, which are indicated by a specific uppercase letter. The list that follows Figure 2 outlines the definitions for these codes. The Telework Indicator Code is to be used by employees or timekeepers in the Quicktime system to indicate the employee's particular telework status attributed to the specific number of hours during that payroll period.

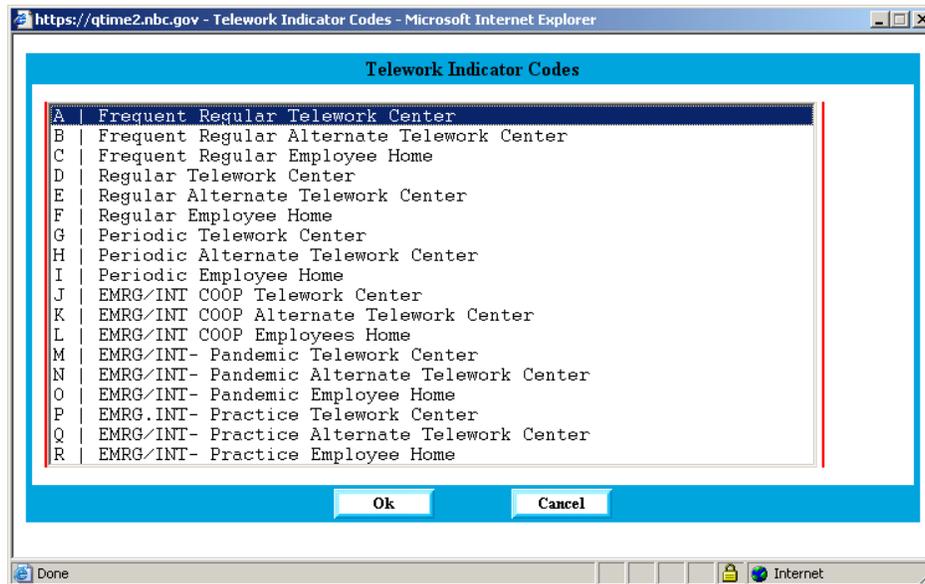


Figure 2 - Telework Indicator Codes

Place your cursor in the “TI” box and click on “Lookup” to find the listing as indicated in Figure 2. Find the best description for the type of telework you are working. The more detailed telework indicators are listed below. Ensure the correct indicator codes are used.

- A - Frequent Regular Telework Center. Employee teleworks at an established telework center at least 3 days per week on a regular, recurring basis.
- B - Frequent Regular Alternate Telework Center. Employee teleworks at a work site other than an established telework center at least 3 days per week on a regular, recurring basis.
- C - Frequent Regular Employee Home. Employee teleworks at home at least 3 days per week on a regular basis.
- D - Regular Telework Center. Employee teleworks at an established telework center at least 1-2 days per week on a regular, recurring basis.
- E - Regular Alternate Telework Center. Employee teleworks at a work site other than an established telework center at least 1-2 days per week on a regular, recurring basis.
- F - Regular Employee Home. Employee teleworks at home at least 1-2 days per week on a regular reoccurring basis.

- G - Periodic Telework Center. Employee teleworks at an established telework center less than once per week, but at least once a month.
- H - Periodic Alternate Telework Center. Employee teleworks at a work site other than an established telework center less than once per week, but at least once a month.
- I - Periodic Employee Home. Employee teleworks at home less than once per week, but at least once a month.
- J - EMRG/INT COOP Telework Center. For continuity of operations (COOP) purposes, employee teleworks at an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- K - EMRG/INT COOP Alternate Telework Center. For continuity of operations (COOP) purposes, employee teleworks at a work site other than an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- L - EMRG/INT COOP Employee Home. For continuity of operations (COOP) purposes, employee teleworks at home on an emergency/intermittent basis for a period of not more than 30 days.
- M - EMRG/INT Pandemic Telework Center. Due to a designated pandemic, employee teleworks at an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- N - EMRG/INT Pandemic Alternate Telework Center. Due to a designated pandemic, employee teleworks at a work site other than an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- O - EMRG/INT Pandemic Employee Home. Due to a designated pandemic, employee teleworks at home on an emergency/intermittent basis for a period of not more than 30 days.
- P - EMRG/INT Practice Telework Center. Employee teleworks at an established telework center for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
- Q - EMRG/INT Practice Alternate Telework Center. Employee teleworks at a work site other than an established telework center for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
- R EMRG/INT Practice Employee Home. Employee teleworks at home for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.