

How to Code Telework Eligibility in the Federal Personnel and Payroll System

The Telework Enhancement Act of 2010 requires Federal agencies to determine the eligibility for all employees to participate in telework. Once these eligibility determinations are made, the servicing Human Resources Office is responsible for ensuring the telework eligibility codes are correctly reflected in the Federal Personnel and Payroll System (FPPS). This reference guide provides instructions regarding how to code an employee's eligibility for telework.

Updating the Telework Indicator Code Field in FPPS

1. At the Welcome Screen, type **ENCG** in the FPPS Command field. Alternatively, click the Personnel tab, and select Employee Position Maintenance, and then select Change Employee Non SF50 Data (ENCG). (See Figure 1)

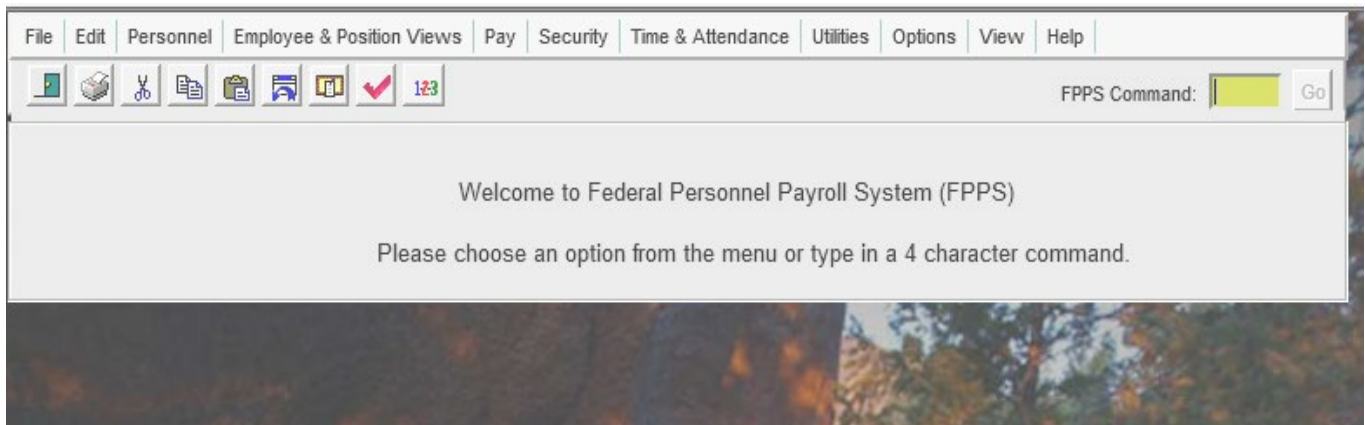


Figure 1: FPPS Welcome Screen

2. On the following prompt screen, type in the employee's last name, social security number or Employee Common Identifier (ECI). Enter the effective date, which should be the beginning of the pay period. After the data has been entered, select the search button. (See Figure 2).

TYPE ALL OF EMPLOYEE'S ECI NUMBER OR PART OF EMPLOYEE'S LAST NAME OR SOCIAL SECURITY NUMBER. USE ASTERISK FOLLOWING PARTIAL ENTRY (I.E. BURNS, BU*, 524*).

<input type="radio"/> Last Name:	<input type="text"/>	<input type="button" value="Search"/>
<input type="radio"/> SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>	
<input type="radio"/> ECI:	<input type="text"/>	

EFFECTIVE DATE:

NOAC 473 NTE-DT-LWOP UPDATE: (Y OR N)

NOAC 615 NTE-DT-PHASED RETIREMENT UPDATE: (Y OR N)

Figure 2: Employee Identification Information

3. On the Organization Information prompt screen (Figure 3), enter the employee's organization information and then click OK.

Name/SSN Search

To limit search for Name/SSN, type Department, Bureau, and/or Subbureau, Organization:

Department: IN

Bureau: 15

Subbureau: [Yellow]

Organization: [Purple]

Figure 3: Organization Information

4. On the following prompt screen (Figure 4), select the **Agency Unique Information** field and then click OK.

Screen Selection

Select All Screens

<input type="checkbox"/> Sf50/52 Position/Employee Information	<input type="checkbox"/> Rno, Benefits, Security
<input type="checkbox"/> Allow/diff, Rating Of Record	<input type="checkbox"/> Dates, WGI, Appointment Limit Information
<input type="checkbox"/> Retained, lmt, Severance Pay	<input checked="" type="checkbox"/> Agency Unique Information
<input type="checkbox"/> Foreign Language Data	<input type="checkbox"/> Change Hours Scheduled
<input type="checkbox"/> Change Retirement Information	

Figure 4: Agency Unique Information Selection

- On the Agency Unique Information prompt screen (Figure 5), use the drop down to select the appropriate telework indicator and then click OK.

The screenshot shows a software interface titled "Agency Unique Information". It contains various fields and dropdown menus. The "Telework Indicator" field is highlighted in blue and shows the selected option "Y - Empl has a Signed Telework Agreement". Other fields include "Indian Preference Ind" (N - Not Entitled to Indian Preference), "Vacation Leave Code", "EX Leave Ind" (N), "CY Non Pay Begin Date", "Contract Type", "Contract Begin Date", "SCD Longevity", "OPIC Life Insurance", "Telework Remote Worker", "NSF Home Instituion", "Home Leave Elig Ind" (N - No), "Status Quo Code", "CY Non Pay End Date", "SES Development Code", "Contract End Date", "Medicare Deduction Ind", "Non Resident Tax Code", "Common Accounting Number", "Enhanced Leave Ind", "Reserve", "Reserve Component", "SCD Enhanced Leave", and "Effective Date SCD Enhanced Leave".

Figure 5: Telework Indicator Field

The Telework Indicator Code options are as follows:

- A - Employee is eligible to telework-no telework agreement
- B - Employee eligible-signed agreement, telework in emergency only
- N - Employee is not eligible to participate in the telework program
- X - Employee eligible-duties of position not suitable for telework
- Y - Employee has a signed telework agreement

- Once the correct Telework Indicator Code is entered, select Update Immediately on the following prompt screen (Figure 6) and then click OK.

The screenshot shows a dialog box titled "Select Function". It contains three buttons: "EXIT Without Updating" (highlighted with a dashed border), "RESUME to Complete Current Processing", and "UPDATE Immediately".

Figure 6: Select Function