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)
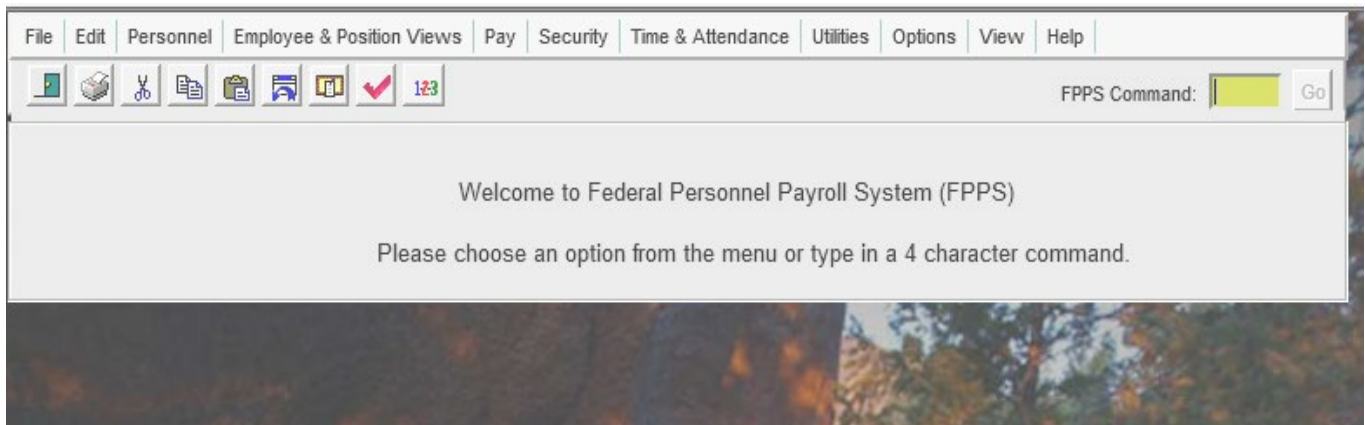

Figure 1: FPPS Welcome Screen

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).

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

Figure 3: Organization Information

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

Figure 4: Agency Unique Information Selection

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

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

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

Figure 6: Select Function