

# How to Code Telework Hours in QuickTime

In accordance with Personnel Bulletin 21-07, Telework Program, employees are responsible for accurately coding their timesheets to reflect the hours teleworked in a pay period. This reference guide instructs employees how to code telework hours in the QuickTime<sup>1</sup> time and attendance system. As a reminder, employees, regardless of their telework arrangement, must have an approved telework agreement in place in order to telework.

## Coding Telework Hours in QuickTime

If you have not previously recorded telework hours in the time and attendance system, be sure to verify with your servicing Human Resources Office that you are coded in the Federal Personnel and Payroll System (FPPS) for telework.

1. After entering the hours worked in the **Week 1** and **Week 2** tabs of your timesheet, select the **Other Hours** tab.
2. In the **Hrs** field, enter the **010 Regular** hour code.
3. Click on the day(s) you teleworked and enter the number of hours teleworked.
4. Put the cursor in the **Fav Key** field, click the **Look Up** button, and select your assigned accounting code information (Key, Functional Area, Cost Center, WBS, Work Order).
5. Tab over to the **TI** field (See Figure 1 below), click the **Look Up** button, and select the appropriate telework indicator code. Refer to the Quick Time Telework Indicator Codes chart below to assist you in selecting the appropriate telework code.
6. Click **Save** when finished.

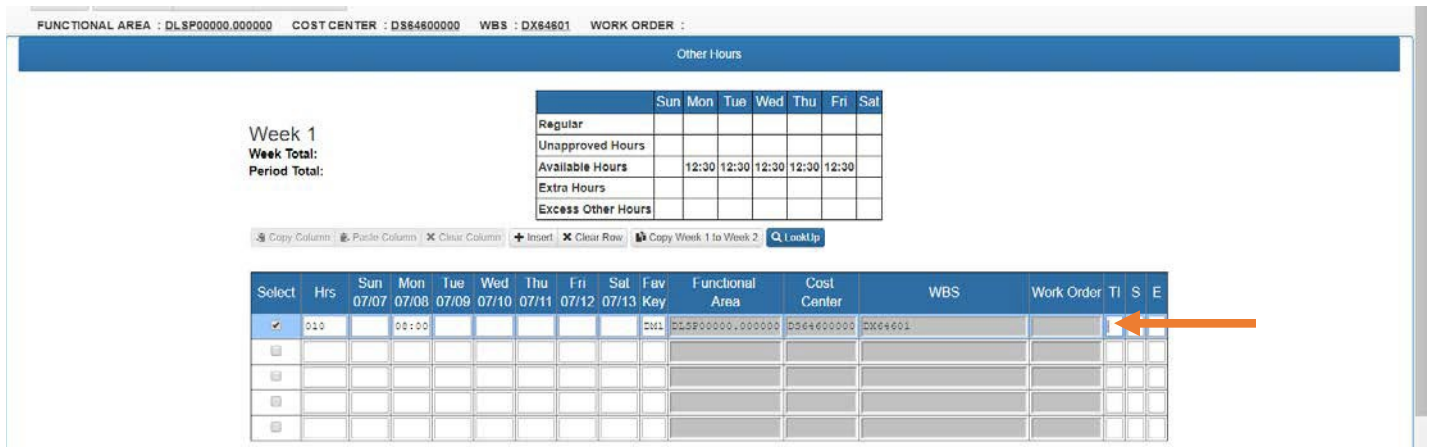


Figure 1: QuickTime “Other Hours” Screenshot

<sup>1</sup> Bureau of Reclamation employees, who use the Electronic Time and Attendance System (E-TAS), should follow the directions for coding their timesheets available at: <https://intra.usbr.gov/hr/telework.html>.

<b>Telework Indicator Codes</b>	
<b><i>For Core Telework, the following codes should be used when:</i></b>	
A - Frequent Regular Telework Center	Employee teleworks from an established telework center <b><i>at least 3 days per pay period</i></b> on a regular, recurring basis.
B - Frequent Regular Alternate Telework Center	Employee teleworks from a work site other than an established telework center <b><i>at least 3 days per pay period</i></b> on a regular, recurring basis.
C - Frequent Regular Employee Home	Employee teleworks from home <b><i>at least 3 days per pay period</i></b> on a regular, recurring basis.
D - Regular Telework Center	Employee teleworks from an established telework center <b><i>1 – 2 days per pay period</i></b> on a regular, recurring basis.
E - Regular Alternate Telework Center	Employee teleworks from a work site other than an established telework center <b><i>1 – 2 days per pay period</i></b> on a regular, recurring basis.
F - Regular Employee Home	Employee teleworks from home <b><i>1 – 2 days per pay period</i></b> on a regular, recurring basis.
<b><i>For Situational Telework, the following codes should be used when:</i></b>	
G - Periodic Telework Center	Employee teleworks from established telework center on a situational basis with supervisor approval.
H - Periodic Alternate Telework Center	Employee teleworks from a work site other than an established telework center on a situational basis with supervisor approval.
I - Periodic Employee Home	Employee teleworks from home on a situational basis with supervisor approval.
<b><i>During a Public Health Emergency or Pandemic (such as COVID-19), the following codes should be used:</i></b>	
O - EMRG/INT COOP - Pandemic Employee Home	Due to a designated pandemic, employee teleworks at home on an emergency/intermittent basis until the event is over.
N - EMRG/INT COOP- 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 until the event is over.

***If additional help is needed in coding your timesheet, please contact your office timekeeper.***

***Dated: August 23, 2021***