



Telework : Recording on Timesheet



Purpose:

Telework - Work from Anywhere is an arrangement in which an employee performs officially assigned duties from a location other than the traditional worksite. Telework is simply a way of getting work done from a different location.

Telework is not an employee right, but when implemented effectively in an organization can serve multiple purposes – and have multiple benefits.

NASA's policy states that all employees are considered eligible for telework unless they are determined to be ineligible based on the following criteria:

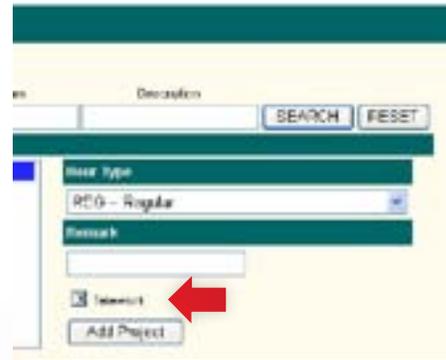
- 1. The position requires, on a regular and recurring basis, direct handling of secure materials*
- 2. An employee performs on-site activities that cannot be conducted remotely or at an alternate worksite. For example, the position requires face-to-face personal contact for medical, counseling, or similar services; hands-on contact with machinery, equipment, vehicles, etc; or involves other physical presence/site dependent activity such as that of a forest ranger or security guard, or*
- 3. The employee's last performance rating of record is below fully successful or the employee's conduct has resulted in disciplinary action within the last year*

Although the majority of NASA employees are eligible to telework at least occasionally, the employees must obtain approval (prior to teleworking) from their supervisor.

NOTE: Currently in WebTADS the choices for telework are 'Episodic' and 'Core', however, these terms are changing to 'Regular' and 'Situational' and we will inform employees when these changes are made in WebTADS.

Procedure:

After an employee has a certified Telework Agreement in place on either the 'Episodic' or 'Core' option in WebTADS, the telework checkbox is available on the Add Projects Page. To access the Add Projects page, click the Add icon from the timesheet.



To track telework to a project code:

1. Highlight the appropriate Laborcode
2. Choose the appropriate Hour Type
3. Enter a Remark if necessary
4. Click the Telework checkbox, to apply the telework remark.
5. Click Add Project

Result:

Notice that the project code with telework tracking (TWORK) has now been added to the timesheet and hours can now be recorded in the usual manner.

Project Code	Hour Type	Total	Sun 11/08 8.0	Mon 11/09 8.0	Tue 11/01 8.0	Wed 11/02 8.0	Thu 11/03 8.0	Fri 11/04 8.0	Sat 11/05 8.0
11111.01.01 Project Code for Testing	REG	18.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11111.01.01 Project Code for Testing	REG TWORK	24.8	0.0	0.0	8.0	0.0	7.5	8.0	0.0
11111.01.01 Project Code for Testing	CR TWORK	1.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0
11111.01.01 Project Code for Testing	AL	6.8	0.0	0.0	0.0	0.0	0.5	0.0	0.0
11111.01.01 Project Code for Testing	PL	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11111.01.01 Project Code for Testing	CR	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Year Total		62.0	0.0	0.0	8.0	0.0	8.0	10.0	0.0

Timesheet Edits:

Warnings associated with tracking telework:

1. 107 – Employee not eligible for telework
2. 108 – Telework hours recorded outside approved date range. Approved date range [begin date – end date].
3. 109 – Not eligible for telework after (ending date)

In all situations, contact the approver to make appropriate changes to telework eligibility.

Special Considerations:

All employees default to a status of 'Episodic' for telework. The employee's timesheet Approver should modify the telework option status for the employee according to the Supervisor and Center agreement.

Ineligible employees will not have the Telework checkbox on the Add Projects page.

An employee's telework eligibility status can be viewed on the employees 'Leave Balances' page.