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**Employee Information**

Logged In As: MALDONADO, JILL K UIC: W8BKAA

Team: 1525 - T5 USPFO Pay & Exam 1525 - T5 USPFO Pay & Exam << >> Team

Employee: MALDONADO, JILL K MALDONADO, JILL K << >> Employee

Begin Pay Period: 2020-Mar-01 2020-Mar-01 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: Yes Certified: No Sent To Payroll: No [View Leave](#)

**Employee Hours**

						March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
						Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>			40116782	DEFAULT		RG		9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00			76.00
<input type="checkbox"/>			40116782	DEFAULT		LA			1.00	3.00											4.00
						Scheduled Hours	0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00
						Reported to Scheduled Hours	0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

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Enter your labor for the pay period and save it

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Employee: MALDONADO, JILL K MALDONADO, JILL K << >> Employee

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				March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
				Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>			40116782	DEFAULT	RG		9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00		76.00
<input type="checkbox"/>			40116782	DEFAULT	LA			1.00	3.00										4.00
<b>Scheduled Hours</b>					0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00
<b>Reported to Scheduled Hours</b>					0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU												

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Click on NtDiff/Haz/Oth (see arrow above)

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**Employee Information**

Logged In As: MALDONADO, JILL K      UIC: W8BKAA

Team: 1525 - T5 USPFO Pay & Exam    1525 - T5 USPFO Pay & Exam    << >> Team

Employee: MALDONADO, JILL K    MALDONADO, JILL K    << >> Employee

Begin Pay Period: 2020-Mar-01    2020-Mar-01    << >> PayPeriod

NtDiff/Haz/Oth: No    Concur: Yes    Certified: No    Sent To Payroll: No    [View Leave](#)

**Employee Hours**

					March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
	Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>	40116782	DEFAULT		RG		9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00				76.00
	Sub Acct			NtDiff																0.00
	User Data			Hz/Oth		Add	Add	Add	Add	Add			Add	Add	Add	Add				
				FLSA		Add	Add	Add	Add	Add			Add	Add	Add	Add				
<input type="checkbox"/>	40116782	DEFAULT		LA			1.00	3.00												4.00
	Sub Acct			NtDiff																0.00
	User Data			Hz/Oth			Add	Add												
				FLSA			Add	Add												
<b>Scheduled Hours</b>					0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00		80.00
Reported to Scheduled Hours					0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00		80.00

Save    DeleteRow    CopyRow    NtDiff/Haz/Oth    InsertRow    Refresh    Summary    Create LU

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Click on the highlighted "ADD" button in the Hz/Oth row (see arrow above) on the day you completed telework.

**Employee Information**  
Employee: MALDONADO, JILL K  
Date: 3/9/2020  
Job Order: DEFAULT  
OP Code:  
Type Hours: RegGrd

Reason: 

BK	Grievance and Appeals
TM	Telework Medical
<b>TS</b>	<b>Telework Ad Hoc/Situational</b>
TW	Telework Regular

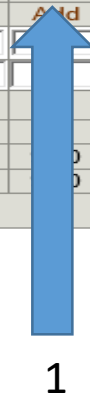
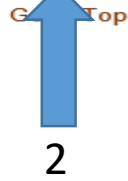
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

1. Select "TS" Telework Ad Hoc/Situational
2. Check all days you are teleworking during this step
3. Click the word Reason (see arrow above)

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Employee Hours					March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
Cost Center	Job Order	Act Type	Type	Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
40116782	DEFAULT		RG			9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00			76.00	
Sub Acct			NtDiff																0.00	
User Data			HZ/Oth			Add	Add	Add	Add	Add			TS	Add	Add	Add				
			FLSA			Add	Add	Add	Add	Add			Add	Add	Add	Add				
40116782	DEFAULT		LA				1.00	3.00											4.00	
Sub Acct			NtDiff																0.00	
User Data			HZ/Oth				Add	Add												
			FLSA				Add	Add												
<b>Scheduled Hours</b>					0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00		9.00	9.00	9.00	9.00	0.00	0.00	80.00
<b>Reported to Scheduled Hours</b>					0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00		9.00	9.00	9.00	9.00	0.00	0.00	80.00



1. You'll notice the "TS" reason code is now registered
2. Click Save

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**Employee Hours**



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		Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>		40116782	DEFAULT		RG		9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00			76.00
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<b>Scheduled Hours</b>						0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00
<b>Reported to Scheduled Hours</b>						0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

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Final Step, once ALL LABOR has been entered and saved, concur it. Your labor is concurred when the word to the right of "Concur" changes from a no to a yes (see arrow above)