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Employ	yee Hours								18	a a			M				s a			7 92			0.
							Mar	ch	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	Cost Cent	er	Job	Order	Act	Туре	Туре	Hr S	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
	40116782	~	DEFAULT	~		~	LA	~			1.00	3.00											4.00
			2		6	Schedul	ed Hou	urs O	.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
				R	eported t	to Schedul	ed Hou	urs O	.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	Co	opyRow	NtDiff/Haz/	Oth	InsertRow	Re	fresh	S	ummary	Cre	eate LU											

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Enter your labor for the pay period and save it

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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, JIL	L K 🔽 << >> Employee
Begin Pay Period: 2020-Mar-01 2020-Mar-01	<< >> PayPeriod
NtDiff/Haz/Oth: No Concur: Yes Certified: No Sent To P	ayroll: No View Leave

Employe	e Hours																				15
						Mar	ch 1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	Cost Cent	er	Job Or	rder	Act Type	Type I	Hr Su	n Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	40116782	~	DEFAULT	\sim	~	RG	~	9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00			76.00
	40116782	~	DEFAULT	\sim	~	LA	~		1.00	3.00											4.00
- 0 - 0 -	- 68				Schedu	led Hou	urs 0.0	0 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				Re	ported to Schedu	led Hou	urs 0.0	0 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	Co	pyRow N	NtDiff/Haz/C	th InsertRow	Re	fresh	Summary	Cre	eate LU											

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

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Employee Information	
Logged In As: MALDONADO, JILL	UIC: W8BKAA
Team: 1525 - T5 USPFO Pay & Exa	m 1525 - T5 USPFO Pay & Exam 🔽 << >> Team
Employee: MALDONADO, JILL K MALE	OONADO, 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

Employe	e Hours																					
							March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	Cost Cente	er 👘	Job	Order	Act	Туре 1	Гуре Нг	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	40116782		DEFAULT	~		\sim	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			$\boldsymbol{\boldsymbol{\leq}}$	Add	Add	Add			
	40116782		DEFAULT	~		\checkmark	la 🔽			1.00	3.00											4.00
	Sub	Acct		~			NtDiff															0.00
	User [Data		~			Hz/Oth			Add	Add											
							FLSA			Add	Add											
						Schedule	d 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
				R	eported	to Schedule	d 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	Cop	yRow	NtDiff/Haz/	Oth	InsertRow	Refree	sh	Summary	Cre	ate 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.

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Extended Labor Attributes



- 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 Information			
Logged In As: MALDONADO	, JILL K	UIC: W8B	KAA
Team: 1525 - T5 USPFO Pay	& Exam 1525 - T5 USPFC) Pay & Exam	✓ << >> Tean
Employee: MALDONADO, JILL K	MALDONADO, JILL K	< >> En	nployee
Begin Pay Period: 2020-Mar-01	2020-Mar-01 🔽 << >>	PayPeriod	
NtDiff/Haz/Oth: Yes Concur: Yes Certit	fied No Sent To Pavroll	No View Leave	

Employee Hours

2

		March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
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 V		9.00	8.00	6.00	9.00	8.00			9.00	9.00	9.00	9.00			76.00
Sub Acc	t 🖌 🖌	NtDiff															0.00
User Data		Hz/Oth		Add	Add	Add	Add	Add			TS	Add	Add	Add			
			Add	Add	Add	Add	Add			ANd	Add	Add	Add				
40116782 🗸	DEFAULT				1.00	3.00					K Z						4.00
Sub Acc	t 🗸 🗸	NtDiff															0.00
User Data	a 🛛 🗸 🗸	Hz/Oth			Add	Add											
		FLSA			Add	Add											
		Scheduled Hours	0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00)	9.00	9.00	9.00	0.00	0.00	80.00
	R	eported 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	0.00	0.00	80.00
Save DeleteRow C	opyRow NtDiff/Haz	Oth InsertRow Refre	sh S	Summary	Cre	eate LU											
С																	

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

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-mprojee miermanen																		
Logged In As: MALDONADO, JILL			UI	C:W8B	KAA													
Team: 1525 - T5 USPFO Pay & Exa	1525 - T5 USPFC	Pay &	Exam	1	✓	>> T	eam											
Employee: MALDONADO, JILL K MALD	DNADO, JILL K		<	>> Er	nployee													
Begin Pay Period: 2020-Mar-01 2020-	lar-01 🔽 << >>	PayPe	riod															
NtDiff/Haz/Oth: Yes Concur: Yes Certified: N	Sent To Payroll:	No	View L	.eave														
Employee Hours																		
		1	March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
								- 1	-		-	•		•••	12	15		
Lost Center Job Order	Act Type	Ту	pe Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
□ ⓓ Ϣ 40116782 ✔ DEFAULT	Act Type	Ty RG	i 🗸	Sun	Mon 9.00	Tue 8.00	Wed 6.00	Thu 9.00	Fri 8.00	Sat	Sun	Mon 9.00	Tue 9.00	Wed 9.00	Thu 9.00	Fri	Sat	Total 76.00
Cost Center Job Order □ ③ ↓ 40116782 ✓ DEFAULT □ ⑤ ↓ 40116782 ✓ DEFAULT	Act Type	▼ RG	i V	Sun	Mon 9.00	Tue 8.00	Wed 6.00 3.00	Thu 9.00	Fri 8.00	Sat	Sun	Mon 9.00	Tue 9.00	Wed 9.00	9.00	Fri	Sat	Total 76.00 4.00
Cost Center Job Order □ □ ↓ 40116782 ✓ DEFAULT □ □ ↓ 40116782 ✓ DEFAULT	Act Type	Ty RG LA eduled	i V Hours	Sun 0.00	Mon 9.00 9.00	Tue 8.00 1.00 9.00	Wed 6.00 3.00 9.00	Thu 9.00 9.00	Fri 8.00 8.00	Sat 0.00	Sun 0.00	Mon 9.00 9.00	Tue 9.00 9.00	Wed 9.00 9.00	9.00	Fri 0.00	Sat 0.00	Total 76.00 4.00 80.00
Cost Center Job Order □ ● ↓ 40116782 ✓ DEFAULT □ ● ↓ 40116782 ✓ DEFAULT	Act Type Sch Reported to Sch	Ty RG LA eduled	i V Hours	Sun 0.00 0.00	Mon 9.00 9.00 9.00	Tue 8.00 1.00 9.00 9.00	Wed 6.00 3.00 9.00 9.00	Thu 9.00 9.00 9.00	Fri 8.00 8.00 8.00	Sat 0.00 0.00	Sun 0.00 0.00	Mon 9.00 9.00 9.00 9.00	Tue 9.00 9.00 9.00	Wed 9.00 9.00 9.00	12 Thu 9.00 9.00 9.00	Fri 0.00 0.00	Sat 0.00 0.00	Total 76.00 4.00 80.00 80.00

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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)