

## Coding Telework and Remote Work in Quicktime

The following outlines instructions and guidance on coding telework and remote work in Quicktime using the Telework/Remote Work Indicator (TRI) codes. Accurate coding of time and attendance records enables the Department to better track the usage of these work flexibilities across the Department. Further information on these programs can be found in Personnel Bulletin (PB) 21-07, *Telework Program* and PB 20-06, *Departmental Remote Work Policy*. Additional assistance on using or coding hours in Quicktime should be directed to Bureau/Office timekeepers.

### Coding Remote Work or Telework Hours in Quicktime

If an employee has not previously recorded telework or remote work hours in Quicktime, it is important that the servicing Human Resources Office (SHRO) first verifies an employee is properly coded as a telework or remote worker in the Federal Personnel and Payroll System (FPPS).

1. Enter the hours worked in the **Week 1** and **Week 2** sections of the timesheet and then select the **Other Hours** tab. If using the **Payroll** function to enter time, select **Payroll** and follow the instructions below.
2. In the **Hours Code**, enter the **010 Regular** hour code (or other appropriate hours worked code). *Important: do not use the TRI field for non-working hours such as leave, holiday, or non-regular time (e.g., credit hours used). The TRI field is only used to capture time spent teleworking or remote working.*
3. Click on the day(s) teleworked or remote worked and enter the corresponding number of hours.
4. Tab to the **Fav Key** and select the appropriate accounting code information (Key, Functional Area, Cost Center, WBS, Work Order). To view available options, use the **Look Up** feature.
5. Tab to the **TRI** field and select the appropriate TRI code. To view available options, use the **Look Up** feature or refer to the TRI chart on page 2.
6. Click **Save** when finished.

Payroll

Week 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Status
TOD								00:00	UNV
Other		08:00						08:00	
Total		08:00						08:00	

Copy Column Paste Column Clear Column Insert Row Delete Row Duplicate Row Copy Week 1 to Week 2 LookUp Table Navigation Help

Select	Hours Code	Sun 06/16	Mon 06/17	Tue 06/18	Wed 06/19	Thu 06/20	Fri 06/21	Sat 06/22	Total	Fav Key	Functional Area	Cost Center	WBS	Work Order	TRI	S	E
<input checked="" type="checkbox"/>			08:00						8:00								
<input type="checkbox"/>																	
<input type="checkbox"/>																	

Figure 1: Quicktime screenshot showing the TRI field (formerly the TI field)

## Coding Telework and Remote Work in Quicktime

Telework/Remote Work Indicator (TRI)	
<b>For Core Telework:</b>	
A – Frequent Regular Telework Center	Employee teleworks from an established telework center <b>at least 3 days per pay period</b> on a regular, recurring basis.
B – Frequent Regular Alternate Telework Center	Employee teleworks from a worksite other than an established telework center <b>at least 3 days per pay period</b> on a regular, recurring basis.
C – Frequent Regular Employee Home	Employee teleworks from home <b>at least 3 days per pay period</b> on a regular, recurring basis.
D – Regular Telework Center	Employee teleworks from an established telework center <b>1 – 2 days per pay period</b> on a regular, recurring basis.
E – Regular Alternate Telework Center	Employee teleworks from a work site other than an established telework center <b>1 – 2 days per pay period</b> on a regular, recurring basis.
F – Regular Employee Home	Employee teleworks from home <b>1 – 2 days per pay period</b> on a regular, recurring basis.
<b>For Situational Telework:</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>Codes Reserved for a Public Health Emergency or Pandemic (e.g., COVID-19):</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 Alternative 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.
<b>For Remote Work:</b>	
2 – Remote Work Duty Location is Employee’s Home	An employee works remotely from the duty location, the employee's residence.
3 – Remote Work Duty Location is a Government Facility	The employee works remotely from a Government Facility. <i>Example: A National Park Service (NPS) employee works in an office where all other employees are Forest Service (FS) employees. This arrangement is usually by agreement between the two units to allow the NPS employee to work at a FS facility.</i>