

## Telework Report and Summary (Employee)

## **View your Telework Report**

1. From the *Employee Self Service* homepage, select the **Employee Reports** tile.

III ( A HR Links		~ Employee	e Self Service		
	Employee Timesheet	Employee Time Requests	Performance	Print SF-50	
	Benefits Summary	Benefits Library	View My HR Information	Help Desk Home	
				ß	
	Company Directory	HR Links Training & HR Support	GSA Televork Agreement	Approvals	
	HR Links Satisfaction Survey	Employee Reports			

2. Select **Telework Report** and Enter your **Start Date** and **End Date** to designate the date range for your report.

📰 Time Reports Landing Page	Z_TL_TRC_EMP_TELEWORK - Employee Leave/Telework Codes
Time Sheet Report	Start Date 9 End Date 9 View Results
🗞 Telework Report	Row Time Reporting Code
👃 Telework Summary Report	
	_

3.



4. Select **View Results**. <u>Here</u> is a list of the telework timekeeping codes found on the results. Any minuses (-) are adjustments made to the timesheets.

			Time Reports		
📅 Time Reports Landing Page	Z_TL_TRC_EMP_TELEWORK - Emp	oloyee Leave/Telework Codes			
Time Sheet Report	Start Date 01/01/2020 99 End Date 12/31/2020 99 View Results				
Le Telework Report	Download results in : Excel SpreadSheet	CSV Text File XML File (40 kb)			First 1-100 of 200 🕢 L
	Row Time Repo	orting Code	Extended Time Reporting Code	Category	Quantity Rpt Dt
Telework Summary Report	1 002	002-Holiday Observed		WORK	9.0 01/01/2020
	2 050	Sick Leave		LEAVE	2.0 01/02/2020
	3 001	001-Regular Time	093	WORK	7.0 01/02/2020
	4 001	001-Regular Time	093	WORK	8.0 01/03/2020
	5 001	001-Regular Time	093	WORK	9.0 01/08/2020
	6 001	001-Regular Time	093	WORK	9.0 01/07/2020
	7 001	001-Regular Time	093	WORK	9.0 01/08/2020
	8 054	Award Leave Used		LEAVE	9.0 01/09/2020
	9 001	001-Regular Time	093	WORK	9.0 01/13/2020
	10 001	001-Regular Time	093	WORK	9.0 01/14/2020
	11 050	Sick Leave	027	LEAVE	2.0 01/15/2020
	12 001	001-Regular Time	093	WORK	7.0 01/15/2020
	13 050	Sick Leave		LEAVE	2.0 01/16/2020
	14 001	001-Regular Time	093	WORK	7.0 01/16/2020

## **View your Telework Report Summary**

5. On the Time Reports page, select **Telework Summary Report.** Enter your **Start Date** and **End Date** to designate the date range for your report.

				Time Reports	
Time Reports Landing Page	Z_TL_TRC_EMP_SUM - Telev	work Summary Report			
Time Sheet Report	Start Date 01/01/2020 Fi   End Date 12/31/2020 Fi   View Results Fi				
表 Telework Report	Row	TRC	Descr	User_1	Cat
Telework Summary Report					

6. Select **View Results.** The results show the total number of hours for each time reporting code.

Time Reports								
Time Reports Landing Page	Z_TL_TRC_EMP_S	Z_TL_TRC_EMP_SUM - Telework Summary Report						
Time Sheet Report	Start Date 01/01/2020 End Date 12/31/2020 View Results	Start Date (1011/000) () End Date (1011/000) () () Vera Result						
👃 Telework Report	Download results in : 8 View All	Countos results in : Excel SpreadSheet: CSV Text File: XML File: (14b) View All						
Talowork Summany Report	Row	TRC	Desor		User_1	Category	Sum Quantity	
Telework Summary Report	1	001	001-Negular Time	093	WORK			1/82.0
	3	040	Annual Leave		LEAVE			169.0
	4	050	Sick Leave		LEAVE			21.0
	5	050	Sick Leave	027	LEAVE			2.0
	6	054	Award Leave Used		LEAVE			27.0
	7	054	Award Leave Used	057	LEAVE			7.0