



TELEWORKING OPTIONS

JOB AID PER-87

PA

The purpose of this job aid is to provide guidance for updating the Teleworking Options on the Planned Working Time (Infotype 0007) in the Integrated HR-Payroll System.

The state's Teleworking Program Policy was established to provide agencies with flexibility to offer work options at alternative work locations to promote general work efficiencies. Agencies are now able to identify and track employees within the Integrated HR Payroll System who are approved to telework. In addition, this information will also be used by Payroll to ensure the state is compliant with unemployment tax laws.

The Planned Working Time (Infotype 0007) has been updated to include a *Telework Eligible* field. Once the Telework Eligible box is checked, the following Telework Options are displayed:

| Type | Name | Description |
|------|--------------------------|--|
| 01 | Telework FT In-State | EE is teleworking 100% of their scheduled working hours within the state |
| 02 | Telework FT Out of State | EE is teleworking 100% of their scheduled working hours outside of the state |
| 03 | Telework PT In-State | EE is teleworking for any amount less than 100% of their scheduled working hours within the state |
| 04 | Telework PT Out of State | EE is teleworking for any amount less than 100% of their scheduled working hours outside the state |

Each agency HR office is responsible for ensuring the teleworking options are updated to accurately reflect employees who perform their job duties away from their central workplace. Agency HR offices are advised to establish an internal process which includes close coordination with supervisors and managers to monitor changes to teleworking agreements (and to update the system accordingly).

Agencies will be able to view employee teleworking options using transcode ZEMP and the B0083 report. In addition, there will be more BI reporting options available at a later date.

Key Definitions:

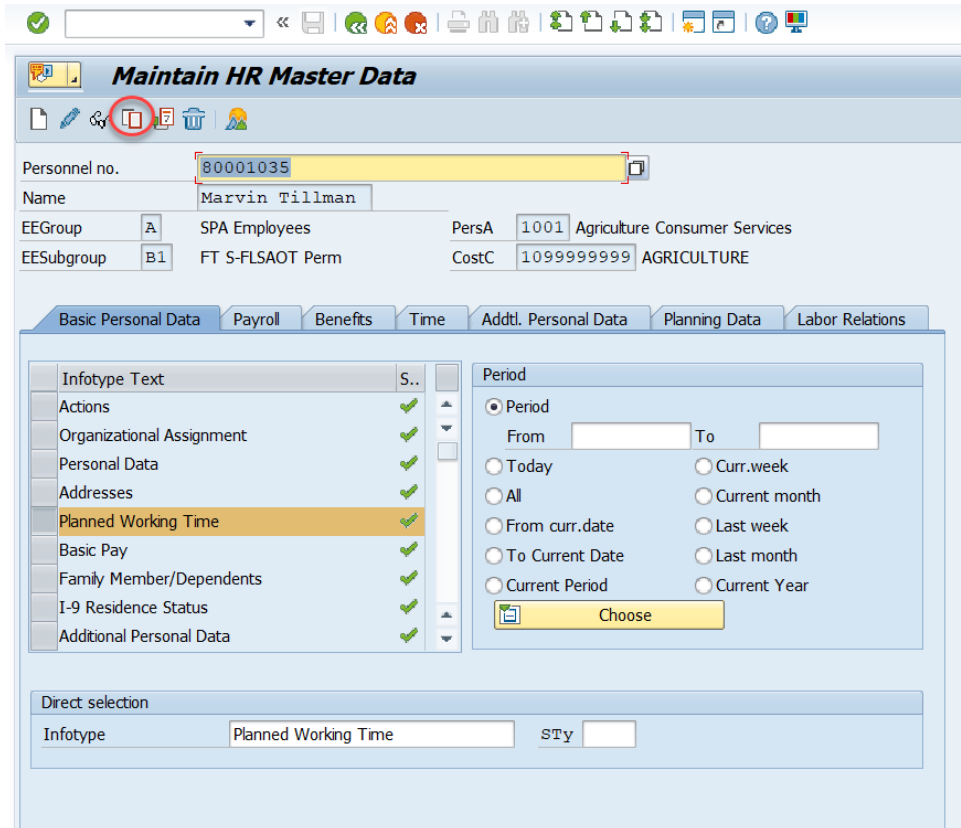
Alternate Work Location: a worksite other than a central workplace can include employees' homes and satellite offices where official State business is performed.

Central Workplace: an employee's assigned place of work or duty station owned or operated by the State or a site that is the primary workstation for field-based employees. Typically, a central workplace is a duty station from which an employer along with employees in the same work unit perform the functions of their job. However, an employee's home, in instances in which it is the primary workstation for field-based employees, may be considered the central workplace.

Telework/Teleworking: a flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary worksite for limited duration.

Teleworking Agreement: a written agreement that details the terms and conditions by which an employee is allowed to engage in teleworking.

Updating the Telework Eligible Field via PA30

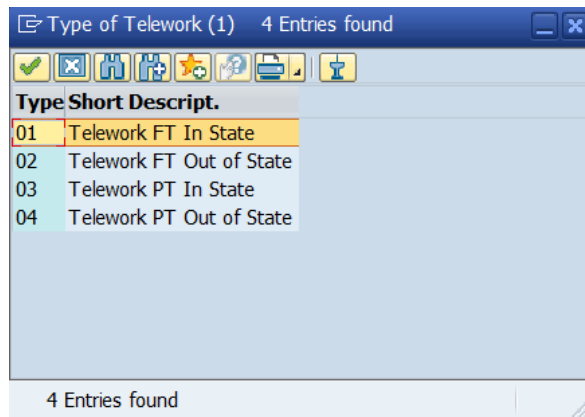


1. Access the **PA30** transaction (Planned Working Time) and select  (Copy).

2. Check the **Telework Eligible** box and select (Enter).

3. Select the **green check** on the Information pop-up.

4. Select a **Type** of telework description.



5. Select the appropriate telework description from the pop-up.

Copy Planned Working Time (0007)

Work schedule

Personnel No: 80001035 Name: Marvin Tillman
 EGroup: A SPA Employees PersA: 1001 Agriculture Consumer Services
 ESubgroup: B1 FT S-FLSAOT Perm Statu: Active
 Start: 03/01/2021 To: 12/31/9999

Work schedule rule

Work schedule rule: D01N08GN MTWHF-8,SaS-O WSR Finder
 Time Mgmt status: 1 - Positive Time Recording
 Working week: Wk - Sun (mdnt) - Sat
 Part-time employee

Working time


Employment percent: 100.00
 Daily working hours: 8.00
 Weekly working hours: 40.00
 Monthly working hrs: 173.33
 Annual working hours: 2080.00
 Weekly workdays:

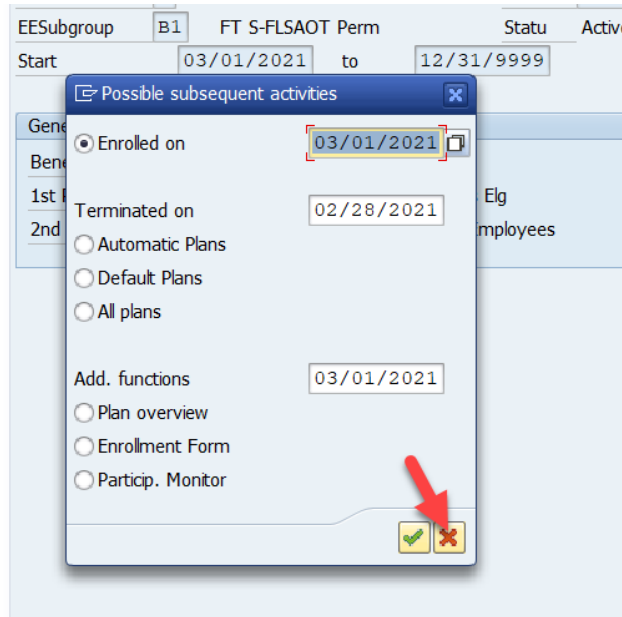
Additional fields

Telework Eligible Type: 01 Telework FT In State


The **Additional fields** section is now complete at the bottom of *Planned Working Time*.

➤ Make sure the Start Date is correct!


6.  (Save) your entry.



7. Cancel out of the *Possible subsequent activities* pop-up.



CRITICAL!



Delimit: If teleworking is no longer approved, the record will need to be delimited to display the most up to date information.

- ✓ When an employee switches positions, or additional actions are processed on the employee, please review the telework option to ensure it is still accurate or delimit if necessary.