

Employee REGTC

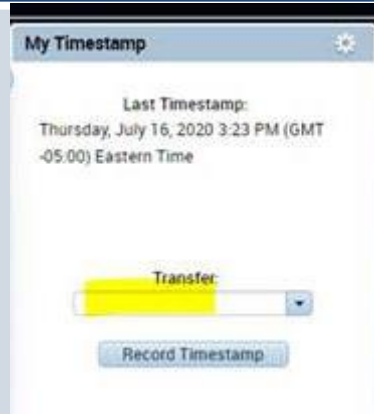
Purpose:

This job aid will help you clock in for your telecommuting shifts.

Steps

Before hitting Record Timestamp, select the Transfer dropdown and select Search.

Screenshots

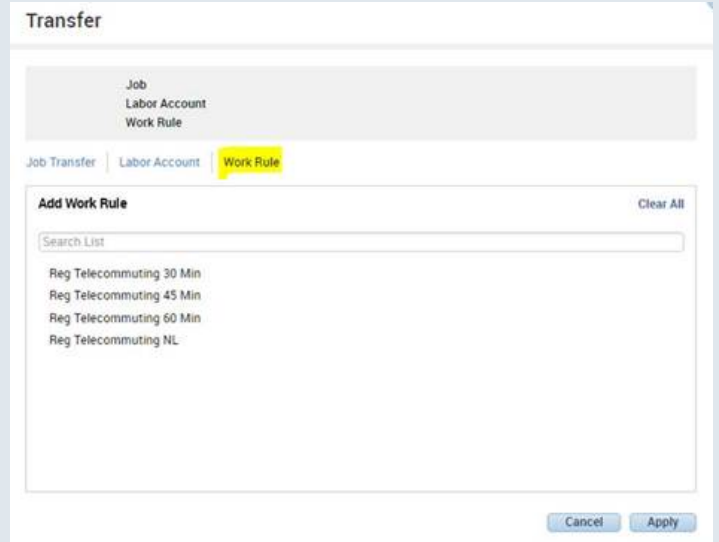


Click the Work Rule tab then select the regular telecommuting rule that has the lunch that you are normally assigned based on the last three characters of the work rule.

Ex:

30L = 30 Minute Lunch

NL = No Lunch



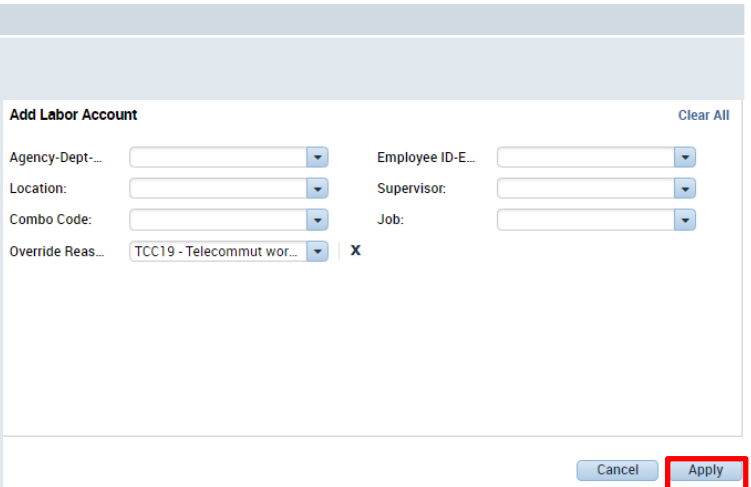
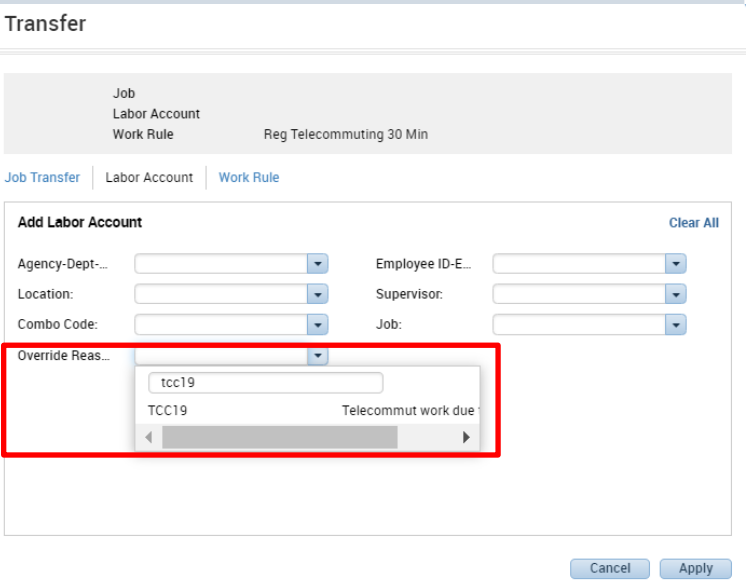
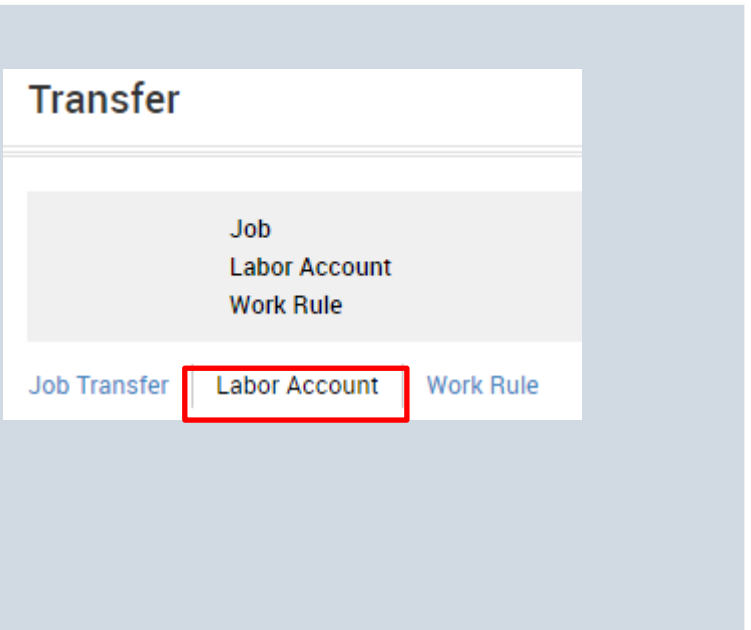
Steps

If you are telecommuting due to Covid 19, you will also need to enter an override reason code. Click on **Labor Account** to switch to another tab.

Under Labor Account, click on the Override reason code drop down and in the smart search, type in **TCC19**. Click on the code to add it to the transfer.

After you enter in the override reason code, click on **Apply**.

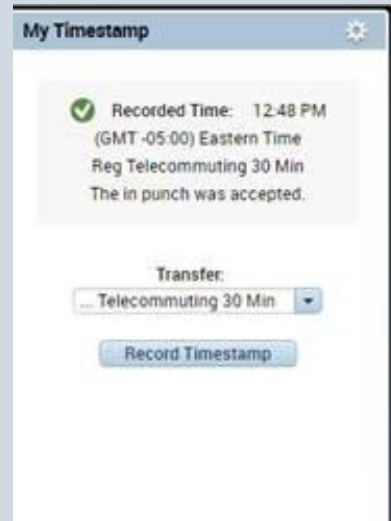
Screenshots



Steps

Clock in with the work rule that you selected, at the end of your shift clock out normally and that will add the regular telecommuting time to your timecard.

Screenshots



Employee REGTC and REG

Purpose:

This job aid will help you if you need to split your time between REGTC in the morning and REG in the afternoon.

Note: This will not be done if the employee works REG in the morning and REGTC in the afternoon.

Steps

Before hitting Record Timestamp, select the Transfer dropdown and select Search.

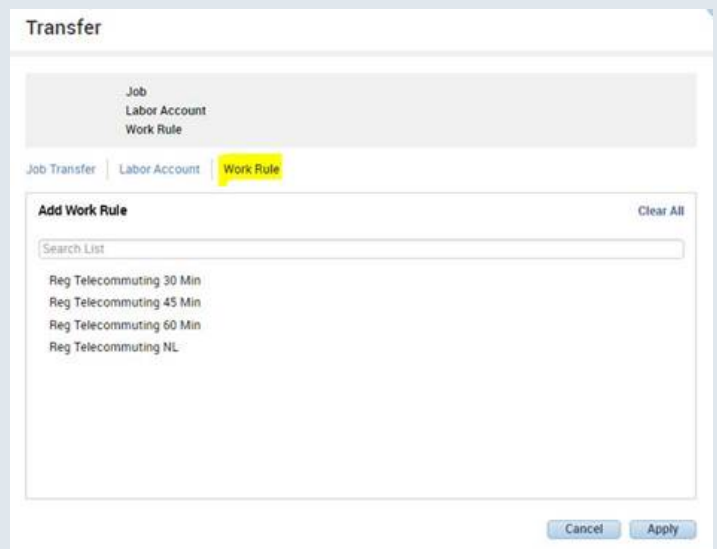
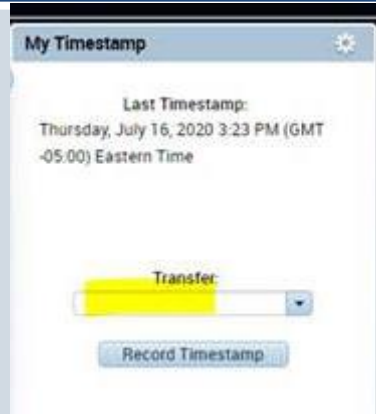
Click the Work Rule tab then select the regular telecommuting rule that has the lunch that you are normally assigned based on the last three characters of the work rule.

Ex:

30L = 30 Minute Lunch

NL = No Lunch

Screenshots



Steps

Under Labor Account, click on the Override reason code drop down and in the smart search, type in **TCC19**. Click on the code to add it to the transfer.

After you enter in the override reason code, click on **Apply**.

Click in with the work rule that you selected.
Next you will record a new timestamp with the transfer for your normal pay rule.

Screenshots

Transfer

The screenshot shows the 'Transfer' page with the following details:

- Job: Labor Account
- Work Rule: Reg Telecommuting 30 Min
- Navigation: Job Transfer | Labor Account | Work Rule
- Section: Add Labor Account (Clear All)
- Fields: Agency-Dept..., Location, Combo Code, Employee ID-E..., Supervisor, Job
- Override Reas... dropdown is open, showing 'TCC19 Telecommut work due' selected.
- Buttons: Cancel, Apply

The screenshot shows the 'Add Labor Account' section of the Transfer form with the following details:

- Section: Add Labor Account (Clear All)
- Fields: Agency-Dept..., Location, Combo Code, Employee ID-E..., Supervisor, Job
- Override Reas... dropdown is set to 'TCC19 - Telecommut wor...' with an 'X' icon.
- Buttons: Cancel, Apply

The screenshot shows the 'My Timestamp' dialog box with the following details:

- Recorded Time: 12:48 PM (GMT-05:00) Eastern Time
- Reg Telecommuting 30 Min
- The in punch was accepted.
- Transfer: Telecommuting 30 Min
- Button: Record Timestamp

Steps

Screenshots

This is what the timecard will look like after you punch in telecommuting.

8:00AM	...reg Telecommuting 60 Min	
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Now you will need to punch in using your normal pay rule as a work rule transfer to switch out of telecommuting. Right click on the employees name on the top left to find their pay rule.

Lopez, Steven

View

Pay Rule:
1/01/2020 - forever; **10 FT OT40 SDE STD 8**

Once you find this pay rule, open up the transfer section under record timestamp

Job Transfer | Labor Account | Work Rule

Add Work Rule

10 FT OT40

Clock in with the work rule that you selected, at the end of your shift clock out normally and that will add the regular telecommuting time to your timecard.

My Timestamp

Last Timestamp:
Wednesday, December 30, 2020 1:50 PM
(GMT -05:00) Eastern Time

Transfer:

Record Timestamp

This is the appearance of the timecard after both of your shifts, have been added.

Note: Using the correct transfer will ensure you do not need any adjustments made for lunch by your supervisor.

8:00AM	...reg Telecommuting 60 Min	12:00PM	12:00PM	... OT40 NSD NL STD 8	4:00PM
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