



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



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## Memorandum

To: Bureau/Equivalent Office Human Resources Officers

From: *Sharlyn A. Grigsby*  
Sharlyn A. Grigsby  
Director, Office of Human Resources

Subject: Tracking Telework Using QuickTime

The attached Personnel Bulletin No. 08-04 establishes telework reporting procedures using the QuickTime Payroll System.

If you have any questions, please contact Joy Buhler at (202) 219-0811 or [Joy\\_Buhler@ios.doi.gov](mailto:Joy_Buhler@ios.doi.gov).

Attachment

## PERSONNEL BULLETIN No. 08-04

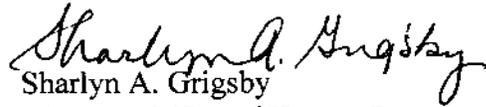
SUBJECT: Tracking Telework using Quicktime

1. **Purpose.** This bulletin provides guidance on the procedures for entering a Telework Indicator Code into Quicktime to track the number of hours an employee teleworks.
2. **Authorities.** The authorities for this bulletin are:
  - a. Public Law 106-346, Section 359, Department of Transportation Appropriations Act of 2001 (Appendix A), mandating that each Executive agency must establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminished employee performance.
  - b. Presidential Memorandum (6/21/1996) instructing executive heads of departments and agencies to implement federal family work arrangements.
  - c. Presidential Memorandum (7/11/1994) adopting the National Performance Review recommendation for expanded opportunities for federal workers to participate in a flexible work arrangement.
3. **Procedure.** Employees and timekeepers who use Quicktime should use it to keep track of teleworked hours. First, the servicing human resources office should indicate in FPPS that an employee has a signed telework agreement. The timekeeper must change the employee's profile to indicate that he/she is approved to telework. Then, when completing the timesheet, the employee or timekeeper should click the cursor in the Telework Indicator (TI) column (to the right of the Account Number – see Figure 1, below) to access the Telework Indicator Codes. Choose the appropriate code (See Section 4, below) to indicate the type of telework worked that payroll period and the corresponding number of hours.



- B - Frequent Regular Alternate Telework Center. Employee teleworks at a work site other than an established telework center at least 3 days per week on a regular, recurring basis.
- C - Frequent Regular Employee Home. Employee teleworks at home at least 3 days per week on a regular, recurring basis.
- D - Regular Telework Center. Employee teleworks at an established telework center at least 1-2 days per week on a regular, recurring basis.
- E - Regular Alternate Telework Center. Employee teleworks at a work site other than an established telework center at least 1-2 days per week on a regular, recurring basis.
- F - Regular Employee Home. Employee teleworks at home at least 1-2 days per week on a regular, recurring basis.
- G - Periodic Telework Center. Employee teleworks at an established telework center less than once per week, but at least once a month.
- H - Periodic Alternate Telework Center. Employee teleworks at a work site other than an established telework center less than once per week, but at least once a month.
- I - Periodic Employee Home. Employee teleworks at home less than once per week, but at least once a month.
- J - EMRG/INT COOP Telework Center. For continuity of operations (COOP) purposes, employee teleworks at an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- K - EMRG/INT COOP Alternate Telework Center. For continuity of operations (COOP) purposes, employee teleworks at a work site other than an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- L - EMRG/INT COOP Employee Home. For continuity of operations (COOP) purposes, employee teleworks at home on an emergency/intermittent basis for a period of not more than 30 days.
- M - EMRG/INT Pandemic Telework Center. Due to a designated pandemic, employee teleworks at an established telework center on an emergency/intermittent basis for a period of not more than 30 days.
- N - EMRG/INT Pandemic Alternate Telework Center. Due to a designated pandemic, employee teleworks at a work site other than an established telework center on an emergency/intermittent basis for a period of not more than 30 days.

- O - EMRG/INT Pandemic Employee Home. Due to a designated pandemic, employee teleworks at home on an emergency/intermittent basis for a period of not more than 30 days.
  - P - EMRG/INT Practice Telework Center. Employee teleworks at an established telework center for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
  - Q - EMRG/INT Practice Alternate Telework Center. Employee teleworks at a work site other than an established telework center for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
  - R EMRG/INT Practice Employee Home. Employee teleworks at home for a period of not more than 30 days to practice for a continuity of operations (COOP) or pandemic situation.
4. **Point-of-Contact.** The Departmental point-of-contact on this policy is Joy Buhler, 202-219-0811 or e-mail at [Joy\\_Buhler@ios.doi.gov](mailto:Joy_Buhler@ios.doi.gov).

  
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