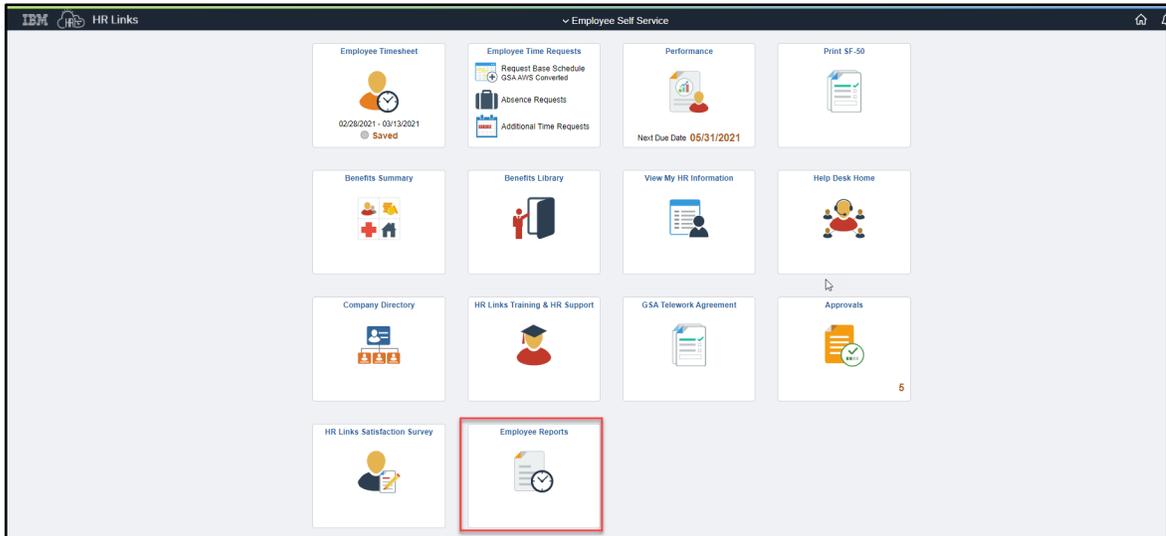




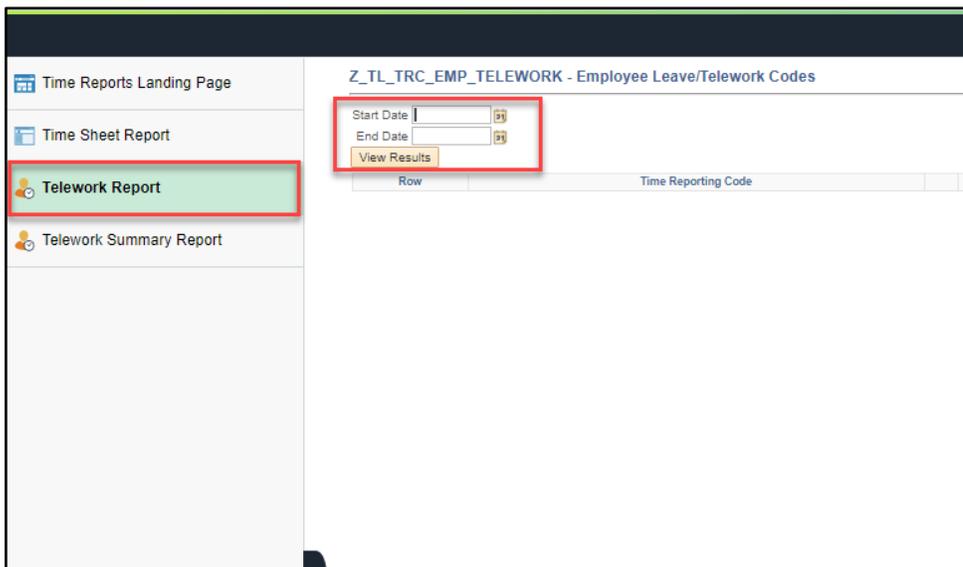
Telework Report and Summary (Employee)

View your Telework Report

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



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



- 3.



- Select **View Results**. [Here](#) is a list of the telework timekeeping codes found on the results. Any minuses (-) are adjustments made to the timesheets.

Time Reports

Z_TL_TRC_EMP_TELEWORK - Employee Leave/Telework Codes

Start Date: 01/01/2020
End Date: 12/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (40 kb)

View All

Row	Time Reporting Code	Extended Time Reporting Code	Category	Quantity	Rpt Dt
1	002	002-Holiday Observed	WORK	0.0	01/01/2020
2	050	Sick Leave	LEAVE	2.0	01/02/2020
3	001	001-Regular Time	WORK	7.0	01/02/2020
4	001	001-Regular Time	WORK	0.0	01/03/2020
5	001	001-Regular Time	WORK	0.0	01/06/2020
6	001	001-Regular Time	WORK	0.0	01/07/2020
7	001	001-Regular Time	WORK	0.0	01/08/2020
8	054	Award Leave Used	LEAVE	0.0	01/08/2020
9	001	001-Regular Time	WORK	0.0	01/13/2020
10	001	001-Regular Time	WORK	0.0	01/14/2020
11	050	Sick Leave	LEAVE	2.0	01/15/2020
12	001	001-Regular Time	WORK	7.0	01/15/2020
13	050	Sick Leave	LEAVE	2.0	01/16/2020
14	001	001-Regular Time	WORK	7.0	01/16/2020
15	001	001-Regular Time	WORK	0.0	01/17/2020

View your Telework Report Summary

- 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

Z_TL_TRC_EMP_SUM - Telework Summary Report

Start Date: 01/01/2020
End Date: 12/31/2020

View Results

Row	TRC	Descr	User_1	Cat
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- Select **View Results**. The results show the total number of hours for each time reporting code.

Time Reports

Z_TL_TRC_EMP_SUM - Telework Summary Report

Start Date: 01/01/2020
End Date: 12/31/2020

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	TRC	Descr	User_1	Category	Sum Quantity
1	001	001-Regular Time	093	WORK	1782.0
2	002	002-Holiday Observed		WORK	98.0
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