

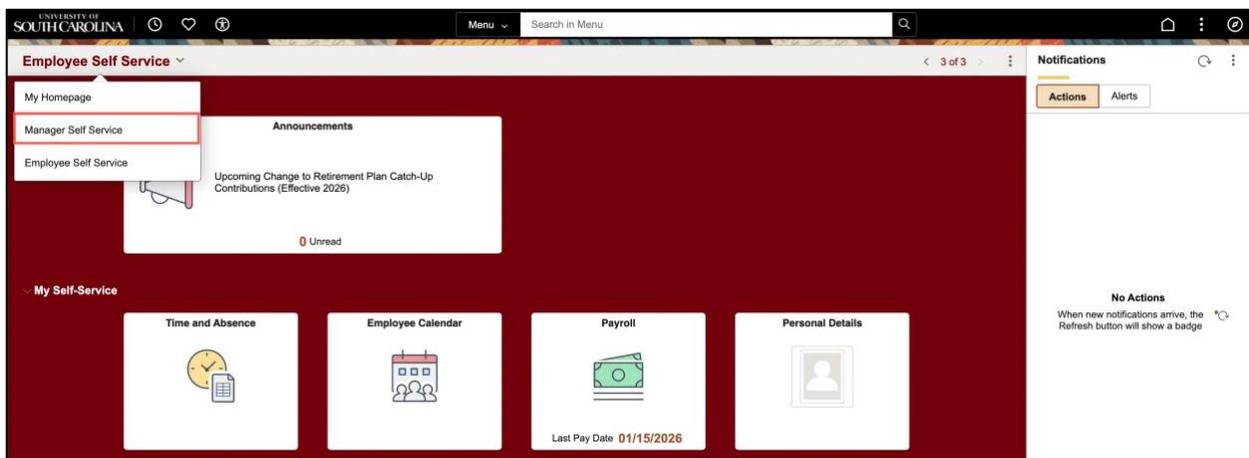


**Office of the Controller
Time and Labor - MSS
Enter Telecommuting Time on a Timesheet
on Behalf of a Salary Exempt Employee**

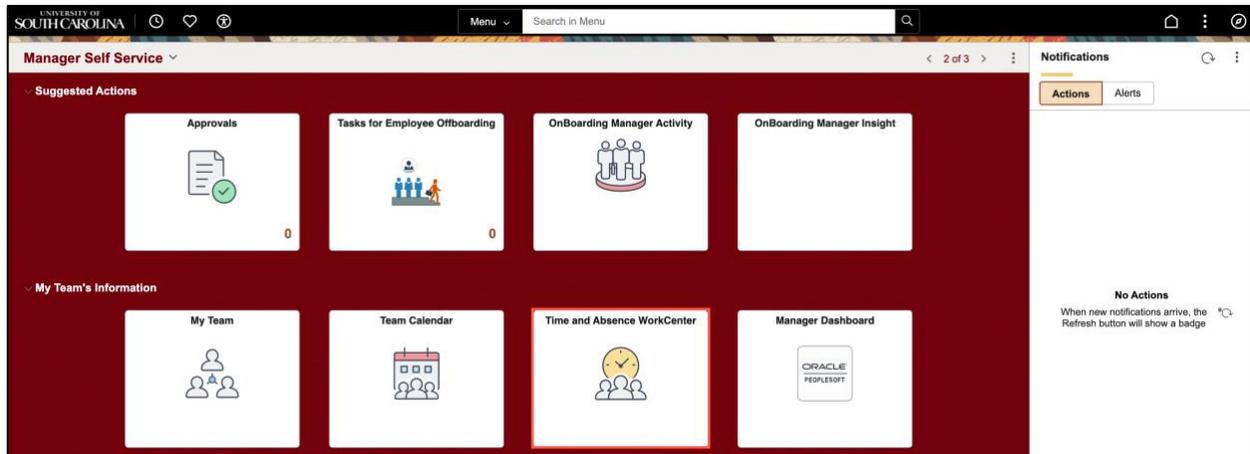
This job aid outlines how to enter or adjust telecommuting days and hours on behalf of an eligible Salary Exempt employee as a manager in PeopleSoft HCM.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.



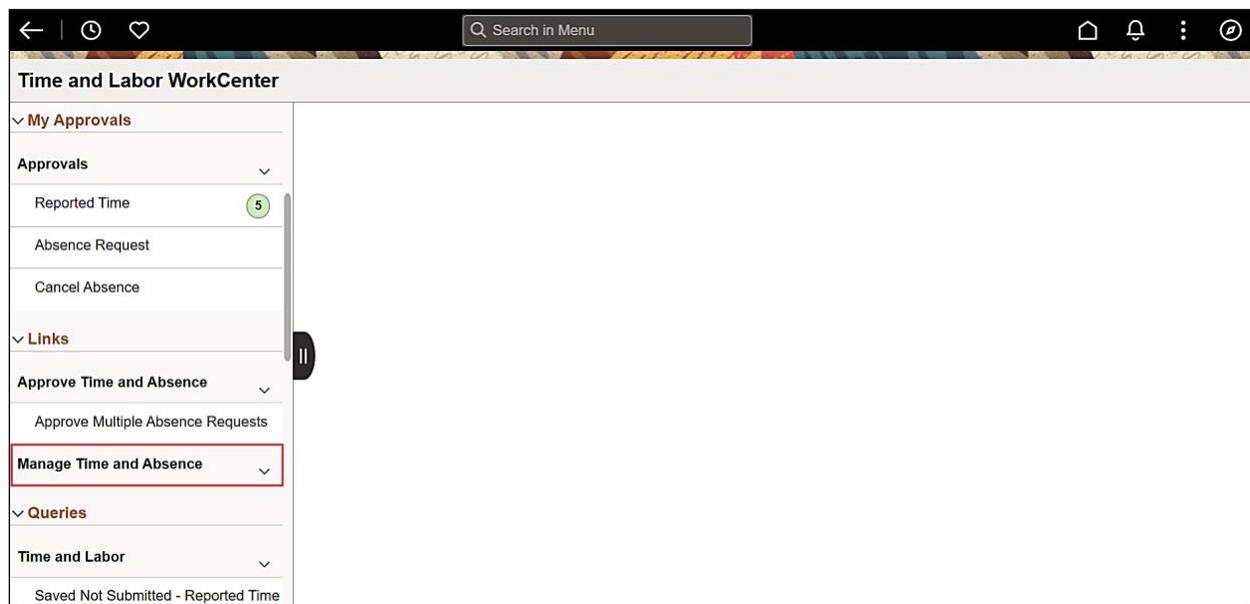
Step 2: Click the **Time and Absence Workcenter** tile.



Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

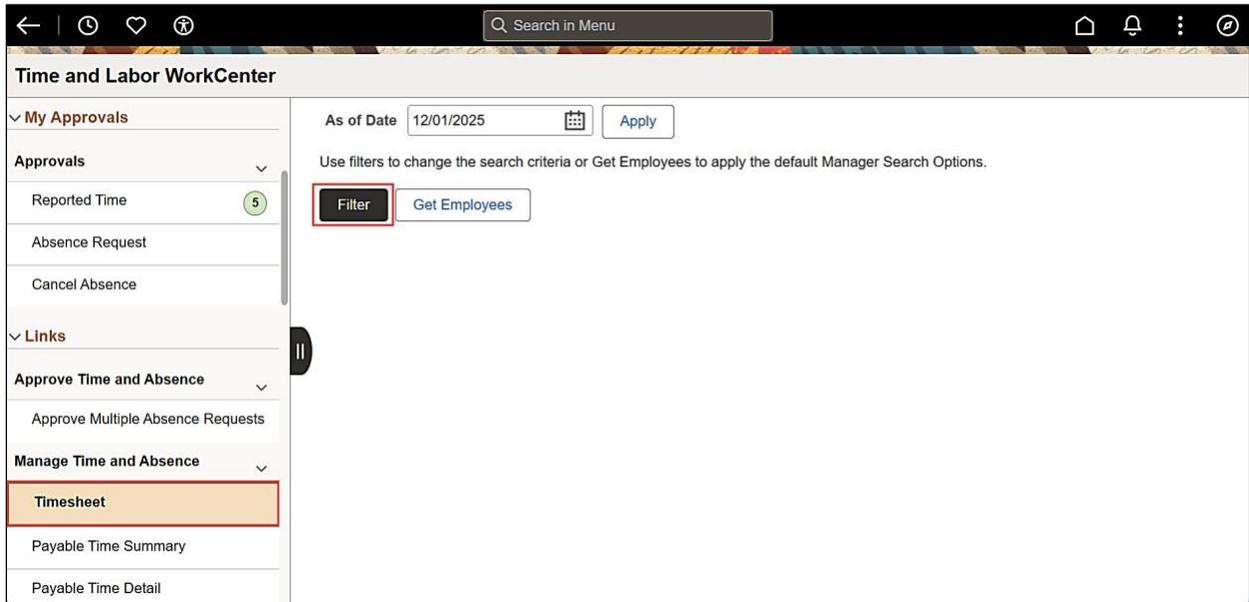
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



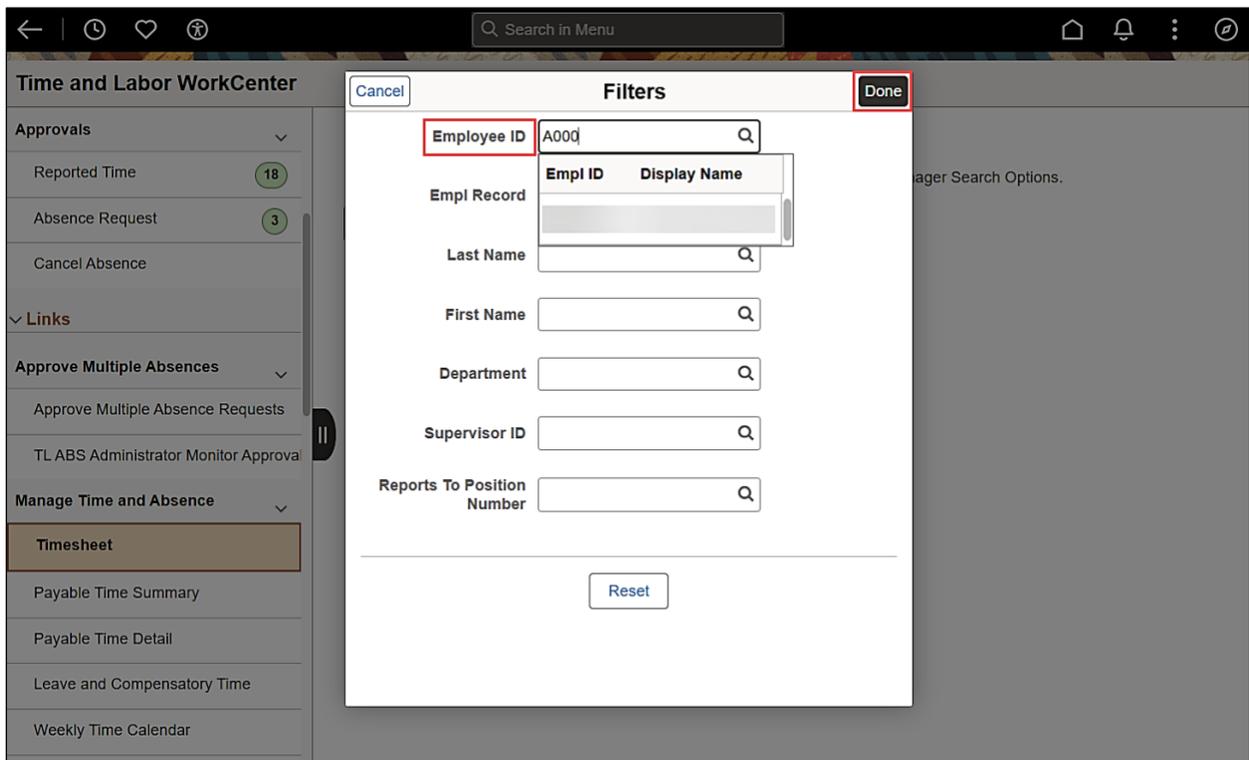
Step 4: Click the **Timesheet** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



Step 8: Click the **Employee Name/Title** line to view the Enter Time page.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with sections: 'My Approvals' (containing 'Reported Time' with a count of 5, 'Absence Request', and 'Cancel Absence'), 'Links' (containing 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', and 'Payable Time Detail'), and 'Timesheet' is currently selected. The main area shows 'As of Date' set to 12/01/2025. A message states: 'Hours to be Approved and Exception counts are as of 12/01/2025.' Below this is a 'Select Employee' section with a table. The table has columns: 'Name/Title/Status - Employee ID - Employee Record - Deptid', 'Exceptions', and 'Hours to be Approved'. There is 1 row in the table:

Name/Title/Status - Employee ID - Employee Record - Deptid	Exceptions	Hours to be Approved
 Director of Operations		17.00

In this scenario the exempt employee telecommutes on **Tuesday and Wednesday**.

You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet. Begin by selecting the appropriate **Time Reporting Code (TRC)**.

Step 10: Click the **Time Reporting Code** drop-down arrow.

Step 11: Select **TELCM – Telecommuting Tracking** or **TELD – Telecommuting Deviation**.

- **TELCM – Telecommuting Tracking** should be used for telecommuting as outlined in the employee’s telecommuting agreement.
- **TELD – Telecommuting Deviation** should be used for any telecommuting outside the approved telecommuting schedule or for those with no agreement and had to telecommute for other extenuating circumstances.
 - **Example 1:** If an employee’s agreement lists Tuesday and Wednesday as remote days, but they work remotely on Thursday instead of Wednesday, the Tuesday will be marked as Telecommuting Tracking (TELCM) and Thursday must be recorded as a deviation (TELD).
 - **Example 2:** Short-term telecommuting must be recorded as a deviation if it exceeds more than 2 hours during the employee’s regular workday (e.g., working from home while waiting on a plumber).

The screenshot shows the 'Enter Time' interface. At the top, there is a search bar and a date range selector for 'February 1, 2026 - February 15, 2026'. Below this, there are buttons for 'Save for Later' and 'Submit'. The main area is a table for 'Time Reporting Code' with columns for days of the week (Sun through Sat). The 'Row Totals' for each day are shown as '0 of 7.5'. A dropdown menu is open, showing a list of Time Reporting Codes: HCTK - Holiday Comp Taken, HCTKF - Holiday Compensatory - FMLA, HCTKM - Holiday Compensatory - Militar, HCTKW - Holiday Compensatory - WC, HOLEX - Worked on Holiday, **TELCM - Telecommuting Tracking** (highlighted with a red box), and TELDV - Telecommuting Deviation. At the bottom, there are buttons for '+', '-', and a search icon.

Category	Deviation Reason
Medical and Health – Related	Medical reason (self)
	Medical appointment (self)
	FMLA-related absence or arrangement
	Preventive measures due to illness exposure
Family and Caregiving	Sick, post-procedure, or surgery of child/family member (presence at home, no supervised care required)
	Dependent school schedule issue (where child is self-sufficient and childcare not required)
	Family medical appointment
Appointments and Scheduling	Schedule adjustment due to personal appointment
	Schedule adjustment due to work appointment
	Temporary schedule change (e.g., swapped telecommuting day)
Transportation and Commute Issues	Vehicle repair or transportation issue
	Unable to commute to campus
Home and Personal Logistics	Home repair or maintenance
	Utility or internet outage at home
	Contractor or service appointment at home
	Unforeseen personal matter
Campus and Facilities Issues	Building internet outage
	Campus facility or safety-related building issue or construction
	Office space limitations
Work – Related and Operational Needs	Project-based work requiring minimal interruption or high-focus work
	Completion of mandatory training
	Deadline-driven work approved by supervisor
	Preparation for major work-related event or project
	Year-end or time-sensitive operational work

Step 12: For this example, the employee telecommutes on **Tuesday and Wednesday**. Enter 7.5 hours in the time entry fields for **Tuesday** and **Wednesday**.

Note: No entries are required for telecommuting on the remaining days of the week, as the employee works on campus on those days. If an employee is approved to telecommute full time, entries must be submitted for all days of the week.

Enter Time

February 1, 2026 - February 15, 2026

Scheduled 75.00 | Reported & Tracking 15.00 Hours

Save for Later Submit

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 S
TELCM - Telecommuting Trackii	15.00	0 of 0	0 of 7.5	7.5 of 7.5	7.5 of 7.5	0 of 7.5	0 of 7.5	0 of 0

Step 13: Notice the telecommuting hour totals at the top of the timesheet and in the time reporting code row.

Step 14: After all telecommuting hours have been entered, select **Submit** to send the timesheet for approval.

Enter Time

February 1, 2026 - February 15, 2026

Scheduled 75.00 | Reported & Tracking 15.00 Hours

Save for Later Submit

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 S
TELCM - Telecommuting Trackii	15.00	0 of 0	0 of 7.5	7.5 of 7.5	7.5 of 7.5	0 of 7.5	0 of 7.5	0 of 0

Step 15: When the timesheet is submitted, a message appears across the top of the screen saying that the timesheet is submitted successfully. An email is generated that will automatically be sent to the employee.

The summary at the top of the page will show the **Scheduled** total and **Reported & Tracking** total for the week in view.

Time and Labor WorkCenter

Timesheet is Submitted for the period 2026-02-01 - 2026-02-15

FTE | Dir of Change Mgmt & Comm | 620499-CONTROLLERS OFFICE

Return to Select Employee

February 1, 2026 - February 15, 2026 *View By Period

Scheduled 75.00 | Reported & Tracking 15.0 Hours | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fr
		0 of 0	0 of 7.5	7.5 of 7.5	7.5 of 7.5	0 of 7.5	0 of 0

TELCM - Telecommuting Trackii 15.00 + - 7.50 7.50

Step 16: When submitted, the Approved icon appears for the days' time is entered indicating the timesheet is approved.

Time and Labor WorkCenter

FTE | Dir of Change Mgmt & Comm | 620499-CONTROLLERS OFFICE

Return to Select Employee

February 1, 2026 - February 15, 2026 *View By Period

Scheduled 75.00 | Reported & Tracking 15.0 Hours | Unapproved Time 0.00

Save for Later Submit

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Su
		0 of 0	0 of 7.5	7.5 of 7.5	7.5 of 7.5	0 of 7.5	0 of 7.5	0 of 0	0 of 0

TELCM - Telecommuting Trackii 15.00 + - 7.50 7.50

That is how approved telecommuting time is entered as a manager using the **TELCM – Telecommuting Tracking** time reporting code for an exempt employee with an approved telecommuting agreement.