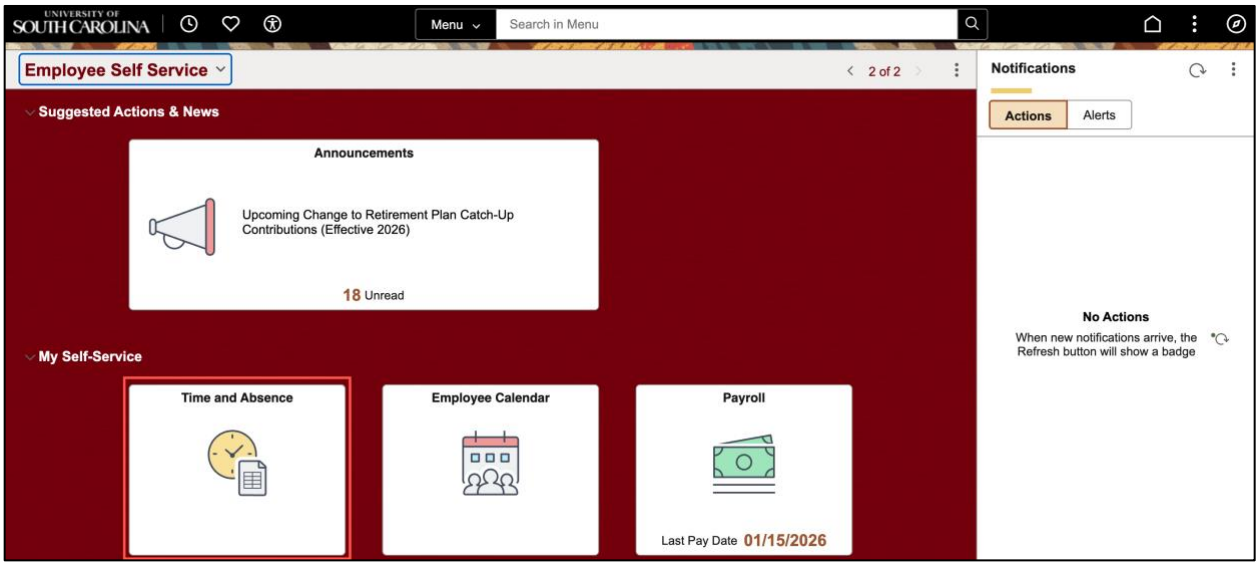
UNIVERSITY OF
South Carolina

# Office of the Controller
# Time and Labor - ESS
# Entering Telecommuting Time on a Timesheet for a Salary Exempt Employee

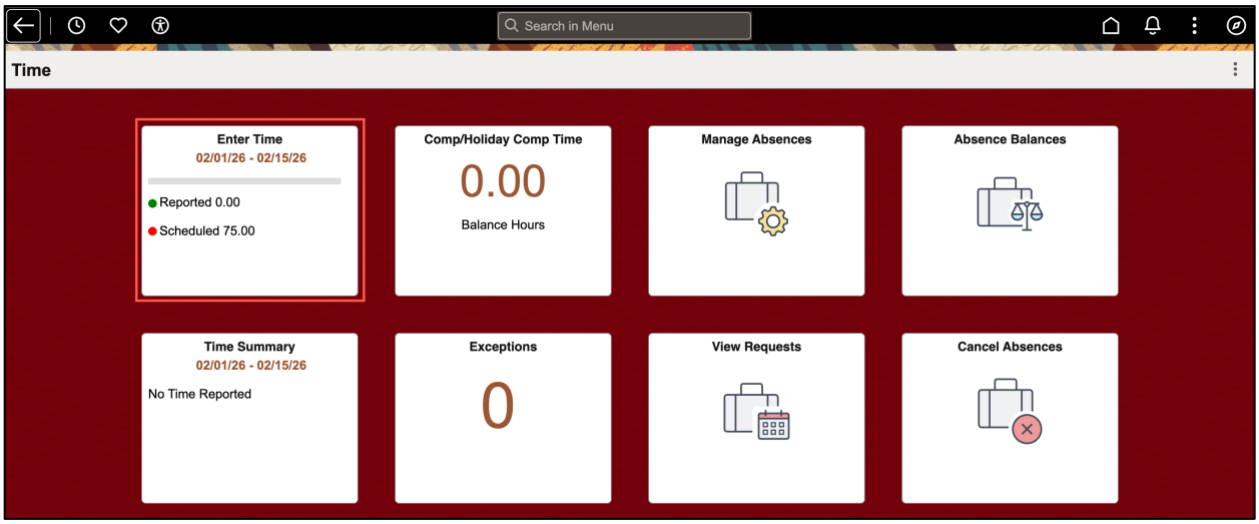
This job aid outlines how a Salary Exempt employee will enter or adjust telecommuting days and hours in PeopleSoft HCM.

**Navigation:** Employee Self Service > Time and Absence > Enter Time

**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.



**Step 2:** Click the **Enter Time** tile, to enter leave of absence on a timesheet.

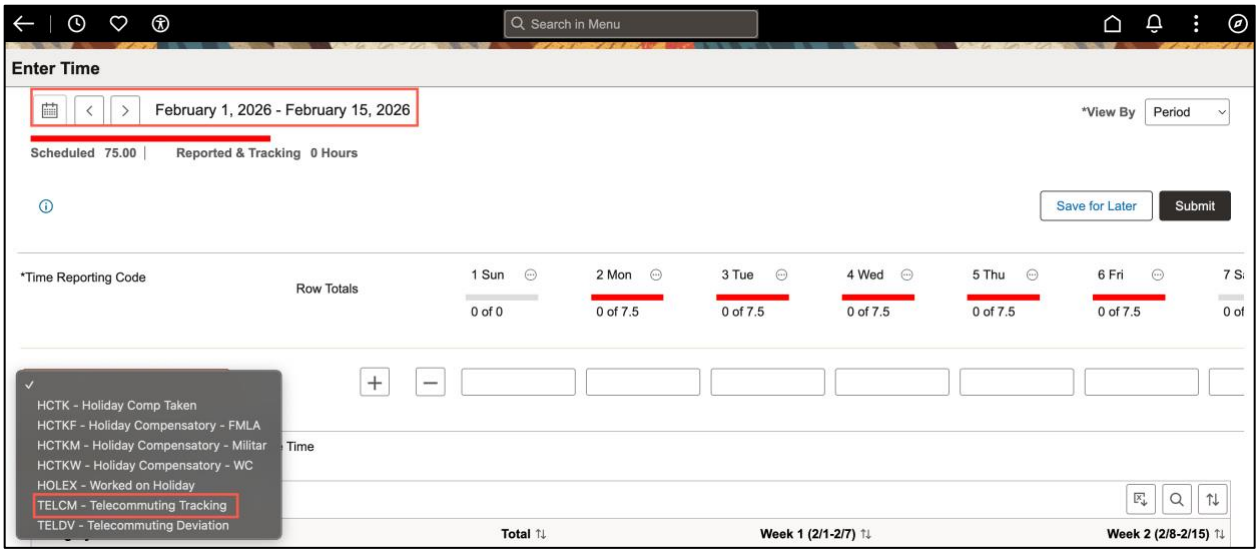


**Step 3:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet. Begin by selecting the appropriate **Time Reporting Code** (TRC).

**Step 4:** Click the **Time Reporting Code** drop-down arrow.

**Step 5:** Select **TELCM – Telecommuting Tracking** or **TELD – Telecommuting Deviation.**

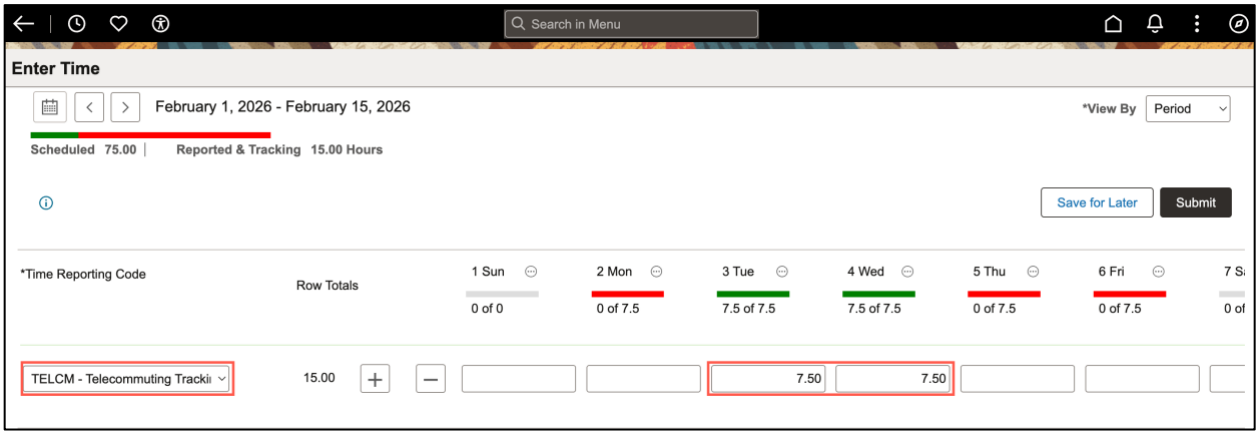
- **TELCM – Telecommuting Tracking** should be used for telecommuting as outlined in the employee's telecommuting agreement.
- **TELD – Telecommuting Deviation** should be used for any telecommuting outside the approved telecommuting schedule or for those with no agreement and had to telecommute for 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).



| 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 |

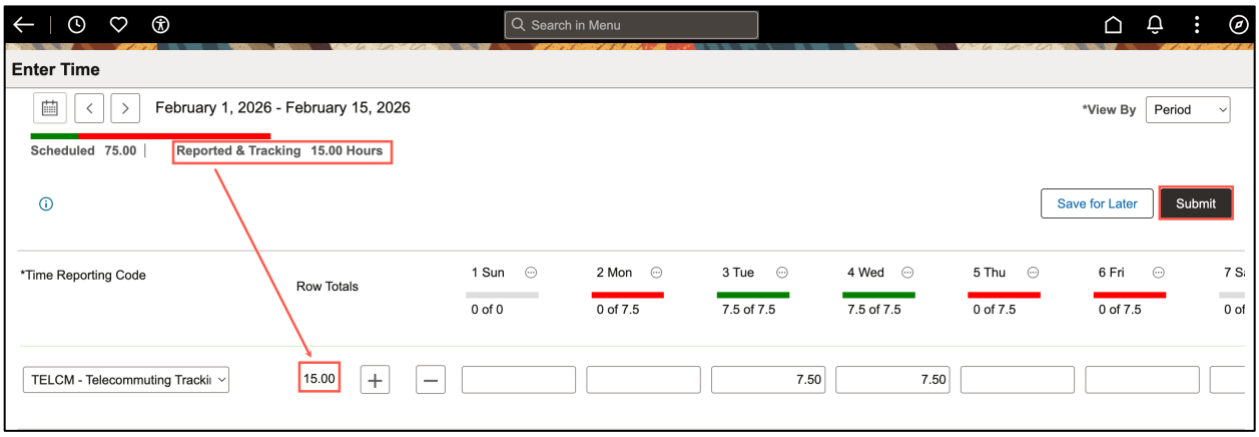
**Step 6:** For this example, the employee telecommutes on **Tuesday and Wednesday**. Enter 7.5 hours in the time entry fields for **Tuesday** and **Wednesday**.

**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.



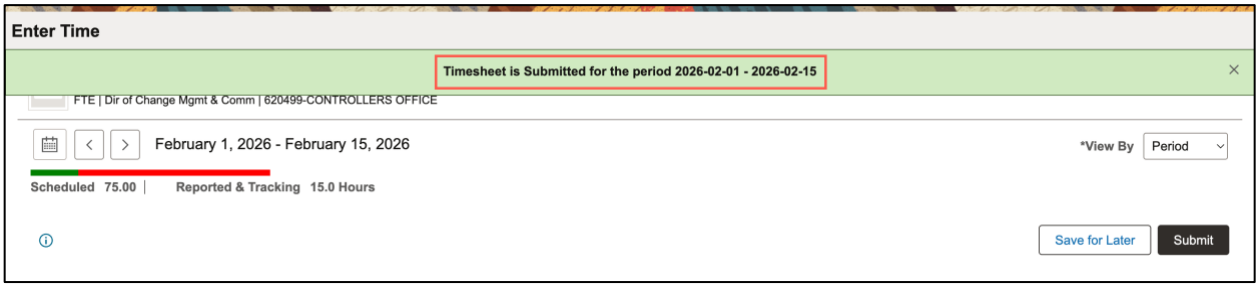

**Step 7:** Notice the telecommuting hour totals at the top of the timesheet and in the time reporting code row.

**Step 8:** After all telecommuting hours have been entered, select **Submit** to send the timesheet for approval.

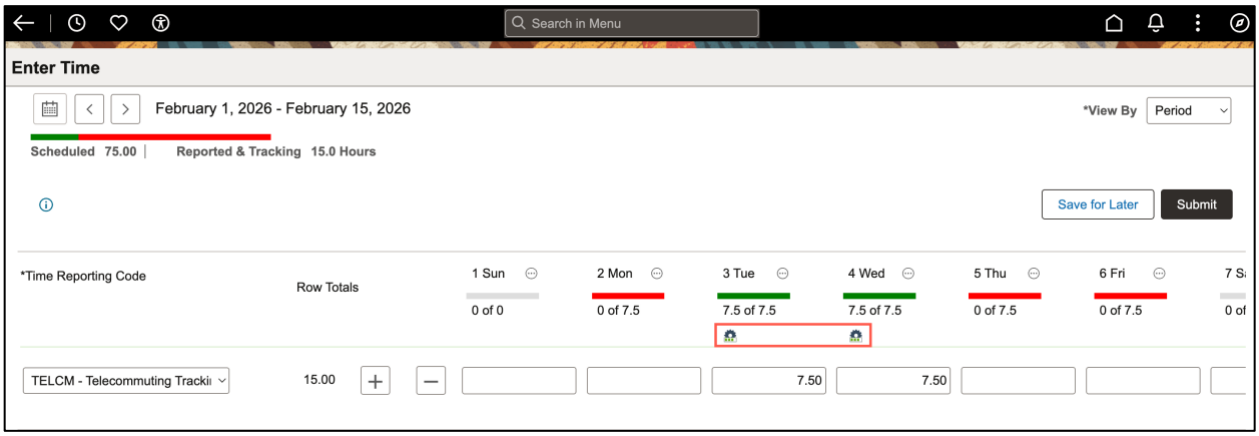


**Step 9:** When the timesheet is submitted, a message appears across the top of the screen saying that the timesheet is submitted successfully. An email is generated that will automatically be sent to the employee and their supervisor.

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




**Step 10:** Once submitted, a **Pending Approval** icon appears for the applicable days, indicating that the timesheet is awaiting supervisor review. Click the **Information Symbol** icon to view the legends used and a short description of each one.




**Note:** You can go back to enter or adjust timesheets 30 days prior to the current day.

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