

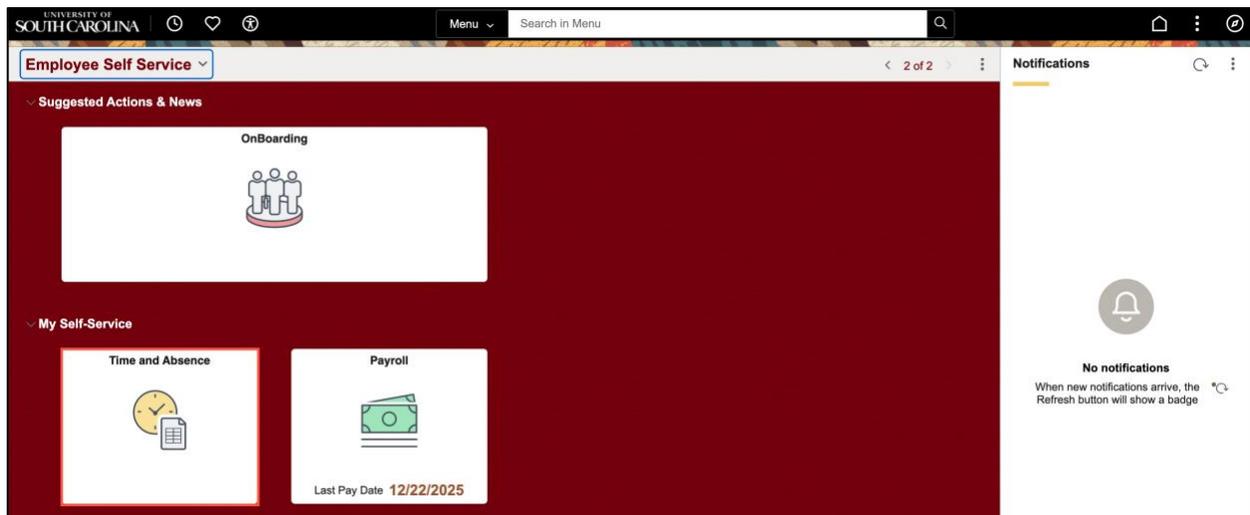


**Office of the Controller  
Time and Labor - ESS  
Enter Telecommuting Time on a Timesheet  
for an Hourly Employee**

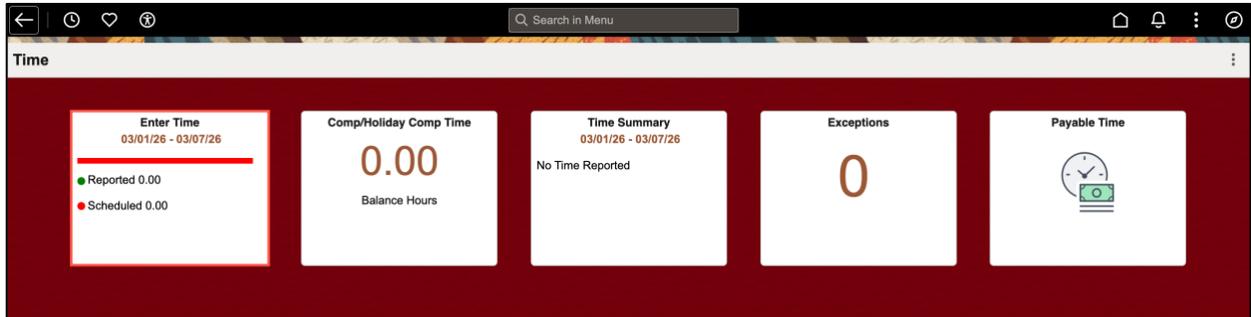
This job aid outlines how an eligible hourly employee will enter or adjust telecommuting days and hours in PeopleSoft HCM.

**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 time 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).

**Enter Time**

STU | Ambassador in Training | 643003-VISITORS CENTER AND TOURS

March 1, 2026 - March 7, 2026 \*View By Period

Scheduled 0.00 | Reported & Tracking 0 Hours

Save for Later Submit

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

REGHR - Regular Hours  
 **TELCM - Telecommuting Tracking**  
 TELDV - Telecommuting Deviation

In this example, the employee is approved to telecommute two days per week: Tuesday and Wednesday, working 7.5 hours per day. During this week, the employee telecommuted on Tuesday as scheduled, but instead of telecommuting on Wednesday, the employee telecommuted on Thursday due to a campus internet outage.

**Step 6:** For this approved telecommuting, enter 7.5 hours on Tuesday and leave all other days' blank on this row.

**Step 7:** Click the **+ plus** icon to add a new row. On a new row, open the Time Reporting Code dropdown menu.

The screenshot shows the 'Enter Time' interface for an employee named STU | Ambassador in Training | 643003-VISITORS CENTER AND TOURS. The date range is March 1, 2026 - March 7, 2026. The interface displays a table with columns for days of the week (Sun-Sat) and a 'Row Totals' column. The '3 Tue' column shows 7.5 of 0. A new row is being added with the 'Time Reporting Code' dropdown set to 'TELCM - Telecommuting Tracki' and the value '7.50' entered in the '3 Tue' column. The '+ plus' icon is highlighted in red.

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
TELCM - Telecommuting Tracki	7.50	0 of 0	0 of 0	7.50	0 of 0	0 of 0	0 of 0	0 of 0

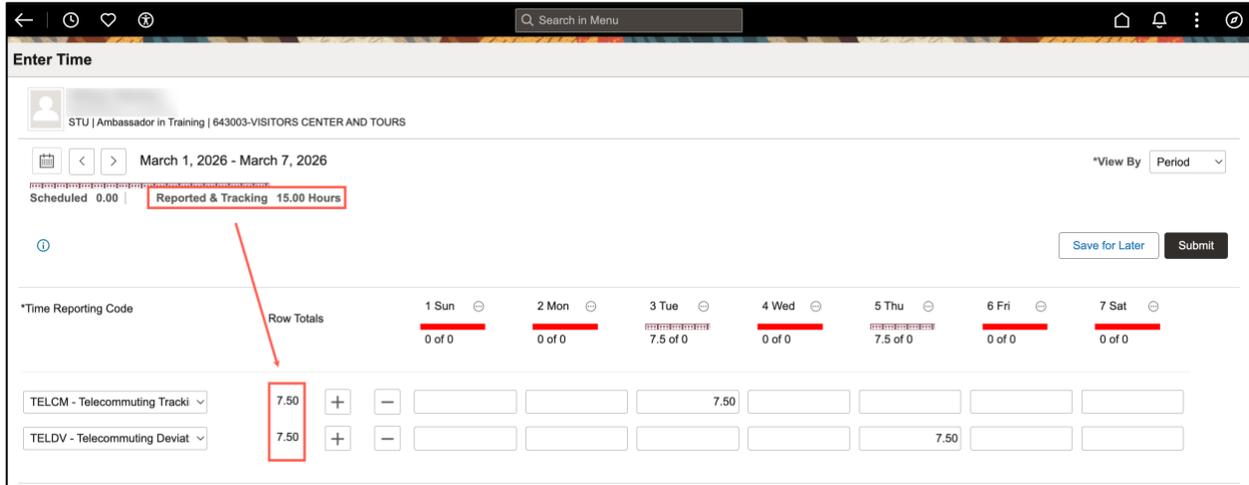
**Step 8:** Select **TELD – Telecommuting Deviation**. This telecommuting code should be used for any telecommuting outside the approved telecommuting schedule or for those with no agreement and had to telecommute for other extenuating circumstances.

**Step 9:** For this telecommuting deviation, enter 7.5 hours on Thursday and leave all other days' blank on this row.

The screenshot shows the 'Enter Time' interface for the same employee. The date range is March 1, 2026 - March 7, 2026. The interface displays a table with columns for days of the week (Sun-Sat) and a 'Row Totals' column. The '3 Tue' column shows 7.5 of 0 and the '5 Thu' column shows 7.5 of 0. A new row is being added with the 'Time Reporting Code' dropdown set to 'TELDV - Telecommuting Deviat' and the value '7.50' entered in the '5 Thu' column. The '+ plus' icon is highlighted in red.

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
TELCM - Telecommuting Tracki	7.50	0 of 0	0 of 0	7.50	0 of 0	0 of 0	0 of 0	0 of 0
TELDV - Telecommuting Deviat	7.50	0 of 0	0 of 0	0 of 0	0 of 0	7.50	0 of 0	0 of 0

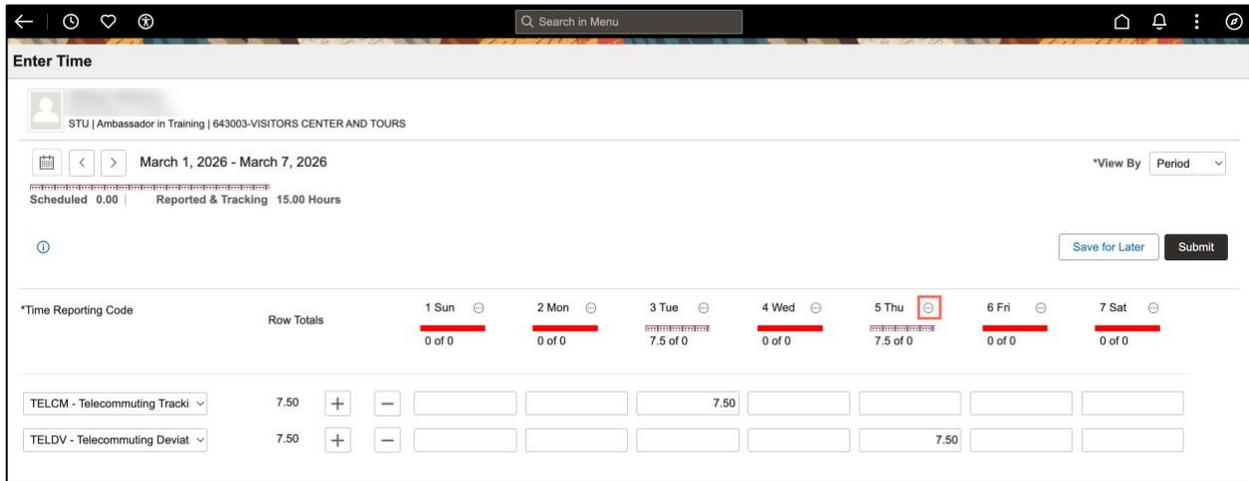
**Step 10:** Notice the telecommuting hour totals at the top of the timesheet and in the time reporting code row.



**Step 11:** Because TELD – Telecommuting Deviation is used, comments are required.

For more information and examples of telecommuting deviation reasons, please review the Telecommuting Deviation Reasoning table on the following page. This reference outlines approved deviation categories and examples to support accurate and consistent time entry.

**Step 12:** Click the **three dots** icon next to the date to bring up further actions.



Comments are required for Telecommuting Deviation about the reason for the remote work. Below are identified deviation reasons:

Category	Deviation Reason
<b>Medical and Health – Related</b>	Medical reason (self)
	Medical appointment (self)
	FMLA-related absence or arrangement
	Preventive measures due to illness exposure
<b>Family and Caregiving</b>	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
<b>Appointments and Scheduling</b>	Schedule adjustment due to personal appointment
	Schedule adjustment due to work appointment
	Temporary schedule change (e.g., swapped telecommuting day)
<b>Transportation and Commute Issues</b>	Vehicle repair or transportation issue
	Unable to commute to campus
<b>Home and Personal Logistics</b>	Home repair or maintenance
	Utility or internet outage at home
	Contractor or service appointment at home
	Unforeseen personal matter
<b>Campus and Facilities Issues</b>	Building internet outage
	Campus facility or safety-related building issue or construction
	Office space limitations
<b>Work – Related and Operational Needs</b>	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 13:** Click the **Add/View Comments** option. Use the Comments page to enter comments for the reported time.

The screenshot shows the 'Enter Time' interface for a user named 'STU | Ambassador in Training | 643003-VISITORS CENTER AND TOURS'. The date range is 'March 1, 2026 - March 7, 2026'. The interface includes a 'Scheduled' time of 0.00 and a 'Reported & Tracking' time of 15.00 Hours. A table below shows time reporting codes and their totals for each day of the week. The '5 Thu' column is highlighted with a red box.

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
TELCM - Telecommuting Tracki	7.50	0 of 0	0 of 0	7.5 of 0	0 of 0	7.5 of 0	0 of 0	0 of 0
TELDV - Telecommuting Deviat	7.50					7.50		

**Step 14:** In the comment field, enter the reason for the deviation. For example: 'Worked remotely due to campus internet outage.' This reason aligns with the Campus and Facilities Issues deviation category.

**Step 15:** Select **Add Comment**. The system records the comment with a timestamp and the name of the individual who entered it.

**Step 16:** Click the **X** to close the Time Reporting Comments page.

The screenshot shows the 'Enter Time' interface with a 'Time Reporting Comments' dialog box open. The dialog box contains a text field with the comment 'Worked remotely due to campus internet outage.' and buttons for 'Add Comment' and 'Clear'. The background interface is dimmed.

**Step 17:** Notice when a comment has been added to a specific time entry, a speech bubble icon appears underneath that day.

**Step 18:** An hourly employee is required to submit time each week for all hours worked. To complete the timesheet, click the **+ plus** icon button and select **REGHR - Regular Hours** from the Time Reporting Code menu.

The screenshot shows the 'Enter Time' interface for a user named 'STU | Ambassador in Training | 643003-VISITORS CENTER AND TOURS'. The date range is 'March 1, 2026 - March 7, 2026'. The 'Reported & Tracking' total is 15.00 hours. A dropdown menu is open, showing 'REGHR - Regular Hours' selected. The table below shows the following data:

*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
TELCM - Telecommuting Tracki	7.50	0 of 0	0 of 0	7.50 of 0	0 of 0	7.50 of 0	0 of 0	0 of 0
TELDV - Telecommuting Deviat	7.50					7.50		
REGHR - Regular Hours								

**Step 19:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

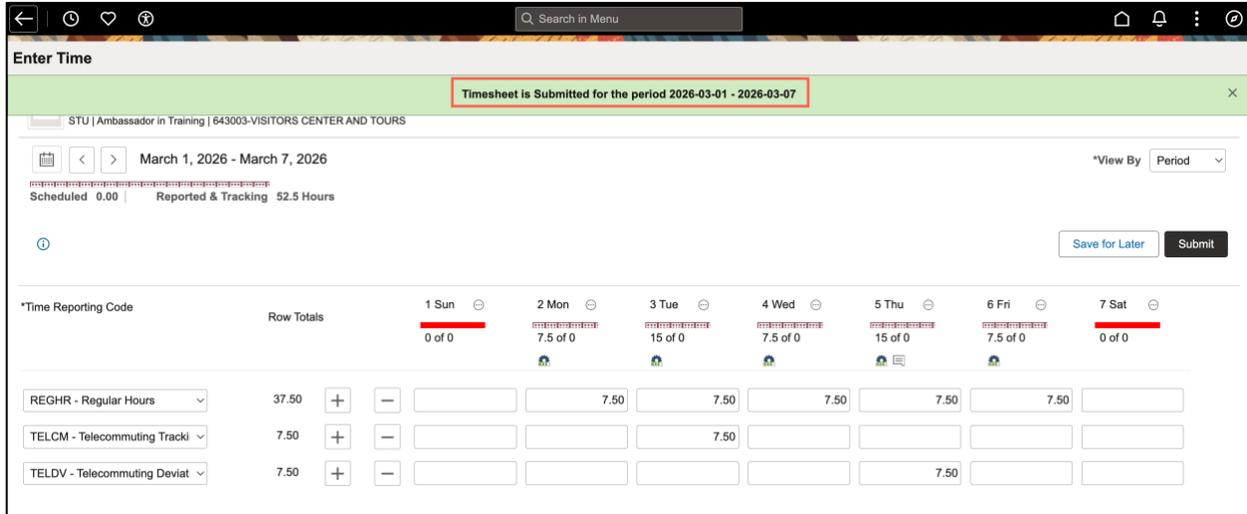
Note the Reported and Tracking hours at the top of the timesheet. The 15 hours entered using the telecommuting codes are for tracking purposes only, the employee will not get paid for those additional hours.

The screenshot shows the 'Enter Time' interface with the 'Reported & Tracking' total updated to 52.50 hours. The 'Submit' button is highlighted with a red box. The table below shows the following data:

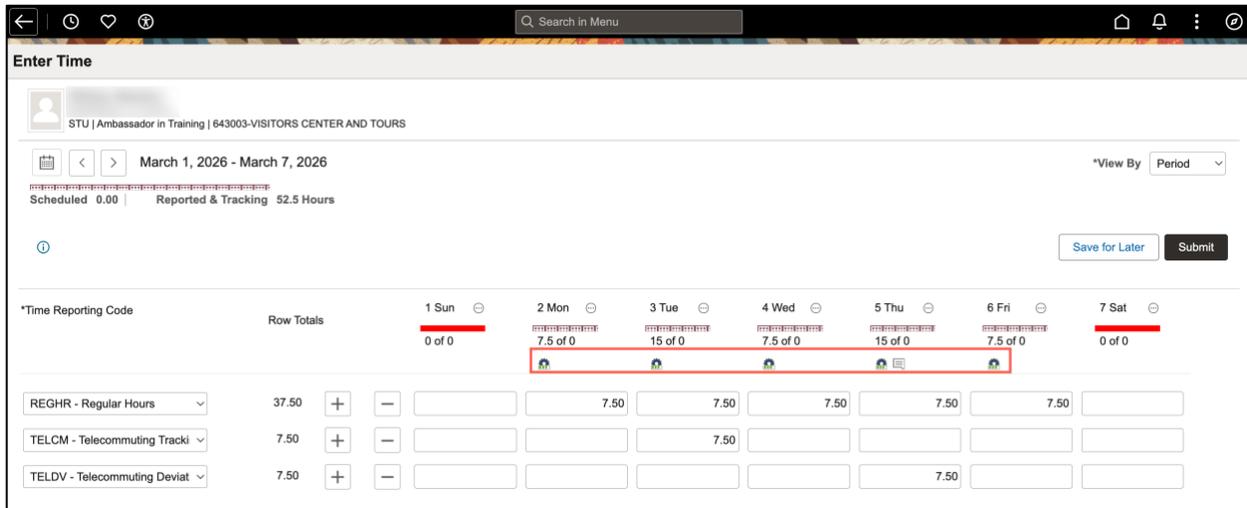
*Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
TELCM - Telecommuting Tracki	7.50	0 of 0	7.50 of 0	15 of 0	7.50 of 0	15 of 0	7.50 of 0	0 of 0
TELDV - Telecommuting Deviat	7.50					7.50		
REGHR - Regular Hours	37.50		7.50	7.50	7.50	7.50	7.50	

**Step 20:** 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 21:** When submitted, the Pending Approvals icon appears for the days' time is entered indicating the timesheet is waiting for approval. 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** and **TELDV – Telecommuting Deviation** time reporting codes for an hourly employee with an approved telecommuting agreement.