

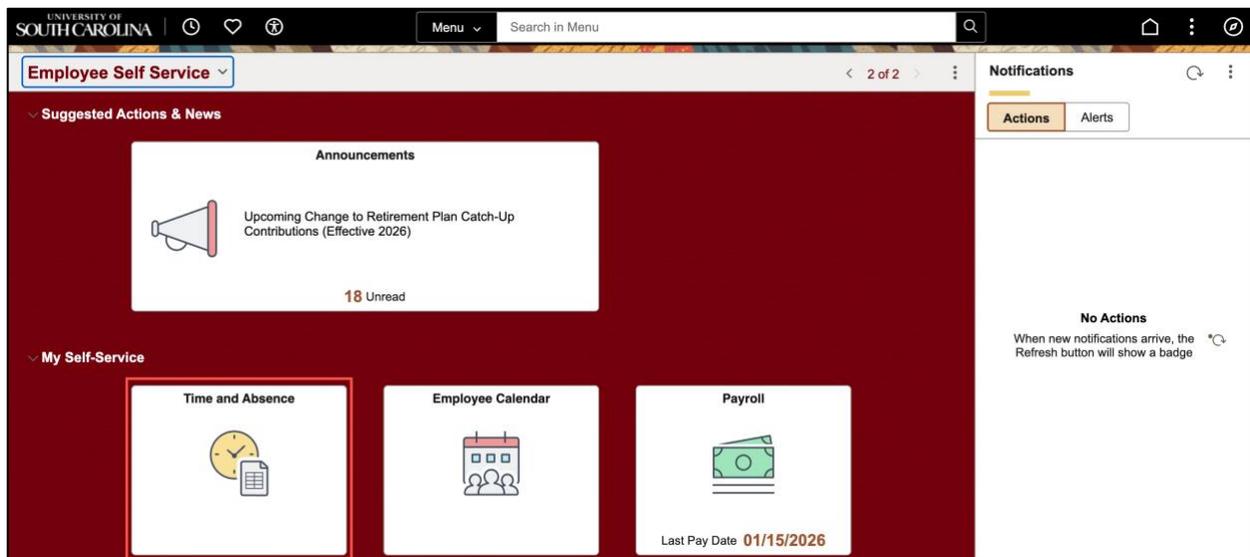


**Office of the Controller
Time and Labor - ESS
Enter Telecommuting Time on a Timesheet
for a Salary Non-Exempt Employee**

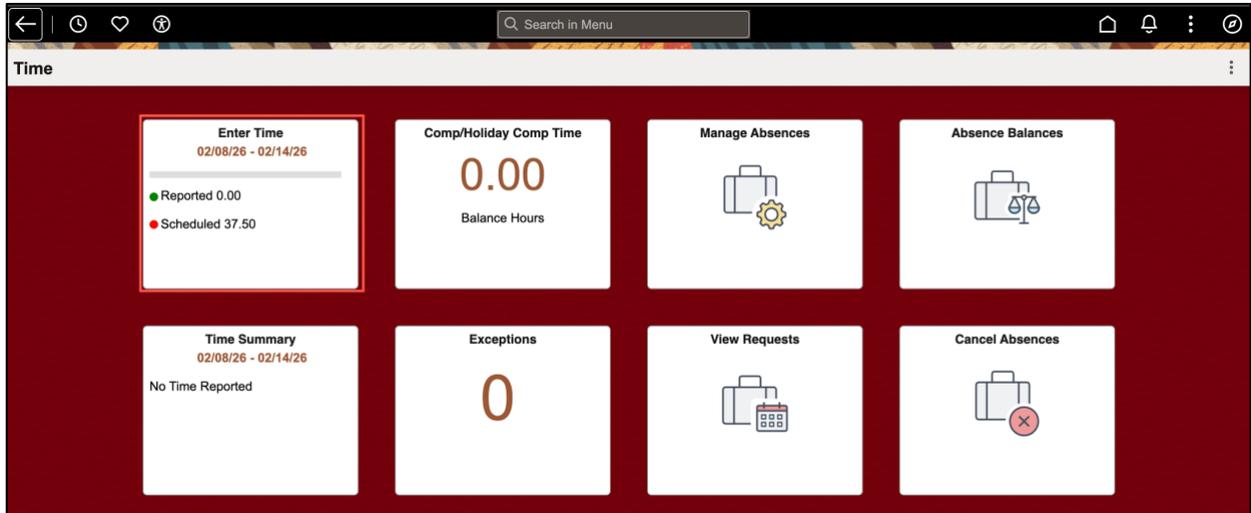
This job aid outlines how an eligible Salary Non-Exempt employee will enter or adjust telecommuting days and hours in PeopleSoft HCM.

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 time on a timesheet.



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 the period February 8, 2026 - February 14, 2026. The 'Scheduled' time is 37.50 hours and 'Reported & Tracking' is 7.50 hours. The interface includes a calendar view and a table for daily time reporting. The table has columns for days 8 Sun, 9 Mon, 10 Tue, 11 Wed, 12 Thu, and 13 Fri. The '10 Tue' column shows 7.5 of 7.5 hours. Below the table, a row is added with the 'TELCM - Telecommuting Trackit' code, a total of 7.50 hours, and a plus icon to add more rows.

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 after adding a second row. The 'Reported & Tracking' total is now 15.00 hours. The table shows 7.5 of 7.5 hours for '10 Tue' and 7.5 of 7.5 hours for '12 Thu'. The second row is added with the 'TELDV - Telecommuting Deviat' code, a total of 7.50 hours, and a plus icon to add more rows.

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

Enter Time

February 8, 2026 - February 14, 2026 *View By Period

Scheduled 37.50 | **Reported & Tracking 15.00 Hours**

Save for Later Submit

| *Time Reporting Code | Row Totals | 8 Sun | 9 Mon | 10 Tue | 11 Wed | 12 Thu | 13 Fri |
|-------------------------------|------------|--------|----------|------------|----------|------------|----------|
| TELCM - Telecommuting Trackii | 7.50 | 0 of 0 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 |
| TELDV - Telecommuting Deviat | 7.50 | | | | | 7.50 | |

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.

Enter Time

February 8, 2026 - February 14, 2026 *View By Period

Scheduled 37.50 | Reported & Tracking 15.00 Hours

Save for Later Submit

| *Time Reporting Code | Row Totals | 8 Sun | 9 Mon | 10 Tue | 11 Wed | 12 Thu | 13 Fri |
|-------------------------------|------------|--------|----------|------------|----------|------------|----------|
| TELCM - Telecommuting Trackii | 7.50 | 0 of 0 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 |
| TELDV - Telecommuting Deviat | 7.50 | | | | | 7.50 | |

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

| 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 13: Click the **Add/View Comments** option. Use the Comments page to enter comments for the reported time.

The screenshot shows the 'Enter Time' page for the period February 8, 2026, to February 14, 2026. The page displays a calendar with a progress bar for 'Scheduled' (37.50) and 'Reported & Tracking' (15.00) hours. A table below shows time reporting codes and hours for each day. A dropdown menu is open over the 11th of February, with the 'Add/View Comments' option highlighted. The table shows the following data:

| *Time Reporting Code | Row Totals | 8 Sun | 9 Mon | 10 Tue | 11 Wed | 12 Thu | 13 Fri |
|--------------------------------|------------|--------|----------|------------|----------|------------|----------|
| TELCM - Telecommuting Trackii | 7.50 | 0 of 0 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 |
| TELDV - Telecommuting Deviatii | 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' page with a 'Time Reporting Comments' dialog box open. The dialog box has a title bar with a close button (X). Below the title bar, it says 'Comments related to Time entered for 02/12/2026' and 'Comment once entered cannot be altered or removed.' There is a text input field containing the text 'Worked remotely due to campus internet outage.' Below the input field are two buttons: 'Add Comment' and 'Clear'. The background shows the same 'Enter Time' interface as in the previous screenshot, but it 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: A non-exempt 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 the period February 8, 2026 - February 14, 2026. At the top, it displays 'Scheduled 37.50' and 'Reported & Tracking 15.0 Hours'. Below this, there are progress bars for each day of the week. A dropdown menu is open, showing various time reporting codes. The code 'REGHR - Regular Hours' is highlighted in blue. The interface includes buttons for 'Save for Later' and 'Submit'.

| *Time Reporting Code | Row Totals | 8 Sun | 9 Mon | 10 Tue | 11 Wed | 12 Thu | 13 Fri |
|--------------------------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|
| TELDM - Telecommuting Tracking | 7.50 | 0 of 0 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 | 7.5 of 7.5 | 0 of 7.5 |
| REGHR - Regular Hours | 7.50 | | | | | 7.50 | |
| Total | 15.00 | Sun 8 | Mon 9 | Tue 10 | Wed 11 | Thu 12 | Fri 13 |

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

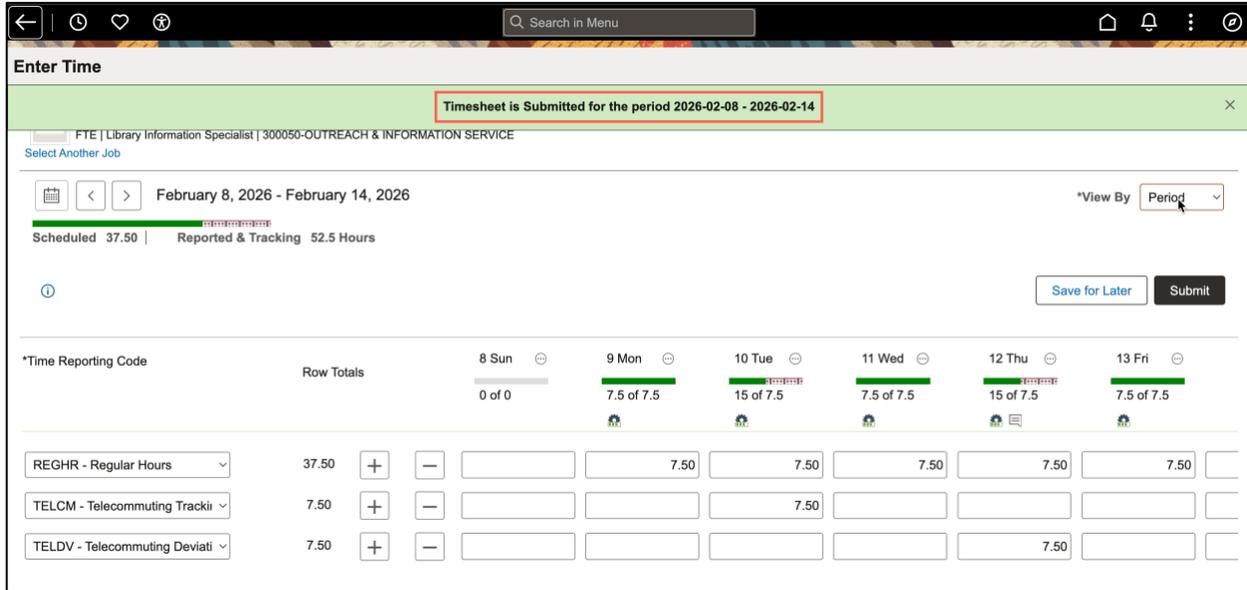
Note the Reported and Tracking hours at the top of the timesheet. The 15 hours entered using the telecommuting codes are for tracking purposes only, the employee will not get paid for those additional hours.

The screenshot shows the 'Enter Time' interface after the timesheet is complete. The 'Reported & Tracking' hours are now 52.50. The 'Submit' button is highlighted with a red box. The dropdown menu is closed, and the 'REGHR - Regular Hours' code is now visible in the table below. The interface includes buttons for 'Save for Later' and 'Submit'.

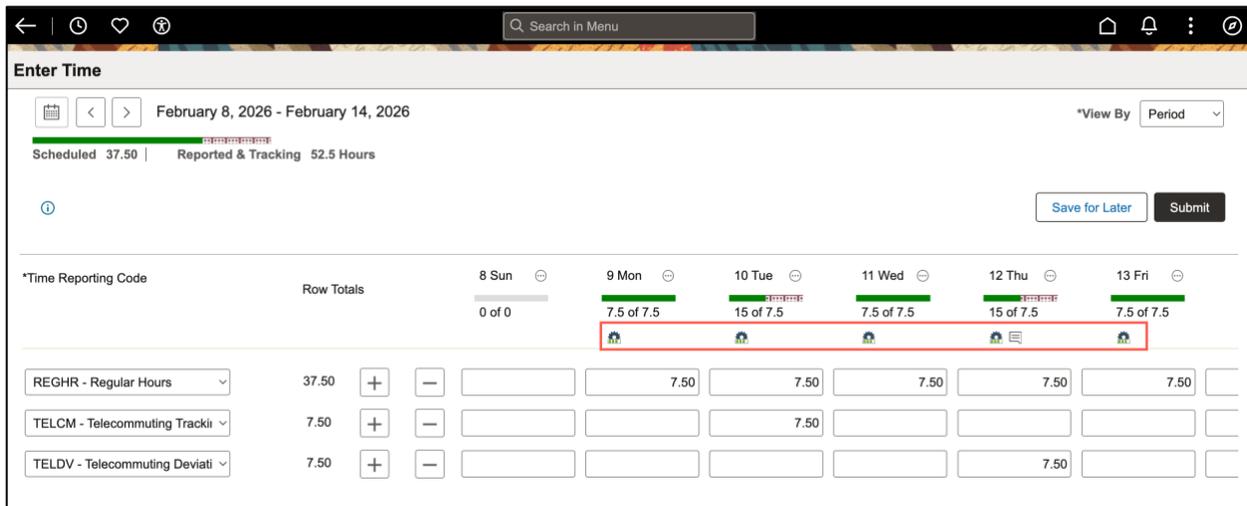
| *Time Reporting Code | Row Totals | 8 Sun | 9 Mon | 10 Tue | 11 Wed | 12 Thu | 13 Fri |
|--------------------------------|------------|--------|------------|-----------|------------|-----------|------------|
| TELDM - Telecommuting Tracking | 7.50 | 0 of 0 | 7.5 of 7.5 | 15 of 7.5 | 7.5 of 7.5 | 15 of 7.5 | 7.5 of 7.5 |
| TELDM - Telecommuting Tracking | 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 exempt employee with an approved telecommuting agreement.