

## Teleworking Time Code for Employees Paid Hourly (Non-Exempt)

Dear Colleague,

We appreciate your understanding and patience as we communicate new decisions commensurate with the global challenge of this health crisis. We recognize there is significant change happening on campus, and thank you for your ability to adjust and adapt to these quickly evolving realities.

There is a new time reporting code for benefits-eligible employees paid hourly performing their regular duties by teleworking.

### Action Required

Beginning with the current biweekly pay period (March 22 – April 4), any hours worked by teleworking should be reported in Employee Self-Service (in OneUSG Connect) using the time reporting code **00TWH**.

The telework time reporting code is treated as “regular time worked” and assumes the same attributes such as pension eligibility, adding to overtime, and will be paid at the employees' regular rate of pay.

Here is an example of a timecard reflecting an employee who is teleworking:

**Timesheet**

Joe Dart Employee ID  
 HR Coordinator Empl Record 0

Actions Earliest Change Date

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 03/22/2020 Total Reported Hours 42.01

Reported Hours 42.01 Print Timesheet Elapsed Timesheet

From 03/22/2020 to 03/28/2020

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sun	3/22	New								3/22
	Mon	3/23	Approved	8:00:00AM			12:25:00PM	4.41			3/23
			Approved						00SCK - Sick	3.60	3/23
	Tue	3/24	Approved	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	00TWH - Teleworking Non-Exempt		3/24
	Wed	3/25	Approved	8:00:00AM			4:30:00PM	8.50	00TWH - Teleworking Non-Exempt		3/25
	Thu	3/26	Approved	8:00:00AM	11:30:00AM	1:00:00PM	6:00:00PM	8.50	00TWH - Teleworking Non-Exempt		3/26
	Fri	3/27	Approved	8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.00	00TWH - Teleworking Non-Exempt		3/27
	Sat	3/28	New								3/28

Submit
Clear

**Reminder**

As a reminder, all time for the biweekly pay period beginning March 22 and ending April 4 must be entered, reviewed and approved by manager or delegate no later than April 6 at 10 a.m. at 10 a.m. to ensure timely and accurate pay.

**Please Note:** It is best practice is to submit, review, and approve time daily in OneUSG Connect.

For questions, visit the HR portal in [services.gatech.edu](https://services.gatech.edu) where you can access knowledge materials, submit requests, and report incidents directly.