

For: Washington, DC, Area FFAS Employees

Telework

Approved by: Deputy Administrator, Management



1 Overview

A Background

The President mandated that the work of the Federal Government should never stop because of snow. Because of the President’s expectation and the new Telework Enhancement Act of 2010, OPM’s director has updated OPM’s annual Washington, DC, Area Dismissal and Closure Procedures. A major change was introducing the unscheduled telework option (that is, ad hoc telework). Unscheduled telework is a new way for Agencies and employees to continue work operations during snow and other emergencies and ensure the safety of the Federal workforce. OPM is streamlining its announcements on the status of Federal Government operations in the Washington, DC, area to reflect this new concept.

B Purpose

This notice provides interim policy guidance for coding time and attendance (T&A) records during unscheduled telework occasions.

C Eligibility

For Washington, DC, National Office FFAS Employees, OPM’s Washington, DC, Area Dismissal and Closure Procedures apply automatically to FFAS Federal employees within the Capital Beltway. For OPM reporting purposes, FFAS uses the following:

- Washington, DC
- Montgomery and Prince George’s counties in Maryland
- Arlington and Fairfax counties and the independent cities of Alexandria, Fairfax, and Falls Church in Virginia.

The same weather conditions generally cover employees in these adjacent jurisdictions.

Disposal Date	Distribution
August 1, 2011	All Washington, DC, area FAS, FSA, and RMA employees

Notice PM-2790

2 Responsibilities

A Employee Responsibilities

To capture the required OPM data, all Washington, DC, area employees who use unscheduled telework because of the weather conditions **must** code their T&A's using, "01 - 01 - Telework - Other" in WebTA and supervisors **must** ensure that employees have coded their T&A's using, "01 - 01 Telework - Other" **before** certifying T&A's. See subparagraph D.

Regular telework days **must** also be coded in WebTA. Employees should select transaction code, "01-Telework Home <= 2d" (2 workdays or less) or "01-Telework Home > 2d" (more than 2 workdays). Supervisors **must** ensure that employees have correctly coded their T&A's **before** certifying T&A's. See subparagraph D.

B Action Required

All FFAS employees shall request telework through the Telework Management System (TMS) at <https://wdcprod81.sc.egov.usda.gov/Tms/login.aspx>. Employees shall use their eAuthentication user ID and password to access TMS.

For help with TMS, contact the TMS Help Desk by either of the following:

- e-mail to FSA.EMSO@wdc.usda.gov
- telephone at 202-690-2256.

See 34-PM, Part 5, "Telework" ftp://ftp.fsa.usda.gov/manuals/34-pm_r00_a03.pdf.

C Contact Information

For assistance, contact the following.

IF question is about...	THEN contact...
WebTA	any of the following: <ul style="list-style-type: none">• employee's timekeeper• Linda Watkins by telephone at 202-401-0688• Kedra Watts by telephone at 202-401-0678.
telework	either of the following: <ul style="list-style-type: none">• Clifton Cain by telephone at 816-823-5076• Charlene White by telephone at 816-823-1411.

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2 Responsibilities (Continued)

D Creating New Work Time Activities

Employees shall follow these steps to create new work time activities for reporting telework.

Step	Action																																																																																																																																																																																																																																	
1	<p data-bbox="386 443 1398 512">On WebTA, T&A Data Screen, CLICK “New”. The New Work Time Activity Screen will be displayed.</p> <div data-bbox="402 552 1458 1066" style="border: 1px solid black; padding: 5px;"> <p data-bbox="407 562 537 590">T&A Data</p> <p data-bbox="407 621 1458 663">Name: STEPHANIE S BROWN Pay Period: 22 : Oct 24, 2010 to Nov 6, 201 Time Card Type: Regular Leave Year: 2010</p> <table border="1" data-bbox="407 716 1458 1066"> <thead> <tr> <th>Transaction</th> <th>Pfx</th> <th>Sfx</th> <th>Account</th> <th>Program</th> <th>Activity</th> <th>24</th> <th>25</th> <th>26</th> <th>Oct 27</th> <th>28</th> <th>29</th> <th>30</th> <th>Oct 31</th> <th>1</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>S</td> <td>M</td> <td>T</td> <td>W</td> <td>T</td> <td>F</td> <td>S</td> <td>Wk 1</td> <td>M</td> </tr> </thead> <tbody> <tr> <td colspan="15">Work Time</td> </tr> <tr> <td colspan="15">Time In</td> </tr> <tr> <td colspan="15">Time Out</td> </tr> <tr> <td>Edit</td> <td>01 - Regular</td> <td></td> <td></td> <td></td> <td>NP</td> <td>HR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Del</td> <td>Base Pay</td> <td></td> <td>1842B684000000</td> <td></td> </tr> <tr> <td>Edit</td> <td>29 - Credit</td> <td></td> <td></td> <td></td> <td>NP</td> <td>HR</td> <td></td> <td></td> <td>0:45</td> <td></td> <td></td> <td></td> <td>0:45</td> <td></td> </tr> <tr> <td>Del</td> <td>Hours Earned</td> <td></td> </tr> <tr> <td colspan="6"></td> <td colspan="2">New</td> <td colspan="7">CLICK “New”.</td> </tr> <tr> <td colspan="15">Work Time Total</td> </tr> <tr> <td colspan="15">0:45 </td> </tr> <tr> <td colspan="15">Leave and Other Time</td> </tr> <tr> <td colspan="15">Absence Start</td> </tr> <tr> <td colspan="15">Absence End</td> </tr> </tbody> </table> </div>	Transaction	Pfx	Sfx	Account	Program	Activity	24	25	26	Oct 27	28	29	30	Oct 31	1							S	M	T	W	T	F	S	Wk 1	M	Work Time															Time In															Time Out															Edit	01 - Regular				NP	HR									Del	Base Pay		1842B684000000												Edit	29 - Credit				NP	HR			0:45				0:45		Del	Hours Earned																				New		CLICK “New”.							Work Time Total															0:45															Leave and Other Time															Absence Start															Absence End														
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2 Responsibilities (Continued)

D Creating New Work Time Activities (Continued)

Step	Action
2	<p>On New Work Time Activity Screen, use drop-down menus to select:</p> <ul style="list-style-type: none"> • applicable Transaction Code, as follows: <ul style="list-style-type: none"> • “01 - 01 - Telework – Other”, if it is weather-related telework • “01 - 01 - Telework Home <= 2d” or “01 - 01 - Telework Home > 2d”, if it is employee’s regularly scheduled teleworkday • applicable Account • applicable Program • applicable Activity. <p>CLICK “Save”.</p>
	