# USDA National Finance Center
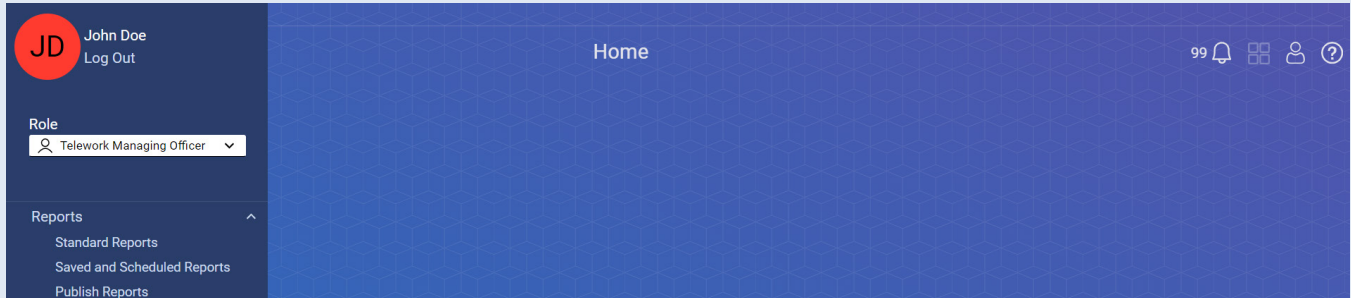## U.S. DEPARTMENT OF AGRICULTURE

## GovTA

# GovTA Telework Managing Officer Quick Reference Card

## Telework Managing Officer Main Menu Options



## Reports Module

**Standard Reports** — Create data specific reports based on telework hours recorded at the employee or organization level, participation of telework eligible employees, and total hours of telework by transaction code.

**Saved and Scheduled Reports** — Reports can be saved in multiple formats and locations. This page displays reports with the output destinations: To "Saved and Scheduled Reports." and To "Saved and Scheduled Reports" and emailed to me.

**Publish Reports** — Publish Reports allows users to make reports available to a specific role in a specific organization or to an individual employee.

**Inbox** 🔔 **Icon** — View messages from employees and delegates.

**Tiles** ⊞ **Icon** — Tiles provide a quick way to view information or perform tasks such as entering time in your timesheet right from the Home page.

**Employee** 👤 **Icon** — View your settings and other information, such as Licenses, Roles, etc.

**Help** ❓ **Icon** — Access the help database.

## Telework Degree of Participation

1. Select **Standard Reports** from the Telework Managing Officer home page. The Standard Reports page is displayed.



2. Select the **Telework Degree Of Participation report** link. The Telework Degree Of Participation page is displayed.



3. Complete applicable fields.

4. Select the **Run Report** button.

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## Telework Utilization Report

1. Select **Standard Reports** from the Telework Managing Officer home page. The Standard Reports page is displayed.

Standard Reports

| Name | Description |
|------|-------------|
| Telework by Employee Report | Telework by Employee Report |
| Telework by Organization Report | Telework by Organization Report |
| Telework Degree Of Participation | Outlines total number of employees in an agency, how many are telework eligible, and how many are teleworking |
| Telework Summary of Hours by Pay Period | Telework Summary of Hours by Pay period Report |
| Telework Utilization Report | Lists total hours of telework by transaction code per organization and/or employee |

Saved and Scheduled Reports

2. Select the **Telework Utilization Report** link. The Telework Utilization Report page is displayed.

☰ ⌂                        Telework Utilization Report                    173 🔔 👤 ❓

Standard Reports ›

**Report Parameters**

Report Header: 

Organization: PC  Clear

Include Sub Orgs: ☑

Employee:  Search

From Date: Jul 31, 2024 🗓

To Date: Jul 31, 2024 🗓

Transaction Code: All Telework Codes

Output Format: HTML

Output Destination: To the Screen

Run Report  Cancel

3. Complete applicable fields.

4. Select the **Run Report** button.