

GovTA

GovTA Telework Coordinator Quick Reference Card

Telework Coordinator Main Menu Options



- **Employee Telework Agreements** – Add, modify, delete, approve, deny, terminate, or revert telework agreements.
- **Standard Reports** – Several tasks are common to most standard reports. These tasks include selecting reports, entering the date range, and specifying report output options.
- **Saved and Scheduled Reports** – Files that have been saved to the destination "To Saved and Scheduled Reports" or "To Saved and

Scheduled Reports and Emailed To Me."

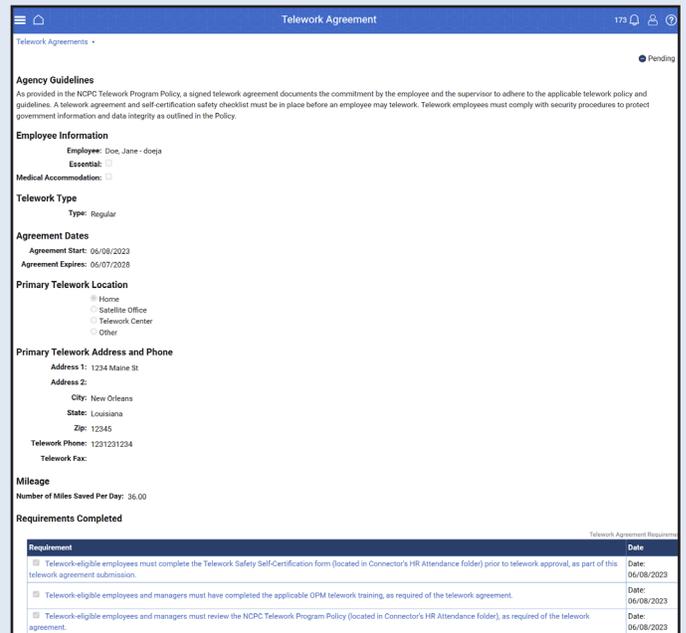
- **Publish Reports** – Allows users to make reports available to a specific role in a specific organization or to an individual employee.
- **Telework Agreement Form Configuration** – Configure Agency guidelines and requirements on the telework agreement form, in addition to the standard section provided by Federal regulations.
- **Inbox Icon** – View messages from employees and delegates.
- **Employee Icon** – View your settings and other information, such as Licenses, Roles, etc.
- **Help Icon** – Access the help database.

Viewing an Employee's Telework Agreement

1. Select the **Employee Telework Agreements** link from the Telework menu. The Telework Agreements page is displayed.



2. Complete the fields, then select the **Search** button. The Telework Agreement page is displayed for the desired employee.
- OR**
- Select the **status** link of the employee from the list. The Telework Agreement page is displayed for the desired employee.



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Viewing an Employee's Telework Agreement (Continued)

Agency Guidelines
As provided in the NSOPC Telework Program Policy, a signed telework agreement documents the consent by the employee and the supervisor to adhere to the established telework policy and guidelines. A signed agreement is valid until the date indicated (must be in place before an employee begins telework). Network employees must comply with security procedures to protect government information and data entry as authorized by the Policy.

Employee Information
Employee: Jack, John - State
Division: 00000000
Medical Accommodations:
Telework Type: Regular
Agreement Dates:
Agreement Start: 05/01/2023
Agreement Expires: 05/01/2023
Primary Telework Location:
Home
Secondary Office:
Network Center
Other:
Primary Telework Address and Phone:
Address 1: 0000000000
Address 2:
City: New Orleans
State: Louisiana
Zip: 70000
Telework Phone: 0000000000
Telework Fax:
Mileage:
Number of Miles Allowed Per Day: 35.00
Requirements Completed

Telework Schedule

Pay Period: Sun Mon Tue Wed Thu Fri Sat
Week 1: [] [] [] [] [] [] []
Week 2: [] [] [] [] [] [] []

Pay Period: Sun Mon Tue Wed Thu Fri Sat
Week 1: [] [] [] [] [] [] []
Week 2: [] [] [] [] [] [] []

Schedule Notes:
new employee

Other Comments:
Remarks:
Approver Comments:
Termination Details:
Termination Date:
Reason: None
Termination Remarks:
Activity Log:
Action Remaining Status Action Date Name Remarks
Submit Pending 06/26/2023 05:55 PM E337 Dow, Jane

Configuring a Telework Agreement Form

1. Select **Telework Agreement Form Configuration** from the System Set Up menu. The Telework Agreement Form Configuration page is displayed.

Telework Agreement Form Configuration

Agency Guideline Section

Testing

2. Complete the fields.

Note: To add additional rows, select the **Add New Row** button.

3. Select the **Save** button to save.

Characters remaining: 3552

Items marked with an asterisk * are required.

Miles Saved Per Day Field is Required:

* Agreements Deletable This Number of Days After Expiration/Termination: 365

Requirements Completed Section

Requirement	Hyperlink	Viable For	Required by Form Submitter	Required by Form Approver	Required Completion Date
Testing	Testing.com	<input checked="" type="checkbox"/> Routine Agreements <input checked="" type="checkbox"/> Situational Agreements <input checked="" type="checkbox"/> Essential Employees <input checked="" type="checkbox"/> Medical Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Testing	Testing.com	<input checked="" type="checkbox"/> Routine Agreements <input checked="" type="checkbox"/> Situational Agreements <input checked="" type="checkbox"/> Essential Employees <input checked="" type="checkbox"/> Medical Accommodation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Testing	https://Testing.com	<input checked="" type="checkbox"/> Routine Agreements <input checked="" type="checkbox"/> Situational Agreements <input checked="" type="checkbox"/> Essential Employees <input checked="" type="checkbox"/> Medical Accommodation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add New Row

Save

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Standard Reports

The Standard Reports menu on the Telework Coordinator Main Menu pages contains the following options:

- **Telework by Employee Report** – Displays the total hours for any telework timesheet entries. Filter the report output by organization, sub-organization, pay period or telework transaction code.
- **Telework by Organization Report** – Displays the total hours for any telework timesheet entries. Filter the report output by organization, sub-organization, pay period or telework transaction code.
- **Telework Degree Of Participation** – Outlines the total number of employees in an agency, how many are telework eligible, and how many are teleworking.
- **Telework Summary of Hours by Pay Period Report** – Displays the number of hours teleworked by organizations for a specified range of pay periods. The report displays the organization, Week 1 and Week 2 teleworked hours, and the pay period range total teleworked hours.
- **Telework Utilization Report** – Lists total hours of telework by transaction code per organization and/or employee.

Telework Degree of Participation Report

1. Select **Standard Reports** from the Telework Coordinator Home page. The Standard Reports page is displayed.



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

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



Standard Reports - Telework Degree of Participation

Report Parameters

Report Header: Clear

Organization: PC Clear

Include Sub Orgs:

From Date: Jul 31, 2024

To Date: Jul 31, 2024

Telework Frequency: More Than Day(s) Per Pay Period

Output Format: HTML

Output Destination: To the Screen

3. Complete applicable fields.
4. Select the **Run Report** button.

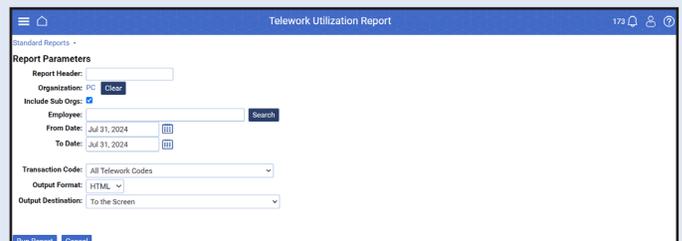
Telework Utilization Report

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



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

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



Standard Reports - Telework Utilization Report

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

3. Complete applicable fields.
4. Select the **Run Report** button.