Instructions for Entering Telework Hours

- From OneUSG Connect Employee Self Service

- Click the Time and Absence tile

- Click Weekly Timesheet

- Under Time Reporting Code select the appropriate code for Teleworking and enter number of telework hours under each appropriate date.
  - Non-Exempt Teleworking Code – 00TWH (Teleworking Non-Exempt)
  - Exempt Teleworking Code – 00TWM (Teleworking Exempt)

- Click Submit.