



# Telework Time Codes

Telework participants are required to report hours spent teleworking by reporting appropriate Telework Time Codes which are contained in this appendix.

**TIMECARD COMPLETION** - When preparing their timecard, Teleworkers should utilize the applicable time codes from the chart noted below for “Event” and “Rsn” telework task items.

EVENT	RSN	RSN DESCRIPTION - LONG	RSN DESCRIPTION - SHORT
099	TW0	Other	OTHER
099	TW1	Case Management	CASE MANAGEMENT
099	TW2	Data Analysis	DATA ANALYSIS
099	TW3	Contract Administration	CONTRACT ADMIN
099	TW4	Audit Reports	AUDIT REPORTS
099	TW5	Conducting work by telephone	CNDCT WK BY PH
099	TW6	Data Entry	DATA ENTRY
099	TW7	Project Oriented Work	PRJ ORIENTED WK
099	TW8	Reading and Writing	READING AND WRI
099	TW9	Word Processing	WORD PROCESSING