Telework Report and Summary (Employee)

View your Telework Report

1. From the Employee Self Service homepage, select the Employee Reports tile.

2. Select Telework Report and Enter your Start Date and End Date to designate the date range for your report.
4. Select View Results. Here is a list of the telework timekeeping codes found on the results. Any minuses (-) are adjustments made to the timesheets.

View your Telework Report Summary

5. On the Time Reports page, select Telework Summary Report. Enter your Start Date and End Date to designate the date range for your report.

6. Select View Results. The results show the total number of hours for each time reporting code.