

## Please see the below example situations for timesheet coding:

### Situation 1:

Scott has a contractor scheduled to come out to his house on Tuesday afternoon. On Monday, he completes the Situational Teleworking Agreement form, obtains approvals from his supervisor, and forwards the form to his timekeeper. On Tuesday, Scott reports to work as usual at 8:00am. He leaves the office at 11:00am. Scott travels home, meets the contractor, and takes care of personal business with the contractor. At 2:30pm Scott begins teleworking and continues until the end of his usual workday at 4:30pm.

ZA01 (Time worked in the office)	3 hours
LEAVE (LA, LB, LBIF, etc.) Travel time; care for others/self; take care of personal business	3 hours
ZTEL (Time worked at home)	2 hours
<b>Total Hours (Daily Schedule)</b>	<b>8 hours</b>

### Situation 2:

Sheila's babysitter has notified her that she is delayed in arriving to pick up her children for daycare. Sheila stays home with her children and is able to work remotely from 8:00am to 9:30am when the babysitter arrives. Sheila travels to work from 9:30am to 10:00am. Sheila then begins work in the office as usual and completes the remainder of her day in the office.

ZTEL (Time worked at home)	1.5 hours
LEAVE (LA, LB, LBIF, etc.) Travel time; care for others/self; take care of personal business	0.5 hour
ZA01 (Time worked in the office)	6 hours
<b>Total Hours (Daily Schedule)</b>	<b>8 hours</b>

### Situation 3:

Simon has a very important document that must be completed to meet an agency deadline. He and his supervisor determine that it would be best to complete this document from home to prevent interruptions. Sergio teleworks from 8:00am to 12:00pm until he completes the document. He travels to work during his regular lunch period, arrives at work at 12:30pm, and continues to work for the remainder of his day in the office.

ZTEL (Time worked at home)	4 hours
LEAVE (LA, LB, LBIF, etc.) Travel time; care for others/self; take care of personal business	0 hour
ZA01 (Time worked in the office)	4 hours
<b>Total Hours (Daily Schedule)</b>	<b>8 hours</b>

**Situation 4:**

*Sally's child wakes up with fever and is unable to go to daycare. Sally has the ability to telework and requests to work remotely for the entire day. She begins work at 8:00am and ends at 4:30pm; however, she took time during the middle of the day to prepare/eat lunch and care for her sick child.*

ZTEL (Time worked at home)	3 hours
LEAVE (LA, LB, LBIF, etc.) Travel time; care for others/self; take care of personal business	2 hours
ZTEL (Time worked at home)	3 hours
<b>Total Hours (Daily Schedule)</b>	<b>8 hours</b>