

Reclamation Manual

Directives and Standards

Telework Codes and Indicators to be used in the Electronic Time and Attendance System (E-TAS)

Go to the E-TAS home page for more information, and on the home page, look under the “Learn More” section.

You may also contact your local timekeeper or E-TAS Administrator/Control for more information.

Telework Code	Telework Code Description	Notes
A	Frequent regular telework center	1 to 3 days scheduled per week at an established telework center.
B	Frequent regular alternate telework location	1 to 3 days scheduled per week at a site that is not an established telework center or the employee’s home.
C	Frequent regular employee's home	1 to 3 days scheduled per week working at the employee’s home.
D	Regular telework center	1 to 2 days per pay period at an established telework center.
E	Regular alternate telework location	1 to 2 days per pay period at a site that is not an established telework center or the employee’s home.
F	Regular employee's home	1 to 2 days per pay period at the employee’s home.
G	Periodic telework center	On average, less than once per pay period but at least once a month at established telework center.
H	Periodic alternate telework location	On average, less than once per pay period but at least once a month at a site that is not an established telework center or the employee’s home.
I	Periodic employee's home	On average, less than once per pay period but at least once a month at the employee’s home.
J	Emergency/Continuity of Operations Plan (COOP) telework center	For continuity of operations; generally no more than 30 days at established telework center.
K	Emergency/COOP alternate telework location	For continuity of operations; generally no more than 30 days at a site that is not an established telework center or the employee’s home.

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Telework Code	Telework Code Description	Notes
L	Emergency/COOP employee's home	For continuity of operations; generally no more than 30 days at employee's home.
M	Emergency/COOP-pandemic telework center	Emergency for pandemic; no telework agreement required; is in effect until event is over. At established telework center.
N	Emergency/COOP-pandemic alternate telework location	Emergency for pandemic; no telework agreement required; is in effect until event is over. At a site that is not an established telework center or the employee's home.
O	Emergency/COOP-pandemic employee's home	Emergency for pandemic; no telework agreement required; is in effect until event is over. At employee's home.
P	Emergency/COOP-practice telework center	Practice telework at request of agency at established telework center.
Q	Emergency/COOP-practice alternate telework location	Practice telework at request of agency at a site that is not an established telework center or the employee's home.
R	Emergency/COOP-practice employee's home	Practice telework at request of agency at employee's home.

Telework Indicator	Telework Code Description	Notes
N	Employee is not eligible to participate in the telework program.	
Y	Employee is eligible to participate in the telework program.	
A	Employee is not participating in the telework program.	Employees who decide not to telework.
B	Eligible to telework only during emergencies.	COOP, pandemic, other.