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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Telework Reporting Guidance

On January 5, 2022 the State Civil Service Commission adopted State Civil Service Rule 11.4.1, which formally established telework as a flexible work arrangement. This rule requires that departments maintain proper time and attendance records that record an employee's telework days. In order to fulfill this reporting requirement, State Civil Service is requiring LaGov HCM Paid Agencies to utilize one of two options in LaGov:

- "ZTEL" Attendance Code
 - Can be used for agencies with employees in both permanent and hybrid telework statuses.
 - For accurate telework-related time and attendance reporting utilizing ZTEL, this attendance code shall be coded for all work hours on days in which the employee is in telework status.
 - Allows for the option for either agency timekeepers to enter the attendance code OR employees to enter the attendance codes into LEO. Supervisors shall ensure all telework days are properly coded when approving time statements.
 - ZT23 Time Entry/Rate Worksheet Report can be utilized by human resources staff to report days and/or hours of employees in telework status.

- Telecommute Status on the Planned Working Time Infotype (0007)
 - Can be used for agencies with employees in permanent telework status
 - Requires agency human resources staff to maintain the infotype through the selection of calendar days on which an employee is permanently teleworking.
 - Any changes in an employee's telework schedule requires agency human resources staff to update the Planned Working Time Infotype. Employees cannot change this infotype.
 - ZT02 Time Entry Audit Report can be utilized by human resources staff to report calendar days of employees in telework status.

For assistance with entry of either of these options, agency human resources staff can contact the OTS Helpdesk at 225-342-2677 or by submission of a [Help Desk Ticket](#).

For LaGov Non-Paid Agencies, including Paper Agencies, and Non-LaGov (Interface) Agencies, a method of reporting telework days and hours must be denoted within each agency's human resources information system (HRIS) for reporting availability.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director