

**Minerals Management Service
Interim Policy Document**

Effective Date: April 17, 2009

IPD No. 09-01

Series: Administrative

Title: Implementing Instructions for Reporting Telework Hours in Quicktime

Originating Office: Human Resources Office, Office of Administration and Budget

1. Purpose. This document establishes implementing guidance to Minerals Management Service (MMS) managers, employees, and Servicing Human Resources Offices (HRO) regarding the tracking of telework hours in Quicktime as well as the method for identifying positions ineligible for the telework program.

2. Authority.

A. Public Law 106-346, Section 359, Department of Transportation Appropriations Act of 2001 (Appendix A), mandating that each Executive agency must establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminished employee performance.

B. Presidential Memorandum (6/21/1996) instructing executive heads of departments and agencies to implement Federal Friendly Family work arrangements.

C. Presidential Memorandum (7/11/1994) adopting the National Performance Review recommendation for expanded opportunities for Federal workers to participate in a flexible work arrangement.

D. Personnel Bulletin No. 08-04, dated February 21, 2008.

E. MMS Human Resources Officer memorandum dated November 19, 2008.

3. Policy.

This IPD addresses the procedures for recording telework in Quicktime. All employees who telework must record all time spent teleworking in Quicktime.

4. Scope.

This policy applies to all MMS entities where there are employees who work at an alternative worksite on a regular or recurring basis or on an occasional one-time or irregular basis.

5. Responsibilities and Procedures.

A. Supervisors will:

(1) Certify that the telework time entered into Quicktime is accurate for those employees who telework.

(2) Identify those positions which are ineligible to telework.

(3) Inform timekeepers of the employee's status.

(4) Send an email to the servicing HR mailbox, as indicated below, for positions determined to be ineligible to telework and include justification for the determination that the position is ineligible. The email subject line will read: **Ineligible Telework Position**.

(a) Herndon: Human Resources (HR) Systems Helpdesk at:
mmshrsystems.admin@carearea@mms.gov

(b) Southern Administrative Service Center: [SASC Human Resource Office](#)

(c) Western Administrative Service Center: [WASC Human Resources Branch](#)

(5) Maintain documentation/justification as to why a position is not eligible to participate in the Telework Program.

(6) Provide HR Quicktime Administrator the determination and justification for positions ineligible to telework.

B. Employees who are approved to telework will record their telework hours in Quicktime by clicking on the Telework Indicator (TI) column to select the proper telework code. Most teleworkers will use the following indicator codes:

(1) C (employee teleworks at home at least 3 days per week on a regular, recurring basis),

(2) F (employee teleworks at home at least 1-2 days per week on a regular, recurring basis), or

(3) I (employee teleworks at home less than once per week, but at least once a month).

Note: Code "I" will also be used to track occasional telework until further guidance is received from the Department.

C. Timekeepers must indicate within the Employee Profile that the employee is or is not eligible to telework.

D. The servicing HR Quicktime Administrator will forward the supervisor's justification for the ineligible designation to the servicing HR Telework Coordinator and notify the servicing HR Assistant of the change in eligibility designation.

E. The servicing HR Assistant will change the telework indicator to “N” (not eligible) in the Federal Personnel and Payroll System.

F. The servicing HR Telework Coordinator will review and maintain a file of the ineligible position determination justifications for reporting purposes.

6. Further information. For questions on coding telework hours in Quicktime, contact your servicing HR Quicktime Administrator.

7. Cancellation. This IPD will remain in effect until no longer needed, until incorporated into the MMS Manual, or when new OPM regulations are issued.

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