

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

This E-DPM bulletin may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "Policies and Procedures" and "Electronic-District Personnel Manual (E-DPM)" links for Chapter(s):  
**31A**

**District Personnel Manual Issuance System**

**E-DPM Instruction No. 31A-6**

**SUBJECT:** Establishment of the *PeopleSoft Enhancements for the Telecommuting Program*

**Date:** January 28, 2014

**1. Purpose**

The purpose of this E-DPM instruction is to inform agencies of enhancements made to the PeopleSoft system relating to telecommuting; and apprise subordinate agencies of the requirement to designate employees within their agency to serve as Telecommuting Coordinator(s) (TC) and Alternate Telecommuting Coordinator(s) (ATC), if applicable.

**2. Applicability**

The provisions of this instruction apply to those District government agencies which are subordinate to the Mayor's personnel authority. Other personnel authorities or independent agencies may adopt any or all of these procedures to provide guidance to employees under their respective jurisdictions.

**3. Telecommuting Program Overview**

The District government's Telecommuting Program provides an employee working in an eligible position the opportunity to telecommute on a regular basis or during a declared emergency. The employee performs officially assigned duties at his or her home or other worksites geographically convenient to the employee's residence.

**4. Background**

- A. The PeopleSoft System is jointly owned by the D.C. Department of Human Resources (DCHR), the Office of Pay and Retirement Services within the Office of the Chief Financial Officer (OPRS/OCFO), and the Office of the Chief Technology Officer (OCTO). However, primary ownership belongs to the DCHR.
- B. The PeopleSoft System delivers comprehensive HR capabilities, from workforce management to compensation and talent acquisition management. This new online enhancement will allow agency TCs and ATCs to input data on employees within their agency that have been designated and approved to telecommute.

**5. General Policy**

- A. Once implemented, agency TCs and ATCs will input, track participation, and generate reports on telecommuting activities within their agency.

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**Inquiries:** Business Operations Group, DCHR (202) 442-9700

**Distribution:** Heads of Department and Agencies, HR Advisors, and District Government Employees

**Retain Until Superseded**

- B. Once implemented, agency TCs and ATCs will capture employee telecommuting information that includes:
- (1) The employee's start and end dates per their established and approved telework agreement in the telecommuting program;
  - (2) Whether a telework agreement is in place and the effective date of such agreement;
  - (3) Whether an employee's request to telecommute has been approved or denied by management, or terminated by the employee or manager.
  - (4) The number of day(s) per week and month in which an employee telecommutes;
  - (5) Information on the employee's alternate telecommuting location;
  - (6) Information on whether District government equipment has been provided to the employee while he or she is telecommuting; and
  - (7) Information on the employee's telework status (i.e. active/ inactive);

**6. Time Reporting Code (TRC)**

- A. A new Time Reporting Code (TRC) has been added to the PeopleSoft system for telecommuting purposes. When entering time, District government employees approved to telecommute will report their telecommuting time using the TRC.
- B. While employees will have the ability to enter their telecommuting time using the new TRC, agency managers will be responsible for verifying an employee's time once entered in PeopleSoft. Payroll Supervisors (PS), Quality Assurance Liaisons (QAL), or Timekeepers (TK), as appropriate, will also review and validate all time entered in the system. In the event it is determined that incorrect information has been entered, the PS, QAL, or TK must alert the appropriate manager(s) of the error, work with the manager(s) to determine the correct TRC, and enter the appropriate TRC into the time management system (i.e. Regular Pay, Annual Leave, *etc.*).
- C. Under no circumstances will an employee be permitted to use the telecommuting TRC without an established and approved telecommuting agreement.
- D. While the TRC has been established, District government agencies will be notified shortly when this PeopleSoft telecommuting module will be activated and available for use by employees.

**7. Responsibilities for the PeopleSoft Telecommuting Enhancement**

A. Agency Head (or his or her designee)

- (1) The agency head (or his or her designee) must:
  - (a) Designate employees within your agency to serve as TC and ATC (if ATC is applicable) and authorize their access to the PeopleSoft system for telecommuting purposes, utilizing the attached D.C. Standard Form (DCSF) No. 12-00,

Designation of Agency Telecommuting Coordinator /Alternate Telecommuting Coordinator; Access Authorization Form

- (b) Ensure that the TC and ATC are aware of the requirement that they complete the online telecommuting training<sup>1</sup>;
- (c) Provide to the District of Columbia Government Telecommuting Program Coordinator (identified on page 4 of the instruction) the names and contact information of all persons designated as TC and ATC, and the TC/ATC acknowledgements utilizing the attached DCSF No 12-00 and DCSF 12-00a forms; and
- (d) Review and verify agency TC and ATC designations on a bi-annual basis (or earlier if necessary), to ensure that no changes have occurred (*i.e.* separation of previously designated TC/ATC, change in employee duties which impact their role as TC/ATC, *etc.*). Each agency is responsible for notifying DCHR of any relevant changes in designation.

B. Agency TC and ATC

- (1) The Agency TC and ATC must:
  - (a) Complete the online telecommuting training<sup>1</sup>;
  - (b) Complete the PeopleSoft enhancement training for telecommuting scheduled by DCHR's Business Operations Group (BOG);
  - (c) Conduct training for staff at their respective agency on the use of the telecommuting TRC procedures as needed.
  - (d) Upon completion of the PeopleSoft training and upon notification by BOG of the activation of the PeopleSoft telecommuting module, begin the process of inputting information into PeopleSoft for all employees designated and approved to telecommute;
  - (e) Work in conjunction with agency PS, QAL, or TK, as applicable, to confirm that TRC information entered in PeopleSoft for telecommuting is accurate.

C. Department of Human Resources (DCHR)

- (1) The DCHR must:
  - (a) Develop Telecommuting TRC procedures to assist agency TCs/ATCs, PSs, QALs, and TKs in utilizing the new Telecommuting TRC;

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<sup>1</sup> An employee who once satisfactorily completed the online telecommuting training is not required to complete the training again unless there have been changes or upgrades to the existing training.

- (b) Administer training for appropriate agency personnel on the Telecommuting TRC, as needed;
- (c) Update and monitor the roster of agency TCs and ATCs;
- (d) Provide the necessary security roles and access (rights) to input, view, generate telecommuting reports in PeopleSoft to agency TCs/ATCs,
- (e) Provide annual telecommuting reports to the Executive Office of the Mayor detailing city-wide telecommuting activities; and
- (f) Conduct periodic audits of the telecommuting program to ensure compliance with applicable telecommuting policies, procedures and guidelines.

## 8. Confidentiality

Agency personnel having access to information are responsible and accountable for safeguarding the *integrity, security, and confidentiality* of personnel records, regardless of form. Agency personnel must protect such records from unauthorized access, use, modification, destruction, or improper disclosure. Only those persons designated as a TC or ATC, as outlined in section 6 (a)(1) of this instruction, may be granted access to the system. Under no circumstances shall an employee's access be shared or distributed to other employees.

## 9. Inquiries

Questions relating to the Telecommuting Program or the provisions contained in this E-DPM instruction may be addressed to:

Paul Shaw, District Government Telecommuting Program Coordinator  
D.C. Department of Human Resources  
Business Operations Group  
441 4<sup>th</sup> Street, N.W., Suite 330S  
Washington, D.C. 20001  
Email: [telework@dc.gov](mailto:telework@dc.gov)  
Phone: (202) 442-9700



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Shawn Y. Stokes  
Director

### Attachments:

- D.C. Standard Form (DCSF) No. 12-00, Designation of Agency Telecommuting Coordinator/Alternate Telecommuting Coordinator Form (Issued 1/2014)
- D.C. Standard Form (DCSF) No. 12-00a, Agency Telecommuting Coordinator/Alternate Telecommuting Coordinator Acknowledgement Form (Issued 1/2014)



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Human Resources



**AGENCY DESIGNATION OF TELECOMMUTING COORDINATOR AND  
ALTERNATE TELECOMMUTING COORDINATOR**

The following individual(s) has/have been designated by the agency head (or designee) to serve as the Telecommuting Coordinator (TC) and Alternate Telecommuting Coordinator (ATC) for the \_\_\_\_\_ beginning on \_\_\_\_\_, 20\_\_\_. This designation will remain in effect (agency name) until terminated by the agency head (or designee). This form also serves as authorization for the TC/ATC to input and retrieve information from PeopleSoft relating to the Telecommuting Program.

**Certification of Designation by Agency Head (or Designee)**

\_\_\_\_\_  
Name of Designated **Telecommuting Coordinator**

\_\_\_\_\_  
Name of Designated **Alternate Telecommuting Coordinator**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Work Phone Number / Office Cell Phone Number

\_\_\_\_\_  
Work Phone Number / Office Cell Phone Number

\_\_\_\_\_  
District Government E-mail Address

\_\_\_\_\_  
District Government E-mail Address

**Important Note:** By signing below you are approving the above individual(s) to serve as your agency Telecommuting Coordinator and/or Alternate Telecommuting Coordinator.

\_\_\_\_\_  
Agency Head (or designee) (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Head (or designee) (Signature)

\_\_\_\_\_  
Agency



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**AGENCY TELECOMMUTING COORDINATOR AND ALTERNATE  
 TELECOMMUTING COORDINATOR ACKNOWLEDGEMENT FORM**

An individual designated to serve as a Telecommuting Coordinator and Alternate Telecommuting Coordinator is responsible for adhering to applicable regulations, procedures and guidelines relating to telecommuting, as well as supporting telecommuting program activities within their agency. Each agency Telecommuting Coordinator and Alternate Telecommuting Coordinator is also responsible for ensuring that persons participating in the program are in compliance with the program requirements; and the maintenance of program-related records and documents (both electronic and hardcopy form).

Agency personnel having access to Telecommuting Program information are responsible and accountable for safeguarding the *integrity, security, and confidentiality* of personnel records, regardless of form. Agency personnel must protect such records from unauthorized access, use, modification, destruction, or improper disclosure. Only those persons designated as a Telecommuting Coordinator and an Alternate Telecommuting Coordinator may be granted access to the system. Under no circumstances shall an employee's access be shared or distributed to other employees.

In addition to the above, other responsibilities include:

- The completion of the online telecommuting training;
- The completion of PeopleSoft enhancement training for telecommuting scheduled by DCHR's Business Operations Group;
- Inputting information into PeopleSoft for all employees designated and approved to telecommute; and
- In concert with agency your Payroll Supervisor, Quality Assurance Liaison, or Timekeeper, as applicable, verify that TRC information entered in PeopleSoft for telecommuting is accurate.

I hereby acknowledge that I have read, understand and will adhere to the provisions contained in this form for my designated role.

\_\_\_\_\_  
 Telecommuting Coordinator/Alternate Telecommuting Coordinator  
 (Signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Telecommuting Coordinator/Alternate Telecommuting Coordinator  
 (Print Name)

\_\_\_\_\_  
 Agency