

PER-87 Teleworking Options

Purpose

The purpose of this job aid is to provide guidance for updating the Teleworking Options on the Planned Working Time (Infotype 0007) in the Integrated HR-Payroll System.

The state's Teleworking Program Policy was established to provide agencies with flexibility to offer work options at alternative work locations to promote general work efficiencies. Agencies are now able to identify and track employees within the Integrated HR Payroll System who are approved to telework. In addition, this information will also be used by Payroll to ensure the state is compliant with unemployment tax laws.

The Planned Working Time (Infotype 0007) has been updated to include a Telework Eligible field. Once the Telework Eligible box is checked, the following Telework Option types are displayed:

- (01) Telework FT In-State: EE is teleworking 100% of their scheduled working hours within the state.
- (02) Telework FT Out of State: EE is teleworking 100% of their scheduled working hours outside of the state.
- (03) Telework PT In-State: EE is teleworking for any amount less than 100% of their scheduled working hours within the state.
- (04) Telework PT Out of State: EE is teleworking for any amount less than 100% of their scheduled working hours outside the state.

Each agency HR office is responsible for ensuring the teleworking options are updated to accurately reflect employees who perform their job duties away from their central workplace. Agency HR offices are advised to establish an internal process which includes close coordination with supervisors and managers to monitor changes

to teleworking agreements (and to update the system accordingly).

Agencies will be able to view employee teleworking options using transcode ZEMP and the B0083 report. In addition, there will be more BI reporting options available at a later date.

Key Definitions

Alternate Work Location: a worksite other than a central workplace can include employees' homes and satellite offices where official State business is performed.

Central Workplace: an employee's assigned place of work or duty station owned or operated by the State or a site that is the primary workstation for field-based employees. Typically, a central workplace is a duty station from which an employer along with employees in the same work unit perform the functions of their job. However, an employee's home, in instances in which it is the primary workstation for field-based employees, may be considered the central workplace.

Telework/Teleworking: a flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary worksite for limited duration.

Teleworking Agreement: a written agreement that details the terms and conditions by which an employee is allowed to engage in teleworking.

Updating the Telework Eligible Field via PA30

There are 8 steps to complete this process.

Step 1. Use transaction code PA30 to make a copy of IT0007.

Step 2. Check the **Telework Eligible** box and select **Enter**.

Image

Copy Planned Working Time (0007)

Menu         Work schedule

Personnel No Name
EEGroup SHRA Employees PersA Environmental Quality
EESubgroup FT N-FLSAOT Perm Statu Active
Start To

Work schedule rule

Work schedule rule
Time Mgmt status 
Working week 
☐ Part-time employee

Working time

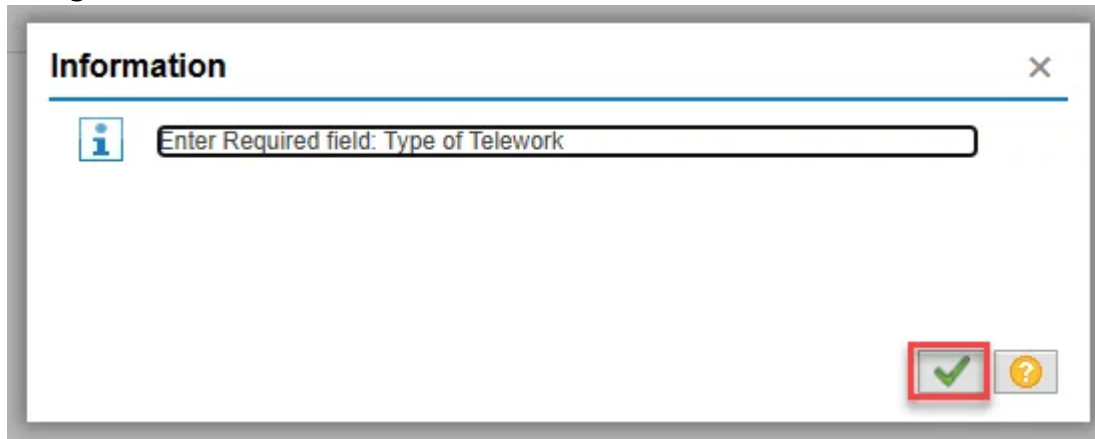
Employment percent
Daily working hours
Weekly working hours
Monthly working hrs
Annual working hours
Weekly workdays

Additional fields

☒ Telework Eligible

Step 3. Select the **green check** on the Information pop-up.

Image



Step 4. Select the **search box** next to the Type field.

Image

Copy Planned Working Time (0007)

Menu



Work schedule

Personnel No Name
EEGroup SHRA Employees PersA Environmental Quality
EESubgroup FT N-FLSAOT Perm Statu Active
Start To

Work schedule rule

Work schedule rule
Time Mgmt status
Working week
☐ Part-time employee

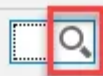
Working time

Employment percent
Daily working hours
Weekly working hours
Monthly working hrs
Annual working hours
Weekly workdays

Additional fields

☒ Telework Eligible

Type



Step 5. Double click the **appropriate telework description** from the pop-up.

Image

Type of Telework (1)





Type	Short Descript.
01	Telework FT In State
02	Telework FT Out of State
03	Telework PT In State
04	Telework PT Out of State

4 Entries found



Step 6. Make sure the **Start date** is correct.

Image

Copy Planned Working Time (0007)

Menu



Work schedule

Personnel No Name

EEGroup SHRA Employees PersA Environmental Quality

EESubgroup FT N-FLSAOT Perm Statu Active

Start To

Work schedule rule

Work schedule rule

Time Mgmt status

Working week

☐ Part-time employee

Working time

Employment percent

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Weekly working hours

Monthly working hrs

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Weekly workdays

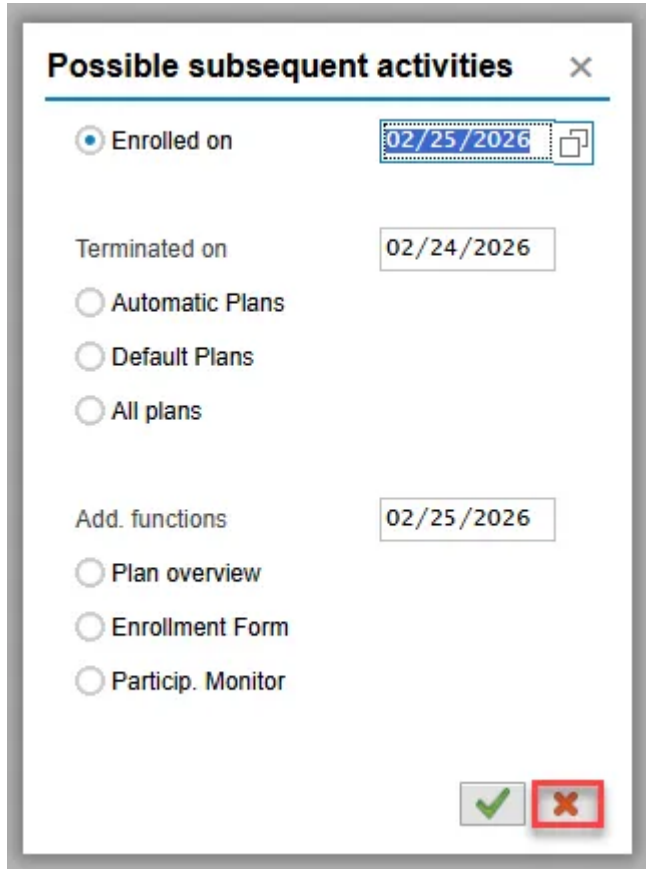
Additional fields

☒ Telework Eligible Type Telework FT In State

Step 7. Save

Step 8. Choose the **X** to close the Possible subsequent activities pop-up.

Image



The image shows a pop-up window titled "Possible subsequent activities" with a close button (X) in the top right corner. The window contains several sections with radio buttons and date fields:

- Enrolled on:** A date field showing "02/25/2026" with a calendar icon to its right. This option is selected with a blue dot.
- Terminated on:** A date field showing "02/24/2026".
- Plan Selection:** Three radio button options: "Automatic Plans", "Default Plans", and "All plans".
- Add. functions:** A date field showing "02/25/2026".
- Function Selection:** Three radio button options: "Plan overview", "Enrollment Form", and "Particip. Monitor".

At the bottom right of the window, there are two buttons: a green checkmark button and a red "X" button. The red "X" button is highlighted with a red rectangular border.

Delimit: If teleworking is no longer approved, the record will need to be delimited to display the most up to date information.

When an employee switches positions, or additional actions are processed on the employee, please review the telework option to ensure it is still accurate or delimit if necessary.

First Published

Thu, 02/04/2021

Last Updated

Wed, 02/25/2026

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