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February 14, 2013

NEW MEXICO BULLETIN NO. 360-13-04

SUBJECT: PER – ATTENDANCE AND LEAVE – HOURS OF DUTY - TRACKING OF TELEWORK HOURS

TO: All Employees with Approved Telework Agreements

Purpose. To inform employees of process to track hours teleworked.

Expiration Date. September 30, 2013

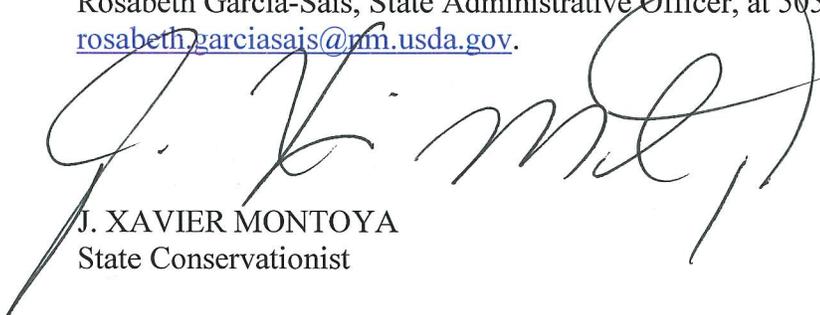
The Telework Enhancement Act of 2010 was signed into law on December 9, 2010. The passage and signing of this legislation (Public Law 111-291) was a significant milestone in the history of Federal telework. Currently, over 55% of eligible employees in New Mexico have been approved to telework on an ad hoc basis.

It is time to take the next step: capturing and reporting the number of hours spent teleworking. Until the new timekeeping system, WebTA, is deployed, NRCS must manually capture the number of hours teleworked and report that information to the National office.

Effective immediately, the following process will be in place:

- 1) Each employee will enter a comment to the “Employee Note to Timekeeper” section of his/her timesheet indicating the dates and number of hours teleworked. Only the date and total hours need to be noted. For example: Telework hours: 2/14/13 – 4 hrs.
- 2) Each timekeeper will add up the total number of hours teleworked for their respective areas and forward to Donna Tatum, HR Assistant, at the end of each pay period. The HR Assistant will then incorporate this information into the monthly telework reports.

Thank you for participating in the telework program. If you have any questions, please contact Rosabeth Garcia-Sais, State Administrative Officer, at 505-761-4411 or via email at rosabeth.garciasais@nm.usda.gov.



J. XAVIER MONTOYA
State Conservationist