

**From:** ^WRPS General Delivery <WRPSGD@rl.gov>

**Date:** Monday, March 30, 2020 at 8:21 AM

**Subject:** Time recording for telework



March 30, 2020

For those who use TIS:

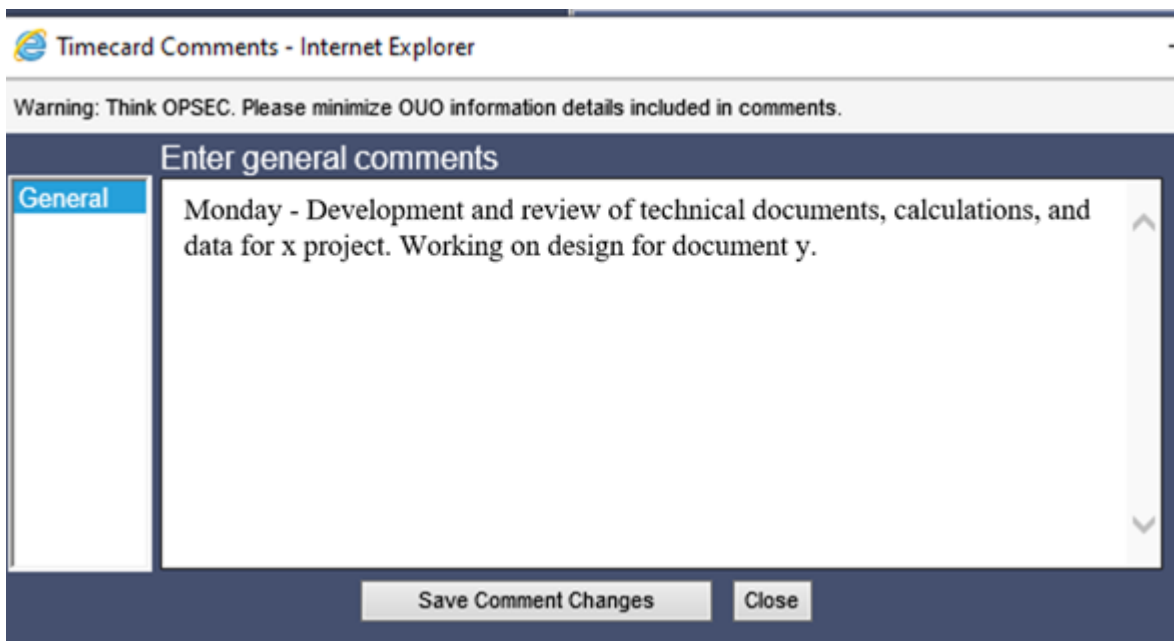
To ensure record consistency for audit purposes, all employees who are able to telework are to utilize the "Save" function in TIS at the beginning and end of their shifts and record time worked to TRW.

☺ To save the timecard, click the "Save" button.



In order to ensure documentation of work scope performed using the TRW code, populate the TIS comments box on daily work performed each day of the week, summarizing daily accomplishments in a succinct manner and pointing to specific tasks.

For example, the comments box for Monday may include statements on "development and review of technical documents, calculations, and data for x project" or "working on design for document y."



If you are unable to save your TIS at the beginning/ending of your shift, please include an explanatory comment in your timesheet.

As a reminder, employees should use COA JN09 to capture all costs associated with coronavirus (COVID-19) planning, preparation, and supply chain related activities.

If you have other questions related to TIS, please contact ^Payroll Questions-TIS or reach out to:

- Dulcie Benbow (376-3176), [Dulcie\\_L\\_Benbow@rl.gov](mailto:Dulcie_L_Benbow@rl.gov)
- Sharon Baasch (376-5844), [Sharon\\_A\\_Baasch@rl.gov](mailto:Sharon_A_Baasch@rl.gov)
- Melissa Dillard (376-5078), [Melissa\\_A\\_Dillard@rl.gov](mailto:Melissa_A_Dillard@rl.gov)
- Bonnie Nelson (376-3318), [Bonnie\\_R\\_Nelson@rl.gov](mailto:Bonnie_R_Nelson@rl.gov)

For other questions related to ETVS, please contact ^ETVS or reach out to:

- Melissa Dillard (376-5078), [Melissa\\_A\\_Dillard@rl.gov](mailto:Melissa_A_Dillard@rl.gov)
- Dulcie Benbow (376-3176), [Dulcie\\_L\\_Benbow@rl.gov](mailto:Dulcie_L_Benbow@rl.gov)

Thank you.