

Work-Life

Telework and Remote Work



Telework and Remote Work Coding Job Aid

Defense Civilian Personnel Data System (DCPDS) or equivalent Human Resources System

Position Indicator Codes

Position Indicator Codes	Position Indicator Descriptions
NE001	NOT ELIGIBLE - Not Eligible for Telework.
YA001	ELIGIBLE - Eligible for Regular and Recurring Telework.
YA002	Eligible for situational telework only, including Emergency and OPM prescribed "Unscheduled Telework."
YA003	Eligible for Remote Work Only
YA004	Eligible for Telework and Remote Work
YA005	Eligible for Mobile Work

It is imperative that the Position Indicator Codes are updated correctly.



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Employee Eligibility Codes

DoW Employee Eligibility Codes	Telework Eligibility Description
DETO1	Employee assigned to a domestic position who is teleworking from an overseas location for a limited period of time (DETO)
ER001	Employee working under a regular and recurring telework agreement (on a frequent basis) of 3 - 8 days per pay period
ER011	Employee working under a regular and recurring telework agreement (on a frequent basis) of 2 days or less per pay period
ES002	Employee working under a situational only telework agreement
ES003	Employee working under a remote work agreement within locality pay area of regular worksite
ES004	Employee working under a remote work agreement outside locality pay area of regular worksite
ES005	Employee declined Telework option.
ES006	Mobile Work Agreement - Routine and regular travel to customer or other worksites
ES007	Remote/Telework Agreement Pending
NE100	Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.
NE101	Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.
NE102	Not eligible due to employee conduct issues.
NE103	Not eligible due to employee performance issues.
NE104	Not eligible due to employee failure to meet performance requirement of agreement.
NE105	Not eligible during period of trainee status.
NE106	Not eligible - Posn requires extensive face-to-face contact w/supv, employees and clients, and employee's physical presence.
NE107	Not eligible - Posn requires access to material or special equip that can't be moved from office.
NE108	Not eligible due to daily requirement to handle classified materials.



MyBiz+ Supervisor Telework Eligibility Code Visual Aid

The screenshot shows the MyBiz+ Supervisor interface. At the top is a purple navigation bar with the MyBiz+ logo and links for 'Other DCPDS Applications', 'Favorites', 'Customer Support', 'Help', and 'Logout'. On the left is a sidebar menu with options like 'Update MyTeam', 'Add Employee', 'Remove Employee', 'Process Employee Requests', 'Hiring Manager's Toolkit', and 'MyTeam Update Trusted Agent'. Below this is a 'Last Personnel Action' section showing 'Type of Action: Individual Time Off Award' and 'Effective Date: 16-Jun-2025'. At the bottom is a 'Detail Pages' section with a row of icons: Personal, Pay, Leave and Benefits, Professional Development, Position, Performance, Reports, and My Team. The 'My Team' icon, which shows a hierarchy of three boxes, is highlighted with a red border. A red line connects this icon to a red-bordered text box on the right that says 'Supervisor will click here to see team.'

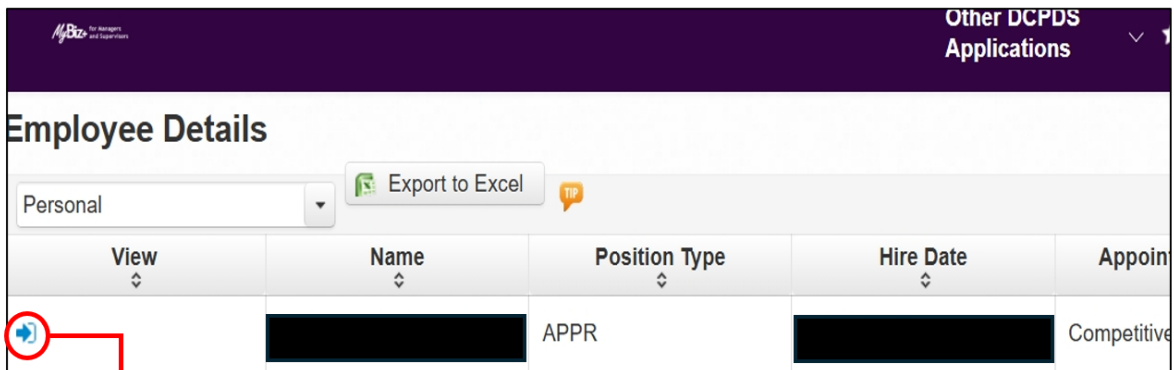


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MyBiz+ Supervisor Telework Eligibility Code Visual Aid (cont.)



Other DCPDS Applications

Employee Details

Personal

Export to Excel

TIP

View	Name	Position Type	Hire Date	Appoin
	[REDACTED]	APPR	[REDACTED]	Competitive

Once team appears, click on the icon to the left of the employee to view the employee.



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MyBiz+ Supervisor Telework Eligibility Code Visual Aid (cont.)

Exit Employee View

Help

Logout

View/Update Telework Eligibility Information

View Emergency Contact Information

View Joint Duty Assignment Information

Click on view/update Telework Eligibility Information on the employee.



MyBiz+ Supervisor Telework Eligibility Code Visual Aid (cont.)

Telework Eligibility: Employee working under a situational only telework agreement

Position Telework Indicator: ELIGIBLE - Eligible for Regular and Recurring Telework.

Exit
Employee View
Help
Logout

☐ Employee working under a regular and recurring telework agreement on a frequent basis of 3 - 8 days per pay period

☐ Employee working under a regular and recurring telework agreement on a periodic basis of 2 days or less per pay period

☒ Employee working under a situational only telework agreement

☐ Employee declined Telework option.

☐ Remote/Telework Agreement Pending

☐ Prohibited due to official discipline for more than 5 days of AWOL in a calendar year.

☐ Prohibited due to discipline for violation of SP G, Ethical Standards for viewing, downloading, exchanging pornography, including child pornography on a Federal Government computer, or while performing official Federal Government duties.

☐ Not eligible due to employee conduct issues.

☐ Not eligible due to employee performance issues.

☐ Not eligible due to employee failure to meet performance requirement of agreement.

☐ Not eligible during period of trainee status.

Submit Cancel

The Position Indicator Code determines what the Employee Eligibility (Person) Code can do.

- The supervisor will need to select the appropriate work arrangement that they have authorized their employee to perform. For example: The Position Telework Indicator is ELIGIBLE - Eligible for Regular and Recurring Telework. Since this position is coded YA001 - ELIGIBLE - Eligible for Regular and Recurring (See page 1 of this aid for the Position Indicator Codes), these are the work arrangements that the supervisor will see. This position is coded as telework only, so the supervisor will not see any remote work descriptions.
- If the supervisor has an employee that is approved for remote work and does not see a description for remote work, that is because the position is not coded correctly.
- The supervisor will need to contact their Human Resources Office or their designated Telework Coordinator to have the position correctly coded.

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Time and Attendance Codes Visual Aid

Environmental, Hazard, Other (EHO) Time and Attendance

EHO Codes	EHO Description	When to Use
TR	Telework Remote Work	Employee has an approved remote work agreement.
TS	Telework Situational	Employee has an approved situational telework agreement and situational telework is authorized by the supervisor.
TW	Telework Regular	Employee has an approved routine telework agreement and are adhering to the arrangement approved by the supervisor.

These are the only authorized EHO codes to be used to track telework and remote work usage in the Time & Attendance systems.



Time and Attendance Codes

Defense Agencies Initiative (DAI) or equivalent Time and Attendance System

Period: January 25, 2026 - February 07, 2026
 Template: ☐ Exclude Hours ☐ Overwrite Entry Comments:

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jan 25	Mon, Jan 26	Tue, Jan 27	Wed, Jan 28	Thu, Jan 29	Fri, Jan 30	Sat, Jan 31	Sun, Feb 01	Mon, Feb 02	Tue, Feb 03	Wed, Feb 04	Thu, Feb 05	Fri, Feb 06	Sat, Feb 07	Total	Delete
FY26_DCI	FY26 DOQ	RG - Regular Gt	TS	☐		8	8	8	8	8			8	8	8	8	8	0	80	Delete
																		0		
Add Another Row Recalculate					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

Template Name:

Period: January 25, 2026 - February 07, 2026
 Template: ☐ Exclude Hours ☐ Overwrite Entry Comments:

Project	Task	Type	EHO Code	ND Hours Ind	Sun, Jan 25	Mon, Jan 26	Tue, Jan 27	Wed, Jan 28	Thu, Jan 29	Fri, Jan 30	Sat, Jan 31	Sun, Feb 01	Mon, Feb 02	Tue, Feb 03	Wed, Feb 04	Thu, Feb 05	Fri, Feb 06	Sat, Feb 07	Total	Delete
FY26_DCI	FY26 DOQ	RG - Regular Gt	TS EHO Code Description TS - Telework Situational	☐		8	8	8	8	8			8	8	8	8	8	0	80	Delete
																		0		
Add Another Row Recalculate					0	8	8	8	8	8	0	0	8	8	8	8	8	0	80	

Template Name:

- Employees must account for their time spent in a telework or remote work status for the pay period.
- Supervisors must verify that the employee is using the correct EHO code that corresponds to work arrangement that they are authorized to perform before approving timecard.
- Employees on approved DETO arrangements code their Time & Attendance as Telework Regular (TW).
- Mobile Work employees are not categorized as telework or remote work. Time is captured as Regular (RG).