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February 20, 2013

KANSAS BULLETIN NO. KS360-13-7

SUBJECT: PER—Telework Reporting in Web-based Total Cost Accounting System

Action required by: Effective immediately

Purpose. To inform employees of requirement to report telework hours in Web-based Total Cost Accounting System (WebTCAS)

Expiration Date. September 30, 2014

Effective with issuance of this bulletin, all Natural Resources Conservation Service (NRCS) employees with approved telework agreements must begin reporting telework time in WebTCAS.

WebTCAS does not have a specific code to report telework time. Therefore, employees will need to denote telework time in the "Employee Note to Timekeeper" section which is located towards the bottom of the timesheet. On days of telework activity, the employee will make a note of the hours in the following format: "Telework - mm/dd - # hours" (example - *Telework - 02/15 - 5 hours*).

Contact: Tami R. Yost, 785-823-4590 or tami.yost@ks.usda.gov for WebTCAS questions; or Shawna K. Carter, 785-823-4513 or shawna.carter@ks.usda.gov for telework questions.

(signed)

ERIC B. BANKS
State Conservationist

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