



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

March 7, 2023

**Memorandum for Heads of Executive Departments and Agencies**

From: Kiran A. Ahuja  
Director

Subject: Remote/Telework Enhancements to Enterprise Human Resources Integration  
Data Files

I am pleased to share guidance outlining new Telework and Remote Work data elements that will provide agencies with necessary insight and information to best align their personnel policies to improve organizational performance. It is critical that agencies can make informed decisions on the impact that their policies are having on their workforce planning efforts, overall workforce, and the ability to meet their mission. We have heard from the agencies, through ongoing re-entry support activities, that having more refined data related to telework and remote work will assist you in evaluating how employee work arrangements are impacting key workforce considerations—such as productivity, recruitment, and retention—that are critical to successful organizational performance. To support agency efforts, we are adding three new data elements that agencies and shared service providers (SSP) will be required to code for each employee. The U.S. Office of Personnel Management (OPM) will convey timelines directly to SSPs and Chief Human Capital Officers (CHCO) through implementation guidance as mentioned later in the document. The three new data elements for the Enterprise Human Resources Integration (EHRI) data files include:

- Remote work/Telework Agreement Type for EHRI HR
- Remote work instances in a pay period for EHRI Payroll
- Remote work hours in a pay period for EHRI Payroll

These new data elements will provide deeper and improved granularity into understanding the workforce characteristics. Once implemented, they have the potential to improve Government-wide reporting of Federal employee participation in remote work, telework and mobile work, as well as allow OPM to evaluate trends and determine how such work arrangements might advance the accomplishment of mission critical requirements and organizational effectiveness. This work is important to agency organizational performance improvements, so we encourage you to prioritize it as set forth in this memorandum.

OPM has begun initial preparation with SSPs for agencies to begin to implement these new elements to capture remote work and telework frequency across the Federal Government. OPM requests that agencies work with their components, as necessary, and SSP to initiate the process of updating the EHRI system for human resources data and payroll data feeds with these new data elements.

## Background

The Telework Enhancement Act of 2010 provides agencies a framework to better leverage technology and to maximize the strategic use of flexible work arrangements to advance agency missions, stay competitive with other industries in recruiting and retaining talent, and allow the Federal Government to be resilient and maintain productivity in various situations – including those involving national security and other emergency situations.

In November of 2021, OPM released an updated [2021 Guide to Telework and Remote Work in the Federal Government: Leveraging Telework and Remote Work in the Federal Government to Better Meet Our Human Capital Needs and Improve Mission Delivery](#). This updated guidance replaced the original guide published in 2011 and provides agencies with practical resources and information to help contextualize the continued evolution of telework as a critical workplace flexibility, including a new section providing Federal agencies with policy guidance on remote work. This guidance is also posted on the telework website: [www.telework.gov](http://www.telework.gov).

In addition to providing technical assistance to agencies, OPM will publish standards and provide the necessary guidance to agencies and SSPs to correctly relay these new additional telework and remote work data points as part of regular EHRI data submissions

The first new data element will be called Remote/Telework Agreement Type and will be part of the EHRI Status dataset on the human resources side, which is a record of each employee's personnel data as of the ending date of a calendar month. The second and third data elements will be called “remote work instances in a pay period” and “remote work hours in a pay period” in the EHRI Payroll dataset to record the frequency data for remote work. Once implemented, agencies will be able to ensure that telework and remote work data associated with payroll is being captured correctly using the following payroll data elements:

- Routine Telework Hours in Pay Period (Current)
- Routine Telework Instances in Pay Period (Current)
- Situational Telework Hours in Pay Period (Current)
- Situational Telework Instances in Pay Period (Current)
- Remote Work Hours in Pay Period (New)
- Remote Work Instances in Pay Period (New)

## How the Remote/Telework Agreement Type Data Element Will Work

- Agencies will assign a two letter Telework and Remote Work Agreement Type indicator code to each employee based on forthcoming technical guidance. The code represents the type of telework or remote work agreement an employee has entered into with the employing agency, if any.
- SSPs were notified in July 2022 of these upcoming changes and are to prioritize the programming necessary to implement these changes.
- Agencies should work closely with their SSPs to ensure that both SSPs and agency systems and file interfaces are updated to be able to start transmitting data.

- Agencies will need to implement the requested changes to HR system and EHRI files. After the necessary changes are made, agencies and SSPs will be able to enter in a Technical Compliance process with OPM.
- Once agencies have assigned an indicator code to each employee and updated it in the EHRI Status file, that information will then be transmitted to OPM via the EHRI data warehouse.
- OPM will issue additional guidance outlining expected timelines for completion to SSPs and agency representatives. As this data directly supports the President's Management Agenda on strengthening and empowering the Federal workforce, timely completion is of the utmost importance.

#### Additional Notes

- The new remote work data element is a distinct category that should be coded separately from telework.
- A remote work agreement is mutually exclusive from a telework agreement; an employee can only be under one or the other, not both. Agencies must ensure that remote work agreements accurately align to the employee's reported duty station. If the duty station is not aligned to where the remote work will be performed, then a Change in Duty Station (Nature of Action 792) or a General Adjustment (Nature of Action 894) action must be processed. Agencies are responsible for accurate locality information for their employees and must adequately capture this information once an employee has entered into a remote work agreement.

#### Conclusion

This is the initial step in the process and there will be additional communication on implementation through outreach to the agencies and SSPs. Telework and remote work are important flexibilities that can be used to meet a variety of agency human capital and budgetary objectives. OPM is committed to supporting the expansion of telework and remote work, where appropriate, and assisting agencies to meet their goals. Please direct any questions or concerns regarding Remote Work or Telework to OPM's Telework Policy team at [TeleworkPolicy@opm.gov](mailto:TeleworkPolicy@opm.gov) and questions regarding the Remote Work/Telework Variable to [workforce@opm.gov](mailto:workforce@opm.gov).

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Telework Coordinators, and Human Resources Directors

Attachment (see below)

## Remote/Telework Agreement Type

<b>Definition:</b>	Indicates the type of remote or telework arrangement employee has with the employing agency
<b>Data Format:</b>	Text_F
<b>Data Length:</b>	2
<b>Applicability:</b>	Enterprise Human Resources Integration, Status Feed
<b>Notes:</b>	<p>Telework refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.</p> <p>Remote work is an alternative work arrangement that involves an employee performing their official duties at an approved alternative worksite away from an agency worksite, without regularly returning to the agency worksite during each pay period.</p>
<b>Valid Values:</b>	Current Values

### Current Values

RW	Remote Work Agreement – A written agreement in which an employee is scheduled to perform their work at an alternative worksite and is not expected to report to an agency worksite on a regular and recurring basis. A remote work agreement requires a change in duty station to the alternative worksite (e.g., home).
TF	Frequent Routine Telework Agreement – A written telework agreement that occurs as part of an ongoing regular schedule 3 or more days per pay period, but not every workday (e.g., remote work).
TP	Periodic Routine Telework Agreement – A written telework agreement that occurs as part of an ongoing regular schedule 1-2 days per pay period.
TS	Situational Telework Agreement – A written telework agreement that is approved on a case-by-case basis and the hours worked are not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework as a result of inclement weather, doctor appointment, or special work assignments. Situational telework is sometimes also referred to as episodic, intermittent, unscheduled, or ad-hoc telework.
MW	Mobile Work Agreement – A written agreement supporting work that is characterized by routine and regular travel to customer or other worksites as opposed to a single authorized alternative worksite. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).
NN	Non-teleworker – An employee who is ineligible or who chooses to not participate in the agency's telework program.