



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Thursday, August 11, 2016

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: KIRAN A. AHUJA
DIRECTOR

Subject: Federal Telework Data Collection

The U.S. Office of Personnel Management (OPM) is pleased to provide an update on efforts to automate the collection of telework data via the Enterprise Human Resources Integration (EHRI) system and asks for agency assistance in ensuring the accuracy of telework reporting via payroll submissions.

Through the monthly EHRI HR-Status data feed and bi-weekly EHRI payroll data feed, OPM collects Federal employees' telework eligibility and usage data. OPM intends to use the data to meet OPM's annual reporting requirements to Congress under the Telework Act of 2010, as well as analyze the data to demonstrate links between telework and agency outcomes, including employee engagement. The automated data collection across the Government will also reduce the manual reporting burden for agencies.

OPM has discovered telework data collection and reporting remains an area of challenge for agencies. Therefore, we will provide agency and subagency reports summarizing your agency's data submissions for a single pay period under separate cover. We are asking each agency to work with your HR staff and Telework Managing Officers (TMO) to examine the report to assess the accuracy of the data and determine any potential issues that may be affecting data reporting and accuracy. OPM will initiate a series of agency meetings that will bring together HR Directors, TMOs, and payroll providers to identify and discuss steps and assistance needed to ensure accurate data reporting to EHRI. Based on these meetings, OPM will assess the need for additional guidance or consultation with individual agencies.

When reporting data, agencies should refer to OPM's telework data standards that became effective on March 1, 2012. For more information on these standards, please refer to the *Guide to Human Resources Reporting*, Chapter 4, pages 4-81 to 4-84 (<https://www.opm.gov/policy-data-oversight/data-analysis-documentation/data-policy-guidance/#url=HR-Reporting>).

If you have any questions regarding this effort, please contact Veronica Givens at Veronica.Givens@opm.gov or (202) 606-1561.

CC: Chief Human Capital Officers, Deputy Chief Human Capital Officers, and Telework Managing Officers