



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

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Memorandum for the President's Management Council and Chief Human Capital Officers

FROM: Kiran A. Ahuja
Director

SUBJECT: Agency Telework and Remote Work Data Reporting in the Office of Personnel Management Enterprise Human Resources Integration (EHRI) System

Data on telework and remote work plays a critical role driving human resource decisions across the Federal government. In April 2023, the Office of Management and Budget (OMB) released Memo M-23-15, "Measuring, Monitoring, and Improving Organizational Health and Organizational Performance in the Context of Evolving Agency Work Environments," which requires agencies to develop work environment plans that reflect an "increase [in] meaningful in-person work at Federal offices, particularly at headquarters and equivalents, while still using flexible operational policies as an important tool in talent recruitment and retention." Similarly, the Office of Personnel Management (OPM) has set goals through its [FY23-26 Data Strategy](#) to provide high quality workforce data and products that inform agency decision-making.

Currently, agencies are required to provide OPM with comprehensive data on their workforce through the Enterprise Human Resources Integration (EHRI) system. Providing accurate data will help agencies navigate complex workforce issues, such as hybrid work environments, and ensure their strategies and policies increase productivity, resilience, and mission success.

To accomplish this goal, and in support of OMB's memo M-23-15, OPM is committed to working with agencies to improve the quality of all workforce data.

Per the [OPM memo](#) of March 7, 2023, agencies are now required to report on employee remote work and telework agreements. Guidance on how to code employees for telework can be found using the [Eligibility to Participate in Telework Indicator](#). Guidance on how to code for Payroll file submissions can be found on Chapter 4 of the [Guide to Human Resources Reporting](#).

In addition, agencies should take the following steps to ensure they comply with these standards:

1. Adhere to the reporting standards, schedules, and formats when submitting data to OPM, as described in the Guide to Human Resources Reporting (please see the link above).
2. Ensure all employees are coded with the correct *Remote/Telework Agreement Type* and submit data as part of the EHRI Status file, starting in September 2023. Agencies were notified of this change in the March 7, 2023, OPM memo on inclusion of the new data element [Remote work/Telework Agreement Type](#).
3. Communicate with supervisors and managers that they should periodically review employee *Eligibility to Participate in Telework Indicator* code within their HR or Time and Attendance system. Only employees who are coded “Eligible to participate in telework” should participate in telework and submit telework hours on timecards.
4. Remind employees to diligently record their telework hours using the correct codes for situational and routine telework.
5. Ensure supervisors verify the accuracy of time and attendance data routed to them for approval to achieve consistency with approved telework agreements.
6. Conduct regular audits of payroll data submitted to EHRI, reconcile data discrepancies, and address quality issues promptly.
7. Work with your Payroll Service Providers to begin reporting remote work separately from telework through the new data elements *Remote Work Instances in a Pay Period* and *Remote Work Hours in a Pay Period* in FY24. Specific target dates will be announced soon.

Workplace flexibilities like remote work and telework remain an important tool for agencies to deliver on mission and serve the American people. Collecting accurate data on these flexibilities will allow for better human resource management and data-informed decision-making across the entire Federal enterprise. Please ensure your agencies prioritize the actions set forth in this Memorandum. You may direct questions regarding this guidance to: DSMMAllStaff@opm.gov.