

<b>HUMAN RESOURCES MEMORANDUM 22-022</b>		DATE ISSUED: 12/13/2022
SUBJECT: <b>TELEWORK STIPEND PAYMENT – Procedure Amendment</b>		REFERENCE: <a href="#">Pay Differential 453</a>
TO: All Department of General Services (DGS) Employees		SUPERCEDES: <a href="#">HR Memo 22-010</a> <a href="#">HR Memo 22-012</a>

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH EMPLOYEES**

**Purpose**

This memorandum outlines the new procedure of how telework stipend payments will be processed.

**Procedure**

Effective the December 2022 pay period and moving forward, the telework status dropdown field in the Project Accounting and Leave (PAL) timekeeping system will no longer be available. The process has been automated.

**New Process**

The employee’s approved telework agreement from the Service Catalog will auto populate an employee’s stipend status field in PAL. The field cannot be manually changed by either the employee or supervisor. The auto populated telework field will be used to certify and issue monthly stipend payments to eligible employees.

**How to Review Your Telework Stipend Status**

For the pay period of December 2022 and forward, employees and supervisors may review the designated telework stipend status in PAL. To do so, hours need to be saved into the pay period.

**For Questions, Contact:**

Telework Eligibility and Agreement Changes

- Supervisor/manager

Telework Stipend Eligibility and Payment

- Attendance Clerk

Telework Program Information

- [Designated Telework Representative](#)
- [Ask a Telework Question](#)

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