

Employee Set Up for Employees Working from Home and the Office, where Home is in a Different State

- Update employee Time Reporting Template on their Time Reporter Data
 - Use **DOAUSEONLY** for the Elapsed Time Template
 - This Template will open both the Task Group and Task Profile Fields, as well as the Country and State Fields.
 - Task Profile Field will not be required for submit but the Country and State Fields are required for submit.
 - The State is the state where the hours were worked.

Example of what the timesheet will look like once the above is complete.

This example shows the task profile field populated. This is an optional field for this template. It can be left blank.

Total Time	Reporting Code	Taskgroup	Country	State	Task Profile ID
8.0000	REG - Regular Earnings	2640100101	USA	MO	264CA10009
8.0000	REG - Regular Earnings	2640100101	USA	KB	264CMB0010
8.0000	REG - Regular Earnings	2640100101	USA	MO	264CMB0020
8.0000	REG - Regular Earnings	2640100101	USA	KB	264CMB1CVD