Steps to recording telecommuting

1. Log on to Umoja Self Service and click on “Employee Self-Service SM”

2. Click on “Time Management”

3. Choose “Create Leave Request”
4. From the “Type of Leave” field, click the down arrow to see all the options and select “Telecommuting”

5. Enter the date of the day you are telecommuting both in the Start Date and End Date

6. 

7. Click Send