



Division of Human Resources

MEMORANDUM

TO: HR and Business Contacts

FROM: Caroline Agardy, Vice President for Human Resources

DATE: September 30, 2025

RE: **Telecommuting Tracking and Reporting**

In alignment with the Governor’s executive order and State HR guidelines, new requirements have been issued regarding the tracking and reporting of telecommuting activity. These requirements apply to all staff employees whether working remotely under a formal USC telecommuting agreement or on an as-needed basis. Beginning October 1, units must track the days and hours of all approved telecommuting, as well as any deviations, including when employees telecommute outside of their normal telecommuting schedule or on an as-needed basis.

A deviation is any instance of telecommuting that occurs outside of an employee’s regular, approved schedule. For example, if an employee’s telecommuting agreement designates Tuesday and Wednesday as remote days but they work remotely on Thursday instead, the hours worked on Thursday must be recorded as a deviation. Similarly, if an employee without a standing telecommuting agreement receives short-term approval to telecommute—for instance, working from home for 1.5 hours before a doctor’s appointment with supervisor approval—those hours must also be reported as a deviation. Any deviation of 45 minutes or less of telecommuting is considered de minimis and not necessary to report.

The requirements call for daily tracking as well as weekly, monthly, and quarterly reporting to ensure compliance. Accurate reporting of all telecommuting hours and deviations is essential to maintain compliance with the state’s requirements and to preserve the university’s ability to offer any telecommuting options.

New tracking and reporting requirements for telecommuting hours and deviations in schedules will be implemented effective October 1. Attached is a spreadsheet to support

the process with the first tab being the template and the second tab on the spreadsheet being an example of the formatting and required data.

Details on the tracking and reporting requirements are noted.

- This method is a short-term solution to track employees who are telecommuting. USC HR is working with campus partners to develop a permanent solution via timesheets. This tracking and reporting method will be used October 1-December 31, 2025, or until new time codes are developed and tested in the time and labor system in HCM, and training is provided to the campus community.
- **Daily:** HR contacts must collect and update telecommuting time and deviations each day to meet the State's reporting requirements.
- HR contacts may use an internal process that works best for their unit to gather this telecommuting data, but must certify compliance with the State's reporting requirements and ensure the accuracy and completeness of the spreadsheet submitted to Central HR.
- **Weekly:** HR contacts must compile a spreadsheet for their campus/college/division and submit it to Central HR (telecommute@sc.edu) with the Subject Line, "Weekly Telecommuting Report" by **noon every Monday** for the prior Sunday–Saturday work week.
- A new spreadsheet should be created from the template each week.

The detailed telecommuting reports that were previously submitted to State HR on an annual basis will now be required quarterly. These reports include realized cost savings, productivity measures, efficiency improvements, daily activity logs, and other data that tie back to the original projections made when telecommuting was approved. Because quarterly reporting will require units to begin tracking these elements as of October 1, HR contacts are encouraged to begin collecting this information. For the October 1 implementation, Central HR will provide the immediate tools and processes needed to meet the daily and weekly requirements with additional details on quarterly reporting to follow.

State HR may audit the university's telecommuting process at any time, and if USC is not in compliance with the telecommuting requirements, State HR may revoke remote work for the entire university. Consequently, reporting and tracking all deviations are imperative to the success of the university's telecommuting plan.

If you have any questions, please contact Employee Relations at telecommute@sc.edu.