



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS): LIST OF TELEWORK REPORTS

The following reports may be run in ITAS by clicking on the [Reports](#) link in the left hand navigation. Access to a specific report is dependent on your role in ITAS:

Report Name	Description	Role			
		LAO	AO	TK	EMP
Telework Activity by Day of Week Report	Shows all telework activity for the date range sorted by Day of the Week/Employee Name	✓	✓		
Telework Activity by Employee Report	Shows all telework activity for the date range sorted by Full/Partial Day/Employee Name	✓	✓		
Telework Activity by Frequency Report	Shows all telework activity for the date range sorted by the Frequency/Employee Name	✓	✓		
Telework Activity by Telework Location Report	Shows all telework activity for the date range sorted by the Location/Employee Name	✓	✓		
Telework Activity by Term Type Report	Shows all telework activity for the date range sorted by the Term Type/Employee Name	✓	✓		
Telework Activity by Type Report	Shows all telework activity for the date range sorted by the Telework Type/Employee Name	✓	✓		
Telework Eligibility by Expiration Date Report	Shows all telework eligibility for the date range sorted by the Expiration Date/Employee Name	✓	✓		
Telework Eligibility by Start Date Report	Shows all telework eligibility for the date range sorted by the Start Date	✓	✓		
Telework Eligibility by Status Report	Shows all telework eligibility for the date range sorted by the Eligibility Status/Employee Name	✓	✓		
Telework Eligibility by Termination Date Report	Shows all telework eligibility for the date range sorted by the Termination Date	✓	✓		
Telework Eligibility by Termination Reason Report	Shows all telework eligibility for the date range sorted by the Termination Reason	✓	✓		
Telework Request Status by Date Report*	Shows approved/denied telework requests for the date range sorted by the Telework Date/Status	✓	✓		
Telework Request Status by Employee Report*	Shows approved/denied telework requests for the date range sorted by the Employee Name/Status	✓	✓		
Telework Request Status by Official Duty Station Report*	Shows approved/denied telework requests for the date range sorted by the Official Duty Station/Status	✓	✓		
Teleworkers by Official Duty Station Report	Shows all telework activity for the date range sorted by the Official Duty Station/Employee Name	✓	✓		
Telework Request Report	Shows all telework requests for the date range				✓

*Does not include pending requests at this time; may be updated in future ITAS releases