Prince George's County Government
Office of Human Resources Management

OHRM

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County Executive

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Director

Telework Basics

The following information is intended for Prince George's County Government employees who have active, signed Telework Agreements with their agency. For more information on the Telework Program, visit ohrm.mypgc.us.

The following tips and guidance will support employees with basic information on how to work from a remote location and access and use online tools and resources provided by the County.

Timekeeping using Kronos

It's important to track your hours worked while teleworking. To properly punch in and punch out, you will need to access Kronos, the County's online timekeeping system.

Access Kronos: Be sure your computer is connected to the internet. Open a web browser (e.g., Internet Explorer) and click the following link to Access Kronos. Log into the system and access your current timesheet. To punch in and out, click the *Record Timestamp* button.


Note: *Teleworking hours should be recorded as* **Offsite Work Hours 1100***.*

Virtual Private Network (VPN)

A VPN—or *virtual private network*—**securely** connects your computer with an internet connect to the County's servers via the internet and allows you to access the County's network, files, and systems from a remote location (e.g., your home).

Access the VPN: Be sure your computer is connected to the internet. Click the *Search Windows* icon on your homepage toolbar and search your computer for "VPN". Click the *Cisco AnyConnect Secure Mobility Client* and click the *Connect* button.
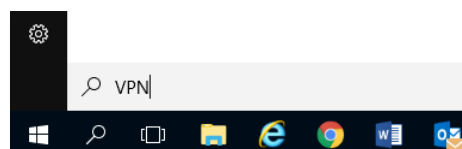
Note: *If you do not have a VPN license, you will not be able to use the VPN. Contact your agency's IT Coordinator with any questions.*

Email Signature

An email signature is a block of text at the end of an email message you send, which generally contains: your name, title, agency or department, and your contact information (e.g., office phone, mobile phone). All Telework Program participants are asked to list your office schedule or hours.

Create an Email Signature:
Watch this 90-second video to see how it's done.

Sample Email Signature

John M. Smith
HR Specialist, Benefits Division
Office of Human Resources Management
Prince George's County Government
Office: 301.883.XXXX
Mobile: 301.883.XXXX
Office hours: *Mon., Wed., Fri. (8:30 a.m. – 5 p.m.)*
Telework hours: *Tue., Thu. (8 a.m. to 4:30 p.m.)*

Note: *For additional information, visit* support.office.com*.*

Skype for Business
Communication at Your Fingertips

Skype for Business is an easy-to-use interface that allows you to communicate through text chat, voice calls, video calls and online meetings. All Telework Program participants are asked to use Skype for Business.

Learn more about Skype for Business:
Check out these video resources.

- Introducing Skype for Business ([Video](#))
- Add a contact in Skype for Business ([Video](#))
- Set up audio/video in Skype for Business ([Video](#))
- Make a call in Skype for Business ([Video](#))
- Presence and IM in Skype for Business ([Video](#))

Note: *For additional information, visit* [*support.office.com*](#)*.*

OneDrive
Accessing and Saving Documents Online

OneDrive for Business—also known as *OneDrive – Prince George's County, Maryland*—is a great place where you can store, sync, and share your work files. Storing and saving your files in OneDrive will allow you to access your files from any computer connected to the internet.

Learn more about OneDrive for Business:
Check out these video resources.

- Overview of OneDrive ([Video](#))
- Get Started with OneDrive ([Video](#))
- OneDrive Basics ([Video](#))
- Manage Your Files in OneDrive ([Link](#))
- Share and Sync Your Files/Folders ([Link](#))

Note: *For additional information, visit* [*support.office.com*](#)*.*

For more information and telework resources, visit [princegeorgescountymd.gov/3408/Working-Remotely](#).