

## Telework Resource Room

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## Welcome to the Telework Resource Room

The workplace today goes beyond the walls that surround an office building. Changing the boundaries of old workplace patterns allows for decreased commute time, greater control over workloads, and even a more balanced lifestyle. This all translates into increased employee productivity and satisfaction, as well as higher employee retention.



The USPTO has demonstrated its strong commitment to teleworking by expanding its telework programs to create a workforce that can work anywhere, any time. The nature of patent and trademark work certainly facilitates robust telework programs but our telework programs have an even broader impact. The USPTO's decision to incorporate telework as a corporate business strategy will help reduce traffic congestion in the National Capital region and - in a very competitive job market - enable the USPTO to hire the highest quality employees.

This site is intended to provide answers to your telework-related questions, as well as provide guidelines for existing USPTO telework programs, USPTO telework contacts, frequently asked questions, and case studies from other organizations.





## With Patent Hoteling Program Avoid this Fall's Traffic Woes: PHP Offers Final Brown Bag of FY09

As the summer comes to an end and school bells ring again, it is a safe bet that our area road congestion and commutes will increase due to the daily influx of 3,500-plus school buses, reduced speeds at school zones, and countless cars dashing to schools. Wish to avoid the longer commute this fall? Then, perhaps consider abandoning the daily commute by becoming part of the [Patents Hoteling Program \(PHP\)](#).

To learn more about PHP, bring your lunch and questions and join the PHP team members for a PHP Brown Bag information session on **Tuesday, August 18, where PHP staff will be available from 11:30 a.m. to 1:30 p.m. in the Jefferson Conference Center.**

PHP provides participants the flexibility to work from home eight days, while commuting to campus two times in the bi-weekly pay period. Please attend the brown bag session, talk to PHP team members, and decide if this workplace flexibility is right for you.

The equipment supplied to PHP participants, such as the dual monitors, multifunctional printer, laptop and router, will be displayed.



# TM people

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**GOT SKILLS?**  
SUBMIT YOUR ARTICLES, PHOTOS,  
POETRY, AND OTHER STUFF  
TMNewsletter@usppto.gov

# Patents Hoteling Connector



June 2009

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*The e-Office Action program is scheduled to launch in the June/July 2009 timeframe. For more information, access the e-Office Action OG Notice at: <http://www.uspto.gov/web/offices/com/sol/og/2009/week22/TOC.htm#ref12>*

## ISP Information

### ISP Reimbursement Program

#### ISP Reimbursement Claim - Common Errors

If you are unsure about the process for submitting the ISP claims into the system, or if you are not convinced that the data you are about to submit is correct, please contact the [PHP ISP Reimbursements Facilitator](#) for assistance in submitting an ISP claim and to ensure the information on your claim is correct and ready to submit. Listed below are the most common ISP errors that will result in a rejected ISP reimbursement claim:

- This invoice is disapproved because the period begin date does not match that of your internet service listed on your bill.
- This invoice is disapproved because the amount claimed does not match that of your internet service listed on your bill.
- This invoice is being disapproved because the page of the invoice that lists the detail of service provided for internet service was not included.
- This invoice is disapproved because the page of the invoice that contains the billing or internet usage address is not included.
- This invoice is disapproved because PTO does not reimburse for modem rental.