

RECORDING TELEWORK in webTA



Human Resources Directorate



Objectives

- To understand how to code telework properly in the WebTA system
 - What is routine telework
 - What is situational telework
 - Proper coding of telework



The Types of Telework

- Routine telework is working from a site other than your work location, that is scheduled on specific day(s) within a pay period with an approved telework agreement
- Situational telework is working from a site other than your work location on an ad-hoc basis with an approved telework agreement
- During the COVID-19 crisis any hours in a telework environment that are not part of your routine telework agreement **MUST** be coded as situational telework



Proper Coding of Telework on the Timecard (Edit T&A)

- All Telework hours **MUST** be posted under both the “Work Time” as “Telework Home” and “Leave and Other Time” as “Situational or Routine”
- Posting of telework hours under both Work Time and Leave and Other Time will not cause an overpayment
- Telework hours on the “Leave and Other Time” are for reporting purposes to DHS and OPM only
- The next slide will illustrate a timecard coded using both routine and situational telework



RECORDING TELEWORK:

Default Schedule – Employee works Routine Telework

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T&A Data : Default Schedule

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
 Time Card Type: **Regular** Leave Year: **2020**

Transaction	Pfx	Sfx	Account	15	16	17	Mar	19	20	21		22	23	24	Mar	26	27	28		
				S	M	T	18	T	F	S	Wk 1	S	M	T	25	T	F	S	Wk 2	Total
Work Time																				
<input type="button" value="Edit"/>	Regular				8:00		8:00	8:00	8:00		32:00		8:00		8:00	8:00	8:00		32:00	64:00
<input type="button" value="Del"/>	Base Pay		(NFC Stored Account)																	
<input type="button" value="Edit"/>	Telework					8:00		8:00			16:00			8:00		8:00			16:00	32:00
<input type="button" value="Del"/>	Home																			
<input type="button" value="New"/>	Work Time Total				8:00	8:00	8:00	16:00	8:00		48:00		8:00	8:00	8:00	16:00	8:00		48:00	96:00
	Daily Total				8:00	8:00	8:00	16:00	8:00		48:00		8:00	8:00	8:00	16:00	8:00		48:00	96:00



RECORDING TELEWORK:

Default Schedule – Employee without a Routine Telework schedule

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T&A Data : Default Schedule

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
 Time Card Type: **Regular** Leave Year: **2020**

Transaction		Pfx	Sfx	Account	15	16	17	18	19	20	21	Wk 1		22	23	24	25	26	27	28	Wk 2		Total
					S	M	T	W	T	F	S		S	M	T	W	T	F	S				
Work Time																							
Edit	Regular			(NFC Stored Account)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00	
Del	Base Pay																						
	New			Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00	
				Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00	



CODING TELEWORK:

The steps to code telework on your timecard:

- 1 – At the EMPLOYEE MAIN MENU
 - A – Select T&A DATA (Edit T&A Data)

Employee Main Menu

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Locator Info	Edit Locator Info
Default Schedule	Edit Default Schedule
Certified T&As	View Previously Certified T&A Summaries
Correction	Make a Correction
Accounts	Account Tables
Reports	webTA Reports
Send Task	Send Task to Your Timekeeper

User Functions

View Tasks (271)

B – You are now on the T&A DATA Screen

1 – Under WORK TIME

a – Click the NEW button

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T&A Data

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
Time Card Type: **Regular** Leave Year: **2020**

Transaction	Pfx	Sfx	Account	Mar							Mar							Total		
				15	16	17	18	19	20	21	22	23	24	25	26	27	28			
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
Work Time																				
Regular Base Pay			(NFC Stored Account)	8:00		8:00		8:00		24:00		8:00		8:00		8:00		24:00	48:00	
Telework Home					8:00		8:00			16:00			8:00		8:00			16:00	32:00	
New			Work Time Total	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00	
Leave and Other Time																				
New				(No Leave and Other Time transactions)																
Daily Total				8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00	



Dollar Transactions				Remarks	
Transaction	Account	Description	Dollar Amt		
(No Dollar Transactions)					
New		Total			

Update Save/Return Validate Cancel



C – You are now on the NEW WORK TIME ACTIVITY Screen

1 – At the TRANSACTION CODE drop down select 01 – TELEWORK HOME
(DO NOT SELECT ANOTHER TELEWORK SELECTION)

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New Work Time Activity

Transaction Code	01 - Regular Base Pay
Prefix	01 - Travel At Destination TDY
Suffix	01 - Travel - Enroute TDY
Account	01 - Base Pay Detail
	01 - Base Pay Light Duty (Injury)
	01 - Base Pay Light Duty (Illness)
	01 - Travel at Destination Training
	01 - Telework Alt. Site
	01 - Telework Alt. Site <= 2 days
	01 - Telework Alt. Site > 2 days
	01 - Telework Home
	01 - Telework Home <= 2 days
	01 - Telework Home > 2 days



2 – Click Save

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New Work Time Activity

Transaction Code	01 - Telework Home
Prefix	<input type="text"/>
Suffix	<input type="text"/>
Account	(NFC Stored Account)



D – You are now back on the T&A DATA Screen

1 – Enter your telework hours on your TELEWORK HOME line

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T&A Data

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
 Time Card Type: **Regular** Leave Year: **2020**

Transaction	Pfx	Sfx	Account	15	16	17	Mar 18	19	20	21	Wk 1	22	23	24	Mar 25	26	27	28	Wk 2	Total
				S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																				
Regular Base Pay					8:00		8:00		8:00		24:00		8:00		8:00		8:00		24:00	48:00
Telework Home			(NFC Stored Account)			8:00		8:00			16:00			8:00		8:00			16:00	32:00
Telework Home																				
Work Time Total					8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave and Other Time																				
(No Leave and Other Time transactions)																				
Daily Total					8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions			Remarks
Transaction	Account Description	Dollar Amt	
(No Dollar Transactions)			
Total			

Update Save/Return Validate Cancel



E – Staying on the T&A DATA Screen

1 – Under LEAVE AND OTHER TIME

a – Click the NEW button

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T&A Data

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
 Time Card Type: **Regular** Leave Year: **2020**

Transaction	Pfx	Sfx	Account	15	16	17	18	19	20	21	Wk 1	22	23	24	25	26	27	28	Wk 2	Total	
				S	M	T	W	T	F	S		S	M	T	W	T	F	S			
Work Time																					
Regular Base Pay				8:00	8:00	8:00	8:00				24:00									24:00	
Telework Home			(NFC Stored Account)		8:00	8:00					16:00		8:00		8:00					16:00	32:00
Telework Home												8:00		8:00		8:00				24:00	24:00
New											40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00
Work Time Total				8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00
Leave and Other Time																					
New				(No Leave and Other Time transactions)																	
Daily Total				8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00



Dollar Transactions		
Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
New		
Total		

Remarks



- F – You are back to the NEW LEAVE AND OTHER TIME ACTIVITY
 - 1 – Do you telework regularly each pay period?
 - a – If yes, continue with step 2
 - b- If no, skip to step G
 - 2 – At the TRANSACTION CODE drop down select 54 – ROUTINE TELEWORK
 - a – Click Save

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New Leave and Other Time Activity

Transaction Code	54 - Routine Telework
Prefix	
Suffix	0
Account	



3 – You are back to the T&A DATA Screen

a – enter ONLY the hours you routinely telework each pay period

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T&A Data

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
 Time Card Type: **Regular** Leave Year: **2020**

Transaction		Pfx	Sfx	Account	15	16	17	18	19	20	21	Wk 1	22	23	24	25	26	27	28	Wk 2	Total	
					S	M	T	Mar W	T	F	S		S	M	T	Mar W	T	F	S			
Work Time																						
Regular Base Pay						8:00		8:00		8:00		24:00									24:00	
Telework Home							8:00		8:00			16:00			8:00		8:00				16:00	32:00
Telework Home				(NFC Stored Account)										8:00		8:00		8:00			24:00	24:00
Work Time Total						8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00
Leave and Other Time																						
Routine Telework				0			8:00		8:00			16:00			8:00		8:00				16:00	32:00
Leave and Other Time Total																						
Daily Total						8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00

Dollar Transactions				Remarks
Transaction	Account	Description	Dollar Amt	
(No Dollar Transactions)				
Total				



G – On the T&A DATA Screen

1 - Under LEAVE AND OTHER TIME

a – Click the NEW button

2 – At the TRANSACTION CODE drop down select 54 – SITUATIONAL TELEWORK

a – Click Save

3 – Situational Telework ONLY – go to H1

Routine Telework on Default Schedule – go to H2

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New Leave and Other Time Activity

Transaction Code	54 - Situational Telework
Prefix	
Suffix	1
Account	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	



H1 – You are back to the NEW LEAVE AND OTHER TIME ACTIVITY

a – Situational Telework Schedule

You can now enter the hours your telework hours on the Situational Telework line.

b – Routine Telework schedule – Next Slide (H2)

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T&A Data

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Transaction	Pfx	Sfx	Account	15	16	17	Mar 18	19	20	21	Wk 1	22	23	24	Mar 25	26	27	28	Wk 2	Total
				S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																				
Regular Base Pay					8:00	8:00	8:00	8:00			32:00			8:00		8:00			16:00	48:00
Edit			(NFC Stored Account)						8:00		8:00		8:00		8:00		8:00		24:00	32:00
Del																				
New	Work Time Total				8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave and Other Time																				
Edit	Situational Telework		1						8:00		8:00		8:00		8:00		8:00		24:00	32:00
Del																				
New	Leave and Other Time Total																			
	Daily Total				8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
New	Total	

Remarks

[Update](#) [Save/Return](#) [Validate](#) [Cancel](#)



FINAL: Review the hours on your timecard to ensure everything is correct, then save and return until it is time to validate.

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T&A Data

Name: **Default USCG** Pay Period: **06 : Mar 15, 2020 to Mar 28, 2020**
 Time Card Type: **Regular** Leave Year: **2020**

Transaction		Pfx: Sfx: Account	15	16	17	Mar 18	19	20	21	Wk 1	22	23	24	Mar 25	26	27	28	Wk 2	Total
			S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																			
Regular Base Pay			8:00			8:00		8:00		24:00									24:00
Telework Home					8:00		8:00			16:00			8:00		8:00			16:00	32:00
Edit	(NFC Stored Account)																		
Del	Telework Home											8:00		8:00		8:00		24:00	24:00
New		Work Time Total	8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave and Other Time																			
Edit	Routine Telework		0		8:00		8:00			16:00			8:00		8:00			16:00	32:00
Del	Situational Telework		1									8:00		8:00		8:00		24:00	24:00
Edit																			
Del																			
New		Leave and Other Time Total																	
		Daily Total	8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions			Remarks
Transaction	Account Description	Dollar Amt	
(No Dollar Transactions)			
New		Total	

Update Save/Return Validate Cancel

