



A split T&A needs to be completed for **ALL** employees who are eligible for military leave. It doesn't matter if your employee is currently on active duty or could be called to active duty. **ANY** and **ALL** employees, who are eligible for military leave, **MUST** have a split T&A in **PAY PERIOD 20**. Without the split T&A the military leave balances **WILL NOT** carry over into the new fiscal year properly.

Timekeepers who have employees who "self validate", know your employee **CANNOT** split their T&A. You will need to split the T&A, then the employee can validate as normal.

Supervisors; please **DO NOT** certify pay period 20 timecards for employees who are to have split T&A's and don't. **SEE ATTACHMENT "Split T&A - 2"**

Please follow the instructions below to split timecards.

To do a split T&A:

- 1) Go to the Timekeeper Main Menu
- 2) Go to "Select" employee
- 3) Put the indicator button on the selected employee
- 4) Go to T&A Profile
- 5) Scroll down to the bottom of the page; click "Duel T&A" **SEE Attachment "Split T&A"**

- 6) At "Starting Day of New Status" enter the start of the new status; Example "Week 1: Saturday"
SEE ATTACHMENT "Split T&A - 1"
- 7) Scroll to the bottom; click "Save"
- 8) Enter time in "Edit T&A" as normal

For your employee who is on "hold" you would in between steps 4 and 5; go to the "Miscellaneous" box and "uncheck" the "on hold", then continue with the steps to do a split T&A.

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T&A Profile

Name:	Default USCG	Pay Period:	18 : Aug 28, 2011 to Sep 10, 2011
Time Card Type:	Regular	Leave Year:	2011

Status Change

Status Change Type

Status Change Day

Work Schedule

Pay Plan

Tour of Duty

Duty Hours

Work Week

Alternative Schedule

Contact Point

Agency

State

Town

Unit

Timekeeper

New Contact Point

Overtime/Standby Status

RSO/Salary Cap

Standby Hrs/Week 1

Standby Hrs/Week 2

Standby/AUO %

Miscellaneous

Oath Of Office

Final Report

On Hold

Retain Data

Accounting


Manual Account Entry

Stored Account (NFC)

Local Account (Local)

Account

Leave Parameters

Service Computation Date 

Override Lv Category

Override Leave Ceiling

Approved Leave Recipient (VLTP)

Approved Leave Recipient (ELTP)



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T&A Profile

Name: **Default USCG** Pay Period: **18 : Aug 28, 2011 to Sep 10, 2011**
 Time Card Type: **Regular** Leave Year: **2011**

Status Change

Starting Day Of New Status Week 1: Sat

Ending Status Data**Work Schedule**Pay Plan Tour of Duty Duty Hours Work Week Alternative Schedule **Contact Point**Agency State Town Unit Timekeeper New Contact Point **Overtime/Standby Status**RSO/Salary Cap Standby Hrs/Week 1 Standby Hrs/Week 2 Standby/AUO % **Miscellaneous**Oath Of Office Final Report On Hold Retain Data **Accounting**Manual Account Entry Stored Account (NFC) Local Account (Local) Account **Leave Parameters**Service Computation Date Override Lv Category Override Leave Ceiling Approved Leave Recipient (VLTP) **Starting Status Data****Work Schedule**Pay Plan Tour of Duty Duty Hours Work Week Alternative Schedule **Contact Point**Agency State Town Unit Timekeeper New Contact Point **Overtime/Standby Status**RSO/Salary Cap Standby Hrs/Week 1 Standby Hrs/Week 2 Standby/AUO %

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Name: **Default USCG** Pay Period: **18 : Aug 28, 2011 to Sep 10, 2011**
 Time Card Type: **Regular** Leave Year: **2011**
 Status: **Not Validated**
 Time In Pay: **0:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **0**

Transaction	Pfx	Sfx	Account	Aug 28	Aug 29	Aug 30	Aug 31	Sep 1	Sep 2	Sep 3	Wk 1	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Wk 2	Total
				S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																				
(No Work Time transactions)																				
Leave and Other Time																				
(No Leave and Other Time transactions)																				
Daily Total																				

T&A Profile	Status End	Status Start
New Status First Day	Week1: Sat	
Pay Plan	GS General Schedule	
Tour of Duty	Full Time	
Duty Hours	80	
Work Week	Mon-fri	
Alternative Schedule	Regular 8-hour Days	
Agency	USCG	
State	DC	
Town	0010	
Unit	04	
Timekeeper	01	
New Contact Point	Yes	
Retain Data	Restore from Default	
Account Data Code	Manual Entry	
Service Computation Date	Aug 20 2011	
Annual Leave Category	4 hr/pp	
Personal Leave Ceiling	240:00	

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	4:00	4:00	8:00	--	8:00
Sick	4:00	4:00	8:00	--	8:00

Leave Year Projection	
Maximum Available Annual	40:00
Maximum Available Sick	40:00
Use or Lose Leave	--

Status History			
Timestamp	Status	Name	Message
Sep 04 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 17 to 18.
Aug 21 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 16 to 17.
Aug 07 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 15 to 16.
Jul 24 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 14 to 15.
Jul 10 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 13 to 14.
Jun 26 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 12 to 13.
Jun 12 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 11 to 12.
May 29 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 10 to 11.
May 15 2011 12:00 AM	Pay period set	SYSTEM	Pay period changed from 09 to 10.
May 01 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 08 to 09.
Apr 17 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 07 to 08.
Apr 03 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 06 to 07.
Mar 20 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 05 to 06.
Mar 06 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 04 to 05.
Feb 20 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 03 to 04.
Feb 06 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 02 to 03.
Jan 23 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 01 to 02.
Jan 09 2011 12:01 AM	Pay period set	SYSTEM	Pay period changed from 26 to 01.
Dec 26 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 25 to 26.
Dec 12 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 24 to 25.
Nov 28 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 23 to 24.
Nov 14 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 22 to 23.
Oct 31 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 21 to 22.
Oct 17 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 20 to 21 by process middle pay period job.
Oct 03 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 19 to 20 by process middle pay period job.
Sep 19 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 18 to 19 by process middle pay period job.
Sep 05 2010 12:00 AM	Pay period set	SYSTEM	Pay period changed from 17 to 18 by process middle pay period job.
Aug 22 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 16 to 17 by process middle pay period job.
Aug 08 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 15 to 16 by process middle pay period job.
Jul 25 2010 12:27 AM	Pay period set	SYSTEM	Pay period changed from 14 to 15 by process middle pay period job.
Jul 11 2010 12:04 AM	Pay period set	SYSTEM	Pay period changed from 13 to 14 by process middle pay period job.
Jun 27 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 12 to 13 by process middle pay period job.
Jun 13 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 11 to 12 by process middle pay period job.
May 30 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 10 to 11 by process middle pay period job.
May 16 2010 12:00 AM	Pay period set	SYSTEM	Pay period changed from 09 to 10 by process middle pay period job.
May 02 2010 12:01 AM	Pay period set	SYSTEM	Pay period changed from 08 to 09 by process middle pay period job.
Apr 18 2010 12:00 AM	Pay period set	SYSTEM	Pay period changed from 07 to 08 by process middle pay period job.