



Reminder Bulletin for ALL TSA Employees – 12/3/2018

Review Time Off Awards in WEBTA

It is important for employees to review Time Off Award (TOA) balances in WEBTA to ensure that the award has been applied correctly. We have identified a potential system glitch where not all TOA balances display in WEBTA. In the event that TOA balances do not display current information that reflects the proper amount of time off, please contact the HCAccess Help Desk by phone at 1-877-872-7990, to request for the balance to be manually updated in WEBTA.

The TOA Report can be found in HClnsight under “Reports” in the Business Objects tab. This report allows the end user to extract data related to time off or monetary awards. The data can be pulled by calendar year, location, or by an employee’s SSN.

The Time Off Awards (TOA) Report contains two tabs:

- Tab 1 includes details for your specific airport, such as employee’s name, SSN, RPA#, award type, number of hours, etc.
- Tab 2 includes a summary by employee by Pay Period (PP) and total hours received in a leave year (PP01 – PP26).

Questions?

Please contact the HCAccess Help Desk by phone at 1–877–872–7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).