



Visit Human Capital at:

<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Check out HRAccess at: <https://hraccess.tsa.dhs.gov>

Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

Phone: 1.877.TSA.7990 (1.877.872.7990)

Fax: 1.877.TSA.7993 (1.877.872.7993)

Bulletin for ALL TSA EMPLOYEES – 3/17/2020

Time and Attendance Guidance Related to Novel Coronavirus Disease (COVID-19)

The information below provides guidance related to time and attendance recording for those employees that have increased their telework days, employees who are teleworking for the first time due to social distancing precautions related to COVID-19, and employees who are approved for weather and safety leave or administrative leave/excused absence. This guidance should be followed until further notice.

Telework-ready Employees

Employees should continue to record their regular telework days per their current telework agreements in both webTA and/or eTAS as either:

- Telework Home <= 2 days
- Telework Home > 2 days

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
Project	01 - Base Pay Light Duty (Injury)
Transaction Code	01 - Base Pay Light Duty (Illness)
Prefix	01 - Travel at Destination Training
Suffix	01 - Telework Home
Account	01 - Telework Home <= 2 days
Project	01 - Telework Home > 2days

For additional days of telework beyond an employee’s traditional telework agreement, the hours must be recorded in eTAS using the pay code Telework Home and/or in webTA as Transaction Code 01 – Telework Home.

New Work Time Activity	
Transaction Code	01 - Telework Home

Situational Teleworkers

Employees who do not routinely telework but are doing so due to quarantine or social distancing precautions, should record their telework days using pay code Telework Home in both webTA and eTAS.

New Work Time Activity	
Transaction Code	01 - Telework Home

Administrative Leave

Employees with a positive COVID-19 diagnosis, will become eligible for administrative leave for a period not to exceed 14 calendar days. Extensions beyond 14 days will be considered on a case-by-case basis.

New Leave and Other Time Activity	
Transaction Code	66 - Other Paid Leave

Weather and Safety Leave

For employees in an approved weather and safety leave (e.g., quarantine, higher risk populations) status, the hours must be recorded in eTAS as Weather and Safety Leave and/or in webTA as Transaction Code 66 – Weather and Safety Leave.

New Leave and Other Time Activity	
Transaction Code	66 - Weather and Safety Leave

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 Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).