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## Updated Bulletin for ALL TSA Employees – 03/26/2020

### **UPDATE – Time and Attendance Guidance Related to Novel Coronavirus Disease (COVID-19)**

On March 17, 2020, the initial version of this Time and Attendance Guidance was issued regarding the use of Telework and Weather and Safety Leave in response to the Novel Coronavirus Disease (COVID-19).

Effective as of Pay Period 06, the following Time and Attendance Guidance should be followed for all employees who are teleworking due to social distancing precautions related to COVID-19, in addition to employees who are approved for weather and safety leave or administrative leave/excused absence.

We anticipate that further guidance will be communicated as this is an evolving situation. This guidance should be followed until further notice.

We truly appreciate your understanding, patience and cooperation.

#### **Teleworkers**

*All hours of telework during the COVID-19 outbreak must be recorded in eTAS using the pay code Telework Home and/or in webTA as Transaction Code 01 – Telework Home. This Transaction code should be used regardless of your normal telework status.*

<b>Transaction Code</b>	01 - Telework Home
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#### **Recording Differential Pay - Teleworkers**

##### **Night Differential**

If an employee is performing regularly scheduled night work while teleworking, the employee should receive night pay differential.

<b>Transaction Code</b>	11 - Night Diff-TelWrk Home
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Transaction Pfx Sfx Account		15	16	17	Mar	19	20	21		22	23	24	Mar	26	27	28		
		S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
<b>Work Time</b>																		
Edt	Night Diff-TelWrk Home	0T0TSAC206300T023P002000000	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
Del		HRM - FY20 Staffing Ops & Support																
New		<b>Work Time Total</b>	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
<b>Leave and Other Time</b>																		
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

**Sunday Differential**

If an employee is performing regularly scheduled non-overtime work on Sunday while teleworking, the employee should receive Sunday Pay.

**Transaction Code**

04 - Sunday Diff-TelWrk Home

Transaction Pfx Sfx Account		15	16	17	Mar	19	20	21		22	23	24	Mar	26	27	28		
		S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
<b>Work Time</b>																		
Edt	Telework Home	0T0TSAC206300T023P002000000	8:00	8:00	8:00	8:00			32:00		8:00	8:00	8:00	8:00			32:00	64:00
Del		HRM - FY20 Staffing Ops & Support																
Edt	Sunday Diff-TelWrk Home		8:00						8:00	8:00							8:00	16:00
Del																		
New		<b>Work Time Total</b>	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
<b>Leave and Other Time</b>																		
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

**Administrative Leave/Excused Absence**

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

**Transaction Code**

66 - Admin/Excused Absence

Unlike when on Annual Leave or Sick Leave, employees will continue to receive night-shift differentials and split-shift differentials for periods on Administrative Leave/Excused Absence.

When recording night differential pay associated with Administrative Leave/Excused Absence, these hours must be coded in eTAS as Other+ND and/or webTA as TC-66 Other Leave w/Night to ensure accurate compensation. When recording Split Shift differential, the hours must be added as Split Diff in eTAS and/or TC-15 Split Shift Differential in webTA.

Additionally, the Remarks section of the timecard should be notated to reflect which days are associated with the Admin/Excused leave.

**Recording Differential Pay while on Admin/Excused Absence**

**Night Differential**

**Transaction Code** 66 - Other Leave w/ Night Diff

Transaction Pfx: Sfx: Account	15 S	16 M	17 T	18 W	19 T	20 F	21 S	Wk 1	22 S	23 M	24 T	25 W	26 T	27 F	28 S	Wk 2	Total	
<b>Work Time</b>																		
New (No Work Time transactions)																		
<b>Leave and Other Time</b>																		
Other Leave w/ Night Diff 2	OT0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support							8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00
New <b>Leave and Other Time Total</b>																		
Daily Total																		
Dollar Transactions																		
Remarks Admin/Excused Leave 3/15/20 - 3/28/20																		

**Split Shift Differential**

**Transaction Code** 15 - Split Shift Differential

Transaction Pfx: Sfx: Account	15 S	16 M	17 T	18 W	19 T	20 F	21 S	Wk 1	22 S	23 M	24 T	25 W	26 T	27 F	28 S	Wk 2	Total	
<b>Work Time</b>																		
Edit Del Split Shift Differential 5	OT0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support							8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00
New <b>Work Time Total</b>																		
<b>Leave and Other Time</b>																		
Edit Del Admin/Excused Absence	OT0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support							8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00
New <b>Leave and Other Time Total</b>																		
Daily Total																		

**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.

**Transaction Code** 66 - Weather and Safety Leave

Unlike when on Annual Leave or Sick Leave, employees will continue to receive night-shift differentials and split-shift differentials for periods on Weather and Safety Leave.

When recording night differential pay associated with Weather and Safety Leave, these hours must be coded in eTAS as Other+ND and/or webTA as TC-66 Other Leave w/Night to ensure accurate compensation. When recording Split Shift differential, the hours must be added as Split Diff in eTAS and/or TC-15 Split Shift Differential in webTA.

Additionally, the Remarks section of the timecard should be notated to reflect which days are associated with the Weather and Safety leave.

**Recording Differential Pay while on Weather and Safety Leave**

**Night Differential**

**Transaction Code** 66 - Other Leave w/ Night Diff

		Leave and Other Time													
<b>Edit</b>	Other Leave w/ Night Diff	2	0T0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support												
<b>Del</b>															
<b>New</b>		<b>Leave and Other Time Total</b>													
		<b>Daily Total</b>													
<b>Dollar Transactions</b>			<b>Remarks</b> Weather and Safety Leave 3/15 - 3/28												

**Split Shift Differential**

**Transaction Code** 15 - Split Shift Differential

Transaction Pfx:Sfx:Account			15	16	17	Mar	19	20	21		22	23	24	Mar	26	27	28		
			S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
<b>Edit</b>	Split Shift Differential	5	0T0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support																
<b>Del</b>																			
<b>New</b>		<b>Work Time Total</b>																	
		<b>Leave and Other Time Total</b>																	
		<b>Daily Total</b>																	

## **Sunday Differential**

Please note, an employee must perform work on the Sunday in order to be paid Sunday Differential, therefore it is not applicable for Administrative Leave/Excused Absence or Weather and Safety Leave.

## **Questions?**

Due to the current COVID-19 pandemic, the HCAccess Help Desk hours of operation have temporarily changed. Live agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can 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](#). Employees can visit the HCAccess website [here](#) for valuable Human Resources (HR) information on a wide variety of topics and visit Human Capital online at this [link](#).