HC Access

Your innovative workforce solution provider.

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 – 10/22/2020

Time and Attendance Processing Guidance for Excused Absence
for Voting and Volunteer Service in the 2020 Presidential Election

---

In recognition of the difficulties presented this election season, Administrator Pekoske has authorized temporary policy changes to accommodate this unique situation. Up to three hours of excused absence (Admin//Excused Absence) may be granted to allow employees to vote on Election Day, by in-person early voting, and/or to register to vote where in-person registration is required under local regulations.

In addition, temporarily, employees may be granted up to 16 hours of excused absence to engage in non-partisan volunteer service, including training for service and serving as a non-partisan election official. **Note**: That this does not pertain to working on a political campaign, but to assist your local government officials in executing the election itself.

The purpose of this guidance is to provide employees and timekeepers with detailed instructions for recording Voting in the eTAS and WebTA Systems.

Leave Requesting Procedures

Employees must request excused absence in advance following the normal leave procedures in accordance with TSA MD 1100.63-1 Absence and Leave, and associated Handbooks.

- **Non- Bargaining Unit Employees**: Leave request must be submitted using OPM Form 71, Request for Leave or Approved Absence or the WebTA leave request feature.
    - **Admin/Excused Absence** should be selected in WebTA as the Leave Type and Transaction Code.

View Leave Request

Request by: TIMEKEEPER2 TIMEKEEPER2 (TIMEKEEPER2)

Request Information

Employee	TIMEKEEPER2
Leave Type	Admin/Excused Absence ∨
Transaction Type	Admin/Excused Absence ∨
Submitted Date	Oct 08 2020 1:04 PM
Hours Requested	3:00 hours

- **Bargaining Unit Employees**: Leave request must be submitted using OPM Form 71, Request for Leave or Approved Absence
  - **"Other Paid Absence"** should be checked on the OPM Form 71 and either "Voting" or "Volunteer Work as an Election Official" should be entered into the remarks section.

Request for Leave or Approved Absence

1. Name (Last, first, middle)	2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN))
Doe, Jane R.	XXXX

3. Organization

JFK

4. Type of Leave/Absence (Check appropriate box(es) below)	Date From	Date To	Time From	Time To	Total Hours	5. Family and Medical Leave
☐ Accrued Annual Leave						If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information:
☐ Restored Annual Leave						
☐ Advanced Annual Leave						**I hereby invoke my entitlement to Family and Medical Leave for:**
☐ Accrued Sick Leave						
☐ Advanced Sick Leave						☐ Birth/Adoption/Foster Care

Purpose:
☐ Illness/injury/incapacitation of requesting employee
☐ Medical/dental/optical examination of requesting employee
☐ Care of family member, including medical/dental/optical examination of family member, or bereavement
☐ Care of family member with a serious health condition
☐ Other

☐ Serious health condition of spouse, son, daughter, or parent
☐ Serious health condition of self

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.

	Date From	Date To	Time From	Time To	Total Hours
☐ Compensatory Time Off					
☒ Other Paid Absence (Specify in Remarks)	Nov 3, 2020	11/3/2020	8:30:00 AM	11:30:00 AM	3
☐ Leave Without Pay					

6. Remarks:

Voting or Volunteer Work as an election official

T&A Coding Procedures in eTAS and WebTA

The Voting leave pay codes are available in eTAS and WebTA.

The Voting Transaction Codes (TC) are located under the New Leave and Other Time Section of the timecard.

1. **Recording Excused Absence for Voting**
   Use Transaction Code **(TC-66) Voting** for the following reasons:
   - Voting on Election Day
   - In-person early voting
   - In-person registration to vote

   *Employees may not be granted excused absence to vote by absentee ballot.

Transaction	Pfx	Sfx	Project	Sep 27 S	28 M	29 T	30 W	Oct 1 T	2 F	3 S	Wk 1	Oct 4 S	5 M	6 T	7 W	8 T	9 F	10 S	Wk 2	Total
Work Time																				
Regular Base Pay			JFK-Screening		8	5	8	8	8		37		8	8	8	8	8		40	77
Work Time Total					8	5	8	8	8		37		8	8	8	8	8		40	77
Leave and Other Time																				
Voting			JFK-Screening				3				3									3
Leave and Other Time Total							3				3									3
Daily Total					8	8	8	8	8		40		8	8	8	8	8		40	80

2. **Recording Excused Absence for Volunteer Community Service**

    Use Transaction Code **(TC -66) Volunteer Community Service** for the following reasons:

    - Training for volunteer service
    - Serving as an election official

    * Employees may not exceed 16 hours for a combination of volunteer service and training.

Transaction	Pfx	Sfx	Project	Sep 27 S	28 M	29 T	30 W	Oct 1 T	2 F	3 S	Wk 1	Oct 4 S	5 M	6 T	7 W	8 T	9 F	10 S	Wk 2	Total
Work Time																				
Regular Base Pay			JFK-Screening				8	8	8		24	8	8	8	8	8			40	64
Work Time Total							8	8	8		24	8	8	8	8	8			40	64
Leave and Other Time																				
Volunteer Community Service			JFK-Screening		8	8					16									16
Leave and Other Time Total					8	8					16									16
Daily Total					8	8	8	8	8		40	8	8	8	8	8			40	80

Employees and supervisors may refer to The Handbooks to TSA MD 1100.63-1, *Absence and Leave*, Human Capital Advisory Memorandum 2020.63-1A, *Volunteer Service for the 2020 Presidential Election*, for additional excused absence details.

Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at HelpDesk@mailserver-hraccess.tsa.dhs.gov or at this link, by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this link and visit Human Capital online at this link.