

Bulletin for All TSA Employees – 01/28/2021

**Time and Attendance Guidance for Inauguration Day Holiday for
Washington, D.C. Metropolitan Area**

Wednesday, January 20, 2021 Inauguration Day was considered a legal holiday for federal employees working in the Washington, D.C. metropolitan area. The purpose of this guidance is to provide employees and timekeepers with detailed instructions for recording the Inauguration Day Holiday in the eTAS and WebTA Systems.

The Washington, D.C. metropolitan area, in this case, is defined as:

1. The District of Columbia
2. Montgomery and Prince George’s Counties in Maryland
3. Arlington and Fairfax Counties in Virginia
4. The city of Fairfax
5. The cities of Alexandria and Falls Church, Virginia

This also includes employees on telework, detail, or temporary assignment within the Inauguration Day area on January 20, 2021.

Please note that since this Holiday does not apply to all TSA employees, the Time and Attendance (T&A) Transaction Code (TC66 – Paid Holiday Time Off) is not auto populated as normal in webTA on Wednesday, January 20, 2021.

Timekeeper’s and Employees must manually code their timecard with the holiday code (TC-66) for January 20.

Employees who were not scheduled to work on January 20 and/or had a regular day off as part of an alternative work schedule on January 20 will not receive another day off nor will they have another day designated as an “in lieu of holiday”.

Step 3: After the employees post their hours, they should add “January 20, 2021 posted as Paid Holiday time-off due to Inauguration Day” to the “Remarks” section below.

Transaction		Jan							Jan							Total		
Pfx Sfx Project		17	18	19	20	21	22	23	Wk 1	24	25	26	27	28	29	30	Wk 2	Total
		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																		
Edit	Telework Home	HRM - OS - Staff Ops & Support			8:00		8:00	8:00		24:00		8:00	8:00	8:00	8:00		40:00	64:00
Del																		
New	Work Time Total			8:00		8:00	8:00		24:00		8:00	8:00	8:00	8:00		40:00	64:00	
Leave and Other Time																		
Edit	Paid Holiday Time Off	HRM - OS - Airport Mgmt			8:00				8:00									8:00
Del																		
Edit	Paid Holiday Time Off	HRM - OS - Staff Ops & Support		8:00					8:00									8:00
Del																		
New	Leave and Other Time Total			8:00		8:00			16:00									16:00
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

Dollar Transactions			Remarks
Transaction	Account Description	Dollar Amt	Jan 20,2021 posted as Paid Holiday Time Off due to Inauguration Day
(No Dollar Transactions)			
New	Total		

Step 4: Click on “Validate”.

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](#).