



Updated Bulletin for All TSA Employees – 03/04/2021

## Updated Time and Attendance Processing Guidance for Paid Parental Leave

Paid Parental Leave (PPL) is a new benefit available to eligible TSA employees for the birth of a child or placement of a child with the employee for adoption or foster care occurring on or after **October 1, 2020**.

To be eligible for paid parental leave, an employee must be eligible for Family and Medical Leave Act (FMLA) leave under Title II of the United States Code. (See TSA MD 1100.63-1, Absence and Leave, and the associated Handbooks, or click [here](#)).

The purpose of this guidance is to provide employees and timekeepers with detailed instructions for recording Paid Parental Leave (PPL) in the eTAS and WebTA Systems.

### Leave Request Approval Procedures

Employees should request Paid Parental Leave for the actual dates paid parental leave will be substituted for unpaid FMLA leave, by completing Form 1128-5, or click [here](#). In addition, an employee must submit a leave request to the supervisor/leave approving official via [OPM Form 71, Request for Leave or Approved Absence](#), or another agency approved method for requesting leave for the same dates. By signing the leave request, the employee certifies that his/her use of paid parental leave is directly connected to a birth or a placement that has occurred.

### Requesting PPL using WebTA Leave Request Feature

- Leave Type – Select Sick Leave
- Transaction Type – Select Biological Birth/Placement for adoption/Placement for foster care (select appropriate event)
- Enter Number of Hours being used into the Leave Calendar
- Sick Leave – Other (Provide the reason in remarks)
- Family and Medical Leave Act – Please specify (select appropriate event)

# View Leave Request

## Request Information

**Employee** TIMEKEEPER2  Search

**Leave Type** Sick Leave

**Transaction Type** Biological birth

Previous Month	February 2021						Next Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	2 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	3 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	4 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	5 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	6 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
7 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	8 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	9 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	10 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	11 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	12 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	13 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
14 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	15 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/> <b>Washington's Birthday</b>	16 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	17 Hour: <input type="text"/> From: 8:00 To: <input type="text"/>	18 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	19 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	20 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
21 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	22 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	23 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	24 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	25 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	26 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	27 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	
28 Hour: <input type="text"/> From: <input type="text"/> To: <input type="text"/>							

## Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

**Please specify:**

- 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 (Provide the reason in Remarks)
- None

## Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

**Please specify:**

- Birth/Adoption/Foster Care
- Serious Health Condition of Spouse, Child, or Parent
- Serious Health Condition of Self
- None

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

## Employee Remarks

(3500 chars max)

Birth

**T&A Coding Procedures in eTAS and webTA**

Effective **Pay Period (PP) 20, 2020** there are three (3) new Transaction/Prefix combinations available in the WebTA Time and Attendance System.

The Paid Parental leave pay codes are available in eTAS and webTA.

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

Name:		<b>TIMEKEEPER2 TIMEKEEPER2</b>																
Time Card Type:		<b>Regular</b>																
		Sep				Oct			Oct									
Transaction Pfx Sfx Account		27	28	29	30	1	2	3	4	5	6	7	8	9	10			
		S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
<b>Work Time</b>																		
New		(No Work Time transactions)																
<b>Leave and Other Time</b>																		
New		(No Leave and Other Time transactions)																
<b>Daily Total</b>																		

The new Transaction/Prefix combinations are based on the use of PPL during a biweekly period without counting against the sick leave balance.

TRANSACTION CODE	PREFIX	DESCRIPTION
62	70	Biological Birth
62	71	Placement for Adoption
62	72	Placement for Foster Care

1. Biological Birth

- Use Transaction Code (TC-62) Prefix 70 – Biological Birth

Name:	TIMEKEEPER2 TIMEKEEPER2				Pay Period:	20 : Sep 27, 2020 to																
Time Card Type:	Regular				Leave Year:	2020																
Status:	Not Validated																					
Time In Pay: 80:00		Other Time: 0:00		Dollar Transactions: \$0.00																		
Transaction	Pfx	Sfx	Project	Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Wk 1	Wk 2	Total		
				S	M	T	W	T	F	S	S	M	T	W	T	F	S					
<b>Work Time</b>																						
Regular Base Pay:			ANC-FSD & Staff	8	8	8	8	8											40		40	
<b>Work Time Total</b>				8	8	8	8	8											40		40	
<b>Leave and Other Time</b>																						
Biological birth	70		ANC-FSD & Staff								8	8	8	8	8					40	40	
<b>Leave and Other Time Total</b>											8	8	8	8	8						40	40
<b>Daily Total</b>				8	8	8	8	8			8	8	8	8	8				40		80	

2. Placement for Adoption

- Use Transaction Code (TC-62) Prefix 71 – Placement for Adoption

Name:	TIMEKEEPER2 TIMEKEEPER2				Pay Period:	20 : Sep 27, 2020 to Oct																
Time Card Type:	Regular				Leave Year:	2020																
Status:	Not Validated																					
Time In Pay: 80:00		Other Time: 0:00		Dollar Transactions: \$0.00																		
Transaction	Pfx	Sfx	Project	Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Wk 1	Wk 2	Total		
				S	M	T	W	T	F	S	S	M	T	W	T	F	S					
<b>Work Time</b>																						
Regular Base Pay			ANC-FSD & Staff	8	8	8					24								24		24	
<b>Work Time Total</b>				8	8	8					24								24		24	
<b>Leave and Other Time</b>																						
Placement for adoption	71		ANC-FSD & Staff					8	8		16	8	8	8	8	8				40	56	
<b>Leave and Other Time Total</b>								8	8		16	8	8	8	8	8					40	56
<b>Daily Total</b>				8	8	8	8	8			40	8	8	8	8	8			40		80	

3. Placement for Foster Care

- Use Transaction Code (TC-62) Prefix 72 – Placement for Foster Care

Name:	TIMEKEEPER2 TIMEKEEPER2		Pay Period:	20 : Sep 27, 2020 to Oct 1																
Time Card Type:	Regular		Leave Year:	2020																
Status:	Not Validated																			
Time In Pay:	80:00		Other Time:	0:00																
			Dollar Transactions:	\$0.00																
Transaction	Pfx	Sfx	Project	Sep 27	Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Wk 1	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S			
<b>Work Time</b>																				
Regular Base Pay			ANC-FSD & Staff	8	8	8	8	8	8									40		40
<b>Work Time Total</b>				8	8	8	8	8	8									40		40
<b>Leave and Other Time</b>																				
Placement for foster care 72			ANC-FSD & Staff								8	8	8	8	8	8			40	40
<b>Leave and Other Time Total</b>											8	8	8	8	8	8			40	40
<b>Daily Total</b>				8	8	8	8	8	8		8	8	8	8	8	8			40	80

**Note:** All PPL will be tracked under the Family and Medical Leave Act (FMLA) Section on the Timecard.

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	6:00	6:00	12:00	--	12:00
Annual Unapplied	2:00				4:00
Sick	4:00	4:00	8:00	--	8:00
Sick Unapplied	--				--
Religious Comp	10:00	--	10:00	--	10:00
FMLA	--			80:00	80:00
<b>Leave Year Projection</b>					
Maximum Available Annual					36:00
Maximum Available Sick					20:00
Use or Lose Leave					--

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](mailto: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](#).