Time and Attendance Processing Guidance in eTAS Workforce Central (WFC) and webTA During the Government Shutdown for Pay Period 25/2018

In the event of a funding lapse/potential government shutdown on Saturday, December 22, 2018, employees furloughed during the government shutdown will receive notification from management of their placement in furlough status (agency-initiated nonpay/nonduty status).

The following instructions are provided to assist you in completing your Pay Period 25 (12/09/18 – 12/22/18) Timecard.

Time and Attendance Submission Pay Period 25/2018

Pay Period	Dates	webTA Users	eTAS Users
25	12/09/18 – 12/21/18	- Record Timecard with regular base hours, leave and overtime as applicable. - Supervisors should certify timecards for their employees by COB 12/21/18	- TSOs swipe work time, enter leave, overtime, shift trades, etc. as applicable in WFC. - WFC Users approve and sign-off timecards in WFC for employees with tour of duty ending on or before 12/21/18. - WebTA Users Validate and Certify timecards for employees with tour of duty ending on or before 12/21/18.
25	12/22/18	- Non-TSOs who normally work on a Saturday should record TC74-Furlough for the hours the employee worked on 12/22/18, and validate the timecard. - WebTA Users Certify timecards by 12/26/18.	- TSOs should continue to swipe work time as normal in WFC. - WFC Users approve and sign-off timecards in WFC by 12/26/18. - WebTA User performs the manual adjustment in webTA for all employees to record TC74-Furlough for the

			hours the employees worked on 12/22/18, and validates timecard. • WebTA Users Certify timecards by <mark>12/26/18.</mark>
26	12/23/18 – 01/05/19	• **If the furlough extends past 12/22/18, OHC will provide additional T&A guidance**	• TSOs should continue to swipe work time as normal in WFC. • **If the furlough extends past 12/22/18, OHC will provide additional T&A guidance**

EXAMPLE: <u>TIMECARD PP 25/2018 recording regular hours worked and furlough leave</u>

Paid Leave

Use of any paid leave, including: annual leave, sick leave, compensatory time off, time off awards, military leave, court leave, administrative leave, and excused absence, during the furlough period is prohibited.

Volunteer Leave Transfer Program (VLTP) Participants:

Employees participating in the VLTP program will be placed on furlough for the duration of the furlough period.

Processing Exceptions:

- Employees on **FMLA LWOP** can remain in this status during the furlough period. These hours will count towards the FMLA leave use limitation of 12 work weeks in a 12-month period. If FMLA limitations are reached before the end of the furlough period, LWOP or furlough hours must be used to account for the remainder of the pay period. In the absence of a request from the employee to use LWOP, the employee should be placed on furlough. Management is responsible for advising timekeepers of the correct status. If the employee is required to work during the furlough, management is responsible for notifying the employee to report for duty.

  Employees substituting paid leave under FMLA should be placed in a furlough status. This time will not count toward the employee's FMLA leave use.

- Employees in a **Suspension status** shall remain in this status during the furlough period. If the suspension period ends before the end of the furlough period, LWOP or furlough hours must be used to account for the remainder of the pay period. In the absence of a request from the employee to use LWOP, the employee should be placed on furlough. Management is responsible for advising timekeepers of the correct status. If the employee is required to work during the furlough, management is responsible for notifying the employee to report for duty.

- Employees on **Absent-US (LWOP-US)** shall remain in this status during the furlough period. If the period of military service ends during the furlough period, LWOP or furlough hours must be used to account for the remainder of the pay period. In the absence of a request from the employee to use LWOP, the employee should be placed on furlough. Management is responsible for advising timekeepers of the correct status. If the employee is required to work during the furlough, management is responsible for notifying the employee to report for duty.

Questions related to Time and Attendance processing procedures during the furlough period should be directed to the HCAccess Service Center at 1-877-872-7990 or via email at Helpdesk@mailserver-hraccess.tsa.dhs.gov