

## **Time Card Procedures for Authorized Civilian Workouts**

Requesting Absence for Physical Fitness: Employees must submit an absence request and receive approval prior to departing for their workout. The absence must be recorded in the Web-Based Time and Attendance System (WebTA) using the appropriate transaction codes for Admin/Excused absence for Wellness. The following procedures apply:

A. Employees covered under WebTA employee self-service: Submit a leave request using the Admin/Excused Absence leave type and Admin/Wellness transaction type. Input workout activity details in the employee remarks section of the leave request to support your electronic log requirements. Employees have the option of submitting individual requests or a combined request to cover the entire pay-period.

B. Employees EXEMPT from WebTA employee self-service: Submit a Request for Leave or Approved Absence, OPM Form 71 [www.opm.gov/forms/pdf\\_fill/opm71.pdf](http://www.opm.gov/forms/pdf_fill/opm71.pdf), to reflect Other Paid Absence in block 4. Block 6 must state "Admin/Excused Absence for Wellness" to ensure your unit timekeeper can properly annotate your timecard with Code 66 Admin/Wellness.

Questions regarding timecard entries should be directed to your timekeeper."