



Using WebTA to Request and Document Excused Absence for Mission-Related Volunteer Community Service

All DHS employees are encouraged to participate in the volunteer community service. DHS Directive 254-01 allows supervisors to approve up to 40 hours of Excused Absence (Administrative Leave) per year for mission-related volunteer community service. [WebTA](#) is the official time and attendance system used to both request and document excused absences for mission-related volunteer community service.

To request excused absence for mission-related volunteer community service:

1. Click on the “Leave/Prem Pay” button

Employee Main Menu

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Locator Info	Edit Locator Info
Default Schedule	Edit Default Schedule
Certified T&As	View Previously Certified T&A Summaries
Correction	Make a Correction
Accounts	Account Tables
Reports	webTA Reports
Send Task	Send Task to Your Timekeeper

2. Select “Leave Request,” then “New Request,” then select Type – “Admin/Excused Absence” and “Volunteer Community Service.” Then select the days/hours from the calendar, fill in the details in the “Remarks” section and click the “Save” button.

Edit/View Leave Request

Request by: TERRENCE HILL (HILLT0617)

Request Information

Leave Type	Admin/Excused Absence
Transaction Type	Volunteer Community Service

< November 2008 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>
2 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>	3 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>	4 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>	5 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>	6 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>	7 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>	8 Hr: <input type="text"/> Fr: <input type="text"/> To: <input type="text"/>

3. Your request will be sent to your supervisor for approval and, if approved, will be documented in the appropriate pay period.

To document excused absence for mission-related volunteer community service:

1. Click on the “Edit T&A Data” button

Employee Main Menu

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Locator Info	Edit Locator Info
Default Schedule	Edit Default Schedule
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2. Select “New” in the Leave and Other Time section. Then select “66 – Volunteer Community Service” as the Transaction Code and click the “Save” button.

T&A Data

Name: **TERRENCE HILL** Pay Period: **23 : Nov 9, 2008 to Nov 22, 2008**
 Time Card Type: **Regular** Leave Year: **2008**

Transaction	Pfx/Sfx/Account	9	10	11	Nov	12	13	14	15	16	17	18	19	20	21	22	Wk 2	Total	
		S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S			
Work Time																			
Regular Base Pay	(NFC Stored Account)				8:00	8:00	8:00		24:00	8:00	8:00	8:00	8:00	8:00				40:00	64:00
New																			
Work Time Total					8:00	8:00	8:00		24:00	8:00	8:00	8:00	8:00	8:00				40:00	64:00
Leave and Other Time																			
Edit Del	Annual Leave			8:00					8:00										8:00
Edit Del	Holiday Leave			8:00					8:00										8:00
New																			
Leave and Other Time Total				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

New Leave and Other Time Activity

Transaction Code	66 - Volunteer Community Service
Prefix	
Suffix	
Account	(NFC Stored Account)
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. Document all volunteer community service hours in the new row. Then click on the “Save/Return, Update, or Verify” buttons.

T&A Data

Name: **TERRENCE HILL** Pay Period: **23 : Nov 9, 2008 to Nov 22, 2008**
 Time Card Type: **Regular** Leave Year: **2008**

Transaction	Pfx/Sfx/Account	9	10	11	Nov	12	13	14	15	16	17	18	19	20	21	22	Wk 2	Total	
		S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S			
Work Time																			
Regular Base Pay	(NFC Stored Account)				8:00	8:00	8:00		24:00	8:00	8:00	8:00	8:00	8:00				32:00	56:00
New																			
Work Time Total					8:00	8:00	8:00		24:00	8:00	8:00	8:00	8:00	8:00				32:00	56:00
Leave and Other Time																			
Edit Del	Annual Leave			8:00					8:00										8:00
Edit Del	Volunteer Community Service												8:00						8:00
Edit Del	Holiday Leave			8:00					8:00										8:00
Leave and Other Time Total				8:00					16:00				8:00						24:00
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