

TIMEKEEPER INSTRUCTIONS ON TIME OFF AWARDS

1. Who is responsible for notifying the timekeeper of the Time Off Award?

When an employee receives a Time Off Award, it is his/her responsibility to notify the timekeeper of the award so the hours can be added to his/her leave balance in the time and attendance system (webTA).

2. One of my employees has notified me that he/she has received a Time Off Award. As the timekeeper, how do I enter the hours into the Time and Attendance System (webTA)?

Step:	
1	Log into webTA. Go to the Timekeeper Main Menu.
2	CLICK on the "Select" button.
3	CLICK on the radio button next to the appropriate employee, and then CLICK the "Leave" button on the bottom of the screen.
4	Find the type of leave labeled "Time Off Award." Enter the Time Off Award hours in the "Forward" box.
5	Click "Save" at the bottom of the screen.

3. How does the employee request to use the Time Off Award hours?

The employee will need to submit a leave request to his/her supervisor to use the Time Off Award. Employees without access to webTA should follow their supervisors' current procedures for requesting leave. One option is to request leave by submitting an application, such as the form OPM-71, "Request for Leave or Approved Absence." The form OPM-71 may be found by clicking on the following link:

http://www.opm.gov/FORMS/PDF_FILL/opm71.pdf. For those employees who have access to webTA, and use it to request leave, the transaction code for using the Time Off Award in webTA is "66 – Time Off/Incentive Award."

4. How long does an employee have to use a Time Off Award?

A Time Off Award must be scheduled and used within 26 pay periods from the effective date of processing. After the 26th pay period, any unused time off will be automatically forfeited and may not be restored or otherwise substituted.

5. What happens to the Time Off Award if an employee separates or transfers to another Agency?

The unused Time Off Award hours will be forfeited once an employee separates or transfers to another USDA or Federal agency. If forfeited, no other awards or compensation may be substituted.