**WebTA 4.2 – Donating to the Voluntary Leave Transfer Program**

**Instructions for Completing an Electronic Donation**

Employees can now donate to any USDA employee approved as a recipient on the Voluntary Leave Transfer Program in webTA 4.2.  By completing the donation directly in webTA, a notification will go to the Voluntary Leave Transfer Program case manager and the donation will appear on your current pay period timesheet.

Here are instructions for donating to a recipient on the Voluntary Leave Transfer Program in webTA 4.2:

**Step:**

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| 1 | From the **Employee Main Menu** screen, CLICK **Leave Donations**. |
| 2 | The **LTP Donations** page will open.  CLICK on **Add Donation**. |
| 3 | CLICK **Search** next to the LTP Account. |
| 4 | TYPE in the **last or first name of the employee** to whom you wish to donate (LTP Recipient).  CLICK **Search** (or press the return button). |
| 5 | Click SELECT on the row that identifies the account to which you would like to make a donation.  (Once you make the selection, you will return to the Add LTP Donation page and the LTP Account field will be populated.) |
| 6 | Your Position, Grade and Step should be automatically populated in the **Add LTP Donation** page. |
| 7 | CLICK on **Search Leave Type** field.  SELECT the type of leave you wish to donate (annual leave or restored annual leave).  You will return to the Add LTP Donation page when you make a selection. |
| 8 | ENTER the number of hours to donate in the **Amount** field. |
| 9 | SELECT the pay period in which you'd like to donate from the **Pay Period** drop down menu.  You may select a current or future pay period for the donation. |
| 10 | **Remarks** can be entered for the donation but are not required. |
| 11 | SELECT how you would like unused donation hours, if any, restored to you from the **Restoration Preference** drop down menu. |
| 12 | SAVE the LTP Donation and then click on **Cancel** to go back to the previous screen. |
| 13 | The Leave and Compensation Specialist managing the LTP case will approve or disapprove your donation. |

*Click here for the webTA Employee User Guide for further information on leave donations.  Leave donation information begins on page 30 of the user guide.*