# Introduction

- What is WebTADS 2.0?
  - A web-based system for the collection of NASA employees' time & attendance and labor distribution data
  - WebTADS 2.0 is an Agency standardized timekeeping system, incorporating the IFM Agency standardized T&A rules. The system was originally created for Marshall-specific use. Other Centers now using the system include Ames, Kennedy, Stennis, and Langley. We are currently implementing Dryden, Glenn, and Goddard centers.

# IFM Agency Standardization

- Tours
  - Standard
  - Compressed
  - Flexitour
  - Variable Day
  - Maxiflex
  - First Forty I - Exempt
  - First Forty X - Non-exempt
  - Uncommon (Firefighters)
  - Rules for tours administered the same across NASA Centers
- Hour Types
  - Identified by short descriptions such as REG, OT, AL, SL

# Features

- Employee Details
  - Display employee leave balances for annual, sick, comp time, religious comp time, restored annual, time off award and credit hours
- Work Schedules
  - Establish daily hours of duty
  - Automatically assign your Tour Type

# Features (cont'd)

- Time Sheet Error Messages
  - Critical – will not allow approver to certify
  - General Error – will not allow approver to certify
  - Warning – informational for user
- Prior Pay Period Adjustment Request/Approval Process Automated
- E-mail notification process
  - Automatic notification for certain T&A functions
    - Approval or disapproval of prior pay period adjustments
    - Approval or disapproval of overtime or leave
  - May be user initiated as needed
- On-line archival and retrieval of data for 3 years (time begins accruing from your first pay period entered in WebTADS 2.0)

# MSFC Policy

- Tour Types

  S - Standard Tour

  I/X - First Forty

  C - Compressed

  M – Maxiflex

- Hour Types
  - Adopted Agency Policies
    - Added additional family leave categories
    - Added Workers' Compensation hour type
    - Added Hazardous Duty hour type
    - Jury and Court Leave combined (court leave)
    - Eliminated Administrative Leave (replaced with excused leave)
    - Eliminated Graduate Leave (charge to regular project code)

# Key T&A Processing Changes

- Automation of Prior Pay Period Adjustment Requests (3 prior pay periods only)
  - May be initiated by employee, POC, or approver
  - MSFC 4128 no longer accepted for prior pay period adjustments
  - Cutoff for processing adjustments for the current pay period is Wednesday of the second week of the pay period
    - Adjustments entered after cutoff will be processed in the following pay period

# Key T&A Processing Changes

- Part-time Employee Work Schedules
  - Memo no longer required for temporary change of work schedule
  - Temporary change approved at organization level with notation in comment section of time sheet

# Key T&A Processing Changes

- Compressed Tour
  - In-lieu-of Holiday
    - When holiday falls on off-day – holiday leave is charged on the preceding day
    - When off-day is Monday – holiday leave is charged on Tuesday
  - Off-Day
    - Change of off-day constitutes a change of work schedule
  - MSFC allows only the 9-hour-day compressed schedule—10-hour-day compressed schedules not allowed here

# Key T&A Processing Changes

- First Forty Tours
  - The forty-hour tours must be performed over six of seven consecutive days in the current workweek (5CFR 610.111 (a) (1)
  - Two Tour Type Classifications (Tour Type I vs X) depends on
    - FLSA exemption
    - Grade/pay level
    - Type of position

# Key T&A Processing Changes

- First Forty Tour
  - Tour Type I (First Forty 001)
    - Exempt employees whose pay > GS 10/1

      OR
    - Exempt employees engaged in professional/technical activities
  - Tour Type X (First Forty 002)
    - All non-exempt employees

      OR
    - Exempt if
      - Pay = GS-10/1 or less
      - Not professional/technical
    - Form 3478 must be submitted to Personnel for approval
  - Details provided at WebTADS Online support

# Key T&A Processing Changes

- Tracking of Leave Charged Under Family Medical and Family Friendly Leave recorded as a leave code

| Hour Type | Description |
|---|---|
| FMLLW | LWOP- FMLA 1993 (Up to 12 Weeks LWOP for yourself) can substitute sick or annual leave |
| FMSS | SL - FMLA 1993 (Up to 12 Weeks LWOP yourself) when substituted with sick leave |
| FMAL | AL - FMLA 1993 (Up to 12 Weeks LWOP yourself) when substituted with annual leave |
| FFSL | SL - Family Friendly Leave (Up to 104 hrs sick leave for general family care/bereavement |
| FMSF | SL – Expanded FMLA 2000 (Up to 480 hours SL for care of family member with serious illness) |

# Key T&A Processing Changes

- Tracking of Donated Leave

| Hour Type | Description |
|---|---|
| DELU | SL - Donated Leave Used for Personal Emergency |
| DMLU | AL - Donated Leave Used for Family Emergency |

# Key T&A Processing Changes

- Hazardous Duty Approved by Organizations and Entered on time sheet with a comment
  - Approver determines eligibility
- New Employee time sheets setup by the payroll office
- Hard cutoff of Monday 12:00 noon for T&A entry and approval– if timesheet is missing or not approved, annual leave will be charged.

# Overtime/Leave Request
## (Future Enhancement)

- Overtime, Comp time, Holiday Work, and Leave Request/Approval
  - May be initiated by employee, POC, or approver
  - Automates the request and approval process for overtime, comp time, religious comp time, holiday work, and leave
  - Comp time in-lieu-of overtime requests automatically documented in accordance with 5 CFR 550.114c
  - Leave requests may be forecasted and used as a management tool for leave planning
  - Eliminates the need for overtime memos and Standard leave request forms
  - Current procedures for requests/approvals will remain in place until implementation

# Record Retention

| Record Type | Retention Period |
| --- | --- |
| ❖ Information provided to POC's for time entry | Retain until the end of the following pay period |
| ❖ Time sheets | 6 years or after GAO audit (whichever is earlier) |
| ❖ Supporting documentation for leave and overtime | 6 years or after GAO audit (whichever is earlier) |
| ❖ Ad hoc leave | No record retention required (Supervisor determines what constitutes "ad hoc leave") |

# Passwords, Assistance, Etc.

- Implemented NPG 2810.x Guidelines for Passwords
  - No longer uses MSFC IDS password
  - Must be minimum of eight characters composed of three of four groups : Uppercase, Lowercase, Numeric, Special Characters Example: ?19Bv8dH or Concord8.

- Password
  - User Birth date (mm/dd/yyyy) as initial entry. System will then prompt user to change password (see above guidelines). A prompt will require user to change password every 90 days.

- For Help
  - 4-HELP—Option 0

# Labor Codes

- Each Directorate/Organization has a Resources Manager.

  Please direct labor code questions to that person. Contact your MSA or supervisor if you do not know the name of your Resources Manager.
  - The COG may be selected at the Directorate or office level. Any questions about your COG should also be directed to the organization's Resources Manager.
  - **Inactive labor codes will be indicated with an NA in each day of the pay period. The Resources Manager will be the employee point of contact to inform employee's which new code they should charge to.**

NOTE: Labor Codes are provided to the WebTADS system in an agreement between the Project Offices and the MSFC Budget Office.

# Comments/Suggestions

- We have created a Payroll e-mail address for you to send your comments or suggestions regarding the WebTADS system.
- Address these comments or suggestions to Payroll in the "To" field or you may type Payroll_office@msfc.nasa.gov