

**NASA Instructions for Coding Telework Remark in WebTADS
for the Coronavirus Disease 2019 (COVID-19) Pandemic**

March 27, 2020

Introduction

To ensure accurate timesheet reporting, National Aeronautics and Space Administration (NASA) employees indicate teleworked hours on their timesheet in the Web-based Time and Attendance Distribution System (WebTADS).

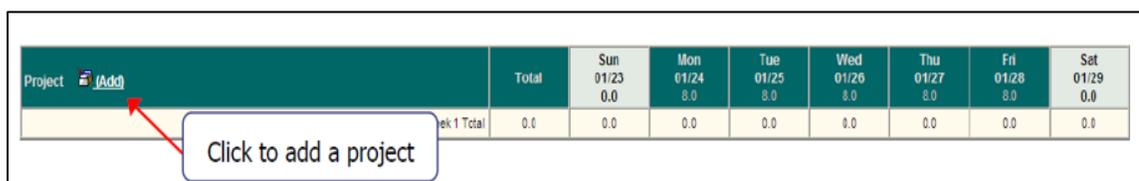
This document is for NASA employees who are directed to telework but do not yet meet the requirements to be telework eligible in WebTADS. This document provides the instructions for these employees to add the appropriate telework remark. Since Telework is tracked to a project code, the instructions include selecting your appropriate project code.

Note: If you wish to become telework eligible in WebTADS, refer to the Frequently Asked Questions (FAQs) for Employees on Telework for Coronavirus Disease 2019 (COVID-19) found on the [NASA People Coronavirus Information Web page](https://nasapeople.nasa.gov/coronavirus/) at <https://nasapeople.nasa.gov/coronavirus/>.

Procedure

1. Log into WebTADS at <https://webtads.nasa.gov/>.
2. From your timesheet, click the **Project (Add)** link as shown in the following figure:

Figure 1: Timesheet Project (Add) Link



3. From the Add Projects window, in the **Laborcode** section, click to highlight the appropriate labor code for the work you performed.
4. In the **Hour Type** section, click to select the appropriate hour type for this Laborcode (e.g., Regular, Credit, Comp Time).
5. In the **Remark** section, type **TW**. (Please disregard the notation next to the Remark field regarding entering telework information in this field. Due to the COVID-19 pandemic and resulting mandatory telework, the requirement is waived at this time.)

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The following figure shows the Add Projects window with the Laborcode, Hour Type, and Remark sections identified:

Figure 2: Add Projects Window Showing Laborcode, Hour Type, and Remark Sections

Laborcode -- Description (Mission, Theme, Program)

Please Select a Labor Code....

- 123456.01.01.01 -- TEST NSM
- 123456.01.02.03 -- TEST NSM 2 (MISS, THEM, PROG)
- 55555.05.05.05.05 -- SUMMER FUN
- 777777.07.07.07 -- FUN, FUN, FUN

[123456.01.01.01 -to- 777777.07.07.07]

Hour Type

MOST USED

- REG -- Regular
- CRU -- Credit Hours Used
- CTE -- Comp Time Earned

Telework

You Currently Cannot Charge To Telework. Click on the QRQ's below for more information:
[Establish or Modify a Telework Agreement](#)
[Recording Telework On Timesheet](#)

Remark

TW

Telework information should not be entered in the Remarks box UNLESS you have completed the required Telework Training and have an approved Telework agreement.

Add Project

6. Click **Add Project** button.
7. Click the **Edit Timesheet** icon on the green banner next to your name as shown in the following figure:

Figure 3: Add Project Window Showing Edit Timesheet Icon

Add Projects for [Name]

4 Labor Code(s) Found

WBS	Mission	Theme	Program	Description

Laborcode -- Description (Mission, Theme, Program)

Please Select a Labor Code....

- 123456.01.01.01 -- TEST NSM
- 123456.01.02.03 -- TEST NSM 2 (MISS, THEM, PROG)
- 55555.05.05.05.05 -- SUMMER FUN
- 777777.07.07.07 -- FUN, FUN, FUN

Hour Type

MOST USED

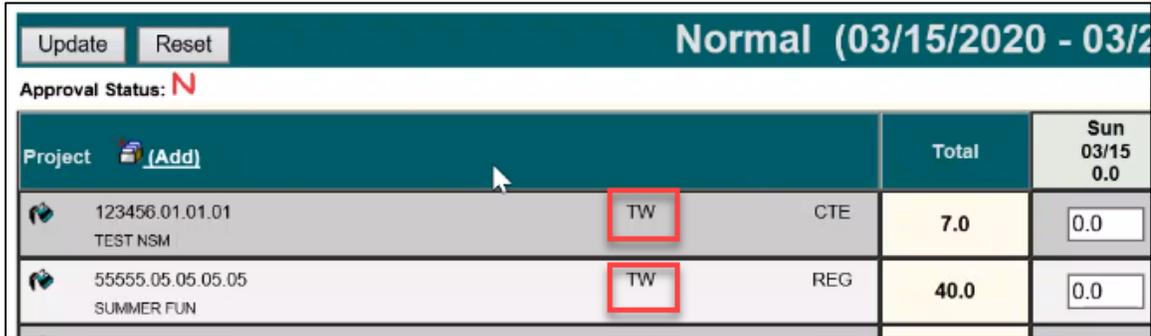
- REG -- Regular
- CRU -- Credit Hours Used
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Your current timesheet is displayed and the “TW” remark is displayed on your timesheet in the applicable project code line as shown in the following figure:

Figure 4: WebTADS Timesheet Showing TW Remark on Project Code Line



The screenshot shows a WebTADS interface with a teal header bar containing 'Update' and 'Reset' buttons, and the text 'Normal (03/15/2020 - 03/2020)'. Below the header, the 'Approval Status' is 'N'. The main table has columns for 'Project', 'Total', and 'Sun 03/15 0.0'. Two project rows are visible: '123456.01.01.01 TEST NSM' with a 'TW' remark and '7.0' total, and '55555.05.05.05 SUMMER FUN' with a 'TW' remark and '40.0' total. The 'Sun' column for both rows shows '0.0'.

Project	Total	Sun 03/15 0.0
123456.01.01.01 TEST NSM	7.0	0.0
55555.05.05.05 SUMMER FUN	40.0	0.0

- Repeat these instructions for each labor code for which you performed work.