

Please use the applicable instructions below to ensure all hours are being accurately recorded in the Web-based Time and Attendance Distribution System (WebTADS):

**Employees WITH Approved Telework Agreements in WebTADS (REG TWORk):**

Employees who are teleworking and have established telework agreements in WebTADS are to record regular telework hours (REG TWORk) to their normal charge codes.

Employees who have not previously added the REG TWORk hour type to their WebTADS can use these instructions to add the hour

type: [https://nasapeople.nasa.gov/coronavirus/how\\_to\\_add\\_telework\\_code\\_to\\_timecard.pdf](https://nasapeople.nasa.gov/coronavirus/how_to_add_telework_code_to_timecard.pdf)

**Employees WITHOUT Approved Telework Agreement (TW REG):**

Employees who are teleworking but do not have established Telework Agreements in WebTADS should record regular telework hours to normal charge codes using these instructions:

[https://nasapeople.nasa.gov/coronavirus/coding\\_telework\\_in\\_webtads.pdf](https://nasapeople.nasa.gov/coronavirus/coding_telework_in_webtads.pdf)

It is important to enter telework hours in this manner for center and agency reporting.

**Employees UNABLE to Telework (XLV61):**

Employees who are not teleworking, due to circumstances listed below, and have received their supervisor's approval should record "Weather and Safety Administrative Leave" using hour type "XLV61", subject to supervisor approval.

XLV61 is strictly for employees who are UNABLE to telework due to any of the following:

- Official work assignment/duties are not conducive to remote work.
- Lack of access to government information technology (IT) equipment/systems.
- Under self-quarantine due to coronavirus disease 2019 (COVID-19) and unable to telework. For this use, employees must write a comment on their timecards to indicate "coronavirus observation".

**Excused Leave for Dependent Care (XLV)**

Employees who are not eligible for weather and safety leave, who meet any of the below special circumstances and have received their supervisor's approval may use Excused Leave (XLV) for caregiving. Granting of excused leave is subject to Supervisory approval on a biweekly basis. See fact sheet for additional information at

[https://nasapeople.nasa.gov/coronavirus/caregiving\\_and\\_excused\\_leave\\_faqs\\_covid\\_19.pdf](https://nasapeople.nasa.gov/coronavirus/caregiving_and_excused_leave_faqs_covid_19.pdf)

XLV is for employees who are UNABLE to telework due to any of the following:

- The employee has a child or children who attend an elementary or secondary school that is closed due to the Coronavirus Disease 2019 (COVID-19) pandemic.
- The employee has a younger child or children who are not of school age and normal childcare arrangements are not in effect due to the pandemic.
- The employee has other family members (e.g., adult child or elderly parent with special needs) in the home who require care and supervision due to the pandemic.
- Limited excused leave (XLV) for caregiving can be applied to family member's caregiving needs that occur outside of the house. Supervisors should consider an employee's circumstances/

needs for caring for family members living outside of the employee's home prior to approving any excused leave.

Please contact the NASA Shared Services Center (NSSC) Customer Contact Center at 1-877-677-2123 if you encounter any problems coding your timecard or if you have questions regarding telework or leave eligibility.