

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

March 30, 2020

Where: Employee Timesheet and Add Projects Page

Who: Employee, POC, Approver or Nonpaid

When: Anytime (prior to timesheet approval)

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 eligible for telework as indicated in WebTADS. Since telework is tracked to a project code, the instructions include selecting your appropriate project code.

The Telework checkbox is not displayed on an employee's Add Project window until all criteria for teleworking has been met as follows:

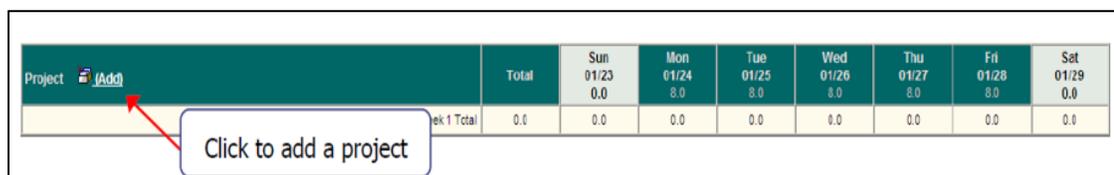
1. Employee must be eligible to telework.
2. Employee must have completed the mandatory training.
3. Employee must have an active approved request for the pay period that the employee is entering Telework hours.

Note: If you are not telework eligible in WebTADS, refer to the **NASA: Coding Telework Remark in WebTADS** link 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 the timesheet, click the **Project (Add)** link as shown in the following figure:

Figure 1: Timesheet Project (Add) Link



Project (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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If the warning in the Telework section is displayed, you are not approved for telework. If you are not telework eligible in WebTADS, refer to the NASA: Coding Telework Remark in WebTADS link found on the [NASA People Coronavirus Information Web page](#).

Figure 2: Add Projects Window Showing Telework Section Warning Message

The screenshot shows the 'Add Projects' window. On the left, there is a list of labor codes under the heading 'Laborcode -- Description (Mission, Theme, Program)'. The first code, '123456.01.01.01 -- TEST NSM', is selected. To the right, the 'Hour Type' dropdown menu is open, showing options: 'MOST USED', 'REG -- Regular', 'CRU -- Credit Hours Used', and 'CTE -- Comp Time Earned'. Below this, the 'Telework' section has a checkbox that is checked. A red box highlights a warning message: 'You Currently Cannot Charge To Telework.' with links to 'Establish or Modify a Telework Agreement' and 'Recording Telework On Timesheet'. Below the warning, there is a 'Remark' text box and an 'Add Project' button. A red box also highlights a note: 'Click on the QRG's below for more information: Establish or Modify a Telework Agreement Recording Telework On Timesheet'. Another red box highlights a note: 'Telework information should not be entered in the Remarks box UNLESS you have completed the required Telework Training and have an approved Telework agreement.'

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 a remark, if necessary.
6. In the **Telework** section, click the **Telework** checkbox to indicate the project code was used while teleworking.
7. Click the **Add Project** button.

The following figure shows the Add Projects window with the Laborcode, Hour Type, Remark, and Telework sections as well as the Add Project button:

Figure 3: Add Projects Screen Showing the Applicable Sections to Complete

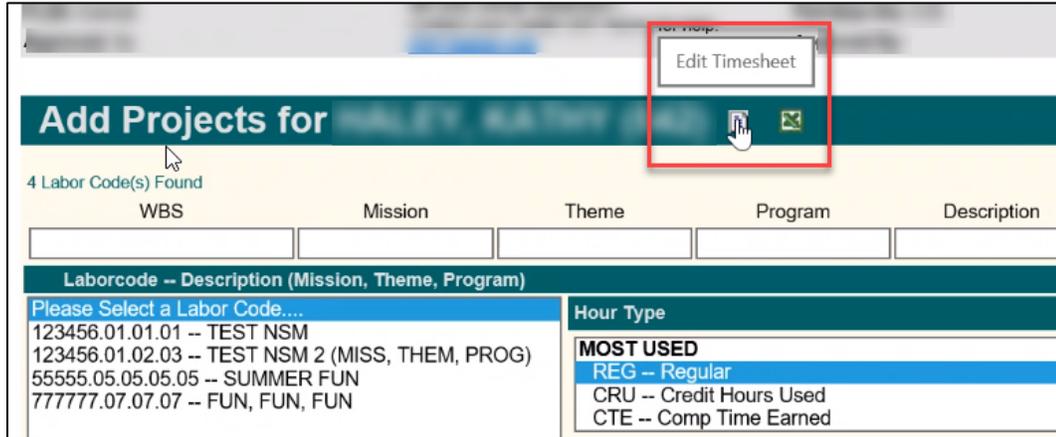
The screenshot shows the 'Add Projects for' window. At the top, it says '101 Labor Code(s) Found'. Below this is a table with columns: WBS, Mission, Theme, Program, and Description. There are 'SEARCH' and 'RESET' buttons. Below the table, there is a list of labor codes under the heading 'Laborcode -- Description (Mission, Theme, Program)'. The first code, '350359.01 -- NSSC-WCF-NCCIPS OPS & MAINTENANCE (INST, WCF, 987M)', is selected. To the right, the 'Hour Type' dropdown menu is open, showing options: 'MOST USED', 'REG -- Regular', 'CRE -- Credit Hours Earned', and 'CRU -- Credit Hours Used'. Below this, the 'Telework' section has a checkbox that is checked. A red box highlights a note: 'Check box to indicate wbs charges are telework. Remote Telework Indicator: N'. Below the 'Telework' section, there is a 'Remark' text box and an 'Add Project' button. A red box highlights a note: 'Telework information should not be entered UNLESS you have checked the Telework checkbox above.'

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- Click the **Edit Timesheet** icon on the green banner next to your name as shown in the following figure:

Figure 4: Add Project Window Showing Edit Timesheet Icon



Result

Your current timesheet is displayed and the telework “**TWORK**” notation is indicated in the applicable project code line as shown in the following figure:

Figure 5: WebTADS Timesheet Showing TWORK on Project Code Line

Project (Add)		Total	Sun 03/15 0.0	Mo 03/16 8.0
111111.01.01 Project Code for Testing	REG	0.0	0.0	0.0
111111.01.01 Project Code for Testing	REG TWORK	36.0	0.0	9.0
111111.01.01 Project Code for Testing	AL	0.0	0.0	0.0
Week 1 Total		36.0	0.0	9.0
		Total	Sun 03/22	Mo 03/23

Timesheet Edits

Warnings associated with tracking Telework:

- 107 – **Error Message Description:** Employee not eligible for Telework; training has not been completed or does not have an active agreement for the pay period. **Error Message:** “**Employee Not Eligible for Telework**”
- 108 – **Error Message Description:** Telework hours recorded outside approved date range. **Error Message:** “**Telework Hours Recorded Outside of a Telework Agreement**”

In both situations, contact Approver to make appropriate changes to Telework eligibility.