

# USCG

## Coding Remote Work in webTA



Human Resources Directorate



# Objective

Understand how to code remote work in webTA for

- General Schedule (GS) Employee
  - With Default Schedule (pages 3 – 8)
  - Without a Default Schedule (pages 9 – 12)



# Coding of Remote Work on the Timecard


## Employees using a set Default Schedule

- On the Employee Main menu page, click Default Schedule

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## Employee Main Menu

T&A Data	<b>Edit T&amp;A Data</b>
T&A Summary	<b>View T&amp;A Summary</b>
Leave/Prem Pay	<b>Leave and Premium Pay Requests</b>
Locator Info	<b>Edit Locator Info</b>
Default Schedule	<b>Edit Default Schedule</b>
Certified T&As	<b>View Previously Certified T&amp;A Summaries</b>
Correction	<b>Make a Correction</b>
Accounts	<b>Account Tables</b>
Reports	<b>webTA Reports</b>
Send Task	<b>Send Task to Your Timekeeper</b>



# Coding of Remote Work on the Timecard

- On the Default Schedule page, Click New

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## T&A Data : Default Schedule

Name: Doe, Jane Pay Period: 21 : Oct 9, 2022 to Oct 22, 2022  
Time Card Type: Regular Leave Year: 2022

		Oct					Oct													
Transaction	Pfx	Sfx	Account	9	10	11	12	13	14	15	16	17	18	19	20	21	22			
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
				<b>Work Time</b>																
				<b>New</b> (No Work Time transactions)																
				<b>Daily Total</b>																

Update Save/Return Cancel



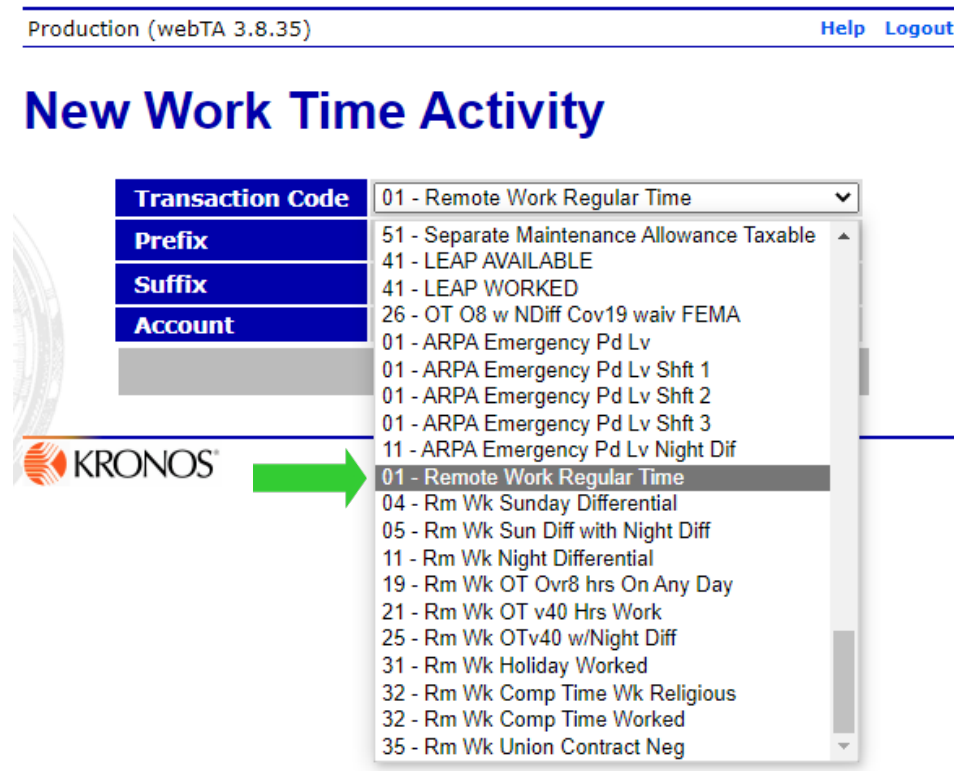
# Coding of Remote Work on the Timecard

- At the Transaction Code box, click the arrow, then scroll down and click Remote Work Regular Time. Save

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## New Work Time Activity

<b>Transaction Code</b>	01 - Remote Work Regular Time
<b>Prefix</b>	51 - Separate Maintenance Allowance Taxable
<b>Suffix</b>	41 - LEAP AVAILABLE
<b>Account</b>	41 - LEAP WORKED
	26 - OT O8 w NDiff Cov19 waiv FEMA
	01 - ARPA Emergency Pd Lv
	01 - ARPA Emergency Pd Lv Shft 1
	01 - ARPA Emergency Pd Lv Shft 2
	01 - ARPA Emergency Pd Lv Shft 3
	11 - ARPA Emergency Pd Lv Night Dif
	<b>01 - Remote Work Regular Time</b>
	04 - Rm Wk Sunday Differential
	05 - Rm Wk Sun Diff with Night Diff
	11 - Rm Wk Night Differential
	19 - Rm Wk OT Ovr8 hrs On Any Day
	21 - Rm Wk OT v40 Hrs Work
	25 - Rm Wk OTv40 w/Night Diff
	31 - Rm Wk Holiday Worked
	32 - Rm Wk Comp Time Wk Religious
	32 - Rm Wk Comp Time Worked
	35 - Rm Wk Union Contract Neg



# Coding of Remote Work on the Timecard

- Add work schedule hours and click Save

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### T&A Data : Default Schedule

Name: **Doe Jane** Pay Period: **21 : Oct 9, 2022 to Oct 22, 2022**  
 Time Card Type: **Regular** Leave Year: **2022**

Transaction			Oct							Oct									
Pfx	Sfx	Account	9	10	11	12	13	14	15	Wk 1	16	17	18	19	20	21	22	Wk 2	Total
			S	M	T	W	T	F	S		S	M	T	W	T	F	S		
<b>Edit</b>	Remote Work	(NFC Stored Account)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
<b>Del</b>	Regular Time																		
<b>New</b>	<b>Work Time Total</b>			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	<b>Daily Total</b>			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

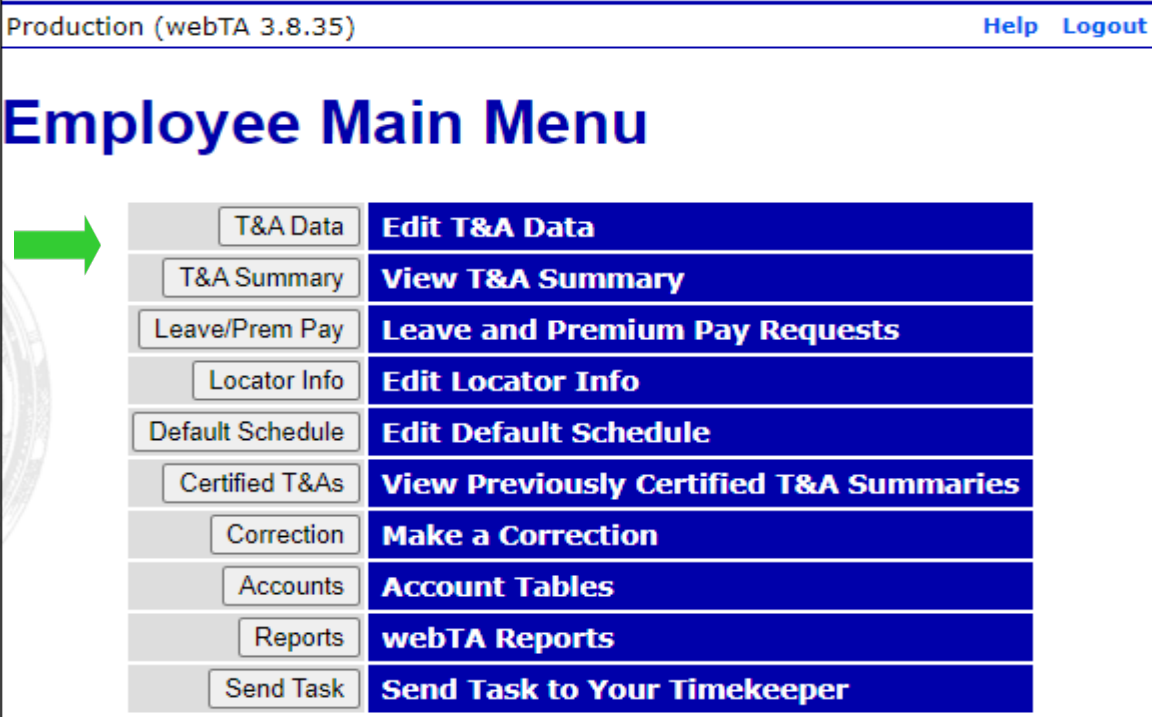


# Coding of Remote Work on the Timecard

- On the Employee Main menu page, click T&A Data

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## Employee Main Menu



T&A Data	<b>Edit T&amp;A Data</b>
T&A Summary	<b>View T&amp;A Summary</b>
Leave/Prem Pay	<b>Leave and Premium Pay Requests</b>
Locator Info	<b>Edit Locator Info</b>
Default Schedule	<b>Edit Default Schedule</b>
Certified T&As	<b>View Previously Certified T&amp;A Summaries</b>
Correction	<b>Make a Correction</b>
Accounts	<b>Account Tables</b>
Reports	<b>webTA Reports</b>
Send Task	<b>Send Task to Your Timekeeper</b>



# Coding of Remote Work on the Timecard

- Finished: Review the hours on your timecard to ensure everything is correct, then save until it is time to validate.
- Remote Work-Regular Time will auto-populate on all future timecards.

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### T&A Data

Name: **Doe, Jane** Pay Period: **21 : Oct 9, 2022 to Oct 22, 2022**  
 Time Card Type: **Regular** Leave Year: **2022**

Transaction		Pfx	Sfx	Account	9	10	11	12	13	14	15	Wk 1		16	17	18	19	20	21	22	Wk 2		Total
					S	M	T	W	T	F	S			S	M	T	W	T	F	S			
<b>Work Time</b>																							
<a href="#">Edit</a>	Remote Work Regular Time			(NFC Stored Account)		8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00
<a href="#">Del</a>																							
<a href="#">New</a>																							
<b>Work Time Total</b>						8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00
<b>Leave and Other Time</b>																							
<a href="#">New</a>																							
(No Leave and Other Time transactions)																							
<b>Daily Total</b>						8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00

Dollar Transactions			Remarks
Transaction	Account	Description	Dollar Amt
(No Dollar Transactions)			
<a href="#">New</a>	<b>Total</b>		

Update Save/Return Validate Cancel






# Coding of Remote Work on the Timecard

## Employees without a set Default Schedule

- On the Employee Main menu page, click T&A Data

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### Employee Main Menu

 T&A Data	<b>Edit T&amp;A Data</b>
T&A Summary	<b>View T&amp;A Summary</b>
Leave/Prem Pay	<b>Leave and Premium Pay Requests</b>
Locator Info	<b>Edit Locator Info</b>
Default Schedule	<b>Edit Default Schedule</b>
Certified T&As	<b>View Previously Certified T&amp;A Summaries</b>
Correction	<b>Make a Correction</b>
Accounts	<b>Account Tables</b>
Reports	<b>webTA Reports</b>
Send Task	<b>Send Task to Your Timekeeper</b>



# Coding of Remote Work on the Timecard

- Under Work Time: Click New

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### T&A Data

Name: **Doe Jane** Pay Period: **21 : Oct 9, 2022 to Oct 22, 2022**  
Time Card Type: **Regular** Leave Year: **2022**

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Transaction	Pfx	Sfx	Account	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Wk 1	Wk 2	Total
				S	M	T	W	T	F	S	S	M	T	W	T	F	S			

**Work Time**  
[New](#) (No Work Time transactions)

**Leave and Other Time**  
[New](#) (No Leave and Other Time transactions)

Daily Total

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**Dollar Transactions** Remarks

Transaction	Account	Description	Dollar Amt

[New](#) Total

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[Update](#) [Save/Return](#) [Validate](#) [Cancel](#)

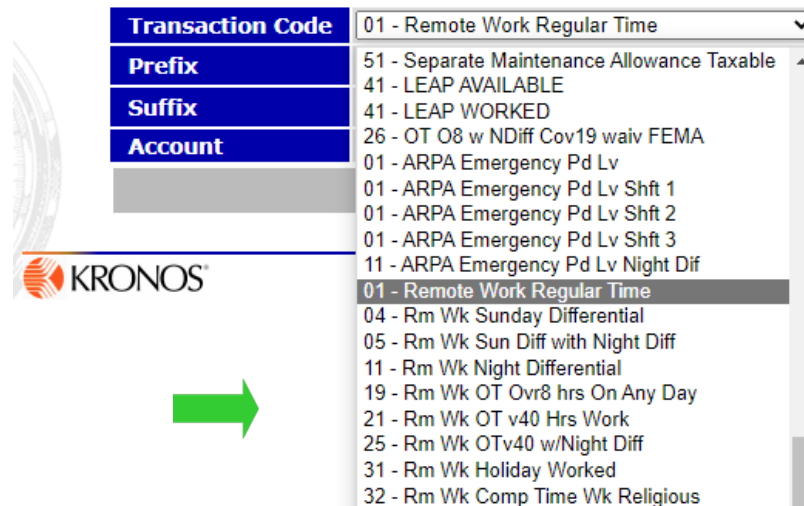


# Coding of Remote Work on the Timecard

- At the Transaction Code box, click the arrow, then scroll down and click Remote Work code needed. Save
- Repeat for each Remote Code necessary

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## New Work Time Activity



The screenshot shows the Kronos webTA interface for entering a new work time activity. On the left, there are input fields for Transaction Code, Prefix, Suffix, and Account. The Transaction Code dropdown menu is open, displaying a list of codes. A green arrow points to the '01 - Remote Work Regular Time' option, which is highlighted in the list.

Transaction Code	Description
01 - Remote Work Regular Time	01 - Remote Work Regular Time
51 - Separate Maintenance Allowance Taxable	51 - Separate Maintenance Allowance Taxable
41 - LEAP AVAILABLE	41 - LEAP AVAILABLE
41 - LEAP WORKED	41 - LEAP WORKED
26 - OT O8 w NDiff Cov19 waiv FEMA	26 - OT O8 w NDiff Cov19 waiv FEMA
01 - ARPA Emergency Pd Lv	01 - ARPA Emergency Pd Lv
01 - ARPA Emergency Pd Lv Shft 1	01 - ARPA Emergency Pd Lv Shft 1
01 - ARPA Emergency Pd Lv Shft 2	01 - ARPA Emergency Pd Lv Shft 2
01 - ARPA Emergency Pd Lv Shft 3	01 - ARPA Emergency Pd Lv Shft 3
11 - ARPA Emergency Pd Lv Night Dif	11 - ARPA Emergency Pd Lv Night Dif
01 - Remote Work Regular Time	01 - Remote Work Regular Time
04 - Rm Wk Sunday Differential	04 - Rm Wk Sunday Differential
05 - Rm Wk Sun Diff with Night Diff	05 - Rm Wk Sun Diff with Night Diff
11 - Rm Wk Night Differential	11 - Rm Wk Night Differential
19 - Rm Wk OT Ovr8 hrs On Any Day	19 - Rm Wk OT Ovr8 hrs On Any Day
21 - Rm Wk OT v40 Hrs Work	21 - Rm Wk OT v40 Hrs Work
25 - Rm Wk OTv40 w/Night Diff	25 - Rm Wk OTv40 w/Night Diff
31 - Rm Wk Holiday Worked	31 - Rm Wk Holiday Worked
32 - Rm Wk Comp Time Wk Religious	32 - Rm Wk Comp Time Wk Religious



# Coding of Remote Work on the Timecard

- Scheduled hours must be placed on the timecard each pay period,
- Employee should save the timecard and ensure the hours are correct before validating.

Production (webTA 3.8.35)																				
Name: <b>Doe, Jane</b>				Pay Period: <b>21 : Oct 9, 2022 to Oct 22, 2022</b>																
Time Card Type: <b>Regular</b>				Leave Year: <b>2022</b>																
Status: <b>Not Validated</b>																				
Time In Pay: <b>90:00</b>				Other Time: <b>0:00</b>				Dollar Transactions: <b>\$0.00</b>												
Transaction		Pfx:Sfx:Account		Oct					Oct											
				9	10	11	12	13	14	15		16	17	18	19	20	21	22		
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
<b>Work Time</b>																				
Remote Work Regular Time					8	8	8	8	8	40		8	8	8	8	8	40	80		
Rm Wk OT v40 Hrs Work		(NFC Stored Account)			3				3			4				4	7			
Rm Wk Comp Time Worked:							2	1	3								3			
<b>Work Time Total</b>					8	11	8	10	9	46		8	8	12	8	8	44	90		
<b>Leave and Other Time</b>																				
(No Leave and Other Time transactions)																				
<b>Daily Total</b>					8	11	8	10	9	46		8	8	12	8	8	44	90		

