

Recording Distant Telework (Special Announcement 20-13) in WebTA

1. Click the “+” to add a new **Work Time** row or click “Regular Base Pay” to change the row.

	Transaction	Account
Work Time		
<input checked="" type="checkbox"/>	Regular Base Pay	(NFC Stored Accounting)
<input type="checkbox"/>	Work Time Total	

2. Click the **Select Work Time Transaction** button to add the transaction to the timesheet.

Telework - Distant

Select values for this entry...
Regular Base Pay
Regular Base Pay
Telework Home - Routine
Telework Home - Situational
CRS - Off Site - Routine
CRS - Off Site - Situational
Telework - Distant

3. Click the **Select Work Time Transaction** button to add the transaction to the timesheet.

Select values for this entry...
Telework - Distant
<input type="button" value="Select Work Time Transaction"/>

4. Enter the hours of work in the row.

Transaction	Account	Sun 8/30	Mon 8/31	Tue 9/01	Wed 9/02	Thu 9/03	Fri 9/04	Sat 9/05
Work Time								
<input checked="" type="checkbox"/>	Telework - Distant	(NFC Stored Accounting)		8:00	8:00	8:00	8:00	8:00
<input type="checkbox"/>	Work Time Total							