

## Recording Telework in WebTA

1. Click the “+” to add a new **Work Time** row.

Timesheet

Employee: \_\_\_\_\_  
Pay Period: 05 - 2020 : Mar 01, 2020-Mar 14, 2020 \* S Select Pay Period

Transaction	Account	Sun 3/01
<input checked="" type="checkbox"/> Regular Base Pay	(NFC Stored Accounting)	
<input type="checkbox"/> <b>+</b>	<b>Work Time Total</b>	

2. Click “**Telework Home – Situational**” or “**CRS – Off Site – Situational**”.

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**
- Credit Hours Earned

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

Select values for this entry...

**Telework Home - Situational** Select Work Time Transaction

4. **Enter the hours** of telework in the row.

Timesheet

Employee: \_\_\_\_\_  
Pay Period: 05 - 2020 : Mar 01, 2020-Mar 14, 2020 \* S Select Pay Period

Transaction	Account	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05	Fri 3/06
<input checked="" type="checkbox"/> Regular Base Pay	(NFC Stored Accounting)		8:00				
<input checked="" type="checkbox"/> Telework Home - Situational	(NFC Stored Accounting)			8:00	8:00	8:00	8:00
<input type="checkbox"/> <b>+</b>	<b>Work Time Total</b>		8:00	8:00	8:00		