

WebTADS Agency Quick Reference Guide

Logging In

1. Open your web browser (Explorer or Netscape)
2. Type in the following URL:
<https://webtads.nasa.gov>
3. Select your Center's name.
4. The next screen will ask for your Username, type in your username (this will usually be the username used for login to your local domain).
5. On first-time login, your birthdate will be your password (format: mm/dd/19yy). You will be required to change it immediately with a minimum 8-character password comprised of three of the following four characters: uppercase, lowercase, special, and numeric. Example: BLRac#86 or Concord8.
6. After entering your password, click "Enter."

Note: **Online Support** is located at the top of the screen after log in. Online Support will answer many questions you might have after accessing WebTADS.

Entering Time in WebTADS

1. Log in (see instructions for Logging In, also in this quick reference guide)
2. On the timesheet, you will see the green Project box. Click on the filing cabinet icon within this box. Another screen will open, allowing you to select among project codes (and COG) and leave codes. Select the necessary code and COG.
3. From the Hour Types box, you will select from a dropdown the hour type to which you are charging your time (See the Standard Hour Types in this guide for descriptions of each).
4. Click "Add Project."
5. Click the My Timesheet button at the top of the screen. Your labor and/or leave codes have been applied to your timesheet.
6. Enter the hours worked.
7. Click "Update."
8. Your time is now recorded.

Standard Hour Types

REG	Regular
OT	Overtime
CTE	Comp time Earned
CTU	Comp time Used
CRE	Credit Hour Earned
RCTE	Religious Comp time Earned
RTCU	Religious Comp Time Used
AL	Annual leave
CRU	Credit Hours Used
HZ	Hazard
DELU	Donated Em Leave Used
HL	Holiday
HW	Holiday Worked
EV	Environment Pay
DMLU	Donated Med. Leave Used
XLV	Excused Leave
SL	Sick Leave
FFSL	Family Sick Leave (up to 104 hrs for general purposes)
FMSS	Family Sick Leave--Self
FMAL	Family Medical Annual Leave (up to 480 hrs for serious illness of family member)
CL	Jury Duty/Court Leave
ML	Military Leave
RL	Restored Leave
TOA	Time Off Award
COP	Continuation of Pay
LWOP	Leave Without Pay
FMLLW	Family Medical LWOP
WC	Worker's Compensation
SUSP	Suspension
AWOL	Absent without Leave

Agency Tour Types

NASA utilizes these tour types: Standard (S), Compressed (C), First 40 (I or X), Maxiflex, Variable Day (V), Flexible (F), Uncommon (U)

- Standard
 - ✓ Fixed schedule
 - ✓ 8 hours per day
 - ✓ 40 hours per week over 5 equal and consecutive days
- Compressed
 - ✓ Fixed Schedule
 - ✓ 80 hours per pay period over less than 10 days with 1 or more non-work days
 - ✓ Holiday leave and pay up to scheduled hours
- First 40 I or X
 - ✓ 40 hours over no more than 6-7 consecutive workdays in a workweek.
 - ✓ All hours are considered “regularly scheduled” for night and Sunday diff purposes.
 - ✓ Overtime/comp time allowed after first 40 hours of duty, ordered and approved
 - ✓ Two variations of tour:
 - ❖ First 40 I (approved by supervisor)
 - ❖ First 40 X (approved by Human Resources Office)
- Maxiflex
 - ✓ 80 hours a pay period in 10 or fewer days, with 2 consecutive non-workdays
 - ✓ Center establishes core days, hours
 - ✓ Schedule can be fixed or not
 - ✓ Flexible “band” 6 a.m. to 6 pm.
 - ✓ Credit hours permitted
 - ✓ Holiday pay up to 8 hours
 - ✓ OT in excess of planned schedule & over 40/8, ordered or approved

- Variable Day
 - ✓ 40 hours over 5 consecutive days
 - ✓ Center establishes core hours
 - ✓ Flexible “band” 6 a.m. to 6 p.m.
 - ✓ Number of hours per day may vary
 - ✓ Credit hours permitted
 - ✓ Holiday pay up to 8 hours
 - ✓ OT in excess of planned schedule & over 40/8, ordered or approved
- Flexitour
 - ✓ Fixed Schedule, but—
 - ❖ Not every employee need work the same hours
 - ✓ 40 hours per week over 5 consecutive days
 - ✓ Credit hours permitted
 - ✓ Holiday pay up to 8 hours
 - ✓ OT in excess of planned schedule & over 40/8, ordered or approved
- Uncommon
 - ✓ Firefighters
 - ✓ 72 hours per week

Remark Code

The remark code is an extension of the project code. It is an unedited field that may be used to provide additional information concerning time entry.

NLP- No Lunch Period
ELP-Extended Lunch Period
NSP-No Supper Period
CD-Civil Defense
EXT-Excused Tardiness
CSE-Civil Service Exam
BL-Blood Leave
EPR-Emer/Prot/Rescue
PP-Pre-Ind Physical
MF-Military Funeral
VL-Voting Leave
VI-Vaccine/Immunizations
TDY-Temporary Duty
ET-Emergency Tour
TMU-Time Made Up
TRNG-Training
JURY-Jury Leave
FFL-Friendly Family Leave
FML-Family Medical Leave
MFE-Marshall Flexiplace Episodic
MFM-Marshall Flexiplace Medical
MFR-Marshall Flexiplace Regular
FTS-Full Time Study
ISO-International Organization for Standardization
CONF – Conference Attendance