

webTA ABSENTEE FORM

Employee's Name: **David Sherman**

Pay Period Number: **16**

Social Security Number Last 4: **3768**

Pay Period Ending Date: **23-Aug**

	WEEK 1							WEEK 2						
	NUMBER OF HOURS WORKED							NUMBER OF HOURS WORKED						
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Work Time Activity*														
Regular Base Pay														
Credit Hours Earned														
Comp Time Earned														
Comp Time/Travel Earned														
Over 40 Overtime														
Telework Home														
Holiday Worked														
Leave & Other Time**														
Annual Leave														
Sick Leave														
Family Friendly Sick Lv														
Credit Hours Used														
Comp Time Used		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	
Comp Time/Travel Used														
Holiday Pay														
Admin/Excused Absence														
Time-off Award														
Daily Total	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

*Work Time Activity: These are the most commonly used Work Time Activity Options. Other Options are available (see drop down menu in webTA). Write in other options in the blank lines if needed.

*Leave & Other Time: These are the most commonly used types of Leave and Other Time. Other Options are available (see drop down menu in webTA). Write in other options in the blank lines if needed.

	PAY PERIOD TOTAL	80.0
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Remarks:

By signing in the space below, I certify that the information provided herein is a true and accurate accounting of my time and attendance for this pay period. I further acknowledge that providing false and /or inaccurate information can be grounds for disciplinary action, including removal from the Federal Service.

Employee's OR T&A Timekeeper's (designee) signature

Date Received by Timekeeper

Instructions

Employee's Time and Attendance (T&A) record using webTA will be completed in their absence only for the following reasons:

1. Illness (expected & unexpected)
2. Maternity Leave
3. Leave for an extended absence prior to the availability of the T&A for a particular pay period
4. No access to internet due to extenuating circumstances

Maternity Leave, Planned Illness and Departures: The employee is responsible for completing the absentee form(s) for each pay period they are expected to be out.

Unexpected Illness: The employee's supervisor is responsible for ensuring that absentee forms are completed and sent to the T&A Timekeeper Contact for input.

Process

1. Complete the form, entering your time for the two week pay period. Input 30 minute increments in the following format: 3:50
2. Send this form as an email attachment to your T&A Timekeeper Contact.
If you cannot send an email because you do not have internet access for an extended period, you may call your T&A Timekeeper Contact to enter the time for you.