

webTA Voluntary Leave Transfer Program

How VLTP works in
webTA: Instructions and
Commonly Asked
Questions



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About Leave Transfer Program Management

As part of the Leave and Premium Pay Request Module, webTA provides full support to manage your agency's leave transfer programs.

Three types of leave transfer programs are supported:

- **Emergency Leave** transfer banks are established for specific emergencies. Anyone approved to receive leave from the bank may use the leave donated to it. Similar to a Voluntary Leave Transfer Bank, the leave used from the Emergency Leave Transfer Bank affects recipients differently and puts different limits on the donations that a person can make to the program.
- **Voluntary Leave** transfer banks will allow employees to donate leave to a pool for use by anyone approved as a recipient from the bank.
- **Voluntary Individual Leave** transfer accounts apply to specific employees. Leave donated to this type of account may only be used by a specific employee. The primary difference between this type of account and a Voluntary Leave Transfer Bank is that there can only be one approved recipient for each account.

WebTA tracks the following types of transactions associated with each account:

- **Approved Recipients:** For an approved recipient to use donated leave, an "event" must be established for that person. An event has a starting and ending date and a limit on the amount of donated leave the recipient may use.
- **Donations to the Account:** Donations can be made from within webTA by individuals (with the approval of the HR Administrator), or the HR Administrator can add donations for donors. Donations received from outside the agency must be entered by the HR Administrator.
- **Deductions from the Account:** As donated leave is used, webTA generates deduction transactions and adds them to the time card as a leave transaction. Additionally, deductions can be entered to liquidate advanced annual or sick leave balances or leave without pay.



To open the Leave Transfer Program Management page:

1. On the HR Administrator Main Menu page, click **LTP**.

2. The Select Account page opens listing leave accounts. The **Type** column of the Select Account page shows the leave types associated with each account.

Account	Account Description	Type	# Recipients	# Durors	Balance
<input type="radio"/> ddd	ss	Voluntary Leave Bank	0	0	0:00
<input checked="" type="radio"/> NEW ACCOUNT	NEW ACCOUNT	Emergency Leave Bank	0	0	0:00
<input type="radio"/> Hurricane Katrina	Time for New Orleans Employees during Katrina	Emergency Leave Bank	1	2	4:00
<input type="radio"/> Bereavement	Bereavement	Emergency Leave Bank	0	0	0:00



Adding Accounts

To add an account:

1. Open the Select Account page by clicking **LTP** on the HR Administrator Main Menu page.
2. Click **Add Account**. The Add/Edit Account Info page opens.

Help Logout

Add/Edit Account Info

Account Information

Account Name:

Description:

Account Type:

- Emergency Leave Bank
- Voluntary Leave Bank
- Voluntary Individual Account

Save Cancel

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3. Type the name of the account and a description.

IMPORTANT! If your agency has a naming convention or has established account numbers for Leave Transfer accounts, use them as the account name.

4. Click to select the type of account being created, then click **Save**.
5. If the Edit Recipient page opened because you are adding a Voluntary Individual Account, enter the appropriate information in the fields, then click **Save**. WebTA returns you to the Select Account page. The new account appears in the Select Account accounts list. Once an account has been created, employees can donate leave to it, and recipients who may use the donated leave can be established.

Editing Leave Transactions

Adding a Recipient

Using webTA leave transactions, you can:

- Add recipients of donated leave
- Edit recipients of donated leave
- Remove recipients of donated leave



- Edit donated leave transactions
- Approve leave donated by other employees
- Add leave donations
- Liquidate advanced leave or LWOP

Account transactions are edited in the Edit Account Transactions page.

For an approved recipient to use donated leave, an “event” must be created.

- If the recipient is using the leave from a Leave Bank, create the event in an existing Leave Bank account.
- If an Individual Leave Transfer Account is required, create the account and add the recipient to it.

To add a recipient:

1. Select LTP on the HR Administrator Main Menu page. The Select Account page opens.

Account	Account Description	Type	# Recipients	# Donors	Balance
<input checked="" type="radio"/> VA quadracentennial VA quadracentennial	VA quadracentennial	Voluntary Leave Bank	0	0	0:00
<input type="radio"/> January flood emergency	emergency	Emergency Leave Bank	0	0	0:00
<input type="radio"/> Bereavement bereavement	bereavement	Emergency Leave Bank	0	0	0:00

2. On the Select Account page, select the account that you want to edit.
3. Click **Transactions**. The Edit Account Transactions page opens for the account you selected.



[Help](#) [Logout](#)

Edit Account Transactions

Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
Bereavement	bereavement	Emergency Leave Bank	0:00	0:00	0:00

Approved Recipient(s)

Name	Hours	Start	End
No approved recipients.			
<input type="button" value="New Recipient"/>			
Total	0		

Donations to Account

Name	Hours	Approval	Approved By	PP	Year
No leave transfer donations.					
<input type="button" value="New Donation"/>					
Total	0				

- Click **New Recipient** in the Approved Recipients section.

Approved Recipient(s)

Name	Hours	Start	End
No approved recipients.			
<input type="button" value="New Recipient"/>			
Total	0		

Donations to Account

Name	Hours	Approval	Approved By	PP	Year
------	-------	----------	-------------	----	------

The Edit Recipient page opens.



Help Logout

Edit Recipient

Recipient Data

User ID:	<input type="text"/>	<input type="button" value="Search"/>
Event:	<input type="text"/>	
Position:	<input type="text"/>	
Grade:	<input type="text"/>	
Step:	<input type="text"/>	
Maximum Hours:	<input type="text"/>	
Medical Emergency Type:	<input checked="" type="radio"/> Personal <input type="radio"/> Family	
Start Date:	<input type="text"/>	<input type="button" value="Calendar"/>
End Date:	<input type="text"/>	<input type="button" value="Calendar"/>

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5. Type in the recipient's user ID, or search for it using webTA's search function.

If you chose to search for the recipient, once you find and select the recipient, webTA automatically enters the recipient's user ID into the **User ID** box.

6. Type in the leave recipient information required for reporting, the maximum number of donated hours a recipient may use, click the radio button next to Medical Emergency Type and enter the start and end dates of the event.

Maximum Hours is the maximum amount of donated leave that the person is eligible to use, not the amount of leave that has been donated for that event. Until donations have been made to the account and approved by an HR Administrator, the recipient cannot use any hours. The maximum hours can never be less than zero.

7. When you are finished entering the leave information, click **Save**. The Edit Account Transactions window reopens, showing the added recipient.



webTA: Edit Account Transactions: com.threeis.webta.P622editTransaction - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://wtadev.nfc.usda.gov/usda/servlet/com.threeis.webta.H621editEvent> Go Links

DEVELOPMENT [Help](#) [Switch Account](#) [Logout](#)

Edit Account Transactions

Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
Mack		Voluntary Individual Account	0:00	0:00	0:00

Approved Recipient(s)

Name	Hours	Start	End
RICHELLE COOK (C			Jul 10 2009
Total	100:00		

Donations to Account

Name	Hours	Approval	Approved By	PP	Year
No leave transfer donations.					
New Donation					
Total	0				

Done Trusted sites 9:55 AM



Liquidating Advanced Leave or LWOP

If there are sufficient donated hours in the account, advanced annual leave, advanced sick leave, or leave without pay may be liquidated for an approved recipient.

The HR Administrator must enter a manual deduction into the account. Deductions cannot be entered that would result in an account balance less than zero. In fact, until there are donations recorded and approved, the Deductions from Account section of the Transactions page will not be visible.

To liquidate leave:

1. On the HR Administrator Main Menu page, click **LTP**. The Select Account page opens.

Account	Account Description	Type	# Recipients	# Donors	Balance
<input checked="" type="radio"/> VA quadrecennial	VA quadrecennial	Voluntary Leave Bank	0	0	0:00
<input type="radio"/> January flood	emergency	Emergency Leave Bank	0	0	0:00
<input type="radio"/> Bereavement	bereavement	Emergency Leave Bank	0	0	0:00

Buttons: Edit, Transactions, Delete, Close, Add Account, Return

2. Select the appropriate account, and then click **Transactions**. The Edit Account Transactions page for the selected account opens.
3. In the Deducts from Account section, click **New Deduction**.



Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
Mental1234	Mandeville	Voluntary Individual Account	25:00	24:00	1:00

Approved Recipient(s)

Name	Hours	Start	End
Mental Illness (MENTAL1234)	500:00	Jan 28 2009	Aug 31 2009
Total	500:00		

Donations to Account

Name	Hours	Approval	Approved By	PPYear
Lisa Smith (EXTERNAL)	25:00	Approved	LANDRYT8929	
Total	25:00			

Deductions from Account

Name	Hours	Transaction	PPYear
Mental Illness (MENTAL1234)	24:00	61 - VLTP Leave Used	02/2009
Total	24:00		

The Select Employee page opens.

Help Logout

Select Employee

Please select a valid User ID for the leave donation.

User ID: Search

Leave blank if external to agency.

Continue Cancel

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1. Type in, or search for and select, the recipient's user ID, then click **Continue**. The Deductions from Account page opens for the employee you selected.




[Help](#) [Logout](#)

Deductions from Account

Recipient Information

User ID:	JMACOETA12
Apply to:	Annual Leave
Event:	Trip
Pay Period:	05 / 2006
Hours:	<input type="text"/>



2. Select the type of leave being liquidated in the Apply To field, the event to which to apply the donated leave, and the number of hours.
3. Click **Save**.

WebTA checks to make sure that the number of hours does not exceed the available balance or the maximum number of hours approved for the recipient’s event, and returns to the Edit Account Transactions page.

The screenshot shows the 'Edit Account Transactions' page. It contains several summary tables:

Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
Mental1234	Mandeville	Voluntary Individual Account	25:00	25:00	0:00

Approved Recipient(s)

Name	Hours	Start	End
Mental Illness (MENTAL1234)	500:00	Jan 28 2009	Aug 31 2009
Total	500:00		

Donations to Account

Name	Hours	Approval	Approved By	PP	Year
Lisa Smith (EXTERNAL)	25:00	Approved	LANDRYT8929		
Total	25:00				

Deductions from Account

Name	Hours	Transaction	PP	Year
Mental Illness (MENTAL1234)	24:00	61 - VLTP Leave Used	02	2009
Mental Illness (MENTAL1234)	1:00	62 - Sick Leave	02	2009
Total	25:00			



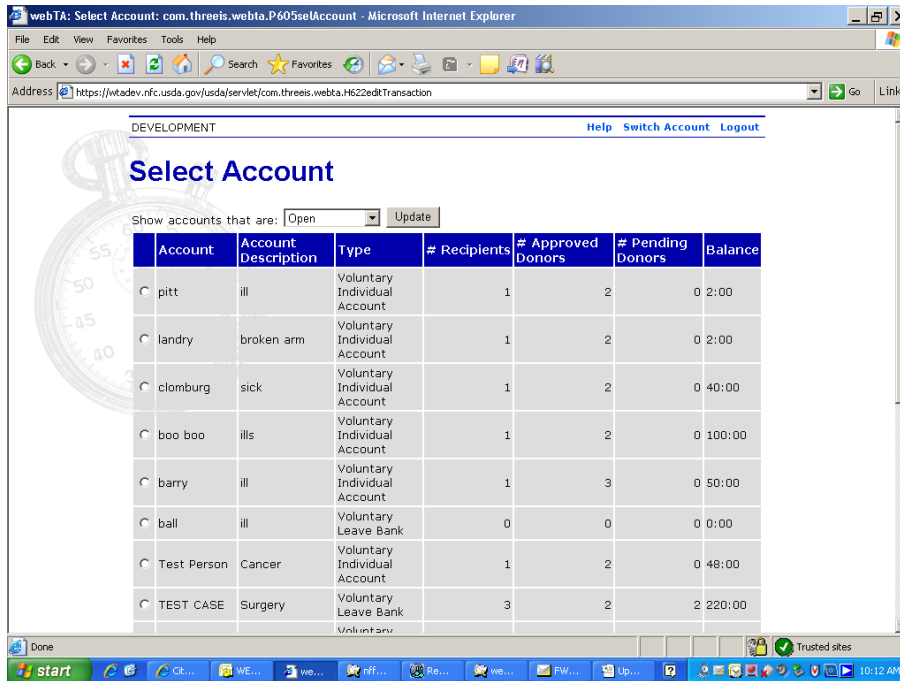
About Donations to Leave Transfer Accounts

Employee donations to leave transfer accounts can either be entered by the donating employee through the Leave/Premium Pay section on the Employee Main menu or it can be entered by an HR Administrator from the Edit Account Transactions page. Either way, the donation must be approved by an HR Administrator before it can be used by an approved recipient.

A recipient cannot use donated leave after the end of the event. The end date of the event may be extended and its maximum hours increased by editing the event record. The HR Administrator may add donations on behalf of employees, both from within the agency or from external sources.

To add a donation:

1. Open the Select Account page by clicking **LTP** on the HR Administrator Main Menu page.
2. Select an account on the Select Account page.





3. Click **Transactions**. The Edit Account Transactions page opens.

Edit Account Transactions

Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
VA Quadracentennial	VA Quadracentennial	Voluntary Leave Bank	2:00	0:00	2:00

Approved Recipient(s)

Name	Hours	Start	End
Christian Yungk (CLY6)	2:00	Oct 30 2006	Oct 30 2006

New Recipient

Total: 2:00

Donations to Account

Name	Hours	Approval	Approved By	PP Year
The Administrator (ADMIN)	2:00	Approved	ADMIN	20/2006

New Donation

Total: 2:00

Deductions from Account

Name	Hours	Transaction	PP Year
No leave transfer deductions.			

New Deduction

Total: 0

Return

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4. In the **Donations to Account** section, click **New Donation** for the account you want to add a donation to. The Select Employee page opens.

webTA: Select Employee: com.threes.webta.P42400UserID - Microsoft Internet Explorer

DEVELOPMENT Help Switch Account Logout

Select Employee

Please select a valid User ID for the leave donation.

User ID: Search

Leave blank if external to agency.

Continue Cancel

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5. If your donor is an internal donor (a donor who has an account in your webTA system), type in the user ID of the donor.

- OR -

If your donor is an external donor (a donor who does not have a webTA account in your system), leave the **User ID** box blank.



Note: You may also search for the donor using webTA's search function.

6. Click **Continue**. The Donations to Account page opens.

Donations to Account

Donor Information

External Emp Name:

Leave Account: VA quadricentennial

Position:

Grade:

Step:

Hours:

Type of Leave: Donated Annual Leave

Remarks:

Approved: Pending

Save Approve Cancel

7. Enter the donation information in the appropriate boxes.

NOTE: **Hours** is the number of hours the donor wants to donate to the account. **Account** is the leave account the donor wants the hours donated to.

8. If you want to approve the donation immediately, click **Approve**.

- OR -

If you want to save the donation in *pending* status, click **Save**.

NOTE: Until the donation is approved, the donated hours cannot be used by a leave recipient.

Approved Donations

When an employee makes a donation to a Leave Transfer Program account, it is added to the account in *pending* status. It must be approved before use.

To approve a donation entered by a webTA user:

1. If you have not already done so, open the Select Account page by clicking **LTP** on the HR Admin Main Menu.
2. Select the appropriate account from the Select Account page, then click **Transactions**. The Edit Account Transactions page opens for the account you selected.



[Help](#) [Logout](#)

Edit Account Transactions

Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
VA quadracentennial	VA quadracentennial	Voluntary Leave Bank	0:00	0:00	0:00

Approved Recipient(s)

Name	Hours	Start	End
No approved recipients.			
New Recipient			
Total	0		

Donations to Account

	Name	Hours	Approval	Approved By	PP	Year
<input type="button" value="Edit"/>	The Administrator (ADMIN)	2:00	Pending			
New Donation						
Total		2:00				

- In the **Donations to Account** section of the page, click **Edit** next to the account you want to approve. The Donations to Account page opens.

[Help](#) [Logout](#)

Donations to Account

Donor Information

User ID:	ADMIN
Leave Account:	VA quadracentennial
Position:	Position
Grade:	
Step:	
Hours:	2:00
Account:	111111
Type of Leave:	Conete3 Annual Leave
Remarks:	(256 chars max)
Approved:	Pending

- If you want to approve the donation, click **Approve**.

- OR -

If you want to save the donation information without approving it, click **Save**.



Closing an Account

An account cannot be closed if there are pending transactions against it. Pending transactions are those that have been recorded in a T&A, but have not yet been built and transmitted to the payroll processing system.

To close an account:

1. Click **LTP** on the HR Administrator Main Menu page. The Select Account page opens.
2. Select the account that you want to close, and then click **Close**.

Account	Account Description	Type	# Recipients	# Donors	Balance
<input checked="" type="radio"/> VA quadracentennial	VA cuadracentennial	Voluntary Leave Bank	0	0	0:00
<input type="radio"/> January flood	emergency	Emergency Leave Bank	0	0	0:00
<input type="radio"/> Bereavement	bereavement	Emergency Leave Bank	0	0	0:00

If there are pending transactions against the account, an error message tells you that the account cannot be closed. Otherwise, the Closing an Account page opens, providing information about the account you're closing, and giving you information about the closing process.

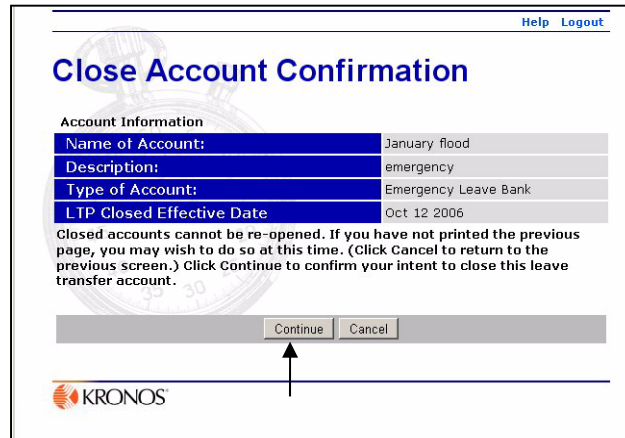
3. If you want to lock the account for closure, click **Continue**.

This account has been locked for closure. It cannot be modified or used by anyone, including other HR Administrators. If you click return, the account will no longer be locked, and any modifications you have made to the restoration table will be lost.

Name of Account	Description	Type of Account	Donations	Deductions	Balance
Bereavement	bereavement	Emergency Leave Bank	0:00	0:00	0:00



The Close Account Confirmation page opens, providing further information about closing the account.



4. If you want to close the account, click **Continue**. The Select Account page reopens, and the account you closed no longer appears in the account list.

WebTA calculates the amount of leave to be restored to donors based on the law. In unusual circumstances, however, it may be necessary to make adjustments.

Restoring Unused Leave to Donors

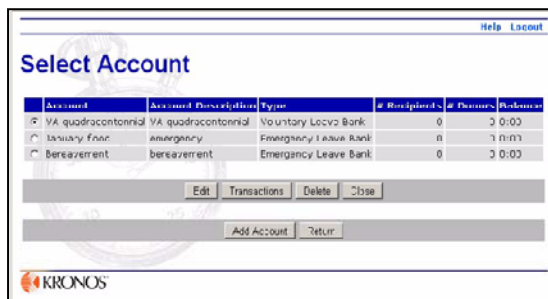
There are two techniques for restoring unused leave: by restoring to individual donors, or by restoring to all donors who have donated to a particular leave account.

You can modify the amount of leave to be restored on the Edit Restored Donated Leave page. You can also specify when the leave is to be restored to the donor.

If the donor wants some, or all, of the unused donation to be transferred to another recipient, you can specify the account and the amount to be transferred.

To restore unused leave to all donors:

1. On the HR Administrator Main Menu page, click **LTP**. The Select Account page opens.





2. Select the account you want to restore from, and then click **Close**. WebTA closes the account and restores unused leave time to the donors. **To restore leave to donors to an individual's leave account:**
3. On the HR Administrator Main Menu page, click **LTP**. The Select Account page opens.

Account	Account Description	Type	# Recipients	# Donors	Balance
<input checked="" type="radio"/> VA quadracentennial	VA quadracentennial	Voluntary Leave Bank	0	0	0:00
<input type="radio"/> January flood	emergency	Emergency Leave Bank	0	0	0:00
<input type="radio"/> Bereavement	bereavement	Emergency Leave Bank	0	0	0:00

Buttons: Edt., Transactions, Delete, Close, Add Account, Return

4. Select the account you want to restore from.
5. Click **Transactions**. The Edit Account Transactions page opens.

Account Summary

Name of Account	Description	Type of Account	Donations	Deductions	Balance
VA quadracentennial	VA quadracentennial	Voluntary Leave Bank	2:00	0:00	2:00

Approved Recipient(s)

Name	Hours	Start	End
Christian Yungk (CLY6)	2:00	Oct 30 2006	Oct 30 2006
Total		2:00	

Donations to Account

Name	Hours	Approval	Approved By	PP Year
The Administrator (ADMIN)	2:00	Approved	ADMIN	20 2006
Total		2:00		

Deductions from Account

Name	Hours	Transaction	PP Year
No leave transfer deductions.			
Total		0	

Buttons: Return

6. In the Donations to Account section, click **View** next to the appropriate account.



Total 2:00

Donations to Account

	Name	Hours	Approval	Approved By	PP	Year
View	The Administrator (ADMIN)	2:00	Approved	ADMIN	20	2005
New Donation						
Total		2:00				

Deductions from Account

Name	Hours	Transaction	PP	Year
No leave transfer deductions.				
New Deduction				

The Donations to Account page for that account opens.

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Donations to Account

Donor Information

User ID: ADMIN
 Leave Account: VA quadracentennial
 Position: Position
 Grade:
 Step:
 Hours: 2:00
 Account: 111111222222
 Type of Leave: Donated Annual Leave
 (256 chars max)
 Remarks:
 Approved: Yes

[Revert Pending](#) [Cancel](#)

- Click **Revert Pending**. WebTA returns you to the Edit Account Transactions page.

The buttons next to the account you chose are now **Edit** and **Del** instead of **View**, and the **Approved** column shows the account as *Pending*.

Total 0

Donations to Account

	Name	Hours	Approval	Approved By	PP	Year
Edit Del	The Administrator (ADMIN)	2:00	Pending			
New Donation						
Total		2:00				

[Return](#)

- Click **Del** next to the appropriate account. WebTA deletes the donated leave from the account and restores it to the donor. NOTE: Leave cannot be restored to donors if the resulting LTP balance would be less than zero.



Frequently Asked Questions

❖ How are leave accruals prorated when you're on the program?

When a full time employee is a recipient in the leave donor program, his/her annual and sick leave accruals are affected. The employee accrues leave separately for time worked (non VLTP leave used) vs. leave accrued while using donated leave. WebTA separates the balances thus creating the set aside accruals as regulated in 5CFR, along with regular prorated accruals of sick and annual for any time charged as described above.

The employee will accrue leave for each portion (see T&A below) on a prorated basis.

Work Time Total		8	8	8	4	28	8	8	16	44
Leave and Other Time										
Annual Leave	099FF00PDLV (No Description)			2	2				2	
VLTP Leave Used: Event: Mandeville:	099FF00PDLV (No Description)						8	8	24	24
Sick Leave	099FF00PDLV (No Description)			2	2				2	
Federal Holiday		8			8				8	
Leave and Other Time Total		8		4	12		8	8	24	36
Daily Total		8	8	8	8	40	8	8	8	80

T&A Profile		Leave Data		Fwd	Accr	Avail	Used	Bal
Pay Plan	General Schedule (reg)	Annual		--	2:00	2:00	2:00	--
Tour of Duty	Full Time	Annual Unapplied		--				16:00
Duty Hours	80	Sick		--	2:00	2:00	2:00	--
Work Week		Sick Unapplied		--				16:00
Alternative Schedule	Regular 8-hour Days	Other					8:00	
Agency	OCFO	Received To Liquidate						
State	LA	Advance Annual						--
Town	1690	Advance Sick						--
Unit	40	LWOP						--
Timekeeper	17	Voluntary Leave Transfer: Mandeville (Max Available: 3:00)						
New Contact Point	Yes	VLTP Usage		--		24:00	24:00	
Retain Data	None	Deferred Annual		--	1:00	1:00	--	1:00
Account Data Code	Manual Entry	Def Annual Total		--				1:00
Service Computation Date	Jan 28 2008	Def Annual Unapplied		--				4:00
Annual Leave Category	4 hr/pp	Deferred Sick		--	1:00	1:00	--	1:00
Approved Leave Recipient (VLTP)	Yes	Def Sick Total		--				1:00
		Def Sick Unapplied		--				4:00
Leave Year Projection		Maximum Available Annual						96:00
		Maximum Available Sick						96:00
		Use or Lose Leave						--

Leave accrued for time worked

Leave accrued while using donated leave

For annual leave:

4 HOUR CATEGORY - The employee earns 1 hour of leave for each 20 hours worked.

6 HOUR CATEGORY - The employee earns 1 hour of leave for each 13 hours worked.

8 HOUR CATEGORY - The employee earns 1 hour of leave for each 10 hours worked.

For sick leave:

The employee earns 1 hour of leave for each 20 hours worked.



Any hours worked that cannot be used to accumulate a whole hour of leave are carried over to the next pay period to be applied with the hours worked in that pay period to determine leave accruals.

This would be the same formula used to compute leave accruals for a part time employee.

- ❖ **Does the webTA system generate a message to the Employee and/or Timekeeper when leave donations are returned after a LTP recipient case was closed?**

For example: An employee donated 8 hours to an LTP recipient. Since the LTP recipient's case was closed, the webTA system indicated that the employee's annual leave balance should be credited 1.5 hours.

The employee is notified when leave is restored based on the closing of a recipient account. The timekeeper is not notified.

- ❖ **Would the employee receive a message from webTA indicating that his leave balances were adjusted?**

The timekeeper, employee, and supervisor would see the leave adjustment on the T&A summary. The employee and HR Admin should receive the following type of notification:

employee j smith (SMITH) will receive 6:30 in Annual Leave in pay period 02 of leave year 2009. The leave had previously been donated to the leave transfer account vlrecipient2, but the leave transfer account has been closed.

The leave will be automatically added to the donor's Annual Leave (AL) balance in webTA and in the STATUS HISTORY they would see the following:

Status History			
Timestamp	Status	Name	Message
Feb 09 2009 12:36 PM	Leave adjusted	Smith, J	Restored donated leave of 6:30 hours added to Annual leave available due to closure of leave transfer account: vlrecipient2
Jan 27 2009 02:48 PM	Validation Reset By Edit	Smith, J	

NOTE: The previously donated leave must be entered into the Time Inquiry System (TINQ) in the USDA Payroll/Personnel System.



- ❖ **When conducting a leave audit in webTA, does the system note the reason for changes to the employee's leave balance, specifically, when leave is returned after the LTP case was closed?**

For example: An employee donated 20 hours to an LTP recipient. Since the LTP recipient case was closed, the webTA system indicated that the employee's annual leave balance should be credited 8 hours. One year later, the employee ran a leave audit report and noticed that his annual leave balance suddenly changed by +8 hours in PP 15/2008.

No, there is no notation on the leave audit that the balance was adjusted and the reason for the adjustment. Only manual adjustments are notated in a separate column.

- ❖ **Would the employee know that their leave was adjusted due to the return of a leave donation?**

The timekeeper could look at the prior certified timesheet for that pay period in question and clearly see the reasoning based on the status history entry noted above.

- ❖ **Is there a way that webTA could handle returning leave donations that were approved prior to the implementation date of webTA? If so, how?**

If an employee received donations prior to migrating to webTA and there is donated leave in the annual leave balance and a VLTP account in webTA with donations in that bank, you would have to manipulate the system to get the balances together in order for webTA to prorate the unused donated leave. Since you've deducted the leave from the donors, you cannot add each donation individually under the donor's name. You can add them as external donations and put a comment at the bottom stating the donor's name and any other pertinent information you think is necessary. When the VLTP account is closed out of webTA, any unused donated leave will be prorated and returned to the donors in webTA. WebTA will think that the external donors are at another agency so you will have to manually return the leave to those donors. Make sure you put a remark on the T&A to document why the leave was adjusted. Since the leave was never added to the recipient, it makes this a whole lot easier to accomplish. This is only a suggested procedure to handle these cases. Agencies should develop a internal process on how this procedure would work.

- ❖ **Should the "brought forward" balance be adjusted when a recipient is given donated leave? Should the annual unapplied increase by 2 hours in this situation?**



webTA
Voluntary Leave Transfer Program

For example: The employee is on the VLTP. The T&A shows that the employee is approved for the program. The donated leave was added to the "brought forward" annual leave balance. Below you see "annual fwd" adjusted 27 hrs. There's also an issue with 2 hours adding to the annual unapplied.

First of all, the donated leave is not added properly. An account was established under LTP but the donations were not entered under the account. They were manually added to the brought forward annual leave balance.

Once an account is established under LTP for a recipient, you can add the donors. The system will automatically deduct the leave from the donors. To use donated leave, the timekeeper would code the T&A to "Leave Transfer" (The last option in the drop down). This will pull the leave from the donated bank. WebTA will also calculate the Set Aside Account (Deferred in webTA) for you.



Explanation for 2 hr accrual in Annual Unapplied:

Because the employee is listed as being in the leave donor program and they are in the 6 hr AL category (which accrues 1 hour of leave for every 13 worked), the calculation is still prorating the leave. Therefore the user accrues 6 hrs based on 78 hours worked (13 x 6) with 2 hours unapplied for carryover to the next pay period.

Normally this is done behind the scenes for full time (FT) employees, which is why you accrue 10 hours at the end of the year if you are in the 6 hr category.

$$26 \text{ pay periods} \times 80 \text{ hrs per pay period} = 2080 \text{ hours}$$

$$2080 \text{ hours worked for the year} / 13 = 160 \text{ hours earned for the year.}$$

But if you only earned 6 hours per pay period all year that total would be 156 hours earned. You actually have 2 unapplied hours earned each pay period as a full time employee in the 6 hour category, thus having 52 hours applied to your leave calculation at the end of the year (4 additional hours), to account for the 10 hr accrual at year's end.

Work Time Total		8	8	8	4	28	8	8	16	44
Leave and Other Time										
Annual Leave	099FF00PDLV (No Description)				2	2				2
VLTP Leave Used: Event: Mandeville:	099FF00PDLV (No Description)						8	8	8	24
Sick Leave	099FF00PDLV (No Description)				2	2				2
Federal Holiday	099FF00PDLV (No Description)	8				8				8
Leave and Other Time Total		8			4	12		8	8	24
Daily Total		8	8	8	8	40	8	8	8	80

T&A Profile		General Schedule (reg)		Leave Data		Fwd	Accr	Avail	Used	Bal
Pay Plan	General Schedule (reg)	Annual	--	2:00	2:00	2:00	--	--	--	--
Tour of Duty	Full Time	Annual Unapplied	--	--	--	--	--	16:00	--	--
Duty Hours	80	Sick	--	2:00	2:00	2:00	--	--	--	--
Work Week		Sick Unapplied	--	--	--	--	--	16:00	--	--
Alternative Schedule	Regular 8-hour Days	Other						8:00		
Agency	OCFO	Received To Liquidate								
State	LA	Advance Annual								--
Town	1690	Advance Sick								--
Unit	40	LWOP								--
Timekeeper	17	Voluntary Leave Transfer: Mandeville (Max Available: 3:00)								
New Contact Point	Yes	VLTP Usage	--					24:00	24:00	
Retain Data	None	Deferred Annual	--	1:00	1:00	--	--	1:00		
Account Data Code	Manual Entry	Def Annual Total	--	--	--	--	--	1:00		
Service Computation Date	Jan 28 2008	Def Annual Unapplied	--	--	--	--	--	4:00		
Annual Leave Category	4 hr/pp	Deferred Sick	--	1:00	1:00	--	--	1:00		
Approved Leave Recipient (VLTP)	Yes	Def Sick Total	--	--	--	--	--	1:00		
		Def Sick Unapplied	--	--	--	--	--	4:00		
		Leave Year Projection								
		Maximum Available Annual						96:00		
		Maximum Available Sick						96:00		
		Use of Loss Leave						--		

Set Aside Account

❖ **In the leave transfer program, can donated time be applied to time in the past?**

You can submit a corrected T&A to generate pay. If a corrected T&A cannot be submitted, you can process from "Deductions from Account" to cover advanced annual/sick leave



incurred during the medical emergency. It's located under LTP under the recipient account. If a corrected T&A cannot be submitted and you want to apply donated leave towards LWOP incurred during the medical emergency, a manual payment should be done and you can deplete those hours from the donated bank by deducting it through "Deductions from Account".

❖ **Is annual leave the only time that can be applied in leave transfer programs?**

Yes, you can donate annual and restored annual, but it can be applied towards advanced annual/sick or LWOP incurred during the medical emergency.

❖ ***Is TC 61 61 (This TC is used to record the number of hours of annual leave to be donated to a leave recipient for a medical emergency) working for the donor and recipient accounts?***

Once you enter a new donation, it populates the donor's T&A and deducts the leave. When you add the donation under the recipients' account, it adds to the VLTP bank in webTA. You still must update the time to the recipient in TINQ.

❖ **Can the employee who receives the donated time see that time?**

Employees can see when donated time has been used by accessing their T&A Summary Screen.

❖ **Can you differentiate between donated annual leave and an employee's regular annual leave on the T&A?**

You can view the time in both the T&A record and the T&A Summary. (See Below)



Event: broken arm	(No Description)	2	2					2	
Sick Leave	089HAD4PDLV (No Description)	2	2					2	
Leave and Other Time Total		4	4					4	
Daily Total		8	4	8	20	8	8	32	52

T&A Profile		Leave Data					
Field	Value	Fwd	Accr	Avail	Used	Bal	
Pay Plan	General Schedule (reg)	* Annual Fwd adjusted (-69:45) hours.					
Tour of Duty	Full Time	Annual	--	2:00	2:00	--	2:00
Duty Hours	80	Annual Unapplied	--				10:00
Work Week	Mon. - Fri.	* Sick Fwd adjusted (-59:30) hours.					
Alternative Schedule	Regular 8-hour Days	Sick	--	2:00	2:00	2:00	--
Agency	OCFO	Sick Unapplied	--				10:00
State	LA	Received To Liquidate					
Town	1690	Advance Annual				--	
Unit	30	Advance Sick				--	
Timekeeper	74	LWOP				--	
Retain Data	TCs and Accounts	Voluntary Leave Transfer:					
Account Data Code	Manual Entry	broken arm (Max Available: 48:00)					
Service Computation Date	Jan 07 2007	VLTP Usage	--		2:00	2:00	
Annual Leave Category	4 hr/pp	Deferred Annual	--	--	--	--	--
Approved Leave Recipient (VLTP)	Yes	Def Annual Total	--	--	--	--	--
Personal Leave Ceiling	9999:00	Def Annual Unapplied	--				2:00
		Deferred Sick	--	--	--	--	--
		Def Sick Total	--	--	--	--	--
		Def Sick Unapplied	--				2:00
Leave Year Projection		Maximum Available Annual					102:00
		Maximum Available Sick					100:00
		Use or Lose Leave					--

❖ **How is it determined which employees get the remaining time when a leave transfer account is closed and the unused donated leave must be returned to the donors?**

WebTA calculates the amount of leave to be returned depending on the amount of leave donated and used. It provides the prorated amount to be returned to each donor.

❖ **When unused donated annual leave is reverted back after the Leave Recipient account is closed, does the “last in” donated leave revert back to the last donor?**

No, the unused donated leave is prorated and returned to all active donors depending on the number of hours donated.

❖ **What is the status of the TC 61-61 – Donated annual leave? Will it be added to the drop down for the T&A’s?**

No. Once you enter the donation under the recipients’ account the donated leave will automatically populate the T&A.

❖ **How will the donor be able to choose how the returned donation of annual leave will be restored (i.e. AL for current year, AL for the next year, donate to another recipient etc.).**

There’s an option to edit the leave that is to be returned when you close the case. (See [Closing an Account](#))



- ❖ **Currently, when the annual leave is donated, is there a charge to the budget of the donor? And when the donated annual leave is used by the recipient is there another (duplicate) charge to the recipient’s budget?**

Since donated leave is not 'paid out' until it is used by the recipient, it is only being 'paid' once. The donation under TC 6161 tells NFC to deduct the leave from the donor (eliminating the need to TINQ the donors’ leave balance).

- ❖ **If deferred leave is used during the medical emergency, will webTA ignore the leave used and continue accruing until the recipient reaches 40?**

See the screenshot of a T&A summary.

T&A Profile		Leave Data					
Pay Plan	GS General Schedule	Fwd	Accr	Avail	Used	Bal	
Tour of Duty	Full Time	* Annual Fwd adjusted 20:00 hours.					
Duty Hours	80	Annual	20:00	--	20:00	--	20:00
Work Week	M-F 8-5	Annual Unapplied	--				--
Alternative Schedule	Regular 8-hour Days	Sick	--	--	--	--	--
Agency	USAID	Sick Unapplied	--				--
State	DC	Received To Liquidate					
Town	0001	Advance Annual					--
Unit	01	Advance Sick					--
Timekeeper	01	LWOP					--
Retain Data	All	Voluntary Leave Transfer:					
Account Data Code	Manual Entry	Jeremy Spencer Illness (Max Available: 269:00)					
Service Computation Date	Jan 31 1985	VLTP Usage	400:00		80:00	480:00	
Annual Leave Category	8 tripp	Deferred Annual	20:00	--	20:00	--	20:00
Approved Leave Recipient (VLTP)	Yes	Def Annual Total	40:00				40:00
		Def Annual Unapplied	--				--
		Deferred Sick	20:00	4:00	24:00	--	24:00
		Def Sick Total	20:00				24:00
		Def Sick Unapplied	--				--
		Leave Year Projection					
		Maximum Available Annual					92:00
		Maximum Available Sick					36:00
		Use or Lose Leave					--

Deferred AL

Deferred AL Total

You will notice that in the leave column there are two separate categories (Deferred AL and Deferred AL Total).

If someone is moving AL or SL to their regular balances for use while in the VLTP, you would modify the DEFERRED AL balance to deduct the leave that is being moved to the regular balances. You should NOT edit the DEFERRED AL TOTAL field. What this will do is allow you to move the leave but still have the 40 hour limitation enforced.

For example: If I have already accrued 40 hours of AL in my frozen account and transferred 20 hours to my regular balances for use, my DEFERRED AL would read 20 and my DERERRED AL TOTAL would read 40. This would prevent me from accruing more AL for



VLTP time used, but would keep track that I reached the 40 hour limit and still had 20 hours in the frozen account.

If the total deferred AL was modified to less than 40 hours then the employee would accrue until 40 hour was reached. This should not be done when transferring leave, it would only be done if there was a leave error and that balance was incorrect.

❖ **When a VLTP case is closed in webTA, what are my options when leave is returned to the donors?**

When an account is closed, if there is an excess balance of leave in the account, each donor will be listed with a prorated amount of leave and the pay period it would be restored to them. If the HR Admin selects the edit button next to the employee, they will see that there is a field called PAY PERIOD, with the option of CURRENT or NEXT YEAR. If next year is selected, the leave would be restored next leave year.

❖ **When a recipient case is closed in webTA and the leave is returned to the donors in webTA, will I have to TINQ that leave into USDA Payroll/Personnel System?**

Yes, the leave that is to be returned to the donors when the case is closed will automatically be returned to the donor's annual leave balance in webTA but has to be updated in TINQ.