# Time Card Procedures for Authorized Admin Wellness

Requesting Absence for Admin Wellness: Employees must submit an absence request for the period they will be participating in fitness activities. The absence must be recorded in the Web-Based Time and Attendance System (WebTA) using the appropriate transaction codes for Admin/Excused absence for Wellness. The following procedures:

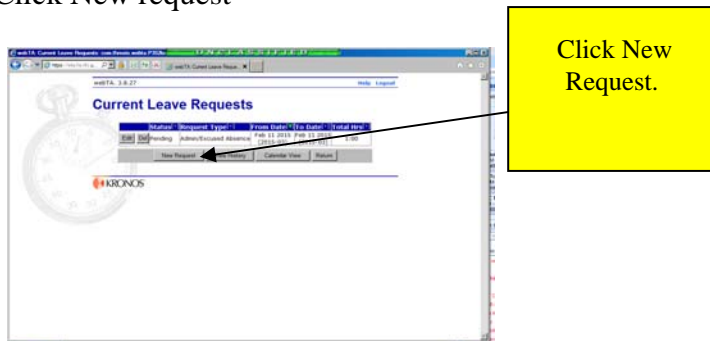A. Employees covered under WebTA
   1. Log into Web TA https://wta.hs.nfc.usda.gov/webta/

   2. In the Employee Main Menu click "Leave / Prem Pay

Click Leave Prem Pay

Click Leave Request
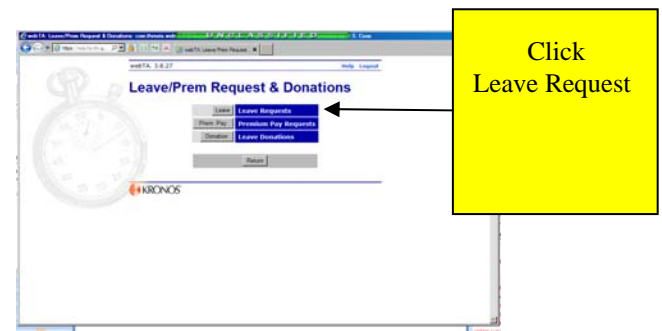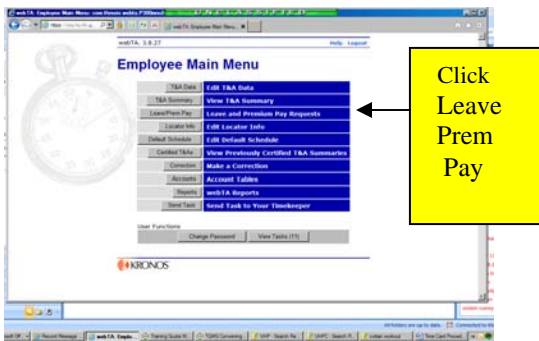
   3. Click New request

Click New Request.

4. In the drop down for **Leave Type** select " Admin/Excused Absence
   In the drop down for **Transaction Type** select Admin / Wellness

Edit/View Leave Request

Request by:

Request Information

Leave Type	Admin/Excused Absence ▾
Transaction Type	Admin/ Wellness ▾

5. Employees have the option of submitting daily requests or a multiple request covering the pay period.

   B. Employees EXEMPT from WebTA employee self-service: Submit a Request for Leave or Approved Absence, OPM Form 71 www.opm.gov/forms/pdf_fill/opm71.pdf, to reflect Other Paid Absence in block 4. Block 6 must state "Admin/Excused Absence for Wellness" to ensure your unit timekeeper can properly annotate your timecard with Code 66 Admin/Wellness.