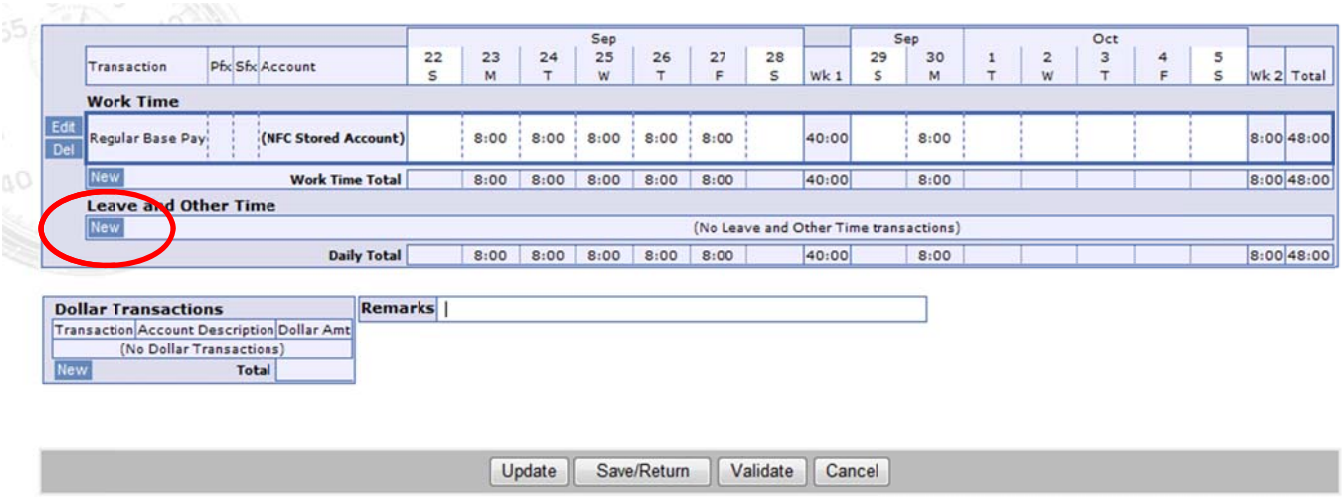
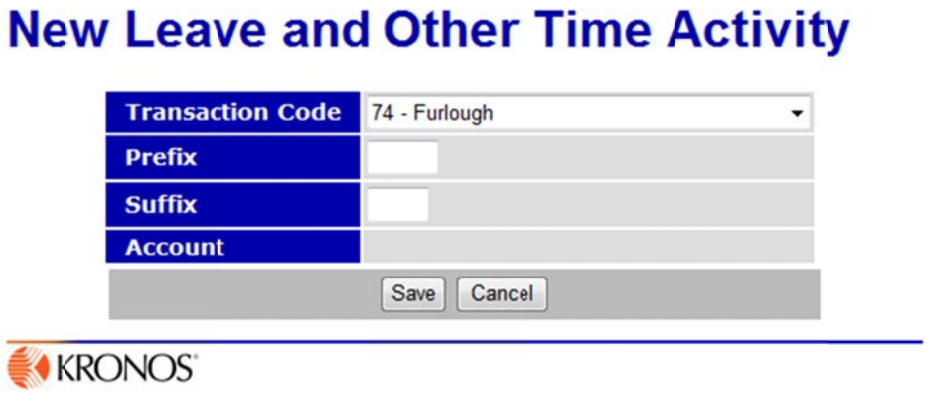
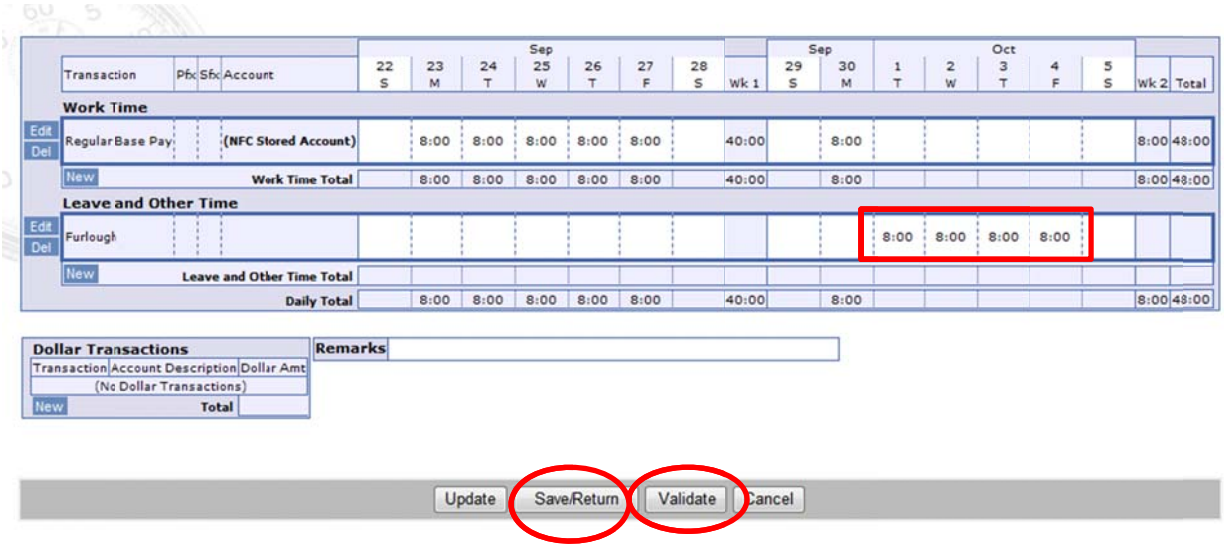
Updating WebTA in the Event of a Furlough

Step 1: In the Employee Main Menu, Click T&A Data- Edit T&A Data

Step 2: Select New under Leave and Other Time



Step 3: Select the drop down and select the Transaction Code *74- Furlough*



Step 4: Input appropriate hours from October 1- October 4 under the Furlough code. Select Save/Return or Validate T&A Data