



Web-based Time and Attendance Distribution System (WebTADS)

WebTADS is NASA's on-line timecard system that allows civil service employees to complete their timecard, request leave, make prior period adjustments, and request and schedule telework activities. WebTADS may also be used to donate leave to another Federal employee.

Link to access WebTADS

<https://webtads.nasa.gov/5100>

Access also available in the i-View and HCIE Portals

How and when will I receive access to WebTADS?

New employees typically start working at the beginning of a pay period. Most new employees' timecards will be available on the second Tuesday of the pay period. If you begin working in the middle of the pay period, your timecard will be available no earlier than Wednesday or as late as the Friday after your start date.

When your timecard is available in WebTADS, you will be contacted by a representative from the Cost Accounting - Payroll Section (Code 155.2). They will provide you with your GS unique identifier (e.g. GSXXXXXX) and an initial password. You will then be required to change your initial password to a password that must be 8 to 12 characters long, mix upper and lower characters, and have at least one number.

If you have not been contacted by the Payroll section by the second Wednesday of the pay period, please contact them at 6-8045 or 6-5938.

When should my timecard be completed?

You should record your time daily. Timecards are normally due by the close of business on the second Thursday of the pay period, although this may change due to upcoming holiday/emergency schedules.

Who do I contact if I need help in resetting my password?

If you have difficulty in resetting your password, please contact the Payroll Section at 6-8045 or 6-5938. You will need your badge number and GS unique identifier.

NOTE: The GS unique identifier will be replaced by the Agency Unique ID (AUID) in 2010.

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RELEASED - Printed documents may be obsolete; validate prior to use.