WebTADS
IT'S ABOUT TIME

System Training Manual

Ames Research Center

WebTADS 2.0

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CHAPTER 1 INTRODUCTION

WebTADS (Web-Based Time and Distribution System) is a government off-the-shelf (GOTS) application developed at Marshall Space Flight Center (MSFC), built on the basic concept of the MSFC's Time and Attendance Distribution System (TADS). The original TADS, built at MSFC in 1989, was only accessible to time keepers and approving officials. Today, WebTADS is the tool used by all civil servants at Ames to enter their time and leave.

The development and implementation of WebTADS is consistent with the overall effort of the Integrated Financial Management Program (IFMP), which is to reengineer NASA's business infrastructure and implement enabling technologies to provide better management information for decision-making.

System training agenda

The course will cover the following topics:

- Introduction
- WebTADS Training Course Objectives
- Getting Started: Logging into WebTADS
- Entering Time and Adding Projects
- Prior Pay Period Adjustments
- POC/approver functionality

User Role Descriptions

This outline explains the "privileges" granted to employees, Points of Contact (POCs) and approvers within the WebTADS application.

Employees:

- Enter their time
- Submit prior pay period adjustments
- View online help
- Submit overtime and leave requests
- Edit their employee details

POCs:

- Enter their time
- Enter another employee's time
- Submit prior pay period adjustments for themselves and employees
- Send emails regarding timesheets using shortcut
- View timesheet transactions
- Route an employee's timesheet
- View online help
- Submit overtime and leave requests
- Change an employee's work schedule and tour type
- Edit local details for themselves and employees

Approvers:

- Enter their time
- Enter another employee's time
- Approve timesheets
- Disapprove timesheets
- To approve or disapprove prior pay period adjustments
- Send e-mails regarding timesheets using shortcut
- View timesheet transactions
- Route an employee's timesheet
- View online help
- Submit overtime and leave requests
- Approve overtime and leave requests
- Change employee work schedules and tour types
- Change employee routing tables
- Edit local details for themselves or an employee

Overview of WebTADS

The goals and objectives of this program will be implemented in a phased approach to each of the organizations. The three principles of this program are as follows:

- Process improvements
- Systems improvements
- Policy adjustments

The benefits of this program are identified below:

- User friendly
- On-line approval
- Leave and overtime balances available on-line
- Real-time reporting
- Streamlined paperless process

The major process improvement goal of this initiative is to provide a more consistent and accurate time reporting method. This will occur by providing an integrated and consolidated information source that can be accessed across the center and with external users via the World Wide Web. By entering information into one source, the manual processes will be reduced and data will no longer be entered in multiple systems. Other process improvements include streamlining the time and attendance process to effectively utilize resources and reducing prior pay period corrections by allowing a later submittal date.

The major systems improvement goal is to implement the latest major release of the WebTADS 2.0 software. This version of the software provides the capabilities of electronic time keeping, thus reducing the amount of paper that must be processed throughout the timesheet function.

Policy adjustments are aimed at simplifying the process, eliminating requirements for paperwork.

CHAPTER 2 WebTADS Course Objectives

Course Objectives

This course is designed to provide the WebTADS user with step-by-step instructions on how to enter their time into the system and understand the details surrounding the functionality of the system as a whole.

A separate section of this manual addresses the role of the POC and approver. The approval process and other specific information is also available in this section.

I Course objectives for the employee:

- Understand the timesheet lifecycle
- Be familiar with the WebTADS functions
- Understand the Agency hour and tour types
- Be able to navigate through WebTADS
- Understand the employee details information
- Record timesheet data on-line
- Locate and add projects
- Perform timesheet adjustments
- Request overtime and/or leave hours
- Use Help resources

II Course objectives for the POC/approver

- Understand the employee objectives
- Understand the POC/approver timesheet data entry process
- Select, approve and disapprove timesheets on-line
- Record timesheet data for other employees
- Perform timesheet adjustments for other employees
- Request overtime and/or leave hours for other employees
- Change work schedule and routing
- Review status and history of timesheets
- Use Help resources

CHAPTER 3 Getting Started

This chapter describes how to log into WebTADS, access the timesheet view module, and navigate throughout the application. This chapter also provides information on project job orders and hour types.

Exercise 1: Accessing WebTADS for the First Time

Select from one of the following settings:

Browser Settings: Windows

Netscape

1. Click on **Start** at the bottom of the desktop.
2. Select **Programs** from the main menu.
3. Click on **Netscape Communicator** and choose **Netscape Navigator** from the list.
4. **Netscape Browser** will appear.
5. Type in the browser http://webtads.arc.nasa.gov**.**
6. Click on the link **Enter Time** to access WebTADS.

Internet Explorer

1. Click on **Start** at the bottom of the desktop.
2. Select **Programs** from the main menu.
3. Click on **Internet Explorer** to open browser.
4. **Internet Explorer Browser** will appear.
5. Type in the browser http://webtads.arc.nasa.gov.
6. Click on the link **Enter Time** to access WebTADS.

Browser Settings: MAC

Netscape

1. Click on the **Apple** at the top of the desktop.
2. Select **Netscape Communicator** from the menu.
3. **Netscape Communicator** will appear.
4. Type in the browser http://webtads.arc.nasa.gov.
5. Click on the link **Enter Time** to access WebTADS.

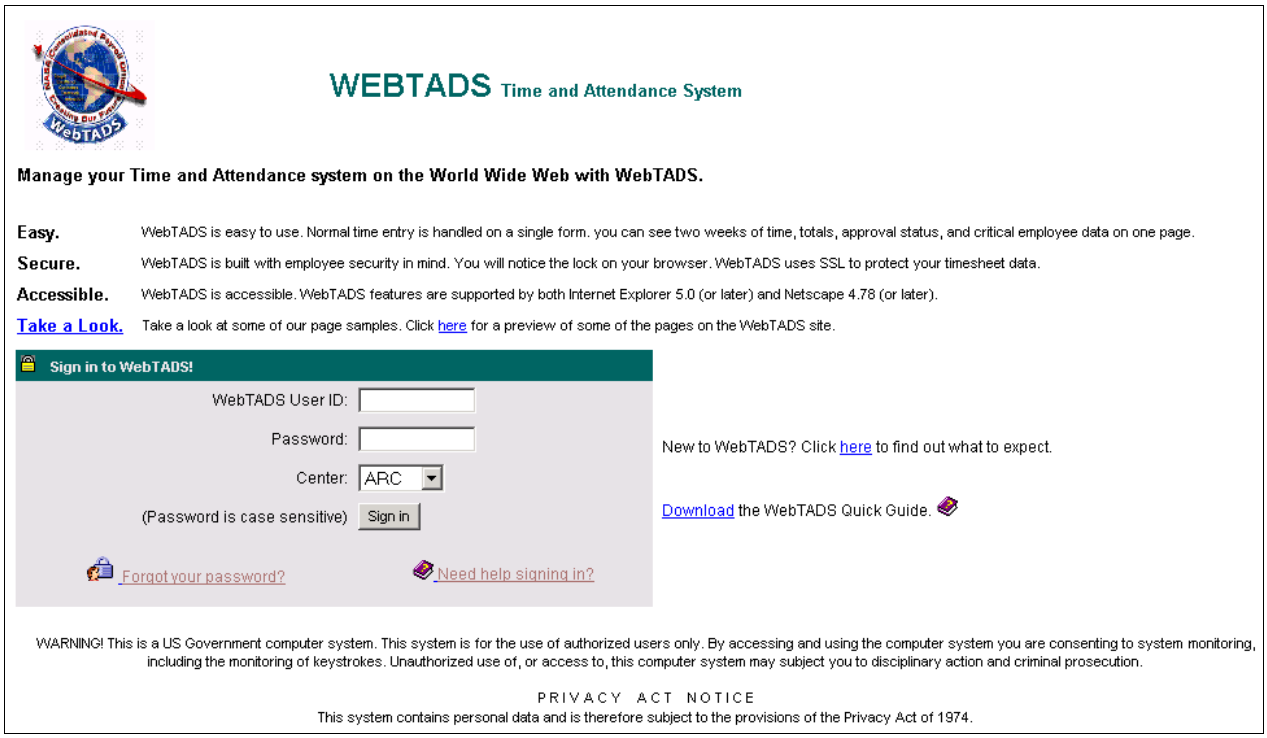
Internet Explorer

1. Click on the **Apple** at the top of the desktop.
2. Select **Netscape Communicator** from the menu.
3. **Netscape Communicator** will appear.
4. Type in the browser http://webtads.arc.nasa.gov.
5. Click on the link **Enter Time** to access WebTADS.

NOTE: It is recommended that you bookmark the web site in both Internet Explorer and Netscape (see Appendix D on page 49).

Logging Into WebTADS

1. The WebTADS login window is displayed.



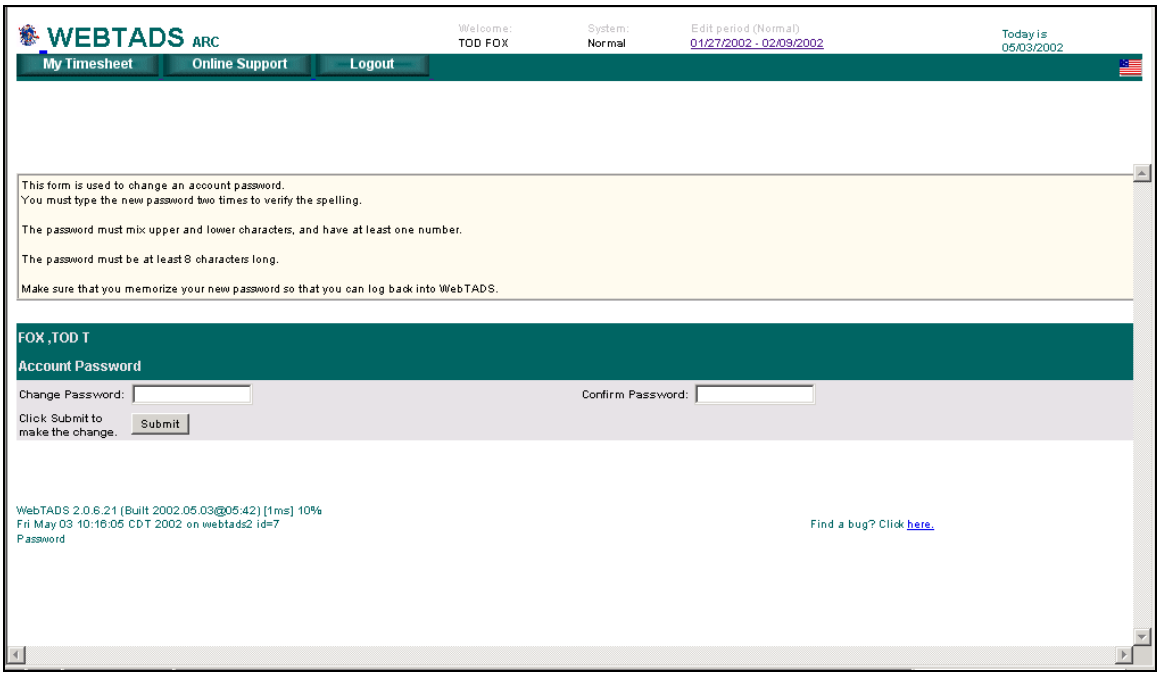
WebTADS Login Window

2. In the **WebTADS User ID** field, type in your user ID and press [Tab]. Your user ID is your email name, for example, jdoe (John Doe).

3. In the **Password** field type in the default password, your birthday. For example 01/01/1960, include all back slashes and numbers. This password is temporary and you will be prompt to change it once the sign in button is clicked

4. Click the Sign in button.

5. The account password field is displayed letting you know that you are a new user and you need to enter a password.



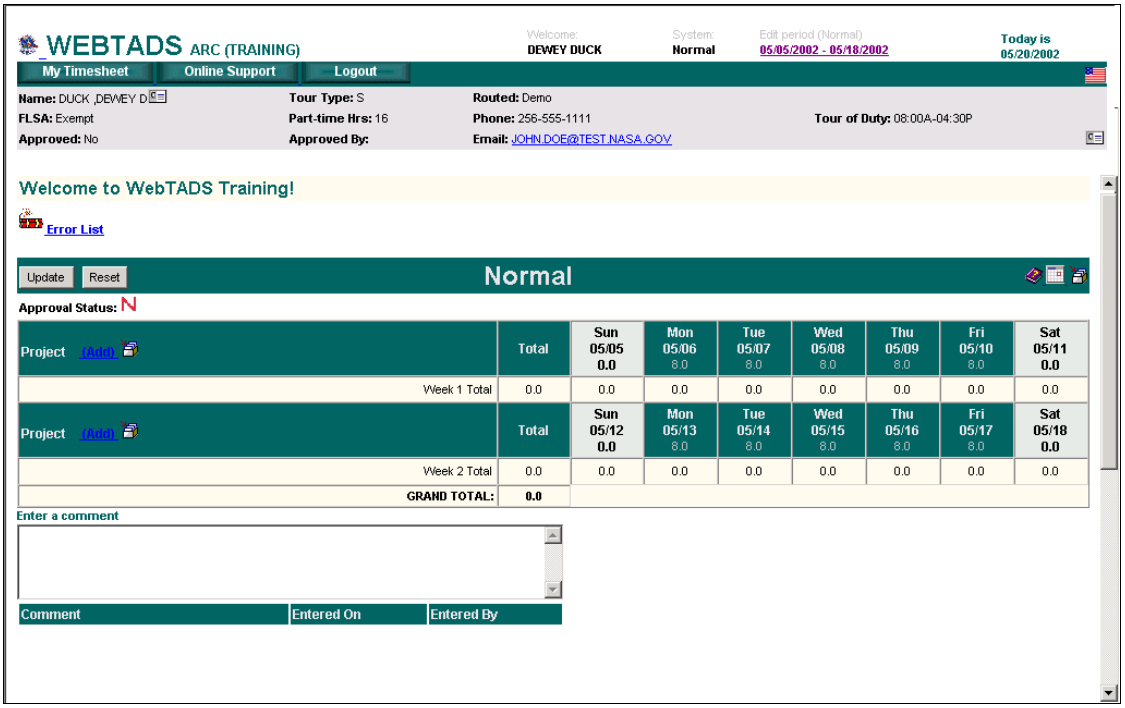
Account Password Window

NOTE: When establishing your password it must have a minimum of eight characters. The eight characters must contain at least one character from at least three of the following sets of characters: uppercase letters, lowercase letters, number and special characters. The password cannot contain the users ID, trivial names, repetitive or keyboard patterns (e.g. “abc#abc#”, “1234”, “qwer”, “mnbvc”, or “aaa#aaa”).

NOTE: According to NASA standards a password must be changed every 90 days.

6. Once the password is established click the Submit button.

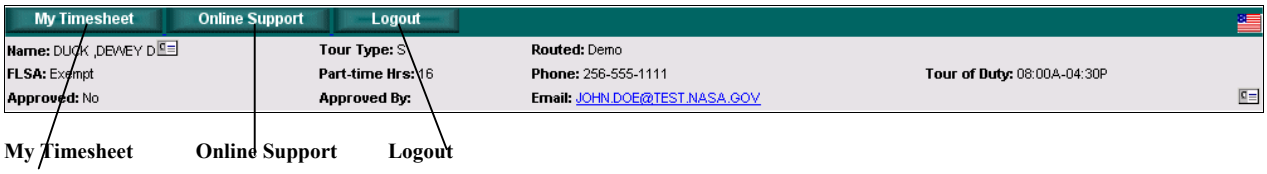
7. The **My Timesheet** window is displayed.



My Timesheet Window

The Menu Toolbar

The menu toolbar is located at the top of the page. This toolbar allows you to access My Timesheet, On Line Support and Logout.



My Timesheet allows you to view the current timesheet. The list of information will include name, tour type, organization, FLSA, phone number, tour of duty, approved status, approver and email address.

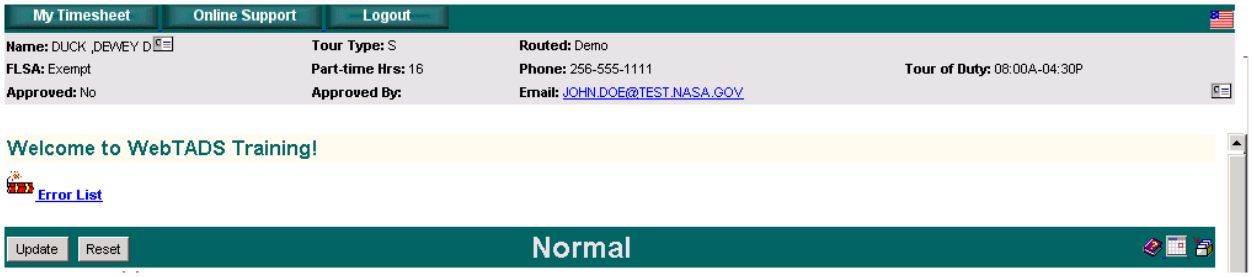
Clicking the **Online Support** button displays the WebTADS online help system. It provides basic instructions on using the software for all NASA civil servants. Scroll through the topics in the contents frame to view each item's subtopics.

1. Click the topic that most closely matches the information you are looking for.
2. To exit the **Online support** using Windows, click the X button on the far left of the browser.
3. To exit the **Online support** using a Mac, click the square at the far left of the browser.

Logout button will allow you to exit the application.

Window Layout

Description for a typical Timesheet is displayed below.



My Timesheet Window

Name: Displays the name of the employee listed on timesheet.

Tour Type: Code associated to the work schedule determined for the employee. The four types are Standard (S), Compressed (C), First 40 (I) & (X) and Maxiflex (M).

Routed: Identifies the organization where the timesheet is approved.

FLSA: Indicates if an employee is exempt or non exempt.

Phone: Employee business phone number.

Approved: Displays the time and date the timesheet was approved.

Approved By: Name of the person who approved the timesheet.

Email: Email address of the employee.

Tour of Duty: Hours an employee is scheduled to work during the day

Message of the Day: Administrator will put relevant messages regarding timekeeping; the current message is "Hello from WebTADS".

Update: Saves the data into the timesheet.

Reset: Resets time entered on the timesheet to zero – *only* if the timesheet has not been updated.

NOTE: Prior to logging into WebTADS, the Administrator preloads the above information.

CHAPTER 4 Entering Time And Adding Projects

This chapter provides step-by-step instructions on completing a timesheet for an employee.

Exercise 2: Entering Time

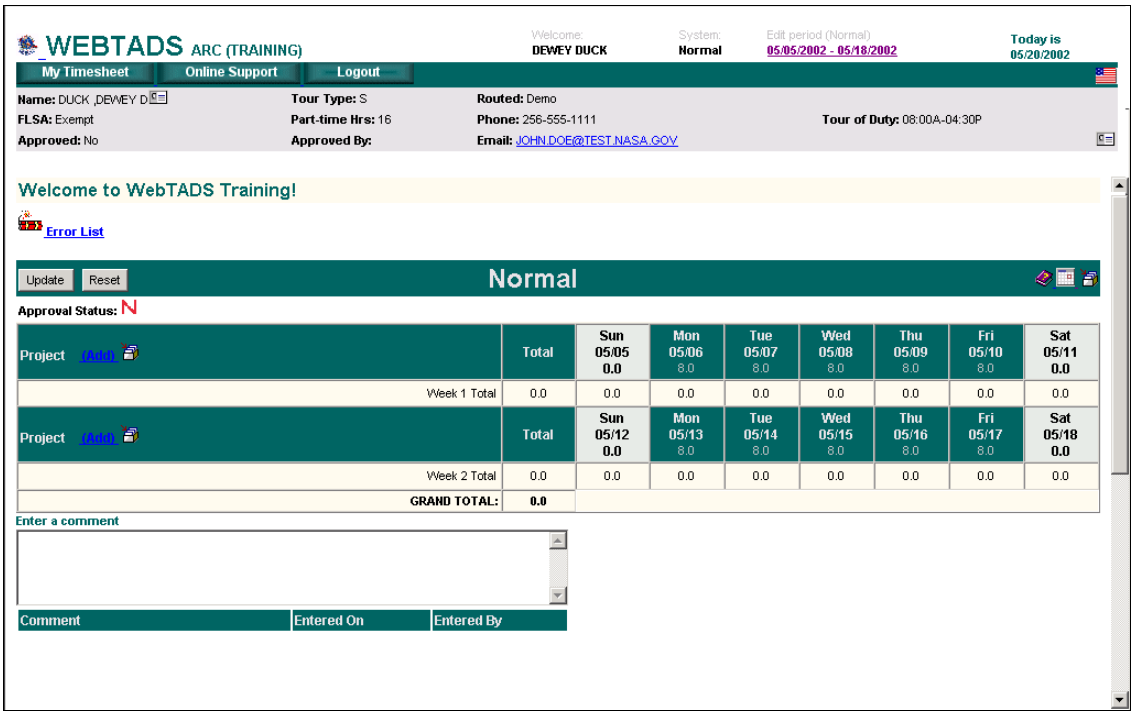
Scenario:

Tod Fox is an ARC employee on a standard tour type, which meets these specifications:

- Eight hours per day
- Forty hours per week over five equal and consecutive days
- Ten days per pay period, eight hours holiday leave
- Eight hours holiday pay and no credit hours

In this scenario we will complete a timesheet for one pay period. We will add job orders and hour types, leave hours, and time worked. First we will verify our employee information and finally edit a prior pay period. Reference Appendix C on page 47 for detailed information on a standard tour type.

NOTE: It is recommended that new users verify all information within the employee details screen.



My Timesheet Window

1. Click the edit employee details icon in the far right corner to display the employee details screen.

WEBTADS ARC (TRAINING)

Welcome: DEWEY DUCK | System: Normal | Edit period (Normal) 05/05/2002 - 05/18/2002 | Today is 05/20/2002

My Timesheet | Online Support | Logout

DUCK ,DEWEY D

WebTADS Attributes		Work Schedule Attributes		Location Attributes		Submit
Role:	Employee	Workschedule:	Standard001	Building:		
Route:	Demo	Tour Type:	S	Room:		
Default Org:	CF	Night Diff:	N	Tour Duty:	08:00A-04:30P	
Labor Export:	N	Shift Diff:	N	Phone:		
ACG:	10	Sunday Diff:	N	Email:		

Change Password

Beginning Leave Balances							
Annual Leave:	0.0	Sick Leave:	0.0	Restored Leave:	0.0	Credit Hours Earned:	0.0
Time Off Award:	0.0	Comptime Earned:	0.0	Religious Comptime Earned:	0.0		

NPPS Attributes									Center: 2100
First:	DEWEY	Mi:	D	Last:	DUCK	Suffix:		Payblock:	1
FLSA:	E	Pay Plan:	GS	Work Sch Code:	F				
		Org Assigned:	DISNY	Org Located:	DISNY	Org Detailed:	DISNY	Emp No:	1212
				Duty Status:	A			Part-time Hrs:	16

Employee Details Window

2. Review and enter the basic information allotted in the employee details screen:

   A. In the **building field**, enter your building number.
   B. In the **room field**, enter your room number.
   C. In the **phone field**, enter your phone number.
   D. In the **email field**, enter your email address.

WEBTADS ARC (TRAINING) | Welcome: DEWEY DUCK | System: Normal | Edit period (Normal): 05/05/2002 - 05/18/2002 | Today is 05/20/2002

My Timesheet | Online Support | Logout

DUCK ,DEWEY D

WebTADS Attributes		Work Schedule Attributes		Location Attributes		Submit
Role:	Employee	Workschedule:	Standard001	Building:	201	
Route:	Demo	Tour Type:	S	Room:	120	
Default Org:	CF	Night Diff:	N	Tour Duty:	08:00A-04:30P	
Labor Export:	N	Shift Diff:	N	Phone:	256-555-1111	
ACG:	10	Sunday Diff:	N	Email:	JOHN.DOE@TEST.NASA.GOV	

Change Password

Beginning Leave Balances							
Annual Leave:	0.0	Sick Leave:	0.0	Restored Leave:	0.0	Credit Hours Earned:	0.0
Time Off Award:	0.0	Comptime Earned:	0.0	Religious Comptime Earned:	0.0		

NPPS Attributes								Center: 2100	
First:	DEWEY	Mi:	D	Last:	DUCK	Suffix:		Payblock:	1
FLSA:	E	Pay Plan:	GS	Work Sch Code:	F				
		Org Assigned:	DISNY	Org Located:	DISNY	Org Detailed:	DISNY	Emp No:	1212
				Duty Status:	A			Part-time Hrs:	16

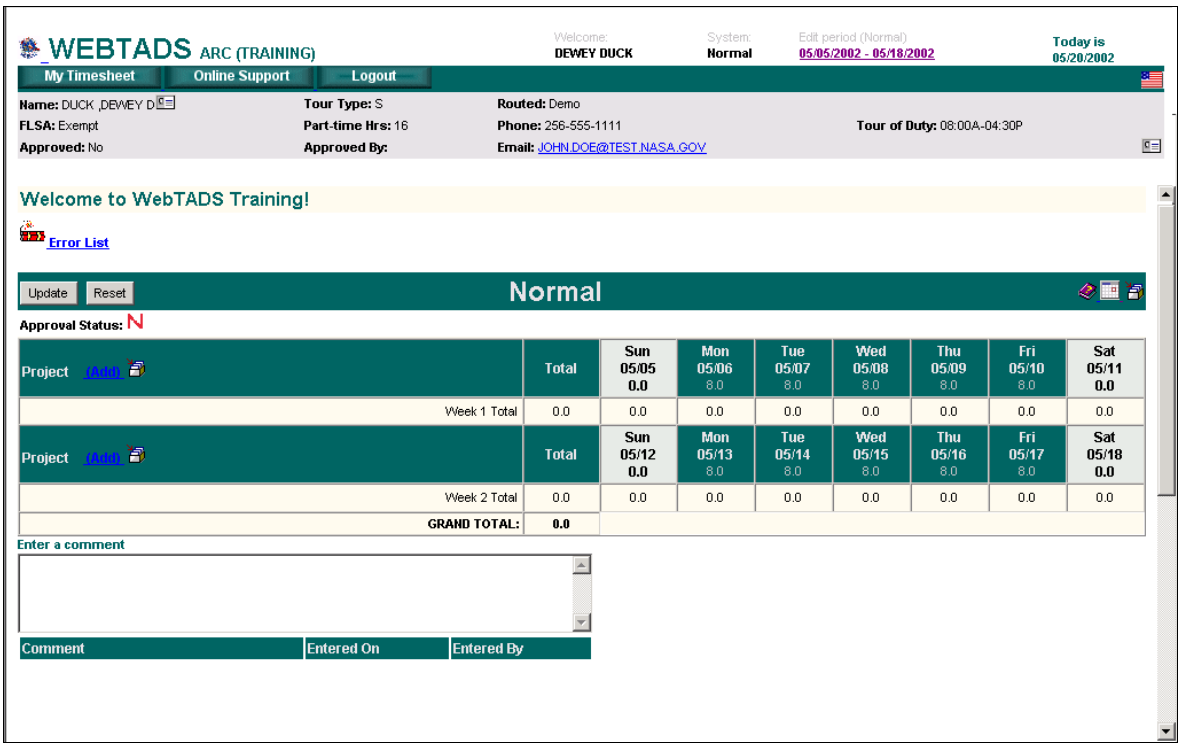
Employee Details Window

NOTE: The System Administrator has preloaded the remaining information prior to you logging into WebTADS.

3. Once the information is entered as shown above, click the Submit button.

NOTE: An Attendance Code Group (ACG) determines the valid hour types that may be used by an employee for time entry. The ACG is automatically assigned within WebTADS when a work schedule is selected from the Employee Details Page. WebTADS uses an employee's tour type, FLSA status, pay plan, shift, night diff, and Sunday diff indicators to determine ACG assignment. Once the system assigns an attendance code group to an employee, a pre-defined group of hour types appear on the employees Add Project screen in the drop down list for hour types. The ACG information is located on the employee detail screen.

4. Click the **My Timesheet** button to display the timesheet.

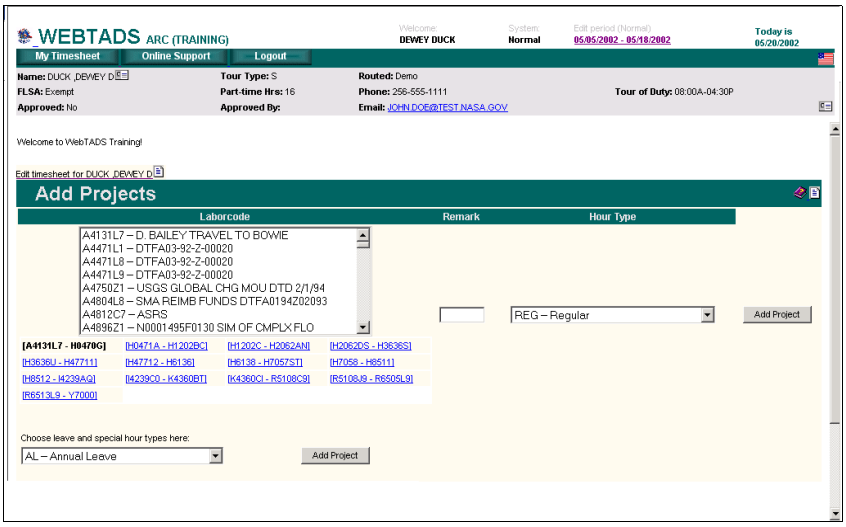


My Timesheet Window

5. Click the **(Add)** project icon link.

   A. From the **Laborcode** menu, click the scroll down button and select any project from the list.

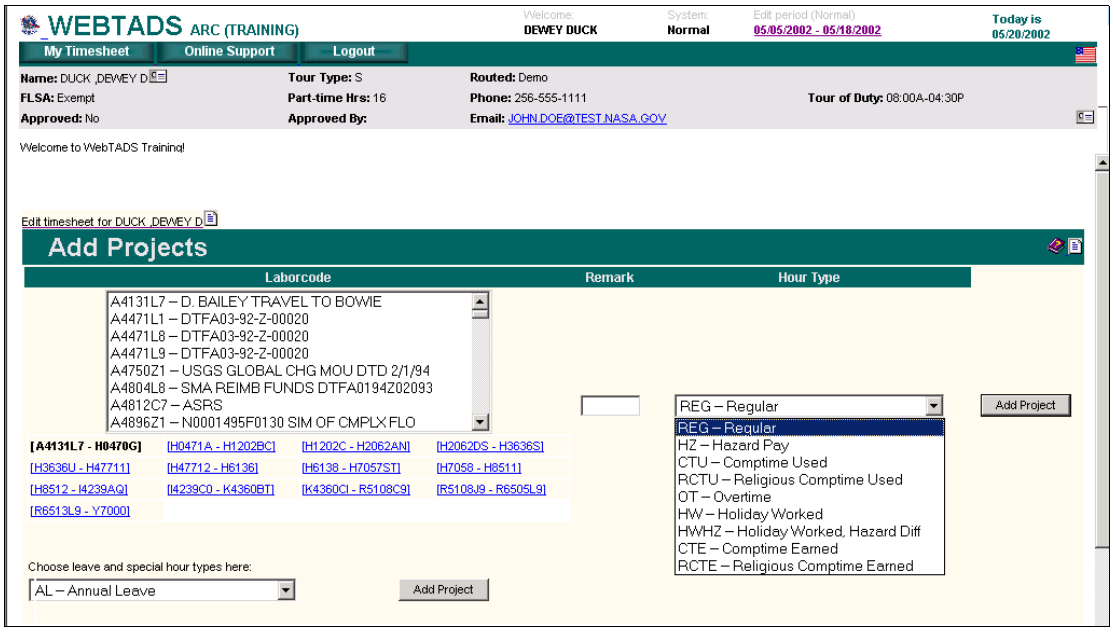
NOTE: Labor codes are known as Job Orders at ARC.



Add Projects Window

NOTE: The remark code is an edit of the labor code. You would enter the letters **T** and **H** in this field when you are on **travel** or **working from home**.

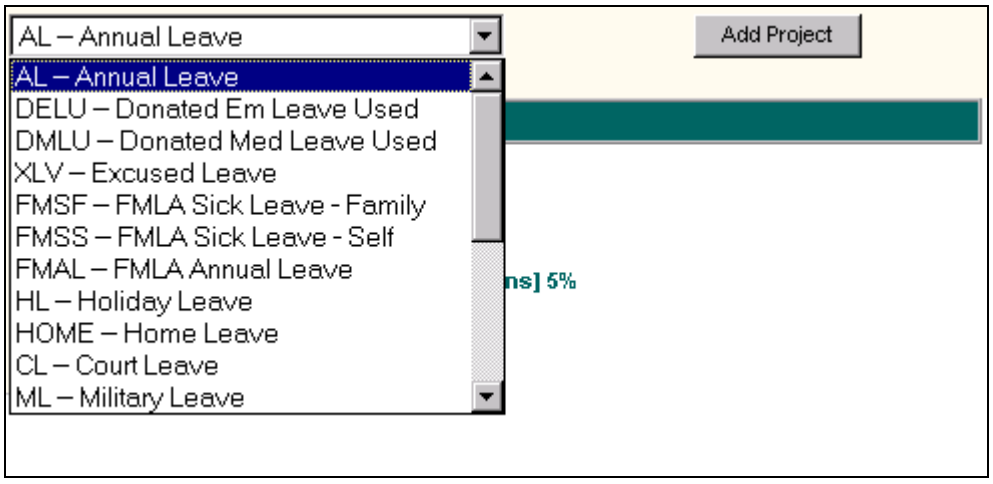
B. From the **Hour Type** menu, click the scroll down button and select **REG.**



Add Project Window

C. Click the Add Project button.

D. From the **leave and special hour types** menu, click the scroll down button and select **Annual Leave.**



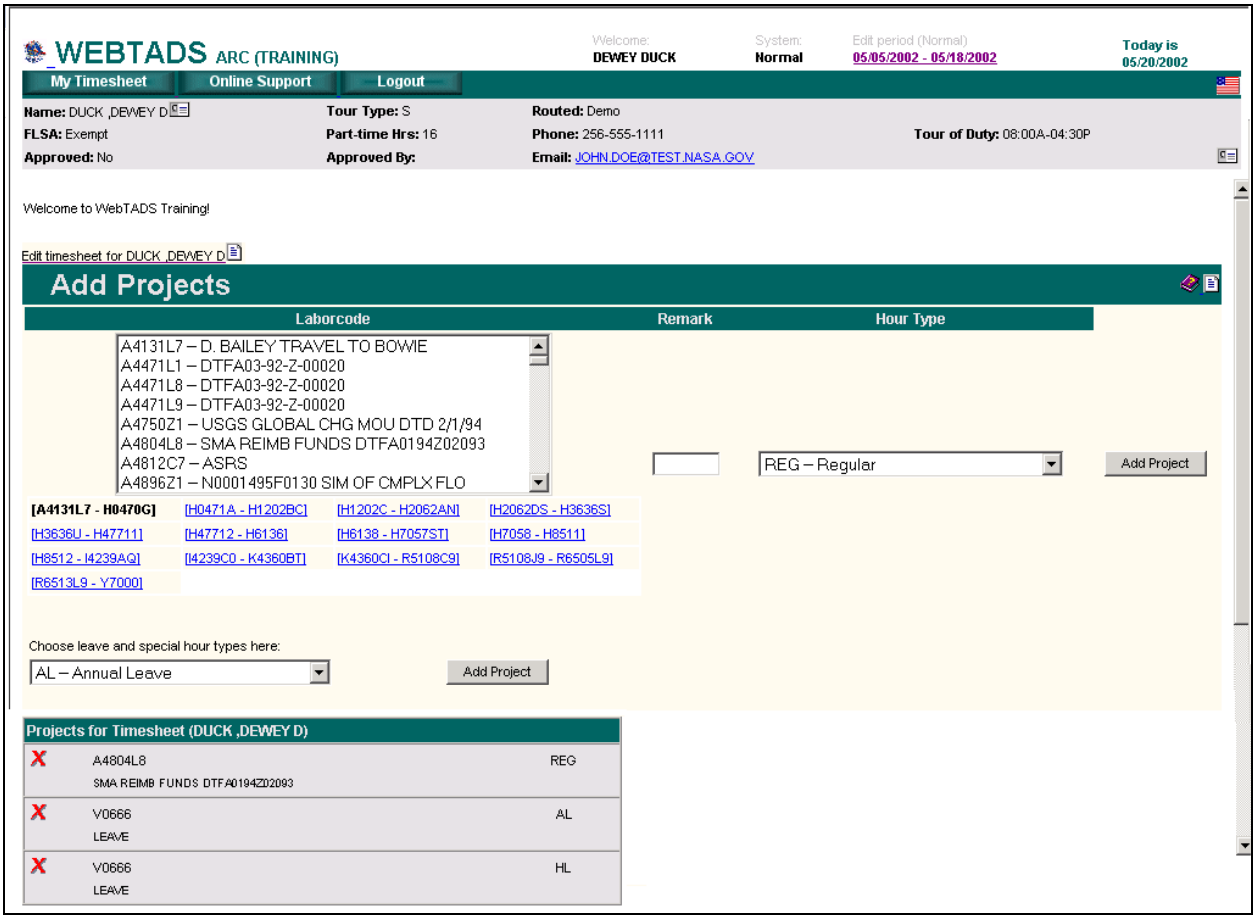
Annual Leave Window

NOTE: All leave must be requested and approved through the existing process using forms OPM71 (annual leave request) and ARC 86 (overtime and comp time request).

E. Click the Add Project button.

F. From the **leave and special hour types** menu, click the scroll down button and select **Holiday Leave**.

G. Click the Add Project button. The project number and hour type will be listed in the **Projects for Timesheet** box.



Add Project Window

NOTE: To delete a project in the add project window click on the icon.

6. Click the **My Timesheet** to display the timesheet.

WEBTADS ARC (TRAINING) Welcome: DEWEY DUCK System: Normal Edit period (Normal) 05/05/2002 - 05/18/2002 Today is 05/20/2002

My Timesheet | Online Support | Logout

Name: DUCK ,DEWEY D Tour Type: S Routed: Demo
FLSA: Exempt Part-time Hrs: 16 Phone: 256-555-1111 Tour of Duty: 08:00A-04:30P
Approved: No Approved By: Email: JOHN.DOE@TEST.NASA.GOV

Welcome to WebTADS Training!

Error List

Update | Reset | Normal

Approval Status: N

Project		Total	Sun 05/05 0.0	Mon 05/06 8.0	Tue 05/07 8.0	Wed 05/08 8.0	Thu 05/09 8.0	Fri 05/10 8.0	Sat 05/11 0.0
X A4804L8 SMA REIMB FUNDS DTFA0194ZD2093	REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X V0666 LEAVE	AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X V0666 LEAVE	HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Project		Total	Sun 05/12 0.0	Mon 05/13 8.0	Tue 05/14 8.0	Wed 05/15 8.0	Thu 05/16 8.0	Fri 05/17 8.0	Sat 05/18 0.0
X A4804L8 SMA REIMB FUNDS DTFA0194ZD2093	REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X V0666 LEAVE	AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X V0666 LEAVE	HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Enter a comment

Comment	Entered On	Entered By

Mon 05/06 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Tue 05/07 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Wed 05/08 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Thu 05/09 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Fri 05/10 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Mon 05/13 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Tue 05/14 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Wed 05/15 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Thu 05/16 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
Fri 05/17 ERROR_R020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
ERROR_023 Standard and nonpaid hours for the week must equal 40. Current total for Week 1 = 0.0
ERROR_023 Standard and nonpaid hours for the week must equal 40. Current total for Week 2 = 0.0
ERROR_027 The total Standard plus Non-Paid hours for the payperiod must equal 80. Current total = 0.0
Back To Top

Normal Timesheet Window

NOTE: The definition of the three types of errors are listed:
Error (General) – as shown above, general errors are errors usually go away as time is entered into the timesheet. These errors are identified with a small stick of dynamite icon indicating "Error List" at the top of the timesheet. These errors indicate time and attendance posting has not been completed for the pay period. The timesheet cannot be approved until these errors are corrected on the timesheet.

(NOTE Continued)
Warnings are notices to the employee regarding a certain action on his/her timesheet, but they do not prevent the timecard from being approved. For instance, if an employee charges 8 hours of annual leave to his/her timesheet but only has 4 hours of leave available, a warning message will appear.

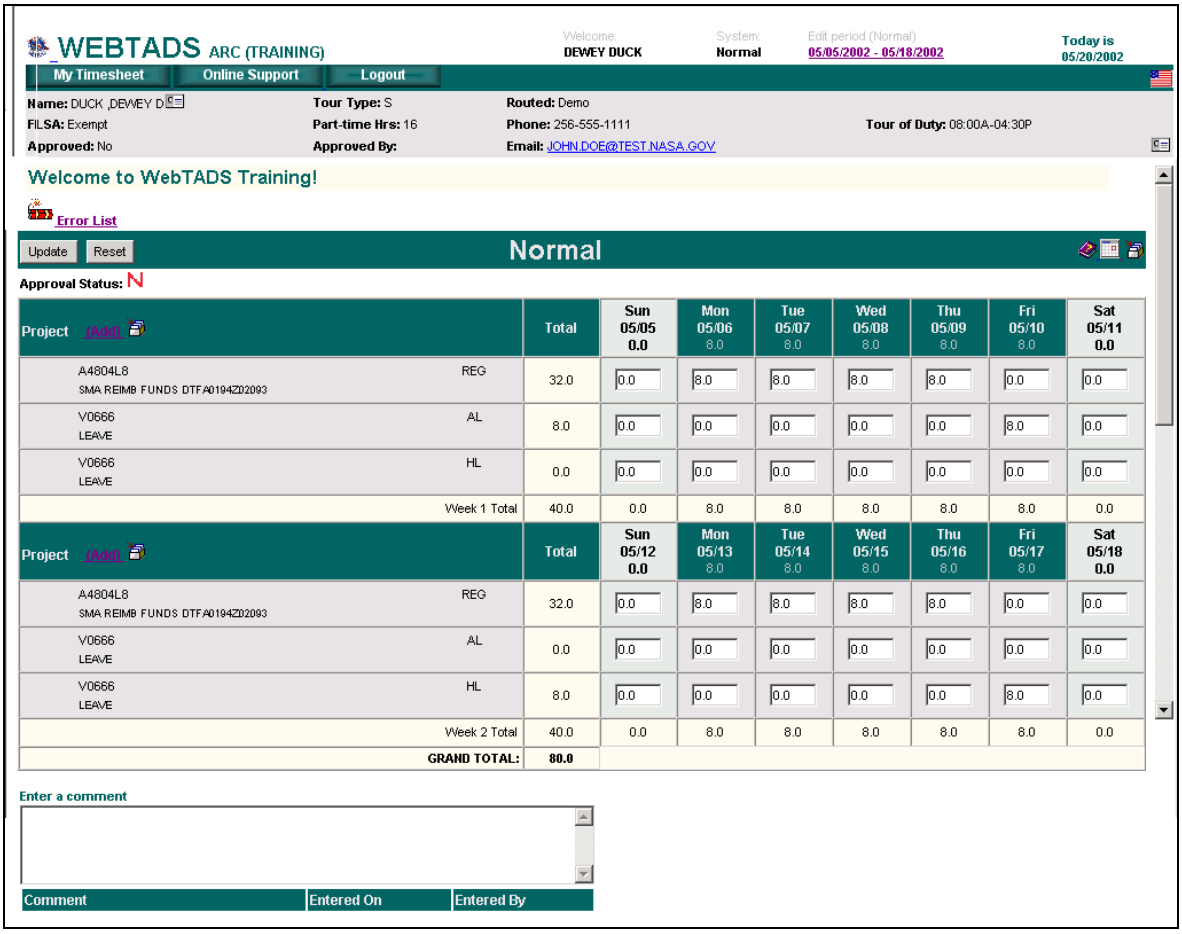
Critical Errors prevent a timesheets from being approved. An example of a critical error is one that appears on a timesheet with holiday leave posted on a day that is not a recognized Federal holiday.

7. For Monday – Thursday of both weeks of the pay period enter **8** hours for the new project you added to the timesheet:

   A. Click in the first Friday of the pay period and enter **8** for project **V0666/AL**.

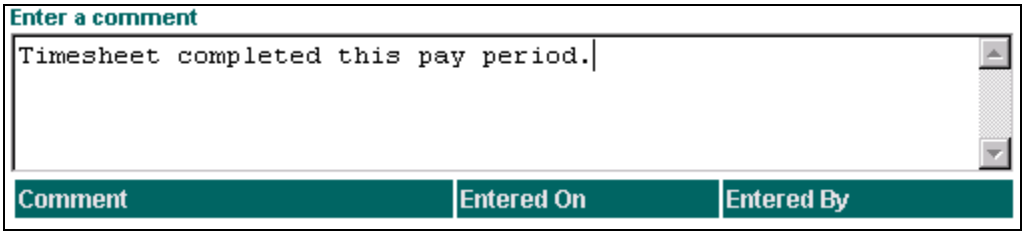
   B. Click in the second Friday of the pay period and enter **8** under project **V0666/HL**.

   C. Click the Update button to save the information.



Normal Timesheet Window

8. In the comments box type: **Timesheet completed this pay period**.



Comments Window

NOTE: The comment box may be used to provide information to support time entry.

A. Click the Update button to save the information entered in the timesheet.

B. The timesheet is complete and can be reviewed by the approver or POC.

NOTE: To delete projects once time is entered:

1. Erase all hours associated with the project, if any. An ✕ will not appear if there are hours on the timesheet.
2. Click the Update button.
3. Click the ✕ icon next to the project line.

CHAPTER 5 Prior Pay Period Adjustments

This chapter covers the basic steps on how to correct time for a previously submitted timesheet, also known as a prior period adjustment.

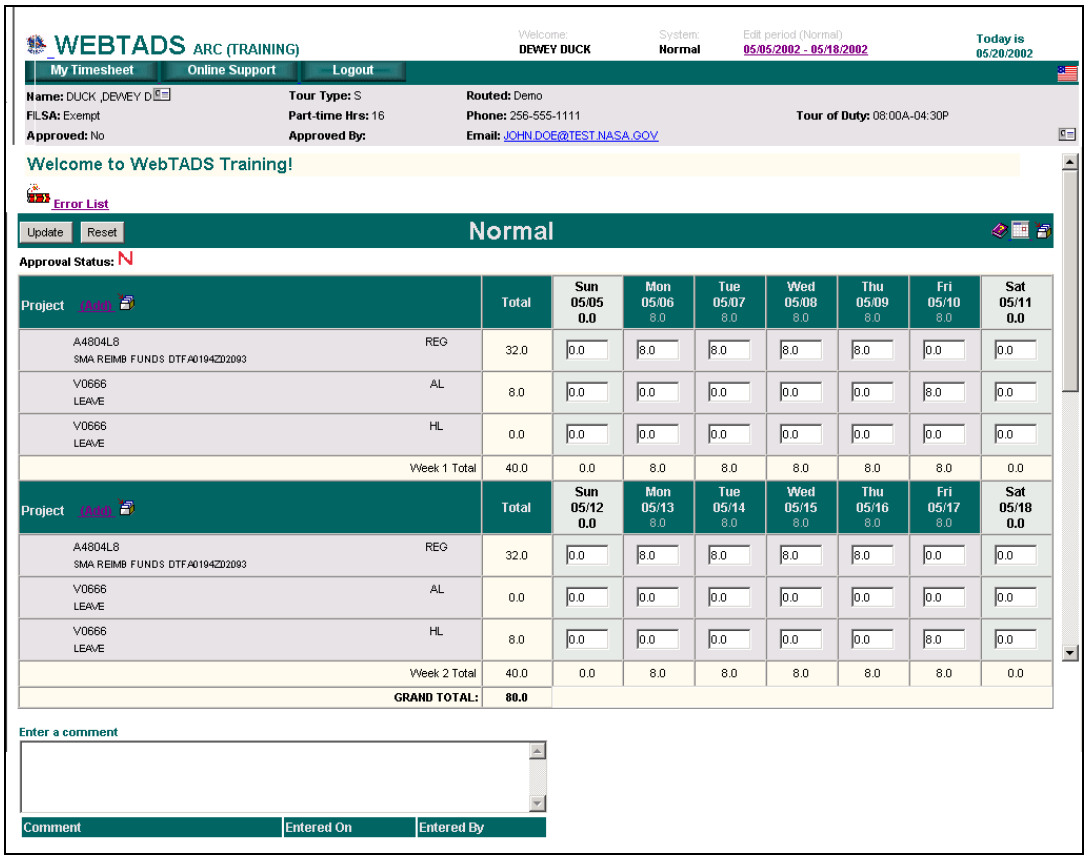
Exercise 3: Editing a Prior Pay Period

Scenario:

Today, Tod Fox realized that he forgot to add annual leave for a previous pay period so he needs to make the change in his timesheet to reflect the correction.

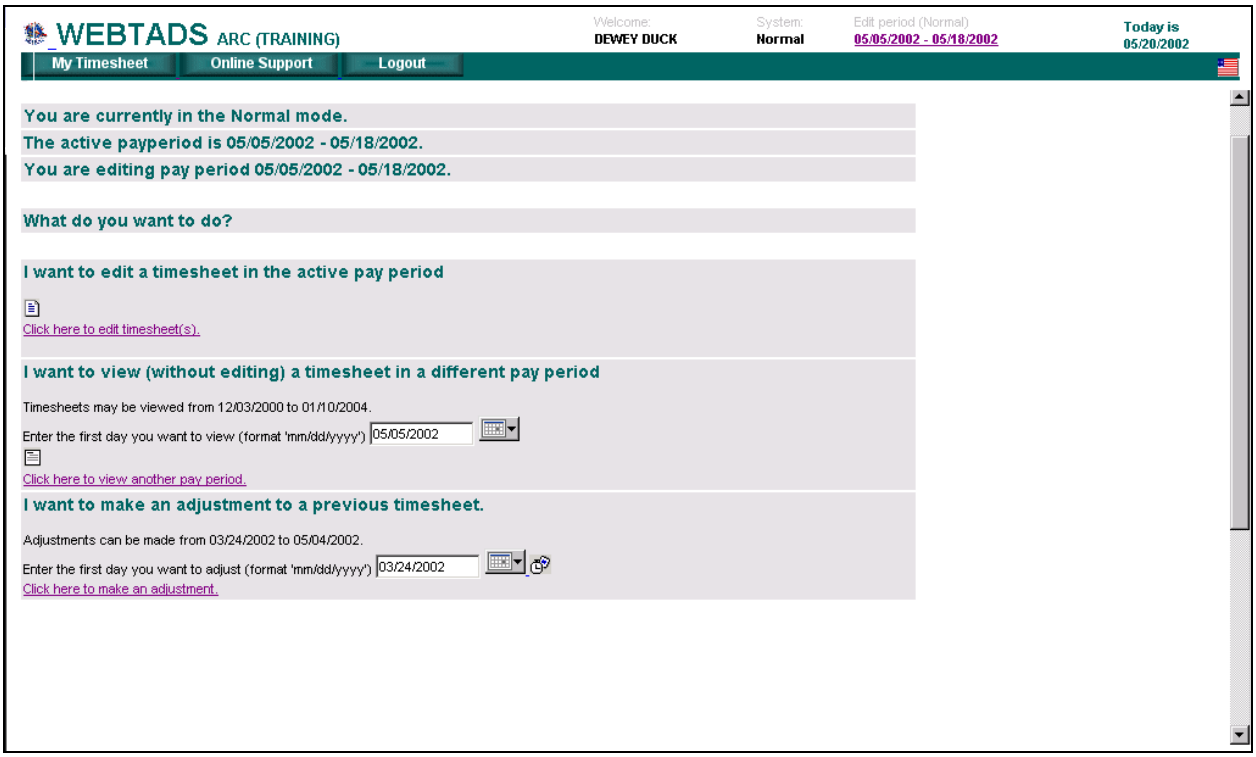
NOTE: The user is allowed a maximum of three prior pay periods to make an adjustment to a timesheet.

1. Click Edit period (Normal) 05/05/2002 - 05/18/2002 link. The edit pay period window will be displayed.



Normal Timesheet Window

NOTE: You may also use the calendar icon to access the edit prior pay period screen.

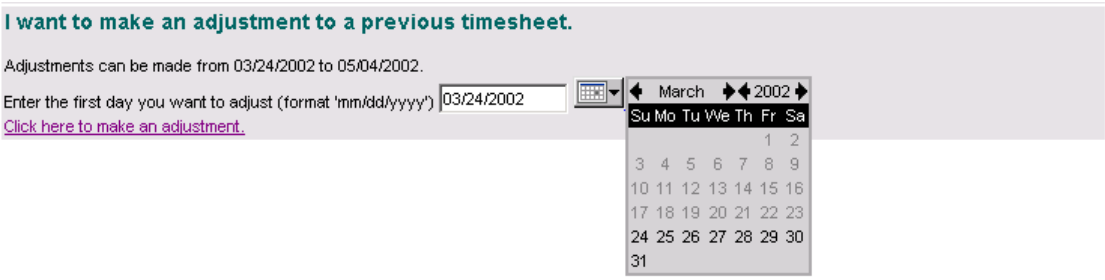


Edit Prior Pay Period Window

NOTE:

- The edit pay period will vary depending upon the dates chosen; any date other than the current pay period will be labeled as different.
- The user can edit a current pay period, view a prior pay period or make an adjustment to the pay period. Changes to any of these periods will affect the mode.
- The **Normal mode** indicates the user is viewing a current pay period, other modes are Adjust request mode and View mode.

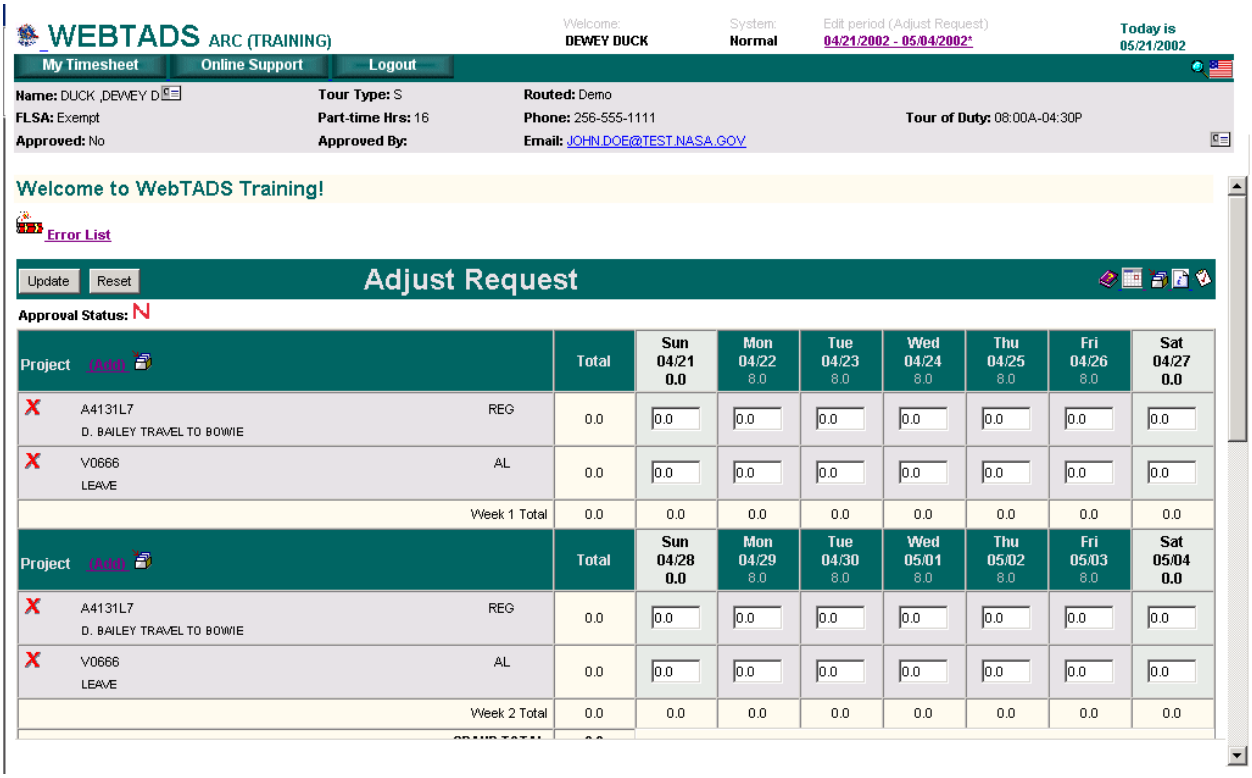
2. Under **I want to make an adjustment to a previous timesheet.**:
   A. Click on the calendar icon.
   B. Use the back arrow to access a previous pay period.



Edit Prior Pay Period Window

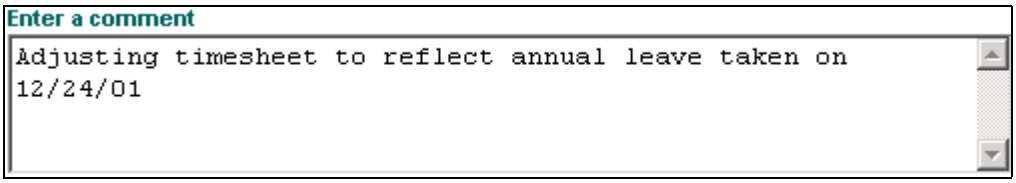
   C. Select a prior date to adjust.
   D. Click on the Click here to make an adjustment. link.

3. The browser displays the **Adjust Request** screen as displayed below.



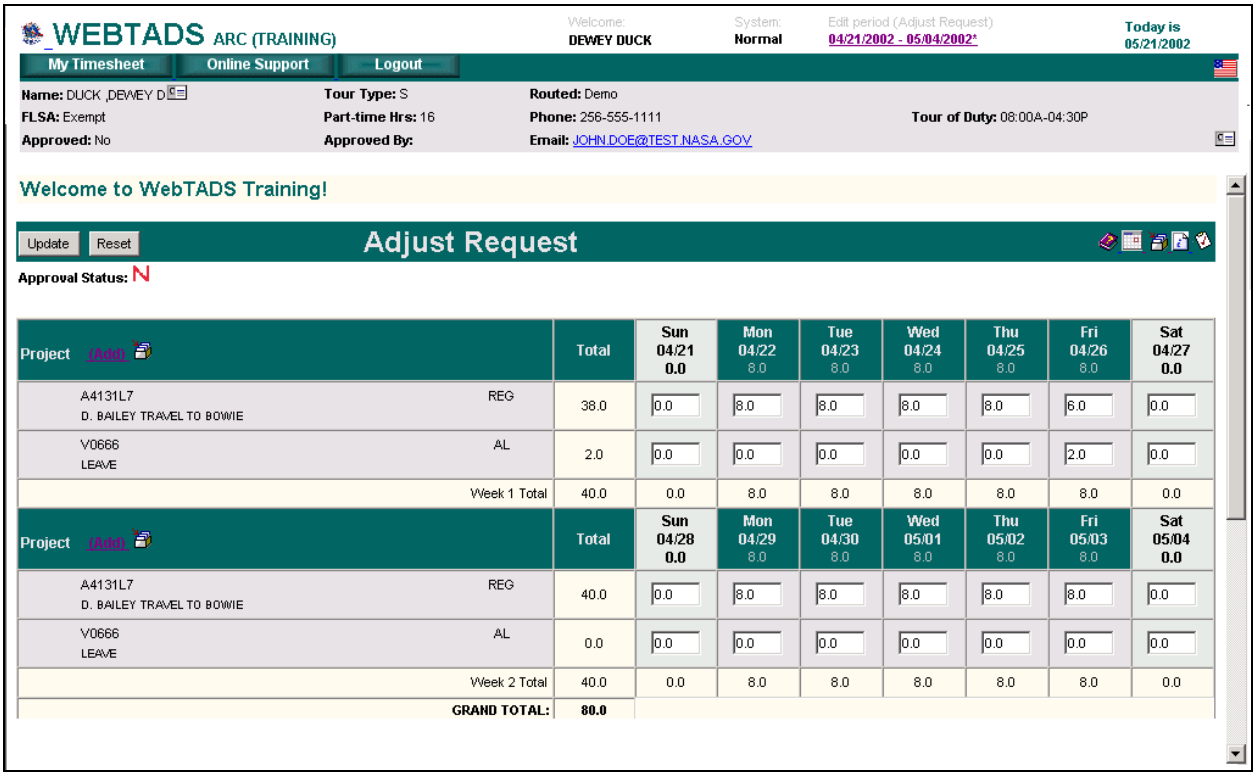
Adjust Request Window

4. Click in **the first Monday** for the **REG** project and enter **6**.
   A. Click in project **V0666/AL** and enter **2 for the same day**.
   B. In the Comments field type the following statement "Adjusting timesheet to reflect annual leave taken".



Comments Window

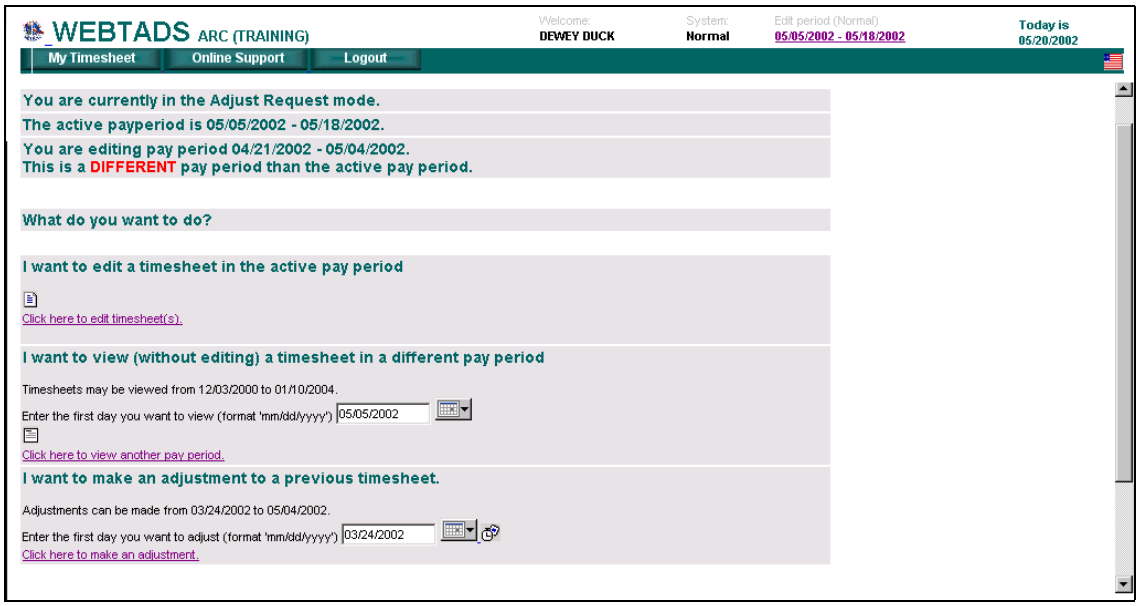
5. Click the **Update** button to save the information.



Adjust Request Window

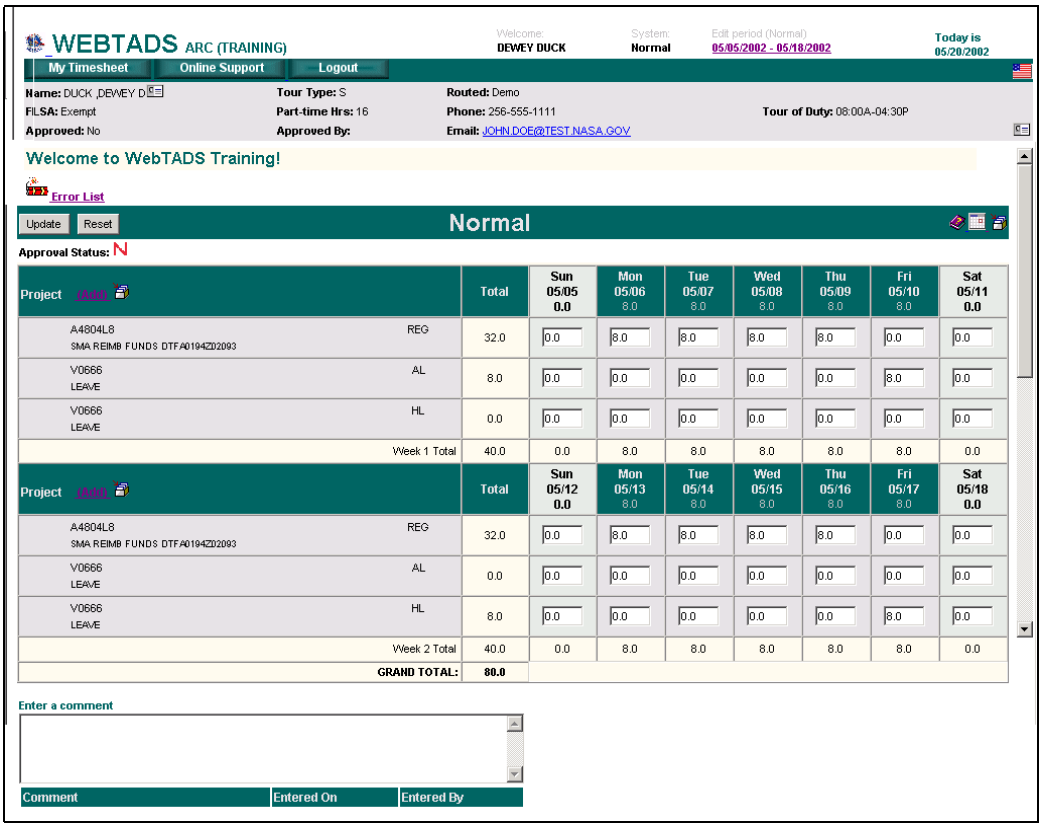
6. To return to the current pay period click the link Edit period (Adjust Request) **04/21/2002 - 05/04/2002*** at the top of timesheet.

7. Under the **I want to edit a timesheet in the active pay period**, click on the link Click here to edit timesheet(s).



Edit Prior Pay Period Window

8. The current pay period is displayed as shown below.



Normal Timesheet Window

This completes the Employee System Training session.

NOTE: Due to payroll processing, WebTADS will be unavailable for the first three days of the pay period.

CHAPTER 6 Reviewing and Approving Timesheets

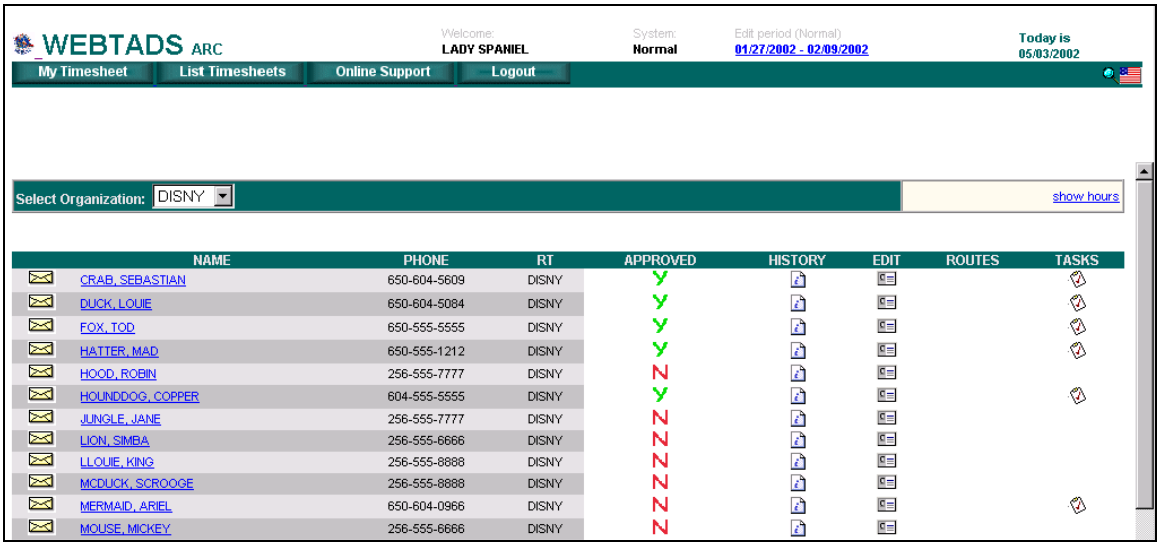
This chapter describes the basic steps of reviewing and approving timesheets for POCs and approvers.

The role of the POC may change under WebTADS. The POC will no longer routinely enter time for the employees in their group. The POC will primarily be a resource for the employees and the approver. The exact role to be played by the POC will be determined by the individual divisions and managers.

The responsibilities of the approver are not changed by WebTADS. The approver is still responsible for:

- Assuring the correctness/completeness of timesheets
- Approving timesheets
- Approving Leave Requests
- Approving Overtime Requests

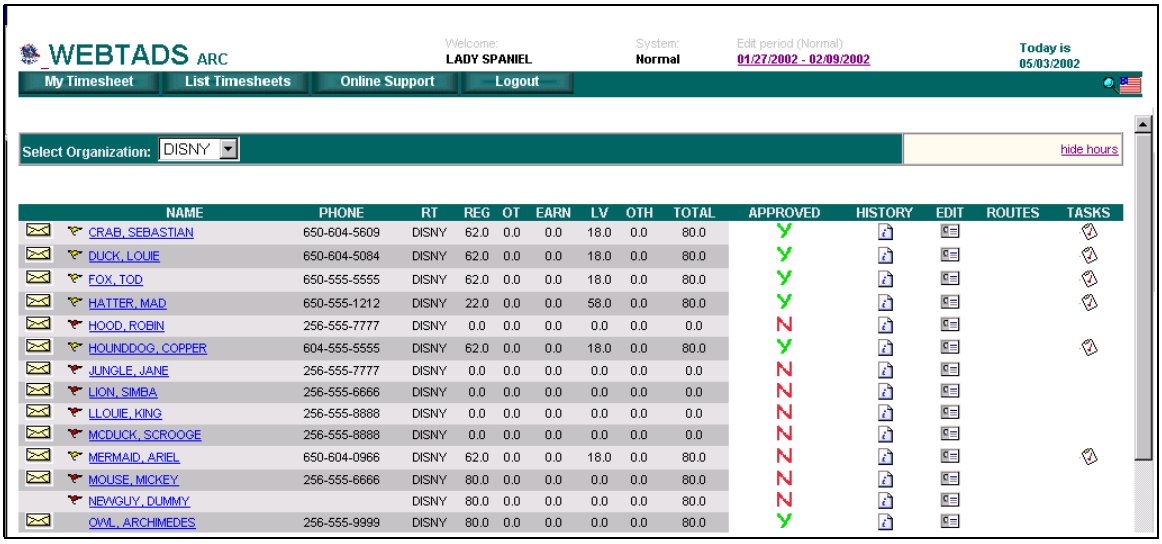
The WebTADS screen presented to POCs and approvers contains an additional button called **List Timesheets**, which provides a listing of organizations the approver or POC is allowed to view.



List Timesheets Window

The **List Timesheets** screen provides information about each employee in an organization.

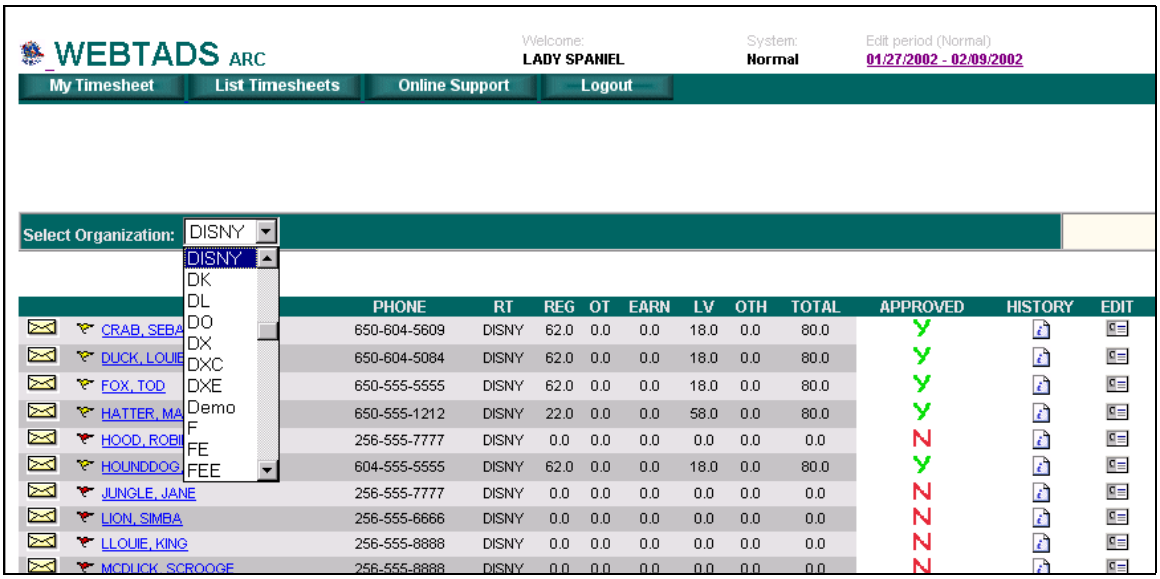
NOTE: Clicking the **show hours** button displays the total hours recorded on each timesheet broken down by key categories.



NAME	PHONE	RT	REG	OT	EARN	LV	OTH	TOTAL	APPROVED	HISTORY	EDIT	ROUTES	TASKS
CRAB, SEBASTIAN	650-604-5609	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
DUCK, LOUIE	650-604-5084	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
FOX, TOD	650-555-5555	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
HATTER, MAD	650-555-1212	DISNY	22.0	0.0	0.0	58.0	0.0	80.0	Y				
HOOD, ROBIN	256-555-7777	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
HOUNDDOG, COPPER	604-555-5555	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
JUNGLE, JANE	256-555-7777	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
LION, SIMBA	256-555-6666	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
LLOUIE, KING	256-555-8888	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
MCDUCK, SCROOGE	256-555-8888	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
MERMAID, ARIEL	650-604-0966	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	N				
MOUSE, MICKEY	256-555-6666	DISNY	80.0	0.0	0.0	0.0	0.0	80.0	N				
NEWGUY, DUMMY		DISNY	80.0	0.0	0.0	0.0	0.0	80.0	N				
OWL, ARCHIMEDES	256-555-9999	DISNY	80.0	0.0	0.0	0.0	0.0	80.0	Y				

List Timesheets Window

The **Select Organization** drop down menu allows the approver or POC to select the organization they wish to view from a list of organizations they are authorized to review/approve.



List Timesheets Window

WebTADS will be loaded with the list of organizations that each approver or POC may view or approve based on information provided by the organizations. Each organization should have multiple POCs and approvers to provide backup when the primary approver or POC is not available. The WebTADS Center Administrator may add additional authorized approvers and POCs.

NOTE: WebTADS does not distinguish between primary and alternate approvers or POCs. Approvers and POCs must communicate among themselves to ensure that timesheets are properly reviewed and approved.

On the left side of the screen you will notice an envelope icon next to each name. An approver or POC may initiate a general e-mail to an employee by clicking on this icon or from the hyperlink on an employee's timesheet. E-mail may be used as a method of communication with employees to resolve questions regarding time and attendance or inform the employee of changes made in the employee's timesheet.

An automatic e-mail notification occurs in the following conditions:

- To initiator—when prior pay period adjustment is disapproved.
- To approver and initiator—when timesheet is rejected after approval.
- To approver and initiator—when timesheet is accepted after approval.

Between the envelope icon and the employee's name, you may see a red or yellow flag. A red flag indicates an error or critical error will prevent the timesheet from being approved. Errors generally indicate an incomplete timesheet and are usually corrected by completing the missing entries. Critical errors are caused by entries that violate the edit rules and are corrected by changing the incorrect entry (see page 19 for details).

There are five columns to the right of each employee's name. These are:

N Not approved - A red indicates that the timesheet has not been approved.
Y Approved - A green indicates that the timesheet has been approved.

History – Click on the history icon to view the transactions of the timesheet

Edit – Click on the Edit Employee Details icon to view and edit the attributes of an employee.

Routes – This column is not used for approvers or POCs.

Tasks – If an icon appears in this column it indicates that action by the approver is required. For example: a request for leave or overtime is waiting approval.

NOTE: A timesheet may be approved from the List Timesheets screen by clicking on the red ✗. An approver should not approve timesheets from this screen unless the timesheet has been previously reviewed for accuracy.

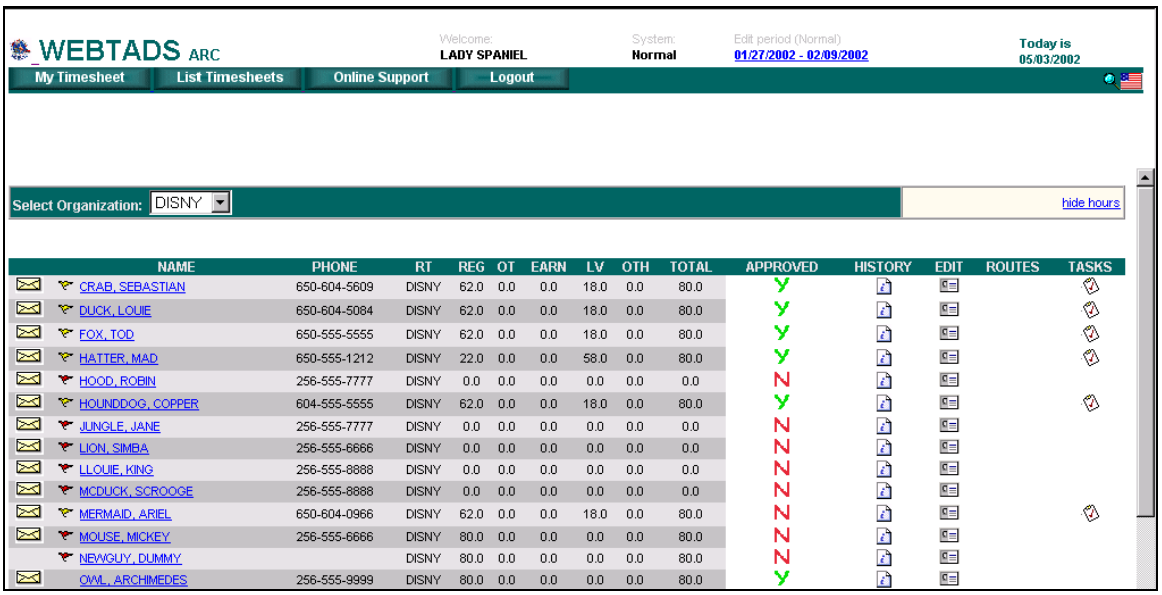
Exercise 4: Reviewing and Approving Timesheets

Scenario:

On the last workday of the pay period, a POC or approver needs to review or approve timesheets.

NOTE: A POC may only review and modify timesheets. POCs do not have permission to approve timesheets.

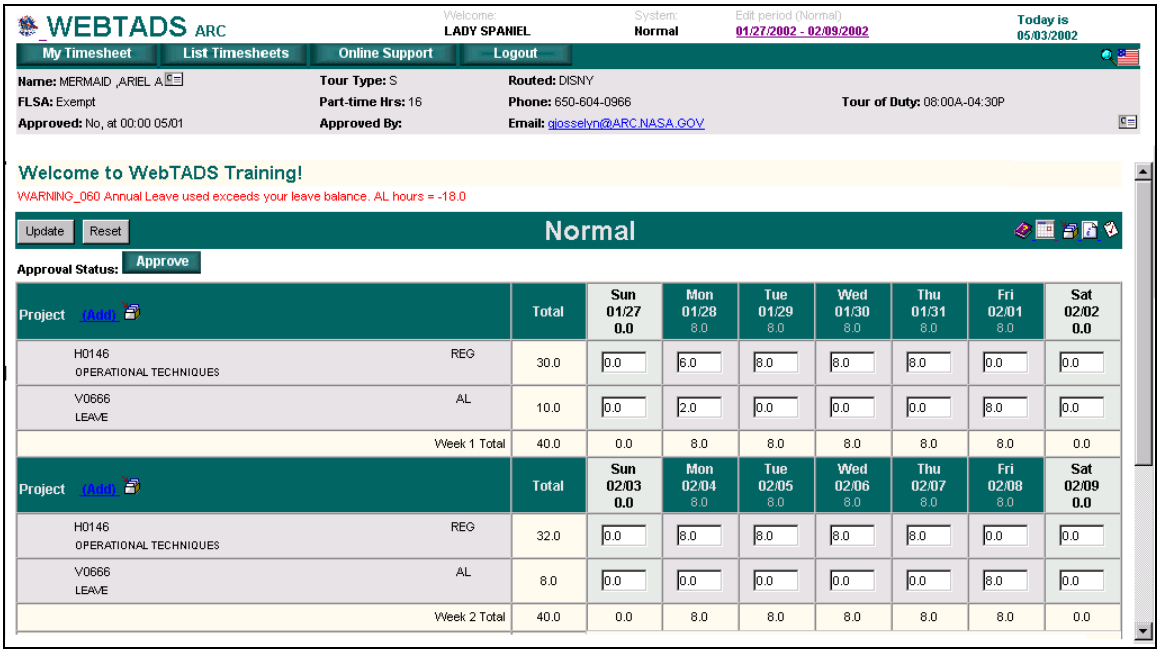
1. Login to WebTADS as an approver or POC (Geppetto Toymaker in the example).
2. Click the **List Timesheets** button.
3. Select DISNY from **Select Organization** pull down menu.



NAME	PHONE	RT	REG	OT	EARN	LV	OTH	TOTAL	APPROVED	HISTORY	EDIT	ROUTES	TASKS
CRAB, SEBASTIAN	650-604-5609	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
DUCK, LOUIE	650-604-5084	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
FOX, TOD	650-555-5555	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
HATTER, MAD	650-555-1212	DISNY	22.0	0.0	0.0	58.0	0.0	80.0	Y				
HOOD, ROBIN	256-555-7777	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
HOUNDDOG, COPPER	604-555-5555	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
JUNGLE, JANE	256-555-7777	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
LION, SIMBA	256-555-6666	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
LLOUIE, KING	256-555-8888	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
MCDUCK, SCROOGE	256-555-8888	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
MERMAID, ARIEL	650-604-0966	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	N				
MOUSE, MICKEY	256-555-6666	DISNY	80.0	0.0	0.0	0.0	0.0	80.0	N				
NEWGUY, DUMMY		DISNY	80.0	0.0	0.0	0.0	0.0	80.0	N				
OWL, ARCHIMEDES	256-555-9999	DISNY	80.0	0.0	0.0	0.0	0.0	80.0	Y				

List Timesheets Window

4. Click on an employee's name whose timesheet has not been approved.



Normal Timesheet Window

5. Review and correct errors. In this example, 9 hours regular time on Wednesday 1/23 should be changed to 8 hours regular time.

NOTE: An approver or POC may change entries to correct errors themselves or contact the employee to make the required changes.

6. Click the **Update** button to save the information.

7. If you are logged in as an approver and all red flags are cleared, click on the **Approve** button.

CHAPTER 7 Approvers/POCS Additional Tasks

This chapter provides step-by-step instructions for performing addition POC/approver tasks such as changing an employee's work schedule, routing, and approving prior pay period adjustment requests.

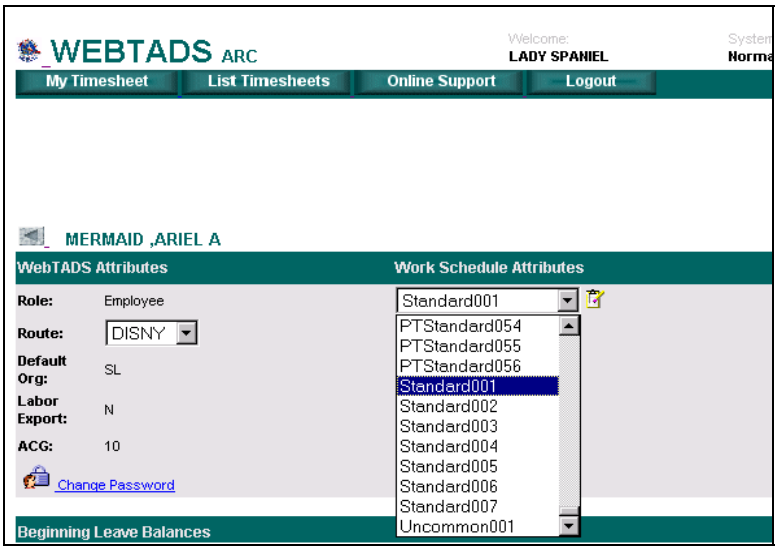
NOTE: An approver or POC may change an employee's tour of duty/work schedule. Tour of duty changes are requested using form ARC 351 for a permanent change of tour of duty or an Form ARC 351A for a temporary change. If the request is approved, the approver or POC may make the change.

Exercise 5: Changing An Employee's Work Schedule and Routing

Scenario:

An employee has requested a change in work schedule and tour type from a Standard schedule to a Compressed work schedule – 10 hours a day, Monday through Thursday. In addition, the employee is being detailed to a different organization.

1. Login as an approver or nasapoc.
2. Click on the **List Timesheets** button.
3. Select the employee by clicking on the employee's name.
4. From the employee's timesheet screen click on Edit Employee Details Icon .
5. Use the Work Schedule Attributes pull down menu to select the new work schedule.



Work Schedule Window

6. Click on the **Submit** button to save the change.

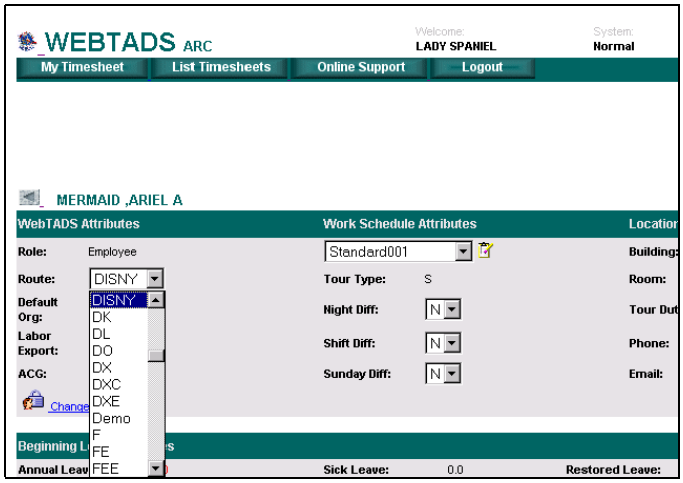
NOTE: There is a different work schedule for each variation of a compressed tour type. Make sure that you select the correct work schedule.

NOTE: Based on the work schedule, you may need to change the Sunday differential, night differential, and shift differential permissions in the boxes just below the work schedule box. The tour type and Attendance Code Group will change as you change work schedule and differential permissions.

Routing Employees to Different Organizations

To change the organization to which the employee timesheet is routed:

1. From the **Employee Details** screen, pull down the **Route** pull down menu.



Employee Details Window

2. Select the new organization.
3. Click the Submit button to make the change.

NOTE: Approvers would rarely need to change the route of employee's timecard because changes required by formal reassignment or reorganization should normally be made by the System Administrator.

Exercise 6 Approving a Prior Pay Period Adjustment

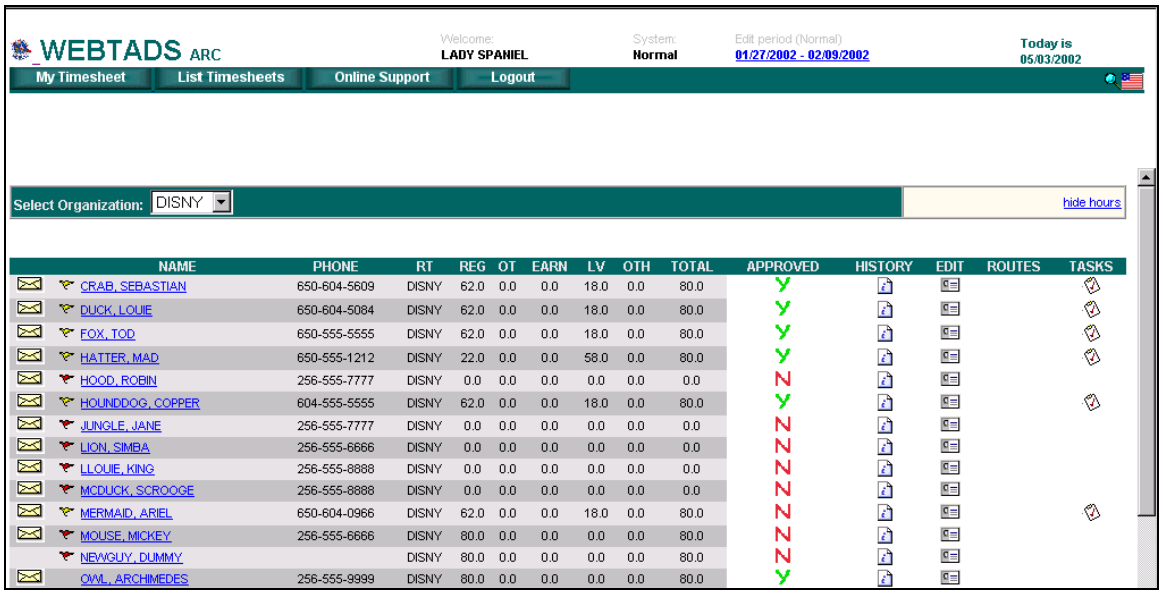
Employees, POCs, or approvers may initiate a request for a Prior Pay Period Adjustment (Corrected Timesheet) as described previously. Requests are routed to the appropriate approver for review and approval. Pending requests are indicated by an icon in the task column of the List Timesheets screen.

Scenario:

An employee has requested a prior pay period adjustment that appears as a **Task** icon in the task column of the **List Timesheets** screen.

NOTE: It is the approver's responsibility to check the **List Timesheets** screen regularly to check for pending tasks.

1. Select the employee by clicking on the name. The employee's current timesheet will appear.

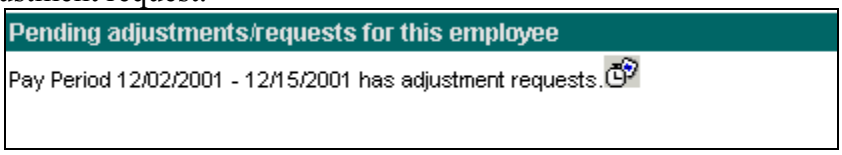


NAME	PHONE	RT	REG	OT	EARN	LV	OTH	TOTAL	APPROVED	HISTORY	EDIT	ROUTES	TASKS
CRAB, SEBASTIAN	650-604-5609	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
DUCK, LOUIE	650-604-5084	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
FOX, TOD	650-555-5555	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
HATTER, MAD	650-555-1212	DISNY	22.0	0.0	0.0	58.0	0.0	80.0	Y				
HOOD, ROBIN	256-555-7777	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
HOUNDDOG, COPPER	604-555-5555	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	Y				
JUNGLE, JANE	256-555-7777	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
LION, SIMBA	256-555-6666	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
LLOUIE, KING	256-555-8888	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
MCDUCK, SCROOGE	256-555-8888	DISNY	0.0	0.0	0.0	0.0	0.0	0.0	N				
MERMAID, ARIEL	650-604-0966	DISNY	62.0	0.0	0.0	18.0	0.0	80.0	N				
MOUSE, MICKEY	256-555-6666	DISNY	80.0	0.0	0.0	0.0	0.0	80.0	N				
NEWGUY, DUMMY		DISNY	80.0	0.0	0.0	0.0	0.0	80.0	N				
OWL, ARCHIMEDES	256-555-9999	DISNY	80.0	0.0	0.0	0.0	0.0	80.0	Y				

List Timesheets Window

NOTE: A message that the timesheet has pending adjustments will be found at the bottom of the screen.

2. Click on the Adjustment Request icon at the end of the message to view the timesheet with the adjustment request.



WEBTADS ARC

Welcome: GEPPETTO TOYMAKER | System: Normal | Edit period (Normal): 12/02/2001 - 12/15/2001* | Today is 04/16/2002

My Timesheet | List Timesheets | Online Support | Logout

Name: FOX ,TOD T | Tour Type: S | Routed: DISNY
FLSA: Exempt | Part-time Hrs: 16 | Phone: 650-555-5555 | Tour of Duty: 8:00A-4:30P
Approved: No | Approved By: | Email: TFOX@ARC.NASA.GOV

Hello from WebTADS.

WARNING_060 Annual Leave used exceeds your leave balance. AL hours = -2.0

Update | Cancel | Normal

Approval Status: N

This timesheet has adjustment requests awaiting approval. Only the originator may modify the adjustment request until the adjustment is approved or disapproved. Approve | Disapprove

Project (Add)			Total	Sun 12/02 0.0	Mon 12/03 8.0	Tue 12/04 8.0	Wed 12/05 8.0	Thu 12/06 8.0	Fri 12/07 8.0	Sat 12/08 0.0
A5003 SDTF TRAINING	TDY	REG	38.0	0.0	8.0	8.0	8.0	6.0	8.0	0.0
V0666 LEAVE		AL	2.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0
		Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Project (Add)			**Total**	**Sun 12/09 0.0**	**Mon 12/10 8.0**	**Tue 12/11 8.0**	**Wed 12/12 8.0**	**Thu 12/13 8.0**	**Fri 12/14 8.0**	**Sat 12/15 0.0**
A5003 SDTF TRAINING	TDY	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
V0666 LEAVE		AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
		GRAND TOTAL:	**80.0**							

Comment	Entered On	Entered By
Adjusting timesheet to reflect annual leave taken on 12/19/01	2002-04-10	FOX ,TOD T
Adjusting timesheet to reflect annual leave taken on 12/06/01	2002-04-10	FOX ,TOD T

Pending adjustments/requests for this employee

Normal Timesheet Window

3. Review adjustment request and approve or disapprove it.

NOTE: Approved adjustments will not take effect until accepted by the Payroll Office.

NOTE: An employee will receive an automatic e-mail notification of the approver's action.

Appendices

Appendix A WebTADS Symbols

My Timesheet	Always visible. Returns to the **My Timesheet** screen.
Online Support	Always visible. Displays Help information.
Logout	Always visible. Logout of WebTADS.
	Always visible. Holiday List – displays holidays observed by NASA.
	From **My Timesheet**, links to the **Employee Details** screen.
	From **My Timesheet**, appears if there are errors on the timesheet.
Update	From **My Timesheet**, saves information entered in the timesheet
Reset	From **My Timesheet**, cancels action.
	From **My Timesheet**, displays Help information.
	From **My Timesheet**, links to the Prior Pay Period
	From **My Timesheet**, links to the Add Projects screen.
	From **My Timesheet** and **Employee Details** screen, deletes projects listed in timesheet.
	From **Employee Details** screen, returns to My Timesheet.
	From **Employee Details** screen, displays Work Schedule List.
Submit	From **Employee Details** screen, submits changes made to employee details.
Add Project	From **Add Project** screen, adds project to timesheet.
Approve	From an Employee Timesheet, as view by an approver, approves an employee timesheet.
Disapprove	From an Employee Timesheet, as view by an approver, disapproves an employee timesheet.

Appendix B Ames Hour Types

Code	Hour Type Description	P&L Chapter
AWOL	Absent Without Leave	10
AL	Annual Leave	2
AL2	Annual Leave Shift 2	1,2
AL3	Annual Leave Shift 3	1,2
ALND	Annual Leave w/Night Dif	2,15
CTE	Comptime Earned	13
CTU	Comptime Used	13
CTU2	Comptime Used Shift 2	1,13
CTU3	Comptime Used Shift 3	1,13
CTUND	Comptime Used w/Night Dif	13,15
COP	Continuation of Pay	8,16
COP2	Continuation of Pay Shift 2	1,8,16
COP3	Continuation of Pay Shift 3	1,8,16
COPND	Continuation of Pay w/Night Dif	8,15,16
CRE	Credit Hours Earned	1
CRU	Credit Hours Used	1
CRU2	Credit Hours Used Shift 2	1
CRU3	Credit Hours Used Shift 3	1
CRUND	Credit Hours Used w/Night Dif	1,15
DELU	Donated Em Leave Used	11
DELU2	Donated Em Leave Used Shift 2	1,11
DELU3	Donated EM Leave Used Shift 3	1,11
DELUN	Donated Em Leave w/Night Dif	11,15
DMLU	Donated Med Leave Used	11
DMLU2	Donated Med Leave Used Shift 2	1,11
DMLU3	Donated Med Leave Used Shift 3	1,11
DMLUND	Donated Med Leave Used w/Night Dif	11,15
XLV	Excused Leave	8
XLV2	Excused Leave Shift 2	1,8
XLV3	Excused Leave Shift 3	1,8
XLVND	Excused Leave w/Night Dif	8,15
FMAL	FMLA Annual Leave	2,4

Code	Hour Type Description	P&L Chapter
FMAL2	FMLA Annual Leave Shift 2	1,2,4
FMAL3	FMLA Annual Leave Shift 3	1,2,4
FMALN	FMLA Annual Leave w/Night Dif	2,4,15
FMLLW	FMLA LWOP	4,9
FMSF	FMLA Sick Leave - Family	3,4
FMSF2	FMLA Sick Leave - Family Shift 2	1,3,4
FMSF3	FMLA Sick Leave - Family Shift 3	1,3,4
FMSFN	FMLA Sick Leave - Family w/Night Dif	3,4,15
FMSS	FMLA Sick Leave - Self	3,4
FMSS2	FMLA Sick Leave - Self Shift 2	1,3,4
FMSS3	FMLA Sick Leave - Self Shift 3	1,3,4
FMSSN	FMLA Sick Leave - Self w/Night Dif	3,4,15
HL	Holiday Leave	12
HL2	Holiday Leave Shift 2	1,12
HL3	Holiday Leave Shift 3	1,12
HLND	Holiday Leave w/Night Dif	12,15
HW	Holiday Worked	12
HW2	Holiday Worked Shift 2	1,12
HW3	Holiday Worked Shift 3	1,12
HWND	Holiday Worked w/Night Dif	12,15
HWEV	Holiday Worked w/Env Diff	12,14
HWEV2	Holiday Worked w/Env Diff Shift 2	1,12,14
HWEV3	Holiday Worked w/Env Diff Shift 3	1,12,14
HWHZ	Holiday Worked w/Hazard Dif	12,14
HWHZN	Holiday Worked w/Haz & Night Dif	12,14,15
HOME	Home Leave	-
CL	Jury Duty/Court leave	6
CL2	Jury Duty/Court Leave Shift 2	1,6
CL3	Jury Duty/Court Leave Shift 3	1,6
CLND	Jury Duty/Court Leave w/Night Dif	6,15
LWOP	Leave Without Pay	9
ML	Military Leave	7
ML2	Military Leave Shift 2	1,7
ML3	Military Leave Shift 3	1,7

Code	Hour Type Description	P&L Chapter
MLND	Military Leave /Night Dif	7,15
OT	Overtime	13
OT2	Overtime Shift 2	1,13
OT3	Overtime Shift 3	1,13
OTND	Overtime w/Night Dif (Reg Sched only)	13,15
REG	Regular	1
REG2	Regular Shift 2	1
REG3	Regular Shift 3	1
REGND	Regular w/Night Dif	1,15
REGSD	Regular w/Sunday Dif	1,15
REGSN	Regular w/Sunday Dif & Night Dif	1,15
REG2S	Regular Shift 2 w/Sunday Diff	1,15
REG3S	Regular Shift 3 w/Sunday Diff	1,15
EV	Regular w/Envir Pay	1,14
EV2	Regular Shift 2 w/Envir Pay	1,14
EV3	Regular Shift 3 w/Envir Pay	1,14
EVSD	Regular w/EnvirPay & Sun Pay	1,14,15
EV2SD	Regular Shift 2 w/Envir Pay & Sun Pay	1,14,15
EV3SD	Regular Shift 3 w/Envir Pay & Sun Pay	1,14,15
HZ	Regular w/Hazard Pay	1,14
HZND	Regular w/Hazard & Night Dif	1,14
HZSN	Regular w/Hazard & Sunday Dif	1,14
HZSN	Regular w/Hazard, Sunday & Night Dif	1,14,15
RCTE	Religious Comptime Earned	5
RCTU	Religious Comptime Used	5
RCTU2	Religious Comptime Used Shift 2	1,5
RCTU3	Religious Comptime Used Shift 3	1,5
RCTUN	Religious Comptime Used w/Night Dif	5,15
RL	Restored Leave	2,3,7
RL2	Restored Leave Shift 2	1,2,3,7
RL3	Restored Leave Shift 3	1,2,3,7
RLND	Restored Leave w/Night Dif	2,3,7,15
SL	Sick Leave – Self	3
SL2	Sick Leave - Self Shift 2	1,3

Code	Hour Type Description	P&L Chapter
SL3	Sick Leave - Self Shift 3	1,3
SLND	Sick Leave - Self w/Night Dif	3,15
FFSL	Sick Leave – Family	3,4
FFSL2	Sick Leave - Family Shift 2	1,3,4
FFSL3	Sick Leave - Family Shift 3	1,3,4
FFSLN	Sick Leave - Family w/Night Dif	3,4,15
SUSP	Suspension	-
TOA	Time Off Award	-
TOA2	Time Off Award Shift 2	-
TOA3	Time Off Award Shift 3	-
TOAND	Time Off Award w/Night Dif	-
WC	Workers Comp	8,16

Appendix C Tour Types

Standard

- Fixed Schedule
- 8 hours per day
- 40 hours per week over 5 equal & consecutive days
- No credit hours

Compressed

- Fixed Schedule
- 80 hours per pay period over < 10 days, with 1 or more non-workdays
- Holiday pay up to scheduled hours
- OT=hours in excess of scheduled hours
- No credit hours
- Standard Tour Types

Maxiflex

- 80 hours a pay period in 10 or fewer days, with 2 consecutive non-workdays
- Center establishes core days and hours
- Schedule can be fixed or not
- Flexible "band" 6 a.m. - 6 p.m.
- Credit hours permitted
- Holiday pay up to 8 hours
- OT in excess of planned schedule & over 40/8, ordered or approved

First Forty - *It's not for everyone!!*

- 40 hours over no > 6 of 7 consecutive workdays in administrative workweek
- Should be scheduled in advance
- All hours "regularly scheduled" for night pay & Sunday diff. purposes
- OT is hours over 40, ordered/approved
- No credit hours
- Holiday pay for 8 hours

First 40-I vs. First 40 X

- Depends on FLSA exemption
- Grade/pay level
- Type of position

First 40-I

- Exempt employees whose pay > 10/1
  OR
- Exempt employees engaged in professional or technical scientific or engineering activities
- *OT payable over 40 hours per week* <u>*ordered or approved*</u>
- No OT pay for hours > 8 in a day

First 40-X

- All non-exempt employees
  OR
- Exempt if
  - Pay = GS-10/1 or less
  - Not professional/technical
- OT payable
- Over 40/week or 8/day, ordered or approved
- For non-exempt, also over 40 suffered or permitted

Uncommon Tour (Firefighters)

- 72 hours per week

Appendix D Bookmarking WebTADS

A bookmark can be used to save the link to WebTADS so that you can easily return to it in the future

Using Internet Explorer:

Saving a Page

1. While on the WebTADS login page, click on the "Favorites" button on the top of your screen.
2. From the pop up menu select "Add to Favorites".
3. A new box will appear with the WebTADS address in a box at the bottom.
4. If you want to place your site in the Favorites folder as it is click on "Create In".
5. To retrieve the website in the future, go to "Favorites", click on the folder it's in and click on the website.

Using Netscape Navigator:

Saving a Page

1. While on the WebTADS login page, left click on the Bookmark Icon (to the left of the address bar).
2. This will access a pop-up menu.
3. Left click on "Add Bookmark", and automatically that page is saved.
4. To view the bookmark at a later date, just click on bookmarks and it will pop up.
5. Click on the WebTADS bookmark and the URL (Uniform Resource Locator, the Internet addressing system) will pop up in the address bar and the menu will automatically close down. Then view the WebTADS login page.

Appendix E Additional Exercises

(During the exercises you may reference Chapter 4 for additional help.)

Exercise 1: Compressed Work Schedule

As an ARC employee you are on a compressed 001which allows you the following 5/4/9:

- The first week 8 hours on Monday
- The first week 9 hours Tuesday-Friday
- The second week 9 hours Monday-Thursday
- The second week off Friday
- Both weeks Saturday and Sunday off

In WebTADS, enter time and attendance for a compressed 001 employee as follows:

1. Add your current labor code and annual leave
2. First week: Add 8 hours REG for Monday
3. First week: Add 9 hours REG for Tuesday-Friday
4. Second week: Add 8 hours for annual leave on Monday
5. Second week: Add 9 hours REG for Tuesday- Thursday
6. Click the Update button
7. **Timesheet should successfully update**

Exercise 2: First Forty Work Schedule

Scenario 1:

As an ARC employee you are on a First Forty work schedule that allows you the following:

- The first week 8 hours Monday-Friday
- The second week 8 hours Monday-Friday
- Both weeks Saturday and Sunday off

In WebTADS, enter time for a First Forty work schedule as follows:

Add your current labor code and annual leave

1. First Week: add 8 hours REG for Monday – Friday
2. First Week: add 1 hour overtime Monday-Friday
3. Second Week: add 8 hours REG Monday- Thursday
4. Second Week: add 1 hour overtime Monday-Thursday
5. Second Week: Add 4 hour for sick leave on Friday.
6. Click Update
7. **Timesheet should successfully update**

First Forty Work Schedule (Continued)

In WebTADS enter time for a First Forty work schedule as follows:
Scenario 2:

1. Add your current labor code and annual leave
2. First Week: add 8 hours REG Monday- Friday
3. First Week: add 1 hour overtime for Monday-Friday
4. Second Week: add 8 hours REG for Monday-Thursday
5. Second Week: add 7 hours REG for Friday
6. Second Week: add 1 hour overtime for Monday-Thursday
7. Click update
8. **You will receive an error message**.

   Correct the error as follows:

   1. First week: Change 1 hour of overtime on Friday to 0
   2. Second week: Change 7 REG hours to 8 hours for Friday
   3. Click update
   4. **Timesheet will successfully update**

Appendix F Step-By-Step Instructions for Time Entry

How Do I Enter Time?

1. Log-on to WebTADS
2. Validate Tour Types
3. Validate Work Schedule
4. View Timesheet Screen
5. Select Laborcode (Job Order)
6. Select Hour Type
7. Record Hours
8. Update Timesheet
9. Logout of WebTADS

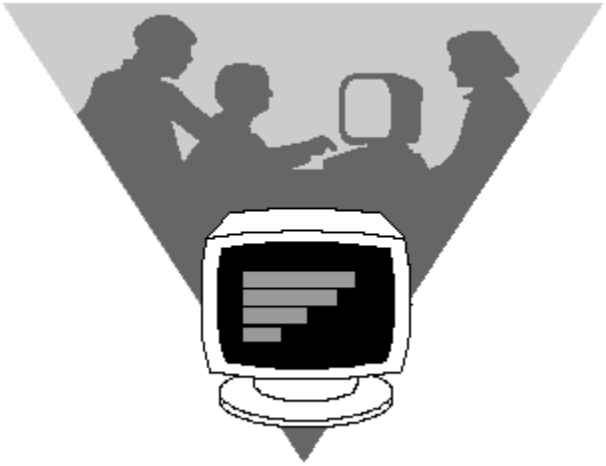
How Do I Approve Time?

1. Log-on to WebTADS
2. Click the List Timesheets button
3. Locate the correct organization in the pull down screen
4. Review employee timesheets to insure accurate time entry
5. Approve employees listed
6. Logout of WebTADS

Appendix G Help Resources

Help Desk:

Hours of Operation	5:00 a.m.-6:00 p.m.
Telephone Assistance	650-604-2000

Online Help:

http://www.webtads.arc.nasa.gov