

How to donate leave in WebTA 4.2

<https://wta.nfc.usda.gov/usda/>

1. Click **Leave Donation** from the Leave Transfer Program section on the Employee main menu.

The LTP Management page opens.

2. Click **Add Donation**.

The Add LTP Donation page opens.

3. Click **Search LTP Account**.

The LTP Account Selection page opens. Click **Select** on the row that identifies the LTP account you want to work with. **Search FSIS in the name box to view all FSIS approved leave recipients.** You return to the Add LTP Donation page and the field populates with your selection.

4. Enter your **Position, Grade** and **Step**.

5. By default, Annual Leave is already selected.) If you want to donate a different type of leave, click **Search Leave Type**. You can only donate annual and restore annual leave.

The Leave Balances page opens.

6. Click the **leave type name link** that identifies the type of leave you want to donate.

You return to the Add LTP Donation page and the Leave Type field populates with your selection.

7. Enter the number of hours to donate in the **Amount** field. Donations must be entered in whole hour increments.

8. Select the pay period from the **Pay Period** drop-down menu. This identifies the pay period from which the leave hours will be deducted.

9. Click **Search Account** to select an account.

The Account Values page opens. Click **Select** on the row that identifies the account. You return to the LTP Donation page and the Account field populates with your selection.

10. Click the **Donation Limit Waiver** check box if you want to select the waiver. You must enter an explanatory comment in the Remarks field in order to request a waiver of the maximum donation limit.

11. Type a comment in the **Remarks** field, if applicable.

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12. Click the **Restoration Preference** drop-down list to select one of the following options:

- o **Restore to Current Leave Year.** If the donation is not used and you want the hours restored to the current leave year, select this option.
- o **Restore to Next Leave Year.** If the donation is not used and you want the hours restored to the next leave year, select this option.

13. Click **Save**.

A message confirms that the donation was saved and has been submitted for approval.

NOTE: *You may edit or delete the donation while it is in pending status. Once the donation is approved or rejected, no further changes can be made.*