



## Add GDWWK Government Shutdown Used - Excepted Work – **UNPAID** Hour Type

**Where:** Timesheet and Add Hour Type Page (Project – Add)  
**Who:** Employees  
**Timeframe:** When adding Hour Type GDWWK for Government Shutdown Used - Excepted Work - Unpaid

### Purpose:

Employees who are doing approved excepted work will record hours worked using GDWWK (Government Shutdown Used - Excepted Work – **Unpaid**). This is used to record excepted work prior to an appropriation being approved.

The example that follows allows the employee to correctly record time to GDWWK – Government Shutdown Used – Excepted Work - Unpaid:

### Procedure:

1. Navigate to Timesheet:

Update   Reset		Normal (03/01/2020 - 03/14/2020)								
Approval Status: <span style="color: red;">N</span>										
Project  (Add)	Total	Sun 03/01 8.0	Mon 03/02 0.0	Tue 03/03 0.0	Wed 03/04 8.0	Thu 03/05 8.0	Fri 03/06 8.0	Sat 03/07 8.0		
<span style="color: red;">X</span> 123456.01.01.01 TEST NSM RCTE	0.0	<input type="text" value="0.0"/>								
<span style="color: red;">X</span> 123456.01.01.01 TEST NSM REG	0.0	<input type="text" value="0.0"/>								
<span style="color: red;">X</span> 123456.01.02.03 TEST NSM.2 RCTU	0.0	<input type="text" value="0.0"/>								
Week 1 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Project  (Add)	Total	Sun 03/08 8.0	Mon 03/09 0.0	Tue 03/10 0.0	Wed 03/11 8.0	Thu 03/12 8.0	Fri 03/13 8.0	Sat 03/14 8.0		
<span style="color: red;">X</span> 123456.01.01.01 TEST NSM RCTE	0.0	<input type="text" value="0.0"/>								
<span style="color: red;">X</span> 123456.01.01.01 TEST NSM REG	0.0	<input type="text" value="0.0"/>								
<span style="color: red;">X</span> 123456.01.02.03 TEST NSM.2 RCTU	0.0	<input type="text" value="0.0"/>								
Week 2 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0		
<b>GRAND TOTAL:</b>		0.0								

2. Navigate to and click the 'Add' link (Add projects to timesheet) to navigate to the Add Projects page in WebTADS.

Update Reset Normal (03/01/2020 - 03/14/2020)

Approval Status: **N**

Project	Total	Sun 03/01 8.0	Mon 03/02 0.0	Tue 03/03 0.0	Wed 03/04 8.0	Thu 03/05 8.0	Fri 03/06 8.0	Sat 03/07 8.0
X 123456.01.01.01 TEST NSM RCTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X 123456.01.01.01 TEST NSM REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X 123456.01.02.03 TEST NSM 2 RCTU	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

  

Project	Total	Sun 03/08 8.0	Mon 03/09 0.0	Tue 03/10 0.0	Wed 03/11 8.0	Thu 03/12 8.0	Fri 03/13 8.0	Sat 03/14 8.0
X 123456.01.01.01 TEST NSM RCTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X 123456.01.01.01 TEST NSM REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
X 123456.01.02.03 TEST NSM 2 RCTU	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
<b>GRAND TOTAL:</b>		0.0						

3. Navigate to the Laborcode – Description (Mission, Theme, Program) section of the Add Projects page:

Select the appropriate Laborcode/WBS in the drop down on the left and the GDWWK – Government Shutdown Used – Excepted Work Unpaid hour type on the right.

Click Add Project.

**Add Projects for BABOON, RAFIKI R (633)**

4 Labor Code(s) Found

WBS Mission Theme Program Description SEARCH RESET

Laborcode – Description (Mission, Theme, Program)

Please Select a Labor Code....

- 123456.01.01.01 -- TEST NSM
- 123456.01.02.03 -- TEST NSM 2 (MISS, THEM, PROG)
- 55555.05.05.05 -- SUMMER FUN
- 77777.07.07.07 -- FUN, FUN, FUN

[123456.01.01.01 -to- 77777.07.07.07]

Hour Type

- CTU -- Comp Time Used
- GOVERNMENT SHUTDOWN - EXCEPTED WORK UNPAID**
- GDWWK -- Government Shutdown Used - Excepted Work - Unpaid
- GOVERNMENT SHUTDOWN - PAID

You Currently Cannot Charge To Telework. Click on the link below for more information: [OneNASA Telework/Remote Work Process](#)

Remark

Add Project



4. Navigate back to Timecard by clicking on the Timecard icon



5. The GDWWK hour type will display on the timesheet:

	123456.01.01.01		GDWWK	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	TEST NSM									