

Entering TEA Data for an Employee

1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the HHS link. 
4.	Click the Transportation Equity Act link. 
5.	Click in the field in which you want to search. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" .
7.	Click the Search button. 
8.	Scroll as necessary and click the desired entry in the Search Results table. Click WINTER,CHRIS .
9.	In the TEA Effective Date field, enter the date the action is to become effective in the system. This field will default to the system date, and can be changed if necessary. Click the Choose a date button. 
10.	Click the desired date. Click 15 . 
11.	The Status field will default to A (Active). Enter the appropriate value in the Approval Date field. This will be the date the TEA was approved by the manager. Click the Choose a date button. 
12.	Click the desired date. Click 8 . 
13.	Drag to select the entry in the Choice Option field, if necessary.
14.	Select the correct value for the Choice Option field. Codes indicate the various options under the TEA-Commuter Choice Program. Available values are: 1 - EE Receives Taxable Cash 2 - Set aside income pretax 3 - Employee pays portion 4 - Any Combination Enter the desired information into the Choice Option field. Enter a valid value, e.g. "2" .

15.	Press [Tab] .
16.	In the Choice Employee Deduction field, indicate the appropriate value. This will be the amount of fringe benefits provided that may be deducted from the employee gross pay before taxes. Enter the desired information into the Choice Employee Deduction field. Enter a valid value, e.g. " 15 ".
17.	Press [Tab] .
18.	In the Employer Contribution field, indicate the amount of the fringe benefits that the employer provides to the employee. Enter the desired information into the Employer Contribution field. Enter a valid value, e.g. " 50 ".
19.	Press [Tab] .
20.	Use the TEA Cashout field to indicate any cash amount received when the employee chose to cash out the value of employer provided parking. Enter the desired information into the TEA Cashout field. Enter a valid value, e.g. " 25 ".
21.	Press [Tab] .
22.	In the TEA Transit Code field, select the code that indicates the method of transportation with which the employee has chosen to commute to and from work. Valid values are: 1 - Transit 2 - Vanpool 3 - Qualified Parking 4 - Combination Enter the desired information into the TEA Transit Code field. Enter a valid value, e.g. " 2 ".
23.	Press [Tab] .
24.	The TEA Payment Option field is used to indicate whether the TEA-Payment is accredited to the employee's taxable pay or to the responsible account of the OPDIV. Valid options are: 1 - Employee Net Check 2 - Operating Division Enter the desired information into the TEA Payment Option field. Enter a valid value, e.g. " 1 ".
25.	Click the Save button. 
26.	The TEA data for the employee is entered. End of Procedure.