webTA
Time and
Attendance

webTA 4.2 Timekeeper
Quick Reference Card

Timekeeper Main Menu Options

Inbox Tab: View messages.

Settings Tab: View your Employee profile and other information, such as licenses, calendars, roles, etc.

Help Tab: Access online help.

Log Out Tab: Exit the system.

Employee Section: Access Employee timesheets and Employee leave, premium pay, and dollar transaction requests.

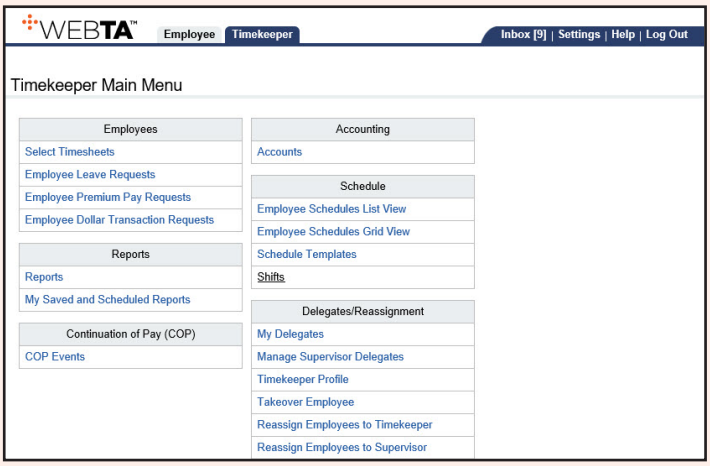
Reports Section: Run, export, print, and save reports.

Continuation of Pay (COP) Section: View Employee COP event details.

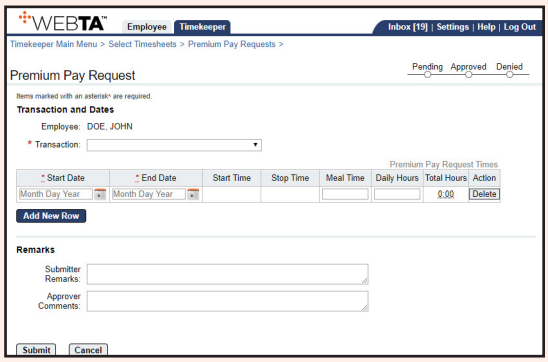
Accounting Section: Add accounting codes to the Timekeeper account list.

Schedule Section: View Employee schedules and schedule requests.

Delegates/Reassignment Section: Assign or unassign Delegates, manage Supervisor Delegates, change your Timekeeper profile, takeover Employees from other Timekeepers, and reassign Employees to Timekeepers and Supervisors.



Requesting Premium Pay

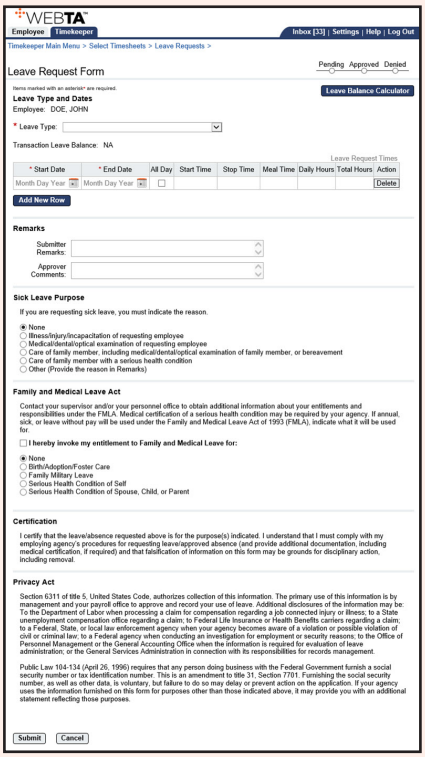


1. Select the ***Select Timesheets*** link from the Employees section on the Timekeeper Main Menu.
2. Check the box next to the applicable employee.
3. Select the ***Premium Pay Requests*** link from the Leave and Premium Pay menu in the Select Action section.
4. Select the **Add Premium Pay Request** button.
5. Select the applicable premium pay transaction from the Transaction drop-down list.
6. Select the Start Date and End date from the calendar icon or enter the dates in mm/dd/yy format.
7. Enter the Start Time and Stop Time in hh:mm format.
8. Enter the Meal Time, if applicable.
9. Enter the hours requested in the Daily Hours field.
10. Enter any applicable remarks in the Submitter Remarks field.
11. Select the **Submit** button.

Adding Employee Leave/Premium Requests

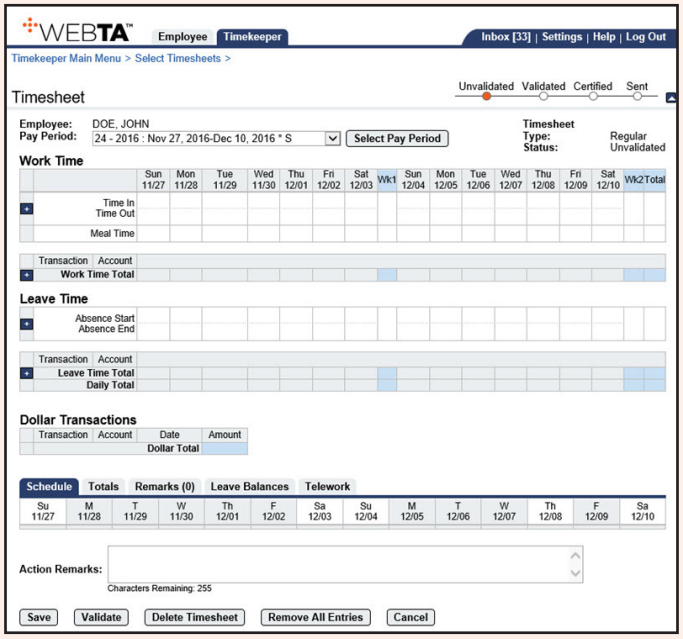
1. Select the ***Select Timesheets*** link from the Employees section on the Timekeeper Main Menu.
2. Check the box next to the applicable Employee.
3. Select the ***Leave Requests*** link from the Leave and Premium Pay menu in the Select Action section.
4. Select the **Add Leave Request** button.
5. Select the applicable leave type from the Leave Type drop-down list. The selected transaction leave balance is displayed.
6. Select the Start Date and End Date from the calendar icon or enter the dates in mm/dd/yy format.
7. Enter the Start Time and Stop Time in hh:mm format. If taking the full day, select the All Day box.
8. Enter the Meal Time, if applicable.
9. Enter the hours requested in the Daily Hours field.
10. Enter any applicable remarks in the Submitter Remarks field.
11. Select the **Submit** button.

NOTE: If requesting Sick Leave or Family and Medical Leave, the applicable Sick Leave Purpose/Family and Medical Leave Act (FMLA) purpose is required.

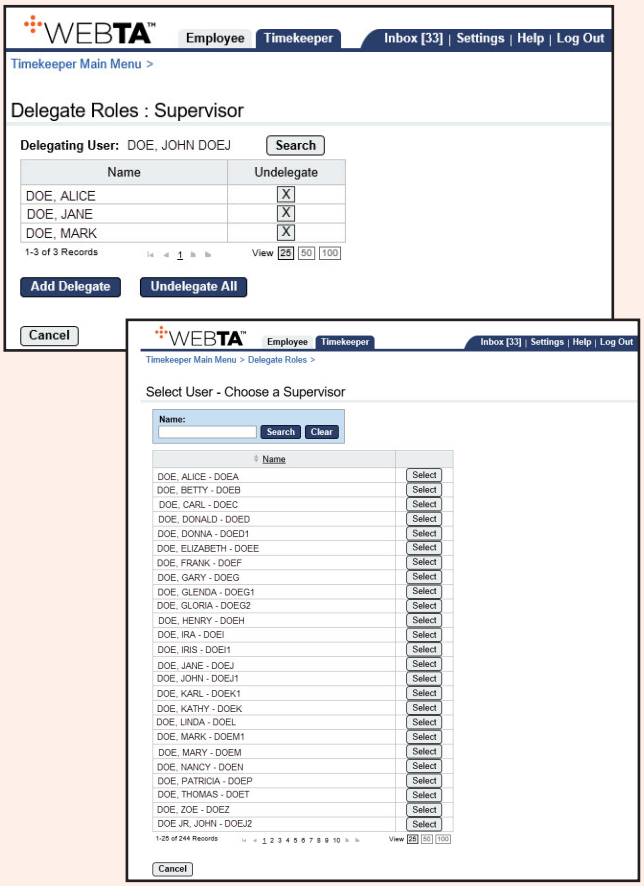


Entering and Validating a Timesheet

1. Select the ***Select Timesheets*** link from the Employees section on the Timekeeper Main Menu.
2. Check the box next to the applicable Employee.
3. Select the ***Timesheet*** link from the Timesheets menu in the Section Action section.
4. Select the **+** (plus sign) on the Work Time Total line.
5. Accept the default transaction code (TC) or select the default TC for a list of available TCs.
6. Select the applicable TC from the drop-down list.
7. Select the **Select Work Time Transaction** button to return to the Timesheet page.
8. Select the ***Select Account*** link for a list of available accounting codes.
9. Select the **Select** button next to the applicable accounting code.
10. Enter the Employee's work hours in the Work Time field next to the applicable TC and accounting code.
11. Select the **Save** button.
12. Select the **Validate** button.



Managing Supervisor Delegates

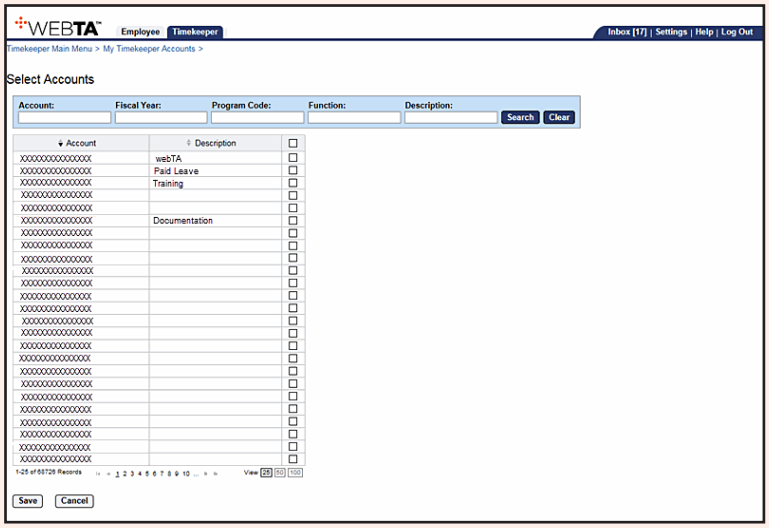


1. Select the ***Manage Supervisor Delegates*** link from the Delegates/Reassignment section on the Timekeeper Main Menu.
2. Enter the name of the Supervisor for whom you are going to manage the Delegates.
3. Select the **Search** button. The search results are displayed.
4. Select the **Add Delegate** button next to the applicable Supervisor.
5. Select the **Add Delegate** button to add additional Delegates. A list of eligible Supervisors is displayed.
6. Select the Delegate(s) by checking the box next to the Delegate's name.
7. Select the **Select Checked Users** button. You may select as many Delegates as you wish. A confirmation message indicating that the delegation was successful is displayed.

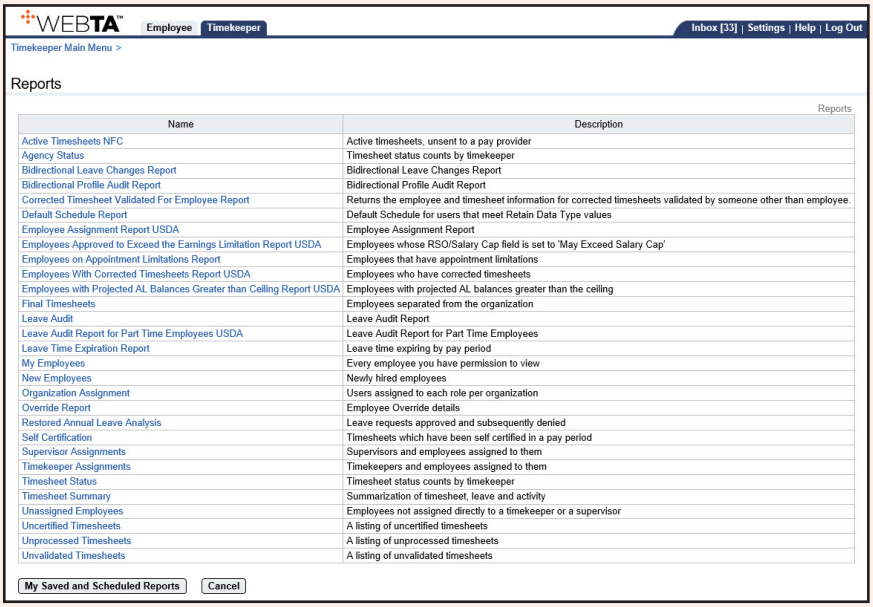
NOTE: To remove a single Delegate, uncheck the box next to the Delegate's name and select the **OK** button on the popup. A message indicating that the Delegate was removed is displayed. Select the **Undelegate All** button to remove all Delegates.

Managing Accounts

1. Select the ***Accounts*** link from the Accounting section on the Timekeeper Main Menu.
2. Select the **Get Account(s)** button.
3. Check the box next to the applicable accounting.
4. Select the **Save** button. The newly added accounting code will now be available for the Employee to select.



Running Reports

1. Select the ***Reports*** link from the Reports section on the Timekeeper Main Menu. A list of available reports with descriptions is displayed.
2. Select the applicable link for the report you wish to generate. The selected report parameters page is displayed.
3. Complete the report parameters.
4. Select the **Run Report** button.

NOTE: Reports can be exported to PDF, Excel, HTML, and CSV files.