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Training Objectives and webTA Navigation Overview

The purpose of this training manual is to provide employees information needed to use webTA for entering their time and attendance (T&A) data each pay period. This training manual contains images (screen captures) of the pages that you will see while using webTA.

This section includes the following topics:

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Training Objectives

After completing the training on webTA you will be able to:

- Enter T&A data.
- View a summary of your current pay period T&A information.
- Submit leave and premium pay requests to your supervisor.
- Submit leave donation requests for approval.
- View certified T&A summaries.
- Select accounting codes(s).
- Assign description to accounting codes.
- Generate a report of your leave history.
- Submit requests and tasks to your timekeeper.

The employee functions described above are accessed from the Employee Main Menu page which is displayed after you log in.

webTA Navigation

The navigation within webTA is relatively simple to follow. All main employee functions are accessed from the Employee Main Menu Page which is displayed after you log into webTA.
Additionally, most pages are exited by selecting the Return button once you have completed the task you were trying to accomplish. In the section below, instructions are outlined on how to log in and out of webTA, manage your password, and access help in webTA.

**To Log Into webTA**

**webTA Login**

**Welcome.**

Login using eAuthentication

To login using webTA Credentials, please enter your User ID and Password for the Time & Attendance system:

<table>
<thead>
<tr>
<th>User ID</th>
<th>Password</th>
</tr>
</thead>
</table>

(password is case-sensitive)

[Log In]

*Figure 1: webTA Login Page*

1. Complete the User ID and Password fields.

2. Click **Log In**. The Employee Main Menu page is displayed.

**Employee Main Menu**

*Figure 2: Employee Main Menu Page*
To Log Out of webTA

Select the Logout option in the upper right hand corner of any webTA page to exit the webTA application.

Depending upon your browser settings, you may be automatically exited from webTA at this point or returned to the webTA Login page.

To Change Your Password

1. Click Change Password on Employee Main Menu page to display the Change Employee Password page.

   ![Change Employee Password Page](image)

   **Figure 3: Change Employee Password Page**

2. Complete the Current Password, New Password, and New Password (again) fields.

3. Click Save. Your password has now been changed.
Accessing Help in webTA

1. Select the Help option in the upper right-hand corner of any webTA page to access help information for the webTA application. A new window is opened with help for the Employee Module.

Figure 4: Employee Module Page

2. Click a topic in the left-hand menu for help with a particular function within webTA.

3. To exit the help function, click the X in the upper right-hand corner of the new window. You will be returned to the page you were on in webTA when you selected the Help option.
Entering and Editing Time and Attendance (T&A) Data

WebTA supports two types of time entry:

- Positive entry. Employees enter all transaction and T&A data.
- Exception-based entry. Employees have individual default schedules where work and leave time fields are automatically populated on the T&A Data page and changes are only made as necessary.

Note: Most organizations use Positive entry.

All T&A Data pages display the Work Time and Leave and Other Time sections. You may also have pre-populated default transactions/times and a Dollar Transactions section.

Each section contains a description of the transaction type and account information.

- The two time-entry sections have daily time-entry fields for each week in a pay period. Daily totals are displayed below each day in the Daily Total row. These figures are computed by adding the Work Time total and Leave and Other Time total for each day.
- If the employee requests leave or premium pay, the Time In and Time Out fields or the Absence Start and Absence End fields are populated with the times entered on the applicable leave or premium pay request. This only occurs if times are entered on the request (i.e., 4 hours of sick leave from 6 a.m to 10 a.m). If the employee does not enter times on the request, only the number of hours is displayed.
- The Dollar Transactions section has a Dollar Amt field for entering the total Dollar Amt in the pay period. Totals for the Dollar Transactions are displayed under Dollar Amt. This section is only used with transaction codes (TC) that are recorded in dollars and cents (i.e., parking).
- The Remarks field is available for adding comment(s).

This section includes the following topics:

To Add a New Work Time Transaction Code and Account
To Enter an Additional Accounting Code
To Enter Work Hours
To Delete a Transaction Code
To Edit a Transaction Code or Account
To Add a New Work Time Transaction Code and Account

1. To access the T&A Data page, click **T&A Data** on the Employee Main Menu page. The T&A Data page is displayed.

![Figure 5: T&A Data Page (Without Transaction Code and Account)](image)

Note: If this is the first time you are establishing a T&A in webTA, the Work Time section of your T&A may already contain default transactions/times that have been set up by your webTA Administrator or you may not have any TCs or accounting codes displayed. You can add any additional transaction as needed. If T&As have already been processed for you in webTA, then your Work Time section will already be populated. You can add new transactions to the current list if needed.

2. Click **New** in the Work Time section if there are any TCs or accounts that you need to add. The New Work Time Activity page is displayed.

![Figure 6: New Work Time Activity Page](image)
3. Select a transaction type from the **Transaction Code** drop-down list.

4. Select the applicable account from the **Account** drop-down list.

5. Click **Save**. The T&A Data page is displayed with the new work time TC and account you just added.

---

**Figure 7: T&A Data Page (After Adding Transaction Code and Account)**
To Enter an Additional Accounting Code

1. To access the T&A Data page, click **T&A Data** on the Employee Main Menu page. The T&A Data page is displayed.

![Figure 8: T&A Data Page (Before Adding Additional Transaction Code and Account)](image)

2. Click **New** in the Work Time section if there are any additional accounting code(s) to add. The New Work Time Activity page is displayed.

![Figure 9: New Work Time Activity Page](image)

3. Select a transaction type from the **Transaction Code** drop-down list.

4. Select the applicable accounting code from the **Account** drop-down list.
5. Click **Save**. The T&A Data page is displayed with the additional accounting code on the T&A.

![T&A Data Page](image)

**Figure 10: T&A Data Page (With Additional Transaction Code and Account)**
To Enter Work Hours

1. Enter your time under the appropriate date in the Work Time or Leave and Other Time sections.

   Enter daily time in hours and minutes (in 15-minute increments) by typing the number of hours, a colon, and the number of minutes. You may enter the hours, a period, and a decimal fraction. Time entered in these ways is converted to hours and minutes, rounding to the nearest 15-minute increment when updated or saved.

   Example: Entering 3.5 converts to 3:30 hours and 7:07 hours converts to 7.00.

   ![T&A Data Page](image)

   **Figure 11: T&A Data Page (With Hours)**

2. Click **Update** to save the information. The T&A Data page will remain open. This allows you to check your daily totals to ensure all of your daily time has been entered. To exit the page and save your data, click **Save/Return**. If you do not want to save your T&A Data page, click **Cancel** to be returned to the Employee Main Menu page.
To Delete a Transaction Code

1. Click **T&A Data** on the Employee Main Menu page to display the T&A Data page.

![T&A Data Page](image)

Figure 12: T&A Data Page (Before Deleting Transaction Code)
2. Click **Del** next to the Transaction Code you want to delete. The T&A Data page is displayed with the Transaction Code deleted.

3. Click **Update** to save the information. This allows you to check your daily totals to ensure all of your daily time has been entered. To exit the page and save your data, click **Save/Return**. If you do not want to save your T&A Data page, click **Cancel** to be returned to the Employee Main Menu page.
To Edit a Transaction Code or Account

1. Click **T&A Data** on the Employee Main Menu page to display the T&A Data page.

![Figure 14: T&A Data Page (Before Editing Transaction Code and Account)](image)

2. Modify the T&A by clicking **Edit** next to the Transaction Code in the Work Time section on the T&A Data page. The Edit Work Time Activity page is displayed.

![Figure 15: Edit Work Time Activity Page](image)

3. Select a transaction type from the **Transaction Code** drop-down list.

4. Select the applicable accounting code from the **Account** drop-down list.
5. Click **Save**. The T&A Data page is displayed with the modified transaction code and account on the T&A.

![Figure 16: T&A Data Page (After Editing Transaction Code and Account)](image)

6. Click **Update** to save the information. This allows you to check your daily totals to ensure all of your daily time has been entered. To exit the page and save your data, click **Save/Return**. If you do not want to save your T&A Data page, click **Cancel** to be returned to the Employee Main Menu page.
Validating and Affirming Your T&A

When you are finished entering your T&A Data, the data validation process must be initiated by you (as the employee) or by your timekeeper in accordance with your Agency's T&A policies and processes. Your supervisor cannot certify your T&A until it has been validated.

Note: If your Agency’s policies state that only timekeepers validate T&As, then the employee should never select the Validate button. Only employees who work for Agencies that allow Employee Validation should follow the steps outlined in the next section.

This section includes the following topics:

To Validate a T&A

1. Click T&A Data on the Employee Main Menu page to display the T&A Data page.

![T&A Data Page](image)

Figure 17: T&A Data Page

2. Before clicking Validate, all T&A data should be verified as accurate and in accordance with applicable policies. Click Validate to validate the T&A. If there are errors or warnings,
the Validation Summary page is displayed. If there are no error messages or warnings, the T&A Summary page is displayed (and you proceed to step 5 below).

![Figure 18: Validation Summary Page](image)

3. If there are errors, webTA lists the errors on the Validation Summary page, but does not validate the T&A. Correct all errors on the Validation Summary Page. webTA cannot validate your T&A until all errors are corrected.

Note: Errors are generated when there is a T&A validation failure, based on the validation rules. An error is indicated by the word Error in red and includes a description of the problem that is preventing your T&A from being validated. Errors must be corrected before your supervisor can certify the T&A data. Warnings are generated when the system suspects that there may be a problem. Warnings are indicated by the word Warning, along with a description of the possible cause. Warnings will not prevent you from validating the T&A. If only warning messages are generated, webTA lists the warnings but validates the T&A.
4. Click **Continue**. If there are any errors, then you are returned to the the T&A Data page to correct them. If only warnings exist, the T&A Summary page is displayed.

**Figure 19: T&A Summary Page**
5. When you are ready to submit your validated T&A that is free from errors, click **Affirm**. A pop-up message appears on the Employee Main Menu page, *TA records validated successfully*. webTA submits your T&A for certification.

![Message from webpage]

**Figure 20: T&A Records Validated Successfully Page**

6. Click **OK** to be returned to the Employee Main Menu page.
Viewing T&A Data Summary

1. Click **T&A Summary** on the Employee Main Menu page to display the T&A Data Summary page. The T&A Data Summary page is a read-only view of your current T&A record.

The top of the T&A Data Summary page contains Name, Pay Period, Time Card Type, Status, and Leave Year.
The T&A Data Summary page contains Work Time, Leave and Other Time, T&A Profile, Leave Data, Leave Year Projection, and Status History.

These sections appear below the employee T&A Data Summary page:

- Work Time provides information about time worked in 2-week increments.
- Leave and Other Time provides information about leave and other time taken.
- T&A Profile contains a read-only copy of the T&A Profile for the current pay period.
- Leave Data contains your leave balances for the current pay period. Any non-zero leave balance is displayed in this section.
- Leave Year Projection displays your annual and sick leave projections as of the current pay period.
- Status History contains an audit log of all actions taken against your current T&A.

Note: If you have requested any leave request(s) or premium pay request(s), it will be displayed on the T&A Data Summary page.

2. Click **Return** to return to the Employee Main Menu page.
About Leave and Premium Pay Requests

The Leave/Prem Requests & Donations page provides options for leave requests and premium pay requests. You can enter or review both leave and premium pay requests.

Note: Approved and denied leave and premium pay requests for dates in pay periods before the current pay period appear on the leave or premium pay request history page(s). A pending request will still appear as a current leave or premium pay request until it is approved or denied.

This section includes the following topics:

- To Create a New Leave Request ................................................................. 23
- To Change a Pending Leave Request.......................................................... 27
- To Delete a Pending Leave Request ............................................................. 29
- To View Your Leave Request History ......................................................... 30
- To View Leave Requests in Calendar View .................................................. 33
- To Create a New Premium Pay Request ..................................................... 37
- To Change a Pending Premium Pay Request .............................................. 40
- To Delete a Pending Premium Pay Request ................................................. 42
- To View Your Premium Pay Request History ............................................. 43
- To View Premium Pay Requests in Calendar View .................................... 46

To Create a New Leave Request

1. Click Leave/Prem Pay on the Employee Main Menu page to display the Leave/Prem Request & Donations page.

Figure 22: Leave/Prem Request & Donations Page
2. Click **Leave** on the Leave/Prem Request & Donations page. The Current Leave Requests page is displayed.

![Current Leave Requests Page](image)

**Figure 23: Current Leave Requests Page**
3. Click **New Request** on the Current Leave Requests page. The Edit/View Leave Request page is displayed.

![Edit/View Leave Request Page](image)

**Figure 24: Edit/View Leave Request Page**
Note: The first time you request leave (e.g., Annual, Sick, Comp Travel, etc.), you will need to edit the TC to include the Account Data in the Leave and Other Time section on the T&A. After the first time, the Account Data is auto populated on the T&A going forward, once it has been added.

4. Select the applicable leave type from the **Leave Type** list.

5. Select the applicable transaction code from the **Transaction Type** list.

6. If your leave request is in a month other than the current one, click **Previous Month/Next Month** at the top of the calendar to navigate to the month you want to request leave.

7. Each date on the calendar contains three entry fields. In the **Hour** field, type the number of hours of leave that you are requesting for that date.

8. In the **From** field, type the start time.

9. In the **To** field, type the end time.

10. Type any remarks, if applicable in the **Employee Remarks** box.

11. If you are requesting any type of sick leave (i.e., Family Medical Leave Act), you must select the applicable sick leave reason/type in the **Sick Leave** box. Otherwise, an error message will appear.

12. Click **Save**. The Current Leave Requests page is displayed.

![Current Leave Requests](image)

*Figure 25: Current Leave Requests Page*
To Change a Pending Leave Request

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

![Leave/Prem Request & Donations Page](image)

**Figure 26: Leave/Prem Request & Donations Page**

2. Click **Leave**. The Current Leave Requests page is displayed.

![Current Leave Requests Page](image)

**Figure 27: Current Leave Requests Page (Before Editing Request)**

Note: Leave Status designations are Approved, Pending (a new leave request waiting to be approved), and Denied. You cannot modify leave requests that have been approved or denied, but you can modify a pending request. If you need to modify an approved or denied leave request, your supervisor must first revert the request to pending.

3. If you want to modify a leave request, click **Edit** next to the request you want to modify. The Edit/View Leave Requests page is displayed for the leave request you selected.
Figure 28: Edit/View Leave Request Page
4. Modify the information for the request.

5. Click **Save**. The Current Leave Requests page is displayed.

![Current Leave Requests Page](image)

*Figure 29: Current Leave Requests Page (After Editing Request)*

6. Click **Return** to return to the Leave/Prem Request & Donations page.

---

**To Delete a Pending Leave Request**

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

![Leave/Prem Request & Donations Page](image)

*Figure 30: Leave/Prem Request & Donations Page*

2. Click **Leave**. The Current Leave Requests page is displayed.

![Current Leave Requests Page](image)

*Figure 31: Current Leave Requests Page (Before Deleting Request)*

Note: You can only delete a leave request that is pending.
3. If you want to delete a leave request, click **Del** next to the request you want to delete. The Current Leave Requests page is displayed showing the approved leave request only.

![Current Leave Requests Page](image)

**Figure 32: Current Leave Requests Page**

Note: When you click **Del** next to the request you want to delete, the leave request is deleted. There is no delete confirmation message.

4. Click **Return** to return to the Leave/Prem Request & Donations page.

### To View Your Leave Request History

1. Click **Leave/Prem** Pay on the Employee Main Menu. The Leave/Prem Requests & Donations page is displayed.

![Leave/Prem Request & Donations Page](image)

**Figure 33: Leave/Prem Request & Donations Page**

2. Click **Leave**. The Current Leave Requests page displays a list of pending and approved leave requests.

![Current Leave Requests Page](image)

**Figure 34: Current Leave Requests Page**
3. Click **View History**. The Leave Request History page is displayed.

![Leave Request History](image)

**Figure 35: Leave Request History Page**

Note: The Leave Request History page displays leave requests that have been approved or denied. The Leave Request History page does not show Pending Leave Requests.
4. Indicate the leave request you would like to view by selecting the radio button next to the leave request. Click View. The Edit/View Leave Request page is displayed with the details about the selected leave request. The number of hours requested is displayed on the applicable day on the calendar with any remarks that were included on the original leave request displayed in either the Employee Remarks or the Supervisor Remarks box.

Figure 36: Edit/View Leave Request Page
To View Leave Requests in Calendar View

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

   ![Figure 37: Leave/Prem Request & Donations Page](image)

   **Figure 37: Leave/Prem Request & Donations Page**

2. Click **Leave**. The Current Leave Requests page is displayed.

   ![Figure 38: Current Leave Requests Page](image)

   **Figure 38: Current Leave Requests Page**
3. If you want to view current leave requests in calendar form, click **Calendar View**. The Leave Request Calendar View is displayed containing current leave request(s) by date.

**Leave Request Calendar View**

The calendar below shows only approved and pending leave requests, not leave that is actually taken.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
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<td>13</td>
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<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: You can see, in calendar form, your leave requests that are either pending or approved. Each date on the calendar displays the status, your name, and the total time approved or pending for that date.

- **A**: Indicates approved requests.
- **P**: Indicates pending requests.

**Figure 39: Leave Request Calendar View Page**

Note: You can see, in calendar form, your leave requests that are either pending or approved. Each date on the calendar displays the status, your name, and the total time approved or pending for that date.
4. The Leave Request Calendar View page displays leave requests that are either pending or approved. If you need to modify a pending leave request, click the applicable date. You have the option to change the request and **Save** your changes or click **Cancel**. The Edit/View Leave Request page is displayed.

**Figure 40: Edit/View Leave Request Page (Pending Request)**
5. If you want to view an approved request on the Leave Request Calendar View page, click the applicable date. The Edit/View Leave Request page is displayed.
6. Once you have completed viewing an approved request, click **Return** to be returned to the Current Leave Requests page.

**To Create a New Premium Pay Request**

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

   ![Figure 42: Leave/Prem Request & Donations Page](image)

   **Figure 42: Leave/Prem Request & Donations Page**

2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed with all current requests.

   ![Figure 43: Current Premium Pay Requests Page](image)

   **Figure 43: Current Premium Pay Requests Page**
3. Click **New Request**. The Edit/View Premium Pay Request is displayed.

![Edit/View Premium Pay Request](image)

**Figure 44: Edit/View Premium Pay Request Page**

4. Select the type of Premium Pay Request from the **Premium Pay Type** list.

Note: Only one type of Premium Pay Request can be submitted per request (i.e., comp time earned, hazard pay, holiday worked, overtime with night differential, overtime, etc.)
5. If your premium pay request is in a month other than the current one, click **Previous Month/Next Month** at the top of the calendar to navigate to the applicable month.

6. Each date on the calendar contains three time-entry fields: Hour, From, and To. In the first field, type the number of hours of leave you are requesting. If you want to enter start and end times for premium pay requests (i.e., if you only want leave for part of a day), type the start time in the **From** field, then type the end time in the **To** field.

   Note: If you type a start time, you must type an end time.

7. If you want to add remarks to the premium pay request, type them in the **Employee Remarks** box.

   Note: The remarks field is visible to the person approving the request. webTA reviews the form and informs you of any errors.

8. If webTA indicates that there are any errors, correct the errors.

   Note: All errors must be corrected before the request is submitted.

9. Click **Save**. The Current Premium Pay Requests page is displayed.
To Change a Pending Premium Pay Request

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

![Leave/Prem Request & Donations Page](image)

**Figure 46: Leave/Prem Request & Donations Page**

2. Click **Prem. Pay** on the Leave/Prem Request & Donations page. The Current Premium Pay Requests page is displayed with all premium pay requests.

![Current Premium Pay Requests Page](image)

**Figure 47: Current Premium Pay Requests Page (Before Changing Request)**

Note: Premium Pay Status designations are Approved, Pending (a new premium pay request waiting to be approved), and Denied. You cannot modify premium pay requests that have been approved or denied, but you can modify a pending premium pay request. If you need to modify an approved or denied premium pay request, your supervisor must first revert the request to pending.
3. If you want to modify a premium pay request, click **Edit** next to the request you want to modify. The Edit/View Premium Pay Requests page is displayed for the leave request you selected.

![Edit/View Premium Pay Request Page](image)

**Figure 48: Edit/View Premium Pay Request Page**

4. Modify the request.
5. Click **Save**. The Current Premium Pay Requests page is displayed.

![Current Premium Pay Requests](image)

**Figure 49: Current Premium Pay Requests Page (After Changing Request)**

**To Delete a Pending Premium Pay Request**

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

![Leave/Prem Request & Donations](image)

**Figure 50: Leave/Prem Request & Donations Page**

2. Click **Prem. Pay** on the Leave/Prem Request & Donations page. The Current Premium Pay Requests page is displayed with all premium pay requests.

![Current Premium Pay Requests](image)

**Figure 51: Current Premium Pay Requests Page (Before Deleting Request)**
1. If you want to delete a request that is pending, click Del next to the premium pay request you want to delete.

Note: You can only delete a current premium pay request if it is pending.

The Current Premium Pay Requests page is displayed without the premium pay request that was deleted.

2. Click Return to return to the Leave/Prem Request & Donations page.

To View Your Premium Pay Request History

1. Click Leave/Prem Pay on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

![Current Premium Pay Requests Page](image)

**Figure 54: Current Premium Pay Requests Page**

3. Click **View History** to display the Premium Pay Request History page.

![Premium Pay Request History Page](image)

**Figure 55: Premium Pay Request History Page**

Note: Only approved or denied premium pay requests are displayed on the Premium Pay Request History page.
4. Indicate the premium pay request you would like to view by selecting the radio button next to the request. Click **View**. The Edit/View Premium Pay Request page is displayed with details about the selected request in the Request Information box.

**Figure 56: Edit/View Premium Pay Request Page**

Note: The number of hours requested is displayed on the applicable day on the calendar; moreover, any remarks that were included on the original request are displayed in either the Employee Remarks or the Supervisor Remarks box.

5. Click **Return** to return to the Premium Pay Request History page.
To View Premium Pay Requests in Calendar View

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Request & Donations page is displayed.

![Leave/Prem Request & Donations Page](image1)

**Figure 57: Leave/Prem Request & Donations Page**


![Current Premium Pay Requests Page](image2)

**Figure 58: Current Premium Pay Requests Page**
3. If you want to view current premium pay requests in calendar form, click **Calendar View**. The Premium Pay Request Calendar View is displayed containing premium pay requests(s) by date.

![Premium Pay Request Calendar View](image)

**Figure 59: Premium Pay Request Calendar View Page**

Note: You can see, in calendar form, your premium pay requests that are either pending or approved. Each date on the calendar displays the status, your name, and the total time approved or pending for that date.

- **A**: Indicates approved requests.
- **P**: Indicates pending requests.
4. The Premium Pay Request Calendar View page displays premium pay request(s) that are either pending or approved. If you need to modify a pending premium pay request, click the applicable date. The Edit/View Premium Pay Request page is displayed.

Figure 60: Edit/View Premium Pay Request Page (Pending Request)
5. You have the option to change the request and **Save** your changes or click **Cancel** to return to the Premium Pay Requests page.

6. If you want to view an approved request on the Premium Pay Request Calendar View page, click the applicable date. The Edit/View Premium Pay Request page is displayed.
7. Once you have completed viewing an approved request, click **Return** to be returned to the Premium Pay Requests page.
About Leave Donations

The Leave/Prem Request & Donations page provides an option for leave donations. From this page, you can submit leave donations for approval. Leave donations may be made at any time, if you have sufficient leave available and you have not exceeded the limitations on donations for your Agency.

This section includes the following topics:

To Make a Leave Donation........................................................................................................................................51
To Edit a Leave Donation Awaiting Approval.................................................................54
To View an Approved Leave Donation...........................................................................56

To Make a Leave Donation

1. Click Leave/Prem Pay on the Employee Main Menu page. The Leave/Prem Requests & Donations page is displayed.

2. Click Donation. The Leave Donations page is displayed.
3. Click **New Donation**. The Edit Leave Donation page is displayed.

![Edit Leave Donation Page](image)

**Figure 64: Edit Leave Donation Page**

4. To view the available options for the Leave Account field, click **Search**. The Search for Leave Account page is displayed.

![Search for Leave Account Page](image)

**Figure 65: Search for Leave Account Page**
5. Click **Select** next to the applicable Account Name. The Edit Leave Donation page is displayed with the account name in the Leave Account field.

![Edit Leave Donation Page](image)

**Figure 66: Edit Leave Donation Page**

6. Type the Donor Information in the appropriate fields.

7. Click **Save**. The Leave Donations page is displayed.

![Leave Donations Page](image)

**Figure 67: Leave Donations Page**

Note: The Leave Account, Donor Position, Donor Grade, Step, and Hours fields are required for Agency reporting purposes. The status of any donation remains Pending until it is approved by an Human Resource (HR) Administrator. Once the donation is approved, a payroll transaction is created in your T&A report, and the leave is deducted from your leave balance. Transaction for approved donations do not appear on your T&A, but will be reflected in the Leave Data section of your T&A Summary page.

8. Click **Return** to return to the Leave/Prem Request & Donations page.
To Edit a Leave Donation Awaiting Approval

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Requests & Donations page is displayed.

2. Click **Donation**. The Leave Donations page is displayed.

Note: A summary of donations that you have made to the voluntary and emergency leave-transfer programs is displayed for your information. If you have active donations, they appear on the page. Once a donation is approved, you cannot modify it.
3. If you want to modify a donation that has not been approved, click **Edit** to modify the leave donation. The Edit Leave Donation page is displayed.

![Edit Leave Donation](image)

**Figure 70: Edit Leave Donation Page (Before Editing Leave Donation)**

4. Modify the appropriate fields.

5. Click **Save**. The Leave Donations page is displayed.

![Leave Donations](image)

**Figure 71: Leave Donations Page (After Editing Leave Donation)**

6. Click **Return** to return to the Leave/Prem Request & Donations page.
To View an Approved Leave Donation

1. Click **Leave/Prem Pay** on the Employee Main Menu page. The Leave/Prem Requests & Donations page is displayed.

![Leave/Prem Request & Donations Page](image1)

**Figure 72: Leave/Prem Request & Donations Page**

2. Click **Donation**. The Leave Donations page is displayed.

![Leave Donations Page](image2)

**Figure 73: Leave Donations Page**

A summary of donations that you have made to the voluntary and emergency leave transfer programs is displayed for your information. If you have active donations, they appear on the page.

Note: Once a donation is approved, you cannot modify it.
3. If you want to view an approved donation, click **View** next to the donation. The Edit Leave Donation page is displayed.

![Edit Leave Donation](image)

**Figure 74: Edit Leave Donation Page (Approved Donation)**

4. Click **Return** to return to the Leave Donations page.
Viewing Previously Certified T&A Summaries

Employees may view their previously certified T&As at any time. They cannot modify a T&A that has been previously certified. If a certified T&A needs to be changed, a corrected T&A must be submitted.

Note: If an Agency is using Employee Validation, corrected T&As must be processed by the employee’s timekeeper or the Agency’s Master Timekeeper(s).

This section includes the following topics:

To View Previously Certified T&As

1. Click Certified T&As on the Employee Main Menu page. The Certified T&A Summaries page is displayed.

Figure 75: Certified T&A Summaries Page

Note: The employee’s certified T&As are sorted by pay period and leave year with the most recent records at the top of the form.
2. Indicate the Certified T&A Summary that you would like to view by selecting the radio button next to the desired pay period. Click **View Certified Summary**. The Certified T&A Summary page for the selected pay period is displayed in a new window.

![Certified T&A Summary Page](image.png)

Figure 76: Certified T&A Summary Page
3. Click X in the upper right-hand corner of the new window to close the page. The Certified T&A Summaries page is displayed.

![Certified T&A Summaries](image)

Figure 77: Certified T&A Summaries Page

4. Click **Return** to return to the Employee Main Menu page.
About Accounting Tables

This section will provide you with instructions on how to add an accounting code to your personal account list. Once a new code has been added to the accounting table, it will be available to use when completing your T&A.

This section includes the following topics:

- To Add an Accounting Code to the Account Tables .................................................................63
- To Change an Account Description ..............................................................................................65
- To Delete an Accounting Code from Your Accounts List ..............................................................65

To Add an Accounting Code to the Account Tables

1. Click Accounts on the Employee Main Menu page. The Accounts Tables page is displayed.

   ![Account Tables Page](image1)

   Figure 78: Account Tables Page

2. Click Get Account. The Search for Account page is displayed.

   ![Search for Account Page](image2)

   Figure 79: Search for Account Page
3. Enter any information pertaining to the account (i.e., fiscal year, first number in program code, etc.).

   Note: The Program Code must be all CAPS. If you have a description of the account, you can add it at this time. Leaving all the search criteria boxes empty will return the full list of accounts available to you.

4. Click **Find Account**. The Browse for Account page is displayed.

![Browse for Account](image)

**Figure 80: Browse for Account Page (Before Adding Accounts)**

   Note: Any applicable search results will be displayed on the Browse for Account page.

5. Click **Add** for each account you want to add to your personal account list.

6. After you click **Add**, the field displays the word **listed**.

   The Browse for Account page is displayed with the accounts you added.

![Browse for Account](image)

**Figure 81: Browse for Account Page (After Adding Accounts)**

7. When you are finished adding accounts, click **Return** to return to the Account Tables page.
To Change an Account Description

Note: Before performing this function, check with your timekeeper for policies related to changing account descriptions.

1. Click **Accounts** on the Employee Main Menu page to display the Account Tables page.

![Account Tables Page](image1)

**Figure 82: Account Tables Page**

2. Type the description in the Description field for each account you want to change.

3. Click **Save Description** for each new description.

4. After entering and saving descriptions, click **Return** to return to the Employee Main Menu page.

To Delete an Accounting Code from Your Accounts List

1. Click **Accounts** on the Employee Main Menu page to display the Account Tables page.

![Account Tables Page](image2)

**Figure 83: Account Tables Page (Before Deleting Accounts)**
2. Select **Del** to delete an accounting code. The Account Tables page is displayed with the accounting codes that were deleted.

![Account Tables Page (After Deleting Accounts)](image)

**Figure 84: Account Tables Page (After Deleting Accounts)**

Note: After you click **Del**, the account is no longer displayed on the Account Tables, and it is no longer available to you for editing. However, deleting an accounting code from your Account Tables page does not remove it from webTA.

3. Click **Return** to return to the Employee Main Menu page.
Generating webTA Reports

The Leave Audit Report is used for informational purposes only. The report contains a line for each pay period for which you have certified T&As in the system.

This section includes the following topics:

To Generate a Leave Audit Report

To Generate a Leave Audit Report

1. Click Reports on the Employee Main Menu page. The Employee Reports Menu page is displayed.

   ![Employee Reports Menu Page](image)

   Figure 85: Employee Reports Menu Page

2. Click Leave Audit. The Leave Audit Report page is displayed.

   ![Leave Audit Report Page](image)

   Figure 86: Leave Audit Report Page

3. If you want to modify the Pay Period Range, click the down arrow to select the applicable From and To dates from the drop-down lists.
4. If you want to modify the Leave Type, click the down arrow to select the applicable Leave Type from the drop-down list.

5. Click Update. The Leave Audit Report page is displayed with the applicable leave type.

![Figure 87: Leave Audit Report Page (Modified Leave Audit Report)](image)

6. If you want to print the Leave Audit Report results as a PDF, click Download PDF.

Note: Depending on how your browser is configured, webTA either displays the PDF document in a new browser window from which you can save the file or a dialog box opens giving you the options of saving or opening the file. If you click Download PDF, follow the prompts to either Save or Open the report.

7. Click Open. The Leave Audit Report as a PDF is displayed in a new window.

![Figure 88: Leave Audit Report Page (as a PDF)](image)

8. Click X to close the new window.

9. Click Return to return to the Employee Reports Menu page. Select Return again to return to the Employee Main Menu page.
Sending a Task to Your Timekeeper

The **Send Task** option is used as a means of communication with your timekeeper. For example, you can use this function to inform your timekeeper that a corrected T&A or leave audit is needed. You can type up to 1000 characters of information in this text box.

This section includes the following topics:

To Send a Task to Your Timekeeper .................................................................69

To Send a Task to Your Timekeeper

1. Click **Send Task** on the Employee Main Menu page. The Task Timekeeper page is displayed.

   ![Task Timekeeper Page](image)

   **Figure 89: Task Timekeeper Page**

2. Type a message to send to your timekeeper.

3. Click **Send Task**. The message is automatically sent to your timekeeper and you are returned to the Employee Main Menu page.
View Tasks

The View Tasks page lists all functions performed by a user (according to your role). A description of each function and the corresponding date and time are displayed for each function listed.

This section includes the following topics:

To View the Task List

To Clear Tasks from the Task List

To View the Task List

1. Click View Tasks from the Employee Main Menu page to display the Task List page.

2. Click Return to exit the Task List page.

To Clear Tasks from the Task List

1. Click View Tasks from the Employee Main Menu page to display the Task List page.

2. To delete only the selected tasks, select the applicable task(s) and click Clear Selected. To delete all tasks, click Clear All. To delete all tasks on a given page, click Clear This Page.
3. Click **Return** to return to the Employee Main Menu page.