National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

December 2012

webTA Employee Training Guide

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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:

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

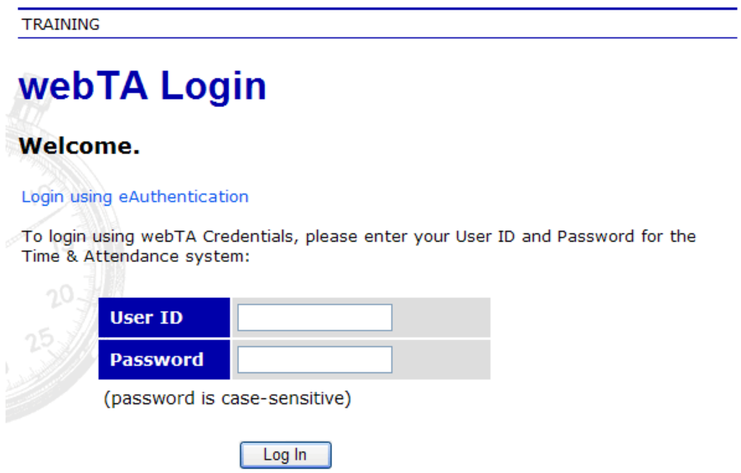


Figure 1: webTA Login Page

1. Complete the User ID and Password fields.
2. Click **Log In**. The Employee Main Menu page is displayed.

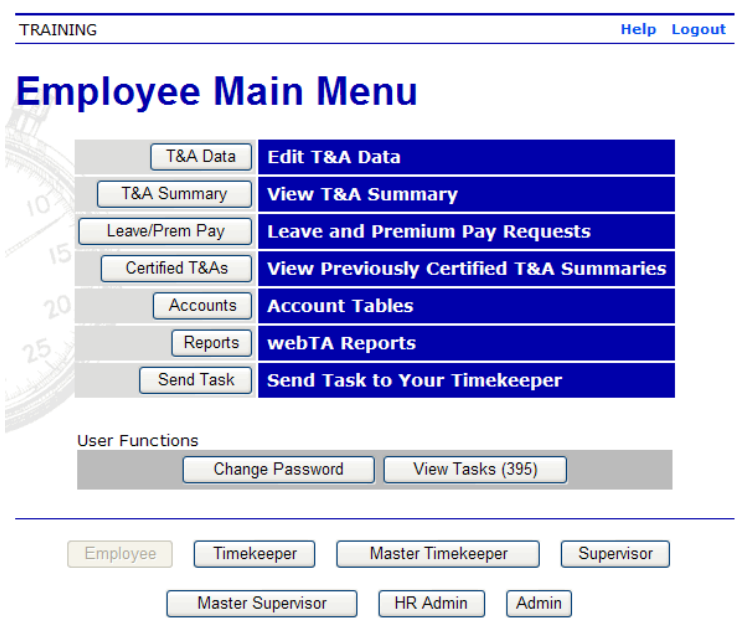


Figure 2: Employee Main Menu Page

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.

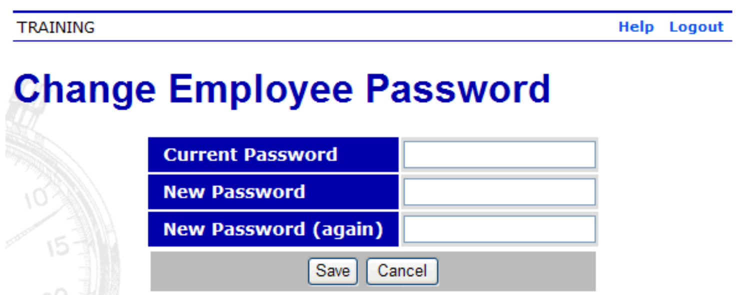


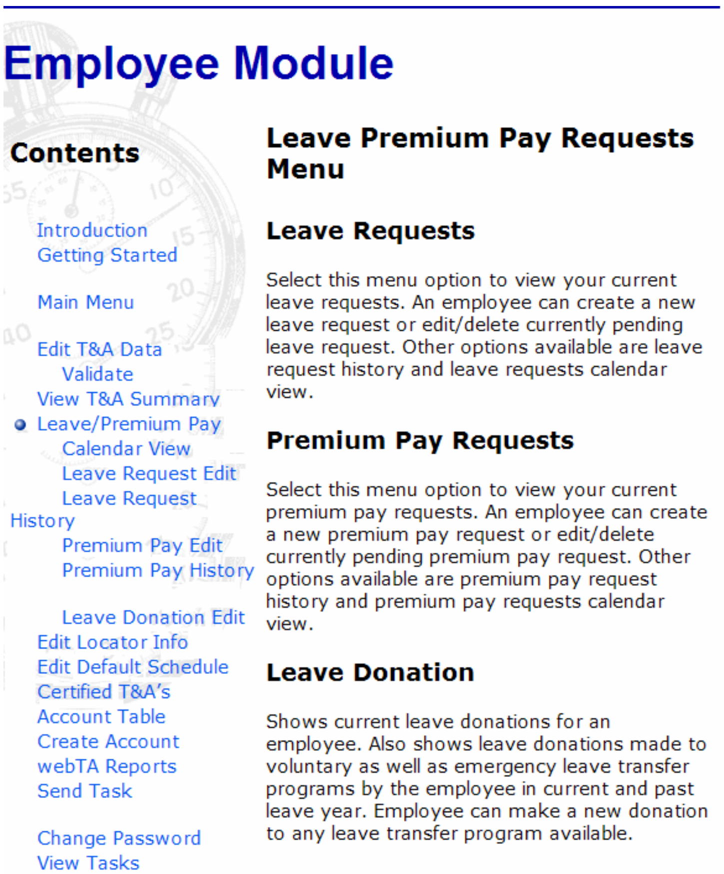
Figure 3: Change Employee Password Page

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.



Employee Module

Contents

- Introduction
- Getting Started
- Main Menu
- Edit T&A Data
  - Validate
- View T&A Summary
- Leave/Premium Pay
  - Calendar View
  - Leave Request Edit
  - Leave Request History
  - Premium Pay Edit
  - Premium Pay History
  - Leave Donation Edit
- Edit Locator Info
- Edit Default Schedule
- Certified T&A's
- Account Table
- Create Account
- webTA Reports
- Send Task
- Change Password
- View Tasks

Leave Premium Pay Requests Menu

Leave Requests

Select this menu option to view your current leave requests. An employee can create a new leave request or edit/delete currently pending leave request. Other options available are leave request history and leave requests calendar view.

Premium Pay Requests

Select this menu option to view your current premium pay requests. An employee can create a new premium pay request or edit/delete currently pending premium pay request. Other options available are premium pay request history and premium pay requests calendar view.

Leave Donation

Shows current leave donations for an employee. Also shows leave donations made to voluntary as well as emergency leave transfer programs by the employee in current and past leave year. Employee can make a new donation to any leave transfer program available.

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

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.

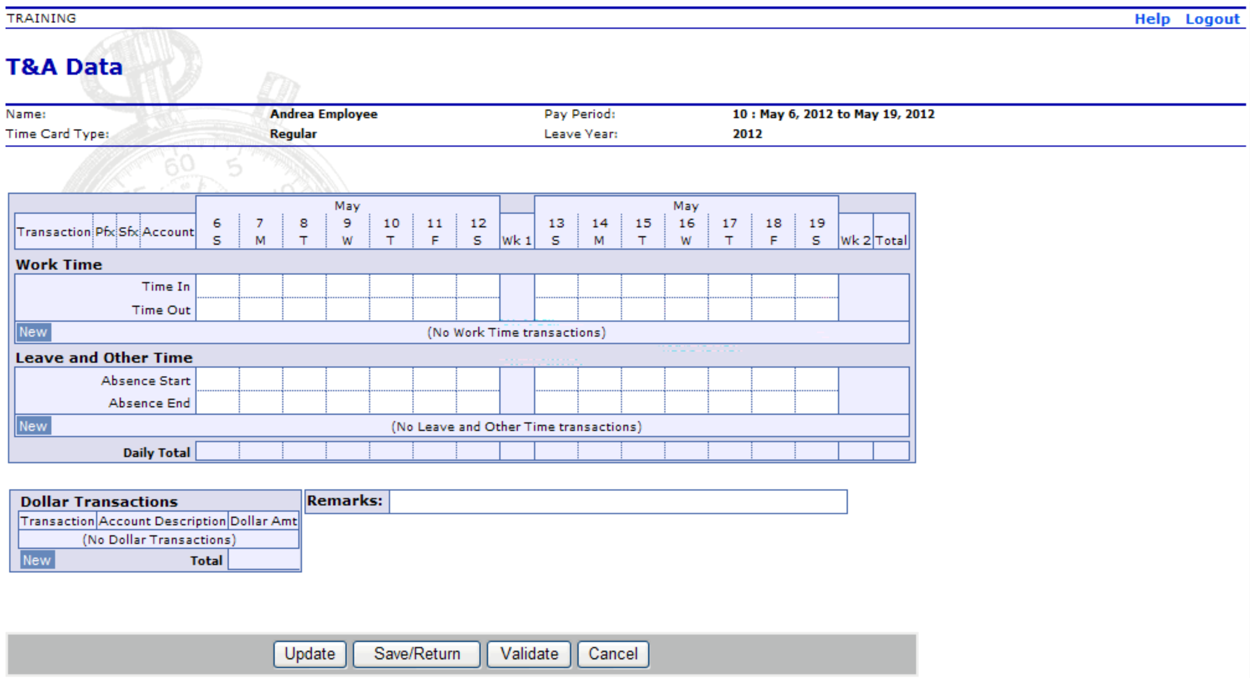


Figure 5: T&A Data Page (Without Transaction Code and Account)

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.

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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

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.

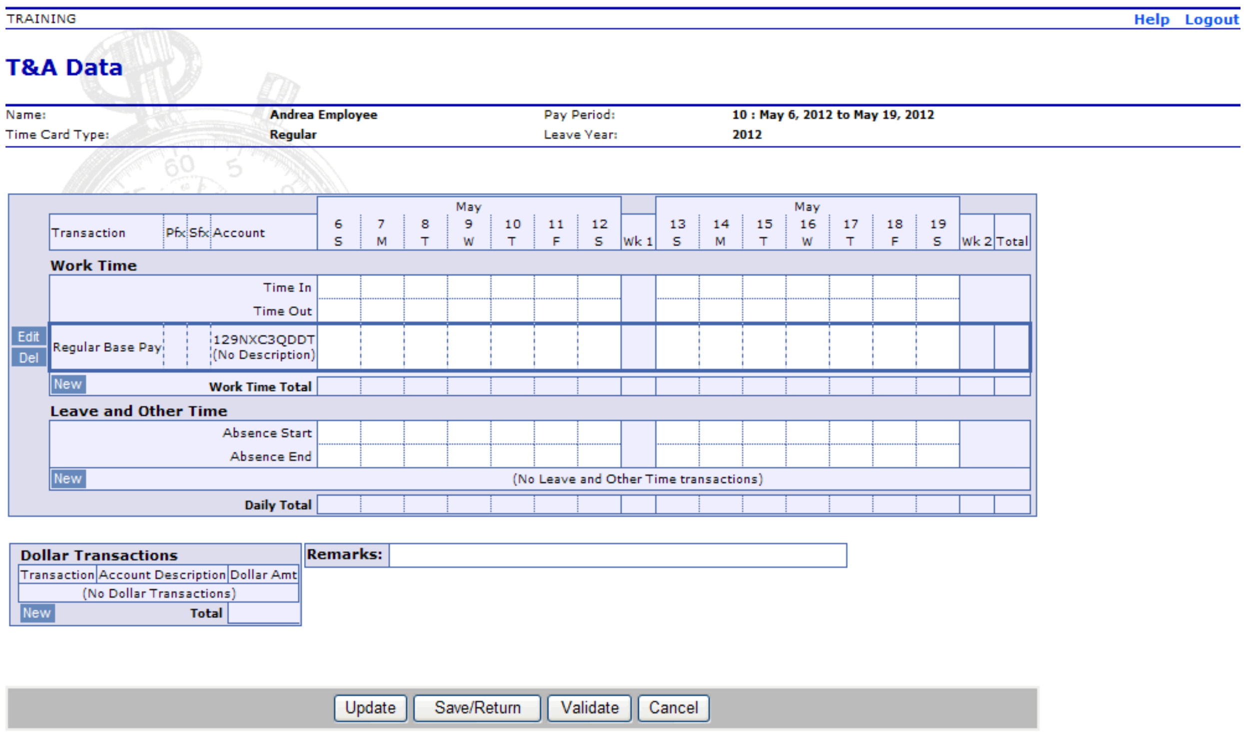


Figure 7: T&A Data Page (After Adding Transaction Code and Account)

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.

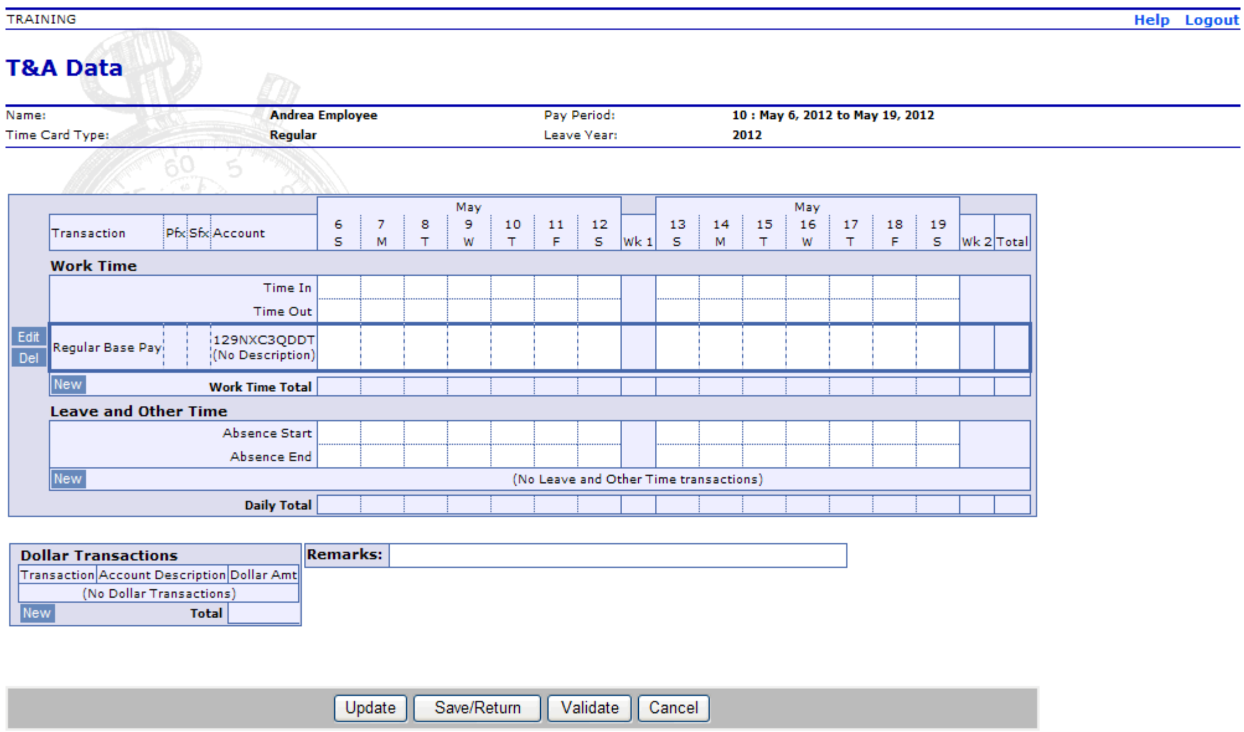


Figure 8: T&A Data Page (Before Adding Addtional Transaction Code and Account)

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

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.

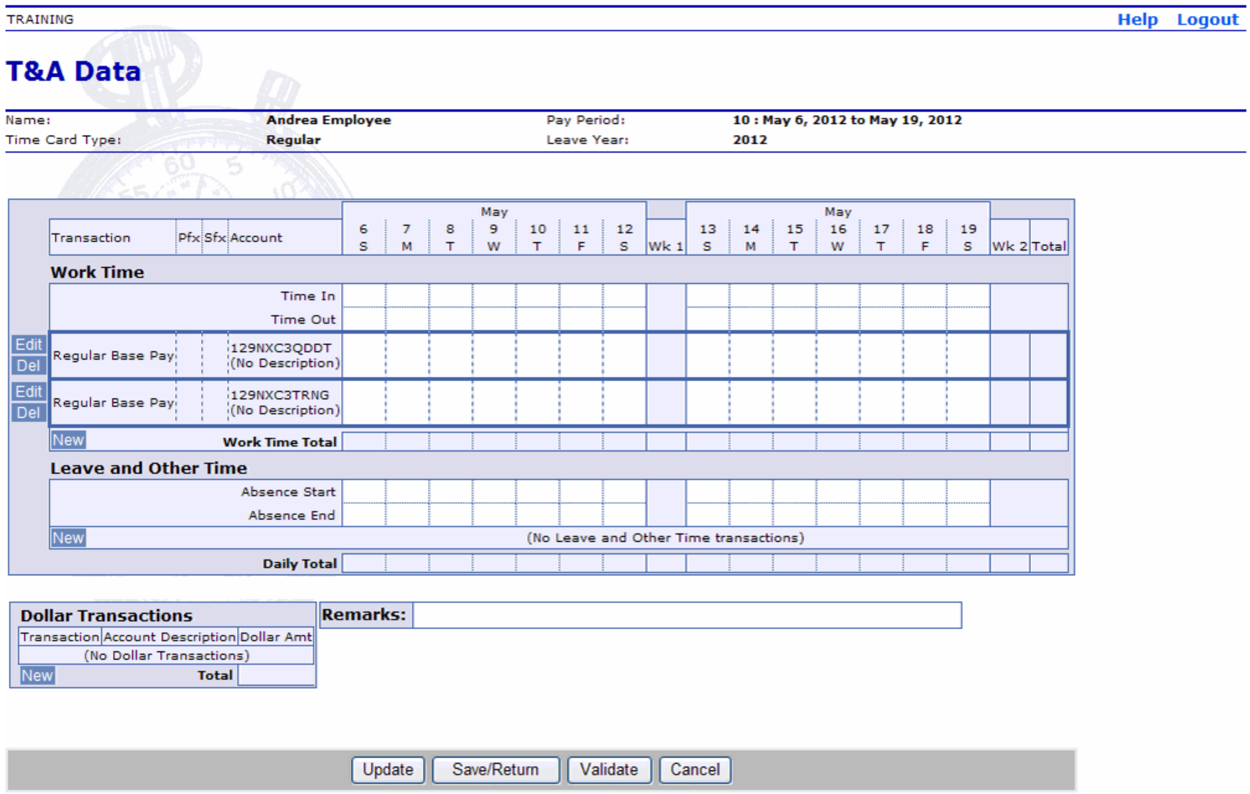


Figure 10: T&A Data Page (With Additional Transaction Code and Account)

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.

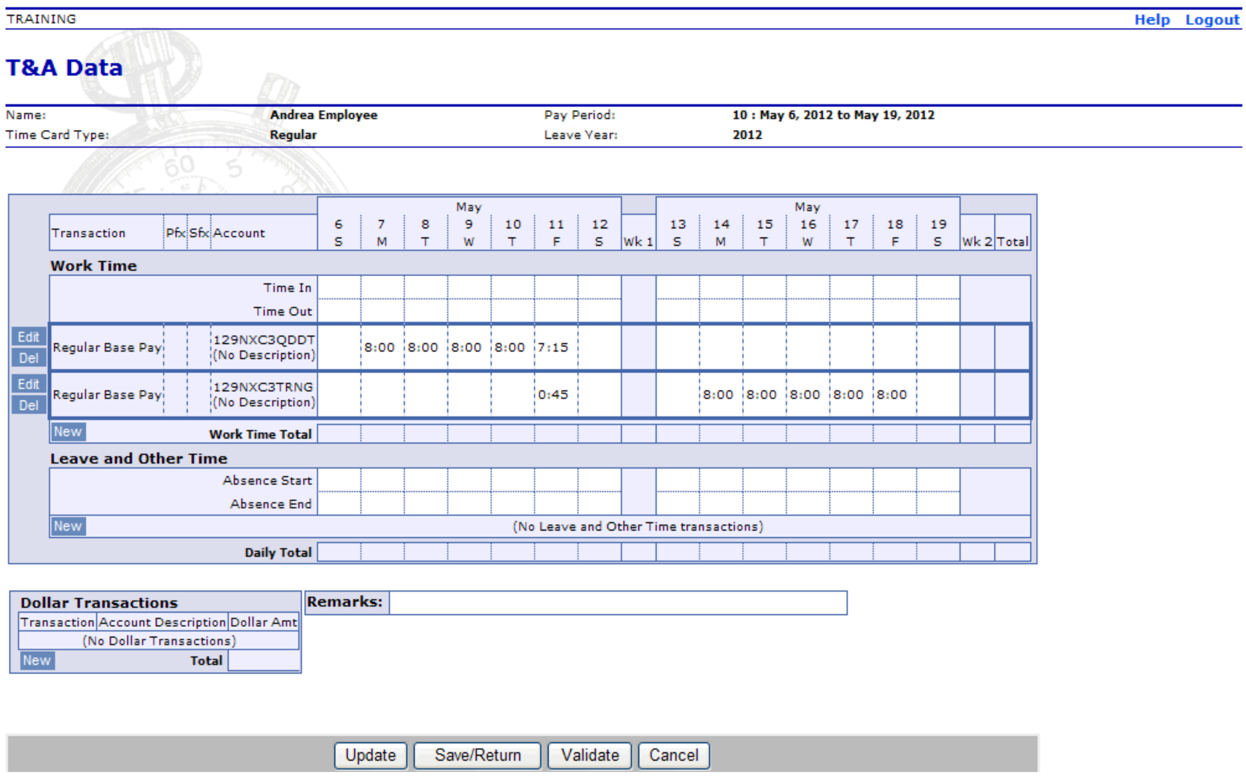
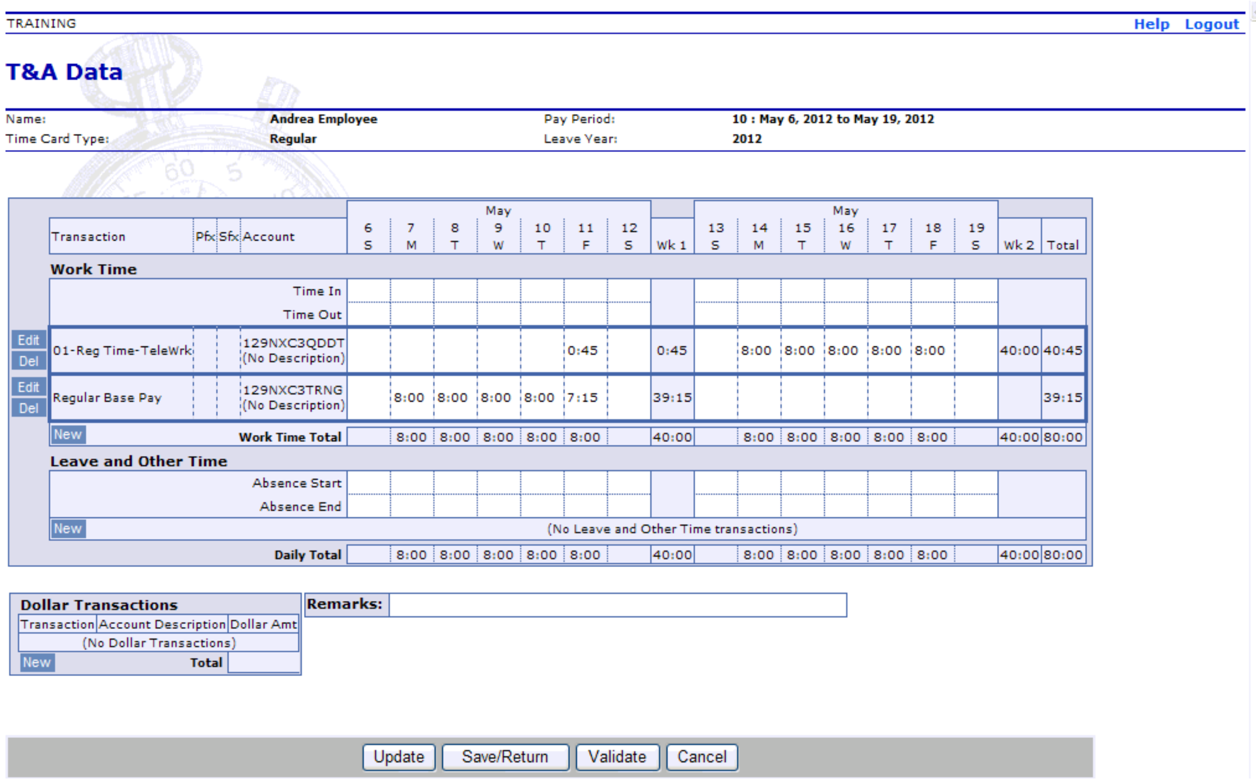


Figure 11: T&A Data Page (With Hours)

2. Click **Update** to save the information. TheT&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.



TRAINING Help Logout

T&A Data

Name: Andrea Employee Pay Period: 10 : May 6, 2012 to May 19, 2012
Time Card Type: Regular Leave Year: 2012

Transaction	Pfx	Sfx	Account	May 6 S	7 M	8 T	9 W	10 T	11 F	12 S	Wk 1	May 13 S	14 M	15 T	16 W	17 T	18 F	19 S	Wk 2	Total
Work Time																				
Time In																				
Time Out																				
Edit Del 01-Reg Time-TeleWrk			129NXC3QDDT (No Description)						0:45		0:45		8:00	8:00	8:00	8:00	8:00		40:00	40:45
Edit Del Regular Base Pay			129NXC3TRNG (No Description)		8:00	8:00	8:00	8:00	7:15		39:15									39:15
New Work Time Total					8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave and Other Time																				
Absence Start																				
Absence End																				
New (No Leave and Other Time transactions)																				
Daily Total					8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
New	Total	

Remarks:

Update Save/Return Validate Cancel

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.

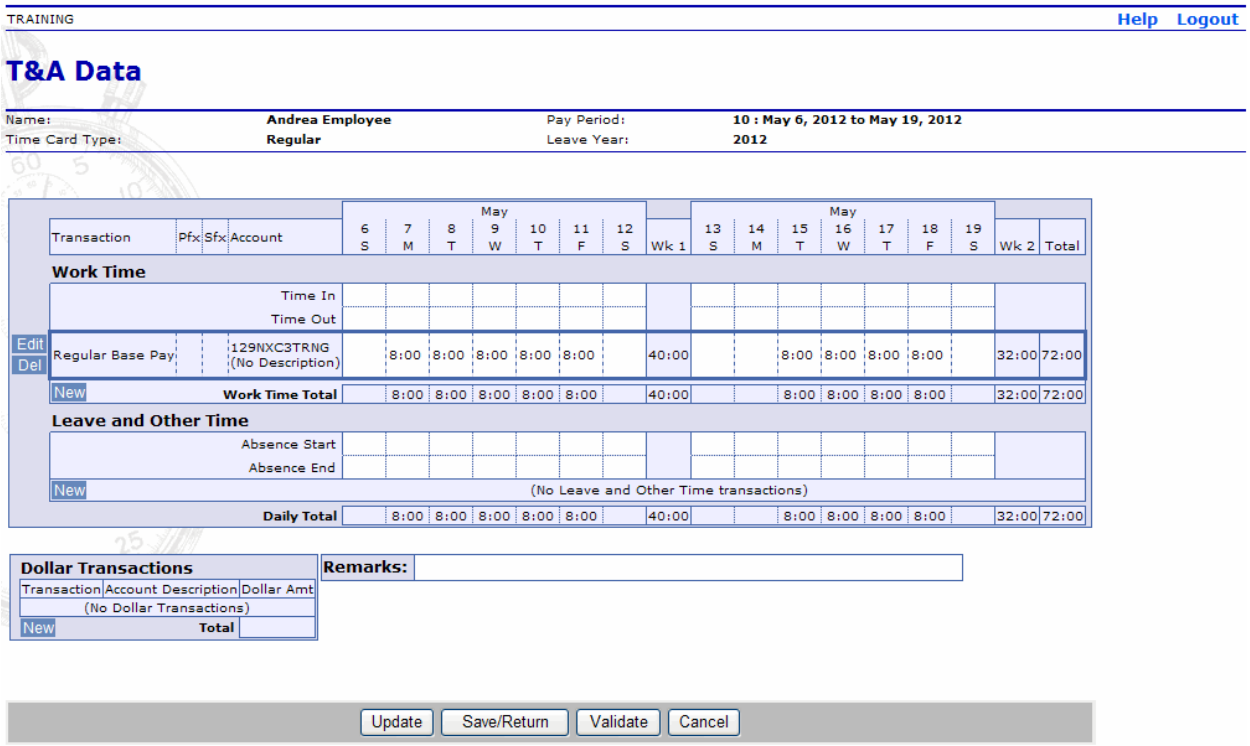


Figure 13: T&A Data Page (After Deleting Transaction Code)

Note: If you delete a TC in error, you must click **New** to add it to the T&A Data page.

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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.

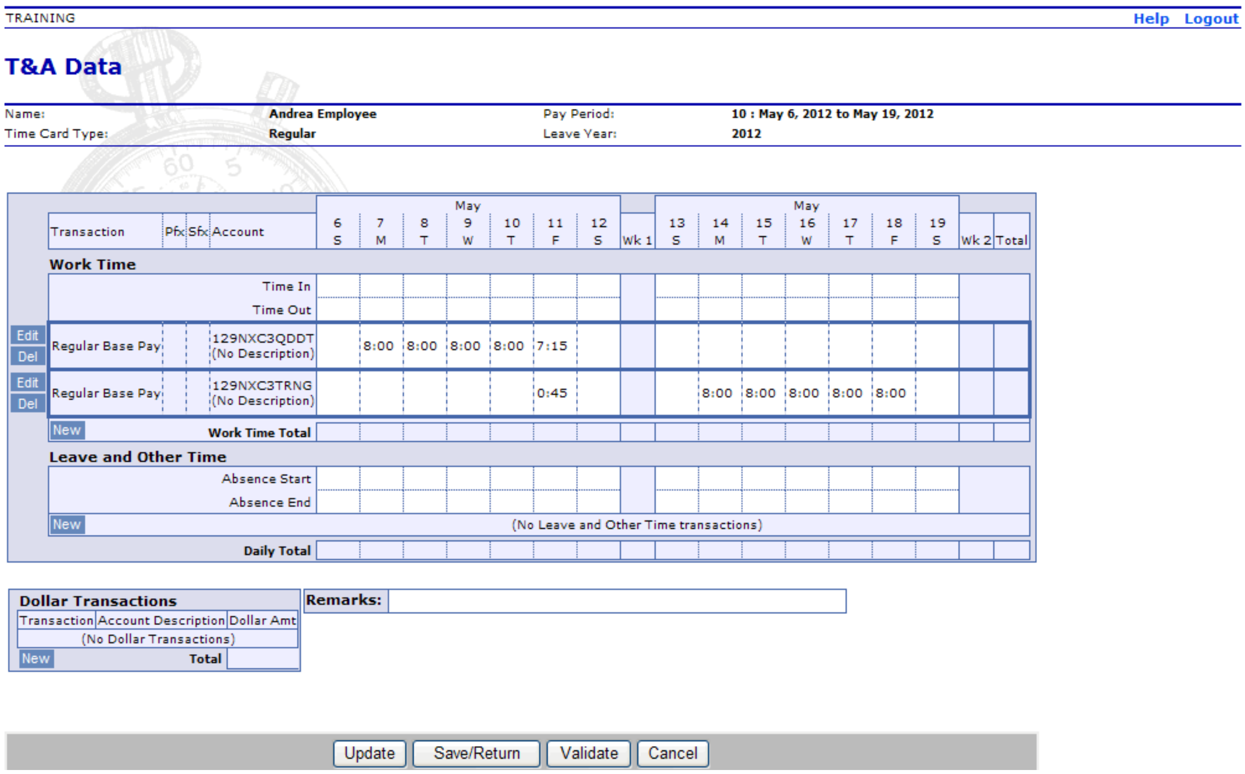

Figure 14: T&A Data Page (Before Editing Transaction Code and Acccount)

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.

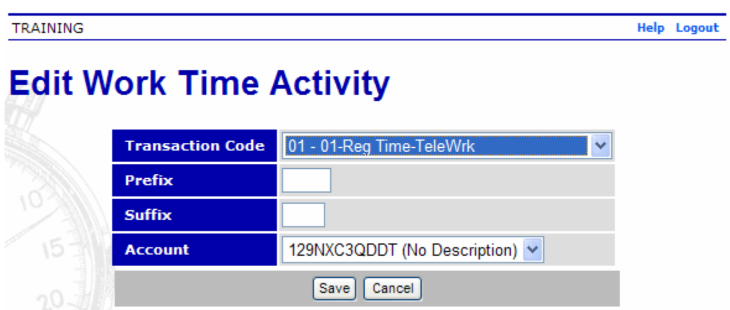

Figure 15: Edit Work Time Activity Page

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.

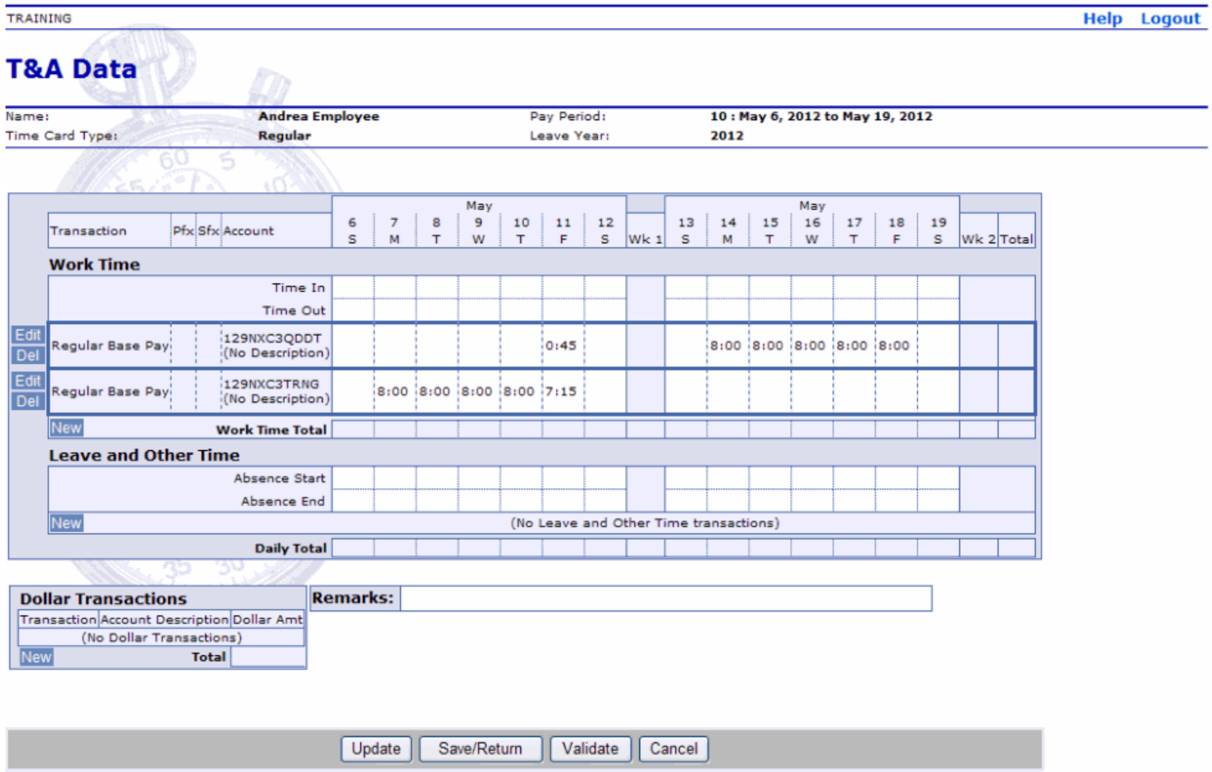

Figure 16: T&A Data Page (After Editing Transaction Code and Account)

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.

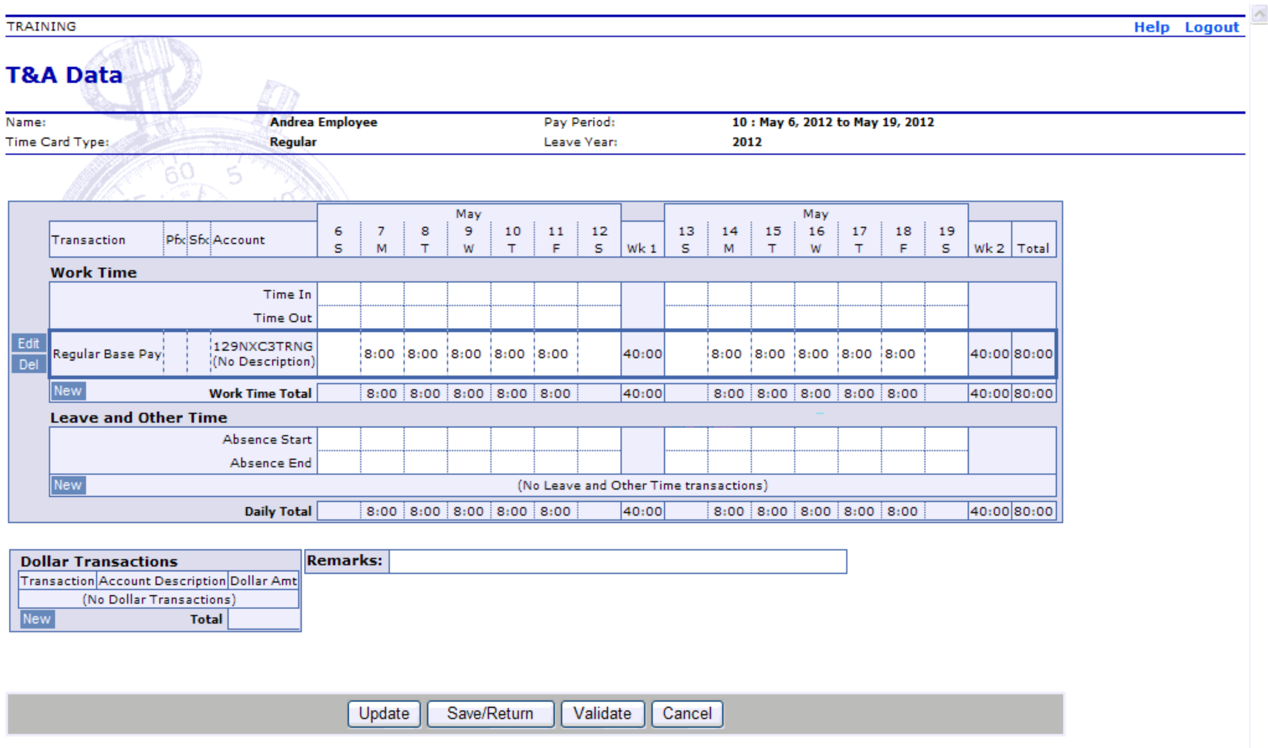

Figure 17: T&A Data Page

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

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.

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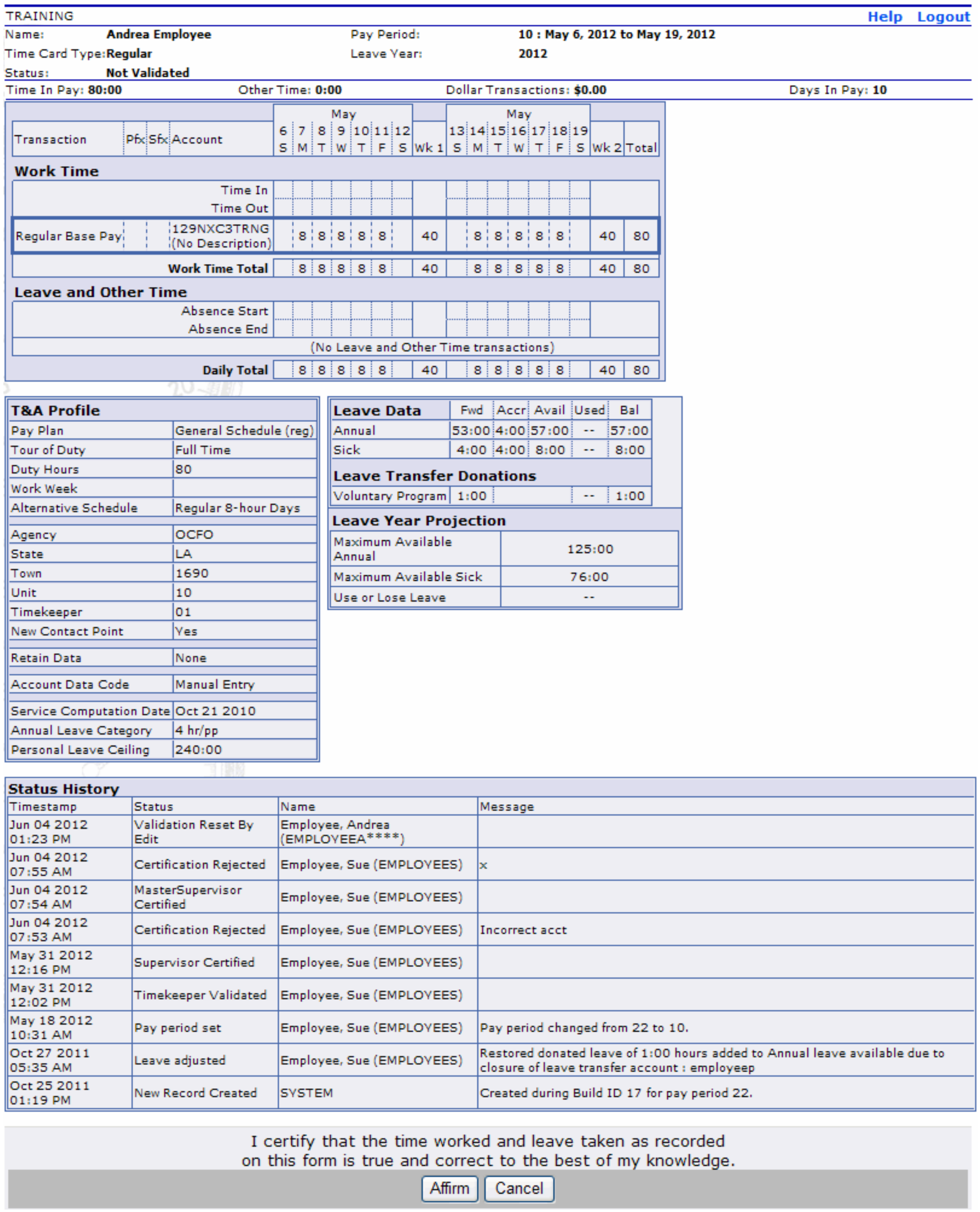
4. Click **Continue**. If there are any errors, then you are returned to the the T&A Data page to correct them. If only warnings exist, the T&A Summary page is displayed.



TRAINING — Help Logout

Name:	Andrea Employee	Pay Period:	10 : May 6, 2012 to May 19, 2012
Time Card Type:	Regular	Leave Year:	2012
Status:	Not Validated		

Time In Pay: 80:00 Other Time: 0:00 Dollar Transactions: $0.00 Days In Pay: 10

Transaction	Pfx	Sfx	Account	May 6 S	7 M	8 T	9 W	10 T	11 F	12 S	Wk 1	May 13 S	14 M	15 T	16 W	17 T	18 F	19 S	Wk 2	Total
Work Time																				
Time In																				
Time Out																				
Regular Base Pay			129NXC3TRNG (No Description)		8	8	8	8	8		40		8	8	8	8	8		40	80
Work Time Total					8	8	8	8	8		40		8	8	8	8	8		40	80
Leave and Other Time																				
Absence Start																				
Absence End																				
(No Leave and Other Time transactions)																				
Daily Total					8	8	8	8	8		40		8	8	8	8	8		40	80

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	10
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 21 2010
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	53:00	4:00	57:00	--	57:00
Sick	4:00	4:00	8:00	--	8:00
Leave Transfer Donations					
Voluntary Program	1:00			--	1:00

Leave Year Projection	
Maximum Available Annual	125:00
Maximum Available Sick	76:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
Jun 04 2012 01:23 PM	Validation Reset By Edit	Employee, Andrea (EMPLOYEEA****)	
Jun 04 2012 07:55 AM	Certification Rejected	Employee, Sue (EMPLOYEES)	x
Jun 04 2012 07:54 AM	MasterSupervisor Certified	Employee, Sue (EMPLOYEES)	
Jun 04 2012 07:53 AM	Certification Rejected	Employee, Sue (EMPLOYEES)	Incorrect acct
May 31 2012 12:16 PM	Supervisor Certified	Employee, Sue (EMPLOYEES)	
May 31 2012 12:02 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
May 18 2012 10:31 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 22 to 10.
Oct 27 2011 05:35 AM	Leave adjusted	Employee, Sue (EMPLOYEES)	Restored donated leave of 1:00 hours added to Annual leave available due to closure of leave transfer account : employeep
Oct 25 2011 01:19 PM	New Record Created	SYSTEM	Created during Build ID 17 for pay period 22.

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Affirm Cancel

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.

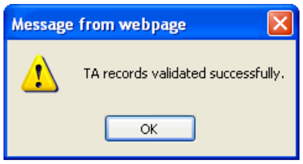
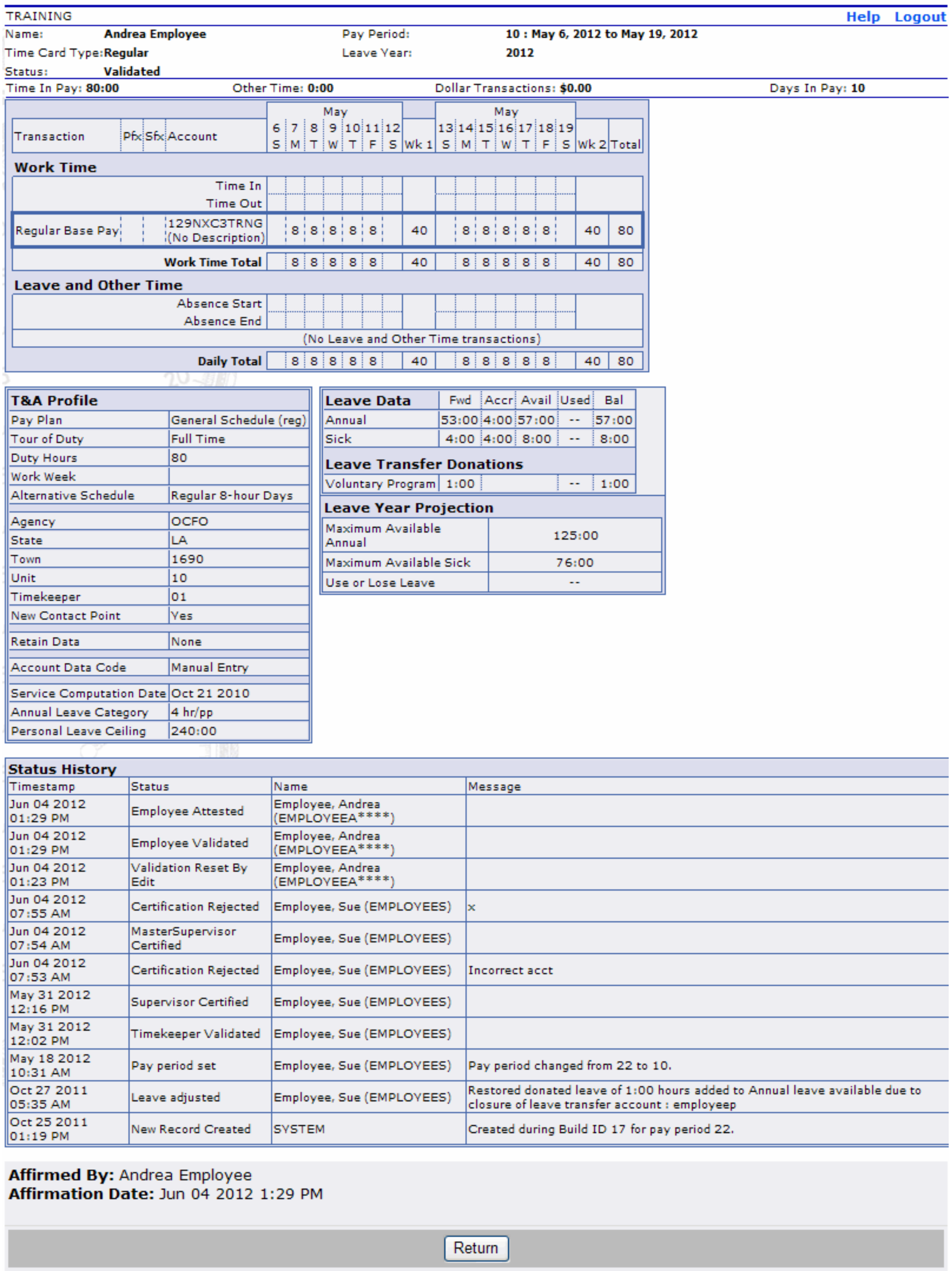


Figure 20: T&A Records Validated Successfully Page

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.



TRAINING Help Logout

Name:	Andrea Employee	Pay Period:	10 : May 6, 2012 to May 19, 2012
Time Card Type:	Regular	Leave Year:	2012
Status:	Validated		

Time In Pay: 80:00 Other Time: 0:00 Dollar Transactions: $0.00 Days In Pay: 10

Transaction	Pfx	Sfx	Account	6 S	7 M	8 T	9 W	10 T	11 F	12 S	Wk 1	13 S	14 M	15 T	16 W	17 T	18 F	19 S	Wk 2	Total
Work Time																				
			Time In / Time Out																	
Regular Base Pay			129NXC3TRNG (No Description)		8	8	8	8	8		40		8	8	8	8	8		40	80
			Work Time Total		8	8	8	8	8		40		8	8	8	8	8		40	80
Leave and Other Time																				
			Absence Start / Absence End																	
(No Leave and Other Time transactions)																				
			Daily Total		8	8	8	8	8		40		8	8	8	8	8		40	80

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	10
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 21 2010
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	53:00	4:00	57:00	--	57:00
Sick	4:00	4:00	8:00	--	8:00
Leave Transfer Donations					
Voluntary Program	1:00			--	1:00

Leave Year Projection	
Maximum Available Annual	125:00
Maximum Available Sick	76:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
Jun 04 2012 01:29 PM	Employee Attested	Employee, Andrea (EMPLOYEEA****)	
Jun 04 2012 01:29 PM	Employee Validated	Employee, Andrea (EMPLOYEEA****)	
Jun 04 2012 01:23 PM	Validation Reset By Edit	Employee, Andrea (EMPLOYEEA****)	
Jun 04 2012 07:55 AM	Certification Rejected	Employee, Sue (EMPLOYEES)	x
Jun 04 2012 07:54 AM	MasterSupervisor Certified	Employee, Sue (EMPLOYEES)	
Jun 04 2012 07:53 AM	Certification Rejected	Employee, Sue (EMPLOYEES)	Incorrect acct
May 31 2012 12:16 PM	Supervisor Certified	Employee, Sue (EMPLOYEES)	
May 31 2012 12:02 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
May 18 2012 10:31 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 22 to 10.
Oct 27 2011 05:35 AM	Leave adjusted	Employee, Sue (EMPLOYEES)	Restored donated leave of 1:00 hours added to Annual leave available due to closure of leave transfer account : employeep
Oct 25 2011 01:19 PM	New Record Created	SYSTEM	Created during Build ID 17 for pay period 22.

Affirmed By: Andrea Employee
Affirmation Date: Jun 04 2012 1:29 PM

Return

Figure 21: T&A Data Summary Page

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.

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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

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.

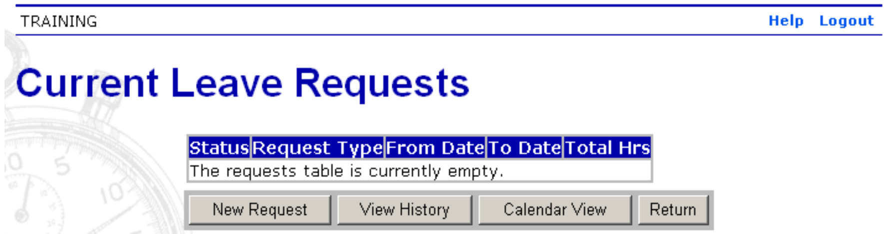


Figure 23: Current Leave Requests Page

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

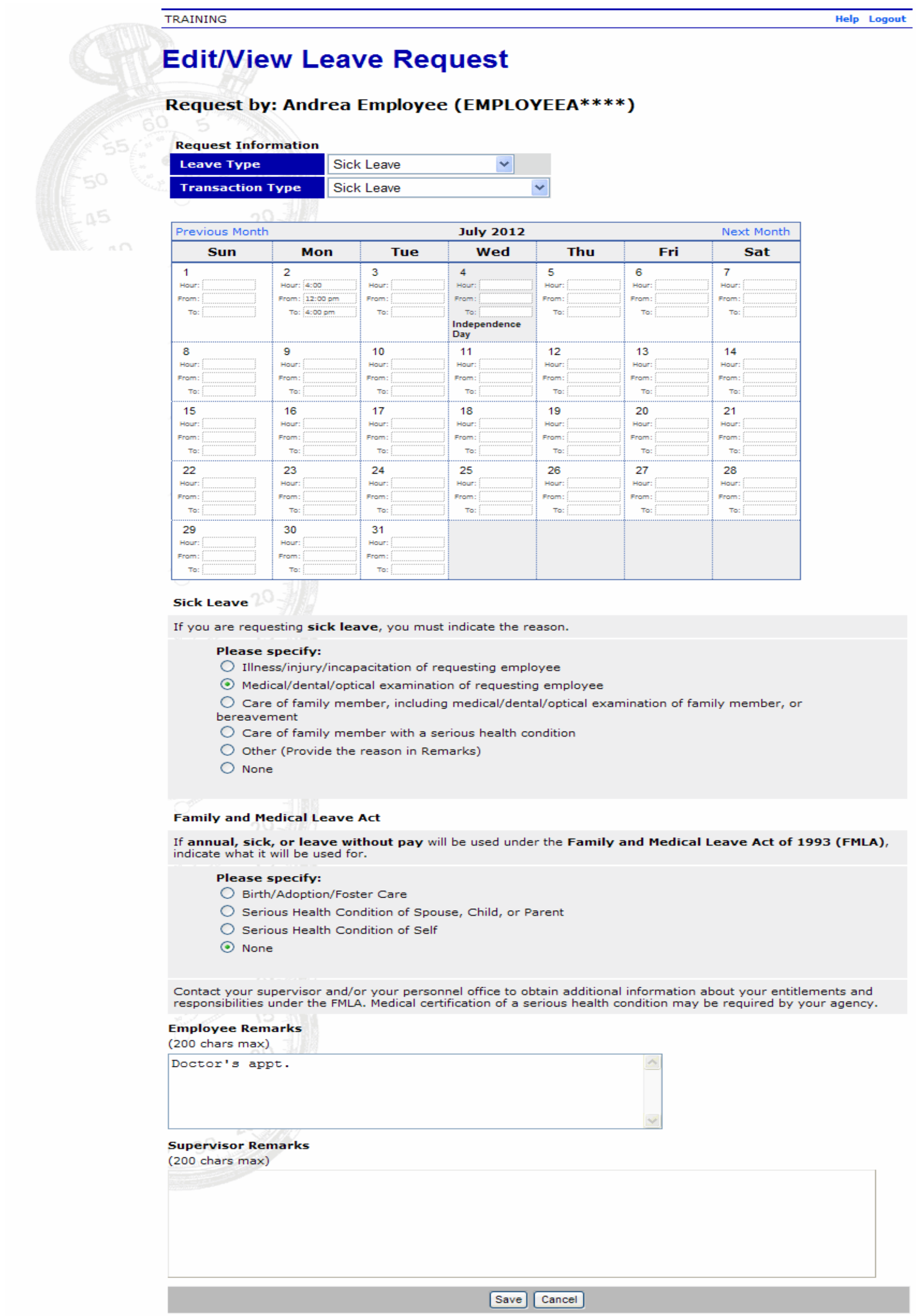


Figure 24: Edit/View Leave Request Page

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.

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.

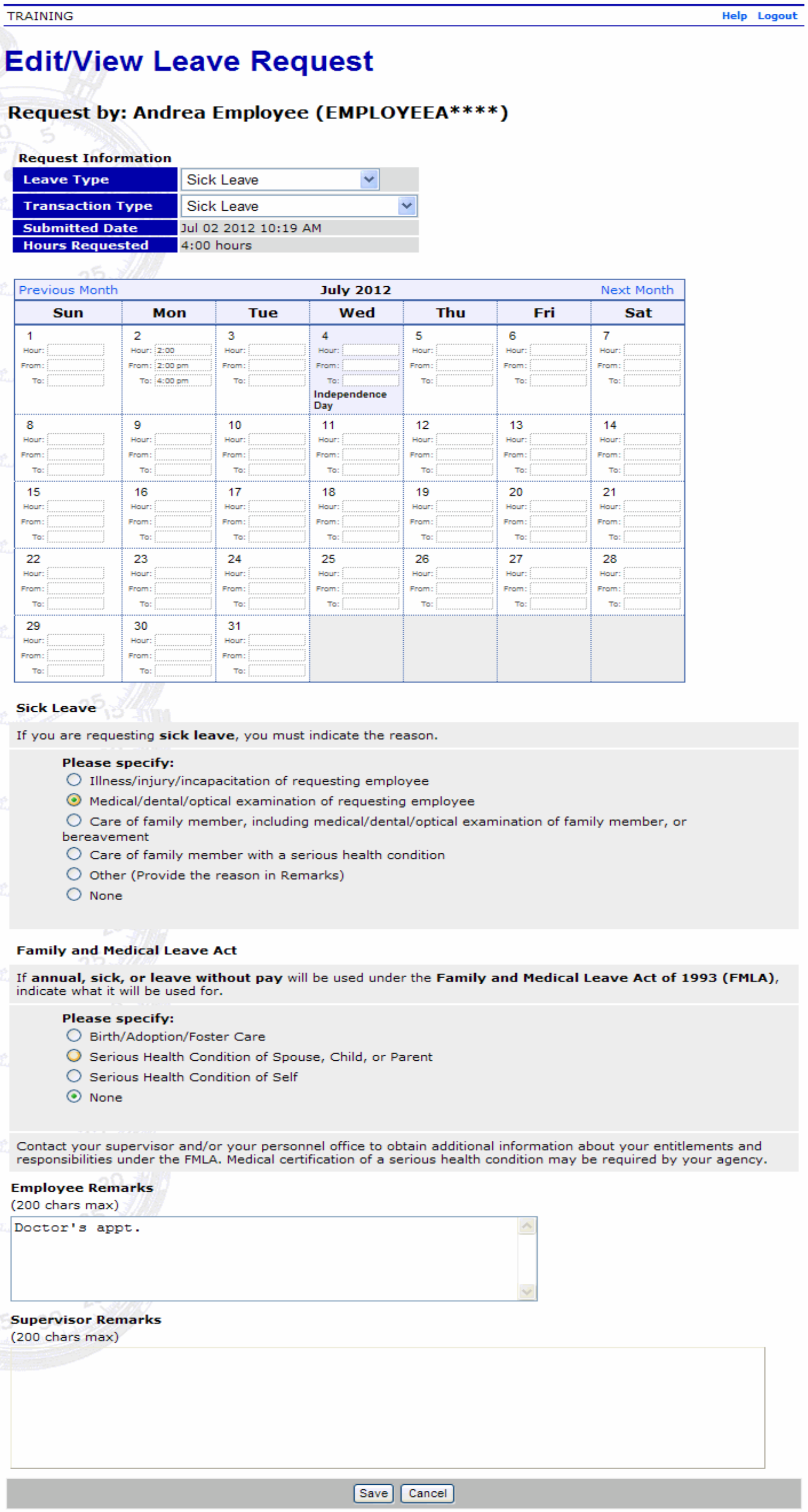
Figure 26: Leave/Prem Request & Donations Page

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

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.



TRAINING Help Logout

Edit/View Leave Request

Request by: Andrea Employee (EMPLOYEEA****)

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	Jul 02 2012 10:19 AM
Hours Requested	4:00 hours

Previous Month July 2012 Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Hour: From: To:	2 Hour: 2:00 From: 2:00 pm To: 4:00 pm	3 Hour: From: To:	4 Hour: From: To: Independence Day	5 Hour: From: To:	6 Hour: From: To:	7 Hour: From: To:
8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:
15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:
22 Hour: From: To:	23 Hour: From: To:	24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:
29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:				

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)
- None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify:
- Birth/Adoption/Foster Care
- Serious Health Condition of Spouse, Child, or Parent
- Serious Health Condition of Self
- None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Employee Remarks
(200 chars max)

Doctor's appt.

Supervisor Remarks
(200 chars max)

Save Cancel

Figure 28: Edit/View Leave Request Page

4. Modify the information for the request.
5. Click **Save**. The Current Leave Requests page is displayed.

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.

Figure 30: Leave/Prem Request & Donations Page

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

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.

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.

Figure 33: Leave/Prem Request & Donations Page

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

Figure 34: Current Leave Requests Page

3. Click **View History**. The Leave Request History page is displayed.

	Status	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
○	Approved	Annual Leave	May 29 2012	Jun 29 2012	2012-11	2012-13	16:00
○	Approved	Annual Leave	May 29 2012	May 29 2012	2012-11	2012-11	8:00
⦿	Approved	Sick Leave	May 24 2012	May 24 2012	2012-11	2012-11	2:00
○	Approved	Sick Leave	May 11 2012	May 11 2012	2012-10	2012-10	2:00

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.

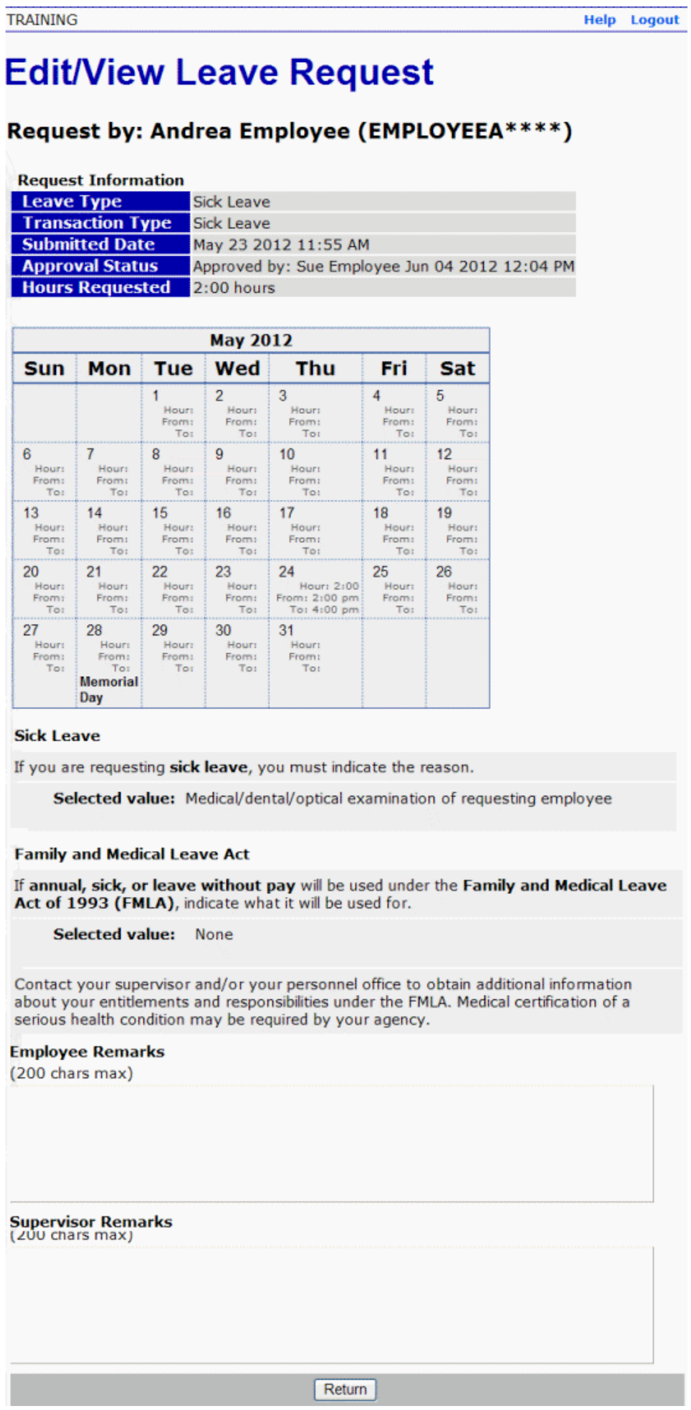


Figure 36: Edit/View Leave Request Page

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

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

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.

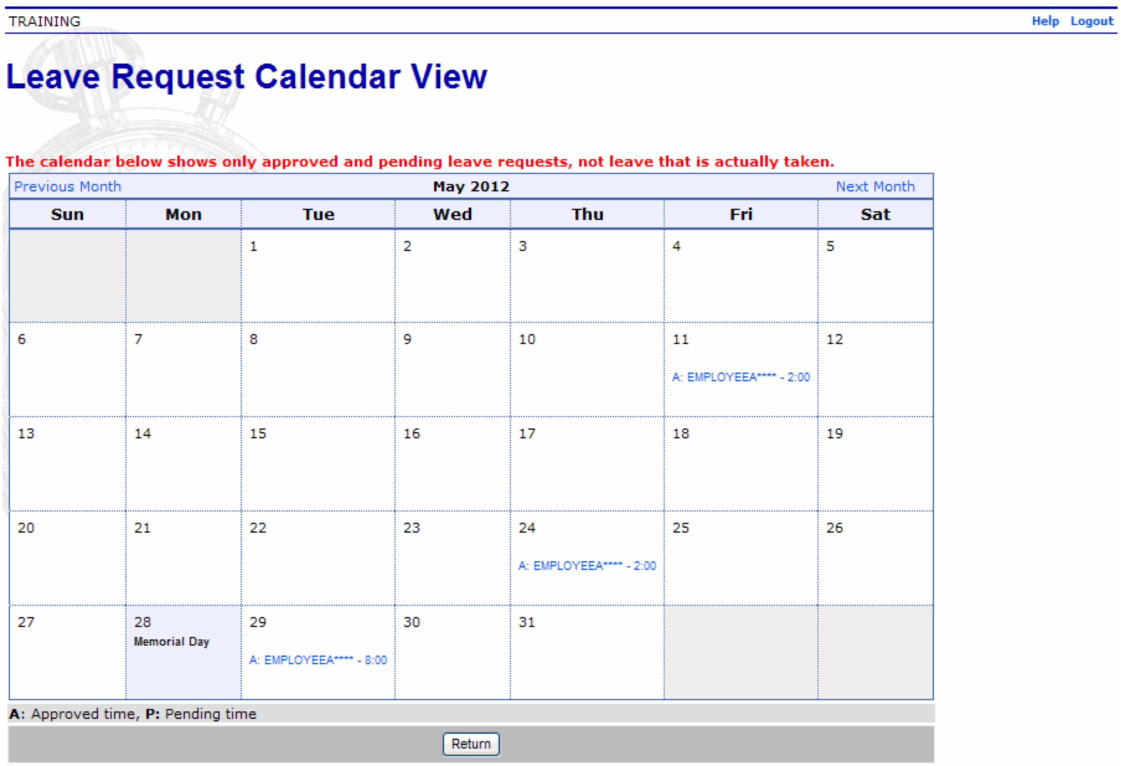
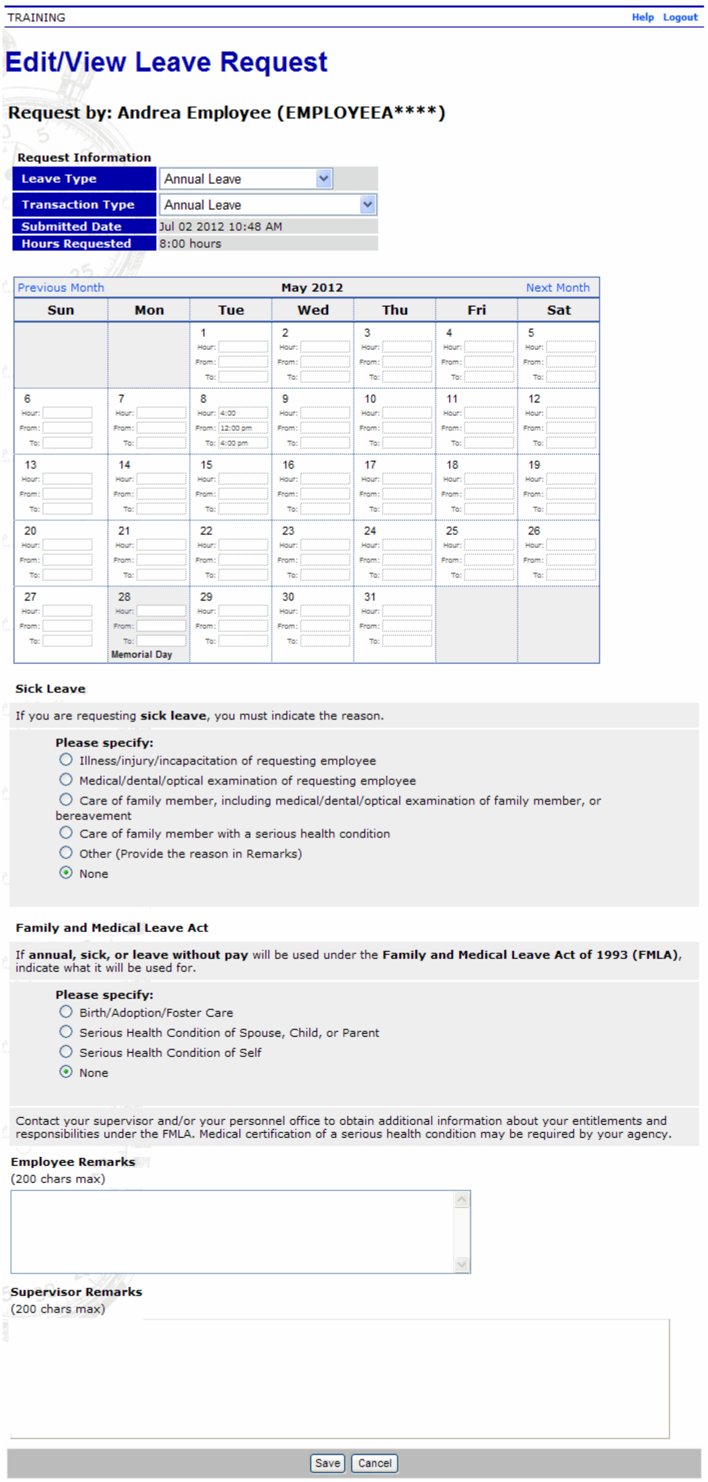


Figure 39: Leave Request Calender View Page

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.

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

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.


TRAINING   Help Logout

Edit/View Leave Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Leave Type	Annual Leave
Transaction Type	Annual Leave
Submitted Date	Jul 02 2012 10:48 AM
Hours Requested	8:00 hours

Previous Month   **May 2012**   Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 Hour: 4:00 From: 12:00 pm To: 4:00 pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)
- None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify:
- Birth/Adoption/Foster Care
- Serious Health Condition of Spouse, Child, or Parent
- Serious Health Condition of Self
- None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

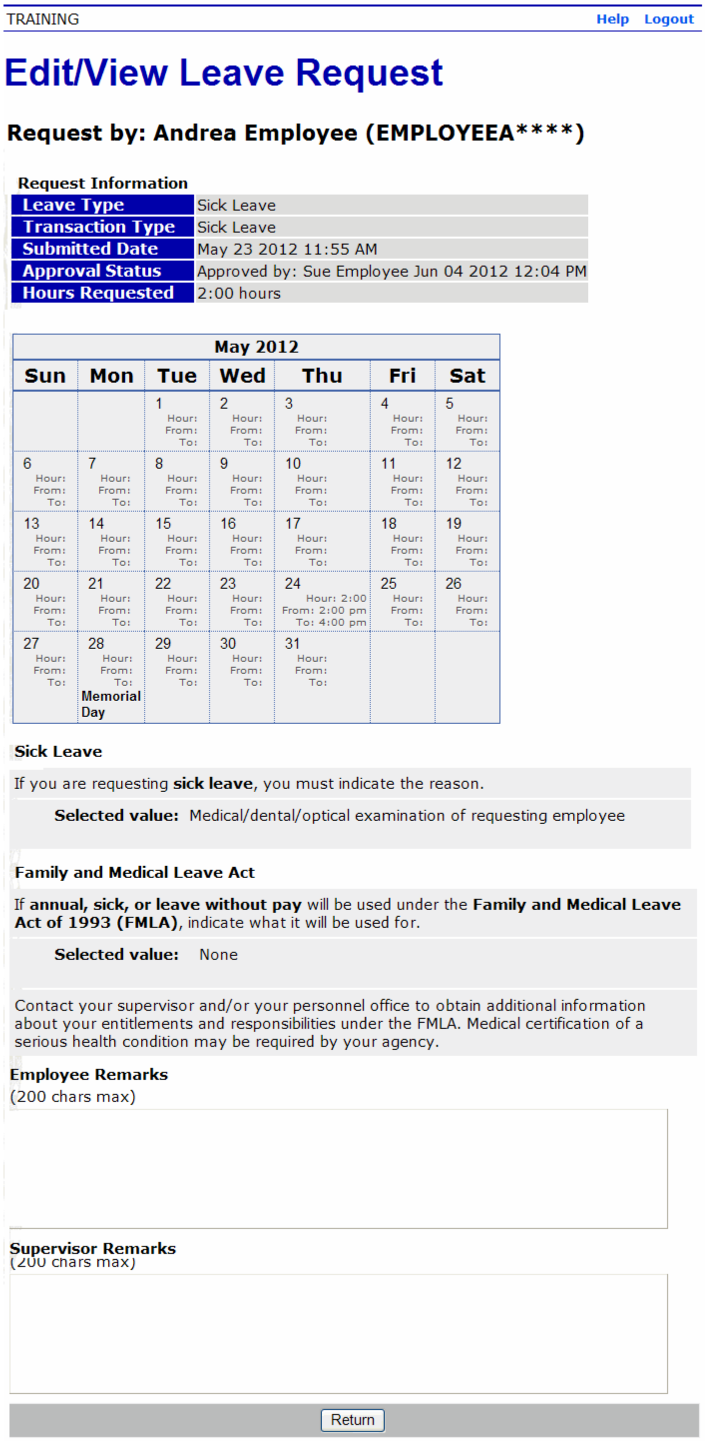
Employee Remarks
(200 chars max)

Supervisor Remarks
(200 chars max)

Save Cancel

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.


TRAINING Help Logout

Edit/View Leave Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	May 23 2012 11:55 AM
Approval Status	Approved by: Sue Employee Jun 04 2012 12:04 PM
Hours Requested	2:00 hours

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: 2:00 From: 2:00 pm To: 4:00 pm	25 Hour: From: To:	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Selected value: Medical/dental/optical examination of requesting employee

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Selected value: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Employee Remarks
(200 chars max)

Supervisor Remarks
(200 chars max)

Return

Figure 41: Edit/View Leave Request Page (Approved Request)

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

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

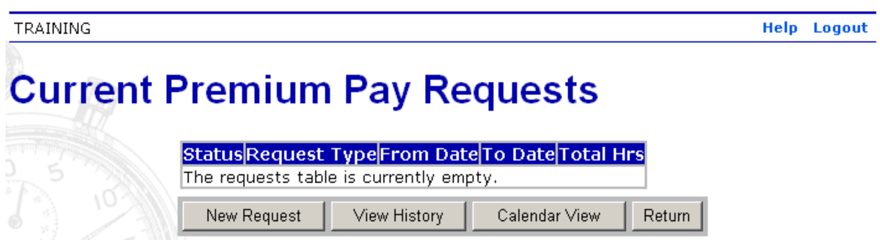


Figure 43: Current Premium Pay Requests Page

3. Click **New Request**. The Edit/View Premium Pay Request is displayed.

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.

	Status[+]	Request Type[+]	From Date[v]	To Date[+]	Total Hrs[+]
View	Approved	Compensatory Time Earned	Jul 02 2012 (2012-14)	Jul 02 2012 (2012-14)	1:00
Edit Del	Pending	Overtime	Jun 02 2012 (2012-11)	Jun 02 2012 (2012-11)	8:00
Edit Del	Pending	Compensatory Time Earned	May 16 2012 (2012-10)	May 16 2012 (2012-10)	1:00

Figure 45: Current Premium Pay Requests Page

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.

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.

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.

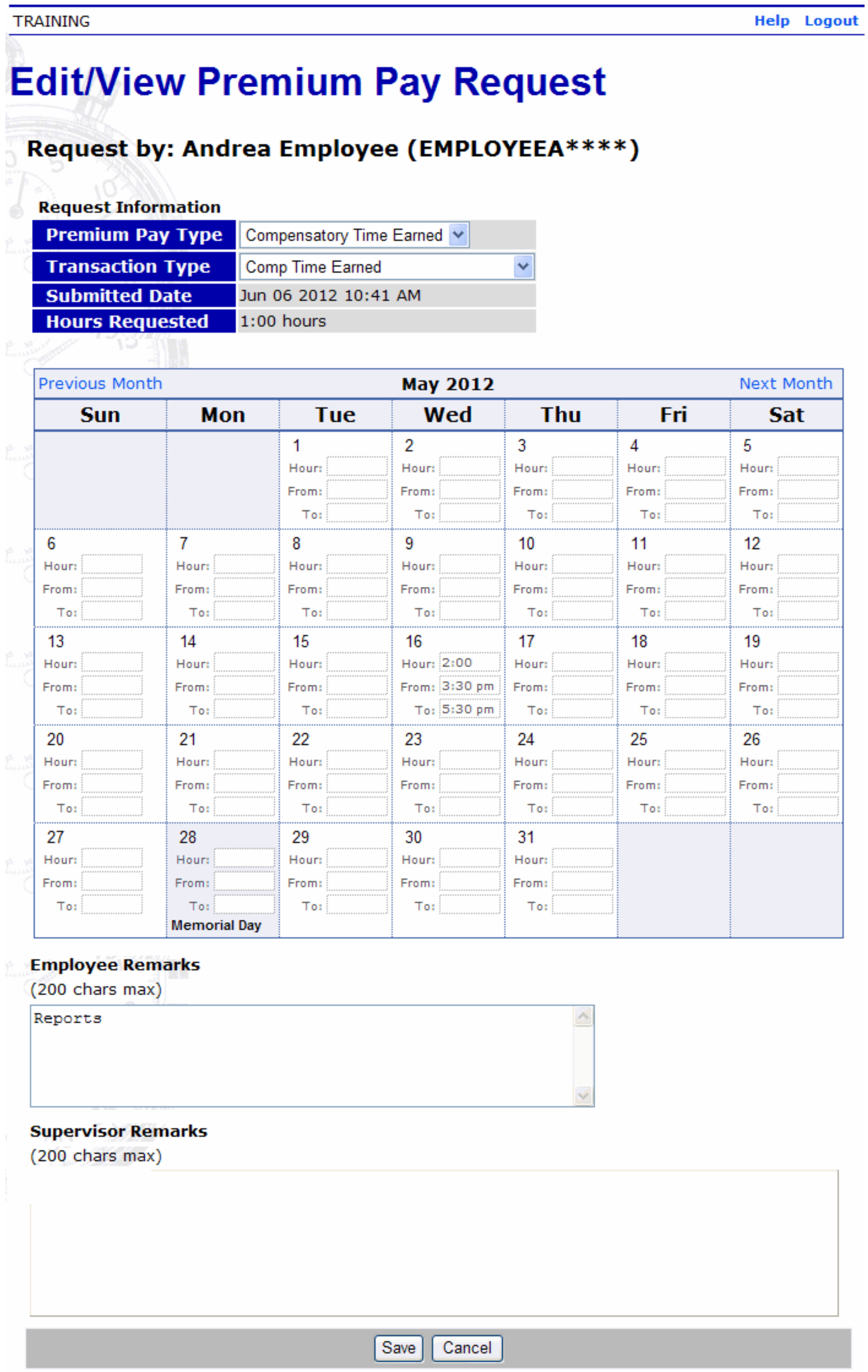


Figure 48: Edit/View Premium Pay Request Page

4. Modify the request.

5. Click **Save**. The Current Premium Pay Requests page is displayed.

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.

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.

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.

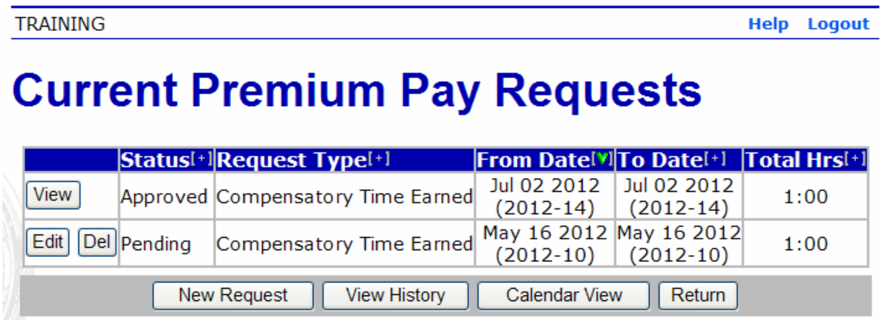


Figure 52: Current Premium Pay Requests Page (After Deleting Request)

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.

Figure 53: Leave/Prem Request & Donations Page

2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed.

TRAINING Help Logout

Current Premium Pay Requests

	Status[+]	Request Type[+]	From Date[v]	To Date[+]	Total Hrs[+]
View	Approved	Compensatory Time Earned	Jul 02 2012 (2012-14)	Jul 02 2012 (2012-14)	1:00
Edit Del	Pending	Compensatory Time Earned	May 16 2012 (2012-10)	May 16 2012 (2012-10)	1:00

New Request | View History | Calendar View | Return

Figure 54: Current Premium Pay Requests Page

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

TRAINING Help Logout

Premium Pay Request History

	Status	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
○	Approved	Compensatory Time Earned	Jul 02 2012	Jul 02 2012	2012-14	2012-14	1:00
○	Approved	Overtime	Jun 02 2012	Jun 02 2012	2012-11	2012-11	8:00
○	Approved	Holiday Worked	May 28 2012	May 28 2012	2012-11	2012-11	8:00
○	Approved	Holiday Worked	May 26 2012	May 26 2012	2012-11	2012-11	5:00
⦿	Denied	Compensatory Time Earned	May 19 2012	May 19 2012	2012-10	2012-10	4:00

View | Return

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.

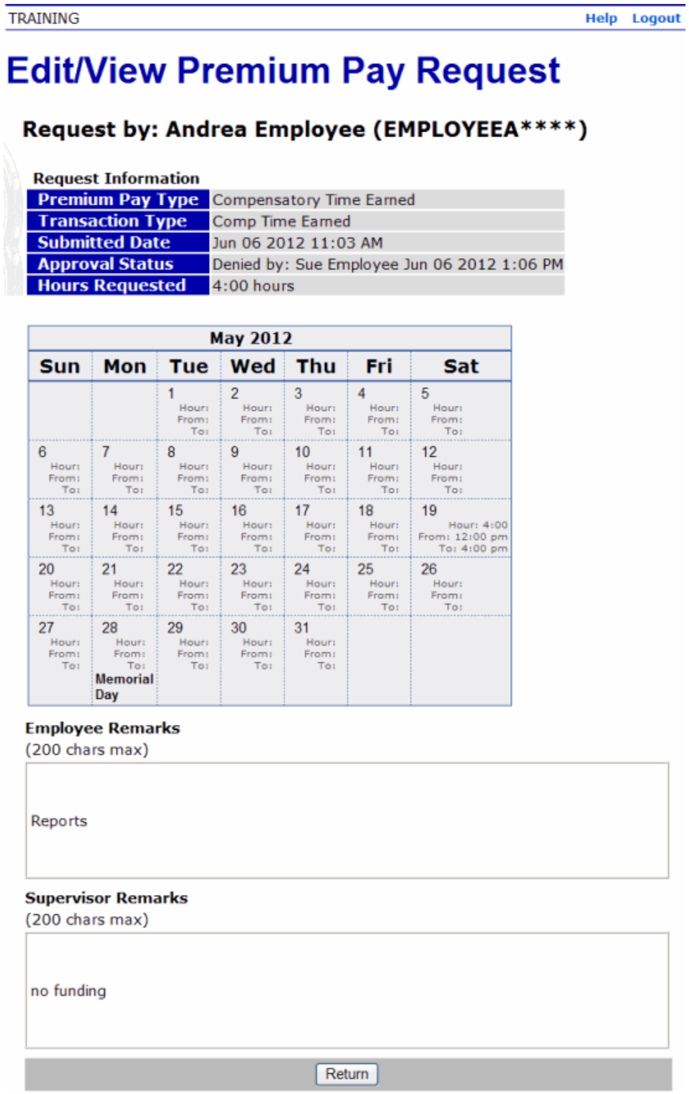


Figure 56: Edit/View Premium Pay Request Page

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.

Figure 57: Leave/Prem Request & Donations Page

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

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.

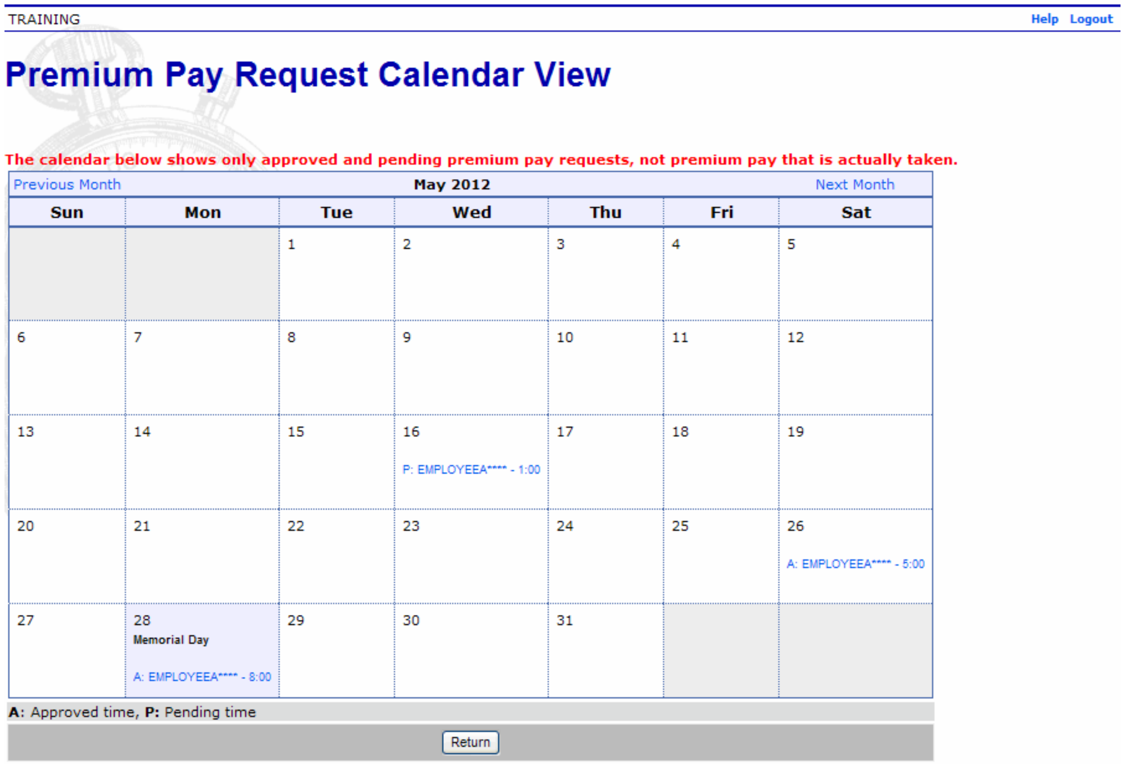
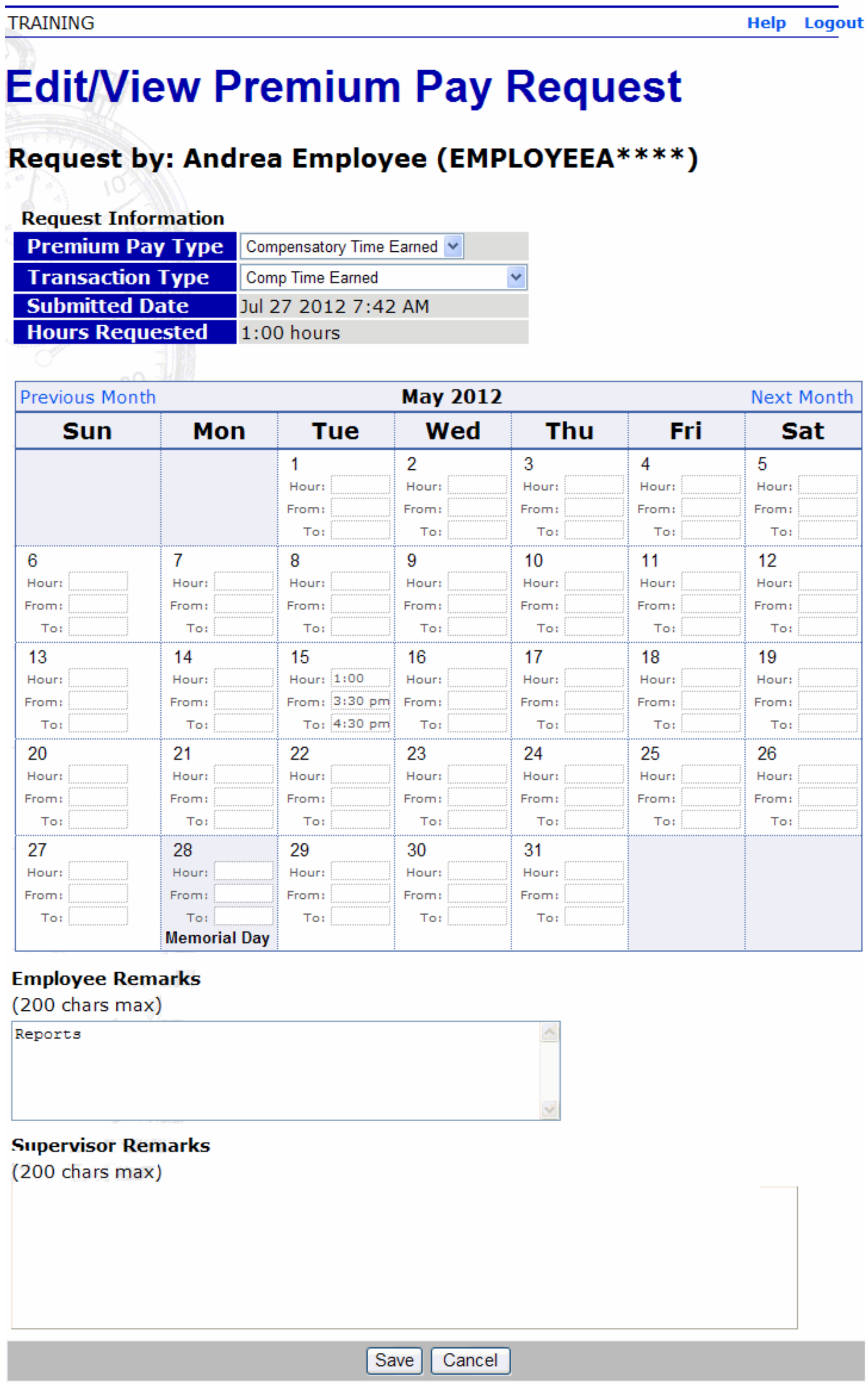


Figure 59: Premium Pay Request Calendar View Page

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.


TRAINING   Help Logout

Edit/View Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA****)

Request Information

Premium Pay Type	Compensatory Time Earned
Transaction Type	Comp Time Earned
Submitted Date	Jul 27 2012 7:42 AM
Hours Requested	1:00 hours

Previous Month   **May 2012**   Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: 1:00 From: 3:30 pm To: 4:30 pm	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Employee Remarks
(200 chars max)

Reports

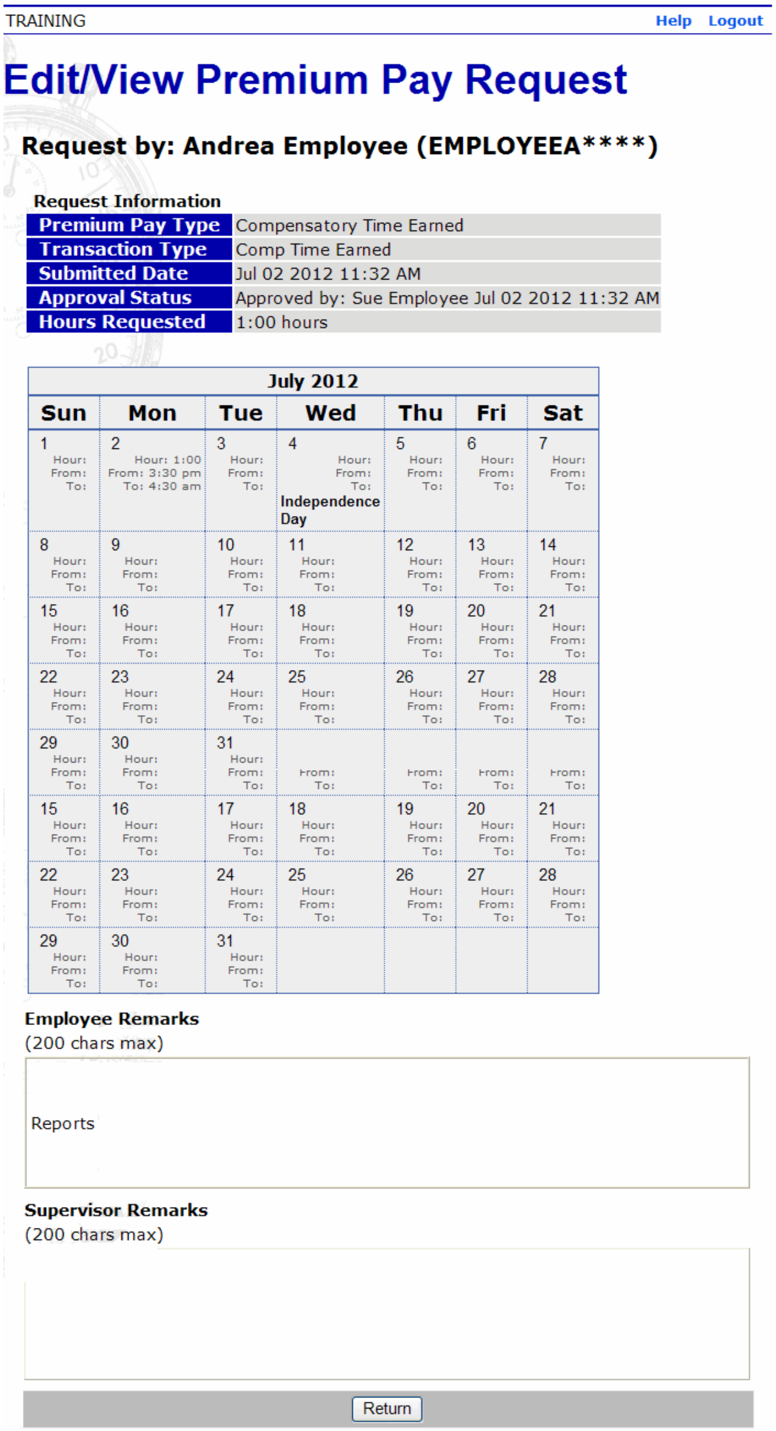
Supervisor Remarks
(200 chars max)

Save Cancel

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.



TRAINING Help Logout

Edit/View Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Premium Pay Type	Compensatory Time Earned
Transaction Type	Comp Time Earned
Submitted Date	Jul 02 2012 11:32 AM
Approval Status	Approved by: Sue Employee Jul 02 2012 11:32 AM
Hours Requested	1:00 hours

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Hour: From: To:	2 Hour: 1:00 From: 3:30 pm To: 4:30 am	3 Hour: From: To:	4 Hour: From: To: Independence Day	5 Hour: From: To:	6 Hour: From: To:	7 Hour: From: To:
8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:
15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:
22 Hour: From: To:	23 Hour: From: To:	24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:
29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:	From: To:	From: To:	From: To:	From: To:
15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:
22 Hour: From: To:	23 Hour: From: To:	24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:
29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:				

Employee Remarks
(200 chars max)

Reports

Supervisor Remarks
(200 chars max)

Return

Figure 61: Edit/View Premium Pay Request Page (Approved Request)

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

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

Figure 62: Leave/Prem Request & Donations Page

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

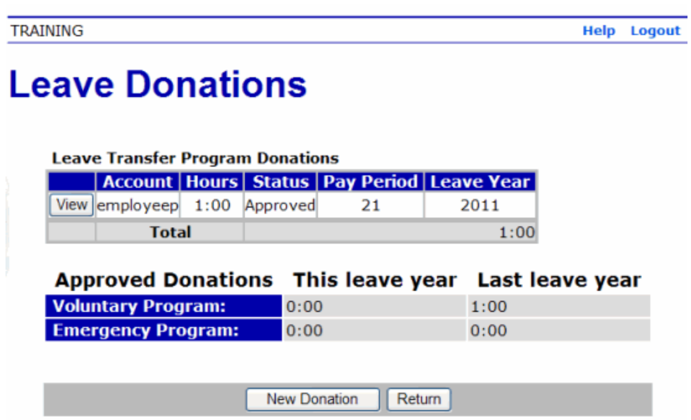


Figure 63: Leave Donations Page

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

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.

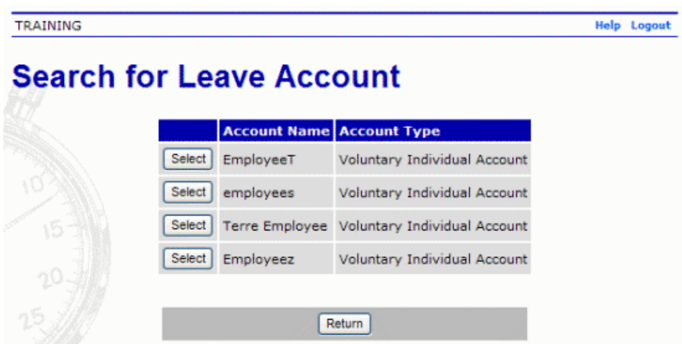


Figure 65: Search for Leave Account Page

5. Click **Select** next to the applicable Account Name. The Edit Leave Donation page is displayed with the account name in the Leave Account filed.

Figure 66: Edit Leave Donation Page

6. Type the Donor Information in the appropriate fields.

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

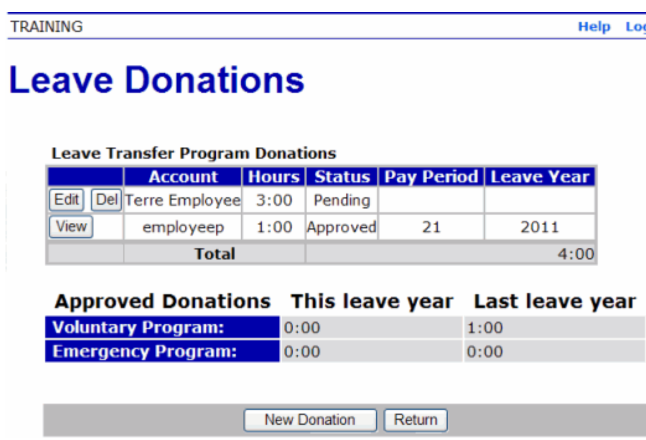


Figure 67: Leave Donations Page

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.

Figure 68: Leave/Prem Request & Donations Page

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

Figure 69: Leave Donations Page (Before Editing Leave Donation)

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.

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

4. Modify the appropriate fields.

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

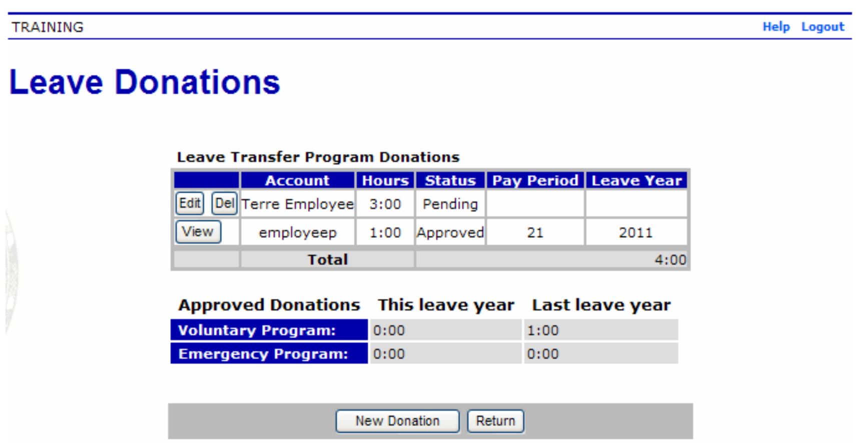


Figure 71: Leave Donations Page (After Editing Leave Donation)

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.

Figure 72: Leave/Prem Request & Donations Page

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

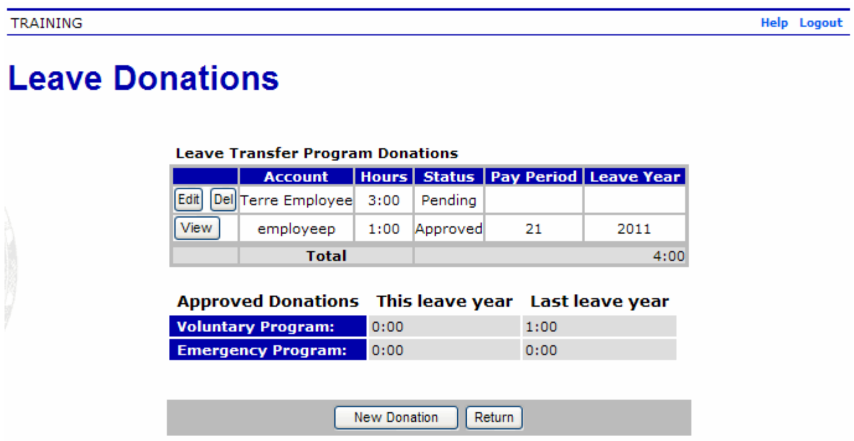
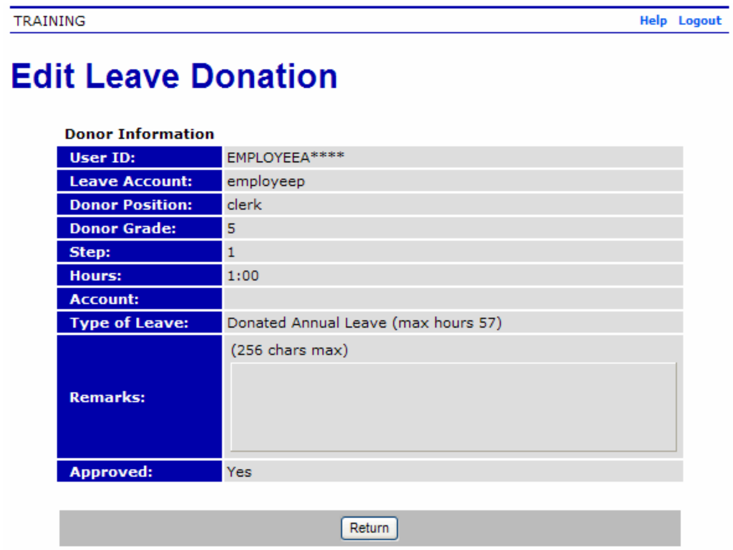


Figure 73: Leave Donations Page

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.



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Edit Leave Donation

Donor Information

User ID:	EMPLOYEEA****
Leave Account:	employeep
Donor Position:	clerk
Donor Grade:	5
Step:	1
Hours:	1:00
Account:	
Type of Leave:	Donated Annual Leave (max hours 57)
Remarks:	(256 chars max)
Approved:	Yes

Return

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.

Name:	**Andrea Employee**	Pay Period:	**21 : Oct 9, 2011 to Oct 22, 2011**
Time Card Type:	**Regular**	Leave Year:	**2011**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	Oct 9 S	10 M	11 T	12 W	13 T	14 F	15 S	Wk 1	Oct 16 S	17 M	18 T	19 W	20 T	21 F	22 S	Wk 2	Total
Work Time																				
			Time In / Time Out																	
Regular Base Pay			00201030000 (No Description)			8	8	8	8		32		8	8	8	8	8		40	72
			Work Time Total			8	8	8	8		32		8	8	8	8	8		40	72
Leave and Other Time																				
			Absence Start / Absence End																	
Federal Holiday			00201030000 (No Description)		8						8									8
			Leave and Other Time Total		8						8									8
			Daily Total		8	8	8	8	8		40		8	8	8	8	8		40	80

Leave Transfer Donations

Transaction	Account (Description)	Donated Hrs
Donated Annual Leave	00201030000 ( )	1:00
Total		1:00

T&A Profile

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	NEA
State	LA
Town	1690
Unit	10
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 21 2010
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
* Annual Fwd adjusted 50:00 hours.					
Annual	50:00	4:00	54:00	1:00	53:00
Sick	--	4:00	4:00	--	4:00
Other				8:00	
Leave Transfer Donations					
Voluntary Program	--			1:00	1:00

Leave Year Projection

Maximum Available Annual	73:00
Maximum Available Sick	24:00
Use or Lose Leave	--

Supervisor Remarks:

Your signature certifies that all reported time was worked and approved according to law and regulation.

Validated By : Sue Employee
Validation Date : Oct 25 2011 1:19 PM

Certified By : Sue Employee
Certification Date : Oct 25 2011 1:19 PM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History

	Timestamp	Status	Name	Message
	Dec 14 2011 06:18 AM	Correction Deleted	Employee, Sue (EMPLOYEES)	
	Dec 14 2011 06:17 AM	Historical Correction Record	Employee, Sue (EMPLOYEES)	
	Nov 08 2011 12:47 PM	Correction Deleted	Employee, Sue (EMPLOYEES)	
	Nov 08 2011 12:47 PM	Validation Reset By Edit	Employee, Sue (EMPLOYEES)	
	Nov 08 2011 12:23 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
	Nov 08 2011 12:21 PM	Historical Correction Record	Employee, Sue (EMPLOYEES)	
	Oct 25 2011 01:19 PM	Built	SYSTEM	Built in Build ID 17.
===>	Oct 25 2011 01:19 PM	MasterSupervisor Certified	Employee, Sue (EMPLOYEES)	
	Oct 25 2011 01:19 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
	Oct 25 2011 01:12 PM	Leave adjusted	Employee, Peter (EMPLOYEEP****)	Annual Forward adjusted 50:00 hours.
	Oct 21 2011 12:39 PM	Service Computation date adjusted	Employee, Sue (EMPLOYEES)	SCD changed to 21-OCT-10
	Oct 21 2011 11:57 AM	New Record Created	Employee, Sue (EMPLOYEES)	Created new record for pay period 21.

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.

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

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

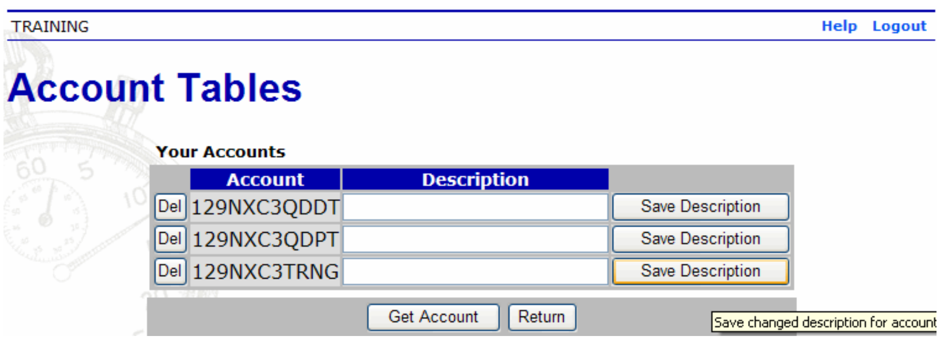

Figure 78: Account Tables Page

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

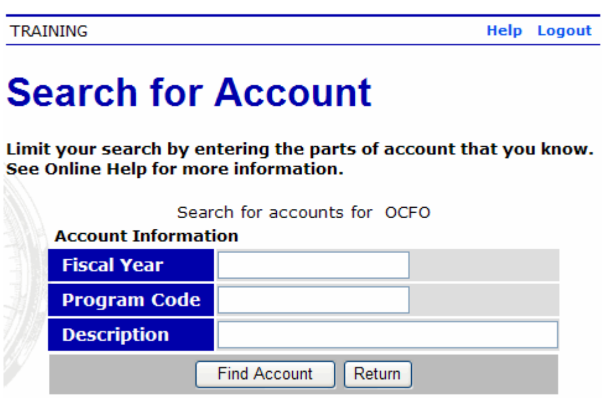

Figure 79: Search for Account Page

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.

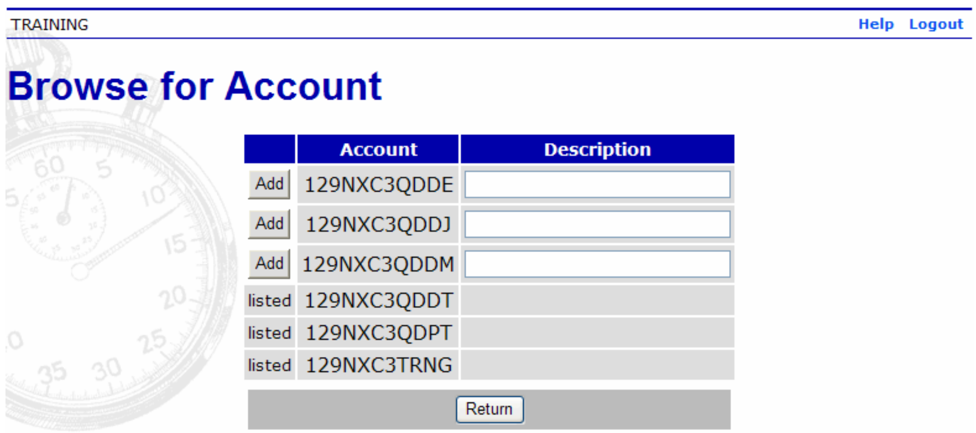

Figure 80: Browse for Account Page (Before Adding Accounts)

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.

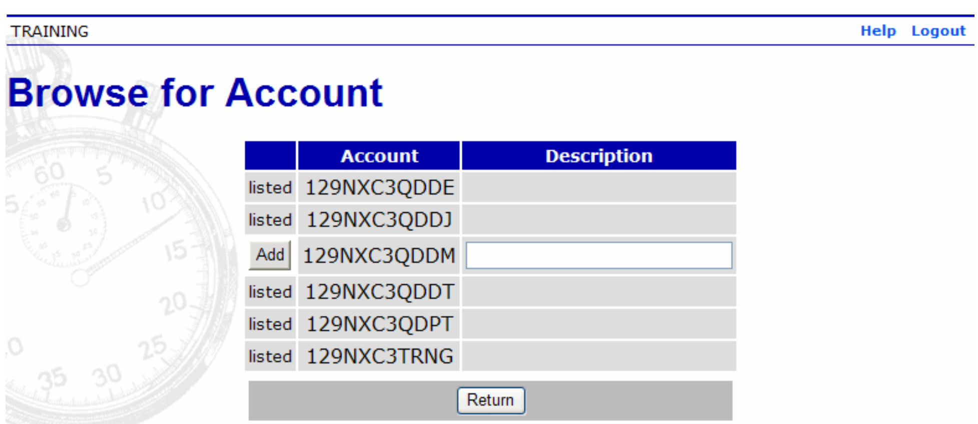

Figure 81: Browse for Account Page (After Adding Accounts)

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.

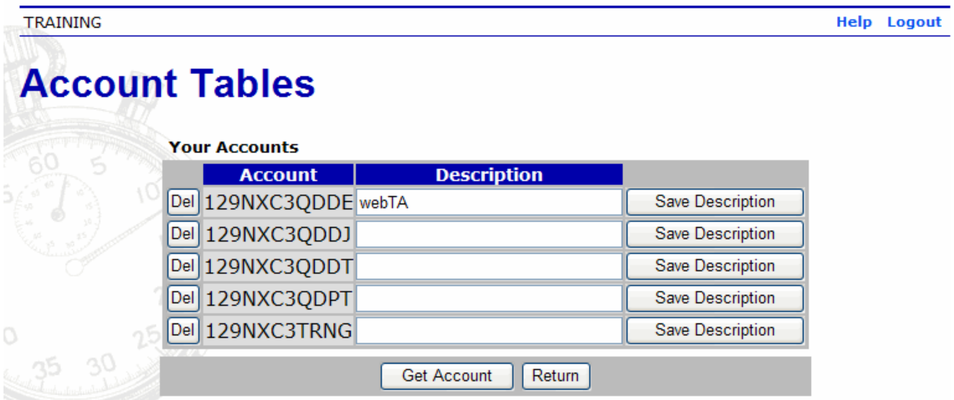

Figure 82: Account Tables Page

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.

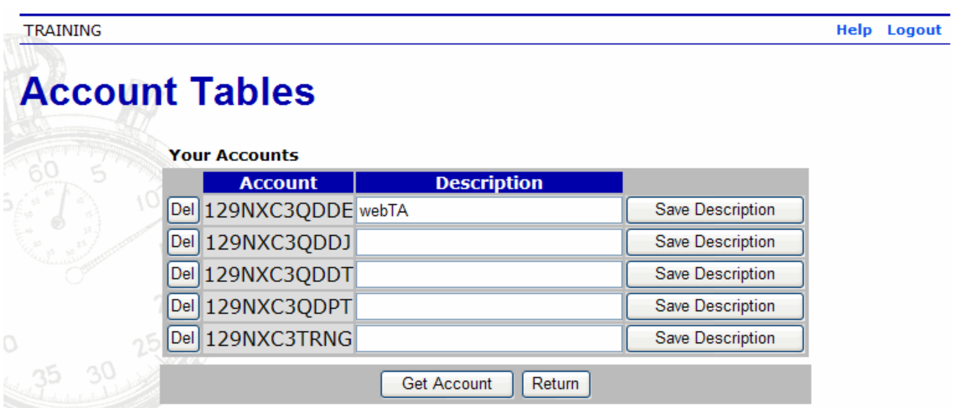

Figure 83: Account Tables Page (Before Deleting Accounts)

2. Select **Del** to delete an accounting code. The Account Tables page is displayed with the accounting codes that were deleted.

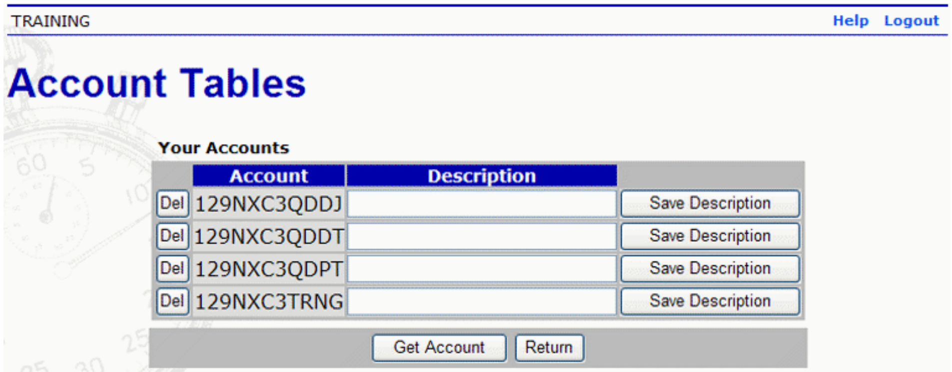

Figure 84: Account Tables Page (After Deleting Accounts)

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

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

Figure 85: Employee Reports Menu Page

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

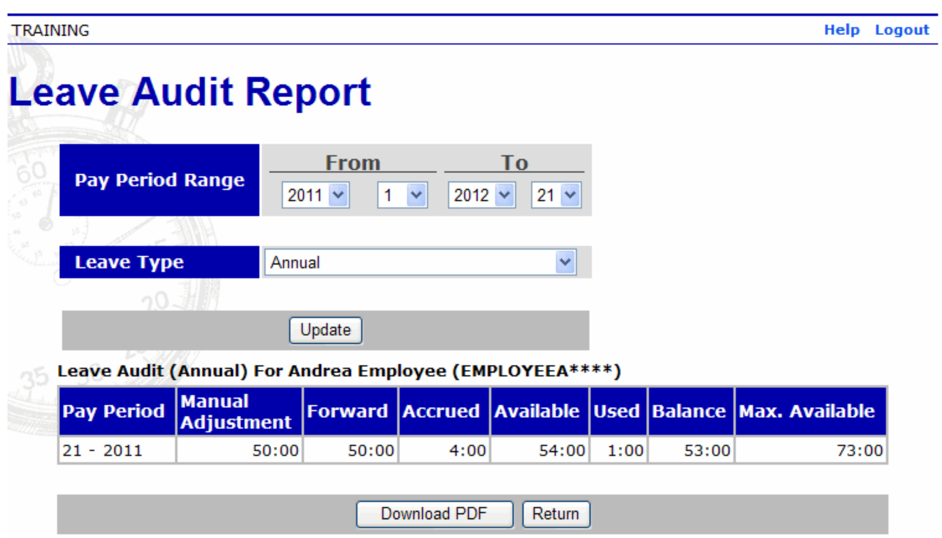

Figure 86: Leave Audit Report Page

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.

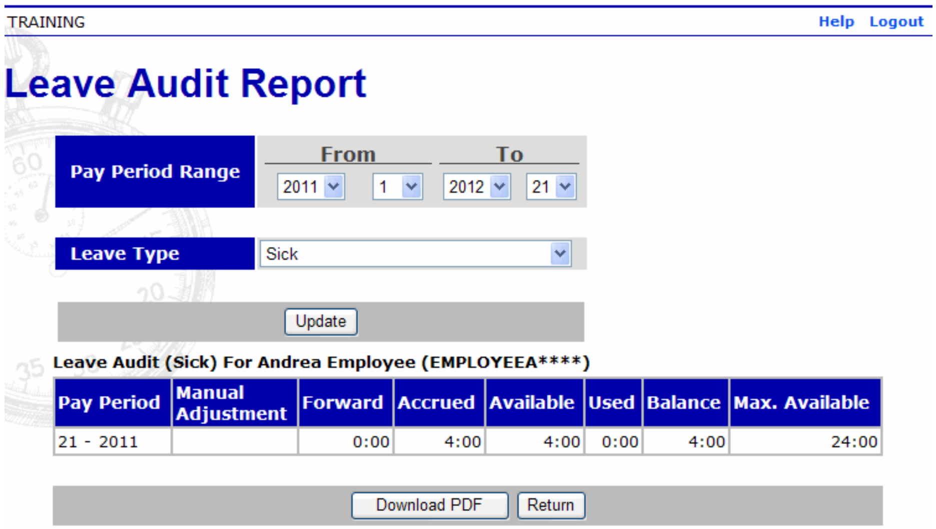

Figure 87: Leave Audit Report Page (Modified Leave Audit Report)

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.

Name: Andrea Employee (EMPLOYEEA****)

Leave Type: Sick

Pay Period Range: 01 - 2011 to 21 - 2012

Pay Period	Forward	Manual Adjust	Accrued	Available	Used	Balance	Max. Available
21 - 2011	0:00	0:00	4:00	4:00	0:00	4:00	24:00

Figure 88: Leave Audit Report Page (as a PDF)

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

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

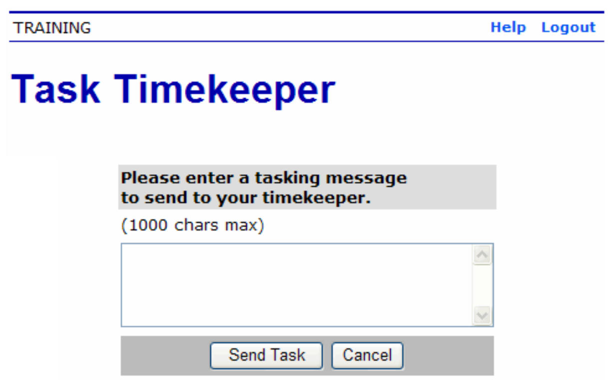

Figure 89: Task Timekeeper Page

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

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

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Task List

		From	Date/Time	Type	Description
☐	Clear	EMPLOYEES	Jun 06 2012 1:06 PM	NOTIFY	Premium pay request of employee, Andrea Employee (EMPLOYEEA****) for, Compensatory Time Earned, from 12:00 P.M. to 4:00 P.M. on 19-MAY-12 -- for a total of 4 hour(s) is denied.Supervisor Remarks: (no funding) .
☐	Clear	SYSTEM	Jun 04 2012 12:31 PM	NOTIFY	Premium pay request of employee, Andrea Employee (EMPLOYEEA****) for, Overtime, from 7:00 A.M. to 9:00 A.M. on 19-JUN-12 -- for a total of 2 hour(s) is deleted by the employee.
☐	Clear	EMPLOYEES	Jun 04 2012 7:55 AM	REJECT	Certification rejected for employee [Andrea Employee]. Message from Supervisor: x
☐	Clear	EMPLOYEES	Jun 04 2012 7:53 AM	REJECT	Certification rejected for employee [Andrea Employee]. Message from Supervisor: Incorrect acct

Clear Selected | Clear All | Clear This Page | Return

Figure 90: 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.