WebTA Supervisor Training Guide
# Table of Contents

Training Objectives and webTA Navigation Overview ........................................... 3

- Training Objectives ................................................................................................. 3
- WebTA Navigation ..................................................................................................... 4
- To Log into webTA .................................................................................................. 4
- To Log out of webTA ............................................................................................... 5
- To Change Your Password ..................................................................................... 5
- Accessing Help in webTA ....................................................................................... 6

Selecting or Searching for an Employee ................................................................. 9

- To Select an Employee .......................................................................................... 9
- To Search for an Employee ................................................................................... 10

Viewing, Certifying, and Rejecting/Decertifying T&As ........................................... 13

- To View or Certify an Individual Employee’s T&A ........................................... 13
- To Reject or Decertify an Individual Employee’s T&A ....................................... 15
- To Certify All Employee T&As in One Session ................................................... 17

About the Locator Info ............................................................................................. 21

- To View an Employee’s Location Information ................................................... 21

About Leave and Premium Pay Requests ............................................................... 23

- To Approve a Leave Request ............................................................................... 23
- To Deny a Leave Request .................................................................................... 26
- To Revert an Approved Leave Request ............................................................... 29
- To Revert a Denied Leave Request ..................................................................... 32
- To View Leave Requests History ..................................................................... 35
- To Hide/Unhide Leave Requests on View History Page .................................. 38
- To View Leave Requests in Calendar View ....................................................... 40
- To Approve a Premium Pay Request ................................................................. 42
- To Deny a Premium Pay Request ....................................................................... 44
- To Revert an Approved Premium Pay Request ................................................ 47
- To Revert a Denied Premium Pay Request ......................................................... 49
- To View Premium Pay Requests History ........................................................... 52
To Hide/Unhide Premium Pay Requests on View History Page .......................................... 55
To View Premium Pay Requests in Calendar View .......................................................... 56
Viewing a Summary of an Employee’s Certified T&A ....................................................... 59
To View a Summary of an Employee’s T&A ..................................................................... 59
About The Leave Audit Report .......................................................................................... 63
To Generate a Leave Audit Report: .................................................................................. 63
Generating webTA Supervisor Reports .............................................................................. 67
To View a Default Schedule Report .................................................................................. 67
To Generate a Telework Emps Report .............................................................................. 68
To Generate a Telework Hours Report ............................................................................ 69
Delegating the Supervisor Role ........................................................................................ 73
To Manage Delegates ........................................................................................................ 73
View Tasks .......................................................................................................................... 75
To View the Task List ......................................................................................................... 75
To Clear Tasks from the Task List ...................................................................................... 76
Master Supervisor .............................................................................................................. 77
Training Objectives and webTA Navigation Overview

The purpose of this training manual is to provide supervisors information needed to perform the supervisor functions in webTA. This training manual contains images ("screen captures") of the pages that you will see while using webTA.

As a Supervisor, you are responsible for certifying all Time and Attendance (T&A) data for your employees before their data is sent to the National Finance Center (NFC) for payroll processing, and to approve or deny leave and premium pay requests. Note: The law requires that the data be certified as correct before issuance of pay. Therefore, webTA will not create the transmission record for an employee until it is certified by you, one of your delegates, or the Master Supervisor.

This section includes the following topics:

- Training Objectives ................................................................. 3
- WebTA Navigation .................................................................... 4
- To Log into webTA ................................................................. 4
- To Log out of webTA ................................................................. 5
- To Change Your Password ...................................................... 5
- Accessing Help in webTA ........................................................ 6

Training Objectives

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

- Search for and select employees to certify T&A data.
- View and certify employee T&As.
- View employee locator information.
- View previously certified T&A summaries for employees.
- View and manage employee leave and premium pay requests.
- Generate various reports for default schedule and telework.
- Delegate your supervisory role.
- Perform the functions of a Master Supervisor.

The supervisor functions described above are accessed from the Supervisor Main Menu page which is displayed after you log in.
WebTA Navigation

The navigation within webTA is relatively simple to follow. All main supervisor functions are accessed from the Supervisor 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:

- **User ID**
- **Password**

(password is case-sensitive)

[Log In]

![Figure 1: webTA Login page](image)

1. Complete the User ID and Password fields.

2. Click **Log In**. The Supervisor Main Menu Page is displayed.

**Supervisor Main Menu**

![Figure 2: Supervisor Main Menu page](image)
To Log out of webTA

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

   ![Supervisor Main Menu page](image)

   Figure 3: Supervisor Main Menu page (Logout option)

2. 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 Supervisor Main Menu page to display the Supervisor Change Password page.

   ![Supervisor Change Password page](image)

   Figure 4: Supervisor Change 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. The Supervisor Module help page is displayed.

2. Select 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.
Selecting or Searching for an Employee

To certify T&As and do other employee maintenance tasks, you must either use the Select Employee function to get a list of the employees that you are responsible for, or search for an employee using webTA’s Search function to get a subset of that list (either a specific employee or a set of employees that report to you).

This section includes the following topics:

- To Select an Employee .......................................................... 9
- To Search for an Employee ....................................................... 10

To Select an Employee

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

![Select Employee page](image)

WeBTA displays a list of employees you can certify or maintain, along with the status of their T&A record.

Note: The Status column for invalidated employees will be blank.

2. Click the radio button next to the desired employee and select the function you would like to perform or click Return to return to the Supervisor Main Menu page.
To Search for an Employee

1. Click **Search** on the Supervisor Main Menu page to display the Search for Employee page.

![Search for Employee page](image)

**Figure 7: Search for Employee page**

2. To search by employee name, type the last name in the Employee’s Last Name field and type the first name in the Employee’s First Name field. You may also search by the Social Security number (SSN) by typing the SSN in the Employee’s SSN field.

To search by T&A Type, click the down arrow in the T&A Type field. T&A Type allows you to search results to records meeting these criteria:

- Corrections for corrected T&As.
- Unvalidated for records which have not been validated by either the employee or the timekeeper.
- Validated for records which have been validated by the employee or the timekeeper, but have not been certified by the supervisor.
- Certified for records which have been both validated and certified.
- No Profile for records when no T&A profile data has been stored. Records must have T&A profile data saved before time can be entered.

To search by Pay Period, click the down arrow in the Pay Period field. Pay Period allows you to search for a specific pay period using these criteria:

- Current for records for the current pay period.
- Previous for records for the previous pay period (completed records which need to be certified and built).
- Older for records not in the current or previous pay period.
3. Click **Search**. The Search Results page is displayed listing the employee(s) who met the search criteria.

![Search Results page](image)

**Figure 8: Search Results page**

4. Click **Return** to return to the Supervisor Main Menu page.
Viewing, Certifying, and Rejecting/Decertifying T&As

After selecting or searching for employees, you can select an individual employee to certify their T&A, or you may elect to certify all T&As.

**Note:** The employee or the employee’s timekeeper must have validated the T&A before you can certify it.

This section includes the following topics:

- To View or Certify an Individual Employee’s T&A ........................................13
- To Reject or Decertify an Individual Employee’s T&A ....................................15
- To Certify All Employee T&As in One Session ..............................................17

**To View or Certify an Individual Employee’s T&A**

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

   ![Select Employee page](image)

   **Figure 9: Select Employee page**

2. From the Select Employee page, select the employee you want to view or certify by clicking the radio button next to the employee.
3. Click **View/Certify T&A**. The Employee’s T&A Data Summary page is displayed.

![T&A Data Summary page](image)

**Figure 10: T&A Data Summary page**

**Note:** The T&A Data Summary page is a read–only view of the employee’s current T&A record.

At the bottom of the Certified T&A Summary page is a certification statement and a history of actions pertaining to the record.

4. If you want to certify the employee’s T&A, click **Certify**.
**Note:** The Status on the Select Employee page is now displayed as *Certified*.

---

**Select Employee**

<table>
<thead>
<tr>
<th>Status</th>
<th>Employee</th>
<th>User Id</th>
<th>Pay Period</th>
<th>Timekeeper</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified</td>
<td>Employee, Andrea</td>
<td>EMPLOYEEAAA****</td>
<td>10 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Autumn</td>
<td>EMPLOYEEA****</td>
<td>10 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Betty</td>
<td>EMPLOYEEB****</td>
<td>09 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
</tbody>
</table>

---

**Figure 11: Select Employee page (with Certified Status)**

5. Click **Return** to return to the Supervisor Main Menu page.

---

**To Reject or Decertify an Individual Employee’s T&A**

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

---

**Figure 12: Select Employee page**

2. From the Select Employee page, select the employee you want to view or certify by clicking the radio button next to the employee.

3. Click **View/Certify T&A**. The Employee’s T&A Data Summary page is displayed.
**Note:** The T&A Data Summary page is a read–only view of the employee’s current T&A record.

**Figure 13:** T&A Data Summary page

**Note:** At the bottom of the Certified T&A Summary page is a certification statement and a history of actions pertaining to the record.

4. If you want to reject or decertify an employee’s T&A, click **Reject/Decertify**.
Note: If you clicked **Reject/Decertify** on the T&A Data Summary page, the Reject Employee Data page is displayed asking you for a reason for the rejection.

5. Enter the reason the T&A is being rejected or decertified. The certification is removed or rejected and a task is sent to the affected employee and his/her timekeeper.

6. Click **Save**. The system will return you to the Select Employee page.

### To Certify All Employee T&As in One Session

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

---

**Figure 14: Reject Employee Data page**

**Figure 15: Select Employee page**
2. Click **Certify All**. The T&A Data page displays the first employee eligible for T&A certification. Only records that have been validated successfully are displayed.

![T&A Data Summary page]

**Figure 16: T&A Data Summary page**

3. To certify that employee’s T&A, click **Certify**. To reject that specific employee’s T&A, click **Reject/Decertify**. To skip that specific employee’s T&A, click **Skip**.

**Note:** Clicking **Skip** displays the next employee’s data page without certifying the T&A data on the current page. Skip will only be displayed on the T&A Data page.

4. Repeat Step 3 step for every employee in the set.
You must click **Certify**, **Reject/Decertify**, or **Skip** for each employee.

**Note:** Once the T&A is certified, changes cannot be made by the employee and/or timekeeper during the current pay period unless you decertify the T&A.

Once the Build file is picked up (by NFC) for transmission, if any T&A(s) require changes, a corrected T&A must be prepared.

5. Click **Cancel** to return to the Select Employee page.

6. Click **Return** to return to the Supervisor Main Menu page.
About the Locator Info

The Locator Info contains contact information, addresses, phone numbers, routing codes, etc. for employees. However, except for email address, webTA does not use this information for its functions.

Note: Employees’ email addresses must be supplied in the Locator Info for webTA to send tasks via email. Locator Info information is read–only for supervisors.

This section includes the following topics:

To View an Employee’s Location Information

1. Click Select on the Supervisor Main Menu page to select the applicable employee. The Select Employee page is displayed.

Figure 17: Select Employee page
2. Click **Locator Info**. The Locator Info page is displayed.

![Locator Info](image)

**Figure 18: Locator Info page**

3. Click **Return** to return to the Select Employee page.
About Leave and Premium Pay Requests

Supervisors can approve or deny pending requests, or change the status of requests after they are approved or denied.

This section includes the following topics:

- To Approve a Leave Request .................................................................23
- To Deny a Leave Request ......................................................................26
- To Revert an Approved Leave Request ..................................................29
- To Revert a Denied Leave Request .........................................................32
- To View Leave Requests History ............................................................35
- To Hide/Unhide Leave Requests on View History Page ..........................38
- To View Leave Requests in Calendar View ............................................40
- To Approve a Premium Pay Request .....................................................42
- To Deny a Premium Pay Request ..........................................................44
- To Revert an Approved Premium Pay Request .......................................47
- To Revert a Denied Premium Pay Request .............................................49
- To View Premium Pay Requests History ...............................................52
- To Hide/Unhide Premium Pay Requests on View History Page .............55
- To View Premium Pay Requests in Calendar View ................................56

To Approve a Leave Request

1. Click Leave/Prem Pay on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

Figure 19: Leave/PremPay Request Menu page
2. Click **Leave** to display the Current Leave Requests page.

![Current Leave Requests](image)

**Figure 20: Current Leave Requests page (Before Approval of Pending Request)**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**.
5. Click **Edit** next to the pending request you want to approve. The Approve/Deny Leave Request page is displayed.

![Approve/Deny Leave Request page (Before Approval of Pending Request)](image)

**Figure 21: Approve/Deny Leave Request page (Before Approval of Pending Request)**
6. Click **Approve**. The Current Leave Requests page is displayed.

![Current Leave Requests](image1.png)

Figure 22: Current Leave Requests page (After Approval of Pending Request)

7. Click **Return** to return to the Leave/PremPay Request page.

**To Deny a Leave Request**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

![Leave/PremPay Request Menu](image2.png)

Figure 23: Leave/PremPay Request Menu page

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

![Current Leave Requests](image3.png)

Figure 24: Current Leave Requests page (Before Denial of Pending Request)
3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**.

5. Click **Edit** next to the employee’s leave request you want to deny. The Approve/Deny Leave Request page is displayed.
Approve/Deny Leave Request

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

Request Information
- **Leave Type**: Sick Leave
- **Transaction Type**: Sick Leave
- **Submitted Date**: May 23, 2012 11:55 AM
- **Hours Requested**: 2:00 hours

May 2012

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

Sick Leave

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

Please specify: 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.

Please specify: 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)

Too many employees off

Figure 25: Approve/Deny Leave Request page
6. In the Supervisor Remarks box, type the remarks for the denial of the request. The remainder of the Approve/Deny Leave Request page is read–only.

7. Click **Deny** which will set the request back to **Denied** on the employee’s Current Leave Request page. The Current Leave Requests page is displayed.

8. Click **Return** to return to the Leave/PremPay Request Menu page.

**To Revert an Approved Leave Request**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.
2. Click **Leave**. The Current Leave Requests page is displayed.

![Current Leave Requests](image)

**Figure 28: Current Leave Requests page (before Reverting Request)**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**.

5. Click **Edit** next to the leave request that you want to revert to pending. The Approve/Deny Leave Request page is displayed.
Approve/Deny 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 May 31 2012 1:33 PM
| Leave Balance   | 8:00 hours
| Hours Requested | 2:00 hours

May 2012

<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sick Leave

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

Please specify: 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.

Please specify: 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)

Figure 29: Approve/Deny Leave Request page
6. Click **Revert Pending**. The Current Leave Requests page is displayed with *Pending* in the Status column.

![Figure 30: Current Leave Requests page (After Reverting Request)](image)

7. Click **Return** to return to the Leave/PremPay Request Menu page.

**To Revert a Denied Leave Request**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

![Figure 31: Leave/PremPay Request Menu page](image)

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

![Figure 32: Current Leave Requests page (Before Reverting Request)](image)
3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click Update.

5. Click Edit next to the denied leave request that you want to revert to pending. The Approve/Deny Leave Request page is displayed.
## Approve/Deny Leave Request

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

**Request Information**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>May 23, 2012 11:55 AM</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Denied by: Sue Employee May 31, 2012 1:46 PM</td>
</tr>
</tbody>
</table>

**Leave Balance:** 8.00 hours  
**Hours Requested:** 2.00 hours

### May 2012

<table>
<thead>
<tr>
<th></th>
<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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sick Leave**

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

**Please specify:** Medical/dental/optical examination of requesting employee

### Family and Medical Leave Act

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

**Please specify:** 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)

Too many employees off

---

**Figure 33:** Approve/Deny Leave Request page (Before Revert Pending)
6. Click **Revert Pending**. The Current Leave Requests page is displayed with *Pending* in the Status column.

![Current Leave Requests](image1)

**Figure 34**: Current Leave Requests page (After Reverting Request)

7. Click **Return** to return to the Leave/PremPay Request Menu page.

### To View Leave Requests History

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

![Leave/PremPay Request Menu](image2)

**Figure 35**: Leave/PremPay Request Menu page

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

![Current Leave Requests](image3)

**Figure 36**: Current Leave Request page
3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.

5. Click **View History** to view approved or denied leave requests for all of your employees. The Leave Request History page is displayed.

![Figure 37: Leave Request History page](image)

The Leave Request History page displays the status, employee, type of leave requested (and amount of leave), and the applicable dates for all leave requests(s) submitted to you.
6. Select the radio button next to the desired employee request and click View. The Approve/Deny Leave Request page is displayed for the applicable line selected.

![Approve/Deny Leave Request](image)

**Sick Leave**

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

Please specify: 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.

Please specify: 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)
7. If you would like to change the request status to pending, click Revert Pending. If you would like to return to the Leave Request History page, click Cancel. The Leave Request History page is displayed.

---

**Figure 38:** Approve/Deny Leave Request page

**Figure 39:** Leave Request History page

**To Hide/Unhide Leave Requests on View History Page**

1. Click Leave/Prem Pay on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

---

**Figure 40:** Leave/PremPay Request Menu page
2. Click **Leave**. The Current Leave Requests page is displayed.

![Current Leave Requests](image)

**Figure 41: Current Leave Requests page**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.

5. Click **View History** to view approved or denied leave requests for all of your employees. The Leave Request History page is displayed.

![Leave Request History](image)

**Figure 42: Leave Request History page**

The Leave Request History page displays the status, employee, type of leave requested (and amount of leave), and the applicable dates for all leave request(s) submitted to you.

6. Select the radio button next to the desired employee request(s). Only one line of leave may be selected at a time. At this time, you may want to do one of the following:

   - If you want to remove selected line(s) of leave from the Leave Request History page, click **Hide**.
- If you want to display a list of line(s) of leave previously hidden with the Hide button, click **Show Hidden**.
- To remove the selected line(s) of leave from the list of hidden request(s) and return it to the Leave Request History page, click **Unhide**.
- To return to the Leave Request History page, click **Show Regular**.
- If you want to return to the Current Leave Requests page, click **Return**.

**To View Leave Requests in Calendar View**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

![Figure 43: Leave/PremPay Request Menu page](image)

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

![Figure 44: Current Leave Requests page](image)

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.
5. Click **Calendar View** to view a monthly calendar of all pending and approved leave requests. The Leave Request Calendar View allows you to toggle between months by selecting the Previous Month and Next Month options at the upper left and right corners of the page.

**Note:** See in calendar view leave requests that are either pending or approved. Each date on the calendar displays the status, name, and the total time approved or pending for that date.

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

**Leave Request Calendar View**

![Calendar View Image]

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

<table>
<thead>
<tr>
<th>Previous Month</th>
<th>May 2012</th>
<th>Next Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

A: Approved time, P: Pending time

**Figure 45: Leave Request Calendar View**

6. This page displays all leave requests that are pending or approved. Clicking on a leave request on the calendar links you to the Approve/Deny Leave Requests page for the request that was selected. If it is a pending request, you have the option to approve or deny the request by clicking **Approve** or **Deny** or exit the page by selecting **Cancel**. If it is an approved request, you can change the request status to pending by clicking **Revert Pending** or exit the page by selecting **Cancel**. After completing either of these actions, you are returned to the Current Leave Requests page.
To Approve a Premium Pay Request

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

![Leave/Prem Pay Request Menu](image)

**Figure 46: Leave/Prem Pay Request Menu page**

2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed listing pending requests for the employees you supervise (or delegates).

![Current Premium Pay Requests](image)

**Figure 47: Current Premium Pay Requests page**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.
5. Click **Edit** next to the appropriate request. The Approve/Deny Premium Pay Request page is displayed showing details about the premium pay request, including remarks.

![Approve/Deny Premium Pay Request page](image)

Figure 48: Approve/Deny Premium Pay Request page
6. Click **Approve**. The Current Premium Pay Requests page is displayed.

![Current Premium Pay Requests](image)

**Figure 49: Current Premium Pay Requests page (After Approval)**

7. Click **Return** to return to the Leave/PremPay Request Menu page.

**To Deny a Premium Pay Request**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

![Leave/PremPay Request Menu](image)

**Figure 50: Leave Premium Pay Request Menu page**

![Current Premium Pay Requests](image)

**Figure 51: Current Premium Pay Requests page**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**.
5. Click **Edit** next to the employee’s premium pay request you want to deny. The Approve/Deny Premium Pay Request page is displayed.

![Approve/Deny Premium Pay Request page](image)

6. In the Supervisor Remarks box, type the remarks for the denial of the request. The remainder of the Approve/Deny Leave Request page is read-only.

7. Click **Deny** which will set the request back to **Denied** on the employee’s current premium pay request page.

8. Click **Return** to return to the Leave/PremPay Request Menu page.
To Revert an Approved Premium Pay Request

1. Click Leave/Prem Pay on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

   ![Leave/PremPay Request Menu](image)

   Figure 53: Leave Premium Pay Request Menu page


   ![Current Premium Pay Requests](image)

   Figure 54: Current Premium Pay Requests page (Before Reverting Request)

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click Update.
5. Click **Edit** next to the premium pay request that you want to revert to pending. The Approve/Deny Premium Pay Request page is displayed.

---

**Figure 55: Approve/Deny Premium Pay Request page (Before Revert Pending)**
6. Click **Revert Pending**. The Current Premium Pay Requests page is displayed with **Pending** in the Status column.

![Current Premium Pay Requests](image)

**Figure 56: Current Premium Pay Requests page (After Reverting Request)**

7. Click **Return** to return to the Leave/PremPay Request Menu page.

---

**To Revert a Denied Premium Pay Request**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

![Leave/PremPay Request Menu](image)

**Figure 57: Leave/PremPay Request Menu page**

![Current Premium Pay Requests](image)

**Figure 58: Current Premium Pay Requests page**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**.
5. Click **Edit** next to the denied premium pay request that you want to revert to pending. The Approve/Deny Premium Pay Request page is displayed.

![Image of Approve/Deny Premium Pay Request page](image)

**Figure 59: Approve/Deny Premium Pay Request page**
6. Click **Revert Pending**. The Current Premium Pay Requests page is displayed with **Pending** in the Status column.

![Current Premium Pay Requests](image)

**Figure 60: Current Premium Pay Requests page (After Reverting Request)**

7. Click **Return** to return to the Leave/PremPay Request Menu page.

**To View Premium Pay Requests History**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

![Leave/PremPay Request Menu](image)

**Figure 61: Leave/PremPay Request Menu page**

![Current Premium Pay Requests](image)

**Figure 62: Current Premium Pay Requests page**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.

5. Click **View History** to view approved or denied premium pay requests for all of your employees. The Premium Pay Request History page is displayed.

![Premium Pay Request History](image)

**Figure 63: Premium Pay Request History page**

The Premium Pay Request History page displays the Status, Employee, Request Type, From and To Dates, From and To Pay Periods, and Total Hours for all request(s) submitted to you.
6. Select the radio button next to the desired employee request and click **View**. The Approve/Deny Premium Pay Request page is displayed for the applicable line selected.

Figure 64: Approve/Deny Premium Pay Request page

7. If you would like to change the request status to pending, click **Revert Pending**. If you would like to return to the Premium Pay Request History page, click **Cancel**.
To Hide/Unhide Premium Pay Requests on View History Page

1. Click Leave/Prem Pay on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

![Leave/PremPay Request Menu](Image)

*Figure 65: Leave/PremPay Request Menu page*


![Current Premium Pay Requests](Image)

*Figure 66: Current Premium Pay Requests page*

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click Update. The applicable list of employees is displayed based upon your above selection criteria.
5. Click **View History** to view approved or denied premium pay requests for all of your employees.

![Premium Pay Request History](image)

**Figure 67: Premium Pay Request History page**

6. Select the radio button next to the desired employee request. Only one line of premium pay may be selected at a time. At this time, you may want to do one of the following:

- If you want to remove selected line(s) of leave from the Premium Pay Request History page, click **Hide**.
- If you want to display a list of lines(s) of leave previously hidden with the Hide button, click **Show Hidden**.
  - To remove the selected line(s) of leave from the list of hidden request(s) and return it to the Premium Pay Request History page, click **Unhide**.
  - To return to the Premium Pay Request History page, click **Show Regular**.
- If you want to return to the Current Premium Pay Requests page, click **Return**.

**To View Premium Pay Requests in Calendar View**

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

![Leave/PremPay Request Menu](image)

**Figure 68: Leave/PremPay Request Menu page**
2. Click **Prem Pay**. The Current Premium Pay Requests page is displayed.

![Current Premium Pay Requests](image)

**Figure 69: Current Premium Pay Requests page**

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.

4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.

5. Click **Calendar View** to view a monthly calendar of all pending and approved premium pay requests. The Premium Pay Request Calendar View allows you to toggle between months by selecting the Previous Month and Next Month options at the upper left and right corners of the page.

**Note:** See all leave requests that are either pending or approved in calendar view form. Each date on the calendar displays the status, name, and the total time approved or pending for that date.

- A: Indicates approved requests.
- P: Indicates pending requests.
6. This page displays all leave requests that are pending or approved. Selecting a leave request on the calendar links you to the Approve/Deny Leave Requests page for the request that was selected. If it is a pending request, you have the option to approve or deny the request by clicking Approve or Deny or exit the page by selecting Cancel. If it is an approved request, you can change the request status to pending by clicking Revert Pending or exit the page by selecting Cancel. After completing either of these actions, you are returned to the Current Premium Pay Requests page.
Viewing a Summary of an Employee’s Certified T&A

At anytime, you can view certified T&As for any of your employees. You can also view previously certified T&As that were corrected T&As.

This section includes the following topics:

To View a Summary of an Employee’s T&A .................................................................59

To View a Summary of an Employee’s T&A

1. You may access an employee through the Select or Search options on the Supervisor Main Menu. The instructions below assume you know the employee whose T&A you want to view.

2. Click Select on the Supervisor Main Menu page. The Select Employee page is displayed.

Figure 71: Select Employee page
3. On the Select Employee page, click **Certified T&As**. The Certified T&A Summaries page is displayed.

![Certified T&A Summaries](image)

**Figure 72: Certified T&A Summaries page**

The Certified T&A Summaries page displays all of the certified T&As for an employee. This page displays the pay period, dates of the pay period, who certified the T&A, and the date that it was certified.

**Note:** If a T&A is a corrected T&A, a (C) will be displayed to the right of the pay period.

4. If you want to limit the range of records displayed, select the appropriate From and To pay period dates.

5. Click **Update**.

6. Select the pay period for the summary you want to view.
7. Click View Certified Summary. The employee’s Certified T&A Summary page is displayed for the pay period selected with the status at the top.

![Certified T&A Summary page](image)

**Figure 73: Certified T&A Summary page**

At the bottom of the Certified T&A Summary page, the certification statement and a history of actions pertaining to the record are displayed.
8. Click X to close the Certified T&A Summary page.

9. Click Return to return to the Select Employee page.
About The Leave Audit Report

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

This section includes the following topics:

To Generate a Leave Audit Report:........................................................................................................63

To Generate a Leave Audit Report:

1. Click Search on the Supervisor Main Menu page. The Search for Employee is displayed.

   Figure 74: Search for Employee page

2. To search by employee, type the Last Name in the Employee’s Last Name field and type the first name in the Employee’s First Name field. To search by SSN, type the SSN in the Employee’s SSN field.
3. Click **Search**. The Search Results page is displayed.

   ![Search Results](image1)

   **Figure 75: Search Results page**

4. Select the applicable employee.

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

   ![Leave Audit Report](image2)

   **Figure 76: Leave Audit Report page**

6. 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 list.

   If you want to modify the Leave Type, click the down arrow to select the applicable leave type.
7. Click **Update**. The Leave Audit Report page is displayed with the applicable leave type.

![Leave Audit Report page](image)

**Figure 77: Leave Audit Report page**

8. 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 option of saving or opening the file. If you click Download PDF, follow the prompts to either Save or Open the report.

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

10. Click **X** to close the page.

11. Click **Return** to return to the Search Results page.
Generating webTA Supervisor Reports

There are several reports available for supervisors to run in webTA. These reports include:

- Default Schedule Report - lists the default schedule for each of the supervisor’s employees.
- Telework Emps Report - displays the number of employees in an organization participating in telework.
- Telework Hours Report - displays a breakdown of the telework hours by organization for Week 1, Week 2, and the Pay Period.

This section includes the following topics:

To View a Default Schedule Report ................................................................. 67
To Generate a Telework Emps Report............................................................ 68
To Generate a Telework Hours Report .......................................................... 69

To View a Default Schedule Report

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

![Supervisor Reports Menu](image)

Figure 78: Supervisor Reports Menu page
2. Click **Def. Schedule**. The Default Schedule Report is displayed listing the number of hours (in pay status) for each day for an employee.

![Default Schedule Report](image)

**Figure 79: Default Schedule Report page**

3. Click **Return** to return to the Supervisor Reports Menu page.

### To Generate a Telework Emps Report

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

![Supervisor Reports Menu](image)

**Figure 80: Supervisor Reports Menu page**

2. Click **Telework Emps**. The Number of Employees with Days of Telework Criteria page is displayed.

![Number of Employees with Days of Telework Criteria](image)

**Figure 81: Number of Employees with Days of Telework Criteria page**
3. Click the down arrow(s) to select the applicable Pay Period Range to be displayed on the report.

4. Click **Continue** to run the report. The Number of Employees with Days of Telework by pay period report is displayed.

   This report displays the number of employee(s) within an organization participating in Telework. Data for this report is obtained from telework reported on the T&A(s).

5. Click **Download** to download the report or click **Return** to return to the Number of Employees with Days of Telework Criteria page.

**To Generate a Telework Hours Report**

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

   ![Supervisor Reports Menu](image)

   **Figure 82: Supervisor Reports Menu page**

2. Click **Telework Hours** on the Supervisor Reports Menu page. The Telework Hours Report Criteria page is displayed.

   ![Telework Hours Report Criteria](image)

   **Figure 83: Telework Hours Report Criteria page**

3. Click the down arrow(s) to select the applicable Pay Period Range to be displayed on the report.
4. Click **Continue** to run the report. The Number of Hours Teleworked Report is displayed.

![Number of Hours Teleworked](image_url)

**Figure 84: Number of Hours Teleworked page**

This page displays a breakdown of the telework hours by organization for Week 1, Week 2, and the Pay Period Total.
5. Click **Download** to download the report and display the total number of telework hour(s) by organization within an Agency or click **Summary** to display the Summary of Hours Teleworked Report.

![Summary of Hours Teleworked](image)

**Figure 85: Summary of Hours Teleworked page**

6. Click **Return** to return to the Telework Hours Report Criteria page.
Delegating the Supervisor Role

You can delegate your Supervisor role to one or more alternate supervisors. You may have as many additional delegates as you like.

As long as your delegates are active, they can view, approve, or reject T&As, leave, and premium pay requests.

**Note:** It is a good idea to have at least one delegate at all times so that someone can perform your webTA Supervisor responsibilities when you are not available.

This section includes the following topics:

  To Manage Delegates ........................................................................................................................................73

To Manage Delegates

1. From the Supervisor Main Menu page, click **Delegate**. The Delegate Supervisor Role page is displayed.

   ![Delegate Supervisor Role](image)

   **Figure 86: Delegate Supervisor Role page**

2. If you want to add a delegate, type the delegate’s user identification (ID) in the field or select the employee using webTA’s **Search** function. Click **Add**, to add the selected delegate.

3. If you want to delete a delegate, click **Del** next to that delegate’s name on the Current Delegates list.

4. If you want to remove all delegates, click **Undelegate All**.

5. Click **Return** to return to the Supervisor 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 ................................................................. 75
To Clear Tasks from the Task List ............................................ 76

To View the Task List

1. Click View Tasks on the Supervisor Main Menu page. The Task List page is displayed.

![Task List page]

Figure 87: Task List page

2. Click Return to exit the Task List page.
To Clear Tasks from the Task List

1. Click View Tasks on the Supervisor Main Menu page. The Task List page is displayed.

   ![Task List](image)

   **Figure 88: 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 Supervisor Main Menu page.
Master Supervisor

The Master Supervisor role in webTA includes the same functionality as the supervisor with the exception of approving/denying leave and premium pay requests. The Master Supervisor cannot access Leave/Premium Pay request functions in webTA.

The Master Supervisor can access all employees within the Agency. However, an Agency may elect to limit the employees under a Master Supervisor to certain organizations within the Agency.

The Master Supervisor Main Menu is displayed after you log in.

![Master Supervisor Main Menu](image)

**Figure 89: Master Supervisor Main Menu page**