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

December 2012

webTA-Timekeeper Training Guide

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Training Objectives and webTA Navigation Overview

The purpose of this training manual is to provide timekeepers 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.

As a timekeeper, you are responsible for validating all T&As assigned to you before they can be certified by the supervisor.

Note: The only exception to this is for Agencies who have decided to do employee validation.

Timekeeper access to employee records is restricted to employees who are assigned to a given timekeeper(s).

This section includes the following topics:

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Training Objectives

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

- Enter and validate T&A data on behalf of your assigned employees
- Review an employee's previously certified T&A data
- Manage an employee's employee profile
- View leave and premium pay requests
- Add new employees
- Generate various webTA reports
- Perform the functions of a Master Timekeeper

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

webTA Navigation

The navigation within webTA is relatively simple to follow. All main timekeeper functions are accessed from the Timekeeper Main Menu Page which is displayed after you log in to 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 Timekeeper Main Menu Page is displayed.

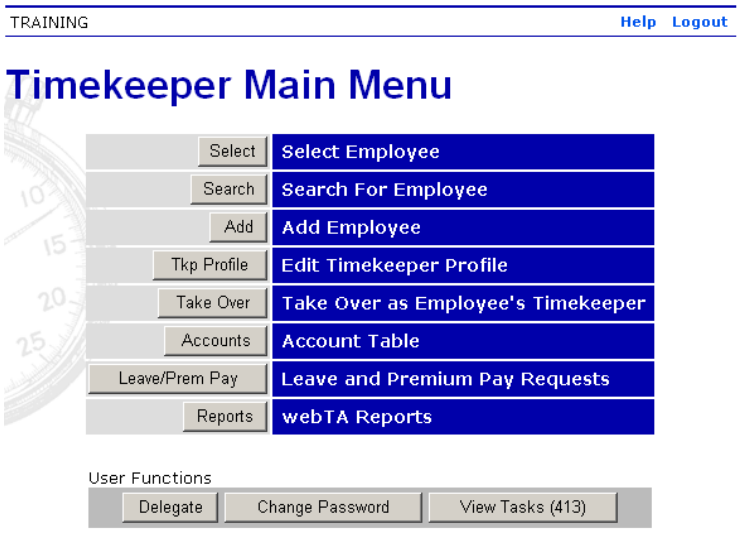


Figure 2: Timekeeper Main Menu Page

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.

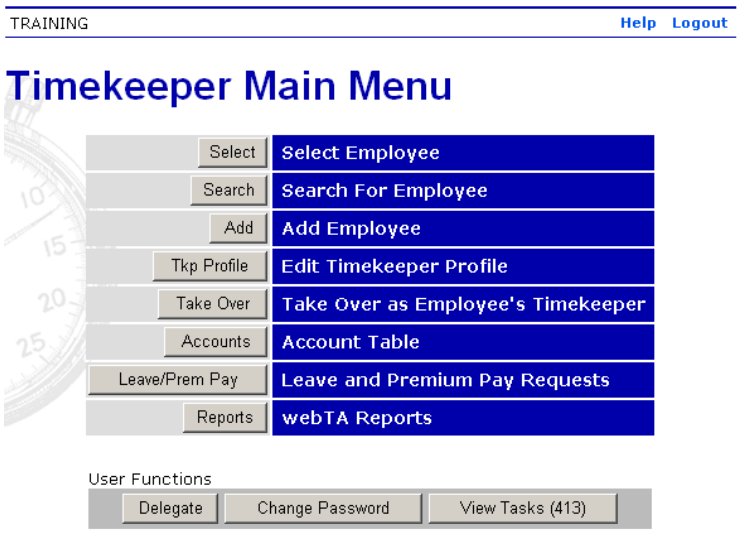


Figure 3: Timekeeper Main Menu Page

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 Timekeeper Main Menu page to display the Timekeeper Change Password page.

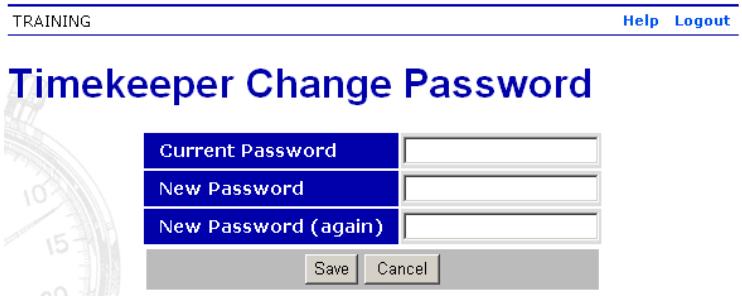


Figure 4: Timekeeper Change Password Page

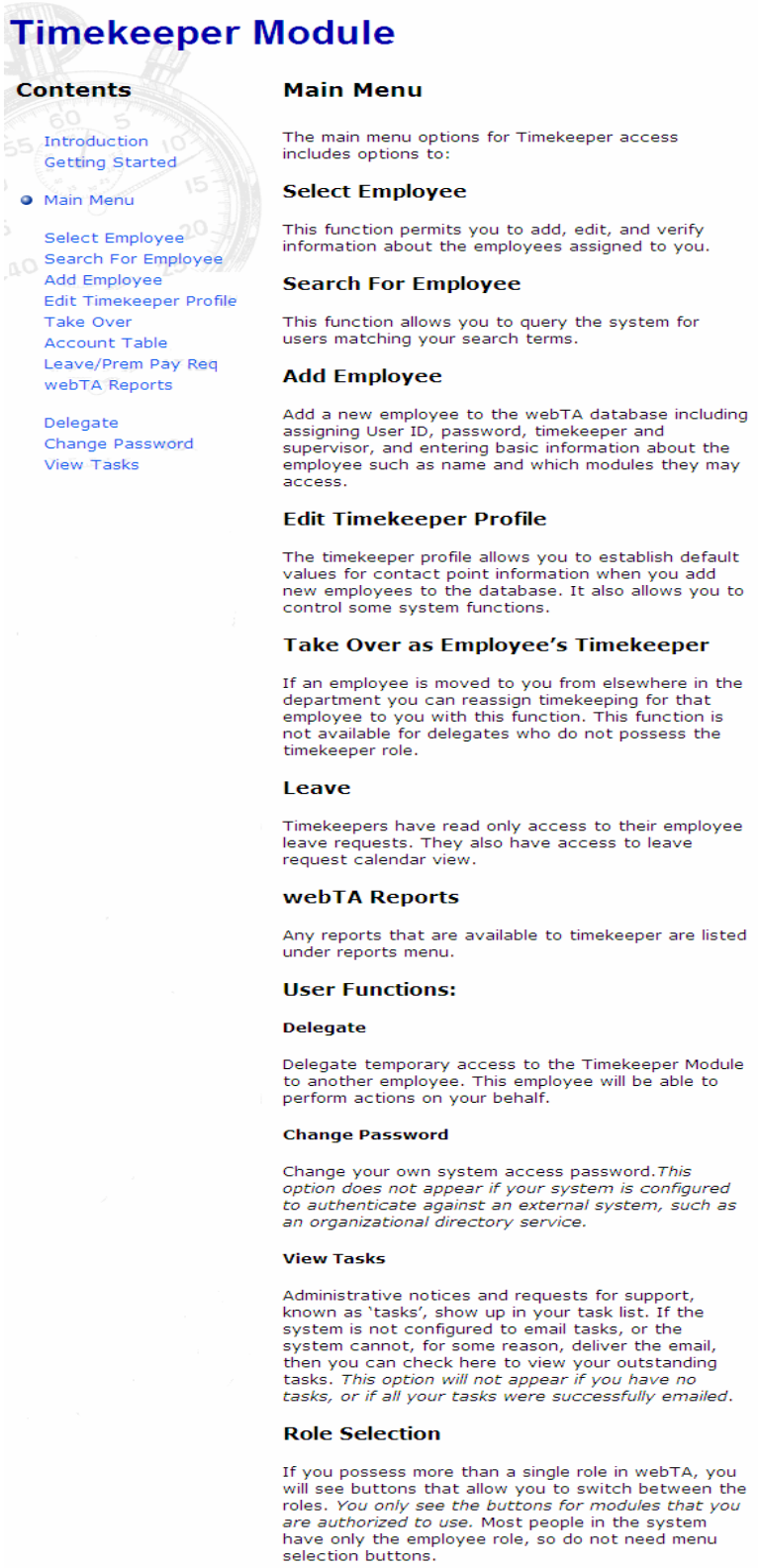
2. Complete the Current Password, New Password, and New Password (again) fields.

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. A new window is opened with help for the Timekeeper Module.

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



Timekeeper Module

Contents

Introduction
Getting Started

Main Menu

Select Employee
Search For Employee
Add Employee
Edit Timekeeper Profile
Take Over
Account Table
Leave/Prem Pay Req
webTA Reports

Delegate
Change Password
View Tasks

Main Menu

The main menu options for Timekeeper access includes options to:

Select Employee

This function permits you to add, edit, and verify information about the employees assigned to you.

Search For Employee

This function allows you to query the system for users matching your search terms.

Add Employee

Add a new employee to the webTA database including assigning User ID, password, timekeeper and supervisor, and entering basic information about the employee such as name and which modules they may access.

Edit Timekeeper Profile

The timekeeper profile allows you to establish default values for contact point information when you add new employees to the database. It also allows you to control some system functions.

Take Over as Employee's Timekeeper

If an employee is moved to you from elsewhere in the department you can reassign timekeeping for that employee to you with this function. This function is not available for delegates who do not possess the timekeeper role.

Leave

Timekeepers have read only access to their employee leave requests. They also have access to leave request calendar view.

webTA Reports

Any reports that are available to timekeeper are listed under reports menu.

User Functions:

Delegate

Delegate temporary access to the Timekeeper Module to another employee. This employee will be able to perform actions on your behalf.

Change Password

Change your own system access password.*This option does not appear if your system is configured to authenticate against an external system, such as an organizational directory service.*

View Tasks

Administrative notices and requests for support, known as 'tasks', show up in your task list. If the system is not configured to email tasks, or the system cannot, for some reason, deliver the email, then you can check here to view your outstanding tasks. *This option will not appear if you have no tasks, or if all your tasks were successfully emailed.*

Role Selection

If you possess more than a single role in webTA, you will see buttons that allow you to switch between the roles. *You only see the buttons for modules that you are authorized to use.* Most people in the system have only the employee role, so do not need menu selection buttons.

Figure 5: Timekeeper Module Help Content Page

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.

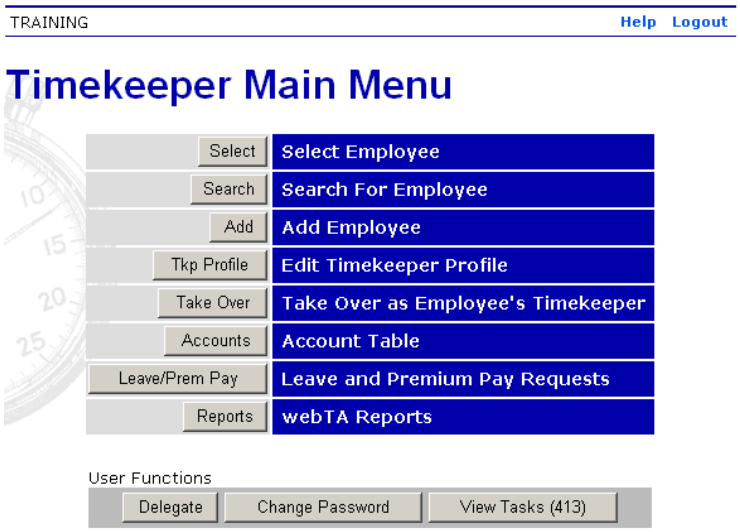


Figure 6: Timekeeper Main Menu Page

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 are assigned to you).

This section includes the following topics:

To Select an Employee.....11
To Search for an Employee 12

To Select an Employee

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

Figure 7: Timekeeper Select Employee Page

The Timekeeper Select Employee page contains a list of employees who are directly assigned to you or delegated to you, along with buttons that give you access to activities associated with processing information for employee T&As.

If you have assigned and delegated employees, directly assigned employees are displayed first along with the status of their T&A record.

The Status column of the employee list contains a status indicator for each T&A. The column can contain one of these status types:

- No Profile -The T&A profile must be set by the timekeeper for the employee for the first pay period in which an employee uses webTA. However, if the Agency elects to utilize the Bi-Directional feed, some data is automatically populated.
- Val by Emp - The employee has validated this record.
- Val by TKP - The employee's timekeeper has validated this record.
- Val by MstrTKP - The Master Timekeeper has validated this record.
- Certified - This record has been certified by the employee's supervisor and is ready to be built.
- No Data - A T&A profile for the employee exists, but no data on the T&A has been entered.

Note: The Status column for unvalidated 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 Timekeeper Main Menu page.

To Search for an Employee

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

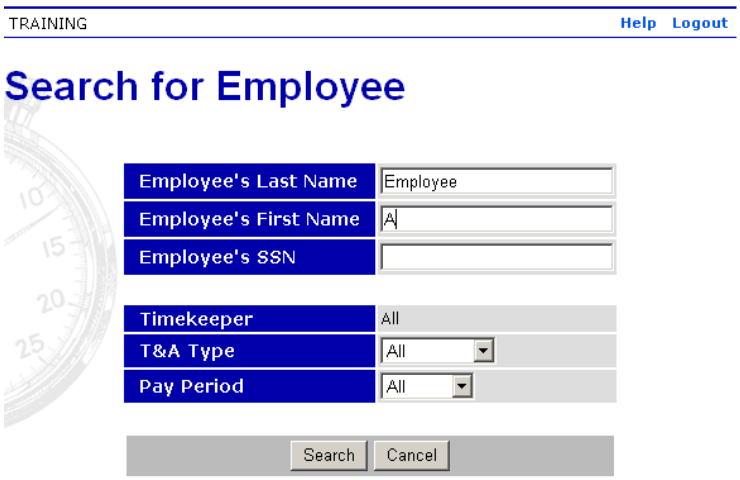


Figure 8: Search for Employee Page

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 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 - Corrected T&As.
   - Unvalidated - Records which have not been validated by either the employee or the timekeeper.
   - Validated - Records which have been validated by the employee or the timekeeper, but have not been certified by the supervisor.
   - Certified - Records which have been both validated and certified.
   - No Profile - 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 the following:

   - Current - Records for the current pay period.
   - Previous - Records for the previous pay period (completed records which need to be certified and built).
   - Older - 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.

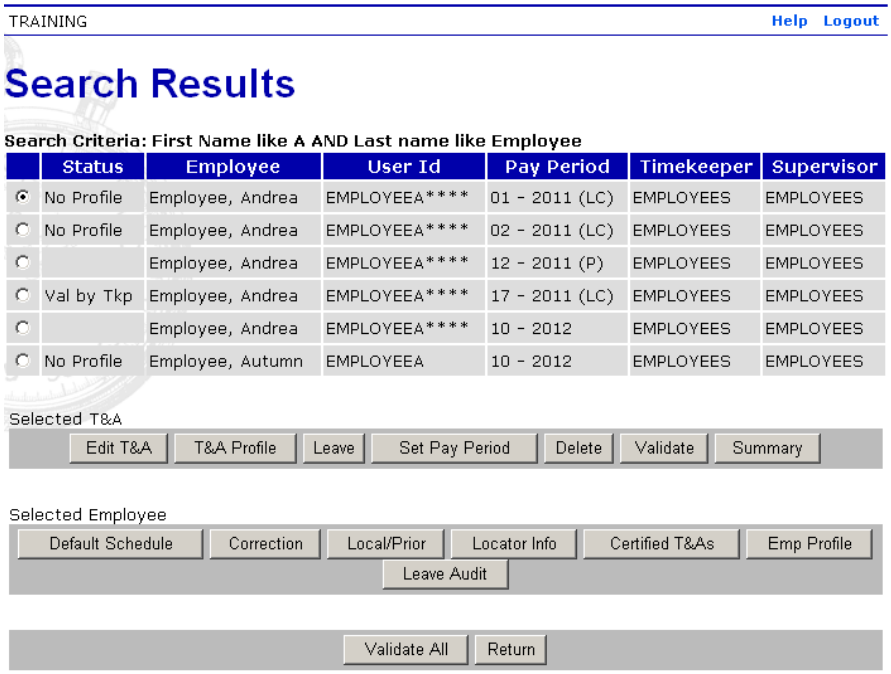


Figure 9: Search Results Page

Note: webTA displays a list of employees you can validate or maintain, along with the status of their T&A record. Once search results are returned, you can perform T&A and other activities for the list of returned employees.

The Status column of the employee list contains a status indicator for each T&A. The column can contain one of these status types:

- No Profile - The T&A profile must be set by the timekeeper for the employee for the first pay period in which an employee uses webTA. However, if the Agency elects to utilize the Bi–Directional feed, some data is automatically populated.
- Val by Emp - The employee has validated this record.
- Val by TKP - The employee's timekeeper has validated this record.
- Val by MstrTKP - The Master Timekeeper has validated this record.
- Certified - This record has been certified by the employee's supervisor and is ready to be built.
- No Data - A T&A profile for the employee exists, but no data on the T&A has been entered.

4. Click **Return** to return to the Timekeeper Main Menu page.

About the Employee Profile Page

The Employee Profile page allows the timekeeper (or Master Timekeeper) to change an employee's information. Information that can be changed includes the employee's name, user identification (ID), assigned supervisor, assigned timekeeper, organization, and active status.

This section includes the following topics:

To View or Edit an Employee's Profile.....17

To View or Edit an Employee's Profile

1. Select, or search for and select, the employee.

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

Figure 10: Timekeeper Select Employee Page

3. Select the applicable employee on the Timekeeper Select Employee page.

4. Click **Emp Profile**. The Employee Profile page for the selected employee is displayed.

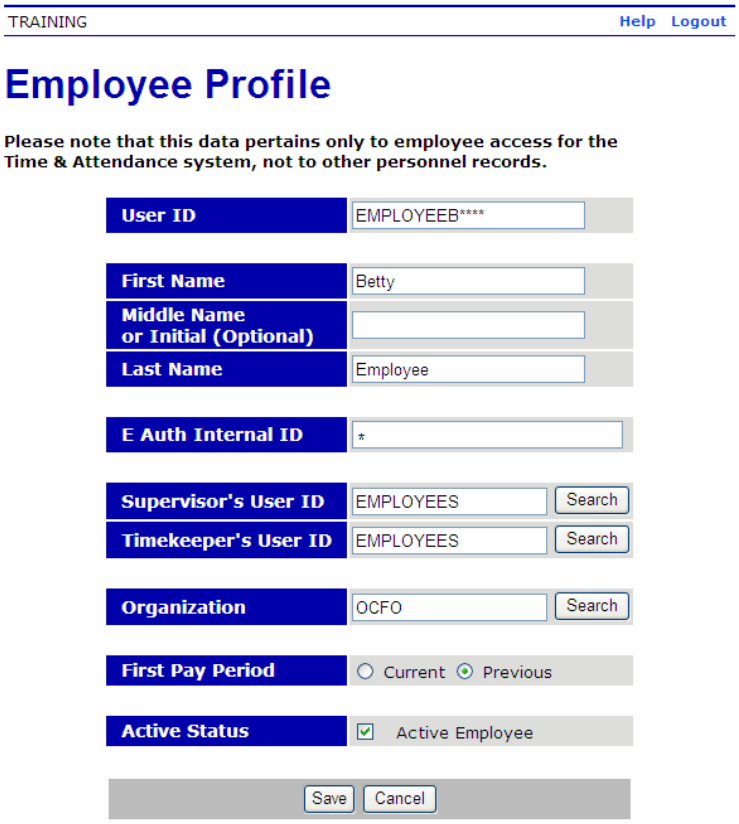


Figure 11: Employee Profile Page

Note: * The EAuth Internal ID field will not appear on the page for non-USDA Agencies.

5. If you need to modify the employee's profile, edit the employee's information as needed.

6. Click **Save**. The Timekeeper Select Employee page is displayed.

Figure 12: Timekeeper Select Employee Page

7. Click **Return** to return to the Timekeeper Main Menu page.

Adding Employees

Employees may be entirely new in webTA, or they may have transferred or reassigned to your group. Employees who are new to webTA must be added to the webTA database.

This section includes the following topics:

To Add an Employee 21

To Add an Employee

1. Click **Add** on the Timekeeper Main Menu page. A blank Employee Profile page is displayed.

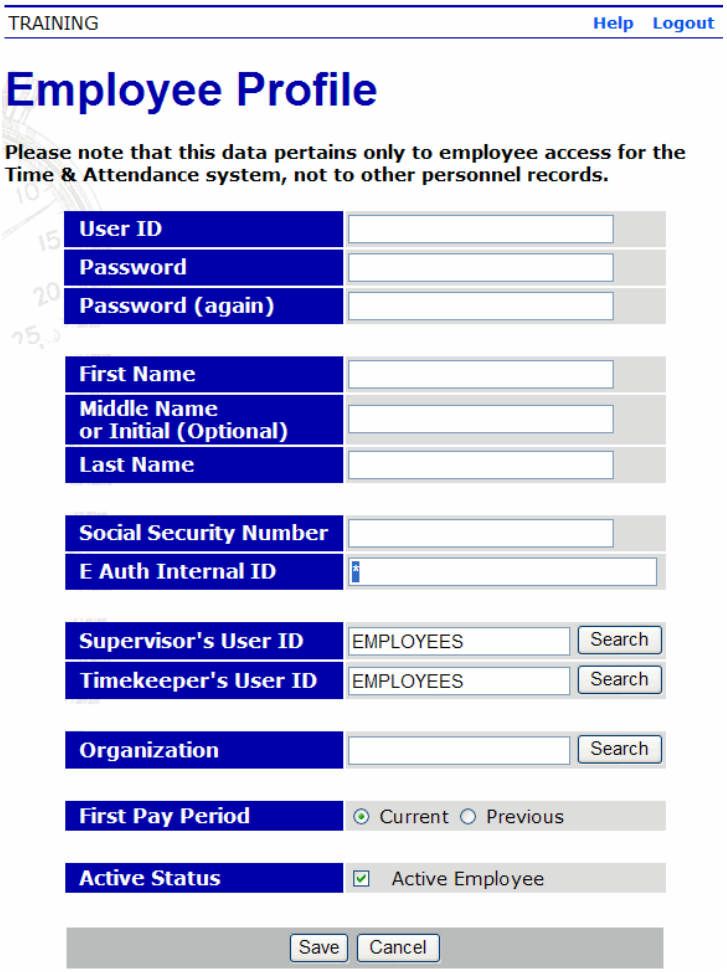


Figure 13: Employee Profile Page

Note: *The E Auth Internal ID field will not appear on the page for non-USDA Agencies.

2. Type the necessary information in the applicable fields.
3. Click **Save** to return to the Timekeeper Main Menu page.

For more information see:

User ID and Password Fields 22
Name Fields 22
Social Security Number 22
Supervisor's User ID 22
Timekeeper's User ID 23
Organization 23
Active Status 23

User ID and Password Fields

The user ID must be unique in the webTA database. If you attempt to save the information with a user ID that already exists, webTA informs you that there is an error, and you must select another user ID.

Type the identical passwords on both password lines. User IDs and passwords may be up to 32 characters long. Passwords also must conform to limitations and requirements, as defined by the Administrator.

Name Fields

An employee's first and last names must be typed in separate fields. You may include a suffix, such as Jr. or III, in the Last Name field. Do not combine an employee's first and last names and suffix in the same field.

Social Security Number

The employee's nine-digit SSN or employee ID. This field is required.

Supervisor's User ID

This indicates the employee's supervisor's user ID. You can specify the supervisor either by entering the user ID or by clicking Search to locate the supervisor by name.

Timekeeper's User ID

This indicates the employee's timekeeper's user ID. You can specify the employee's timekeeper either by entering the user ID or by clicking Search to locate the employee's timekeeper by name.

Organization

This indicates the employee's organization. In some installations of webTA, the Agencies are subdivided into organizations. You can type in the organization name or click **Search** to select the organization from a list.

Active Status

This check box indicates whether the employee is active (that is, eligible to use webTA) or inactive.

To activate an employee, click to select the Active Employee check box. (This check box is selected by default when a new employee record is created). If an employee becomes inactive, click to clear the check box.

When employees are inactivated, none of their records are deleted from the application, but they will no longer be able to log into webTA, and their records are ignored during verification, certification, and transmission file builds.

About the T&A Profile

The T&A Profile can be updated by the timekeeper (or Master Timekeeper). Employees and supervisors cannot update this information. The information on this page identifies the employee's basic payroll profile including tour of duty and pay plan. In some instances, additional fields are available for special case T&A reporting.

This section includes the following topics:

To Establish or Edit a T&A Profile for an Employee 25

To Establish or Edit a T&A Profile for an Employee

1. Select, or search for and select, the employee.
2. Click **Select** on the Timekeeper Main Menu page. The Timekeeper Select Employee page is displayed.

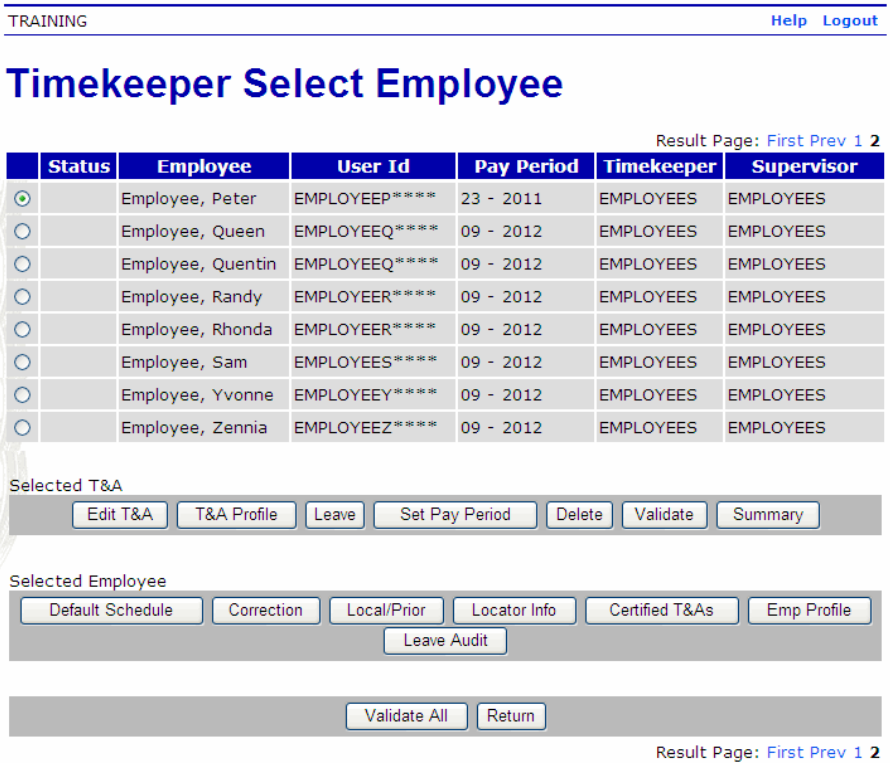


Figure 14: Timekeeper Select Employee Page

3. Select the applicable employee.

4. Click **T&A Profile**. The T&A Profile page is displayed.

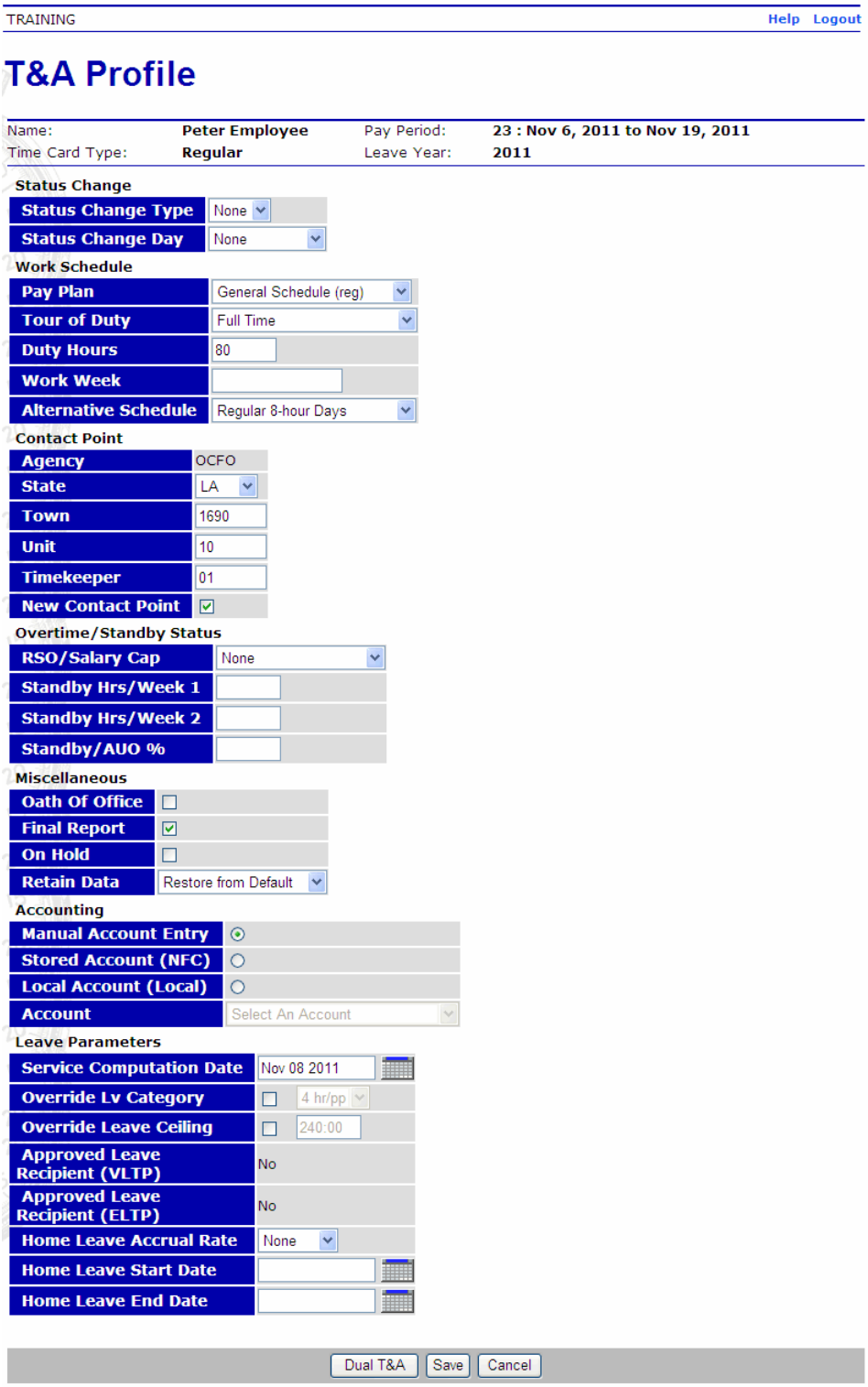


Figure 15: T&A Profile Page

The information on the T&A Profile page identifies an employee's basic payroll profile, including tour of duty and pay plan. An employee's T&A Profile can be edited by the timekeeper.

5. Complete the sections of the T&A Profile as needed. Instructions on completing these sections appear below.

For more information see:

Status Change 27
Work Schedule 28
Contact Point 28
Overtime/Standby Status 29
Miscellaneous 30
Accounting 31
Leave Parameters 31

Status Change

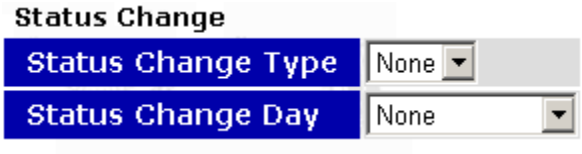


Figure 16: Status Change

Status Change Type indicates the type of status change. Valid values for this field are None, End, or Start, (End and Start apply only when employment status actually starts or ends in a given pay period). This field defaults to None.

The Status Change Day is used to determine the day of the status change. If the Status Change Type is set to End or Start, a day must be selected to display the day of the change. The field contains 14 selections, one for each day of the pay period. If no status change is needed, the field should be set to None.

Work Schedule

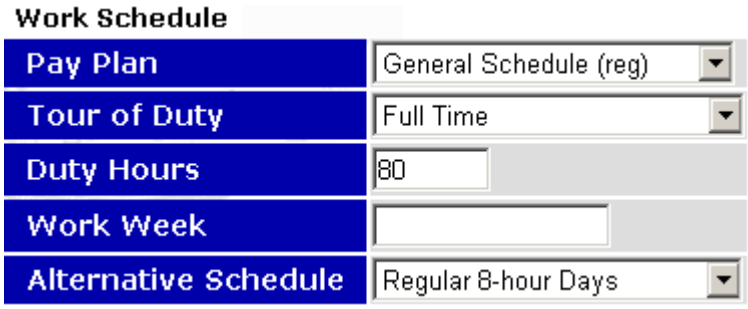


Figure 17: Work Schedule

All Work Schedule section fields must be completed before the T&A Profile form can be saved. The following fields are displayed in the work schedule section:

- Pay Plan displays the pay plan.
- Tour of Duty displays the tour of duty.
- Duty Hours displays the employee's scheduled biweekly hours. For full-time employees, this number should be 80.
- Work Week displays the employee's regular schedule.
- Alternate Schedule displays the employee's alternative or compressed work schedule, if applicable.

Contact Point

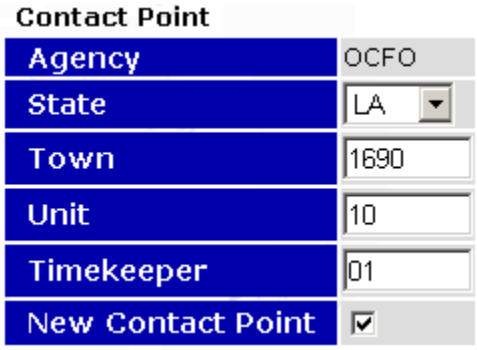


Figure 18: Contact Point

The Contact Point section of the T&A Profile is populated from the employee's timekeeper's Timekeeper Profile. All Contact Point fields are required fields. The following fields are included in the Contact Point section:

- Agency - The employee's Agency

- State - The two-position alpha State code
- Town - The four-digit town code for the employee's duty station
- Unit - The two-digit National Finance Center (NFC) Unit code
- Timekeeper - Your two-digit unit timekeeper code

If the employee's contact point information changed during a pay period, the New Contact Point check box is selected.

Overtime/Standby Status

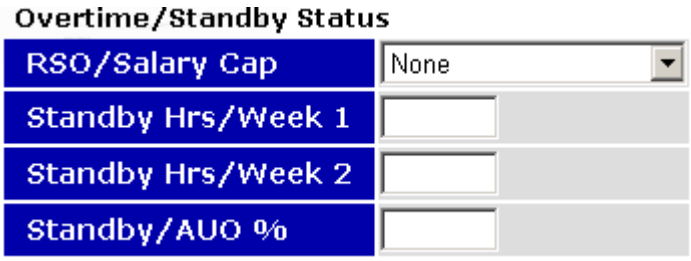


Figure 19: Overtime/Standby Status

RSO/Salary Cap - The timekeeper (or Master Timekeeper) must enter an employee's regularly scheduled overtime hours in the first, the second, or both weeks of the pay period. This field is also used to indicate employees who are authorized to exceed the salary cap.

Standby Hrs/Week 1 and Standby Hrs/Week 2 - Employees may be entitled to premium pay for standby duty. Hours must be requested and approved by a personnel action. Entries are only required for the pay periods during which the standby hours begin, change, or end. The timekeeper (or Master Timekeeper) must enter the number of standby or Administratively Unscheduled Overtime (AUO) hours in the appropriate field.

Standby/AUO Percent - The timekeeper (or Master Timekeeper) must enter the applicable percentage for the number of standby hours used in week 1 and week 2 or the AUO percentage.

Note: Enter 99 to end standby hours.

Miscellaneous

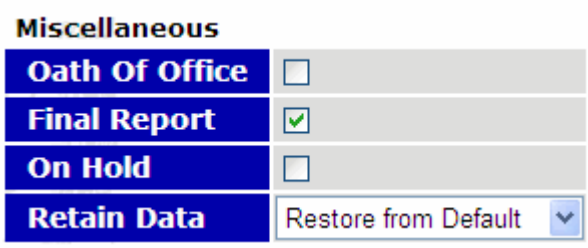


Figure 20: Miscellaneous

Oath of Office - Select this option if this is the first T&A for this employee within your Agency (i.e., an accession to duty).

Final Report - Select this option if this is the last T&A for this employee (i.e., a separation from duty).

On Hold - Check this box when a T&A report is not required for an employee, for example when the employee is on extended leave without pay. The employee can still access webTA, but no T&A is generated until you deselect the check box.

Retain Data - These options allow the timekeeper (or Master Timekeeper) to control how much and what type of data is maintained from one pay period to the next. The options available include:

- None - Deletes all payroll information at the beginning of each pay period.
- All - Saves all payroll information.
- TCs and Accounts - Deletes only the hours while retaining the transaction code (TC) information and accounting.
- Restore from Default - Copies the data from the employee's default schedule to the T&A forms at the beginning of the pay period. You must create a default schedule for the employee for this function to work.
- Exception Processing - Establishes that only exceptions to the employee's default schedule need to be entered. A default schedule must be entered for the employee before this function can be used. Then you may enter the exceptions (leave used and premium pay) on the T&A.
- WebPT Except.Pr - Not currently available.

Accounting

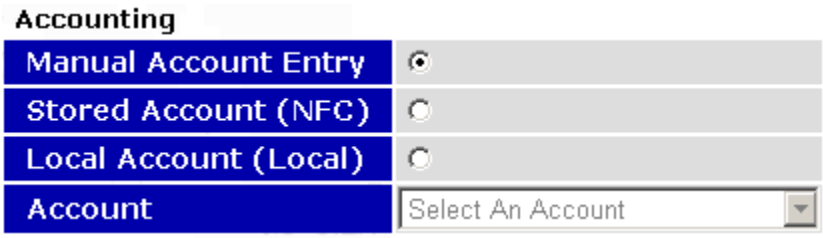


Figure 21: Accounting

Selecting the Manual Account Entry option allows the employee or timekeeper to choose the accounting code individually for each transaction included on the T&A.

Selecting the Stored Account (NFC) option processes all transactions using the accounting stored by NFC. The accounting is not set in the build file, and the accounting section on the T&A displays "Using Stored Account" instead of showing the actual account. All T&A transactions use the same accounting code.

Selecting the Local Account (Local) option allows the employee to use the same account number within the application (not stored at NFC).

Selecting from the Account list applies the accounting to the T&A when Stored Account (NFC) or Local Account (Local) has been selected.

Leave Parameters

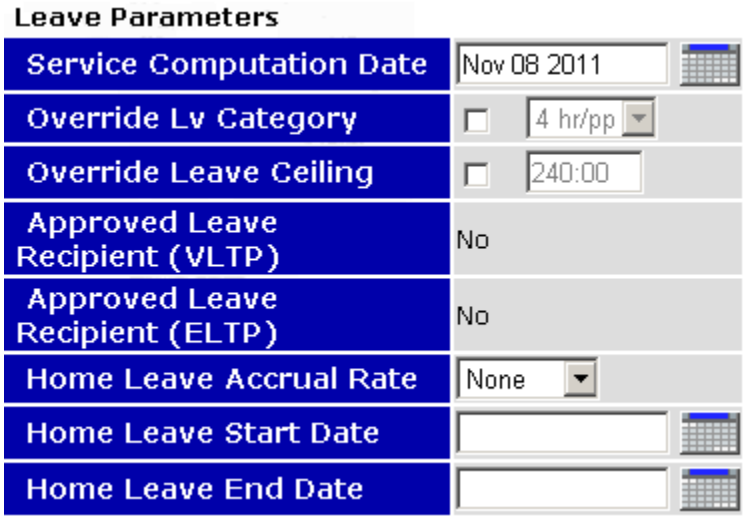


Figure 22: Leave Parameters

Service Computation Date (SCD) is used to determine the employee's annual leave earning category. When this field is completed by the timekeeper (or Master Timekeeper), webTA automatically adjusts the annual leave category when 3 and 15 years of service have been reached.

Note: The SCD will be adjusted through the Bi–Directional if any changes are required.

Override Lv Category is used to set the Annual Leave Category for the employee. By default, the Annual Leave Category is calculated based upon the SCD and is not editable. The timekeeper (or Master Timekeeper) may override the default Annual Leave Category by selecting the Override Lv Category check box and then selecting the Annual Leave Category from the list.

Override Leave Ceiling is used to set an alternative leave ceiling for an employee. Selecting this option overrides the automatic reset of the leave ceiling at the end of the calendar year, preserving the override value.

Approved Leave Recipient (VLTP) indicates if, in the pay period, the employee is eligible for donated leave as an approved Voluntary Leave Recipient.

Approved Leave Recipient (ELTP) indicates if, in the pay period, the employee is eligible for donated leave as an approved Emergency Leave Recipient.

Home Leave Accrual Rate is used to set an alternative home leave accrual rate for an employee. Selecting this option overrides the automatic reset of the accrual rate at the end of the calendar year, preserving the override value.

Home Leave Start Date is the first date the employee is eligible for home leave.

Home Leave End Date is the last date the employee is eligible for home leave.

Click **Save** to return to the Timekeeper Select Employee page.

Entering and Editing T&A Data

WebTA supports two types of time entry which are as follows:

- 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: However, 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.
- 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 TCs 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 34
To Enter Time Worked for an Employee 36
To Add a New Leave and Other Time Transaction 39
To Edit a Work Time Transaction 42
To Edit a Leave and Other Transaction 45

To Add a New Work Time Transaction

1. Click **Select** on the Timekeeper Main Menu page to select the employee for whom you want to enter daily T&A information. The Timekeeper Select Employee page is displayed.

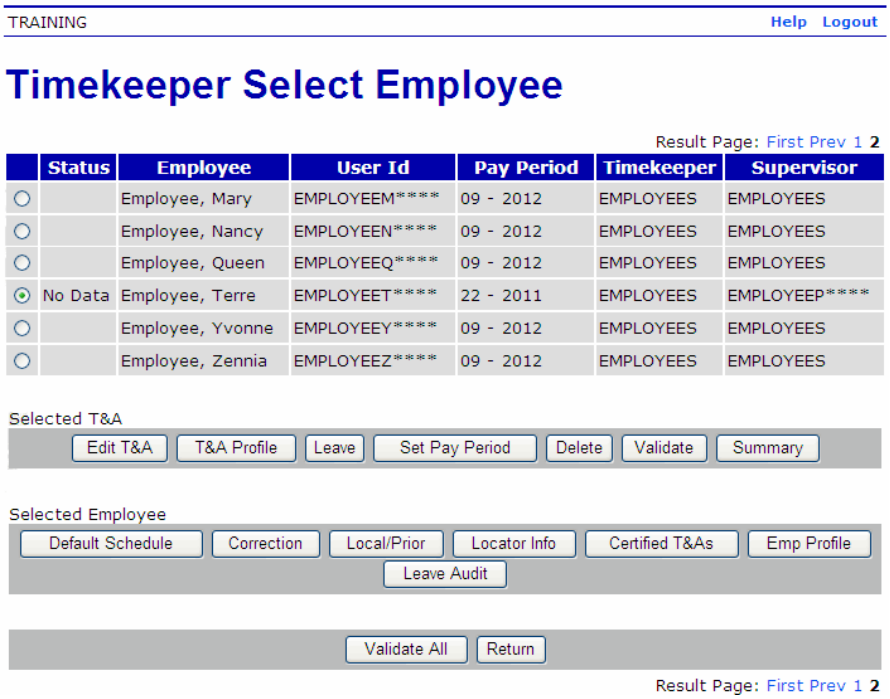


Figure 23: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Edit** T&A. The employee's T&A Data page is displayed.

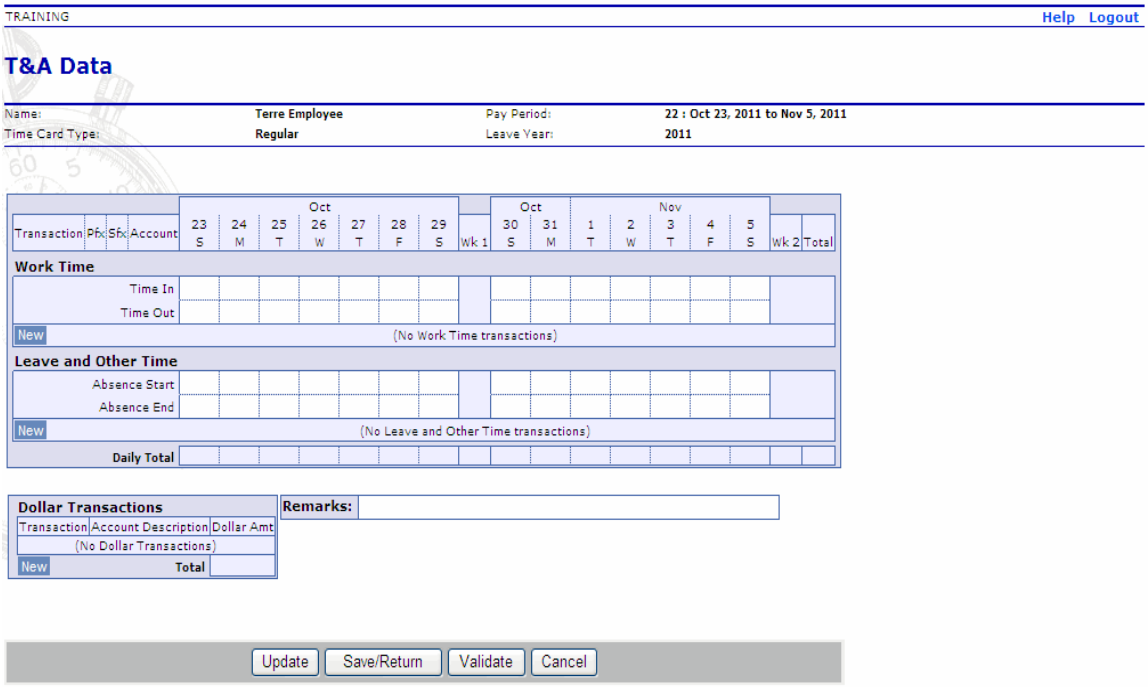


Figure 24: T&A Data Page (without work time activity)

4. In the Work Time section, click **New**. The New Work Time Activity page is displayed

Figure 25: New Work Time Activity Page

5. Select a transaction type from the Transaction Code list.

6. Select the Account Data from the Account drop-down lists as applicable.

7. Click **Save**. The T&A Data page is displayed with the added work time activity.

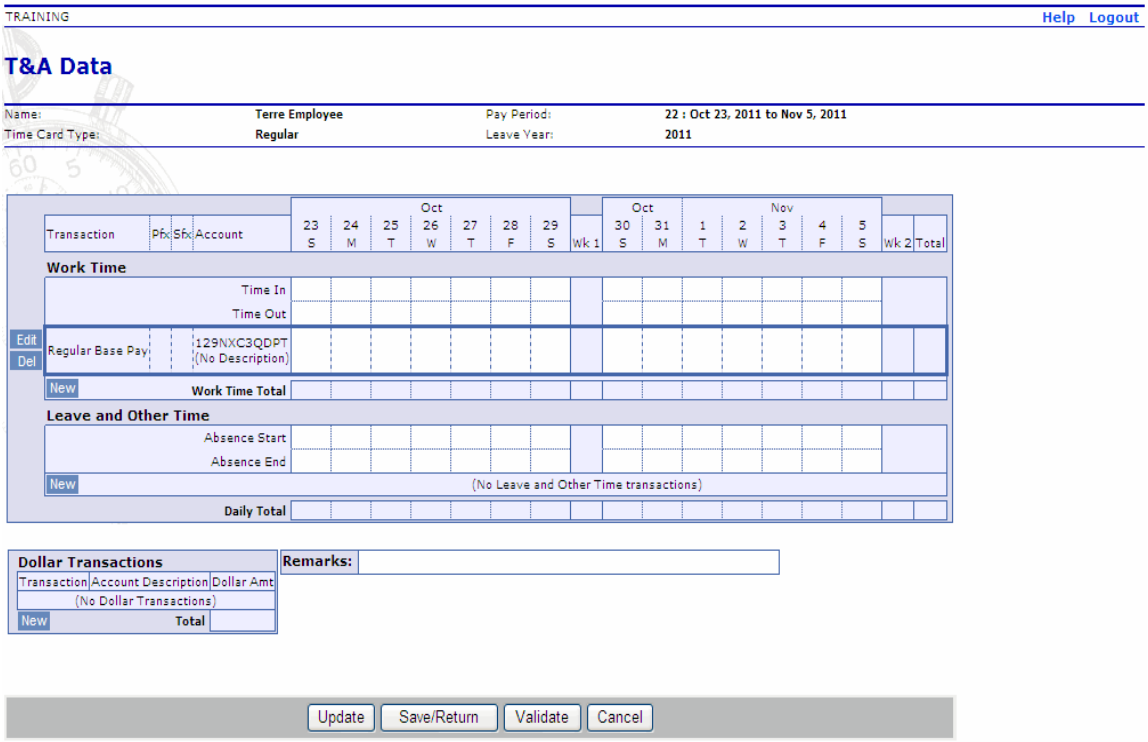


Figure 26: T&A Data Page (with work time activity)

Note: If you do not need to add/edit anything new in the Work Time section, proceed to enter work hours.

To Enter Time Worked for an Employee

1. Select, or search for and select, the employee.

2. Click **Select** on the Timekeeper Main Menu page to select the employee for whom you want to enter daily T&A information. The Timekeeper Select Employee page is displayed.

Figure 27: Timekeeper Select Employee Page

3. Select the applicable employee.

4. Click **Edit T&A**. The employee's T&A Data page is displayed.

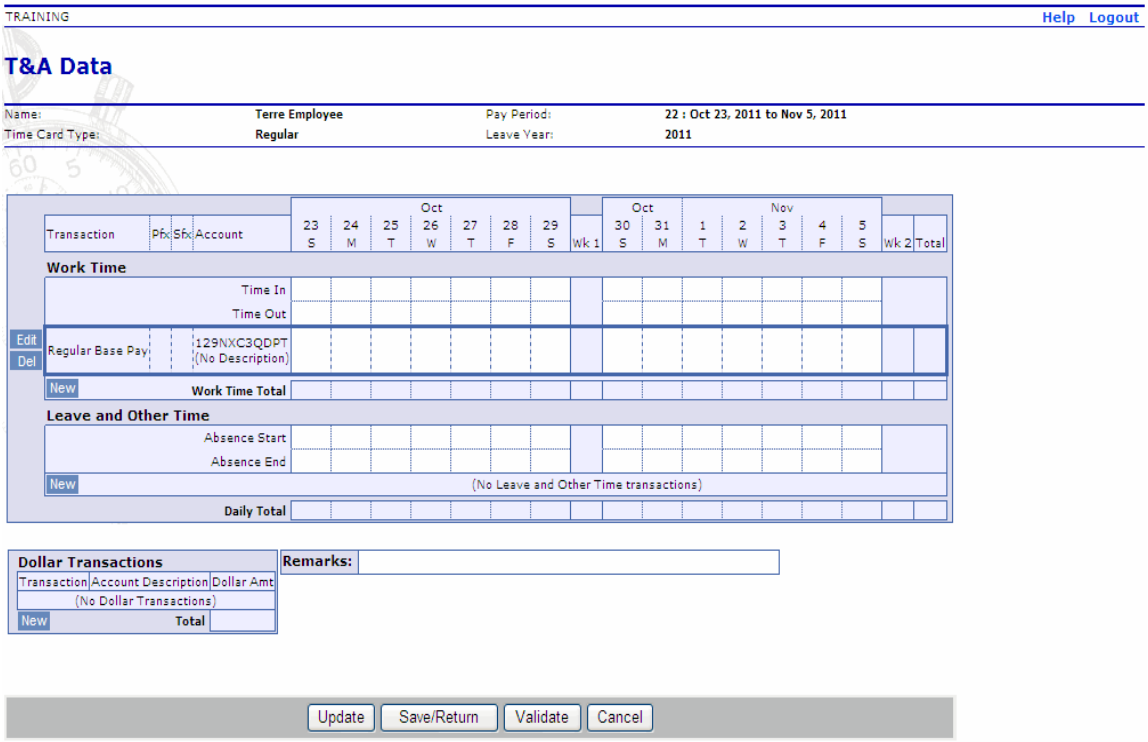


Figure 28: T&A Data Page (with work time activity)

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

- Each section contains a description of the transaction type and account information.
- 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.
- The Remarks field is available for adding comment(s).

5. Type the hours of Work Time.

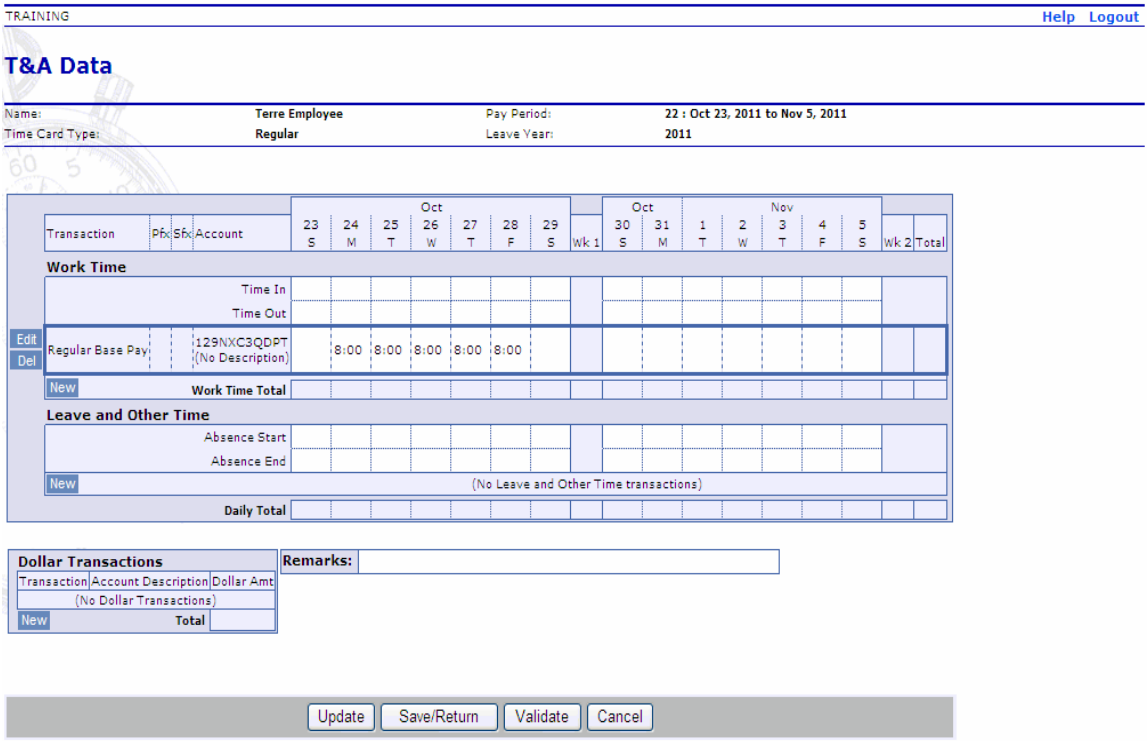


Figure 29: T&A Data Page (with work activity and hours)

Daily hours are recorded as hours and minutes, in 15-minute increments.

You can either enter the number of hours, a colon, then the number of minutes, or you can enter the time as decimal fraction. webTA will convert decimal hours to hours and minutes and round entries to the nearest 15-minute increment. For example, webTA converts 3.5 to 3:30 and 3:12 to 3:15.

6. If necessary, repeat Step 5 for further work time or leave time transactions.

7. If you want to update the page to reflect your changes, but do not want to close the employee's T&A Data page, click **Update**.

   If you want to save your work and return to the Timekeeper Select Employee page, click **Save/Return**.

8. Click **Return** to return to the Timekeeper Main Menu page.

To Add a New Leave and Other Time Transaction

1. Select, or search for and select, the employee.

2. Click **Select** on the Timekeeper Main Menu page to select the employee for whom you want to enter daily T&A information. The Timekeeper Select Employee page is displayed.

Figure 30: Timekeeper Select Employee Page

3. Select the applicable employee.

4. Click **Edit T&A**. The employee's T&A Data page is displayed.

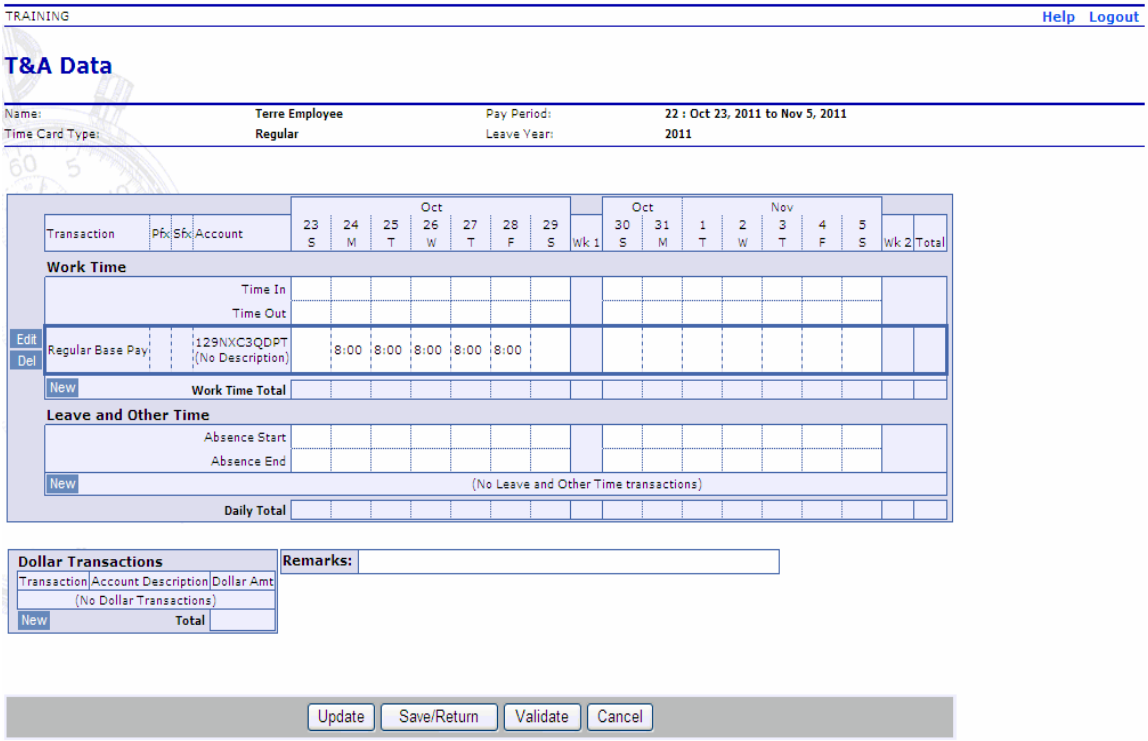


Figure 31: T&A Data Page

5. In the Leave and Other Time section, click **New**. The New Leave and Other Time Activity page is displayed.

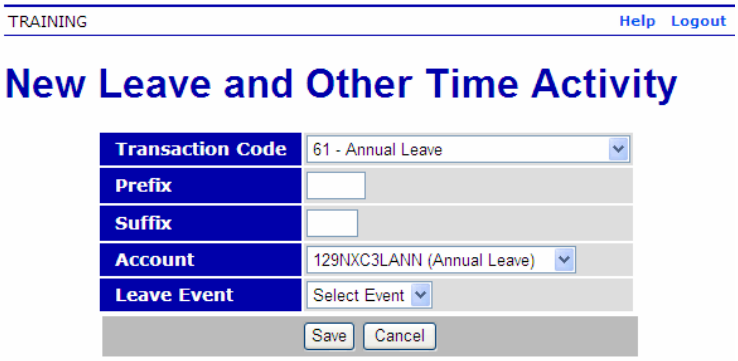


Figure 32: New Leave and Other Time Activity Page

6. Select a transaction type from the Transaction Code list.

7. Select the Account Data from the Account drop-down list as applicable.

8. Click **Save**. The Leave and Other Time section of the employee's T&A Data page changes to reflect the modifications that were made.

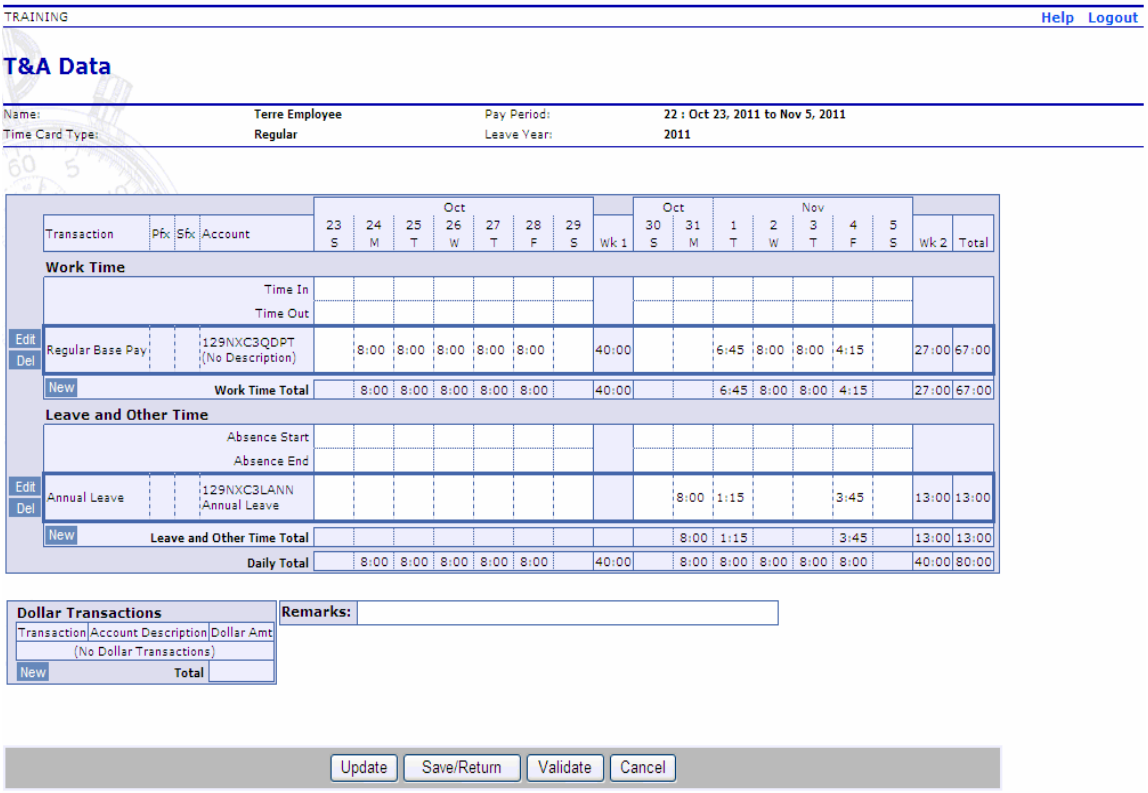


Figure 33: T&A Data Page

9. Type the hours of Leave and Other Time.

10. Click **Save/Return** to return to the Timekeeper Select Employee page. The Timekeeper Select Employee page is displayed.

11. Click **Return** to return to the Timekeeper Main Menu page.

To Edit a Work Time Transaction

1. Select, or search for and select, the employee.

2. Click **Select** on the Timekeeper Main Menu page to select the employee for whom you want to enter daily T&A information. The Timekeeper Select Employee page is displayed listing the employees for whom you are the timekeeper.

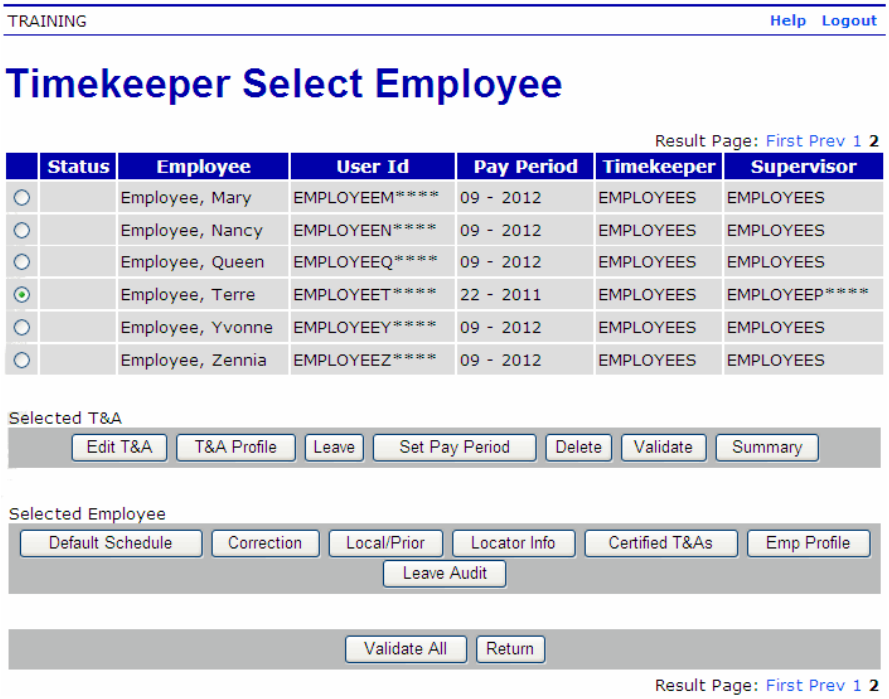


Figure 34: Timekeeper Select Employee Page

3. Select the applicable employee.

4. Click **Edit T&A**. The employee's T&A Data page is displayed.

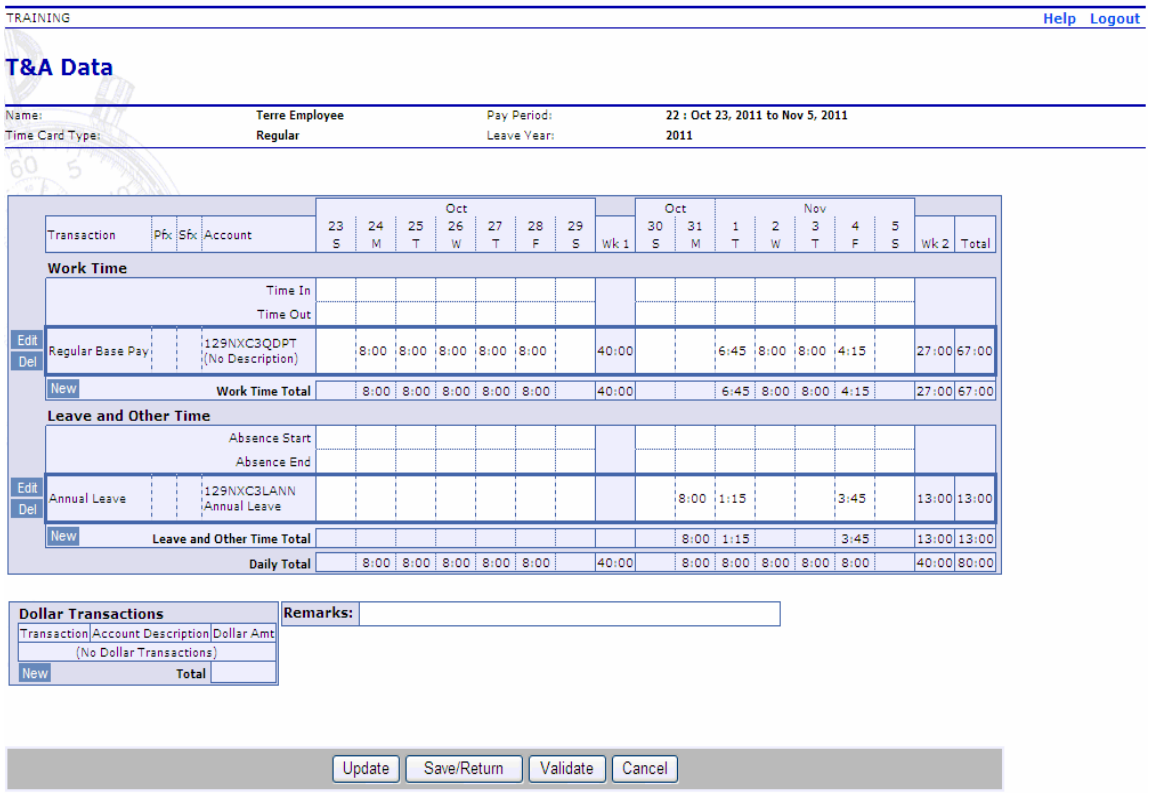


Figure 35: T&A Data Page

5. In the Work Time section, click **Edit** next to the transaction you want to edit. The Edit Work Time Activity page is displayed.

6. Make the applicable changes.

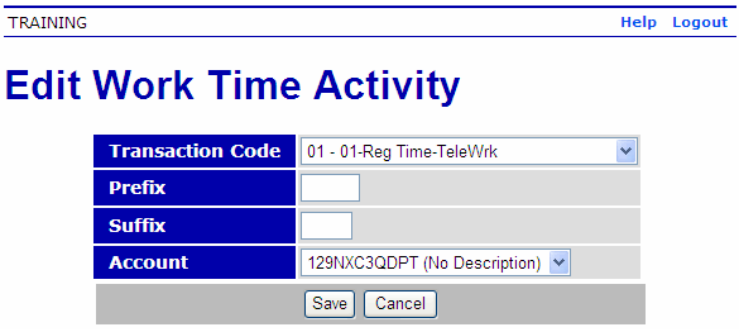


Figure 36: Edit Work Time Activity Page

7. Click **Save**. The application returns to the T&A Data page. The Work Time section of the employee's T&A Data page is updated to reflect the modifications that were made.

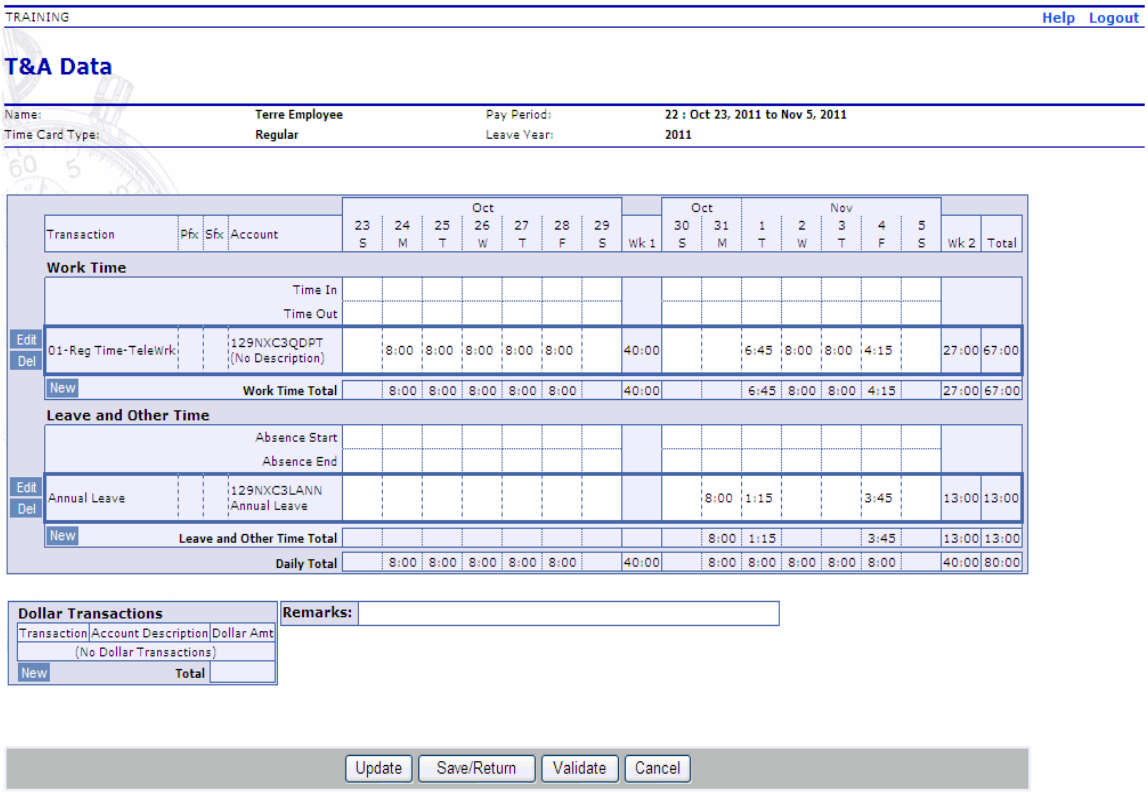


Figure 37: T&A Data Page (with work time activity change)

8. Click **Save/Return** to return to the Timekeeper Select Employee page.

To Edit a Leave and Other Transaction

1. Select, or search for and select, the employee.

2. Click **Select** on the Timekeeper Main Menu page to select the employee for whom you want to enter daily T&A information. The Timekeeper Select Employee page is displayed.

Figure 38: Timekeeper Select Employee Page

3. Select the applicable employee.

4. Click **Edit T&A**. The employee's T&A Data page is displayed.

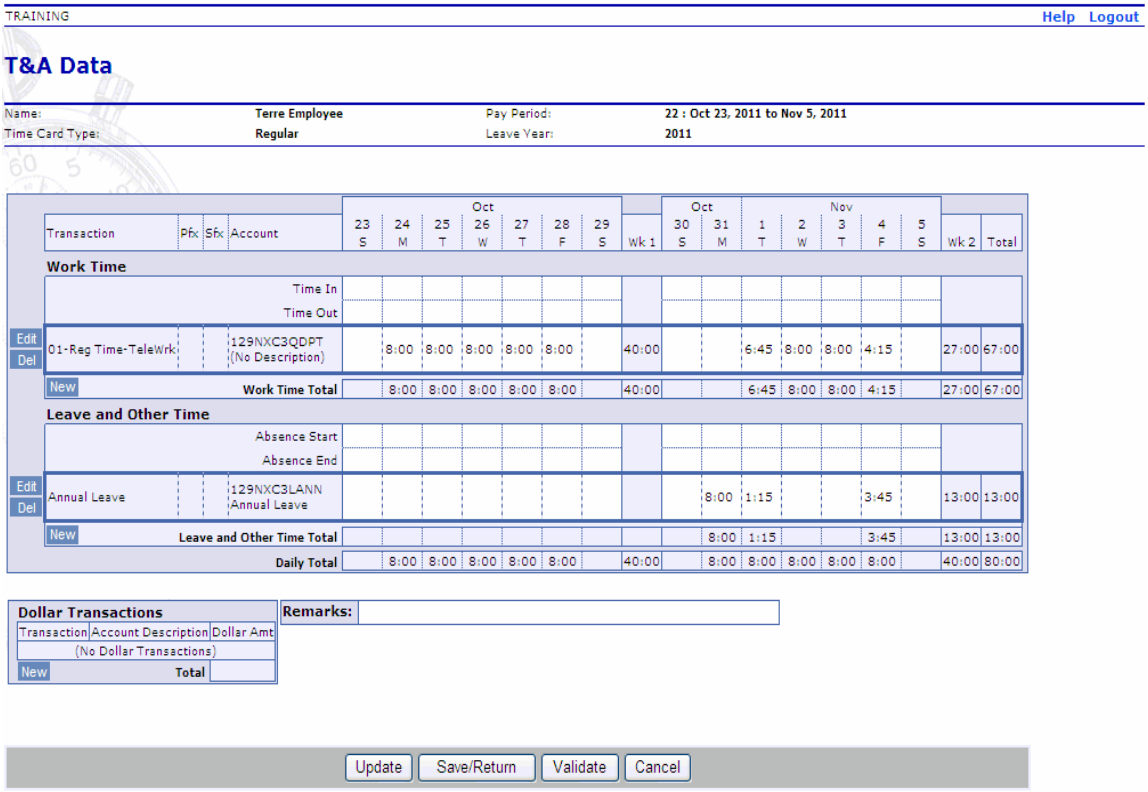


Figure 39: T&A Data Page

5. In the Leave and Other Time section, click **Edit** next to the transaction you want to edit. The Edit Leave and Other Time Activity page is displayed.

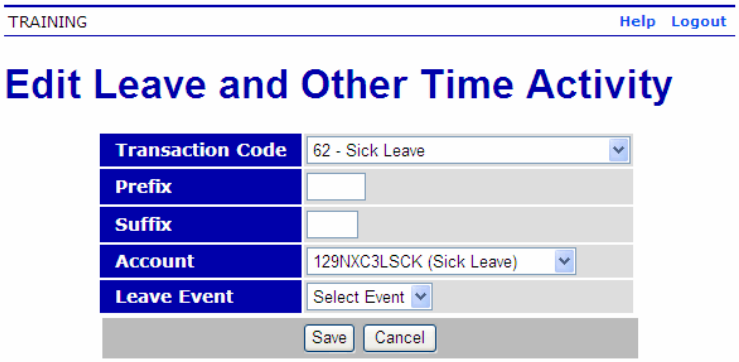


Figure 40: Edit Leave and Other Time Activity Page

6. Select a transaction type from the Transaction Code list. Select the Account Data from the drop-down list as applicable.

7. Click **Save**. The application returns to the T&A Data page.The Leave and Other Time section of the employee's T&A Data page is updated to reflect the modifications that were made.

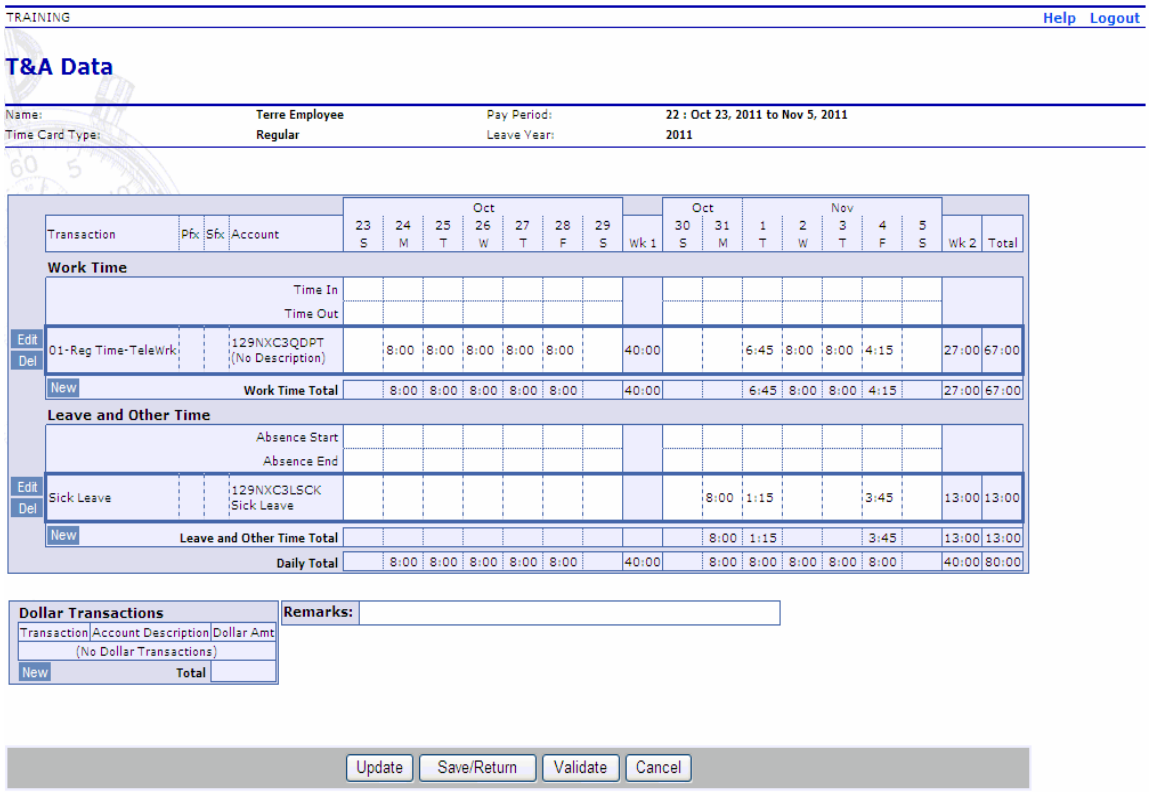


Figure 41: T&A Data Page

8. Click **Save/Return** to return to the Timekeeper Select Employee page. If you do not want to save the T&A data, click **Cancel**.

Validating Records

Before data can be certified and transmitted to NFC for processing payroll, it must be validated. The Validation feature gives the timekeeper (or Master Timekeeper) the ability to validate a given employee's T&A.

This section includes the following topics:

To Validate Individual Employee Records.....49
To Validate All Employees in One Session 51

To Validate Individual Employee Records

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

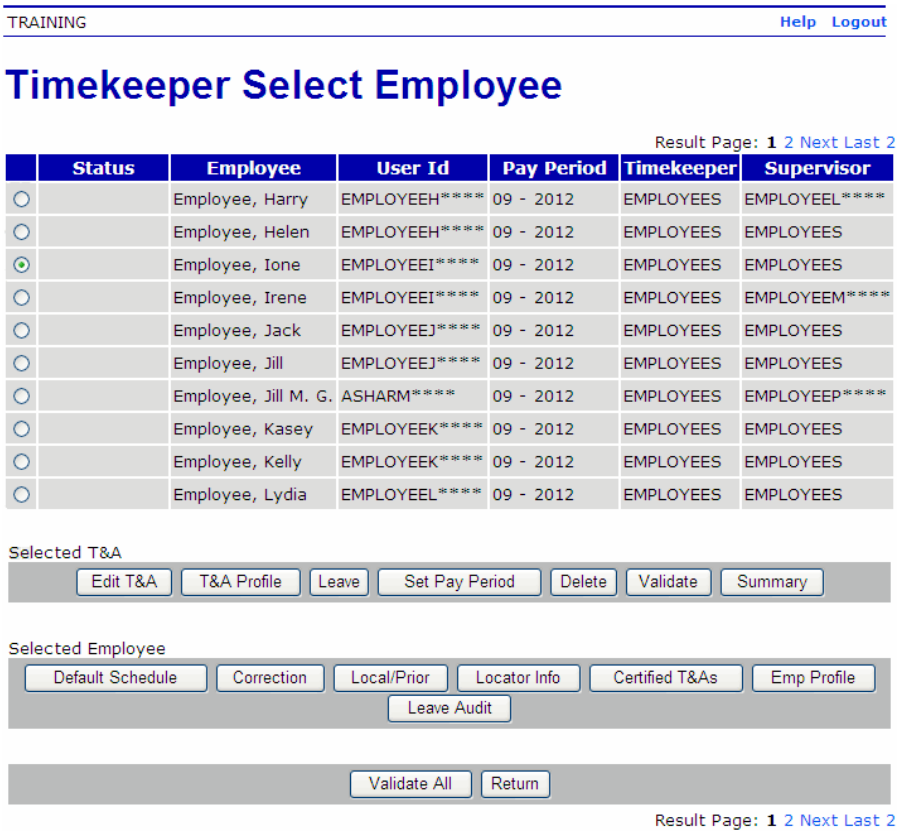


Figure 42: Timekeeper Select Employee Page

2. Select the applicable employee by clicking the appropriate radio button. Click **Validate**. During the validation process, if webTA finds an issue with the T&A data, then it will generate two types of messages, either warnings or errors.

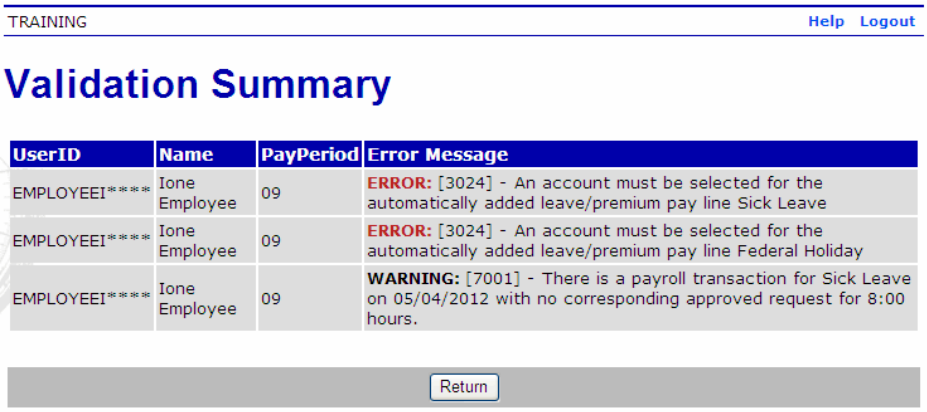


Figure 43: Validation Summary Page

Note: Before a timekeeper can validate a T&A, all errors must be corrected. Warnings should be checked before the timekeeper validates the T&A report.

- If there are warnings, the Validation Summary page is displayed. Warnings are triggered 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 after clicking **Continue.**

  If the employee's T&A has no warnings or errors messages, the Timekeeper Select Employee page is displayed with Val by Tkp in the Status column. This means the employee's T&A is validated successfully.

- Errors are identified in the Error Message column with the word "ERROR" in red. Errors are generated when the system has enough information to determine that data entered is incorrect. Errors occur for a number of reasons, most commonly when the daily, weekly, or pay period tour of duty are not balanced or when unauthorized TCs for the employee's pay plan or tour are attempted to be used.

  If there are any errors messages, webTA lists the errors on the Validation Summary page, but does not validate the T&A. Correct all errors that appear on the Validation Summary page. webTA cannot validate the T&A until all errors are corrected. Errors are triggered 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. If there are any errors, you must click **Return** and then you are returned to the T&A Data page. You must then correct the errors. Once you have edited the T&A and you are ready to validate, click **Validate.**

To Validate All Employees in One Session

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

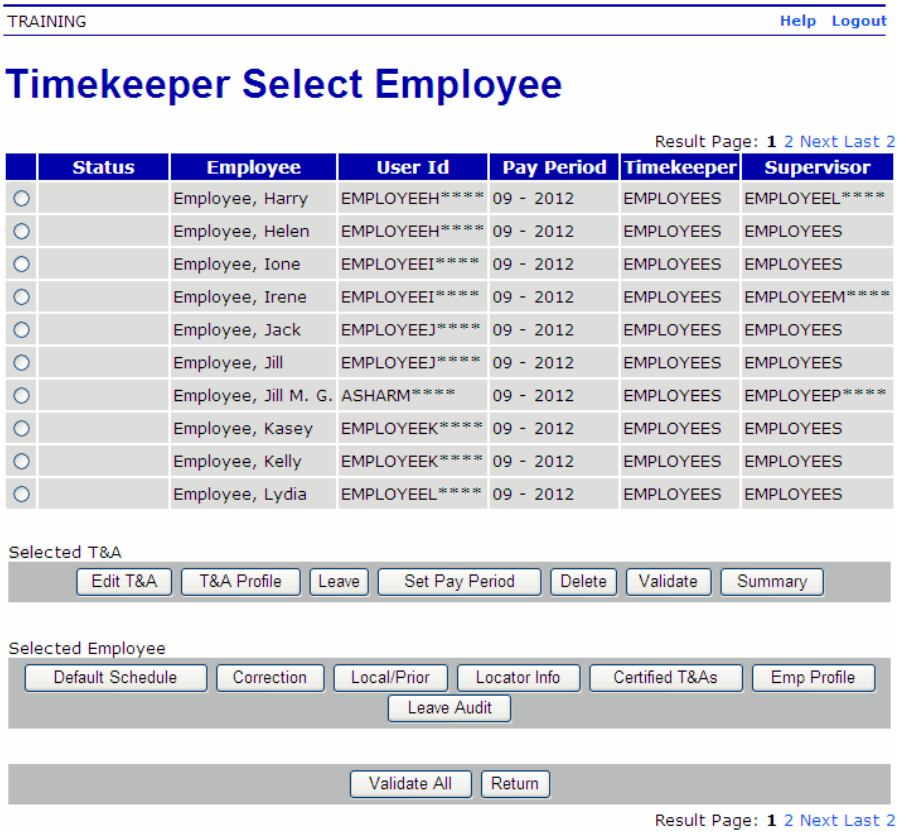


Figure 44: Timekeeper Select Employee Page

2. Click **Validate All** to validate all employee T&As on your list. During the validation process, if webTA finds an issue with the T&A data, then it will generate two type of messages, either warnings or errors.

TRAINING Help Logout

Validation Summary

Result Page: First Prev 1 2 3 4 5 6 7 8 9 10 **11** 12 Next Last 12

UserID	Name	PayPeriod	Error Message
EMPLOYEEI****	Ione Employee	09	**WARNING:** [7001] - There is a payroll transaction for Sick Leave on 05/04/2012 with no corresponding approved request for 8:00 hours.
EMPLOYEEJ****	Jack Employee	09	**WARNING:** [4021] - Base time in pay exceeds 10 hours on APR-23 .
EMPLOYEEJ****	Jack Employee	09	**WARNING:** [7001] - There is a payroll transaction for Sick Leave on 05/04/2012 with no corresponding approved request for 8:00 hours.
EMPLOYEEH****	Harry Employee	09	**WARNING:** [2049] - Employee has holiday leave recorded on either the first or last day of the pay period, and the one adjacent working day is recorded as unpaid leave. Please confirm that paid time was taken on the other adjacent day.
EMPLOYEES	Sue Employee	09	**ERROR:** [4009] - Week 1 base paid hours, 48 , may not exceed 40 hours.
EMPLOYEES	Sue Employee	09	**ERROR:** [4008] - Week 1 base time in pay + unpaid absence, 48 , may not exceed 40 hours unless excess hours are less than or equal to unpaid absence.
EMPLOYEES	Sue Employee	09	**ERROR:** [4004] - Base time in pay 88 , may not exceed 80 hours.
EMPLOYEES	Sue Employee	09	**ERROR:** [4003] - Base time in pay + unpaid absence hours, 88:00 may not exceed 80 hours unless excess hours are less than or equal to unpaid absence.
EMPLOYEEA****	Andrea Employee	09	**ERROR:** [4020] - Base time in does not match the scheduled time of 8 hours on MAY-11 .

Result Page: First Prev 1 2 3 4 5 6 7 8 9 10 **11** 12 Next Last 12

Return

Figure 45: Validation Summary Page

Note: The Validation Summary page lists all errors and warnings on all T&As. All errors must be corrected before you validate.

If all of your employees' T&As have no warnings or errors messages, the Timekeeper Select Employee page is displayed with Val by Tkp in the Status column for each of the employees. This means the employees' T&As are validated successfully.

- If there are warnings, the Validation Summary page is displayed. Warnings are triggered 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 after clicking **Continue**.
- If there are any errors messages, webTA lists the errors on the Validation Summary page, but does not validate the T&A. Correct all errors that appear on the Validation Summary page. webTA cannot validate the T&A until all errors are corrected. Errors are triggered 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. If there are any errors, you must click **Return** and then you are returned to the T&A Data page. You must then correct the errors. Once you have edited the T&A and you are ready to validate, click **Validate All**.

About Leave and Premium Pay Requests

You have several options for viewing leave and premium pay requests. You can view individual requests on the current request page or you can view all requests in a calendar view. You may also choose to limit your view to only your employees or only delegated employees.

This section includes the following topics:

To View Current Leave Requests 55
To View Leave Requests in a Calendar View 58
To View Current Premium Pay Requests 61
To View Premium Pay Requests in a Calendar View 64

To View Current Leave Requests

1. On the Timekeeper Main Menu page, click **Leave/Prem Pay**. The Leave/Prem Pay Request Menu page is displayed.

Figure 46: Leave/Prem Pay Request Menu Page

2. Click **Leave**. The Current Leave Requests page is displayed listing requests for all employees for whom you are the timekeeper.

	Status	Employee	Request Type	From Date	To Date	Total Hrs
View	Pending	Nancy Employee (EMPLOYEEN****)	Sick Leave	Nov 04 2011 (2011-22)	Nov 04 2011 (2011-22)	8:00
View	Pending	Tara Employee (EMPLOYEET****)	Sick Leave	Nov 03 2011 (2011-22)	Dec 27 2011 (2011-26)	16:00
View	Pending	Vicki Employee (EMPLOYEEV****)	Sick Leave	Oct 28 2011 (2011-22)	Oct 28 2011 (2011-22)	7:00
View	Pending	Jack Employee (EMPLOYEEJ****)	Sick Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	8:00
View	Pending	Gerry Employee (EMPLOYEEG****)	Annual Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	8:00
View	Pending	Oliver Employee (EMPLOYEEO****)	Sick Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	4:00
View	Pending	Ione Employee (EMPLOYEEI****)	Sick Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	8:00
View	Pending	Kasey Employee (EMPLOYEEK****)	Sick Leave	Oct 20 2011 (2011-21)	Oct 20 2011 (2011-21)	8:00
View	Pending	Chuck Employee (EMPLOYEEC****)	Annual Leave	Oct 13 2011 (2011-21)	Oct 13 2011 (2011-21)	8:00
View	Pending	Helen Employee (EMPLOYEEH****)	Sick Leave	Oct 11 2011 (2011-21)	Oct 11 2011 (2011-21)	8:00
View	Pending	Walter Employee (EMPLOYEEW****)	Sick Leave	Oct 11 2011 (2011-21)	Oct 11 2011 (2011-21)	8:00
View	Pending	Jill M. Employee (ASHARM****)	Annual Leave	Oct 07 2011 (2011-20)	Oct 07 2011 (2011-20)	8:00
View	Pending	Ellen Employee (EMPLOYEEE****)	Sick Leave	Oct 07 2011 (2011-20)	Oct 07 2011 (2011-20)	8:00

Figure 47: Current Leave Requests Page

3. If you want to restrict the list to an employee type, select the applicable type from the Change Employee Type drop-down list and click **Update**. The following options are available under the Change Employee Type drop-down list.

   - Show All - Lists leave requests for all employees for whom you are currently acting as the timekeeper.
   - Show My Employees - Lists leave requests for only those employees for whom you are directly assigned.
   - Show Delegated - Lists leave requests for only those employees who have been delegated to you.

4. If you want to see the details of an individual leave request, click **View** next to the applicable employee to view that request. The View Leave Request page for the selected request is displayed.

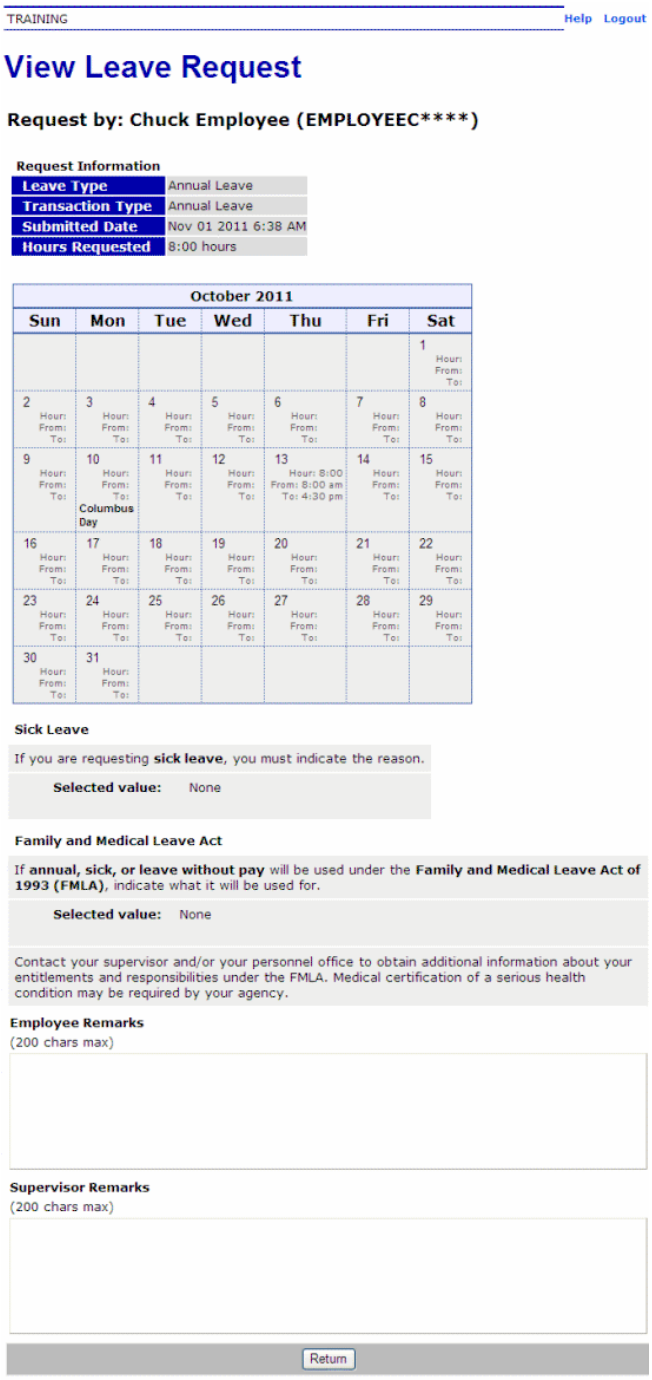


Figure 48: View Leave Request Page

5. Click **Return** to return to the Current Leave Requests page.

To View Leave Requests in a Calendar View

1. On the Timekeeper Main Menu page, click **Leave/Prem Pay**. The Leave/Prem Pay Request Menu page is displayed.

Figure 49: Leave/Prem Pay Request Menu Page

2. Click **Leave**. The Current Leave Requests page is displayed listing pending requests for all employees for whom you are the timekeeper.

	Status	Employee	Request Type	From Date	To Date	Total Hrs
View	Pending	Nancy Employee (EMPLOYEEN****)	Sick Leave	Nov 04 2011 (2011-22)	Nov 04 2011 (2011-22)	8:00
View	Pending	Tara Employee (EMPLOYEET****)	Sick Leave	Nov 03 2011 (2011-22)	Dec 27 2011 (2011-26)	16:00
View	Pending	Vicki Employee (EMPLOYEEV****)	Sick Leave	Oct 28 2011 (2011-22)	Oct 28 2011 (2011-22)	7:00
View	Pending	Jack Employee (EMPLOYEEJ****)	Sick Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	8:00
View	Pending	Gerry Employee (EMPLOYEEG****)	Annual Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	8:00
View	Pending	Oliver Employee (EMPLOYEEO****)	Sick Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	4:00
View	Pending	Ione Employee (EMPLOYEEI****)	Sick Leave	Oct 21 2011 (2011-21)	Oct 21 2011 (2011-21)	8:00
View	Pending	Kasey Employee (EMPLOYEEK****)	Sick Leave	Oct 20 2011 (2011-21)	Oct 20 2011 (2011-21)	8:00
View	Pending	Chuck Employee (EMPLOYEEC****)	Annual Leave	Oct 13 2011 (2011-21)	Oct 13 2011 (2011-21)	8:00
View	Pending	Helen Employee (EMPLOYEEH****)	Sick Leave	Oct 11 2011 (2011-21)	Oct 11 2011 (2011-21)	8:00
View	Pending	Walter Employee (EMPLOYEEW****)	Sick Leave	Oct 11 2011 (2011-21)	Oct 11 2011 (2011-21)	8:00
View	Pending	Jill M. Employee (ASHARM****)	Annual Leave	Oct 07 2011 (2011-20)	Oct 07 2011 (2011-20)	8:00
View	Pending	Ellen Employee (EMPLOYEEE****)	Sick Leave	Oct 07 2011 (2011-20)	Oct 07 2011 (2011-20)	8:00

Figure 50: Current Leave Requests Page

3. If you want to restrict the list to an employee type, select the applicable type from the Change Employee Type drop-down list and click **Update**. The following options are available under the Change Employee Type drop-down list.

   - Show All - Lists leave requests for all employees for whom you are currently acting as the timekeeper.
   - Show My Employees - Lists leave requests for only those employees for whom you are directly assigned.
   - Show Delegated - Lists leave requests for only those employees who have been delegated to you.

4. If you want to restrict the list to request type, select the applicable type from the Change Request Type drop-down list and click **Update**. The following options are available under the Change Request Type drop-down list:

   - Show Pending - Lists leave requests that are in a pending status.
   - Show Approved - Lists leave requests that have been approved by an employee's supervisor.
   - Show Denied - Lists leave requests that have been denied by an employee's supervisor.
   - Show All - Lists all leave requests for a timekeeper.

5. To view all request(s) for a specific month, click **Calendar View**. The Leave Request Calendar View page is displayed showing all current leave requests for the current month.

Figure 51: Leave Request Calendar View Page

To view leave requests for other months, click **Previous Month/Next Month** at the top of the calendar to display the applicable month. Each date on the calendar displays the status, employee name, and the total time approved or pending for that date.

Note: Only Approved (A) and Pending (P) leave requests are displayed.

6. This page displays all leave requests that an employee has submitted that are pending or approved. Clicking on a leave request on the calendar links you to the View Leave Request page for the date that was selected. You can only view the leave request.

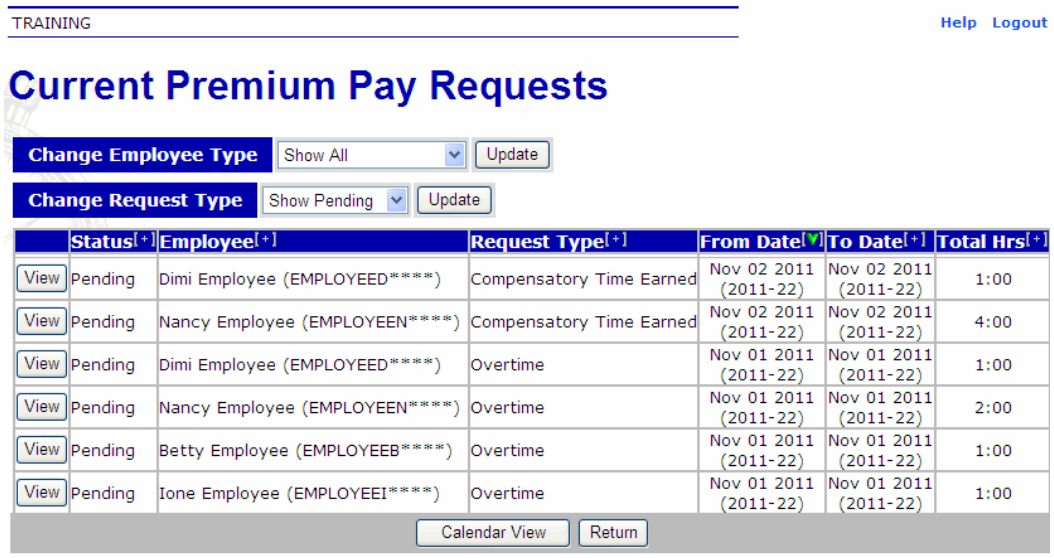
7. After viewing the calendar or individual leave request, click **Return** to return to the Current Leave Requests page.

To View Current Premium Pay Requests

1. On the Timekeeper Main Menu page, click **Leave/Prem Pay**. The Leave/Prem Pay Request Menu page is displayed.

Figure 52: Leave Premium Pay Request Menu Page

2. Click **Prem Pay**. The Current Premium Pay Requests page is displayed listing requests for all employees for whom you are the timekeeper.



	Status[+]	Employee[+]	Request Type[+]	From Date[▼]	To Date[+]	Total Hrs[+]
View	Pending	Dimi Employee (EMPLOYEED****)	Compensatory Time Earned	Nov 02 2011 (2011-22)	Nov 02 2011 (2011-22)	1:00
View	Pending	Nancy Employee (EMPLOYEEN****)	Compensatory Time Earned	Nov 02 2011 (2011-22)	Nov 02 2011 (2011-22)	4:00
View	Pending	Dimi Employee (EMPLOYEED****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	1:00
View	Pending	Nancy Employee (EMPLOYEEN****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	2:00
View	Pending	Betty Employee (EMPLOYEEB****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	1:00
View	Pending	Ione Employee (EMPLOYEEI****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	1:00

Figure 53: Current Premium Pay Requests Page

3. If you want to restrict the list to an employee type, select the applicable type from the Change Employee Type drop-down list and click **Update**. The following options are available under the Change Employee Type drop-down list.

   - Show All - Lists Premium Pay requests for all employees for whom you are currently acting as the timekeeper.
   - Show My Employees - Lists Premium Pay requests for only those employees for whom you are directly assigned.

- Show Delegated - Lists Premium Pay requests for only those employees who have been delegated to you.

4. If you want to restrict the list to request type, select the applicable type from the Change Request Type drop-down list and click **Update**. The following options are available under the Change Request Type drop-down list.

   - Show Pending - Lists Premium Pay requests that are in a pending status.
   - Show Approved - Lists Premium Pay requests that have been approved by an employee's supervisor.
   - Show Denied - Lists Premium Pay requests that have been denied by an employee's supervisor.
   - Show All - Lists all Premium Pay requests for a timekeeper.

5. If you want to see the details of an individual Premium Pay request, click **View** next to the applicable employee to view that request. The View Premium Pay Request page for the selected request is displayed.

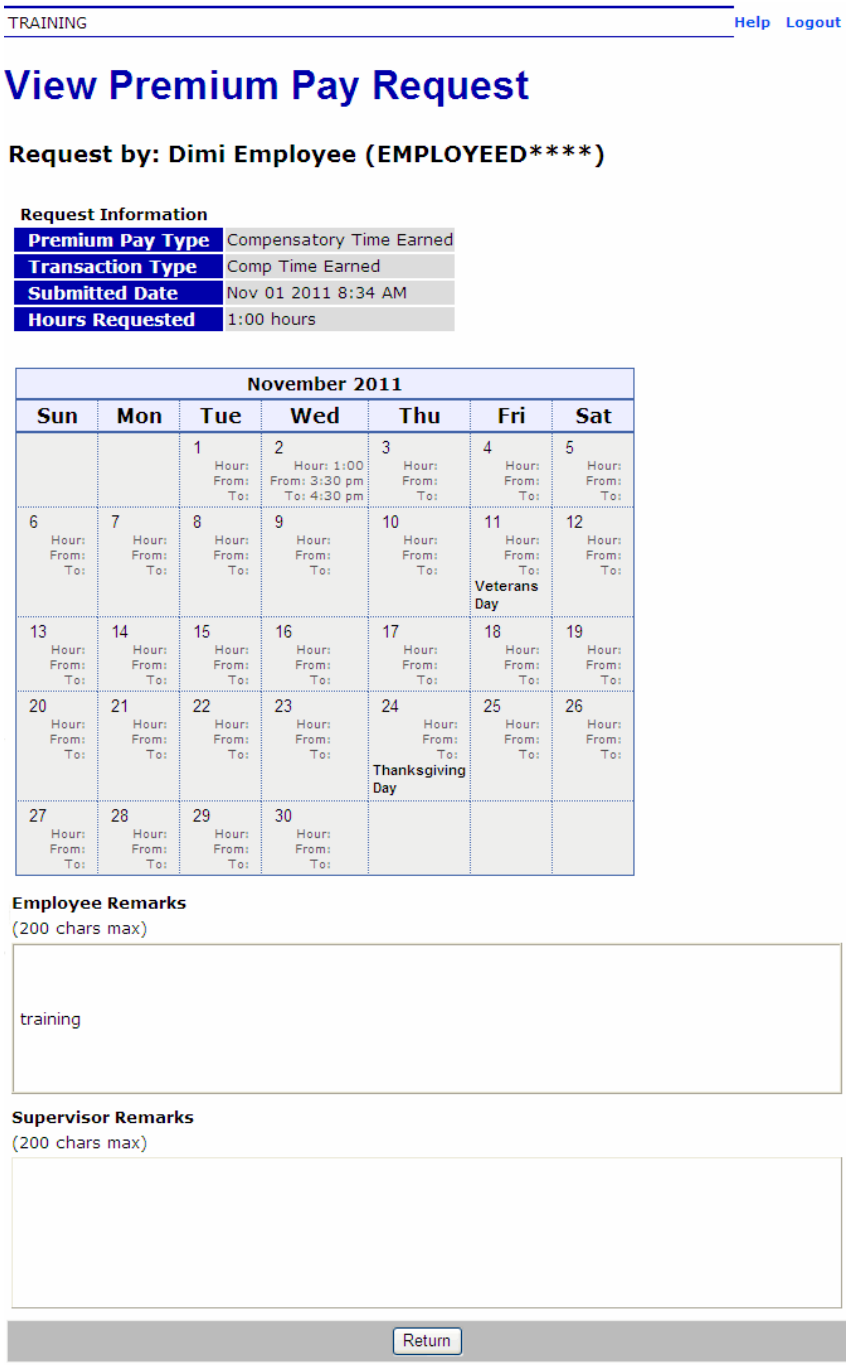


Figure 54: View Premium Pay Request Page

6. Click **Return** to return to the Current Premium Pay Requests page.

To View Premium Pay Requests in a Calendar View

1. On the Timekeeper Main Menu page, click **Leave/Prem Pay**. The Leave/Prem Pay Request Menu page is displayed.

Figure 55: Leave Premium Pay Request Menu Page

2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed listing pending requests for all employees for whom you are the timekeeper.

	Status	Employee	Request Type	From Date	To Date	Total Hrs
View	Pending	Dimi Employee (EMPLOYEED****)	Compensatory Time Earned	Nov 02 2011 (2011-22)	Nov 02 2011 (2011-22)	1:00
View	Pending	Nancy Employee (EMPLOYEEN****)	Compensatory Time Earned	Nov 02 2011 (2011-22)	Nov 02 2011 (2011-22)	4:00
View	Pending	Dimi Employee (EMPLOYEED****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	1:00
View	Pending	Nancy Employee (EMPLOYEEN****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	2:00
View	Pending	Betty Employee (EMPLOYEEB****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	1:00
View	Pending	Ione Employee (EMPLOYEEI****)	Overtime	Nov 01 2011 (2011-22)	Nov 01 2011 (2011-22)	1:00

Figure 56: Current Premium Pay Requests Page

3. If you want to restrict the list to an employee type, select the applicable type from the Change Employee Type drop-down list and click **Update**. The following options are available under the Change Employee Type drop-down list.

   - Show All - Lists Premium Pay requests for all employees for whom you are currently acting as the timekeeper.
   - Show My Employees - Lists Premium Pay requests for only those employees for whom you are directly assigned.
   - Show Delegated - Lists Premium Pay requests for only those employees who have been delegated to you.

4. To view all request(s) for a specific month, click **Calendar View**. The Premium Pay Request Calendar View page is displayed showing all current premium pay requests for the current month.

Figure 57: Premium Pay Request Calendar View Page

To view requests for other months, click **Previous Month/Next Month** at the top of the calendar to display the applicable month. Each date on the calendar displays the status, employee name, and the total time approved or pending for that date.

Note: Only Approved (A) and Pending (P) requests are displayed.

5. This page displays all premium pay requests that employees have submitted that are pending or approved. Clicking on a leave request on the calendar links you to the View Leave Requests page for the date that was selected. You can only view the request.

6. After viewing the calendar or individual premium pay request, click **Return** to return to the Current Premium Pay Requests page.

About the Leave Audit Report

The Leave Audit Report is used by the timekeeper (or Master Timekeeper) to reconcile historical leave records for a selected employee. The report displays a line for each pay period that has the leave type selected for the report. Timekeepers (or Master Timekeepers) can select the type of leave and the start and end data range for the report.

This section includes the following topics:

To View an Employee's Leave Audit Report 67

To View an Employee's Leave Audit Report

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

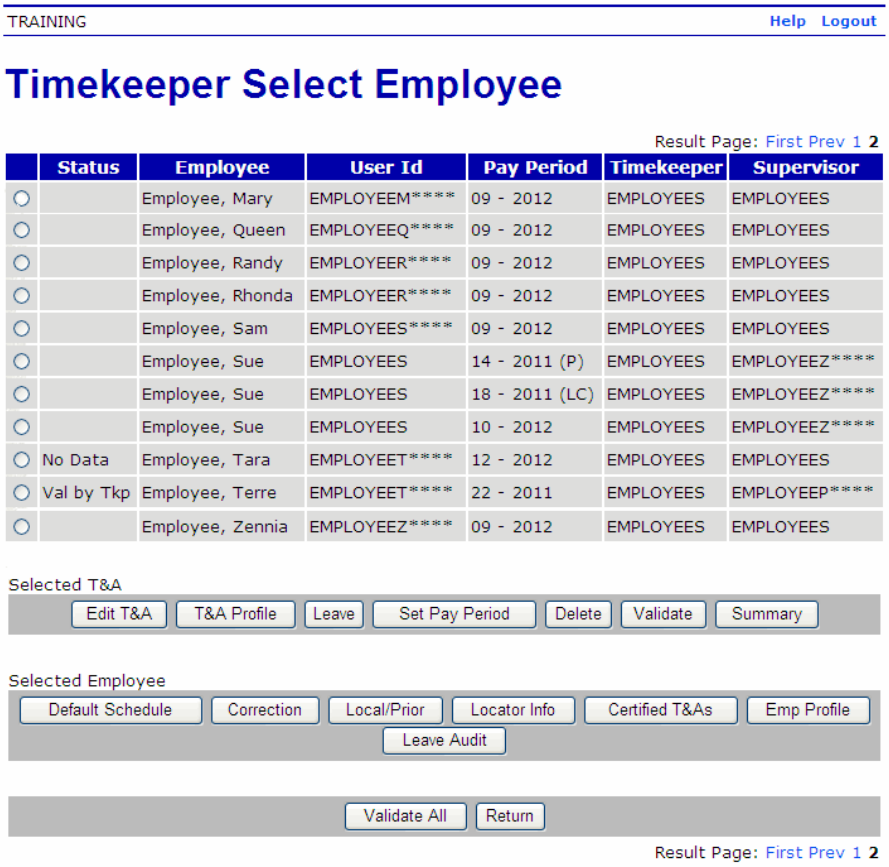


Figure 58: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Leave Audit**. The Leave Audit Report page is displayed for the employee selected.

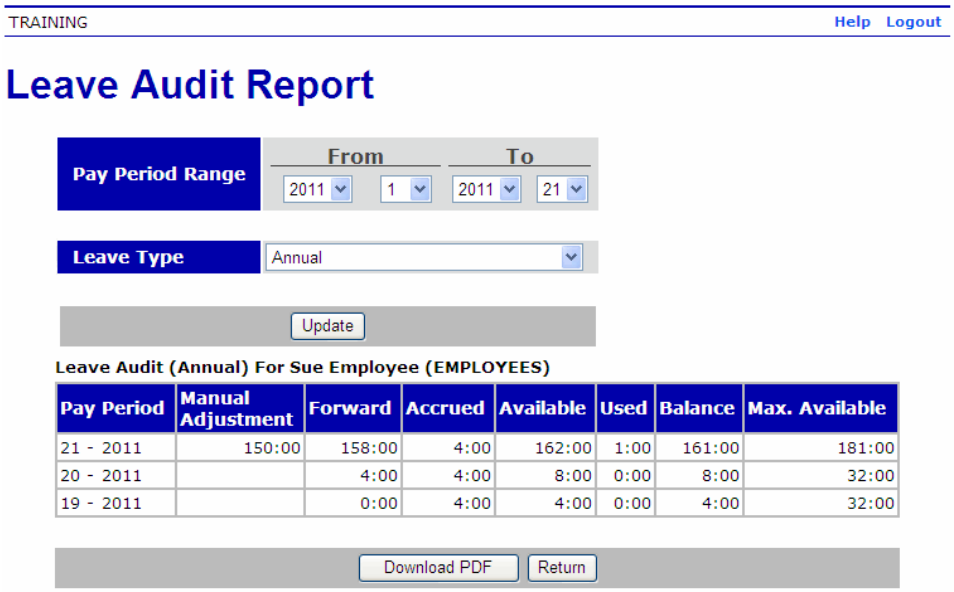


Figure 59: Leave Audit Report Page

4. If you want to modify the Pay Period Range, click the down arrow to select the applicable **From** and **To** dates.

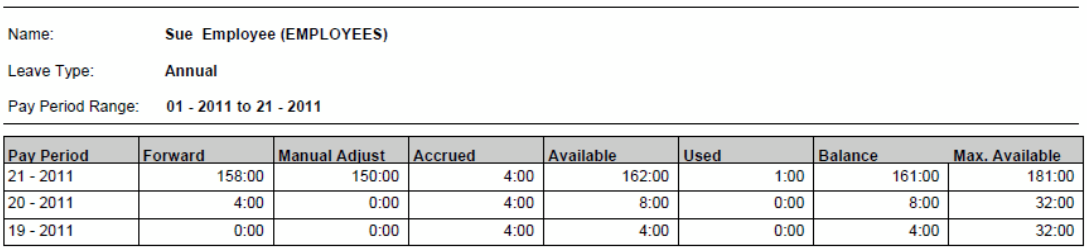
   If you want to modify the Leave Type, click the down arrow to select the applicable **leave type**.

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

6. If you want to save the Leave Audit Report results as 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.

7. Click **Open**. The Leave Audit Report is displayed as a .PDF.



Name: Sue Employee (EMPLOYEES)

Leave Type: Annual

Pay Period Range: 01 - 2011 to 21 - 2011

Pay Period	Forward	Manual Adjust	Accrued	Available	Used	Balance	Max. Available
21 - 2011	158:00	150:00	4:00	162:00	1:00	161:00	181:00
20 - 2011	4:00	0:00	4:00	8:00	0:00	8:00	32:00
19 - 2011	0:00	0:00	4:00	4:00	0:00	4:00	32:00

Figure 60: Leave Audit Report (.PDF)

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

Note*:* Use the information displayed on the Leave Audit Report to audit the leave record.

9. Click **Return** to return to the Timekeeper Select Employee page.

About the Leave Data Page

With rare exception, you should only need to enter leave balance information on the Leave Data page when adding a new employee. Exceptions include when a correction is performed, Military Regular Leave is used, or an Annual Leave category changes. Once leave balances are entered, the system maintains the data based on entries on the T&A Data screen.

This section includes the following topics:

To Modify an Employee's Leave Balances 71

To Modify an Employee's Leave Balances

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

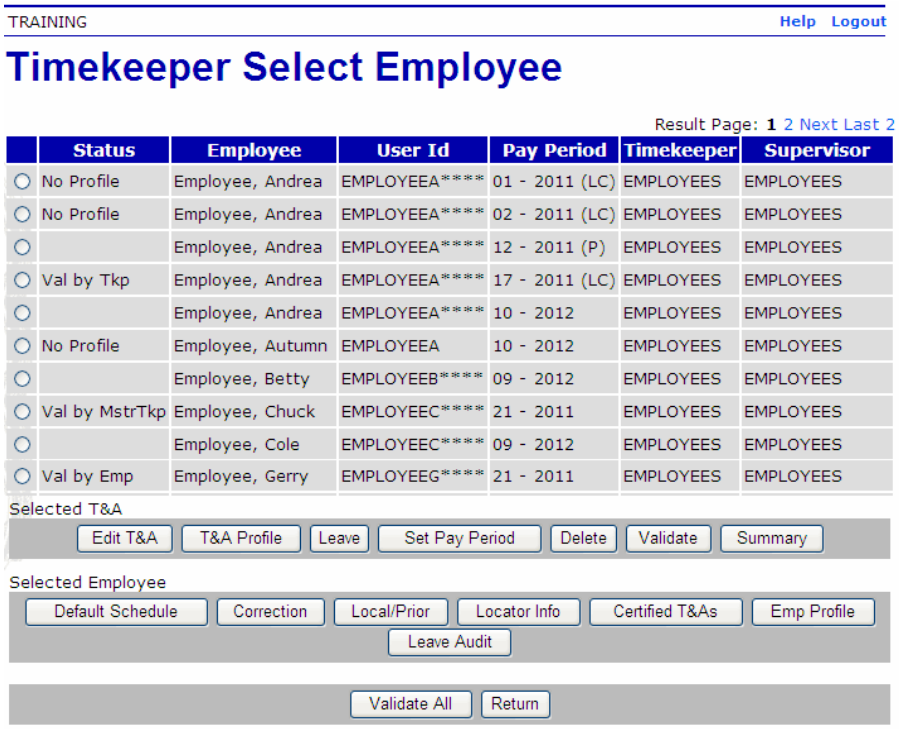


Figure 61: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Leave**. The Leave Data page is displayed.

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Leave Data

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

Type of Leave	Forward	Accrued	Available	Used	Balance
Annual	0:00	4	4:00	8:00	-4:00
Sick	0:00	4	4:00	0:00	4:00
Credit	0:00	0:00	0:00	0:00	0:00
Compensatory	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00
Religious Comp	0:00	0:00	0:00	0:00	0:00
Shore	0:00	0:00	0:00	0:00	0:00
Home	0:00	0:00	0:00	0:00	0:00
Restored Annual	0:00			0:00	0:00
Time Off Award	0:00			0:00	0:00
LWOP	0:00			0:00	0:00
AWOL	0:00			0:00	0:00
Suspension	0:00			0:00	0:00
Furlough	0:00			0:00	0:00
Military Emergency	0:00			0:00	0:00
Military Regular	0:00			0:00	0:00
Family Friendly Sick	0:00			0:00	0:00
FMLA	0:00			0:00	0:00
FMLA Military	0:00			0:00	0:00
OWCP Sick	0:00			0:00	0:00
Other				8:00	
Leave Donations					
Voluntary Program	0:00			0:00	0:00
Emergency Program	0:00			0:00	0:00

Save Cancel

Figure 62: Leave Data Page

The Leave Data page allows the timekeeper (or Master Timekeeper) to modify leave balances for a pay period.

Note: In Pay Period 1, webTA does not allow modifications to the annual leave forward balance.

In rare exceptions, you only need to enter leave balance information on this page when adding a new employee.

Note: Forward balances should be modified when a manual adjustment is required.

Once leave balances forward are entered, webTA maintains the data based on entries on the T&A Data page.

Part-time employees must have annual and sick leave unapplied balances entered to properly calculate the annual and sick leave accruals.

The accrued values on the annual and sick leave fields are calculated by webTA. If a 0 (zero) is displayed in the accrued column, this is an employee who is not entitled to an annual or sick leave accrual because of employment status or excess non–pay hours. On rare occasions, you may have to enter the annual and sick leave accruals. On such occasions, you will have access to those fields on this page. The only time this occurs is when there is a status change end or start in the middle of the pay period.

4. Click **Save** to return to the Timekeeper Select Employee page.

About Correcting T&A Reports

The Correction feature lets the timekeeper (or Master Timekeeper) correct T&A reports that are less than 1 year old. If the original T&A was created using webTA, the timekeeper (or Master Timekeeper) will be able to modify the record. Otherwise, they will have to enter the entire record in webTA.

A local correction is for a previous pay period that is either missing or historic. A Prior Correction is only for a previous pay period that is missing. During the Build process, local corrections are built, but not transmitted. Prior Corrections, however, are built and transmitted.

The Delete feature allows the timekeeper (or Master Timekeeper) to delete an uncertified corrected T&A. A corrected T&A is designated by (C) for a Corrected T&A, (LC) for a Local Correction, or (P) for a Prior Correction.

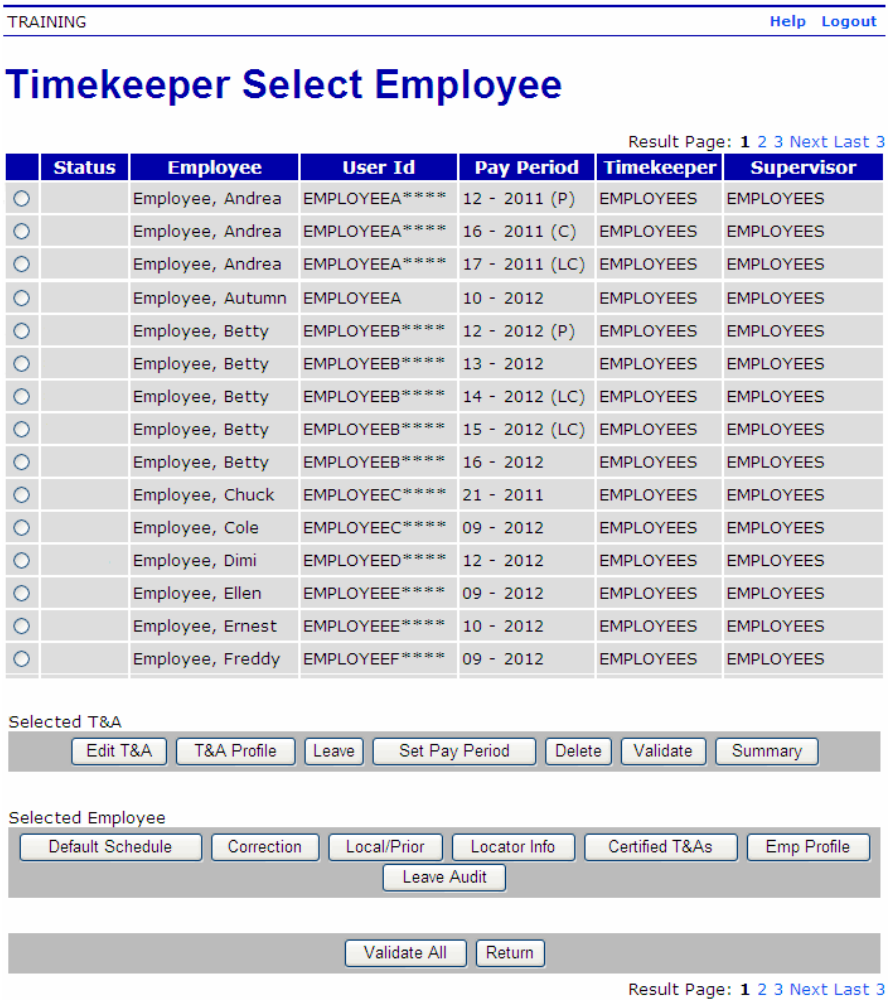
Note: Once a T&A is certified, it cannot be deleted unless it is uncertified. Once a certified record is included in a build, it cannot be deleted.

This section includes the following topics:

To Correct a T&A Record 76
To Create a Local Correction Record 82
To Create a Prior Correction Record 87
To Delete a Corrected T&A Record 93

To Correct a T&A Record

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



	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
○		Employee, Andrea	EMPLOYEEA****	12 - 2011 (P)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	16 - 2011 (C)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	17 - 2011 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	12 - 2012 (P)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	13 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	14 - 2012 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	15 - 2012 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	16 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Chuck	EMPLOYEEC****	21 - 2011	EMPLOYEES	EMPLOYEES
○		Employee, Cole	EMPLOYEEC****	09 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Dimi	EMPLOYEED****	12 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Ellen	EMPLOYEEE****	09 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Ernest	EMPLOYEEE****	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Freddy	EMPLOYEEF****	09 - 2012	EMPLOYEES	EMPLOYEES

Figure 63: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Correction**. The Employee Regular Corrections page is displayed listing the available pay periods for the employee you selected.

Figure 64: Employee Regular Correction Page

4. Select the pay period you want to correct. If you are doing a corrected T&A, the system will display the last 25 pay periods.

5. Click **Correction**. The T&A Data page is displayed listing the Time Card Type as Correction.

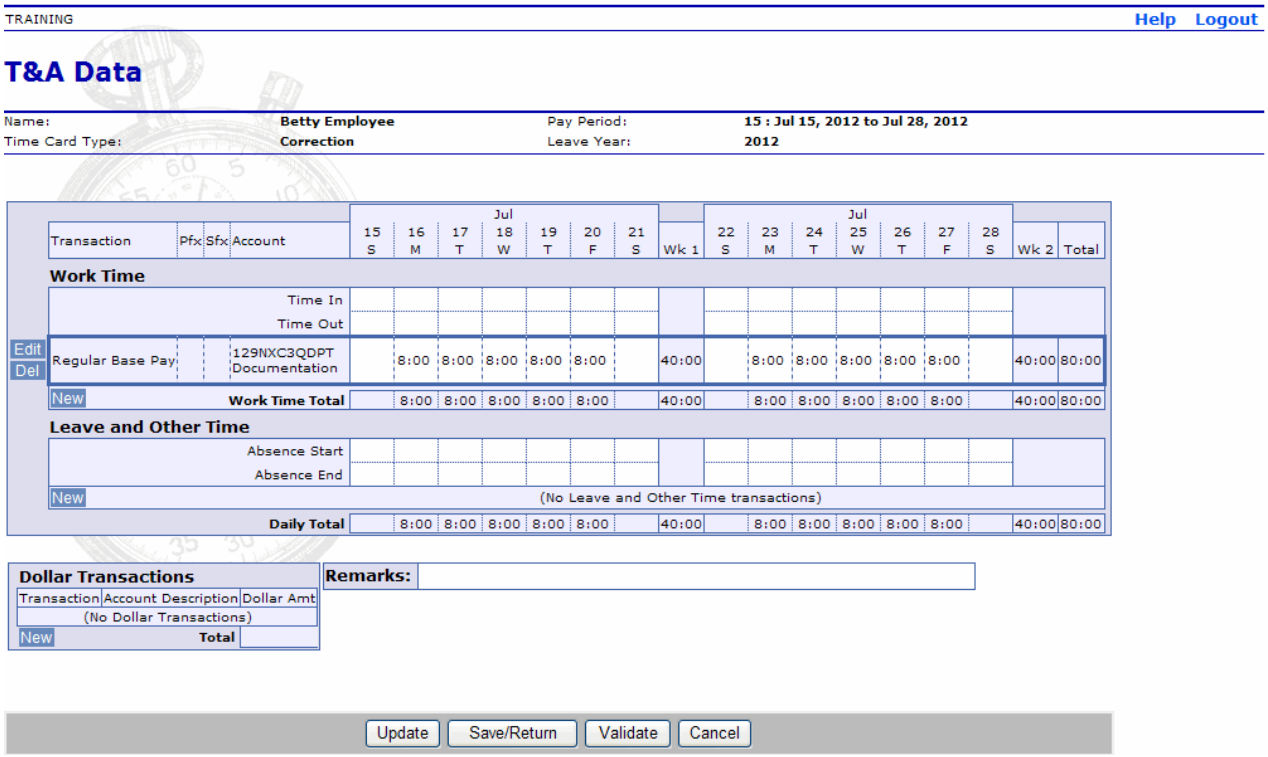
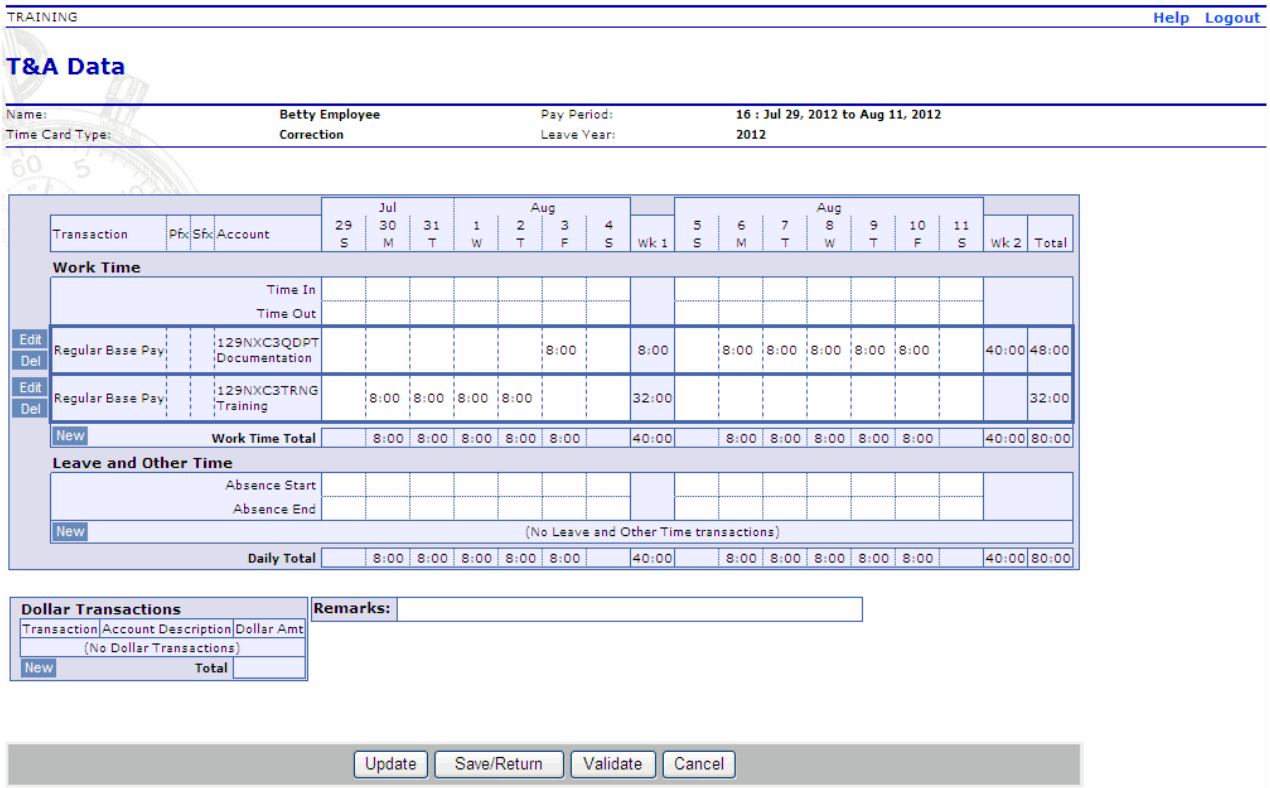


Figure 65: T&A Data Page (Correction status)

6. Modify the T&A with the correction(s). Click Update. The T&A Data page is displayed with the correction(s).



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T&A Data

Name:	**Betty Employee**	Pay Period:	**16 : Jul 29, 2012 to Aug 11, 2012**
Time Card Type:	**Correction**	Leave Year:	**2012**

	Transaction	Pfx	Sfx	Account	Jul 29 S	30 M	31 T	Aug 1 W	2 T	3 F	4 S	Wk 1	Aug 5 S	6 M	7 T	8 W	9 T	10 F	11 S	Wk 2	Total
	Work Time																				
	Time In																				
	Time Out																				
Edit Del	Regular Base Pay			129NXC3QDPT Documentation						8:00		8:00		8:00	8:00	8:00	8:00	8:00		40:00	48:00
Edit Del	Regular Base Pay			129NXC3TRNG Training		8:00	8:00	8:00	8:00			32:00									32:00
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

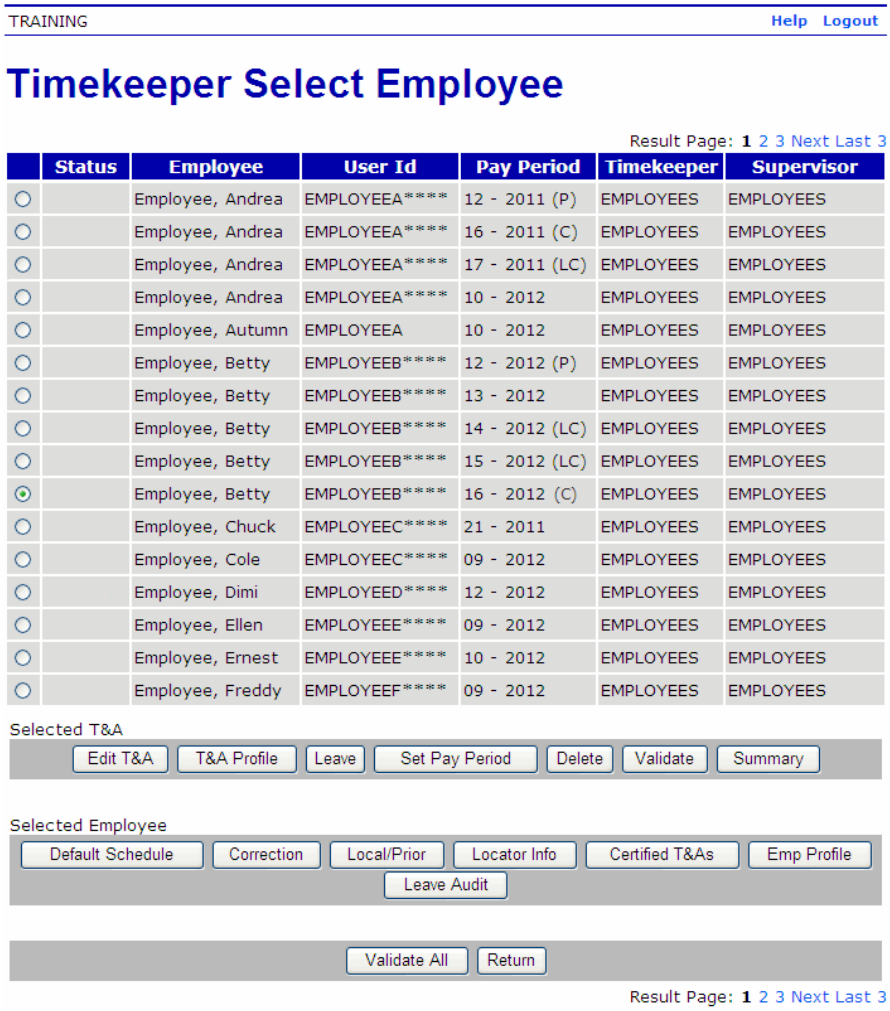
Transaction	Account Description	Dollar Amt
(No Dollar Transactions)		
New	**Total**	

Remarks:

Update | Save/Return | Validate | Cancel

Figure 66: T&A Data Page (after correction applied)

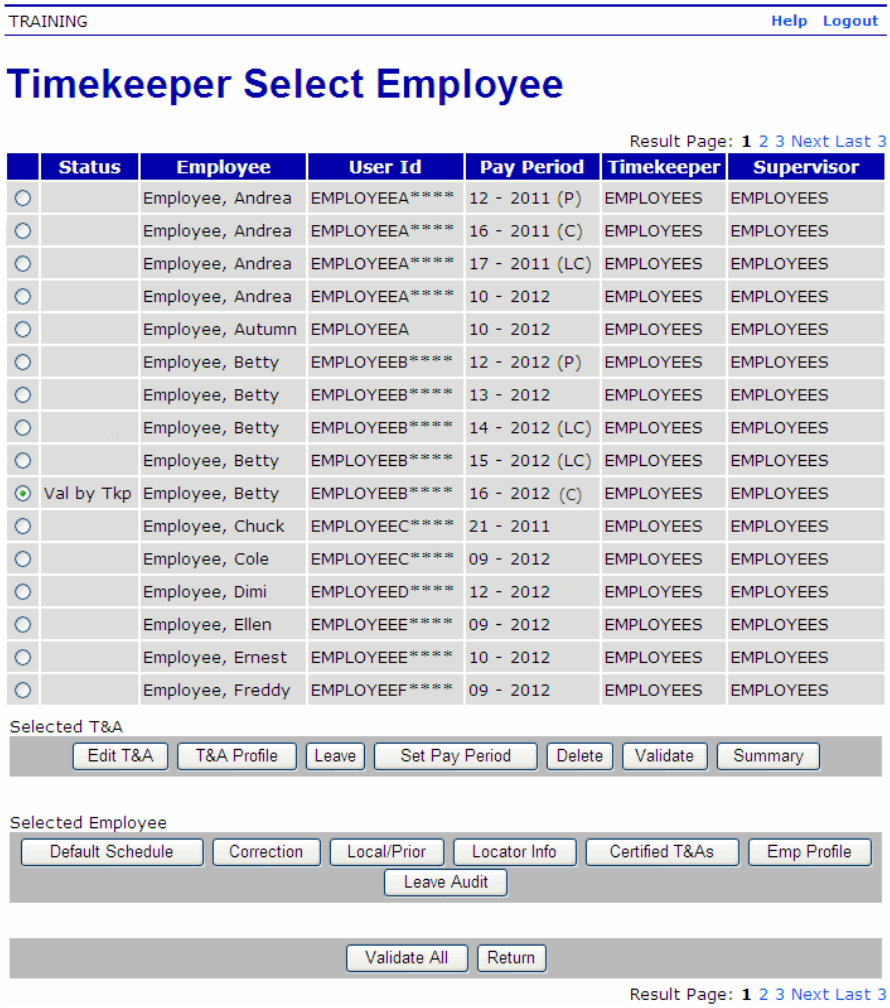
7. Click Save/Return to return to the Timekeeper Select Employee page. The Timekeeper Select Employee page is displayed with the Pay Period that you corrected with a (C) in the Pay Period Column.



	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
○		Employee, Andrea	EMPLOYEEA****	12 - 2011 (P)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	16 - 2011 (C)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	17 - 2011 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	12 - 2012 (P)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	13 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	14 - 2012 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	15 - 2012 (LC)	EMPLOYEES	EMPLOYEES
◉		Employee, Betty	EMPLOYEEB****	16 - 2012 (C)	EMPLOYEES	EMPLOYEES
○		Employee, Chuck	EMPLOYEEC****	21 - 2011	EMPLOYEES	EMPLOYEES
○		Employee, Cole	EMPLOYEEC****	09 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Dimi	EMPLOYEED****	12 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Ellen	EMPLOYEEE****	09 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Ernest	EMPLOYEEE****	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Freddy	EMPLOYEEF****	09 - 2012	EMPLOYEES	EMPLOYEES

Figure 67: Timekeeper Select Employee Page (correction status (C))

8. Click Validate. The Timekeeper Select Employee page is displayed with the updated status.



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Timekeeper Select Employee

Result Page: 1 2 3 Next Last 3

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
○		Employee, Andrea	EMPLOYEEA****	12 - 2011 (P)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	16 - 2011 (C)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	17 - 2011 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	12 - 2012 (P)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	13 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	14 - 2012 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	15 - 2012 (LC)	EMPLOYEES	EMPLOYEES
◉	Val by Tkp	Employee, Betty	EMPLOYEEB****	16 - 2012 (C)	EMPLOYEES	EMPLOYEES
○		Employee, Chuck	EMPLOYEEC****	21 - 2011	EMPLOYEES	EMPLOYEES
○		Employee, Cole	EMPLOYEEC****	09 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Dimi	EMPLOYEED****	12 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Ellen	EMPLOYEEE****	09 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Ernest	EMPLOYEEE****	10 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Freddy	EMPLOYEEF****	09 - 2012	EMPLOYEES	EMPLOYEES

Selected T&A

Edit T&A | T&A Profile | Leave | Set Pay Period | Delete | Validate | Summary

Selected Employee

Default Schedule | Correction | Local/Prior | Locator Info | Certified T&As | Emp Profile | Leave Audit

Validate All | Return

Result Page: 1 2 3 Next Last 3

Figure 68: Timekeeper Select Employee Page (Val by Tkp status)

To Create a Local Correction Record

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

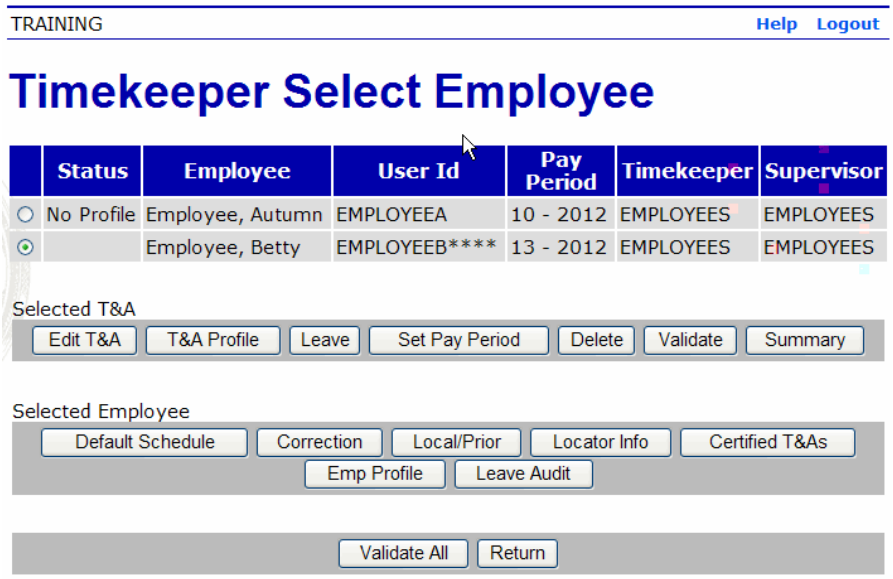


Figure 69: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Local/Prior**. The Employee Local/Prior Corrections page is displayed.

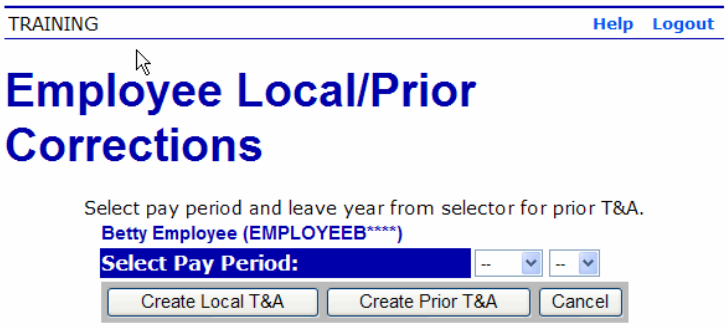


Figure 70: Employee Local/Prior Corrections Page

4. Select the year and the pay period. Click **Create Local T&A**. The Insert New Historical Record page is displayed.

Figure 71: Insert New Historial Record Page

5. Click **Add Record**. The T&A Profile page is displayed to enter the Contact Point information.

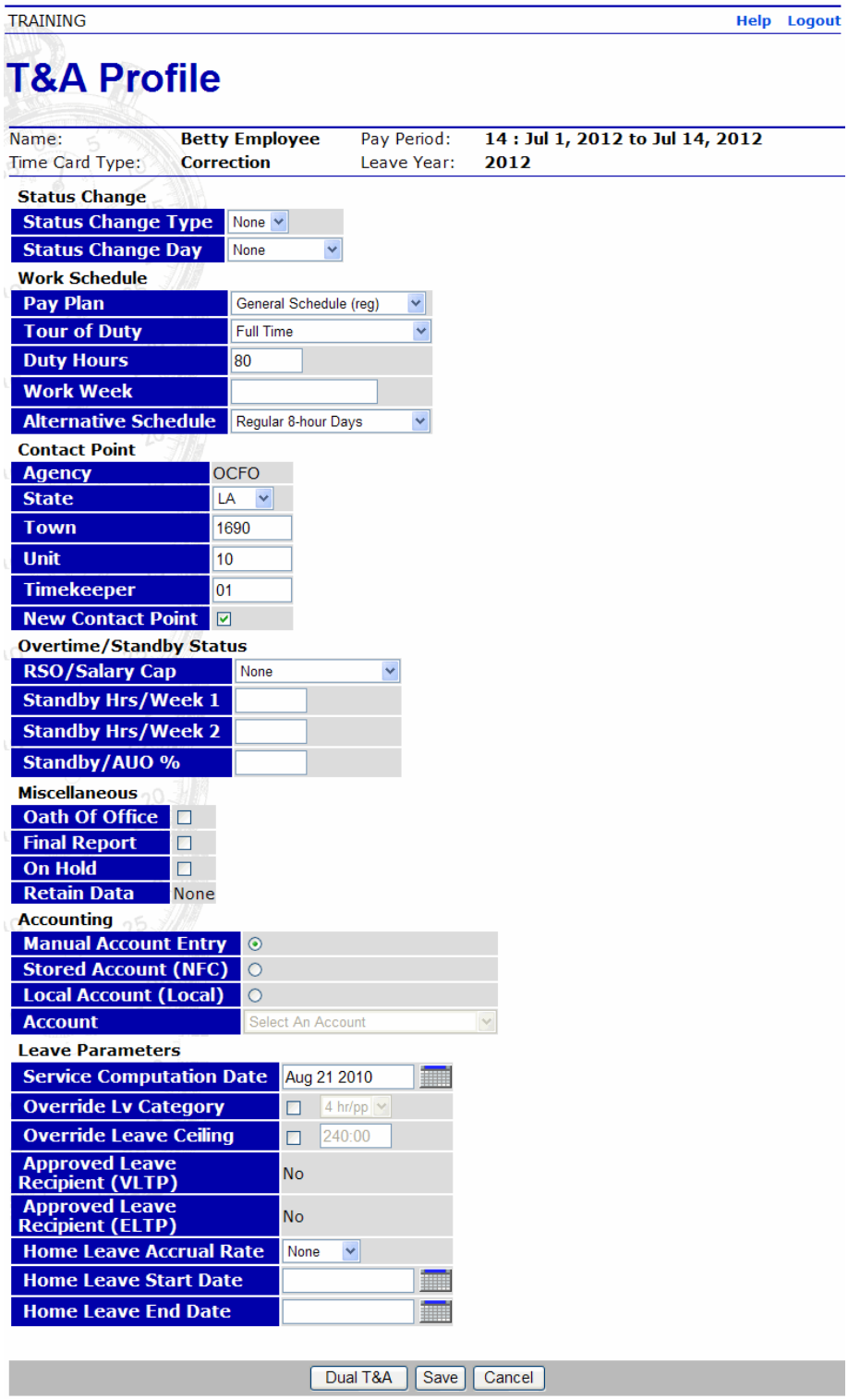


Figure 72: T&A Profile Page

Check New Contact Point box. Verify SCD. Click **Save**. The Timekeeper Select Employee page is displayed with (LC) indicated in the Pay Period Column.

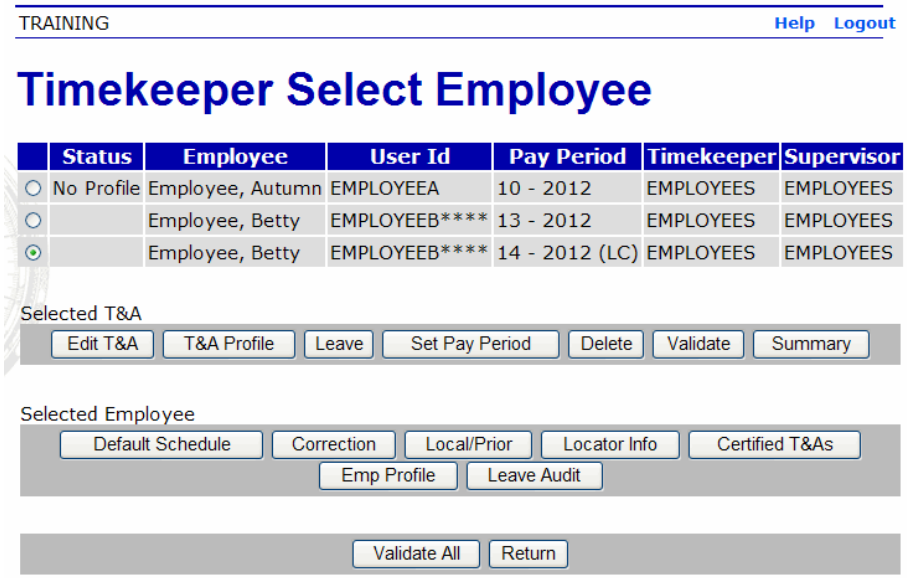


Figure 73: Timekeeper Select Employee Page

6. Click **Edit T&A**. The T&A Data page is displayed.

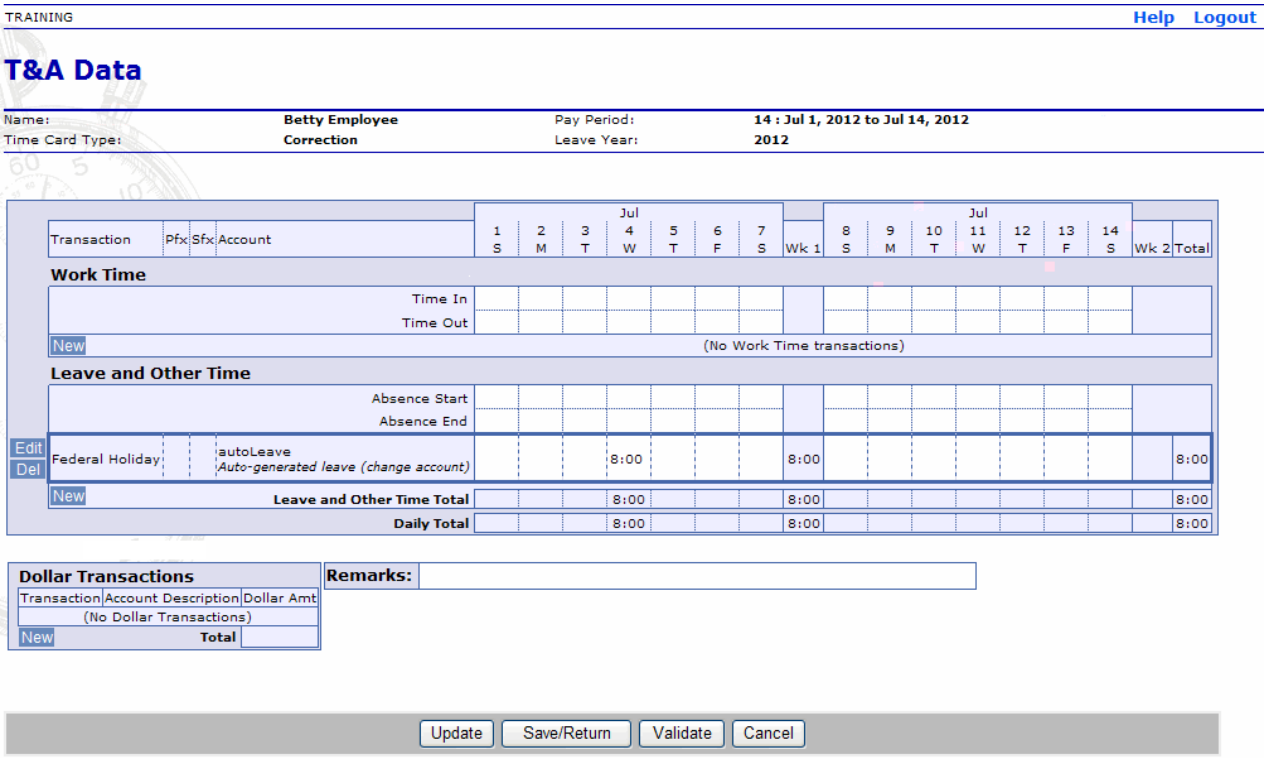


Figure 74: T&A Data Page (before local correction)

7. In the Work Time Section on the T&A Data page, click **New** to add the transaction/accounting code. The New Work Time Activity page is displayed.

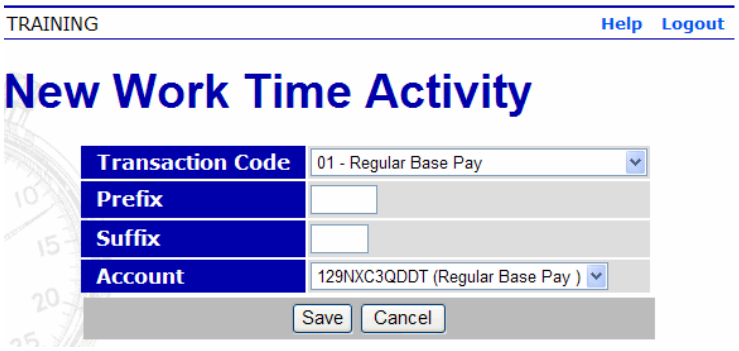


Figure 75: New Work Time Activity Page

8. Select a transaction type from the Transaction Code list. Select the Account Data from the Account drop-down list.

9. Click **Save**. The T&A Data page is displayed with the Transaction Code/Accounting.

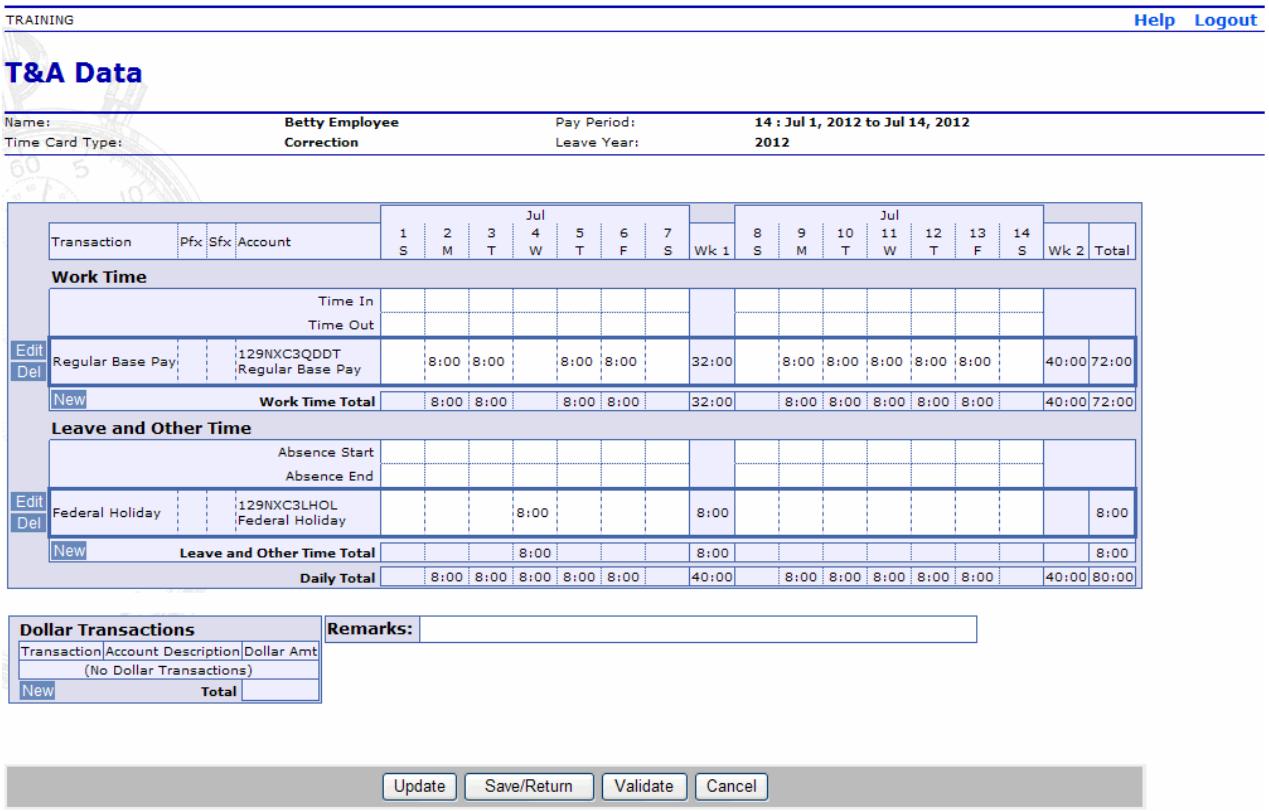


Figure 76: T&A Data Page (after local correction)

10. Enter the hours under the appropriate date in the Work Time section on the T&A.

11. Click **Update**.

12. Click **Validate**. The Status field on the Timekeeper Select Employee page is updated to display VAL by Tkp.

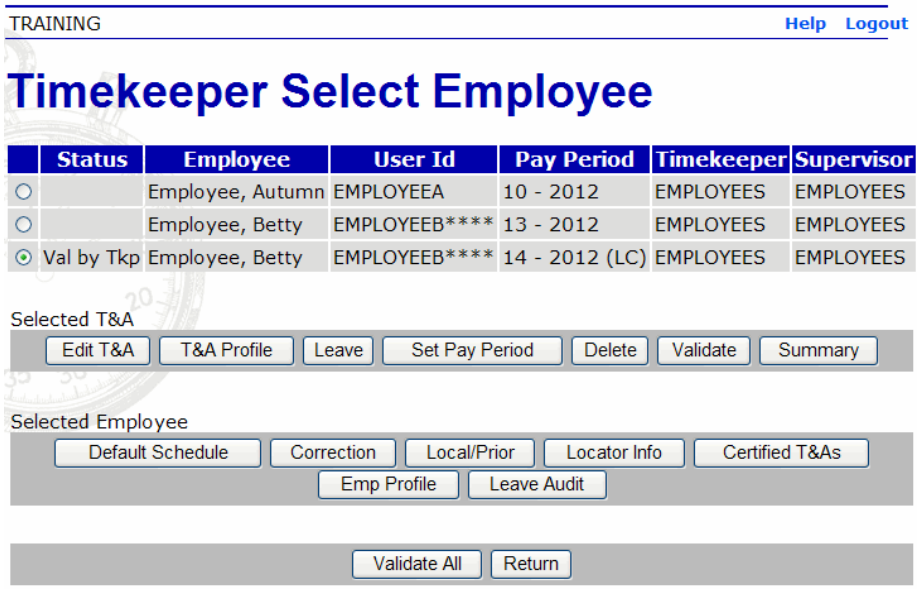


Figure 77: Timekeeper Select Employee Page (after status change)

To Create a Prior Correction Record

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

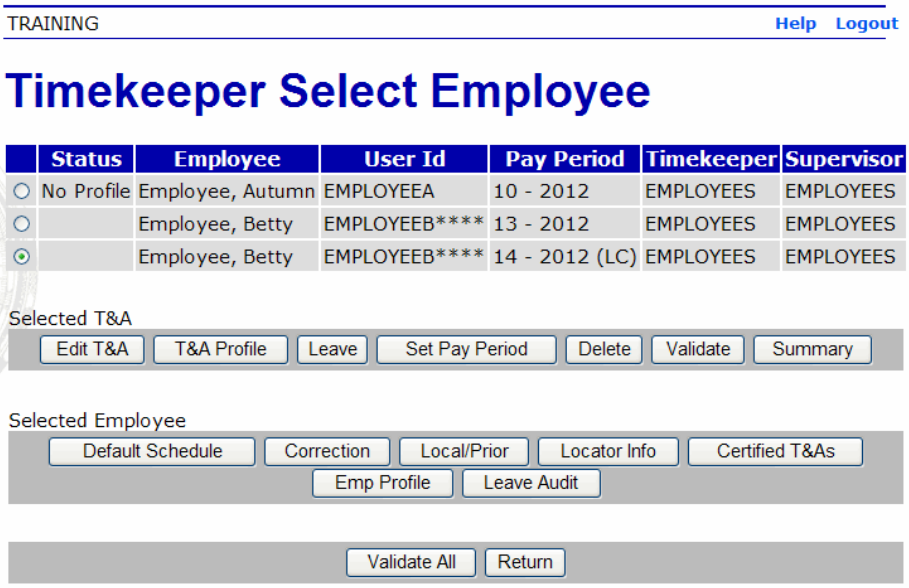


Figure 78: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Local/Prior**. The Employee Local/Prior Corrections page is displayed.

Figure 79: Employee Local/Prior Corrections Page

4. Select the year and the pay period. Click **Create Prior T&A**. The Insert New Historical Record page is displayed.

Figure 80: Insert New Historical Record Page

5. Click **Add Record**. The T&A Profile page is displayed to complete the Contact Point Information.

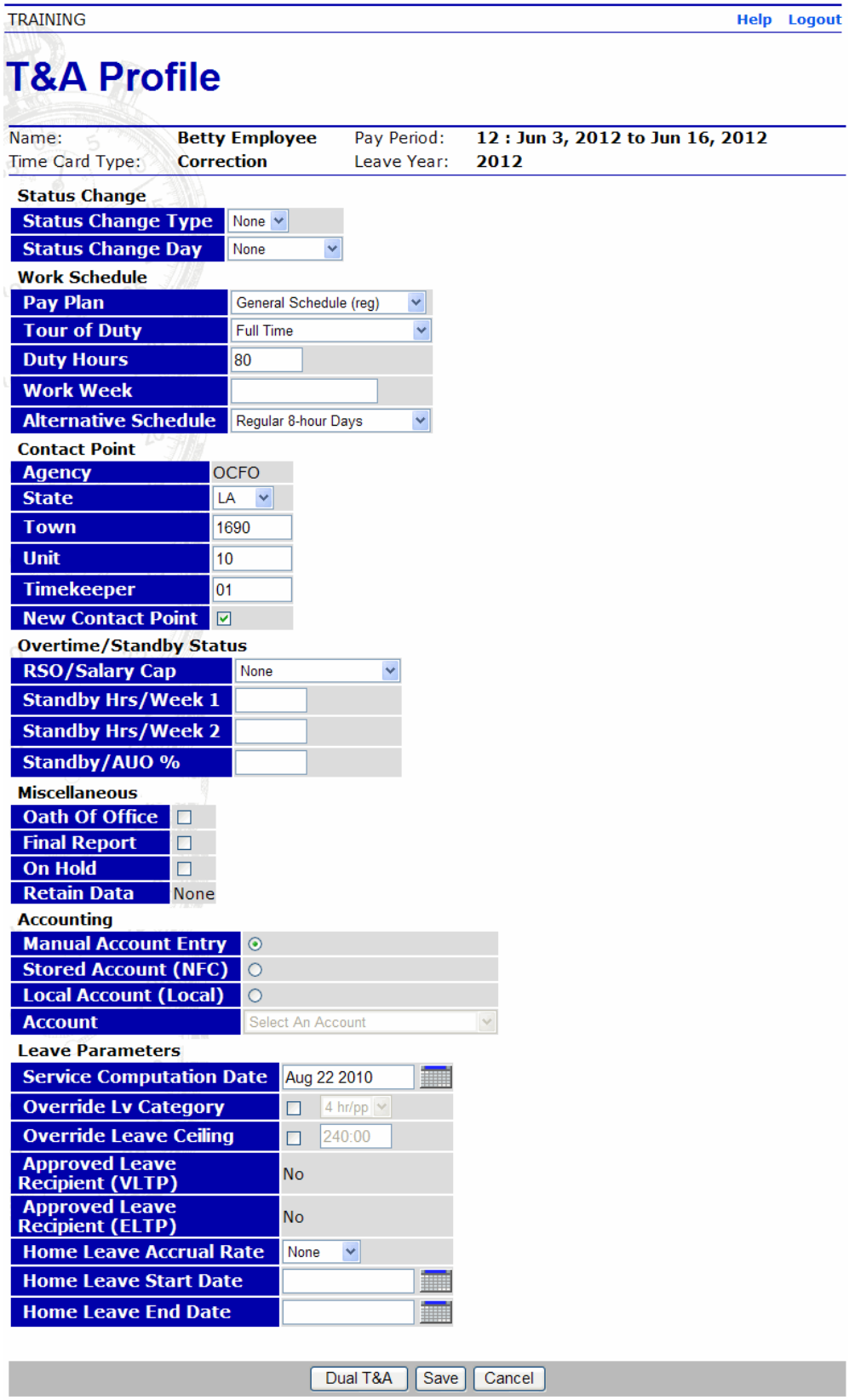


Figure 81: T&A Profile Page

6. Check New Contact Point box. Verify SCD. Click **Save**. The Timekeeper Select Employee page is displayed with (P) indicated in the pay period column.

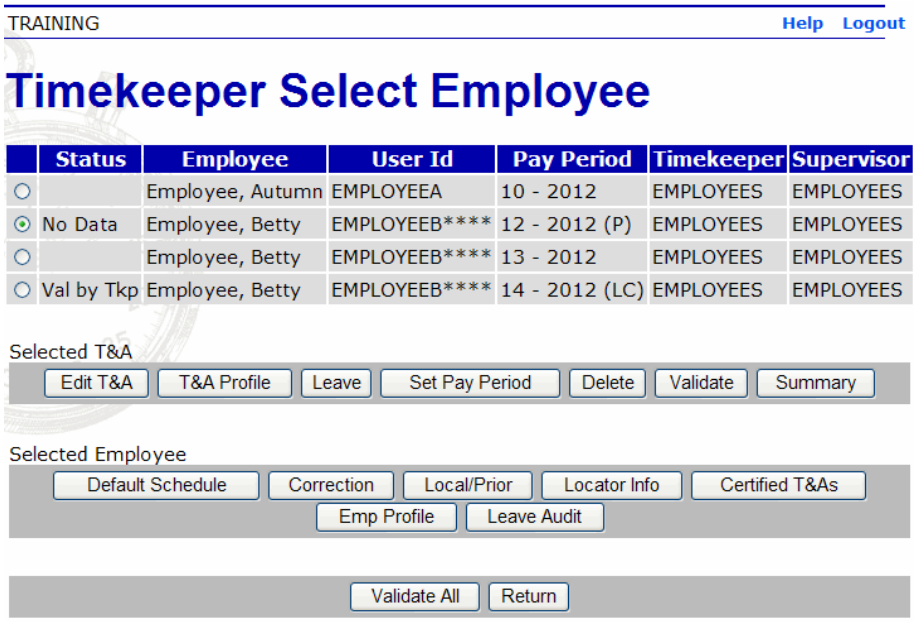


Figure 82: Timekeeper Select Employee Page

7. Click **Edit T&A**. The T&A Data page displayed.

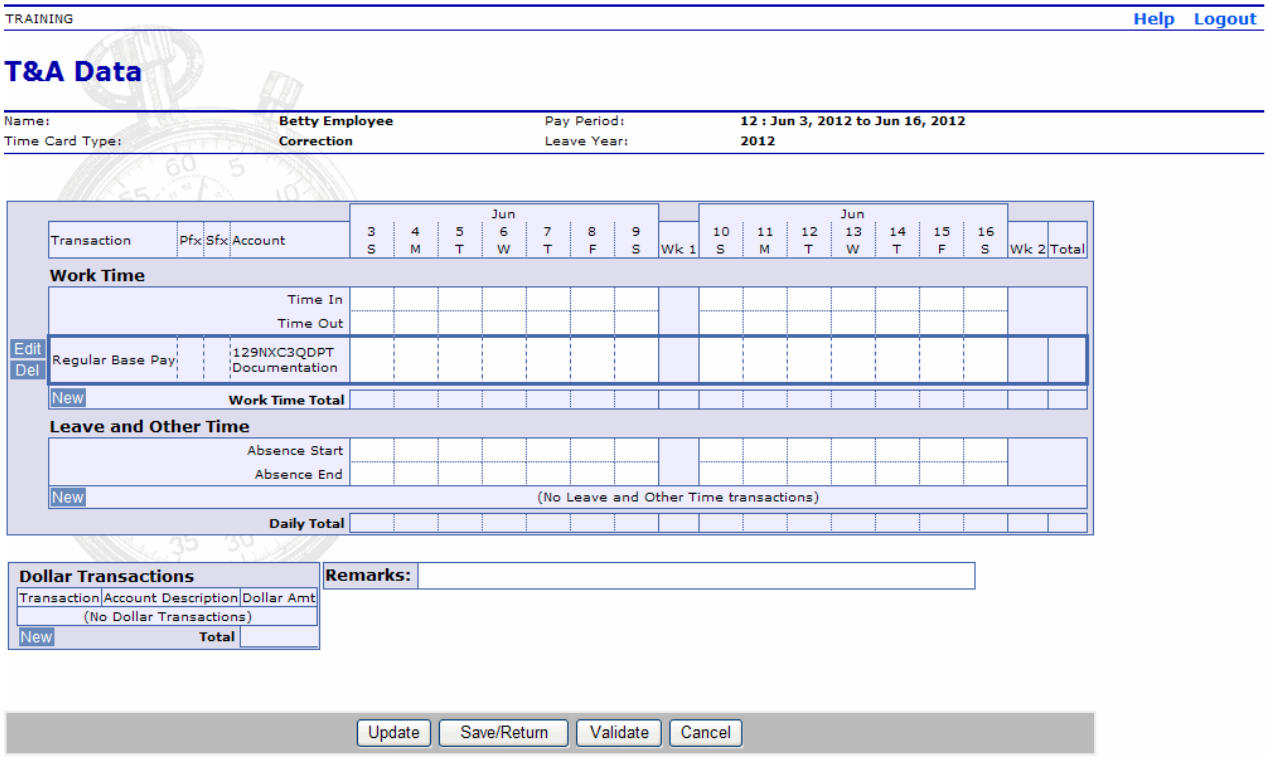


Figure 83: T&A Data Page

8. Enter Transaction Code(s), Account(s), and Employee Work Time. Click **Update**.

9. Click **Validate**. The Timekeeper Select Employee page is displayed with the updated status.

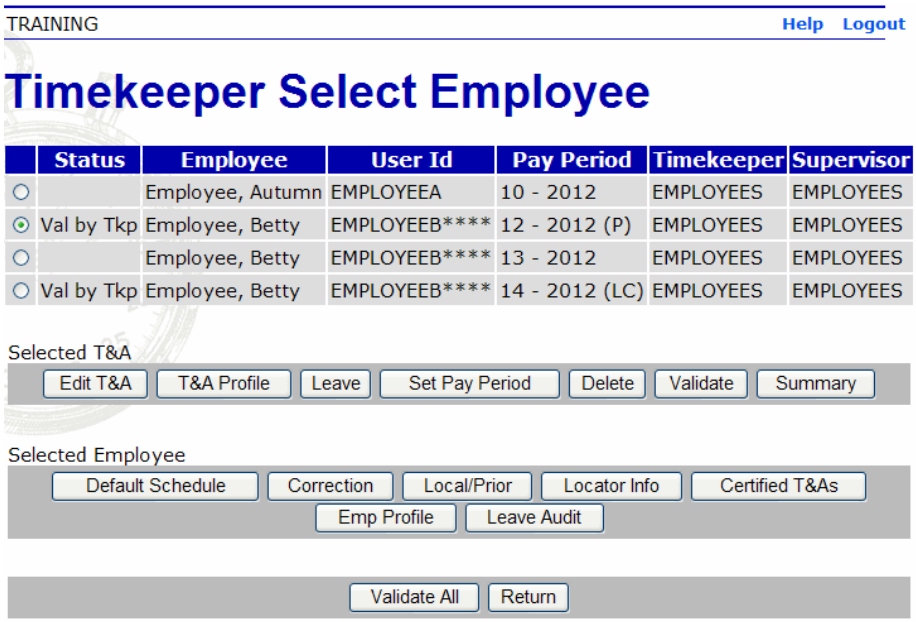


Figure 84: Timekeeper Select Employee Page (after status change)

10. Click **Return** to return to the Timekeeper Main Menu page.

To Delete a Corrected T&A Record

1. Click **Select** on the Timekeeper Main Menu page. The Timekeeper Select Employee page is displayed with a corrected T&A.

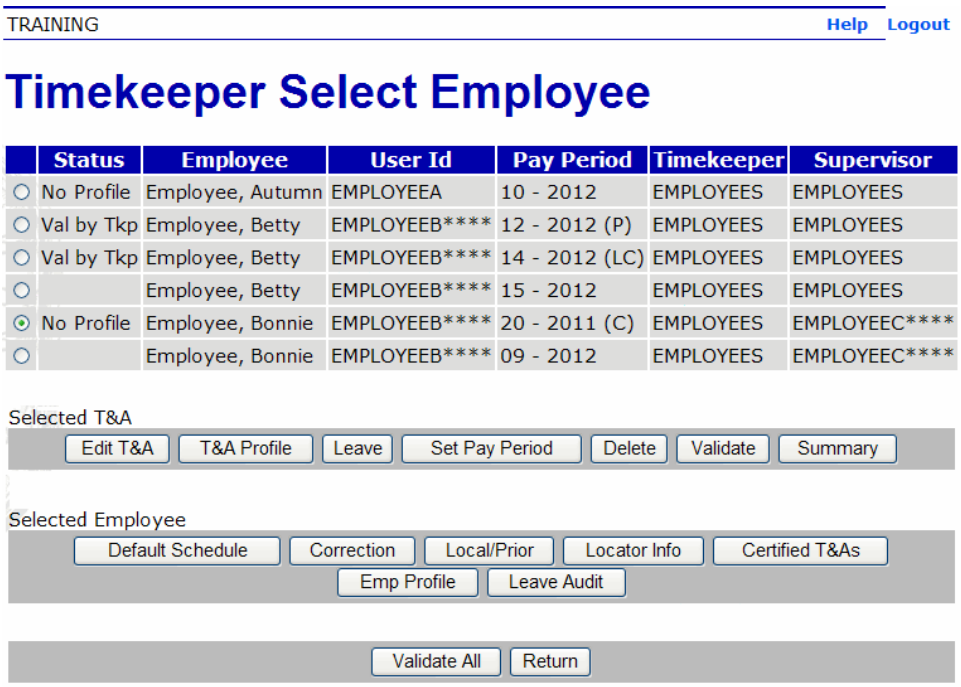


Figure 85: Timekeeper Select Employee Page (before change)

2. Select the corrected T&A record from the Timekeeper Select Employee page.

3. Click **Delete**. The Timekeeper Select Employee page is displayed without the corrected T&A record.

Figure 86: Timekeeper Select Employee Page (after change)

4. Click **Return** to return to the Timekeeper Main Menu page.

Splitting a T&A

When an employee's T&A Profile changes in the middle of the pay period, such as when an employee changes contact points, work schedules, or overtime status, then a "split T&A" may be needed to update their profile to reflect the changes.

Note: An employee who starts in the middle of a pay period or who leaves in the middle of a pay period would not have a split T&A, but will have a status change.

This section includes the following topics:

To Complete a Split T&A for an Employee 95

To Complete a Split T&A for an Employee

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

Figure 87: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click T&A Profile. The employee's T&A Profile page is displayed.

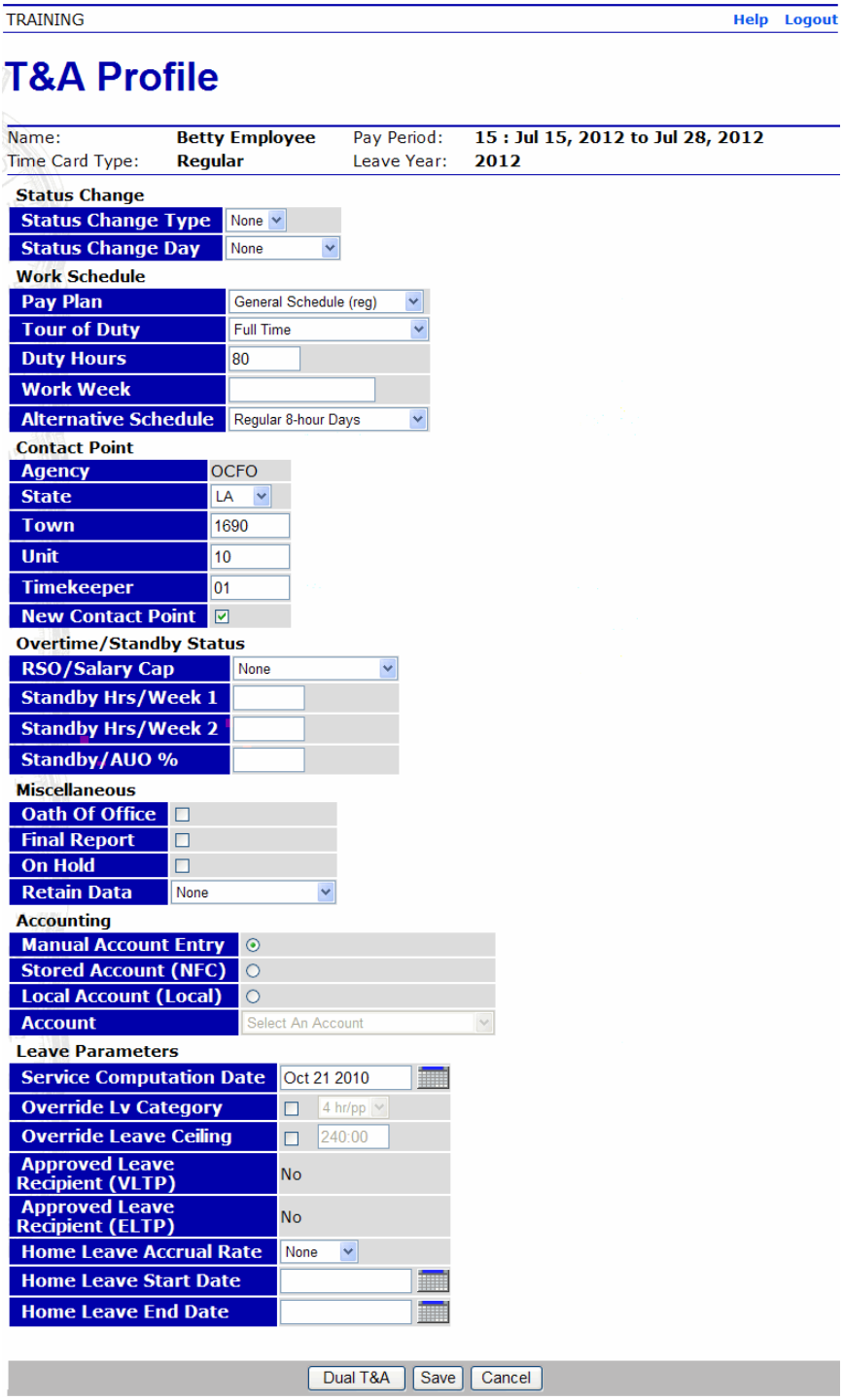


Figure 88: T&A Profile Page

4. Click Dual T&A. The T&A Profile page splits.

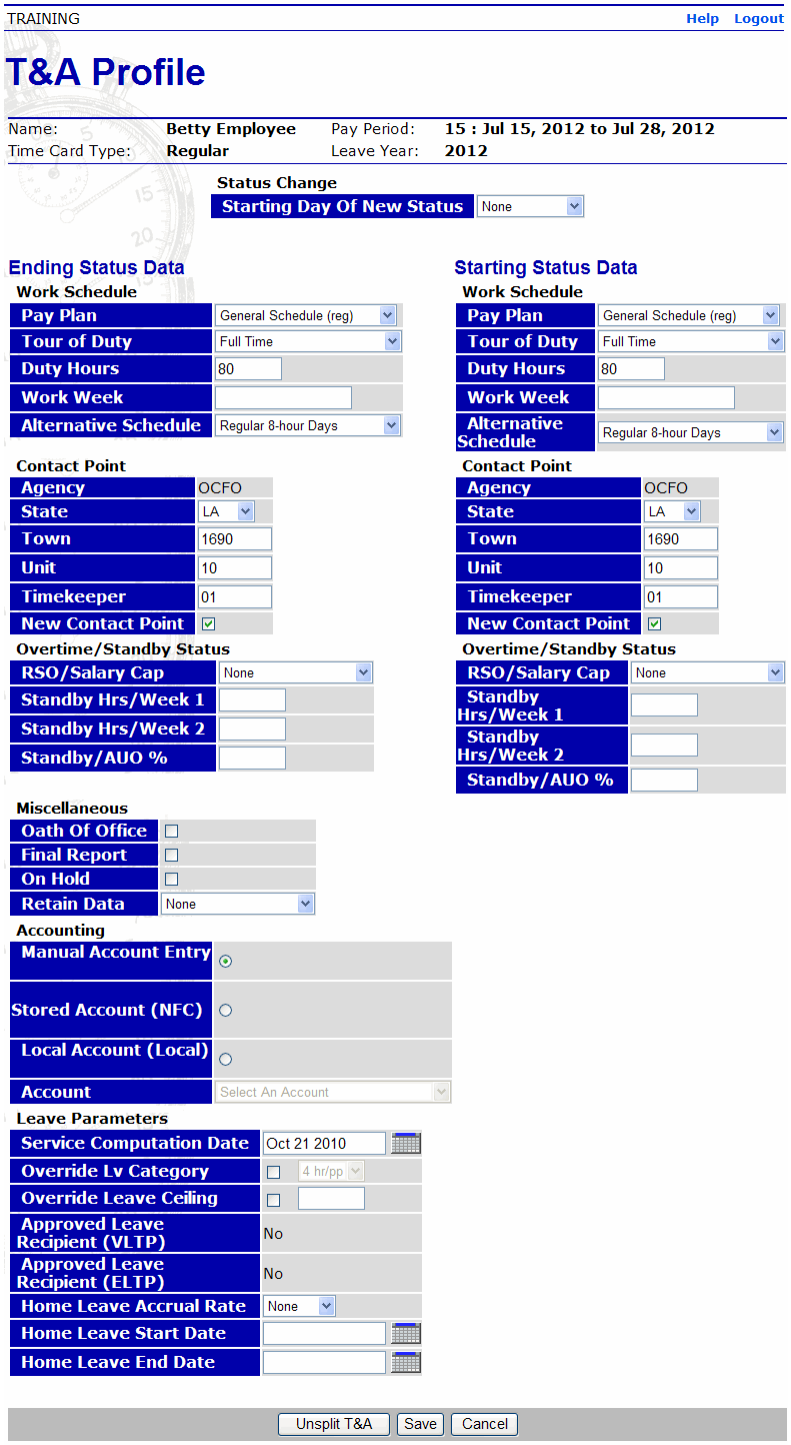


Figure 89: T&A Profile Page

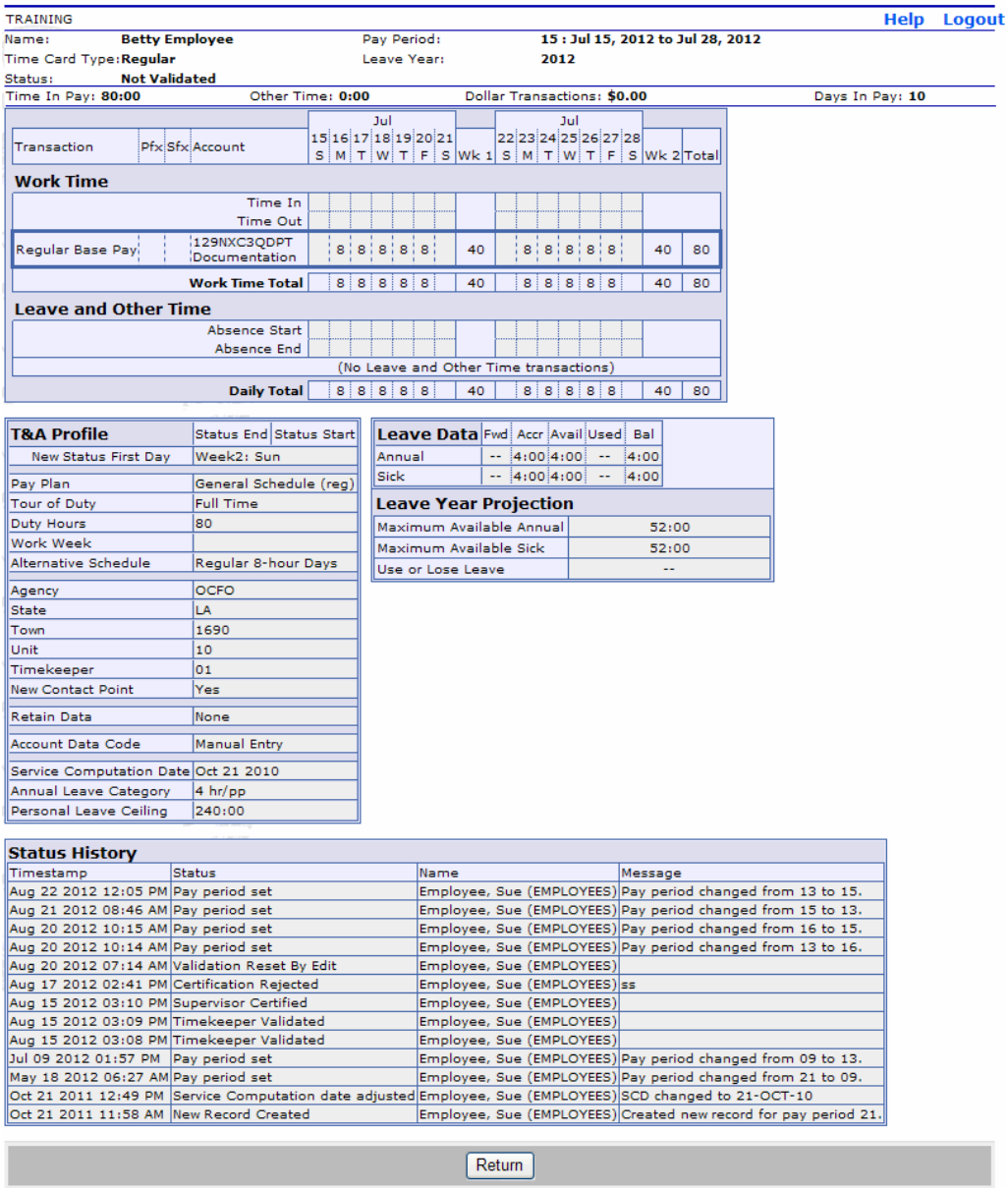
5. Select the applicable Starting Day of New Status in the Status Change box.

6. In the Starting Status Data section, select the new status information, as appropriate.

7. If you want to return to the original T&A Profile view, click Unsplit. Otherwise, click **Save**. You will be returned to the Timekeeper Select Employee page.

Note: If you click Unsplit T&A before you click Save, any changes you have made to the split T&A Profile page, including status change information, are lost.

8. To see that the split T&A has been applied, click **Summary**. The T&A Summary page will be displayed.



TRAINING Help Logout

Name: **Betty Employee** Pay Period: **15 : Jul 15, 2012 to Jul 28, 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	Jul 15 S	16 M	17 T	18 W	19 T	20 F	21 S	Wk 1	Jul 22 S	23 M	24 T	25 W	26 T	27 F	28 S	Wk 2	Total
Work Time																				
Time In																				
Time Out																				
Regular Base Pay			129NXC3QDPT Documentation		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	Status End	Status Start
New Status First Day	Week2: Sun	
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	--	4:00	4:00	--	4:00
Sick	--	4:00	4:00	--	4:00

Leave Year Projection	
Maximum Available Annual	52:00
Maximum Available Sick	52:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
Aug 22 2012 12:05 PM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 13 to 15.
Aug 21 2012 08:46 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 15 to 13.
Aug 20 2012 10:15 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 16 to 15.
Aug 20 2012 10:14 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 13 to 16.
Aug 20 2012 07:14 AM	Validation Reset By Edit	Employee, Sue (EMPLOYEES)	
Aug 17 2012 02:41 PM	Certification Rejected	Employee, Sue (EMPLOYEES)	ss
Aug 15 2012 03:10 PM	Supervisor Certified	Employee, Sue (EMPLOYEES)	
Aug 15 2012 03:09 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Aug 15 2012 03:08 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Jul 09 2012 01:57 PM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 09 to 13.
May 18 2012 06:27 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 21 to 09.
Oct 21 2011 12:49 PM	Service Computation date adjusted	Employee, Sue (EMPLOYEES)	SCD changed to 21-OCT-10
Oct 21 2011 11:58 AM	New Record Created	Employee, Sue (EMPLOYEES)	Created new record for pay period 21.

Return

Figure 90: T&A Summary Page

Note: The Starting Day of New Status is displayed in the T&A Profile section on the T&A Summary page to indicate a split T&A.

9. Click **Return** to return to the Timekeeper Select Employee page.

Modifying Your Timekeeper Profile

Your Timekeeper profile contains the values contained in your master record. These values become the default values for new employees for whom you are the timekeeper. To change these values, modify your timekeeper profile. (The value for Agency is not editable.)

This section includes the following topics:

To Modify Your Timekeeper Profile.....101

To Modify Your Timekeeper Profile

1. On the Timekeeper Main Menu page, click **TKP Profile**. The Edit Timekeeper Profile page is displayed.

Figure 91: Edit Timekeeper Profile Page

2. Modify your profile by selecting the appropriate State from the State drop-down list and typing new values in the fields, as applicable.

3. Click **Save** to return to the Timekeeper Main Menu.

Delegating Your webTA Timekeeper Role

Timekeepers typically designate in case of their absence. (You are not required to create delegates, but it is recommended to assign at least one). As a timekeeper, you may delegate your webTA timekeeper role to as many alternates as desired. The delegates you designate have the same rights to administer webTA records as the timekeeper.

Delegated authority remains in effect until you remove the user ID from the list of delegates.

If you have more than one privilege in webTA (such as being a timekeeper and supervisor), you must separately delegate each role. The Main Menu page from which you access the Delegate function determines the role you delegate.

This section includes the following topics:

To Assign Your Timekeeper Role to a Delegate 103
To Remove Delegates 104

To Assign Your Timekeeper Role to a Delegate

1. On the Timekeeper Main Menu page, click **Delegate**. The Delegate Timekeeper Role page is displayed.

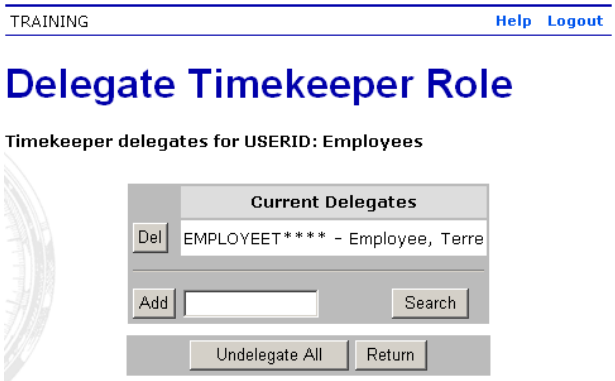


Figure 92: Delegate Timekeeper Role Page

2. Enter the employee's user ID in the text box, or search for and select the employee.

3. Click **Add**. webTA assigns the delegate. The delegate's name and user ID are displayed on the Current Delegates' list.

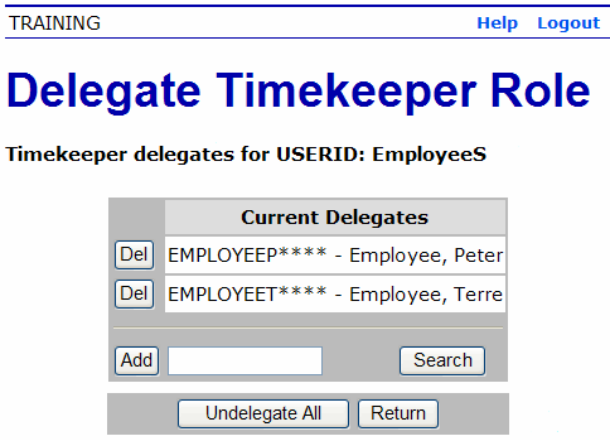


Figure 93: Delegate Timekeeper Role Page

4. Click **Return** to return to the Timekeeper Main Menu page.

To Remove Delegates

1. Click **Delegate** on the Timekeeper Main Menu page. The Delegate Timekeeper Role page is displayed.

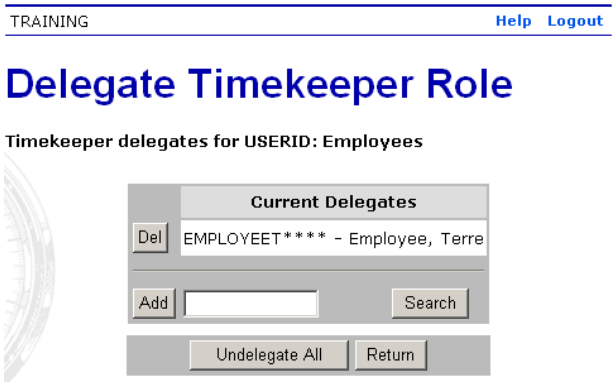


Figure 94: Delegate Timekeeper Role Page

2. If you want to remove one delegate in the list, click **DEL** next to the delegate you want to remove.

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

3. Click **Return** to return to the Timekeeper Main Menu page.

Taking Over the Timekeeper Role for an Employee

If an employee is not already within your current Timekeeper Profile, you can reassign the person to yourself using the Take Over as Employee's Timekeeper function.

When you take over an employee, his/her Contact Point Information is changed in your Timekeeper Profile.

When you reassign an employee, an informational task is generated to inform the employee's previous timekeeper and the Administrator of the employee's reassignment.

This section includes the following topics:

To Take Over the Timekeeper Role 105

To Take Over the Timekeeper Role

1. On the Timekeeper Main Menu page, click **Take Over**. The Take Over as Employee's Timekeeper page is displayed.

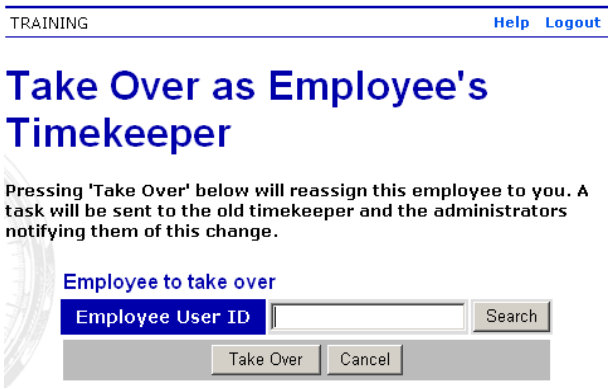


Figure 95: Take Over as Employee's Timekeeper Page

2. Enter the employee's user ID or search for and select the employee.

3. Click **Search**. The Search for Employee page is displayed.

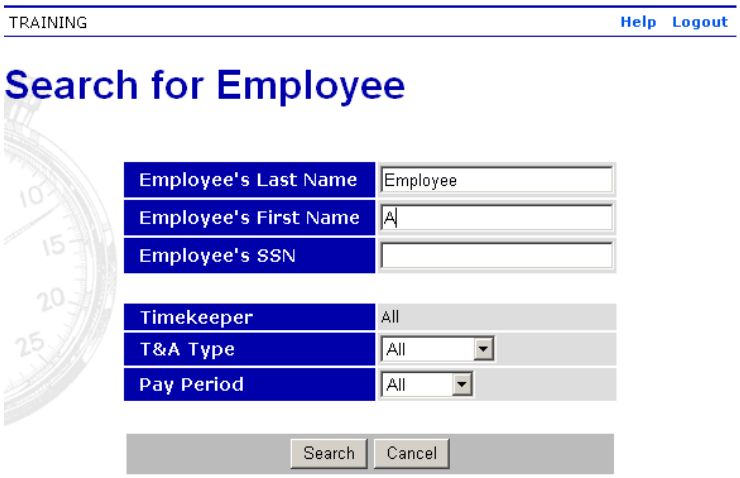


Figure 96: Search for Employee Page

4. 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 SSN by typing the SSN in the Employee's SSN field.

5. Click **Search**. The Take Over as Employee's Timekeeper page is displayed.

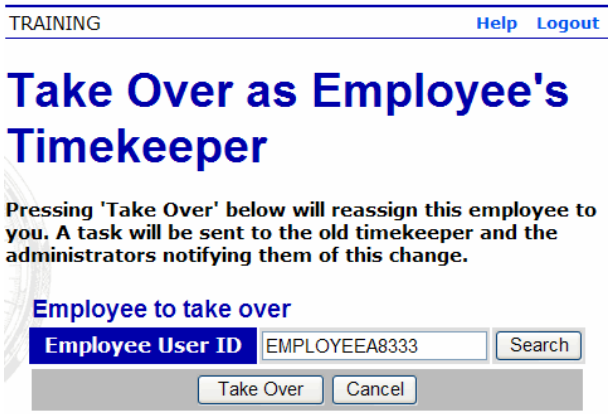


Figure 97: Take Over as Employee's Timekeeper Page

6. Click **Take Over**.

Note: webTA ssigns you as a timekeeper for the employee and returns you to the Timekeeper Main Menu page.

About the Set Employee Pay Period Page

The Set Employee Pay Period page is used to change an employee's current pay period in situations where an employee might not have entered time for a previous pay period, or his/her time was not validated, certified, and built for a previous pay period. The Set Pay Period function allows the timekeeper to change the employee's pay period to correct these situations.

This section includes the following topics:

To Set an Employee's Pay Period 107

To Set an Employee's Pay Period

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

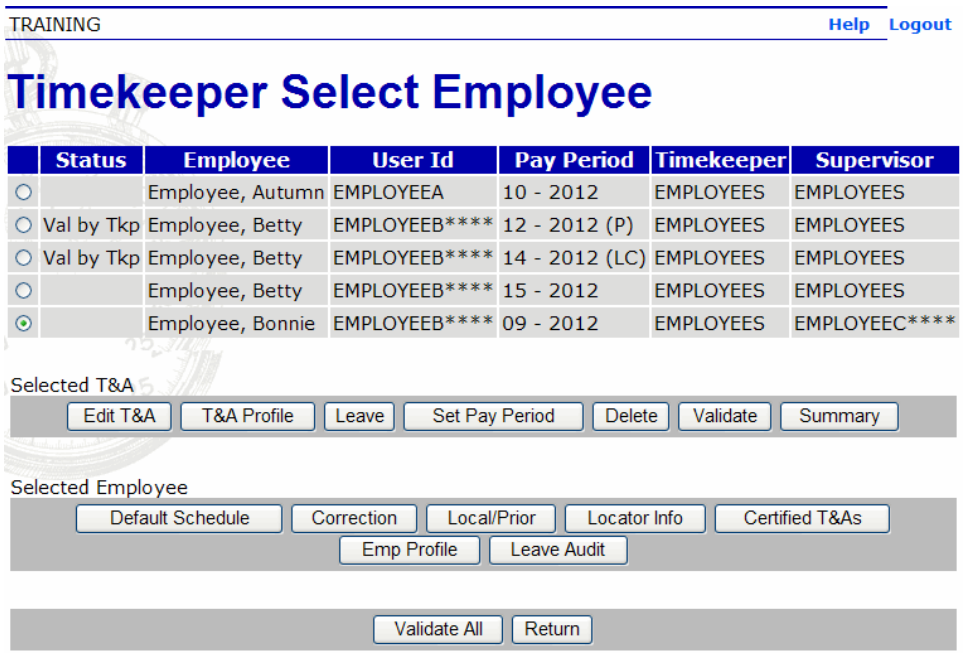


Figure 98: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Set Pay Period**. The Set Employee Pay Period page is displayed.

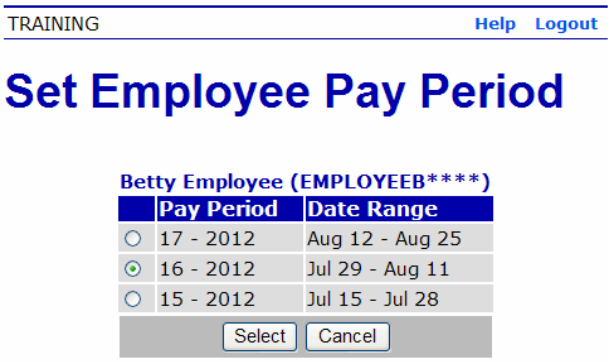


Figure 99: Set Employee Pay Period Page

The list of pay periods is determined by the employee's last certified T&A.

- If the employee's last certified T&A was the previous pay period, then there are no choices.
- If the employee's last certified pay period was several pay periods before the current pay period, all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never had a certified T&A, all pay periods for that calendar year are available.
- If the employee's current T&A has leave transfer time used, the pay periods may not be modified.

4. Select the applicable pay period from the Set Employee Pay Period page.

5. Click **Select**. Click **Return** to return to the Timekeeper Main Menu page.

Enter a Final T&A

A Final T&A is processed when an employee is separating from Federal service.

This section includes the following topics:

To Enter a Final T&A for a Separating Employee 109

To Enter a Final T&A for a Separating Employee

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

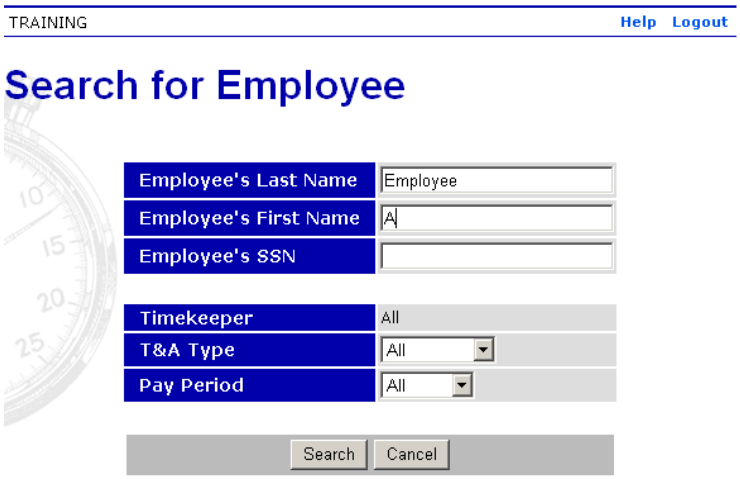


Figure 100: Search for Employee Page

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 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 - Corrected T&As.
   - Unvalidated - Records which have not been validated by either the employee or the timekeeper.
   - Validated - Records which have been validated by the employee or the timekeeper, but have not been certified by the supervisor.
   - Certified - Records which have been both validated and certified.

- No Profile - Records when no T&A profile data has been stored. Records must have T&A profile data saved before time can be entered.
- Older - Records not in the current or previous pay period.

3. Click **Search**. The Search Results page is displayed listing the employees who met the search criteria.

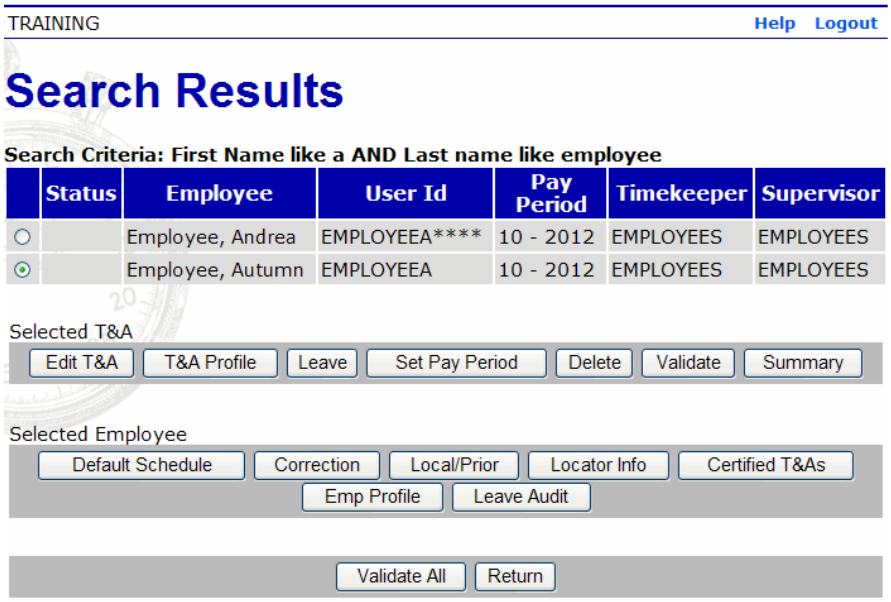


Figure 101: Search Results Page

4. Select the applicable employee.

5. Click **T&A Profile**. The T&A Profile page is displayed.

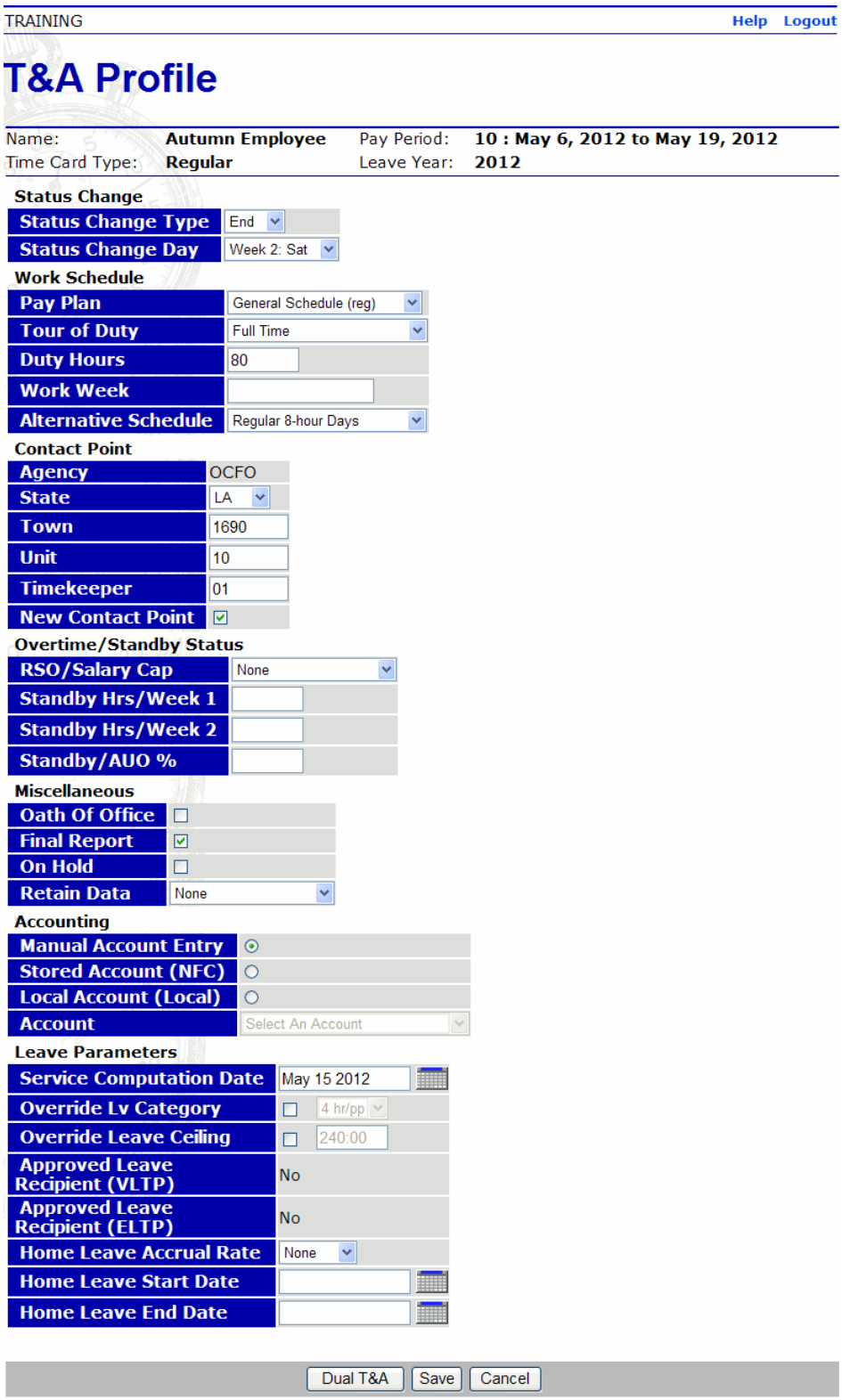


Figure 102: T&A Profile Page

6. Select the Status Change Type to display End. Select the Status Change Day to reflect the employee's last day in pay status.

   Under Miscellaneous, check the Final Report box if this is the last T&A report that is being sent for this employee. After the transmission record is created for this employee, webTA makes this employee inactive.

7. Click **Save**. The Search Results page is displayed.

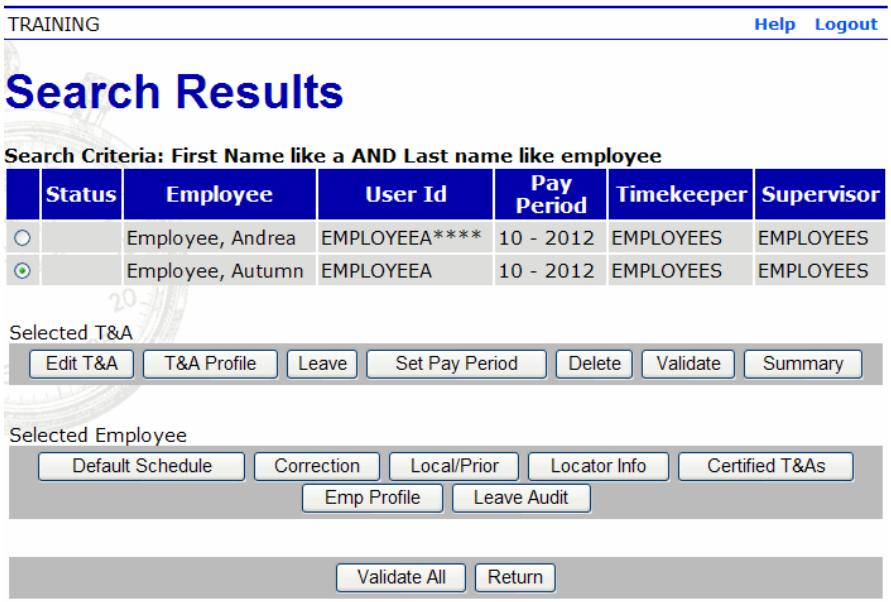


Figure 103: Search Results Page

8. Click **Validate** to validate the Final T&A.

About the T&A Summary Page

The T&A summary page is displayed when you select an employee from the Select Employee page then click **Summary**.

This section includes the following topics:

To View an Employee's T&A Summary Page 113

To View an Employee's T&A Summary Page

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

Figure 104: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Summary**. The T&A Summary page is displayed.

TRAINING Help Logout

Name: **Betty Employee** Pay Period: **15 : Jul 15, 2012 to Jul 28, 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	Jul 15 S	16 M	17 T	18 W	19 T	20 F	21 S	Wk 1	Jul 22 S	23 M	24 T	25 W	26 T	27 F	28 S	Wk 2	Total
Work Time																				
Time In																				
Time Out																				
Regular Base Pay			129NXC3QDPT Documentation	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	Status End	Status Start
New Status First Day	Week2: Sun	
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	--	4:00	4:00	--	4:00
Sick	--	4:00	4:00	--	4:00

Leave Year Projection	
Maximum Available Annual	52:00
Maximum Available Sick	52:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
Aug 22 2012 01:09 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Aug 22 2012 12:26 PM	Validation Reset By Edit	Employee, Sue (EMPLOYEES)	
Aug 22 2012 12:26 PM	Validation Overridden	Employee, Sue (EMPLOYEES)	
Aug 22 2012 12:26 PM	MasterTimekeeper Validated	Employee, Sue (EMPLOYEES)	
Aug 22 2012 12:05 PM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 13 to 15.
Aug 21 2012 08:46 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 15 to 13.
Aug 20 2012 10:15 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 16 to 15.
Aug 20 2012 10:14 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 13 to 16.
Aug 20 2012 07:14 AM	Validation Reset By Edit	Employee, Sue (EMPLOYEES)	
Aug 17 2012 02:41 PM	Certification Rejected	Employee, Sue (EMPLOYEES)	ss
Aug 15 2012 03:10 PM	Supervisor Certified	Employee, Sue (EMPLOYEES)	
Aug 15 2012 03:09 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Aug 15 2012 03:08 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Jul 09 2012 01:57 PM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 09 to 13.
May 18 2012 06:27 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 21 to 09.
Oct 21 2011 12:49 PM	Service Computation date adjusted	Employee, Sue (EMPLOYEES)	SCD changed to 21-OCT-10
Oct 21 2011 11:58 AM	New Record Created	Employee, Sue (EMPLOYEES)	Created new record for pay period 21.

Validated By : Sue Employee
Validation Date : Aug 22 2012 1:09 PM

Return

Figure 105: T&A Summary Page

The T&A Summary page is a read-only view of the employee's T&A. The page includes these sections:

- The employee overview at the top of the page contains employee profile information. The section contains such information as the employee's name, the T&A Type, the T&A Status, the pay period, and the leave year.

- The T&A data area displays a read-only version of transactions. The transactions are grouped by Work Time and Leave and Other Time.
- Leave Requests and Premium Pay Requests list all requested leave, leave donations, and premium pay requests for the pay period, along with the status.
- T&A Profile displays the employee's T&A Profile for the current pay period.
- Leave Data displays the employee's leave balances for the current pay period.
- Leave Year Projection displays the employee's annual and sick leave projections as of the current pay period. The section also contains the employee's use or lose leave as of the current pay period.
- Status History contains an audit log of all actions taken against the current T&A.

4. Click **Return** to return to the Timekeeper Select Employee page.

About the Default Schedule Page

The Default Schedule page allows the timekeeper to create or modify a default schedule for a selected employee. The default schedule is used by employees whose T&A data changes little from one pay period to the next. To activate the Default Schedule function for an employee, that employee's T&A Profile Retain Data field must be set to either Restore from Default or Exception Processing.

webTA supports two types of default schedule processing:

Restore from Default - The line of time entered into the default schedule is automatically entered into the employee's T&A when the new pay period begins. Moving forward, the T&A data behaves normally. If the employee works a normal schedule with no changes, then no changes need to be made to the T&A. If the employee's time differs for a given pay period, then the employee must make the necessary changes on the Edit T&A Data page. The T&A Summary page reflects what appears on the edit screen.

Exception Processing - The rows of time entered into the default schedule are automatically included on the employee's T&A unless the employee replaces it with entries on the Edit T&A Data page. For example, if a given day contains 8 hours in the Default Schedule, but the employee charges 4 hours to Annual Leave, only the Annual Leave line must be entered in the Edit T&A Data page. On the T&A summary page, however, you will see the Annual Leave line (with 4 hours) and the Default Schedule line appropriately reduced to 4 hours. The Default Schedule lines never appear on the Edit T&A Data page, only the exceptions to the Default Schedule.

This section includes the following topics:

To Set an Employee's Default Schedule.....118

To Set an Employee's Default Schedule

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

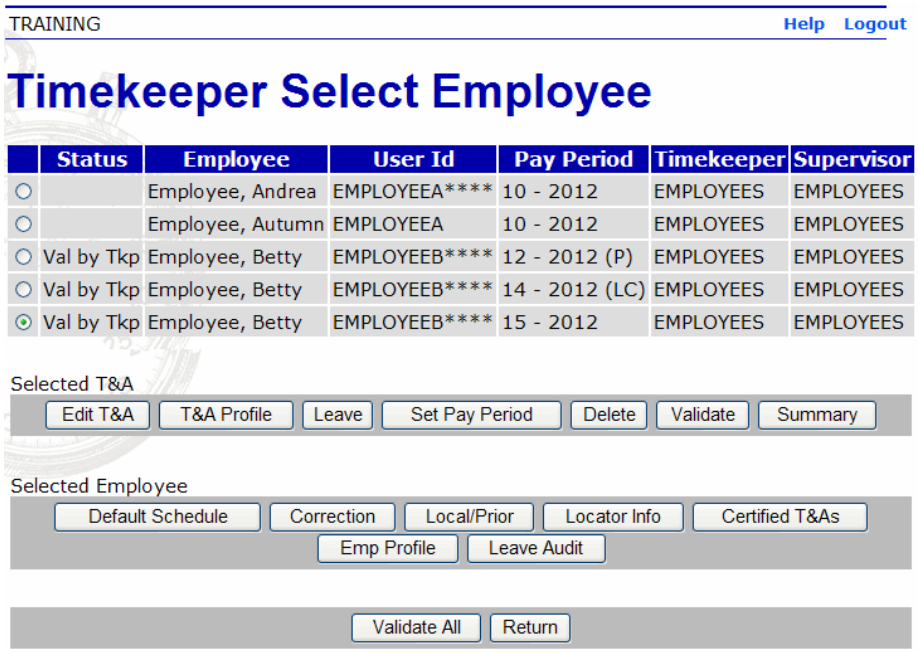


Figure 106: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **T&A Profile**. The T&A Profile Page is displayed.

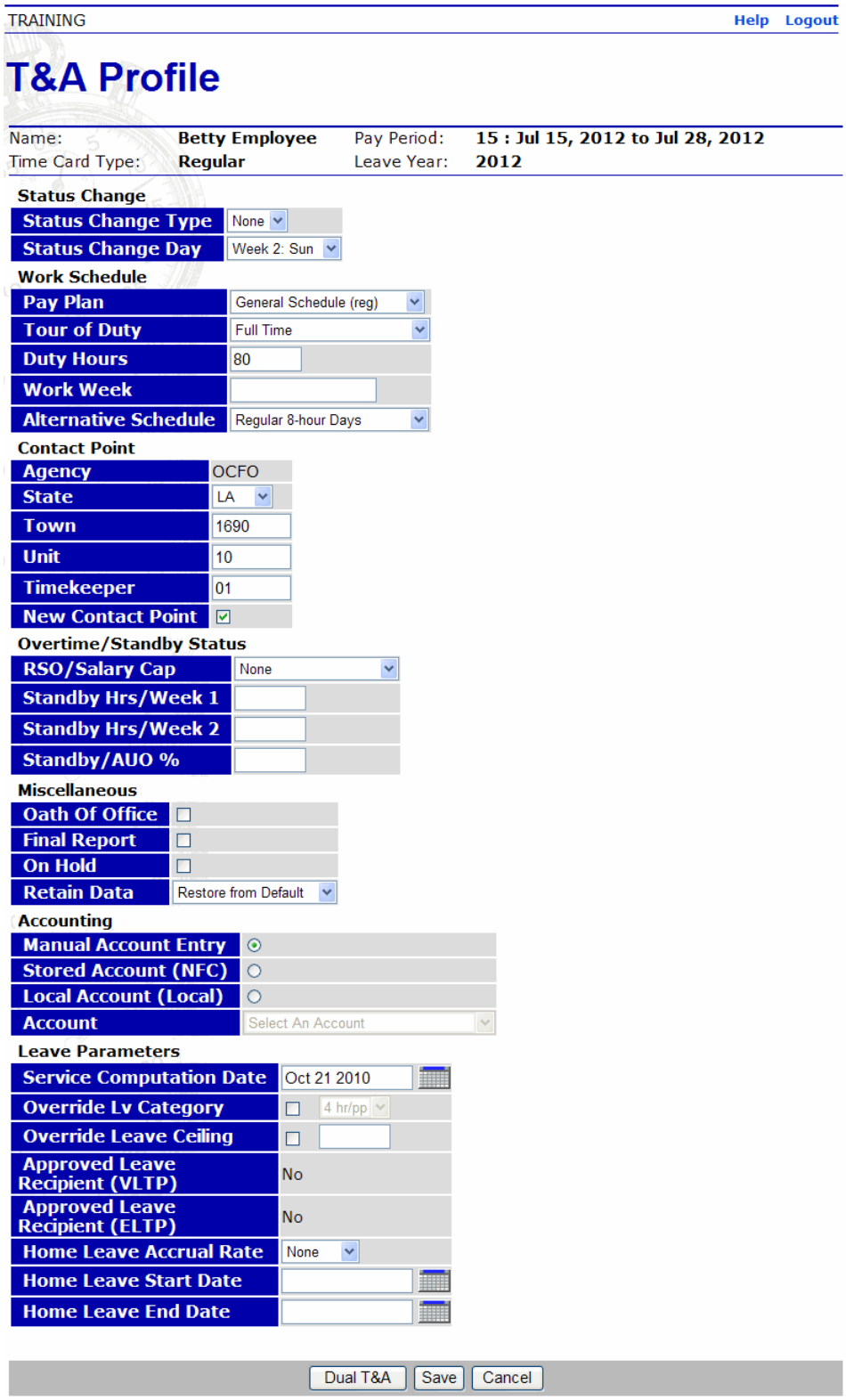


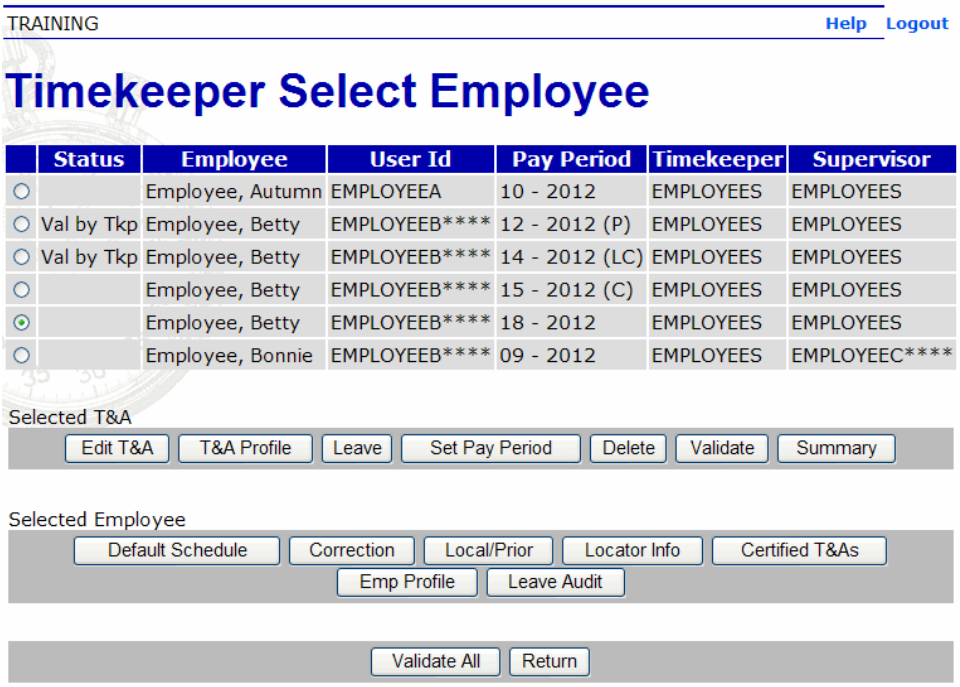
Figure 107: T&A Profile Page (default)

4. In the Retain Data field (in the Miscellaneous box), click the down arrow to select Exception Processing or Restore From Default.

   Restore from Default - Copies the data from the employee's default schedule to the T&A forms at the beginning of the pay period. You must create a default schedule for the employee for these functions to work. This option is good when a person charges time to the same accounts each week on the same days except for leave and premium time. You or the employee may then make changes necessary for the new pay period.

   Exception Processing - With exception processing, only the exceptions to the employee's default schedule need to be entered. A default schedule must be entered for the employee before this function can be used. Then you may enter the exceptions (leave used and premium pay) on the T&A screens. The system will reduce the number of hours recorded in the default schedule by the number of hours of base pay entered as exceptions. This option requires the least data entry from one pay period to the next, but is only useful for employees who can benefit from a default schedule.

5. Click **Save**. The Timekeeper Select Employee page is displayed.



	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
○		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
○	Val by Tkp	Employee, Betty	EMPLOYEEB****	12 - 2012 (P)	EMPLOYEES	EMPLOYEES
○	Val by Tkp	Employee, Betty	EMPLOYEEB****	14 - 2012 (LC)	EMPLOYEES	EMPLOYEES
○		Employee, Betty	EMPLOYEEB****	15 - 2012 (C)	EMPLOYEES	EMPLOYEES
◉		Employee, Betty	EMPLOYEEB****	18 - 2012	EMPLOYEES	EMPLOYEES
○		Employee, Bonnie	EMPLOYEEB****	09 - 2012	EMPLOYEES	EMPLOYEEC****

Figure 108: Timekeeper Select Employee Page

6. Click **Default Schedule**. The T&A Data Default Schedule page is displayed.

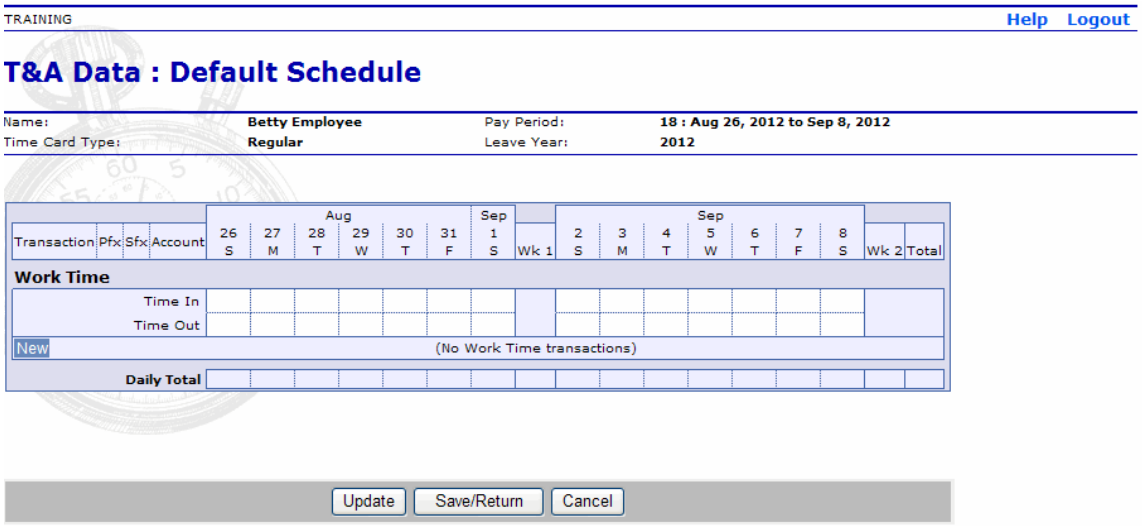


Figure 109: T&A Data: Default Schedule Page (blank)

7. Click **New** in the Work Time section. The New Work Time Activity page is displayed.

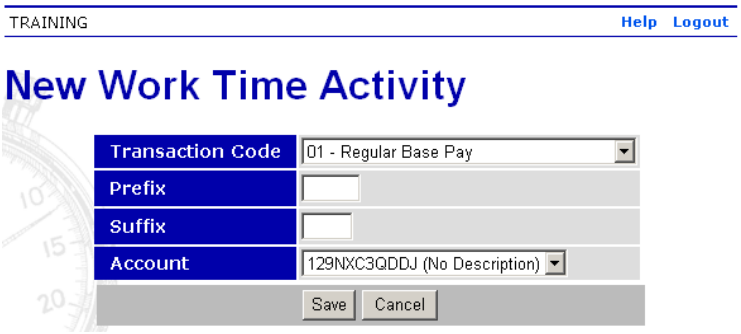


Figure 110: New Work Time Activity Page

8. Select the applicable Transaction Code from the Transaction Code list.

9. Select the Account Data from the Account drop-down list.

10. Click **Save**. The Default Schedule is displayed.

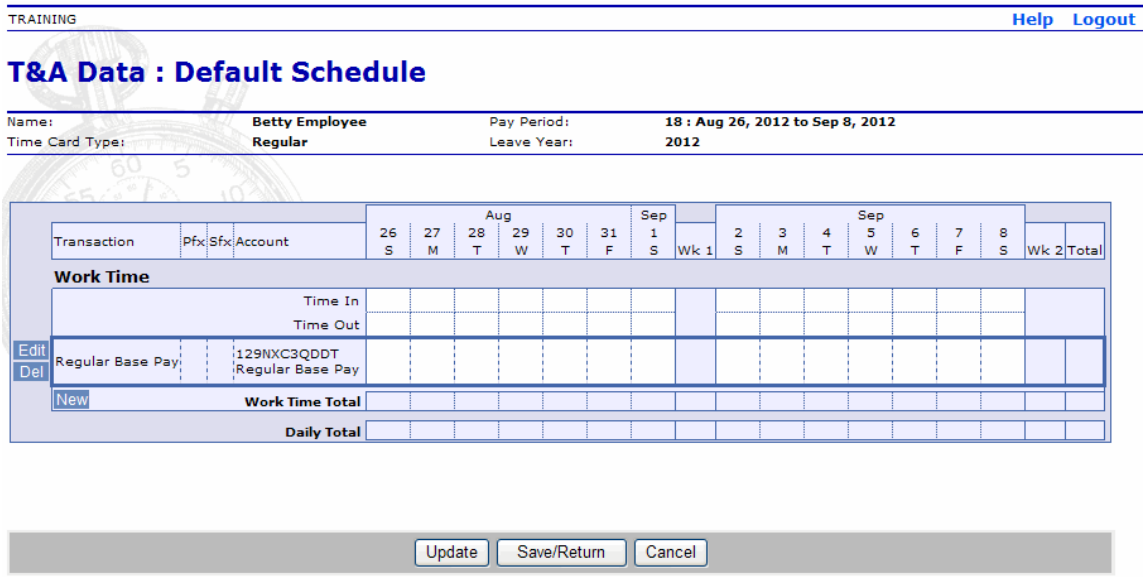


Figure 111: T&A Data Default Schedule Page (TC and Account)

11. Enter the desired hours on the default schedule. The Default Schedule is displayed with the hours you entered. Click **Update** to verify that the T&A has the overall correct number of hours for each day and the pay period.

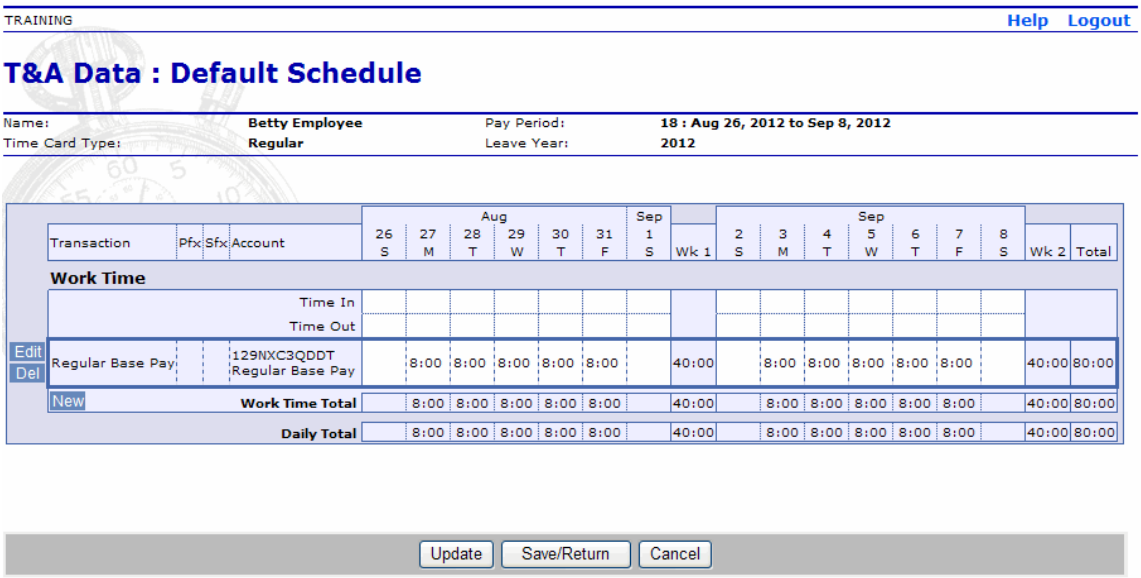


Figure 112: T&A Data Default Schedule Page (complete)

12. Click **Save/Return** to return to the Timekeeper Select Employee page.

About Locator Info

The Locator Info feature allows timekeepers (or Master Timekeepers) to maintain contact information for employees. The information on the Locator Info page is work information. Personal Information such as home address and phone number are not tracked by webTA.

This section includes the following topics:

To Open an Employee's Locator Info Page **123**

To Open an Employee's Locator Info Page

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

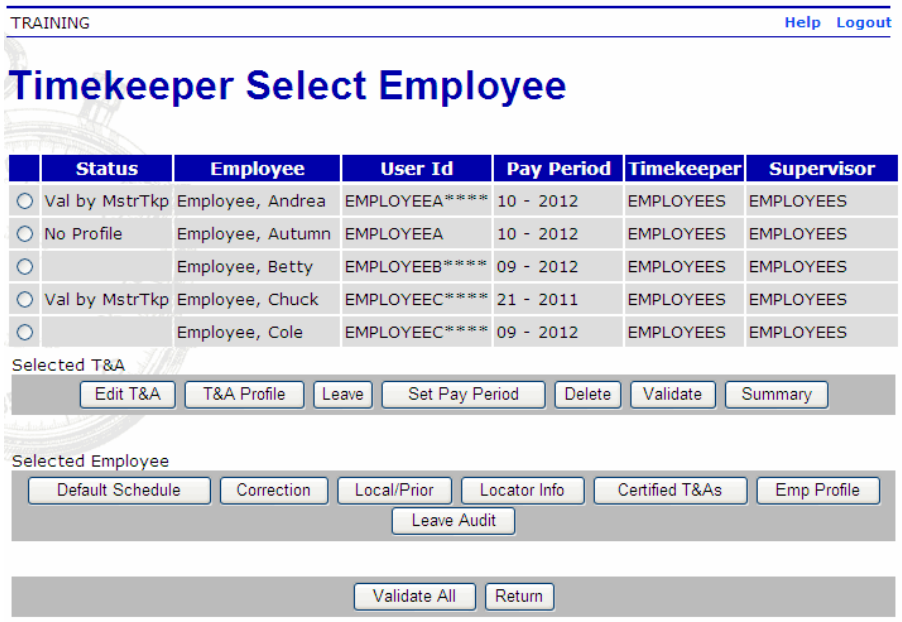


Figure 113: Timekeeper Select Employee Page

2. Select the applicable employee.

3. Click **Locator Info**. The Locator Info page is displayed.

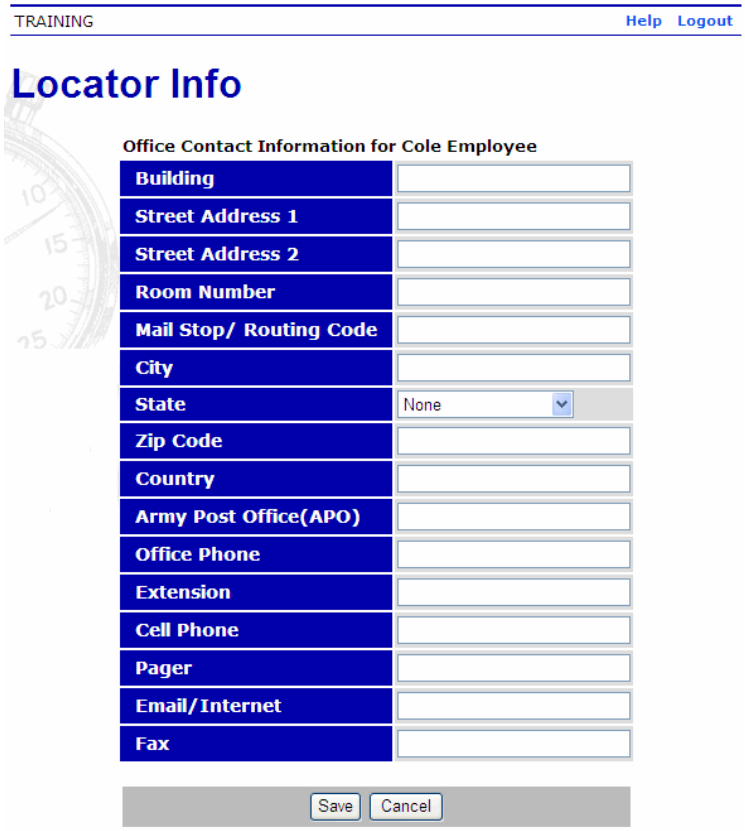


Figure 114: Locator Info Page

Note: webTA does not require that locator information be maintained, but if your Agency is configured to distribute webTA tasks via email, the email address must be entered. If the email/Internet box is blank for an employee, tasks are delivered to webTA's task list only.

4. Click **Save** to return to the Timekeeper Select Employee page.

About the Certified T&As Page

The Certified T&A feature allows timekeepers (or Master Timekeepers) to view certified T&As for the selected employee. Timekeepers have the option to restrict the range of records viewed by selecting the **To** and **From** pay periods.

This section includes the following topics:

To View a Certified T&A Summary for an Employee 125

To View a Certified T&A Summary for an Employee

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

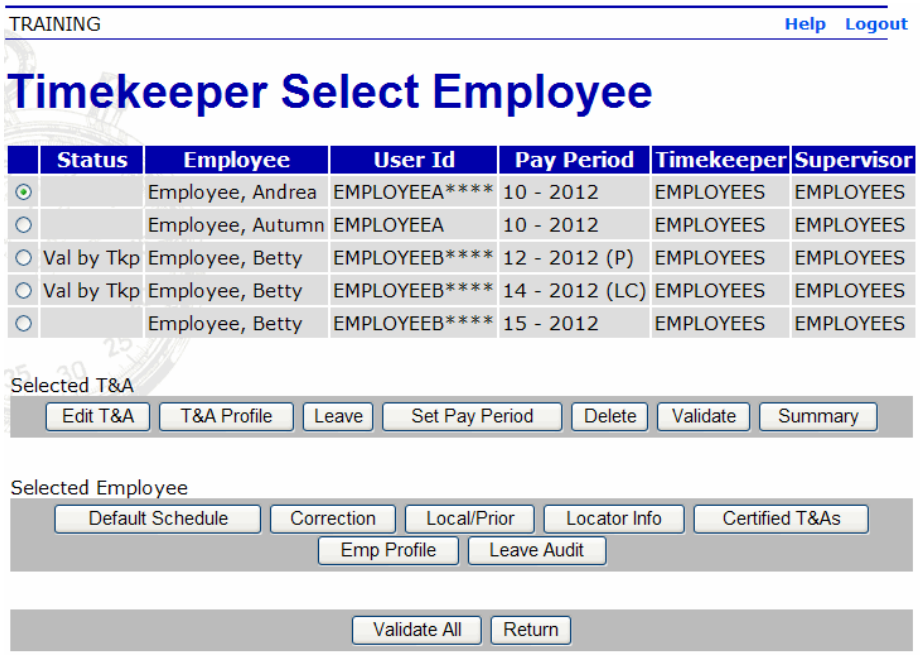


Figure 115: Timekeeper Select Employee Page

2. Select the applicable employee on the Timekeeper Select Employee page.

3. Click **Certified T&As**. The Certified T&A Summaries page for the selected employee is displayed.

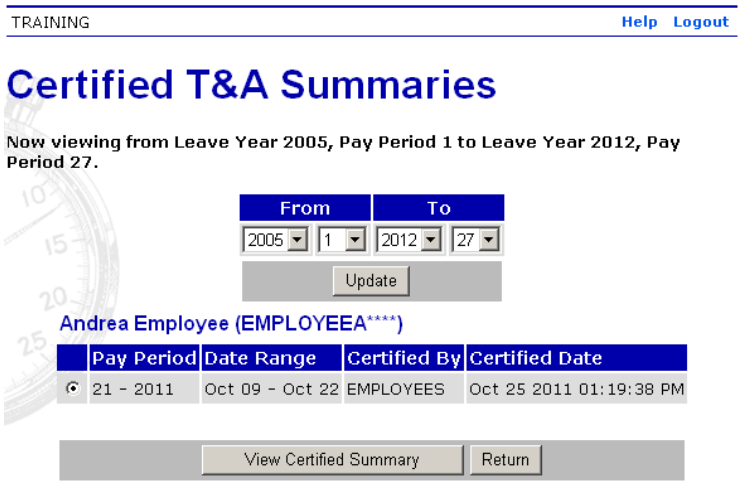


Figure 116: Certified T&A Summaries Page

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. If a T&A is a corrected T&A, a (C), (LC), or (P) 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 and click **Update**.

5. Select the pay period for the summary you want to view.

6. Click **View Certified Summary**. The employee's Certified T&A Summary page is displayed for the pay period selected.

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		Donated Hrs
Transaction	Account (Description)	
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 117: Certified T&A Summary Page

The employee's Certified T&A Summary page is displayed with the employee's name and current status at the top.

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

7. Click **X** to close the Certified T&A Summary page.

8. Click **Return** to return to the Timekeeper Select Employee page.

About webTA Reports

webTA has the capability of generating many different types of reports useful to timekeepers by gathering, codifying, and summarizing schedule, T&A, employee, and Agency information in individual webTA pages or as downloadable.

The following webTA reports are available to timekeepers:

- Status - This report outlines the current state of T&As for an Agency for a specified pay period range. Timekeepers may generate this report only for employees assigned or delegated to them. The Agency Status Report generates a line for each timekeeper in webTA that includes incompletely processed records for pay periods that have ended. If there are no records in the report, all records have been fully processed. The report shows, by the timekeeper's organization and according to the pay period range chosen, the totals of T&As that are pending, on hold, affirmed, certified, and built. Timekeepers may set a pay period range and whether or not to exclude delegates (that is, to include only employees assigned directly to them for this report) when setting up the report parameters.
- Def Schedule - This report lists all the employees for a timekeeper who are using default schedules. The default schedule report includes the employee's name, user ID, tour of duty, and alternative schedule type followed by the accounts and daily hours for the pay period by account, and the total hours for the entire pay period.
- T&A Summaries - This report reproduces T&A summaries for selected employees in Adobe .PDF format. The report can be viewed immediately or saved to your hard drive or other storage media.

Note: The Adobe Reader application must be installed on your computer for you to view this report.

- Final T&As - The Final T&As report lists the names, user IDs, timekeeper's IDs, supervisor's IDs, organizations, and pay periods of employees with finalized T&As who are assigned to the timekeeper. Results are restricted to employees assigned to you. If you do not have your organization set in your employee profile, then the report will be empty. Similarly only those employees who have their organizations set in their employee profiles will be displayed in the report.
- New Emps - This report lists the first and last names of new employees assigned to you, and their user IDs, timekeeper's and supervisor's user IDs, pay periods, and organizations. Employees remain new until one of their T&As is included in a build.
- Uncertified T&As - This report lists T&As, for employees assigned to you, that are uncertified. The report shows the names of the employees, their user IDs, their timekeeper's and supervisor's user ID, organization, and the pay period for the uncertified T&A. Each uncertified T&A appears on a separate line on the report.
- Unvalidated T&As - This report lists T&As for employees assigned to you that have not been validated. The report shows the names of the employees, their user IDs, their

timekeeper's and supervisor's user ID and organization, and the pay period for the uncertified T&A.

- Bi-Dir Leave Change - This report list the leave balance changes that were overwritten in webTA for those employees whose leave balances in webTA were changed. The report shows the names, the SSN, the leave type, the webTA Balance, NFC's Balance, and the Difference between webTA and NFC's balance.
- Bi-Dir Profile Audit Report - This report displays the T&A Profile changes that were made as a result of the Bi-Directional Interface. The report shows the names, the SSN, the Organization, and a Message indicating what changes were made.

This section includes the following topics:

To Generate the View Agency Status Report 131
To Generate a Default Schedule Report 133
To Generate a T&A Summaries Report 134
To Generate the Final Timecards Report 136
To Generate a New Employee Report 137
To Generate an Uncertified Timecards Report 139
To Generate the Unvalidated Timecards Report 140

To Generate the View Agency Status Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

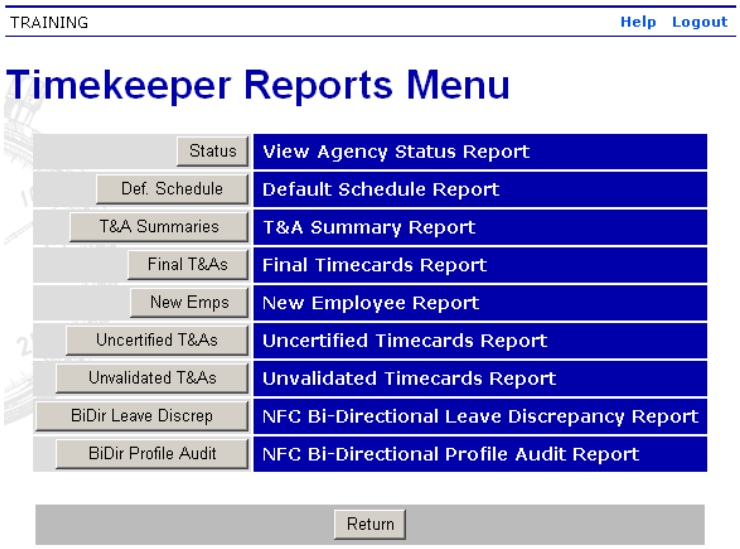


Figure 118: Timekeeper Reports Menu Page (BiDir Leave Discrep)

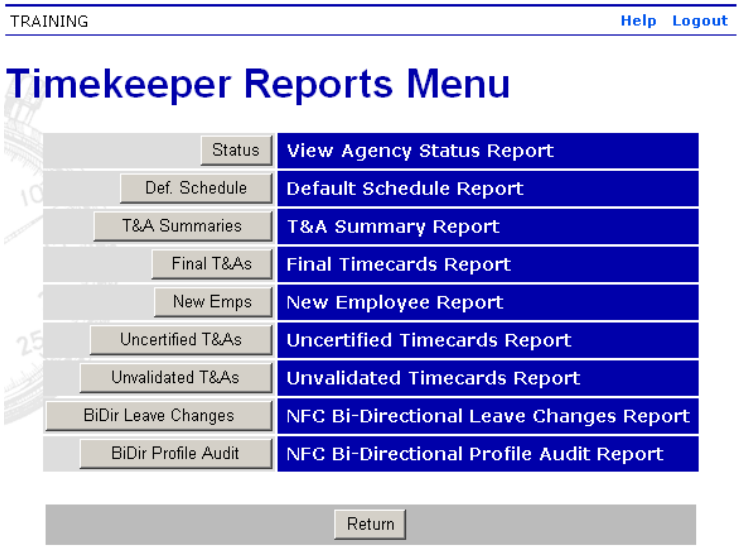


Figure 119: Timekeeper Reports Menu Page (Bi-Dir Leave Changes)

2. Click **Status**. The Agency Status Report Criteria page is displayed.

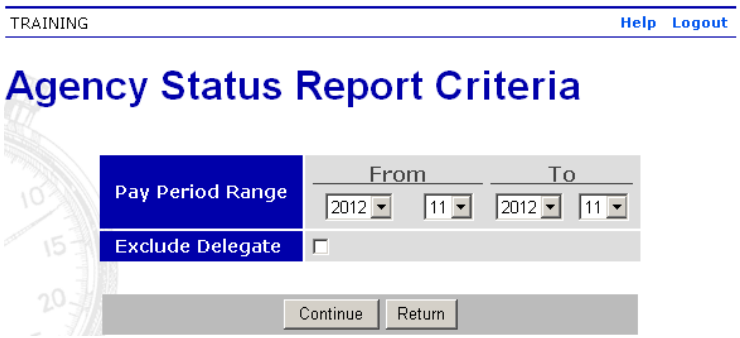


Figure 120: Agency Status Report Criteria Page

3. Select the **From** and **To** pay period range from the drop-down box.

4. If you want to exclude delegate data from the report, click the Exclude Delegate check box.

5. Click **Continue**. The Agency Status Report page is displayed.

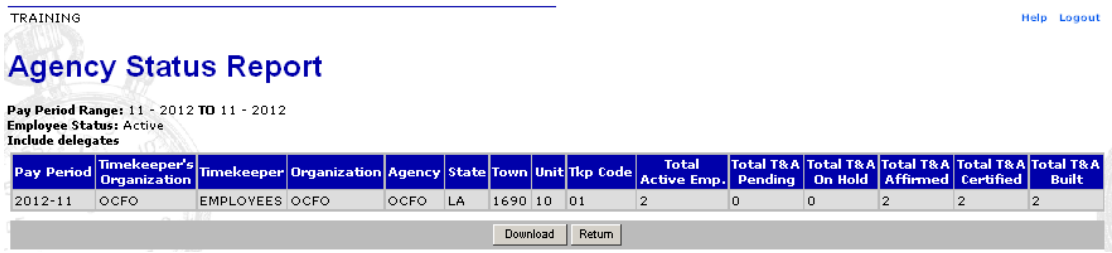


Figure 121: Agency Status Report Page

6. Click **Download**. 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 want to save the report in Microsoft Excel .XLS format, click **Download**, then click Save in the File Download dialog box, then save the report to your hard drive or other storage media.

7. Click **Return** to return to the Timekeeper Reports Menu page.

To Generate a Default Schedule Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

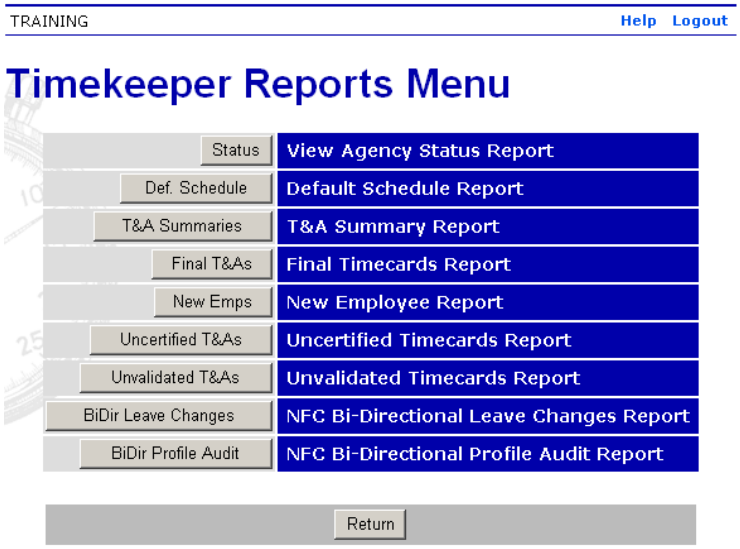
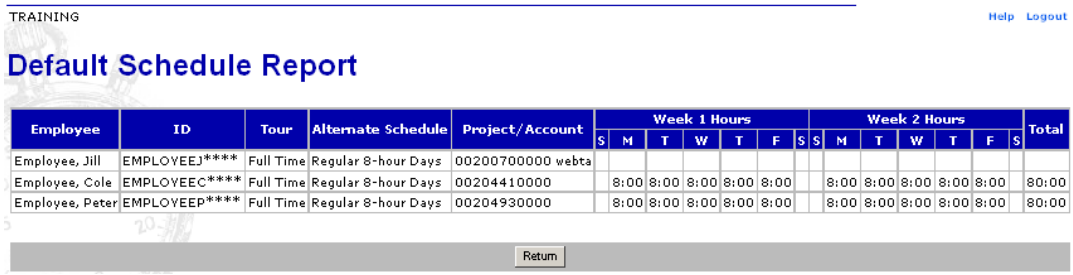


Figure 122: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **Def. Schedule**. The Default Schedule Report page is displayed.



Employee	ID	Tour	Alternate Schedule	Project/Account	Week 1 Hours							Week 2 Hours							Total
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Employee, Jill	EMPLOYEEJ****	Full Time	Regular 8-hour Days	00200700000 webta															
Employee, Cole	EMPLOYEEC****	Full Time	Regular 8-hour Days	00204410000		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00
Employee, Peter	EMPLOYEEP****	Full Time	Regular 8-hour Days	00204930000		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00		80:00

Figure 123: Default Schedule Report Page

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

To Generate a T&A Summaries Report

1. On the Timekeeper Main Menu page, click **Reports** The Timekeeper Reports Menu page is displayed.

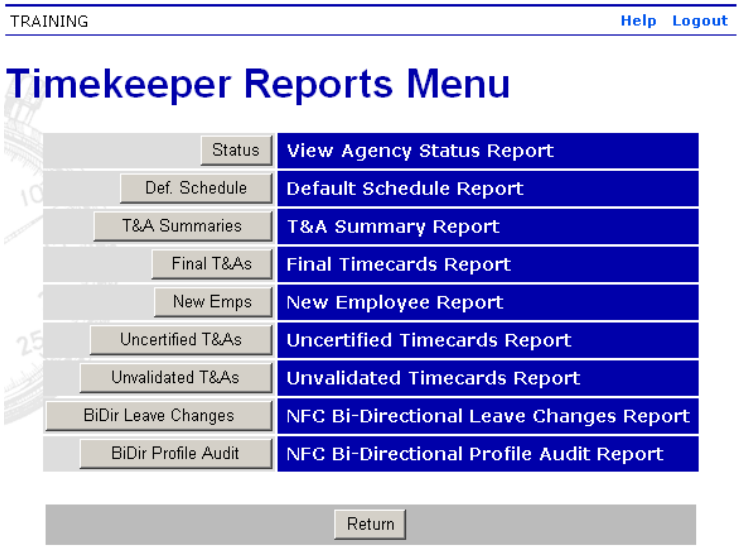


Figure 124: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **T&A Summaries**. The T&A Summaries (PDF) page is displayed.

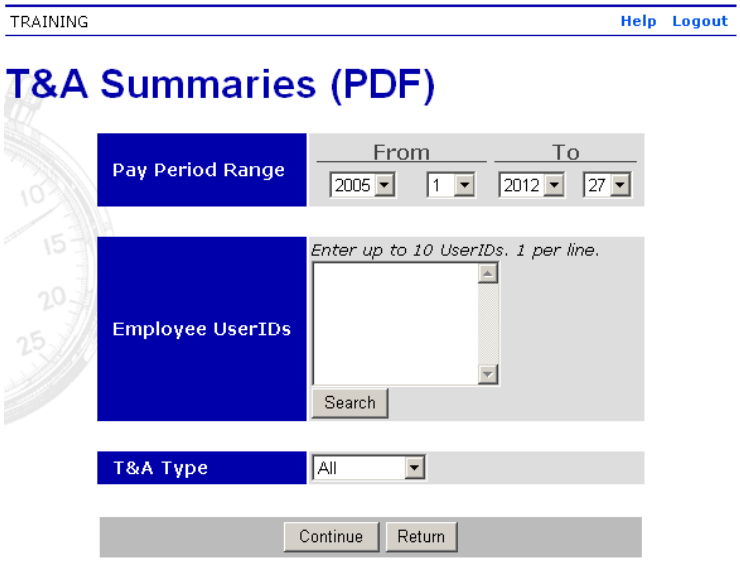


Figure 125: T&A Summaries (PDF) Page

3. Select the **From** and **To** pay period range from the drop-down box.

4. Click the down arrow to select the T&A type. Include the employees that you want reports for either by typing their user IDs in the Employee UserIDs field or by searching for and selecting them.

Note: You cannot include more than 10 employees in the report.

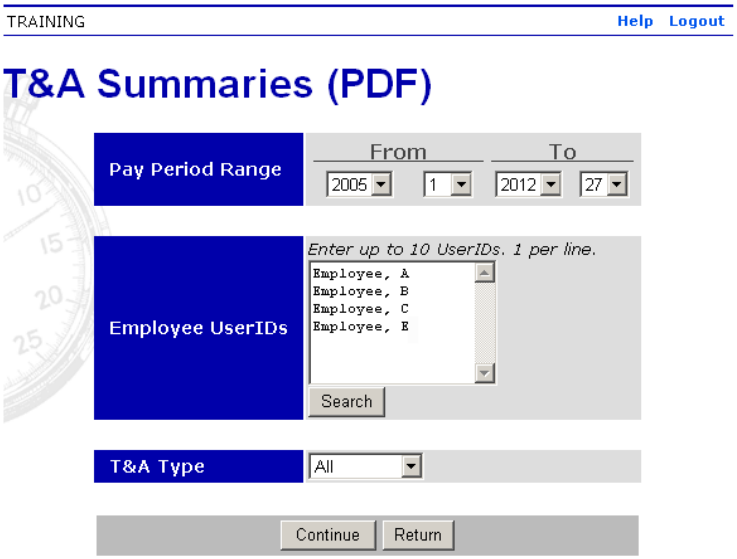


Figure 126: T&A Summaries (PDF) Page (with Employee UserIDs)

5. Click **Continue**. 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.

6. Click **X** to close the page. The T&A Summaries (PDF) page is displayed.

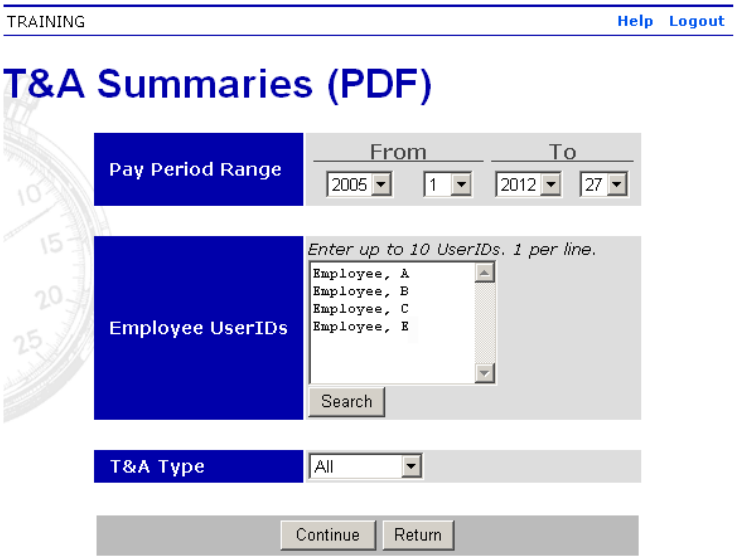


Figure 127: T&A Summaries (PDF) Page (with Employee UserIDs)

7. Click **Return** to return to the Timekeeper Reports Menu page. The Timekeeper Reports Menu page will be displayed.

To Generate the Final Timecards Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

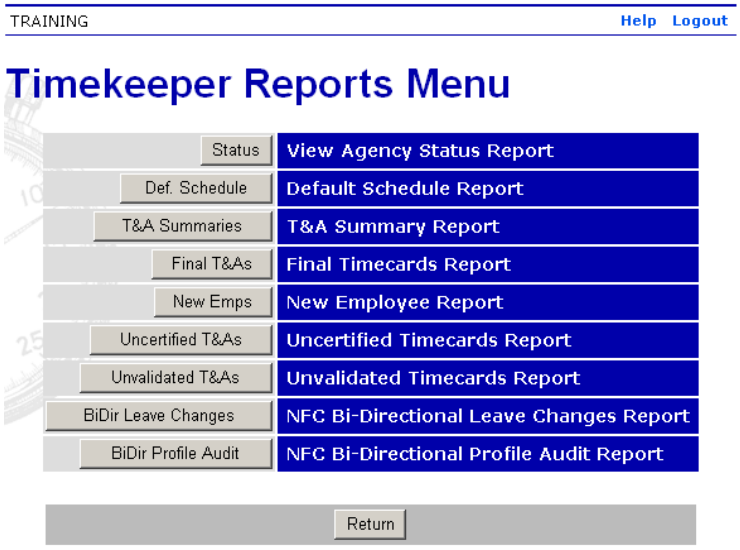


Figure 128: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **Final T&As**. The Final Timecard Report Parameters page is displayed.

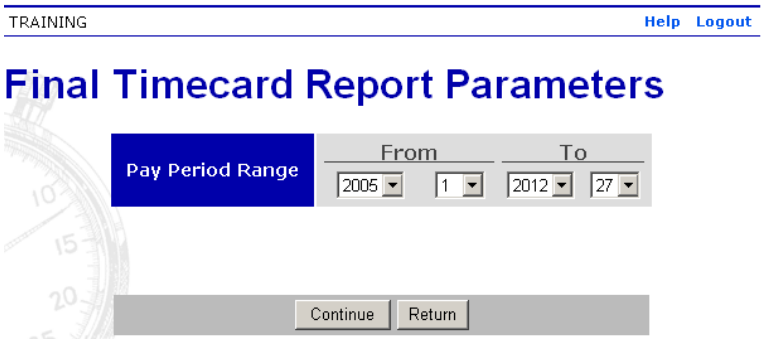
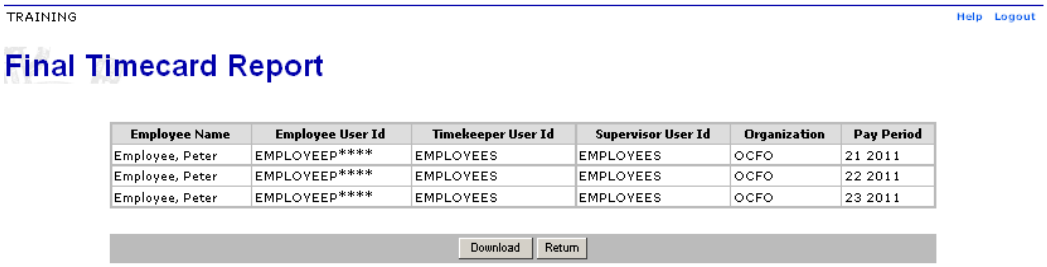


Figure 129: Final Timecard Report Parameters Page

3. Select the **From** and **To** pay period range from the drop-down box.

4. Click **Continue**. The Final Timecard Report page is displayed listing the employees with finalized time cards for the range of pay periods you selected.



Employee Name	Employee User Id	Timekeeper User Id	Supervisor User Id	Organization	Pay Period
Employee, Peter	EMPLOYEEP****	EMPLOYEES	EMPLOYEES	OCFO	21 2011
Employee, Peter	EMPLOYEEP****	EMPLOYEES	EMPLOYEES	OCFO	22 2011
Employee, Peter	EMPLOYEEP****	EMPLOYEES	EMPLOYEES	OCFO	23 2011

Figure 130: Final Timecard Report Page

Note: The Final Timecard Report is not available until the T&As are picked up by the Build file.

5. Click **Download**. 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.

6. Click **Return** to return to the Timekeeper Reports Menu page.

To Generate a New Employee Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

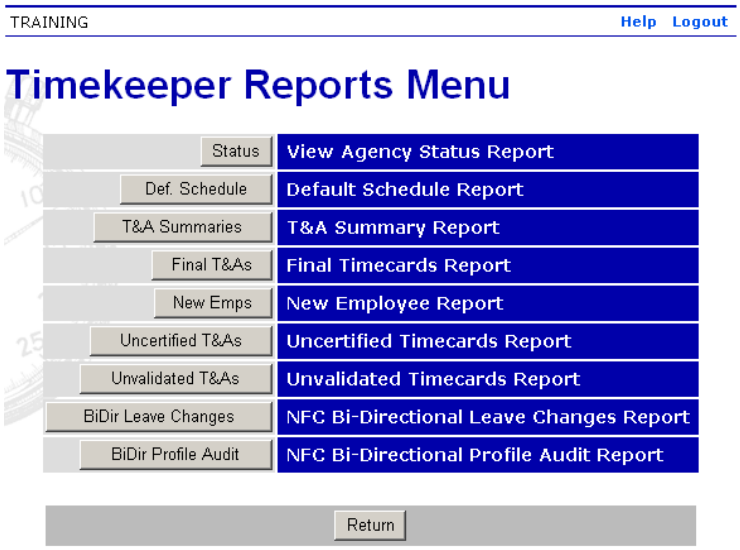


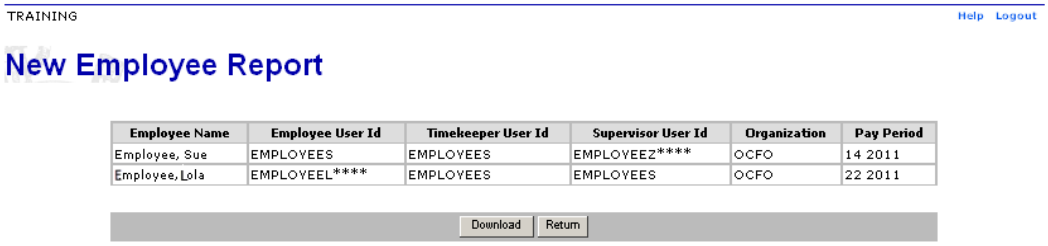
Figure 131: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **New Emps**. The New Employee Report Parameters page is displayed.

Figure 132: New Employee Report Parameters Page

3. Select the **From** and **To** pay period range from the drop-down box.

4. Click **Continue**. webTA generates the report. The New Employee Report is displayed.



Employee Name	Employee User Id	Timekeeper User Id	Supervisor User Id	Organization	Pay Period
Employee, Sue	EMPLOYEES	EMPLOYEES	EMPLOYEEZ****	OCFO	14 2011
Employee, Lola	EMPLOYEEL****	EMPLOYEES	EMPLOYEES	OCFO	22 2011

Figure 133: New Employee Report Page

5. Click **Download**. 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.

6. Click **Return** to return to the Timekeeper Reports Menu page.

To Generate an Uncertified Timecards Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

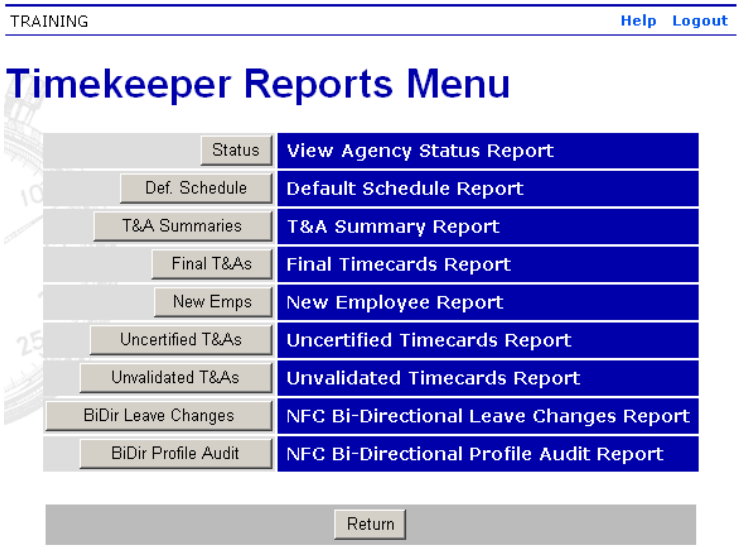


Figure 134: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **Uncertified T&As**. The Uncertified Timecard Report is displayed.

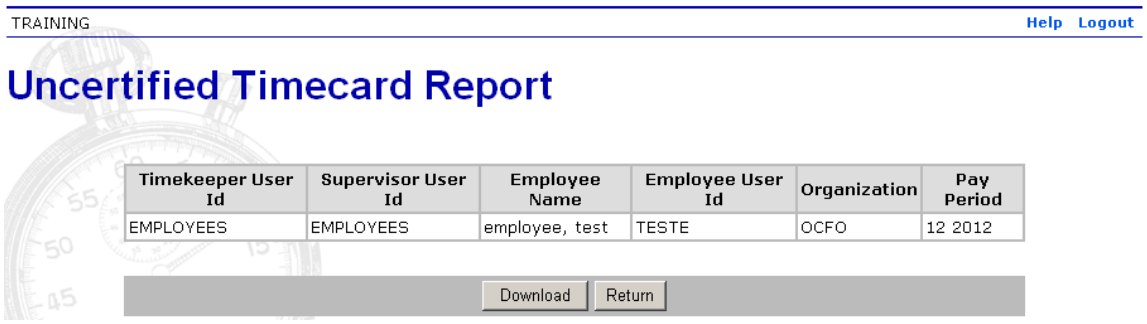


Figure 135: Uncertified Timecard Report Page

3. Click **Download**. 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.

4. Click **Return** to return to the Timekeeper Reports Menu page.

To Generate the Unvalidated Timecards Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

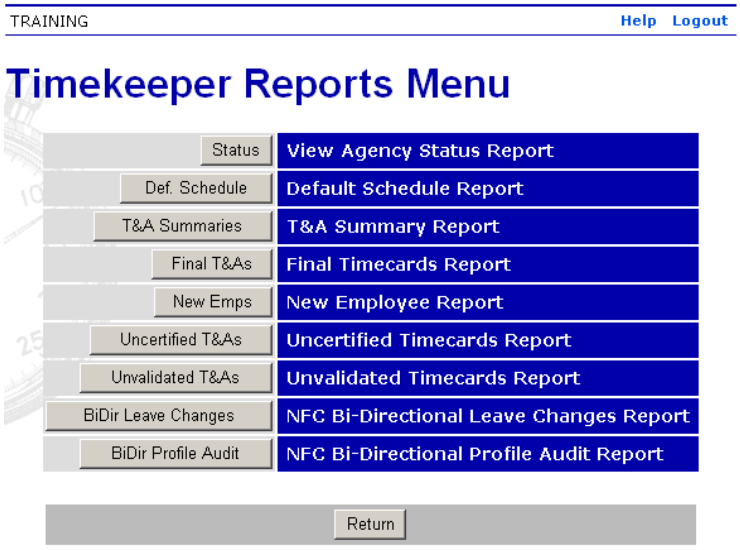


Figure 136: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **Unvalidated T&As**. The Unvalidated Timecard Report page is displayed.

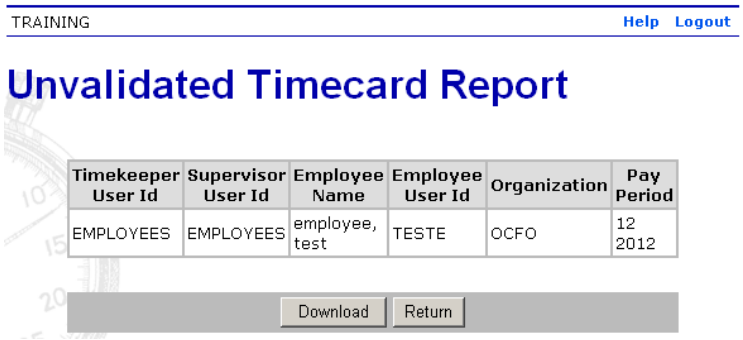


Figure 137: Unvalidated Timecard Report Page

3. Click **Download**. 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.

4. Click **Return** to return to the Timekeeper Reports Menu page.

About NFC Bi-Directional Leave Changes Report

Leave balances that are updated via the bi-weekly interface will be available in the T&A status history provided on the individual T&A Summary page in webTA. The update will include a message that indicates the leave balance update was taken from the NFC data.

This section includes the following topics:

To Generate the Bi-Directional Leave Changes Report 141

To Generate the Bi-Directional Leave Changes Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

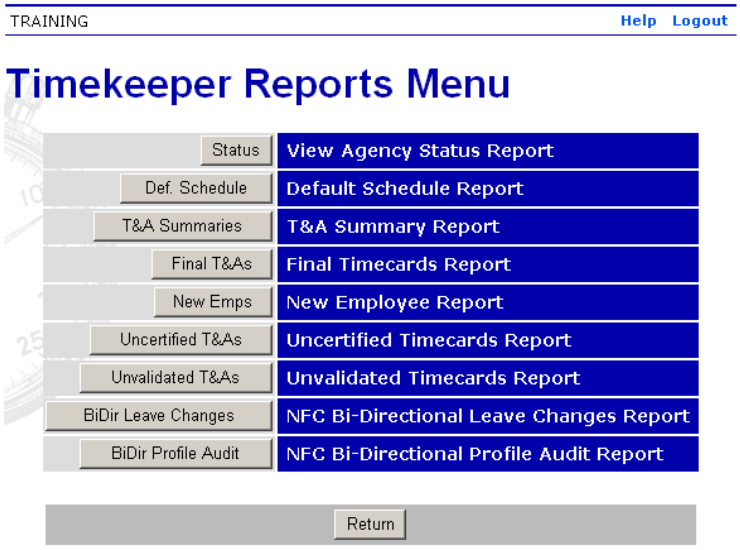


Figure 138: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **BiDir Leave Changes**. The NFC BiDir Leave Changes Report for OCFO page is displayed.

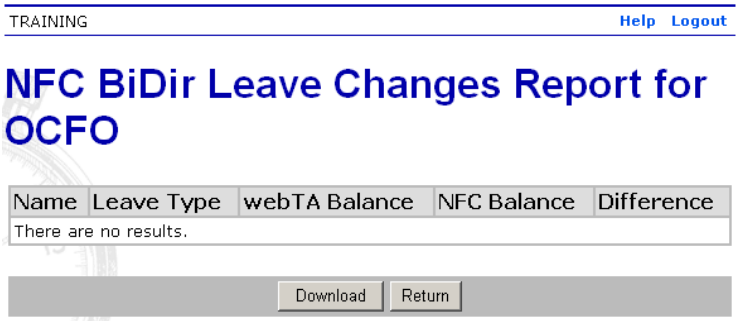


Figure 139: NFC BiDir Leave Changes Report for OCFO Page

3. To open the report in Micro Excel, click **Download**, and then click **Open** on the File Download Dialog box.

   OR

   To download the report in Microsoft Excel .XLS format, click **Download**, then click **Save** on the File Download dialog box, then save the report to your hard drive or other media.

4. Click **Return** to return to the Timekeeper Reports Menu page.

About NFC Bi-Directional Profile Audit Report

After the completion of the Bi-weekly Examination Analysis and Reporting System (BEAR), the profile data which consists of pay plan, tour of duty, duty hours, and SCD dates will be loaded into webTA.

This section includes the following topics:

To Generate the NFC Bi-Directional Profile Audit Report.....143

To Generate the NFC Bi-Directional Profile Audit Report

1. On the Timekeeper Main Menu page, click **Reports**. The Timekeeper Reports Menu page is displayed.

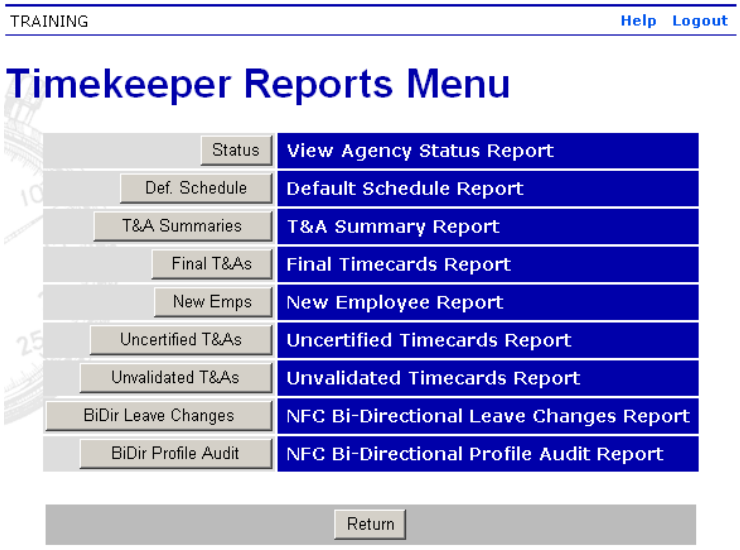


Figure 140: Timekeeper Reports Menu Page (BiDir Leave Changes)

2. Click **BiDir Profile Audit**. The NFC Bi-Directional Profile Audit Report page is displayed.

Figure 141: NFC Bi-Directional Profile Audit Report Page

Note: You may not see any data on the NFC Bi-Directional Profile Audit Report page unless there is a change in the employee's pay plan, tour of duty, duty hours, or SCD date.

3. Click **Download** to download the report.

   OR

   Click **Return** to return to the Timekeeper Reports Menu.

   The Timekeeper Reports Menu will be displayed.

4. Click **Return** to return to the Timekeeper Main Menu page.

View Tasks

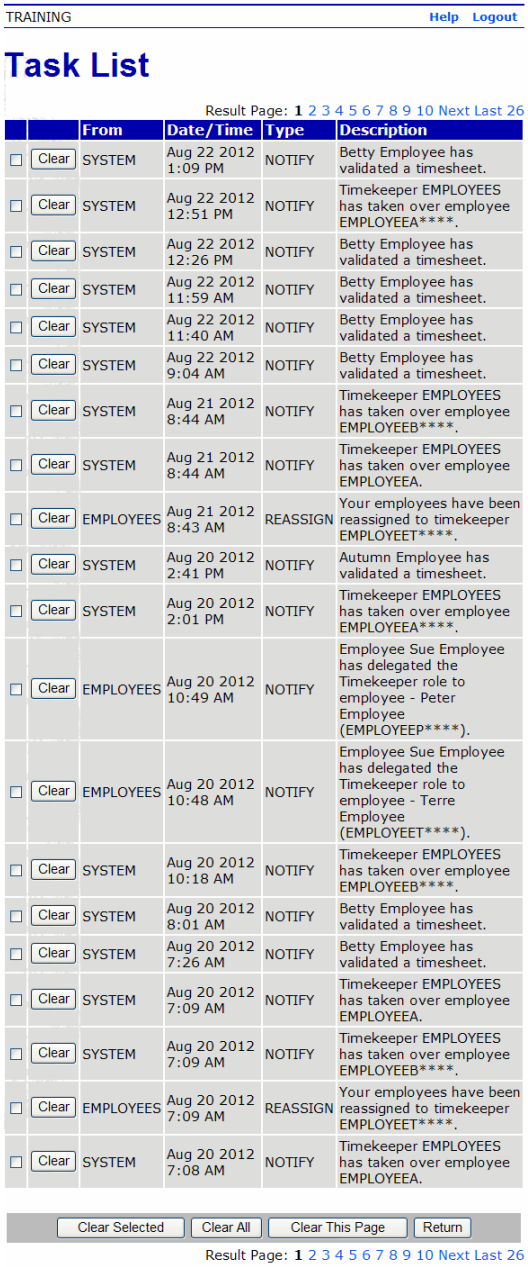
The View Tasks page lists all functions performed by a user (according to your role). A description of each function and the corresponding date and time are displayed for each function listed.

This section includes the following topics:

To View the Task List **146**
To Clear Tasks from the Task List **147**

To View the Task List

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



TRAINING Help Logout

Task List

Result Page: 1 2 3 4 5 6 7 8 9 10 Next Last 26

		From	Date/Time	Type	Description
☐	Clear	SYSTEM	Aug 22 2012 1:09 PM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 12:51 PM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA****.
☐	Clear	SYSTEM	Aug 22 2012 12:26 PM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 11:59 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 11:40 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 9:04 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 21 2012 8:44 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEB****.
☐	Clear	SYSTEM	Aug 21 2012 8:44 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA.
☐	Clear	EMPLOYEES	Aug 21 2012 8:43 AM	REASSIGN	Your employees have been reassigned to timekeeper EMPLOYEET****.
☐	Clear	SYSTEM	Aug 20 2012 2:41 PM	NOTIFY	Autumn Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 20 2012 2:01 PM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA****.
☐	Clear	EMPLOYEES	Aug 20 2012 10:49 AM	NOTIFY	Employee Sue Employee has delegated the Timekeeper role to employee - Peter Employee (EMPLOYEEP****).
☐	Clear	EMPLOYEES	Aug 20 2012 10:48 AM	NOTIFY	Employee Sue Employee has delegated the Timekeeper role to employee - Terre Employee (EMPLOYEET****).
☐	Clear	SYSTEM	Aug 20 2012 10:18 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEB****.
☐	Clear	SYSTEM	Aug 20 2012 8:01 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 20 2012 7:26 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 20 2012 7:09 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA.
☐	Clear	SYSTEM	Aug 20 2012 7:09 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEB****.
☐	Clear	EMPLOYEES	Aug 20 2012 7:09 AM	REASSIGN	Your employees have been reassigned to timekeeper EMPLOYEET****.
☐	Clear	SYSTEM	Aug 20 2012 7:08 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA.

Clear Selected | Clear All | Clear This Page | Return

Result Page: 1 2 3 4 5 6 7 8 9 10 Next Last 26

Figure 142: 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 Timekeeper Main Menu page to display the Task List page.

TRAINING Help Logout

Task List

Result Page: **1** 2 3 4 5 6 7 8 9 10 Next Last 26

		From	Date/Time	Type	Description
☐	Clear	SYSTEM	Aug 22 2012 1:09 PM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 12:51 PM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA****.
☐	Clear	SYSTEM	Aug 22 2012 12:26 PM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 11:59 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 11:40 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 22 2012 9:04 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 21 2012 8:44 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEB****.
☐	Clear	SYSTEM	Aug 21 2012 8:44 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA.
☐	Clear	EMPLOYEES	Aug 21 2012 8:43 AM	REASSIGN	Your employees have been reassigned to timekeeper EMPLOYEET****.
☐	Clear	SYSTEM	Aug 20 2012 2:41 PM	NOTIFY	Autumn Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 20 2012 2:01 PM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA****.
☐	Clear	EMPLOYEES	Aug 20 2012 10:49 AM	NOTIFY	Employee Sue Employee has delegated the Timekeeper role to employee - Peter Employee (EMPLOYEEP****).
☐	Clear	EMPLOYEES	Aug 20 2012 10:48 AM	NOTIFY	Employee Sue Employee has delegated the Timekeeper role to employee - Terre Employee (EMPLOYEET****).
☐	Clear	SYSTEM	Aug 20 2012 10:18 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEB****.
☐	Clear	SYSTEM	Aug 20 2012 8:01 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 20 2012 7:26 AM	NOTIFY	Betty Employee has validated a timesheet.
☐	Clear	SYSTEM	Aug 20 2012 7:09 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA.
☐	Clear	SYSTEM	Aug 20 2012 7:09 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEB****.
☐	Clear	EMPLOYEES	Aug 20 2012 7:09 AM	REASSIGN	Your employees have been reassigned to timekeeper EMPLOYEET****.
☐	Clear	SYSTEM	Aug 20 2012 7:08 AM	NOTIFY	Timekeeper EMPLOYEES has taken over employee EMPLOYEEA.

Clear Selected | Clear All | Clear This Page | Return

Result Page: **1** 2 3 4 5 6 7 8 9 10 Next Last 26

Figure 143: 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 Timekeeper Main Menu page.

Master Timekeeper

The Master Timekeeper Main Menu page provides access to all T&A-related information for the Master Timekeeper role.

Although a regular Timekeeper's access to employee records is restricted to employees who are assigned to the specific Timekeeper, Master Timekeepers may enter and validate T&A data on behalf of employees, review an employee's previously certified T&A data, and manage an employee's Employee Profile.

Additionally, a Master Timekeeper can perform some functions that a regular timekeeper cannot perform. These specific functions are described below:

> Override Validation allows Master Timekeepers the ability to override the error(s) and validate the T&A. The supervisor can then certify the T&A report. If the employee is already certified, the validation override will display a message prohibiting the operation.
>
> Master Timekeepers can reassign employees to another organization or within the Department.

The Master Timekeeper Main Menu page is the first page displayed after a Master Timekeeper logs in to webTA.

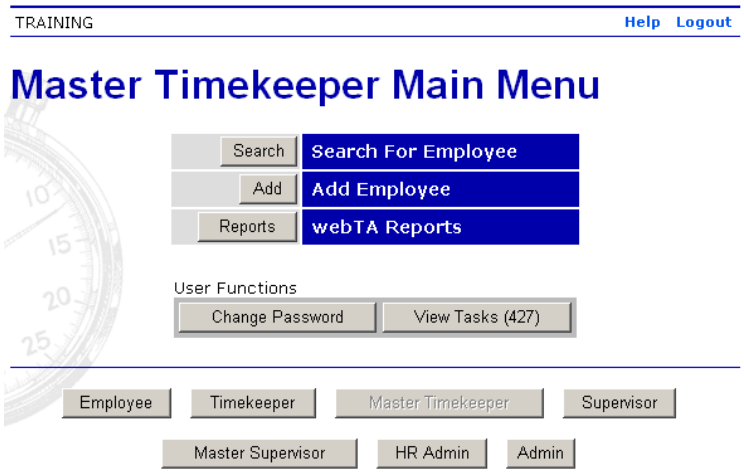


Figure 144: Master Timekeeper Main Menu Page

This section includes the following topics:

To Override a Validation **150**
To Reassign an Employee **153**

To Override a Validation

1. Search, or select for and search, for the employee. The Search for Employee page is displayed.

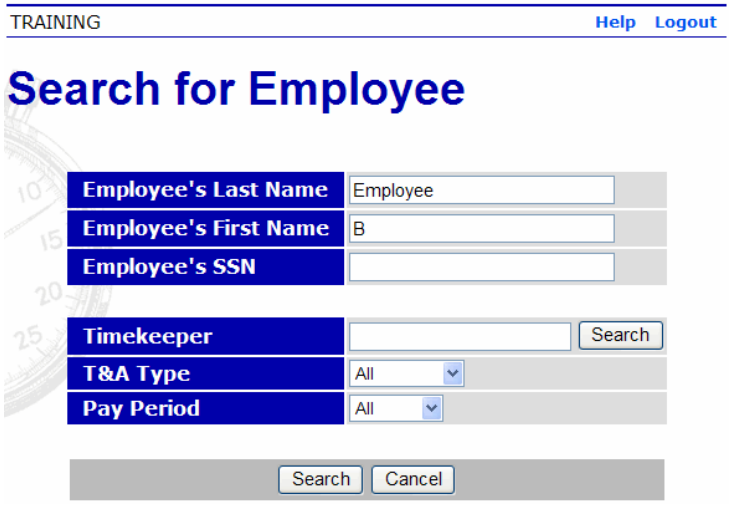


Figure 145: Search for Employee Page

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 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 - Corrected T&As.
   - Unvalidated - Records which have not been validated by either the employee or the timekeeper.
   - Validated - Records which have been validated by the employee or the timekeeper, but have not been certified by the supervisor.
   - Certified - Records which have been both validated and certified.
   - No Profile - Records when no T&A profile data has been stored. Records must have T&A profile data saved before time can be entered.
   - Older - Records not in the current or previous pay period.

3. Click **Search**. The Search Results page is displayed listing the employees who met the search criteria.

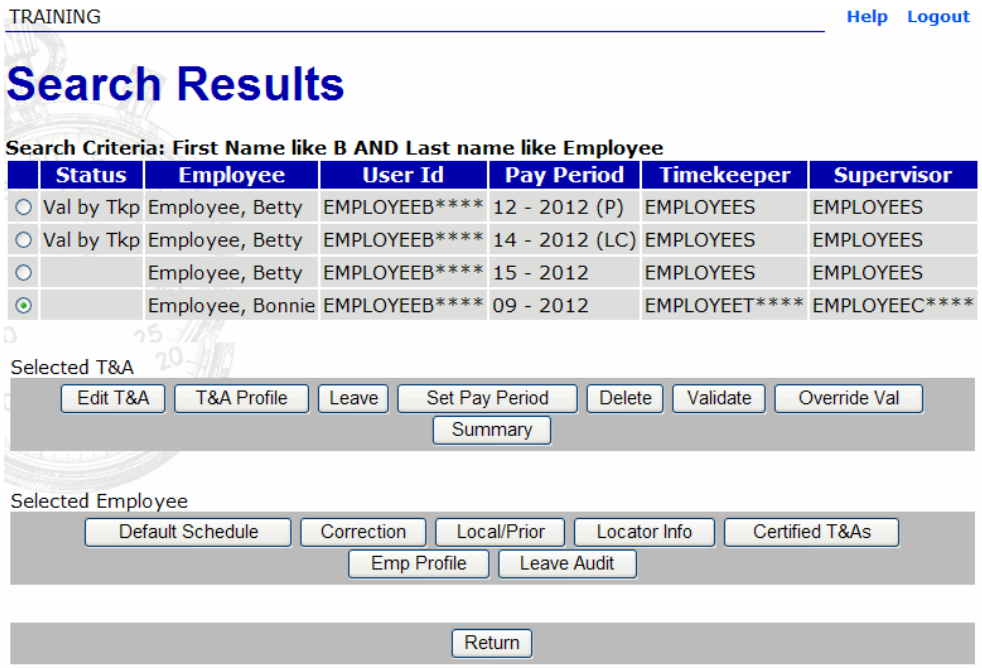


Figure 146: Search Results Page

Note: Once search results are returned, you may perform T&A and other activities for the list of returned employees.

If the Master Timekeeper is a delegate for more than one timekeeper, or if they are both an actual timekeeper and another timekeeper's delegate, they can configure the search to only display employees assigned to a particular timekeeper.

4. Select the applicable employee.

5. Click **Override Val**. The Validation Summary page is displayed for the employee.

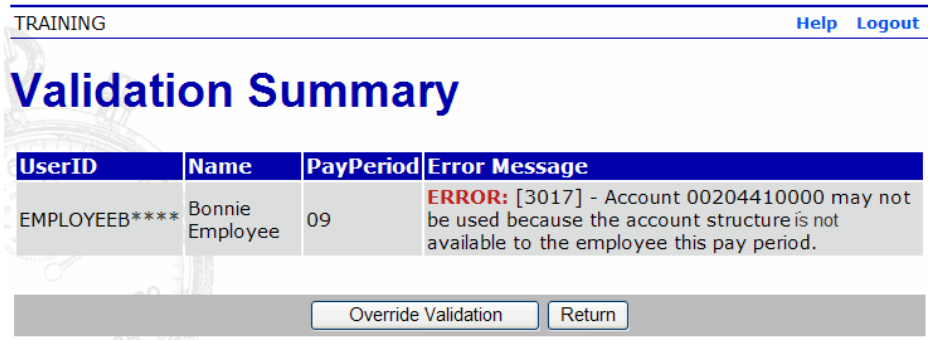


Figure 147: Validation Summary Page

6. Click **Override Validation**. The Search Results page is displayed with the updated status.

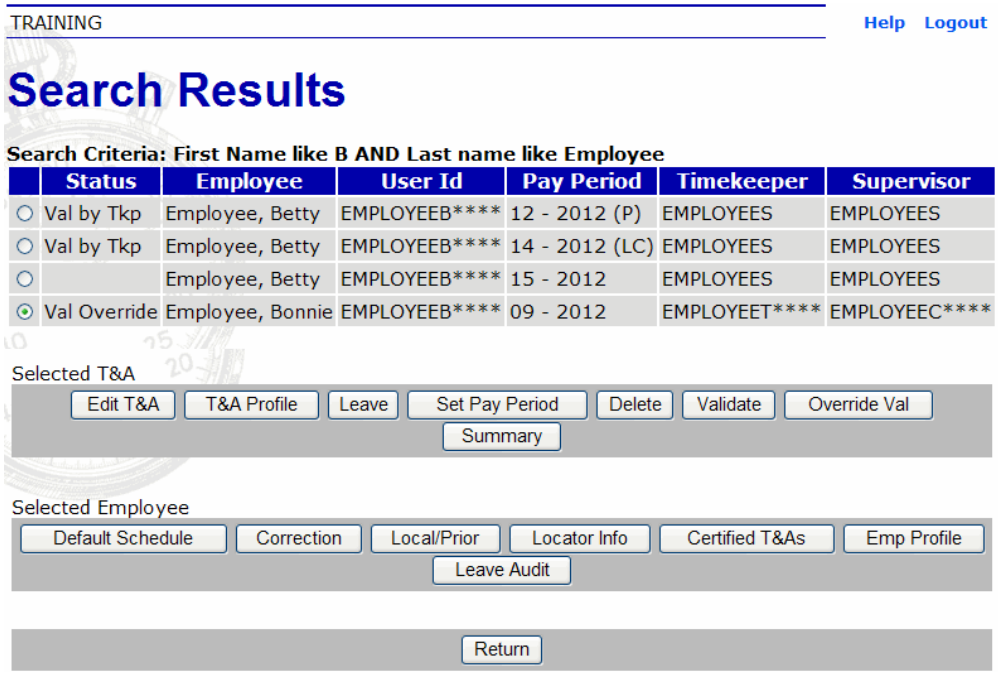


Figure 148: Search Results Page

7. Click **Return** to return to the Master Timekeeper Main Menu page.

Note: Master Timekeepers can also reassign an employee within the Department.

To Reassign an Employee

1. Search, or select for and search, for the employee. The Search for Employee page is displayed.

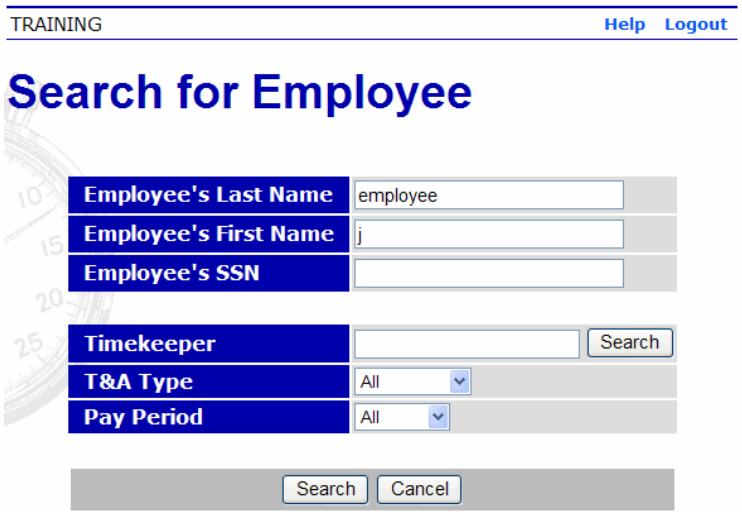


Figure 149: Search for Employee Page

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 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 the following criteria:

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

3. Click **Search**. The Search Results page is displayed listing the employees who met the search criteria.

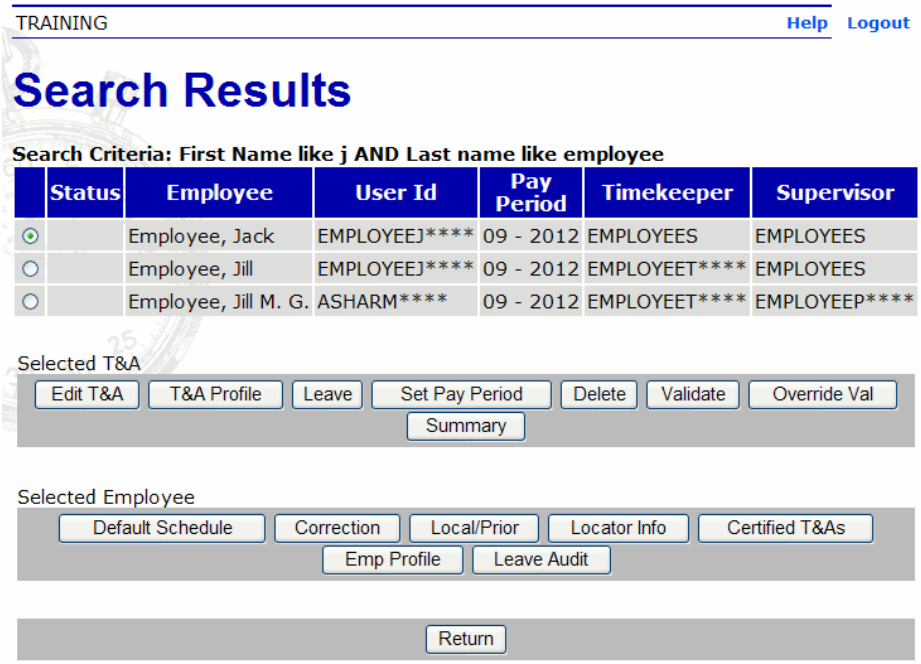


Figure 150: Search for Results Page

4. Select the applicable employee.

5. Click on **Emp Profile**. The Employee Profile page is displayed.

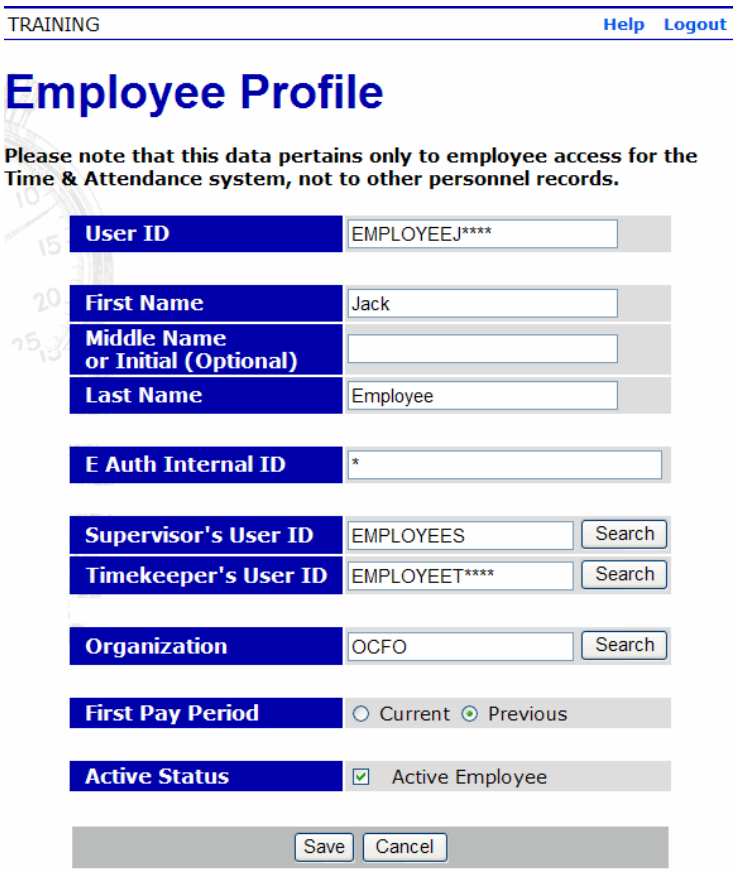


Figure 151: Employee Profile Page (before transferring)

Note: * The E Auth Internal ID field will not appear on the page for non-USDA Agencies.

6. Click **Search** in the Organization field. The Select Organization page is displayed.

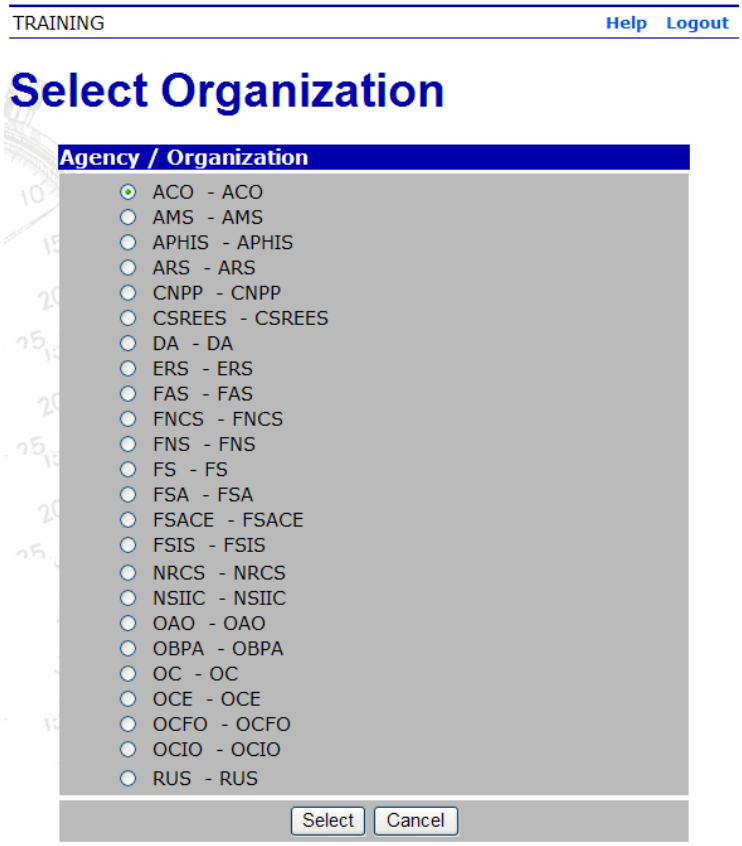


Figure 152: Select Organization Page

7. Select the organization that the employee is transferring to.

8. Click **Select**. The Employee Profile page is displayed showing the agency that the employee is transferring to in the organization field.

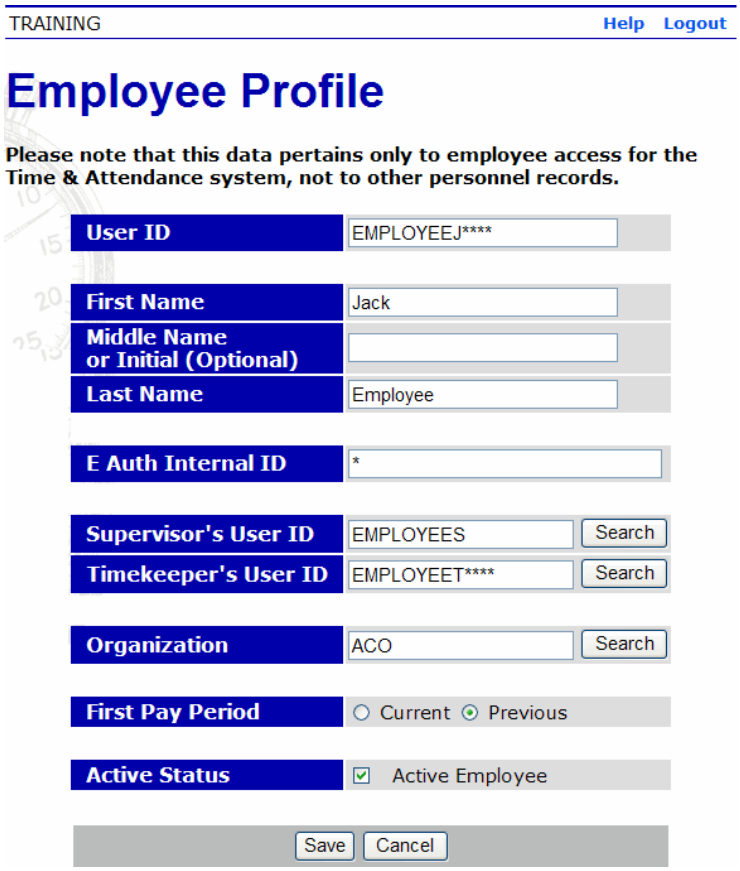


Figure 153: Employee Profile Page (after transferring)

Note: * This E Auth Internal ID field will not appear on the page for non-USDA Agencies.

9. Click **Save**. The Search Results page is displayed with no records in webTA.

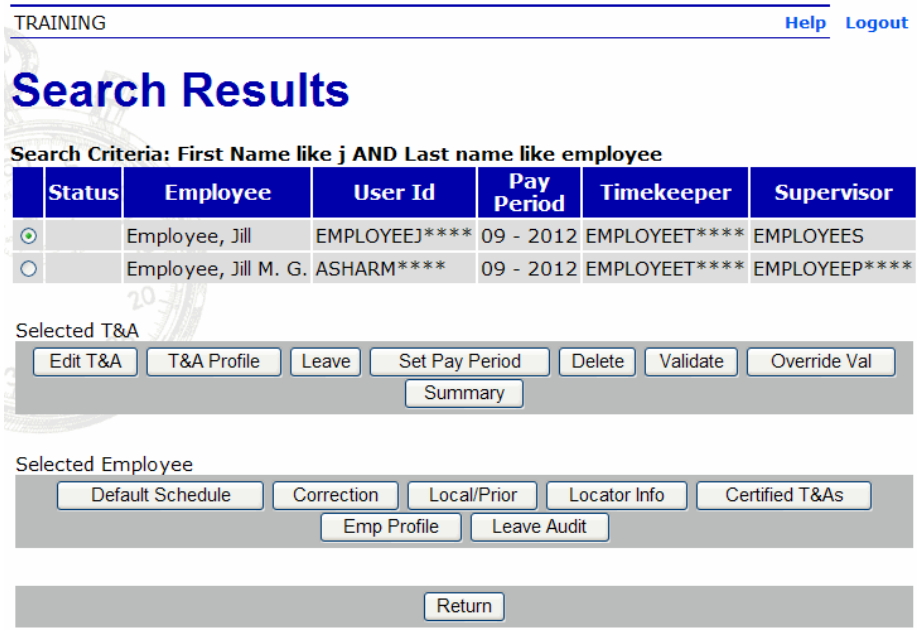


Figure 154: Search Results Page

Note: The reason the Search Results page is empty is because the employee was transferred to another Agency.

10. Click **Return** to return to the Master Timekeeper Main Menu page.