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:

- Training Objectives .................................................................5
- webTA Navigation.................................................................6
- To Log Into webTA .................................................................6
- To Log Out of webTA ..............................................................7
- To Change Your Password ......................................................8
- Accessing Help in webTA ................................................................8

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

**webTA Login**

**Welcome.**

*Login using eAuthentication*

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

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

(password is case-sensitive)

**Figure 1: webTA Login Page**

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

![Timekeeper Main Menu](image)

**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.

![Timekeeper Main Menu](image)

**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.

   ![Timekeeper Change Password](image)

   **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.

**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.

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.

**Search Results**

<table>
<thead>
<tr>
<th>Status</th>
<th>Employees, Andrea</th>
<th>EMPLOYEEA****</th>
<th>01 - 2011 (LC)</th>
<th>EMPLOYEES</th>
<th>EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Profile</td>
<td>Employees, Andrea</td>
<td>EMPLOYEEA****</td>
<td>02 - 2011 (LC)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td>Val by Tkp</td>
<td>Employees, Andrea</td>
<td>EMPLOYEEA****</td>
<td>12 - 2011 (P)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td>Val by Emp</td>
<td>Employees, Andrea</td>
<td>EMPLOYEEA****</td>
<td>17 - 2011 (LC)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td>No Profile</td>
<td>Employees, Autumn</td>
<td>EMPLOYEEA</td>
<td>10 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
</tbody>
</table>

**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

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.

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

Figure 10: Timekeeper Select Employee Page
4. Click **Emp Profile**. The Employee Profile page for the selected employee is displayed.

![Employee Profile Page]

**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.

![Timekeeper Select Employee Page](image)

**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

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

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.

3. Select the applicable employee.
4. Click **T&A Profile**. The T&A Profile page is displayed.

![T&A Profile](image)

**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**

<table>
<thead>
<tr>
<th>Status Change</th>
<th>Status Change Type</th>
<th>Status Change Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Overtime/Standby Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RSO/Salary Cap</td>
<td>None</td>
</tr>
<tr>
<td>Standby Hrs/Week 1</td>
<td></td>
</tr>
<tr>
<td>Standby Hrs/Week 2</td>
<td></td>
</tr>
<tr>
<td>Standby/AUO %</td>
<td></td>
</tr>
</tbody>
</table>

**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**

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

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

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

2. Select the applicable employee.
3. Click **Edit T&A**. The employee’s T&A Data page is displayed.

![T&A Data Page](image)

**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

![New Work Time Activity](image)

**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.

![T&A Data Page (with work time activity)](image)

**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.

![Timekeeper Select Employee Page](image)

3. Select the applicable employee.
4. Click **Edit T&A**. The employee’s T&A Data page is displayed.

![T&A Data Page](image)

**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.

![T&A Data Page](image)

**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.

![Timekeeper Select Employee Page](image)

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](image)

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](image)

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.

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.

![Timekeeper Select Employee Page](image)

**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.

![T&A Data Page](image)

**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.

![Edit Work Time Activity Page](image)

**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.

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.

![Timekeeper Select Employee](image)

**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.

![T&A Data Page](image)

**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.

![Edit Leave and Other Time Activity Page](image)

**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.

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.

### Validation Summary

![Figure 43: Validation Summary Page](image)

<table>
<thead>
<tr>
<th>UserID</th>
<th>Name</th>
<th>PayPeriod</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE1**</td>
<td>Zone Employee</td>
<td>09</td>
<td>ERROR: [0264] - An account must be selected for the automatically added leave/premium pay line Sick Leave</td>
</tr>
<tr>
<td>EMPLOYEE1**</td>
<td>Zone Employee</td>
<td>09</td>
<td>ERROR: [0264] - An account must be selected for the automatically added leave/premium pay line Federal Holiday</td>
</tr>
<tr>
<td>EMPLOYEE1**</td>
<td>Zone Employee</td>
<td>09</td>
<td>WARNING: [7001] - There is a payroll transaction for Sick Leave on 05/04/2012 with no corresponding approved request for 8:00 hours.</td>
</tr>
</tbody>
</table>

**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.

![Timekeeper Select Employee Page](image)

**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.

![Validation Summary Page](image)

**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.

<table>
<thead>
<tr>
<th>TRAINING</th>
<th>Help</th>
<th>Logout</th>
</tr>
</thead>
</table>

**Leave/Prem Pay Request Menu**

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

*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.

![Current Leave Requests Page](image)

**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.

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

**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.

![Current Leave Requests](image)

**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.

![Leave Request Calendar View](image)

**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.

   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.

![View Premium Pay Request](image)

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.

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

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.

   ![Premium Pay Request Calendar View](image)

   **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

To View an Employee’s Leave Audit Report

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

![Timekeeper Select Employee Page](image)

**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.

![Leave Audit Report](image)

**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 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.

   ![Leave Audit Report (.PDF)](image)

   **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

To Modify an Employee’s Leave Balances

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

![Timekeeper Select Employee Page]

2. Select the applicable employee.
3. Click **Leave**. The Leave Data page is displayed.

![Leave Data Page](image)

**Leave Data**

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

**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.

![Timekeeper Select Employee Page]

**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.

![Employee Regular Corrections](image)

*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.

![T&A Data Page (Correction status)](image)

**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).

![T&A Data Page (after correction applied)](image-url)
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.

Figure 67: Timekeeper Select Employee Page (correction status (C))
8. Click Validate. The Timekeeper Select Employee page is displayed with the updated status.

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Employee</th>
<th>User Id</th>
<th>Pay Period</th>
<th>Timekeeper</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee, Andrea</td>
<td>EMPLOYEEAAAAA</td>
<td>12 - 2011 (P)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Andrea</td>
<td>EMPLOYEEAAAAA</td>
<td>16 - 2011 (C)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Andrea</td>
<td>EMPLOYEEAAAAA</td>
<td>17 - 2011 (LC)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Andrea</td>
<td>EMPLOYEEAAAAA</td>
<td>10 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Autumn</td>
<td>EMPLOYEESBBB</td>
<td>10 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Betty</td>
<td>EMPLOYEEBBBBB</td>
<td>12 - 2012 (P)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Betty</td>
<td>EMPLOYEEBBBBB</td>
<td>13 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Betty</td>
<td>EMPLOYEEBBBBB</td>
<td>14 - 2012 (LC)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Betty</td>
<td>EMPLOYEEBBBBB</td>
<td>15 - 2012 (LC)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Val by Tkp</td>
<td>EMPLOYEEBBBBB</td>
<td>16 - 2012 (C)</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Chuck</td>
<td>EMPLOYEECCCCC</td>
<td>21 - 2011</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Cole</td>
<td>EMPLOYEECCCCC</td>
<td>09 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Dimi</td>
<td>EMPLOYEEDDDDD</td>
<td>12 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Ellen</td>
<td>EMPLOYEEEEE</td>
<td>09 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Ernest</td>
<td>EMPLOYEEEEE</td>
<td>10 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
<tr>
<td></td>
<td>Employee, Freddy</td>
<td>EMPLOYEEEEE</td>
<td>09 - 2012</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
</tr>
</tbody>
</table>
To Create a Local Correction Record

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

2. Select the applicable employee.

3. Click Local/Prior. The Employee Local/Prior Corrections page is displayed.
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 Historical Record Page**
5. Click **Add Record**. The T&A Profile page is displayed to enter the Contact Point information.

![T&A Profile Page](image)

**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.

![New Work Time Activity Page](image)

**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.

![T&A Data Page](image)

**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.

![Timekeeper Select Employee Page (after status change)](image)

### To Create a Prior Correction Record

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

![Timekeeper Select Employee Page](image)
2. Select the applicable employee.

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

   ![Employee Local/Prior Corrections Page](image)

   **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.

   ![Insert New Historical Record Page](image)

   **Figure 80: Insert New Historical Record Page**
5. Click **Add Record**. The T&A Profile page is displayed to complete the Contact Point Information.
**T&A Profile**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Betty Employee</td>
</tr>
<tr>
<td>Time Card Type</td>
<td>Correction</td>
</tr>
<tr>
<td>Leave Year</td>
<td>2012</td>
</tr>
<tr>
<td>Status Change Type</td>
<td>None</td>
</tr>
<tr>
<td>Status Change Day</td>
<td>None</td>
</tr>
<tr>
<td>Pay Plan</td>
<td>General Schedule (reg)</td>
</tr>
<tr>
<td>Tour of Duty</td>
<td>Full Time</td>
</tr>
<tr>
<td>Duty Hours</td>
<td>80</td>
</tr>
<tr>
<td>Work Week</td>
<td></td>
</tr>
<tr>
<td>Alternative Schedule</td>
<td>Regular 8-hour Days</td>
</tr>
<tr>
<td>Agency</td>
<td>OCFO</td>
</tr>
<tr>
<td>State</td>
<td>LA</td>
</tr>
<tr>
<td>Town</td>
<td>1690</td>
</tr>
<tr>
<td>Unit</td>
<td>10</td>
</tr>
<tr>
<td>Timekeeper</td>
<td>01</td>
</tr>
<tr>
<td>Overtime/Standby Status</td>
<td>None</td>
</tr>
<tr>
<td>RSO/Salary Cap</td>
<td></td>
</tr>
<tr>
<td>Standby Hrs/Week 1</td>
<td></td>
</tr>
<tr>
<td>Standby Hrs/Week 2</td>
<td></td>
</tr>
<tr>
<td>Standby/AHO %</td>
<td></td>
</tr>
<tr>
<td>Oath Of Office</td>
<td></td>
</tr>
<tr>
<td>Final Report</td>
<td></td>
</tr>
<tr>
<td>On Hold</td>
<td></td>
</tr>
<tr>
<td>Retain Data</td>
<td>None</td>
</tr>
<tr>
<td>Manual Account Entry</td>
<td></td>
</tr>
<tr>
<td>Stored Account (NFC)</td>
<td></td>
</tr>
<tr>
<td>Local Account (Local)</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Service Computation Date</td>
<td>Aug 22 2010</td>
</tr>
<tr>
<td>Override Lv Category</td>
<td>4 hrs/pd</td>
</tr>
<tr>
<td>Override Leave Ceiling</td>
<td>240.00</td>
</tr>
<tr>
<td>Approved Leave Recipient (VLTP)</td>
<td>No</td>
</tr>
<tr>
<td>Approved Leave Recipient (ELTP)</td>
<td>No</td>
</tr>
<tr>
<td>Home Leave Accrual Rate</td>
<td>None</td>
</tr>
<tr>
<td>Home Leave Start Date</td>
<td></td>
</tr>
<tr>
<td>Home Leave End Date</td>
<td></td>
</tr>
</tbody>
</table>

**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.

![Timekeeper Select Employee](image)

**Figure 82: Timekeeper Select Employee Page**

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

![T&A Data](image)

**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.

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

![Timekeeper Select Employee Page](image)

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

![Timekeeper Select Employee Page](image.png)

**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.

![Timekeeper Select Employee Page](image)

**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.

   ![Timekeeper Select Employee Page]

   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.

![T&A Profile Page]

Figure 88: T&A Profile Page
4. Click Dual T&A. The T&A Profile page splits.

![Figure 89: T&A Profile Page](image_url)

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.

![Figure 90: T&A Summary Page](image_url)

**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

To Modify Your Timekeeper Profile

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

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.

   **Delegate Timekeeper Role**

   Timekeeper delegates for USERID: Employees

   ![Current Delegates Table]

   **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.

![Delegate Timekeeper Role](image)

**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.

![Delegate Timekeeper Role](image)

**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.

   ![Take Over as Employee's Timekeeper](figure95)

   **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.

![Search for Employee](image)

**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.

![Take Over as Employee's Timekeeper](image)

**Figure 97: Take Over as Employee's Timekeeper Page**

6. Click **Take Over**.

**Note:** webTA assigns 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](image)

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.

   Search for Employee

<table>
<thead>
<tr>
<th>Employee's Last Name</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee's First Name</td>
<td>A</td>
</tr>
<tr>
<td>Employee's SSN</td>
<td></td>
</tr>
<tr>
<td>Timekeeper</td>
<td>all</td>
</tr>
<tr>
<td>T&amp;A Type</td>
<td>all</td>
</tr>
<tr>
<td>Pay Period</td>
<td>All</td>
</tr>
</tbody>
</table>

   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](image)

4. Select the applicable employee.
5. Click **T&A Profile**. The T&A Profile page is displayed.

![T&A Profile Page](image)

**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.

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**

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

![Timekeeper Select Employee Page](image)

**Figure 104: Timekeeper Select Employee Page**

2. Select the applicable employee.
3. Click **Summary**. The T&A Summary page is displayed.

**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.

   ![Timekeeper Select Employee Page](image)

   **Figure 106: Timekeeper Select Employee Page**

2. Select the applicable employee.
3. Click **T&A Profile**. The T&A Profile Page is displayed.
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.

---

**Figure 108: Timekeeper Select Employee Page**
6. Click Default Schedule. The T&A Data Default Schedule page is displayed.

![T&A Data: Default Schedule Page (blank)](image)

**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.

![New Work Time Activity Page](image)

**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.

![T&A Data : Default Schedule](image)

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.

![T&A Data : Default Schedule](image)

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.

![Timekeeper Select Employee Page](image)

Figure 113: Timekeeper Select Employee Page

2. Select the applicable employee.
3. Click **Locator Info**. The Locator Info page is displayed.

![Locator Info Page](image)

**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.

![Timekeeper Select Employee Page](image)

**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.

Certified T&A Summaries

New viewing from Leave Year 2005, Pay Period 1 to Leave Year 2012, Pay Period 27.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>1</td>
</tr>
<tr>
<td>2012</td>
<td>27</td>
</tr>
</tbody>
</table>

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.

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

![Figure 120: Agency Status Report Criteria Page](image1)

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](image2)

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.

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

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.

   ![Timekeeper Reports Menu](image)

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

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

   ![T&A Summaries](image)

   **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.

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.

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.

   ![Timekeeper Reports Menu](image)

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

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

   ![Final Timecard Report Parameters](image)

   **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.

**Final Timecard Report**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee User Id</th>
<th>Timekeeper User Id</th>
<th>Supervisor User Id</th>
<th>Organization</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees, Peter</td>
<td>EMPLOYEE****</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
<td>OFO</td>
<td>21 2011</td>
</tr>
<tr>
<td>Employees, Peter</td>
<td>EMPLOYEE****</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
<td>OFO</td>
<td>22 2011</td>
</tr>
<tr>
<td>Employees, Peter</td>
<td>EMPLOYEE****</td>
<td>EMPLOYEES</td>
<td>EMPLOYEES</td>
<td>OFO</td>
<td>23 2011</td>
</tr>
</tbody>
</table>

**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.

**Timekeeper Reports Menu**

**Figure 131: Timekeeper Reports Menu Page (BiDir Leave Changes)**
2. Click **New Emps**. The New Employee Report Parameters page is displayed.

**New Employee Report Parameters**

![Figure 132: New Employee Report Parameters Page](image)

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.

**New Employee Report**

![Figure 133: New Employee Report Page](image)

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.

   ![Timekeeper Reports Menu](image)

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

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

   ![Uncertified Timecard Report](image)

   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.

   ![Timekeeper Reports Menu](image)

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

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

   ![Unvalidated Timecard Report](image)

   **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.

Timekeeper Reports Menu

<table>
<thead>
<tr>
<th>Status</th>
<th>View Agency Status Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Def Schedule</td>
<td>Default Schedule Report</td>
</tr>
<tr>
<td>T&amp;A Summaries</td>
<td>T&amp;A Summary Report</td>
</tr>
<tr>
<td>Final T&amp;A</td>
<td>Final Timecards Report</td>
</tr>
<tr>
<td>New Emps</td>
<td>New Employee Report</td>
</tr>
<tr>
<td>Uncertified T&amp;A</td>
<td>Uncertified Timecards Report</td>
</tr>
<tr>
<td>Unvalidated T&amp;A</td>
<td>Unvalidated Timecards Report</td>
</tr>
<tr>
<td>BiDir Leave Changes</td>
<td>NFC Bi-Directional Leave Changes Report</td>
</tr>
<tr>
<td>BiDir Profile Audit</td>
<td>NFC Bi-Directional Profile Audit Report</td>
</tr>
</tbody>
</table>

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.

![NFC BiDir Leave Changes Report for OCFO](image)

**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.

**Timekeeper Reports Menu**

<table>
<thead>
<tr>
<th>Status</th>
<th>View Agency Status Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Def Schedule</td>
<td>Default Schedule Report</td>
</tr>
<tr>
<td>T&amp;A Summaries</td>
<td>T&amp;A Summary Report</td>
</tr>
<tr>
<td>Final T&amp;As</td>
<td>Final Timecards Report</td>
</tr>
<tr>
<td>New Embs</td>
<td>New Employee Report</td>
</tr>
<tr>
<td>Uncertified T&amp;As</td>
<td>Uncertified Timecards Report</td>
</tr>
<tr>
<td>Unvalidated T&amp;As</td>
<td>Unvalidated Timecards Report</td>
</tr>
<tr>
<td>BiDir Leave Changes</td>
<td>NFC Bi-Directional Leave Changes Report</td>
</tr>
<tr>
<td>BiDir Profile Audit</td>
<td>NFC Bi-Directional Profile Audit Report</td>
</tr>
</tbody>
</table>

**Figure 140: Timekeeper Reports Menu Page (BiDir Leave Changes)**
2. Click **BiDir Profile Audit**. The NFC Bi-Directional Profile Audit Report page is displayed.

![NFC Bi-Directional Profile Audit Report](image)

**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.

![Task List Page]

**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.

![Task List Page](image)

*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.

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.

![Search for Employee Page](image)

**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.

![Search Results Page](image)

**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.

![Search for Employee Page](image)

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.

![Search Results Page](image)

**Figure 150: Search for Results Page**

4. Select the applicable employee.
5. Click on **Emp Profile**. The Employee Profile page is displayed.

![Employee Profile](image)

**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.

![Select Organization Page](image)

**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.

![Employee Profile Page](image)

**Figure 153: Employee Profile Page (after transferring)**

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**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.

![Search Results Page](image)

**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.