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Office of the Chief Financial Officer  
U.S. Department of Agriculture

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# webTA 4.2 Employee



PUBLICATION CATEGORY  
T&A Processing

PROCEDURE MANUAL  
webTA 4.2 Employee Procedure





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## Latest Update Information

The following change has been made to the webTA 4.2 Employee procedure:

Section	Description of Change
webTA 4.2 Employee	This procedure has been reviewed as part of the annual review process and no changes are required.





## Accessibility for Users of Assistive Technology with webTA 4.2

The National Finance Center (NFC) is committed to providing applications that may be used with assistive technology.

In order to meet this commitment, NFC will comply with the requirements of the United States Access Board.

NFC must ensure that users with disabilities be provided with access to have the same options within an application as those with no disability, unless an undue burden would be imposed upon NFC.

### Help for Users of Assistive Technology

Online help utilizes HyperText Markup Language (HTML) frames which display help in a separate browser. Each Help page contains a Table of Contents with links and Help content. Some Help topics include one or more Related Topics.

#### To Navigate within Frames:

1. Select **Help**. The browser opens. By default, the focus is in the content pane.
2. Select the **Tab** key to move the focus to the Related Topics (if any).
3. Select the **Enter** key to open a related topic link.

#### OR

Select the **Tab** key to move the focus to the Table of Contents.

4. Select the **Enter** key to open a different help topic link.

### Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, select the **Tab** key.
- To move backward from link to link or to interactive elements, select the **Shift + Tab** keys.
- To select hyperlinks, select the **Enter** key.
- To select buttons, select the **Enter** key.
- To navigate and select radio buttons, select the Up and Down Arrow keys.
- To select and deselect check boxes, press the Spacebar.
- To navigate and select dates from the Calendar picker, use the following options:
  - To move to the day to the left, select **Control + Left Arrow**.



- To move to the day to the right, select **Control** + Right Arrow.
- To move to the row above, select **Control** + Up Arrow.
- To move to the row below, select **Control** + Down Arrow.
- To change the month, select the Page Up or Page Down key.
- To navigate and select options from combination boxes, use the following options:
  - To view all options, press the Spacebar.
  - To move through options, select the Up and Down Arrow keys.
  - To select an option, select the **Enter** key.
- To navigate and select options from a selection box, select the Up and Down Arrow keys.
- To navigate and select options from the Role selection box, use the following options:
  - To view all options, select the **Enter** key.
  - To move through the options, select the **Tab** key.
  - To select an option, select the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
  - To move through the options, select the Up and Down Arrow keys.
  - To select an option, select the **Enter** key.
  - To clear current options, select the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, select **Shift** + **R**.
- To display and place the focus on Skip Link, select **Alt** + **P**.

### Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)**. When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.



## Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the <b>Save</b> button.
References to email addresses are indicated in italics.	For additional assistance, send email to <i>jane.doe@usda.gov</i> .
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select <b><i>File &gt; Print</i></b> .
References to system messages are indicated by Courier New font and are italicized.	The message <i>Changes have been made. Save changes?</i> is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are <b><i>None</i></b> , <b><i>End</i></b> , or <b><i>Start</i></b> .
References to actual data are indicated by Courier New font.	Enter <b>10</b> into the field.
References to telephone numbers are indicated in bold.	For assistance, call <b>1-800-555-1212</b> .



## Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.



## Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the Timekeeper and/or the Employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each Employee at a specific T&A contact point. This record contains Employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating Employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the Timekeeper to enter and submit an Employee's timesheet if the Employee is not available.
- Establish a default schedule for an Employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select TC and Accounting Codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.



- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the Employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

<b>Related Systems and Applications .....</b>	<b>8</b>
<b>Reference Material .....</b>	<b>10</b>

## Related Systems and Applications

webTA data is displayed and/or interfaces with the systems and/or applications described below.

**Adjustment Processing System (ADJP).** ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

**Bi-Weekly Examination Analysis and Reporting System (BEAR).** BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

**Employee Personal Page (EPP).** EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

**EmpowHR.** EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices.





**Financial Management Modernization Initiative (FMMI).** FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes.

**FOCUS Reporting System (FOCUS).** FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

**Information/Research Inquiry System (IRIS).** IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

**Insight.** Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

**Management Account Structure Codes System (MASC).** MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

**Payroll Computation System (PAYE).** PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

**Payroll/Personnel Inquiry System (PINQ).** PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

**Personnel Input and Edit System (PINE).** PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.

**Personnel Update System (PEPL).** PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.



**Position Management System Online (PMSO).** PMSO is a real-time online database online system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

**Report Generator System (CULPRPT).** CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

**Reporting Center (RPCT).** RPCT is a Web-based reporting application on the Application Launchpad of the NFC home page. RPCT offers Administrative, Financial, Personnel, Workforce, and Security reports. The Leave Error report is used by Timekeepers and is available in RPCT.

**Table Management System (TMGT).** TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

**Time & Attendance Validation System (TIME).** The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the data is updated on the database for subsequent payment processing.

**Time Inquiry - Leave Update System (TINQ).** TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

## Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.



## Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

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<b>Logging Out .....</b>	<b>19</b>
<b>Inbox .....</b>	<b>19</b>
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<b>Help.....</b>	<b>21</b>

## Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

### To Log In Using a User ID and Password:

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** link. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

The screenshot shows the webTA Time and Attendance Application landing page. At the top left is the WEBTA logo. To the right are links for Documentation, Release Notes, and Training. The main header area has a light blue background with the text 'National Finance Center' and 'webTA: Time and Attendance Application'. Below this is a subscription form with the text 'Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.' and a 'Subscribe' button. To the right of the form is an illustration of a clock and a calendar. Below the header is a 'Choose a Sign in Option' section with five buttons: 'Sign into webTA 4.2 for USDA', 'Sign into webTA 5.0 for SBA', 'Sign into webTA 3.8 for DHS', 'Sign into webTA 3.8 for DOJ', and 'Sign into webTA 3.8 for Non-USDA'. To the right of this is a 'Need Assistance?' section with two icons and text: 'Need assistance with accessibility? Please see our help sections for webTA 4.2 Accessibility or webTA 3.8 Accessibility.' and 'Have questions about your timesheet or leave balance? Contact your Personnel Office or your Timekeeper.' At the bottom is a footer with links: NFC Web Site, Accessibility, Privacy Policy, Information Quality, USDA, USA.gov, and Whitehouse.gov.

WEBTA™

Documentation Release Notes Training

National Finance Center  
**webTA: Time and Attendance Application**

Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.

\*Email Address

Subscribe

**Choose a Sign in Option**

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

Sign into webTA 4.2 for USDA


Sign into webTA 5.0 for SBA


Sign into webTA 3.8 for DHS

Sign into webTA 3.8 for DOJ

Sign into webTA 3.8 for Non-USDA

**Need Assistance?**

 Need assistance with accessibility?  
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

 Have questions about your timesheet or leave balance?  
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 1: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

WEBTA™ Version 4.2

DISCLAIMER

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- \* You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- \* Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- \* Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Click here to login via eAuth](#)

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMS) Table 063, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk are required.

\* User ID:

\* Password:

[Forgot Password?](#)

**Figure 2: webTA Login Page**

5. Complete the following fields:

*User ID* (see "*User ID Field Instruction - webTA*" on page 143)

*Password* (see "*Password Field Instruction - webTA*" on page 136)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

#### **To Log In Using eAuthentication with PIV/CAC:**

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** link. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

The screenshot shows the webTA Time and Attendance Application landing page. At the top, there is a navigation bar with the webTA logo and links for Documentation, Release Notes, and Training. The main header area features the text 'National Finance Center' and 'webTA: Time and Attendance Application'. Below this, there is a subscription form asking for an email address to receive updates. To the right of the form is an illustration of a clock and a calendar. The page is divided into two main sections: 'Choose a Sign in Option' and 'Need Assistance?'. The 'Choose a Sign in Option' section contains five buttons for signing into different webTA versions for various agencies. The 'Need Assistance?' section provides links to help sections for accessibility and information about timesheets and leave balances.

**WEBTA™** Documentation Release Notes Training

National Finance Center  
**webTA: Time and Attendance Application**


Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.


\*Email Address

**Choose a Sign in Option**

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

**Need Assistance?**

 Need assistance with accessibility?  
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

 Have questions about your timesheet or leave balance?  
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 3: webTA Landing Page





4. Select the applicable webTA sign in option. The webTA login page is displayed.

Figure 4: webTA Login Page

5. Select the **Click here to login via eAuth** link. The eAuthentication login page is displayed.

Figure 5: eAuthentication Login Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

6. Select the **Log in with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.



7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

---

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the **More choices** option, select the correct credentials, then select the **OK** button.

---

8. Enter your PIN.
9. Select the **OK** button. The webTA Main Menu page is displayed.

**To Log In Using eAuthentication with a User ID and Password:**

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** tab. The Application Launchpad is displayed.





3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

The screenshot shows the webTA landing page. At the top, there is a navigation bar with the 'WEBTA' logo on the left and links for 'Documentation', 'Release Notes', and 'Training' on the right. The main header area has a light blue background with the text 'National Finance Center' and 'webTA: Time and Attendance Application'. Below this, there is a subscription form asking for an email address to receive updates, with a 'Subscribe' button. To the right of the form is a graphic of a clock and a calendar. The main content area is divided into two columns. The left column is titled 'Choose a Sign in Option' and contains five buttons for signing into different webTA versions for various agencies: USDA, SBA, DHS, DOJ, and Non-USDA. The right column is titled 'Need Assistance?' and contains two sections: 'Need assistance with accessibility?' with links to help sections for webTA 4.2 and 3.8, and 'Have questions about your timesheet or leave balance?' with a prompt to contact the Personnel Office or Timekeeper. At the bottom, there is a footer with links to 'NFC Web Site', 'Accessibility', 'Privacy Policy', 'Information Quality', 'USDA', 'USA.gov', and 'Whitehouse.gov'.

WEBTA™ Documentation Release Notes Training

National Finance Center  
**webTA: Time and Attendance Application**


Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.


\*Email Address

### Choose a Sign in Option

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

### Need Assistance?

 **Need assistance with accessibility?**  
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

 **Have questions about your timesheet or leave balance?**  
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 6: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

WEBTA™ Version 4.2

WARNING

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- \* You have no reasonable expectation of privacy regarding any communications or data traveling or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data traveling or stored on this information system.
- \* Any communications or data traveling or stored on this information system may be disclosed or used for any lawful government purpose.
- \* Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Click here to login via eAuth](#)

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMS) Table 963, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk are required.

\* User ID:

\* Password:

[Forgot Password?](#)

Figure 7: webTA Login Page

5. Select the **Click here to login via eAuth** link. The eAuthentication login page is displayed.

USDA eAuthentication  
U.S. DEPARTMENT OF AGRICULTURE

MENU

We'll take you to your destination in just a moment...

The application you are accessing requires you to log in to USDA eAuthentication. Please log in or create an account.

**Log In with PIV/CAC**

JAN2020  
USDA  
Alexander, Bobby S.

**Log In with PIV/CAC**

**Log In with Password**

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

**Log In with Password**

Figure 8: eAuthentication Login Page

6. Complete the following Log In with Password fields:

**User ID** (see "**User ID Field Instruction**" on page 143)



**Password** (see "**Password Field Instruction**" on page 136)

7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

## Logging Out

To exit webTA, select the **Logout** link from any page.

## Inbox

**Inbox** is available on the Employee Main Menu to read system-generated messages, as well as messages from Timekeepers and Supervisors. The number of unread messages in the Inbox is displayed in parentheses.

The **Send Message To Timekeeper** and the **Send Message To Supervisor** options are used by the Employee to send messages. For more information on these options, see **Sending Messages** (on page 41).

---

Note: Employees are encouraged to check their Inbox regularly.

---

### To View Messages in the Inbox:

1. Select the **Inbox** link on the Employee Main Menu page. The Inbox - Messages page is displayed.

The screenshot shows the webTA Employee interface. At the top, there's a header with the webTA logo and 'Employee' tab. To the right, there are links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the header, the page title is 'Inbox - Messages for Doe, John'. A table lists three messages:

Priority	Subject	Sender	Date	Message	Delete
	Validate Timesheet Reminder	Doe, Jane	Sep 18, 2013 7:45:26 AM	Don't forget to validate your timesheet before you leave for vacation!	<input type="checkbox"/>
	Leave Request Approved	SYSTEM	Sep 18, 2013 7:42:14 AM	Doe, Jane has approved the leave request for 8:00 hours submitted on 09/17/2013 for Doe, John.	<input type="checkbox"/>
!	Password Updated	SYSTEM	Sep 17, 2013 12:15:15 PM	Your password has been reset by admin. If you did not expect for your password to be reset, please contact the appropriate security personnel.	<input type="checkbox"/>

Below the table, it says '1-3 of 3 Records'. There are navigation links: '< < 1 > >'. On the right, it says 'View 25 50 100'. At the bottom, there are two buttons: 'Delete Page' and 'Delete All'.

**Figure 9: Inbox**

2. View the message(s) on the page.

---

Note: Messages marked with an exclamation point (!) indicate a high-priority message.

---

At this point, the following options are available:



Step	Description
Select the <b>X</b> in the Delete column	Deletes the individual message.
Select the <b>Delete Page</b> button	Deletes the entire page of messages.
Select the <b>Delete All</b> button	Delete all messages in the Inbox.

After making the appropriate selection, you may select the **Employee** tab to return to the Employee Main Menu page.

## Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.

Note: Sorting a column sorts the entire table by row, not just the items in the column.

### To Sort a List:

1. Select the header of the column to enable the arrow.

The screenshot shows the webTA Employee page. At the top, there's a navigation bar with 'Employee' selected and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link to 'Employee Main Menu >'. The main content area is titled 'COP Events' and contains a table with the following data:

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization
DOE, JOHN	DOEJ	0801	08/01/2017	Terminated	08/31/2017	30 Days	OCFO
DOE, JOHN	DOEJ	0802	01/02/2018	Terminated	01/10/2018	6 Days	OCFO
DOE, JOHN	DOEJ	0807	05/16/2018	Active	06/18/2018	0 Days	OCFO

At the bottom of the table, there's a 'Cancel' button. The footer of the table shows '1-3 of 3 Records' and a 'View' dropdown menu set to '25'.

Figure 10: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

OR

Select the arrow to point up to sort the list in ascending order.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also a print feature available.

### To Access Help:

1. Select the **Help** link on any page in webTA. A Help page is displayed.

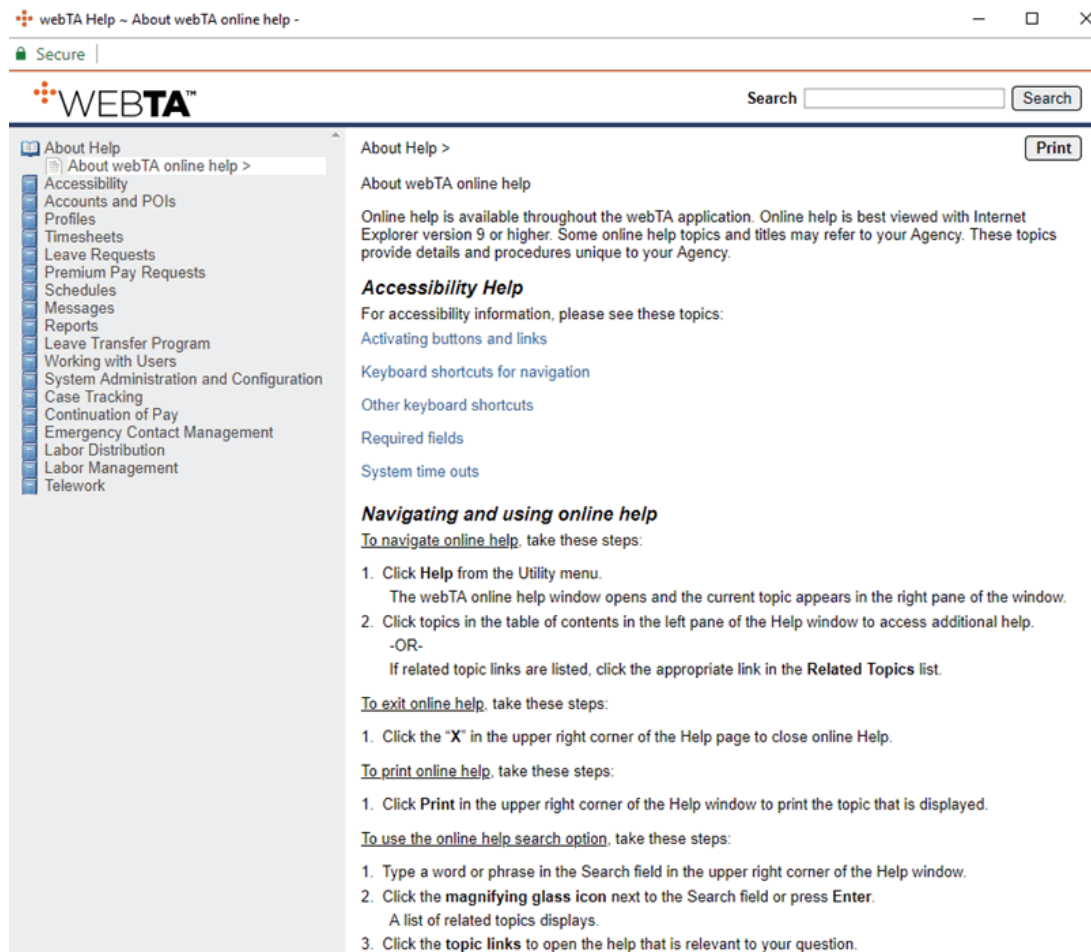


Figure 11: Example of a Help Page

2. Select the applicable topic from the sidebar menu.

OR

Enter search criteria in the Search field and select the **Search** button.

At this point, you may select the **X** to close the Help page and return to the previous page.






## Employee

Using webTA, an Employee can:

- Enter timesheet data.
- View a summary of current pay period timesheet information.
- Submit leave and premium pay requests.
- Submit dollar transaction requests.
- View certified timesheets.
- Select accounting codes.
- Assign descriptions to accounting codes.
- Generate leave audit reports.
- Send messages to Supervisors and/or Timekeepers.
- Maintain schedules.
- Manage emergency contact information.
- Donate leave.



All Employee functions are accessed from the Employee Main Menu, which is displayed upon logging in to webTA.

 **Employee** Inbox [184] | Settings | Help | Log Out

### Employee Main Menu

Time	Accounting
<a href="#">Timesheet</a>	<a href="#">Accounts</a>
<a href="#">Timesheet Summary</a>	
<a href="#">Processed Timesheets</a>	<b>Schedule</b>
<a href="#">Leave Requests</a>	<a href="#">Schedule Assignment</a>
<a href="#">Premium Pay Requests</a>	<a href="#">Shifts</a>
<a href="#">Dollar Transaction Requests</a>	<a href="#">Schedule Templates</a>
<a href="#">Leave Balances</a>	
<a href="#">Schedule</a>	<b>Messages</b>
	<a href="#">Send Message To Timekeeper</a>
	<a href="#">Send Message To Supervisor</a>
<b>Reports</b>	<b>Leave Transfer Program</b>
<a href="#">Reports</a>	<a href="#">Leave Donations</a>
<b>Continuation of Pay (COP)</b>	
<a href="#">COP Events</a>	<b>Emergency Contacts</b>
	<a href="#">My Contacts</a>

Figure 12: Employee Main Menu Page





## Employee Profile

The Employee Profile page contains the Employee's personal information. This is a read-only page. While most fields on this page are updated by PPS feeds, some may be updated by the Timekeeper and Master Timekeeper.

The screenshot shows the 'Employee Profile' page for 'DOE, JOHN'. The page has a header with the 'webTA' logo and a navigation bar with 'Employee', 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. A left sidebar lists various settings: 'Settings »', 'Licenses', 'Calendars', 'Manage Roles', 'Timesheet Details', 'Timesheet Profile', 'FMLA/FMLA Military', 'Disabled Veteran Leave', and 'Telework'. The main content area is titled 'Employee Profile » DOE, JOHN' and contains a list of fields for employee information. A note states 'Items marked with an asterisk\* are required.' The fields include: 'No Time Tracking' (checkbox), 'User ID: DOEJ', 'First Name: JOHN', 'Middle Name:', 'Last Name: DOE', 'Employee ID:', 'E Auth Internal ID:', 'Active: [checked]', 'Essential: [unchecked]', 'Supervisor: DOE, JANE - DOEJ1', 'Timekeeper: DOE, THOMAS - DOET', '\* Organization: OCFO 00 00 0000 00 00 00 00', 'E-Mail Address: john.doe@usda.gov', 'Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima', 'Start Page: Highest Role Menu', 'POI: 5317', and 'Override EmpowHR Supervisor Assignment: [unchecked]'.

Figure 13: Employee Profile Page

Other pages that are available from the Employee Profile page include:

- Licenses - Displays which webTA licenses the Employee is authorized to use. For more information, see **Licenses** (on page 28).
- Calendars - Displays which calendar(s) are assigned to the Employee. For more information, see **Calendars** (on page 30).
- Manage Roles - Displays the Employee's assigned roles. For more information, see **Manage Roles** (on page 32).
- Timesheet Details - Displays the Employee's Timesheet Details. For more information, see **Timesheet Details** (on page 33).
- Timesheet Profile - Displays the Employee's Timesheet Profile. For more information, see **Timesheet Profile** (on page 35).
- FMLA/FMLA Military - Displays the Employee's Family and Medical Leave Act (FMLA)/FMLA Military information, if applicable. For more information, see **FMLA/FMLA Military** (on page 38).



- Disabled Veteran Leave - Displays the Employee's Disabled Veteran Leave information, if applicable. For more information, see ***Disabled Veteran Leave*** (on page 39).
- Telework - Reserved for future use.

For more information see:

<b>Settings .....</b>	<b>27</b>
<b>Licenses .....</b>	<b>28</b>
<b>Calendars .....</b>	<b>30</b>
<b>Manage Roles .....</b>	<b>32</b>
<b>Timesheet Details .....</b>	<b>33</b>
<b>Timesheet Profile .....</b>	<b>35</b>
<b>FMLA/FMLA Military .....</b>	<b>38</b>
<b>Disabled Veteran Leave .....</b>	<b>39</b>



## Settings

The Employee Profile page contains an Employee's personal information. While most fields on this page are updated by PPS feeds, some may be updated by the Timekeeper and Master Timekeeper.

To view your Employee Profile page, select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

WEBTA™ Employee

Inbox [3] | Settings | Help | Log Out

Employee Profile » DOE, JOHN

Settings »  
Licenses  
Calendars  
Manage Roles  
Timesheet Details  
Timesheet Profile  
FMLA/FMLA Military  
Disabled Veteran Leave  
Telework

Items marked with an asterisk\* are required.

No Time Tracking: ☐  
User ID: DOEJ  
First Name: JOHN  
Middle Name:   
Last Name: DOE  
Employee ID:   
E Auth Internal ID:   
Active: ☒  
Essential: ☐  
Supervisor: DOE, JANE - DOEJ1  
Timekeeper: DOE, THOMAS - DOET  
\* Organization: OCFO 00 00 0000 00 00 00 00  
E-Mail Address: john.doe@usda.gov  
Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima  
Start Page: Highest Role Menu  
POI: 5317  
Override EmpowHR Supervisor Assignment: ☐

Figure 14: Employee Profile Page

The following fields are displayed:

**No Time Tracking** (see "**No Time Tracking Field Description**" on page 135)

**User ID** (see "**User ID Field Description**" on page 143)

**First Name** (see "**First Name Field Description**" on page 133)

**Middle Name** (see "**Middle Name Field Description**" on page 135)

**Last Name** (see "**Last Name Field Description**" on page 134)

**Employee ID** (see "**Employee ID Field Description**" on page 132)



***E Auth Internal ID*** (see "***E Auth Internal ID Field Description***" on page 131)

***Active*** (see "***Active Field Description***" on page 129)

***Essential*** (see "***Essential Field Description***" on page 133)

***Supervisor*** (see "***Supervisor Field Description***" on page 140)

***Timekeeper*** (see "***Timekeeper Field Description***" on page 141)

***Organization*** (see "***Organization Field Description (Required)***" on page 136)

***E-Mail Address*** (see "***E-Mail Address Field Description***" on page 132)

***Timezone*** (see "***Timezone Field Description***" on page 141)

***Start Page*** (see "***Start Page Field Description***" on page 139)

***POI*** (see "***POI Field Description***" on page 137)

***Override EmpowHR Supervisor Assignment*** (see "***Override EmpowHR Supervisor Assignment Field Description***" on page 136)

At this point, you may select the **Employee** tab to return to the Employee Main Menu page.

## Licenses

The Licenses page displays which webTA licenses an Employee may use. This is read-only page and the licenses approved for use will determine an Employee's main menu options.

### To Display the Licenses Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

**WEBTA™** Employee Inbox [3] | Settings | Help | Log Out

Employee Profile » DOE, JOHN

**Settings »**  
 Licenses  
 Calendars  
 ●●●●●●●●  
 Manage Roles  
 Timesheet Details  
 Timesheet Profile  
 FMLA/FMLA Military  
 Disabled Veteran Leave  
 Telework

Items marked with an asterisk\* are required.

No Time Tracking: ☐  
 User ID: DOEJ  
 First Name: JOHN  
 Middle Name:   
 Last Name: DOE  
 Employee ID:   
 E Auth Internal ID:   
 Active: ☒  
 Essential: ☐  
 Supervisor: DOE, JANE - DOEJ1  
 Timekeeper: DOE, THOMAS - DOET  
 \* Organization: OCFO 00 00 0000 00 00 00 00  
 E-Mail Address: john.doe@usda.gov  
 Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima  
 Start Page: Highest Role Menu  
 POI: 5317  
 Override EmpowHR Supervisor Assignment: ☐

Figure 15: Employee Profile Page

2. Select the **Licenses** link from the sidebar menu. The Licenses page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Licenses » DOE, JOHN

**Settings**  
**Licenses »**  
 Calendars  
 ●●●●●●●●  
 Manage Roles  
 Timesheet Details  
 Timesheet Profile  
 FMLA/FMLA Military  
 Disabled Veteran Leave  
 Telework

License
<input checked="" type="checkbox"/> webTA
<input checked="" type="checkbox"/> webTA Advanced Scheduling
<input checked="" type="checkbox"/> webTA Continuation of Pay
<input checked="" type="checkbox"/> webTA Emergency Contacts Management
<input checked="" type="checkbox"/> webTA Labor Management
<input checked="" type="checkbox"/> webTA NFC Bi-Directional Interface
<input checked="" type="checkbox"/> webTA Telework
<input checked="" type="checkbox"/> webTA Web Services

Figure 16: Licenses Page

The following fields are displayed:

**webTA** (see "**webTA Field Description**" on page 143)

**webTA Advanced Scheduling** (see "**webTA Advanced Scheduling Field Description**" on page 143)



*webTA Continuation of Pay* (see "*webTA Continuation of Pay Field Description*" on page 143)

*webTA Emergency Contacts Management* (see "*webTA Emergency Contacts Management Field Description*" on page 143)

*webTA Labor Management* (see "*webTA Labor Management Field Description*" on page 144)

*webTA NFC Bi-Directional Interface* (see "*webTA NFC Bi-Directional Interface Field Description*" on page 144)

*webTA Telework* (see "*webTA Telework Field Description*" on page 144)

*webTA Web Services* (see "*webTA Web Services Field Description*" on page 144)

At this point, you may select the **Employee** tab to return to the Employee Main Menu page.

## Calendars

The Calendars page displays holiday calendars assigned to the employee. These holidays are automatically populated on your timesheet. The Calendars page is read-only.

### To Display the Calendars Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

**WEBTA™** Employee Inbox [3] | Settings | Help | Log Out

---

Employee Profile » DOE, JOHN

**Settings »**

- Licenses
- Calendars
- 
- Manage Roles
- Timesheet Details
- Timesheet Profile
- FMLA/FMLA Military
- Disabled Veteran Leave
- Telework

Items marked with an asterisk\* are required.

No Time Tracking: ☐

User ID: DOEJ

First Name: JOHN

Middle Name:

Last Name: DOE

Employee ID:

E Auth Internal ID:

Active: ☒

Essential: ☐

Supervisor: DOE, JANE - DOEJ1

Timekeeper: DOE, THOMAS - DOET

\* Organization: OCFO 00 00 0000 00 00 00 00

E-Mail Address: john.doe@usda.gov

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima ▼

Start Page: Highest Role Menu

POI: 5317

Override EmpowHR Supervisor Assignment: ☐

**Figure 17: Employee Profile Page**

2. Select the **Calendars** link from the sidebar menu. The Calendars page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

---

Calendars » DOE, JOHN

**Settings**

- Licenses
- Calendars »**
- 
- Manage Roles
- Timesheet Details
- Timesheet Profile
- FMLA/FMLA Military
- Disabled Veteran Leave
- Telework

Calendar	Calendar Type
<input checked="" type="checkbox"/> US Federal Holiday Calendar	Holiday Calendar

**Figure 18: Calendars Page**

The following fields are displayed:

**Calendar** (see "**Calendar Field Description**" on page 130)

**Calendar Type** (see "**Calendar Type Field Description**" on page 131)



At this point, you may select the **Employee** tab to return to the Employee Main Menu page.

## Manage Roles

The Role Assignments page is read-only and displays the roles assigned to the Employee.

### To Display the Role Assignment Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

The screenshot displays the 'Employee Profile' page for 'DOE, JOHN'. The page has a header with the 'webTA' logo and a navigation bar with links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. A sidebar on the left lists navigation options: 'Settings »', 'Licenses', 'Calendars', 'Manage Roles', 'Timesheet Details', 'Timesheet Profile', 'FMLA/FMLA Military', 'Disabled Veteran Leave', and 'Telework'. The main content area is titled 'Employee Profile » DOE, JOHN' and contains a form with the following fields and values:

- No Time Tracking:** ☐
- User ID:** DOEJ
- First Name:** JOHN
- Middle Name:** (empty)
- Last Name:** DOE
- Employee ID:** (empty)
- E Auth Internal ID:** (empty)
- Active:** ☒
- Essential:** ☐
- Supervisor:** DOE, JANE - DOEJ1
- Timekeeper:** DOE, THOMAS - DOET
- \* Organization:** OCFO 00 00 0000 00 00 00 00
- E-Mail Address:** john.doe@usda.gov
- Timezone:** GMT -5:00 Eastern Time (US & Canada), Bogota, Lima (dropdown menu)
- Start Page:** Highest Role Menu
- POI:** 5317
- Override EmpowHR Supervisor Assignment:** ☐

A note above the form states: 'Items marked with an asterisk\* are required.'

Figure 19: Employee Profile Page





2. Select the **Manage Roles** link from the sidebar menu. The Role Assignments page is displayed listing the roles assigned to the Employee.

Employee
Inbox [0] | Settings | Help | Log Out

Role Assignments » DOE, JOHN

Settings  
Licenses  
Calendars  
•••••  
**Manage Roles »**  
Timesheet Details  
Timesheet Profile  
FMLA/FMLA Military  
Disabled Veteran Leave  
Telework

Role	Properties
<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Disable Auto Spend Deferred LTP
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Self Certify
<input type="checkbox"/> Master Timekeeper	<input type="checkbox"/> Editable
<input type="checkbox"/> Master Supervisor	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> HR Administrator	—
<input type="checkbox"/> Administrator	<input type="checkbox"/> Agency
<input type="checkbox"/> Project Manager	<input type="checkbox"/> BiDirectional Config Menu On
<input type="checkbox"/> Access	<input type="checkbox"/> Department
<input type="checkbox"/> Account Manager	<input type="checkbox"/> LTP Menu On
<input type="checkbox"/> COP Administrator	<input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> ECM Administrator	—
<input type="checkbox"/> Engineer	<input type="checkbox"/> Agency
<input type="checkbox"/> Help Desk User	<input type="checkbox"/> Department
<input type="checkbox"/> Leave Transfer Program Manager	<input type="checkbox"/> LTP Menu On
<input type="checkbox"/> Operations	<input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> POD	<input type="checkbox"/> Agency
<input type="checkbox"/> Telework Coordinator	<input type="checkbox"/> Department
<input type="checkbox"/> Telework Managing Officer	<input type="checkbox"/> Agency
	<input type="checkbox"/> Department

**Figure 20: Role Assignments Page**

At this point, you may select the **Employee** link to return to the Employee Main Menu page.

## Timesheet Details

The Timesheet Details page displays information about the Employee's timesheet and is read-only.

### To Display the Timesheet Details Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

**WEBTA™** Employee Inbox [3] | Settings | Help | Log Out

Employee Profile » DOE, JOHN

**Settings »**  
Licenses  
Calendars  
Manage Roles  
Timesheet Details  
Timesheet Profile  
FMLA/FMLA Military  
Disabled Veteran Leave  
Telework

Items marked with an asterisk\* are required.

No Time Tracking: ☐  
User ID: DOEJ  
First Name: JOHN  
Middle Name:   
Last Name: DOE  
Employee ID:   
E Auth Internal ID:   
Active: ☒  
Essential: ☐  
Supervisor: DOE, JANE - DOEJ1  
Timekeeper: DOE, THOMAS - DOET  
\* Organization: OCFO 00 00 0000 00 00 00 00  
E-Mail Address: john.doe@usda.gov  
Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima  
Start Page: Highest Role Menu  
POI: 5317  
Override EmpowHR Supervisor Assignment: ☐

Figure 21: Employee Profile Page

2. Select the **Timesheet Details** link from the sidebar menu. The Timesheet Details page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Timesheet Details » DOE, JOHN

**Settings »**  
Licenses  
Calendars  
Manage Roles  
**Timesheet Details »**  
Timesheet Profile  
FMLA/FMLA Military  
Disabled Veteran Leave  
Telework

Items marked with an asterisk\* are required.

**Timesheet Details**  
Retain Data Type: None  
Start Pay Period for Timesheet: 16 - 2016 : Aug 07, 2016 - Aug 20, 2016  
Timesheet Entry Type: Hours  
**Approvers**  
Timekeeper: DOE, THOMAS - DOET  
\* Supervisor: DOE, JANE - DOEJ

Figure 22: Timesheet Details Page

The following fields are displayed:

**Retain Data Type** (see "**Retain Data Type Field Description**" on page 138)



***Start Pay Period for Timesheet*** (see "***Start Pay Period for Timesheet Field Description***" on page 139)

***Timesheet Entry Type*** (see "***Timesheet Entry Type Field Description***" on page 141)

***Timekeeper*** (see "***Timekeeper Field Description***" on page 141)

***Supervisor*** (see "***Supervisor Field Description***" on page 140)

At this point, you may select the **Employee** tab to return to the Employee Main Menu page.

## Timesheet Profile


The Timesheet Profile page displays information about the Employee's timesheet each pay period. The information on the Timesheet Profile is updated daily from EmpowHR and is read-only.

### To Display the Timesheet Profile Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

 **Employee**

Inbox [3] | [Settings](#) | [Help](#) | [Log Out](#)

---

Employee Profile » DOE, JOHN

[Settings »](#)  
[Licenses](#)  
[Calendars](#)  
[Manage Roles](#)  
[Timesheet Details](#)  
[Timesheet Profile](#)  
[FMLA/FMLA Military](#)  
[Disabled Veteran Leave](#)  
[Telework](#)

Items marked with an asterisk\* are required.

No Time Tracking: ☐

User ID: DOEJ

First Name: JOHN

Middle Name:

Last Name: DOE

Employee ID:

E Auth Internal ID:

Active: ☒

Essential: ☐

Supervisor: DOE, JANE - DOEJ1

Timekeeper: DOE, THOMAS - DOET

\* Organization: OCFO 00 00 0000 00 00 00 00

E-Mail Address: john.doe@usda.gov

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima ▼

Start Page: Highest Role Menu

POI: 5317

Override EmpowHR Supervisor Assignment: ☐

Figure 23: Employee Profile Page



2. Select the **Timesheet Profile** link from the sidebar menu. The Timesheet Profile page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

---

Timesheet Profile » DOE, JOHN

- Settings
- Licenses
- Calendars
- \*\*\*\*\*
- Manage Roles
- Timesheet Details
- Timesheet Profile »**
- FMLA/FMLA Military
- Disabled Veteran Leave
- Telework

Items marked with an asterisk\* are required.

**Pay Period:** 09 - 2018 : Apr 29, 2018-May 12, 2018

**Status Change**

Status Change Type: None  
Status Change Day: None

**Status**

Oath of Office: No  
Final Report: No  
On Hold: No

**Pay Details**

Payplan: GS General Schedule (reg)  
Tour of duty: Full Time  
Duty Hours: 80  
Work Week: Mon-Fri  
Alternative Work Schedule: Regular 8-hour Days

**Overtime/Standby**

RSD / Salary Cap: None  
Standby Hours Week 1:  
Standby Hours Week 2:  
Standby AUO Percent:

**Leave**

Service Computation Date: Jan 01, 2014  
Leave Category Override: Default (Based on SCD) (6 hours per pay period)  
Leave Ceiling Override: (240.00 hours per year)  
VLTP Recipient: No  
ELTP Recipient: No  
Home Leave Computation Date:  
Home Leave Category: None  
Home Leave End Date:  
Military Regular Leave Flag: No  
Military Emergency Leave Flag: No  
Negative Annual Leave Balance: No  
Negative Sick Leave Balance: No  
Negative Religious Comp Time Balance: No

**Pay Provider - NFC**

Agency: OCFD  
State Code: Louisiana  
Town: 1690  
Unit: 01  
Timekeeper: 00  
New Contact Point: No

**Miscellaneous**

BUS Code:

**Accounting**

Accounting Type: Manual Account Entry

**EmpowHR**

Am in Appointment:  
Appointment Expiration Date:  
Days in Appointment:  
Department Description:  
Dept Code:  
Detail Expiration Date:  
Duty Station City Code:  
Duty Station City Description:  
Duty Station County Code:  
Duty Station County Description:  
Duty Station State Code:  
Duty Station State Description:  
Effective Date:  
Employment Status:  
Employment Type: Exception Hourly  
E-Mail:  
Start Date:  
End Date:  
Emergency Preparedness Plan: No  
FLSA Indicator: E - Exempt  
Hourly Pay Rate:  
Hrs in Appointment:  
Last Day Worked:  
LWOP Expiration Date:  
Temporary Position Expiration Date:  
Temporary Promotion Expiration Date:  
Military Reserve Category:  
Occupational Series:  
Office Type:  
Official Title:  
Organization Level 1:  
Organization Level 2:  
Organization Level 3:  
Organization Level 4:  
Organization Level 5:  
Organization Level 6:  
Organization Level 7:  
Organization Level 8:  
Organizational Title:  
Phone:  
POI: 5317  
Retirement Plan: CSRS(7.5 PL 110-161) 20103  
Grade:  
Step:  
EMPLID of Supervisor:  
Supervisory Status Code:  
Supervisory Status Code Description:  
Appointment Type:

Figure 24: Timesheet Profile Page



At this point, you may select the **Employee** tab to return to the Employee Main Menu page.

## FMLA/FMLA Military

The FMLA/FMLA Military page is read-only and displays an Employee's FMLA/FMLA Military information, if applicable. Timekeeper and Master Timekeepers can manually invoke new FMLA events and delete manually-invoked FMLA events. Manually invoking an FMLA event bypasses the leave request form process. FMLA may be invoked once every 12 months. When the expiration date is reached, the FMLA and FMLA Military tracking leave balances are automatically set to zero.

### To Display the FMLA/FMLA Military Information Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the **Licenses**, **Calendars**, **Manage Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, and **Disabled Veteran Leave** options from the Employee Profile page.

The screenshot shows the 'Employee Profile' page for 'DOE, JOHN'. The page has a header with the 'webTA' logo and a navigation bar with links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The left sidebar contains a list of links: 'Settings »', 'Licenses', 'Calendars', 'Manage Roles', 'Timesheet Details', 'Timesheet Profile', 'FMLA/FMLA Military', 'Disabled Veteran Leave', and 'Telework'. The main content area is titled 'Employee Profile » DOE, JOHN' and contains a form with the following fields:

- No Time Tracking:** ☐
- User ID:** DOEJ
- First Name:** JOHN
- Middle Name:**
- Last Name:** DOE
- Employee ID:**
- E Auth Internal ID:**
- Active:** ☒
- Essential:** ☐
- Supervisor:** DOE, JANE - DOEJ1
- Timekeeper:** DOE, THOMAS - DOET
- \* Organization:** OCFO 00 00 0000 00 00 00 00
- E-Mail Address:** john.doe@usda.gov
- Timezone:** GMT -5:00 Eastern Time (US & Canada), Bogota, Lima
- Start Page:** Highest Role Menu
- POI:** 5317
- Override EmpowHR Supervisor Assignment:** ☐

Figure 25: Employee Profile Page



2. Select the **FMLA/FMLA Military** link from the sidebar menu. The FMLA/FMLA Military page is displayed.

The screenshot shows the webTA 4.2 Employee interface. The top navigation bar includes the webTA logo, an 'Employee' tab, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. The main heading is 'FMLA/FMLA Military » DOE, JOHN'. On the left is a sidebar menu with links: Settings, Licenses, Calendars, Manage Roles, Timesheet Details, Timesheet Profile, **FMLA/FMLA Military »**, Disabled Veteran Leave, and Telework. The main content area is titled 'FMLA and FMLA Military' and includes a sub-header 'FMLA Invocations'. Below this is a table with columns: Leave Type, Start Date, and Expiration Date. The table contains one row: FMLA, February 4, 2018, February 3, 2019. Below the table, it shows '1-1 of 1 Records' and a 'View' section with buttons for 25, 50, and 100 records.

Leave Type	Start Date	Expiration Date
FMLA	February 4, 2018	February 3, 2019

**Figure 26: FMLA FMLA Military Page**

At this point, you may select the **Employee** tab to return to the Employee Main Menu page.

## Disabled Veteran Leave

The Wounded Warriors Federal Leave Act of 2015 mandates that any new Federal Employee (hired on or after November 5, 2016) who is a Veteran with a service-connected disability rated at 30 percent or more be granted immediate access to 104 hours of Disabled Veteran Leave. This leave may only be used within a continuous 12 month period beginning on the first day of employment/reemployment and may not exceed 104 hours; however, some Employees with an uncommon tour of duty may exceed 104 hours.

Part-time, non-seasonal, and full-time seasonal Employees' leave will be prorated based on the Employee's tour of duty. Any Disabled Veteran Leave credited to an Employee that is not used during the first 12 months of employment and/or reemployment shall be forfeited.

If the Employee is reinstated after a break in service, or transferred and has a sick leave credit balance when they are hired, the amount of Disabled Veteran Leave will be reduced by the amount of sick leave that the Employee has available on the first day of the reemployment.

---

Note: Select the **Leave Balances** link from the Time menu on the Employee Main Menu page to check your Disabled Veteran Leave balance.

---



## To View the Disabled Veteran Leave Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

WEBTA™ Employee

Inbox [3] | Settings | Help | Log Out

Employee Profile » DOE, JOHN

Settings »  
Licenses  
Calendars  
Manage Roles  
Timesheet Details  
Timesheet Profile  
FMLA/FMLA Military  
Disabled Veteran Leave  
Telework

Items marked with an asterisk\* are required.

No Time Tracking: ☐

User ID: DOEJ

First Name: JOHN

Middle Name:

Last Name: DOE

Employee ID:

E Auth Internal ID:

Active: ☒

Essential: ☐

Supervisor: DOE, JANE - DOEJ1

Timekeeper: DOE, THOMAS - DOET

\* Organization: OCFO 00 00 0000 00 00 00 00

E-Mail Address: john.doe@usda.gov

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

POI: 5317

Override EmpowHR Supervisor Assignment: ☐

Figure 27: Employee Profile Page

2. Select the **Disabled Veteran Leave** link from the sidebar menu. The Disabled Veteran Leave page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Disabled Veteran Leave » DOE, JOHN

Settings  
Licenses  
Calendars  
Manage Roles  
Timesheet Details  
Timesheet Profile  
FMLA/FMLA Military  
Disabled Veteran Leave »  
Telework

**Disabled Veteran Leave**

Start Date: February 4, 2018

End Date: February 3, 2019

Figure 28: Disabled Veteran Leave Page

At this point, you may select the **Employee** tab to return to the Employee Main Menu page.




## Sending Messages

Employees may send messages to their Timekeeper or Supervisor from within webTA.

### To Send a Message:

1. Select either the ***Send Message To Timekeeper*** or ***Send Message To Supervisor*** from the Messages section on the Employee Main Menu page. The applicable Send Message page is displayed.

WEBTA™

Employee


Inbox [3] | Settings | Help | Log Out

[Employee Main Menu >](#)

## Send Message To Timekeeper

Items marked with an asterisk\* are required.

**Recipients:** DOE, JOHN

\* **Subject:**   High Importance

\* **Body:**

Send Message

Cancel

**Figure 29: Send Message Page**

2. Complete the following fields:

**Subject** (see "**Subject Field Instruction (Required)**" on page 140)

**Body** (see "**Body Field Instruction (Required)**" on page 130)

3. Select the **Send Message** button. A confirmation message is displayed, and the message is routed to the appropriate webTA Inbox.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.





## Timesheet Data

The following types of TCs are contained on your timesheet:

- work time
- leave
- dollar transactions

At the end of the pay period, after all information is entered on your timesheet, you must validate and then affirm your timesheet. This should always be done by close of business on Tuesday following the end of a pay period.

This section includes the following topics:

<b>Entering Work Time and Accounting on Your Timesheet.....</b>	<b>43</b>
<b>Validating Your Timesheet.....</b>	<b>47</b>

## Entering Work Time and Accounting on Your Timesheet

The Work Time section of the Timesheet page has daily time entry fields for each week in a pay period. Daily work time totals are displayed in the Work Time Total row.

---

Note: The Leave Time section of the Timesheet is populated when leave requests are submitted for approval.

---



## To Enter Work Time and Accounting on Your Timesheet:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Timesheet

Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 \* S Select Pay Period  
Timesheet Type: Regular  
Status: Unvalidated

#### Work Time

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction																
Account																
Work Time Total																

#### Leave Time

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction																
Account																
Leave Time Total																
Daily Total																

#### Dollar Transactions

Transaction	Account	Date	Amount
			Dollar Total

#### Schedule

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 30: Timesheet Page

2. Select the + (plus sign) in the Work Time Total row of the Work Time section. The Transaction field is populated with **01 - Regular Base Pay**, and the Account field is populated with **Select Account**.

Note: You can use the **01 - Regular Base Pay TC**, or you can change the TC.

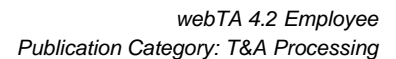


3. Select the transaction code link to change the TC. The Select Values for this entry... popup appears.

Figure 31: Select values for this entry...Drop-down List Popup

4. Select the applicable TC from the drop-down list.
5. Select the **Select Work Time Transaction** button to save the TC and return to the Timesheet page.

Figure 32: Timesheet Page - TC Added



- Accounting

×

Account Search

Number of Results

20

Action

Search

Clear

Select Account

Account	Description	Select
XXXXXXXXXX	webTA	Select
XXXXXXXXXX	webTA Documentation	Select
XXXXXXXXXX	webTA Testing	Select
XXXXXXXXXX	Paid Leave	Select

Project

Number of Results

20

Action

Search

Clear

Select Project

Project	Description	Select
---------	-------------	--------

Clear Selection

Cancel

7. Select the **Select** button for the applicable accounting code. The accounting code is populated in the Account field.

**Figure 34: Timesheet Page - Accounting Added**



- Complete the following Work Time fields:

**Time In** (see "**Time In Field Instruction**" on page 141)

**Time Out** (see "**Time Out Field Instruction**" on page 141)

**Meal Time** (see "**Meal Time Field Instruction**" on page 135)

**TC Line** (see "**TC Line Field Instruction**" on page 141)

- Select the **Save** button to save the timesheet. The Work Time Total field is populated and the message, *Timesheet saved*, is displayed.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.

## Validating Your Timesheet

Timesheets should be validated by close of business on the first Tuesday of the pay period.

### To Validate Your Timesheet:

- Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

**WEBTA** Employee Inbox [22] | Settings | Help | Log Out

Employee Main Menu >

**Timesheet**

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 S Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Vk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Vk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction																	
Account																	
01 - Regular Base Pay (XXXXXXXXXX (webTA))	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00 80.00
<b>Work Time Total</b>	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00 80.00

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Vk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Vk2	Total
Absence Start																	
Absence End																	
Transaction																	
Account																	
Leave Time Total	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00 80.00

**Dollar Transactions**

Transaction	Account	Date	Amount

**Schedule** Totals Remarks (0) Leave Balances Telework

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

**Figure 35: Timesheet Page**

- Verify that the Work Time, Leave Time, and Dollar Transactions sections are complete.



3. Select the **Validate** button to validate your timesheet. If there are no errors, the Timesheet Summary page is displayed.

---

Note: If there are any errors on your timesheet, they will be displayed. You must resolve all errors before a timesheet may be validated.





Note: If there are any warnings on your timesheet, they will be displayed. You should resolve warnings; however, a timesheet may still be validated with warnings.

---



Employee

Inbox [8] | Settings | Help | Log Out

Employee Main Menu > Timesheet >

### Timesheet Summary

Employee: DOE, JOHN

Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 PA

Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

#### Work Time

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction	Account																
01 - Regular Base Pay	XXXXXXXXXX (webTA)																
Work Time Total		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00

#### Leave Time

Absence Start																	
Absence End																	
Transaction	Account																
Leave Time Total																	
Daily Total	8.00	8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00	

#### Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule Week													
Su 04/29	M 04/30	T 05/01	W 05/02	Th 05/03	F 05/04	Sa 05/05	Su 05/06	M 05/07	T 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12

Timesheet Totals  
Week One Hours: 40.00  
Week Two Hours: 40.00  
Total Hours: 80.00  
Time In Pay: 80.00  
Other Time: 0.00  
Dollar Transactions: \$0.00  
Days In Pay: 10

Transaction Totals	
Transaction Code	Amount
01 - Regular Base Pay	80.00

#### Pay Period Remarks

Pay Period Remarks
--------------------

#### Timesheet Entry Remarks

Date	Entry	Name, UserID, Date/Time	Role	Daily Remark
------	-------	-------------------------	------	--------------

#### Leave Requests

Date	Times	Hours	Transaction	Status	Approver
No leave requests found for this pay period					

#### Premium Pay Requests

Date	Times	Hours	Transaction	Status	Approver
No premium pay requests found for this pay period					

#### Leave Data

##### Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	256.00	256.00	8.00	0.00	0.00	0.00	0.00	264.00	400.00	160.00
Sick Leave	136.00	136.00	4.00	0.00	0.00	0.00	0.00	140.00	208.00	0.00

##### Tracking Leave Balances

Leave Type	Forward	Used	Used To Date
There are no tracking leave types with balances for this pay period			

#### Timesheet Profile

Status Change Type: None	Negative Religious Comp Time Balance:
Status Change Day: None	Leave Ceiling Override:
Oath of Office: F	Leave Category Override: Default (Based on SCD)
Final Report: F	Home Leave Computation Date:
On Hold: F	Home Leave Category: None
Payplan: GS General Schedule (reg)	Home Leave End Date:
Tour of duty: Full Time	State Code: Virginia
Work Week: Mon-Fri	Agency: OCFO
Duty Hours: 80	Town: 0000
Alternative Work Schedule: Regular 8-hour Days	New Contact Point: F
RSO / Salary Cap: None	Unit: 00
Standby Hours Week 1:	Timekeeper: 00
Standby Hours Week 2:	BUS Code:
Standby AUO Percent:	Vol. Leave Recipient: No
Negative Annual Leave Balance: T	Eme. Leave Recipient: No
Military Emergency Leave Flag: F	Actual Leave Accrual Rate: 8 Hours/PP
Military Regular Leave Flag: F	Accounting Type: Manual Account Entry
Service Computation Date: 01/23/1997	Personal Leave Ceiling: 240.00
Negative Sick Leave Balance: T	

#### Activity Log



### Figure 36: Timesheet Summary Page

The following information associated with the pay period is displayed, if applicable:

- Validation messages - Displays any errors or warnings applicable to the timesheet.

---

Note: Any errors must be corrected before a timesheet can be validated.

---

- Work Time - Displays TCs, hours, and accounting charged for work time.
- Leave Time - Displays TCs, hours, and accounting charged for leave time.
- Dollar Transactions - Displays TCs, amounts, and accounting charged for dollar transactions.
- Schedule Week - Displays the assigned work schedule.
- Timesheet Totals - Displays Totals, including Weekly, Total Hours, Time in Pay, Other Time, Dollar Transactions, and Days in Pay. Depending on licensing, totals for Telework, Labor Distribution and Case Tracking may also be listed.
- Transaction Totals - Displays a breakdown of hours by work and leave time TCs.
- Pay Period Remarks - Displays any pay period remarks.
- Timesheet Entry Remarks - Displays remarks entered for specific time entries.
- Leave Requests - Displays leave request(s) and status of each request.
- Premium Pay Requests - Displays premium pay request(s) and status of each request.
- Leave Data - Displays accrual and tracking leave data.
- Timesheet Profile - Displays timesheet profile information.
- Activity Log - Displays all actions taken on the timesheet by all roles, including the type of action (Save), the resulting state (Timesheet Saved), the date and time of each action, the user's name, and the message that the user entered in the Action Remarks field on the timesheet, if any.
- Labor Distribution - Displays labor distribution information, if applicable.
- Continuation of Pay (COP) - Displays COP information, if applicable.



4. Select the **Affirm** button. The Timesheet page is displayed with the message, *Timesheet validated successfully*, is displayed, and the status is changed to **Validated**.

**WEBTA™** Employee Master Supervisor Help Desk User HR dmin Inbox [8] Settings Help Log Out

Employee Main Menu >

**Timesheet** Unvalidated **Validated** Certified Sent

Timesheet validated successfully

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 VE Select Pay Period

Timesheet Type: Regular  
Status: Validated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction	Account																
X 01 - Regular Base Pay	XXXXXXXXXX (webTA)																
		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00	80.00
Work Time Total		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00	80.00

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2	Total
Absence Start																	
Absence End																	
Transaction	Account																
	Leave Time Total																
		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00	80.00
Daily Total		8.00	8.00	8.00	8.00	8.00	8.00	40.00	8.00	8.00	8.00	8.00	8.00	8.00		40.00	80.00

**Dollar Transactions**

Transaction	Account	Date	Amount
			Dollar Total

**Schedule** **Totals** **Remarks (0)** **Leave Balances** **Telework**

Su 04/29	M 04/30	T 05/01	W 05/02	Th 05/03	F 05/04	Sa 05/05	Su 05/06	M 05/07	T 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12

Action Remarks:

Characters Remaining: 255

**Figure 37: Validated Timesheet Page**

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Remarks

webTA allows the use of two types of remarks: daily and pay period. Daily remarks are added to specific time entries and are entered in the Daily Remarks field. The remark is then indicated by a triangle displayed in the corner of the time entry cell. Pay Period remarks are entered in the Pay Period Remarks field which is accessed via the Remarks tab on the Timesheet page.

---

Note: The Action Remarks field on the Timesheet page is used to make notes pertaining to the action being taken on the timesheet at the time it is done. These remarks are displayed in the Activity Log section of the timesheet.

---

This section includes the following topics:

<b>Daily Remarks .....</b>	<b>53</b>
<b>Pay Period Remarks .....</b>	<b>59</b>

## Daily Remarks

Daily remarks apply to a specific time entry. A triangle displayed in the time entry indicates that there is a remark for that specific entry. Daily remarks display as Timesheet Entry Remarks in the Pay Period Remarks section of the Timesheet Summary page.



### To Add a Daily Remark:

1. Select the Timesheet link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

**Timesheet** Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 \* S Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction	Account															
+	Work Time Total															

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction	Account															
+	Leave Time Total															
	Daily Total															

**Dollar Transactions**

Transaction	Account	Date	Amount
			Dollar Total

**Schedule** **Totals** **Remarks (0)** **Leave Balances** **Telework**

Su 04/29	M 04/30	T 05/01	W 05/02	Th 05/03	F 05/04	Sa 05/05	Su 05/06	M 05/07	T 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12

**Action Remarks:**

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 38: Timesheet Page

2. Select the time entry to which you want to add a remark.

- WEBTA**
Employee
Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Timesheet

Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
 Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 \$  
**Work Time**

Timesheet Type: Regular  
 Status: Unvalidated

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction																
Account																
X 01 - Regular Base Pay																
Select Account																
Work Time Total																

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction																
Account																
Leave Time Total																
Daily Total																

**Dollar Transactions**

Transaction	Account	Date	Amount
<b>Dollar Total</b>			

Schedule
Totals
Remarks (1)
Leave Balances

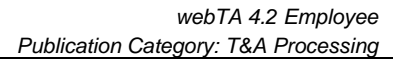
Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
[X]	Mon 4/30	01 - Regular Base Pay	DOE, JOHN - DOEJ1, 04/30/2018 9:13:40 AM MDT	Employee		[X]

Action Remarks:

Characters Remaining: 255

Save
Validate
Delete Timesheet
Remove All Entries
Cancel

55



Select the **Remarks** tab and select the + (plus sign) in the Add column. A new row is displayed. The row populates with the user name, user ID, the current date and time, and the user's role. Select the date from the Date drop-down list.

**Figure 40: Timesheet Page - Adding Daily Remark**

- 56





5. Select the **Save** button. A triangle appears in the time entry cell to indicate that a remark has been added, and the Remarks tab displays the number of daily remarks on the timesheet.

**WEBTA™** Employee Inbox [10] | Settings | Help | Log Out

Employee Main Menu >

**Timesheet** Unvalidated Validated Certified Sent

Timesheet saved

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 S Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction	Account															
X 01 - Regular Base Pay XXXXXXXXXXXXX (webTA)		8.00					8.00									8.00
Work Time Total		8.00					8.00									8.00

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction	Account															
Leave Time Total																
Daily Total		8.00					8.00									8.00

**Dollar Transactions**

Transaction	Account	Date	Amount
Dollar Total			

**Schedule Totals Remarks (1) Leave Balances Telework**

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Mon 4/30	01 - Regular Base Pay XXXXXXXXXXXXX	DOE, JOHN - DOEJ, 04/30/2018 6:54:54 AM MDT	Employee	webTA Conference	X

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

**Figure 41: Timesheet Page with Daily Remark**

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## To Delete a Daily Remark:

1. Select the Timesheet link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

**WEBTA™** Employee Inbox (11) | Settings | Help | Log Out

Employee Main Menu >

---

**Timesheet** Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 S Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction	Account															
X 01 - Regular Base Pay	XXXXXXXXXXXX (webTA)		8.00					8.00								8.00
Work Time Total			8.00					8.00								8.00

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction	Account															
	Leave Time Total		8.00					8.00								8.00
Daily Total			8.00					8.00								8.00

**Dollar Transactions**

Transaction	Account	Date	Amount
		Dollar Total	

**Schedule** Totals Remarks (1) Leave Balances Telework

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12

Action Remarks:

Characters Remaining: 255

Figure 42: Timesheet Page



2. Select the **Remarks** tab. The Remarks section is displayed on the timesheet.

**WEBTA™** Employee Main Menu > Inbox [11] | Settings | Help | Log Out

Timesheet

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 S Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction																
Account																
X 01 - Regular Base Pay XXXXXXXXXX (webTA)		8:00					8:00									8:00
Work Time Total		8:00					8:00									8:00

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction																
Account																
Leave Time Total																
Daily Total		8:00					8:00									8:00

**Dollar Transactions**

Transaction	Account	Date	Amount
Dollar Total			

Schedule Totals **Remarks (1)** Leave Balances Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
X	Mon 4/30	01 - Regular Base Pay XXXXXXXXXX	DOE, JOHN - DOEJ, 04/30/2018 6:54:54 AM MDT	Employee	webTA Conference	X

Action Remarks:

Characters Remaining: 255

**Figure 43: Timesheet Page - Remarks Section**

3. Select the **x** in the box of the Delete column on the row that identifies the daily remark that you want to delete. The row is now deleted.
4. Select the **Save** button.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.

## Pay Period Remarks

Pay Period Remarks are remarks applicable to a specific pay period. After the pay period remarks are entered and saved, they are displayed in the Pay Period Remarks section of the Timesheet Summary page.



### To Add a Pay Period Remark:

1. Select the Timesheet link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Timesheet

Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 \* S Select Pay Period  
Timesheet Type: Regular  
Status: Unvalidated

#### Work Time

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction	Account															
+	Work Time Total															

#### Leave Time

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction	Account															
+	Leave Time Total															
	Daily Total															

#### Dollar Transactions

Transaction	Account	Date	Amount
			Dollar Total

#### Schedule

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/29	04/30	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 44: Timesheet Page



2. Select the **Remarks** tab. The Pay Period Remarks field is displayed on the Timesheet page.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

**Timesheet** Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 S Select Pay Period Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction																
Account																
Work Time Total																

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction																
Account																
Leave Time Total																
Daily Total																

**Dollar Transactions**

Transaction	Account	Date	Amount
Dollar Total			

**Schedule Totals Remarks (0) Leave Balances**

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+						

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

**Figure 45: Timesheet Page - Pay Period Remarks**

3. Enter the remark in the Pay Period Remarks field.
4. Select the **Save** button. The Timesheet is saved with the pay period remark.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



### To Delete a Pay Period Remark:

1. Select the Timesheet link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

---

**Timesheet** Unvalidated Validated Certified Sent

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 \* S Select Pay Period

Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction	Account															
+	Work Time Total															

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start																
Absence End																
Transaction	Account															
+	Leave Time Total															
	Daily Total															

**Dollar Transactions**

Transaction	Account	Date	Amount
			Dollar Total

**Schedule** **Totals** **Remarks (0)** **Leave Balances** **Telework**

Su 04/29	M 04/30	T 05/01	W 05/02	Th 05/03	F 05/04	Sa 05/05	Su 05/06	M 05/07	T 05/08	W 05/09	Th 05/10	F 05/11	Sa 05/12

Action Remarks:  
  
Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 46: Timesheet Page



2. Select the **Remarks** tab. The Pay Period Remarks field is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

**Timesheet** Unvalidated Validated Certified Sent

Timesheet saved

Employee: DOE, JOHN  
Pay Period: 09 - 2018 : Apr 29, 2018-May 12, 2018 S Select Pay Period  
Timesheet Type: Regular  
Status: Unvalidated

**Work Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction																
Account																
Work Time Total																

**Leave Time**

	Sun 4/29	Mon 4/30	Tue 5/01	Wed 5/02	Thu 5/03	Fri 5/04	Sat 5/05	Wk1	Sun 5/06	Mon 5/07	Tue 5/08	Wed 5/09	Thu 5/10	Fri 5/11	Sat 5/12	Wk2 Total
Absence Start										2:00pm	9:00am					
Absence End										3:00pm	5:00pm					
Transaction																
Account																
Leave Time Total																
Daily Total																

**Dollar Transactions**

Transaction	Account	Date	Amount
Dollar Total			

**Schedule Totals Remarks (0) Leave Balances**

Pay Period Remarks

Last timesheet before detail to new section.

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+						

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

**Figure 47: Timesheet Page - Pay Period Remarks**

3. Remove the remark from the Pay Period Remarks field.
4. Select the **Save** button.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.







## Leave Requests

The Leave Request Form page is used to submit leave requests. Leave requests for multiple pay periods must be on a separate leave request for each pay period. Leave requested for the current pay period will populate to the timesheet when the leave request is submitted for approval. Leave requests submitted for a future pay period will populate to the timesheet when the timesheet is created. Separate leave requests must be submitted for different types of leave.

This section includes the following topics:

<b>Adding a Leave Request .....</b>	<b>65</b>
<b>Editing a Leave Request .....</b>	<b>69</b>
<b>Deleting a Leave Request .....</b>	<b>72</b>
<b>Viewing Your Leave Request History .....</b>	<b>75</b>

## Adding a Leave Request

The Leave Request Form page is used to submit leave requests.

### To Submit a Leave Request:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

Note: Select the **View Calendar** button to view leave requests in a calendar format.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Leave Requests

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Leave Type: All Supervisor: Timekeeper:

Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/08/2018	05/08/2018	62 - Sick Leave	8:00	05/17/2018 02:48 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	05/07/2018	05/07/2018	61 - Annual Leave	1:00	05/17/2018 02:57 PM EDT	DOE, JANE	DOE, THOMAS

1-2 of 2 Records

Add Leave Request View Calendar Cancel

Figure 48: Leave Requests Page

2. Select the **Add Leave Request** button. The Leave Request Form page is displayed.



---

Note: The **Leave Balance Calculator** is available to project leave balances.

---



Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

## Leave Request Form

Pending Approved Denied

Items marked with an asterisk\* are required.

### Leave Type and Dates

Employee: DOE, JOHN

\* Leave Type:

Transaction Leave Balance: NA

Leave Balance Calculator

* Start Date		* End Date		All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Month	Day Year	Month	Day Year	<input type="checkbox"/>						Delete

Add New Row

### Remarks

Submitter  
Remarks:

Approver  
Comments:

### Sick Leave Purpose

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

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

### Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ I hereby invoke my entitlement to Family and Medical Leave for:

- ☒ None
- ☐ Birth/Adoption/Foster Care
- ☐ Family Military Leave
- ☐ Serious Health Condition of Self
- ☐ Serious Health Condition of Spouse, Child, or Parent

### Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

### Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Submit

Cancel



**Figure 49: Leave Request Form Page**

3. Complete the following fields:

*Leave Type* (see "*Leave Type Field Instruction (Required)*" on page 134)

*Start Date* (see "*Start Date Field Instruction (Required)*" on page 139)

*End Date* (see "*End Date Field Instruction (Required)*" on page 132)

*All Day* (see "*All Day Field Instruction*" on page 130)

*Start Time* (see "*Start Time Field Instruction (Required)*" on page 140)

*Stop Time* (see "*Stop Time Field Instruction*" on page 140)

*Meal Time* (see "*Meal Time Field Instruction*" on page 135)

*Daily Hours* (see "*Daily Hours Field Instruction*" on page 131)

*Submitter Remarks* (see "*Submitter Remarks Field Instruction*" on page 140)

*Sick Leave Purpose* (see "*Sick Leave Purpose Field Instruction*" on page 138)

*Family and Medical Leave Act* (see "*Family and Medical Leave Act Field Instruction*" on page 133)

4. Select the **Submit** button. A confirmation message is displayed stating that the request was successfully updated and added (or will be added when the request is for a future pay period) to the timesheet. The request is routed to the appropriate Supervisor for approval.

---

Note: The Activity Log is now displayed.

---

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the previous page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.



## Editing a Leave Request

Leave requests may be edited. If the leave request has already been approved by the Supervisor, the Employee must have the Supervisor revert the leave request back to **Pending** before the leave request may be edited.

### To Edit a Leave Request:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

### Leave Requests

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Leave Type: All Supervisor: Timekeeper:

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/08/2018	05/08/2018	62 - Sick Leave	8.00	05/17/2018 02:48 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	05/07/2018	05/07/2018	61 - Annual Leave	1.00	05/17/2018 02:57 PM EDT	DOE, JANE	DOE, THOMAS

1-2 of 2 Records View [25] [50] [100]

Figure 50: Leave Requests Page



2. Select the link for the leave request to be edited. The applicable leave request is displayed



Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

## Leave Request Form

Pending Approved Denied

Items marked with an asterisk\* are required.

Leave Balance Calculator

### Leave Type and Dates

Employee: DOE, JOHN

\* Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 94:00

Leave Request Times

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
May 07, 2018	May 07, 2018	<input type="checkbox"/>	2:00pm	3:00pm		1:00	1:00	Delete

Add New Row

### Remarks

Submitter  
Remarks:

Approver  
Comments:

### Sick Leave Purpose

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

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

### Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ I hereby invoke my entitlement to Family and Medical Leave for:

- ☒ None
- ☐ Birth/Adoption/Foster Care
- ☐ Family Military Leave
- ☐ Serious Health Condition of Self
- ☐ Serious Health Condition of Spouse, Child, or Parent

### Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

### Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

### Activity Log

Action	Resulting State	Date	Name
Submit	Pending	05/17/2018 02:57 PM EDT	DOE, JOHN

Submit

Delete Request

Cancel



**Figure 51: Leave Request Form Page - Editing**

3. Make the applicable changes.
4. Select the **Submit** button to submit the changes. The message, *Leave request successfully updated*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the previous page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Deleting a Leave Request

Leave requests may be deleted. If the leave request has already been approved by the Supervisor, the Employee must have the Supervisor revert the leave request back to **Pending** before the leave request may be deleted.

### To Delete a Leave Request:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests. Use the search filters to search for applicable leave request, if not listed.

WEBTA Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Leave Requests

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Leave Type: All Supervisor: Timekeeper:

Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/08/2018	05/08/2018	62 - Sick Leave	8:00	05/17/2018 02:48 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	05/07/2018	05/07/2018	61 - Annual Leave	1:00	05/17/2018 02:57 PM EDT	DOE, JANE	DOE, THOMAS

1-2 of 2 Records

Add Leave Request View Calendar Cancel

**Figure 52: Leave Requests Page**





2. Select the link for the leave request to be deleted. The applicable leave request is displayed.



Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

## Leave Request Form

Pending Approved Denied

Items marked with an asterisk\* are required.

Leave Balance Calculator

### Leave Type and Dates

Employee: DOE, JOHN

\* Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 103:00

Leave Request Times

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Jul 02, 2018	Jul 02, 2018	<input type="checkbox"/>	2:00pm	3:00pm		1:00	1:00	Delete

Add New Row

### Remarks

Submitter  
Remarks:

Approver  
Comments:

### Sick Leave Purpose

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

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

### Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ I hereby invoke my entitlement to Family and Medical Leave for:

- ☒ None
- ☐ Birth/Adoption/Foster Care
- ☐ Family Military Leave
- ☐ Serious Health Condition of Self
- ☐ Serious Health Condition of Spouse, Child, or Parent

### Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

### Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

### Activity Log

Action	Resulting State	Date	Name
Submit	Pending	07/03/2018 10:37 AM EDT	DOE, JOHN



**Figure 53: Leave Request Form Page - Deleting**

3. Select the **Delete Request** button to delete the request. The message, *Are you sure you want to delete this leave request?*, is displayed.
4. Select the **Yes** button to delete the request. The message, *Leave request successfully deleted*, is displayed. You are returned to the Leave Requests page.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.

## Viewing Your Leave Request History

You may view your current, future, and historical leave requests in a list or calendar format. The Leave Requests page has search filters for specific leave type transaction requests or for leave requests submitted for a specific period of time.

### To View Your Leave Request History:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Request page is displayed defaulting to current and future pending leave requests in a list format.

Note: Select the View Calendar button to view the leave requests in a calendar format.

**WEBTA™ Employee** Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

**Leave Requests**

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Leave Type: All Supervisor: Timekeeper:

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/08/2018	05/08/2018	62 - Sick Leave	8.00	05/17/2018 02:48 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	05/07/2018	05/07/2018	61 - Annual Leave	1.00	05/17/2018 02:57 PM EDT	DOE, JANE	DOE, THOMAS

1-2 of 2 Records View [25] [50] [100]

**Figure 54: Leave Requests Page**

2. Complete the following search filters, if applicable.

**Status** (see "*Status Field Instruction*" on page 140)

**From Date** (see "*From Date Field Instruction*" on page 133)

**To Date** (see "*To Date Field Instruction*" on page 142)

**Leave Type** (see "*Leave Type Field Instruction - Search*" on page 135)



**Supervisor** (see "**Supervisor Field Instruction**" on page 141)

**Timekeeper** (see "**Timekeeper Field Instruction**" on page 141)

3. Select the **Search** button. The search results are displayed.

Note: Select the link in the Status column to view a specific request.

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/07/2018	05/07/2018	61 - Annual Leave	1.00	05/07/2018 02:57 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	05/08/2018	05/08/2018	62 - Sick Leave	8.00	05/08/2018 02:48 PM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/20/2018	03/20/2018	61 - Annual Leave	8.00	03/13/2018 09:13 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/05/2018	03/05/2018	62 - Sick Leave	8.00	03/01/2018 09:12 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	02/07/2018	02/07/2018	62 - Sick Leave	8.00	02/08/2018 09:14 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	01/23/2018	01/23/2018	61 - Annual Leave	2.00	01/23/2018 10:00 AM EST	DOE, JANE	DOE, THOMAS

Figure 55: Leave Requests Search Results Page

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Premium Pay Requests

The Premium Pay Request page is used to submit premium pay requests. Premium pay requests for multiple pay periods must be on a separate premium pay request for each pay period. Premium pay requested for the current pay period will populate to the timesheet when the leave request is submitted for approval. Premium pay requests submitted for a future pay period will populate to the timesheet when the timesheet is created. Separate premium pay requests must be submitted for different types of premium pay.

This section includes the following topics:

<b>Adding a Premium Pay Request.....</b>	<b>77</b>
<b>Editing a Premium Pay Request.....</b>	<b>79</b>
<b>Deleting a Premium Pay Request.....</b>	<b>80</b>
<b>Viewing Your Premium Pay Request History .....</b>	<b>82</b>

## Adding a Premium Pay Request

The Premium Pay Request page is used to add premium pay requests.

### To Add a Premium Pay Request:

1. Select the **Premium Pay Requests** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

### Premium Pay Request

Status: Pending	From Date: Apr 29, 2018	To Date: Apr 30, 2019	Transaction: All	Supervisor:	Timekeeper:	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
-----------------	-------------------------	-----------------------	------------------	-------------	-------------	---------------------------------------	--------------------------------------

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/15/2018	05/15/2018	32 - Comp Time Earned	1.00	05/18/2018 09:45 AM EDT	DOE, JANE	DOE, THOMAS

1-1 of 1 Records

**Figure 56: Premium Pay Request Page**



2. Select the **Add Premium Pay Request** button. The Premium Pay Request page is displayed.

The screenshot shows the 'Premium Pay Request' page in the webTA system. The page has a header with the webTA logo and navigation links like 'Employee', 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the header, there's a breadcrumb trail: 'Employee Main Menu > Premium Pay Requests >'. The main title is 'Premium Pay Request'. A progress bar at the top right shows 'Pending' as the current status, followed by 'Approved' and 'Denied'. A note states 'Items marked with an asterisk\* are required.' The 'Transaction and Dates' section includes a dropdown for 'Transaction' and a text field for 'Employee: DOE, JOHN'. Below this is a table for 'Premium Pay Request Times' with columns: Start Date, End Date, Start Time, Stop Time, Meal Time, Daily Hours, Total Hours, and Action. The first row shows 'Start Date' as 'Month Day Year', 'End Date' as 'Month Day Year', and 'Total Hours' as '0.00'. There's an 'Add New Row' button below the table. The 'Remarks' section has a text area for 'Remarks'. Below that are 'Submitter Remarks' and 'Approver Comments' text areas. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 57: Premium Pay Request Page - Adding

3. Complete the following fields:

**Transaction** (see "*Transaction Field Instruction - Premium Pay Request (Required)*") on page 142)

**Start Date** (see "*Start Date Field Instruction (Required)*") on page 139)

**End Date** (see "*End Date Field Instruction (Required)*") on page 132)

**Start Time** (see "*Start Time Field Instruction (Required)*") on page 140)

**Stop Time** (see "*Stop Time Field Instruction*") on page 140)

**Meal Time** (see "*Meal Time Field Instruction*") on page 135)

**Daily Hours** (see "*Daily Hours Field Instruction*") on page 131)

**Submitter Remarks** (see "*Submitter Remarks Field Instruction*") on page 140)

4. Select the **Submit** button. The message, *Premium pay request successfully updated*, is displayed and the status displayed is now **Pending**.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the previous page.



Step	Description
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Editing a Premium Pay Request

Premium pay requests may be edited. If the premium pay request has already been approved by the Supervisor, the Employee must have the Supervisor revert the request back to **Pending** before the request may be edited.

### To Edit a Premium Pay Request:

1. Select the **Premium Pay Requests** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

### Premium Pay Request

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Transaction: All Supervisor: Timekeeper: Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/15/2018	05/15/2018	32 - Comp Time Earned	1.00	05/18/2018 09:45 AM EDT	DOE, JANE	DOE, THOMAS

1-1 of 1 Records View [25] [50] [100]

Add Premium Pay Request View Calendar Cancel

Figure 58: Premium Pay Request Page



2. Select the link for the premium pay request to be edited. The applicable premium pay request is displayed.

**WEBTA™** Employee Inbox [2] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

### Premium Pay Request

Pending Approved Denied

Items marked with an asterisk\* are required.

**Transaction and Dates**

Employee: DOE, JOHN

\* Transaction: 32 - Comp Time Worked

* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Jun 12, 2018	Jun 12, 2018				1.00	1.00	Delete

**Add New Row**

**Remarks**

Submitter: webTA

Remarks:

Approver:

Comments:

**Activity Log**

Action	Resulting State	Date	Name	Comments
Submit	Pending	06/12/2018 03:28 PM EDT	DOE, JOHN	

**Submit** **Delete Request** **Cancel**

**Figure 59: Premium Pay Request Page - Editing**

3. Make the applicable changes.
4. Select the **Submit** button to submit the changes. The message, *Premium pay request successfully updated*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the previous page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Deleting a Premium Pay Request

A submitted premium pay request may be deleted before the premium pay is approved.





## To Delete a Premium Pay Request:

1. Select the **Premium Pay** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed.

Figure 60: Premium Pay Request Page

2. Select the link for the premium pay request to be deleted. The applicable premium pay request is displayed.

Figure 61: Premium Pay Request Page - Deleting

3. Select the **Delete Request** button to delete the request. The message, *Are you sure you want to delete this premium pay request?*, is displayed.
4. Select the **Yes** button to delete the request. The message, *Premium pay request successfully deleted*, is displayed. You are returned to the Premium Pay Request page.

At this point, you may select **Cancel** button to return to the the Employee Main Menu page.



## Viewing Your Premium Pay Request History

You may view your current, future, and historical premium pay requests in a list or calendar format. The Premium Pay Requests page has search filters for specific premium pay transaction types of requests or for premium pay requests submitted for a specific period of time.

### To View Your Premium Pay Request History:

1. Select the **Premium Pay Requests** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending premium pay requests in a list format.

Note: Select the View Calendar button to view the premium pay requests in a calendar format.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Premium Pay Request

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Transaction: All Supervisor: Timekeeper: Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/15/2018	05/15/2018	32 - Comp Time Earned	1.00	05/18/2018 09:45 AM EDT	DOE, JANE	DOE, THOMAS

1-1 of 1 Records

Add Premium Pay Request View Calendar Cancel

Figure 62: Premium Pay Request Page

2. Complete the following Search filters, if applicable:

**Status** (see "**Status Field Instruction**" on page 140)

**From Date** (see "**From Date Field Instruction**" on page 133)

**To Date** (see "**To Date Field Instruction**" on page 142)

**Transaction** (see "**Transaction Field Instruction - Search**" on page 142)

**Supervisor** (see "**Supervisor Field Instruction**" on page 141)

**Timekeeper** (see "**Timekeeper Field Instruction**" on page 141)

3. Select the **Search** button. The search results are displayed.



Note: Select the link in the Status column to view a specific request.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Premium Pay Request

Status: All From Date: Jan 07, 2018 To Date: May 18, 2018 Transaction: All Supervisor:  Timekeeper: 
Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
<a href="#">Pending</a>	DOE, JOHN	05/15/2018	05/15/2018	32 - Comp Time Earned	1.00	05/18/2018 09:45 AM EDT	DOE, JANE	DOE, THOMAS
<a href="#">Denied</a>	DOE, JOHN	05/09/2018	05/09/2018	32 - Comp Time Earned	1.00	05/09/2018 12:49 PM EDT	DOE, JANE	DOE, THOMAS
<a href="#">Approved</a>	DOE, JOHN	04/02/2018	04/02/2018	32 - Comp Time Earned	1.00	04/02/2018 08:27 AM EDT	DOE, JANE	DOE, THOMAS
<a href="#">Approved</a>	DOE, JOHN	03/15/2018	03/15/2018	32 - Comp Time Earned	1.00	03/15/2018 09:46 AM EDT	DOE, JANE	DOE, THOMAS
<a href="#">Approved</a>	DOE, JOHN	03/14/2018	03/14/2018	32 - Comp Time Earned	1.00	03/14/2018 09:43 AM EDT	DOE, JANE	DOE, THOMAS
<a href="#">Approved</a>	DOE, JOHN	03/02/2018	03/02/2018	32 - Comp Time Earned Pk78	1.00	03/03/2018 09:15 AM EDT	DOE, JANE	DOE, THOMAS
<a href="#">Approved</a>	DOE, JOHN	02/12/2018	02/12/2018	32 - Comp Time Earned	1.00	02/12/2018 09:16 AM EDT	DOE, JANE	DOE, THOMAS

1-7 of 7 Records View [25] [50] [100]

Add Premium Pay Request View Calendar Cancel

**Figure 63: Premium Pay Request Search Results Page**

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.





## Dollar Transaction Requests

When Employees incur work-related expenses such as commuter transportation, parking, magazine or journal subscriptions, etc., repayment is requested via the Dollar Transaction Request page. These requests are either approved or denied by the Supervisor. If approved, the dollar transaction populates to the most recent uncertified timesheet under the Dollar Transaction section. This section is read-only.

This section includes the following topics:

<b>Adding a Dollar Transaction Request</b> .....	<b>85</b>
<b>Editing a Dollar Transaction Request</b> .....	<b>87</b>
<b>Deleting a Dollar Transaction Request</b> .....	<b>88</b>
<b>Viewing Your Dollar Transaction History</b> .....	<b>90</b>

## Adding a Dollar Transaction Request

Dollar transaction requests are entered on the Dollar Transaction Request page. Once approved by the Supervisor, they are displayed on the most recent uncertified timesheet in the Dollar Transaction section.

### To Enter Dollar Transactions on Your Timesheet:

1. Select the ***Dollar Transaction Requests*** link from the Time section on the Employee Main Menu page. The Dollar Transaction Requests - Current page is displayed listing approved and denied dollar transactions for the current and future pay periods, and pending requests from all pay periods.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Dollar Transaction Requests - Current

↓ Status	↕ Start Date	↕ End Date	↕ Transaction Code	Amount	↕ Submission Date	↕ Supervisor
No results						

Figure 64: Dollar Transaction Requests - Current Page



2. Select the **Add Dollar Transaction Request** button. The Dollar Transaction Request page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

### Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk\* are required.

Employee: DOE, JOHN

\* Transaction Code:

\* Account:

* Start Date	* End Date	* Amount	Action
Month Day Year	Month Day Year		Delete

**Remarks**

Submitter Remarks:

Approver Comments:

Figure 65: Dollar Transaction Request Page - Adding

3. Complete the following fields:

**Transaction Code** (see "*Transaction Code Field Instruction (Required)*" on page 142)

**Account** (see "*Account Field Instruction (Required)*" on page 129)

**Start Date** (see "*Start Date Field Instruction (Required)*" on page 139)

**End Date** (see "*End Date Field Instruction (Required)*" on page 132)

**Amount** (see "*Amount Field Instruction (Required)*" on page 130)

**Submitter Remarks** (see "*Submitter Remarks Field Instruction*" on page 140)

4. Select the **Submit** button to submit the request. The message, *Dollar Transaction Request successfully updated*, is displayed and the request is routed to the appropriate Supervisor for approval. If approved, the dollar transaction populates to the most recent uncertified timesheet.

At this point, the following options are available:

Step	Description
------	-------------



Step	Description
Select the <b>Cancel</b> button	Returns you to the Dollar Transaction Requests - Current page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Editing a Dollar Transaction Request

Dollar transaction requests may be edited. If the request has already been approved or denied by the Supervisor, the Employee must have the Supervisor revert the request to **Pending** before the request may be edited.

### To Edit Dollar Transactions on Your Timesheet:

1. Select the **Dollar Transaction Requests** link from the Time section on the Employee Main Menu page. The Dollar Transaction Requests - Current page is displayed.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Pending	08/09/2016	08/09/2016	17 - Parking	\$5.00	08/10/2016 12:24 PM EDT	DOE, JANE

1-1 of 1 Records

View 25 50 100

Add Dollar Transaction Request History Cancel

Figure 66: Dollar Transaction Requests - Current Page - Editing



2. Select the link for the applicable request under the Status column. The request is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

### Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk\* are required.

Employee: DOE, JOHN

\* Transaction Code: 17 - Parking

\* Account: XXXXXXXXX (No Description)

* Start Date	* End Date	* Amount	Action
August 09, 2016	August 09, 2016	5.00	<input type="button" value="Delete"/>

**Remarks**

Submitter Remarks: parking

Approver Comments:

**Activity Log**

Action	Resulting State	Time/Date	Name	Comments
Submit	Pending	08/09/2016 09:52 AM EDT	DOE, JOHN	parking

Figure 67: Dollar Transaction Request Page

3. Make the applicable changes.
4. Select the **Submit** button. The message, *Dollar Transaction Request successfully updated*, is displayed

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the previous page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Deleting a Dollar Transaction Request

Pending dollar transaction requests may be deleted.





## To Delete Dollar Transactions on Your Timesheet:

1. Select the **Dollar Transaction Requests** link from the Time section on the Employee Main Menu page. The Dollar Transaction Requests - Current page is displayed.

WEBTA™ Employee | Inbox [3] | Settings | Help | Log Out

Employee Main Menu >

### Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Pending	08/09/2016	08/09/2016	17 - Parking	\$5.00	08/09/2016 10:04 AM EST	DOE, JANE

1-1 of 1 Records | View [25] [50] [100]

[Add Dollar Transaction Request](#) [History](#) [Cancel](#)

**Figure 68: Dollar Transaction Request Page - Deleting**

2. Select the status link of the dollar transaction request to be deleted. The applicable dollar transaction request is displayed.

WEBTA™ Employee | Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

### Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk\* are required.

Employee: DOE, JOHN

\* Transaction Code: 17 - Parking

\* Account: XXXXXXXXXX (No Description) [Select](#)

* Start Date	* End Date	* Amount	Action
August 09, 2016	August 09, 2016	5.00	<a href="#">Delete</a>

[Add New Row](#)

**Remarks**

Submitter Remarks:

Approver Comments:

**Activity Log**

Action	Resulting State	Time/Date	Name	Comments
Submit	Pending	08/09/2016 09:52 AM EDT	DOE, JOHN	parking

[Delete](#) [Submit](#) [Cancel](#)

**Figure 69: Dollar Transaction Request Page**

3. Select the **Delete Request** button. The message, *Are you sure you want to delete this request?*, is displayed.
4. Select the **Yes** button to delete the transaction. The message, *Dollar Transaction Request deleted*, is displayed. You are returned to the Dollar Transaction - Current page.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Viewing Your Dollar Transaction History

Employees may view their dollar transaction history.

### To View Your Dollar Transaction History:

1. Select the **Dollar Transaction Requests** link from the Time section on the Employee Main Menu page. The Dollar Transaction Requests - Current page is displayed.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
No results						

Add Dollar Transaction Request History Cancel

Figure 70: Dollar Transaction Requests - Current Page

2. Select the **History** button. The Dollar Requests History page is displayed listing approved and denied requests for previous pay periods.

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu >

### Dollar Transaction Requests - History

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Denied	05/09/2018	05/09/2018	17 - Parking	\$15.00	05/15/2018 12:49 PM EDT	DOE, JANE
Approved	04/20/2018	04/20/2018	17 - Parking	\$10.00	04/19/2018 08:21 AM EDT	DOE, JANE
Approved	04/19/2018	04/19/2018	17 - Parking	\$10.00	04/19/2018 08:20 AM EDT	DOE, JANE
Approved	04/18/2018	04/18/2018	17 - Parking	\$10.00	04/19/2018 08:21 AM EDT	DOE, JANE

1-4 of 4 Records 1 View 25 50 100

Add Dollar Transaction Request Current Cancel

Figure 71: Dollar Transaction Requests - History Page

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Processed Timesheets

The Processed Timesheets page is used to view timesheets that have already been processed by NFC.

### To View Your Processed Timesheets:

1. Select the **Processed Timesheets** link from the Time section on the Employee Main Menu page. The Processed Timesheets page is displayed defaulting to the current year.

---

Note: To change the year, select the applicable year from the drop-down list.

---

**WEBTA™** Employee Inbox [137] | Settings | Help | Log Out

[Employee Main Menu >](#)

### Processed Timesheets for DOE, JOHN

Year: 2017 ▼ Select Year

Pay Period	Dates
01 - 2017	Jan 08 - Jan 21
02 - 2017	Jan 22 - Feb 04
03 - 2017	Feb 05 - Feb 18
04 - 2017	Feb 19 - Mar 04
05 - 2017	Mar 05 - Mar 18
06 - 2017	Mar 19 - Apr 01
07 - 2017	Apr 02 - Apr 15
08 - 2017	Apr 16 - Apr 29
09 - 2017	Apr 30 - May 13
10 - 2017	May 14 - May 27
11 - 2017	May 28 - Jun 10
12 - 2017	Jun 11 - Jun 24
13 - 2017	Jun 25 - Jul 08
14 - 2017	Jul 09 - Jul 22
15 - 2017	Jul 23 - Aug 05
16 - 2017	Aug 06 - Aug 19
17 - 2017	Aug 20 - Sep 02
18 - 2017	Sep 03 - Sep 16
19 - 2017	Sep 17 - Sep 30
20 - 2017	Oct 01 - Oct 14
21 - 2017	Oct 15 - Oct 28
22 - 2017	Oct 29 - Nov 11

1-22 of 22 Records 1 View 25 50 100

Cancel

**Figure 72: Processed Timesheets Page**

2. Select the applicable timesheet to view. The timesheet is displayed.

At this point, you may select the **Cancel** button to return to the Employee Main Menu.





## Reports

The Reports page allows Employee to run Leave Audit reports. The Leave Audit report displays leave balances and adjustments for a specific type of leave within a designated range of pay periods.

### To Run a Leave Audit Report:

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

The screenshot shows the WEBTA Employee interface. The top navigation bar includes the WEBTA logo, 'Employee', and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Employee Main Menu >'. The main heading is 'Reports'. Below this is a table with two columns: 'Name' and 'Description'. The table contains one row: 'Leave Audit' and 'Leave Audit Report'. Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'.

Name	Description
Leave Audit	Leave Audit Report

Figure 73: Reports Page

2. Select the **Leave Audit** link. The Leave Audit Report Parameters page is displayed.

The screenshot shows the WEBTA Employee interface for the 'Leave Audit' report parameters. The top navigation bar is the same as Figure 73. Below the navigation bar is a breadcrumb trail: 'Employee Main Menu > Reports >'. The main heading is 'Leave Audit'. To the right of the heading are links for 'PDF', 'Excel', 'HTML', and 'CSV'. Below the heading is a section titled 'Report Parameters'. It contains four fields: 'Report Header' (a text input field), 'From PP' (a dropdown menu showing '2018-11: May 27, 18 - Jun 09, 18'), 'To PP' (a dropdown menu showing '2018-12: Jun 10, 18 - Jun 23, 18'), and 'Leave Type' (a dropdown menu showing 'Annual Leave'). Below these fields are two buttons: 'Run Report' and 'Cancel'.

Report Parameters

Report Header:

From PP: 2018-11: May 27, 18 - Jun 09, 18 ▼

To PP: 2018-12: Jun 10, 18 - Jun 23, 18 ▼

Leave Type: Annual Leave ▼

Figure 74: Leave Audit Report Parameters Page

3. Complete the following fields:

**Report Header** (see "**Report Header Field Instruction**" on page 138)

**From PP** (see "**From PP Field Instruction**" on page 133)

**To PP** (see "**To PP Field Instruction**" on page 142)

**Leave Type** (see "**Leave Type Field Instruction - Search**" on page 135)



4. Select the **Run Report** button to run the report. The Leave Audit report is displayed.

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Reports >

Leave Audit PDF | Excel | HTML | CSV

---

**Leave Audit**

Report Date: 06/12/2018  
Pay Period Range: 01 - 2018 : Jan 07, 2018-Jan 20, 2018 to 12 - 2018 : Jun 10, 2018-Jun 23, 2018  
Employee : DOE, JOHN  
Leave Type: Annual Leave

Pay Period	Manual Adj	Forward	Accrued	Available	Used	Balance	Max Available
12 - 2018	0.00	80.00	8.00	88.00	0.00	88.00	200.00
11 - 2018	0.00	72.00	8.00	80.00	0.00	80.00	200.00
10 - 2018	0.00	84.00	8.00	72.00	0.00	72.00	200.00

Page 1

**Report Parameters**

Report Header:

From PP: 2018-01: Jan 07, 18 - Jan 20, 18 ▼  
To PP: 2018-12: Jun 10, 18 - Jun 23, 18 ▼  
Leave Type: Annual Leave ▼

**Figure 75: Leave Audit Report**

5. Select the **PDF** link to save/view the report as portable document format (PDF).

**OR**

Select the **Excel** link to save/view the report as an Excel spreadsheet.

**OR**

Select the **HTML** link to save the report in hypertext markup language (HTML).

**OR**

Select the **CSV** link to save/view the report in a comma-separated values (CSV) format.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the Reports page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.









## Accounting

The Accounts page displays accounting codes available to you and your Timekeeper.

### To Add an Accounts for Use with the Select Account Link:

1. Select the **Accounts**. link from the Accounting section on the Employee Main Menu page. The Accounts page is displayed. The Timekeeper Accounts lists accounts added by the Timekeeper as a Timekeeper. My Accounts lists accounts added by the Employee.

**WEBTA™** Employee Inbox [13] | Settings | Help | Log Out

Employee Main Menu >

### Accounts

#### Timekeeper Accounts

Account	Description
XXXXXXXXXXXXXXXXXX	General Admin
XXXXXXXXXXXXXXXXXX	PPS Baseline Ann Pay Raise Rat
XXXXXXXXXXXXXXXXXX	webTA Training
XXXXXXXXXXXXXXXXXX	webTA Deployment

1-4 of 4 Records View 25 50 100

#### My Accounts

Account:  Description:  Search Clear

Account	Description	Save	Remove
XXXXXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<span>Save</span>	<span>X</span>
XXXXXXXXXXXXXXXXXX	PPS Baseline General Admin	<span>Save</span>	<span>X</span>
XXXXXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<span>Save</span>	<span>X</span>

1-3 of 3 Records View 25 50 100

Get Account(s)

Cancel

Figure 76: Accounts Page



2. Select the **Get Account(s)** button. The Select Accounts page is displayed.

WEBTA™ Employee

Inbox [13] | Settings | Help | Log Out

Employee Main Menu > Accounts >

### Select Accounts

Account:	Fiscal Year:	Program Code:	Function:	Description:	
	17	R5Y		PPS Baseline	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Account	Description	
XXXXXXXXXXXXXXXX	PPS Baseline CARS Activities	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline General Admin	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Management Activi	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline CARS Activities	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline General Admin	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Pmt Proces	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Pay Recon	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Post Pmt Process	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline SSAE 16 Audit	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline TMGT Table Mgmt	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline CARS Activities	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline OPM Mods	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Sys Anal Requirem	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline AUP Audit	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Eval Pay Systems	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline General Admin	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Inquiries	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Monitor Cnti GL B	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline NFC Mgmt	<input type="checkbox"/>
XXXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="checkbox"/>

1-25 of 49 Records    View 25 50 100

**Figure 77: Select Accounts Page**

3. Search for or select the applicable account.
4. Select the **Save** button to save the accounting code and return to the Accounts page. The message, *Successfully added account*, is displayed.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Schedules

Depending on your Agency's implementation of webTA, two types of schedules may be available, default and advanced. Employees may create and maintain advanced schedules, but Timekeepers must create and maintain an Employee's default schedule.

This section includes the following topics:

<b>Advanced Schedules.....</b>	<b>99</b>
<b>Default Schedules.....</b>	<b>109</b>

### Advanced Schedules

Advanced schedules allow Employees to utilize features, such as scheduling regular days off and setting temporary schedules. Employees are allowed to add and submit advanced schedules. Advanced schedules must be approved or denied by a Supervisor. Advanced schedules may be set as permanent or temporary. A permanent schedule is an Employee's regular day-to-day schedule. A temporary schedule could be set for an Employee for a specific length of time with a beginning and ending date. With either schedule, the total hours must match the duty hours in the Employee's timesheet profile. webTA applies the permanent schedule every pay period unless a temporary schedule has been submitted and approved. When the approved temporary schedule ends, webTA automatically reverts back to the permanent schedule.

The End Date for a Permanent Advanced Schedule defaults to **Forever** once the shifts are added. As a result of this, it is advised to always enter an end date. This will allow for future changes to a Permanent Advanced Schedule.

---

Note: If you add a schedule from the **Schedule** function on the Time menu, it adds a permanent schedule.

---

#### To Add a Permanent Schedule:

A schedule may either be a predefined schedule or a manually created schedule. Once these schedules are added, you may modify the schedule(s).

---

Note: The End Date for a Permanent Advanced Schedule defaults to **Forever** once the shifts are added. As a result of this, it is advised to always enter an end date. This will allow for future changes to a Permanent Advanced Schedule.

---



1. Select the **Schedule Assignment** link from the Schedule section on the Employee Main Menu page. The Schedule Assignment page is displayed.

**WEBTA™** Employee Inbox [3] | Settings | Help | Log Out

[Employee Main Menu >](#)

### Schedule Assignment - DOE, JOHN

**Permanent Schedule**

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

**Add Permanent Schedule**

**Temporary Schedule**

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

**Add Temporary Schedule**

**Cancel**

**Figure 78: Schedule Assignment Page**

2. Select the **Add Permanent Schedule** button. The (Add) Schedule page is displayed.



Note: To select a pre-defined schedule template, select the **Insert Schedule Template** button for a list of available schedules templates. Select the applicable schedule template and select the **OK** button. If a pre-defined schedule template is selected, the fields are populated with the selected template's pre-defined criteria. Proceed to step 7.

Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - DOE, JOHN

Submitted Approved Denied

Items marked with an asterisk\* are required.

\* Name:

Description:

\* Weeks:

\* Start Date:

End Date:

Insert Schedule Template

Schedule Type: None

Schedule Status: Unsaved

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL							

Insert Shift

Insert Manual Shift

Delete Shift

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
--------	-----------------	-------------	------	---------

Submit

Cancel

Figure 79: (Add) Schedule Page

- Complete the following fields:

**Name** (see "**Name Field Instruction (Required)**" on page 135)

**Description** (see "**Description Field Instruction - Schedule**" on page 131)

**Weeks** (see "**Weeks Field Instruction (Required)**" on page 144)




**Start Date** (see "**Start Date Field Instruction - Requests (Required)**" on page 139)

**End Date** (see "**End Date Field Instruction - Schedule Assignment**" on page 132)

4. Select the applicable day(s) for the schedule being added. The **Insert Shift**, **Insert Manual Shift**, and **Delete Shift** buttons are activated above the Approver Comments box.
5. Select the **Insert Shift** button to add a predefined shift. The Select Shift page is displayed.

Note: If the applicable shift is not displayed, select the **Cancel** button to return to the (Add) Schedule page. On the (Add) Schedule page, select the **Insert Manual Shift** button, complete the fields, and select the **Save** button.

 **Employee** Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment > Schedule >

### Select Shift

**Name:**

**Description:**

**Search** **Clear**

Name	Description	Shift Type	Start	Stop	Transaction Code	Meal	Hours	
5x8 Fixed 0600 Start		Regular	6:00am	2:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0630 Start		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0730 Start		Regular	7:30am	4:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0700 Start		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0800 Start		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0830 Start		Regular	8:30am	5:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0900 Start		Regular	9:00am	5:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0930 Start		Regular	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 1000 Start		Regular	10:00am	6:30pm	01 - Regular Base Pay	30	8:00	Select
KC Maxiflex		Flex 3 Band	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 7:30 start		Regular	7:30am	5:00pm	01 - Regular Base Pay	30	9:00	Select
4-10 6 am		Regular	6:00am	4:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 7:00 start		Regular	7:00am	4:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:00 start		Regular	8:00am	5:30pm	01 - Regular Base Pay	30	9:00	Select
4-10 6:30 start		Regular	6:30am	5:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:30		Regular	7:30am	6:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:00 start		Regular	7:00am	5:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 6:00 start		Regular	6:00am	3:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 6:30 start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:30 start		Regular	8:30am	6:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 CWS 6:30 Start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
Short Day 8		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
Short Day II (8 hrs)		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 CWS 8:00 Start		Regular	8:00am	5:30am	01 - Regular Base Pay	30	21:00	Select
Short Day III (8 Hrs)		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select

1-25 of 81 Records 1 2 3 View 25 50 100

**Cancel**

Figure 80: Select Shift Page



- Select the applicable shift to insert. The shift displays on the day(s) selected.

Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - DOE, JOHN

Submitted ☐ Approved ☐ Denied ☐

Items marked with an asterisk\* are required.

\* Name: Regular Schedule

Description: Five 8's

\* Weeks: 2

\* Start Date: Sep 02, 2018

End Date: Sep 07, 2019

Insert Schedule Template

Schedule Type: Permanent

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	7:00am-3:30pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL					40:00		

Insert Shift

Insert Manual Shift

Delete Shift

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
--------	-----------------	-------------	------	---------

Submit

Cancel

Figure 81: Add Schedule Page - Shift Added

- Select the **Submit** button to save the schedule. The message, *Successfully submitted the work schedule*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the Schedule Assignment page.



Step	Description
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

### To Add a Temporary Schedule:

1. Select the **Schedule Assignment** link from the Schedule section on the Employee Main Menu page. The Schedule Assignment page is displayed.

The screenshot shows the webTA interface for an employee named John Doe. The top navigation bar includes the webTA logo, an 'Employee' tab, and links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link to 'Employee Main Menu >'. The main heading is 'Schedule Assignment - DOE, JOHN'. There are two sections: 'Permanent Schedule' and 'Temporary Schedule'. Each section contains a table with columns for 'Schedule', 'Start Date', 'End Date', and 'Approval Status'. Both tables show a message: 'No permanent schedules have been created' and 'No temporary schedules have been created' respectively. Below each table is a button: 'Add Permanent Schedule' and 'Add Temporary Schedule'. At the bottom left is a 'Cancel' button.

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

Add Permanent Schedule

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

Add Temporary Schedule

Cancel

Figure 82: Schedule Assignment Page

2. Select the **Add Temporary Schedule** button. The (Add) Temporary Schedule page is displayed.





Note: To select a pre-defined schedule template, select the **Insert Schedule Template** button for a list of available schedules templates. Select the applicable schedule template and select the **OK** button. If a pre-defined schedule template is selected, the fields are populated with the selected template's pre-defined criteria. Proceed to step 7.

Employee

Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Temporary Schedule - DOE, JOHN

Submitted ☐ Approved ☐ Denied ☐

Items marked with an asterisk\* are required.

\* Name:

Description:

\* Weeks:

\* Start Date:

\* End Date:

Insert Schedule Template

Schedule Type: None

Schedule Status: Unsaved

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
	Week One TOTAL						

Week Two

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
	Week Two TOTAL						

Insert Shift

Insert Manual Shift

Delete Shift

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
--------	-----------------	-------------	------	---------

Submit

Cancel

Figure 83: (Add) Temporary Schedule Page

- Complete the following fields:

**Name** (see "**Name Field Instruction (Required)**" on page 135)

**Description** (see "**Description Field Instruction - Schedule**" on page 131)

**Weeks** (see "**Weeks Field Instruction (Required)**" on page 144)




**Start Date** (see "**Start Date Field Instruction - Requests (Required)**" on page 139)

**End Date** (see "**End Date Field Instruction - Schedule Assignment**" on page 132)

4. Select the applicable day(s) for the schedule being added. The **Insert Shift**, **Insert Manual Shift**, and **Delete Shift** buttons are activated above the Approver Comments box.
5. Select the **Insert Shift** button to add a predefined shift. The Select Shift page is displayed.

Note: If the applicable shift is not displayed, select the **Cancel** button to return to the (Add) Schedule page. On the (Add) Schedule page, select the **Insert Manual Shift** button, complete the fields, and select the **Save** button.

 **Employee** Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment > Schedule >

Select Shift

**Name:**

**Description:**

**Search** **Clear**

Name	Description	Shift Type	Start	Stop	Transaction Code	Meal	Hours	
5x8 Fixed 0600 Start		Regular	6:00am	2:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0630 Start		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0730 Start		Regular	7:30am	4:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0700 Start		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0800 Start		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0830 Start		Regular	8:30am	5:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0900 Start		Regular	9:00am	5:30pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 0930 Start		Regular	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5x8 Fixed 1000 Start		Regular	10:00am	6:30pm	01 - Regular Base Pay	30	8:00	Select
KC Maxiflex		Flex 3 Band	9:30am	6:00pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 7:30 start		Regular	7:30am	5:00pm	01 - Regular Base Pay	30	9:00	Select
4-10 6 am		Regular	6:00am	4:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 7:00 start		Regular	7:00am	4:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:00 start		Regular	8:00am	5:30pm	01 - Regular Base Pay	30	9:00	Select
4-10 6:30 start		Regular	6:30am	5:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:30		Regular	7:30am	6:00pm	01 - Regular Base Pay	30	10:00	Select
4-10 7:00 start		Regular	7:00am	5:30pm	01 - Regular Base Pay	30	10:00	Select
5-4-9 6:00 start		Regular	6:00am	3:30pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 6:30 start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 8:30 start		Regular	8:30am	6:00pm	01 - Regular Base Pay	30	9:00	Select
5-4-9 CWS 6:30 Start		Regular	6:30am	4:00pm	01 - Regular Base Pay	30	9:00	Select
Short Day 8		Regular	6:30am	3:00pm	01 - Regular Base Pay	30	8:00	Select
Short Day II (8 hrs)		Regular	8:00am	4:30pm	01 - Regular Base Pay	30	8:00	Select
5-4-9 CWS 8:00 Start		Regular	8:00am	5:30am	01 - Regular Base Pay	30	21:00	Select
Short Day III (8 Hrs)		Regular	7:00am	3:30pm	01 - Regular Base Pay	30	8:00	Select

1-25 of 81 Records 1 2 3 4 View 25 50 100

**Cancel**

**Figure 84: Select Shift Page**

6. Select the applicable shift to insert. The shift displays on the day(s) selected.



7. Select the **Submit** button to save the schedule. The message, *Successfully submitted the work schedule*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the Schedule Assignment page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

### To Edit a Schedule:

You may edit a predefined schedule or a manually created schedule on the (Modify) Schedule page.

1. Select the **Schedule Assignment** link from the Schedule section on the Employee Main Menu page. The Schedule Assignment page is displayed.

**WEBTA™** Employee [Inbox \[0\]](#) [Settings](#) [Help](#) [Log Out](#)

[Employee Main Menu >](#)

### Schedule Assignment - DOE, JOHN

**Permanent Schedule**

Schedule	Start Date	End Date	Approval Status
<a href="#">8 Hr Maxiflex</a>	Sep 02, 2018	Sep 07, 2019	Submitted

[Add Permanent Schedule](#)

**Temporary Schedule**

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

[Add Temporary Schedule](#)

[Cancel](#)

Figure 85: Schedule Assignment Page -Editing



2. Select the applicable schedule to edit under the Schedule column. The (Modify) Schedule page is displayed.

Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Modify) Schedule - DOE, JOHN

Submitted Approved Denied

Items marked with an asterisk\* are required.

\* Name: 8 Hr Maxiflex

Description:

\* Weeks: 2

\* Start Date: Sep 02, 2018

End Date: Sep 07, 2019

Insert Schedule Template

Schedule Type: Permanent

Schedule Status: Submitted

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	7:30am-4:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL					40:00		

Insert Shift Insert Manual Shift Delete Shift

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Submit	Submitted	09/07/2018 02:19 PM EDT	DOE, JOHN	

Delete Submit Cancel

Figure 86: (Modify) Schedule Page

3. Make the applicable changes.
4. Select the **Submit** button to save the changes. The message, *Successfully submitted the work schedule*, is displayed.

At this point, the following options are available:



Step	Description
Select the <b>Cancel</b> button	Returns you to the Schedule Assignment page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Default Schedules

Default schedules may be used for Employees who use the same hours and accounting each pay period. Default schedules do not include features available in advanced schedules, such as regular days off, temporary schedules, additional pay period options, and a Supervisor approval process. The default schedule is displayed on the Schedule tab of the Employee's timesheet. If **Pay from Schedule** is selected in the Retain Data Type field on the Timesheet Detail page, the TCs and accounting codes are displayed on the timesheet. Timekeepers add and maintain default schedules for their Employees.





## Leave Donations

The Leave Transfer Program menu contains the Leave Donations option which allows Employees to to donate leave to an approved leave recipient in the Voluntary Leave Transfer Program (VLTP) and/or donate leave to the Voluntary Leave Bank Program (VLBP), whichever is applicable to the Agency. Employees are also able to donate leave to the Emergency Leave Transfer Program (ELTP).

Note: For information on becoming a VLTP recipient, Employees should contact their Agency's Leave Transfer Program (LTP) Manager.

This section includes the following topics:

<b>Donating Leave .....</b>	<b>111</b>
<b>Editing a Leave Donation .....</b>	<b>114</b>
<b>Deleting a Leave Donation Request.....</b>	<b>115</b>

## Donating Leave

The **Leave Donations** link is used to submit a leave donation.

### To Donate Leave:

1. Select the **Leave Donations** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

WEBTA™ Employee

Inbox [29] | Settings | Help | Log Out

Employee Main Menu >

### LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
No results						

**Add Donation**

Cancel

**Figure 87: LTP Donations Page**

2. Select the **Add Donation** button. The Add LTP Donation page is displayed with the LTP Account defaulting to **None Selected**.



Note: The Position, Grade, and Step fields are automatically populated with your information.

**WEBTA™** Employee Inbox [29] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

### Add LTP Donation

Items marked with an asterisk\* are required.

\* LTP Account: None Selected Search LTP Account

\* Position:

\* Grade:

\* Step:

\* Leave Type: Annual Leave Search Leave Type

\* Amount:

\* Pay Period: 12 - 2018 : Jun 10, 2018 - Jun 23, 2018 \* ▼

Account: Search Account

Donation Limit Waiver: ☐

Remarks:

Status: Unsaved

\* Restoration Preference: Restore to Current Leave Year ▼

Unused Leave can be donated to another recipient after it is restored.

Save Cancel

Figure 88: Add LTP Donation Page

3. Select the **Search LTP Account** button. The LTP Account Selection page is displayed.

**WEBTA™** Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > LTP Donations > LTP Donation >

### LTP Account Selection

Name:  Type: All ▼ Employee:  Agency:  POI:

Search Clear

Name	Type	Employee	Agency	POI	Duty Location	Balance Needed	Statement of Condition	LTP Accounts
DOE, ALICE	Voluntary Leave Transfer Program	DOE, ALICE	OCFO	5317	NEW ORLEANS, LA	198.00		<span style="background-color: #003366; color: white; padding: 2px 5px;">Select</span>
DOE, JANE	Voluntary Leave Transfer Program	DOE, JANE	OCFO	5317	NEW ORLEANS, LA	982.00		<span style="background-color: #003366; color: white; padding: 2px 5px;">Select</span>
DOE, MARK	Voluntary Leave Transfer Program	DOE, MARK	OCFO	5317	NEW ORLEANS, LA	1900.00	PREGNANCY	<span style="background-color: #003366; color: white; padding: 2px 5px;">Select</span>
DOE, MARY	Voluntary Leave Transfer Program	DOE, MARY	OCFO	5317	NEW ORLEANS, LA	1080.00		<span style="background-color: #003366; color: white; padding: 2px 5px;">Select</span>
DOE, PAUL	Voluntary Leave Transfer Program	DOE, PAUL	OCFO	5317	NEW ORLEANS, LA	785.00		<span style="background-color: #003366; color: white; padding: 2px 5px;">Select</span>
DOE, TONY	Voluntary Leave Transfer Program	DOE, TONY	OCFO	5317	NEW ORLEANS, LA	1078.00		<span style="background-color: #003366; color: white; padding: 2px 5px;">Select</span>

1-6 of 6 Records View 25 50 100

Cancel

Figure 89: LTP Account Selection Page





4. Select the **Select** button of the LTP Account to which you are making your donation. The Add LTP Donation page is displayed with the selection displayed.

Items marked with an asterisk\* are required.

\* LTP Account: DOE, ALICE **Search LTP Account**

\* Position: PROG ANAL

\* Grade: 12

\* Step: 07

\* Leave Type: Annual Leave **Search Leave Type**

\* Amount:

\* Pay Period: 13 - 2018 : Jun 24, 2018 - Jul 07, 2018 \*

Account: **Search Account**

Donation Limit Waiver: ☐

Remarks:

Status: Unsaved

Total Hours Needed: 340:00

\* Restoration Preference: Restore to Current Leave Year

Unused Leave can be donated to another recipient after it is restored.

**Save** **Cancel**

Figure 90: Add LTP Donation Page - Selection Made

OR

Complete the search filters and select the **Search** button if the account is not listed.

5. Complete the following remaining fields:

**Leave Type** (see "**Leave Type Field Instruction - LTP Donation (Required)**" on page 134)

**Amount** (see "**Amount Field Instruction - LTP Donation (Required)**" on page 130)

**Pay Period** (see "**Pay Period Field Instruction - LTP Donation (Required)**" on page 136)

**Account** (see "**Account Field Instruction**" on page 129)

**Donation Limit Waiver** (see "**Donation Limit Waiver Field Instruction**" on page 131)

**Remarks** (see "**Remarks Field Instruction**" on page 137)

**Restoration Preference** (see "**Restoration Preference Field Instruction (Required)**" on page 138)



6. Select the **Save** button to save the donation. The message, *Donation has been saved and submitted for approval*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the LTP Donations page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Editing a Leave Donation

Leave Donations that have been submitted but not yet approved may be edited.

### To Edit a Leave Donation:

1. Select the **Donation** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

The screenshot shows the 'LTP Donations' page. At the top, there's a navigation bar with 'WEBTA™' logo, 'Employee' tab, and links for 'Inbox [30]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link for 'Employee Main Menu >'. The main heading is 'LTP Donations'. Below this is a table with columns: 'LTP Account Name', 'Account Type', 'Leave Type', 'Amount', 'Pay Period', 'Status', and 'Delete'. The table contains one record for 'DOE, JANE' with 'VLTP' account type, 'Annual Leave', '10.0' amount, and '2018-12: 06/10/2018 - 06/23/2018' pay period. The status is 'Submitted'. Below the table, there are buttons for 'Add Donation' and 'Cancel'. The page also shows '1-1 of 1 Records' and a 'View' dropdown set to '25'.

Figure 91: LTP Donations Page - Editing



2. Select the applicable donation to be edited. The Edit LTP Donation page is displayed.

Items marked with an asterisk\* are required.

\* LTP Account: DOE, JANE [Search LTP Account](#)

\* Position:

\* Grade:

\* Step:

\* Leave Type: Annual Leave [Search Leave Type](#)

\* Amount:

\* Pay Period:  ▼

Account: [Search Account](#)

Donation Limit Waiver: ☐

Remarks:

Status: Submitted

Total Hours Needed: 198.00

\* Restoration Preference:  ▼

Unused Leave can be donated to another recipient after it is restored.

[Save](#) [Delete](#) [Cancel](#)

Figure 92: Edit LTP Donation Page

3. Make the applicable changes.
4. Select the **Save** button. The message, *Donation has been saved and submitted for approval*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the LTP Donations page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Deleting a Leave Donation Request

Leave Donations that have been submitted but not yet approved may be deleted.



### To Delete a Leave Donation Request:

1. Select the **Leave Donations** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

WEBTA™ Employee | Inbox [30] | Settings | Help | Log Out

Employee Main Menu >

### LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
DOE, JANE	VLT	Annual Leave	10.0	2018-12: 06/10/2018 - 06/23/2018	Submitted	<input type="checkbox"/>

1-1 of 1 Records

[Add Donation](#) [Cancel](#)

Figure 93: LTP Donations Page - Deleting

2. Select the **Delete** button to delete the request.
3. Select the **OK** button on the popup, *Are you sure you want to delete the leave donation*. The message, *Donation deleted*, is displayed on the LTP Donations page.

WEBTA™ Employee | Inbox [27] | Settings | Help | Log Out

Employee Main Menu >

### LTP Donations

Donation deleted

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
No results						

[Add Donation](#) [Cancel](#)

Figure 94: LTP Donations Page - Deleted

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Continuation of Pay (COP)

Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is used to request continuation of pay (COP) for days that you are unable to work due to an on-the-job injury. This form must be completed and submitted to the human resources (HR) office. Once this form is submitted, the COP Administrator must add an event for the Employee. Requests are displayed on the COP Events page after the COP Administrator adds the event.

---

Note: You must select the applicable TC 67, OWCP Injury Leave, to add the COP to your timesheet.

---

### To View a COP Request:

1. Select the **COP Events** link from the Continuation of Pay (COP) section on the Employee Main Menu page. The COP Events page is displayed.

The screenshot shows the WEBTA Employee Main Menu. The 'Employee' tab is selected. The 'COP Events' link is highlighted in the left sidebar. The main content area displays a table of COP Events for the selected employee, DOE, JOHN.

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization
DOE, JOHN	DOEJ	0801	08/01/2017	Terminated	08/31/2017	30 Days	USDA
DOE, JOHN	DOEJ	0850	06/02/2018	Active	06/12/2018	3 Days	USDA

1-2 of 2 Records


View 25 50 100

Cancel

Figure 95: COP Events Page



2. Select the applicable event to view the request. The COP Event Details page is displayed. This is a read-only page.

 **Employee**

Inbox [3] | Settings | Help | Log Out

Employee Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

\* Employee: DOE, JOHN - DOEJ  
Organization: USDA

Date of Injury: 06/02/2018  
Injury Number: 0850

Return to Work Date: 06/12/2018  
COP Not to Exceed Date: 06/12/2018  
COP Used to Date: 3

Termination Date:  
Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	06/05/2018 02:39 PM EDT	DOE, JANE	

Cancel

**Figure 96: COP Event Details Page**

3. View the request.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.



## Emergency Contacts

Employees may add multiple emergency contacts in webTA. The Emergency Contact Details page is used to add these contacts. Once contacts are added, the call order may be modified. Emergency contacts may also be deleted.

This section includes the following topics:

<b>Adding a New Contact.....</b>	<b>119</b>
<b>Editing a Contact .....</b>	<b>121</b>
<b>Moving a Contact on the List.....</b>	<b>124</b>
<b>Deleting an Emergency Contact.....</b>	<b>124</b>

## Adding a New Contact

The Emergency Contact Details page is used to add emergency contacts in webTA.

### To Add an Emergency Contact:

1. Select the **My Contacts** link from the Emergency Contacts section on the Employee Main Menu page. The Emergency Contacts page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—


Add New Contact

Save Cancel

Figure 97: Emergency Contacts Page



2. Select the **Add New Contact** button. The Emergency Contact Details page is displayed.

 **Employee** Inbox [0] | Settings | Help | Log Out

[Employee Main Menu](#) > [Emergency Contacts](#) >

### Emergency Contact Details

Items marked with an asterisk\* are required.

Call Order: 1

First Name:

Middle Name:

\* Last Name:

Relation:  ▼

Specify Other Relation:

Email Address:

\* Phone 1:  Phone Type:  ▼

Phone 2:  Phone Type:  ▼

Phone 3:  Phone Type:  ▼

Phone 4:  Phone Type:  ▼

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

**Figure 98: Emergency Contact Details Page**

3. Complete the fields as follows:

**First Name** (see "**First Name Field Instruction**" on page 133)

**Middle Name** (see "**Middle Name Field Instruction**" on page 135)

**Last Name** (see "**Last Name Field Instruction (Required)**" on page 134)

**Relation** (see "**Relation Field Instruction**" on page 137)

**Specify Other Relation** (see "**Specify Other Relation Field Instruction**" on page 139)

**Email Address** (see "**Email Address Field Instruction**" on page 132)

**Phone 1** (see "**Phone 1 Field Instruction (Required)**" on page 136)





*Phone Type* (see "*Phone Type Field Instruction (Required)*" on page 137)

*Phone 2* (see "*Phone 2 Field Instruction*" on page 137)

*Phone Type* (see "*Phone Type Field Instruction*" on page 137)

*Phone 3* (see "*Phone 3 Field Instruction*" on page 137)

*Phone Type* (see "*Phone Type Field Instruction*" on page 137)

*Phone 4* (see "*Phone 4 Field Instruction*" on page 137)

*Phone Type* (see "*Phone Type Field Instruction*" on page 137)

*Address 1* (see "*Address 1 Field Instruction*" on page 129)

*Address 2* (see "*Address 2 Field Instruction*" on page 130)

*City* (see "*City Field Instruction*" on page 131)

*State* (see "*State Field Instruction*" on page 140)

*Zip Code* (see "*Zip Code Field Instruction*" on page 144)

*Country* (see "*Country Field Instruction*" on page 131)

*Notes* (see "*Notes Field Instruction*" on page 136)

4. Select the **Save** button. The message, *Contact saved*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the Emergency Contacts page displaying the new contact.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.

## Editing a Contact

Employees may edit contact information at any time in webTA.



### To Edit an Emergency Contact:

1. Select the **My Contacts** link from the Emergency Contacts section on the Employee Main Menu page. The Emergency Contacts page is displayed.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—
1	DOE	JANE	Spouse	555-555-5555 (Cell)		06/11/2018 03:52 PM EDT	X


[Add New Contact](#)

[Save](#) [Cancel](#)

Figure 99: Emergency Contacts Page - Editing Contact



2. Select the applicable contact. The Emergency Contact Details page for that contact is displayed.


Employee
Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Emergency Contacts >

### Emergency Contact Details

Items marked with an asterisk\* are required.

Call Order: 1

First Name:

Middle Name:

\* Last Name:

Relation:

Specify Other Relation:

Email Address:

\* Phone 1:  \* Phone Type:

Phone 2:  Phone Type:

Phone 3:  Phone Type:

Phone 4:  Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

**Figure 100: Emergency Contact Details Page - Editing Contact**

3. Make the applicable changes.
4. Select the **Save** button. The message, *Contact saved*, is displayed.

At this point, the following options are available:

Step	Description
Select the <b>Cancel</b> button	Returns you to the Emergency Contacts page.
Select the <b>Employee</b> tab	Returns you to the Employee Main Menu page.



## Moving a Contact on the List

If you have more than one contact on your emergency contact list, you may move the order in which the contacts are called.

### To Move a Contact on Your Emergency Contact List:

1. Select the **My Contacts** link from the Emergency Contact section on the Employee Main Menu page. The Emergency Contacts page is displayed.

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—
1	DOE	JANE	Spouse	555-555-5555 (Cell)	000-000-0000 (Work)	06/11/2018 04:03 PM EDT	X
2	DOE	JOE	Brother	XXX-XX-XXXX (Cell)		06/12/2018 10:00 AM EDT	X

[Add New Contact](#)

[Save](#) [Cancel](#)

Figure 101: Emergency Contacts Page - Moving Contacts

2. Change the applicable number(s) in the Call Order box.
3. Select the **Save** button. Your emergency contacts are displayed in the new order.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.

## Deleting an Emergency Contact

Employees are allowed to delete emergency contacts.



## To Delete an Emergency Contact:

1. Select the **My Contacts** link from the Emergency Contact section on the Employee Main Menu page. The Emergency Contacts page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—
1	DOE	JANE	Spouse	555-555-5555 (Cell)	000-000-0000 (Work)	06/11/2018 04:03 PM EDT	X
2	DOE	JOE	Brother	XXX-XX-XXXX (Cell)		06/12/2018 10:00 AM EDT	X

Add New Contact

Save Cancel

**Figure 102: Emergency Contacts Page - Deleting a Contact**

2. Select the **X** from the Delete column of the applicable contact to remove. The contact is removed from the page.

At this point, you may select the **Cancel** button to return to the Employee Main Menu page.





## Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

This section includes the following topics:

Account Field Instruction .....	129
Account Field Instruction (Required).....	129
Active Field Description .....	129
Address 1 Field Instruction .....	129
Address 2 Field Instruction .....	130
All Day Field Instruction.....	130
Amount Field Instruction (Required) .....	130
Amount Field Instruction - LTP Donation (Required) .....	130
Body Field Instruction (Required) .....	130
Calendar Field Description .....	130
Calendar Type Field Description .....	131
City Field Instruction .....	131
Country Field Instruction .....	131
Daily Hours Field Instruction .....	131
Description Field Instruction - Schedule .....	131
Donation Limit Waiver Field Instruction .....	131
E Auth Internal ID Field Description.....	131
E-Mail Address Field Description.....	132
Email Address Field Instruction.....	132
Employee ID Field Description .....	132
End Date Field Instruction (Required) .....	132
End Date Field Instruction - Schedule Assignment.....	132
Essential Field Description .....	133
Family and Medical Leave Act Field Instruction .....	133
First Name Field Description .....	133
First Name Field Instruction .....	133
From Date Field Instruction .....	133
From PP Field Instruction .....	133
Last Name Field Description .....	134
Last Name Field Instruction (Required).....	134
Leave Type Field Instruction (Required) .....	134
Leave Type Field Instruction - LTP Donation (Required) .....	134
Leave Type Field Instruction - Search .....	135
Meal Time Field Instruction .....	135
Middle Name Field Description.....	135



Middle Name Field Instruction.....	135
Name Field Instruction (Required) .....	135
No Time Tracking Field Description.....	135
Notes Field Instruction .....	136
Organization Field Description (Required).....	136
Override EmpowHR Supervisor Assignment Field Description .....	136
Password Field Instruction .....	136
Password Field Instruction - webTA.....	136
Pay Period Field Instruction - LTP Donation (Required) .....	136
Phone 1 Field Instruction (Required) .....	136
Phone 2 Field Instruction .....	137
Phone 3 Field Instruction .....	137
Phone 4 Field Instruction .....	137
Phone Type Field Instruction.....	137
Phone Type Field Instruction (Required).....	137
POI Field Description .....	137
Relation Field Instruction.....	137
Remarks Field Instruction.....	137
Report Header Field Instruction .....	138
Restoration Preference Field Instruction (Required).....	138
Retain Data Type Field Description.....	138
Sick Leave Purpose Field Instruction .....	138
Specify Other Relation Field Instruction .....	139
Start Date Field Instruction (Required) .....	139
Start Date Field Instruction - Requests (Required).....	139
Start Page Field Description .....	139
Start Pay Period for Timesheet Field Description.....	139
Start Time Field Instruction (Required) .....	140
State Field Instruction .....	140
Status Field Instruction.....	140
Stop Time Field Instruction .....	140
Subject Field Instruction (Required).....	140
Submitter Remarks Field Instruction .....	140
Supervisor Field Description .....	140
Supervisor Field Instruction .....	141
TC Line Field Instruction.....	141
Time In Field Instruction .....	141
Time Out Field Instruction .....	141
Timekeeper Field Description.....	141
Timekeeper Field Instruction .....	141
Timesheet Entry Type Field Description .....	141





Timezone Field Description .....	141
To Date Field Instruction.....	142
To PP Field Instruction.....	142
Transaction Code Field Instruction (Required).....	142
Transaction Field Instruction - Premium Pay Request (Required).....	142
Transaction Field Instruction - Search .....	142
User ID Field Description .....	143
User ID Field Instruction .....	143
User ID Field Instruction - webTA .....	143
webTA Advanced Scheduling Field Description.....	143
webTA Continuation of Pay Field Description .....	143
webTA Emergency Contacts Management Field Description.....	143
webTA Field Description.....	143
webTA Labor Management Field Description .....	144
webTA NFC Bi-Directional Interface Field Description .....	144
webTA Telework Field Description .....	144
webTA Web Services Field Description.....	144
Weeks Field Instruction (Required).....	144
Zip Code Field Instruction .....	144

## Account Field Instruction

### Account

Select the **Search Account** button and choose the applicable accounting code from the list.

## Account Field Instruction (Required)

### Account

#### *Required field*

Select the **Select** button and choose the applicable accounting code from the list.

## Active Field Description

### Active

Checked if the Employee is an active Employee.

## Address 1 Field Instruction

### Address 1

Enter the first line of the address of the contact being added.



## Address 2 Field Instruction

### Address 2

Enter the second line, if applicable, of the address for the contact being added.

## All Day Field Instruction

### All Day

Check this box if the request is for the whole day.

## Amount Field Instruction (Required)

### Amount

#### *Required field*

Enter the applicable dollar amount. For a whole dollar amount (i.e., \$10.00) enter the whole number (**10**). For dollars and cents (i.e., \$10.50), use a decimal (**10.50**). The amount entered is per day for the dates added.

## Amount Field Instruction - LTP Donation (Required)

### Amount

#### *Required field*

Enter the amount of leave that you wish to donate.

---

Note: If you attempt to donate more hours than you have available for any given leave type, an error message will display.

---

## Body Field Instruction (Required)

### Body

#### *Required field*

Enter the body of the message.

## Calendar Field Description

### Calendar

Displays the applicable holiday calendar.



## Calendar Type Field Description

### **Calendar Type**

Displays the calendar type.

## City Field Instruction

### **City**

Enter the city of the address being added.

## Country Field Instruction

### **Country**

Enter the country of the address being added.

## Daily Hours Field Instruction

### **Daily Hours**

Enter the number of hours requested.

---

Note: The Total Hours field will automatically populate after the request is submitted.

---

## Description Field Instruction - Schedule

### **Description**

Enter a description for the schedule.

## Donation Limit Waiver Field Instruction

### **Donation Limit Waiver**

Select this box to override the leave donation limitation.

---

Note: If this box is checked, justification for the override must be provided in the Remarks box.

---

## E Auth Internal ID Field Description

### **E Auth Internal ID**

Displays the Employee's eAuthentication Internal ID.



## E-Mail Address Field Description

### E-Mail Address

Displays the Employee's email address.

## Email Address Field Instruction

### Email Address

Enter the email address of the contact being added.

## Employee ID Field Description

### Employee ID

Displays the Employee's EmplID from EmpowHR.

## End Date Field Instruction (Required)

### End Date

*Required field*

Enter the ending date of the request. The date is in Month Day Year format.

**OR**

Select the ending date of the request from the calendar icon.

---

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

---

## End Date Field Instruction - Schedule Assignment

### End Date

Enter the ending date in Month Day Year format.

**OR**

Select the end date from the calendar icon.

---

Note: The end date must coincide with the end date of a pay period. The End Date defaults to **Forever** once shifts are added. As a results of this, it is advised to always enter an end date. This will allow for future changes to a permanent schedule.

---



## Essential Field Description

### Essential

Displays a check mark if the Employee is classified as an essential Employee.

## Family and Medical Leave Act Field Instruction

### I hereby invoke my entitlement to Family and Medical Leave for:

Select the applicable reason when requesting Family and Medical leave. The field defaults to **None**. If you are not requesting Family and Medical leave, leave **None** as the selection. Valid values are **None, Birth/Adoption/Foster Care, Family Military Leave, Serious Health Condition of Self, Serious Health Condition of Spouse, Child, or Parent**.

---

Note: This field must be completed when requesting Family and Medical leave. If you make a selection in this field when you are not requesting Family and Medical leave, an error message will appear. Also, if you do not make a selection in this field when requesting Family and Medical leave, an error message will display.

---

## First Name Field Description

### First Name

Displays the Employee's first name.

## First Name Field Instruction

### First Name

Enter the first name of the contact being added.

## From Date Field Instruction

### From Date

Enter the starting date of your search. The date is in Month Day Year format.

**OR**

Select the starting date of your search from the calendar icon.

## From PP Field Instruction

### From PP



Select the beginning pay period for the report from the drop-down list.

## Last Name Field Description

### Last Name

Displays the Employee's last name.

## Last Name Field Instruction (Required)

### Last Name

*Required field*

Enter the last name of the contact being added.

## Leave Type Field Instruction (Required)

### Leave Type

*Required field*

Select the applicable leave type for the request from the drop-down list. The list of leave types is grouped by category. Leave types are displayed with the TC and the description of the leave type.

The categories are:

Admin/Excused Absence

Annual Leave

Compensatory Time Off

Credit Hours Used

Home Leave Used

Leave Without Pay

Military Emergency

Military Regular

OWCP Injury Leave

Other

Religious Comp Time Used

Sick Leave

Time Off/Incentive Award

---

Note: The Transaction Leave Balance field will be populated after selecting the leave type.

---

## Leave Type Field Instruction - LTP Donation (Required)

### Leave Type



*Required field*

This field defaults to **Annual Leave**. Select the **Search Leave Type** button change the leave type being donated from **Annual Leave** to **Restored Annual Leave**.

## Leave Type Field Instruction - Search

**Leave Type**

Select the leave type for the search.

## Meal Time Field Instruction

**Meal Time**

Enter the meal time, if applicable.

## Middle Name Field Description

**Middle Name**

Displays the Employee's middle name, if applicable.

## Middle Name Field Instruction

**Middle Name**

Enter the middle name of the contact being added.

## Name Field Instruction (Required)

**Name**

*Required field*

Enter a name for the schedule.

---

Note: To select a pre-defined schedule template, select the **Insert Schedule Template** button for a list of available schedules templates. Select the applicable schedule template and select the **OK** button. If a pre-defined schedule template is selected, the fields are populated with the selected template's pre-defined criteria. Proceed to step 7.

---

## No Time Tracking Field Description

**No Time Tracking**

Displays a check mark if the Employee does not use webTA to record time and attendance.



## Notes Field Instruction

### Notes

Enter any notes related to the contact being added. Enter any notes related to the contact being added.

## Organization Field Description (Required)

### Organization

*Required field*

Displays the Employee's organizational information.

## Override EmpowHR Supervisor Assignment Field Description

### Override EmpowHR Supervisor Assignment

Displays a check mark if the Supervisor information in the EmpowHR feed may be overwritten.

## Password Field Instruction

### Password

Enter your eAuthentication password.

## Password Field Instruction - webTA

### Password

Enter your webTA password.

## Pay Period Field Instruction - LTP Donation (Required)

### Pay Period

*Required field*

Select the applicable pay period for the donation from the drop-down list.

## Phone 1 Field Instruction (Required)

### Phone 1

*Required field*

Enter the primary phone number of the contact being added.





## Phone 2 Field Instruction

### Phone 2

Enter a second phone number, if applicable, for the contact being added.

## Phone 3 Field Instruction

### Phone 3

Enter a third phone number, if applicable, for the contact being added.

## Phone 4 Field Instruction

### Phone 4

Enter a fourth phone number, if applicable, for the contact being added.

## Phone Type Field Instruction

### Phone Type

Select the applicable type of phone for the coordinating telephone number.

## Phone Type Field Instruction (Required)

### Phone Type

*Required field*

Select the applicable type of phone for the primary contact from the drop-down list.

## POI Field Description

### POI

Displays the Employee's personnel office identifier (POI).

## Relation Field Instruction

### Relation

Select the relationship to the contact from the drop-down list.

## Remarks Field Instruction

### Remarks

Enter any applicable remarks.



## Report Header Field Instruction

### Report Header

Enter a header for the report, if desired.

---

Note: This will be displayed in addition to the report name.

---

## Restoration Preference Field Instruction (Required)

### Restoration Preference

#### *Required field*

Select the applicable restoration preference from the drop-down list. Valid values are **Restore to Current Leave Year** and **Restore to Next Leave Year**.

---

Note: Unused leave may be donated to another recipient after it has been restored.

---

## Retain Data Type Field Description

### Retain Data Type

Displays the information to be added to the timesheet each pay period. Valid values are:

**All** - All information is copied from the previous pay period.

**None** - No information is copied from the previous pay period. A blank timesheet will be available each pay period.

**Pay From Schedule** - Information is copied from the default schedule.

**TC** - TCs are copied from the previous pay period.

**Accounts** - Accounting is copied from the previous pay period.

**Hours** - Times are copied from the previous pay period.

## Sick Leave Purpose Field Instruction

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

Select the applicable reason for requesting sick leave. The field defaults to **None**. If you are not requesting sick leave, leave **None** as the selection. Valid values are:

**None**

**Illness/injury/incapacitation of requesting employee**

**Medical/dental/optical examination of requesting employee**

**Care of family member, including medical/dental/optical examination of family member, or bereavement**

**Care of family member with a serious health condition**

**Other (Provide the reason in Remarks)**



---

Note: This field must be used when requesting sick leave. If you do not make a selection in this field when requesting sick leave, an error message will appear.

---

## Specify Other Relation Field Instruction

### Specify Other Relation

Enter any applicable relationship information if you selected **Other** in the Relation field.

## Start Date Field Instruction (Required)

### Start Date

*Required field*

Enter the starting date of the request. The date is in Month Day Year format.

**OR**

Select the starting date of the request from the calendar icon.

---

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

---

## Start Date Field Instruction - Requests (Required)

### Start Date

*Required field*

Enter the starting date in Month Day Year format.

**OR**

Select the starting date from the calendar icon.

## Start Page Field Description

### Start Page

Displays the Employee's highest role information. If the Employee has more than one webTA role, verify that the highest role available is selected from the drop-down list.

## Start Pay Period for Timesheet Field Description

### Start Pay Period for Timesheet

Displays the date and pay period number.



## Start Time Field Instruction (Required)

### Start Time

*Required field*

Enter the start time of the request.

## State Field Instruction

### State

Enter the State of the address being added.

## Status Field Instruction

### Status

Select the applicable request status for your search. Valid values are **All**, **Pending**, **Approved**, and **Denied**.

## Stop Time Field Instruction

### Stop Time

Enter the stop time of the request.

## Subject Field Instruction (Required)

### Subject

*Required field*

Enter the subject of the message.

---

Note: Select the **High Importance** link to indicate that the message is of high importance.

---

## Submitter Remarks Field Instruction

### Submitter Remarks

Enter any applicable remarks.

## Supervisor Field Description

### Supervisor

Displays the name and user ID of the Employee's Supervisor.



## **Supervisor Field Instruction**

### **Supervisor**

Enter the name of the Supervisor for the request for which you are searching.

## **TC Line Field Instruction**

### **TC Line**

Enter work time in hours and minutes. This field is required.

## **Time In Field Instruction**

### **Time In**

Enter the starting time for each day.

## **Time Out Field Instruction**

### **Time Out**

Enter the ending time for each day.

## **Timekeeper Field Description**

### **Timekeeper**

Displays the name and user ID of the Employee's Timekeeper.

## **Timekeeper Field Instruction**

### **Timekeeper**

Enter the name of the Timekeeper for the request for which you are searching.

## **Timesheet Entry Type Field Description**

### **Timesheet Entry Type**

Displays how entries are made on the timesheet. Valid values are **Hours** and **Time-in/Time-out**.

## **Timezone Field Description**

### **Timezone**

Displays the time zone in which the Employee is located.



## To Date Field Instruction

### To Date

Enter the ending date of your search. The date is in Month Day Year format.

**OR**

Select the ending date of your search from the calendar icon.

## To PP Field Instruction

### To PP

Select the ending pay period for the report from the drop-down list.

## Transaction Code Field Instruction (Required)

### Transaction Code

*Required field*

Select the applicable transaction code from the drop-down list.

## Transaction Field Instruction - Premium Pay Request (Required)

### Transaction

*Required field*

Select the applicable premium pay type for the request from the drop-down list. The list of premium pay types is grouped by category. Premium pay types are displayed with the TC and the description of the premium pay type.

The categories are:

- Comp Time/Travel Earned
- Compensatory Time Earned
- Credit Hours Earned
- Hazard Pay
- Holiday Worked
- Home Leave Earned
- OT w/Night Diff
- Other
- Overtime
- Shore Leave Earned

## Transaction Field Instruction - Search

### Transaction



Select the applicable TC for your request search.

## **User ID Field Description**

### **User ID**

Displays the Employee's user ID.

## **User ID Field Instruction**

### **User ID**

Enter your eAuthentication user ID.

## **User ID Field Instruction - webTA**

### **User ID**

Enter your webTA user ID.

## **webTA Advanced Scheduling Field Description**

### **webTA Advanced Scheduling**

Checked if the Employee is able to create work schedules in advance.

## **webTA Continuation of Pay Field Description**

### **webTA Continuation of Pay**

Checked if the Employee is able to request continuation of pay.

## **webTA Emergency Contacts Management Field Description**

### **webTA Emergency Contacts Management**

Checked if the Employee is able to enter emergency contact information.

## **webTA Field Description**

### **webTA**

Checked if the Employee has access to webTA.



## **webTA Labor Management Field Description**

### **webTA Labor Management**

Checked if the Employee is able to enter labor/management information.

## **webTA NFC Bi-Directional Interface Field Description**

### **webTA NFC Bi-Directional Interface**

Checked if the Employee's information was loaded in webTA via NFC's bi-directional interface.

## **webTA Telework Field Description**

### **webTA Telework**

Checked if telework is available to the Employee.

## **webTA Web Services Field Description**

### **webTA Web Services**

Checked if webTA's Web services are authorized.

## **Weeks Field Instruction (Required)**

### **Weeks**

*Required field*

Select the number of weeks from the drop-down list.

## **Zip Code Field Instruction**

### **Zip Code**

Enter the ZIP code of the address being added.





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