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webTA 4.2 Supervisor – Master Supervisor



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PROCEDURE MANUAL
webTA 4.2 Supervisor – Master Supervisor



Table of Contents

Latest Update Information	1
Accessibility for Users of Assistive Technology with webTA 4.2	3
Typographical Conventions.....	5
Feedback	6
Overview	7
Related Systems and Applications	8
Agency/NFC Responsibilities	10
Record Retention Requirements.....	11
Reference Material	11
Reporting Capabilities.....	12
Roles.....	12
Getting Started.....	19
Logging In	19
Logging Out.....	27
Inbox.....	27
Sorting Lists	28
Help.....	29
Supervisor	31
Selecting Timesheets	33
Sending Messages.....	37
Schedules	41
Viewing Employee Schedules	41
Approving/Denying a Work Schedule	44
Reverting Approved Schedule Requests to Pending	46
Viewing Available Shifts.....	50
Leave.....	53
Viewing Employee Leave Requests.....	53
Approving/Denying Leave Requests	56
Reverting Leave Requests to Pending	58
Premium Pay	63



Viewing Employee Premium Pay Requests	63
Approving/Denying Premium Pay Requests	65
Reverting Premium Pay Requests to Pending	67
Dollar Transactions	71
Viewing Employee Dollar Transaction Requests	71
Approving/Denying Dollar Transaction Requests	73
Reverting Dollar Transaction Requests to Pending	74
Certifying Timesheets	77
Delegation	87
Delegating the Supervisor Role	87
Removing Delegation	90
Emergency Contacts	91
Continuation of Pay (COP).....	93
Master Supervisor.....	97
POI/Agency Assignment	97
Reports	99
My Saved and Scheduled Reports	104
Running Reports	107
Active Timesheets NFC.....	109
Default Schedule Report.....	112
Delegate Assignments.....	114
Employee Assignment Report USDA	117
Employee Contacts	120
Employees on Appointment Limitations Report	123
Employees with Projected AL Balances Greater than Ceiling Report USDA.....	126
Essential Employees	129
Leave Audit.....	131
Missing Contacts.....	134
My Employees	136
Roll Call.....	138
Supervisor Assignments	141
Supervisor/Timekeeper and Delegates Report.....	144
Timesheet Status	147
Uncertified Timesheets	150
Unvalidated Timesheets.....	153
Field Descriptions and Instructions	157
Appointment Parameter Field Instruction.....	158



Amount Field Description	158
Body Field Instruction (Required).....	158
COP Not to Exceed Date Field Description.....	159
COP Used to Date Field Description.....	159
Date of Injury Field Description.....	159
Delegates For Field Instruction	159
Dept Descriptor Field Instruction.....	159
Employee Field Description.....	159
Employee Field Instruction	159
Employee Id Field.....	160
Employees Field Instruction	160
End Date Field Description	160
From Date Field Instruction	160
From PP Field Instruction	160
Hours Field Description	160
Include Missing Field Instruction.....	161
Include Sub Orgs Field Instruction.....	161
Injury Number Field Description	161
Leave Type Field Description	161
Leave Type Field Instruction - Search	161
Leave Type Field Instruction - Leave Audit	161
Organization Field Description (Required)	161
Organization Field Instruction.....	161
Password Field Instruction	162
Password Field Instruction - webTA.....	162
Pay Period Field Instruction	162
POI Field Description.....	162
POI Field Instruction	162
Report Header Field Instruction	162
Return to Work Date Field Description.....	163
Role Field Instruction	163



Start Date Field Description	163
Start Date Field Instruction (Required).....	163
State Field Instruction	163
Status Field Description - All Request Types	163
Status Field Instruction	164
Subject Field Instruction (Required).....	164
Submission Date Field Description	164
Supervisor Field Description	164
Supervisor Field Instruction	164
Termination Date Field Description	164
Termination Remark Field Description.....	164
Timekeeper Field Description.....	165
Timekeeper Field Instruction	165
Timesheet Status Field Instruction	165
To Date Field Instruction.....	165
To PP Field Instruction	165
Total Hours Field Description.....	165
Transaction Code Field Description	165
Transaction Field Description - Premium Pay Request.....	166
Transaction Field Instruction - Search	166
Unit Field Instruction	166
User Field Description.....	166
User Field Instruction	166
User ID Field Instruction	166
User ID Field Instruction - webTA	166
Users Field Instruction	166
User Name Field Instruction	167
Index	169



Latest Update Information

The following change has been made to the webTA 4.2 Supervisor – Master Supervisor procedure:

Section	Description of Change
webTA 4.2 Supervisor – Master Supervisor	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 Save 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 <i>File > Print</i> .
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 <i>None</i> , <i>End</i> , or <i>Start</i> .
References to actual data are indicated by Courier New font.	Enter 10 into the field.
References to telephone numbers are indicated in bold.	For assistance, call 1-800-555-1212 .



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:

Related Systems and Applications	8
Agency/NFC Responsibilities	10
Record Retention Requirements	11
Reference Material.....	11
Reporting Capabilities.....	12
Roles.....	12

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).

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.



Agency:

- Requests security access to webTA for HR (Human Resources) Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters timesheet data for each Employee, as required by law and regulations.
- Certifies timesheets to be transmitted to NFC by established timeframes. Timesheets should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors timesheet related status reports and takes measures to reduce timesheet rejections and leave errors.
- Monitors timesheets received by NFC to account for all active and full-time Employees.

National Finance Center:

- Processes T&A data within established timeframes.
- Reviews timesheet edit error messages and corrects the timesheet. Contacts the Agency for assistance as necessary.
- Monitors timesheets received to account for all active and full-time Employees.
- Provides reports.

Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in the Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

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.



Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

RPCT provides the following reports to assist Agencies in processing timesheets.

- Leave Error Report - Lists Employees with leave discrepancies. Discrepancies occur when the Employee's leave balance(s) on the payroll/personnel database and those on the timesheet for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists Employees identifying timesheet edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists timesheets with missing personnel actions which require an action to be taken by the personnel office before the timesheet can process.
- T&A Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.
- T&As Not Received by NFC - Lists active full/part-time Employees whose timesheets were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known timesheets have been electronically transmitted to NFC.

Roles

An Agency Security Officer (ASO) requests access for webTA HR Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.



Note: Each webTA role is designated by a separate menu tab. webTA users will only see the tabs corresponding to the role(s) they are granted.

Employee
Timekeeper
Supervisor
HR Admin

Inbox [0]
Settings
Help
Log Out

HR Administrator Main Menu > Employees >

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"/> Agency <input type="checkbox"/> BiDirectional Config Menu On <input type="checkbox"/> Department <input type="checkbox"/> LTP Menu On <input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> Administrator	—
<input type="checkbox"/> Project Manager	—
<input type="checkbox"/> Access	—
<input type="checkbox"/> Account Manager	—
<input type="checkbox"/> COP Administrator	—
<input type="checkbox"/> ECM Administrator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Engineer	—
<input type="checkbox"/> Help Desk User	<input type="checkbox"/> LTP Menu On <input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> Leave Transfer Program Manager	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Operations	—
<input type="checkbox"/> POD	—
<input type="checkbox"/> Telework Coordinator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Telework Managing Officer	<input type="checkbox"/> Agency <input type="checkbox"/> Department

Save
Cancel

Figure 1: Role Assignments Page

The following roles are available in webTA 4.2:

Note: Access and specific properties of each role are determined by the selections made.

Employee

- Enters, edits, and submits timesheet.
- Sets up and modifies default schedule.
- Submits leave and premium pay requests to Supervisor.
- Views current and historical timesheet information.
- Generates a leave audit report.



- Submits requests and tasks to Timekeeper.

Note: The Disable Auto Spend Deferred LTP function prevents the Employee from using leave transfer program (LTP) hours that have been deferred.

Timekeeper

- Assigns accounting codes for Employee use.
- Selects and/or searches for an Employee record.
- Enters, edits, and validates timesheets data on behalf of assigned or delegated Employees.
- Reviews previously certified timesheet data.
- Manages an Employee's profile.

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Local Corrections function enables the Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Supervisor

- Selects and/or searches for an Employee record.
- Certifies timesheets before submitting to NFC.
- Reviews and approves or denies all leave and premium pay requests.
- Delegates supervisory role in the event of absence.
- Generates various reports.

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Self Certify function enables the Supervisor the ability to certify his or her own timesheet.

Master Timekeeper

The Master Timekeeper has the Timekeeper role access plus the following unless the **Editable** selection is removed:

Note: When the Master Timekeeper role is selected, the **Editable** selection is checked by default. If removed, the Master Timekeeper will have read only access to all Employees within their organization.

- Overrides timesheet validation errors, if applicable.



- Assigns schedule templates to assigned Agencies and POIs (personnel office identifiers).
- Assigns shifts to assigned Agencies and POIs.

Note: The Local Corrections function enables the Master Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Master Supervisor

The Master Supervisor has the Supervisor role access plus the following:

- Decertifies timesheets.
- Rejects timesheets.

Note: The Master Supervisor has access to all Employees within their organization.

HR Administrator

- Adds new employees, when required.

Note: Employees should be loaded to webTA through the daily PPS feed from NFC.

- Provides administrative functions to manage Employees and leave transfer programs.
- Adds and edits Employee profiles and ensures records are processed for all Employees in an Agency.
- Manages Employee user accounts.
- Adds and edits user information.
- Generates reports.
- Includes the following function, if selected:
 - Agency - Enables the HR Administrator to edit all organizations and users under their assigned Agency. This function allows the HR Administrator read-only access to timesheet profiles and the bidirectional configuration settings located on the BiDirectional Configuration page.
 - BiDirectional Config Menu On - Enables the HR Administrator to access the BiDirectional Config menu, which includes daily, weekly, and global settings for updating Supervisor and Timekeeper assignments, specific leave types, and specific e-mail contact information. The HR Administrator must have the Department role function enabled in order to edit bidirectional configuration settings.



- Department - Enables the HR Administrator to access all organizations, Agencies, and users under the top-level organization. This function also allows the HR Administrator to edit timesheet profiles and, if properly licensed, edit the bidirectional configuration settings located on the Bidirectional Configuration page. If the Department function is enabled, the Associate Agencies with POIs option is included under the System Set Up section on the main menu.
- LTP Menu On - Enables the HR Administrator to access the Leave Transfer Program Management menu, which includes options to work with leave transfer program accounts, recipients, donations, and deductions.
- Org Tree Menu On - Enables the HR Administrator to access the Organization Management menu which includes options to add, move, edit, and delete organizations and sub-organizations.

Administrator

- NFC use only.

Project Manager

- Creates, modifies, and deactivates projects.
- Adds Employees to projects.
- Tracks hours charged to projects.

Access

- NFC use only.

Account Manager

- Enables and disables accounts.
- Enters account start and end dates.
- Filters accounts by fiscal year, program code, and function.
- Disables multiple fiscal year accounts at the same time.
- Reopens previously disabled codes.
- Generates reports.

COP (Continuation of Pay) Administrator

- Creates and manages COP accounts.

Configuration Manager

- NFC use only.



ECM (Emergency Contact Management) Administrator

- Accesses all organizations and users within an Agency.
- Accesses all organizations and users within a Department.
- Updates footer text that appears on the Employee's Emergency Contacts page.
- Generates reports.

Engineer

- NFC use only.

Help Desk User

- NFC use only.

Leave Transfer Program Manager

- Manages leave transfer recipient accounts based on level of responsibility (Department, Agency, POI).
- Creates and closes accounts.
- Reviews, approves, and/or denies leave donations from donors.
- Manages the leave transfer agreement disposal.
- Generates reports.

Operations

- NFC use only.

POD

- NFC use only.

Read Only

- NFC use only.

Telework Coordinator

- Reserved for future use.

Telework Managing Officer

- Reserved for future use.



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:

Logging In	19
Logging Out	27
Inbox	27
Sorting Lists.....	28
Help.....	29

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 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.' followed by an email input field and a 'Subscribe' button. To the right of the form is an illustration of a clock and a calendar. Below the header is a section titled 'Choose a Sign in Option' with a paragraph of instructions and five sign-in buttons for different agencies: USDA, SBA, DHS, DOJ, and Non-USDA. To the right of this is a 'Need Assistance?' section with two icons and links to help sections for accessibility and timesheet questions. At the bottom is a footer with links to various government websites.

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 2: webTA Landing Page



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

Figure 3: webTA Login Page

5. Complete the following fields:

User ID (see "*User ID Field Instruction - webTA*" on page 166)

Password (see "*Password Field Instruction - webTA*" on page 162)

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 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.' followed by an email input field and a 'Subscribe' button. To the right of the form is an illustration of a clock and a calendar. Below the header is a section titled 'Choose a Sign in Option' with a paragraph of instructions and five sign-in buttons for different agencies: USDA, SBA, DHS, DOJ, and Non-USDA. To the right of this is a 'Need Assistance?' section with two icons and links to help sections for accessibility and timesheet questions. At the bottom is a footer with links to various government websites.

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 4: webTA Landing Page



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

Figure 5: webTA Login Page

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

Figure 6: 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.

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 7: 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 8: 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

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

☐ Show Password

Figure 9: eAuthentication Login Page

6. Complete the following Log In with Password fields:

User ID (see "**User ID Field Instruction**" on page 166)

Password (see "**Password Field Instruction**" on page 162)



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 Supervisor Main Menu to read system-generated messages, as well as messages from Timekeepers and Employees. The number of unread messages in the Inbox is displayed in parentheses. For more information, see ***Sending Messages*** (on page 37).

Note: The Inbox is displayed with your highest level of access.

To View Messages in the Inbox:

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

WEBTA™ Employee Supervisor **Inbox (0) | Settings | Help | Log Out**

Inbox - Messages for DOE, JANE

Priority	Subject	Sender	Date	Message	Delete
!	Timesheet	DOE, DONALD	04/27/2018 10:22 AM EDT	I will be out of the office the remainder of the week. My timesheet has been validated. Thanks.	<input type="checkbox"/>
	Leave request	DOE, JOHN	04/27/2018 10:21 AM EDT	I have submitted my vacation leave request, please approve. Thanks.	<input type="checkbox"/>
	Timesheet Requires Validation	SYSTEM	04/16/2018 06:31 AM EDT	You received this e-mail because your timesheet for pay period 2018-07: 04/01/2018 - 04/14/2018 has not been validated.	<input type="checkbox"/>

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

Figure 10: Inbox - Messages Page

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 X in the Delete column	Deletes the individual message.
Select the Delete Page button	Deletes the entire page of messages.



Step	Description
Select the X in the Delete column	Deletes the individual message.
Select the Delete All button	Deletes all messages in the Inbox.

After making the appropriate selection, you may select the **Supervisor** tab to return to the Supervisor 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 interface. At the top, there's a navigation bar with 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link for 'Supervisor Main Menu >'. The main content area is titled 'COP Events' and contains a table with the following columns: Employee, User ID, Injury Number, Date Of Injury, COP Status, Return to Work Date, COP Used to Date, and Organization. Each column header has a small downward arrow indicating it is sortable. The table contains two rows of data: 'DOE, JOHN' with User ID 'DOEJ' and 'DOE, DONALD' with User ID 'DOED'. Below the table, there is a 'Cancel' button and pagination information: '1-4 of 4 Records' and 'View 25 50 100'.

Figure 11: 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 Supervisor 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.

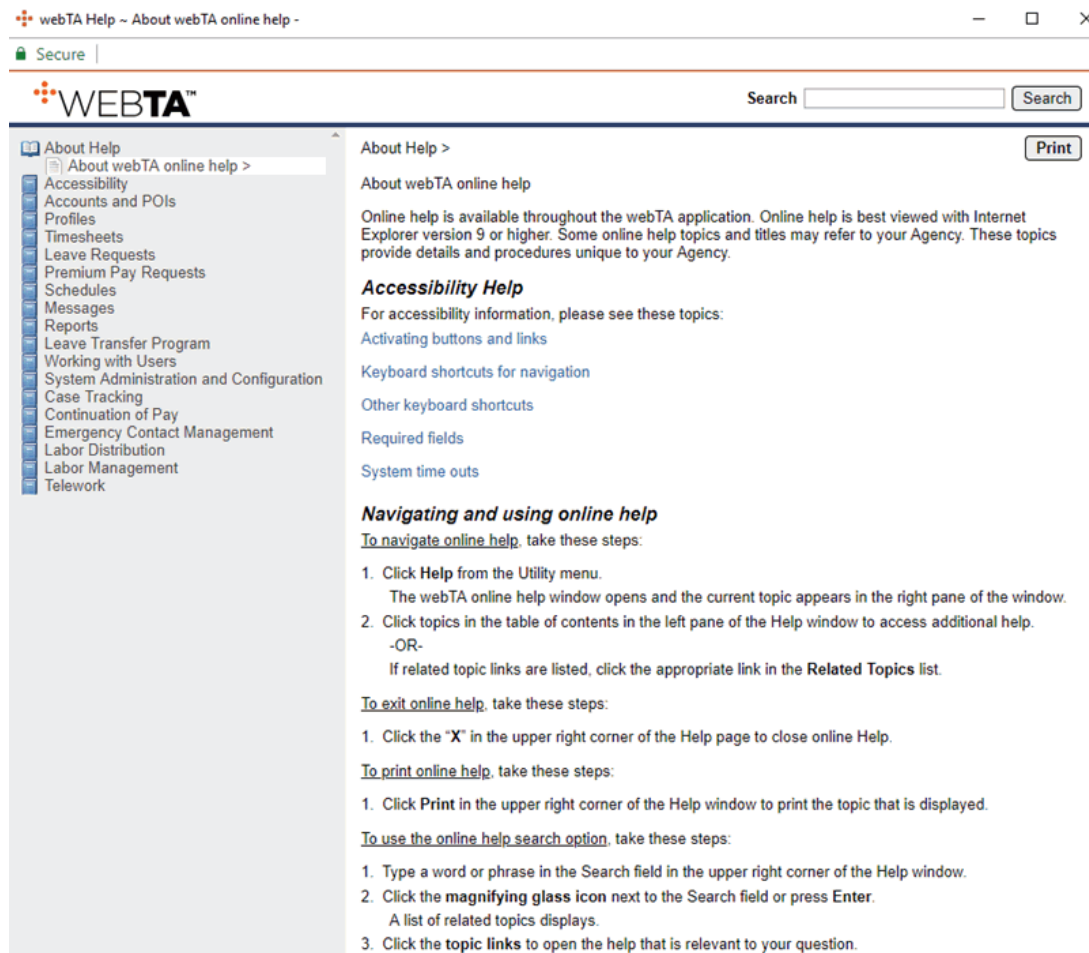


Figure 12: Example of a Help Page

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.





Supervisor

The Supervisor Main Menu provides access to all T&A functions for the Supervisor. Access is restricted to only those Employees who are assigned or delegated to the Supervisor. Master Supervisors have Agency-wide access to all Employees.

After being validated by Employees or Timekeepers, timesheets must be certified by a Supervisor before they are sent to NFC for processing. webTA will not create a transmission record for an Employee whose timesheet is not certified by a Supervisor, Delegate, or a Master Supervisor.

Supervisors are also responsible for approving or denying leave, premium pay, and dollar transaction requests.

The screenshot shows the Supervisor Main Menu page. At the top, there is a navigation bar with the webTA logo, tabs for 'Employee' and 'Supervisor' (the latter is selected), and links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the title 'Supervisor Main Menu' is displayed. The main content area is organized into several sections, each with a header and a list of links:

- Employees**
 - [Certify All](#)
 - [Select Timesheets](#)
 - [Employee Leave Requests](#)
 - [Employee Premium Pay Requests](#)
 - [Employee Dollar Transaction Requests](#)
- Reports**
 - [Reports](#)
 - [My Saved and Scheduled Reports](#)
- Telework**
 - [Employee Telework Requests](#)
 - [Employee Telework Agreements](#)
- Continuation of Pay (COP)**
 - [COP Events](#)
- Schedule**
 - [Employee Schedules List View](#)
 - [Employee Schedules Grid View](#)
 - [Schedule Requests](#)
 - [Shifts](#)
- Delegates/Reassignment**
 - [My Delegates](#)
- Emergency Contacts**
 - [Employee Contacts](#)

Figure 13: Supervisor Main Menu Page



Selecting Timesheets

The Select Timesheets page lists the Supervisor's assigned Employees, provides search and filter capabilities, and provides access to the Select Action menus. Supervisors are able to access their delegated Employees from this page.

Figure 14: Select Timesheets Page

The following search criteria options are available on the Select Timesheets page:

- **Pay Period** - Used to search for a specific pay period or all pay periods.
- **Timesheet Status** - Used to search for Employee records with a specific timesheet status. Valid values are:
 - **All** - Displays all timesheets that are not processed for every pay period, if **All** pay periods and **All** timesheets statuses are selected.

OR

Displays all timesheets (including processed timesheets) if a specific pay period and **All** timesheet statuses are selected.

- **Saved** - Displays timesheets that have been saved.
- **Pending Attestation** - Displays timesheets that have not been validated by the Employee.
- **All Validated** - Displays timesheets that have been validated by Employees and Timekeepers.
- **Validated by Employee** - Displays timesheets that have been validated by Employees.



- **Validated by Timekeeper** - Displays timesheets that have been validated by Timekeepers.
- **Validated by Master Timekeeper** - Displays timesheets that have been validated by Master Timekeepers.
- **Validation Overridden** - Displays timesheets that have had validation overrides.
- **Certified and Pre-processed** - Displays timesheets that have been validated, certified, and are ready for the build file.
- **Processed** - Displays timesheets that have been processed for pay for a specific pay period.

Note: You must select a specific pay period from the Pay Period drop-down list. If you select **All** pay periods and **Processed** timesheet status, no results are displayed and the message, *ALERT: Must choose a pay period for processed timesheets*, is displayed.

- **Saved + Emp Validated** - Displays timesheets that have been saved and validated by Employees.
- **Saved + All Validated** - Displays timesheets that have been saved and validated.
- User ID - Used to search by user ID.
- Last Name - Used to search by the Employee's last name.
- First Name - Used to include the Employee's first name.
- Middle Name - Used to include the Employee's middle name, if applicable.
- Organization - Used to search for Employees assigned to a specific Organization or Agency.

Note: You must select the **Find Org** button to view a list of available Organizations or Agencies.

- Timekeeper - Used to search for Employees assigned to a specific Timekeeper.
- Supervisor - Used to search for Employees assigned to a specific Supervisor.
- SSN - Used to search by Social Security number (SSN).
- Delegates For - Used to include delegated Employees in the search criteria.
- POI - Used to search for a specific POI.

Note: You must specify an Agency (select **Find Org**) before you can select a POI. Select the **Find POI** button to search for a specific POI.

- Timesheet Type. Used to search for timesheets with a specific status. Valid values are:
 - **All**. Displays both corrected and regular timesheets.



- **Correction.** Displays corrected timesheets.
- **Regular.** Displays regular timesheets.
- **Invalid Timesheet Profile.** Displays Employees with an incomplete timesheet profile.
- **On Hold.** Displays timesheets that have been placed on hold. If the **On Hold** option is checked on the Timesheet Profile page, the Employee's timesheet is not transmitted to NFC for processing. Users can save changes to timesheets that are **On Hold**, but the timesheet cannot be validated or processed.

The following links may be accessed from the Select Timesheets page:

- Timesheet
- Timesheet Summary
- Certify Selected
- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile
- Leave Balances
- Leave Requests
- Premium Pay Requests
- Telework Requests
- Send Message
- Default Schedules

The following pages may be accessed by selecting a link on the Select Timesheets page:

- Timesheet
- Timesheet Summary
- Timesheet Certification
- Processed Timesheets for
- Timesheet Profile
- Schedule Assignment
- Employee Profile



- Leave Balances for
- Dollar Transaction Requests - Current
- Leave Requests
- Premium Pay Requests
- Telework Request - Current
- Send Message
- Default Schedule



Sending Messages

Supervisors may send messages within webTA to one or more Employees from the Select Timesheets page.

To Send a Message to an Employee:

1. Select the **Select Timesheets** link from the Employee menu on the Supervisor Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Select Supervisor page for the selected Supervisor is displayed.

WEBTA Employee Supervisor Index | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period: 06 - 2018 Mar 18, 2018-Mar 31, 2018 * Timesheet Status: Saved + All Validated User ID: Last Name: First Name: Middle Name: Organization: Timekeeper: Supervisor: SSN: Delegates For: POI: Find OK

Timesheet Type: All Search Clear

Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	Agency	POI
06 - 2018	Validated by Employee	DOEA	DOE	ALICE		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Validated by Employee	DOEB	DOE	BETTY		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOED	DOE	DONALD		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Validated by Timekeeper	DOEJ1	DOE	JANE		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOEJ	DOE	JOHN		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOEM	DOE	MARK		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOET	DOE	THOMAS		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Validated by Employee	DOEW	DOE	WANDA		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317

1 of 8 Records

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Cancel Selected
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Dollar Requests
 - Leave Requests
 - Premium Pay Requests
 - Telework Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default Schedule

Cancel

Figure 15: Select Timesheets Page

2. Select the name(s) of the applicable Employee(s).



3. Select the **Send Message** link from the Send Messages action menu in the Select Action section. The Send Message page is displayed with the name(s) of the Employee(s) populated in the Recipients field.

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

Supervisor Main Menu > Select Timesheets >

Send Message

Items marked with an asterisk* are required.

Recipients:
DOE, JOHN

* **Subject:** ! High Importance

* **Body:**

Figure 16: Send Message Page

4. Complete the following fields:

Subject (see "**Subject Field Instruction (Required)**" on page 164)

Body (see "**Body Field Instruction (Required)**" on page 158)
5. Select the **Send Message** button. A confirmation message is displayed, and the message is routed to the webTA Inbox of the applicable Employee(s).

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Select Timesheets page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.





Schedules

The Schedule section of the Supervisor Main Menu is used to view Employee schedules, approve/deny Employee schedules, and view available shifts.

This section includes the following topics:

Viewing Employee Schedules	41
Approving/Denying a Work Schedule	44
Reverting Approved Schedule Requests to Pending	46
Viewing Available Shifts	50

Viewing Employee Schedules

There are two options available to view Employee schedules. The **Employee Schedules List View** option provides a list of Employees with their coordinating schedules. The **Employee Schedules Grid View** option provides a pay period table (by day) of the Employees with their coordinating schedules.

To View Employee Schedules:

1. Select the **Employee Schedules List View** or the **Employee Schedules Grid View** link from the Schedule menu on the Supervisor Main Menu page. The selected Employee Schedules View page is displayed.

The screenshot shows the 'Employee Schedules - List View' page. At the top, there is a navigation bar with the 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main heading is 'Employee Schedules - List View'. Below this is a search filter section with three input fields: 'Employee Name:', 'User ID:', and 'Pay Period:'. The 'Pay Period' dropdown is set to '06 - 2018 : Mar 18, 2018-Mar 31, 2018'. There are 'Search' and 'Clear' buttons. Below the search section is a table with the following data:

Employee Name	User ID	Schedule	Total Hours	Status	Type
DOE, ALICE	DOEA	8 hour day	80:00	Approved	Permanent
DOE, BETTY	DOEB	None Assigned			
DOE, DONALD	DOED	None Assigned			
DOE, JANE	DOEJ1	None Assigned			
DOE, JOHN	DOEJ	None Assigned			
DOE, MARK	DOEM	Regular	80:00	Approved	Permanent
DOE, THOMAS	DOET	None Assigned			
DOE, WANDA	DOEW	None Assigned			

At the bottom of the table, it says '1-8 of 8 Records'. There are also pagination controls showing '1' and '100'. A 'Cancel' button is located at the bottom left of the page.

Figure 17: Employee Schedules - List View Page



2. Select the applicable Employee. The Schedule Assignment page is displayed.

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

[Supervisor Main Menu](#) > [Employee Schedules - List View](#) >

Schedule Assignment - DOE, MARK

Permanent Schedule

Schedule	Start Date	End Date	Approval Status
8 hour day	Aug 06, 2017	Forever	Approved

Temporary Schedule

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

Cancel

Figure 18: Schedule Assignment Page



3. Select the **Schedule** link to view the schedule details.

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

[Supervisor Main Menu](#) > [Employee Schedules - List View](#) > [Schedule Assignment](#) >

Schedule - DOE, MARK

Submitted

Approved

Denied

Name: 8 hour day

Description:

Start Date: Aug 06, 2017

End Date: Forever

Schedule Type: Permanent

Schedule Status: Approved

Week One

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week One TOTAL				40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week Two TOTAL				40:00

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Approve	Approved	03/15/2018 01:01 PM EDT	DOE, JANE	
Submit	Submitted	08/17/2017 03:38 PM EDT	DOE, THOMAS	

Revert to Submitted

Cancel

Figure 19: Schedule Page - View

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Schedule Assignment page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Approving/Denying a Work Schedule

The Schedule Requests - Current page is used to approve and/or deny schedule requests.

To Approve or Deny a Schedule Request:

1. Select the **Schedule Requests** link from the Schedule menu on the Supervisor Main Menu page. The Schedule Requests - Current page is displayed.

Supervisor Main Menu >

Schedule Requests - Current

Status	Employee Name	Schedule Start	Type	Total Hours	Submission Date	Submitted By
Pending	DOE, JOHN	01/07/2018	Permanent	80:00	01/18/2018 11:24 AM EST	DOE, THOMAS

1-1 of 1 Records

View 25 50 100

[History](#) [Cancel](#)

Figure 20: Schedule Request - Current Page



2. Select the applicable **Pending** request. The Schedule page is displayed.

Employee
Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Schedule Requests >

Schedule - DOE, JOHN

Submitted
Approved
Denied

Name: Regular schedule
Description: 10 8-hour days
Start Date: Jan 07, 2018
End Date: Jan 05, 2019

Schedule Type: Permanent
Schedule Status: Submitted

Week One

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week One TOTAL				40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week Two TOTAL				40:00

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Submit	Submitted	01/18/2018 11:24 AM EST	DOE, THOMAS	

Approve

Deny

Cancel

Figure 21: Schedule Page

3. Enter any applicable remarks in the Approver Comments field.
4. Select the **Approve** button to approve the request. The message, *Work schedule has been approved*, is displayed.

OR

Select the **Deny** button to deny the request. The message, *Work schedule has been rejected*, is displayed.

Note: Denied schedules are permanently closed and cannot be reverted.



At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Schedule Requests - Current page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Reverting Approved Schedule Requests to Pending

Supervisors may need to revert approved schedule requests to pending.

To Revert an Approved Schedule to Pending:

1. Select the **Employee Schedules List View** or the **Employee Schedules Grid View** link from the Schedule menu on the Supervisor Main Menu page. The selected Employee Schedules View page is displayed.

The screenshot shows the 'Employee Schedules - List View' page. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and a header with 'Inbox [0] | Settings | Help | Log Out'. Below the navigation bar, there's a 'Supervisor Main Menu >' link. The main heading is 'Employee Schedules - List View'. Below this, there's a search bar with fields for 'Employee Name:', 'User ID:', and 'Pay Period:'. The 'Pay Period' dropdown is set to '06 - 2018 : Mar 18, 2018-Mar 31, 2018'. There are 'Search' and 'Clear' buttons. Below the search bar is a table with columns: Employee Name, User ID, Schedule, Total Hours, Status, and Type. The table contains 8 records. The first record is 'DOE, ALICE' with User ID 'DOEA', Schedule '8 hour day', Total Hours '80:00', Status 'Approved', and Type 'Permanent'. The second record is 'DOE, BETTY' with User ID 'DOEB', Schedule 'None Assigned', Total Hours empty, Status empty, and Type empty. The third record is 'DOE, DONALD' with User ID 'DOED', Schedule 'None Assigned', Total Hours empty, Status empty, and Type empty. The fourth record is 'DOE, JANE' with User ID 'DOEJ1', Schedule 'None Assigned', Total Hours empty, Status empty, and Type empty. The fifth record is 'DOE, JOHN' with User ID 'DOEJ', Schedule 'None Assigned', Total Hours empty, Status empty, and Type empty. The sixth record is 'DOE, MARK' with User ID 'DOEM', Schedule 'Regular', Total Hours '80:00', Status 'Approved', and Type 'Permanent'. The seventh record is 'DOE, THOMAS' with User ID 'DOET', Schedule 'None Assigned', Total Hours empty, Status empty, and Type empty. The eighth record is 'DOE, WANDA' with User ID 'DOEW', Schedule 'None Assigned', Total Hours empty, Status empty, and Type empty. Below the table, there's a 'Cancel' button. At the bottom right, there's a 'View' dropdown set to '25', with options for '50' and '100'.

Employee Name	User ID	Schedule	Total Hours	Status	Type
DOE, ALICE	DOEA	8 hour day	80:00	Approved	Permanent
DOE, BETTY	DOEB	None Assigned			
DOE, DONALD	DOED	None Assigned			
DOE, JANE	DOEJ1	None Assigned			
DOE, JOHN	DOEJ	None Assigned			
DOE, MARK	DOEM	Regular	80:00	Approved	Permanent
DOE, THOMAS	DOET	None Assigned			
DOE, WANDA	DOEW	None Assigned			

Figure 22: Employee Schedules - List View Page



2. Select the applicable Employee. The Schedule Assignment page is displayed.

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

[Supervisor Main Menu](#) > [Employee Schedules - List View](#) >

Schedule Assignment - DOE, MARK

Permanent Schedule

Schedule	Start Date	End Date	Approval Status
8 hour day	Aug 06, 2017	Forever	Approved

Temporary Schedule

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

[Cancel](#)

Figure 23: Schedule Assignment Page



3. Select the **Schedule** link to access the schedule.

Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Employee Schedules - List View > Schedule Assignment >

Schedule - DOE, MARK

Submitted Approved Denied

Name: 8 hour day

Description:

Start Date: Aug 06, 2017

End Date: Forever

Schedule Type: Permanent

Schedule Status: Approved

Week One				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week One TOTAL				40:00

Week Two				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week Two TOTAL				40:00

Approver

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Approve	Approved	03/15/2018 01:01 PM EDT	DOE, JANE	
Submit	Submitted	08/17/2017 03:38 PM EDT	DOE, THOMAS	

Revert to Submitted

Cancel

Figure 24: Schedule Page - View



4. Select the **Revert to Submitted** button. The request is restored to **Submitted**, and the **Revert to Submitted** button is replaced by the **Approve** and **Deny** buttons. The message, *Work schedule reverted to submitted status*, is displayed.

Employee **Supervisor** Help Desk User HR Admin
Inbox [30] Settings Help Log Out

[Supervisor Main Menu](#) > [Employee Schedules - List View](#) > [Schedule Assignment](#) >

Schedule - DOE, MARK
Submitted Approved Denied

Work schedule reverted to a submitted status

Name: 8 hour day
Description:
Start Date: Aug 06, 2017
End Date: Forever

Schedule Type: Permanent
Schedule Status: Submitted

Week One				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week One TOTAL				40:00

Week Two				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	8:00am-4:30pm		Regular Base Pay	8
Tue	8:00am-4:30pm		Regular Base Pay	8
Wed	8:00am-4:30pm		Regular Base Pay	8
Thu	8:00am-4:30pm		Regular Base Pay	8
Fri	8:00am-4:30pm		Regular Base Pay	8
Sat				
Week Two TOTAL				40:00

Approver
Comments:

[Activity Log](#)

Action	Resulting State	Action Date	Name	Remarks
Revert to Submitted	Submitted	03/02/2018 02:59 PM EDT	DOE, JANE	
Approve	Approved	03/15/2018 01:01 PM EDT	DOE, JANE	
Submit	Submitted	08/17/2017 03:38 PM EDT	DOE, THOMAS	

Approve
Deny
Cancel

Figure 25: Reverted Work Schedule Page

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Schedule Assignment page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Viewing Available Shifts

The Shifts page provides a list of all shifts available to your Employees. You can only view or search on this page.

To View Shifts:

1. Select **Shifts** from the Supervisor Main Menu. The Shifts page is displayed.

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

Supervisor Main Menu >

Shifts

Name: Description: Start Time: Stop Time: Transaction Code: All Search Clear

Name	Description	Shift Type	Start Time	Stop Time	Meal	Total Hours	Status	RDO	Transaction Code
4/10	4-10 hour days	Regular	9:00am	8:00pm	60	10:00	Active	RDO	Regular Base Pay
5/4/9	Alternate schedule	Regular	7:00am	4:30pm	30	9:00	Active		Regular Base Pay
5/8	5-8 hour days	Regular	6:30am	3:00pm	30	8:00	Active		Regular Base Pay

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

Cancel

Figure 26: Shifts Page

2. Select the applicable shift to view. The selected Shift Details page is displayed.

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

Supervisor Main Menu > Shifts >

Shift Details

Required fields are marked with a red asterisk.

Shift Type: Regular

Name: Regular

Description:

Active: Yes

For All Organizations: Yes

Regular Day Off: No

Start Time: 6:00am

Stop Time: 3:30pm

Meal Time: (HH:mm)0:30

Total Hours: 9:00

Transaction Code: Regular Base Pay

Cancel

Figure 27: Shift Details Page

At this point, the following options are available:

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



Step	Description
Select the Cancel button	Returns you to the the previous page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Leave

The **Employee Leave Requests** link is used to approve, deny, or revert leave requests for their assigned and delegated Employees. Denying a leave request requires an explanation and removes the leave hours from the Timesheet. Reverting a leave request changes the request from an approved or denied status back to a pending status.

This section includes the following topics:

Viewing Employee Leave Requests	53
Approving/Denying Leave Requests	56
Reverting Leave Requests to Pending	58

Viewing Employee Leave Requests

Supervisors may view leave requests for their assigned and delegated Employees in a list or calendar format. The Leave Requests page has search filters in order to select specific leave requests.

To View Employee Leave Requests:

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

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Leave Requests page for the selected Supervisor is displayed.

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

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, BETTY	08/11/2017	08/11/2017	61 - Annual Leave	8.00	08/11/2017 04:01 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	08/10/2017	08/10/2017	61 - Annual Leave	8.00	08/11/2017 10:03 AM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	08/14/2017	08/14/2017	62 - Sick Leave	8.00	08/14/2017 08:38 AM EDT	DOE, JANE	DOE, THOMAS

Figure 28: Leave Requests Page

2. Complete the following search filters, if applicable:

Status (see "**Status Field Instruction**" on page 164)



User (see "**User Field Instruction**" on page 166)

From Date (see "**From Date Field Instruction**" on page 160)

To Date (see "**To Date Field Instruction**" on page 165)

Leave Type (see "**Leave Type Field Instruction - Search**" on page 161)

Supervisor (see "**Supervisor Field Instruction**" on page 164)

Timekeeper (see "**Timekeeper Field Instruction**" on page 165)

Delegates For (see "**Delegates For Field Instruction**" on page 159)

The following fields are displayed on the Leave Requests page:

Status (see "**Status Field Description - All Request Types**" on page 163)

User (see "**User Field Description**" on page 166)

Start Date (see "**Start Date Field Instruction (Required)**" on page 163)

End Date (see "**End Date Field Description**" on page 160)

Leave Type (see "**Leave Type Field Description**" on page 161)

Hours (see "**Hours Field Description**" on page 160)

Submission Date (see "**Submission Date Field Description**" on page 164)

Supervisor (see "**Supervisor Field Description**" on page 164)

Timekeeper (see "**Timekeeper Field Description**" on page 165)



3. Select the link in the Status column of the applicable leave request to view. The Leave Request Form is displayed.

WEBTA™

EmployeeSupervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Leave Requests >

Leave Request Form

PendingApprovedDenied

Leave Balance Calculator

Leave Type and Dates

Employee: DOE, JOHN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 196:00

Leave Request Times

Start Date	End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Mar 28, 2018	Mar 28, 2018	<input checked="" type="checkbox"/>	8:00am	4:30pm	0:30	8:00	8:00	

Remarks

Submitter Remarks:

Approver Comments:

Update

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	03/27/2018 03:04 PM EDT	DOE, JOHN

Approve

Deny

Cancel

Figure 29: Leave Request Form Page



At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Leave Request page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Approving/Denying Leave Requests

Supervisors can approve and deny leave requests for their assigned and delegated Employees. Leave hours denied require justification and are removed from the Employee's timesheet.

To Approve/Deny Leave Requests:

1. Select the **Employee Leave Requests** link from the Employees menu on the Supervisor Main Menu page. The Leave Requests page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Leave Requests page for the selected Supervisor is displayed.

WEBTA™ Employee Supervisor

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

Leave Requests

Status: Pending User: From Date: Mar 04, 2018 To Date: Mar 05, 2019 Leave Type: All Supervisor: Timekeeper: Delegates For: NONE

Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	03/28/2018	03/28/2018	61 - Annual Leave	8:00	03/27/2018 03:04 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, WANDA	03/29/2018	03/29/2018	62 - Sick Leave	4:00	03/27/2018 03:09 PM EDT	DOE, JANE	DOE, THOMAS

1-2 of 2 Records

View Calendar Cancel

Figure 30: Leave Requests Page

2. Select the applicable **Pending** leave request to review. The Leave Request Form page is displayed.



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

WEBTA™

EmployeeSupervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Leave Requests >

Leave Request Form

PendingApprovedDenied

Leave Balance Calculator

Leave Type and Dates

Employee: DOE, JOHN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 196.00

Leave Request Times

Start Date	End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Mar 28, 2018	Mar 28, 2018	<input checked="" type="checkbox"/>	8:00am	4:30pm	0:30	8:00	8:00	

Remarks

Submitter

Remarks:

Approver

Comments:

Update

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	03/27/2018 03:04 PM EDT	DOE, JOHN

Approve

Deny

Cancel

Figure 31: Leave Request Form Page

3. Enter any applicable remarks in the Approver Comments field.



Note: If the request is denied, a reason must be given.

4. Select the **Approve** button to approve the request.

OR

Select the **Deny** button to deny the request.

Note: If the request is denied, a reason must be given. If no reason is given, the message, **ALERT: You must provide a reason in the Approver Comments field when denying a leave request** is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Leave Requests page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Reverting Leave Requests to Pending

Supervisors may need to revert approved or denied leave requests to pending.

To Revert a Leave Request to Pending:

1. Select the **Employee Leave Requests** link from the Employees menu on the Supervisor Main Menu page. The Leave Requests page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Leave Requests page for the selected Supervisor is displayed.

WEBTA™ Employee Supervisor

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

Leave Requests

Status: Pending User: From Date: Mar 04, 2018 To Date: Mar 05, 2019 Leave Type: All Supervisor: Timekeeper: Delegates For: NONE

Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	03/26/2018	03/28/2018	61 - Annual Leave	8:00	03/27/2018 03:04 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, WANDA	03/26/2018	03/26/2018	62 - Sick Leave	4:00	03/27/2018 03:09 PM EDT	DOE, JANE	DOE, THOMAS

1-2 of 2 Records

View Calendar Cancel

Figure 32: Leave Requests Page



2. Complete the applicable search field(s) to access the request. The applicable Leave Request list is displayed.

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

Supervisor Main Menu > Select Timesheets >

Leave Requests

Status: All User: From Date: Mar 18, 2018 To Date: Mar 19, 2019 Leave Type: All Supervisor: Timekeeper: Delegates For: NONE Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Approved	DOE, JOHN	03/26/2018	03/28/2018	61 - Annual Leave	8.00	03/27/2018 03:04 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	04/05/2018	04/05/2018	61 - Annual Leave	8.00	04/05/2018 11:24 AM EDT	DOE, JANE	DOE, THOMAS
Denied	DOE, JOHN	04/04/2018	04/04/2018	61 - Annual Leave	1.00	04/04/2018 01:31 PM EDT	DOE, JANE	DOE, THOMAS


1-3 of 3 Records View [25] [50] [100]

View Calendar Cancel

Figure 33: Employee Leave Requests Page



3. Select the **status** link of the leave request to revert. The Leave Request Form is displayed.



EmployeeSupervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets > Leave Requests >

Leave Request Form

PendingApprovedDenied

Leave Balance Calculator

Leave Type and Dates

Employee: DOE, JOHN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 194:00

Start Date	End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Apr 04, 2018	Apr 04, 2018	<input type="checkbox"/>	3:00pm	4:00pm	0:00	1:00	1:00	

Leave Request Times

Remarks

Submitter Remarks:

Approver Comments: denied

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
Deny	Denied	04/04/2018 01:32 PM EDT	DOE, JANE
Submit	Pending	04/04/2018 01:31 PM EDT	DOE, THOMAS

Revert to PendingCancel

Figure 34: Leave Request Form Page - Reverting



4. Select the **Revert to Pending** button. The request is restored to **Pending**, and the **Revert to Pending** button is replaced by the **Approve** and **Deny** buttons. A message confirms that the update was successful, and, if necessary, the system adjusts the leave on the timesheet. The leave request is now available for further action.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Premium Pay

The **Employee Premium Pay Requests** link is used to approve, deny, or revert leave requests for their assigned and delegated Employees. Denying a premium pay request requires an explanation and removes the premium pay hours from the Timesheet. Reverting a premium pay request changes the request from an approved or denied status back to a pending status.

This section includes the following topics:

Viewing Employee Premium Pay Requests	63
Approving/Denying Premium Pay Requests	65
Reverting Premium Pay Requests to Pending	67

Viewing Employee Premium Pay Requests

Supervisors may view premium pay requests for their assigned and delegated Employees in a list or calendar format. The Premium Pay Requests page has search filters in order to select specific premium pay requests.

To View Employee Premium Pay Requests:

1. Select the **Employee Premium Pay Requests** link from the Employees menu on the Supervisor Main Menu page. The Premium Pay Requests page is displayed defaulting to current and future pending premium pay requests.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Leave Requests page for the selected Supervisor is displayed.

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

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:26 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, WANDA	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:27 PM EDT	DOE, JANE	DOE, THOMAS

Figure 35: Premium Pay Request List Page

2. Complete the following search filters, if applicable:

Status (see "**Status Field Instruction**" on page 164)

User (see "**User Field Instruction**" on page 166)



From Date (see "***From Date Field Instruction***" on page 160)

To Date (see "***To Date Field Instruction***" on page 165)

Transaction (see "***Transaction Field Instruction - Search***" on page 166)

Supervisor (see "***Supervisor Field Instruction***" on page 164)

Timekeeper (see "***Timekeeper Field Instruction***" on page 165)

Delegates For (see "***Delegates For Field Instruction***" on page 159)

The following fields are displayed on the Premium Pay Request page:

Status (see "***Status Field Description - All Request Types***" on page 163)

User (see "***User Field Description***" on page 166)

Start Date (see "***Start Date Field Instruction (Required)***" on page 163)

End Date (see "***End Date Field Description***" on page 160)

Transaction (see "***Transaction Field Description - Premium Pay Request***" on page 166)

Total Hours (see "***Total Hours Field Description***" on page 165)

Supervisor (see "***Supervisor Field Description***" on page 164)

Timekeeper (see "***Timekeeper Field Description***" on page 165)



3. Select the link in the Status column of the applicable premium pay request to view. The Premium Pay Request page is displayed.

Employee
Supervisor
Inbox [3] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: DOE, JOHN

Transaction: 32 - Comp Time Earned

Premium Pay Request Times						
* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours
Mar 26, 2018	Mar 26, 2018	3:00pm	4:00pm	0:00	1:00	1:00

Remarks

Submitter: webTA

Approver:

Activity Log

Action	Resulting State	Date	Name	Comments
Approve	Approved	03/27/2018 09:04 AM EST	DOE, JANE	
Submit	Pending	03/26/2018 03:20 PM EST	DOE, JOHN	

Revert to Pending
Cancel

Figure 36: Premium Pay Request Page

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Premium Pay Request page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Approving/Denying Premium Pay Requests

Supervisors can approve and deny premium pay requests for their assigned and delegated Employees. Premium Pay hours denied require justification and are removed from the Employee's timesheet.

To Approve/Deny Premium Pay Requests:

1. Select the **Employee Premium Pay Requests** link from the Employees menu on the Supervisor Main Menu page. The Premium Pay Request page is displayed.



Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Premium Pay Request page for the selected Supervisor is displayed.

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:26 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, WANDA	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:27 PM EDT	DOE, JANE	DOE, THOMAS

Figure 37: Premium Pay Request List Page

2. Select the applicable **Pending** premium pay request to review. The Premium Pay Request page is displayed.

* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Mar 26, 2018	Mar 26, 2018	4:00pm	5:00pm	0.00	1.00	1.00	

Figure 38: Premium Pay Request Page - Pending

3. Enter any applicable remarks in the Approvers Comments field.

Note: If the request is denied, a reason must be given.

4. Select the **Approve** button to approve the request.

OR

Select the **Deny** button to deny the request.



Note: If the request is denied, a reason must be given. If no reason is given, the message, **ALERT: You must provide a reason in the Approver Comments field when denying a premium pay request**, is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Premium Pay Request page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Reverting Premium Pay Requests to Pending

Supervisors may need to revert approved or denied premium pay requests to pending.

To Revert a Premium Pay Request to Pending:

1. Select the **Employee Premium Pay Requests** link from the Employees menu on the Supervisor Main Menu page. The Premium Pay Request page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Premium Pay Request page for the selected Supervisor is displayed.

Premium Pay Request

Status	User	From Date	To Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE JOHN	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:26 PM EDT	DOE JANE	DOE THOMAS
Pending	DOE WANDA	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:27 PM EDT	DOE JANE	DOE THOMAS

1-2 of 2 Records

View Calendar Cancel

Figure 39: Premium Pay Request List Page



2. Complete the applicable search field(s) to access the request. The applicable Premium Pay Request list is displayed.

Premium Pay Request

Status: All From Date: Mar 18, 2018 To Date: Mar 19, 2019 Transaction: All Supervisor: Timekeeper: Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Approved	DOE, JOHN	03/19/2018	03/19/2018	21 - Over 40 Overtime	1.00	03/19/2018 11:18 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/26/2018	03/26/2018	32 - Comp Time Earned	1.00	03/27/2018 03:26 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	04/05/2018	04/05/2018	21 - Over 40 Overtime	1.00	04/05/2018 11:19 AM EDT	DOE, JANE	DOE, THOMAS

1-3 of 3 Records View [25] [50] [100]

View Calendar Cancel

Figure 40: Employee Premium Pay Request Page

3. Select the **Status** link of the premium pay request to revert. The Premium Pay Request page is displayed.

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: DOE, JOHN

Transaction: 32 - Comp Time Earned

Premium Pay Request Times

* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Mar 26, 2018	Mar 26, 2018	4:00pm	5:00pm	0:00	1:00	1:00	

Remarks

Submitter: webTA training

Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Approve	Approved	04/05/2018 08:52 AM EDT	DOE, JANE	
Submit	Pending	03/27/2018 03:26 PM EDT	DOE, THOMAS	

Revert to Pending Cancel

Figure 41: Premium Pay Request Page

4. Select the **Revert to Pending** button. The request is restored to **Pending**, and the **Revert to Pending** button is replaced by the **Approve** and **Deny** buttons. A message confirms that the update was successful, and, if necessary, the system adjusts the hours on the timesheet. The premium pay request is now available for further action.

At this point, the following options are available:



Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Dollar Transactions

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. The **Employee Dollar Transaction Requests** option is used to approve, deny, or revert these requests for their assigned and delegated Employees. If approved, the dollar transaction populates to the most recent uncertified timesheet. Denying a dollar transaction request requires an explanation. Reverting a request changes the request from an approved or denied status back to a pending status.

This section includes the following topics:

Viewing Employee Dollar Transaction Requests.....	71
Approving/Denying Dollar Transaction Requests	73
Reverting Dollar Transaction Requests to Pending	74

Viewing Employee Dollar Transaction Requests

Supervisors may view dollar transaction requests for their assigned and delegated Employees on the Dollar Transaction Requests pages. The Dollar Transaction Requests - Current page displays approved and denied dollar requests for the current and future pay periods, and pending transactions from all pay periods. The Dollar Transaction Requests - History page displays approved and denied requests for past pay periods.

Note: The Dollar Transaction Request pages display requests from assigned and delegated Employees.

To View an Employee's Dollar Transaction Request:

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

Status	User	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Approved	DOE, JOHN	04/18/2018	04/18/2018	17 - Parking	\$10.00	04/19/2018 08:21 AM EDT	DOE, JANE
Approved	DOE, JOHN	04/19/2018	04/19/2018	17 - Parking	\$10.00	04/19/2018 08:21 AM EDT	DOE, JANE
Pending	DOE, JOHN	04/20/2018	04/20/2018	17 - Parking	\$10.00	04/19/2018 08:20 AM EDT	DOE, JANE

1-3 of 3 Records View 25 (50) 100

History Cancel

Figure 42: Dollar Transaction Requests - Current Page



Note: Select the **History** button to view historical dollar transaction requests.

The following fields are displayed on the Dollar Transaction Requests - Current page:

Status (see "*Status Field Description - All Request Types*" on page 163)

User (see "*User Field Description*" on page 166)

Start Date (see "*Start Date Field Description*" on page 163)

End Date (see "*End Date Field Description*" on page 160)

Transaction Code (see "*Transaction Code Field Description*" on page 165)

Amount Field Description (see "*Amount Field Description*" on page 158)

Submission Date (see "*Submission Date Field Description*" on page 164)

Supervisor (see "*Supervisor Field Description*" on page 164)

2. Select the link in the Status column to view the dollar transaction. The applicable Dollar Transaction Request page is displayed.

WEBTA™ Employee Supervisor Inbox [22] | Settings | Help | Log Out

Supervisor 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 Subsidy
* Account: XXXXXXXXXXXX (Training)

* Start Date	* End Date	* Amount
Apr 30, 2018	May 01, 2018	\$15.00

Remarks
Submitter Remarks: parking
Approver Comments: Update

Activity Log

Action	Resulting State	Time/Date	Name	Comments
Submit	Pending	05/01/2018 09:32 AM EDT	DOE, JOHN	parking

Approve Deny Cancel

Figure 43: Dollar Transaction Request Page

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



Approving/Denying Dollar Transaction Requests

Supervisors may approve and deny dollar transaction requests for their assigned and delegated Employees. If approved, the dollar transaction is populated to the most recent uncertified timesheet.

To Approve/Deny Dollar Transaction Requests:

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

Status	User	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Approved	DOE, JOHN	04/18/2018	04/18/2018	17 - Parking	\$10.00	04/19/2018 08:21 AM EDT	DOE, JANE
Approved	DOE, JOHN	04/19/2018	04/19/2018	17 - Parking	\$10.00	04/19/2018 08:21 AM EDT	DOE, JANE
Pending	DOE, JOHN	04/20/2018	04/20/2018	17 - Parking	\$10.00	04/19/2018 08:20 AM EDT	DOE, JANE

Figure 44: Dollar Transaction Requests - Current Page

2. Select the link in the Status column of the applicable dollar transaction. The Dollar Transaction Request page is displayed.

Items marked with an asterisk* are required.

Employee: DOE, JOHN

Transaction Code: 17 - Parking Subsidy

* Account: XXXXXXXXXXXX (Training)

* Start Date	* End Date	* Amount
Apr 30, 2018	May 01, 2018	\$15.00

Remarks

Submitter Remarks: parking

Approver Comments:

Update

Activity Log

Action	Resulting State	Time/Date	Name	Comments
Submit	Pending	05/01/2018 09:32 AM EDT	DOE, JOHN	parking

Approve Deny Cancel

Figure 45: Dollar Transaction Request Page

3. Enter any applicable remarks in the Approver Comments field.



4. Select the **Approve** button to approve the request. The messages, *Dollar Transaction Request successfully updated*, and *The dollar transaction request amount for YYYY/MM/DD has been added to the user's timesheet*, are displayed.

OR

Select the **Deny** button to deny the request.

Note: If a request is denied, a reason must be given.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Reverting Dollar Transaction Requests to Pending

Supervisors may need to revert approved or denied dollar transaction requests to pending.

To Revert a Dollar Transaction Request to Pending:

1. Select the **Select Timesheets** link from the Employees menu on the Supervisor Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Select Timesheets page for the selected Supervisor is displayed.

2. Select the applicable Employee.
3. Select the **Dollar Transaction Requests** link from the Leave and Premium Pay action menu in the Select Action section. The Dollar Transaction Requests page for the selected Employee is displayed.



4. Select the **Status** link of the dollar transaction request to revert. The Dollar Transaction Request page is displayed.

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

Supervisor 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 (Training)

* Start Date	* End Date	* Amount
Apr 20, 2018	Apr 20, 2018	\$10.00

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Time/Date	Name	Comments
Approve	Approved	04/19/2018 08:39 AM EDT	DOE, JANE	
Submit	Pending	04/19/2018 08:21 AM EDT	DOE, JOHN	

Figure 46: Dollar Transaction Request Page - Reverting

5. Select the **Revert to Pending** button. The request is restored to **Pending**, and the **Revert to Pending** button is replaced by the **Approve** and **Deny** buttons. A message confirms that the update was successful, and, if necessary, the system adjusts the dollar transaction on the timesheet. The Employee may now update and resubmit or delete the request.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Certifying Timesheets

Supervisors may view and/or certify timesheets for their assigned and delegated Employees. Timesheets may be certified from a list of Employees or directly from the timesheet and may be certified individually or as a group.

Note: A timesheet must first be validated by the Employee or Timekeeper before it may be certified.

To Certify an Individual Timesheet:

1. Select the **Select Timesheets** link from the Employees menu on the Supervisor Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Select Timesheets page for the selected Supervisor is displayed.

WEBTA Employee Supervisor Inbox [0] Settings Help Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period: 06 - 2018 Mar 18, 2018-Mar 31, 2018 * Timesheet Status: Saved + All Validated User ID: Last Name: First Name: Middle Name: Organization: Timekeeper: Supervisor: SSN: Delegates For: POI: Find OK Find POI

Timesheet Type: All Search Clear

Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	Agency	POI
06 - 2018	Validated by Employee	DOEA	DOE	ALICE		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Validated by Employee	DOEB	DOE	BETTY		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Saved	DOED	DOE	DONALD		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Validated by Timekeeper	DOEJ1	DOE	JANE		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Saved	DOEJ	DOE	JOHN		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Saved	DOEM	DOE	MARK		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Saved	DOET	DOE	THOMAS		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317
06 - 2018	Validated by Employee	DOEW	DOE	WANDA		DM, OFC OF THE CHIEF FIN OFFC	DOE THOMAS	DOE JANE	OCFO	5317

1 of 8 Records View [1] [2] [3] [4] [5] [6] [7] [8]

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Certify Selected
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Dollar Requests
 - Leave Requests
 - Premium Pay Requests
 - Telework Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default Schedule

Cancel

Figure 47: Select Timesheets Page

2. Select the applicable validated timesheet.
3. Select the **Certify Selected** link from the Timesheets action menu in the Select Action section. The Timesheet Certification page for the selected Employee is displayed.



Note: You may also Certify the timesheet by selecting the ***Timesheet*** link from the Timesheets action menu in the Select Action section.



WEBTA™ Employee **Supervisor** Inbox [12] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Unvalidated ☒ Validated ☐ Certified ☐ Sent ☐

Timesheet Certification

Certifying 1 of 1 timesheets

Employee: DOE, JOHN
Pay Period: 8 - 2018 April 15-28, 2018
Timesheet Type: Regular
Status: Validated

Work Time

	Sun 4/15	Mon 4/16	Tue 4/17	Wed 4/18	Thu 4/19	Fri 4/20	Sat 4/21	Wk1	Sun 4/22	Mon 4/23	Tue 4/24	Wed 4/25	Thu 4/26	Fri 4/27	Sat 4/28	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction	Account																
01 - Regular Base Pay	XXXXXXXXXXXX (General Duties)																
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 4/15	Mon 4/16	Tue 4/17	Wed 4/18	Thu 4/19	Fri 4/20	Sat 4/21	Wk1	Sun 4/22	Mon 4/23	Tue 4/24	Wed 4/25	Thu 4/26	Fri 4/27	Sat 4/28	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	

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule Week

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/15	04/16	04/17	04/18	04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	04/28

Timesheet Totals

Transaction Code	Amount
01 - Regular Base Pay	80.00

Transaction Totals

Transaction Code	Amount
01 - Regular Base Pay	80.00

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	201.45	201.45	8.00	0.00	0.00	0.00	0.00	209.45	353.45	113.45
Sick Leave	108.00	108.00	4.00	0.00	0.00	0.00	0.00	112.00	184.00	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: F
Status Change Day: None	Leave Ceiling Override:
Oath of Office: F	Leave Category Override: Eight hours per pay period
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: Louisiana
Work Week: Mon - Fri	Agency: OCFO
Duty Hours: 80	Town: 1690
Alternative Work Schedule: Maxiflex	New Contact Point: F
RSO / Salary Cap: None	Unit: 05
Standby Hours Week 1: 0	Timekeeper: 97
Standby Hours Week 2: 0	BUS Code: 8888
Standby AUO Percent: 0	Vol. Leave Recipient: No
Negative Annual Leave Balance: T	Eme. Leave Recipient: No
Military Emergency Leave Flag: F	Accounting Type: Manual Account Entry
Military Regular Leave Flag: F	Personal Leave Ceiling: 240.00
Service Computation Date: 12/05/1999	Actual Leave Accrual Rate: 8 Hours/PP (Ovr.)
Negative Sick Leave Balance: T	

Activity Log

Action	Resulting State	Date	Name	Message
Validate	Validated By Timekeeper	04/27/2018 02:55 PM EDT	DOE, THOMAS	
Save	Timesheet Saved	04/27/2018 02:55 PM EDT	DOE, JOHN	
Save	Timesheet Saved	04/15/2018 03:39 AM EDT	SYSTEM	

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

Action Remarks:

Characters Remaining: 255

Figure 48: Timesheet Certification Page



4. Select the **Certify** button. The Timesheet page is displayed with the status marked **Certified** and the message, *Timesheet has been certified*, displayed.

WEBTA™ Employee Supervisor Inbox (12) | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets > Timesheet Certification >

Timesheet Unvalidated Validated **Certified** Sent

Timesheet has been certified

Employee: DOE, JOHN
Pay Period: 08 - 2018 : Apr 15, 2018-Apr 28, 2018 C Select Pay Period
Stored Snapshot
Work Time

Timesheet Type: Regular
Status: Certified

	Sun 4/15	Mon 4/16	Tue 4/17	Wed 4/18	Thu 4/19	Fri 4/20	Sat 4/21	Vik1	Sun 4/22	Mon 4/23	Tue 4/24	Wed 4/25	Thu 4/26	Fri 4/27	Sat 4/28	Vik2	Total
Transaction																	
01 - Regular Base Pay																	
Account																	
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 4/15	Mon 4/16	Tue 4/17	Wed 4/18	Thu 4/19	Fri 4/20	Sat 4/21	Vik1	Sun 4/22	Mon 4/23	Tue 4/24	Wed 4/25	Thu 4/26	Fri 4/27	Sat 4/28	Vik2	Total
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

Dollar Transactions

Transaction	Account	Date	Amount

Schedule Week

Su 04/15	M 04/16	T 04/17	W 04/18	Th 04/19	F 04/20	Sa 04/21	Su 04/22	M 04/23	T 04/24	W 04/25	Th 04/26	F 04/27	Sa 04/28

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: 80.00
Days In Pay: 10

Transaction Code: 01 - Regular Base Pay
Amount: 80.00

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	201.45	201.45	8.00	0.00	0.00	0.00	0.00	209.45	353.45	113.45
Sick Leave	-108.00	-108.00	4.00	0.00	0.00	0.00	0.00	-104.00	-32.00	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: F
Status Change Day: None	Leave Ceiling Override:
Oath of Office: F	Leave Category Override: Eight hours per pay period
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: Louisiana
Work Week: Mon - Fri	Agency: OCF
Duty Hours: 80	Town: 1690
Alternative Work Schedule: Maxflex	New Contact Point: F
RSO / Salary Cap: None	Unit: 05
Standby Hours Week 1: 0	Timekeeper: 97
Standby Hours Week 2: 0	BUS Code: 8888
Standby AUO Percent: 0	Vol. Leave Recipient: No
Negative Annual Leave Balance: T	Eme. Leave Recipient: No
Military Emergency Leave Flag: F	Accounting Type: Manual Account Entry
Military Regular Leave Flag: F	Personal Leave Ceiling: 240.00
Service Computation Date: 12/05/1999	Actual Leave Accrual Rate: 8 Hours/PP (Ov.)
Negative Sick Leave Balance: T	

Activity Log

Action	Resulting State	Date	Name	Message
Certify	Certified by Supervisor	04/28/2018 12:26 PM EDT	DOE, JANE	I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.
Validate	Validated By Timekeeper	04/27/2018 02:55 PM EDT	DOE, THOMAS	
Save	Timesheet Saved	04/27/2018 02:55 PM EDT	DOE, JOHN	
Save	Timesheet Saved	04/15/2018 03:39 AM EDT	SYSTEM	

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

Action Remarks:

Characters Remaining: 255

Figure 49: Certified Timesheet Page

At this point, the following options are available:



Step	Description
Select the Cancel button	Returns you to the Select Timesheets page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

To Certify Multiple Timesheets:

1. Select the **Select Timesheets** link from the Employees menu on the Supervisor Main Menu page. The Select Timesheets page is displayed.

Note: If performing this function as a Delegate, select the applicable Supervisor from the Delegates For drop-down list. The Select Timesheets page for the selected Supervisor is displayed.

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

Supervisor Main Menu >

Select Timesheets

Pay Period: 06 - 2018 - Mar 18, 2018-Mar 31, 2018 * Timesheet Status: Saved + All Validated User ID: Last Name: First Name: Middle Name: Organization: Timekeeper: Supervisor: SSN: Delegates For: POE

Timesheet Type: All

Search Clear

Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	Agency	PDI
06 - 2018	Validated by Employee	DOEA	DOE	ALICE		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Validated by Employee	DOEB	DOE	BETTY		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOED	DOE	DONALD		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Validated by Timekeeper	DOEJ1	DOE	JANE		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOEJ	DOE	JOHN		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOEM	DOE	MARK		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Saved	DOET	DOE	THOMAS		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317
06 - 2018	Validated by Employee	DOEW	DOE	WANDIA		DM, OFC OF THE CHIEF FIN OFFC	DOE, THOMAS	DOE, JANE	OCFO	5317

1 of 8 Records

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Certify Selected
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Dollar Requests
 - Leave Requests
 - Premium Pay Requests
 - Telework Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default Schedule

Cancel

Figure 50: Select Timesheets Page

2. Select the applicable validated timesheets.
3. Select the **Certify Selected** link from the Timesheets action menu in the Select Action section. The Timesheet Certification page of the first timesheet is displayed.



Note: A message is displayed showing your progress.

WEBTA™

Employee Supervisor

Inbox [4] | Settings | Help | Log Out

Supervisor Main Menu >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 1 of 3 timesheets

1 of 3

Employee: DOE, JOHN

Pay Period: 7 - 2018 April 1-14, 2018

Timesheet Type: Regular

Status: Validated

Work Time

	Sun 4/01	Mon 4/02	Tue 4/03	Wed 4/04	Thu 4/05	Fri 4/06	Sat 4/07	Wk1	Sun 4/08	Mon 4/09	Tue 4/10	Wed 4/11	Thu 4/12	Fri 4/13	Sat 4/14	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction																	
Account																	
01 - Regular Base Pay								40.00		8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00
Work Time Total								40.00		8.00	8.00	8.00	8.00	8.00	8.00	40.00	80.00

Leave Time

	Sun 4/01	Mon 4/02	Tue 4/03	Wed 4/04	Thu 4/05	Fri 4/06	Sat 4/07	Wk1	Sun 4/08	Mon 4/09	Tue 4/10	Wed 4/11	Thu 4/12	Fri 4/13	Sat 4/14	Wk2	Total
Absence Start																	
Absence End																	
Absence Start																	
Absence End																	
Transaction																	
Account																	
Leave Time Total																	
Daily Total								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	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/01	04/02	04/03	04/04	04/05	04/06	04/07	04/08	04/09	04/10	04/11	04/12	04/13	04/14

Transaction Totals

Transaction Code	Amount
01 - Regular Base Pay	80.00

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:	80.00
Days In Pay:	10

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	104.00	104.00	8.00	0.00	0.00	0.00	0.00	112.00	264.00	24.00
Sick Leave	125.45	125.45	4.00	0.00	0.00	0.00	0.00	129.45	205.45	0.00
Time Off Award	16.00	16.00	0.00	0.00	0.00	0.00	0.00	16.00	16.00	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: Louisiana
Work Week: Mon - Fri	Agency: OCFO
Duty Hours: 80	Town: 1890
Alternative Work Schedule: Maxiflex	New Contact Point: F
RSO / Salary Cap: None	Unit: 40
Standby Hours Week 1: 0	Timekeeper: 56
Standby Hours Week 2: 0	BUS Code: 2311
Standby AVO Percent: 0	Actual Leave Accrual Rate: 8 Hours/PP
Negative Annual Leave Balance: T	Personal Leave Ceiling: 240.00
Military Emergency Leave Flag: F	Vol. Leave Recipient: No
Military Regular Leave Flag: F	Eme. Leave Recipient: No
Service Computation Date: 06/14/1992	Accounting Type: Manual Account Entry
Negative Sick Leave Balance: T	

Activity Log

Action	Resulting State	Date	Name	Message
Validate	Validated By Timekeeper	04/27/2018 02:07 PM EDT	DOE, THOMAS	
Save	Timesheet Saved	04/27/2018 02:07 PM EDT	DOE, JOHN	
Save	Timesheet Saved	04/13/2018 03:01 AM EDT	SYSTEM	

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

Action Remarks:

Characters Remaining: 255

Certify

Reject/Decertify

Printable Version

Cancel

1 of 3

Figure 51: Timesheet Certification Page - 1 of 3



4. Select the **Certify** button to certify the timesheet. The message, *Timesheet has been certified*, is displayed.
5. Select the arrow to move to the next timesheet. The next Timesheet Validation page is displayed.
6. Continue until all timesheets are certified.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Select Timesheets page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

To Certify All Validated Timesheets:

1. Select the **Certify All** link from the Employees menu on the Supervisor Main Menu page. The Timesheet Certification page of the first timesheet is displayed.



Note: If certifying timesheets as a Delegate, you must certify them from the Select Timesheets page, where you can select the Delegate you are representing.

WEBTA™

EmployeeSupervisor

Inbox [4] | Settings | Help | Log Out

Supervisor Main Menu >

Timesheet Certification

UnvalidatedValidatedCertifiedSent

Certifying 1 of 3 timesheets

1 of 3

Employee: DOE, JOHN

Pay Period: 7 - 2018 April 1-14, 2018

Work Time

Timesheet Type: Regular

Status: Validated

	Sun 4/01	Mon 4/02	Tue 4/03	Wed 4/04	Thu 4/05	Fri 4/06	Sat 4/07	Wk1	Sun 4/08	Mon 4/09	Tue 4/10	Wed 4/11	Thu 4/12	Fri 4/13	Sat 4/14	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction	Account																
01 - Regular Base Pay	XXXXXXXXXX (General Administrative Duties)																
		8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00	8.00	8.00	40.00	80.00		
		8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00	8.00	8.00	40.00	80.00		
Work Time Total																	

Leave Time

	Sun 4/01	Mon 4/02	Tue 4/03	Wed 4/04	Thu 4/05	Fri 4/06	Sat 4/07	Wk1	Sun 4/08	Mon 4/09	Tue 4/10	Wed 4/11	Thu 4/12	Fri 4/13	Sat 4/14	Wk2	Total
Absence Start																	
Absence End																	
Absence Start																	
Absence End																	
Transaction	Account																
Leave Time Total																	
		8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00	8.00	8.00	40.00	80.00		
Daily Total																	

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			
Su 04/01			
M 04/02			
T 04/03			
W 04/04			
Th 04/05			
F 04/06			
Sa 04/07			
Su 04/08			
M 04/09			
T 04/10			
W 04/11			
Th 04/12			
F 04/13			
Sa 04/14			

Timesheet Totals

Transaction 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: 80.00

Days In Pay: 10

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	104.00	104.00	8.00	0.00	0.00	0.00	0.00	112.00	264.00	24.00
Sick Leave	125.45	125.45	4.00	0.00	0.00	0.00	0.00	129.45	205.45	0.00
Time Off Award	16.00	16.00	0.00	0.00	0.00	0.00	0.00	16.00	16.00	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: Louisiana
Work Week: Mon - Fri	Agency: OCFO
Duty Hours: 80	Town: 1690
Alternative Work Schedule: Maxiflex	New Contact Point: F
RSO / Salary Cap: None	Unit: 40
Standby Hours Week 1: 0	Timekeeper: 56
Standby Hours Week 2: 0	BUS Code: 2311
Standby AJO Percent: 0	Actual Leave Accrual Rate: 8 Hours/PP
Negative Annual Leave Balance: T	Personal Leave Ceiling: 240.00
Military Emergency Leave Flag: F	Vol. Leave Recipient: No
Military Regular Leave Flag: F	Eme. Leave Recipient: No
Service Computation Date: 06/14/1992	Accounting Type: Manual Account Entry
Negative Sick Leave Balance: T	

Activity Log

Action	Resulting State	Date	Name	Message
Validate	Validated By Timesheet	04/27/2018 02:07 PM EDT	DOE, THOMAS	
Save	Timesheet Saved	04/27/2018 02:07 PM EDT	DOE, JOHN	
Save	Timesheet Saved	04/13/2018 03:01 AM EDT	SYSTEM	

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

Action Remarks:

Characters Remaining: 255

Certify

Reject/Decertify

Printable Version

Cancel

1 of 3



Figure 52: Timesheet Certification Page - 1 of 3

2. Select the **Certify** button to certify the timesheet. The message, *Timesheet has been certified*, is displayed along with the next Timesheet Validation page.

Note: A message is displayed showing your progress.

3. Continue until all timesheets are certified.

Note: To skip over a specific timesheet, select the arrow. The next Timesheet Validation page will be displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Select Timesheets page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Delegation

Supervisors are allowed to delegate their role to other Supervisors in the event that they are unavailable to perform their duties. Assigned Delegates will have all of the rights for the Employees assigned directly to the original Supervisor.

When a Supervisor is designated as a Delegate for another Supervisor(s), the Delegate will not have access to any delegated Employees, only the Supervisor's actual Employees.

Delegation remains in effect until the user ID of the Delegate is removed from the Delegate list.

This section includes the following topics:

Delegating the Supervisor Role.....	87
Removing Delegation	90

Delegating the Supervisor Role

Supervisors are allowed to designate a Delegate to perform Supervisors duties in the event of their absence. The Delegates have the same rights to webTA records as the original Supervisor. Supervisors may designate as many Delegates as they choose. Delegates remain in effect until removed from the current Delegate list.

To Delegate Your Supervisor Role:

1. Select the **My Delegates** link from the Delegates/Reassignment menu on the Supervisor Main Menu page. The Delegate Roles : Supervisor page is displayed.

The screenshot shows the webTA interface for a Supervisor. At the top, there is a navigation bar with the webTA logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the 'Supervisor Main Menu >' link is visible. The main content area is titled 'Delegate Roles : Supervisor'. It displays 'Delegating User: DOE, JANE DOEJ1' and a table with two columns: 'Name' and 'Undelegate'. The table is currently empty, showing 'No results'. Below the table, there are two buttons: 'Add Delegate' and 'Undelegate All'. At the bottom, there is a 'Cancel' button.

Figure 53: Delegate Roles: Supervisor Page



2. Select the **Add Delegate** button. The Add Delegate - Supervisor page is displayed.

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

Supervisor Main Menu > Delegate Roles >

Add Delegate - Supervisor

Name: Search Clear

Name	<input type="checkbox"/>
DOE, ALICE - DOEA	<input type="checkbox"/>
DOE BETTY - DOEB	<input type="checkbox"/>
DOE, CARL - DOEC	<input type="checkbox"/>
DOE, DONALD - DOED	<input type="checkbox"/>
DOE, DONNA - DOED1	<input type="checkbox"/>
DOE, ELIZABETH - DOEE	<input type="checkbox"/>
DOE, FRANK - DOE F	<input type="checkbox"/>
DOE, GARY - DOEG	<input type="checkbox"/>
DOE, GLENDA - DOEG1	<input type="checkbox"/>
DOE, GLORIA - DOEG2	<input type="checkbox"/>
DOE, HENRY - DOE H	<input type="checkbox"/>
DOE, IRA - DOE I	<input type="checkbox"/>
DOE, IRIS - DOE I1	<input type="checkbox"/>
DOE, JANE - DOE J	<input type="checkbox"/>
DOE, JOHN - DOE J1	<input type="checkbox"/>
DOE, KARL - DOE K1	<input type="checkbox"/>
DOE, KATHY - DOE K	<input type="checkbox"/>
DOE, LINDA - DOE L	<input type="checkbox"/>
DOE, MARK - DOE M1	<input type="checkbox"/>
DOE, MARY - DOE M	<input type="checkbox"/>
DOE, NANCY - DOE N	<input type="checkbox"/>
DOE, PATRICIA - DOE P	<input type="checkbox"/>
DOE, THOMAS - DOE T	<input type="checkbox"/>
DOE, ZOE, DOE Z	<input type="checkbox"/>
DOE JR, JOHN - DOE J2	<input type="checkbox"/>

1-25 of 142 Records 1 2 3 4 5 6 View 25 50 100

Select Checked Users

Cancel

Figure 54: Add Delegate - Supervisor Page

3. Enter the name of the Supervisor to whom you are delegating in the Name field and select the **Search** button. The Supervisors name and user ID are displayed.



OR

Select the applicable Delegate(s).

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Delegate Roles >

Add Delegate - Supervisor

Name:

Name	
DOE, JOHN - DOEJ1	<input checked="" type="checkbox"/>

1-1 of 1 Records View 25 50 100

Figure 55: Add Delegates - Supervisor Search Results Page

4. Select the **Select Checked Users** button. The Delegate Roles: Supervisor page is displayed listing the new Delegate and the message, *Successfully delegated Supervisor to 1 users*.

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Delegate Roles : Supervisor

Successfully delegated Supervisor to 1 users

Delegating User: DOE, JANE - DOEJ

Name	Undelegate
DOE, JOHN	<input checked="" type="checkbox"/>

1-1 of 1 Records View 25 50 100

Figure 56: Delegate Roles Supervisor Page - Delegate Added

Note: To remove a single Delegate, uncheck the box next to the Delegate's name and select the **OK** button on the popup, or select the **Undelegate All** button to remove all delegates.

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



Removing Delegation

The Delegate Roles : Supervisor page is used to remove delegation.

To Remove Delegation:

1. Select the **My Delegates** link from the Supervisor Main Menu. The Delegate Roles : Supervisor page is displayed.



Figure 57: Delegated Roles Page

2. Select the **X** from the Undelegate column of the Delegate to remove. A Remove Delegate popup appears.

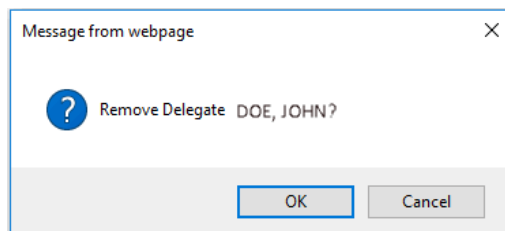


Figure 58: Remove Delegate Popup

3. Select the **OK** button to remove the Delegate. The message, *Delegate XX removed from supervisor*, is displayed on the Delegate Roles : Supervisor page.

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



Emergency Contacts

The Emergency Contacts page is used to view Employee emergency contact information. The page lists all assigned and delegated Employees. This is a view-only page.

To View Employee Emergency Contact Information:

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

WEBTA™ Employee Supervisor Inbox [32] Settings Help Log Out

Supervisor Main Menu >

Emergency Contacts

Last Name: First Name: Organization: Essential Employee: Find Org All Search Clear

Last Name	First Name	Organization	Essential Employee	Last Updated
DOE	ALICE	10	Non-Essential	08/04/2017 02:21 PM EDT
	BETTY	20	Non-Essential	02/10/2017 07:33 AM EST
	DONALD	10	Non-Essential	08/02/2017 11:16 AM EDT
	JANE	10	Non-Essential	02/07/2017 07:24 AM EST
	JOHN	20	Non-Essential	02/01/2017 12:11 PM EST
	MARK	40	Non-Essential	08/04/2017 11:28 AM EDT
	THOMAS	10	Non-Essential	02/03/2017 11:36 AM EST
	WANDA	20	Non-Essential	08/04/2017 03:40 PM EDT

1-2 of 8 Records

Cancel

Figure 59: Emergency Contacts Page

2. Select the applicable Employee. The Emergency Contacts for page for the selected Employee is displayed.

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

Supervisor Main Menu > Employee Contacts >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated
—	DOE	JOHN	Self	XXX-XXX-XXXX (Cell)		02/10/2017 07:33 AM EST
1	DOE	NANCY	Spouse	XXX-XXX-XXXX (Cell)		02/03/2017 07:48 AM EST
2	DOE	DEBRA	Parent	XXX-XXX-XXXX (Cell)	XXX-XXX-XXXX (Work)	02/03/2017 07:49 AM EST

Cancel

Figure 60: Emergency Contacts For Page

3. Review the information.

Note: Select the Name link for additional information.

At this point, the following options are available:



Step	Description
Select the Cancel button	Returns you to the Emergency Contacts page.
Select the Supervisor tab	Returns you to the Supervisor 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 an Employee is unable to work due to an on-the-job injury. The Employee must complete and submit this form to the Human Resources (HR) office. Once this form is submitted, the COP Events link in webTA is used to view the request. This is a view-only function for the Supervisor.

To View a COP Event:

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

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization
DOE, JOHN	DOEJ	0807	08/07/2017	Active	08/31/2017	0 Days	OCFO
DOE, DONALD	DOED	0801	08/01/2017	Active	09/30/2017	0 Days	OCFO

1-4 of 4 Records

View 25 50 100

Cancel

Figure 61: COP Events Page



2. Select the applicable event to view. The COP Event Details page is displayed.

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

Supervisor Main Menu > COP Events >

COP Event Details

Items marked with an asterisk* are required.

* **Employee:** DOE, JOHN - DOEJ
Organization: OCFO

Date of Injury: 08/07/2017
Injury Number: 0807

Return to Work Date: 08/31/2017
COP Not to Exceed Date: 09/01/2017
COP Used to Date: 0

Termination Date:
Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	08/23/2017 02:40 PM EDT	DOE, NANCY	

Figure 62: COP Events Details Page

The following fields are displayed on the COP Event Details page:

Employee (see "*Employee Field Description*" on page 159)

Organization (see "*Organization Field Description (Required)*" on page 161)

Date of Injury (see "*Date of Injury Field Description*" on page 159)

Injury Number (see "*Injury Number Field Description*" on page 161)

Return to Work (see "*Return to Work Date Field Description*" on page 163)

COP Not to Exceed Date (see "*COP Not to Exceed Date Field Description*" on page 159)

COP Used to Date (see "*COP Used to Date Field Description*" on page 159)

Termination Date (see "*Termination Date Field Description*" on page 164)

Termination Remark (see "*Termination Remark Field Description*" on page 164)

At this point, the following options are available:



Step	Description
Select the Cancel button	Returns you to the COP Events page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Master Supervisor

Master Supervisors may perform the same functions as Supervisors with these important differences:

- Master Supervisors have access to all Employees within their organization.
- Master Supervisor roles cannot be delegated.
- Master Supervisors have no interaction with Employee dollar transaction requests.
- Master Supervisors may view their assigned Agencies and POIs.

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

Master Supervisor Main Menu

Employees	Schedule
Certify All	Employee Schedules List View
Select Timesheets	Schedule Requests
Employee Leave Requests	Shifts
Employee Premium Pay Requests	
Reports	Emergency Contacts
Reports	Employee Contacts
My Saved and Scheduled Reports	
Telework	POI/Agency Assignment
Employee Telework Requests	My Assigned POIs and Agencies
Employee Telework Agreements	
Continuation of Pay (COP)	
COP Events	

Figure 63: Master Supervisor Main Menu Page

This section includes the following topics:

POI/Agency Assignment.....	97
----------------------------	----

POI/Agency Assignment

The My Assigned POIs and Agencies page displays your assigned roles, profile Agency, profile POI, and assigned POIs and Agencies. If additional POIs and Agencies are assigned, the information displays in the Agency and POI tables.



To view your POI/Agency assignment, select the **My Assigned POIs and Agencies** link from the POI/Agency Assignment menu on the Master Supervisor Main Menu page. The My Assigned POIs and Agencies page is displayed.

The screenshot shows the 'My Assigned POIs and Agencies' page. At the top, there is a navigation bar with the 'WEBTA' logo, tabs for 'Employee' and 'Master Supervisor', and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the page title 'My Assigned POIs and Agencies' is displayed. The user information section shows: Employee: DOE, JOHN; Assigned Roles: Master Supervisor, HR Administrator; Profile Agency: OCFO; and Profile POI: XXXX. There are two search filters: 'Agency' and 'POI', both showing 'No results'. A 'Cancel' button is located at the bottom of the page.

WEBTA™ Employee Master Supervisor Inbox [0] Settings Help Log Out

Master Supervisor Main Menu >

My Assigned POIs and Agencies

Employee: DOE, JOHN
Assigned Roles: Master Supervisor
HR Administrator
Profile Agency: OCFO
Profile POI: XXXX

Agency
No results

POI
No results

Cancel

Figure 64: My Assigned POIs and Agencies Page

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



Reports

Most webTA reports are available to both the Supervisor and Master Supervisor roles. However, there are some reports that are only available to a single role.

The Reports menu on the Supervisor and Master Supervisor Main Menu pages contain two options, **Reports** and **My Saved and Scheduled Reports**. The Reports page lists reports that are available to a Supervisor and Master Supervisor, and the My Saved and Scheduled Reports page displays a list of reports that have been scheduled for background execution.

Many reports may be run for a range of pay periods. For these reports, a maximum of 26 pay periods is allowed.

The default output display for most webTA reports is the browser. However, some reports may be run in alternate formats.

The following file formats are available:

- Portable Document Format (PDF)
- Excel (Spreadsheet)
- HyperText Markup Language (HTML)
- Comma Separated Values (CSV)

For a description of each report, select the report name link, and then select **Help**.



To Save Reports as a PDF:

1. Select the **Reports** link from the Supervisor or Master Supervisor Main Menu page. The applicable Reports menu is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 65: Reports Menu Page

2. Select the applicable report. The report parameters page is displayed.
3. Complete the report parameters fields.
4. Select the **PDF** link. A popup appears asking whether to open or save the report.

Do you want to open or save **Supervisor_Assignments.pdf** from **wta.cuat.nfc.usda.gov**? X

Figure 66: Save Report as a PDF popup

At this point, the following options are available:

Step	Description
Select the Open button	Opens the reports and displays it as a PDF file. A PDF of the applicable report is displayed.
Select the Save button	Downloads and saves the report. Select the Open , Open folder , or View Downloads button, as applicable.
Select the Cancel button	Cancels the action and returns you to the applicable report.



To Save Reports in CSV:

1. Select the **Reports** link from the Supervisor or Master Supervisor Main Menu page. The applicable Reports menu is displayed.

The screenshot shows the WEBTA Supervisor Main Menu. The 'Reports' link is highlighted in the top navigation bar. Below the navigation bar, the 'Reports' section is displayed, showing a list of reports with their names and descriptions. At the bottom of the list, there are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'.

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 67: Reports Menu Page

2. Select the applicable report. The report parameters page is displayed.
3. Complete the report parameters fields.
4. Select the **CSV** link. A popup appears asking whether to open or save the report.

The screenshot shows a dialog box asking: 'Do you want to open or save Supervisor_Assignments.csv from wta.cuat.nfc.usda.gov?'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button has a dropdown arrow next to it.

Figure 68: Save Report as a CSV Popup

At this point, the following options are available:

Step	Description
Select the Open button	Opens the reports and displays it as a CSV file. A CSV spreadsheet of the applicable report is displayed.
Select the Save button	Downloads and saves the report. Select the Open , Open folder , or View Downloads button, as applicable.
Select the Cancel button	Cancels the action and returns you to the applicable report.



To Save Reports in HTML:

1. Select the **Reports** link from the Supervisor or Master Supervisor Main Menu page. The applicable Reports menu is displayed.

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 69: Reports Menu Page

2. Select the applicable report. The report parameters page is displayed.
3. Complete the report parameters fields.
4. Select the **HTML** link. A popup appears asking if you would like to save the report.

Do you want to save Supervisor_Assignments.html from wta.cuat.nfc.usda.gov?

Save Cancel

Figure 70: Save Report as HTML Popup

At this point, the following options are available:

Step	Description
Select the Save button	Downloads and saves the report. Select the Open , Open folder , or View Downloads button, as applicable.
Select the Cancel button	Cancels the action and returns you to the applicable report.



To Save Reports as Excel:

1. Select the **Reports** link from the Supervisor or Master Supervisor Main Menu page. The applicable Reports menu is displayed.

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 71: Reports Menu Page

2. Select the applicable report. The report parameters page is displayed.
3. Complete the report parameters fields.
4. Select the **Excel** link. A popup appears asking whether to open or save the report.

Do you want to open or save **Supervisor_Assignments.xls** from **wtat.cuat.nfc.usda.gov**?

Open Save Cancel

Figure 72: Save Report as Excel Popup

At this point, the following options are available:

Step	Description
Select the Open button	Opens the reports and displays it as an Excel spreadsheet. A Excel spreadsheet of the applicable report is displayed.
Select the Save button	Downloads and saves the report. Select the Open , Open folder , or View Downloads button, as applicable.
Select the Cancel button	Cancels the action and returns you to the applicable report.



This section includes the following topics:

My Saved and Scheduled Reports	104
Running Reports.....	107

My Saved and Scheduled Reports

The My Saved and Scheduled Reports page displays a list of saved reports. These reports are saved using the **Background Execution** option on the individual report pages. The reports may be viewed in PDF, Excel, HTML, or CSV file format.

Most reports have the **Background Execution** option.

Reports may also be downloaded, saved, deleted, emailed, or rerun.

The Status drop-down list allows you to select a status and search for all reports in that status. The following statuses are displayed on the Status drop-down list:

- **All** - all available reports
- **Pending** - report has been scheduled to run, but it hasn't yet been picked up by the report creation job
- **Queued** - report has been picked up by the report creation job
- **Generating** - report is currently being run by the report creation job
- **Complete** - report has been successfully generated
- **Error** - error was encountered upon generating the report
- **Invalid** - all associated report schedule instances are marked invalid when an ad hoc report structure is changed

Note: You must create a new report schedule when this occurs.



To Schedule a Report for Background Execution:

1. Select the **Reports** link from the Reports section on the Supervisor or Master Supervisor Main Menu. The applicable Reports menu is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 73: Reports Menu Page

2. Select the applicable report. The report parameters page is displayed.
3. Complete the report parameters fields.
4. Select the applicable format to from the Background Execution drop-down list. The following formats are available:
 - PDF
 - Excel
 - CSV
 - HTML
 - Emailed PDF
 - Emailed Excel
 - Emailed CSV
 - Emailed HTML
5. The message, *Your report has been submitted for background processing*, is displayed.



6. Select the **Cancel** button to return to the Reports menu.
7. Select the **My Saved and Scheduled Reports** button from the Supervisor Main Menu. The My Saved and Scheduled Reports page is displayed with the saved report.

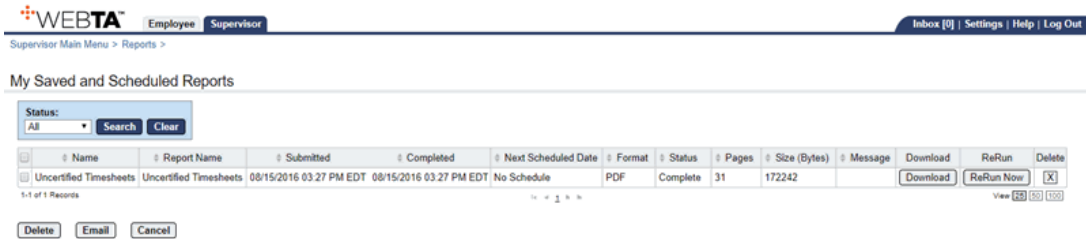


Figure 74: My Saved and Scheduled Reports Page

To Open a Saved or Scheduled Report:

1. Select the **My Saved and Scheduled Reports** button from the Supervisor or Master Supervisor Main Menu page. The applicable My Saved and Scheduled Reports page is displayed.

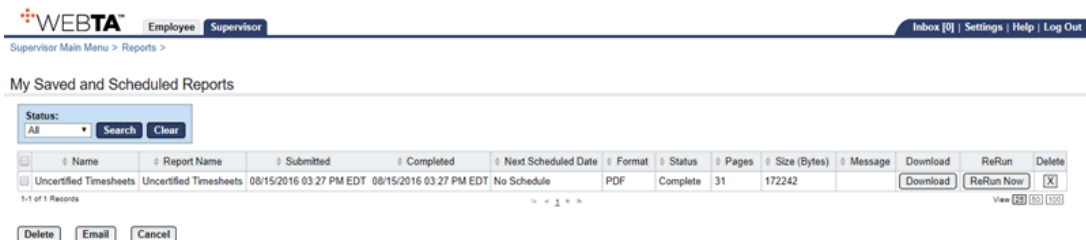


Figure 75: My Saved and Scheduled Reports Page

2. Select the applicable report.

At this point, the following options are available:

Step	Description
Select the Download button	Downloads the report. Select the Save, Save As, or Cancel button, as applicable.
Select the Rerun Now button	Runs the report. The message, <i>Report Instance 'name of report' submitted for execution</i> , is displayed.
Select the Delete button	Deletes the report. The message, <i>Are you sure you want to delete 1 report instance(s)?</i> , is displayed. Select the Yes or Cancel button as applicable.
Select the Email button	Emails the report. The message, <i>Are you sure you want to email 1 report instance(s) to yourself?</i> , is displayed. Select the Yes or Cancel button as applicable.



Step	Description
Select the Cancel button	Returns you to the Supervisor Main Menu page.

Running Reports

The Supervisor and Master Supervisor Reports menus display the report name and a brief description of the report. Most of the reports are available to both roles; however, some are only available to a single role. These reports are notated.



The My Saved and Scheduled Reports page can also be accessed from the Reports menu page.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports

Figure 76: Reports Menu Page

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

Master Supervisor Main Menu >

Reports

Name	Description
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Delegate Assignments	A list of delegated roles and employees assigned as delegates
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Timesheet Status	Timesheet status counts by timekeeper
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports

Figure 77: Master Supervisor Reports Menu Page

For more information see:

Active Timesheets NFC.....	109
Default Schedule Report.....	112
Delegate Assignments	114



Employee Assignment Report USDA	117
Employee Contacts	120
Employees on Appointment Limitations Report	123
Employees with Projected AL Balances Greater than Ceiling Report USDA.....	126
Essential Employees	129
Leave Audit	131
Missing Contacts.....	134
My Employees	136
Roll Call	138
Supervisor Assignments	141
Supervisor/Timekeeper and Delegates Report	144
Timesheet Status.....	147
Uncertified Timesheets	150
Unvalidated Timesheets	153

Active Timesheets NFC

The Active Timesheets NFC report provides a list of timesheets that have not yet been sent to NFC for processing in a designated pay period.

Note: The Active Timesheets NFC report is specific to the Supervisor role.



To Run the Active Timesheets NFC Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 78: Reports Menu Page

2. Select the **Active Timesheets NFC** link. The Active Timesheets NFC Report Parameters page is displayed.

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

Supervisor Main Menu > Reports >

Active Timesheets NFC PDF | Excel | HTML | CSV

Report Parameters

Report Header:

Pay Period: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Employee: Search

Timesheet Status: All ▼

Unit:

State: ▼

Users: Active ▼

Run Report Cancel

Figure 79: Active Timesheets NFC Report Parameters Page

3. Complete the following fields:



Report Header (see "**Report Header Field Instruction**" on page 162)

Pay Period (see "**Pay Period Field Instruction**" on page 162)

Employee (see "**Employee Field Instruction**" on page 159)

Timesheet Status (see "**Timesheet Status Field Instruction**" on page 165)

Unit (see "**Unit Field Instruction**" on page 166)

State (see "**State Field Instruction**" on page 163)

Users (see "**Users Field Instruction**" on page 166)

4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

PDF | Excel | HTML | CSV

Active Timesheets NFC

Employee Name	Pay Period	Organization	State	Unit	Status	Timekeeper	Supervisor
DOE, ALICE	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, BETTY	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, DONALD	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, JANE	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, JOHN	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, MARK	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, THOMAS	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	02	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1
DOE, WANDA	2018-07	DM, OFC OF THE CHIEF FIN OFFC	Louisiana	01	Saved	DOE, THOMAS - DOET	DOE, JANE - DOEJ1

Page 1

Report Parameters

Report Header:

Pay Period: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Employee: Search

Timesheet Status: All ▼

Unit:

State:

Users: Active ▼

Reset

Run Report Cancel

Figure 80: Active Timesheets NFC Report



OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Default Schedule Report

The Default Schedule report provides a list of default schedules for users that meet the retain data qualifications.



To Run the Default Schedule Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 81: Reports Menu Page

2. Select the **Default Schedule Report** link. The Default Schedule Report page is displayed.

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

Supervisor Main Menu > Reports >

Default Schedule Report

PDF | Excel | HTML | CSV Background Execution ▼

Run Report Cancel

Figure 82: Default Schedule Report Page

3. Select the **Run Report** button to run and display the report.



Note: If none of the supervised Employees has a default schedule established, the message, *No Records Available*, is displayed.

The screenshot shows the 'Default Schedule Report' page. At the top, there's a navigation bar with 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there's a breadcrumb trail 'Supervisor Main Menu > Reports >'. The main heading is 'Default Schedule Report'. To the right of the heading are links for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown menu. Below this is a table with the following structure:

Employee	Work Schedule	Alt. Schedule	Project/Account	Week 1							Week 2							Total
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
DOE, JOHN - DOEJ	Full Time	5/4/9 Schedule	000000000		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	80:00	

Below the table, it says 'Page 1'. At the bottom left, there are two buttons: 'Run Report' and 'Cancel'.

Figure 83: Default Schedule Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see *My Saved and Scheduled Reports* (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Delegate Assignments

The Delegate Assignments report provides a list of delegated roles and Employees assigned as Delegates.

Note: The Delegate Assignments report is specific to the Master Supervisor role.



To Run the Delegate Assignments Report:

1. Select the **Reports** link from the Reports section on the Master Supervisor Main Menu page. The Reports menu page is displayed.

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

Master Supervisor Main Menu >

Reports

Name	Description
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Delegate Assignments	A list of delegated roles and employees assigned as delegates
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Timesheet Status	Timesheet status counts by timekeeper
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 84: Master Supervisor Reports Menu Page

2. Select the **Delegate Assignments** link. The Delegate Assignments Report Parameters page is displayed.

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

Master Supervisor Main Menu > Reports >

Delegate Assignments

PDF | Excel | HTML | CSV Background Execution ▼

Report Parameters

Report Header:

Run Report Cancel


Figure 85: Delegate Assignments Report Parameters Page

3. Complete the Report Header field, if desired.

Note: This will be displayed in addition to the report name.



4. Select the **Run Report** button to run and display the report.



EmployeeMaster Supervisor

Inbox [0] | Settings | Help | Log Out

Master Supervisor Main Menu > Reports >

Delegate AssignmentsPDF | Excel | HTML | CSVBackground Execution ▼

DOE, MARY

Role	Employee	Delegate
Timekeeper	DOE, ALICE	DOE, THOMAS
Supervisor	DOE, BETTY	DOE, JANE
Supervisor	DOE, BETTY	DOE, MARK
Timekeeper	DOE, CARL	DOE, THOMAS
Supervisor	DOE, DENISE	DOE, BETTY
Supervisor	DOE, DENISE	DOE, JANE
Supervisor	DOE, DENISE	DOE, MARK
Supervisor	DOE, JANE	DOE, BETTY
Supervisor	DOE, JANE	DOE, DENISE
Supervisor	DOE, JANE	DOE, MARK
Timekeeper	DOE, JOHN	DOE, ALICE
Timekeeper	DOE, JOHN	DOE, CARL
Timekeeper	DOE, JOHN	DOE, SAMMY
Timekeeper	DOE, JOHN	DOE, TERRY
Supervisor	DOE, KATHY	DOE, BETTY
Supervisor	DOE, KATHY	DOE, JANE
Supervisor	DOE, KATHY	DOE, NANCY
Supervisor	DOE, NANCY	DOE, BETTY
Supervisor	DOE, NANCY	DOE, JANE
Supervisor	DOE, NANCY	DOE, KATHY
Timekeeper	DOE, THOMAS	DOE, ALICE
Timekeeper	DOE, THOMAS	DOE, CARL
Timekeeper	DOE, THOMAS	DOE, TERRY
Project Manager	DOE, VERONICA	DOE, DONNA
Project Manager	DOE, VERONICA	DOE, JULIE

Page 1 2 3 4 5 6 7 8 9 10 ... ▶▶

Report Parameters

Report Header:

Reset

Run ReportCancel

Figure 86: Delegate Assignments Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.



OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see *My Saved and Scheduled Reports* (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Master Supervisor tab	Returns you to the Master Supervisor Main Menu page.

Employee Assignment Report USDA

The Employee Assignment Report USDA provides a list of Employees and their assigned Supervisor. You may search for an Employee and their assigned Supervisor, search for a Supervisor and their assigned Employees, or leave both search filters blank to search for all Employees and Supervisors in your organization.



To Run the Employee Assignment Report USDA:

1. Select **Reports**. from the Reports section on the Supervisor Main Menu page. The Reports menu is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 87: Reports Menu Page

2. Select the **Employee Assignment Report USDA** link. The Employee Assignment Report USDA Report Parameters page is displayed.

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

Supervisor Main Menu > Reports >

Employee Assignment Report USDA PDF | Excel | HTML | CSV Background Execution ▼

Report Parameters

Report Header:

Employee: Search

Supervisor: Search

Run Report Cancel

Figure 88: Employee Assignment Report USDA Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Employee (see "**Employee Field Instruction**" on page 159)



Supervisor (see "**Supervisor Field Instruction**" on page 164)

4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

Employee Assignment Report USDA PDF | Excel | HTML | CSV Background Execution ▼

Employee Assignment Report

Employee ID	Employee Name	POI	Supervisor Name	Backups
DOEA	DOE, ALICE	5317	DOE, JANE	DOE, MARY
DOEB	DOE, BETTY	5317	DOE, JANE	DOE, MARY
DOED	DOE, DONALD	5317	DOE, JANE	DOE, MARY
DOEJ	DOE, JOHN	5317	DOE, JANE	DOE, MARY
DOEM	DOE, MARK	5317	DOE, JANE	DOE, MARY
DOET	DOE, THOMAS	5317	DOE, JANE	DOE, MARY
DOEW	DOE, WANDA	5317	DOE, JANE	DOE, MARY

Page 1

Report Parameters

Report Header:

Employee: **Search**

Supervisor: **Search**

Reset

Run Report **Cancel**

Figure 89: Employee Assignment Report USDA

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see **My Saved and Scheduled Reports** (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Employee Contacts

The Employee Contacts report provides a listing of emergency contacts for those Employees assigned to a Supervisor.

To Run the Employee Contacts Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

The screenshot shows the WEBTA Supervisor Main Menu. The 'Supervisor' tab is selected. The 'Reports' section is active, displaying a table of reports. The table has two columns: 'Name' and 'Description'. Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'.

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 90: Reports Menu Page



2. Select the **Employee Contacts** link. The Employee Contacts Report Parameters page is displayed.

The screenshot shows the 'Employee Contacts' report parameters page. At the top, there is a navigation bar with the 'WEBTA' logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads 'Supervisor Main Menu > Reports >'. The page title 'Employee Contacts' is displayed on the left, with export options 'PDF | Excel | HTML | CSV' on the right. The 'Report Parameters' section contains the following fields and controls:

- Report Header:** A text input field.
- Organization:** A dropdown menu showing 'OCFO' and a 'Clear' button.
- Include Sub Orgs:** A checkbox that is checked.
- Employees:** A label '(0 selected)' followed by 'Remove All' and 'Search' buttons.
- Run Report** and **Cancel** buttons at the bottom of the form.

Figure 91: Employee Contacts Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)


Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

Employees (see "**Employees Field Instruction**" on page 160)



4. Select the **Run Report** button to run and display the report.



EmployeeSupervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Reports >

Employee ContactsPDF | Excel | HTML | CSV

Employee Contacts

Contact Name	Relation	Phone	Email	Address
DOE, ALICE - DOEA			OCFO	
Self	Self		alice.doe@usda.gov	
DOE, BETTY - DOEB			OCFO	
Self	Self		betty.doe@usda.gov	
DOE, DONALD - DOED			OCFO	
Self	Self		donald.doe@usda.gov	
DOE, JANE - DOEJ1			OCFO	
Self	Self			
DOE, JOHN - DOEJ			OCFO	
Self	Self		john.doe@usda.gov	
DOE, MARK - DOEM			OCFO	
Self	Self		mark.doe@usda.gov	
DOE, THOMAS - DOET			OCFO	
Self	Self		thomas.doe@usda.gov	
DOE, WANDA - DOEW			OCFO	
Self	Self		wanda.doe@usda.gov	
1 james doe	Spouse	5555551212(Cell)		
2 jenny doe	Child	5555551213(Cell)		

Page 1

Report Parameters

Report Header:

Organization: OCFO Clear

Include Sub Orgs: ☒

Employees: (0 selected) Remove All Search

Reset

Run Report Cancel

Figure 92: Employee Contacts Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

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



Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Employees on Appointment Limitations Report

The Employees on Appointment Limitations report provides a list of Employees with appointment limitations.

To Run the Employees on Appointment Limitations Report:

1. Select the **Reports** link from Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

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

[Supervisor Main Menu >](#)

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

[My Saved and Scheduled Reports](#) [Cancel](#)

Figure 93: Reports Menu Page



2. Select the **Employees on Appointment Limitations Report** link. The Employees on Appointment Limitations Report Parameters page is displayed.

The screenshot shows the 'Employees on Appointment Limitations Report Parameters' page. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main title is 'Employees on Appointment Limitations Report', with links for 'PDF', 'Excel', 'HTML', 'CSV', and a 'Background Execution' dropdown. The 'Report Parameters' section contains the following fields and controls:

- Report Header:** A text input field.
- Employee:** A text input field with a 'Search' button to its right.
- Organization:** A dropdown menu showing 'OCFO' and a 'Clear' button.
- Include Sub Orgs:** A checkbox that is checked.
- POI:** A dropdown menu showing 'None Selected'.
- Employee Id:** A text input field.
- Dept Descriptor:** A text input field.
- From PP:** A date range dropdown showing '2018-06: Mar 18, 18 - Mar 31, 18'.
- To PP:** A date range dropdown showing '2018-07: Apr 01, 18 - Apr 14, 18'.
- Appointment Parameter:** A dropdown menu showing 'Days'.
- Run Report** and **Cancel** buttons at the bottom.

Figure 94: Employees on Appointment Limitations Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Employee (see "**Employee Field Instruction**" on page 159)

Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

POI (see "**POI Field Instruction**" on page 162)

Employee Id (see "**Employee Id Field**" on page 160)

Dept Descriptor (see "**Dept Descriptor Field Instruction**" on page 159)

From PP (see "**From PP Field Instruction**" on page 160)

To PP (see "**To PP Field Instruction**" on page 165)

Appointment Parameter (see "**Appointment Parameter Field Instruction**" on page 158)



4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

Employees on Appointment Limitations Report PDF | Excel | HTML | CSV Background Execution ▼

No Records Available Page 1

Report Parameters

Report Header:

Employee: Search

Organization: OCFO Clear

Include Sub Orgs: ☒

POI: None Selected

Employee Id:

Dept Descriptor:

From PP: 2018-06: Mar 18, 18 - Mar 31, 18 ▼

To PP: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Appointment Parameter: Days ▼

Reset

Run Report Cancel

Figure 95: Employees on Appointment Limitations Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see **My Saved and Scheduled Reports** (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Employees with Projected AL Balances Greater than Ceiling Report USDA

The Employees with Projected AL Balances Greater than Ceiling Report USDA report provides a list of Employees with an end of year projected annual leave balance greater than the annual leave ceiling.

Note: The Employees with Projected AL Balances Greater than Ceiling Report is specific to the Supervisor role.

To Run the Employees with Projected AL Balances Greater than Ceiling Report USDA:

1. Select the **Reports.** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

The screenshot shows the WEBTA Supervisor interface. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a 'Supervisor Main Menu >' link. The main section is titled 'Reports' and contains a table with two columns: 'Name' and 'Description'. The table lists various reports, including 'Active Timesheets NFC', 'Default Schedule Report', 'Employee Assignment Report USDA', 'Employee Contacts', 'Employees on Appointment Limitations Report', 'Employees with Projected AL Balances Greater than Ceiling Report USDA' (which is highlighted), 'Essential Employees', 'Leave Audit', 'Missing Contacts', 'My Employees', 'Number of Employees with Days of Telework Report', 'Roll Call', 'Supervisor Assignments', 'Telework - Summary of Hour by PP', 'Telework by Employee Report', 'Telework by Organization Report', 'Timesheet Status', 'Uncertified Timesheets', and 'Unvalidated Timesheets'. At the bottom of the table, there are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'.

Name	Description
Active Timesheets NFC	Active timesheets, unsubmitted to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 96: Reports Menu Page



2. Select the **Employees with Projected AL Balances Greater than Ceiling Report USDA** link. The Employees with Projected AL Balances Greater than Ceiling Report USDA Report Parameters page is displayed.

The screenshot shows the 'Supervisor Main Menu > Reports >' page. The title is 'Employees with Projected AL Balances Greater than Ceiling Report USDA'. There are links for 'PDF', 'Excel', 'HTML', and 'CSV', and a 'Background Execution' dropdown menu. The 'Report Parameters' section includes the following fields and controls:

- Report Header:
- Employee: **Search**
- Organization: **OCFO** **Clear**
- Include Sub Orgs: ☒
- Dept Descriptor:
- Run Report** **Cancel**

Figure 97: Employees with Projected AL Balances Greater than Ceiling Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Employee (see "**Employee Field Instruction**" on page 159)

Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

Dept Descriptor (see "**Dept Descriptor Field Instruction**" on page 159)



4. Select the **Run Report** button to run and display the report.

The screenshot shows the WEBTA Supervisor interface. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main heading is 'Employees with Projected AL Balances Greater than Ceiling Report USDA'. To the right of the heading are links for 'PDF', 'Excel', 'HTML', and 'CSV', and a 'Background Execution' dropdown menu. Below the heading is a table with 10 columns: Employee Name, Employee Id, POI, Type, Leave Category, Leave Ceiling, Ending Balance, Projected Earnings, Projected Ending Balance, and Projected Use or Lose. The table contains 4 rows of data for employees DOE, ALICE, DOE, DONALD, DOE, JOHN, and DOE, WANDA. Below the table is a 'Page 1' indicator. Underneath is the 'Report Parameters' section with fields for 'Report Header', 'Employee', 'Organization' (set to 'OCFO'), 'Include Sub Orgs' (checked), and 'Dept Descriptor'. There are 'Search', 'Clear', 'Reset', 'Run Report', and 'Cancel' buttons.

Employee Name	Employee Id	POI	Type	Leave Category	Leave Ceiling	Ending Balance	Projected Earnings	Projected Ending Balance	Projected Use or Lose
DOE, ALICE	DOEA	5317	Full Time	8 hours per pay period	240:00	282:00	118:00	400:00	160:00
DOE, DONALD	DOED	5317	Full Time	4 hours per pay period	240:00	180:00	76:00	256:00	16:00
DOE, JOHN	DOEJ	5317	Full Time	8 hours per pay period	240:00	195:00	118:00	313:00	73:00
DOE, WANDA	DOEW	5317	Full Time	8 hours per pay period	240:00	192:00	118:00	310:00	70:00

Page 1

Report Parameters

Report Header:

Employee: **Search**

Organization: **OCFO** **Clear**

Include Sub Orgs: ☒

Dept Descriptor:

Reset

Run Report **Cancel**

Figure 98: Employees with Projected AL Balances Greater than Ceiling Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see *My Saved and Scheduled Reports* (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Essential Employees

The Essential Employees report provides a list of Employees identified as essential on their Employee profile. It also contains emergency contact information for those Employees.

To Run the Essential Employees Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 99: Reports Menu Page



2. Select the **Essential Employees** link. The Essential Employees Report Parameters page is displayed.

The screenshot shows the 'Essential Employees' report parameters page. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there's a breadcrumb trail 'Supervisor Main Menu > Reports >'. The page title is 'Essential Employees' with links for 'PDF', 'Excel', 'HTML', and 'CSV'. The 'Report Parameters' section includes a 'Report Header' text box, an 'Organization' dropdown set to 'OCFO' with a 'Clear' button, and a checked 'Include Sub Orgs' checkbox. At the bottom are 'Run Report' and 'Cancel' buttons.

Figure 100: Essential Employees Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

4. Select the **Run Report** button to run and display the report.

The screenshot shows the 'Essential Employees' report page. It features the same navigation bar and breadcrumb trail as Figure 100. The page title is 'Essential Employees' with links for 'PDF', 'Excel', 'HTML', and 'CSV'. Below the title is a table with the following data:

Employee Name	Organization	Cell Phone	Home Phone	Work Phone	Other Phone	Email
DOE, JOHN	OCFO					john.doe@usda.gov

Below the table is a 'Page 1' indicator. The 'Report Parameters' section is identical to Figure 100, but it includes a 'Reset' button in addition to the 'Run Report' and 'Cancel' buttons.

Figure 101: Essential Employees Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.



Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Leave Audit

The Leave Audit report provides leave balances and adjustments within a range of pay periods.

To Run the Leave Audit Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports **Cancel**

Figure 102: Reports Menu Page



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

The screenshot shows the 'Leave Audit' page in the webTA system. At the top, there is a navigation bar with the 'WEBTA' logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads 'Supervisor Main Menu > Reports >'. On the right side, there are links for 'PDF', 'Excel', 'HTML', and 'CSV'. The main section is titled 'Leave Audit' and contains a 'Report Parameters' form. The form includes a 'Report Header' text field, a 'From PP' date range selector (set to '2018-06: Mar 18, 18 - Mar 31, 18'), a 'To PP' date range selector (set to '2018-07: Apr 01, 18 - Apr 14, 18'), a 'Leave Type' dropdown menu (set to 'Annual Leave'), and an 'Employee' text field. A 'Search' button is located next to the 'Employee' field. At the bottom of the form, there are 'Run Report' and 'Cancel' buttons.

Figure 103: Leave Audit Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

From PP (see "**From PP Field Instruction**" on page 160)

To PP (see "**To PP Field Instruction**" on page 165)

Leave Type (see "**Leave Type Field Instruction - Leave Audit**" on page 161)

Employee (see "**Employee Field Instruction**" on page 159)



4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

PDF | Excel | HTML | CSV

Leave Audit

Report Date: 04/12/2018

Pay Period Range: 06 - 2018 : Mar 18, 2018-Mar 31, 2018 to 07 - 2018 : Apr 01, 2018-Apr 14, 2018

Employee : DOE,JOHN

Leave Type: Annual Leave

Pay Period	Manual Adj	Forward	Accrued	Available	Used	Balance	Max Available
07 - 2018	0:00	195:00	6:00	201:00	-9:00	192:00	310:00
08 - 2018	0:00	197:00	6:00	203:00	-8:00	195:00	319:00

Page 1

Report Parameters

Report Header:

From PP: 2018-06: Mar 18, 18 - Mar 31, 18 ▼

To PP: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Leave Type: Annual Leave ▼

Employee: DOE, JOHN - DOEJ

Figure 104: Leave Audit Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Missing Contacts

The Missing Contacts report provides a list of Employees who have not provided personal contact information and/or at least one emergency contact.

To Run the Missing Contacts Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsubmitted to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 105: Reports Menu Page

2. Select the **Missing Contacts** link. The Missing Contacts Report Parameters page is displayed.

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

Supervisor Main Menu > Reports >

Missing Contacts PDF | Excel | HTML | CSV

Report Parameters

Report Header:

Organization: OCFO

Include Sub Orgs: ☒

Figure 106: Missing Contacts Report Parameters Page

3. Complete the following fields:



- Report Header** (see "**Report Header Field Instruction**" on page 162)
- Organization** (see "**Organization Field Instruction**" on page 161)
- Include Sub Orgs** (see "**Include Sub Orgs Field Instruction**" on page 161)
4. Select the **Run Report** button to run and display the report.

The screenshot shows the WEBTA Supervisor interface. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main heading is 'Missing Contacts'. To the right of the heading are links for 'PDF', 'Excel', 'HTML', and 'CSV'. Below the heading is a table titled 'Missing Contacts' with two columns: 'Employee Name' and 'Organization'. The table contains three rows of data: 'DOE, BETTY' and 'OCFO', 'DOE, MARK' and 'OCFO', and 'DOE, THOMAS' and 'OCFO'. To the right of the table is a 'Page 1' indicator. Below the table is the 'Report Parameters' section. It includes a 'Report Header' text input field, an 'Organization' dropdown menu set to 'OCFO' with a 'Clear' button, and a checked 'Include Sub Orgs' checkbox. At the bottom of the parameters section are 'Reset', 'Run Report', and 'Cancel' buttons.

Employee Name	Organization
DOE, BETTY	OCFO
DOE, MARK	OCFO
DOE, THOMAS	OCFO

Page 1

Report Parameters

Report Header:

Organization: **OCFO**

Include Sub Orgs: ☒

Figure 107: Missing Contacts Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



My Employees

The My Employees report provides a list of Employees assigned to a Supervisor.

Note: The My Employees report is specific to the Supervisor role.

To Run the My Employees Report:

1. Select the **Reports** link from the Reports menu on the Supervisor Main Menu page. The Reports menu page is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 108: Reports Menu Page

2. Select the **My Employees** link. The My Employees Report Parameters page is displayed.

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

Supervisor Main Menu > Reports >

My Employees PDF | Excel | HTML | CSV Background Execution ▼

Report Parameters

Report Header:

User Name Users

Run Report Cancel

Figure 109: My Employees Report Parameters Page

3. Complete the following fields:



Report Header (see "**Report Header Field Instruction**" on page 162)

User Name (see "**User Name Field Instruction**" on page 167)

Users (see "**Users Field Instruction**" on page 166)

4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

PDF | Excel | HTML | CSV Background Execution ▼

My Employees

Name	UserId
DOE, ALICE	DOEA
DOE, BETTY	DOEB
DOE, DONALD	DOED
DOE, JANE	DOEJ1
DOE, JOHN	DOEJ
DOE, MARK	DOEM
DOE, THOMAS	DOET
DOE, WANDA	DOEW

Page 1

Report Parameters

Report Header:

User Name Users

Figure 110: My Employees Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see **My Saved and Scheduled Reports** (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

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



Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Roll Call

The Roll Call report provides a list of active Employees and their organizations. This report is used in emergency situations as it has columns to check off whether or not an Employee is accounted for, and if the Employee is not accounted for, a reason may be included.

To Run the Roll Call Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

[My Saved and Scheduled Reports](#) [Cancel](#)

Figure 111: Reports Menu Page



2. Select the **Roll Call** link. The Roll Call Report Parameters page is displayed.

The screenshot shows the 'Roll Call' report parameters page. At the top, there is a navigation bar with the 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads 'Supervisor Main Menu > Reports >'. The page title 'Roll Call' is displayed on the left, and export options 'PDF | Excel | HTML | CSV' are on the right. The 'Report Parameters' section contains the following fields: 'Report Header' (a text input field), 'Organization' (a dropdown menu showing 'OCFO' and a 'Clear' button), 'Include Sub Orgs' (a checkbox that is checked), and 'Users' (a dropdown menu showing 'Active'). At the bottom of the form are two buttons: 'Run Report' and 'Cancel'.

Figure 112: Roll Call Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

Users (see "**Users Field Instruction**" on page 166)



4. Select the **Run Report** button to run and display the report.

The screenshot shows the WEBTA Supervisor interface. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main heading is 'Roll Call', with links for 'PDF', 'Excel', 'HTML', and 'CSV' on the right. A table titled 'Roll Call' displays employee data. Below the table is the 'Report Parameters' section with fields for 'Report Header', 'Organization' (set to 'OCFO'), 'Include Sub Orgs' (checked), and 'Users' (set to 'Active'). There are 'Reset', 'Run Report', and 'Cancel' buttons.

Employee Name	Organization	Status	Present	Not Present / Why
DOE, ALICE	OCFO	Active		
DOE, BETTY	OCFO	Active		
DOE, DONALD	OCFO	Active		
DOE, JANE	OCFO	Active		
DOE, JOHN	OCFO	Active		
DOE, MARK	OCFO	Active		
DOE, THOMAS	OCFO	Active		
DOE, WANDA	happy	Active		

Page 1

Report Parameters

Report Header:

Organization: **OCFO**

Include Sub Orgs: ☒

Users: **Active** ▼

Figure 113: Roll Call Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Supervisor Assignments

The Supervisor Assignments report provides a listing of which Employees are assigned to individual Supervisors.

Note: The Supervisor Assignments report is specific to the Supervisor role.

To Run the Supervisor Assignments Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu page is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 114: Reports Menu Page



2. Select the **Supervisor Assignments** link. The Supervisor Assignments Report Parameters page is displayed.

The screenshot shows the 'Supervisor Assignments' report parameters page. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads 'Supervisor Main Menu > Reports >'. The main heading is 'Supervisor Assignments', with links for 'PDF', 'Excel', 'HTML', 'CSV', and a 'Background Execution' dropdown menu. The 'Report Parameters' section contains several input fields: 'Report Header' (text box), 'Supervisor' (text box with a 'Search' button), 'Organization' (text box with 'OCFO' and a 'Clear' button), 'Include Sub Orgs' (checkbox, checked), and 'Users' (dropdown menu with 'Active' selected). At the bottom of the form are 'Run Report' and 'Cancel' buttons.

Figure 115: Supervisor Assignments Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Supervisor (see "**Supervisor Field Instruction**" on page 164)

Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

Users (see "**Users Field Instruction**" on page 166)



4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

Supervisor Assignments PDF | Excel | HTML | CSV Background Execution ▼

Supervisor Assignments

Supervisor Id	Supervisor	Supervisor Org	Employee Id	Employee	Employee Org
DOED1	DOE, DANIEL	DM, OFC OF THE CHIEF FIN OFFC	DOEA1	DOE, ADAM	DM, OFC OF THE CHIEF FIN OFFC
DOED1	DOE, DANIEL	DM, OFC OF THE CHIEF FIN OFFC	DOEC	DOE, CARL	DM, OFC OF THE CHIEF FIN OFFC
DOED1	DOE, DANIEL	DM, OFC OF THE CHIEF FIN OFFC	DOEV	DOE, VALERIE	DM, OFC OF THE CHIEF FIN OFFC

Page 1

Report Parameters

Report Header:

Supervisor: **Search**

Organization: **OCFO** **Clear**

Include Sub Orgs: ☒

Users: **Active** ▼

Reset

Run Report **Cancel**

Figure 116: Supervisor Assignments Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see *My Saved and Scheduled Reports* (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.



Supervisor/Timekeeper and Delegates Report

The Supervisor/Timekeeper and Delegates Report report provides a list of delegated roles and Employees assigned as Delegates.

Note: The Supervisor/Timekeeper and Delegates Report is specific to the Master Supervisor role.

To Run the Supervisor/Timekeeper and Delegates Report:

1. Select the **Reports** link from the Reports section on the Master Supervisor Main Menu page. The Reports menu page is displayed.

The screenshot shows the Master Supervisor Reports Menu Page. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Master Supervisor' (the latter is selected), and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the text 'Master Supervisor Main Menu >' is visible. The main heading is 'Reports'. Below this, there is a table with two columns: 'Name' and 'Description'. The table lists various reports, including 'Default Schedule Report', 'Delegate Assignments', 'Employee Assignment Report USDA', 'Employee Contacts', 'Employees on Appointment Limitations Report', 'Essential Employees', 'Leave Audit', 'Missing Contacts', 'Roll Call', 'Supervisor/Timekeeper and Delegates Report', 'Timesheet Status', and 'Unvalidated Timesheets'. At the bottom of the page, there are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'.

Name	Description
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Delegate Assignments	A list of delegated roles and employees assigned as delegates
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Timesheet Status	Timesheet status counts by timekeeper
Unvalidated Timesheets	A listing of unvalidated timesheets

[My Saved and Scheduled Reports](#) [Cancel](#)

Figure 117: Master Supervisor Reports Menu Page



2. Select the **Supervisor/Timekeeper and Delegates Report** link. The Supervisor/Timekeeper and Delegates Report Parameters page is displayed.

The screenshot shows the 'Supervisor/Timekeeper and Delegates Report' page. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Master Supervisor' tabs, and links for 'Inbox [7]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Master Supervisor Main Menu > Reports >'. The main heading is 'Supervisor/Timekeeper and Delegates Report', followed by format options: 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown menu. The 'Report Parameters' section contains several input fields: 'Report Header' (text box), 'Role' (dropdown menu set to 'Supervisor'), 'Employee' (text box with a 'Search' button), 'Employee Id' (text box), 'Organization' (dropdown menu set to 'OCFO' with a 'Clear' button), 'Include Sub Orgs' (checkbox checked), 'POI' (dropdown menu set to 'None Selected'), and 'Dept Descriptor' (text box). At the bottom of the form are 'Run Report' and 'Cancel' buttons.

Figure 118: Supersupervisor/Timekeeper and Delegates Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

Role (see "**Role Field Instruction**" on page 163)

Employee (see "**Employee Field Instruction**" on page 159)

Employee Id (see "**Employee Id Field**" on page 160)

Organization (see "**Organization Field Instruction**" on page 161)


Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

POI (see "**POI Field Instruction**" on page 162)

Dept Description (see "**Dept Descriptor Field Instruction**" on page 159)



4. Select the **Run Report** button to run and display the report.



EmployeeMaster Supervisor

Inbox [0] | Settings | Help | Log Out

Master Supervisor Main Menu > Reports >

Supervisor/Timekeeper and Delegates ReportPDF | Excel | HTML | CSVBackground Execution

USDA Supervisor/Timekeeper and Delegate Report

Name	POI	Dept Descriptor	Backups
DOE, BETTY - DOEB	OCFO - 5317	-	DOE, JANE - DOEJ1
DOE, BETTY - DOEB	OCFO - 5317	-	DOE, MARK - DOEM
DOE, DENISE - DOED	OCFO - 5317	-	DOE, BETTY - DOEB
DOE, DENISE - DOED	OCFO - 5317	-	DOE, JANE - DOEJ1
DOE, DENISE - DOED	OCFO - 5317	-	DOE, MARK - DOEM
DOE, JANE - DOEJ1	OCFO - 5317	-	DOE, BETTY - DOEB
DOE, JANE - DOEJ1	OCFO - 5317	-	DOE, DENISE - DOED
DOE, JANE - DOEJ1	OCFO - 5317	-	DOE, MARK - DOEM
DOE, KATHY - DOEK	OCFO - 5317	-	DOE, BETTY - DOEB
DOE, KATHY - DOEK	OCFO - 5317	-	DOE, JANE - DOEJ1
DOE, KATHY - DOEK	OCFO - 5317	-	DOE, NANCY - DOEN
DOE, NANCY - DOEN	OCFO - 5317	-	DOE, BETTY - DOEB
DOE, NANCY - DOEN	OCFO - 5317	-	DOE, JANE - DOEJ1
DOE, NANCY - DOEN	OCFO - 5317	-	DOE, KATHY - DOEK
DOE, OLLIE - DOE0	OCFO - 5317	-	-
DOE, PERRY - DOEP	OCFO - 5317	-	DOE, DENISE - DOED
DOE, PERRY - DOEP	OCFO - 5317	-	DOE, MARK - DOEM
DOE, PERRY - DOEP	OCFO - 5317	-	DOE, NANCY - DOEN
DOE, PETER - DOEP1	OCFO - 5317	-	-
DOE, ROBERT - DOER	OCFO - 5317	-	DOE, JANE - DOEJ1
DOE, ROBERT - DOER	OCFO - 5317	-	DOE, KATHY - DOEK
DOE, ROBERT - DOER	OCFO - 5317	-	DOE, TERRY - DOET
DOE, SAMMY - DOES	OCFO - 5317	-	DOE, JANE - DOEJ1
DOE, SAMMY - DOES	OCFO - 5317	-	DOE, TERRY - DOET
DOE, TERRY - DOET	OCFO - 5317	-	-

Page 1 2 3 4 5 6 7 8 9 10 ... > >>

Report Parameters

Report Header:

Role: Supervisor

Employee: Search

Employee Id:

Organization: OCFO Clear

Include Sub Orgs: ☒

POI: None Selected

Dept Descriptor:

Reset

Run Report Cancel

Figure 119: Supervisor/Timekeeper and Delegates Report



OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see **My Saved and Scheduled Reports** (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Master Supervisor tab	Returns you to the Master Supervisor Main Menu page.

Timesheet Status

The Timesheet Status report provides a count by pay period, of the number of timesheets in each status (**Pending**, **Validated**, **Certified**, or **Processed**).



To Run the Timesheet Status Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu is displayed.

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 120: Reports Menu Page

2. Select the **Timesheet Status** link. The Timesheet Status Report Parameters page is displayed.

PDF | Excel | HTML | CSV Background Execution

Timesheet Status

Report Parameters

Report Header:

Timekeeper: Search

Organization: OCFO Clear

Include Sub Orgs: ☒

From PP: 2018-06: Mar 18, 18 - Mar 31, 18

To PP: 2018-07: Apr 01, 18 - Apr 14, 18

Users: Active

Run Report Cancel

Figure 121: Timesheet Status Report Parameters Page

3. Complete the following fields:



- Report Header** (see "**Report Header Field Instruction**" on page 162)
- Timekeeper** (see "**Timekeeper Field Instruction**" on page 165)
- Organization** (see "**Organization Field Instruction**" on page 161)
- Include Sub Orgs** (see "**Include Sub Orgs Field Instruction**" on page 161)
- From PP** (see "**From PP Field Instruction**" on page 160)
- To PP** (see "**To PP Field Instruction**" on page 165)
- Users** (see "**Users Field Instruction**" on page 166)
4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

Timesheet Status PDF | Excel | HTML | CSV Background Execution ▼

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2018-06	DOE, DANIEL	DM, OFC OF THE CHIEF FIN OFFC	7	7	0	0	7	0
2018-06	DOE, THOMAS	DM, OFC OF THE CHIEF FIN OFFC	7	7	0	0	7	0
2018-07	DOE, DANIEL	DM, OFC OF THE CHIEF FIN OFFC	7	2	5	0	0	0
2018-07	DOE, DANIEL	DM, OFC OF THE CHIEF FIN OFFC	7	1	6	0	0	0

Page 1

Report Parameters

Report Header:

Timekeeper: **Search**

Organization: **Clear**

Include Sub Orgs: ☒

From PP: ▼

To PP: ▼

Users: ▼

Reset **Run Report** **Cancel**

Figure 122: Timesheet Status Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.



OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see *My Saved and Scheduled Reports* (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Uncertified Timesheets

The Uncertified Timesheets report provides a list of timesheets that have not been certified.



To Run the Uncertified Timesheets Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu is displayed.

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

Figure 123: Reports Menu Page

2. Select the **Uncertified Timesheets** link. The Uncertified Timesheets Report Parameters page is displayed.

PDF | Excel | HTML | CSV Background Execution

Uncertified Timesheets

Report Parameters

Report Header:

From PP: 2018-06: Mar 18, 18 - Mar 31, 18 ▼

To PP: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Include Missing: ☐

Organization: OCFO Clear

Include Sub Orgs: ☒

Users: Active ▼

Run Report Cancel

Figure 124: Uncertified Timesheets Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)



- From PP* (see "*From PP Field Instruction*" on page 160)
- To PP* (see "*To PP Field Instruction*" on page 165)
- Include Missing* (see "*Include Missing Field Instruction*" on page 161)
- Organization* (see "*Organization Field Instruction*" on page 161)
- Include Sub Orgs* (see "*Include Sub Orgs Field Instruction*" on page 161)
- Users* (see "*Users Field Instruction*" on page 166)
4. Select the **Run Report** button to run and display the report.

The screenshot shows the WEBTA Supervisor interface. At the top, there's a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a 'Supervisor Main Menu > Reports >' breadcrumb. The main heading is 'Uncertified Timesheets', with links for 'PDF', 'Excel', 'HTML', 'CSV', and a 'Background Execution' dropdown. A table titled 'Uncertified Timesheets' displays three rows of data. Below the table is a 'Report Parameters' section with fields for 'Report Header', 'From PP' (2018-06: Mar 18, 18 - Mar 31, 18), 'To PP' (2018-07: Apr 01, 18 - Apr 14, 18), 'Include Missing' (unchecked), 'Organization' (OCFO), 'Include Sub Orgs' (checked), and 'Users' (Active). There are 'Reset', 'Run Report', and 'Cancel' buttons.

Timekeeper Userid	Timekeeper Name	Supervisor Userid	Supervisor Name	Employee (Userid)	Employee Name	ORG	Pay Period
DOET	DOE, THOMAS	DOEJ1	DOE, JANE	DOEA	DOE, ALICE	DM, OFC OF THE CHIEF FIN OFFC	2018-07
DOET	DOE, THOMAS	DOEJ1	DOE, JANE	DOEM	DOE, MARK	DM, OFC OF THE CHIEF FIN OFFC	2018-07
DOET	DOE, THOMAS	DOEJ1	DOE, JANE	DOEW	DOE, WANDA	DM, OFC OF THE CHIEF FIN OFFC	2018-07

Page 1

Report Parameters

Report Header:

From PP: 2018-06: Mar 18, 18 - Mar 31, 18 ▼

To PP: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Include Missing: ☐

Organization: OCFO

Include Sub Orgs: ☒

Users: Active ▼

Figure 125: Uncertified Timesheets Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. For more information, see *My Saved and Scheduled Reports* (on page 104).

Note: The **Reset** button returns you to the Report Parameters page.



At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor Main Menu page.

Unvalidated Timesheets

The Unvalidated Timesheets report provides a list of timesheets that have not yet been validated.

To Run the Unvalidated Timesheets Report:

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu page. The Reports menu is displayed.

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

Supervisor Main Menu >

Reports

Name	Description
Active Timesheets NFC	Active timesheets, unsubmitted to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employee Contacts	Listing of employee's emergency contacts
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Essential Employees	Listing of all essential employees
Leave Audit	Leave Audit Report
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact
My Employees	Every employee you have permission to view
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Figure 126: Reports Menu Page



2. Select the **Unvalidated Timesheets** link. The Unvalidated Timesheets Report Parameters page is displayed.

The screenshot shows the 'Unvalidated Timesheets' report parameters page. At the top, there is a navigation bar with the 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The page title is 'Unvalidated Timesheets', with links for 'PDF', 'Excel', 'HTML', 'CSV', and a 'Background Execution' dropdown menu. The 'Report Parameters' section contains the following fields: 'Report Header' (text input), 'From PP' (dropdown menu showing '2018-06: Mar 18, 18 - Mar 31, 18'), 'To PP' (dropdown menu showing '2018-07: Apr 01, 18 - Apr 14, 18'), 'Include Missing' (checkbox, currently unchecked), 'Organization' (dropdown menu showing 'OCFO' with a 'Clear' button), 'Include Sub Orgs' (checkbox, currently checked), and 'Users' (dropdown menu showing 'Active'). At the bottom of the form are 'Run Report' and 'Cancel' buttons.

Figure 127: Unvalidated Timesheets Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 162)

From PP (see "**From PP Field Instruction**" on page 160)

To PP (see "**To PP Field Instruction**" on page 165)

Include Missing (see "**Include Missing Field Instruction**" on page 161)

Organization (see "**Organization Field Instruction**" on page 161)

Include Sub Orgs (see "**Include Sub Orgs Field Instruction**" on page 161)

Users (see "**Users Field Instruction**" on page 166)



4. Select the **Run Report** button to run and display the report.

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

Supervisor Main Menu > Reports >

PDF | Excel | HTML | CSV Background Execution ▼

Unvalidated Timesheets

Timekeeper Userid	Timekeeper Name	Supervisor Userid	Supervisor Name	Employee Userid	Employee Name	ORG	Pay Period
DOET	DOE, THOMAS	DOEJ1	DOE, JANE	DOEJ	DOE, JOHN	DM, OFC OF THE CHIEF FIN OFFC	2018-07
DOET	DOE, THOMAS	DOEJ1	DOE, JANE	DOEM	DOE, MARK	DM, OFC OF THE CHIEF FIN OFFC	2018-07

Page 1

Report Parameters

Report Header:

From PP: 2018-06: Mar 18, 18 - Mar 31, 18 ▼

To PP: 2018-07: Apr 01, 18 - Apr 14, 18 ▼

Include Missing: ☐

Organization: OCFO Clear

Include Sub Orgs: ☒

Users: Active ▼

Reset

Run Report Cancel

Figure 128: Unvalidated Timesheets Report

OR

Select the **PDF**, **Excel**, **HTML**, or **CSV** link to display the report output in the specified file type. A dialog box displays options to open or save the output file.

OR

Select the **Background Execution** drop-down list and select an option. A message confirms that the report has been submitted. To access this report output, select **Cancel** to go back to the Reports page and then select **My Saved and Schedule Reports**.

Note: The **Reset** button returns you to the Report Parameters page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page.
Select the Supervisor tab	Returns you to the Supervisor 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:

Appointment Parameter Field Instruction	158
Amount Field Description	158
Body Field Instruction (Required)	158
COP Not to Exceed Date Field Description	159
COP Used to Date Field Description	159
Date of Injury Field Description	159
Delegates For Field Instruction	159
Dept Descriptor Field Instruction	159
Employee Field Description	159
Employee Field Instruction	159
Employee Id Field	160
Employees Field Instruction	160
End Date Field Description	160
From Date Field Instruction	160
From PP Field Instruction	160
Hours Field Description	160
Include Missing Field Instruction	161
Include Sub Orgs Field Instruction	161
Injury Number Field Description	161
Leave Type Field Description	161
Leave Type Field Instruction - Search	161
Leave Type Field Instruction - Leave Audit	161
Organization Field Description (Required)	161
Organization Field Instruction	161
Password Field Instruction	162
Password Field Instruction - webTA	162
Pay Period Field Instruction	162
POI Field Description	162
POI Field Instruction	162
Report Header Field Instruction	162
Return to Work Date Field Description	163
Role Field Instruction	163
Start Date Field Description	163
Start Date Field Instruction (Required)	163
State Field Instruction	163



Status Field Description - All Request Types.....	163
Status Field Instruction.....	164
Subject Field Instruction (Required).....	164
Submission Date Field Description.....	164
Supervisor Field Description.....	164
Supervisor Field Instruction	164
Termination Date Field Description	164
Termination Remark Field Description	164
Timekeeper Field Description.....	165
Timekeeper Field Instruction.....	165
Timesheet Status Field Instruction	165
To Date Field Instruction.....	165
To PP Field Instruction.....	165
Total Hours Field Description.....	165
Transaction Code Field Description	165
Transaction Field Description - Premium Pay Request	166
Transaction Field Instruction - Search	166
Unit Field Instruction.....	166
User Field Description.....	166
User Field Instruction.....	166
User ID Field Instruction	166
User ID Field Instruction - webTA	166
Users Field Instruction.....	166
User Name Field Instruction	167

Appointment Parameter Field Instruction

Appointment Parameter

Select the appointment parameter for the report from the drop-down list. Valid values are **Days**, **Hours**, and **Dollars**.

Amount Field Description

Amount

Displays the actual dollar amount of the dollar transaction.

Body Field Instruction (Required)

Body



Required field

Enter the body of the message.

COP Not to Exceed Date Field Description

COP Not to Exceed Date

Displays the not-to-exceed date for the COP.

COP Used to Date Field Description

COP Used to Date

Displays the COP days used to date.

Date of Injury Field Description

Date of Injury

Displays the date the injury occurred.

Delegates For Field Instruction

Delegates For

Select the Delegate for for whose leave requests you are searching, if applicable.

Dept Descriptor Field Instruction

Dept Descriptor

Enter the Department descriptor of the Department for the report.

Employee Field Description

Employee

Displays the Employee's name.

Employee Field Instruction

Employee

Enter the Employee's name or select the **Search** button to search for and select the Employee.

Note: Leave the field blank to run the report on all Employees.



Employee Id Field

Employee Id

Enter the Employee ID of the Employee for the report.

Employees Field Instruction

Employees

Select the **Search** button. The Select User page is displayed. Check the boxes of up to 10 employees. Select the **Select Checked Users** button. You are returned to the Timesheet Summary Report Parameters page.

Note: This field defaults with the user's name. You may select the **Remove User** button to remove individual employees, or you may select the **Remove All** button to remove all employees.

End Date Field Description

End Date

Displays the end date of the request.

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.

Hours Field Description

Hours

Populated with the number of hours of the leave request.



Include Missing Field Instruction

Include Missing

Check this box to include missing timesheets on the report.

Include Sub Orgs Field Instruction

Include Sub Orgs

Uncheck this box to include sub organizations. This field defaults to the box being checked.

Injury Number Field Description

Injury Number

Displays the COP case number assigned to the COP event.

Leave Type Field Description

Leave Type

Populated with the leave type of the leave request.

Leave Type Field Instruction - Search

Leave Type

Select the leave type for the search.

Leave Type Field Instruction - Leave Audit

Leave Type

Select the leave type for the report from the drop-down list.

Organization Field Description (Required)

Organization

Required field

Displays the Employee's organizational information.

Organization Field Instruction

Organization

Displays the user's Organization.



Note: To change the Organization, select **Clear**, then select **None Selected** to display the Organization Management page to search for and select an Organization or Sub Organization for the report.

Password Field Instruction

Password

Enter your eAuthentication password.

Password Field Instruction - webTA

Password

Enter your webTA password.

Pay Period Field Instruction

Pay Period

Select the applicable pay period for the report from the drop-down list.

POI Field Description

POI

Displays the Employee's personnel office identifier (POI).

POI Field Instruction

POI

Select this link to display the Select POIs page to search for and select a POI for the report. This field defaults to **None Selected**.

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.



Return to Work Date Field Description

Return to Work

Displays the date the COP recipient returned to work date, if applicable.

Role Field Instruction

Role

Select the applicable role for the report. Valid values are **Supervisor** and **Timekeeper**.

Start Date Field Description

Start Date

Displays the start date of the request.

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.

State Field Instruction

State

Enter the State of the address being added.

Status Field Description - All Request Types

Status

Displays the status of the request. Valid values are **Pending**, **Approved**, and **Denied**.



Status Field Instruction

Status

Select the applicable request status for your search. Valid values are **All**, **Pending**, **Approved**, and **Denied**.

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.

Submission Date Field Description

Submission Date

Displays the date and time that the request was submitted.

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.

Termination Date Field Description

Termination Date

Displays the date the COP recipient account was terminated and is no longer active in the system.

Termination Remark Field Description

Termination Remark

Displays any optional remarks about the termination.



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 Status Field Instruction

Timesheet Status

Select the applicable status from the drop-down list.

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.

Total Hours Field Description

Total Hours

Automatically populated with the total number of hours of the request.

Transaction Code Field Description

Transaction Code

Displays the applicable TC.



Transaction Field Description - Premium Pay Request

Transaction

Displays the type of premium pay requested.

Transaction Field Instruction - Search

Transaction

Select the applicable TC for your request search.

Unit Field Instruction

Unit

Enter the applicable unit for the report.

User Field Description

User

Displays the name of the Employee making the request.

User Field Instruction

User

Enter the User name for the request you are searching for, if applicable.

User ID Field Instruction

User ID

Enter your eAuthentication user ID.

User ID Field Instruction - webTA

User ID

Enter your webTA user ID.

Users Field Instruction

Users

Select the type of user for the report from the drop-down list.



User Name Field Instruction

User Name

To search for a specific Employee assigned to that Supervisor, enter the user ID of that Employee.

Note: Leave the field blank to run the report on all Employees.



Index

A

Accessibility for Users of Assistive Technology with webTA 4.2 • 3

Active Timesheets NFC • 109

Agency/NFC Responsibilities • 10

Amount Field Description • 158

Appointment Parameter Field Instruction • 158

Approving/Denying a Work Schedule • 44

Approving/Denying Dollar Transaction Requests • 73

Approving/Denying Leave Requests • 56

Approving/Denying Premium Pay Requests • 65

B

Body Field Instruction (Required) • 158

C

Certifying Timesheets • 77

Continuation of Pay (COP) • 93

COP Not to Exceed Date Field Description • 159

COP Used to Date Field Description • 159

D

Date of Injury Field Description • 159

Default Schedule Report • 112

Delegate Assignments • 114

Delegates For Field Instruction • 159

Delegating the Supervisor Role • 87

Delegation • 87

Dept Descriptor Field Instruction • 159

Dollar Transactions • 71

E

Emergency Contacts • 91

Employee Assignment Report USDA • 117

Employee Contacts • 120

Employee Field Description • 159

Employee Field Instruction • 159

Employee Id Field • 160

Employees Field Instruction • 160

Employees on Appointment Limitations Report • 123

Employees with Projected AL Balances Greater than Ceiling Report USDA • 126

End Date Field Description • 160

Essential Employees • 129

F

Feedback • 6

Field Descriptions and Instructions • 157

From Date Field Instruction • 160

From PP Field Instruction • 160



G

Getting Started • 19

H

Help • 29

Hours Field Description • 160

I

Inbox • 27

Include Missing Field Instruction • 161

Include Sub Orgs Field Instruction • 161

Injury Number Field Description • 161

L

Latest Update Information • 1

Leave • 53

Leave Audit • 131

Leave Type Field Description • 161

Leave Type Field Instruction - Leave Audit • 161

Leave Type Field Instruction - Search • 161

Logging In • 19

Logging Out • 27

M

Master Supervisor • 97

Missing Contacts • 134

My Employees • 136

My Saved and Scheduled Reports • 104

O

Organization Field Description (Required) • 161

Organization Field Instruction • 161

Overview • 7

P

Password Field Instruction • 162

Password Field Instruction - webTA • 162

Pay Period Field Instruction • 162

POI Field Description • 162

POI Field Instruction • 162

POI/Agency Assignment • 97

Premium Pay • 63

R

Record Retention Requirements • 11

Reference Material • 11

Related Systems and Applications • 8

Removing Delegation • 90

Report Header Field Instruction • 162

Reporting Capabilities • 12

Reports • 99



Return to Work Date Field Description • 163

Reverting Approved Schedule Requests to Pending • 46

Reverting Dollar Transaction Requests to Pending • 74

Reverting Leave Requests to Pending • 58

Reverting Premium Pay Requests to Pending • 67

Role Field Instruction • 163

Roles • 12

Roll Call • 138

Running Reports • 107

S

Schedules • 41

Selecting Timesheets • 33

Sending Messages • 37

Sorting Lists • 28

Start Date Field Description • 163

Start Date Field Instruction (Required) • 163

State Field Instruction • 163

Status Field Description - All Request Types • 163

Status Field Instruction • 164

Subject Field Instruction (Required) • 164

Submission Date Field Description • 164

Supervisor • 31

Supervisor Assignments • 141

Supervisor Field Description • 164

Supervisor Field Instruction • 164

Supervisor/Timekeeper and Delegates Report • 144

T

Termination Date Field Description • 164

Termination Remark Field Description • 164

Timekeeper Field Description • 165

Timekeeper Field Instruction • 165

Timesheet Status • 147

Timesheet Status Field Instruction • 165

To Date Field Instruction • 165

To PP Field Instruction • 165

Total Hours Field Description • 165

Transaction Code Field Description • 165

Transaction Field Description - Premium Pay Request • 166

Transaction Field Instruction - Search • 166

Typographical Conventions • 5

U

Uncertified Timesheets • 150

Unit Field Instruction • 166

Unvalidated Timesheets • 153

User Field Description • 166

User Field Instruction • 166

User ID Field Instruction • 166

User ID Field Instruction - webTA • 166

User Name Field Instruction • 167

Users Field Instruction • 166



V

Viewing Available Shifts • 50

Viewing Employee Dollar Transaction Requests • 71

Viewing Employee Leave Requests • 53

Viewing Employee Premium Pay Requests • 63

Viewing Employee Schedules • 41