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

September 2020

webTA 4.2 Supervisor – Master Supervisor

PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 4.2 Supervisor – Master Supervisor

Table of Contents

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 *jane.doe@usda.gov*.
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select ***File > Print***.
References to system messages are indicated by Courier New font and are italicized.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are **`None`**, **`End`**, or **`Start`**.
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

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.

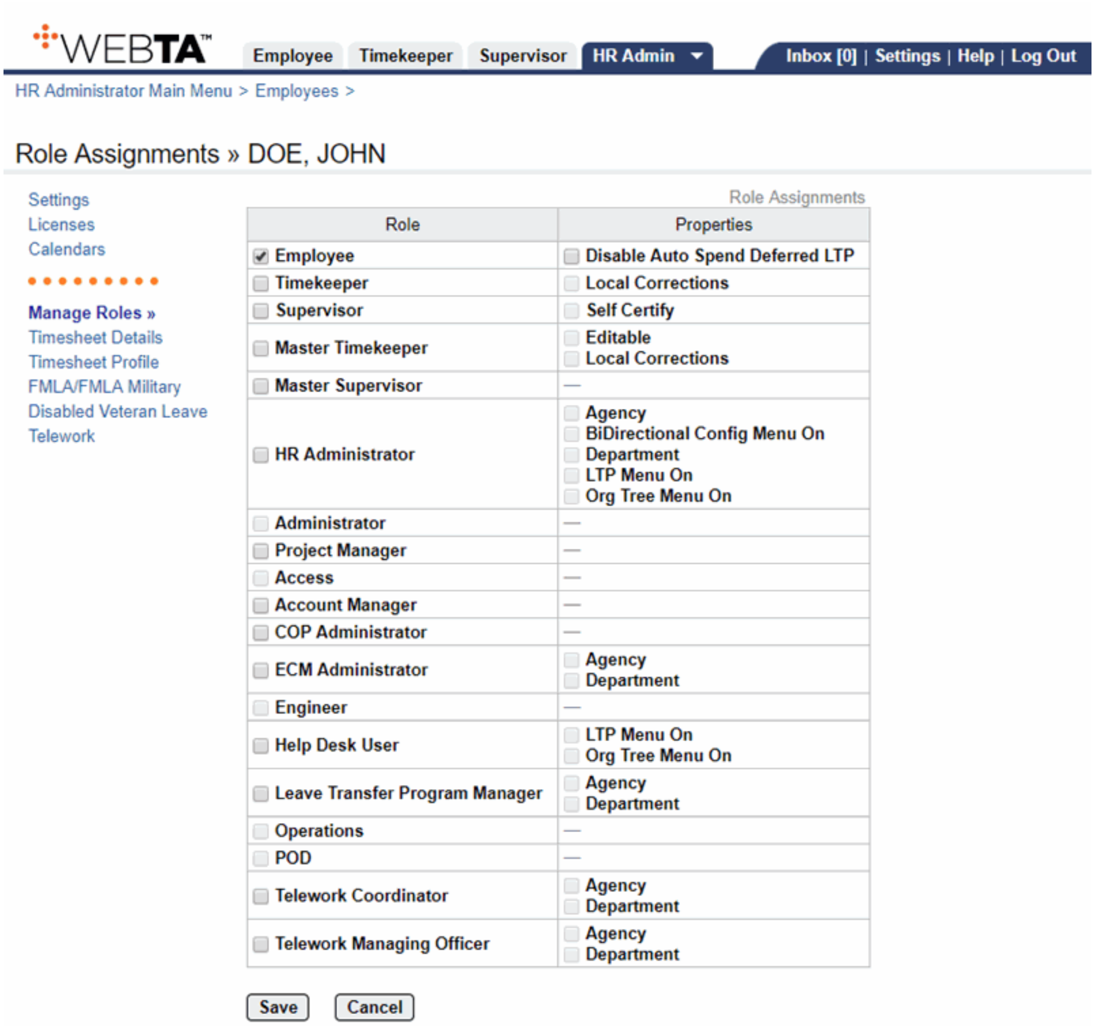
RPCT provides the following reports to assist Agencies in processing timesheets.

- 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.



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

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.

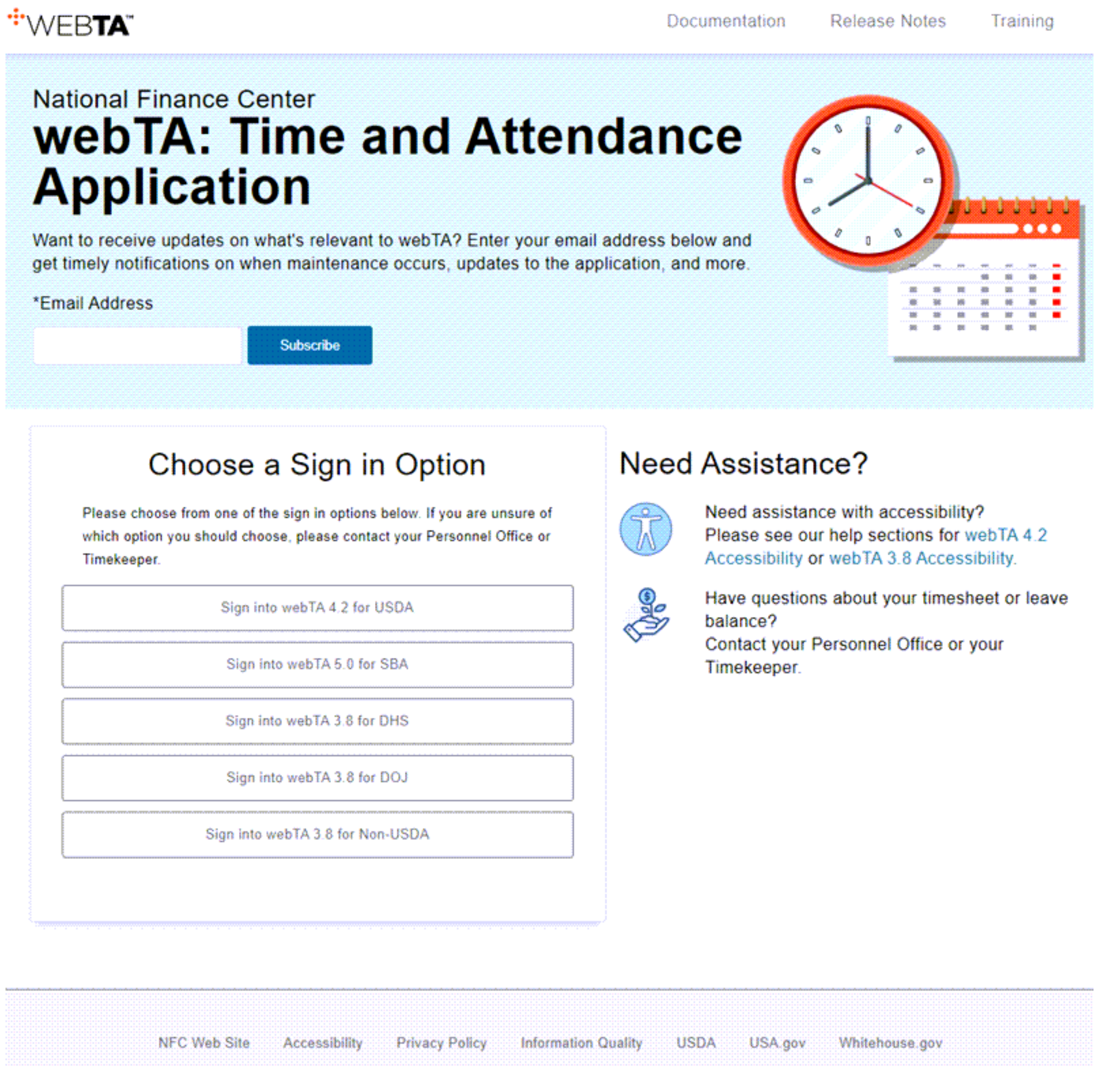


Figure 2: webTA Landing Page

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

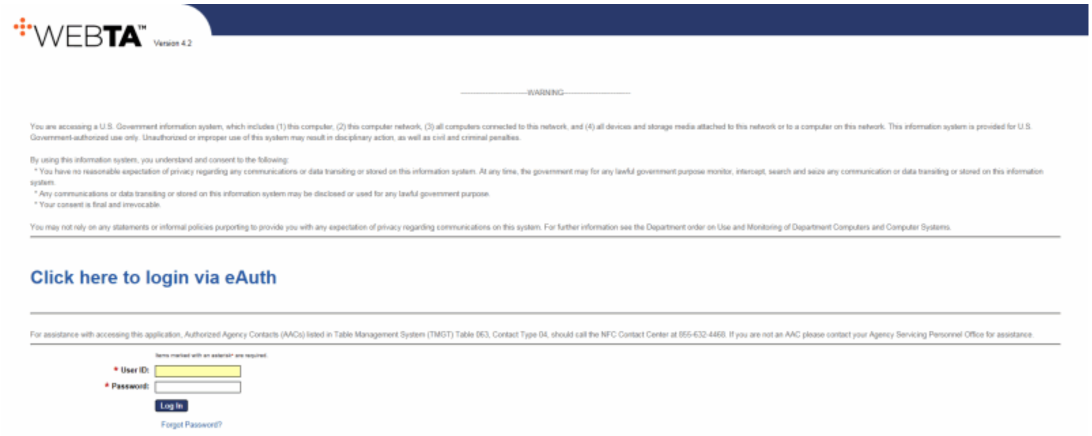


Figure 3: webTA Login Page

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.

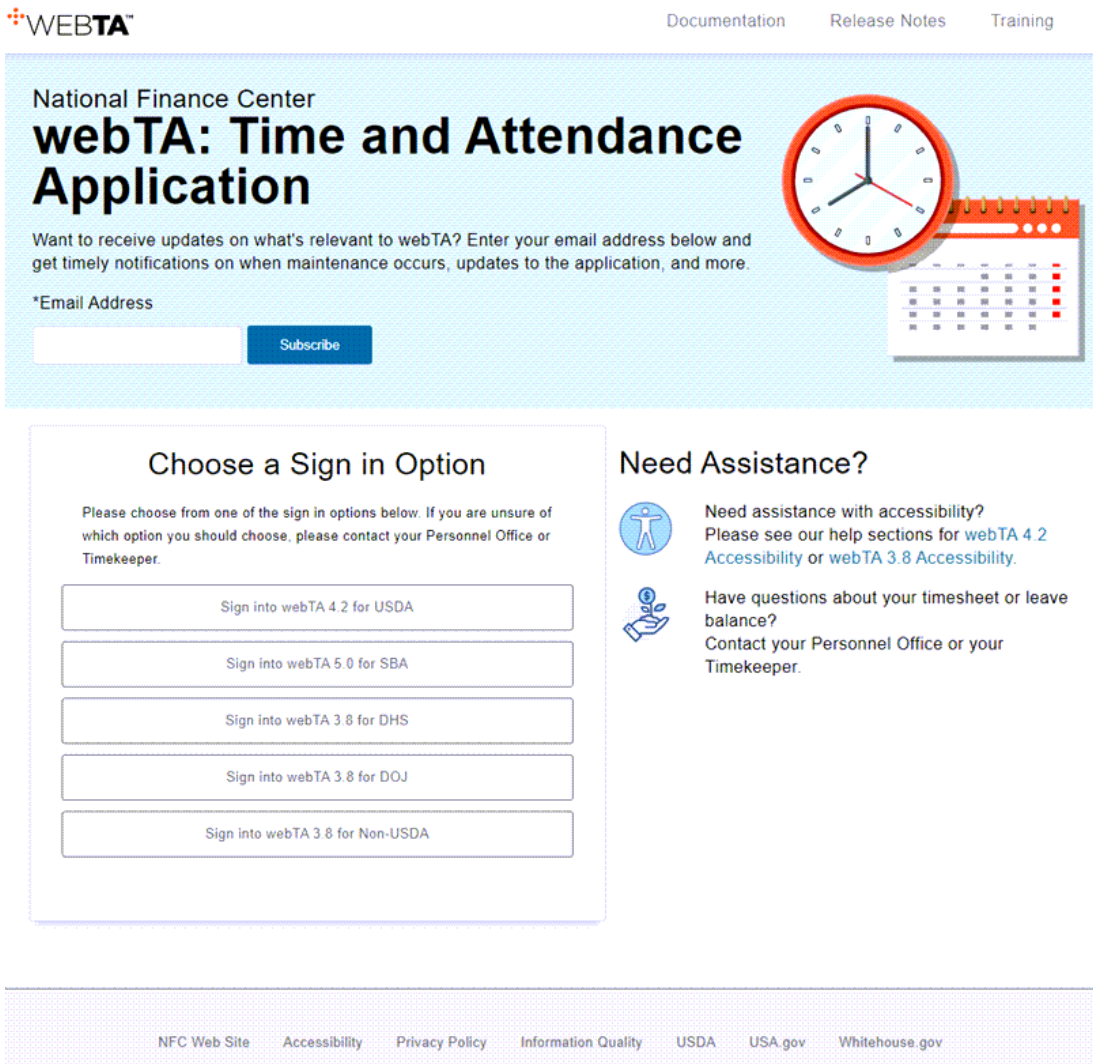


Figure 4: webTA Landing Page

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

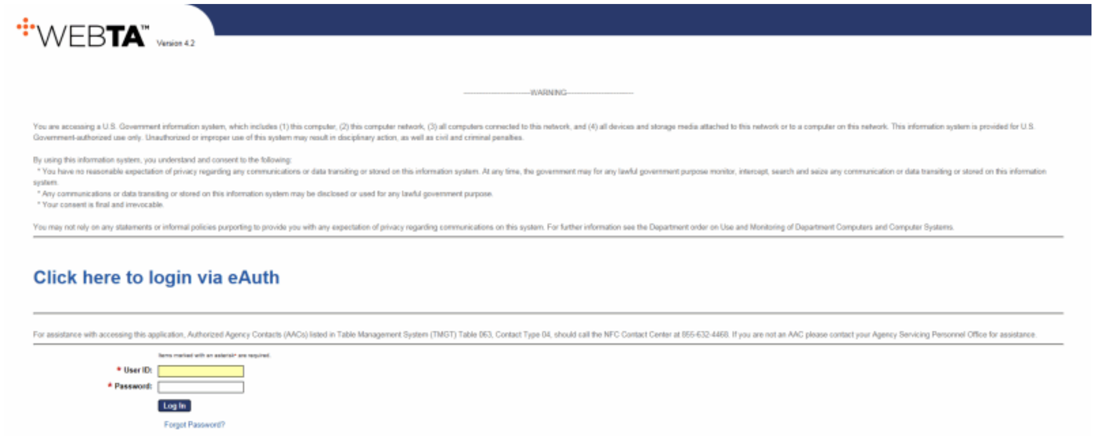


Figure 5: webTA Login Page

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

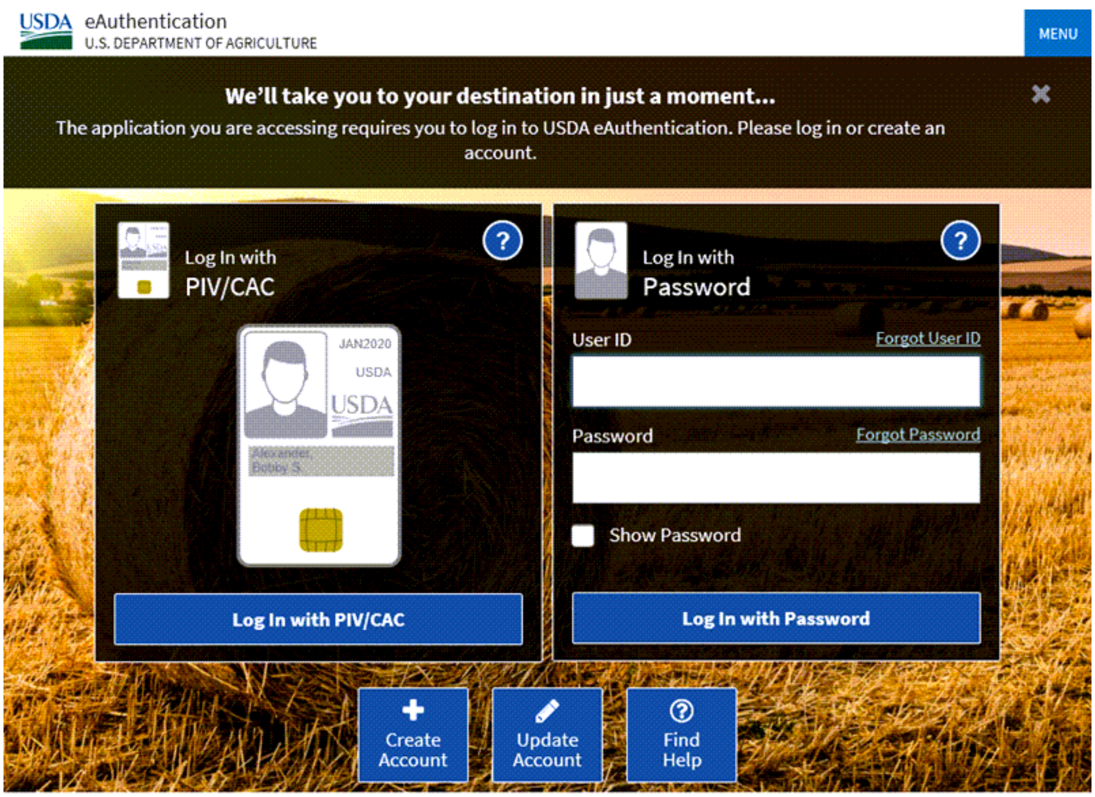


Figure 6: eAuthentication LogIn Page

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.

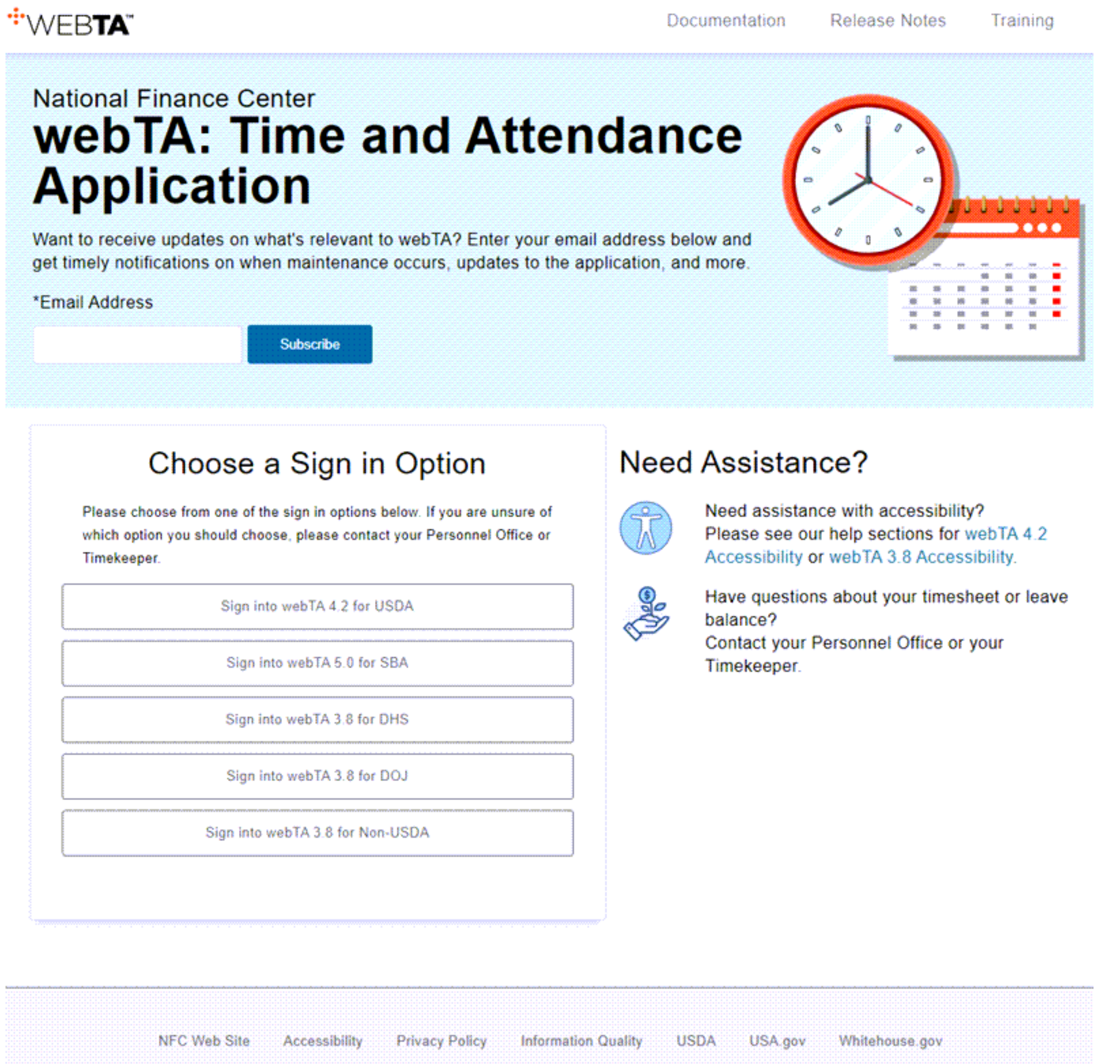


Figure 7: webTA Landing Page

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

Figure 8: webTA Login Page

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

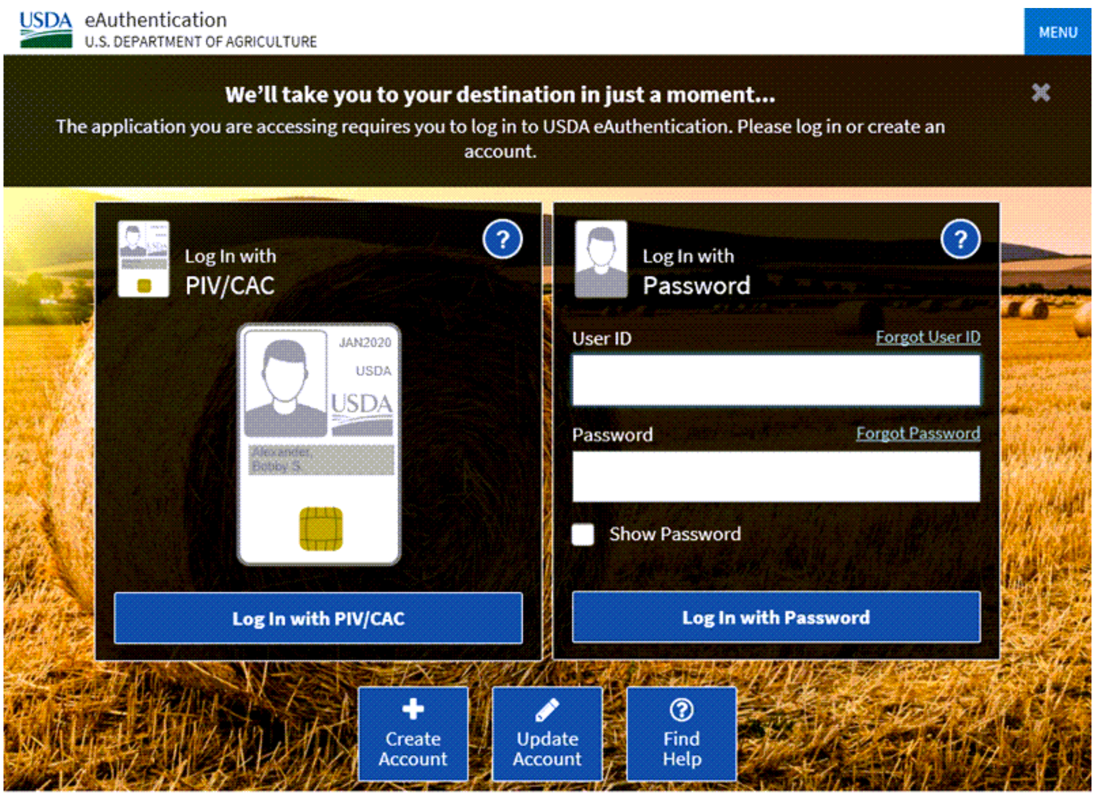


Figure 9: eAuthentication LogIn Page

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.

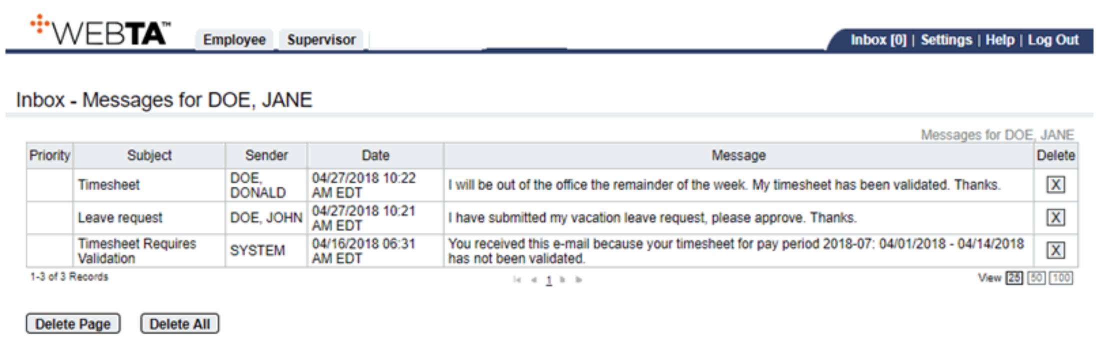


Figure 10: Inbox - Messages Page

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.

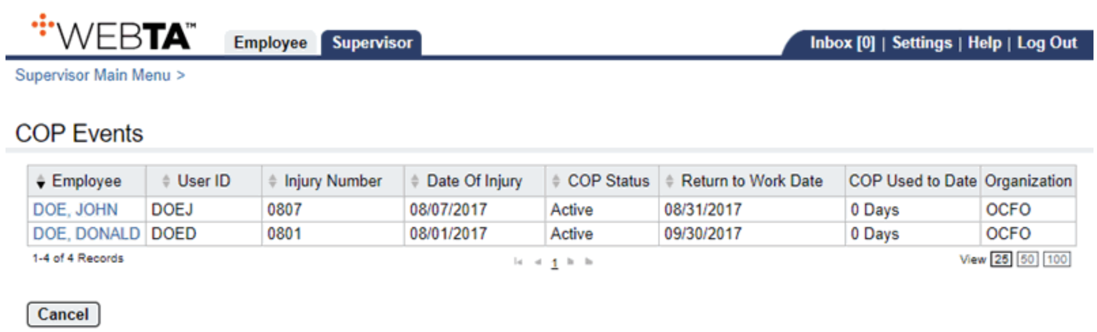


Figure 11: Example of a Page with Sorting Lists

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.

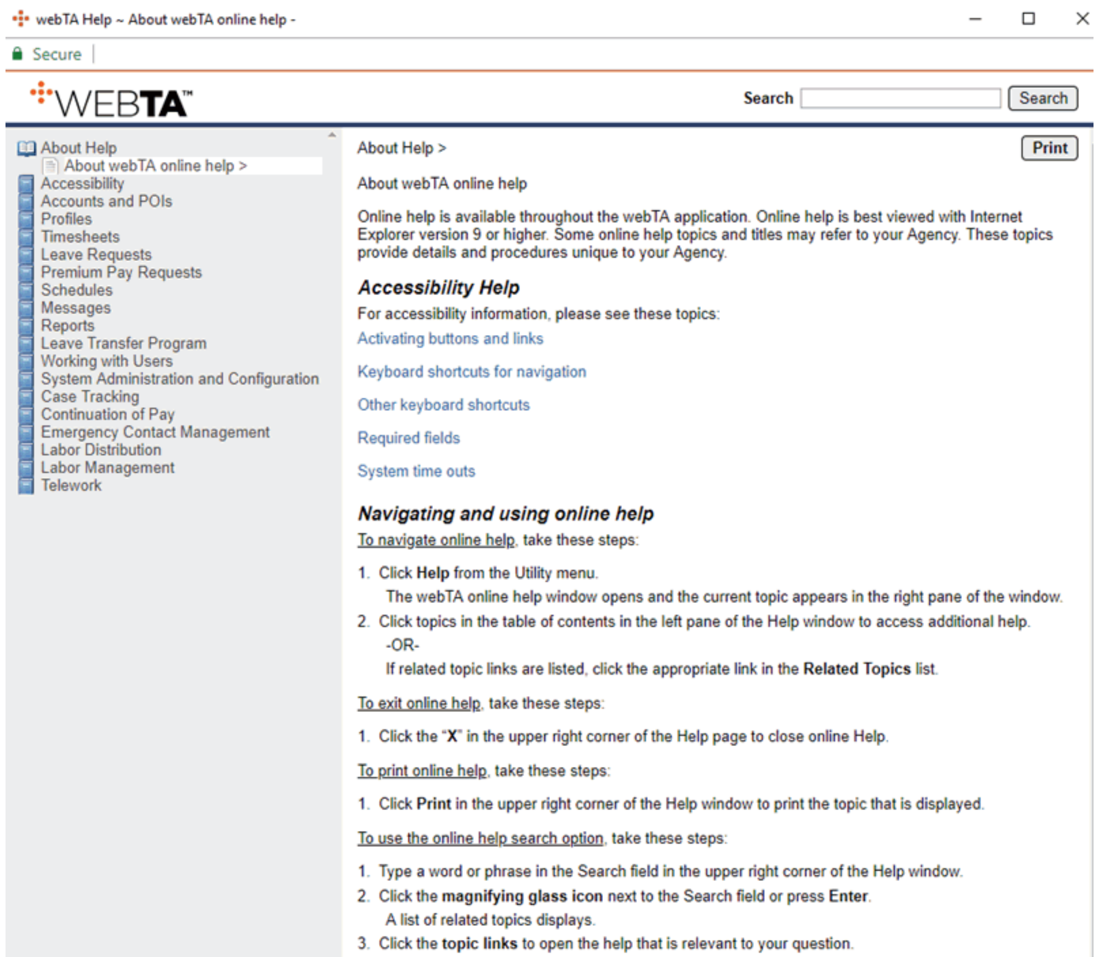


Figure 12: Example of a Help Page

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.

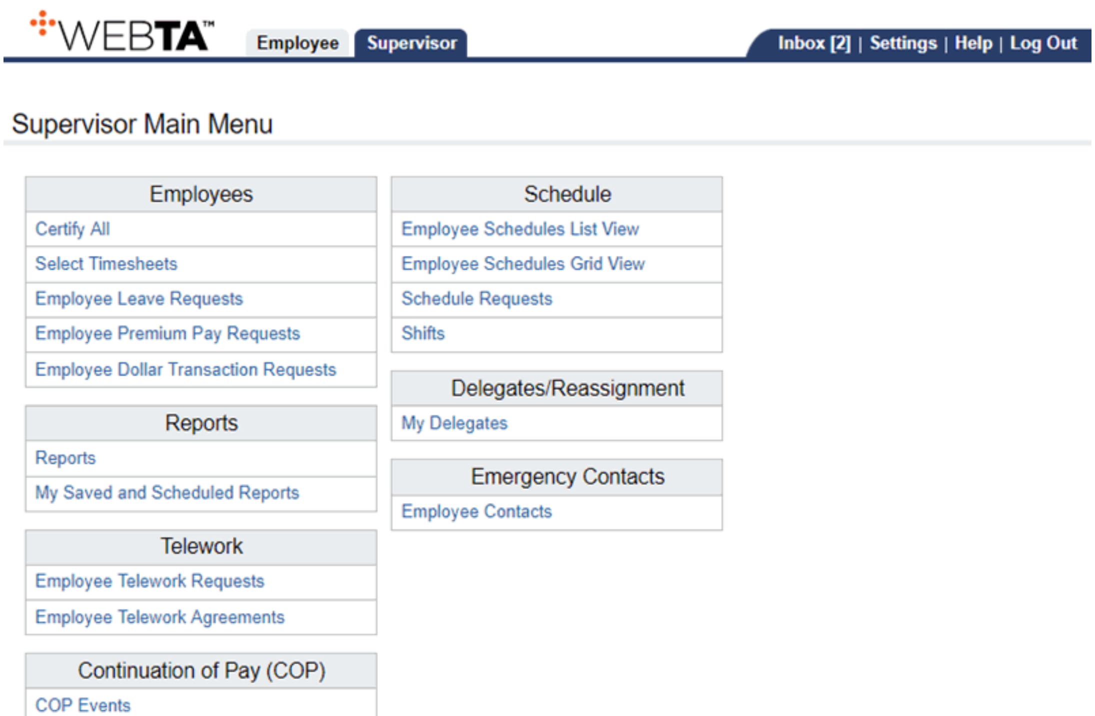


Figure 13: Supervisor Main Menu Page

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.

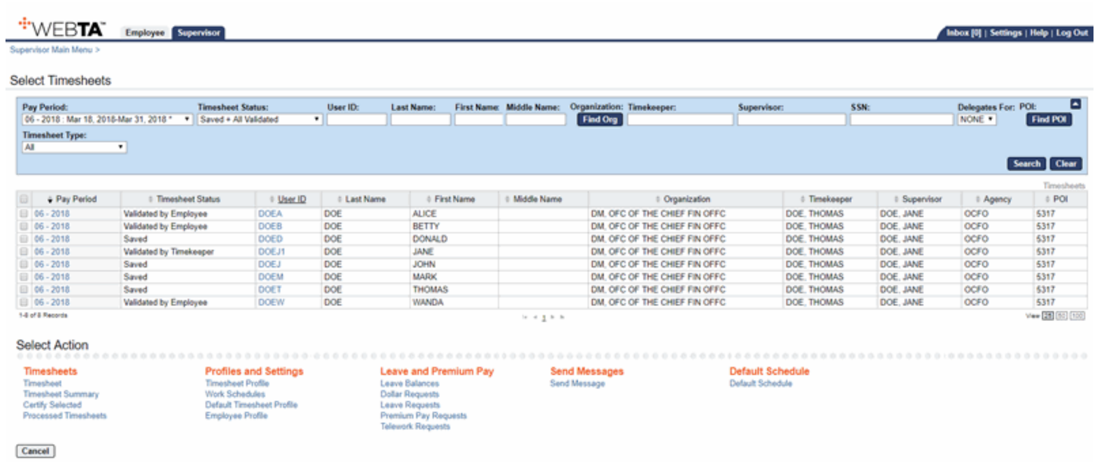


Figure 14: Select Timesheets Page

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.

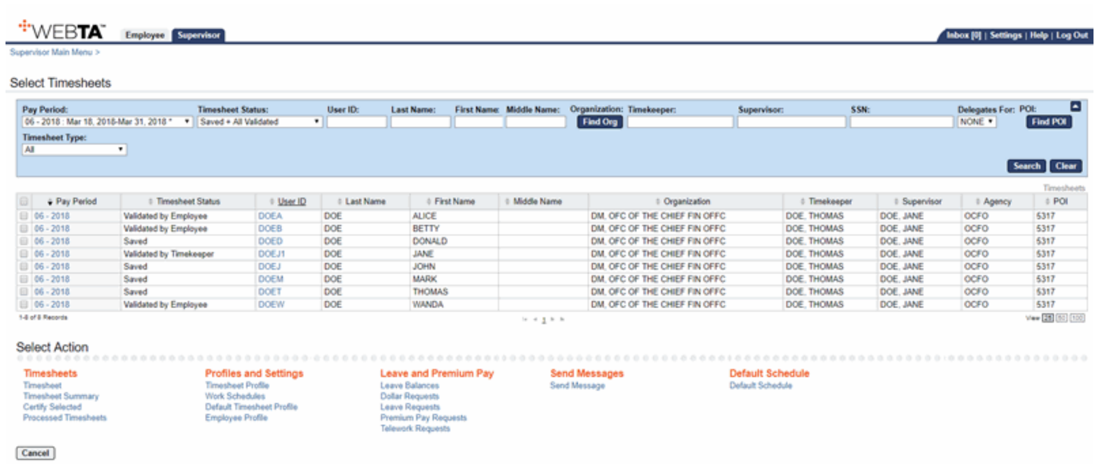


Figure 15: Select Timesheets Page

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.

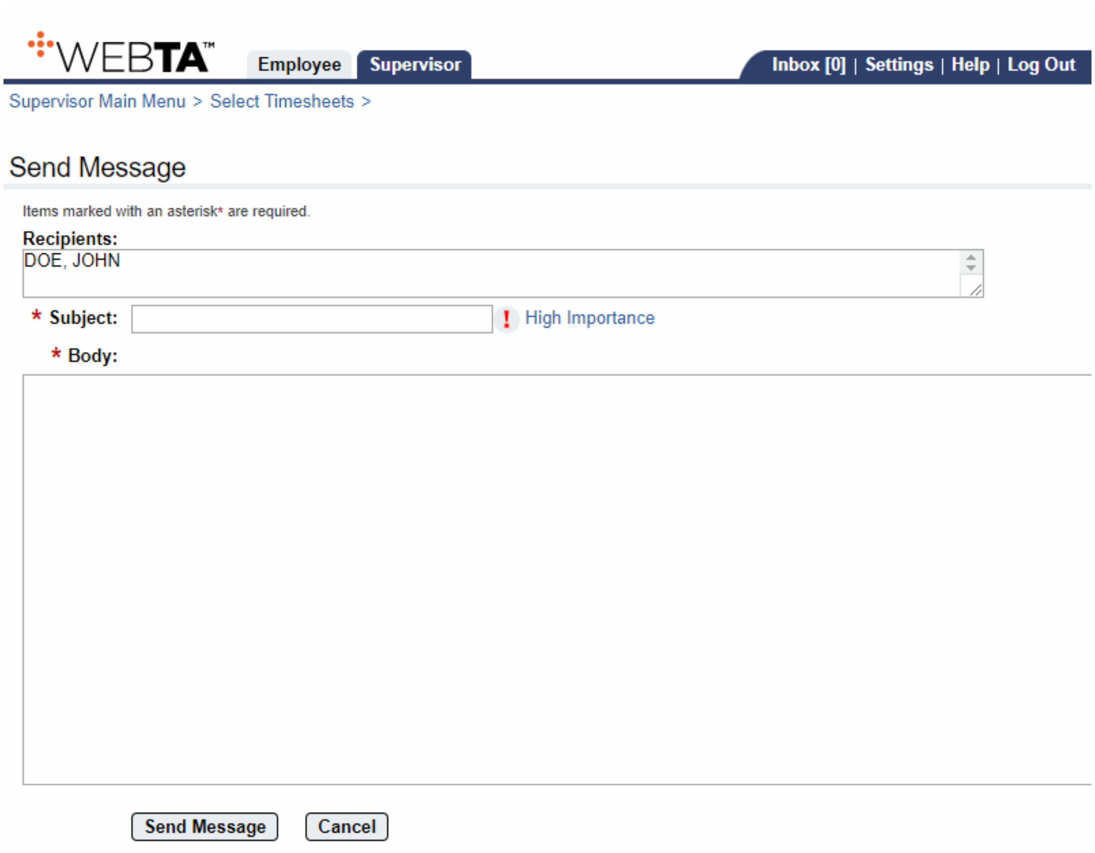


Figure 16: Send Message Page

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

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.

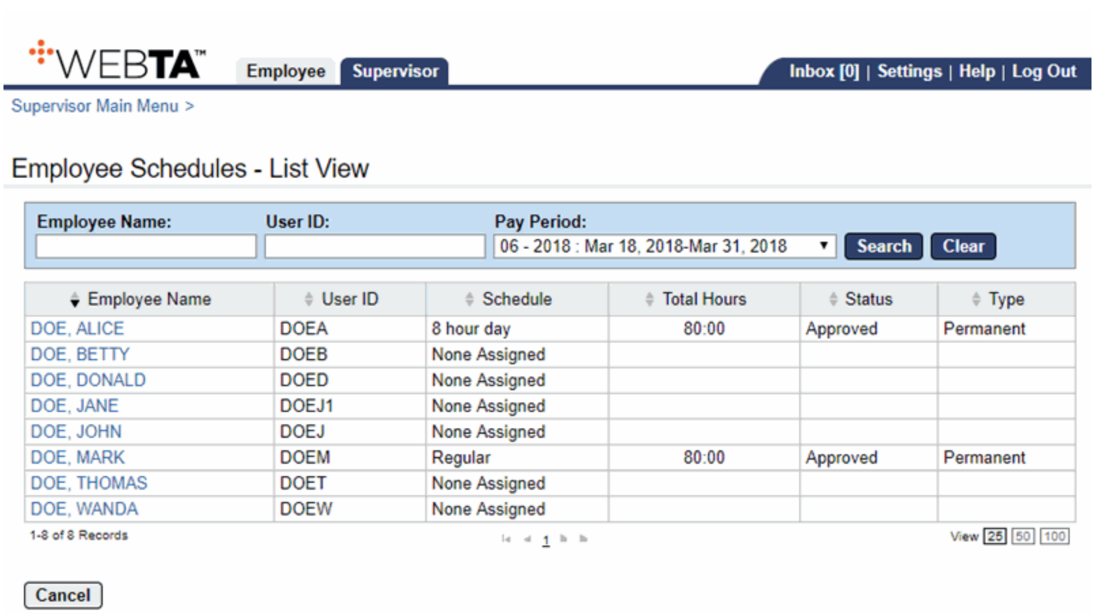


Figure 17: Employee Schedules - List View Page

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

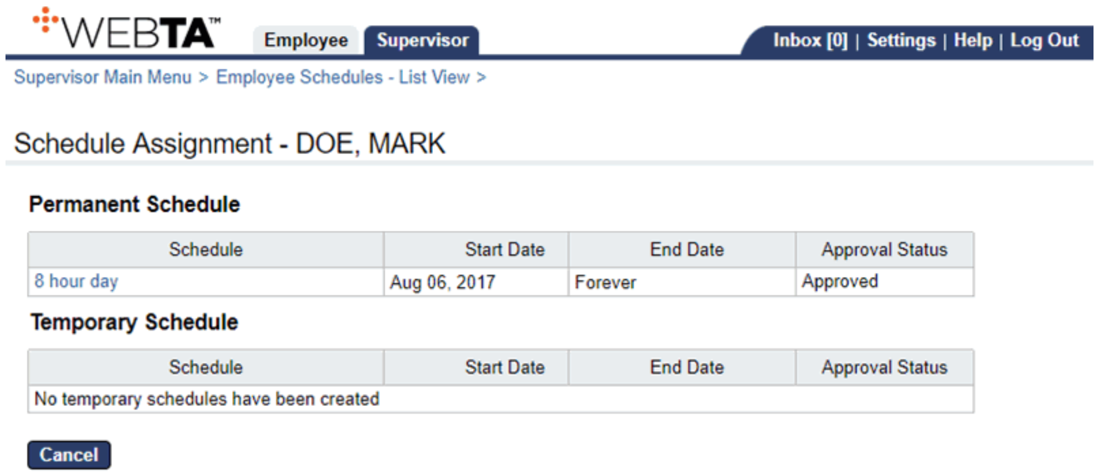


Figure 18: Schedule Assignment Page

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

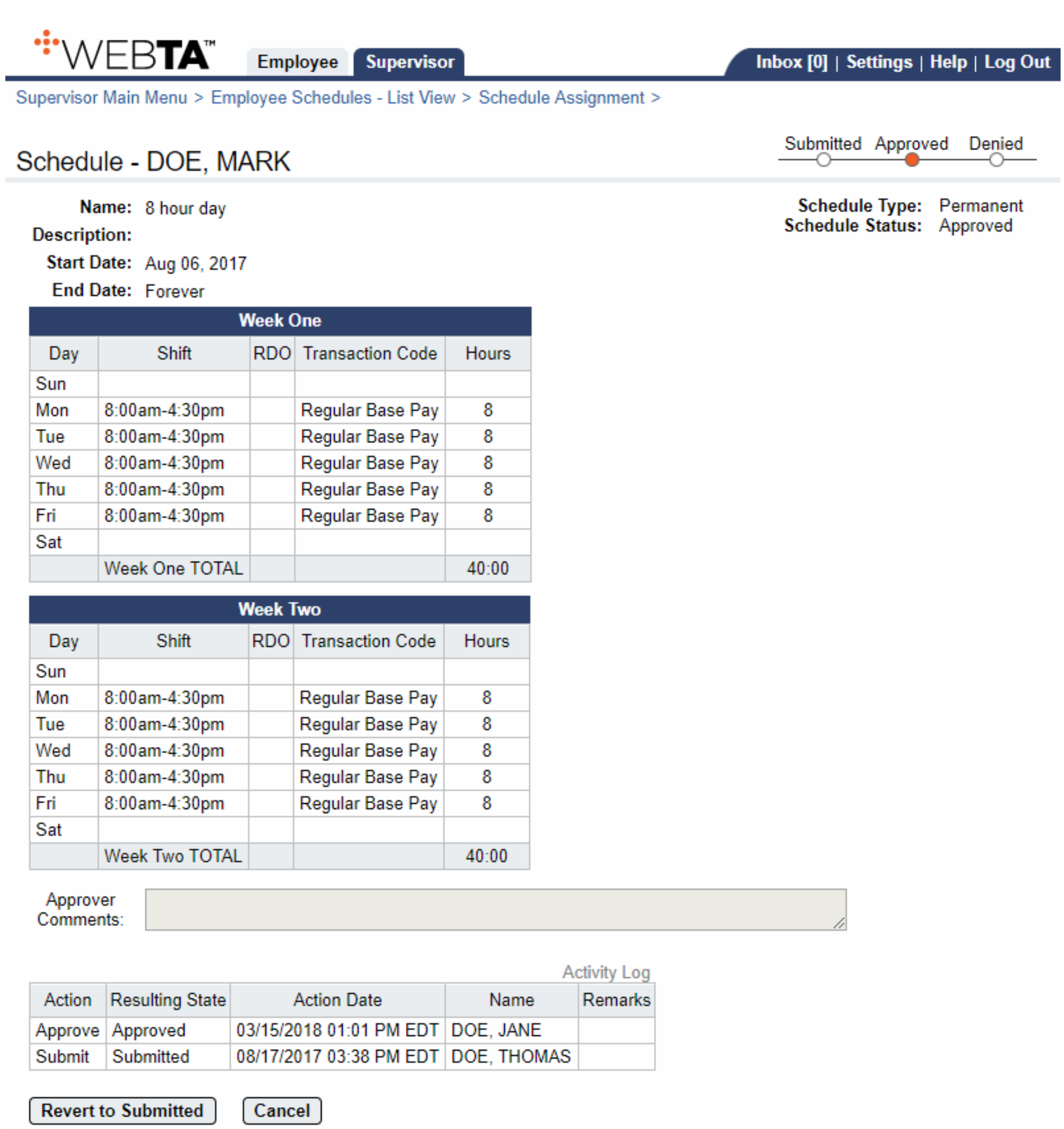


Figure 19: Schedule Page - View

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

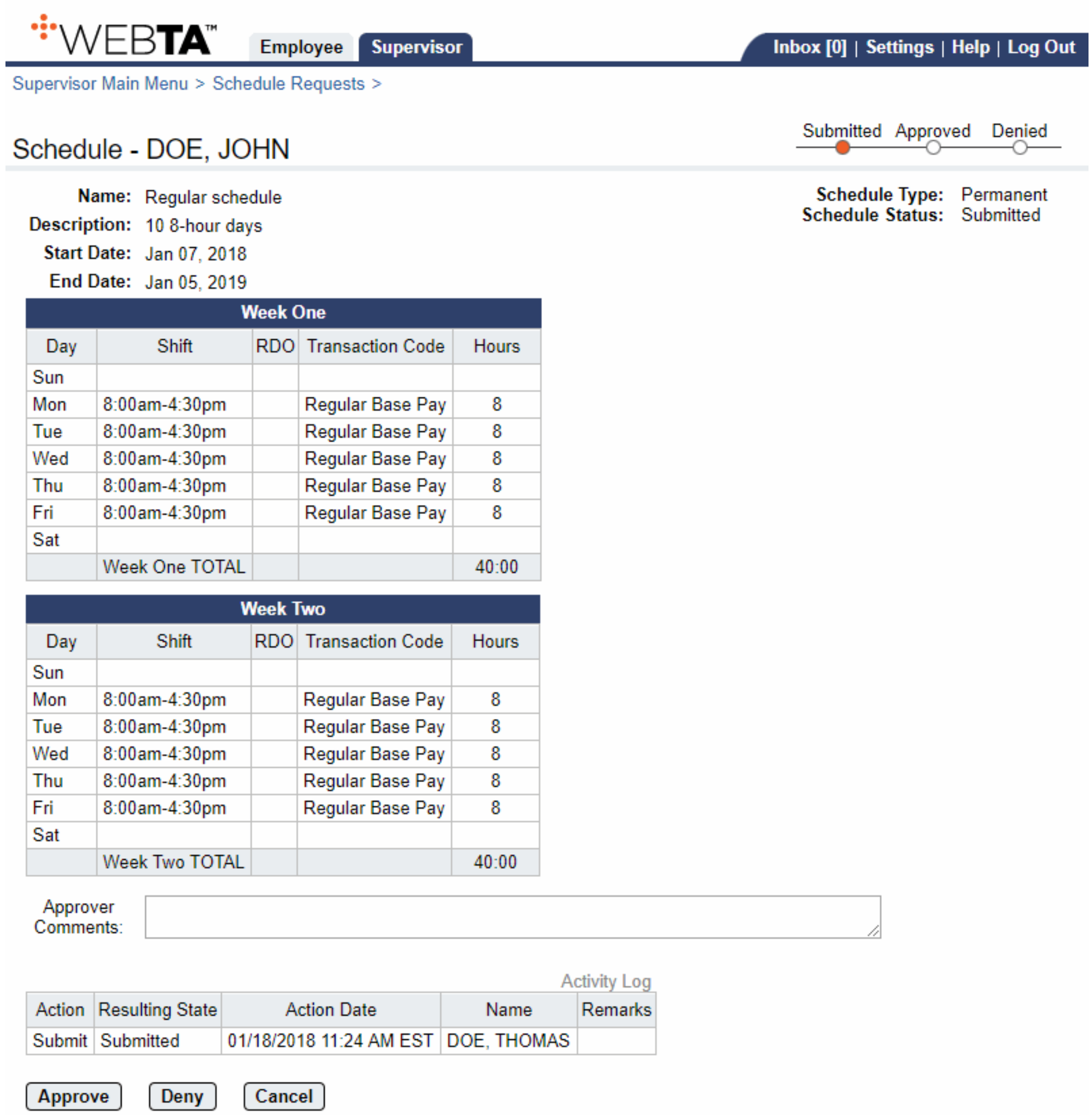
The Schedule Requests - Current page is used to approve and/or deny schedule requests.

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.

Figure 20: Schedule Request - Current Page

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


WEBTA 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.

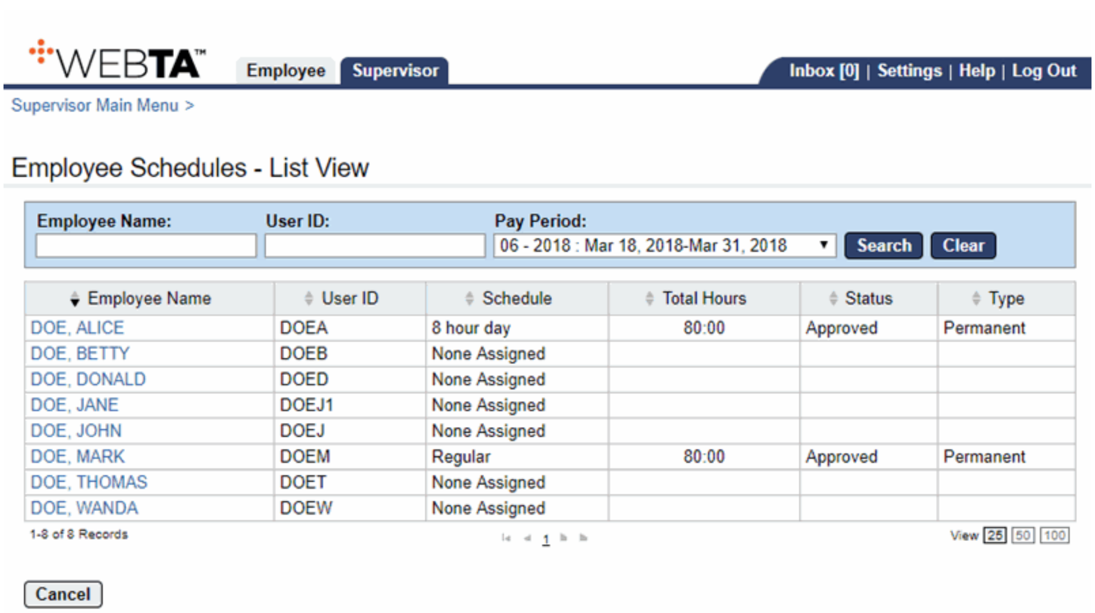


Figure 22: Employee Schedules - List View Page

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

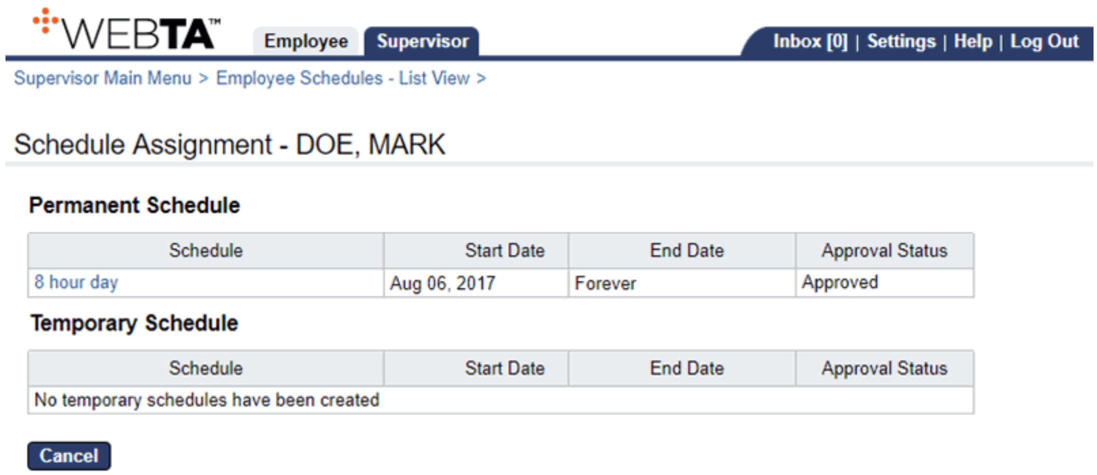
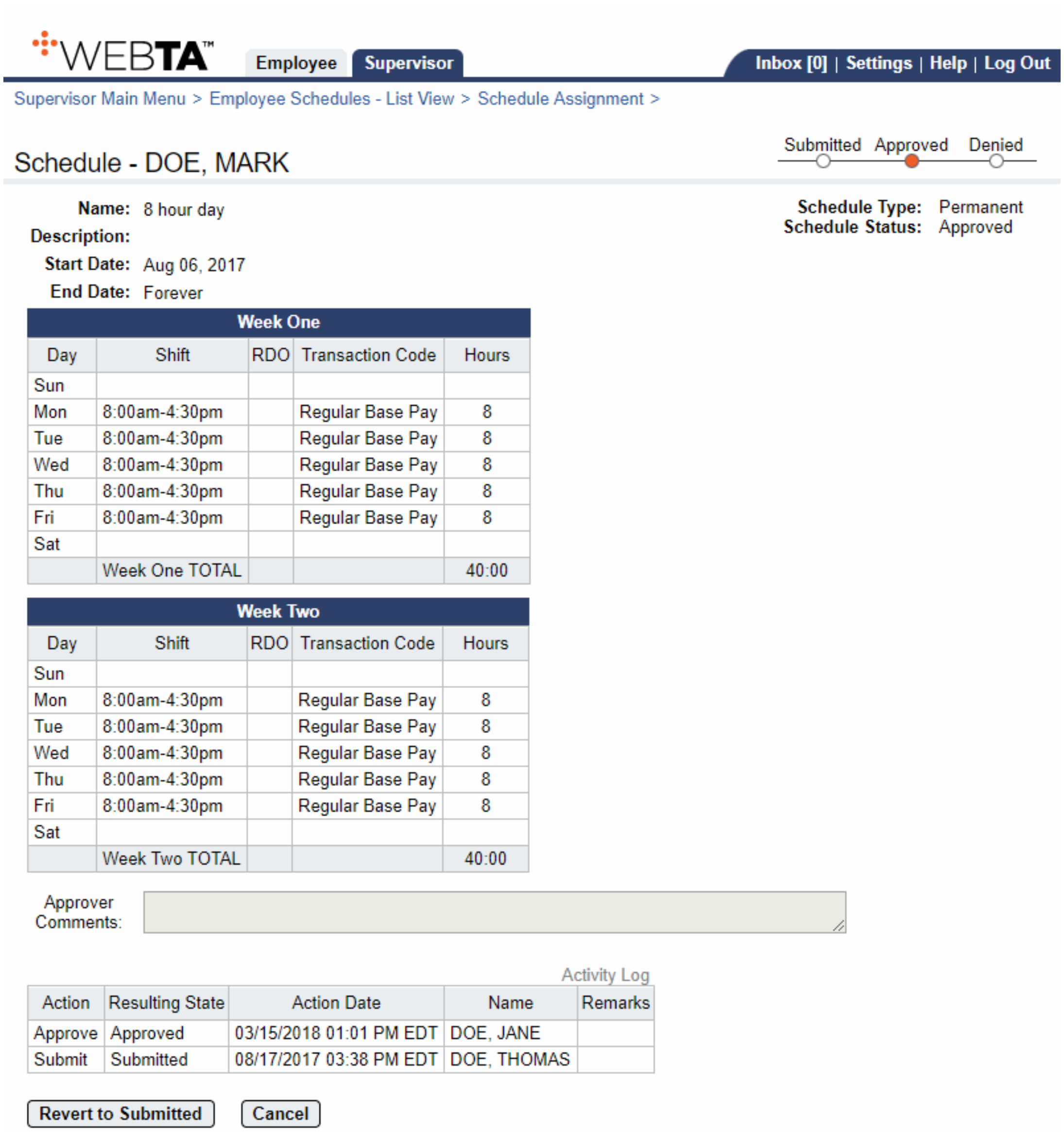


Figure 23: Schedule Assignment Page

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



WEBTA™ 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.

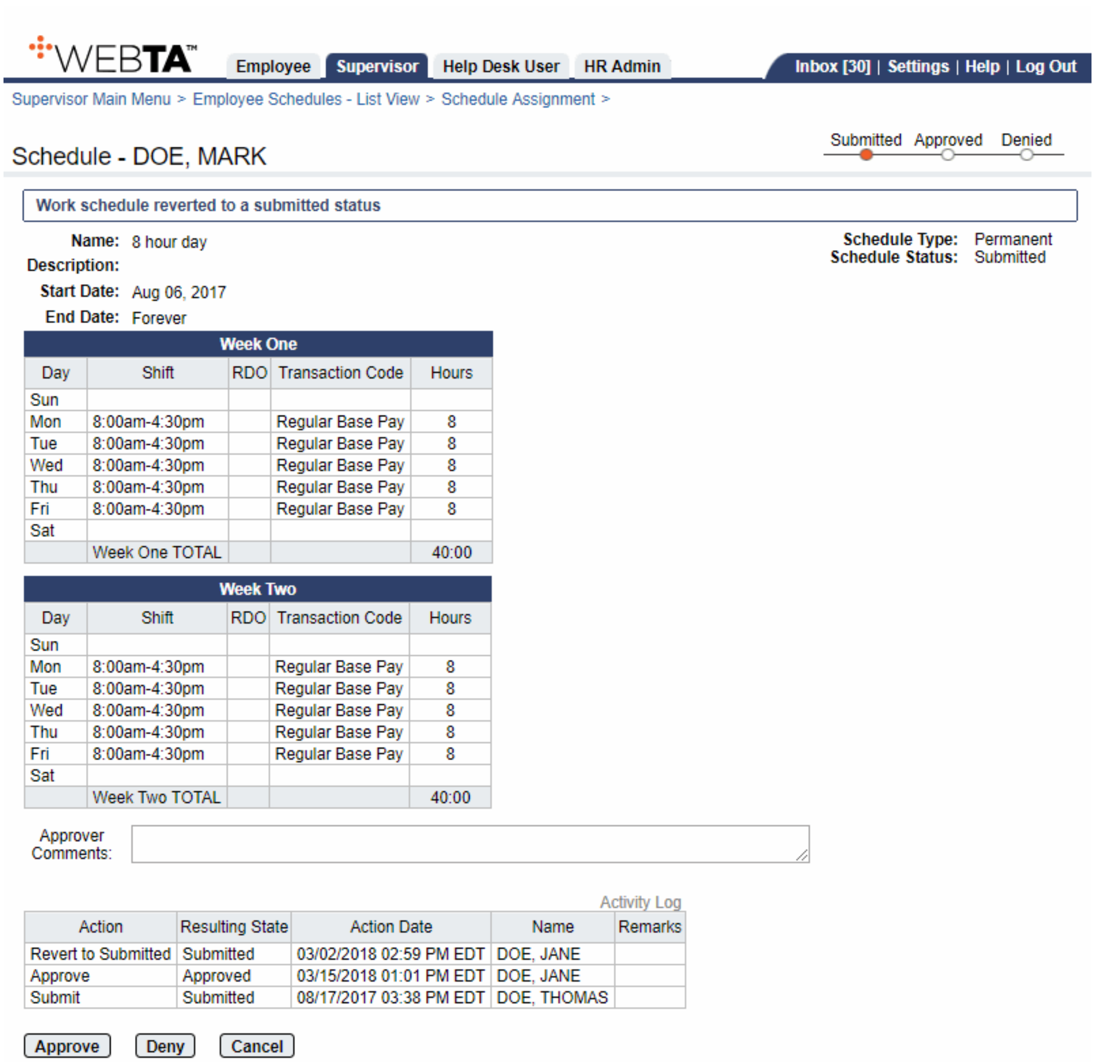


Figure 25: Reverted Work Schedule Page

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.

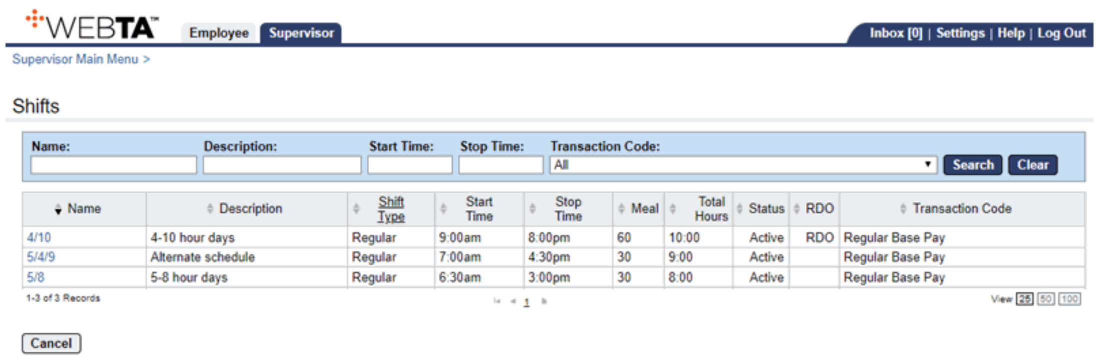


Figure 26: Shifts Page

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

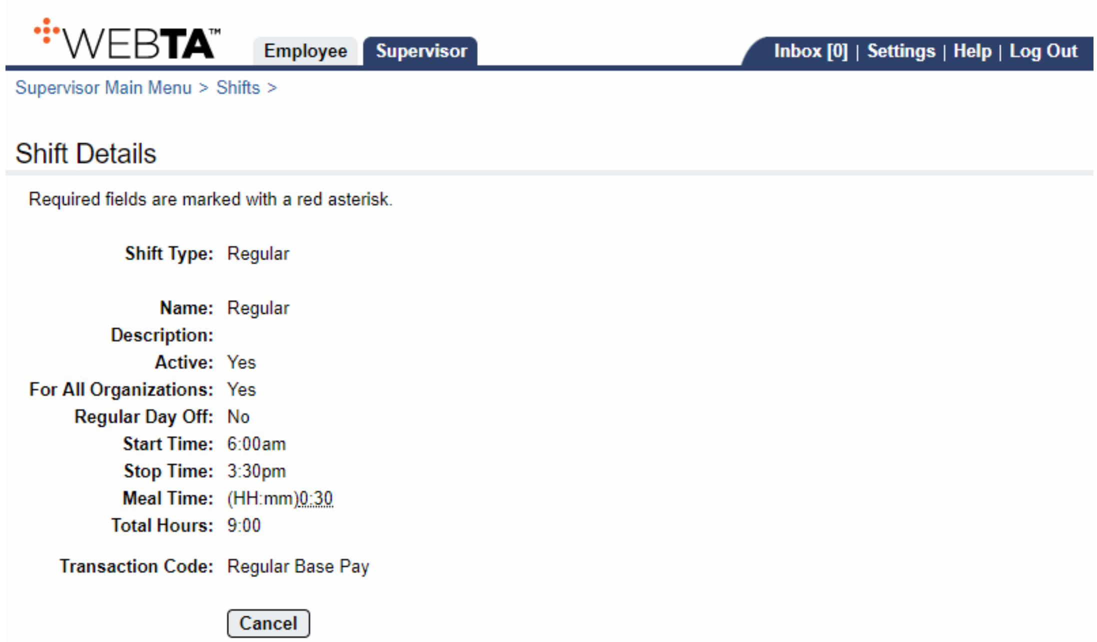


Figure 27: Shift Details Page

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

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.

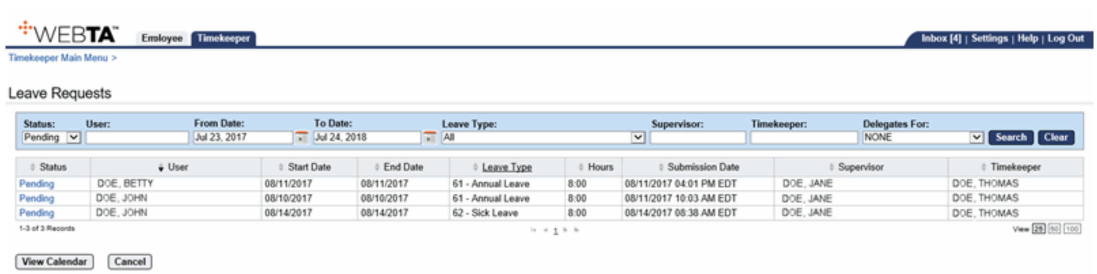


Figure 28: Leave Requests Page

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)

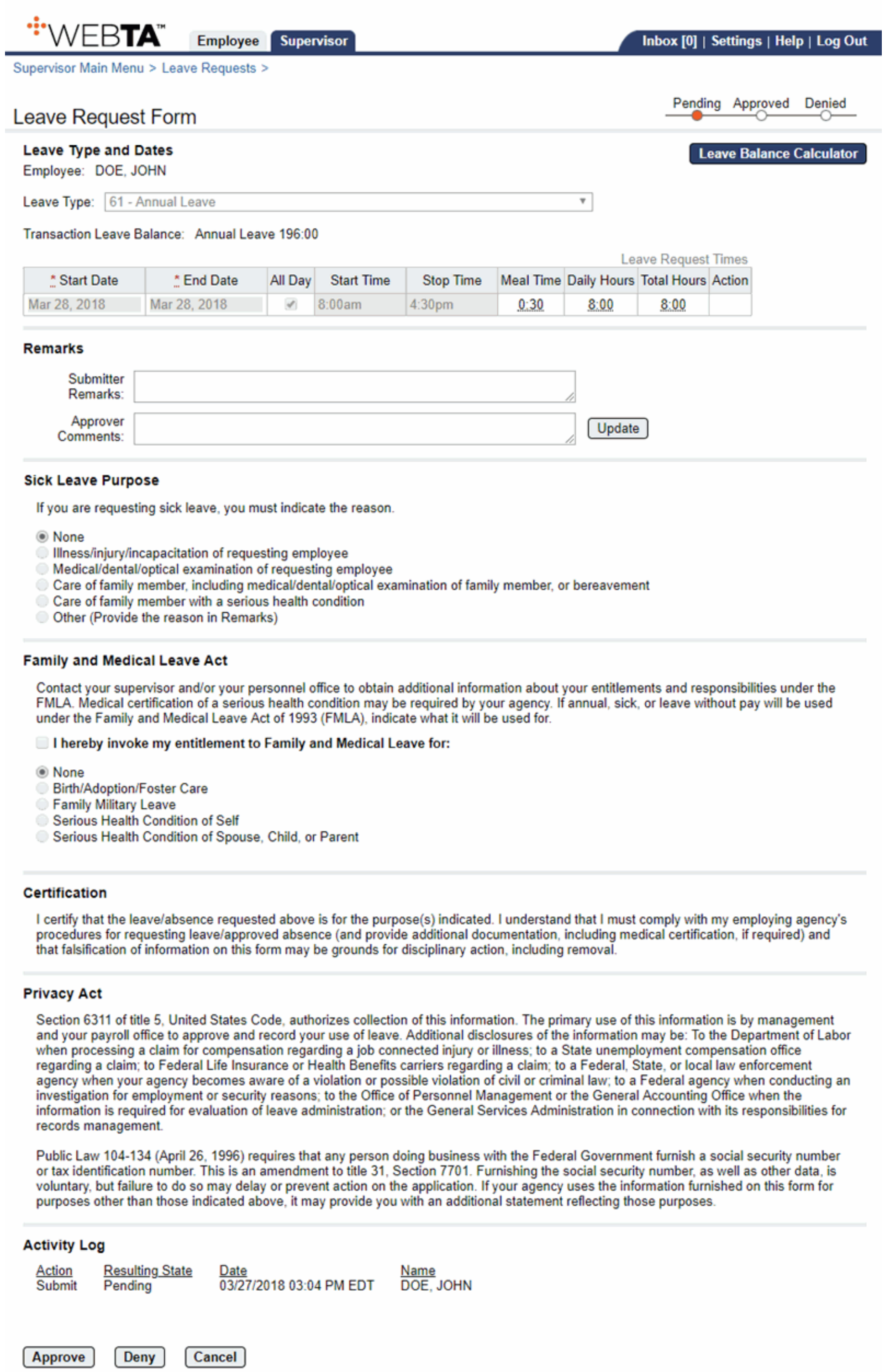
Hours (see "***Hours Field Description***" on page 160)

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

Supervisor Main Menu > Leave Requests >

Leave Request Form

Pending Approved Denied

Leave Type and Dates

Leave Balance Calculator

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	✓	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.

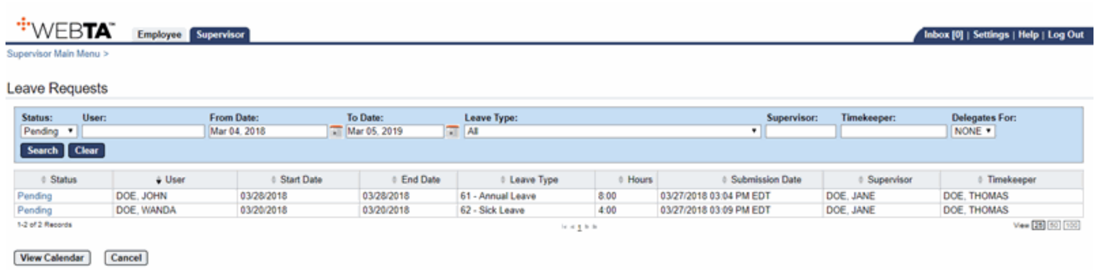
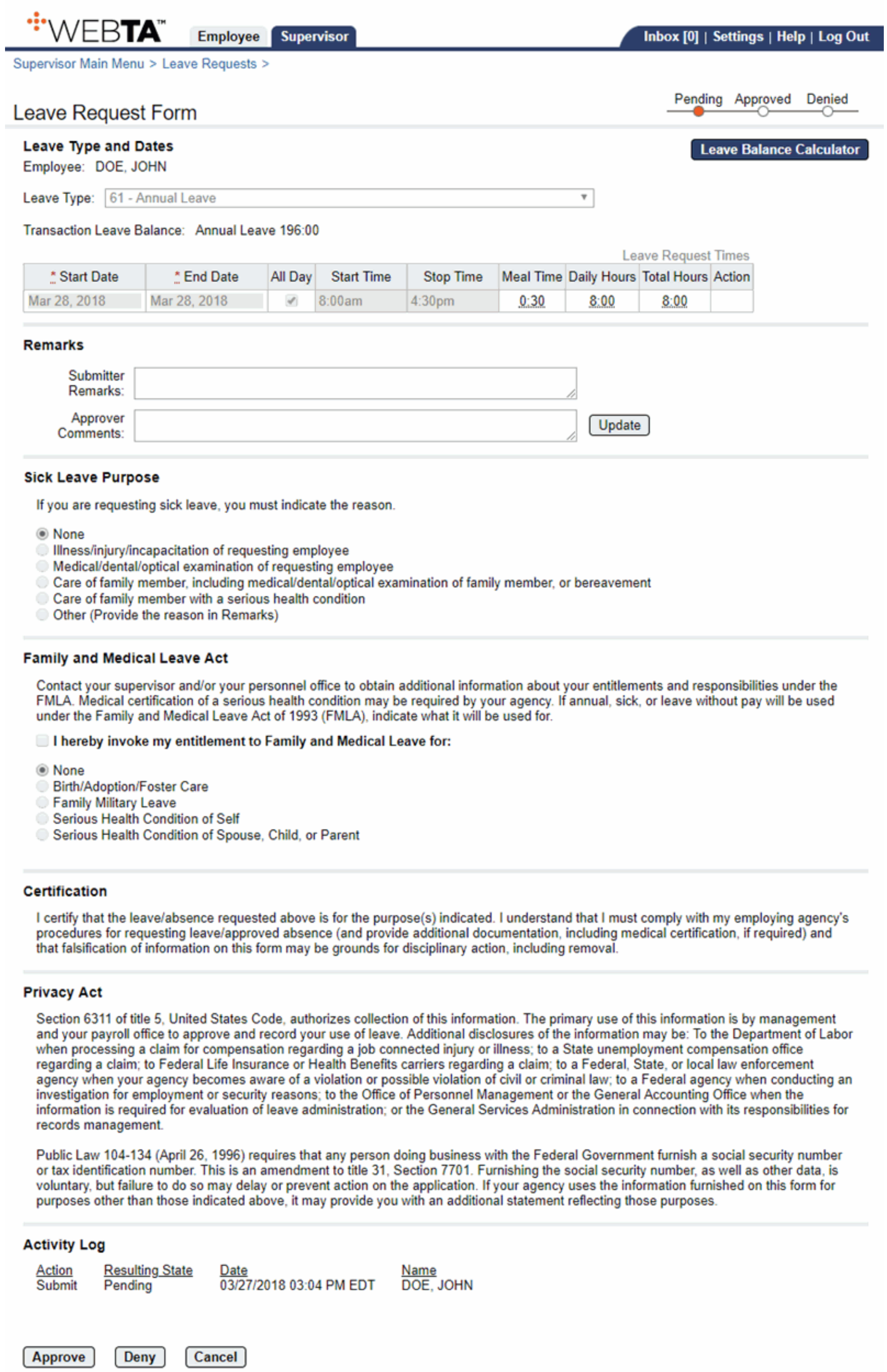


Figure 30: Leave Requests Page

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

Supervisor Main Menu > Leave Requests >

Leave Request Form

Pending Approved Denied

Leave Type and Dates

Leave Balance Calculator

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	✓	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.

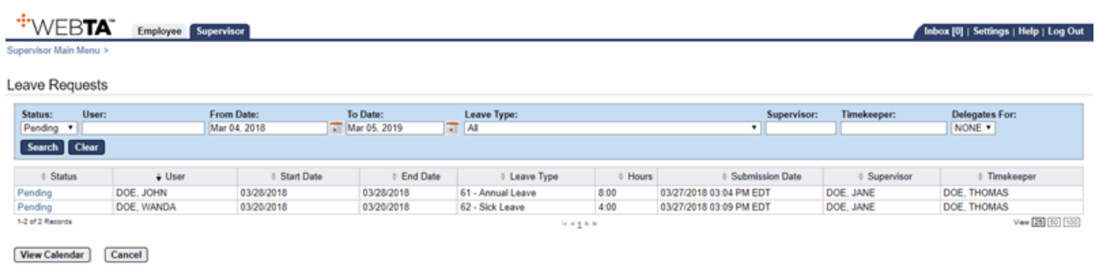


Figure 32: Leave Requests Page

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

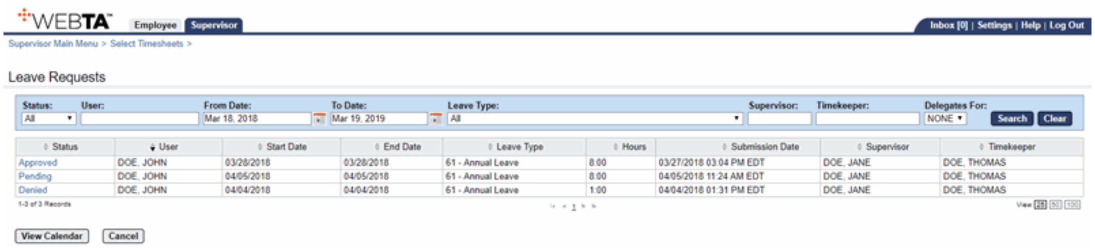
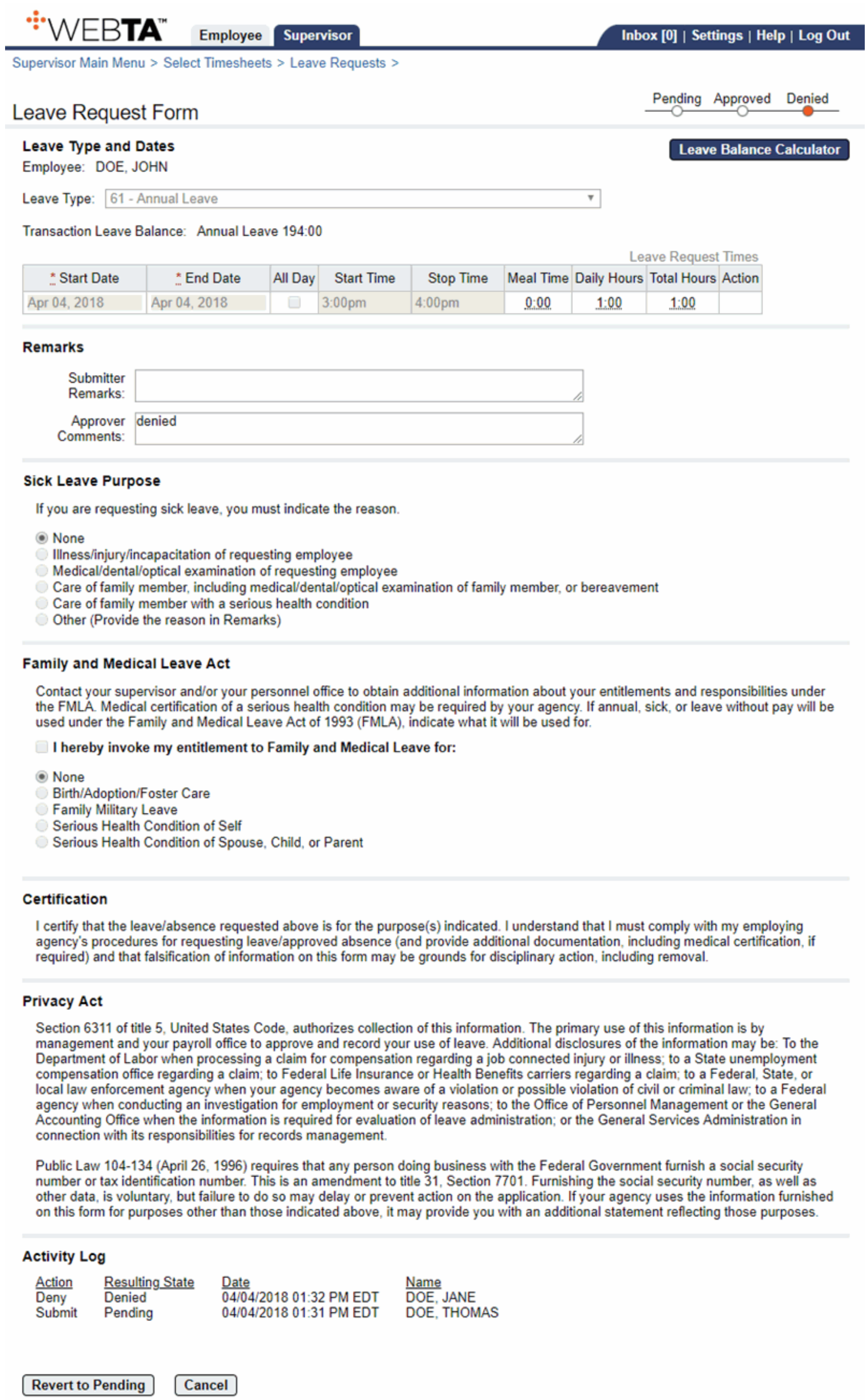


Figure 33: Employee Leave Requests Page

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



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

Supervisor Main Menu > Select Timesheets > Leave Requests >

Leave Request Form

Pending Approved Denied

Leave Type and Dates

Leave Balance Calculator

Employee: DOE, JOHN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 194:00

Leave Request Times

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Apr 04, 2018	Apr 04, 2018		3:00pm	4:00pm	0:00	1:00	1:00	

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 Pending Cancel

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

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.

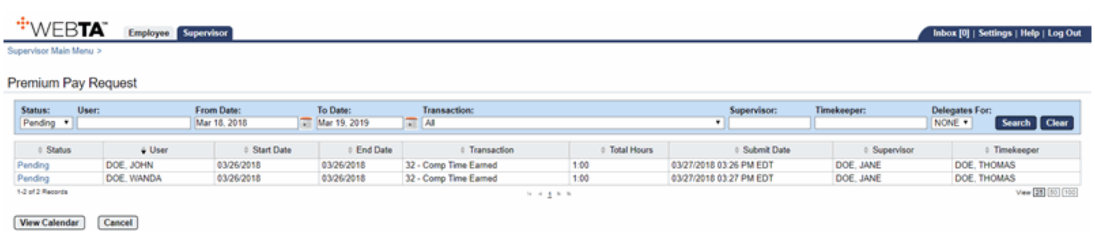


Figure 35: Premium Pay Request List Page

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.

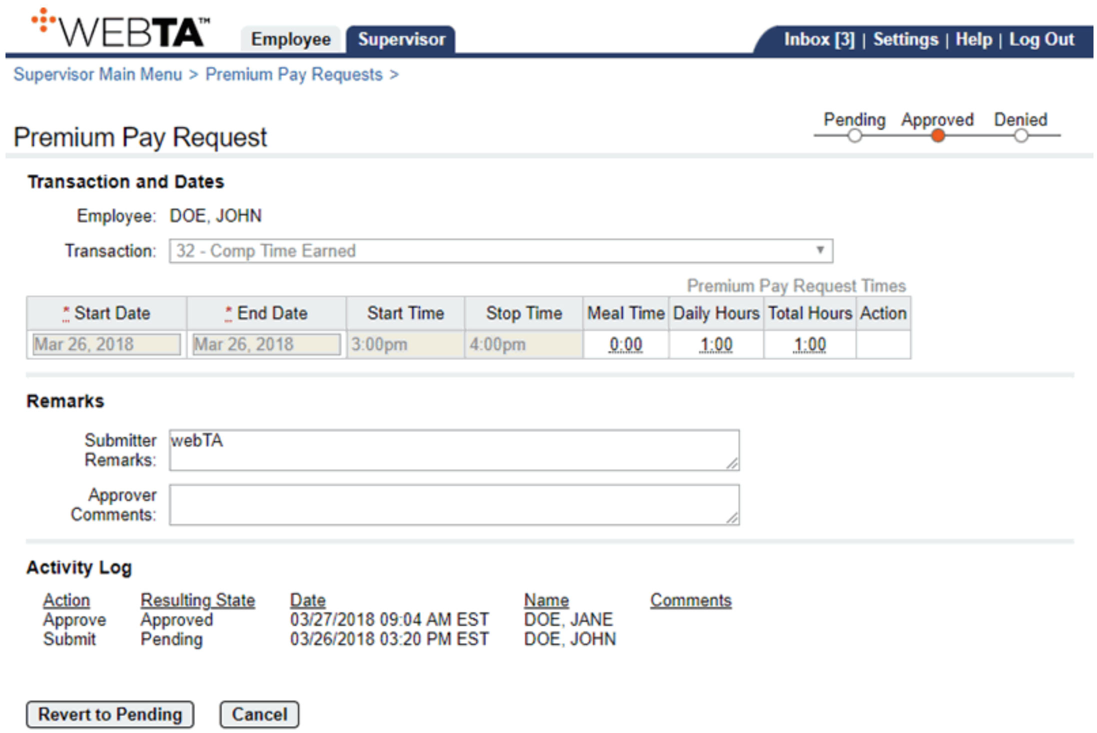


Figure 36: Premium Pay Request Page

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.

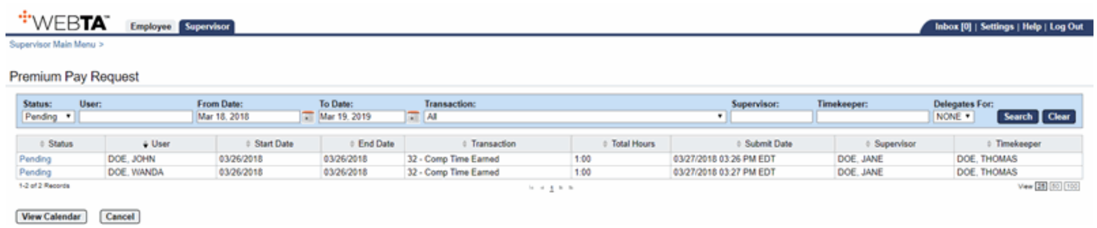


Figure 37: Premium Pay Request List Page

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

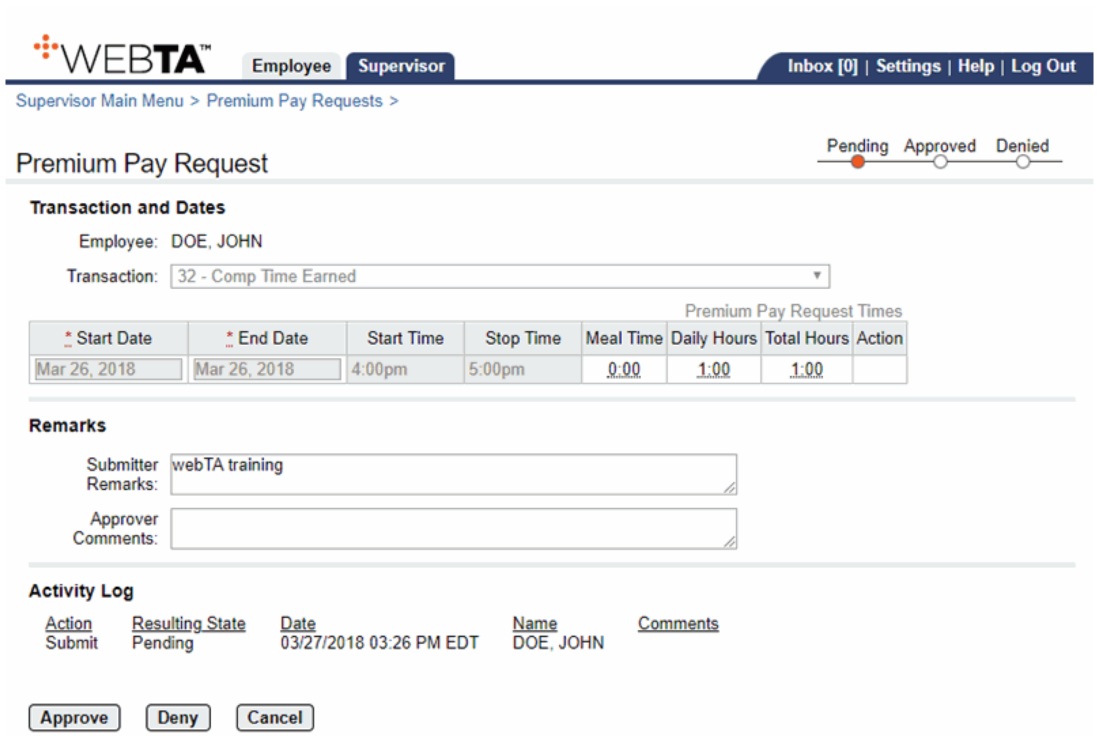


Figure 38: Premium Pay Request Page - Pending

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.

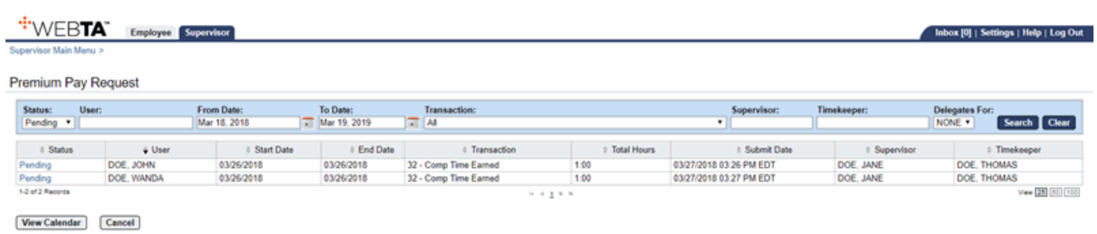


Figure 39: Premium Pay Request List Page

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

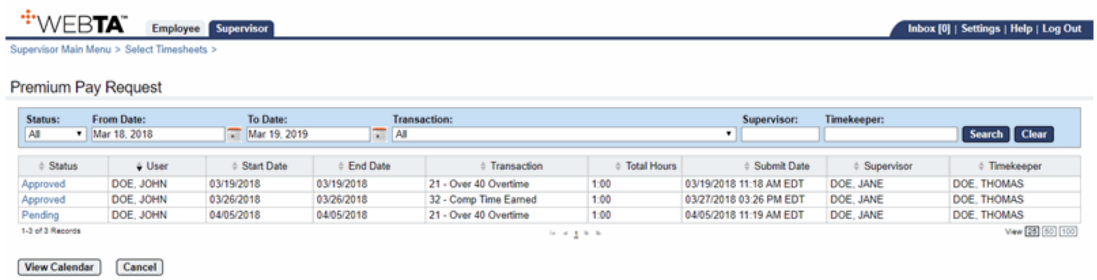


Figure 40: Employee Premium Pay Request Page

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

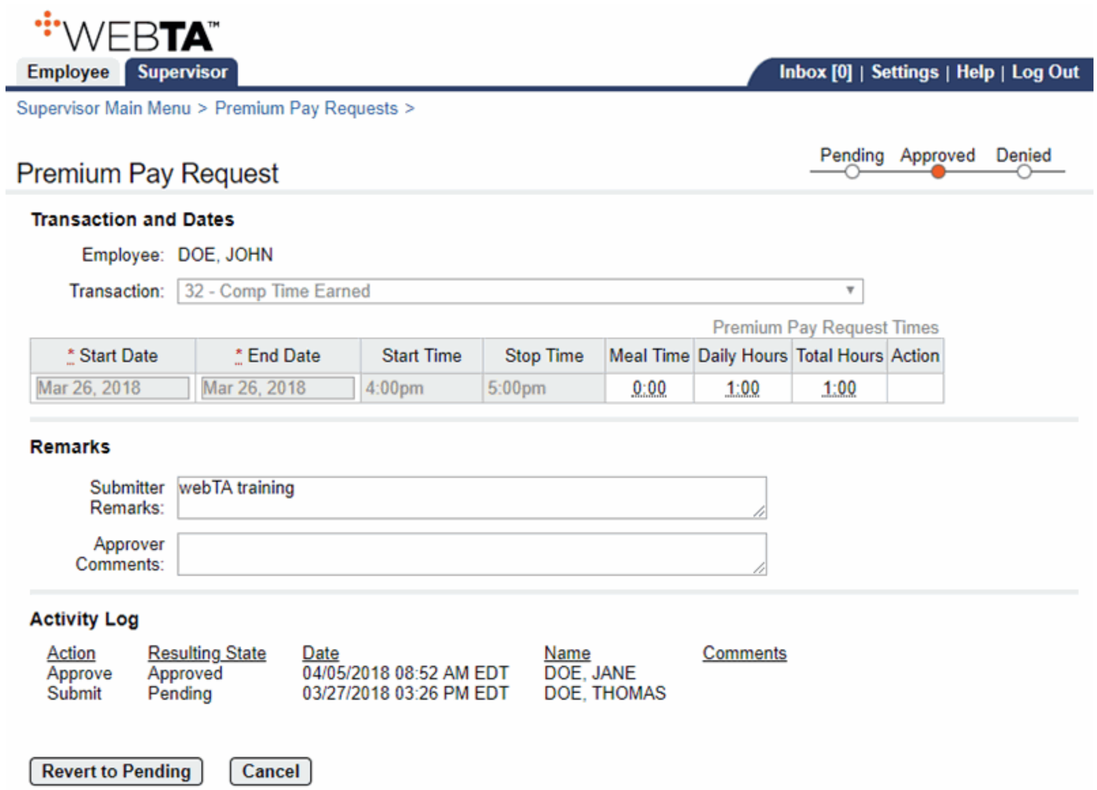


Figure 41: Premium Pay Request Page

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

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.

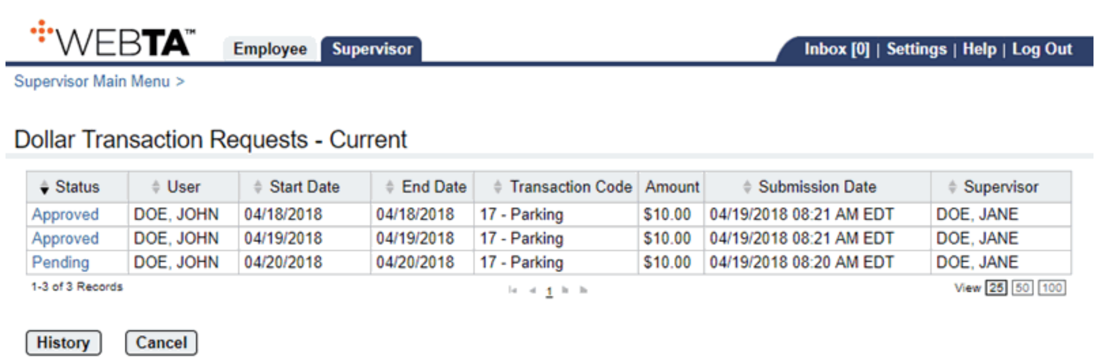


Figure 42: Dollar Transaction Requests - Current Page

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.

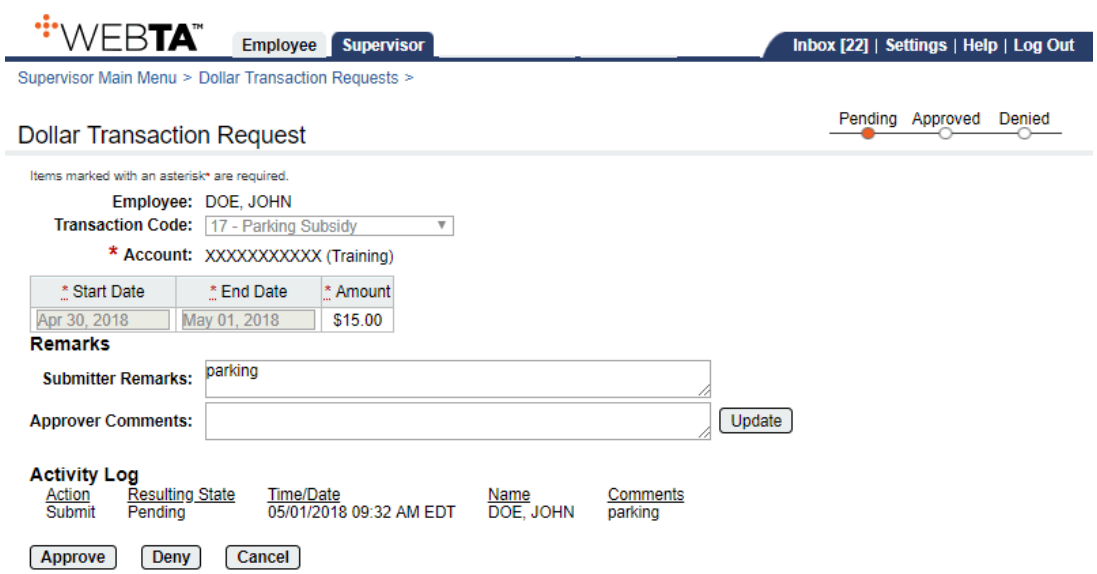


Figure 43: Dollar Transaction Request Page

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.

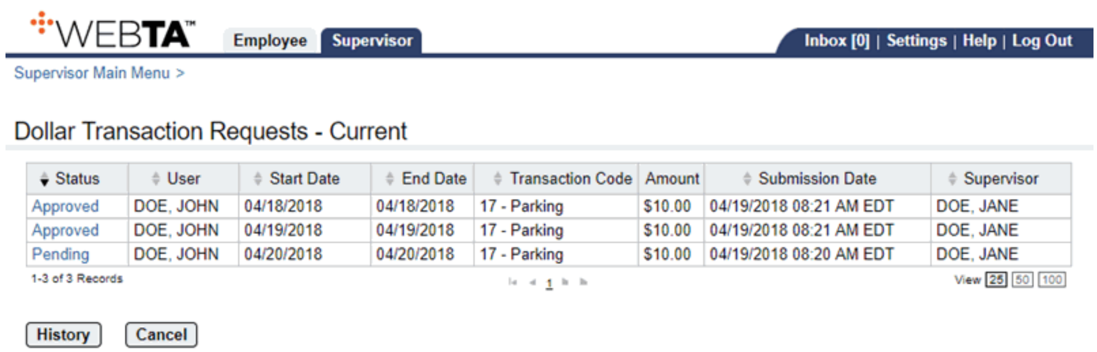


Figure 44: Dollar Transaction Requests - Current Page

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

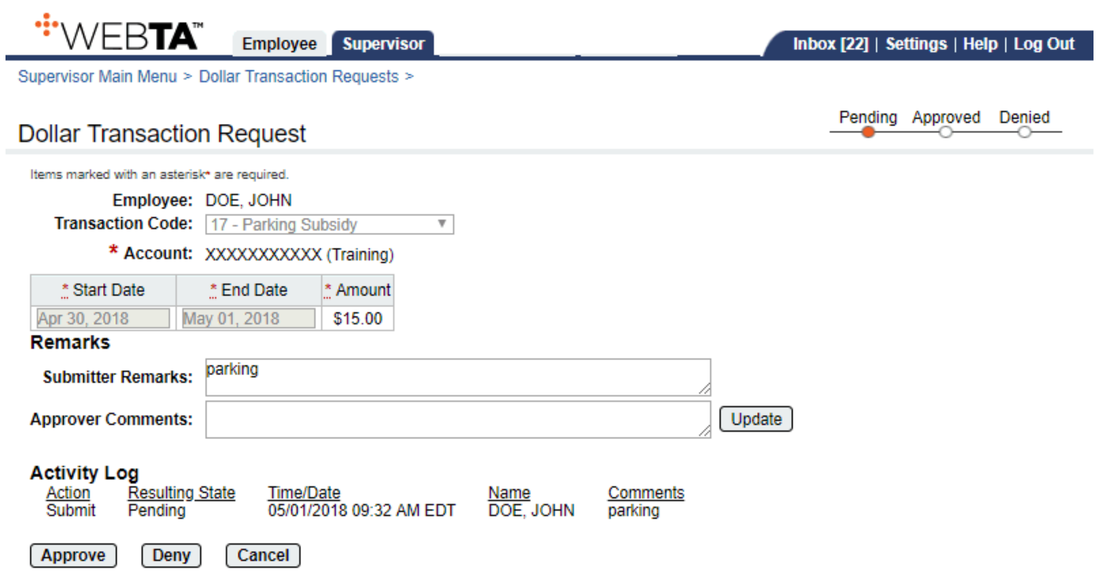


Figure 45: Dollar Transaction Request Page

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.

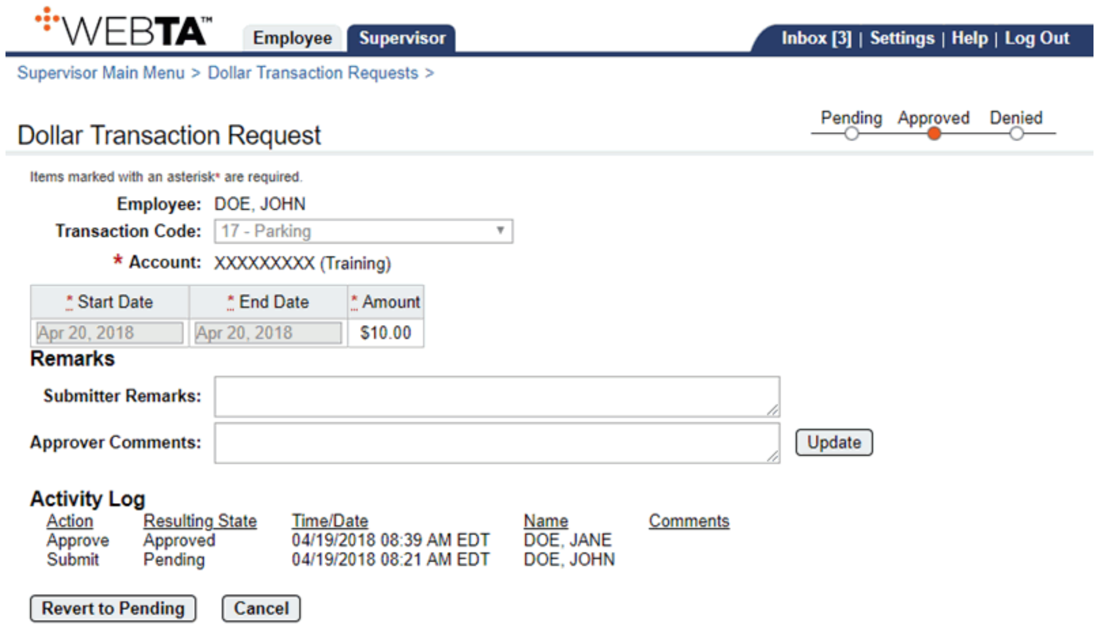


Figure 46: Dollar Transaction Request Page - Reverting

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.

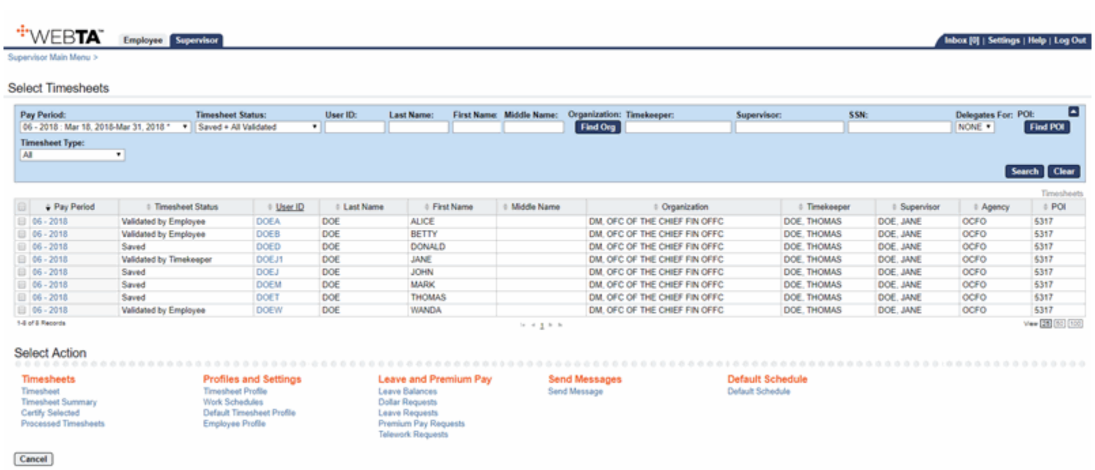
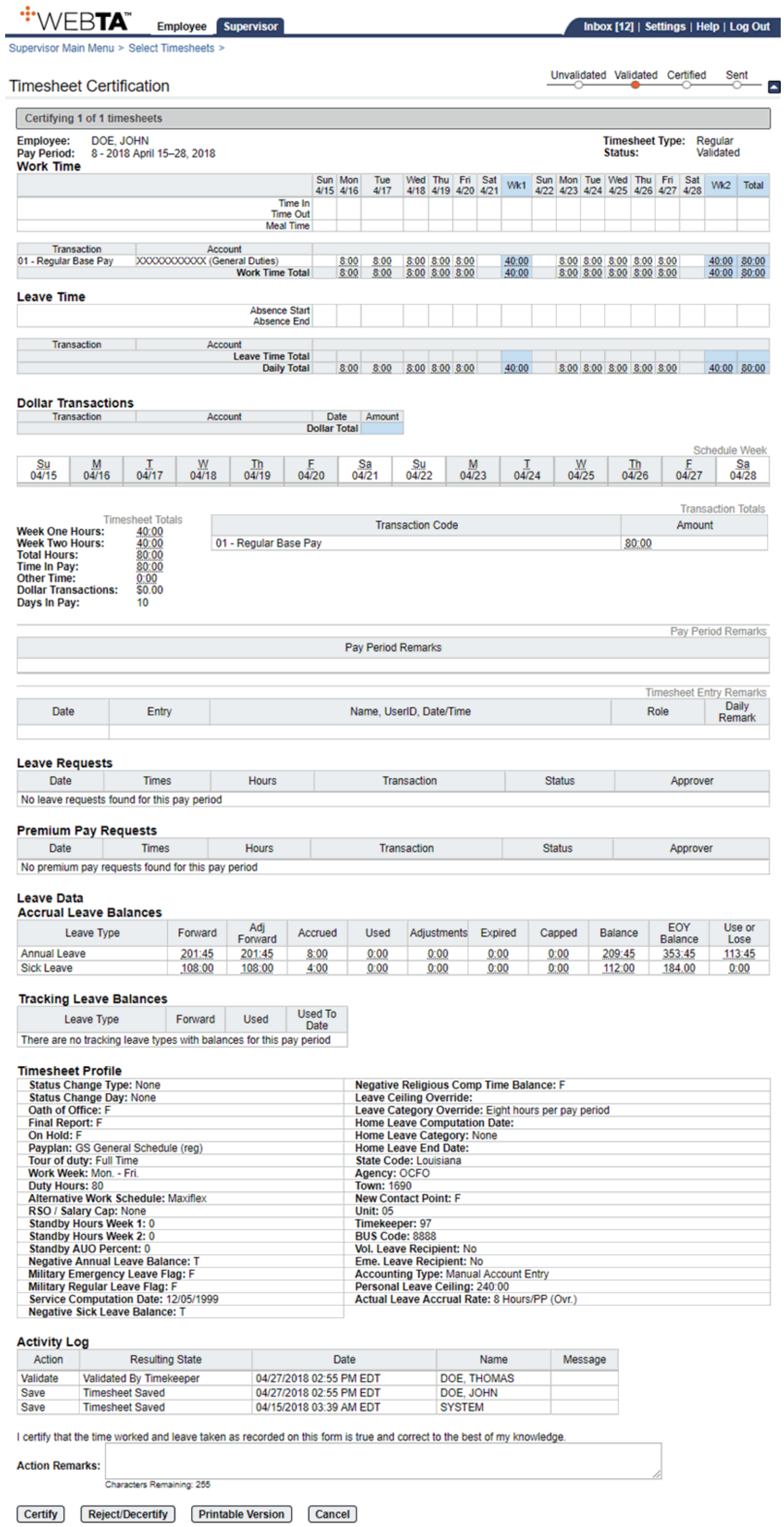


Figure 47: Select Timesheets Page

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 >

Timesheet Certification

Unvalidated Validated Certified Sent

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	XXXXXXXXXXX (General 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
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

	Absence Start / Absence End																	
Transaction	Account																	
	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
		Dollar Total	

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

Timesheet Totals

Week One Hours:	40:00
Week Two Hours:	40:00
Total Hours:	80:00
Time In Pay:	80:00
Other Time:	0:00
Dollar Transactions:	$0.00
Days In Pay:	10

Transaction Totals

Transaction Code	Amount
01 - Regular Base Pay	80:00

Pay Period Remarks

Pay Period Remarks

Timesheet Entry Remarks

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

Leave Requests

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

Premium Pay Requests

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

Leave Data
Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	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

Certify | Reject/Decertify | Printable Version | Cancel

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.

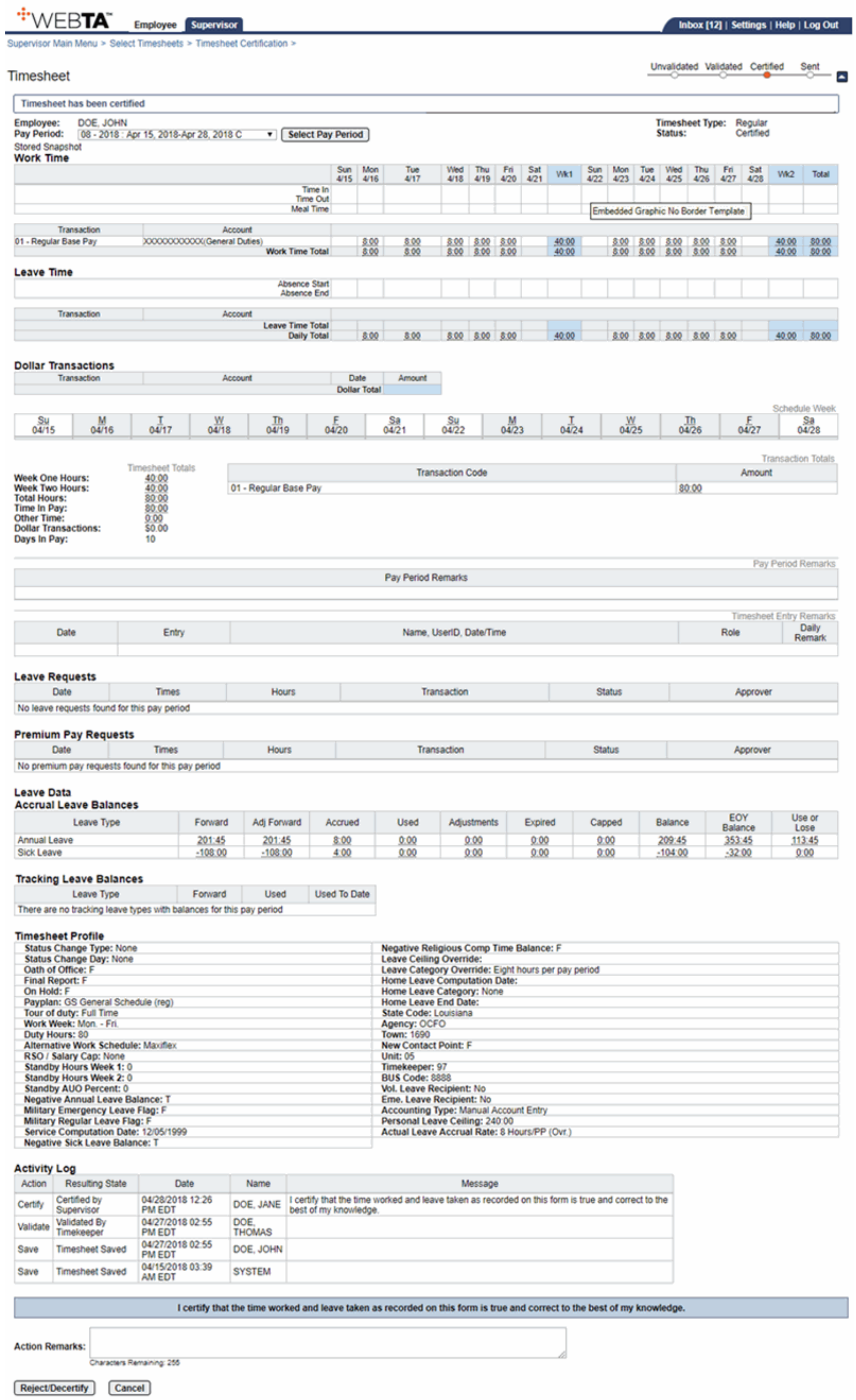


Figure 49: Certified Timesheet Page

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.

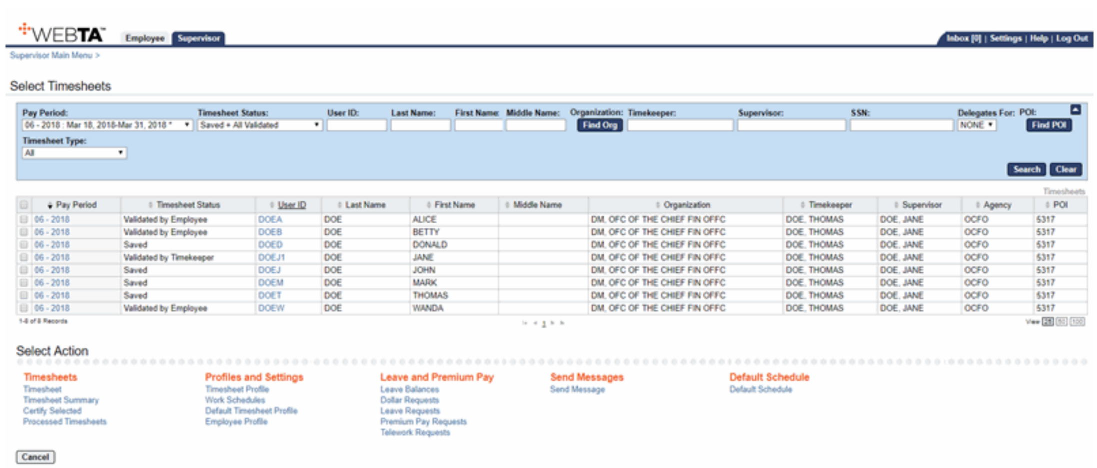
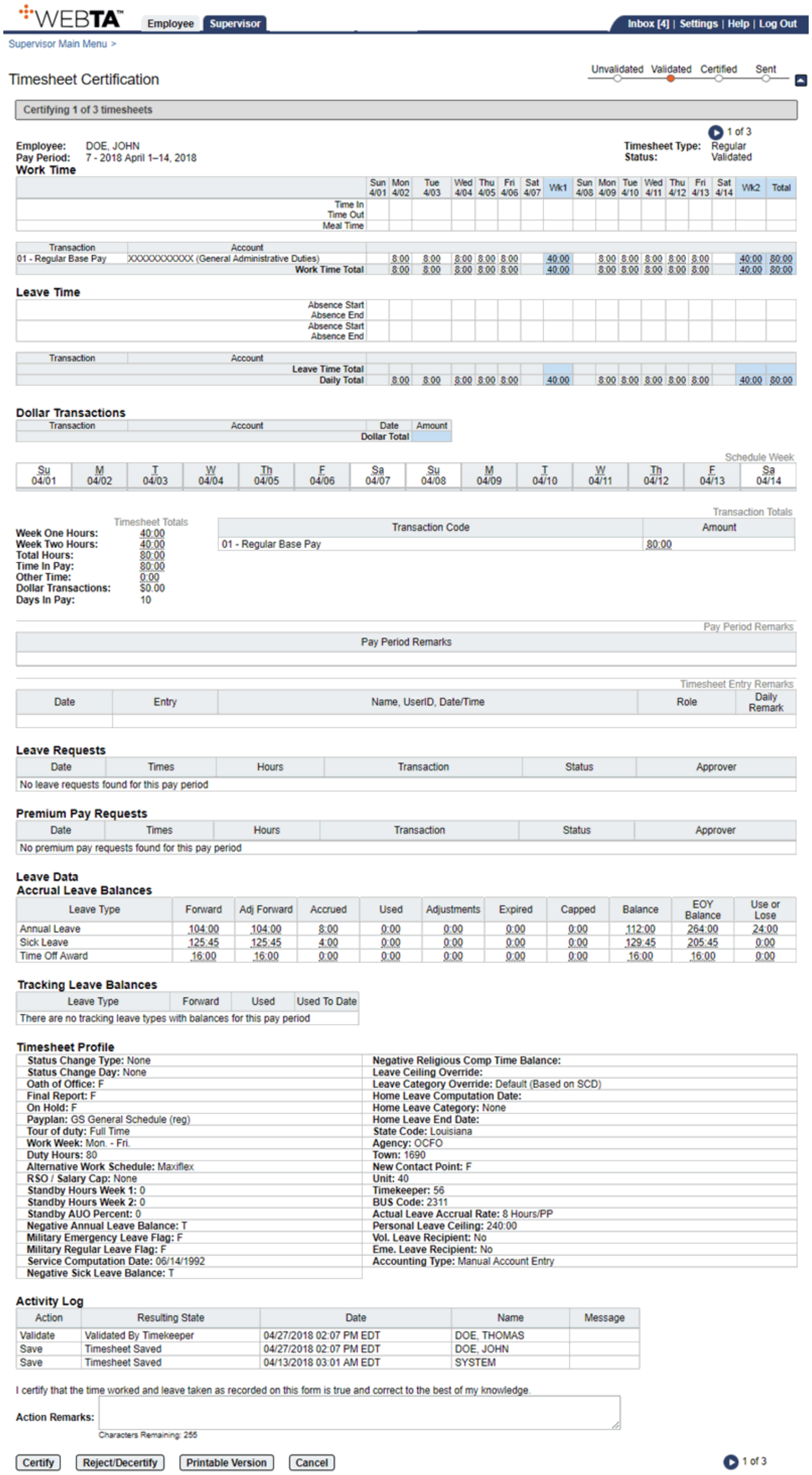


Figure 50: Select Timesheets Page

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	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
01 - Regular Base Pay	XXXXXXXXXXX (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
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Leave 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	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
	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
		Dollar Total	

Schedule Week

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

Week One Hours: 40:00
Week Two Hours: 40:00
Total Hours: 80:00
Time In Pay: 80:00
Other Time: 0:00
Dollar Transactions: $0.00
Days In Pay: 10

Transaction Totals

Transaction Code	Amount
01 - Regular Base Pay	80:00

Pay Period Remarks

Pay Period Remarks

Timesheet Entry Remarks

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

Leave Requests

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

Premium Pay Requests

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

Leave Data
Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	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 AUO 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.

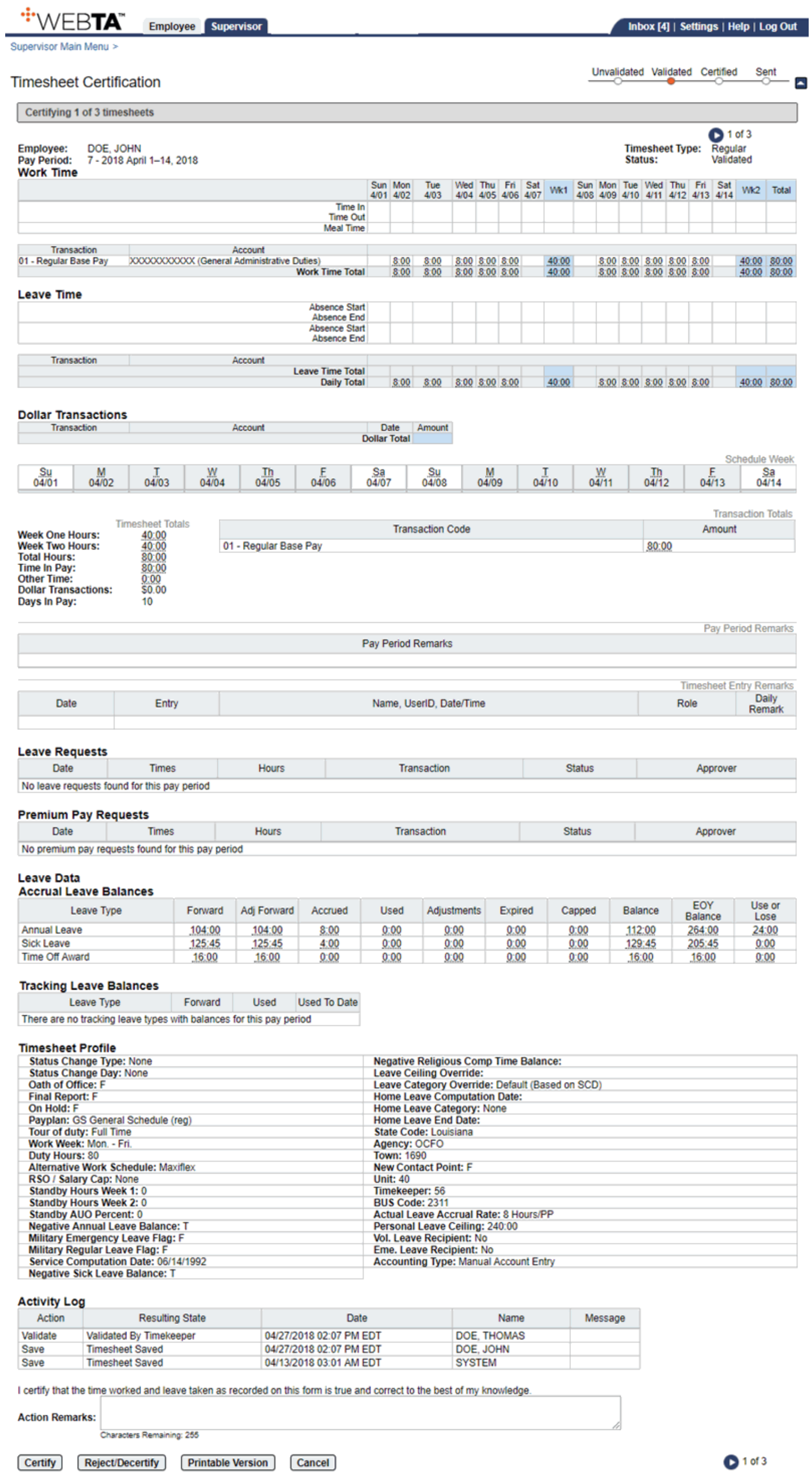


Figure 52: Timesheet Certification Page - 1 of 3

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

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.

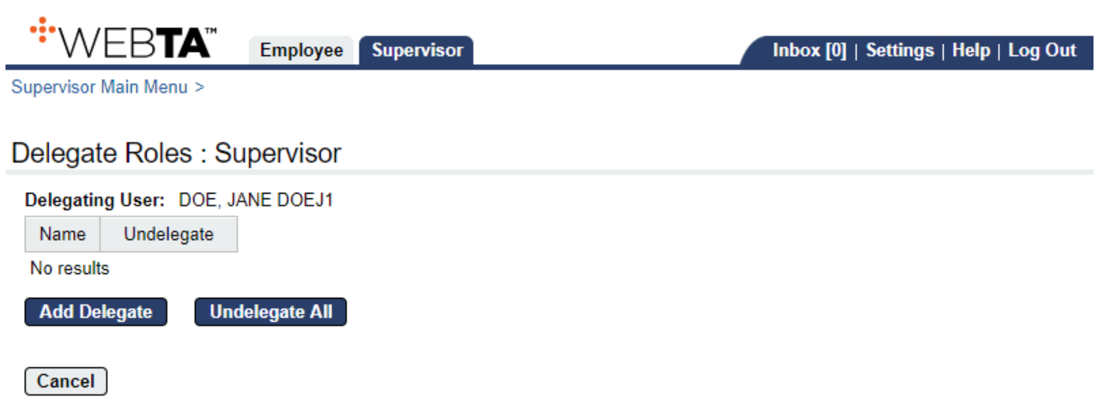


Figure 53: Delegate Roles: Supervisor Page

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

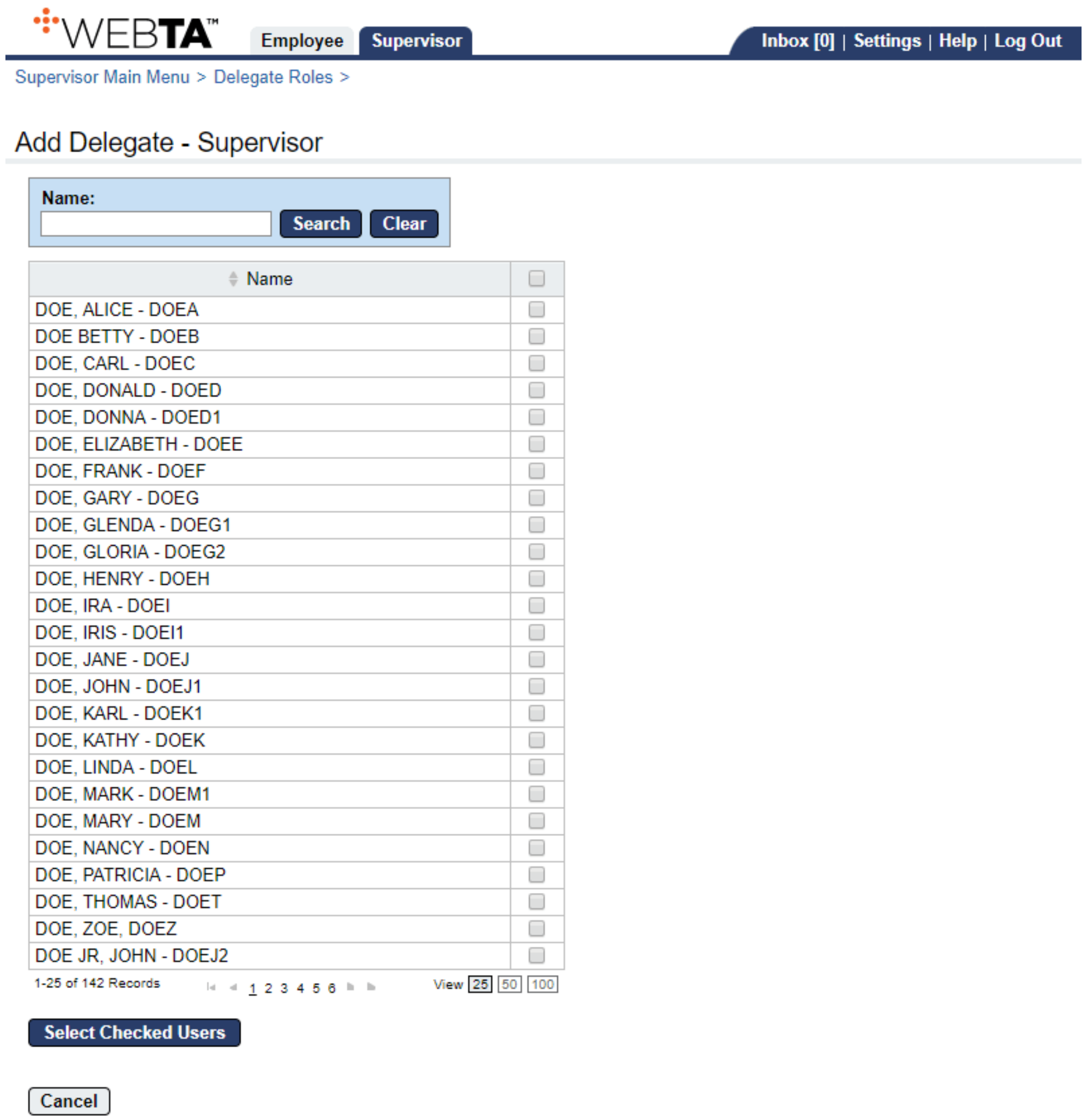


Figure 54: Add Delegate - Supervisor Page

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).

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*.

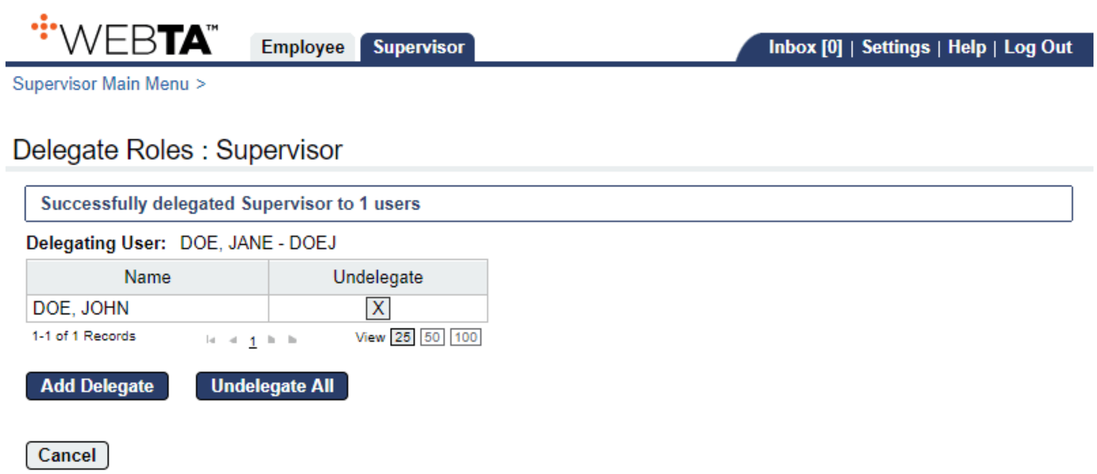


Figure 56: Delegate Roles Supervisor Page - Delegate Added

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.

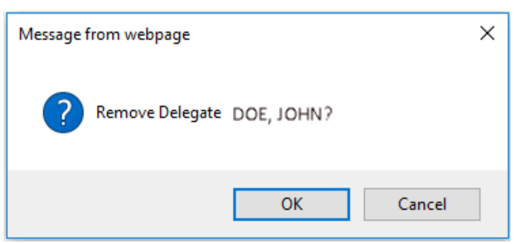


Figure 58: Remove Delegate Popup

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

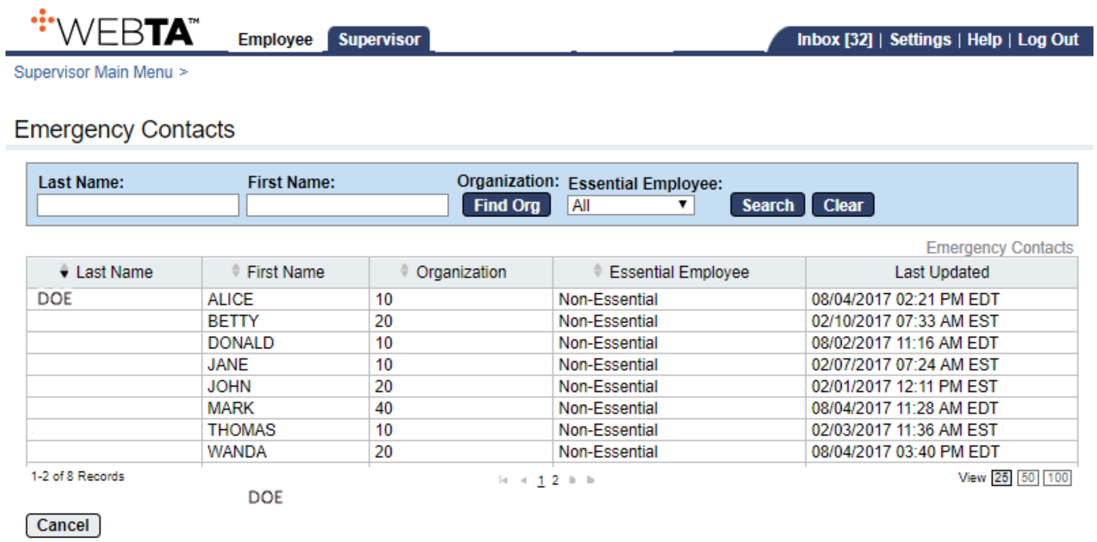
   At this point, you may select the **Cancel** button to return to the Supervisor Main Menu page.

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:

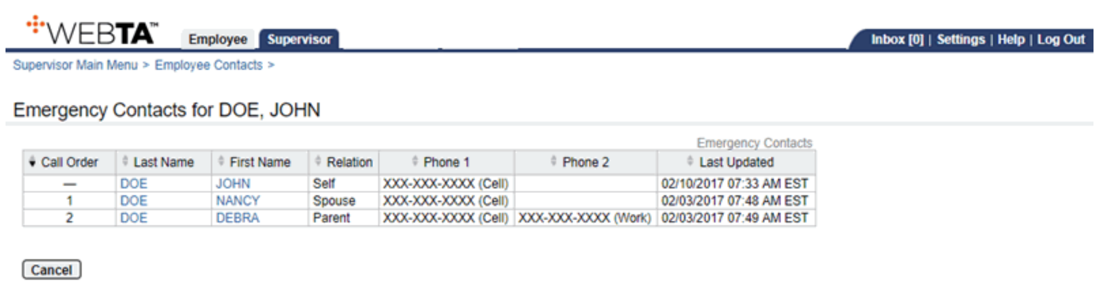
1. Select the ***Employee Contacts*** link from the Emergency Contacts menu on the Supervisor Main Menu page. The Emergency Contacts page is displayed.



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

Figure 59: Emergency Contacts Page

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



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

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.

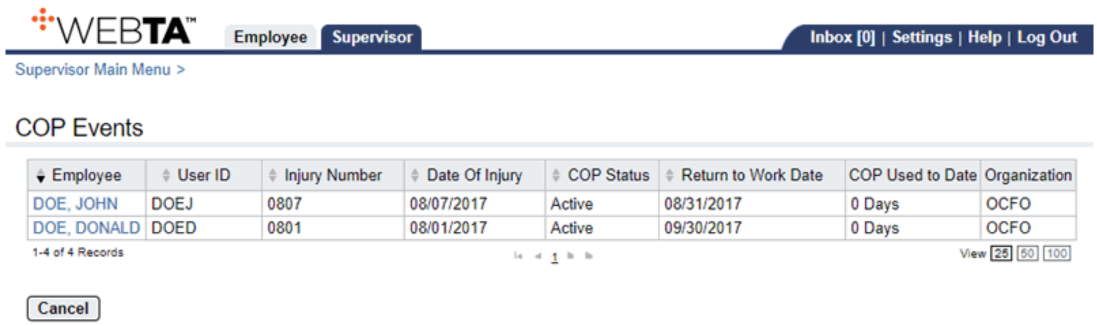


Figure 61: COP Events Page

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

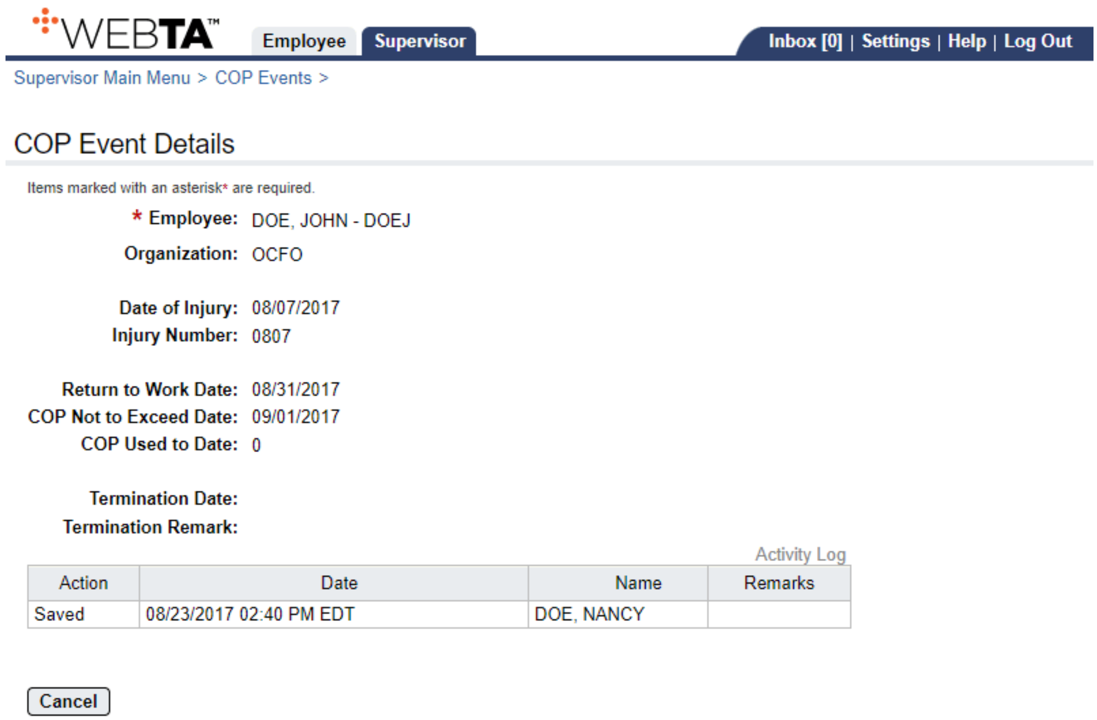


Figure 62: COP Events Details Page

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.

Figure 63: Master Supervisor Main Menu Page

This section includes the following topics:

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.

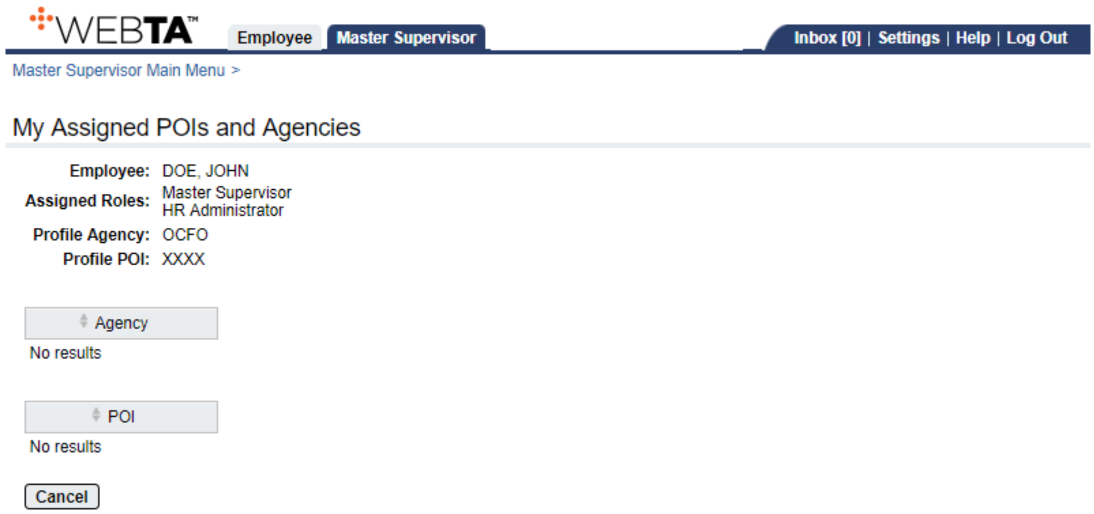


Figure 64: My Assigned POIs and Agencies Page

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.

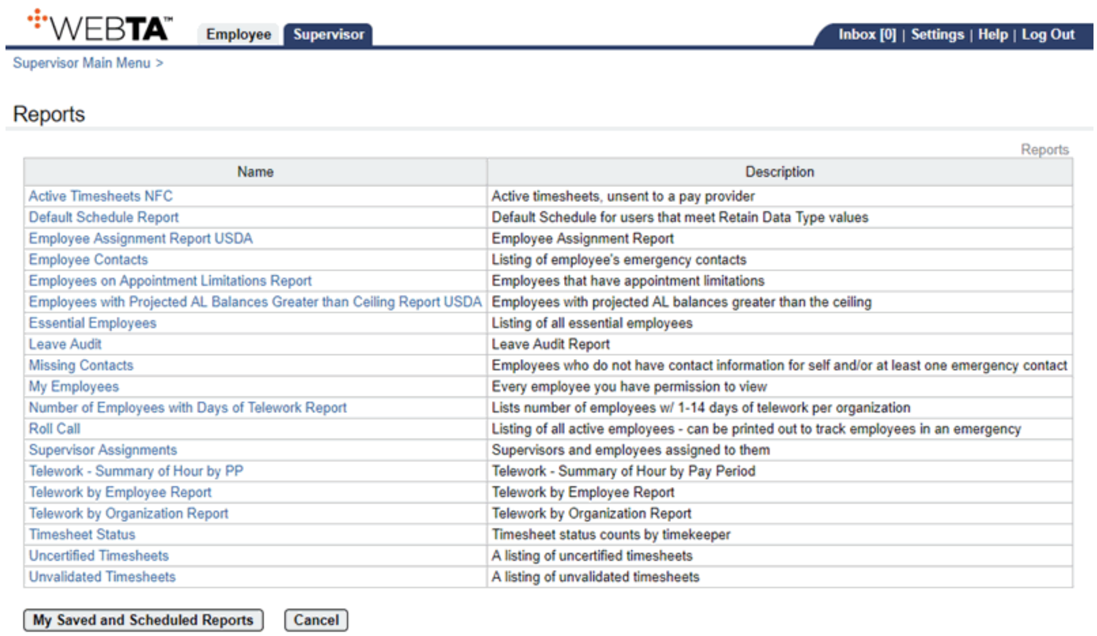
The following file formats are available:

- 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.



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 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.

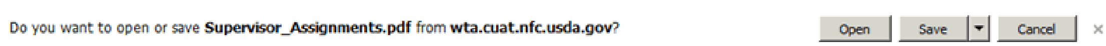


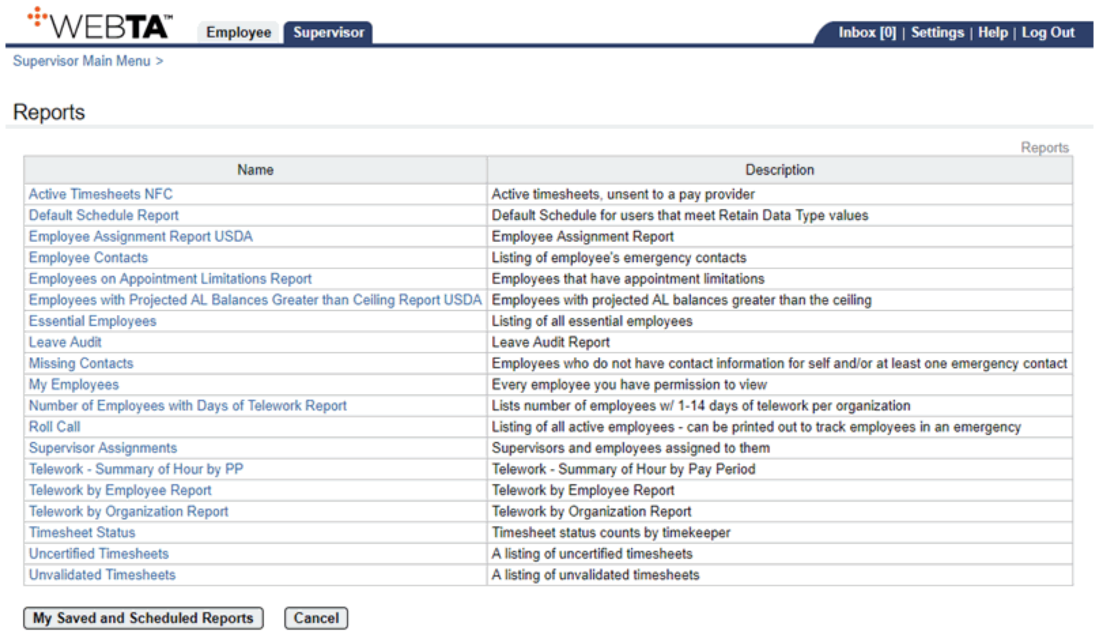
Figure 66: Save Report as a PDF popup

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.



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 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.

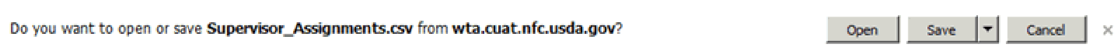


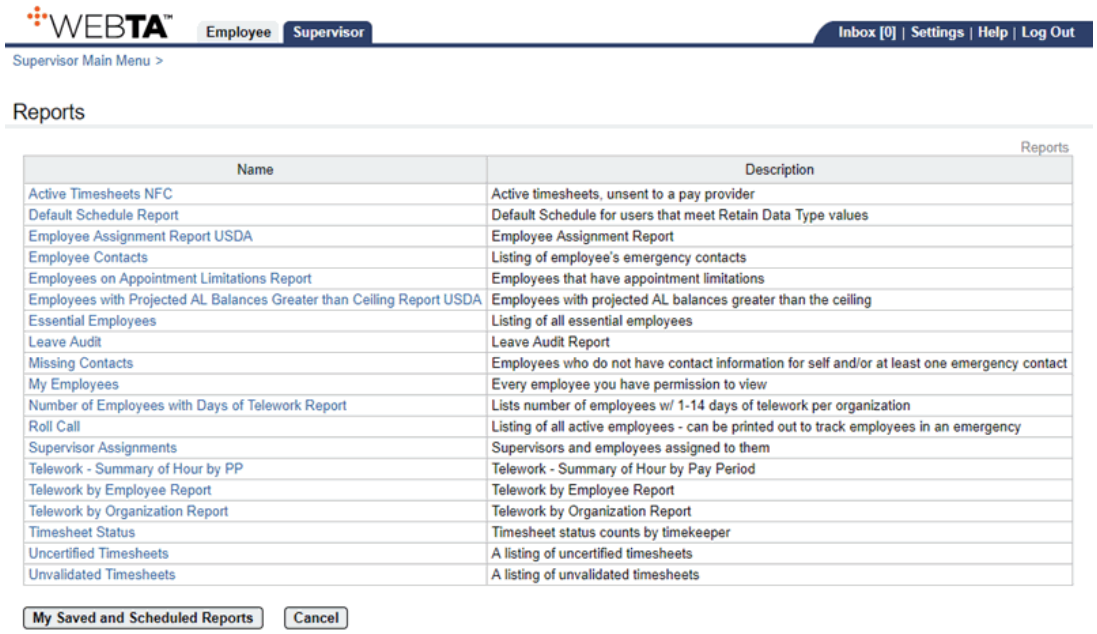
Figure 68: Save Report as a CSV Popup

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.



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 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.

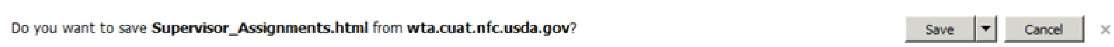


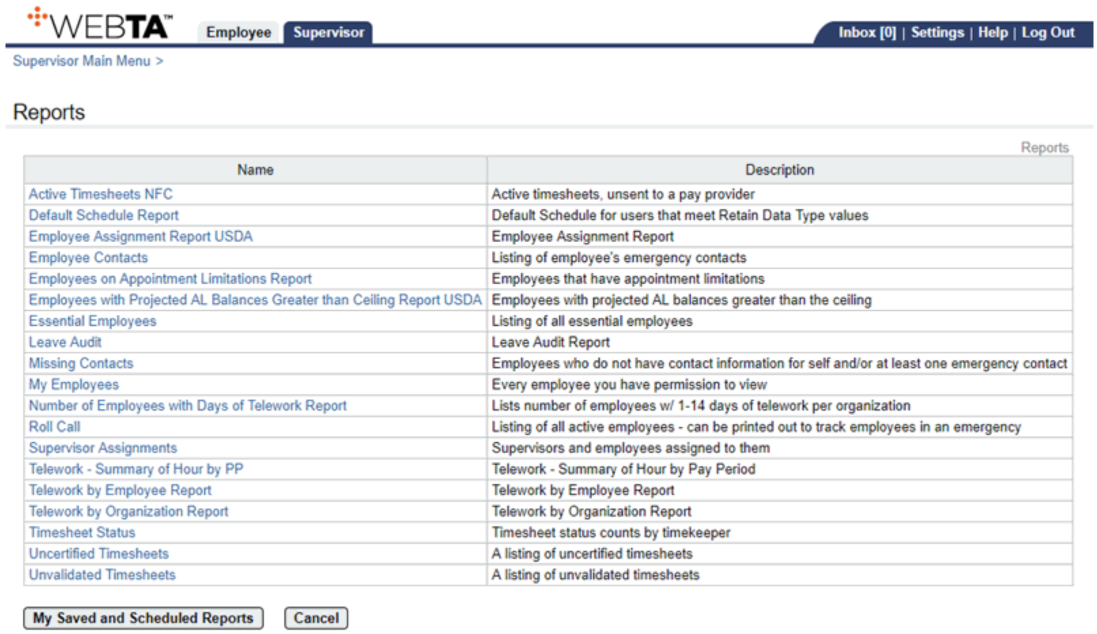
Figure 70: Save Report as HTML Popup

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, 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 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.

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

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.

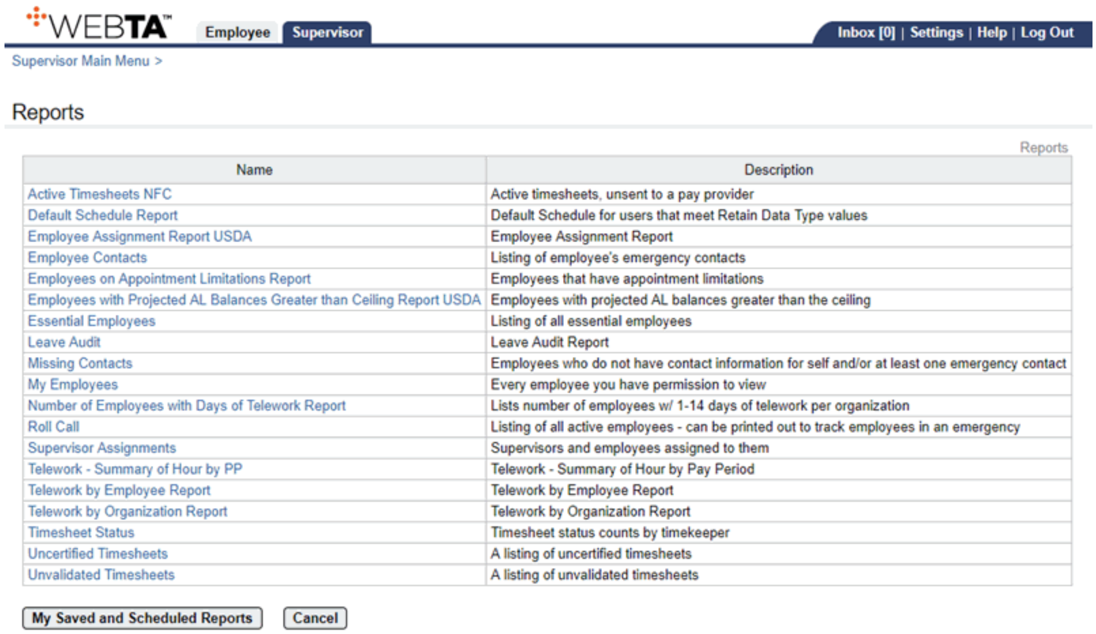
The Status drop-down list allows you to select a status and search for all reports in that status. The following statuses are displayed on the Status drop-down list:

- **`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

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 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.

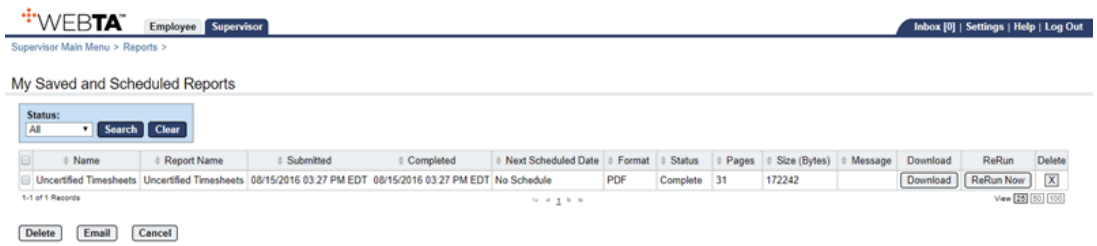


Figure 74: My Saved and Scheduled Reports Page

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.

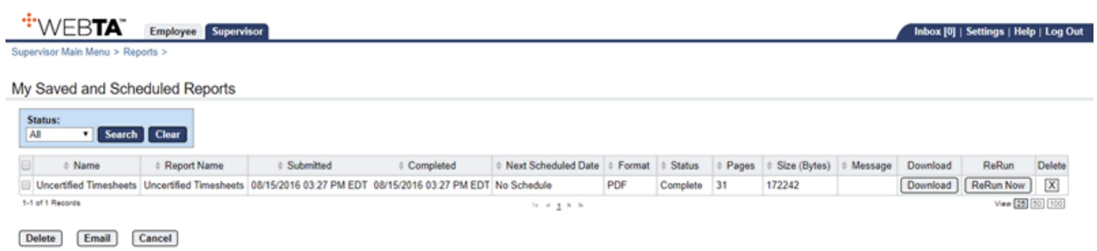


Figure 75: My Saved and Scheduled Reports Page

2. Select the applicable report.

   At this point, the following options are available:

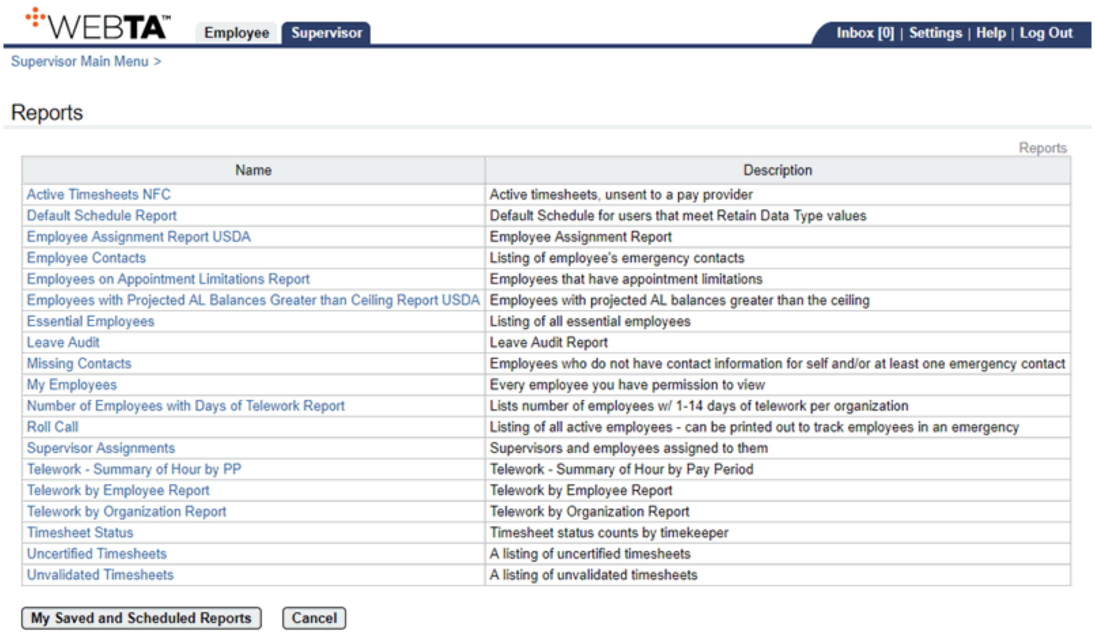
Step	Description
Select the **Download** button	Downloads the report. Select the Save, Save As, or Cancel button, as applicable.
Select the **Rerun Now** button	Runs the report. The message, *Report Instance 'name of report' submitted for execution*, is displayed.
Select the **Delete** button	Deletes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

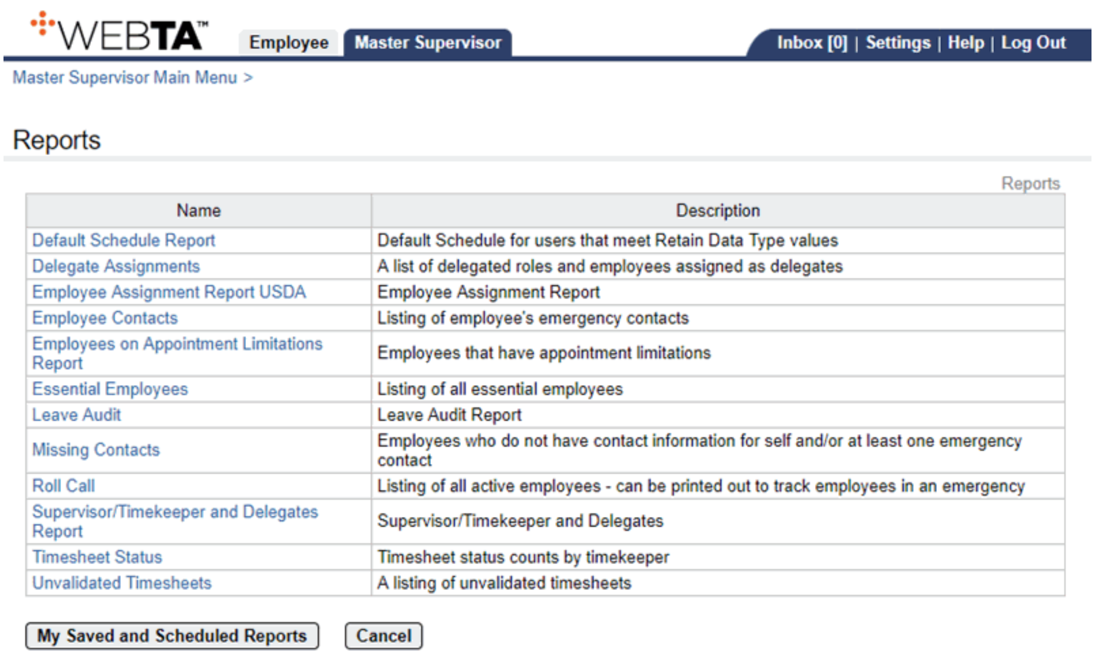
The Supervisor and Master Supervisor Reports menus display the report name and a brief description of the report. Most of the reports are available to both roles; however, some are only available to a single role. These reports are notated.

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



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 76: Reports Menu Page



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

Figure 77: Master Supervisor Reports Menu Page

For more information see:

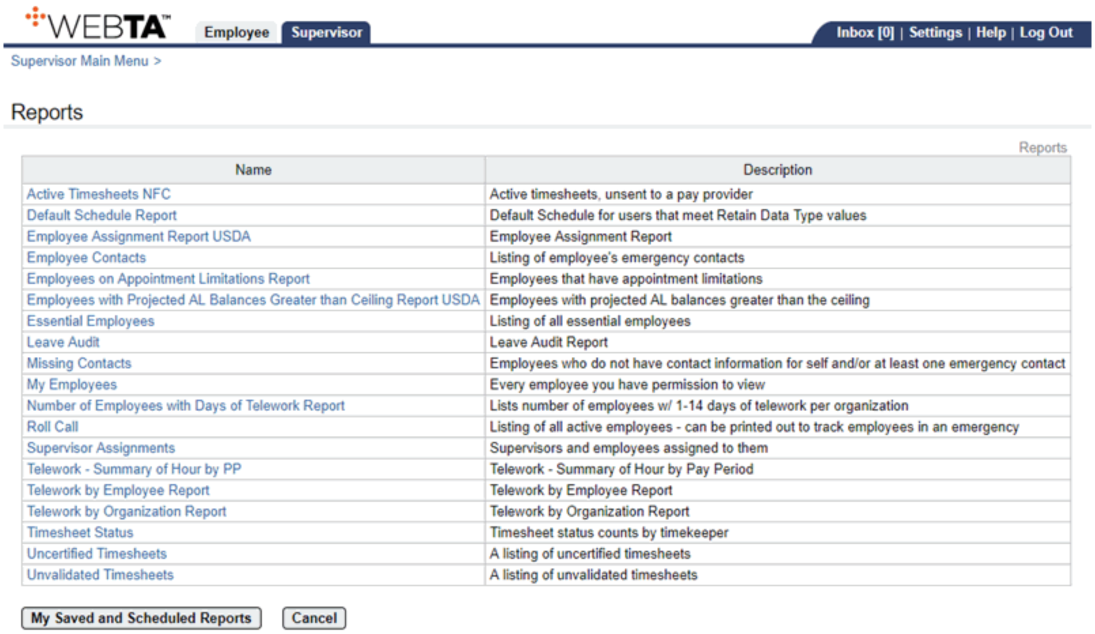
Active Timesheets NFC

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.



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 78: Reports Menu Page

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

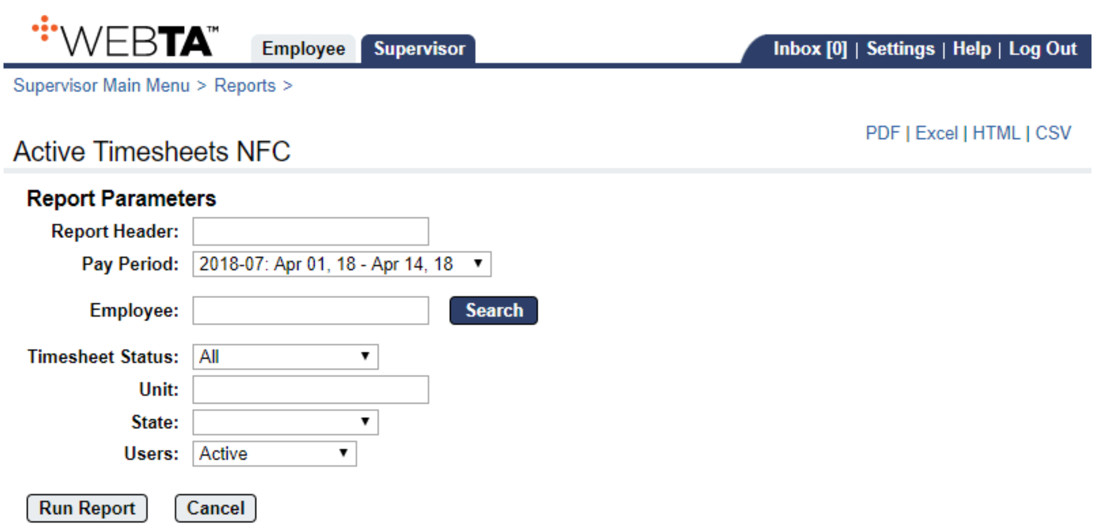


Figure 79: Active Timesheets NFC Report Parameters Page

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)

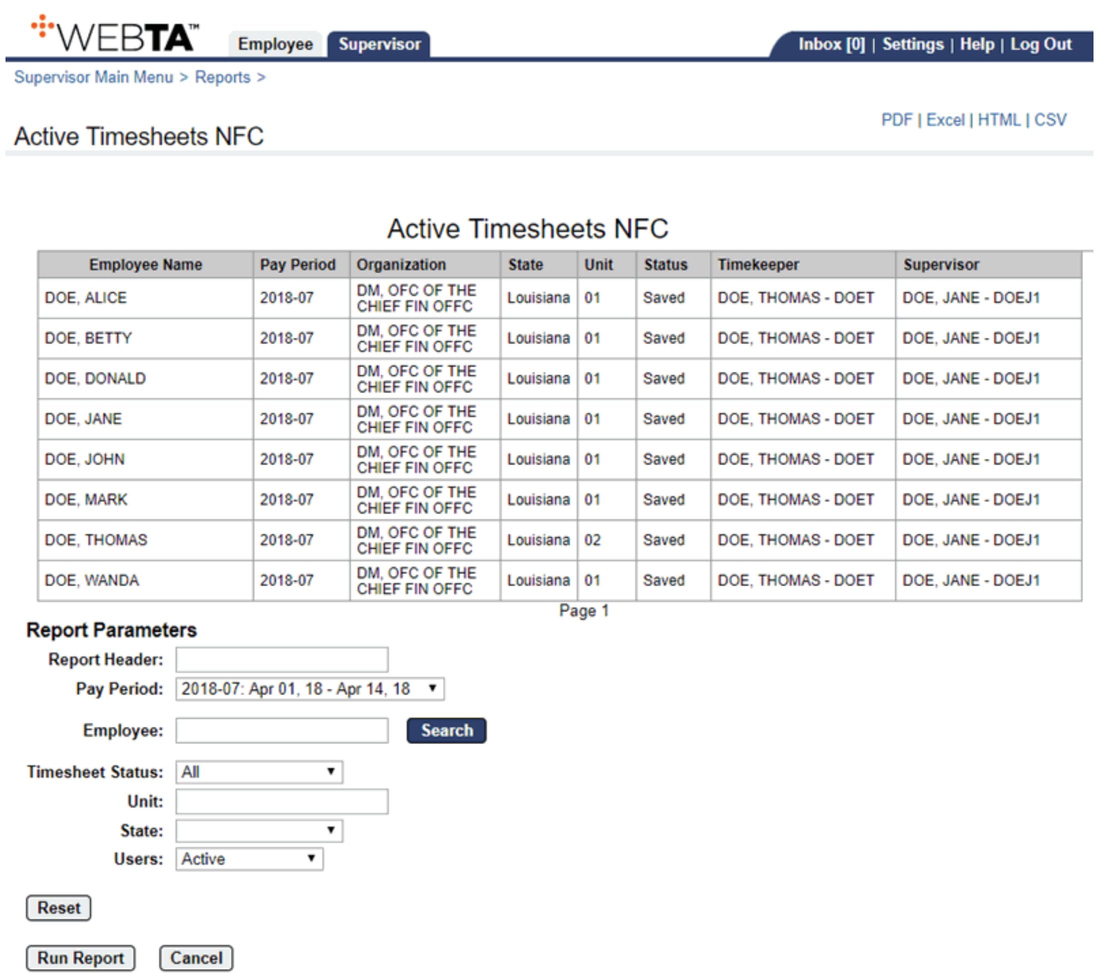
Timesheet Status (see "***Timesheet Status Field Instruction***" on page 165)

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.



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

Supervisor Main Menu > Reports >

Active Timesheets NFC

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:

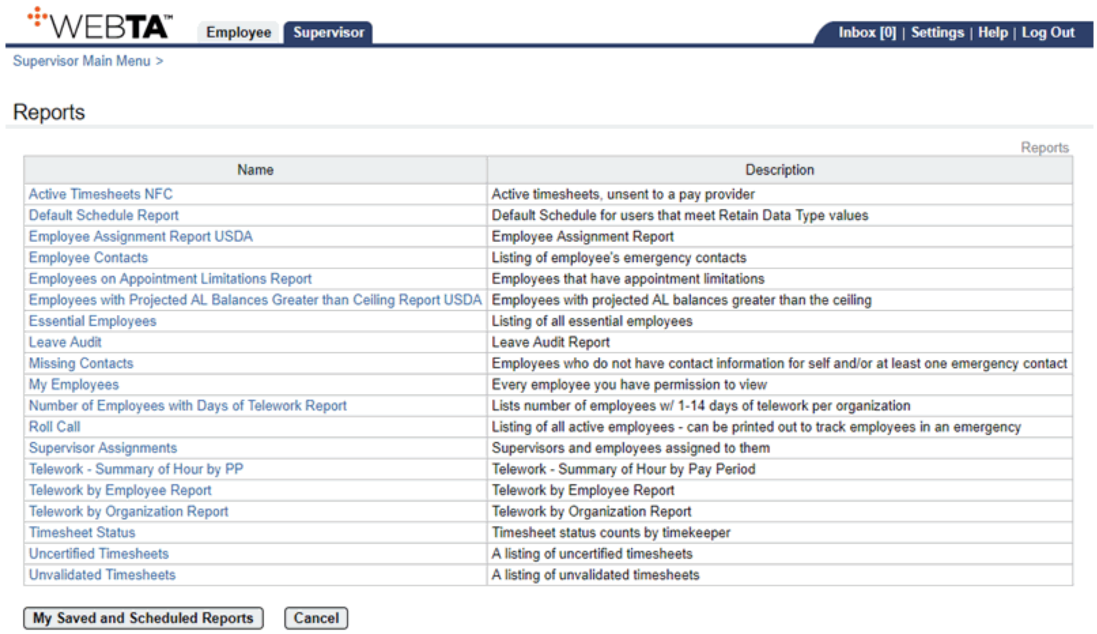
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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.



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 81: Reports Menu Page

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

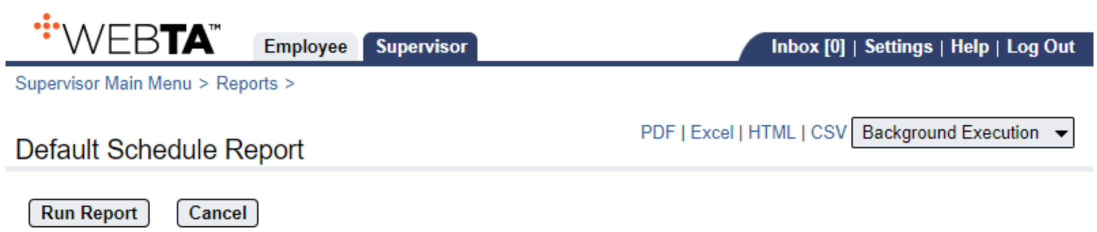


Figure 82: Default Schedule Report Page

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.

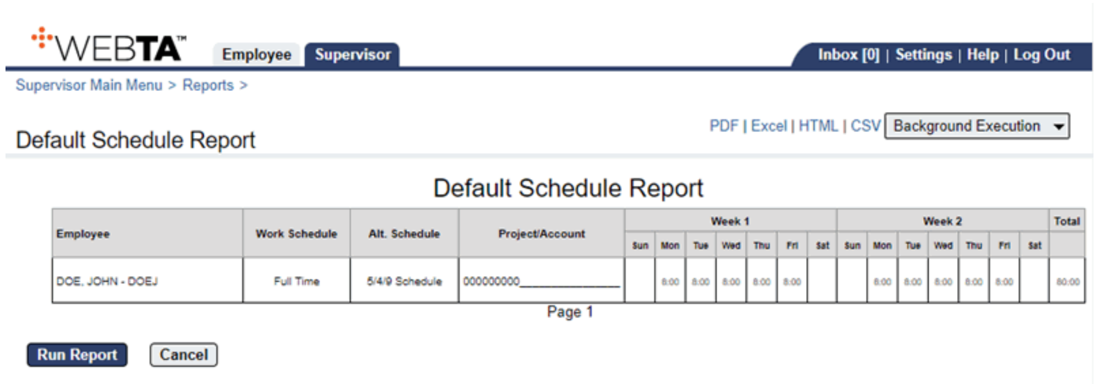


Figure 83: Default Schedule Report

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.

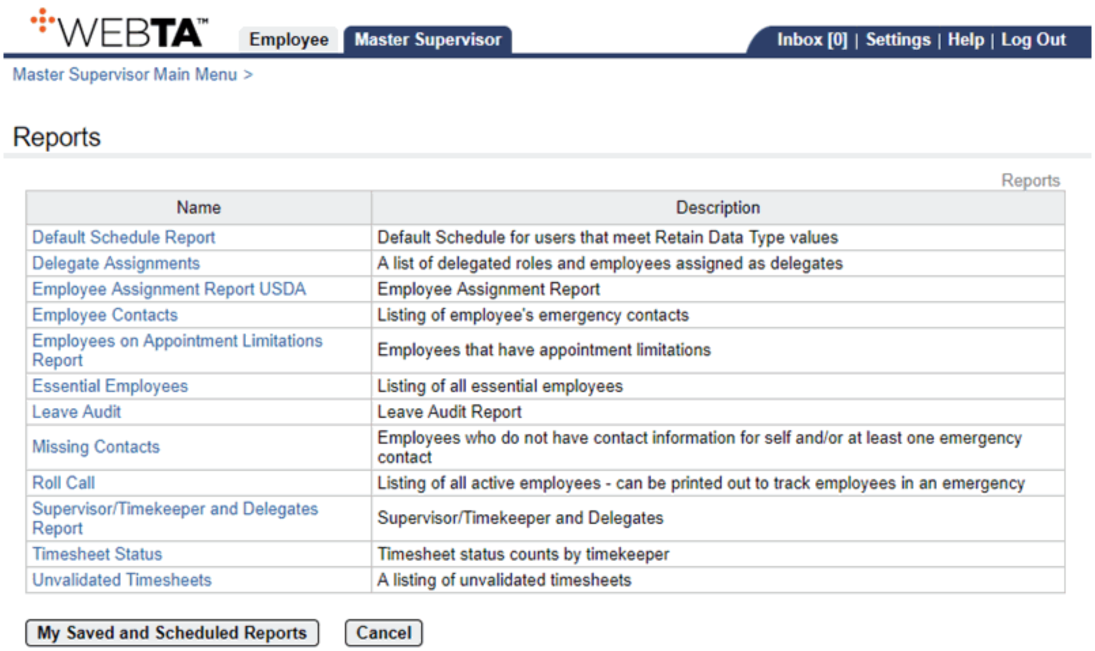
Delegate Assignments

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

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

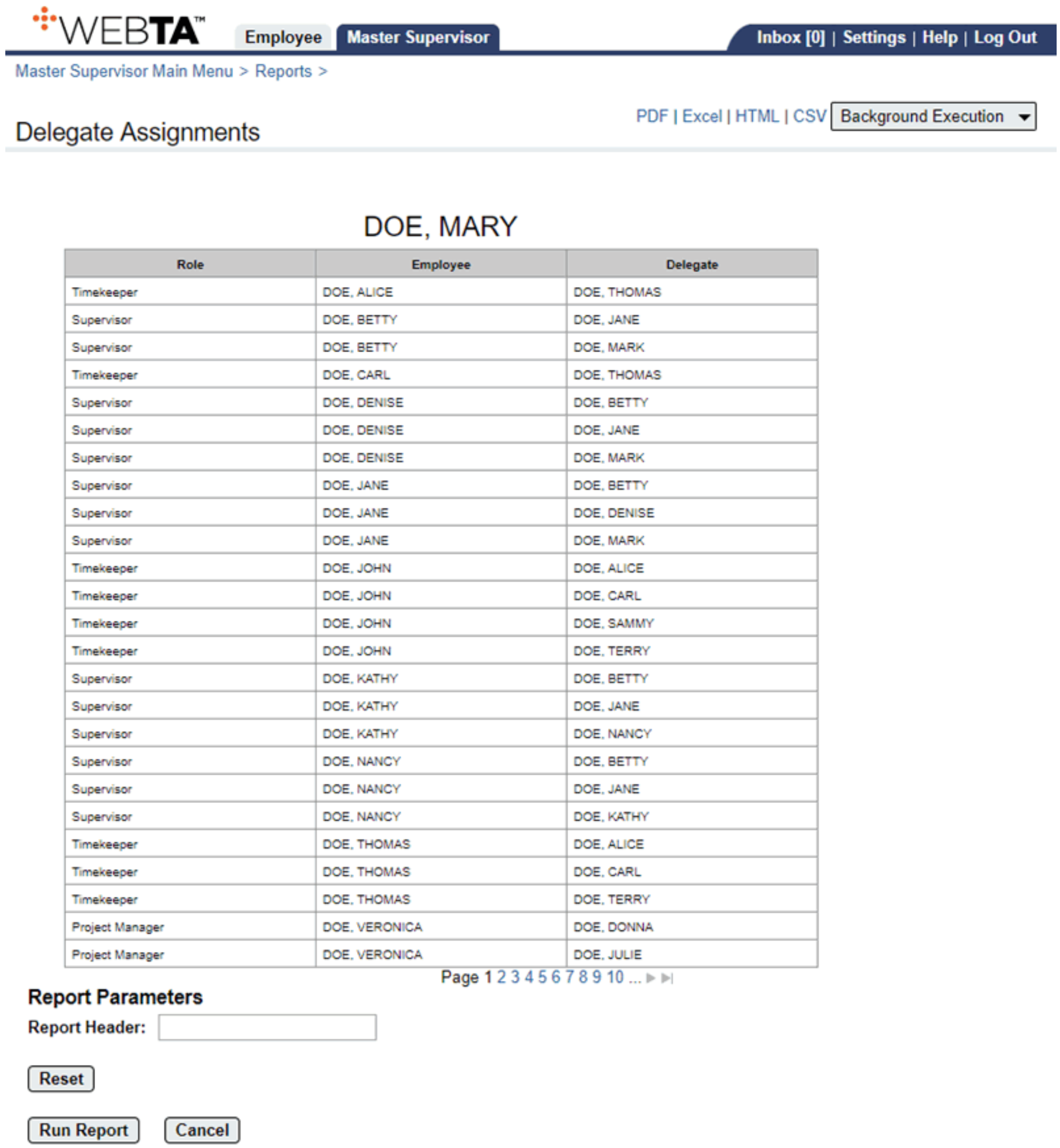
2. Select the ***Delegate Assignments*** link. The Delegate Assignments Report Parameters page is displayed.

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.



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

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:

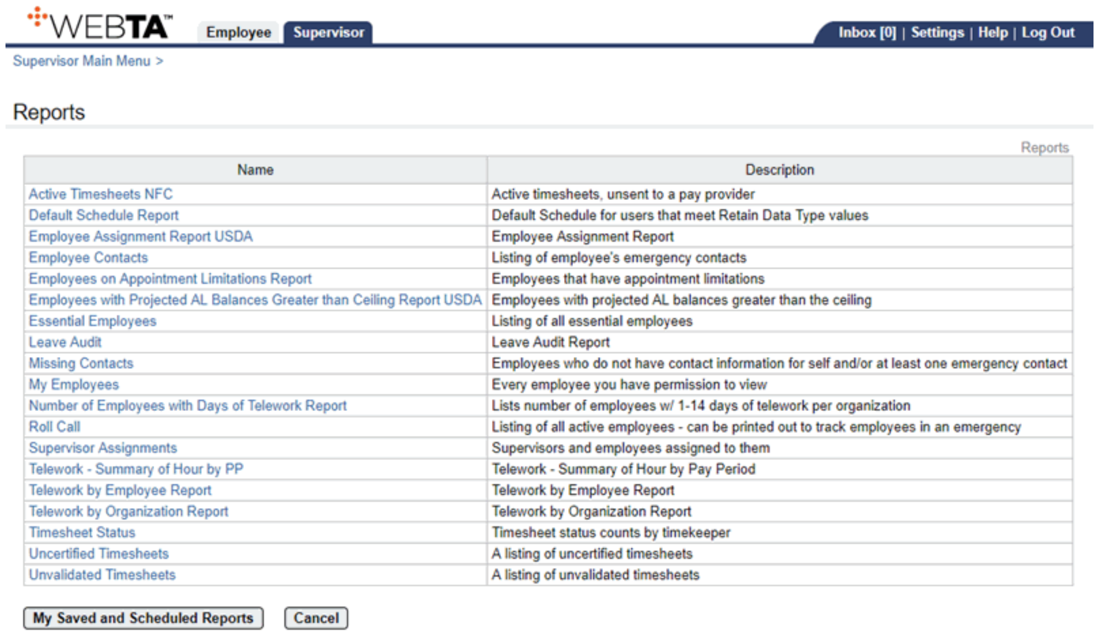
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Master Supervisor*** tab	Returns you to the Master Supervisor Main Menu page.

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.



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 87: Reports Menu Page

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

Figure 88: Employee Assignment Report USDA Parameters Page

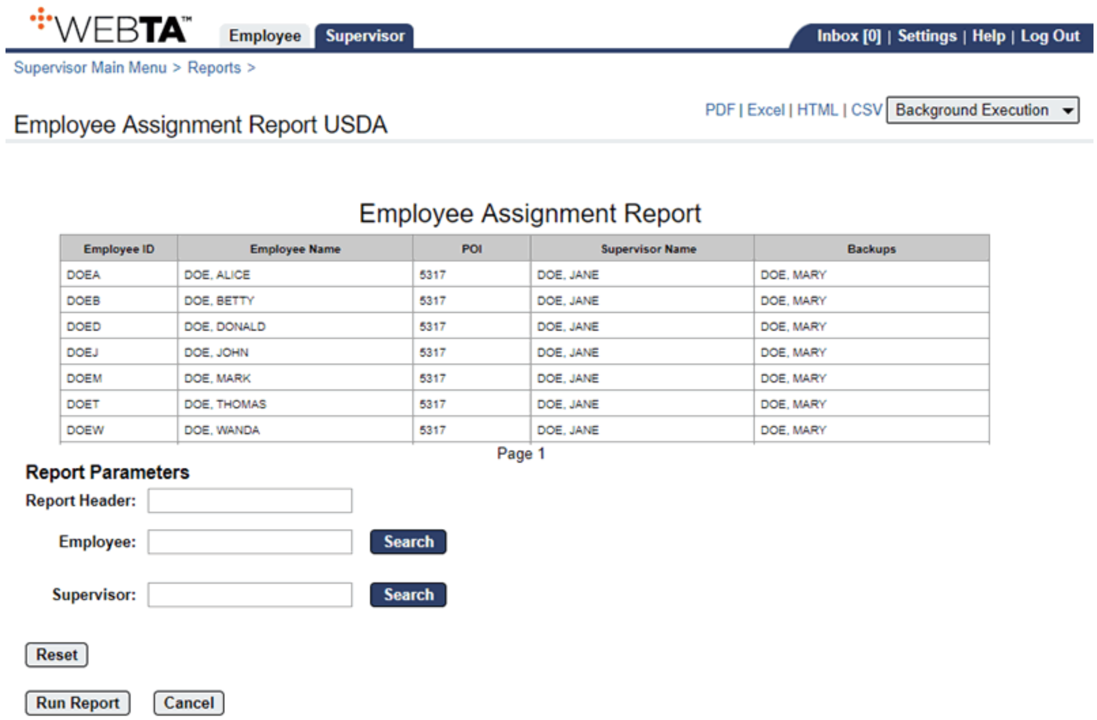
3. Complete the following fields:

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.

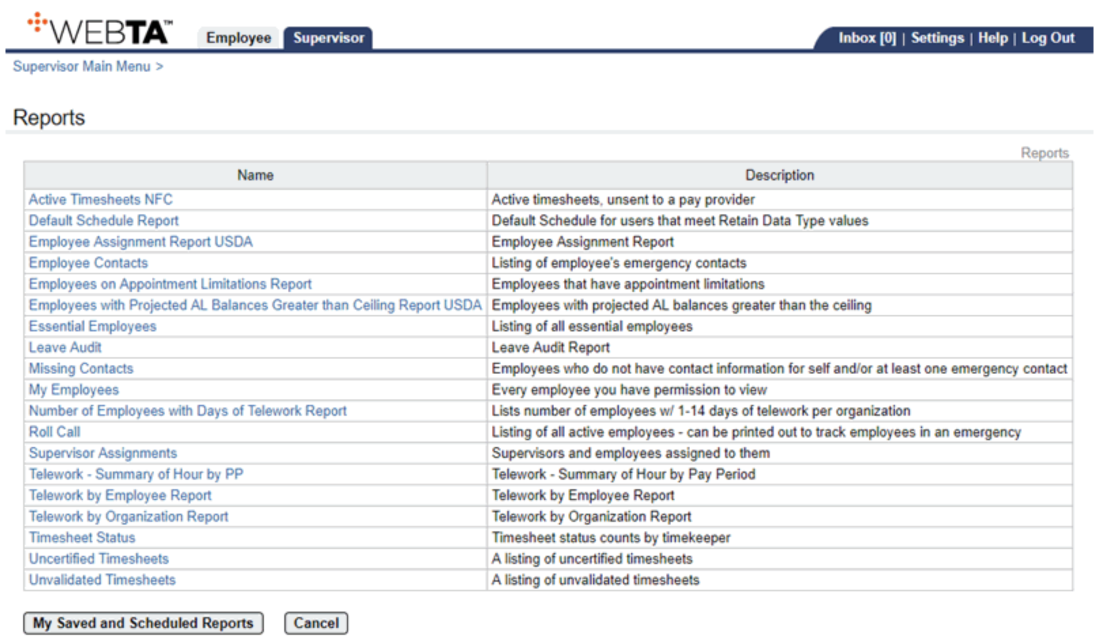


Figure 90: Reports Menu Page

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

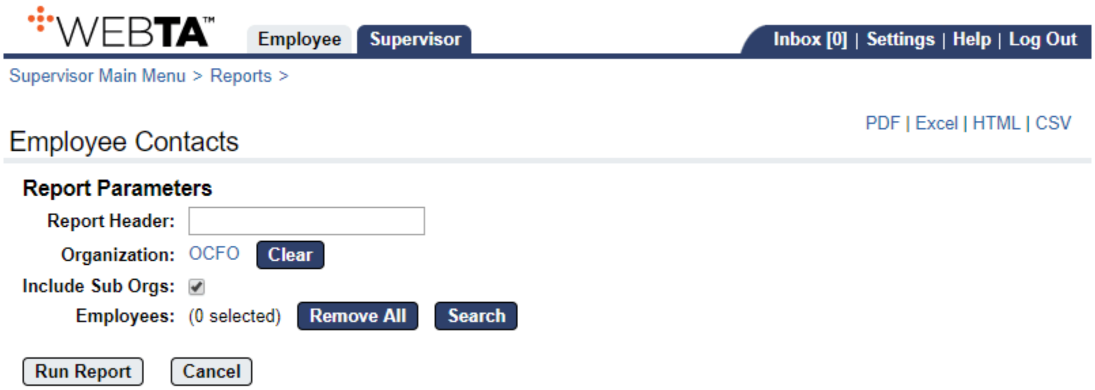


Figure 91: Employee Contacts Report Parameters Page

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.

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

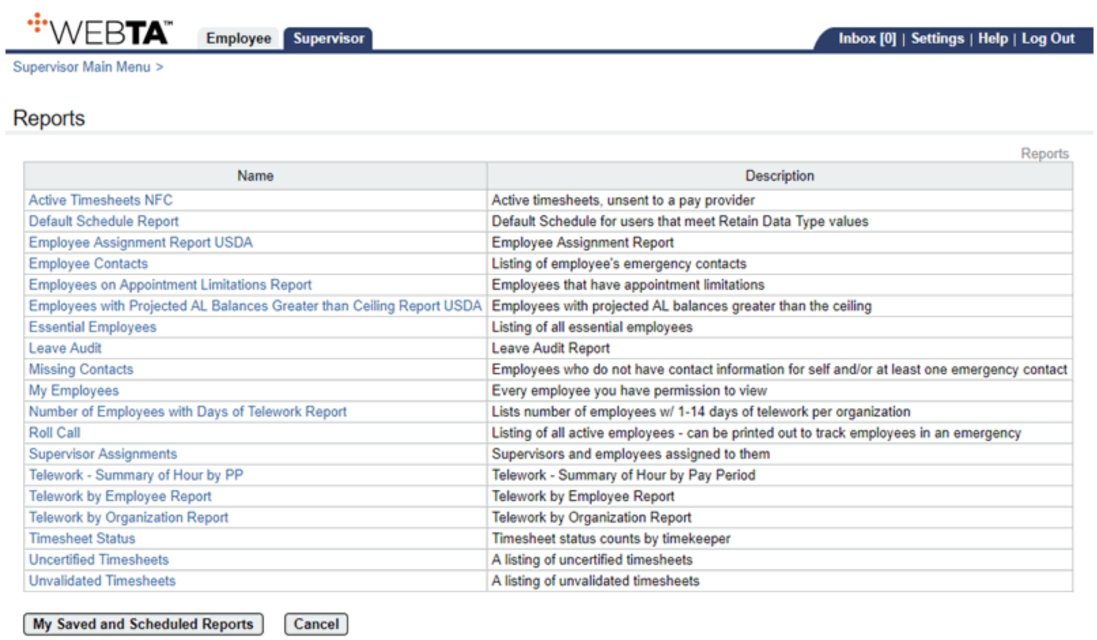
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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.



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 93: Reports Menu Page

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

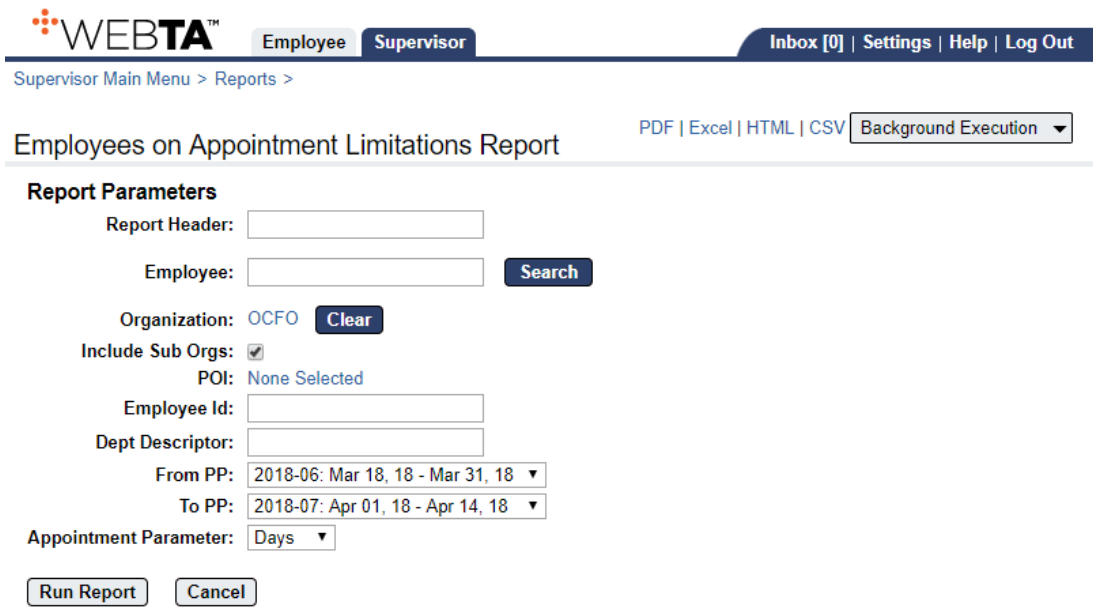


Figure 94: Employees on Appointment Limitations Report Parameters Page

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.

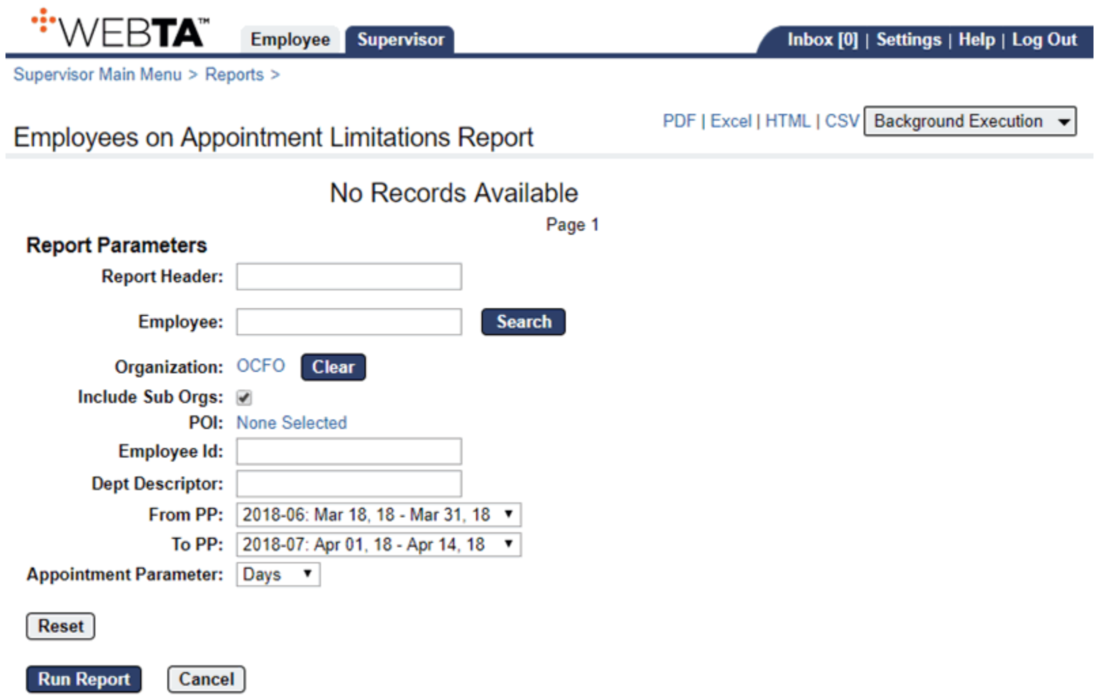


Figure 95: Employees on Appointment Limitations Report

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.

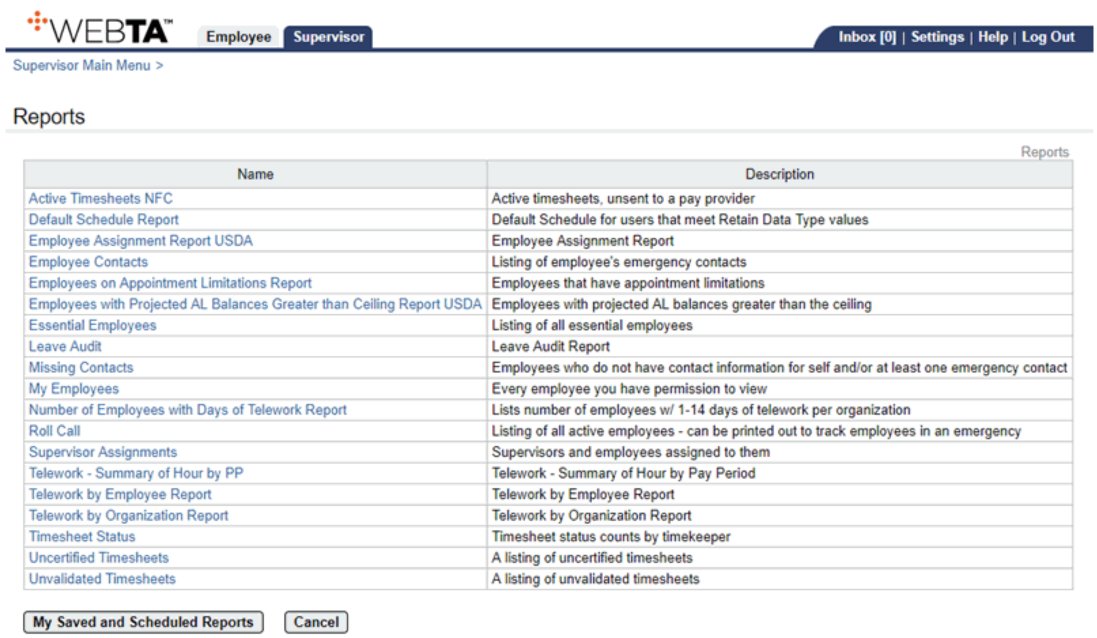
Employees with Projected AL Balances Greater than Ceiling Report USDA

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.



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 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.

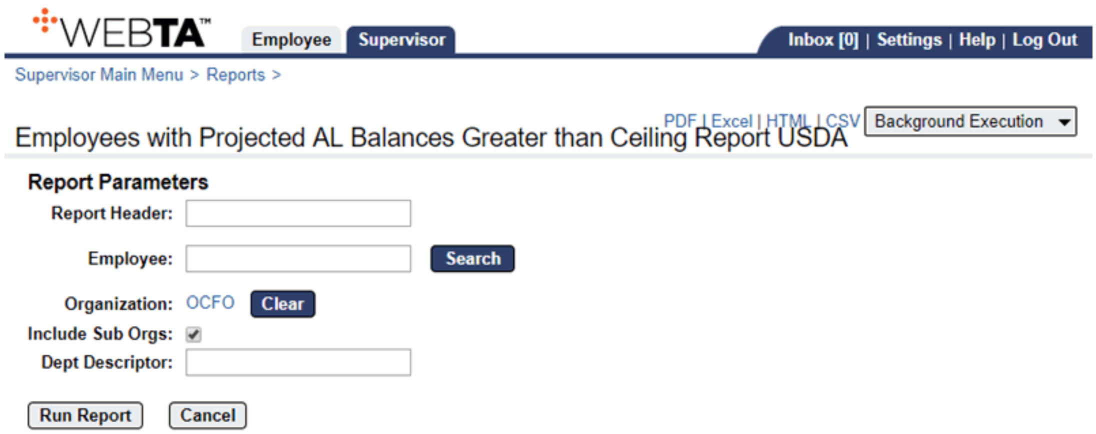


Figure 97: Employees with Projected AL Balances Greater than Ceiling Report Parameters Page

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.

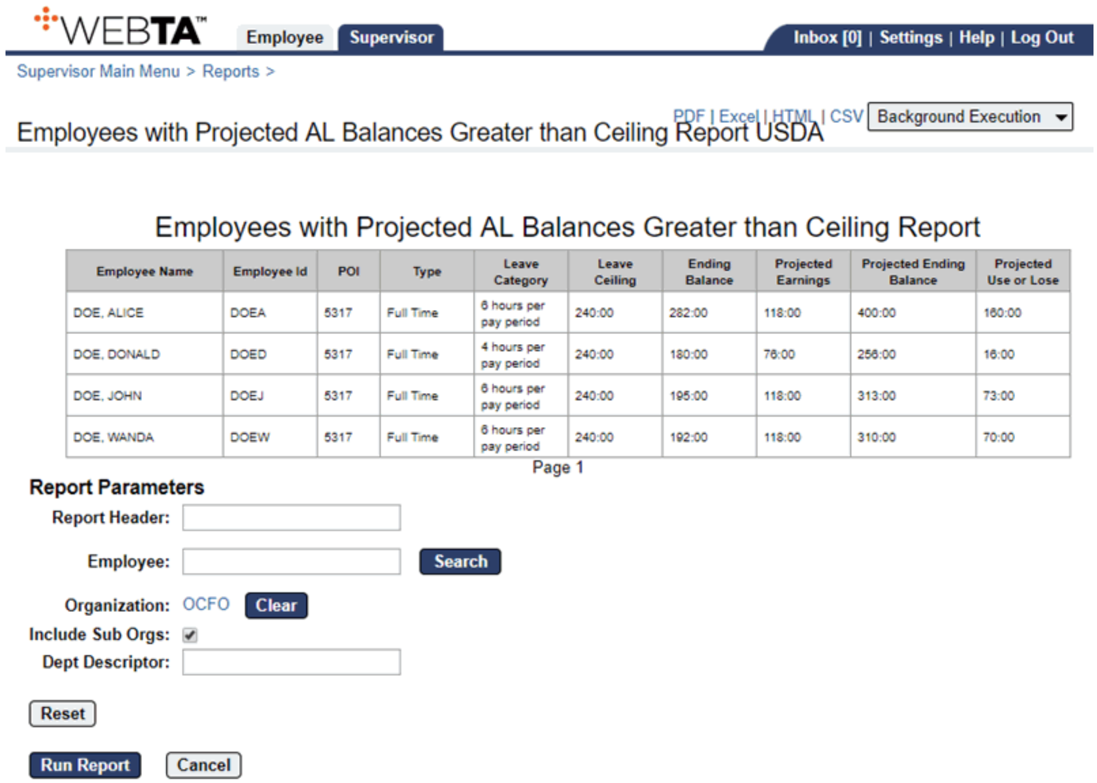


Figure 98: Employees with Projected AL Balances Greater than Ceiling Report

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:

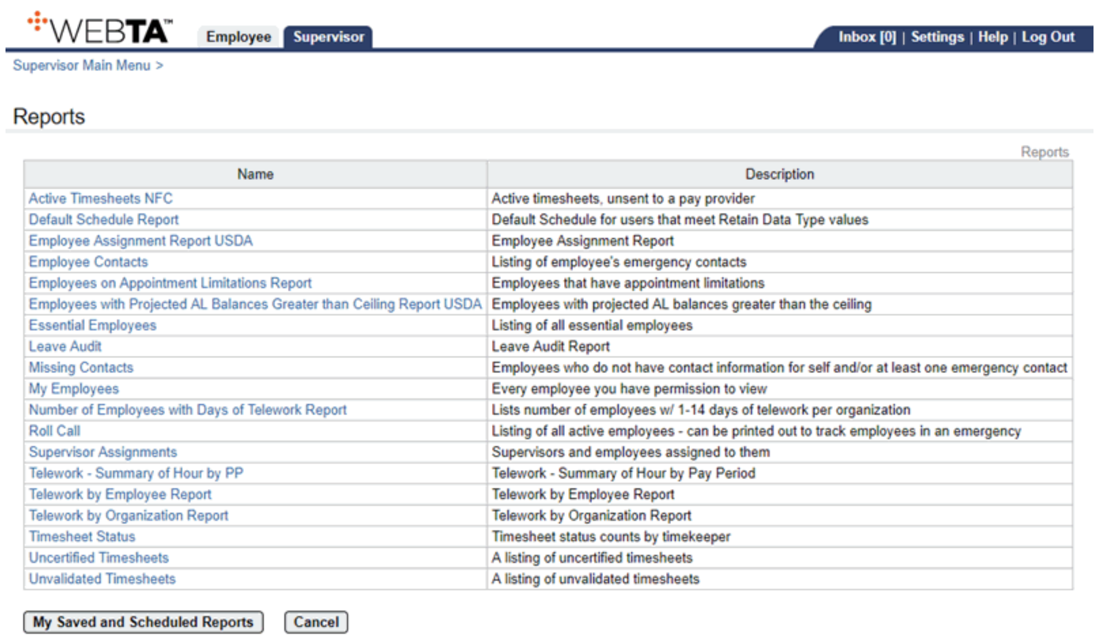
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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.



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 99: Reports Menu Page

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

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.

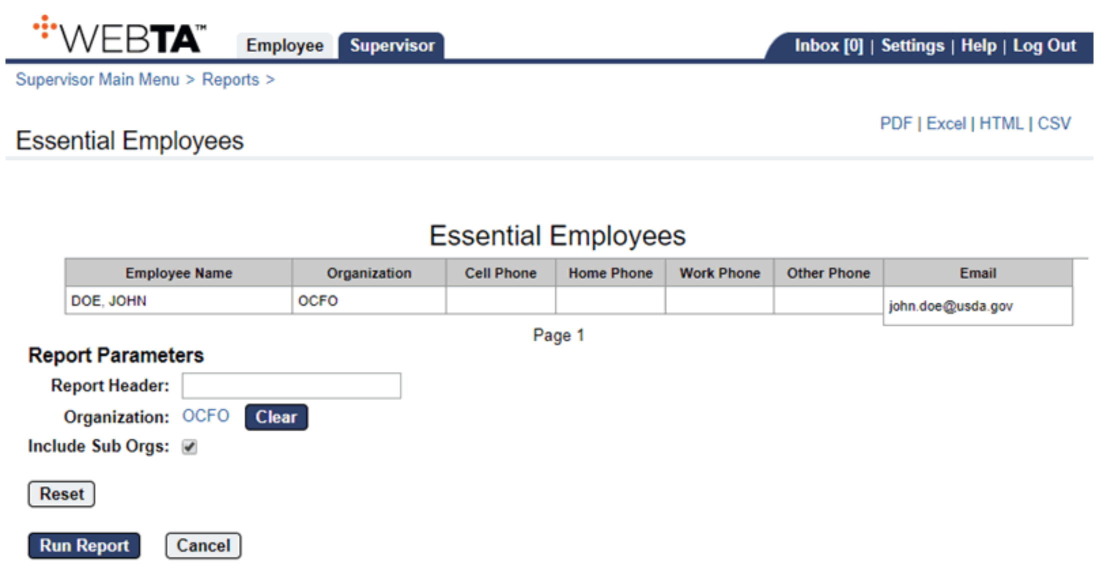


Figure 101: Essential Employees Report

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.

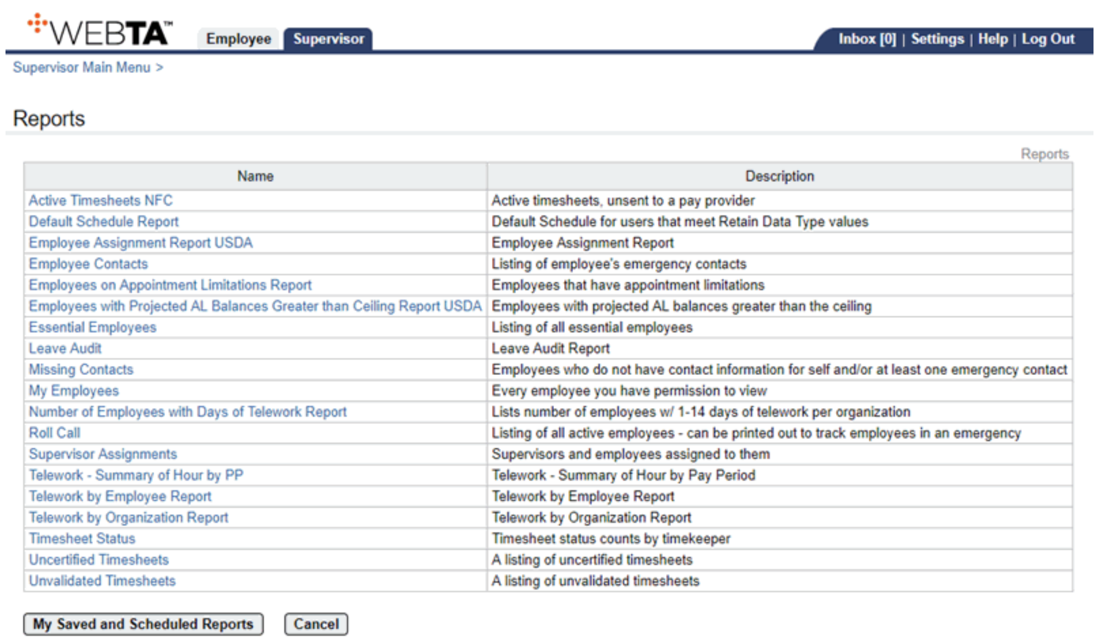


Figure 102: Reports Menu Page

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

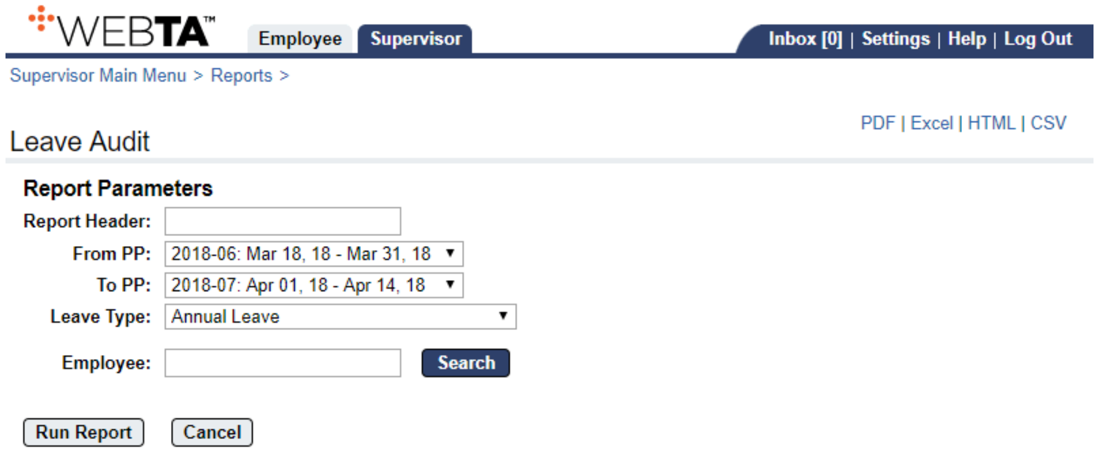


Figure 103: Leave Audit Report Parameters Page

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.

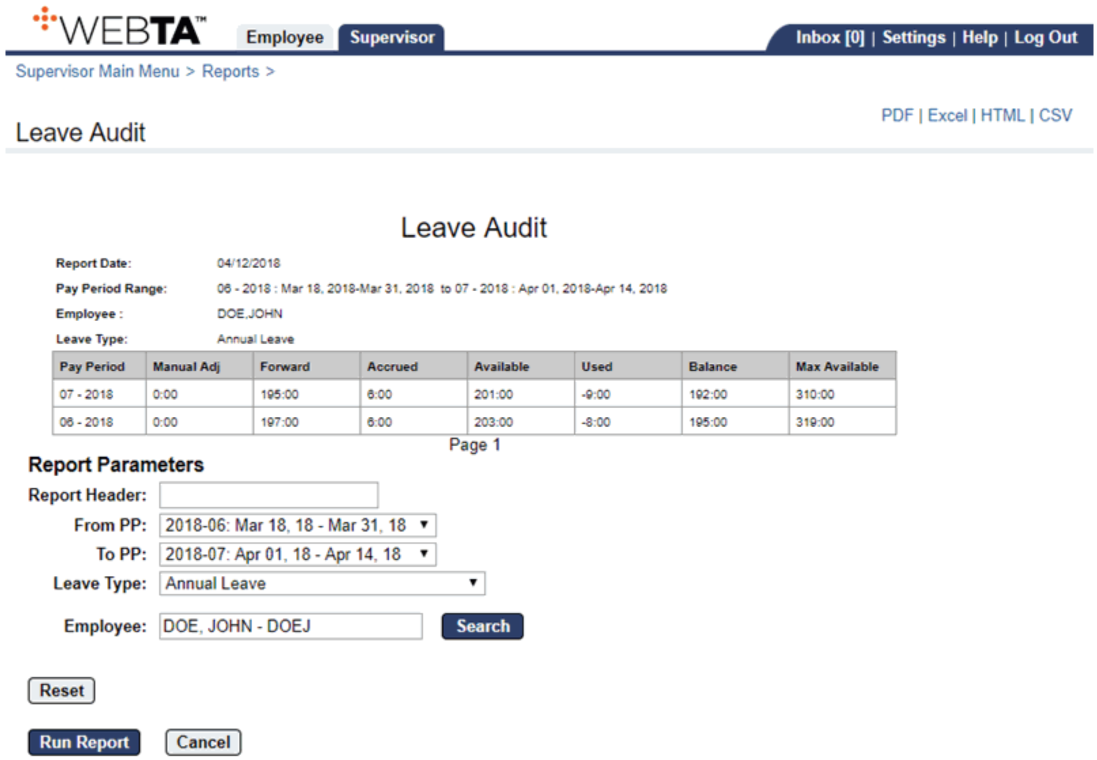


Figure 104: Leave Audit Report

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:

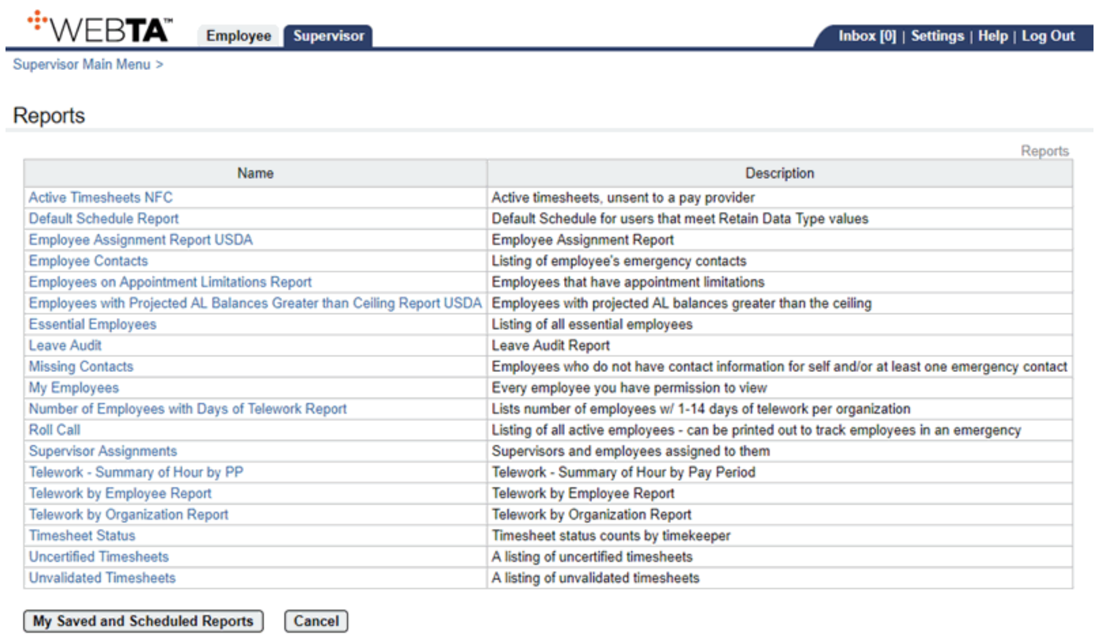
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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.



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 105: Reports Menu Page

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

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.

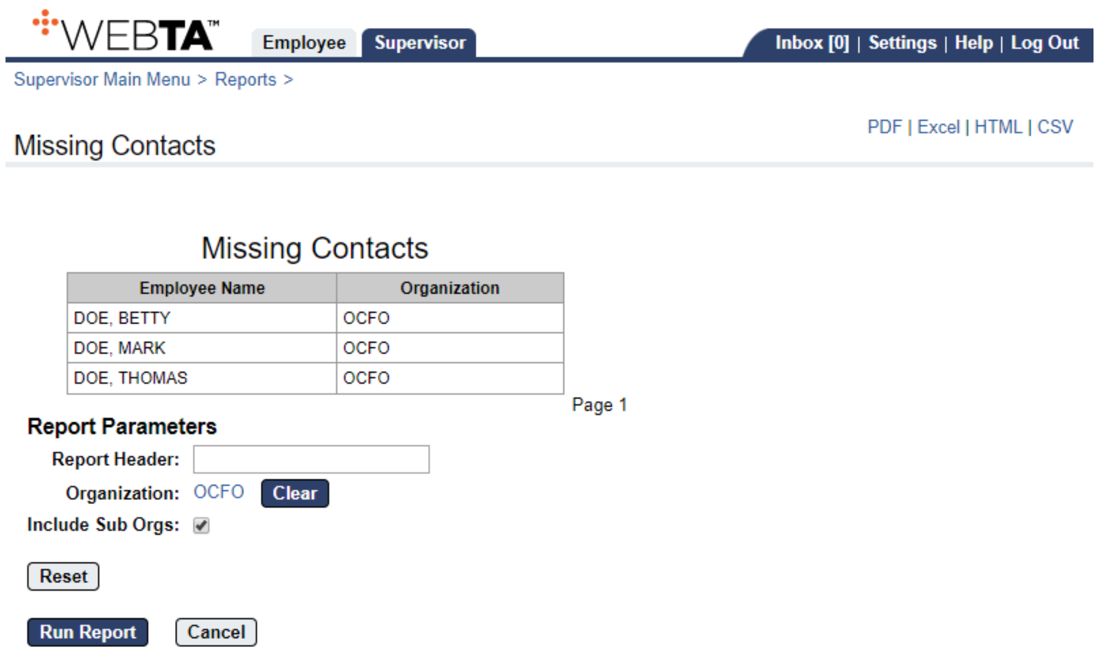


Figure 107: Missing Contacts Report

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.

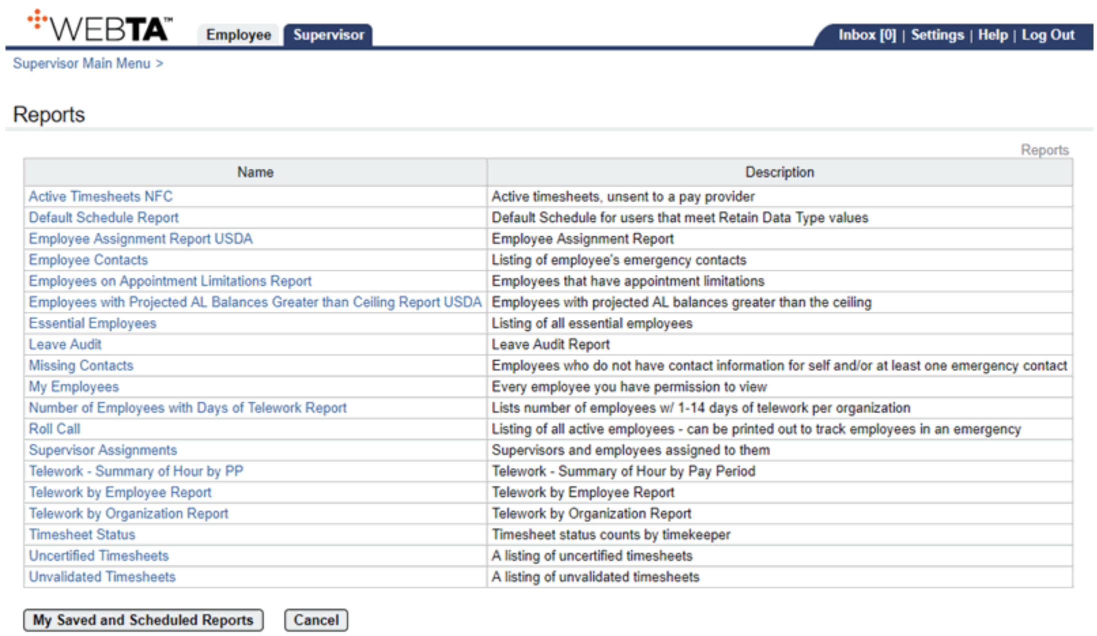
My Employees

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.



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 108: Reports Menu Page

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

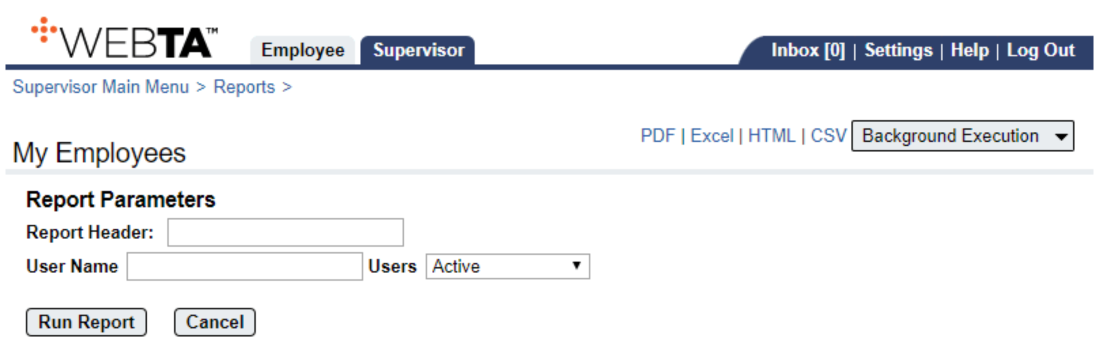


Figure 109: My Employees Report Parameters Page

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.

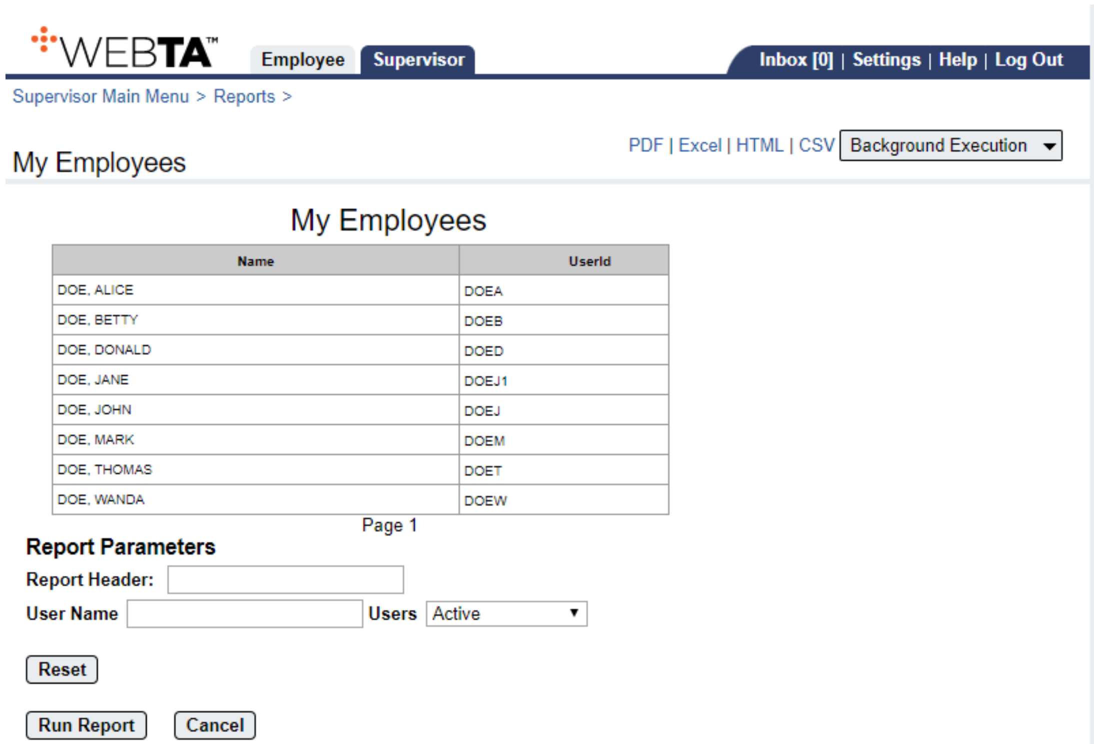


Figure 110: My Employees Report

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

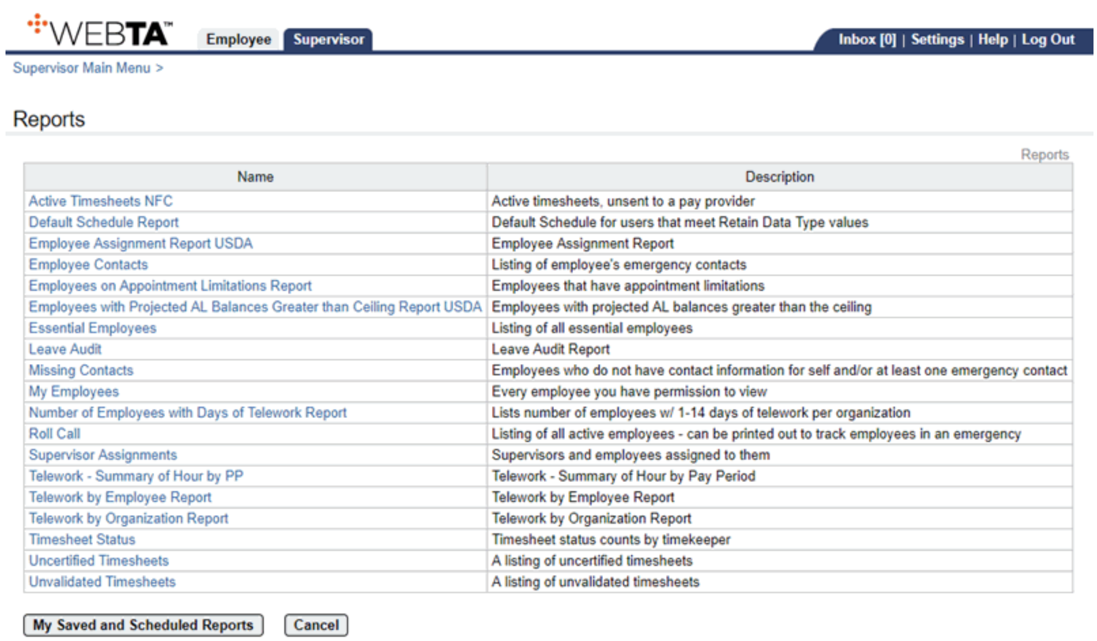
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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.



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 111: Reports Menu Page

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

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.

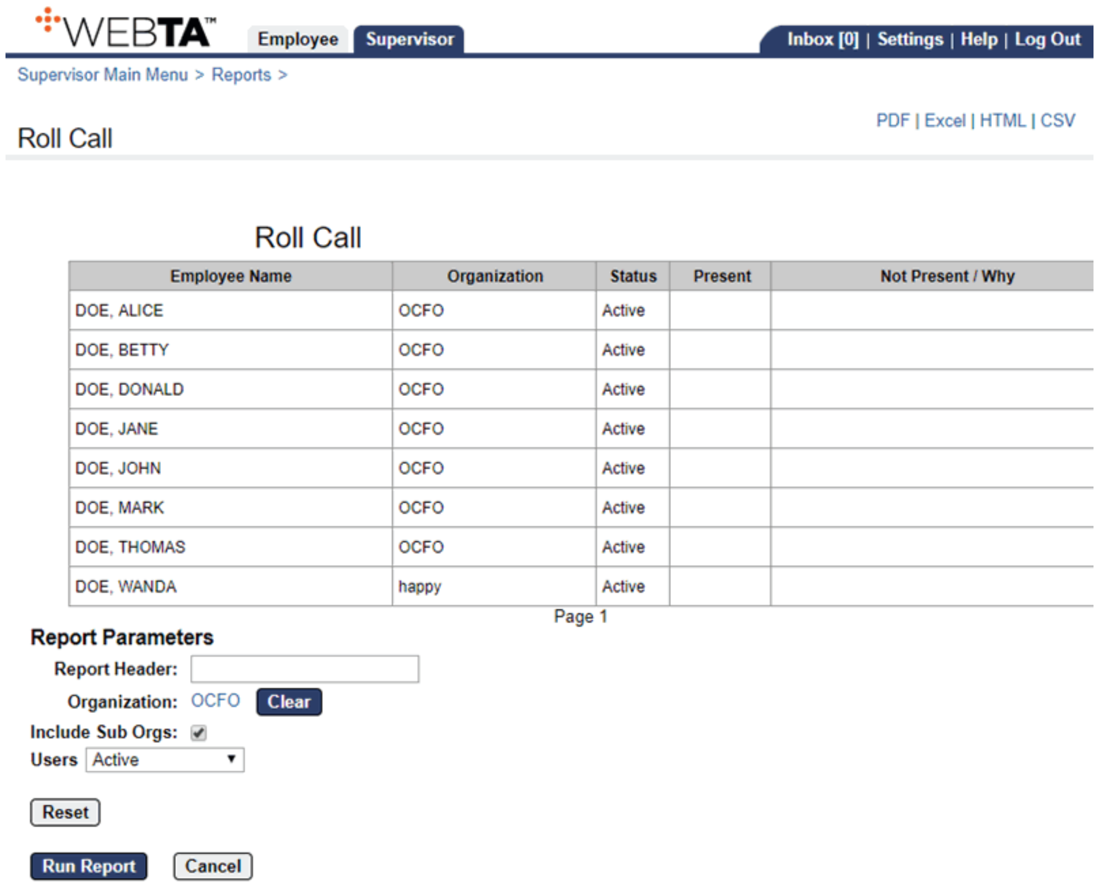


Figure 113: Roll Call Report

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.

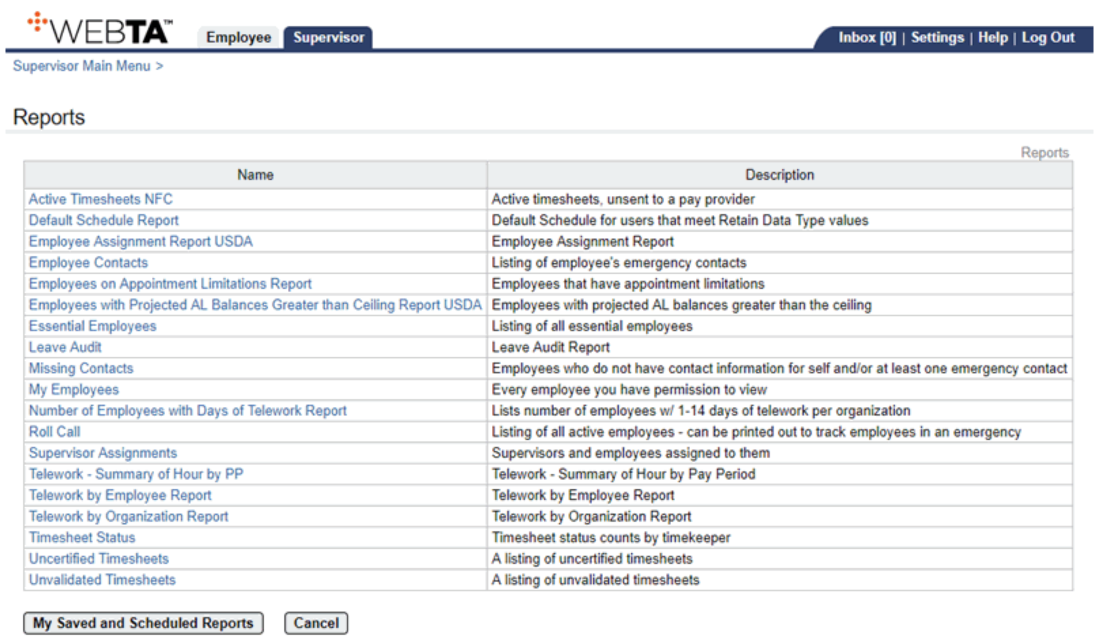
Supervisor Assignments

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.



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 114: Reports Menu Page

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

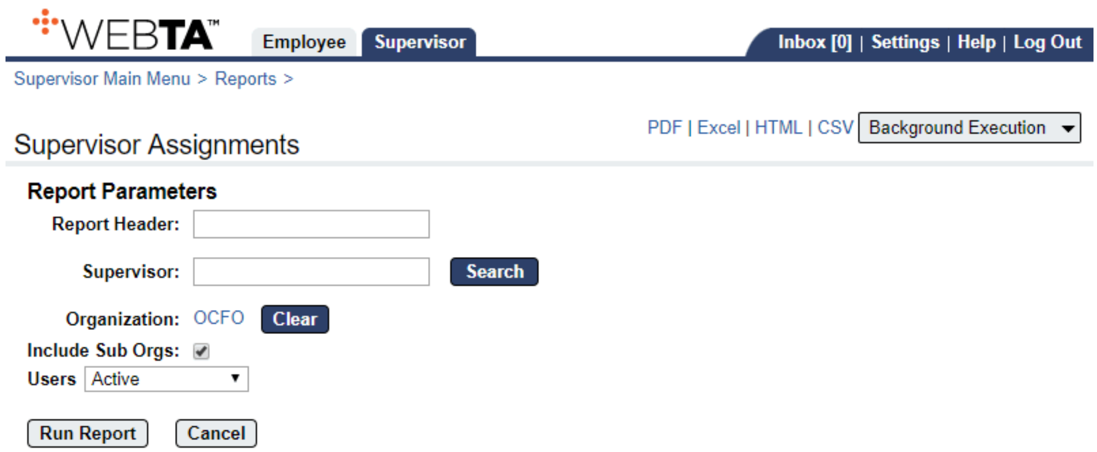


Figure 115: Supervisor Assignments Report Parameters Page

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.

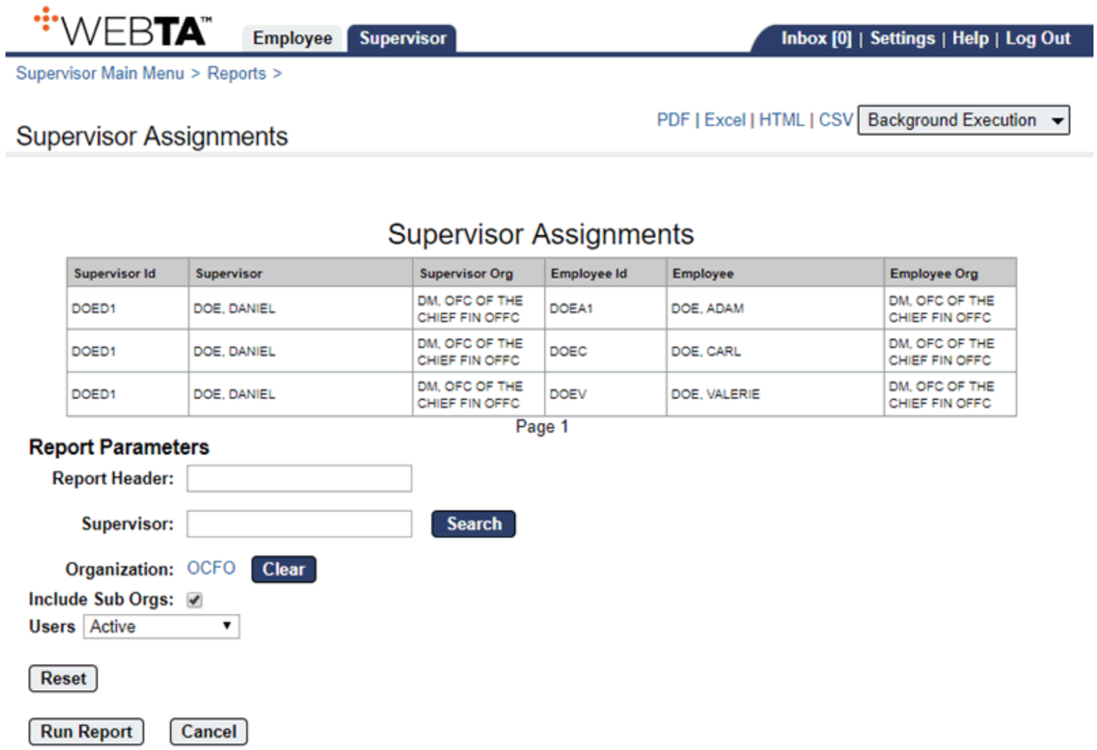


Figure 116: Supervisor Assignments Report

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.

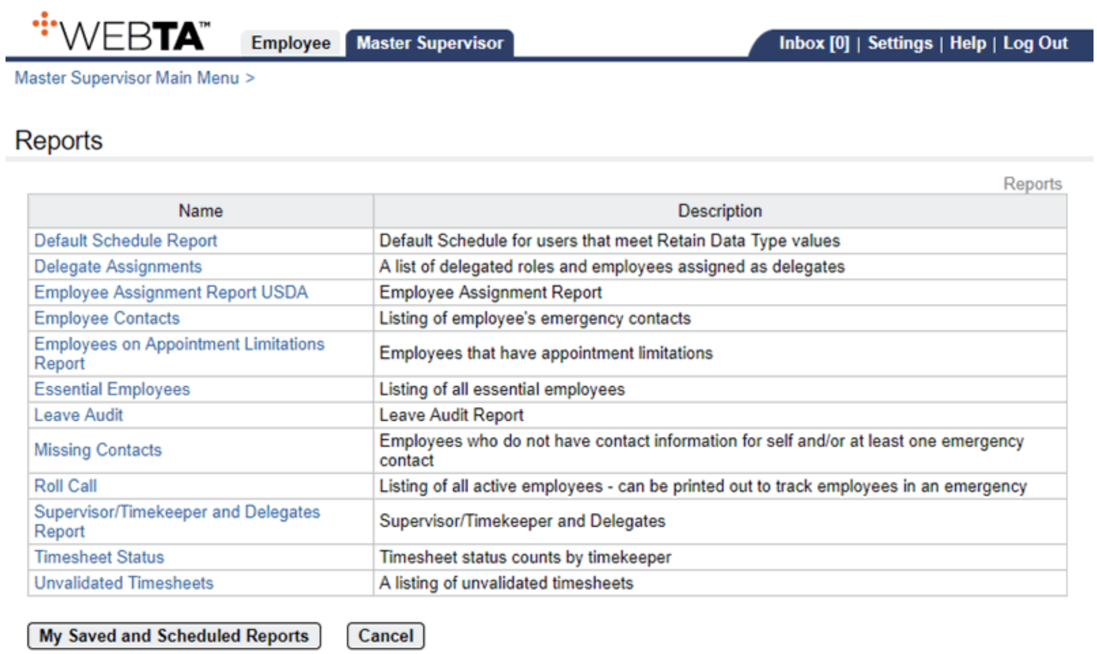


Figure 117: Master Supervisor Reports Menu Page

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

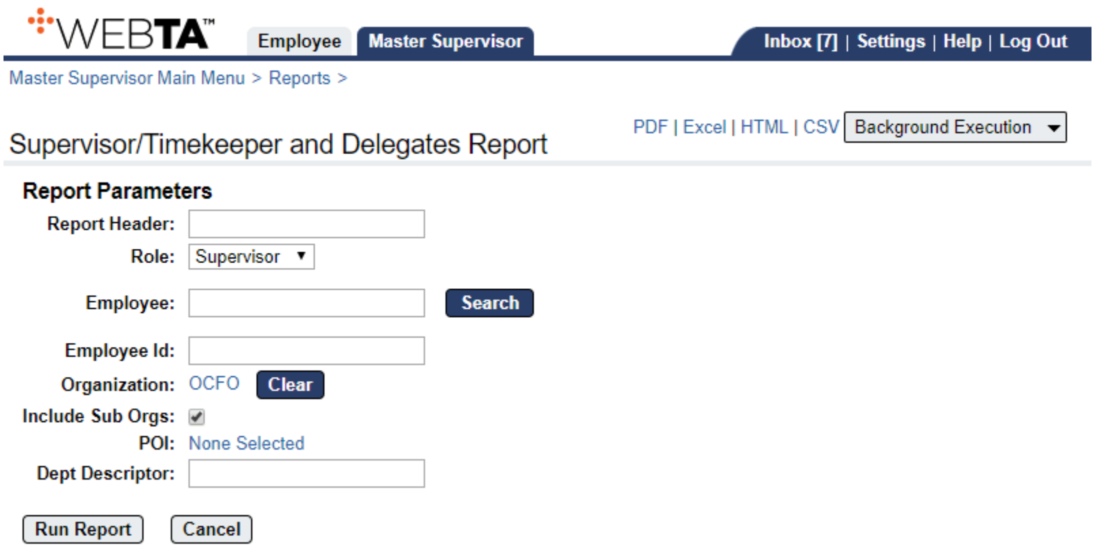


Figure 118: Supservisor/Timekeeper and Delegates Report Parameters Page

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)

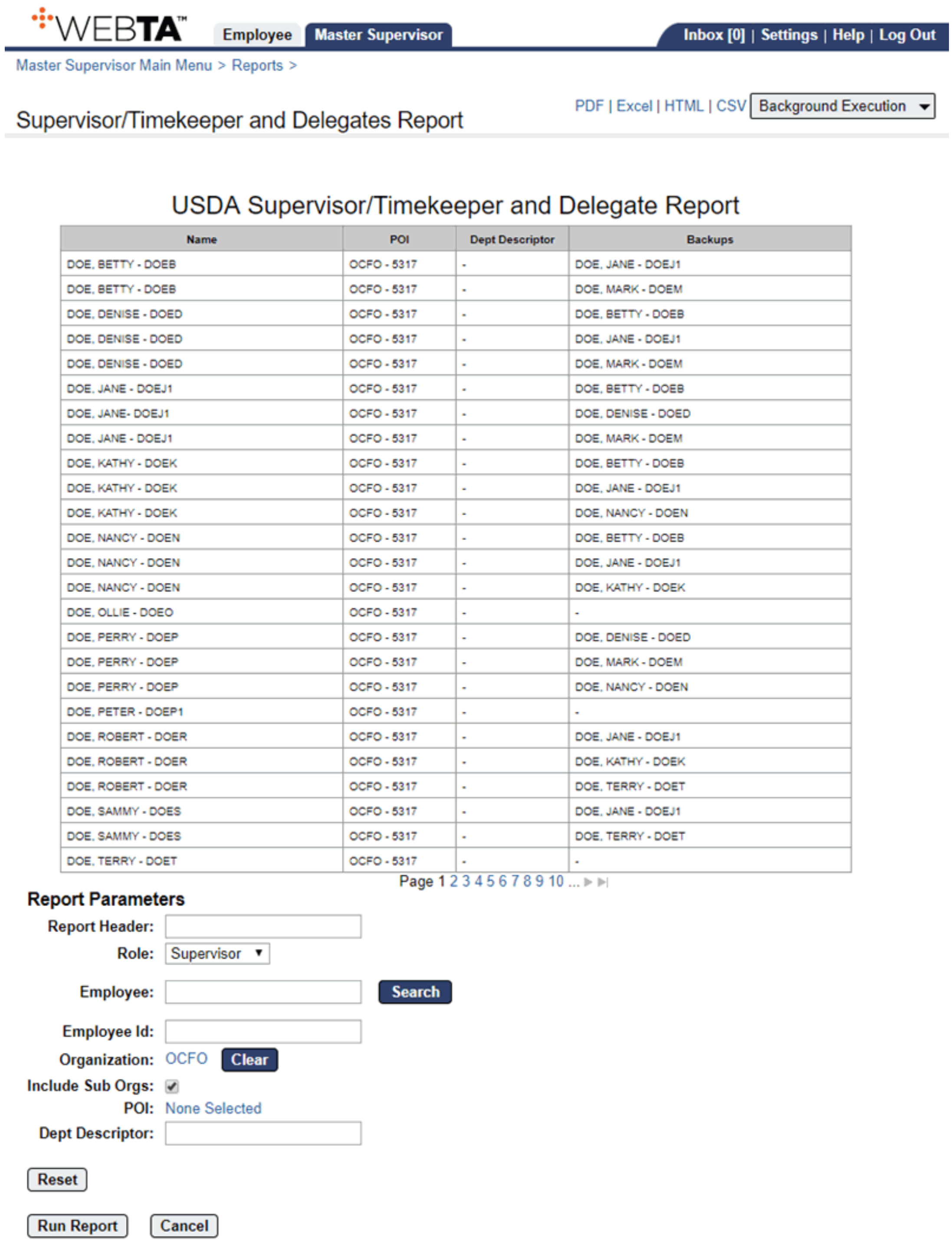
Organization (see "***Organization Field Instruction***" on page 161)

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.



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 - DOEO	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	-	-

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:

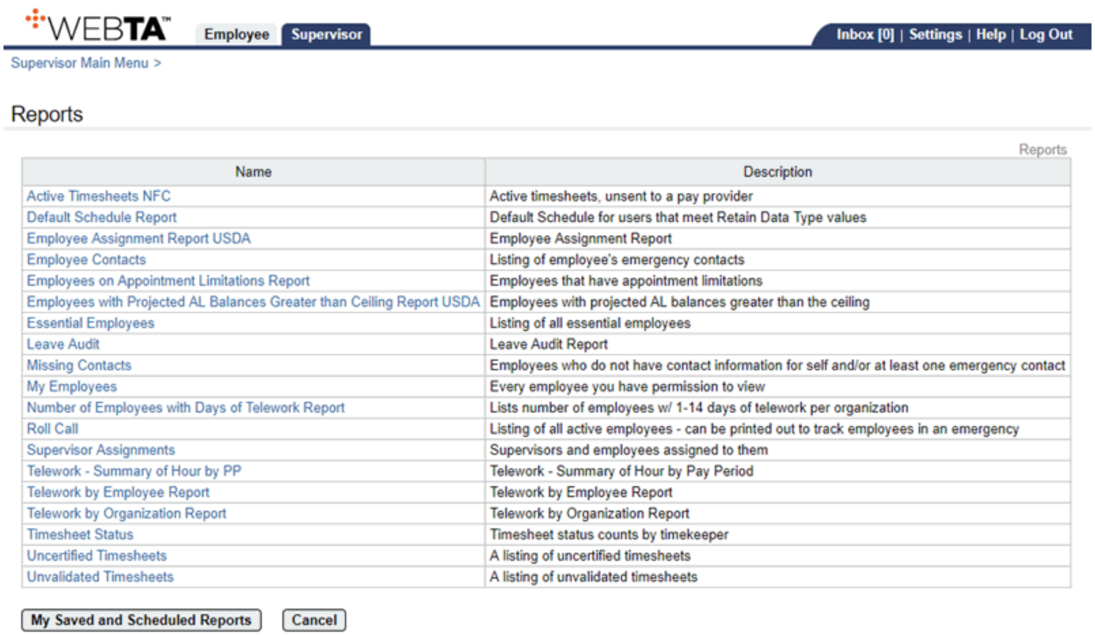
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Master Supervisor*** tab	Returns you to the Master Supervisor Main Menu page.

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, 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 120: Reports Menu Page

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

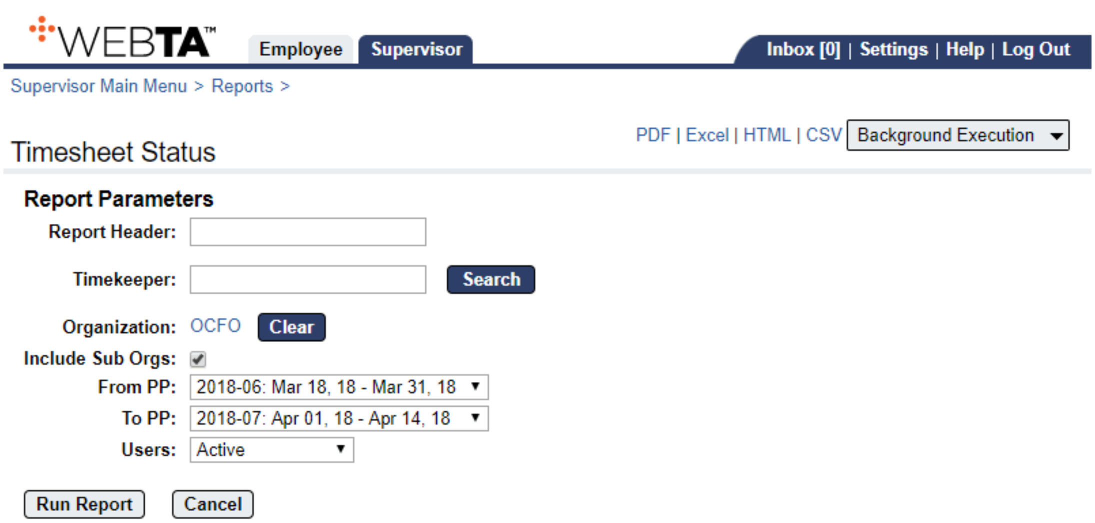


Figure 121: Timesheet Status Report Parameters Page

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)

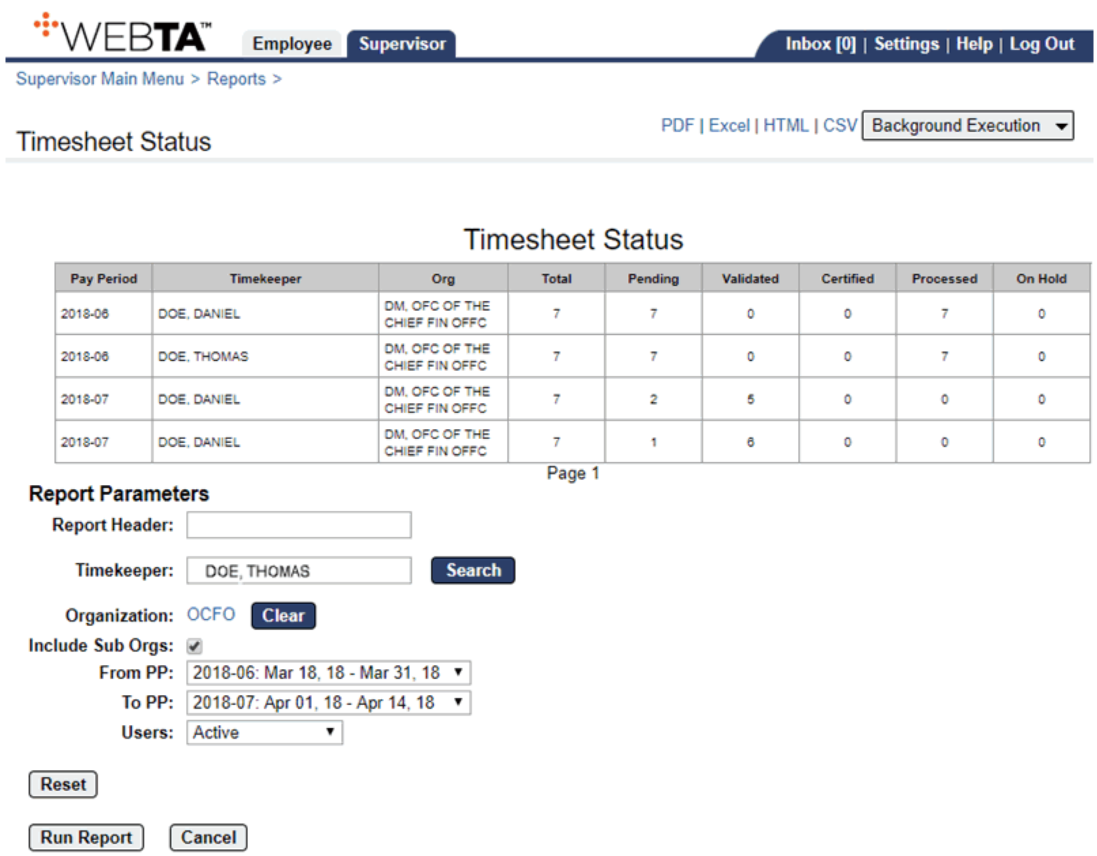
Include Sub Orgs (see "***Include Sub Orgs Field Instruction***" on page 161)

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.



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

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:

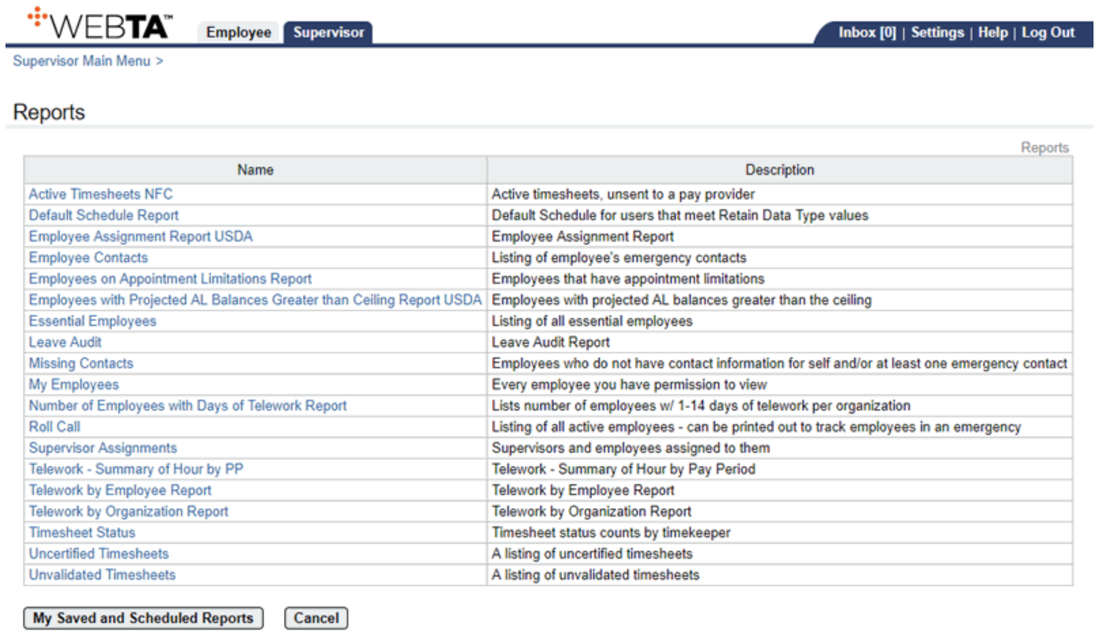
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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, 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 123: Reports Menu Page

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

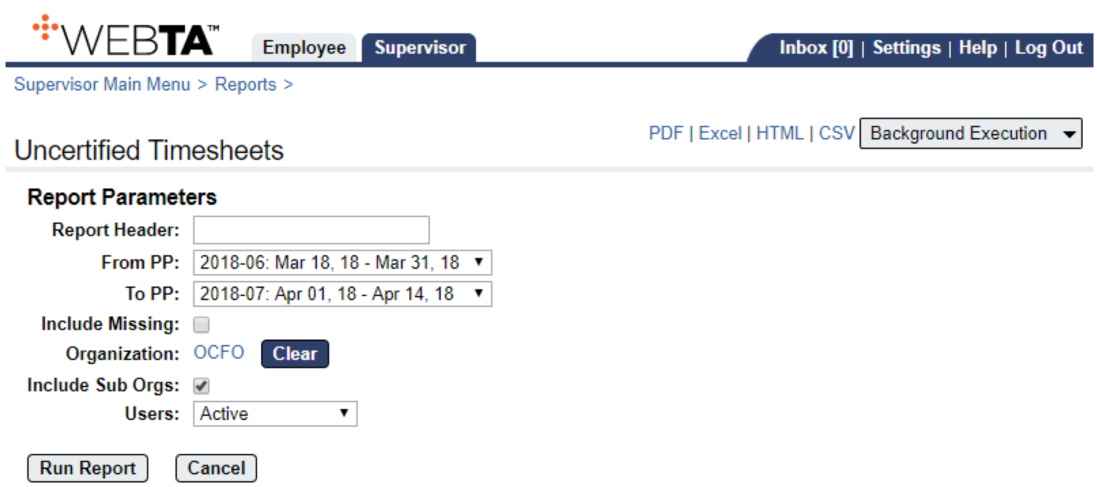


Figure 124: Uncertified Timesheets Report Parameters Page

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.

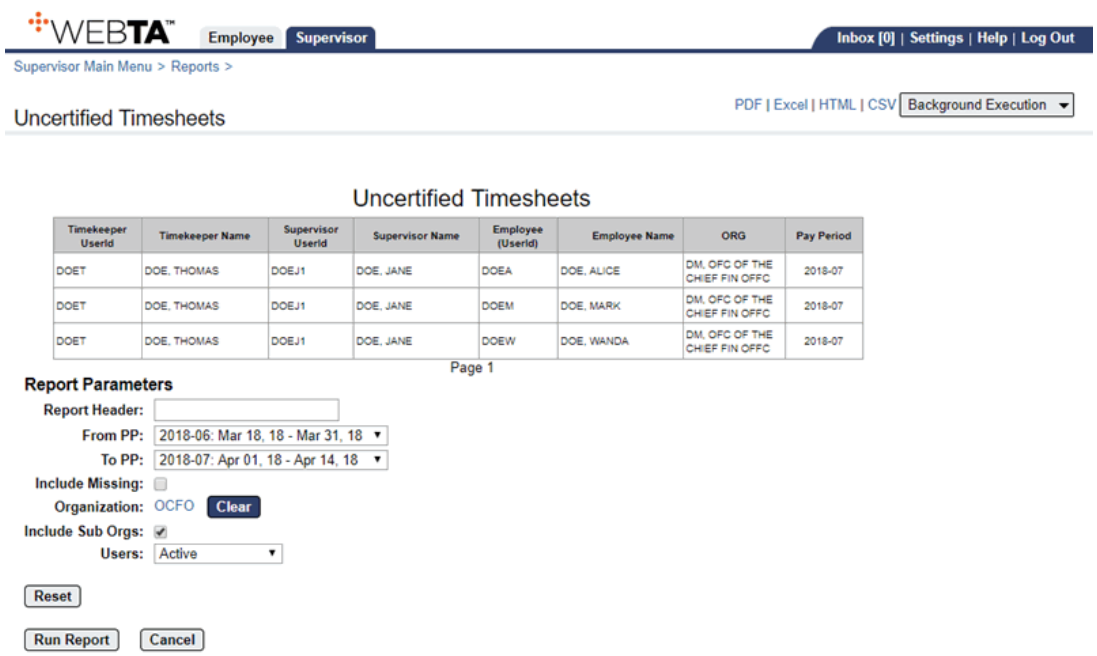


Figure 125: Uncertified Timesheets Report

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:

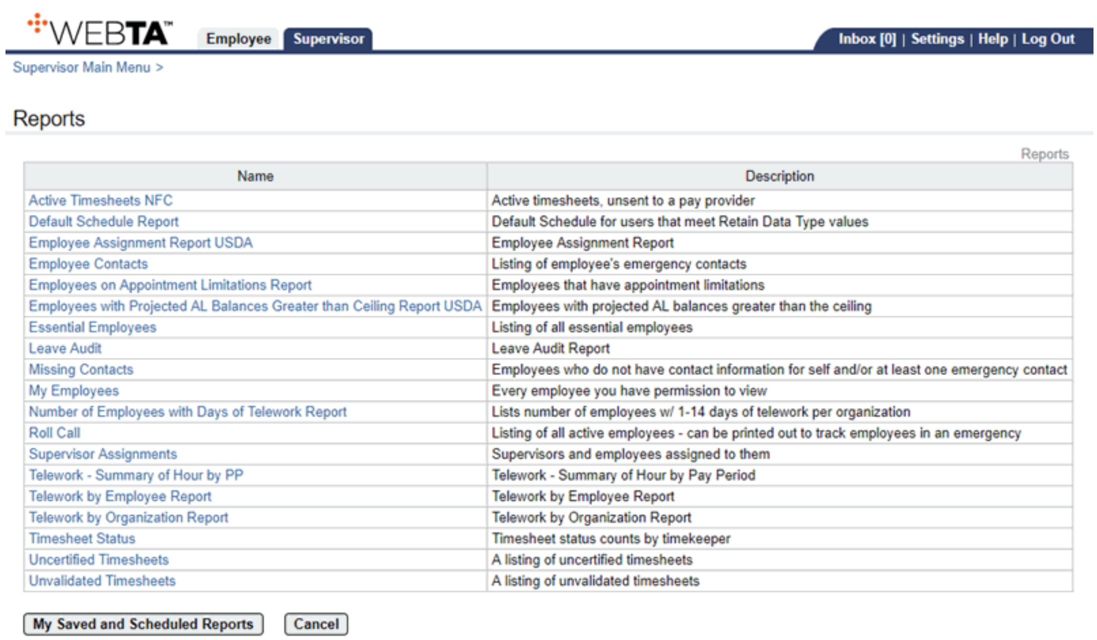
Step	Description
Select the **Cancel** button	Returns you to the Reports page.
Select the ***Supervisor*** tab	Returns you to the Supervisor Main Menu page.

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.



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 126: Reports Menu Page

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

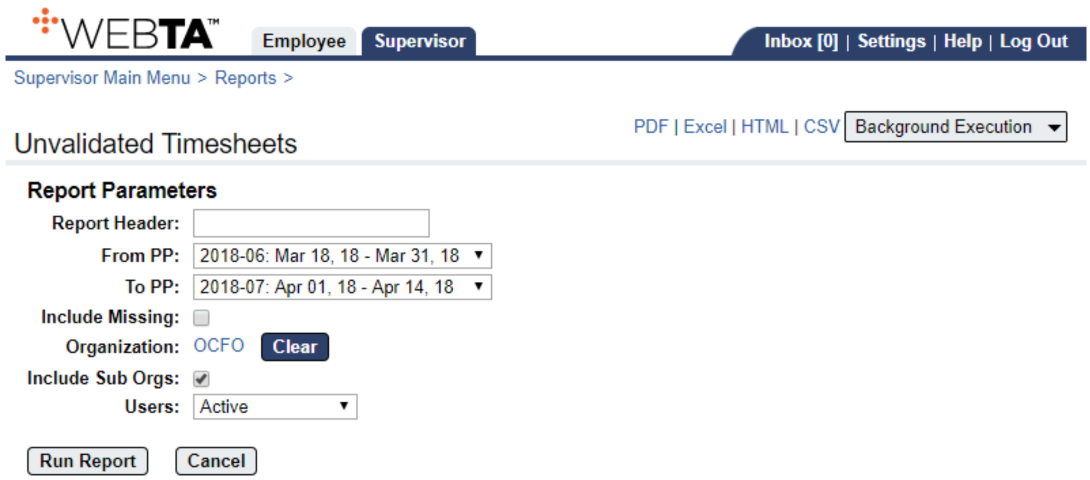


Figure 127: Unvalidated Timesheets Report Parameters Page

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.

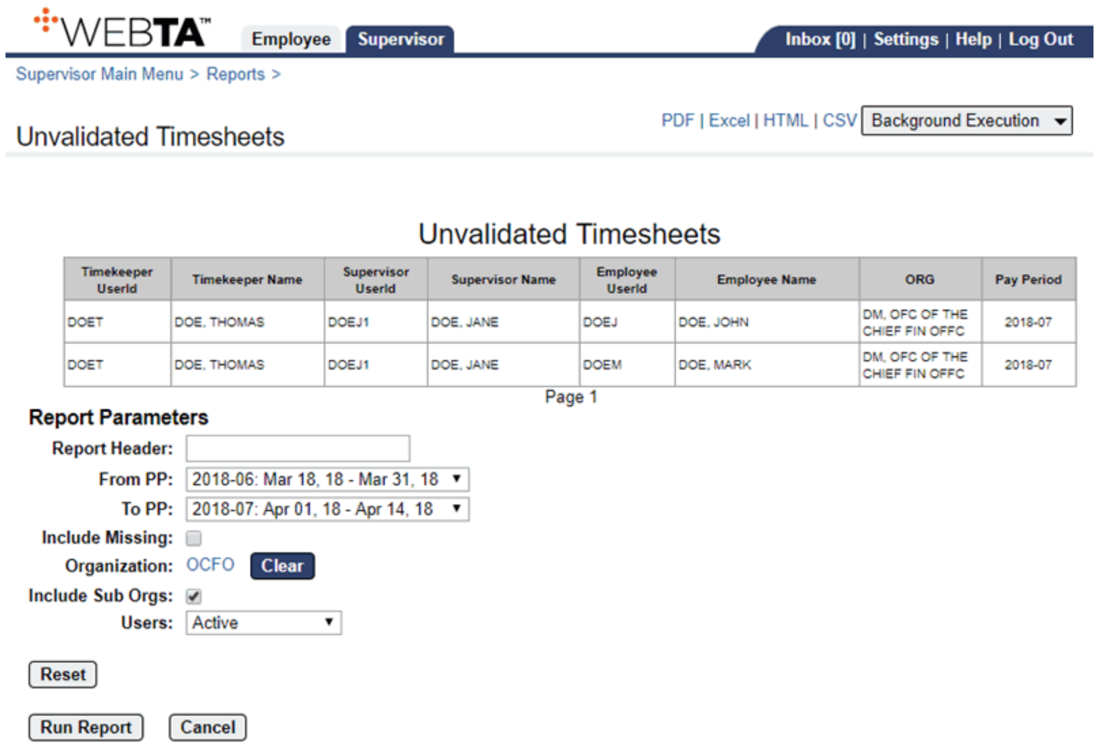


Figure 128: Unvalidated Timesheets Report

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

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.

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