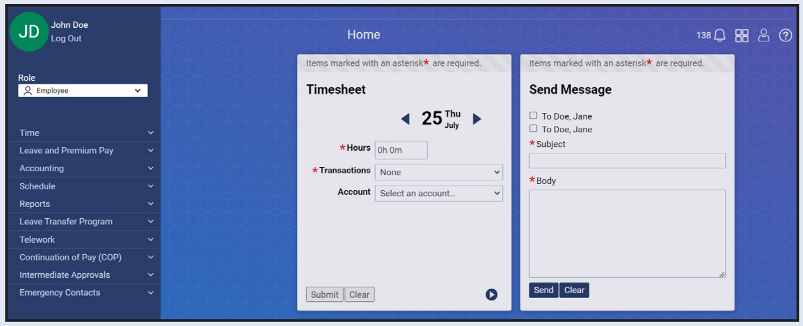
USDA National Finance Center
U.S. DEPARTMENT OF AGRICULTURE

GovTA

GovTA Employee Quick Reference Card

Employee Main Menu Options

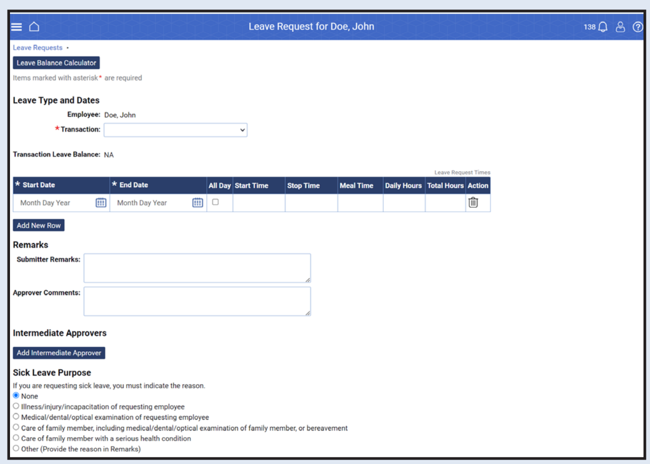


- ***Time Section*** – Enter time and leave, premium pay, and dollar transaction requests; and view timesheet summary and historical records.
- ***Leave and Premium Pay Section*** – Request leave, premium pay, and dollar transaction requests; and view leave and premium pay historical records.
- ***Accounting*** – Locate, add, and remove accounting codes.
- ***Schedule*** – Create a permanent and/or temporary schedule.
- ***Reports*** – Run leave audit reports.
- ***Leave Transfer Program*** – Add, edit, or delete leave donations.
- ***Telework*** – Display pending, approved, denied, and terminated telework agreements.
- ***Continuation of Pay (COP) Section*** – View your COP event details.
- ***Emergency Contacts Section*** – Add or modify emergency contact information and reorder your emergency contact call order.

Requesting Leave

Employees can use the Leave and Premium Pay section to request and view leave and premium requests.

1. Select the ***Leave Requests*** link from the Time section on the Employee Main Menu.
2. Select the **`Add Leave Request`** button.
3. Select the applicable leave type from the ***Leave*** Type drop-down list. The selected transaction leave balance is displayed.
4. Select the Start Date and End Date from the calendar icon or enter the dates in *mm/dd/yy* format.
5. Enter the Start Time and Stop Time in *hh:mm* format. If taking the full day, select the All Day box.
6. Enter the Meal Time, if applicable.
7. Enter the hours requested in the Daily Hours field.
8. Enter any applicable remarks in the Submitter Remarks field.
9. Select the **`Submit`** button.

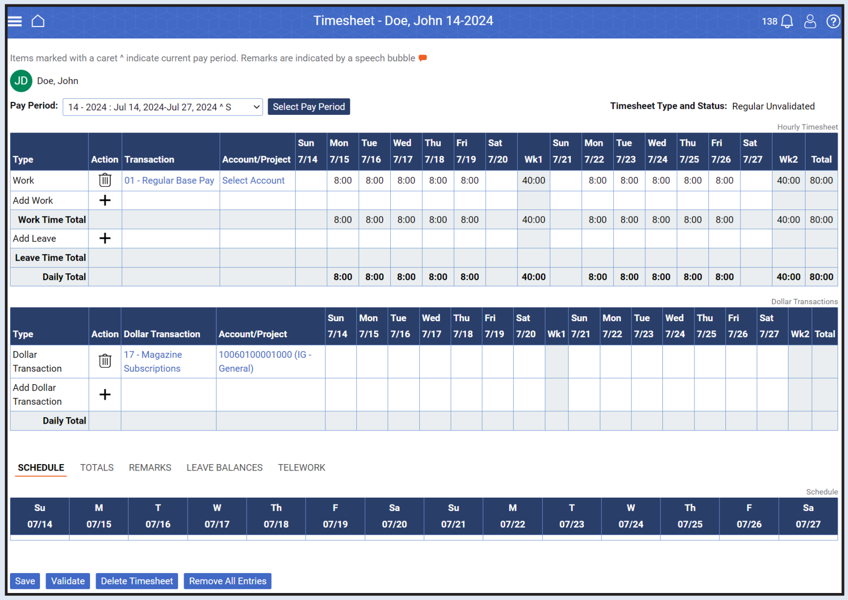


NOTE: If requesting Sick Leave or Family and Medical Leave, the applicable Sick Leave Purpose/Family and Medical Leave Act (FMLA) purpose is required.

Entering Time

The Timesheet page provides search and filter capabilities and lists timesheets by pay period.

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



2. Select the + (plus sign) on the Add Work line.
3. Accept the default transaction code (TC) or select the default TC for a list of available TCs.
4. Select the applicable TC from the drop-down list.
5. Select the `Select Work Time Transaction` button to return to the Timesheet page.
6. Select the ***Select Account*** link for a list of available accounting codes.

   OR

   Select the `Select` button in the Select Account field for the applicable accounting code.

   OR

7. Enter the applicable project code/number in the Project field.
8. Select the `Search` button. The search results are displayed.
9. Select the `Select` button for the applicable project code/number. The accounting code or project code/number is populated in the Account field of the timesheet.
10. Select the `Select` button next to the applicable accounting code.
11. Enter your work hours in the Work Time field next to the applicable TC and accounting code.
12. Select the `Save` button.

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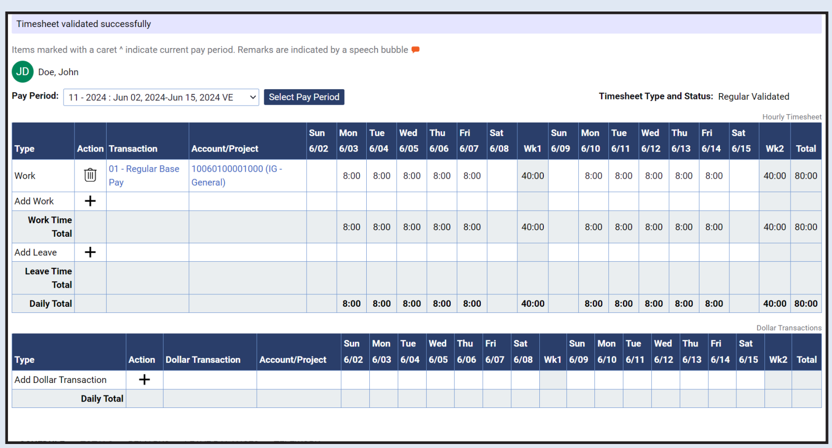
Requesting Premium Pay

1. Select the ***Premium Pay Requests*** link from the Leave and Premium Pay section section on the Employee Main Menu.
2. Select the `Add Premium Pay Request` button.
3. Select the ***applicable premium pay transaction*** from the Transaction drop-down list.
4. Select the Start Date and End Date from the calendar icon or enter the dates in mm/dd/yy format.
5. Enter the Start Time and Stop Time in hh:mm format.
6. Enter the Meal Time, if applicable.
7. Enter the hours requested in the Daily Hours field.
8. Enter any applicable remarks in the Submitter Remarks field.
9. Select the `Submit` button.

Adding Dollar Transactions

Employees may add dollar transactions on the Dollar Transaction row of the timesheet.

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu.
2. Select the + (plus sign) in the Dollar Transactions section.
3. Accept the default transaction code (TC) or select the default TC for a list of available TCs.
4. Select the applicable TC from the drop-down list.
5. Select the `Select` button next to the Account field.
6. Select the applicable accounting code on the Select Account page.
7. Select the Start Date and End Date from the calendar icon or enter the dates in mm/dd/yy format.
8. Enter the amount in *00.00* format.
9. Select the `Submit` button.



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Validating and Affirming a Timesheet

Timesheet - Doe, John 11-2024

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Timesheet validated successfully

Items marked with a caret ^ indicate current pay period. Remarks are indicated by a speech bubble

JD Doe, John

Pay Period: 11 - 2024 : Jun 02, 2024-Jun 15, 2024 VE   Select Pay Period

Timesheet Type and Status: Regular Validated

Hourly Timesheet

Type	Action	Transaction	Account/Project	Sun 6/02	Mon 6/03	Tue 6/04	Wed 6/05	Thu 6/06	Fri 6/07	Sat 6/08	Wk1	Sun 6/09	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Wk2	Total
Work		01 - Regular Base Pay	10060100001000 (IG - General)		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
Add Work	+																			
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
Add Leave	+																			
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

Type	Action	Dollar Transaction	Account/Project	Sun 6/02	Mon 6/03	Tue 6/04	Wed 6/05	Thu 6/06	Fri 6/07	Sat 6/08	Wk1	Sun 6/09	Mon 6/10	Tue 6/11	Wed 6/12	Thu 6/13	Fri 6/14	Sat 6/15	Wk2	Total
Add Dollar Transaction	+																			
Daily Total																				

SCHEDULE   TOTALS   REMARKS   LEAVE BALANCES   TELEWORK

Schedule

Su 06/02	M 06/03	T 06/04	W 06/05	Th 06/06	F 06/07	Sa 06/08	Su 06/09	M 06/10	T 06/11	W 06/12	Th 06/13	F 06/14	Sa 06/15

Save   Delete Timesheet   Remove All Entries

After all information has been entered on the timesheet, the employee must validate and also affirm the timesheet.

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu.
2. Select the **`Validate`** button after all time is entered. The Timesheet is displayed for review.
3. Correct any error messages.
4. Enter any applicable remarks in the Remarks text box.
5. Select the **`Validate`** button. The timesheet will be submitted to the Supervisor for certification.