

HR Administrator Main Menu Options

Employees Section – Work with employee profiles and leave balances; view current timesheet summaries and work schedules; and manage delegates. Work with employee timesheets, leave balances and employee profiles; and add new users to the system.

Accounting Section – Manage accounts for Agency use.

Schedule Section –View employee schedules. Add, view, edit, assign or delete and view shifts. Add, edit, delete and view shift templates. Assign schedule templates to organizations.

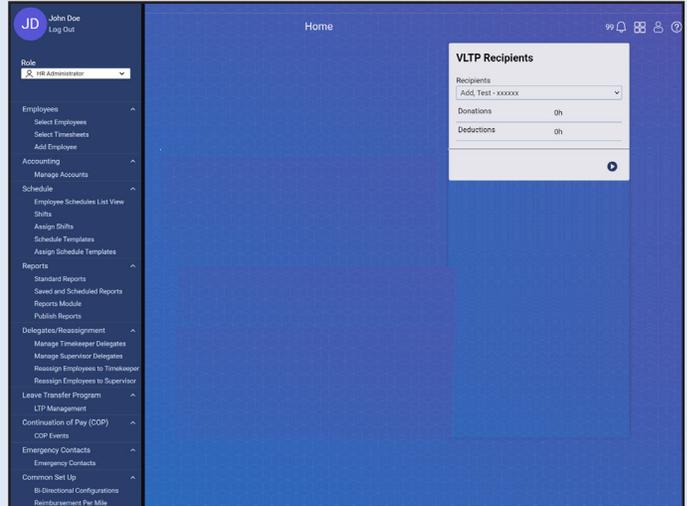
Reports Section – Run, print or save standard reports. Download, rerun, delete, or e-mail reports generated in the background. Create, save, modify, share, and schedule custom (ad hoc) reports, and make them available to other users.

Delegates/Reassignment Section – Assign or unassign timekeeper or supervisor delegate. Reassign employees to timekeeper or supervisor

Leave Transfer Program Section – Add and administer leave transfer program accounts

Continuation of Pay (COP) Section – View employee COP events.

Emergency Contacts Section – View employee emergency contact information.



Common Set Up Section – Set up daily and bi-weekly data imports and exports. Track rates and start and end dates for mileage reimbursement.

Inbox Icon – View messages from employees and delegates.

Tiles Icon – Tiles provide a quick way to view information or perform tasks such as entering time in your timesheet right from the Home page.

Employee Icon – View your settings and other information, such as Licenses, Roles, etc.

Help Icon – Access the help database.

Selecting Employees

The Select Employees page lists employees, provides search and filter capabilities, and provides access to the Actions menu.

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

- **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.
- **Timekeeper** – Used to search for employees assigned to a specific timekeeper.
- **Supervisor** – Used to search for employees assigned to a specific supervisor.
- **Status** – Used to search for employees in a specific status.

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Selecting Employees *(Continued)*

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.

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

- **Current Timesheet Summary**
- **Employee Profile**
- **Leave Balances**
- **Work Schedules**
- **Send Message**
- **Employee Accounts**

Selecting Timesheets

The following links may be accessed from Actions drop-down on the Select Timesheets page:

- **Timesheet**
- **Timesheet Summary**
- **Processed Timesheets**
- **Work Schedules**
- **Employee Profile**
- **Leave Balances**
- **Telework Requests**
- **Send Message**
- **Employee Accounts**
- **Default Schedules**

The screenshot shows a filter interface with the following elements:

- Timesheet Status:** A dropdown menu currently set to "All".
- Organization:** A text input field with a "Find Org" button next to it.
- Approver:** A text input field with "Timekeeper" and "Supervisor" as examples.
- Timesheet Type:** A list of radio buttons:
 - All
 - Correction
 - Regular
 - Invalid Timesheet Profile
 - On Hold

Administrators can search for timesheets by clicking on the Filter icon: ☰

Adding Employees

This function should only be used if the NFC Daily Feed has not created the record and/or the EmpowHR record has not been updated and T&A entry needs to begin.

Note: This function should only be used in extreme circumstances. The preferred way for profile creation is from the NFC Daily Feed file.

If manual addition is necessary, there are several components to be completed. These are:

- Employee Profile
- Licenses
- Role Assignments
- Timesheet Details
- Timesheet Profile

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Adding Employees (Continued)

To Add an Employee to GovTA:

1. Select the **Add Employee** link from the Employees menu on the HR Administrator Main Menu page. The Employee Profile for page is displayed.
2. Complete the fields.

3. Select the **save** button. The message *Employee Profile Successfully Saved* is displayed along with additional options.

Note: The Essential field is now displayed on the Employee Profile page. Check this box to designate if the employee is classified as essential under emergency conditions and select the **Save** button.

4. Select the **Licenses** link from the menu. The Licenses for page is displayed with all available licenses selected.
5. Uncheck the boxes of the licenses that should not be assigned to the employee.
6. Select the **save** button. The message *Successfully saved licenses* is displayed.
7. Select the **Timesheet Profile** link from the menu. The Timesheet Profile page is displayed.
8. Complete the fields.
9. Select the **save** button. The message *Timesheet profile saved* is displayed.

Managing Delegates

To Delegate a Timekeeper:

1. Select the **Manage Timekeeper Delegates** link from the Delegates/Reassignment section on the HR Administrator main menu page. The Select User - Choose a Timekeeper page is displayed.
2. Select the **Add Delegate** link

3. Select the **search** button for Delegating User that identifies the timekeeper for whom you want to delegate a backup. The Select User - Choose a Timekeeper page is displayed. A table displays users who have already been delegated as a backup for the timekeeper.
4. Select the **select** button for Delegating User that identifies the supervisor for whom you want to delegate a backup. The Delegate Roles page is displayed. A table displays users who have already been delegated as a backup for the supervisor.

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Managing Delegates (Continued)

To Delegate a Timekeeper: (Continued)

Delegate Roles : Timekeeper

Successfully delegated Timekeeper to 1 users

Delegating User: Doe, John - doej

| Name | Undelegate |
|--------------|--------------------------|
| Doe, Charles | <input type="checkbox"/> |
| Doe, Jane | <input type="checkbox"/> |

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5. Select the **Add Delegate** button. The Add Delegate page is displayed listing users who are qualified to be selected as delegate.
6. Select the box next to user(s) you want to select as delegates.
7. Select the **Select Checked Users** button. The Delegate Role - Timekeeper page is displayed listing the newly assigned delegate and a message confirming that the delegation was successful.

To Delegate a Supervisor:

HR Administrators may manage Supervisor delegates.

1. Select the **Manage Supervisor Delegates** link from the Delegates/Reassignment section on the HR Administrator main menu page. The Delegate Roles: Supervisor page is displayed. A table displays users who have already been delegated as a backup for the supervisor.
2. Select the **Add Delegate** button. The Add Delegate page is displayed listing users who are qualified to be selected as delegates.

Delegate Roles : Supervisor

Delegating User: Doe, John-doej

| Name | Undelegate |
|-----------------|--------------------------|
| Doe, Jane-doej2 | <input type="checkbox"/> |

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3. Select the box next to user(s) you want to select as delegates.
4. Select the **Select Checked Users** button. The Delegate Role - Supervisor page is displayed listing the newly assigned delegate and a message confirming that the delegation was successful.

Add Delegate - Supervisor

Delegating User: Doe, John-doej

| Name | Select |
|---------------------|--------------------------|
| Doe, Kenneth - doek | <input type="checkbox"/> |
| Doe, Larry - doel | <input type="checkbox"/> |
| Doe, Michael - doem | <input type="checkbox"/> |

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Reassigning Employees

HR Administrators may reassign employees to other timekeepers.

To Reassign Employees to Timekeepers:

1. Select the **Reassign Employees to Timekeeper** link from the Delegates/ Reassignment section on the HR Administrator Main Menu page. The Select User - Choose a Timekeeper to receive new employees page is displayed.

Select User - Choose a Supervisor to receive new employees.

Name: Search Clear

| Name | Select |
|---|--------|
| Administrator, Corinne - democoraine | Select |
| Administrator, The - admin | Select |
| ADMIN, TRAINING - trainadmin | Select |
| Employee, Anh - kweliena | Select |
| HR Admin, Instructor - instructoradmin | Select |
| Instructor01, TCB - tcbinstructor01 | Select |
| Instructor02, TCB - tcbinstructor02 | Select |
| Instructor03, TCB - tcbinstructor03 | Select |
| Supet, Amelia - asuper | Select |
| Supet, Janey - jsuper | Select |
| Supervisor, Adnan - esupervisor | Select |
| Supervisor, Blake - bsupervisor | Select |
| Supervisor, Carter - csupervisor | Select |
| Supervisor, Dylan - dsupervisor | Select |
| Supervisor, Evelyn - esupervisor | Select |
| Supervisor, Francis - fsupervisor | Select |
| Supervisor, Gideon - gsupervisor | Select |
| Supervisor, Hunter - hsupervisor | Select |
| Supervisor, Instructor - instructorsupervisor | Select |
| Supervisor, Ito - isupervisor | Select |
| Supervisor, Julian - jsupervisor | Select |
| Supervisor, Kalden - ksupervisor | Select |
| Supervisor, Logan - lsupervisor | Select |
| Supervisor, Mason - msupervisor | Select |
| Supervisor, Noah - nsupervisor | Select |

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2. Select the **Select** button adjacent to the timekeeper. The Select User - Choose a Timekeeper for reassigning employees to page is displayed.

Select User - Choose a Timekeeper for reassigning employees to

Name: Search Clear

| Name | Select |
|------------------------|--------|
| Doe, Adam - DOEA | Select |
| Doe, Alice - DOEA2 | Select |
| Doe, Betty - DOEB | Select |
| Doe, Brad - DOEB2 | Select |
| Doe, Calvin - DOEC | Select |
| Doe, Claude - DOEC2 | Select |
| Doe, Claudette - DOEC3 | Select |
| Doe, Daisy - DOED | Select |
| Doe, David - DOED2 | Select |
| Doe, Devin - DOED3 | Select |
| Doe, Elsi - DOEE | Select |
| Doe, Frank - DOEF | Select |
| Doe, George - DOEG | Select |
| Doe, Georganna - DOEG2 | Select |
| Doe, Harold - DOEH | Select |
| Doe, Henrietta - DOEH2 | Select |
| Doe, Henry - DOEH3 | Select |
| Doe, Herman - DOEH4 | Select |

3. Select the **Select** button adjacent to the timekeeper from whom employees will be reassigned, if listed. The From: field is now populated.

OR

Enter the name of the timekeeper from whom employees will be reassigned and select the **Search** button. Select the timekeeper from the search results. The From: field is now populated.

Select User - Choose a Timekeeper for reassigning employees to

Name: Search Clear

| Name | Select |
|------------------------|--------|
| Doe, Adam - DOEA | Select |
| Doe, Alice - DOEA2 | Select |
| Doe, Betty - DOEB | Select |
| Doe, Brad - DOEB2 | Select |
| Doe, Calvin - DOEC | Select |
| Doe, Claude - DOEC2 | Select |
| Doe, Claudette - DOEC3 | Select |
| Doe, Daisy - DOED | Select |
| Doe, David - DOED2 | Select |
| Doe, Devin - DOED3 | Select |
| Doe, Elsi - DOEE | Select |
| Doe, Frank - DOEF | Select |
| Doe, George - DOEG | Select |
| Doe, Georganna - DOEG2 | Select |
| Doe, Harold - DOEH | Select |
| Doe, Henrietta - DOEH2 | Select |
| Doe, Henry - DOEH3 | Select |
| Doe, Herman - DOEH4 | Select |
| Doe, Isaac - DOEI | Select |
| Doe, Isabel - DOEI2 | Select |
| Doe, Isabella - DOEI3 | Select |
| Doe, Jane - DOEJ2 | Select |
| Doe, Jennifer - DOEJ3 | Select |
| Doe, Jessica - DOEJ4 | Select |
| Doe, Ken - DOEK | Select |

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To Reassign Employees to Supervisors:

HR Administrators may reassign employees to other supervisors.

1. Select the **Reassign Employees to Supervisor** link from the Delegates/ Reassignment section on the HR Administrator Main Menu page. The Select User - Choose a Supervisor to receive new employees page is displayed.
2. Select the **Select** button adjacent to the timekeeper. The Select User - Choose a Supervisor for reassigning employees to page is displayed.
3. Select the **Select** button adjacent to the supervisor from whom employees will be reassigned, if listed. The From: field is now populated.

Select User - Choose a Timekeeper for reassigning employees to

Name: Search Clear

| Name | Select |
|------------------------|--------|
| Doe, Adam - DOEA | Select |
| Doe, Alice - DOEA2 | Select |
| Doe, Betty - DOEB | Select |
| Doe, Brad - DOEB2 | Select |
| Doe, Calvin - DOEC | Select |
| Doe, Claude - DOEC2 | Select |
| Doe, Claudette - DOEC3 | Select |
| Doe, Daisy - DOED | Select |
| Doe, David - DOED2 | Select |
| Doe, Devin - DOED3 | Select |
| Doe, Elsi - DOEE | Select |

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OR

Enter the name of the supervisor from whom employees will be reassigned and select the **Search** button. Select the supervisor from the search results. The From: field is now populated.

Saved and Schedules Reports

The 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.

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** – See all reports in any status.
- **Pending** – The report has been scheduled to run, but hasn't been picked up by the report creation job.
- **Queued** – The report has been picked up by the report creation job.
- **Generating** – The report is currently being run by the report creation job.
- **Complete** – The report has been successfully generated.
- **Error** – The system encountered an error when generating the report.
- **Invalid** – When an ad hoc report structure is changed, all of the associated report schedule instances are marked invalid. You must create a new report schedule.