# GovTA

# GovTA HR Administrator Quick Reference Card

# **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 biweekly 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 Con** – View your settings and other information, such as Licenses, Roles, etc.

*Help* **(2)** *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

limesheet Status	Org	anization	Approver
All	~	Find Org	Timekeeper
Fimesheet Type			Supervisor
All			
Correction			
⊃ Regular			
🔿 Invalid Timesheet Profile			

# **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
- Role Assignments
- Timesheet Profile

- Licenses
- Timesheet Details

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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.
- 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

			Delegate Roles :	Timekeeper			149 💭	පි ?
Dele	egating User: Doe, John - doej	Search	1					
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Doe	e, Jane	<u></u>						
1-1 Ad	of 1 Records First Previous d Delegate Undelegate All	1 Next Last View 25 5	50 100					
3.	Select the <b>Search</b> User that identifies whom you want to Select User - Choo displayed. A table already been deleg timekeeper.	a button for Delega s the timekeeper for delegate a backup ose a Timekeeper p displays users who gated as a backup	ting r b. The bage is b have for the	constraint of the second	Congent frame - Nexe: Doer, Adam - doea Doer, Adam - doea Doer, Davier - doed Doer, Davier - doed Doer, Edward - doed Doer, Frame - doed	Select User - Manage Timekeeper delegates date date date date date date date date		tse 〔〕 各 ③
4.	Select the <b>Select</b> that identifies the s want to delegate a Roles page is disp users who have al backup for the sup	E button for Delegat supervisor for whon a backup. The Deleg played. A table displ lready been delegat pervisor.	ting User n you gate lays ted as a	Reinige Enciptions Reserver Look Texter Program – v Contravation of Phys (COP) – v Prompeny Contradis, v Connect Soft Vp – v	Doe, Gary - doeg Doe, Hary - doeh Doe, John - doeg - Doe, John - doeg 2 Doe, Jahn - doeg 2 Doe, Jahn - doe Doe, Jahn - doe Doe, Nancy - doen Doe, Paul - doep Corre	(Continued on I	next pa	age)



# GovTA HR Administrator Quick Reference Card

# **Managing Delegates (Continued)**

### To Delegate a Timekeeper: (Continued)

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Delegating User: Doe, John - doej	lelegating User: Doe, John - doej Search				
	Delegates				
Name	Undelegate				
Doe, Charles	Û				
Doe, Jane	oe, Jane 🔟				
1-2 of 2 Records First Previous 1	Next Last View 25 50 100				
Add Delegate All					

- 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.

JD Doe, John Log Out		Delegate Roles : Supervisor	159日名 ②
Role	Delegating User: Doe, John-doej Search		
Q HR Administrator		Delegates	
	Name	Undelegate	
E	Doe, Jane-doej2	Ŵ	
Employees	A d of d Documente - First Derusioner - A - Novid - La	1 16	
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Schedule ~	Add Delegate Undelegate All		
Reports v	<u>-</u>		
Delegates/Reassignment			
Manage Timekeeper Delegates			
Manage Supervisor Delegates			
Manage Project Manager Delegates			
Reassign Employees to Timekeeper			
Reassign Employees to Supervisor			

- 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	149 다 옴 (
Delegate Roles +		
Name: Search Clear		
	Delegates	
Name	Select All	
Doe, Kenneth - doek		
Doe, Larry - doel		
Doe, Michael- doem	0	
1-25 of 53 Records First Previous 1 2 3 Next Select Checked Users	Last View 25 50 100	



# **Reassigning Employees**

HR Administrators may reassign employees to other timekeepers.

### To Reassign Employees to Timekeepers:

 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.

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lame:	
Search Clear	
	Select User
Name	Select
Administrator, Coraline - democoraline	Select
Administrator, The - admin	Select
DMIN, TRAINING - trainadmin	Select
imployee, Anh - lewellena	Select
IR Admin, Instructor - instructorhradmin	Select
nstructor01, TCB - tcbinstructor01	Select
nstructor02, TCB - tcbinstructor02	Select
nstructor03, TCB - tcbinstructor03	Select
Juper, Amelia - asuper	Select
iuper, Janey - jsuper	Select
upervisor, Adrian - asupervisor	Select
upervisor, Blake - bsupervisor	Select
upervisor, Carter - csupervisor	Select
Supervisor, Dylan - dsupervisor	Select
Supervisor, Evelyn - esupervisor	Select
upervisor, Francis - fsupervisor	Select
upervisor, Gideon - gsupervisor	Select
upervisor, Hunter - hsupervisor	Select
upervisor, Instructor - instructorsupervisor	Select
upervisor, Ira - isupervisor	Select
Supervisor, Julian - jsupervisor	Select
Supervisor, Kaiden - ksupervisor	Select
Supervisor, Logan - Isupervisor	Select
Supervisor, Mason - msupervisor	Select
Supervisor, Noah - nsupervisor	Colora

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

### To Reassign Employees to Supervisors:

HR Administrators may reassign employees to other supervisors.

- 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.
- Select the select button adjacent to the timekeeper. The Select User - Choose a Supervisor for reassiging 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.

John Doe		
Log Ok		Select User - Choose a Timestèper for reassigning employees to
	Name	
2, HR Administrator	Search Clear	
		Select User
	~ Name	Select
	Doe, Adam - DOEA	Select
	Doe, Alice - DOEA2	Select
	Doe, Betty - DOEB	Select
Maraoa Tanakasar Delarat	Doe, Brad - DOEB2	Select
Manage Supervisor Delegate	Doe, Calvin - DOEC	Belevit
Manage Project Manager Del	Doe, Claude - DOEC2	Select
Reason Employees to Sup	Doe, Claudette - DOEC3	Select
	<ul> <li>Doe, Daisy - DOED</li> </ul>	Gelect
	Doe, Davd - DOED2	Select
	Doe, Devin - DOED3	Select
	Doe, Elsi - DOEE	Select
	Doe, Frank - DOEF	Bulect
	Doe, George - DOEG	Select
	Doe, Georgianna - DOEG2	(detext)
	Doe, Harold - DOEH	Select
	Doe, Henrietta - DOEH2	Select
	Doe Henry - DOEH3	Select
	Doe Herman - DOEH4	Select

 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.

John Doe		Select User - Choose a Timekeeper for reassigning employees to	178
	Name:		
Administratur 🗸 🗸	Search Clear		
	Name	Select	
	Doe, Adam - DOEA	Select	
	Doe, Alice - DOEA2	Seect	
	Doe, Betty - DOEB	Scient	
atos Reassignment ·	Doe, Brad - DOEB2	Seat	
anage Timeterper Delegates	Doe, Calvin - DOEC	Select	
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eassign Employees to Tanekeep easiers Producers to Tanekeep	Doe, Claudette - DOEC3	Seast	
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	Doe, Frank - DOEF	Select	
	Doe, George - DOEG	Select .	
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	Doe, Harold - DOEH	Seioci	
	Doe, Henrietta - DOEH2	Select	
	Doe, Henry - DOEH3	Sence 1	
	Doe, Herman - DOEH4	Select	
	Doe, Isaac - DOEI	Select	
	Doe, Isabel - DOEl2	Seet	
	Doe, Isabella - DOEH3	Scient	
	Doe Jane - DOEJ2	Seect	
	Doe, Jennifer - DOEJ3	Seet.	
	Doe, Jessica - DOEJ4	Select	
	Doe, Ken - DOEK	Search	
	and a state of the	Print Lines of Free Lines	

JD John Doe	≡ <b>∆</b>	Select User - Choose a Timekeeper for reassigning employees to	™L & @
Rote Q. HR Administrator •	Name: Search Cour		
		Satet User	
Accounting v	Doe, Adam - DOEA	Select Belect	
Schedule v Reports v	Doe, Alice - DOEA2 Doe, Betty - DOEB	Seen:	
Delegates/Reassignment ^ Manage Timekooper Delegates	Doe, Brad - DOEB2	Salas	
Manage Supervisor Delegates Manage Project Manager Delegates	Doe, Calvin - DOEC Doe, Claude - DOEC2	Refect	
Reassign Employees to Tarehaspe Reassign Employees to Supervisor	Doe, Claudette - DOEC3	Solect	
Continuation of Pay (COP)	Doe, Davd - DOED2	Solicit.	
Emergency Contacts ~ Common Set Up ~	Doe, Devin - DOED3 Doe, Fisi - DOEE	Select	
	1-25 of 54 Records First Previous 1 2 3 M	est Last Vew 25 60 100	

### 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.



# Reports

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

The Standard Reports menu on the HR Administrator Main Menu pages contains the following options:

- Active Timesheets (Reports License Required)
- Bi-Directional Leave Changes Report (If the Agency uses a Bi-Directional feed)
- Bi-Directional New Hires Report (If the Agency uses a Bi-Directional feed)
- Bi-Directional Profile Audit Report (If the Agency uses a Bi-Directional feed)
- Bi-Directional Summary Report (If the Agency uses a Bi-Directional feed)
- Final Timesheets (Reports License Required)
- New Employees NFC (Reports License Required)
- Organization Assignment (Reports License Required)
- Role Assignment
- Overtime Report NFC
- Supervisor Assignments
- Telework by Employee Report
- Telework by Organization Report
- Telework Summary of Hours by Pay Period
- Timekeeper Assignments
- Timesheet Status (Reports License Required)
- Timesheet Summary (Reports License Required)
- Unassigned Employees (Reports License Required)
- Uncertified Timesheets (Reports License Required)
- Unprocessed Timesheets (Reports License Required)

	Standard Reports
Y   Y   Y   Y   Y   Y   Y   Y   Y   Y	Standard Reports
Name	Description
Active Timesheets	Active timesheets, unsent to a pay provider
Bi-Directional Leave Changes Report	Bi-Directional Leave Changes Report
Bi-Directional New Hires Report	Bi-Directional New Hires Report
Bi-Directional Profile Audit Report	Bi-Directional Profile Audit Report
Bi-Directional Summary Report	Bi-Directional Summary Report
Final Timesheets	Employees separated from the organization
New Employees NFC	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Role Assignment	Users assigned to each role
Supervisor Assignments	Supervisors and employees assigned to them
Telework by Employee Report	Telework by Employee Report
Telework by Organization Report	Telework by Organization Report
Telework Summary of Hours by Pay Period	Telework Summary of Hours by Pay period Report
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets

#### Saved and Scheduled Reports

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

The following file formats are available:

- Portable document format (PDF)
- Excel (Spreadsheet)
- Comma separated values (CSV)

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



# **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.