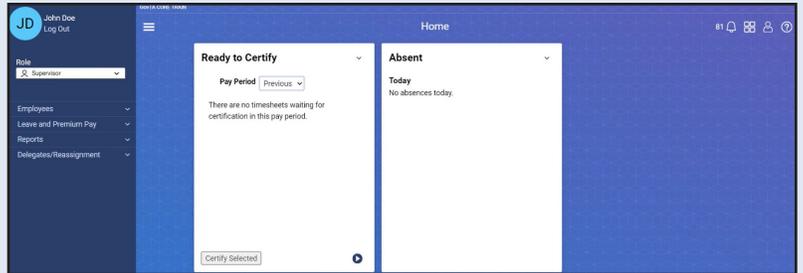


Supervisor Main Menu Options

- **Employees Section** – Certify all validated timesheets; select and work with employee timesheets, profiles, leave balances, leave requests, premium pay requests, and default schedules.
- **Leave and Premium Pay** – Approve, deny or revert to pending, leave and premium pay requests.
- **Reports Section** – Run, modify, share, and publish standard, saved, and scheduled reports.
- **Delegates/Reassignment Section** – Assign or unassign a delegate.
- **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 Timesheets

The Select Timesheets page lists the supervisor's assigned employees, provides search and filter capabilities, and provides access to the Actions drop-down menu. Supervisors are able to access their delegated employees from this page.

1. Select the check box next to the applicable employee and select **Timesheet** from the Actions drop-down menu. The Timesheet for the applicable employee is displayed.

Select All	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	14 - 2024	Validated by Employee	dseja	Doe	Jane	NFC	Doe, John	Doe, John
<input type="checkbox"/>	13 - 2024	Validated by Employee	dseja	Doe	Jane	NFC	Doe, John	Doe, John

OR

Select the pay period next to the applicable employee. The Timesheet is displayed.

2. Select the Filter icon to expand the options for filtering results.

Note: You must select a specific pay period from the Pay Period drop-down list.

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

Employee Leave Requests/Premium Pay Requests

Leave Requests 141

Status: Pending User: From Date: Jun 30, 2024 To Date: Jul 01, 2025 Leave Type: All Supervisor:

Timekeeper: Delegates For: NONE Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	Doe, Jane	07/26/2024	07/26/2024	61 - Annual Leave	8:00	07/25/2024 03:35 PM EDT	Doe, John	Doe, John
Pending	Doe, Jane	07/29/2024	07/29/2024	62 - Sick Leave	1:00	07/25/2024 03:37 PM EDT	Doe, John	Doe, John

1-2 of 2 Records First Previous 1 Next Last View 25 50 100

[View Calendar](#)

Premium Pay Requests 143

Status: Pending User: From Date: Jun 30, 2024 To Date: Jul 01, 2025 Transaction: All Supervisor:

Timekeeper: Delegates For: NONE Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	Doe, Jane	07/23/2024	07/23/2024	19 - Over 8 Overtime	2:00	07/25/2024 04:07 PM EDT	Doe, John	Doe, John
Pending	Doe, Jane	07/24/2024	07/24/2024	32 - Comp Time Earned	2:00	07/25/2024 04:06 PM EDT	Doe, John	Doe, John

1-2 of 2 Records First Previous 1 Next Last View 25 50 100

[View Calendar](#)

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

1. Select the **Employee Leave Requests or Employee Premium Pay Requests** link from the Leave and Premium Pay menu on the Supervisor Main Menu page.

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

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

2. Select the link in the Status column of the applicable leave/premium pay requests to view. The Leave Request page is displayed.

Employee Leave Requests/Premium Pay Requests (Continued)

Supervisors may approve and deny leave/premium pay requests for their assigned and delegated employees.

The screenshot shows the 'Leave Requests' page with a search filter for 'Pending' status and 'Doe, Jane' as the user. The table below lists the requests:

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	Doe, Jane	07/26/2024	07/26/2024	01 - Annual Leave	8.00	07/25/2024 03:35 PM EDT	Doe, John	Doe, John
Pending	Doe, Jane	07/29/2024	07/29/2024	02 - Sick Leave	1.00	07/25/2024 03:37 PM EDT	Doe, John	Doe, John

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

Note: If performing this function as a delegate, select the applicable supervisor from the Delegates For drop-down list. The Employee Leave/Premium Pay Requests page for the selected supervisor is displayed.

2. Select the applicable Pending leave request to review. The Employee Leave/Premium Pay Requests page is displayed.
3. Enter any applicable remarks in the Approver Comments text box.

Note: If the request is denied, a justification must be entered in the Remarks text box and the hours will be removed.

4. Select the **Approve** button. The message Leave request successfully updated is displayed.

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.

The screenshot shows the 'Leave Request for Doe, John' page. The 'Leave Type and Dates' section shows a 'Sick Leave' request for 8.00 hours on 07/29/2024. The 'Approver Comments' section is empty. The 'Sick Leave Purpose' section is expanded, showing the following options:

- 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)

The 'Approver Comments' section is empty, and the 'Update' button is visible.

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.

Select All	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	14 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John
<input type="checkbox"/>	13 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John

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

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 from the Filter icon. The Select Timesheets page for the selected supervisor is displayed.

2. Select the checkbox for the applicable validated timesheet.
3. Select the **Certify Selected** link from the Actions drop-down menu. 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 Actions drop-down.

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

Certifying Multiple Timesheets

Timesheets may be certified as a group.

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 validated timesheets.
3. Select the **Certify Selected** link from the Actions drop-down menu. The Timesheet Certification page of the first timesheet is displayed.

Select All	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	14 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John
<input type="checkbox"/>	13 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John

Note: A message is displayed showing your progress.

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

Certifying 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.

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 also displayed showing your progress.

3. Continue until all timesheets are certified.

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

Timesheet Certification - Doe, June 13-2024
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1 of 2

Remarks are indicated by a speech bubble

JD Doe, Jane

Pay Period: 13 - 2024 June 30 - July 13, 2024 Timesheet Type and Status: Regular Validated

Validation Messages

WARNING: Please verify that hours are correctly recorded for Federal holiday Independence Day on July 4. (PPV_NFC_175)

Type	Transaction	Account/Project	Sun 6/30	Mon 7/01	Tue 7/02	Wed 7/03	Thu 7/04	Fri 7/05	Sat 7/06	Wk1	Sun 7/07	Mon 7/08	Tue 7/09	Wed 7/10	Thu 7/11	Fri 7/12	Sat 7/13	Wk2	Total
Work	01 - Regular Base Pay	10060100001000 (G - General)		8.00	8.00	8.00		8.00		32.00		8.00	8.00	8.00	8.00			40.00	72.00
Work Time Total				8.00	8.00	8.00		8.00		32.00		8.00	8.00	8.00	8.00			40.00	72.00
Leave	66 - Paid Holiday Time Off	10060100001000 (G - General)					8.00		8.00										8.00
Leave Time Total							8.00		8.00										8.00
Daily Total				8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00			40.00	80.00

Dollar Transactions

Type	Dollar Transaction	Account/Project	Sun 6/30	Mon 7/01	Tue 7/02	Wed 7/03	Thu 7/04	Fri 7/05	Sat 7/06	Wk1	Sun 7/07	Mon 7/08	Tue 7/09	Wed 7/10	Thu 7/11	Fri 7/12	Sat 7/13	Wk2	Total
Daily Total																			

Schedule

Su 06/30	M 07/01	T 07/02	W 07/03	Th 07/04	F 07/05	Sa 07/06	Su 07/07	M 07/08	T 07/09	W 07/10	Th 07/11	F 07/12	Sa 07/13

Summary

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 Code	Amount
01 - Regular Base Pay	72.00
66 - Paid Holiday Time Off	8.00

Pay Period Remarks

Remarks

No timesheet remarks found for this pay period.

Timesheet Entry Remarks

Timesheet Entry Remarks

No timesheet entry remarks found for this pay period.

Leave Requests

Leave Requests

No leave requests found for this pay period.

Premium Pay Requests

Premium Pay Requests

No premium pay requests found for this pay period.

Accrual Leave Balances

Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capell	Balance	EDY Balance	Use or Lose
Annual Leave	0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	104.00	0.00
Sick Leave	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00	56.00	0.00

Tracking Leave Balances

Tracking Leave Balances

Leave Type	Forward	Used	Adjustments	Used To Date
Other Leave	0.00	8.00	0.00	8.00

Timesheet Profile

Status Change Type: None	Leave Category Override:
Status Change Day: None	Leave Ceiling Override:
Dath of Office: F	Home Leave Computation Date:
Final Report: F	Home Leave Category:
On Hold: F	Home Leave End Date:
Payplan: AD Admin. Determined	Agency: NFC
Tour of duty: Full Time	State Code: Louisiana
Duty Hours: 80	Town: 1690
Work Week: mon-fri	Unit: 40
Alternative Work Schedule: Regular 8-hour Days	New Contact Point: F
RSD / Salary Cap: None	Timekeeper: 40
Standby Hours Week 1:	Accounting Type:
Standby Hours Week 2:	Account:
Standby AUO Percent:	Actual Leave Accrual Rate: 8 Hours/PP
Service Computation Date: 01/01/1997	Vol. Leave Recipient: No
Military Regular Leave Flag: F	Eme. Leave Recipient: No
Military Emergency Leave Flag: F	Personal Leave Ceiling: 240.00

Activity Log

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	07/12/2024 04:29 PM EDT	Doe, Jane	
Validate	Pending Attestation	07/12/2024 03:45 PM EDT	Doe, Jane	
Save	Timesheet Saved	07/11/2024 04:58 PM EDT	Doe, Jane	
SCD Adjusted	Timesheet Saved	07/11/2024 04:56 PM EDT	Doe, Jane	Service Computation Date adjusted from blank to 01/01/1997
Save	Timesheet Saved	06/30/2024 01:03 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

Action Remarks

Characters Remaining: 255

Certify Reject/Decertify

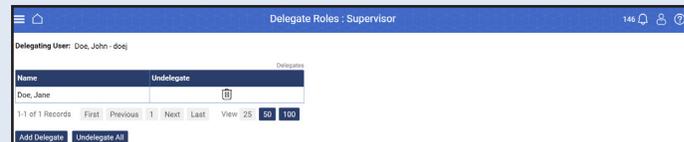
1 of 2

Delegating the Supervisor Role

Supervisors are allowed to delegate their role to other supervisors. 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.

1. Select the **My Delegates** link from the Delegates/Reassignment menu on the Supervisor Main Menu page.
2. Select the **Add Delegate** button.
3. Enter the name of the supervisor to whom you are delegating in the Name field and select the **Search** button.

OR



Select the checkbox for the applicable delegate.

OR

Select all applicable delegate(s).

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 is displayed.

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.

Reports

Most GovTA 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 the following options:

- **Standard Reports**
- **Saved and Scheduled Reports**
- **Reports Module (Reports License Required)**
- **Publish Reports (Reports License Required)**

Select the Standard Reports link from the supervisor menu to view the following report options:

- **Default Schedule Report** – Lists Default Schedules for users that meet Retain Data Type values.
- **Employee Contacts** – Listing of employee's emergency contacts.
- **Essential Employees** – Listing of all essential employees.

Name	Description
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Contacts	Listing of employee's emergency contacts
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
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

- **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.
- **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.

Saved and Scheduled Reports

The Saved and Scheduled Reports page displays a list of saved reports in *PDF*, *Excel*, *HTML*, or *CSV* file format.

The Reports menu contain the following options:

- **Standard Reports**
- **Saved and Scheduled Reports**
- **Reports Module (Reports License Required)**
- **Publish Reports (Reports License Required)**

Select the Standard Reports link from the supervisor menu to view the following report options:

- **Default Schedule Report** – Lists Default Schedules for users that meet Retain Data Type values.
- **Employee Contacts** – Listing of employee's emergency contacts.

Name	Description
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Contacts	Listing of employee's emergency contacts
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
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

- **Essential Employees** – Listing of essential employees.
- **Leave Audit** – Leave Audit Report.
- **Missing Contacts** – Employees who do not have contact information.
- **Roll Call** – Listing of all active employees.
- **Telework by Employee Report** – Telework by Employee Report.
- **Telework by Organization Report** – Telework by Organization Report.
- **Telework Summary of Hours by Pay Period** – A summary of telework hours by pay period.

Open a Saved or Scheduled Report

1. Select the **Saved and Scheduled Reports** option from the Reports menu on the Supervisor or Master Supervisor Main Menu page.
2. Select the applicable report.

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