

## GovTA Supervisor Quick Reference Card

## **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.

	GONTA CORE TRAIN	DKOKOKOKOKOKOKOKOKOK		1040404040404040404	
JD John Doe Log Out	=			Home	n C 88 8 0
Role & Supervisor V		Ready to Certify		Absent ~ Today No absences today.	
Employees Leave and Premium Pay Reports Delegates/Reassignment		There are no timesheets waking for certification in this pay period.			
		Certify Selected	,		

- **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* **(2)** 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.

 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 Tin	nesheets				138日名(
Actions ∽ ▼F	ilter							
								Timesheet
Select All	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
0	14 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John
	13 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John
I-2 of 2 Records		First	Previous	1 Next Last			Vie	w 25 50 100

#### 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.

Actions ~	₩ Filter									
_	Filter								0	imesheets
Select A	Items marked with a	caret ^ indicate current pay period.								
0	Employee	Pay Period		Timesheet Status		Organization	Approver	Delegate Fo	or	
	Last Name	All	~	Saved + All Validated	~	Find Org	Timekeeper	NONE V		
1-2 of 2 Recor	Last Name e			Timesheet Type			Supervisor			100
	User ID			All     Correction						
				O Regular						
				Invalid Timesheet Profile     On Hold						
	Apply Clear									

## **GovTA Supervisor Quick Reference Card**

## **Employee Leave Requests/Premium Pay Requests**

Status:	User:	Fron	n Date:	To Date:	Leave 1	ype:	Supervisor:	
Pending	~	Jun	30, 2024	🗰 Jul 01, 2025	iii All		~	
ïmekeepe	er:	Delegates For:						
		NONE 🗸	Search Clear					
								Leave Rec
atus	▲ User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
ending	Doe, Jane	07/26/2024	07/26/2024	61 - Annual Leave	8:00	07/25/2024 03:35 PM EDT	Doe, John	Doe, John
anding	Dec lana	07/20/2024	07/29/2024	62 - Sick Leave	1.00	07/25/2024 03:37 PM EDT	Doe John	Doe. John
ew Calen	boe, Jane cords dar	01/25/2024	07/23/2324	First Previous Premium Pay	1 Next Last			View 25 50 1
2 of 2 Rec iew Calent	dar	-		First Previous Premium Pay	1 Next Last			View 25 50 1
iew Calend tatus:	dar User:	From	n Date:	First Previous Premium Pay To Date:	Requests	tion:	Supervisor:	View 25 50 1
iew Calent iew Calent itatus: Pending	bbe, sane cords dar User:	From Jun	n Date: 30, 2024	First Previous Premium Pay To Date: Jul 01, 2025	Requests Transac	tion:	Supervisor:	View 25 50 11
2 of 2 Rec iew Calen Calen Status: Pending	User:	From Jun Delegates For:	n Date: 30, 2024	First Previous Premium Pay To Date: Jul 01, 2025	Requests Transac	tion:	Supervisor:	View 25 50 11
2 of 2 Rec iew Calen Calen Status: Pending Timekeepe	User:	From Jun Delegates For:	n Date: 30, 2024 Search Clear	First Previous Premium Pay To Date: Jul 01, 2025	Requests Transac	tion:	Supervisor:	View 25 50 11
ew Calen ew Calen tatus: Pending imekeepe	User:	Fron Jun Delegates For: NONE V Start Date	n Date: 30, 2024 Search Clear End Date	First Previous Premium Pay To Date: Jul 01, 2025 Transaction	1     Next     Last       Requests     Transac       Image: Control of the second	tion:	Supervisor:	View 25 50 1 143 Q &
ew Calend ew Calend tatus: Pending imekeepe atus ending	User:	From Jun Delegates For: NONE V S Start Date 07/23/2024	07/23/2024           n Date:           30, 2024           Search         Clear           End Date           07/23/2024	First Previous Premium Pay To Date: UIII Jul 01, 2025 Transaction 19 - Over 8 Overtime	I     Next     Last       Requests     Transac       Image: State of the	tion:  Submit Date 07/25/2024 04:07 PM EDT	Supervisor:	View 25 50 1 143 Q & Premium Pay Requ Timekeeper Doe, John

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.

## GovTA

## GovTA Supervisor Quick Reference Card

## **Employee Leave Requests/Premium Pay Requests** (Continued)

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

	Leave Requests							
Status:	User:	From	Date:	To Date:	Leave	туре:	Supervisor:	
Timekeepe	er:	Delegates For:	Search Clear	Jul 01, 2023			•	
Status	▲ User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Leave Reque
Status Pending	▲ User Doe, Jane	Start Date 07/26/2024	End Date 07/26/2024	Leave Type 61 - Annual Leave	Hours 8:00	Submission Date 07/25/2024 03:35 PM EDT	Supervisor Doe, John	Leave Reque Timekeeper Doe, John
Status Pending Pending	▲ User Doe, Jane Doe, Jane	Start Date 07/26/2024 07/29/2024	End Date 07/26/2024 07/29/2024	Leave Type 61 - Annual Leave 62 - Sick Leave	Hours 8:00 1:00	Submission Date 07/25/2024 03:35 PM EDT 07/25/2024 03:37 PM EDT	Supervisor Doe, John Doe, John	Leave Reque Timekeeper Doe, John Doe, John

 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.



- 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.



## **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 Tim	nesheets				145 💭 😤 🕐
Actions ∽ ₹ Fil	lter							Timesheets
Select All	▼ Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
	14 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John
	13 - 2024	Validated by Employee	doeja	Doe	Jane	NFC	Doe, John	Doe, John
1-2 of 2 Records		First	Previous	1 Next Last			View	25 50 100

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.



**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.

# GovTA

## **GovTA Supervisor Quick Reference Card**

## **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.

0.01					erunca	ation - I	Doe, Ja	ne ta										- <del>(</del> )	
	2																		
Remarks are ind	licated by a speech bul	bble 🟴																	
JD Doe, Jane																			
ay Period: 13 -	2024 June 30-July 13	3, 2024										Tir	neshee	t Type :	and Sta	tus: Re	gular V	alidated	
alidation Mess	ages																		
WARNING: Plea:	se verify that hours are o	orrectly recorded for	Federal holiday	Independe	nce Day	on July 4.	(PPV_NFC	_175)											
				Sun M	lon Tu	e Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hourly T	imeshee
Туре	Transaction	Account	/Project	6/30 7/	01 7/0	02 7/03	7/04	7/05	7/06	Wk1	7/07	7/08	7/09	7/10	7/11	7/12	7/13	Wk2	Total
Work	01 - Regular Base Pay	100601000010 General)	00 (IG -	8	:00 8:	:00 8:00	)	8:00		32:00		8:00	8:00	8:00	8:00	8:00		40:00	72:00
Work Time				ε	:00 8:	:00 8:00	5	8:00		32:00		8:00	8:00	8:00	8:00	8:00		40:00	72:00
Iotal	66 - Paid Holiday Tim	e 100601000010	00 (IG -																
Leave	Off	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	8:00		40:00	80:00
			-									_						Dollar Tra	nsaction
Туре	Dollar Transaction	Account/Pro	ject 6/30	Mon 7/01	7/02 7	Wed 1h 7/03 7/	u Fri 04 7/0	5 7/0	16 W	Sur k1 7/0	n Mo 17 7/0	on Tu 08 7/0	ie W 09 7/	10 7	hu 1 7/11 7	7/12	sat 7/13	Wk2	Total
Daily Total																			
			-	-		0	0				-				-		-		Schedul
50 06/30	07/01 07/02	07/03	07/04	07/05	0	5a 07/06	07/07		M 07/08		07/09		97/10		07/11	0	F 7/12	07	sa //13
Veek One Hours Week Two Hours	: 40:00 Transact : 40:00	tion Code	Amount																
otal Hours: fime In Pay:	80:00 01 - Regu 80:00 66 - Paid	Holiday Time Off	72:00 B:00																
Other Time:	0:00	Thomady Time on T																	
Jays In Pay:	10																		
ay Period Rem	arks																		
Remarks																			
No timesheet r	emarks found for this p	ay period																	
imesheet Entry	Remarks																Timest	eet Entry	Remark
Date	Entry	Name, UserID, D	Date/Time								Role		Dai	ly Rem	ark				
No timesheet er	ntry remarks found for	this pay period																	
eave Requests																		Leave	Request
Date	Times	Hours	Transaction	1			Status		A	pprover			A	pprove	d Date				
No leave reques	ts found for this pay pe	eriod																	
Premium Pay Re	quests																		
																	Pren	aium Dau	Pormet
Date	Times	Hours	Transaction	ı			Status		A	pprover			A	pprove	d Date		Pren	nium Pay	Request
Date No premium pa	Times y requests found for th	Hours is pay period	Transaction	ı			Status		A	pprover			A	pprove	d Date		Pren	nium Pay	Request
Date No premium pa Accrual Leave B	Times y requests found for thi alances	Hours is pay period	Transaction	1			Status		A	pprover			A	pprove	d Date		Pren	nium Pay	Requests
Date No premium pay Accrual Leave B Leave Type	Times y requests found for the alances Forward	Hours is pay period Adj Forward	Transaction	n Usec	I Ad	djustment	Status s	Expire	A	pprover	d	Balanc	¢	EOY B	d Date		Pren Acon Use c	nium Pay ual Leave r Lose	Request: Balance:
Date No premium par Accrual Leave B Leave Type Annual Leave	Times y requests found for thi alances Forward 0:00	Hours is pay period Adj Forward 0:00	Accrued 8:00	n Usec 0:00	I Ad	djustment 00	Status \$	Expire 0:00	ed A	Cappe 0:00	d	Balanc 8:00	•	EOY B	d Date Ialance D		Acore Use o 0:00	nium Pay Jal Leave <b>Ir Lose</b>	Requests Balances
Date No premium pay Accrual Leave B Leave Type Annual Leave Sick Leave	Times requests found for th alances Forward 0:00 0:00	Hours is pay period Adj Forward 0:00 0:00	Accrued 8:00 4:00	n Usec 0:00 0:00	Ad 0:0	djustment 00	Status \$	Expire 0:00 0:00	ed	Cappe 0:00 0:00	đ	Balanc 8:00 4:00	•	EOY B 104:00 56:00	d Date Ialance D		Acces Use o 0:00 0:00	al Leave	Request: Balances
Date No premium pay Accrual Leave B Leave Type Annual Leave Sick Leave Fracking Leave I	Times requests found for the alances Forward 0:00 0:00 Balances	Hours is pay period Adj Forward 0:00 0:00	Accrued 8:00 4:00	n Usec 0:00 0:00	Ad 0:0	<del>Ijustment</del> 00	Status \$	Expire 0:00 0:00	ed	Cappe 0:00 0:00	4	Balanc 8:00 4:00	•	EOY B 104:01 56:00	d Date Jalance		Acon Use o 0:00 Tracki	nium Pay ual Leave rr Lose	Balance:
Date No premium pay Accrual Leave B Leave Type Annual Leave Sick Leave Tracking Leave I Leave Type	Times vrequests found for the alances Forward 0.00 0.00 Balances	Hours is pay period Adj Forward 0:00 0:00 Forward	Accrued 8:00 4:00	n Usec 0:00 0:00	Ad 0:0 0:0	djustment 00 00	Status \$ Adjustm	Expire 0:00 0:00	ed	Cappe 0:00 0:00	4	Balanc 8:00 4:00	e Usec	EOY B 104:00 56:00	d Date Jalance D		Acon Use o 0:00 0:00 Tracki	nium Pay ual Leave <b>r Lose</b> ng Leave	Balance Balance
Date No premium pay Accrual Leave B Leave Type Annual Leave Sick Leave Tracking Leave I Leave Type Other Leave	requests found for the alances Forward 0.00 0.00 Balances	Hours is pay period Adj Forward 0:00 0:00 Forward 0:00	Accrued 8:00 4:00	n Usec 0:00 0:00 Use 8:01	I Ad 0:0 0:0	Ejustment 00 00	s Adjustm 0:00	Expire 0:00 0:00 ents	ed	Cappe 0:00 0:00	d	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:01 56:00	d Date Ialance D		Acces Use c 0:00 0:00 Tracki	nium Pay Jal Leave I <b>r Lose</b> Ing Leave	Balance: Balance:
Date No premium pay Accrual Leave B Leave Type Annual Leave Sick Leave Fracking Leave Cother Leave Cother Leave Finesheet Profit	requests found for the alances Forward 0.00 0.00 Balances Ite Turn: None	Hours Adj Forward 0:00 Forward 0:00 Forward 0:00	Accrued 8:00 4:00	n Usec 0:00 0:00 Use 8:0	4 Ad 0.0 0.0	djustment 00 00	s Adjustm 0:00	Expin 0:00 0:00 ents	ed Ouerride	Cappe 0:00 0:00	d	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:01 56:00	d Date falance 0		Pren Acon 0:00 0:00 Tracki	nium Pay Jal Leave Ir Lose	Request Balance Balance
Date Date No premium pai No premium pai No premium pai Leave Type Sick Leave racking Leave I Leave Type Other Leave Timesheet Profi Status Change T Status Cha	Times Trequests found for th slances Forward 0.00 0.00 Salances Is	Hours Adj Forward 0:00 Forward 0:00 Forward 0:00	Accrued 8:00 4:00	n Usec 0:00 0:00 Use 8:00	4 Ad 0:0 0.0	sjustment 00 00	s Adjustm 0:00 Leave Ca Leave Ce	ents	ed Override	Cappe 0.00 0.00	d	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:00 56:00	d Date lalance 0		Accent	nium Pay	Request Balance Balance
Date Date No premium pac No premium pac Leave Type Annual Leave Sick Leave Tracking Leave Conter Leave Timesheet Profit Status Change I Status Change I Dath of Office: F	Times requests found for the alances Forward 0.00 0.00 Balances Ite Type: None Day: None	Hours is pay period Adj Forward 0:00 Forward 0:00	Accrued 8:00 4:00	n Usec 0:00 0:00 Use 8:00	4 Ad 0.0 0.0	<del>Jjustment</del> 00 00	s Adjustm 0:00 Leave Ca Leave Ce Home Le	ents tegory f ave Con	ed Override rerride:	Cappe 0:00 0:00	d	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:01 56:00	d Date lialance 0		Accrr Use c 0:00 Tracki	sal Leave	Request Balance Balance
Date No premium pay kccrual Leave B Leave Type Annual Leave Tracking Leave I Leave Type Dther Leave Timesheet Profi Status Change I Dath do Office: F Final Report: F	Times requests found for th alances Forward 0.00 0.00 Balances te type: None Day: None	Hours Kay period Adj Forward 0.00 Forward 0.00 Co0	Accrued 8:00 4:00	NUsec 0:00 0:00 Use 8:00	I Ad 0.0 0.0	5justment 00 00	Adjustm 0:00 Leave Ca Leave Ce Home Le	Expin 0:00 0:00 ents tegory l iling Ov ave Cost	Override erride: mputatis	Cappe 0:00 0:00	d	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:01 56:00	d Date ialance 0		Acorr Use c 0:00 Tracki	ual Leave	Request Balance
Date Vio premium page kocrual Leave B Leave Type Sick Leave Tracking Leave I Leave Type Dther Leave Status Change I Dath of Office: F Final Report: F Don Hold: F Paylan: AD AM	Times Times Times Times Times Torward 0.00 0.00 3alances Ile Type: None Tim. Determined	Hours is pay period Adj Forward 0:00 0:00 Forward 0:00 0:00	Accrued 8:00 4:00	Usec 0:00 0:00 8:00	I Ad 0.0 0.0	djustment 000	s Adjustm 0:00 Leave Ca Home Le Home Le Home Le	Expire 0:00 0:00 ents tegory I liing Ov ave Cost ave Cost ave Enc	ed Override rerride: mputati tegory: d Date:	Capper 0.00 0.00	d	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:00 56:00	d Date		Acorr Use c 0:00 0:00 Tracki	sium Pay	Request Balance Balance
Date No premium pay locarual Leave B Annual Leave Sick Leave Tracking Leave Tracking Leave Dather Leave Dather Leave Timesheet Profi Status Change Status Change Status Change Status Change Tinial Report: F Din Hold: F Payplan: AD Arku	rimes receptors found for the alances  Ferward 0,00 0,00 0,00 alalances  ferward pytype: None 2bg: None 2bg: None inin. Determined II Time	Hours Adj Forward 0:00 0:00 Forward 0:00 0:00	Accrued 8:00 4:00	1 Usec 0.00 0.00 0.00 8:00	1 Ad 0.0 0.0	Jjustment 00 00	s Adjustm O:00 Leave Ca Leave Ca Home Le Home Le Home Le State Co	Expire 0:00 0:00 ents tegory f tiling Ov ave Cos ave Cat ave Enco VFC	A ed Override erride: mputatis tegory: d Date: isiana	Cappe 0:00 0:00	d	Balanc 8:00 4:00	e Usec	EOY B 104:00 56:00	d Date		Acor Use c 0:00 Tracki	ng Leave	Balance
Date No premium pay kocrual Leave B Leave Type Annual Leave Sick Leave Tracking Leave Conter Lea	Times Times Trequests found for the forward 0,00 0,00 0,00 2,00 2,00 2,00 2,00 2,0	Hours is pay period Adj Forward 0.00 0.00 Forward 0.00 0.00	Accrued 8:00 4:00	1 Usec 0.00 0.00 8.00	i Ad 0.0 0.0	djustment 000 000	s Adjustm 0:00 Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Ca State Co Town: 16	Expire 0:00 0:00 ents tegory / tegory /	ed Override rerride: mputati tegory: d Date: isiana	E E	d :	Balanc 8:00 4:00	e B:00	EOY B 104:01 56:00	d Date falance 0		Acor Use c 0:00 Tracki	nium Pay	Balance
Date No premium pay locarual Leave B Leave Type Annual Leave Sick Leave Sick Leave Tracking Leave I Leave Type Other Leave Other Leave Other Leave Other Leave Other Leave Timesheet Pool Status Change Status Change Status Change Status Change Status Change Timesheet Pool Status	Times requests found for the alances 000 000 000 100 100 100 100 100 100 10	Hours is pay period Adj Forward 000 0.00 Forward 0.00	Accrued 6.00 4.00	9 0.00 0.00 0.00 8.00	i Ad 0.0 0.0	djustment 000 000	Status  Adjustm 0:00 Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Unit: 40 Unit: 40 Unit: 40	Expire 0:00 0:00 ents tegory u tegory u	A ed Override erride: mputati legory: d Date: isiana	Cappe 0:00 0.00	d :	Balanc 8:00 4:00	e B:00	EOY B 104:01 56:00	d Date Ialance 0		Acor Use c 0:00 Tracki	nium Pay	Balance
Date No premium pay Annual Leave B Leave Type Annual Leave Sick Leave Tracking Leave Charles Company Charles Company Charles Company Charles Company Charles Company Charles Company C	Times Times Trensestin found for this abances Forward 0:00 0:00 0:00 abalances in figure	Hours Hours Adj Forward O:00 Forward 0:00 C:00 C:00 C:00 C:00 C:00 C:00 C:0	Accrued 8:00 4:00	Usec 0.00 Use 8.00	1 Ad 0.0 0.0	djustment 000 000	Adjustm o:00 Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Unit: 40 New Con New Con New Con	Expire 0:00 0:00 ents tegory l ling Ov ave Cos ave Cos de: Loui 90 tect Poo ee: 40	A ed Override erride: mputati isiana int: F	Cappe 0.00 0.00	el :	Balanc 8:00 4:00	e Usec 8:00	EOY 8 104:00 56:00	d Date		Pren Acoro 0.00 0.00 Tracki	sium Pay	Request Balance
Date No premium pay Annual Leave Bu Leave Type Annual Leave Sick Leave Tracking Leave Dither Leave Dither Leave Tracking Leave Dither Leave Dither Leave Tracking Leave Dither Dith	Times Prequests found for the alances Forward 0:00 0:00 0:00 Balances In Prop None T T T T T T T T T T T T T T T T T T T	Hours Adj Forward 0.00 Forward 0.00 Forward 0.00 O.00 Forward 0.00 O.00 Forward O.00	Transaction 8:00 4:00	3 Usec 0.00 0.00 Use 8:00	I Ad 0.0 0.0 0	djustment 000	Adjustm 0:00 Leave Ca Home Le Home Le Home Le Unit: 40 Town: 16 Unit: 40	Expire 0:00 0:00 ents tegory 1 diling Ov ave Cost ave Cost de: Loui 90 tact Po ber: 40 ng Type	Override erride: mputatii legory: d Date: isiana int: F E	E E	d :	Balanc 8:00 4:00	e Usec 8:00	EOY B 104:00 56:00	d Date		Acoro	tium Pay	Request Balance Balance
Date No premium part corrul Leave B Leavenul Leave Type Annual Leave Sick Leave Sick Leave Tracking Leave I Leave Type Dther Leave Timsheet Profi Status Change to Status Change	Time           requests found for the statement of constant of the statement	Hours is pay period Adj Forward 0:00 0:00 Forward 0:00 0:00	Transaction	3 Usec 0.00 0.00 Use 8:00	1 Ad 0:0 0:0 0:0	djustment 000	Adjustm     Adjustm     Cool     Leave Ca     Leave Ca     Home Le     Home Le     Agency: L     State Coo     Town: 16     Unit: 40     New Coon     Timekee;     Accounti     Account	Expire 0:00 0:00 ents tegory 1 lling Ov ave Cot ave Cot ave Enc VFC de: Loui 90 tact Po per: 40 ng Type	ed Override erride: mputati isiana int: F s:	Cappe 0:00 0:00	d :	Balanc 8:00 4:00	Usec     8:00	EOY B 104:00 56:00	d Date		Acoro	atium Pay	Request Balance Balance
Date No premium particum parti	Times requests found for the requests found for the OOO OOO OOO OOO Statutes  requests found for the OOO Statutes  requests reque	Hours is pay period Adj Forward 0:00 0:00 0:00 0:00 0:00 0:00 0:00 0:	Transaction 0.00 4.00	3 0.00 0.00 8.00	1 Add 0.0 0.0 10	djustment 000 000	s Adjustm 0:00 Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Agency: L State Co State Co State Co New Con Town: 16 Mex Con Town: 16 Mex Con New Con Town: 10 Mex Con New Con Town: 10 Mex Con New Con New Con Town: 10 New Con New	Expin 0:00 0:00 ents tegory v tegory tegory	A override: mputatii tegory: d Date: islana int: F E: crual Res	Cappe 0:00 0:00	d : :	Balanc 8:00 4:00	Usec     B:00	EOY B 104:01 56:00	d Date		Pren	siam Pay	Balance
Date No premium pass incernal Leave B Leave Type Sick Leave Sick Leave Sick Leave Sick Leave Sick Leave Tracking Leave Dither Leave Dither Leave Dither Leave Dither Leave Dither Leave Dither Leave Status Change Status Change S	Times Times Trenses requests found for the alances Forward 0,00 0,00 0,00 1,00 1,00 1,00 1,00 1,0	Hours Adj Forward OOO OO O	Accrued 8:00 4:00	3 0.00 0.00 8.00	1 Ad 0.C 0.C	djustment 000 000	s Adjustm G:00 Leave Ca Home Le Home Le Home Le Home Le Home Le Count If Co	Expin 0:00 0:00 tegory l vave Cost ave Cost ave Cost de: Louil 90 tact Po oser: 40 ng Type : ave Act e Recip ve Reci	A override erride: mputatis tegory: d Date: siana int: F e: crual Ra sient: No pipent: N	Cappe 0:00 0:00 :: :: :: :: :: : : : : : :	d :	Balanc 8:00 4:00	e B:00	EOY B 104:01 56:00	d Date		Prent	sal Leave	Request Balance
bide to premum properties concernal Lever B occurs in the second second second second sisk Lever B bide Lever	Times Trense Trense Trense Trense Tores To	Hours Hours Adj Forward O:00 Forward D:00 Forward D:00	Transaction Accrued 8:00 4:00	1 0.00 0.00 8.00	1 Ad 0.C 0.C	djustment 000	Adjustm G:00 Leave Ca Home Le Home	ents ents tegory i liling Ov ave Cos ave Cos a	ed Override: mputatis isiana int: F E: crual Ra ient: No Ceiling:	Cappe 0:00 0:00 0:00	d :	Balanc 8:00 4:00	e B:00	EOY B 104:04 56:00	d Date		Prent	hium Pay	Request Balance Balance
ate to premium pu po creat Leve B Book isk Leve - Type creating Leve - T	Time           requests found for the statement of the stat	Hours         Hours           is pay period         0.00           0.00         0.00           0.00         0.00           0.00         0.00	Acred         Acred           4.00         4.00	3 0.00 0.00 8.00	I Ad 0.0 0.0 0	djustment 000	Adjustm COO Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Home Le Home Le Home Le Agency: I State Coo Timekeeg Account Account Account Account Account Account Account	Expire 0:00 0:00 ents tegory / tiling Ov ave Cot ave Cot ave Cot set Ecoul 90 tect Po oser: 40 ng Type : ave Act e Recip ve Reci Leave 0	ed Override rerride: isiana int: F : crual Ra ient: No pient: N Ceiling:	Cappe 0:00 0:00 0:00	d :	Balanc 8:00 4:00	e B:00	EOY B 104:01 56:00	d Date		Accer Use c 0.00 0.00 Tracki	isem Pay	Balance
akte seere Type seere Type consol Levere sick Levere	Times Trendenses receives to condition the selection of t	Hours       Is pay period       Adj Forward       0:00       0:00       0:00       0:00       0:00       0:00       7	Acread         0.00           0.00         0.00	Usec 0:00 0:00 0:00 0:00	I Ad 0.0 0.0 0	djustment 000 00	Adjustm 6 0:00 Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Agency: 1 State Cool New Con Timekeeg Accounti Ac	Expin 0:00 0:00 ents tegory 1 liling Ov ave Cat ave Enc fer Louil 90 tact Po per: 40 ng Type tact Po per: 40 ng Type tact Po tec Recip ve Reci Leave 6	ed Override erride: isiana int: F e: crual Ra ient: No ceiling: age	Cappe 0.000 0.00	d :	Balance 8:00 4:00	Usec     S:00	EOY B 104.01 56:00	d Date		Prem	hiam Pay	Balance
bite to premium pape page exerce Type exerce Type to premium the paper to premium the paper exerce Type exerce Type the paper the pape	Times Times Trende Trende Status	Hours       Adj Forward       0:00       0:00       0:00       0:00       0:00       0:00	Accrued           000         400           400         400	9 PM EDT	I Add	Ejustment 000 00 00 00 00 00 00 00 00 00 00 00 0	Adjustm     Oco     Leave Ca     Leave Ca     Leave Ca     Home Le     Home Le     Home Le     Home Le     Unit: 40     Unit: 40     Vol. Leave     Cacount     Account     Cacount     Cocount	Expin 0:00 0:00 ents tegory 1 tiling Ov ave Cot ave Cot Cot Cot Cot Cot Cot Cot Cot Cot Cot	Override ov	Cappe     Cool	d :	Balance 8:00 4:00	Usec     S:00	EOY B 104.01 56:00	d Date		Prent	hiam Pay	Request Balance
akat bis permium par decard Leve B decard Leve B	Times Trees Trees Forward OO OO OO To	Hours         Hours           Adj Forward         0.00           0.00         0.00           Porvard         0.00           0.00         0.00           7         0.00           7         0.00           0.00         0.00           0.00         0.00	Instantion           Image: state s	9 PM EDT	I Add	IJUS Iment 000	Adjustm     o     Co     Adjustm     o     co	Expire c.00 0.00 ents tegory t tegory t	Override override: mputati legory: islana int: F : crual Ra cuplet: No colipient: N Colipient:	cappe 0.00 0.00 x x x x x x x x x x x x x x x	d : :	Balanc 8:00 4:00	e 8:00	EOY B 104:01 56:00	d Date		Prent	sal Leave r Lose	Balance Balance thirty Los
bate bate bases of the premium of the premium of the bases of the premium of the premium of the scale and the premium of the premium of the method and the premium of the premium of the construction of adays for a data scale and the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the scale and the premium of the premium of the premium of the premium of the scale and the premium of the prem	Time           requests found for the salarises           000         000           000         000           alarises         Image: Salarises           intermed         Salarises	Hours         Hours           is pay period	Accrued           Accrued           400	9 PM EDT 5 PM EDT 8 PM EDT 8 PM EDT	I Ad 0.0 0.0 10	Sjustment 000 Name Doe, Doe, Doe, Doe,	Adjustm G:00 Leave Ca Leave Ca Home Le Home Le Agency: 1 State CoA Accounti Unit: 40 New Con State CoA Accounti A	Expire c.co o.co o.co o.co o.co o.co o.co o.c	ed Override entride: secory: d Date: sisiana int: F s: crual Ra int: No pient: No pien	Cappe 0.00	d :	Balanc	• • 8:00	EOY B 104:01 56:00	d Date		Pren	aal Leave r Lose	Requests Balancer Balancer thity Log
bala bala kasa Tapa kasa Tapa tapa tapa tapa tapa tapa tapa tapa tapa	requests found for the alarses	Hours         Hours           Adj Forward         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00	Image: Transaction           Accrued           0:00           4:00	Usec           0.00	I Ad 0.0 0.0	Justmentul 000 Name Dee, Dee, Dee, Dee, System	Adjustm G:00 Leave Ca Leave Ca Leave Ca Leave Ca Home Le Agency: State Cox Account Mit: 40 New Con Timekeeg Personal Personal Gane Jane Jane Jane Jane Leave Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca	Expire 0:00 0:00 ents tegory v liling Ov ave Cos ave C	Override     orusile     orusile     isiana     int: F     :     crual Ra     ient: No     ceiling:     age	Eappeover 0.00 0.00 0.00 E E E E E E E E E E E E	d : : uurs/PP	Balance 8:00 4:00	e B:00	EOY B 104:01 56:00	d Date	9997	Pren	Acc	Request Balance
Date No premium pak N	Times requests found for th alances 000 000 000 000 000 000 000 000 000 0	Hours         Hours           Adj Forward         0.00           0.00         0.00	Instanction           Accrued         0:0           0:0         0:0           4:00         0:0	9 PM EDT 5 PM EDT 5 PM EDT 5 PM EDT	I Add	Justment 00 00 Name Dec. Dec. Dec. Dec. System	Adjustm Adjustm 0:00 Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Home Le Home Le Home Le Agency: Co Town: 16 Unit: 40 Account Accoun	Expir 0:00 0:00 ents tegory v ave Cos ave	override:     mputatis     isiana     int: F     :     crual R&     ient: No     ipient: N     Ceiling:     age	cappe 0.00 0.00 0.00 c.00 c.00 c.00 c.00 c.0	d : : : : : : : : : : : : : : : : : : :	Balance 8:00 4:00	A	EOY B 104:00 56:00 d To Dat	d Date	9997	Accr	slam Pay	Request Balance
Date No premium pay N	Times Trees requests found for th alances Forward 000 000 000 000 000 100 000 100 100 10	Hours         Hours           Adj Forward         000           0.00         0.00 <td< td=""><td>Transaction           Accrued         0.00           4.00         4.00</td><td>Uses           0.000<td>I Add</td><td>Justment 00 00 Nam Doe. Doe. Doe. SYST</td><td>Adjustm Group Adjustm Group Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Home Le Minis Advission Account Accou</td><td>Expin 0:00 0:00 ents tegory 1 liing Ov ave Cos ave Cos ave Cos de: Loui 90 tect Po be: Loui 90 tect Po 90 tect Po 90 tectect Po 90 tect Po 10 tect Po</td><td>Override erride: mputati legory: logor int: F : crual Ra ient: No ceiling: ogo ee comp e and ce</td><td>Cappe 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0</td><td>d : : : : : : : : : : : : : : : : : : :</td><td>Bolence 8:00 4:00</td><td>Visco     S:00</td><td>EOY B 104:01 56:00 d To Dat</td><td>d Date</td><td>9997</td><td>Accr</td><td>nium Pay</td><td>Balance</td></td></td<>	Transaction           Accrued         0.00           4.00         4.00	Uses           0.000 <td>I Add</td> <td>Justment 00 00 Nam Doe. Doe. Doe. SYST</td> <td>Adjustm Group Adjustm Group Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Home Le Minis Advission Account Accou</td> <td>Expin 0:00 0:00 ents tegory 1 liing Ov ave Cos ave Cos ave Cos de: Loui 90 tect Po be: Loui 90 tect Po 90 tect Po 90 tectect Po 90 tect Po 10 tect Po</td> <td>Override erride: mputati legory: logor int: F : crual Ra ient: No ceiling: ogo ee comp e and ce</td> <td>Cappe 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0</td> <td>d : : : : : : : : : : : : : : : : : : :</td> <td>Bolence 8:00 4:00</td> <td>Visco     S:00</td> <td>EOY B 104:01 56:00 d To Dat</td> <td>d Date</td> <td>9997</td> <td>Accr</td> <td>nium Pay</td> <td>Balance</td>	I Add	Justment 00 00 Nam Doe. Doe. Doe. SYST	Adjustm Group Adjustm Group Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Home Le Minis Advission Account Accou	Expin 0:00 0:00 ents tegory 1 liing Ov ave Cos ave Cos ave Cos de: Loui 90 tect Po be: Loui 90 tect Po 90 tect Po 90 tectect Po 90 tect Po 10 tect Po	Override erride: mputati legory: logor int: F : crual Ra ient: No ceiling: ogo ee comp e and ce	Cappe 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	d : : : : : : : : : : : : : : : : : : :	Bolence 8:00 4:00	Visco     S:00	EOY B 104:01 56:00 d To Dat	d Date	9997	Accr	nium Pay	Balance
Date No premium pay N	Time         requests found for the         Insection of the	Hours         Forward           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           0:00         0:00           1         0:00           1         0:00           1         0:00	Pressection           Accrued           600           400	9 PM EDT 5 PM EDT	I Add	Alustment of the second of the	Adjustm Cool Cool Leave Ca Leave Ca Leave Ca Leave Ca Home Le Home Le Home Le Home Le Home Le Home Le Cool	Expin 0:00 0:00 ents tegory 1 diing Ov ave Cos ave Cos ave Cos de: Loui 90 tect Po be: Loui 90 tect Po 90 tect Po 90 tectect Po 90 tect Po 10 tect Po	Override erride: mputati legory: lisiana int: F : cerrual Ra ient: No Ceiling: age e and ce	Eappeorer 0:00 0:00 E E E E E E E E E E E E E E E	d : : : : : : : : : : : : : : : : : : :	Balance 8:00 4:00	Usec     S:00	EOV B 104:04 56:00 I To Dat	d Date	9997	Peer	nium Pay	Balance Balance
Date No premium pak Accrual Leave B Leave Type Charanal Leave Sick Leave Fracking Leave Charage Charag	requests found for the alarses	Hours         Point           Adj Forward         0.00           0.00         0.00 <t< td=""><td>Image: Image: Image:</td><td>9 PM EDT 9 PM EDT 5 PM EDT 5 PM EDT 6 PM EDT 6 PM EDT 6 PM EDT</td><td>I         Add           0.0         0.0           std         0.0</td><td>Ajustment 000 000 View View View View View View View View</td><td>Status  Adjustm  Colored  Adjustm  Adj</td><td>Expin 0:00 0:00 ents tegory ( liling Ov ave Cos ave Cas ave Cas ave Cas e Recip ve Reci Leave ( Servic Servic</td><td>ed Overridd tegory: d Date: isiana int: F e: crual Re ient: No pient: N Ceiling: age e comp</td><td>Eappe 0.00 0.00 x te: 8 Ho io 240:00</td><td>d : : Date ac</td><td>Balance 8:00 4:00</td><td>Usec     S:00</td><td>EOV B 104:00 56:00 d To Dat</td><td>d Date</td><td>9997</td><td>Pren</td><td>Alam Pay</td><td>Balance Balance Control Contro</td></t<>	Image:	9 PM EDT 9 PM EDT 5 PM EDT 5 PM EDT 6 PM EDT 6 PM EDT 6 PM EDT	I         Add           0.0         0.0           std         0.0	Ajustment 000 000 View View View View View View View View	Status  Adjustm  Colored  Adjustm  Adj	Expin 0:00 0:00 ents tegory ( liling Ov ave Cos ave Cas ave Cas ave Cas e Recip ve Reci Leave ( Servic Servic	ed Overridd tegory: d Date: isiana int: F e: crual Re ient: No pient: N Ceiling: age e comp	Eappe 0.00 0.00 x te: 8 Ho io 240:00	d : : Date ac	Balance 8:00 4:00	Usec     S:00	EOV B 104:00 56:00 d To Dat	d Date	9997	Pren	Alam Pay	Balance Balance Control Contro
bate Book permit page because Level Seven Seven Sector Seven Seven Seven Seven Sector Seven Seve	requests found for the salarces requests found for the salarces 000 000 000 000 000 000 000 000 000 0	Hours         Hours           Adj Forward         0.00           0.00         0.00	Instanction           Accrued         0.00           4.00         0.00           4.00         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102         0.00           101/102 <t< td=""><td>9 PM EDT 5 PM EDT 5 PM EDT 5 PM EDT 5 PM EDT</td><td>I Add 0.C 0.C</td><td>Alustment OOO Name Doe, Doe, Syst Syst</td><td>Adjustm     o</td><td>Expire 0:00 0:00 ents tegory i liling Ov ave Cat ave Cat ave Cat ave Cat ave Cat ave Cat tegory i liling Ov ave Cot ave Cat ave Cat Servic Servic</td><td>Override     override     override     override     int: F     :     :     crual Ra     ient: No     celling:     e comp     e and ce</td><td>Cappe 0:00 0:00 0:00 0:00 0:00 0:00 0:00 0</td><td>d : : Date sc s the ber</td><td>Balance 8:00 4:00</td><td>Usec     S:00</td><td>EOV B 104:00 56:00 d To Dat</td><td>d Date</td><td>9997</td><td>Peer</td><td>hium Pay</td><td>Balance</td></t<>	9 PM EDT 5 PM EDT 5 PM EDT 5 PM EDT 5 PM EDT	I Add 0.C 0.C	Alustment OOO Name Doe, Doe, Syst Syst	Adjustm     o	Expire 0:00 0:00 ents tegory i liling Ov ave Cat ave Cat ave Cat ave Cat ave Cat ave Cat tegory i liling Ov ave Cot ave Cat ave Cat Servic Servic	Override     override     override     override     int: F     :     :     crual Ra     ient: No     celling:     e comp     e and ce	Cappe 0:00 0:00 0:00 0:00 0:00 0:00 0:00 0	d : : Date sc s the ber	Balance 8:00 4:00	Usec     S:00	EOV B 104:00 56:00 d To Dat	d Date	9997	Peer	hium Pay	Balance
Data Data No permining participant Sector 2014 Constraints Sector 2014 Normal Lever Typel Normal Lev	Times requests found for th alances 000 000 000 100 000 100 100 100 100 10	Hours         Hours           Adj Forward         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           1         0.00           1         0.00	Interaction           Accrued         0:0           4:00         4:00	9 PM EDT 5 PM EDT 5 PM EDT 5 PM EDT 5 S AAA EDT	I Add 0.0 0.0 0 0 0 0	Ajustmento 000000000000000000000000000000000000	Adjustm 0000 Leave Ca Home Le Home Le Home Le Agency: Town: 16 Unit: 40 Unit: 40 Unit: 40 New Con Town: 16 Unit: 40 Unit: 40 Unit: 40 Vol. Leave Eme. Lea Personal ane Jane Jane Jane TeM Tem Accustor Ac	Expire 0:00 0:00 ents tegory v tegory v tegory v ere cave Eon ave Eon ere cave Eon ere cave Eon ere ere ere ere ere ere ere ere ere er	ed Override: mputatis tegory: isiana int: F e: center Recomposition pient: N Ceiling: age e and ce	Cappe 0:00 0:00 0:00 0:00 0:00 0:00 0:00 0	d : : : : : : : : : : : : : : : : : : :	Balance 8:00 4:00	Usec     B:00	EOY B 104:00 56:00 d To Dat	d Date	9997	Peer	Alum Pay	Balance Balance
atat to premium pub to premi	Transiture         receives to found for the         alartices             200             0.00	Forward         Control of the second of	Transaction           Accrued         600         400         <	9 PM EDT 5 PM EDT	I Add 0.C 0.C 0.C	Ajustment 000 000 Name Dee, Dee, Dee, Syst	Adjustmi Goo Leave Co Leave Co Leave Co Leave Co Home Le Home Le Ho	Expire 0:00 0:00 ents tegory 1 ling Ov ave Cor ave Cor	ed Override erride: mputati tegory: isiana int: F E E erunal Ra cipient: N Ceiling: age e and ci	Cappe 0.00 0.00 con Date: te: 8 Ho io 240:00 putation	d : : Date ac	Balanci 8:00 4:00	Usec     B:00	EOY B 104:01 56:00 d To Dat	d Date	9997	Fren	Act	Balance

# GovTA

## **GovTA Supervisor Quick Reference Card**

## **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.

# Image: Conception of the second se

Select the checkbox for the applicable delegate.

#### OR

Select all applicable delegate(s).

 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.

## OR

#### 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.

	Standard Reports	
	Standard Reports	
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.

		2010-010-10-10-10-10-10-10-10-10-10-10-10
	Standard Reports	8
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.