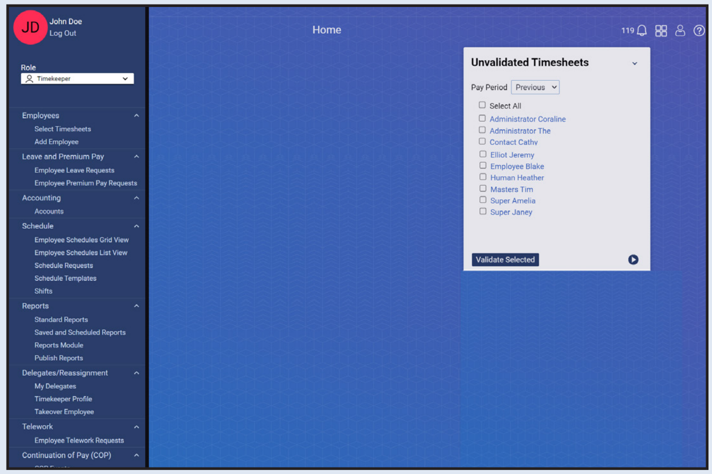
National Finance Center
U.S. DEPARTMENT OF AGRICULTURE

GovTA

GovTA Timekeeper Quick Reference

Timekeeper Main Menu Options

- ***Employees Section*** – Work with employee timesheets, profiles, leave balances, leave requests, premium pay requests, telework requests, and default schedules. Add new users to the system.
- ***Leave and Premium Pay Section*** – Modify, delete and review leave and premium pay requests..
- ***Accounting Section*** – View and select accounts assigned to you, and add new accounts. Agency permissions may limit access to some of these functions.
- ***Schedule Section*** – Add, submit and view employee schedules and schedule templates. Information can be displayed in list view or grid view.
- ***Reports Section*** – Run, print or save reports. Download, rerun, delete or e-mail reports. Create, save, modify, share and schedule ad hoc reports, and make ad hoc and/or standard reports available to other users.
- ***Delegates/Reassignment Section*** – Assign, unassign, or reassign users from other timekeepers.
- ***Telework Section*** – Modify, review, print or delete employee telework requests.



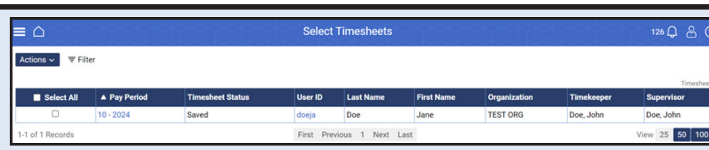
- ***Continuation of Pay (COP) Section*** – View employee COP events.
- ***Inbox Icon*** – View messages from employees and delegates.
- ***Tiles Icon*** – Tiles provide a quick way to view information or perform tasks such as entering time in your timesheet right from the Home page.
- ***Employee Icon*** – View your settings and other information, such as Licenses, Roles, etc.
- ***Help Icon*** – Access the help database.

Validating A Timesheet

1. Select the **Select Timesheets** link from the **Employees** menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

   Note: If performing this function as a delegate, select the **filter** icon to expand the filter options. Select the applicable Timekeeper from the Delegate For drop-down list. Select the `Apply` button to save the filter options. The Select Timesheets page for the selected timekeeper is displayed.

2. Select the checkbox for the applicable timesheet to validate.
3. Select the ***Timesheet*** link from the Actions drop down. The Timesheet page for the selected employee is displayed.
4. Correct any errors.

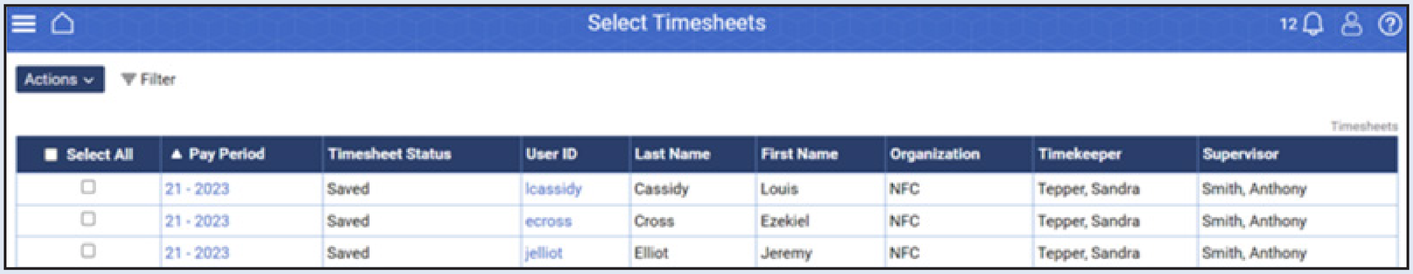


Note: If there are any errors on the timesheet they will be displayed. You must resolve all errors before a timesheet may be validated.

Note: If there are any warnings on the timesheet, they will be displayed. You should resolve warnings, however a timesheet may still be validated with warnings.

5. Select the `Validate` button. The Timesheet is displayed for review. The Timesheet page now has the status marked Validated and the message `Timesheet validated successfully` is displayed.

Validating Multiple Timesheets

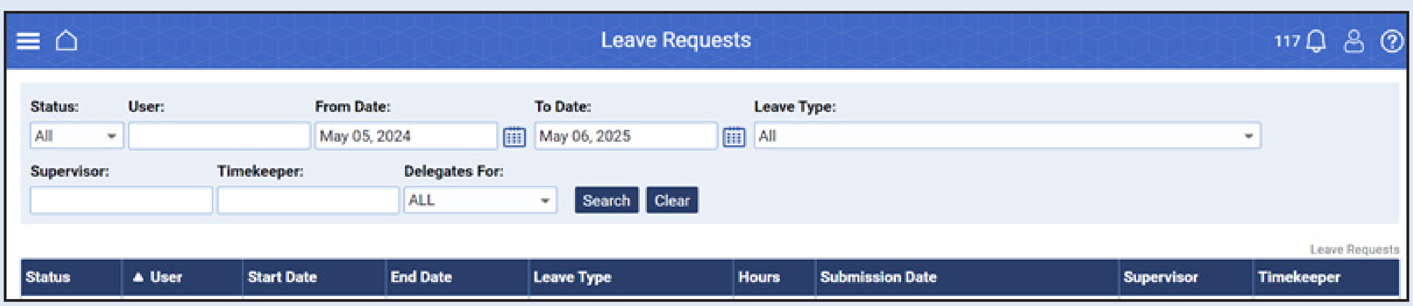


1. Select the ***Select Timesheets*** link from the Employees menu on the Timekeeper Main Menu page. The Select Timesheets page is displayed.

> **Note:** If performing this function as a delegate, select the **filter icon** to expand the filter options. Select the applicable Timekeeper from the Delegates For drop-down list. Select the `Apply` button to save the filter options. The Select Timesheets page for the selected timekeeper is displayed.

2. Select the applicable timesheets to validate.
3. Select the ***Validate Selected*** link from the Timesheets Actions drop-down. The Timesheet Validation - (employee name) page is displayed indicating that this is the first timesheet of the number of timesheets selected.
4. Select the `Validate` button. If no errors are present, the Timesheet Validation page now has the status marked Validated and the message Timesheet validated successfully displayed.
5. Select the `Arrow` button to move to the next timesheet. The next Timesheet Validation page is displayed.
6. Select the `Validate` button. If there are no errors, the Timesheet Validation page now has the status marked Validated and the message Timesheet validated successfully displayed.
7. Continue these steps through all selected timesheets.

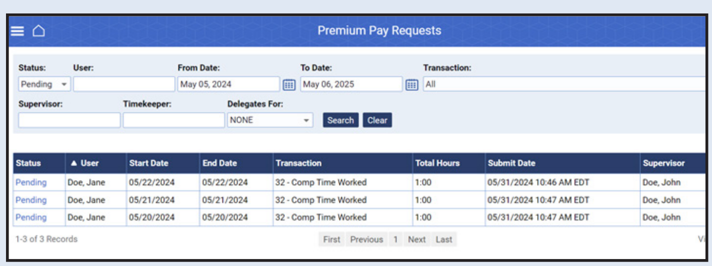
Viewing Leave or Premium Pay Requests



1. Select the ***Leave Requests or Premium Pay Requests*** link from the Leave and Premium Pay menu on the Timekeeper Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

> **Note:** If performing this function as a delegate, select the applicable Timekeeper from the Delegates For drop-down list. The Select Timesheets page for the selected timekeeper is displayed.

> **Note:** Select the `View Calendar` button to view the leave requests in a calendar format.



2. Select the ***link*** in the Status column to view the leave request. The Leave Request page is displayed.

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Delegating Your Timekeeper Role

1. Select the ***My Delegates*** link from the Delegates/ Reassignment menu on the Timekeeper Main Menu page. The Delegate Roles: Timekeeper page is displayed listing any delegates that you have assigned to perform your duties in your absence.
2. Select the **Add Delegate** button. The Add Delegate Timekeeper page is displayed listing available timekeepers.
3. Select the check box of the desired timekeeper(s) if displayed on the list.

   OR

   Enter the name of the timekeeper to whom you are delegating and select the **Search** button. The name and user ID matching the search criteria are displayed. Select the check box of the desired timekeeper.
4. Select the **Select Checked Users** button. The Delegate Roles Timekeeper page is displayed listing the new delegate and the message Successfully delegated Timekeeper to 1 users.

   Note: To remove a single delegate, select the **trash can** 🗑 icon in the Undelegate column and select the **Yes** button on the popup.

   OR

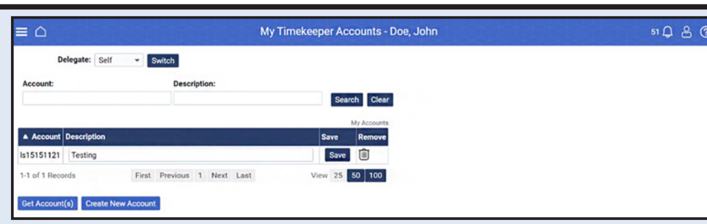
   Select the **Undelegate All** button to remove all delegates. The message the Delegate removed Timekeeper is displayed.

Managing Accounts

1. Select the ***Accounts*** link from the Accounting section on the Timekeeper Main Menu page. The My Timekeeper Accounts - (employee name) page is displayed listing available accounting codes.
2. Select the **Get Account(s)** button. The Select Accounts page is displayed.
3. Select the **Select** button for the accounting code to add.

   OR

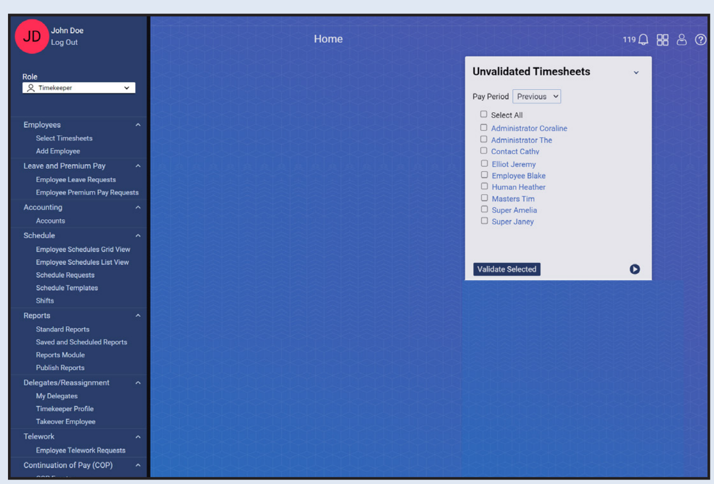
   Complete the Search criteria and select the **Search** button to display the applicable accounting code to add. Once the accounting code is displayed, select the **Select** button for the accounting code to be added, The Select Accounts page is displayed with the message Successfully added account test accounting.



Running Reports

The Reports menu on the Timekeeper Main Menu page contains the following four options:

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



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Standard Reports

1. Select **Standard Report** link from the Reports menu on the Timekeeper Main Menu page.
2. Select the applicable report. The applicable report parameters page is displayed.
3. Complete the report parameters page.

> **Note:** The Output Format drop-down, allows users to choose the report to be viewed in the following format:
> HTML, PDF, XLS and CSV

4. Select the applicable format. A popup appears asking whether to open or save the report.
5. Select the Open button to open the report and display it as the selected format. The applicable report is displayed.

   OR

   Select the Save button to download and save the report. The report is saved. Select the Open, Open folder, or View Downloads button as applicable.

   OR

   Select the Cancel button to cancel the action and return to the Standard Reports page.

Saved and Scheduled Reports

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 – all available reports.
- Pending – report has been scheduled to run, but it hasn't yet been picked up by the report creation job.
- Queued – report has been picked up by the report creation job.
- Generating - report is currently being run by the report creation job.
- Complete – report has been successfully generated.
- Error – error was encountered upon generating the report.
- Invalid – all associated report schedule instances are marked invalid when an ad hoc report structure is changed.

> **Note:** You must create a new report schedule when this occurs.

1. Select the **Saved and Scheduled Reports** link from the Reports section. The Saved and Scheduled Reports page is displayed.
2. Select the applicable **report**.

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

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Schedules

Timekeepers have the ability to add and maintain schedules for their assigned and delegated employees. Depending on your Agency's implementation of GovTA, two types of schedules may be available:

- Default Schedules
- Work Schedules

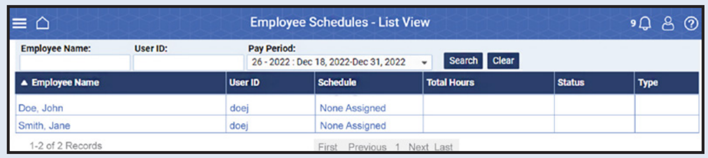
Note: Permanent or temporary schedules can be added to an employee's timesheet by the timekeeper.

Note: Schedule Templates – Displays the templates for all schedules created. The user can also enter the name and description if the schedule is not listed.

1. From the Schedule section on the Timekeeper Main Menu page, select the ***Employee Schedules List View*** or ***Employee Schedules Grid View*** link to view employee schedules in the selected format.
2. Select ***Employee Schedule List View*** under the Schedule drop down menu. The Employee Schedule – List View page is displayed.
3. Select the applicable employee. The Schedule Assignment Page is displayed.
4. Select the **Add Permanent Schedule** button to add a permanent schedule.

   OR

   Select the **Add Temporary Schedule** button to add a temporary schedule.

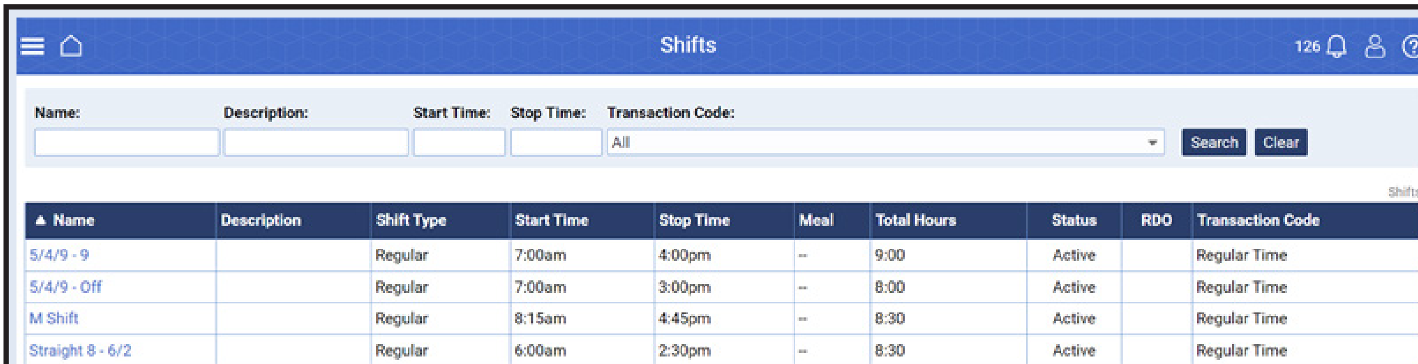


5. Complete the following fields:

   Note: All fields with an asterisk are required fields.

   Note: If a permanent schedule is chosen, the end date will state Forever.
6. Select the **Submit** button. The (Modify) Temporary Schedule page is displayed with a message Successfully submitted the work schedule.

Shifts



A shift is the smallest segment of time that the timekeeper can select to create a schedule. The HR Administrator adds, maintains, and assigns a list of shifts. Timekeepers may view the list of available shifts on the Shifts page. As a timekeeper, you can view all shifts assigned to an employee that the user has access to. Shifts will only be displayed.

1. Select the **Shifts** link from the Schedule section on the Timekeeper Main Menu page. The Shifts page is displayed.
2. Select the **applicable shift**. The Shift Details Page is displayed.

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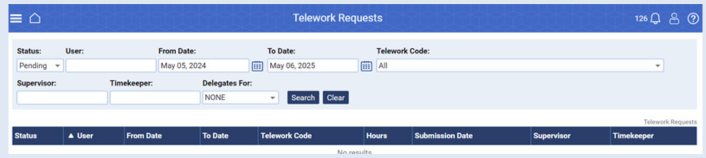
Telework Requests

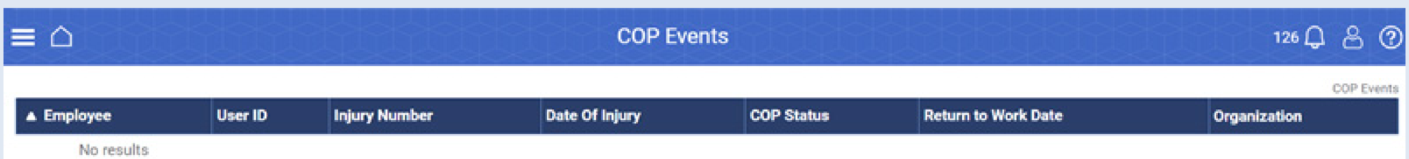
Note: A telework agreement must be completed by the employee and approved by the supervisor before a telework request may be completed.

1. Select the ***Employee Telework Requests*** link under the Telework section. The Telework Requests page is displayed.
2. Enter the applicable information and select the `Search` button.
3. The Telework Requests page is updated with the telework eligible employees.



4. Select the desired employee. The Telework Type and Dates page is displayed.
5. Add or edit the required information.
6. Select the `Submit` button to save the telework request. The message Telework request successfully updated is displayed.

Continuation of Pay (COP)



Employees who are injured while engaged in official work activities or on work premises may be eligible for continuation of pay (COP). If the employee meets eligibility criteria, the COP Administrator creates a COP recipient account in GovTA. Timekeepers have view-only access to COP data for their assigned and delegated employees.

1. Select ***COP Events*** from the Continuation of Pay (COP) menu on the Timekeeper Main Menu page. The COP Events page is displayed.
2. Select the employee's name to view the COP Event Details page.

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