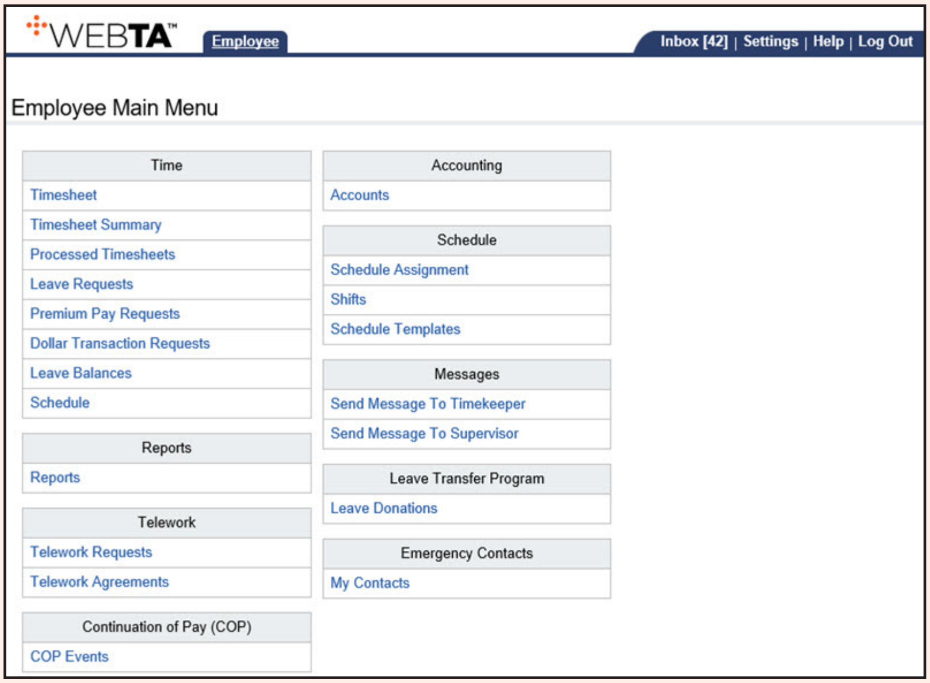
webTA 4.2 Employee Quick Reference Card

webTA Time and Attendance

Employee Main Menu Options



Inbox Tab: View messages.

Settings Tab: View your Employee profile and other information, such as licenses, calendars, roles, etc.

Help Tab: Access online help.

Log Out Tab: Exit the system.

Time Section: Create a schedule; enter time and leave, premium pay, and dollar transaction requests; and view timesheet summary and historical records.

Reports Section: Run leave audit reports.

Telework Section: Reserved for future use.

Continuation of Pay (COP) Section: View your COP event details.

Accounting Section: Find, add, and remove accounting codes.

Schedule Section: Create a permanent and/or temporary schedule.

Messages Section: Send a message to your Timekeeper and/or Supervisor.

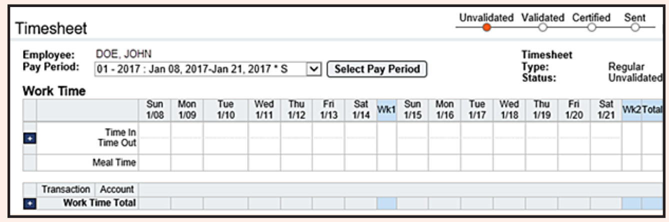
Leave Transfer Program Section: Add, edit, or delete leave donations.

Emergency Contacts Section: Add emergency contact information.

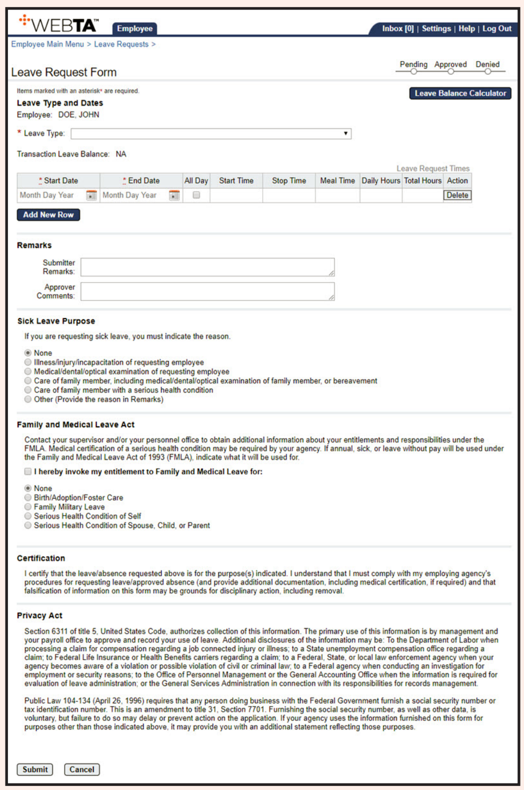
Revised 1018

Entering Time

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu.
2. Select the **+** (plus sign) on the Work Time Total line.
3. Accept the default transaction code (TC) or select the default TC for a list of available TCs.
4. Select the applicable TC from the drop-down list.
5. Select the **Select Work Time Transaction** button to return to the Timesheet page.
6. Select the ***Select Account*** link for a list of available accounting codes.
7. Select the **Select** button next to the applicable accounting code.
8. Enter your work hours in the Work Time field next to the applicable TC and accounting code.
9. Select the **Save** button.



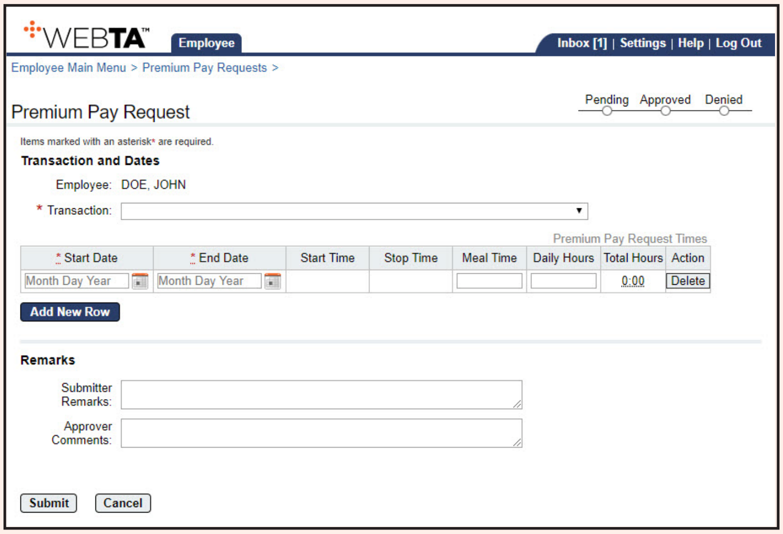
Requesting Leave



1. Select the ***Leave Requests*** link from the Time section on the Employee Main Menu.
2. Select the **Add Leave Request** button.
3. Select the applicable leave type from the Leave Type drop-down list. The selected transaction leave balance is displayed.
4. Select the Start Date and End Date from the calendar icon or enter the dates in mm/dd/yy format.
5. Enter the Start Time and Stop Time in hh:mm format. If taking the full day, select the All Day box.
6. Enter the Meal Time, if applicable.
7. Enter the hours requested in the Daily Hours field.
8. Enter any applicable remarks in the Submitter Remarks field.
9. Select the **Submit** button.

NOTE: If requesting Sick Leave or Family and Medical Leave, the applicable Sick Leave Purpose/Family and Medical Leave Act (FMLA) purpose is required.

Requesting Premium Pay



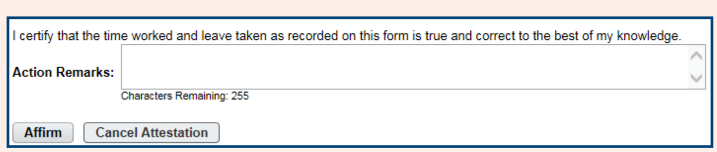
1. Select the ***Premium Pay Requests*** link from the Time section on the Employee Main Menu.
2. Select the **Add Premium Pay Request** button.
3. Select the applicable premium pay transaction from the Transaction drop-down list.
4. Select the Start Date and End date from the calendar icon or enter the dates in mm/dd/yy format.
5. Enter the Start Time and Stop Time in hh:mm format.
6. Enter the Meal Time, if applicable.
7. Enter the hours requested in the Daily Hours field.
8. Enter any applicable remarks in the Submitter Remarks field.
9. Select the **Submit** button.

Viewing a Timesheet Summary

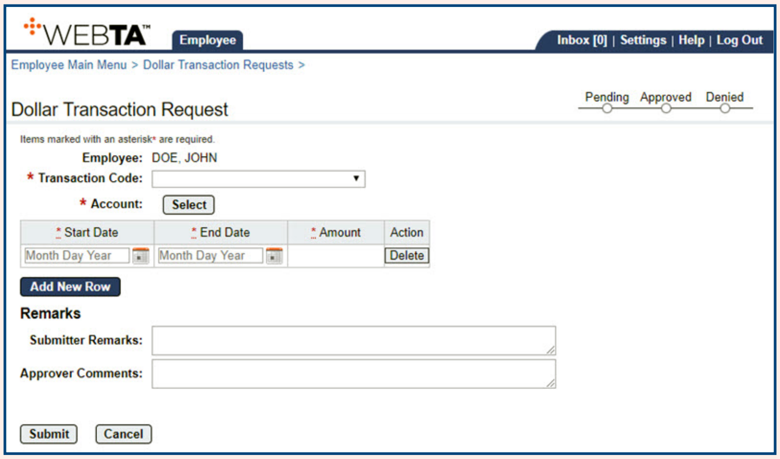
1. Select the ***Timesheet Summary*** link from the Time section on the Employee Main Menu.
2. Select the applicable pay period from the drop-down list.
3. Select the **Select Pay Period** button. The Timesheet Summary Page is displayed.

Validating and Affirming a Timesheet

1. Select the ***Timesheet*** link from the Time section on the Employee Main Menu.
2. Select the **Validate** button after all time is entered. The Timesheet is displayed for review. Correct any error messages.
3. Enter any applicable remarks in the Action Remarks text box.
4. Select the **Affirm** button. The timesheet will be submitted to the Supervisor for certification.



Adding Dollar Transactions



1. Select the ***Dollar Transaction Request*** link from the Time section on the Employee Main Menu.
2. Select the **Add Dollar Transaction Request** button.
3. Select the applicable transaction code from the drop-down list.
4. Select the **Select** button next to the Account field.
5. Select the applicable accounting code on the Select Account page.
6. Select the Start Date and End Date from the calendar icon or enter the dates in mm/dd/yy format.
7. Enter the amount in 00.00 format.
8. Add applicable remarks in the **Submitter Remarks** field.
9. Select the **Submit** button.