



webTA 4.2 Employee Quick Reference Card

Employee Main Menu Options

The screenshot shows the webTA Employee Main Menu. At the top, there is a navigation bar with the webTA logo, the word "Employee", and links for "Inbox [42]", "Settings", "Help", and "Log Out". Below the navigation bar, the main menu is organized into several sections:

| Time | Accounting |
|---|--------------------------|
| Timesheet | Accounts |
| Timesheet Summary | |
| Processed Timesheets | |
| Leave Requests | |
| Premium Pay Requests | |
| Dollar Transaction Requests | |
| Leave Balances | |
| Schedule | |

| Reports | Schedule |
|-------------------------|-------------------------------------|
| Reports | Schedule Assignment |
| | Shifts |
| | Schedule Templates |

| Telework | Messages |
|-------------------------------------|--|
| Telework Requests | Send Message To Timekeeper |
| Telework Agreements | Send Message To Supervisor |

| Continuation of Pay (COP) | Leave Transfer Program |
|----------------------------|---------------------------------|
| COP Events | Leave Donations |

| Emergency Contacts |
|-----------------------------|
| My Contacts |

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.

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.

The screenshot shows the 'Timesheet' page for employee DOE, JOHN. The 'Pay Period' is 01 - 2017 : Jan 08, 2017-Jan 21, 2017 * S. The 'Timesheet Type' is Regular and 'Status' is Unvalidated. A table below shows columns for days of the week (Sun 1/08 to Sat 1/21) and rows for 'Time In', 'Time Out', and 'Meal Time'. A 'Work Time Total' row is at the bottom with a plus sign icon on the left.

Requesting Leave

The screenshot shows the 'Leave Request Form' for employee DOE, JOHN. It includes fields for 'Leave Type', 'Transaction Leave Balance', and a table for 'Leave Request Times' with columns for Start Date, End Date, All Day, Start Time, Stop Time, Meal Time, Daily Hours, and Total Hours. There are sections for 'Remarks', 'Sick Leave Purpose' (with radio button options like None, Illness/Injury, Medical/dental/optical examination, Care of family member, Other), 'Family and Medical Leave Act' (with radio button options like None, Birth/Adoption/Foster Care, Family Military Leave, Serious Health Condition of Self, Serious Health Condition of Spouse, Child, or Parent), and 'Certification'. A 'Privacy Act' section is at the bottom with a 'Submit' button.

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

WEBTA™ Employee Inbox [1] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Items marked with an asterisk* are required.

Transaction and Dates

Employee: DOE, JOHN

* Transaction:

Premium Pay Request Times

| * Start Date | * End Date | Start Time | Stop Time | Meal Time | Daily Hours | Total Hours | Action |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|--------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | Delete |

[Add New Row](#)

Remarks

Submitter Remarks:

Approver Comments:

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.

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:

Characters Remaining: 255

Adding Dollar Transactions

The screenshot shows the 'Dollar Transaction Request' form in the WEBTA Employee system. The page header includes the WEBTA logo, 'Employee', and navigation links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > Dollar Transaction Requests >'. The form title is 'Dollar Transaction Request' with status indicators for 'Pending', 'Approved', and 'Denied'. A note states 'Items marked with an asterisk* are required.' The form fields include: 'Employee: DOE, JOHN', '* Transaction Code:' (a dropdown menu), '* Account:' (a 'Select' button), and a table for transaction details. The table has columns for 'Start Date', 'End Date', 'Amount', and 'Action'. The 'Start Date' and 'End Date' fields have calendar icons and are currently empty. The 'Amount' field is empty. The 'Action' column contains a 'Delete' button. Below the table is an 'Add New Row' button. The 'Remarks' section has two text areas: 'Submitter Remarks:' and 'Approver Comments:'. At the bottom are 'Submit' and 'Cancel' buttons.

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.