



webTA  
Time and  
Attendance

# webTA 4.2 Supervisor Quick Reference Card

## Supervisor 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.

**Employee Section:** View and certify Employee timesheets and approve leave, premium pay, and dollar transaction requests.

**Reports Section:** Run, export, print, and save reports.

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

**Schedule Section:** View Employee schedules and approve/deny schedule requests.

**Delegates/Reassignment Section:** Assign or unassign Delegates.

**Emergency Contacts Section:** View Employee emergency contact information.

The screenshot shows the 'Supervisor Main Menu' interface. It features a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Employees:** Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Schedule:** Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment:** My Delegates.
- Emergency Contacts:** Emergency Contacts, Employee Contacts.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Continuation of Pay (COP):** COP Events.

## Managing Leave/Premium Pay Requests

1. Select the **Employee Leave Requests/Employee Premium Pay Requests** link from the Employees section on the Supervisor Main Menu.
2. Select **Pending** next to the applicable Employee in the Status column.
3. Enter any applicable remarks in the Supervisor Remarks field.
4. Select the **Approve** or **Deny** button.

**NOTE:** A remark must be entered if the request is denied.

The screenshot shows the 'Leave Request Form' interface. It includes the following sections:

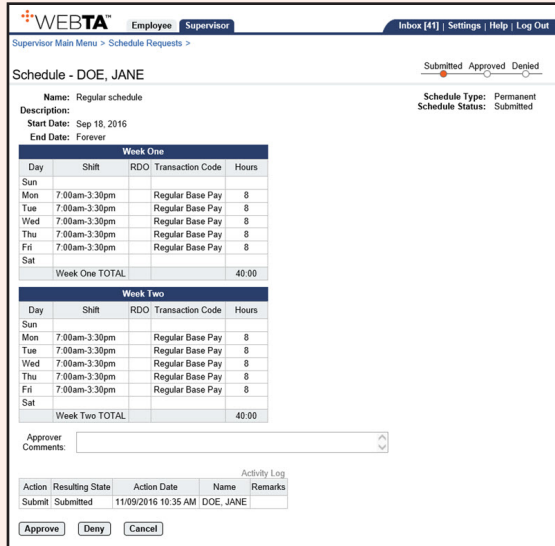
- Leave Type and Dates:** Leave Type (dropdown), Employee (DCE THOMAS), Transaction Leave Balance, Annual Leave 14.00.
- Table:** A table with columns: Start Date, End Date, All Day, Start Time, Stop Time, Meal Time, Daily Hours, Total Hours, Action. Example row: Dec 08, 2016, Dec 08, 2016, [checkbox], 9:00am, 5:00pm, 0:00, 0:00, 0:00.
- Remarks:** Submit (Scheduled vacation day), Approve, Deny, Comments.
- Sick Leave Purpose:** If you are requesting sick leave, you must indicate the reason. 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).
- Family and Medical Leave Act:** Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. I certify that the leave requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/development absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.
  - I hereby invoke my entitlement to Family and Medical Leave for:
    - Birth/Adoption/Parent Care
    - Family Military Leave
    - Serious Health Condition of Self
    - Serious Health Condition of Spouse, Child, or Parent
- Certification:** I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/development absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.
- Privacy Act:** Section 5311 of the U.S. United States Code, authorizes collection of this information. The primary use of this information is by management and your personnel office to approve and record your use of leave. Additional disclosure of the information may be: To the management and your personnel office to investigate and resolve any disciplinary action; To a state employment compensation office regarding a claim; To Federal Life Insurance or Health Benefits carriers regarding a claim; To a Federal, State, or local law enforcement agency where your agency becomes aware of a violation or possible violation of civil or criminal law; To a Federal agency when conducting an investigation for employment or security reasons; To the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.
- Public Law 104-194 (April 26, 1995):** requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to 5 USC 51, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.
- Activity Log:** Action: Pending, Status: Pending, Date: 12/08/2016 12:30 PM, Name: DCE THOMAS.



## Approving or Denying Work Schedule Requests

1. Select the **Schedule Requests** link from the Schedule section on the Supervisor Main Menu.
2. Select **Pending** next to applicable Employee.
3. Select the **Approve** or **Deny** button.

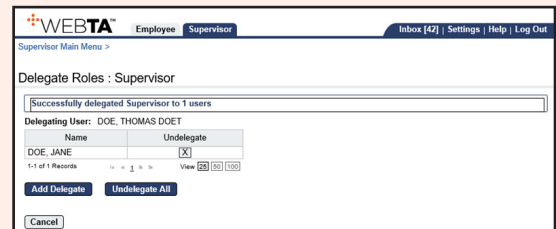
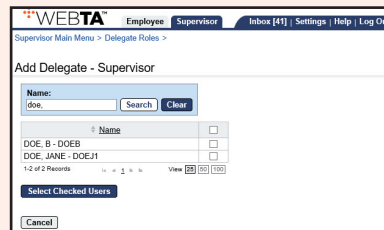
**NOTE:** A remark is not required if the schedule request is denied.



## Managing Supervisor Delegates

1. Select the **My Delegates** link from the Delegates/ Reassignment section on the Supervisor Main Menu.
2. Select the **Add Delegate** button. A list of eligible Supervisors is displayed.
3. Select the Delegate(s) by selecting the box next to the Delegate's name.
4. Select the **Select Checked Users** button. You may select as many Delegates as you wish. A confirmation message indicating that the delegation was successful 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. A message indicating that the Delegate was removed is displayed. Select the **Undelegate All** button to remove all Delegates.



## Running Reports

1. Select the **Reports** link from the Reports section on the Supervisor Main Menu. A list of available reports with descriptions is displayed.
2. Select the applicable link for the report from the list. The selected report parameters page is displayed.
3. Complete the report parameters.
4. Select the **Run Report** button.

**NOTE:** Reports can be exported to PDF, Excel, HTML, and CSV files.

