webTA
Time and
Attendance

webTA 4.2 Supervisor Quick Reference Card

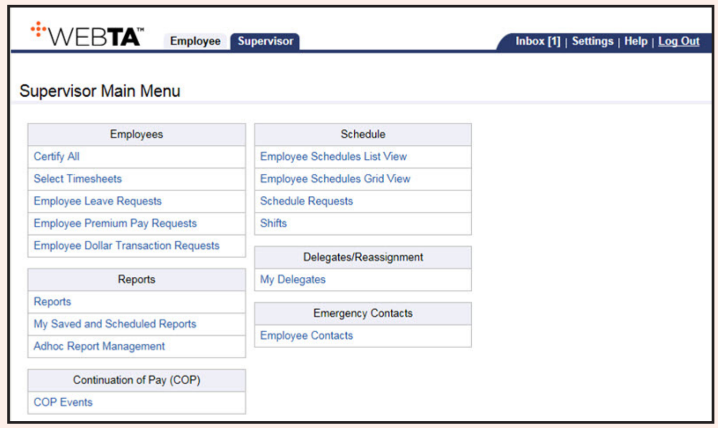
Supervisor Main Menu Options

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.

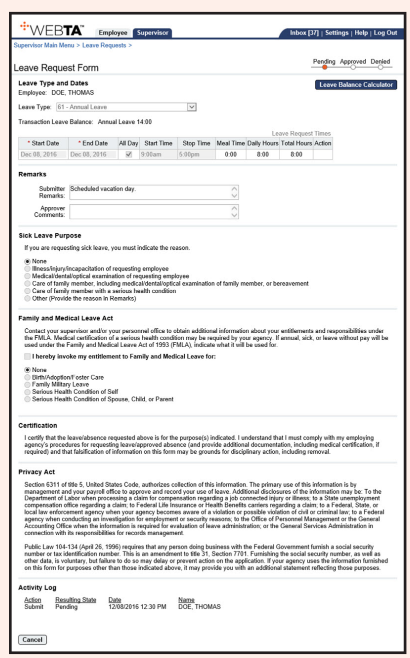
Delegates/Reassignment Section: Assign or unassign Delegates.

Emergency Contacts Section: View Employee emergency contact information.

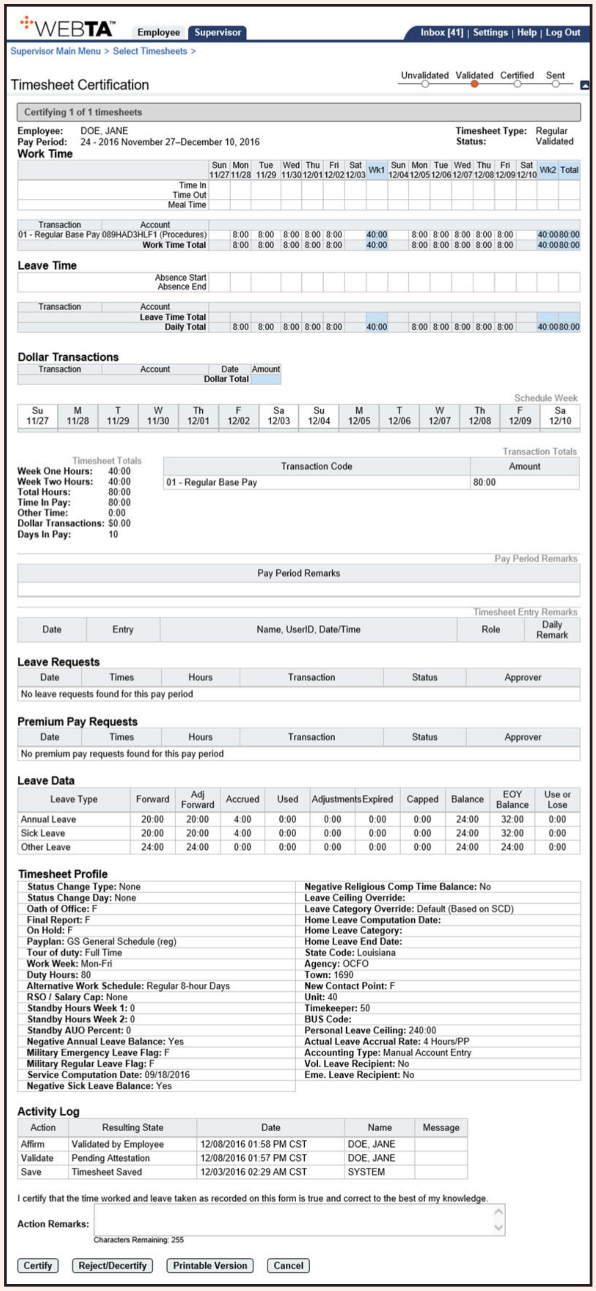
Managing Leave/Premium Pay Requests

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.



Certifying Timesheets



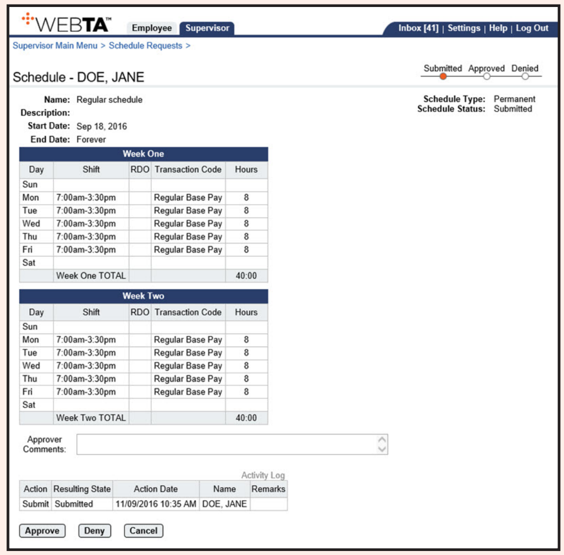
1. Select the ***Select Timesheets*** link from the Employees section on the Supervisor Main Menu.
2. Select the applicable employee.
3. Select the ***Certify Selected*** link from the Timesheets menu in the Select Action section.
4. Select the **Certify** button after verifying timesheet entries.

NOTE: A remark must be entered if the timesheet is rejected.

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.

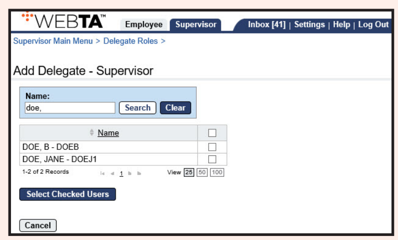
NOTE: A remark is not required if the schedule request is denied.

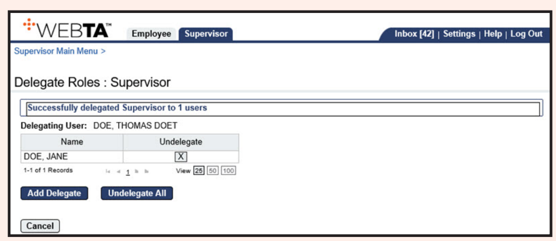


Managing Supervisor Delegates

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.