



webTA 4.2 Timekeeper Quick Reference Card

Timekeeper 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: Access Employee timesheets and Employee leave, premium pay, and dollar transaction requests.

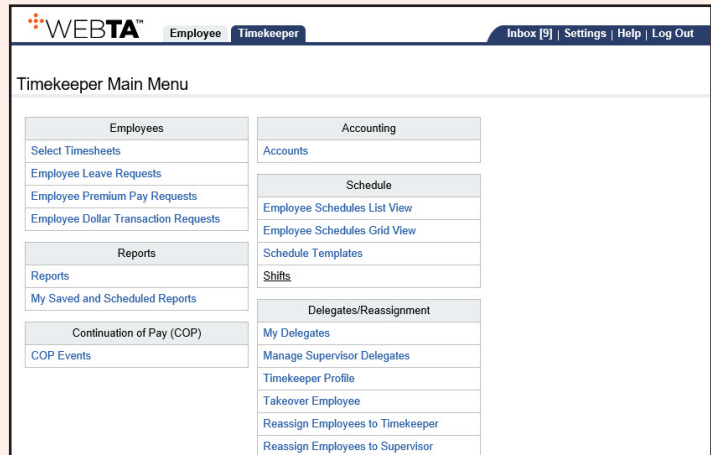
Reports Section: Run, export, print, and save reports.

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

Accounting Section: Add accounting codes to the Timekeeper account list.

Schedule Section: View Employee schedules and schedule requests.

Delegates/Reassignment Section: Assign or unassign Delegates, manage Supervisor Delegates, change your Timekeeper profile, takeover Employees from other Timekeepers, and reassign Employees to Timekeepers and Supervisors.



Requesting Premium Pay

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

Adding Employee Leave/Premium Requests

1. Select the **Select Timesheets** link from the Employees section on the Timekeeper Main Menu.
2. Check the box next to the applicable Employee.
3. Select the **Leave Requests** link from the Leave and Premium Pay menu in the Select Action section.
4. Select the **Add Leave Request** button.
5. Select the applicable leave type from the Leave Type drop-down list. The selected transaction leave balance is displayed.
6. Select the Start Date and End Date from the calendar icon or enter the dates in mm/dd/yy format.
7. Enter the Start Time and Stop Time in hh:mm format. If taking the full day, select the All Day box.
8. Enter the Meal Time, if applicable.
9. Enter the hours requested in the Daily Hours field.
10. Enter any applicable remarks in the Submitter Remarks field.
11. 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.

Entering and Validating a Timesheet

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

Running Reports

1. Select the **Reports** link from the Reports section on the Timekeeper section on the Timekeeper Main Menu. A list of available reports with descriptions is displayed.
2. Select the applicable link for the report you wish to generate. 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.

The screenshot shows the 'Reports' section of the WEBTA Timekeeper interface. The page has a header with the WEBTA logo, 'Employee Timekeeper' tabs, and navigation links for 'Inbox [33]', 'Settings', 'Help', and 'Log Out'. Below the header is a 'Timekeeper Main Menu >' link. The main content area is titled 'Reports' and contains a table with two columns: 'Name' and 'Description'. The table lists various reports such as 'Active Timesheets NFC', 'Agency Status', 'Bidirectional Leave Changes Report', etc. At the bottom of the table, there are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'.

Name	Description
Active Timesheets NFC	Active timesheets, unsent to a pay provider
Agency Status	Timesheet status counts by timekeeper
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report
Corrected Timesheet Validated For Employee Report	Returns the employee and timesheet information for corrected timesheets validated by someone other than employee.
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Employee Assignment Report USDA	Employee Assignment Report
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'
Employees on Appointment Limitations Report	Employees that have appointment limitations
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees
Leave Time Expiration Report	Leave time expiring by pay period
My Employees	Every employee you have permission to view
New Employees	Newly hired employees
Organization Assignment	Users assigned to each role per organization
Override Report	Employee Override details
Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Self Certification	Timesheets which have been self certified in a pay period
Supervisor Assignments	Supervisors and employees assigned to them
Timekeeper Assignments	Timekeepers and employees assigned to them
Timesheet Status	Timesheet status counts by timekeeper
Timesheet Summary	Summarization of timesheet, leave and activity
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Uncertified Timesheets	A listing of uncertified timesheets
Unprocessed Timesheets	A listing of unprocessed timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel