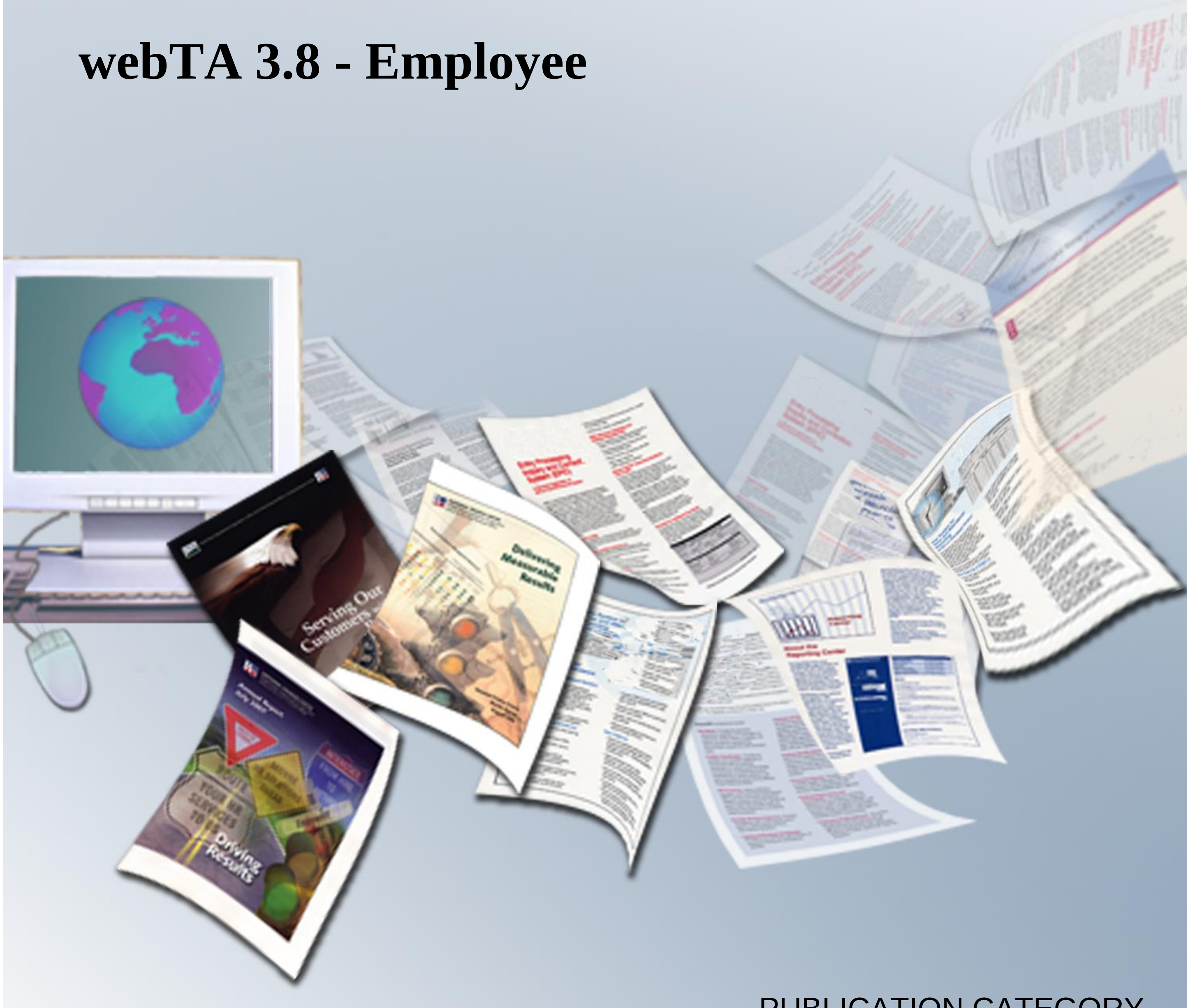
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

May 2017

webTA 3.8 - Employee



PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 3.8 - Employee

Table of Contents

Latest Update Information

Section	Description of Change
webTA 3.8 Employee Procedure	This is the first issuance of the webTA 3.8 Employee procedure manual. The HR Administrator, Supervisor, and Timekeeper procedure manuals are being issued concurrently with this procedure.

Accessibility for Users of Assistive Technology

The National Finance Center (NFC) is committed to providing applications that may be used with assistive technology.

In order to meet this commitment, NFC will comply with the requirements of the United States Access Board.

NFC must ensure that users with disabilities be provided with access to have the same options within an application as those with no disability, unless an undue burden would be imposed upon NFC.

Help for Users of Assistive Technology

Online help utilizes hypertext markup language (HTML) frames which display help in a separate browser. Each Help page contains a Table of Contents with links and Help content. Some Help topics include one or more Related Topics.

To Navigate within Frames:

1. Select ***Help***. The browser opens. By default, the focus is in the content pane.
2. Select the **Tab** key to move the focus to the Related Topics (if any).
3. Select the **Enter** key to open a related topic link.

OR

Select the **Tab** key to move the focus to the Table of Contents.

1. Select the **Enter** key to open a different help topic link.

To Navigate and Select Options from a Select Box or Combination Box:

- Press the spacebar to expand all options.
- Press the Up and Down Arrow keys to move through the options.
- Select the **Enter** key to make a selection.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, select the **Tab** key.
- To move backward from link to link or to interactive elements, select the **Shift** + **Tab** keys.
- To select hyperlinks, select the **Enter** key.
- To select a particular key, tab to the particular button and select the **Enter** key.

Note: Some commands may not be supported by all browsers.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**). When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

Typographical Conventions

Convention	Example
References to a button are indicated in Tahoma 10-point bold.	Select the **Save** button.
References to email addresses are indicated in Tahoma 10-point italics.	For additional assistance, send email to *jane.doe@usda.gov*.
References to menu options are indicated in Arial Narrow 10-point italics.	To print the Earnings and Leave (E&L) Statement, select ***File > Print.***
References to system messages are indicated in Tahoma 10-point bold.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated in Courier New 12-point bold.	Valid values are **None**, **End** or **Start**.
References to actual data are indicated in Courier New 12-point bold.	Enter **10** into the field.
References to telephone numbers are indicated in Tahoma 10-point bold.	For assistance, call **1-800-555-1212.**

Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Feedback** link. This will activate a pre-addressed email for you to add your comments. This pre-addressed email automatically identifies your exact location in the document so that we can better address your comments and/or questions.

Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter time from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the T&As are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) biweekly feed from NFC. This information is retrieved from PPS after the Personnel Input System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS biweekly feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the Timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee's T&A if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select TC and Accounting Codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final T&As.

- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.
- Provide a T&A Data option which allows a T&A to be viewed at any point in the process.

T&As are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and T&As in question are placed in an error suspense file. T&A errors are corrected by NFC and are again processed through TIME. After T&As pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of T&As is necessary because of the impact on the employee's pay. T&As should be completed on the last day of the pay period and processed as soon as possible. T&As should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

Related Systems

webTA data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling for a variety of payroll adjustments. This system processes adjustments based on data received on corrected T&As and late personnel actions.

Bi-Weekly Examination and Analysis Reporting System (BEAR). BEAR generates a "system sweep" by closing out one pay period and setting up the next pay period for payroll/personnel-related information. This system generates various reports/actions that affect an employee's payroll/personnel database record. BEAR runs the second Sunday of the pay period.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information; to read news items from the Agency or NFC; and to link to other sites. The Self Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

EmpowHR. EmpowHR is a human capital management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is used for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 1 year of current and 5 years of historical personnel data and certain payroll document history.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in webTA and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from ADJP, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments, as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database online system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application on the Application Launchpad of the NFC home page. RPCT offers Administrative, Financial, Personnel, and Workforce reports. The Leave Error report is used by timekeepers and is available in RPCT.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of T&As is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Time Inquiry Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected T&As.

Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Lincpass)

To Log In Using a User ID and Password:

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).
2. On the ***NFC Home Page*** (***http://www.nfc.usda.gov***), select the **Applications** tab. The Application Launchpad is displayed.

3. On the Application Launchpad, select the ***webTA*** icon. The Time & Attendance Login page is displayed.

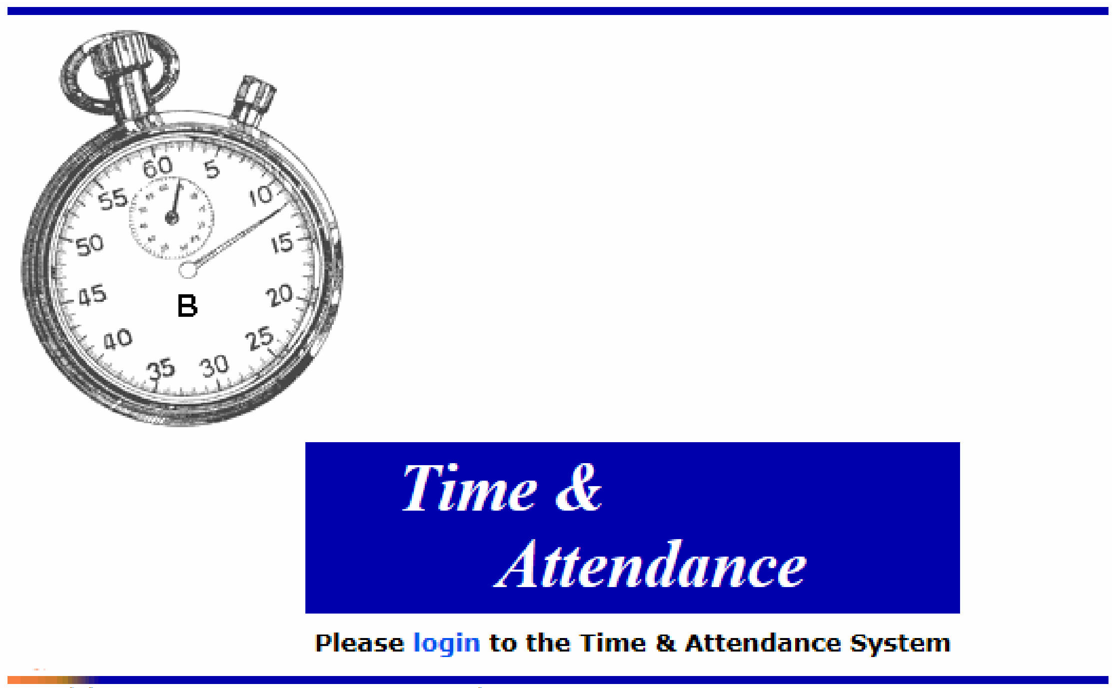


Figure 1: Time & Attendance Login Page

4. Select the **login** link. The webTA Login page is displayed.

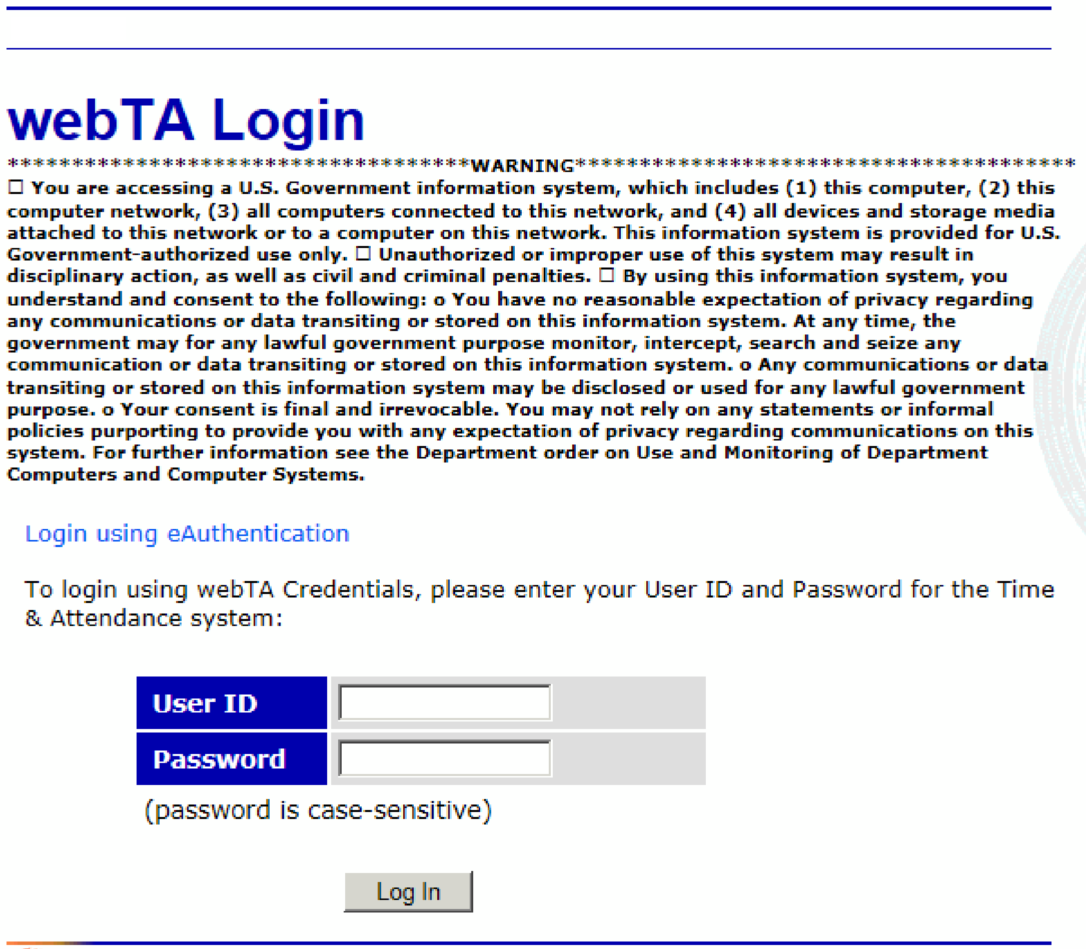


Figure 2: webTA Login Page

5. Complete the fields as follows:

Field	Instruction
User ID	Enter your webTA user ID.
Password	Enter your webTA password.

6. Select the **Log In** button. The Main Menu page is displayed.

To Log In Using eAuthentication with a User ID and Password:

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

2. On the ***NFC Home Page*** (***http://www.nfc.usda.gov***), select the **Applications** tab. The Application Launchpad is displayed.

3. On the Application Launchpad, select the ***webTA*** icon. The Time & Attendance Login page is displayed.

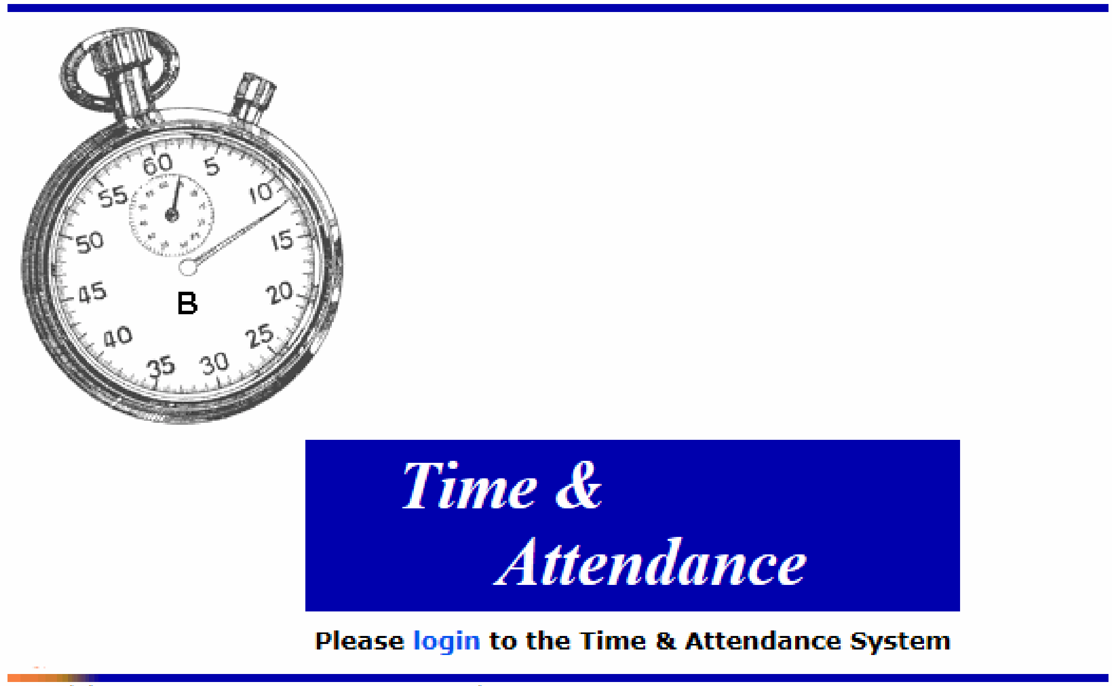


Figure 3: Time & Attendance Login Page

4. Select the **login** link. The webTA Login page is displayed.

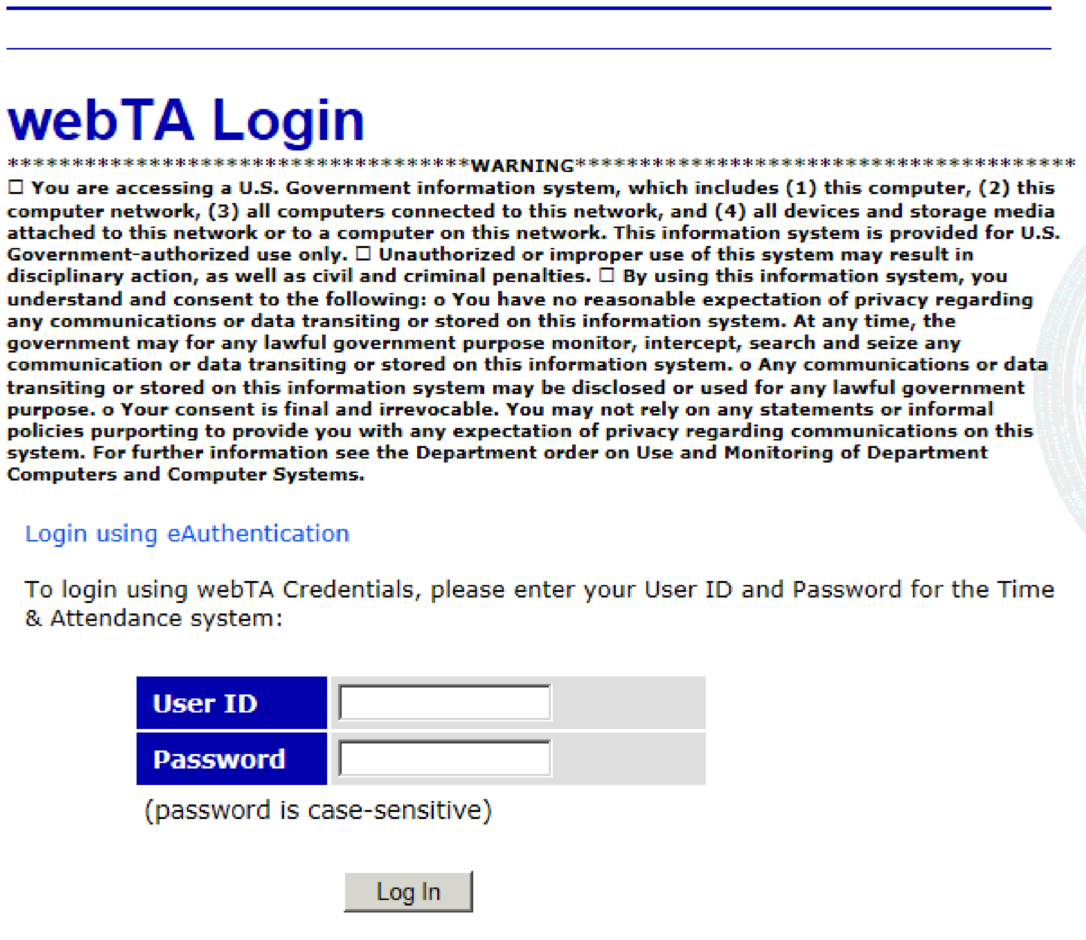


Figure 4: webTA Login Page

5. Select the ***Login using eAuthentication*** link. The eAuthentication Login page is displayed.

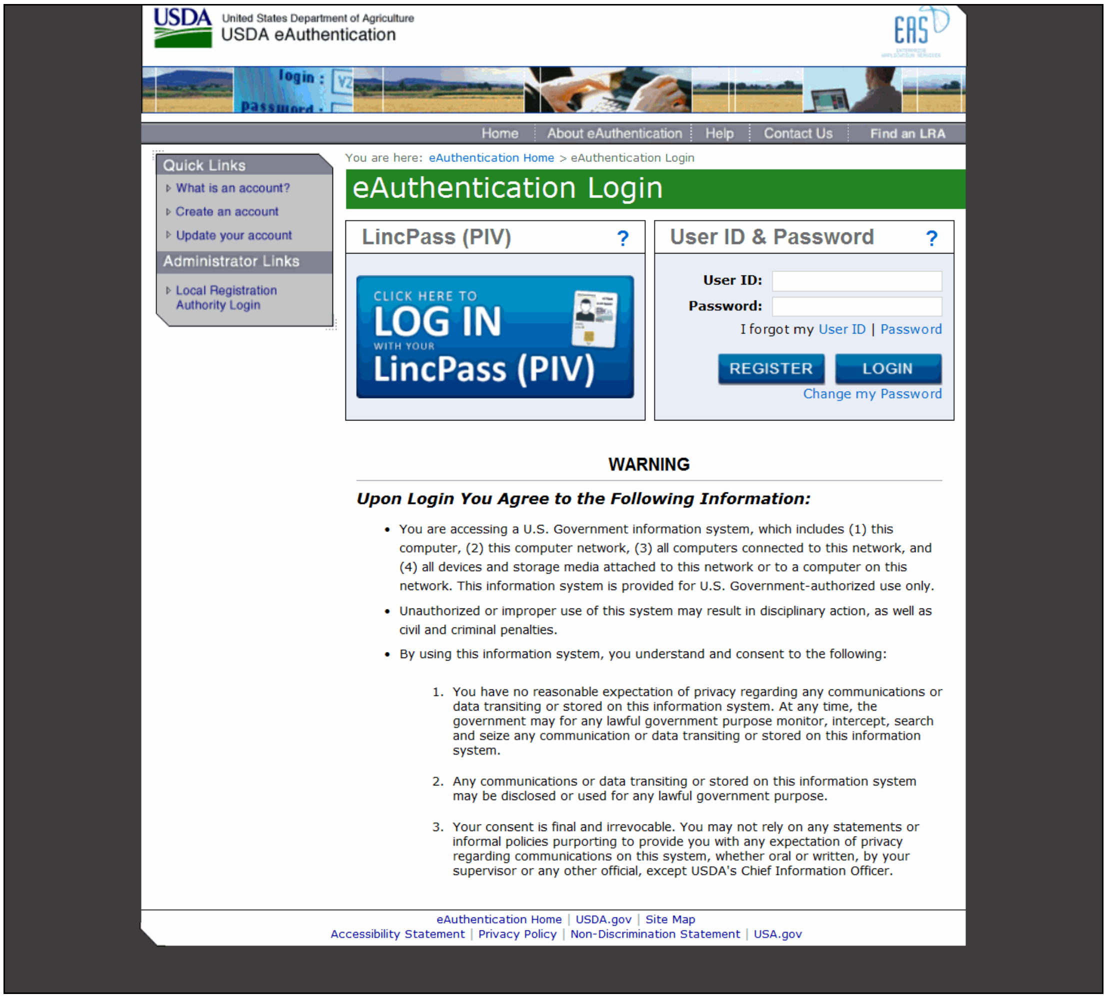


Figure 5: eAuthentication Login Page

6. Complete the fields as follows:

Field	Instruction
User ID	Enter your eAuthentication user ID.
Password	Enter your eAuthentication password.

7. Select the **LOGIN** button. The Main Menu page is displayed.

To Log In Using eAuthentication with LincPass:

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

2. On the ***NFC Home Page*** (***http://www.nfc.usda.gov***), select the **Applications** link. The Application Launchpad is displayed.

3. On the Application Launchpad, select the ***webTA*** icon. The Time & Attendance Login page is displayed.

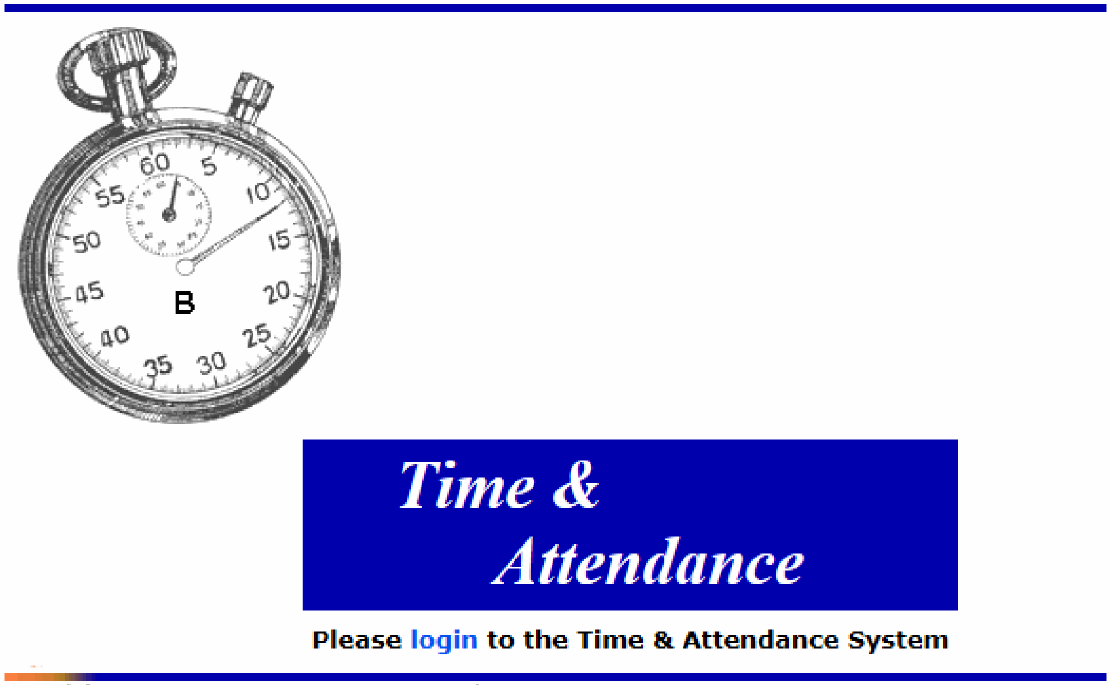


Figure 6: Time & Attendance Login Page

4. Select the **login** link. The webTA Login page is displayed.

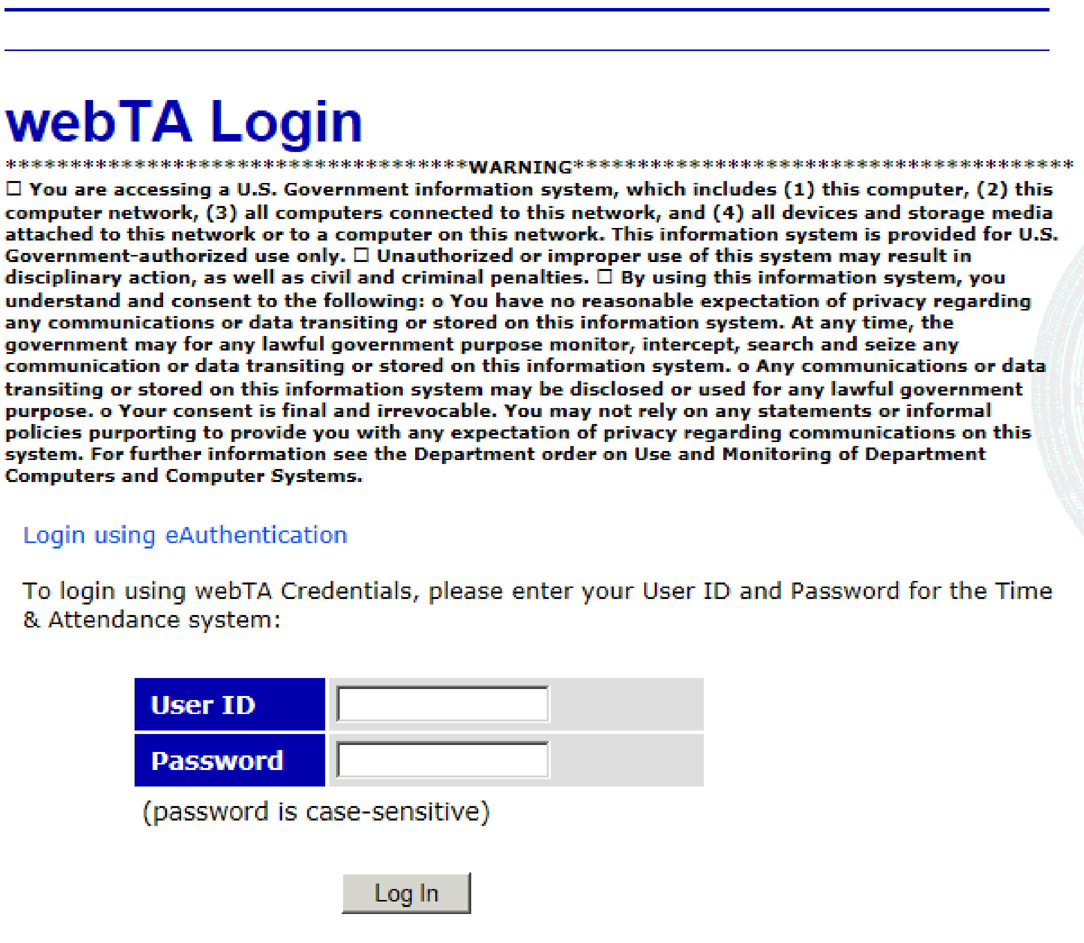


Figure 7: webTA Login Page

5. Select the ***Login using eAuthentication*** link. The eAuthentication Login page is displayed.

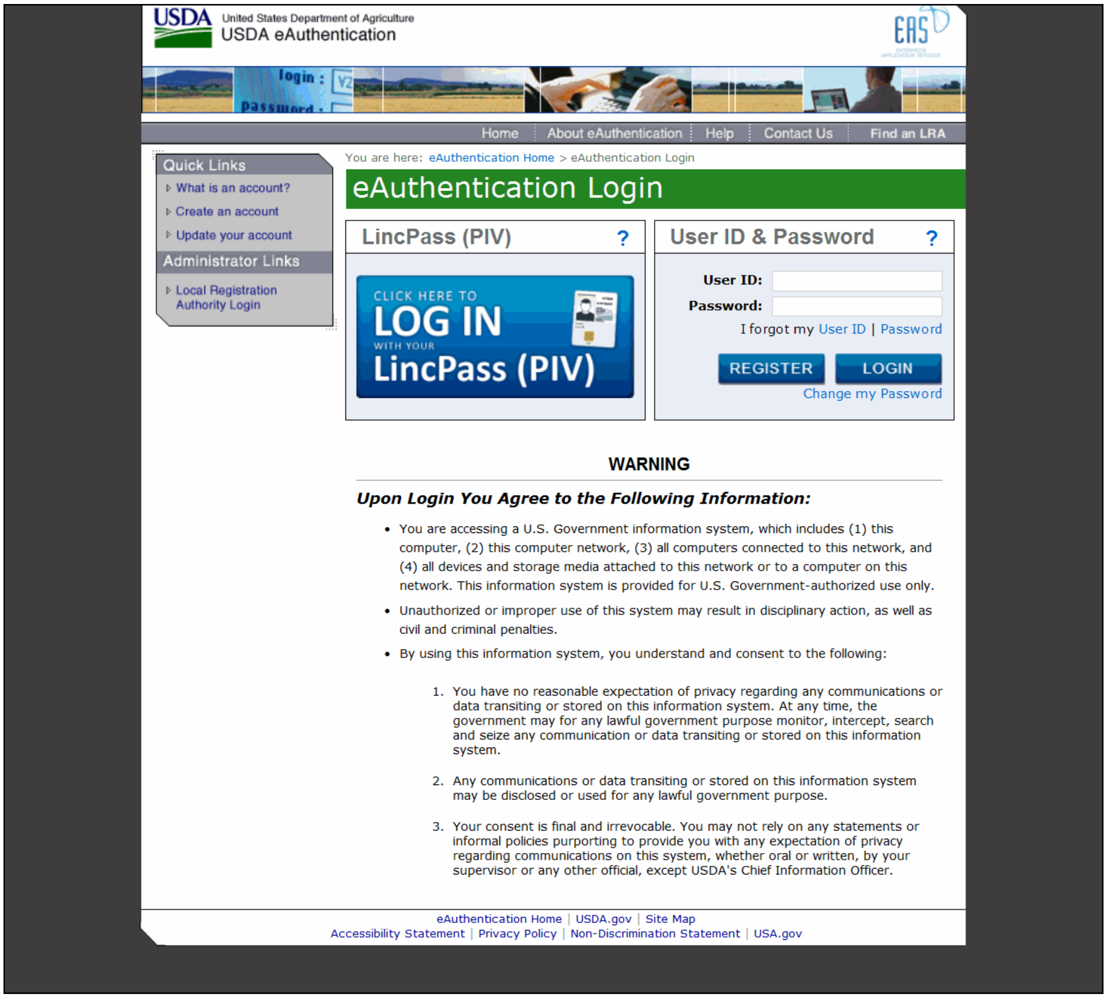


Figure 8: eAuthentication Login Page

6. Select the **LincPass (PIV)** button. The eAuthentication Login page - Agency Partner Login is displayed.

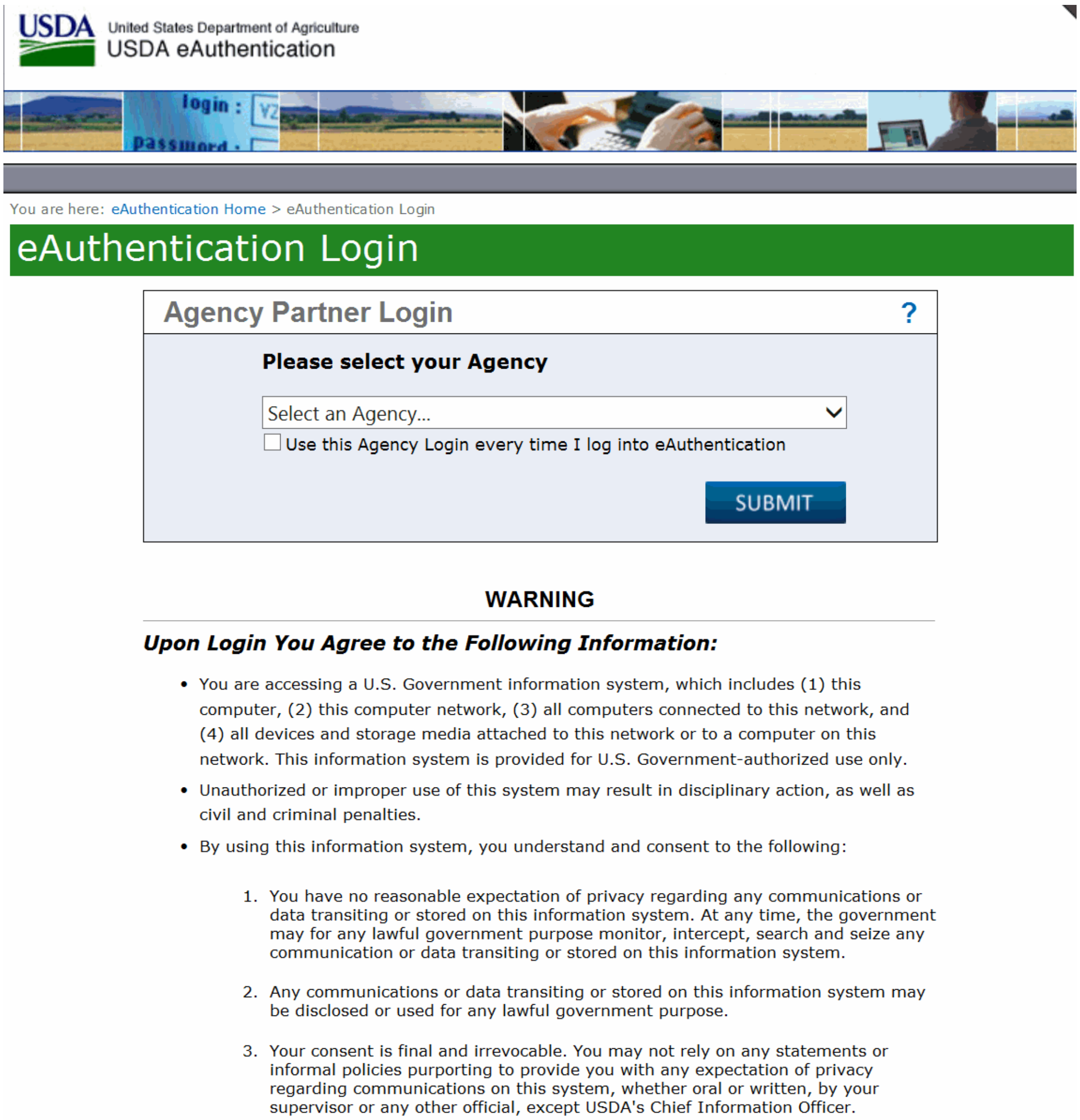


Figure 9: eAuthentication Login Page - Agency Partner Login

7. Select the applicable Agency from the Please select your Agency drop-down list. The ActivClient Login page is displayed.

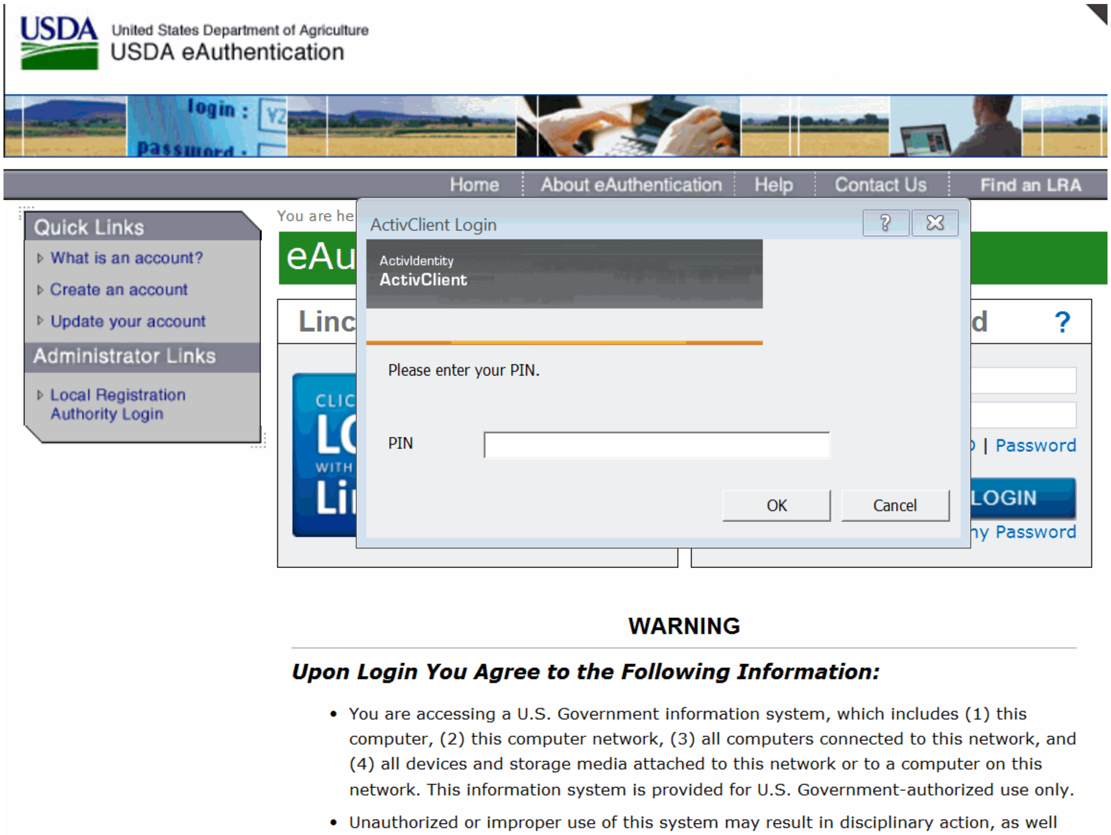


Figure 10: ActivClient Login Page

8. Complete the PIN field.

9. Select the **OK** button. The Select a Certificate page is displayed.

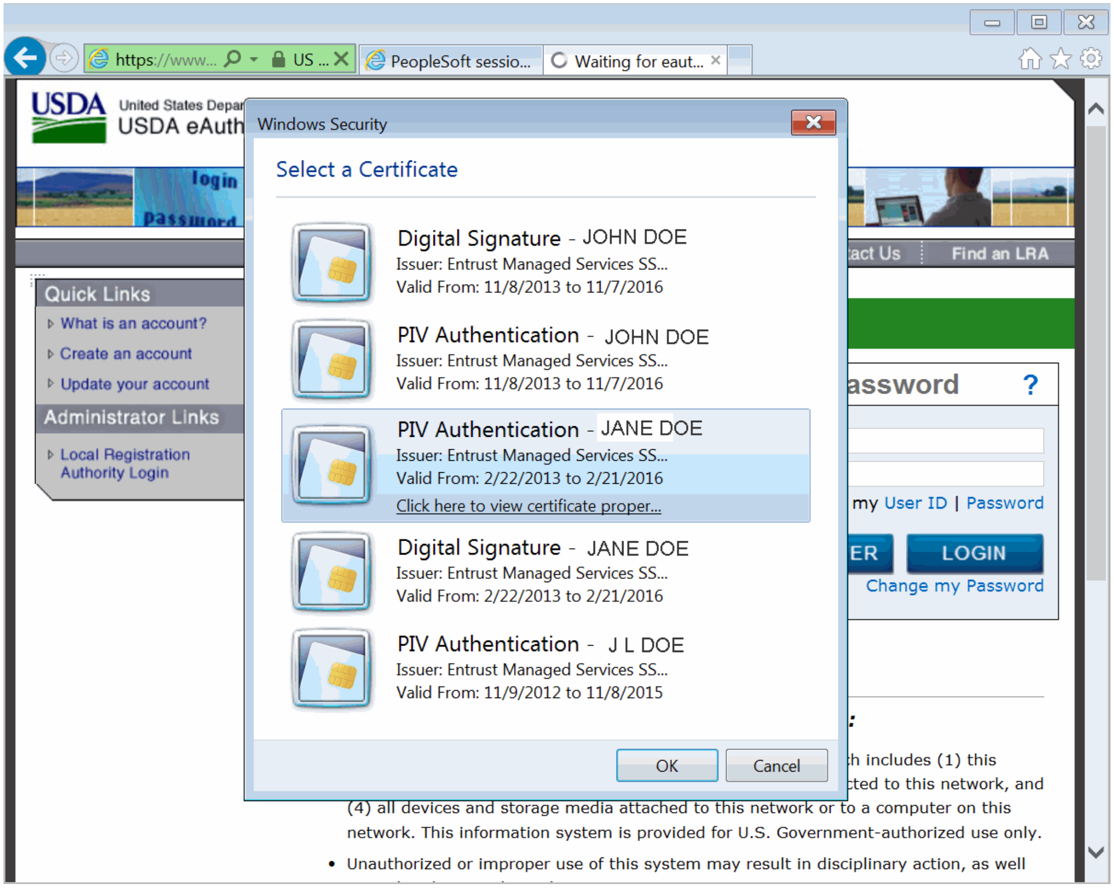


Figure 11: Select a Certificate Page

10. Select the applicable PIV Authentication certificate.

11. Select the **OK** button. The Main Menu page is displayed.

Logging Out

To exit webTA, select the **Logout** link from any page.

Changing Your Password

You can change your webTA password. Also, depending on your Agency's policy, Timekeepers and HR Administrators may force a new password on your account, but they cannot look up your current password.

To Change Your Password:

1. Select the **Change Password** button on the Main Menu. The Change Employee Password page is displayed.

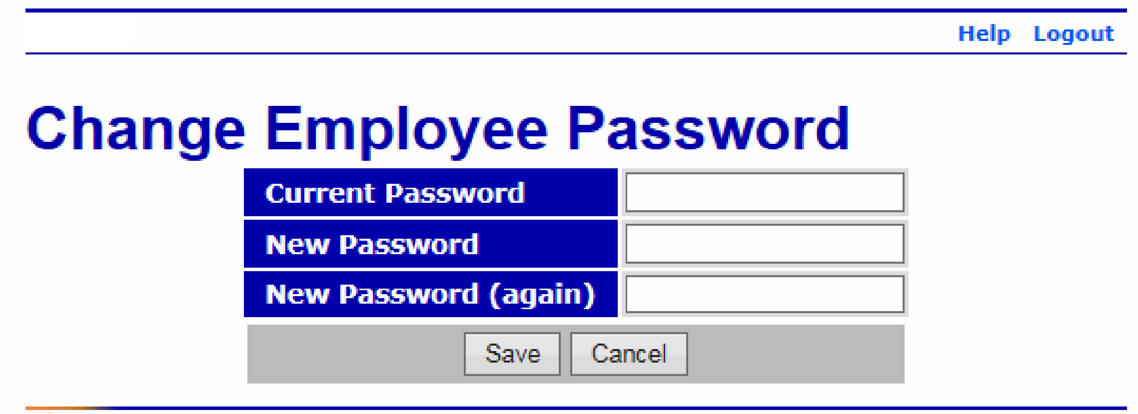


Figure 12: Change Employee Password Page

2. Complete the fields as follows:

Field	Instruction
Current Password	Type your current password.
New Password	Type your new password.
New Password (again)	Retype your new password.

3. Select the **Save** button to save your new password.

OR

Select the **Cancel** button to cancel. The Main Menu is displayed.

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the **+** (sort icon).

Note: Selecting the sort icon for a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the **+** icon in the header of the column. The sort icon changes from a plus sign to an arrow.

Figure 13: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

   OR

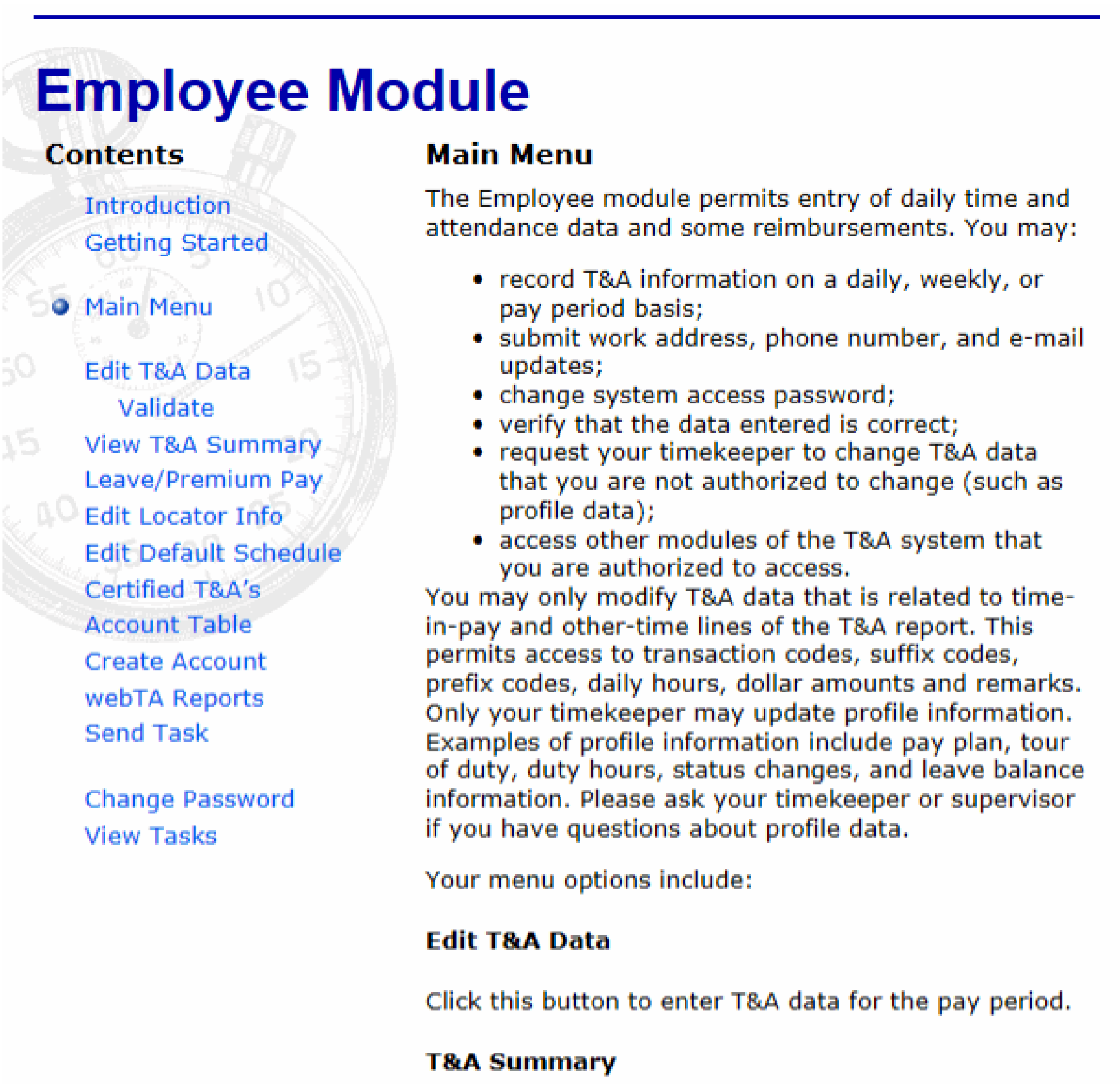
   Select the arrow to point up to sort the list in ascending order.

Help

Help is available on all pages in webTA.

To Access Help in webTA:

1. On any page in webTA, select the **Help** link. The applicable Help page is displayed.



Employee Module

Contents

Main Menu

The Employee module permits entry of daily time and attendance data and some reimbursements. You may:

- record T&A information on a daily, weekly, or pay period basis;
- submit work address, phone number, and e-mail updates;
- change system access password;
- verify that the data entered is correct;
- request your timekeeper to change T&A data that you are not authorized to change (such as profile data);
- access other modules of the T&A system that you are authorized to access.

You may only modify T&A data that is related to time-in-pay and other-time lines of the T&A report. This permits access to transaction codes, suffix codes, prefix codes, daily hours, dollar amounts and remarks. Only your timekeeper may update profile information. Examples of profile information include pay plan, tour of duty, duty hours, status changes, and leave balance information. Please ask your timekeeper or supervisor if you have questions about profile data.

Your menu options include:

Edit T&A Data

Click this button to enter T&A data for the pay period.

T&A Summary

Figure 14: Example of Help Page

2. Select the **X** to exit the Help page and return to the previous page in webTA.

Employee

Using webTA, an employee can:

- Enter T&A data.
- View a summary of current pay period T&A information.
- Submit leave and premium pay requests.
- View certified T&As.
- Select accounting codes.
- Assign descriptions to accounting codes.
- Generate leave audit reports.
- Submit requests and tasks to supervisors and/or timekeepers.

All employee functions are accessed from the Employee Main Menu, which is displayed upon logging in to webTA.

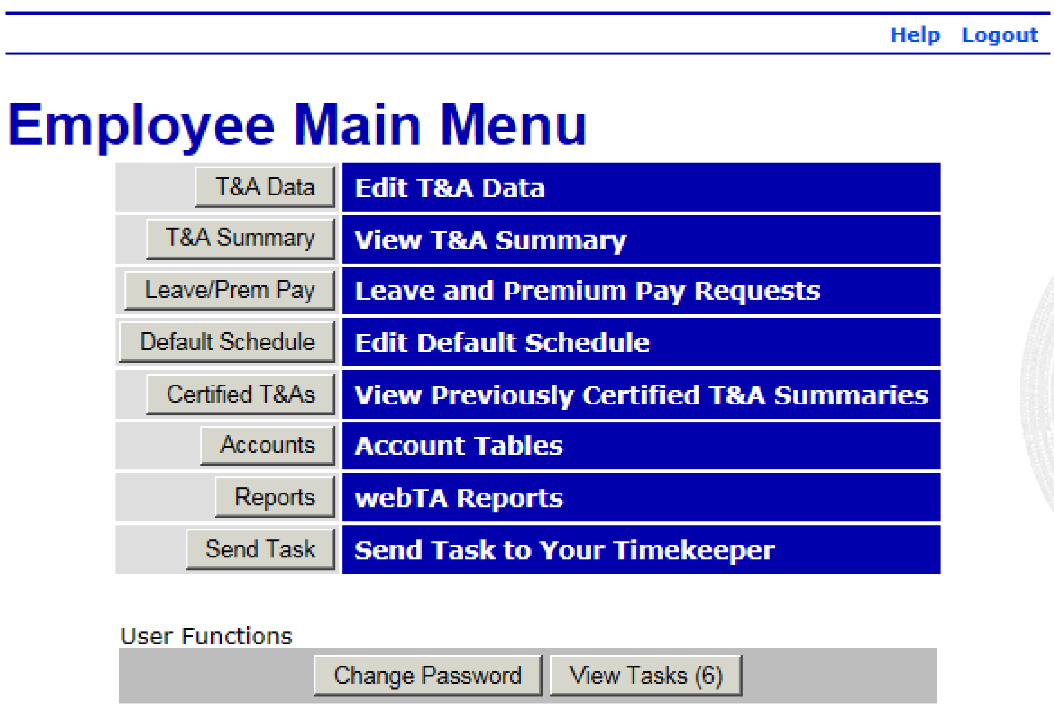


Figure 15: Employee Main Menu

T&A Data

T&A Data allows users to enter T&A information for past and present pay periods. Time entry for any pay period may be entered at any time, but must be signed and approved sequentially, otherwise the T&A will reject.

Employees may enter regular time worked, leave taken, compensatory time worked and/or earned, and dollar transactions to be paid on the T&A.

This section includes the following topics:

Entering Your T&A

The Work Time section of the T&A Data page has daily time entry fields for each week in a pay period. Daily work time totals are displayed in the Work Time Total row.

New in the Work Time section of the T&A Data page is used to add a new work time TC to your T&A.

To Add a New Work Time Transaction Code (Line):

1. Select the **T&A Data** button from the Employee Main Menu. The T&A Data page is displayed.

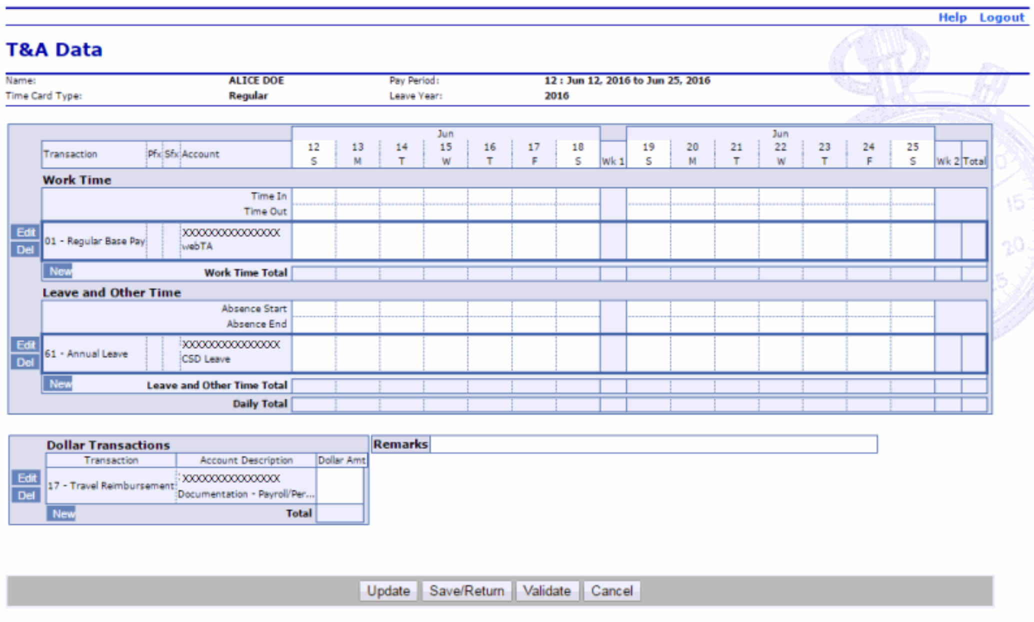


Figure 16: T&A Data Page

2. Select the **New** button in the Work Time section of the T&A. The New Work Time Activity page is displayed.

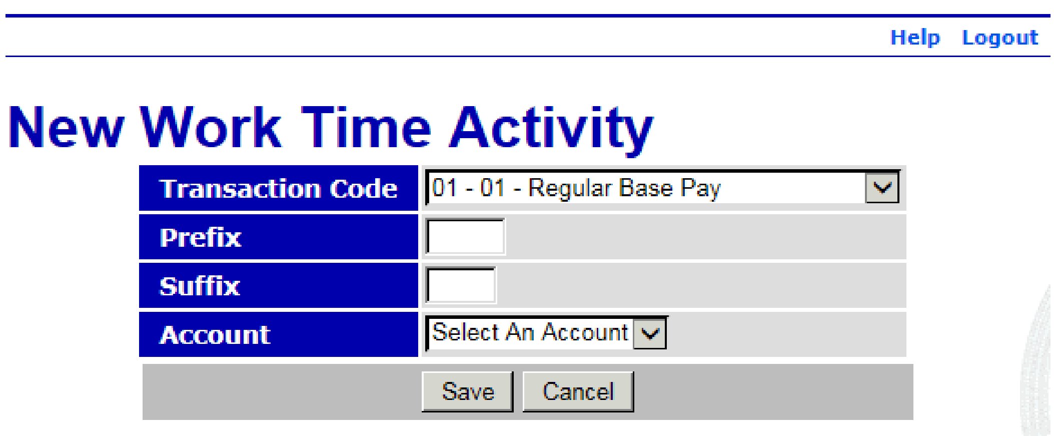


Figure 17: New Work Time Activity Page

Note: To edit a TC, select the **Edit** button. The Edit Work Time Activity page is displayed.

To delete a TC, select the **Del** button. The TC is removed when you select the **Del** button. There is no warning/confirmation before the TC is deleted.

3. Complete the fields as follows:

Field	Instruction
Transaction Code	Select the applicable work time TC from the drop-down list.
Prefix	Enter the prefix code, if applicable.
Suffix	Enter the suffix code, if applicable.
Account	Select the applicable accounting code from the drop-down list. Note: If you have more than one accounting code (line of accounting) for a particular TC, you must add the TC each time with each separate accounting code (line of accounting).

4. Select the **Save** button. The T&A Data page is displayed with the new TC (work time line) added. After you select the **Save** button to save the new TC, the **Edit** and **Del** buttons are available.

   OR

   Select the **Cancel** button to return to the T&A Data page without saving the TC.

1. In the Work Time section, enter the time worked (for each TC) as follows:

Field	Description\Instruction
Time In	Enter start time in hours and minutes in 15-minute increments.
Time Out	Enter end time in hours and minutes in 15-minute increments.
TC Line	Enter time worked in hours and minutes. This field is required.
Work Time Total	Populated with the total work time for the day.

2. Select the **Update** button to update the T&A and keep the page open.

   OR

   Select the **Save/Return** button to save the changes and return to the Employee Main Menu.

   OR

   Select the **Validate** button to validate the T&A and return to the Employee Main Menu.

   OR

   Select the **Cancel** button to cancel the edits and return to the Employee Main Menu.

Entering Leave and Other Time on Your T&A

The Leave and Other Time section of the T&A Data page has daily time entry fields for each week in a pay period. Daily leave and other time totals are displayed in the Leave and Other Time Total row.

New in the Leave and Other Time section of the T&A Data page is used to add new leave and other time TCs to your T&A.

Note: After you submit a leave slip, it will be displayed in the Leave and Other Time section under the applicable day. If times are included on the leave slip, those times will be displayed on the T&A as well. If there is a coordinating line of accounting on the T&A Data page (for the leave type on your leave slip), the leave will be displayed on that line of accounting. If there is no coordinating accounting code (for the leave type on your leave slip), *Auto-generated leave (change account)*, will be displayed on that line. You must then add the applicable accounting for that line.

To Enter the Accounting for Leave and Other Time:

1. Select the **T&A Data** button from the Employee Main Menu. The T&A Data page is displayed.

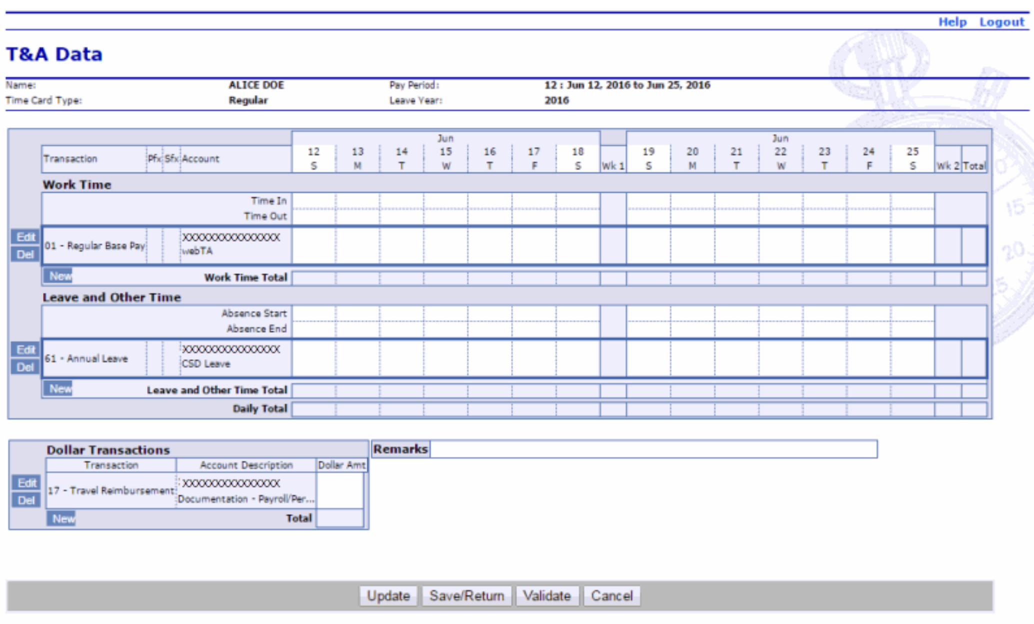


Figure 18: T&A Data Page

2. Select the **New** button in the Leave and Other Time section of the T&A. The New Leave and Other Time Activity page is displayed.

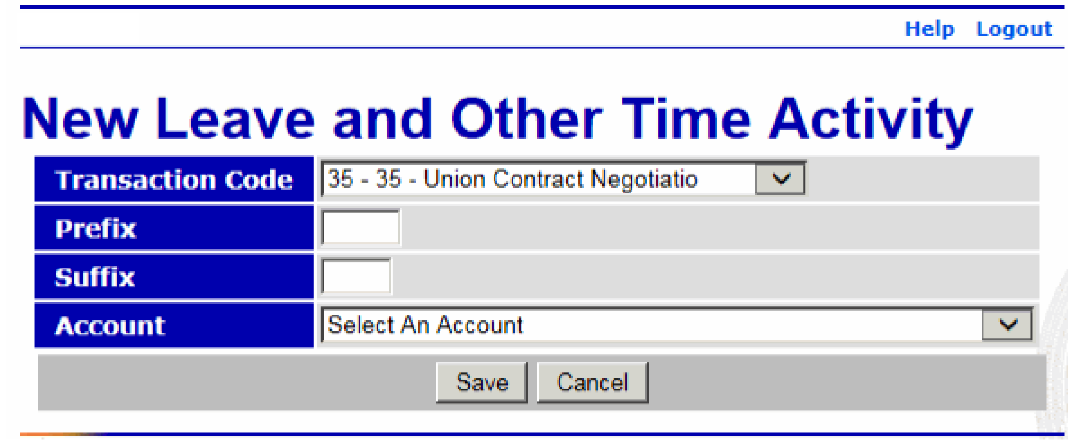


Figure 19: New Leave and Other Time Activity Page

Note: To edit a TC, select the **Edit** button. The Edit Leave and Other Time Activity page is displayed.

To delete a TC, select the **Del** button. The TC is removed when you select the **Del** button. There is no warning/confirmation before the TC is deleted.

3. Complete the fields as follows:

Field	Instruction
Transaction Code	Select the applicable leave TC from the drop-down list.
Prefix	Enter the prefix code, if applicable.
Suffix	Enter the suffix code, if applicable.
Account	Select the applicable accounting code from the drop-down list.

4. Select the **Save** button to save the TC (with the line of accounting).

OR

Select the **Cancel** button to cancel the action and return to the T&A Data page.

1. Select the **Edit** button next to the applicable TC in the Leave and Other Time section.

2. Complete the fields as follows:

Field	Description/Instruction
Absence Start	Enter start time in hours and minutes in 15-minute increments.

Field	Description/Instruction
Absence End	Enter end time in hours and minutes in 15-minute increments.
TC Line	Enter absence time in hours and minutes. This field is required.
Leave and Other Time Total	Populated with the total absence time for the day.

3. Select the **Update** button to update the T&A and keep the page open.

   OR

   Select the **Save/Return** button to save the changes and return to the Employee Main Menu.

   OR

   Select the **Validate** button to validate the T&A and return to the Employee Main Menu.

   OR

   Select the **Cancel** button to cancel the edits and return to the Employee Main Menu.

Entering Dollar Transactions on Your T&A

The Dollar Transaction section of the T&A Data page has a Dollar Amt field for entering the total dollar amount for each type of dollar transaction. The total dollar transaction amount for the pay period is displayed in the Total field.

New in the Dollar Transactions section of the T&A Data page is used to add a new dollar amount TC to your T&A.

To Add a Dollar Amount Transaction Code:

1. Select the **T&A Data** button from the Employee Main Menu. The T&A Data page is displayed.

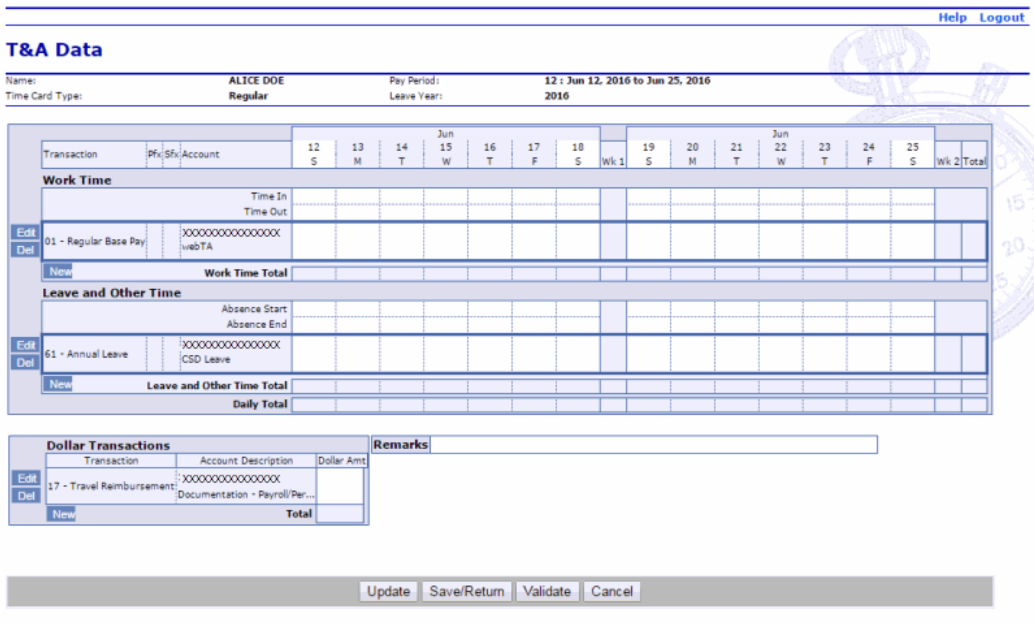


Figure 20: T&A Data Page

2. Select the **New** button in the Dollar Transaction section. The New Dollar Transaction Activity page is displayed.

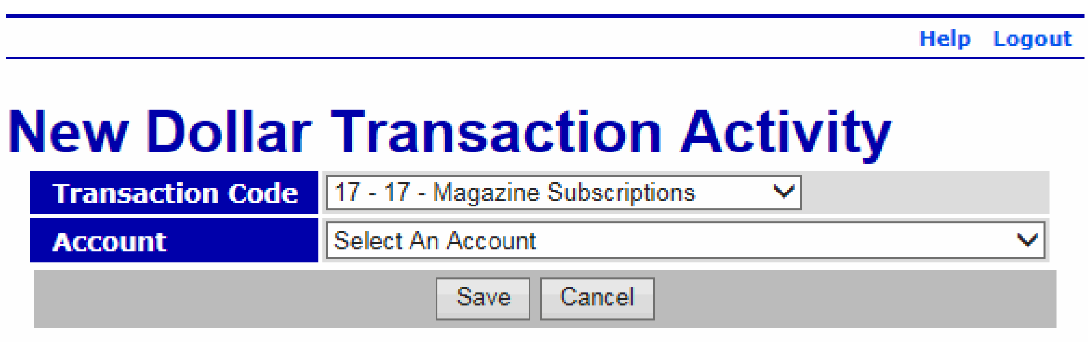


Figure 21: New Dollar Transaction Activity Page

Note: To edit a TC, select the **Edit** button. The Edit Work Time Activity page is displayed.

To delete a TC, select the **Del** button. The TC is removed when you select the **Del** button. There is no warning/confirmation before the TC is deleted.

3. Complete the fields as follows:

Field	Instruction

Field	Instruction
Transaction Code	Select the applicable dollar TC from the drop-down list.
Account	Select the applicable accounting code from the drop-down list.

4. Select the **Save** button to save the dollar TC. After you select the **Save** button to save the dollar TC, the **Edit** and **Del** buttons are available.

   OR

   Select the **Cancel** button to cancel the action and return to the T&A Data page.

1. Select the **Edit** button next to the applicable TC in the Dollar Transaction section.
2. Complete the Dollar Amt field as follows:

Field	Instruction
Dollar Amt	Enter the applicable dollar amount.

3. Select the **Update** button to update the T&A and keep the page open.

   OR

   Select the **Save/Return** button to save the changes and return to the Employee Main Menu.

   OR

   Select the **Validate** button to validate the T&A and return to the Employee Main Menu.

Validating Your T&A

At the end of each pay period, you must validate your T&A. After you validate your T&A, it can be certified by your supervisor. Upon being certified by your supervisor, the T&A is sent to NFC for processing. All T&As should be completed, validated, and certified by the Tuesday following the end of the pay period.

To Validate Your T&A

1. Select the **T&A Data** button from the Employee Main Menu. The T&A Data page is displayed.

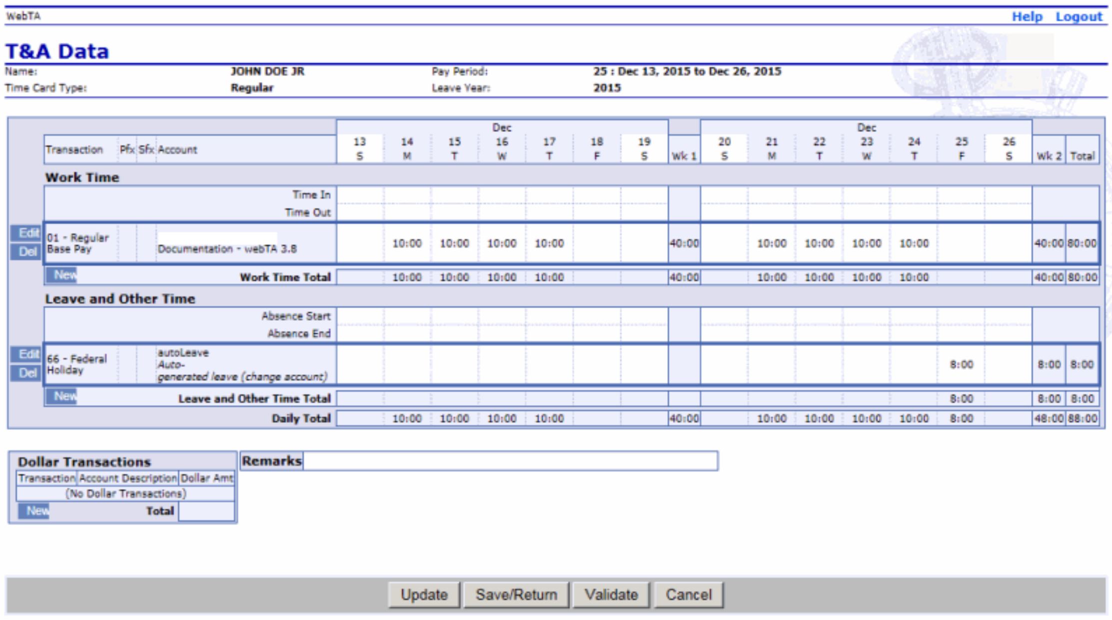
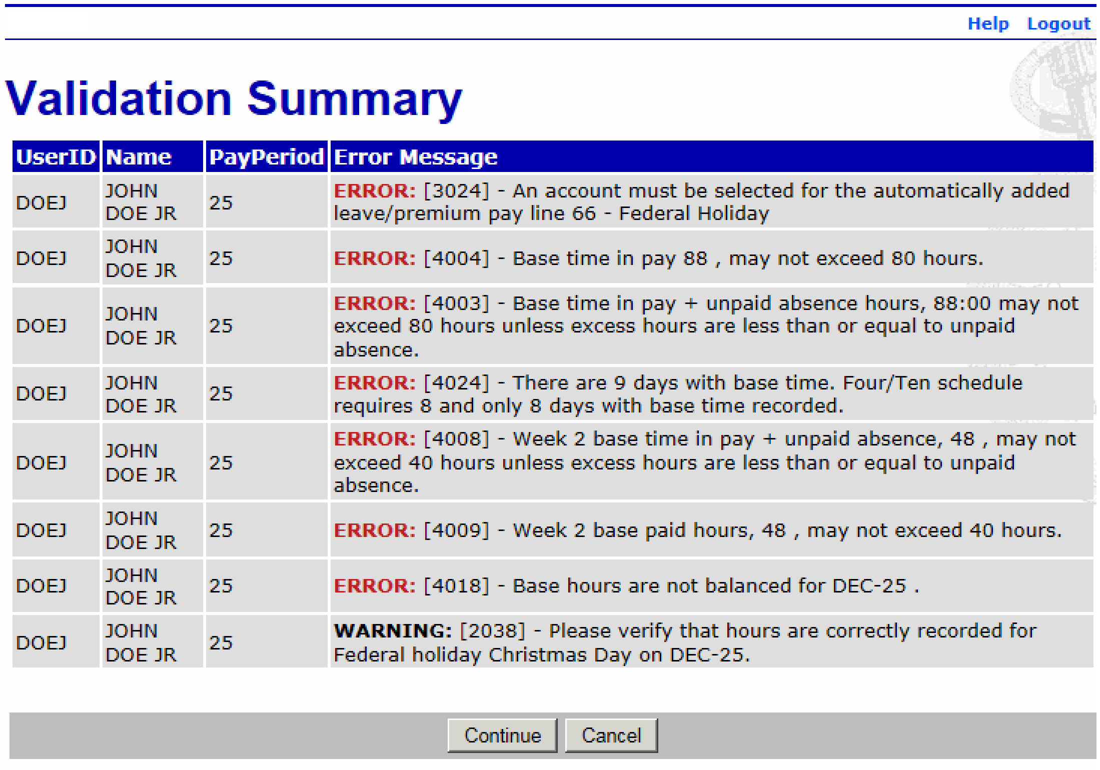


Figure 22: T&A Data Page

2. Confirm that all work time, leave, etc., has been entered on your T&A.

3. Select the **Validate** button. A Validation Summary page is displayed listing any error and/or warning associated with your T&A.

Note: A T&A may be validated with warnings. All errors must be resolved. A T&A with errors may not be validated.


Help Logout

Validation Summary

UserID	Name	PayPeriod	Error Message
DOEJ	JOHN DOE JR	25	ERROR: [3024] - An account must be selected for the automatically added leave/premium pay line 66 - Federal Holiday
DOEJ	JOHN DOE JR	25	ERROR: [4004] - Base time in pay 88 , may not exceed 80 hours.
DOEJ	JOHN DOE JR	25	ERROR: [4003] - Base time in pay + unpaid absence hours, 88:00 may not exceed 80 hours unless excess hours are less than or equal to unpaid absence.
DOEJ	JOHN DOE JR	25	ERROR: [4024] - There are 9 days with base time. Four/Ten schedule requires 8 and only 8 days with base time recorded.
DOEJ	JOHN DOE JR	25	ERROR: [4008] - Week 2 base time in pay + unpaid absence, 48 , may not exceed 40 hours unless excess hours are less than or equal to unpaid absence.
DOEJ	JOHN DOE JR	25	ERROR: [4009] - Week 2 base paid hours, 48 , may not exceed 40 hours.
DOEJ	JOHN DOE JR	25	ERROR: [4018] - Base hours are not balanced for DEC-25 .
DOEJ	JOHN DOE JR	25	WARNING: [2038] - Please verify that hours are correctly recorded for Federal holiday Christmas Day on DEC-25.

Continue Cancel

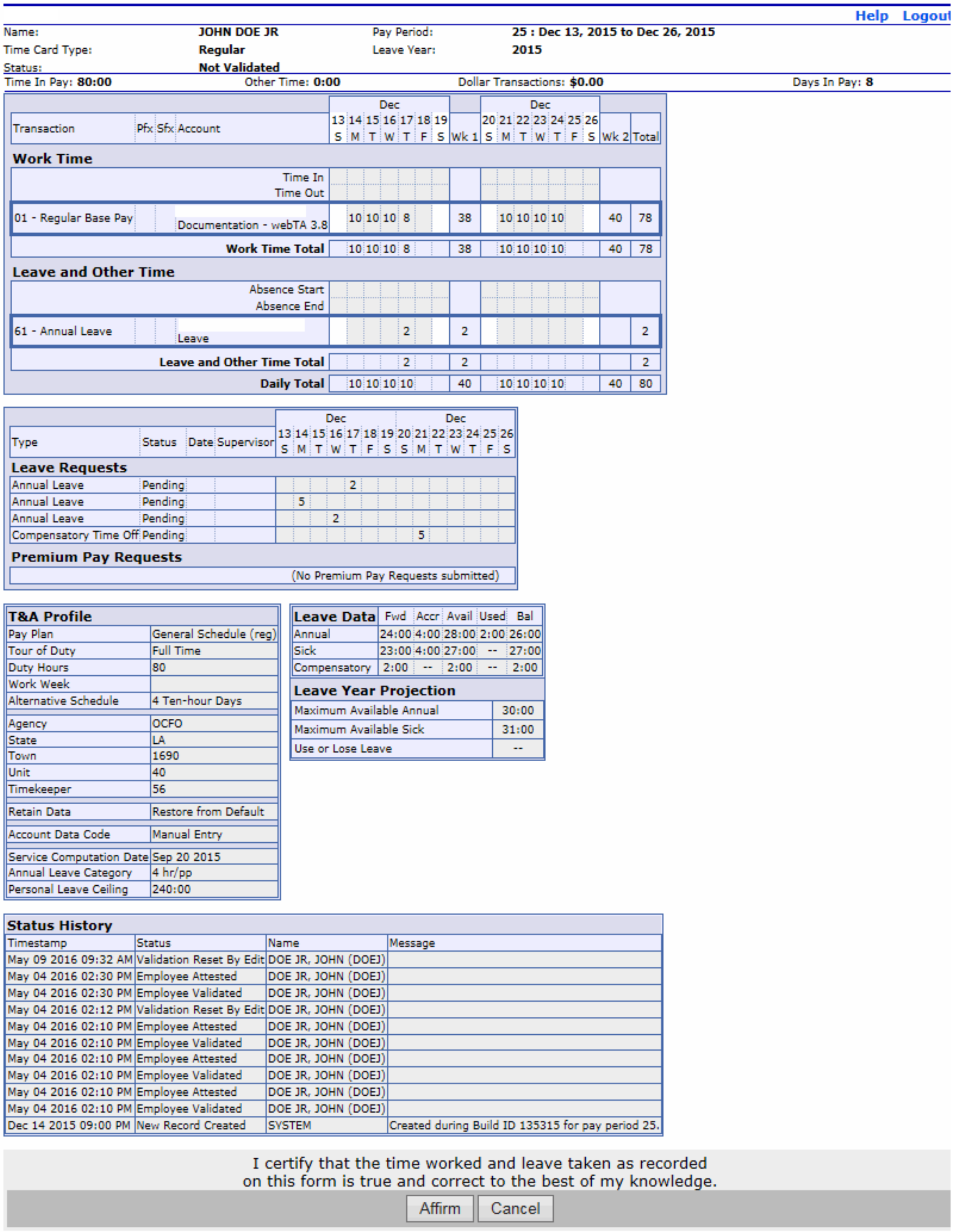
Figure 23: Validation Summary Page

4. Select the **Continue** button to override any warning(s) and validate the T&A.

OR

Select the **Cancel** button to return to the T&A Data page to resolve/correct any error(s).

1. After all error(s) have been resolved/corrected, select the **Continue** button. Your T&A is displayed.



Help Logout

Name:	**JOHN DOE JR**	Pay Period:	**25 : Dec 13, 2015 to Dec 26, 2015**
Time Card Type:	**Regular**	Leave Year:	**2015**
Status:	**Not Validated**		

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **8**

Transaction	Pfx	Sfx	Account	Dec 13 S	14 M	15 T	16 W	17 T	18 F	19 S	Wk 1	Dec 20 S	21 M	22 T	23 W	24 T	25 F	26 S	Wk 2	Total
Work Time																				
			Time In / Time Out																	
01 - Regular Base Pay			Documentation - webTA 3.8		10	10	10	8			38		10	10	10	10			40	78
			Work Time Total		10	10	10	8			38		10	10	10	10			40	78
Leave and Other Time																				
			Absence Start / Absence End																	
61 - Annual Leave			Leave					2			2									2
			Leave and Other Time Total					2			2									2
			Daily Total		10	10	10	10			40		10	10	10	10			40	80

Type	Status	Date	Supervisor	Dec 13 S	14 M	15 T	16 W	17 T	18 F	19 S	Dec 20 S	21 M	22 T	23 W	24 T	25 F	26 S
Leave Requests																	
Annual Leave	Pending							2									
Annual Leave	Pending				5												
Annual Leave	Pending						2										
Compensatory Time Off	Pending											5					
Premium Pay Requests																	
(No Premium Pay Requests submitted)																	

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	4 Ten-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
Retain Data	Restore from Default
Account Data Code	Manual Entry
Service Computation Date	Sep 20 2015
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	24:00	4:00	28:00	2:00	26:00
Sick	23:00	4:00	27:00	--	27:00
Compensatory	2:00	--	2:00	--	2:00

Leave Year Projection	
Maximum Available Annual	30:00
Maximum Available Sick	31:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
May 09 2016 09:32 AM	Validation Reset By Edit	DOE JR, JOHN (DOEJ)	
May 04 2016 02:30 PM	Employee Attested	DOE JR, JOHN (DOEJ)	
May 04 2016 02:30 PM	Employee Validated	DOE JR, JOHN (DOEJ)	
May 04 2016 02:12 PM	Validation Reset By Edit	DOE JR, JOHN (DOEJ)	
May 04 2016 02:10 PM	Employee Attested	DOE JR, JOHN (DOEJ)	
May 04 2016 02:10 PM	Employee Validated	DOE JR, JOHN (DOEJ)	
May 04 2016 02:10 PM	Employee Attested	DOE JR, JOHN (DOEJ)	
May 04 2016 02:10 PM	Employee Validated	DOE JR, JOHN (DOEJ)	
May 04 2016 02:10 PM	Employee Attested	DOE JR, JOHN (DOEJ)	
May 04 2016 02:10 PM	Employee Validated	DOE JR, JOHN (DOEJ)	
Dec 14 2015 09:00 PM	New Record Created	SYSTEM	Created during Build ID 135315 for pay period 25.

I certify that the time worked and leave taken as recorded
on this form is true and correct to the best of my knowledge.

Affirm Cancel

Figure 24: T&A

2. Review your T&A.

The following information may be displayed on your T&A.

Note: Not all fields will be displayed on all T&As (i.e., if you have not taken any leave within a given pay period, the Leave Requests section will be blank).

Field	Description
Name	Populated with your name.
Pay Period	Populated with the current pay period.
Time Card Type	Populated with the type of T&A (e.g., regular, corrected, etc.)
Leave Year	Populated with the leave year.
Status	Populated with the status of the T&A. Valid values are: **Value** — **Meaning** **`No Profile`** — T&A Profile does not exist. A T&A Profile must be established before T&A functions can be performed. **`Val by Emp`** — T&A validated by employee. **`Val by Tkp`** — T&A validated by timekeeper. **`Val by Mstr Tkp`** — T&A validated by master timekeeper. **`Certified`** — T&A certified by supervisor or master supervisor. **`No Data`** — T&A Profile exists, but no T&As have been entered.
Time In Pay	Populated with the number of hours and minutes (in **`HH:MM`** format) in pay status.
Other Time	Populated with the number of hours and minutes (in **`HH:MM`** format) in other time status.
Dollar Transactions	Populated with the dollar amount to be paid for dollar TCs.
Days In Pay	Populated with the total number of days in pay status for the pay period.
Transaction	Populated with the TC for the line.
Pfx	Populated with the prefix for the line, if applicable.
Sfx	Populated with the suffix for the line, if applicable.
Account	Populated with the accounting code and description for the line.
Work Time	**Description**
Time In	Populated with the arrival time for each day of the pay period.

Field	Description
Time Out	Populated with the departure time for each day of the pay period.
Transaction	Populated with the work time TC for the line.
Pfx	Populated with the work time prefix for the line, if applicable.
Sfx	Populated with the work time suffix for the line, if applicable.
Account	Populated with the work time accounting code and description for the line.
Work Time Total	Populated with the total number of hours for each day in the Work Time section.
Leave and Other Time	**Description**
Absence Start	Populated with the time that the leave starts on the applicable day.
Absence End	Populated with the time that the leave ends on the applicable day.
Transaction	Populated with the leave and/or other time TC for the line.
Pfx	Populated with the leave and/or other time prefix for the line, if applicable.
Sfx	Populated with the leave and/or other time suffix for the line, if applicable.
Account	Populated with the leave and/or other time accounting code and description for the line.
Leave and Other Time Total	Populated with the total number of hours of leave and/or other time for each day of the pay period.
Daily Total	Populated with the total of the Work Time Total and the Leave and Other Time Total for each day of the pay period.
Type	Populated with the type of leave or premium pay requested.
Status	Populated with the status of the leave or premium pay request.
Date	Populated with the date of the leave or premium pay request.
Supervisor	Populated with the supervisor that has approved/denied the leave or premium pay request.
Leave Requests	**Description**
Type	Populated with the type of leave requested.
Status	Populated with the status of the leave request.
Date	Populated with the date of the leave request.

Field	**Description**
Supervisor	Populated with the supervisor that has approved/denied the leave request.
Premium Pay Requests	**Description**
Type	Populated with the type of premium pay requested.
Status	Populated with the status of the premium pay request.
Date	Populated with the date of the premium pay request.
Supervisor	Populated with the supervisor that has approved/denied the premium pay request.
T&A Profile	**Description**
Pay Plan	Populated with your pay plan.
Tour of Duty	Populated with your tour of duty.
Duty Hours	Populated with your duty hours for the pay period.
Work Week	Populated with your work week information.
Alternative Schedule	Populated with your alternative work schedule information.
Agency	Populated with your Agency.
State	Populated with your State.
Town	Populated with your town.
Unit	Populated with your unit.
Timekeeper	Populated with your timekeeper's number.
Retain Data	Populated with default schedule information.
Account Data Code	Populated with your accounting code entry information.
Service Computation Date	Populated with your service computation date (SCD).
Annual Leave Category	Populated with your annual leave category.
Personal Leave Ceiling	Populated with your annual leave ceiling carryover information.
Status History	**Description**
Timestamp	Populated with the time information for each entry on this T&A.
Status	Populated with the status for each entry on this T&A.

Field	Description
Name	Populated with the name of the person making the entry for each entry on this T&A.
Message	Populated with any applicable messages for each entry on this T&A.

1. Select the **Affirm** button to confirm your T&A. A confirmation popup appears.

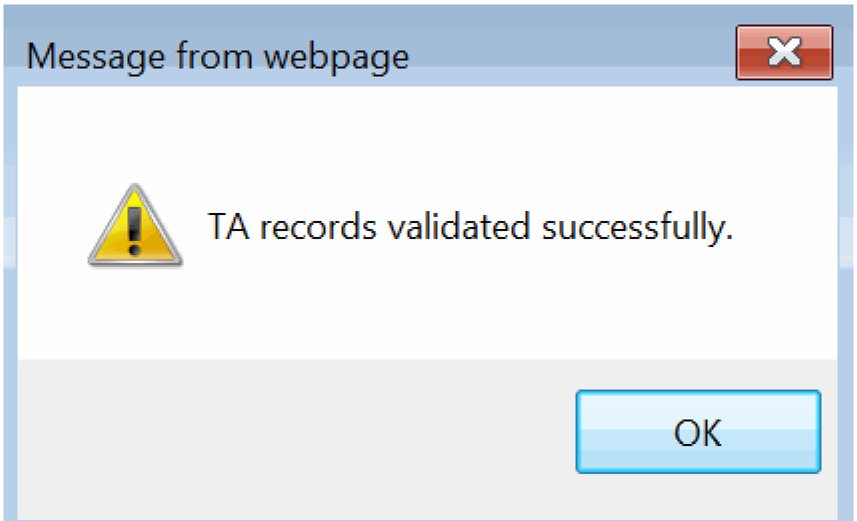


Figure 25: TA records validated successfully. Popup

OR

Select the **Cancel** button to return to T&A Data page.

T&A Summary

T&A Summary opens a read only display of the T&A for the pay period in which you are currently working. ***T&A Summary*** is also used by supervisors to certify the T&A.

To View Current Your T&A:

1. Select the **T&A Data** button from the Employee Main Menu. The T&A Summary page is displayed.

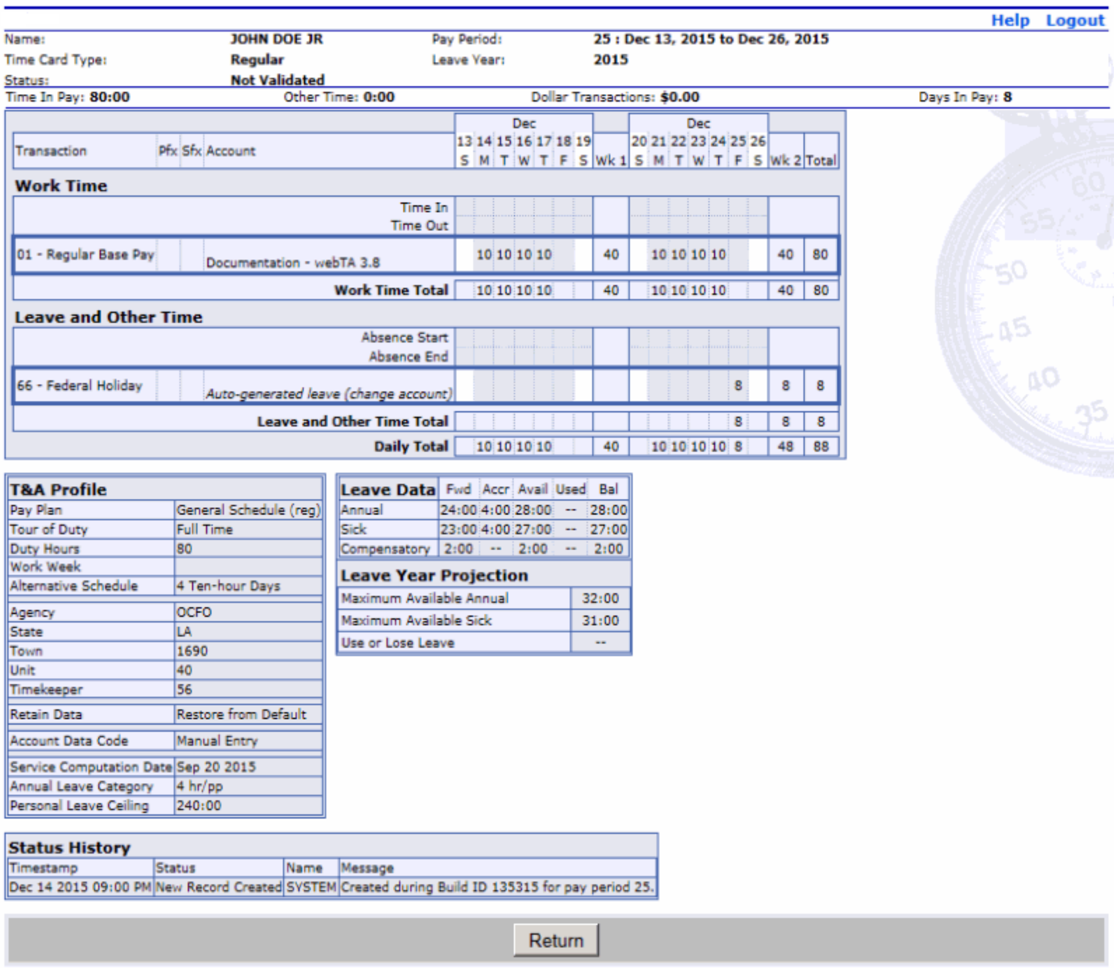


Figure 26: T&A Summary Page

2. View the T&A.

3. Select the **Return** button to return to the Employee Main Menu.

Leave

Leave allows users to:

- Add a new leave request
- Edit and/or delete pending and approved leave requests
- View your leave request history
- View your leave requests in a calendar view

This section includes the following topics:

Adding a Leave Request

To Add a Leave Request:

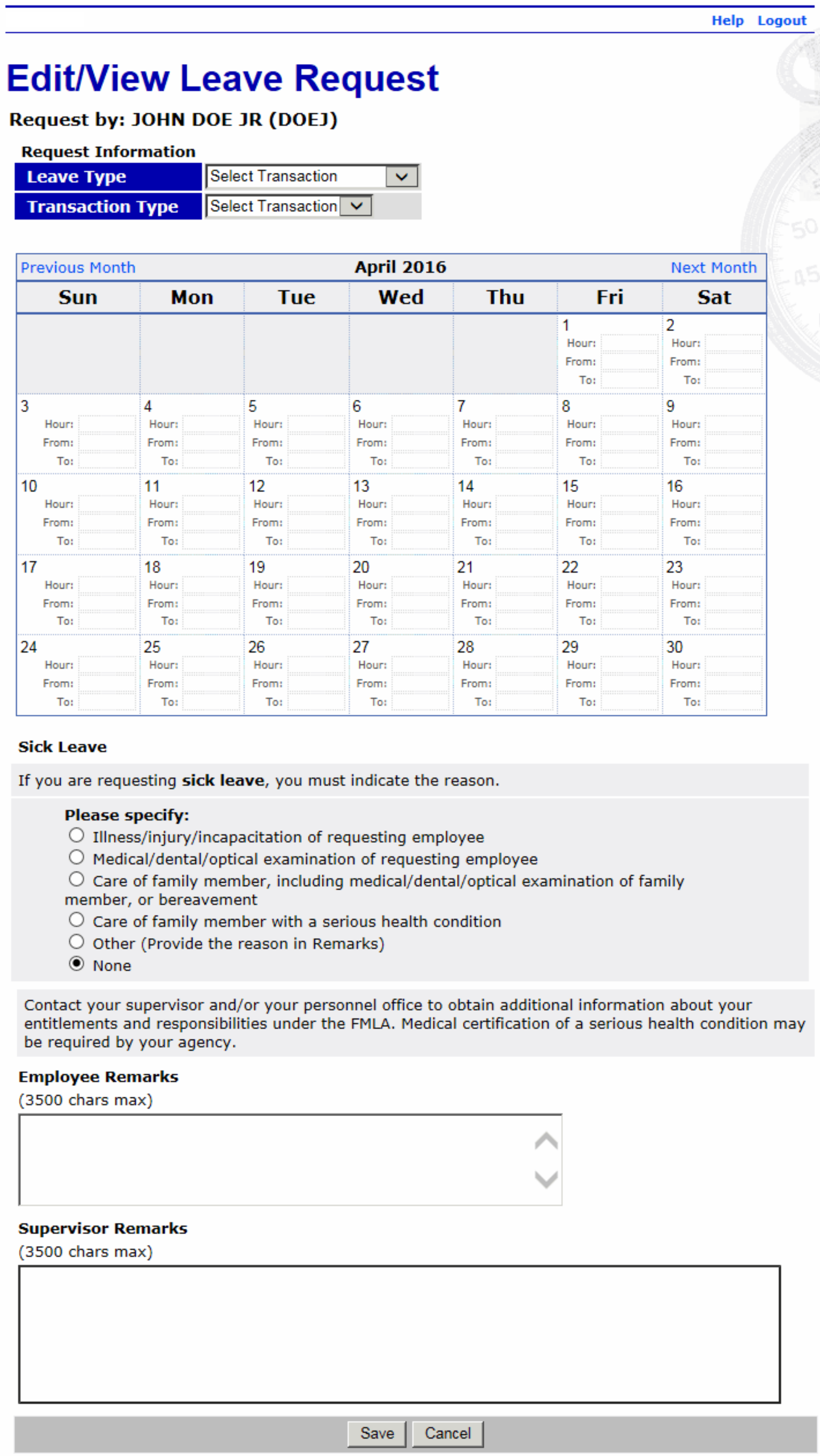
1. Select the **Leave/Prem Pay** button on the Employee Main Menu page. The Leave/Prem Request & Donations menu is displayed.

Figure 27: Leave/Prem Request & Donations Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed with a list of leave requests for the current and future pay periods.

Figure 28: Current Leave Requests Page

3. Select the **New Request** button. The Edit/View Leave Request page is displayed.



Help Logout

Edit/View Leave Request

Request by: JOHN DOE JR (DOEJ)

Request Information

Leave Type	Select Transaction
Transaction Type	Select Transaction

Previous Month			April 2016			Next Month
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
					1 Hour: From: To:	2 Hour: From: To:
3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:	6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:
10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:
17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:
24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:

- ○ 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)
- ◉ None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Employee Remarks
(3500 chars max)

Supervisor Remarks
(3500 chars max)

Save Cancel

Figure 29: Edit/View Leave Request Page

4. Complete the fields as follows:

Field	Instruction
Leave Type	Select the leave type from the drop-down list.
Transaction Type	Select the transaction type from the drop-down list.
Hour	Enter the amount of leave requested.
From	Enter the start time of the leave.
To	Enter the end time of the leave.
Sick Leave	Select the type of sick leave, if applicable. Note: If you select **`Sick Leave`** in the Leave type field, you must specify the applicable type of sick leave in this field.
Family and Medical Leave Act	Select the type of Family and Medical Leave Act (FMLA), if applicable.
Employee Comments	Enter any applicable comments.
Supervisor Comments	This field is completed by the supervisor, if applicable, after the leave request is submitted.

5. Select the **Save** button to save the request. After you save the request, the leave is displayed on the T&A Data page.

   OR

   Select the **Cancel** button to cancel the request and return to the Current Leave Requests page.

Editing a Leave Request for a New or Future Pay Period

To Edit a Leave Request for the Current or Future Pay Periods:

1. Select the **Leave/Prem Pay** button on the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 30: Leave/Prem Request & Donations Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed with a list of leave requests for the current and future pay periods.

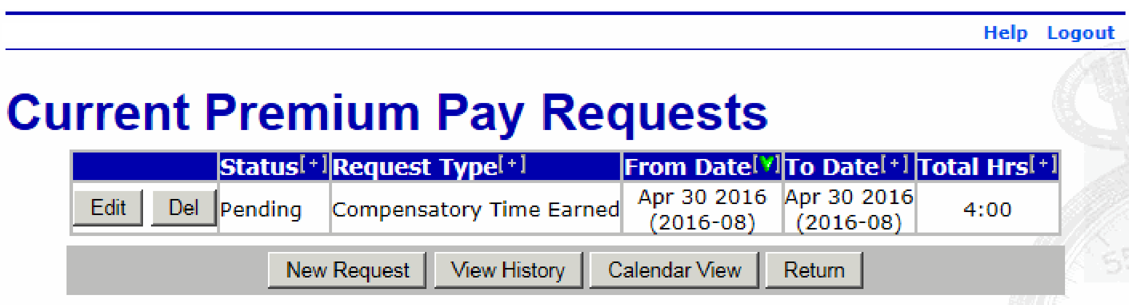


Figure 31: Current Leave Requests Page

3. Select the **Edit** button next to the leave request to be edited. The Edit/View Leave Request page with the applicable leave request is displayed.

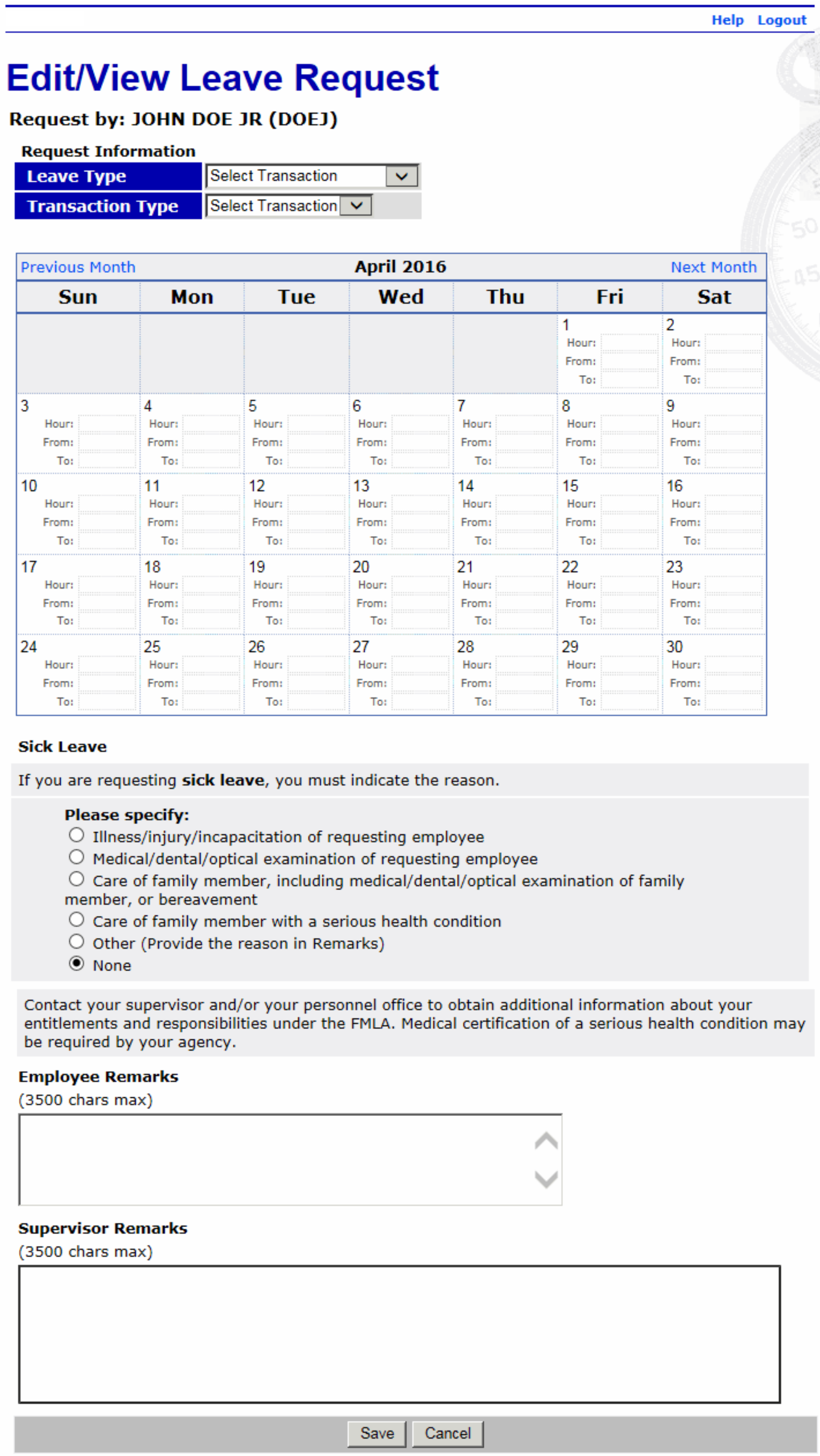


Figure 32: Edit/View Leave Request Page

4. Make the applicable changes.

5. Select the **Save** button to save the changes. After you save your changes, the leave is displayed on the T&A Data page.

   OR

   Select the **Cancel** button to cancel the edit and return to the Current Leave Requests page.

Deleting a Leave Request

To Delete a Leave Request:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 33: Leave/Prem Request & Donations Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed with a list of leave requests for the current and future pay periods.

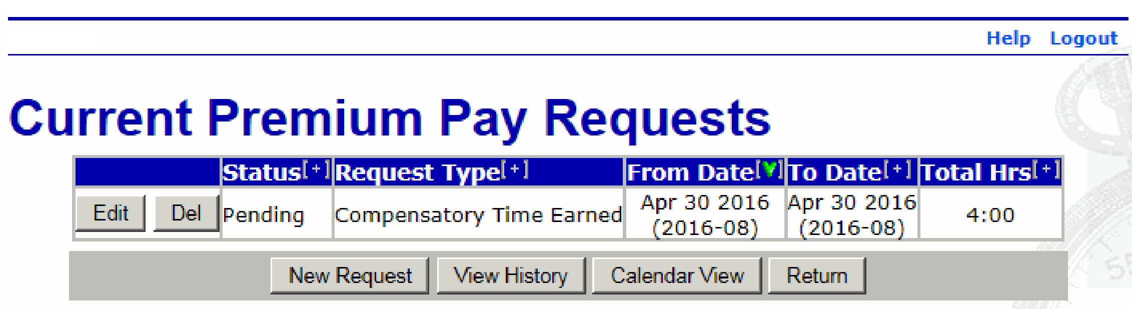


Figure 34: Current Leave Requests Page

3. Select the **Del** button next to the request you wish to delete. The leave request is removed from the request list.

Note: The request is removed when you select the **Del** button. There is no warning/confirmation before the request is deleted.

Viewing Your Leave Request History

To View Your Leave Request History:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 35: Leave/Prem Request & Donations Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed with a list of leave requests for the current and future pay periods.

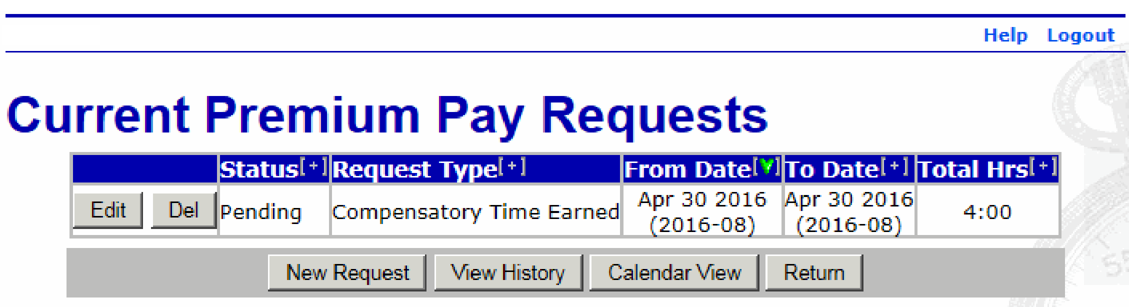


Figure 36: Current Leave Requests Page

3. Select the **View History** button. The Leave Request History page is displayed listing past leave information.

Note: The Leave Request History page only displays leave requests that have been approved or denied, not those that are pending.

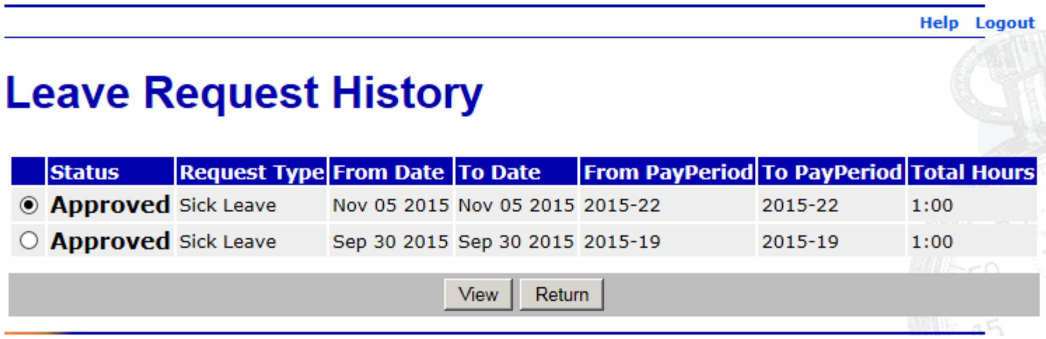
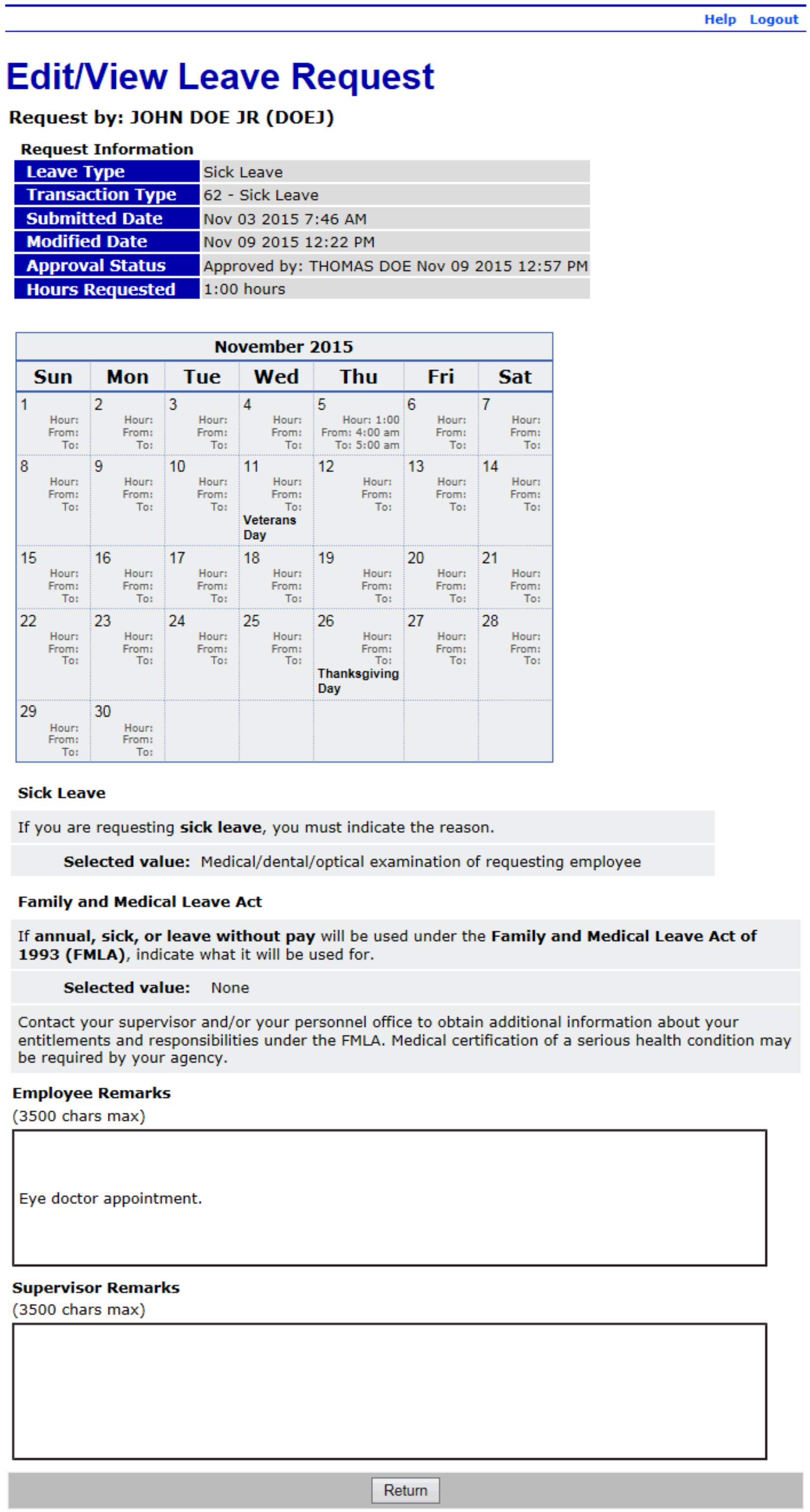


Figure 37: Leave Request History Page

4. Select the leave request to view.

5. Select the **View** button. The applicable Edit/View Leave Request page is displayed. This is a view-only page.



Help Logout

Edit/View Leave Request

Request by: JOHN DOE JR (DOEJ)

Request Information

Leave Type	Sick Leave
Transaction Type	62 - Sick Leave
Submitted Date	Nov 03 2015 7:46 AM
Modified Date	Nov 09 2015 12:22 PM
Approval Status	Approved by: THOMAS DOE Nov 09 2015 12:57 PM
Hours Requested	1:00 hours

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: 1:00 From: 4:00 am To: 5:00 am	6 Hour: From: To:	7 Hour: From: To:
8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To: **Veterans Day**	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:
15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:
22 Hour: From: To:	23 Hour: From: To:	24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To: **Thanksgiving Day**	27 Hour: From: To:	28 Hour: From: To:
29 Hour: From: To:	30 Hour: From: To:					

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Selected value: Medical/dental/optical examination of requesting employee

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Selected value: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Employee Remarks
(3500 chars max)

Eye doctor appointment.

Supervisor Remarks
(3500 chars max)

Return

Figure 38: Edit/View Leave Request Page

6. Review the request.

7. Select the **Return** button. The Leave Request History page is displayed.

Viewing Your Leave Requests in a Calendar View

To View Your Leave Request(s) in a Calendar View:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 39: Leave/Prem Request & Donations Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed with a list of leave requests for the current and future pay periods.

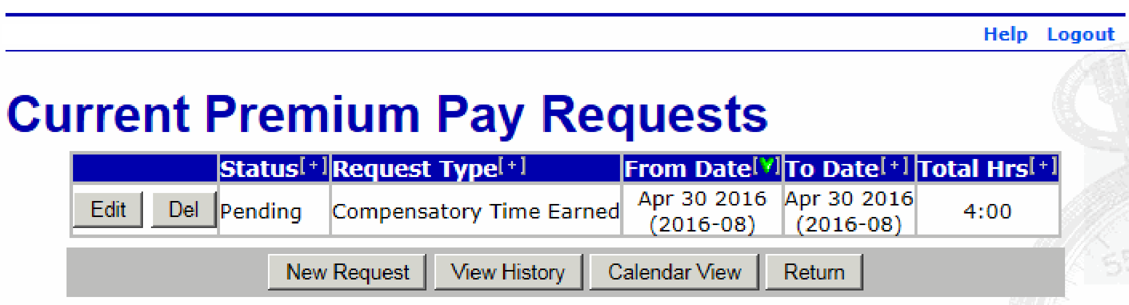


Figure 40: Current Leave Requests Page

3. Select the **Calendar View** button. The Leave Request Calendar View page is displayed.

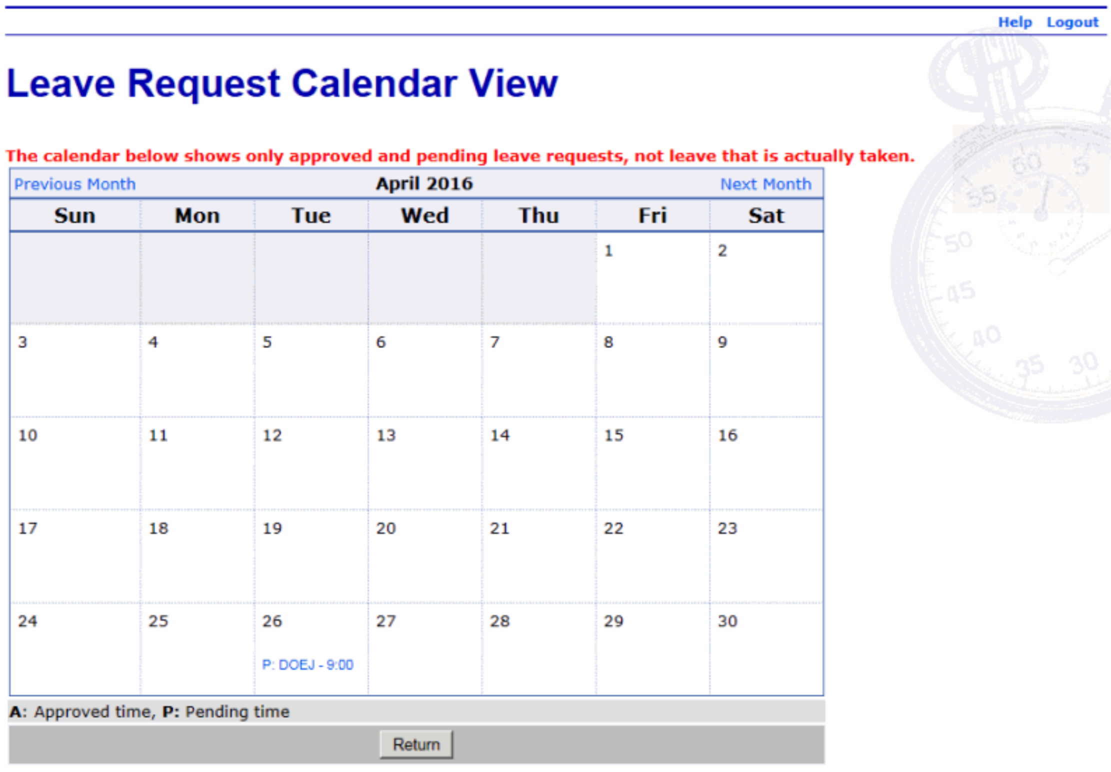


Figure 41: Leave Request Calendar View Page

4. Navigate to the applicable month to view the approved and pending leave request(s).

5. Select the **Return** button. The Current Leave Requests page is displayed.

Premium Pay

Prem. Pay allows users to:

- Add a new premium pay request
- Edit and/or delete pending and approved premium requests
- View your premium pay request history
- View your premium pay requests in a calendar view

This section includes the following topics:

Adding a Premium Pay Request

To Add a Premium Pay Request:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 42: Leave/Prem Request & Donations Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed with a list of current and future pay period premium pay requests.

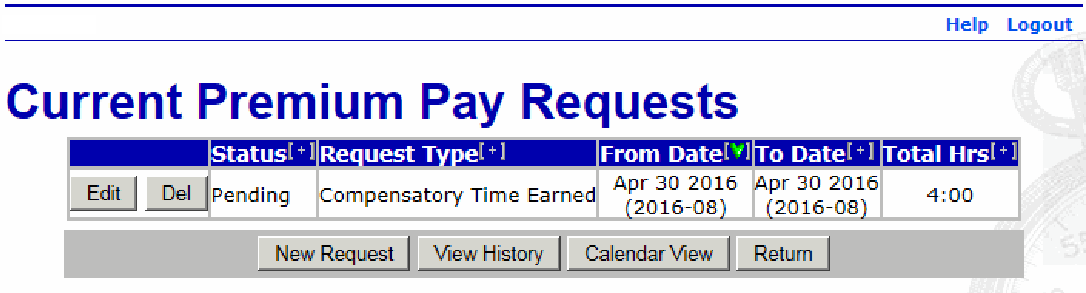


Figure 43: Current Premium Pay Requests Page

3. Select the **New Request** button. The Edit/View Premium Pay Request page is displayed.

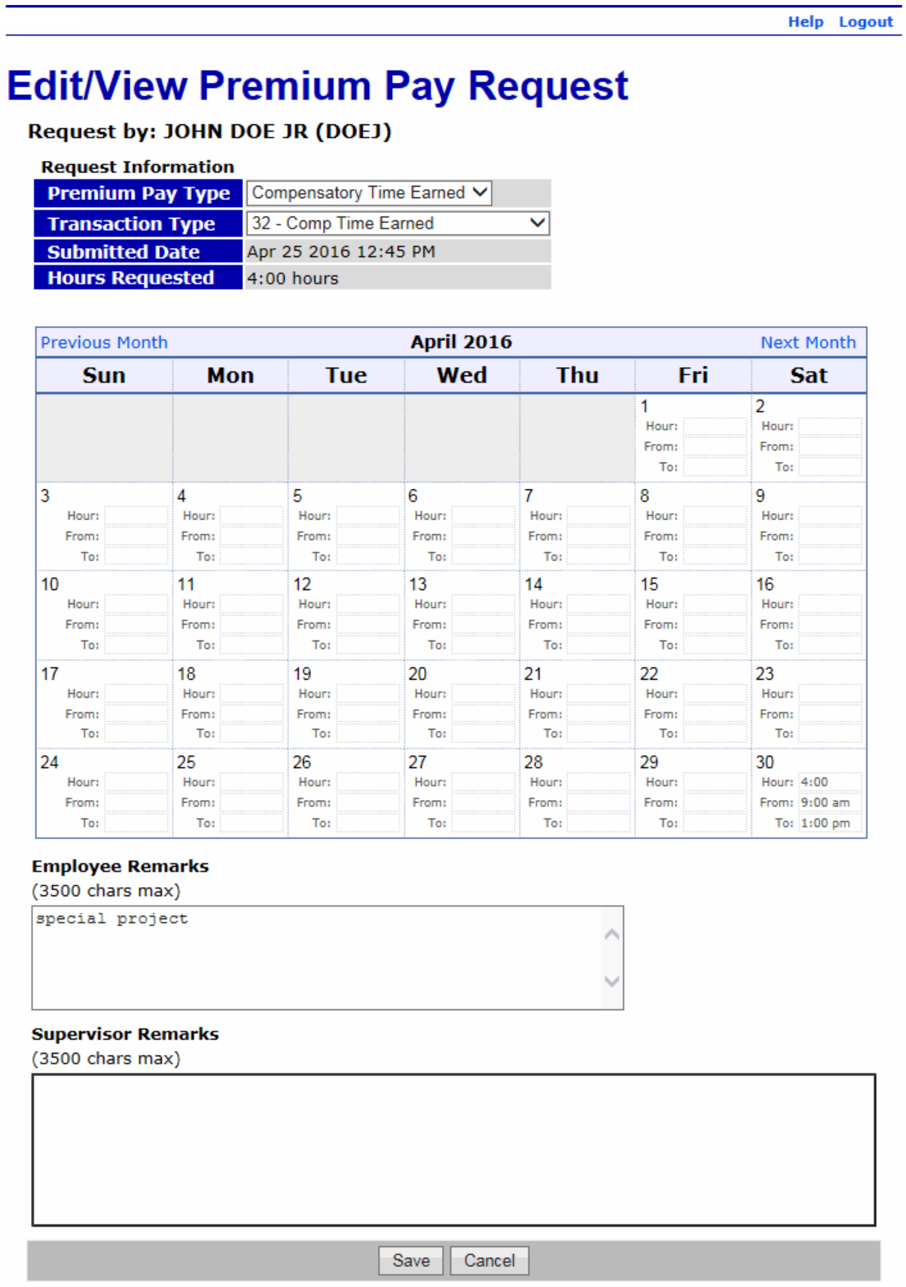


Figure 44: Edit/View Premium Pay Request Page

4. Complete the fields as follows:

Field	Instruction
Premium Pay Type	Select the premium pay type from the drop-down list.
Transaction Type	Select the transaction type from the drop-down list.

Field	Instruction
Hours	Enter the amount of premium pay requested.
From	Enter the start time of the premium pay.
To	Enter the end time of the premium pay.
Employee Remarks	Enter the reason for the request.
Supervisor Remarks	N/A

5. Select the **Save** button to save the request. After you save your request, the premium pay is displayed on the T&A Data page.

   OR

   Select the **Cancel** button to cancel the request and return to the Current Premium Pay Requests page.

Editing a Premium Pay Request for a New or Future Pay Period

To Edit a Premium Pay Request for the Current or Future Pay Periods:

1. Select the **Leave/Prem Pay** button on the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 45: Leave/Prem Request & Donations Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed.

Figure 46: Current Leave Requests Page

3. Select the **Edit** button next to the premium pay request to be edited. The Edit/View Premium Pay Request page with the applicable premium request displayed.

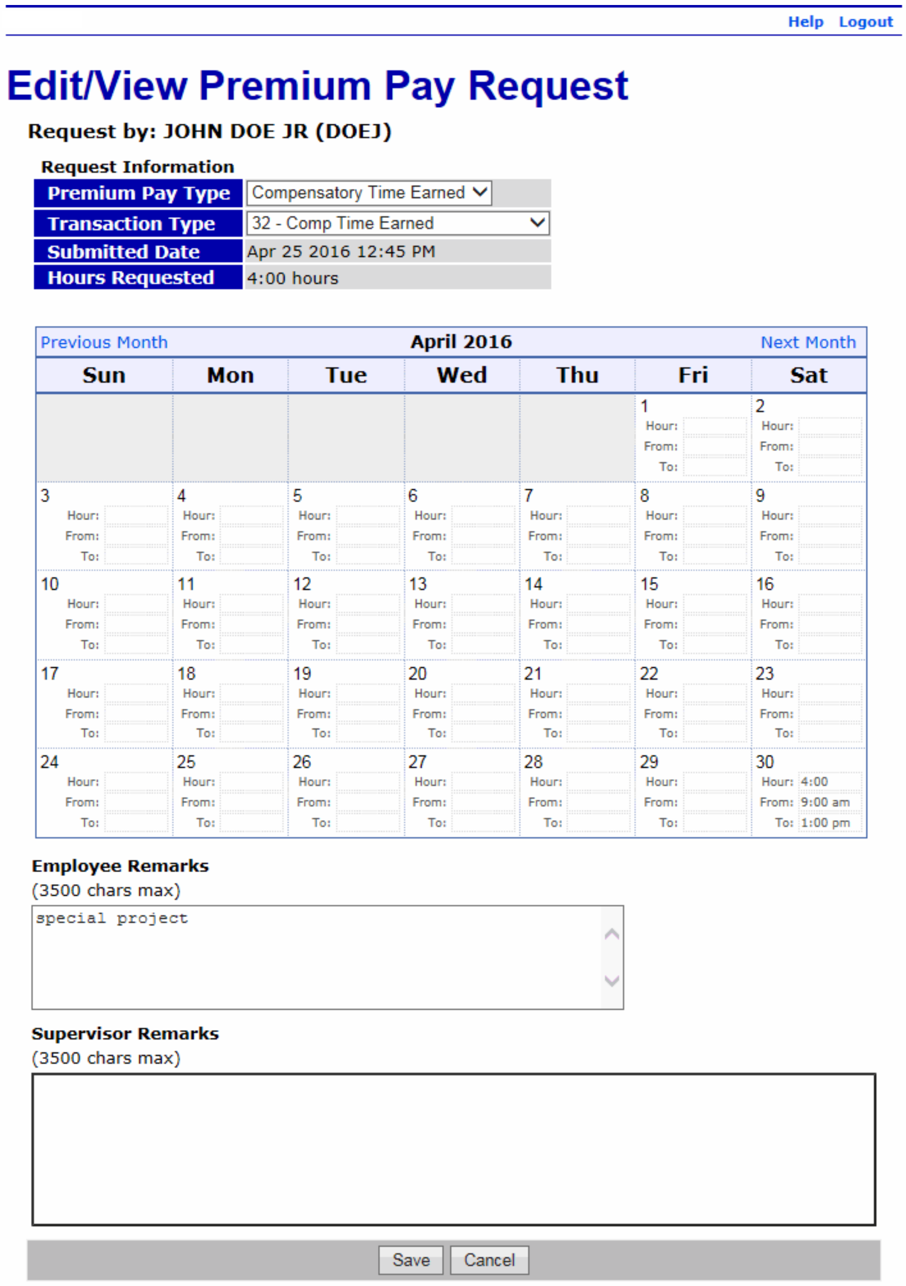


Figure 47: Edit/View Premium Pay Request Page

4. Make the applicable changes.

5. Select the **Save** button to save the changes. After you save your changes, the premium pay is displayed on the T&A Data page.

OR

Select the **Cancel** button to cancel and return to the Current Premium Pay Requests page.

Deleting a Premium Pay Request

To Delete a Premium Pay Request:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations page is displayed.

Figure 48: Leave/Prem Request & Donations Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed and lists current and future pay period premium pay requests.

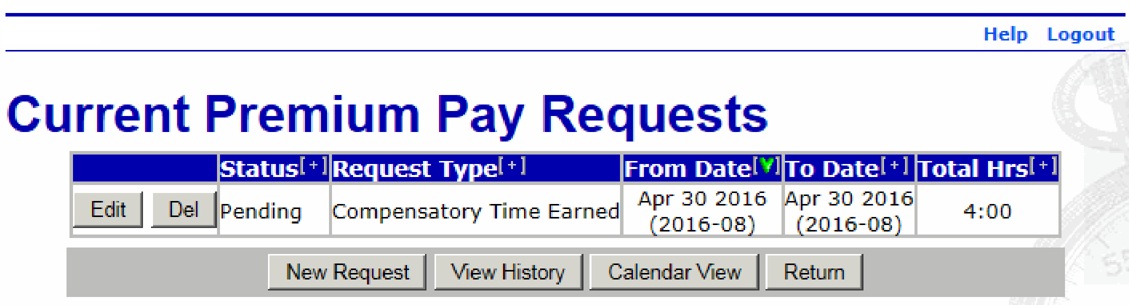


Figure 49: Current Leave Requests Page

3. Select the **Del** button next to the appropriate premium pay request. The premium pay request is removed from the request list.

Note: The request is removed when you select the **Del** button. There is no warning/confirmation before the request is deleted.

Viewing Your Premium Pay Request History

To View Your Premium Pay Request History:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 50: Leave/Prem Request & Donations Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed.

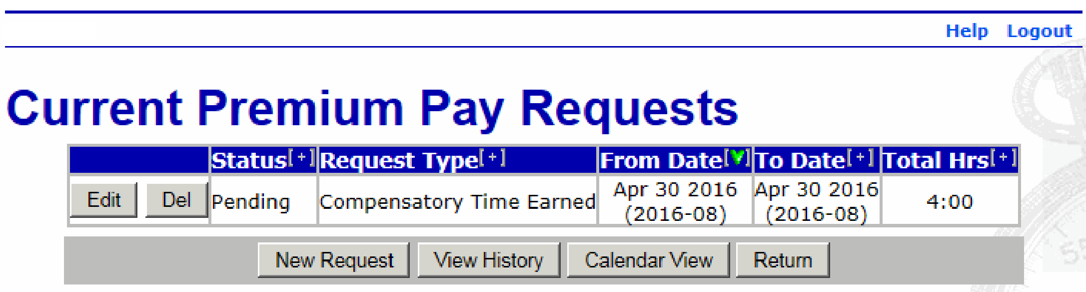


Figure 51: Current Premium Pay Requests Page

3. Select the **View History** button. The Premium Pay Request History page is displayed listing past premium pay information.

Note: The Premium Pay Request History page only displays leave requests that have been approved or denied, not those that are pending.

Figure 52: Premium Pay Request History Page

4. Select the premium pay request to view.

5. Select the **View** button. The applicable Edit/View Premium Request page is displayed. This is a view-only page.

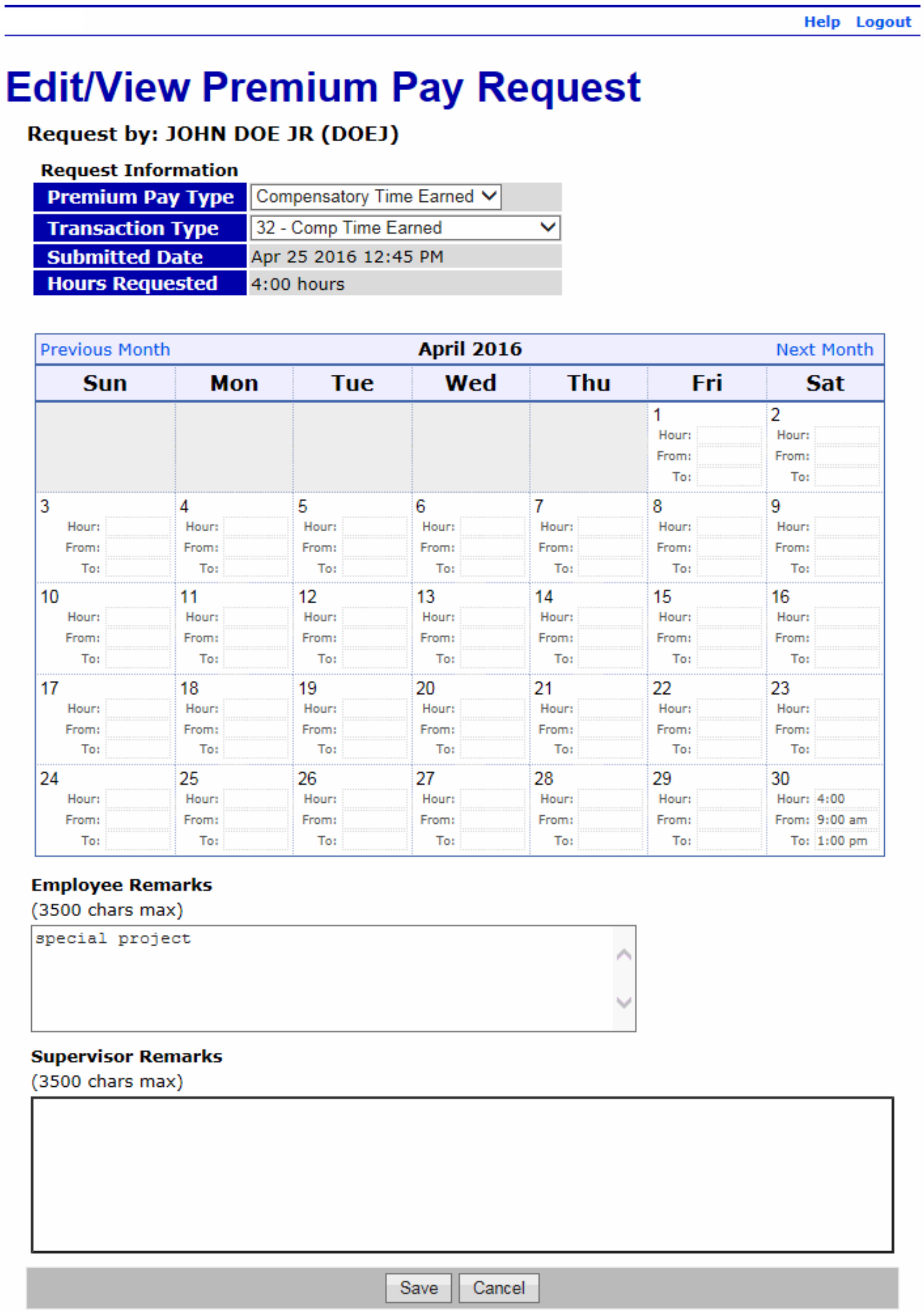


Figure 53: Edit/View Premium Pay Request Page

6. Review the request.

7. Select the **Return** button. The Premium Pay Request History page is displayed.

Viewing Your Premium Pay Requests in a Calendar View

To View Your Premium Pay Request(s) in a Calendar View:

1. Select the **Leave/Prem Pay** button from the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 54: Leave/Prem Request & Donations Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed with a list of premium requests for the current and future pay periods.

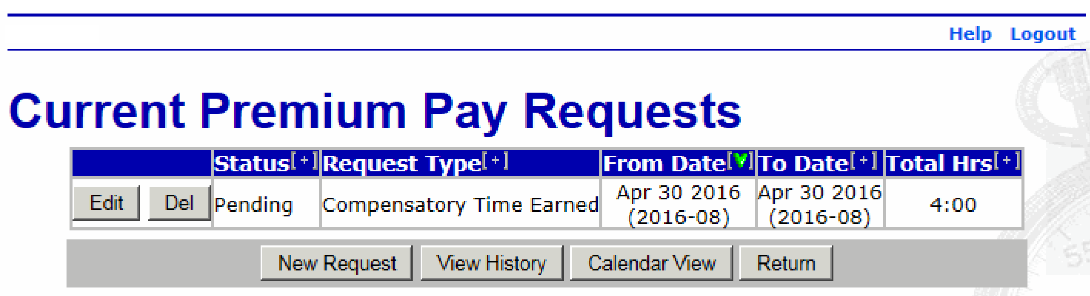


Figure 55: Current Premium Pay Requests Page

3. Select the **Calendar View** button. The Premium Pay Request Calendar View page is displayed.

Figure 56: Premium Pay Request Calendar View Page

4. Navigate to the applicable month to view the approved and pending premium request(s).

5. Select the **Return** button. The Current Premium Pay Requests page is displayed.

Leave Donations

Donation is used to:

- Donate leave
- Edit leave donations
- Delete leave donations

These functions apply to both the the Voluntary and Emergency Leave Transfer Programs.

This section includes the following topics:

Donating Leave

To Donate Leave:

1. Select the **Leave/Prem Pay** button on the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 57: Leave/Prem Request & Donations Menu

2. Select the **Donation** button. The Leave Donations page is displayed.

Figure 58: Leave Donations Page

3. Select the **New Donation** button. The Edit Leave Donation page is displayed.

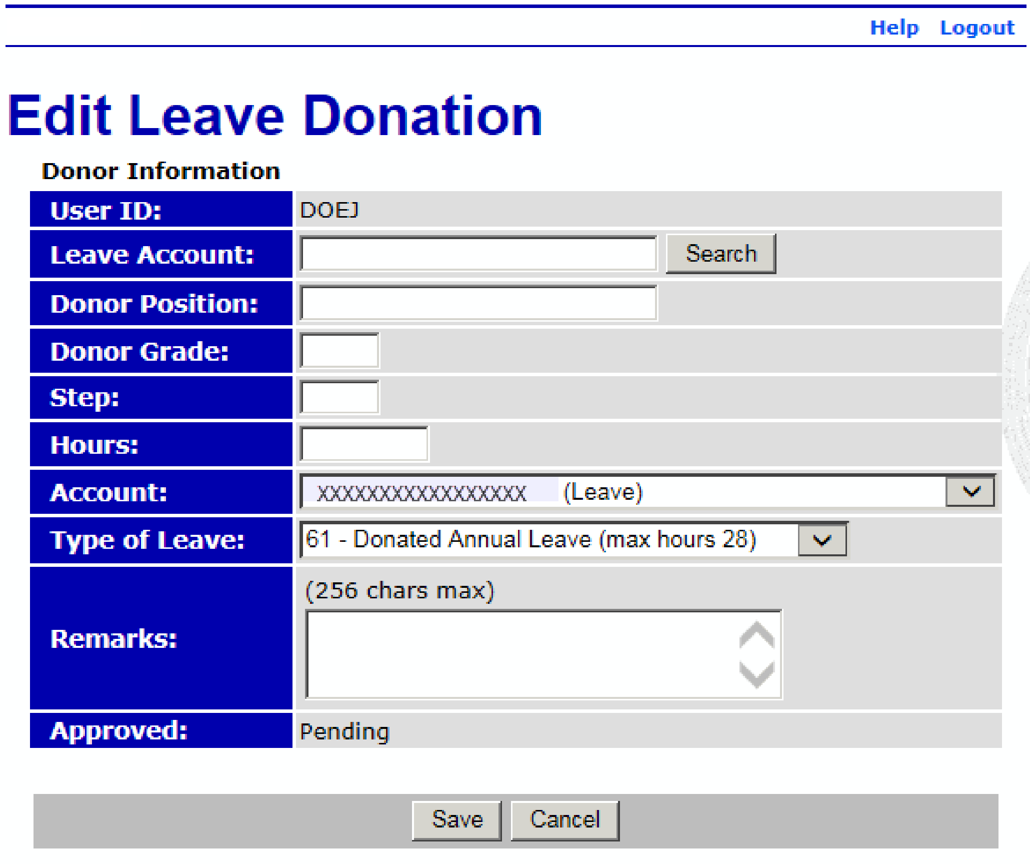


Figure 59: Edit Leave Donation Page

4. Complete the fields as follows:

Field	Description/Instruction
User ID	Populated with your user ID.
Leave Account	If you know the name of the account to which you wish to donate, type it in this field. If you do not know the name of the account to which you wish to donate, select the **Search** button and select the applicable account from the list provided. After you select the applicable account, select the **Return** button to return to the Edit Leave Donation page.
Donor Position	Type your position.
Donor Grade	Type your grade.
Step	Type your step.
Hours	Type the number of hours that you wish to donate.

Field	Description/Instruction
Account	Select the down arrow to select the applicable accounting code for the leave to be donated.
Type of Leave	Select the down arrow to select the type of leave to be donated.
Remarks	Enter any remarks, if applicable.
Approved	Populated with the status of the donation request.

5. Select the **Save** button to save the request.

   OR

   Select the **Cancel** button to cancel the request and return to the Leave Donations page.

Note: Once you save the donation, its status will remain as **`Pending`** until a Human Resources Administrator reviews and approves it. As long as it is in **`Pending`** status, it can be changed or deleted.

Editing a Leave Donation Request for the Current or Future Pay Periods

To Edit a Leave Donation Request for the Current or Future Pay Periods:

1. Select the **Leave/Prem Pay** button on the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 60: Leave/Prem Request & Donations Menu

2. Select the **Donation** button. The Leave Donations page is displayed.

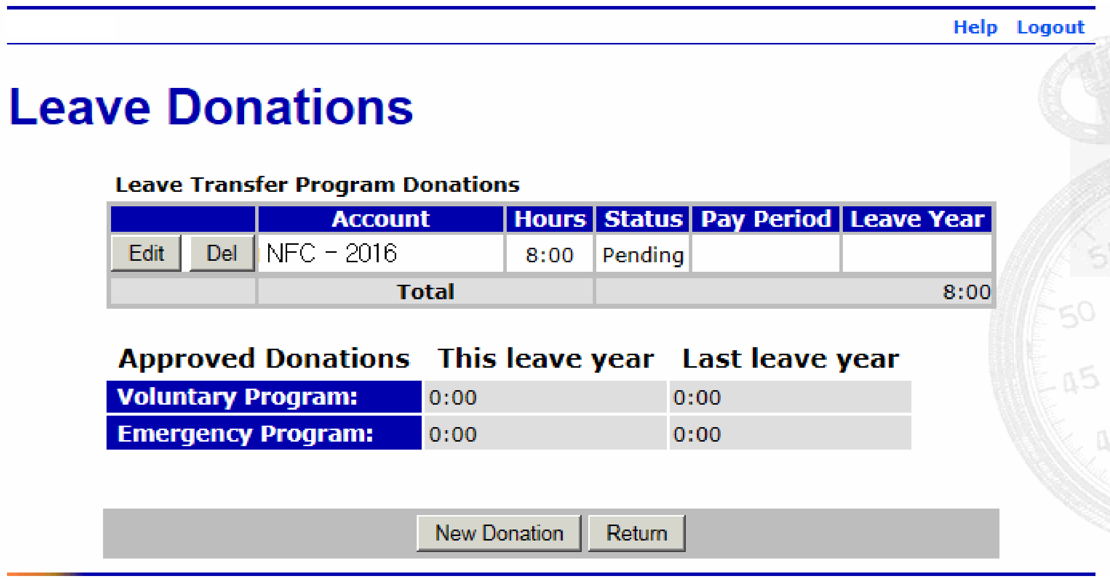


Figure 61: Leave Donations Page

3. Select the **Edit** button next to the leave donation request to be edited. The Edit Leave Donation page with the applicable donation request is displayed.

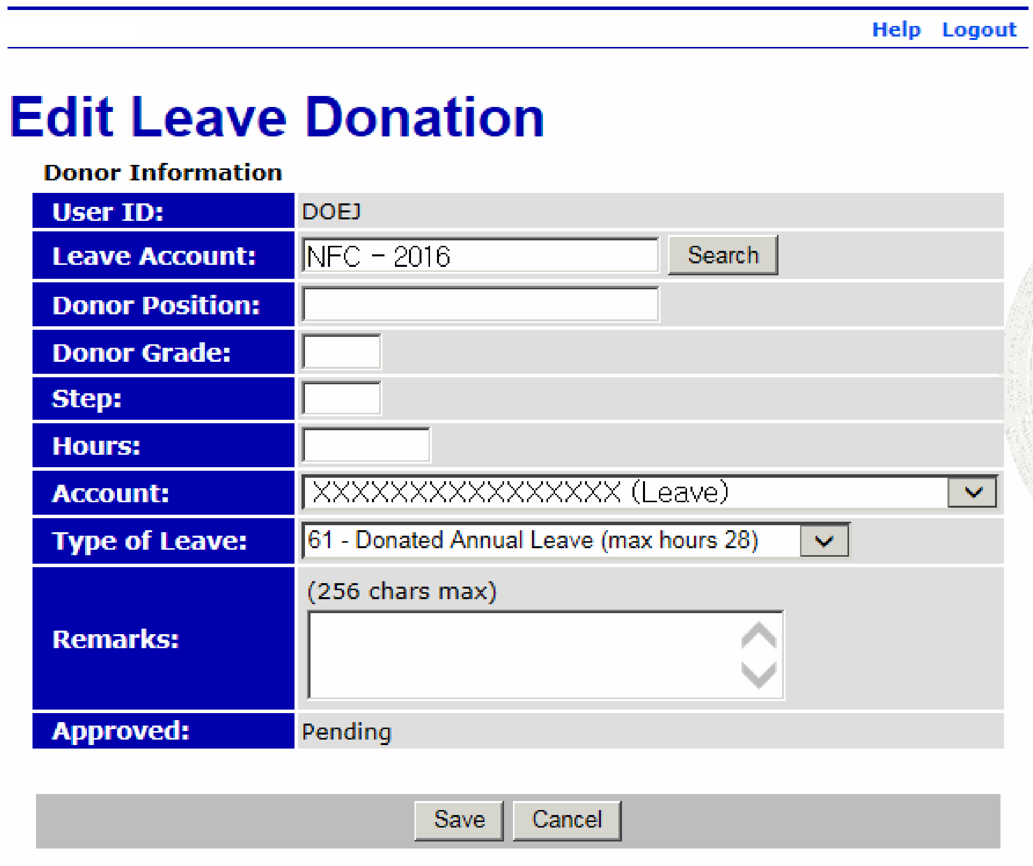


Figure 62: Edit Leave Donation Page (with the applicable donation request selected)

4. Make the applicable changes.

5. Select the **Save** button to save your changes.

OR

6. Select the **Cancel** button to cancel. The Leave Donations page is displayed.

Deleting a Leave Donation Request

To Delete a Leave Donation:

1. Select the **Leave/Prem Pay** button on the Employee Main Menu. The Leave/Prem Request & Donations menu is displayed.

Figure 63: Leave/Prem Request & Donations Menu

2. Select the **Donation** button. The Leave Donations page is displayed.

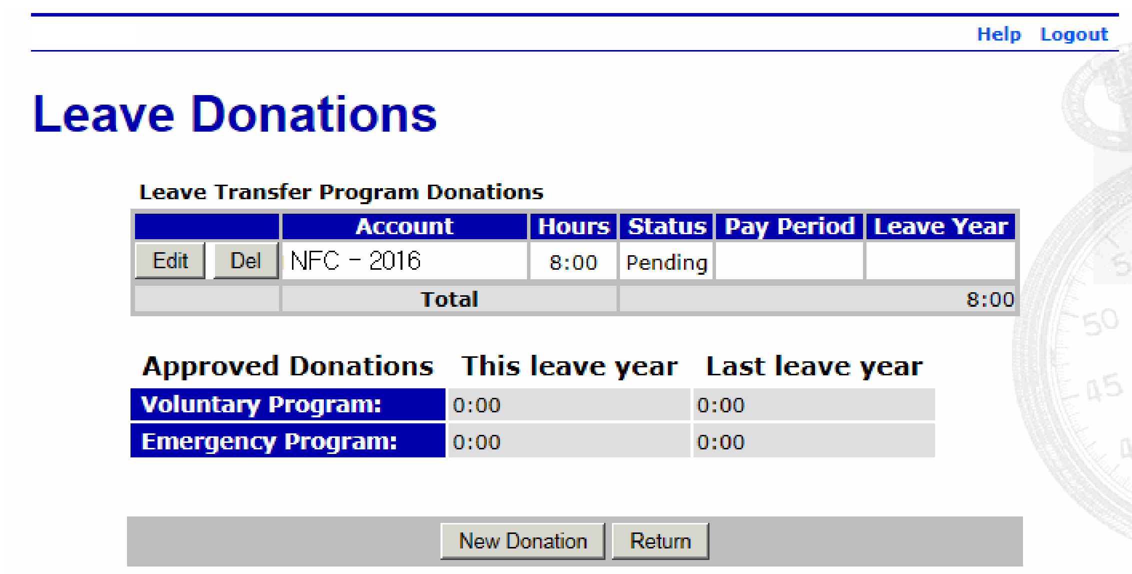


Figure 64: Leave Donations Page

3. Select the **Del** button next to the request to be deleted. The leave request is removed from the request list.

Note: The request is removed when you select the **Del** button. There is no warning/confirmation before the request is deleted. If the donation has already been approved, it cannot be deleted.

Default Schedule

Default Schedule is used to set up/change your regular work schedule. The default schedule is used if your T&A data changes little from one pay period to the next. By using a default schedule, you can avoid having to reenter all of your time each pay period.

There are two types of default schedules in webTA. These are set up by your timekeeper. They are:

- Restore from Default - The time entered on the default schedule is automatically populated on your time sheet each pay period. If you work your normal schedule with no changes, then no changes to your T&A are necessary. If something other than your default schedule occurs, then you must make the necessary changes on the T&A Data page.
- Exception Processing - The rows of time entered on the default schedule will automatically be included on your T&A record unless you supplement it with entries from the T&A Data page. (For example, if a day contains 8 hours on the Default Schedule, but you use 4 hours of annual leave, only the annual leave must be entered on the T&A.)

Note: The default schedule lines are not displayed on the T&A Data page, only the changes (exceptions) to the default schedule.

For more information see:

Editing Your Default Schedule

Your default schedule must be established by your timekeeper, but you can edit your default schedule at any time.

To Edit Your Default Schedule:

1. Select the **Default Schedule** button on the Employee Main Menu page. The T&A Data : Default Schedule page is displayed.

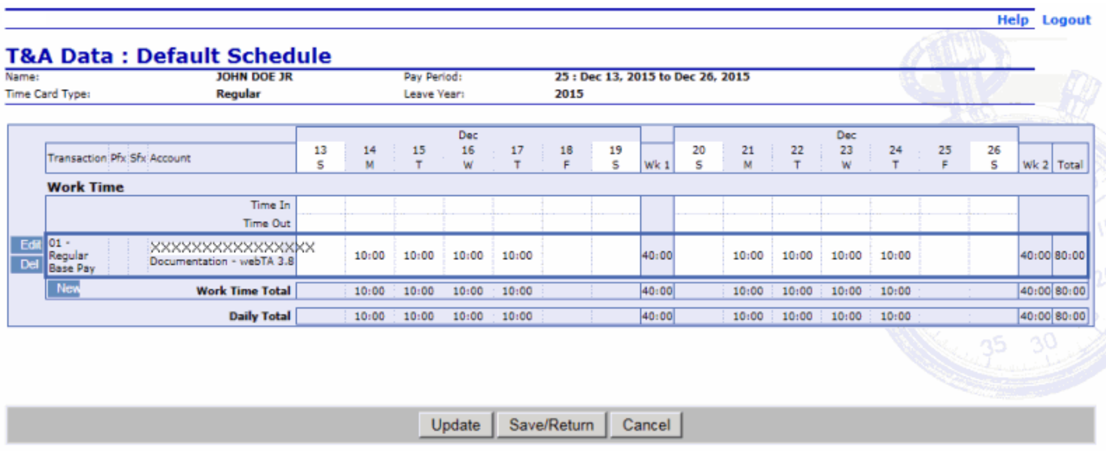


Figure 65: T&A Data : Default Schedule Page

2. Make the applicable changes to your schedule. Your can edit the following fields:

   - Time In
   - Time Out
   - Daily Time

3. Select the **Update** button to save your change(s) and remain on the T&A Data : Default Schedule page.

   OR

   Select the **Save/Return** button to save your change(s) and return to the Employee Main menu.

   OR

   Select the **Cancel** button to cancel.

To Delete a Line on Your Default Schedule:

1. Select the **Default Schedule** button on the Employee Main Menu page. The T&A Data : Default Schedule page is displayed.

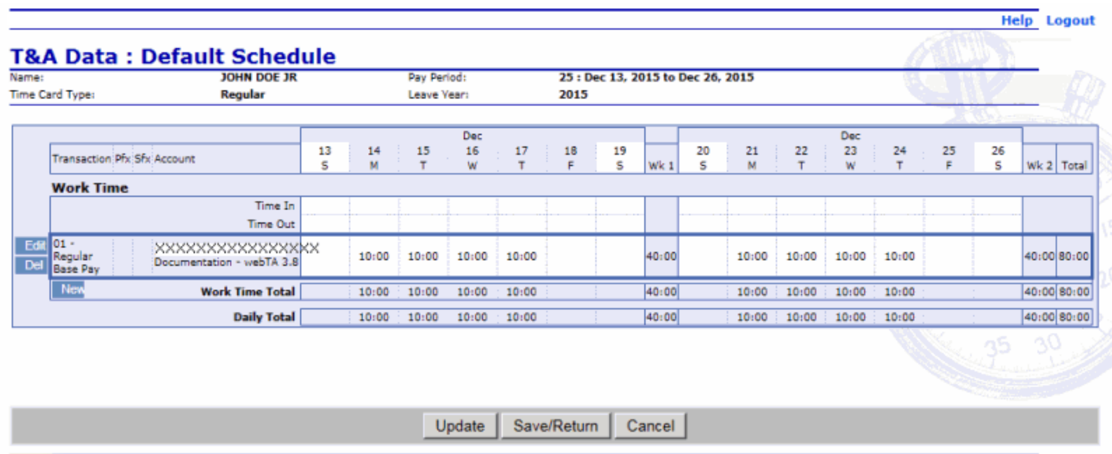


Figure 66: T&A Data : Default Schedule Page

2. Select the **Del** button next to the line that you wish to delete. The line is removed from your default schedule.

Note: The line is removed when you select the **Del** button. There is no warning/confirmation before the line is deleted.

Certified T&As

Certified T&As allows you to view a list of your certified T&As.

To View Your Certified T&As:

1. Select the **Certified T&As** button from the Employee Main Menu page. The Certified T&A Summaries page is displayed.

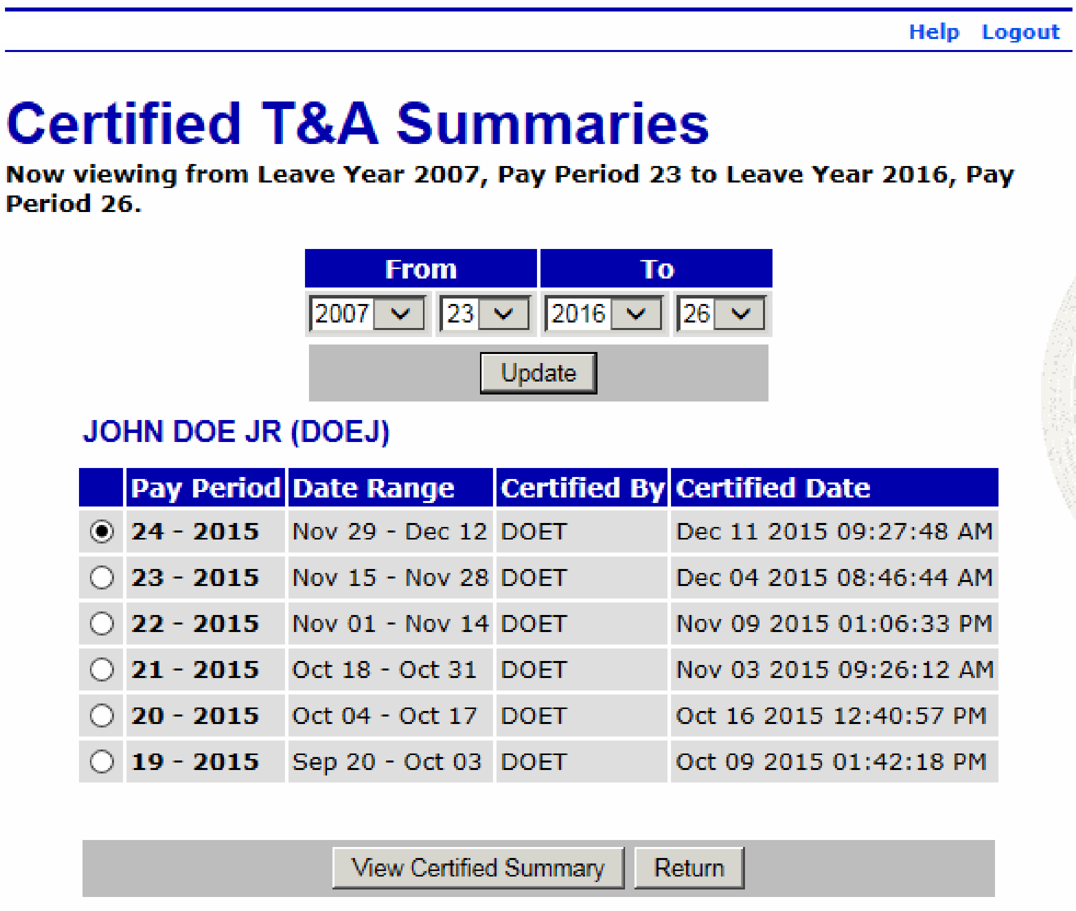


Figure 67: Certified T&A Summaries Page

2. Select the pay period of the T&A you wish to view.

3. Select the **View Certified Summary** button. The T&A Summary for the selected pay period is displayed.

Accounts

Accounts allows you to add and/or delete accounting codes for use on your T&A.

To Add an Accounting Code:

1. Select the **Accounts** button from the Employee Main Menu. The Account Tables page is displayed.

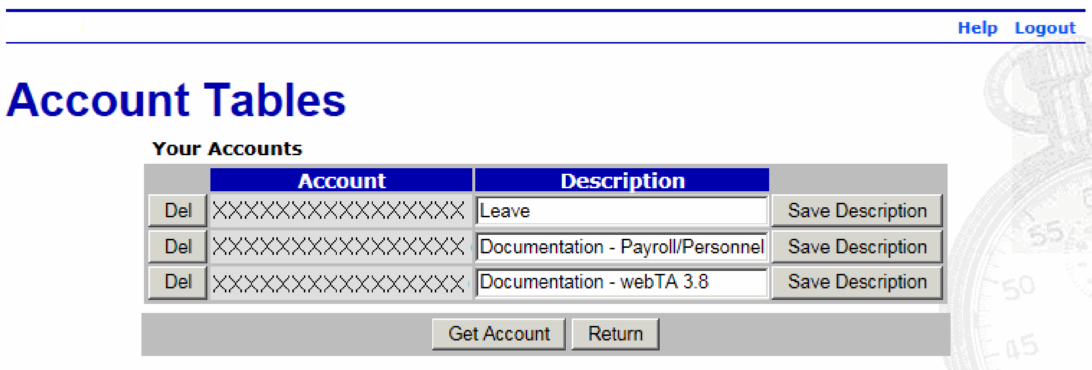


Figure 68: Account Tables Page

2. Select the **Get Account** button. The Search for Account page is displayed.

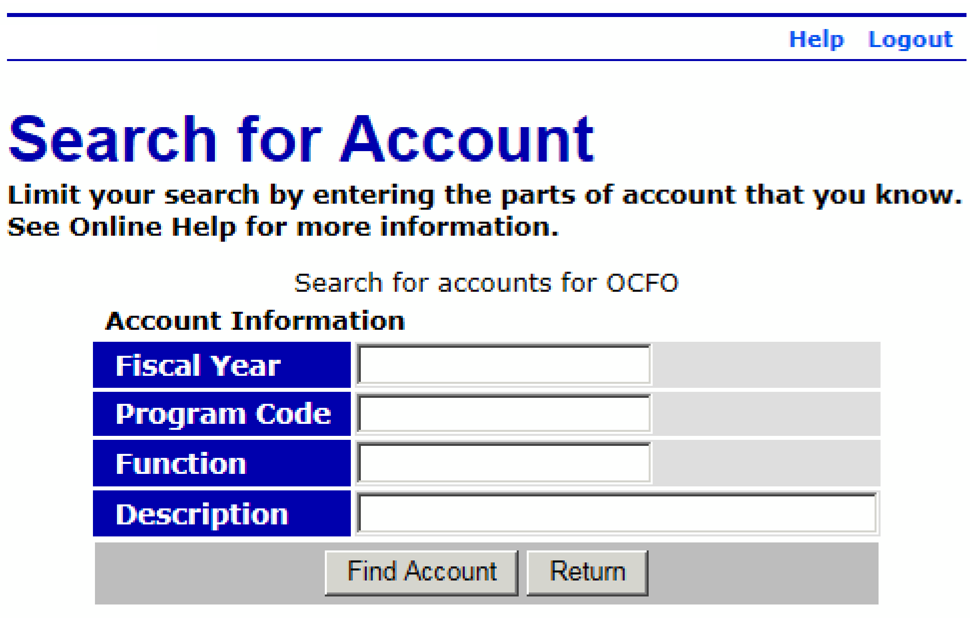


Figure 69: Search for Account Page

3. Complete the fields as follows:

Field	Instruction

Field	Instruction
Fiscal Year	Type the fiscal year for the accounting that you are searching.
Program Code	Type the program code for the accounting that you are searching.
Function	Type the function information for the accounting that you are searching.
Description	Type the description for the accounting that you are searching.

Note: Enter as many characters of the account that you wish to match.

4. Select the **Find Account** button. The Browse for Account page is displayed with a list of accounting codes meeting the search criteria.

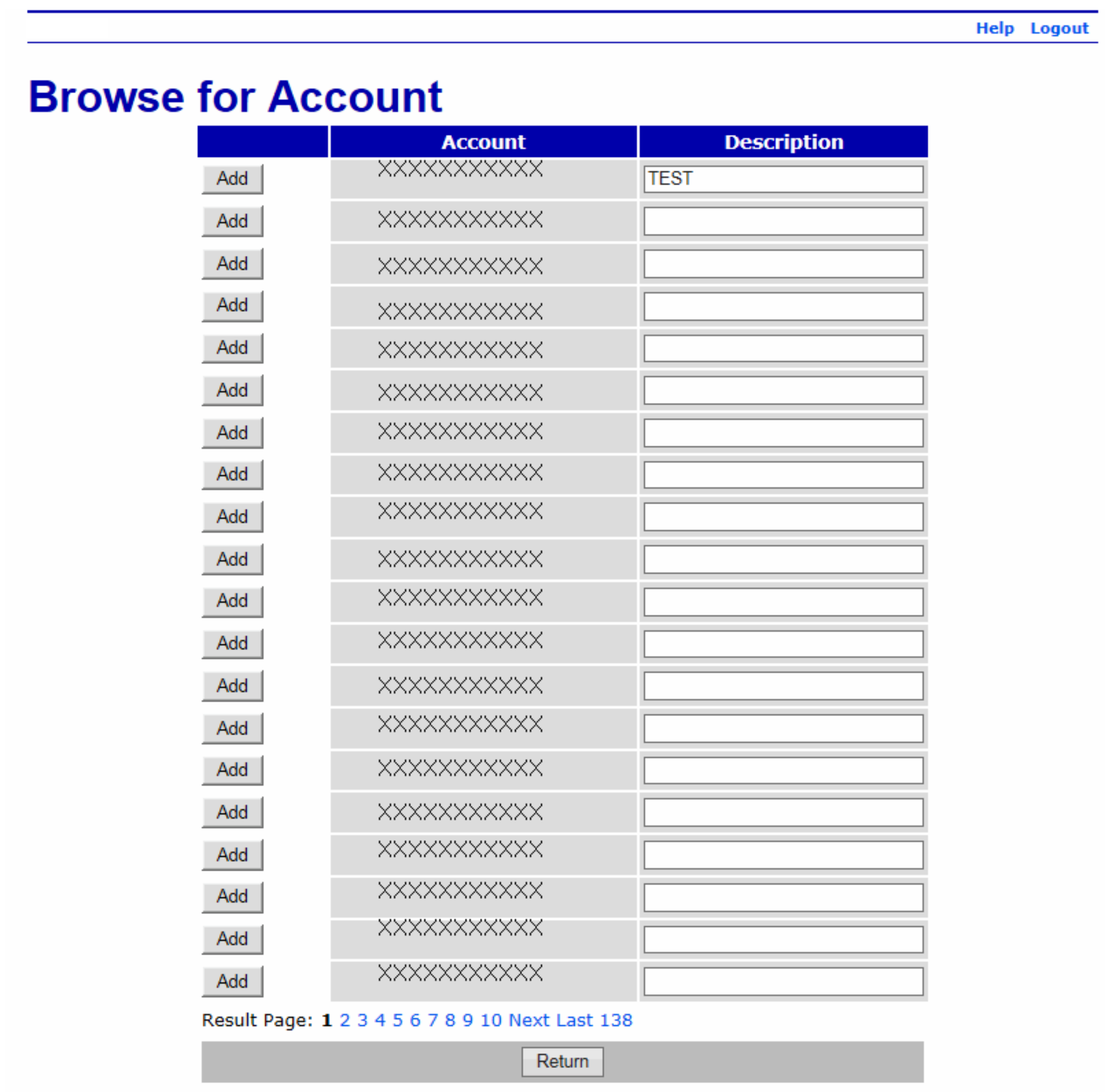


Figure 70: Browse for Account Page

5. Select the **Add** button next to the accounting code to add. **`Listed`** is now displayed next to the accounting code that you added.

6. Select the **Return** button. The Account Tables page (with the new accounting code listed) is displayed.

To Delete an Accounting Code:

1. Select the **Accounts** button from the Employee Main Menu. The Account Tables page is displayed.

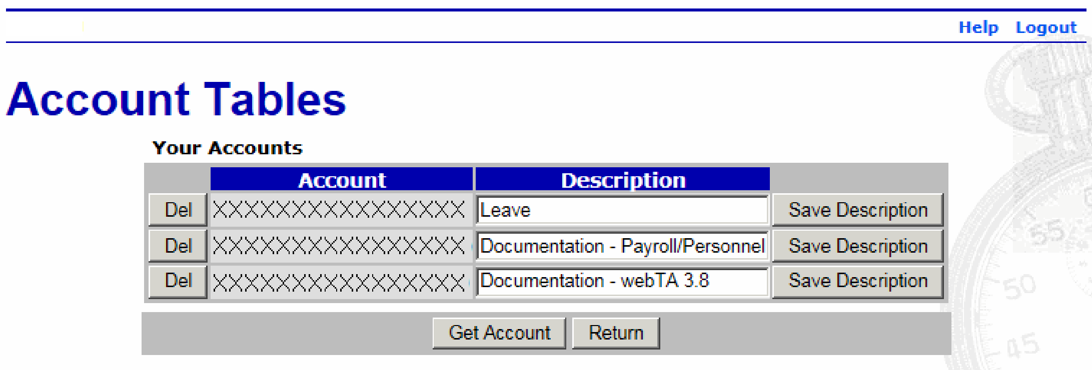


Figure 71: Account Tables Page

2. Next to the account to be deleted, select the **Del** button. The account is removed from the list.

Note: The account is removed when you select the **Del** button. There is no warning/confirmation before the request is deleted.

Reports

Reports is used to run a leave error report which can be used to reconcile your historical leave records. The report will display a separate line item for each pay period that you have certified T&As.

Note: The Leave Audit report is the only report than an employee has access to and can run.

To Run the Leave Error Report:

1. Select the **Reports** button on the Employee Main Menu. The Employee Reports Menu is displayed.

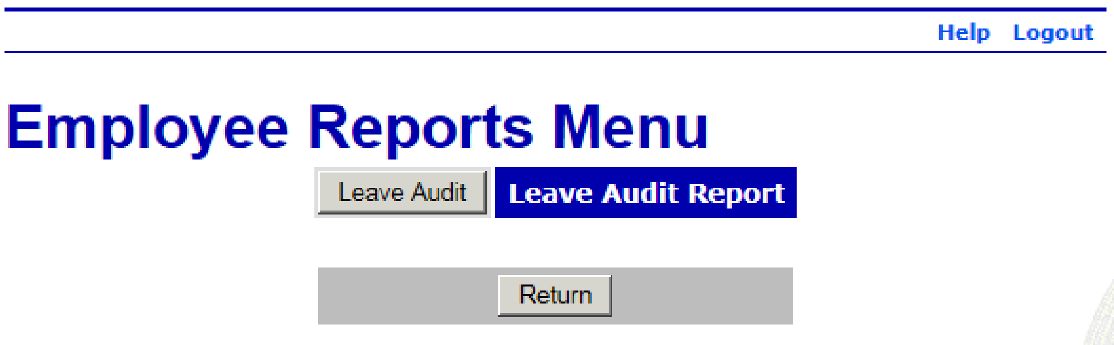


Figure 72: Employee Reports Menu

2. Select the **Leave Audit** button. The Leave Audit Report is displayed.

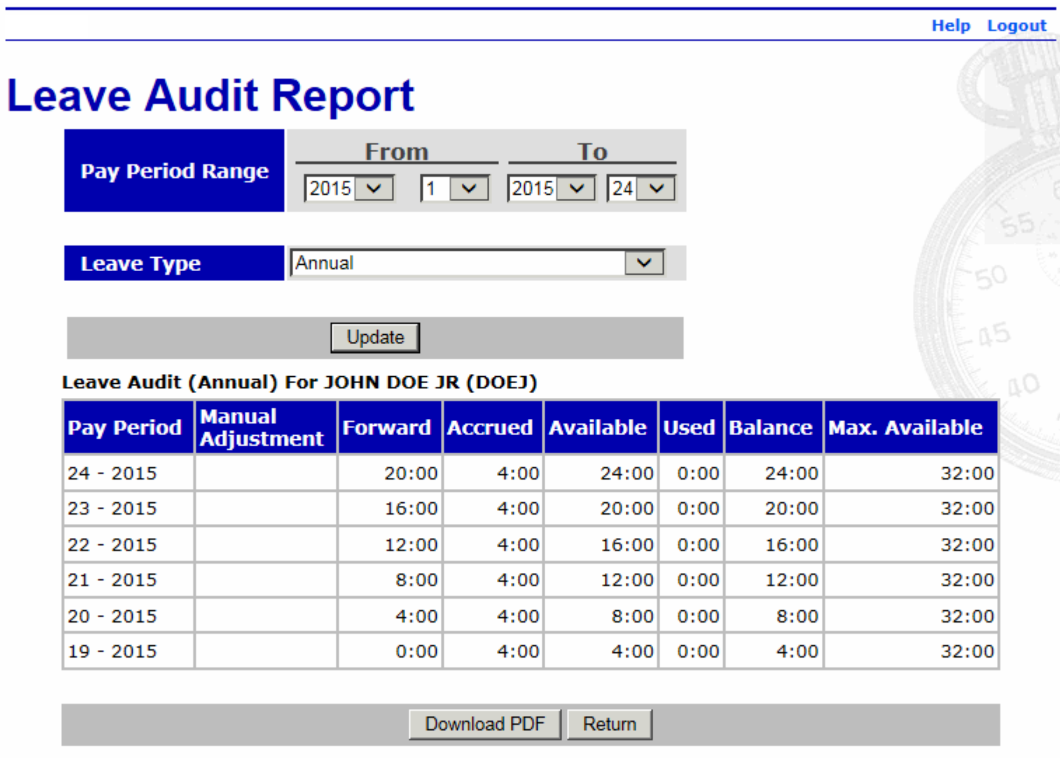


Figure 73: Leave Audit Report

3. Complete the fields as follows:

Field	Instruction
From	Select the down arrows to select the applicable year and pay period for the beginning timeframe of the report.
To	Select the down arrows to select the applicable year and pay period for the ending timeframe of the report.
Leave Type	Select the down arrow to select the applicable leave type to be displayed on the report.

4. Select the **Update** button to update the information and display the report.

OR

Select the **Download PDF** button to display the report as a pdf. The Leave Audit report (as a pdf) is displayed.

Name: **JOHN DOE JR (DOEJ)**

Leave Type: **Annual**

Pay Period Range: **01 - 2015 to 24 - 2015**

Pay Period	Forward	Manual Adjust	Accrued	Available	Used	Balance	Max. Available
24 - 2015	20:00	0:00	4:00	24:00	0:00	24:00	32:00
23 - 2015	16:00	0:00	4:00	20:00	0:00	20:00	32:00
22 - 2015	12:00	0:00	4:00	16:00	0:00	16:00	32:00
21 - 2015	8:00	0:00	4:00	12:00	0:00	12:00	32:00
20 - 2015	4:00	0:00	4:00	8:00	0:00	8:00	32:00
19 - 2015	0:00	0:00	4:00	4:00	0:00	4:00	32:00

Figure 74: Leave Audit Report (pdf)

Send Task

Send Task is used to send a message to your timekeeper.

To Send a Message to Your Timekeeper:

1. Select the **Send Task** button on the Employee Main Menu. The Task Timekeeper page is displayed.

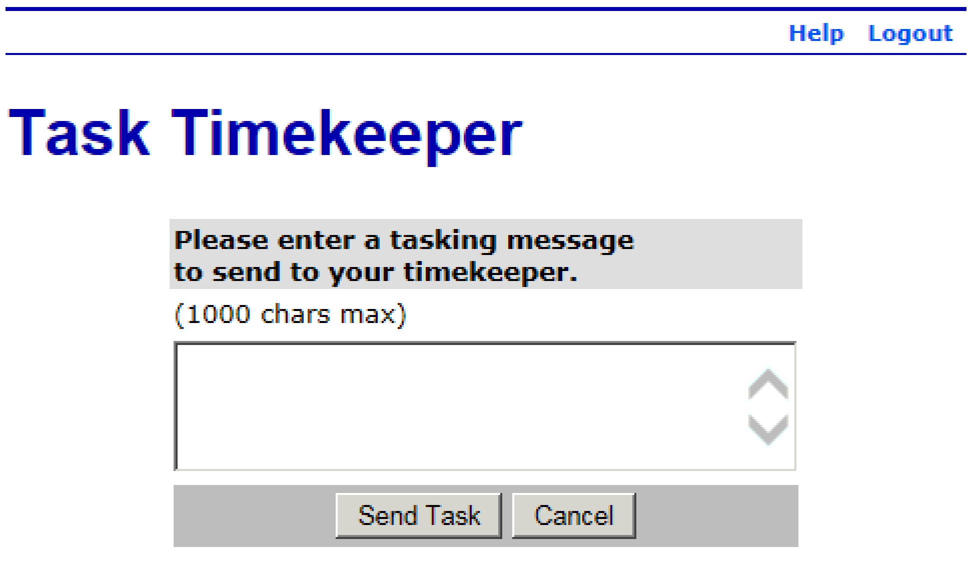


Figure 75: Task Timekeeper Page

2. Complete the field as follows:

Field	Instruction
Please enter a tasking message to send to your timekeeper.	Type the message to be sent to your timekeeper.

3. Select the **Send Task** button. After you select the **Send Task** button, the message is sent, and you are returned to the Employee Main Menu.

OR

Select the **Cancel** button to cancel. The Employee Main Menu is displayed.

View Tasks

View Tasks lists all functions performed by a user according to your role. A description of each function and the corresponding date and time are displayed for each function listed.

The From column displays the source of the message.

The Date/Time column displays when the task was sent.

The Type column displays the type of message.

The Description column contains the content of the message.

To View Your Task(s)

1. Select the **View Tasks** button on the Employee Main Menu. The Task List page is displayed.

		From	Date/Time	Type	Description
☐	Clear	SYSTEM	Apr 29 2016 7:54 AM	NOTIFY	Premium pay request of employee, JOHN DOE JR (DOEJ) for, Overtime, from 3:30 P.M. to 6:30 P.M. on 29-APR-16 -- for a total of 3 hour(s) is deleted by the employee.
☐	Clear	DOET	Nov 09 2015 12:57 PM	NOTIFY	Leave request of employee, JOHN DOE JR (DOEJ) for, Sick Leave, from 4:00 A.M. to 5:00 A.M. on 05-NOV-15 -- for a total of 1 hour(s) is approved..
☐	Clear	DOET	Oct 26 2015 8:02 AM	NOTIFY	Employee THOMAS DOE has delegated the Supervisor role to employee - JOHN DOE JR (DOEJ).
☐	Clear	DOET	Oct 26 2015 7:33 AM	NOTIFY	Employee THOMAS DOE has delegated the Supervisor role to employee - JOHN DOE JR (DOEJ).
☐	Clear	DOET	Oct 16 2015 12:32 PM	NOTIFY	Premium pay request of employee, JOHN DOE JR (DOEJ) for, Compensatory Time Earned, from 4:30 P.M. to 5:30 P.M. on 09-OCT-15 -- for a total of 1 hour(s) is approved..
☐	Clear	DOET	Oct 09 2015 1:36 PM	NOTIFY	Premium pay request of employee, JOHN DOE JR (DOEJ) for, Compensatory Time Earned, from 4:30 P.M. to 5:30 P.M. on 08-OCT-15 -- for a total of 1 hour(s) is approved..
☐	Clear	DOEJ	Sep 29 2015 2:13 PM	NOTIFY	Record modified for employee [JOHN DOE JR]. This resets current time sheet validation.

Figure 76: Task List Page

The following fields are displayed on the Task List page.

Field	Description
From	Displays the source of the message.

Field	Description
Date/Time	Displays the date and time that the task was sent.
Type	Displays the type of message.
Description	Displays the content of the message.

1. Review the task(s).
2. Select the **Clear** button to delete an individual message after reviewing it.

   OR

   Select multiple messages and select the **Clear Selected** button to delete the selected messages.

   OR

   Select the **Clear All** button to delete all messages.

   OR

   Select the **Clear This Page** button to delete all messages displayed on the current page.

1. After you are finished reviewing/deleting your message(s), select the **Return** button. The Employee Main Menu is displayed.

Index

A

C

D

E

F

G

H

L

O

P

R

S

T

V