

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

webTA 3.8 - Employee

PUBLICATION CATEGORY T&A Processing

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PROCEDURE MANUAL webTA 3.8 - Employee



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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 <i>jane.doe@usda.gov.</i>
References to menu options are indicated in Arial Narrow 10-point italics.	To print the Earnings and Leave (E&L) Statement, select <i>File > Print.</i>
References to system messages are indicated in Tahoma 10-point bold.	The message <i>Changes have been made.</i> 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 Systems8

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:

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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.

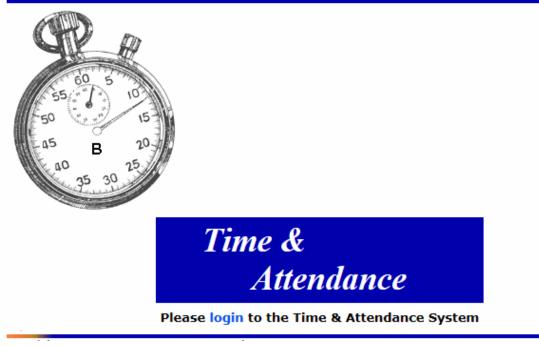


Figure 1: Time & Attendance Login Page



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

webTA Login

Login using eAuthentication

To login using webTA Credentials, please enter your User ID and Password for the Time & Attendance system:

User ID	
Password	
(password is o	case-sensitive)

Log In

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.

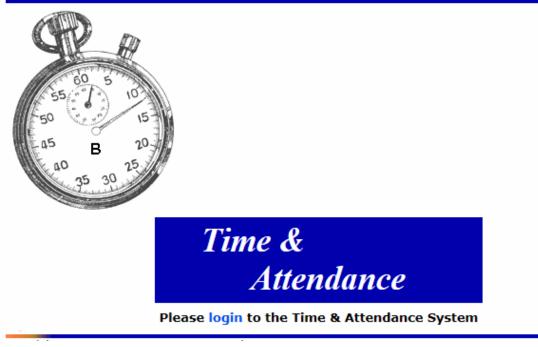


Figure 3: Time & Attendance Login Page



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

webTA Login

Login using eAuthentication

To login using webTA Credentials, please enter your User ID and Password for the Time & Attendance system:

User ID	
Password	
(password is o	ase-sensitive)

Log In

Figure 4: webTA Login Page



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

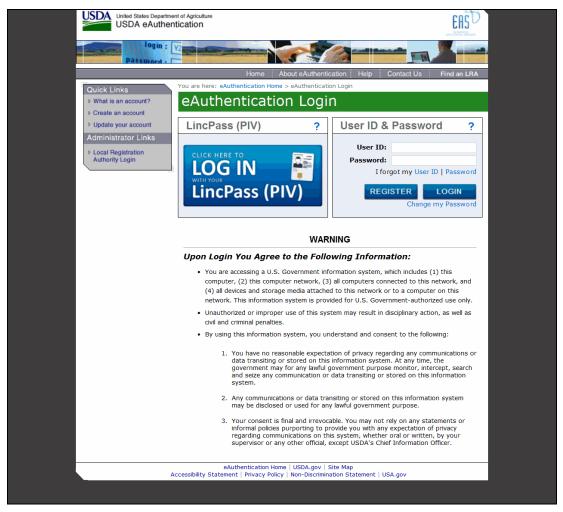


Figure 5: eAuthentication Login Page

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.

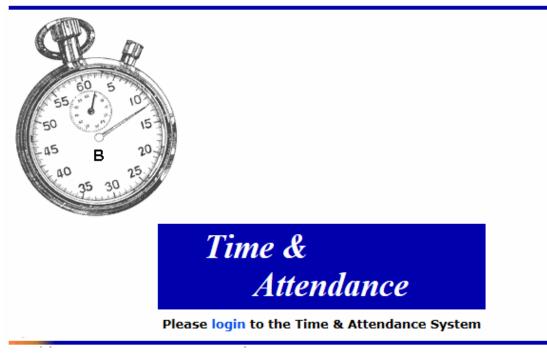


Figure 6: Time & Attendance Login Page

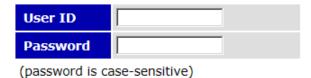
4. Select the login link. The webTA Login page is displayed.



webTA Login

Login using eAuthentication

To login using webTA Credentials, please enter your User ID and Password for the Time & Attendance system:



Log In

Figure 7: webTA Login Page



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

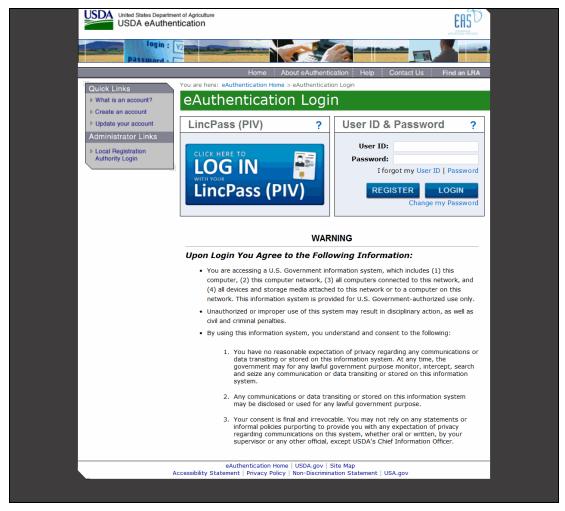


Figure 8: eAuthentication Login Page



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

	d States Department of Agriculture DA eAuthentication	
	login : View and the second se	
′ou are here: <mark>eAu</mark>	thentication Home > eAuthentication Login	
eAuthe	entication Login	
	Agency Partner Login	?
	Please select your Agency	
	Select an Agency	
	\Box Use this Agency Login every time I log into eAuthentication	
	SUBMIT	
	WARNING	
	Upon Login You Agree to the Following Information:	
	• You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, ar (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only	

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - 2. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - 3. Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

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.

USDA United States Department				
Passillord -				
	Home	About eAuthentication	Help Contact Us	Find an LRA
Quick Links > What is an account? > Create an account > Update your account	You are he CAU ActivClient Login ActivClient ActivClient ActivClient		8 3	d ?
Administrator Links Local Registration Authority Login	Please enter your PI	IN.) Password
	Lii		OK Cancel	LOGIN hy Password
		WARNING		
	Upon Login You Agre	ee to the Following In	nformation:	
	computer, (2) this co	J.S. Government information omputer network, (3) all con corage media attached to thi	nputers connected to this	network, and

- (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well

Figure 10: ActivClient Login Page

8. Complete the PIN field.



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

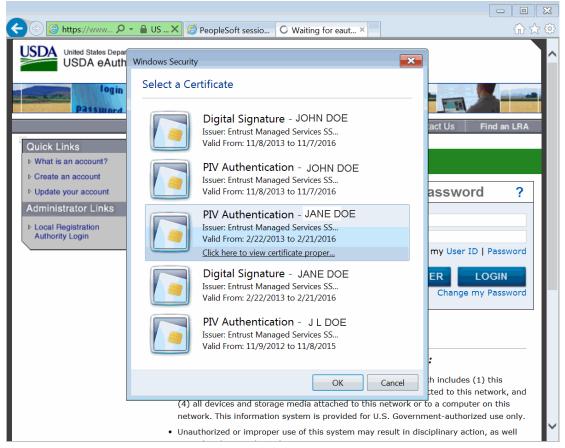


Figure 11: Select a Certificate Page

- 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.

			Help	Logout
Change Employee Password				
	Current Password			
	New Password			
	New Password (again)			
	Save	ncel		

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.

Current Premium Pay Requests	
Change Employee Type Show All Update Change Request Type Show Pending Update	
Status[+] Employee[+] Request Type[+] From Date[¥] To Date[+] Total Hrs[+]
View Pending JOHN DOE JR (DOEJ) Compensatory Time Earned Apr 30 2016 (2016-08) (2016-08)	4.00
View Pending THOMAS DOE (DOET) Compensatory Time Earned Nov 09 2015 (2015-22) (2015-22)	2.00
Calendar View Return	

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.

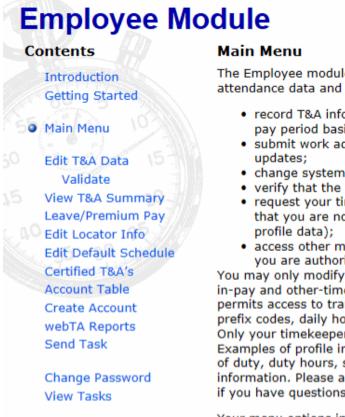
Help

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.



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 timein-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.

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Default Schedule	Edit Default Schedule
Certified T&As	View Previously Certified T&A Summaries
Accounts	Account Tables
Reports	webTA Reports
Send Task	Send Task to Your Timekeeper

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	29
Entering Leave and Other Time on Your T&A	32
Entering Dollar Transactions on Your T&A	34
Validating Your T&A	36

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.

me:	ALICE DOE		Pay Pe	riod:		12	: : Jun 1	2, 2016	i to Jun i	25, 2016			1	Street St.		9%.
me Card Type:	Regular		Leave	Year:		20	16							AT THE A	dis .	
														162		
				Jun								Jun				
Transaction	Pfx Sfx Account	12 1 5 N		15	16 T	17 F	18 5		19	20	21 T	22	23 T	24 E	25 S	
		2 1	1 : 1	W			5	Wk 1	S	М		W			5	Wk 2 Total
Work Time	Time In			1							1				1	
	Time Out															
	x0000000000000000000000000000000000000		_	-												
Edit Del 01 - Regular Ba	ise Pay webTA															
New	Work Time Total	1		1										1	1	
Leave and (Other Time															
	Absence Start															
	Absence End															
Edit Del 61 - Annual Les	ave CSD Leave															
New	Leave and Other Time Total	1	1	1						1				1		
-	Daily Total	-	-	E	1					1			1	1	1	t t t
Dollar Tran			Remark	s												
Transa		Dollar An	nt													
Edit Del 17 - Travel Rei	mbursement															
	Documentation - Payroll/Pe	_														
New	То	tal														

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.

		Hel	p Logout
New	Work Time	e Activity	
	Transaction Code	01 - 01 - Regular Base Pay	
	Prefix		
	Suffix		
	Account	Select An Account	
		Save Cancel	

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 OutEnter 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.

																	Help	Logo
&A Data																		
eme: ALICE DOE			Pay Per	iod:		12	: Jun 12	, 2016	i to Jun	25, 201	6			100	Sec. 24	10		46.67
me Card Type: Regular			Leave \	(ear:		20	16								ALC: NO	100		D'
															1632			-
				Jun								Ju						
Transaction Pfx Sfx Account	12 5	13 M	14 T	15	16 T	17 F	18		19	20	21 T	22		23 T	24	25		
	5	M	1 1	W	1		s	Wk 1	s	М	1	W		1 1	F	s	Wk 2 To	otal
Work Time Time I/			-	1	1	1		_		1		-	-	-				٦K
Time Ou																		
dt xxxxxxxxxxxxxxxxxx	_											-	-					
01 - Regular Base Pay webTA																		
New Work Time Tota	-											1	1	1				- 2
Leave and Other Time																		- 2
Absence Star																		
Absence End	ł																	
Coll 61 - Annual Leave CSD Leave																		
New Leave and Other Time Tota	1	1	1	1	1	1				1	1	1	1	1	-			
Daily Tota	1	-	-	E	1					1	1	1	1	-				=
Dollar Transactions			Remark	c														
Transaction Account Descripti	on D	ollar Amt	Remark															
			1															
Edit 17 - Travel Reimbursement Documentation - Payro	l/Per																	
	Total																	
																		_
			Update	Save	Return	Valida	teC	ance	4									

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.

He	lp	Logout
----	----	--------

New Leave and Other Time Activity

Transaction Code	35 - 35 - Union Contract Negotiatio
Prefix	
Suffix	
Account	Select An Account
	Save Cancel

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.

&A Data																	
ame:	ALICE DOE		Pay Period: 12 : Jun 12, 2016 to Jun 25, 2016											8	Com M	12	8
me Card Type:	Regular			Leave	(ear:		2	016							and a start	de la	
									_						193		1.174
					Jun								Jun				
Transaction	Pfx Sfx Account	12	13 M	14 T	15 W	16 T	17 F	18 5	Wk 1	19 5	20 M	21 T	22 W	23 T	24 F	25 S	Wk 2 Total
Work Time									111.4				; ••				In a rota
WORK THILE	Time In				1			1				1		1		1	
	Time Out					*****	*******	1	-	*********	*******	*****					
Edit 01 - Regular Ba	se Pay webTA																
New	Work Time Total			1													
Leave and O	ther Time																
	Absence Start							1								1	
	Absence End							1	-				1	1			
Edit Del 61 - Annual Lea	ve CSD Leave																
New	Leave and Other Time Total			1	-		1	1					1	1	1	1	
	Daily Total		1	1	E	1	1	1			1	1	1	1	1	1	
Dollar Tran	sactions			Remark	s												
Transa		Do	ar Amt														
Edit 17 - Travel Reir	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx																
Del 17 - Travel Ker	Documentation - Payrol/	Per															
New	т	otal															
				pdate		Return			-								

Figure 20: T&A Data Page

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

			Help	Logout
N	lew Dollar	Transaction Activity		
	Transaction Code	17 - 17 - Magazine Subscriptions		
	Account	Select An Account		~
		Save Cancel		

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.

																JOHN DOE JR	
						, 2015	Dec 26,	2015 to	Dec 13,	25:0			Pay Perio Leave Ye			JOHN DOE JR Regular	me: ne Card Type:
1									,	2013		er.	Leave re			Negular	ne card rype:
				Dec				1				Dec					
Wk 2 To	26 5	25 F	24 T	23 W	22 T	21 M	20 5	Wk 1	19 5	18 F	17 T	16 W	15 T	14 M	13 5	Pfx Sfx Account	Transaction
																ne	Work Time
							-					}		1	1	Time In	
																Time Out	
40:00 80			10:00	10:00	10:00	10:00		40:00			10:00	10:00	10:00	10:00		r Documentation - webTA 3.8	Edit Del Base Pay
40:00 80			10:00	10:00	10:00	10:00	1	40:00	1		10:00	10:00	10:00	10:00	1	Work Time Total	New
																d Other Time	Leave and
							-					1			t	Absence Start	
															ł	Absence End	
8:00 8:		8:00														autoLeave Auto- generated leave (change account)	Edit Del Holiday
8:00 8:		8:00										1		-	1	Leave and Other Time Total	New
48:00 88		8:00	10:00	10:00	10:00	10:00		40:00			10:00	10:00	10:00	10:00	1	Daily Total	
8:0		8:00	10:00	10:00	10:00	10:00		40:00			10:00	10:00	10:00	10:00		Auto- igenerated leave (change account) Leave and Other Time Total Daily Total	Dollar Transact

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.

Help Logout



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

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	Logou
Name:	JOHN DOE J	R	Pa	ay Period:			ec 13, 20	015 to	Dec	26, 2015		
Time Card Type:	Regular		L	eave Year:		2015						
Status:	Not Validate											
Time In Pay: 80:00	Othe	er Time: 0	:00		Dolla	ar Transactio	ns: \$0.0	0		-	Days In Pay: 8	
				Dec		Dec						
Transaction	Pfx Sfx Account			16 17 18 1		20 21 22 23			L .			
			5 M T	WTFS	WK 1	SMTW	TFS	Wk 2	Total			
Work Time												
		Time Ir										
		Time Ou	:									
01 - Regular Base Pay	Documentation -	webTA 2	, 10 10	10 8	38	10 10 10	10	40	78			
	Work T	ime Tota	I 10 10	10 8	38	10 10 10	10	40	78			
Leave and Other	Time											
	Abs	ence Star	:									
	Ab	sence End	I									
61 - Annual Leave				2	2				2			
	Leave				_				-			
	Leave and Other T	ime Tota	1	2	2				2			
	D	aily Tota	I 10 10	10 10	40	10 10 10	10	40	80			
										1		
			Dec		Dec							
Туре	Status Date Superviso			19 20 21 22								
	stores oute ouperviso	SMT	WTF	SSMT	WT	FS						
Leave Requests												
Annual Leave	Pending		2									
Annual Leave	Pending	5										
Annual Leave	Pending		2									
Compensatory Time Off	Pending			5								
Premium Pay Reg	wests											
	100303	(No B	comium Day	Requests :	cubmitt	(bo:						
		(NO P	remium Pa	y Requests :	submitt	ea)						
T&A Profile		Lea	ve Data	Fwd Accr	Avail	Used Bal						
Pay Plan	General Schedule (reg) Annu	al	24:00 4:00	28:00	2:00 26:00						
Tour of Duty	Full Time	Sick		23:00 4:00	27:00	27:00						
Duty Hours	80	Com		2:00								
Work Week												
Alternative Schedule	4 Ten-hour Days			Projectio	on							
Access	OCFO		mum Availa			30:00						
Agency	LA	Maxi	mum Availa	ible Sick		31:00						
State	1690	Use o	or Lose Leav	ve								
Town	40											
Unit	56	-										
Timekeeper												
Retain Data	Restore from Default	_										
Account Data Code	Manual Entry											
Service Computation Da		=										
Annual Leave Category	4 hr/pp	-										
Personal Leave Category	240:00	-										
Serier cearre cearry												
Status History												
	Status	Name		Morrage								
May 09 2016 09:32 AM			OHN (DOE)	Message			_	_				
May 09 2016 09:32 AM			OHN (DOE)				-	_				
May 04 2016 02:30 PM (May 04 2016 02:30 PM (OHN (DOE)					_				
May 04 2016 02:30 PM (May 04 2016 02:12 PM)								_				
May 04 2016 02:12 PM			OHN (DOE)					_				
May 04 2016 02:10 PM 8			OHN (DOE)					-				
May 04 2016 02:10 PM			OHN (DOEJ									
May 04 2016 02:10 PM			OHN (DOE)									
May 04 2016 02:10 PM			OHN (DOE)									
May 04 2016 02:10 PM			OHN (DOE)									
Dec 14 2015 09:00 PM		SYSTEM			urina B	uild ID 1353	15 for pay	y perio	od 25.			
	T	ortify	that the	time w	orkod	and leav	e take		e roc	orded		
						t to the b						
	UII	1115 101	in is du		Jireu	t to the L	est of	my	KIIO	neuge.		
				Affi	rm 📗	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 y	our name.					
Pay Period	Populated with the	ne current pay period.					
Time Card Type	Populated with th	ne type of T&A (e.g., regular, corrected, etc.)					
Leave Year	Populated with the leave year.						
Status	Populated with the	ne 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 th	ne 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.					
Туре	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					
Туре	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					
Туре	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.

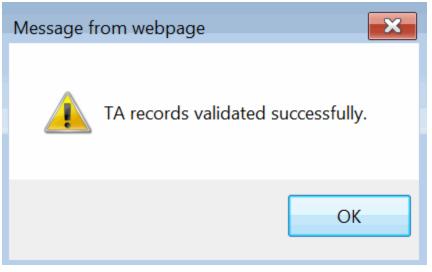


Figure 25: TA records validated successfully. Popup

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.

Name: Fime Card Type: Status:	JOHN E Regula Not Val	r		Period: ve Year:		25 : 201		, 2015	to Dec	26, 2	015	Help Log
Fime In Pay: 80:00	NOT VAL		me: 0:00		Dollar	Transact	tions: \$	0.00				Days In Pay: 8
				[Dec			Dec		1		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Transaction	Pfx Sfx Account			13 14 15 S M T				22 23 2 T W			Total	
Work Time												
			Time In Time Out							-		
01 - Regular Base Pay	Documentat	tion - web	DTA 3.8	10 10	10 10	40	10	10 10 1	0	40	80	
		1	Work Time Total	10 10	10 10	40	10	10 10 1	0	40	80	
Leave and Other	Time											
			Absence Start Absence End							-		
66 - Federal Holiday	Auto-genera	ated leave	e (change account)						8	8	8	
	Lea	ve and (Other Time Total						8	8	8	
			Daily Total	10 10	10 10	40	10	10 10 1	0 8	48	88	
			-				_					
T&A Profile			Leave Data	wd Accr	Avail Us	sed Bal						
Pay Plan	General Schedul	e (reg)		:00 4:00								
Tour of Duty	Full Time			:00 4:00								
Duty Hours Work Week	80		Compensatory 2	:00	2:00	- 2:00	4					
Alternative Schedule	4 Ten-hour Days		Leave Year P	rojectio	n							
Agency	OCFO		Maximum Availab			32:00						
State	LA		Maximum Availab	e Sick		31:00						
Town	1690		Use or Lose Leave									
Unit	40	`										
Timekeeper	56											
Retain Data	Restore from De	fault										
Account Data Code	Manual Entry											
Service Computation Da	te Sep 20 2015											
Annual Leave Category	4 hr/pp											
Personal Leave Ceiling	240:00											
Status History												
	Status	Name	Message									
Dec 14 2015 09:00 PM M				ild ID 135	315 for p	ay perio	d 25.					
					Det	- 1						
					Retu	m l						

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	47
Editing a Leave Request for a New or Future Pay Period	51
Deleting a Leave Request	53
Viewing Your Leave Request History	54
Viewing Your Leave Requests in a Calendar View	57

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.

			Help Logout
Leave/Pre	m Red	quest & Dona	tions
	Leave	Leave Requests	
	Prem. Pay	Premium Pay Requests	
	Donation	Leave Donations	
		Return	

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.

	Help Lo	ogout
Cu	rrent Premium Pay Requests	
	Status ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+] Total Hrs ^[+]	
	Edit Del Pending Compensatory Time Earned Apr 30 2016 (2016-08) Apr 30 2016 (2016-08) 4:00	
	New Request View History Calendar View Return	1 55

Figure 28: Current Leave Requests Page



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

	iew Le					Help L
Request Ir	, nformation	•				
Leave Typ Transacti		elect Transaction elect Transaction				
Previous Mo	onth		April 201	5		Next Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					Hour:	Hour:
					From:	From:
					To:	To:
3	4	5	6	7	8	9
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
10	11	12	13	14	15	16
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
17	18	19	20	21	22	23
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
24	25	26	27	28	29	30
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:

Sick Leave

If you are requesting ${\bf sick} \ {\bf leave},$ you must indicate the reason.

Please specify:

- O Illness/injury/incapacitation of requesting employee
- \bigcirc Medical/dental/optical examination of requesting employee
- ${\rm O}\,$ Care of family member, including medical/dental/optical examination of family
- member, or bereavement
- $\bigcirc\,$ Care of family member with a serious health condition
- \bigcirc 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.

Save Cancel

Employee Remarks

	~
	\checkmark
upervisor Remarks	
3500 chars max)	
,	

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.					
То	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.

			Help	Logout
_eave/Pre	m Red	quest & Dona	tions	
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
	Donation	Leave Donations		
		Return		

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.

•	Help I	Logout
Cu	Status ^[+] Request Type ^[+] From Date ^[V] To Date ^[+] Total Hrs ^{[+}	
	Edit Del Pending Compensatory Time Earned Apr 30 2016 (2016-08) Apr 30 2016 (2016-08) 4:00	
	New Request View History Calendar View Return	1 35

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.

Request In		JR (DOEJ))			
Leave Typ		lect Transaction				
Transactio		lect Transaction				
Previous Mor	nth		April 201	5		Next Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					Hour:	Hour:
					From:	From:
					To:	To:
3	4	5	6	7	8	9
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
10	11	12	13	14	15	16
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
17	18	19	20	21	22	23
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
24	25	26	27	28	29	30
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:

Please specify:

- $\,\bigcirc\,$ Illness/injury/incapacitation of requesting employee
- O Medical/dental/optical examination of requesting employee
- O Care of family member, including medical/dental/optical examination of family
- member, or bereavement
- $\bigcirc\,$ Care of family member with a serious health condition
- O 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.

Empl	oyee	Remark	s
------	------	--------	---

(3500 chars max)		_
	/	~
	· · · · · · · · · · · · · · · · · · ·	
Supervisor Remarks (3500 chars max)		
	Save Cancel	

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.

	Help	Logout
Leave/Prem Request & Dona	tions	
Leave Leave Requests		
Prem. Pay Premium Pay Requests		
Donation Leave Donations		
Return		

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.

	Help	Logout
Leave/Prem Request & Donatio	ons	
Leave Leave Requests		
Prem. Pay Premium Pay Requests		
Donation Leave Donations		
Return		

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.

Leave Request History							
	Status	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
۲	Approved	Sick Leave	Nov 05 2015	Nov 05 2015	2015-22	2015-22	1:00
0	Approved	Sick Leave	Sep 30 2015	Sep 30 2015	2015-19	2015-19	1:00
				View Retur	n		1115-20
			_				MALE an

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.

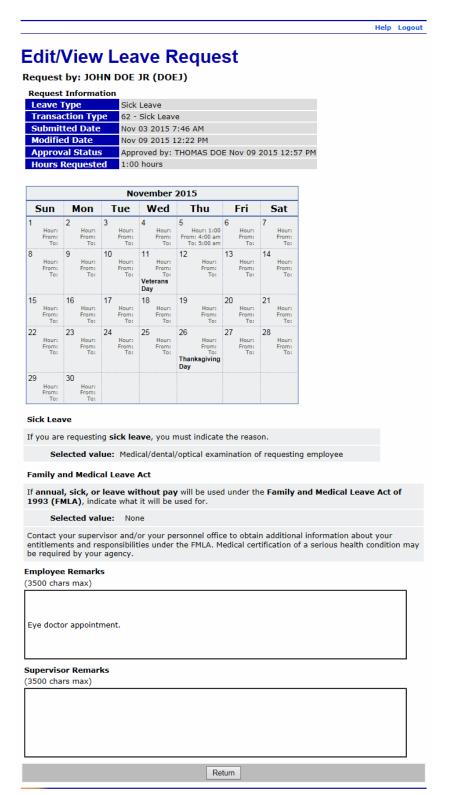


Figure 38: Edit/View Leave Request Page



- 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.

			Help	Logout
Leave/Pre	m Red	quest & Dona	tions	
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
	Donation	Leave Donations		
		Return		

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	. 59
Editing a Premium Pay Request for a New or Future Pay Period	. 62
Deleting a Premium Pay Request	.65
Viewing Your Premium Pay Request History	.66
Viewing Your Premium Pay Requests in a Calendar View	.69

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.

	Help	Logout
Cu	rrent Premium Pay Requests	
	Status ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+] Total Hrs ^{[+}	1
	Edit Del Pending Compensatory Time Earned Apr 30 2016 (2016-08) Apr 30 2016 (2016-08) 4:00	
	New Request View History Calendar View Return	135

Figure 43: Current Premium Pay Requests Page



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

Help Logout

Edit/View Premium Pay Request

Request by: JOHN DOE JR (DOEJ)

Request Information		
Premium Pay Type	Compensatory Time Earned ∨	
Transaction Type	32 - Comp Time Earned	~
Submitted Date	Apr 25 2016 12:45 PM	
Hours Requested	4:00 hours	

Previous Month April 2016 Next Month							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
					Hour:	Hour:	
					From:	From:	
					To:	To:	
3	4	5	6	7	8	9	
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	
From:	From:	From:	From:	From:	From:	From:	
To:	To:	To:	To:	To:	To:	To:	
10	11	12	13	14	15	16	
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	
From:	From:	From:	From:	From:	From:	From:	
To:	To:	To:	To:	To:	To:	To:	
17	18	19	20	21	22	23	
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	
From:	From:	From:	From:	From:	From:	From:	
To:	To:	To:	To:	To:	To:	To:	
24	25	26	27	28	29	30	
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour: 4:00	
From:	From:	From:	From:	From:	From:	From: 9:00 am	
To:	To:	To:	To:	To:	To:	To: 1:00 pm	
mployee Ro 3500 chars r special pro	max)			^			
				\sim			

Save Cancel

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.
То	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.

			Help	Logout
Leave/Pre	m Red	quest & Dona	tions	
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
	Donation	Leave Donations		
		Return		

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.

Help Logout

Edit/View Premium Pay Request

Request by: JOHN DOE JR (DOEJ)

Request Information Premium Pay Type Compensatory Time Earned V				
Compensatory Time Earned V				
32 - Comp Time Earned	~			
Apr 25 2016 12:45 PM				
4:00 hours				
	32 - Comp Time Earned Apr 25 2016 12:45 PM			

A 5 6 7 8 9 Hour: To:	at
Hour:	
Image: second	
Image: Market Marke	
3 4 5 6 7 8 9 Hour: From: Hour: Hour: <td></td>	
Hour:	
Hour:	
To: Hour: Hour: </td <td></td>	
10 11 12 13 14 15 16 Hour: Ho	
Hour: Hour: <th< td=""><td></td></th<>	
Hour: Hour: <th< td=""><td></td></th<>	
To: To: <tht th="" to:<=""> To: To:<td></td></tht>	
17 18 19 20 21 22 23 Hour: Hour: Hour: Hour: Hour: Hour: Hour:	
Hour: Hour: Hour: Hour: Hour: Hour: Hour:	
Hour: Hour: Hour: Hour: Hour: Hour: Hour:	
From: From: From: From: From: From: From:	
To:	
24 25 26 27 28 29 30	
Hour: Hour: Hour: Hour: Hour: Hour: Hour:	4:00
From: From: From: From: From: From: From:	9:00 am
To: To: To: To: To: To: To:	1:00 pm
mployee Remarks 3500 chars max) special project	

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.

			Help	Logout
Leave/Pre	m Red	quest & Dona	tions	
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
	Donation	Leave Donations		
		Return		

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.





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.

			Help	Logout
Leave/Pre	m Red	quest & Dona	tions	
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
	Donation	Leave Donations		
		Return		

Figure 50: Leave/Prem Request & Donations Menu

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

		ogout
Cu	Status ^[+] Request Type ^[+] From Date ^[V] To Date ^[+] Total Hrs ^[+]	
	Edit Del Pending Compensatory Time Earned Apr 30 2016 (2016-08) Apr 30 2016 (2016-08) 4:00	
	New Request View History Calendar View Return	1 55

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.

Premium Pay Request History						Help Logout
Status	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
Annrov	ed Compensatory Time Earned	1 Oct 09 2015	Oct 09 2015	2015-20	2015-20	1:00
Approv	cu compensatory mile came		000 00 2010	2010 20	2010 20	1.00
	ed Compensatory Time Earned				2015-20	1:00

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.

Help Logout

Edit/View Premium Pay Request

Request by: JOHN DOE JR (DOEJ)

Request Information		
Premium Pay Type	Compensatory Time Earned V	
Transaction Type	32 - Comp Time Earned	\checkmark
Submitted Date	Apr 25 2016 12:45 PM	
Hours Requested	4:00 hours	

Previous Month April 2016 Next Mon						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					Hour:	Hour:
					From:	From:
					To:	To:
3	4	5	6	7	8	9
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
10	11	12	13	14	15	16
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
17	18	19	20	21	22	23
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour:
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:
24	25	26	27	28	29	30
Hour:	Hour:	Hour:	Hour:	Hour:	Hour:	Hour: 4:00
From:	From:	From:	From:	From:	From:	From: 9:00 am
To:	To:	To:	To:	To:	To:	To: 1:00 pm
From:	From: To: marks ax)	From:	From:	From:	From:	From: 9:00 a

Save Cancel

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.

	Help	Logout
Leave/Prem Request & Donatio	ns	
Leave Leave Requests		
Prem. Pay Premium Pay Requests		
Donation Leave Donations		
Return		

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.

Current	Prem	ium Pay Red	quests		Help	Logout
	Status[+	Request Type[+]	From Date	To Date[+]	Total Hrs	+1
Edit Del	Pending	Compensatory Time Earned	Apr 30 2016 (2016-08)	Apr 30 2016 (2016-08)	4:00	
	Nev	Request View History C	Calendar View	Return		5

Figure 55: Current Premium Pay Requests Page



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

Previous Mont	:h		April 2016	ō		Next Mont
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
17	10	19	20	21	22	23
24	25	26	27	28	29	30
						P: DOEJ - 4:00

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 Leave71
Editing a Leave Donation Request for the Current or Future Pay Periods74
Deleting a Leave Donation Request77

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.

			Help Logout
Leave/Pre	m Red	quest & Dona	tions
	Leave	Leave Requests	
	Prem. Pay	Premium Pay Requests	
	Donation	Leave Donations	
		Return	

Figure 57: Leave/Prem Request & Donations Menu



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

ve Donations					
Leave Transfer Program D					
Accourt	it	Hours	Status	s Pay Period	Leave Year
Edit Del NFC - 2016		8:00	Pending	g	
T	otal				8:00
Approved Donations	This	leave	year	Last leave	year
Voluntary Program:	0:00			0:00	
Emergency Program:	0:00			0:00	
	New Do	nation	Return		

Figure 58: Leave Donations Page



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

Help Logout

Edit Leave Donation

Donor Information	
User ID:	DOEJ
Leave Account:	Search
Donor Position:	
Donor Grade:	
Step:	
Hours:	
Account:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Type of Leave:	61 - Donated Annual Leave (max hours 28)
Remarks:	(256 chars max)
Approved:	Pending
	Save Cancel

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.

Leave/Pre	m Red	quest & Dona	Help Logout
	Leave	Leave Requests	
	Prem. Pay	Premium Pay Requests	
	Donation	Leave Donations	
		Return	

Figure 60: Leave/Prem Request & Donations Menu



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

					Help
ve Donations					
Leave Transfer Program D	onation	ıs			
Accoun	t	Hours	Statu	IS Pay Perio	d Leave Year
Edit Del NFC - 2016		8:00	Pendir	ng	
T	otal				8:00
Approved Donations	This	leave	year	Last leave	e year
Voluntary Program:	0:00			0:00	
Emergency Program:	0:00			0:00	
	New Do	and and	Return		

Figure 61: Leave Donations Page

Help Logout



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.

Edit	Leave	Donation	

Donor Information	i de la construcción de la constru
User ID:	DOEJ
Leave Account:	NFC - 2016 Search
Donor Position:	
Donor Grade:	
Step:	
Hours:	
Account:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Type of Leave:	61 - Donated Annual Leave (max hours 28)
Remarks:	(256 chars max)
Approved:	Pending
	Save Cancel

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.

			Help	Logout
Leave/Pre	m Red	quest & Dona	tions	
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
	Donation	Leave Donations		
		Return		

Figure 63: Leave/Prem Request & Donations Menu

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

	nations					
Leave Tran	sfer Program I	Donatio	ns			
	Accou	nt	Hours	Status	s Pay Period	Leave Year
Edit Del	NFC - 2016		8:00	Pending	9	
	Т	otal				8:00
Approve	d Donations	This	leave	year	Last leave	year
Voluntary	Program:	0:00		-	0:00	
Emergence	y Program:	0:00		(0:00	

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 Schedule78

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.

ne: e Card Type:	JOHN DOE JR Regular			Pay Per Leave \			25 : U 2015	ec 13, 2	(015 to)	Jec 26,	2015			1		<u></u>	
Transaction P	fx Sfx Account	13 5	14 M	15 T	Dec 16 W	17 T	18 F	19 5	Wk 1	20 5	21 M	22 T	Dec 23 W	24 T	25 F	26 5	Wk 2 Tota
Work Time	e																
	Time In Time Out			-					-					-			
Edit 01 - Regular Base Pay	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		10:00	10:00	10:00	10:00			40:00		10:00	10:00	10:00	10:00			40:00 80:0
New	Work Time Total		10:00	10:00	10:00	10:00			40:00		10:00	10:00	10:00	10:00		:	40:00 80:0
	Daily Total		10:00	10:00	10:00	10:00			40:00		10:00	10:00	10:00	10:00		:	40:00 80:0
																35	30

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.

me: ne Card Type	JOHN DOE JR e: Regular			Pay Per Leave V			25 : D 2015	ec 13, 2	015 to [)ec 26,	2015			1	9	V	_ 6
Transa	iction Pfx Sfx Account	13 5	14 M	15 T	Dec 16 W	17 T	18 F	19 5	Wk 1	20 5	21 M	22 T	Dec 23 W	24 T	25 F	26 5	Wk 2 Total
Work	Time																
	Time In Time Out					3											
Edit 01 - Regula Base P	ar Documentation - webTA 3.8	××	10:00	10:00	10:00	10:00			40:00		10:00	10:00	10:00	10:00			40:00 80:00
New	Work Time Total		10:00	10:00	10:00	10:00			40:00		10:00	10:00	10:00	10:00	:	:	40:00 80:00
	Daily Total		10:00	10:00	10:00	10:00			40:00		10:00	10:00	10:00	10:00		:	40:00 80:00

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.

	ving from Le	ave Year 2007,		S 3 to Leave Year 2016, Pay
		From	− T C	26 🗸
		2007 • 25	Update	
JO	HN DOE JR	(DOEJ)		
	Pay Period	Date Range	Certified By	Certified Date
۲	24 - 2015	Nov 29 - Dec 12	DOET	Dec 11 2015 09:27:48 AM
\bigcirc	23 - 2015	Nov 15 - Nov 28	DOET	Dec 04 2015 08:46:44 AM
\bigcirc	22 - 2015	Nov 01 - Nov 14	DOET	Nov 09 2015 01:06:33 PM
\circ	21 - 2015	Oct 18 - Oct 31	DOET	Nov 03 2015 09:26:12 AM
\circ	20 - 2015	Oct 04 - Oct 17	DOET	Oct 16 2015 12:40:57 PM
	19 - 2015	Sep 20 - Oct 03	DOET	Oct 09 2015 01:42:18 PM
0				

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.

Account	Tables			
Your	Accounts			
	Account	Description		1808
Del	XXXXXXXXXXXXXXXXXXX	Leave	Save Description	11/62
Del	xxxxxxxxxxxxxxxx	Documentation - Payroll/Personnel	Save Description	1 55
Del		Documentation - webTA 3.8	Save Description	-50

Figure 68: Account Tables Page

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



Sear	ch for accounts for OCFO
Account Informa	tion
Fiscal Year	
Program Code	
Function	
Description	
	Find Account Return

Figure 69: Search for Account Page

3. Complete the fields as follows:

	Field	Instruction
--	-------	-------------

Help Logout



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.

	Account	Description
Add	XXXXXXXXXXX	TEST
Add	*****	
Add	****	
Add	*****	
Add	XXXXXXXXXXX	
Add	*****	
Add	****	
Add	*****	
Add	*****	
Add	****	
Add	*****	
Add	****	
Add	****	
Add	*****	
esult Page: 1	L 2 3 4 5 6 7 8 9 10 Next Last 13	8

Browse for Account

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.

l.					Help	Logout
Accou	nt	Tables				
	Your	Accounts				
		Account	Description			
	Del	XXXXXXXXXXXXXXXXXXXXXXXXX	Leave	Save Description		
	Del	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Documentation - Payroll/Personnel	Save Description		
	Del	xxxxxxxxxxxxxxxxx	Documentation - webTA 3.8	Save Description		
		Get	Account Return			

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.

	Help	Logout
Employee Reports Menu		
Leave Audit Leave Audit Report		
Return		

Figure 72: Employee Reports Menu



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

							Help L
ave Au	idit Re	port					
Pay Period	Range 2	From	201	To	-		
Leave Type	e An	nual		~]		
		Update					
.eave Audit (Annual) For	JOHN DOE	JR (DOEJ)				
Pay Period	Manual Adjustmen	Forward	Accrued	Available	Used	Balance	Max. Available
24 - 2015		20:00	4:00	24:00	0:00	24:00	32:00
23 - 2015		16:00	4:00	20:00	0:00	20:00	32:00
22 - 2015		12:00	4:00	16:00	0:00	16:00	32:00
21 - 2015		8:00	4:00	12:00	0:00	12:00	32:00
		4:00	4:00	8:00	0:00	8:00	32:00
20 - 2015					0:00	4:00	32:00

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.
То	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.

		Help	Logout
Task	Timekeeper		
	Please enter a tasking message to send to your timekeeper.		
	(1000 chars max)		
		^	
		\sim	
	Send Task Cancel		

Figure 75: Task Timekeeper Page

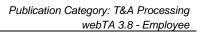
2. Complete the field as follows:

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.



Help Logout

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	Туре	Description
Clear	SYSTEM	Apr 29 2016 7:54 AM		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.
Туре	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.



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