

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

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webTA 3.8 - Supervisor



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Latest Update Information

Section	Description of Change
webTA 3.8 Supervisor Procedure	This is the first issuance of the webTA 3.8 Supervisor procedure manual. The Employee, HR Administrator, 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:

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Roles

An Agency Security Officer (ASO) requests access for webTA HR (Human Resources) Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.

Note: Each webTA role is designated by a separate button on the main menu. webTA users will only see the buttons (on their individual main menu) corresponding to the role(s) they are granted.

The following roles are available in webTA 3.8:

HR Administrator

• Adds new employees.

Note: Employees should be loaded to webTA through the bi-directional feed between the Agency and NFC.

• Provides administrative functions to manage employees and leave transfer programs.



- Adds and edits employee profiles and ensures records are processed for all employees in an Agency.
- Manages employee user accounts.
- Resets employee passwords (for Agencies using a webTA user identification number (user ID) and password).
- Generates reports.

Project Manager

- Creates, modifies, and deactivates projects.
- Adds employees to projects.
- Tracks hours charged to projects.

Supervisor

- Selects and/or searches for an employee record.
- Certifies T&As before submitting to NFC.
- Reviews and approves or denies all leave, premium pay, and dollar transaction requests.
- Delegates supervisory role in the event of absence.
- Generates various reports.

Note: These functions are limited to employees who are assigned or delegated to them.

Master Supervisor

The Master Supervisor has the Supervisor role plus the following:

- Decertifies T&As.
- Rejects T&As.

Note: The Master Supervisor has access to all employees within their organization.

Timekeeper

• Adds new employees.

Note: Employees should be loaded to webTA through the bi-directional feed between the Agency and NFC.

- Assigns accounting codes for employee use.
- Selects and/or searches for an employee record.



- Enters, edits, and validates T&A data on behalf of assigned employees.
- Reviews previously certified T&A data.
- Manages an employee's profile.
- Inactivates employees.

Note: These functions are limited to employees who are assigned to them.

Master Timekeeper

The Master Timekeeper has the Timekeeper role plus the ability to override validations.

Note: The Master Timekeeper has access to all employees within their organization.

Employee

- Enters, edits, and submits T&A.
- Sets up and modifies default schedules.
- Submits leave and premium pay requests to Supervisor.
- Views current and historical T&A information.
- Generates a leave audit report.
- Submits requests and tasks to Timekeeper.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to webTA for HR Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters T&A data for each employee, as required by law and regulations.
- Certifies T&As to be transmitted to NFC by established timeframes. T&As should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.



• Monitors T&As received by NFC to account for all active and full-time employees.

National Finance Center:

- Processes T&A data within established timeframes.
- Reviews T&A edit error messages and corrects the T&A. Contacts the Agency for assistance as necessary.
- Monitors T&As received to account for all active and full-time employees.
- Provides reports.

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.

Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

RPCT provides the following reports to assist Agencies in processing T&As.

- Leave Error Report Lists employees with leave discrepancies. Discrepancies occur when the employee's leave balance(s) on the payroll/personnel database and those on the T&A report for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis Lists employees identifying T&A edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions Lists T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process.
- T&A Reject Report Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.



• T&As Not Received by NFC - Lists active full/part-time employees whose T&As were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&As have been electronically transmitted to NFC.

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.



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.

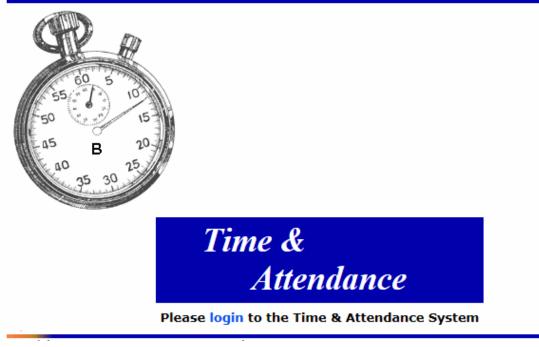


Figure 1: Time & Attendance Login Page



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 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.

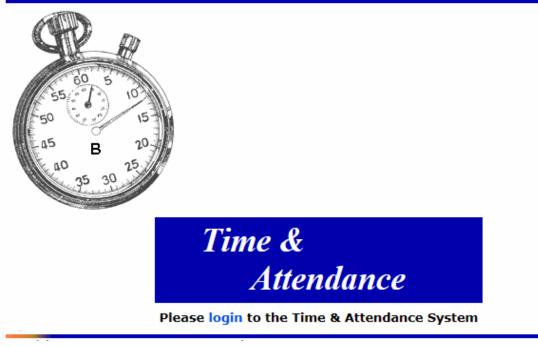


Figure 3: Time & Attendance Login Page



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 case-sensitive)			

Log In

Figure 4: webTA Login Page



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

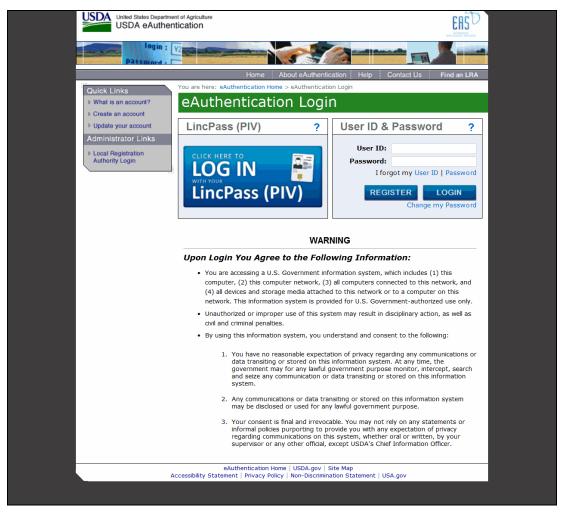


Figure 5: eAuthentication Login Page

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.

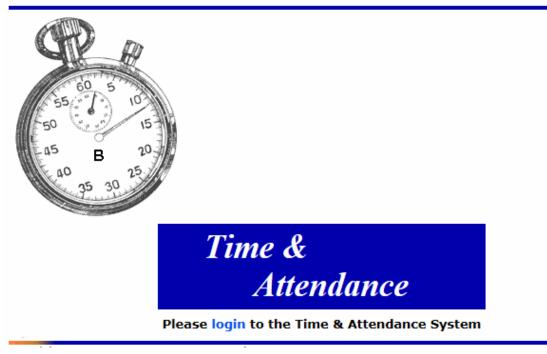


Figure 6: Time & Attendance Login Page

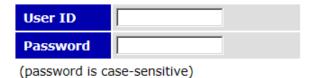
4. Select the login link. The webTA Login page is displayed.



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.

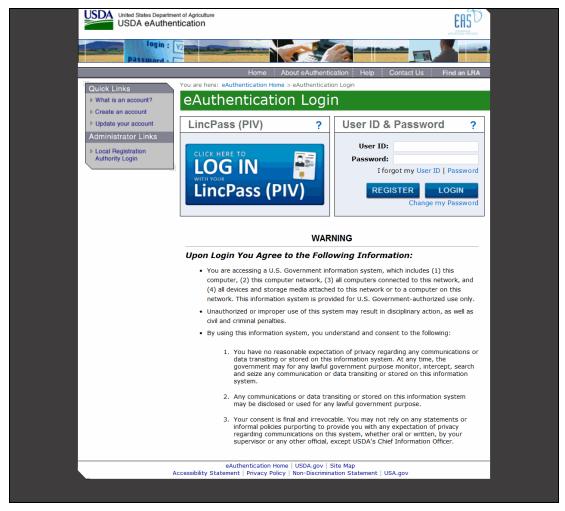


Figure 8: eAuthentication Login Page



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

	d States Department of Agriculture DA eAuthentication	
	login : VZ	
You are here: eAu	thentication Home > eAuthentication Login	
eAuthe	entication Login	
	Agency Partner Login ?	>
	Please select your Agency	
	Select an Agency	
	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, 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 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				
Password -				
	Home	About eAuthentication	Help Contact Us	Find an LRA
Quick Links What is an account? Create an account	You are he ActivClient Login eAu ActivIdentity ActivClient		? X	
Update your account Administrator Links Local Registration Authority Login	Please enter your P	'IN.	OK Cancel	d ?
		WARNING		hy Password
	computer, (2) this c	ee to the Following 2 U.S. Government informati omputer network, (3) all co storage media attached to t	on system, which includes	s network, and

- 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.

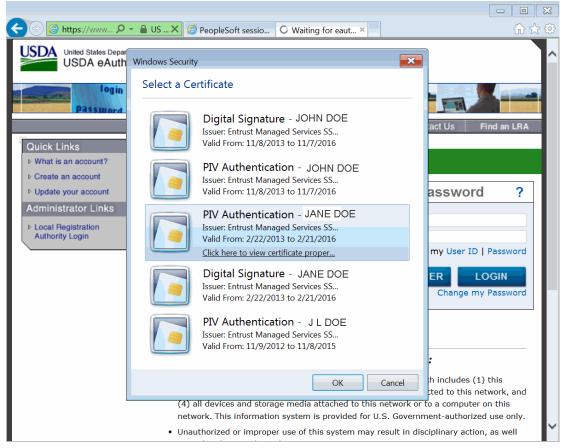


Figure 11: Select a Certificate Page

- 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 Cancel		

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 Empl	oyee Type	Show A	II 🔹 U	pdate					
Change Requ	est Type	Show Per	nding 🔻 Update						
Status[+]	Employee	+]	Request Type	+]	From Date	To Date[+]	Total Hrs[+]		
View Pending	JOHN DOE J	R (DOEJ)	Compensatory Ti	me Earned	Apr 30 2016 (2016-08)	Apr 30 2016 (2016-08)	4:00		
View Pending	THOMAS DO	E (DOET))Compensatory Ti	me Earned	Nov 09 2015 (2015-22)	Nov 09 2015 (2015-22)	2:00		
							The Carrier		

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.

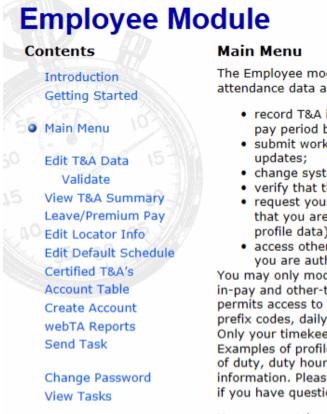
Help

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.



Supervisor

A webTA Supervisor is responsible for certifying T&As for employees before the T&As are sent to NFC for processing and to approve or deny leave and premium pay requests. webTA will not create a transmission record for an employee whose T&A is not certified by a supervisor, delegate, or a master supervisor.

		Hel	p Logout
Super	visor Main	Menu	
	Select Select	ct Employee	
	Search Search	ch For Employee	
	Leave/Prem Pay Leav	e and Premium Pay Requests	
	Reports web1	A Reports	
	User Functions Delegate Chang	e Password View Tasks (29)	
	Employe	Supervisor	

Figure 15: Supervisor Main Menu



Selecting an Employee

The Select Employee page displays a list of employees who are directly assigned to or delegated to the supervisor. If both are in the list, the employees directly assigned to the supervisor are listed first. If the list contains a corrected T&A, it is displayed with (C) next to the pay period number.

To Select an Employee:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

							Help	Logout
Select	Emp	loyee						
	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor		
		DOE, PATRICIA	XXXXXX	25 - 2015	XXXXXX	DOEJ		
s	elected Em	ployee					-	
	Vie	w/Certify T&A	Locator Info	o Certified T	&As Leave A	Audit		
			Certify A	II Return				

Figure 16: Select Employee Page

The following fields are displayed:



Field	Description		
Status	Displays the stat	us of each T&A. Valid values are:	
	Value	Definition	
	No Profile	T&A Profile does not exist for this employee. 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 employee's timekeeper.	
	Val by MstrTkp	T&A validated by employee's master timekeeper.	
	Certified	T&A certified by employee's supervisor.	
	No Data	T&A Profile exists for this employee, but no T&As have been entered.	
Employee	Displays the emp	ployee's name.	
User Id	Displays the emp	bloyee's user ID.	
Pay Period	Displays the pay period number and year.		
Timekeeper	Displays the time	ekeeper's user ID.	
Supervisor	Displays the sup	ervisor's user ID.	

- 1. Select the applicable employee.
- 2. Select the View/Certify T&A button to view and/or certify the employee's most recently validated T&A. For more information, see *Viewing/Certifying a T&A* (on page 35).

OR

Select the Locator Info button to view the employee's building information. For more information, see *Locator Information* (on page 77).

OR

Select the **Certified T&As** button to view a list of the employee's certified T&A(s). For more information, see *Viewing a List of Certified T&As* (on page 38).

OR

Select the Leave Audit button to view the employee's Leave Audit report. For more information, see *Leave Audit Report* (on page 67).



1. Select the **Return** button after selecting from the above options to return to the Select Employee page.



Viewing/Certifying a T&A

To View/Certify a T&A:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

							Help	Logout
Select	Emp	loyee						
	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor		
	۲	DOE, PATRICIA	XXXXXX	25 - 2015	XXXXXX	DOEJ		
	Selected Em	· ·	Locator Inf	o Certified 1	T&As Leave A	Audit		
			Certify A	II Return				

Figure 17: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.



3. Select the View/Certify T&A button to view and/or certify the employee's most recently validated T&A. The View/Certify T&A page is displayed.

me:	PATRICI	ADOE		ay Period:	75 -	ec 13 20	15 to Dec 26, 2015			Help
me Card Type:	Regular			eave Year:	2015					
atus:	Validated				1015					
me In Pay: 82:00		ther Time: 0	:00	Dolla	ar Transaction	: \$0.00		Days In Pa	/: 10	
			Dec		Dec					
			13 14 15 16 1	7 18 19 2	0 21 22 23 24	25 26				
Transaction	Pfx Sfx Account			T F S Wk 1 S			Total			
Work Time										
Tork Time		Time In								
		Time Out								
01 - Regular Base Pay			888	7 8 39	8887	31	70			
01 - Regular Base Pay 01 - Telework Home				0 39	0 0 0 /	51				
32 - Comp Time Earne	d webTA				1 1	2	2			
		Time Total	888	7 8 39	8 9 9 7	33	72			
Leave and Other	Time									
		sence Start								
	A	bsence End								
61 - Annual Leave				1 1	1	1	2			
56 - Federal Holiday	CSD Leave					8 8	в			
	Leave and Other	Time Total		1 1	1	8 9	10			
		Dally Total	8 8 8 1	8 8 40	8 9 9 8					
		vally rocal								
				Dec		Dec				
		-			17 18 19 20 21		5 26			
Туре	Status Date	Superv	isor		TFSSM					
Leave Requests										
Annual Leave	Approved 19-M	Y-16 JOHN	OE JR (DOE)	3 1 1 1		1				
Annual Leave	Pending				1					
Premium Pay Rec										
Compensatory Time Ea	med Approved 19-M	Y-16 10HN		1		1				
Compensatory Time Ea	med Pending	. in proving				1				
parately raine be				1 1 1 1 1						
O A Due file			un Dete		inered and					
&A Profile				wd Accr Avall						
ay Plan	General Schedule			2:00 4:00 16:00						
our of Duty	Full Time	Sick		2:00 4:00 16:00						
outy Hours Vork Week	80			2:00 2:00						
Iternative Schedule	Regular 8-hour Da	Othe	r		8:00					
		Lea	ve Year P	rojection						
gency	OCFO		mum Avallabi	-	18:00					
tate	LA		mum Availabi		20:00					
own	1690				20:00					
init	40	Use	or Lose Leave							
Imekeeper	56									
etain Data	Restore from Defa	ult								
ccount Data Code	Manual Entry									
ervice Computation Da										
ersonal Leave Category	4 hr/pp 240:00	_								
ersonar ceave ceiling	240.00									
imesheet Validation wa	rolog									
		nual Leave	on 17/17/7	015 with no cr	orresponding	approved	request for 1:00 hour	c		
							oved request for 1:00			
and a superior that										
tatus History										
	Status	Name		essage						
imestamp lay 25 2016 08:47 AM				anoue						
ay 25 2016 08:47 AM ec 14 2015 09:00 PM				eated during Bu	UK ID 125215	for one ord	od 75			
upervisor Remarks:	new Accord Created	212150	L.	cased coming Bu	10 10 135313	tor pay pen				
upervisor Remarks:										
our signature c	ertifies that all	reported	time was	worked ar	nd approv	ed accor	ding to law and	regulation.		
-										
ffirmed By: PA										
ffirmation Dat	te: May 25 20:	16 8:47 4	M							
			Certify	Beiget/	Decertify	Cancel				

Figure 18: View/Certify T&A Page

- 4. Review the T&A.
- 5. Select the **Certify** button to certify the T&A.



OR

Select the **Reject/Decertify** button to reject the T&A or decertify a previously certified T&A.

Note: If you select the **Reject/Decertify** button, the Reject Employee Data page is displayed, and a reason must be given.

					Help	Logout
Reject I	Emplo	yee Dat	ta			
Name:	PATRICIA I	DOE Pay Period:	25 : Dec 1	3, 2015 to I	Dec 26,	2015
Time Card Type:	Regular	Leave Year:	2015			
		ter the reason fo d will not be certi				
	(512 cha	rs max)				
				^		
				\sim		
		Save	ancel			

Figure 19: Reject Employee Data Page

OR

Select the Cancel button. The Select Employee page is displayed.



Viewing a List of Certified T&As

To Display a List of Certified T&A(s):

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

							Help	Logout
Select	Emp	loyee						
	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor		
	۲	DOE, PATRICIA	XXXXXX	25 - 2015	XXXXXX	DOEJ		
	Selected Em	· ·	Locator Info	o Certified T	&As Leave /	Audit		
			Certify A	II Return				

Figure 20: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.



3. Select the Certified T&As button. The Certified T&A Summaries page is displayed.

Help Logout

Certified T&A Summaries

Now viewing from Leave Year 2007, Pay Period 23 to Leave Year 2016, Pay Period 26.

From	То		
2007 🗸 23 🗸	2016 🗸 26 🗸		
Upo	late		

PATRICIA DOE (DOEP)

	Pay Period	Date Range	Certified By	Certified Date
ullet	24 - 2015	Nov 29 - Dec 12	DOET	Dec 11 2015 09:28:36 AM
\bigcirc	23 - 2015	Nov 15 - Nov 28	DOET	Dec 04 2015 08:47:02 AM
\bigcirc	22 - 2015	Nov 01 - Nov 14	DOET	Nov 10 2015 11:37:51 AM

View Certified Summary Return

Figure 21: Certified T&A Summaries Page

4. Select the applicable pay period.



5. Select the View Certified Summary button. The applicable certified T&A is displayed.

Name:	PATRICIA DO	Pay Pe	eriod: 25 : Dec 13, 2015 to De	- 26 2015	-
Name: Time Card Type:	Regular	: Pay Pe Leave '		c 26, 2015	· · · · · ·
Time In Pay: 82:00		Time: 0:00	Dollar Transactions: \$0.00	Days In Pay: 10	-
Time 11 Pay: 02.00	other i	Dec	Dec	Days In Pay. 10	-
		13 14 15 16 17 18			
Transaction	Pfx Sfx Account		S Wk 1 S M T W T F S Wk 2 Total		
Work Time					
		me In			
		e Out			
01 - Regular Base Pay 01 - Telework Home		8 8 8 7 8	39 8 8 8 7 31 70		
32 - Comp Time Earne	ed webTA		1 1 2 2		
	Work Time	Total 8 8 8 7 8	39 8 9 9 7 33 72		
Leave and Other			33 0 3 7 33 72		
Leave and Other	Absence	Start			
	Absence				
61 - Annual Leave		1	1 1 1 2		
66 - Federal Holiday	CSD Leave		8 8 8		
	Leave and Other Time	Total 1	1 18 9 10		
	Daily	Total 88888	40 8 9 9 8 8 42 82		
			Dec Dec		
Туре	Status Date		14 15 16 17 18 19 20 21 22 23 24 25 26 M T W T F S S M T W T F S		
Leave Requests					
Annual Leave	Approved 19-MAY-16	JOHN DOE JR (DOEJ)	1		
Annual Leave	Pending		1		
Premium Pay Re	quests				
Alternative Schedule	Kegular 8-hour Days	Leave Year Proje	stion		
Agency	OCF0	Maximum Available Ann			
State	LA	Maximum Available Sid			
Town Unit	1690 40	Use or Lose Leave			
Timekeeper	56				
Retain Data	Restore from Default				
Account Data Code	Manual Entry				
Service Computation D					
Annual Leave Category					
Personal Leave Ceiling	240:00				
-					
Timesheet Validation wa	arnings Insaction for 61 - Annual		with no corresponding approved request 2015 with no corresponding approved rec		
Timesheet Validation w There is a payroll tra There is a payroll tra	arnings Insaction for 61 - Annual Insaction for 32 - Comp Ti	ime Earned on 12/22/2	2015 with no corresponding approved rec	quest for 1:00 hours.	
Timesheet Validation wo There is a payroll tra There is a payroll tra Your signature c	arnings Insaction for 61 - Annual Insaction for 32 - Comp Ti certifies that all repo	ime Earned on 12/22/2		quest for 1:00 hours.	
Timesheet Validation wi There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/	arnings insaction for 61 - Annual insaction for 32 - Comp T certifies that all repo ATRICIA DOE	ime Earned on 12/22/2 orted time was wo	2015 with no corresponding approved rec	quest for 1:00 hours.	
Timesheet Validation wi There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/	arnings Insaction for 61 - Annual Insaction for 32 - Comp Ti certifies that all repo	ime Earned on 12/22/2 orted time was wo	2015 with no corresponding approved rec	quest for 1:00 hours.	
Timesheet Validation wi There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/	arnings insaction for 61 - Annual insaction for 32 - Comp T certifies that all repo ATRICIA DOE	ime Earned on 12/22/2 orted time was wo	2015 with no corresponding approved rec	quest for 1:00 hours.	
Timesheet Validation wi There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/	amings insaction for 61 - Annual insaction for 32 - Comp T certifies that all repo ATRICIA DOE tte: May 25 2016 8	ime Earned on 12/22/2 orted time was wo	2015 with no corresponding approved rec	quest for 1:00 hours.	
Timesheet Validation V There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/ Affirmation Da Certified By: J	amings insaction for 61 - Annual insaction for 32 - Comp T certifies that all repo ATRICIA DOE tte: May 25 2016 8	ime Earned on 12/22/2 orted time was wo :47 AM	2015 with no corresponding approved rec	quest for 1:00 hours.	
Timesheet Validation w There is a payroll tra There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/ Affirmation Da Certified By : J Certification D	arninga maaction for 61 - Annual maaction for 32 - Comp T ertifies that all repu ATRICIA DOE ATRICIA DOE tte: May 25 2016 8 OHN DOE JR ate : May 25 2016	ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM	2015 with no corresponding approved rec	guest for 1:00 hours.	
Timesheet Validation we There is a payroll tra There is a payroll tra There is a payroll tra Your signature c Affirmed By: P. Affirmation Da Certified By: J Certification D The complete T&A sta	arninga maaction for 61 - Annual maaction for 32 - Comp T ertifies that all repu ATRICIA DOE ATRICIA DOE tte: May 25 2016 8 OHN DOE JR ate : May 25 2016	ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM	2015 with no corresponding approved rec	guest for 1:00 hours.	
Timesheet Validation w There is a payroll tra There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/ Affirmation Da Certification D The complete T&A sta Status History	amings maaction for 61 - Annual maaction for 62 - Comp T eartifies that all repu ATRICIA DOE ATRICIA DOE tte: May 25 2016 8 OHN DOE JR ate : May 25 2016 atus history is displayed 1	ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM below; it may contain ex	2015 with no corresponding approved rec orked and approved according to vents that happened since the certificatio	guest for 1:00 hours.	_
Timesheet Validation with There is a payroll tra There is a payroll tra Your signature of Affirmed By: P. Affirmation Da Certified By: J Certification D The complete T&A sta Status History Timestamp	arnings maaction for 31 - Annual maaction for 32 - Comp T certifies that all report ATRICIA DOE tte: May 25 2016 8 OHN DOE JR ate : May 25 2016 itus history is displayed 1 Status	ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM below; it may contain en Name p	2015 with no corresponding approved rec orked and approved according to vents that happened since the certificatio	guest for 1:00 hours.	_
Timesheet Validation w There is a payroll tra There is a payroll tra There is a payroll tra Your signature c Affirmed By: P/ Affirmation Da Certified By : J Certification D The complete T&A sta Status History May 30 2016 69 May 30 2016 69	arnings arnings insaction for 31 - Annual insaction for 32 - Comp T etrifies that all repu ATRICIA DOE ATRICIA DOE ite: May 25 2016 8 OHN DOE JR ate : May 25 2016 stus history is displayed to Status	ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM below; it may contain ev Name IName EVSYTEM I	2015 with no corresponding approved rec orked and approved according to vents that happened since the certificatio	guest for 1:00 hours.	
Timesheet Validation w There is a payroll tra There is a payroll tra There is a payroll tra Your signature of Affirmation Da Certified By : J Certification D The complete T&sta Status History Timestamp May 30 2016 09 ==> May 23 2016 08	arnings maaction for 31 - Annual maaction for 32 - Comp T certifies that all report ATRICIA DOE tte: May 25 2016 8 OHN DOE JR ate : May 25 2016 itus history is displayed 1 Status	Ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM below; it may contain en Name p SVSTEM I DOE 3R, JOHN (DOE)	2015 with no corresponding approved rec orked and approved according to vents that happened since the certificatio	guest for 1:00 hours.	-
Timesheet Validation vo There is a payroll tra There is a payroll tra There is a payroll tra Your signature c Affirmed By: J Certified By: J Certified By: J Certified By: J The complete T&A sta Status History Timestamp May 30 2016 09 ==> May 25 2016 08 May 25 2016 08	amings maction for 61 - Annual maction for 62 - Comp T vertifies that all report ATRICIA DOE tte: May 25 2016 8 OHN DOE JR ate : May 25 2016 stus history is displayed 1 Status h00 PM Built 132 AM Supervisor Certified	Ime Earned on 12/22/2 orted time was wo :47 AM 8:47 AM befow; it may contain ev [Name] SVSTEM] DOE JR.JOHN (DOE)] DOE, PATRICIA (DOEP)] DOE, PATRICIA (DOEP)	2015 with no corresponding approved rec orked and approved according to vents that happened since the certificatio	puest for 1:00 hours. o law and regulation. on shown above took place.	-

Figure 22: View Certified Summary Page

6. Select the **x** to close the page. The Certified T&A Summaries page is displayed.



Certifying All T&As Assigned to a Timekeeper

The **Certify All** button on the Select Employee page is used to certify all T&As assigned to a timekeeper at the same time.

To Certify All T&As Assigned to a Timekeeper:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

							Help	Logout
Select	t Em	ployee						
	Stat	us Employee	User Id	Pay Period	Timekeeper	Supervisor		
	۲	DOE, PATRICIA	xxxxxx	25 - 2015	XXXXXX	DOEJ		
		Employee View/Certify T&A	Locator Info		&As Leave A	Audit		
			Certify A	II Return				

Figure 23: Select Employee Page

2. Select the Certify All button. All T&As are certified.

Help Logout



Search

The Search for Employee page is used to search for employee(s) assigned to a supervisor.

To Search for an Employee:

1. Select the **Search** button from the Supervisor Main Menu. The Search for Employee page is displayed.

Search for Employee

Employee's Last Name	
Employee's First Name	
Employee's SSN	
Supervisor	All
Т&А Туре	All 🗸
Pay Period	All 🗸
	_

Figure 24: Search for Employee Page

2. Complete the fields as follows:

Field	Description/Instruction
Employee's Last Name	Enter part or all of the employee's last name, or enter a range of letters (i.e., $\mathbf{A}-\mathbf{C}$ for all employees whose last name begin with the letter A, B, or C).
Employee's First Name	Enter part or all of the employee's first name.
Employee's SSN	Enter the employee's Social Security number (SSN).
Supervisor	System generated with All to represent all of the employees for the supervisor.
Т&А Туре	Select the down arrow to select the applicable type of T&A to be displayed. If no value is selected, all T&As for this supervisor will be displayed.



Field	Description/Instruction
	Valid values are:
	Corrections - Displays corrected T&As.
	Unvalidated - Displays T&As which have not yet been validated (by either the employee or the timekeeper).
	Validated - Displays T&As which have been validated (by either the employee or the timekeeper), but have not yet been certified by the supervisor.
	Certified - Displays T&As have been both validated and certified, but have not yet been built.
	No Profile - Displays T&As for which no profile data has been stored. T&A profile data must be entered before a T&A can be entered (by either the employee or the timekeeper).
Pay Period	Select the down arrow to select the range of pay periods to be displayed. If no value is selected, all pay periods for this supervisor will be displayed.
	Valid values are:
	Current - T&As for the current pay period.
	Previous - T&As for the previous pay period. These are usually T&As that are compiled, but have not been certified and built.
	Older - T&As not in the current or previous pay period.

3. Select the **Search** button. The Search Results page is displayed with a list of applicable employees.

								Help	Logout
Searc	h Re	sults							
	Stat	us Employee	User Id	Pay Per	iod Time	ekeeper	Supervisor		
	۲	DOE, PATRICIA	DOEP	25 - 201	5 DOE	1	DOEJ		
		Employee View/Certify T&A	Locator Inf	o Certif	fied T&As	Leave	Audit		
			Certify A	II Retu	m				

Figure 25: Search Results Page

- 4. Select the applicable employee.
- 5. Select the View/Certify T&A button to view the employee's most recently certified T&A. For more information, see *Viewing/Certifying a T&A* (on page 35).



OR

Select the **Locator Info** button to view the employee's building information. For more information, see *Locator Information* (on page 77).

OR

Select the **Certified T&As** button to view a list of the employee's certified T&A(s). For more information, see *Viewing a List of Certified T&As* (on page 38).

OR

Select the Leave Audit button to view the employee's Leave Audit report. For more information, see *Leave Audit Report* (on page 67).

1. Select the Return button after the above options. The Select Employee page is displayed.



Leave

The Leave/Prem Pay Request Menu allows supervisors to:

- View current requests
- View only your employees' requests

OR

View only delegated employees' requests

- View request history
- View requests in a calendar view

For more information see:

Viewing Leave Requests	.45
Viewing an Employee's Leave Request History	.46
Viewing Leave Requests in a Calendar View	. 48
Approving/Denying Leave Requests	. 50

Viewing Leave Requests

To View Leave Requests:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

			Help	Logout
Leave/Prei	mPay	Request Menu		
	Leave	Leave Requests		
[Prem. Pay	Premium Pay Requests		
		Return		

Figure 26: Leave/PremPay Request Menu



2. Select the Leave button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

		Help	Logout
С	urrent Leave Requests		
	Change Employee Type Show All Vpdate		
	Change Request Type Show Pending 🗸 Update		
	Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[V] To Date ^[+] To	tal H	rs[+]
	Edit Pending JOHN DOE JR (DOEJ) Sick Leave Sep 30 2015 (2015-19) Sep 30 2015 (2015-19)	1:00	
	View History Calendar View Return		5

Figure 27: Current Leave Requests Page

Viewing an Employee's Leave Request History

To View an Employee's Leave Request History:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

		Help	Logout
Leave/PremPag	/ Request Menu		
Leave	Leave Requests		
Prem. Pay	Premium Pay Requests		
	Return		

Figure 28: Leave/PremPay Request Menu



2. Select the Leave button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

	Help	Logout
Current Leave Requests		
Change Employee Type Show All Vpdate		
Change Request Type Show Pending V Update		
Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+]	Total H	rs[+]
Edit Pending JOHN DOE JR (DOEJ) Sick Leave Sep 30 2015 (2015-19) Sep 30 2015 (2015-19)	1:00	
View History Calendar View Return		5

Figure 29: Current Leave Requests Page

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

						Help	Logout	
Leave Request History								
Status	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total	Hours	
Approved	Sick Leave	Sep 30 2015	Sep 30 2015	2015-19	2015-19	1:00		
			View Retur	n			-0 1	
							05	

Figure 30: Leave Request History Page

- 4. Select the applicable leave request.
- 5. Select the **View** button. The applicable leave request is displayed.

OR

Select the Return button to cancel. The Current Leave Requests menu is displayed.



Viewing Leave Requests in a Calendar View

To View an Employee's Leave Request(s) in a Calendar View:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.



Figure 31: Leave/PremPay Request Menu

2. Select the Leave button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

		Help	Logout
С	urrent Leave Requests		
	Change Employee Type Show All Vpdate		
	Change Request Type Show Pending 🔽 Update		
	Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+] To	tal H	rs[+]
	Edit Pending JOHN DOE JR (DOEJ) Sick Leave Sep 30 2015 (2015-19) Sep 30 2015 (2015-19)	1:00	
	View History Calendar View Return		5

Figure 32: Current Leave Requests Page



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



Figure 33: Leave Request Calendar View Page

- 4. View the applicable request(s).
- 5. Select the Return button. The Current Leave Requests menu is displayed.



Approving/Denying Leave Requests

To Approve/Deny Leave Requests:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.



Figure 34: Leave/PremPay Request Menu

2. Select the Leave button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

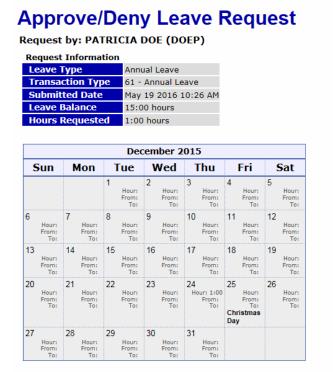
		Help	Logout
С	urrent Leave Requests		
	Change Employee Type Show All Vpdate		
	Change Request Type Show Pending V Update		
	Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+] To	tal H	rs[+]
	Edit Pending JOHN DOE JR (DOEJ) Sick Leave Sep 30 2015 (2015-19) Sep 30 2015 (2015-19)	1:00	
	View History Calendar View Return		5

Figure 35: Current Leave Requests Page



3. Select the **Edit** button next to the applicable leave request to be approved or denied. The Approve/Deny Leave Request page is displayed.

Help Logout



Sick Leave

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

Please specify: None

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.

Please specify: 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)		
	~	
	^	
	<u></u>	
	Approve Deny Cancel	

Figure 36: Approve/Deny Leave Request Page



- 4. Enter any Supervisor Remarks, if applicable.
- 5. Select the **Approve** button to approve the request.

OR

Select the **Deny** button to deny the request.

OR

Select the Cancel button to cancel. The Current Leave Requests page is displayed.

Note: If you deny the request, a popup appears, and a reason must be given.

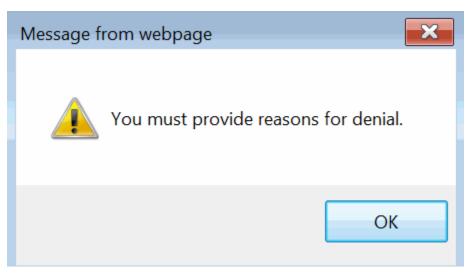


Figure 37: Deny Popup



Premium Pay

The Leave/Prem pay Request Menu allows supervisors to:

- View current requests
- View only your employees' requests

OR

View only delegated employees' requests

- View request history
- View requests in a calendar view

For more information see:

Viewing Premium Pay Requests5	3
Viewing an Employee's Premium Pay Request History54	4
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Viewing Premium Pay Requests

To View Premium Pay Requests:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

			Help	Logout
Leave/Pre	mPay	Request Menu		
	Leave	Leave Requests		
	Prem. Pay	Premium Pay Requests		
		Return		

Figure 38: Leave/PremPay Request Menu



2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

	Help	Logout
Current Premium Pay Requests		
Change Employee Type Show All VDpdate		
Change Request Type Show Pending V Update		
Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+]	Total	Hrs[+]
Edit Pending PATRICIA DOE (DOEP) Compensatory Time Earned Dec 22 2015 (2015-25) Dec 22 201 (2015-25)		:00
View History Calendar View Return		

Figure 39: Current Premium Pay Requests Page

- 3. View the applicable request.
- 4. Select the Return button. The Leave/PremPay Request Menu is displayed.

Viewing an Employee's Premium Pay Request History

To View an Employee's Premium Pay Request History:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.



Figure 40: Leave/PremPay Request Menu



1:00

2. Select the Prem. Pay button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

	Help	Logout
Current Premium Pay Requests		
Change Employee Type Show All V Update		
Change Request Type Show Pending V Update		
Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[Y] To Date ^{[+}] Total	Hrs[+]
Edit Pending PATRICIA DOE (DOEP) Compensatory Time Earned Dec 22 2015 (2015-25) Dec 22 2015 (2015-25)	1	:00
View History Calendar View Return		

Figure 41: Current Premium Pay Requests Page

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

Help Logout **Premium Pay Request History** From Date To Date Status Employee Type To PayP From Pav Approved PATRICIA DOE (DOEP) Compensatory Time Earned Dec 23 2015 Dec 23 2015 2015-25 2015-25 View Hide Show Hidden Return

Figure 42: Premium Pay Request History Page

- 4. Select the applicable premium pay request.
- 5. Select the View button. The applicable premium pay request is displayed.

OR

Select the Return button to cancel. The Current Premium Pay Requests menu is displayed.



Viewing Premium Pay Requests in a Calendar View

To View an Employee's Premium Pay Request(s) in a Calendar View:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.



Figure 43: Leave/PremPay Request Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

	Help	Logout
Current Premium Pay Requests		
Change Employee Type Show All VDdate		
Change Request Type Show Pending ✓ Update		
Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[V] To Date ^[+]	Total	Hrs[+]
Edit Pending PATRICIA DOE (DOEP) Compensatory Time Earned Dec 22 2015 (2015-25) Dec 22 2015 (2015-25)		:00
View History Calendar View Return		

Figure 44: Current Premium Pay Requests Page



Help Logout

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

ouncer men	v for Employ	ees	~				
	Change	View					
he calendar	helow shows	only approve	d and nendin	a premium	nav requests	not premium	pay that is actually ta
Previous Mon			ecember 20		pay requests,	Next Month	pay that is actuary to
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 P: DOEP - 1:00	23 A: DOEP - 1:00	24	25 Christmas Day	26	
27	28	29	30	31	1911 1911 1911 1911 1911 1911 1911 191		

Figure 45: Premium Pay Request Calendar View Page

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



Approving/Denying Premium Pay Requests

To Approve or Deny a Premium Pay Request:

1. Select the Leave/Prem Pay button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.



Figure 46: Leave/PremPay Request Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

	Help	Logout
Current Premium Pay Requests		
Change Employee Type Show All VDpdate		
Change Request Type Show Pending V Update		
Status ^[+] Employee ^[+] Request Type ^[+] From Date ^[Y] To Date ^[+]	Total	Hrs[+]
Edit Pending PATRICIA DOE (DOEP) Compensatory Time Earned Dec 22 2015 (2015-25) Dec 22 2015 (2015-25)	1	:00
View History Calendar View Return		

Figure 47: Current Premium Pay Requests Page



3. Select the **Edit** button next to the applicable premium pay request to be approved or denied. The Approve/Deny Premium Pay Request page is displayed.

Help Logout

Approve/Deny Premium Pay Request

Request by: PATRICIA DOE (DOEP)

Request Information	
Premium Pay Type	Compensatory Time Earned
Transaction Type	32 - Comp Time Earned
Submitted Date	May 19 2016 10:27 AM
Leave Balance	None Available
Hours Requested	1:00 hours

	December 2015						
5	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:		24 Hour: From: To:	25 Hour: From: To: Christmas Day	26 Hour: From: To:
27	Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Employee Remarks

(3500 chars max)

Supervisor Remarks (3500 chars max)		
	^	
	\checkmark	
L	Approve Deny Cancel	

Figure 48: Approve/Deny Premium Request Page

4. Enter any Supervisor Remarks, if applicable.



5. Select the **Approve** button to approve the request.

OR

Select the **Deny** button to deny the request.

OR

Select the Cancel button to cancel. The Current Leave Requests page is displayed.

Note: If you deny the request, a popup appears, and a reason must be given.

Message from webpage
You must provide reasons for denial.
ОК

Figure 49: Deny Popup



Reports

The Supervisor Reports Menu allows supervisors to run the following reports in webTA:

- Default Schedule Report
- Telework Employees Report
- Telework Hours Report

Help Logout

Supervisor Reports Menu

Def. Schedule	Default Schedule Report
Telework Emps	Teleworking Employees by Days Teleworked
Telework Hours	Summary of Hours Teleworked by Pay Period

Return

Figure 50: Supervisor Reports Menu

This section includes the following topics:

Default Schedule Report	61
Telework Employees Report	62
Telework Hours Report	64
Leave Audit Report	67

Default Schedule Report

This report will list the default schedule, if applicable, for all employees for a supervisor.



To Run the Default Schedule Report:

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

		Help	Logout
Sup	pervisor	Reports Menu	
	Def. Schedule	Default Schedule Report	
	Telework Emps	Teleworking Employees by Days Teleworked	
	Telework Hours	Summary of Hours Teleworked by Pay Period	
		Return	

Figure 51: Supervisor Reports Menu

2. Select the **Def. Schedule** button. The Default Schedule Report is displayed.

	Help	Logout
Ilt Schedule Report		
Employee ID Tour Alternate Schedule Project/Account Week 1 Hours Week 2 Hours Total		
Return		
		Ult Schedule Report Employee ID Tour Alternate Schedule Project/Account Week 1 Hours Week 2 Hours SM TWTFS MTWTFS

Figure 52: Default Schedule Report

- 3. Review the report.
- 4. Select the Return button to return to the Supervisor Reports Menu.

Telework Employees Report

The Teleworking Employees by Days Teleworked report generates a summary report for each day of the pay period teleworked along with Departmental totals for each pay period of a specified date range.



To Run the Telework Employees Report:

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

		Help	Logou
Sup	pervisor	Reports Menu	
	Def. Schedule	Default Schedule Report	
	Telework Emps	Teleworking Employees by Days Teleworked	
	Telework Hours	Summary of Hours Teleworked by Pay Period	
		Return	

Figure 53: Supervisor Reports Menu

2. Select the **Telework Emps** button. The Number of Employees with Days of Telework Criteria page is displayed.

Help Logout

Number of Employees with Days of Telework Criteria

Dev Devied Devee	From	То
Pay Period Range	2016 🗸 🤋 🗸	2016 🗸 9 🗸
	Continue Return	

Figure 54: Number of Employees with Days of Telework Criteria Report

3. Select the applicable pay period range.



4. Select the **Continue** button. The Number of Employees with Days of Telework report is displayed.

					Pav	Periods (09 2015	to 09 20	16					
					ray	renous	09 2015	10 03 20	10					
5 TRANS						Pay P	eriod 25 2	015						1
	Employees with 1 Day	Employees with 2 Days	Employees with 3 Days	Employees with 4 Days	Employees with 5 Days	Employees with 6 Days	Employees with 7 Days	Employees with 8 Days	Employees with 9 Days	Employees with 10 Days	Employees with 11 Days	Employees with 12 Days	Employees with 13 Days	Employ with 1 Days
OCFO														
Department Fotal														

Figure 55: Number of Employees with Days of Telework Report

5. Select the **Download** button to download the report.

OR

Select the **Return** button. The Number of Employees with Days of Telework Criteria page is displayed.

Telework Hours Report

The Summary of Hours Teleworked by Pay Period report generates a summary report for the number of hours teleworked for each week of the pay period along with Departmental totals for each pay period in a specified date range.



To Run the Telework Hours Report:

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

d
bd

Figure 56: Supervisor Reports Menu

2. Select the Telework Hours button. The Telework Hours Report Criteria page is displayed.

Hel	p	Log	out
		_	

Telework Hours Report Criteria

Pay Period Range 2016 V 9 V 2016 V 9 V Continue Return		From	То
Continue Return	Pay Period Range	2016 🗸 9 🗸	2016 🗸 9 🗸
Continue Return			
	[Continue Return	

Figure 57: Telework Hours Report Criteria Report

3. Select the applicable pay period range.



4. Select the Continue button. The Number of Hours Teleworked report is displayed.

Help Logout

Number of Hours Teleworked

Pay Periods 09 2015 to 09 2016

Pay	Period	25 201	5
	Week 1	Week 2	Pay Period Total
OCFO			
Department Total			
Department Total			
Download	Sum	mary	Return

Figure 58: Number of Hours Teleworked Report

5. Select the **Download** button to download the report.

OR

Select the Summary button to view a summary (by Agency) of the report.

			Help	Logout
Summary	of Hours Te	leworked	I	
	Pay Periods 09 2015	ō to 09 2016		
	Bureau	Total Hours		
	OCF0			
	Department Total			
	Download	əturn		

Figure 59: Summary of Hours Teleworked Report

OR

Select the **Return** button. The Number of Employees with Days of Telework Criteria page is displayed.



Leave Audit Report

To Run a Leave Audit Report:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

							Help	Logout
Select	Emp	loyee						
	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor		
•)	DOE, PATRICIA	xxxxxx	25 - 2015	XXXXXX	DOEJ		
Se	elected Em		Locator Info	o Certified	F&As Leave /	Audit		
			Certify A	II Return				

Figure 60: Select Employee Page

- 2. If more than one employee is listed on the Select Employee page, select the applicable employee.
- 3. Select the Leave Audit button. The Leave Audit Report page is displayed.

		Гист		Та			
Pay Period	I Range	From 015 ✓ 1	✓ 20 ²	To 15 ✓ 24 ∨	-		
Leave Typ	e Ann	ual		~			
		Update					
eave Audit	(Annual) For I	· ·	OE (DOEP	·)	1		
eave Audit Pay Period	Manual	PATRICIA D			Used	Balance	Max. Available
	Manual	PATRICIA D			Used 0:00	Balance 12:00	Max. Available 20:0
Pay Period	Manual	PATRICIA D	Accrued	Available			

Figure 61: Leave Audit Report Page



- 4. Select the applicable pay period range to be included on the report.
- 5. Select the applicable leave type to be included on the report.
- 6. Select the Update button to save the selected time frame and leave type.
- 7. Select the **Download PDF** button to display the report as a PDF. The PDF is displayed.

Name:	PATRICIA DO	E					
Leave Type:	Annual						
Pay Period Rang	je: 01 - 2015 to 24	- 2015					
Pay Period	Forward	Manual Adjust	Accrued	Available	Used	Balance	Max. Available
24 - 2015	8:00	0:00	4:00	12:00	0:00	12:00	20:00
23 - 2015							
23 - 2015	4:00	0:00	4:00	8:00	0:00	8:00	20:00

Figure 62: Leave Audit Report (pdf)

OR

Select the Return button to return to the Select Employee page.

1. Select the back arrow (in the browser) to return to the Leave Audit Report page.



Delegation

A supervisor may delegate his/her supervisory role in the event that they are unavailable to certify T&As. Assigned delegates will have all of the rights for the employees assigned directly to the original supervisor.

When a supervisor is designated as a delegate for another supervisor(s), the delegate will not have access to any delegated employees, only the supervisor's actual employees.

Delegation remains in effect until the user ID of the delegate is removed from the list.

For more information see:

Searching for a Supervisor to Assign Delegation to	69
Assigning Delegation	71
Removing Delegation	72

Searching for a Supervisor to Assign Delegation to

To Search for a Supervisor to Assign Delegation to:

1. Select the **Delegate** button from the Supervisor Main Menu. The Delegate Supervisor Role page is displayed.

		Ipervisor Role	 Logout
		Current Delegates	
		No delegates for this role.	
	Add	Search	
l	U	ndelegate All Return	

Figure 63: Delegate Supervisor Role Page



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

Help Logout

Search for Supervisor

	Last Name	First Name	User ID	Timekeeper	Supervisor	Org
Select	DOE	ЛНОГ	XXXXXX	DOEM	DOET	OCFO/70
Select	DOE	THOMAS	XXXXXX	DOEM	DOET	OCFO/70
Select	DOE JR	ЛНОГ	XXXXXX	DOEM	DOET	OCFO/70



Figure 64: Search for Supervisor Page

3. Complete the fields as follows:

Field	Description/Instruction
Employee's Last Name	Enter the last name of the supervisor to assign delegation. If you complete the Employee's SSN field, you do not need to complete this field.
Employee's First Name	Enter the first name of the supervisor to assign delegation. This is an optional field.
Employee's SSN	Enter the SSN of the supervisor to assign delegation. If you complete the Employee's Last Name field, you do not need to complete this field.

4. Select the **Search** button to search for the applicable supervisor. A list of applicable supervisor(s) is displayed.

OR

Select the **Cancel** button to cancel the search and return to the Delegate Supervisor Role page.



Assigning Delegation

To Assign Delegation:

1. Select the **Delegate** button from the Supervisor Main Menu. The Delegate Supervisor Role page is displayed.

			Help	Logout			
Delegate Supervisor Role							
		Current Delegates					
		No delegates for this role.					
	Add	Search					
	U	ndelegate All Return					

Figure 65: Delegate Supervisor Role Page

- 2. Type the name of the supervisor to assign delegation to.
- 3. Select the Add button. The person is added.



Removing Delegation

To Remove Delegation:

1. Select the **Delegate** button from the Supervisor Main Menu. The Delegate Supervisor Role page is displayed.

			Help	Logout
		DERID: doej		
		Current Delegates		
	Del	DOEJ1 - DOE, JOHN		
	Add	Search		
	Ur	ndelegate All Return		

Figure 66: Delegate Supervisor Role Page

2. Select the **Del** button next to the person to be removed. The person is removed.



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 Supervisor Main Menu. The Task List page is displayed.

					Help Logout
Та	ask	List			
		From	Date/Time	Туре	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.
		Clea	ar Selected CI	ear All	Clear This Page Return

Figure 67: 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 Supervisor Main Menu is displayed.



Locator Information

To View Locator Information:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

							Help	Logou
Select	Emp	loyee						
	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor		
	۲	DOE, PATRICIA	xxxxxx	25 - 2015	XXXXXX	DOEJ		
	Selected Em	· ·	Locator Inf	o Certified 1	F&As Leave /	Audit		
			Certify A	ll Return				

Figure 68: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.



3. Select the Locator Info button. The Locator Info page is displayed.

Help Logout

Locator Info

Office Contact Information for PATRICIA DOE Building Street Address 1 Street Address 2 **Room Number** Mail Stop/ Routing Code City State Zip Code Country Army Post Office(APO) **Office Phone** Extension **Cell Phone** Pager Email/Internet Fax Return

Figure 69: Locator Info Page

Note: Only the employee or the timekeeper may change locator information. The supervisor may only view this information.

The following fields are displayed:

Field	Description/Instruction
Building	Displays the employee's building information.
Street Address 1	Displays the first line of the building's street address.
Street Address 2	Displays the second line of the building's street address, if applicable.
Room Number	Displays the room number where the employee works, if applicable.



Field	Description/Instruction
Mail Stop/Routing Code	Displays the mail stop/routing code where the employee works, if applicable.
City	Displays the city.
State	Displays the State.
Zip Code	Displays the ZIP code.
Country	Displays the country.
Army Post Office (APO)	Displays the Army Post Office information, if applicable.
Office Phone	Displays the employee's office phone number.
Extension	Displays the extension number, if applicable.
Cell Phone	Displays the employee's cell phone number, if applicable.
Pager	Displays the employee's pager number, if applicable.
Email/Internet	Displays the employee's email/internet information, if applicable.
Fax	Displays the employee's fax number, if applicable.

- 1. View the information.
- 2. Select the **Return** button. The Select Employee page is displayed.



Master Supervisor

The Master Supervisor can search for all employees for an organization to be able to view or certify their T&As. For more information on searching for an employee, see *Search* (on page 42). The Master Supervisor can also review and certify T&As for any employee within their organization before the T&A is sent for NFC for processing. For more information on reviewing and certifying T&As, see *Viewing/Certifying a T&A* (on page 35).

	Help Logo
Master Supervisor Main Menu	
Search For Employee	
User Functions Change Password View Tasks (13)	
Employee Supervisor Master Supervisor	

Figure 70: Master Supervisor Main Menu



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