



webTA 3.8 - Timekeeper



PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 3.8 - Timekeeper



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Latest Update Information

Section	Description of Change
webTA 3.8 Timekeeper Procedure	This is the first issuance of the webTA 3.8 Timekeeper procedure manual. The Employee, HR Administrator, and Supervisor 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. Save changes?</i> 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.

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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 through 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.

Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in the Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.



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:

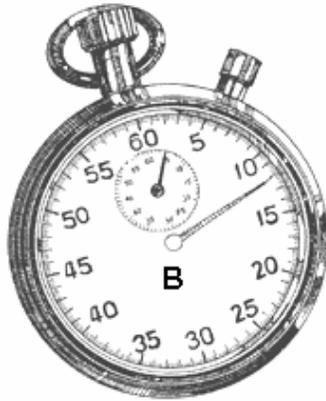
- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Lincpass)

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.



Time & Attendance

Please [login](#) to the Time & Attendance System

Figure 1: Time & Attendance Login Page



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

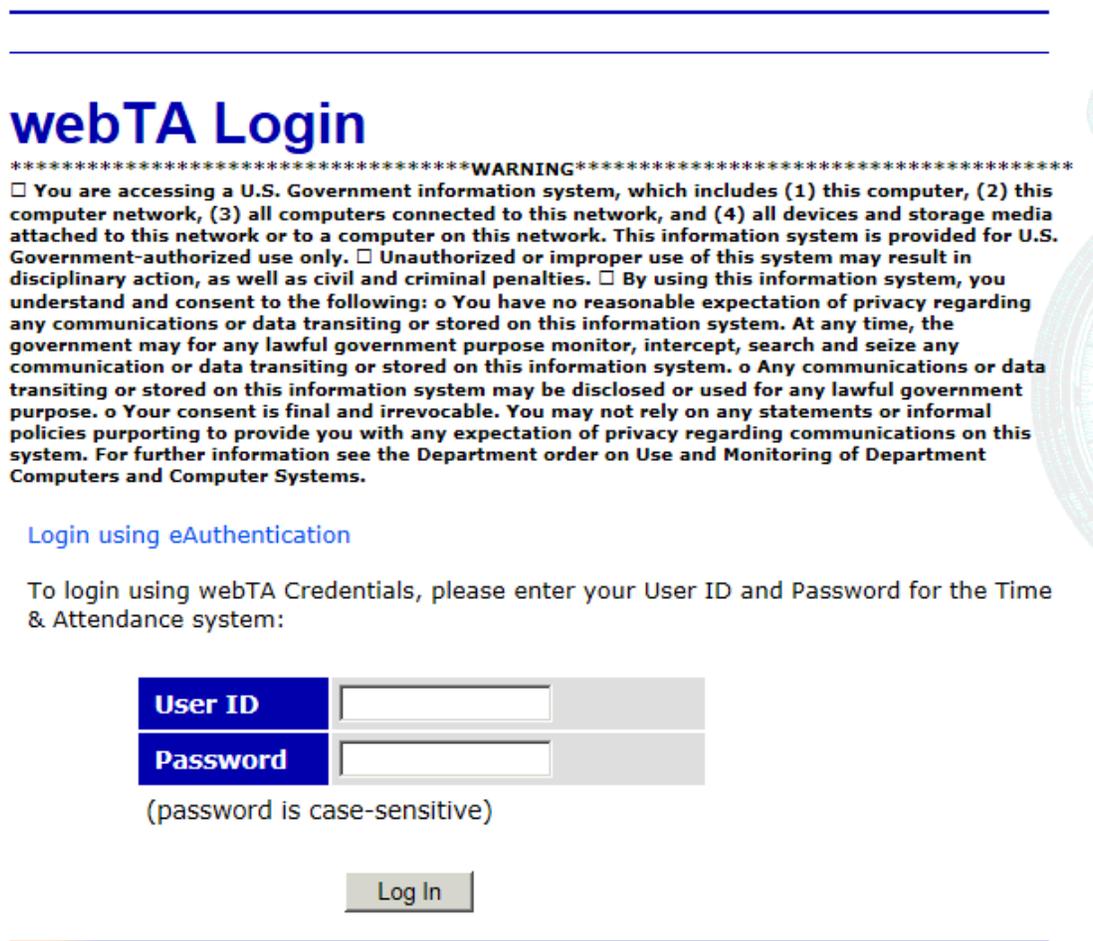


Figure 2: webTA Login Page

5. Complete the fields as follows:

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

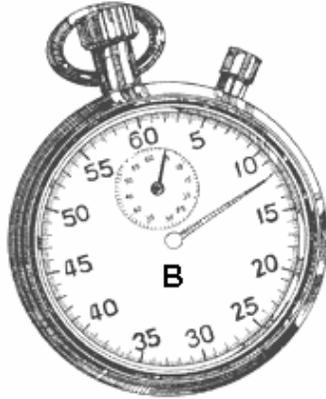
6. Select the **Log In** button. The Main Menu page is displayed.

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

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



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



Time & Attendance

Please [login](#) to the Time & Attendance System

Figure 3: Time & Attendance Login Page



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

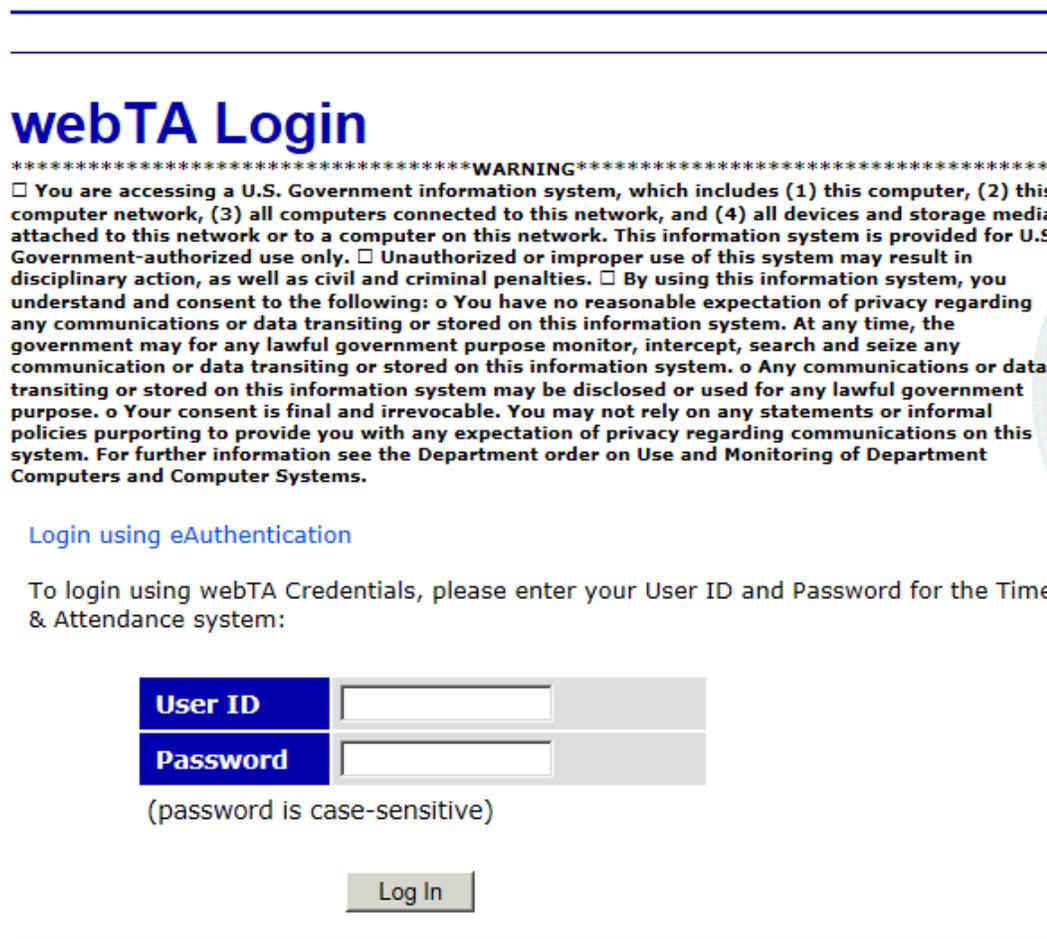


Figure 4: webTA Login Page



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

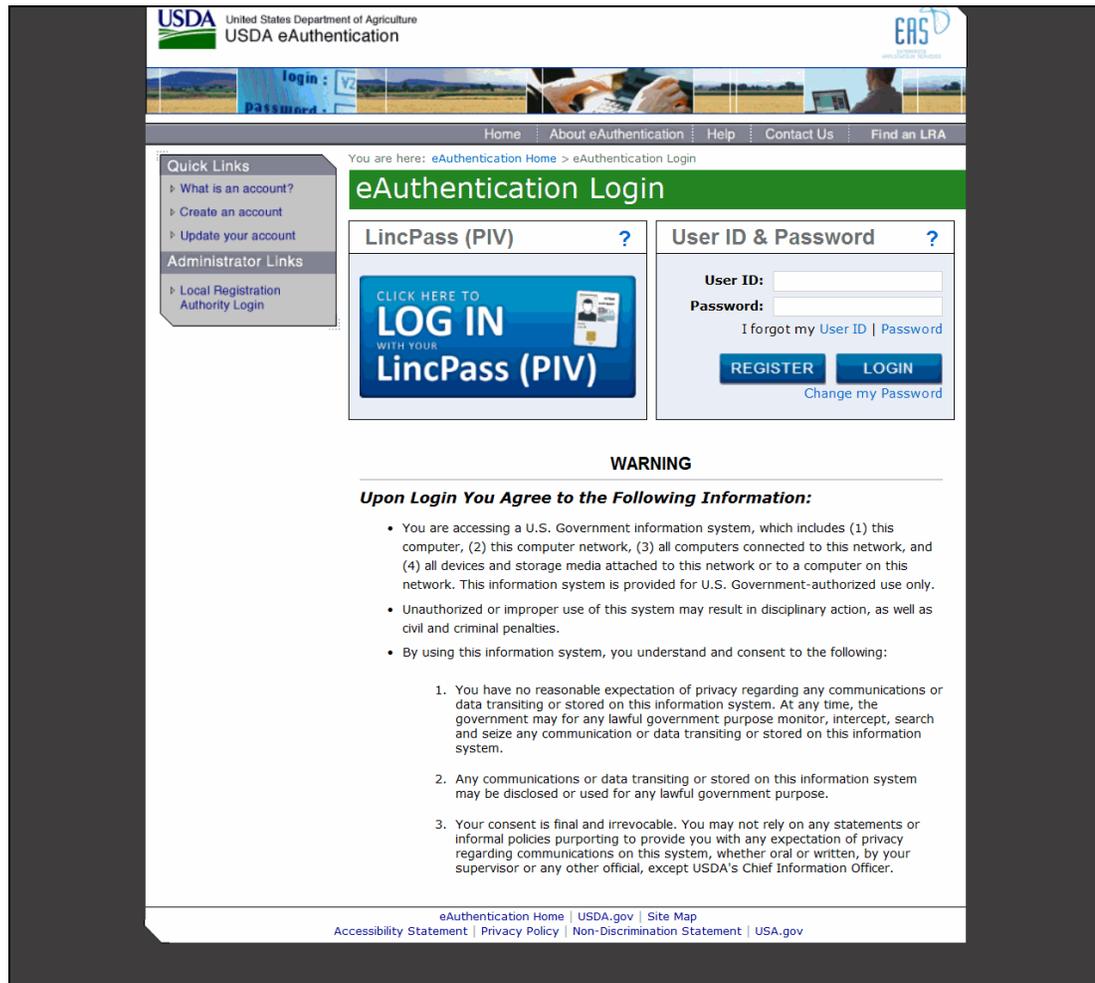


Figure 5: eAuthentication Login Page

6. Complete the fields as follows:

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

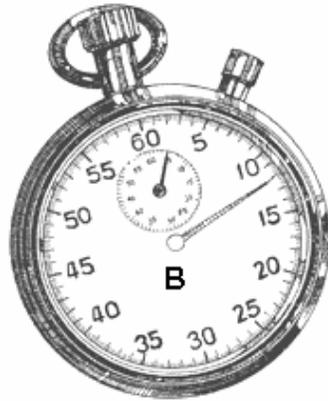
7. Select the **LOGIN** button. The Main Menu page is displayed.

To Log In Using eAuthentication with LincPass:

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



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



Time & Attendance

Please [login](#) to the Time & Attendance System

Figure 6: Time & Attendance Login Page

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



webTA Login

*****WARNING*****

□ 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: o 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. o Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. o 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. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Login using eAuthentication](#)

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

User ID	<input type="text"/>
Password	<input type="password"/>

(password is case-sensitive)

Figure 7: webTA Login Page



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

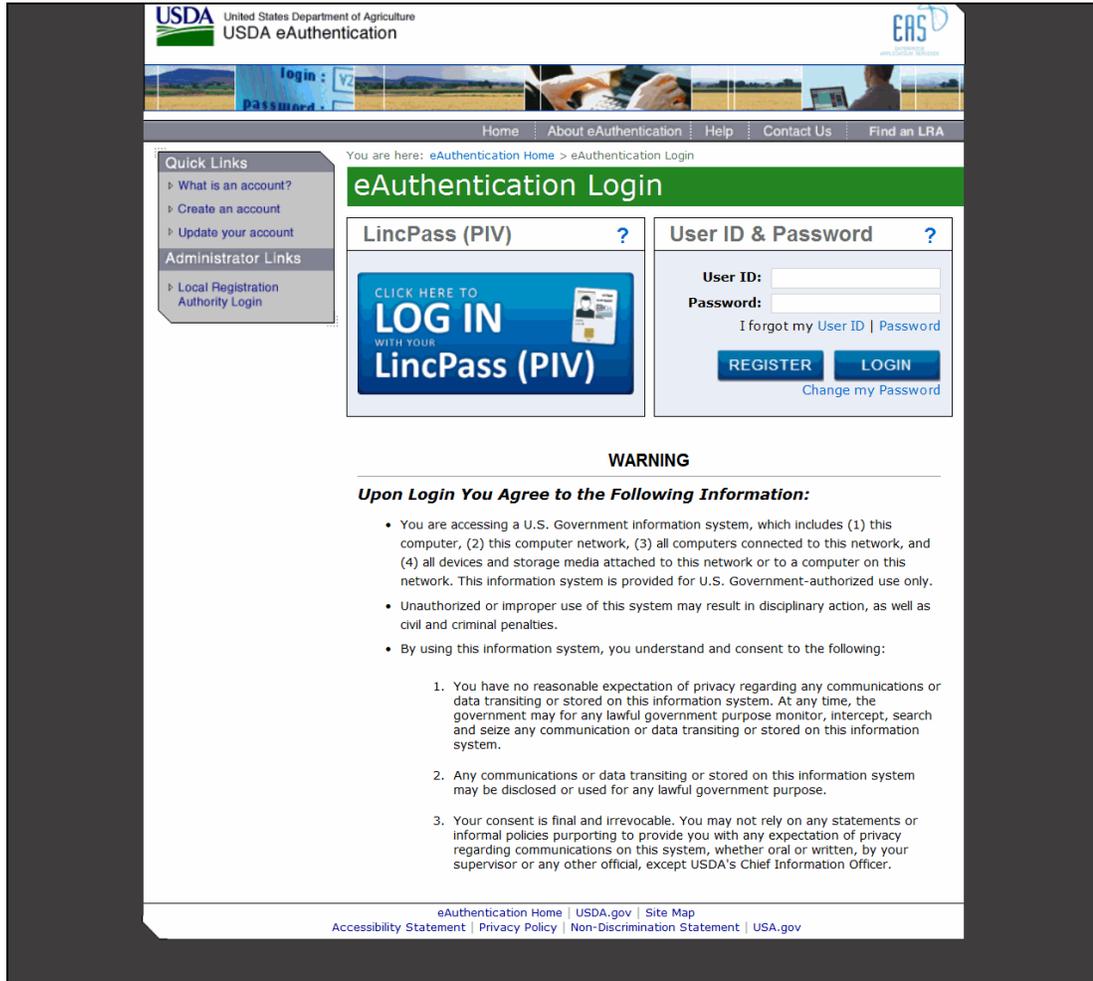


Figure 8: eAuthentication Login Page



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

USDA United States Department of Agriculture
USDA eAuthentication

You are here: [eAuthentication Home](#) > [eAuthentication Login](#)

eAuthentication Login

Agency Partner Login ?

Please select your Agency

Select an Agency... ▼

Use this Agency Login every time I log into eAuthentication

SUBMIT

WARNING

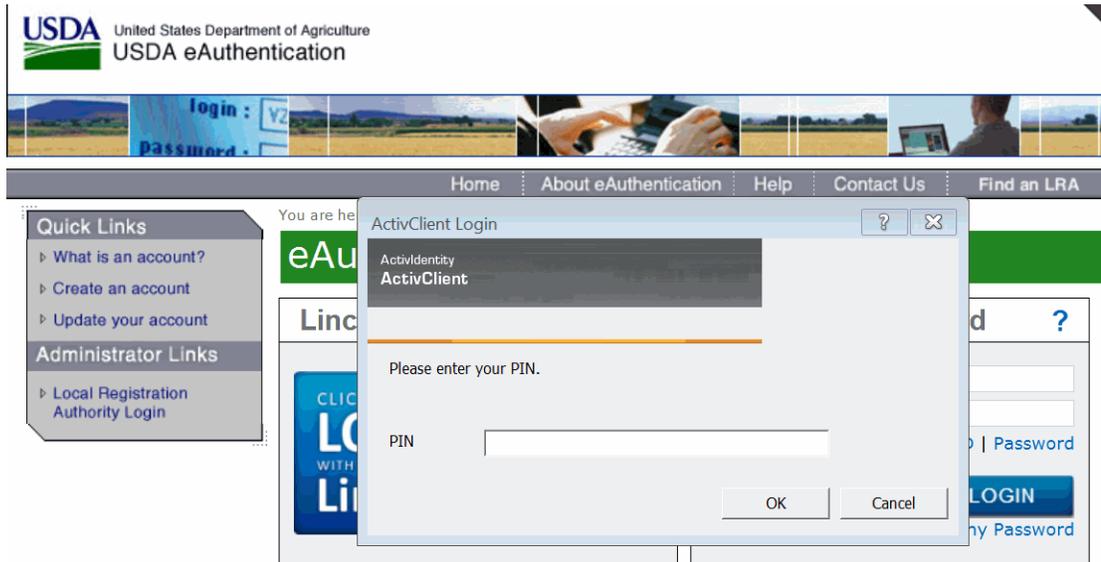
Upon Login You Agree to the Following Information:

- 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:
 1. 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.



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

Figure 10: ActivClient Login Page

8. Complete the PIN field.



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

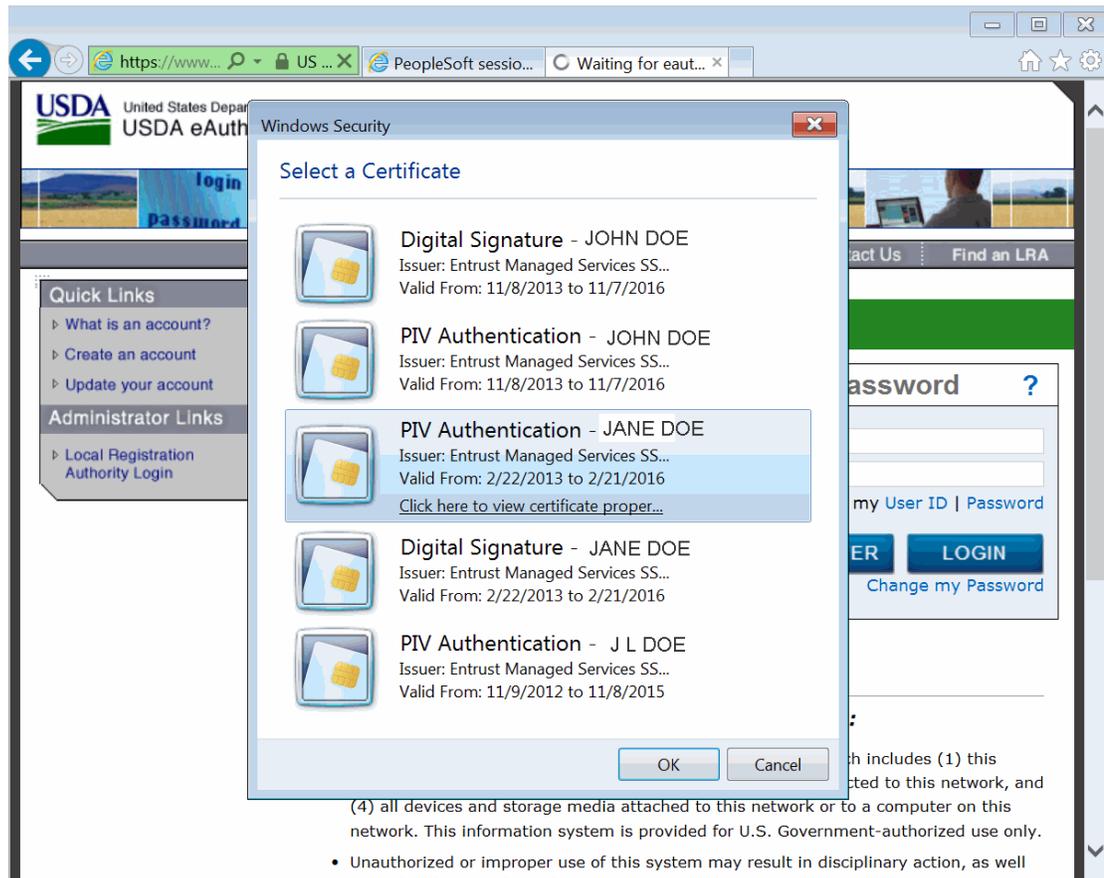


Figure 11: Select a Certificate Page

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 Passwords

webTA allows users to change their passwords based on the Agency's requirements. However, if an employee forgets their password, some Agencies allow a Timekeeper to assign new passwords; but for most Agencies, only an HR Administrator can assign new passwords.



For more information see:

Changing Your Password27
Changing an Employee's Password28

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	<input type="text"/>
New Password	<input type="text"/>
New Password (again)	<input type="text"/>

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.



Changing an Employee's Password

Some Agencies allow Timekeepers to change an employee's password. This may only be done at Agencies that log into webTA with a user ID and password, not eAuthentication users.

Note: All HR Administrators may change any user's password.

To Change an Employee's Password:

1. Select the employee from the Select Employee page or the Search Results page.

[Help](#) [Logout](#)

Select Employee

	Employee	User Id	Timekeeper	Supervisor	Org
<input type="radio"/>	DOE JR, JOHN	DOEJ	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, ALICE	DOEA	DOEM	DOET	OCFO/70
<input type="radio"/>	Doe, Amy	DOEA1	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, BETTY	DOEB	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, CARL	DOEC	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, DON	DOED	DOEM	DOET	OCFO/70
<input type="radio"/>	Doe, Frank	DOEF	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, HENRY	DOEH	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, JANE	DOEJ2	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, JOHN	DOEJ1	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, LARRY	DOEL	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, MARY	DOEM	DOEM	DOET	OCFO/70
<input type="radio"/>	DOE, PATRICIA	DOEP	DOEA	DOEJ	OCFO/70

Selected Employee

Figure 13: Select Employee Page



2. Select the **Emp Profile** button. The Employee Profile page is displayed.

[Help](#) [Logout](#)

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	<input type="text" value="DOEJ"/>
Password	<input type="password" value="....."/>
Password (again)	<input type="password" value="....."/>
First Name	<input type="text" value="JOHN"/>
Middle Name or Initial (Optional)	<input type="text"/>
Last Name	<input type="text" value="DOE JR"/>
Social Security Number	<input type="text" value="000-00-****"/>
E Auth Internal ID	<input type="text"/>
Supervisor's User ID	<input type="text" value="DOET"/> <input type="button" value="Search"/>
Timekeeper's User ID	<input type="text" value="DOEM"/> <input type="button" value="Search"/>
Organization	<input type="text" value="OCFO/70"/> <input type="button" value="Search"/>

Figure 14: Employee Profile Page

3. Enter a new password for the employee in the Password field.
4. Reenter the new password in the Password (again) field.
5. Select the **Save** button. The Select Employee page 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.

[Help](#) [Logout](#)

Current Premium Pay Requests

Change Employee Type Show All

Change Request Type Show Pending

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="View"/>	Pending	JOHN DOE JR (DOEJ)	Compensatory Time Earned	Apr 30 2016 (2016-08)	Apr 30 2016 (2016-08)	4:00
<input type="button" value="View"/>	Pending	THOMAS DOE (DOET)	Compensatory Time Earned	Nov 09 2015 (2015-22)	Nov 09 2015 (2015-22)	2:00

Figure 15: Example of a Page with Sorting Lists

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

OR

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

Help

Help is available on all pages in webTA.



To Access Help in webTA:

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

Employee Module

Contents

- [Introduction](#)
- [Getting Started](#)
- [Main Menu](#)**
- [Edit T&A Data](#)
 - [Validate](#)
- [View T&A Summary](#)
- [Leave/Premium Pay](#)
- [Edit Locator Info](#)
- [Edit Default Schedule](#)
- [Certified T&A's](#)
- [Account Table](#)
- [Create Account](#)
- [webTA Reports](#)
- [Send Task](#)

- [Change Password](#)
- [View Tasks](#)

Main Menu

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

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

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

Your menu options include:

Edit T&A Data

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

T&A Summary

Figure 16: Example of Help Page

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



Timekeeper

The Timekeeper Main Menu provides access to all T&A functions for the Timekeeper. Access is restricted to only those employees who are assigned or delegated to the Timekeeper.

Timekeepers are able to:

- Add new employees.

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

- Manage an employee profile.
- Add new accounting codes.
- Enter and validate T&A data on behalf of the employee.
- View leave and premium pay requests.
- Review an employee's previously certified T&A data.

[Help](#) [Logout](#)

Timekeeper Main Menu

Select	Select Employee
Search	Search For Employee
Add	Add Employee
Tkp Profile	Edit Timekeeper Profile
Take Over	Take Over as Employee's Timekeeper
Accounts	Account Table
Leave/Prem Pay	Leave and Premium Pay Requests
Reports	webTA Reports

User Functions

Delegate

Change Password

View Tasks (0)

Employee

Timekeeper

Figure 17: Timekeeper Main Menu

This section includes the following topics:



Editing a Timekeeper Profile	34
Delegating the Timekeeper Role	35
Viewing Tasks.....	38
Taking Over as an Employee's Timekeeper	39

Editing a Timekeeper Profile

TK Profile allows Timekeepers to edit their Timekeeper values. These are the default values assigned to employees when they are assigned to the Timekeeper.

To Edit Timekeeper Profile:

1. Select the **TK Profile** button from the Timekeeper Main Menu page. The Edit Timekeeper Profile page is displayed.

[Help](#) [Logout](#)

Edit Timekeeper Profile

This information is used to populate an employee's master record when they are assigned to you.

Timekeeper USERID: DOEM

Timekeeper Profile	
Agency	OCFO
State	LA ▾
Town	1690
Unit	40
Timekeeper	56

Figure 18: Edit Timekeeper Profile Page

2. Edit the applicable fields as follows:

Field	Description/Instruction
Agency	Displays the Agency code.



Field	Description/Instruction
State	Displays the Timekeeper's State.
Town	Displays the 4-digit town code.
Unit	Displays the 2-digit unit code.
Timekeeper	Displays the 2-digit Timekeeper code.

3. Select the **Save** button.

Delegating the Timekeeper Role

Delegate allows Timekeepers to designate a delegate to perform timekeeping duties in the event of their absence. The delegates have the same rights to webTA records as the original Timekeepers. Timekeepers may delegate as many alternates as they choose. Delegates remain in effect until removed from the current delegate list.

To Delegate Your Timekeeper Role:

1. Select the **Delegate** button from the User Functions list on the Timekeeper Main Menu page. The Delegate Timekeeper Role page is displayed.

[Help](#) [Logout](#)

Delegate Timekeeper Role

Timekeeper delegates for USERID: DOEM

Current Delegates

No delegates for this role.

AddSearch

Undelegate All Return

Figure 19: Delegate Timekeeper Role Page

2. Enter the user ID of the delegate in the text box and select the **Add** button.



OR

Select the **Search** button to search for the Timekeeper's user ID, if unknown. The Search for Timekeeper page is displayed.

[Help](#) [Logout](#)

Search for Timekeeper

Employee's Last Name	<input style="width: 150px; height: 20px;" type="text"/>
Employee's First Name	<input style="width: 150px; height: 20px;" type="text"/>
Employee's SSN	<input style="width: 150px; height: 20px;" type="text"/>

Figure 20: Search for Timekeeper Page

1. Complete the fields as follows:

Field	Instruction
Employee's Last Name	Enter at least one character of the employee's last name.
Employee's First Name	Enter at least one character of the employee's first name.
Employee's SSN	<i>Optional.</i> Enter the employee's SSN.



2. Select the **Search** button. The Delegate Timekeeper Role page is displayed. If the employee is found, the text box is populated; if more than one employee is found, the search results are displayed.

[Help](#) [Logout](#)

Delegate Timekeeper Role

Timekeeper delegates for USERID: DOEM

Current Delegates	
No delegates for this role.	
Add	<input type="text" value="DOEA"/> Search
Undelegate All Return	

Figure 21: Delegate Timekeeper Role Page - Add Delegate

3. Select the **Add** button. The selected Timekeeper is listed as a current delegate.

[Help](#) [Logout](#)

Delegate Timekeeper Role

Timekeeper delegates for USERID: DOEM

Current Delegates	
Del	DOEA - DOE, ALICE
Add	<input type="text"/> Search
Undelegate All Return	

Figure 22: Delegate Timekeeper Role Page - Delegate Added

Note: To remove delegate, select the **Del** button next the delegate or select the **Undelegate All** button to remove all delegates.



Viewing 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 Tasks:

1. Select the **View Tasks** button from the User Functions list on the Timekeeper Main Menu page. The Task List page is displayed.

	From	Date/Time	Type	Description
<input type="checkbox"/> Clear	DOEA	May 19 2016 10:43 AM	REASSIGN	Timekeeper DOEA has taken over employee DOEP.
<input type="checkbox"/> Clear	DOEJ	Apr 29 2016 11:39 AM	USER	test
<input type="checkbox"/> Clear	DOET	Dec 11 2015 3:28 PM	NOTIFY	Leave request of employee, MARY DOE (DOEM) for, Annual Leave, 8 hours on 14-DEC-15 -- for a total of 8 hour(s) is approved..
<input type="checkbox"/> Clear	SYSTEM	Nov 16 2015 9:00 PM	BUILD	TA record (PP=23, LY=2015) for employee JOHN DOE has been reset while rolling forward corrected leave balances.

Clear Selected Clear All Clear This Page Return

Figure 23: Task List Page

The following fields are displayed on the Task List page.

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



1. Review the tasks.
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 and return to the Timekeeper Main Menu page.

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 to return to the Timekeeper Main Menu page.

Taking Over as an Employee's Timekeeper

Take Over allows Timekeepers to take over as Timekeeper for employees assigned to other Timekeepers. A task is sent to the previous Timekeeper and HR Administrator notifying them of the change.



To Takeover as Timekeeper:

1. Select the **Take Over** button from the Timekeeper Main Menu page. The Take Over as Employee's Timekeeper page is displayed.

[Help](#) [Logout](#)

Take Over as Employee's Timekeeper

Pressing 'Take Over' below will reassign this employee to you. A task will be sent to the old timekeeper and the administrators notifying them of this change.

Employee to take over

Employee User ID	<input type="text"/>	Search
-------------------------	----------------------	--------

Take Over Cancel

Figure 24: Take Over as Employee's Timekeeper Page

2. Enter the Employee's user ID in the text box, if known, and select the **Take Over** button.



OR

Select the **Search** button to find employee's user ID. The Search for Employee page is displayed.

[Help](#) [Logout](#)

Search for Employee

Employee's Last Name	<input type="text"/>
Employee's First Name	<input type="text"/>
Employee's SSN	<input type="text"/>

Figure 25: Search for Employee Page

1. Complete the fields as follows:

Field	Instruction
Employee's Last Name	Enter at least one character of the employee's last name.
Employee's First Name	Enter at least one character of the employee's first name.
Employee's SSN	<i>Optional.</i> Enter the employee's SSN.



2. Select the **Search** button. The Take Over as Employee's Timekeeper page is displayed. If the employee is found, the text box is populated, if more than one employee is found, the search results are displayed.

[Help](#) [Logout](#)

Take Over as Employee's Timekeeper

Pressing 'Take Over' below will reassign this employee to you. A task will be sent to the old timekeeper and the administrators notifying them of this change.

Employee to take over

Employee User ID	DOEJ2	Search
<input type="button" value="Take Over"/> <input type="button" value="Cancel"/>		

Figure 26: Take Over as Employee's Timekeeper Page - Add Employee

1. Select the **Take Over** button. webTA assigns the user as the new Timekeeper and returns to the Timekeeper Main Menu page.



Selecting an Employee

The Timekeeper Select Employee page displays a list of employees who are directly assigned to or delegated to the Timekeeper. If both are in the list, the employees directly assigned to the Timekeeper are listed first. There are two lists with functions available to perform on the selected T&A or selected employee.

Note: Timekeepers are able to validate all T&As by selecting the **Validate All** button. For more information on validating T&As, see **Validating T&As** (on page 75).

To Select an Employee:

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

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/> Val by Tkp	DOE JR, JOHN	DOEJ	13 - 2016	DOEM	DOET
<input type="radio"/> Val by MstrTkp	DOE, ALICE	DOEA	13 - 2016	DOEM	DOET
<input type="radio"/> No Profile	Doe, Amy	DOEA1	14 - 2016	DOEM	DOET
<input type="radio"/> Val by Emp	DOE, BETTY	DOEB	13 - 2016	DOEM	DOET
<input type="radio"/>	DOE, CARL	DOEC	14 - 2016	DOEM	DOET
<input type="radio"/> Certified	DOE, DON	DOED	13 - 2016	DOEM	DOET
<input type="radio"/>	Doe, Frank	DOEF	13 - 2016	DOEM	DOET
<input type="radio"/>	DOE, HENRY	DOEH	13 - 2016	DOEM	DOET
<input type="radio"/>	DOE, JANE	DOEJ2	13 - 2016	DOEM	DOET
<input type="radio"/>	DOE, JOHN	DOEJ1	13 - 2016	DOEM	DOET
<input type="radio"/>	DOE, LARRY	DOEL	13 - 2016	DOEM	DOET
<input type="radio"/> Certified	DOE, MARY	DOEM	13 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 27: Timekeeper Select Employee Page

The following fields are displayed on the Timekeeper Select Employee page:



Field	Description
Status	Displays the status of each T&A. Valid values are:
	Value Meaning
	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 employee's name.
User Id	Displays the employee's user ID.
Pay Period	Displays the pay period number and year.
Timekeeper	Displays the Timekeeper's user ID.
Supervisor	Displays the Supervisor's user ID.

1. Select the appropriate employee.
2. Select the applicable action from the available choices.

The following buttons are available from the Selected T&A menu on the Timekeeper Select Employee page.

- Edit T&A
- T&A Profile
- Leave
- Set Pay Period
- Delete
- Validate
- Summary



The following buttons are available from the Selected Employee menu on the Timekeeper Select Employee page.

- Default Schedule
- Correction
- Locator Information
- Certified T&As
- Employee Profile
- Leave Audit

The following pages may be accessed by selecting the applicable button on the Timekeeper Select Employee page:

- T&A Data
- T&A Profile
- Leave Data
- Set Employee Pay Period
- Validation Summary
- T&A Summary
- T&A Data: Default Schedule Page
- Employee Regular Corrections
- Locator Info
- Certified T&A Summaries
- Employee Profile
- Leave Audit Report

1. Select the **Return** button to return to the Timekeeper Main Menu page.

Note: Additional instructions for each function are provided throughout this procedure.



Searching for an Employee

The Search for Employee page allows Timekeepers to search for employees by last name, first name, or SSN. Timekeepers can also limit the search by T&A types and Pay Period.

To Search for an Employee:

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

[Help](#) [Logout](#)

Search for Employee

Employee's Last Name	<input type="text"/>
Employee's First Name	<input type="text"/>
Employee's SSN	<input type="text"/>
Timekeeper	All
T&A Type	All ▼
Pay Period	All ▼

Figure 28: Search for Employee Page

2. Complete the fields as follows:

Field	Instruction
Employee's Last Name	Enter at least one character of the employee's last name.
Employee's First Name	Enter at least one character of the employee's first name.
Employee's SSN	<i>Optional.</i> Enter the employee's SSN.
Timekeeper	N/A



Field	Instruction
T&A Type	Select the T&A type from the drop-down list. Valid values are All , Corrections , Unvalidated , Validated , Certified , and No Profile .
Pay Period	Select the Pay Period from the drop-down list. Valid values are All , Current , Previous , and Older .

3. Select the **Search** button. The Search Results page is displayed.

[Help](#) [Logout](#)

Search Results

Search Criteria: First Name like J AND Last name like Doe

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>		DOE JR, JOHN	DOEJ	21 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	21 - 2015	DOEM	DOET

Selected T&A

Selected Employee

Figure 29: Search Results Page

4. Select the appropriate employee.
5. Select the applicable action from the available choices.

The following buttons are available from the Selected T&A menu on the Search Results page.

- Edit T&A
- T&A Profile
- Leave
- Set Pay Period
- Delete
- Validate



- Summary

The following buttons are available from the Selected Employee menu on the Search Results page.

- Default Schedule
- Correction
- Locator Information
- Certified T&As
- Employee Profile
- Leave Audit

The following pages may be accessed by selecting the applicable button on the Search Results page:

- T&A Data
- T&A Profile
- Leave Data
- Set Employee Pay Period
- Validation Summary
- T&A Summary
- T&A Data: Default Schedule Page
- Employee Regular Corrections
- Locator Info
- Certified T&A Summaries
- Employee Profile
- Leave Audit Report

1. Select the **Return** button to return to the Timekeeper Main Menu page.

Note: Additional instructions for each function are provided throughout this procedure.



Accounting

Timekeepers are allowed to add existing accounting codes to their list of active accounting codes, delete accounting codes from their list, create new accounting codes, and change accounting code descriptions.

Note: If a Timekeeper adds or changes an accounting code description, it changes the description on all T&As using that accounting code.

This section includes the following topics:

Get Account	51
New Account	55

Get Account

Get Account allows Timekeepers to search for and add existing accounting codes for use on an employee's T&A.

To Add an Existing Account to an Employee:

1. Select the **Accounts** button on the Timekeeper Main Menu page. The Active Accounts page is displayed listing available accounting codes and their descriptions.

Note: This list defaults to the first employee in an alphabetical list of employees assigned to the Timekeeper.

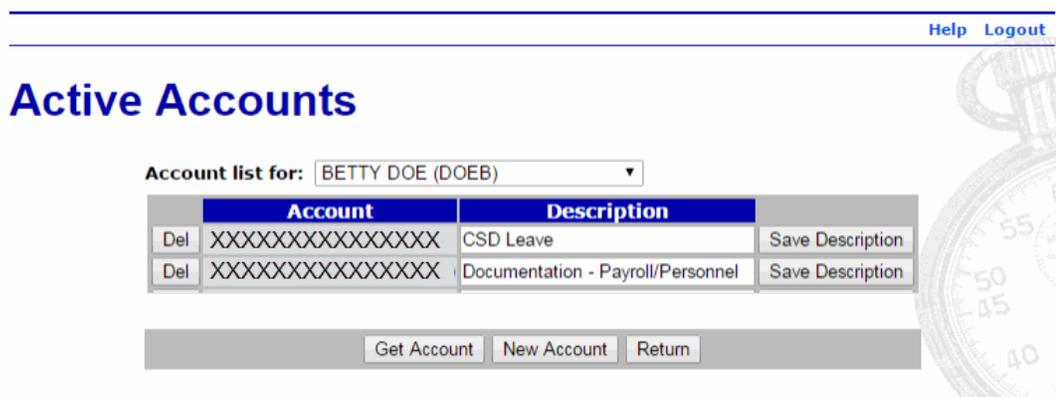


Figure 30: Active Accounts Page



2. Select the appropriate employee from the drop-down list of employees. The Active Accounts page for the selected employee is displayed.

[Help](#) [Logout](#)

Active Accounts

Account list for:

	Account	Description	
Del	XXXXXXXXXXXXXXXXXX	CSD Leave	Save Description
Del	XXXXXXXXXXXXXXXXXX	Documentation - Payroll/Personnel	Save Description

Figure 31: Active Accounts Page

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

Note: The contents of the Search for Account page displayed may differ depending on Agency requirements.

[Help](#) [Logout](#)

Search for Account

**Limit your search by entering the parts of account that you know.
See Online Help for more information.**

Search for accounts for OCFO

Account Information

Fiscal Year	<input type="text"/>	
Program Code	<input type="text"/>	
Function	<input type="text"/>	
Description	<input type="text"/>	

Figure 32: Search for Account Page

4. Complete the fields as follows:

Field	Instruction



Field	Instruction
Fiscal Year	Enter the fiscal year.
Program Code	Enter the program code.
Function	Enter the function code.
Description	Enter the description.

Note: Entering a partial accounting code or description will return any accounts whose account numbers or descriptions contain the information entered. Leaving boxes empty will return a list of all the accounts available to you.

- Select the **Find Account** button. The Browse for Account page is displayed with accounts matching the search criteria.

Figure 33: Browse for Account Page

- Select the **Add** button adjacent to the accounting code to add for the employee's use. The accounting code is now displayed as **listed**.



Note: If there is no description listed, you may add one before selecting the **Add** button.

[Help](#) [Logout](#)

Browse for Account

	Account	Description
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
listed	XXXXXXXXXXXXXXXXXXXX	CSD Leave
listed	XXXXXXXXXXXXXXXXXXXX	Documentation - Payroll/Personnel
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
<input type="button" value="Add"/>	XXXXXXXXXXXXXXXXXXXX	<input type="text"/>
listed	XXXXXXXXXXXXXXXXXXXX	webTA

Figure 34: Browse for Account Page - Account Listed

7. Select the **Return** button. The Active Accounts page is displayed with the new account listed.

[Help](#) [Logout](#)

Active Accounts

Account list for:

	Account	Description	
Del	XXXXXXXXXXXXXXXXXXXX	CSD Leave	<input type="button" value="Save Description"/>
Del	XXXXXXXXXXXXXXXXXXXX	Documentation - Payroll/Personnel	<input type="button" value="Save Description"/>
Del	XXXXXXXXXXXXXXXXXXXX	webTA	<input type="button" value="Save Description"/>

Figure 35: Active Accounts Page - Account Added

8. Select the **Return** button to return to the Timekeeper Main Menu page.



New Account

New Account allows Timekeepers to add an accounting code to existing accounts for use on an employee's T&A. The accounting code added must be valid in MASC.

To Add a New Account:

1. Select the **Accounts** button from the Timekeeper Main Menu page. The Active Accounts page opens listing available accounting codes and their descriptions.

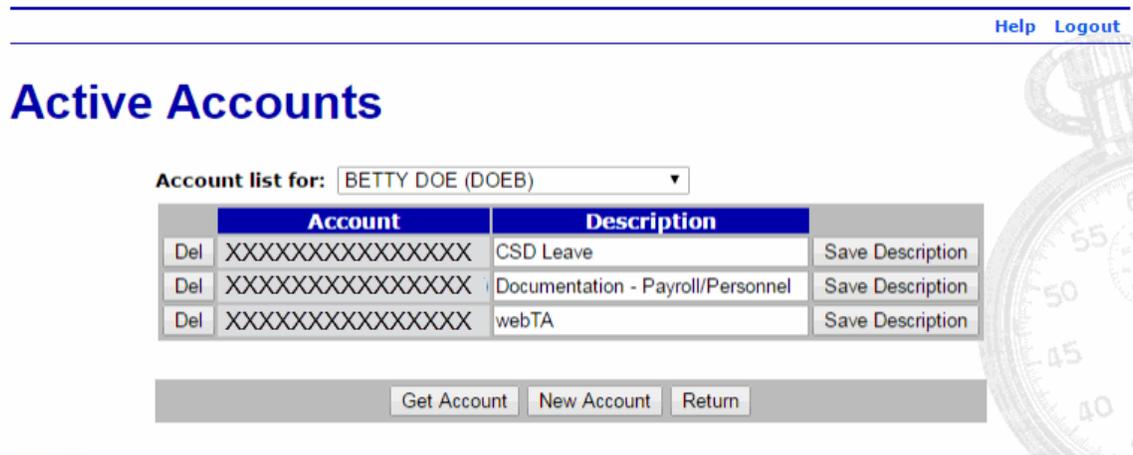


Figure 36: Active Accounts Page - Account Added

2. Select the **New Account** button. The Account Creation Wizard page is displayed.

Note: The contents of the Account Creation Wizard page displayed may differ depending on Agency requirements.



Figure 37: Account Creation Wizard Page

3. Complete the fields as follows:

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



Field	Instruction
Fiscal Year	Enter the fiscal year.
Program Code	Enter the program code.
Function	Enter the function.
Description	Enter the description of the new accounting code.

4. Select the **Finish** button. The Active Accounts page is displayed with new account listed.



Work Time Transactions

Timekeepers may add, edit, and delete work time on an employee's T&A Data Page. The T&A Data page has separate sections for the different types of TCs.

This section includes the following topics:

Adding Work Time	57
Deleting Work Time	61

Adding Work Time

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.



To Add Work Time to an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or the Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 38: Timekeeper Select Employee Page



2. Select the **Edit T&A** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Data page is displayed.

Figure 39: T&A Data Page

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

Figure 40: New Work Time Activity Page

Note: To edit the TC, select the Edit button in the Work Time section of the T&A. The Edit Work Time Activity page is displayed.

4. Complete the fields as follows:

Field	Instruction
Transaction Code	Select the applicable work time TC from the drop-down list.



Field	Instruction
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. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>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).</p> </div>

5. Select the **Save** button to save the TC and return to the T&A Data page. After you select the **Save** button to save the 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. Select the **Edit** button next to the applicable TC in the Work Time section.
2. Complete the fields as follows:

Field	Description/Instruction
Time In	Enter start time in hours and minutes in 15-minute increments.
Time Out	Enter end time in hours and minutes in 15-minute increments.
TC Line	Enter work time in hours and minutes. This field is required.
Work Time Total	Populated with the total work 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 Timekeeper Select Employee page.

OR

Select the **Validate** button to validate the T&A and return to the Timekeeper Select Employee page.

OR

Select the **Cancel** button to cancel the edits and return to the Timekeeper Select Employee page.



Deleting Work Time

Work time transaction codes are deleted from an employee's T&A by selecting the **Del** button in the Work Time section on the T&A Data page.

To Delete Work Time from an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or the Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A
T&A Profile
Leave
Set Pay Period
Delete
Validate
Summary

Selected Employee

Default Schedule
Correction
Locator Info
Certified T&As
Emp Profile
Leave Audit

Validate All
Return

Figure 41: Timekeeper Select Employee Page



2. Select the **Edit T&A** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Data page is displayed.

T&A Data

Name: ALICE DOE Pay Period: 12 : Jun 12, 2016 to Jun 25, 2016
Time Card Type: Regular Leave Year: 2016

Transaction PFI/SA/Account 12 13 14 15 16 17 18 19 20 21 22 23 24 25
S M T W T F S S M T W T F S Wk 1 Wk 2 Total

Work Time

Transaction	PFI/SA/Account	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Wk 1	Wk 2	Total
01 - Regular Base Pay	XXXXXXXXXXXXXXXXXXXX webTA																	
Work Time Total																		

Leave and Other Time

Transaction	PFI/SA/Account	Absence Start	Absence End	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Wk 1	Wk 2	Total
01 - Annual Leave	XXXXXXXXXXXXXXXXXXXX CSD Leave																			
Leave and Other Time Total																				
Daily Total																				

Dollar Transactions

Transaction	Account Description	Dollar Amt	Remarks
17 - Travel Reimbursement	XXXXXXXXXXXXXXXXXXXX Documentation - Payroll/Per...		
Total			

Update Save/Return Validate Cancel

Figure 42: T&A Data Page

3. Select the **Del** button next to the line to be deleted in the Work Time section of the T&A. The TC (line) is deleted.

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



Leave and Other Time Transactions

Timekeepers may add, edit, and delete leave and other time on an employee's T&A Data Page. The T&A Data page has separate sections for the different types of TCs.

This section includes the following topics:

Adding Leave and Other Time	63
Deleting Leave and Other Time	67

Adding Leave and Other Time

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.



To Add Leave and Other Time to an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or the Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 43: Timekeeper Select Employee Page



2. Select the **Edit T&A** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Data page is displayed.

Figure 44: T&A Data Page

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

Figure 45: New Leave and Other Time Activity Page

Note: To edit the TC, select the **Edit** button in the Leave and Other Time section of the T&A. The Edit Leave and Other Time Activity page is displayed.

4. Complete the fields as follows:

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



Field	Instruction
Transaction Code	Select the applicable 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. <u>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).</u>

5. Select the **Save** button to save the TC and return to the T&A Data page. After you select the **Save** button to save the 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 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.
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 Timekeeper Select Employee page.

OR

Select the **Validate** button to validate the T&A and return to the Timekeeper Select Employee page.



OR

Select the **Cancel** button to cancel the edits and return to the Timekeeper Select Employee page.

Deleting Leave and Other Time

Leave and other time transaction codes are deleted from an employee's T&A by selecting the **Del** button in the Leave and Other Time section on the T&A Data page.

To Delete Leave and Other Time from an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or the Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

Help Logout

Timekeeper Select Employee

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>	DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>	DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/> No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/> No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/> No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/> No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 46: Timekeeper Select Employee Page



2. Select the **Edit T&A** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Data page is displayed.

T&A Data

Name: ALICE DOE Pay Period: 12: Jun 12, 2016 to Jun 25, 2016
Time Card Type: Regular Leave Year: 2016

Transaction	Pf/Sf/Account	12	13	14	Jun 15	16	17	18	Wk: 1	19	20	21	Jun 22	23	24	25	Wk: 2	Total
		S	M	T	W	T	F	S		S	M	T	W	T	F	S		
		Time In																
		Time Out																
Edit	01 - Regular Base Pay	XXXXXXXXXXXXXXXXXX																
Del		webTA																
		Work Time Total																
		Absence Start																
		Absence End																
Edit	01 - Annual Leave	XXXXXXXXXXXXXXXXXX																
Del		CSD Leave																
		Leave and Other Time Total																
		Daily Total																

Transaction	Account Description	Dollar Amt	Remarks
Edit	17 - Travel Reimbursement	XXXXXXXXXXXXXXXXXX	
Del			Documentation - Payroll/Per...
		Total	

Update Save/Return Validate Cancel

Figure 47: T&A Data Page

3. Select the **Del** button next to the line to be deleted in the Leave and Other Time section of the T&A. The TC (line) is deleted.

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



Dollar Transactions

Timekeepers may add, edit, and delete dollar transactions on an employee's T&A Data Page. These transactions are used to record monetary expenditures reimbursed to the employee via the T&A. The T&A Data page has separate sections for the different types of TCs.

This section includes the following topics:

Adding Dollar Transactions	69
Deleting Dollar Transactions	72

Adding Dollar Transactions

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.



To Dollar Transactions to an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or the Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 48: Timekeeper Select Employee Page



5. Select the **Save** button to save the dollar TC and return to the T&A Data page. After you select the **Save** button to save the 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. Complete the Dollar Amt field as follows:

Field	Instruction
Dollar Amt	Enter the applicable dollar amount.

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 Timekeeper Select Employee page.

OR

Select the **Validate** button to validate the T&A and return to the Timekeeper Select Employee page.

OR

Select the **Cancel** button to cancel the edits and return to the Timekeeper Select Employee page.

Deleting Dollar Transactions

Dollar transactions are deleted from an employee's T&A by selecting the **Del** button in the Dollar Transaction section on the T&A Data page.



To Delete a Dollar Amount Transaction Code (Line) from an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or the Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 51: Timekeeper Select Employee Page



2. Select the **Edit T&A** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Data page is displayed.

T&A Data

Name: ALICE DOE Pay Period: 12: Jun 12, 2016 to Jun 25, 2016
Time Card Type: Regular Leave Year: 2016

Transaction PFI/SA/Account 12 13 14 Jun 15 16 17 18 Wk:1 19 20 21 Jun 22 23 24 25 Wk:2 Total
S M T W T F S S M T W T F S

Work Time

Transaction	PFI/SA/Account	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Wk:1	Wk:2	Total
01 - Regular Base Pay	XXXXXXXXXXXXXXXXXXXX webTA																	
Work Time Total																		

Leave and Other Time

Transaction	PFI/SA/Account	Absence Start	Absence End	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Wk:1	Wk:2	Total
01 - Annual Leave	XXXXXXXXXXXXXXXXXXXX CSD Leave																			
Leave and Other Time Total																				
Daily Total																				

Dollar Transactions

Transaction	Account Description	Dollar Amt	Remarks
17 - Travel Reimbursement	XXXXXXXXXXXXXXXXXXXX Documentation - Payroll/Per...		
Total			

Update Save/Return Validate Cancel

Figure 52: T&A Data Page

3. Select the **Del** button next to the line to be deleted in the Dollar Transactions section of the T&A. The TC (line) is deleted.

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



Validating T&As

The **Validate** function allows Timekeepers to validate an employee's T&A in the event that the employee is unable to. T&As must be validated before they can be certified and transmitted to NFC.

To View and Validate an Employee's T&A:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

Note: To validate all employees at once, select the **Validate All** button on the Timekeeper Select Employee page.

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 53: Timekeeper Select Employee Page



2. Select the **Summary** button from the Selected T&A list on the Timekeeper Select Employee page to view the T&A before validating. The T&A Summary page is displayed.

[Help](#) [Logout](#)

Name: LARRY DOE		Pay Period: 12 : Jun 12, 2016 to Jun 25, 2016	
Time Card Type: Regular		Leave Year: 2016	
Status: Not Validated			
Time In Pay: 0:00		Other Time: 0:00	
Dollar Transactions: \$0.00		Days In Pay: 0	

Transaction	Pfx	Sfx	Account	Jun							Jun					Wk 2	Total			
				12	13	14	15	16	17	18	19	20	21	22	23			24	25	
				S	M	T	W	T	F	S	S	M	T	W	T	F	S			
Work Time																				
				Time In	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00						
				Time Out	4:30	4:30	4:30	4:30	4:30		4:30	4:30	4:30	4:30						
01 - Regular Base Pay			XXXXXXXXXXXXXXXXXX Documentation - Payroll/Personnel																	
Work Time Total																				
Leave and Other Time																				
				Absence Start																
				Absence End																
(No Leave and Other Time transactions)																				
Daily Total																				

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
Retain Data	TCs and Accounts
Account Data Code	Manual Entry
Service Computation Date	Sep 24 2015
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data					
	Fwd	Accr	Avail	Used	Bal
Annual	28:00	4:00	32:00	--	32:00
Sick	28:00	4:00	32:00	--	32:00
Leave Year Projection					
Maximum Available Annual	88:00				
Maximum Available Sick	88:00				
Use or Lose Leave	--				

Status History			
Timestamp	Status	Name	Message
Jun 14 2016 09:00 PM	New Record Created	SYSTEM	Created during Build ID 135925 for pay period 12.

Figure 54: T&A Summary Page

3. Select the **Return** button to return to the Timekeeper Select Employee page.
4. Select the **Validate** button. The Timekeeper Select Employee page is displayed and shows the T&A validated by the Timekeeper. If the T&A is not complete, you will get the Validation Summary page listing warnings or errors regarding the T&A.



Note: A T&A can be validated with warnings, but all errors must be resolved before a T&A can be validated.

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>	Val by Tkp	DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 55: Timekeeper Select Employee Page - Showing Validation by Timekeeper



Viewing Certified T&As

webTA allows Timekeepers to view employee's certified T&As. Timekeepers have the ability to restrict the range of records viewed.

To View Certified T&As:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 56: Timekeeper Select Employee Page



2. Select the **Certified T&As** button from the Selected Employee list on the Timekeeper Select Employee page. The Certified T&A Summaries page is displayed with a list of all T&As processed in webTA.

[Help](#) [Logout](#)

Certified T&A Summaries

Now viewing from Leave Year 2007, Pay Period 23 to Leave Year 2015, Pay Period 26.

From		To	
2007 ▼	23 ▼	2015 ▼	26 ▼
<input type="button" value="Update"/>			

JOHN DOE (DOEJ1)

	Pay Period	Date Range	Certified By	Certified Date
<input checked="" type="radio"/>	20 - 2015	Oct 04 - Oct 17	DOET	Oct 16 2015 12:41:33 PM
<input type="radio"/>	19 - 2015	Sep 20 - Oct 03	DOEJ	Oct 06 2015 02:53:25 PM

Figure 57: Certified T&A Summaries Page

3. Select the pay period to view.

Note: To change the range of T&As shown, change the From and To pay period fields and select the **Update** button.



- Select the **View Certified Summary** button. The employee's certified T&A summary is displayed.

Name: JOHN DOE		Pay Period: 24 : Nov 29, 2015 to Dec 12, 2015	
Time Card Type: Regular		Leave Year: 2015	
Time In Pay: 80:00		Other Time: 0:00	
Dollar Transactions: \$0.00		Days In Pay: 10	

Transaction	Pfr	Sfr	Account	Nov					Dec					Wk 1	Wk 2	Total			
				29	30	1	2	3	4	5	6	7	8				9	10	11
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Work Time																			
				Time In	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			
				Time Out	4:30	4:30	4:30	4:30	4:30			4:30	4:30	4:30	4:30	4:00			
01 - Regular Base Pay			XXXXXXXXXXXXXXXXXX Documentation - Payroll/Personnel		8	8	8	8	8	8	40	8	8	8	8	8	40	80	
Work Time Total					8	8	8	8	8	8	40	8	8	8	8	8	40	80	
Leave and Other Time				Absence Start															
				Absence End															
				(No Leave and Other Time transactions)															
Daily Total					8	8	8	8	8	8	40	8	8	8	8	8	40	80	

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
Retain Data	Restore from Default
Account Data Code	Manual Entry
Service Computation Date	Sep 24 2015
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data					
	Fwd	Accr	Avail	Used	Bal
Annual	20:00	4:00	24:00	--	24:00
Sick	20:00	4:00	24:00	--	24:00

Leave Year Projection	
Maximum Available Annual	32:00
Maximum Available Sick	32:00
Use or Lose Leave	--

Your signature certifies that all reported time was worked and approved according to law and regulation.

Validated By : MARY DOE
Validation Date : Dec 11 2015 9:26 AM

Certified By : THOMAS DOE
Certification Date : Dec 11 2015 9:28 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History			
Timestamp	Status	Name	Message
May 17 2016 10:21 AM	Historical Correction Record	DOE, MARY (DOEM)	
Dec 14 2015 09:00 PM	Built	SYSTEM	Built in Build ID 135315.
Dec 11 2015 09:28 AM	Supervisor Certified	DOE, THOMAS (DOET)	
Dec 11 2015 09:26 AM	Timekeeper Validated	DOE, MARY (DOEM)	
Dec 04 2015 09:00 AM	New Record Created	SYSTEM	Created during Build ID 135301 for pay period 24.

Figure 58: Certified T&A Summaries Page - View Certified T&A

The following sections are displayed on the T&A Summary page:

- T&A Summary Header - Displays information for the pay period, including the employee's name, pay period number and date, and T&A type. It also includes the total work time, other time, and dollar transaction.
- Work Time - Displays the work time entered during the pay period.
- Leave and Other Time - Displays the leave and other time entered during the pay period.
- T&A Profile - Displays the employee's T&A profile information.
- Leave Data - Displays the pay period leave data.
- Leave Year Projections - Displays the projected leave available through the end of the leave year.



- Affirmed by and date - Displays who affirmed the T&A and the date and time affirmed.
 - Certified by and date - Displays who certified the T&A and the date and time certified.
 - Status History - Displays the status history of the T&A.
1. Select the **X** to close the Certified T&A Summary page and return to the Certified T&A Summaries page.
 2. Select the **Return** button to return to the Timekeeper Select Employee page.



Default Schedule

Default Schedule allows Timekeepers to create or modify a default schedule for a selected employee. The default schedule is used by employees whose T&A data changes little from one pay period to the next. To activate the Default Schedule function for an employee, the Retain Data field in the Miscellaneous section on the employee's T&A Profile must be set to **Restore from Default** or **Exception Processing**. For more information on the T&A Profile page, see *T&A Profile* (on page 87).

To Add, Edit, or View an Employee's Default Schedule:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 59: Timekeeper Select Employee Page



2. Select the **Default Schedule** button from the Selected Employee list on the Timekeeper Select Employee page. The T&A Data: Default Schedule page is displayed.

Figure 60: T&A Data: Default Schedule Page

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

Figure 61: New Work Time Activity Page

4. 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.



Field	Instruction
	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).

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

Figure 62: T&A Data Default Schedule Page - TC Added

- In the Work Time section, enter the time scheduled to work (for each TC) as follows:

Field	Description/Instruction
Time In	Enter start time in hours and minutes in 15-minute increments.
Time Out	Enter stop 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.
Daily Total	Populated with the daily total hours of all TCs for the day.

- Select the **Update** button to save the default schedule and remain on the T&A Data: Default Schedule page.

OR

Select the **Save/Return** button to save the default schedule and return to the Timekeeper Select Employee page.



OR

Select the **Cancel** button to cancel the action and return to the Timekeeper Select Employee page.



T&A Profile

Timekeepers are allowed to add and/or edit information in an employee's T&A profile. The T&A profile includes the employee's basic payroll profile, including tour of day and pay plan. Additional fields are available for special case T&A processing, such as a final T&As.

To Add, Edit, or View an Employee's T&A Profile:

1. Select the employee from the Timekeeper Select Employee or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A
T&A Profile
Leave
Set Pay Period
Delete
Validate
Summary

Selected Employee

Default Schedule
Correction
Locator Info
Certified T&As
Emp Profile
Leave Audit

Validate All Return

Figure 63: Timekeeper Select Employee Page



2. Select the **T&A Profile** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Profile page is displayed.

[Help](#) [Logout](#)

T&A Profile

Name: **JOHN DOE JR** Pay Period: **12 : Jun 12, 2016 to Jun 25, 2016**
Time Card Type: **Regular** Leave Year: **2016**

Status Change

Status Change Type None ▾
Status Change Day None ▾

Work Schedule

Pay Plan General Schedule (reg) ▾
Tour of Duty Full Time ▾
Duty Hours 80
Work Week
Alternative Schedule 4 Ten-hour Days ▾

Contact Point

Agency OCFO
State LA ▾
Town 1690
Unit 40
Timekeeper 56
New Contact Point

Overtime/Standby Status

RSO/Salary Cap None ▾
Standby Hrs/Week 1
Standby Hrs/Week 2
Standby/AUO %

Miscellaneous

Oath Of Office
Final Report
On Hold
Retain Data Restore from Default ▾

Accounting

Manual Account Entry
Stored Account (NFC)
Local Account (Local)
Account Select An Account ▾

Leave Parameters

Service Computation Date Sep 20 2015
Override Lv Category 4 hr/pp ▾
Override Leave Ceiling 240:00
Approved Leave Recipient (VLTP) No
Approved Leave Recipient (ELTP) No
Home Leave Accrual Rate None ▾
Home Leave Start Date
Home Leave End Date

Dual T&A Save Cancel

Figure 64: T&A Profile Page



3. Complete or edit the fields as follows:

Field	Description/Instruction
Status Change	Indicates a status change for the employee.
Status Change Type	Select the type from the drop-down list. Valid values are None , End , or Start . Start and End apply when employment status actually starts and ends in a given pay period.
Status Change Day	If the status change type is set to End or Start , select the day of the status change from the drop-down list.
Work Schedule	Displays the employee's work schedule information.
Pay Plan	Displays the employee's pay plan.
Tour of Duty	Displays the employee's tour of duty.
Duty Hours	Displays the employee's scheduled biweekly hours. For full-time employees, this number should be 80 .
Work Week	Displays the employee's regular schedule.
Alternative Schedule	Displays the employee's alternative or compressed work schedule, if applicable.
Contact Point	Displays the employee's T&A contact point.
Agency	Displays the employee's Agency.
State	Displays the employee's 2-position alpha State code.
Town	Displays the 4-digit town code for the employee's duty station.
Unit	Displays the employee's 2-digit unit code.
Timekeeper	Displays the 2-digit code of the employee's Timekeeper.
New Contact Point	Select this box if the employee's contact point information changed during a pay period.
Overtime/Standby Status	Displays the employee's approved overtime information.
RSO/Salary Cap	Enter the employee's regularly scheduled overtime hours (RSO) in the first, second, or both weeks of the pay period. <hr/> Note: This field is also used to indicate employees who are authorized to exceed the biweekly salary cap.



Field	Description/Instruction
Standby Hrs/Week 1	Enter the number of standby or Administratively Uncontrollable Overtime (AUO) hours the employee is entitled to work in the first week of the pay period. <u>Note: Entries are required only for the pay periods during which the standby hours begin, change, or end.</u>
Standby Hrs/Week 2	Enter the number of standby or AUO hours the employee is entitled to work in the second week of the pay period. <u>Note: Entries are required only for the pay periods during which the standby hours begin, change, or end.</u>
Standby/AUO %	Enter the number of hours of standby used in the pay period or the percentage of AUO. Enter 00 to end standby hours.
Miscellaneous	Displays other relevant information to the employee's T&A.
Oath of Office	Select this box if this is the first T&A for this employee within your Agency (i.e., an accession action).
Final Report	Select this box if this is the last T&A for this employee (i.e., a separation action).
On Hold	Select this box when a T&A is not required for an employee. <u>Note: An employee can still access webTA, but no T&A is generated until you deselect the box.</u>



Field	Description/Instruction																		
Retain Data	<p>Allows the Timekeeper to control how much and what type of data is maintained from one pay period to the next. Valid values are:</p> <table border="0"> <thead> <tr> <th data-bbox="667 331 792 363">Value</th> <th data-bbox="881 331 984 363">Meaning</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 384 740 415">None</td> <td data-bbox="881 384 1433 447">Deletes all payroll information at the beginning of the pay period.</td> </tr> <tr> <td data-bbox="667 478 724 510">All</td> <td data-bbox="881 478 1222 510">Retains all payroll information.</td> </tr> <tr> <td data-bbox="667 541 813 604">TCs and Accounts</td> <td data-bbox="881 541 1385 604">Retains the transaction code and accounting information, deleting only the hours.</td> </tr> <tr> <td data-bbox="667 636 797 741">Restore from Default</td> <td data-bbox="881 636 1417 699">Restores data to the default schedule each pay period.</td> </tr> <tr> <td colspan="2" data-bbox="927 730 1450 804" style="text-align: right;"> <hr/> Note: Employee must have default schedule established to use this function. </td> </tr> <tr> <td data-bbox="667 846 846 909">Exception Processing</td> <td data-bbox="881 846 1433 930">Restores data to the default schedule each pay period; only exceptions to the employee's default schedule need to be entered.</td> </tr> <tr> <td colspan="2" data-bbox="927 972 1450 1045" style="text-align: right;"> <hr/> Note: Employee must have default schedule established to use this function. </td> </tr> <tr> <td data-bbox="667 1087 829 1150">webPT Except Pr</td> <td data-bbox="881 1087 930 1119">N/A</td> </tr> </tbody> </table>	Value	Meaning	None	Deletes all payroll information at the beginning of the pay period.	All	Retains all payroll information.	TCs and Accounts	Retains the transaction code and accounting information, deleting only the hours.	Restore from Default	Restores data to the default schedule each pay period.	<hr/> Note: Employee must have default schedule established to use this function.		Exception Processing	Restores data to the default schedule each pay period; only exceptions to the employee's default schedule need to be entered.	<hr/> Note: Employee must have default schedule established to use this function.		webPT Except Pr	N/A
Value	Meaning																		
None	Deletes all payroll information at the beginning of the pay period.																		
All	Retains all payroll information.																		
TCs and Accounts	Retains the transaction code and accounting information, deleting only the hours.																		
Restore from Default	Restores data to the default schedule each pay period.																		
<hr/> Note: Employee must have default schedule established to use this function.																			
Exception Processing	Restores data to the default schedule each pay period; only exceptions to the employee's default schedule need to be entered.																		
<hr/> Note: Employee must have default schedule established to use this function.																			
webPT Except Pr	N/A																		
Accounting	Displays the employee's accounting information.																		
Manual Account Entry	Select this option to allow the employee or Timekeeper to choose the accounting code individually for each transaction included on the T&A.																		
Stored Account (NFC)	Select this option to allow all transactions on the T&A to use accounting stored by NFC. The accounting is not set in the build file, and the accounting section on the T&A displays <i>Using Stored Account</i> instead of showing the actual accounting.																		
Local Account (Local)	Select this option to allow the employee to use the same accounting code within the application (not stored at NFC).																		
Account	Select the accounting code from the drop-down list to use on the T&A when Stored Account (NFC) or Local Account (Local) has been selected.																		
Leave Parameters	Description/Instruction																		



Field	Description/Instruction
Service Computation Date	Defaults to the day of entry. Use the calendar to change the date, if needed. This field is used to determine the employee's annual leave earning category. When this field is completed by the Timekeeper (or Master Timekeeper), webTA automatically adjusts the annual leave category when 3 and 15 years of service have been reached. <u>Note: The Service Computation Data (SCD) will be adjusted through the Bi-Directional feed if any changes are required.</u>
Override Lv Category	Used to set the Annual Leave Category for an employee.
Override Leave Ceiling	Used to set an alternative leave ceiling for an employee. Selecting this option overrides the automatic reset of the leave ceiling at the end of the calendar year.
Approved Leave Recipient (VLTP)	Indicates if (in the pay period) the employee is eligible for donated leave as an approved Voluntary Leave Recipient.
Approved Leave Recipient (ELTP)	Indicates if (in the pay period) the employee is eligible for donated leave as an approved Emergency Leave Recipient.
Home Leave Accrual Rate	Used to set an alternative home leave accrual rate for an employee. Selecting this option overrides the automatic reset of the accrual rate at the end of the calendar year, preserving the override value.
Home Leave Start Date	Displays the earliest date the employee is eligible for home leave.
Home Leave End Date	Displays the latest date the employee is eligible for home leave.

4. Select the **Save** button.



Employee Profile

Employee Profile allows the Timekeepers to change an employee's profile information. Information that can be changed includes the employee's name, user ID, assigned Supervisor, assigned Timekeeper, organization, and active status.

Note: The First Pay Period field is populated on the Employee Profile page only when a new employee record is added. For more information, see *Adding an Employee* (on page 117).

To View or Edit an Employee's Profile:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>	DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>	DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>	DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A
T&A Profile
Leave
Set Pay Period
Delete
Validate
Summary

Selected Employee

Default Schedule
Correction
Locator Info
Certified T&As
Emp Profile
Leave Audit

Validate All
Return

Figure 65: Timekeeper Select Employee Page



2. Select the **Emp Profile** button from the Selected Employee list on the Timekeeper Select Employee page. The Employee Profile page is displayed.

[Help](#) [Logout](#)

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	<input type="text" value="DOEJ1"/>
First Name	<input type="text" value="JOHN"/>
Middle Name or Initial (Optional)	<input type="text"/>
Last Name	<input type="text" value="DOE"/>
E Auth Internal ID	<input type="text"/>
Supervisor's User ID	<input type="text" value="DOET"/> <input type="button" value="Search"/>
Timekeeper's User ID	<input type="text" value="DOEM"/> <input type="button" value="Search"/>
Organization	<input type="text" value="OCFO/70"/> <input type="button" value="Search"/>
Active Status	<input checked="" type="checkbox"/> Active Employee

Figure 66: Employee Profile Page

The following fields are displayed on the Employee Profile page:

Field	Description
User ID	Displays the employee's user ID.
First Name	Displays the employee's first name.
Middle Name or Initial	Displays the employee's middle name or initial, if applicable.



Field	Description
(Optional)	
Last Name	Displays the employee's last name.
E Auth Internal ID	N/A
Supervisor's User ID	Displays the user ID of the employee's Supervisor.
Timekeeper's User ID	Displays the user ID of the employee's Timekeeper.
Organization	Displays the employee's organizational structure.
Active Status	Indicates that the employee is active.

1. Edit the applicable fields.
2. Select the **Save** button to save the changes and return to the Timekeeper Select Employee page.

OR

Select the **Cancel** button to return to the Timekeeper Select Employee page.



Viewing T&As

The T&A Summary page allows Timekeepers to view an employee's T&A record. This is a read-only page.

To View an Employee's T&A Summary:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 67: Timekeeper Select Employee Page



- Select the **Summary** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Summary page is displayed.

[Help](#) [Logout](#)

Name: **ALICE DOE** Pay Period: **12 : Jun 12, 2016 to Jun 25, 2016**
 Time Card Type: **Regular** Leave Year: **2016**
 Status: **Validated**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

		Jun							Jun												
		12	13	14	15	16	17	18	19	20	21	22	23	24	25						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Wk 1	Wk 2	Total			
Work Time																					
		Time In															Time Out				
01 - Regular Base Pay		XXXXXXXXXXXXXXXXXXXX															webTA				
				8 8 8 8 8							8 8 8 8 8							40		40 80	
Work Time Total				8 8 8 8 8							8 8 8 8 8							40		40 80	
Leave and Other Time																					
		Absence Start															Absence End				
61 - Annual Leave		XXXXXXXXXXXXXXXXXXXX															CSD Leave				
Leave and Other Time Total																					
Daily Total				8 8 8 8 8							8 8 8 8 8							40		40 80	

Dollar Transactions		
Transaction	Account (Description)	Dollar Amount
17 - Travel Reimbursement	XXXXXXXXXXXXXXXXXXXX Documentation - Payroll/Per...	
Total		

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Nov 01 2015
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data					
	Fwd	Accr	Avail	Used	Bal
Annual	12:00	4:00	16:00	--	16:00
Sick	12:00	4:00	16:00	--	16:00

Leave Year Projection	
Maximum Available Annual	72:00
Maximum Available Sick	72:00
Use or Lose Leave	--

Status History			
Timestamp	Status	Name	Message
Jun 20 2016 12:59 PM	Timekeeper Validated	DOE, MARY (DOEM)	
Jun 20 2016 12:57 PM	Timekeeper Validated	DOE, MARY (DOEM)	
Jun 15 2016 09:00 PM	New Record Created	SYSTEM	Created during Build ID 135927 for pay period 12.

Validated By : MARY DOE
Validation Date : Jun 20 2016 12:57 PM

Figure 68: T&A Summary Page

- Select the **Return** button to return to the Timekeeper Select Employee page.



T&A Corrections

webTA allows Timekeepers to enter corrected T&As going back one year, provided the original T&A was created using webTA. There are three types of corrections. The types of corrections available to Timekeepers are set at the role level.

Note: If a T&A is available for a given pay period, it is designated as **Historical** and will be copied for the correction. This is referred to as a historical correction. If a T&A is not available, it is designated as **Missing**, and a new historical record must be created. This is referred to as a non-historical correction.

- **Local corrections** - Local corrections allow a Timekeeper to correct a T&A locally without transmitting it to NFC during the build process. Timekeeper can create historical local corrections but only Master Timekeepers can create non-historical local corrections. Local corrections can be validated and certified just like regular T&As but will not be transmitted to NFC. Local corrections are displayed as **(LC)**.
- **Prior Corrections** - Prior corrections allow a Timekeeper to create a non-historical correction (missing T&A) without the restriction of regular corrections (regular corrections are limited to the previous 26 pay periods or 1 year). Prior corrections can be validated and certified just like regular T&As and will be transmitted to NFC. Prior corrections are displayed as **(P)**.
- **Regular Corrections** - Regular corrections allow a Timekeeper to correct a regular T&A that is less than one year old (cannot go more than 26 pay periods back). Timekeepers can create a non-historical correction. For non-historical corrections, Timekeepers will first have to create T&A profile data for the employee and then create the T&A for the selected pay period. For historical corrections, available T&As for the selected pay period will be loaded for making changes. Regular corrections will be transmitted to NFC. Regular corrections are displayed as **(C)**.

Note: When the correction (local, prior, and regular) is completed and built, the system will roll updated leave balances forward to the current pay period for the employee. This only applies if all of the intervening pay period records exist in the database for the selected employee.

This section includes the following topics:

Correcting T&As	100
Deleting Corrected T&As	103



Correcting T&As

To Correct a T&A:

1. Select the employee from the Timekeeper Select Employee or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

<input type="radio"/>	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, CARL	DOEC	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JANE	DOEJ2	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, MARY	DOEM	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	22 - 2015	DOEM	DOET

Selected T&A

Selected Employee

Figure 69: Timekeeper Select Employee Page



2. Select the **Correction** button from the Selected Employee list on the Timekeeper Select Employee page. The Employee Regular Corrections page is displayed.

[Help](#) [Logout](#)

Employee Regular Corrections

Select from following table for Regular correction (limited to past 26 pay periods).

JOHN DOE (DOEJ1)

	Pay Period	Date Range	Status
<input type="radio"/>	21 - 2015	Oct 18 - Oct 31	Historical
<input type="radio"/>	20 - 2015	Oct 04 - Oct 17	Historical
<input type="radio"/>	19 - 2015	Sep 20 - Oct 03	Historical
<input type="radio"/>	18 - 2015	Sep 06 - Sep 19	Missing
<input type="radio"/>	17 - 2015	Aug 23 - Sep 05	Missing
<input type="radio"/>	16 - 2015	Aug 09 - Aug 22	Missing
<input type="radio"/>	15 - 2015	Jul 26 - Aug 08	Missing
<input type="radio"/>	14 - 2015	Jul 12 - Jul 25	Missing
<input type="radio"/>	13 - 2015	Jun 28 - Jul 11	Missing
<input type="radio"/>	12 - 2015	Jun 14 - Jun 27	Missing
<input type="radio"/>	11 - 2015	May 31 - Jun 13	Missing
<input type="radio"/>	10 - 2015	May 17 - May 30	Missing
<input type="radio"/>	09 - 2015	May 03 - May 16	Missing
<input type="radio"/>	08 - 2015	Apr 19 - May 02	Missing
<input type="radio"/>	07 - 2015	Apr 05 - Apr 18	Missing
<input type="radio"/>	06 - 2015	Mar 22 - Apr 04	Missing
<input type="radio"/>	05 - 2015	Mar 08 - Mar 21	Missing
<input type="radio"/>	04 - 2015	Feb 22 - Mar 07	Missing
<input type="radio"/>	03 - 2015	Feb 08 - Feb 21	Missing
<input type="radio"/>	02 - 2015	Jan 25 - Feb 07	Missing
<input type="radio"/>	01 - 2015	Jan 11 - Jan 24	Missing
<input type="radio"/>	26 - 2014	Dec 28 - Jan 10	Missing
<input type="radio"/>	25 - 2014	Dec 14 - Dec 27	Missing
<input type="radio"/>	24 - 2014	Nov 30 - Dec 13	Missing
<input type="radio"/>	23 - 2014	Nov 16 - Nov 29	Missing

Figure 70: Employee Regular Corrections Page



3. Select the T&A to be corrected.
4. Select the **Correction** button. The T&A Data page for selected T&A is displayed with the Time Card Type shown as **Correction**.

[Help](#) [Logout](#)

T&A Data

Name: **JOHN DOE** Pay Period: **19 : Sep 20, 2015 to Oct 3, 2015**
 Time Card Type: **Correction** Leave Year: **2015**

Transaction	Pfx Sfx Account	Sep					Sep					Oct			Wk 2	Total		
		20 S	21 M	22 T	23 W	24 T	25 F	26 S	27 S	28 M	29 T	30 W	1 T	2 F			3 S	
Work Time		Time In		8:00	8:00	8:00	8:00				8:00	8:00	8:00	8:00	8:00			
		Time Out		4:30	4:30	4:30	4:30				4:30	4:30	4:30	4:30	4:30			
Edit Del	01 - Regular Base Pay XXXXXXXXXXXXXXXXX Documentation - Payroll/Personnel	8:00	8:00	8:00	8:00						8:00	8:00	8:00	8:00	8:00			
Work Time Total		8:00	8:00	8:00	8:00						32:00	8:00	8:00	8:00	8:00	8:00		40:00 72:00
Leave and Other Time		Absence Start																
		Absence End																
Edit Del	61 - Annual Leave XXXXXXXXXXXXXXXXX CSD Leave										8:00							
Leave and Other Time Total											8:00							
Daily Total		8:00	8:00	8:00	8:00						40:00	8:00	8:00	8:00	8:00	8:00		40:00 80:00

Dollar Transactions Remarks

Transaction/Account Description/Dollar Amt
(No Dollar Transactions)

Figure 71: T&A Data Page - Correction

5. Make the necessary corrections.
6. Select the **Update** button. The T&A Data page is updated with the correction.

[Help](#) [Logout](#)

T&A Data

Name: **JOHN DOE** Pay Period: **19 : Sep 20, 2015 to Oct 3, 2015**
 Time Card Type: **Correction** Leave Year: **2015**

Transaction	Pfx Sfx Account	Sep					Sep					Oct			Wk 2	Total		
		20 S	21 M	22 T	23 W	24 T	25 F	26 S	27 S	28 M	29 T	30 W	1 T	2 F			3 S	
Work Time		Time In		8:00	8:00	8:00	8:00	8:00				8:00	8:00	8:00	8:00	8:00		
		Time Out		4:30	4:30	4:30	4:30	4:30				4:30	4:30	4:30	4:30	4:30		
Edit Del	01 - Regular Base Pay XXXXXXXXXXXXXXXXX Documentation - Payroll/Personnel	8:00	8:00	8:00	8:00	8:00					40:00	8:00	8:00	8:00	8:00	8:00		40:00 80:00
Work Time Total		8:00	8:00	8:00	8:00	8:00					40:00	8:00	8:00	8:00	8:00	8:00		40:00 80:00
Leave and Other Time		Absence Start																
		Absence End																
		(No Leave and Other Time transactions)																
Daily Total		8:00	8:00	8:00	8:00	8:00					40:00	8:00	8:00	8:00	8:00	8:00		40:00 80:00

Dollar Transactions Remarks

Transaction/Account Description/Dollar Amt
(No Dollar Transactions)

Figure 72: T&A Data Page - Edits



7. Select the **Save/Return** button. The Timekeeper Select Employee page is displayed showing the corrected T&A.

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, CARL	DOEC	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JANE	DOEJ2	22 - 2015	DOEM	DOET
<input checked="" type="radio"/>		DOE, JOHN	DOEJ1	19 - 2015 (C)	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, MARY	DOEM	22 - 2015	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	22 - 2015	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 73: Timekeeper Select Employee Page - Corrected T&A

Deleting Corrected T&As

The **Delete** function allows Timekeepers to delete an uncertified corrected T&A. A corrected T&A is designated by a **(C)**, **(LC)**, or **(P)**. For more information on corrected T&As, see *T&A Corrections* (on page 99).

Note: Once a record is certified, it cannot be deleted unless it is uncertified. Once a certified record is included in a scheduled build file, it cannot be deleted.



To Delete a Corrected T&A:

1. Select the employee from the Timekeeper Select Employee or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	10 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, ALICE	DOEA	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, CARL	DOEC	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	25 - 2015	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by Emp	DOE, HENRY	DOEH	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JANE	DOEJ2	25 - 2015	DOEM	DOET
<input checked="" type="radio"/>		DOE, JOHN	DOEJ1	24 - 2015 (C)	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, JOHN	DOEJ1	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by MstrTkp	DOE, MARY	DOEM	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	25 - 2015	DOEM	DOET

Selected T&A

Selected Employee

Figure 74: Timekeeper Select Employee Page -Before Delete

2. Select the **Delete** button from the Selected T&A list on the Timekeeper Select Employee page. The selected record is removed from the list.



Note: The T&A is removed when you select the **Delete** button. There is no warning/confirmation before the T&A is deleted.

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>		DOE JR, JOHN	DOEJ	10 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, ALICE	DOEA	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, CARL	DOEC	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	25 - 2015	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by Emp	DOE, HENRY	DOEH	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JANE	DOEJ2	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, JOHN	DOEJ1	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by MstrTkp	DOE, MARY	DOEM	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	25 - 2015	DOEM	DOET

Selected T&A

Selected Employee

Figure 75: Timekeeper Select Employee Page - After Delete



Leave Balance Corrections

Timekeepers are allowed to add or edit forward leave balances, when necessary. With rare exception, Timekeepers should only need to enter leave balance information on the Leave Data page when adding a new employee. Exceptions include when a correction is performed, regular military leave is used, or an annual leave category changes. Once leave balances are entered, the system maintains the data based on entries on the T&A Data page.

Note: webTA does not allow edits to forward balances in Pay Period 1.

To Add, Edit, or View an Employee's Leave Balances:

1. Select the employee from the Timekeeper Select Employee or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	10 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, ALICE	DOEA	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, CARL	DOEC	25 - 2015	DOEM	DOET
<input checked="" type="radio"/>		DOE, DON	DOED	25 - 2015	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by Emp	DOE, HENRY	DOEH	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JANE	DOEJ2	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	24 - 2015 (C)	DOEM	DOET
<input type="radio"/>	Val by Tkp	DOE, JOHN	DOEJ1	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	25 - 2015	DOEM	DOET
<input type="radio"/>	Val by MstrTkp	DOE, MARY	DOEM	25 - 2015	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	25 - 2015	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 76: Timekeeper Select Employee Page - Employee Selected



2. Select the **Leave** button from the Selected T&A list on the Timekeeper Select Employee page. The Leave Data page is displayed.

[Help](#) [Logout](#)

Leave Data

Name: **DON DOE** Pay Period: **25 : Dec 13, 2015 to Dec 26, 2015**
 Time Card Type: **Regular** Leave Year: **2015**

Type of Leave	Forward	Accrued	Available	Used	Balance
Annual	24:00	4	28:00	0:00	28:00
Sick	24:00	4	28:00	0:00	28:00
Credit	0:00	0:00	0:00	0:00	0:00
Compensatory	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00
Religious Comp	0:00	0:00	0:00	0:00	0:00
Shore	0:00	0:00	0:00	0:00	0:00
Home	0:00	0:00	0:00	0:00	0:00
Restored Annual	0:00			0:00	0:00
Time Off Award	0:00			0:00	0:00
LWOP	0:00			0:00	0:00
AWOL	0:00			0:00	0:00
Suspension	0:00			0:00	0:00
Furlough	0:00			0:00	0:00
Military Emergency	0:00			0:00	0:00
Military Regular	0:00			0:00	0:00
Family Friendly Sick	0:00			0:00	0:00
Family Friendly Sick Serious	0:00			0:00	0:00
FMLA	0:00			0:00	0:00
FMLA Military	0:00			0:00	0:00
OWCP Sick	0:00			0:00	0:00
Other				8:00	
Leave Donations					
Voluntary Program	0:00			0:00	0:00
Emergency Program	0:00			0:00	0:00

Figure 77: Leave Data Page

3. Make applicable balance changes.
4. Select the **Save** button. The Timekeeper Select Employee page is displayed.



Split T&As

When an employee has a personnel change during the pay period, a split T&A must be processed.

Note: If an employee starts or leaves during the middle of a pay period, a split T&A is not required, only a status change.

To Process a Split T&A:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 78: Timekeeper Select Employee Page



2. Select the **T&A Profile** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Profile page is displayed.

[Help](#) [Logout](#)

T&A Profile

Name: **THOMAS DOE** Pay Period: **12 : Jun 12, 2016 to Jun 25, 2016**
Time Card Type: **Regular** Leave Year: **2016**

Status Change

Status Change Type: None ▾
Status Change Day: None ▾

Work Schedule

Pay Plan: General Schedule (reg) ▾
Tour of Duty: Full Time ▾
Duty Hours: 80
Work Week:
Alternative Schedule: Regular 8-hour Days ▾

Contact Point

Agency: OCFO
State: LA ▾
Town: 1690
Unit: 40
Timekeeper: 56
New Contact Point:

Overtime/Standby Status

RSO/Salary Cap: None ▾
Standby Hrs/Week 1:
Standby Hrs/Week 2:
Standby/AUO %:

Miscellaneous

Oath Of Office:
Final Report:
On Hold:
Retain Data: Restore from Default ▾

Accounting

Manual Account Entry:
Stored Account (NFC):
Local Account (Local):
Account: Select An Account ▾

Leave Parameters

Service Computation Date: Sep 24 2015
Override Lv Category: 4 hr/pp ▾
Override Leave Ceiling: 240:00
Approved Leave Recipient (VLTP): No
Approved Leave Recipient (ELTP): No
Home Leave Accrual Rate: None ▾
Home Leave Start Date:
Home Leave End Date:

Dual T&A Save Cancel

Figure 79: T&A Profile Page - Split T&A



- Select the **Dual T&A** button. The T&A Profile page is now displayed with status change fields.

[Help](#) [Logout](#)

T&A Profile

Name: **THOMAS DOE** Pay Period: **12 : Jun 12, 2016 to Jun 25, 2016**
Time Card Type: **Regular** Leave Year: **2016**

Status Change
Starting Day Of New Status None

Ending Status Data

Work Schedule

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days

Contact Point

Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
New Contact Point	<input type="checkbox"/>

Overtime/Standby Status

RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Miscellaneous

Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
On Hold	<input type="checkbox"/>
Retain Data	Restore from Default

Accounting

Manual Account Entry	<input checked="" type="radio"/>
Stored Account (NFC)	<input type="radio"/>
Local Account (Local)	<input type="radio"/>
Account	Select An Account

Leave Parameters

Service Computation Date	Sep 24 2015
Override Lv Category	<input type="checkbox"/> 4 hr/pp
Override Leave Ceiling	<input type="checkbox"/>
Approved Leave Recipient (VLTP)	No
Approved Leave Recipient (ELTP)	No
Home Leave Accrual Rate	None
Home Leave Start Date	
Home Leave End Date	

Starting Status Data

Work Schedule

Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days

Contact Point

Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
New Contact Point	<input type="checkbox"/>

Overtime/Standby Status

RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Unsplit T&A Save Cancel

Figure 80: T&A Profile Page - Split T&A

- Select the starting day of the status change from the status change drop-down list.



5. Make applicable changes to the Ending Status Data fields.
6. Make applicable changes to the Starting Status Data fields.
7. Select the **Save** button to save changes.

OR

Select **Unsplit T&A** to unsplit the T&A.

OR

Select **Cancel** to cancel the changes.



Final T&As

If an employee is being separated (e.g., resignation, termination, retirement, death, transfer to another Department), a final T&A must be processed. After the transmission record is created for this employee, the system makes this employee inactive and can only be reactivated by the system administrator.

Note: Do not code the T&A as final if an employee is being reassigned within the Department.

To Process a Final T&A:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Validate All Return

Figure 81: Timekeeper Select Employee Page



2. Select the **T&A Profile** button from the Selected T&A list on the Timekeeper Select Employee page. The T&A Profile page is displayed.

[Help](#) [Logout](#)

T&A Profile

Name: **LARRY DOE** Pay Period: **13 : Jun 26, 2016 to Jul 9, 2016**
Time Card Type: **Regular** Leave Year: **2016**

Status Change
Status Change Type None ▾
Status Change Day None ▾

Work Schedule
Pay Plan General Schedule (reg) ▾
Tour of Duty Full Time ▾
Duty Hours 80
Work Week
Alternative Schedule Regular 8-hour Days ▾

Contact Point
Agency OCFO
State LA ▾
Town 1690
Unit 40
Timekeeper 56
New Contact Point

Overtime/Standby Status
RSO/Salary Cap None ▾
Standby Hrs/Week 1
Standby Hrs/Week 2
Standby/AUO %

Miscellaneous
Oath Of Office
Final Report
On Hold
Retain Data TCs and Accounts ▾

Accounting
Manual Account Entry
Stored Account (NFC)
Local Account (Local)
Account Select An Account ▾

Leave Parameters
Service Computation Date Sep 24 2015
Override Lv Category 4 hr/pp ▾
Override Leave Ceiling 240:00
Approved Leave Recipient (VLTP) No
Approved Leave Recipient (ELTP) No
Home Leave Accrual Rate None ▾
Home Leave Start Date
Home Leave End Date

Figure 82: T&A Profile Page



3. Complete the following fields:

Field	Instruction
Status Change Type	Select End from the drop-down list.
Status Change Day	Select the last day in pay status from the drop-down list.
Final Report	Check the final report box in the miscellaneous section.

4. Select the **Save** button. The Timekeeper Select Employee page is displayed.

Note: If the employee is separating during the pay period and should not accrue leave, you must go to the Leave Data page to adjust the accrued fields This is the only time the accrued fields may be edited.



Adding an Employee

Employees should be loaded to webTA through the bi-directional feed between the Agency and NFC. However, these directions are provided in the event that an employee would need to be added directly to webTA.



To Add an Employee:

1. Select the **Add** button from the Timekeeper Main Menu page. The Employee Profile page is displayed with default fields populated.

[Help](#) [Logout](#)

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	<input type="text"/>
Password	<input type="password"/>
Password (again)	<input type="password"/>
First Name	<input type="text"/>
Middle Name or Initial (Optional)	<input type="text"/>
Last Name	<input type="text"/>
Social Security Number	<input type="text"/>
E Auth Internal ID	<input type="text"/>
Supervisor's User ID	<input type="text"/> <input type="button" value="Search"/>
Timekeeper's User ID	DOEM <input type="button" value="Search"/>
Organization	<input type="text"/> <input type="button" value="Search"/>
First Pay Period	<input checked="" type="radio"/> Current <input type="radio"/> Previous
Active Status	<input checked="" type="checkbox"/> Active Employee
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 83: Employee Profile Page

2. Complete the fields as follows:



Field	Description/Instruction
User ID	Enter a unique user ID. <u>Note: If the user ID entered is already being used, you will be prompted to enter another user ID.</u>
Password	Enter a password based on the requirements defined by the Agency.
Password (again)	Enter the password again.
First Name	Enter the employee's first name.
Middle Name or Initial (Optional)	<i>Optional.</i> Enter the employee's middle name or initial.
Last Name	Enter the employee's last name.
Social Security Number	Enter the employee's Social Security number.
E Auth Internal ID	N/A
Supervisor's User ID	Enter the user ID of the employee's Supervisor. OR Select the Search button to search for the Supervisor by name.
Timekeeper's User ID	Displays the user ID of the Timekeeper adding the employee. To change the employee's timekeeper, type the timekeeper's user ID. OR Select the Search button to search for the Timekeeper by name.
Organization	Enter the employee's organizational structure. OR Select the Search button to select the organizational structure from a list.
First Pay Period	Select the Current button if the newly added employee begins working within the current pay period. OR Select the Previous button if the newly added employee began working before the current pay period.



Field	Description/Instruction
	<p>Note: This field displays on the Employee Profile page only when adding the employee.</p>
Active Status	<p>Uncheck this box if employee is inactive.</p> <p>Note: When employees are inactivated, none of their records are deleted from the system, but they are unable to log into the system. Their records are ignored during verification, certification, and transmission build files.</p>

3. Select the **Save** button. The Timekeeper Main Menu page is displayed.
4. Select the **Select** button. The Timekeeper Select Employee page is displayed with the employee showing with a status of **No Profile**.

Note: The employee must have a T&A Profile before entering T&A data.



5. Select the **T&A Profile** button from the Selected T&A list. The T&A Profile page is displayed.

[Help](#) [Logout](#)

T&A Profile

Name:	Frank Doe	Pay Period:	25 : Dec 13, 2015 to Dec 26, 2015
Time Card Type:	Regular	Leave Year:	2015

Status Change

Status Change Type	None ▾
Status Change Day	None ▾

Work Schedule

Pay Plan	General Schedule (reg) ▾
Tour of Duty	Full Time ▾
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days ▾

Contact Point

Agency	OCFO
State	LA ▾
Town	1690
Unit	40
Timekeeper	56
New Contact Point	<input checked="" type="checkbox"/>

Overtime/Standby Status

RSO/Salary Cap	None ▾
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Miscellaneous

Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
On Hold	<input type="checkbox"/>
Retain Data	None ▾

Accounting

Manual Account Entry	<input checked="" type="radio"/>
Stored Account (NFC)	<input type="radio"/>
Local Account (Local)	<input type="radio"/>
Account	Select An Account ▾

Leave Parameters

Service Computation Date	Dec 13 2015
Override Lv Category	<input type="checkbox"/> 4 hr/pp ▾
Override Leave Ceiling	<input type="checkbox"/> 240:00
Approved Leave Recipient (VLTP)	No
Approved Leave Recipient (ELTP)	No
Home Leave Accrual Rate	None ▾
Home Leave Start Date	
Home Leave End Date	

Dual T&A Save Cancel

Figure 84: T&A Profile Page



6. Complete or edit the applicable fields as follows:

Field	Description/Instruction
Status Change	Indicates a status change for the employee.
Status Change Type	Select the type from the drop-down list. Valid values are None , End , or Start . Start and End apply when employment status actually starts and ends in a given pay period.
Status Change Day	If status change type is set to End or Start , a day must be selected to display the day of the change.
Work Schedule	Must be completed (all fields) before the T&A Profile can be saved.
Pay Plan	Displays the employee's pay plan.
Tour of Duty	Displays the employee's tour of duty.
Duty Hours	Displays the employee's scheduled biweekly hours. For full-time employees, this number should be 80 .
Work Week	Displays the employee's regular schedule.
Alternative Schedule	Displays the employee's alternative or compressed work schedule, if applicable.
Contact Point	Generates from the profile of the employee's Timekeeper.
Agency	Displays the employee's Agency.
State	Displays the employee's 2-position alpha State code.
Town	Displays the 4-digit town code for the employee's duty station.
Unit	Displays the employee's 2-digit unit code.
Timekeeper	Displays the 2-digit unit code of the employee's Timekeeper.
New Contact Point	Select this box if the employee's contact point information changed during the pay period.
Overtime/Standby Status	Description/Instruction



Field	Description/Instruction
RSO/Salary Cap	<p>Displays the employee's regularly scheduled overtime (RSO) hours in the first, second, or both weeks of the pay period.</p> <hr/> <p>Note: This field is also used to indicate that the employee is authorized to exceed the biweekly pay cap.</p>
Standby Hrs/Week 1	<p>Displays the number of standby or AUO hours the employee is entitled to work in the first week of the pay period.</p> <hr/> <p>Note: Entries are required only for the pay periods during which the standby hours begin, change, or end.</p>
Standby Hrs/Week 2	<p>Displays the number of standby or AUO hours the employee is entitled to work in the second week of the pay period.</p> <hr/> <p>Note: Entries are required only for the pay periods during which the standby hours begin, change, or end.</p>
Standby/AUO %	<p>Displays the number of hours of standby used in the pay period or the percentage of AUO. Enter 00 to end standby hours.</p>
Miscellaneous	Instruction
Oath of Office	<p>Select this box if this is the first T&A for this employee within your Agency (i.e., an accession action).</p>
Final Report	<p>Select this box if this is the last T&A for this employee (i.e., a separation action).</p>
On Hold	<p>Select this box when a T&A report is not required for an employee.</p> <hr/> <p>Note: An employee can still access webTA, but no T&A is generated until you deselect the check box.</p>



Field	Description/Instruction														
Retain Data	<p>Allows the Timekeeper to control how much and what type of data is maintained from one pay period to the next. Valid values are:</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>None</td> <td>Deletes all payroll information at the beginning of the pay period.</td> </tr> <tr> <td>All</td> <td>Retains all payroll information.</td> </tr> <tr> <td>TCs and Accounts</td> <td>Retains the transaction code and accounting information, deleting only the hours.</td> </tr> <tr> <td>Restore from Default</td> <td>Restores data to the default schedule each pay period. <u>Note: Employee must have default schedule established to use this function.</u></td> </tr> <tr> <td>Exception Processing</td> <td>Restores data to the default schedule each pay period; only exceptions to the employee's default schedule need to be entered. <u>Note: Employee must have default schedule established to use this function.</u></td> </tr> <tr> <td>webPT Except Pr</td> <td>N/A</td> </tr> </tbody> </table>	Value	Meaning	None	Deletes all payroll information at the beginning of the pay period.	All	Retains all payroll information.	TCs and Accounts	Retains the transaction code and accounting information, deleting only the hours.	Restore from Default	Restores data to the default schedule each pay period. <u>Note: Employee must have default schedule established to use this function.</u>	Exception Processing	Restores data to the default schedule each pay period; only exceptions to the employee's default schedule need to be entered. <u>Note: Employee must have default schedule established to use this function.</u>	webPT Except Pr	N/A
Value	Meaning														
None	Deletes all payroll information at the beginning of the pay period.														
All	Retains all payroll information.														
TCs and Accounts	Retains the transaction code and accounting information, deleting only the hours.														
Restore from Default	Restores data to the default schedule each pay period. <u>Note: Employee must have default schedule established to use this function.</u>														
Exception Processing	Restores data to the default schedule each pay period; only exceptions to the employee's default schedule need to be entered. <u>Note: Employee must have default schedule established to use this function.</u>														
webPT Except Pr	N/A														
Accounting	Instruction														
Manual Account Entry	Select this option to allow the employee or Timekeeper to choose the accounting code individually for each transaction included on the T&A.														
Stored Account (NFC)	Select this option to allow all transactions on the T&A to use accounting stored by NFC. The accounting is not set in the build file, and the accounting section on the T&A displays <i>Using Stored Account</i> instead of showing the actual accounting.														
Local Account (Local)	Select this option to allow the employee to use the same accounting code within the application (not stored at NFC).														
Account	Select the accounting code from the drop-down list to use on the T&A when Stored Account (NFC) or Local Account (Local) has been selected.														
Leave Parameters	Description/Instruction														



Field	Description/Instruction
Service Computation Date	<p>Defaults to the day of entry. Use the calendar to change the date, if needed. This field is used to determine the employee's annual leave earning category. When this field is completed by the Timekeeper (or Master Timekeeper), webTA automatically adjusts the annual leave category when 3 and 15 years of service have been reached.</p> <hr/> <p>Note: The Service Computation Data (SCD) will be adjusted through the Bi-Directional feed if any changes are required.</p>
Override Lv Category	Is used to set the Annual Leave Category for an employee.
Override Leave Ceiling	Is used to set an alternative leave ceiling for an employee. Selecting this option overrides the automatic reset of the leave ceiling at the end of the calendar year.
Approved Leave Recipient (VLTP)	Indicates if (in the pay period) the employee is eligible for donated leave as an approved Voluntary Leave Recipient.
Approved Leave Recipient (ELTP)	Indicates if (in the pay period) the employee is eligible for donated leave as an approved Emergency Leave Recipient.
Home Leave Accrual Rate	Is used to set an alternative home leave accrual rate for an employee. Selecting this option overrides the automatic reset of the accrual rate at the end of the calendar year, preserving the override value.
Home Leave Start Date	First date the employee is eligible for home leave.
Home Leave End Date	Last date the employee is eligible for home leave.



Setting an Employee's Pay Period

The **Set Pay Period** function is used to change an employee's current pay period in situations in which an employee might not have entered time for a previous pay period or his/her time was not validated, certified, and built for a previous pay period. **Set Pay Period** allows the Timekeeper to change the employee's pay period to correct these situations.

The list of pay periods is determined by when the employee last had a certified T&A.

- If the employee's last certified T&A was the previous pay period, there are none listed.
- If the employee's last certified T&A was several pay periods before the current pay period, then all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never had a certified T&A, then all pay periods for that calendar year can be chosen.
- If the employee's current T&A has leave transfer time used, then the pay periods cannot be changed.

Note: A corrected T&A cannot be changed.



To Set an Employee's Pay Period:

1. Select the employee from the Timekeeper Select Employee or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47). The Timekeeper Select Employee Page is displayed.

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 85: Timekeeper Select Employee Page



2. Select the **Set Pay Period** button from the Selected T&A list on the Timekeeper Select Employee page. The Set Employee Pay Period Page is displayed.

[Help](#) [Logout](#)

Set Employee Pay Period

ALICE DOE (DOEA)

	Pay Period	Date Range
<input checked="" type="radio"/>	12 - 2016	Jun 12 - Jun 25
<input type="radio"/>	11 - 2016	May 29 - Jun 11
<input type="radio"/>	10 - 2016	May 15 - May 28
<input type="radio"/>	09 - 2016	May 01 - May 14
<input type="radio"/>	08 - 2016	Apr 17 - Apr 30
<input type="radio"/>	07 - 2016	Apr 03 - Apr 16
<input type="radio"/>	06 - 2016	Mar 20 - Apr 02
<input type="radio"/>	05 - 2016	Mar 06 - Mar 19
<input type="radio"/>	04 - 2016	Feb 21 - Mar 05
<input type="radio"/>	03 - 2016	Feb 07 - Feb 20
<input type="radio"/>	02 - 2016	Jan 24 - Feb 06
<input type="radio"/>	01 - 2016	Jan 10 - Jan 23
<input type="radio"/>	26 - 2015	Dec 27 - Jan 09

Figure 86: Set Employee Page Period Page

3. Select the applicable pay period from the list.
4. Select the **Select** button. webTA sets the employee's pay period.



Locator Information

Locator Info allows Timekeepers to maintain contact work information for employees. Personal information is not tracked by webTA.

Note: webTA does not require that locator information be maintained, but if the Agency is configured to distribute webTA tasks via email, the email address must be entered. If no email is entered, tasks are delivered to webTA's task list only.

To Access Employee Locator Information:

1. Select the employee from the Timekeeper Select Employee or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

[Help](#) [Logout](#)

Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Edit T&A
T&A Profile
Leave
Set Pay Period
Delete
Validate
Summary

Selected Employee

Default Schedule
Correction
Locator Info
Certified T&As
Emp Profile
Leave Audit

Validate All
Return

Figure 87: Timekeeper Select Employee Page



2. Select the **Locator Info** button from the Selected Employee list on the Timekeeper Select Employee page. The employee's Locator Info page is displayed.

[Help](#) [Logout](#)

Locator Info

Office Contact Information for Tina Employee

Building	<input type="text"/>
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
Room Number	<input type="text"/>
Mail Stop/ Routing Code	<input type="text"/>
City	<input type="text"/>
State	None <input type="button" value="v"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>
Army Post Office(APO)	<input type="text"/>
Office Phone	<input type="text"/>
Extension	<input type="text"/>
Cell Phone	<input type="text"/>
Pager	<input type="text"/>
Email/Internet	<input type="text"/>
Fax	<input type="text"/>

Figure 88: Locator Information Page

3. Add applicable information.
4. Select the **Save** button. The Timekeeper Select Employee page is displayed.

OR

Select the **Cancel** button to cancel the action and return to the Timekeeper Select Employee page.



Leave and Premium Pay Requests

Timekeepers are allowed to view leave and premium pay requests for employees. webTA offers several options for viewing leave and premium pay requests. They can be viewed as individual requests on the current request page or viewed in a calendar view showing all requests.

This section includes the following topics:

Leave Requests	133
Premium Pay Requests.....	135

Leave Requests

Leave requests can be viewed for the Timekeeper's employees only, delegated employees only, or all requests in a list or in a calendar format.

To View Leave Requests:

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



Figure 89: Leave/Prem Pay Request Menu Page

2. Select the **Leave** button. The Current Leave Requests page is displayed listing pending requests for all employees assigned to the Timekeeper.



Note: Select the **Calendar View** button to view the current leave requests in a calendar format.

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Current Leave 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)	Sick Leave	Nov 06 2015 (2015-22)	Nov 06 2015 (2015-22)	1:00
View	Pending	BETTY DOE (DOEB)	Annual Leave	Nov 02 2015 (2015-22)	Nov 02 2015 (2015-22)	8:00

Calendar View
Return

Figure 90: Current Leave Requests Page

The following fields are displayed on the Current Leave Requests page:

Field	Description/Instruction
Change Employee Type	Defaults to Show All . To change employee type, select the appropriate choice from the drop-down list and select Update . Valid values are Show All , Show My Employees , and Show Delegated .
Change Request Type	Defaults to Show Pending . To change request type, select the appropriate choice from the drop-down list and select Update . Valid values are Show Pending , Show Approved , Show Denied , and Show All .
View	Select the View button to view the details of the leave request.
Status	Displays the leave request status. Valid values are Pending , Approved , and Denied .
Employee	Displays the employee requesting leave.



Field	Description/Instruction
Request Type	Displays leave request type. Valid values are: Admin/Excused Absence Annual Compensatory Time Off Home Leave Used Leave Without Pay Military Emergency Military Regular OWCP Injury Leave Other Paid Absence Sick Leave Time Off/Incentive Award
From Date	Displays the date that the leave request is starting.
To Date	Displays the date that the leave request is ending.
Total Hours	Displays the total hours of the leave request.

1. Select the **View** button to view the details of the leave request.

Premium Pay Requests

Premium pay requests can be viewed for the Timekeeper's employees only, delegated employees only, or all requests in a list or in a calendar format.



To View Premium Pay Requests:

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



Figure 91: Leave/Prem Pay Request Menu Page

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending requests for all employees assigned to the Timekeeper.

Note: Select the **Calendar View** button to view the premium pay requests in a calendar format.



Figure 92: Current Premium Pay Request Page

3. The following fields are displayed on the Current Premium Pay Requests page.

Field	Description/Instruction
Change Employee Type	Defaults to Show All . To change employee type, select the appropriate choice from the drop-down list and select the Update



Field	Description/Instruction
	button. Valid values are Show All , Show My Employees , and Show Delegated .
Change Request Type	Defaults to Show Pending . To change request type, select the appropriate choice from the drop-down list and select the Update button. Valid values are Show Pending , Show Approved , Show Denied , and Show All .
Status	Displays the premium pay request status Valid values are Pending , Approved , and Denied .
Employee	Displays the employee requesting premium pay.
Request Type	Displays premium pay request type. Valid values are: Compensatory Time Earned Hazard Pay Holiday worked OT w/Night Diff Overtime
From Date	Displays the date the premium pay request starts.
To Date	Displays the date the premium pay request ends.
Total Hours	Displays the total hours of the premium pay request.

4. Select the **View** button to view the details of the premium pay request.



Reports

webTA has the capability of generating many different types of reports useful to Timekeepers. These reports are able to gather and summarize schedule, T&A, employee, and Agency information in individual webTA pages or as downloadable files.

This section includes the following topics:

Leave Audit Report	139
Agency Status Report	143
Default Schedule Report	145
T&A Summary Report	147
Final Timecard Report	151
New Employee Report	154
Uncertified Timecard Report	156
Unvalidated Timecards Report	158
Bi-Directional Leave Changes Report	160
Bi-Directional Profile Audit Report	161

Leave Audit Report

The Leave Audit report allows Timekeepers to reconcile historical leave records for a selected employee. This report displays a line for each pay period that the employee has certified T&As. Leave audit reports are available for all leave types. Timekeepers can select the type of leave and the from and to pay period range for the report.



To View Leave Audit:

1. Select the employee from the Timekeeper Select Employee page or Search Results page following the directions found in *Selecting an Employee* (on page 43) or *Searching for an Employee* (on page 47).

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Timekeeper Select Employee

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		DOE JR, JOHN	DOEJ	12 - 2016	DOEM	DOET
<input checked="" type="radio"/>		DOE, ALICE	DOEA	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, BETTY	DOEB	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, DON	DOED	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	Doe, Frank	DOEF	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, HENRY	DOEH	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, JANE	DOEJ2	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, JOHN	DOEJ1	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, LARRY	DOEL	12 - 2016	DOEM	DOET
<input type="radio"/>	No Data	DOE, MARY	DOEM	12 - 2016	DOEM	DOET
<input type="radio"/>		DOE, THOMAS	DOET	12 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 93: Timekeeper Select Employee Page



2. Select the **Leave Audit** button from the Selected Employee list on the Timekeeper Select Employee page. The Leave Audit Report page is displayed and defaults to annual leave.

[Help](#) [Logout](#)

Leave Audit Report

Pay Period Range **From** **To**

2015 ▼ 1 ▼ 2015 ▼ 20 ▼

Leave Type Annual ▼

Update

Leave Audit (Annual) For JOHN DOE JR (DOEJ)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
20 - 2015		4:00	4:00	8:00	0:00	8:00	32:00
19 - 2015		0:00	4:00	4:00	0:00	4:00	32:00

Download PDF Return

Figure 94: Leave Audit Report

3. Select the Pay Period Range for the report from the drop-down lists.
4. Select the Leave Type for the report from the drop-down list.



- Select the **Update** button. The Leave Audit Report for the selected criteria is displayed.

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Leave Audit Report

Pay Period Range

From
To

2015 ▾
1 ▾
2015 ▾
20 ▾

Leave Type

Sick ▾

Leave Audit (Sick) For JOHN DOE JR (DOEJ)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
20 - 2015		4:00	4:00	8:00	0:00	8:00	32:00
19 - 2015		0:00	4:00	4:00	0:00	4:00	32:00

The following fields are displayed on the Leave Audit Report:

Field	Description
Pay Period	Displays the pay period number and year.
Manual Adjustment	Displays if a manual adjustment was made in that period period.
Forward	Displays the forward balance in that pay period.
Accrued	Displays the hours accrued in that pay period.
Available	Displays the hours available for use in that pay period.
Used	Displays the hours used in that pay period.
Balance	Displays the ending balance in that pay period.
Max. Available	Displays the maximum amount available through the end of the leave year.

- Select the **Download PDF** button to download the report.

OR

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



Agency Status Report

The Agency Status Report lists the current status of T&As for an Agency based on a specified pay period range. Timekeepers report can generate this report for employees assigned or delegated to them.

To Generate the Agency Status Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

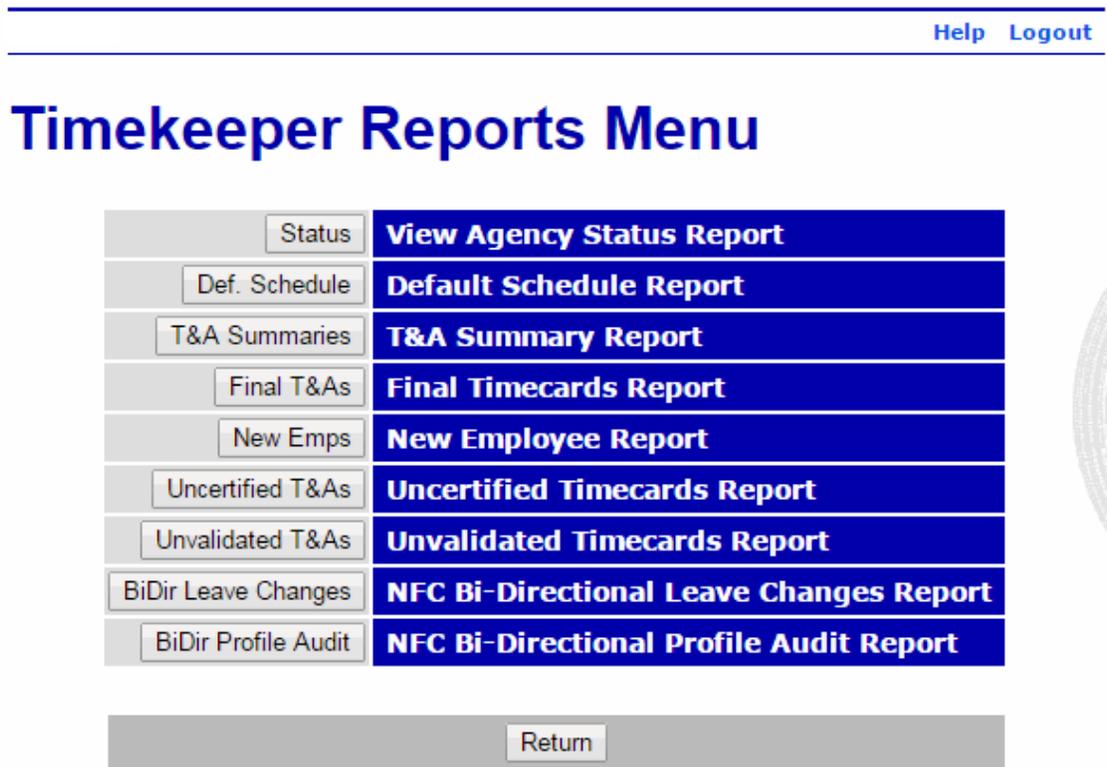


Figure 95: Timekeeper Reports Menu



2. Select the **Status** button. The Agency Status Report Criteria page is displayed.

Figure 96: Agency Status Report Criteria Page

3. Complete the fields as follows:

Field	Instruction
Pay Period Range	Select the beginning and ending pay periods of the report from the drop-down lists.
Exclude Delegate	Check this box to exclude delegate data.

4. Select the **Continue** button. The Agency Status Report is displayed.

Figure 97: Agency Status Report Page

The following fields are displayed on the report.

Field	Description
Pay Period Range	Displays the selected range for the report.
Employee Status	Displays the employee status for the report.



Field	Description
Includes delegates	Indicates that the report criteria was set to include delegates.
Pay Period	Displays the pay period number of year of the report.
Timekeeper's Organization	Displays the Timekeeper's organizational structure.
Timekeeper	Displays the Timekeepers ID.
Organization	Displays the employee's organizational code.
Agency	Displays the employee's Agency.
State	Displays the employee's State.
Town	Displays the employee's town number.
Unit	Displays the employee's unit number.
Tkp Code	Displays the Timekeeper's code.
Total Active Emp.	Displays the number of active employees assigned to the Timekeeper.
Total T&A Pending	Displays the number of T&As in a pending status.
Total T&A On Hold	Displays the number of T&As on hold.
Total T&A Affirmed	Displays the number of T&As affirmed by employees/Timekeepers.
Total T&A Certified	Displays the number of T&As certified by Supervisors.
Total T&A Built	Displays the number of T&As in the build file.

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

OR

Select the **Return** button to return to the Timekeeper Reports Menu page.

Default Schedule Report

The Default Schedule Report lists all employees for a Timekeeper who are using default schedules. This report includes the employee's name, ID, tour of duty, and alternative schedule type followed by the accounts and daily hours for the pay period by accounting code, and the total hours for the entire pay period.



To Generate the Default Schedule Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

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Timekeeper Reports Menu

Status	View Agency Status Report
Def. Schedule	Default Schedule Report
T&A Summaries	T&A Summary Report
Final T&As	Final Timecards Report
New Emps	New Employee Report
Uncertified T&As	Uncertified Timecards Report
Unvalidated T&As	Unvalidated Timecards Report
BiDir Leave Changes	NFC Bi-Directional Leave Changes Report
BiDir Profile Audit	NFC Bi-Directional Profile Audit Report

[Return](#)

Figure 98: Timekeeper Reports Menu

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

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Default Schedule Report

Employee	ID	Tour	Alternate Schedule	Project/Account	Week 1 Hours							Week 2 Hours							Total		
					S	M	T	W	T	F	S	S	M	T	W	T	F	S			
DOE, THOMAS	DOET	Full Time	Regular 8-hour Days	XXXXXXXXXXXXXXXXXXXX																	
DOE, BETTY	DOEB	Full Time	Regular 8-hour Days	XXXXXXXXXXXXXXXXXXXX		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	80:00
DOE, JOHN	DOEJ1	Full Time	Regular 8-hour Days	XXXXXXXXXXXXXXXXXXXX		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	80:00
DOE, DON	DOED	Full Time	5/4/9 Compressed	XXXXXXXXXXXXXXXXXXXX		9:00	9:00	9:00	9:00	8:00			9:00	9:00	9:00	9:00					80:00
DOE JR, JOHN	DOEJ	Full Time	4 Ten-hour Days	XXXXXXXXXXXXXXXXXXXX		10:00	10:00	10:00	10:00				10:00	10:00	10:00	10:00					80:00

[Return](#)

Figure 99: Default Schedule Report

The following fields are displayed on the report.

Field	Description
-------	-------------



Field	Description
Employee	Displays the employee's name.
ID	Displays the employee's webTA user ID.
Tour	Displays the employee's tour-of-duty.
Alternate Schedule	Displays the employee's alternate work schedule.
Project/Account	Displays the project number or accounting code for the employee's work time.
Work 1 Hours	Displays the work schedule for the first week of the pay period.
Week 2 Hours	Displays the work schedule for the second week of the pay period.
Total	Displays the total work hours for the pay period.

1. Select the **Return** button to return to the Timekeeper Reports Menu page.

T&A Summary Report

The T&A Summaries Report produces T&A summaries for selected employees as a portable document format (PDF). These reports can be view immediately or saved to your computer.



To Generate the T&A Summary Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

[Help](#) [Logout](#)

Timekeeper Reports Menu

Status	View Agency Status Report
Def. Schedule	Default Schedule Report
T&A Summaries	T&A Summary Report
Final T&As	Final Timecards Report
New Emps	New Employee Report
Uncertified T&As	Uncertified Timecards Report
Unvalidated T&As	Unvalidated Timecards Report
BiDir Leave Changes	NFC Bi-Directional Leave Changes Report
BiDir Profile Audit	NFC Bi-Directional Profile Audit Report

[Return](#)

Figure 100: Timekeeper Reports Menu



2. Select the **T&A Summaries** button. The T&A Summaries (PDF) page is displayed.

[Help](#) [Logout](#)

T&A Summaries (PDF)

Pay Period Range

From

To

2007 ▼

23 ▼

2015 ▼

26 ▼

Employee UserIDs

Enter up to 10 UserIDs. 1 per line.

T&A Type

All ▼

Figure 101: T&A Summaries (PDF) Page

3. Complete the fields as follows:

Field	Instruction
Pay Period Range	Select the pay period range to be included in the report from the drop-down lists.
Employee User IDs	Enter the user IDs of the employees for the report or select the Search button to search for the employees.
T&A Type	Select the T&A type for the report from the drop-down list. Valid values are All , Corrections , Unvalidated , Validated , and Certified .



4. Select the **Continue** button. The T&A Summary page is displayed.

Name:	JOHN DOE JR		Pay Period:	19 : Sep 20, 2015 to Oct 3, 2015	
Time Card Type:	Regular		Leave Year:	2015	
Status:	Certified				
Time In Pay:	80:00	Other Time:	0:00	Dollar Transactions:	\$0.00
				Days In Pay:	10

Transaction	Pfx	Stx	Account	Sep							Wk 1	Sep				Oct			Wk 2	Total
				20	21	22	23	24	25	26		27	28	29	30	1	2	3		
				S	M	T	W	T	F	S		S	M	T	W	T	F	S		
				Time In	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00				
				Time Out	4:30	4:30	4:30	4:30	4:30			4:30	4:30	4:30	4:30	4:30				
01 - Regular Base Pay			XXXXXXXXXXXXXXXXXXXX Documentation -		8	8	8	8	8		40	8	8	8	8	8		40	80	
Work Time Total					8	8	8	8	8		40	8	8	8	8	8		40	80	
Absence Start																				
Absence End																				
(No Leave and Other Time Transactions)																				
Daily Total					8	8	8	8	8		40	8	8	8	8	8		40	80	

	Fwd	Accr	Avail	Used	Bal
Annual	--	4:00	4:00	--	4:00
Sick	--	4:00	4:00	--	4:00
Maximum Available Annual					32:00
Maximum Available Sick					32:00
Use or Lose Leave					--

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
Retain Data	TCs and Accounts
Account Data Code	Manual Entry
Service Computation Date	Sep 20 2015

Figure 102: T&A Summary Report (Page 1)



Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Your signature certifies that all reported time was worked and approved according to law and regulation.
Affirmed By: JOHN DOE JR
Affirmed Date: Oct 06 2015 2:44 PM
Certified By: THOMAS DOE
Certified Date: Oct 09 2015 1:42 PM

Oct 13 2015 08:35 AM	Built		Built in Build ID 135135.
Oct 09 2015 01:42 PM	Supervisor Certified	DOE, THOMAS (DOET)	
Oct 06 2015 02:55 PM	MasterTimekeeper Validated	DOE JR, JOHN (DOEJ)	
Oct 06 2015 02:55 PM	MasterTimekeeper Validated	DOE JR, JOHN (DOEJ)	
Oct 06 2015 02:44 PM	Employee Attested	DOE JR, JOHN (DOEJ)	
Oct 06 2015 02:44 PM	Employee Validated	DOE JR, JOHN (DOEJ)	
Sep 29 2015 02:13 PM	Validation Reset By Edit	DOE JR, JOHN (DOEJ)	
Sep 25 2015 01:51 PM	Employee Attested	DOE JR, JOHN (DOEJ)	
Sep 25 2015 01:51 PM	Employee Validated	DOE JR, JOHN (DOEJ)	
Sep 25 2015 12:03 PM	Service Computation date adjusted	DOE, MARY (DOEM)	SCD changed to 20-SEP-15
Sep 22 2015 03:30 PM	New Record Created	DOE, MARY (DOEM)	Created new record for pay period

H4098TASummaryReport

2 of 2

Figure 103: T&A Summary Report (Page 2)

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

Final Timecard Report

The Final Timecard Report lists the names, user IDs, Timekeeper's IDs, Supervisor's IDs, organizations and pay periods of employees with final T&As who are assigned to the Timekeeper.



To Generate the Final Timecard Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

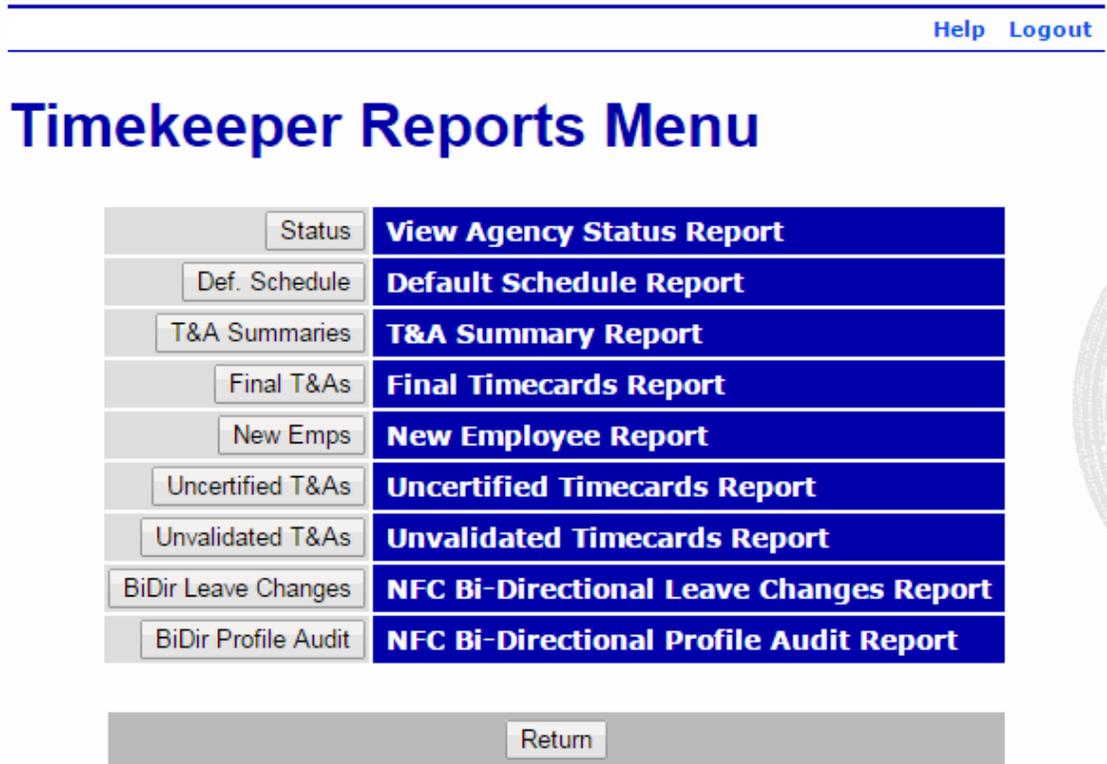


Figure 104: Timekeeper Reports Menu



2. Select the **Final T&As** button. The Final Timecard Report Parameters page is displayed.

[Help](#) [Logout](#)

Final Timecard Report Parameters

Pay Period Range

From	To
2007 ▼	23 ▼
2015 ▼	26 ▼

Continue Return

Figure 105: Final Timecard Report Parameters Page

3. Select the Pay Period Range from the drop-down list.
4. Select the **Continue** button. The Final Timecard Report is displayed.

[Help](#) [Logout](#)

Final Timecard Report

Employee Name	Employee User Id	Timekeeper User Id	Supervisor User Id	Organization	Pay Period
DOE, GARY	DOEG	DOEM	DOET	70	20 2015

Download Return

Figure 106: Final Timecard Report

The following fields are displayed on the report.

Field	Description
Employee Name	Displays the employee's name.
Employee User Id	Displays the employee's user ID.
Timekeeper User Id	Displays the Timekeeper's user ID.
Supervisor User Id	Displays the Supervisor's user ID.
Organization	Displays the employee's organization.
Pay Period	Displays the pay period and year.

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



OR

Select the **Return** button to return to the Timekeeper Reports Menu page.

New Employee Report

The New Employee Report lists the new employee's name and user ID, the users IDs of the employee's Supervisor and Timekeeper, the employee's organization and the pay period of the first T&A.

To Generate the New Employee Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

[Help](#) [Logout](#)

Timekeeper Reports Menu

Status	View Agency Status Report
Def. Schedule	Default Schedule Report
T&A Summaries	T&A Summary Report
Final T&As	Final Timecards Report
New Emps	New Employee Report
Uncertified T&As	Uncertified Timecards Report
Unvalidated T&As	Unvalidated Timecards Report
BiDir Leave Changes	NFC Bi-Directional Leave Changes Report
BiDir Profile Audit	NFC Bi-Directional Profile Audit Report

[Return](#)

Figure 107: Timekeeper Reports Menu



1. Select the **New Emps** button. The New Employee Report Parameters page is displayed.

Figure 108: New Employee Report Parameters

2. Select the pay period range for the report from the drop-down lists.
3. Select the **Continue** button. The New Employee Report is displayed.

Employee Name	Employee User Id	Timekeeper User Id	Supervisor User Id	Organization	Pay Period
DOE, BETTY	DOEB	DOEM	DOET	70	20 2015

Figure 109: New Employee Report

The following fields are displayed on the report.

Field	Description
Employee Name	Displays the employee's name.
Employee User Id	Displays the employee's user ID.
Timekeeper User Id	Displays the Timekeeper's user ID.
Supervisor User Id	Displays the Supervisor's user ID.
Organization	Displays the employee's organization.
Pay Period	Displays the pay period and year.



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

OR

Select the **Return** button to return to the Timekeeper Reports Menu page.

Uncertified Timecard Report

The Uncertified Timecard Report lists the uncertified T&As for employees assigned to the Timekeeper. This list contains the employee's name and user ID, the user ID of their Supervisor and Timekeeper, the organizations and pay period.

To Generate the Uncertified Timecard Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

[Help](#) [Logout](#)

Timekeeper Reports Menu

Status	View Agency Status Report
Def. Schedule	Default Schedule Report
T&A Summaries	T&A Summary Report
Final T&As	Final Timecards Report
New Emps	New Employee Report
Uncertified T&As	Uncertified Timecards Report
Unvalidated T&As	Unvalidated Timecards Report
BiDir Leave Changes	NFC Bi-Directional Leave Changes Report
BiDir Profile Audit	NFC Bi-Directional Profile Audit Report

[Return](#)

Figure 110: Timekeeper Reports Menu



2. Select the **Uncertified T&As** button. The Uncertified Timecard Report is displayed.

[Help](#) [Logout](#)

Uncertified Timecard Report

Timekeeper	Supervisor	Employee Name	Employee User Id	Organization	Pay Period	Status	Tour
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE JR, JOHN	DOEJ	OCFO/70	21 2015	Pending	Full Time
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, BETTY	DOEB	OCFO/70	21 2015	Pending	Full Time
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, DON	DOED	OCFO/70	21 2015	Pending	Full Time
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, JOHN	DOEJ1	OCFO/70	21 2015	Pending	Full Time
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, LARRY	DOEL	OCFO/70	21 2015	Pending	Full Time
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, MARY	DOEM	OCFO/70	21 2015	Pending	Full Time
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, THOMAS	DOET	OCFO/70	21 2015	Pending	Full Time

Figure 111: Uncertified Timecard Report

The following fields are displayed on the report.

Field	Description
Timekeeper	Displays the Timekeeper's name and user ID.
Supervisor	Displays the Supervisor's name and user ID.
Employee Name	Displays the employee's name.
Employee User Id	Displays the employee's user ID.
Organization	Displays the employee's organization.
Pay Period	Displays the pay period number and year of the uncertified T&A.
Status	Displays the status of the uncertified T&A.
Tour	Displays the employee's tour of duty.

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

OR

Select the **Return** button to return to the Timekeeper Reports Menu page.



Unvalidated Timecards Report

The Uncertified Timecard Report lists the uncertified T&As for employees assigned to the Timekeeper. This list contains the employee's name and user ID, the user ID of their Supervisor and Timekeeper, the organizations and pay period.

To Generate the Unvalidated Timecard Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

[Help](#) [Logout](#)

Timekeeper Reports Menu

Status	View Agency Status Report
Def. Schedule	Default Schedule Report
T&A Summaries	T&A Summary Report
Final T&As	Final Timecards Report
New Emps	New Employee Report
Uncertified T&As	Uncertified Timecards Report
Unvalidated T&As	Unvalidated Timecards Report
BiDir Leave Changes	NFC Bi-Directional Leave Changes Report
BiDir Profile Audit	NFC Bi-Directional Profile Audit Report

[Return](#)

Figure 112: Timekeeper Reports Menu



2. Select the **Unvalidated T&As** button. The Unvalidated Timecard Report is displayed.

[Help](#) [Logout](#)

Unvalidated Timecard Report

Timekeeper User Id	Supervisor User Id	Employee Name	Employee User Id	Organization	Pay Period
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE JR, JOHN	DOEJ	OCFO/70	21 2015
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, BETTY	DOEB	OCFO/70	21 2015
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, DON	DOED	OCFO/70	21 2015
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, JOHN	DOEJ1	OCFO/70	21 2015
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, LARRY	DOEL	OCFO/70	21 2015
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, MARY	DOEM	OCFO/70	21 2015
DOE, MARY(DOEM)	DOE, THOMAS(DOET)	DOE, THOMAS	DOET	OCFO/70	21 2015

[Download](#)

[Return](#)

Figure 113: Unvalidated Timecard Report

The following fields are displayed on the report.

Field	Description
Timekeeper User Id	Displays the Timekeeper's name and user ID.
Supervisor User Id	Displays the Supervisor's name and user ID.
Employee Name	Displays the employee's name.
Employee User Id	Displays the employee's user ID.
Organization	Displays the employee's organization.
Pay Period	Displays the pay period number and year.

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



OR

Select the **Return** button to return to the Timekeeper Reports Menu page.

Bi-Directional Leave Changes Report

The Bi-Directional Leave Changes Report allows Timekeepers view a detailed report of leave balance changes made during the bi-directional process for their assigned employees. A report is generated only for those employees whose leave balances were changed in webTA.

To Generate the NFC Bi-Directional Leave Changes Report:

1. Select the **Reports** button from the Timekeeper Main Menu page. The Timekeeper Reports Menu page is displayed.

[Help](#) [Logout](#)

Timekeeper Reports Menu

Status	View Agency Status Report
Def. Schedule	Default Schedule Report
T&A Summaries	T&A Summary Report
Final T&As	Final Timecards Report
New Emps	New Employee Report
Uncertified T&As	Uncertified Timecards Report
Unvalidated T&As	Unvalidated Timecards Report
BiDir Leave Changes	NFC Bi-Directional Leave Changes Report
BiDir Profile Audit	NFC Bi-Directional Profile Audit Report

[Return](#)

Figure 114: Timekeeper Reports Menu



2. Select the **BiDir Leave Changes** button. The NFC BiDir Leave Changes Report is displayed.

Name	SSN	Leave Type	webTA Balance	NFC Balance	Difference
DOE, JOHN		Compensatory	4:15	1:00	-3:15
DOE, JOHN		Annual	187:45	203:00	15:15
DOE, JANE		Sick	16:00	26:30	10:30

Download Return

Figure 115: NFC BiDir Leave Change Report for OCFO

The following fields are displayed on the report:

Field	Description
Name	Displays the employee's name.
SSN	N/A
Leave Type	Displays the type of leave changed.
webTA Balance	Displays the leave balance in webTA.
NFC Balance	Displays the leave balance at NFC.
Difference	Displays the leave balance discrepancy between NFC and webTA.

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

OR

Select the **Return** button to return to the Timekeeper Reports Menu page.

Bi-Directional Profile Audit Report

The Bi-Directional Profile Audit Report allows Timekeepers view a list T&A Profile changes that were made as a result of the Bi-Directional interface for their assigned employees. These



changes are made after the completion of BEAR and are the result of changes in the employee's pay plan, tour of duty, duty hours, or SCD.

To Generate the NFC Bi-Directional Profile Audit Report:

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

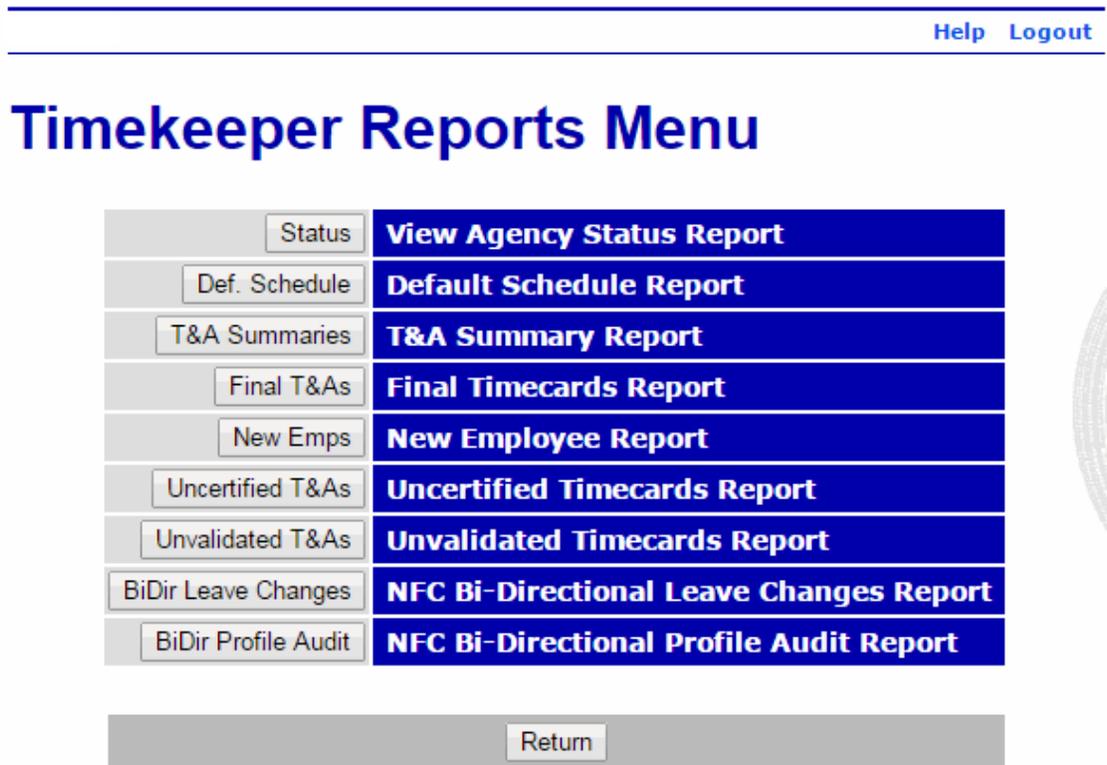


Figure 116: Timekeeper Reports Menu



2. Select the **BiDir Profile Audit** button. The NFC Bi-Directional Profile Audit Report is displayed.

Name	SSN	Organization	Message
DOE, JOHN		OCFO/70	Service Comp Date from 08/24/2015 to 09/24/2015.

[Download](#) [Return](#)

Figure 117: NFC Bi-Directional Profile Audit Report

The following fields are displayed on the report:

Field	Description
Name	Displays the employee's name.
SSN	N/A
Organization	Displays the employee's organization.
Message	Displays the details of the change made to the employee's profile via the bi-directional feed from NFC.

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

OR

Select the **Return** button to return to the Timekeeper Reports Menu page.



Master Timekeeper

Although a Timekeeper’s access to employee records is restricted to employees who are assigned to them specifically, Master Timekeepers may access and perform Timekeeper duties for all employees within the Agency. In addition to all Timekeeper functions, Master Timekeepers have the added ability to override validation errors and can reassign employees to another organization.



Figure 118: Master Timekeeper Main Menu Page

This section includes the following topics:

Overriding Validation Errors	165
Reassigning Employees	169

Overriding Validation Errors

The Override validation function allows a Master Timekeeper to override validation errors on an employee's T&A.



To Override the Validation of an Employee's T&A:

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

[Help](#) [Logout](#)

Search for Employee

Employee's Last Name	<input type="text" value="DOE"/>	
Employee's First Name	<input type="text" value="Alice"/>	
Employee's SSN	<input type="text"/>	
Timekeeper	<input type="text"/>	<input type="button" value="Search"/>
T&A Type	<input style="width: 100%;" type="text" value="All"/>	
Pay Period	<input style="width: 100%;" type="text" value="All"/>	

Figure 119: Search for Employee Page - Master Timekeeper

2. Complete the fields as follows:

Field	Description/Instruction
Employee's Last Name	Enter at least one character of the employee's last name. Note: You may search for a range of employees by typing the alphabetical range with no spaces, i.e., a-d.
Employee's First Name	Enter at least one character of the employee's first name.
Employee's SSN	<i>Optional.</i> Enter the employee's SSN.
Timekeeper	Enter a Timekeeper ID to get search results of all employees assigned to that Timekeeper. You may leave blank if searching for a specific employee. Select the Search button if the Timekeeper ID is not known.
T&A Type	Select the T&A type from the drop-down list. Valid values are All , Corrections , Unvalidated , Validated , Certified , and



Field	Description/Instruction
	No Profile.
Pay Period	Select the Pay Period from the drop-down list. Valid values are All , Current , Previous , and Older .

3. Select the **Search** button. The Search Results page is displayed.

Note: The Search Results page for the Master Timekeeper contains all of the same list options as it does for the Timekeeper with the additional option of override validation.

[Help](#) [Logout](#)

Search Results

Search Criteria: First Name like Alice AND Last name like DOE

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>		DOE, ALICE	DOEA	13 - 2016	DOEM	DOET

Selected T&A

Edit T&A T&A Profile Leave Set Pay Period Delete Validate Override Val Summary

Selected Employee

Default Schedule Correction Locator Info Certified T&As Emp Profile Leave Audit

Return

Figure 120: Search Results Page



- Select the **Override Val** button. The Validation Summary page is displayed showing the errors on the T&A.

[Help](#) [Logout](#)

Validation Summary

UserID	Name	PayPeriod	Error Message
DOEA	ALICE DOE	13	ERROR: [4004] - Base time in pay 88 , may not exceed 80 hours.
DOEA	ALICE DOE	13	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.
DOEA	ALICE DOE	13	ERROR: [4009] - Week 2 base paid hours, 48 , may not exceed 40 hours.
DOEA	ALICE DOE	13	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.
DOEA	ALICE DOE	13	WARNING: [2038] - Please verify that hours are correctly recorded for Federal holiday Independence Day on JUL-04.

Figure 121: Validation Summary Page - Override

- Select the **Override Validation** button. The Search Results page is displayed with the updated status.

[Help](#) [Logout](#)

Search Results

Search Criteria: First Name like alice AND Last name like doe

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>	Val Override	DOE, ALICE	DOEA	13 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 122: Validation Override Page



Reassigning Employees

Master Timekeepers are allowed to reassign employees within their organizations.

To Reassign an Employee:

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

[Help](#) [Logout](#)

Search for Employee

Employee's Last Name	<input type="text" value="DOE"/>
Employee's First Name	<input type="text" value="Alice"/>
Employee's SSN	<input type="text"/>
Timekeeper	<input type="text"/> <input type="button" value="Search"/>
T&A Type	All ▼
Pay Period	All ▼

Figure 123: Search for Employee Page - Master Timekeeper

2. Complete the fields as follows:

Field	Description/Instruction
Employee's Last Name	Enter at least one character of the employee's last name. Note: You may search for a range of employees by typing the alphabetical range with no spaces, i.e., a-d.
Employee's First Name	Enter at least one character of the employee's first name.
Employee's SSN	<i>Optional.</i> Enter the employee's SSN.
Timekeeper	Enter a Timekeeper ID to get search results of all employees assigned to that Timekeeper. You may leave blank if searching for a specific



Field	Description/Instruction
	employee. Select the Search button if the Timekeeper ID is not known.
T&A Type	Select the T&A type from the drop-down list. Valid values are All , Corrections , Unvalidated , Validated , Certified , and No Profile .
Pay Period	Select the Pay Period from the drop-down list. Valid values are All , Current , Previous , and Older .

3. Select the **Search** button. The Search Results page is displayed.

[Help](#) [Logout](#)

Search Results

Search Criteria: First Name like Alice AND Last name like DOE

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>		DOE, ALICE	DOEA	13 - 2016	DOEM	DOET

Selected T&A

Selected Employee

Figure 124: Search Results Page



4. Select the **Emp Profile** button. The Employee Profile page is displayed.

[Help](#) [Logout](#)

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	<input type="text" value="DOEA"/>
First Name	<input type="text" value="ALICE"/>
Middle Name or Initial (Optional)	<input type="text"/>
Last Name	<input type="text" value="DOE"/>
E Auth Internal ID	<input type="text"/>
Supervisor's User ID	<input type="text" value="DOET"/> <input type="button" value="Search"/>
Timekeeper's User ID	<input type="text" value="DOEM"/> <input type="button" value="Search"/>
Organization	<input type="text" value="OCFO/70"/> <input type="button" value="Search"/>
Active Status	<input checked="" type="checkbox"/> Active Employee

Figure 125: Employee Profile Page



5. Select the **Search** button in the Organization field. The Select Organization page is displayed.

[Help](#) [Logout](#)

Select Organization

Agency / Organization

- OCFO
 - 03
 - 04
 - 10
 - 30
 - 40
 - 50
 - 70
 - 80
 - 90

Select Cancel

Figure 126: Select Organization Page

6. Select the organization to reassign the employee.



7. Select the **Select** button. The Employee Profile page is displayed with the organization changed.

[Help](#) [Logout](#)

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	<input type="text" value="DOEA"/>
First Name	<input type="text" value="ALICE"/>
Middle Name or Initial (Optional)	<input type="text"/>
Last Name	<input type="text" value="DOE"/>
E Auth Internal ID	<input type="text"/>
Supervisor's User ID	<input type="text" value="DOET"/> <input type="button" value="Search"/>
Timekeeper's User ID	<input type="text" value="DOEM"/> <input type="button" value="Search"/>
Organization	<input type="text" value="OCFO/90"/> <input type="button" value="Search"/>
Active Status	<input checked="" type="checkbox"/> Active Employee

Figure 127: Employee Profile Page - Employee Reassigned

8. Select the **Save** button to save the change.

OR

Select the **Cancel** button to cancel the change.



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