



webTA 4.2 Supervisor Quick Reference Card

Supervisor Main Menu Options

Supervisor Role Tab: Access functions that Supervisors use to work with employee timesheets, leave and premium pay requests, reports, schedules, etc.

Inbox Tab: View system-generated messages/alerts.

Settings Tab: View your own employee profile.

Help Tab: Access online help.

Log Out Tab: Exit the system.

Employees Section: Certify timesheets, approve employee leave/premium pay requests, and approve employee dollar transactions requests.

Reports Section: Run, print, or save reports.

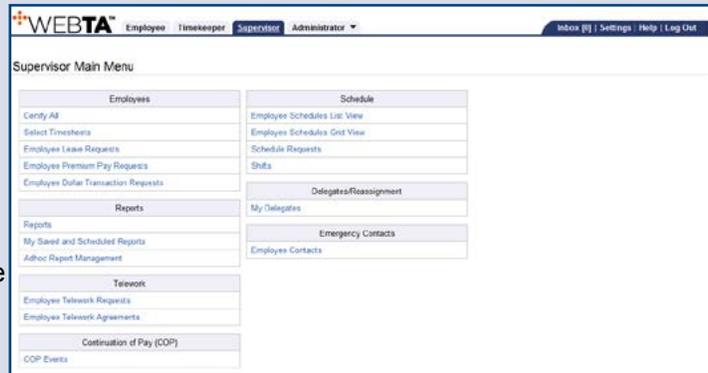
Telework Section: Approve or deny employee telework requests and telework agreements.

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

Schedule Section: View employee schedules, schedule requests and shifts.

Delegates/Reassignments Section: Assign or unassign a delegate.

Emergency Contacts Section: View employee emergency contact information.



Managing Leave/Premium Pay Requests

1. On the Supervisor Main Menu, from the Employees Section, click **Employee Leave Requests**.

2. Under Status, click **Pending** next to the name of the employee whose leave you wish to approve/deny.

NOTE: You can click Leave Balance Calculator to view current or projected leave balances.

3. Enter any remarks in the **Supervisor Remarks** text box.

4. Click **Approve** or **Deny**. This will set the request to approved/denied on the employee's Current Leave Request Page.

NOTE: If the request is denied, a reason must be provided.

Certifying T&As

Validation Messages

ERROR: An account is required for transaction '60 - Federal Holiday' (PPV_NFC_107)
 ERROR: Ease 30 hours (0.00) does not match required weekly hours (40.00) for week 1 (PPV_NFC_107)
 ERROR: Ease 30 hours (16.00) does not match duty hours (00.00) (PPV_NFC_100)
 ERROR: Ease 30 hours (16.00) does not match required weekly hours (40.00) for week 2 (PPV_NFC_101)
 ERROR: Less than 30 hours posted for a full time employee (PPV_NFC_37)
 WARNING: Absence Hours are required on 10/12 when leave is recorded (PPV_USDA_22)
 WARNING: Absence Hours are required on 10/14 when leave is recorded (PPV_USDA_22)

Work Time

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	WAO	Total
D1 - Regular Base Pay	154 0001000 (No Description)																
Work Time Total																	

Leave Time

Transaction	Account	Absence Start	Absence End	7:00am	7:00am	8:00am	8:00am	9:00am	9:00am	10:00am	10:00am
60 - Federal Holiday											
Leave Time Total											

Dollar Transactions

Transaction	Account	Date	Amount

Work Schedule

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
10/04	10/05	10/06	10/07	10/08	10/09	10/13	10/11	10/12	10/13	10/14	10/15	10/16	10/17

Totals

Week Of:	Transaction Code	Amount
10/04	60 - Federal Holiday	16.00

Remarks

Pay Period Remarks

Leave Requests

Date	Times	Hours	Transaction	Status	Approver
No leave requests found for this pay period					

Premium Pay Requests

Date	Times	Hours	Transaction	Status	Approver
No premium pay requests found for this pay period					

Leave Data

Leave Type	Forward	Aq Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	8.00	8.00	4.00	0.00	0.00	0.00	0.00	12.00	36.00	0.00
Sick Leave	8.00	8.00	4.00	0.00	0.00	0.00	0.00	12.00	36.00	0.00
Other Leave	0.00	0.00	0.00	16.00	0.00	0.00	0.00	16.00	48.00	0.00

Timesheet Profile

Status Change Type: None
 Status Change Ety: None
 Oath of Office: F
 Final Report: False
 On Hold: F
 Payplan: GS General Schedule (reg)
 Tour of duty: Full Time
 Work Week: Mon-Fri
 Duty Hours: 80
 Alternative Work Schedule: Regular 8-hour Days
 RSD / Salary Cap: None
 Standby Hours Week 1:
 Standby Hours Week 2:
 Standby AHO Percent:
 Negative Accrual Leave Balance: F
 Military Emergency Leave Flag: F
 Military Regular Leave Flag: F
 Service Computation Date: 01/01/2011
 Negative Sick Leave Balance: F
 Negative Religious Cong Time Balance: F
 Leave Ceiling Override:

Leave Category Override: Default (Based on SCD)
 Home Leave Computation Code:
 Home Leave Category: None
 Home Leave End Date:
 FMLA Military Invoiced: F
 FMLA Invoiced: F
 FMLA Military Expiration Date:
 FMLA Expiration Date:
 State Code: Louisiana
 Agency: CCFD
 Times: 1515
 New Contact Point: F
 Unit: 11
 Timekeeper: 16
 BUS Code:
 Account:
 Actual Leave Accrual Rate: 4 Hours/PP
 Personal Leave Ceiling: 30.00
 Accounting Type: Manual Account Entry
 Vol Leave Backlog: No
 Etn: Leave Recipient: No

Activity Log

Action	Resulting State	Date	Name	Message
Override Validation	Validation Overridden	01/27/2016 10:55 AM EST	EMPLOYEE, BORGNE	
Save	Timesheet Saved	10/04/2015 03:01 AM EDT	SYSTEM	

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

Action Remarks:

Character remaining: 255

Buttons: Certify, Reject/Decertify, Printable Version, Cancel

1. On the Supervisor Main Menu, from the Employee's Section, click **Select Timesheets**.
2. Check the box next to the employee to certify.
3. On the bottom of the page, in the Select Action Section, under Timesheets, click **Certify Selected**.
4. Verify timesheet entries, click **Certify**.

NOTE: If the timesheet is rejected, a remark must be entered.

Additional Options Include:

- **Action Remarks:** Displays any comments made for the pay period.
- **Reject/Decertify:** Dismisses timesheet; timesheet is correct or requires adjustments.
- **Printable Version:** Enables print capability for timesheet printing.
- **Cancel:** Cancel the anticipated action for the active timesheet.

Approving or Denying Work Schedule Requests

1. On the Supervisor Main Menu, from the Schedule Section, click **Schedule Requests**.
2. Under Status, click **Pending** next to the employee you wish to approve or deny.
3. Click **Approve** or **Deny**.

WEBTA Employee Timekeeper Supervisor ECM Administrator | Inbox (0) | Settings | Help | Log Out

Supervisor Main Menu > Schedule Requests >

Schedule - EMPLOYEE, SUE

Name: Sue's schedule
 Description:
 Start Date: Aug 09, 2015
 End Date: Forever

Schedule Type: Permanent
 Schedule Status: Submitted

Week One				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	7:00am-3:30pm		Regular Base Pay	8
Tue	7:00am-3:30pm		Regular Base Pay	8
Wed	7:00am-3:30pm		Regular Base Pay	8
Thu	7:00am-3:30pm		Regular Base Pay	8
Fri	7:00am-3:30pm		Regular Base Pay	8
Sat				
Week One TOTAL				40.00

Week Two				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	7:00am-3:30pm		Regular Base Pay	8
Tue	7:00am-3:30pm		Regular Base Pay	8
Wed	7:00am-3:30pm		Regular Base Pay	8
Thu	7:00am-3:30pm		Regular Base Pay	8
Fri	7:00am-3:30pm		Regular Base Pay	8
Sat				
Week Two TOTAL				40.00

Approver Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Submit	Submitted	09/21/2015 01:26 PM	EMPLOYEE, SUE	

Approve Deny Cancel

Approve or Deny a Telework Agreement

1. On the Supervisor Main Menu, from the Telework Section, click **Employee Telework Agreements**.
2. Click **Pending** in the Status Section.
3. Check the boxes with asterisks and complete dates, in the Supervisor's Requirements Section. **NOTE:** All sections with asterisks must be completed.
4. Click **Approve** or **First Level Deny**.

NOTE: If the agreement is denied, a reason must be provided.

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Supervisor Main Menu > Telework Agreements >

Telework Agreement

Agency Guidelines

Employee Information

Employee: EMPLOYEE, BONNIE EMPLOYEE****

Medical Accommodation:

Telework Type

Agreement Dates

Agreement Start: 08/18/2015
 Agreement Expires: 05/24/2015

Primary Telework Location

Primary Telework Address and Phone

Mileage

Number of Miles Saved Per Day: 75.00

Requirements Completed

Telework Schedule

Telework Day: S M T W T F S S S M T W T F S
 Office Day: S M T W T F S S S M T W T F S

Other Comments

Termination Details

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Return to Pending	Pending	12/15/2015 03:55 PM	EMPLOYEE, SUE	
Approve	Approved	06/22/2015 09:24 AM	EMPLOYEE, SUE	
Submit	Pending	06/22/2015 07:57 AM	EMPLOYEE, BONNIE	
Return to Pending	Pending	06/22/2015 07:55 AM	EMPLOYEE, SUE	
Approve	Approved	06/15/2015 03:51 PM	EMPLOYEE, SUE	
Submit	Pending	06/15/2015 03:50 PM	EMPLOYEE, BONNIE	

Approve First Level Deny Printable Version Cancel

Approve or Deny a Telework Request

1. On the Supervisor Main Menu, from the Telework Section, click **Employee Telework Requests**.
2. Click **Pending** in the Status Section.
3. Check the boxes with asterisks and complete dates, in the Supervisor's Requirements Section. **NOTE:** All sections with asterisks must be completed.
4. Click **Approve** or **Deny**.

NOTE: If the request is denied, a remark must be entered.

WEBTA Employee Timekeeper Supervisor Administrator | Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Telework Type and Dates
Employee: EMPLOYEE, BONNIE
Telework Code: [01 - Telework Home - Routine] [v]
Reason: [Complex Project] [v]
Reason Notes: _____

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Aug 18, 2015	Aug 24, 2015	7:00am	3:30pm	8:30	59:30	

Remarks
Approver: _____
Comments: _____

Activity Log

Action	Date	Name	Comments
Revert to Pending	09/21/2015 12:50 PM	EMPLOYEE, SUE	
Approve	09/20/2015 09:17 AM	EMPLOYEE, SUE	
Submit	09/20/2015 09:11 AM	EMPLOYEE, BONNIE	

[Approve] [Deny] [Cancel]

Managing Supervisor Delegates

1. On the Supervisor Main Menu, from the Delegates/Reassignment Section, click **My Delegates**.
2. Click **Add Delegate**. A list of eligible supervisors is displayed.
3. Select the **delegate(s)** by checking the box next to the delegate's name.
4. Click **Select Checked User**. A confirmation message indicating successfully delegates supervisor is displayed. **NOTE:** You may select as many delegates as you wish.

WEBTA Employee Timekeeper Supervisor Administrator | Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Delegate Roles : Supervisor
Delegating User: EMPLOYEE, SUE EMPLOYEES****

Name	Undelegate
EMPLOYEE, EVANGELINE	<input type="checkbox"/>
EMPLOYEE, JUDE	<input type="checkbox"/>
EMPLOYEE, MARY	<input type="checkbox"/>

1 of 3 Records | [Add Delegates] [Undelegate All] [Cancel]

WEBTA Employee Timekeeper Supervisor Administrator | Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Delegate Roles : Supervisor
Successfully delegated Supervisor to 1 users

Delegating User: EMPLOYEE, SUE EMPLOYEES****

Name	Undelegate
EMPLOYEE, DONNA	<input checked="" type="checkbox"/>

1 of 1 Records | [Add Delegates] [Undelegate All] [Cancel]

Running Reports

1. On the Supervisor Main Menu, from the Reports Section, click **Reports**. A list of available reports and their descriptions is displayed.
2. Select the **applicable** link for the report you wish to generate from the available list. The selected report will be displayed.

NOTE: Reports can be exported to PDF, Excel, HTML and CSV files.

WEBTA Employee Timekeeper Supervisor Administrator | Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Reports

Name	Description	Reports
Active Timesheets NFC	Active timesheets, unsorted to a pay provider	
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	
Delegate Assignments	A list of delegated roles and employees assigned as delegates	
Employee Assignment Report USDA	Employee Assignment Report	
Employee Contacts	Listing of employee's emergency contacts	
Employees on Appointment Limitations Report	Employees that have appointment limitations	
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	
Essential Employees	Listing of all essential employees	
Final Timesheets	Employees separated from the organization	
Leave Audit	Leave Audit Report	
Missing Contacts	Employees who do not have contact information for self and/or at least one emergency contact	
My Employees	Every employee you have permission to view	
Number of Employees with Days of Telework Report	Lists number of employees w/ 1-14 days of telework per organization	
Roll Call	Listing of all active employees - can be printed out to track employees in an emergency	
Supervisor Assignments	Supervisors and employees assigned to them	
Telework - Summary of Hour by PIP	Telework - Summary of Hour by Pay Period	
Telework by Employee Report	Telework by Employee Report	
Timesheet Status	Timesheet status counts by timekeeper	
Uncertified Timesheets	A listing of uncertified timesheets	
Unvalidated Timesheets	A listing of unvalidated timesheets	

[My Saved and Scheduled Reports] [Cancel]