



webTA
Time and
Attendance

webTA 4.2 Employee Quick Reference Card

Employee Main Menu Options

The screenshot shows the webTA Employee Main Menu interface. At the top, there is a navigation bar with the webTA logo and tabs for Employee, Timekeeper, Supervisor, and Administrator. On the right side of the navigation bar, there are links for Inbox (0), Settings, Help, and Log Out. The main menu is titled "Employee Main Menu" and is organized into several sections:

- Time:** Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule.
- Accounting:** Accounts.
- Schedule:** Schedule Assignment, Shifts, Schedule Templates.
- Messages:** Send Message To Timekeeper, Send Message To Supervisor.
- Leave Transfer Program:** Leave Donations.
- Emergency Contacts:** My Contacts.
- Reports:** Reports.
- Telework:** Telework Requests, Telework Agreements.
- Continuation of Pay (COP):** COP Events.

Employee Role Tab: Access functions that Employees use to enter time, telework requests and agreements, accounting, leave and premium pay requests, etc.

Inbox Tab: View system-generated messages and alerts.

Settings Tab: Access the employee's profile (licenses, calendars, roles, timesheet detail, timesheet profile, telework).

Help Tab: Access online help.

Log Out Tab: Exit the system.

Time Section: Enter time, view historical records, leave requests, premium pay requests, dollar transaction requests, leave balances, and create a schedule.

Reports Section: Run Leave Audit reports.

Telework Section: Request Telework and Telework Agreements, add and view historical Telework Requests, and add Telework Agreements.

Continuation of Pay (COP) Section: View employee's event detail.

Accounting Section: Find, add, and remove accounting codes.

Schedule Section: Create a permanent and/or temporary schedule assignment, search and view shifts, and schedule templates.

Messages Section: Send message to the Timekeeper and/or Supervisor.

Leave Transfer Program Section: Add, edit, or delete leave donations.

Emergency Contacts Section: Add emergency contact information.

Entering Time

1. On the Employee Main Menu, from the Time Section, click **Timesheet**.
2. Click **the plus sign (+)**, under the Work time transaction.
3. Accept the **Default Transaction code** or click **Transaction code** link to select a different one.
4. Select the **Transaction code** from the drop-down list.
5. Click **Select Work Time Transaction**.
6. To select a different account, click **Account link**.
7. Click **Select** next to the appropriate account.
8. Enter your work hours in the **Work Time** field next to the correct Transaction code and Account code.
9. Click **Save**.
10. Click **Cancel** to return to the main menu.

Requesting Leave/Premium Pay

1. On the Employee Main Menu, from the Time Section, click **Leave Requests**.
 2. Click **Add Leave Request**.
- NOTE:** Click the Leave Balance Calculator to view current or projected leave balances.
3. Select **Leave type** from the drop-down list.
 4. Click the **Start Date** calendar icon to select a start date or type the date in mm/dd/yy format; repeat steps for **End Date**.
 5. Type the **Start Time** and **Stop Time** in hh:mm format. **NOTE:** If taking the full day, click the All Day Box.
 6. Enter any **Remarks** in the Submitter Remarks text box.
 7. Click **Submit**. **NOTE:** The leave request is auto-populated on your timesheet.
 8. Click **Cancel** to return to the previous page.

Validating and Affirming a T & A

1. On the Employee Main Menu, from the Time Section, click **Timesheets**.
2. On the bottom of the timesheet, click **Validate** after all time is entered for the pay period selected. **NOTE:** Timesheet is now showing for review. Correct any errors messages.
3. Type **Remarks** in Action Remarks text box if necessary.
4. Click **Affirm**. The timesheet will be submitted to the Supervisor for certification.

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:

Characters Remaining: 255

Viewing a Timesheet Summary

1. On the Employee Main Menu, from the Time Section, click **Timesheet Summary**.
2. Select a **Pay Period** from the drop-down box, click **Select Pay Period**. **NOTE:** The Timesheet Summary Page is displayed with Work Schedule, Totals, Remarks, Leave Requests, Premium Pay Requests, Leave Data, Timesheet Profile and Activity Log.
3. Click **Printable Version** at the bottom of the page.
4. Click **Cancel** to return to the Employee Main Menu.

Adding Dollar Transactions

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

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Items marked with an asterisk* are required.

Employee: EMPLOYEE, SUE

* Transaction Code:

* Account:

* Start Date	* End Date	* Amount	Action
01/04/2016	01/04/2016	15.00	<input type="button" value="Delete"/>

Remarks

Submitter Remarks:

Approver Comments:

1. On the Employee Main Menu, from the Time section, click **Dollar Transaction Request**.
2. Click **Add Dollar Transaction Request**.
3. Select the **Transaction Code** from the drop-down list.
4. Click **Select** next to *Account.
5. On the Select Account page, select the applicable account
6. Enter **Start Date**, **End Date**, and **Amount**.
7. Add **Remarks** in the Submitter Remarks text box.
8. Click **Submit**.

Completing a Telework Agreement

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

Employee Main Menu > Telework Agreements >

Pending Approved Denied Terminated

Telework Agreement

(Items marked with an asterisk are required)

Agency Guidelines

Although entering into the telework arrangement is voluntary, once the employee is under such an arrangement, he or she may be required to telework outside of his or her normal telework schedule in the case of a temporary emergency situation, inclement weather, pandemic, etc. While the agreement is voluntary, the agreement can be modified or terminated by management or employee at any time.

Continuity of Operations (COOP) Plan and Emergency Preparedness Plan members must be prepared to telework at any time, as directed by management.

Departmental and Agency Telework Policies
Internet and E-Mail Security Policy

Employee Information

Employee: EMPLOYEE, SUE - EMPLOYEES****
Essential:
Medical Accommodation:

Telework Type

Regular/Routine:
Situational/Ad Hoc:

Agreement Dates

* Agreement Start: 01/04/2016
Agreement Expires: Month Day Year

Primary Telework Location

Home
 Satellite Office
 Telework Center
 Other

Primary Telework Address and Phone

* Address 1: 122 Center St.
Address 2:
* City: New Orleans
* State: Louisiana
* Zip: 70128
* Telework Phone: 5555551212
Telework Fax:

Mileage

* Number of Miles Saved Per Day: 50

Requirements Completed

I have reviewed, understand and concur to the terms and conditions of this telework agreement, and will adhere to the provisions of the Telework policy and items addressed in this agreement.
 Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood.
 Certification that the employee and supervisor clearly understand the data security procedures:
 Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:
 I have reviewed and discussed the terms and conditions of this agreement with the employee:

* Date: 01/05/2016
* Date: 01/05/2016

Telework Schedule

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

Schedule Notes:
Characters remaining: 255

Other Comments

Remarks:
Characters remaining: 255

Approver Comments:
Characters remaining: 255

Denial Reason:

Termination Details

Termination Date:
Reason: None
Termination Remarks:
Characters remaining: 255

Submit Cancel

1. On the Employee Main Menu, from the Telework Section, click **Telework Agreements**.
2. Click **Add New Agreement**.
3. Enter **Telework Type**.
4. Enter **Agreement start date**.
5. Select **Telework Location**.
6. Enter **Primary Telework Work Address** and **Phone**.
7. Enter **Mileage**.
8. Select **Telework Day(s)** and **Office Days**.
9. Click **Submit**.

NOTE: All sections with Asterisks must be completed.

Completing a Telework Request

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

Employee Main Menu > Telework Requests >

Telework Request Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates
Employee: EMPLOYEE, SUE

* Telework Code: 01 - Telework Home - Routine

* Reason: Other

Reason Notes: To save gas

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
01/04/2016	01/04/2017	7:00am	3:30pm	8:00	0:00	Delete

Add New Row

Remarks

Approver Comments:

Submit Cancel

1. On the Employee Main Menu, from the Telework Section, click **Telework Request**.
2. Click **Add Telework Request**.
3. Select **Transaction Code** from the drop-down box.
4. Select **Reason** from the drop-down box.
5. Enter **Start Date** and **End Date**, **Start** and **Stop Time**, and **Daily Hours**.
6. Click **Submit**.

Requesting a Schedule Assignment

1. On the Employee Main Menu, from the Schedule Section, click **Schedule Assignments**.
2. Click **Add Permanent Schedule**
3. Type in the **Name of the Schedule**.
4. Select the **number** of weeks from the drop-down box.
5. Enter the **Start Date**.
6. Check the **boxes** of the days of the weeks you are requesting.
7. Click **Insert Shifts**.
8. Click **Select** next to the shift you are requesting.
9. Click **Submit**.

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

Employee Main Menu > Schedule Assignment >

(Add) Schedule - EMPLOYEE, SUE submitted approved denied

Items marked with an asterisk* are required.

* Name: Sue's new schedule Insert Schedule Template

Description:

* Weeks: 2

* Start Date: 01/04/2016

End Date: Month Day Year

Week One						
Day	Shift	RDO Transaction Code	Hours	Add Row	Delete	
<input type="checkbox"/>	Sun					X
<input type="checkbox"/>	Mon	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Tue	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Wed	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Thu	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Fri					X
<input type="checkbox"/>	Sat					X
Week One TOTAL			56.00			X

Week Two						
Day	Shift	RDO Transaction Code	Hours	Add Row	Delete	
<input type="checkbox"/>	Sun					X
<input type="checkbox"/>	Mon	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Tue	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Wed	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Thu	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Fri	6:00am-8:30pm	Base Pay Detail	14	<input type="checkbox"/>	X
<input type="checkbox"/>	Sat					X
Week Two TOTAL			70.00			X

Insert Shift Insert Blended Shift Delete Shift

Approver Comments:

Activity Log
Action Resulting State Action Date Name Remarks

Submit Cancel