



webTA
Time and
Attendance

webTA 4.2 Master Timekeeper Quick Reference Card

Master Timekeeper Main Menu Options

The screenshot shows the webTA interface with the 'Master Timekeeper' role selected. The main menu is organized into several sections:

- Employees:** Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Continuation of Pay (COP):** COP Events.
- Schedule:** Employee Schedules List View, Schedule Templates, Shifts, Assign Shifts, Assign Schedule Templates.
- Delegates/Reassignment:** Manage Timekeeper Delegates, Manage Supervisor Delegates, Reassign Employees to Timekeeper, Reassign Employees to Supervisor, Timekeeper Profile.
- POI/Agency Assignment:** My Assigned POIs and Agencies.

Master Timekeeper Main Menu Options

Master Timekeeper Role Tab: Access functions that the Master Timekeepers use to work with timesheets, leave and premium pay requests, reports, Continuation of Pay (COP), schedules, delegates/reassignments and assigned Personnel Office Identifier (POI) and agencies.

Inbox Tab: View System-generated messages/alerts.

Settings Tab: View your own employee's profile.

Help Tab: Access online help.

Log Out Tab: Exit the system.

Employees Section: Access to all timesheets within your authority and view leave/premium pay requests.

Reports Section: Run, export, print, or save reports.

Continuation of Pay (COP) Section: View employee's events details.

Schedule Section: Access a list/grid view of employee's schedules, scheduled request, and shifts.

Delegates/Reassignment Section: Assign or unassign a delegate, or reassign employees to timekeeper/supervisor, and update a Timekeeper's profile information.

POI/Agency Assignment Section: View a list of POI's and agencies that are assigned to you.

Adding Employees Leave/Premium Pay Requests

1. On the **Timekeeper Main Menu**, from the Employees Section, click **Select Timesheets**.
2. Check the box next to the employee's name to add a leave request.
3. At the bottom of the page from the Select Action Section Menu, from the Leave and Premium Pay Section, click **Leave Requests**.
4. Click **Add Leave Request**.

NOTE: Click **Leave Balance Calculator** to view current or projected leave balance.

5. Select **Leave Type** from the Leave Type drop-down list.
6. Click **Start Date** calendar icon to select start date or type the date in mm/dd/yy format. Repeat steps for **End Date**. Type Start Time and Stop Time in hh:mm format. **NOTE:** If taking a full day, click the All Day box.
7. Enter remarks in the **Submitter Remarks** text box.
8. Click **Submit** and click **Cancel** to return to previous page.

NOTE: The leave request is auto-populated on the employee's time sheet.

WEBTA Employee Timekeeper Supervisor Master Timekeeper
 Master Timekeeper Main Menu > Select Timesheets > Leave Requests >
 Pending Approved Denied
 Leave Balance Calculator

Leave Request Form
 Items marked with an asterisk are required.

Leave Type and Dates
 Employee: EMPLOYEE, GAIL
 * Leave Type: Sick Leave
 Transaction Leave Balance: Sick Leave 32.00

Leave Request Times
 * Start Date * End Date All Day Start Time Stop Time Daily Hours Total Hours Action
 01/04/2016 01/04/2016 7:00am 3:30pm 8:00 Delete
 Add New Item

Remarks
 Submitter: [Dropdown]
 Remarks: [Text Area]
 Approver: [Dropdown]
 Comments: [Text Area]

Sick Leave Purpose
 If you are requesting sick leave, you must indicate the reason.
 None
 Illness/injury/incapacitation of requesting employee
 Medical/dental/optical examination of requesting employee
 Care of family member, including medical/dental/optical examination of family member, or bereavement
 Care of family member with a serious health condition
 Other (Provide the reason in Remarks)

Family and Medical Leave Act
 Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.
 I hereby invoke my entitlement to Family and Medical Leave for:
 None
 Birth/Adoption/Foster Care
 Family Military Leave
 Serious Health Condition of Self
 Serious Health Condition of Spouse, Child, or Parent

Certification
 I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act
 Section 5311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or stress; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.
 Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Submit Cancel

Overriding a Validation

1. On the **Master Timekeeper Main Menu**, in the Employee Section, click **Select Timesheets**.
2. Check the box next to the employee's name that you wish to process.
3. On the Select Action Section, click **Timesheet**.
4. At the bottom of the page, click **Override Validation**.

WEBTA Employee Timekeeper Supervisor Master Timekeeper
 Master Timekeeper Main Menu > Select Timesheets >
 Unvalidated Validated Certified Sent

Timesheet
 Employee: Employee, Duane
 Pay Period: 01/04/2016 to 01/04/2016 * S *
 Select Pay Period Timesheet Type: Regular Unvalidated

Work Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time In															
Time Out															
Mail Time															
Transaction - Account															
01 - Regular (Base Pay)				8:00	8:00	8:00	8:00	8:00							40:00
01 - Regular (Base Pay)															
Work Time Total				8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	40:00
Leave Time															
Absence Start															
Absence End															
Transaction - Account															
01 - Regular (Base Pay)															
Leave Time Total				8:00	8:00	8:00	8:00	8:00							40:00
Dollar Transactions															
Transaction - Account															
Dollar Total															
Schedule	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
01/04		01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18
	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p			8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	
	8 hours			8 hours											
Action Remarks:	[Text Area]														
Characters Remaining	255														

Managing Supervisor Delegates

WEBTA™ Employee Timekeeper Supervisor Master Timekeeper ▾

Master Timekeeper Main Menu >

Delegate Roles : Supervisor

Delegating User: EMPLOYEE, SUE EMPLOYEES**** Search

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

1-2 of 2 Records |<< 1 >> View 25 50 100

Add Delegate Undelegate All

Cancel

1. On the **Master Timekeeper Main Menu**, from the Delegates/Reassignment Section, click **Management Supervisor Delegate**.
2. Click **Add Delegate**. A list of eligible supervisors is displayed.
3. Type **Supervisor's name**.
4. Click **Search**.
5. Click **Select**.
6. Click **Select Checked User**. A confirmation message indicating that the delegation was successful is displayed.

NOTE: You may select as many delegates as you wish.

Reassign Employees to Timekeepers

1. On the Master Timekeeper Main Menu, from the Delegate/Reassignment Section, click **Reassign Employees to Timekeeper**.
2. Click **From: Search for Timekeeper**.
3. Type **Timekeeper's name**.
4. Click **Search**.
5. Click **Select**.
6. Click **To: Search for Timekeeper**.
7. Type **Timekeeper's name**.
8. Click **Search**.
9. Click **Select**.
10. Click **Save**.

WEBTA™ Employee Timekeeper Supervisor Master Timekeeper ▾

Master Timekeeper Main Menu >

Reassign Employees to Timekeeper

From: Search for Timekeeper

To: Search for Timekeeper

Save Clear Selections Cancel

NOTE: A pop-up message is displayed showing the action has been successful.

Assign Shifts

1. On the **Master Timekeeper Main Menu**, click **Assign Shifts**, from the Schedule Section.
2. Click **Assign Agencies** or **Assign POI's**, next to the shift.
3. Click **Add Organization/Add POI**.
4. Check the box next to the organization you want to add.
5. Click **Select**.

Master Timekeeper Main Menu >

Assign Shift

Name: Description:

Name	Description	Status	Assign Agencies	Assign POIs
//		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
4 hours		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
8 hr days		Active	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
8-4-30		Active	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Bored		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Employee, Jude		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Fox		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Flex 1 Band		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Graveyard Shift		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Happy	Happy to be here	Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Hi tony!	Hi tony!	Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
HOT MESS	WEBTA 4.2	Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Im So Happy	Im so happy to work at NFC	Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Keenan		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
OCFO		Active	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Regular		Active	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Regular 8 hr days	Shift 2	Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Sharon Payne		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
Tom		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
We like our Trainers	We like our trainers!	Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>
X		Inactive	<input type="button" value="Assign Agencies"/>	<input type="button" value="Assign POIs"/>

1-21 of 21 Records View

Assign Schedule Templates

WEBTA™ Employee Timekeeper Supervisor Master Timekeeper

Master Timekeeper Main Menu >

Assign Schedule Template

Name: Description:

Name	Description
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> 8 hour day	
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> AWS	QA
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> Happy Schdule	Happpy to work schedule.
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> Maximum Work	Max work
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> PLS Test Template	PLS-1
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> Reg 8 hrs days	WEBTA 4.2
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> Regular 8 Hours	
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> Schedule A	
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> Shift 2	
<input type="button" value="Assign Agencies"/> <input type="button" value="Assign POIs"/> This is how Trainers ROLL! =) SCUBA Diving	

1-10 of 10 Records View

1. On the Master Timekeeper Main Menu, from the Schedule Section, click **Assign Schedule Templates**.
2. Select **Assign Agencies** or **Assign POIs** next to the Schedule Template you wish to assign.
3. Click **Add Organization** or **Assign POI's**.
4. Check the box next to the assign organization or POI.
5. Click **Select**.

Timekeeper Profile

WEBTA™ Employee Timekeeper Supervisor Master Timekeeper

Master Timekeeper Main Menu > Select User >

Timekeeper Profile » EMPLOYEE, JUDE

Items marked with an asterisk* are required.

* Agency: OCFO

* State Code: Louisiana

* Town: 1234

* Unit: 12

Timekeeper: _____

Save Cancel

1. On the Master Timekeeper Main Menu, from the Delegates/Reassignment Section, click **Timekeeper Profile**.
2. Type in the **Timekeeper's name**.
3. Click **Search**.
4. Click **Select**.
5. Make the appropriate corrections.
6. Click **Save**.

Running Reports

WEBTA™ Employee Timekeeper Supervisor Master Timekeeper

Master Timekeeper Main Menu > [Inbox \[0\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Reports

Name	Description	Name	Description
Active Employees With Past Separation Dates	Active employees with a separation date in a prior pay period	Leave Time Expiration Report	Leave time expiring by pay period
Active Timesheets	Active timesheets, unsent to a pay provider	New Employees	Newly hired employees
Agency Status	Timesheet status counts by timekeeper	Organization Assignment	Users assigned to each role per organization
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	Override Report	Employee Override details
Bidirectional New Hires Report	Bidirectional New Hires Report	Overtime Report	Overtime Report
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	Restored Annual Leave Analysis	Leave requests approved and subsequently denied
Default Schedule Report	Default Schedule for users that meet Retain Data Type values	Self Certification	Timesheets which have been self certified in a pay period
Delegate Assignments	A list of delegated roles and employees assigned as delegates	Supervisor Assignments	Supervisors and employees assigned to them
Employee Assignment Report USDA	Employee Assignment Report	Supervisor/Timekeeper and Delegates Report	Supervisor/Timekeeper and Delegates
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Employees on Appointment Limitations Report	Employees that have appointment limitations	Telework by Employee Report	Telework by Employee Report
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	Telework by Organization Report	Telework by Organization Report
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	Timekeeper Assignments	Timekeepers and employees assigned to them
Final Timesheets	Employees separated from the organization	Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor
Leave Audit	Leave Audit Report	Uncertified Timesheets	A listing of uncertified timesheets
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports Cancel

1. On the Master Timekeeper Main Menu, from the Reports Section, click **Reports**. A list of available reports and their descriptions will be displayed.
2. Select the applicable link from the available list. The selected report will be displayed.

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