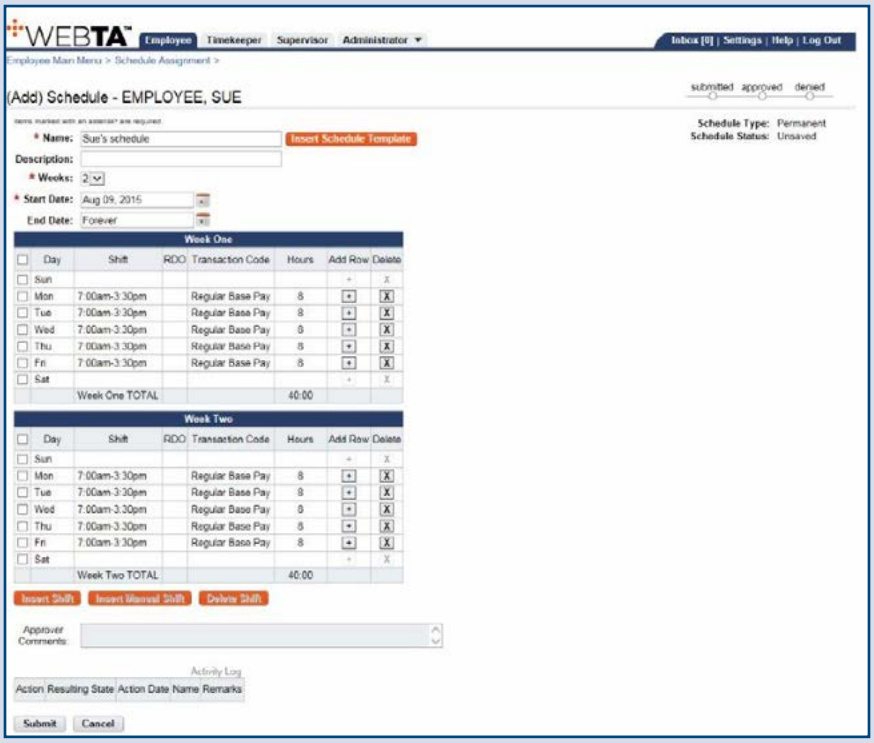
webTA
Time and
Attendance

webTA 4.2 Work Schedule
Quick Reference Card

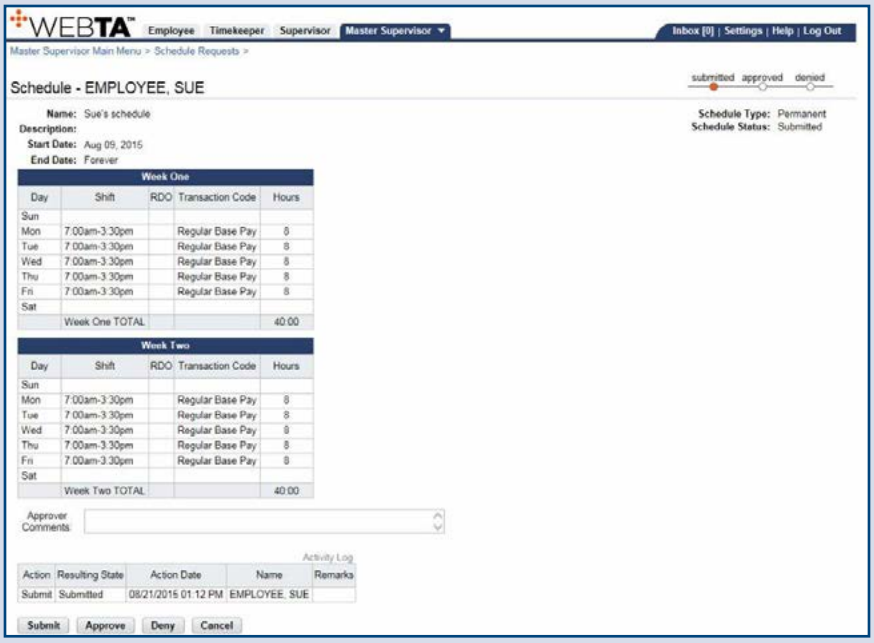
Employee



Requesting a Work Schedule

1. Click ***Schedule Assignments.***
2. Click ***Add Permanent Schedule.***
3. Complete the form.
4. Check appropriate boxes
5. Click ***Insert Shift.***
6. Click ***Select*** next to the Shift.
7. Click ***Submit.***

Supervisor



Approve/Denying Work Schedule Requests

1. Click ***Schedule Requests.***
2. Click ***Status*** next to the employee.
3. Click ***Approve or Deny.***