



webTA 4.2 Timekeeper Quick Reference Card

Timekeeper Main Menu Options

Timekeeper Role Tab: Access functions that timekeepers use to work with timesheets, leave/premium pay requests, reports, schedules, accounts, and delegates/reassignments.

Inbox Role Tab: Access system-generated messages/alerts.

Settings Tab: View your own employee profile.

Help Tab: Access online help.

Log Out Tab: Exit the system.

Employees Section: Access employee timesheets and leave/premium pay requests.

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

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

Accounting Section: Add accounts to the Timekeeper account list.

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

Delegates/Reassignment Section: Assign or unassign a delegate, change the timekeeper's profile, takeover employees, reassign employees to Timekeeper and Supervisors.

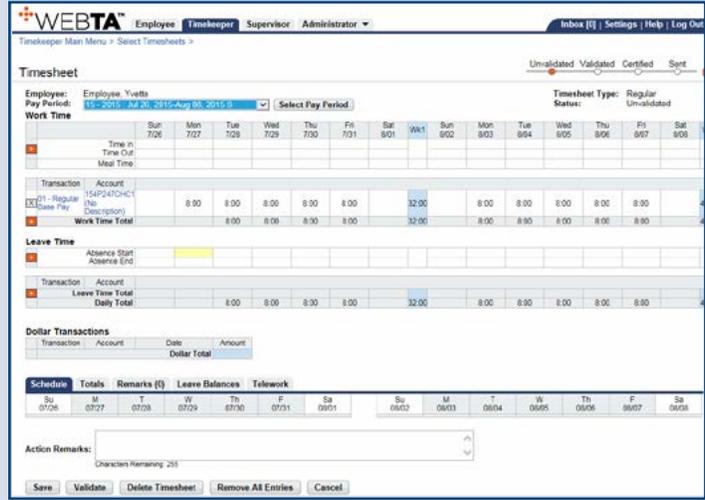
Adding Employee Leave/Premium Requests

1. On the **Timekeeper Main Menu**, from the Employees Section, click **Select Timesheets**.
 2. Check the box next to the employee's name that you want to add a leave request for.
 3. In the Select Action Section, 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 the **Start Date** calendar icon to select start date or type the date in mm/dd/yy format. Repeat steps for **End Date**. Type the Start Time and Stop Time in hh:mm format. **NOTE:** If taking the 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.

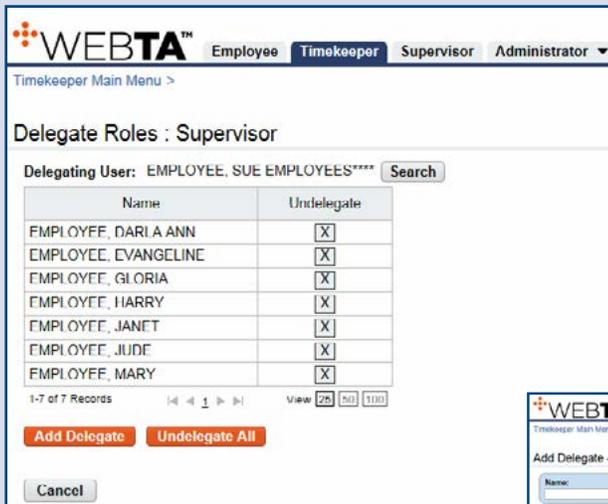
NOTE: The leave request is auto-populated on the employee's time sheet.

Entering and Validating a Timesheet

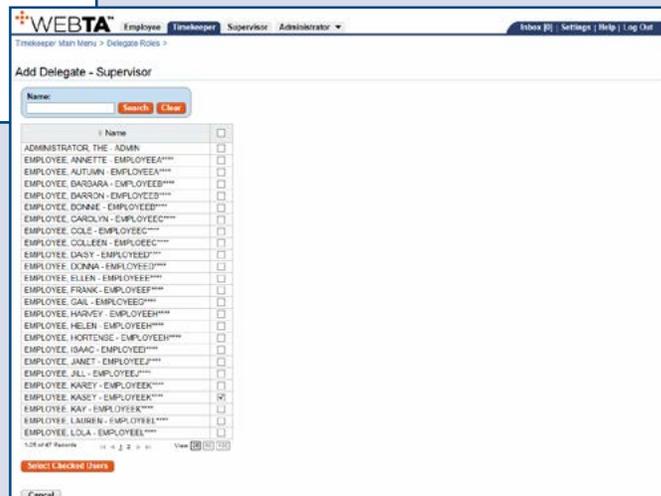
1. On the Timekeeper Main Menu, from the Employees Section, Select **Timesheet**.
2. Check the box next to the employee's name that you wish to enter the timesheet.
3. Click **Timesheet** from the Select Timesheets Section.
4. Click the **Plus Sign (+)**, on the Timesheet, under Work time transaction section.
5. Accept the **Default Transaction code** or click **Transaction code link** to select a different one.
6. Click **Transaction code** from the drop-down list. Click **Select**.
7. To select an accounting code, click the **Account Link**. Click **Select** next to the appropriate account.
8. Enter the employee's work hours in the **Work Time** field next to the correct transaction code and account code.
9. Click **Save**.
10. Click **Validate**.



Managing Supervisor Delegates



1. On the Timekeeper Main Menu, from the Delegates/ Reassignment Section, click **Manage Supervisor Delegates**.
 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.



Managing Accounts

1. On the Timekeeper Main Menu, from the Accounting Section, click **Accounts**.
2. Click **Get Account(s)**.
3. Check the box on of the account you want to select.
4. Click **Save**.

NOTE: The newly added account will now be available for the employee to select.

Timekeeper Main Menu > My Timekeeper Accounts >

Select Accounts

Account:	Fiscal Year:	Program Code:	Function:	Description:	
					<input type="button" value="Search"/> <input type="button" value="Clear"/>
Account	Description				
15 4p248chc	class test				<input type="checkbox"/>
15123456789					<input type="checkbox"/>
151C1225678					<input type="checkbox"/>
151c1225612	testing				<input type="checkbox"/>
152015happy					<input type="checkbox"/>
1535353535					<input type="checkbox"/>
15410001000					<input checked="" type="checkbox"/> Selected
154P147C1P1					<input type="checkbox"/>
154P147C1P1					<input type="checkbox"/>
154P247CHC1					<input checked="" type="checkbox"/> Selected
154P248CHC1					<input type="checkbox"/>
154P385CHC1	Testing				<input type="checkbox"/>
154p246chc1					<input type="checkbox"/>
154p248chc1					<input type="checkbox"/>
154pmshtykydaafkksadfafas	Test 4				<input type="checkbox"/>
15555555555essential	essential work duties				<input type="checkbox"/>
15589845535jmm					<input type="checkbox"/>
15748sadlgh					<input type="checkbox"/>
159RJA1SEX1					<input type="checkbox"/>
15traincode152nr222	Testing during training				<input type="checkbox"/>
16410001000					<input type="checkbox"/>
164P248CHC1					<input type="checkbox"/>

1-22 of 22 Records View

Running Reports

1. On the 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** 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

Timekeeper Main Menu >

Reports

Name	Description	Reports
Active Timesheets	Active timesheets, unsent to a pay provider	
Agency Status	Timesheet status counts by timekeeper	
Bidirectional Leave Changes Report	Bidirectional Leave Changes Report	
Bidirectional Profile Audit Report	Bidirectional Profile Audit Report	
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	
Employees Approved to Exceed the Earnings Limitation Report USDA	Employees whose RSO/Salary Cap field is set to 'May Exceed Salary Cap'	
Employees on Appointment Limitations Report	Employees that have appointment limitations	
Employees With Corrected Timesheets Report USDA	Employees who have corrected timesheets	
Employees with Projected AL Balances Greater than Ceiling Report USDA	Employees with projected AL balances greater than the ceiling	
Final Timesheets	Employees separated from the organization	
Leave Audit	Leave Audit Report	
Leave Audit Report for Part Time Employees USDA	Leave Audit Report for Part Time Employees	
Leave Time Expiration Report	Leave time expiring by pay period	
My Employees	Every employee you have permission to view	
New Employees	Newly hired employees	
Organization Assignment	Users assigned to each role per organization	
Override Report	Employee Override details	
Restored Annual Leave Analysis	Leave requests approved and subsequently denied	
Self Certification	Timesheets which have been self certified in a pay period	
Supervisor Assignments	Supervisors and employees assigned to them	
Timekeeper Assignments	Timekeepers and employees assigned to them	
Timesheet Status	Timesheet status counts by timekeeper	
Timesheet Summary	Summarization of timesheet, leave and activity	
Unassigned Employees	Employees not assigned directly to a timekeeper or a supervisor	
Uncertified Timesheets	A listing of uncertified timesheets	
Unprocessed Timesheets	A listing of unprocessed timesheets	
Unvalidated Timesheets	A listing of unvalidated timesheets	