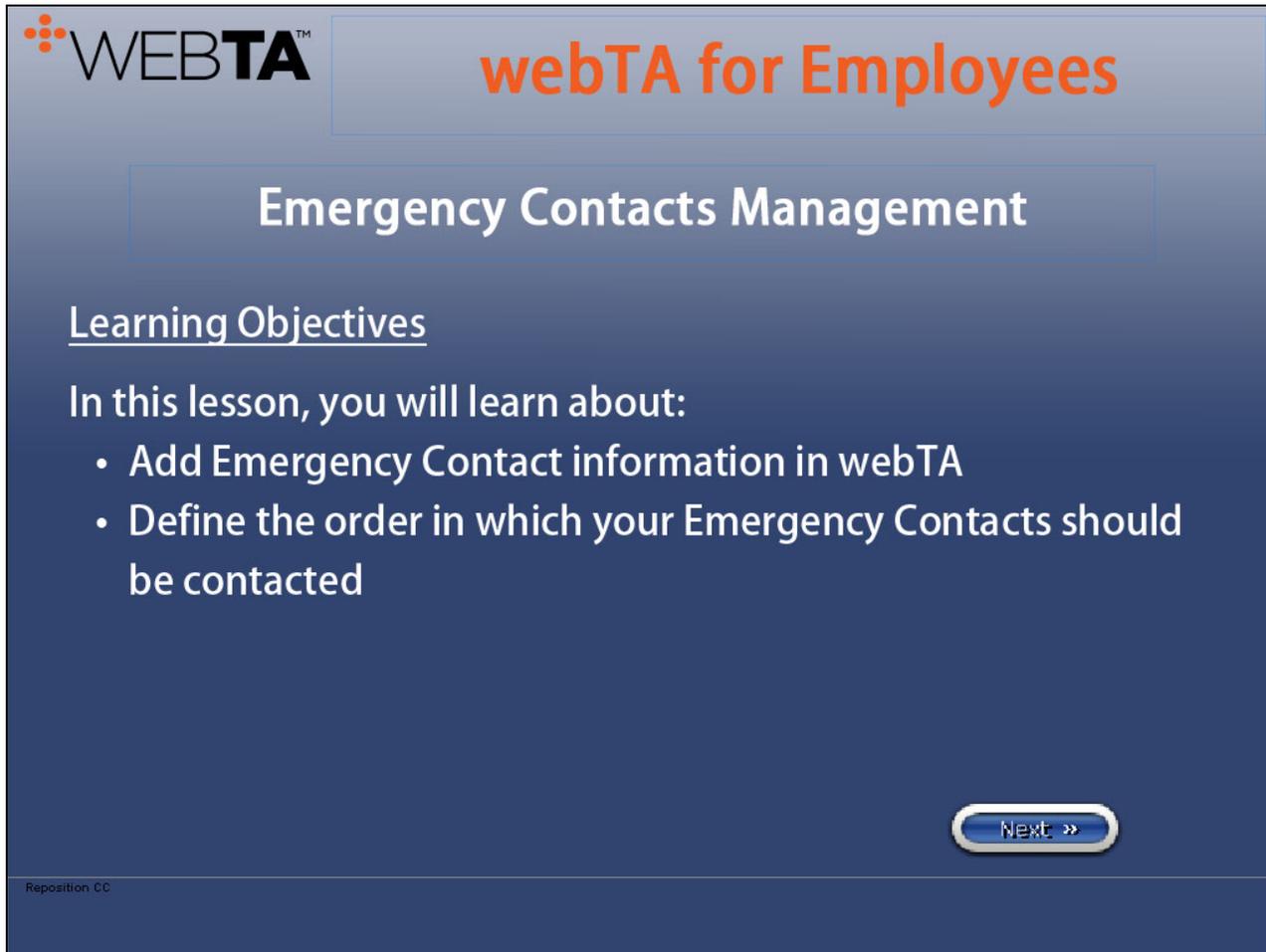


Slide 1 - Learning Objectives

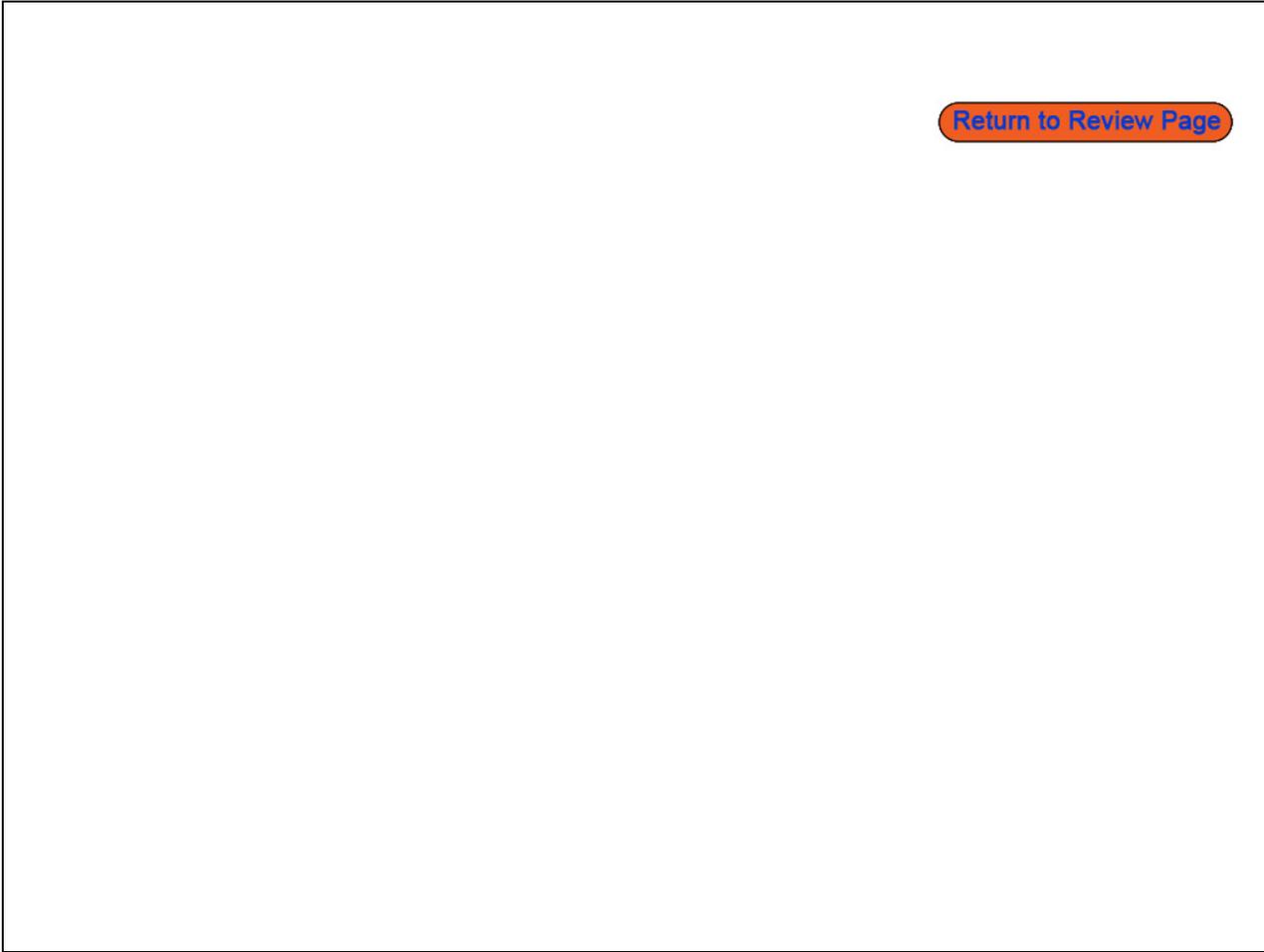


The slide features a dark blue gradient background. In the top left corner is the WEBTA logo, consisting of four orange dots in a square pattern followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Employees' is written in a large, bold, orange font. Below this, the subtitle 'Emergency Contacts Management' is centered in a white, bold font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. This is followed by the sentence 'In this lesson, you will learn about:' and a bulleted list of two items: 'Add Emergency Contact information in webTA' and 'Define the order in which your Emergency Contacts should be contacted'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next »' inside. In the bottom left corner, the text 'Reposition CC' is visible in a small font.

Slide notes

Welcome to the webTA for Employees training course. Please review the objectives listed here and when you are ready to continue, select the Next button.

Slide 2 - Slide 2



Slide notes

Slide 3 - Review



To review a section, select it from the list below:

- [Add Emergency Contact information in webTA](#)
- [Define the order in which your Emergency Contacts should be contacted](#)

Slide notes

Slide 4 - Slide 4

Slide 4 of 4

WEBTA™ Employee

Inbox [2] | Settings | Help | Log Out

Employee Main Menu

Time	Accounting
Timesheet	Accounts
Timesheet Summary	
Processed Timesheets	
Leave Requests	
Premium Pay Requests	
Dollar Transaction Requests	
Leave Balances	
Schedule	

Reports	Schedule
Reports	Schedule Assignment
	Shifts
	Schedule Templates

Telework	Messages
Telework Requests	Send Message To Timekeeper
Telework Agreements	Send Message To Supervisor

Continuation of Pay (COP)	Leave Transfer Program
COP Events	Leave Donations

Emergency Contacts
My Contacts

Next >>

Slide notes

In the event of an emergency, it is critical that Human Resources has the ability to contact the people close to you in order to provide information. The Emergency Contacts feature in webTA allows you to add contact information for your spouse, partner, relatives, friends, co-workers or anyone you would like contacted in such situations.

It also allows you to designate the order in which your contacts are called. Let's take a look by selecting the My Contacts link from the Main Menu. Select next to continue.

Slide 5 - Slide 5

The screenshot shows the WEBTA Employee Main Menu. The interface includes a header with the WEBTA logo, the user role 'Employee', and navigation links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- 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 (highlighted with a red border)
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

Slide notes

Slide 6 - Slide 6

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. At the top right are links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main heading is 'Emergency Contacts for DAVIS, BEN'. Below this is a table with columns: Call Order, Last Name, First Name, Relation, Phone 1, Phone 2, Last Updated, and Delete. The table contains two rows: one for Ben Davis (Self) and one for Elaine Davis (Spouse). Below the table is an 'Add New Contact' button, 'Save' and 'Cancel' buttons, and a 'Next >>' button at the bottom right.

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DAVIS	BEN	Self	202-555-1234 (Cell)		Mar 23, 2015 9:40 AM	—
<input type="text" value="1"/>	Davis	Elaine	Spouse	202-555-9876 (Cell)	202-222-4567 (Home)	Mar 23, 2015 9:42 AM	<input type="checkbox"/>

Slide notes

Here, we see the Emergency Contacts page. Note that this employee, Ben Davis, is listed as the first contact, and the relation is Self. It is a good idea to verify that your contact information is up to date in case you need to be contacted in the event of an emergency. To access your contact information, select the link for your first, or last name. Select next to continue.

Slide 7 - Slide 7

The screenshot shows the WEBTA Employee interface for managing emergency contacts. The header includes the WEBTA logo, the word 'Employee', and navigation links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main content area is titled 'Emergency Contacts for DAVIS, BEN'. It features a table with columns for Call Order, Last Name, First Name, Relation, Phone 1, Phone 2, Last Updated, and Delete. There are two rows of contact information. Below the table are buttons for 'Add New Contact', 'Save', and 'Cancel'.

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DAVIS	BEN	Self	202-555-1234 (Cell)		Mar 23, 2015 9:40 AM	—
<input type="text" value="1"/>	Davis	Elaine	Spouse	202-555-9876 (Cell)	202-222-4567 (Home)	Mar 23, 2015 9:42 AM	<input type="checkbox"/>

Slide notes

Slide 8 - Slide 8

The screenshot shows the 'Emergency Contact Details' form in the WEBTA Employee interface. The page header includes the WEBTA logo, 'Employee', and navigation links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. A breadcrumb trail shows 'Employee Main Menu > Emergency Contacts >'. The form title is 'Emergency Contact Details' with a note: 'Items marked with an asterisk* are required.' The form fields are as follows:

- First Name: BEN
- Middle Name: (empty)
- Last Name: DAVIS
- Relation: Self
- Email Address: bdavis@usda.gov
- Organization: 01
- Essential Employee:
- Alt. Email Address: bdavis@usda.gov
- Employer/Company: (empty) (For Contractors Only)
- Contractor ID: (empty) (For Contractors Only)
- * Phone 1: 202-555-1234
- * Phone Type: Cell (dropdown)
- Phone 2: (empty)
- Phone Type: (empty) (dropdown)
- Phone 3: (empty)
- Phone Type: (empty) (dropdown)
- Phone 4: (empty)
- Phone Type: (empty) (dropdown)
- Address 1: 11 Oak Lane
- Address 2: (empty)
- City: Washington
- State: DC
- Zip Code: 20001
- Country: (empty)

A 'Next >>' button is located at the bottom right of the form.

Slide notes

Your contact information should already be in webTA. If it is not, or if it needs to be updated, make the necessary changes, and then select the Save button at the bottom of the page. In this example, the information is current, so we will go back to the Emergency Contacts page using the breadcrumb trail. Select next to continue.

Slide 9 - Slide 9

The screenshot shows the 'Emergency Contact Details' page in the WEBTA system. The page header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail shows 'Employee Main Menu > Emergency Contacts >'. The form contains the following fields:

- First Name:** BEN
- Middle Name:**
- Last Name:** DAVIS
- Relation:** Self
- Email Address:** bdavis@usda.gov
- Organization:** 01
- Essential Employee:**
- Alt. Email Address:**
- Employer/Company:** (For Contractors Only)
- Contractor ID:** (For Contractors Only)
- * Phone 1:** *** Phone Type:** Cell
- Phone 2:** **Phone Type:**
- Phone 3:** **Phone Type:**
- Phone 4:** **Phone Type:**
- Address 1:**
- Address 2:**
- City:**
- State:**
- Zip Code:**
- Country:**

Slide notes

Slide 10 - Slide 10

The screenshot shows the WEBTA Employee interface for managing emergency contacts for BEN DAVIS. The page title is "Emergency Contacts for DAVIS, BEN". It features a table with columns for Call Order, Last Name, First Name, Relation, Phone 1, Phone 2, Last Updated, and Delete. There are two entries: one for BEN DAVIS (Self) and one for Elaine Davis (Spouse). Below the table are buttons for "Add New Contact", "Save", and "Cancel". A "Next >>" button is located at the bottom right of the interface.

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DAVIS	BEN	Self	202-555-1234 (Cell)		Mar 23, 2015 9:40 AM	—
1	Davis	Elaine	Spouse	202-555-9876 (Cell)	202-222-4567 (Home)	Mar 23, 2015 9:42 AM	<input type="checkbox"/>

[Add New Contact](#)

[Save](#) [Cancel](#)

[Next >>](#)

Slide notes

This employee has already added an Emergency Contact. Let's add another by selecting the Add New Contact button. Select next to continue.

Slide 11 - Slide 11

The screenshot shows the WEBTA Employee interface for managing emergency contacts for BEN DAVIS. The page includes a header with the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [2]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >' and the title 'Emergency Contacts for DAVIS, BEN'. A table lists the contacts with columns for Call Order, Last Name, First Name, Relation, Phone 1, Phone 2, Last Updated, and Delete. The table contains two entries: one for BEN DAVIS (Self) and one for Elaine Davis (Spouse). Below the table is an 'Add New Contact' button, which is highlighted with a red box, and 'Save' and 'Cancel' buttons.

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DAVIS	BEN	Self	202-555-1234 (Cell)		Mar 23, 2015 9:40 AM	—
1	Davis	Elaine	Spouse	202-555-9876 (Cell)	202-222-4567 (Home)	Mar 23, 2015 9:42 AM	<input type="checkbox"/>

Add New Contact

Slide notes

Slide 12 - Slide 12

The screenshot shows a web application interface for managing emergency contacts. At the top left is the WEBTA logo with 'Employee' in a blue box. At the top right are navigation links: 'Inbox [2] | Settings | Help | Log Out'. Below the header is a breadcrumb trail: 'Employee Main Menu > Emergency Contacts >'. The main heading is 'Emergency Contact Details'. A note states: 'Items marked with an asterisk* are required.' The form includes the following fields: 'Call Order: 2', 'First Name', 'Middle Name', '* Last Name', 'Relation' (a dropdown menu currently showing 'Company POC'), 'Specify Other Relation', 'Email Address', '* Phone 1', 'Phone 2', 'Phone 3', 'Phone 4', 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', 'Country', and 'Notes'. To the right of the phone fields are four 'Phone Type' dropdown menus. A blue 'Next >>' button is located at the bottom right of the form area.

Slide notes

Let's say this employee wanted to add their brother as a contact. We will do that in the background. Select next to continue.

Slide 13 - Slide 13

WEBTA™ Employee Inbox [2] | Settings | Help | Log Out

Employee Main Menu > Emergency Contacts >

Emergency Contact Details

Items marked with an asterisk* are required.

Call Order: 2

First Name:

Middle Name:

* Last Name:

Relation:

Specify Other Relation:

Email Address:

* Phone 1: Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

[Next >>](#)

Slide notes

Here, you can see we have added information into the required fields, which are Last Name and Phone number. We also included the contact's First name and relation. It is a good idea to include as much information as possible. Next, we will scroll down. Select next to continue.

Slide 14 - Slide 14

The screenshot shows a web application interface for managing emergency contacts. At the top left is the WEBTA logo with 'Employee' in a blue box. At the top right are navigation links: 'Inbox [2] | Settings | Help | Log Out'. Below the header is a breadcrumb trail: 'Employee Main Menu > Emergency Contacts >'. The main heading is 'Emergency Contact Details'. A note states: 'Items marked with an asterisk* are required.' The form includes the following fields: 'Call Order: 2' (text); 'First Name: John' (text); 'Middle Name:' (text); '* Last Name: Davis' (text); 'Relation: Brother' (dropdown); 'Specify Other Relation:' (text); 'Email Address:' (text); '* Phone 1: 703-987-1234' (text); '* Phone Type: Cell' (dropdown); 'Phone 2:' (text); 'Phone Type:' (dropdown); 'Phone 3:' (text); 'Phone Type:' (dropdown); 'Phone 4:' (text); 'Phone Type:' (dropdown); 'Address 1:' (text); 'Address 2:' (text); 'City:' (text); 'State:' (text); 'Zip Code:' (text); 'Country:' (text); and 'Notes:' (text area).

Slide notes

Slide 15 - Slide 15

The screenshot shows a web application interface for managing emergency contacts. At the top left is the WEBTA logo with 'Employee' in a blue box. At the top right are navigation links: 'Inbox [2] | Settings | Help | Log Out'. Below the header is a breadcrumb trail: 'Employee Main Menu > Emergency Contacts >'. The main heading is 'Emergency Contact Details'. A note states: 'Items marked with an asterisk* are required.' The form includes the following fields: 'Call Order: 2', 'First Name: John', 'Middle Name: [empty]', '* Last Name: Davis', 'Relation: Brother' (dropdown), 'Specify Other Relation: [empty]', 'Email Address: [empty]', '* Phone 1: 703-987-1234', 'Phone 2: [empty]', 'Phone 3: [empty]', 'Phone 4: [empty]', '* Phone Type: Cell' (dropdown), 'Phone Type: [empty]' (dropdown), 'Phone Type: [empty]' (dropdown), 'Phone Type: [empty]' (dropdown), 'Address 1: [empty]', 'Address 2: [empty]', 'City: [empty]', 'State: [empty]', 'Zip Code: [empty]', 'Country: [empty]', and 'Notes: [empty text area]'. The interface has a blue sidebar on the right and a scroll bar at the bottom.

Slide notes

Slide 16 - Slide 16

Employee Main Menu > Emergency Contacts >

Emergency Contact Details

Items marked with an asterisk* are required.

Call Order: 2

First Name:

Middle Name:

* Last Name:

Relation:

Specify Other Relation:

Email Address:

* Phone 1: * Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

Slide notes

Slide 17 - Slide 17

Emergency Contact Details

Items marked with an asterisk* are required.

Call Order: 2

First Name:

Middle Name:

* Last Name:

Relation:

Specify Other Relation:

Email Address:

* Phone 1: * Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

Slide notes

We will save the contact information by clicking the Save button. Select next to continue.

Slide 18 - Slide 18

Emergency Contact Details

Items marked with an asterisk* are required.

Call Order: 2

First Name:

Middle Name:

* Last Name:

Relation:

Specify Other Relation:

Email Address:

* Phone 1: * Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

Slide notes

Slide 19 - Slide 19

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Emergency Contacts >

Emergency Contact Details

Contact saved

Items marked with an asterisk* are required.

Call Order: 2

First Name: John

Middle Name:

* Last Name: Davis

Relation: Brother

Specify Other Relation:

Email Address:

* Phone 1: 703-987-1234 * Phone Type: Cell

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

[Next >>](#)

Slide notes

Note the message indicating that the contact has been saved. Next, we will go back to the emergency contact page using the breadcrumb trail. Select next to continue.

Slide 20 - Slide 20

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > **Emergency Contacts >**

Emergency Contact Details

Contact saved

Items marked with an asterisk* are required.

Call Order: 2

First Name:

Middle Name:

* Last Name:

Relation:

Specify Other Relation:

Email Address:

* Phone 1: Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

Slide notes

Slide 21 - Slide 21

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DAVIS, BEN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DAVIS	BEN	Self	202-555-1234 (Cell)		Mar 23, 2015 9:40 AM	—
<input type="text" value="1"/>	Davis	Elaine	Spouse	202-555-9876 (Cell)	202-222-4567 (Home)	Mar 23, 2015 9:42 AM	<input type="checkbox"/>
<input type="text" value="2"/>	Davis	John	Brother	703-987-1234 (Cell)		Mar 23, 2015 9:46 AM	<input type="checkbox"/>

[Add New Contact](#)

Slide notes

You can designate the order in which your contacts are called in the event of an emergency by changing the Call Order numbers. Number 1 would be contacted first. To change the Call Order, edit the numbers in the Call Order column, and then select the Save button.

You can also delete a contact by selecting the X button in the far right column of the table. In this example, we will keep the Call Order the same, and we are going to return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 22 - Slide 22

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo with 'Employee' in a red box. At the top right are navigation links: 'Inbox [3] | Settings | Help | Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main heading is 'Emergency Contacts for DAVIS, BEN'. Below this is a table with columns: Call Order, Last Name, First Name, Relation, Phone 1, Phone 2, Last Updated, and Delete. The table contains three rows: 1. Call Order: —, Last Name: DAVIS, First Name: BEN, Relation: Self, Phone 1: 202-555-1234 (Cell), Phone 2: (empty), Last Updated: Mar 23, 2015 9:40 AM, Delete: —. 2. Call Order: 1, Last Name: Davis, First Name: Elaine, Relation: Spouse, Phone 1: 202-555-9876 (Cell), Phone 2: 202-222-4567 (Home), Last Updated: Mar 23, 2015 9:42 AM, Delete: [X]. 3. Call Order: 2, Last Name: Davis, First Name: John, Relation: Brother, Phone 1: 703-987-1234 (Cell), Phone 2: (empty), Last Updated: Mar 23, 2015 9:46 AM, Delete: [X]. Below the table is an 'Add New Contact' button, and at the bottom are 'Save' and 'Cancel' buttons.

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DAVIS	BEN	Self	202-555-1234 (Cell)		Mar 23, 2015 9:40 AM	—
1	Davis	Elaine	Spouse	202-555-9876 (Cell)	202-222-4567 (Home)	Mar 23, 2015 9:42 AM	[X]
2	Davis	John	Brother	703-987-1234 (Cell)		Mar 23, 2015 9:46 AM	[X]

[Add New Contact](#)

[Save](#) [Cancel](#)

Slide notes

Slide 23 - Slide 23

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with the word 'Employee' next to it. At the top right, there are navigation links: 'Inbox [2] | Settings | Help | Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories, each with a header and a list of items:

- 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](#)

Slide notes

Slide 24 - Slide 24



Slide notes

Slide 25 - Finish



Slide notes

You have completed this lesson. To continue, select the Finish button.