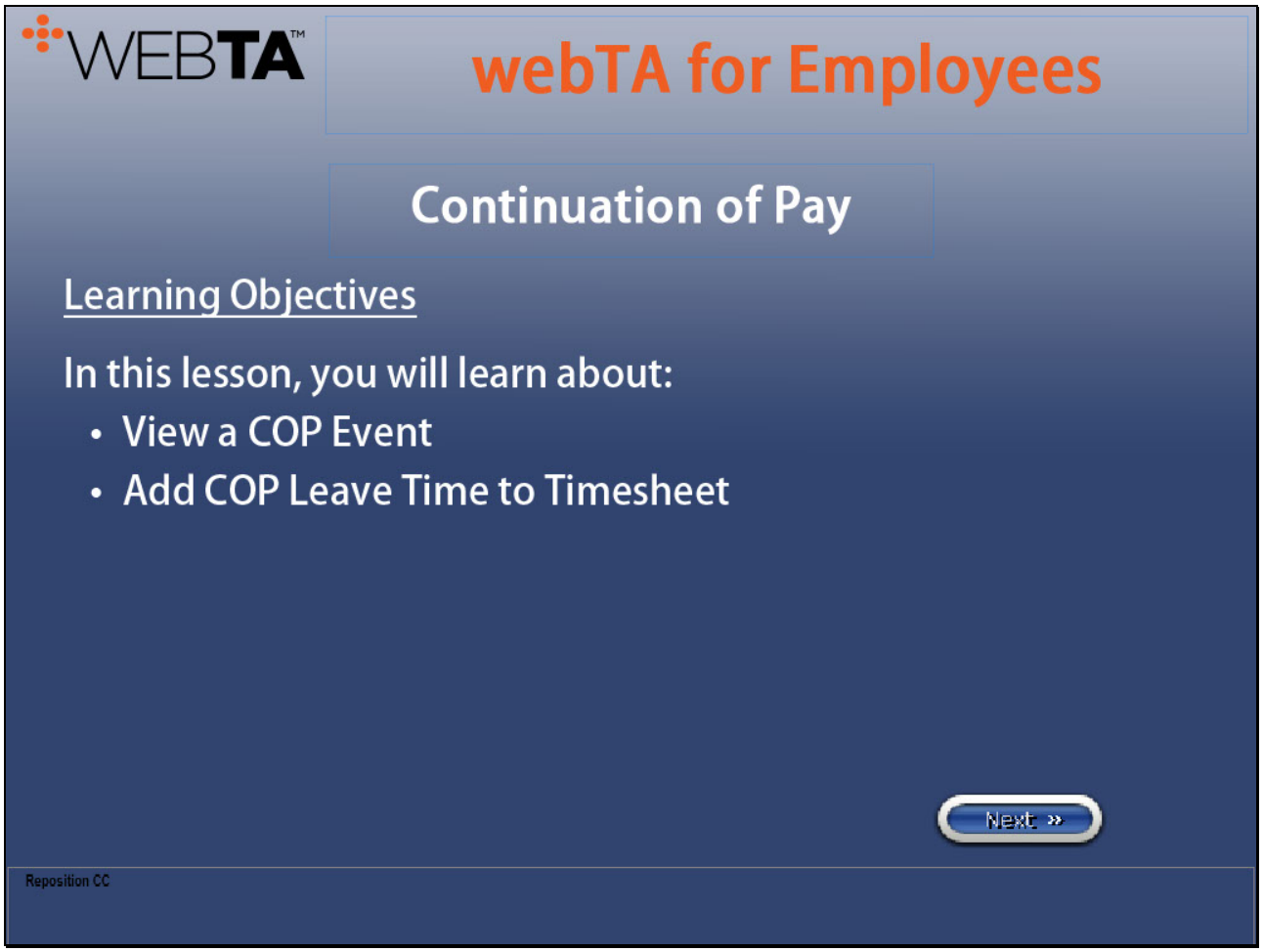
Slide 1 - Learning Objectives



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.

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Slide 2 - Slide 2

Return to Review Page

Slide notes

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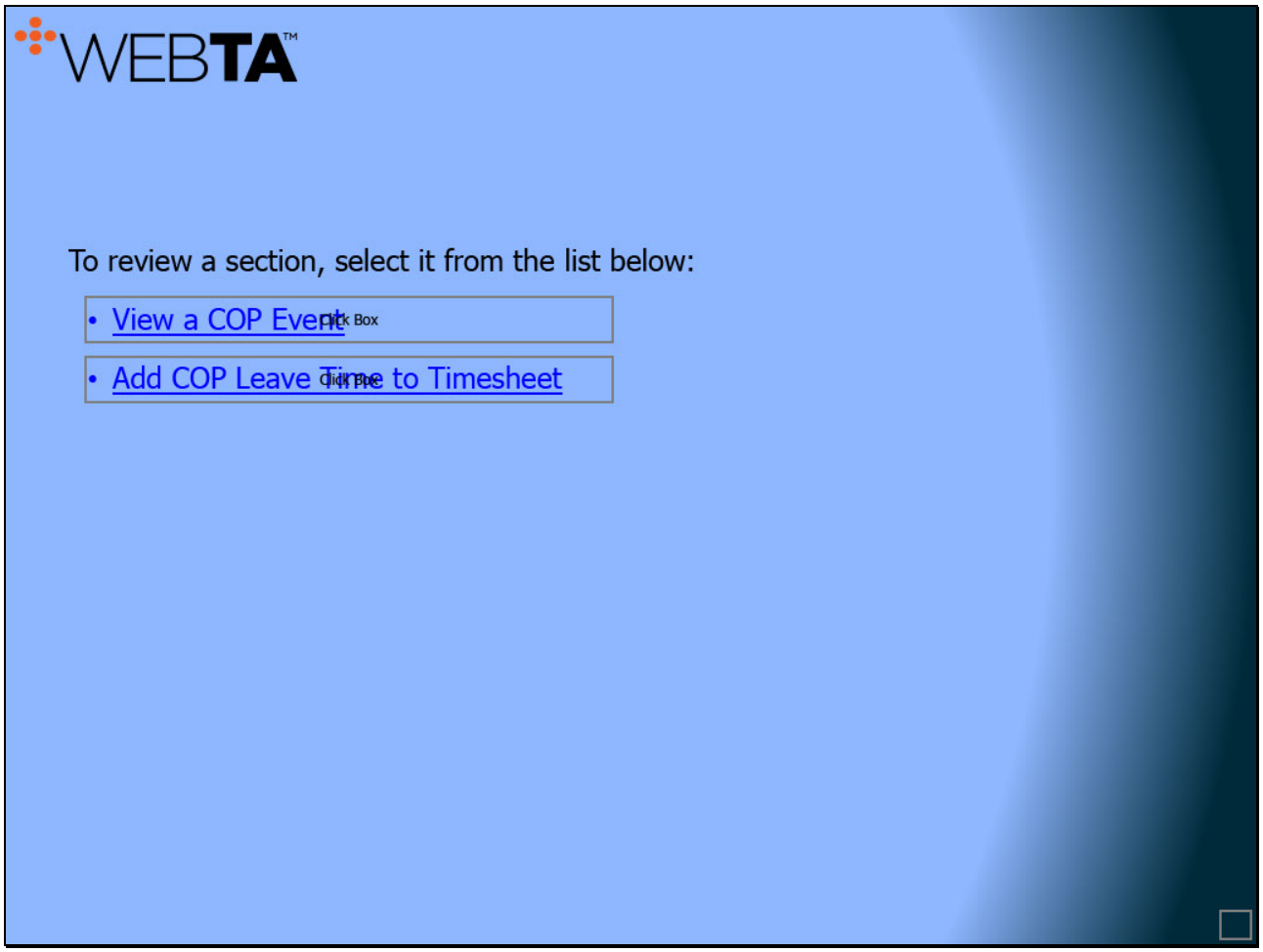
Slide 3 - Review



Slide notes

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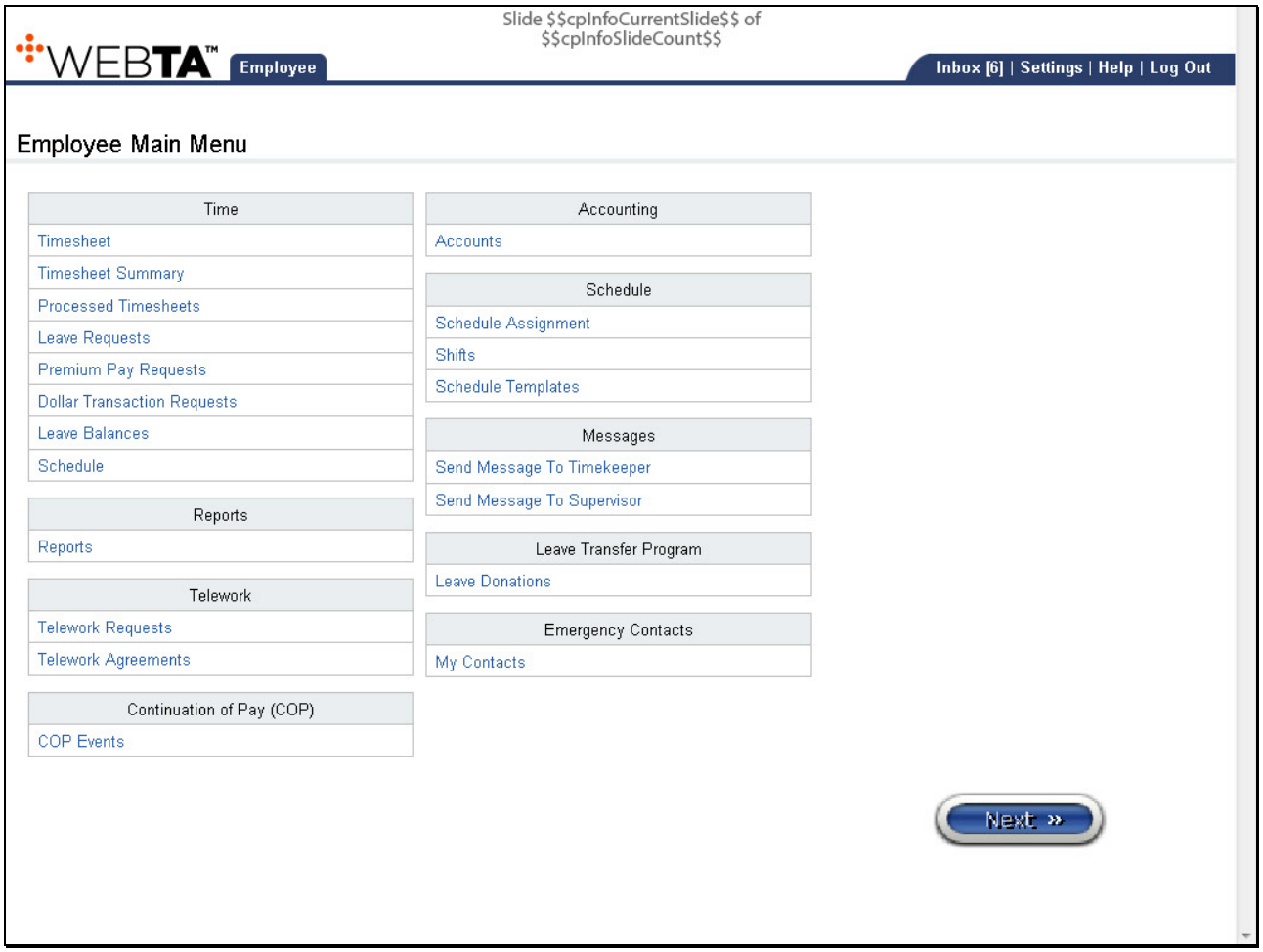
Slide 4 - Slide 4



Slide notes

If you are injured on the job, you can submit a Continuation of Pay, or a COP, application in order to receive compensation for any days you are unable to work. You must manually complete the COP form and submit it to your human resources administrator, but once it is approved, you can view the request in webTA.

You can view your approved requests using the “COP Events” link in the Continuation of Pay section. Select next to continue.

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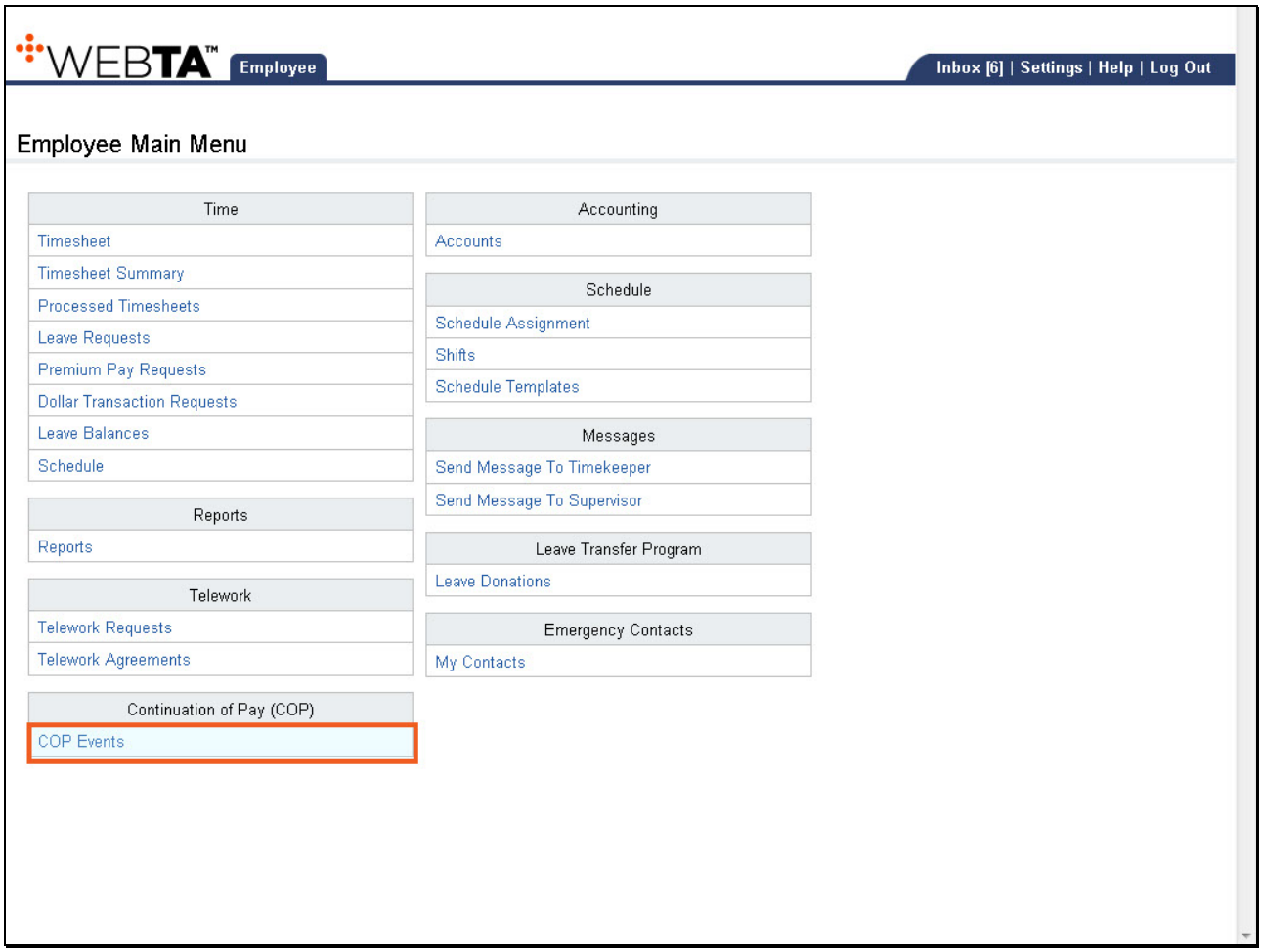
Slide 5 - Slide 5



Slide notes

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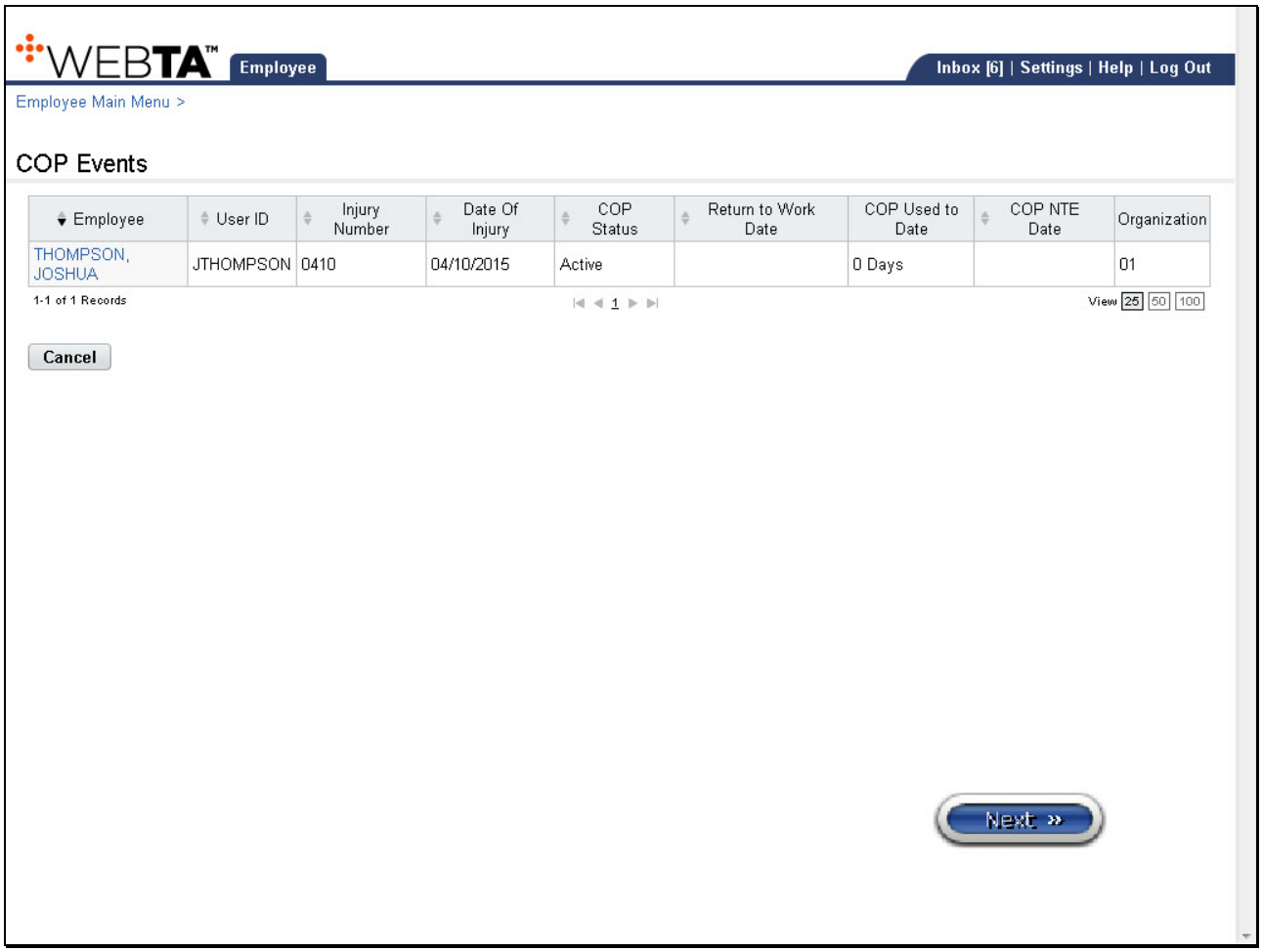
Slide 6 - Slide 6



Slide notes

Any COP request that has been approved will be listed in this table. You can easily view its approval status in the COP Status column. To open a request, select the name link in the Employee column. In this example, we will select the only event on the list. Select next to continue.

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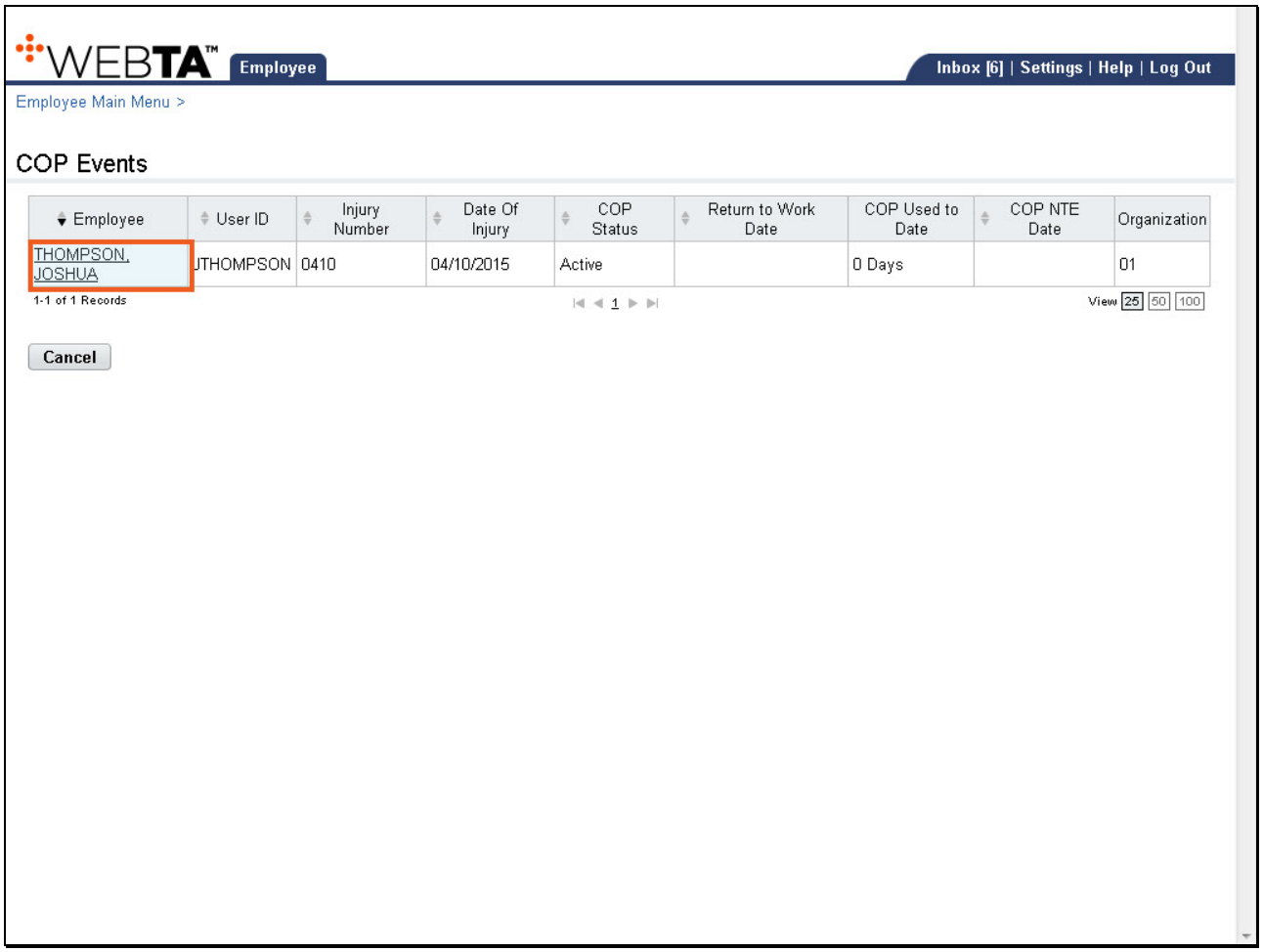
Slide 7 - Slide 7



Slide notes

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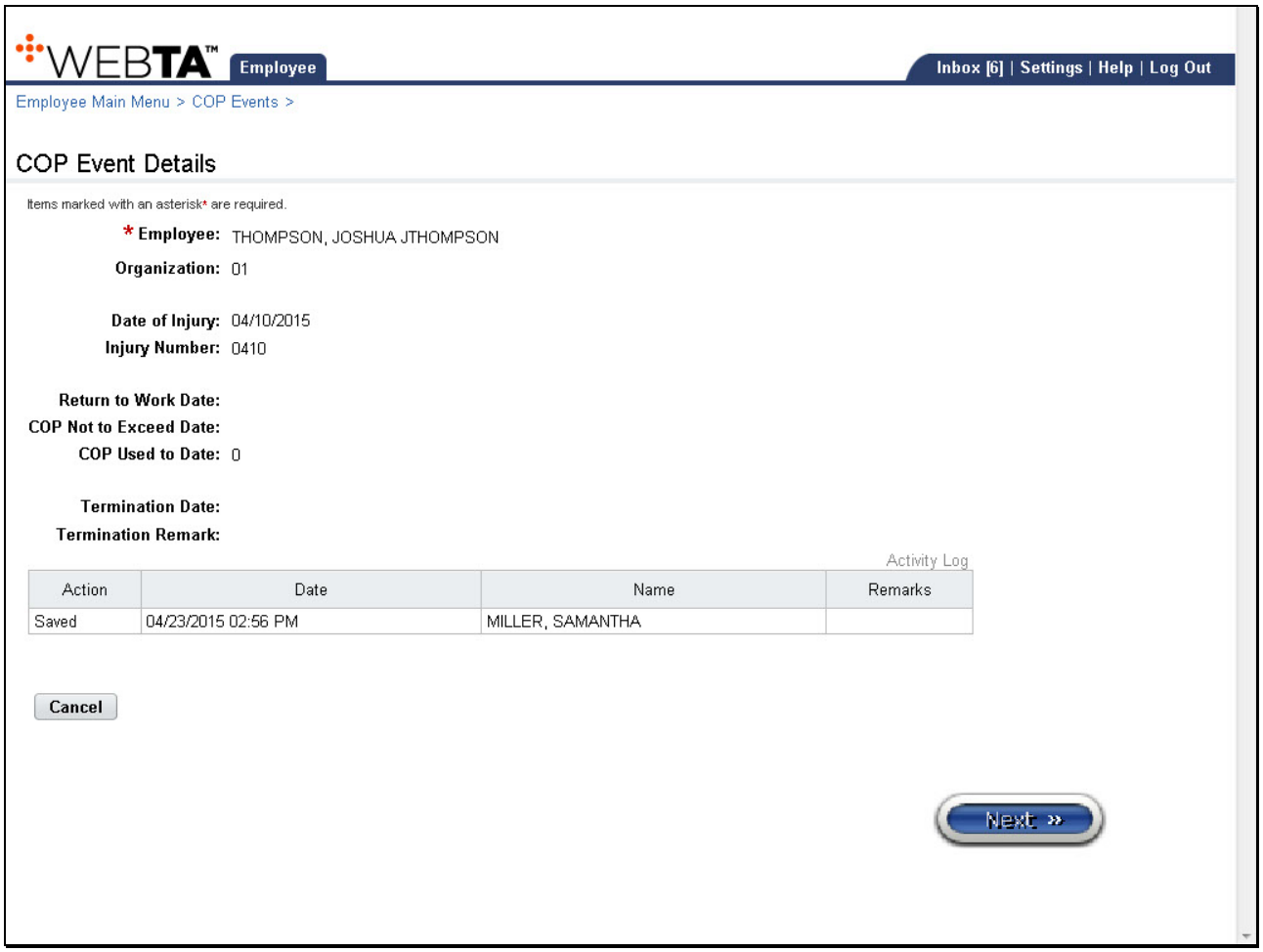
Slide 8 - Slide 8



Slide notes

Here, you can view the details of the COP Event. Let's go back to the Main Menu by selecting the Employee tab. Select next to continue.

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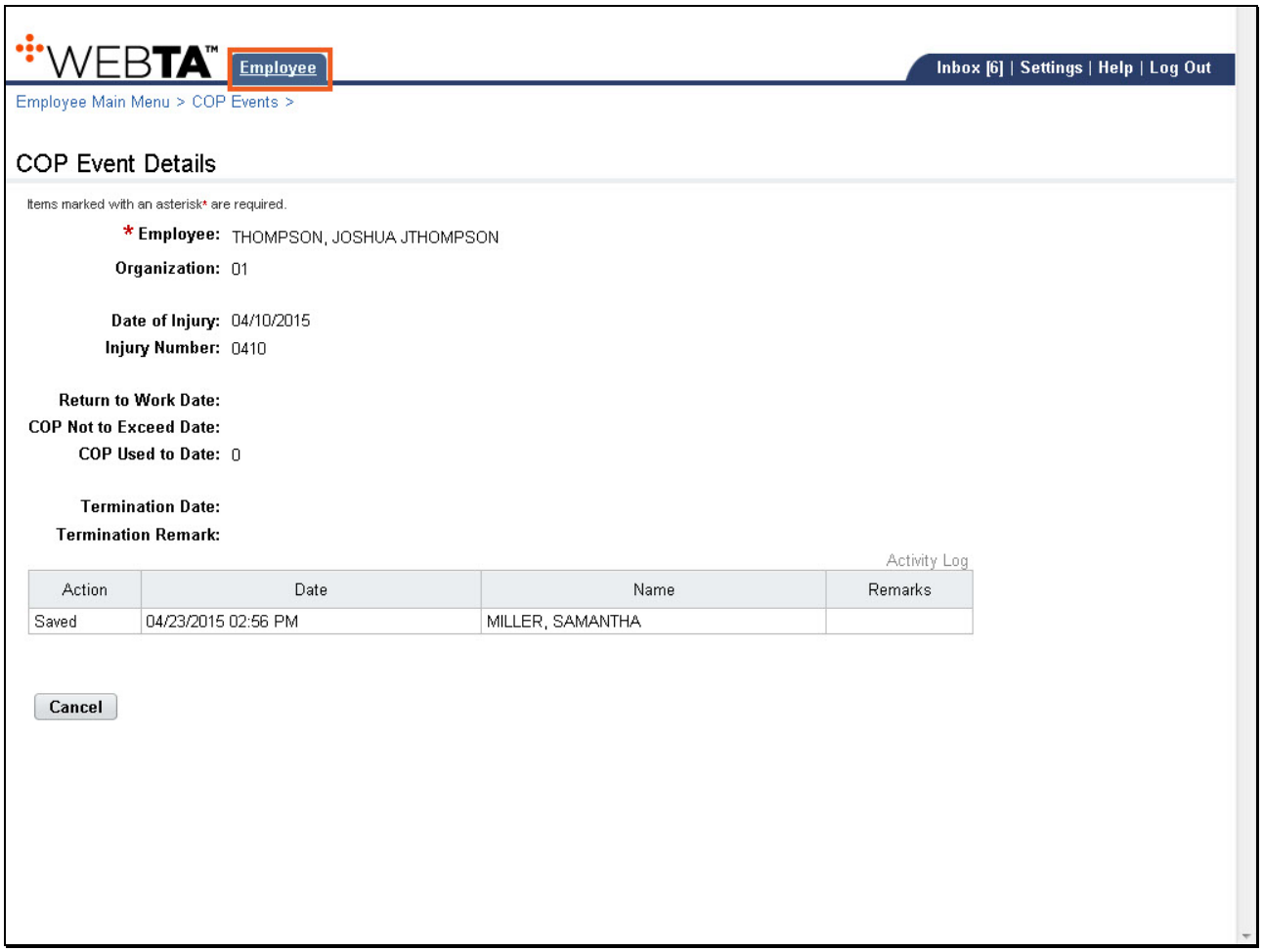
Slide 9 - Slide 9



Slide notes

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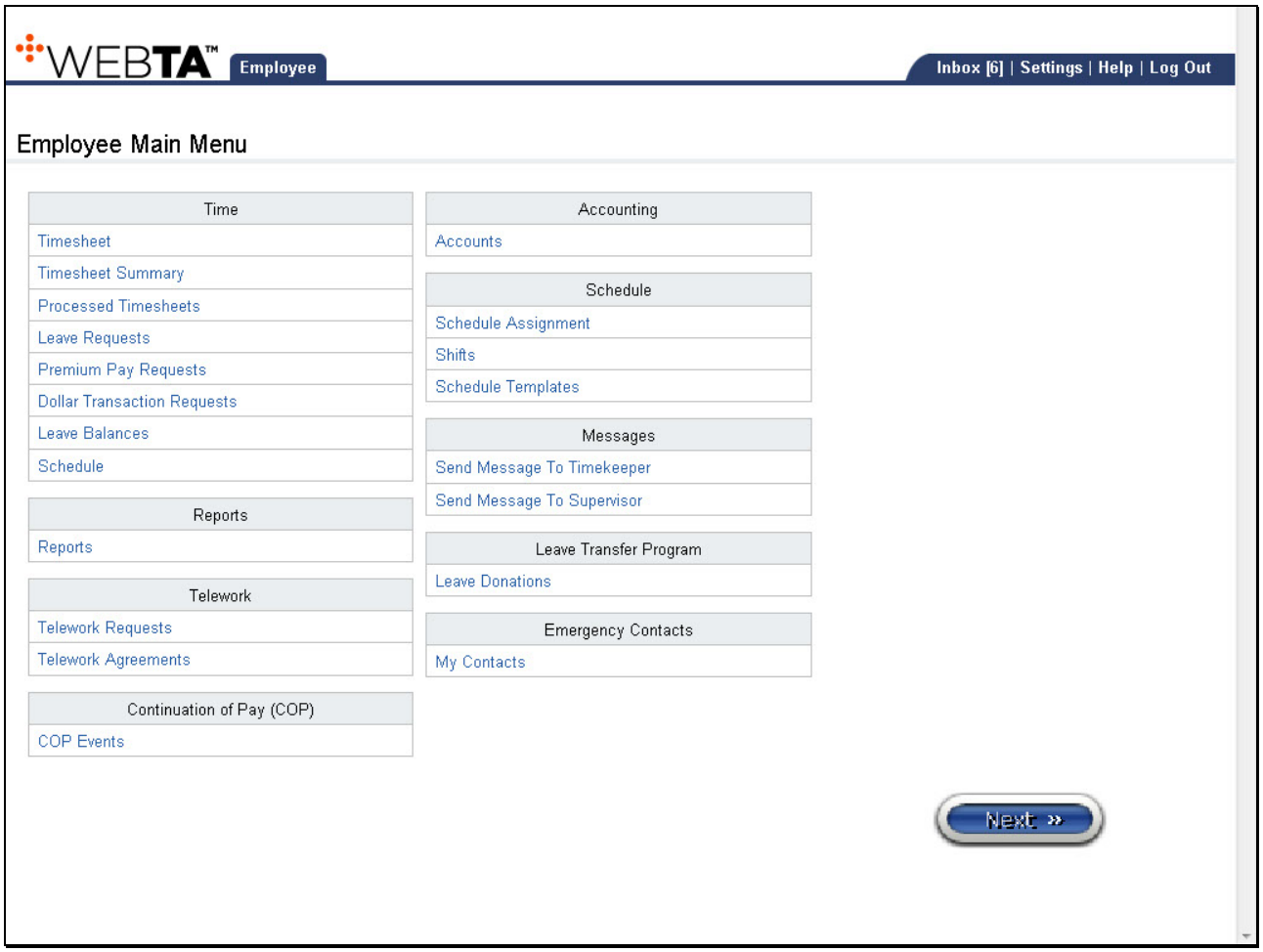
Slide 10 - Slide 10



Slide notes

Since we have an approved COP Event, let's take a look at the Timesheet. Select next to continue.

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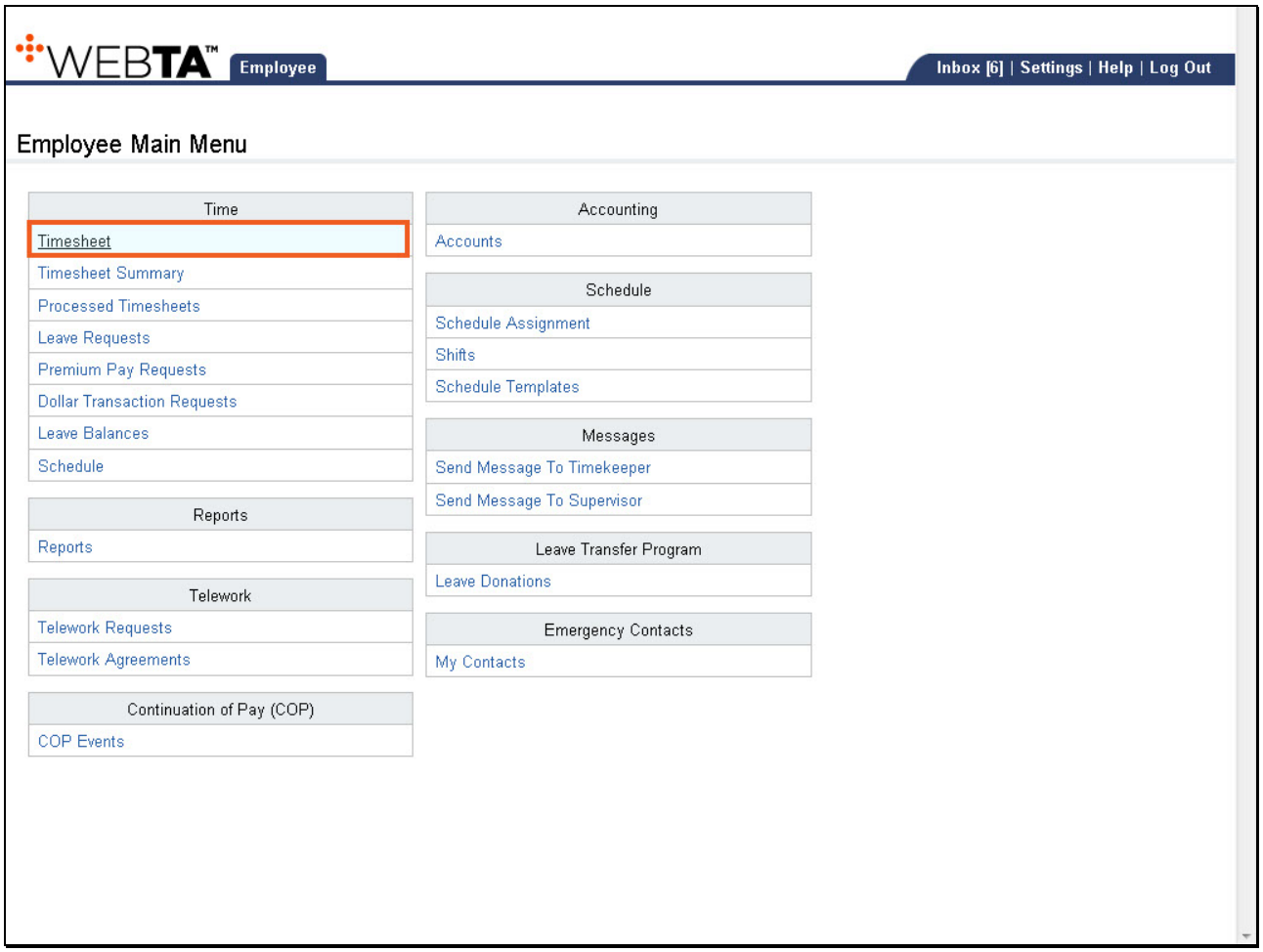
Slide 11 - Slide 11



Slide notes

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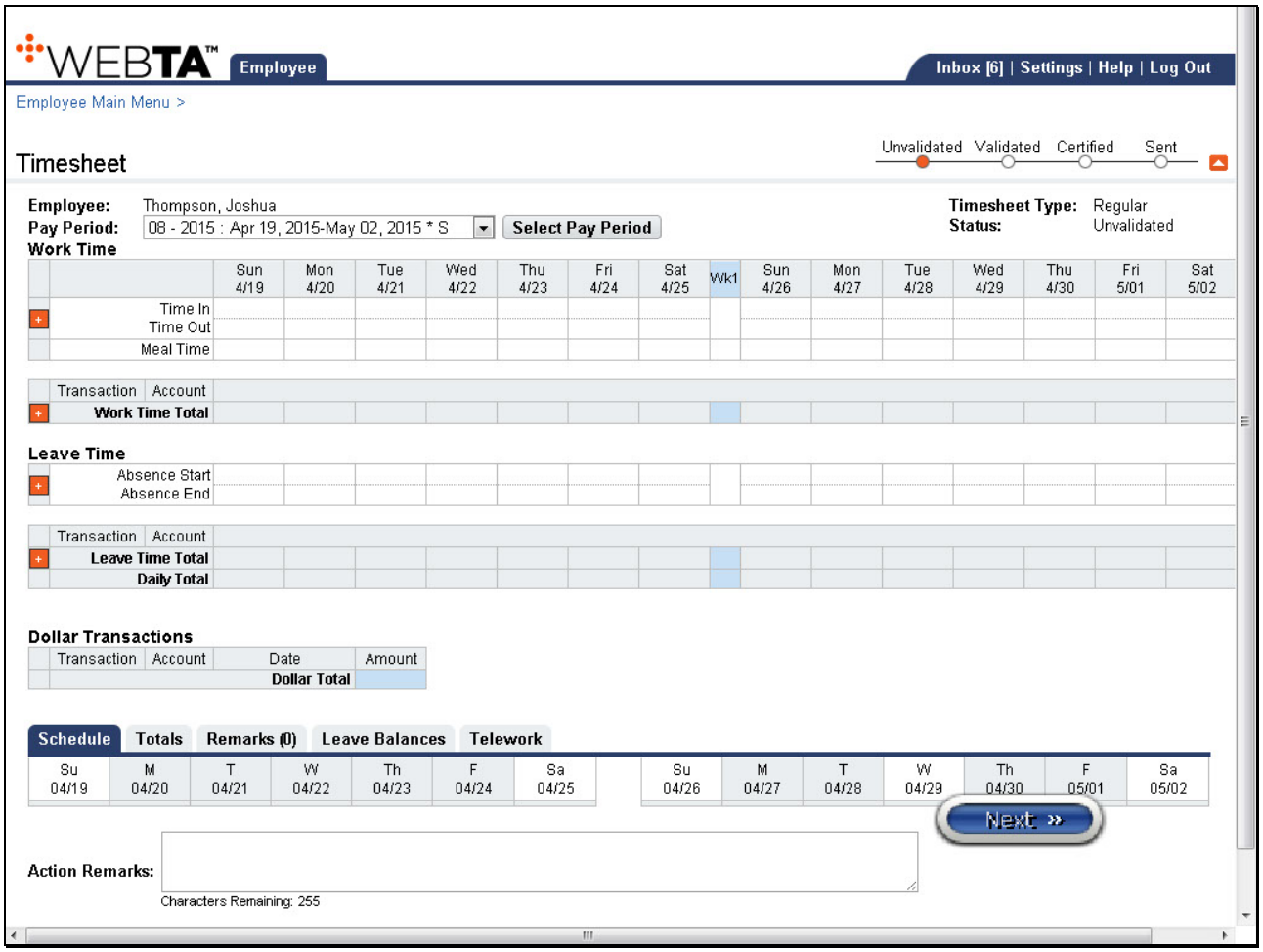
Slide 12 - Slide 12



Slide notes

To add COP Hours, we must first add a Leave Transaction to the Timesheet by selecting the plus sign in the Leave Time section. Select next to continue.

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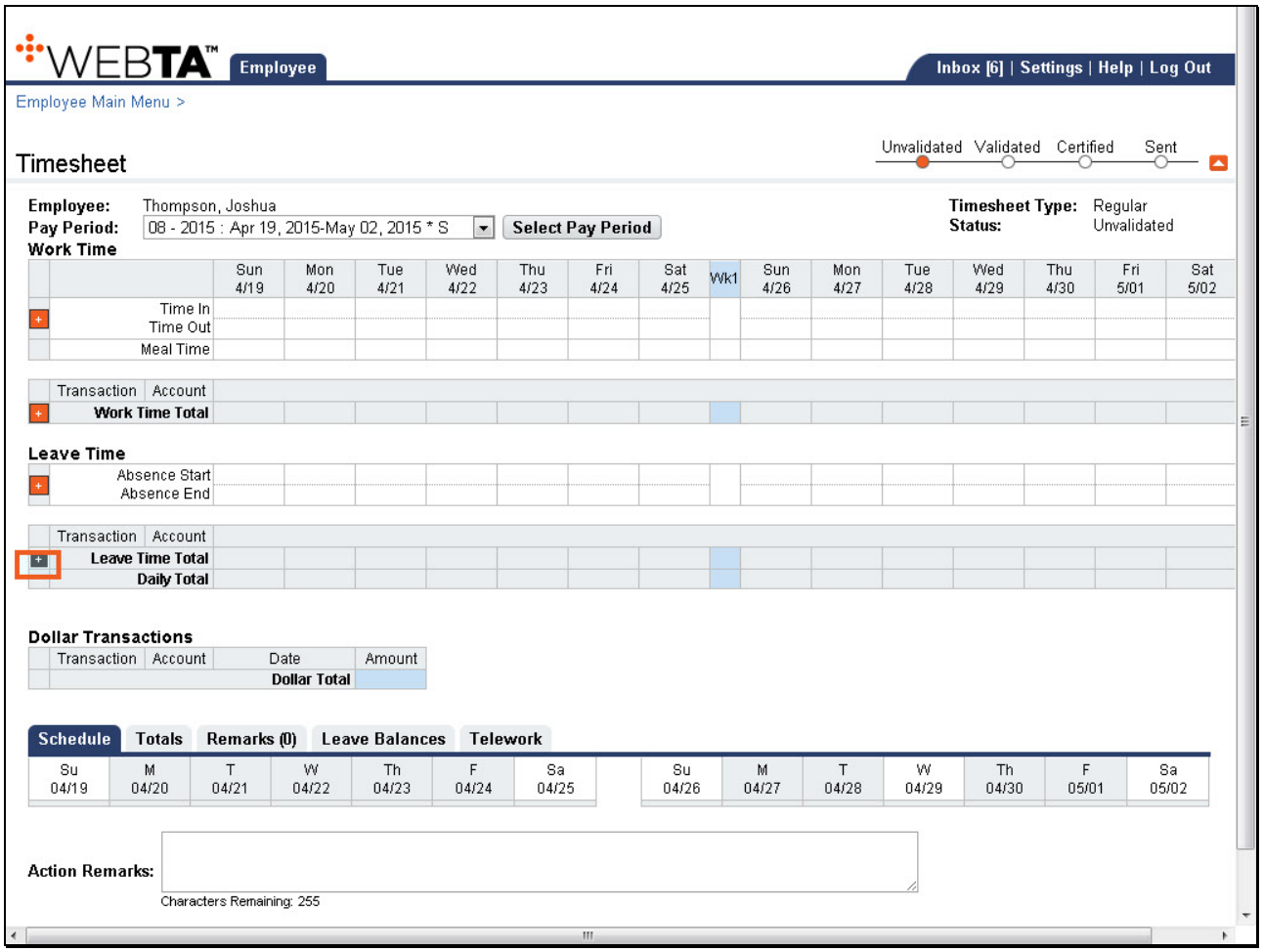
Slide 13 - Slide 13



Slide notes

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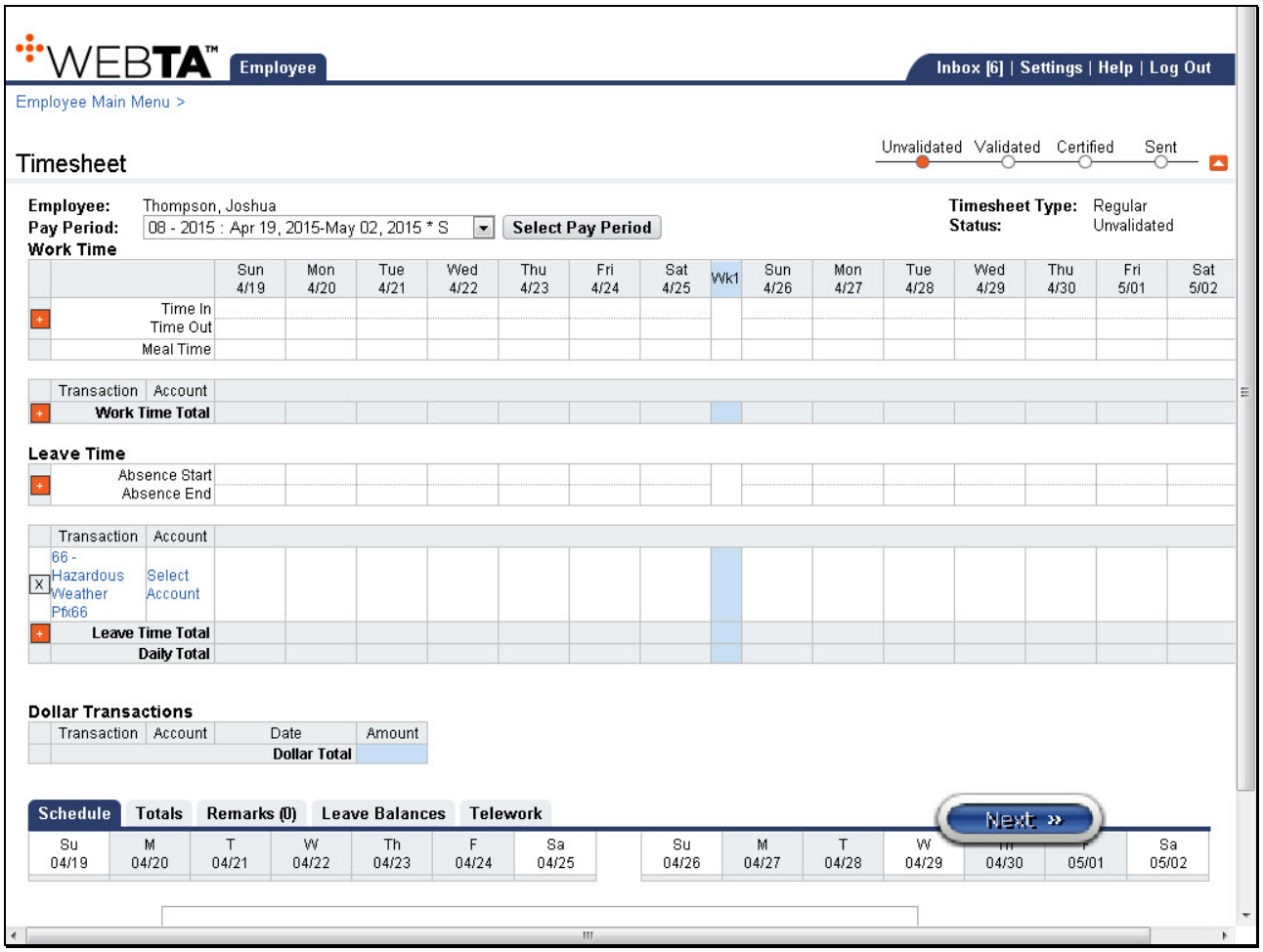
Slide 14 - Slide 14



Slide notes

Next, let's change the transaction code by selecting the link. Select next to continue.

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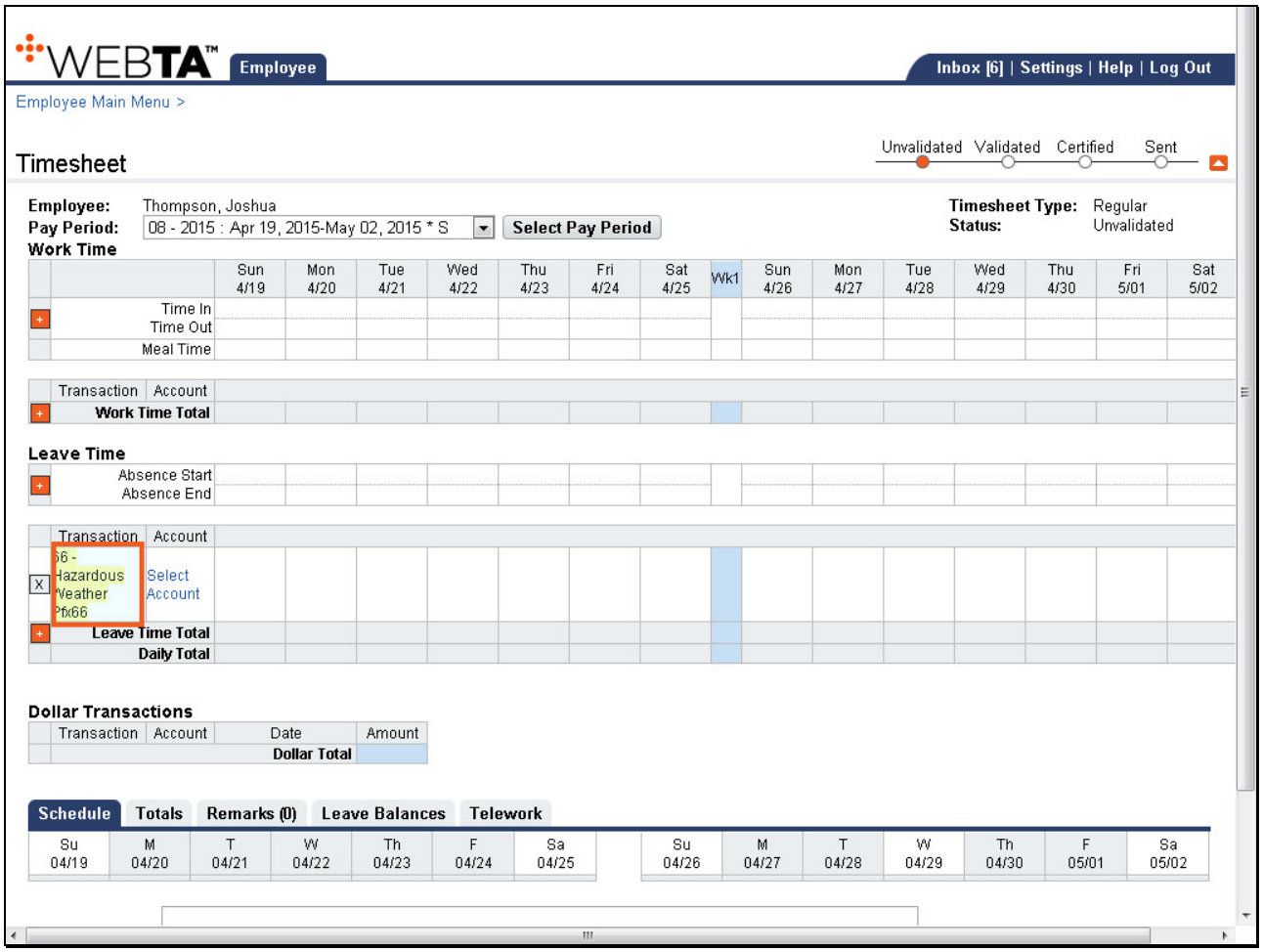
Slide 15 - Slide 15



Slide notes

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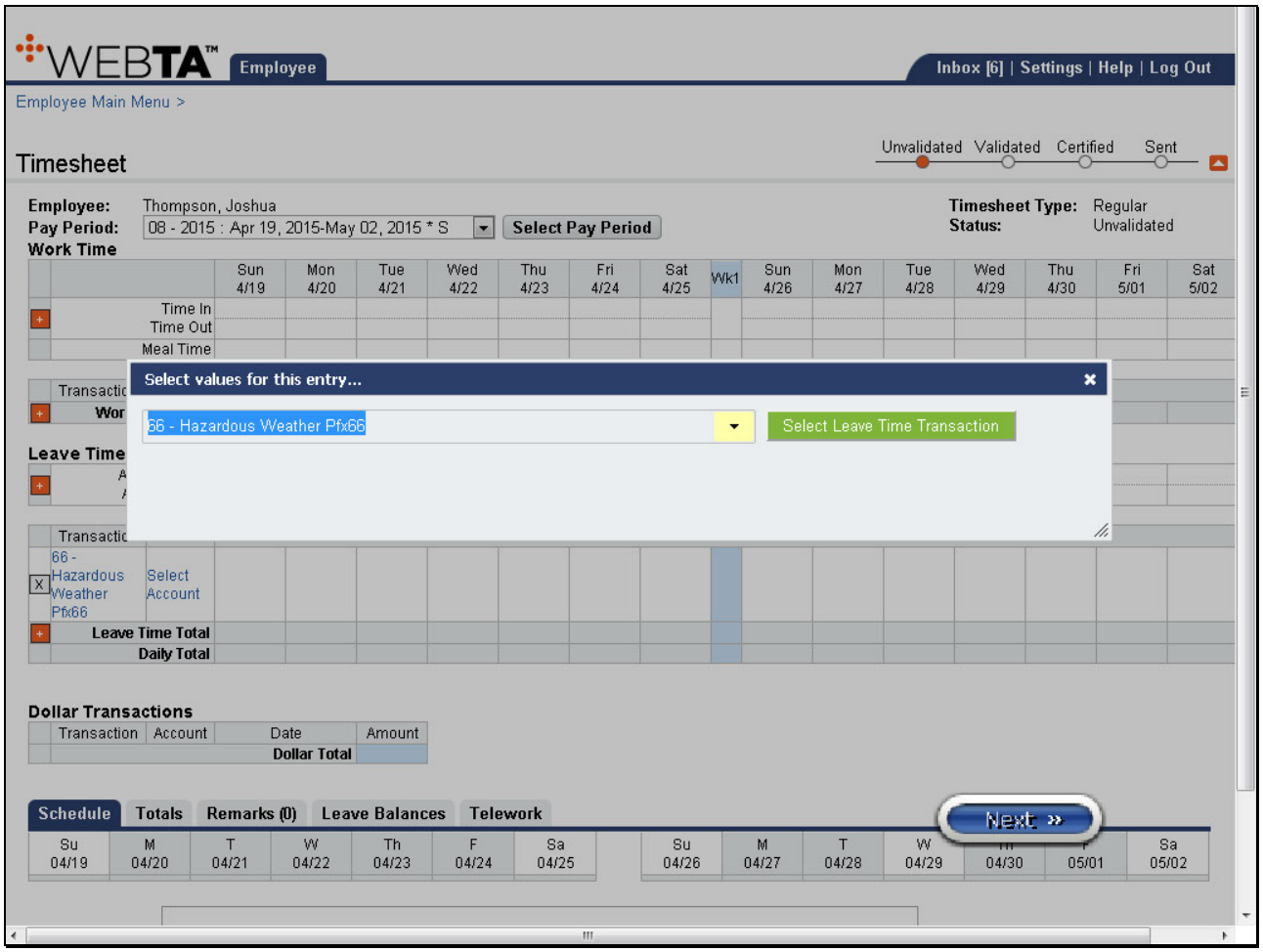
Slide 16 - Slide 16



Slide notes

The Transaction Code for COP is 67, so let's type that to filter the list. Select next to continue.

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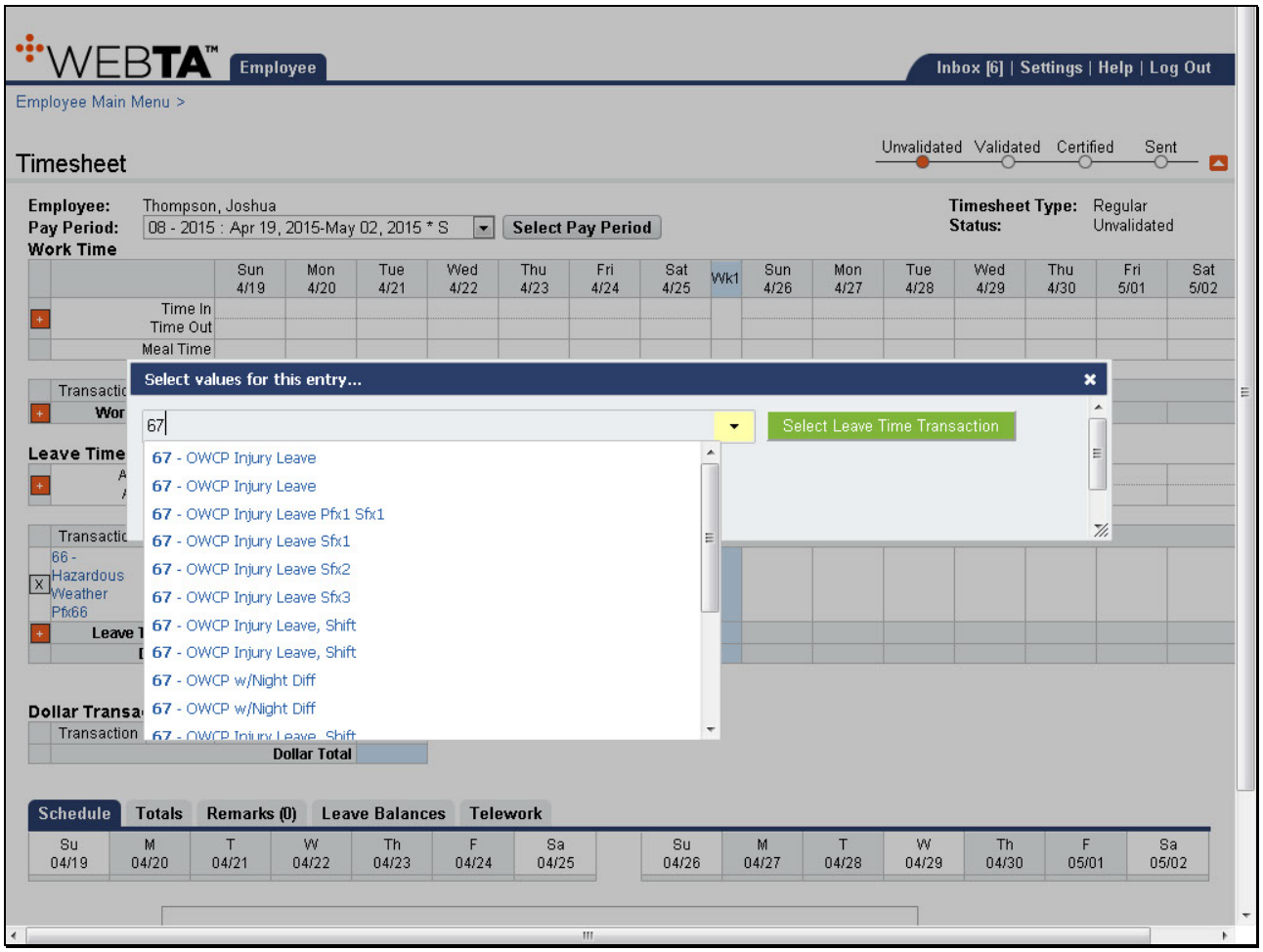
Slide 17 - Slide 17



Slide notes

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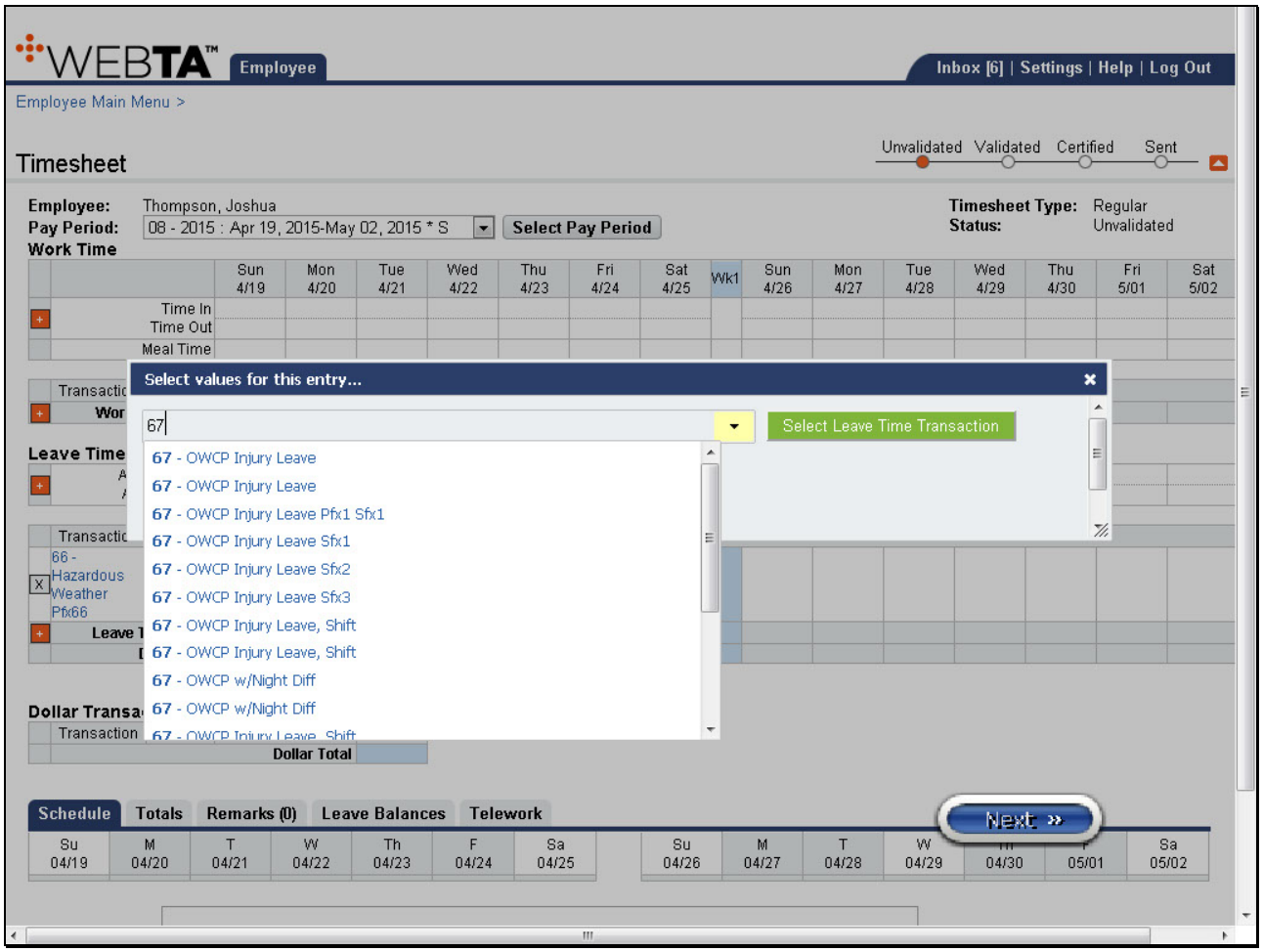
Slide 18 - Slide 18



Slide notes

Note that the list now displays the OWCP codes. OWCP stands for the Office of Workers Compensation Programs. In this example, we will select the first one from the list. Select next to continue.

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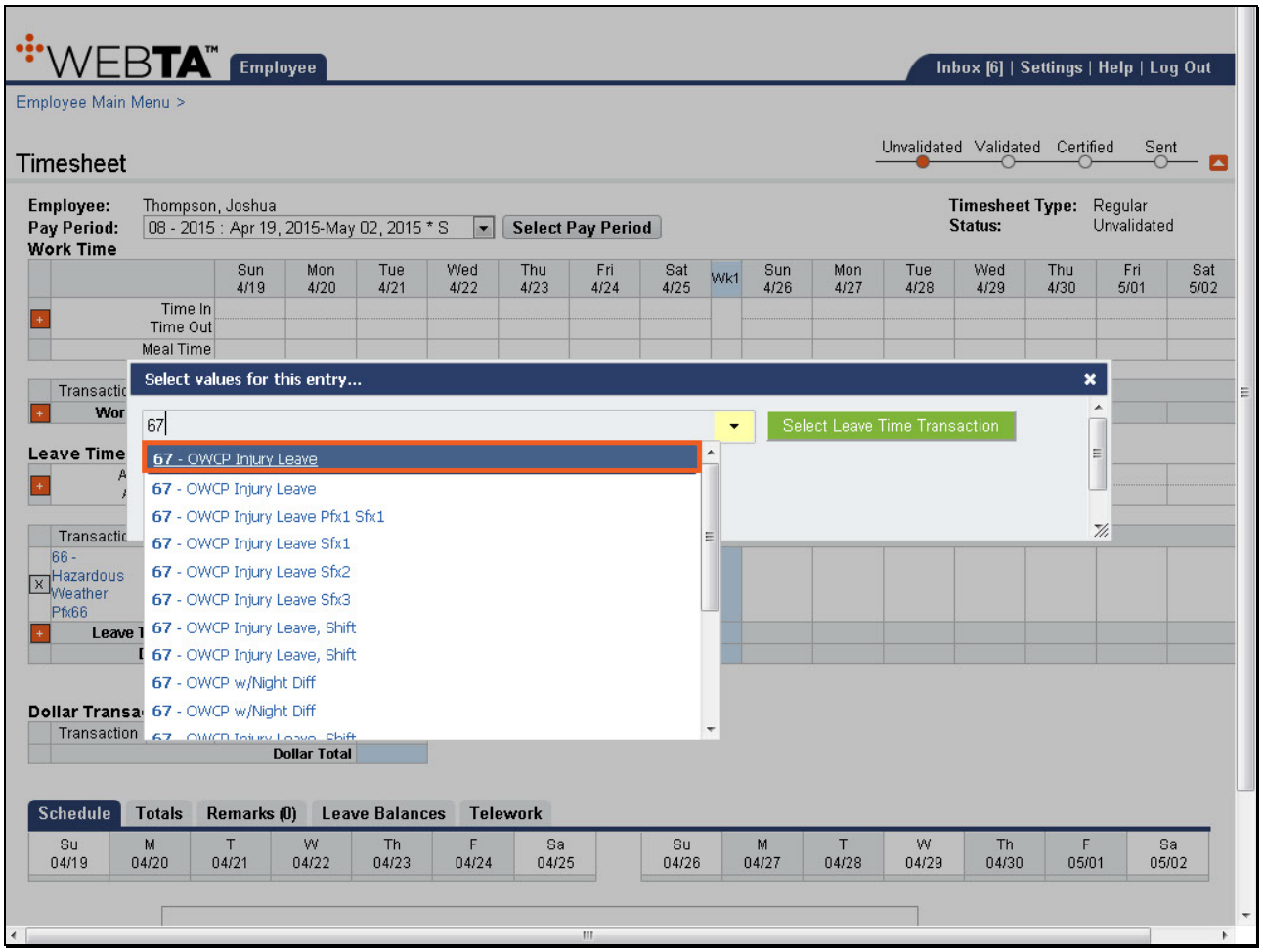
Slide 19 - Slide 19



Slide notes

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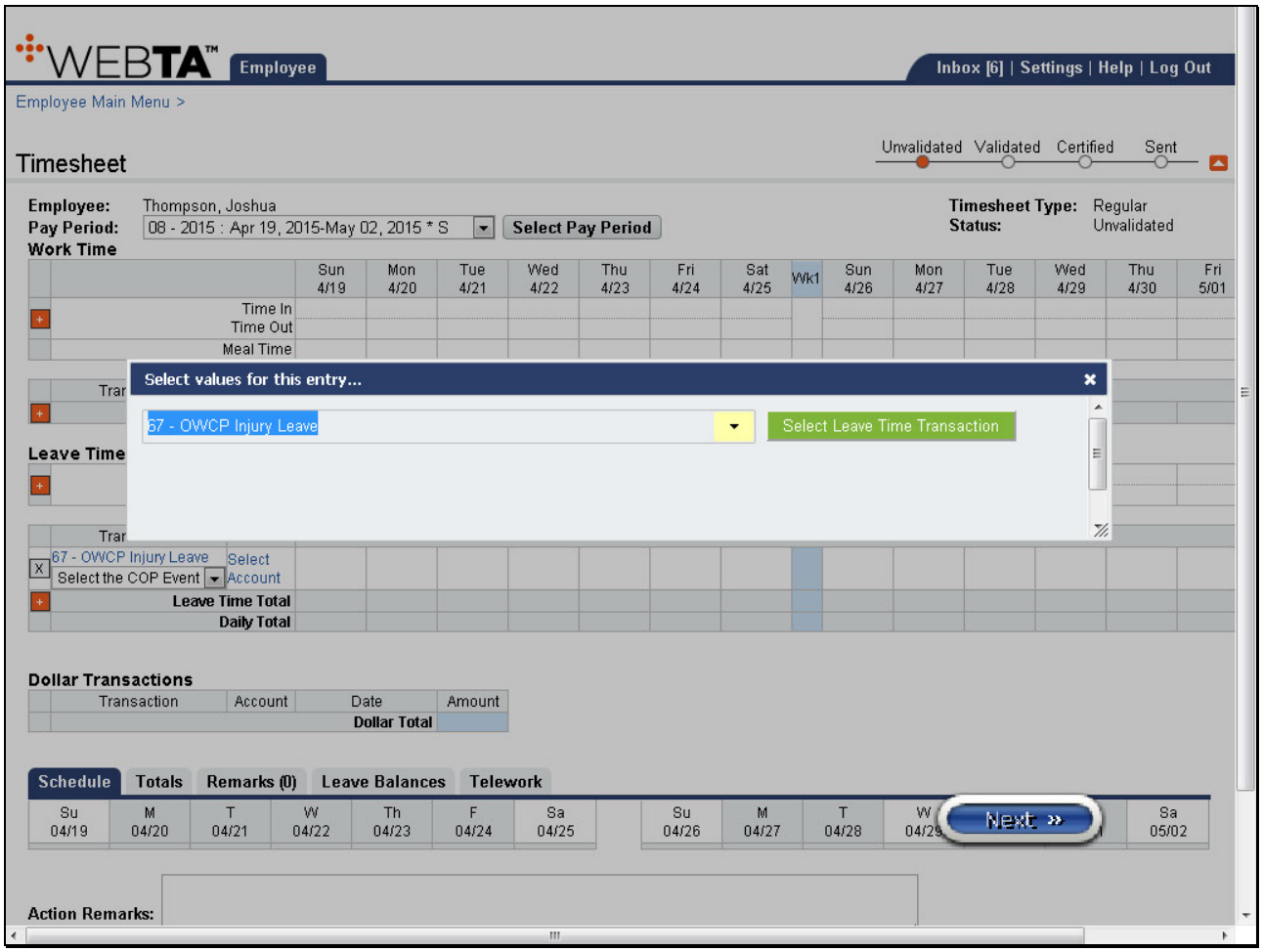
Slide 20 - Slide 20



Slide notes

Next, we will click the Select Leave Time Transaction button. Select next to continue.

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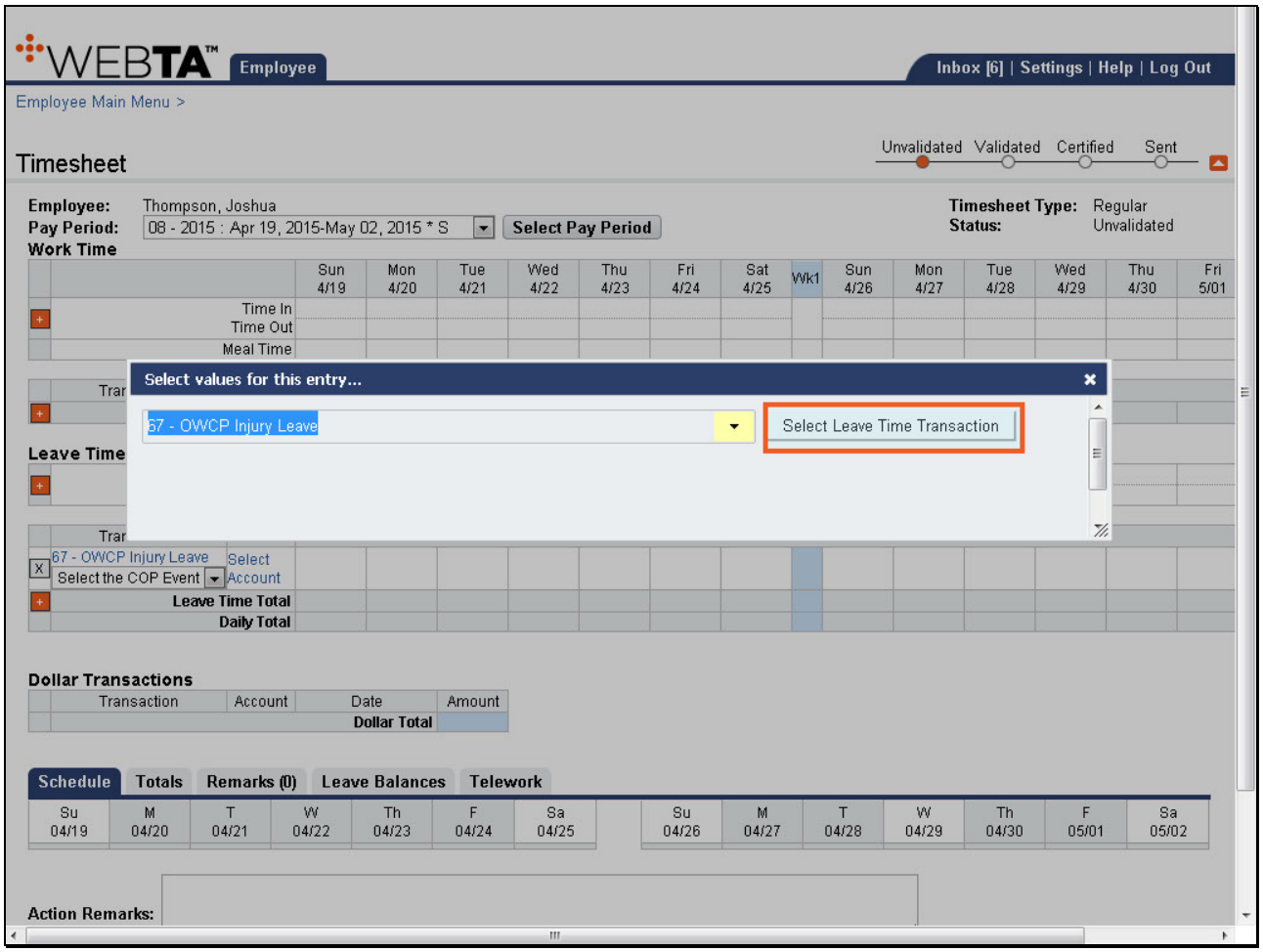
Slide 21 - Slide 21



Slide notes

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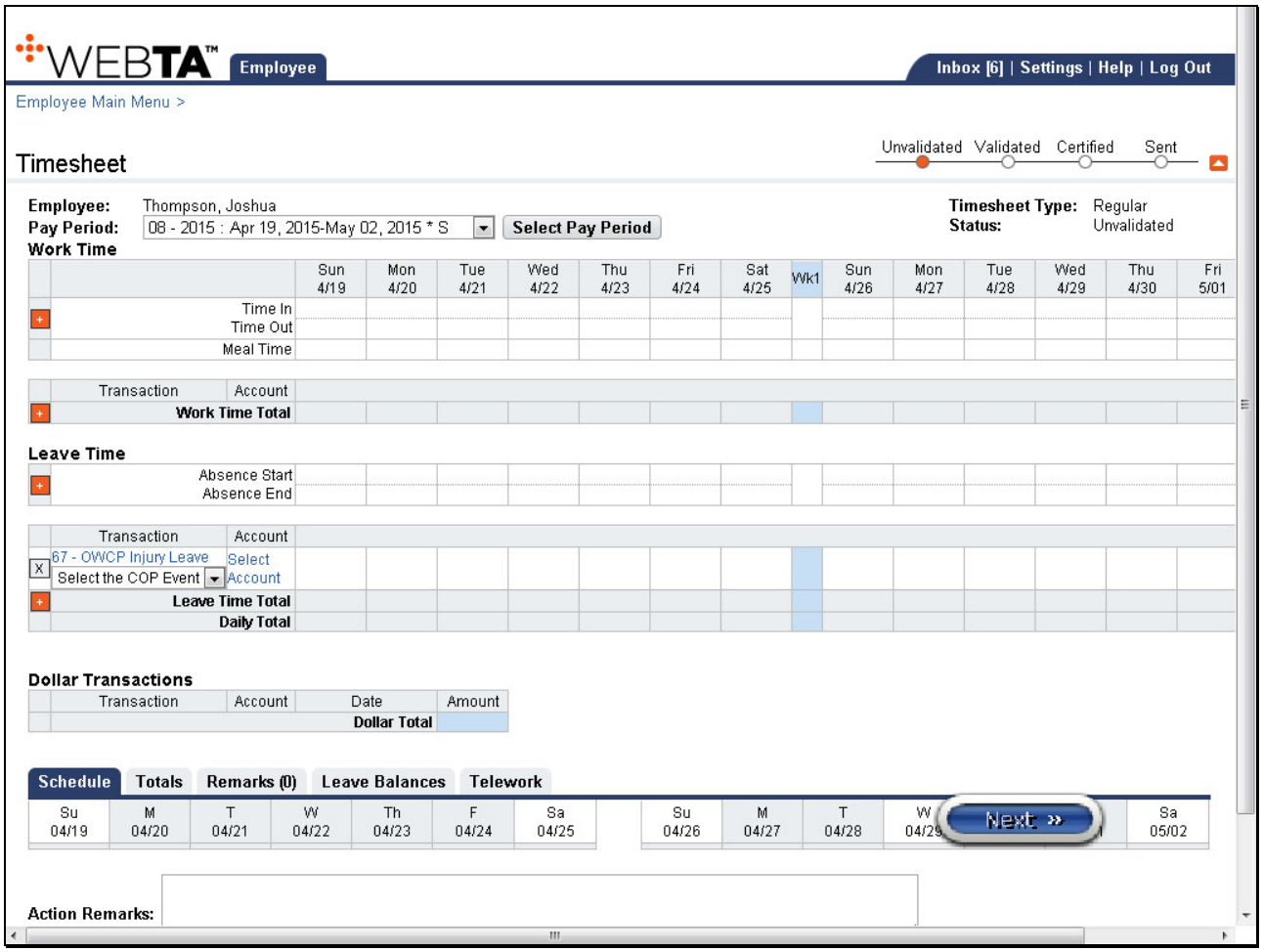
Slide 22 - Slide 22



Slide notes

Note that the Transaction Code updated, but also note that a new drop-down menu also displays in the row. This menu allows you to select the COP Event you wish to charge your time. Let's take a look at the options. Select next to continue.

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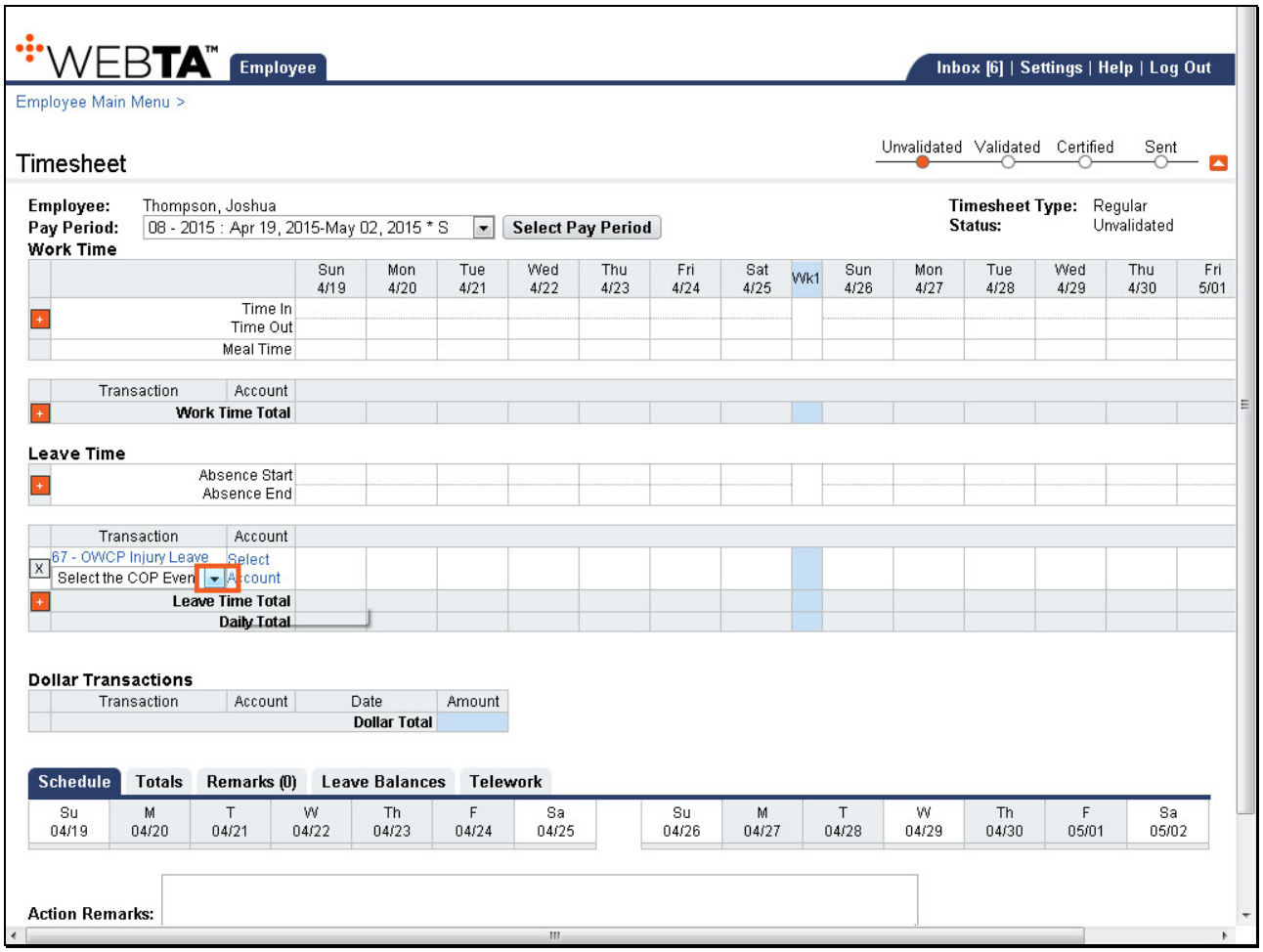
Slide 23 - Slide 23



Slide notes

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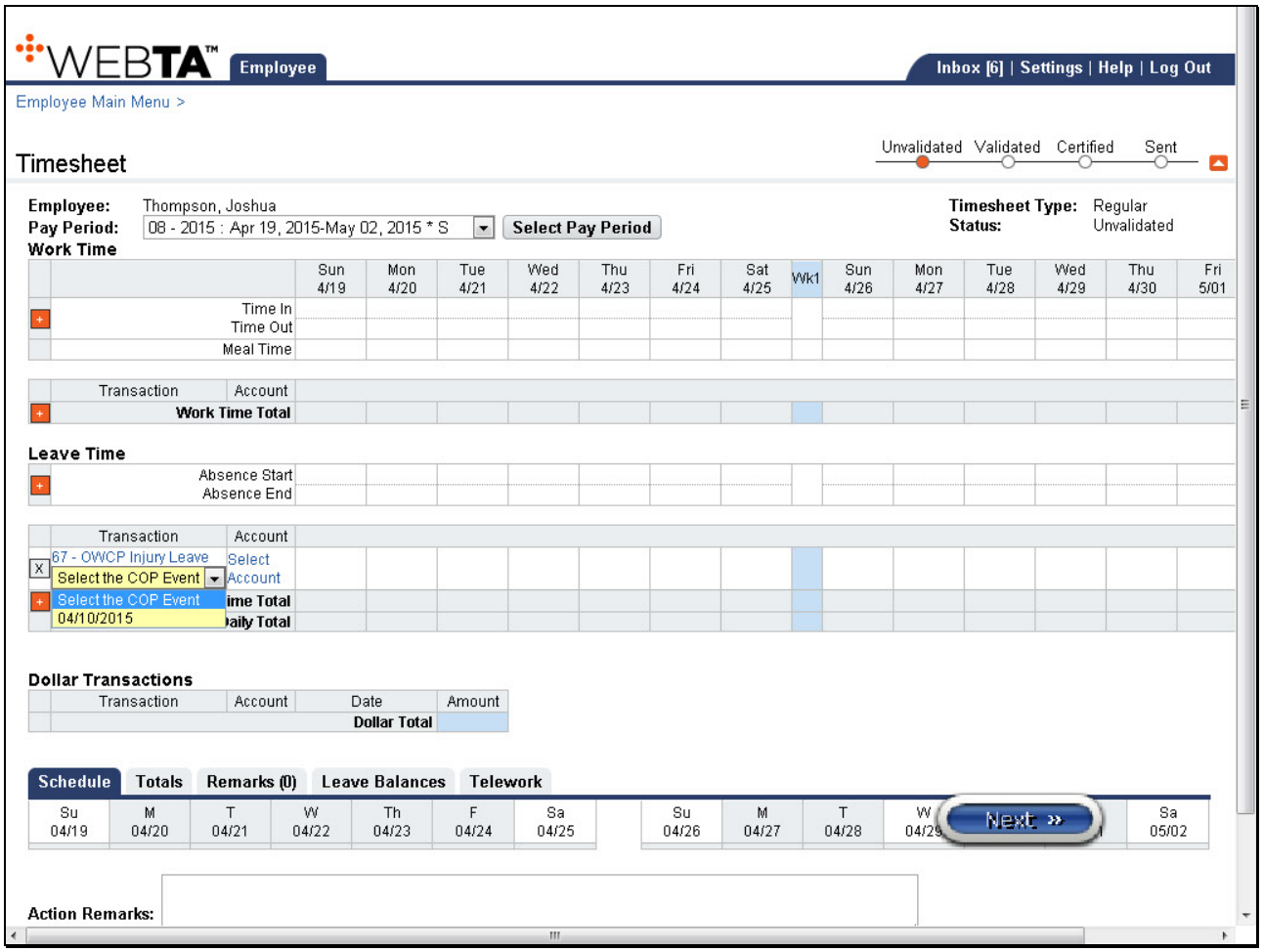
Slide 24 - Slide 24



Slide notes

Here, we see our approved event. Let's select it. Select next to continue.

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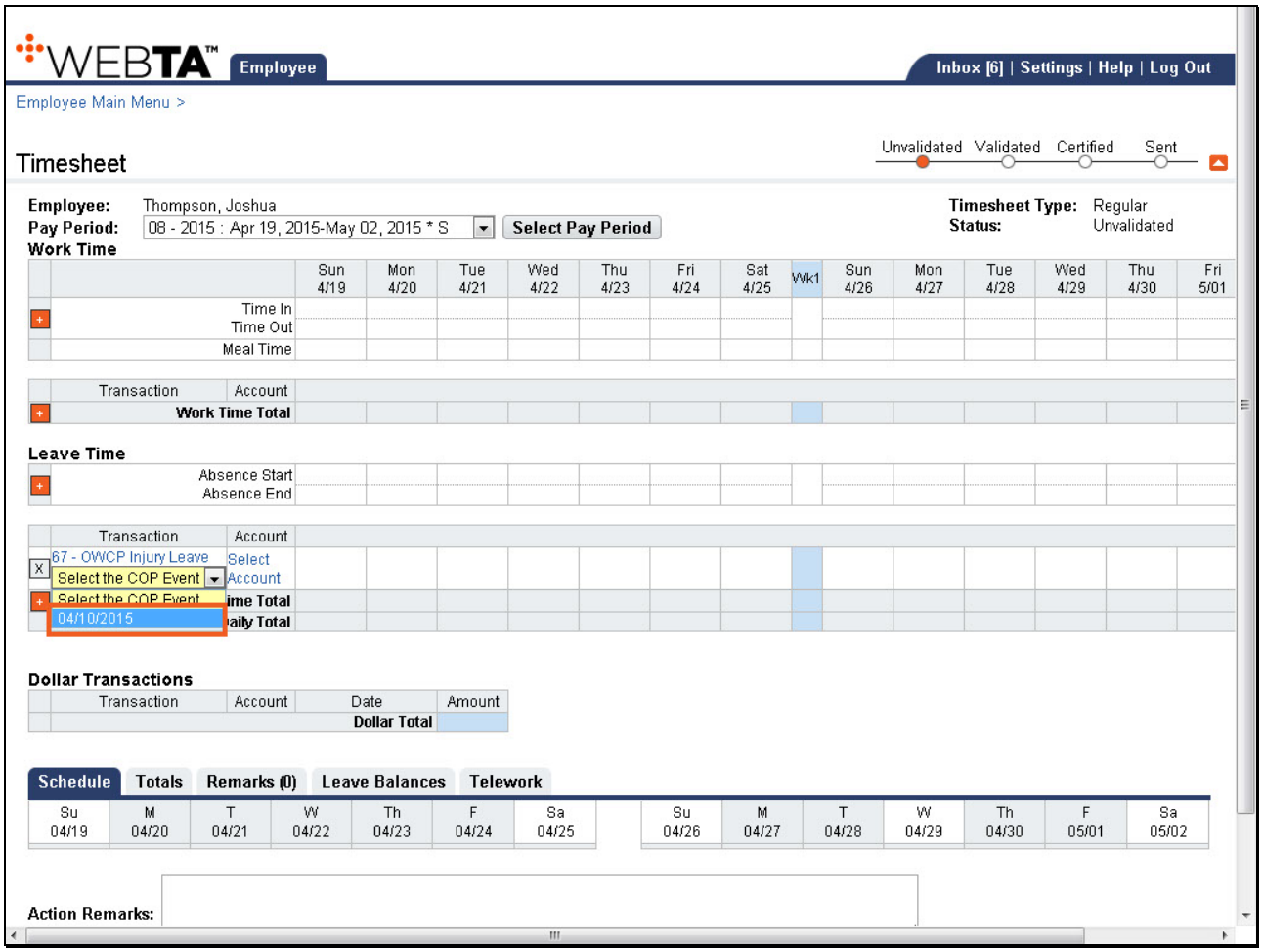
Slide 25 - Slide 25



Slide notes

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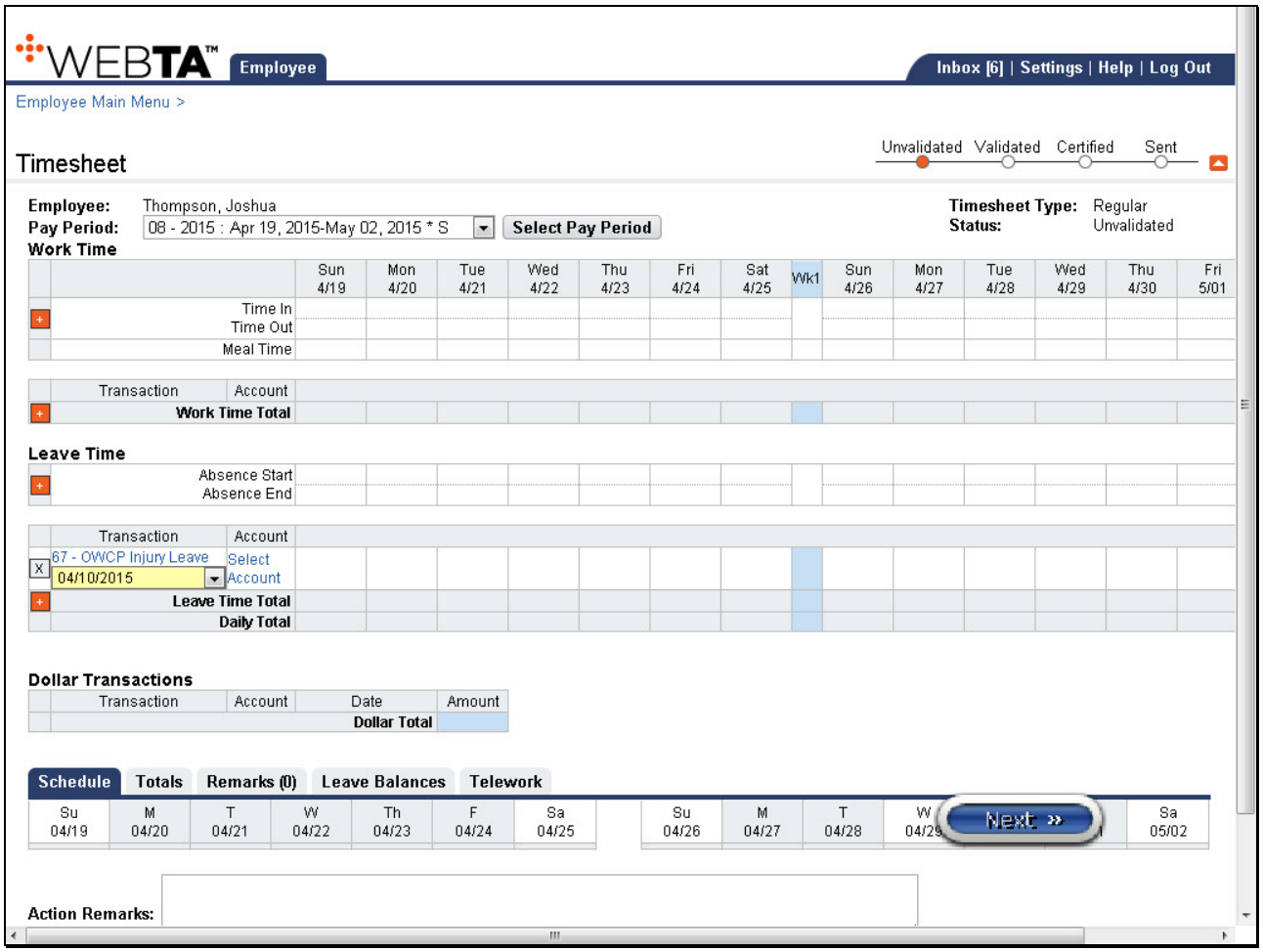
Slide 26 - Slide 26



Slide notes

You would then add hours to this line, just as you would any other Work or Leave Entry. And you would need to add an account as well. But in this case, we are going to return to the Main Menu. Select next to continue.

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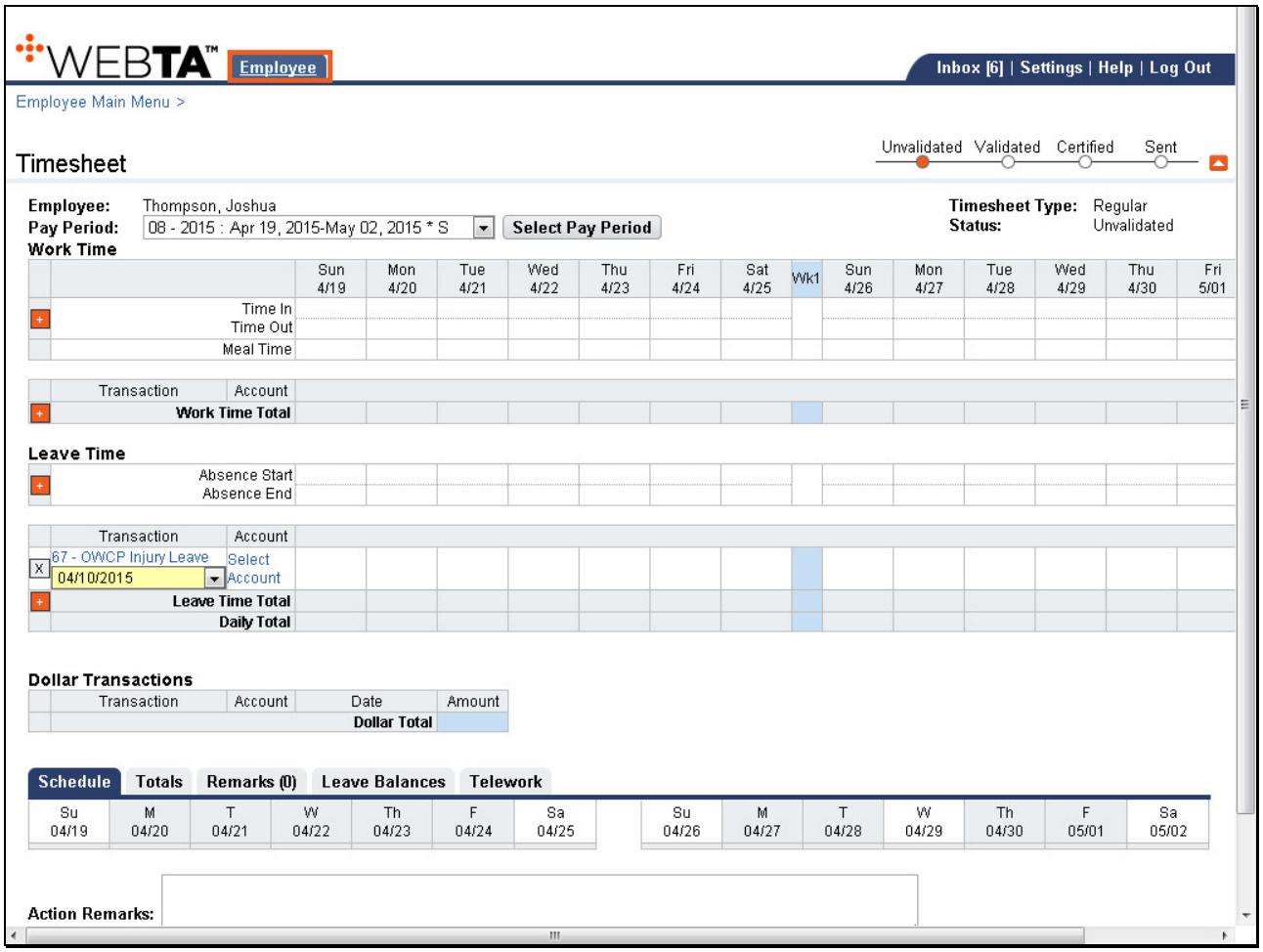
Slide 27 - Slide 27



Slide notes

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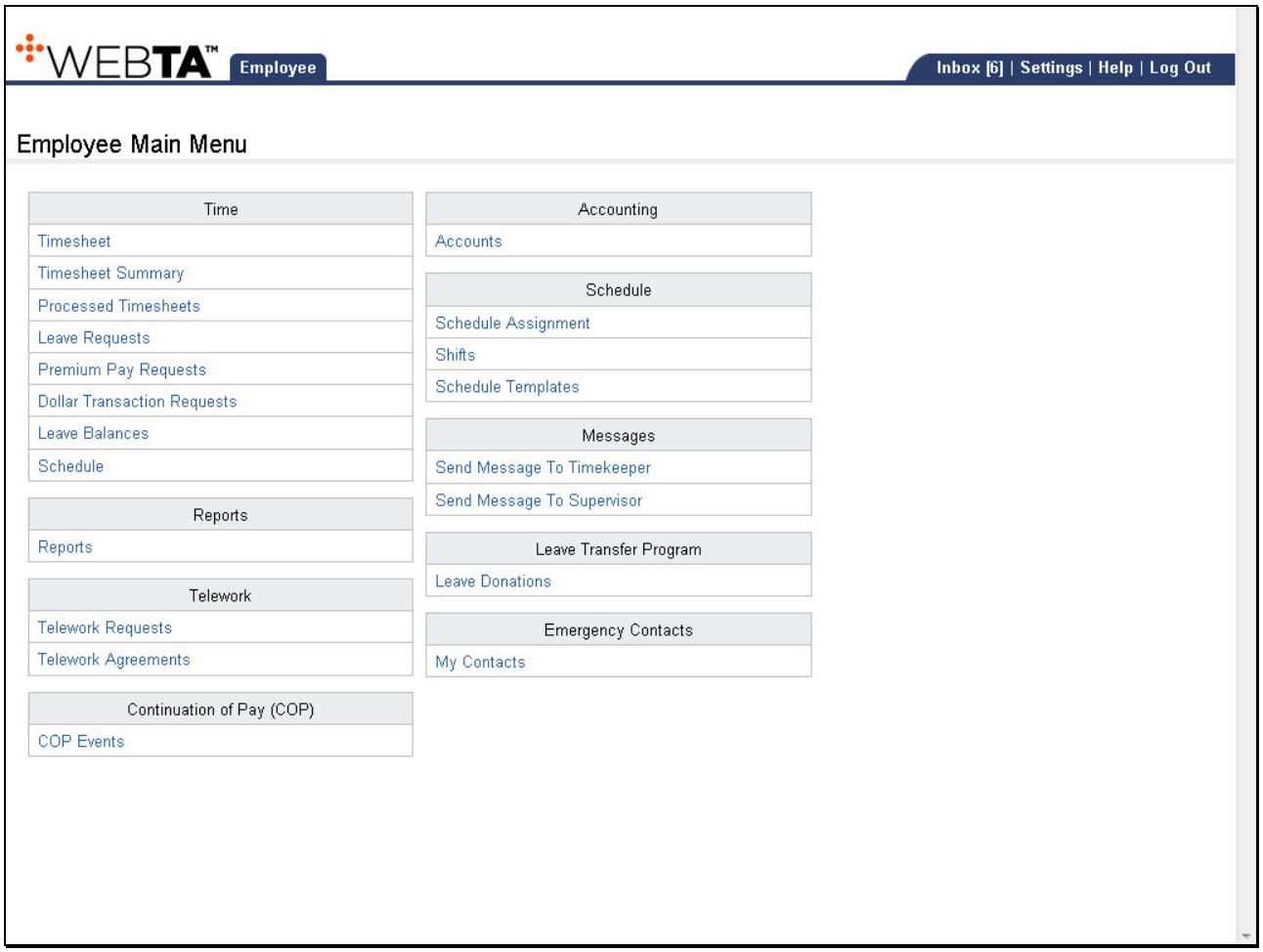
Slide 28 - Slide 28



Slide notes

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Slide 29 - Slide 29

Slide notes

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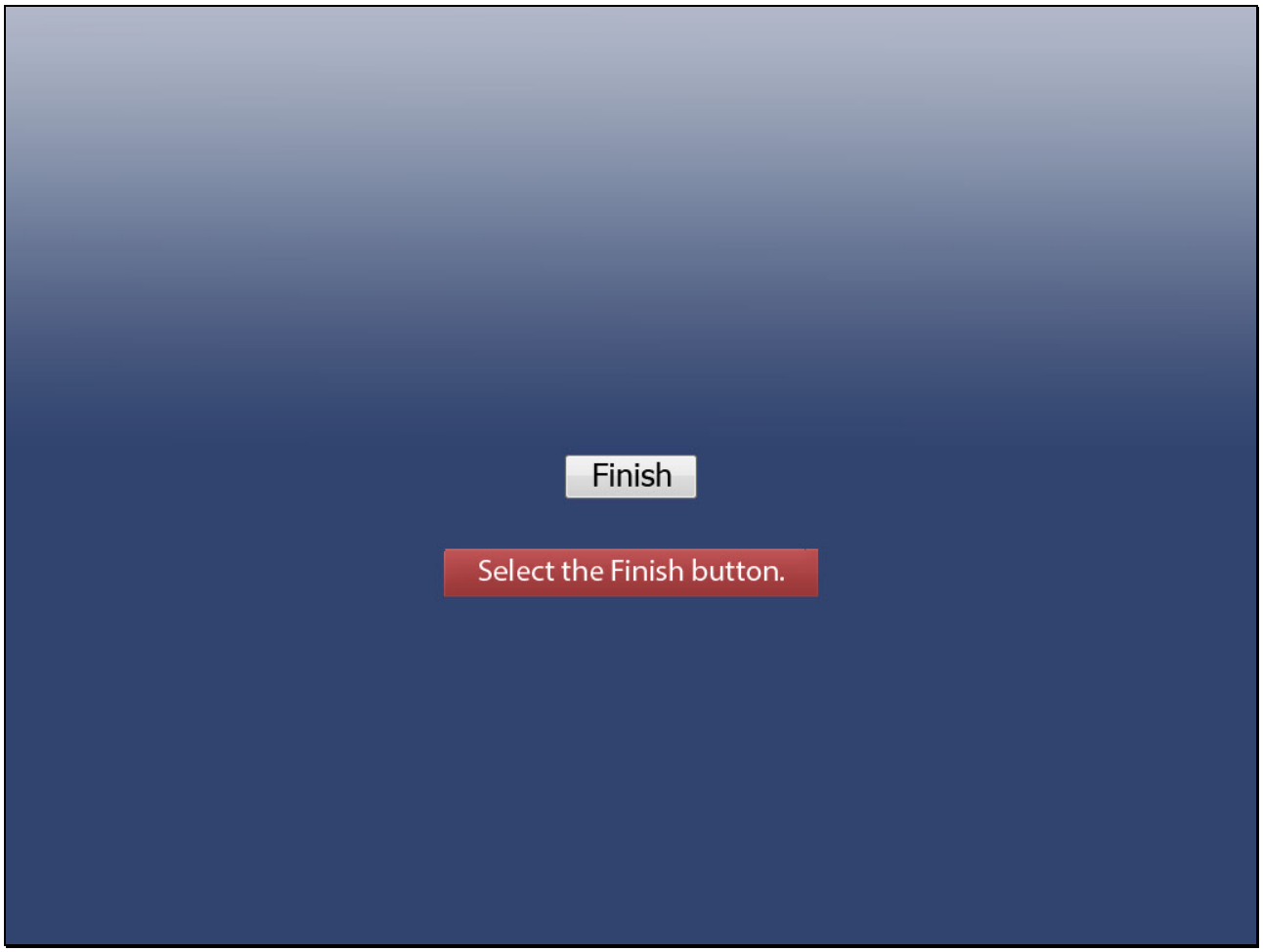
Slide 30 - Finish



Slide notes

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

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