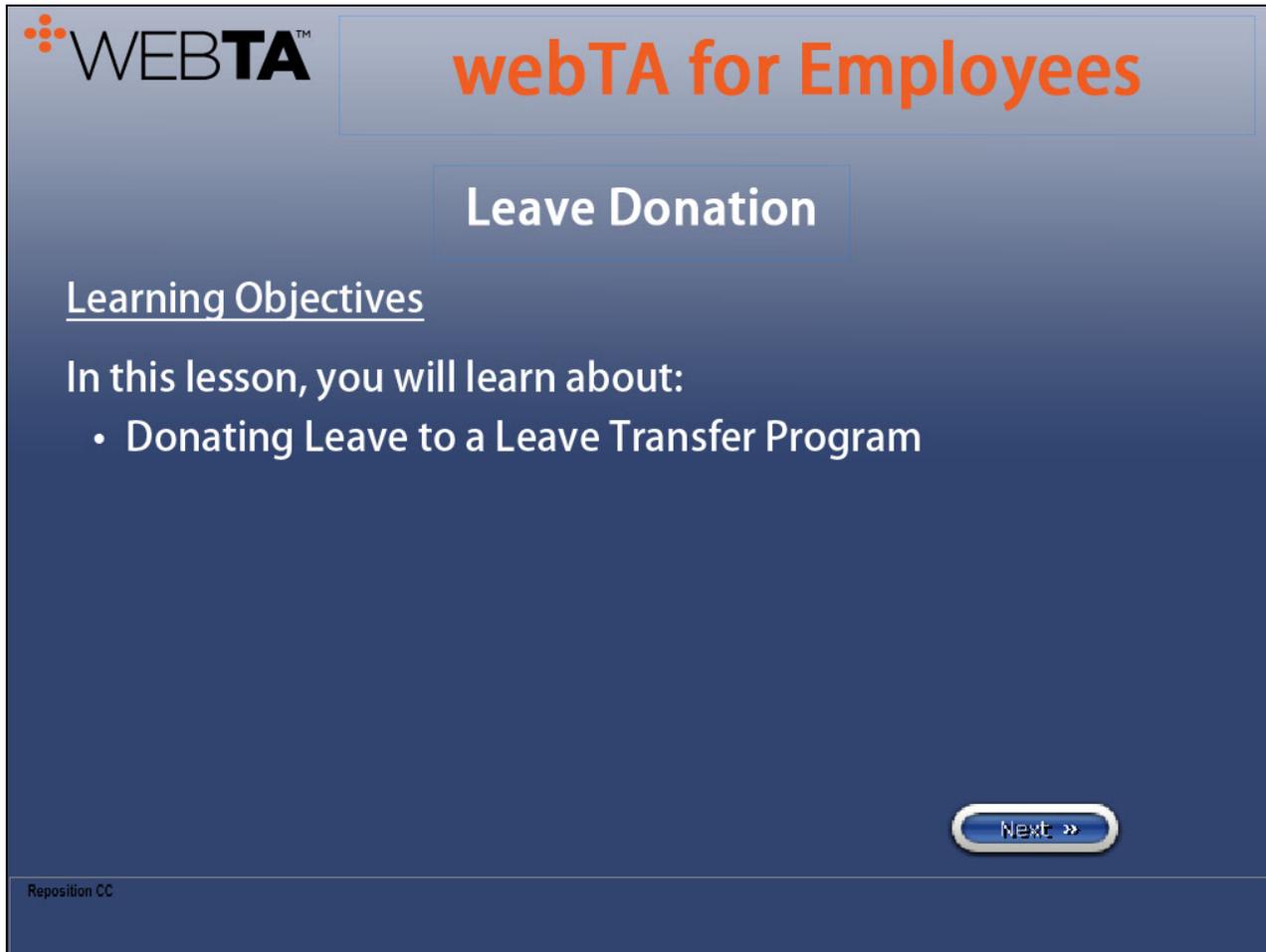


Slide 1 - Learning Objectives

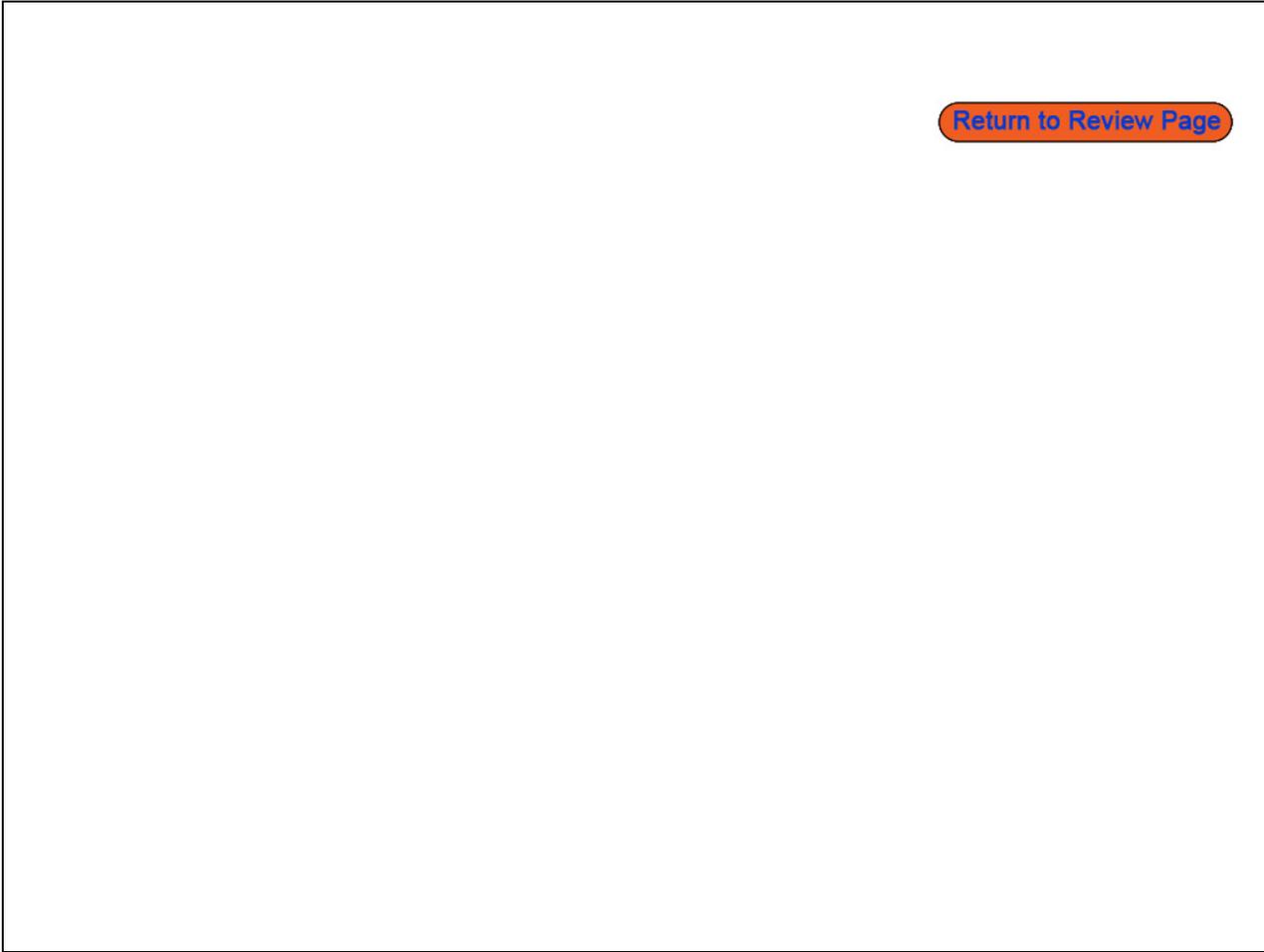


The slide features a dark blue gradient background. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Employees' is displayed in a large, bold, orange font. Below the title, the words 'Leave Donation' are written in a white, sans-serif font. Underneath this, the text 'Learning Objectives' is underlined in white. The main content of the slide is the text 'In this lesson, you will learn about:' followed by a single bullet point: '• Donating Leave to a Leave Transfer Program'. 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, light font.

Slide notes

Welcome to the webTA for Employees training course. In this lesson, you will learn about donating leave to a Leave Transfer Program. Select next to continue.

Slide 2 - Slide 2



Slide notes

Slide 3 - Review



The slide content area has a 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' in a bold, black, sans-serif font. Below the logo, the text 'To review a section, select it from the list below:' is centered. Underneath this text is a list item: a blue dot followed by the text 'Donate Leave'. The text 'Donate Leave' is underlined and has a small mouse cursor icon hovering over it. A thin white border surrounds the list item. In the bottom right corner of the slide area, there is a small white square icon.

Slide notes

Slide 4 - Slide 4

Slide 1 of 8

WEBTA™ Employee

Inbox [8] | Settings | Help | Log Out

Employee Main Menu

Time	Accounting
Timesheet	Accounts
Timesheet Summary	
Processed Timesheets	Schedule
Leave Requests	Schedule Assignment
Premium Pay Requests	Shifts
Dollar Transaction Requests	Schedule Templates
Leave Balances	Messages
Schedule	Send Message To Timekeeper
	Send Message To Supervisor
Reports	Leave Transfer Program
Reports	Leave Donations
Telework	Emergency Contacts
Telework Requests	My Contacts
Telework Agreements	
Continuation of Pay (COP)	
COP Events	

Next >>

Slide notes

webTA allows you to donate leave to Leave Transfer programs as well as monitor the status of your donations. The Leave Donation feature can be viewed by selecting the link from the Employee 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 word 'Employee', and navigation links for 'Inbox [8]', '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 (highlighted with a red border)
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

Slide notes

Slide 6 - Slide 6

WEBTA™ Employee

Inbox [17] | Settings | Help | Log Out

Employee Main Menu >

LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
No results						

[Add Donation](#) [Cancel](#)

Select the Add Donation button

Slide notes

Any leave donation requests that you submitted previously will be listed in this table. This employee does not have any donations at this time. Select the Add Donation button to create a new donation.

Slide 7 - Slide 7

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* **LTP Account:** None Selected [Search LTP Account](#)

* **Position:**

* **Grade:**

* **Step:**

* **Leave Type:** Annual Leave [Search Leave Type](#)

* **Amount:**

* **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: [Search Account](#)

Donation Limit Waiver:

Remarks:

Status: Unsaved

* **Restoration Preference:**

Unused Leave can be donated to another recipient after it is restored.

Slide notes

The first step is to locate the Transfer program to which you would like to donate by selecting the Search button. Select next to continue.

Slide 8 - Slide 8

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: None Selected' with a 'Search LTP Account' button; '* Position: [text input]'; '* Grade: [text input]'; '* Step: [text input]'; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: [text input]'; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' with a dropdown arrow; 'Account: Search Account' button; 'Donation Limit Waiver: [checkbox]'; 'Remarks: [text input]'; 'Status: Unsaved'; and '* Restoration Preference: Restore to Current Leave Year' with a dropdown arrow. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 9 - Slide 9

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations > LTP Donation >

LTP Account Selection

Name: Type: All Employee: Agency: POI:

[Search](#) [Clear](#)

	Name	Type	Employee	Agency	POI	Duty Location	Balance Needed	Statement of Condition
Select	2015 VLTP	Voluntary Leave Transfer Program						
Select	APHIS Account	Voluntary Leave Transfer Program	USER, HD	APHIS	4838		40.00	
Select	New One to View with Help Desk	Voluntary Leave Transfer Program	LN100037, FN100037 X	OCFO	4815		20.00	test
Select	Sanitized-1055	Voluntary Leave Transfer Program	ADMINISTRATOR, THE	FSIS	4815		88.00	
Select	Sanitized-1079	Leave Bank Program						
Select	Sanitized-1199	Leave Bank Program						
Select	Sanitized-1205	Voluntary Leave Transfer Program						
Select	Sanitized-1216	Leave Bank Program						
Select	Sanitized-1246	Voluntary Leave Transfer Program	LN107491, FN107491 X	OCFO			1957.00	
Select	Sanitized-1259	Voluntary Leave Transfer Program						
Select	Sanitized-1263	Voluntary Leave Transfer Program						
Select	Sanitized-1267	Voluntary Leave Transfer Program						
Select	Sanitized-1279	Voluntary Leave Transfer Program						
Select	Sanitized-1283	Voluntary Leave Transfer Program						

LTP Accounts

[Next >>](#)

Slide notes

A list of available programs is displayed. This is a list of the employees eligible to receive donated leave. The list of available Leave Transfer Programs shown here does not reflect the list you will see in the actual system in order to protect employee confidentiality. You will see a list with Employee names and actual Donation Accounts when you donate in the new system.

Select the program by clicking the select button. In this example, we will select the first account from the list. Select next to continue.

Slide 10 - Slide 10

WEBTA™

Employee

[Inbox \[18\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu](#) > [LTP Donations](#) > [LTP Donation](#) >

LTP Account Selection

Name:

Type:

Employee:

Agency:

POI:

	Name	Type	Employee	Agency	POI	Duty Location	Balance Needed	Statement of Condition
<input type="button" value="Select"/>	2015 VLTP	Voluntary Leave Transfer Program						
<input type="button" value="Select"/>	APHIS Account	Voluntary Leave Transfer Program	USER, HD	APHIS	4838		40.00	
<input type="button" value="Select"/>	New One to View with Help Desk	Voluntary Leave Transfer Program	LN100037, FN100037 X	OCFO	4815		20.00	test
<input type="button" value="Select"/>	Sanitized-1055	Voluntary Leave Transfer Program	ADMINISTRATOR, THE	FSIS	4815		88.00	
<input type="button" value="Select"/>	Sanitized-1079	Leave Bank Program						
<input type="button" value="Select"/>	Sanitized-1199	Leave Bank Program						
<input type="button" value="Select"/>	Sanitized-1205	Voluntary Leave Transfer Program						
<input type="button" value="Select"/>	Sanitized-1216	Leave Bank Program						
<input type="button" value="Select"/>	Sanitized-1246	Voluntary Leave Transfer Program	LN107491, FN107491 X	OCFO			1957.00	
<input type="button" value="Select"/>	Sanitized-1259	Voluntary Leave Transfer Program						
<input type="button" value="Select"/>	Sanitized-1263	Voluntary Leave Transfer Program						
<input type="button" value="Select"/>	Sanitized-1267	Voluntary Leave Transfer Program						
<input type="button" value="Select"/>	Sanitized-1279	Voluntary Leave Transfer Program						
<input type="button" value="Select"/>	Sanitized-1283	Voluntary Leave Transfer Program						

Slide notes

Slide 11 - Slide 11

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: [text input]'; '* Grade: [text input]'; '* Step: [text input]'; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: [text input]'; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' with a dropdown arrow; 'Account: [text input]' with a 'Search Account' button; 'Donation Limit Waiver: [checkbox]'; 'Remarks: [text input]'; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' with a dropdown arrow. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Next, complete the form with your job information, and then select Search button to select the type of leave you will be donating. In this example, we are going to enter position, grade and step information. Select next to continue.

Slide 12 - Slide 12

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position:' with an empty text box; '* Grade:' with an empty text box; '* Step:' with an empty text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount:' with an empty text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' with a dropdown arrow; 'Account:' with a 'Search Account' button; 'Donation Limit Waiver:' with an unchecked checkbox; 'Remarks:' with a long empty text box; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' with a dropdown arrow. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 13 - Slide 13

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* LTP Account: 2015 VLTP Search LTP Account

* Position:

* Grade:

* Step:

* Leave Type: Annual Leave Search Leave Type

* Amount:

* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: Search Account

Donation Limit Waiver:

Remarks:

Status: Unsaved

Total Hours Needed: 0:00

* Restoration Preference:

Unused Leave can be donated to another recipient after it is restored.

Save Cancel

Slide notes

Slide 14 - Slide 14

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* LTP Account: 2015 VLTP Search LTP Account

* Position:

* Grade:

* Step:

* Leave Type: Annual Leave Search Leave Type

* Amount:

* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: Search Account

Donation Limit Waiver:

Remarks:

Status: Unsaved

Total Hours Needed: 0:00

* Restoration Preference:

Unused Leave can be donated to another recipient after it is restored.

Save Cancel

Slide notes

Slide 15 - Slide 15

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a yellow text box; '* Step:' in an empty text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount:' in an empty text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account:' with a 'Search Account' button; 'Donation Limit Waiver:' with an unchecked checkbox; 'Remarks:' in a large empty text box; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 16 - Slide 16

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: ' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: ' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: ' with a 'Search Account' button; 'Donation Limit Waiver: ' with a checkbox; 'Remarks: ' in a text area; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 17 - Slide 17

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* LTP Account: 2015 VLTP Search LTP Account

* Position:

* Grade:

* Step:

* Leave Type: Annual Leave Search Leave Type

* Amount:

* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: Search Account

Donation Limit Waiver:

Remarks:

Status: Unsaved

Total Hours Needed: 0:00

* Restoration Preference:

Unused Leave can be donated to another recipient after it is restored.

Slide notes

Slide 18 - Slide 18

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount:' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: Search Account' button; 'Donation Limit Waiver: '; 'Remarks:' in a text box; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Next, select the type of Leave you wish to donate. Annual Leave displays by default, but let's take a look at the other options by clicking the Search Leave Type button. Select next to continue.

Slide 19 - Slide 19

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* **LTP Account:** 2015 VLTP Search LTP Account

* **Position:**

* **Grade:**

* **Step:**

* **Leave Type:** Annual Leave Search Leave Type

* **Amount:**

* **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: Search Account

Donation Limit Waiver:

Remarks:

Status: Unsaved

Total Hours Needed: 0:00

* **Restoration Preference:**

Unused Leave can be donated to another recipient after it is restored.

Slide notes

Slide 20 - Slide 20

Employee Main Menu > LTP Donations >

Leave Balances for DAVIS, BEN

Balances for pay period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Leave Type	Forward	Adj Forward	Accrued	Used	Expired	Adjustments	Capped	Balance	EOY Balance	EOY Use or Lose
Annual Leave	32:00	32:00	4:00	0:00	0:00	0:00	0:00	36:00	92:00	0:00
Restored Annual Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Leave Type	Forward	Used	Used To Date

Slide notes

Here, we see a list of available Leave Types. In this example, we are going to select Annual Leave. Select next to continue.

Slide 21 - Slide 21

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Leave Balances for DAVIS, BEN

Balances for pay period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Expired	Adjustments	Capped	Balance	EOY Balance	EOY Use or Lose
Annual Leave	32:00	32:00	4:00	0:00	0:00	0:00	0:00	36:00	92:00	0:00
Restored Annual Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Tracking Leave Balances

Leave Type	Forward	Used	Used To Date

Slide notes

Slide 22 - Slide 22

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount:' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: Search Account' button; 'Donation Limit Waiver: '; 'Remarks:' in a text box; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Next, we will enter 8 hours in the amount field. Select next to continue.

Slide 23 - Slide 23

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount:' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: Search Account' with a button; 'Donation Limit Waiver: '; 'Remarks:' in a text box; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 24 - Slide 24

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

- * LTP Account: 2015 VLTP [Search LTP Account](#)
- * Position:
- * Grade:
- * Step:
- * Leave Type: Annual Leave [Search Leave Type](#)
- * Amount:
- * Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *
- Account: [Search Account](#)
- Donation Limit Waiver:
- Remarks:
- Status: Unsaved
- Total Hours Needed: 0:00
- * Restoration Preference:

Unused Leave can be donated to another recipient after it is restored.

Slide notes

You also have the option to designate the Pay Period you wish to donate from by selecting it from the Pay Period dropdown. Select next to continue.

Slide 25 - Slide 25

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: Search Account' with a button; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 26 - Slide 26

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* **LTP Account:** 2015 VLTP Search LTP Account

* **Position:**

* **Grade:**

* **Step:**

* **Leave Type:** Annual Leave Search Leave Type

* **Amount:**

* **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *
12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *
13 - 2015 : Jun 28, 2015 - Jul 11, 2015
14 - 2015 : Jul 12, 2015 - Jul 25, 2015
15 - 2015 : Jul 26, 2015 - Aug 08, 2015
16 - 2015 : Aug 09, 2015 - Aug 22, 2015
17 - 2015 : Aug 23, 2015 - Sep 05, 2015
18 - 2015 : Sep 06, 2015 - Sep 19, 2015
19 - 2015 : Sep 20, 2015 - Oct 03, 2015
20 - 2015 : Oct 04, 2015 - Oct 17, 2015
21 - 2015 : Oct 18, 2015 - Oct 31, 2015
22 - 2015 : Nov 01, 2015 - Nov 14, 2015
23 - 2015 : Nov 15, 2015 - Nov 28, 2015
24 - 2015 : Nov 29, 2015 - Dec 12, 2015
25 - 2015 : Dec 13, 2015 - Dec 26, 2015
26 - 2015 : Dec 27, 2015 - Jan 09, 2016
01 - 2016 : Jan 10, 2016 - Jan 23, 2016
02 - 2016 : Jan 24, 2016 - Feb 06, 2016
03 - 2016 : Feb 07, 2016 - Feb 20, 2016
04 - 2016 : Feb 21, 2016 - Mar 05, 2016
05 - 2016 : Mar 06, 2016 - Mar 19, 2016

Account:

Donation Limit Waiver:

Remarks:

Status:

Total Hours Needed:

* **Restoration Preference:**

Unused Leave can be donated

Slide notes

In this example, we will keep the selected Pay Period. Select next to continue.

Slide 27 - Slide 27

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* **LTP Account:** 2015 VLTP Search LTP Account

* **Position:**

* **Grade:**

* **Step:**

* **Leave Type:** Annual Leave Search Leave Type

* **Amount:**

* **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Donation Limit Waiver:

Remarks:

Status:

Total Hours Needed:

* **Restoration Preference:**

Unused Leave can be donated

Save Cancel

- 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *
- 13 - 2015 : Jun 28, 2015 - Jul 11, 2015
- 14 - 2015 : Jul 12, 2015 - Jul 25, 2015
- 15 - 2015 : Jul 26, 2015 - Aug 08, 2015
- 16 - 2015 : Aug 09, 2015 - Aug 22, 2015
- 17 - 2015 : Aug 23, 2015 - Sep 05, 2015
- 18 - 2015 : Sep 06, 2015 - Sep 19, 2015
- 19 - 2015 : Sep 20, 2015 - Oct 03, 2015
- 20 - 2015 : Oct 04, 2015 - Oct 17, 2015
- 21 - 2015 : Oct 18, 2015 - Oct 31, 2015
- 22 - 2015 : Nov 01, 2015 - Nov 14, 2015
- 23 - 2015 : Nov 15, 2015 - Nov 28, 2015
- 24 - 2015 : Nov 29, 2015 - Dec 12, 2015
- 25 - 2015 : Dec 13, 2015 - Dec 26, 2015
- 26 - 2015 : Dec 27, 2015 - Jan 09, 2016
- 01 - 2016 : Jan 10, 2016 - Jan 23, 2016
- 02 - 2016 : Jan 24, 2016 - Feb 06, 2016
- 03 - 2016 : Feb 07, 2016 - Feb 20, 2016
- 04 - 2016 : Feb 21, 2016 - Mar 05, 2016
- 05 - 2016 : Mar 06, 2016 - Mar 19, 2016

Slide notes

Slide 28 - Slide 28

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The page header includes the WEBTA logo, 'Employee', and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8:00' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: Search Account' with a button; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. Below the form are 'Save' and 'Cancel' buttons, and a 'Next >>' button at the bottom right.

Slide notes

Next, you must select the Account from which you wish to donate. Let's do that by selecting the Search Account button. Select next to continue.

Slide 29 - Slide 29

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8:00' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: Search Account' with a button; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 30 - Slide 30

WEBTA™ Employee

Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations > LTP Donation >

Select Account

Account: Shorthand Code: Budget Period: Fund: Cost Center:

WBS: Functional Area: Treasury Symbol: Accounting Station: Description:

Search Clear

Account	Description	
SE_NRCS12345678D	Test DescriptionD	Select

1-1 of 1 Records View 25 50 100

Cancel

Next >>

Slide notes

Once again, we only see a limited number of accounts. You will see your actual assigned accounts in the new system. In this example, we will select the available Account. Select next to continue.

Slide 31 - Slide 31

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations > LTP Donation >

Select Account

Account:	Shorthand Code:	Budget Period:	Fund:	Cost Center:
<input type="text"/>	<input type="text"/> Select	<input type="text"/>	<input type="text"/>	<input type="text"/>
WBS:	Functional Area:	Treasury Symbol:	Accounting Station:	Description:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Clear

Account	Description	
SE_NRCS12345678D	Test DescriptionD	Select

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

Cancel

Slide notes

Slide 32 - Slide 32

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8:00' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: SE_NRCS12345678D (Test DescriptionD)' with 'Search Account' and 'Clear' buttons; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. Below the form are 'Save' and 'Cancel' buttons, and a 'Next >>' button at the bottom right.

Slide notes

You also have the ability to waive the donation limit by selecting the Donation Limit Waiver checkbox. If this box is selected, you must enter a comment in the remarks field explaining why you are waiving the limit. You can also designate your Restoration Preference. Let's take a look at that now. Select next to continue.

Slide 33 - Slide 33

WEBTA™ Employee Inbox [18] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* **LTP Account:** 2015 VLTP Search LTP Account

* **Position:**

* **Grade:**

* **Step:**

* **Leave Type:** Annual Leave Search Leave Type

* **Amount:**

* **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: SE_NRCS12345678D (Test DescriptionD) Search Account Clear

Donation Limit Waiver:

Remarks:

Status: Unsaved

Total Hours Needed: 0:00

* **Restoration Preference:** Restore to Current Leave Year

Unused Leave can be donated to another recipient after it is restored.

Save Cancel

Slide notes

Slide 35 - Slide 35

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8:00' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: SE_NRCS12345678D (Test DescriptionD)' with 'Search Account' and 'Clear' buttons; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. Below the dropdown, a note says 'Unused Leave can be donated'. At the bottom are 'Save' and 'Cancel' buttons.

Slide notes

Slide 36 - Slide 36

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8:00' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: SE_NRCS12345678D (Test DescriptionD)' with 'Search Account' and 'Clear' buttons; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Once all the information has been entered, click the Save button to complete the Donation. Let;s do that now. Select the next button.

Slide 37 - Slide 37

The screenshot shows the 'Add LTP Donation' form in the WEBTA Employee system. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [18]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > LTP Donations >'. The form title is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form fields are: '* LTP Account: 2015 VLTP' with a 'Search LTP Account' button; '* Position: Analyst' in a text box; '* Grade: 11' in a text box; '* Step: 4' in a text box; '* Leave Type: Annual Leave' with a 'Search Leave Type' button; '* Amount: 8:00' in a text box; '* Pay Period: 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *' in a dropdown menu; 'Account: SE_NRCS12345678D (Test DescriptionD)' with 'Search Account' and 'Clear' buttons; 'Donation Limit Waiver: '; 'Remarks: '; 'Status: Unsaved'; 'Total Hours Needed: 0:00'; and '* Restoration Preference: Restore to Current Leave Year' in a dropdown menu. A note at the bottom says 'Unused Leave can be donated to another recipient after it is restored.' At the bottom left are 'Save' and 'Cancel' buttons.

Slide notes

Slide 38 - Slide 38

WEBTA™ Employee Inbox [19] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Edit LTP Donation

Donation has been saved and submitted for approval.

Items marked with an asterisk* are required.

* **LTP Account:** 2015 VLTP Search LTP Account

* **Position:**

* **Grade:**

* **Step:**

* **Leave Type:** Annual Leave Search Leave Type

* **Amount:**

* **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *

Account: SE_NRCS12345678D (Test DescriptionD) Search Account Clear

Donation Limit Waiver:

Remarks:

Status: Submitted

Total Hours Needed: 0:00

* **Restoration Preference:**

Unused Leave can be donated to another recipient after it is restored.

Next >>

Slide notes

Note the message indicating that the request has been saved and submitted for approval. The VLTP administrator will receive notification of your donation, and can approve or deny your request.

Upon approval or denial, you will receive notification in your webTA inbox about the status of your donation. You can also track the status by viewing your LTP Donations page. In this example, we will return to the LTP Donations page by selecting it from the breadcrumb trail. Select next to continue.

Slide 39 - Slide 39

WEBTA™ Employee Inbox [19] | Settings | Help | Log Out

Employee Main Menu > **LTP Donations** >

Edit LTP Donation

Donation has been saved and submitted for approval.

Items marked with an asterisk* are required.

- * **LTP Account:** 2015 VLTP
- * **Position:**
- * **Grade:**
- * **Step:**
- * **Leave Type:** Annual Leave
- * **Amount:**
- * **Pay Period:** 12 - 2015 : Jun 14, 2015 - Jun 27, 2015 *
- Account:** SE_NRCS12345678D (Test DescriptionD)
- Donation Limit Waiver:**
- Remarks:**
- Status:** Submitted
- Total Hours Needed:** 0:00
- * **Restoration Preference:** Restore to Current Leave Year

Unused Leave can be donated to another recipient after it is restored.

Slide notes

Slide 40 - Slide 40

WEBTA™ Employee Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
2015 VLTP	VLTP	Annual Leave	8.0	2015-12: 06/14/2015 - 06/27/2015	Submitted	<input type="checkbox"/>

1-1 of 1 Records View 25 50 100

[Add Donation](#)

[Cancel](#)

[Next >>](#)

Slide notes

And then we will return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 41 - Slide 41

WEBTA™ Employee

Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
2015 VLTP	VLTP	Annual Leave	8.0	2015-12: 06/14/2015 - 06/27/2015	Submitted	<input type="checkbox"/>

1-1 of 1 Records

View

10.2.66.121:18030/usdatraining/RoleMenu/EmployeeMainMenu

Slide notes

Slide 42 - Slide 42

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with the word 'Employee' in a dark blue box. At the top right, there are navigation links: 'Inbox [19] | Settings | Help | Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories, each with 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
- Reports**
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events
- Leave Transfer Program**
 - Leave Donations
- Emergency Contacts**
 - My Contacts

Slide notes

Slide 43 - Finish



Slide notes

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