

Slide 122 - Slide 122

...certification of a serious health condition may be required by your agency. If annual, sick, or leave annual pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Submit	Pending	03/25/2014 10:32 AM	MILLER, SAMANTHA

Select the Submit button

Slide notes

Before we re-submit this request, note the Activity Log. Just like with timesheets, webTA tracks leave requests as they go through the submission and approval process for auditing purposes. The Action, resulting state, date and time, as well as who took the action, are recorded and displayed in the log.

You can also delete the request by selecting the Delete Request button. And, you can cancel any changes made to the request by selecting the Cancel button. In this example, we want to re-submit the request.

To continue, select the Submit button.

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Leave Request Form Pending Approved Denied

Leave request successfully updated

Leave Type and Dates Leave Balance Calculator

Employee: MILLER, SAMANTHA

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 64:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Apr 02, 2014	<input type="checkbox"/>	7:00am	3:00pm	8:00	24:00	Delete
Apr 03, 2014	Apr 03, 2014	<input type="checkbox"/>	7:00am	11:00am	4:00	4:00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Next >>

Slide notes

Note the message indicating that the request was updated. If a Leave Request is approved by your Supervisor, and you end up working fewer hours of Leave than you requested, webTA will require you to enter a note in the Submitter Remarks section explaining why the Leave hours differ from what was requested and approved.

To return to the Leave Requests Page, select the link from the breadcrumb trail. Select next to continue.

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WEBTA™

Employee
Inbox [11]
Settings
Help
Log Out

Employee Main Menu >
Leave Requests >

Leave Request Form

Pending
Approved
Denied

Leave request successfully updated

Leave Type and Dates

Employee: MILLER, SAMANTHA

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 64:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Apr 02, 2014	<input type="checkbox"/>	7:00am	3:00pm	8:00	24:00	Delete
Apr 03, 2014	Apr 03, 2014	<input type="checkbox"/>	7:00am	11:00am	4:00	4:00	Delete

Add New Row

Leave Balance Calculator

Remarks

Submitter Remarks:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

<http://webta.kronosfederal.com/ntchostb/LeaveRequest#>

Slide notes

Slide 125 - Slide 125

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with the WEBTA logo, the word 'Employee', and links for 'Inbox [11]', 'Settings', 'Help', and 'Log Out'. Below this is a link for 'Employee Main Menu >'. The main content area is titled 'Leave Requests - Current' and contains a table with the following data:

Status	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	03/31/2014	04/03/2014	Annual Leave	28:00	03/25/2014 10:35 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	04/04/2014	04/04/2014	Annual Leave	8:00	03/24/2014 02:31 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

Below the table, there are four buttons: 'Add Leave Request', 'History', 'View Calendar', and 'Cancel'. The 'History' button is highlighted with a red box. A red callout box with the text 'Select the History button' points to the 'History' button. At the bottom left of the table area, it says '1-2 of 2 Records'. At the bottom right, there are pagination controls: 'View 25 50 100'.

Slide notes

The request has been added to the Current Leave Requests page.

Let's take a look at the other buttons on this page. The History button allows you to view requests from previous pay periods and requests denied by your Supervisor. Select the History button to continue.

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

[Employee Main Menu >](#)

Leave Requests - History

Status	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Approved	03/07/2014	03/07/2014	Annual Leave	8:00	03/24/2014 02:24 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Denied	03/10/2014	03/10/2014	Sick Leave	9:00	03/24/2014 02:29 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

1-2 of 2 Records View 25 50 100

[Add Leave Request](#) [Current](#) [View Calendar](#) [Cancel](#)

[Next >>](#)

Slide notes

Here, we can see our historic requests. Next, we will return to the Current Requests page. Select next to continue.

USDA Employee webTA Leave Requests

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

[Employee Main Menu >](#)

Leave Requests - History

Status	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Approved	03/07/2014	03/07/2014	Annual Leave	8:00	03/24/2014 02:24 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Denied	03/10/2014	03/10/2014	Sick Leave	9:00	03/24/2014 02:29 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

1-2 of 2 Records View

<http://webta.kronosfederal.com/nfchost8/FederalLeaveRequestsForRoleGroup>

Slide notes

Slide 128 - Slide 128

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with the WEBTA logo, the word 'Employee', and links for 'Inbox [11]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail 'Employee Main Menu >'. The main content area is titled 'Leave Requests - Current' and contains a table with the following data:

Status	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	03/31/2014	04/03/2014	Annual Leave	28:00	03/25/2014 10:35 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	04/04/2014	04/04/2014	Annual Leave	8:00	03/24/2014 02:31 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

Below the table, there is a pagination control showing '1-2 of 2 Records' and a 'View' dropdown menu with options for 25, 50, and 100 records. At the bottom of the interface, there are four buttons: 'Add Leave Request', 'History', 'View Calendar', and 'Cancel'. The 'View Calendar' button is highlighted with a red border. A red callout box with white text points to this button, containing the text 'Select the View Calendar button'.

Slide notes

The View Calendar button allows you to see a calendar containing your leave and premium pay requests. To continue, select the View Calendar button.

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Request Calendar A = Approved D = Denied P = Pending

◀ March 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23 February Pay Period 4	24	25	26	27	28	1 March
2	3	4	5	6	7 LR MILLER, SAMANTHA 8:00 (A)	8
9 Pay Period 5	10 LR MILLER, SAMANTHA 9:00 (D)	11	12	13	14	15
16	17	18	19	20	21	22
23 Pay Period 6	24	25 Today	26	27	28	29

Cancel Next >>

Slide notes

The Request Calendar contains all of the Approved, Denied and Pending requests for a given month. In addition to showing your requests, the Calendar will also display Leave Requests of fellow employees in your Organization. This helps ensure office coverage and help keep team members informed as to when fellow team members will be out of the office.

Let's move ahead to the month of April to view the request we just submitted. Select next to continue.

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WEBTA™

Employee

Inbox [11] | Settings | Help | Log Out

[Employee Main Menu >](#)
[Leave Requests >](#)

Request Calendar

A = Approved D = Denied P = Pending

◀ March 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23 February Pay Period 4	24	25	26	27	28	1 March
2	3	4	5	6	7 LR MILLER, SAMANTHA 8:00 (A)	8
9 Pay Period 5	10 LR MILLER, SAMANTHA 9:00 (D)	11	12	13	14	15
16	17	18	19	20	21	22
23 Pay Period 6	24	25 Today	26	27	28	29

<http://webta.kronosfederal.com/nfchost8/LeaveCalendar#>

Slide notes

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

[Employee Main Menu >](#) [Leave Requests >](#)

Request Calendar A = Approved D = Denied P = Pending

◀ April 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 March	31 LR MILLER, SAMANTHA 8:00 (P)	1 LR MILLER, SAMANTHA 8:00 (P)	2 LR MILLER, SAMANTHA 8:00 (P)	3 LR MILLER, SAMANTHA 4:00 (P)	4 LR MILLER, SAMANTHA 8:00 (P)	5
6 Pay Period 7	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Pay Period 8	21	22	23	24	25	26
27	28	29	30	1 May	2	3

Next »

Cancel

Slide notes

The days and hours of the request we just submitted are displayed with a status of P, for pending. Select the link to view the form for that request. Select next to continue.

USDA Employee webTA Leave Requests

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Inbox [11] | Settings | Help | Log Out

[Employee Main Menu >](#) [Leave Requests >](#)

Request Calendar

A = Approved D = Denied P = Pending

◀ April 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 March	31 LR MILLER, SAMANTHA 8:00 (P)	1 LR MILLER, SAMANTHA 8:00 (P)	2 LR MILLER, SAMANTHA 8:00 (P)	3 LR MILLER, SAMANTHA 4:00 (P)	4 LR MILLER, SAMANTHA 8:00 (P)	5
6 Pay Period 7	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Pay Period 8	21	22	23	24	25	26
27	28	29	30	1 May	2	3

Cancel

Slide notes

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Leave Requests > Request Calendar >

Leave Request Form Pending Approved Denied

Leave Type and Dates [Leave Balance Calculator](#)

Employee: MILLER, SAMANTHA

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 64:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Apr 02, 2014	<input type="checkbox"/>	7:00am	3:00pm	8:00	24:00	Delete
Apr 03, 2014	Apr 03, 2014	<input type="checkbox"/>	7:00am	11:00am	4:00	4:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

[Next >>](#)

Family and Medical Leave Act

Slide notes

Here, we can see the request we just submitted. The Request Calendar is just an alternate way to view your Leave and Premium Pay Requests. Let's return to the Leave Requests Page by selecting its link from the breadcrumb trail. Select next to continue.

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WEBTA™

Employee

[Inbox \[11\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu](#) > Leave Requests > [Request Calendar](#) >

Leave Request Form

Pending
Approved
Denied

Leave Type and Dates

Leave Balance Calculator

Employee: MILLER, SAMANTHA

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 64:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Apr 02, 2014	<input type="checkbox"/>	7:00am	3:00pm	8:00	24:00	Delete
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- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

<http://webta.kronosfederal.com/nfchost8/LeaveCalendar#>

Slide notes

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WEBTA™ Employee

Inbox [11] | Settings | Help | Log Out

Employee Main Menu >

Leave Requests - Current

Status	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	03/31/2014	04/03/2014	Annual Leave	28:00	03/25/2014 10:35 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	04/04/2014	04/04/2014	Annual Leave	8:00	03/24/2014 02:31 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

1-2 of 2 Records View 25 50 100

[Add Leave Request](#) [History](#) [View Calendar](#) [Cancel](#)

[Next >>](#)

Slide notes

Next, we will select the Employee Tab to return to the Main Menu. Select next to continue.

USDA Employee webTA Leave Requests

Slide 136 - Slide 136

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo with 'Employee' in a red box. The top right navigation bar includes 'Inbox [11]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a link for 'Employee Main Menu >'. The main content area is titled 'Leave Requests - Current' and contains a table with the following data:

Status	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
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Pending	04/04/2014	04/04/2014	Annual Leave	8:00	03/24/2014 02:31 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

Below the table, it shows '1-2 of 2 Records' and navigation icons. On the right, there are 'View' options for 25, 50, and 100 records. At the bottom of the interface, there are four buttons: 'Add Leave Request', 'History', 'View Calendar', and 'Cancel'. The browser address bar at the bottom shows the URL: <http://webta.kronosfederal.com/nfchost8/RoleMenu/EmployeeMainMenu>

Slide notes

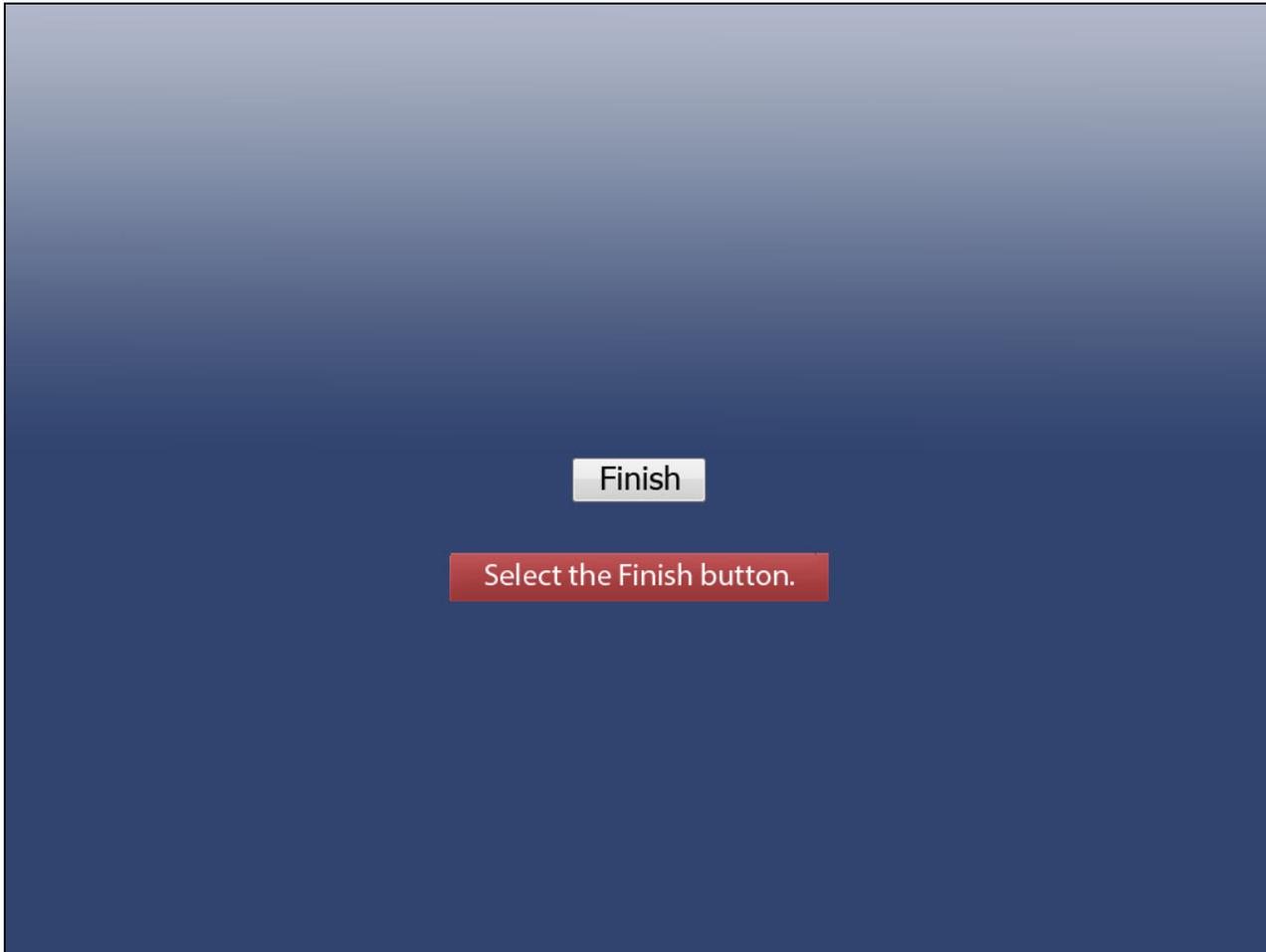
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The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with the word 'Employee' next to it. At the top right, there is a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. The main menu is organized into several 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](#)
- 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 138 - Finish



Slide notes

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