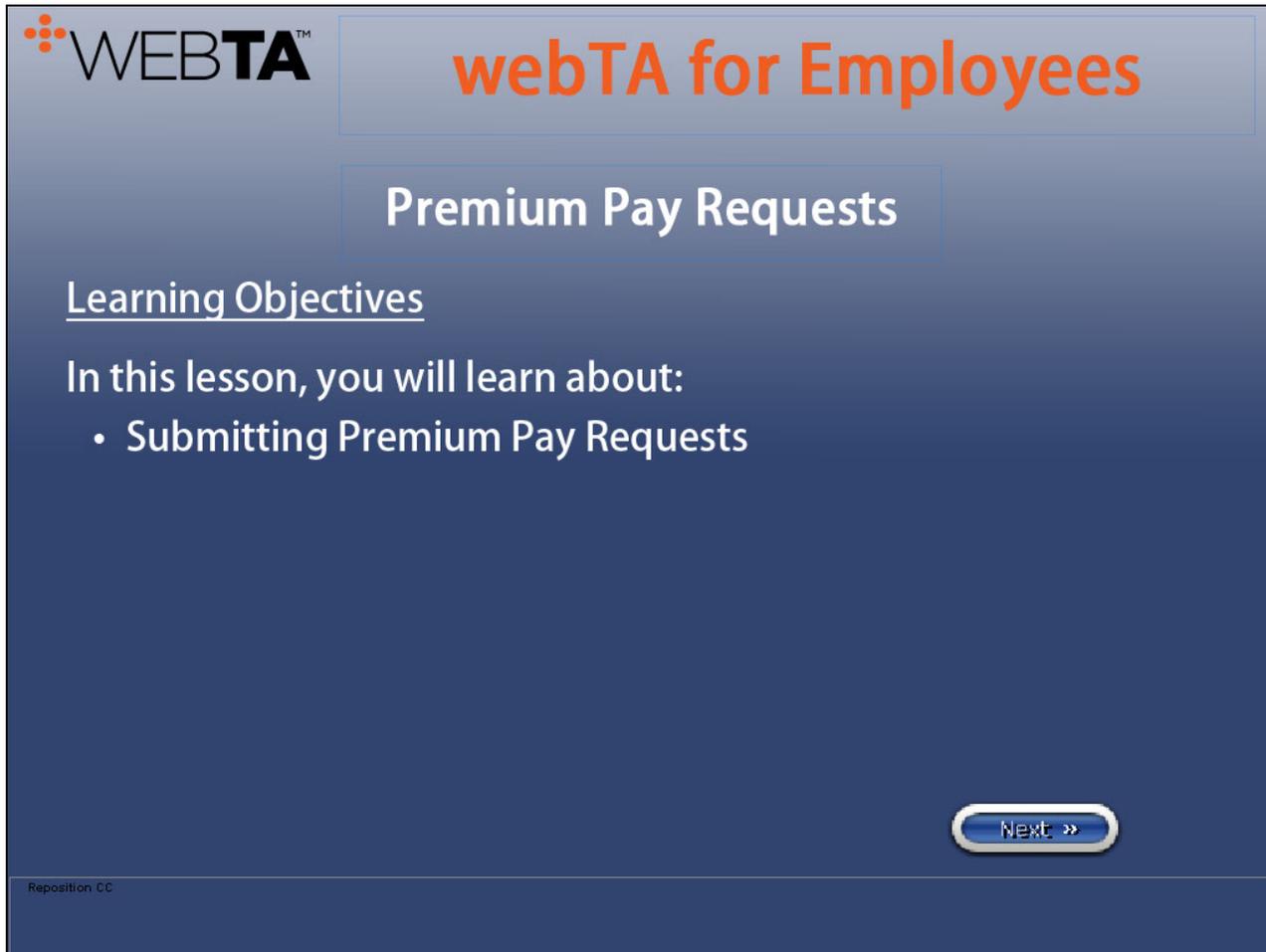


Slide 1 - Learning Objectives

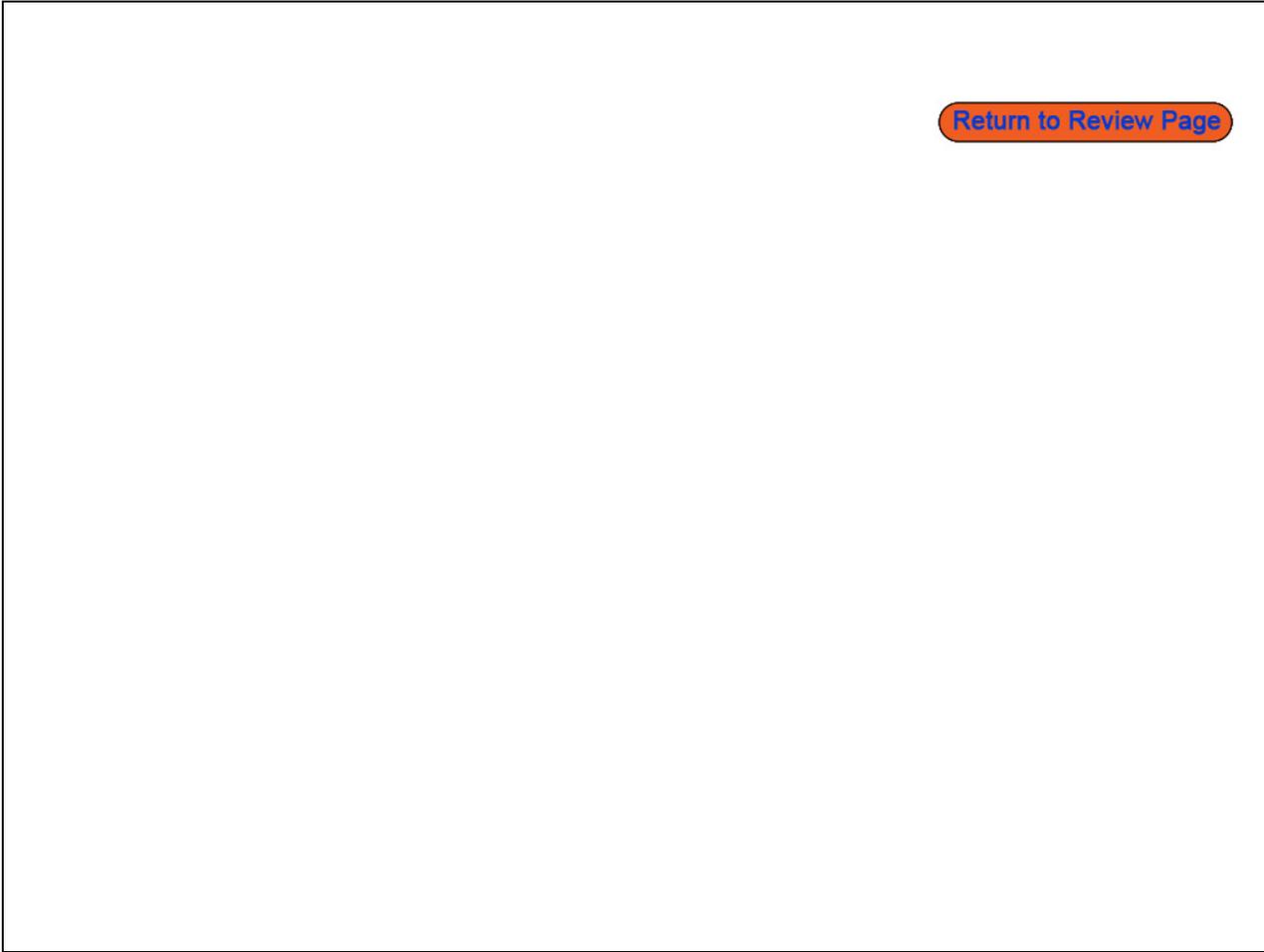


The slide features a dark blue gradient background. In the top left corner is the 'WEBTA' logo, consisting of a cluster of orange dots followed by the text 'WEBTA' in white. To the right of the logo, the text 'webTA for Employees' is displayed in a large, bold, orange font. Below this, the text 'Premium Pay Requests' is shown in a white font. Underneath, the text 'Learning Objectives' is underlined in white. The main content area contains the text 'In this lesson, you will learn about:' followed by a bulleted list with one item: 'Submitting Premium Pay Requests'. In the bottom right corner, there is a white button with a blue border and the text 'Next >>'. 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. In this lesson, you will learn how to submit a Premium Pay Request. Select next to continue.

Slide 2 - Slide 2



[Return to Review Page](#)

Slide notes

Slide 3 - Review



The slide features 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 displayed. Underneath this text is a single list item: a blue bullet point followed by the text 'Submit Premium Pay Request' in blue, which is underlined. A small white square with a thin black border is located in the bottom right corner of the slide area.

Slide notes

Slide 4 - Slide 4

The screenshot shows the WEBTA Employee Main Menu. At the top, there is a header with the WEBTA logo, the word 'Employee', and navigation links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. Below the header is the 'Employee Main Menu' section, which is organized into several categories:

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

A red callout box with the text 'Select the Premium Pay Requests link' is positioned over the 'Premium Pay Requests' link in the 'Time' category.

Slide notes

To begin, select the Premium Pay Requests link on the Main Menu.

Slide 5 - Slide 5

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 the navigation bar is a breadcrumb trail: "Employee Main Menu >". The main content area is titled "Premium Pay Request Current". It features a table with the following data:

Status	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Pending	03/07/2014	03/07/2014	Comp Time Worked	3:00	03/25/2014 11:49 AM	ROBINSON, WILLIAM - WROBINSON

Below the table, there is a pagination control showing "1-1 of 1 Records" and a "View" dropdown menu with options for 25, 50, and 100 records. There are four buttons: "Add Premium Pay Request", "History", "View Calendar", and "Cancel". A "Next >>" button is located at the bottom right of the interface.

Slide notes

Similar to the Current Leave Requests page, the Current Premium Pay Request displays pending, approved or denied Premium Pay Request for the current and future pay periods. Premium Pay Requests from past pay periods will also display here if they are in the Pending status. This table is also sortable, by column.

To see a Calendar showing your leave and Premium Pay Requests, select the View Calendar button. Select next to continue.

USDA Employee webTA Premium Pay Requests

Slide 6 - Slide 6

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' label. At the top right are navigation links: 'Inbox [11] | Settings | Help | Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main content area is titled 'Premium Pay Request Current' and contains a table with the following data:

Status	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Pending	03/07/2014	03/07/2014	Comp Time Worked	3:00	03/25/2014 11:49 AM	ROBINSON, WILLIAM - WROBINSON

Below the table, it shows '1-1 of 1 Records' and navigation icons. To the right, there are 'View' options: 25, 50, and 100. At the bottom of the table area, there are four buttons: 'Add Premium Pay Request', 'History', 'View Calendar' (highlighted with a red box), and 'Cancel'. At the very bottom of the page, a URL is visible: 'http://webta.kronosfederal.com/nfchost8/FederalPremiumPayRequestsForR...'

Slide notes

Slide 7 - Slide 7

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

Employee Main Menu > Premium Pay 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 PPR MILLER, SAMANTHA 3:00 (P) 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 Leave and Premium Pay Requests for a given month. LR represents Leave Requests, and PPR stands for Premium Pay. Each of the requests in the calendar are active links, that when selected, take you directly to that particular request.

The links contain the name of the employee, the number of hours requested on a given day, and, in parentheses next to each link, is the status of the request. P stands for Pending, D for Denied, and A for Approved.

In this example, we will return to the Premium Pay Requests page by using the breadcrumb trail. Select next to continue.

Slide 8 - Slide 8

WEBTA™

Employee

Inbox [11] | Settings | Help | Log Out

[Employee Main Menu](#) > Premium Pay 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 PPR MILLER, SAMANTHA 3:00 (P) 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

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

Slide notes

Slide 9 - Slide 9

WEBTA™ Employee

Inbox [11] | Settings | Help | Log Out

Employee Main Menu >

Premium Pay Request Current

Status	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Pending	03/07/2014	03/07/2014	Comp Time Worked	3:00	03/25/2014 11:49 AM	ROBINSON, WILLIAM - WROBINSON

1-1 of 1 Records

View 25 50 100

Add Premium Pay Request History View Calendar Cancel

Select the Add Premium Pay Request button

Slide notes

The History button, just like with Leave Requests, will display Premium Pay Requests from previous pay periods.

To add a new Premium Pay Request, select the Add Premium Pay Request button.

Slide 10 - Slide 10

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0.00	Delete

Add New Row

Remarks
Submitter:
Remarks:
Approver:
Comments:

Slide notes

The Premium Pay Request form looks and behaves similarly to the Leave Request form. The Transaction drop-down menu contains the valid Premium Pay transactions. Select next to continue.

Slide 11 - Slide 11

EmployeeInbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0.00	<input type="button" value="Delete"/>

Remarks

Submitter:

Remarks:

Approver:

Comments:

Slide notes

Slide 12 - Slide 12

The screenshot displays the WEBTA Employee interface for Premium Pay Requests. At the top, the user is identified as MILLER, SAMANTHA. The page title is 'Premium Pay Request' with a progress indicator showing 'Pending', 'Approved', and 'Denied' stages. The main content area is a table of transactions, grouped into several categories:

- Compensatory Time Earned**: Includes various codes for Comp Time Worked, Base Pay Detail, Light Duty (Illness/Injury), Telework Alt. Site, and Telework Home.
- Credit Hours Earned**: Includes codes for Credit Hours Worked, Base Pay Detail, Telework Alt. Site, Telework Home, and Travel at Destination Training.
- Hazard Pay**: Includes Hazard Pay Differential.
- Home Leave Earned**: Includes Home Leave Earned.
- Other**: A catch-all category.

On the left side, there are input fields for 'Start Date' (Month Day Year) and 'Add New Row'. Below the table, there are 'Submit' and 'Cancel' buttons. On the right side, there are 'Action' and 'Delete' buttons. A 'Next >>' button is located at the bottom right of the main content area.

Slide notes

Like Leave type transactions, Premium Pay transactions are grouped by category. Here, we see the Comp Time and Credit Hours codes, as well as the Hazard Pay and Home Leave codes. Select next to continue.

Slide 13 - Slide 13

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown Menu]

Start Date
Month Day Year
Add New Row

Remarks
Submitter
Remarks:
Approver
Comments:

Submit Cancel

Transaction List:

- Compensatory Time Earned**
 - 32 - Comp Time Worked
 - 32 - Comp Time Worked-Base Pay Detail
 - 32 - Comp Time Worked-Base Pay Light Duty (Illness)
 - 32 - Comp Time Worked-Base Pay Light Duty (Injury)
 - 32 - Comp Time Worked-Telework Alt. Site
 - 32 - Comp Time Worked-Telework Alt. Site <= 2d
 - 32 - Comp Time Worked-Telework Alt. Site > 2d
 - 32 - Comp Time Worked-Telework Home
 - 32 - Comp Time Worked-Telework Home <= 2d
 - 32 - Comp Time Worked-Telework Home > 2d
 - 32 - Comp Time Worked-Telework Other
 - 32 - Comp Time Worked-Travel at Destination Training
 - 32 - Comp Time/Travel Earned
- Credit Hours Earned**
 - 29 - Credit Hours Worked
 - 29 - Credit Hours Worked-Base Pay Detail
 - 29 - Credit Hours Worked-Telework Alt. Site
 - 29 - Credit Hours Worked-Telework Alt. Site <= 2d
 - 29 - Credit Hours Worked-Telework Alt. Site > 2d
 - 29 - Credit Hours Worked-Telework Home
 - 29 - Credit Hours Worked-Telework Home <= 2d
 - 29 - Credit Hours Worked-Telework Home > 2d
 - 29 - Credit Hours Worked-Travel at Destination Training
- Hazard Pay**
 - 14 - Hazard Pay Differential
- Home Leave Earned**
 - 40 - Home Leave Earned
- Other**

Slide notes

Slide 14 - Slide 14

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction:

Start Date: [Month Day Year] Action Delete

Compensatory Time Earned

- 32 - Comp Time Worked
- 32 - Comp Time Worked-Base Pay Detail
- 32 - Comp Time Worked-Base Pay Light Duty (Illness)
- 32 - Comp Time Worked-Base Pay Light Duty (Injury)
- 32 - Comp Time Worked-Telework Alt. Site
- 32 - Comp Time Worked-Telework Alt. Site <= 2d
- 32 - Comp Time Worked-Telework Alt. Site > 2d
- 32 - Comp Time Worked-Telework Home
- 32 - Comp Time Worked-Telework Home <= 2d
- 32 - Comp Time Worked-Telework Home > 2d
- 32 - Comp Time Worked-Telework Other
- 32 - Comp Time Worked-Travel at Destination Training
- 32 - Comp Time/Travel Earned

Credit Hours Earned

- 29 - Credit Hours Worked
- 29 - Credit Hours Worked-Base Pay Detail
- 29 - Credit Hours Worked-Telework Alt. Site
- 29 - Credit Hours Worked-Telework Alt. Site <= 2d
- 29 - Credit Hours Worked-Telework Alt. Site > 2d
- 29 - Credit Hours Worked-Telework Home
- 29 - Credit Hours Worked-Telework Home <= 2d
- 29 - Credit Hours Worked-Telework Home > 2d
- 29 - Credit Hours Worked-Travel at Destination Training

Hazard Pay

- 14 - Hazard Pay Differential

Home Leave Earned

- 40 - Home Leave Earned

Other

- 17 - Commute Use Govt. Auto

Remarks: Submitter: [] Approver: [] Comments: [] Submit Cancel

Slide notes

Slide 15 - Slide 15

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: ▼

Start Date	Transaction	Action
<input type="text" value="Month Day Year"/>	Other	<input type="button" value="Delete"/>
<input type="button" value="Add New Row"/>	17 - Commute Use Govt. Auto	
	31 - Double Rate Part 2	
	17 - Excludable AUO Days	
	31 - Holiday Worked - Other	
	31 - Holiday Worked-Base Pay Detail	
	31 - Holiday Worked-Base Pay Light Duty (Illness)	
	31 - Holiday Worked-Base Pay Light Duty (Injury)	
	31 - Holiday Worked-Telework Alt. Site	
	31 - Holiday Worked-Telework Alt. Site <= 2d	
	31 - Holiday Worked-Telework Alt. Site > 2d	
	31 - Holiday Worked-Telework Home	
	31 - Holiday Worked-Telework Home <= 2d	
	31 - Holiday Worked-Telework Home > 2d	
	31 - Holiday Worked-Travel at Destination Training	
	Overtime	
	19 - Unsched. Over 8 Overtime	
	30 - Call Back-Training	
	21 - Forest Service Emergency Fire Suppression	
	21 - Over 40 Overtime	
	21 - Over 40 Overtime, Shift 1	
	21 - Over 40 Overtime, Shift 2	
	21 - Over 40 Overtime, Shift 3	
	19 - Over 8 Overtime, Shift 1	
	19 - Over 8 Overtime, Shift 2	
	19 - Over 8 Overtime, Shift 3	
	19 - Overtime (Greater)	
	25 - Overtime >40 - NightDiff	
	26 - Overtime >8 - NightDiff	
	30 - Overtime Call Back No Work Performed	

Slide notes

Further down the list, we see the Other and Overtime categories. Select next to continue.

Slide 16 - Slide 16

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: **Other**

- 17 - Commute Use Govt. Auto
- 31 - Double Rate Part 2
- 17 - Excludable AUO Days
- 31 - Holiday Worked - Other
- 31 - Holiday Worked-Base Pay Detail
- 31 - Holiday Worked-Base Pay Light Duty (Illness)
- 31 - Holiday Worked-Base Pay Light Duty (Injury)
- 31 - Holiday Worked-Telework Alt. Site
- 31 - Holiday Worked-Telework Alt. Site <= 2d
- 31 - Holiday Worked-Telework Alt. Site > 2d
- 31 - Holiday Worked-Telework Home
- 31 - Holiday Worked-Telework Home <= 2d
- 31 - Holiday Worked-Telework Home > 2d
- 31 - Holiday Worked-Travel at Destination Training

Overtime

- 19 - Unsched. Over 8 Overtime
- 30 - Call Back-Training
- 21 - Forest Service Emergency Fire Suppression
- 21 - Over 40 Overtime
- 21 - Over 40 Overtime, Shift 1
- 21 - Over 40 Overtime, Shift 2
- 21 - Over 40 Overtime, Shift 3
- 19 - Over 8 Overtime, Shift 1
- 19 - Over 8 Overtime, Shift 2
- 19 - Over 8 Overtime, Shift 3
- 19 - Overtime (Greater)
- 25 - Overtime >40 - NightDiff
- 26 - Overtime >8 - NightDiff
- 30 - Overtime Call Back No Work Performed

Start Date: [Month Day Year] [Add New Row]

Remarks: [Submitter] [Remarks] [Approver] [Comments]

[Submit] [Cancel]

[Action] [Delete]

Slide notes

Slide 17 - Slide 17

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending | Approved | Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown Menu]

Start Date: [Month Day Year] [Add New Row]

Remarks:
Submitter: [Text]
Approver: [Text]
Comments: [Text]

[Submit] [Cancel]

Transaction List:

- Other**
- 17 - Commute Use Govt. Auto
- 31 - Double Rate Part 2
- 17 - Excludable AUO Days
- 31 - Holiday Worked - Other
- 31 - Holiday Worked-Base Pay Detail
- 31 - Holiday Worked-Base Pay Light Duty (Illness)
- 31 - Holiday Worked-Base Pay Light Duty (Injury)
- 31 - Holiday Worked-Telework Alt. Site
- 31 - Holiday Worked-Telework Alt. Site <= 2d
- 31 - Holiday Worked-Telework Alt. Site > 2d
- 31 - Holiday Worked-Telework Home
- 31 - Holiday Worked-Telework Home <= 2d
- 31 - Holiday Worked-Telework Home > 2d
- 31 - Holiday Worked-Travel at Destination Training
- Overtime**
- 19 - Unsched. Over 8 Overtime
- 30 - Call Back-Training
- 21 - Forest Service Emergency Fire Suppression
- 21 - Over 40 Overtime
- 21 - Over 40 Overtime, Shift 1
- 21 - Over 40 Overtime, Shift 2
- 21 - Over 40 Overtime, Shift 3
- 19 - Over 8 Overtime, Shift 1
- 19 - Over 8 Overtime, Shift 2
- 19 - Over 8 Overtime, Shift 3
- 19 - Overtime (Greater)
- 25 - Overtime >40 - NightDiff
- 26 - Overtime >8 - NightDiff
- 30 - Overtime Call Back No Work Performed

Action: [Action] [Delete]

Slide notes

Slide 18 - Slide 18

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown Menu]

Start Date	30 - Overtime Call Back No Work Performed	Action
Month Day Year	30 - Overtime Call Back No Work Performed-Base Pay Detail	Delete
Add New Row	30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Illness)	
	30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Injury)	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site <= 2d	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site > 2d	
	25 - Overtime Over 40 w/ Night Diff Protective Services	
	25 - Overtime Over 40 w/ Night Diff-Base Pay Detail	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site <= 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site > 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Home	
	25 - Overtime Over 40 w/ Night Diff-Telework Home <= 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Home > 2d	
	25 - Overtime Over 40 w/ Night Diff-Travel at Destination Training	
	19 - Overtime Over 8 Protective Services	
	26 - Overtime Over 8 w/ Night Diff-Base Pay Detail	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site > 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home	
	26 - Overtime Over 8 w/ Night Diff-Telework Home <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home > 2d	
	26 - Overtime Over 8 w/ Night Diff-Travel at Destination Training	
	19 - Overtime Over 8-Base Pay Detail	
	19 - Overtime Over 8-Telework Alt. Site	
	19 - Overtime Over 8-Telework Alt. Site <= 2d	
	19 - Overtime Over 8-Telework Alt. Site > 2d	
	19 - Overtime Over 8-Telework Home	

Remarks

Submitter

Approver

Submit Cancel

Slide notes

More Overtime codes . .

Slide 19 - Slide 19

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown Menu]

- 30 - Overtime Call Back No Work Performed
- 30 - Overtime Call Back No Work Performed-Base Pay Detail
- 30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Illness)
- 30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Injury)
- 30 - Overtime Call Back No Work Performed-Telework Alt. Site
- 30 - Overtime Call Back No Work Performed-Telework Alt. Site <= 2d
- 30 - Overtime Call Back No Work Performed-Telework Alt. Site > 2d
- 25 - Overtime Over 40 w/ Night Diff Protective Services
- 25 - Overtime Over 40 w/ Night Diff-Base Pay Detail
- 25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site
- 25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site <= 2d
- 25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site > 2d
- 25 - Overtime Over 40 w/ Night Diff-Telework Home
- 25 - Overtime Over 40 w/ Night Diff-Telework Home <= 2d
- 25 - Overtime Over 40 w/ Night Diff-Telework Home > 2d
- 25 - Overtime Over 40 w/ Night Diff-Travel at Destination Training
- 19 - Overtime Over 8 Protective Services
- 26 - Overtime Over 8 w/ Night Diff-Base Pay Detail
- 26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site
- 26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site <= 2d
- 26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site > 2d
- 26 - Overtime Over 8 w/ Night Diff-Telework Home
- 26 - Overtime Over 8 w/ Night Diff-Telework Home <= 2d
- 26 - Overtime Over 8 w/ Night Diff-Telework Home > 2d
- 26 - Overtime Over 8 w/ Night Diff-Travel at Destination Training
- 19 - Overtime Over 8-Base Pay Detail
- 19 - Overtime Over 8-Telework Alt. Site
- 19 - Overtime Over 8-Telework Alt. Site <= 2d
- 19 - Overtime Over 8-Telework Alt. Site > 2d
- 19 - Overtime Over 8-Telework Home

Start Date: [Month Day Year] [Add New Row]

Remarks: [Submitter Remarks: [Approver Comments: [Submit] [Cancel]

Slide notes

Slide 20 - Slide 20

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

[Employee Main Menu](#) > [Premium Pay Requests](#) >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown Menu]

Start Date	Transaction	Action
[Month Day Year]	30 - Overtime Call Back No Work Performed	[Action]
	30 - Overtime Call Back No Work Performed-Base Pay Detail	[Delete]
	30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Illness)	
	30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Injury)	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site <= 2d	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site > 2d	
	25 - Overtime Over 40 w/ Night Diff Protective Services	
	25 - Overtime Over 40 w/ Night Diff-Base Pay Detail	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site <= 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site > 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Home	
	25 - Overtime Over 40 w/ Night Diff-Telework Home <= 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Home > 2d	
	25 - Overtime Over 40 w/ Night Diff-Travel at Destination Training	
	19 - Overtime Over 8 Protective Services	
	26 - Overtime Over 8 w/ Night Diff-Base Pay Detail	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site > 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home	
	26 - Overtime Over 8 w/ Night Diff-Telework Home <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home > 2d	
	26 - Overtime Over 8 w/ Night Diff-Travel at Destination Training	
	19 - Overtime Over 8-Base Pay Detail	
	19 - Overtime Over 8-Telework Alt. Site	
	19 - Overtime Over 8-Telework Alt. Site <= 2d	
	19 - Overtime Over 8-Telework Alt. Site > 2d	
	19 - Overtime Over 8-Telework Home	

Remarks: [Text Area]

Submitter: [Text Area]

Approver: [Text Area]

Comments: [Text Area]

Slide notes

Slide 21 - Slide 21

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

[Employee Main Menu](#) > [Premium Pay Requests](#) >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown]

Start Date	Action
[Month Day Year]	Delete
Add New Row	

Remarks

Submitter Remarks:
Approver Comments:

[Submit](#) [Cancel](#)

Religious Comp Time Earned

32 - Comp Time Worked Religious

[Next >>](#)

Slide notes

... and Religious Comp time. In this example, we are going to scroll back up and select Over 40 - Overtime. Select next to continue.

Slide 22 - Slide 22

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

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction:

Start Date	Transaction	Action
<input type="text" value="Month Day Year"/>	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site <= 2d	<input type="button" value="Delete"/>
<input type="button" value="Add New Row"/>	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site > 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home	
	26 - Overtime Over 8 w/ Night Diff-Telework Home <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home > 2d	
	26 - Overtime Over 8 w/ Night Diff-Travel at Destination Training	
	19 - Overtime Over 8-Base Pay Detail	
	19 - Overtime Over 8-Telework Alt. Site	
	19 - Overtime Over 8-Telework Alt. Site <= 2d	
	19 - Overtime Over 8-Telework Alt. Site > 2d	
	19 - Overtime Over 8-Telework Home	
	19 - Overtime Over 8-Telework Home <= 2d	
	19 - Overtime Over 8-Telework Home > 2d	
	19 - Overtime Over 8-Travel at Destination Training	
	23 - Overtime Travel Under FLSA	
	23 - Overtime Travel Under FLSA-Base Pay Detail	
	23 - Overtime Travel Under FLSA-Travel at Destination Training	
	24 - Overtime Travel Under Title 5	
	24 - Overtime Travel Under Title 5-Base Pay Detail	
	24 - Overtime Travel Under Title 5-Travel at Destination Training	
	21 - Overtime-Premium Rate-Base Pay Detail	
	21 - Overtime-Premium Rate-Telework Alt. Site	
	21 - Overtime-Premium Rate-Telework Alt. Site <= 2d	
	21 - Overtime-Premium Rate-Telework Alt. Site > 2d	
	21 - Overtime-Premium Rate-Telework Home	
	21 - Overtime-Premium Rate-Telework Home <= 2d	
	21 - Overtime-Premium Rate-Telework Home > 2d	
	21 - Overtime-Premium Rate-Travel at Destination Training	
	Religious Comp Time Earned	
	32 - Comp Time Worked Religious	

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[Employee Main Menu](#) > [Premium Pay Requests](#) >

Premium Pay Request | Pending | Approved | Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction:

Start Date	Transaction	Action
	26 - Overtime Over 8 w/ Night Diff-Base Pay Detail	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Alt. Site > 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home	
	26 - Overtime Over 8 w/ Night Diff-Telework Home <= 2d	
	26 - Overtime Over 8 w/ Night Diff-Telework Home > 2d	
	26 - Overtime Over 8 w/ Night Diff-Travel at Destination Training	
	19 - Overtime Over 8-Base Pay Detail	
	19 - Overtime Over 8-Telework Alt. Site	
	19 - Overtime Over 8-Telework Alt. Site <= 2d	
	19 - Overtime Over 8-Telework Alt. Site > 2d	
	19 - Overtime Over 8-Telework Home	
	19 - Overtime Over 8-Telework Home <= 2d	
	19 - Overtime Over 8-Telework Home > 2d	
	19 - Overtime Over 8-Travel at Destination Training	
	23 - Overtime Travel Under FLSA	
	23 - Overtime Travel Under FLSA-Base Pay Detail	
	23 - Overtime Travel Under FLSA-Travel at Destination Training	
	24 - Overtime Travel Under Title 5	
	24 - Overtime Travel Under Title 5-Base Pay Detail	
	24 - Overtime Travel Under Title 5-Travel at Destination Training	
	21 - Overtime-Premium Rate-Base Pay Detail	
	21 - Overtime-Premium Rate-Telework Alt. Site	
	21 - Overtime-Premium Rate-Telework Alt. Site <= 2d	
	21 - Overtime-Premium Rate-Telework Alt. Site > 2d	
	21 - Overtime-Premium Rate-Telework Home	
	21 - Overtime-Premium Rate-Telework Home <= 2d	
	21 - Overtime-Premium Rate-Telework Home > 2d	
	21 - Overtime-Premium Rate-Travel at Destination Training	

Submit | Cancel

Slide notes

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Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown]

Start Date	Transaction	Action
[Month Day Year]	31 - Holiday Worked-Travel at Destination Training	
	Overtime	
	19 - Unsched. Over 8 Overtime	
	30 - Call Back-Training	
	21 - Forest Service Emergency Fire Suppression	
Add New Row	21 - Over 40 Overtime	Delete
	21 - Over 40 Overtime, Shift 1	
	21 - Over 40 Overtime, Shift 2	
	21 - Over 40 Overtime, Shift 3	
	19 - Over 8 Overtime, Shift 1	
	19 - Over 8 Overtime, Shift 2	
	19 - Over 8 Overtime, Shift 3	
	19 - Overtime (Greater)	
	25 - Overtime >40 - NightDiff	
	26 - Overtime >8 - NightDiff	
	30 - Overtime Call Back No Work Performed	
	30 - Overtime Call Back No Work Performed-Base Pay Detail	
	30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Illness)	
	30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Injury)	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site <= 2d	
	30 - Overtime Call Back No Work Performed-Telework Alt. Site > 2d	
	25 - Overtime Over 40 w/ Night Diff Protective Services	
	25 - Overtime Over 40 w/ Night Diff-Base Pay Detail	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site <= 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site > 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Home	
	25 - Overtime Over 40 w/ Night Diff-Telework Home <= 2d	
	25 - Overtime Over 40 w/ Night Diff-Telework Home > 2d	

Remarks

Submitter: [Text]

Remarks: [Text]

Approver: [Text]

Comments: [Text]

Submit **Cancel**

Slide notes

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Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0.00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit Cancel

Next >>

Slide notes

Just like with the Leave Request form, you can type the start, and end dates for your request directly into the appropriate fields, or you can use the calendar icons to select the dates. In this example, we will select Saturday, March 29th. Select next to continue.

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Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0.00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

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Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0.00	Delete

March 2014

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Submit Cancel

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

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Premium Pay Request Pending Approved Denied

Transaction and Dates
 Employee: MILLER, SAMANTHA
 * Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year				0.00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

Because our request is only for a single day, an end date does not have to be entered. When we enter a Start Time, the End Date field will automatically be filled in with the 29th. In this example, we will enter 9am in the Start Time field and 3pm in the Stop Time field. Select next to continue.

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Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year				0.00	Delete

Add New Row

Remarks

Submitter:

Remarks:

Approver:

Comments:

Submit Cancel

Slide notes

USDA Employee webTA Premium Pay Requests

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Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year	9am			0.00	Delete

Add New Row

Remarks

Submitter

Remarks:

Approver

Comments:

Submit Cancel

Slide notes

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Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year	9am			0.00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

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Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year	9:00am	3pm		0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

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WEBTA™ Employee

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Premium Pay Request

Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year	9:00am	3pm		0.00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit Cancel

Select the Submit button

Slide notes

At this point, we can Submit the request for approval. Select the Submit button to continue.