

Slide 1 - Learning Objectives

The slide features a dark blue background with a gradient. 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 title 'webTA for Supervisors' is written in a large, bold, orange font. Below this, the subtitle 'Employee Premium Pay Requests' is centered in a white font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. A list of four bullet points follows, all in white text. At the bottom right, there is a blue button with a white border and the text 'Next >>'. In the bottom left corner, the text 'Reposition CC' is visible in a small white font.

WEBTA™

webTA for Supervisors

Employee Premium Pay Requests

Learning Objectives

In this lesson, you will learn how to:

- View Employee Premium Pay Requests
- Approve/Deny Employee Premium Pay Requests
- View Request Calendar
- Revert an Approved Premium Pay Request to Pending

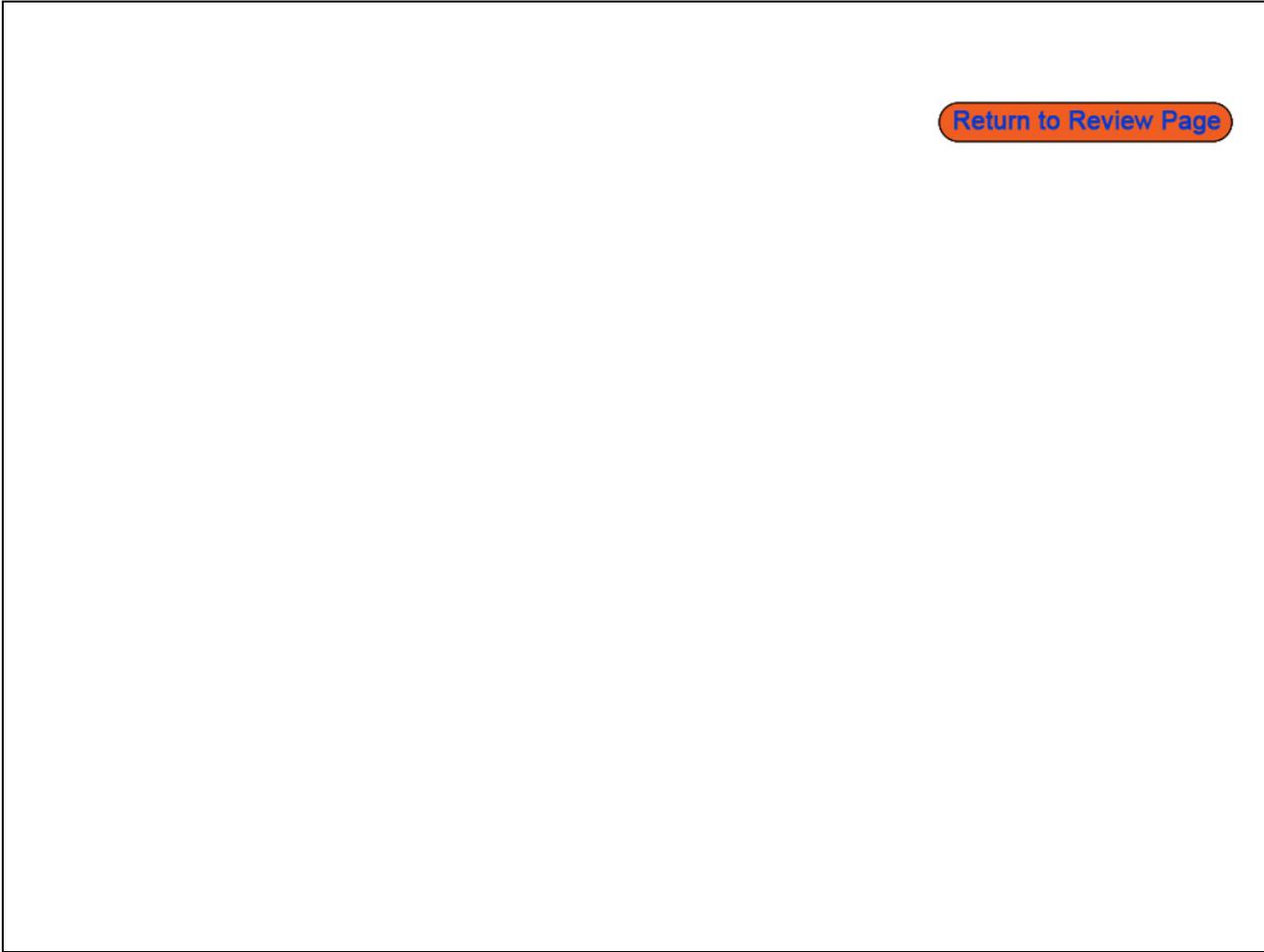
Next >>

Reposition CC

Slide notes

Welcome to the webTA for Supervisors training course. In this lesson, you will learn how to View Employee Premium Pay Requests, Approve/Deny Employee Premium Pay Requests, View Request Calendar, and Revert an Approved Premium Pay Request to Pending. Select next to continue.

Slide 2 - Slide 2



Slide notes

Slide 3 - Review



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

- [View and Approve Employee Premium Pay Requests](#)
- [Deny Employee Premium Pay Request](#)
- [View Premium Pay Request Calendar](#)
- [Revert an Approved Premium Pay Request to Pending](#)



Slide notes

Slide 4 - Slide 4

The screenshot shows the 'Supervisor Main Menu' in the webTA system. At the top, there is a navigation bar with the 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Supervisor Main Menu' and contains several menu categories:

- Employees**
 - Certify All
 - Select Timesheets
 - Employee Leave Requests
 - Employee Premium Pay Requests
 - Employee Dollar Transaction Requests
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Telework**
 - Employee Telework Requests
 - Employee Telework Agreements
- Continuation of Pay (COP)**
 - COP Events
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Requests
 - Shifts
- Delegates/Reassignment**
 - My Delegates
- Emergency Contacts**
 - Employee Contacts

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

Slide notes

Just like with Leave Requests, taking action on employee Premium Pay requests is easy in webTA. When employees submit a request, you will receive a message in your inbox. And when you approve or deny the request, webTA will notify the employee.

Also, upon approval of a Premium Pay request, the requested hours will automatically populate to the employee's timesheet. Select next to continue.

Slide 5 - Slide 5

The screenshot shows the WEBTA Supervisor Main Menu. The top navigation bar includes the WEBTA logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections: 'Employees' (Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests), 'Schedule' (Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts, My Delegates), 'Reports' (Reports, My Saved and Scheduled Reports, Adhoc Report Management), 'Telework' (Employee Telework Requests, Employee Telework Agreements), and 'Continuation of Pay (COP)' (COP Events). A red callout box with white text says 'Select the Employee Premium Pay Requests link', pointing to the 'Employee Premium Pay Requests' link in the Employees section.

Slide notes

The “Employee Premium Pay Requests” link allows you to view, approve, or deny premium pay requests submitted by your employees.

To continue, select the Employee Premium Pay Requests link,

Slide 6 - Slide 6

Supervisor Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Pending	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Earned	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Pending	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records View [25] [50] [100]

History View Calendar Cancel

Next >>

Slide notes

The Current Premium Pay Requests page displays all requests that have the status of "Pending", including pending requests from earlier pay periods, if applicable. It also includes Approved or Denied requests from the current or future pay periods.

You can sort the list of Premium Pay requests by selecting the column header. Currently, the list is sorted by the last name of the employee making the request. We will leave it sorted that way for now.

You can also see the key details of each request, including the start and end dates, Premium Pay type, number of hours requested, and the date the request was submitted.

This page also displays requests with the status of Approved and Denied, if they are scheduled for future pay periods. Once a current, or past Premium Pay request has been approved, or denied, it is moved to the Premium Pay Requests - History page, which will be covered later in this lesson.

Any Premium Pay request that you have not taken action on will be marked "Pending."

Premium Pay requests that you approve or deny are marked as such. Approved Premium Pay will automatically be added to the employee's timesheet during the specified pay period.

USDA Supervisor webTA Employee Premium Pay Requests

To view the details of a Premium Pay request, select its status link from the list. In this example, we are going to select the first request on the list, the Comp Time - Travel Earned request from Mark Johnson. Select next to continue.

USDA Supervisor webTA Employee Premium Pay Requests

Slide 7 - Slide 7

Employee SupervisorInbox [6] | Settings | Help | Log Out

Supervisor Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Pending	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Eamed	3.00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2.00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3.00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Pending	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6.00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records View 25 50 100

[History](#) [View Calendar](#) [Cancel](#)

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

Slide notes

Slide 8 - Slide 8

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates
Employee: JOHNSON, MARK

* Transaction: 32 - Comp Time/Travel Earned

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Mar 31, 2014	7:00pm	10:00pm	3:00	3:00	

Remarks

Submitter:
Remarks:
Approver:
Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/31/2014 10:54 AM	JOHNSON, MARK	

Select the Approve button

Slide notes

Here, you can review the request details including the Premium Pay Transaction, the start and end dates, and start and stop times. Approver remarks can be added as needed when you take action on the request.

At the bottom of the request page, we can see the Activity Log, as well as the action buttons. In this case, we want to approve the request.

Select the Approve button to continue.

Slide 9 - Slide 9

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Supervisor Main Menu > Premium Pay Requests >'. The main heading is 'Premium Pay Request', with a progress indicator showing 'Pending', 'Approved' (selected), and 'Denied'. A blue message box states: 'Premium pay request successfully updated. The premium pay time for 03/31/2014 has been added to the user's timesheet.' Below this, the 'Transaction and Dates' section shows 'Employee: JOHNSON, MARK' and '* Transaction: 32 - Comp Time/Travel Eamed'. A table displays the transaction details:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Mar 31, 2014	7:00pm	10:00pm	3:00	3:00	

The 'Remarks' section includes 'Submitter: Remarks:' and 'Approver: Comments:' fields. The 'Activity Log' table shows the following entries:

Action	Resulting State	Date	Name	Comments
Approve	Approved	03/31/2014 10:58 AM	ROBINSON, WILLIAM	
Submit	Pending	03/31/2014 10:54 AM	JOHNSON, MARK	

At the bottom, there are buttons for 'Revert to Pending', 'Cancel', and a large 'Next >>' button.

Slide notes

Note the message indicating that the request has been updated, and that the time has been added to the employee's timesheet. Also note that the status has changed to approved.

Next, we will return to the Premium Pay Requests page using the breadcrumb trail. Select next to continue.

Slide 10 - Slide 10



Employee
Supervisor

Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Premium pay request successfully updated
The premium pay time for 03/31/2014 has been added to the user's timesheet.

Transaction and Dates

Employee: JOHNSON, MARK

* Transaction: 32 - Comp Time/Travel Eamed

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 31, 2014	Mar 31, 2014	7:00pm	10:00pm	3:00	3:00	

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Approve	Approved	03/31/2014 10:58 AM	ROBINSON, WILLIAM	
Submit	Pending	03/31/2014 10:54 AM	JOHNSON, MARK	

Revert to Pending
Cancel

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

Slide notes

Slide 11 - Slide 11

Supervisor Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Earned	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Pending	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records View 25 50 100

History View Calendar Cancel

Next >>

Slide notes

Note that the request is now listed as approved. Now that you have learned how to approve a request, let's review how to deny one. In this example, we are going to select the last request on the list - the Over 40 Overtime request from Samantha Miller. Select next to continue.

USDA Supervisor webTA Employee Premium Pay Requests

Slide 12 - Slide 12

Employee SupervisorInbox [6] | Settings | Help | Log Out

Supervisor Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Eamed	3.00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2.00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3.00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Pending	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6.00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records Navigation icons View 25 50 100

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

Slide notes

Slide 13 - Slide 13

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor 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
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Select the Deny button

Slide notes

Select the Deny button to continue.

Slide 14 - Slide 14

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

ALERT: You must provide a reason in the Approver Comments field when denying a request.

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

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Slide notes

When Denying an employee's Premium Pay request, you are required to provide a reason in the Approver Comments field. If you try to deny the request without adding comments, you will receive an error prompting you to do so, as you see here.

In this example, we will enter our remarks, and then select the Deny button. Select next to continue.

Slide 15 - Slide 15

Employee SupervisorInbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

ALERT: You must provide a reason in the Approver Comments field when denying a request.

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Approve Deny Cancel

Slide notes

Slide 16 - Slide 16



Employee
Supervisor

Inbox [6] | Settings | Help | Log Out

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

Premium Pay Request

Pending Approved Denied

ALERT: You must provide a reason in the Approver Comments field when denying a request.

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Slide notes

Slide 17 - Slide 17

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

ALERT: You must provide a reason in the Approver Comments field when denying a request.

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

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments: Denied for budgetary reasons

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

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

Slide notes

Slide 18 - Slide 18

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved **Denied**

Premium pay request successfully updated

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

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments: Denied for budgetary reasons

Activity Log

Action	Resulting State	Date	Name	Comments
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Revert to Pending Cancel

Next >>

Slide notes

Note the message indicating that the request has been updated, and that the status has changed to denied. The employee will receive a message in their inbox notifying them of the denial.

Next, we will return to the Current Premium Pay Requests page using the breadcrumb trail. Select next to continue.

Slide 19 - Slide 19

WEBTA™

Employee
Supervisor

[Inbox \[6\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved ● Denied

Premium pay request successfully updated

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments: Denied for budgetary reasons

Activity Log

Action	Resulting State	Date	Name	Comments
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Revert to Pending
Cancel

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

Slide notes

Slide 20 - Slide 20

Supervisor Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Earned	3.00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2.00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3.00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Denied	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6.00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records

View 25 50 100

History View Calendar Cancel

Select the History button

Slide notes

Note that although we denied the request, it is still listed on this page. Once the pay period in which denied requests fall is in the past, they will be moved to the History page.

Let's review the History page now. Select the History button to continue.

Slide 21 - Slide 21

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'Premium Pay Request History' and contains a table with the following data:

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Denied	MILLER, SAMANTHA	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. Below the pagination, there are three buttons: 'Current', 'View Calendar', and 'Cancel'. The 'Current' button is highlighted with a red box. A red callout box with the text 'Select the Current button' points to the 'Current' button.

Slide notes

We now see Premium Pay Requests – History page, which contains all previous employee Premium Pay requests for your reference. Select the Current button to return to the Current Requests page.

Slide 22 - Slide 22

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'Premium Pay Request Current' and contains a table with the following data:

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Earned	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Denied	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

Below the table, there are navigation controls: '1-4 of 4 Records', a pagination arrow, and a 'View' dropdown menu with options '25', '50', and '100'. At the bottom of the table area, there are three buttons: 'History', 'View Calendar' (highlighted with a red box), and 'Cancel'. A red callout box with white text says 'Select the View Calendar button'.

Slide notes

One additional feature available to supervisors to help manage their employee's Premium Pay requests is the Premium Pay Calendar. Select the View Calendar button to continue.

Slide 23 - Slide 23

The screenshot displays the 'Premium Pay Request Calendar View' in the WEBTA system. The interface includes a navigation bar with 'Employee' and 'Supervisor' tabs, and a top right menu with 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation, there is a breadcrumb trail: 'Supervisor Main Menu > Premium Pay Requests >'. The main content area is titled 'Premium Pay Request Calendar View' and features a 'View:' dropdown set to 'All'. A legend indicates 'A = Approved', 'D = Denied', and 'P = Pending'. The calendar is for 'March 2014' and shows a grid of days from Sunday to Saturday. Requests are listed in the following cells:

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 MILLER, SAMANTHA 3:00 (D)	8
9 Pay Period 5	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Pay Period 6	24	25	26	27	28 JONES, JANET 2:00 (P) LEE, MICHAEL 3:00 (P)	29 MILLER, SAMANTHA 3:00 (D)

At the bottom left is a 'Cancel' button, and at the bottom right is a 'Next >>' button.

Slide notes

The Calendar View allows you to see your employee's requests for the month. The employee's name, number of hours and the status of the request are listed, and these requests serve as links to view, approve or deny the requests.

In this example, we will select the request from Michael Lee on March 28th. Select next to continue.

USDA Supervisor webTA Employee Premium Pay Requests

Slide 24 - Slide 24



Employee
Supervisor

Inbox [6] |
 [Settings](#) |
 [Help](#) |
 [Log Out](#)

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

Premium Pay Request Calendar View

View: All
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 MILLER, SAMANTHA 3:00 (D)	8
9 Pay Period 5	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Pay Period 6	24	25	26	27	28 JONES, JANET 2:00 (P) LEE, MICHAEL 3:00 (P)	29 MILLER, SAMANTHA 3:00 (D)

Cancel

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

Slide notes

Slide 25 - Slide 25

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests > Request Calendar >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: LEE, MICHAEL
* Transaction: 19 - Unsched. Over 8 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 28, 2014	Mar 28, 2014	5:00pm	8:00pm	3:00	3:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/31/2014 10:55 AM	LEE, MICHAEL	

Slide notes

Here, we can approve or deny the request in the same way we could from the Current Premium Pay Request page. Next, we will return to the Premium Pay Requests page using the breadcrumb trail. Select next to continue.

Slide 26 - Slide 26

WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > **Premium Pay Requests** > Request Calendar >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: LEE, MICHAEL
* Transaction: 19 - Unsched. Over 8 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 28, 2014	Mar 28, 2014	5:00pm	8:00pm	3:00	3:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/31/2014 10:55 AM	LEE, MICHAEL	

<http://webta.kronosfederal.com/nfchost8/RoleMenu/SupervisorMainMenu>

Slide notes

Slide 27 - Slide 27

Supervisor Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Earned	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Denied	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records View 25 50 100

History View Calendar Cancel

Next >>

Slide notes

In some cases, you may need to change an approval or a denial of an employee's Premium Pay Request. This can be done by Reverting the Request back to the Pending status, and then approve or deny. In this example, we are going to select the Denied request from Samantha Miller. Select next to continue.

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WEBTA™

Employee
Supervisor

Inbox [6] |
 [Settings](#) |
 [Help](#) |
 [Log Out](#)

[Supervisor Main Menu >](#)

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Eamed	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Denied	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON

1-4 of 4 Records View

History
View Calendar
Cancel

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

Slide notes

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WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor 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
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments: Denied for budgetary reasons

Activity Log

Action	Resulting State	Date	Name	Comments
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Select the Revert to Pending button

Slide notes

Here, we can see the denied request, with our original comments and the denial in the activity log. In this example, we want to revert the request to Pending. Select the Revert to Pending button to continue.

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WEBTA™ Employee Supervisor Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Premium pay request successfully updated

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

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks
 Submitter Remarks:
 Approver Comments: Denied for budgetary reasons

Activity Log

Action	Resulting State	Date	Name	Comments
Revert to Pending	Pending	03/31/2014 11:37 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Approve Deny Cancel Next >>

Slide notes

Note the message indicating that the request has been updated, and that the Revert to Pending action was captured in the Activity Log. Next, we will approve the request. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[6\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

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

Premium Pay Request

Pending Approved Denied

Premium pay request successfully updated

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Revert to Pending	Pending	03/31/2014 11:37 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Approve
Deny
Cancel

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

Slide notes

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WEBTA™ Employee **Supervisor** Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Premium pay request successfully updated
 The premium pay time for 03/29/2014 has been added to the user's timesheet.
 The premium pay time for 03/30/2014 has been added to the user's timesheet.

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

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments: Denied for budgetary reasons

Activity Log

Action	Resulting State	Date	Name	Comments
Approve	Approved	03/31/2014 11:37 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Revert to Pending	Pending	03/31/2014 11:37 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

Next >>

Revert to Pending Cancel

Slide notes

Note the message that the request has been updated, and that the time has been added to the employee's timesheet. Next, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

Slide 33 - Slide 33

WEBTA™

Employee
Supervisor

[Inbox \[6\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

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

Premium Pay Request

Pending Approved Denied

Premium pay request successfully updated

The premium pay time for 03/29/2014 has been added to the user's timesheet.

The premium pay time for 03/30/2014 has been added to the user's timesheet.

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Approve	Approved	03/31/2014 11:37 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Revert to Pending	Pending	03/31/2014 11:37 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Deny	Denied	03/31/2014 10:59 AM	ROBINSON, WILLIAM	Denied for budgetary reasons
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

<http://webta.kronosfederal.com/nfchost8/RoleMenu/SupervisorMainMenu>

Slide notes

Slide 34 - Slide 34

The screenshot displays the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo, followed by navigation tabs for 'Employee' and 'Supervisor'. On the top right, there are links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Supervisor Main Menu' and is organized into several sections:

- Employees**: Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.

Slide notes

Slide 35 - Finish



Slide notes

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