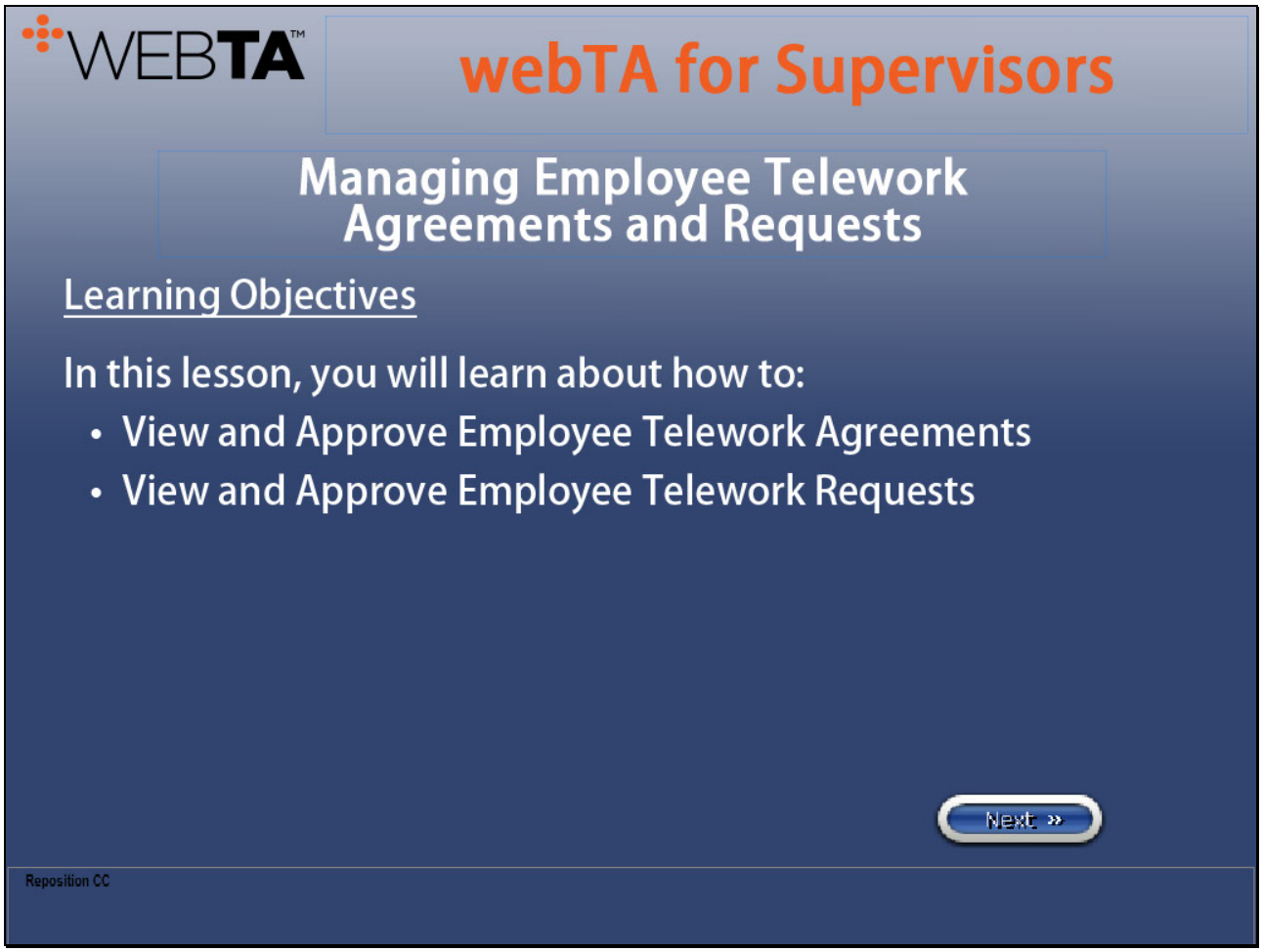
Slide 1 - Learning Objectives



Slide notes

Welcome to the webTA for Supervisors training course. Please review the objectives listed here and when you are ready to continue, select the Next button.

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Slide 2 - Slide 2

Return to Review Page

Slide notes

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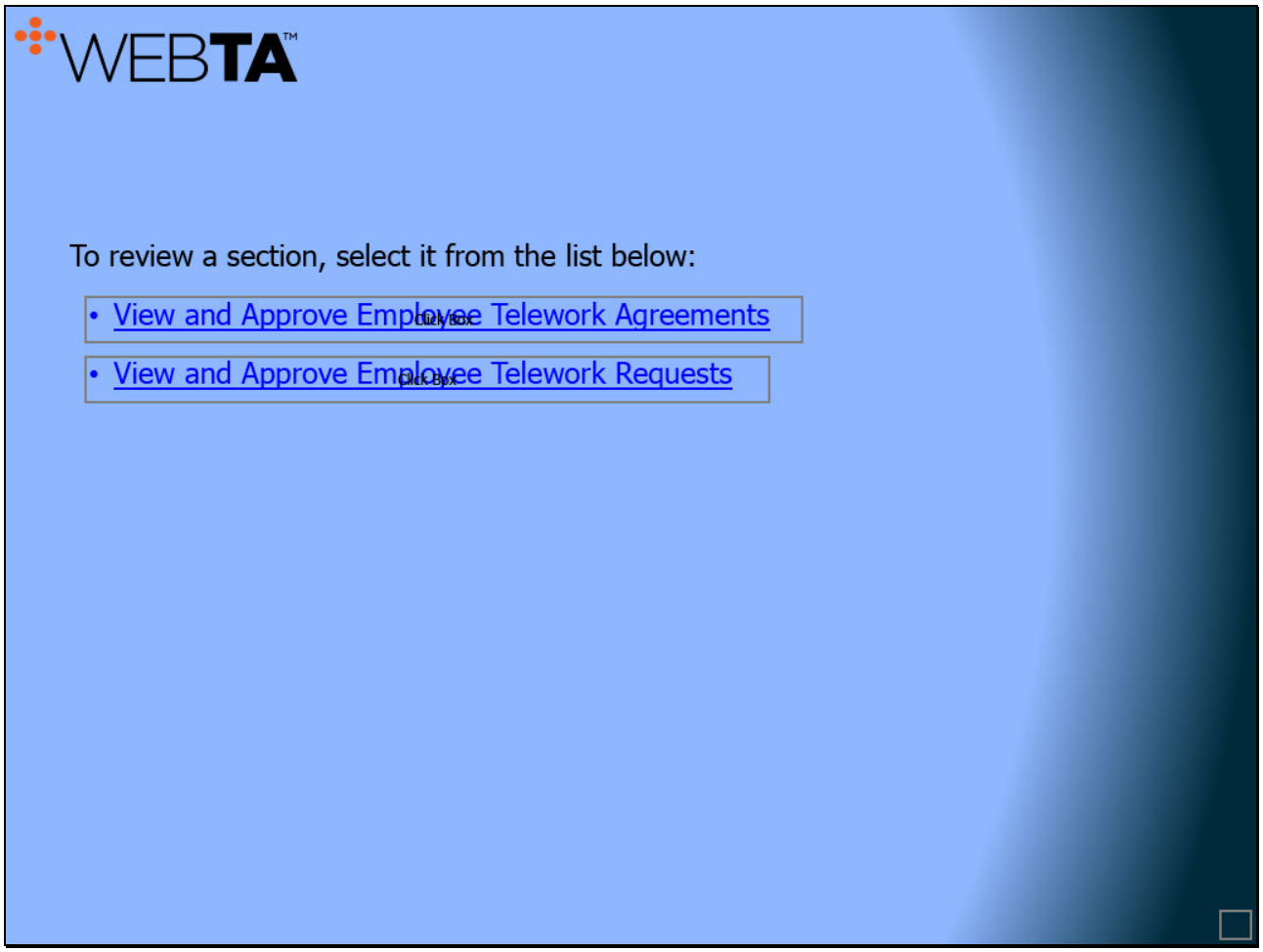
Slide 3 - Review



Slide notes

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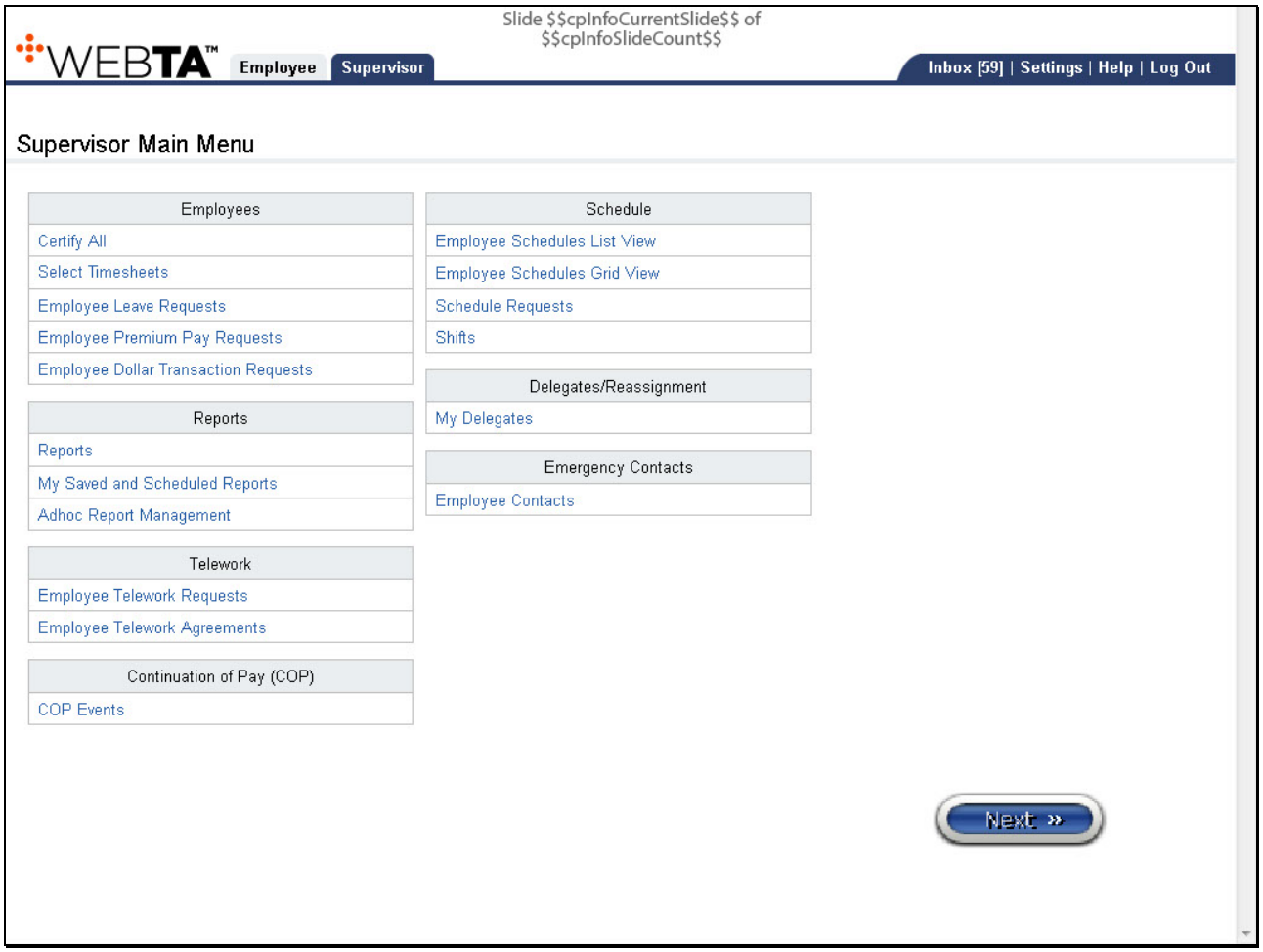
Slide 4 - Slide 4



Slide notes

As a Supervisor, you are responsible for managing your employee's Telework Agreements and Requests. In order for an employee to add Telework Transactions to their Timesheet, they first must have an approved Telework Agreement.

In order for Employees to submit Telework Agreements and Requests, they must first be Telework Eligible. This can be checked by looking at the Employee Profile. Let's do that now by clicking the Select Timesheets link. Select next to continue.

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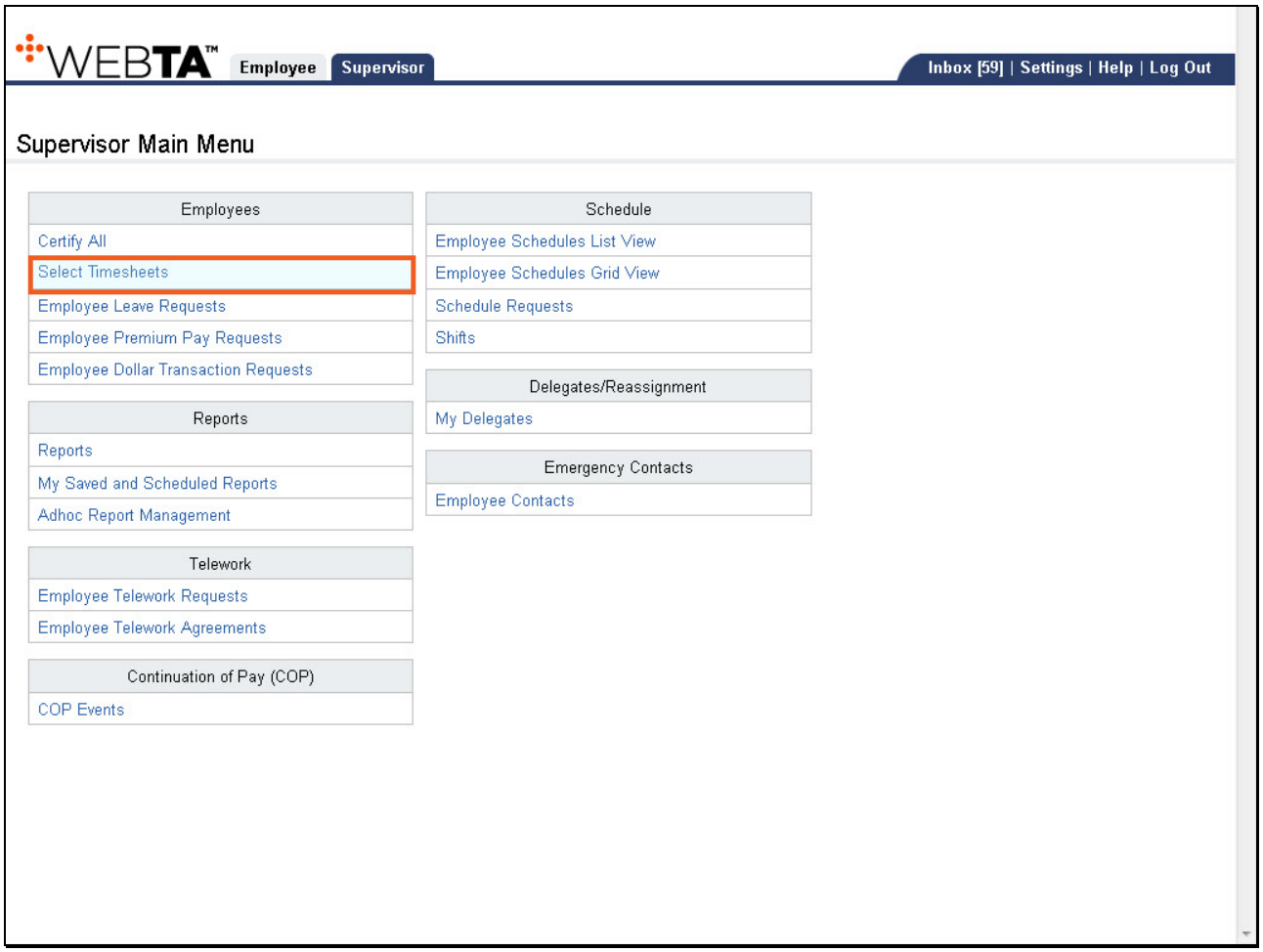
Slide 5 - Slide 5



Slide notes

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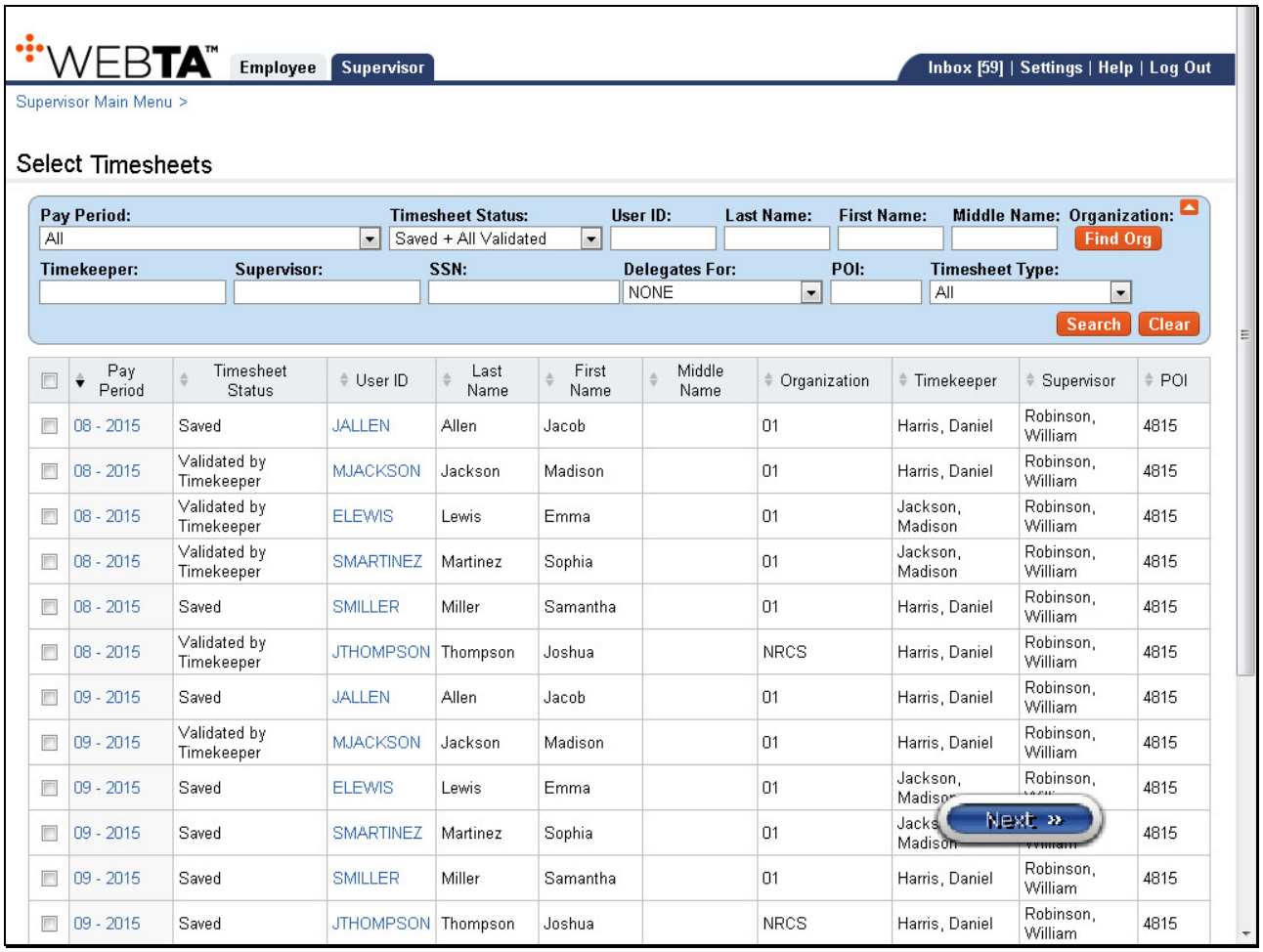
Slide 6 - Slide 6



Slide notes

In this example, we will look at the Profile of Joshua Thompson by selecting his User ID link . Select next to continue.

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Slide 7 - Slide 7

WEBTA™ Employee Supervisor Inbox [59] | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period: All | Timesheet Status: Saved + All Validated | User ID: | Last Name: | First Name: | Middle Name: | Organization: Find Org

Timekeeper: | Supervisor: | SSN: | Delegates For: NONE | POI: | Timesheet Type: All

Search Clear

Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

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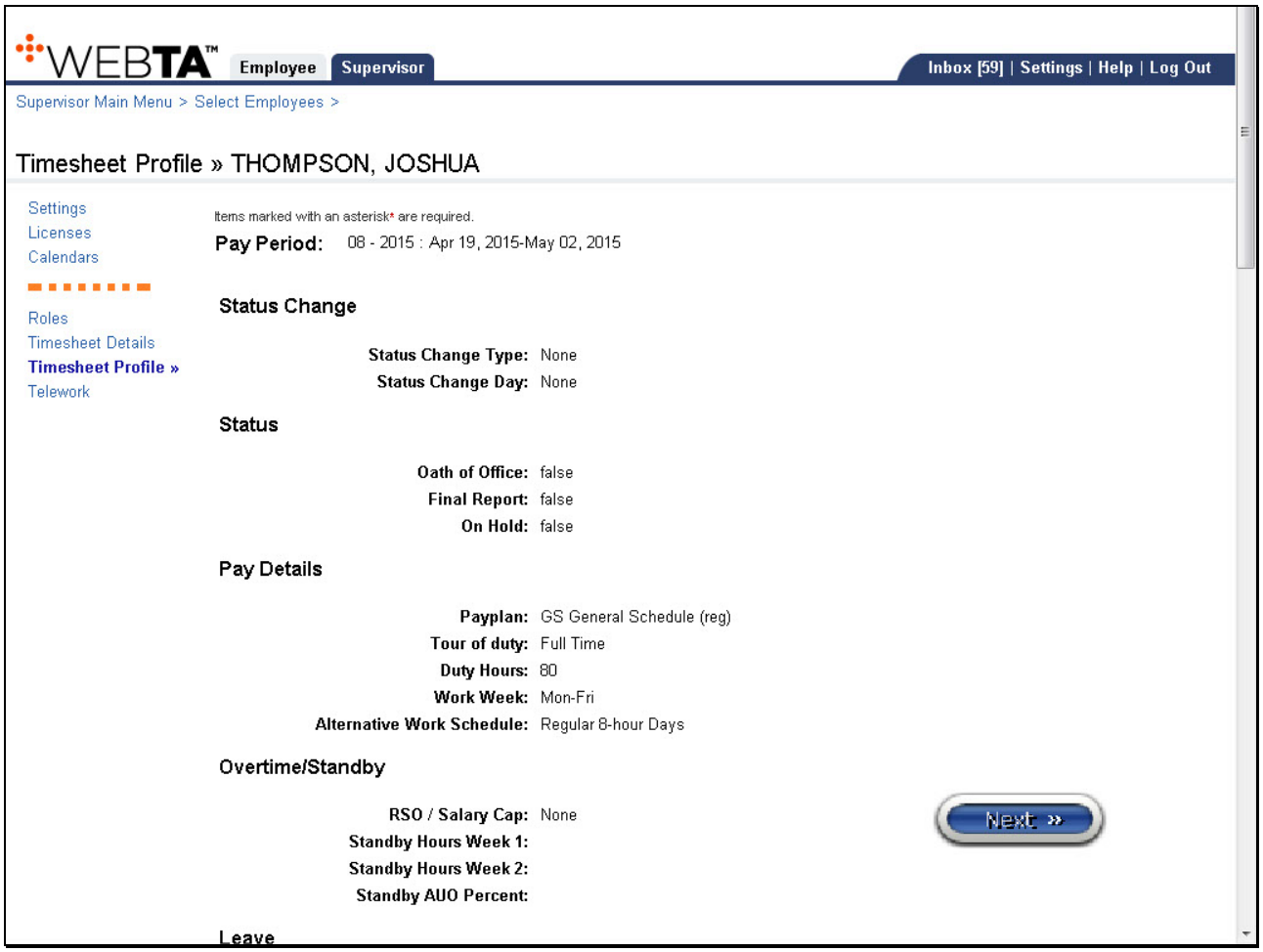
Slide 8 - Slide 8



Slide notes

Next, we will select the Telework link on the left side of the screen. Select next to continue.

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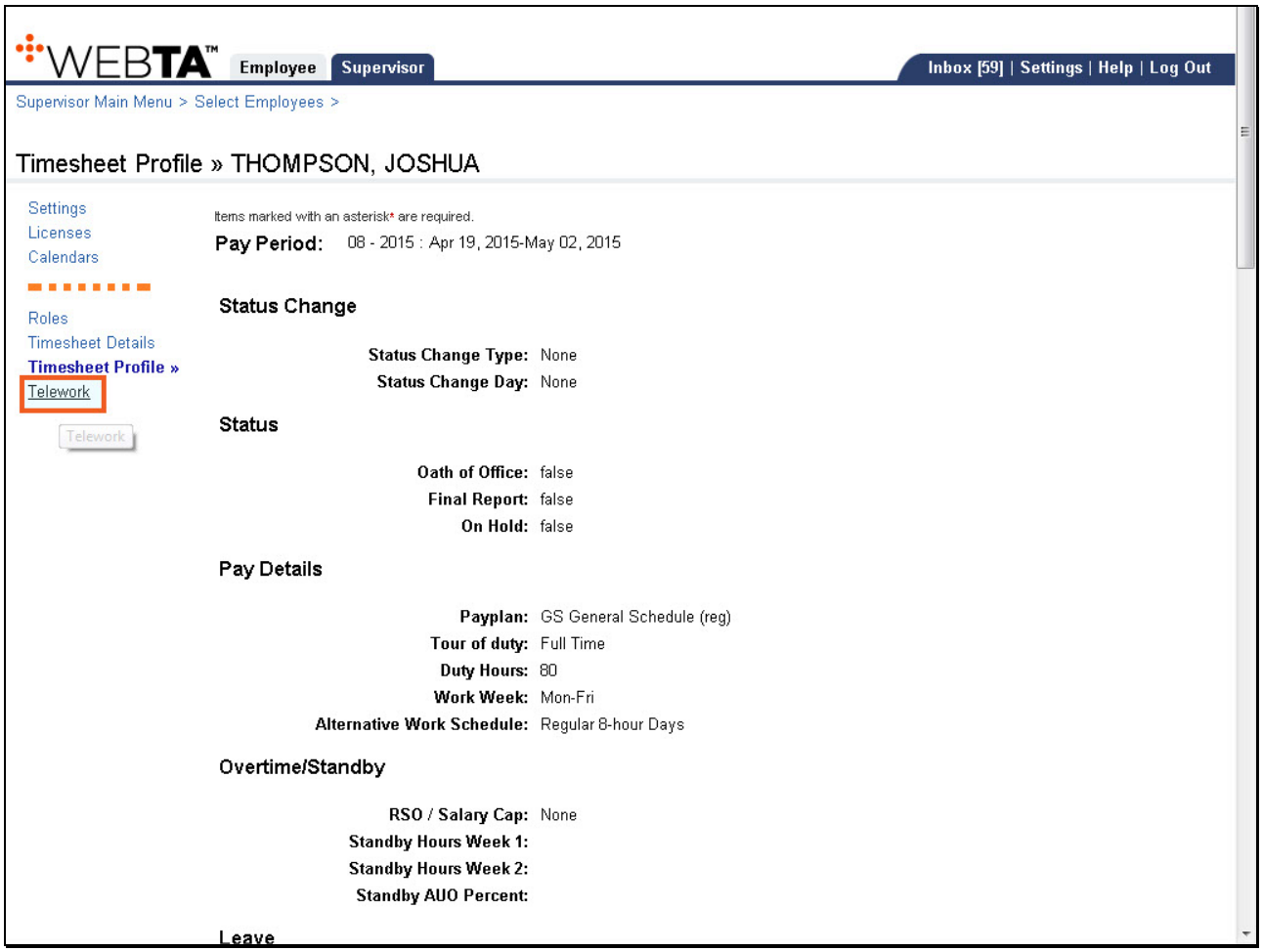
Slide 9 - Slide 9



Slide notes

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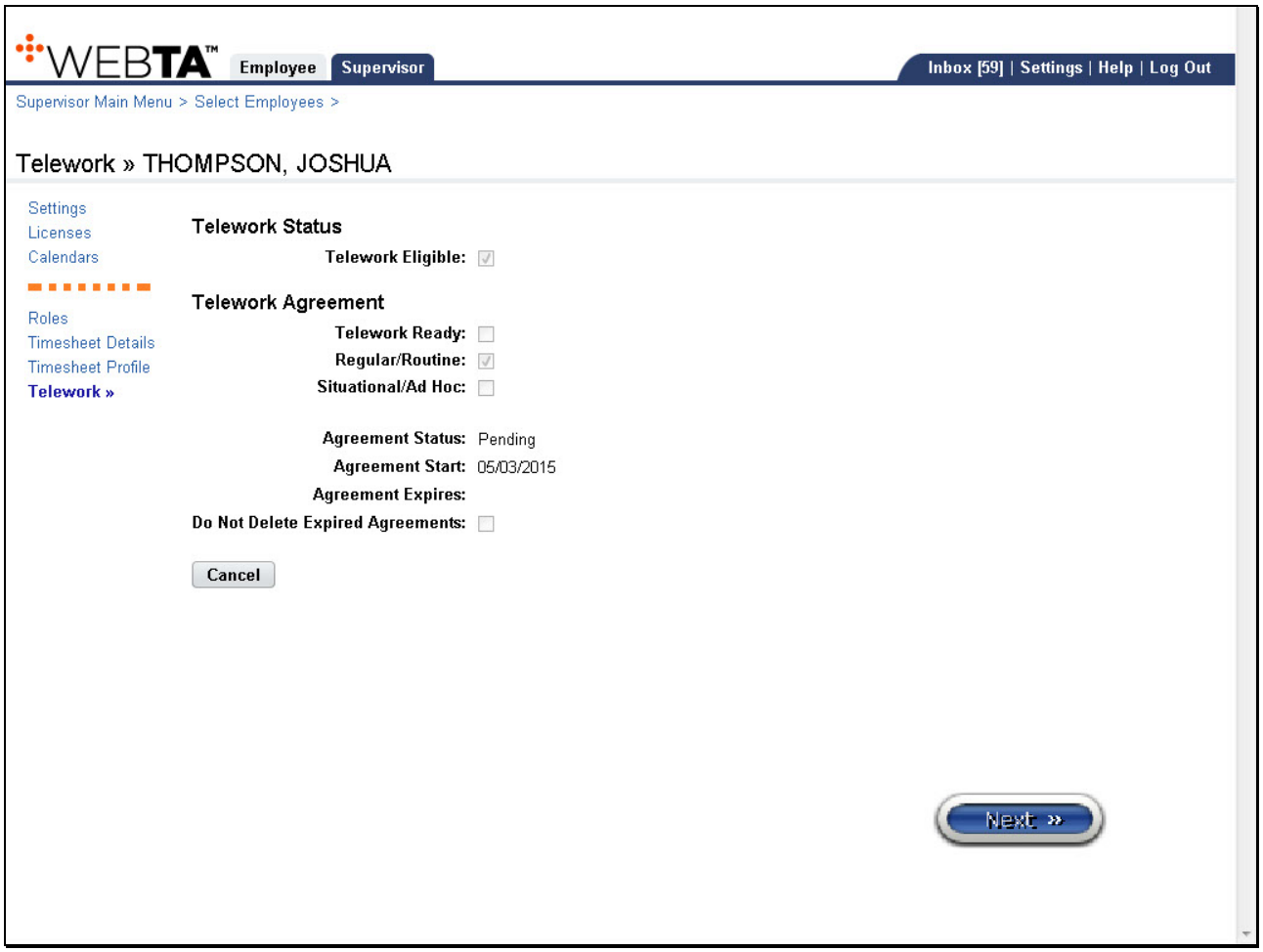
Slide 10 - Slide 10



Slide notes

Here, we can see that this employee is Telework Eligible. Let's return to the Main Menu using the breadcrumb trail. Select next to continue.

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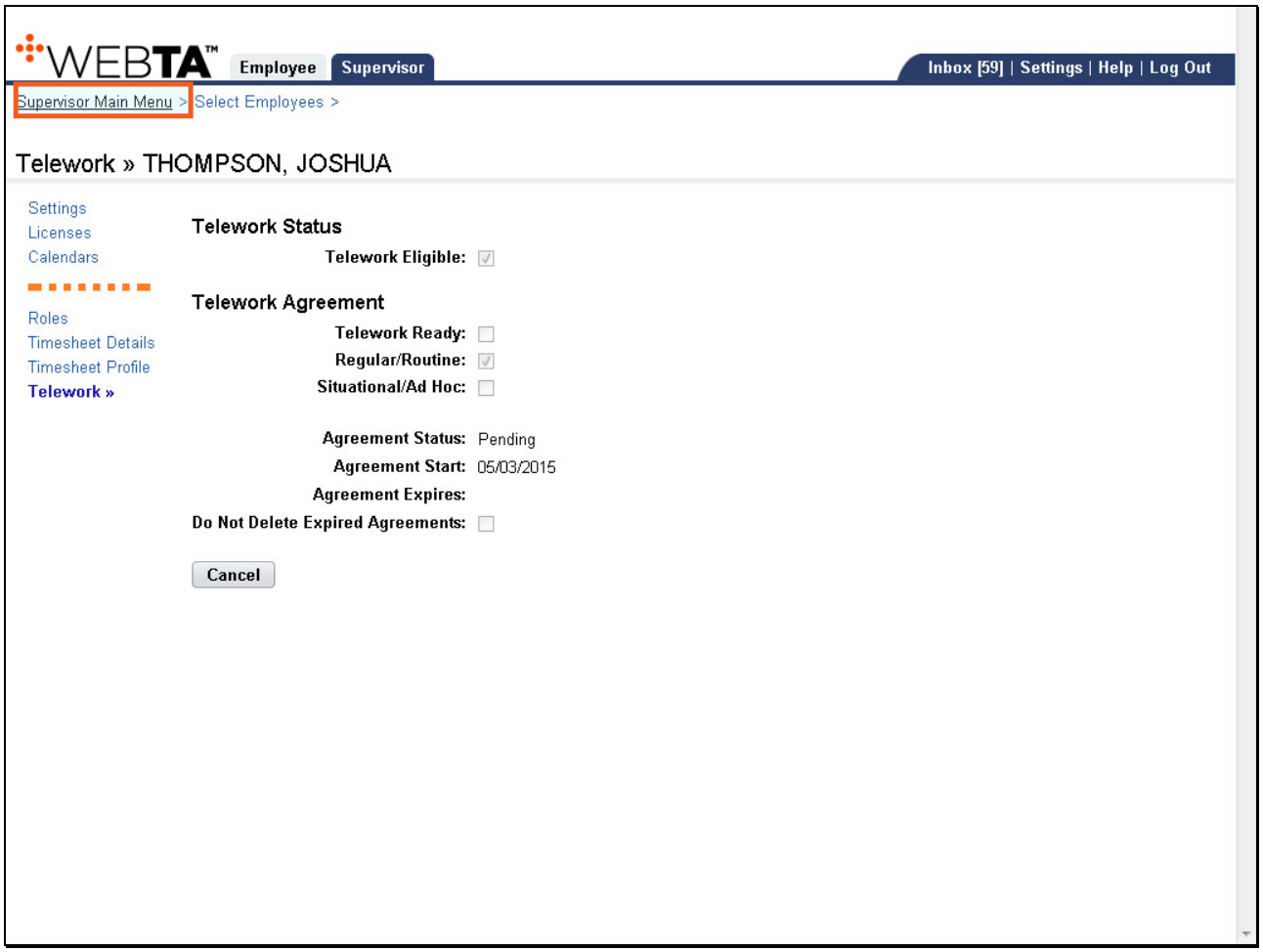
Slide 11 - Slide 11



Slide notes

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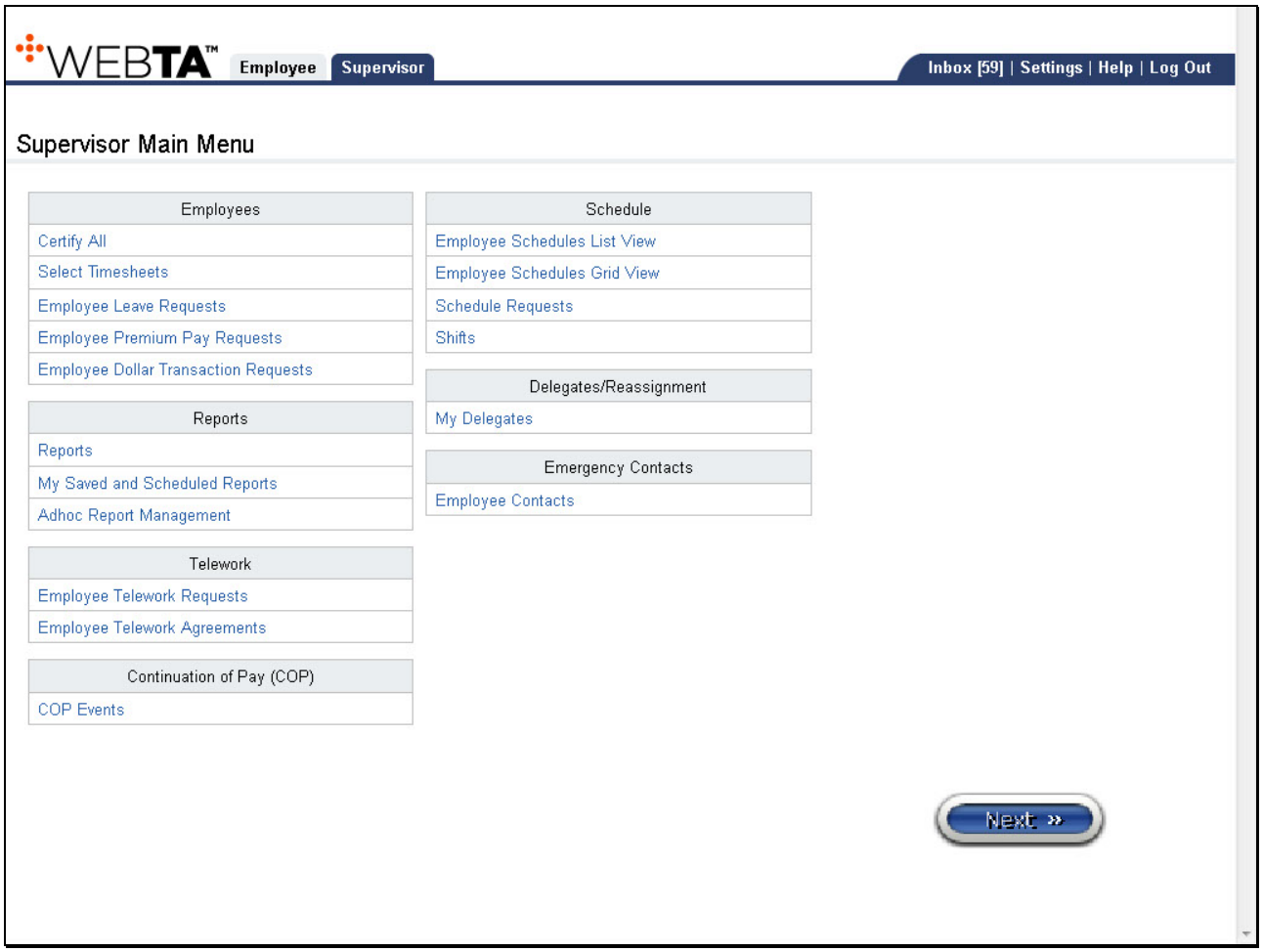
Slide 12 - Slide 12



Slide notes

Employees can submit Telework Agreements for approval. To view a list of your employee's Telework Agreements, select the link from the Main Menu. Let's do that now. Select next to continue.

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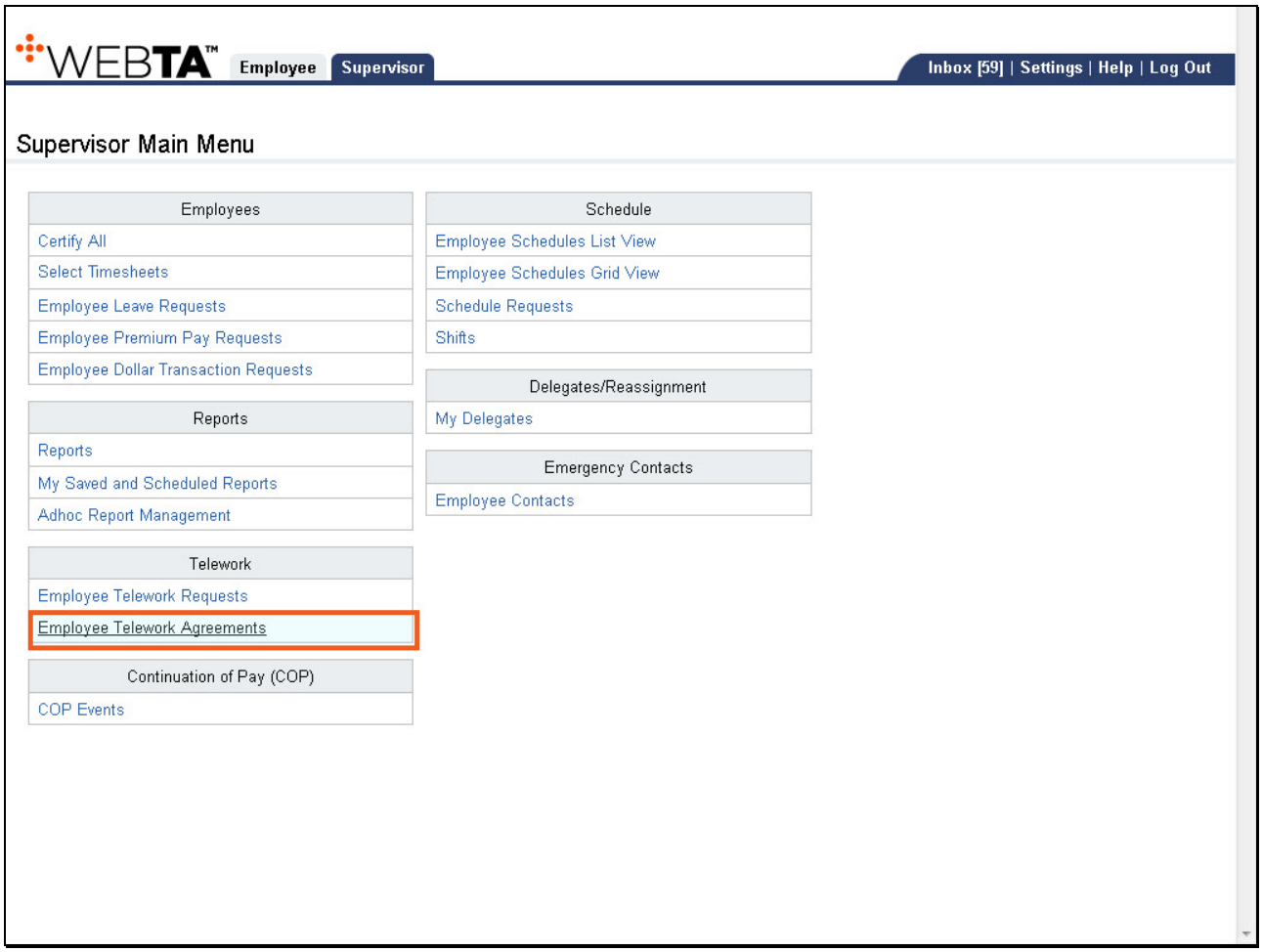
Slide 13 - Slide 13



Slide notes

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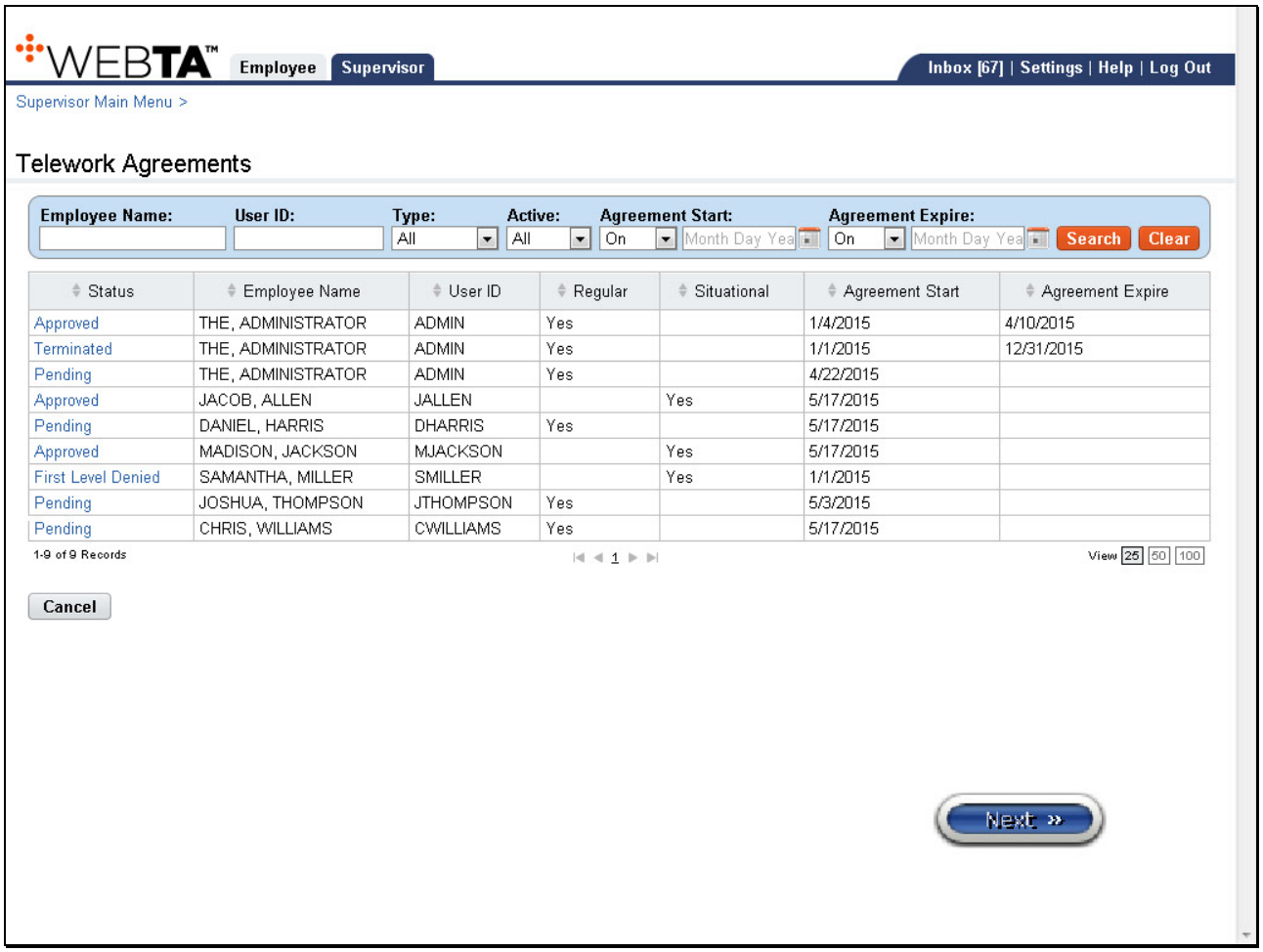
Slide 14 - Slide 14



Slide notes

Here, we see a list of employee Telework Agreements. As with other tables in webTA, this list is sortable by column. Click the header to sort the list by that column. In this example, we are going to leave it sorted the way it is.

You can also use the Search fields and dropdown menus to filter the list or find a specific Agreement, as needed. To view the details of an Agreement, select the status link for the employee you wish to view. In this example, we are going to select the Pending link for Joshua Thompson. Select next to continue.

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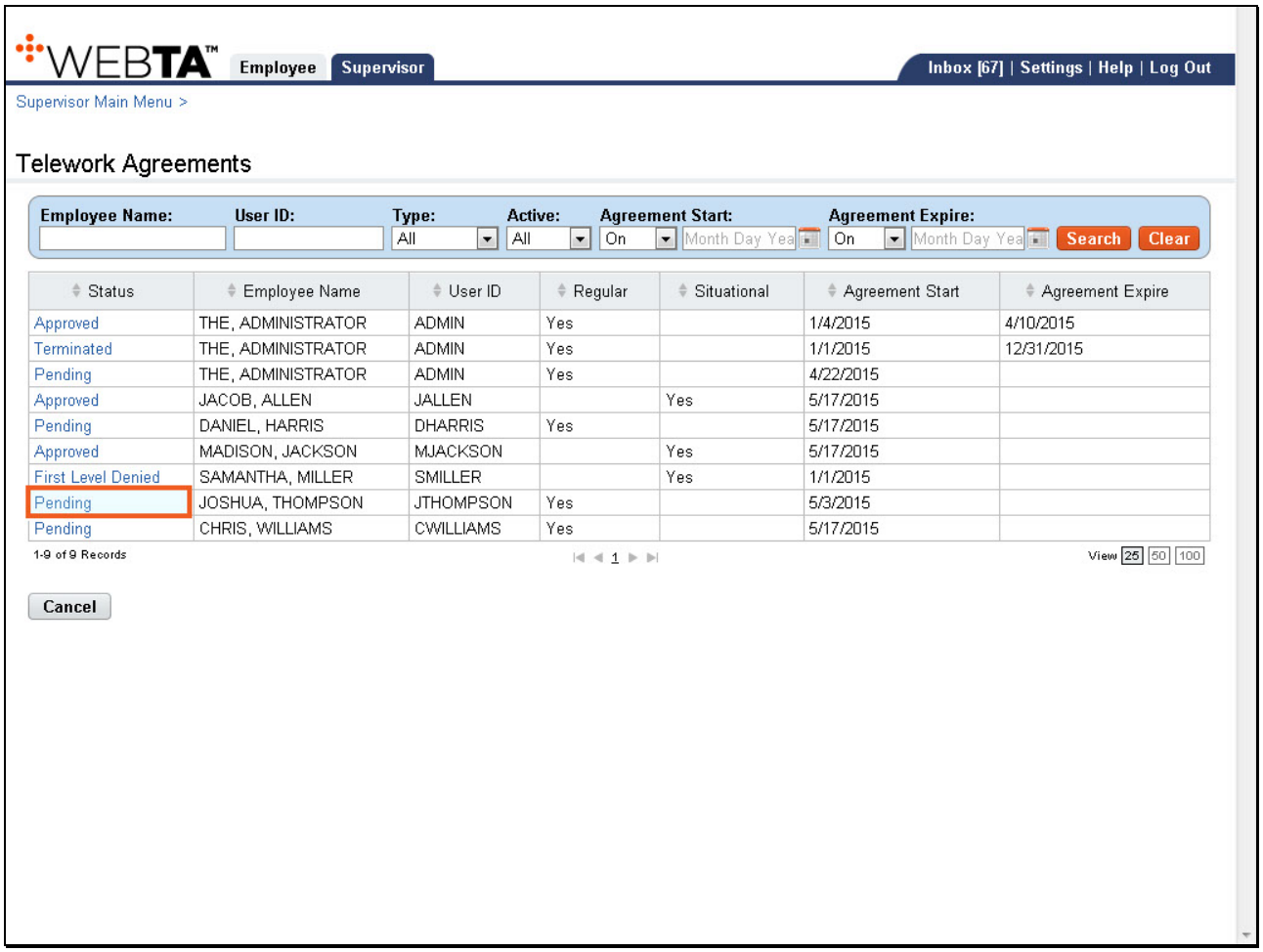
Slide 15 - Slide 15



Slide notes

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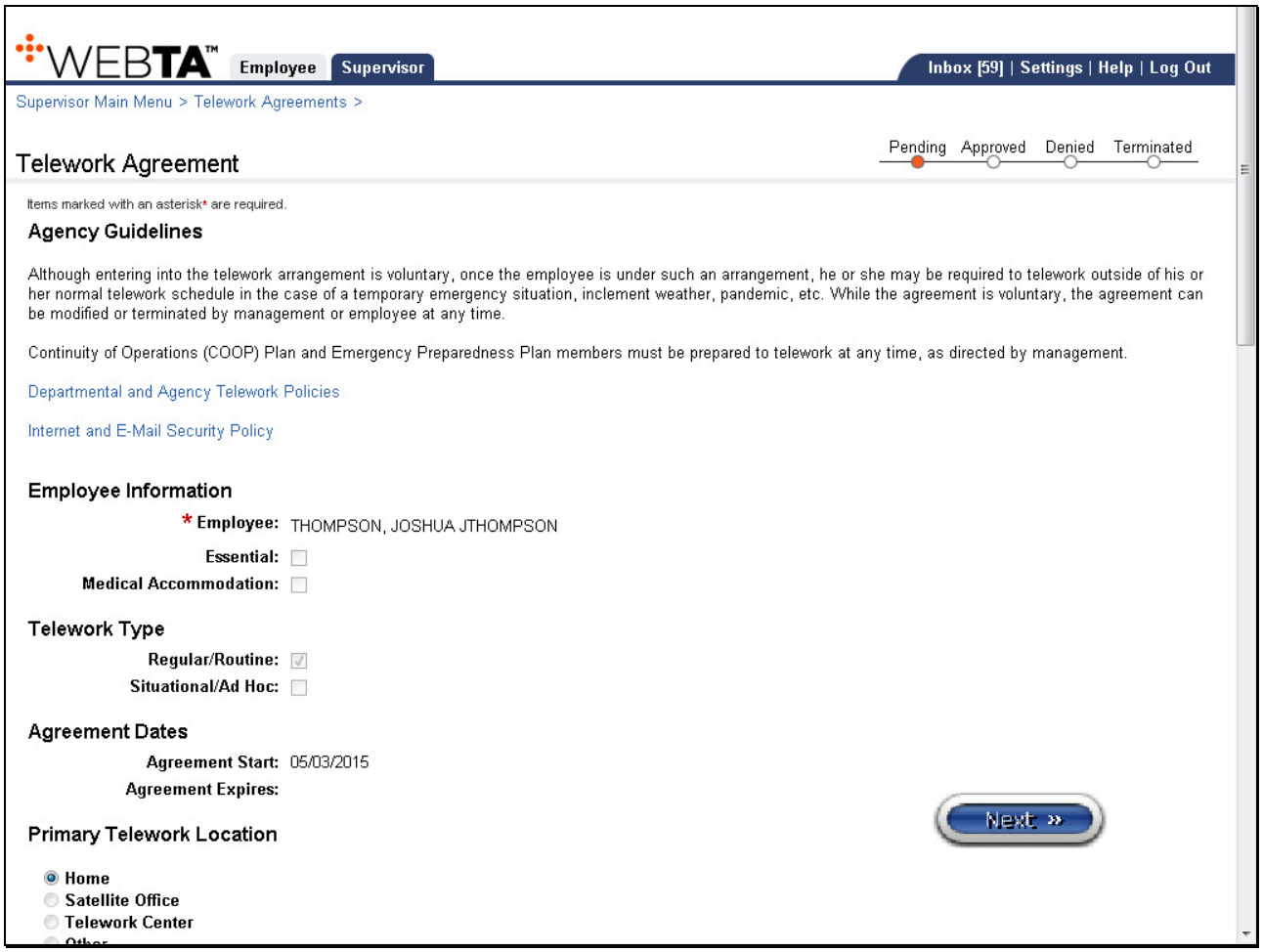
Slide 16 - Slide 16



Slide notes

Here, we see the Telework Agreement form. The top portion contains the Agency Guidelines and links to Departmental and Agency Telework and Internet and Email Policies. Below that is the Employee Information, the Telework Type and dates for the Agreement. Let's scroll down and view more of the form. Select next to continue.

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Slide 17 - Slide 17

WEBTA™ Employee Supervisor Inbox [59] | Settings | Help | Log Out

Supervisor Main Menu > Telework Agreements >

Telework Agreement

Pending Approved Denied Terminated

Items marked with an asterisk* are required.

Agency Guidelines

Although entering into the telework arrangement is voluntary, once the employee is under such an arrangement, he or she may be required to telework outside of his or her normal telework schedule in the case of a temporary emergency situation, inclement weather, pandemic, etc. While the agreement is voluntary, the agreement can be modified or terminated by management or employee at any time.

Continuity of Operations (COOP) Plan and Emergency Preparedness Plan members must be prepared to telework at any time, as directed by management.

Departmental and Agency Telework Policies

Internet and E-Mail Security Policy

Employee Information

* **Employee:** THOMPSON, JOSHUA JTHOMPSON

Essential: ☐

Medical Accommodation: ☐

Telework Type

Regular/Routine: ☑

Situational/Ad Hoc: ☐

Agreement Dates

Agreement Start: 05/03/2015

Agreement Expires:

Primary Telework Location

- ◉ **Home**
- ○ **Satellite Office**
- ○ **Telework Center**
- ○ **Other**

Slide notes

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Slide 18 - Slide 18

WEBTA™ Employee Supervisor Inbox [59] | Settings | Help | Log Out

Supervisor Main Menu > Telework Agreements >

Telework Agreement

Pending Approved Denied Terminated

Items marked with an asterisk* are required.

Agency Guidelines

Although entering into the telework arrangement is voluntary, once the employee is under such an arrangement, he or she may be required to telework outside of his or her normal telework schedule in the case of a temporary emergency situation, inclement weather, pandemic, etc. While the agreement is voluntary, the agreement can be modified or terminated by management or employee at any time.

Continuity of Operations (COOP) Plan and Emergency Preparedness Plan members must be prepared to telework at any time, as directed by management.

Departmental and Agency Telework Policies

Internet and E-Mail Security Policy

Employee Information

* **Employee:** THOMPSON, JOSHUA JTHOMPSON

Essential: ☐

Medical Accommodation: ☐

Telework Type

Regular/Routine: ☑

Situational/Ad Hoc: ☐

Agreement Dates

Agreement Start: 05/03/2015

Agreement Expires:

Primary Telework Location

- ◉ Home
- ○ Satellite Office
- ○ Telework Center
- ○ Other

Slide notes

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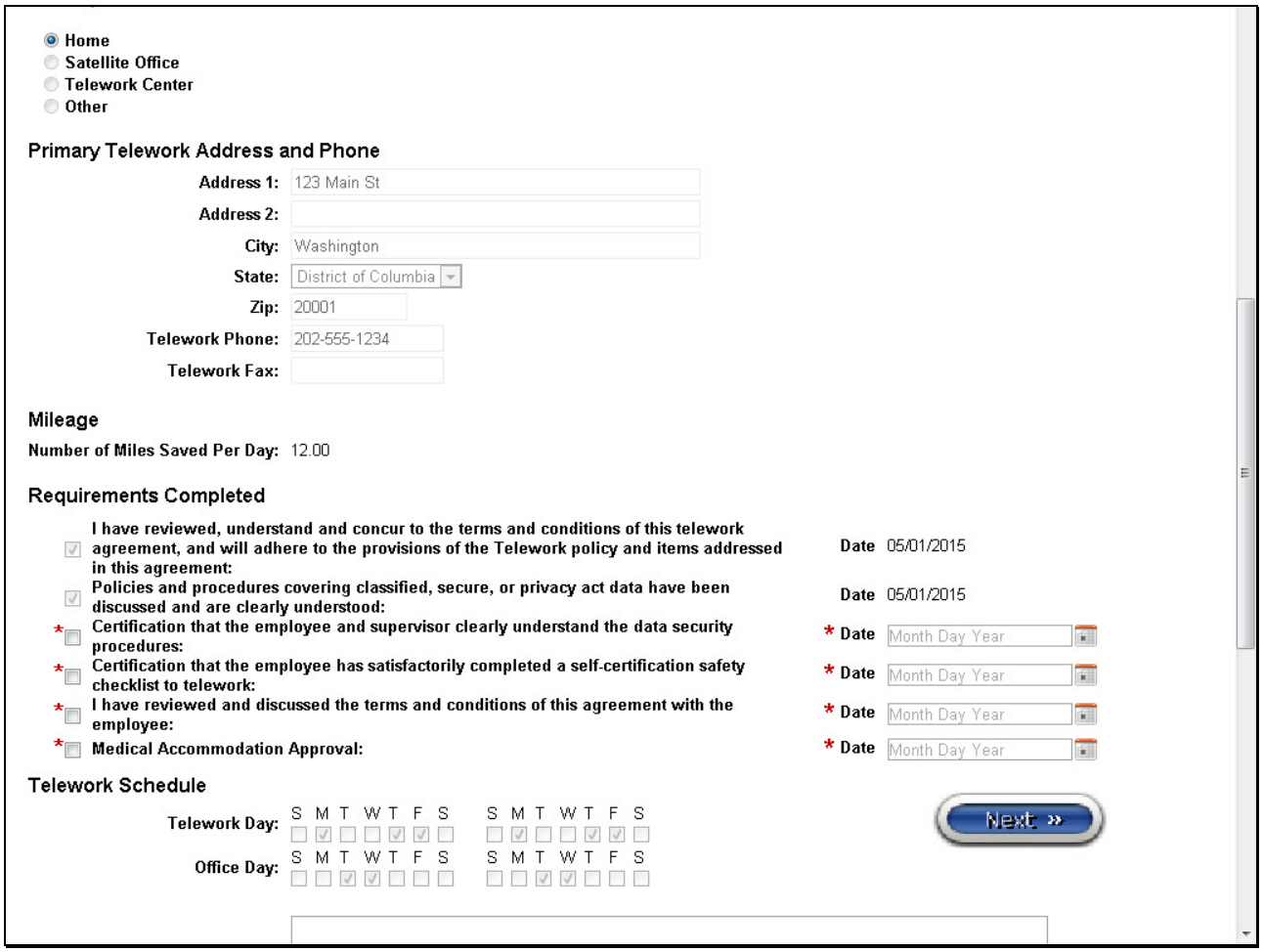
Slide 19 - Slide 19



Slide notes

Here, we see the options for Telework Location, Address and Phone, the Mileage Saved per Day, and the Completed Requirements of this particular Agreement. Let's scroll down and view the bottom of the form. Select next to continue.

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Slide 20 - Slide 20

Home
Satellite Office
Telework Center
Other

Primary Telework Address and Phone

Address 1: 123 Main St
Address 2:
City: Washington
State: District of Columbia
Zip: 20001
Telework Phone: 202-555-1234
Telework Fax:

Mileage

Number of Miles Saved Per Day: 12.00

Requirements Completed

☑	I have reviewed, understand and concur to the terms and conditions of this telework agreement, and will adhere to the provisions of the Telework policy and items addressed in this agreement:	Date 05/01/2015
☑	Policies and procedures covering classified, secure, or privacy act data have been discussed and are clearly understood:	Date 05/01/2015
* ☐	Certification that the employee and supervisor clearly understand the data security procedures:	* Date Month Day Year
* ☐	Certification that the employee has satisfactorily completed a self-certification safety checklist to telework:	* Date Month Day Year
* ☐	I have reviewed and discussed the terms and conditions of this agreement with the employee:	* Date Month Day Year
* ☐	Medical Accommodation Approval:	* Date Month Day Year

Telework Schedule

	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Telework Day:	☐	☑	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☑	☐
Office Day:	☐	☐	☑	☑	☐	☐	☐	☐	☐	☑	☑	☐	☐	☐

Slide notes

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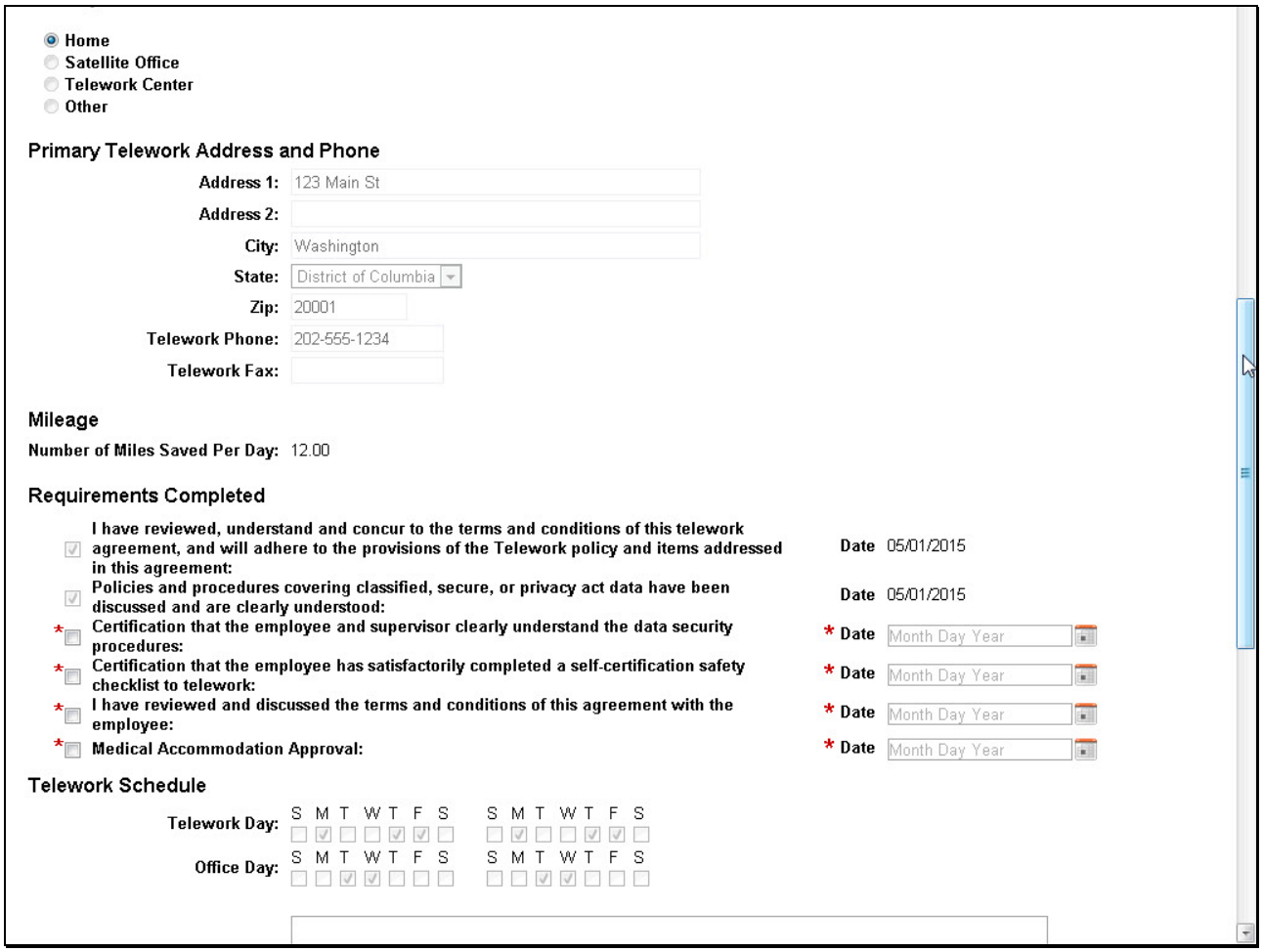
Slide 21 - Slide 21



Slide notes

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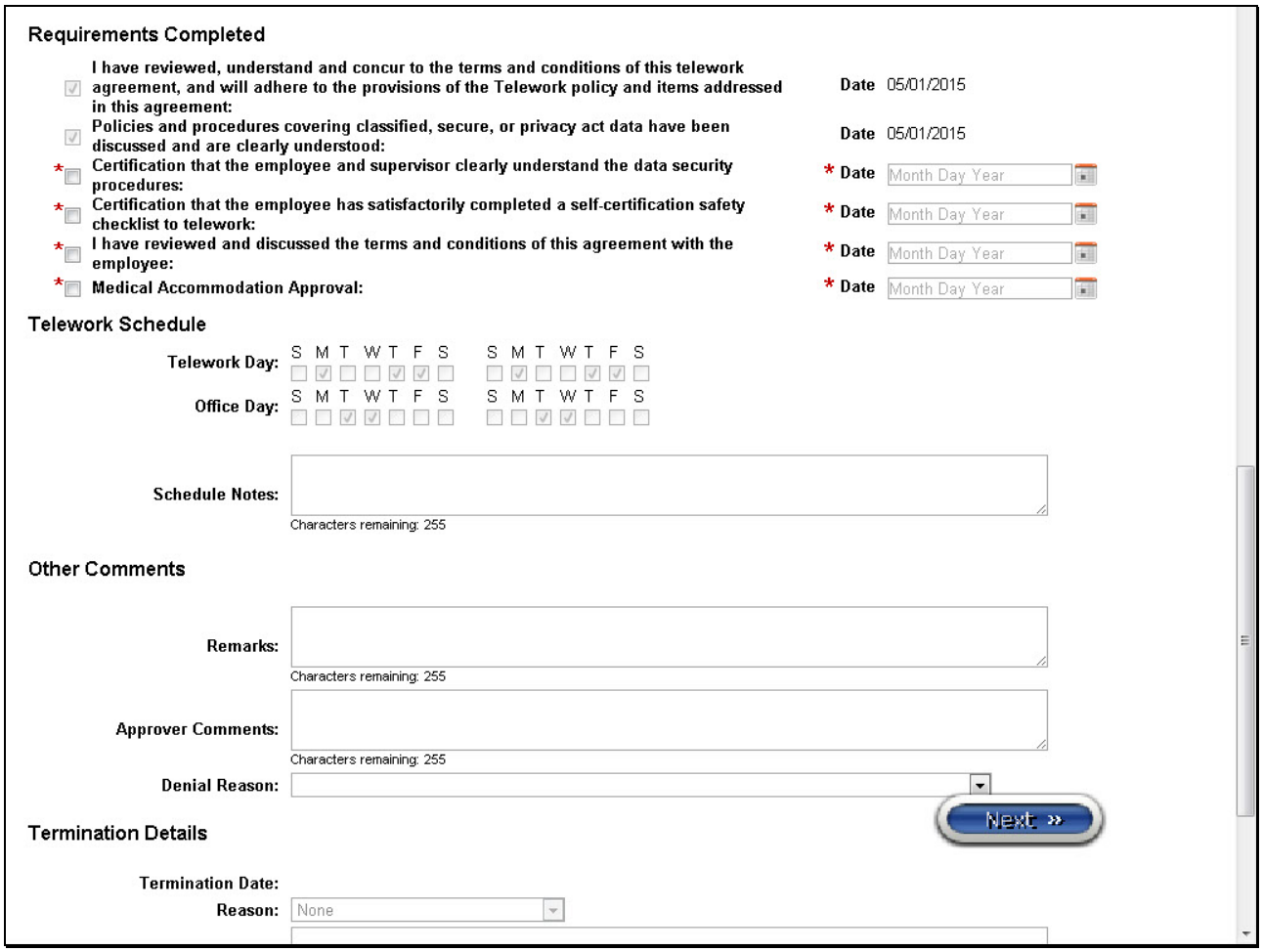
Slide 22 - Slide 22



Slide notes

There are 6 Requirements that must be met for an approved Telework Agreement. The first two are completed by the Employee. The boxes must be checked and a date must be entered for each. The next four are to be completed by the Supervisor.

Next, we will select the checkbox for the Data Security Procedures Requirement. Select next to continue.

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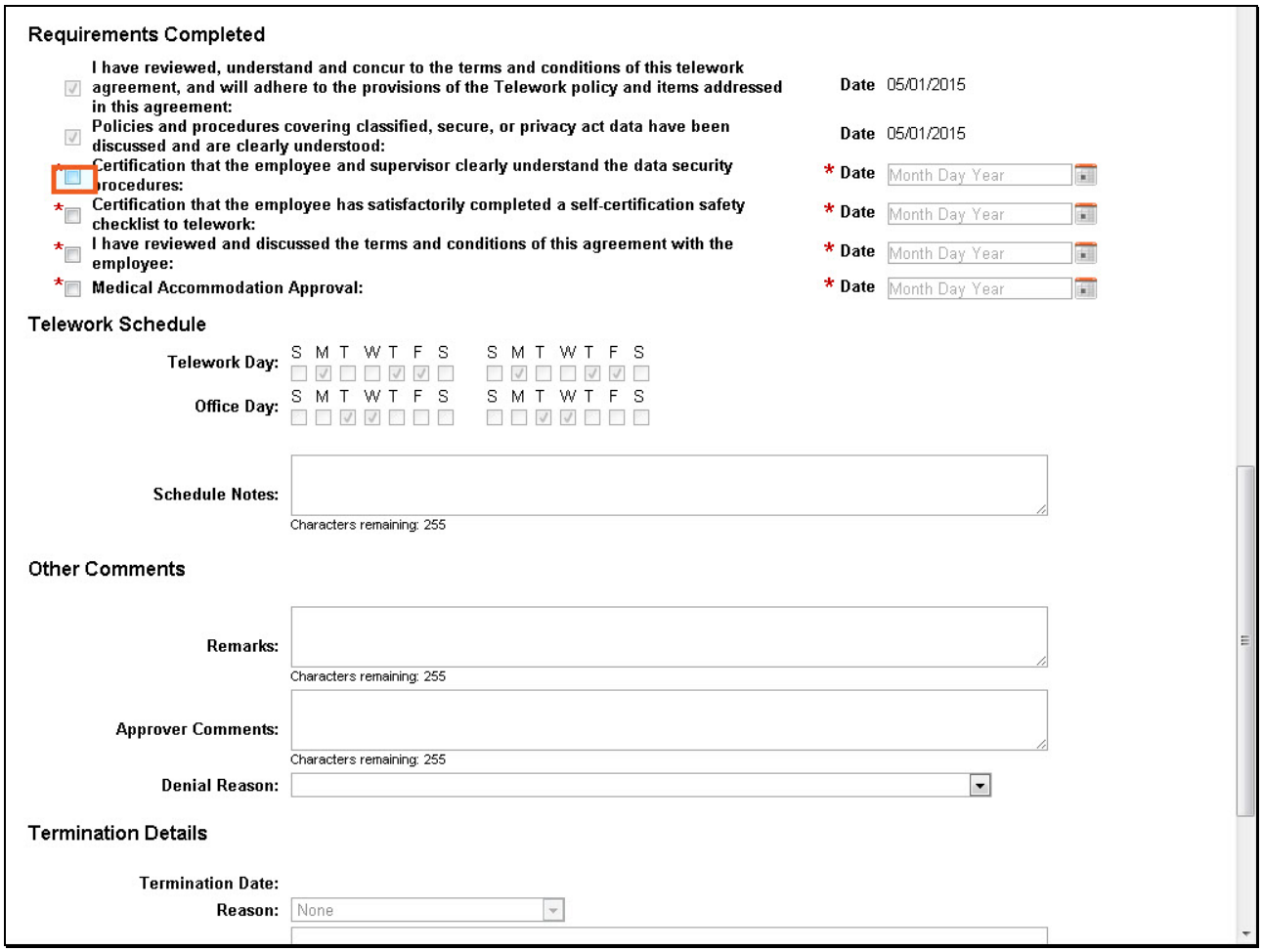
Slide 23 - Slide 23



Slide notes

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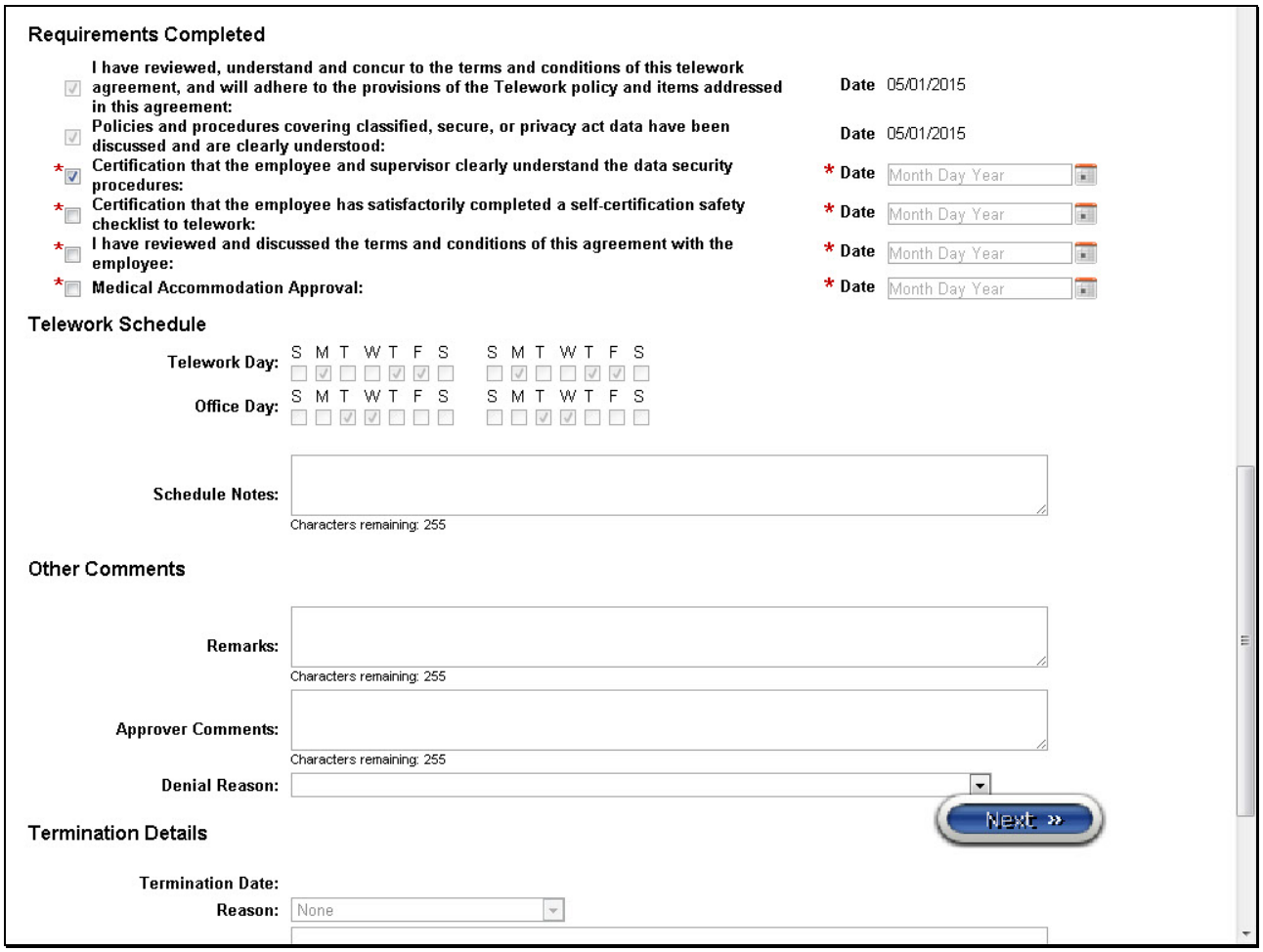
Slide 24 - Slide 24



Slide notes

Next, we will click the calendar icon and select May 12th as the date the Requirement was completed. Select next to continue.

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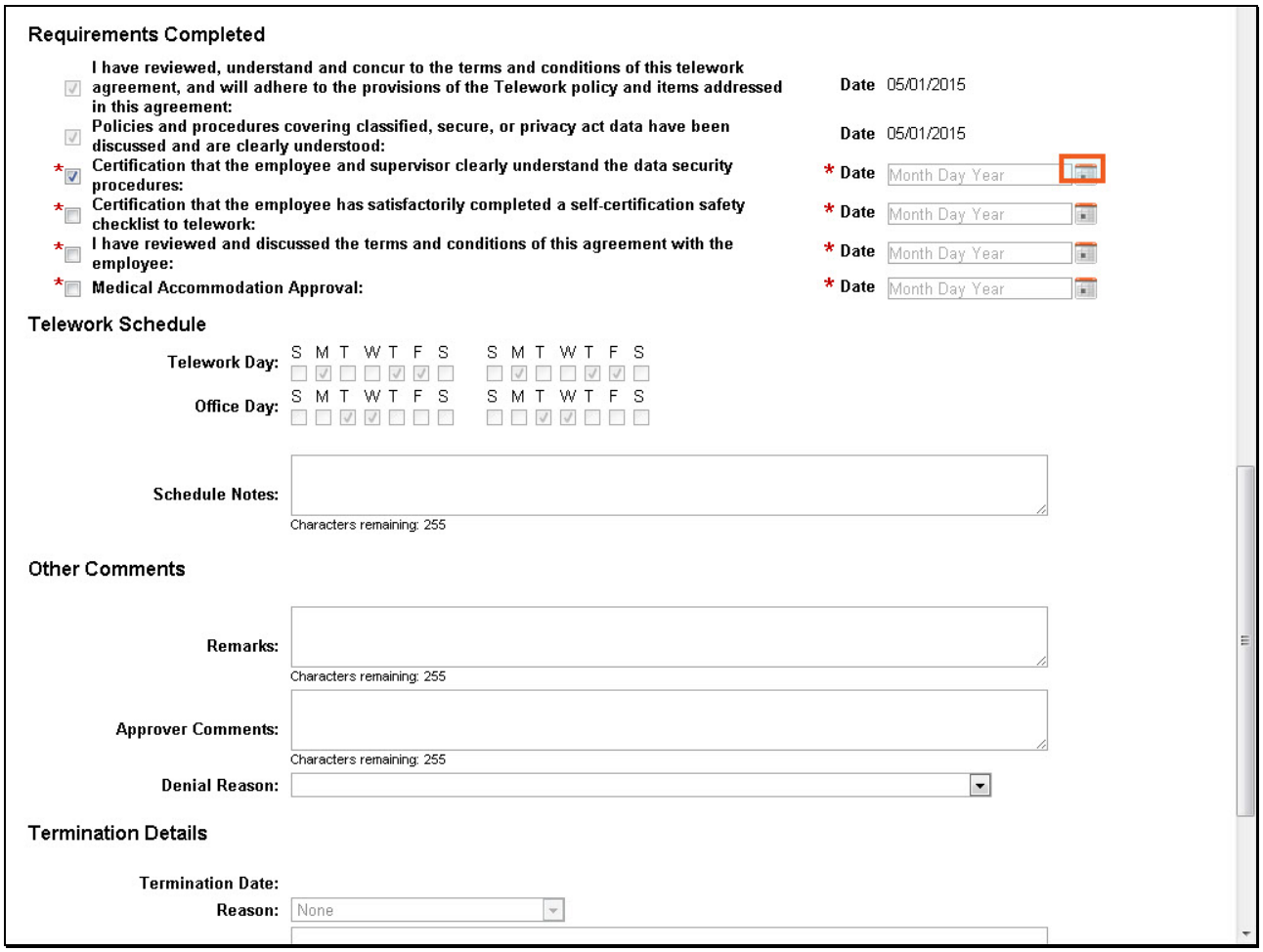
Slide 25 - Slide 25



Slide notes

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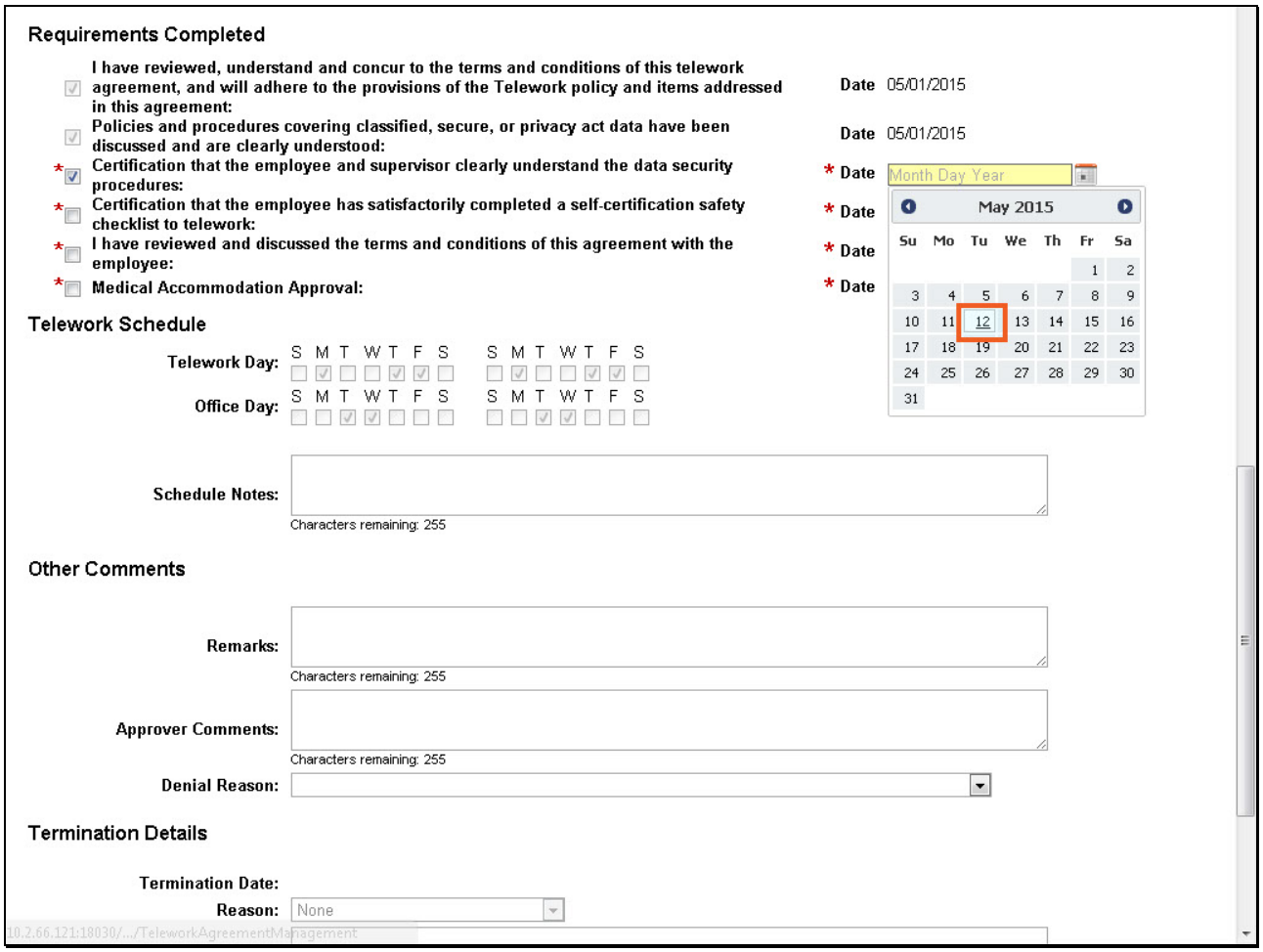
Slide 26 - Slide 26



Slide notes

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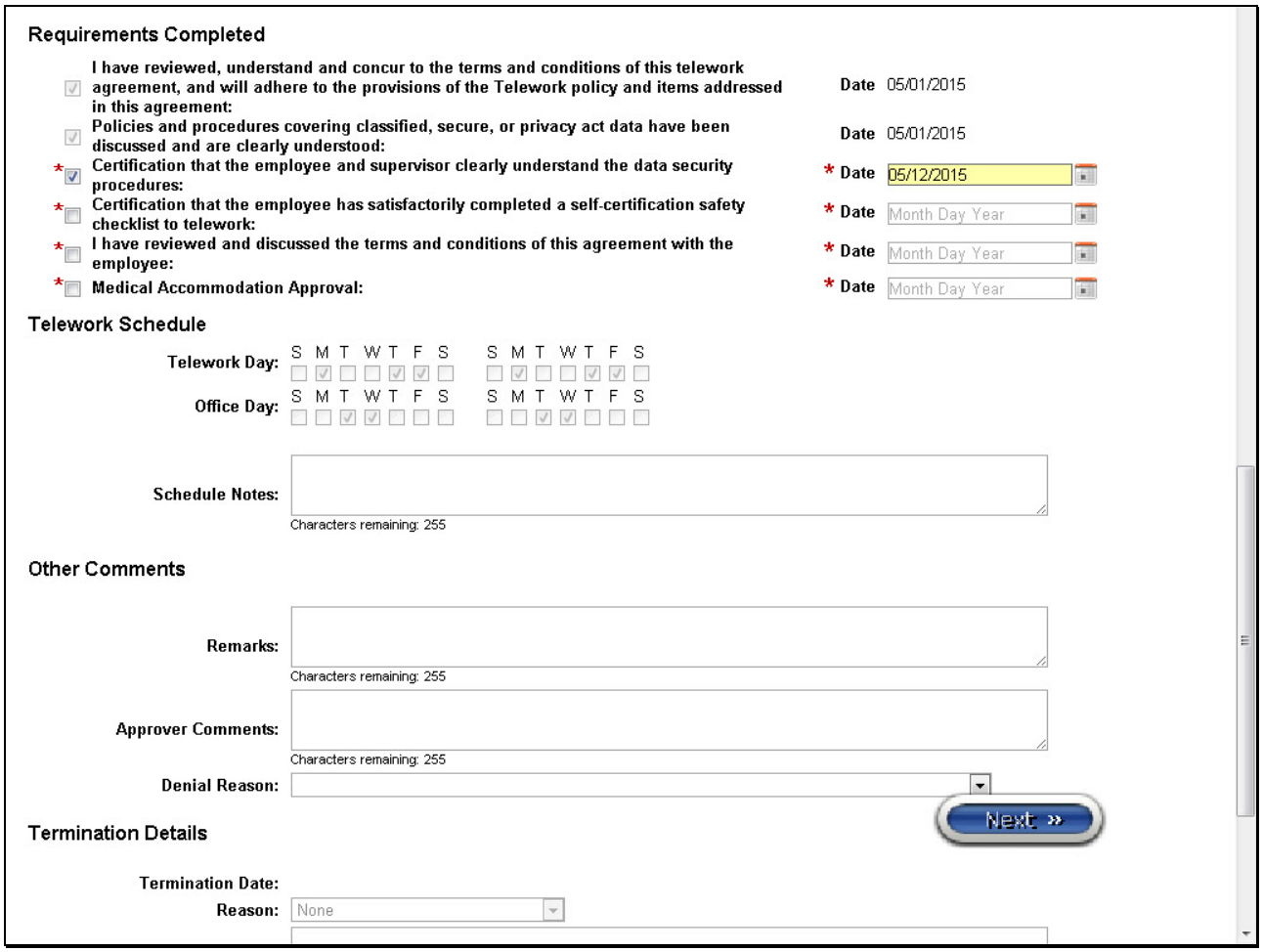
Slide 27 - Slide 27



Slide notes

In the background, we will do the same for the remaining three Requirements. Select next to continue.

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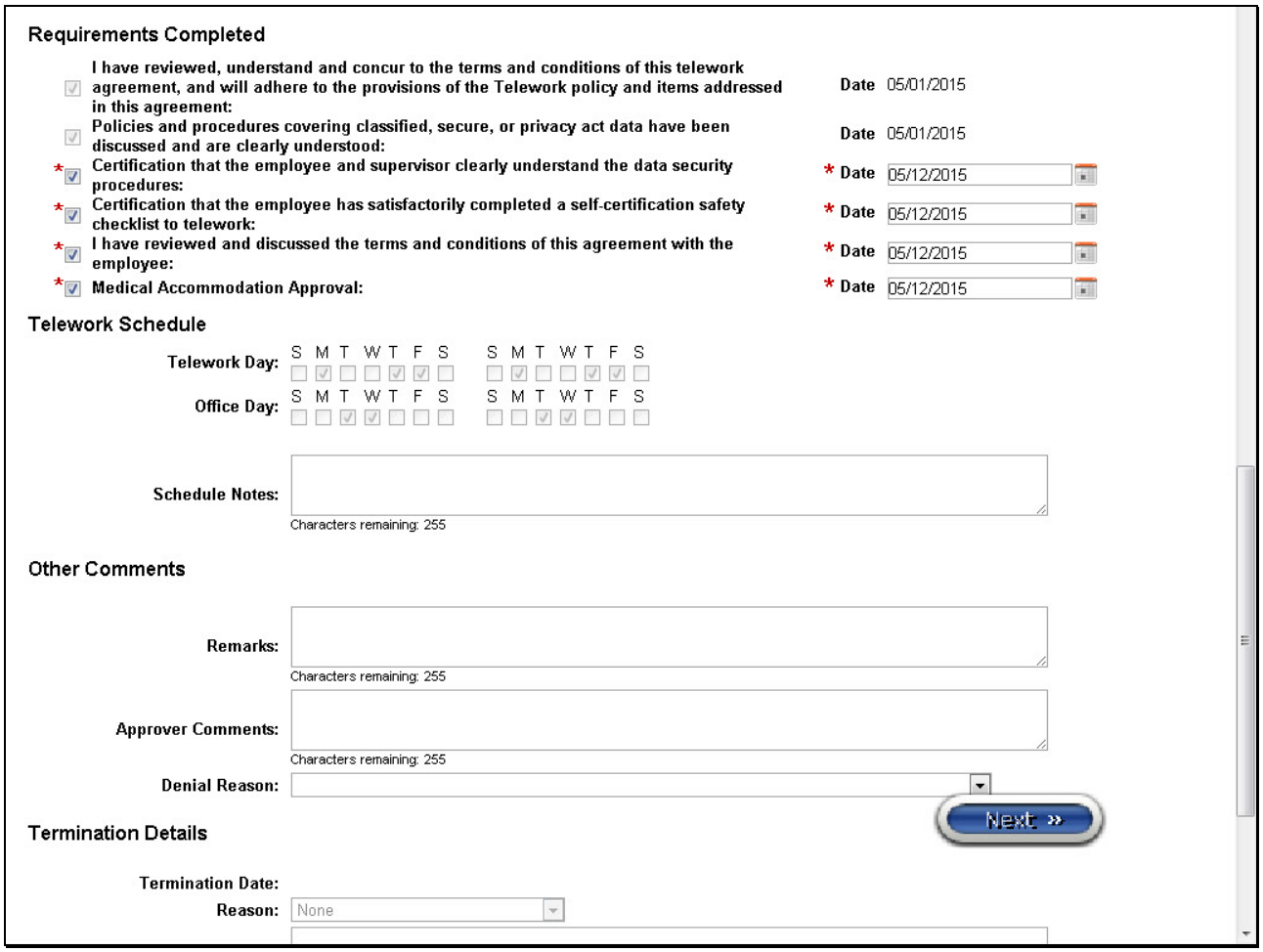
Slide 28 - Slide 28



Slide notes

Below the Requirements section, is the Telework Schedule, Schedule Notes and other Comments, including Remarks from the Submitter, the Approver and the Reason for Denial dropdown Menu. Let's scroll down again to view the bottom portion of the form. Select next to continue.

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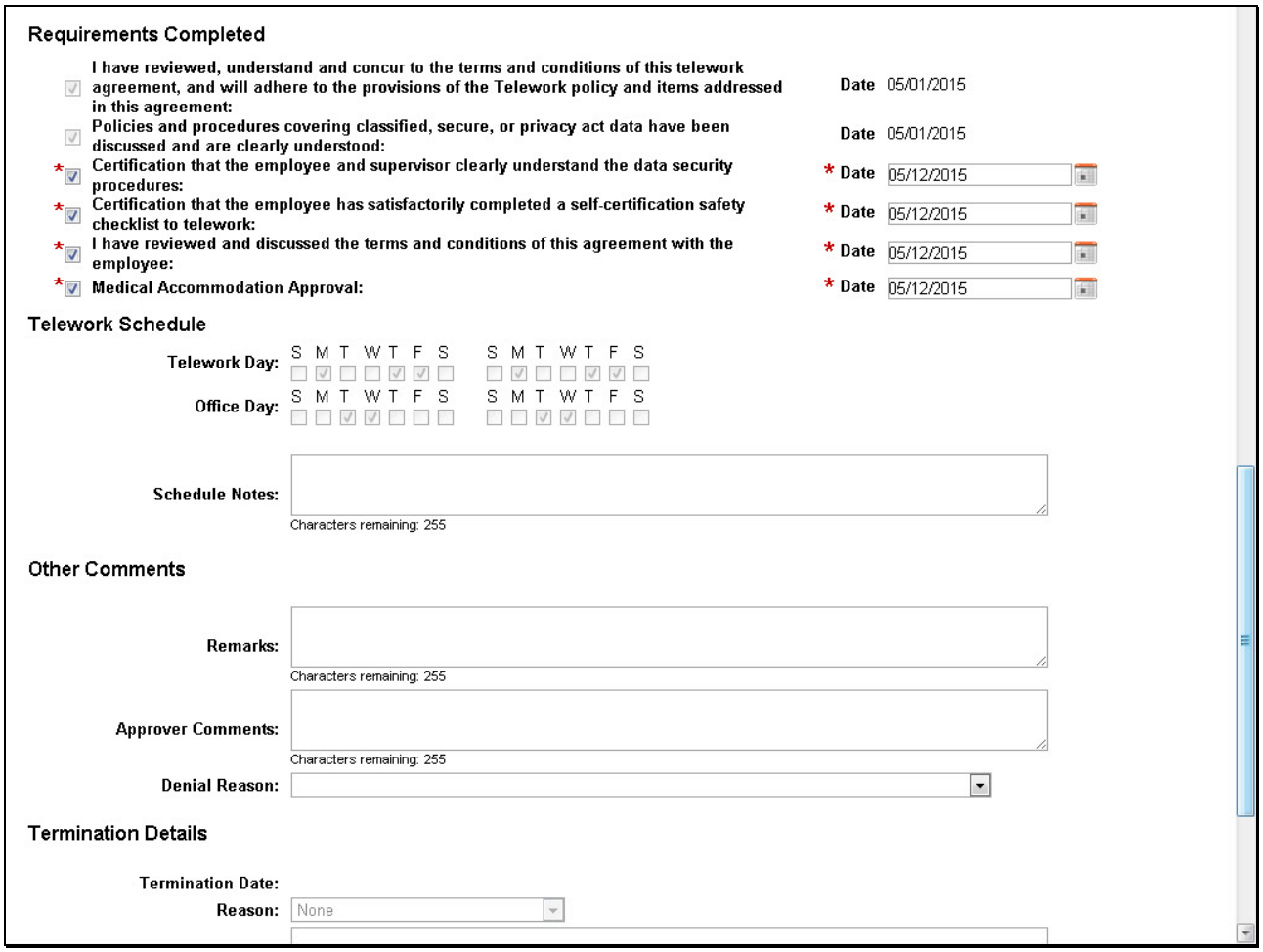
Slide 29 - Slide 29



Slide notes

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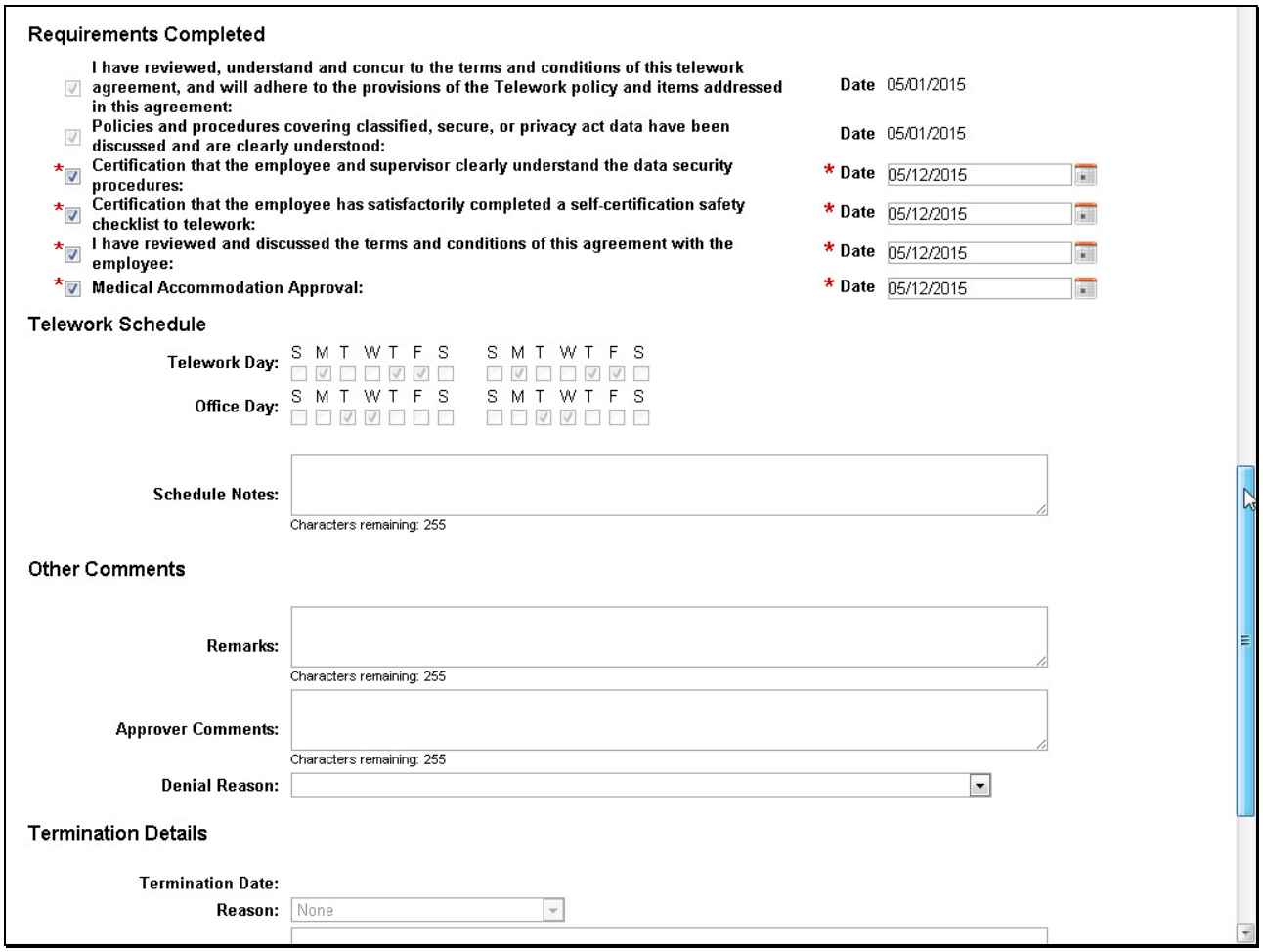
Slide 30 - Slide 30



Slide notes

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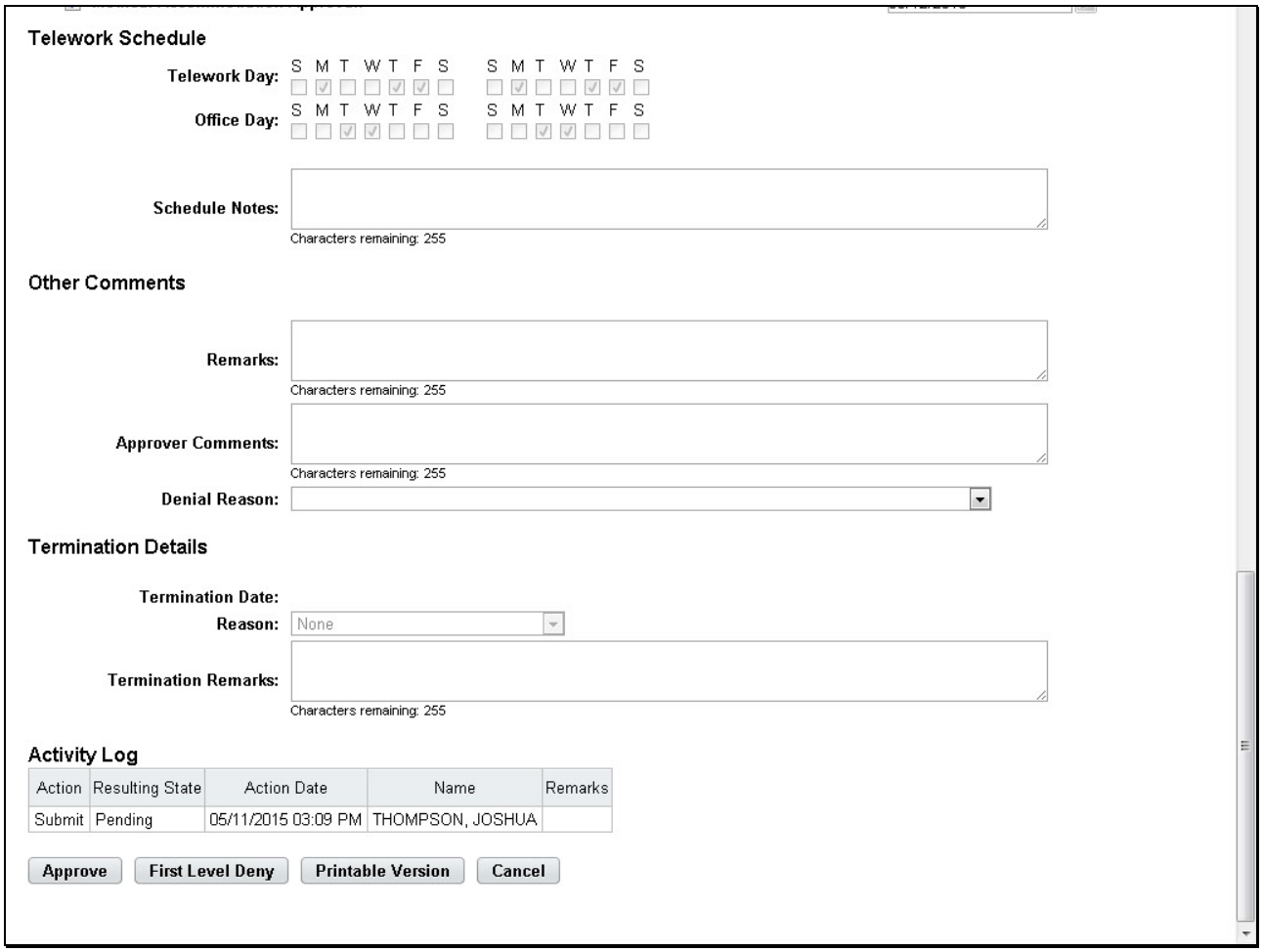
Slide 31 - Slide 31



Slide notes

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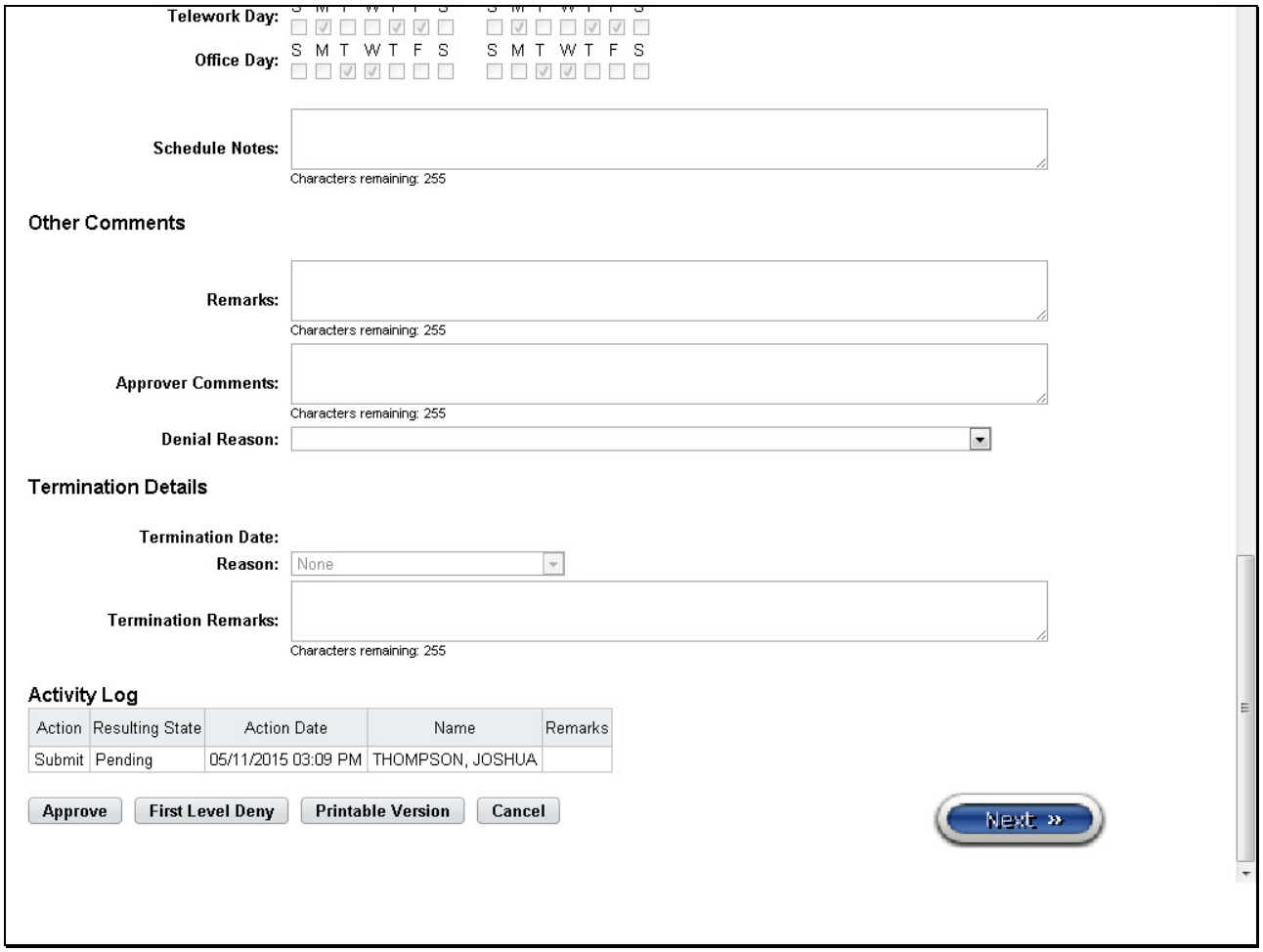
Slide 32 - Slide 32



Slide notes

Next, are the Termination Details, including date, reason and remarks.

We mentioned the Denial Reason. If you are denying an Agreement Request, you must select a reason from the dropdown menu. You must also enter a comment in the Approver Comments field. Let's take a look at the Denial Reasons now. Select next to continue.

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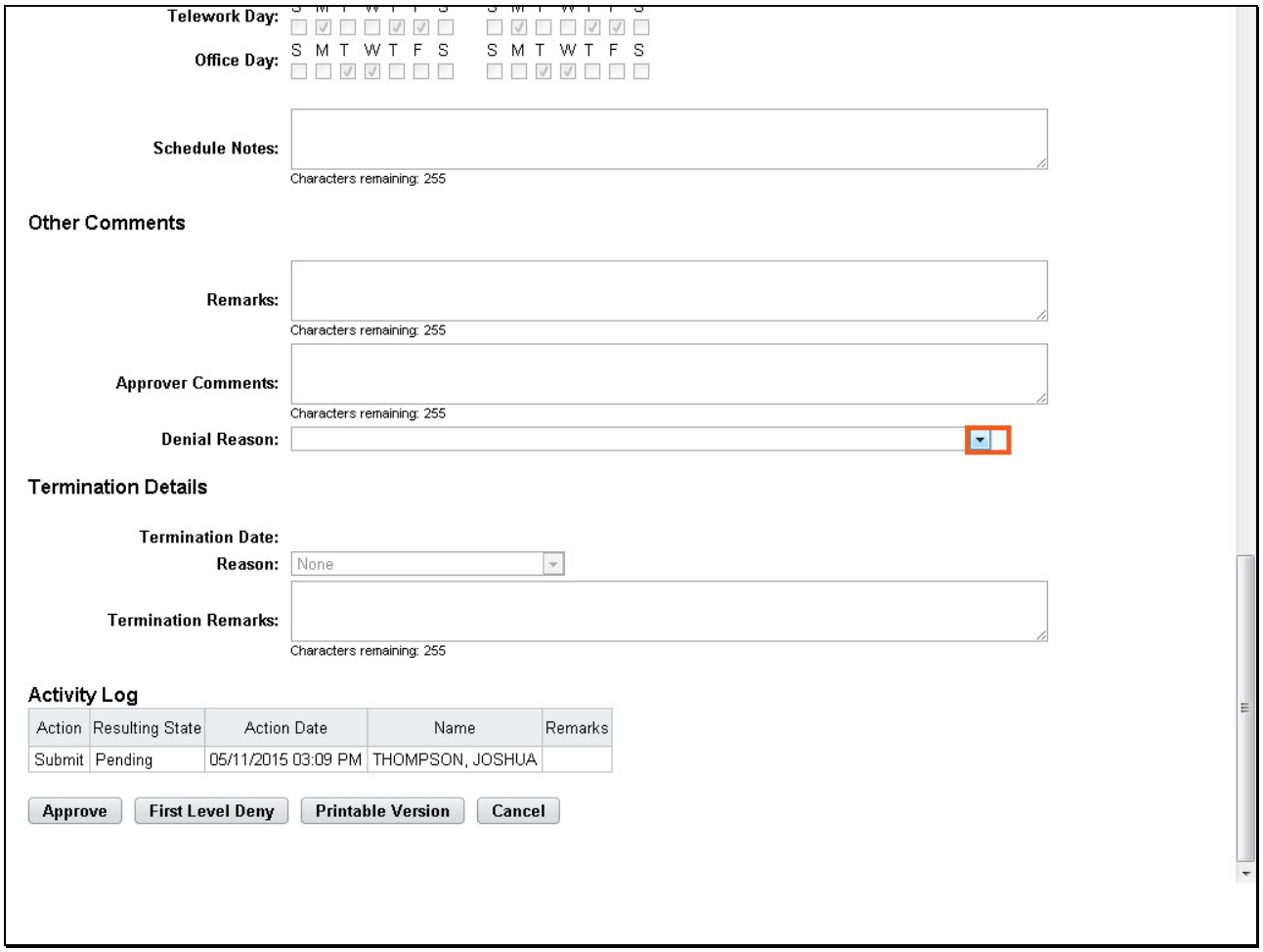
Slide 33 - Slide 33



Slide notes

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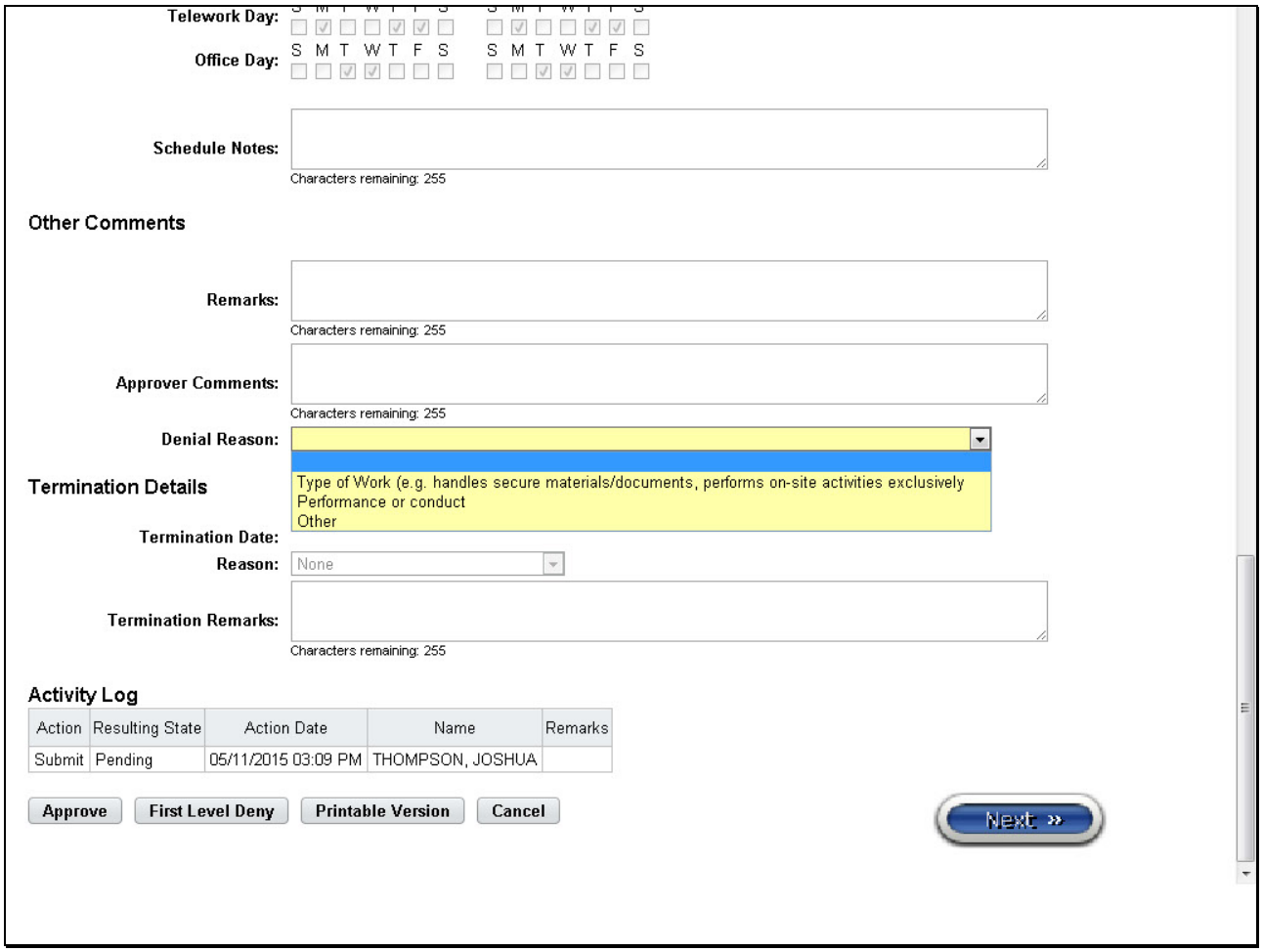
Slide 34 - Slide 34



Slide notes

Here, we see the available denial reasons. Select next to continue.

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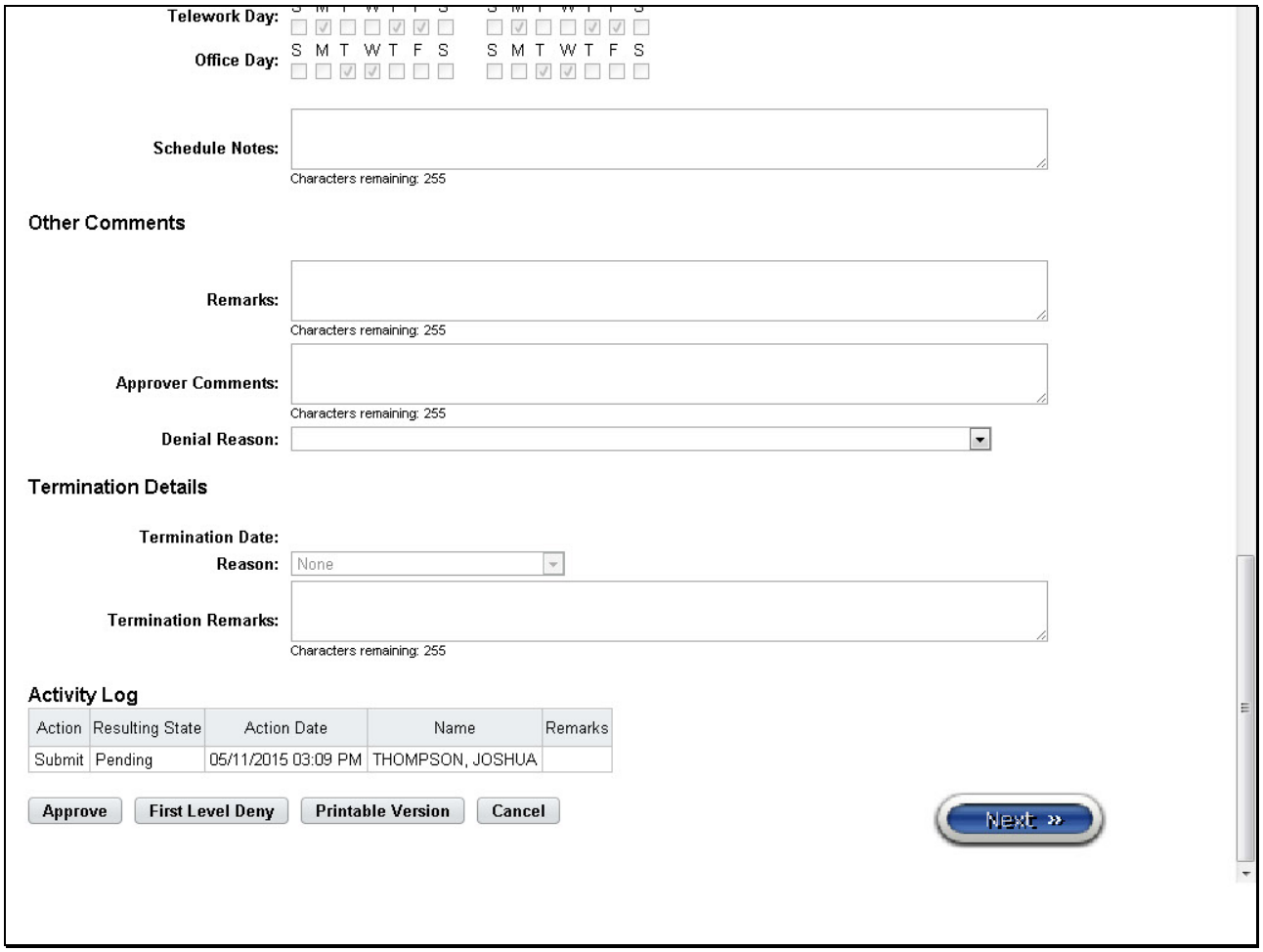
Slide 35 - Slide 35



Slide notes

Below the Termination Details section is the Activity Log, which captures changes in status of the Agreement. And finally, the Action buttons. The Approve button approves the Agreement, and depending on your system permissions, you will either see a Deny button, or a First Level Deny button.

The Deny button denies the Agreement. The First Level Deny button directs the Agreement Request to the second level approver, which is usually your Supervisor. The second level Approver has final say on the Agreement and can override a First Level denial.

In this example, we want to Approve the Agreement so we will select the Approve button. Select next to continue.

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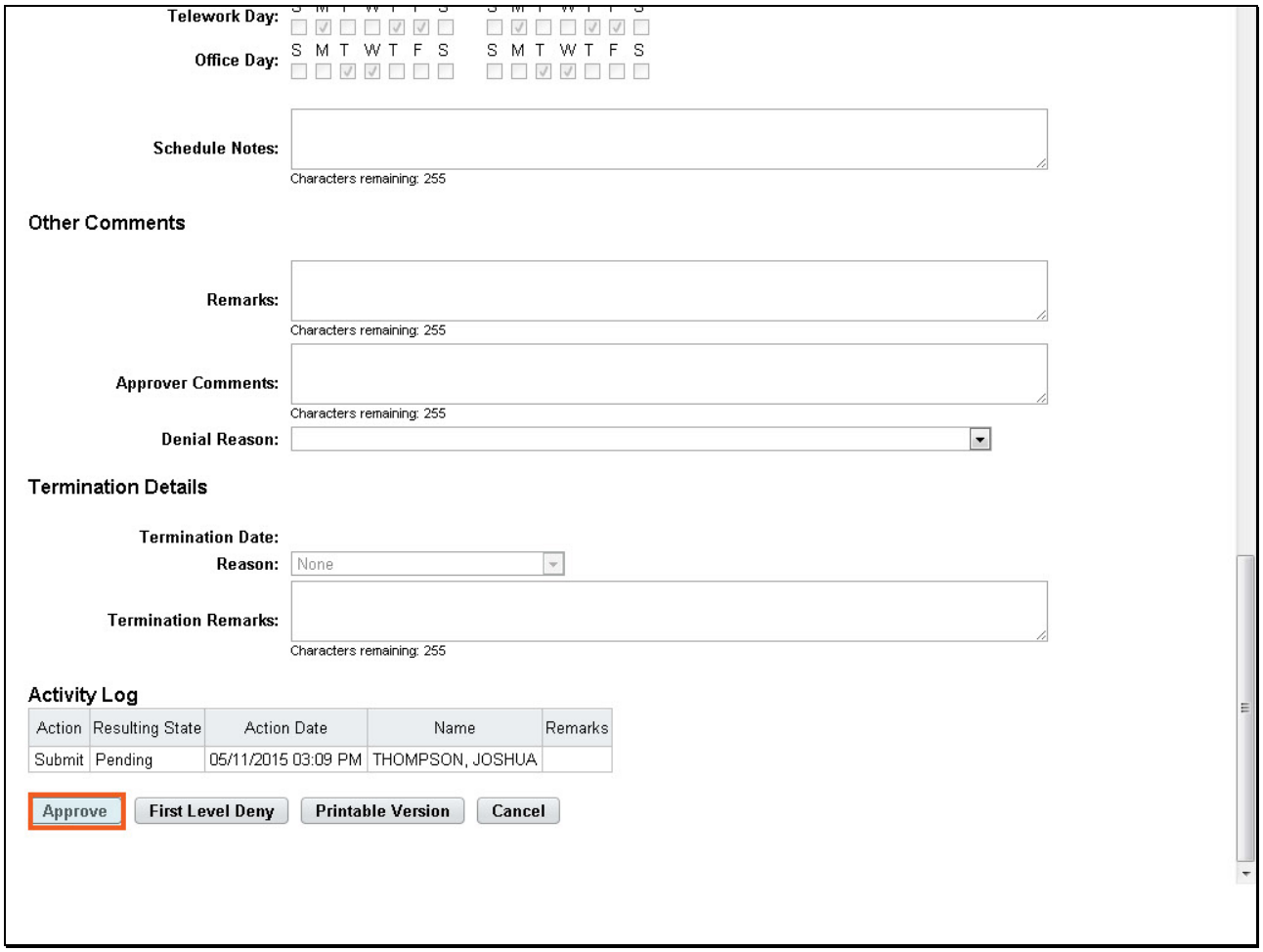
Slide 36 - Slide 36



Slide notes

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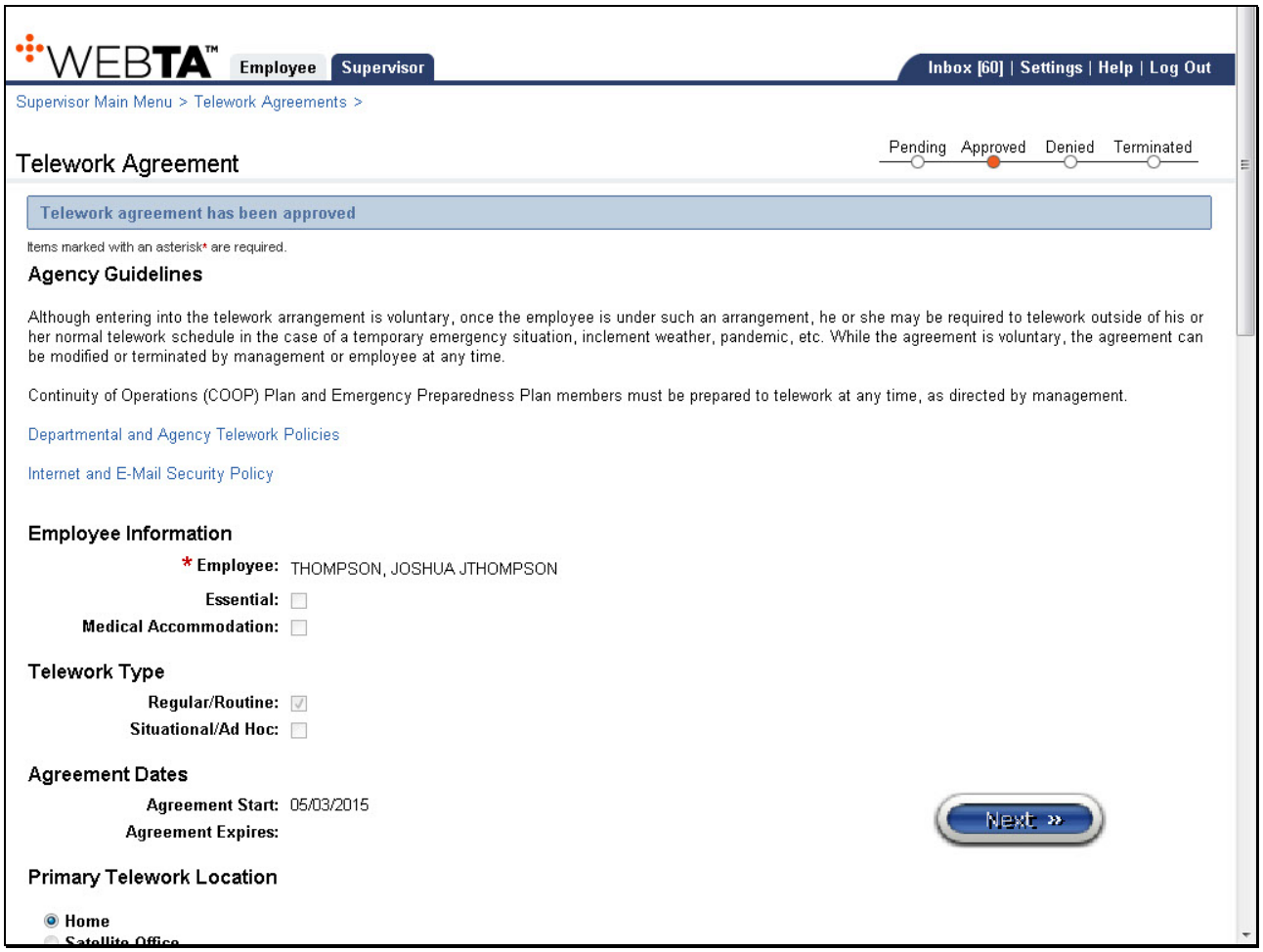
Slide 37 - Slide 37



Slide notes

Note the message indicating that the Agreement has been approved. This employee can now submit Telework Requests and add Telework time to their Timesheets. Next, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

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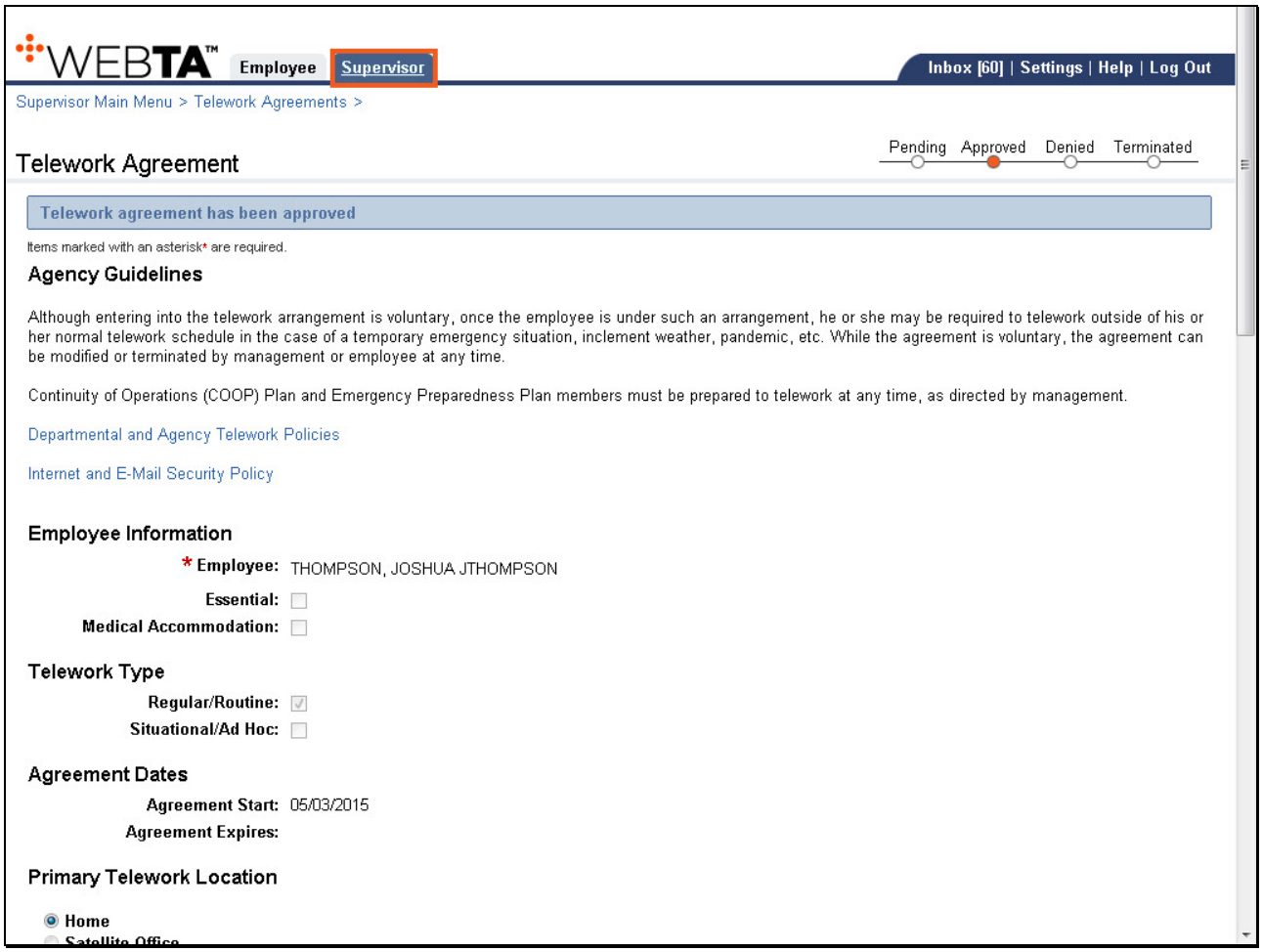
Slide 38 - Slide 38



Slide notes

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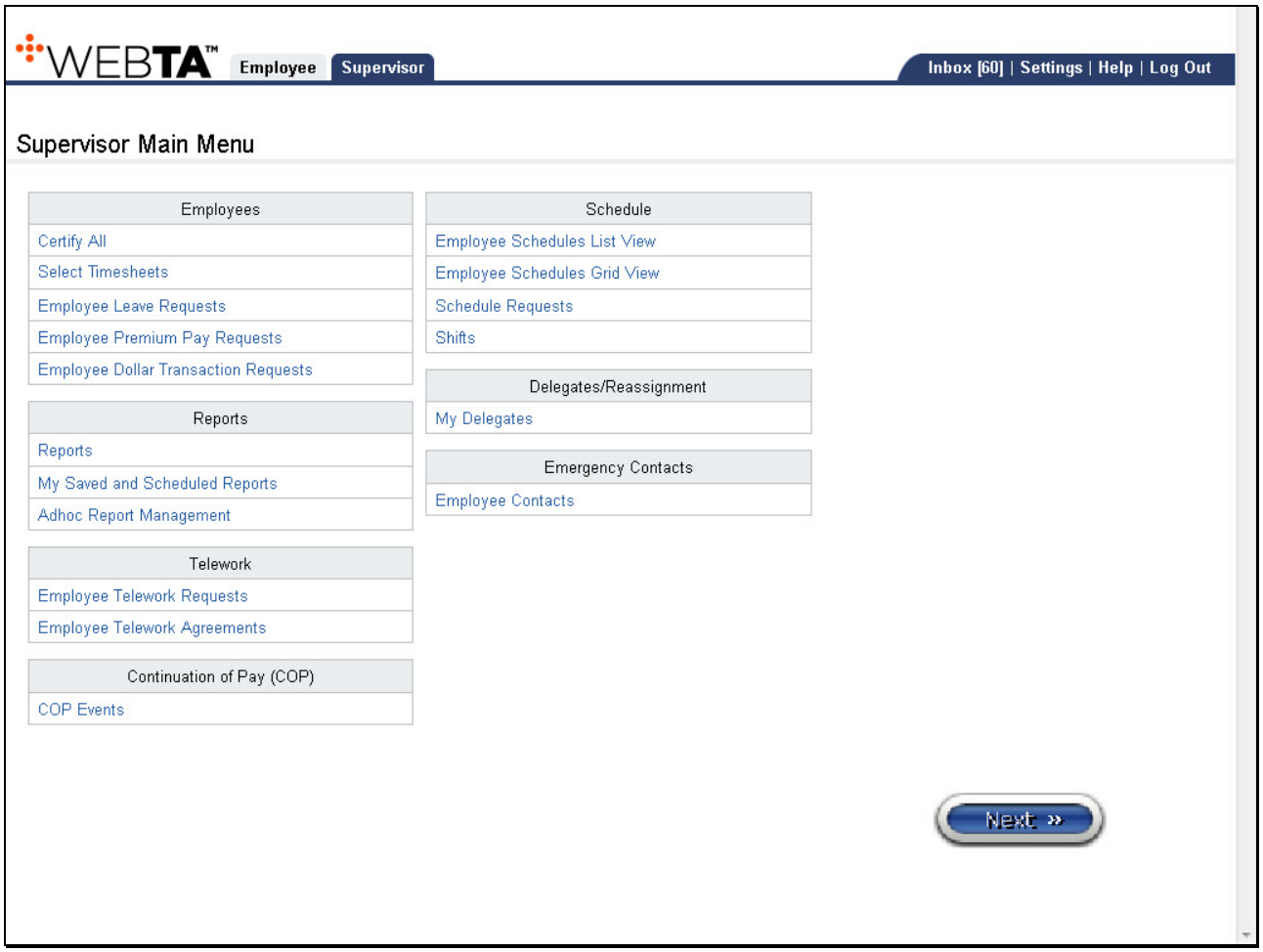
Slide 39 - Slide 39



Slide notes

In addition to approving Telework Agreements, Supervisors are also responsible for Approving and Denying Employee Telework Requests. Employee Telework Requests are very similar to Leave and Premium Pay Requests in webTA.

When an employee submits a Telework Request, the Supervisor receives a notification in their Inbox and they can Approve or Deny it as needed. To view Employee Telework Requests, select the link on the Main Menu. Let's take a look. Select next to continue.

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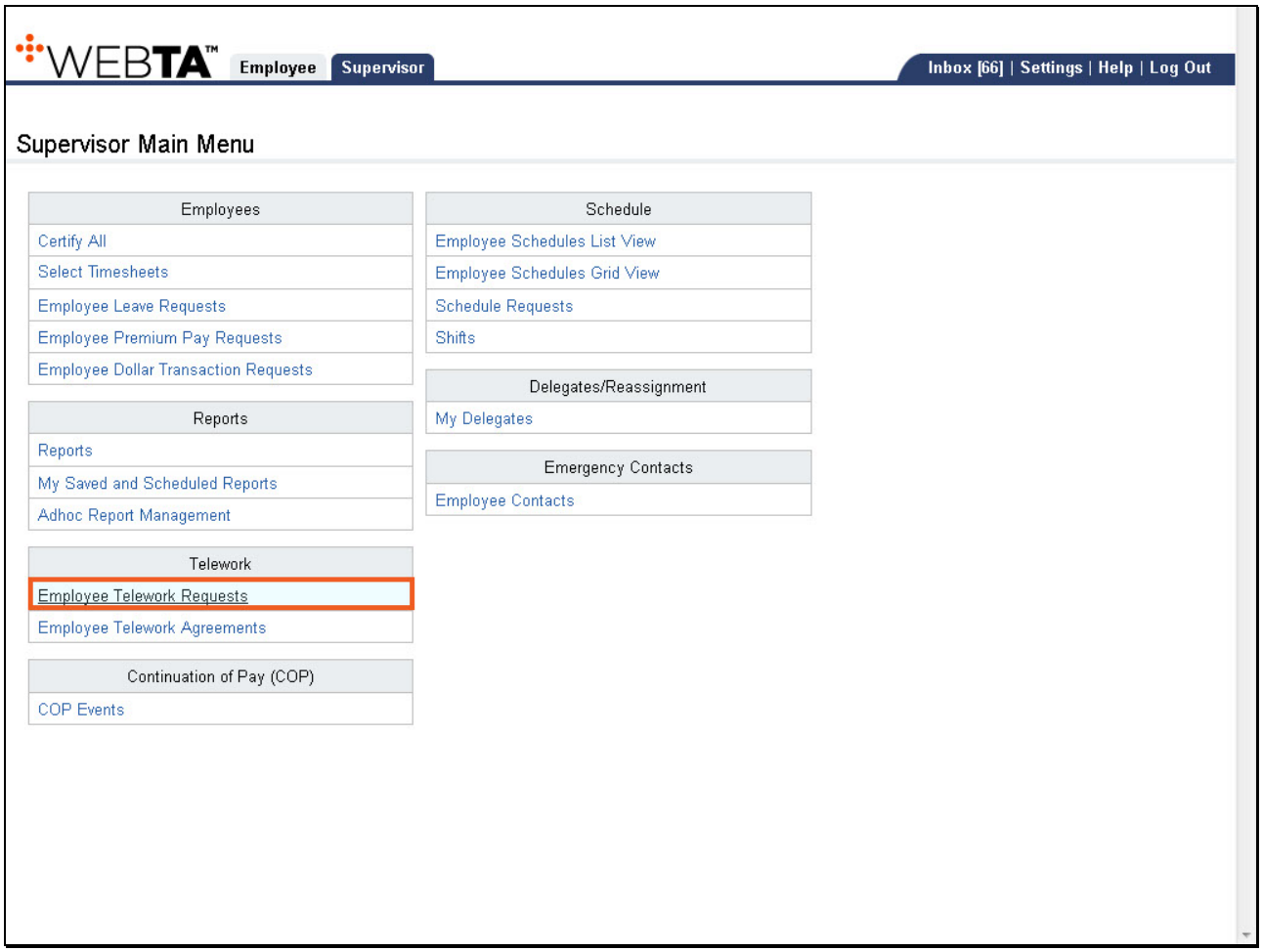
Slide 40 - Slide 40



Slide notes

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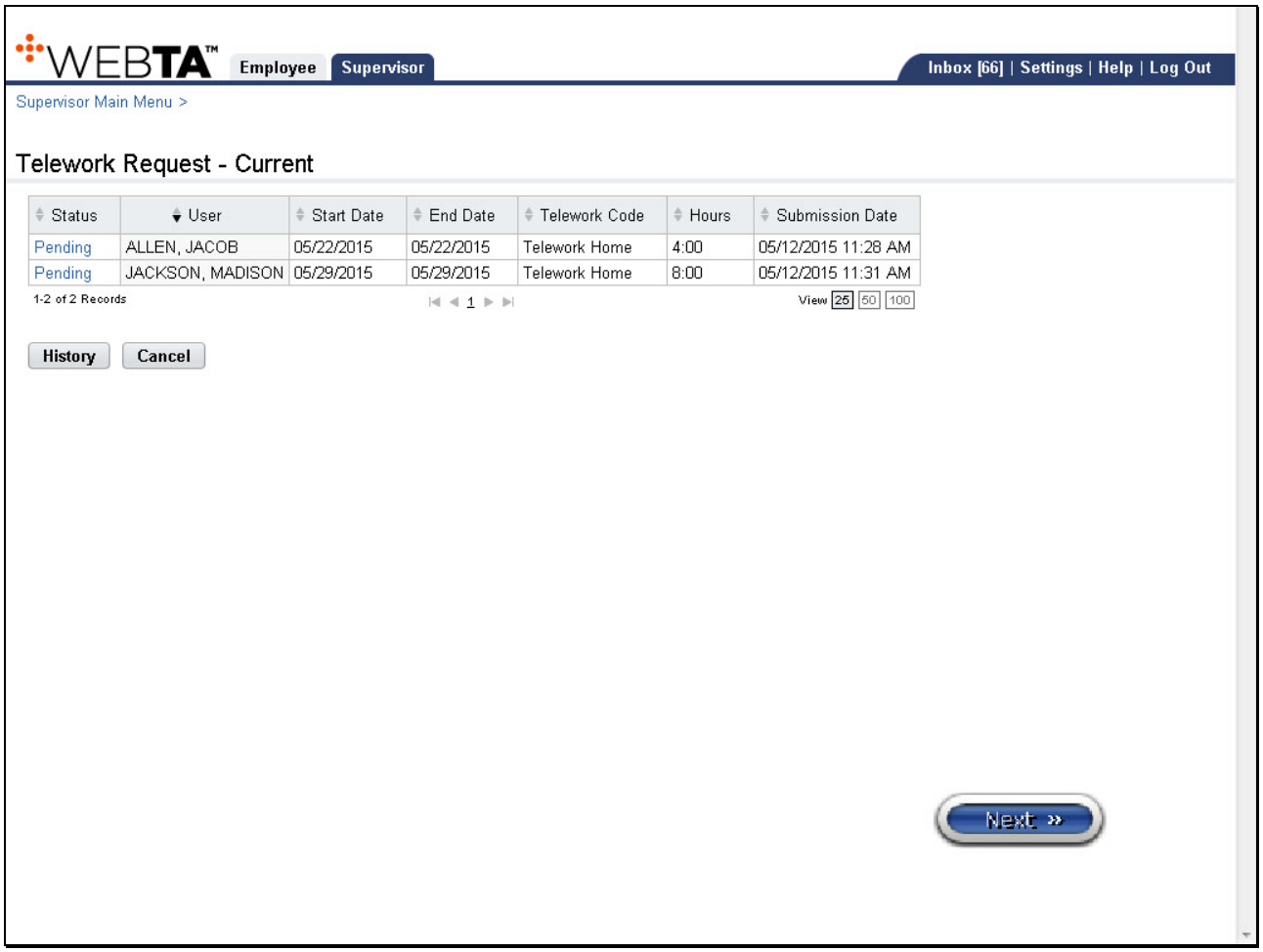
Slide 41 - Slide 41



Slide notes

Here, we see a list of Current Telework Requests. The list is sortable by column. By default, the list is sorted alphabetically by last name. To change this, select the column header. In this example, we are going to leave it as is. You can also view past Requests by selecting the History button. We will remain on the Current page.

To view the details of the Request, select the status link of the desired request. In this example, we are going to select the second request from the list. Select next to continue.

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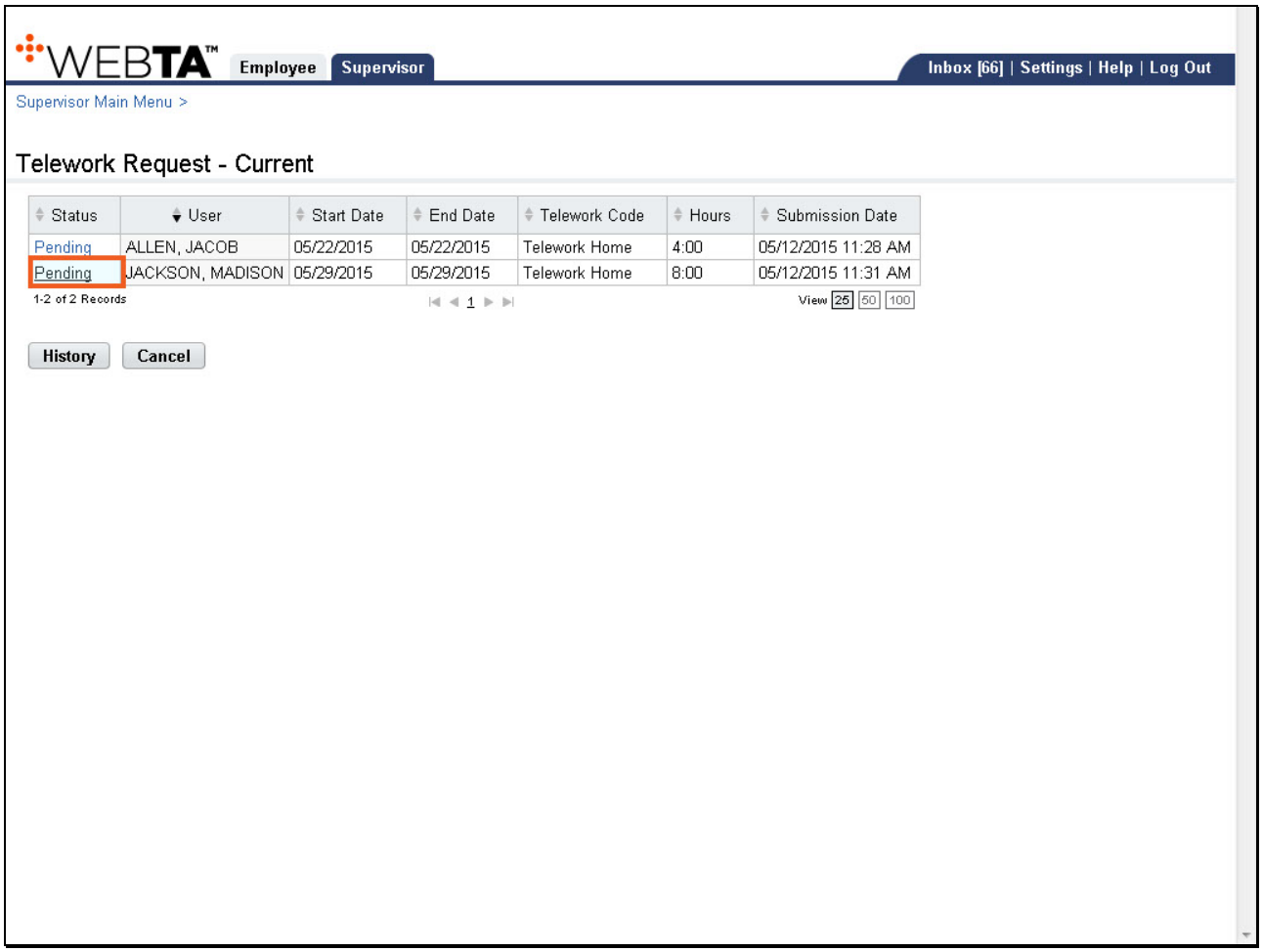

Slide notes

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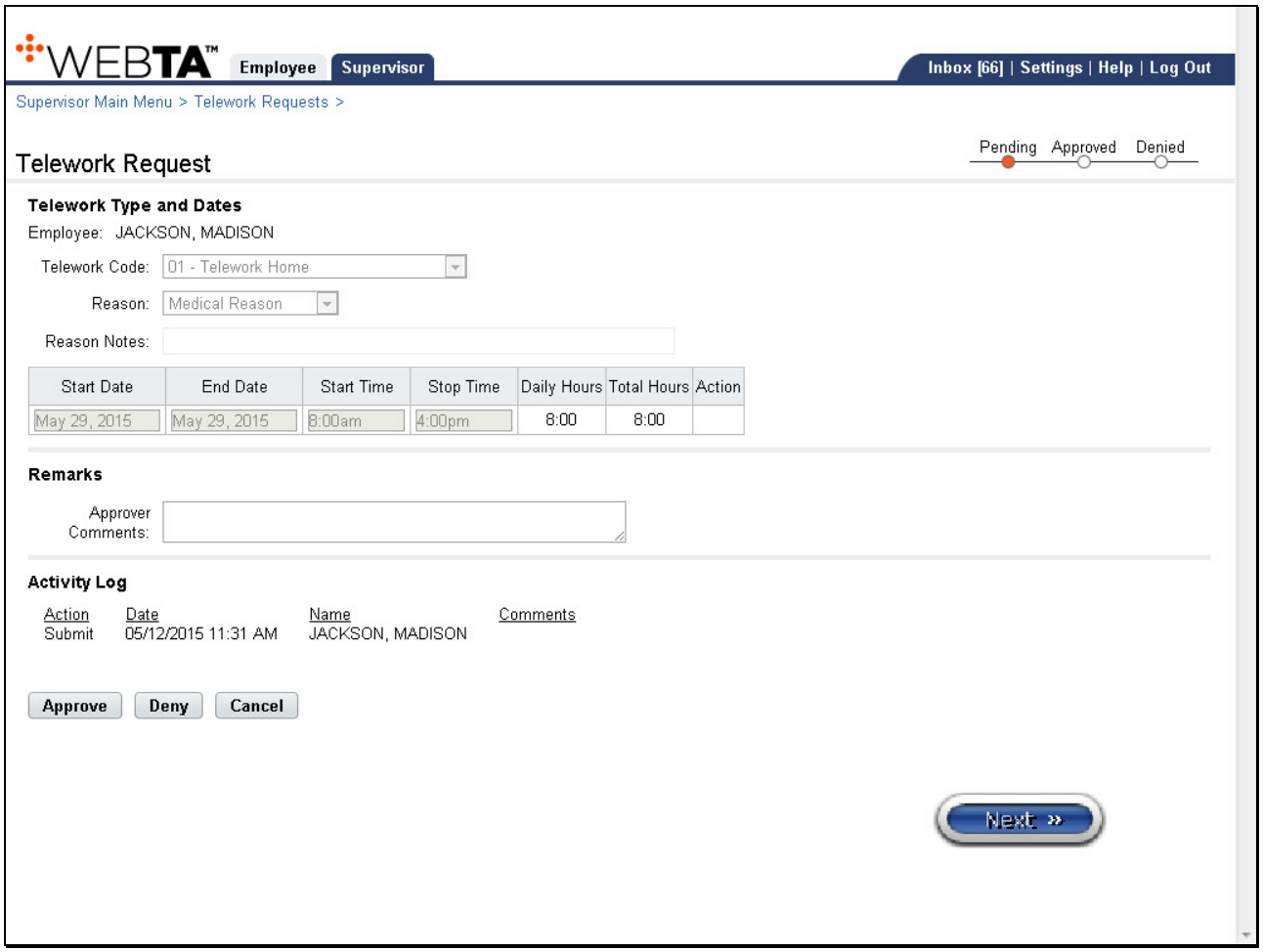
Slide 43 - Slide 43



Slide notes

Here, we see the Employee name, Telework Code, Reason, Dates and Start and Stop times and number of hours for the request. We also see the Remarks field, the Activity Log and the Action buttons. Note that if you are Denying the request, you must enter a reason in the Approver Comments field. In this example, we are going to Approve the request. Select next to continue.

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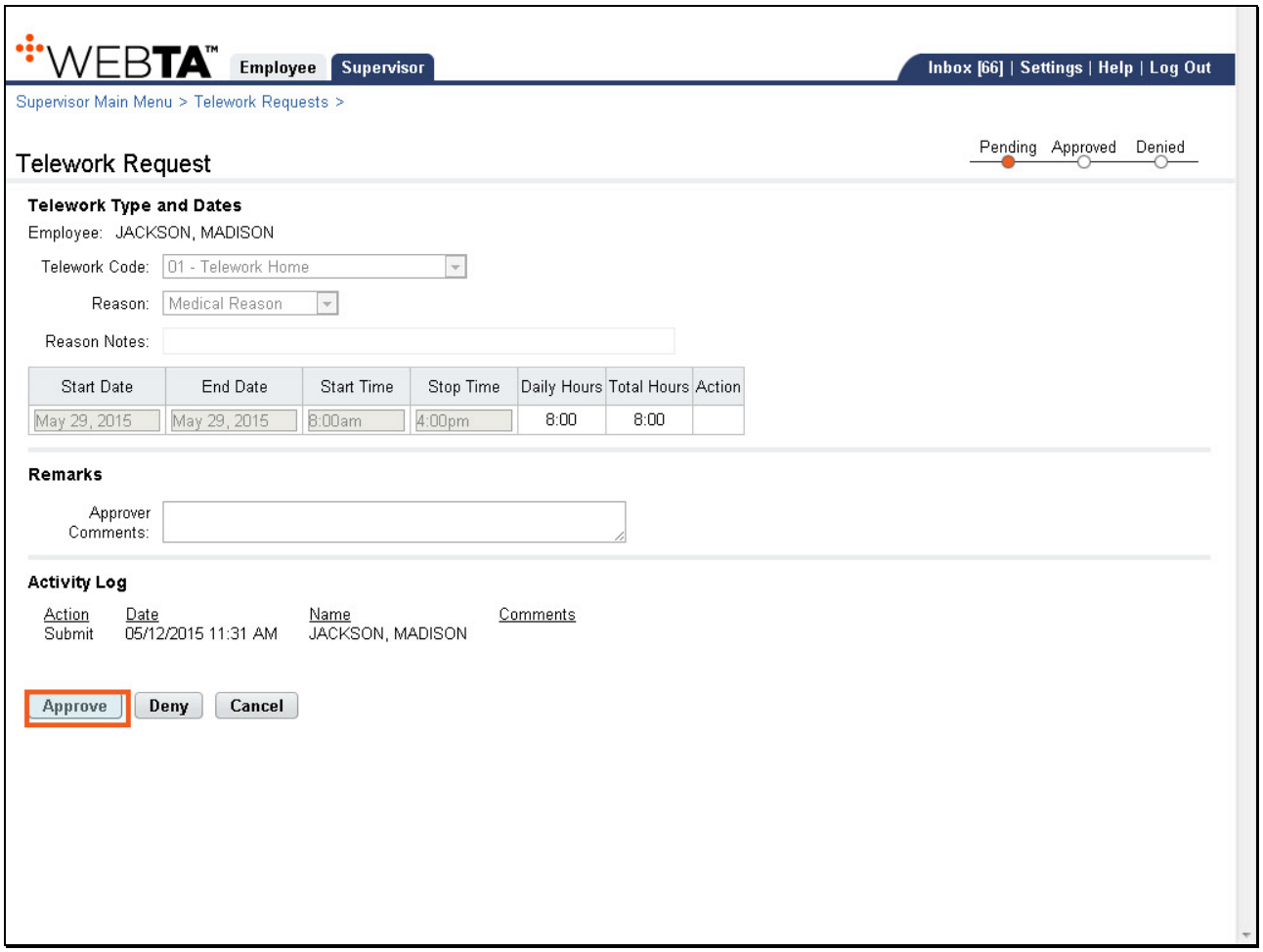
Slide 44 - Slide 44



Slide notes

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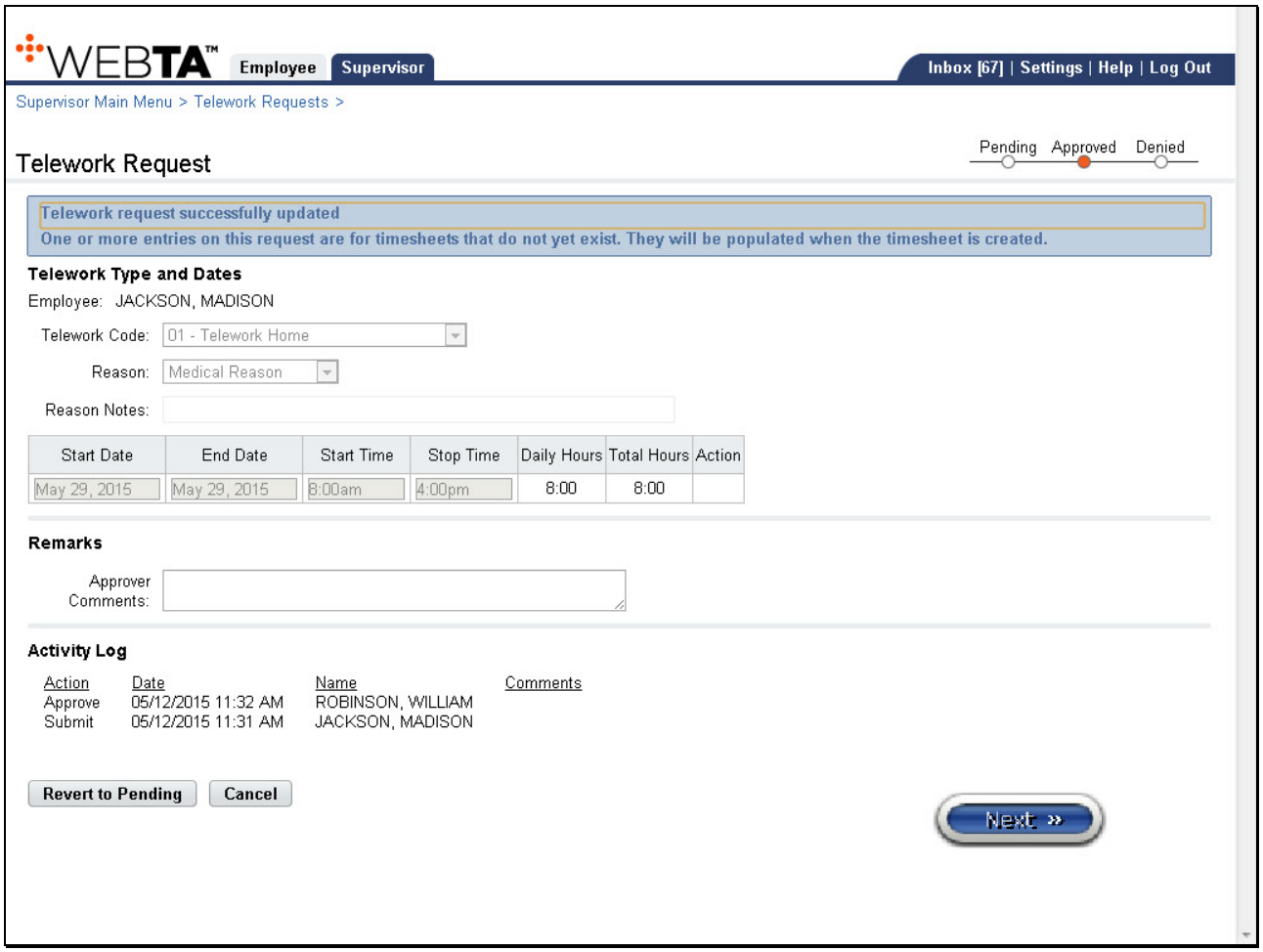
Slide 45 - Slide 45



Slide notes

Note the message indicating that the request has been approved. If the request was within the current Pay Period, the hours would be added to the employee's Timesheet. In this case, the request is in a future Timesheet, so the message tells us that the hours will be added to the Timesheet once it is created. Let's return to the Main Menu by selecting the Supervisor tab. Select next to continue.

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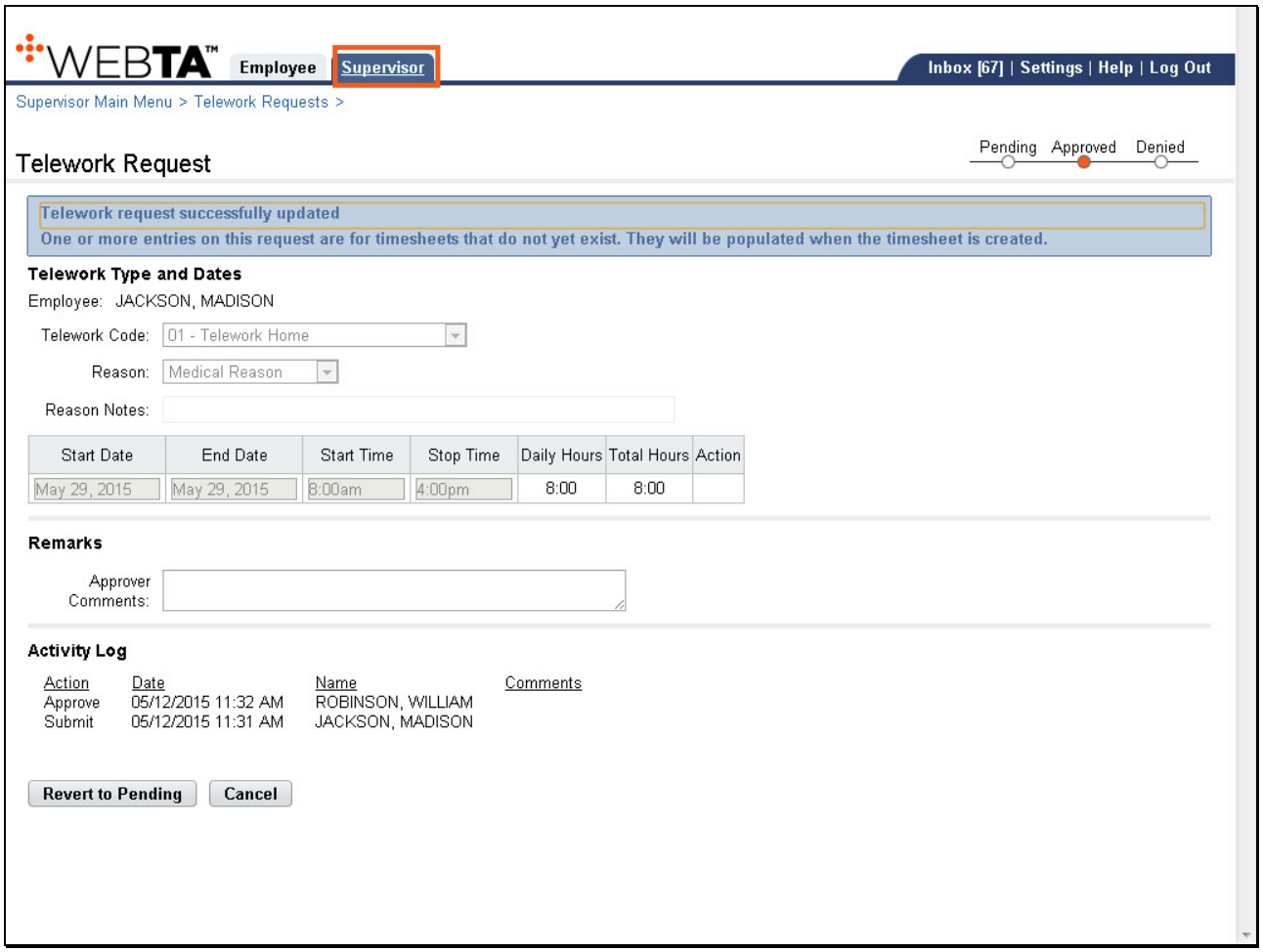
Slide 46 - Slide 46



Slide notes

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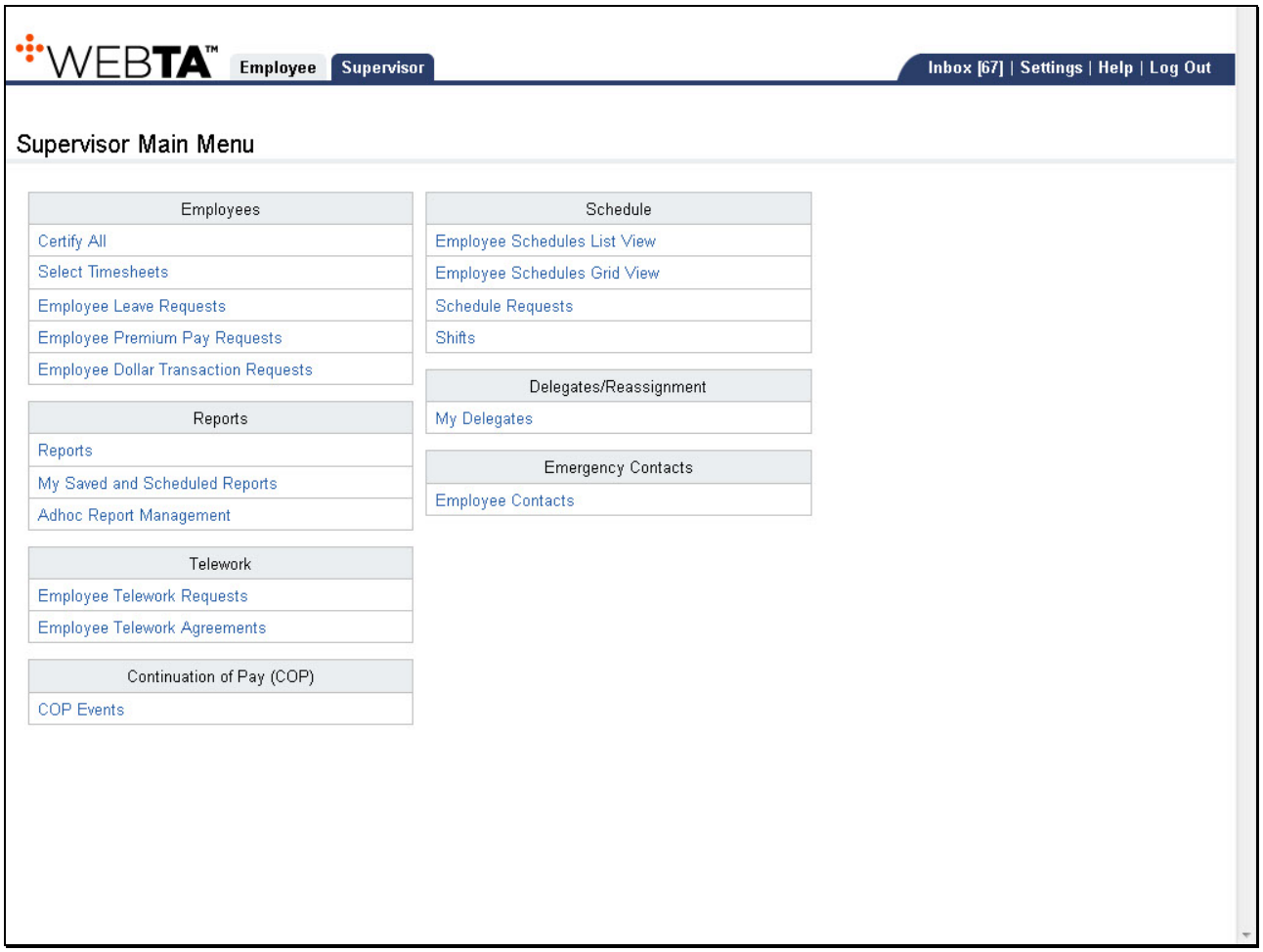
Slide 47 - Slide 47



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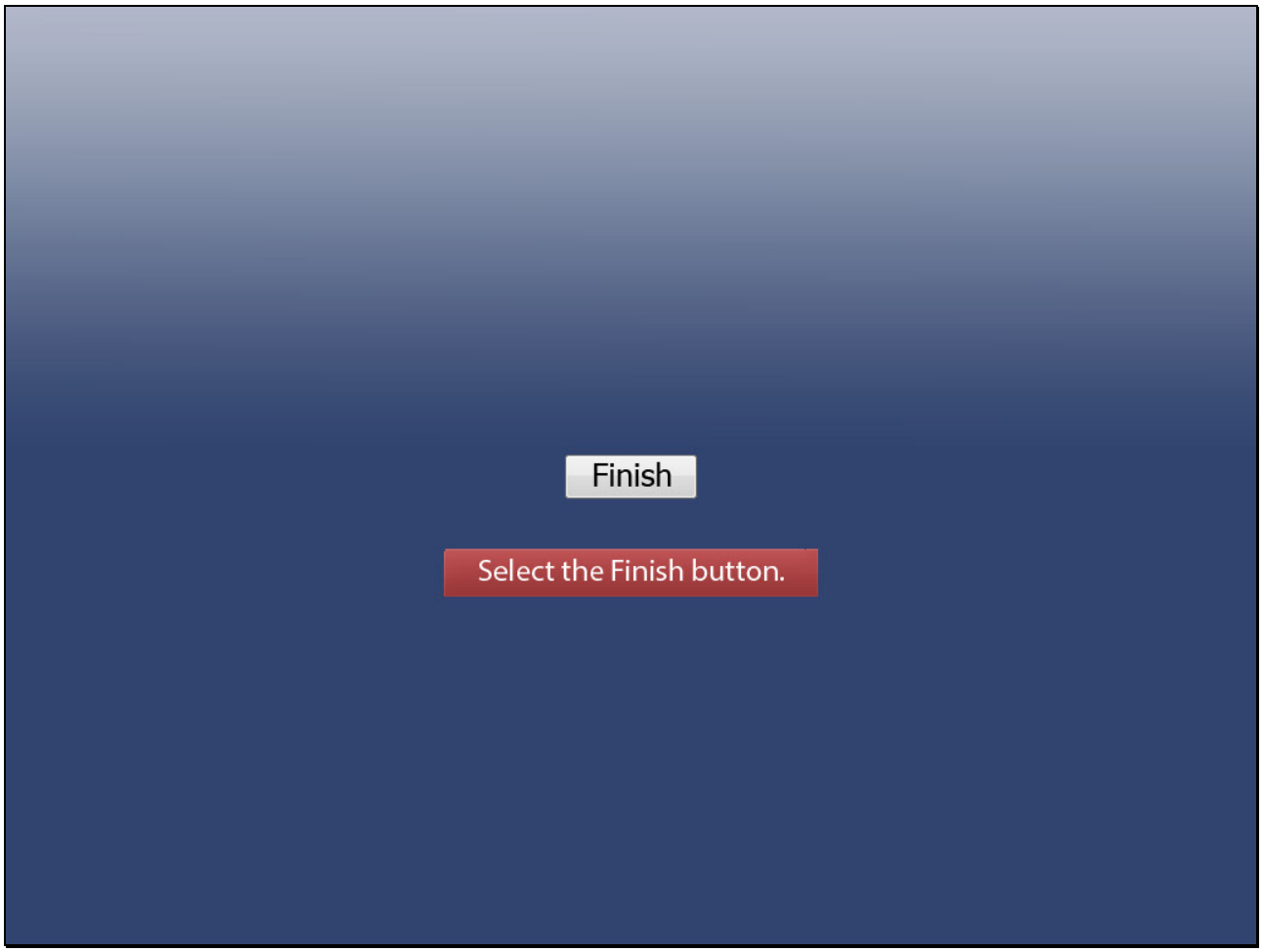
Slide 49 - Finish



Slide notes

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

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