

WebTA ROLES AND RESPONSIBILITIES

ROLE	JOB RESPONSIBILITIES IN WEBTA
EMPLOYEE	<ul style="list-style-type: none"> • Enter clock hours and total hours worked by accounting code and validate/affirm timesheet and corrected timesheets. • Record leave, credit hours and/or comp time in accordance with applicable regulations, policies and procedures. • Attest to the accuracy of recorded timesheet data – provide supporting documentation if required. • Maintain personal emergency contact information. • Complete and submit leave requests, premium pay requests, telework requests, leave donation requests, dollar transaction requests. • View current, historical and future timesheet information for up to 26 pay periods. • Generate pre-defined reports. • Access to historical, current and projected leave balances. • Ability to create telework agreement and submit for approval within the system, multiple levels of review. • Ability to submit miscellaneous expenses through dollar transaction component. • Ability to submit permanent or temporary work schedules. • Ability to see critical HR data in the timesheet profile due to interface from EmpowHR.
SUPERVISOR	<ul style="list-style-type: none"> • Select and/or search for an employee. • Review/certify employee timesheets for submission to NFC. • Review, approve or deny leave or premium pay requests, work schedules, telework requests and/or dollar transaction requests. • Assign delegate (back-up during absence) to complete supervisory tasks. • Generate pre-defined reports (Leave Audit, Default Schedule) and export to multiple venues. • Ability to review employee emergency contact information and export to spreadsheet for monitoring employee during COOP exercises. • Ability to see critical HR data of employees, based on interface from EmpowHR, to effectively manage employees work schedule. • View current, historical and future timesheet information for employees up to 26 pay periods. • View employee work schedule and work hours for entire staff at a glance. • View leave request and premium pay status in calendar format for entire staff at a glance.
MASTER SUPERVISOR	<ul style="list-style-type: none"> • Perform same function as Supervisor; however, they do not have employees assigned to them. • Access to employee profiles and timesheets Agency wide.

<p>TIMEKEEPER</p>	<ul style="list-style-type: none"> • Select and/or search for an employee. • Enter, edit and validate timesheet/corrected timesheets data on behalf of employees assigned to them. • Review previously certified timesheet data. • Manage employee's Employee Profile. • Assign delegate (back-up during absence) to complete timekeeping tasks. • Assign supervisory delegate (back-up during absence) to perform supervisory tasks. • Reassign employees to a different timekeeper and supervisor. • Add new employees or make an employee inactive. • Submit leave/premium pay requests on behalf of an assigned employee. • Generate pre-defined reports (Leave Audit, Default Schedule) and export to multiple venues. • Ability to assign and create accounts. • Assign schedule templates and shifts to employees. • Ability to see critical HR data of employees, based on interface from EmpowHR, to effectively assist in managing employees work schedule. • View employee work schedule and work hours for entire staff at a glance. • View leave request and premium pay status in calendar format for entire staff at a glance.
<p>MASTER TIMEKEEPER</p>	<ul style="list-style-type: none"> • Perform the same functions as Timekeepers; however, they do not have employees assigned to them. • Access to employee profiles and timesheets Agency wide.
<p>HR ADMINISTRATOR</p> <ul style="list-style-type: none"> • Department Level • Agency Level • Personnel Office Identifier (POI) Level 	<ul style="list-style-type: none"> • Manage accesses within designated within assigned area of responsibility (Department, Agency or POI), i.e., Leave Transfer Program Manager, Master Timekeeper, etc. • Provide administrative functions to manage employees and assign timekeepers. • Add and edit employee profiles and ensure records are processed for all employees in an Agency. • Maintains aspects of webTA that apply to all users (manage employee user accounts, add and edit user information populated from the EmpowHR feed). • Ability to configure or view system set-up based on HR Administrator level of responsibility. • Ability to create and assign schedule templates and shifts. • Ability to manage Timekeeper, Supervisor, Project Manager and Emergency Contact Management Administrator (ECM) delegates. • Manages accounts received from the FMMI feed. • Access to Timekeeper Profile. • Access to telework requests, agreements and disposition of agreements.

	<ul style="list-style-type: none"> • Ability to view ECM contact information. • Ability to add, edit and view Leave Transfer Program functions. • Generate pre-defined reports (Leave Audit, Default Schedule) and export to multiple venues. • Create, edit and delete telework agreement (Department HR Admin Level Only).
ADMINISTRATOR (NFC Only)	<ul style="list-style-type: none"> • Provide administrative functions to manage employees and leave transfer programs. • Add and edit employee profiles and ensure records are process for all employees in an agency. • Maintains aspects of webTA that apply to all users (manage employee user accounts, add and edit user information, maintains functionality to issue the TAWS ID and Password). • Manage interfaces (FMMI, EmpowHR, Table 5, Bi-Directional, etc.) • Configure webTA, import employee data files and generate reports. • Performs Build Maintenance (building, re-transmitting, scheduling, and comparing transmission files).
CONTINUATION OF PAY (COP) ADMINISTRATOR	<ul style="list-style-type: none"> • Manage Continuation of Pay (COP) • View COP Recipient Account • Save COP Recipient Account • Terminate COP Recipient Account • Delete COP Recipient Account • Reinstate COP Account
HELP DESK (NFC Only)	<ul style="list-style-type: none"> • Read Only access to: <ul style="list-style-type: none"> ○ Facilitate duplication of errors. ○ Guide users through the features and functionality of WebTA.
PROJECT MANAGER	<ul style="list-style-type: none"> • Administers the projects hierarchy. • Maintain basic project information (structure, organizational memberships and associations of projects with accounts). • Generate pre-defined reports.
EMERGENCY CONTACT MANAGEMENT (ECM) ADMINISTRATOR <ul style="list-style-type: none"> • Department Level • Agency Level • POI Level 	<ul style="list-style-type: none"> • Manages Emergency Contacts based on level of responsibility (Department, Agency, POI) <ul style="list-style-type: none"> ○ Has access to all employee contacts in the agency, and may also perform administrative tasks such as updating the footer text that appears at the bottom of Emergency Contacts pages, and running ECM reports. ○ Deletes and Edits emergency contacts ○ Notifies users with expired contacts ○ Searches and views emergency contacts
ACCOUNT MANAGER	<ul style="list-style-type: none"> • Manages accounts received from the FMMI feed. • Ability to enable and disable accounts, enter start and end dates. • Ability to filter accounts by fiscal year, program code and function. • Disable multiple year codes simultaneously. • Reopen previously disabled codes. • Generate pre-defined reports.

<p>TELEWORK COORDINATOR</p> <ul style="list-style-type: none"> • Department Level • Agency Level • POI Level 	<ul style="list-style-type: none"> • Perform day to day telework operations based on level of responsibility (Department, Agency, POI). • Ability to edit the telework preference. • Ability to view telework profile. • Ability to view the telework requests. • Ability to manage all telework agreements. • Receive telework messages. • Generate pre-defined reports. • Ability to manage the telework agreement disposal.
<p>TELEWORK MANAGING OFFICER</p> <ul style="list-style-type: none"> • Department Level • Agency Level • POI Level 	<ul style="list-style-type: none"> • Manage telework operations based on level of responsibility (Department, Agency, POI). • Ability to view the telework requests. • Generate pre-defined reports. • Ability to manage the telework agreement disposal.
<p>LEAVE TRANSFER PROGRAM MANAGER</p> <ul style="list-style-type: none"> • Department Level • Agency Level • POI Level 	<ul style="list-style-type: none"> • Manage leave transfer recipient accounts based on level of responsibility (Department, Agency, POI). • Create and close accounts. • Review, approve, and/or deny leave donations from donors. • Generate pre-defined reports. • Ability to manage the leave transfer agreement disposal.