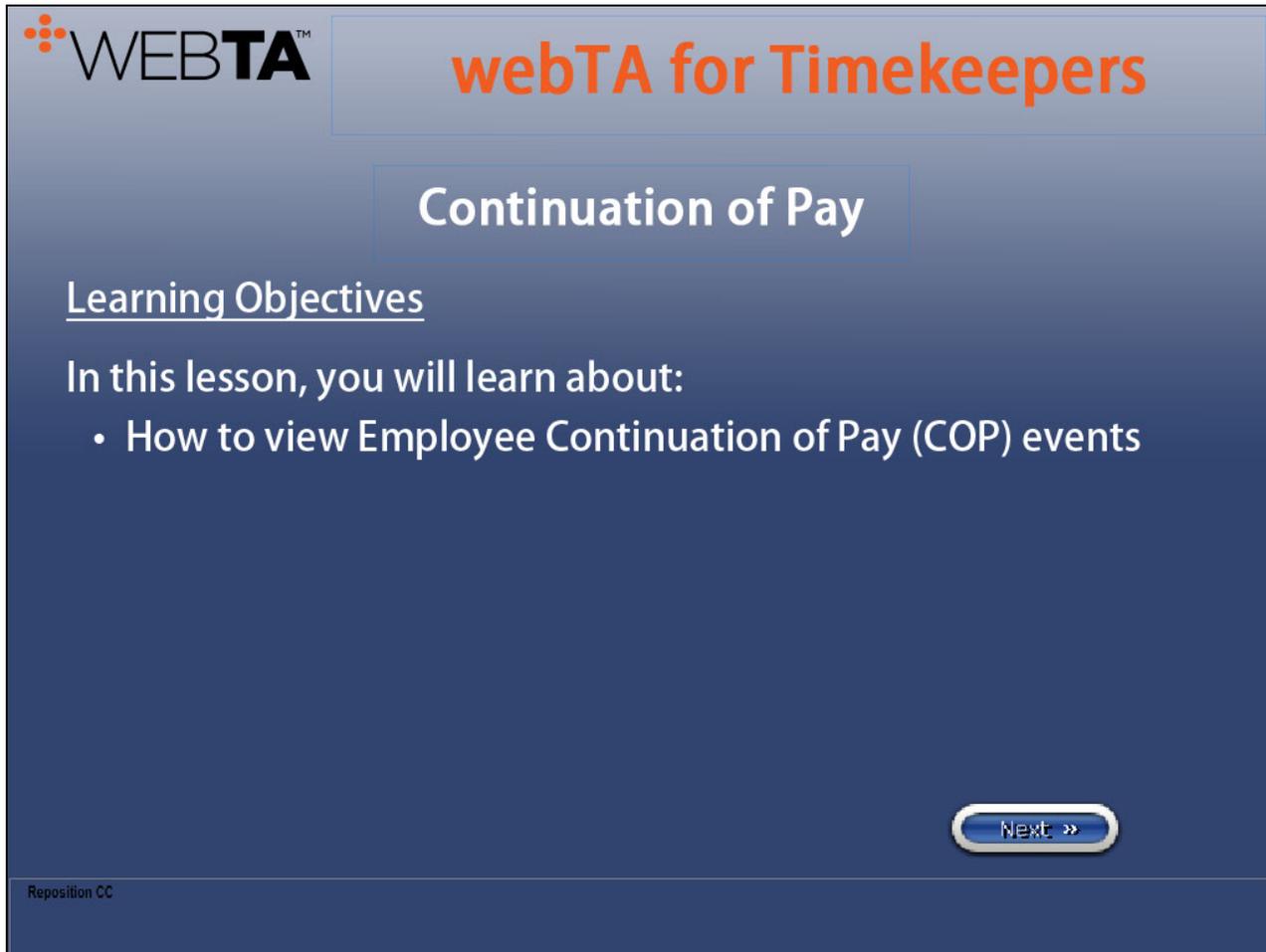


**Slide 1 - Learning Objectives**



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™'. To the right of the logo, the title 'webTA for Timekeepers' is written in a large, bold, orange font. Below this, the subtitle 'Continuation of Pay' is displayed in a white font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. The main content of the slide is the text 'In this lesson, you will learn about:' followed by a bulleted list containing one item: '• How to view Employee Continuation of Pay (COP) events'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next »' inside. In the bottom left corner, the text 'Reposition CC' is visible in a small font.

**Slide notes**

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

Slide 4 - Slide 4

The screenshot shows the WEBTA Timekeeper Main Menu. At the top, there is a header with the WEBTA logo, navigation tabs for 'Employee' and 'Timekeeper', and a utility bar with 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains several menu categories: 'Employees' (with links for Select Timesheets, Employee Leave Requests, and Employee Premium Pay Requests), 'Reports' (with links for Reports, My Saved and Scheduled Reports, and Adhoc Report Management), 'Continuation of Pay (COP)' (with a link for COP Events), 'Accounting' (with a link for Accounts), 'Schedule' (with links for Employee Schedules List View, Employee Schedules Grid View, Schedule Templates, and Shifts), and 'Delegates/Reassignment' (with links for My Delegates, Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, and Reassign Employees to Supervisor). A 'Next >>' button is located at the bottom right of the menu area.

Slide notes

As a Timekeeper, you have the ability to view Employee Continuation of Pay Events. To do so, select the COP Events link from the Main Menu. Select next to continue.

Slide 5 - Slide 5

The screenshot shows the WEBTA™ interface for a Timekeeper. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several categories:

- Employees**: Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management
- Continuation of Pay (COP)**: **COP Events** (highlighted with a red box)
- Accounting**: Accounts
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Templates, Shifts
- Delegates/Reassignment**: My Delegates, Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, Reassign Employees to Supervisor

Slide notes

Slide 6 - Slide 6

The screenshot shows the WEBTA Timekeeper interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Timekeeper Main Menu >' link. The main content area is titled 'COP Events' and contains a table with the following data:

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	COP NTE Date	Organization
<a href="#">LEWIS, EMMA</a>	ELEWIS	0406	04/06/2015	Active	04/08/2015	0 Days		01
<a href="#">MARTINEZ, SOPHIA</a>	SMARTINEZ	0209	02/09/2015	Active	03/02/2015	3 Days		01
<a href="#">MARTINEZ, SOPHIA</a>	SMARTINEZ	0401	04/01/2015	Active	04/06/2015	6 Days		01
<a href="#">THOMPSON, JOSHUA</a>	JTHOMPSON	0410	04/10/2015	Active		0 Days		NRCS

Below the table, there is a 'Cancel' button on the left, a pagination control showing '1-4 of 4 Records' and navigation arrows, and a 'View' dropdown menu set to '25' with options for '50' and '100'. At the bottom right of the interface is a 'Next >>' button.

Slide notes

Here, you see a list of your Employee's COP Events. To view, select the Name link. In this example, we are going to select the first event on the list. Select next to continue.

# USDA Timekeeper webTA Continuation of Pay

## Slide 7 - Slide 7

WEBTA™ Employee Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### COP Events

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	COP NTE Date	Organization
LEWIS, EMMA	ELEWIS	0406	04/06/2015	Active	04/08/2015	0 Days		01
MARTINEZ, SOPHIA	SMARTINEZ	0209	02/09/2015	Active	03/02/2015	3 Days		01
MARTINEZ, SOPHIA	SMARTINEZ	0401	04/01/2015	Active	04/06/2015	6 Days		01
THOMPSON, JOSHUA	JTHOMPSON	0410	04/10/2015	Active		0 Days		NRCS

1-4 of 4 Records

View 25 50 100

Cancel

## Slide notes

Slide 8 - Slide 8

WEBTA™ Employee Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

\* **Employee:** LEWIS, EMMA ELEWIS

**Organization:** 01

**Date of Injury:** 04/06/2015

**Injury Number:** 0406

**Return to Work Date:** 04/08/2015

**COP Not to Exceed Date:**

**COP Used to Date:** 0

**Termination Date:**

**Termination Remark:**

Activity Log

Action	Date	Name	Remarks
Reinstated	04/08/2015 02:46 PM	USER, JOAB	
Terminated	04/08/2015 02:46 PM	USER, JOAB	Termination Date: 04/08/2015, Remarks:Mistake
Saved	04/08/2015 02:45 PM	USER, JOAB	

Cancel

Next >>

Slide notes

Here, we see the details for this employee's COP Event. Timekeepers do not have the ability to edit COP Events. The COP Administrator has that responsibility. Work with the COP Administrator to create new events or make changes to an existing Event. Next, we will return to the Main Menu. Select next to continue.

Slide 9 - Slide 9

**WEBTA™** Employee **Timekeeper** Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > COP Events >

### COP Event Details

Items marked with an asterisk\* are required.

**\* Employee:** LEWIS, EMMA ELEWIS  
**Organization:** 01

**Date of Injury:** 04/06/2015  
**Injury Number:** 0406

**Return to Work Date:** 04/08/2015  
**COP Not to Exceed Date:**  
**COP Used to Date:** 0

**Termination Date:**  
**Termination Remark:**

[Activity Log](#)

Action	Date	Name	Remarks
Reinstated	04/08/2015 02:46 PM	USER, JOAB	
Terminated	04/08/2015 02:46 PM	USER, JOAB	Termination Date: 04/08/2015, Remarks:Mistake
Saved	04/08/2015 02:45 PM	USER, JOAB	

10.2.66.121:18030/usdatraining/.../TimekeeperMainMenu

Slide notes

Slide 10 - Slide 10

The screenshot displays the WEBTA™ interface for a Timekeeper user. The top navigation bar includes the WEBTA logo, user roles 'Employee' and 'Timekeeper', and utility links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and is organized into several functional categories:

- Employees:** Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Continuation of Pay (COP):** COP Events.
- Accounting:** Accounts.
- Schedule:** Employee Schedules List View, Employee Schedules Grid View, Schedule Templates, Shifts.
- Delegates/Reassignment:** My Delegates, Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, Reassign Employees to Supervisor.

Slide notes

**Slide 12 - Finish**



**Slide notes**

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