National Finance Center
Office of the Chief Financial Officer
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webTA 3.8 - Supervisor

PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 3.8 - Supervisor

Table of Contents

Latest Update Information

Section	Description of Change
webTA 3.8 Supervisor Procedure	This is the first issuance of the webTA 3.8 Supervisor procedure manual. The Employee, HR Administrator, and Timekeeper procedure manuals are being issued concurrently with this procedure.

Accessibility for Users of Assistive Technology

The National Finance Center (NFC) is committed to providing applications that may be used with assistive technology.

In order to meet this commitment, NFC will comply with the requirements of the United States Access Board.

NFC must ensure that users with disabilities be provided with access to have the same options within an application as those with no disability, unless an undue burden would be imposed upon NFC.

Help for Users of Assistive Technology

Online help utilizes hypertext markup language (HTML) frames which display help in a separate browser. Each Help page contains a Table of Contents with links and Help content. Some Help topics include one or more Related Topics.

To Navigate within Frames:

1. Select ***Help***. The browser opens. By default, the focus is in the content pane.
2. Select the **Tab** key to move the focus to the Related Topics (if any).
3. Select the **Enter** key to open a related topic link.

OR

Select the **Tab** key to move the focus to the Table of Contents.

1. Select the **Enter** key to open a different help topic link.

To Navigate and Select Options from a Select Box or Combination Box:

- Press the spacebar to expand all options.
- Press the Up and Down Arrow keys to move through the options.
- Select the **Enter** key to make a selection.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, select the **Tab** key.
- To move backward from link to link or to interactive elements, select the **Shift** + **Tab** keys.
- To select hyperlinks, select the **Enter** key.
- To select a particular key, tab to the particular button and select the **Enter** key.

Note: Some commands may not be supported by all browsers.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**). When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

Typographical Conventions

Convention	Example
References to a button are indicated in Tahoma 10-point bold.	Select the **Save** button.
References to email addresses are indicated in Tahoma 10-point italics.	For additional assistance, send email to *jane.doe@usda.gov*.
References to menu options are indicated in Arial Narrow 10-point italics.	To print the Earnings and Leave (E&L) Statement, select ***File > Print.***
References to system messages are indicated in Tahoma 10-point bold.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated in Courier New 12-point bold.	Valid values are **None**, **End** or **Start**.
References to actual data are indicated in Courier New 12-point bold.	Enter **10** into the field.
References to telephone numbers are indicated in Tahoma 10-point bold.	For assistance, call **1-800-555-1212.**

Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Feedback** link. This will activate a pre-addressed email for you to add your comments. This pre-addressed email automatically identifies your exact location in the document so that we can better address your comments and/or questions.

Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter time from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the T&As are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) biweekly feed from NFC. This information is retrieved from PPS after the Personnel Input System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS biweekly feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the Timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee's T&A if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select TC and Accounting Codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final T&As.

- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.
- Provide a T&A Data option which allows a T&A to be viewed at any point in the process.

T&As are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and T&As in question are placed in an error suspense file. T&A errors are corrected by NFC and are again processed through TIME. After T&As pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of T&As is necessary because of the impact on the employee's pay. T&As should be completed on the last day of the pay period and processed as soon as possible. T&As should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

Roles

An Agency Security Officer (ASO) requests access for webTA HR (Human Resources) Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.

Note: Each webTA role is designated by a separate button on the main menu. webTA users will only see the buttons (on their individual main menu) corresponding to the role(s) they are granted.

The following roles are available in webTA 3.8:

HR Administrator

- Adds new employees.

Note: Employees should be loaded to webTA through the bi-directional feed between the Agency and NFC.

- Provides administrative functions to manage employees and leave transfer programs.

- Adds and edits employee profiles and ensures records are processed for all employees in an Agency.
- Manages employee user accounts.
- Resets employee passwords (for Agencies using a webTA user identification number (user ID) and password).
- Generates reports.

Project Manager

- Creates, modifies, and deactivates projects.
- Adds employees to projects.
- Tracks hours charged to projects.

Supervisor

- Selects and/or searches for an employee record.
- Certifies T&As before submitting to NFC.
- Reviews and approves or denies all leave, premium pay, and dollar transaction requests.
- Delegates supervisory role in the event of absence.
- Generates various reports.

Note: These functions are limited to employees who are assigned or delegated to them.

Master Supervisor

The Master Supervisor has the Supervisor role plus the following:

- Decertifies T&As.
- Rejects T&As.

Note: The Master Supervisor has access to all employees within their organization.

Timekeeper

- Adds new employees.

  Note: Employees should be loaded to webTA through the bi-directional feed between the Agency and NFC.

- Assigns accounting codes for employee use.
- Selects and/or searches for an employee record.

- Enters, edits, and validates T&A data on behalf of assigned employees.
- Reviews previously certified T&A data.
- Manages an employee's profile.
- Inactivates employees.

Note: These functions are limited to employees who are assigned to them.

Master Timekeeper

The Master Timekeeper has the Timekeeper role plus the ability to override validations.

Note: The Master Timekeeper has access to all employees within their organization.

Employee

- Enters, edits, and submits T&A.
- Sets up and modifies default schedules.
- Submits leave and premium pay requests to Supervisor.
- Views current and historical T&A information.
- Generates a leave audit report.
- Submits requests and tasks to Timekeeper.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to webTA for HR Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters T&A data for each employee, as required by law and regulations.
- Certifies T&As to be transmitted to NFC by established timeframes. T&As should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.

- Monitors T&As received by NFC to account for all active and full-time employees.

National Finance Center:

- Processes T&A data within established timeframes.
- Reviews T&A edit error messages and corrects the T&A. Contacts the Agency for assistance as necessary.
- Monitors T&As received to account for all active and full-time employees.
- Provides reports.

Related Systems

webTA data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling for a variety of payroll adjustments. This system processes adjustments based on data received on corrected T&As and late personnel actions.

Bi-Weekly Examination and Analysis Reporting System (BEAR). BEAR generates a "system sweep" by closing out one pay period and setting up the next pay period for payroll/personnel-related information. This system generates various reports/actions that affect an employee's payroll/personnel database record. BEAR runs the second Sunday of the pay period.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information; to read news items from the Agency or NFC; and to link to other sites. The Self Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

EmpowHR. EmpowHR is a human capital management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is used for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 1 year of current and 5 years of historical personnel data and certain payroll document history.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in webTA and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from ADJP, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments, as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period.

Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database online system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application on the Application Launchpad of the NFC home page. RPCT offers Administrative, Financial, Personnel, and Workforce reports. The Leave Error report is used by timekeepers and is available in RPCT.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of T&As is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Time Inquiry Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected T&As.

Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

RPCT provides the following reports to assist Agencies in processing T&As.

- Leave Error Report - Lists employees with leave discrepancies. Discrepancies occur when the employee's leave balance(s) on the payroll/personnel database and those on the T&A report for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists employees identifying T&A edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process.
- T&A Reject Report - Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.

- T&As Not Received by NFC - Lists active full/part-time employees whose T&As were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&As have been electronically transmitted to NFC.

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.

Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Lincpass)

To Log In Using a User ID and Password:

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).
2. On the ***NFC Home Page*** (***http://www.nfc.usda.gov***), select the **Applications** tab. The Application Launchpad is displayed.

3. On the Application Launchpad, select the ***webTA*** icon. The Time & Attendance Login page is displayed.

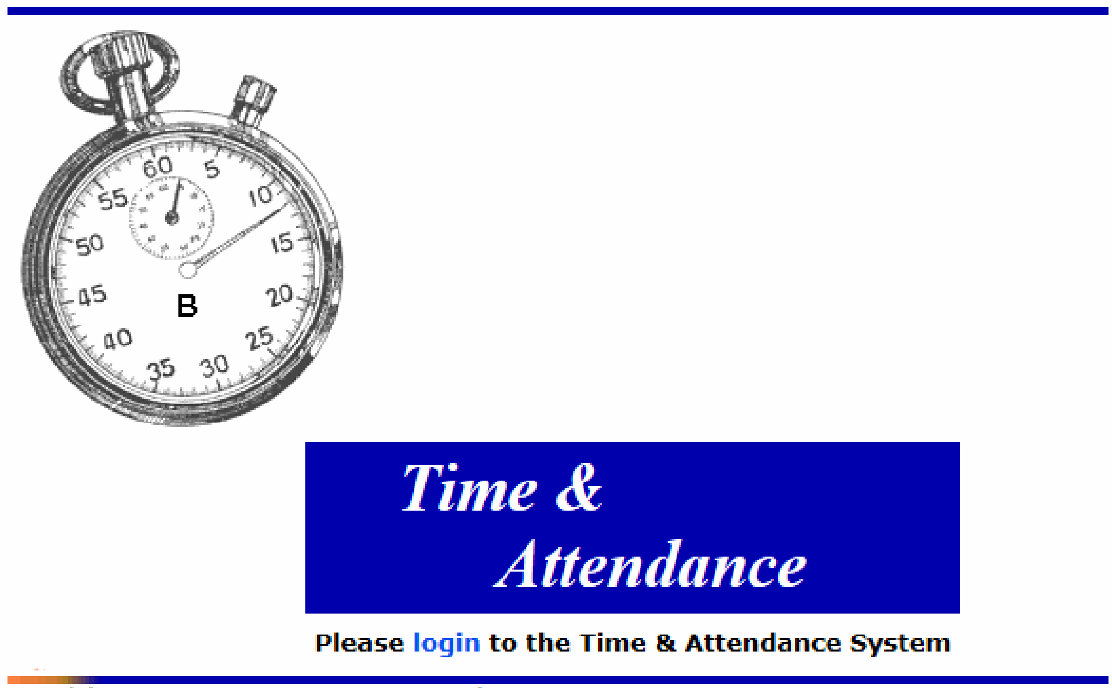


Figure 1: Time & Attendance Login Page

4. Select the **login** link. The webTA Login page is displayed.

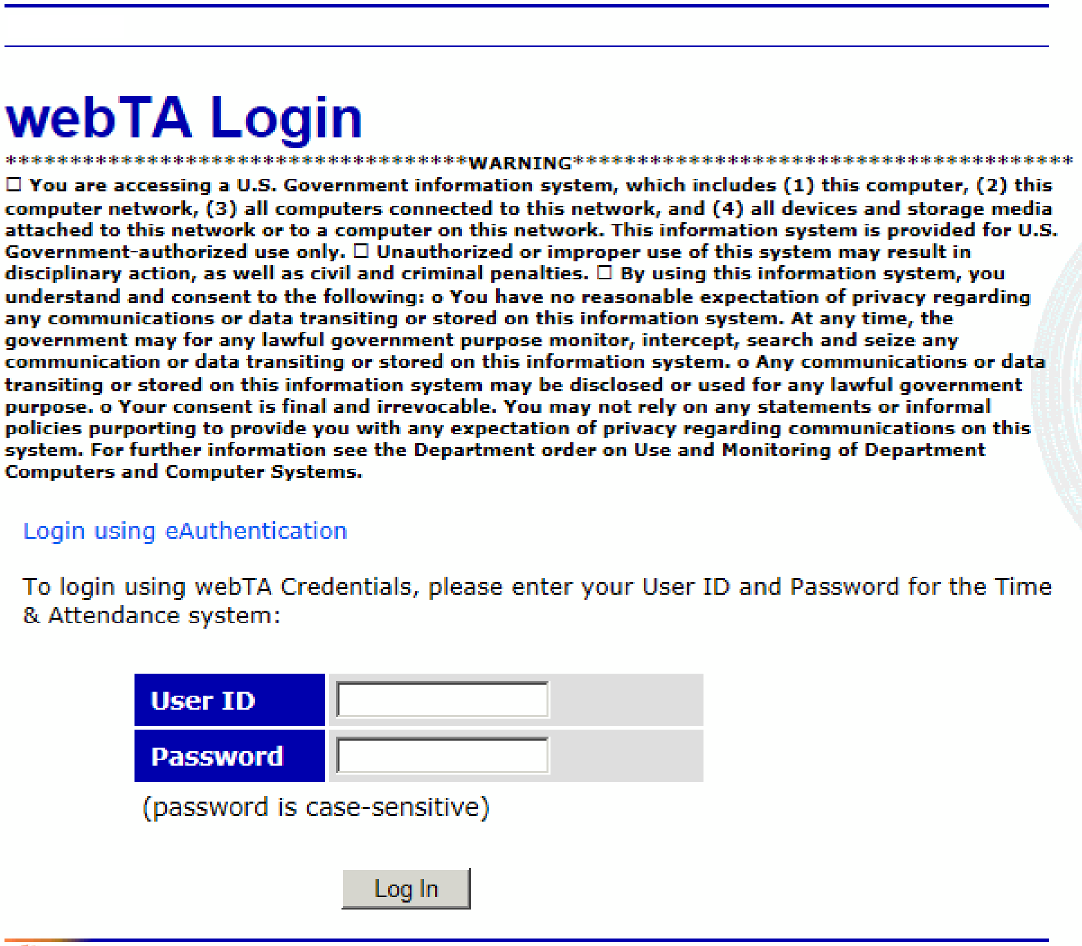


Figure 2: webTA Login Page

5. Complete the fields as follows:

Field	Instruction
User ID	Enter your webTA user ID.
Password	Enter your webTA password.

6. Select the **Log In** button. The Main Menu page is displayed.

To Log In Using eAuthentication with a User ID and Password:

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

2. On the ***NFC Home Page*** (***http://www.nfc.usda.gov***), select the **Applications** tab. The Application Launchpad is displayed.

3. On the Application Launchpad, select the ***webTA*** icon. The Time & Attendance Login page is displayed.

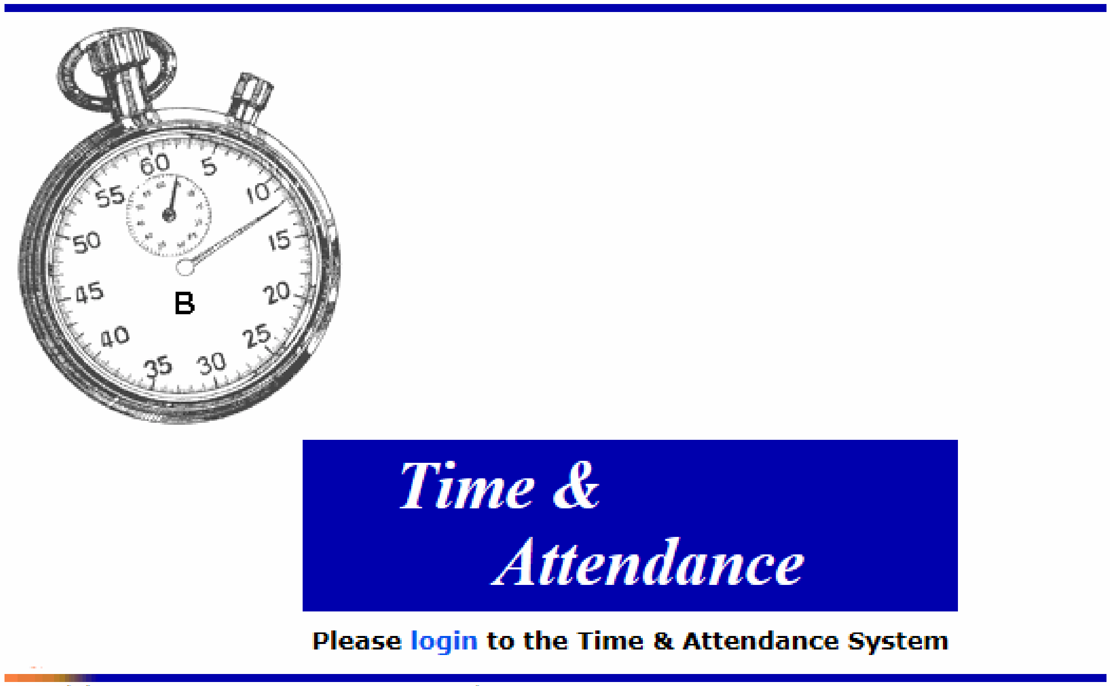


Figure 3: Time & Attendance Login Page

4. Select the **login** link. The webTA Login page is displayed.

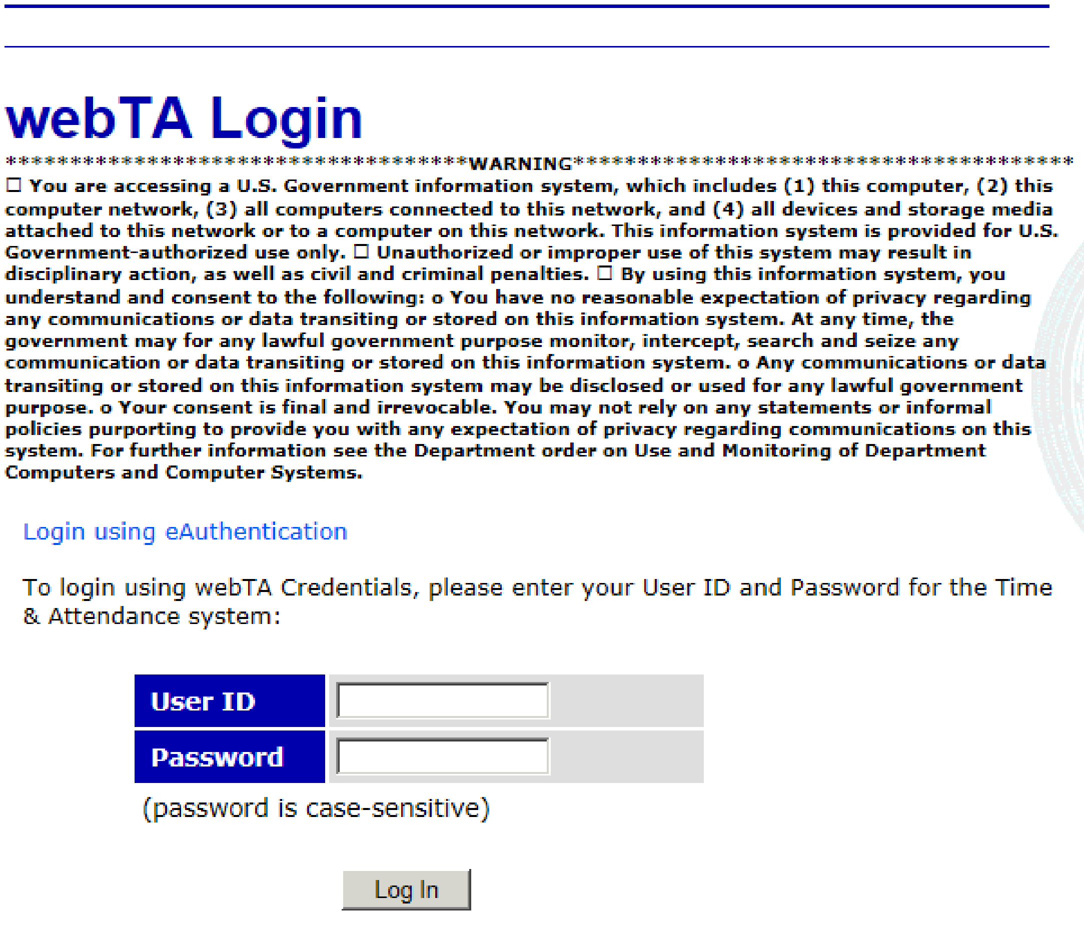


Figure 4: webTA Login Page

5. Select the **Login using eAuthentication** link. The eAuthentication Login page is displayed.

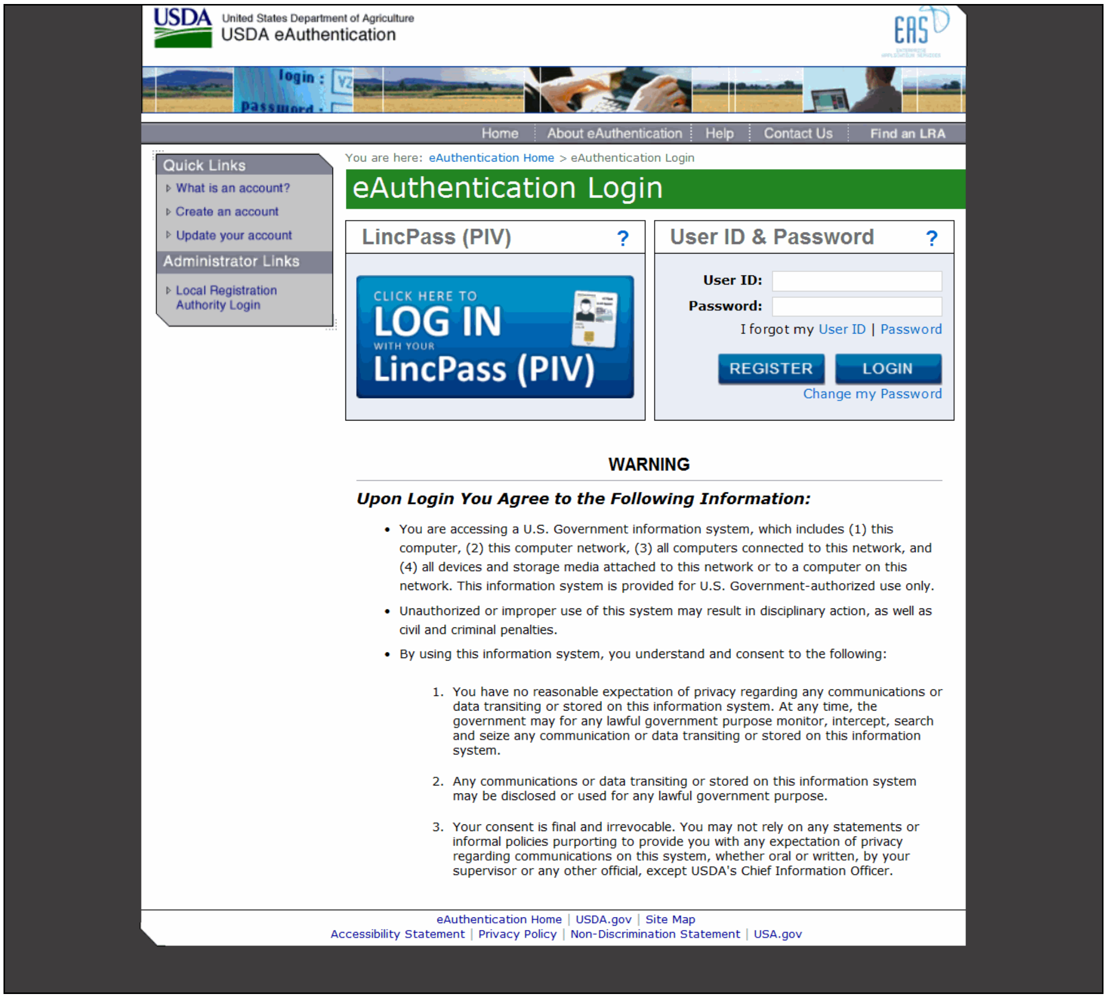


Figure 5: eAuthentication Login Page

6. Complete the fields as follows:

Field	Instruction
User ID	Enter your eAuthentication user ID.
Password	Enter your eAuthentication password.

7. Select the **LOGIN** button. The Main Menu page is displayed.

To Log In Using eAuthentication with LincPass:

1. Connect to the ***NFC Home Page*** (***http://www.nfc.usda.gov***).

2. On the ***NFC Home Page*** (***http://www.nfc.usda.gov***), select the **Applications** link. The Application Launchpad is displayed.

3. On the Application Launchpad, select the ***webTA*** icon. The Time & Attendance Login page is displayed.

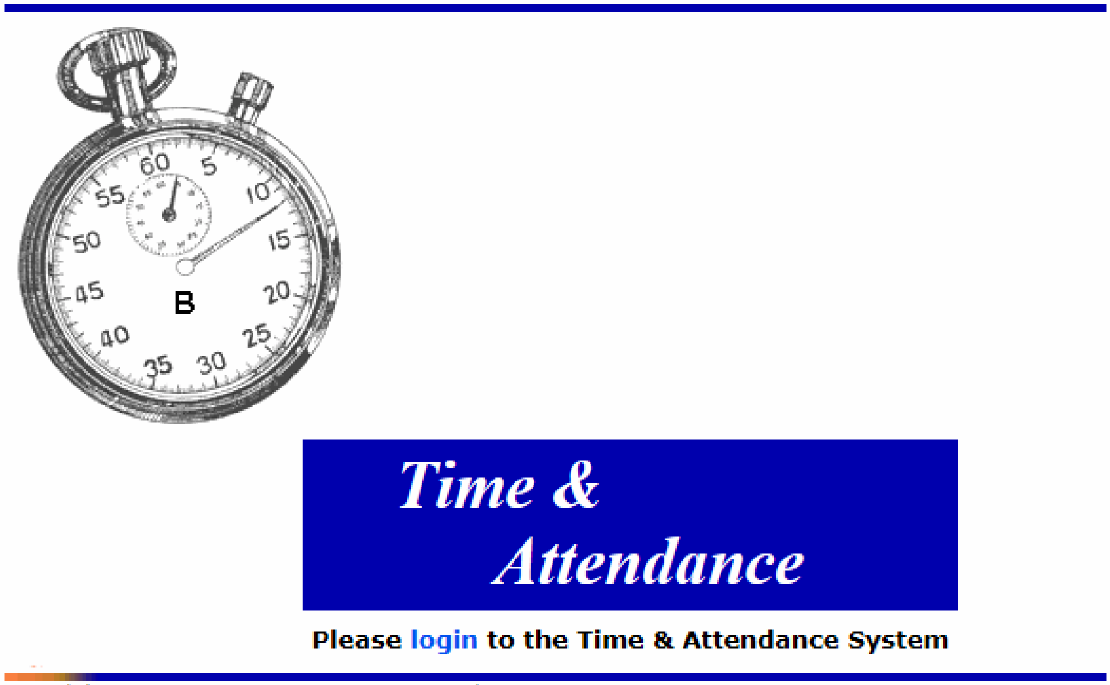


Figure 6: Time & Attendance Login Page

4. Select the **login** link. The webTA Login page is displayed.

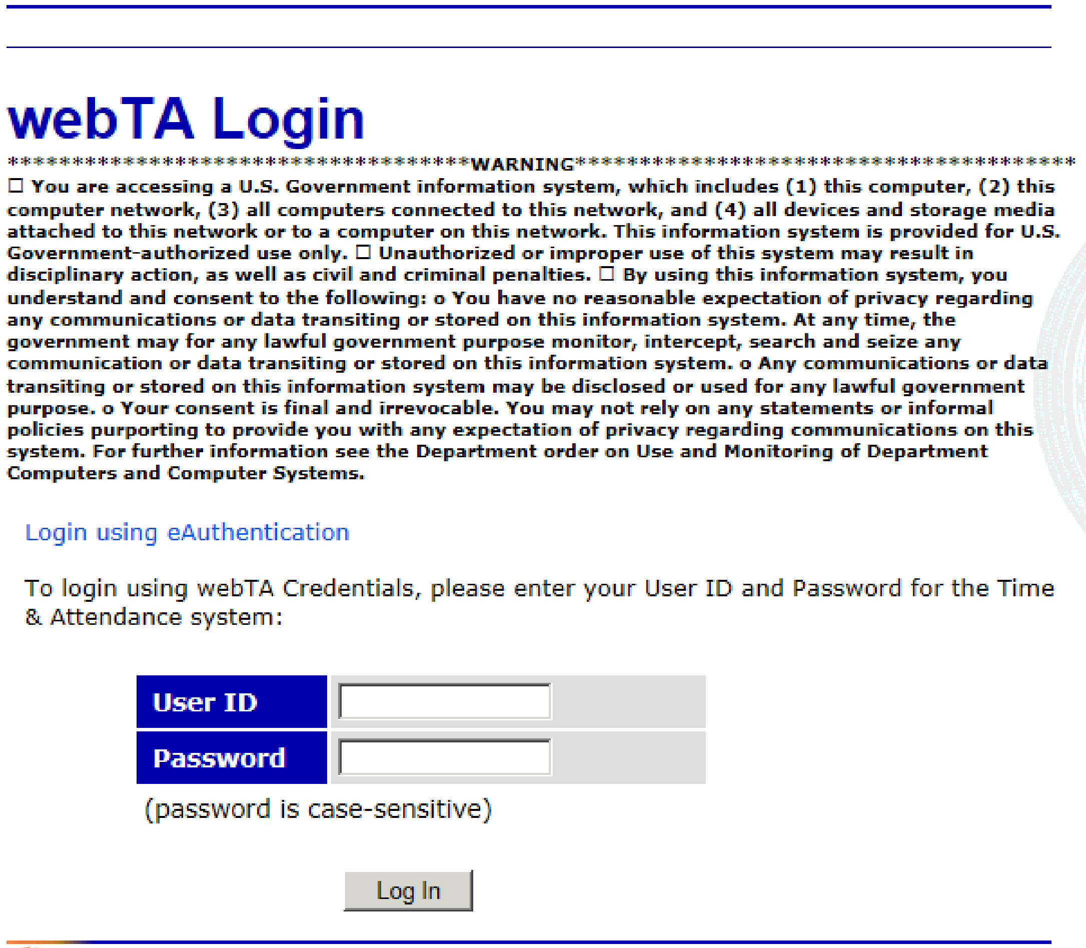


Figure 7: webTA Login Page

5. Select the ***Login using eAuthentication*** link. The eAuthentication Login page is displayed.

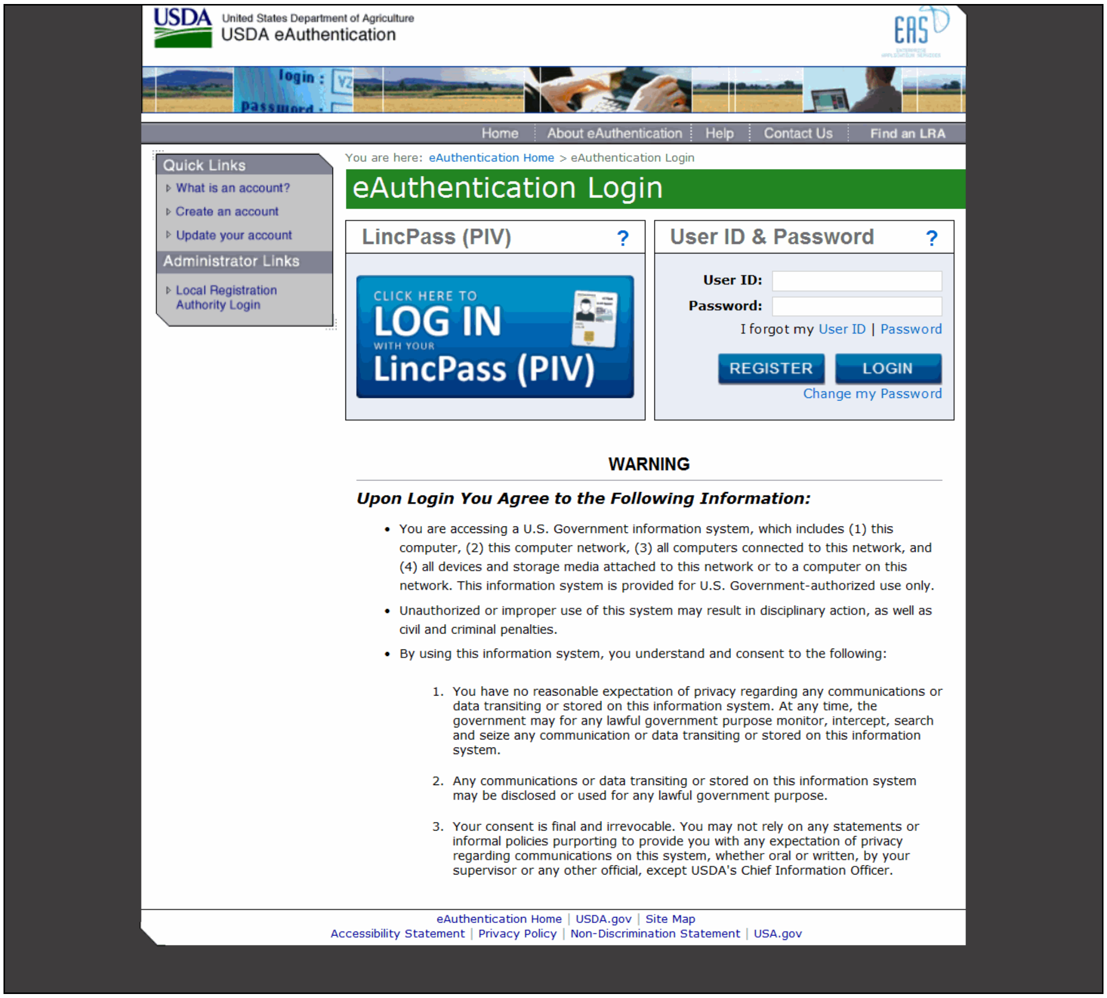


Figure 8: eAuthentication Login Page

6. Select the **LincPass (PIV)** button. The eAuthentication Login page - Agency Partner Login is displayed.

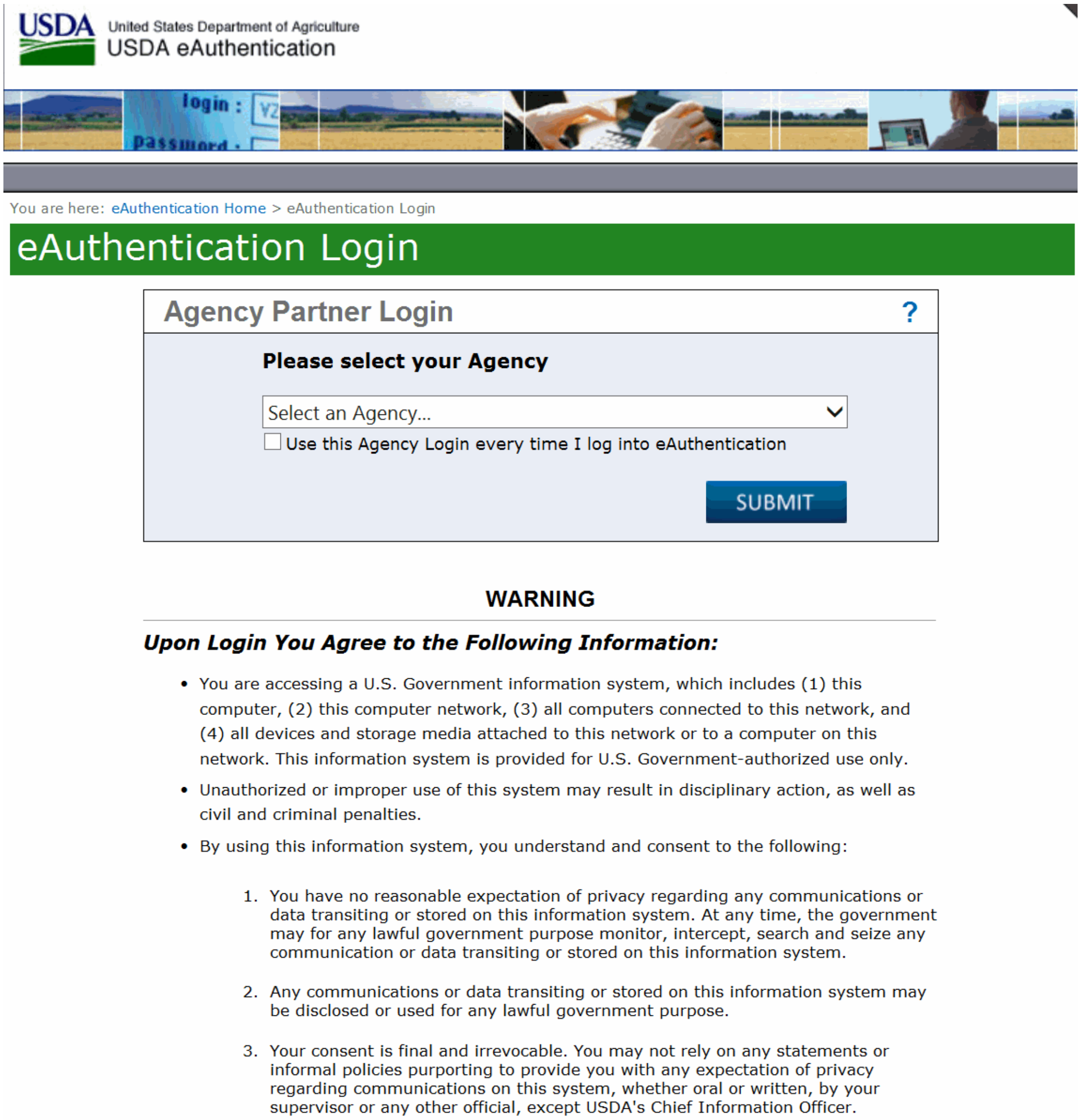


Figure 9: eAuthentication Login Page - Agency Partner Login

7. Select the applicable Agency from the Please select your Agency drop-down list. The ActivClient Login page is displayed.

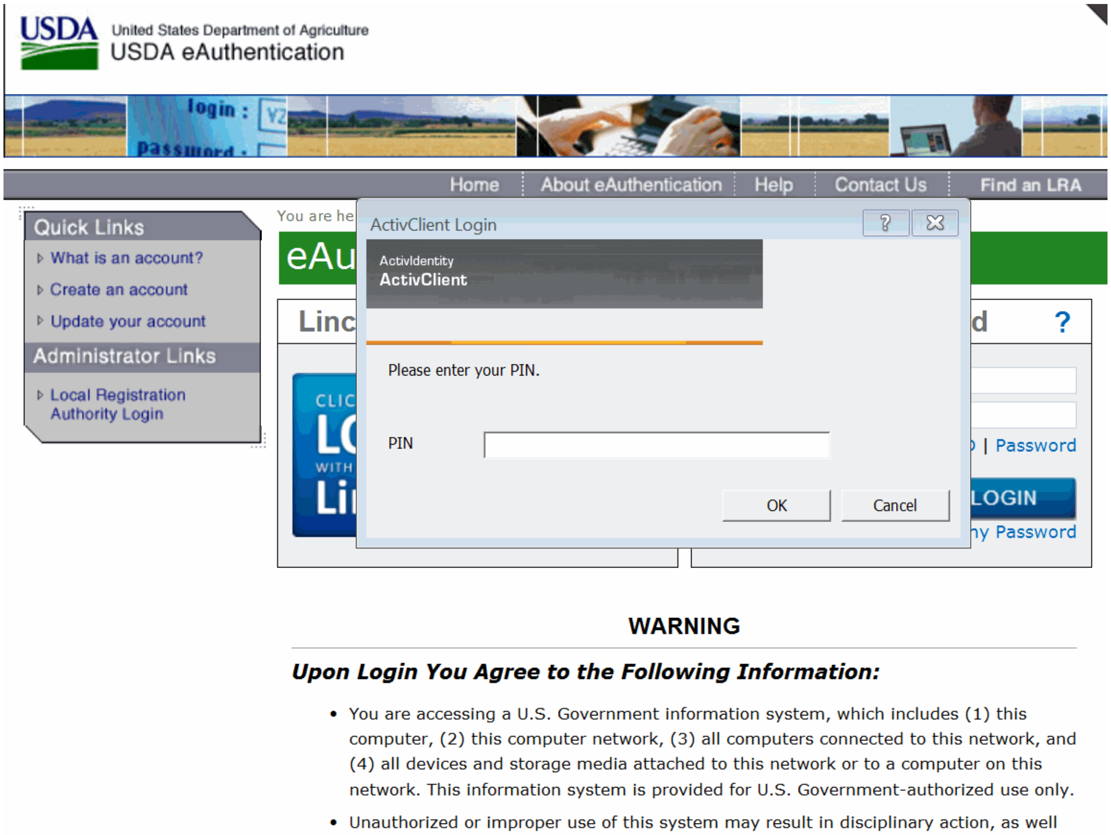


Figure 10: ActivClient Login Page

8. Complete the PIN field.

9. Select the **OK** button. The Select a Certificate page is displayed.

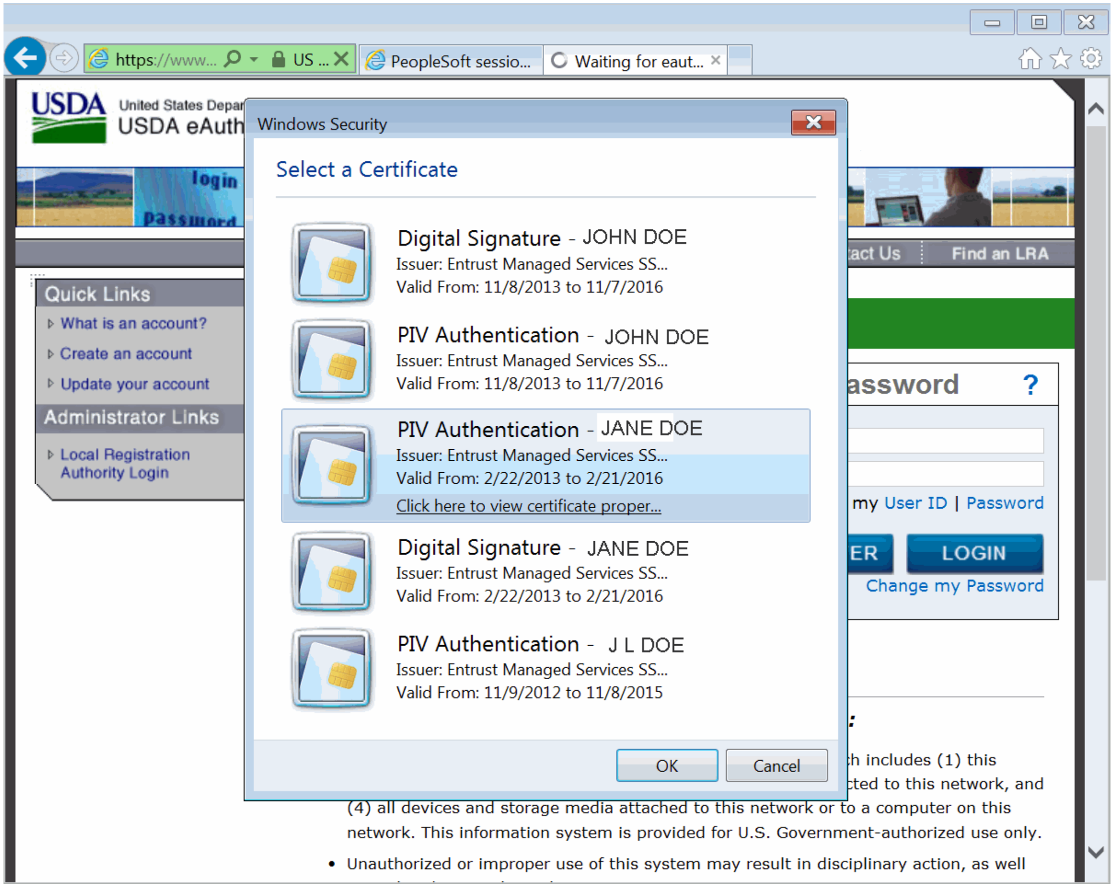


Figure 11: Select a Certificate Page

10. Select the applicable PIV Authentication certificate.

11. Select the **OK** button. The Main Menu page is displayed.

Logging Out

To exit webTA, select the **Logout** link from any page.

Changing Your Password

You can change your webTA password. Also, depending on your Agency's policy, Timekeepers and HR Administrators may force a new password on your account, but they cannot look up your current password.

To Change Your Password:

1. Select the **Change Password** button on the Main Menu. The Change Employee Password page is displayed.

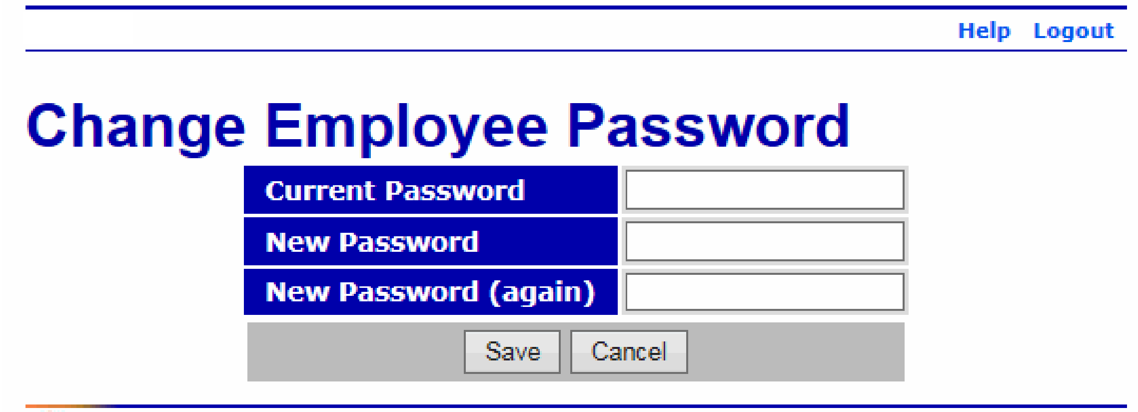


Figure 12: Change Employee Password Page

2. Complete the fields as follows:

Field	Instruction
Current Password	Type your current password.
New Password	Type your new password.
New Password (again)	Retype your new password.

3. Select the **Save** button to save your new password.

OR

Select the **Cancel** button to cancel. The Main Menu is displayed.

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the **+** (sort icon).

Note: Selecting the sort icon for a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the **+** icon in the header of the column. The sort icon changes from a plus sign to an arrow.

Figure 13: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

OR

Select the arrow to point up to sort the list in ascending order.

Help

Help is available on all pages in webTA.

To Access Help in webTA:

1. On any page in webTA, select the **Help** link. The applicable Help page is displayed.

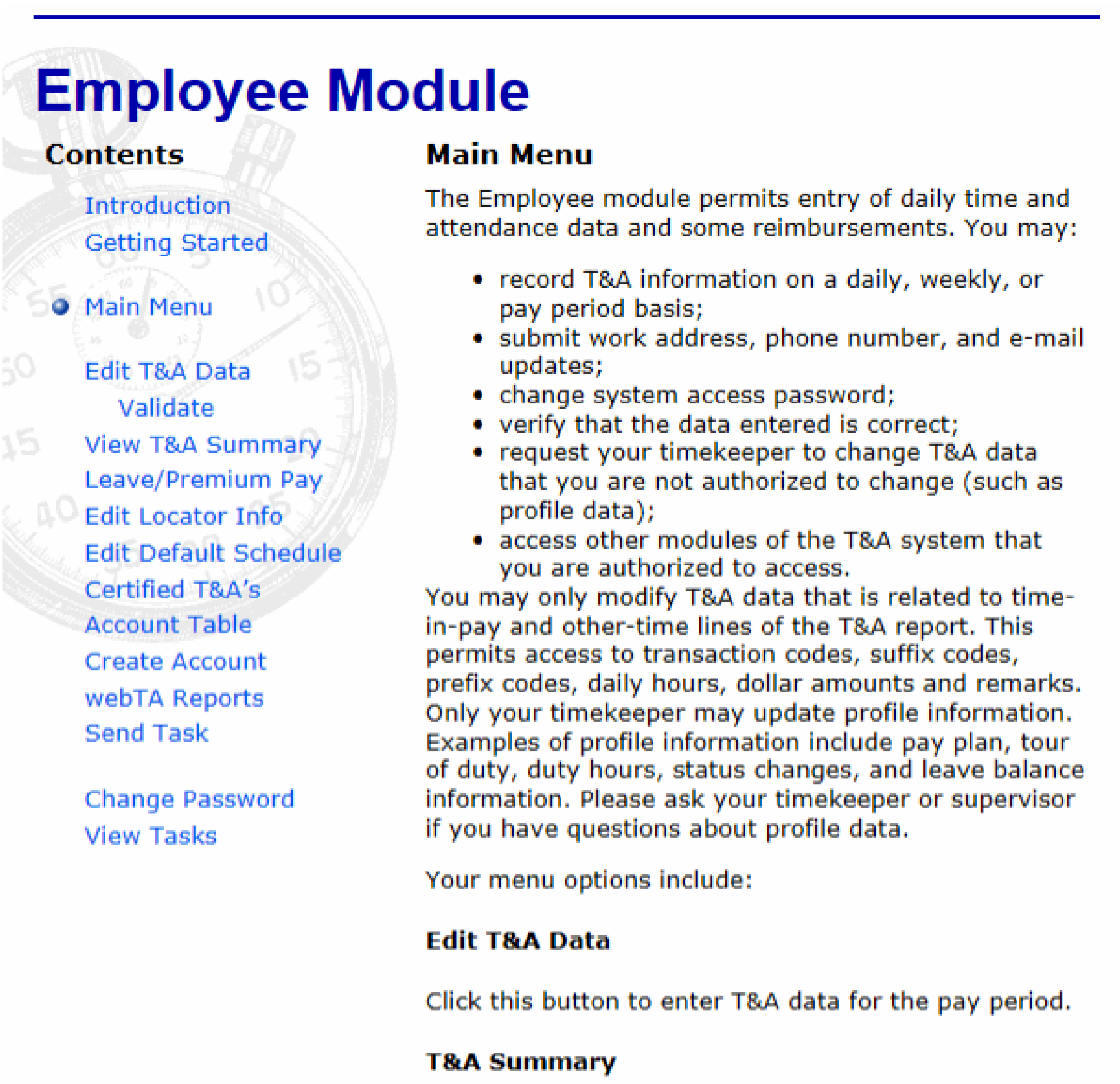


Figure 14: Example of Help Page

2. Select the **X** to exit the Help page and return to the previous page in webTA.

Supervisor

A webTA Supervisor is responsible for certifying T&As for employees before the T&As are sent to NFC for processing and to approve or deny leave and premium pay requests. webTA will not create a transmission record for an employee whose T&A is not certified by a supervisor, delegate, or a master supervisor.

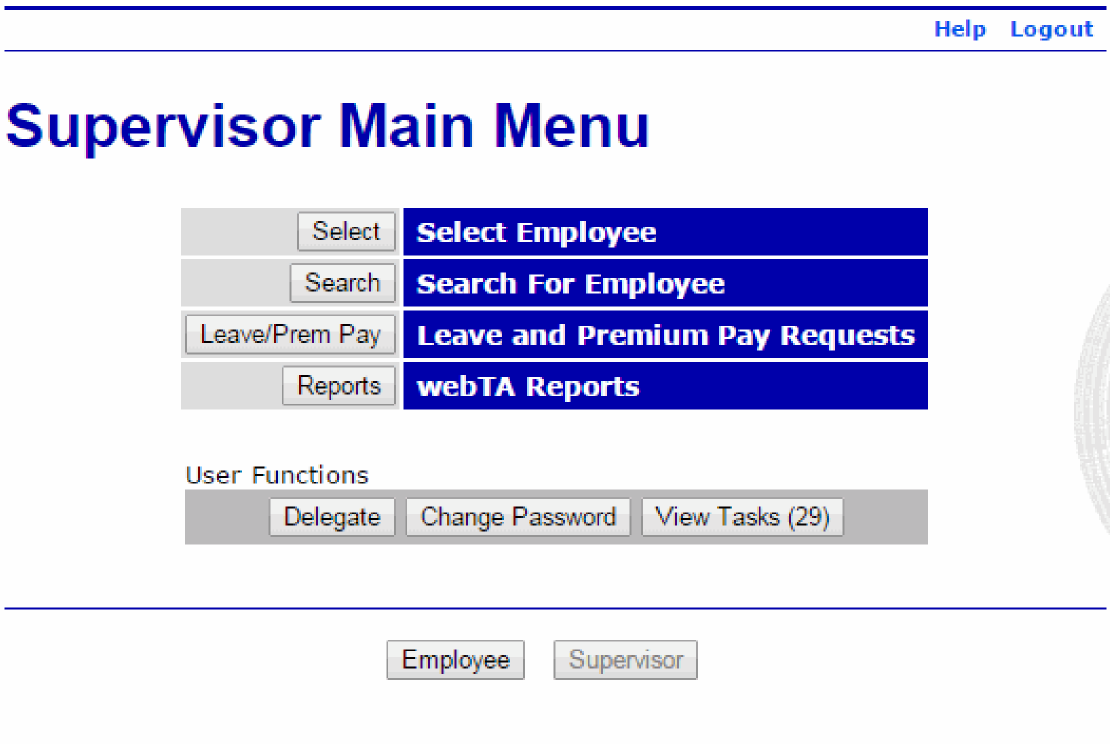


Figure 15: Supervisor Main Menu

Selecting an Employee

The Select Employee page displays a list of employees who are directly assigned to or delegated to the supervisor. If both are in the list, the employees directly assigned to the supervisor are listed first. If the list contains a corrected T&A, it is displayed with **(C)** next to the pay period number.

To Select an Employee:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

Figure 16: Select Employee Page

The following fields are displayed:

Field	Description
Status	Displays the status of each T&A. Valid values are: **Value** — **Definition** `No Profile` T&A Profile does not exist for this employee. A T&A Profile must be established before T&A functions can be performed. `Val by Emp` T&A validated by employee. `Val by Tkp` T&A validated by employee's timekeeper. `Val by MstrTkp` T&A validated by employee's master timekeeper. `Certified` T&A certified by employee's supervisor. `No Data` T&A Profile exists for this employee, but no T&As have been entered.
Employee	Displays the employee's name.
User Id	Displays the employee's user ID.
Pay Period	Displays the pay period number and year.
Timekeeper	Displays the timekeeper's user ID.
Supervisor	Displays the supervisor's user ID.

1. Select the applicable employee.
2. Select the **View/Certify T&A** button to view and/or certify the employee's most recently validated T&A. For more information, see ***Viewing/Certifying a T&A*** (on page 35).

   OR

   Select the **Locator Info** button to view the employee's building information. For more information, see ***Locator Information*** (on page 77).

   OR

   Select the **Certified T&As** button to view a list of the employee's certified T&A(s). For more information, see ***Viewing a List of Certified T&As*** (on page 38).

   OR

   Select the **Leave Audit** button to view the employee's Leave Audit report. For more information, see ***Leave Audit Report*** (on page 67).

1. Select the **Return** button after selecting from the above options to return to the Select Employee page.

Viewing/Certifying a T&A

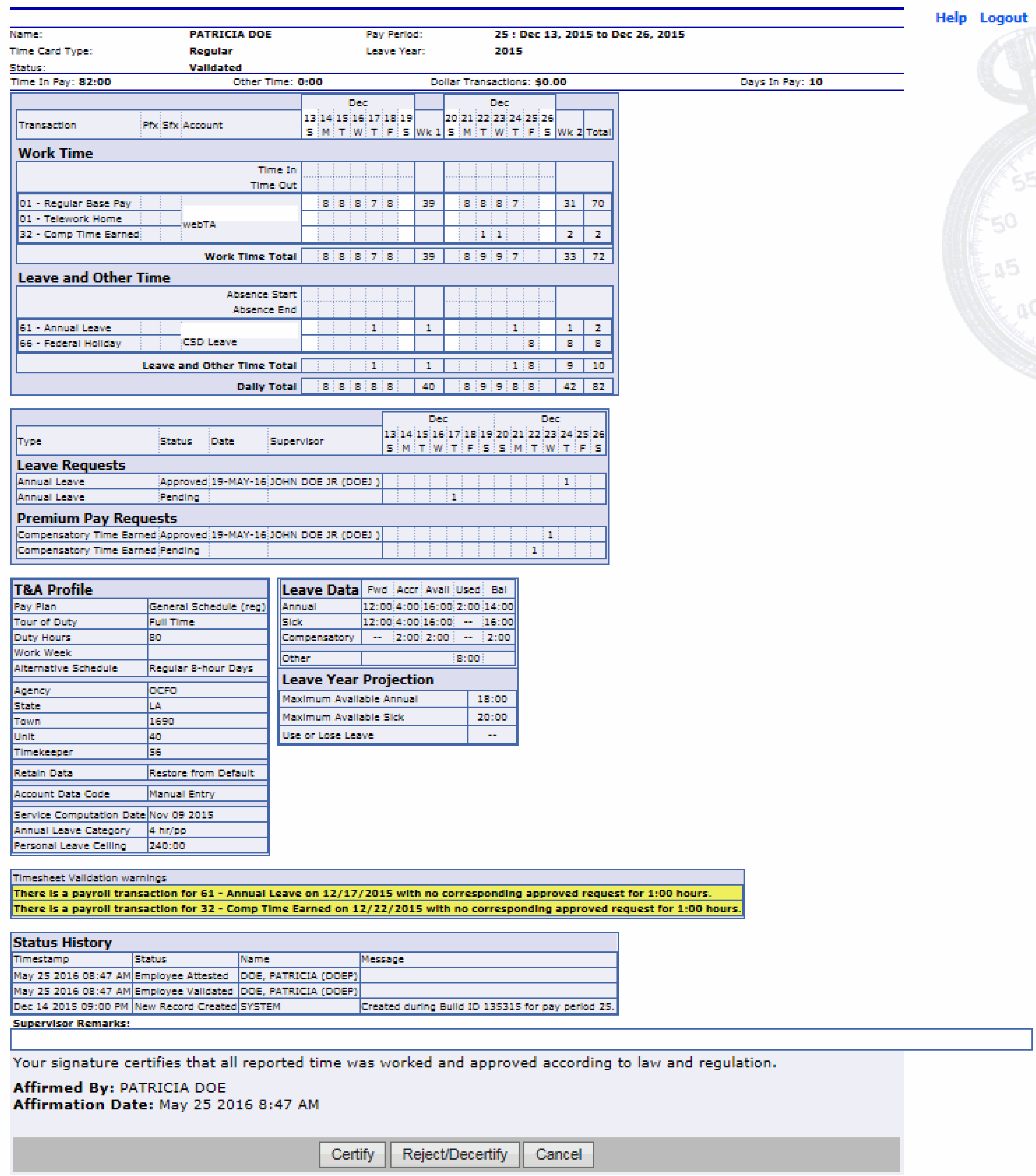
To View/Certify a T&A:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

Figure 17: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.

3. Select the **View/Certify T&A** button to view and/or certify the employee's most recently validated T&A. The View/Certify T&A page is displayed.



Help Logout

Name:	PATRICIA DOE	Pay Period:	25 : Dec 13, 2015 to Dec 26, 2015
Time Card Type:	Regular	Leave Year:	2015
Status:	Validated		

Time In Pay: 82:00 Other Time: 0:00 Dollar Transactions: $0.00 Days In Pay: 10

Transaction	Pfx	Sfx	Account	Dec 13 S	14 M	15 T	16 W	17 T	18 F	19 S	Wk 1	Dec 20 S	21 M	22 T	23 W	24 T	25 F	26 S	Wk 2	Total
Work Time																				
Time In / Time Out																				
01 - Regular Base Pay			webTA		8	8	8	7	8		39		8	8	8	7			31	70
01 - Telework Home																				
32 - Comp Time Earned														1	1				2	2
Work Time Total					8	8	8	7	8		39		8	9	9	7			33	72
Leave and Other Time																				
Absence Start / Absence End																				
61 - Annual Leave			CSD Leave					1			1					1			1	2
66 - Federal Holiday																	8		8	8
Leave and Other Time Total								1			1					1	8		9	10
Daily Total					8	8	8	8	8		40		8	9	9	8	8		42	82

Type	Status	Date	Supervisor	Dec 13 S	14 M	15 T	16 W	17 T	18 F	19 S	Dec 20 S	21 M	22 T	23 W	24 T	25 F	26 S
Leave Requests																	
Annual Leave	Approved	19-MAY-16	JOHN DOE JR (DOEJ)												1		
Annual Leave	Pending							1									
Premium Pay Requests																	
Compensatory Time Earned	Approved	19-MAY-16	JOHN DOE JR (DOEJ)											1			
Compensatory Time Earned	Pending												1				

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	40
Timekeeper	56
Retain Data	Restore from Default
Account Data Code	Manual Entry
Service Computation Date	Nov 09 2015
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	12:00	4:00	16:00	2:00	14:00
Sick	12:00	4:00	16:00	--	16:00
Compensatory	--	2:00	2:00	--	2:00
Other				8:00	

Leave Year Projection	
Maximum Available Annual	18:00
Maximum Available Sick	20:00
Use or Lose Leave	--

Timesheet Validation warnings

There is a payroll transaction for 61 - Annual Leave on 12/17/2015 with no corresponding approved request for 1:00 hours.

There is a payroll transaction for 32 - Comp Time Earned on 12/22/2015 with no corresponding approved request for 1:00 hours.

Status History			
Timestamp	Status	Name	Message
May 25 2016 08:47 AM	Employee Attested	DOE, PATRICIA (DOEP)	
May 25 2016 08:47 AM	Employee Validated	DOE, PATRICIA (DOEP)	
Dec 14 2015 09:00 PM	New Record Created	SYSTEM	Created during Build ID 135315 for pay period 25.

Supervisor Remarks:

Your signature certifies that all reported time was worked and approved according to law and regulation.

Affirmed By: PATRICIA DOE
Affirmation Date: May 25 2016 8:47 AM

Certify Reject/Decertify Cancel

Figure 18: View/Certify T&A Page

4. Review the T&A.

5. Select the **Certify** button to certify the T&A.

OR

Select the **Reject/Decertify** button to reject the T&A or decertify a previously certified T&A.

Note: If you select the **Reject/Decertify** button, the Reject Employee Data page is displayed, and a reason must be given.

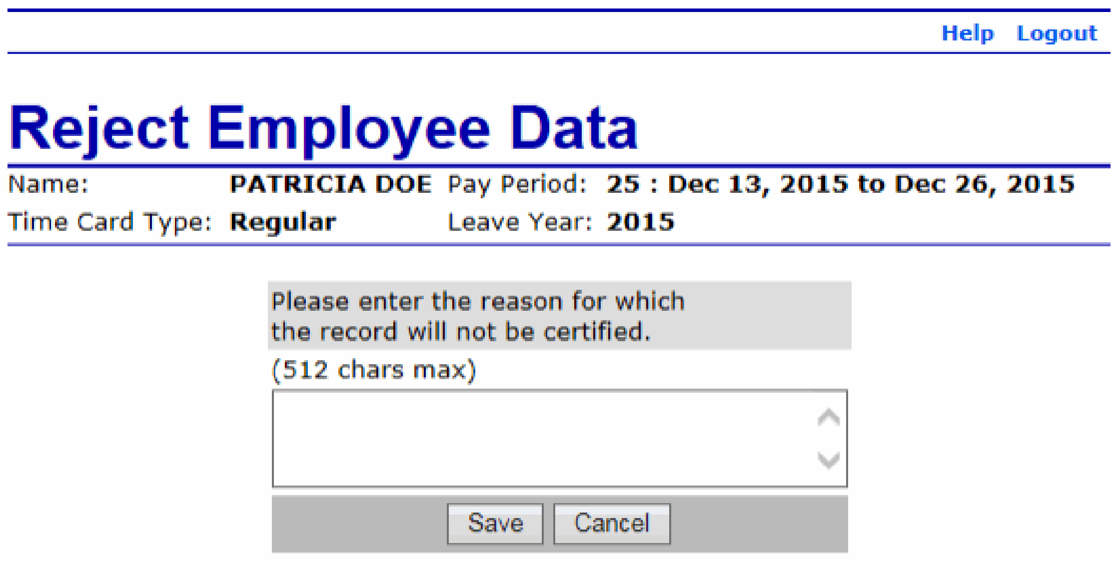


Figure 19: Reject Employee Data Page

OR

Select the **Cancel** button. The Select Employee page is displayed.

Viewing a List of Certified T&As

To Display a List of Certified T&A(s):

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

Figure 20: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.

3. Select the **Certified T&As** button. The Certified T&A Summaries page is displayed.

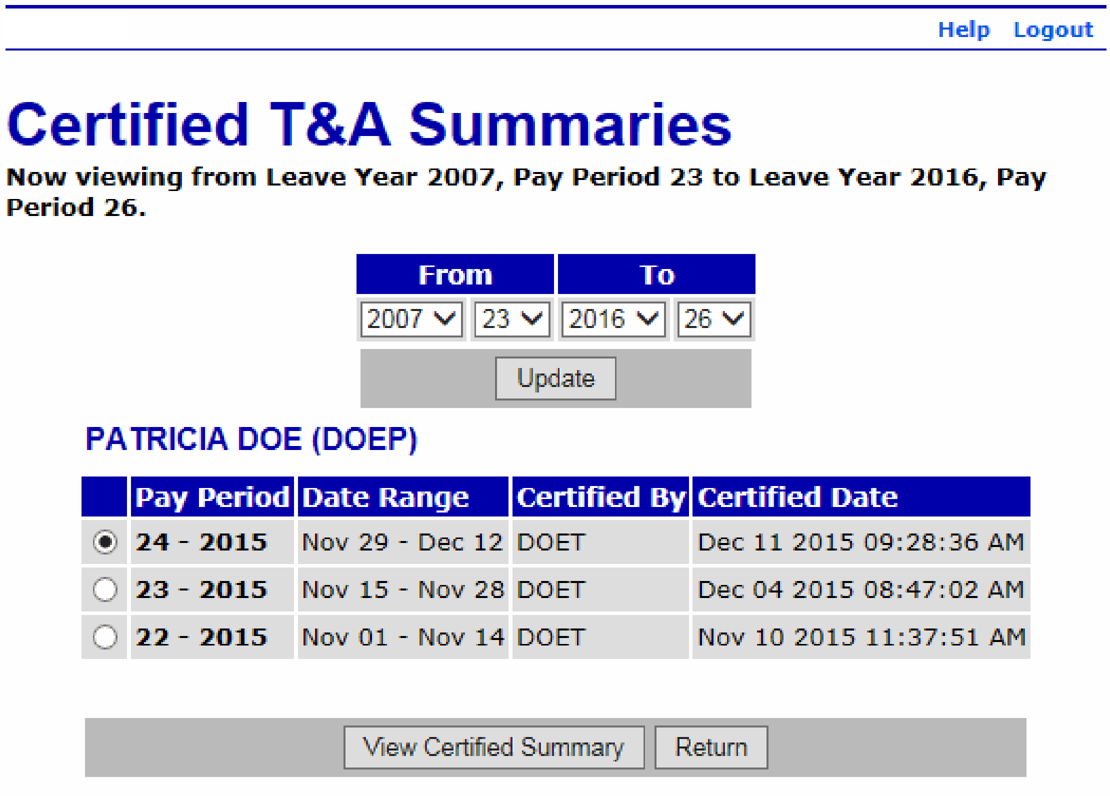


Figure 21: Certified T&A Summaries Page

4. Select the applicable pay period.

5. Select the **View Certified Summary** button. The applicable certified T&A is displayed.

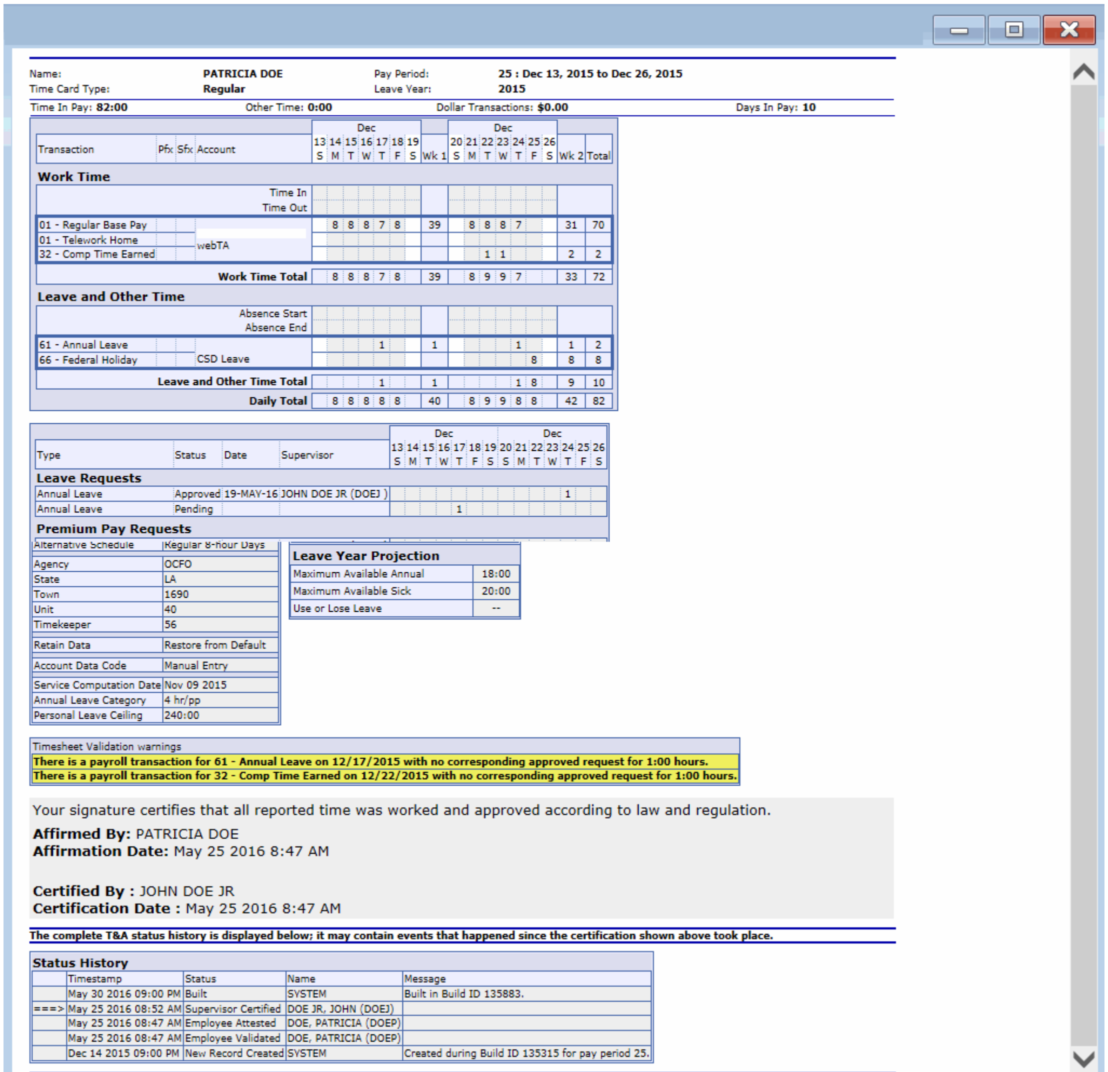


Figure 22: View Certified Summary Page

6. Select the **X** to close the page. The Certified T&A Summaries page is displayed.

Certifying All T&As Assigned to a Timekeeper

The **Certify All** button on the Select Employee page is used to certify all T&As assigned to a timekeeper at the same time.

To Certify All T&As Assigned to a Timekeeper:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

Figure 23: Select Employee Page

2. Select the **Certify All** button. All T&As are certified.

Search

The Search for Employee page is used to search for employee(s) assigned to a supervisor.

To Search for an Employee:

1. Select the **Search** button from the Supervisor Main Menu. The Search for Employee page is displayed.

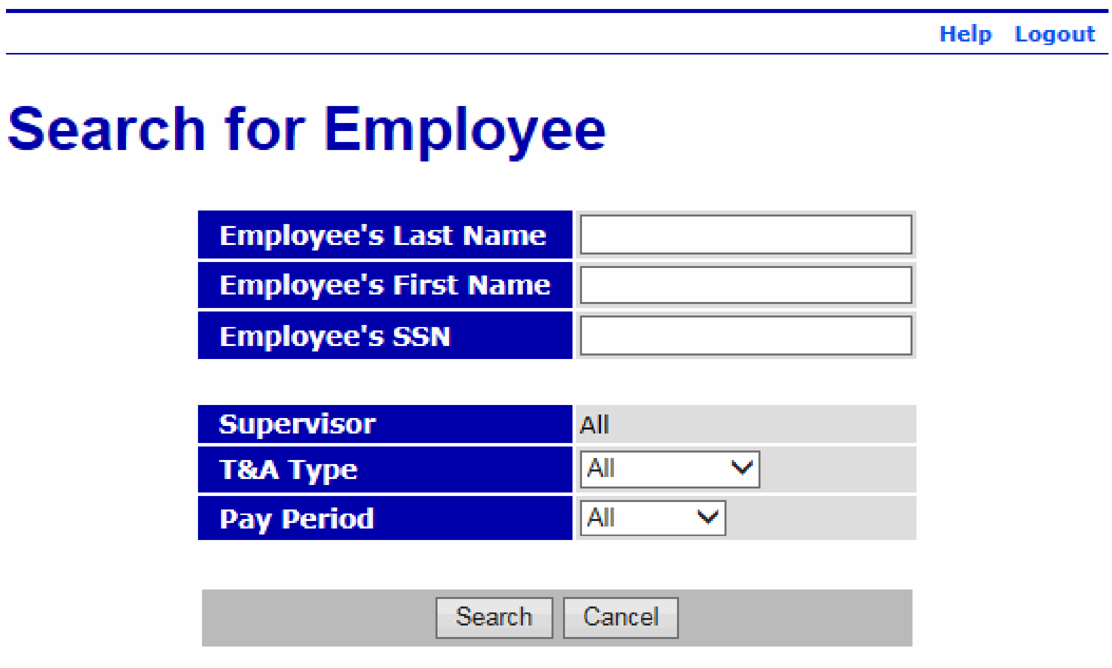


Figure 24: Search for Employee Page

2. Complete the fields as follows:

Field	Description/Instruction
Employee's Last Name	Enter part or all of the employee's last name, or enter a range of letters (i.e., **`A-C`** for all employees whose last name begin with the letter A, B, or C).
Employee's First Name	Enter part or all of the employee's first name.
Employee's SSN	Enter the employee's Social Security number (SSN).
Supervisor	System generated with **`All`** to represent all of the employees for the supervisor.
T&A Type	Select the down arrow to select the applicable type of T&A to be displayed. If no value is selected, all T&As for this supervisor will be displayed.

Field	Description/Instruction
	Valid values are: **Corrections** - Displays corrected T&As. **Unvalidated** - Displays T&As which have not yet been validated (by either the employee or the timekeeper). **Validated** - Displays T&As which have been validated (by either the employee or the timekeeper), but have not yet been certified by the supervisor. **Certified** - Displays T&As have been both validated and certified, but have not yet been built. **No Profile** - Displays T&As for which no profile data has been stored. T&A profile data must be entered before a T&A can be entered (by either the employee or the timekeeper).
Pay Period	Select the down arrow to select the range of pay periods to be displayed. If no value is selected, all pay periods for this supervisor will be displayed. Valid values are: **Current** - T&As for the current pay period. **Previous** - T&As for the previous pay period. These are usually T&As that are compiled, but have not been certified and built. **Older** - T&As not in the current or previous pay period.

3. Select the **Search** button. The Search Results page is displayed with a list of applicable employees.

Figure 25: Search Results Page

4. Select the applicable employee.

5. Select the **View/Certify T&A** button to view the employee's most recently certified T&A. For more information, see ***Viewing/Certifying a T&A*** (on page 35).

OR

Select the **Locator Info** button to view the employee's building information. For more information, see ***Locator Information*** (on page 77).

OR

Select the **Certified T&As** button to view a list of the employee's certified T&A(s). For more information, see ***Viewing a List of Certified T&As*** (on page 38).

OR

Select the **Leave Audit** button to view the employee's Leave Audit report. For more information, see ***Leave Audit Report*** (on page 67).

1. Select the **Return** button after the above options. The Select Employee page is displayed.

Leave

The Leave/Prem Pay Request Menu allows supervisors to:

- View current requests
- View only your employees' requests

  OR

  View only delegated employees' requests
- View request history
- View requests in a calendar view

For more information see:

Viewing Leave Requests

To View Leave Requests:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

Figure 26: Leave/PremPay Request Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

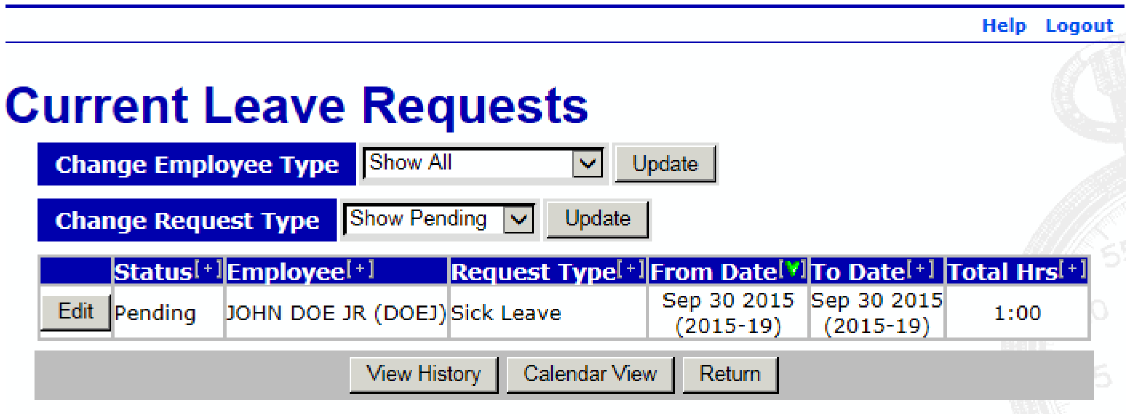


Figure 27: Current Leave Requests Page

Viewing an Employee's Leave Request History

To View an Employee's Leave Request History:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

Figure 28: Leave/PremPay Request Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

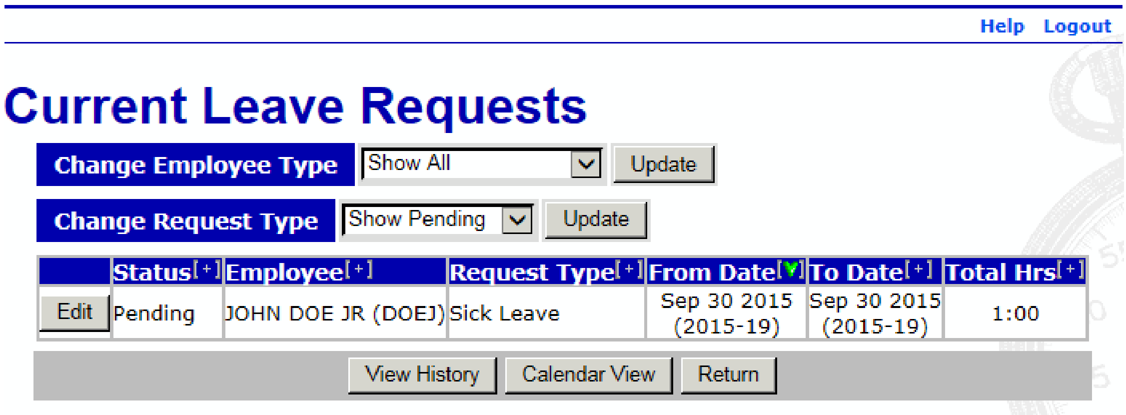


Figure 29: Current Leave Requests Page

3. Select the **View History** button. The Leave Request History page is displayed.

Figure 30: Leave Request History Page

4. Select the applicable leave request.

5. Select the **View** button. The applicable leave request is displayed.

OR

Select the **Return** button to cancel. The Current Leave Requests menu is displayed.

Viewing Leave Requests in a Calendar View

To View an Employee's Leave Request(s) in a Calendar View:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

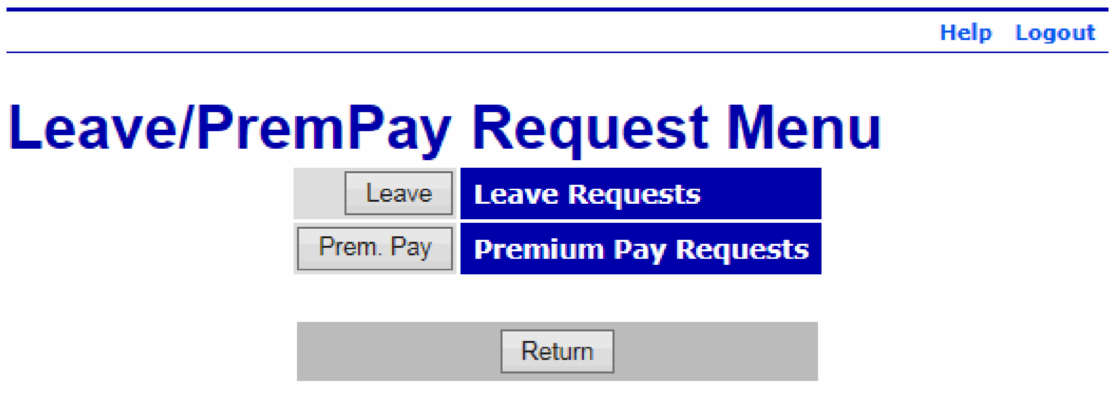


Figure 31: Leave/PremPay Request Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

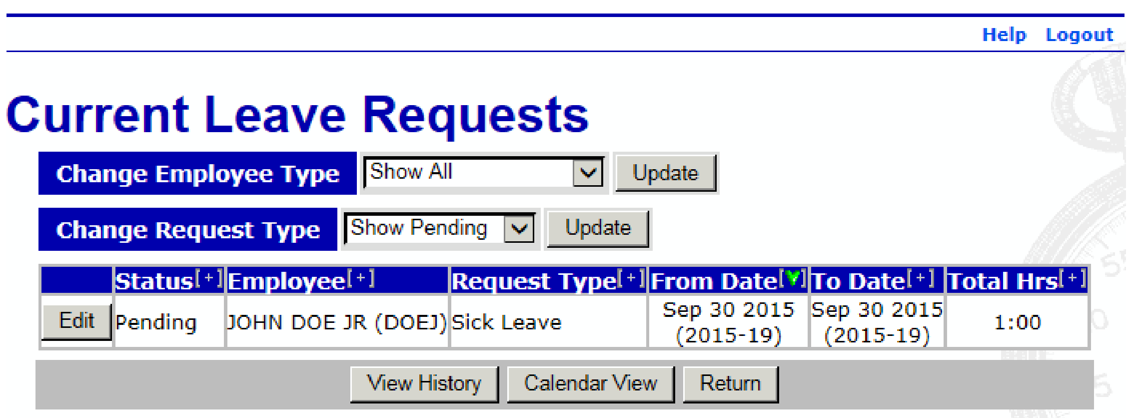


Figure 32: Current Leave Requests Page

3. Select the **Calendar View** button. The Leave Request Calendar View page is displayed.

Figure 33: Leave Request Calendar View Page

4. View the applicable request(s).

5. Select the **Return** button. The Current Leave Requests menu is displayed.

Approving/Denying Leave Requests

To Approve/Deny Leave Requests:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

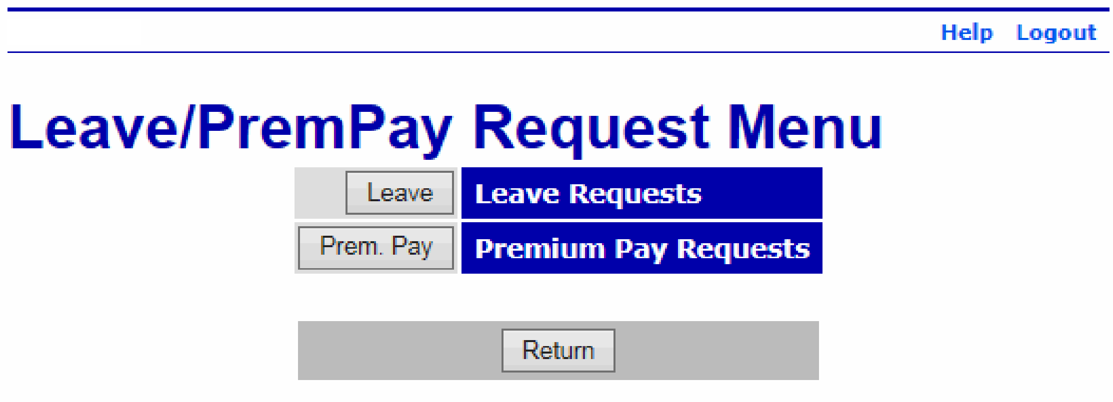


Figure 34: Leave/PremPay Request Menu

2. Select the **Leave** button. The Current Leave Requests page is displayed listing pending leave requests for the employees assigned to the supervisor.

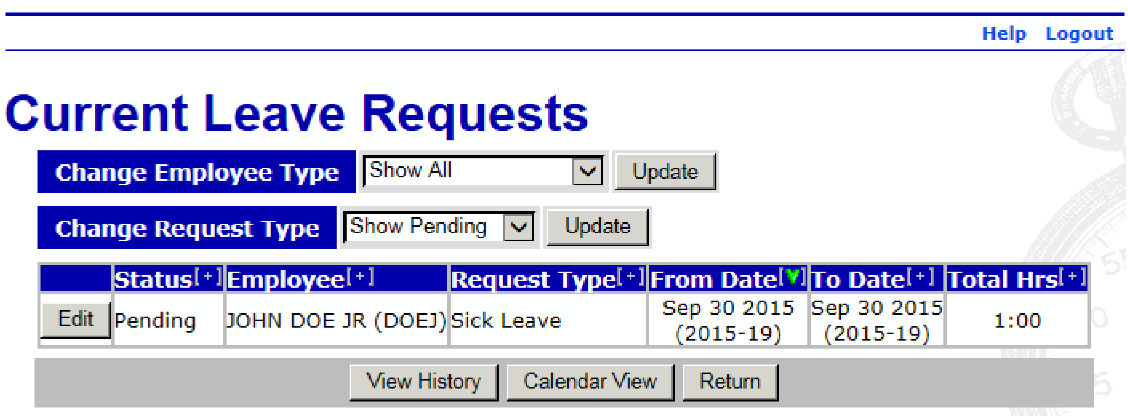
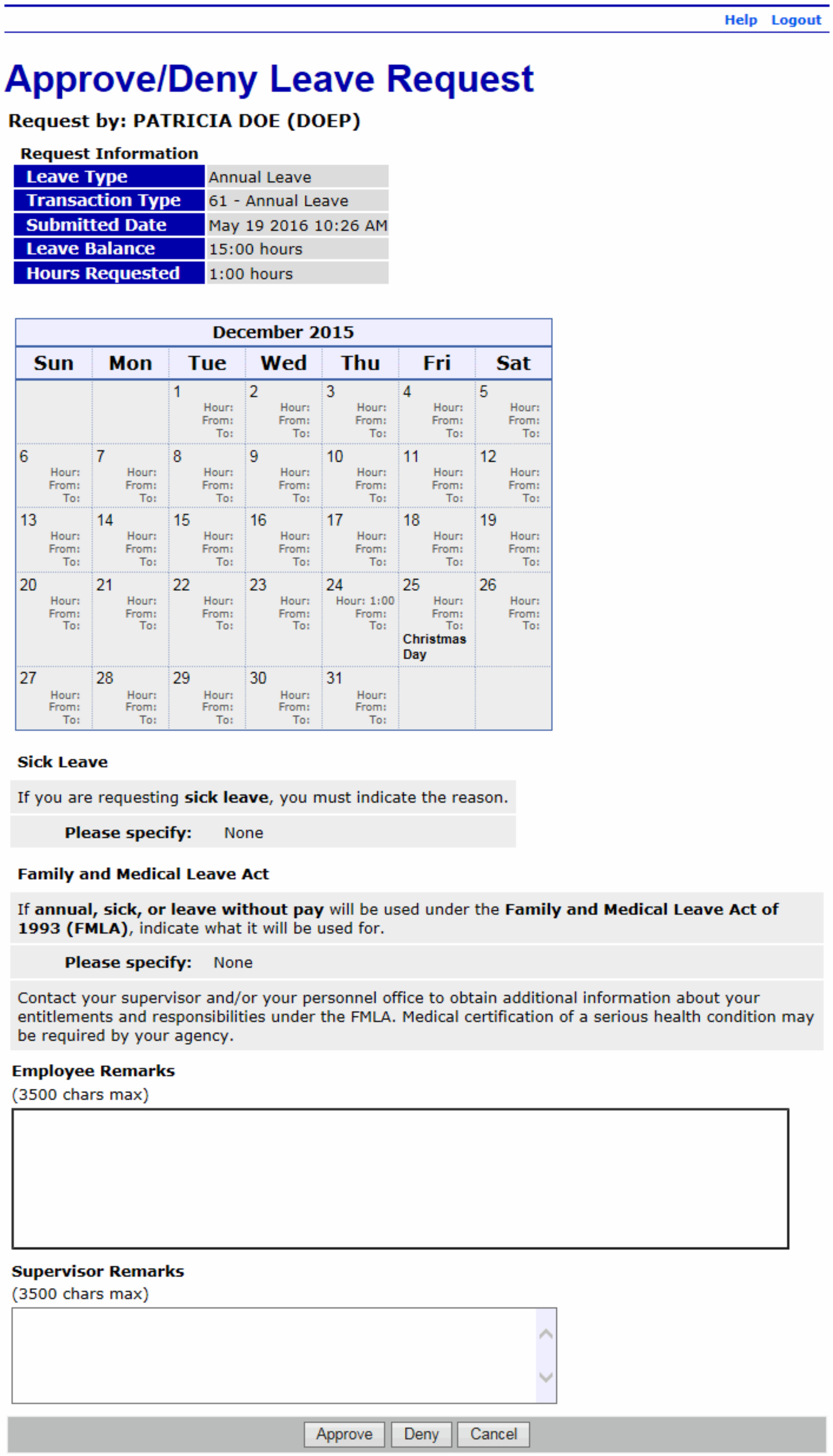


Figure 35: Current Leave Requests Page

3. Select the **Edit** button next to the applicable leave request to be approved or denied. The Approve/Deny Leave Request page is displayed.



Help Logout

Approve/Deny Leave Request

Request by: PATRICIA DOE (DOEP)

Request Information

Leave Type	Annual Leave
Transaction Type	61 - Annual Leave
Submitted Date	May 19 2016 10:26 AM
Leave Balance	15:00 hours
Hours Requested	1:00 hours

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: 1:00 From: To:	25 Hour: From: To: Christmas Day	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify: None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Employee Remarks
(3500 chars max)

Supervisor Remarks
(3500 chars max)

Approve Deny Cancel

Figure 36: Approve/Deny Leave Request Page

4. Enter any Supervisor Remarks, if applicable.
5. Select the **Approve** button to approve the request.

   OR

   Select the **Deny** button to deny the request.

   OR

   Select the **Cancel** button to cancel. The Current Leave Requests page is displayed.

Note: If you deny the request, a popup appears, and a reason must be given.

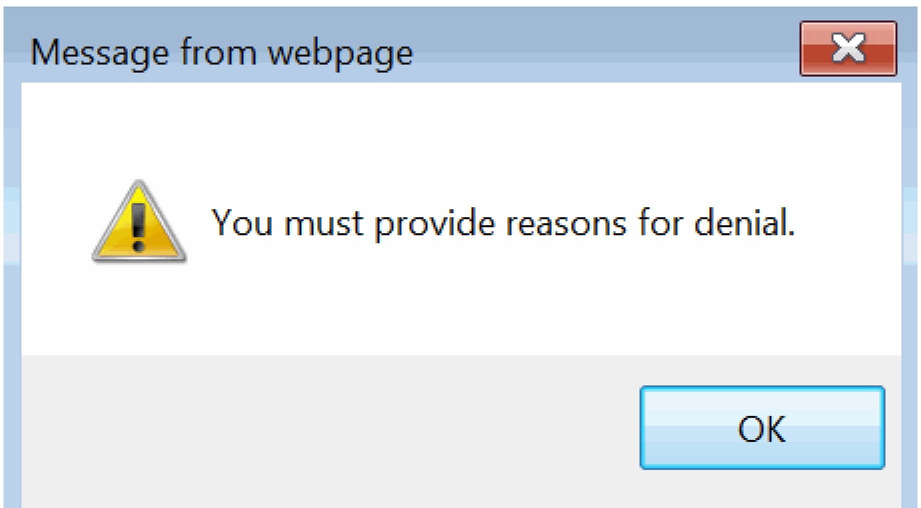


Figure 37: Deny Popup

Premium Pay

The Leave/Prem pay Request Menu allows supervisors to:

- View current requests
- View only your employees' requests

  OR

  View only delegated employees' requests

- View request history
- View requests in a calendar view

For more information see:

Viewing Premium Pay Requests

To View Premium Pay Requests:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

Figure 38: Leave/PremPay Request Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

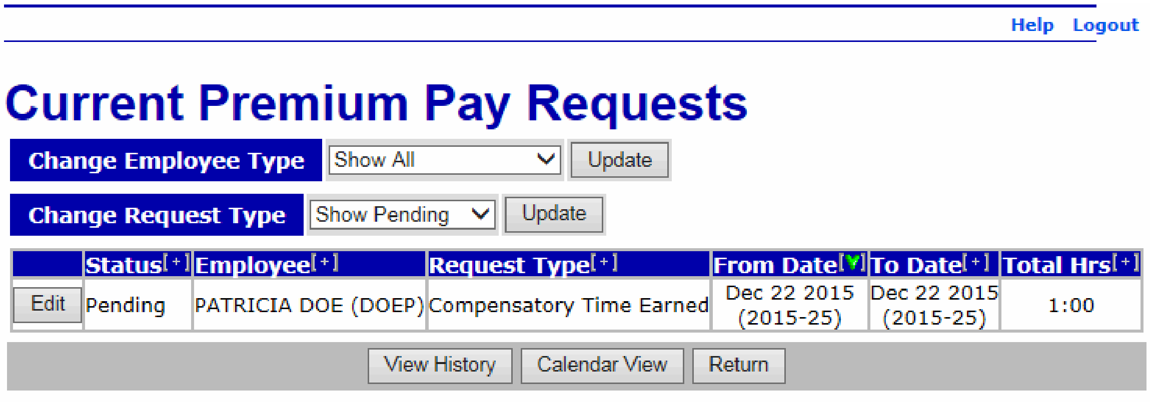


Figure 39: Current Premium Pay Requests Page

3. View the applicable request.

4. Select the **Return** button. The Leave/PremPay Request Menu is displayed.

Viewing an Employee's Premium Pay Request History

To View an Employee's Premium Pay Request History:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

Figure 40: Leave/PremPay Request Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

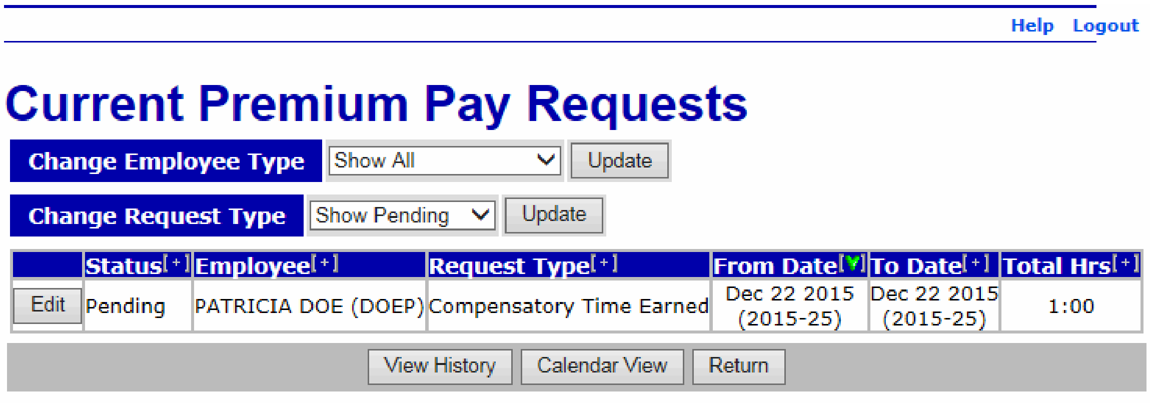


Figure 41: Current Premium Pay Requests Page

3. Select the **View History** button. The Premium Pay Request History page is displayed.

Figure 42: Premium Pay Request History Page

4. Select the applicable premium pay request.

5. Select the **View** button. The applicable premium pay request is displayed.

OR

Select the **Return** button to cancel. The Current Premium Pay Requests menu is displayed.

Viewing Premium Pay Requests in a Calendar View

To View an Employee's Premium Pay Request(s) in a Calendar View:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

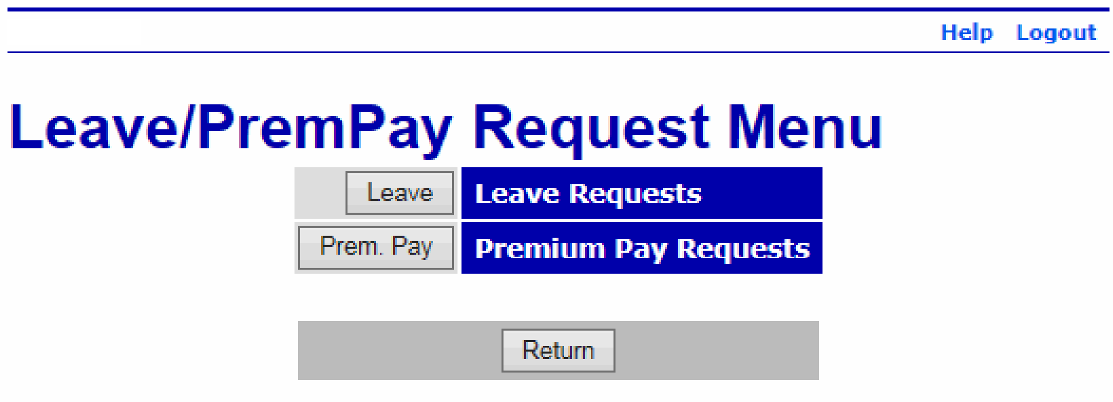


Figure 43: Leave/PremPay Request Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

Figure 44: Current Premium Pay Requests Page

3. Select the **Calendar View** button. The Premium Pay Request Calendar View page is displayed.

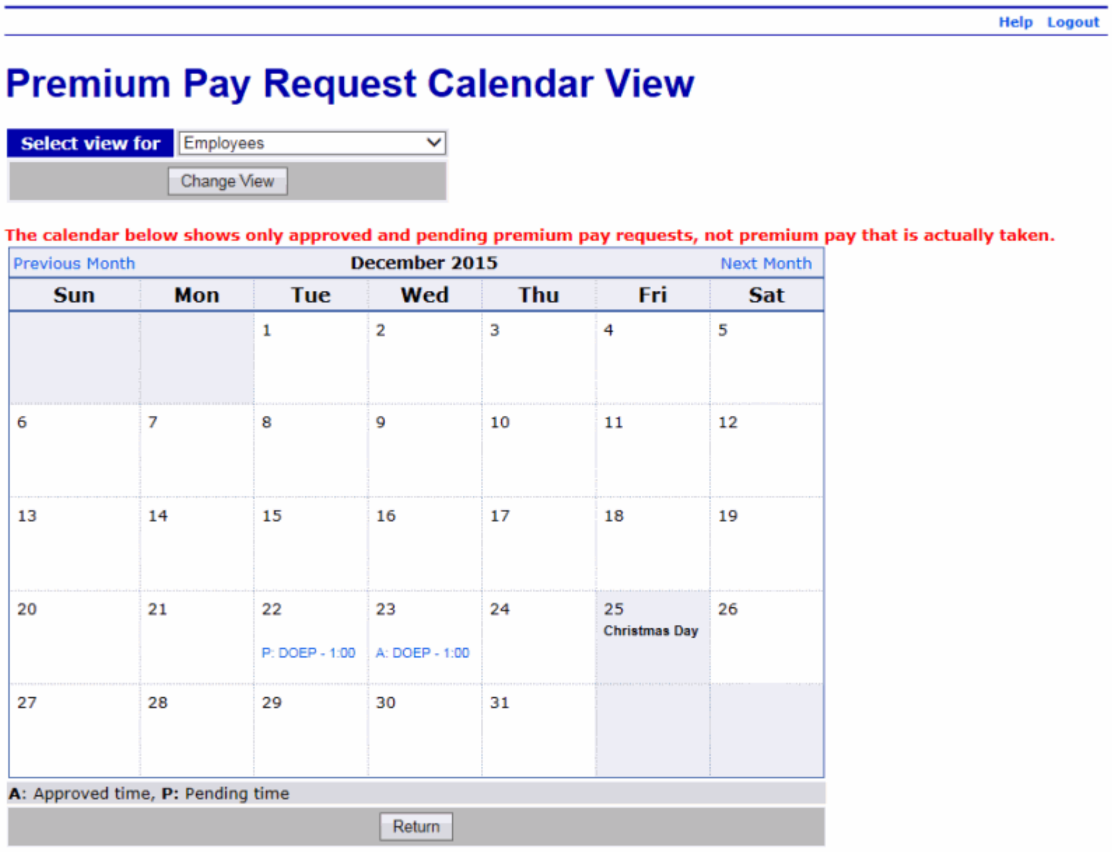


Figure 45: Premium Pay Request Calendar View Page

4. Select the **Return** button. The Current Premium Pay Requests page is displayed.

Approving/Denying Premium Pay Requests

To Approve or Deny a Premium Pay Request:

1. Select the **Leave/Prem Pay** button from the Supervisor Main Menu. The Leave/PremPay Request Menu is displayed.

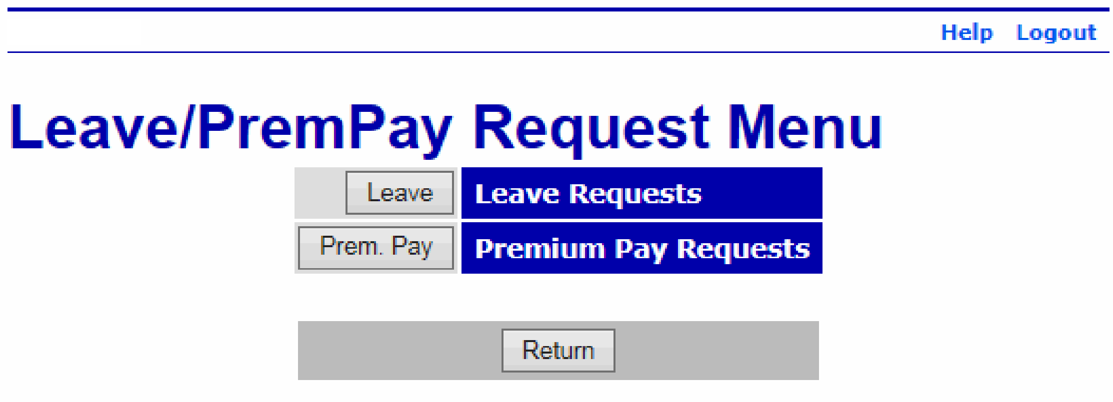


Figure 46: Leave/PremPay Request Menu

2. Select the **Prem. Pay** button. The Current Premium Pay Requests page is displayed listing pending premium pay requests for the employee(s) assigned to the supervisor.

Figure 47: Current Premium Pay Requests Page

3. Select the **Edit** button next to the applicable premium pay request to be approved or denied. The Approve/Deny Premium Pay Request page is displayed.

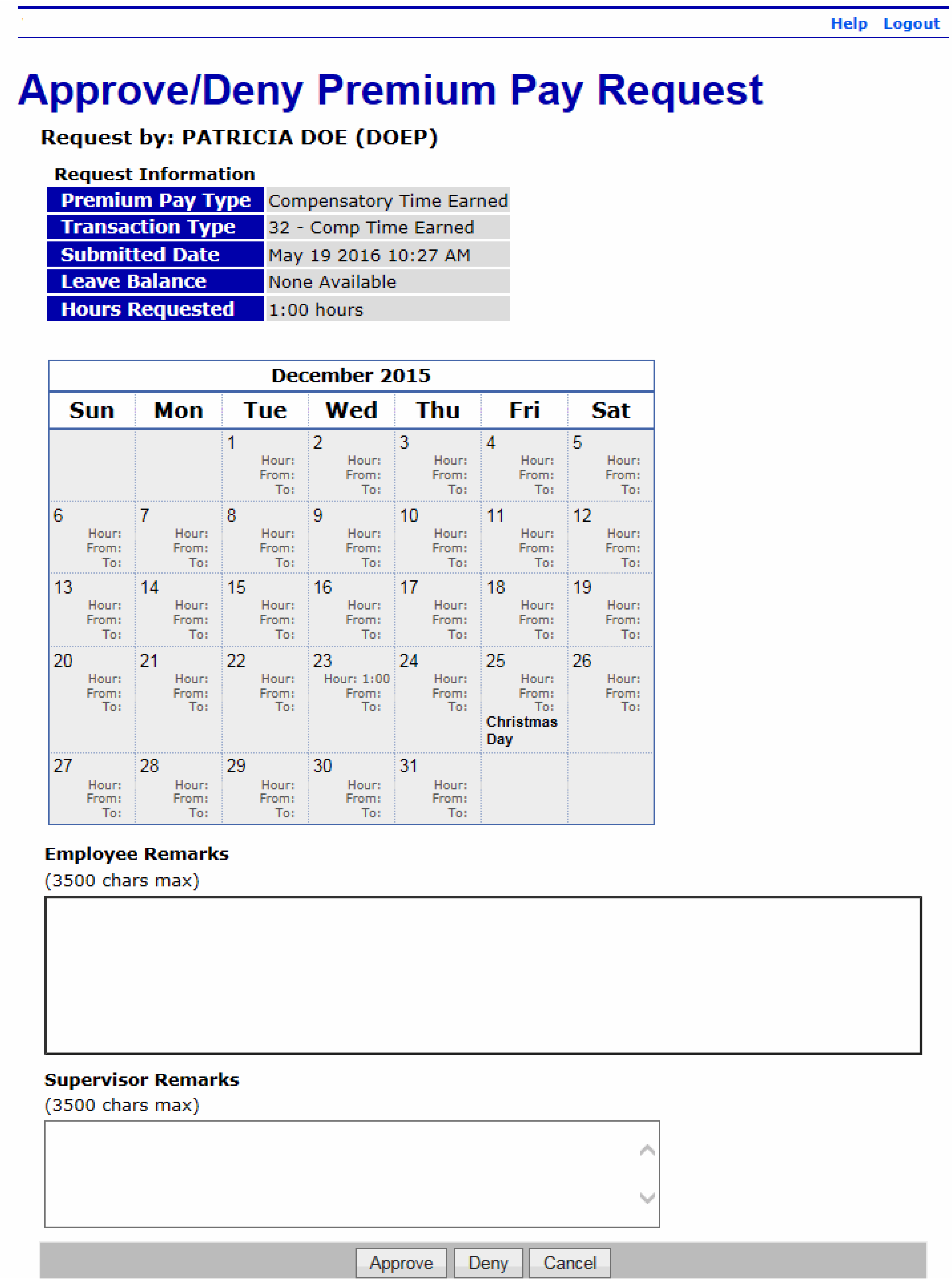


Figure 48: Approve/Deny Premium Request Page

4. Enter any Supervisor Remarks, if applicable.

5. Select the **Approve** button to approve the request.

OR

Select the **Deny** button to deny the request.

OR

Select the **Cancel** button to cancel. The Current Leave Requests page is displayed.

Note: If you deny the request, a popup appears, and a reason must be given.

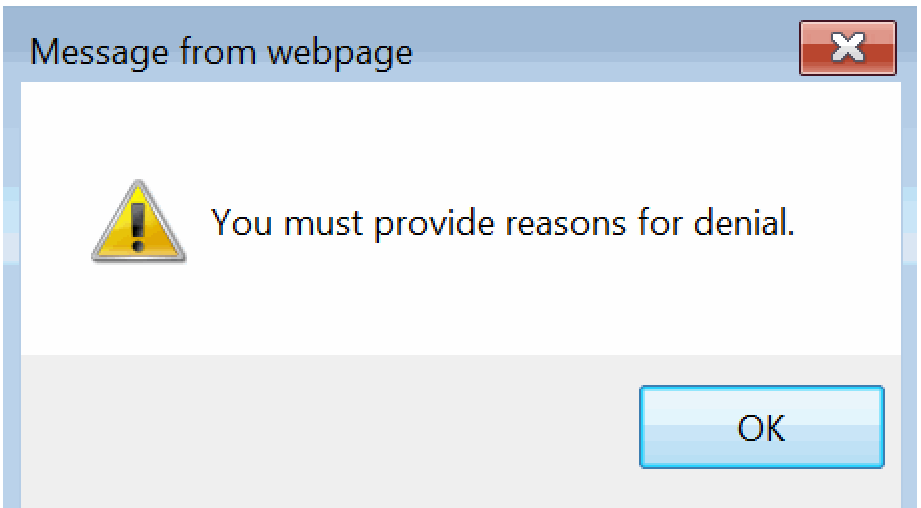


Figure 49: Deny Popup

Reports

The Supervisor Reports Menu allows supervisors to run the following reports in webTA:

- Default Schedule Report
- Telework Employees Report
- Telework Hours Report

Figure 50: Supervisor Reports Menu

This section includes the following topics:

Default Schedule Report

This report will list the default schedule, if applicable, for all employees for a supervisor.

To Run the Default Schedule Report:

1. Select the **Reports** button on the Supervisor Main Menu. The Supervisor Reports Menu is displayed.

Figure 51: Supervisor Reports Menu

2. Select the **Def. Schedule** button. The Default Schedule Report is displayed.

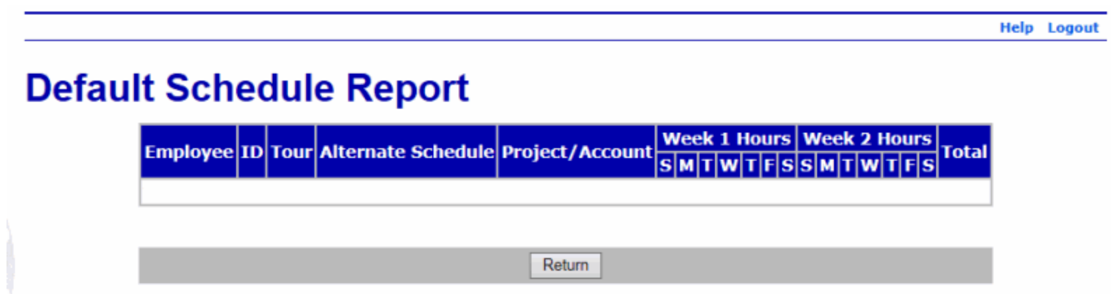


Figure 52: Default Schedule Report

3. Review the report.

4. Select the **Return** button to return to the Supervisor Reports Menu.

Telework Employees Report

The Teleworking Employees by Days Teleworked report generates a summary report for each day of the pay period teleworked along with Departmental totals for each pay period of a specified date range.

To Run the Telework Employees Report:

1. Select the **Reports** button on the Supervisor Main Menu. The Supervisor Reports Menu is displayed.

Figure 53: Supervisor Reports Menu

2. Select the **Telework Emps** button. The Number of Employees with Days of Telework Criteria page is displayed.

Figure 54: Number of Employees with Days of Telework Criteria Report

3. Select the applicable pay period range.

4. Select the **Continue** button. The Number of Employees with Days of Telework report is displayed.

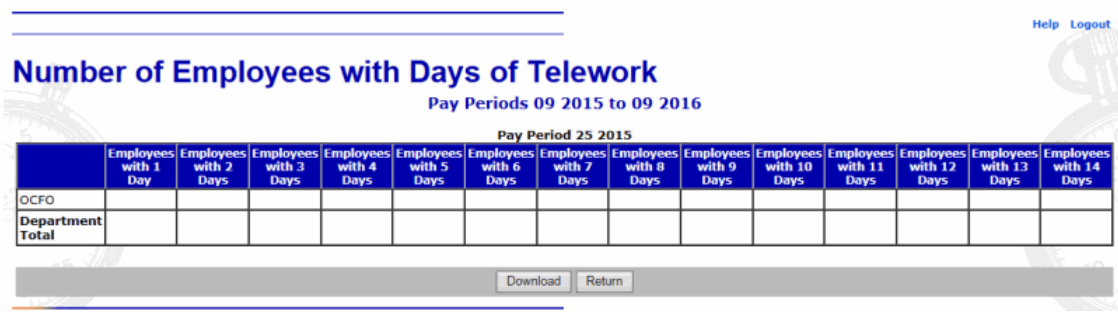


Figure 55: Number of Employees with Days of Telework Report

5. Select the **Download** button to download the report.

   OR

   Select the **Return** button. The Number of Employees with Days of Telework Criteria page is displayed.

Telework Hours Report

The Summary of Hours Teleworked by Pay Period report generates a summary report for the number of hours teleworked for each week of the pay period along with Departmental totals for each pay period in a specified date range.

To Run the Telework Hours Report:

1. Select the **Reports** button on the Supervisor Main Menu. The Supervisor Reports Menu is displayed.

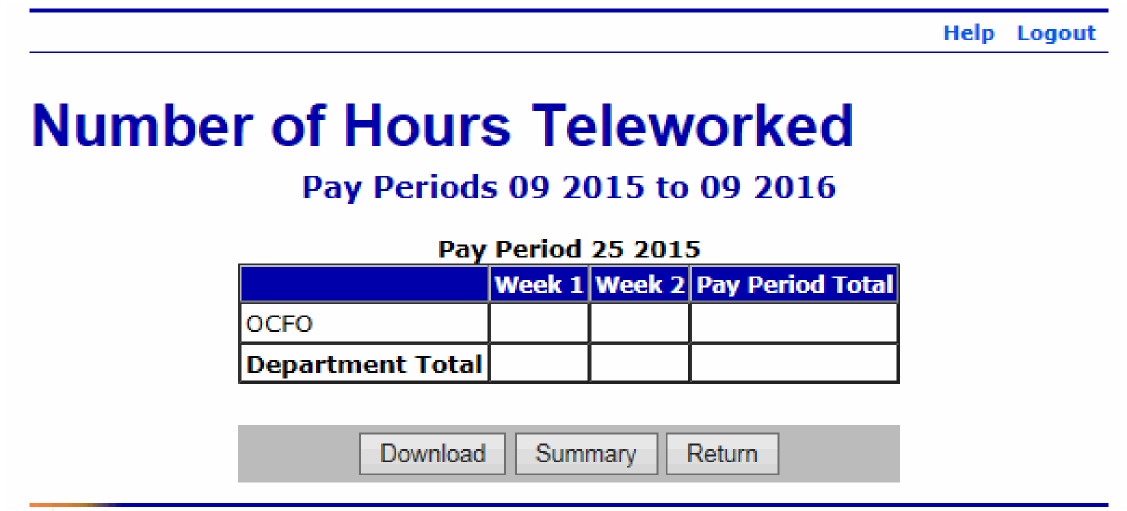
Figure 56: Supervisor Reports Menu

2. Select the **Telework Hours** button. The Telework Hours Report Criteria page is displayed.

Figure 57: Telework Hours Report Criteria Report

3. Select the applicable pay period range.

4. Select the **Continue** button. The Number of Hours Teleworked report is displayed.


Help Logout

Number of Hours Teleworked

Pay Periods 09 2015 to 09 2016

Pay Period 25 2015

	Week 1	Week 2	Pay Period Total
OCFO			
Department Total			

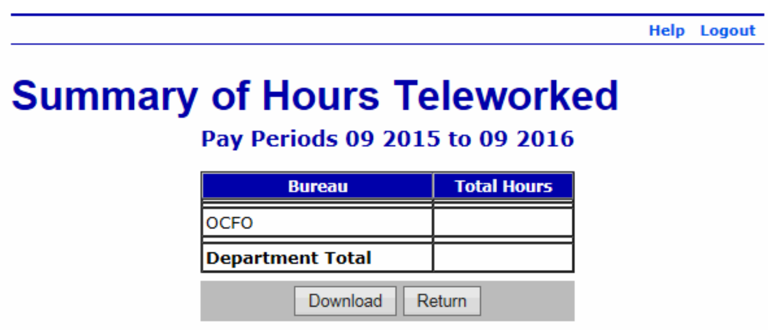
Download Summary Return

Figure 58: Number of Hours Teleworked Report

5. Select the **Download** button to download the report.

OR

Select the **Summary** button to view a summary (by Agency) of the report.


Help Logout

Summary of Hours Teleworked

Pay Periods 09 2015 to 09 2016

Bureau	Total Hours
OCFO	
Department Total	

Download Return

Figure 59: Summary of Hours Teleworked Report

OR

Select the **Return** button. The Number of Employees with Days of Telework Criteria page is displayed.

Leave Audit Report

To Run a Leave Audit Report:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

Figure 60: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.

3. Select the **Leave Audit** button. The Leave Audit Report page is displayed.

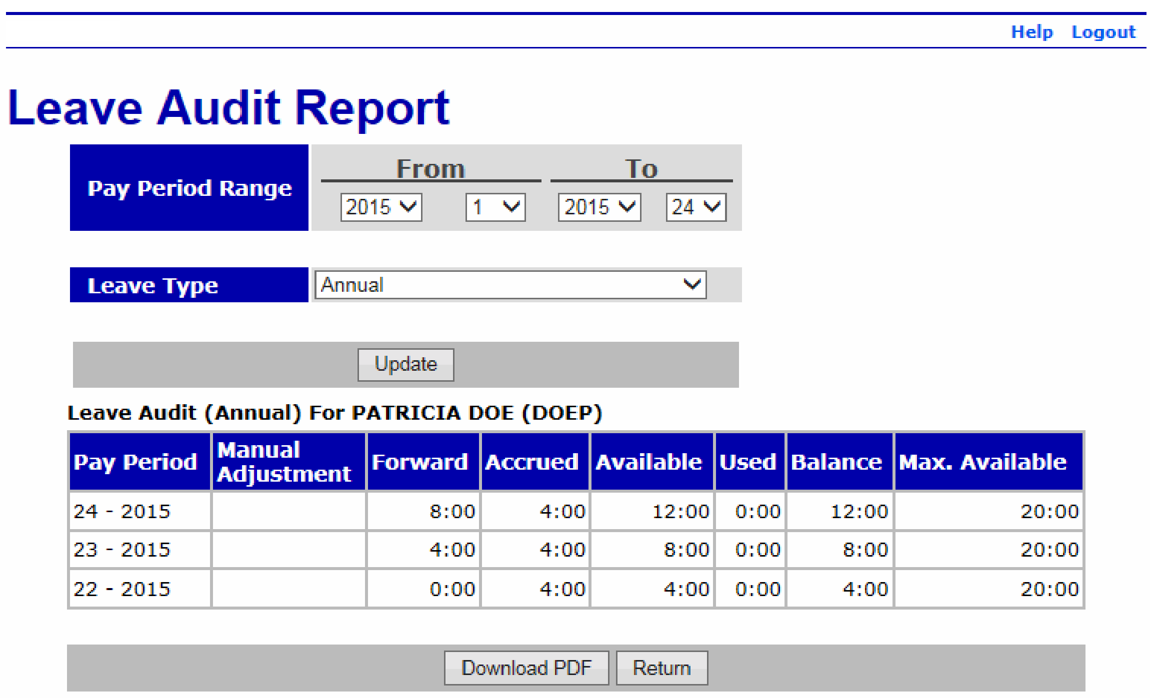


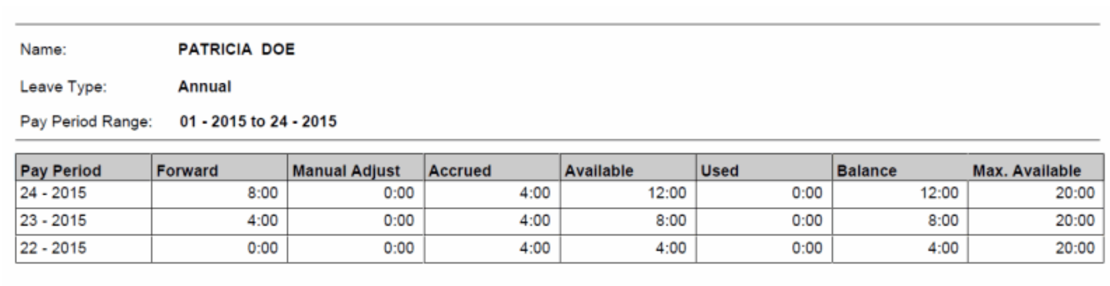
Figure 61: Leave Audit Report Page

4. Select the applicable pay period range to be included on the report.

5. Select the applicable leave type to be included on the report.

6. Select the **Update** button to save the selected time frame and leave type.

7. Select the **Download PDF** button to display the report as a PDF. The PDF is displayed.



Name: **PATRICIA DOE**

Leave Type: **Annual**

Pay Period Range: **01 - 2015 to 24 - 2015**

Pay Period	Forward	Manual Adjust	Accrued	Available	Used	Balance	Max. Available
24 - 2015	8:00	0:00	4:00	12:00	0:00	12:00	20:00
23 - 2015	4:00	0:00	4:00	8:00	0:00	8:00	20:00
22 - 2015	0:00	0:00	4:00	4:00	0:00	4:00	20:00

Figure 62: Leave Audit Report (pdf)

OR

Select the **Return** button to return to the Select Employee page.

1. Select the back arrow (in the browser) to return to the Leave Audit Report page.

Delegation

A supervisor may delegate his/her supervisory role in the event that they are unavailable to certify T&As. Assigned delegates will have all of the rights for the employees assigned directly to the original supervisor.

When a supervisor is designated as a delegate for another supervisor(s), the delegate will not have access to any delegated employees, only the supervisor's actual employees.

Delegation remains in effect until the user ID of the delegate is removed from the list.

For more information see:

Searching for a Supervisor to Assign Delegation to

To Search for a Supervisor to Assign Delegation to:

1. Select the **Delegate** button from the Supervisor Main Menu. The Delegate Supervisor Role page is displayed.

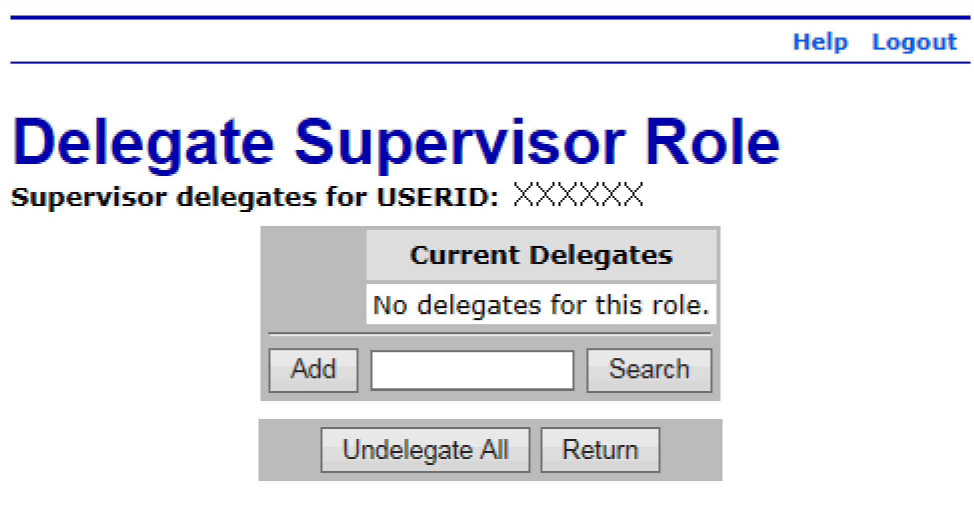
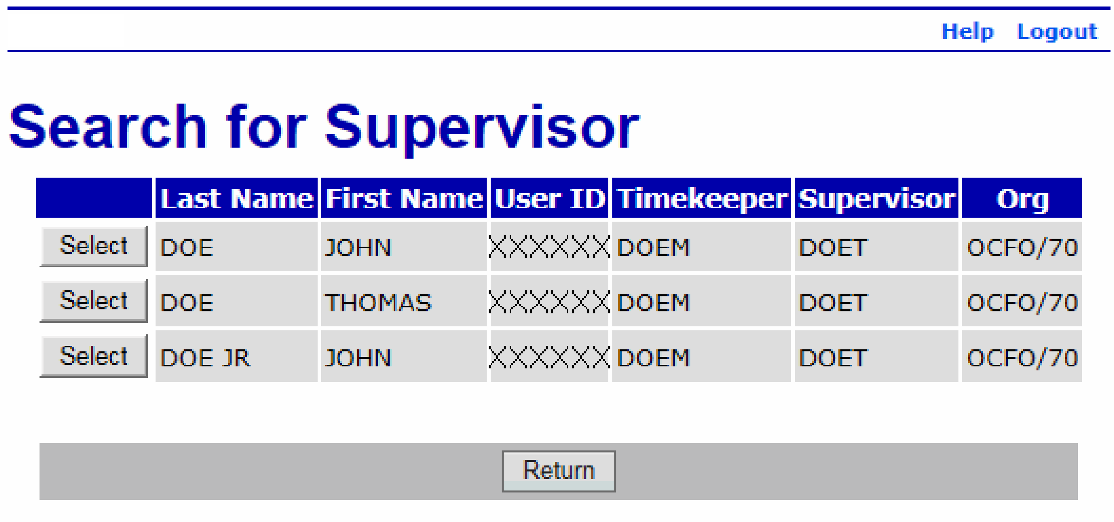


Figure 63: Delegate Supervisor Role Page

2. Select the **Search** button. The Search for Supervisor page is displayed.



Help Logout

Search for Supervisor

	Last Name	First Name	User ID	Timekeeper	Supervisor	Org
Select	DOE	JOHN	XXXXXX	DOEM	DOET	OCFO/70
Select	DOE	THOMAS	XXXXXX	DOEM	DOET	OCFO/70
Select	DOE JR	JOHN	XXXXXX	DOEM	DOET	OCFO/70

Return

Figure 64: Search for Supervisor Page

3. Complete the fields as follows:

Field	Description/Instruction
Employee's Last Name	Enter the last name of the supervisor to assign delegation. If you complete the Employee's SSN field, you do not need to complete this field.
Employee's First Name	Enter the first name of the supervisor to assign delegation. This is an optional field.
Employee's SSN	Enter the SSN of the supervisor to assign delegation. If you complete the Employee's Last Name field, you do not need to complete this field.

4. Select the **Search** button to search for the applicable supervisor. A list of applicable supervisor(s) is displayed.

OR

Select the **Cancel** button to cancel the search and return to the Delegate Supervisor Role page.

Assigning Delegation

To Assign Delegation:

1. Select the **Delegate** button from the Supervisor Main Menu. The Delegate Supervisor Role page is displayed.

Figure 65: Delegate Supervisor Role Page

2. Type the name of the supervisor to assign delegation to.

3. Select the **Add** button. The person is added.

Removing Delegation

To Remove Delegation:

1. Select the **Delegate** button from the Supervisor Main Menu. The Delegate Supervisor Role page is displayed.

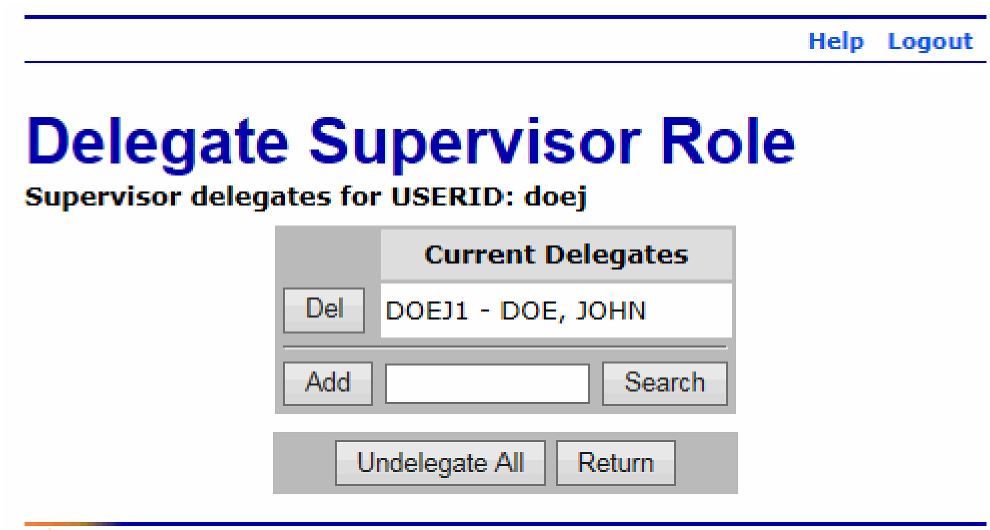


Figure 66: Delegate Supervisor Role Page

2. Select the **Del** button next to the person to be removed. The person is removed.

View Tasks

View Tasks lists all functions performed by a user according to your role. A description of each function and the corresponding date and time are displayed for each function listed.

The From column displays the source of the message.

The Date/Time column displays when the task was sent.

The Type column displays the type of message.

The Description column contains the content of the message.

To View Your Task(s)

1. Select the **View Tasks** button on the Supervisor Main Menu. The Task List page is displayed.

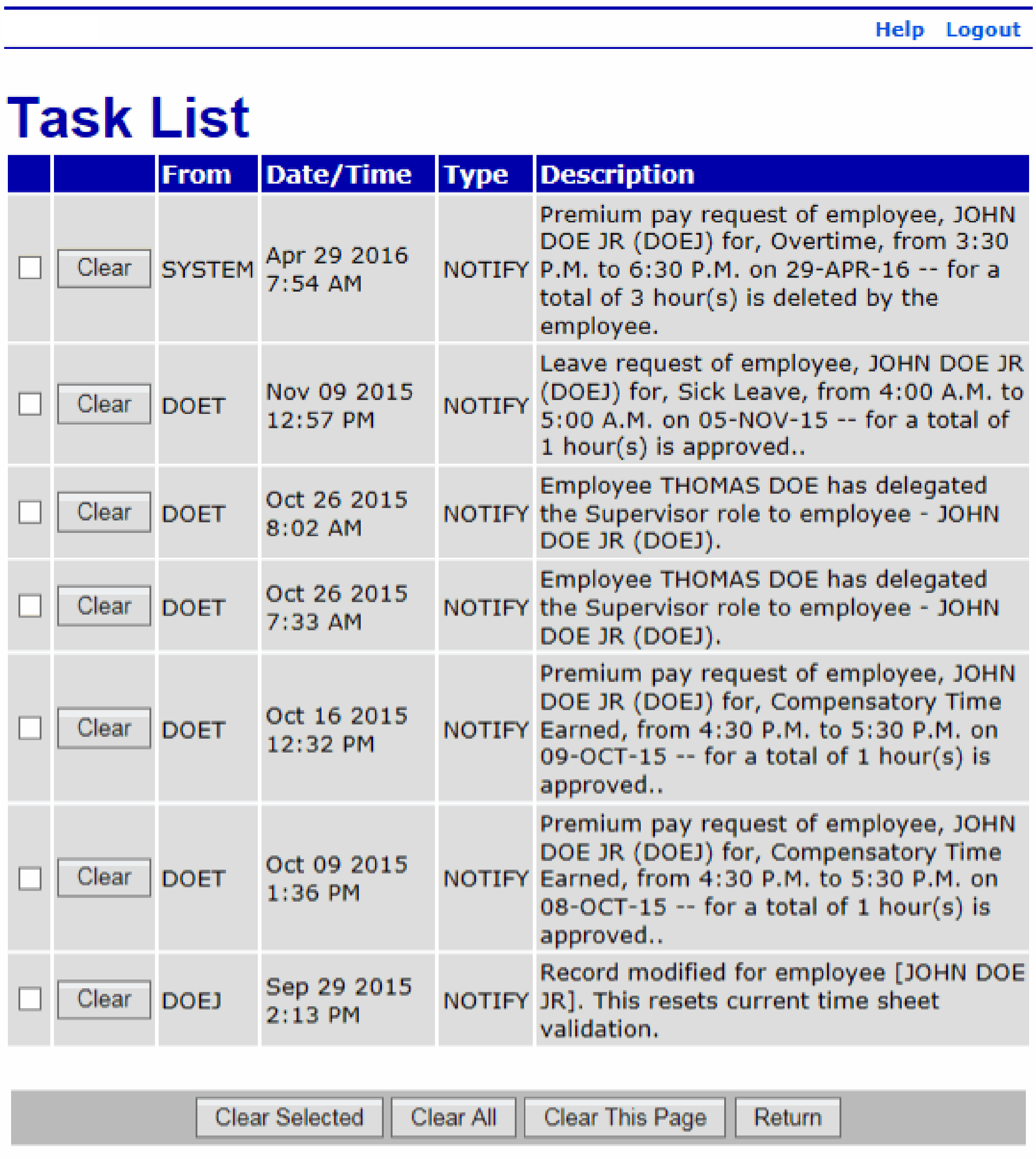


Figure 67: Task List Page

The following fields are displayed on the Task List page.

Field	Description
From	Displays the source of the message.

Field	Description
Date/Time	Displays the date and time that the task was sent.
Type	Displays the type of message.
Description	Displays the content of the message.

1. Review the task(s).

2. Select the **Clear** button to delete an individual message after reviewing it.

   OR

   Select multiple messages and select the **Clear Selected** button to delete the selected messages.

   OR

   Select the **Clear All** button to delete all messages.

   OR

   Select the **Clear This Page** button to delete all messages displayed on the current page.

1. After you are finished reviewing/deleting your message(s), select the **Return** button. The Supervisor Main Menu is displayed.

Locator Information

To View Locator Information:

1. Select the **Select** button from the Supervisor Main Menu. The Select Employee page is displayed.

Figure 68: Select Employee Page

2. If more than one employee is listed on the Select Employee page, select the applicable employee.

3. Select the **Locator Info** button. The Locator Info page is displayed.

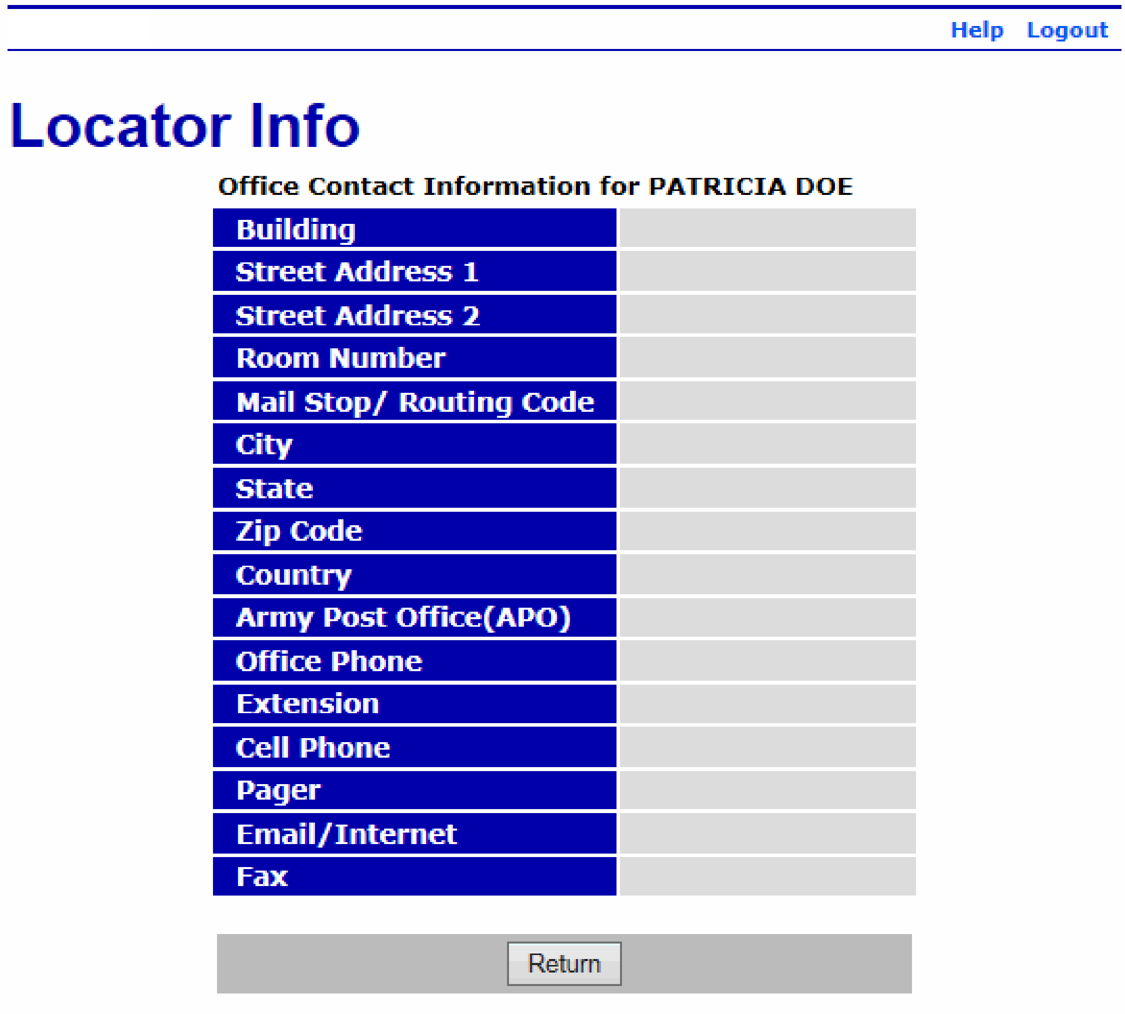


Figure 69: Locator Info Page

Note: Only the employee or the timekeeper may change locator information. The supervisor may only view this information.

The following fields are displayed:

Field	Description/Instruction
Building	Displays the employee's building information.
Street Address 1	Displays the first line of the building's street address.
Street Address 2	Displays the second line of the building's street address, if applicable.
Room Number	Displays the room number where the employee works, if applicable.

Field	Description/Instruction
Mail Stop/Routing Code	Displays the mail stop/routing code where the employee works, if applicable.
City	Displays the city.
State	Displays the State.
Zip Code	Displays the ZIP code.
Country	Displays the country.
Army Post Office (APO)	Displays the Army Post Office information, if applicable.
Office Phone	Displays the employee's office phone number.
Extension	Displays the extension number, if applicable.
Cell Phone	Displays the employee's cell phone number, if applicable.
Pager	Displays the employee's pager number, if applicable.
Email/Internet	Displays the employee's email/internet information, if applicable.
Fax	Displays the employee's fax number, if applicable.

1. View the information.
2. Select the **Return** button. The Select Employee page is displayed.

Master Supervisor

The Master Supervisor can search for all employees for an organization to be able to view or certify their T&As. For more information on searching for an employee, see ***Search*** (on page 42). The Master Supervisor can also review and certify T&As for any employee within their organization before the T&A is sent for NFC for processing. For more information on reviewing and certifying T&As, see ***Viewing/Certifying a T&A*** (on page 35).

Note: This is only done when a Supervisor has not already reviewed and certified the T&A.

Figure 70: Master Supervisor Main Menu

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