KRONOS®

webTA 3.8

Employee's Guide

Document History

Date	Revision	Description	Author
2/17/09		Initial release	Bruce McGarvey

Contents

KRONOS webTA 3.8 Employee's Guide

Introduction

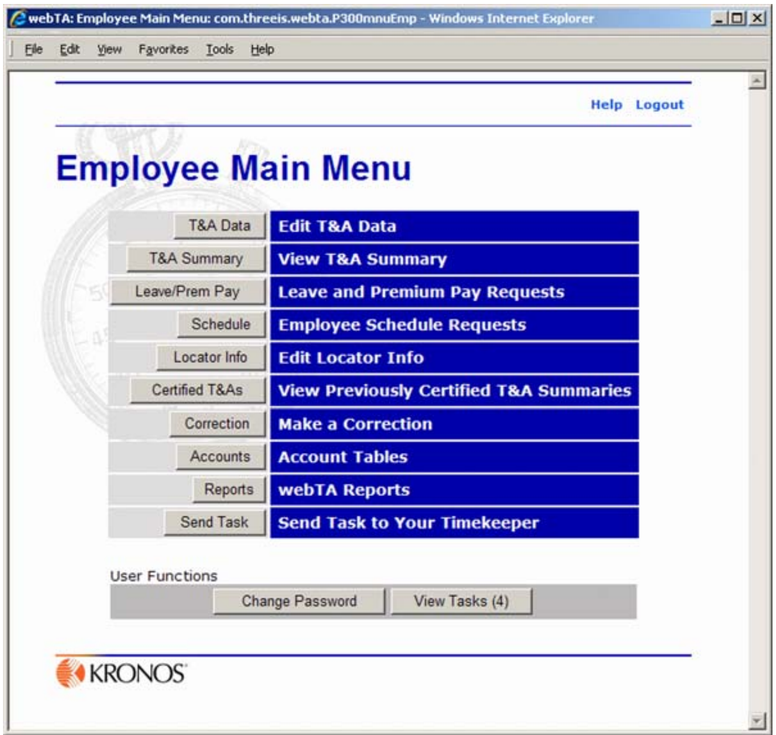
The purpose of this document is to provide employees information needed to use webTA for fulfilling Employee role job functions. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For basic information, see the guide *webTA Basics*.

IMPORTANT! This document contains graphical representations ("screen shots") of many of the browser pages that you will see as you use webTA. These screen shots may not appear exactly like the pages on your own screen. They may differ in some ways. However, they should be similar enough to what you will see in webTA that they will help you work through the procedures and understand the examples here.

Using webTA, you can:

- Enter T&A data
- View a summary of your current pay period time and attendance information
- Submit leave and premium pay requests to your supervisor
- Maintain your contact information, including work address, phone number, and e-mail address
- Request that webTA validate your current pay period time and attendance information
- View and correct your historical time and attendance information
- Select accounts for your use and name them for convenient identification
- Generate a report of your leave history.
- Change your password
- Submit requests to your timekeeper

All employee functions are accessed from the Employee Main Menu page, which opens after you log in.



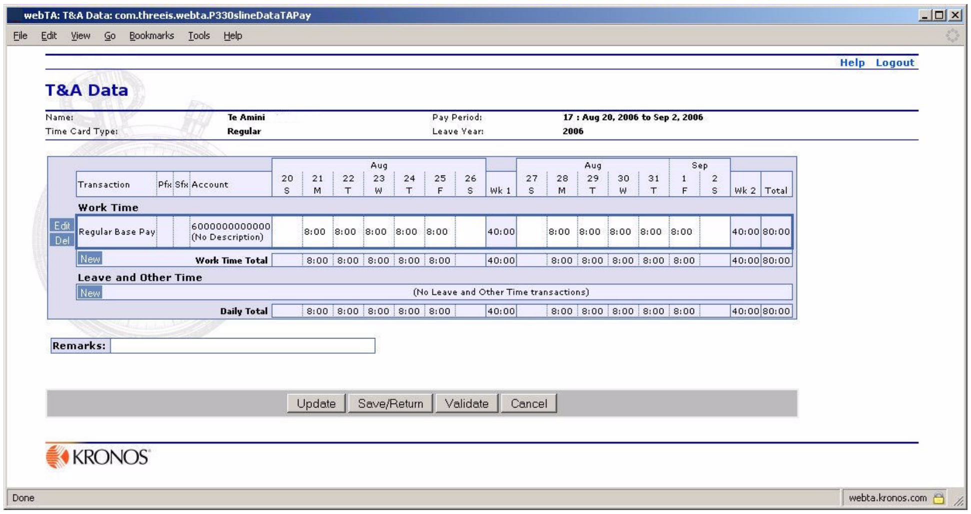
IMPORTANT! The **Correction** and **Accounts** buttons may not appear on your Employee Main Menu page. These two buttons are associated with webTA's Flexible Accounting feature, which may not be enabled for your webTA installation.

Entering and editing T&A data

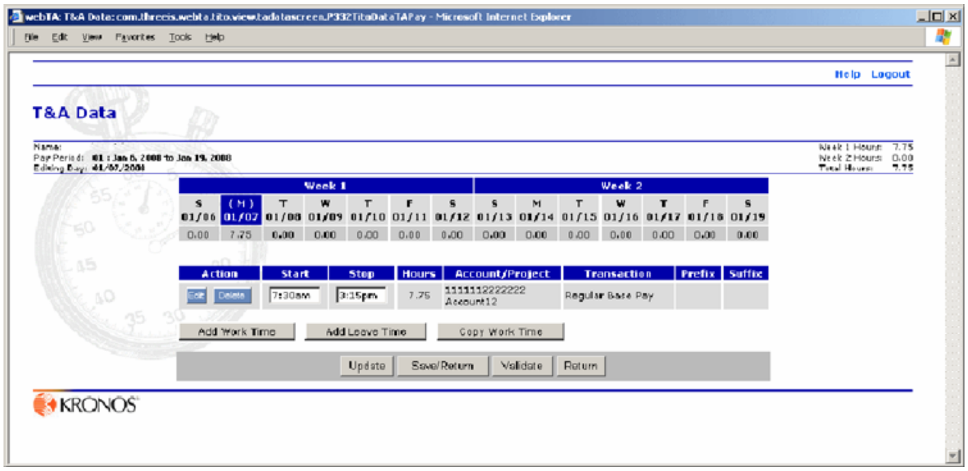
Depending on your agency's webTA configuration and if your timekeeper has enabled SmartTime features for you (not all employees in your agency will use SmartTime), you will work with time and attendance data either in the standard webTA interface or in webTA's SmartTime interface.

In both cases, a T&A Data page is used to enter time and attendance transactions. You will be able to tell whether you are working in the standard interface or the SmartTime interface when the T&A Data Page opens after you click **T&A Data** on the Employee Main Menu page.

Here is an example of the standard T&A Data page:



Here is an example of a SmartTime T&A Data page:



A SmartTime T&A Data page is divided into two main sections, the pay period section and the transactions section:

Transactions in both interfaces are categorized as Work Time transactions or Leave and Other Time transactions.

Setting up transactions and entering time is done differently in the standard and SmartTime interfaces:

In the standard interface, you:

1. Create transactions that apply to the *entire* pay period.
2. Enter your *total hours* for *each day* for a transaction.

   IMPORTANT! In the standard interface, if you add or change a transaction so that is same as another line already in the list, webTA adds the hours for the two transactions and displays a single transaction.

In the SmartTime interface, you:

1. Create transactions for *individual days*.
2. Enter *start and stop times* for *each transaction and day.* (webTA automatically calculates total hours.)

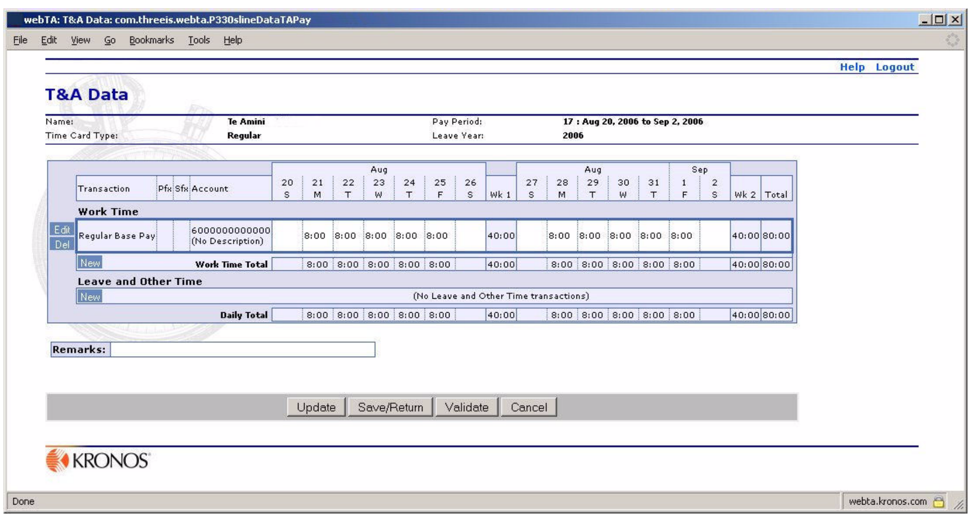
NOTE: In most cases, it will not be necessary for you to create transactions from the beginning for each day. Using SmartTime's copy and paste function, you can duplicate one day's transactions and apply them to multiple days, then edit each day's individual hours and transaction data, if necessary.

For more information about SmartTime copy and paste functions, see "Copying and pasting transactions in SmartTime" on page 13.

To add a work time transaction on a standard T&A Data page:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.

   The T&A Data page opens.

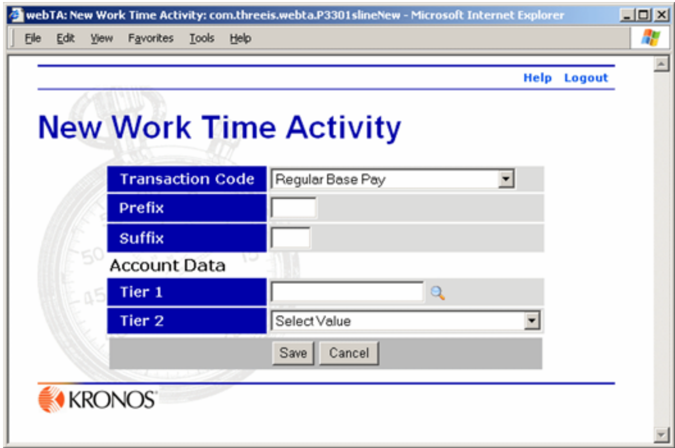
   

   The **Work Time** section of the T&A Data Entry page contains your time and attendance work time transactions.

   NOTE: This section may already contain transactions that have been set up by your webTA Administrator.

2. Click **New** in the **Work Time** section.

   The New Work Time Activity page opens.



3. Select the transaction type from the **Transaction Code** list, if necessary, type in the prefix and suffix, type in or search for and select the Tier 1 account data, then select the Tier 2 value.
4. Click **Save**.

   The system returns you to the T&A Data page. The work time transaction you added appears in the **Work Time** section.

To enter work hours on a standard T&A page:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.
2. Type in your time under the appropriate date in the appropriate section, Work Time or Leave and Other Time.

   Enter daily time in hours and minutes in 15-minute increments by typing the number of hours, a colon, and the number of minutes (HH:MM). Or you may enter the hours, a period, and a decimal fraction.

   Time entered in these ways are converted to hours and minutes, rounding to the nearest 15 minute increment when updated or saved. For example, entering 3.5 converts to 3:30 hours, and 7:7 converts to 7.00.
3. If you want to continue working on the T&A Data page, click **Update**.

   Update saves your work, but the T&A Data page remains open.

   \- OR -

   If you are finished adding transactions, but are not ready to validate the time card yet, click **Save/Return**.

   webTA saves your work and returns you to the Employee Main Menu page.

   \- OR -

   If you are finished adding transactions, and are ready to validate the time card click **Validate**.

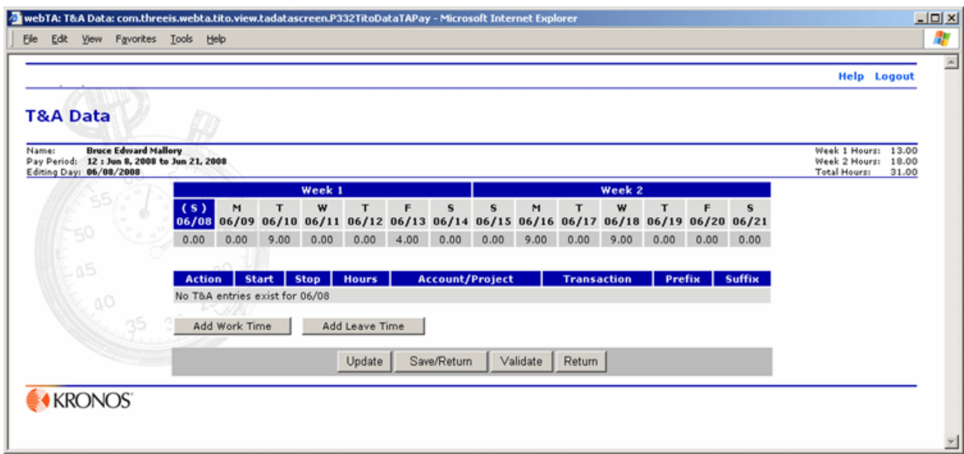
   The Validation Summary page opens.

For information about time card validation, see “Validating and affirming your T&A data” on page 15.

To add a work time transaction and hours worked in SmartTime:

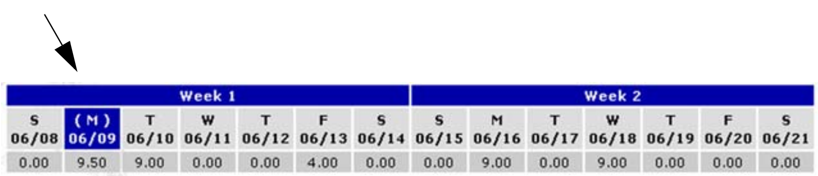
NOTE: You can add multiple transactions with the same transaction information (account, transaction type, prefix, and suffix) to designate more than one block of time worked during a day for the same transaction. For example, if you work on the same account or project all day, but you have an unpaid meal break in the middle of your work day, you can create two transactions for the same account/ project, with your meal break in the middle.

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.



2. In the pay period menu, click to highlight the day for which you want to add work time.

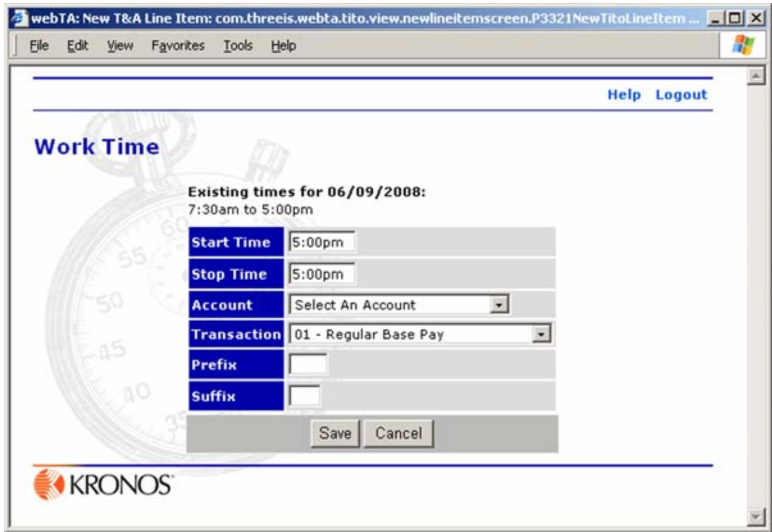
   In this example, Monday, June 9 has been selected:



Pay period section

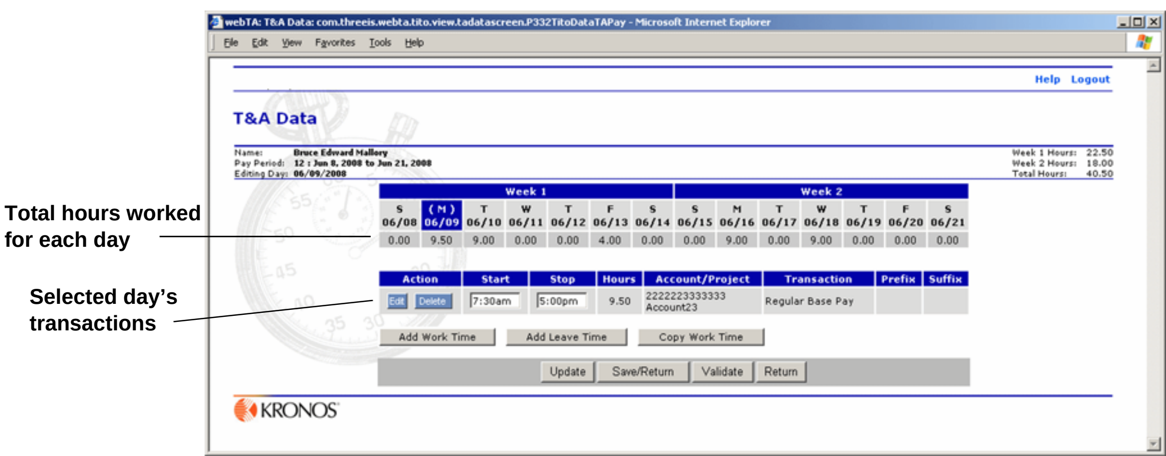
3. Click **Add Work Time**.

   The Work Time page opens.



4. Enter the day's start and stop times in the appropriate text boxes, select the appropriate account and transaction from the Account and Transaction drop-down lists, and enter a prefix and suffix, if necessary.
5. Click **Save**.

   webTA returns you to the T&A Data page. The work time transaction you added appears in the transaction list below the pay period section. The total hours worked for the day appear in the pay period section.



6. If you want to add more work time transactions, repeat Steps 3 through 5.

   NOTE: You can add multiple transactions with the same transaction information (account, transaction type, prefix, and suffix) to account for more than one block of time worked during a day. For example, if you work on the same account or project all day, but you have an unpaid meal break in the middle of your work day, you can create two transactions for the same account/ project, with your meal break in the middle.

   NOTE: You can quickly duplicate a day's transaction and apply them, in one step, to other days in a pay period without re-entering the transaction information by using SmartTime's copy and paste function. See “Copying and pasting transactions in SmartTime” on page 13 for information and instructions.

7. If you want to update the T&A Data page, but you want to continue working in the T&A Data page, click **Update**.

   Update saves your changes, and the T&A Data page remains open.

   - OR -

   If you are finished adding transactions, but are not ready to validate your time card yet, click **Save/Return**.

   webTA returns you to the Employee Main Menu page.

   - OR -

   If you are finished adding transactions, and are ready to validate your time card, click **Validate**.

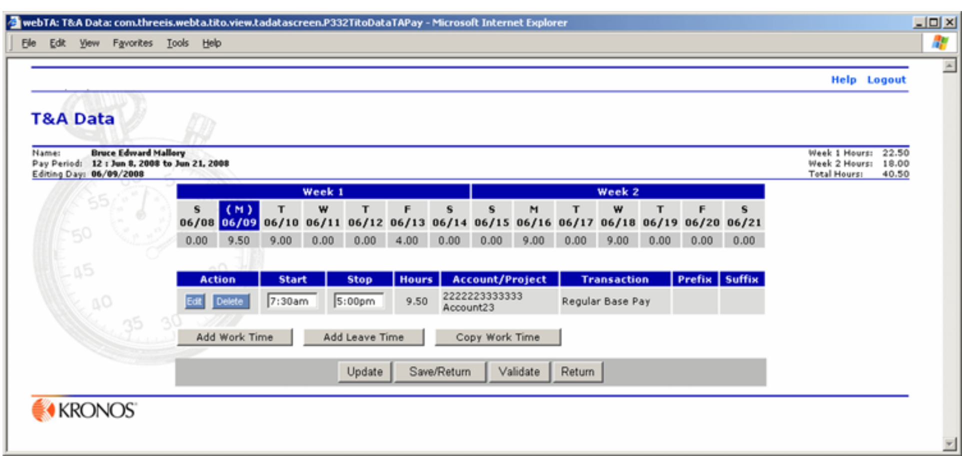
   The Validation Summary page opens.

For more information about validation, see “Validating and affirming your T&A data” on page 15.

To modify transaction information and hours in SmartTime:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.

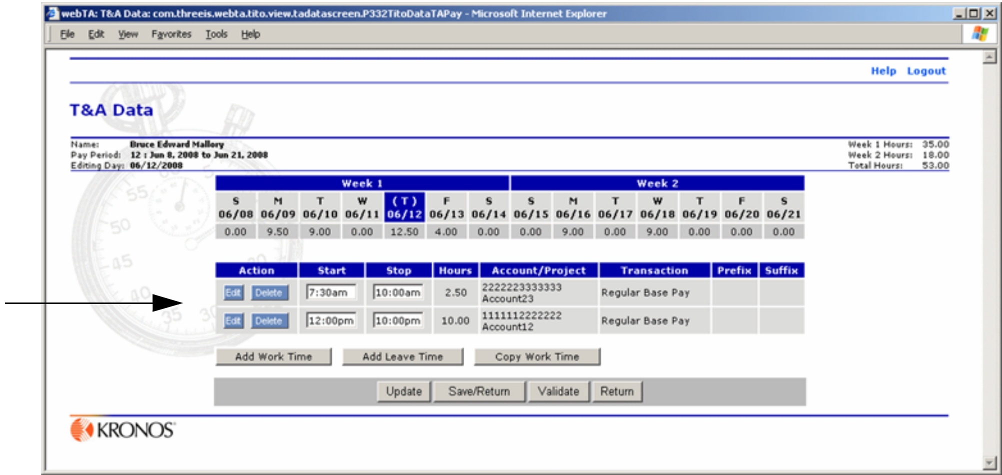
   The T&A Data page opens.



2. Click to highlight the day containing the transaction information you want to modify.

   The transactions associated with that day appears below the pay period menu.

   In this example, Tuesday, June 12 is selected, and the transactions for that day appear below the pay period section:



3. Click **Edit** for the appropriate transaction.

   If you selected a Work Time transaction, the Work Time page opens. If you selected a Leave and Other Time transaction, the Leave and Other Time page opens.

4. Change the start and stop times, account, transaction type, and prefix and suffix, as necessary.

5. Click **Save**.

   webTA makes the changes and returns you to the T&A Data page. The updated transactions appear in the transactions section.

   NOTE: You can add multiple transactions with the same transaction information (account, transaction type, prefix, and suffix) when more than one block of leave time taken on the same day for the same transaction. For example, if you charge leave time to same account or project all day, but you were called in to work for an hour in the middle of the day, you can create two leave time transactions for the same account and project, with your work time in the middle.

   NOTE: You can quickly duplicate transactions and time entries for other days in a pay period without re-entering the transaction information by using SmartTime's copy and paste function. See "Copying and pasting transactions in SmartTime" on page 13 for instructions.

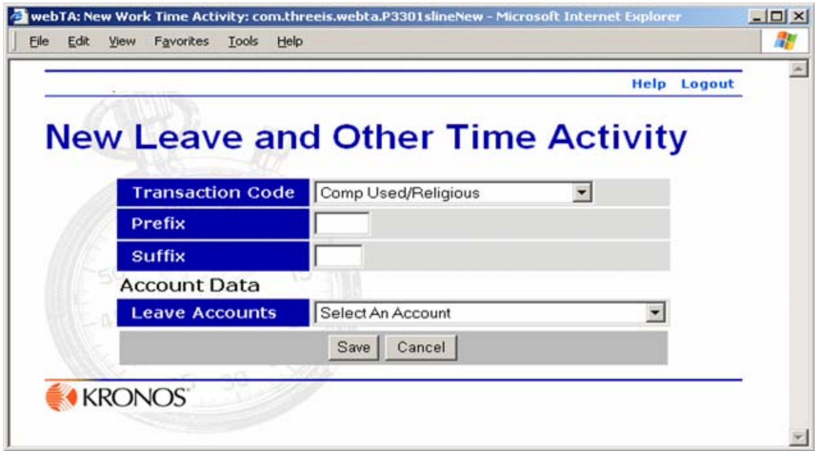
To add a Leave and Other Time transaction in the standard interface:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.

   The **Leave and Other Time** section of the T&A Data Entry page contains employee leave time, holiday time, and similar time transactions.

2. Click **New** in the Leave and Other Time section.

   The New Leave and Other Time Activity page opens.



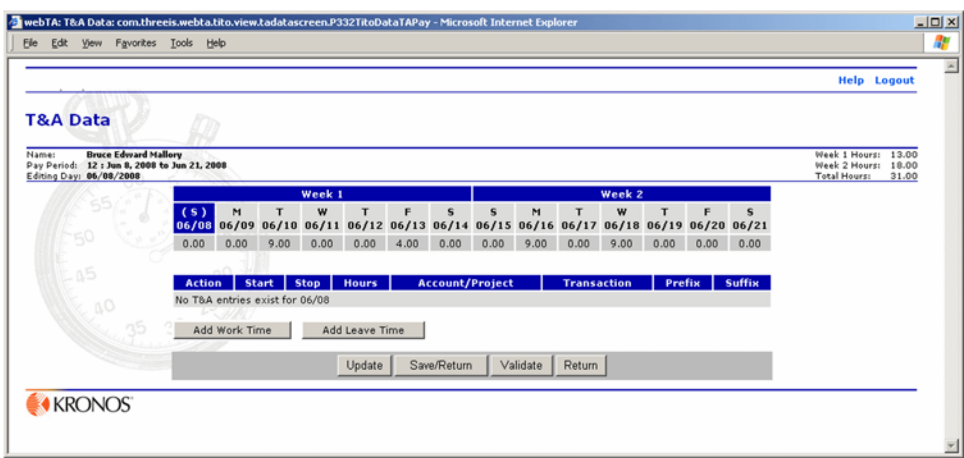
3. Select the transaction type from the **Transaction Code** list, type in the prefix and suffix, if necessary, then select the account from the **Leave Accounts** list.
4. Click **Save**.

   The system returns you to the T&A Data page. The leave and other time transaction you added appears in the **Leave and Other Time** section.

To add a Leave and Other Time transaction in SmartTime:

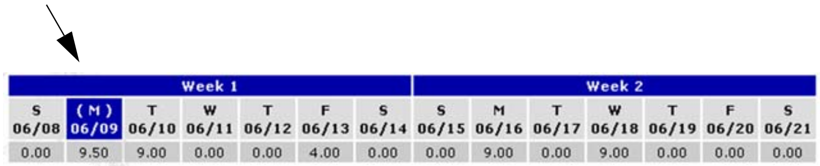
1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.

   The T&A Data page opens.



2. In the pay period menu, click to highlight the day for which you want to add leave or other time.

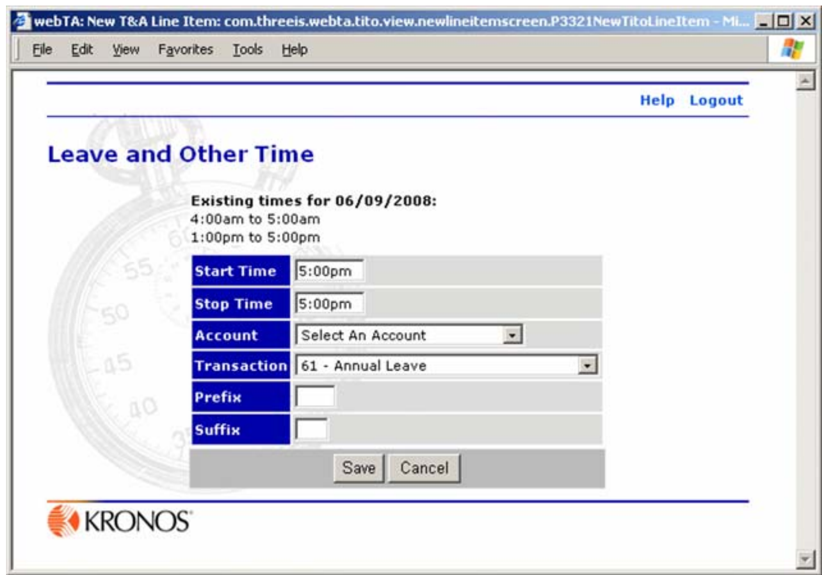
   In this example, Monday, June 9 has been selected:



Pay period menu

3. Click **Add Leave Time**.

   The Leave and Other Time page opens.



4. Enter the day's start and stop times in the appropriate text boxes, select the appropriate account and transaction from the Account and Transaction drop-down lists, and enter a prefix and suffix, if necessary.
5. Click **Save**.

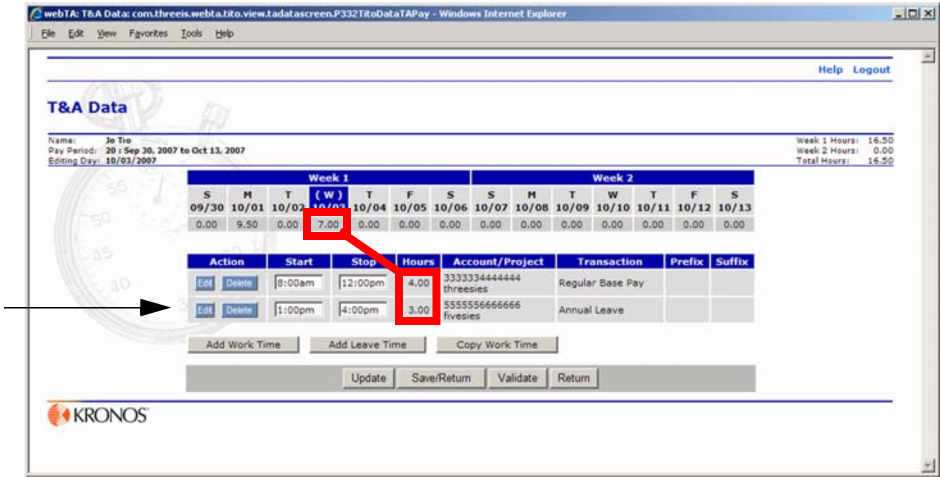
   webTA returns you to the T&A Data page.

   \- OR -

   The Select Smart Time Suggestion page opens, providing you with information and alternatives for your transaction. When you are finished acting on the suggestions, click **Save**.

   (For more information about suggestions, see "About SmartTime suggestions" on page 13.)

   The transaction you added appears in the work time list below the pay period section. The total hours for both work time and leave time for the day also appear in the pay period section.



6. If you want to add more Leave and Other Time transactions, repeat Steps 3 through 5.

   NOTE: You can quickly create transactions and time entries for other days in a pay period using the same transaction without re-entering the transaction information by using SmartTime's copy and paste function.

   See "Copying and pasting transactions in SmartTime" on page 13 for more information and instructions.

7. If you want to continue working on the T&A Data page, click **Update**.

   Update saves your work, but the T&A Data page remains open.

   \- OR -

   If you are finished adding transactions, but are not ready to validate the time card yet, click **Save/Return**.

   webTA returns you to the Employee Main Menu page.

   \- OR -

   If you are finished adding transactions, and are ready to validate the time card click **Validate**.

   The Validation Summary page opens.

For more information about time card validation, see "Validating and affirming your T&A data" on page 15.

To modify a transaction:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.
2. Click **Edit** next to the transaction you want to modify.

   The edit page for the type of activity you want to modify opens.
3. Modify the activity data as needed.
4. Click **Save**

webTA returns to the T&A Data page.

5. When you are finished working with transactions, click **Save/Return**.

   webTA returns you to the Employee Main Menu page.

To delete a transaction:

1. If you have not already done so, open the T&A Data page by clicking **T&A Data** on the Employee Main Menu page.
2. Click **Del** next to the transaction you want to remove.

   webTA removes the transaction.

Copying and pasting transactions in SmartTime

Instead of recreating Work Time and Leave and Other Time transactions from the beginning for different days, entering each bit of information anew, you can copy all the transactions for a day, then paste them into new days, editing them afterward, if necessary.

IMPORTANT! Transactions cannot be pasted to days that already have transactions associated with them. If you need to add transactions to days that already have transactions, you must create them by following the procedure for adding work time transactions on page 4 or adding leave transactions on page 10.

To create transactions by copying and pasting:

1. Click to select the day containing the transactions you want to copy and paste.
2. Click **Copy Work Time**.

   webTA copies all of the transactions for that day.

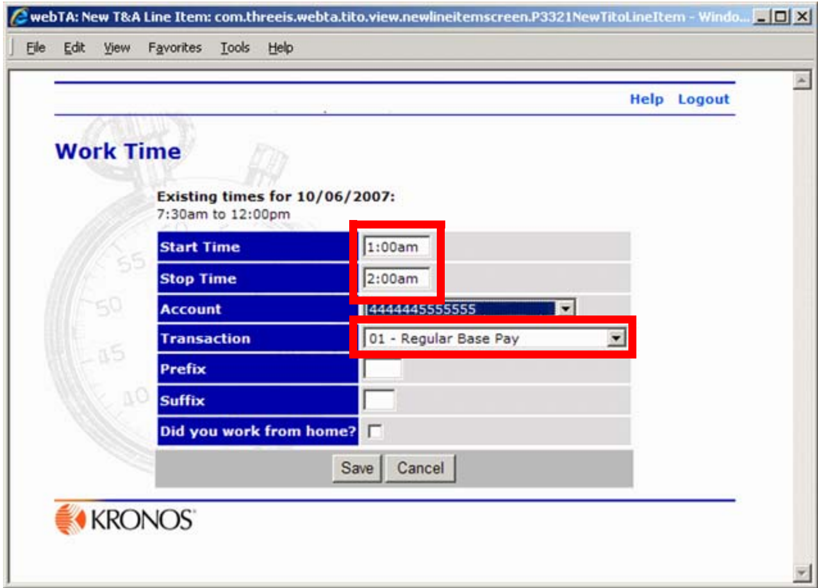
3. Click to select the day you want to add the copied transactions to.
4. Click **Paste Work Time**.

   webTA adds the copied transactions to the day you selected.

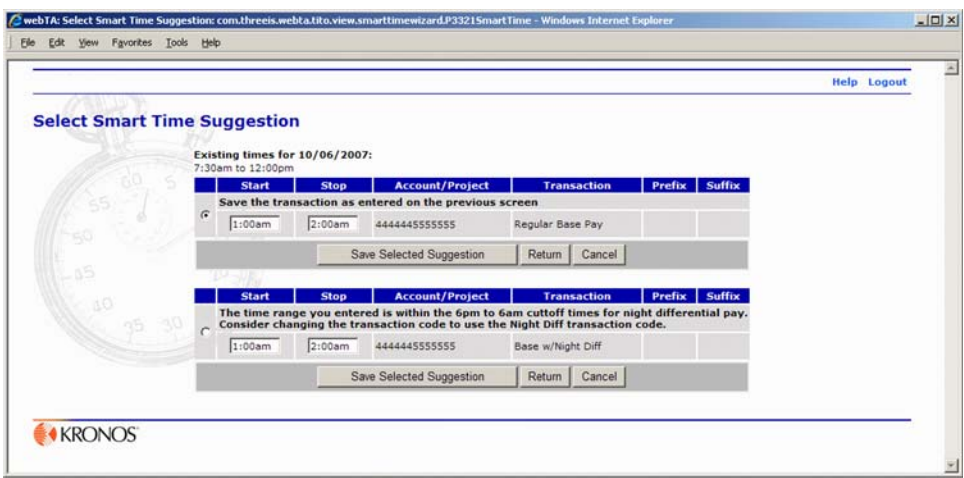
About SmartTime suggestions

When appropriate, SmartTime will suggest alternative ways of working with Work Time and Leave and Other Time transactions.

In this example, the employee attempted to create a regular pay transaction that violated the 6 a.m to 6 p.m. rule for regular base pay: the time period from 1:00 a.m. to 2:00 a.m. falls within the hours established for night differential pay, not regular base pay:



When the employee clicked **Save**, instead of saving the transaction as created, the Select SmartTime Suggestion page opened:



SmartTime suggested that the pay from 1:00 a.m to 2:00 a.m. period be saved as night differential pay, not regular base pay. Because it violates a rule established for time entry, in this example the employee must save the transaction according to SmartTime's suggestion.

In many cases (for example, when your choices for creating a new transaction do not violate basic rules for time entry) you may have the option to save transactions as entered, rather than accept SmartTime's suggestions.

Using SmartTime suggestion options

If SmartTime has suggestions, they appear on the Select Smart Time Suggestion page, which opens automatically, when appropriate.

In many cases (for example, when your entries do not violate rules), you may have the option to save a new transaction as you created it, disregarding the suggestions. Or you can accept the suggestions, and webTA will modify the transaction accordingly.

Transactions on the Select SmartTime Suggestion page also may be canceled or edited.

To save a new transaction as entered:

1. On the Select Smart Time Suggestions page, click to select the transaction under "Save the transaction as entered on the previous screen."
2. Click **Save Selected Suggestion**.

   webTA saves the transaction, ignoring all SmartTime suggestions.

To save a new transaction with SmartTime suggestions incorporated:

1. On the Select Smart Time Suggestions page, click to select the transaction associated with the suggestion.
2. Click **Save Selected Suggestion**. webTA modifies the transaction according to the suggestion and saves the transaction.

To cancel a new transaction:

- On the Select Smart Time Suggestion page, click any **Cancel** button.

  webTA returns you to the T&A Data page.

To revise a new transaction:

- On the Select Smart Time Suggestion page, click any **Return** button.

  webTA returns you to the Work Time or Leave and Other Time page that you used to create the new transaction.

Validating and affirming your T&A data

When you are finished entering your T&A data, the data validation process must initiated by you or your Timekeeper. By validating the data, you are attesting to the accuracy of your T&A record. Your Supervisor cannot certify the T&A data until it has been validated.

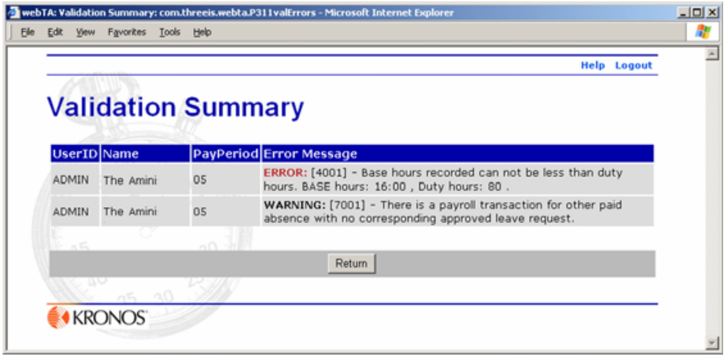
To validate your T&A data:

1. Open your T&A Data page by clicking **T&A Data** on the Employee Main menu.

2. Click **Validate**.

webTA checks the T&A data against OPM federal pay rules and regulations.

The Validation Summary page opens.



- If there are errors, webTA lists them on the Validation Summary page, but does not validate the time card.

  IMPORTANT! webTA will not validate your time card until errors are fixed.
- If only warning messages are generated, you see the messages, but webTA validates the time card.
- If there are no error messages, webTA tells you that the data was validated successfully.

About validation errors and warnings

Errors are triggered when there is a clear failure of the T&A data to be validated, based on the validation rules. Errors are indicated by the word “ERROR” in red, and include a description of the problem that is preventing your T&A data from being validated.

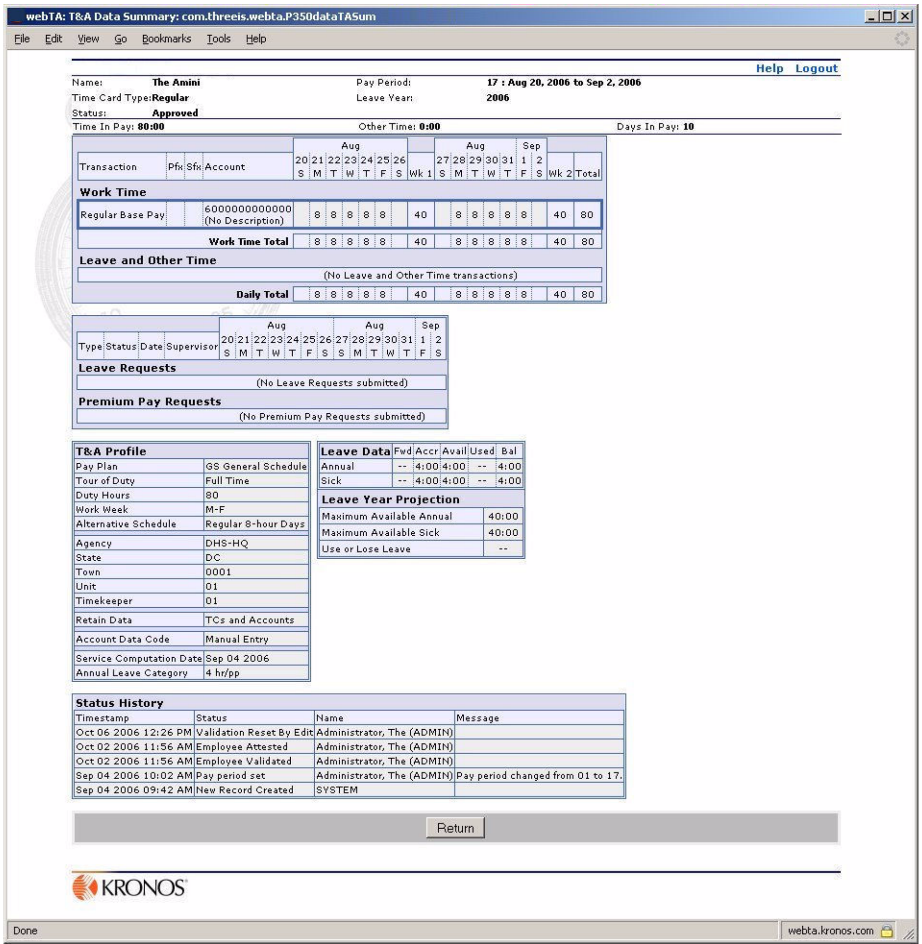
Warnings are triggered when the system suspects that there may be a problem, but there is not enough information to be sure. Warnings are indicated by the word WARNING, along with a description of the possible conflict.

Warnings will not prevent you from validating the time card, but should be reported to your Supervisor to be resolved at a future date.

Errors must be corrected before your Supervisor can certify the data. Warnings may or may not need to be corrected.

About the T&A Summary page

The T&A Summary page is a read-only view of your current T&A record. Open it by clicking **T&A Summary** on the Employee Main Menu page.



The T&A Summary page is also used by the Supervisor to certify the T&A record.

The top of the page contains an overview of employee profile information: name, pay period, status, and so on.

These sections appear below the employee profile information:

- **Work Time** provides information about time worked, in two week increments.
- **Leave and Other Time** provides information about leave and other time taken.
- **Leave Requests** shows any leave requests you've submitted.
- **Premium Pay Requests** shows any requests for premium pay that you've submitted.
- **Leave and Premium Pay Requests** lists all approved Leave and Premium pay requests for the pay period.
- **T&A Profile** contains a read-only copy of the T&A Profile for the current pay period.
- **Leave Data** contains your leave balances for the current pay period. Any non-zero leave balances are displayed in this section.
- **Leave Year Projection** shows your annual and sick leave projections as of the current pay period. The section also contains your used or lost leave as of the current pay period.
- **Status History** contains an audit log of all actions taken against your current T&A record.

Correcting time cards in SmartTime

You may correct time cards that are less than one year old.

To correct a time card:

1. On the Employee Main Menu page, click **Correction**.

   The Employee Select Previous page opens.
2. Click to select the pay period whose time card you want to correct.

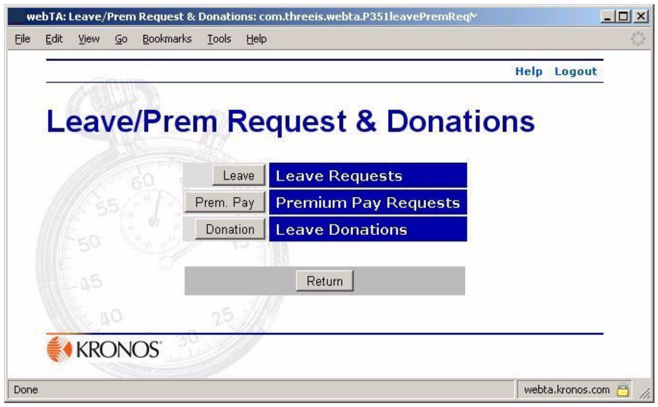
   NOTE: Only those time cards designated as Historical or Correction can be corrected.
3. Click **Correction**.

   The T&A Data page opens for the selected pay period.
4. Correct the time card by following the procedure for modifying transactions on page 12, or for deleting transactions on page 13.
5. Click **Validate**.

   webTA incorporates your corrections into the pay period's T&A data.

About Leave/Prem Requests & Donations

The Leave/Prem Requests & Donations page provides options for leave requests, premium pay requests, and leave donations. Open this page by clicking **Leave/Prem Pay** on the Employee Main Menu page.



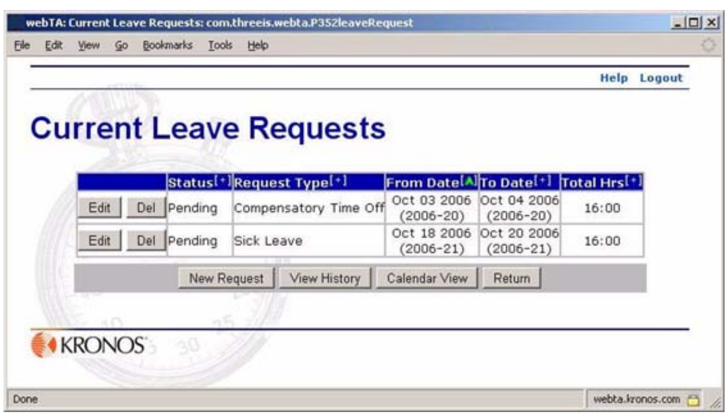
The Leave and Premium Pay Request page lets you:

- Enter leave requests
- Review leave requests
- Enter premium pay requests
- View premium pay requests
- Approve leave and premium pay requests for which you have been designated as an intermediate approver
- Submit leave donations

To review current leave requests:

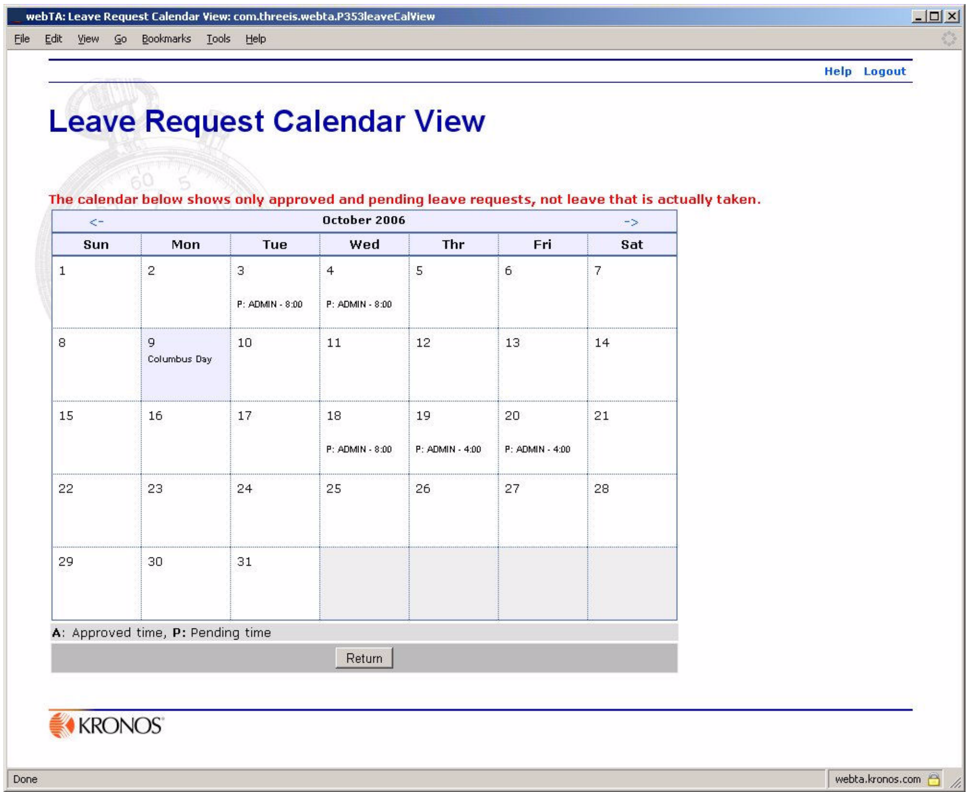
1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. Click **Leave**.

   The Current Leave Requests page opens showing all leave requests you have submitted that have not yet expired, along with their current status.



3. If you want to view current leave requests in calendar form, click **Calendar View**.

   A calendar opens containing current leave request by date.

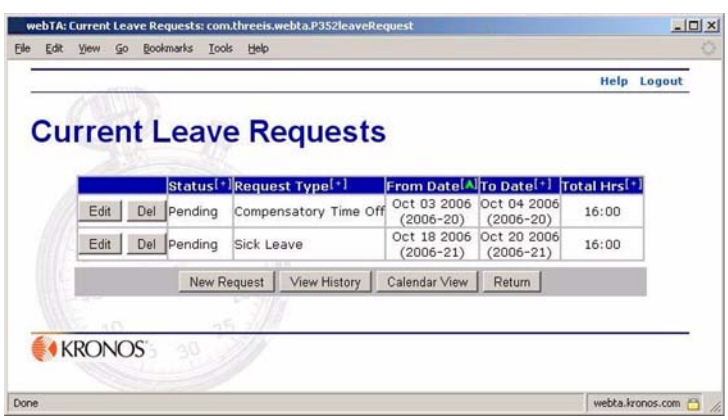


In this view **A:** indicates approved requests, and **P:** indicates pending requests.

To submit a new request:

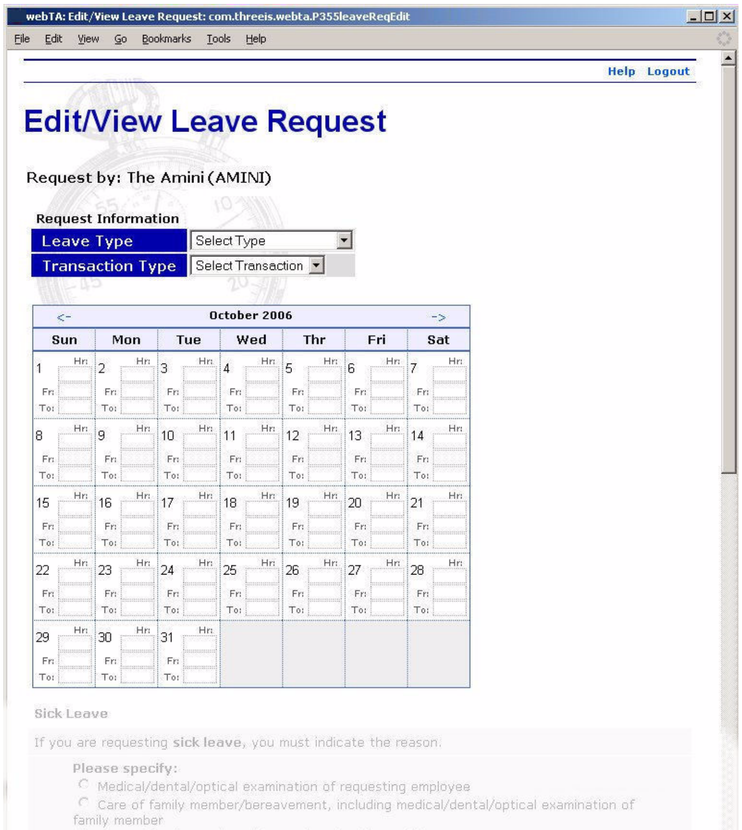
1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. On the Leave/Prem Request and Donations page, click **Leave**.

   The Current Leave Requests page opens.



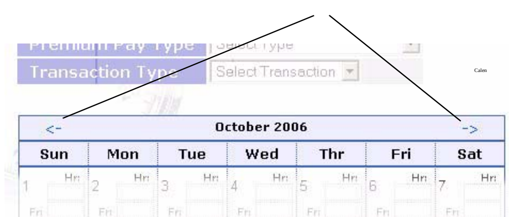
3. Click **New Request**.

The Edit/View Leave Request page opens. Notice that this is a scrolling window. More leave options are farther down on the page. Here is the top of the page:

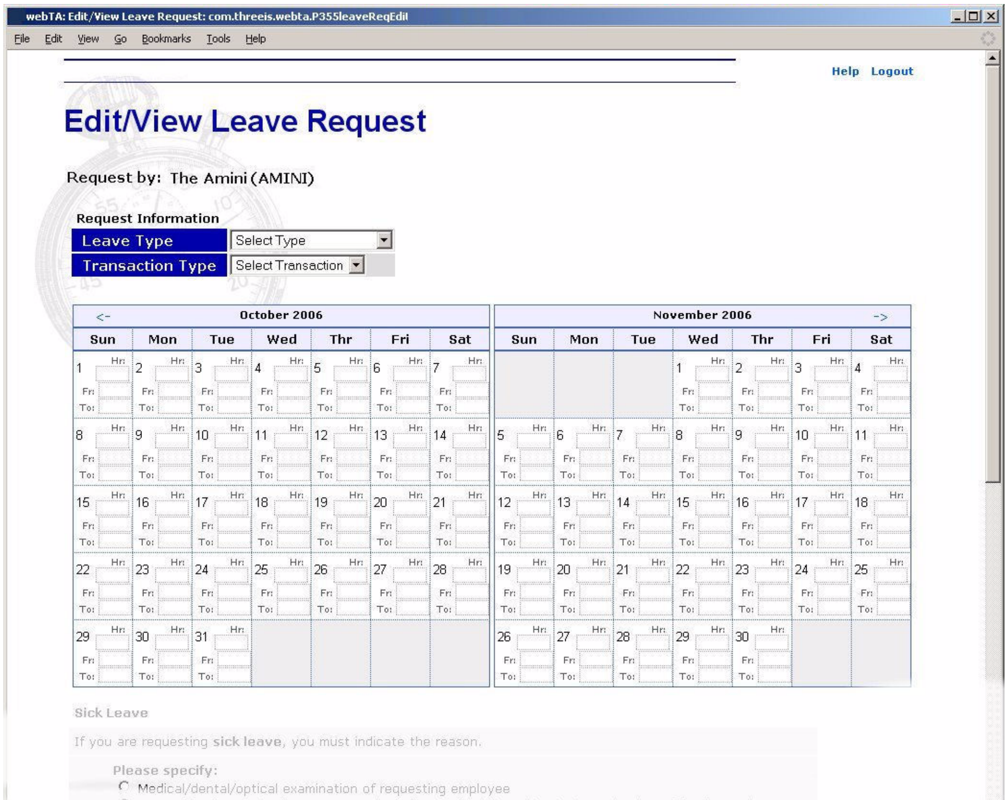


4. Select the type of leave you want from the **Leave Type** list.
5. If your leave request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.

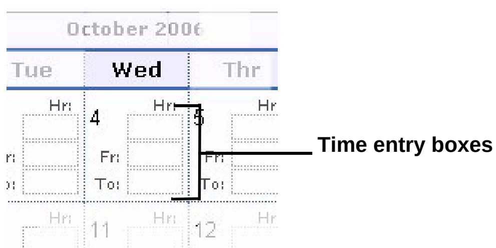
Calendar navigation controls



If you navigate to a month other than the current one, the page shows two successive months.

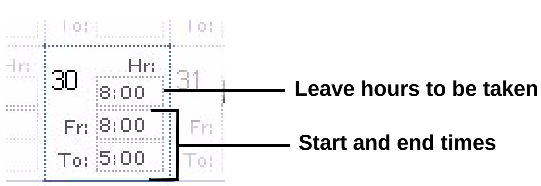


Each date on the calendar contains three time entry boxes:

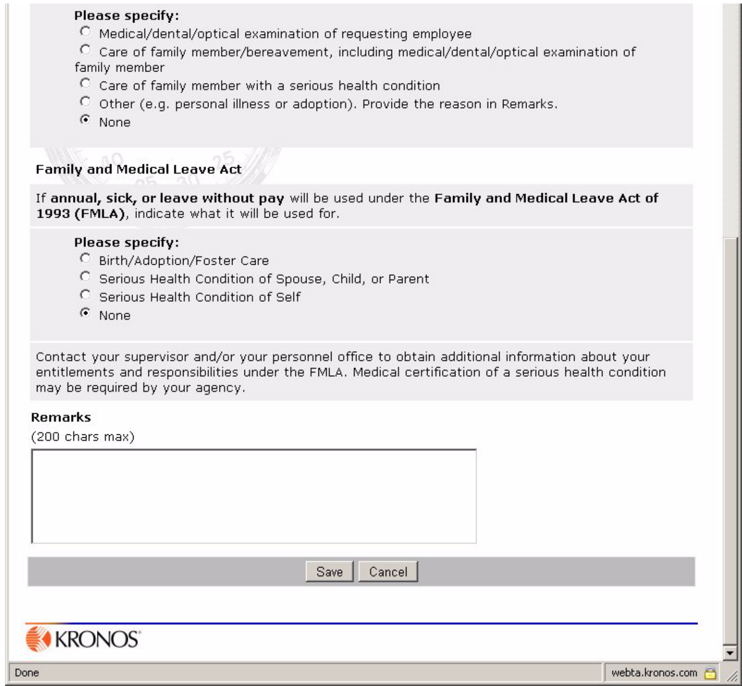


6. In the first box, type in the number of hours of leave that you want to take for that date.
7. If you want to enter the starting and ending times for leave on that date, in the second box, **Fr,** type the leave start time. In the third box, **To**, type the end time.

   Example:



8. If necessary, scroll down the page so that you can see the Sick Leave sections.



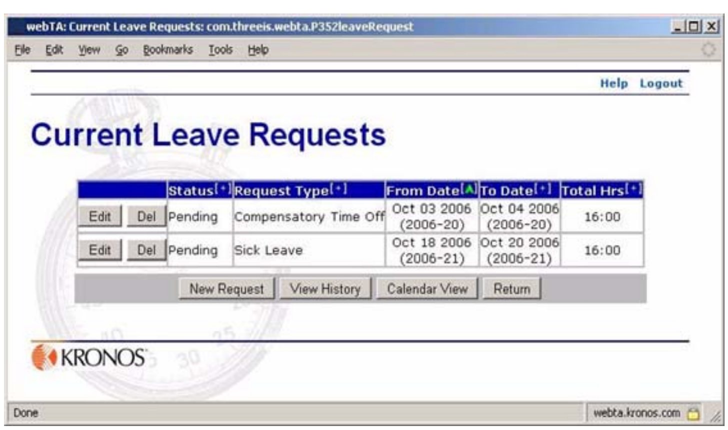
9. Click to select the appropriate Medical Leave and Family Medical Leave Act options, if necessary.
10. If you want to add a remark to your request, type the remark in the **Remarks** box.
11. When you are finished entering your information, click **Save**.

    webTA returns you to your Current Leave Requests page. The new leave request appears in the list of leave requests.

To view or change a leave request.

1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. Click **Leave**.

    The Current Leave Requests page opens.



Status designations are:

- Pending (A new leave request had neither been approved nor denied.)
- Approved
- Denied

You cannot modify leave requests that have been approved or denied, but you can modify pending request.

3. If you want to delete a leave request, click **Delete** next to the request you want to delete.

   webTA removes the leave request from the list.

   - OR -

   If you want to change a leave request, click **Edit** next to the request you want to change.

   The Edit/View Leave Requests page opens for the leave request you selected.

4. Change the information for the request as needed, then click **Save**.

   webTA saves your changes and returns to the Current Leave Requests page.

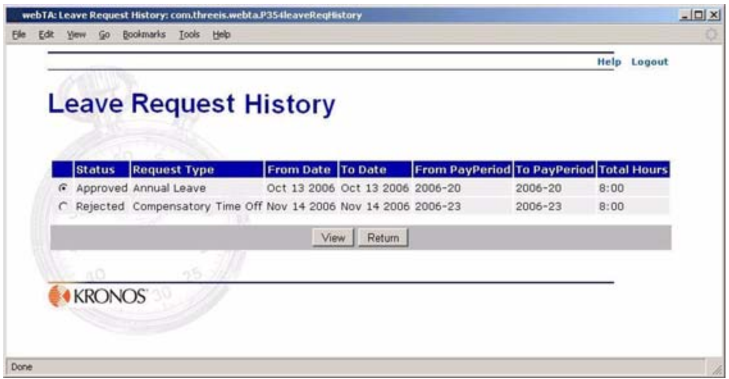
To review your leave request history:

1. If you have not already done so, open the Leave/Prem Request and Donations page by clicking **Leave/Prem Pay** on the Employee Main Menu page.
2. Click **Leave**.

   The Current Leave Requests page opens showing a list of pending and approved leave requests.

3. Click **View History**.

   The Leave Review History page opens listing past leave information.



	Status	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
	Approved	Annual Leave	Oct 13 2006	Oct 13 2006	2006-20	2006-20	8:00
	Rejected	Compensatory Time Off	Nov 14 2006	Nov 14 2006	2006-23	2006-23	8:00

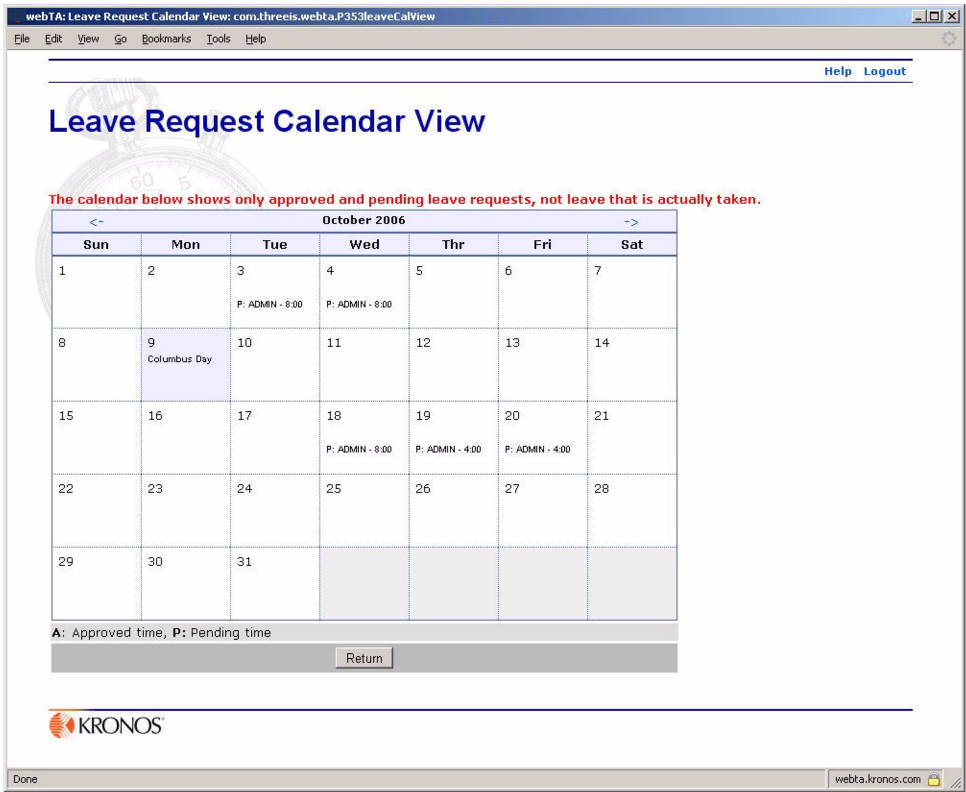
The Leave Request History page shows leave requests that have been approved or denied, but not those that are pending.

4. If you want to view a detailed version of a leave request, click to select the request, then click **View**.
5. If you want to remove a request, click to select it select the request, then click **Delete**.

About the calendar view

By clicking **Calendar View** on the Current Leave Requests page, you can see, in calendar form, leave or premium pay requests that are either pending or approved.

Each date on the calendar shows the status, your user ID, and the total time approved or pending for that date.



A: denotes an approved request. **P:** denotes a pending request.

NOTE: Clicking a leave request in the calendar takes you to the Edit/View Leave Requests page for the month, where you can view details of your leave requests, edit leave requests, and add new requests.

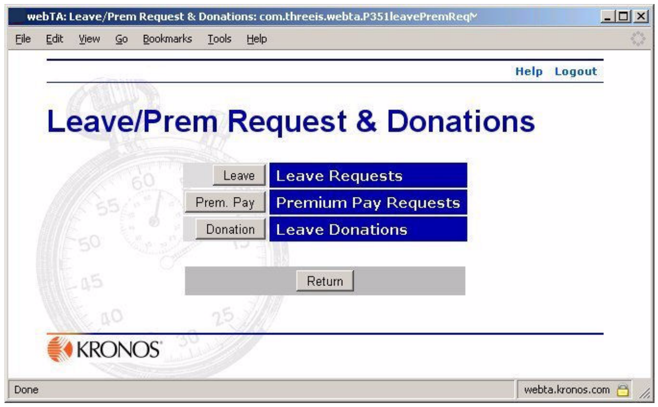
About premium pay requests

Current Premium Pay requests consist of all premium pay requests that are pending, regardless of your current pay period. It also includes all the premium pay requests, regardless of their status, that are in your current and future pay periods.

To view your current premium pay requests:

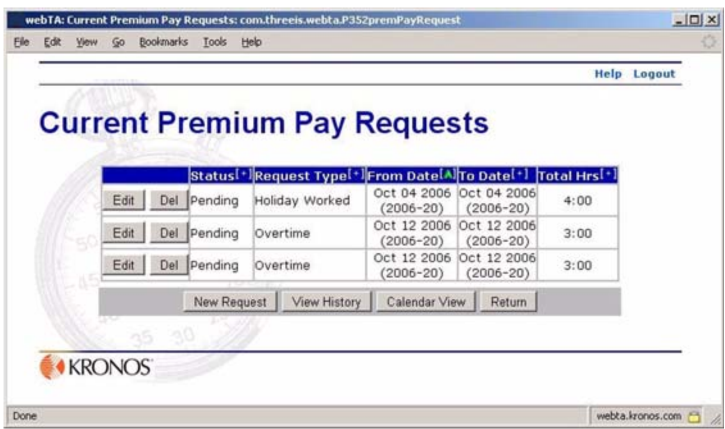
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



2. Click **Prem. Pay** on the Leav/Prem Request & Donations page.

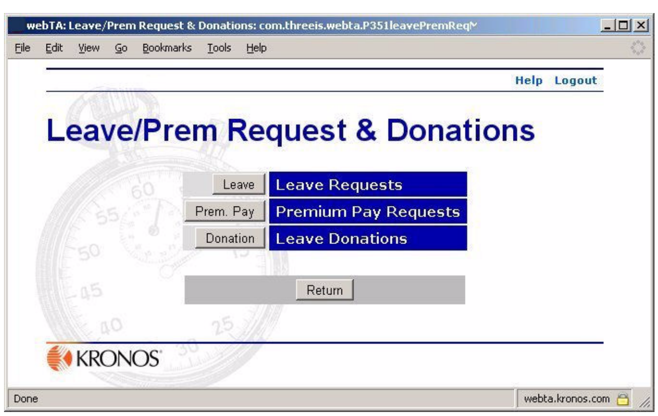
   The Current Premium Pay Requests page opens showing all premium pay requests.



To make a new premium pay request:

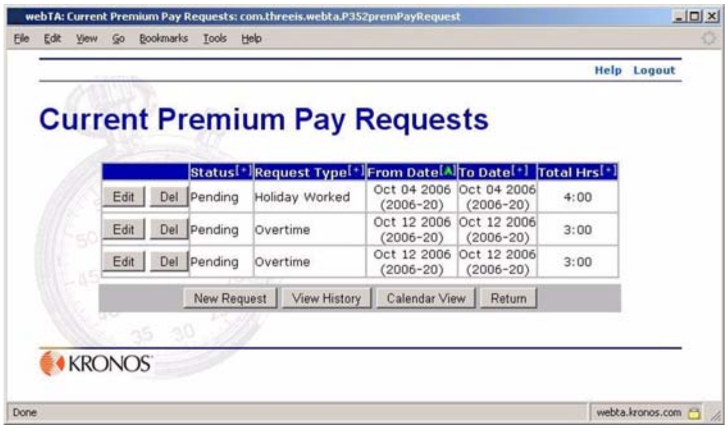
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



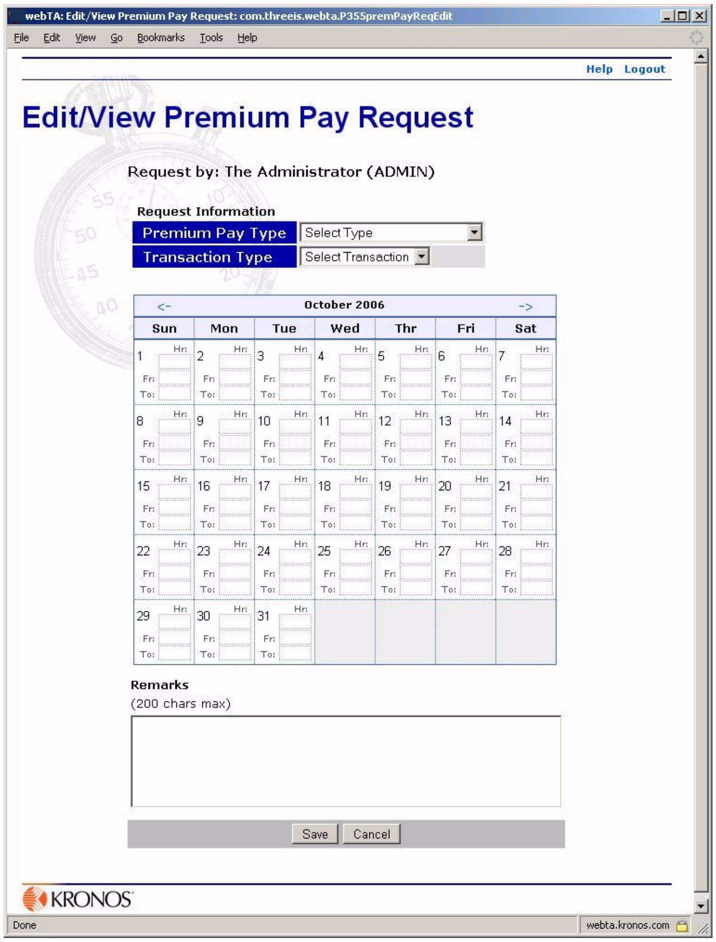
2. Click **Prem. Pay**.

The Current Premium Pay Requests page opens showing all current requests.



3. Click **New Request**.

   The Edit/View Premium Pay Request page opens.

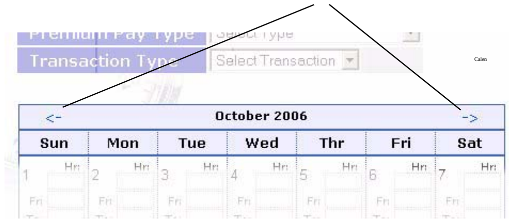


4. Select the type of premium pay request from the **Premium Pay Type** list.

   NOTE: Only one type of premium pay request can be submitted at a time.

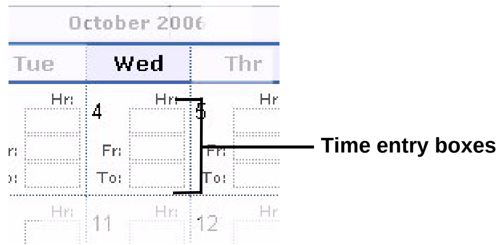
5. If your pay request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.

Calendar navigation controls



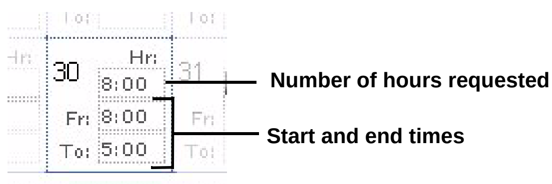
If you navigate to a month other than the current one, the page shows two successive months.

Each date on the calendar contains three time entry boxes:



6. In the first box, type in the number of hours of leave that you want to take for that date.
7. If you want to enter start and end times for the premium pay request (for example, if you only want leave for part of a day) type in the start time in the **Fr** box, then type the end time in the **To** box.

   Example:



   NOTE: If you type in a start time, you should also enter an end time.
8. If you want to add remarks to the premium pay request, type them in the **Remarks** box.

   Remarks are visible to the person approving the request.
9. When you are ready to submit the premium pay request, click **Save**.

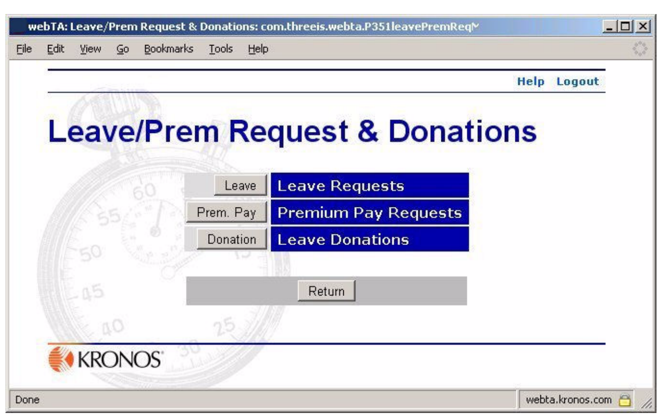
   webTA checks the form and tells you of any errors.
10. If webTA indicates that there are errors, fix the errors, then click **Save**.

    You must correct the errors before the request can be submitted.

To modify a premium pay request:

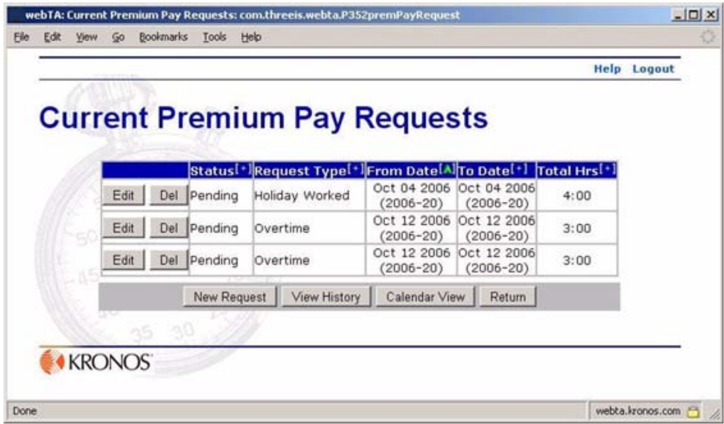
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



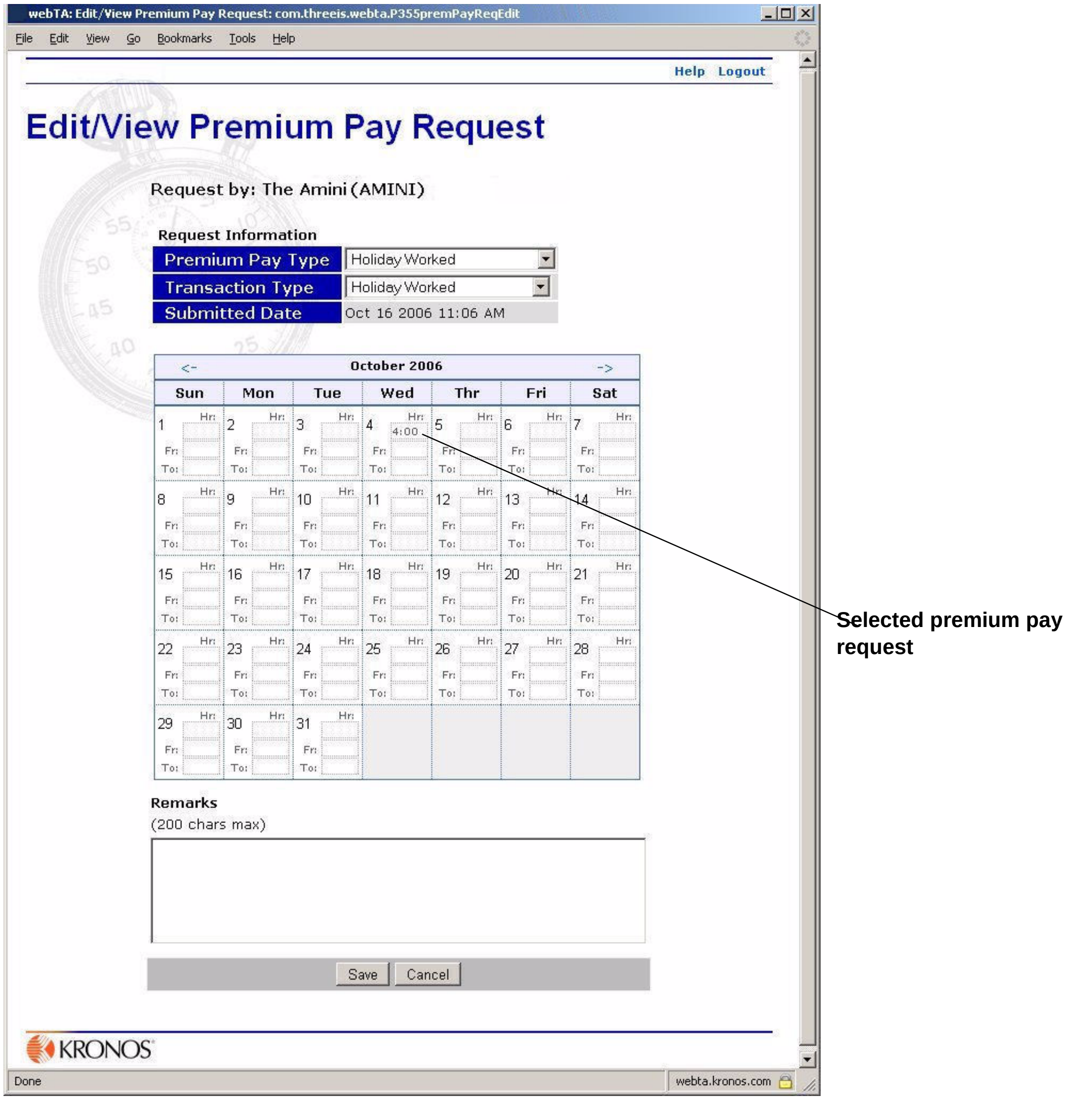
2. Click **Prem. Pay** on the Leav/Prem Request & Donations page.

   The Current Premium Pay Requests page opens showing all premium pay requests.

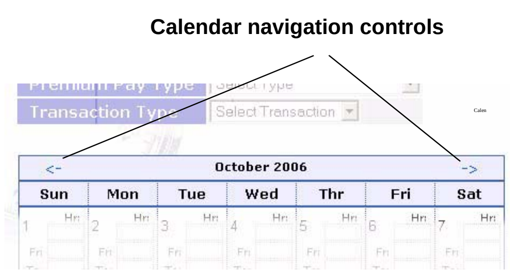


3. Click **Edit** next to the premium pay request you want to modify.

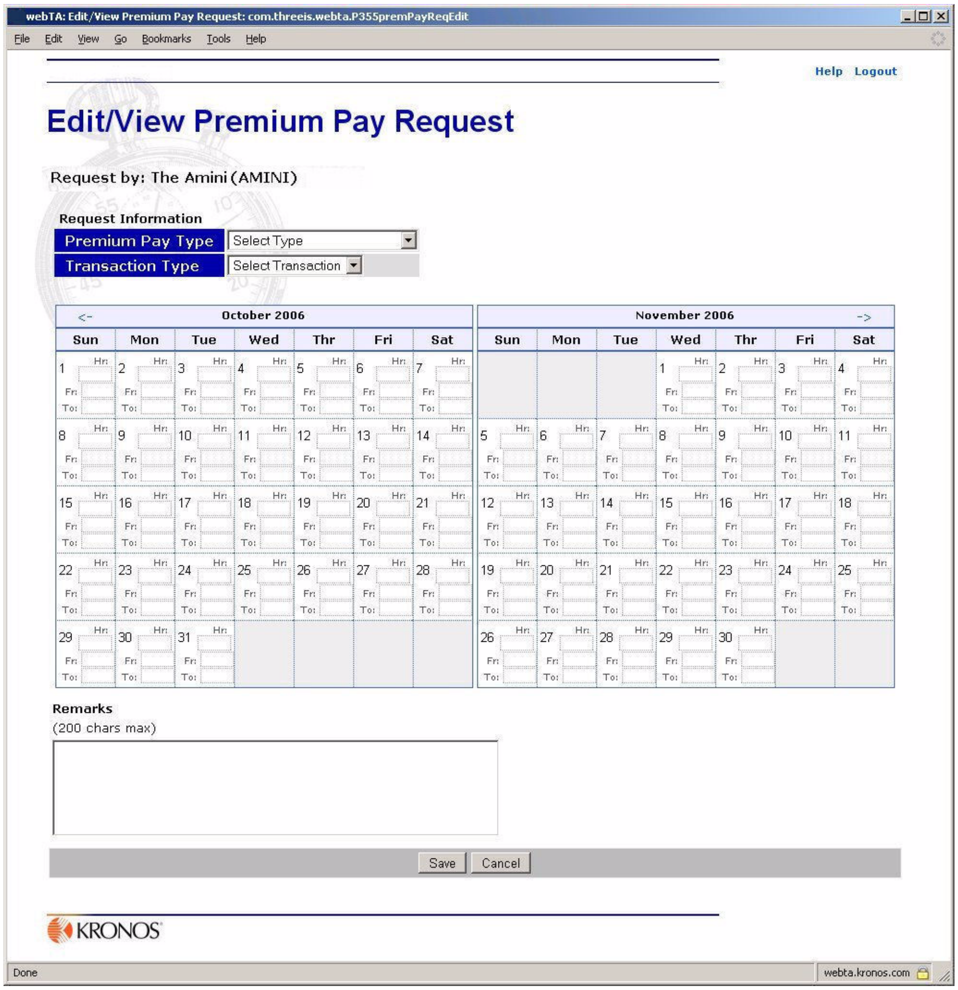
   The Edit/View Premium Pay Request page opens showing the request you selected to edit.



4. If your pay request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.



If you navigate to a month other than the current one, the page shows two successive months.



5. Modify the request by selecting from the **Premium Pay Type** and **Transaction Type** lists, then adding or changing the times requested for premium pay.

   NOTE: **Premium Pay Type** and **Transaction Type** selections apply to changes and additions you make on this page. For example, if you add 30 minutes to an existing 4-hour Overtime premium pay request, but select **Compensatory Time Earned** as the premium pay type when you make the change, the 4.5 hours for the edited request will be saved as Compensatory Time Earned.

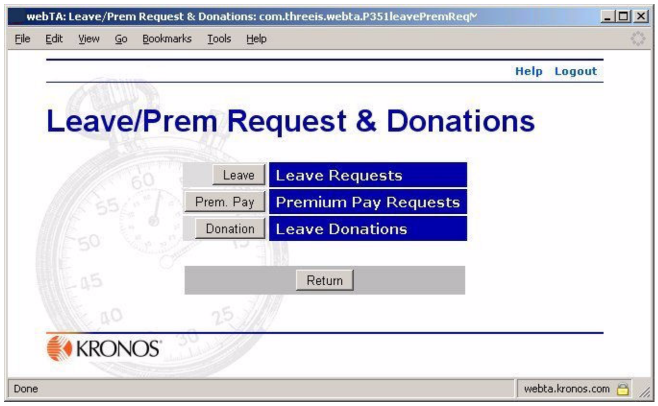
6. Click **Save**.

   webTA returns you to the Current Premium Pay Requests page, which shows the changes you made.

To delete a premium pay request:

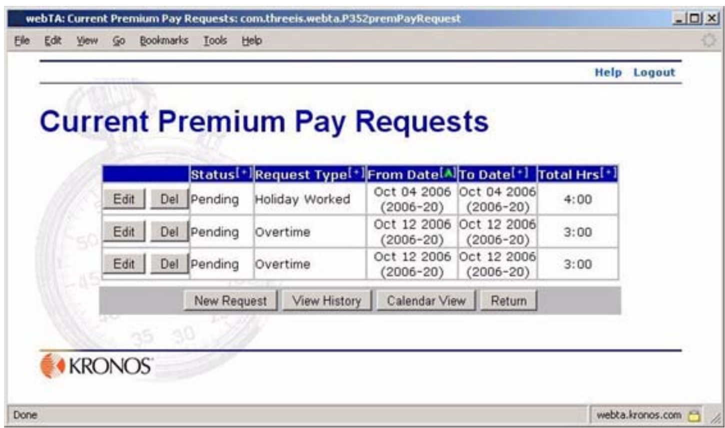
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



2. Click **Prem. Pay** on the Leav/Prem Request & Donations page.

   The Current Premium Pay Requests page opens showing all premium pay requests.



3. On the appropriate premium pay request line, click **Del**.

   webTA removes the request from the request list.

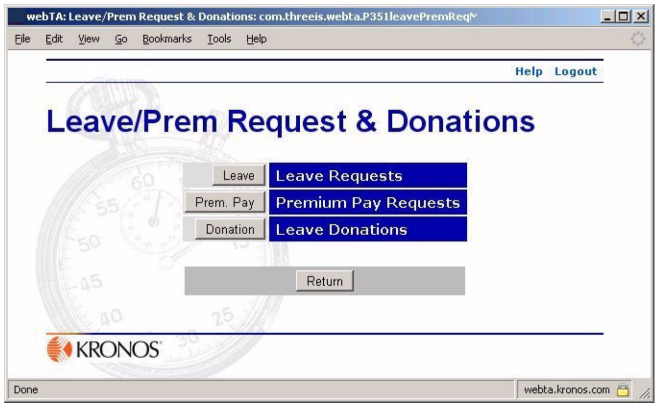
Viewing your premium pay request history

The Premium Pay Request View History page lists all your previously approved premium pay requests.

To view your premium pay request history:

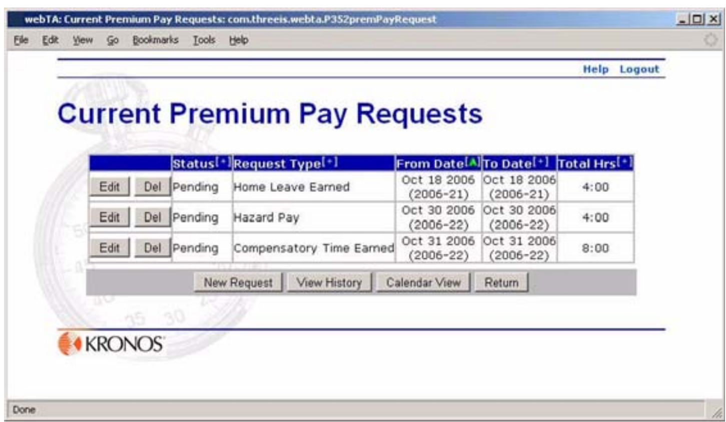
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



2. Click **Prem. Pay**.

   The Current Premium Pay Requests page opens.

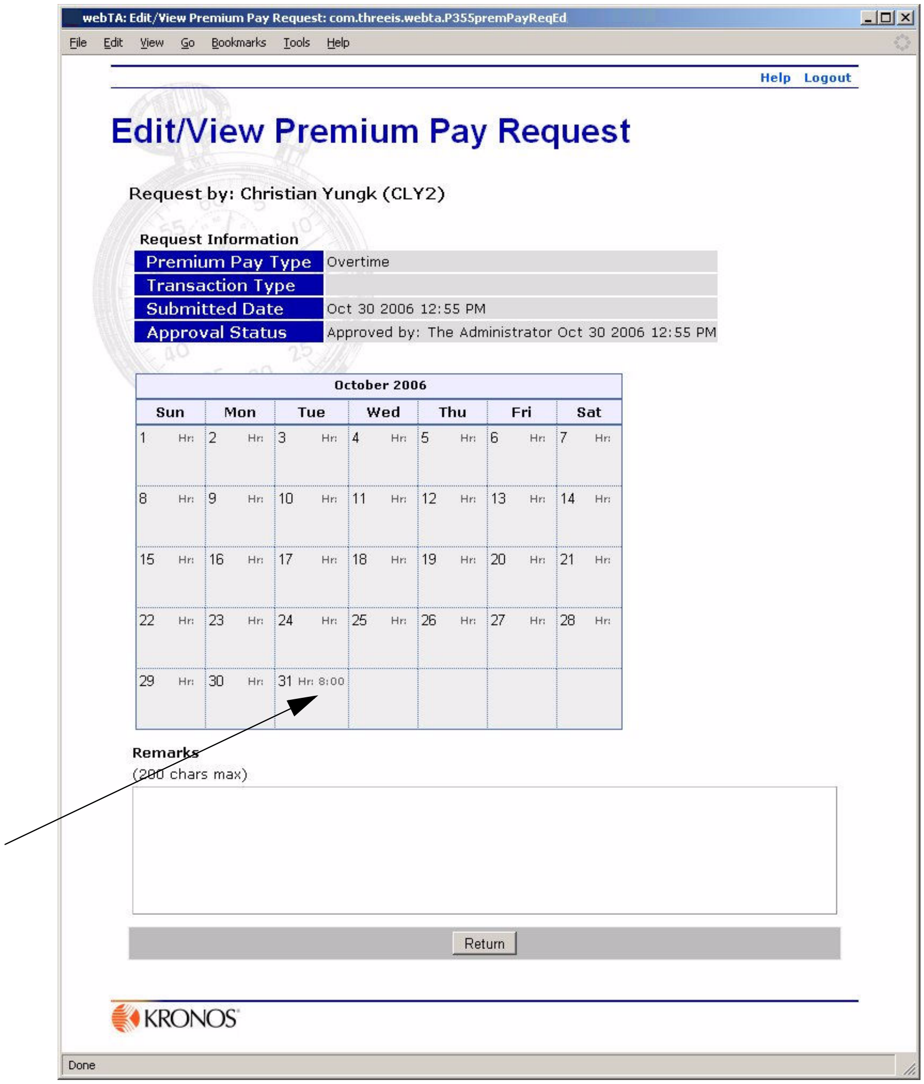


3. Click **View History** on the Current Premium Pay Request page.

   The Premium Pay Request View History page opens.

4. If you want to view detailed information about a request, click to select the request, then click **View**.

   The Edit/View Premium Request page opens showing your approved premium pay requests.

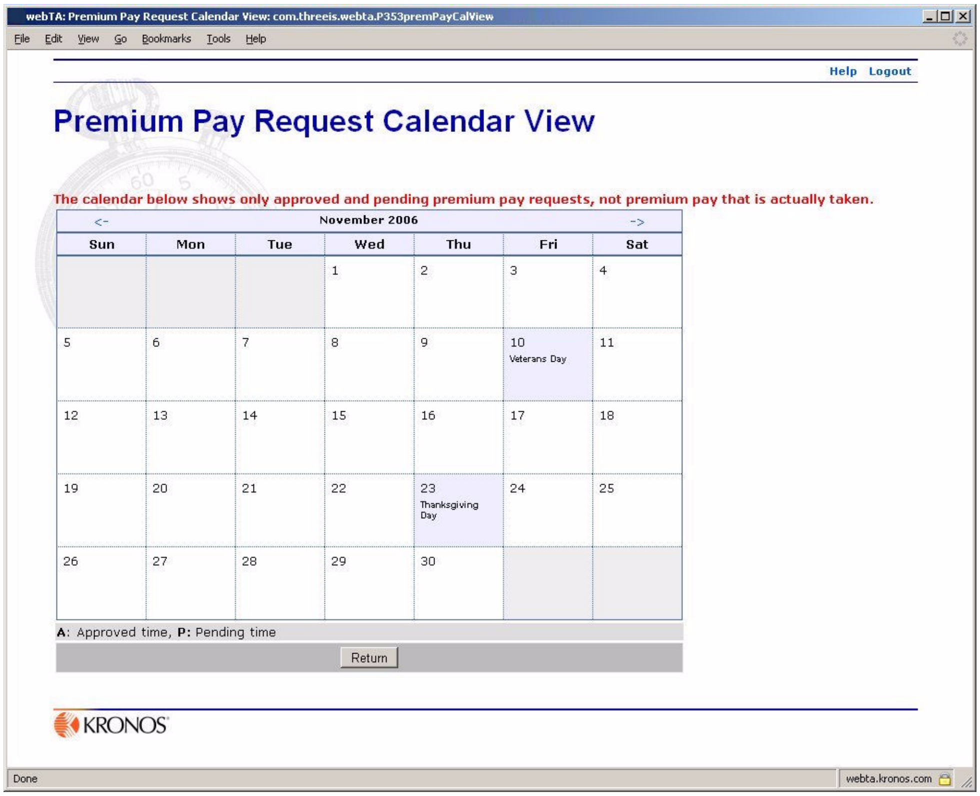


5. If you want to delete a request, click **Return** to return to the Current Premium Pay Requests page, then click **Delete** next to the request you want to remove.

   The request is removed from the list of requests.

About the calendar view

By clicking **Calendar View** on the Current Leave Requests page, you can see, in calendar form, leave or premium pay requests that are either pending or approved. Each date on the calendar shows the status, your user ID, and the total time approved or pending for that date.



A: denotes an approved request. **P:** denotes a pending request.

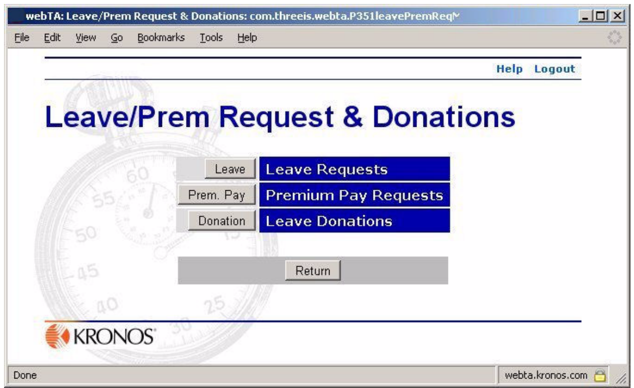
Viewing and editing leave donations

Leave donations may be made at any time, if you have sufficient leave available and you have not exceeded the limitations on donations for your agency.

To make a leave donation:

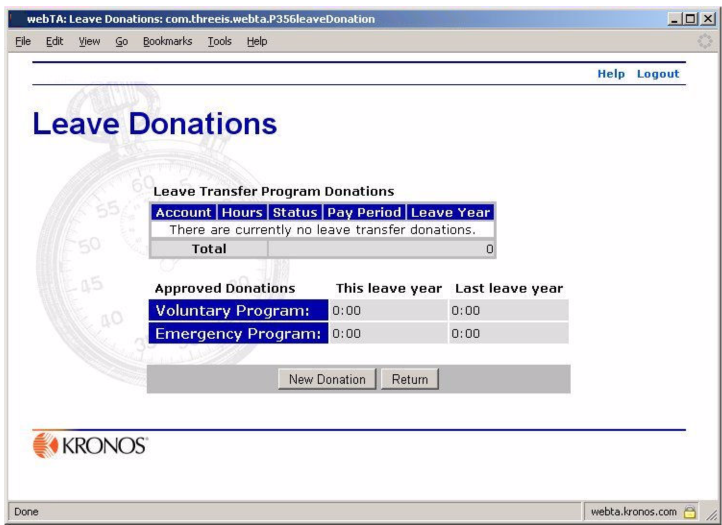
1. On the Employee Main Menu page, click **Leave/Prem Pay**.

   The Leave/Prem Requests and Donations page opens.



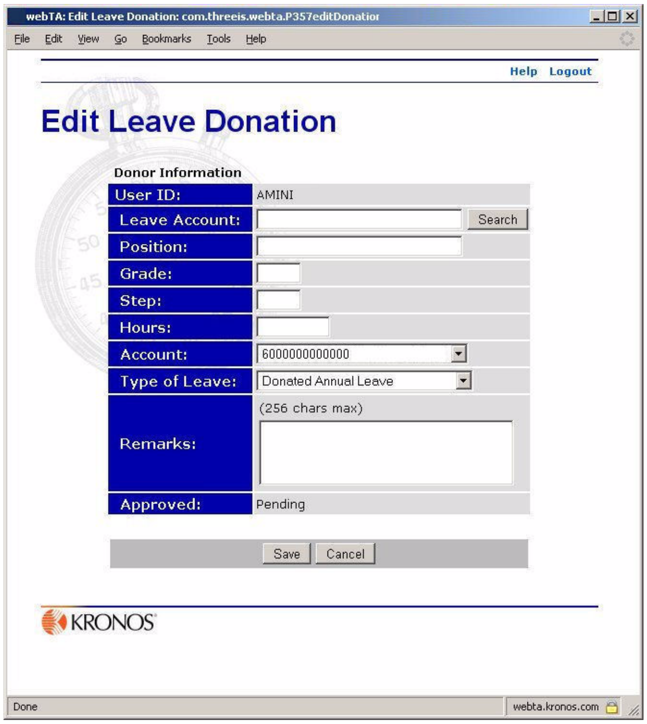
2. Click **Donation**.

The Leave Donations page opens.



3. Click **New Donation**.

A blank Edit Leave Donation page opens.



4. Type the leave donation information in the appropriate fields, and select the appropriate options from the lists.
   - The **Position**, **Grade**, and **Step** fields are required for agency reporting purposes.
   - If you do not know the specific name of the account, search for it using webTA's search function.
   - Specify the account that the donation hours are to be charged to.

     Leave type may be Annual Leave or Restored Annual Leave.

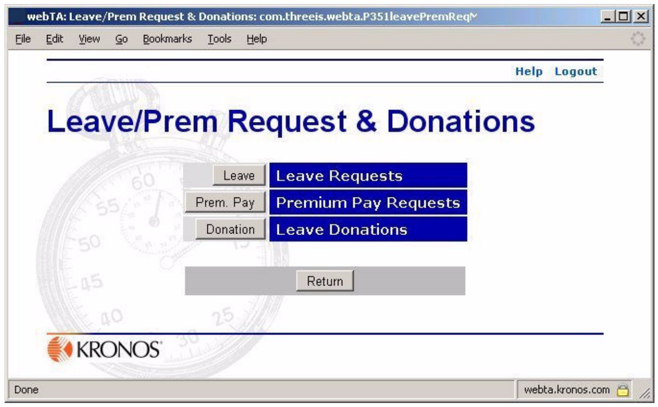
     webTA does not permit employees to donate more leave than they have available.
5. Check to make sure that you have filled in all the fields on the form.
6. When you are ready to submit your request, click **Save**.

The status of any donation is *Pending* until it is approved by an HR Administrator. Once the donation is approved, a payroll transaction is created in your T&A report, and the leave is deducted from your leave balance.

To view and edit your leave donations:

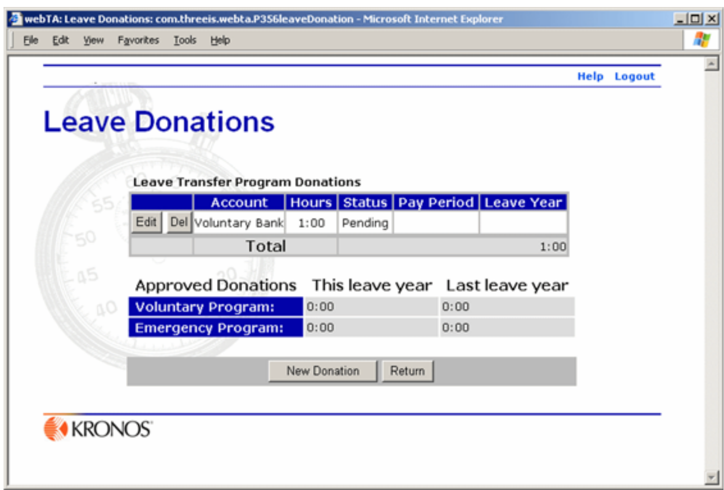
1. On the Employee Main Menu page, click **Leave/Prem Pay**.

   The Leave/Prem Requests and Donations page opens.



2. Click **Donation**.

   The Leave Donations page opens.



A summary of donations you have made to the voluntary and emergency leave transfer programs is provided for your information. If you have active donations, they appear on the page.

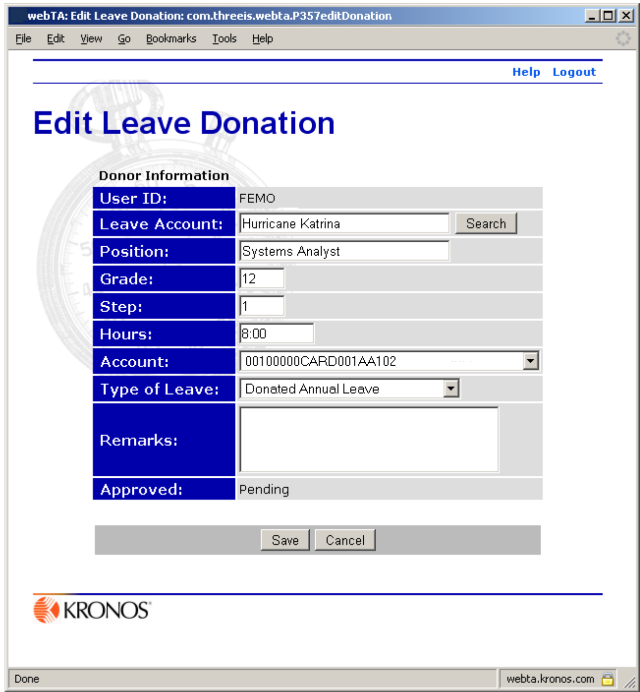
IMPORTANT! Once a donation is approved, you cannot modify it.

3. If you want to view an already approved donation, click **View** next to the donation.

   \- OR -

   If you want to make changes to a donation that has not been already approved, click **Edit** and make changes.

   The Edit Leave Donation page opens.



4. Make the appropriate changes, then click **Save**.

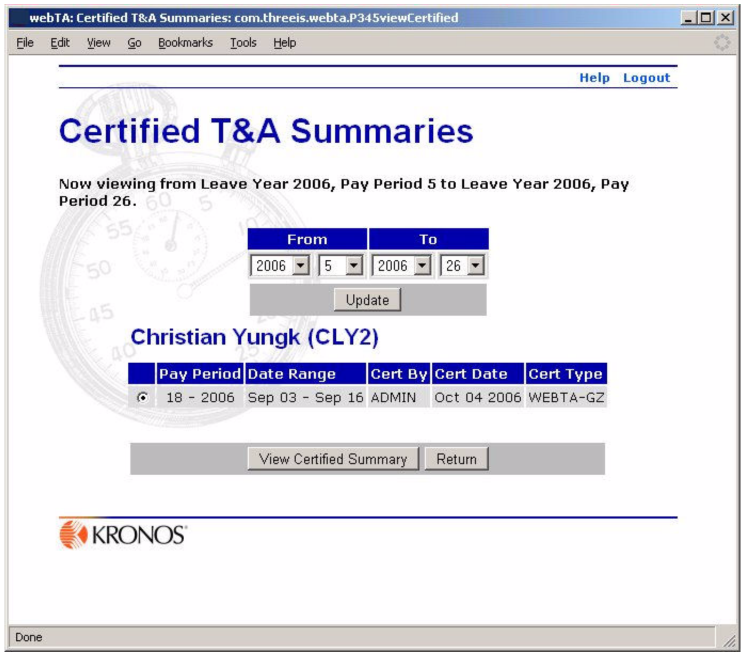
Viewing previously certified T&A summaries

Employees may view their certified T&A data, but they may not change it.

To view previously certified T&A summaries:

1. Click **Certified T&As** on the Employee Main Menu page.

   The Certified T&A Summaries page opens.

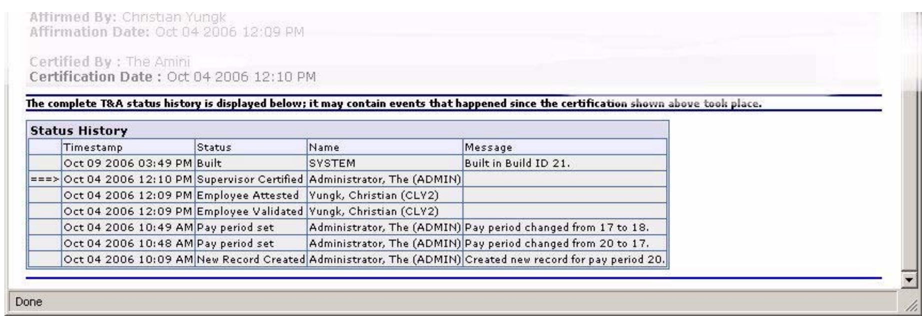


Your certified T&As are sorted by pay period and leave year, with the most recent records at the top of the form.

2. Click to select the summary you want to view, then click **View Certified Summary**.

   The T&A summary page for the selected pay period opens.

   At the bottom of the page is the status history.



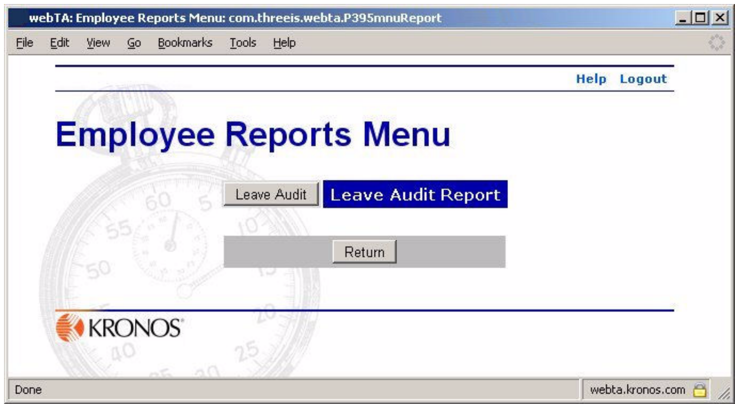
Generating a Leave Audit report

The Leave Audit Report is used to reconcile your historical leave records. The report contains a line for each pay period for which you have certified records in the system.

To generate a Leave Audit report:

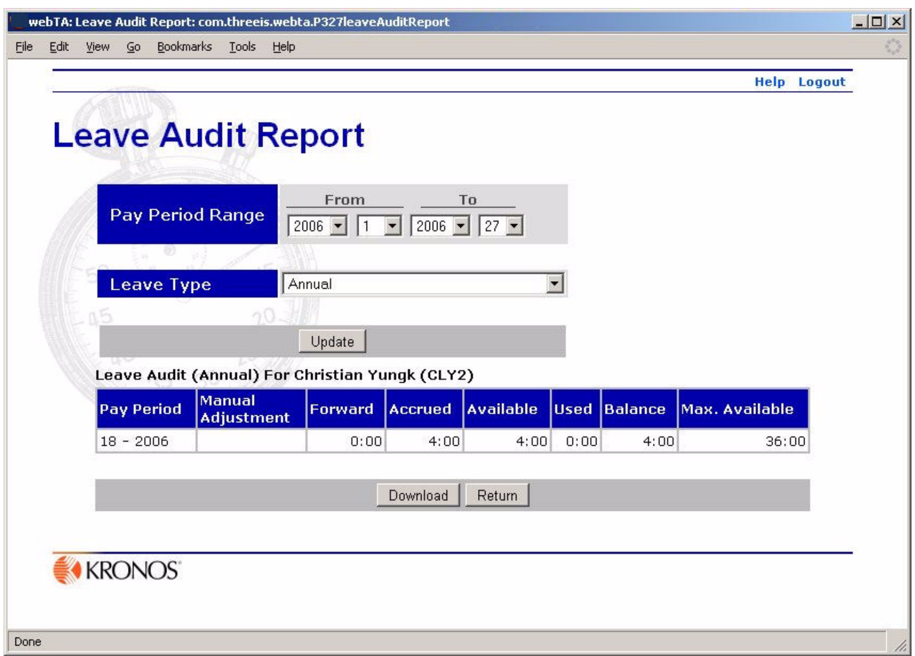
3. On the Employee Main Menu page, click **Reports**.

   The Employee Reports Menu page opens.



4. Click **Leave Audit**.

   The Leave Audit Report opens.



5. If you want to change the report parameters, select a new date range by selecting beginning and ending dates from the **From** and **To** lists, select a different leave type from the **Leave Type** list, and then click **Update**.

   The Leave Audit report changes to reflect your choices.

6. If you want to save the Leave Audit Report results, click **Download PDF**.

   Depending on how your browser is set up, webTA either displays the .PDF document in a new browser window from which you can save the file, or a dialog box opens giving you the options of saving or opening the file.

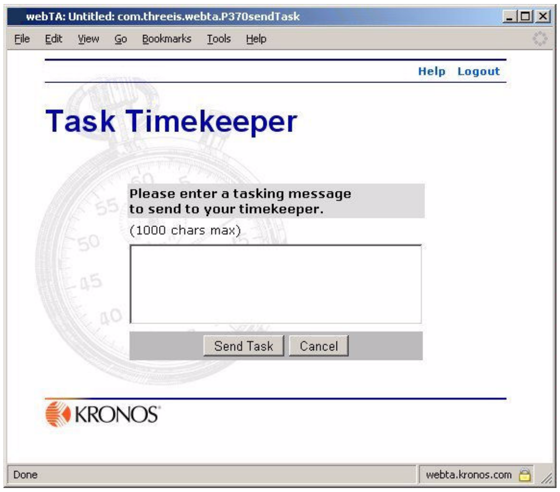
Sending a task to your Timekeeper

Tasks are sent to timekeepers when you need your Timekeeper to update information that you do not have access to.

To send a task:

1. Click **Send Task** on the Employee Main Menu page.

   The Task Timekeeper page opens.

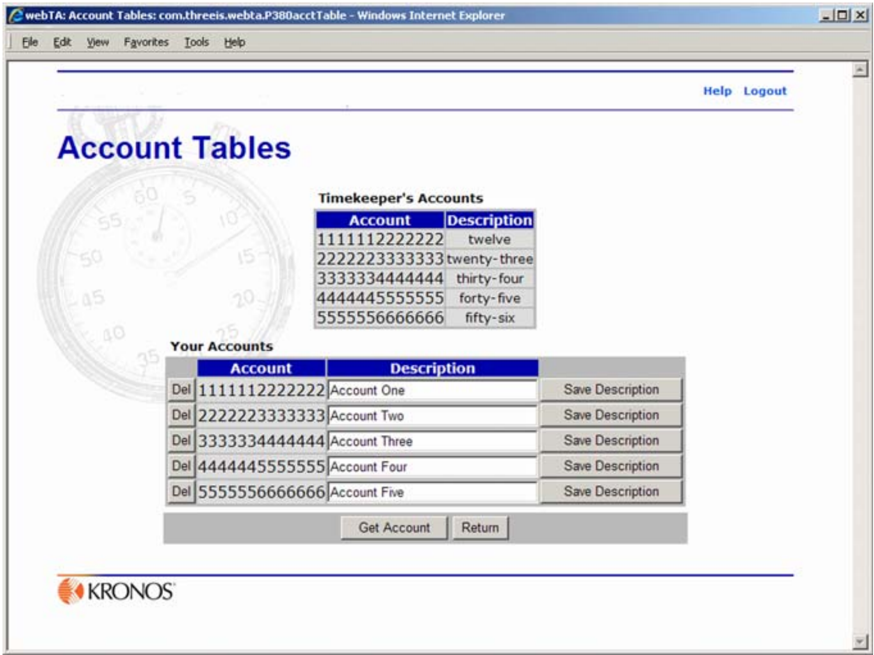


2. Type your message in the text box, then click **Save**.

   Your message is sent as a task to your Timekeeper.

Working with accounts

Accounts functions are accessed from the Account Tables page that opens when you click **Accounts** on the Employee Main Menu page.



The page is divided into two sections:

- Timekeeper's Accounts, which is a list of accounts that are associated with your timekeeper.
- Your Accounts, which is a list of accounts that you are set up to use.

In the example above, the employee already has accounts to charge to. However, if the employee has not yet added accounts to his or her list, the Your Accounts section will be empty.

After adding an account to your list you can modify the account's description. Changing the description in your Account Tables page does not affect any other timekeepers' or employees' descriptions for the account. Entering a blank description will cause your timekeeper's description to appear.

To add a timekeeper account for your use:

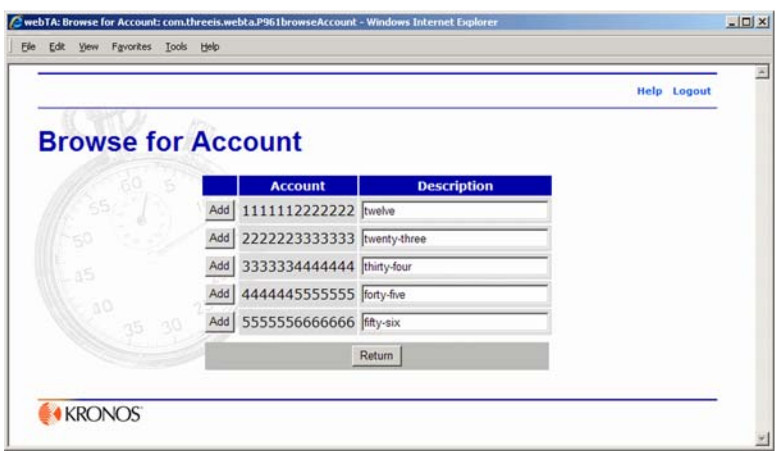
1. Click **Get Account**.

   The Search for Account page opens.

2. Type the information that you know about the account in the Line 1, Line 2, and Description boxes, then click **Find Account**.

   Leaving all the search criteria boxes empty will return the full list of your timekeeper's accounts.

3. The Browse for Account page opens listing all the accounts available to you that meet the search criteria you entered.



   NOTE: Leaving all the boxes blank returns <u>all</u> of the accounts available to you.

4. Click **Add** for each account you want to add to your personal account list.

5. When you are finished adding accounts, click **Return**.

   webTA returns you to the Accounts Table page. The accounts you added appear in the Your Accounts section.

To change an account description:

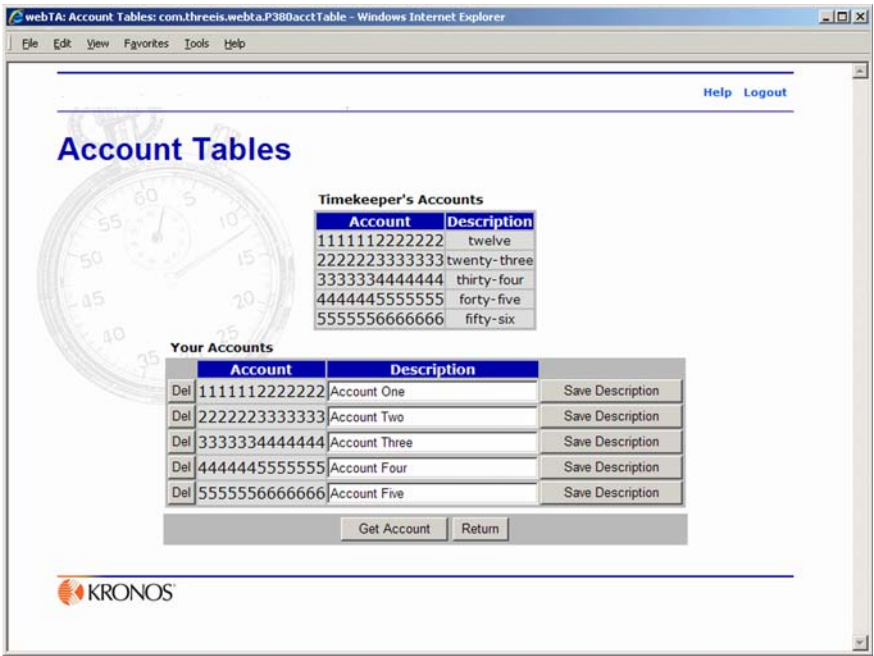
1. Click **Accounts** on the Employee Main Menu page.

   The Accounts Table page opens.

2. Type your descriptions in the Description box for each account whose descriptions you want to change, then click **Save Description** for each new description.

   NOTE: Removing all text from a Description box will return the original timekeeper's description for that account when you save.

   Here is an example of an Account Tables page in which the original timekeeper's descriptions have been changed by the employee for her own use:



3. When you are finished entering and saving descriptions, click Return.

   Notice that the account numbers are not affected (nor could they have been modified). Only the descriptions of the accounts are now different from the timekeeper's.

To delete an account from your accounts list:

1. Click **Accounts** on the Employee Main Menu page.

   The Accounts Table page opens.

2. Click **Del** next to each account that you want to remove, then click **Return**.

   NOTE: Deleting an account from your Accounts Table page does not remove it from the webTA system. However, it will no longer be available to you for working with T&A data.

About Locator Info

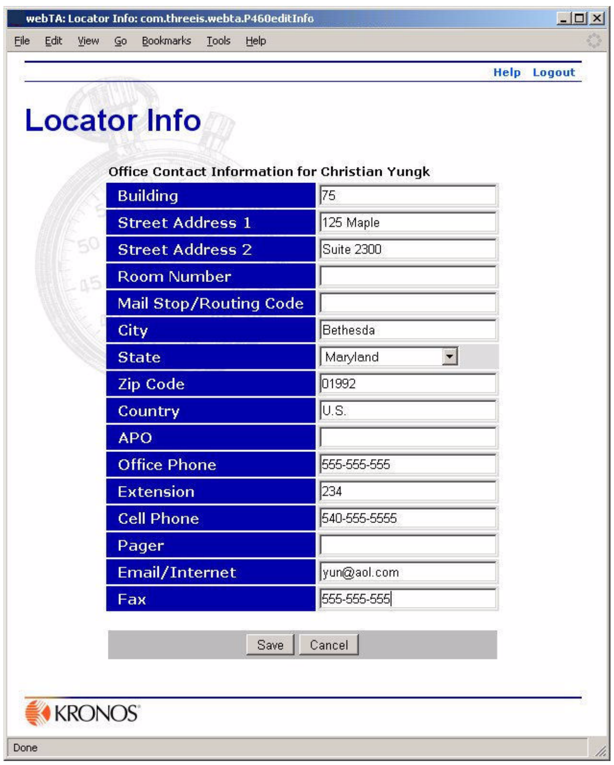
Some agencies may require an employee to keep their office address and contact information current in the webTA Locator. The only information required by webTA, however, is your e-mail address if you want to receive e-mail task notifications.

Only you, your Timekeeper and Master Timekeeper, or your HR Administrator can add or modify your locator information, though those with other roles may view it.

To view and/or modify your location information:

1. Click **Locator Info** on the Employee Main Menu page.

   The Locator Info page opens.



   The boxes on this page may already be filled or they may be blank, depending on what information has already been included by you or your Supervisor.

   IMPORTANT! If you are to receive tasks by e-mail, the Email/Internet box must contain your e-mail address.

2. If you want to add or change any of your information, type the information in the appropriate text boxes or select from the list, if necessary.

3. When you are finished including or editing your information, click **Save**.