Employee Job Aid

Employee Main Menu Overview

Timesheet
View, modify and validate Timesheets
Timesheet Summary
View Timesheet Summary for current, past and next pay periods
Processed Timesheets
View Processed Timesheets
Leave Requests
View, modify and submit Leave Requests

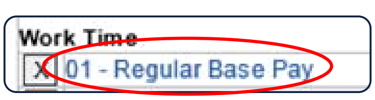
Premium Pay Requests
View, modify and submit Premium Pay Requests
Leave Balances
View balances for all leave types
Schedule View, edit and submit permanent or temporary schedules
Default Schedule
View Default Schedule
Reports
View available Reports
Employee Telework Requests
Add and submit, modify, print, or delete employee telework requests
Employee Telework Agreements
Add and submit, modify, delete, approve, deny, terminate, print, or revert telework agreements
COP Events
View Continuation of Pay Events
Send Message to Timekeeper and Supervisor
Send messages to your timekeeper and/or supervisor via webTA
Accounts
View Accounts to which you are able to charge time
Leave Donations
View, add, modify and delete Leave Transfer Donations
My Contacts
Add, update, view or delete emergency contacts

View and Edit Timesheet

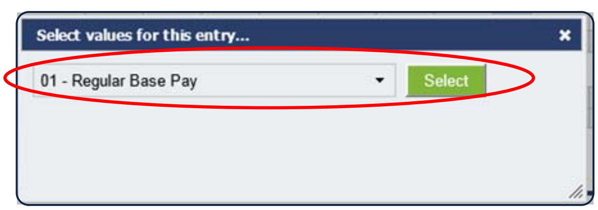
1. From the **Employee Main Menu**, select the **Timesheet** link.

2. In the **Work Time** section of the timesheet, select the **plus sign**.

3. Select the **Transaction Code** link to modify the work time transaction.

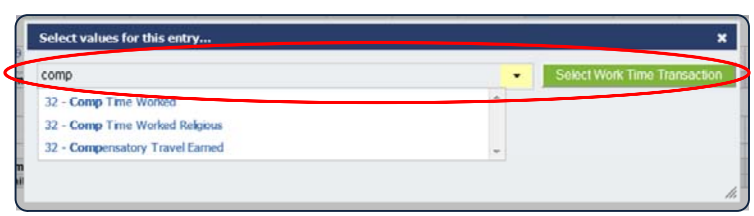


4. Expand the dropdown menu, locate the desired Transaction Code and click the **Select** button.



or

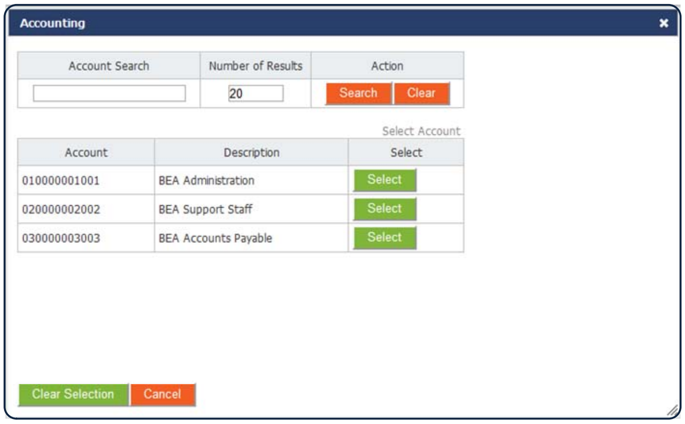
Begin typing the number or name of the desired Transaction to filter the list of codes displayed. Then select the desired code and click the **Select Work Time Transaction** button.



A new row containing the Work Time Entry just created should appear on the timesheet,

5. Select the **Select Account** link to add accounting or Project details

6 Select the appropriate account from the list by clicking the Select button.



The Accounts displayed can be managed in the Accounts section. Employees pull from a list of Accounts managed by their Timekeeper

Census Agency employees utilize a different Account Structure, and their Accounts page will look and function slightly differently.

Census Agency employee timesheets have many of the same features and use similar procedures as timesheets used in other agencies.

- **Timesheet Entry Page**. Use this page to specify transactions (that is, pay code and account combinations.)
- **E icon** (Edit Timesheet Entry). Click the "E" on a transaction row to open the Timesheet Entry page and edit the transaction.
- **Mile Transactions**. Use this section of the timesheet to record reimbursement mileage.
- **Change Default Sort**. Use this option to sort work and leave transactions, dollar transactions, and mileage transaction.

7 Enter the number of hours worked for this transaction for each day of the pay period.

Time can be entered in the HH:MM or decimal format. Time entered in decimal format will be converted to the HH:MM format by webTA.

Time entries will be rounded to 15 minute increments. For example, 4 hours and 7 minutes will round down to 4 hours, while 4 hours and 8 minutes will be rounded up to 4 hours and 15 minutes.

Additional Work Entries using different transaction codes and/or accounts can be added to the timesheet by repeating steps 3 through 7.

Leave Time can be added by selecting the plus sign in the Leave Time section of the timesheet, and repeating steps 2 through 8.

Leave Time will automatically be added your timesheet upon approval of Leave Requests.

8 Select the **Save** button to save the timesheet.

Validate Timesheet

At the end of each Pay Period, timesheets must be Validated by the Employee or their Timekeeper. Once Validated, they can be Certified by the Supervisor and processed by the Payroll Provider.

1 From the **Employee Main Menu**, select the **Timesheet** link.

2 Select the **Validate** button.

When a timesheet is Validated, webTA performs a series of checks based on your profile *(pay plan, tour of duty, duty hours, alternative work schedule, etc.)* and other payroll rules.

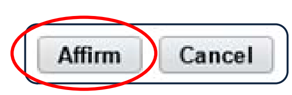
If the hours entered satisfy the established Validation rules, the timesheet's status will change from **Saved** to **Pending Attestation**, and the **Timesheet Summary** will display.

If the hours entered do not comply with the employee's profile settings or established validation rules, webTA will display an Error or a Warning at the top of the timesheet.

Errors must be addressed and corrected in order for the timesheet to Validate.

Warnings are suggestions, and the timesheet can be Validated, but the Warnings will still display.

3 Once any Errors or Warnings are corrected, scroll down and select the **Affirm** button.



View Processed Timesheets

1 From the **Employee Main Menu**, select the **Processed Timesheets** link.

2 Select the Pay Period link of the timesheet you wish to view.

Pay Period	Dates
01 - 2014	Jan 12 - Jan 25
02 - 2014	Jan 26 - Feb 08
03 - 2014	Feb 09 - Feb 22
03 - 2014 (C)	Feb 09 - Feb 22
04 - 2014	Feb 23 - Mar 08

3 To view Processed Timesheets from previous years, select the year from the dropdown menu and click the **Select Year** button.

Timesheet Status

Saved (S) – with Employee or Timekeeper

Pending Attestation (PA) – Employee has selected the Validate button, but has not Affirmed that the information added is correct.

Validated by Employee (VE) – Timesheet has been Validated by the Employee and it is ready to be Certified by the Supervisor

Validated by Timekeeper (VT) - Timesheet has been Validated by the Timekeeper and it is ready to be Certified by the Supervisor

Certified (C) – Timesheet has been Certified by Supervisor and will be picked up in the next build

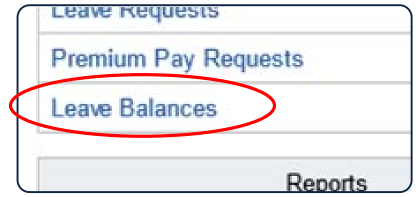
Pre-Processed (PP) – Timesheet has been added to the build file, but has not been transferred to the Payroll Provider

Processed (P) – Timesheet has been Processed by Payroll Provider

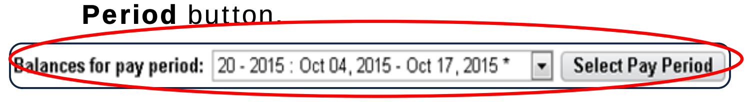
Correction (COR) – A Correction has been created for a Processed Timesheet

View Leave Balances

1 From the **Employee Main Menu**, click on the **Leave Balances** link.



2 Use the **Balances for Pay Period** dropdown menu to select the Pay Period for which you wish to view your balances and select the **Select Pay Period** button.



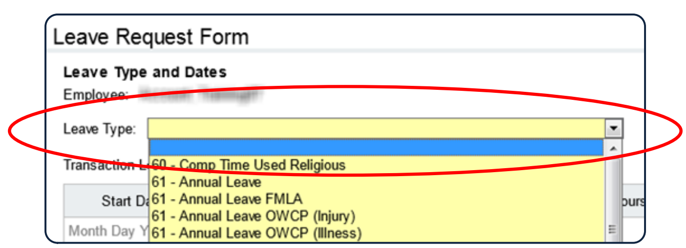
3 Select the Leave Type link for which you wish to view balance details.

Request Leave

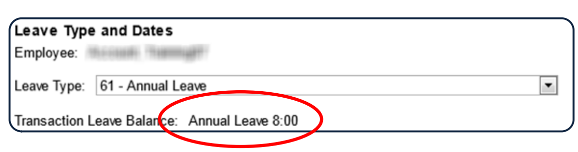
1 From the **Employee Main Menu**, click on the **Leave Requests** link.

2 Select the **Add Leave Request** button.

3 Select a **Leave Type** from the dropdown menu.



Once a leave type transaction is selected, the balance for that leave type is displayed.



4 Click the **All Day** checkbox if the request is for full workday(s). If the leave is for a portion of a day, enter the **Start Time** and **Stop Time** in the appropriate fields, or, enter the number of hours in the Daily Hours field.

Note: If you are requesting sick leave or time under the Family Medical Leave Act, complete the information in those sections.

Select the **Add New Row** button to add additional dates and times as necessary.

5 Select the **Submit** button to submit the request to your Supervisor. Pending requests can be deleted by clicking the **Delete** button.

Note: Once submitted, leave requests cannot be modified until the supervisor takes action.

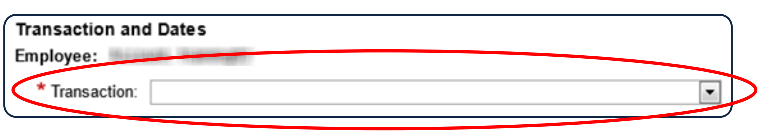
Once submitted, the hours will automatically be added to your timesheet.

Request Premium Pay

1 From the **Employee Main Menu**, click on the **Premium Pay Requests** link.

2 Select the **Add Premium Pay Request** button.

3 Use the Transaction drop-down menu to select the type of Premium Pay being requested.



4 Enter the **Start** and **End Dates,** and **the Start** and **Stop Times** for the Premium Pay hours being requested in the appropriate fields, or, enter the number of hours in the Daily Hours field.

Select the **Add New Row** button to add additional dates and times as necessary.

5 Select the **Submit** button to submit the request to your Supervisor. Pending requests can be deleted by clicking the **Delete** button.

Note: Once submitted, premium pay requests cannot be modified until the supervisor takes action.

Once approved, the hours will automatically be added to your timesheet.

View and Submit Schedule Request

1 From the **Employee Main Menu**, select **Schedule Assignment** link.

To view an existing schedule, select the schedule name link from the **Schedule Assignment** page.

2 To add a new **Permanent** or **Temporary Schedule**, select the corresponding button on the Schedule Assignment page.

3 To use an existing Schedule Template, select the **Insert Schedule Template** button.

4 Select the desired Schedule Template from the list and click the OK button.

5 Make any necessary changes to the Schedule Name, Description, number of weeks, and the Start and End Dates.

6 Select the Submit button.

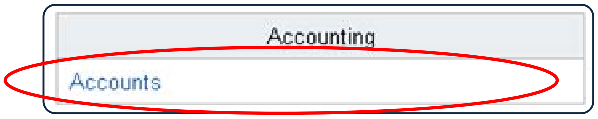
Once a Schedule has been submitted, your Supervisor can Approve or Deny the request.

To Manually add shifts, rather than using a Schedule Template, select the checkbox next to the day(s) to which you want to add time, and then select the **Insert Shift** button.

Select the row for the shift you want to add, and the shifts will appear on the selected days.

Accounts

1 From the **Employee Main Menu**, select the **Accounts** link.



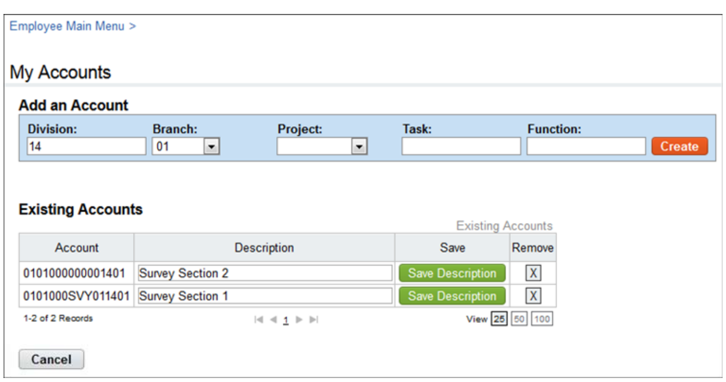
Edit Account Descriptions as needed. Timekeeper Accounts are Accounts your Timekeeper has made available for use, but you have not added to your Accounts.

2 To add more Accounts to your list, select the **Get Accounts** button.

3 Click the **Select** button for the Accounts you wish to add.

To Remove an Account, select the Remove button for the Account on the My Accounts page.

Employees assigned to the Census Agency work with a different account structure and must follow different procedures.



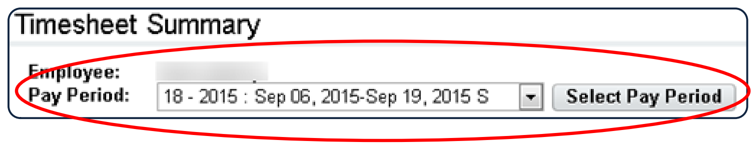
The My Accounts page for Census Agency employees is shown below. To reset the Branch value to “00”, type **00** in the Division field. To see a default list of Projects, type **14** in the Division field.

View Timesheet Summary

1 From the **Employee Main Menu**, click on the **Timesheet Summary** link.

The **Timesheet Summary** for the Current Pay Period will display.

2 Use the Pay Period dropdown menu to select the Pay Period of the Timesheet Summary you wish to view and select the **Select Pay Period** button.

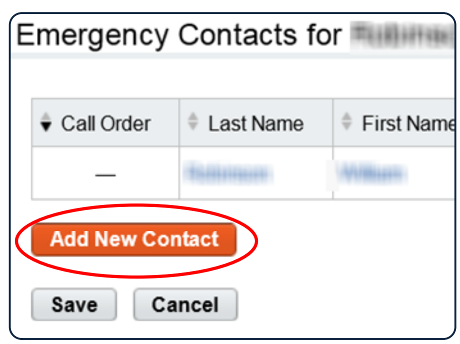


Edit Emergency Contacts

1 From the **Employee Main Menu**, select the **My Contacts** link.

2 To modify an existing contact, select its link from the Contacts list.

Select the Add New Contact to add a new Emergency Contact.



3 Add the emergency contact’s information into the appropriate fields, including **Name**, **Phone #** and **Phone Type**.

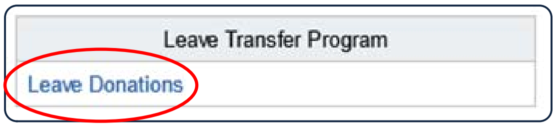
4 Select the **Save** button to save the contact.

Use the **Call Order** column to place the contacts in the order in which you would like them contacted in the event of an emergency.

To Save the Call Order, select the **Save** button.

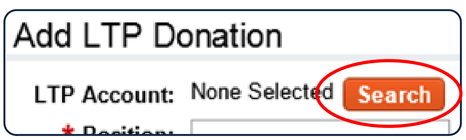
Donate Leave

1 From the **Employee Main Menu**, select the **Leave Donations** link.



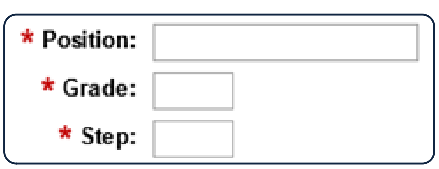
2 Click on the **Add Donation** button.

3 Select the **Search** button in the **LTP Account** section.



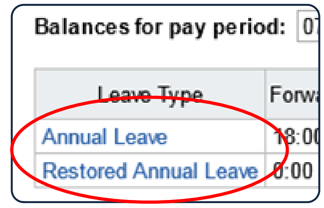
4 Click the **Select** button of the Program to which you wish to donate leave.

5 Enter your **Position**, **Grade** and **Step** in the appropriate fields.



6 Select the Search button in the **Leave Type** section.

7 Select the link of the **Leave Type** from which you wish to donate.



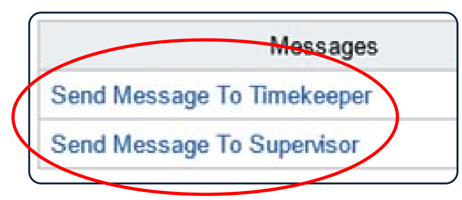
8 Enter the number of hours you wish to donate into the **Amount** field.

Select the Pay Period from which you wish the donation to come.

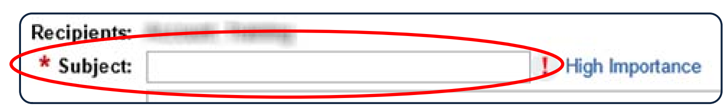
Select the **Save** to submit the donation for approval.

Send webTA Messages

1 From the **Employee Main Menu**, select the **Send Message to Timekeeper**, or **Send Message to Supervisor** link.



2 Type a subject for your message in the **Subject** field.



3 Select the **High Importance** link to mark your message important.

4 Type your message in the **Body** field.

5 Select the **Send Message** button.