KRONOS®

webTA 3.5

Master Supervisor's Guide

Version 1.0

Document History

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Contents

Introduction 1

Searching for an employee 2

Viewing and certifying T&A 4

Decertifying or rejecting a time card 4

Viewing Locator information 5

Viewing certified T&As 6

Generating a Leave Audit report 9

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webTA 3.5 Master Supervisor's Guide

Introduction

The purpose of this document is to provide Master Supervisors information needed to use *webTA* for fulfilling the Master Supervisor role job functions available in this application. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For information on how to use the basic functions of *webTA*, see the document *webTA 3.5 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, the screen shots in this document are similar enough to what you will see so that they will help you work through the procedures and understand the examples in the documents.

As a Master Supervisor, you can certify T&A reports for all employees in *webTA* before their data is sent to NFC for payroll processing. (Some Master Supervisors can only certify T&A records for employees in their own agencies.)

The law requires that the data be certified as correct before pay is issued. Therefore, *webTA* does not create the transmission record for an employee until it is certified by you or by their regular supervisor.

When you log in, the Master Supervisor Main Menu page opens.

This page gives you access to all the functions available for the Master Supervisor role.

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Searching for an employee

webTA provides options for searching for an employee beyond the capability of searching using basic name and Social Security information. *webTA* also lets you search by the employee supervisor and set T&A type and pay period criteria.

You can search using the **T&A Type** field, which lets you limit T&A records to those records meeting these criteria:

- **Corrections** returns correction records in the T&A system.
- **Unvalidated** returns records that have not been validated by either the employee or the timekeeper.
- **Validated** returns records that have been validated by the employee or the timekeeper, but that have not yet been certified by the supervisor.
- **Certified** returns records that have been both validated and certified, but not yet built.
- **No Profile** returns records for which no T&A profile data has yet been stored. (Records must have T&A profile data recorded by the employee's Timekeeper before time can be entered for that record.)

Searching by pay period by selecting from the **Pay Period** list lets you restrict the records returned, based on the pay period.

- **Current** matches records for the current pay period.
- **Previous** matches records for the previous pay period that are typically completed records that need to be certified and built.
- **Older** matches records not in the current or previous pay periods, but that still are awaiting certification and building.

To search for an employee:

1. From the Master Supervisor Main Menu page, click **Search**.

   The Search for Employee page opens.

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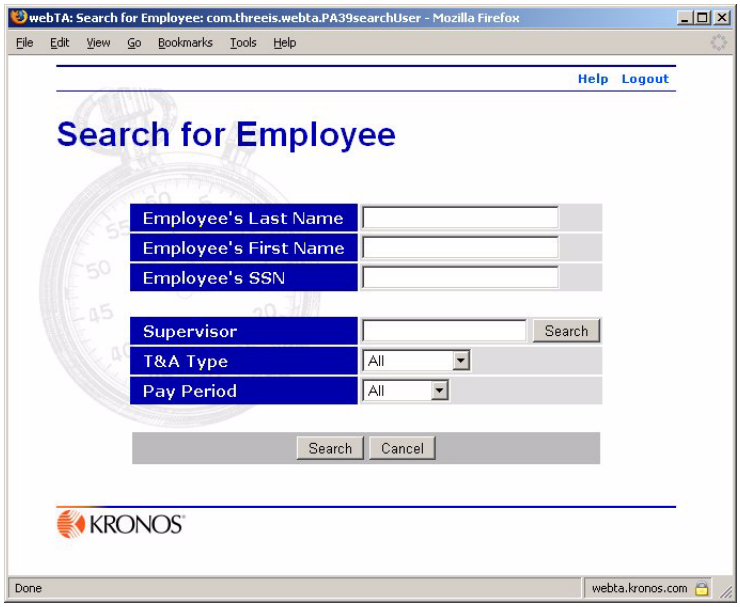
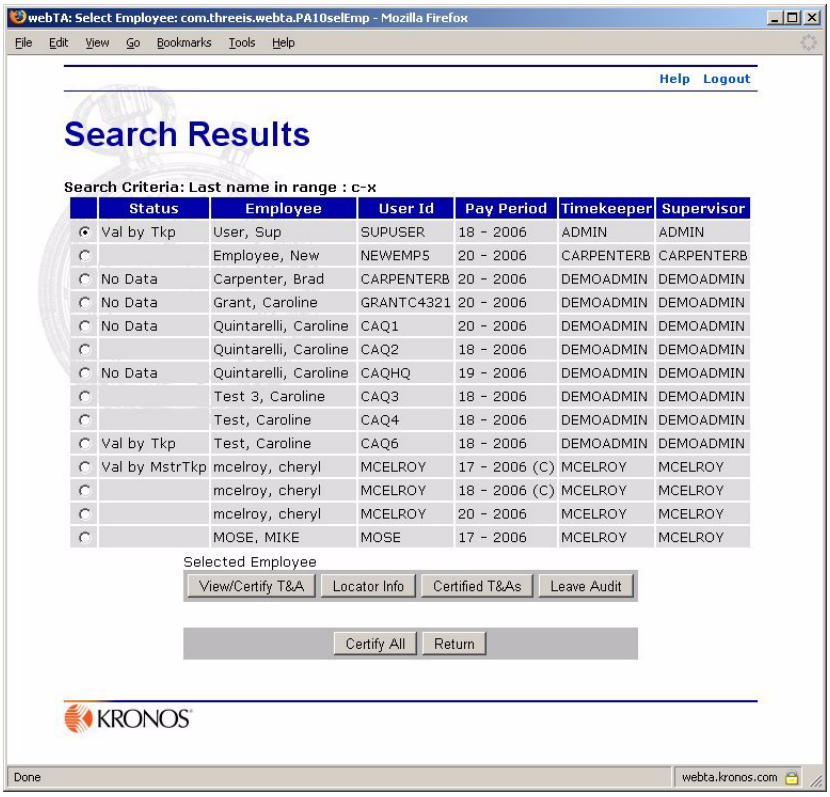


2. Type in the appropriate boxes, select from the **T&A Type** and **Pay Period** lists, and search for the employee's Supervisor, according to the criteria you want to search by.
3. Click **Search**.

   The Search Results page opens listing employees who match your search criteria, along with their current status and login user IDs, pay periods, timekeepers, and supervisors.



Viewing and certifying T&A

The Master Supervisor can certify individual time cards or all validated time cards in a set of search results.

IMPORTANT! Once you certify the time cards, changes cannot be made by anyone during the current pay period unless you or a Supervisor removes the certification.

To certify all time cards:

1. Search for the employee using *webTA's* search function.
2. On the Search Results page, click **Certify All**.

   webTA certifies all the validated time cards for employees included in the search results.

To certify an individual employee's time card:

1. Search for the employee using *webTA's* search function.
2. Click to select the employee from the Search Results page.
3. Click **View/Certify**.

   The time card for the employee opens.
4. Click **Certify**.

   The time card is certified, and the Search Results page re-opens.
5. If you want to certify additional employees, repeat steps 2 through 4.

Decertifying or rejecting a time card

Master Supervisors can use the Reject/Decertify function to:

- "Release" a time card that has already been certified by a Supervisor or Master Supervisor so that an employee or timekeeper can make changes to it. (Without removing the certification, no changes can be made.)
- Reject a time card before it is certified. (For example, when there is an error on the time card.)

IMPORTANT! Once a time card is decertified, the employee or Timekeeper can modify it. The time card needs to be validated and certified again before it can be included in the build.

To decertify or reject a time card:

1. Using webTA's search function, search for the employee whose time card you want to decertify or reject.
2. Click to select the employee.

   The employee's T&A record opens.

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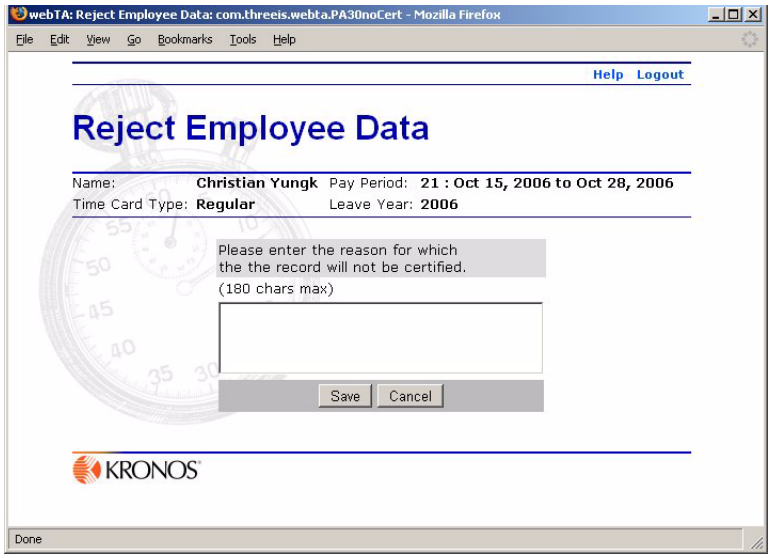
3. Click **Reject/Decertify**.

   The Reject Employee Data page opens, prompting you for a reason for the rejection or decertification.



4. Type in the reason.

   The explanation for decertification/rejecting the record should be short, but you may enter as much information as you feel necessary to explain the situation.

   Examples:

   - "The 8 hours of annual leave reported on the first Tuesday should be a holiday."
   - "The employee's timekeeper requested decertification to change profile data."
   - "Overtime was not authorized for Saturday."

5. Click **Save**.

   webTA decertifies/rejects the time card.

When a time card is decertified or rejected, *webTA* sends a task to the affected employee and Timekeeper.

Viewing Locator information

Locator information provides access to an employee's address, telephone, e-mail, and fax information.

webTA includes the Locator feature for storing employee office addresses and contact information current in the *webTA* Locator. The only information required by *webTA*, however, is the e-mail address for use if you want to receive task notifications by e-mail.

The Master Supervisor has the option to view locator information for employees.

To view location information for an employee:

1. Search for the employee whose location information you want to view.
2. On the Search Results page, click to select the employee, then click **Locator Info**.

   The Locator Info page opens.

Viewing certified T&As

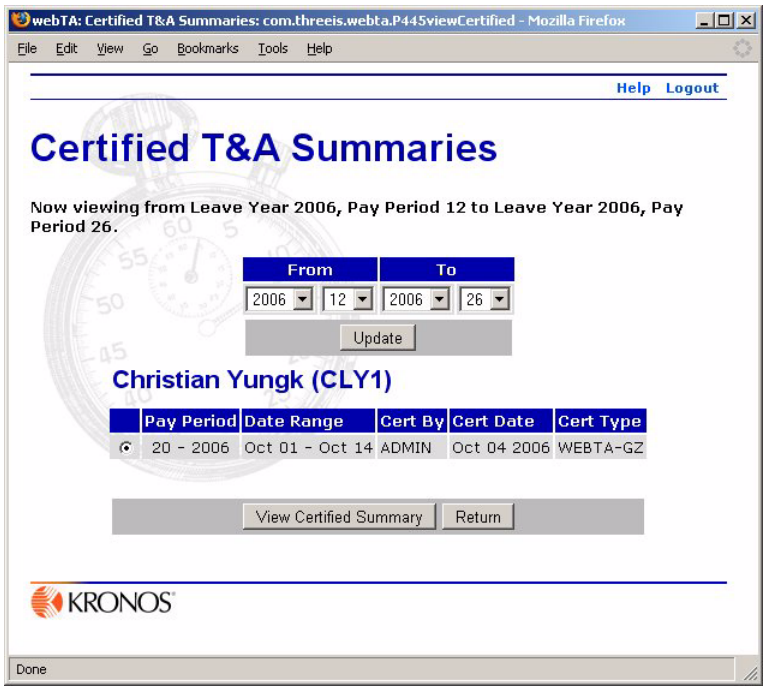
The Certified T&A Summaries page shows the pay period, dates of the pay period, and how, when, and by whom each was certified. Corrections are designated by **(C)** to the right of the Pay Period.

Cert Type is the mechanism used to certify the record. This may be the standard *webTA* electronic certification, PKI, if it was digitally signed using an authenticated digital signature system, or another mechanism. If the Cert Type is WEBTA-GZ, the record was zipped before stored. If the Cert Type is WEBTA, the record was stored as HTML.

To view a summary of an employee's certified T&As:

1. Search for the employee, then click to select the employee from the Search Results page.
2. Click **Certified T&As**.

   The Certified T&A Summaries page opens showing all of the certified T&As for the employee.



3. If you want to restrict the range of records displayed, select the appropriate range limits from the **From** and **To** lists, then click **Update**.
4. Click to select the summary that you want to view, then click **View Certified Summary**.

   The employee summary opens with the name and current status at the top. The first section after the header is the Work Time data for the employee.

http://howardroark.kronos.com:2828 - webTA: Certified T&A Summary - Mozilla Firefox

Name:	**Christian Yungk**	Pay Period:	**20 : Oct 1, 2006 to Oct 14, 2006**
Time Card Type:	**Regular**	Leave Year:	**2006**

Time In Pay: **80:00** Other Time: **0:00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	Oct 1 S	2 M	3 T	4 W	5 T	6 F	7 S	Wk 1	Oct 8 S	9 M	10 T	11 W	12 T	13 F	14 S	Wk 2	Total
Work Time																				
Regular Base Pay			1111112222222 Cowsï¿½makeï¿½daï¿½milk		8	8	8	8	8		40		8	8	8	8	8		40	80
Work Time Total					8	8	8	8	8		40		8	8	8	8	8		40	80
Leave and Other Time																				
(No Leave and Other Time transactions)																				
Daily Total					8	8	8	8	8		40		8	8	8	8	8		40	80

Type	Status	Date	Supervisor	Oct 1 S	2 M	3 T	4 W	5 T	6 F	7 S	Oct 8 S	9 M	10 T	11 W	12 T	13 F	14 S
Leave Requests																	
Annual Leave	Approved	04-OCT-06	The Administrator (ADMIN)						8								
Premium Pay Requests																	
(No Premium Pay Requests submitted)																	

T&A Profile	
Pay Plan	GS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F
Alternative Schedule	Regular 8-hour Days
Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	01
New Contact Point	Yes
Retain Data	Exception Processing
Account Data Code	Manual Entry
Service Computation Date	Oct 04 2006
Annual Leave Category	4 hr/pp

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	--	4:00	4:00	--	4:00
Sick	--	4:00	4:00	--	4:00

Leave Year Projection	
Maximum Available Annual	28:00
Maximum Available Sick	28:00
Use or Lose Leave	--

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

Affirmed By: Christian Yungk
Affirmation Date: Oct 04 2006 10:46 AM

Certified By : The Administrator
Certification Date : Oct 04 2006 10:47 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History

	Timestamp	Status	Name	Message
	Oct 16 2006 05:16 PM	Built	SYSTEM	Built in Build ID 41.
===>	Oct 04 2006 10:47 AM	Supervisor Certified	Administrator, The (ADMIN)	
	Oct 04 2006 10:47 AM	Timekeeper Validated	Administrator, The (ADMIN)	
	Oct 04 2006 10:46 AM	Employee Attested	Yungk, Christian (CLY1)	
	Oct 04 2006 10:46 AM	Employee Validated	Yungk, Christian (CLY1)	
	Oct 04 2006 10:09 AM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

Done

At the bottom of the page is the certification statement.

Account Data Code Manual Entry
Service Computation Date Oct 04 2006
Annual Leave Category 4 hr/pp

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

Affirmed By: Christian Yungk
Affirmation Date: Oct 04 2006 10:46 AM

Certified By : The Administrator
Certification Date : Oct 04 2006 10:47 AM

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	Oct 04 2006 10:09 AM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

Done

Generating a Leave Audit report

The Leave Audit report is used by the Master Supervisor to reconcile historical leave records for a selected employee. The report displays a line for each pay period that has a certified T&A record. The Master Supervisor can select the type of leave, and the start and end data range for the report.

To create a Leave Audit report:

1. Select the employee from the Search Results page.
2. Click **Leave Audit**, below the list of search results.

3. If you want to change the criteria for the reported leave information, select new end and start dates and leave type from the **Change Report Criteria** lists, then click **Update**.

   The system updates the report display to reflect your changes.

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