webTA 3.5

Master Timekeeper's Guide

Version 1.0

Document History

Date	Revision	Description	Author
12/8/2006	Ver. 1.0	Initial release	Bruce McGarvey

Contents

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Introduction

The purpose of this document is to provide Master Timekeepers information needed to use *webTA* for fulfilling the Master Timekeeper role. 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 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.

The Master Timekeeper Main Menu page is the first page that opens after a Master Timekeeper logs in to *webTA*.

The Master Timekeeper Main Menu page provides access to all time- and attendance-related information for a Master Timekeeper.

Although a regular Timekeeper’s access to employee records is restricted to employees who are assigned to the given Timekeeper, Master Timekeepers can enter and validate T&A data on behalf of employees, review an employee’s previously certified T&A data, and manage an employee’s Employee Profile. Master Timekeepers may also add new employees or make an employee inactive.

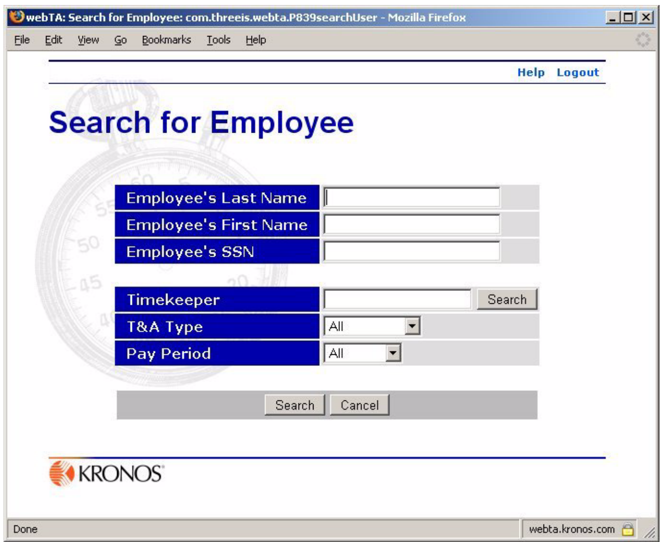
Within *webTA*, there are specific groups of employee information managed by the Master Timekeeper. For organizations that utilize Master Timekeeper-based data entry, Master Timekeepers enter time and attendance information, including hours worked and hours absent.

Once all information for an employee in a given pay period is entered, the Master Timekeeper validates the T&A record.

Searching for employees

The Search for Employee page provides the capability to search for employees who are assigned to the Timekeeper. From this page, you can search by:

- Employee last name
- Employee first name
- Employee Social Security Number
- T&A type
- Pay period



All searches (except SSN) use *fuzzy matching*. For example, a search for users with last name of 'Joh' matches 'Joh', 'Johnson', and 'Johansen'.

To search by SSN, you must give the complete SSN.

An alphabetical range can also be provided when searching on the last name. For example, 'c-h' displays users with last names starting with characters 'c' through 'h'.

The search criteria can be specified to search for either active or inactive users. This can be used to select an inactive user for reactivation. Inactive employees are those who worked for your agency in the past and have records in the *webTA* database. You can reactivate them instead of creating a new record for them.

If the Timekeeper is a delegate for more than one Timekeeper, or if they are both an actual Timekeeper and another Timekeeper's delegate, they can configure the search to only display employees assigned to a particular Timekeeper.

The **T&A Type** field lets you limit T&A records to those records meeting the following criteria.

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

The **Pay Period** field lets you restrict the records displayed 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.

Once search results are returned, you can perform T&A and employee activities for the list of returned employees.

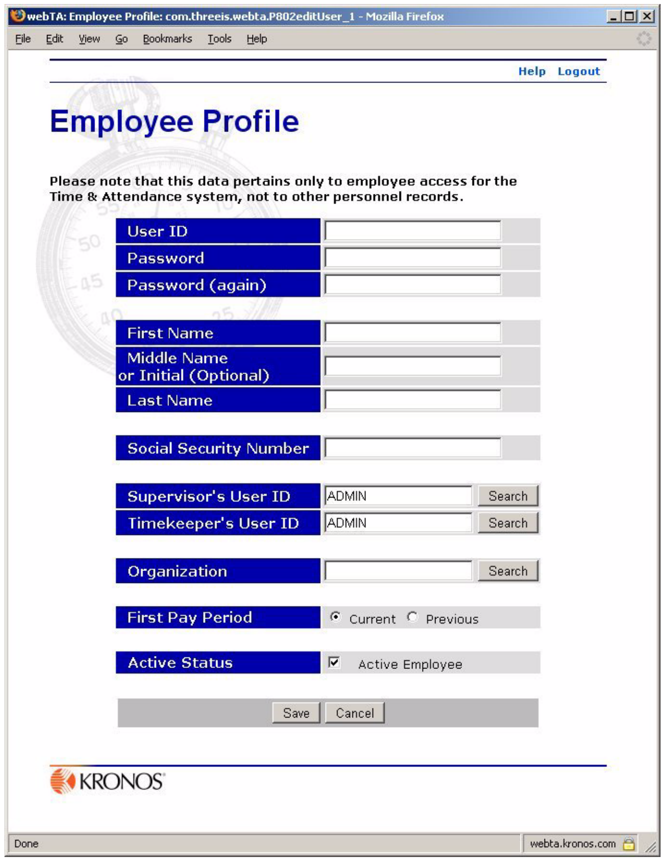
Adding employees

Employees may be entirely new in *webTA* or may have transferred or been reassigned to your group. Employees who are completely new to *webTA* must be added to the *webTA* database.

To add an employee:

1. On the Master Timekeeper Main Menu page, click **New**.

   A blank Employee Profile page opens.



2. Type in, or search for and select, the employee's profile information, then click Save.

   For detailed information about the information fields on this page, see the next section, "About the Employee Profile fields."

About the Employee Profile fields

Employee Profile page fields must be completed according to specific requirements, listed below under the field name.

User ID and password fields

The user ID must be unique in the *webTA* database. If you try to save the information with a user ID that already exists, *webTA* informs you that there is an error, and you must select another user ID.

Type in identical passwords on both password lines. User IDs and passwords may be up to 32 characters long.

Name fields

An employee's first and last names must be typed in separate fields. You may include a suffix, such as Jr. or III, in the **Last Name** field. Do not combine an employee's first and last names and suffix in the same field.

Social Security Number

This field is required. You do not need to enter the dashes between the 3 parts of the SSN (though you may if you like). *webTA* reformats the field with them when you move to the next field.

Supervisor's User ID

This specifies the employee's Supervisor. You can specify the Supervisor either by entering their user ID or by clicking **Search** to locate the Supervisor by name.

Timekeeper's User ID

This is the user ID for the employee's Timekeeper. The Timekeeper can specify the employee's Timekeeper either by entering their user ID or by clicking **Search** to locate the employee's Timekeeper by name.

Organization

This indicates the employee's organization. In some installations of *webTA*, the agencies are subdivided into organizations for HR Administration purposes, but FBI only uses one organization (FBI). The Timekeeper can either type in the Organization name (FBI) or click **Search** to select the organization from a list.

First Pay Period

This option appears only in the pay period when an employee is first added to *webTA*. It lets you specify the pay period to which the new record applies. If the person started within the current pay period, select **Current**. If the person started in the previous pay period, click **Previous**.

IMPORTANT! This record must be entered correctly. Once a transmission record has been built for an employee, the record can not be changed.

Active Status

This check box indicates whether the employee is active (that is, eligible to use *webTA*) or inactive.

To activate an employee, click to select the **Active Employee** check box (this check box is selected by default when a new employee record is created).

If an employee becomes inactive, click to clear the check box. When an employee is inactivated, none of his or her records are deleted from the system, but he or she will no longer be able to log into the T&A system and her records will be ignored during verification, certification and transmission file builds.

IMPORTANT: Check with your Administrator to identify the correct user ID that matches Active Directory, else a mismatch will occur with Active Directly lookup. Employees may be entirely new in *webTA* or may have transferred or been reassigned to your group. Employees who are completely new to *webTA* must be added to the *webTA* database.

Entering and editing T&A data

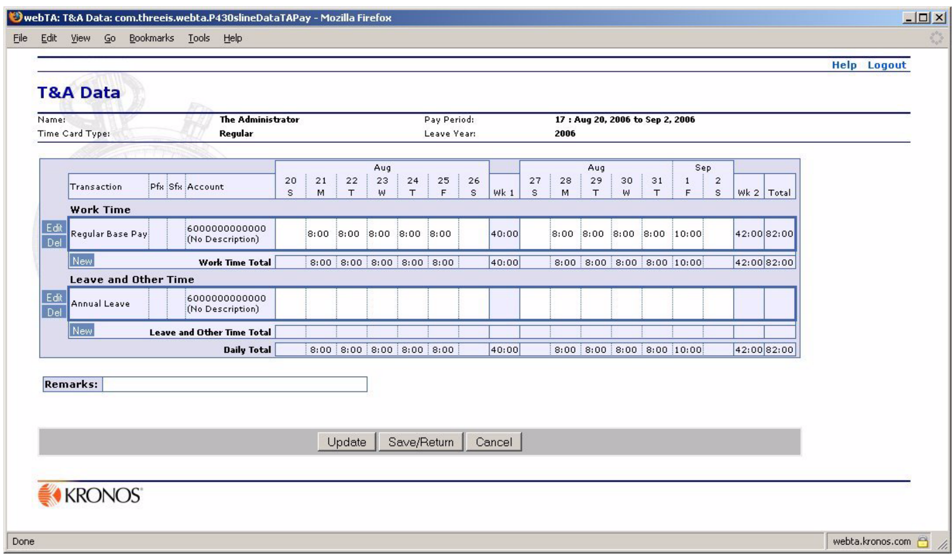
Transactions are sorted into work time transactions, and leave and other time transactions.

The T&A Data page is used to enter time for time and attendance transactions.

To enter T&A work hours:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.
2. Click to select the employee whose hours you want to enter, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. Type the times, by date, for the appropriate transaction in the **Work Time** section.
4. If you want to update the display, but not close the page, click **Update**.

   \- OR -

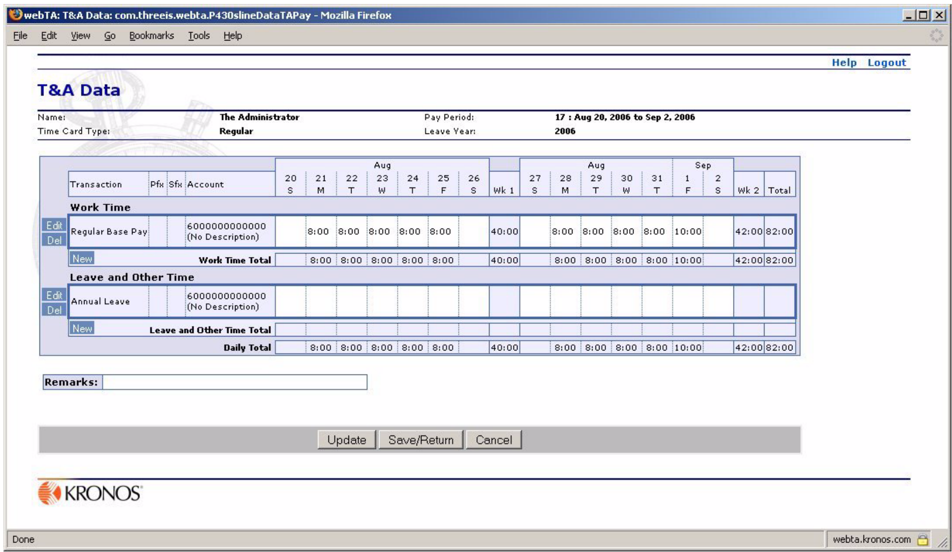
   When you are finished entering or editing the employee's T&A data, click **Save/Return**.

To add a new work time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

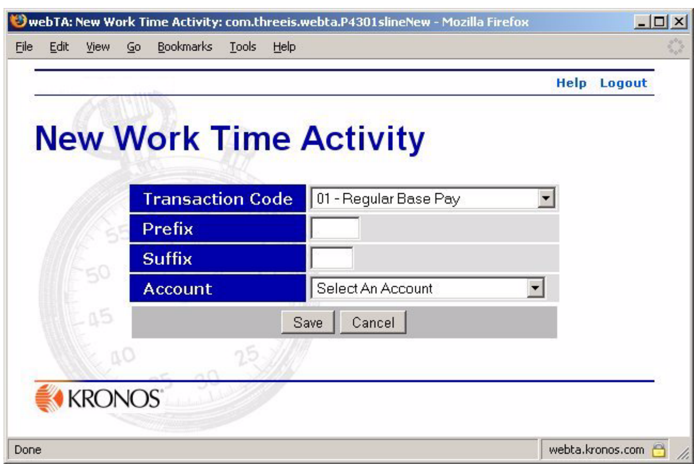
   The Search Results page opens listing employees who meet the criteria you searched for.
2. Click to select the employee whose time you want to enter, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Work Time** section, click **New**.

   The New Work Time Activity page opens.



4. Enter the information for the new transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made

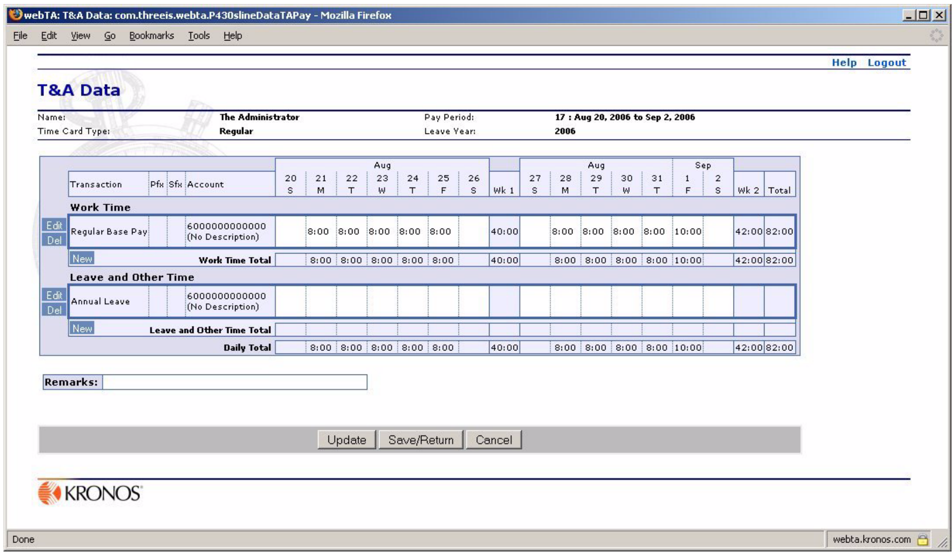
To edit a work time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

   The Search Results page opens listing employees who meet the criteria you searched by.

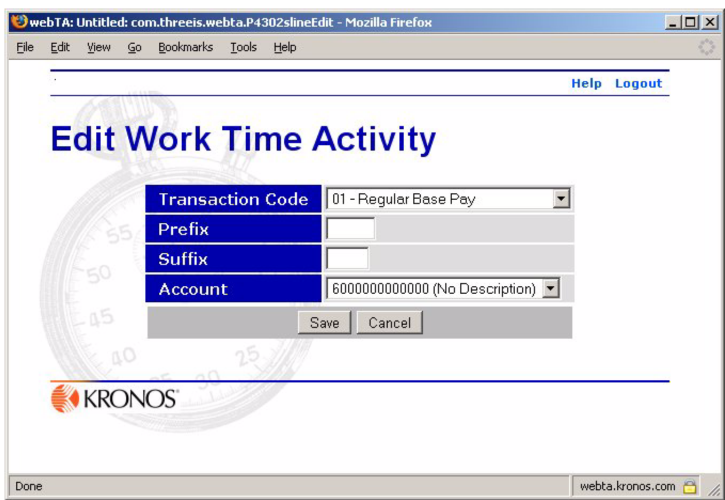
2. Click to select the employee whose time you want to enter, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Work Time** section, click **Edit** next to the transaction you want to edit.

   The Edit Work Time Activity page opens.



4. Enter the new information for the transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made.

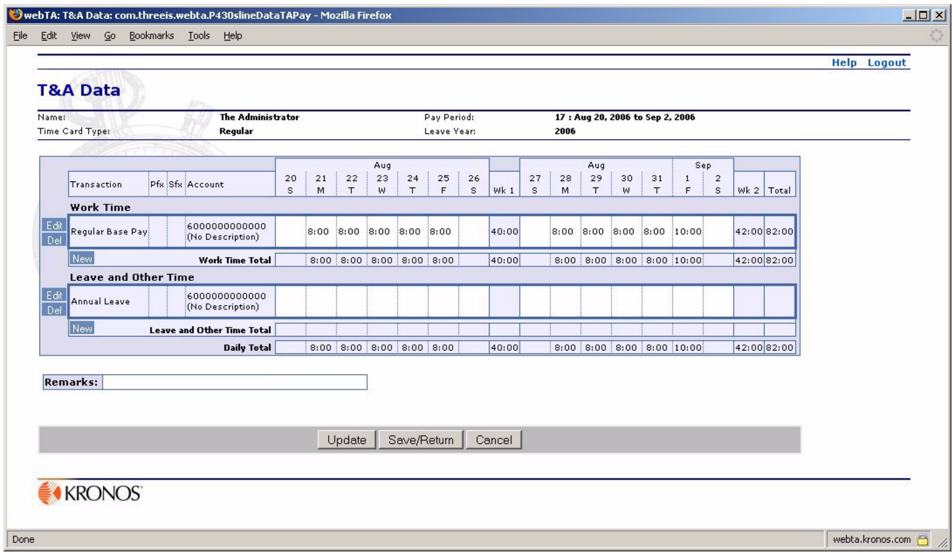
To add a new Leave or Other Time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

   The Search Results page opens listing employees who meet the criteria you searched by.

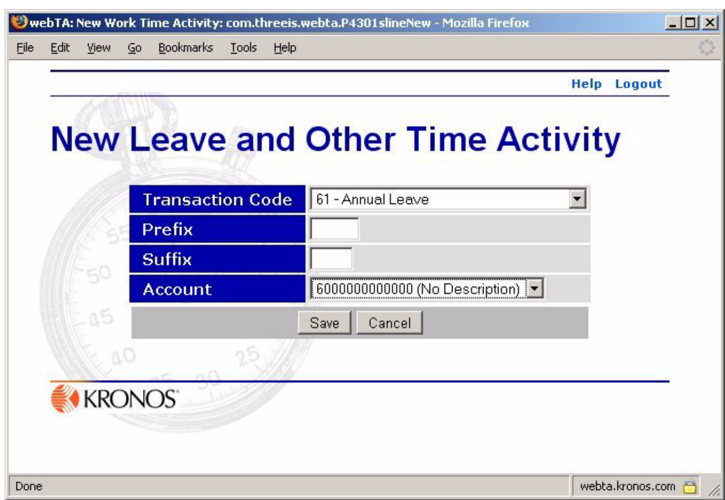
2. Click to select the employee, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Leave and Other Time** section, click **New**.

   The New Leave and Other Time Activity page opens.



4. Enter the information for the new transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made

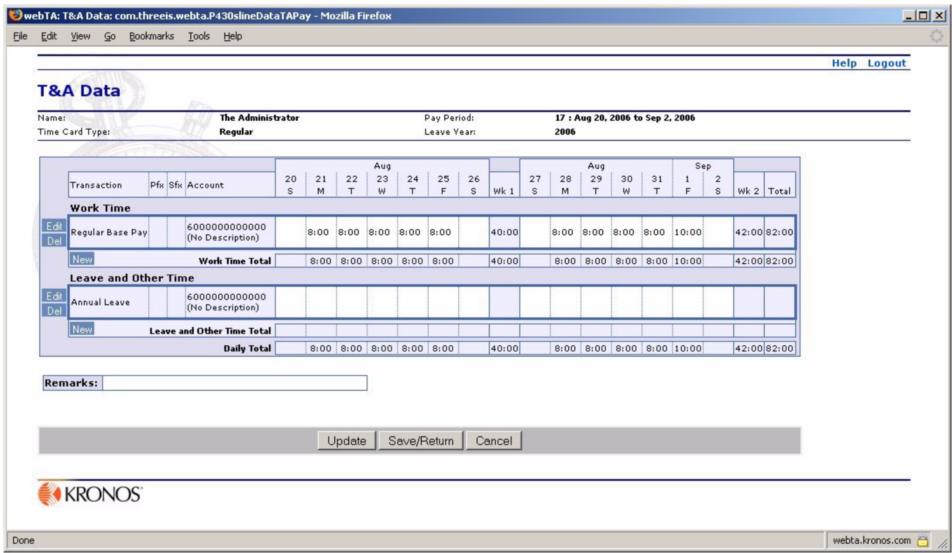
To edit a Leave or Other Time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

   The Search Results page opens listing employees who meet the criteria you searched by.

2. Click to select the employee, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Leave and Other Time** section, click **Edit** next to the transaction you want to edit.

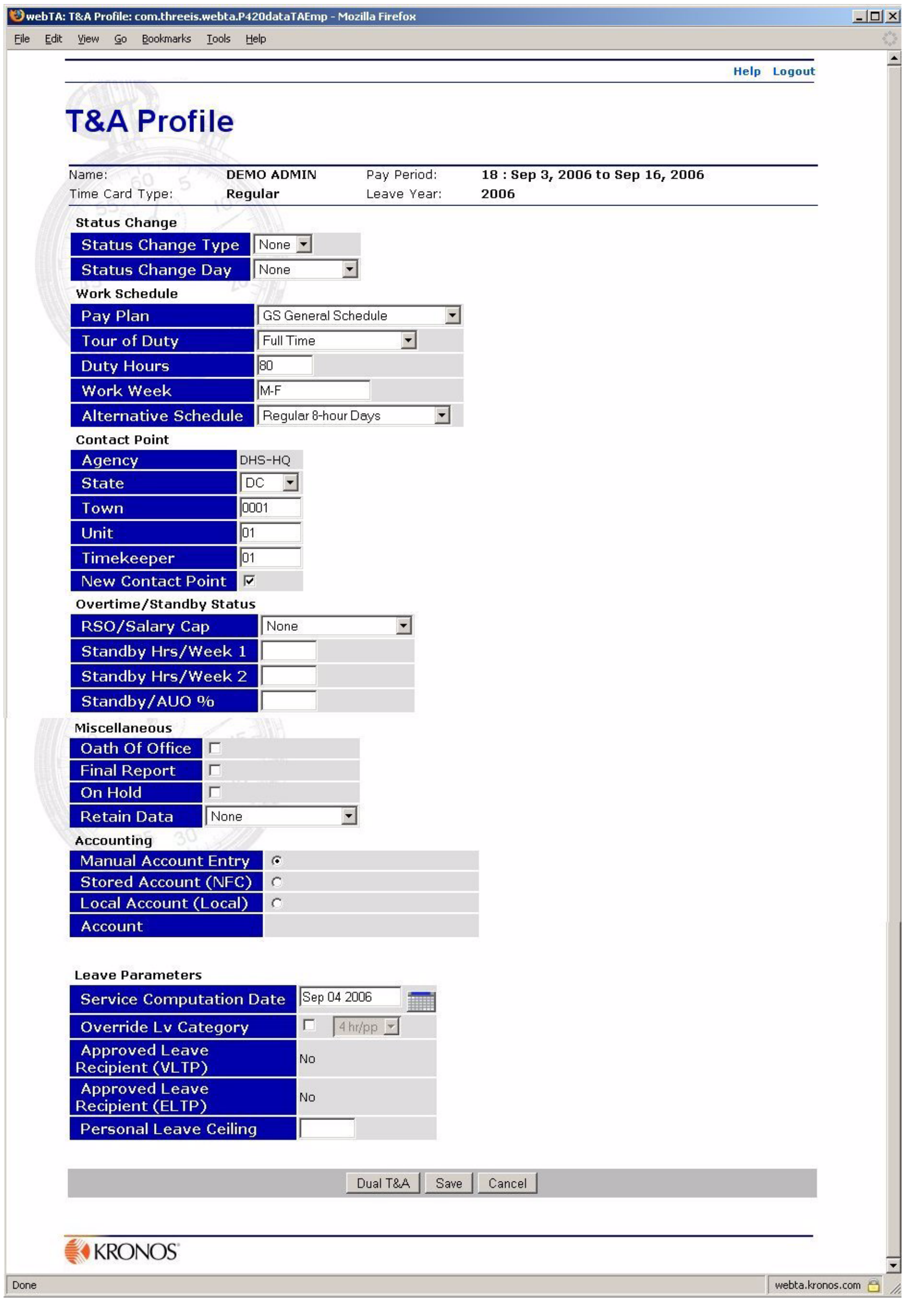
   The Edit Leave and Other Time Activity page opens.

4. Enter the new information for the transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made.

Viewing an employee's T&A Profile

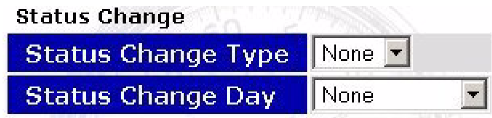
An employee's T&A Profile opens by clicking T&A Profile after selecting an employee on the Search Results page.



Only the Master Timekeeper can modify an employee's T&A Profile.

The information on the T&A Profile page identifies an employee's basic payroll profile, including tour of duty and pay plan. The sections that follow detail segments of the T&A Profile page.

Status Change



The fields in the **Status Change** section of the T&A Profile are used to indicate status changes in an employee's profile information.

- The **Status Change Type** list provides choices for the type of status change. The field can have the values *None*, *End*, or *Start*.

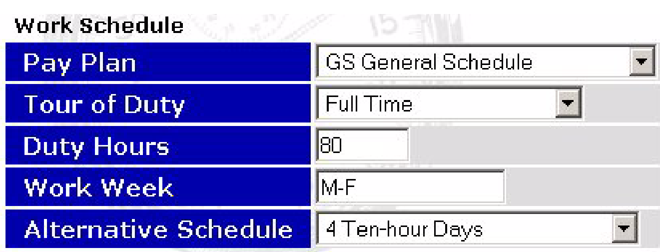
  End and *Start* apply only when the employment status actually starts or ends within a given pay period.

  If a status change is needed, select the appropriate type from the list and select the day that status is effective from the **Status Change Day** list. If no status change occurs within the pay period, the field should be set to *None*.

- The **Status Change Day** list is used to set the day of the status change.

  If the **Status Change Type** field is set to *Start* or *End*, this field must be set to indicate the day of the change. The list contains fourteen selections, one for each day of the pay period. If no status change is needed, select *None*.

Work Schedule section

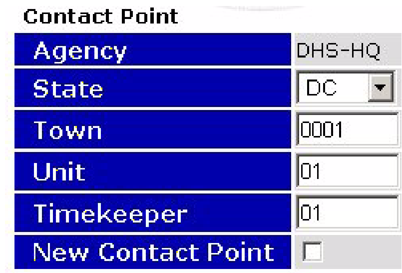


All Work Schedule section fields must be completed by the Master Timekeeper before the T&A Profile form can be saved, since a nightly job is executed that updates the data in this section. The following are a list of fields within the section.

- **Pay Plan** shows the pay plan.
- **Tour of Duty** shows the tour of duty.
- **Duty Hours** shows the employee's scheduled biweekly hours.

  For full time employees this number should usually be 80.
- **Work Week** shows the employee's regular hours.
- **Alternative Schedule** shows the alternative or compressed work schedule.

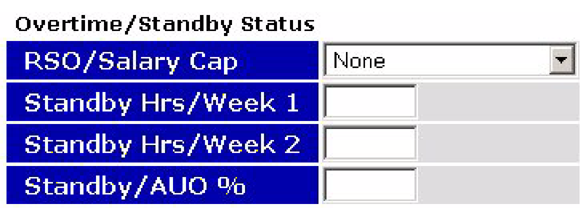
Contact Point section



The **Contact Points** section of the T&A Profile is populated from the employee's Timekeeper's Timekeeper Profile on an employee's first refresh. All **Contact Point** fields are required fields. The **Contact Point** section is a read-only page for the Timekeeper. The following are the fields for the **Contact Point** section:

- **Agency** – The employee's agency
- **State** displays the state code.
- **Town** displays the 4-digit town code for the employee's duty station.
- **Unit** displays the 2-digit NFC Unit code.
- **Timekeeper** displays your 2-digit unit Timekeeper code.
- **New Contact Point** box is selected if the employee's contact point information changed during a pay period.

Overtime/Standby Status section



- **RSO/Salary Cap –** The Master Timekeeper must enter an employee's regularly scheduled overtime hours in the first, the second or both weeks of the pay period.

  This box is also used to indicate employees who are authorized to exceed the salary cap.

- **Standby/AUO Week 1** and **Standby/AUO Week 2 –** Employees may be entitled to premium pay for standby duty.

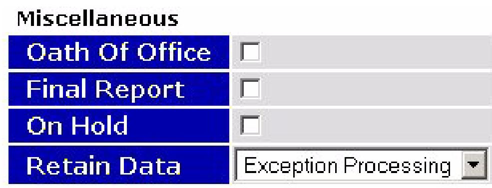
  Entries are only required for the pay periods during which the standby hours begin, change or end.

  The Master Timekeeper must enter the number of Standby or AUO hours in the appropriate field.

- **Standby/AUO % –** The Master Timekeeper must enter the applicable percentage for the number of hours of standby used in week 1 and week 2 or the Administratively Uncontrollable Overtime percentage.

  Enter 99 to end standby hours.

Miscellaneous section



- **Oath of Office** – The Master Timekeeper must check this box if this is the first T&A for this employee within your agency (that is, an accession to duty).
- **Final Report** – The Master Timekeeper must check this box if this is the last T&A for this employee (that is, a separation from duty).
- **On Hold** – The Master Timekeeper must check this box when a T&A report is not required for an employee, for example when the employee is on extended leave without pay.

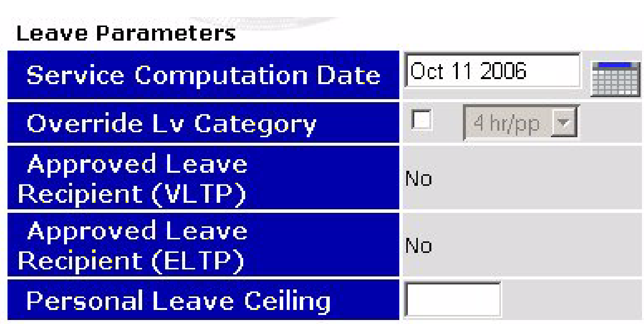
  The employee can still access the *webTA* system, but no T&A is generated until you deselect the check box.

- **Retain Data** - These options control how much and what type of data is maintained from one pay period to the next.

  The options include:

  - **None**, to delete all payroll information at the beginning of each pay period
  - **All**, to save all payroll information
  - **TCs and Accounts**, to delete only the hours while retaining the transaction information and accounting
  - **Restore from Default**, to copy the information in the employee's default schedule to the payroll forms
  - **Exception Processing**, to clear exceptions from the payroll forms.

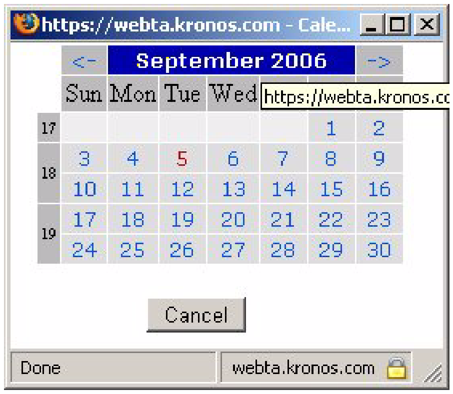
Leave Parameters section



- **Service Computation Date** is used to determine the employee's annual leave earning category.

  When this field is correctly entered by the Master Timekeeper, *webTA* automatically adjusts the annual leave category when 3 and 15 years of service have been reached.

NOTE: Clicking the calendar icon opens a calendar from which you can select the date by navigating to the appropriate month and clicking on a date.



- **Override Lv Category** is used to set the Annual Leave Category for the employee.

  By default the Annual Leave Category is calculated based upon the Service Computation Date and is not editable. The Master Timekeeper may override the default Annual Leave Category by selecting the check box on the Override Lv Category line and then selecting the Annual Leave Category from the list.

- **Approved Leave Recipient (VLTP)/Approved Leave Recipient (ELTP)** – The Master Timekeeper must check this box if this employee is approved to receive donated leave in the Emergency Leave Transfer Program.

  If your agency uses the Leave and Premium Pay Request Module, this field will be completed by the system.

- **Personal Leave Ceiling –** Under certain circumstances (for example, upon returning from overseas duty) employees are entitled to carry more than 240 hours from one leave year to the next.

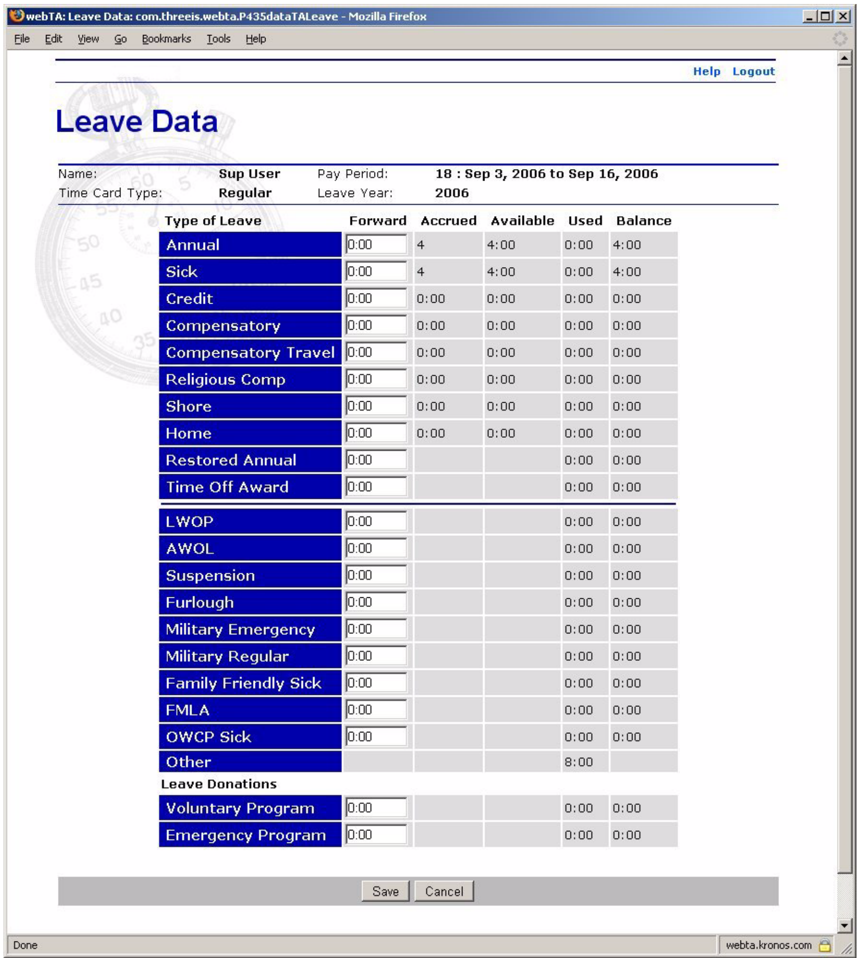
  The employee's personal leave ceiling should be entered by the Master Timekeeper in this field. Nothing needs to be entered in this field if the employee is subject to the standard 240-hour limitation.

  webTA automatically adjusts the employee's annual leave balance and the personal leave ceiling, as necessary, in the first pay period of the new leave year.

About the Leave Data page

The Leave Data page lets the you or the Timekeeper modify leave balances for a given pay period.

The Leave Data page opens when you click **Leave** after selecting an employee from the Search Results page.



webTA: Leave Data: com.threeis.webta.P435dataTALeave - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

Leave Data

Name: Sup User Pay Period: 18 : Sep 3, 2006 to Sep 16, 2006

Time Card Type: Regular Leave Year: 2006

Type of Leave	Forward	Accrued	Available	Used	Balance
Annual	0:00	4	4:00	0:00	4:00
Sick	0:00	4	4:00	0:00	4:00
Credit	0:00	0:00	0:00	0:00	0:00
Compensatory	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00
Religious Comp	0:00	0:00	0:00	0:00	0:00
Shore	0:00	0:00	0:00	0:00	0:00
Home	0:00	0:00	0:00	0:00	0:00
Restored Annual	0:00			0:00	0:00
Time Off Award	0:00			0:00	0:00
LWOP	0:00			0:00	0:00
AWOL	0:00			0:00	0:00
Suspension	0:00			0:00	0:00
Furlough	0:00			0:00	0:00
Military Emergency	0:00			0:00	0:00
Military Regular	0:00			0:00	0:00
Family Friendly Sick	0:00			0:00	0:00
FMLA	0:00			0:00	0:00
OWCP Sick	0:00			0:00	0:00
Other				8:00	
Leave Donations					
Voluntary Program	0:00			0:00	0:00
Emergency Program	0:00			0:00	0:00

Save Cancel

Done webta.kronos.com

With rare exceptions you should only need to enter leave balance information on this page when adding a new employee. Exceptions include when a correction is performed, Military Regular Leave is used, or an annual leave category changes.

Once leave balances forward are entered, the system maintains the data, based on entries on the T&A Data page.

Part time employees must have Annual and Sick unapplied balances entered to properly calculate the annual and sick leave accruals.

The accrued values on the Annual and Sick leave lines of the page are calculated by the system. This applies to employees not entitled to an annual or sick leave accrual because of employment status or excess non-pay hours. On rare occasions, you may have to enter the annual and sick leave accruals. On such occasions, you will have access to those fields on this page. The only time this occurs is when there is a status change end or start in the middle of the pay period.

Setting the employee pay period

The Set Pay Period function lets the Timekeeper adjust the employee's pay period to correct situations in which an employee might not have entered their time for a previous pay period or their time was not validated, certified, and built for a previous pay period.

Pay periods is determined by when the employee last had a certified T&A record.

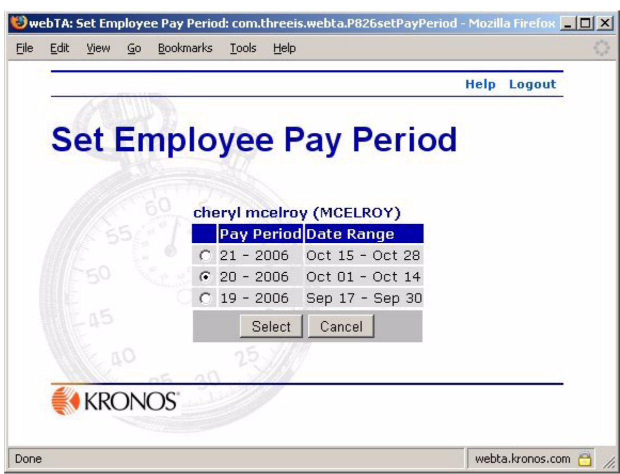
- If the employee's last certified record was the previous pay period, then there are no choices.
- If the employees last certified pay period was several pay periods before the current pay period, then all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never has a certified T&A record, then all pay periods for that calendar year can be chosen.
- If the employee's current T&A has leave transfer time used, then the pay periods cannot be changed.

The T&A record for a certified and corrected T&A cannot be changed.

To set an employee's pay period:

1. Select an employee from the Search Results page.
2. Click **Set Pay Period**.

   The Set Employee Pay Period page opens.



3. Click to select the employee, then click **Select**.
4. Click to select the pay period from the list.
5. Click **Select**.

Splitting T&A

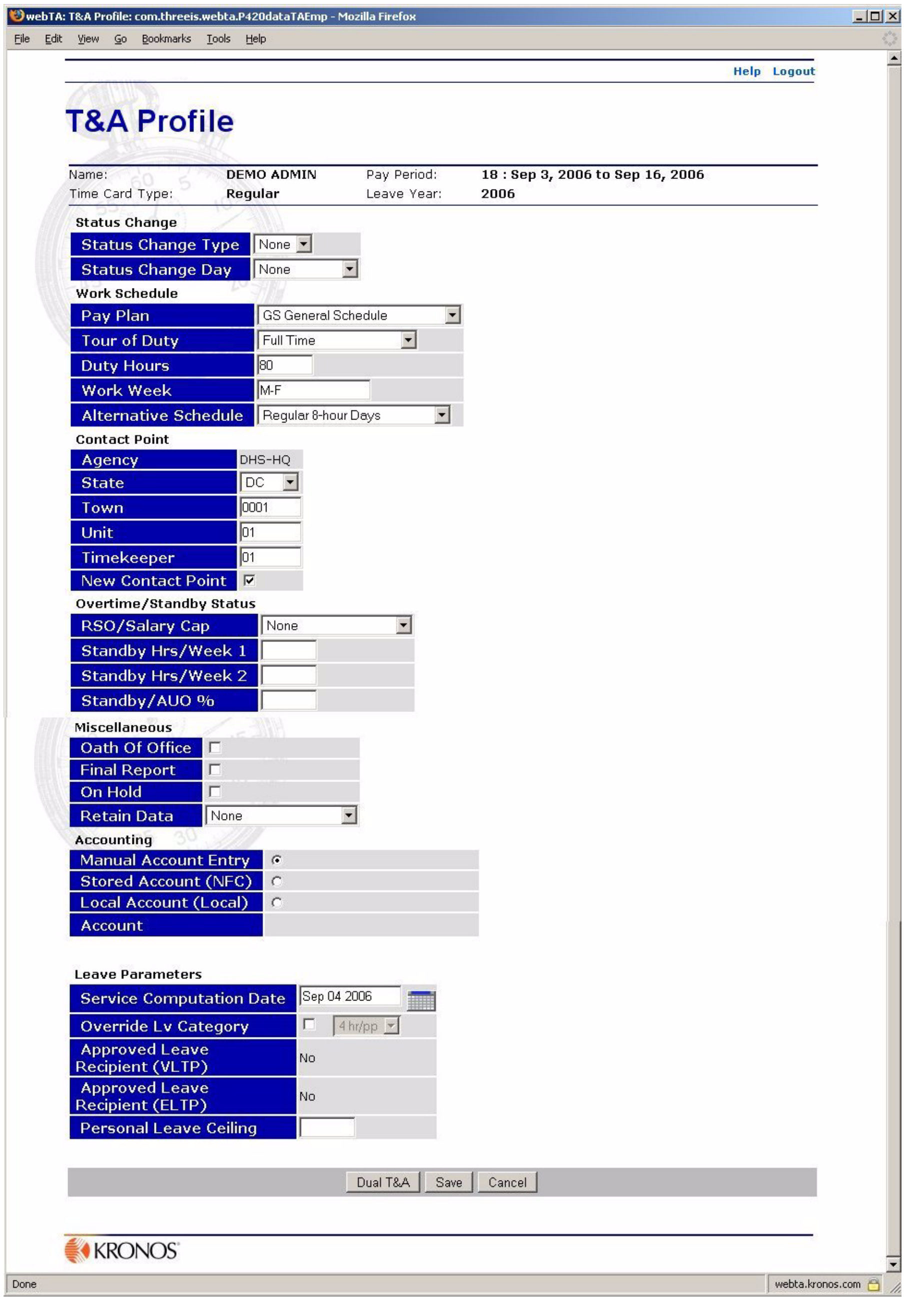
When an employee's T&A Profiles changes in mid pay period, such as when an employee changes contact points, work schedules, or overtime status, then a "split T&A" may be needed to update their profile to reflect the changes.

IMPORTANT: An employee who starts in the middle of a pay period or who leaves in the middle of a pay period would not have split T&A, but will have a change in status.

To change an employee's status using split T&A:

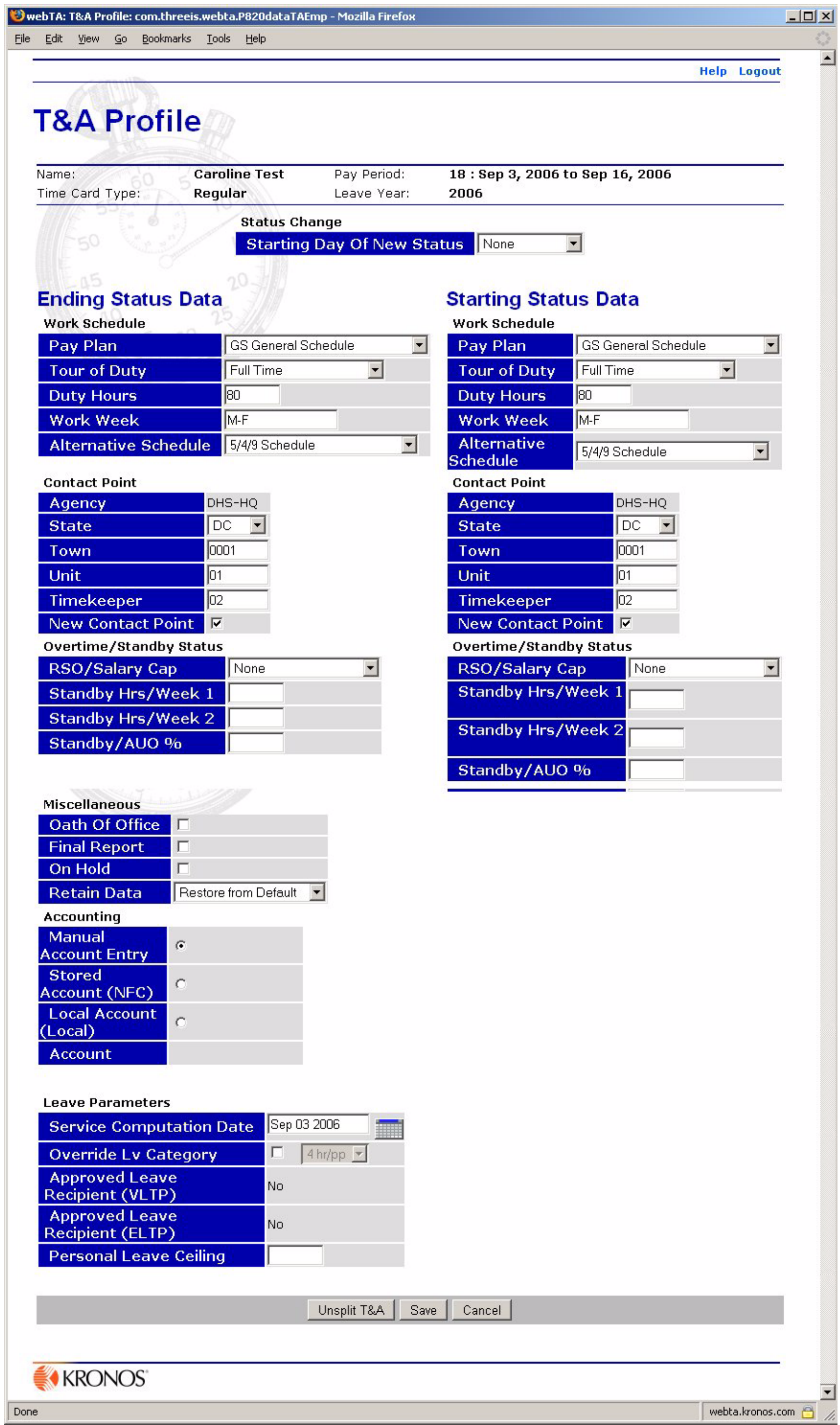
1. Search for and select the employee.
2. On the Search Results page, select the employee, then click **T&A Profile**.

   The employee's T&A Profile page opens.



3. Click **Dual T&A**.

   A split T&A Profile page opens.

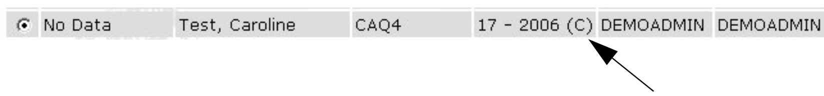


4. Select the starting date for the new status from the list at the top of the page.
5. In the **Starting Status Data** section, type in and selected the new status information from the lists.
6. Click **Save**.
7. If you want to return to the original T&A Profile view, click **Unsplit**.

IMPORTANT! If you click **Unsplit T&A** before you click **Save**, any changes you've made to the split T&A Profile page, including status change information, are lost.

Deleting records

The Delete feature lets the Timekeeper or Master Timekeeper delete an uncertified corrected T&A record. A corrected T&A record is designated with a **(C)** next to the record on the Search Results page.



To delete a corrected T&A record:

1. Select, or search for and select, the employee.
2. Click to select the employee record from the Select Employee page.
3. Click **Delete**.

   webTA permanently deletes the record.

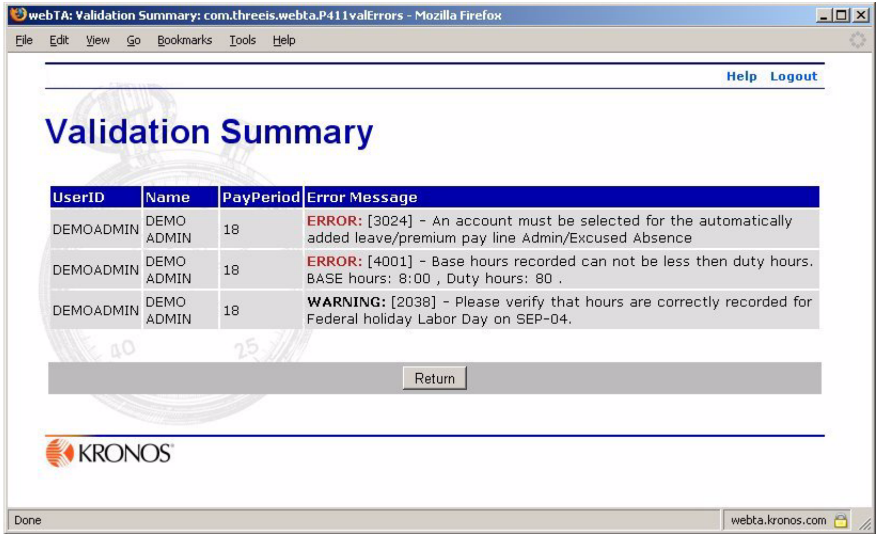
Validating records

Before data can be certified and transmitted to payroll, it must be validated. The Validation feature lets the Timekeeper or Master Timekeeper validate employees' T&A.

To validate individual employee records:

1. Search for and select the employee.
2. Click **Validate**.

   You see a message indicating the progress of the validation. When validation is completed, the Validation Summary page opens, showing you the results of the validation.



Two types of messages are generated during the validation: errors and warnings.

Errors are identified in the **Error Message** column with the word "ERROR" in red. Errors are generated when the system has enough information to determine that data entered is incorrect. Errors may occur for many reasons, most commonly when the daily, weekly or pay period tour of duty are not balanced or when unauthorized transaction codes for the employee's pay plan or tour are attempted to be used.

Warning messages are generated when the possibility of an error exists, but *webTA* does not have enough information to determine with certainty that an error has occurred. As an example, prior approval is required before using certain transaction codes. If overtime hours are recorded, the system generates a warning because it does not know whether the employee has received prior approval.

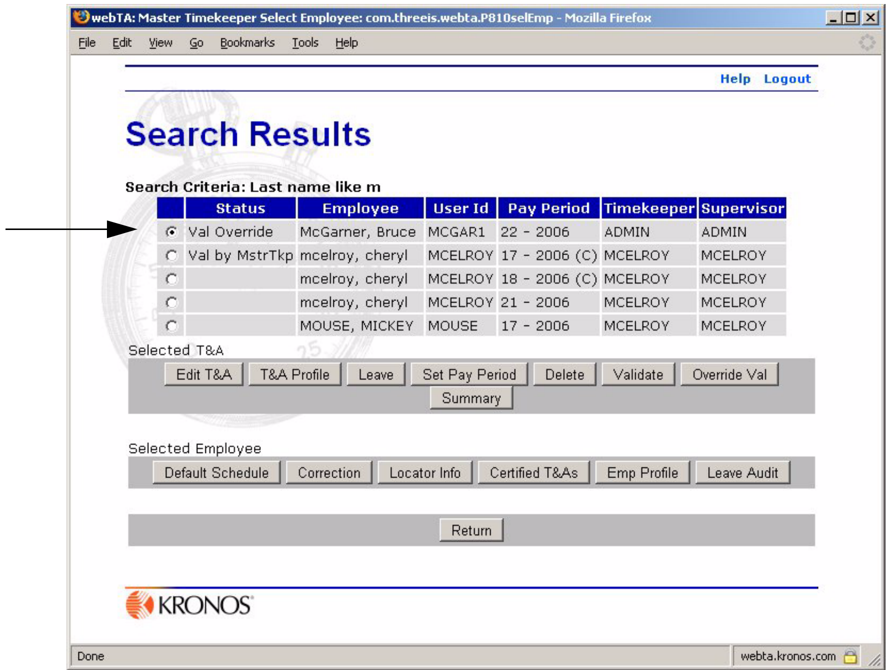
Before a Supervisor can certify a T&A report, all errors must be corrected. Warnings should be checked before the Supervisor certifies the T&A report.

To override a validation:

1. Search for and select the employee.
2. On the Search Results page, click **Override Validation**.

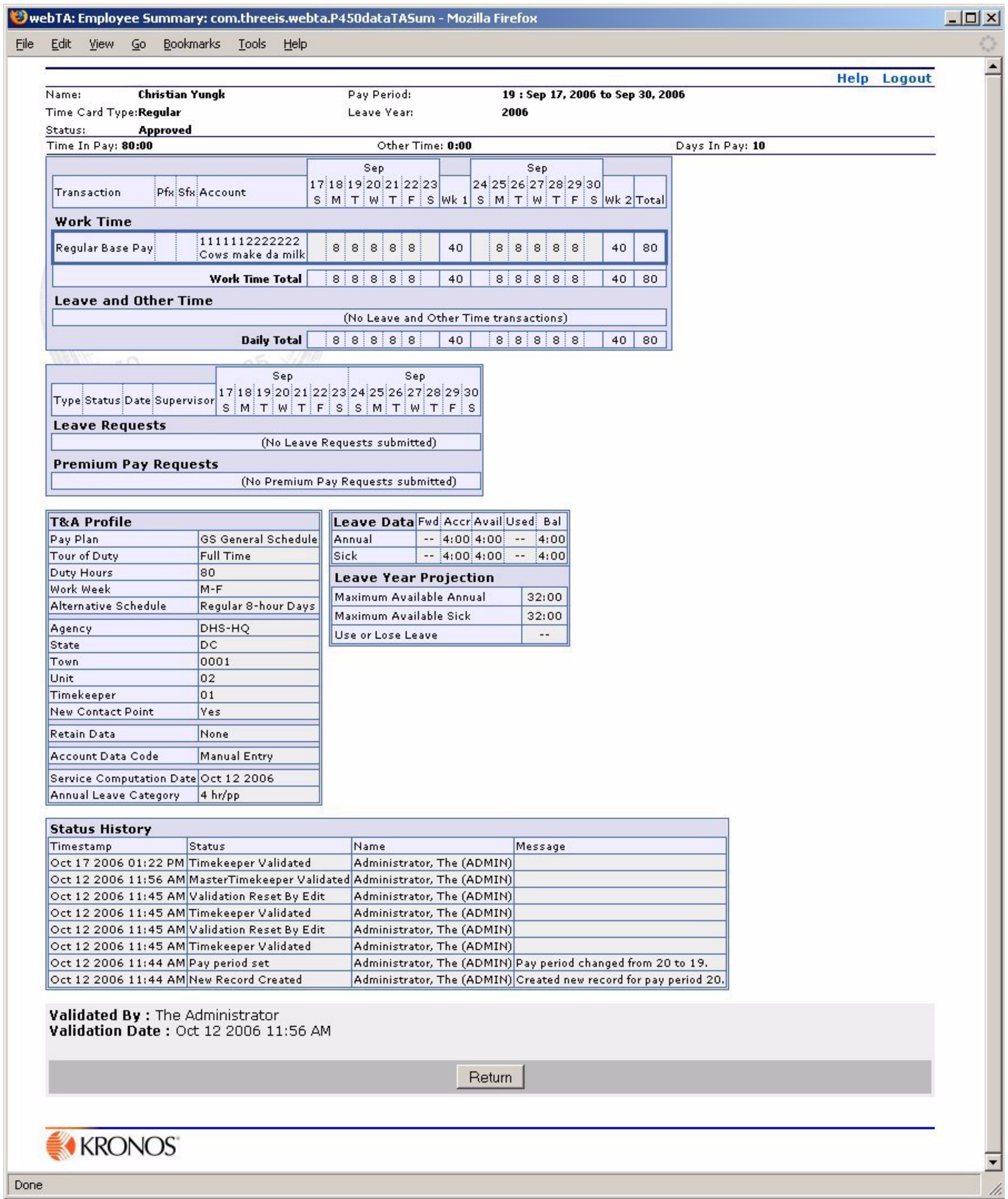
   The Validation Summary page opens for the employee.
3. On the Validation Summary page, click **Override Validation**.

   The Search Results page reopens. The **Status** column message for that employee indicates that the validation has been overridden.



About the T&A summary page

The Summary page opens when you select an employee from the Select Employee or Search Results page, then click **Summary**.



The T&A Summary page is presented to the employee during affirmation and is the page used by Supervisors to certify T&A records.

The T&A Summary page is a read-only view of the employee's T&A record. The page includes these sections:

- The employee overview at the top of the page contains employee profile information. The section contains such information as the employee's name, the Timecard Type, the Timecard Status, the pay period, and the leave year.

- The T&A data section contains a read-only version of the T&A transactions. The transactions are grouped by Work Time activities and Leave and Other Time transactions.
- **T&A Profile** contains the employee's T&A Profile for the current pay period.
- **Leave Data** contains the employee's leave balances for the current pay period. Any non-zero leave balances are displayed in this section.
- **Leave Requests**, **Leave Transfer Donations,** and **Premium Pay Requests** list all approved leave, leave donations, and premium pay requests for the pay period.
- **Leave Year Projection** shows the employees annual and sick leave projections as of the current pay period. This section also contains the employee's used or lost leave as of the current pay period.
- **Status History** contains an audit log of all actions taken against the current T&A record.

About the Default Schedule page

The Default Schedule page lets Timekeepers and Master Timekeepers create or modify a default schedule for a selected employee. The default schedule is used by employees whose T&A data change little from one pay period to the next.

To activate the Default Schedule function for an employee, that employee's **T&A Profile Retain Data** field must be set to either *Restore from Default* or *Exception Processing*.

webTA supports two types of default schedule processing:

- **Restore from Default** – Default schedule times entered into the default schedule are automatically entered into the employee's time sheet when the new pay period begins. Moving forward, the T&A data behaves normally.

  If the employee works a normal schedule with no changes, then no changes need to be made to the time sheet.

  If the employees time differs for a given pay period, then the employee must make the necessary changes in the Edit T&A Data screen.

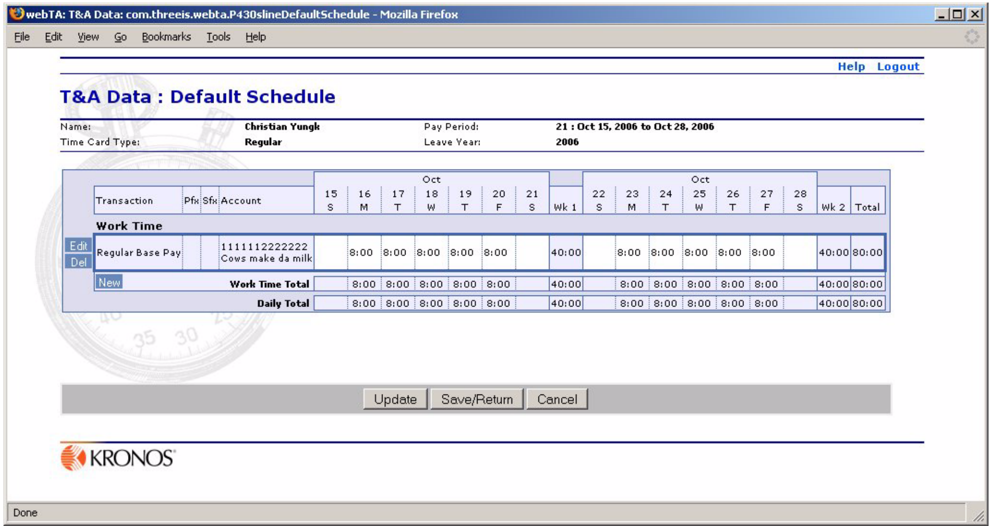
- **Exception Processing** – Rows of time entered into the default schedule will automatically be included in the employees T&A record unless the employee replaces it with entries made on the Edit T&A Data page. For instance, if a given day contains 8 hours in the Default Schedule, but the employee charges 4 hours to Annual Leave, only the Annual Leave line need be entered in the Edit T&A Data screen.

  On the T&A Summary page, however, you will see the Annual Leave line (with 4 hours) and the Default Schedule line appropriately reduced to 4 hours. The Default Schedule lines never appear in the Edit T&A Data screen, only the exceptions to the Default Schedule.

To view and modify the default schedule for an employee:

1. Search for and select the employee from the Search Results.
2. Click **Default Schedule**.

   The T&A Data: Default Schedule page opens.



3. If you want to change the employee's default schedule, type in the new work times for their respective days.
4. If you want to update the page to reflect your changes without saving the changes to *webTA*, click **Update**.

   - OR -

   If you want to save your changes to *webTA*, click **Save/Return**.

Correcting T&A reports

webTA's Correction feature lets Timekeepers and Master Timekeepers enter corrected T&A records that are less than one year old. If the original T&A was created using *webTA*, the Timekeeper or Master Timekeeper can modify the record. Otherwise, they will have to enter the entire record in *webTA*.

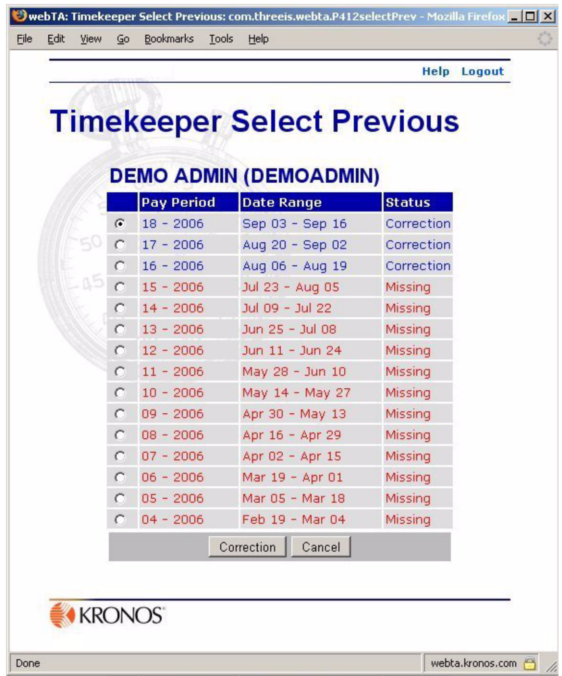
Only Timekeepers and Master Timekeepers can correct T&A reports. Only Supervisors and Master Supervisors and certify reports.

Corrections are performed on the Select Employee page.

To correct T&A records:

1. After selecting the employee from the Search Results or Select Employee page, click **Correction**.

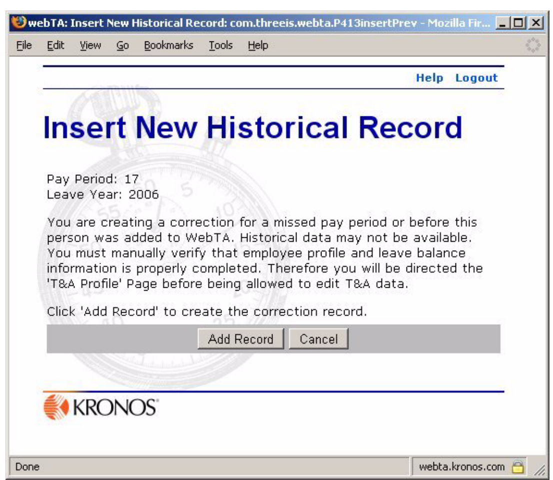
   The Timekeeper Select Previous page opens, listing the pay periods for the employee you selected.



2. Click to select the pay period that you want to correct, then click **Correction**.

   If a T&A record is available for a given pay period and is designated as *Historical*, it is opened for the correction.

   If the T&A record is not available and is designated *Missing*, the Insert New Historical Record page opens prompting you to create a new record.



3. If the record is historical, and its page opened, make the changes that are required.

   \- OR -

   If the Insert New Historical Record page opened, create the new record in the T&A Profile page that opens.

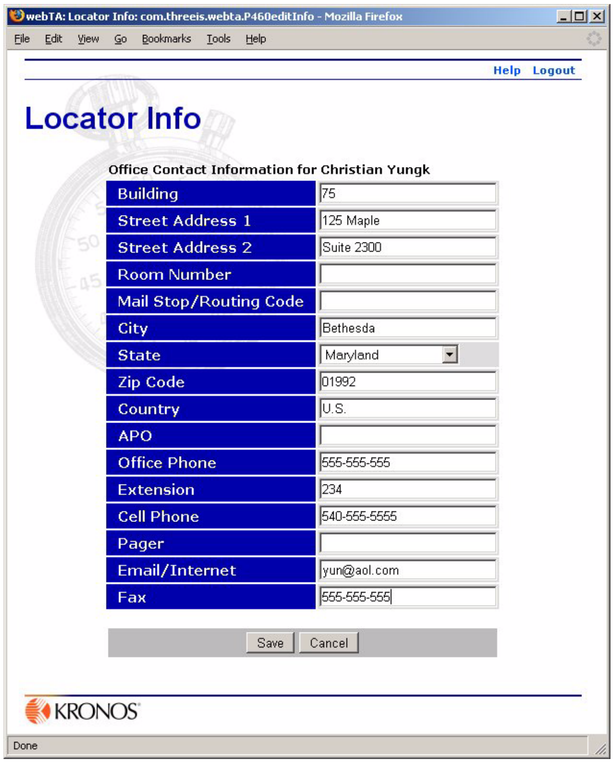
4. Enter the new data, save it, and validate and certify it just like regular T&A.

   When the correction is completed and processed for submission to NFC, the system roles updated leave balances forward to the new pay period, provided that all of the intervening pay period records exist in *webTA*.

A correction may be deleted before certification if it is determined that it is not required. To delete the correction, select the correction record on the Select Employee form, then click **Delete** in the Selected T&A section.

About Locator Info

Open the Locator Info page by selecting from the Search Results page the employee whose information you want to access, then clicking **Locator Info**.



The Locator Info feature lets Timekeepers or Master Timekeepers maintain contact information for employees. *webTA* does not require that this information be maintained, but if your agency is configured to distribute *webTA* tasks via e-mail, the e-mail entry in this form is used by *webTA* to deliver the task. If the **E-mail/Internet** box is blank for an employee, tasks are delivered to the *webTA* task list.

The information on the Locator Info page is work information. Personal information, home address and phone number, must be changed through the personnel office.

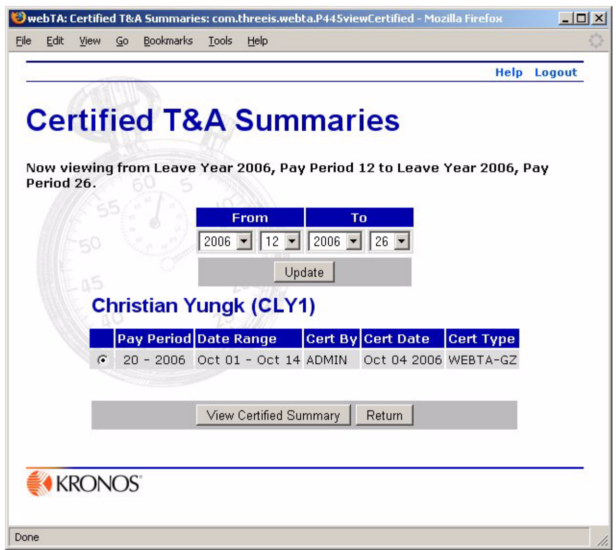
About the Certified T&As page

The Certified T&A feature lets Timekeepers or Master Timekeepers view certified T&As for the selected employee. Timekeepers have the option to restrict the range of records viewed by selecting the **From** and **To** pay periods. The range is applied when you click **Update**.

To view a T&A summary:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Certified T&As**.

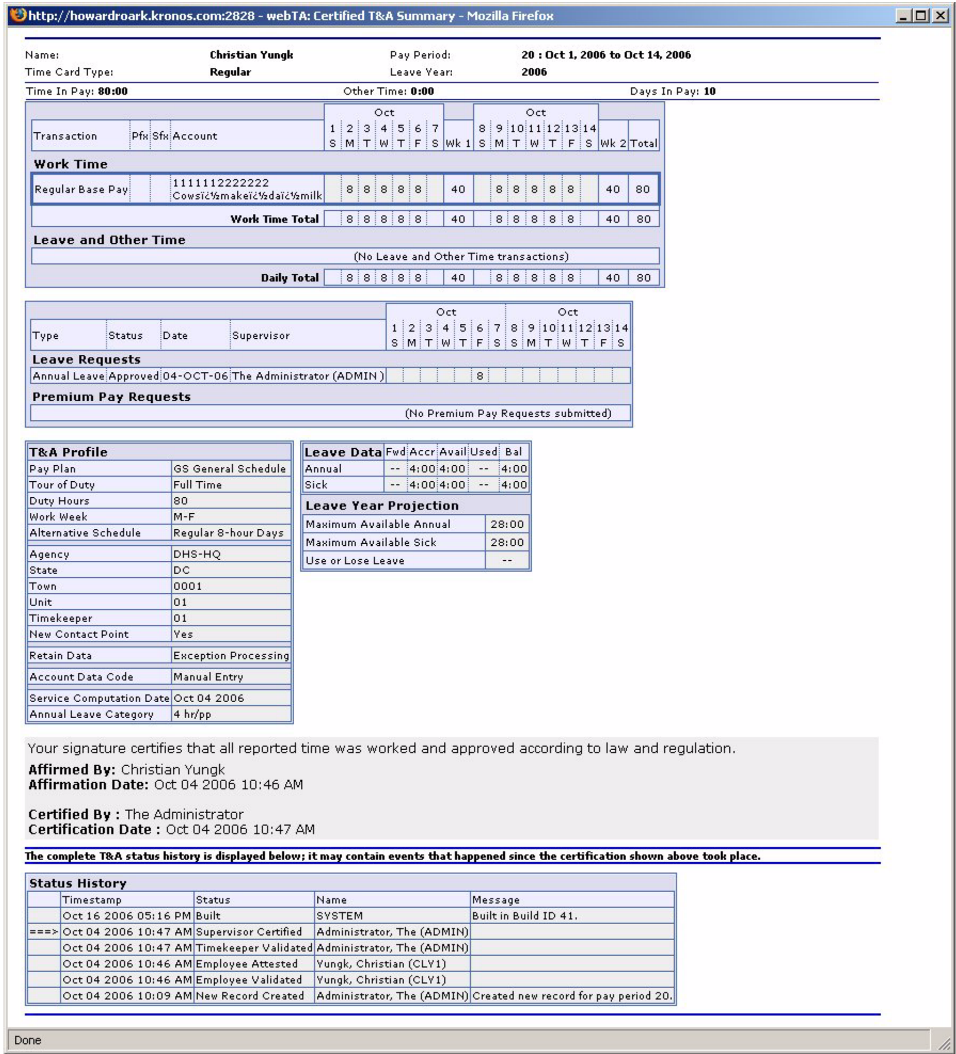
   The Certified T&A Summaries page for the selected employee opens.



3. If you want to change the range of records presented on the page, select new dates from the **From** and **To** lists, then click **Update**.

   The list of certified T&A summaries for the employee changes to reflect the new date range you selected.
4. Click **View Certified Summary**.

   The employee's summary page opens.



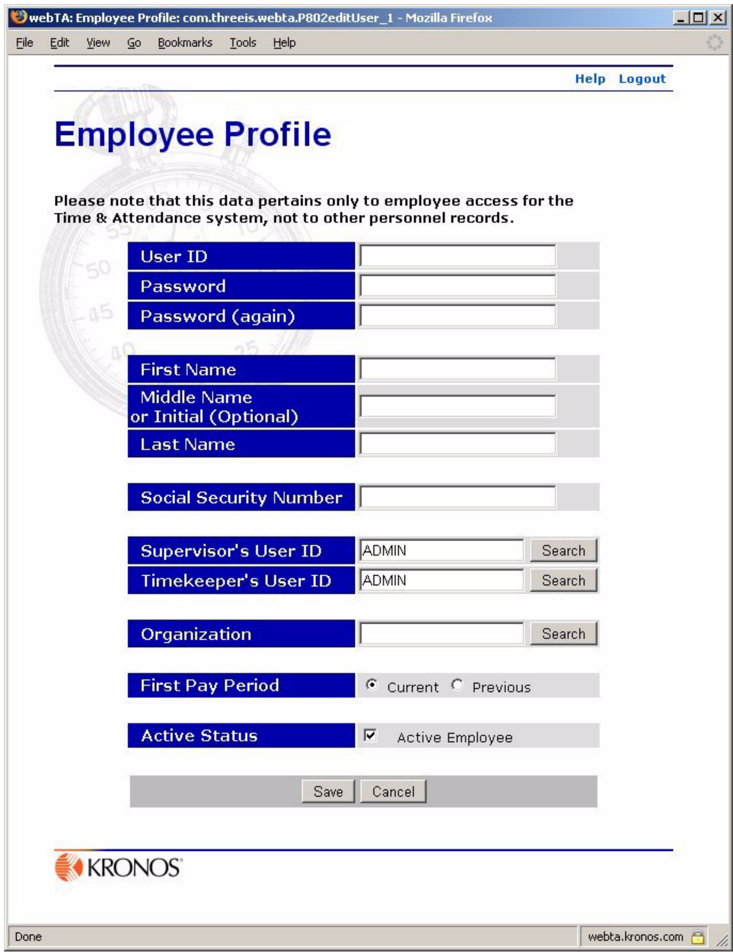
About the Employee Profile page

The Employee Profile page lets the Timekeeper or Master Timekeeper change an employee's Employee Profile information. Information that can be changed includes the employee's name, social security number, assigned Timekeeper, and assigned Supervisor.

To view or edit an employee's profile:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Emp Profile**.

   The Employee Profile page for the selected employee opens.



3. If you need to modify the employee's profile, edit the employee's information as necessary, then click **Save**.