KRONOS®

webTA 3.5

Employee's Guide

Version 1.0

Document History

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webTA 3.5 Employee's Guide

Introduction

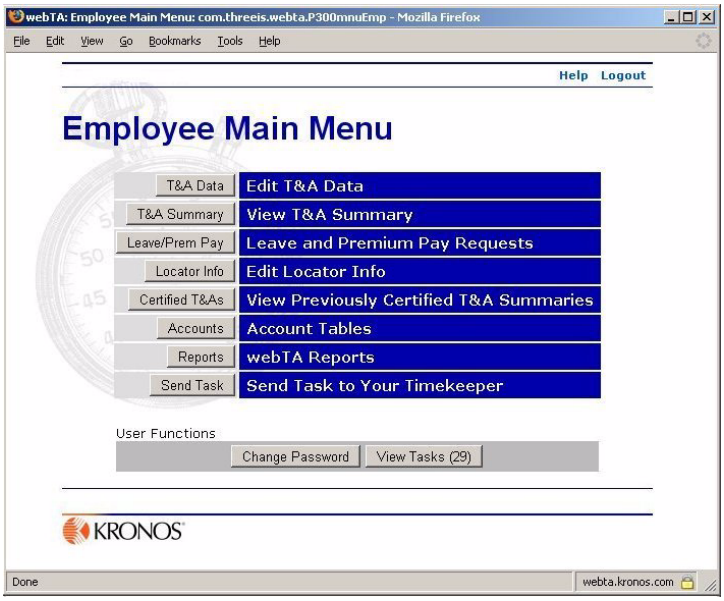
The purpose of this document is to provide employees information needed to use *webTA* for fulfilling Employee role job functions. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For basic information, see the document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

Using *webTA*, employees can:

- 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 your historical time and attendance information
- Run pre-defined reports
- Change your password
- Submit requests to your Timekeeper

The Employee Main Menu page opens after you log in.



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Entering and modifying T&A data

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

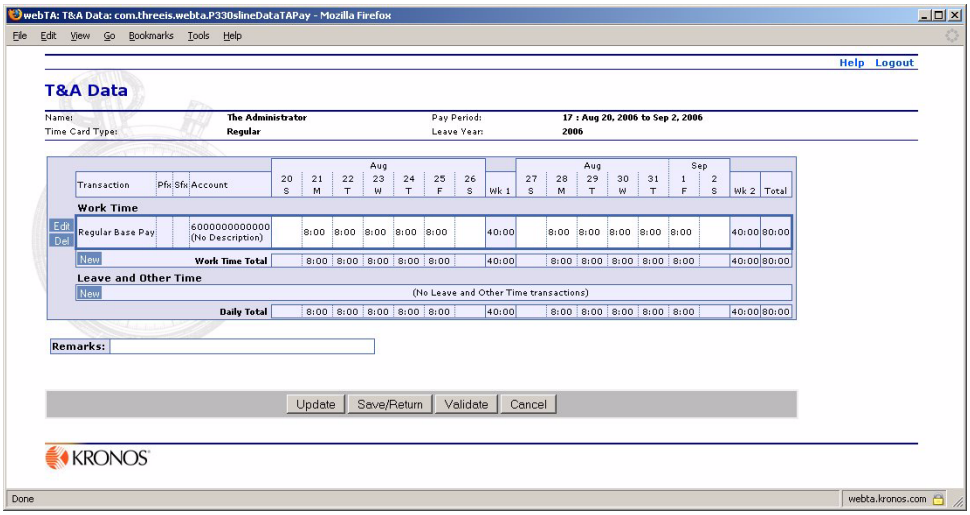
Open the page by clicking **T&A Data** on the Employee Main Menu page.

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

To add a work time 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.

   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.

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

   The New Work Time Activity page opens.

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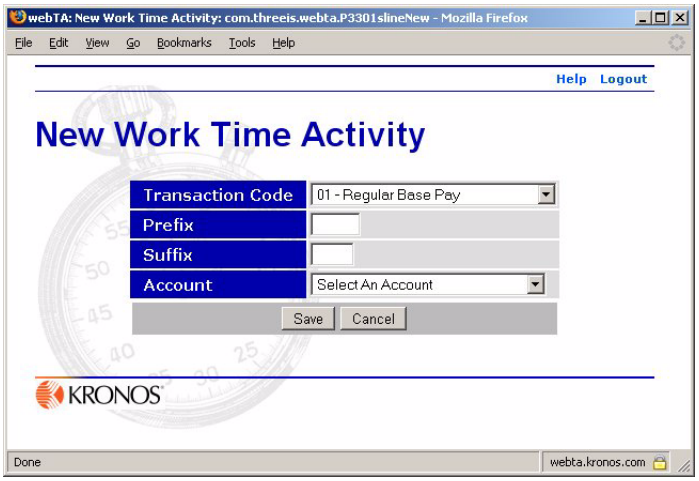

3. Select the transaction type from the **Transaction Code** list, if necessary, type in the prefix and suffix, then select the account from the **Account** list.
4. Click **Save**.

   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:

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 3:50 hours, and 7:7 converts to 7.00.
3. If you want to continue working on the T&A Data page, click **Update**.

   - OR -

   If you are finished entering time, click **Save/Return**.

   NOTE: **Update** saves your work, but the T&A Data page remains open. **Save/Return** saves your work, but returns you to the Employee Main Menu page.

To add a Leave and Other Time 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.

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

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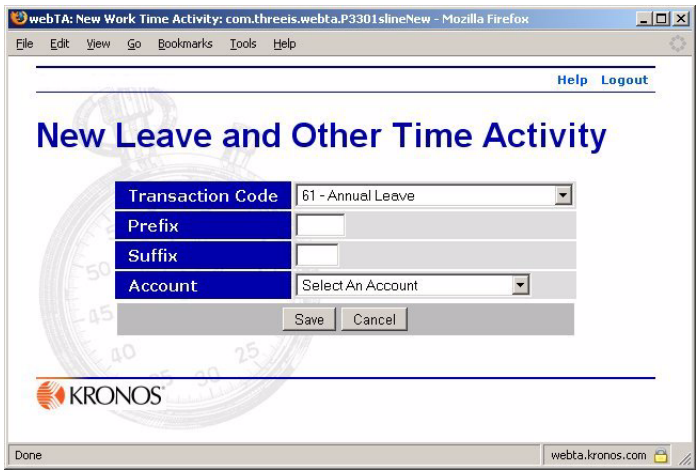
2. Click New in the **Leave and Other Time** section.

   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 **Account** 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 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 transaction data as you see fit.
4. When you are finished, click **Save**

   webTA returns to the T&A Data Entry 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 permanently removes the transaction from the T&A Data Entry page.

NOTE: If you select or change the transaction information that is same as another line already present in the spreadsheet, the hours for the two transactions are summed and displayed as a single transaction.

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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.

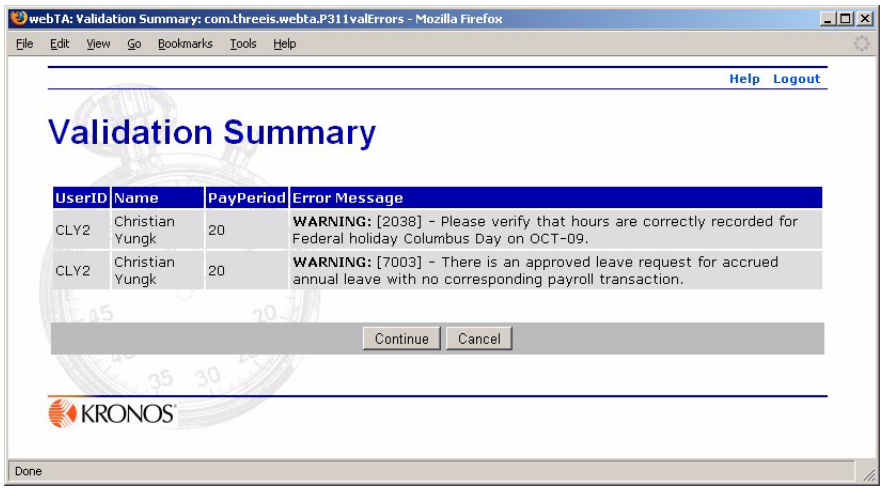
To validate your T&A data:

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

   Your T&A Data summary page opens.
3. Click **Affirm.**

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

   - If there are any errors or other problems, webTA lists them on the Validation Summary page:



   - If only warning messages are generated, you see the warning messages, but the data is validated.
   - 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.

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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.

webTA: T&A Data Summary: com.threeis.webta.P350dataTASum - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

Name: **The Administrator** Pay Period: **17 : Aug 20, 2006 to Sep 2, 2006**
Time Card Type: **Regular** Leave Year: **2006**
Status: **Approved**
Time In Pay: **80:00** Other Time: **0:00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	Aug 20 S	21 M	22 T	23 W	24 T	25 F	26 S	Wk 1	Aug 27 S	28 M	29 T	30 W	31 T	Sep 1 F	2 S	Wk 2	Total
Work Time																				
Regular Base Pay			6000000000000 (No Description)		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	Aug 20 S	21 M	22 T	23 W	24 T	25 F	26 S	27 S	28 M	29 T	30 W	31 T	Sep 1 F	2 S
Leave Requests																	
(No Leave Requests submitted)																	
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
Retain Data	TCs and Accounts
Account Data Code	Manual Entry
Service Computation Date	Sep 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	40:00
Maximum Available Sick	40:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
Oct 06 2006 12:26 PM	Validation Reset By Edit	Administrator, The (ADMIN)	
Oct 02 2006 11:56 AM	Employee Attested	Administrator, The (ADMIN)	
Oct 02 2006 11:56 AM	Employee Validated	Administrator, The (ADMIN)	
Sep 04 2006 10:02 AM	Pay period set	Administrator, The (ADMIN)	Pay period changed from 01 to 17.
Sep 04 2006 09:42 AM	New Record Created	SYSTEM	

Return

KRONOS

Done webta.kronos.com

The T&A Summary page also opens during validation, and is also the page used by the Supervisor to certify the T&A record.

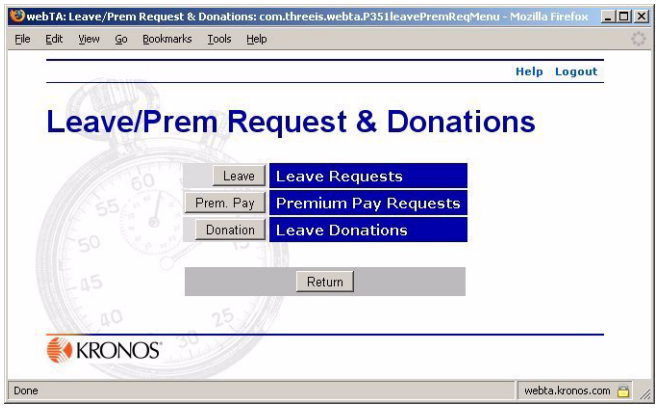
The top of the page contains an overview of employee profile information: name, pay period, status, and so on.

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.

About the Leave/Prem Requests & Donations page

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

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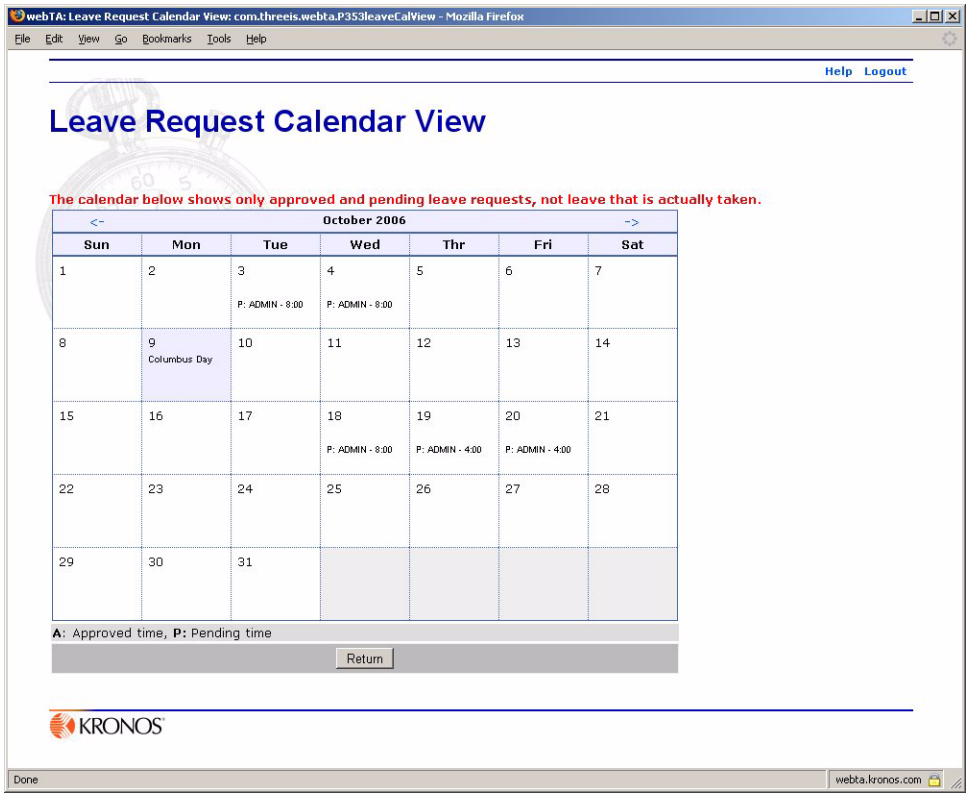
To review current leave requests:

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.

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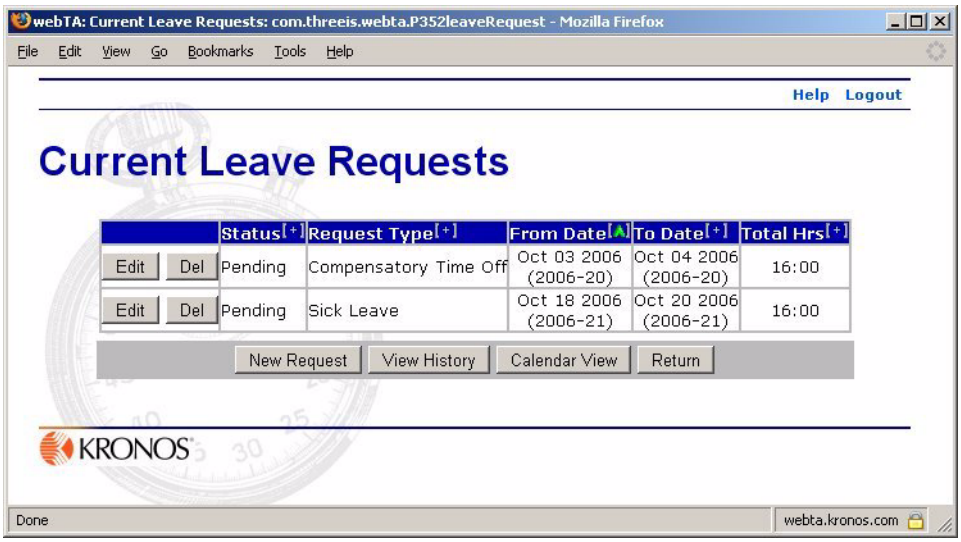
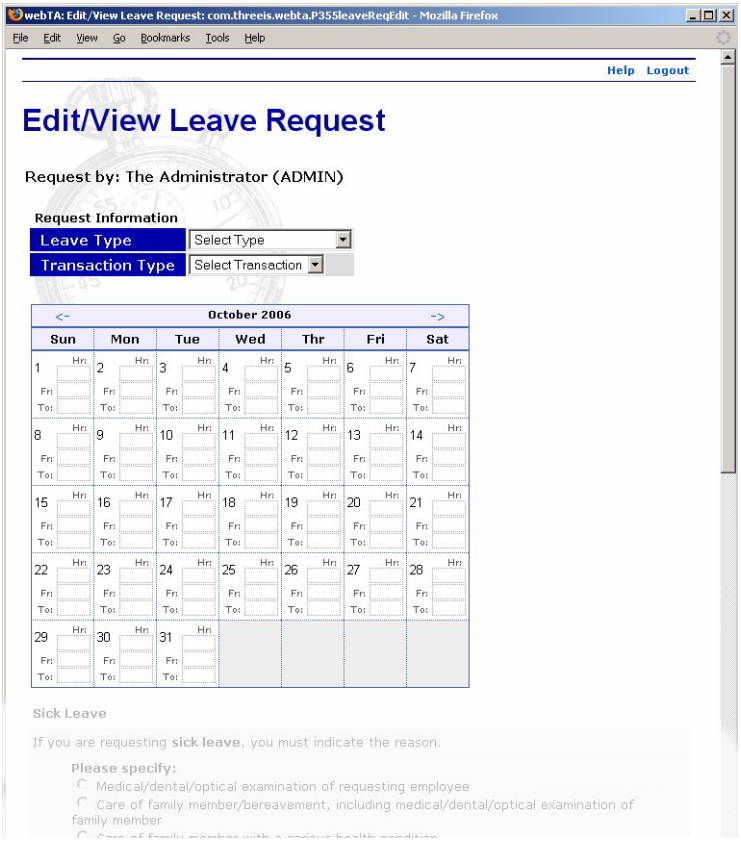


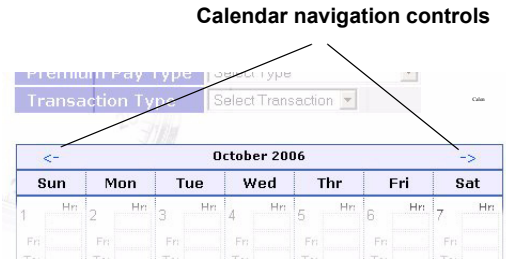
3. Click **New Request**.

   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:

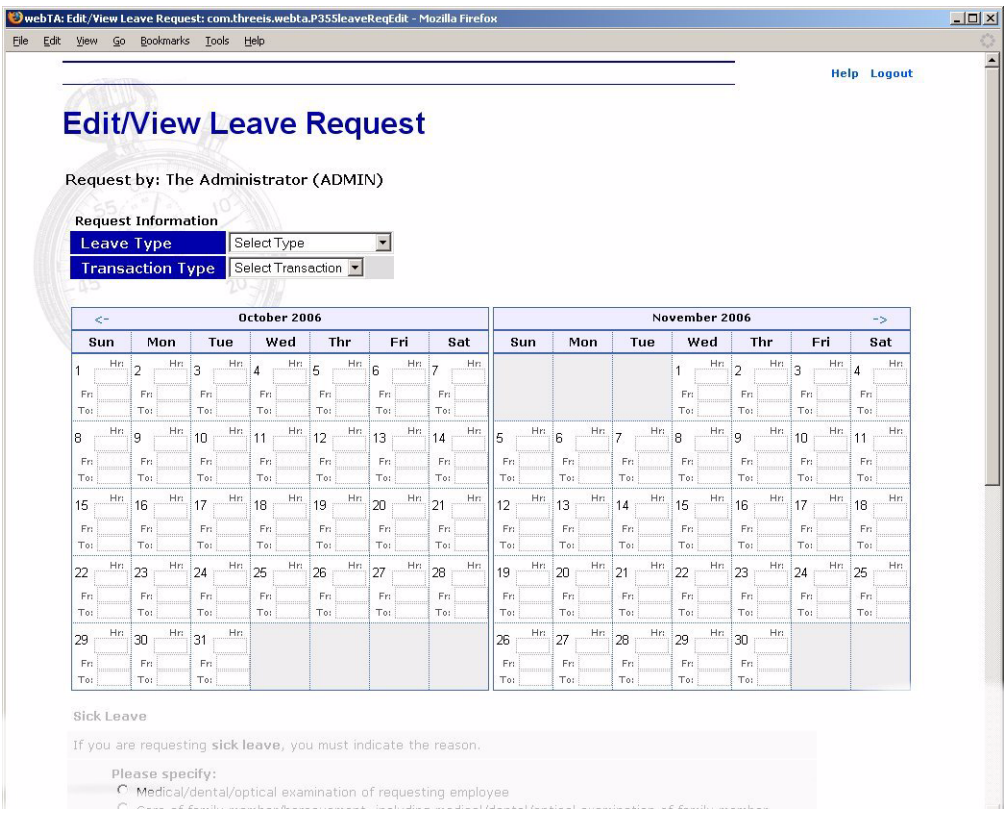


4. Select the type of leave you want from the **Leave Type** list.

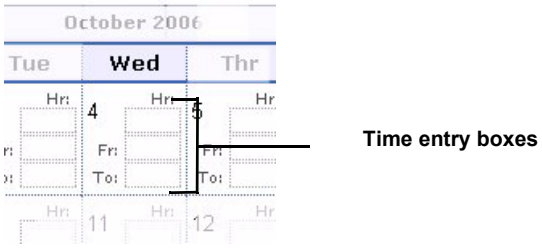
5. If your leave request is in a month other than the current one, click the forward and back arrows at the top of the calendar to navigate to the month.



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



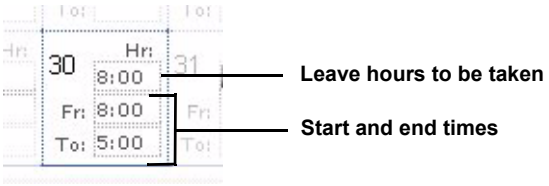
Each date on the calendar contains three time entry boxes:



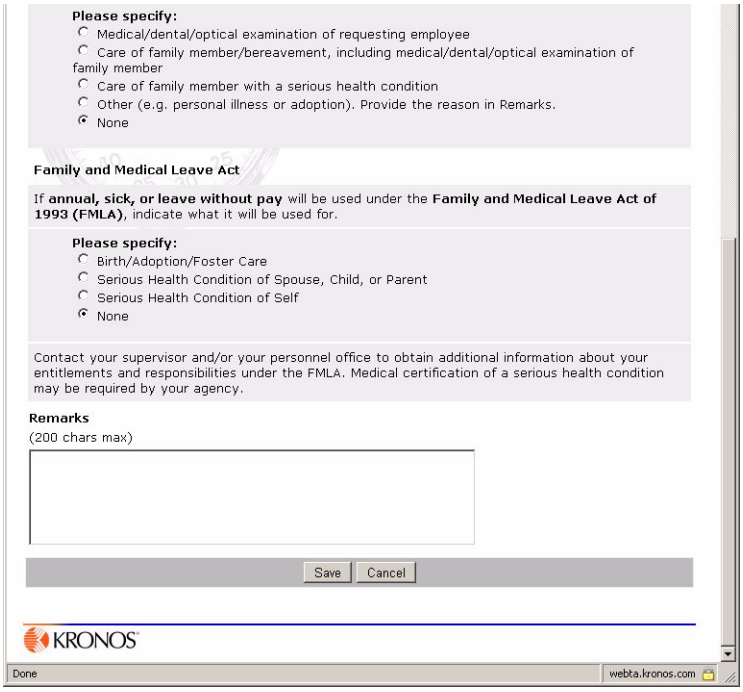
6. In the first box, type in the number of hours of leave that you want to take for that date.

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.

4. 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.

5. 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.

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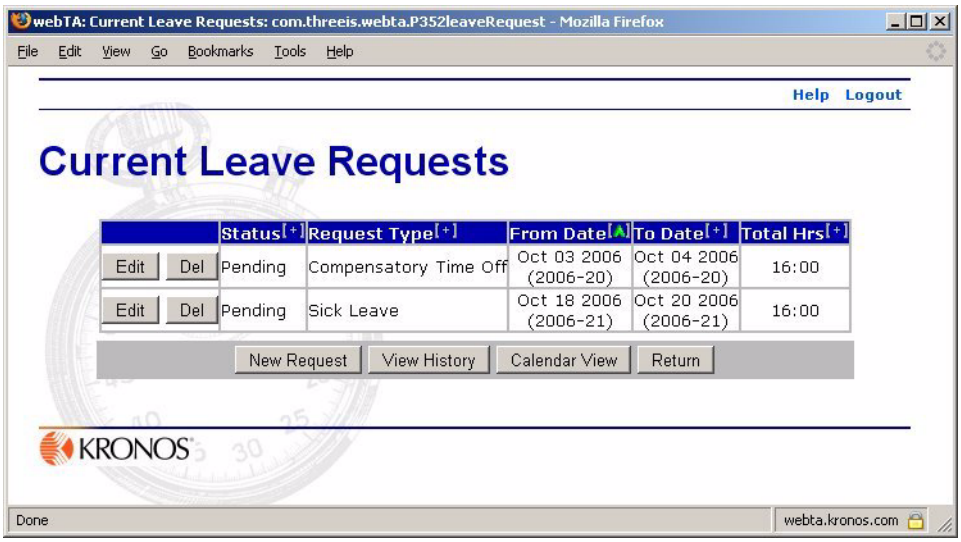
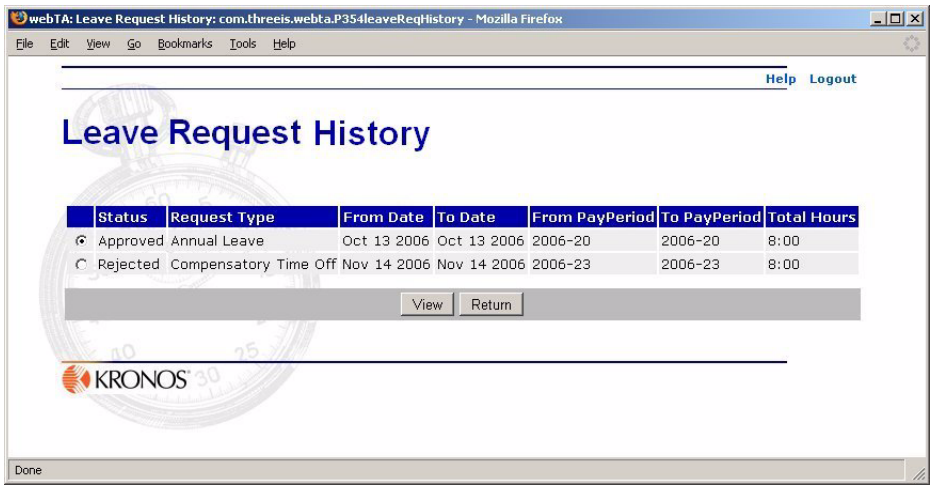


3. Click **View History**.

   The Leave Review History page opens listing past leave information.



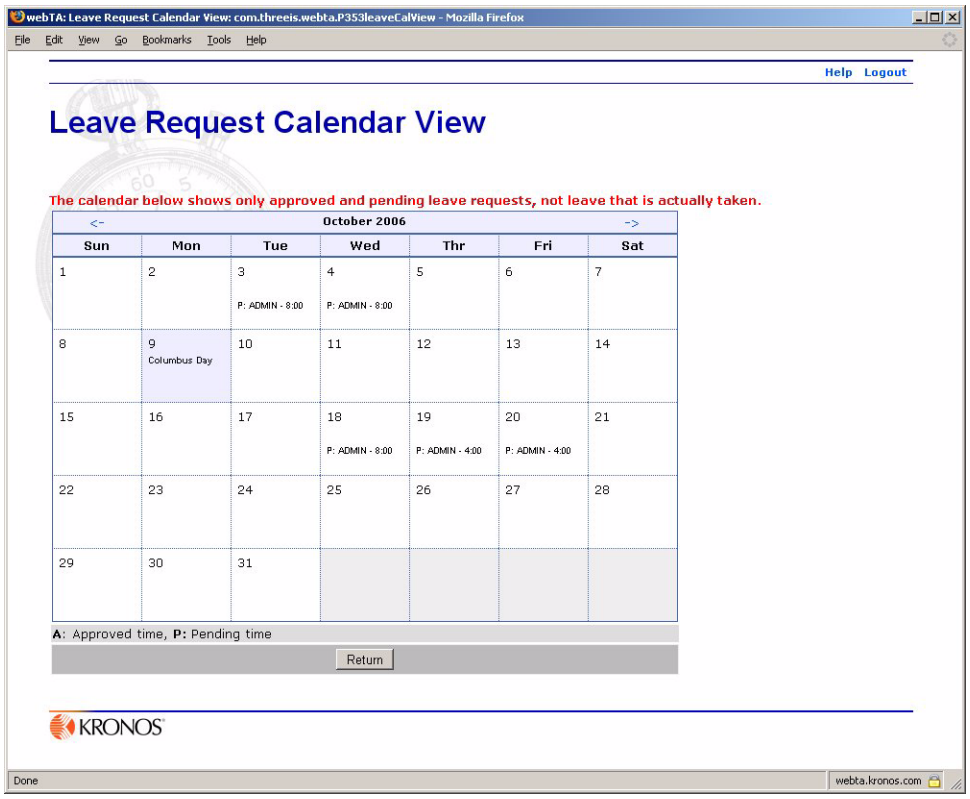
   The Leave Request History page shows leave requests that have been approved or denied, but not those that are pending.

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

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.

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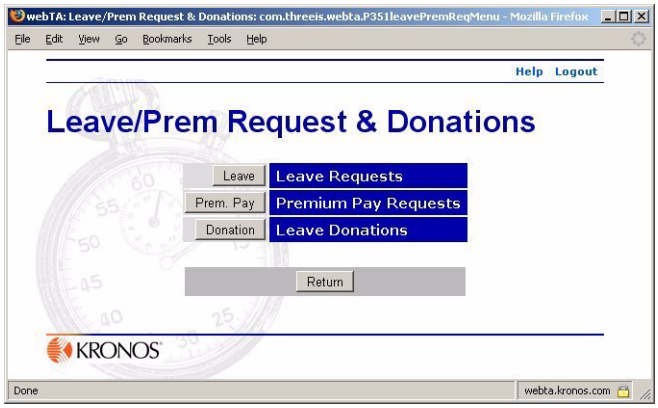
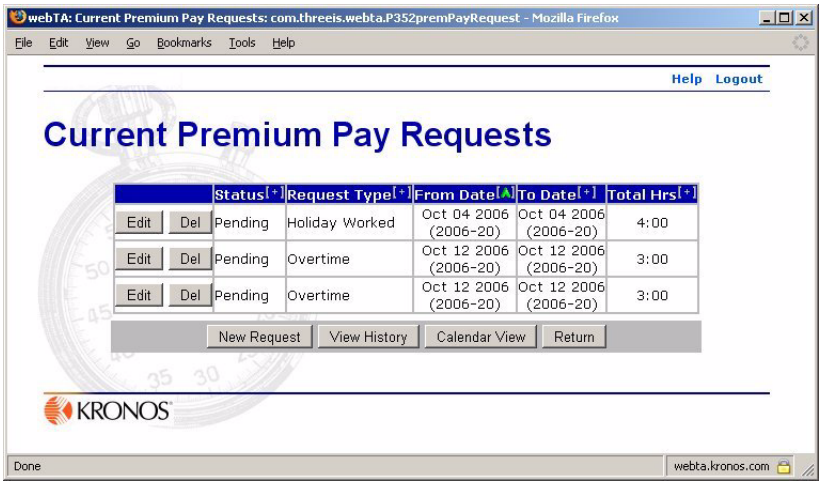


2. Click **Prem. Pay** on the Leav/Prem Request & Donations page.

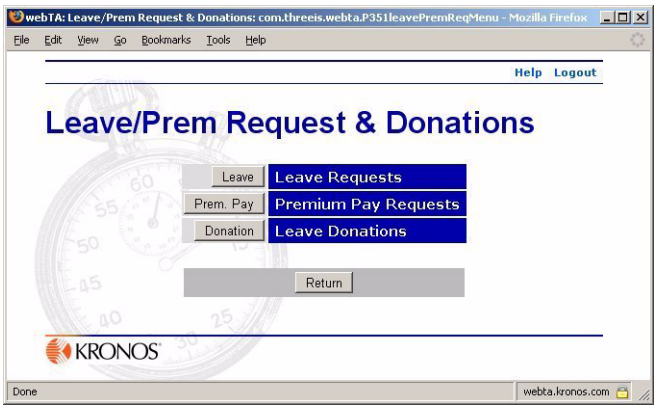
   The Current Premium Pay Requests page opens showing all premium pay requests.



To make a new premium pay request:

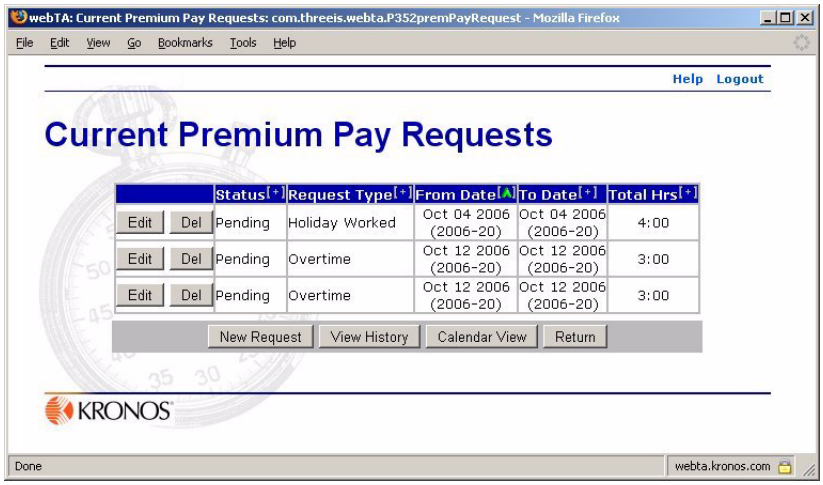
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



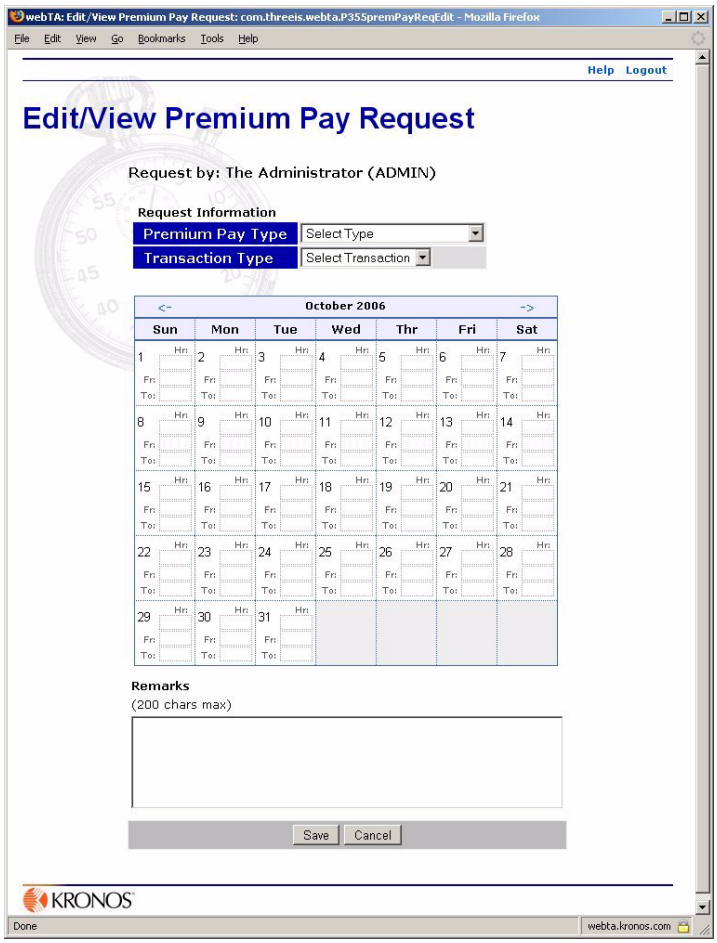
2. Click **Prem. Pay**.

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



3. Click **New Request**.

   The Edit/View Premium Pay Request page opens.

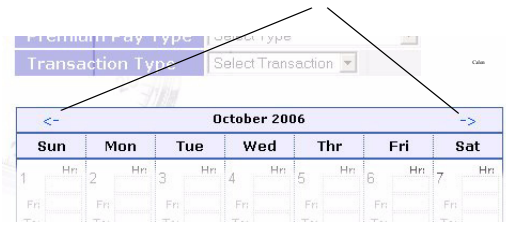


4. Select the type of premium pay request from the **Premium Pay Type** list.

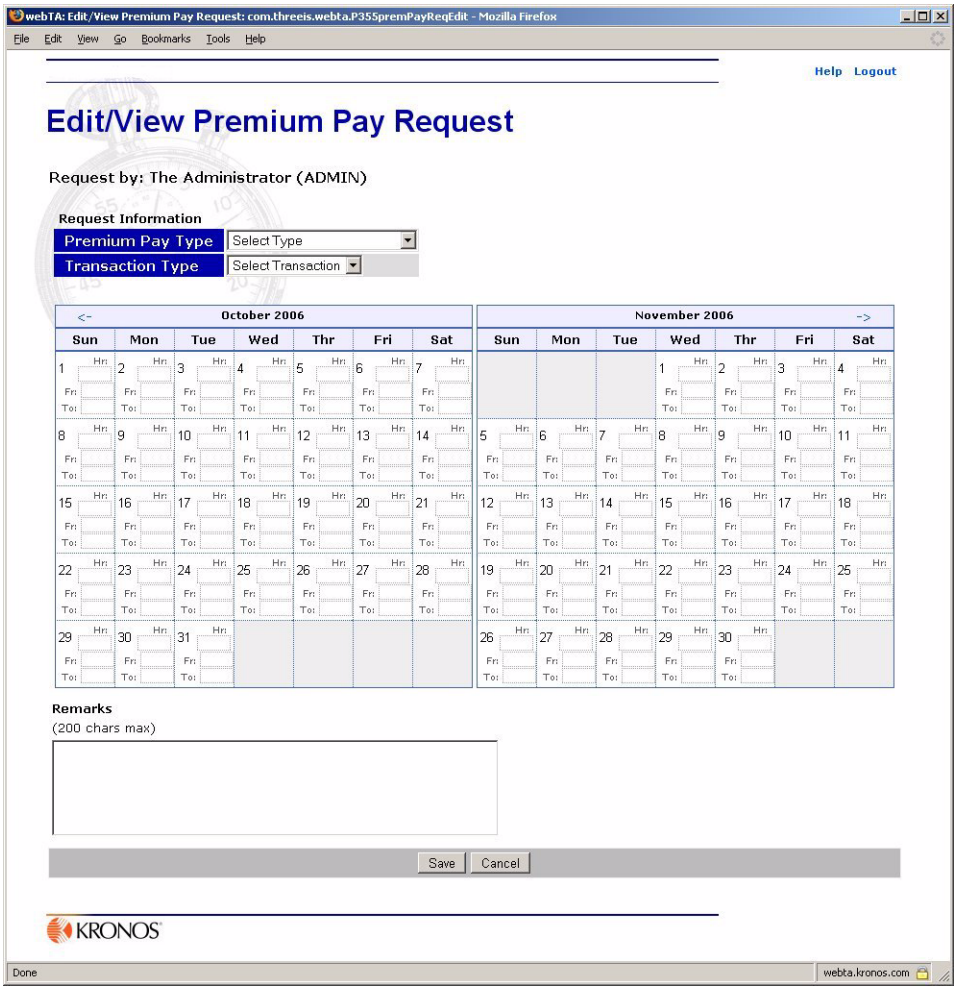
   NOTE: Only one type of premium pay request can be submitted at a time.

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.

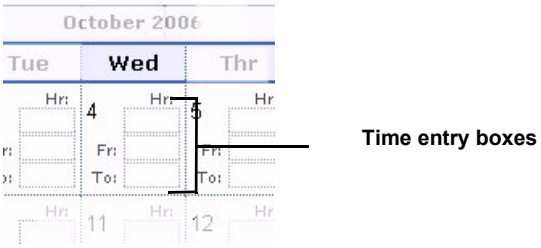
Calendar navigation controls



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

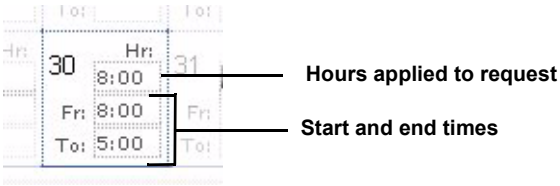


Each date on the calendar contains three time entry boxes:



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) in the second box, **Fr,** type in the premium pay request start time for that date. In the third box, **To**, type in the end time for the premium pay request for that date.

   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**.

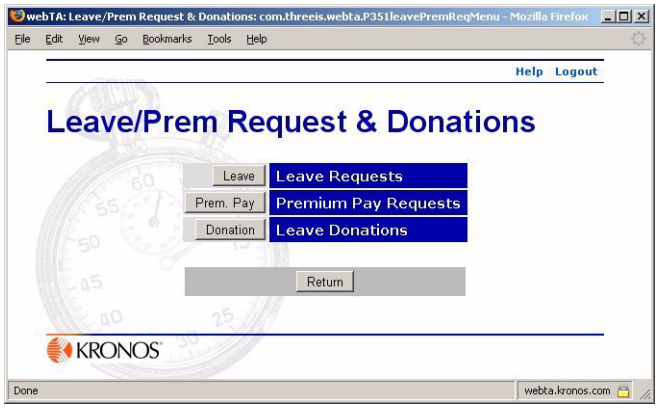
   webTA checks the form and tells you of any errors.
10. If *webTA* indicates that there are errors, fix the errors, then click **Save**.

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

To modify a premium pay request:

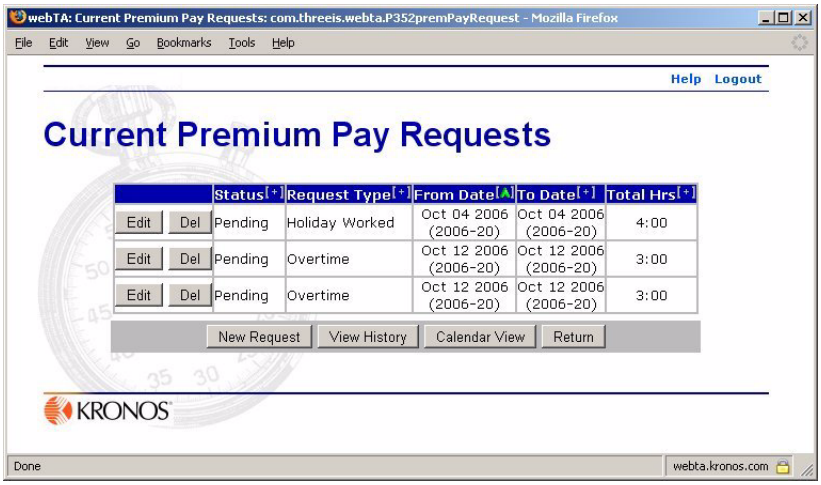
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   The Leave/Prem Request & Donations page opens.



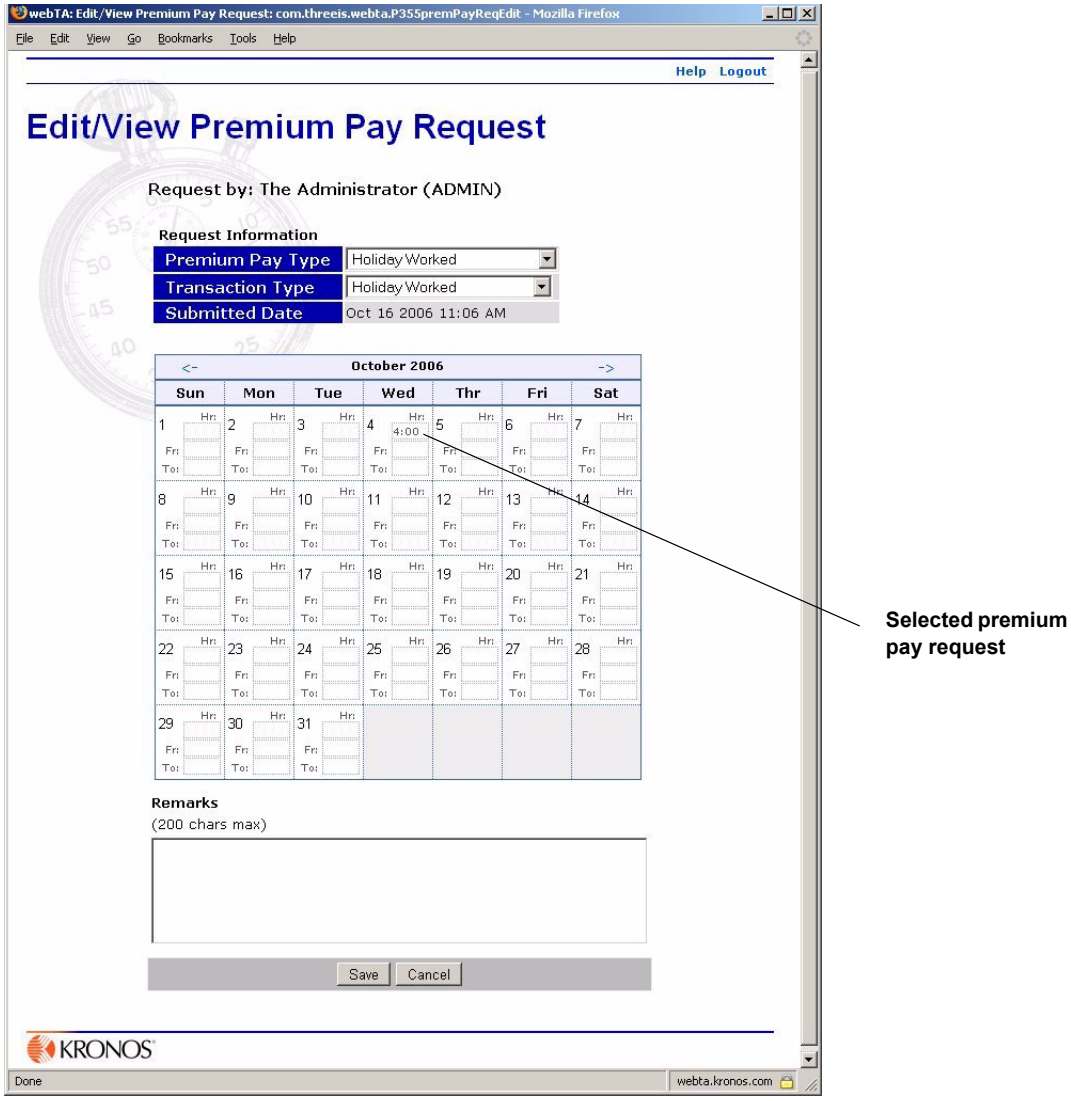
2. Click **Prem. Pay** on the Leav/Prem Request & Donations page.

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

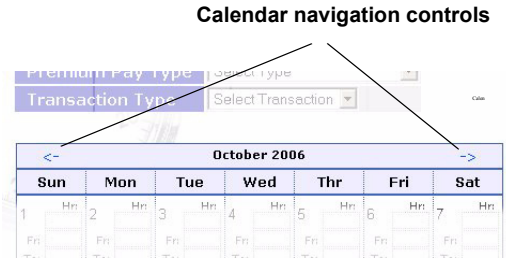


3. Click **Edit** next to the premium pay request you want to modify.

   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.

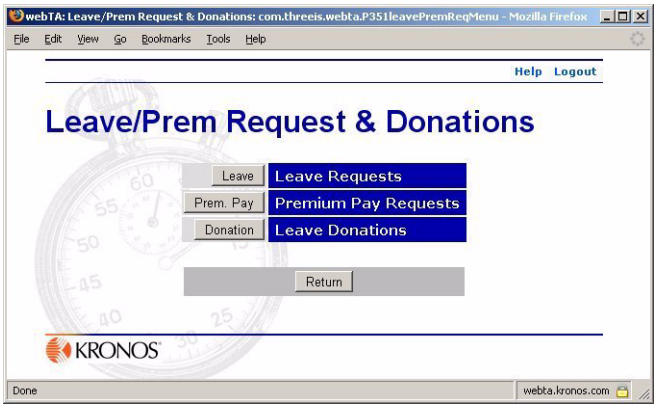
6. Click **Save**.

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

To delete a premium pay request:

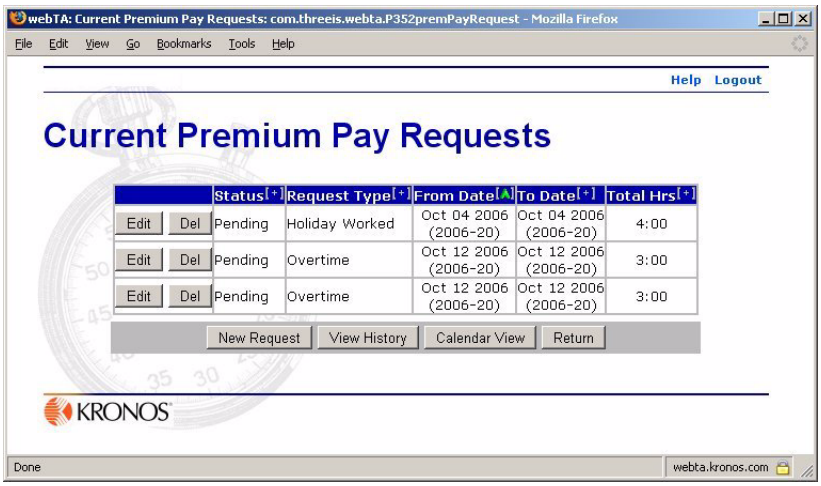
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

   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.

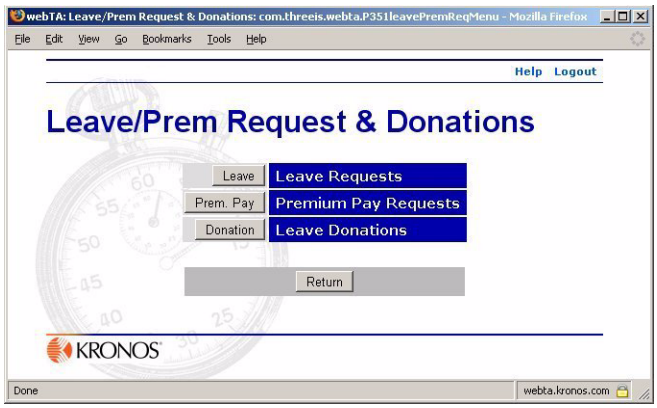
Viewing your premium pay request history

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

To view your premium pay request history:

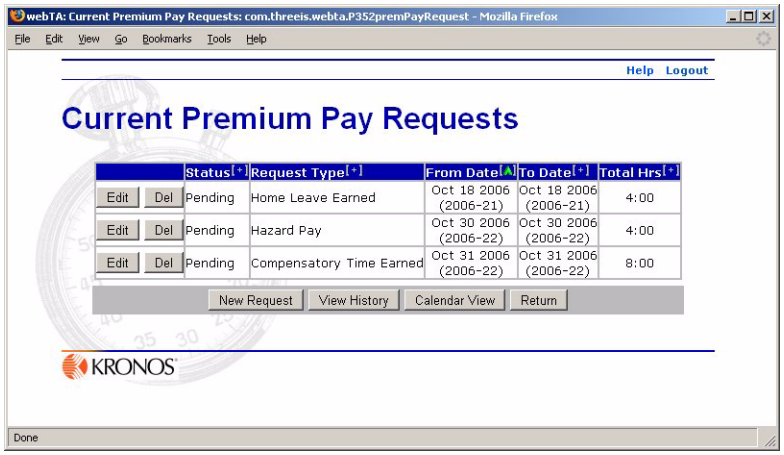
1. Click **Leave/Prem Pay** on the Employee Main Menu page.

The Leave/Prem Request & Donations page opens.



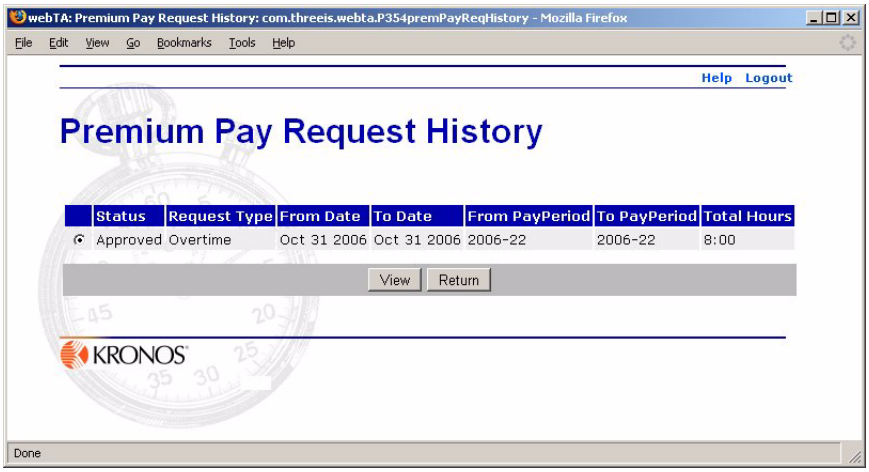
2. Click **Prem. Pay**.

   The Current Premium Pay Requests page opens.



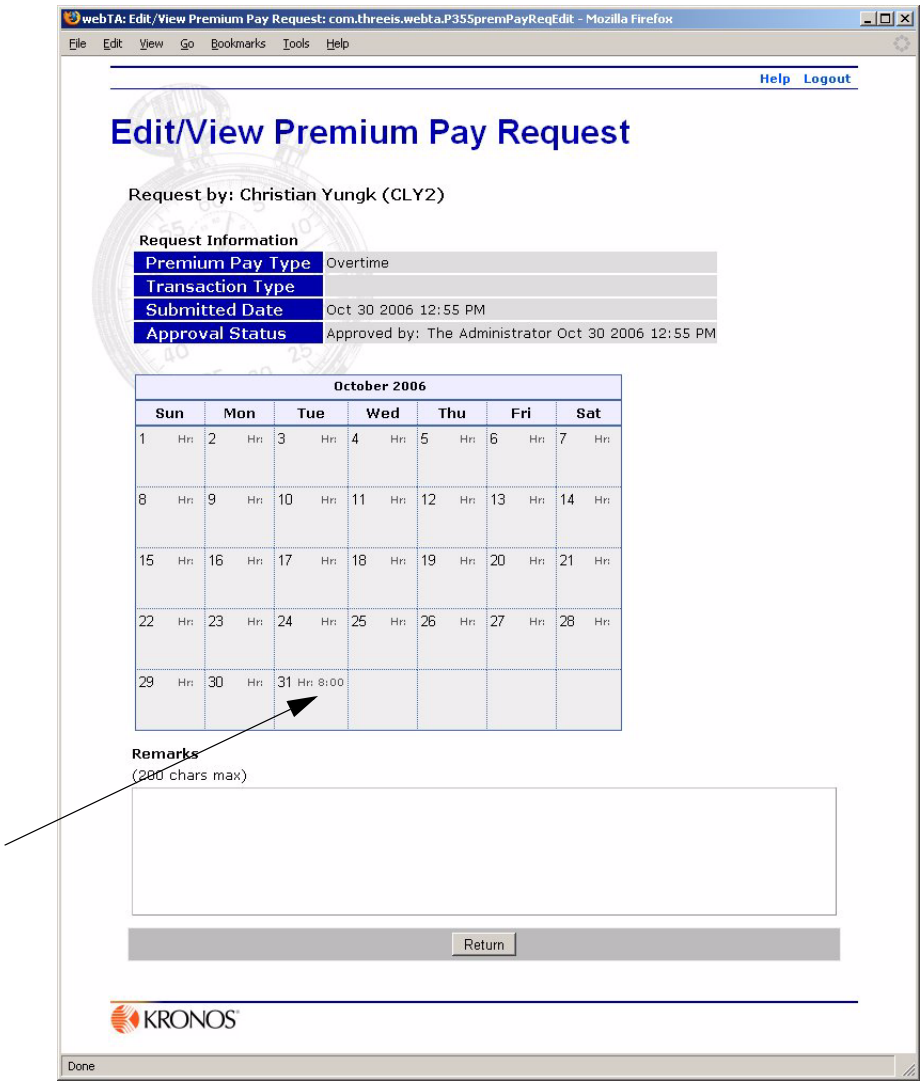
3. Click **View History** on the Current Premium Pay Request page.

   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.

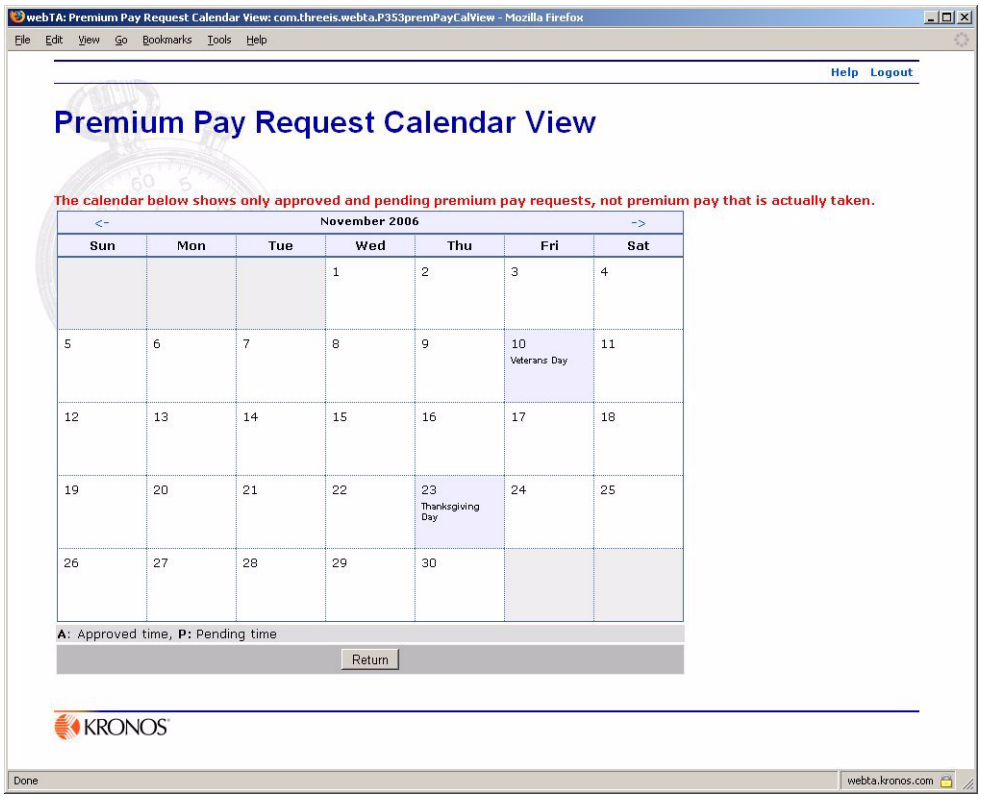


5. If you want to delete a request, click **Return** to return to the Current Premium Pay Requests page, then click **Delete** next to the request you want to remove.

   The request you deleted 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.

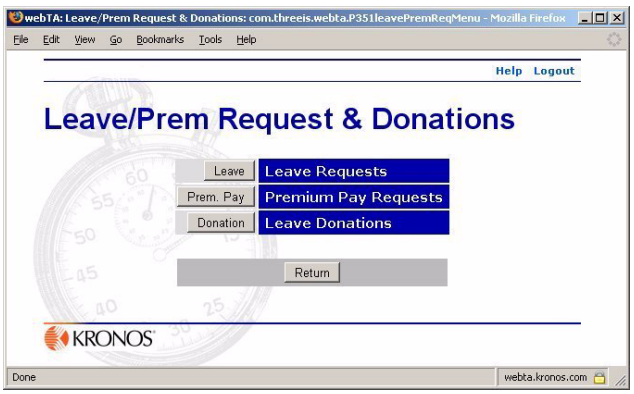
Viewing and editing leave donations

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:

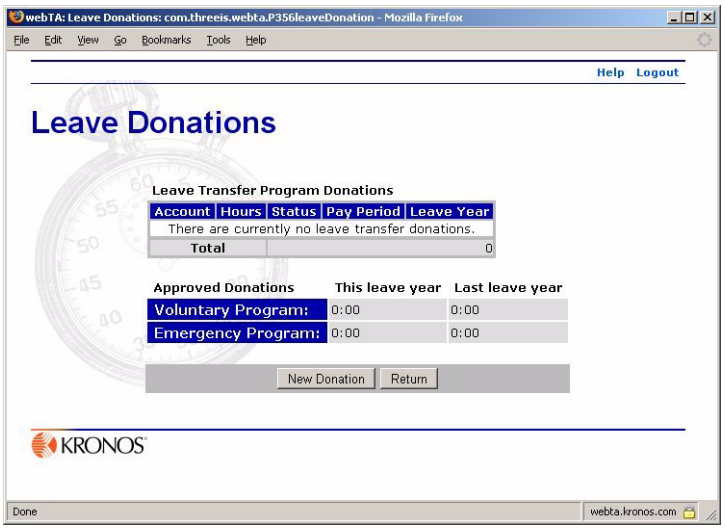
1. On the Employee Main Menu page, click **Leave/Prem Pay**.

   The Leave/Prem Requests and Donations page opens.



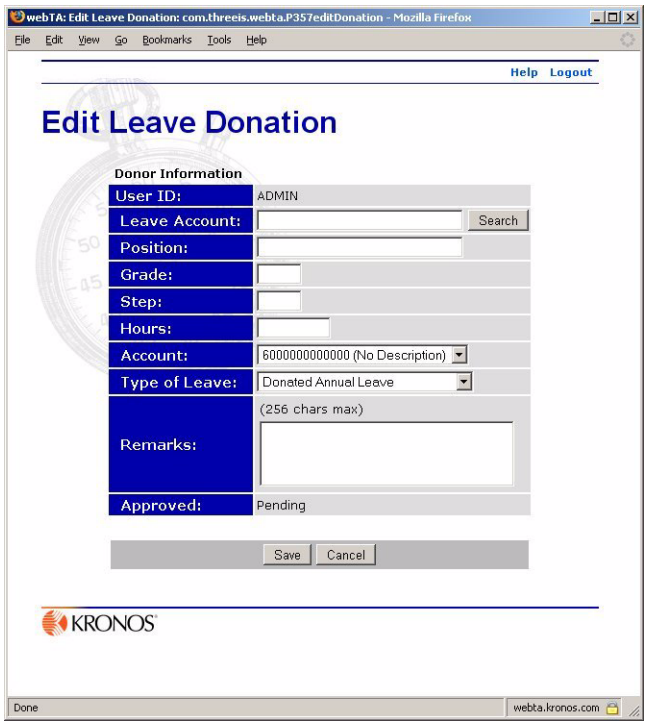
2. Click **Donations**.

   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.

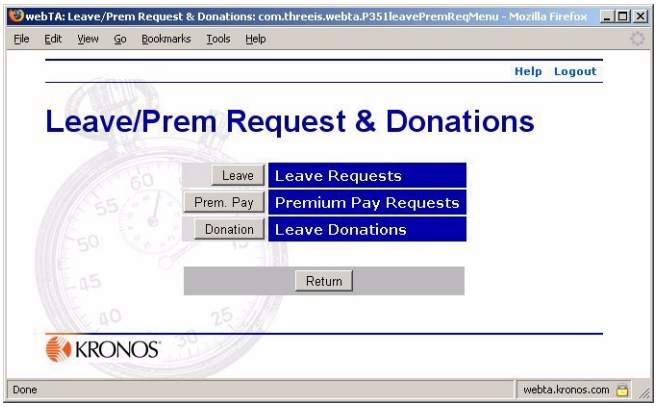
5. Check to make sure that you have filled in all the fields on the form.
6. When you are ready to submit your request, click **Save**.

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:

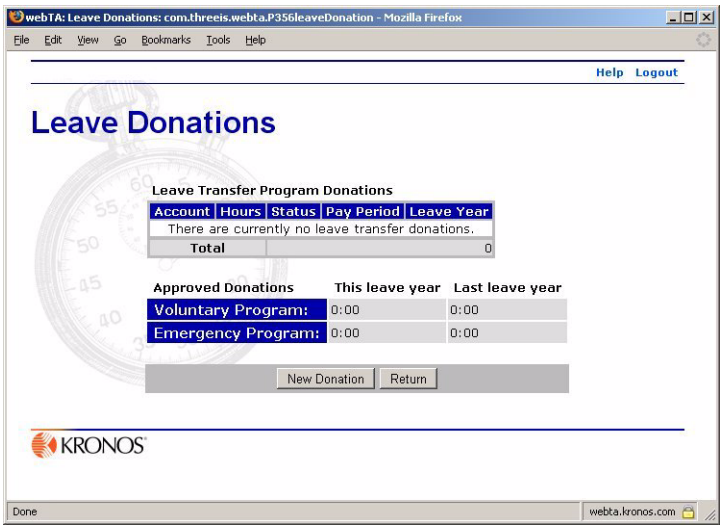
1. On the Employee Main Menu page, click **Leave/Prem Pay**.

   The Leave/Prem Requests and Donations page opens.



2. Click **Donations**.

   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.

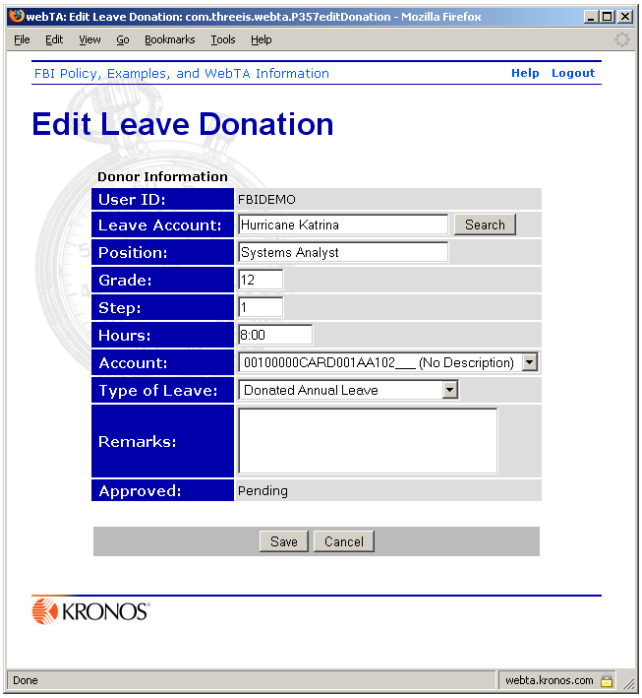
IMPORTANT! Once a donation is approved, you cannot modify it.

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**.

About Locator Info

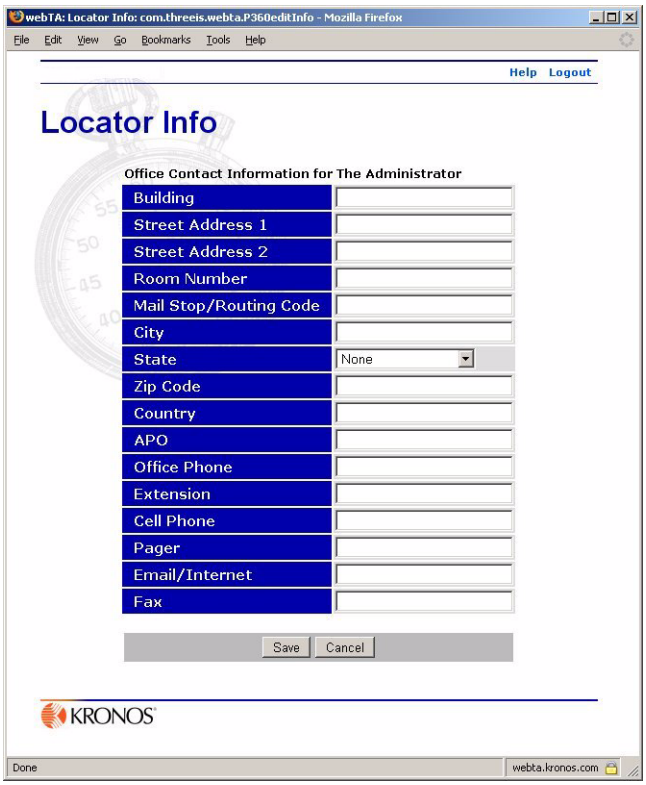
Some agencies may require an employee to keep their office address and contact information current in the *webTA* Locator. The only information required by *webTA*, however, is your e-mail address if you want to receive e-mail task notifications.

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

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**.

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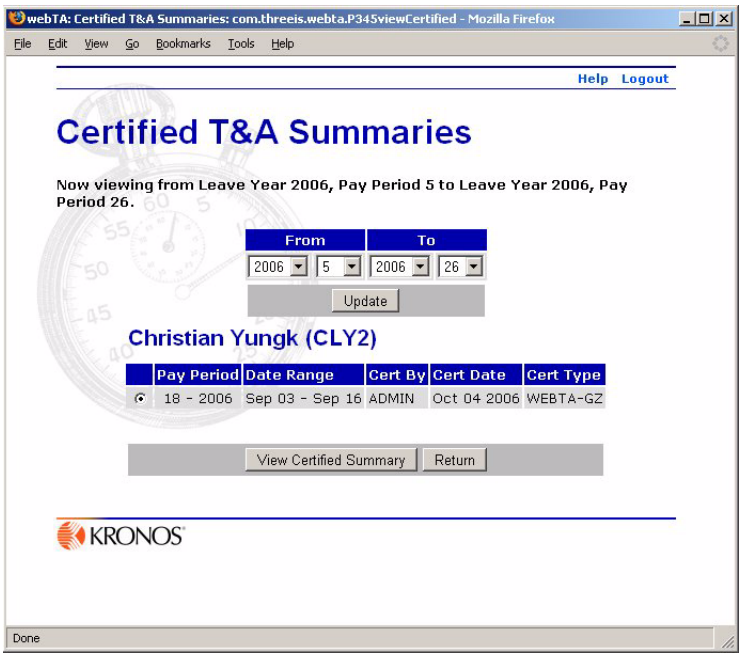
Viewing previously certified T&A summaries

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.

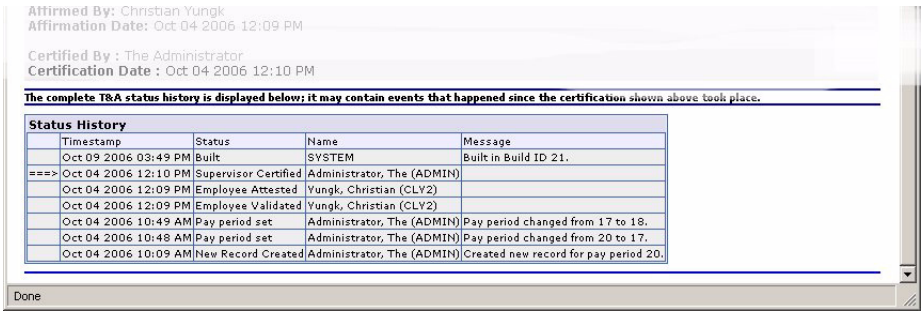


   Your certified T&As are sorted by pay period and leave year, with the most recent records at the top of the form.

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

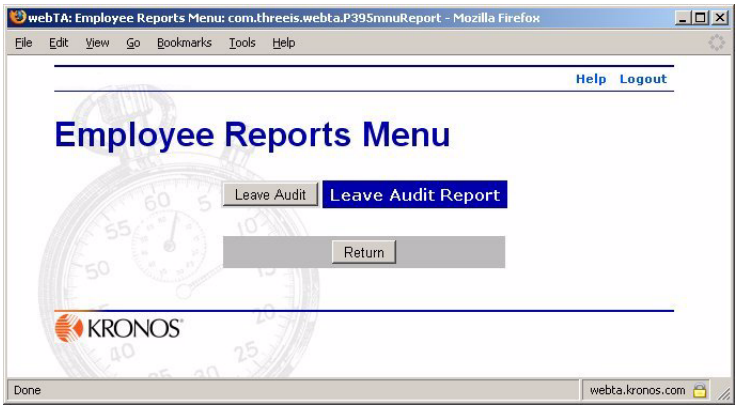
The Leave Audit report is available to from the Employee Reports Menu, which opens when you click **Reports** on the Employee Main Menu page.

The Leave Audit Report is used to reconcile historical leave records for an employee. The report contains a line for each pay period for which an employee has 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.

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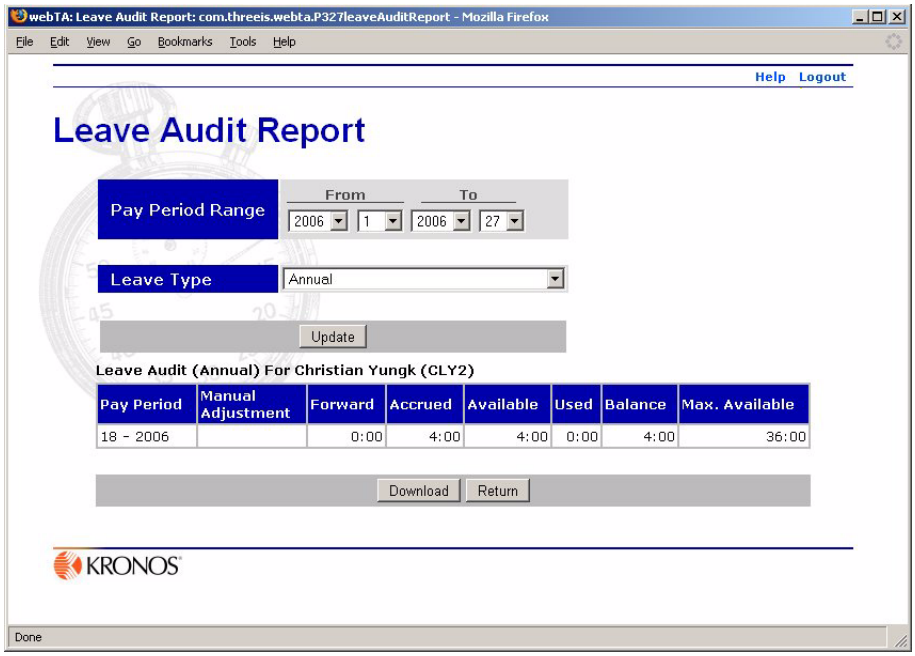


5. If you want to change the report parameters, select a new date range by selecting beginning and ending dates from the **From** and **To** lists, select a different leave type from the **Leave Type** list, and then click **Update**.

   The Leave Audit report changes to reflect your choices.

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

   A dialog box opens giving you the options of opening the report in Microsoft® Excel or saving it as a file on your local computer in Excel's .XLS format.

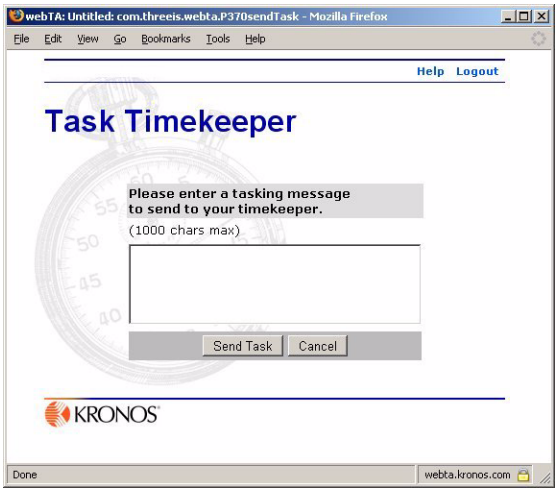
Sending a task to your Timekeeper

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.