

# Questions and Answers (Q&As) on the New Version of WebTA

The Department is getting ready to issue an updated version of webTA. Some of the enhancements in this version include a new data entry screen to record work time and leave, the ability for all users to access leave audit reports and new transactions for recording work time and leave. Below are some Q&As on the new version of webTA:

## 1. Will the webTA changes affect how I access webTA?

No. Users will access the same URL to get to the webTA application (<https://docwebta.ocs.doc.gov/webta/>). Remember the URL must be all lowercase, must include an "s" after the http, and must include a trailing slash (/) at the end.

If you are a new employee, webTA will force you change your password upon initial access to webTA.

### Expired Password Screen

**Expired Password**

Your password has expired. To ensure security, passwords must be changed at least every 90 days. Please enter a new password below.

Current Password	<input type="password"/>
New Password	<input type="password"/>
New Password (again)	<input type="password"/>

## 2. How will the changes affect me?

The biggest change in webTA is the way that employees or timekeepers enter work time and leave. In the old T&A Data Entry Screen all base pay hours and leave used was entered in the Time in Pay Section. Each time you wanted to add a new type of work time or leave used, you had to select a new transaction and then if modifications were required, you would have to go back to that specific transaction to make the modification.

The new T&A Data Entry Screen provides a spreadsheet-live view to enter work time and leave and sorts and separates transactions into Work Time and Leave and Other Time and sections. This means that you enter all of your work time (including overtime, credit hours earned, compensatory time earned, etc.) in one section and then all of your leave used (including annual leave, sick leave, credit hours used, etc.) in another section. However, once you select a new work time or leave time transaction, you can jump from one transaction to the next in the spreadsheet, make all of your changes, and then save the data. This saves time when entering the data.

### OLD T&A DATA ENTRY SCREEN

## T&A Data

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Name: **The Administrator** Pay Period: **10 : May 14, 2006 to May 27, 2006**  
 Report Type: **Regular** Leave Year: **2006**

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**Time In Pay**

				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	Prefix	Suffix	Accounting	5/14	5/15	5/16	5/17	5/18	5/19	5/20	Week 1
				5/21	5/22	5/23	5/24	5/25	5/26	5/27	Week 2
<b>Total</b>											

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**Other Time**

				Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction				5/14	5/15	5/16	5/17	5/18	5/19	5/20	Week 1
				5/21	5/22	5/23	5/24	5/25	5/26	5/27	Week 2
<b>Total</b>											

**Remarks To Payroll**

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**Dollar Transactions**

Transaction	Accounting	Dollar Amount	
		Week 1	Week 2
<b>Total</b>			

In the new T&A Data Entry Screen, transactions are sorted into Work Time and Leave and Other Time and are now in separate sections. The new T&A Data Screen provides a spreadsheet-live view to enter time and leave. Once you have added a new work time or leave transaction, you can jump from one transaction to the next and make all your changes at once without having to save each entry.



**6. Are there changes to the supervisory certification process?**

The certification process is the same. The only differences supervisors will see when viewing the T&A Summary for certification are the addition of new information fields (employees will also see these new fields) as follows:

- Leave Year Projections such as the maximum available annual and sick leave and projected use or lose annual leave;
- Status History (showing who did what and when, such as who validated the T&A and who certified the T&A); and
- A statement indicating who affirmed the webTA including the date and time of the affirmation.

**7. Will there be any changes to the leave and premium pay request process?**

Yes. All leave and premium pay requests are now completed using a monthly calendar view. Also, you may now request numerous absences (of the same type) in just one request by entering the applicable hours and times of the request in the calendar. Employees will also be able to view past leave and premium pay requests, and a calendar view of all approved and pending leave requests.

Supervisors may also view past leave and premium pay requests, and a calendar view of all approved and pending leave requests. They may also approve or deny requests, delete old requests, and revert approved or denied leave or premium pay requests back to a pending status. Once the leave or premium pay request has been reverted back to a pending status, employees may access the request and modify it as necessary.