

webTA 3.5

Timekeeper's Guide

Version 1.0

Document History

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

Contents

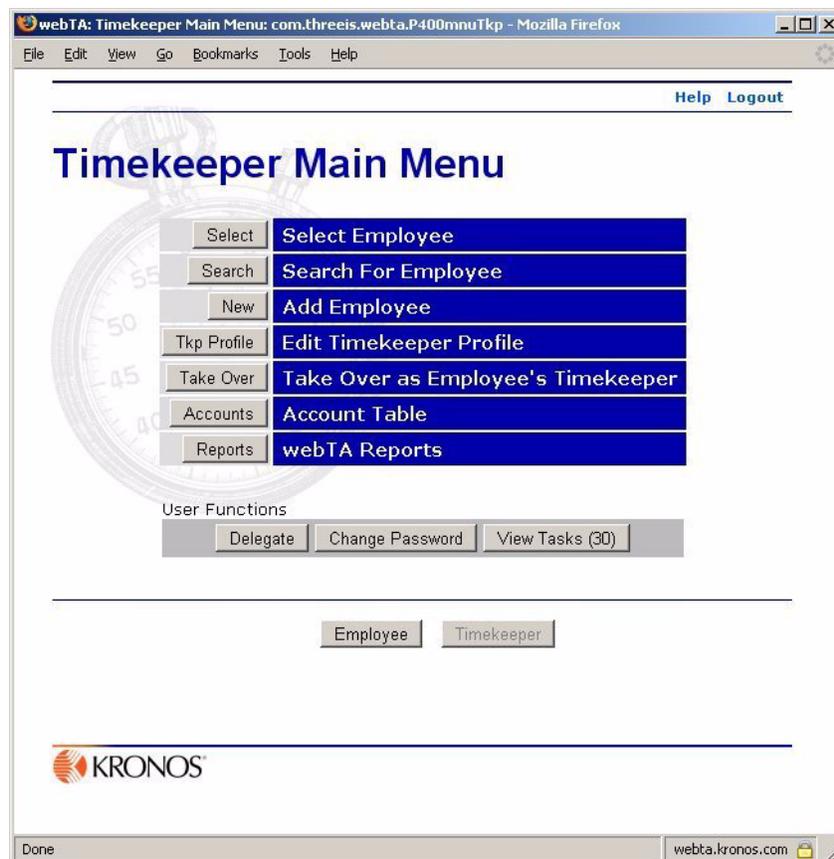
Introduction	1
Searching for employees as Timekeeper	2
Selecting employees	3
Entering and editing T&A data	4
Entering time worked	12
Editing time worked	13
About the T&A Profile	15
Status Change.....	16
Work Schedule.....	17
Contact Point.....	17
Overtime/Standby Status	18
Miscellaneous.....	18
Accounting.....	19
Leave Parameters.....	19
About the Leave Data page	20
About the Set Employee Pay Period page	21
Splitting T&A	23
Deleting records	26
Validating records	26
About validation summary messages.....	27
About the Summary page	27
About the Default Schedule page	29
Correcting T&A reports	30
About Locator Info	33
About the Certified T&As page	34

About the Employee Profile page	35
About the Leave Audit page	36
Adding employees	37
About the Employee Profile fields	38
User ID and password fields	38
Name fields	39
Social Security Number	39
Supervisor's User ID	39
Timekeeper's User ID	39
Organization	39
First Pay Period	39
Active Status	39
About webTA reports	40
Delegating your webTA Timekeeper role	43
Taking over the Timekeeper role for an employee	44

Introduction

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

The Timekeeper Main Menu page opens when a Timekeeper logs in.



This page provides access to all time and attendance functions for a Timekeeper.

Timekeeper access to employee records is restricted to employees who are assigned to the given Timekeeper. For these employees, Timekeepers can:

- Enter and validate T&A data on behalf of their employees
- Review an employee's previously certified T&A data

- Manage the employee's Employee Profile
- Add new employees or make an employee inactive

Within *webTA*, there are specific types of employee information managed by the Timekeeper. For organizations that use Timekeeper-based data entry, 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 Timekeeper validates the T&A record.

Searching for employees as Timekeeper

The Search for Employee page for Timekeepers functions according to the description in *webTA 3.5 Basics*, except that the Timekeeper has the also has option to search by:

- Timekeeper
- T&A type
- Pay period

Refer to *webTA 3.5 Basics* for information on searching.

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 these criteria.:

- **Corrections** displays T&A records in the system that have been corrected.
- **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.

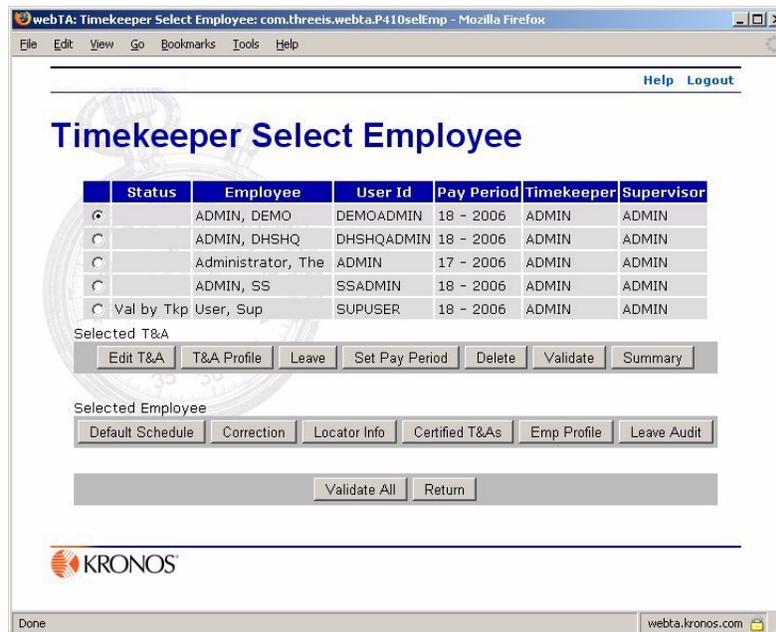
The **Pay Period** field lets you restrict the records displayed, based on the pay period.

- **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.

Selecting employees

Most Timekeeper tasks are managed from the Timekeeper Select Employee page, which opens when you click **Select** on the Timekeeper Main Menu page.



The page contains a list of employees who are directly assigned to you or delegated to you, along with buttons that give you access to activities associated with processing information for employee T&A records.

If you have both directly assigned and delegated employees, directly assigned employees are shown first.

Within the employee list, entries designated by **(C)** to the right of Pay Period are corrected time sheets.

The **Status** column of the employee list contains a status indicator for each T&A record. The column can contain one of these status types:

- **No Profile** – The T&A profile must be set by the Master Timekeeper for this employee for this pay period before other operations can be performed.
- **Val by Emp** – The employee has validated this record.
- **Val by Tkp** – The employee’s Timekeeper has validated this record.
- **Val by MstrTkp** – The Master Timekeeper has validated this record.
- **Certified** – This record has been certified by the employee’s Supervisor, and is ready to be built.
- **No Data** – A T&A profile for the employee exists, but no T&As have been entered.

Three groups of buttons follow the employee lists:

- Those in the **Selected T&A** section apply to the selected T&A.
- Those in the **Selected Employee** section apply to the selected person.

If there are multiple records for an employee, a regular T&A and one or more corrections, it doesn't matter which of the T&As you select for the list of functions.

Validate All is not associated with a selected record, but when clicked, validates records for the entire list of selected employees.

Entering and editing T&A data

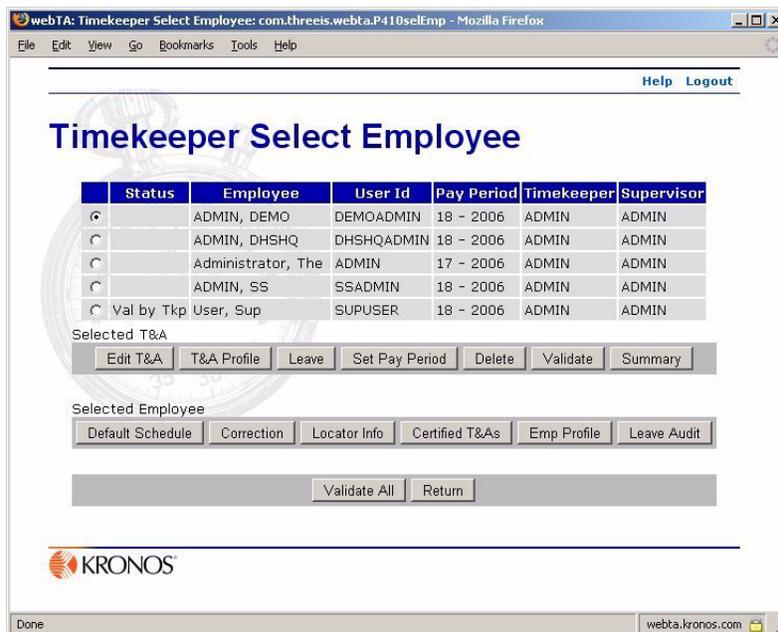
Transactions are sorted into *work time* transactions and *leave and other time* transactions. The T&A Data page is used to enter time and account or other project information for time and attendance transactions.

To enter time worked for an employee:

1. Either search for the employee using *webTA's* search function or click **Select** on the Timekeeper Main Menu page.

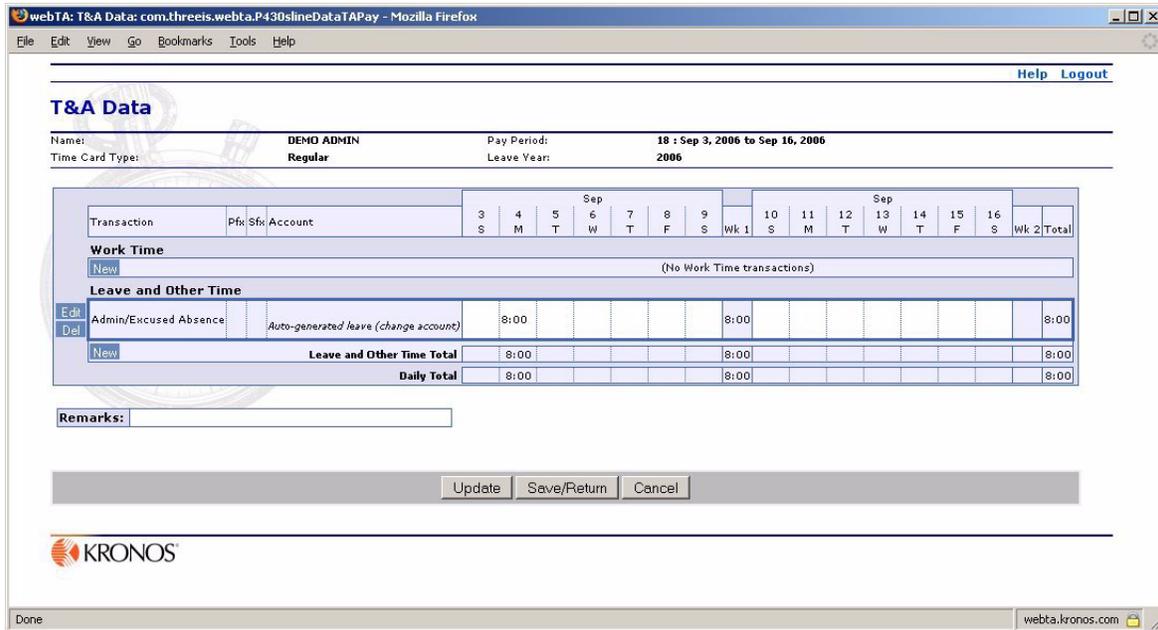
For information on searching for employees, see *webTA 3.5 Basics*.

If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



2. In either the Search Results or Select Employee page, click to select the employee line whose time you want to enter, then click **Edit T&A**.

The employee's T&A Data page opens.



3. Type the hours, by date, for the appropriate transaction in the **Work Time** section.
 4. If you want to update the T&A Data page, but do not want to close the page yet, or want to do further work with the employee's T&A data, click **Update**.
- webTA* updates the data fields on the page.

- OR -

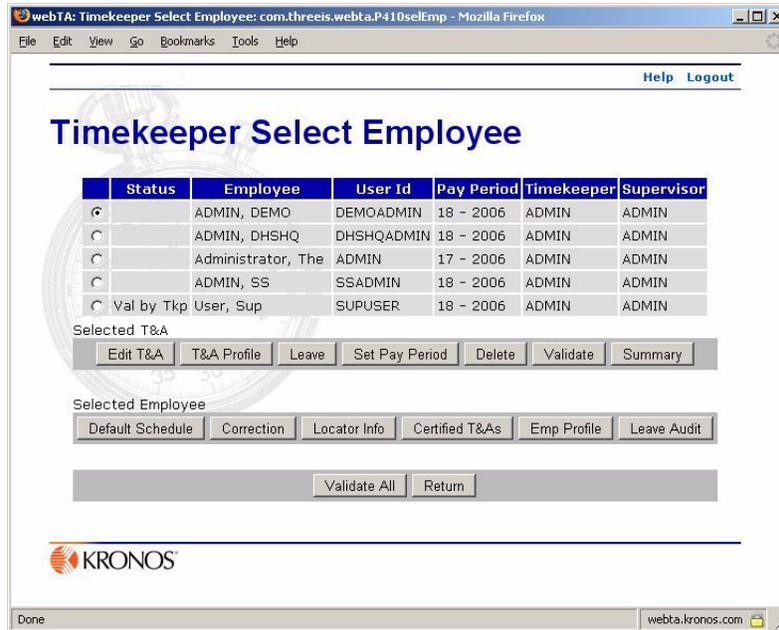
If you are finished entering or editing the employee's T&A data, click **Save/Return**.

To add a new work time transaction:

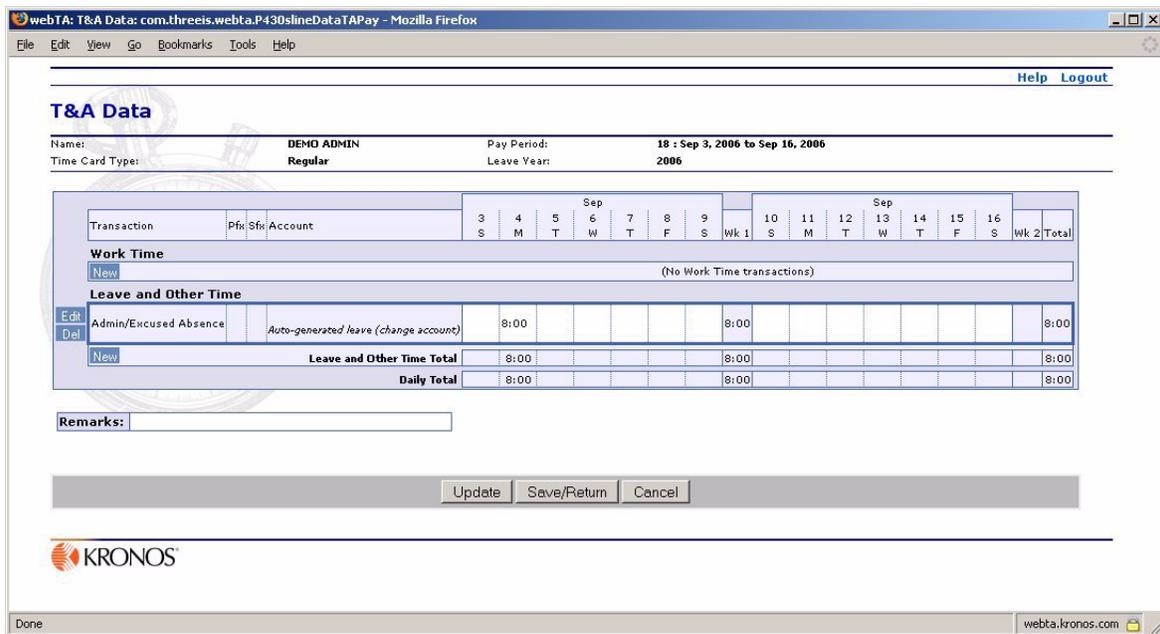
1. Either search for the employee using *webTA*'s search function or click **Select** on the Timekeeper Main Menu page.

For information on searching for employees, see *webTA 3.5 Basics*.

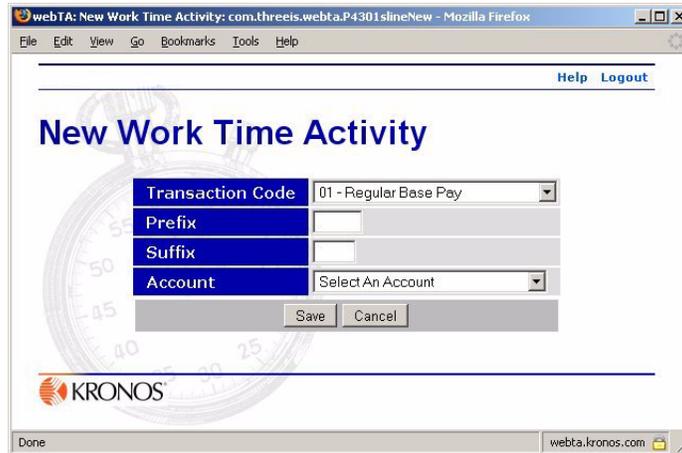
If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



- Click to select the employee whose time you want to enter, then click **Edit T&A**.
The employee's T&A Data page opens.



- 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 in the text boxes, then click **Save**.

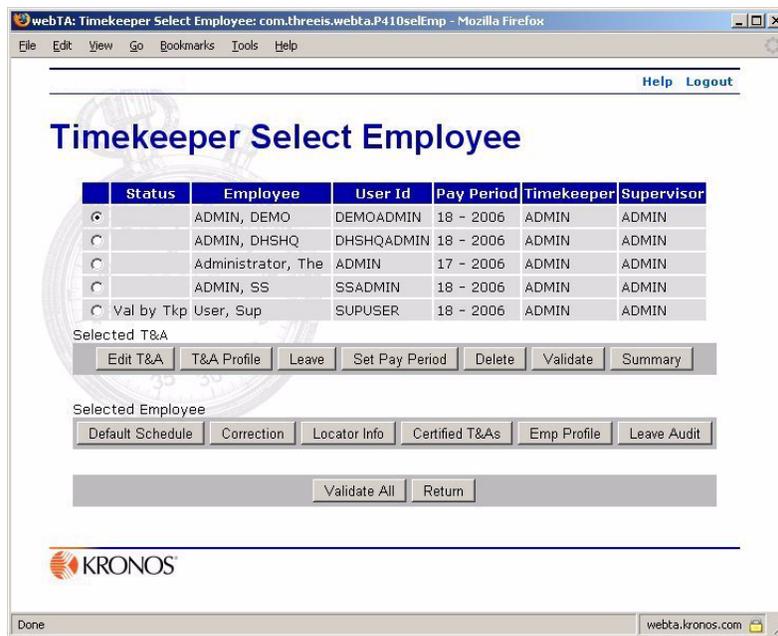
The **Work Time** section on employee's T&A Data page displays the new transaction.

To add a new Leave or Other Time transaction:

1. Either search for the employee using *webTA's* search function or click **Select** on the Timekeeper Main Menu page.

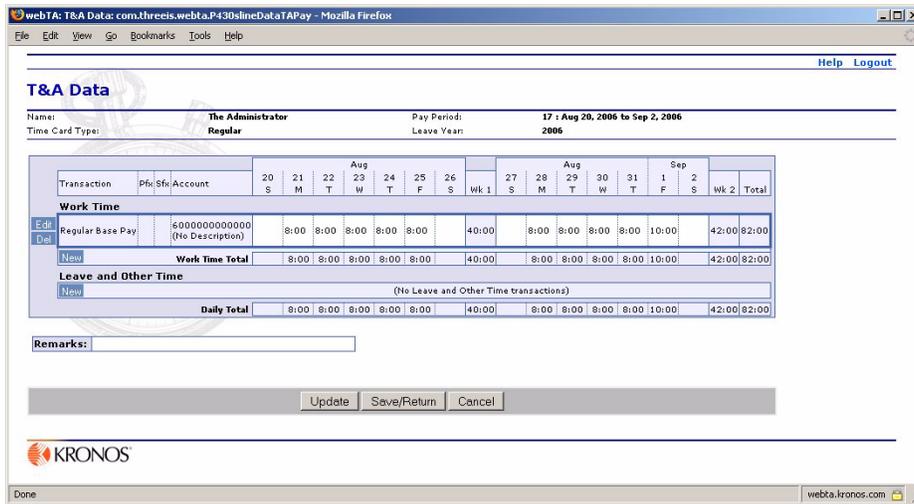
For information on searching for employees, see *webTA 3.5 Basics*.

If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Timekeeper Select Employee page opens listing the employees who you are Timekeeper for.



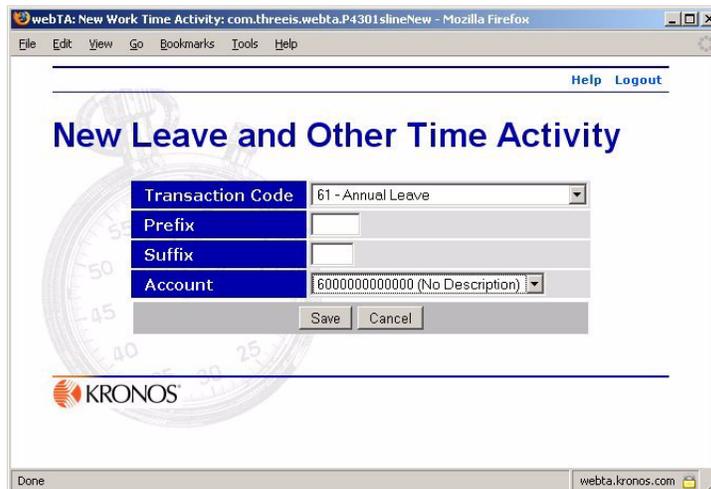
- Click to select the employee, then click **Edit T&A**.

The employee's T&A Data page opens.



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

The New Leave and Other Time page opens.



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

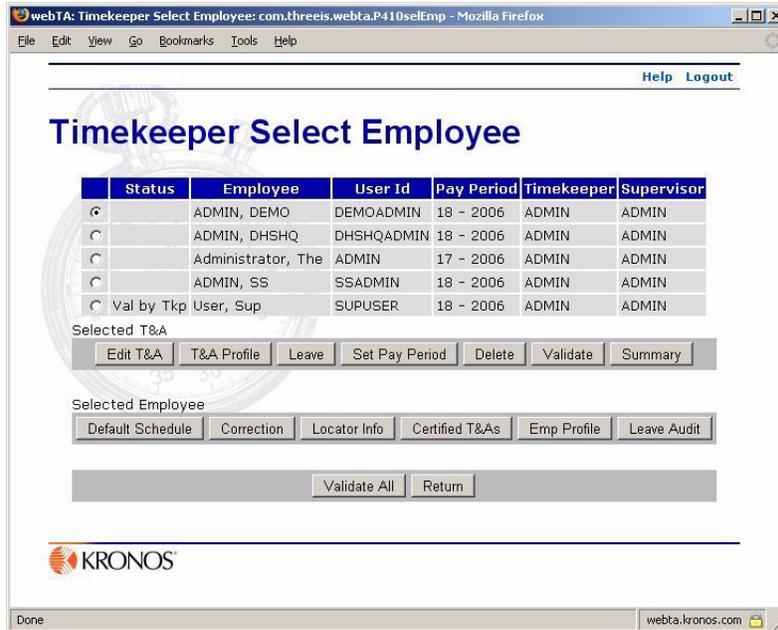
The **Leave and Other Time** section of employee's T&A Data page changes to reflect the modifications you made

To edit a work time transaction:

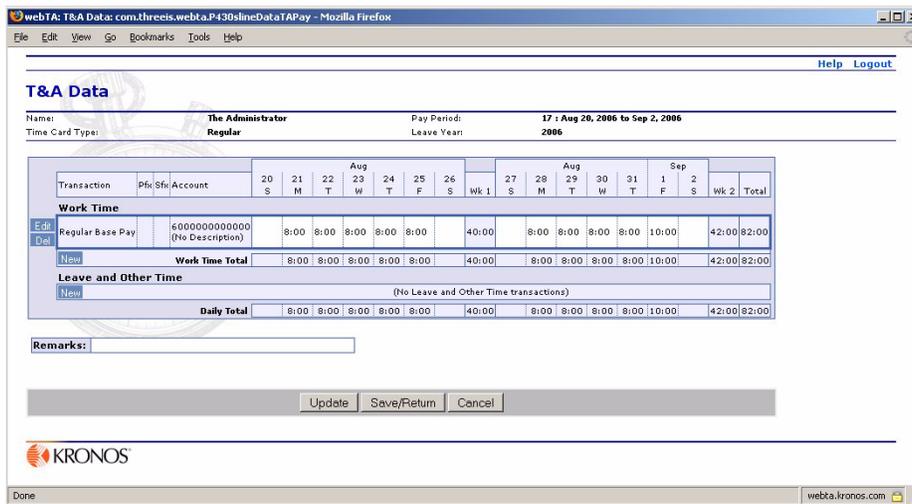
- Either search for the employee using *webTA's* search function or click **Select** on the Timekeeper Main Menu page.

For information on searching for employees, see *webTA 3.5 Basics*.

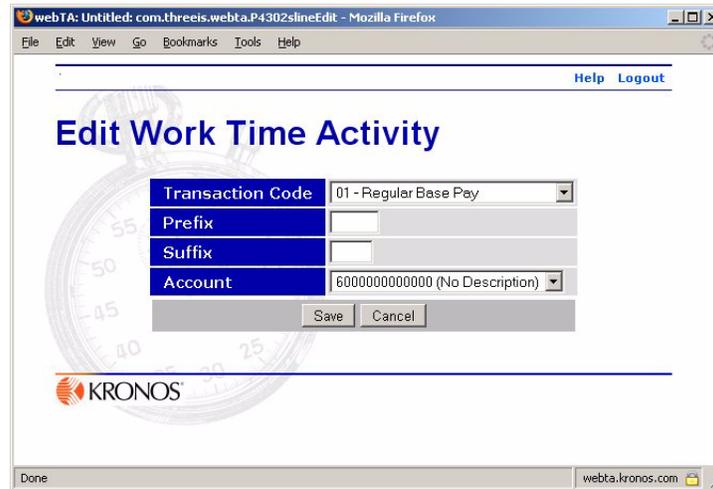
If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



2. Click to select the employee whose time you want to edit, 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**.

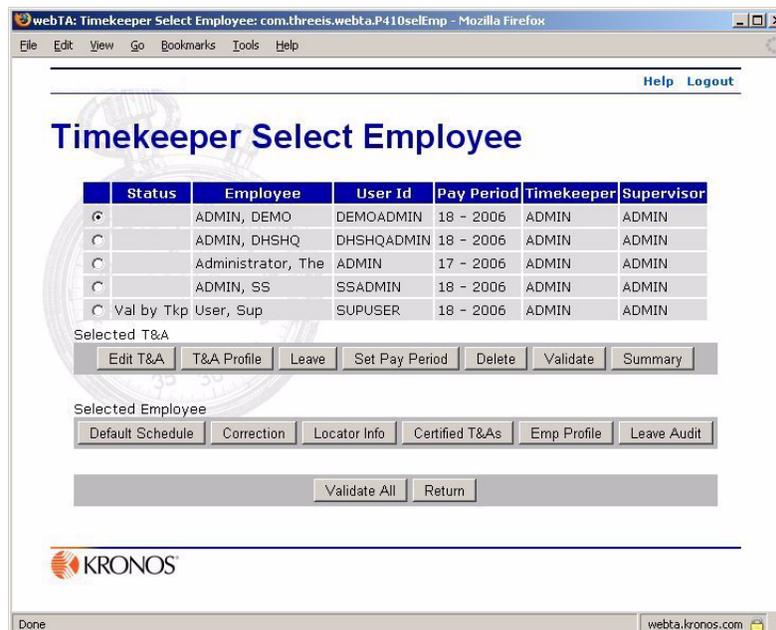
The **Work Time** section on the employee's T&A Data page changes to reflect the modifications you made.

To edit a Leave or Other Time transaction:

1. Either search for the employee using *webTA's* search function or click **Select** on the Timekeeper Main Menu page.

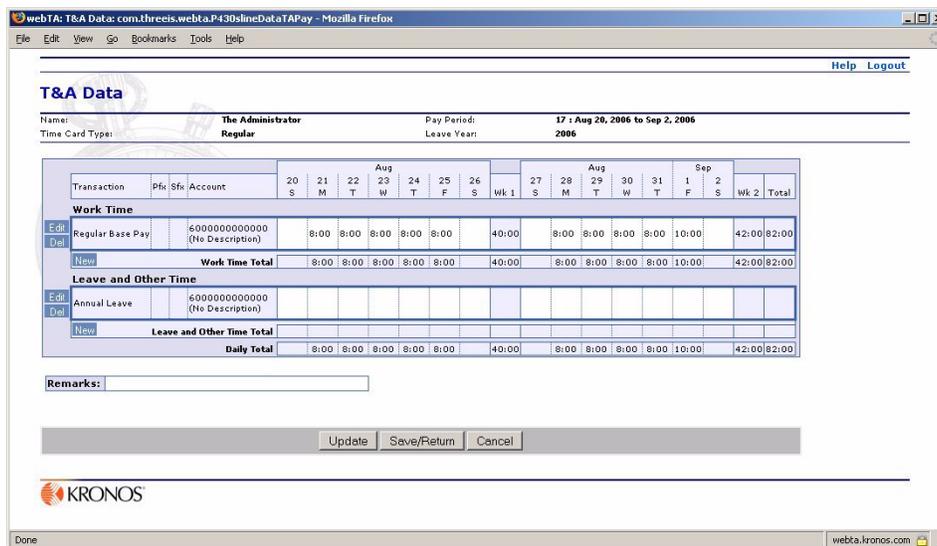
For information on searching for employees, see *webTA 3.5 Basics*.

If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



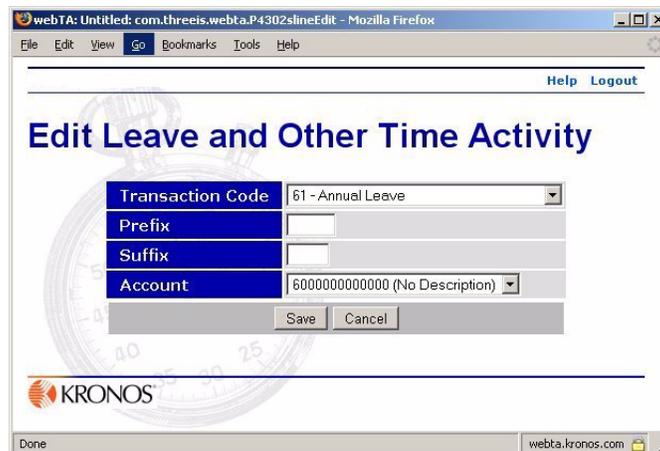
2. Click to select the employee, then click **Edit T&A**.

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 **Leave and Other Time** section of the employee's T&A Data page changes to reflect the modifications you made.

Entering time worked

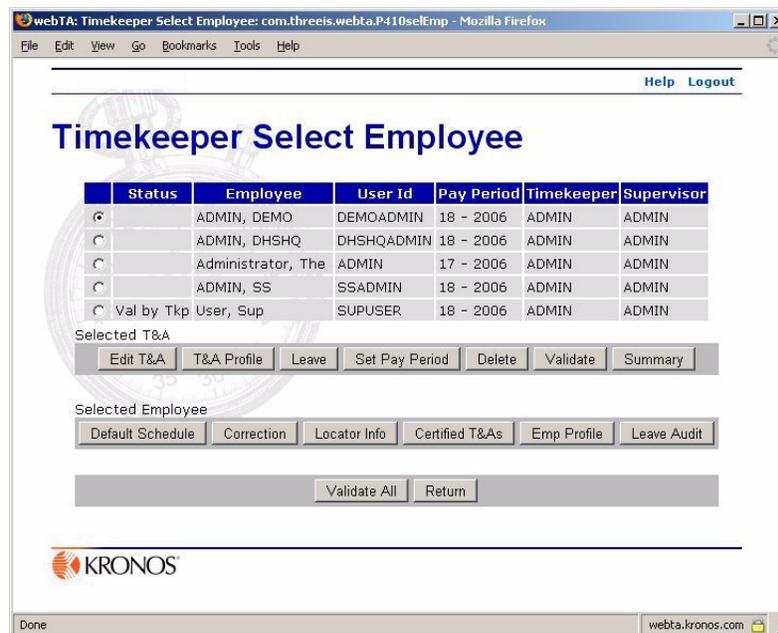
Enter the daily totals of time to charge to the transaction. The daily hours should be recorded as hours and minutes, in 15 minute increments. You may enter the number of hours, a colon, and the number of minutes.

Alternatively, you may enter the hours, a period, and a decimal fraction. Time entered in this way will be converted to hours and minutes, rounding to the nearest 15 minute increment. For example, *webTA* converts 3.5 to 3:30.

To enter time worked for an employee:

1. Either search for the employee using *webTA*'s search function or click **Select** on the Timekeeper Main Menu page.

If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Timekeeper Select Employee page opens listing the employees who you are Timekeeper for.



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

The employee's T&A Data page opens.

3. In the **Work Time** section, click in the box for the date for which you want to record time worked.
4. Type in the time worked for that date.
5. If necessary, repeat the preceding two steps to add additional times worked.
6. If you want to update the page to reflect your changes, but do not want to close the employee's T&A Data page yet, click **Update**.

- OR -

If you want to save your work and return to the Timekeeper Select Employee page, click **Save/Return**.

Editing time worked

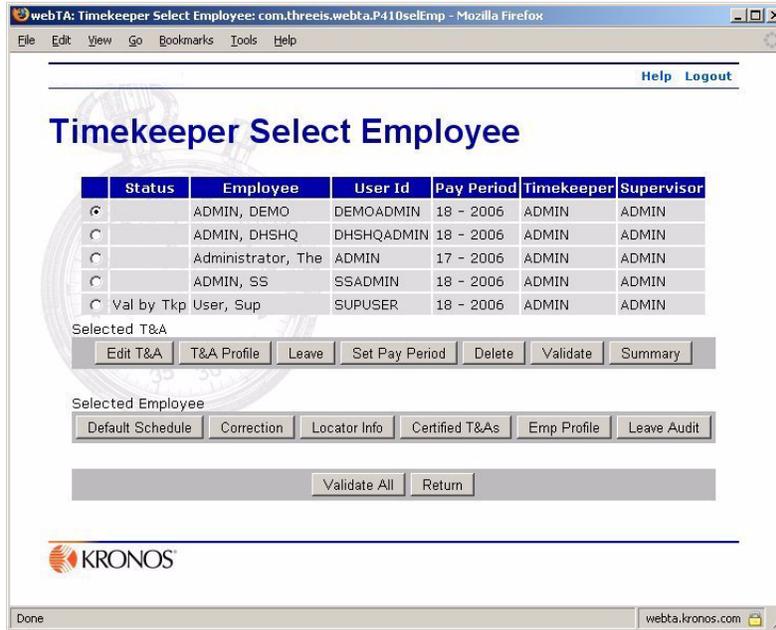
The **Work Time** section of the T&A Data Entry page contains the employees time and attendance work time transactions.

To edit time worked:

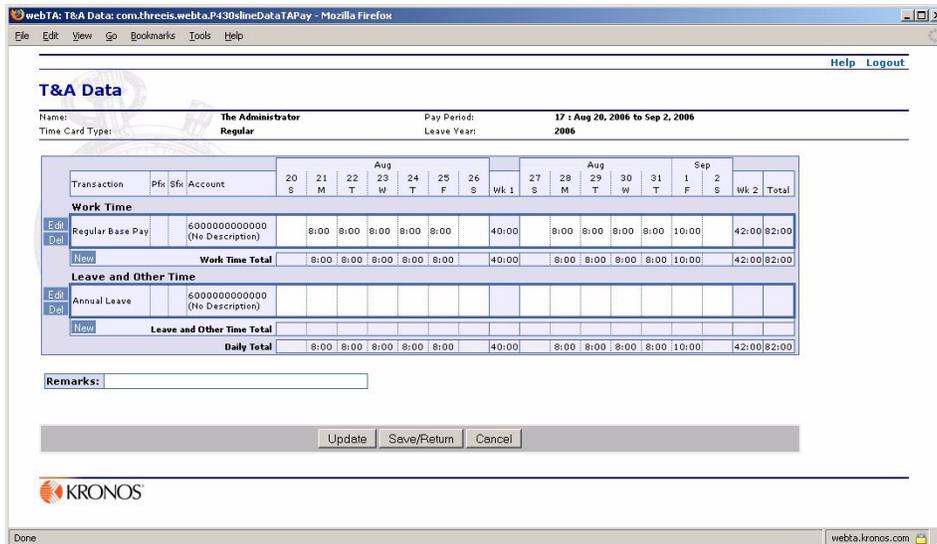
1. Either search for the employee using *webTA's* search function or click **Select** on the Timekeeper Main Menu page.

For information on searching for employees, see *webTA 3.5 Basics*.

If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



2. Click to select the employee, then click **Edit T&A**.
The employee's T&A Data page opens.



3. In the **Work Time** section, highlight the time in the box for the date for which you want to modify time worked.
4. Type in the new time worked for that date.
5. If necessary, repeat the preceding two steps to modify additional times worked.

6. If you want to update the page to reflect your changes, but do not want to close the employee's T&A Data page yet, click **Update**.

- OR -

If you want to save your work and return to the Timekeeper Select Employee page, click **Save/Return**.

NOTE: If you edit a transaction (that is, a transaction code, prefix, suffix, and account combination) so that it matches another transaction line on the time card, then *webTA* merges the two transactions, and the time values are summed and displayed as a single transaction.

About the T&A Profile

An employee's T&A Profile opens by clicking **T&A Profile** after selecting an employee on the Search Results page or the Timekeeper Select Employee page, which opens after selecting or searching for an employee.

webTA: T&A Profile: com.threes.webta.P420dataTAEmp - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

T&A Profile

Name: DEMO ADMIN Pay Period: 18 : Sep 3, 2006 to Sep 16, 2006
 Time Card Type: Regular Leave Year: 2006

Status Change

Status Change Type: None
 Status Change Day: None

Work Schedule

Pay Plan: IGS General Schedule
 Tour of Duty: Full Time
 Duty Hours: 80
 Work Week: M-F
 Alternative Schedule: Regular 8-hour Days

Contact Point

Agency: DHS-HQ
 State: DC
 Town: 0001
 Unit: 01
 Timekeeper: 01
 New Contact Point:

Overtime/Standby Status

RSO/Salary Cap: None
 Standby Hrs/Week 1:
 Standby Hrs/Week 2:
 Standby/AUO %:
 Standby/AUO %:

Miscellaneous

Oath Of Office:
 Final Report:
 On Hold:
 Retain Data: None

Accounting

Manual Account Entry:
 Stored Account (NFC):
 Local Account (Local):
 Account:
 Account:

Leave Parameters

Service Computation Date: Sep 04 2006
 Override Lv Category: 4 hr/pp
 Approved Leave Recipient (VLTIP): No
 Approved Leave Recipient (ELTP): No
 Personal Leave Ceiling:
 Personal Leave Ceiling:

Dual T&A Save Cancel

KRONOS

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The information on the T&A Profile page identifies an employee's basic payroll profile, including tour of duty and pay plan. An employee's T&A Profile can be edited by the Timekeeper.

Additional fields are available for special case T&A reporting. The sections that follow detail segments of the T&A Profile page.

Status Change

Status Change

Status Change Type: None
 Status Change Day: None

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

Status Change Type indicates 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 in a given pay period.)

The **Status Change Type** field is used to determine the day of the status change. If the **Status Change Type** field is set to *Start* or *End*, **Status Change Type** must be selected to show the day of the change. The field contains fourteen selections, one for each day of the pay period. If no status change is needed, the field should be set to *None*.

Work Schedule

Work Schedule	
Pay Plan	GS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F
Alternative Schedule	4 Ten-hour Days

All Work Schedule section fields must be completed before the T&A Profile form can be saved.

These are the fields in the section:

- **Pay Plan** displays the pay plan.
- **Tour of Duty** displays the tour of duty.
- **Duty Hours** displays the employee's scheduled biweekly hours.
For full time employees this number should usually be 80.
- **Work Week** displays the employee's regular hours.
- **Alternative Schedule** displays the alternative or compressed work schedule.

Contact Point

Contact Point	
Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	01
New Contact Point	<input type="checkbox"/>

The **Contact Point** section of the T&A Profile is populated from the employee's Timekeeper's Timekeeper Profile. All Contact Point fields are required fields. The **Contact Point** section is a read-only page for the Timekeeper. These are the fields in the **Contact Point** section:

- **Agency** – Your 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.

If the employee's contact point information changed during a pay period, the **New Contact Point** check box is selected.

Overtime/Standby Status

Overtime/Standby Status	
RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

RSO/Salary Cap – The Timekeeper or Master Timekeeper must enter an employee's regularly scheduled overtime hours in the first, the second, or both weeks of the pay period. This field is also used to indicate employees who are authorized to exceed the salary cap.

Standby Hrs/Week 1 and **Standby Hrs/Week 2** – Employees may be entitled to premium pay for standby duty. Hours must be requested and approved by a personnel action. Entries are only required for the pay periods during which the standby hours begin, change, or end. The Timekeeper or Master Timekeeper must enter the number of Standby or AUO hours in the appropriate field.

Standby/AUO Percent – The Timekeeper or 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

Miscellaneous	
Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
On Hold	<input type="checkbox"/>
Retain Data	Exception Processing

Oath of Office – Select this option if this is the first T&A for this employee within your agency (that is, an accession to duty).

Final Report – Select this option if this is the last T&A for this employee (that is, a separation from duty).

On Hold – Clear this check 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 lets the Timekeeper and Master Timekeeper control how much and what type of data is maintained from one pay period to the next. The options available 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

Accounting

Accounting	
Manual Account Entry	<input checked="" type="radio"/>
Stored Account (NFC)	<input type="radio"/>
Local Account (Local)	<input type="radio"/>
Account	

Selecting the **Manual Account Entry** option has the employee or Timekeeper choose the account individually for each transaction included in the time card.

Selecting the **Stored Account (NFC)** option processes all transactions using the account stored by NFC. The account is not set in the build file, and the account section on the time card shows “Using Stored Account” instead of showing the actual account. All time card transactions use the same account.

Selecting the **Local Account (Local)** option sets the system so that the employee always uses the same account number from accounts stored locally (not stored at NFC).

The **Account** field shows the account applied to the T&A when Stored Account (NFC) or Local Account (Local) has been selected.

Leave Parameters

Leave Parameters	
Service Computation Date	Oct 11 2006
Override Lv Category	<input type="checkbox"/> 4 hr/pp
Approved Leave Recipient (VLTP)	No
Approved Leave Recipient (ELTP)	No
Personal Leave Ceiling	

Service Computation Date is used to determine the employee's annual leave earning category. When this field is correctly filled by the Master Timekeeper, *webTA* automatically adjusts the annual leave category when 3 and 15 years of service have been reached.

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 **Override Lv Category** check box, and then selecting the Annual Leave Category from the list.

Approved Leave Recipient (VLTP) indicates that, in the pay period, the employee is eligible for Voluntary Leave Transfer time.

Approved Leave Recipient (ELTP) indicates that, in the pay period, the employee is eligible for Emergency Leave Transfer time.

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 is 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

An employee's Leave Data page opens by clicking **Leave** after selecting an employee on the Search Results page or the Timekeeper Select Employee page.

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

File Edit View Go Bookmarks Tools Help

Help Logout

Leave Data

Name: _____ Sup User: Regular Pay Period: 18 : Sep 3, 2006 to Sep 16, 2006
 Time Card Type: _____ 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

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

With rare exceptions you 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 screen.

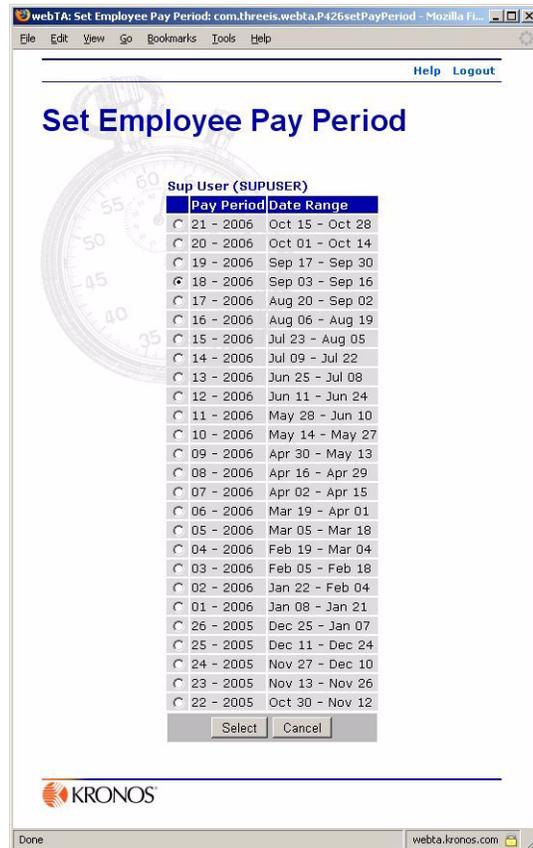
Part time employees must have Annual and Sick unapplied balances entered to properly calculate the annual and sick leave accruals.

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.

About the Set Employee Pay Period page

An employee's Set Employee Pay Period page opens by clicking **Set Pay Period** after selecting an employee on the Search Results page or the Timekeeper Select Employee page.

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



The list of pay periods is determined by when the employee last had a certified T&A record.

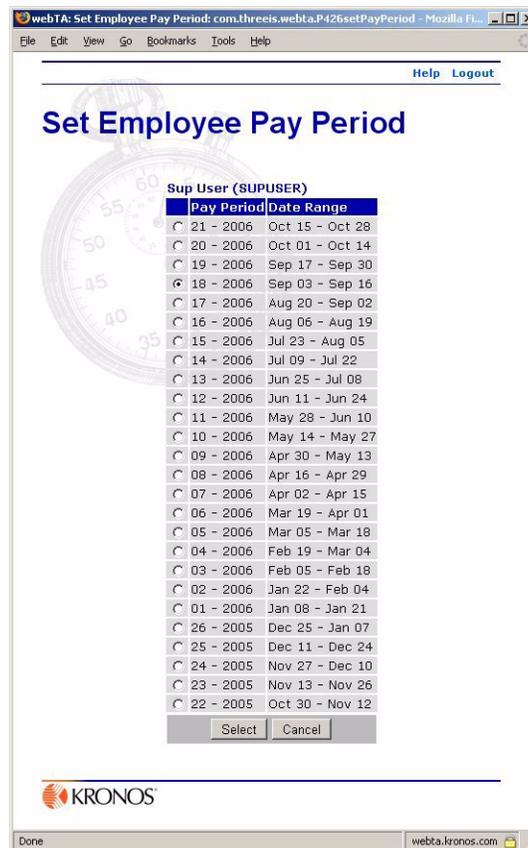
- If the employee's last certified record was the previous pay period, then there are no choices.
- If the employee's last certified pay period was several pay periods before the current pay period, then all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never had 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 on the Search Results page or the Timekeeper Select Employee page
2. Click **Set Pay Period**.

The employee's Set Pay Period page opens.



3. Click to select the pay period from the table of pay periods, then click **Select**.
webTA sets the employee's pay period.

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. Select, or 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.

webTA: T&A Profile: com.threeris.webta.P420datatAEmp - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

T&A Profile

Name: **DEMO ADMIN** Pay Period: **18 : Sep 3, 2006 to Sep 16, 2006**
 Time Card Type: **Regular** Leave Year: **2006**

Status Change

Status Change Type: None
 Status Change Day: None

Work Schedule

Pay Plan: GS General Schedule
 Tour of Duty: Full Time
 Duty Hours: 80
 Work Week: M-F
 Alternative Schedule: Regular 8-hour Days

Contact Point

Agency: DHS-HQ
 State: DC
 Town: 0001
 Unit: 01
 Timekeeper: 01
 New Contact Point:

Overtime/Standby Status

RSO/Salary Cap: None
 Standby Hrs/Week 1:
 Standby Hrs/Week 2:
 Standby/AUO %:

Miscellaneous

Oath Of Office:
 Final Report:
 On Hold:
 Retain Data: None

Accounting

Manual Account Entry:
 Stored Account (NFC):
 Local Account (Local):
 Account:

Leave Parameters

Service Computation Date: Sep 04 2006
 Override Lv Category: 4 hr/pp
 Approved Leave Recipient (VLTP): No
 Approved Leave Recipient (ELTP): No
 Personal Leave Ceiling:

Dual T&A Save Cancel



Done webta.kronos.com

3. Click **Dual T&A**.
 A split T&A Profile page opens.

webTA: T&A Profile: com.threes.webta.P020dataT&AEmp - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

T&A Profile

Name: **Caroline Test** Pay Period: **18 : Sep 3, 2006 to Sep 16, 2006**
 Time Card Type: **Regular** Leave Year: **2006**

Status Change

Starting Day Of New Status | None

Ending Status Data

Work Schedule

Pay Plan	IGS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F
Alternative Schedule	5/4/9 Schedule

Contact Point

Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	02
New Contact Point	<input checked="" type="checkbox"/>

Overtime/Standby Status

RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Miscellaneous

Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
On Hold	<input type="checkbox"/>
Retain Data	Restore from Default

Accounting

Manual Account Entry	<input checked="" type="radio"/>
Stored Account (NFC)	<input type="radio"/>
Local Account (Local)	<input type="radio"/>
Account	

Leave Parameters

Service Computation Date	Sep 03 2006
Override Lv Category	<input type="checkbox"/> 4 hr/pp
Approved Leave Recipient (VLTP)	No
Approved Leave Recipient (ELTP)	No
Personal Leave Ceiling	

Starting Status Data

Work Schedule

Pay Plan	IGS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F
Alternative Schedule	5/4/9 Schedule

Contact Point

Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	02
New Contact Point	<input checked="" type="checkbox"/>

Overtime/Standby Status

RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Unsplit T&A Save Cancel

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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 by (C).

IMPORTANT! Once a record is certified, it cannot be deleted unless it is uncertified. Once it a certified record is included in a build, it cannot be deleted.

To delete a corrected T&A record:

- Select the record from the Select Employee or Search Results page, then click **Delete**.

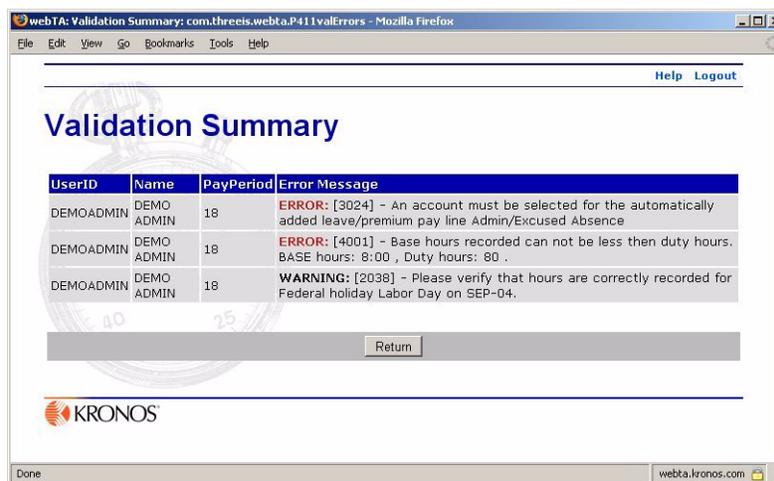
Validating records

Before data can be certified and transmitted to payroll, it must be validated. The Validation feature gives the Timekeeper or Master Timekeeper the ability to validate a given employee's T&A.

To validate individual employee records:

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

A message indicates the progress of the validation. When validation is completed, the Validation Summary page opens, showing you the results of the validation.



Timekeepers also have the option of validating all employees at one time by clicking **Validate All** on the Select Employee page.

To validate all employee records in a list:

- Click **Validate All** at the bottom of the Select Employee or Search Results page.
webTA indicates the progress of the validation. When validation is completed, the Validation Summary page opens, showing you the results of the validation.
NOTE: Clicking **Validate All** on the Search Results page validates only those records for employees on that page, not all the employees assigned to you. Clicking **Validate All** on the Select Employees page validates all employees for whom you are the Timekeeper.

About validation summary messages

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 occur for a number of 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. For 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.

About the Summary page

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

webTA: Employee Summary: com.threecis.webta.P450dataTA5um - Mozilla Firefox

Name: **Christian Yungk** Pay Period: **19 : Sep 17, 2006 to Sep 30, 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 17 18 19 20 21 22 23 24 25 26 27 28 29 30
 S M T W T F S S M T W T F S Wk 1 Wk 2 Total

Work Time

Regular Base Pay	111112222222	Cows make da milk	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 17 18 19 20 21 22 23 24 25 26 27 28 29 30
 S M T W T F S S M T W T F 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	02
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 12 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	32:00
Maximum Available Sick	32:00
Use or Lose Leave	--

Status History

Timestamp	Status	Name	Message
Oct 17 2006 01:22 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 12 2006 11:56 AM	MasterTimekeeper Validated	Administrator, The (ADMIN)	
Oct 12 2006 11:45 AM	Validation Reset By Edit	Administrator, The (ADMIN)	
Oct 12 2006 11:45 AM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 12 2006 11:45 AM	Validation Reset By Edit	Administrator, The (ADMIN)	
Oct 12 2006 11:45 AM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 12 2006 11:44 AM	Pay period set	Administrator, The (ADMIN)	Pay period changed from 20 to 19.
Oct 12 2006 11:44 AM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

Validated By : The Administrator
Validation Date : Oct 12 2006 11:56 AM

Return

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Done

The T&A Summary page is presented to the employee during affirmation as well as the view used by the Supervisor to certify the T&A record.

For Timekeepers, 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 displays 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** displays the employee's T&A Profile for the current pay period.
- **Leave Data** displays the employee's leave balances for the current pay period.
- **Leave Requests, Leave Transfer Donations, and Premium Pay Requests** list all approved leave, leave donation, and premium pay requests for the pay period.
- **Leave Year Projection** displays the employee's annual and sick leave projections as of the current pay period. The 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 the Timekeeper 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** – Line of time entered into the default schedule is 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 employee's time differs for a given pay period, then the employee must make the necessary changes on the Edit T&A Data page.

The T&A Summary reflects exactly what appears in the edit screen.

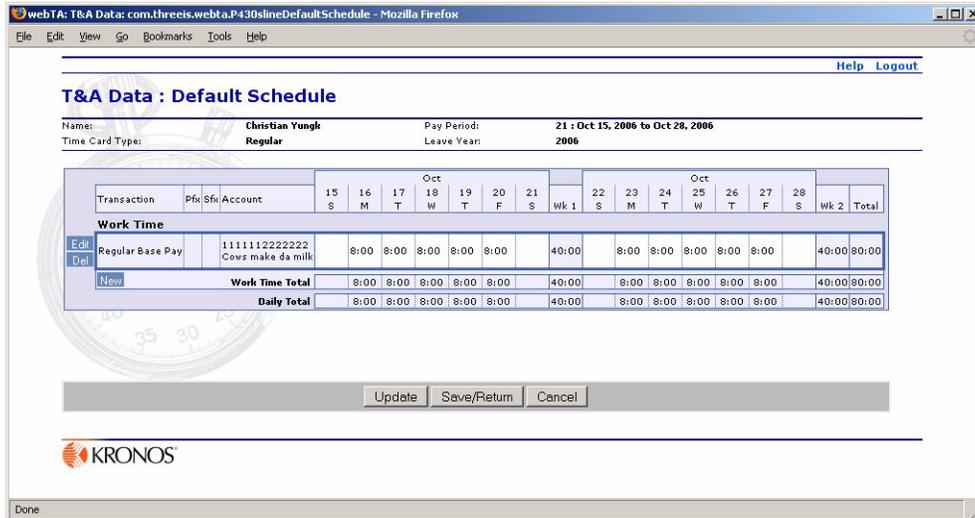
- **Exception Processing** – Rows of time entered into the default schedule are automatically included in the employee's T&A record unless the employee replaces it with entries on the Edit T&A Data page. For example, if a given day contains 8 hours in the Default Schedule, but the employee charges 4 hours to Annual Leave, only the Annual Leave line need be entered in the Edit T&A Data page. 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 page, only the exceptions to the Default Schedule.

To view the Default Schedule for an employee:

After selecting the employee from the Search Results or Select Employee page, click **Default Schedule**.

The T&A Data: Default Schedule page opens.



Correcting T&A reports

The Correction feature lets the Timekeeper or Master Timekeeper enter corrected T&A reports that are less than one year old. If the original T&A was created using *webTA*, the Timekeeper or Master Timekeeper will be able to modify the record. Otherwise, they will have to enter the entire record in *webTA*.

Corrections are performed on the Select Employee page.

To correct T&A reports:

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.

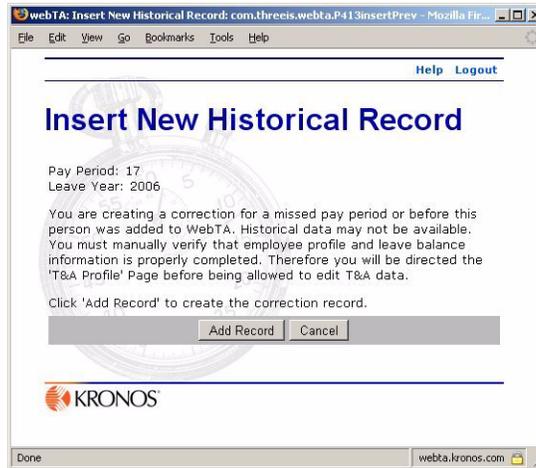


2. Click to select the pay period that you want to correct, then click **Correction**.

If a T&A report is available for a given pay period and is designated as *Historical*, it is copied for the correction. Make the changes that are required, and **stop here**.

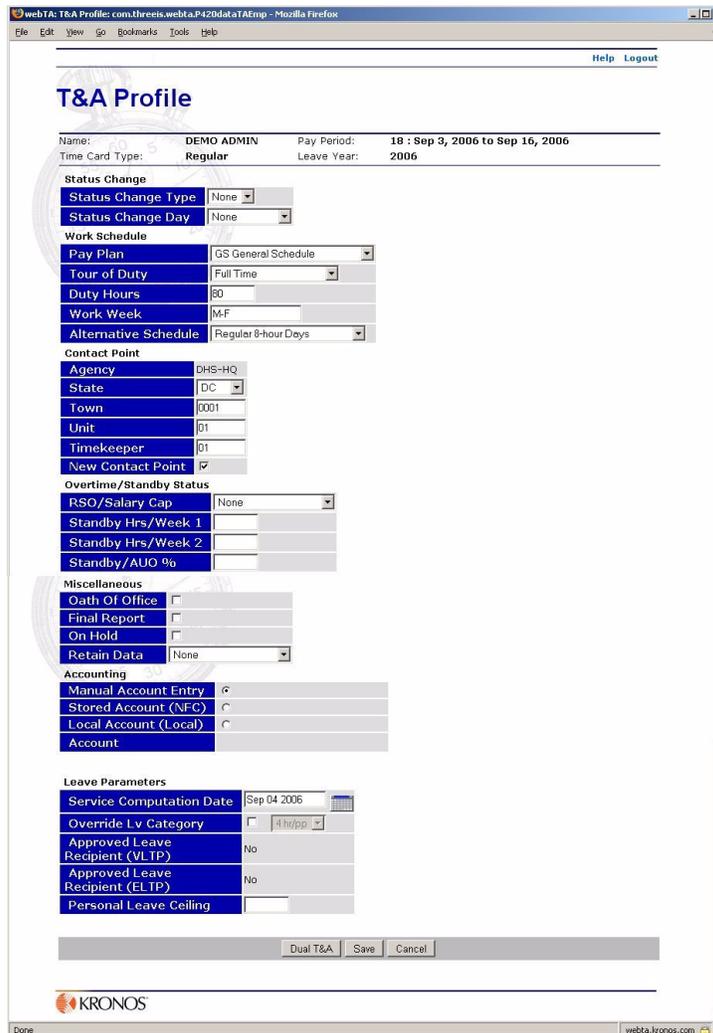
- OR -

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



3. Click **Add Record**.

The employee's T&A Profile page opens.



4. Enter the new data, then validate and certify it as you would regular T&A.

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

NOTE: A correction may be deleted before certification if it is determined that it is not required by selecting the correction record on the Select Employee page and clicking **Delete**.

About Locator Info

The Locator Info page for an employee opens by selecting the employee from the Select Employee page or from the Search Results page, then clicking **Locator Info**.

The screenshot shows a web browser window titled "webTA: Locator Info: com.threes.webta.P460editInfo - Mozilla Firefox". The page content includes a "Help Logout" link, a "Locator Info" heading, and a form titled "Office Contact Information for Christian Yungk". The form fields are as follows:

Building	75
Street Address 1	125 Maple
Street Address 2	Suite 2300
Room Number	
Mail Stop/Routing Code	
City	Bethesda
State	Maryland
Zip Code	01992
Country	U.S.
APO	
Office Phone	555-555-555
Extension	234
Cell Phone	540-555-5555
Pager	
Email/Internet	yun@aol.com
Fax	555-555-555

At the bottom of the form are "Save" and "Cancel" buttons. The Kronos logo is visible at the bottom of the page.

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, the task is delivered through *webTA*'s task list.

The information on the Locator Info page is work information. Personal information such as home address and phone number is not tracked by *webTA*.

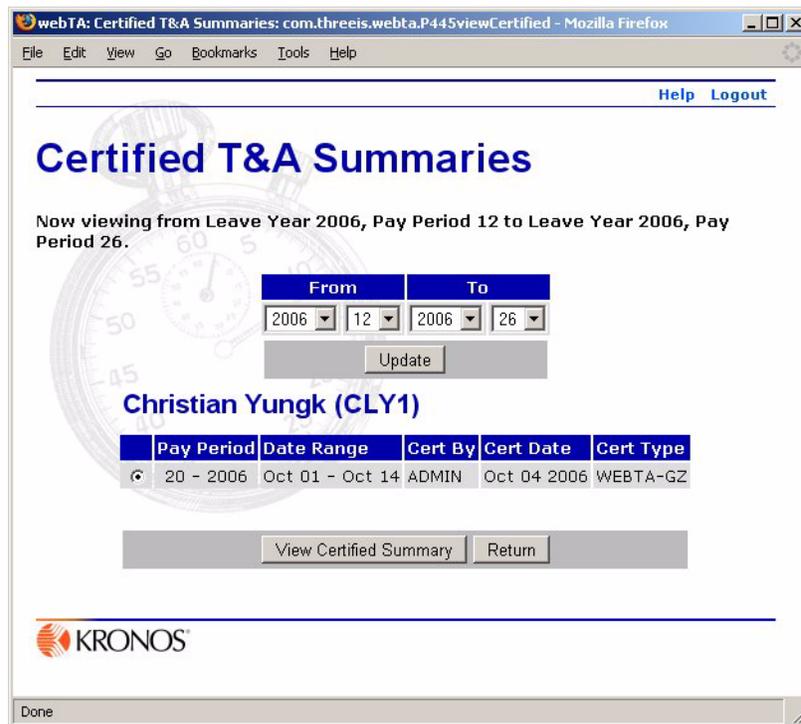
About the Certified T&As page

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 **To** and **From** pay periods. The range is applied when you click **Update**.

To view a specific 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 changes you made.

4. Click **View Certified Summary**.

The employee's Certified T&A Summary page opens.

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							Oct							Wk 2	Total
				1	2	3	4	5	6	7	8	9	10	11	12	13	14		
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Work Time																			
Regular Base Pay			11111122222222 Covslc%smakei%fdai%fmilk	8	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	1	2	3	4	5	6	7	8	9	10	11	12	13	14
				S	M	T	W	T	F	S	S	M	T	W	T	F	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.

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.

webTA: Employee Profile: com.threeis.webta.P402editUser - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID	CLY1
Password	*****
Password (again)	*****
First Name	Christian
Middle Name or Initial (Optional)	
Last Name	Yungk
Social Security Number	123-45-6780
Supervisor's User ID	ADMIN <input type="button" value="Search"/>
Timekeeper's User ID	ADMIN <input type="button" value="Search"/>
Organization	None <input type="button" value="Search"/>
Active Status	<input checked="" type="checkbox"/> Active Employee

Done

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

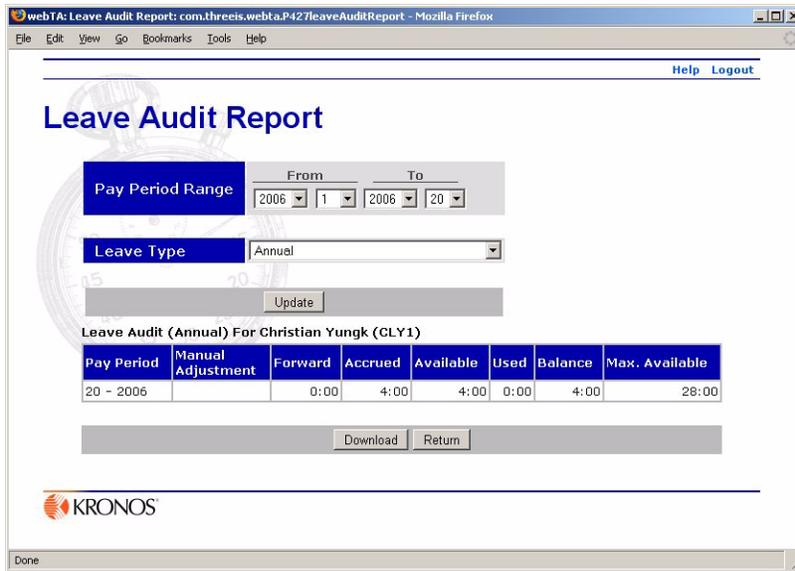
About the Leave Audit page

The Leave Audit Report is used by the Timekeeper and Master Timekeeper to reconcile historical leave records for a selected employee. The report displays a line for each pay period that has the leave type selected for the report. The Timekeeper or Master Timekeeper can select the type of leave and the start and end data range for the report.

To view an employee's leave audit report:

1. Select the employee from the search results or the Select Employee page, then clicking **Leave Audit**.

The Leave Audit Report page opens.



2. If you want to save the leave audit report information in Microsoft[®] Excel .XLS spreadsheet format, click **Download**.

Adding employees

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

To add an employee:

1. On the Timekeeper Main Menu page, click **New**.
A blank Employee Profile page opens.

webTA: Employee Profile: com.threesis.webta.P402editUser_1 - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

Help Logout

Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID

Password

Password (again)

First Name

Middle Name or Initial (Optional)

Last Name

Social Security Number

Supervisor's User ID Search

Timekeeper's User ID Search

Organization Search

First Pay Period Current Previous

Active Status Active Employee

Save Cancel

KRONOS

Done

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. Passwords also must conform to limitations and requirements, as defined by the Administrator.

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. *webTA* reformats the field with them when you move to the next field.

Supervisor's User ID

The employee's Supervisor's user ID. 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

The employee's Timekeeper's user ID. You 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. You can either type in the Organization name 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 employees are inactivated, none of their records are deleted from the system, but they will no longer be able to log into the T&A system, and their records are ignored during verification, certification, and transmission file builds.

About webTA reports

The *webTA* reports section contains the Default Schedule report, listing the employees and schedules for a given Timekeeper, the employees who have been assigned a default schedule, and a T&A Summary report listing T&A information for multiple employees, based on your search criteria.

The information displayed in the default schedule report includes the employee name, employee ID, and employee’s alternative schedule type followed by day-to-day hours for the entire pay period. The total for the entire default schedule hours will be displayed in the end.

To create a Default Schedule report:

1. On the Timekeeper Main Menu page, click **Reports**.

The Timekeeper Reports Menu page opens.

2. Click **Def. Schedule**.

The report page opens.

Employee	ID	Tour	Alt. Schedule	Week 1 Hours							Week 2 Hours							Total	
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Test, Test	TEST	Full Time	4 Ten-hour Days	10:00	10:00	10:00	10:00	10:00					10:00	10:00	10:00	10:00			80:00
Yungk, Christian	CLY8	Full Time	Regular 8-hour Days	10:00	10:00	10:00	10:00					10:00	10:00	10:00	10:00				80:00
Yungk, Christian	CLY1	Full Time	Regular 8-hour Days	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			80:00
Yungk, Christian	CLY2	Full Time	Regular 8-hour Days	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00			80:00
Yungk, Christian	CLY7	Full Time	4 Ten-hour Days	10:00	10:00	10:00	10:00					10:00	10:00	10:00	10:00				80:00

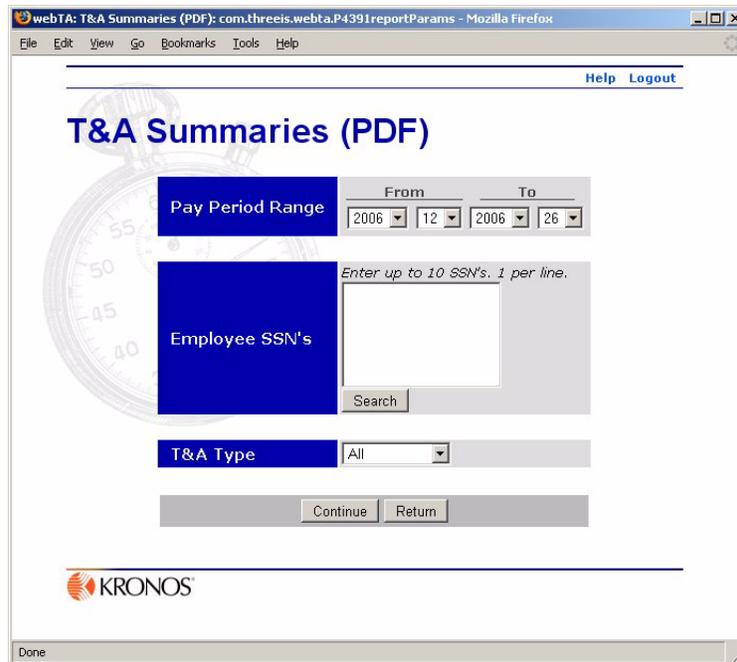
To generate a T&A Summaries report:

1. On the Timekeeper Main Menu page, click **Reports**.

The Timekeeper Reports Menu page opens.

2. Click **T&A Summaries**.

The T&A Summaries (PDF) page opens.



3. Select the pay period range you want summaries for by selecting from the **From** and **To** date lists.
4. Select the T&A type from the **T&A Type** list.
5. Click **Search**.

The Search for Employee page opens.

6. Type in the Social Security numbers for employees who you want included in the report
7. In the **Employee SSNs** box, type in the search criteria for employees who you want included in the report, then go to step 10.

- OR -

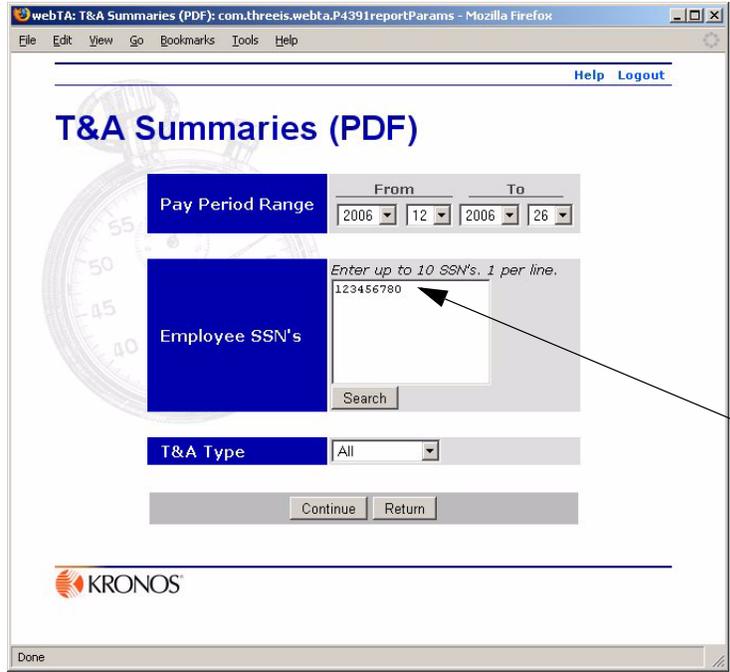
Search for the employees by going to the next step.

8. Click **Search**.

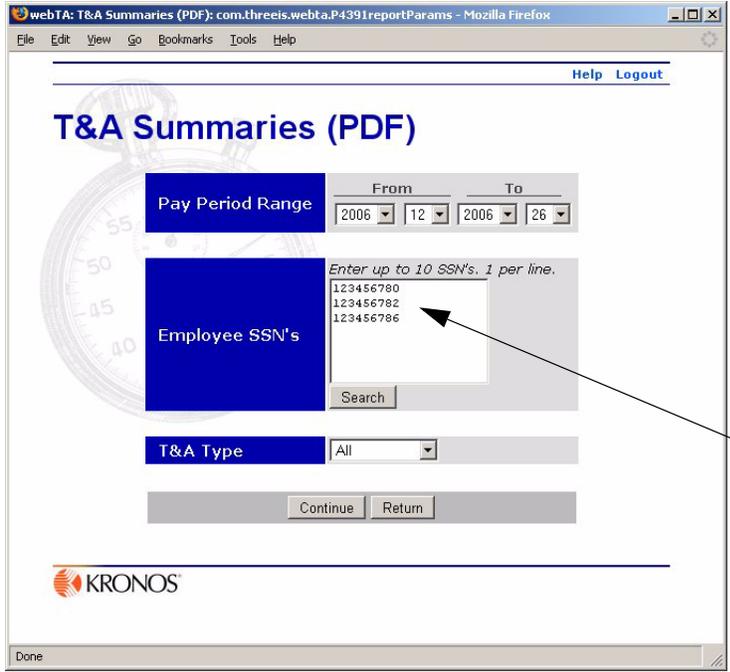
The Select Employee page opens listing the employees who met your search criteria.

9. Select an employee you want to include in the summary by clicking **Select**.

webTA returns you to the T&A Summaries (PDF) page. The selected employee's Social Security number appears in the Employee's SSN list.



10. If you want to add additional employee T&As to the search, repeat Steps 5 through 7.
 The Social Security number for each selected employee is added to the Employee's SSN list.



11. When you are finished adding employees, click **Continue**.

Delegating your webTA Timekeeper role

Timekeepers typically designate a delegate in case of their absence. As a Timekeeper, you may delegate your *webTA* Timekeeper role to as many alternates as you want to. The delegates you designate have the same rights to administer *webTA* records as the original Timekeeper.

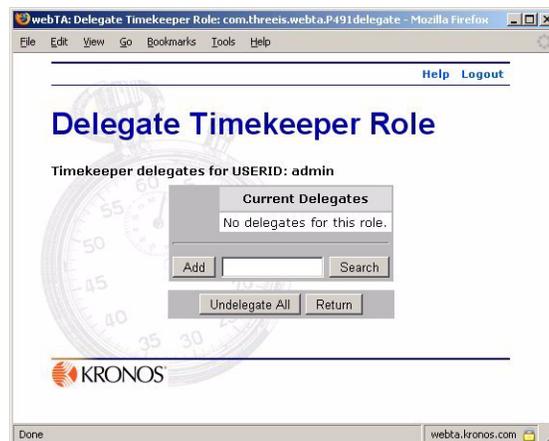
Delegated authority remains in effect until you remove the user ID of the delegate from their list of delegates. You are not required to create delegates, but it is recommended to assign at least one.

If you have more than one privileged role in *webTA* (such as being both a Timekeeper and Administrator), you must separately delegate each role. The Main Menu page from which you access the delegate function determines the role you delegate.

To assign your Timekeeper role to a delegate:

1. Click **Delegate** on the Timekeeper Main Menu page.

The Delegate Timekeeper Role page opens.



2. Type the employee's user ID in the text box, or search for and select the employee, then click **Add**.
webTA assigns the delegate, and her name and user ID appear in the Current Delegates list.

To remove delegates:

1. Click **Delegate** on the Timekeeper Main Menu page.

The Delegate Timekeeper Role page opens.

2. If you want to remove one delegate in the list, click the **Del** next to the delegate you want to remove.

- OR -

If you want to remove all delegates, click **Undelegate All**.

Taking over the Timekeeper role for an employee

When an employee who is already in the *webTA* database transfers among agencies or within your office, you can reassign the person to yourself using the Take Over as Employee's Timekeeper function.

New employees to the department who are not already a part of *webTA* must be entered using the Add User function on the Select Employee page.

When you take over an employee, his Contact Point information is changed to your Timekeeper Profile data.

When you reassign an employee, an informational task is generated to inform the employee's previous Timekeeper and the Administrator of the employee's reassignment.

To take over the Timekeeper role:

1. Click **Take Over** on the Timekeeper Main Menu page.

The Take Over as Employee's Timekeeper page opens.



2. Type the employee's user ID in the text box, or search for and select the employee using *webTA*'s search function.
3. Click **Take Over**.