

webTA 3.5

Administrator's Guide

Version 1.0

Document History

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KRONOS® **webTA 3.5 Administrator's Guide**

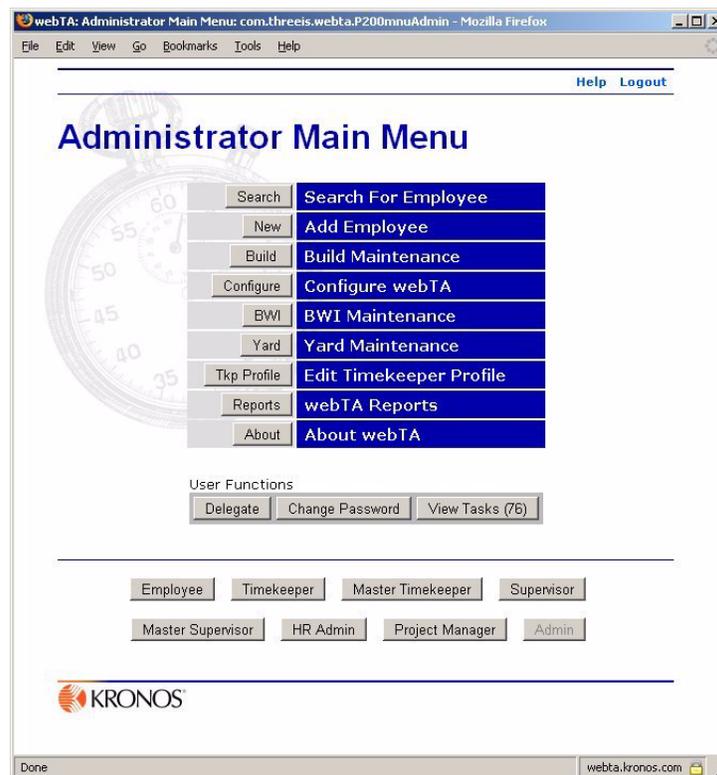
Introduction

The purpose of this document is to provide Administrators information needed to use *webTA* for fulfilling the Administrator role job functions using *webTA*. 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 Administrator is responsible for maintaining aspects of *webTA* that apply to all users. *webTA*, however, does not provide Administrators access to employee time and attendance data.

One of the responsibilities of the Administrator is to manage employee user accounts in *webTA*. Administrators can grant any role to an employee.

Administrator functions in *webTA* are accessed from the Administrator Main Menu page, which opens when you log on to *webTA*.



This page provides access to all of the functions of the Administrator.

IMPORTANT! *webTA* documents contain graphical representations (“screen shots”) of many of the *webTA* pages that you will see as you use the application. These screen shots may not appear exactly

like the pages as they will on your own screen. They may differ in small details. However, they are similar enough to what you will see so that they will help you to work through the procedures and understand the examples in the documents.

About employee profiles

The Employee Profile page is used when adding or modifying employee profiles.

When adding a new employee, the Employee Profile page opens when you click **New**.

webTA: Employee Profile: com.threes.webta.P202editUser_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

Role	Select	Special Case
Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Self Validation
Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Self Certification
Master Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Read Only
Master Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Restrict to Agency
Project Manager	<input type="checkbox"/>	
HR Administrator	<input type="checkbox"/>	
Administrator	<input type="checkbox"/>	

Active Status Active Employee

Save Cancel

KRONOS

Done webta.kronos.com

When modifying employee profiles, the Employee Profile page for the employee opens when you click **Search**, then select the employee after he or she is located.

The Employee Profile includes these sections:

- User ID and password fields
- First, middle, and last name fields
- Social Security number
- Supervisor's user ID
- Timekeeper's user ID
- Organization
- First Pay Period
- Roles options
- Active Status

User IDs

User IDs may be up to 32 characters long.

A user ID must be unique. If you try to save the information with a user ID that already exists, you will see an error message.

Passwords

User passwords may be as many as 32 characters long.

Passwords should not be easy to guess. Avoid using proper names, birthdays, and other significant dates, or any name or number easily associated with the employee. (The best passwords are random alphanumeric strings.)

If your organization has password policies, they may be enforced in *webTA*. Some password policies may require:

- A minimum length
- Both alphabetic and numeric characters
- Upper and lower case characters
- Special characters

Some policies may also prohibit passwords derived from common words or alphanumeric sequences

First Pay Period

This option 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, select **Previous**.

Roles

Access to various modules of *webTA* is controlled by roles. Everyone in the system is considered an employee. However, access to some *webTA* functions depends on the role of the employee:

- Timekeepers edit or correct T&A data, addresses, phone numbers, and e-mail addresses, validate time cards, edit leave totals, and reset passwords for a specified set of employees.
- Master Timekeepers can perform the same functions as Timekeepers except that, in addition, they can change the employee's agency, and override validations
- Supervisors review and certify T&A reports and leave or premium pay requests for a given set of employees.
- Master Supervisors may certify T&A reports for any employee within *webTA* before their data is sent to NFC for payroll processing, though this is not required if Supervisors have completed the task.
- HR Administrators manage employees and the leave transfer programs.
- Administrators perform system maintenance functions, such as adding users, assigning roles, scheduling and building transmission files, and configuring the system.

IMPORTANT: Some Master Timekeeper and Master Supervisor role assignments are agency-specific. *webTA* functions used by those with agency-specific roles are restricted to employees in their own agencies. Also, there is an additional Master Timekeeper read-only role that restricts those assigned to it to viewing employee data, but not adding to, removing, or changing it, and a Supervisor role that lets Supervisors certify their own time cards.

Active Status

The **Active Status** check box on the Employee Profile page, by default, indicates that the employee is active. If an employee becomes inactive, click to clear the check box.

When employees are made inactive, only unsubmitted time card data is deleted from the system, but they will no longer be able to log into the T&A system, and their records will be ignored during verification, certification, and transmission file builds.

If an employee's account has been rendered inactive, and the employee returns to the organization, the account can be reactivated. There is no need to create a new *webTA* user record for the returning employee.

To access the record for an inactive user, select **Inactive** from the Status list on the Search for Employee page.

The process for reactivation is similar to editing an employee profile. First, select the employee that you want to reactivate using the search function. The search function is the same as that for editing employee profiles, but only inactive records are searched. Once you select the record to reactivate, assign the correct Timekeeper and Supervisor, assign the appropriate roles, and click to select the **Active Employee** check box. Then click **Save**.

You must click **Save** to preserve your changes. You may click **Cancel** if you do not want to save the changes.

Adding an employee

Adding an employee is similar to searching for an employee, except that you enter new information on a blank Employee Profile page.

To add a new employee:

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

The screenshot shows a web browser window titled "webTA: Employee Profile: com.threes.webta.P202editUser_1 - Mozilla Firefox". The page content includes a "Help Logout" link, the title "Employee Profile", and a disclaimer: "Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records." The form fields are as follows:

- User ID: [Text Input]
- Password: [Text Input]
- Password (again): [Text Input]
- First Name: [Text Input]
- Middle Name or Initial (Optional): [Text Input]
- Last Name: [Text Input]
- Social Security Number: [Text Input]
- Supervisor's User ID: [Text Input] [Search]
- Timekeeper's User ID: [Text Input] [Search]
- Organization: [Text Input] [Search]
- First Pay Period: [Radio] Current [Radio] Previous

Role	Select	Special Case
Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Self Validation
Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Self Certification
Master Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Read Only
Master Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Restrict to Agency
Project Manager	<input type="checkbox"/>	
HR Administrator	<input type="checkbox"/>	
Administrator	<input type="checkbox"/>	

Active Status: Active Employee

[Save] [Cancel]

KRONOS logo and "webta.kronos.com" are visible at the bottom of the browser window.

2. Type the new user ID, password, first and last names, a user ID, and the employee's Social Security number in the appropriate boxes.

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

NOTE: User IDs and passwords may be up to 32 characters long. The user ID must be unique in *webTA*.

3. Type in, or search for and select, the employee's Supervisor and Timekeeper user IDs.
4. Type in, or search for and select, the organization that the employee is to be associated with.
5. In the **Roles** area, click to select the appropriate roles for the employee.

NOTE: When selected, the Read Only option associated with the Master Timekeeper role gives the Master Timekeeper viewing privileges for timekeeping records, but not editing privileges.

6. Click **Save**.

Reactivating an employee

The process for reactivation is similar to editing an employee profile.

To reactivate an inactive employee:

1. Search for the employee you want to reactivate using *webTA's* search function, selecting **Inactive** as one of the search criterion.

The Search Results page opens listing only inactive employees.

2. Click to select the employee you want to reactivate, then click **Emp Profile**.

The Employee Profile page for the selected employee opens.

3. If necessary, change the profile by assigning a Timekeeper and Supervisor, appropriate roles, and so forth.
4. Click to select the **Active Employee** check box.



5. Click **Save**.

webTA returns you to the Search Results page. The employee you reactivated no longer appears in the list of search results for an inactive employee.

Modifying an employee profile

To modify an employee profile:

1. Search for the employee whose profile you want to modify using *webTAs* search function.
2. Click to select the employee from the search results list, then click **Emp Profile**.

The employee's Employee Profile page opens.

webTA: Employee Profile: com.threesis.webta.P202editUser - 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	MALONEY9889	
Password	*****	
Password (again)	*****	
First Name	Yvonne	
Middle Name or Initial (Optional)		
Last Name	Malone	
Social Security Number	788-99-9889	
Supervisor's User ID	ORNELASL	Search
Timekeeper's User ID	ORNELASL	Search
Organization	TSA	Search

Role	Select	Special Case
Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Self Validation
Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Self Certification
Master Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Read Only
Master Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Restrict to Agency
Project Manager	<input type="checkbox"/>	
HR Administrator	<input type="checkbox"/>	
Administrator	<input type="checkbox"/>	

Active Status Active Employee

Save Cancel

KRONOS

Done webta.kronos.com

3. Type the new information in the appropriate boxes and click to select the appropriate check boxes.

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

NOTE: Supervisor's User ID, Timekeeper's User ID, and Organization for the employee may be selected by clicking the **Search** button next to the appropriate box, then searching for the name or selecting from the list of organizations.

4. Click **Save**.

About Build Maintenance

When transmission files are built, they are sent to the payroll office for processing.

Transmission files can be built automatically, or built on demand.

Building a transmission file

When a build is run, transmission records are created for all certified employees in the system (unless their time cards are in a future pay period). Supervisors cannot certify or decertify records while a build is in progress.

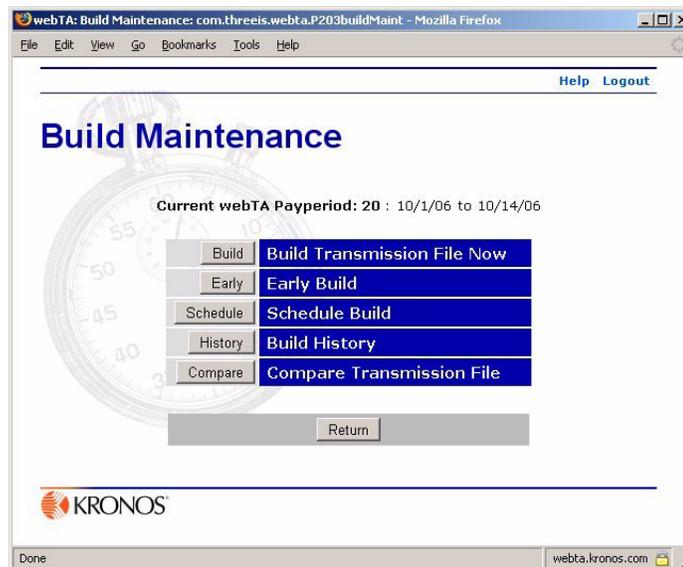
You can build a transmission file at any time. All certified records for the current pay period are built.

NOTE: *webTA* only processes records for pay periods that have ended, unless there is an early build. Only by using the Early Build function can records in the current pay period be built.

To build a transmission file manually:

1. In the Administrator Main Menu, click **Build**.

The Build Maintenance page opens:



2. Click **Build**.

The build starts.

When the build is complete, a message tells you that the build completed successfully.

3. Click **OK**.

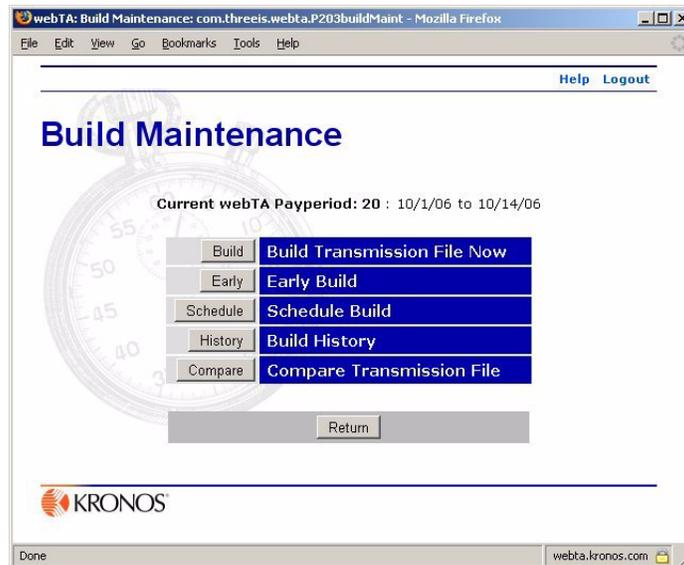
Re-transmitting after a transmission error

If *webTA* is configured to transmit the file, and a transmission error occurs, you can transmit the file again.

To re-transmit a build file:

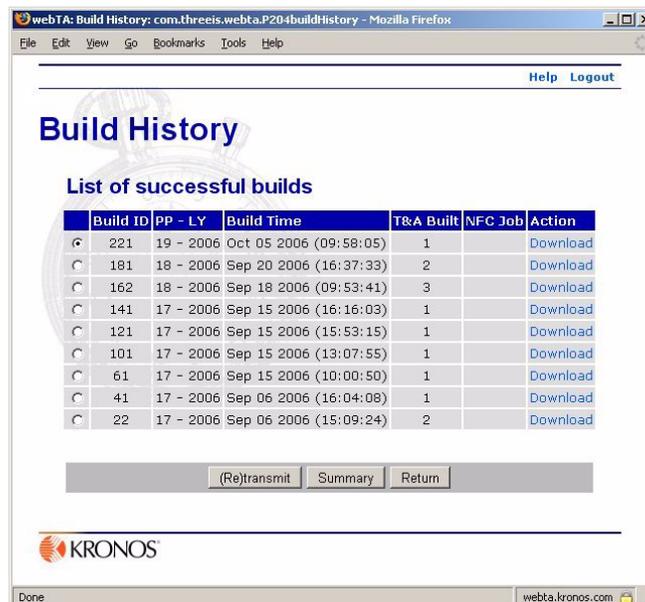
1. On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



2. Click **Build History**.

The Build History page opens.



3. Click to select the build you want to re-transmit.
4. Click **(Re)transmit**.

The build data set is re-transmitted to the location configured as the transmission destination.

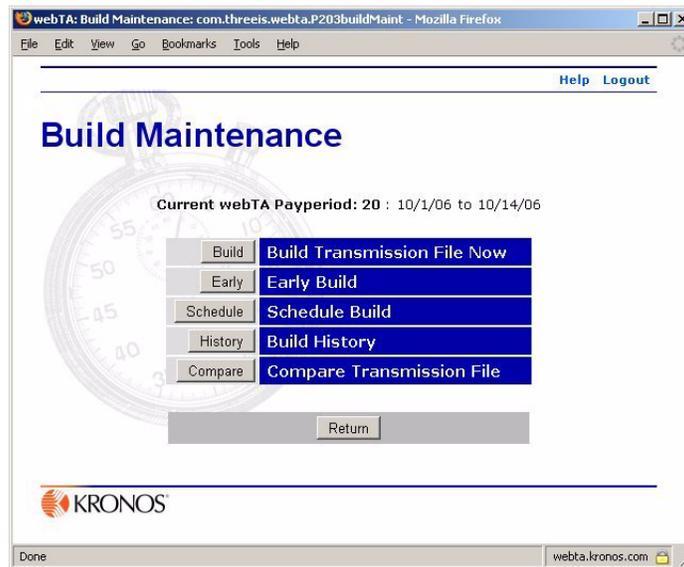
Building a transmission file early

The Early Build function lets you create a transmission file during the second week of the current pay period to include the records from that period. This function is used in circumstances that require a build to occur on the Friday of the second week of the current pay period.

To build a transmission file early:

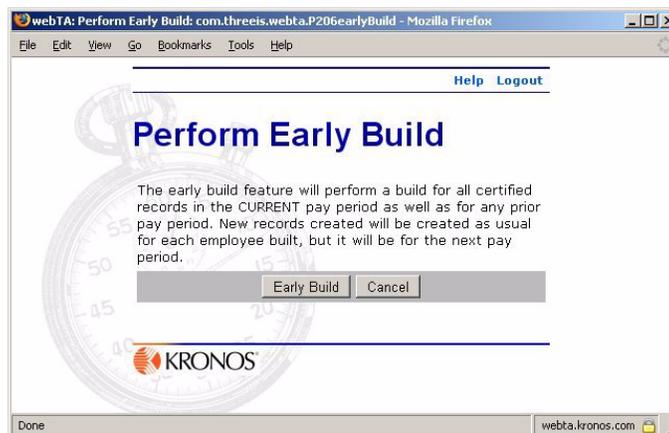
1. On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



2. Click **Early**.

webTA asks you if you're sure that you want to process the build before the end of a pay period.



3. If you want to continue with the build, click **Early Build**.

All certified T&A records for the current or prior pay periods are processed.

About scheduled builds

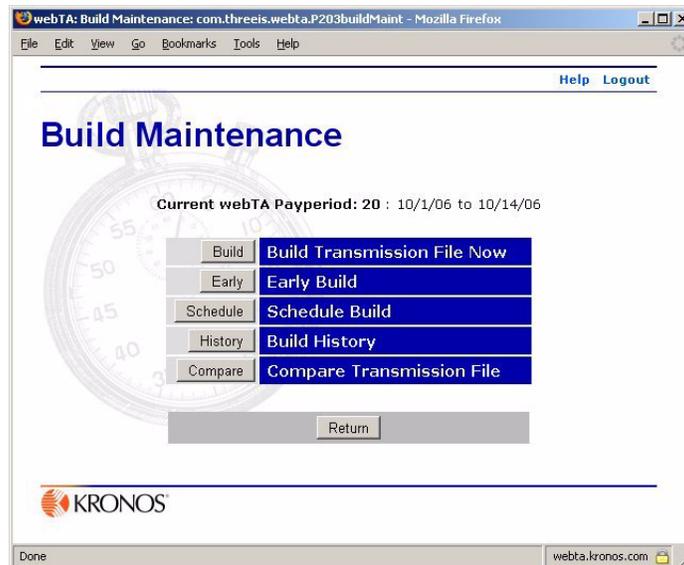
Scheduled builds are performed in the first week of a new pay period. They may be scheduled for Sunday through Saturday on the hour from midnight until 11:00 p.m.

There is no limit to the number of scheduled builds you can set up, but they should not be done too frequently because they interfere with other processing. It is best to schedule builds at off-hours, such as very early morning.

To schedule a build:

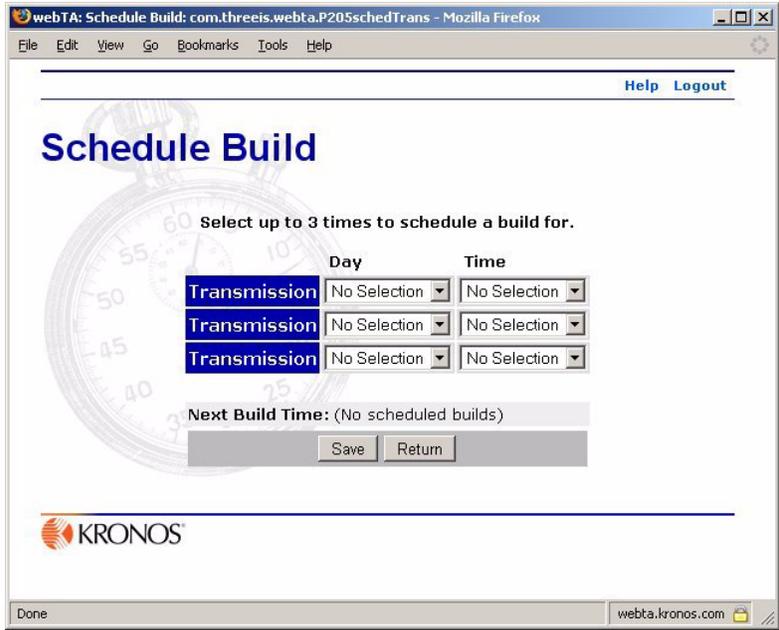
1. On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



2. Click **Schedule**.

The Schedule Build page opens.



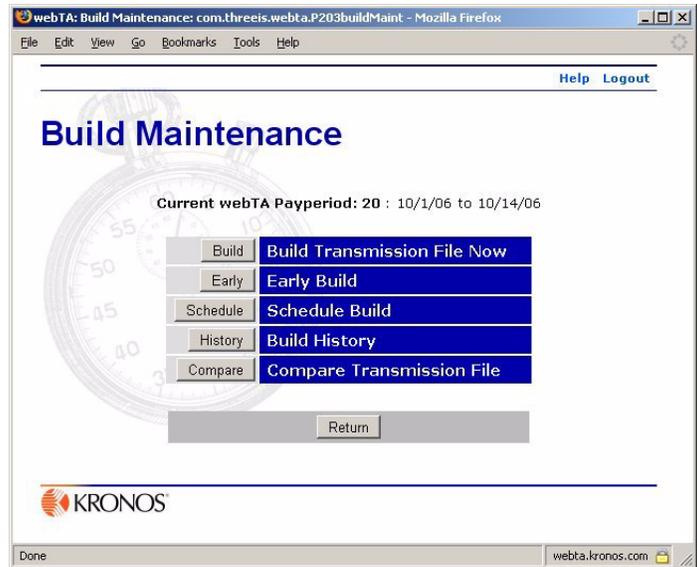
- From the table, for each build, select the day of the week and time you want the build to occur, then click **Save**.

The builds are scheduled and a new line is created in the Schedule Build table for adding an additional scheduled build.

To remove a scheduled build:

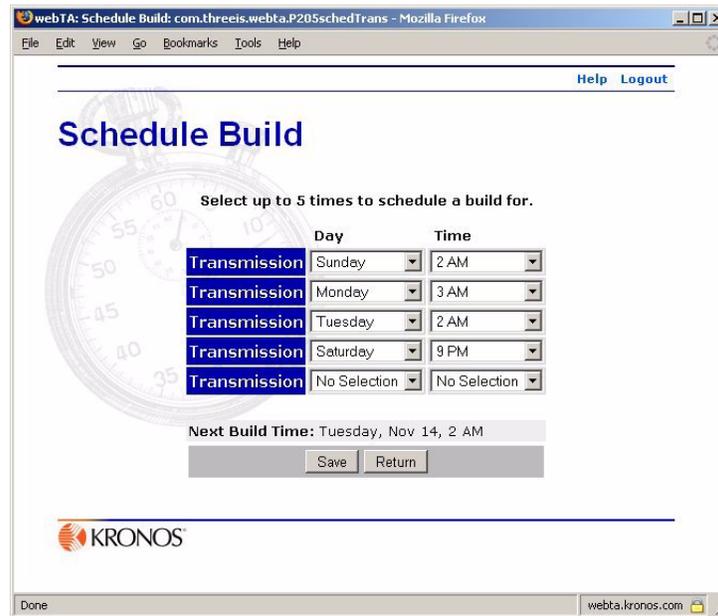
- On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



- Click **Schedule**.

The Schedule Build page opens.



3. For the scheduled build that you want to remove, in the **Day** column, select **No Selection**, then click **Save**.

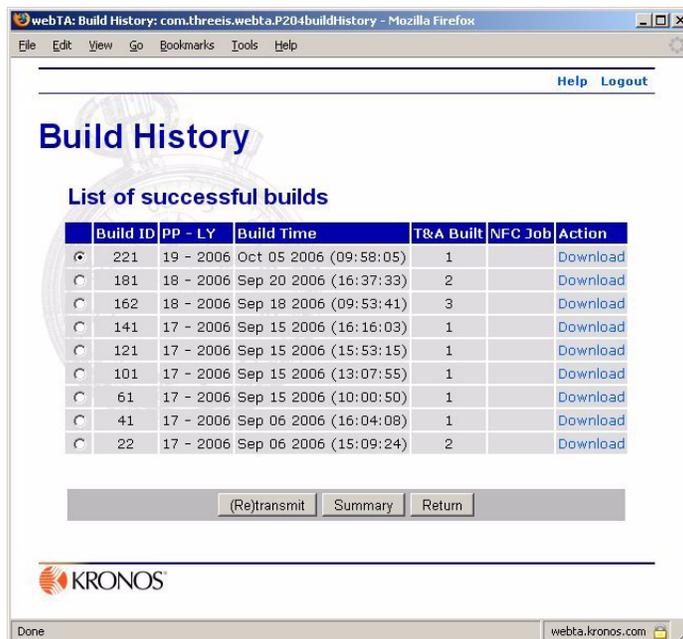
webTA removes the scheduled build from the system.

When the scheduled builds are changed on this screen, they remain at the new settings until they are changed again. You must click the **Save** button to save changes before they will take effect.

About Build History

When a build process runs, the records are stored in a database table. From the Build History page you can review build results, download the transmission file to a disk drive, or re-transmit the file, if necessary (for example, if a transmission error occurred).

To open the Build History page, click **Build History** on the Administrator Main Menu page.

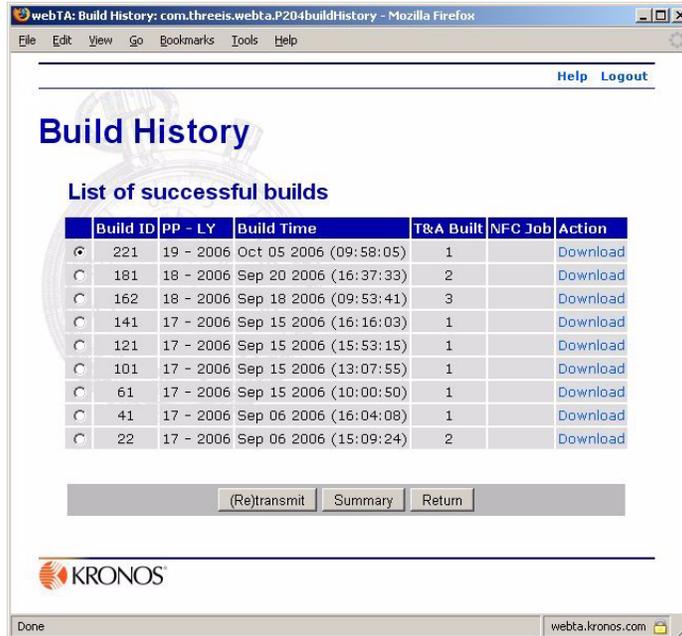


In the list of successful builds:

- **Build ID** shows the unique identifier for each build.
- **PP - LY** shows the pay period and leave year when the T&As were built.
- **Build Time** shows the date and time of the build.
- **T&A Built** shows the number of time cards submitted and built.
- **NFC Job** shows the JES Job Number, as returned by NFC at the time of submission. If the job has been transmitted multiple times, all Job Numbers are listed in this column, with the most recent transmission listed first.
- **Action** shows the actions available for the build. Downloading the build file is currently the only action available.

To download a build history:

1. If you have not already done so, open the Build Maintenance page by clicking **Build** on the Administrator Main Menu page.
2. On the Build Maintenance page, click **History**.
The Build History page opens.



The columns show the name, Social Security Number, pay period and year, if the record is a correction (CORR), and if the record is a continuation (CONT).

3. On the Build History page, click the **Download** link next to the build whose transmission file you want to download.

webTA asks you for a file name and location to save the file.

4. Either accept the existing file name or type in a new file name, then either type in the path for the saved file or browse for the location by clicking **Browse** and selecting a location from the folder tree.

IMPORTANT! If you change the name of the existing file name, you must include in the new name the correct extension for the file, usually **.DAT**.

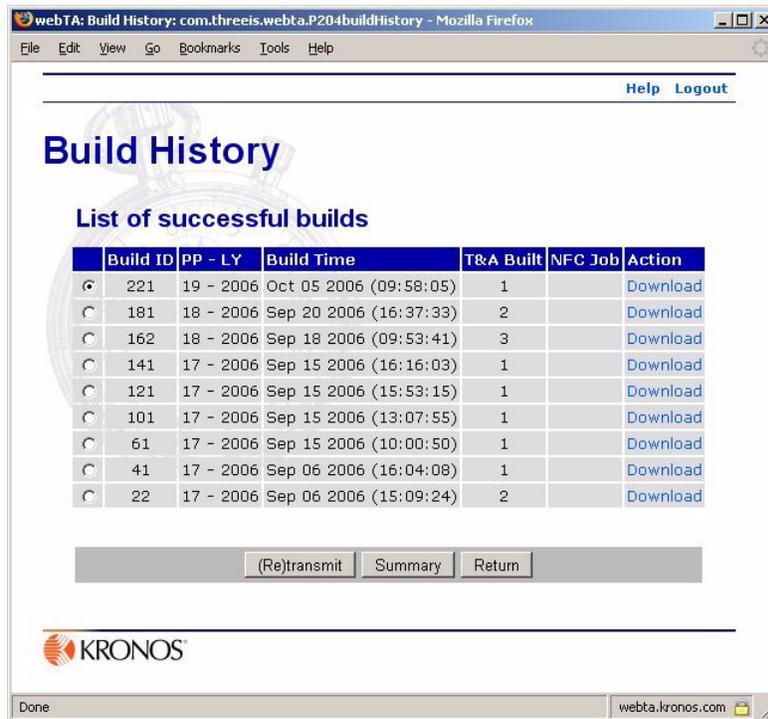
5. Click **Save**.

NOTE: The exact method of saving files varies, depending on the browser you are using.

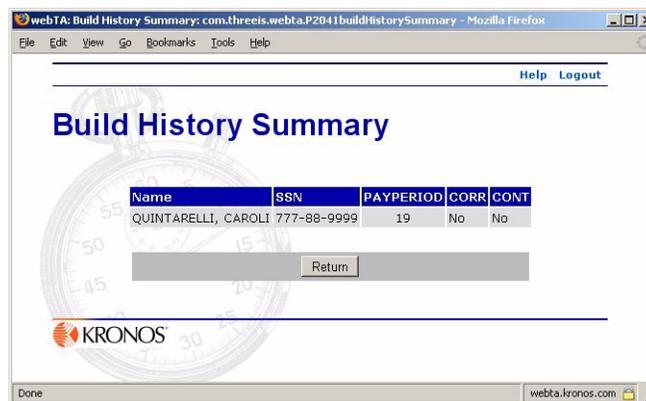
To view a summary of builds:

1. If you have not already done so, open the Build History page by clicking **Build** on the Administrator Main Menu page. Click **History**.

The Build History page opens.



- Click to select the build history you want a summary of, then click **Summary**. The Build History Summary page opens for the history you chose.



Comparing transmission files

After payroll records have been processed by NFC, you can compare the transmission records on file at NFC with the data contained in *webTA*.

NOTE: Transmission file comparison is not required for normal payroll operations in *webTA*. It is only used when you must ensure that existing transmission files match the transmission records contained in *webTA*.

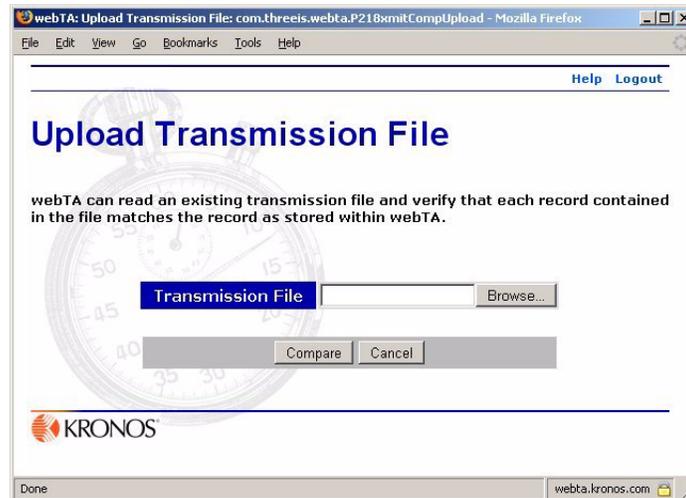
To compare a transmission file:

1. Click **Build** on the Administrator Main Menu page.

The Build Maintenance page opens.

2. Click **Compare**.

The Upload Transmission File page opens.



3. Type the location of the file in the **Transmission File** box.

If you do not know the file's location, click **Browse** to find it on your computer.

4. Click **Compare**.

The result of the comparison appears in the **Status** column of the Transmission File Comparison page.

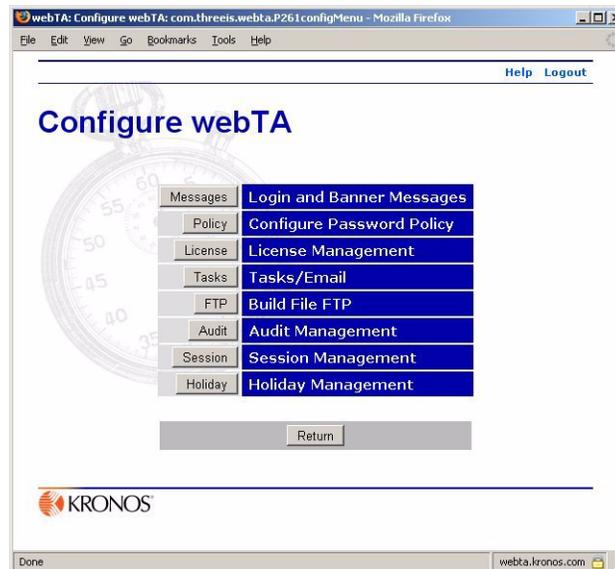
Three results are possible for this comparison.

- The transmission records you upload fail to match any records contained in *webTA*.
This can happen if you try to compare an old file, such as one generated outside of *webTA*.
- *webTA* finds an associated payroll record, but the transmission records contained in *webTA* do not match the data in the transmission file.
This indicates that either the transmission file has been changed or that a newer record has since been generated in *webTA*. In this case, you must manually compare the two records to determine the differences. The comparison results page identifies the appropriate build number, so you can download the corresponding transmission file from the build history page.
- *webTA* determines that the two records match exactly.
This indicates that the most recent build of payroll records for the employee for that pay period matches the file you transmitted.

About configuring webTA

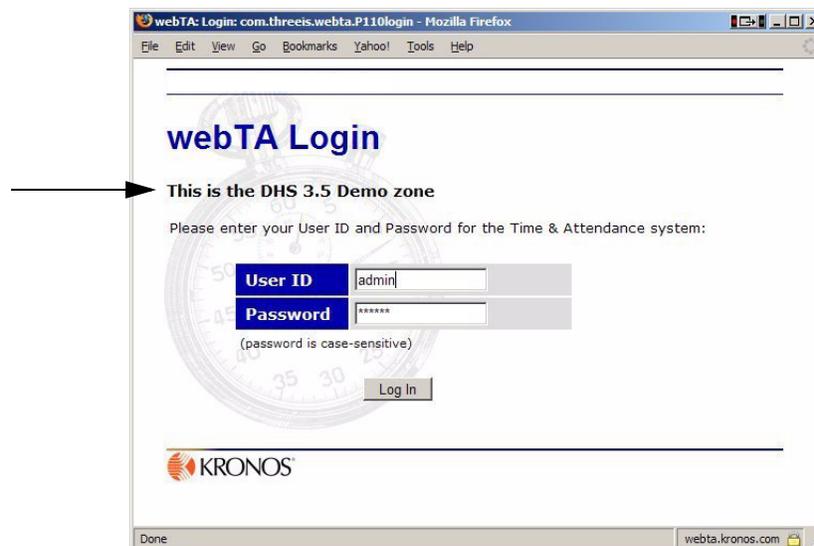
The Configure *webTA* page lets Administrators configure certain aspects of *webTA*, such as messages and password policies.

The Configure webTA page opens by clicking **Configure** on the Administrator Main Menu page.

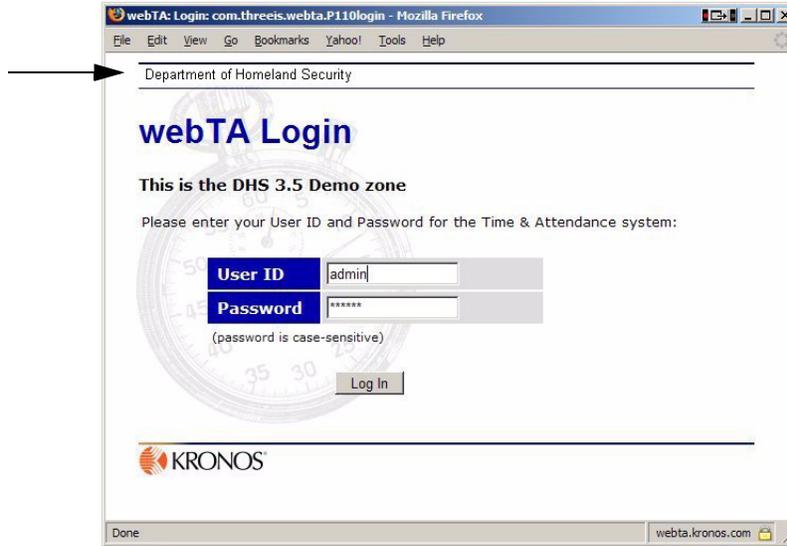


Changing login and banner messages

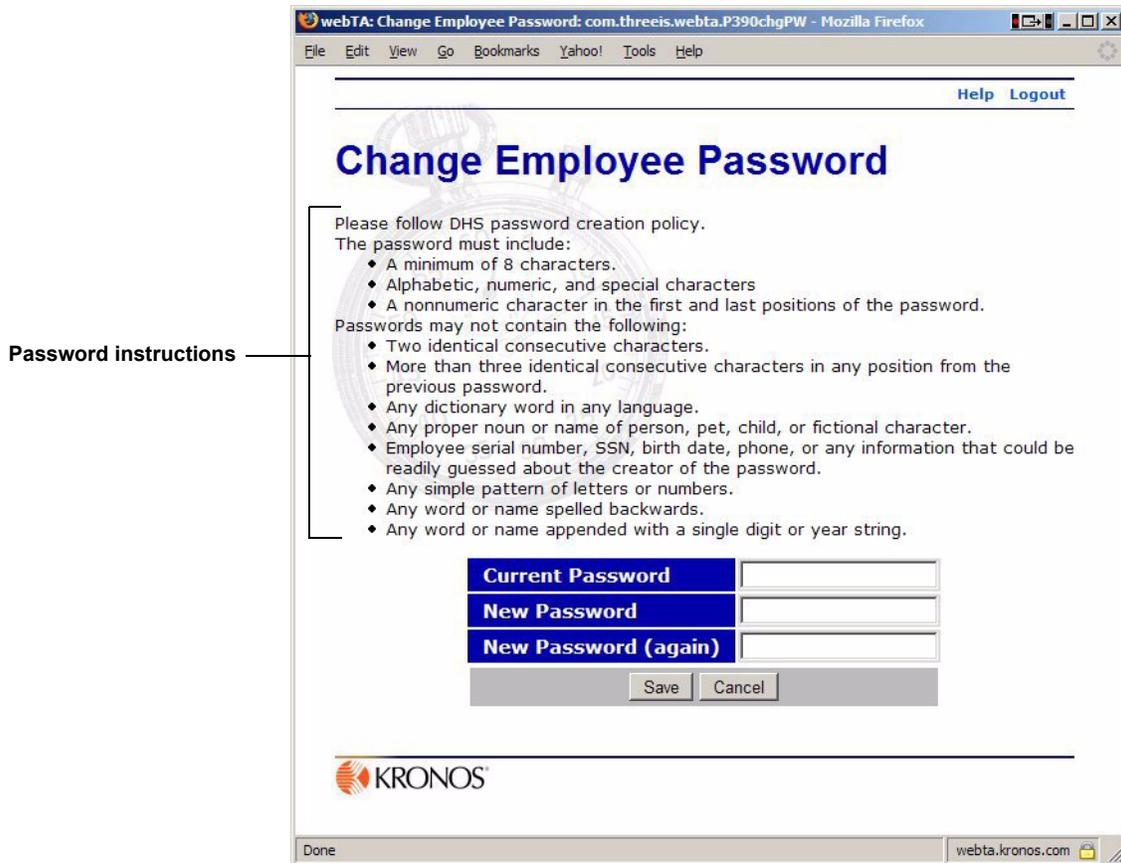
The login message appears on the webTA Login page.



The banner message appears at the top of each page in *webTA*.



Password instructions appear on the Change Password pages for all roles.

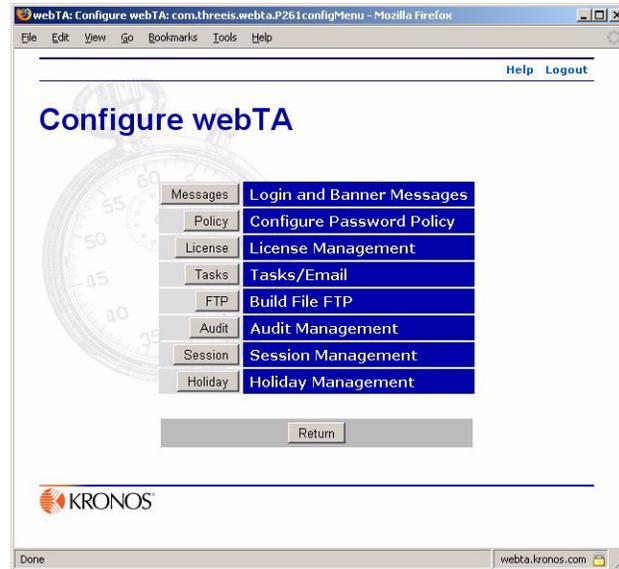


You can change login, banner, or password messages to provide information or important announcements for users of the system.

To change login, banner, and password instruction messages:

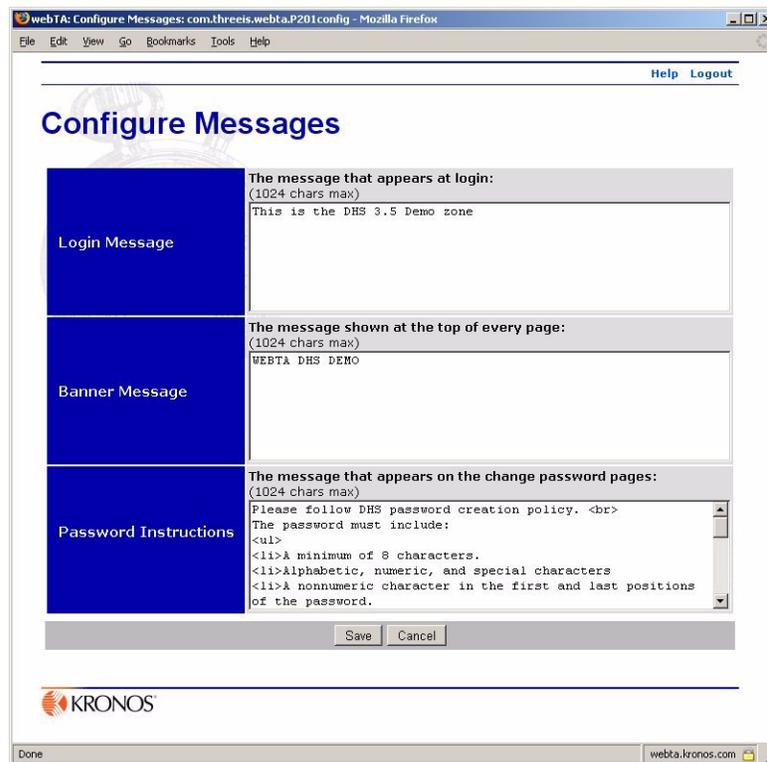
1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens.



2. Click **Messages**.

The Configure Messages page opens.



3. In the appropriate text boxes, either edit the existing message or type in a new message.
You can use any standard HTML tags to format the message, including links to other Web sites and figures.
IMPORTANT! Make sure that the password instructions accurately describe your organization's password policy.

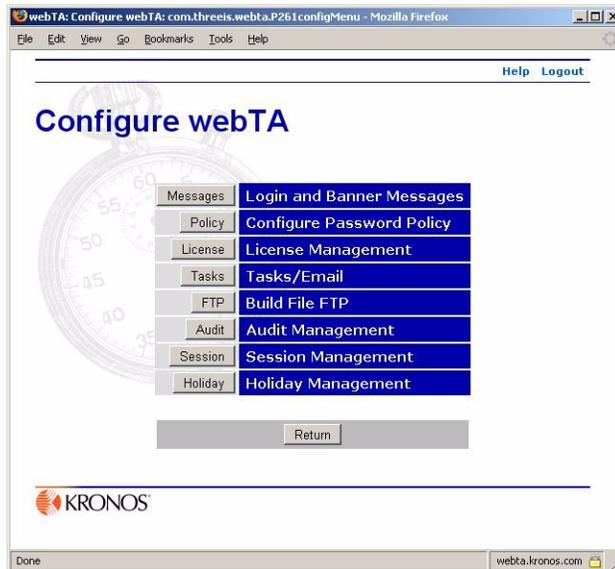
Configuring password policy

As Administrator, you can configure password policies to enforce a variety of requirements. Some parameters are activated using check boxes, and some are selected from lists of options.

To configure password policy:

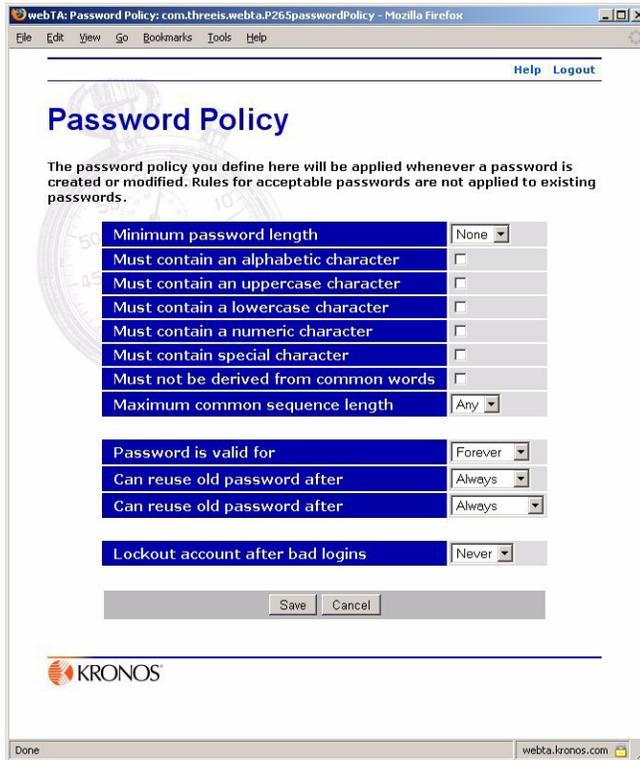
1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens



2. Click **Policy**.

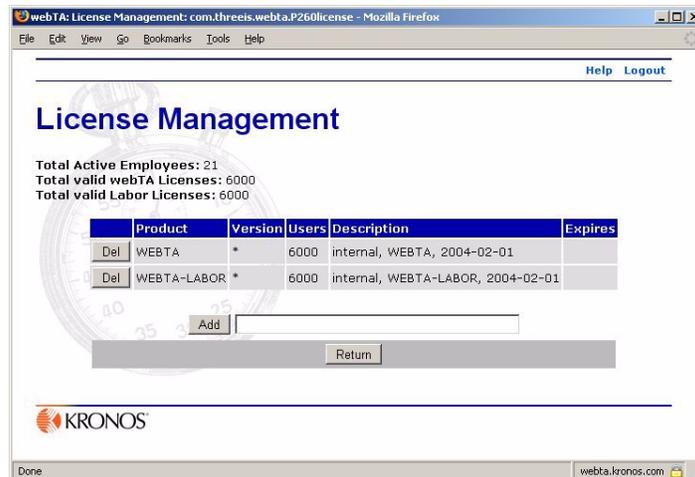
The Password Policy page opens.



3. Configure your password policy by selecting the appropriate options from the lists and by clicking to select the appropriate options.
4. Click **Save**.

Managing licenses

The License Management page, accessed from the Administrator Main Menu page, shows the licenses that are active in your *webTA* installation, and shows the current number of active users and licenses at the top of the page.

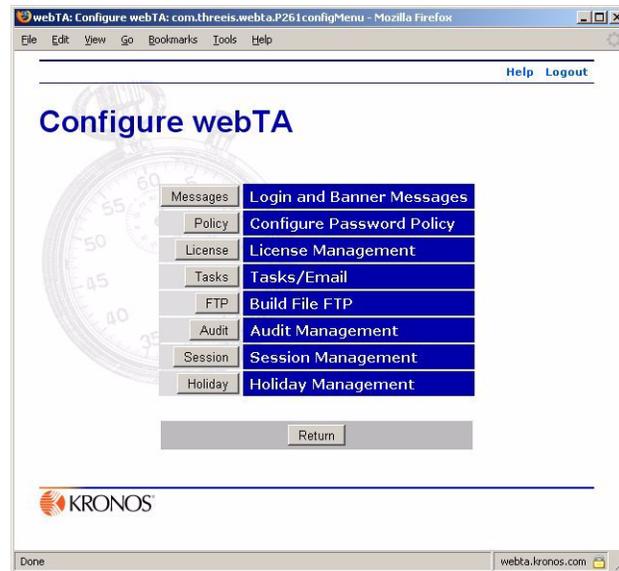


Each license on the License Management page has an accompanying delete button (**Del**). Typically, the only time you will delete a license is if it has expired, and you have received instructions to delete it. Therefore, the procedure for deleting a license is not routine.

To add a new license:

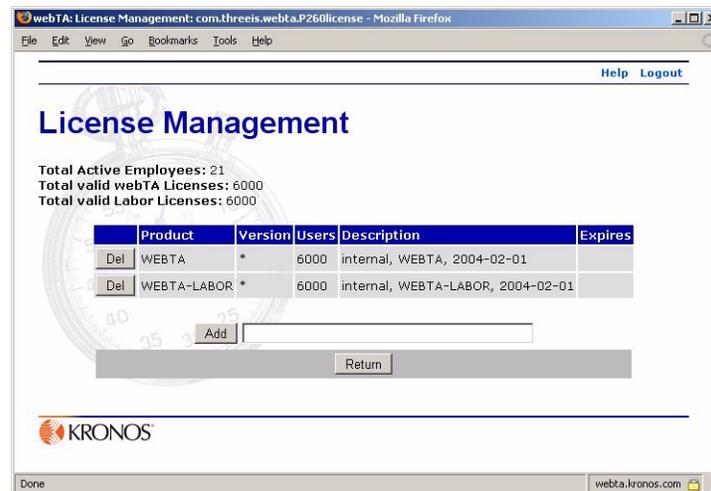
1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens.



2. Click **License**.

The License Management page opens.

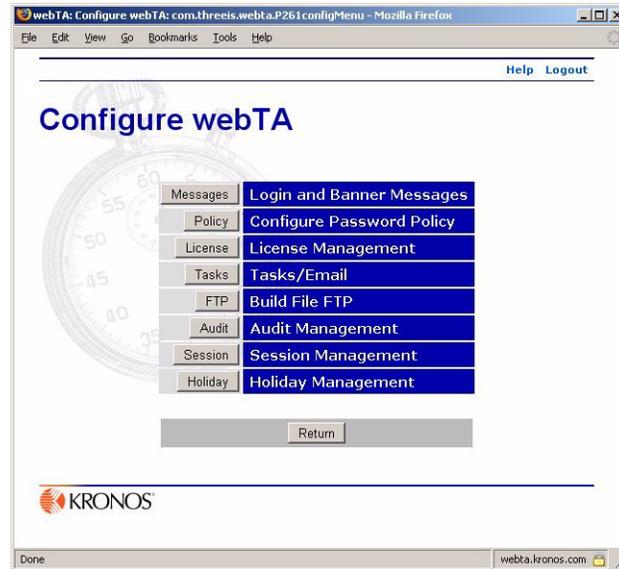


3. In the text box next to the **Add** button, type the characters in the license string exactly as it was received from Kronos, then click **Add**.

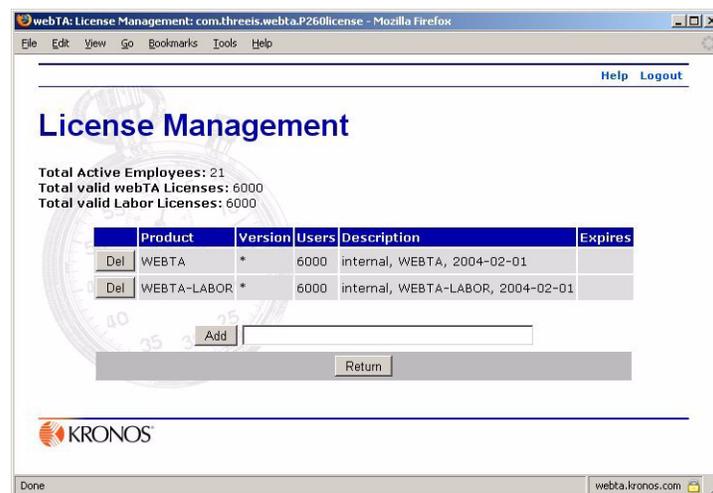
webTA adds the license.

To delete a license:

1. Click **Configure** on the Administrator Main Menu page.
The Configure webTA page opens.



2. Click **License**.
The License Management page opens.



3. Click **Del** to the left of the license you want to remove.
webTA deletes the license.

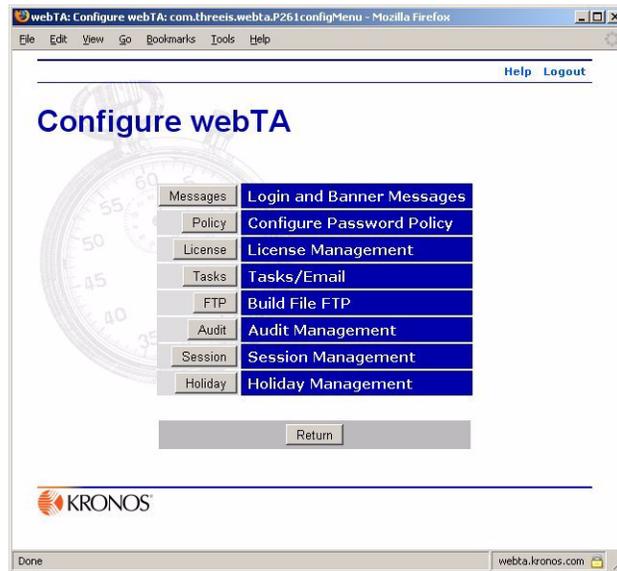
Configuring e-mail task notification

The task function in *webTA* can be configured to send tasks using various delivery methods: by e-mail, to tasks lists, or both. This function also lets you set the expiration date of tasks and include header and footer messages on every message.

To configure e-mail task notification:

1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens



2. Click **Tasks**.

The Task/E-mail Configuration page opens.

The screenshot shows a web browser window with the URL 'webTA: Task/Email Configuration: com.threeis.webta.P262configEmail - Mozilla Firefox'. The page title is 'Task/Email Configuration'. The form contains the following fields and options:

- Task Delivery:** Radio buttons for 'webTA only' (selected), 'Email only', and 'webTA and Email'.
- Task Expiration:** Radio buttons for 'Tasks never expire' (selected) and 'Tasks expire in [] months'.
- Mail server hostname or IP address:** Empty text input field.
- Mail server port:** Text input field containing '25'.
- Address to use in email From: field:** Empty text input field.
- Message body header:** Text area with '(512 chars max)' limit.
- Message body footer:** Text area with '(512 chars max)' limit.

At the bottom of the form are buttons for 'Save', 'Cancel', and 'Test'. The KRONOS logo is located at the bottom left of the form area.

3. Select task delivery and e-mail options by clicking to select options and typing in the appropriate text boxes.

IMPORTANT! If you enable the e-mail option in the Task Delivery section of the screen, you must complete all but the optional message fields. The **From:** field must include a valid e-mail address in case mail is returned, and that e-mail account should be checked periodically to ensure that it is current.

Also, employee e-mail addresses must also be entered in the Locator form in the Timekeeper module for e-mails to be received. Locator information may be entered by employees or Timekeepers.

If there is a problem sending the mail message, *webTA* adds the task to the appropriate task list.

4. Click **Save**.
5. If you want to test for the correct e-mail configuration by sending a test message to the e-mail address you provided, click **Test**.

IMPORTANT: The person you send the test message to must have an e-mail address set up in their Locator Info page.

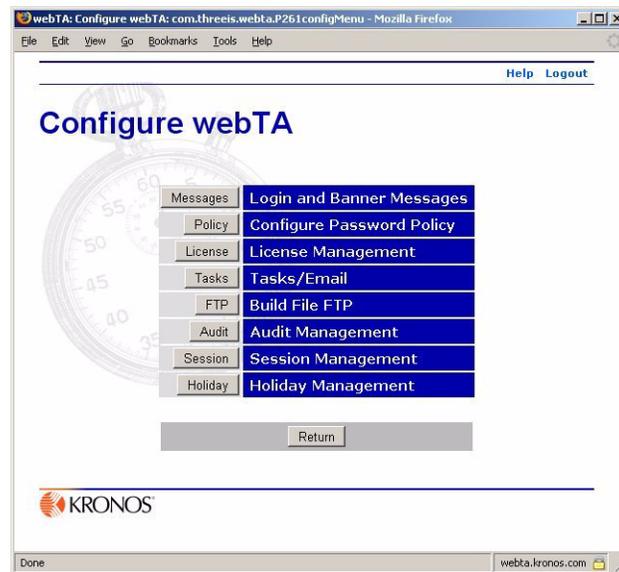
Configuring Build File FTP

The Build File FTP page lets Administrators initialize and configure *webTA* to automatically transfer build files to a remote FTP server. Although this feature can be used to transfer the file to any server reachable from the database server, the most common destination is the FTP server maintained by the National Finance Center (NFC) for the purpose of accepting files from their customers.

To configure build file FTP:

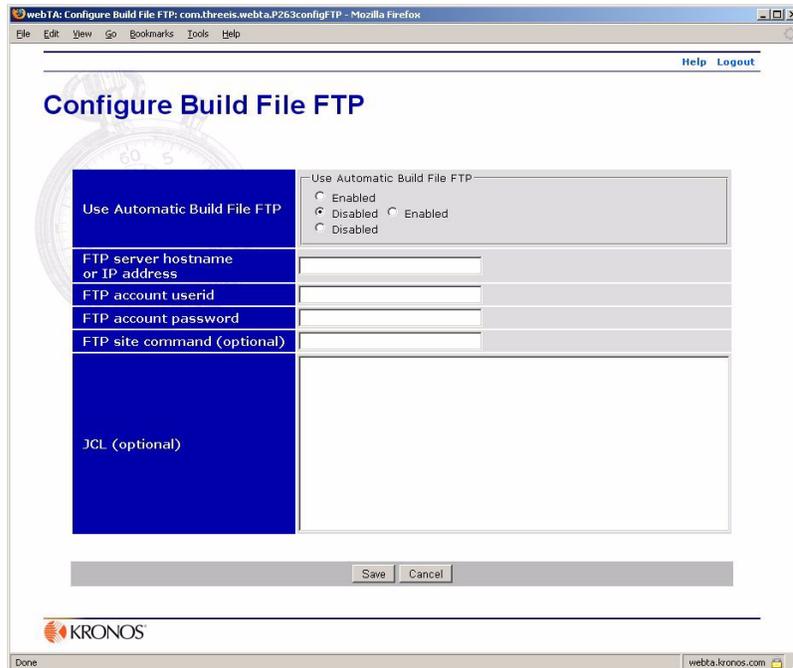
1. On the Administrator Main Menu click **Configure**.

The Configure webTA page opens.



2. Click **FTP**.

The Configure Build File FTP page opens.



3. Select the appropriate setting to enable or disable FTP, and type in the appropriate information in the text boxes.
 - **Use Automatic Build File FTP** - Enables or disables the FTP feature. If disabled, none of the other settings in this page have effect.
 - **FTP server hostname or IP address** - The hostname or IP address of the destination FTP server. Examples:
 - ftp.someplace.gov
 - 192.168.1.17
 - **FTP account userid** - The user ID that *webTA* will use to log into the remote account. On many FTP servers, this is case sensitive.
 - **FTP password** - The password used to log into the remote FTP server. On many FTP servers, this is case sensitive. Note that this string is encrypted before *webTA* stores it with the rest of the configuration data, and is decrypted only when needed to connect to the remote FTP server.
 - **FTP site command** - A site command is a special FTP command which is used to tell remote FTP servers about special processing required for the file. *webTA* users often use a site command when connecting directly to the NFC FTP server. When doing so, the site command `filetype=jes` instructs the NFC server to submit the file to the job queue rather than saving it to disk. When connecting to a FTP server other than at NFC, this field is usually left blank.
 - **JCL** - The NFC transmission specification requires a block of JCL to be included at the top of the transmission file, before any actual T&A data. Text in this field will be prepended to the T&A data before it is transmitted. If transmitting directly to NFC, you should put the JCL required by NFC in this field. Otherwise, leave this field blank.
4. Click **Save**.

Managing audits

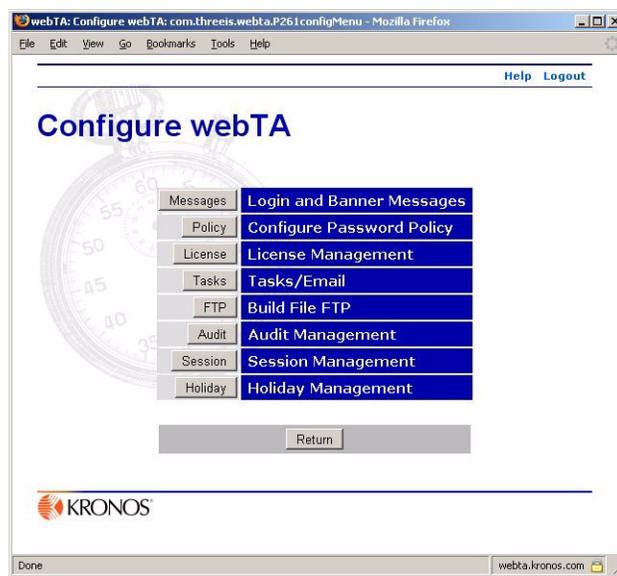
The Audit Management function lets you log certain types of auditing information. There are predefined channels that must be turned on to start auditing changes to the system. An example of such a channel is “Audit T&A Validations.”

Each such channel can be individually turned on or off by the Administrator. Auditing is turned off by default.

To manage audits:

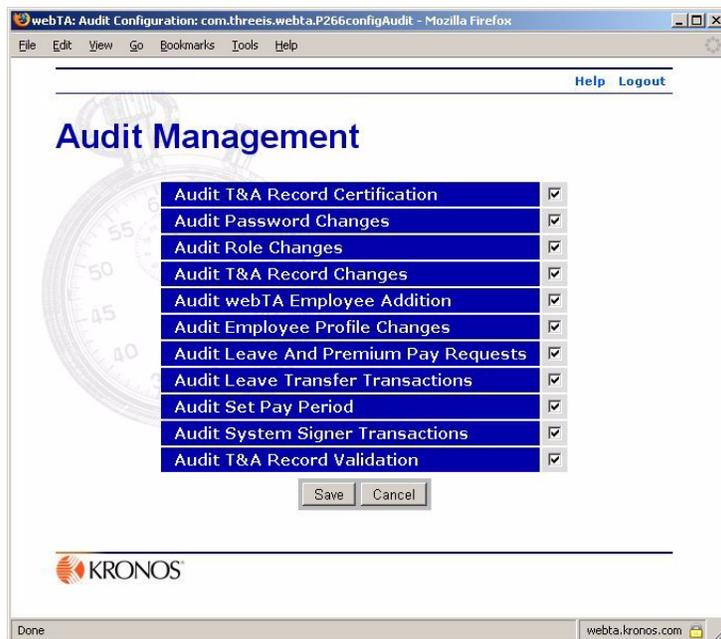
1. On the Administrator Main Menu click **Configure**.

The Configure webTA page opens.



2. Click **Audit**.

The Audit Management page opens.



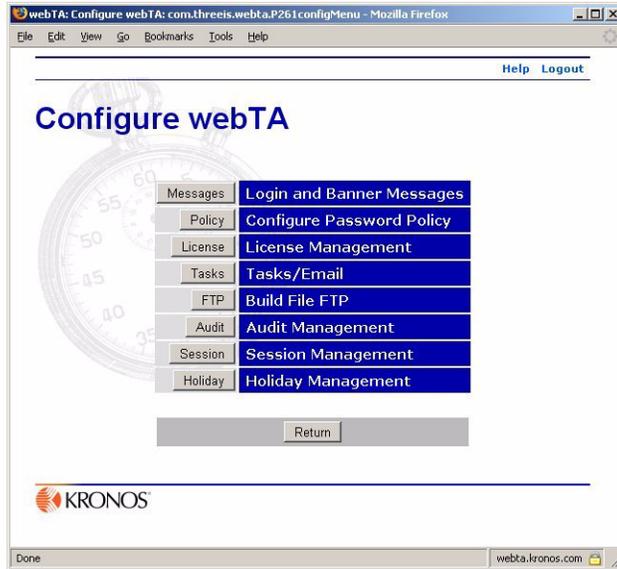
3. Click to select the appropriate check box for the types of audits you want.
4. Click **Save**.

Managing sessions

The Session Management function lets you set the number of minutes a session can be idle before an employee is automatically logged off, and provides an option that prevents multiple simultaneous logins by the same employee.

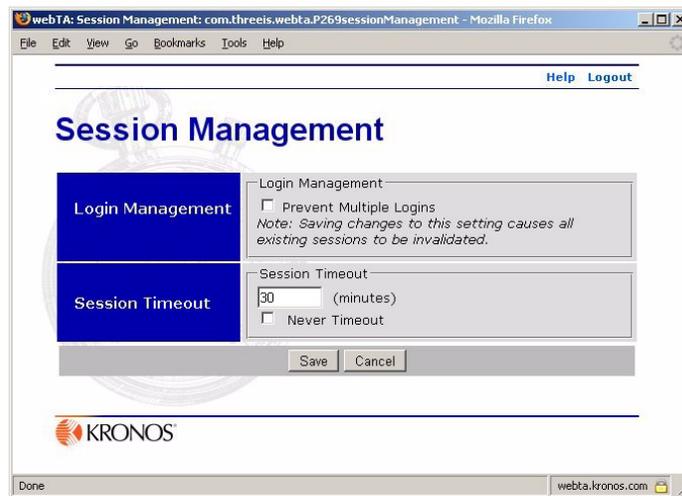
To manage sessions:

1. On the Administrator Main Menu click **Configure**.
The Configure webTA page opens.



2. Click **Session**.

The Session Management page opens.



3. Select the appropriate options and change the timeout value.

- If **Prevent Multiple Logins** is selected, webTA stops any attempt to log in more than once in a session using the same user ID and password combination.

NOTE: Saving changes to this check box invalidates all existing sessions. The users of these sessions are alerted that a configuration feature has been modified that requires them to log in again.

- **Session Timeout** lets you set the length of time (in minutes) a session may be idle before being automatically closed. Changes to this feature take effect immediately upon clicking **Save**.
- If the **Never Timeout** option is selected, sessions remain open regardless of any entry in the **Session Timeout** box.

4. Click **Save**.

Managing holidays

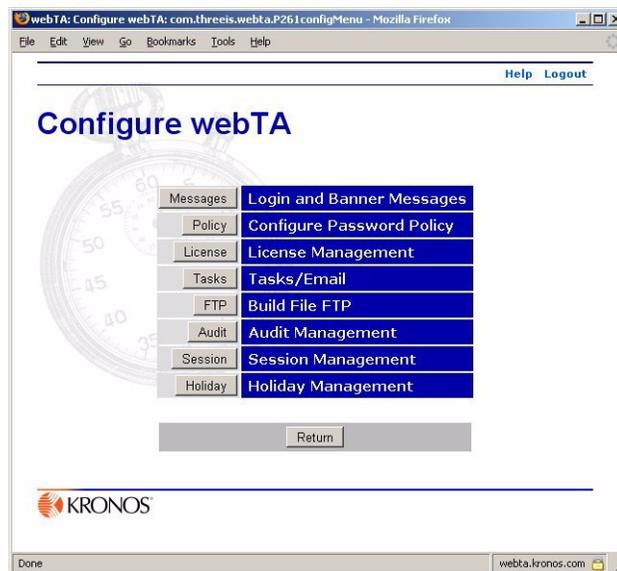
The Holiday Management page lists all holidays for current leave year. If the holiday is on a weekend, then the date when the holiday is observed is listed.

When enabled, this feature automatically inserts holidays in the new pay periods at build time.

To manage holidays:

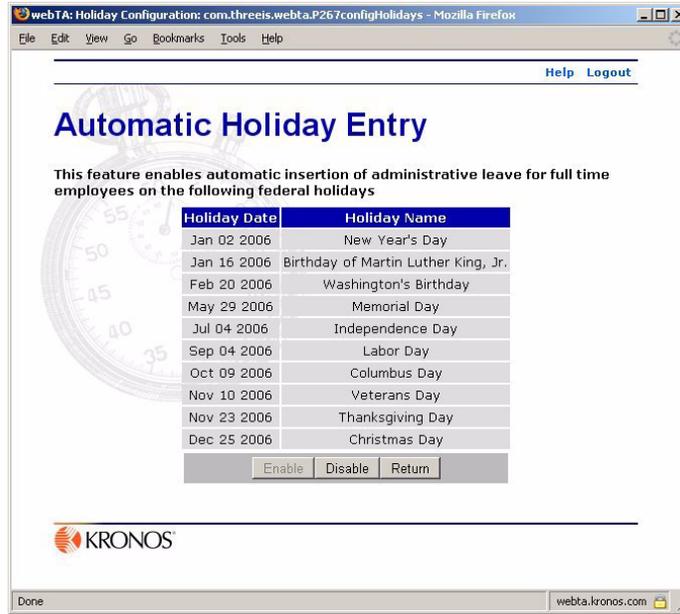
1. On the Administrator Main Menu click **Configure**.

The Configure webTA page opens.



2. Click **Holiday**.

The Automatic Holiday Entry page opens.



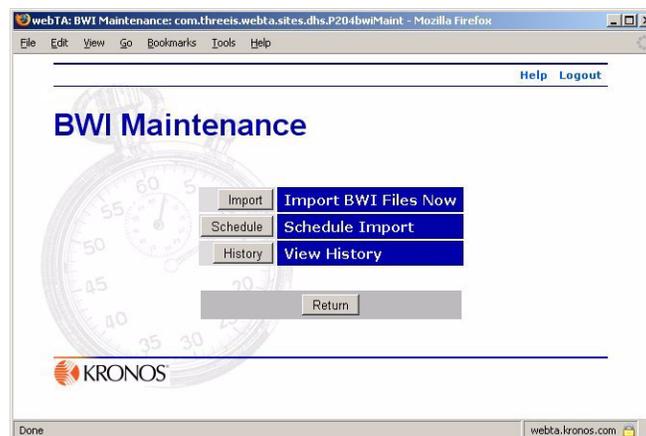
3. Click **Enable** or **Disable**, as required.

Maintaining BWI files

BWI time card data is exported and loaded into *webTA* in a unique way, then validated and built by Timekeepers and Supervisors. This section provides the procedures for maintaining these files.

To manually import a BWI file:

1. Click **BWI** on the Administrator Main Menu page.
The BWI Maintenance page opens.



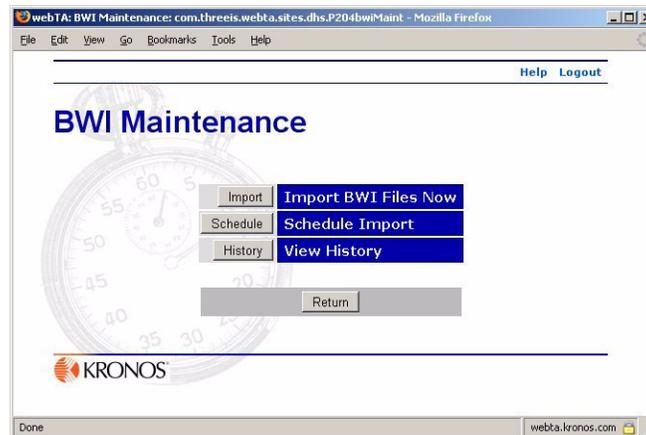
2. Click **Import**

webTA displays a message informing you of the progress of the import.

To schedule an automatic BWI file import:

1. Click **BWI** on the Administrator Main Menu page.

The BWI Maintenance page opens.



2. Click **Schedule**.

The BWI Import scheduling page opens.



3. Select as many as three date/time combinations for imports by selecting from the **Day** and **Time** lists.

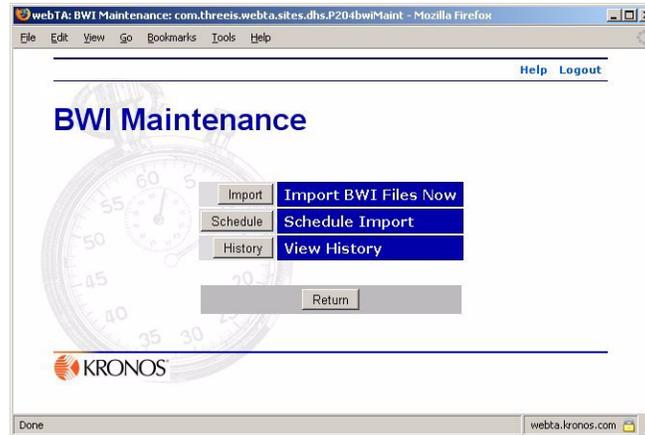
4. Click **Save**.

The **Next Import Time** line shows the first import you have scheduled.

To view BWI file import history:

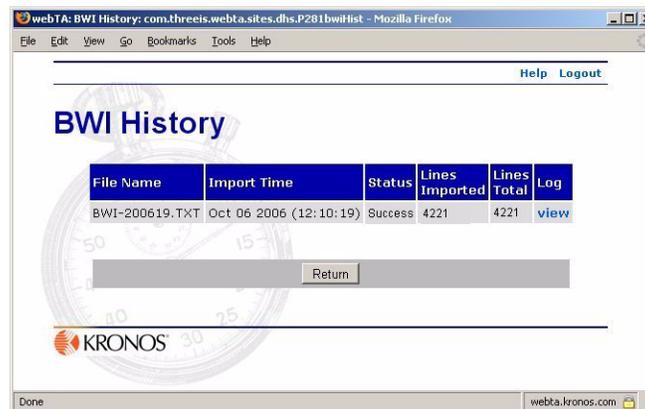
1. Click **BWI** on the Administrator Main Menu page.

The BWI Maintenance page opens.



2. Click **History**.

The BWI History page opens, showing you the import history.



3. If you want to view the log of an import file, in the **Log** column, click **View** for the import whose log you want to see.

The Import Log page for that import opens showing a list of employee records that failed to load.

Managing Yard Maintenance files

Some USCG users enter their time into a time tracking system called Yard. This data is then loaded into *webTA*, then validated and built by Timekeepers and Supervisors. This section provides the procedures for maintaining these files.

To manually import Yard files:

1. Click **Yard** on the Administrator Main Menu page.

The Yard Maintenance page opens.



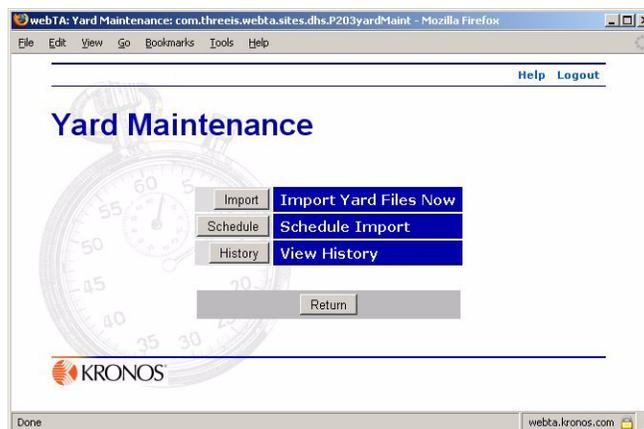
2. Click **Import**

webTA displays a message informing you that the import has started.

To schedule an automatic Yard file import:

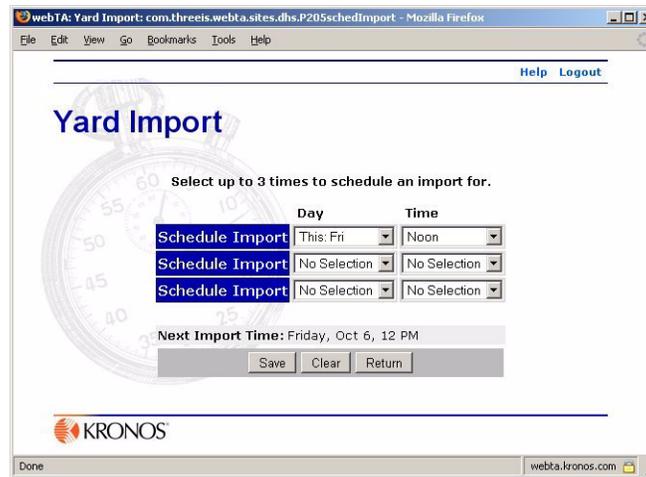
1. Click **YARD** on the Administrator Main Menu page.

The Yard Maintenance page opens.



2. Click **Schedule**.

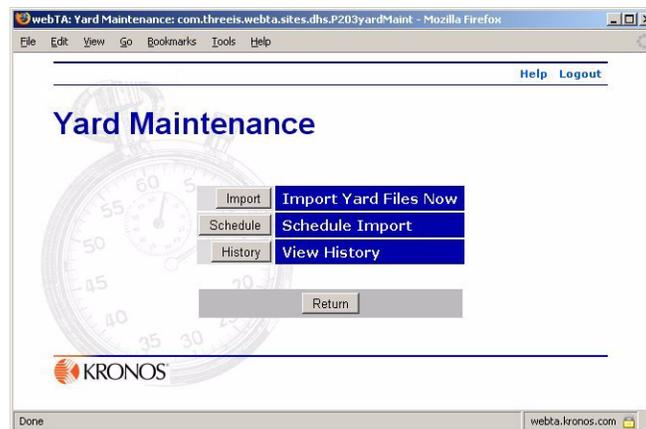
The Yard Import page opens.



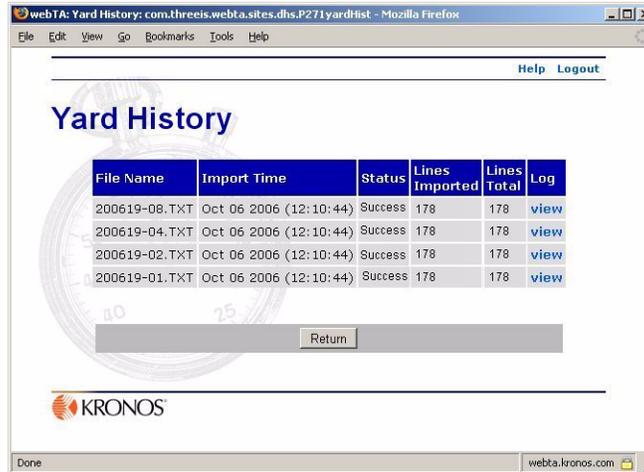
3. Select as many as three date/time combinations for imports by selecting from the **Day** and **Time** lists.
4. Click **Save**.
The **Next Import Time** line shows the first import you have scheduled.

To view Yard file import history:

1. Click **Yard** on the Administrator Main Menu page.
The Yard Maintenance page opens.



2. Click **History**.
The Yard History page opens.



3. If you want to view the log of an import file, in the **Log** column, click **View** for the import whose log you want to see.

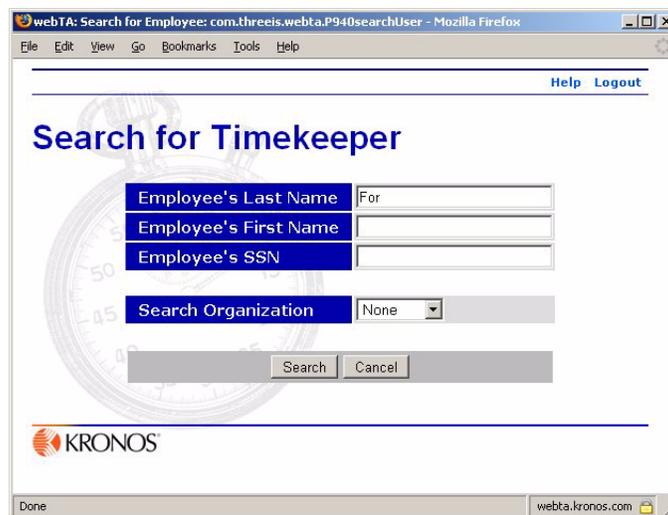
The Import Log page for that import opens showing a list of employee records that failed to load.

Modifying a Timekeeper's profile

The Timekeeper Profile page lets you update a Timekeeper's profile. Employees who are assigned to the Timekeeper will have their profile fields default to these values on the profile.

1. On the Administrator Main Menu page, click **Tkp Profile**.

The Search for Timekeeper page opens.



2. Search for and select the Timekeeper.

The Edit Timekeeper Profile page opens for the Timekeeper you selected.

3. Make changes to the profile by typing in the text boxes and selecting from the **State** list, if necessary.
4. Click **Save**.

About webTA reports

The *webTA* reports section contains these pre-defined Administrator reports:

- Agency Status Report
- Employee Assignment by Supervisor Report
- Employee Assignment by Timekeeper Report
- User Role Assignment Report

Generating the View Agency Status report

The Agency Status Report allows the Administrator to view a summary of the time cards and the statuses by pay period, organization, contact information, and Timekeeper.

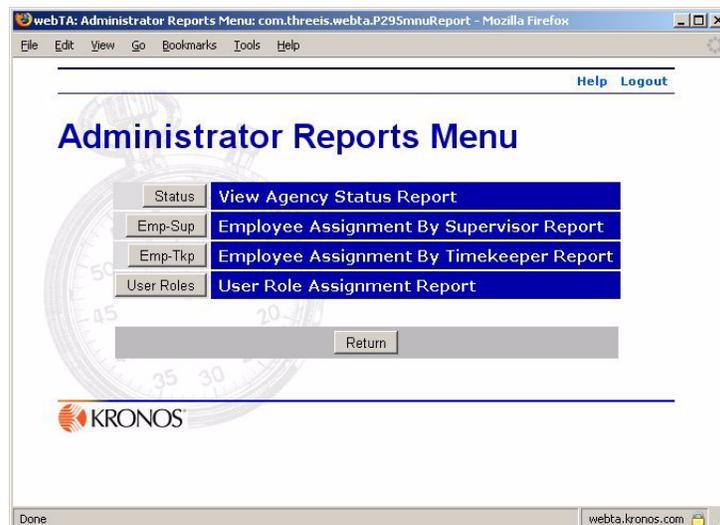
In the report, a line is generated for each employee in the system, and includes incompletely processed records for pay periods that have ended. If there are no records in the report, all records have been fully processed.

If this report is run near the end of the pay period, the listing is limited to corrected T&A records in the system. This is because the report shows the status for the most recently ended pay period. In the second week of a pay period there should be no regular T&A records for the most recently ended pay period in the database. Therefore, the report should show very few records.

To generate an Agency Status report:

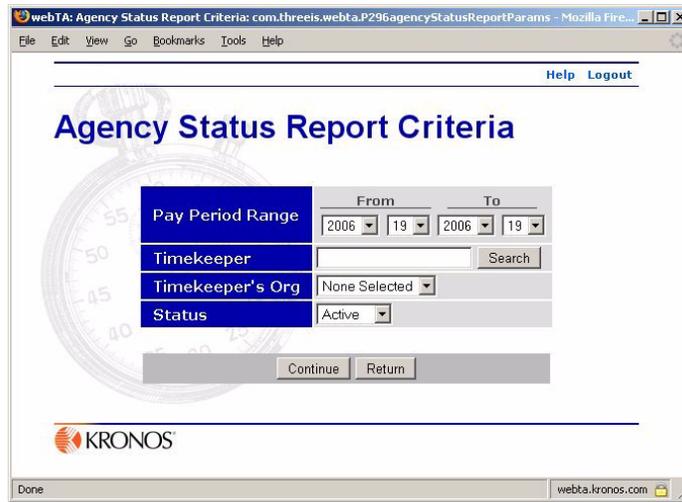
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **Status**.

The Agency Status Report Criteria page opens.



3. Set the pay period range for the report by selecting the beginning and ending dates from the **From** and **To** lists, and select the employee status. You may also type in, or search for and select, the Timekeeper's user ID, then select the Timekeeper's organization, but this is optional.
4. Click **Continue**.

webTA generates the Agency Status Report, based the parameters you entered.

Pay Period	Organization	Agency	State	Town	Unit	Tkp Code	Timekeeper	Total Active Emp.	Total T&A Pending	Total T&A On Hold	Total T&A Affirmed	Total T&A Certified	Total T&A Built
2006-14	DHS-HQ	DHS-HQ	DC	0001	01	02	DEMOADMIN	2	0	0	2	2	2
2006-15	DHS-HQ	DHS-HQ	DC	0001	01	02	DEMOADMIN	1	0	0	1	1	1
2006-17	DHS-HQ	DHS-HQ	DC	0001	01	01	ADMIN	1	1	0	0	0	0
2006-17	-	DHS-HQ	DC	0001	01	01	ADMIN	1	1	0	0	0	0
2006-17	DHS-HQ	DHS-HQ	DC	0001	01	02	DEMOADMIN	2	0	0	2	2	2
2006-17	DHS-HQ	DHS-HQ	DC	0001	01	01	MCCELROY	2	2	0	0	0	0
2006-18	SS	DHS-HQ	DC	0001	01	01	ADMIN	1	1	0	0	0	0
2006-18	DHS-HQ	DHS-HQ	DC	0001	01	01	ADMIN	2	2	0	0	0	0
2006-18	SS	SS	DC	0001	01	01	ADMIN	1	1	0	0	0	0
2006-18	DHS-HQ	DHS-HQ	DC	0001	01	02	DEMOADMIN	5	3	0	2	1	1
2006-18	DHS-HQ	DHS-HQ	DC	0001	01	01	MCCELROY	1	0	0	1	1	1
2006-18	TSA	TSA	DC	0001	01	01	ORNELASL	4	0	0	4	4	4
2006-19	DHS-HQ	DHS-HQ	DC	0001	01	02	DEMOADMIN	2	1	0	1	1	1
2006-19	TSA	TSA	DC	0001	01	01	ORNELASL	5	4	0	1	0	0

NOTE: A single Timekeeper may appear in the table more than once if that Timekeeper is assigned employees from different contact points or organizations, though this usually will not be the case.)

Generating the Employee Assignment by Supervisor report

The Employee Assignment by Supervisor Report lists the names of Supervisors and their corresponding employees, and is available to those with HR Administrator or Administrator roles only.

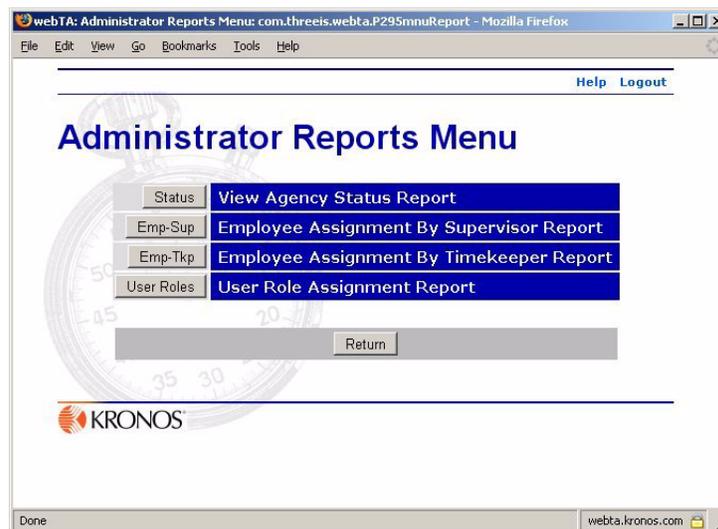
When the report is viewed by an Administrator, it contains all the employees in the system. When the report is viewed by an HR Administrator, results are restricted to the HR Administrator's organization.

The report is generated for every Supervisor/Employee relationship in *webTA*, but can be filtered by Supervisor, organization, and status.

To generate an Employee Assignment by Supervisor report:

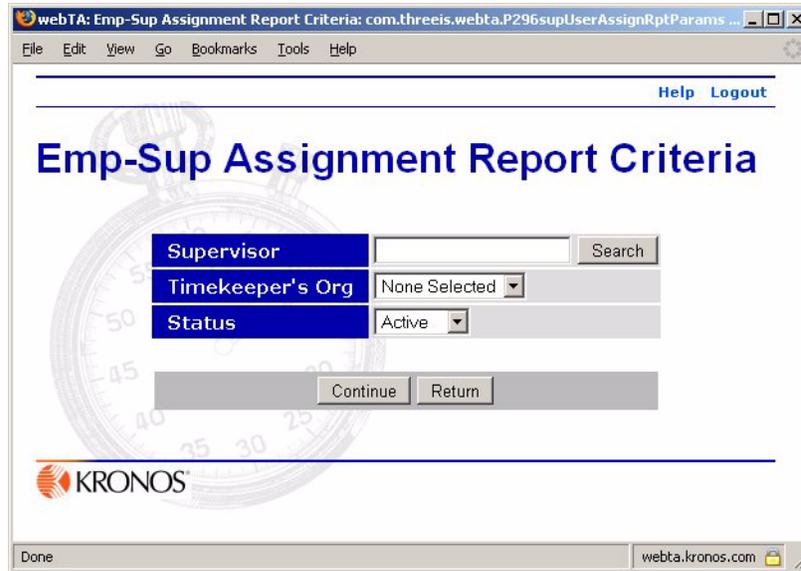
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **Emp-Sup**.

The Emp-Sup Assignment Report Criteria page opens.



3. Type in, or search for and select, the Supervisor's user ID, select the Timekeeper's organization (optional), and select the employees' status.
4. Click **Continue**.

The Emp-Sup Assignment Report page opens.

Result Page: 1 2 Next

Supervisor	Employee Name
ADMIN, DEMO	Carpenter, Brad
	Grant, Caroline
	Quintarelli, Caroline
	Quintarelli, Caroline
	Quintarelli, Caroline
	Test, Caroline
	Test, Caroline
	Test 3, Caroline
Administrator, The	ADMIN, DEMO
	ADMIN, DSHSQ
	ADMIN, SS
	Administrator, The
	User, Sup
Carpenter, Brad	Employee, New
mcelroy, cheryl	mcelroy, cheryl
	MOUSE, MICKEY
Ornelas, Leigh	Burl, Mary
	Dowd, Elaine
	Malone, Yvonne
	Ornelas, Leigh
	Timekeeper, LO

Result Page: 1 2 Next

Return

KRONOS

Done webta.kronos.com

Generating the Employee Assignment by Timekeeper report

The Employee Assignment by Timekeeper Report lists all Timekeeper-Employee associations that exist in *webTA*.

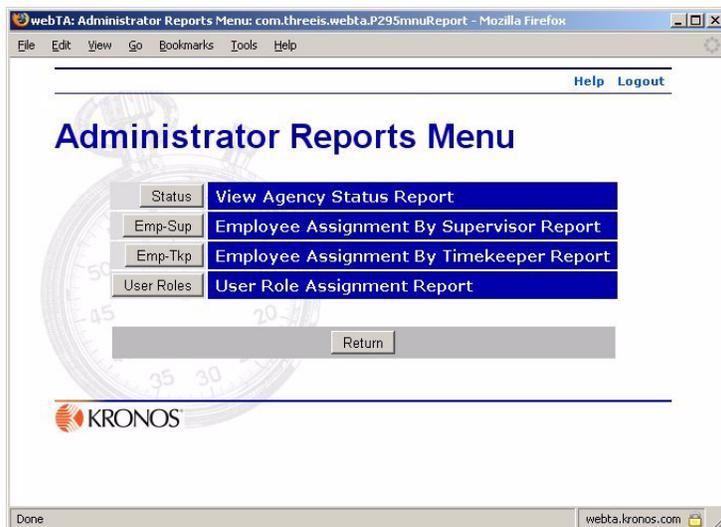
This report is available to HR Administrators and Administrators only. When the report is viewed by an Administrator, it contains all the employees in the system. When the report is viewed by an HR Administrator, results are restricted to the HR Administrator's organization. The organization name is displayed at the top of the report.

The report is generated for current status. The report can be further filtered by specifying a Timekeeper, organization, and status.

To generate an Employee Assignment by Timekeeper report:

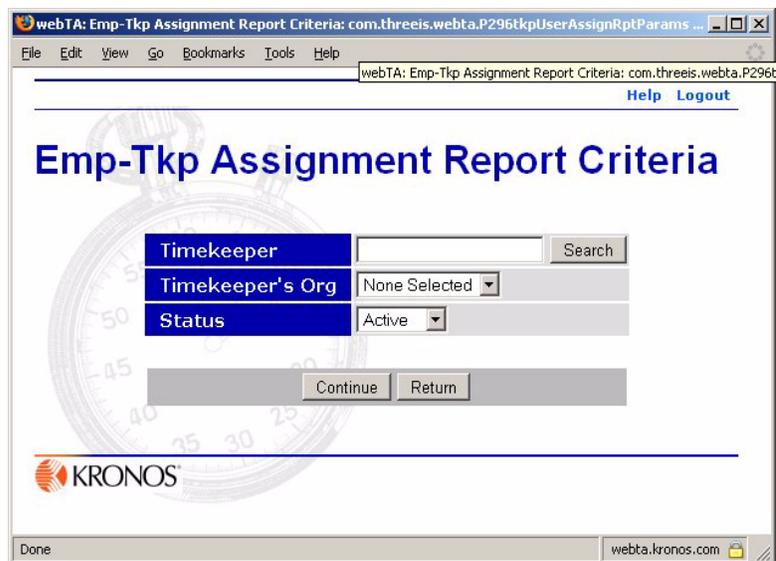
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **Emp-Tkp**.

The Emp-Tkp Assignment Report Criteria page opens.



3. Type in, or search for and select, the Timekeeper's user ID, then select the Timekeeper's organization (optional) and the employees' status.

4. Click **Continue**.

The Emp-Tkp Assignment Report page opens.

Timekeeper	Employee Name
ADMIN, DEMO	Carpenter, Brad
	Grant, Caroline
	Quintarelli, Caroline
	Quintarelli, Caroline
	Quintarelli, Caroline
	Test, Caroline
	Test, Caroline
Administrator, The	Test 3, Caroline
	ADMIN, DEMO
	ADMIN, DHSHQ
	ADMIN, SS
Carpenter, Brad	Administrator, The
mcelroy, cheryl	User, Sup
	Employee, New
Ornelas, Leigh	mcelroy, cheryl
	MOUSE, MICKEY
	Burl, Mary
	Dowd, Elaine
	Malone, Yvonne
	Ornelas, Leigh
	Timekeeper, LO

The report lists the names of the employees and their corresponding timekeepers.

Generating the User Role Assignment report

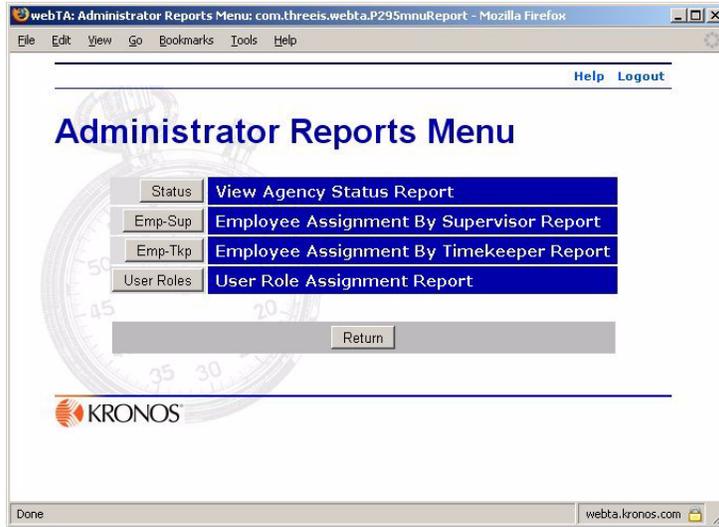
The User Role Assignment Report gives the Administrator access to a list of active and inactive employees grouped by their roles. The role can be selected from the list at the top of the report. The report changes when the role is changed. For any role that can be delegated, there will be an additional column in the report to show delegates' information.

There are two options: to download T&A profile data or to download employee profile data. Both these data files can be downloaded and opened in Microsoft® Excel.

To generate a User Role Assignment report:

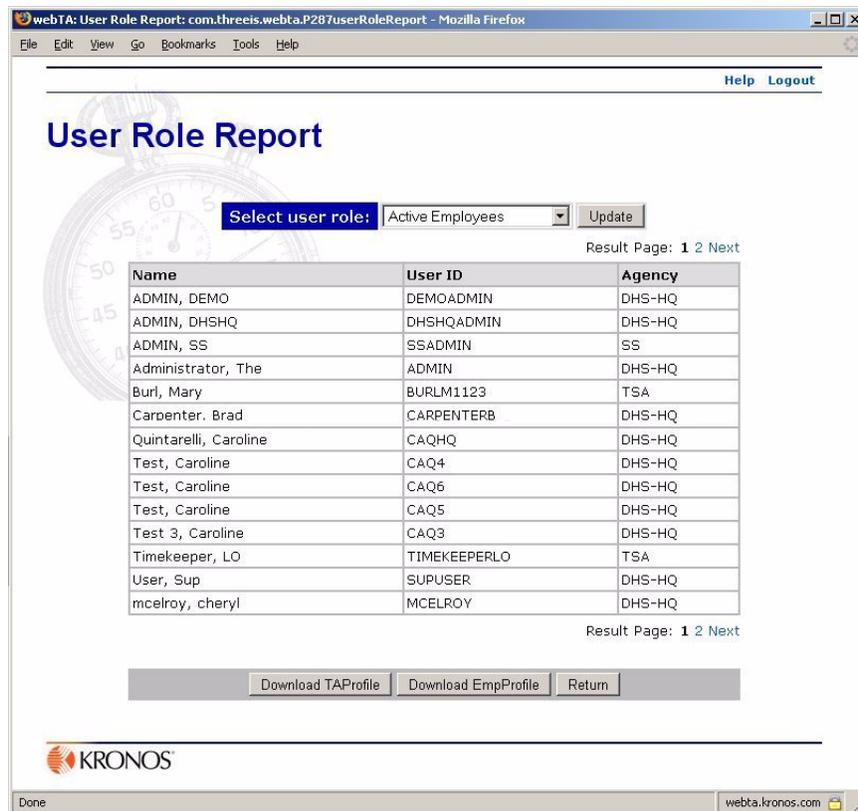
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **User Roles**.

The User Role Report page opens.



3. Select the user role you want the report based on, then click **Update**.

4. The report display changes to reflect your choice.

5. If you want to view report results as T&A profiles or Employee profiles, click either **Download TA Profile** or **Download Emp Profile**, click to select **Open with Microsoft Excel**, then click **OK**.

The report you chose opens Microsoft Excel.

6. If you want to download report results in Microsoft Excel .XLS format, click either **Download TA Profile** or **Download Emp Profile**, click to select **Save to Disk**, then click **OK**.

webTA downloads the chosen profile results to your disk in .XLS format.

Delegating the Administrator role to another employee

You may delegate your *webTA* Administrator role to as many alternates as you want to have access to your role in the event of your absence. The delegates you assign have all rights to administer *webTA* records. (You are not required to create any delegates, but it is recommended that you assign at least one.)

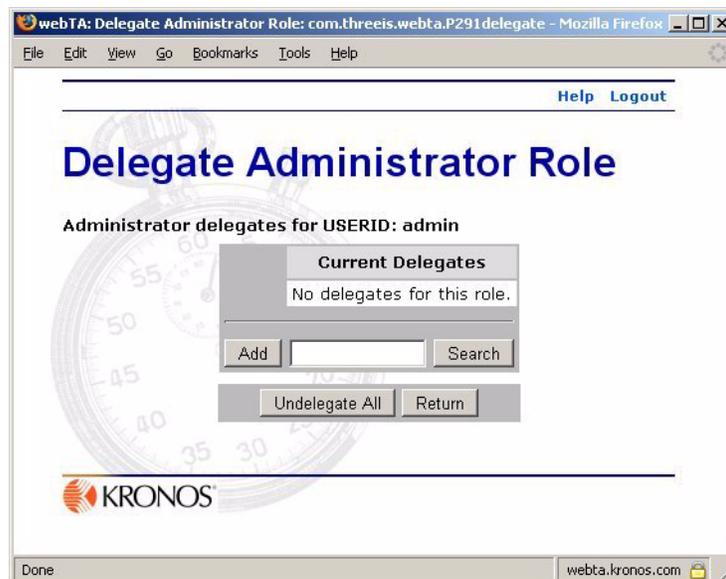
If you have more than one privileged role in *webTA* (such as being both a Supervisor and Administrator), you must separately delegate each role. The Main Menu page from which you access the delegate function determines the role you delegate.

The delegation remains in effect until you remove the user ID of the delegate from your list of delegates.

To delegate the Administrator role:

1. On the Administrator Main Menu page, click **Delegate**.

The Delegate Administrator Role page opens.



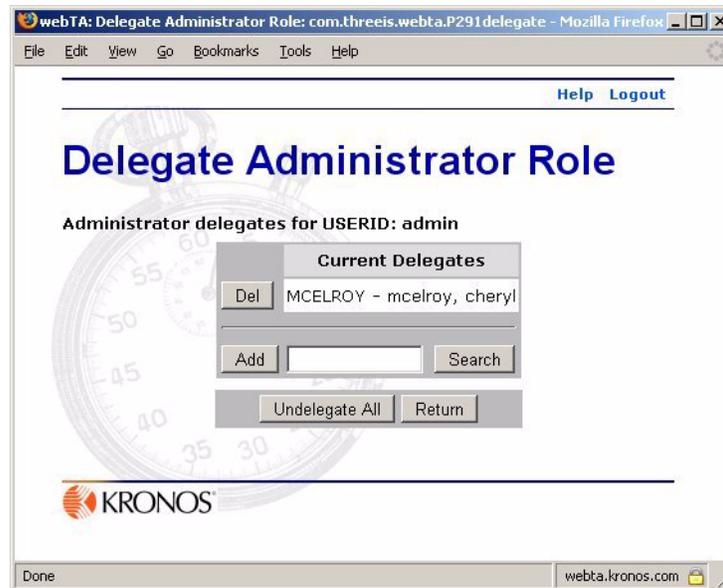
2. Type the user ID of the employee you want to delegate the role to, or search for the employee using *webTA's* search function. then click **Add**.

The delegated person is added to the **Current Delegates** table.

To undelegate employees:

1. On the Administrator Main Menu page, click **Delegate**.

The Delegate Administrator Role page opens.



Employees who have been delegated the Administrator role appear in the Current Delegates section.

2. If you want to undelegate an individual employee, click **Del** next to the person's name in the Current Delegates table.

- OR -

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