

webTA 3.8

Supervisor's Guide

Document History

Date	Revision	Description	Author
2/17/09		Initial release	Bruce McGarvey

Contents

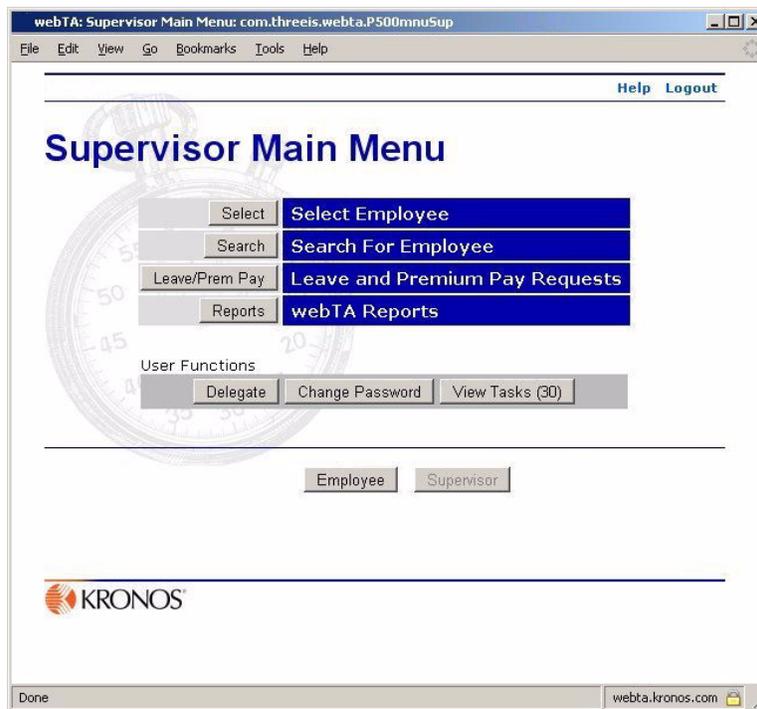
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Introduction

The purpose of this document is to provide supervisors information needed to use webTA for fulfilling the Supervisor role 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 Basics*.

IMPORTANT! This document contains graphical representations (“screen shots”) of many of the browser pages that you will see as you use webTA. These screen shots may not appear exactly like the pages on your own screen. They may differ in some ways. However, the screen shots in this document are similar enough to what you will see so that they will help you work through the procedures and understand the examples in the documents.

The Supervisor Main Menu opens when you log into webTA.



As a Supervisor, you are responsible for certifying all T&A reports for your employees before their data is sent to NFC for payroll processing, and to approve or deny leave and premium pay requests.

The law requires that the data be certified as correct before issuance of pay. Therefore, webTA will not create the transmission record for an employee until it is certified by you, one of your delegates, or the Master Supervisor.

Selecting or searching for an employee

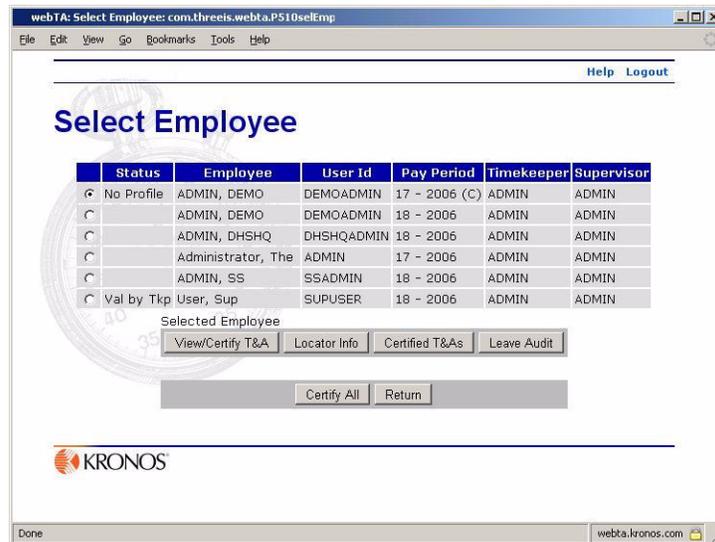
To certify T&As and do other employee maintenance, you must either use the Select Employee function to get a list of the employees that you are personally responsible for, or search for an employee using webTA's search function to get a subset of that list (either a specific employee or a set of employees that report to the you).

NOTE: See *webTA Basics* for detailed information about searching.

To select an employee:

Click **Select** on the Main Supervisor Menu page.

webTA returns a complete list of the employees you can certify or maintain, along with the status of their T&A.



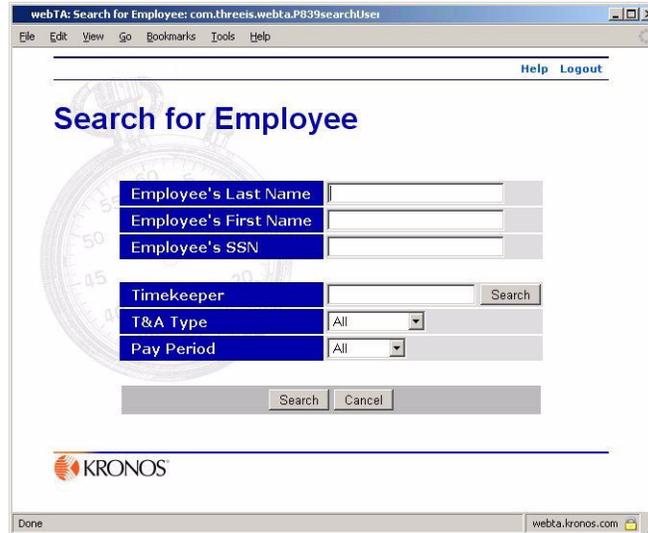
The **Status** column for unvalidated employees will be empty.

T&A that is validated is eligible for certification.

To search for employees:

1. On the Supervisor Main Menu page, click **Search**.

The Search for Employee page opens.



2. Type in the employee's last name, first name, SSN or a combination of that information.
You can also search for employees assigned to a given Timekeeper, T&A type, and T&A data for a specific pay period by selecting from the appropriate lists.

NOTE: See *webTA Basics* for detailed information about setting basic search criteria.

3. If you want to search by Timekeeper, Organization, T&A Type, or Pay Period, select the appropriate search criterion from the associated drop-down lists.

T&A Type lets you limit search results to those records meeting these criteria:

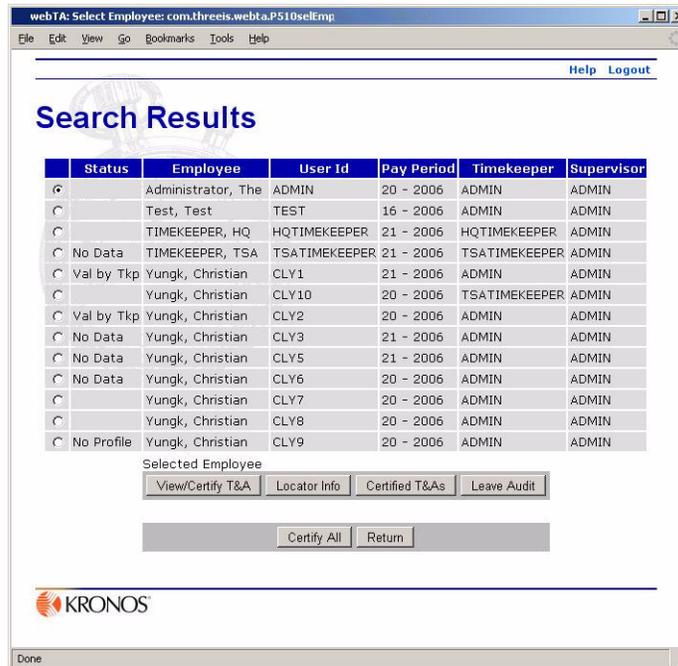
- **Corrections** searches for T&A records in the system which are correction records.
- **Unvalidated** searches for records which have not been validated by either the employee or the timekeeper.
- **Validated** searches for records which have been validated by the employee or the timekeeper, but which have not yet been certified by the supervisor.
- **Certified** searches for records which have been both validated and certified, but not yet built.
- **No Profile** searches for 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.

Pay Period lets you limit search results by pay period.

- **Current** searches for records for the current pay period.
- **Previous** searches for records for the previous pay period, which are typically completed records which need to be certified and built.
- **Older** searches for records not in the current or previous pay periods.

4. Click **Search**.

The Search Results page opens, listing employees who meet your search criteria.



Viewing and certifying T&A

After selecting or searching for employees, you can select an employee for certifying an individual T&A record, or you may certify all validated records in one operation.

To view and certify or decertify an employee's T&A:

1. Select, or search for and select, the employee whose T&A you want to view or certify.
2. Click **View/Certify T&A**.

The employee's T&A data summary page opens.

webTA: T&A Data Summary: com.threelis.webta.P550data1A5um

Name: **User** Pay Period: **18 : Sep 3, 2006 to Sep 16, 2006** Help Logout
 Time Card Type: **Regular** Leave Year: **2006**
 Status: **Approved** Days In Pay: **10**
 Time In Pay: **80:00** Other Time: **0:00**

Transaction	Pfr	Sfx	Account	Sep					Sep					Total						
				3	4	5	6	7	8	9	10	11	12		13	14	15	16		
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	
Work Time																				
Regular Base Pay			60000000000000								32								40	72
Work Time Total											32								40	72
Leave and Other Time																				
Admin/Excused Absence			60000000000000									8								8
Leave and Other Time Total												8								8
Daily Total												8							8	80

T&A Profile		Leave Data		Fwd	Accr	Avail	Used	Bal
Pay Plan	GL LEO (Grades 3 to 10)	Annual	--	4:00	4:00	--	4:00	
Tour of Duty	Full Time	Sick	--	4:00	4:00	--	4:00	
Duty Hours	80	Other					8:00	
Work Week	m-f	Leave Year Projection						
Alternative Schedule	Regular 8-hour Days	Maximum Available Annual	36:00					
Agency	DHS-HQ	Maximum Available Sick	36:00					
State	DC	Use or Lose Leave	--					
Town	0001							
Unit	01							
Timekeeper	01							
New Contact Point	Yes							
Retain Data	None							
Account Data Code	Manual Entry							
Service Computation Date	Oct 02 2006							
Annual Leave Category	4 hr/sp							

Status History			
Timestamp	Status	Name	Message
Oct 21 2006 02:44 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:08 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:07 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:06 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:05 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 10 2006 01:22 PM	Validation Reset By Edit	Administrator, The (ADMIN)	
Oct 02 2006 12:15 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 02 2006 12:11 PM	Pay period set	Administrator, The (ADMIN)	Pay period changed from 20 to 18.
Oct 02 2006 12:08 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

Your signature certifies that all reported time was worked and approved according to law and regulation.
 Validated By : The Administrator
 Validation Date : Oct 17 2006 1:05 PM

KRONOS

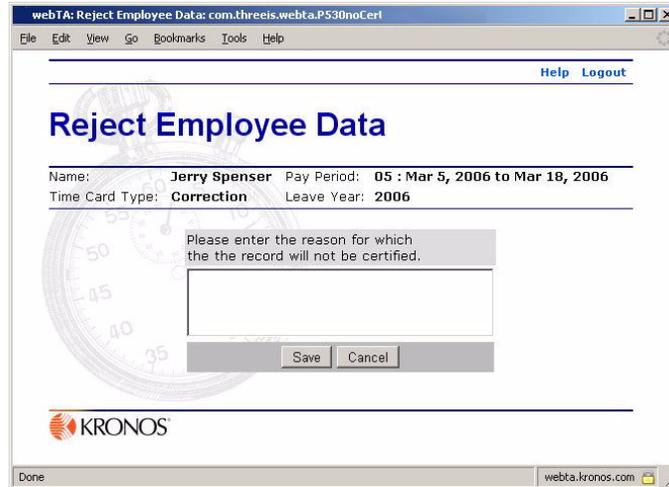
Done webta.kronos.com

3. If you want to certify the employee's T&A, click **Certify**, then **stop here**.

- OR -

If you want to decertify an employee's T&A, click **Reject/Decertify**.

The Reject Employee Data page opens, asking you for a reason for the rejection.



4. Type the reason for not certifying or for removing the certification from this record.

The explanation should be relatively short, but you may enter as much information as you feel necessary to explain the situation. For example,

- The 8 hours of annual leave reported on the first Tuesday should be a holiday.
- Timekeeper requested de-certification to change profile data.
- Overtime was not authorized on Saturday.

5. Click **Save**.

The certification is removed or rejected, and a task is sent to the affected employee and his or her Timekeeper.

To certify all records in one session:

1. In either the Select Employee or Search Results pages, click **Certify All**.

The T&A Data page opens for the first employee eligible for T&A certification. Only records that have been validated successfully are displayed.

2. If you want to certify the employee's T&A, click **Certify**.

- OR -

If you want to go to the next employee without taking any action, click **Skip**.

Clicking **Skip** opens the next employee's data page without certifying the T&A data on the current page.

3. Repeat the preceding step for every employee in the set.

You must review and click **Certify**, **Reject/Decertify**, or **Skip** for each employee.

IMPORTANT! Once you certify records, changes cannot be made by anyone during the current pay period unless you remove the certification.

About Locator information

Some agencies may require you to keep their employees' office address and contact information current in the webTA Locator. However, webTA does not use this information for its functions.

IMPORTANT! The e-mail address must be supplied for the webTA to send tasks to recipients.

To view an employee's location information.

1. From the Supervisor Main Menu page, select or search for and select the employee.
2. Click **Locator Info**.

webTA: Locator Info: com.threes.webta.P460editInfo

File Edit View Go Bookmarks Tools Help

Help Logout

Locator Info

Office Contact Information for Christian Yungk

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	lyun@aol.com
Fax	555-555-555

Save Cancel

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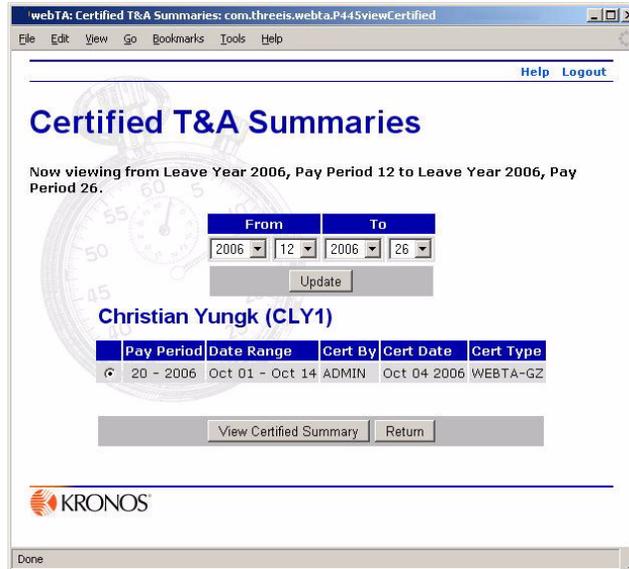
Done

Employees and supervisors can modify the information on this page.

Viewing a summary of an employee's certified T&A

To view a summary of an employee's T&A:

1. After selecting, or searching for and selecting, an employee, click **Certified T&As**.
The employee's Certified T&A Summaries page opens.



This page shows all of the certified T&As for an employee. The columns show the pay period, dates of the pay period, and how, when, and by whom each was certified. Corrections are designated by (C) to the right of the Pay Period.

Cert Type is the mechanism used to certify the record. This may be the standard webTA electronic certification, PKI (if it was digitally signed using an authenticated digital signature system), or another mechanism.

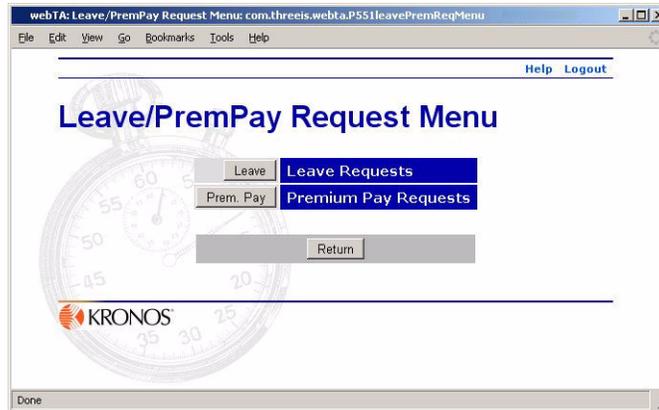
2. If you want to restrict the range of records displayed, select the appropriate **From** and **To** pay period dates, then click **Update**.
3. If you want to view the summary form, click to select the line you want to view, then click **View Certified Summary**.

The employee's summary opens with the employee's name and current status at the top.

To view leave requests:

1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.

The Leave/PremPay Request Menu page opens.



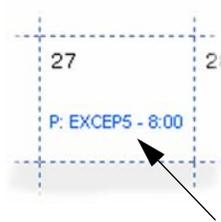
2. Click **Leave**.

The Current Leave Request page opens listing unexpired pending or approved leave requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the Change View Criteria list, then click **Update**.
4. If you want to view approved and pending leave requests for the requests on the Current Leave Requests page, click **View History**.
- OR -
If you want to view a monthly calendar of all pending and approved leave requests, click **Calendar View**.
5. If you want to view details about an individual leave request from the Current Leave Requests page, click **Edit** next to the request.
- OR -

If you want to view details about an individual leave request from the calendar view, click the leave request on the leave date.



Leave request calendar view link

The Approve/Deny Leave Request page opens, which provides details about the leave request, including remarks.

webTA: Approve/Deny Leave Request: com.threecis.webta.P555leaveReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Leave Request

Request by: excep5 excep5 (EXCEP5)

Request Information

Leave Type	Annual Leave
Transaction Type	Annual Leave
Submitted Date	Mar 20 2008 6:49 AM
Leave Balance	96:00 hours
Hours Requested	8:00 hours

March 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Hrs
2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 Hrs
9 Hrs	10 Hrs	11 Hrs	12 Hrs	13 Hrs	14 Hrs	15 Hrs
16 Hrs	17 Hrs	18 Hrs	19 Hrs	20 Hrs	21 Hrs	22 Hrs
23 Hrs	24 Hrs	25 Hrs	26 Hrs	27 Hrs 8:00	28 Hrs	29 Hrs
30 Hrs	31 Hrs					

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:

Family and Medical Leave Act

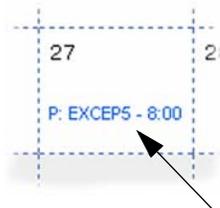
If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify:

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks
(200 chars max)

- If you want to view details about an individual leave request from the calendar view, click the leave request on the leave date.

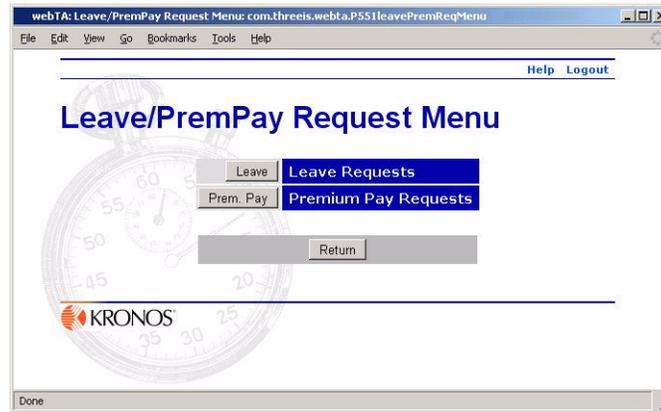


Leave request calendar view link

To approve or deny pending leave requests:

1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.

The Leave/PremPay Request Menu page opens.



2. Click **Leave**.

The Current Leave Request page opens listing unexpired pending or approved leave requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the Change View Criteria list, then click **Update**.
4. Click **Edit** next to the appropriate request.

The Approve/Deny Leave Request page opens, which provides details about the leave request, including remarks.

webTA: Approve/Deny Leave Request: com.threecis.webta.P555leaveReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Leave Request

Request by: excep5 excep5 (EXCEP5)

Request Information

Leave Type	Annual Leave
Transaction Type	Annual Leave
Submitted Date	Mar 20 2008 6:49 AM
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March 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Hrs
2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs	7 Hrs	8 Hrs
9 Hrs	10 Hrs	11 Hrs	12 Hrs	13 Hrs	14 Hrs	15 Hrs
16 Hrs	17 Hrs	18 Hrs	19 Hrs	20 Hrs	21 Hrs	22 Hrs
23 Hrs	24 Hrs	25 Hrs	26 Hrs	27 Hrs 8:00	28 Hrs	29 Hrs
30 Hrs	31 Hrs					

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify:

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify:

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks
(200 chars max)



5. If you want to approve the request, click **Approve**.

6. If you want to deny the request, click **Deny**.

webTA returns to the Current Leave Requests page. Your change is reflected in the Status column of the leave requests table.

To change the status of an already approved or denied request:

1. If you have not already done so, open the Current Leave Requests page by clicking **Leave** on the Supervisor Main Menu.
2. If desired, filter the list of requests by selecting from the **Change View Criteria** list.

3. Click **Edit** next to the approved or denied request that you want to change.
The Approve/Deny Leave Request page opens.
4. Click **Revert Pending**.
webTA sets the request back to *Pending* and returns to the Current Leave Requests page.
5. Approve or deny the request as usual.

Viewing and editing premium pay requests

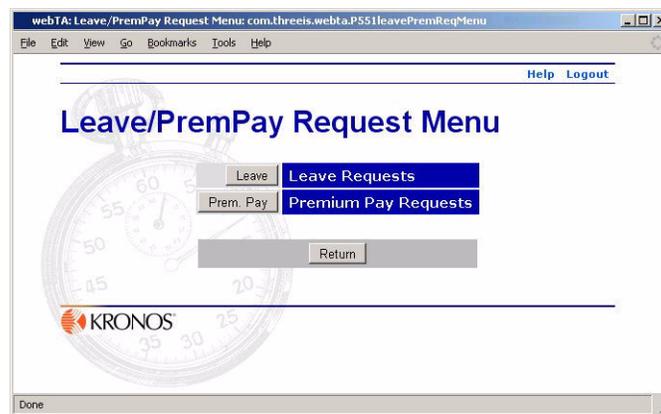
All pending or approved premium pay requests that have not yet expired for all of the employees assigned to you, or assigned to supervisors for whom you are a delegate, are accessed by clicking **Leave/Prem Pay** on the Supervisor Main Menu page.

Supervisors can approve or deny pending requests, or change the status of requests after they are approved or denied.

To view premium pay requests:

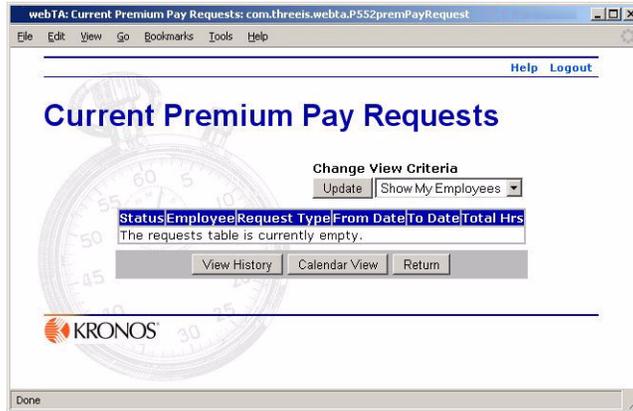
1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.

The Leave/PremPay Request Menu page opens.



2. Click **Prem Pay**.

The Current Premium Pay Requests page opens listing unexpired pending or approved leave requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the **Change View Criteria** list, then click **Update**.
4. If you want to view all approved and pending premium pay requests for the employees on the Current Premium Pay Requests page in table format, click **View History**.

- OR -

If you want to view a monthly calendar of all pending and approved premium pay requests, click **Calendar View**.

5. If you want to view details about an individual premium pay request from the Current Premium Pay Requests page, click **Edit** next to the request.

The request's Approve/Deny Premium Pay Request page opens.

webTA: Approve/Deny Leave Request: com.threecis.webta.P555leaveReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Leave Request

Request by: excep5 excep5 (EXCEP5)

Request Information

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Transaction Type	Annual Leave
Submitted Date	Mar 20 2008 6:49 AM
Leave Balance	96:00 hours
Hours Requested	8:00 hours

March 2008

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23 Hrs	24 Hrs	25 Hrs	26 Hrs	27 Hrs 8:00	28 Hrs	29 Hrs
30 Hrs	31 Hrs					

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify: None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

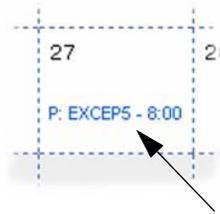
Remarks
(200 chars max)

Approve Deny Cancel



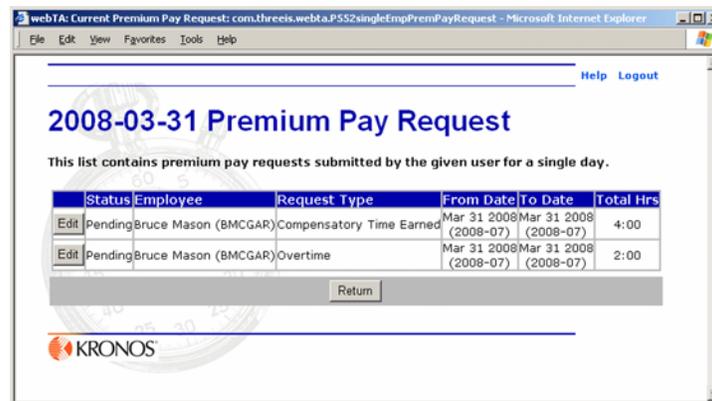
- OR -

If you want to view details about an individual request from the calendar view, click the premium pay request on the date.



Premium pay request calendar link

The Premium Pay Request page opens for the day the request was made, showing all premium pay requests for that date.

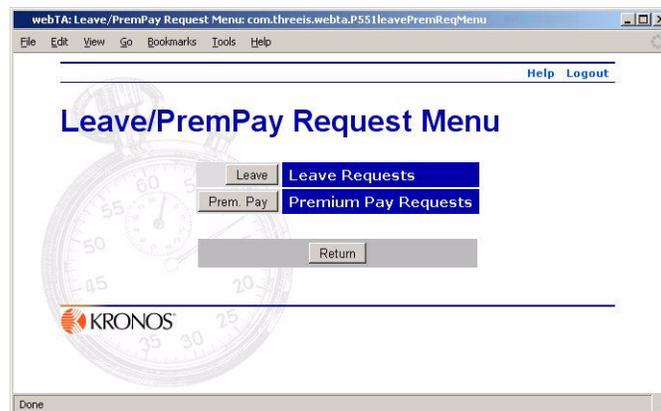


6. Click **Edit** next to the request.

To approve or deny a pending premium pay request:

1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.

The Leave/PremPay Request Menu page opens.



2. Click **Prem Pay**.

The Current Premium Pay Request page opens listing unexpired pending or approved premium pay requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the **Change View Criteria** list, then click **Update**.

The list of requests appearing in the table change to reflect your choice.

4. Click **Edit** next to the appropriate request.

The Approve/Deny Premium Pay Request page opens for the request you selected.

webTA: Approve/Deny Leave Request: com.threecis.webta.P555leaveReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Leave Request

Request by: excep5 excep5 (EXCEP5)

Request Information

Leave Type	Annual Leave
Transaction Type	Annual Leave
Submitted Date	Mar 20 2008 6:49 AM
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Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify: None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks
(200 chars max)

Approve Deny Cancel



5. Type your remarks in the **Remarks** box, if desired.
6. If you want to approve the request, click **Approve**.

- OR -

If you want to deny the request, click **Deny**.

webTA returns to the Current Premium Pay Requests page. Your change is reflected in the Status column of the table.

To change the status of an already approved or denied request:

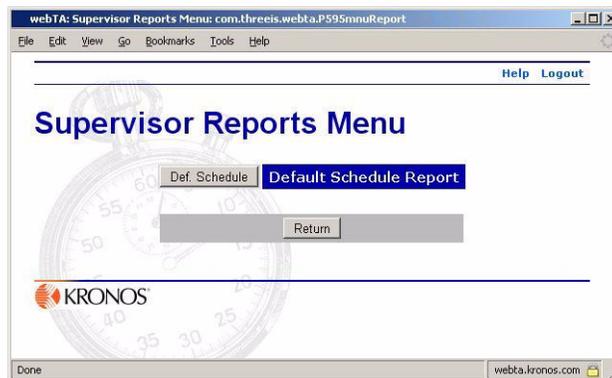
1. If you have not already done so, open the Current Premium Pay Requests Page by clicking **Prem Pay** on the Supervisor Main Menu.
2. If desired, filter the list of request by selecting from the **Change View Criteria** list.
3. Click **Edit** next to the approved or denied request that you want to change.
The Approve/Deny Premium Pay Request page opens.
4. Click **Revert Pending**.
webTA sets the request back to *Pending* and returns to the Current Premium Pay Requests page.
5. Approve or deny the request as usual.

Generating a Default Schedule report

A Default Schedule report lists the default schedule for each of the Supervisor's employees.

To generate a Default Schedule report:

1. On the Supervisor Main Menu Page, click **Reports**.
The Supervisor Reports Menu page opens.



2. Click **Def. Schedule**.
webTA generates the report.

webTA: Default Schedule Report: com.threes.webta.P462defScheduleReport

File Edit View Go Bookmarks Tools Help

[Help](#) [Logout](#)

Default Schedule Report

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	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	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	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	10:00			80:00



Done

Delegating the Supervisor role

You can delegate your Supervisor role to one or more alternate supervisors. You may have as many additional delegates as you like.

As long as your delegates are active, they can view, approve, or reject T&A records and leave and premium pay requests.

It is a good idea to have at least one delegate at all times, so that someone can perform your webTA Supervisor responsibilities when you are not available.

To manage delegates:

1. In the User Functions section of the Supervisor Main Menu, click **Delegate**.

The Delegate Supervisor Role page opens.



2. If you want to add a delegate, type the user ID in the field or select the employee using webTA's search function, then click **Add**.

webTA adds the new delegate to the Current Delegates list.

- OR -

If you want to remove a single delegate, click **Del** next to that delegate's name in the Current Delegates list.

webTA removes the delegate.

- OR -

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

webTA removes all delegates in the list.