webTA 3.8

Master Supervisor's Guide

Document History

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

Contents

KRONOS webTA 3.8 Master Supervisor's Guide

Introduction

The purpose of this document is to provide Master Supervisors information needed to use webTA for fulfilling the Master 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.

As a Master Supervisor, you can certify T&A reports for all employees in webTA before their data is sent to NFC for payroll processing. (Some Master Supervisors can only certify T&A records for employees in their own agencies.)

The law requires that the data be certified as correct before pay is issued. Therefore, webTA does not create the transmission record for an employee until it is certified by you or by their regular supervisor.

When you log in, the Master Supervisor Main Menu page opens.

This page gives you access to all the functions available for the Master Supervisor role.

Searching for an employee

webTA provides options for searching for an employee beyond the capability of searching using basic name and Social Security information. webTA also lets you search by the employee supervisor, T&A type, and pay period. (For details about basic searching, see the section "Searching for Employees" in *webTA Basics*.)

The **T&A Type** field lets you limit T&A records to those records meeting these criteria:

- **Corrections** returns correction records in the T&A system.
- **Unvalidated** returns records that have not been validated by either the employee or the timekeeper.
- **Validated** returns records that have been validated by the employee or the timekeeper, but that have not yet been certified by the supervisor.
- **Certified** returns records that have been both validated and certified, but not yet built.
- **No Profile** returns records for which no T&A profile data has yet been stored. (Records must have T&A profile data recorded by the employee's Timekeeper before time can be entered for that record.)

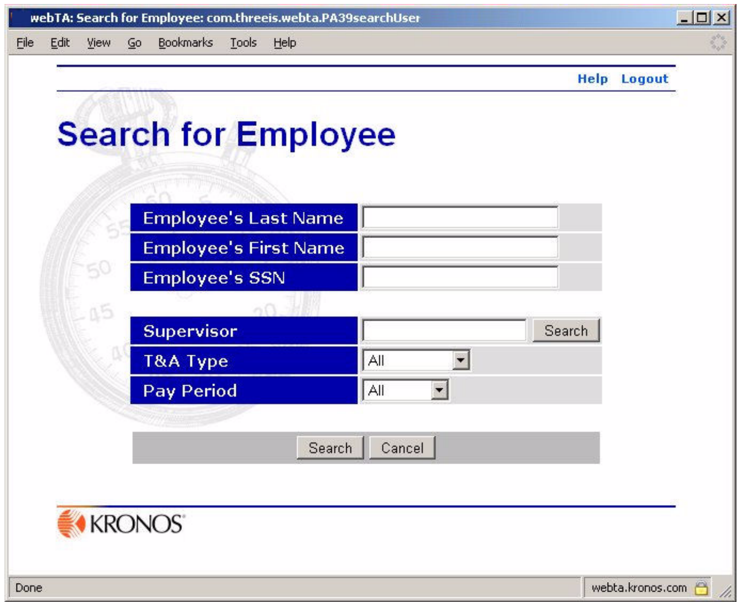
Selecting from the **Pay Period** list lets you restrict the records returned by pay period.

- **Current** return records for the current pay period.
- **Previous** returns records for the previous pay period that are typically completed records that need to be certified and built.
- **Older** returns records not in the current or previous pay periods, but that still are awaiting certification and building.

To search for an employee:

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

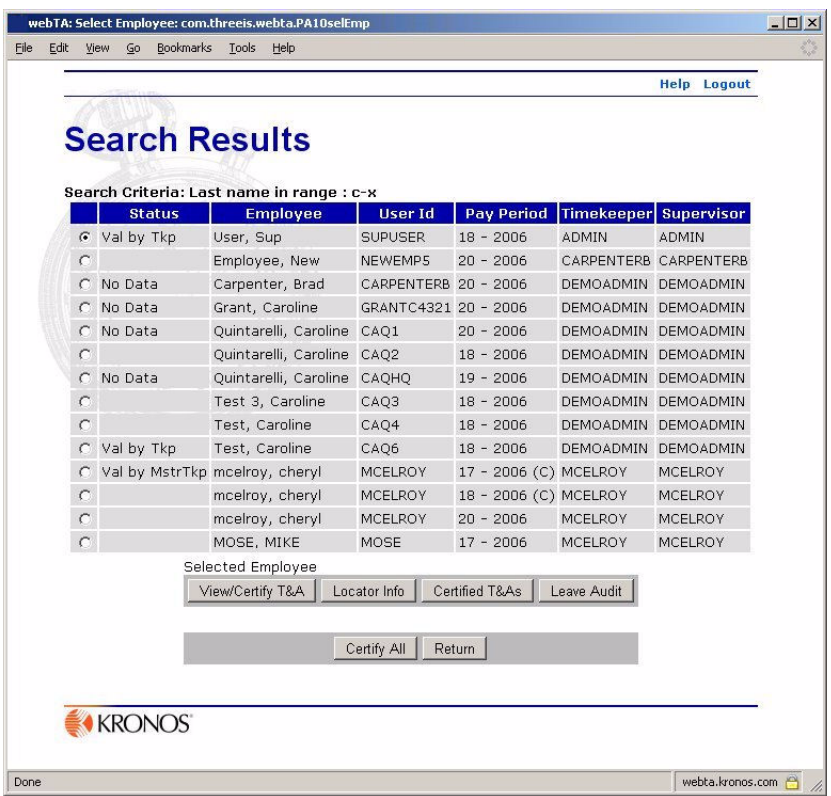
   The Search for Employee page opens.



2. Type in the appropriate boxes, select from the **T&A Type** and **Pay Period** lists, and search for and select the employee's Supervisor, according to the criteria you want to search by.

3. Click **Search**.

   The Search Results page opens listing employees who match your search criteria, along with their current status and login user IDs, pay periods, timekeepers, and supervisors.



Viewing and certifying T&A

The Master Supervisor can individually certify time cards or certify multiple validated time cards in a single session. Only validated time cards can be certified.

Validated time cards have “Val by Tkp” in the Status column of the Search Results page. Certified time cards have “Certified” in that column.

IMPORTANT! Once you certify the time cards, changes cannot be made by anyone during the current pay period unless you or a Supervisor removes the certification by rejecting or decertifying it.

To certify an individual time card:

1. Search for and select the employee.
2. Click **View/Certify**.

   The time card for the employee opens.
3. Click **Certify**.

   webTA certifies the time card and returns you to the Search Results page.

To certify multiple time cards in one operation:

1. Search for the set of employees whose time cards you want to validate.
2. On the Search Results page, click **Certify All**.

   webTA opens the time card for the first validated time card on the Search Results page.
3. If you want to certify the time card, click **Certify**.

   webTA certifies the card and opens the next validated time card in the search results.

   - OR -

   If you want to go to the next time card without certifying the current one, click **Skip**.

   webTA opens the next validated time card in the search results.
4. Repeat Steps 2 and 3 until you have finished certifying time cards.

   webTA returns you to the Search Results page after all of the time cards in the search results have been certified or skipped.

   - OR -

   If you want to stop certifying cards before all validated time cards are certified or skipped, click **Cancel**.

Decertifying or rejecting a time card

Master Supervisors can use the Reject/Decertify function to:

- “Release” a time card that has already been certified by a Supervisor or Master Supervisor so that an employee or timekeeper can make changes to it. (Without removing the certification, no changes can be made.)
- Reject a time card before it is certified. (For example, when there is an error on the time card.)

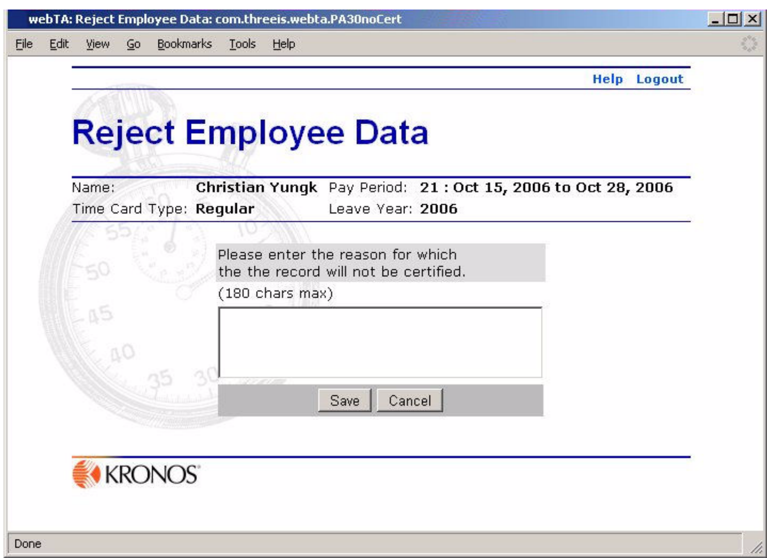
IMPORTANT! Once a time card is decertified or rejected, the employee or Timekeeper can once again modify it. However, the time card needs to be validated and certified again before it can be included in a build.

To decertify or reject a time card:

1. Search for and select the employee whose time card you want to decertify or reject.
2. Click **View/Certify T&A**.

   The employee’s T&A record opens.
3. Click **Reject/Decertify**.

   The Reject Employee Data page opens, prompting you for a reason for the rejection or decertification.



4. Type in the reason.

   The explanation for decertification/rejecting the record should be short, but you may enter as much information as you feel necessary to explain the situation.

   Examples:

- “The 8 hours of annual leave reported on the first Tuesday should be a holiday.”
- “The employee’s timekeeper requested decertification to change profile data.”
- “Overtime was not authorized for Saturday.”

5. Click **Save**.

webTA decertifies/rejects the time card and returns you to the Search Results page. The value in the Status column for the employee returns to “Validated by Tkp”.

When a time card is decertified or rejected, webTA sends a task to the affected employee and Timekeeper.

Viewing certified T&As

The Certified T&A Summaries page shows the pay period, dates of the pay period, and how, when, and by whom each was certified.

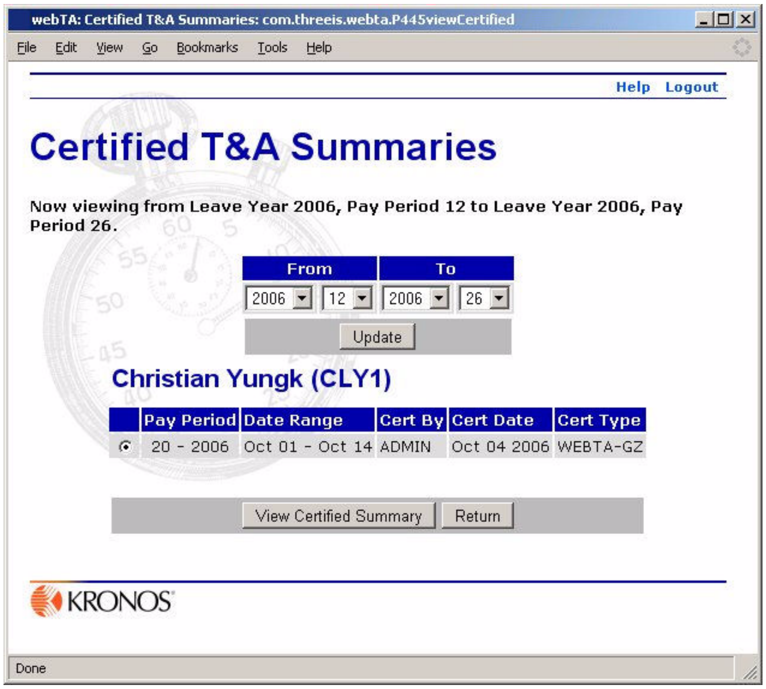
On the Search Results page, corrected time cards are designated by **(C)** in the Pay Period column.

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. If the Cert Type is WEBTA-GZ, the record was zipped before stored. If the Cert Type is WEBTA, the record was stored as HTML.

To view a summary of an employee’s certified T&As:

1. Search for the employee, then click to select the employee from the Search Results page.
2. Click **Certified T&As**.

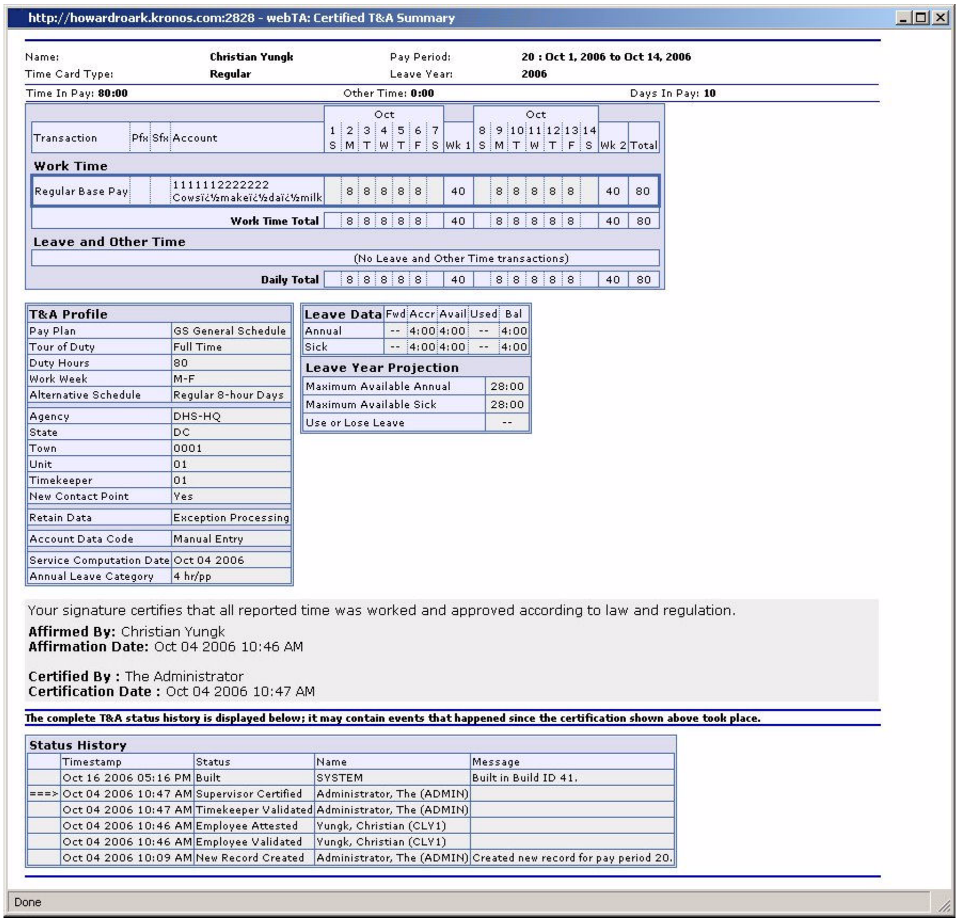
   The Certified T&A Summaries page opens showing all of the certified T&As for the employee.



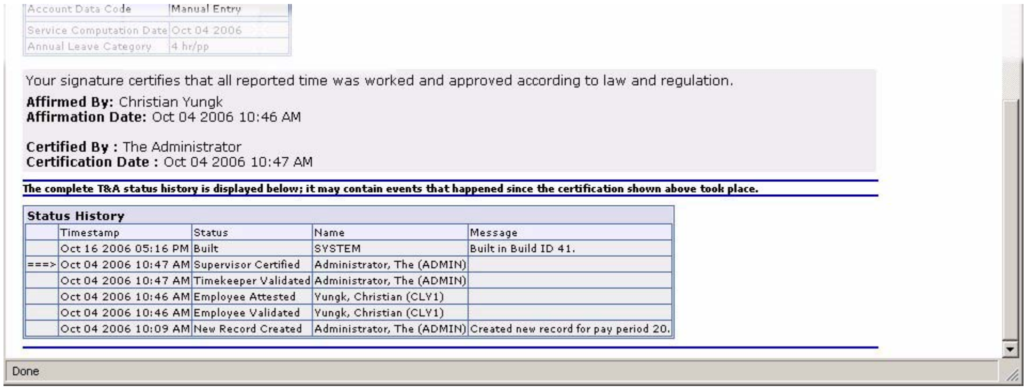
3. If you want to restrict the range of records displayed, select the appropriate range limits from the **From** and **To** lists, then click **Update**.

4. Click to select the summary that you want to view, then click **View Certified Summary**.

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



   At the bottom of the page is the certification statement.

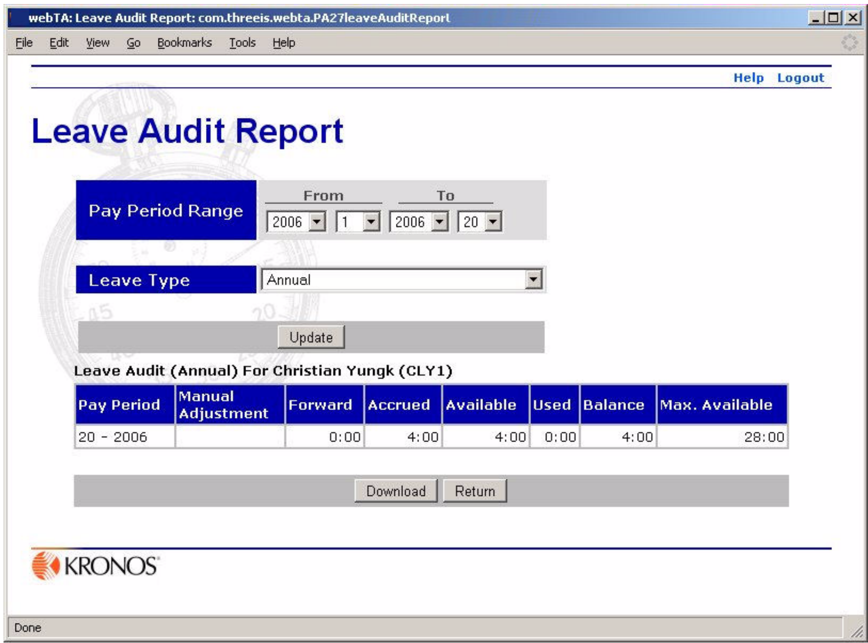


Generating a Leave Audit report

The Leave Audit report is used by the Master Supervisor to reconcile historical leave records for a selected employee. The report displays a line for each pay period that has a certified T&A record. The Master Supervisor can select the type of leave, and the start and end data range for the report.

To create a Leave Audit report:

1. Select the employee from the Search Results page.
2. Click **Leave Audit**, below the list of search results.



3. If you want to change the criteria for the reported leave information, select new end and start dates and leave type from the **Change Report Criteria** lists, then click **Update**.

   The system updates the report display to reflect your changes.

Viewing Locator information

Locator information provides access to an employee's address, telephone, e-mail, and fax information.

webTA includes the Locator feature for storing employee office addresses and contact information current in the webTA Locator. The only information required by webTA, however, is the e-mail address for use if you want to receive task notifications by e-mail.

The Master Supervisor has the option to view locator information for employees.

To view location information for an employee:

1. Search for the employee whose location information you want to view.
2. On the Search Results page, click to select the employee, then click **Locator Info**.

   The Locator Info page opens.