webTA 4.2 for the Department of Commerce (DOC)

An Introduction to webTA version 4.2

Employee and Timekeeper Training
WMFO-Payroll and Timekeeping Division
Role of the Employee in Timekeeping

• All employees are responsible for tracking their time in webTA or on a timesheet as designated by management of the organization.

• Employees are responsible for submitting leave requests prior to utilizing leave to their managers to ensure it is approved prior to taking leave.

• Employees are responsible for validating and affirming their timecard each PP.

• Employees need to work with their manager on establishing their work schedule, and providing this information to the timekeeper to ensure their profile is set up properly in webTA.

• Last Leave and Earnings statements are important to provide to timekeepers in ensuring leave is credited from the prior agency.

• Any employee who believes there are discrepancies in their leave balances between webTA and what is on their LES should let the timekeeper know so that a leave audit can be done to rectify.

• Employees should notify their timekeeper when they are leaving the agency so that the last timecard can be marked “inactive”.
ACCESSING webTA 4.2

• Access webTA 4.2 using the same URL as is currently being used for webTA 3.8:  [https://docwebta.eas.commerce.gov/webta/](https://docwebta.eas.commerce.gov/webta/)

• For current employees, upon your initial login in to webTA 4.2, you should use the same user ID and password information that was used in version 3.8.

• For new employees, you will be assigned a new user id and temporary password.
webTA NAVIGATION v4.2

• webTA is an Internet-based application.
• Always use the webTA Navigation buttons to Save, Cancel, Return, etc.
• In the updated version, you can use the Forward and Back buttons within your web browser.
PASSWORD REQUIREMENTS

Your webTA password must:

• Be changed every 60 days
• Contain at least 12 characters
• Contain at least one uppercase character
• Contain at least one lowercase character
• Contain at least one numeric character
• Contain at least one special character
• Not be derived from common words
CHANGING YOUR PASSWORD

To change your password, you must:

1. From the login screen, click the Forgot Password link.
2. On the Forgot Password screen, enter your User ID.
3. An email will be sent to you with instructions on how to reset your password.
webTA Comparison

webTA v3.8

webTA Login

This Government system, run by the Department of Commerce (DOC), is for the purpose of conducting official Government business, within the scope of DOC policy. All data in this system is the property of the Government & may be monitored, intercepted, read, recorded, copied, or captured in any manner & disclosed in any manner, by authorized personnel. There is no right of privacy in this system. WebTA uses a single session cookie.

User ID
Password

Log In  Forget Your Password

KRONOS

webTA v4.2

• webTA is a web-based application; V4.2 has changed the look of its interface.
• The “Forgot your Password” and “Forgot your ID” links are still available.
webTA v4.2

In the updated version, you can use the Forward and Back buttons within your web browser.

Instead of Buttons, there are now Links.
New webTA Screen

This is the Employee Main Menu.

Instead of Buttons, there are now Links.
EMPLOYEE MAIN MENU DEFINITIONS

**Timesheet**- Enter time information

**Timesheet Summary**- Snapshot of your timesheet after it has been validated. This page includes validation messages, timesheet profile, and activity log.

**Processed Timesheets**- Historical timesheet information.

**Leave Requests**- Enter Leave and credit hours used requests

**Premium Pay Requests**- Enter overtime, comp time, and credit hour earned requests

**Leave Balances**- Display leave balance information

**Default Schedule**- Build a default schedule
**EMPLOYEE MAIN MENU DEFINITIONS** (cont.)

<table>
<thead>
<tr>
<th>Reports</th>
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<tr>
<td>Reports</td>
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<table>
<thead>
<tr>
<th>Messages</th>
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<tbody>
<tr>
<td>Send Message To Timekeeper</td>
</tr>
<tr>
<td>Send Message To Supervisor</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounting</th>
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<tbody>
<tr>
<td>Accounts</td>
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<table>
<thead>
<tr>
<th>Leave Transfer Program</th>
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</thead>
<tbody>
<tr>
<td>Leave Donations</td>
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</tbody>
</table>

**Reports** - Employees can run leave audit reports that can be saved or viewed in alternate formats (PDF, MS Excel, HTML or CSV).

**Messages** - Employees can send messages to timekeepers and supervisors regarding their Timesheets.

**Accounting** - Displays existing accounting codes (project codes) that you are assigned.

**Leave Donations** - For donating leave, if applicable to your bureau.

* **New Features**
EMPLOYEE – KEY FEATURES

Inbox: System and User generated messages

Settings: User Profile, Roles, Holiday Calendar, Timesheet Details and Timesheet Profile

Help: Will launch a pop-up window that displays Help content

Log Out: Exit from webTA

Back Button: The Back button on your browser now works. In v3, if you pressed the back button, you would get an error, now the back button takes you back to the previous page – however, any unsaved changes will not be saved when the Back button is pressed.
EMPLOYEE MAIN MENU

Clicking the employee tab always takes you back to main menu

![Employee Main Menu Screenshot]
TIMESHEET SCREEN

T&A Data Screen is now the Timesheet Screen

Always use the webTA Navigation buttons to Save, Cancel, Return, etc.
### TIMESHEET

#### Pay Period Menu
Navigate and View Timesheets from Pay Periods from the past year and 1 period into the future

#### Timesheet Status (Validated, Unvalidated, Certified or Sent) and Type (Regular or Correction)

#### Links to edit Transaction Codes and Accounts

#### Plus sign - Add New Work Entry

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**Timesheet**

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<thead>
<tr>
<th>Transaction</th>
<th>Account</th>
<th>Sun 8/09</th>
<th>Mon 8/10</th>
<th>Tue 8/11</th>
<th>Wed 8/12</th>
<th>Thu 8/13</th>
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<th>Sat 8/15</th>
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<th>Fri 8/21</th>
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**3/24/2017**
ENTER WORK TIME HOURS

Click Timesheet on the Employee main menu. The timesheet opens.

Click the plus sign (+) under Work Time.

A new line is added.
Enter Timesheet transactions (Cont.)

To change the transaction code, click on the transaction code displayed.

Select a transaction code from the Transaction drop-down list (in this case Regular Base Pay).

You will then return to the timesheet. The transaction and account appear in the new row.

Enter hours, dollar amounts, or miles and then click Save.
Every timesheet has a corresponding Timesheet Summary that provides, by pay period, a read-only snapshot of information:

- Validation messages
- Timesheet hours and associated daily totals
- Default work schedule
- Weekly and biweekly totals
- Remarks
- Mileage transactions
- Leave requests and status
- Leave data
- Timesheet profile data
- Activity log of actions taken by other roles

To access this page, click **Timesheet Summary** on the main menu; the Timesheet Summary page opens. Choose a default pay period to view the timesheet summary.
ENTERING LEAVE TIME

Old webTA version

Upgraded webTA version
LEAVE REQUEST FORM

All fields marked with an asterisk (*) are mandatory.

Use the Leave Request Form to Enter Leave Type (Annual, Sick Leave, etc).

Add Remarks if applicable.

Choose FMLA if applicable (ensure you obtain supporting documentation).

Click Submit button at bottom of form to enter request.
A - Transaction Leave Balance displays actual balance for selected Leave Type, letting users know exactly how many hours they have without having to leave the form.

B - Leave Balance Calculator allows users to estimate what their balances will be in the future.

C - Daily hours are calculated for you based on the start and stop times entered; checking the all day box enters your regularly scheduled tour of duty.
A - Select Status link to view details
B - Add Leave Request button opens new form
C - History button displays Leave Requests from the past
D - View Calendar button displays requests as a Calendar
E - Cancel exits from the page.
VIEWING LEAVE BALANCES

A - Pay Period Menu - View balances as of future Pay Periods

B - Leave Types - Select links to view further details

C - Balance Details

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Forward</th>
<th>Adj Forward</th>
<th>Accrued</th>
<th>Used</th>
<th>Expired</th>
<th>Adjustments</th>
<th>Capped</th>
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</tr>
</tbody>
</table>

3/24/2017
EDITING OR DELETE A LEAVE REQUEST

Editing a Request:

1. Click Leave Requests on the Employee main menu.
2. Click the Leave Request Status link on the row that identifies the request you want to edit.
3. The Leave Request Form page opens. Make changes. Click Submit.

Deleting a Request:

1. Open the Leave Request Form page.
2. Click Delete Request at the bottom of the page.
Submit a Premium Pay Request

A- Select Premium Pay Transaction type: Compensatory time earned, Overtime, Hazard Pay, Home Leave Earned or Other
B- Select Start and End Date: daily hours are calculated for you based on the start and stop times entered; checking the all day box enters your regularly scheduled tour of duty
C- Enter Remarks, if applicable
EDIT AND DELETE PREMIUM PAY REQUESTS

Editing Premium Pay:

Open Premium Pay Requests page.

Click the Premium Pay Request Status link on the row that identifies the request you want to edit.

The Premium Pay Request page opens. Make changes. **If you are on a Maxiflex schedule and did not work 40 hours for the week, you must choose the Over 8 Overtime button.**

Click Submit. If the request is successful, a confirmation appears at the top of the form. The form is routed to the Supervisor.

Deleting your premium pay requests:

Click the Premium Pay Request Status link on the row that identifies the request you want to edit.

Click Delete Request at the bottom of the page.

Confirm that you want to delete the request. Click Yes to proceed; the request is removed and you return to the previous page.
VALIDATING TIMESHEETS

Click Timesheet on the Employee main menu. The timesheet opens.

Enter timesheet transactions if applicable (Leave, Telework, etc.)

Click Validate near the bottom of the page. The Timesheet Summary opens.

- **Errors** must be addressed and corrected in order for the timesheet to Validated.
- **Warnings** are suggestions, and the timesheet can be Validated, but the Warnings will still display.

To complete the validation, click Affirm near the bottom of the timesheet or click Cancel Attestation to cancel the action.

Once Affirmed, you will be directed to your validated timesheet. **Do not click save** – it will reset your validation.
VALIDATING TIMESHEETS (cont.)

• At the end of each Pay Period, timesheets must be Validated by the Employee or their Timekeeper.

• Once Validated, they can be Certified by the Supervisor and processed by the Payroll Provider.

• From the Employee Main Menu, select the Timesheet link.

• Select the Validate button.

• When a timesheet is Validated, webTA performs a series of checks based on your profile (pay plan, tour of duty, duty hours, alternative work schedule, etc.) and other payroll rules.

• If the hours entered satisfy the established Validation rules, the timesheet’s status will change from Saved to Pending Attestation, and the Timesheet Summary will display.

• If the hours entered do not comply with the employee’s profile settings or established validation rules, webTA will display an Error or a Warning at the top of the timesheet.
TIMESHEET STATUSES

• **Saved (S)** – with Employee or Timekeeper

• **Pending Attestation (PA)** – Employee has selected the Validate button, but has not Affirmed that the information added is correct.

• **Validated by Employee (VE)** – Timesheet has been Validated the Employee and it is ready to be Certified by the Supervisor

• **Validated by Timekeeper (VT)** - Timesheet has been Validated the Timekeeper and it is ready to be Certified by the Supervisor

• **Certified (C)** – Timesheet has been Certified by Supervisor and will be picked up in the next build

• **Pre-Processed (PP)** – Timesheet has been added to the build file, but has not been transferred to the Payroll Provider

• **Processed (P)** – Timesheet has been Processed by Payroll Provider

• **Correction (COR)** – A Correction has been created for a Processed Timesheet
TIMESHEET SUMMARY

Every timesheet has a corresponding Timesheet Summary that provides, by pay period, a read-only snapshot of information:

- Validation messages
- Timesheet hours and associated daily totals
- Default work schedule
- Weekly and biweekly totals
- Remarks
- Mileage transactions
- Leave requests and status
- Leave data
- Timesheet profile data
- Activity log of actions taken by other roles

To Access this page, click **Timesheet Summary** on the main menu.

- The Timesheet Summary page opens.
- Choose a default pay period.
DEFAULT SCHEDULE

Select Default Schedule from the Employee Main Menu to enter your default schedule.
SENDING webTA MESSAGES

webTA 3.8 Function

webTA 4.2 Function

1. From the Employee Main Menu, select the Send Message to Timekeeper, or Send Message to Supervisor link.

2. Type a subject for your message in the Subject field.

3. Select the High Importance link to mark your message important.

4. Type your message in the Body field.

5. Select the Send Message button.
TIMEKEEPER ROLES AND RESPONSIBILITY TRAINING
Responsibilities of the Timekeeper

1. Set up new employees in webTA (assign timekeeper/manager/schedule).
2. Monitor Timecards and assist employees and managers with issues.
3. Reset passwords when employees lock themselves out.
4. In some organizations, input the time of the employees, validate, and affirm.
5. Create corrected timecards when necessary to fix leave errors up to 25 pay periods retroactive through system. (avoids leave audits)
6. Perform leave audits on employees regularly. Best advice, run a manual audit on each employee every pay period and keep in file.
7. Assist management with ensuring all timecards are validated and certified each PP.
8. Ensure you have one or two “delegates” for timekeeping.
9. Take over employees moving within the agency, mark last time card “inactive” (final timecard).
CREATING EMPLOYEE PROFILE

webTA 3.8

Click the Add Employee Link

Timekeeper Main Menu

Select Employee
Search For Employee
Add Employee
Edit Timekeeper Profile
Take Over as Employee’s Timekeeper
Account Table
Leave and Premium Pay Requests
webTA Reports
WINFRED
Import WINFRED file

User Functions:
Delegate | Change Password | View Tasks (394)

Timekeeper Main Menu

Employees
Select Timesheets
Add Employee
Employee Leave Requests
Employee Premium Pay Requests
Validate All Timesheets

Reports

Accounting
Accounts (Census)
Delegates/Reassignment
My Delegates
Timekeeper Profile
Takeover Employee

Adhoc Report Management
CREATING EMPLOYEE PROFILE (cont.)

Employee Profile

Enter a User ID compliant with your agency requirements.

Required fields are marked with an asterisk (*)

Make sure that you click the “save” button to save data before moving on to the next screen.

For existing users, if they have a name change you can correct the name and User ID in the Employee Profile.
CREATING EMPLOYEE PROFILE - ROLES

After the employee’s profile has been successfully saved, you will need to assign the employee’s role.

Under the Role Assignment menu, click the Role tab. The screen below appears.

Select the employee roles and Click Save.
CREATING EMPLOYEE PROFILE - TIMESHEET DETAILS

Next, Click the Timesheet Details link to set-up the timesheet details.
- Required fields are marked with an asterisk (*).
- Click Save.
- The Employee’s Profile has been built. To return to the main menu, click the Timekeeper tab at the top of your screen.
Creating Employee Profile - Timesheet Profile

Timesheet Profile:

If an employee is separating, be sure to check the ‘Final Report’ box. This will remove the employee from being active in the system.

If an employee is beginning or separating in the middle of the pay period, you will need to select the appropriate “Status Change Type” (ex. End) and “Status Change Day” (ex. Week 1: Fri).
REMOVING SEPARATED EMPLOYEES

Once you have processed a Final Timesheet for an employee, you need to remove them from your employee listing, wait until the system sweep has occurred and the record is advanced to the next pay period.

Put a check in the box next to the employee’s name you wish to remove. Click on Employee Profile.
Click the Active box to make the employee Inactive. Employees are not physically deleted from webTA; they are marked as inactive.
ADDING/DELETING DELEGATES

Adding Delegates

Click **My Delegates** on the Timekeeper Main Menu.

A table lists timekeepers who have already been delegated as a backup.
ADDING/DELETING DELEGATES

Click **Add Delegate**. A table lists timekeepers who are qualified to be selected as delegates.

Click the check box next to user(s) you want to select as delegates and then click **Select Checked Users**.

![Delegate Roles: Timekeeper](image)

To deleting delegates click the “X” on the row that identifies the user you want to remove as a delegate.
PLACING EMPLOYEES ON HOLD STATUS

A timekeeper can place an employee on hold if the employee is an intermittent employee or an intern and is going on LWOP.

Go to the Employee’s Timesheet Profile page and click the “On Hold” box under the Status menu.
VIEWING EMPLOYEE LEAVE REQUESTS

Timekeepers may view leave requests for their assigned employees.

You can click **Employee Leave Requests** on the main menu. The **Leave Requests-Current** page opens. The Leave Requests table displays current and future requests for your assigned employees.

![Leave Requests Table]

You can also click **Select Employees** on the main menu. Click the check box next to the employee(s) you want to work with, and then select **Leave Requests** from the Leave and Premium Pay action menu. The **Leave Requests-Current** page opens. The Leave Request Table displays current and future requests for the specific employee that you selected.

Click **History** to view historical leave requests.

Click **View Calendar** to see leave requests displayed in a calendar view.
CORRECTING A PROCESSED TIMESHEET

From the Timekeeper Main Menu, select the Select Employees link.

To locate the processed timesheet for corrections, use the Timesheet Status and Pay Period filters at the top of the employee list. Select the desired pay period and select Processed as the status, then select the Search button.
CORRECTING A PROCESSED TIMESHEET (cont.)

Locate the Timesheet needing correction, select its checkbox and then select the Create Correction link.

Timesheets
- Timesheet
- Timesheet Summary
- Validate Selected
- Create Correction
- Processed Timesheets
LOCAL, PRIOR, & REGULAR CORRECTIONS

From the Timekeeper Main Menu, click on Select Timesheets.

Put a check in the box next to the employee you wish to do a correction for, and click on Create Correction under the Select Action section.

A page opens up showing timesheets that are available for correction.

Click on Create Correction next to the pay period of the timesheet you would like to correct.

Make the desired changes to the Timesheet, then Validate as you would a regular timesheet.
TAKEOVER EMPLOYEE

From the Timekeeper Main Menu, select the Takeover Employee link.

A list of employees in your jurisdiction is displayed.

Select the Select button for the employees you wish to take over.

Selected employee is now assigned to you permanently.
### Leave Audit Spreadsheet

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<th>SSN</th>
<th>CONTACT POINT</th>
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<th>EOD (IF IN YEAR OF AUDIT)</th>
<th>SEPARATION DATE</th>
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#### Annual Leave

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<th>SICK LEAVE</th>
<th>LWOP</th>
<th>Remarks:</th>
<th>CERTIFIED CORRECT: Kristi Bishop</th>
<th>DATE</th>
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<td>Brought forward from prior period</td>
<td>Accrued or earned</td>
<td>Used this period</td>
<td>Donated or converted Leave</td>
<td>Balance or total to date</td>
<td>Brought forward from prior period</td>
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| Total | YTD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Remarks: CERTIFIED CORRECT: Kristi Bishop

DATE: 3/24/2017
Questions:

Contact for pay issues: wfmo.pay@noaa.gov