Farm and Foreign Agricultural Services
Human Resources Division

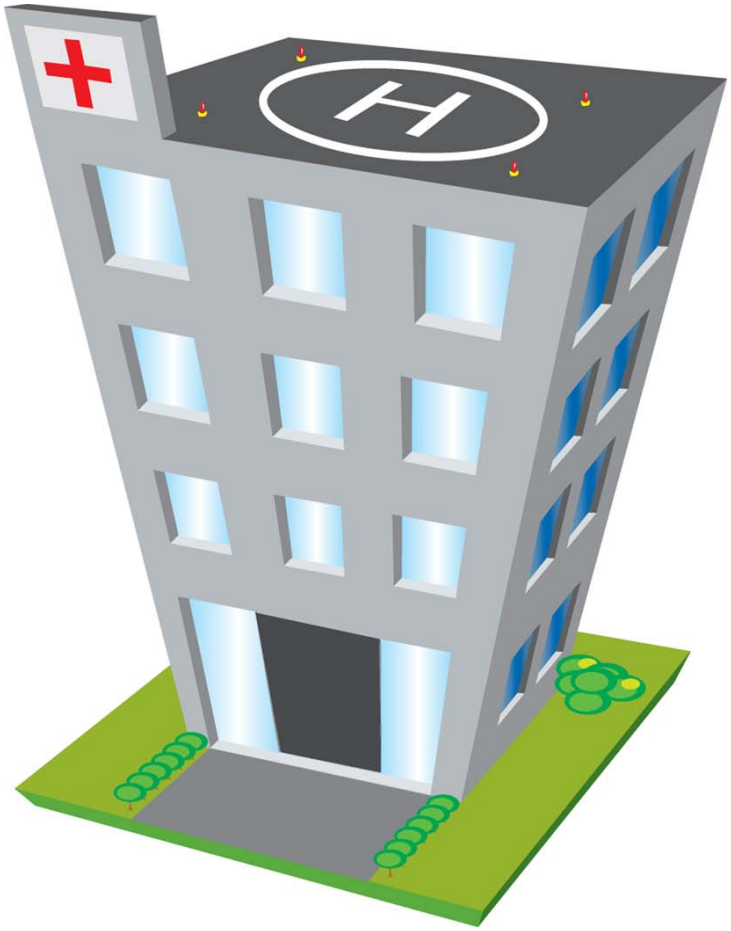
Leave Bank Program – Instructions for Employee Entry Using WebTA

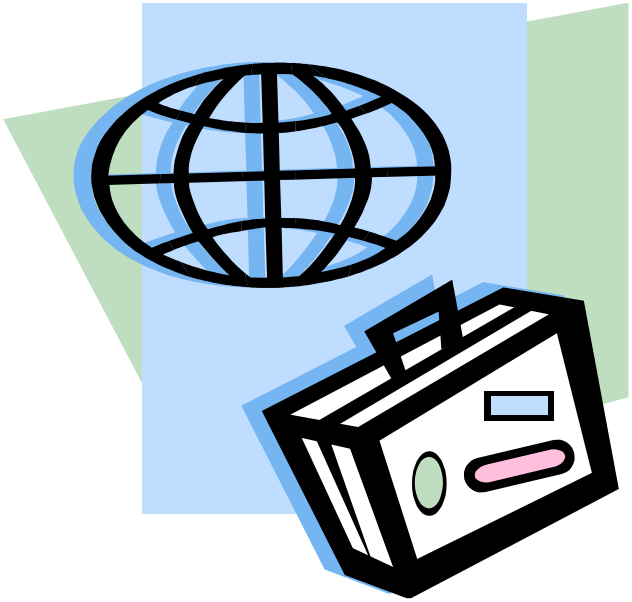
July 2011

Linda Watkins
Personnel Payroll Specialist

Farm and Foreign Agricultural Services
Human Resources Division

Leave Bank Program





Electronic FFAS-1043's - WebTA

HRD
Farm and Foreign Agricultural Services
Human Resources Division

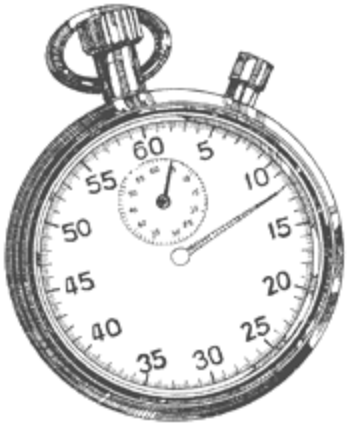
USDA Web Services Log-In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://pws.sc.egov.usda.gov/login/login.aspx?TYPE=33554433&REALMOID=06-b4fcb4ee-b0e0-41bf-ae6b-a3b26edd5ebf&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAI

McAfee SiteAdvisor



Time & Attendance

KRONOS

Please login to the Time & Attendance System

Copyright © 1999-2009 Kronos Incorporated

Select "Login"

HRD Farm and Foreign Agricultural Services Human Resources Division

USDA Web Services Log-In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://pws.sc.egov.usda.gov/login/login.aspx?TYPE=33554433&REALMOID=06-b4fcb4ee-b0e0-41bf-ae6b-a3b26edd5ebf&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAI

McAfee SiteAdvisor

Home | About eAuthentication | Help | Contact Us | Find an L

**********WARNING**********

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any c[illegible] disclosed or used f[illegible]
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

Read the warning and click "I agree"

**********WARNING**********

Cancel | I Agree

HRD Farm and Foreign Agricultural Services Human Resources Division

USDA Web Services Log-In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://pws.sc.egov.usda.gov/login/login.aspx?TYPE=33554433&REALMOID=06-b4fcb4ee-b0e0-41bf-ae6b-a3b26edd5ebf&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAI

McAfee SiteAdvisor

USDA United States Department of Agriculture
USDA eAuthentication

Enter your eAuthentication Login User ID and Password and click "login"

Quick Links
- What is an account?
- Create an account
- Update your account

Administrator Links
- Local Registration Authority Login

eAuthentication Login

User ID:

Forgot your User ID?

Password:

Forgot your Password?

Change My Password

Login

What's New

NEW! **Improvements to USDA Employee Registration**

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. Click here for more information!

Self-Service Enhancements

- Improvements to Forgotten Password Reset and Forgotten User ID available. Click here for more information!

HRD Farm and Fore Agricultural Se Human Resources

webTA: Timekeeper Main Menu: com.threeis.webta.P400mnuTkp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H410selEmp Go Links Convert Select

McAfee SiteAdvisor

PRODUCTION Help Logout

Timekeeper Main Menu

Select	Select Employee
Search	Search For Employee
Add	Add Employee
Tkp Profile	Edit Timekeeper Profile
Accounts	Account Table
Leave/Prem Pay	Leave and Premium Pay Requests
Reports	webTA Reports

User Functions

Delegate | View Tasks (8)

Employee | Timekeeper | Supervisor

KRONOS

Done Trusted sites

start 3 Microsoft Power... 10:12 AM

If you are a Timekeeper, or Supervisor, you will need to click the "Employee" Button

HRD Farm and Foreign Agricultural Services Human Resources Division

webTA: Employee Main Menu: com.threeis.webta.P300mnuEmp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.HNavBar Go Links Convert Select

McAfee SiteAdvisor

Verify that you are on the "Employee Main Menu"

PRODUCTION Help Logout

Employee Main Menu

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Certified T&As	View Previously Certified T&A Summaries
Accounts	Account Tables
Reports	webTA Reports
Send Task	Send Task to Your Timekeeper

Select "Leave/Prem Pay"

View Tasks (35)

Employee Timekeeper Supervisor

KRONOS

HRD Farm and Foreign Agricultural Services Human Resources Division

Done Trusted sites

start Inbox - Microsoft Out... webTA: Employee Ma... Microsoft PowerPoint ... 11:18 AM

webTA: Leave/Prem Request & Donations: com.threeis.webta.P351leavePremReqMenu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H300mnuEmp Go Links Convert Select

McAfee SiteAdvisor

PRODUCTION Help Logout

Leave/Prem Request & Donations

Leave	Leave Requests
Prem. Pay	Premium Pay Requests
Donation	Leave Donations

Return

Click "Donation"

KRONOS

HRD Farm and Foreign Agricultural Services Human Resources Division

Done Trusted sites

start Inbox - Microsoft Out... webTA: Leave/Prem ... Microsoft PowerPoint ... 11:19 AM

webTA: Leave Donations: com.threeis.webta.P356leaveDonation - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H351leavePremReqMenu

webTA: Leave Donations: com.threeis.webta.P356lea...

PRODUCTION Help Switch Account Logout

Leave Donations

Leave Transfer Program Donations

Account	Hours	Status	Pay Period	Leave Year
There are currently no leave transfer donations.				
Total				0

Approved Donations	This leave year	Last leave year
Voluntary Program:	0:00	0:00
Emergency Program:	0:00	0:00

New Donation Return

Click "New Donation"

HRD Farm and Foreign Agricultural Services Human Resources Division

Done Local intranet 100%

Slide 8 of 18 "Office Theme" 69%

Inbox - Micros... Susan Brown h... webTA: Leave... H:\powerpoint... H:\powerpoint... Microsoft Pow... LTP.doc [Com... 9:36 AM

webTA: Edit Leave Donation: com.threeis.webta.P357editDonation - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H930searchLvxAcct

PRODUCTION Help Switch Account Logout

Edit Leave Donation

Verify accuracy of leave donor

Click on the "search" button. Then, select your agency leave bank.

Donor Information

User ID:	WASHBURNMARSHC****
Leave Account:	Search
Donor Position:	
Donor Grade:	
Step:	
Hours:	
Account:	08405184000000 (No Description)
Type of Leave:	61 - Donated Annual Leave (max hours 287)
Remarks:	(256 chars max)
Approved:	Pending

Save Cancel

HRD Farm and Foreign Agricultural Services Human Resources Division

Done Local intranet 100%

Slide 9 of 19 "Office Theme" 69%

start Inbox - Micros... Susan Brown h... webTA: Edit L... H:\powerpoint... H:\powerpoint... Microsoft Pow... LTP.doc [Com... 9:39 AM

Search for Leave Account: com.threeis.webta.P930searchLvxAcct - Windows Internet Explorer

View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H357editDonation

webTA: Search for Leave... | U.S. Department of Agricultu...

Select	Binns, Vera/DVA	Voluntary Leave Bank
Select	(FA) West, Catherine	Voluntary Individual Account
Select	FSA (CE) External Donations	Voluntary Leave Bank
Select	(FA) Hoppe, Catherine	Voluntary Individual Account
Select	Phillips, John/GSA	Voluntary Leave Bank
Select	Williams, Laura Beth/NASA	Voluntary Leave Bank
Select	NFC ONLY/EXTERNAL	Voluntary Leave Bank
Select	(FA) Brown, Susan C.	Voluntary Individual Account
Select	(FA) Donovan, Sheryl	Voluntary Individual Account
Select	FSA-Leave Bank	Voluntary Leave Bank
Select	Toland, Brenda/ERS	Voluntary Leave Bank
	, Doug	Voluntary Individual Account
	ista	Voluntary Individual Account
	ebecca	Voluntary Individual Account
	hard	Voluntary Individual Account
	gdalene	Voluntary Individual Account

Click on the "select" button next to your agency only. (Example- FSA-Leave Bank, FAS-Leave Bank or RMA-Leave Bank)

Result Page: **1** 2 3 Next

Return

HRD Farm and Foreign Agricultural Services Human Resources Division

A: Edit Leave Donation: com.threeis.webta.P357editDonation - Windows Internet Explorer

t View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H930searchLvxAcct

webTA: Edit Leave Donat... | U.S. Department of Agricultu...

PRODUCTION Help Switch Account Logout

Edit Leave Donation

Enter your (leave donor's) Grade and Step

Verify accuracy of selected leave bank agency

	WATTSK
Leave Account:	FSA-Leave Bank Search
Donor Position:	HR Spec
Donor Grade:	11
Step:	2
Hours:	6:00
Account:	0842C684000000 (No Description)
Type of Leave:	61 - Donated Annual Leave (max hours 57)
Remarks:	(256 chars max)
Approved:	Pending

Enter your title for leave donor Position.

Enter the number of hours of leave being donated.

Save Cancel

KRONOS

HRD Farm and Foreign Agricultural Services Human Resources Division

2 Microsoft ... | My Computer | Employee LB I... | EmployeeLeav... | webTA: Edit L... 8:57

webTA: Edit Leave Donation: com.threeis.webta.P357editDonation - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H930searchLvxAcct

webTA: Edit Leave Donat... | U.S. Department of Agricultu...

PRODUCTION Help Switch Account Logout

Edit Leave Donation

Verify the accuracy of the system defaulted accounting code. If the accounting code is not correct, contact your timekeeper.

Donor Information

User ID:	WATTSK*****1
Donor Grade:	11
Step:	2
Hours:	6:00
Account:	0842C684000000 (No Description)
Type of Leave:	61 - Donated Annual Leave (max hours 57)
Remarks:	(256 chars max)
Approved:	Pending

Save Cancel

KRONOS

HRD Farm and Foreign Agricultural Services Human Resources Division

start | 2 Microsoft ... | My Computer | Employee LB I... | EmployeeLeav... | webTA: Edit L... | 9:11 AM

webTA: Edit Leave Donation: com.threeis.webta.P357editDonation - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H930searchLvxAcct

webTA: Edit Leave Donat... | U.S. Department of Agricultu...

PRODUCTION Help Switch Account Logout

Edit Leave Donation

Donor Information

User ID:	WATTSK****1
Leave Acc	
Donor Pos	
Donor Gra	
Step:	
Hours:	6:00
Account:	0842C684000000 (No Description)
Type of Leave:	61 - Donated Annual Leave (max hours 57)
Remarks:	61 - Donated Annual Leave (max hours 57) 61 - Home Leave FMLA 63 - Donated Restored Annual L (max hours 0)
Approved:	Pending

Using the drop-down button select either 61-Donate Ann/Lv or 63-Restored Donate Ann/Lv

Save Cancel

KRONOS

HRD Farm and Foreign Agricultural Services Human Resources Division

start | 2 Microsoft ... | My Computer | Employee LB I... | EmployeeLeav... | webTA: Edit L... | 9:16 AM

webTA: Edit Leave Donation: com.threeis.webta.P357editDonation - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H930searchLvxAcct

webTA: Edit Leave Donat... | U.S. Department of Agricultu...

PRODUCTION Help Switch Account Logout

Edit Leave Donation

Donor Information

User ID:	WATTSK****1
Leave Account:	FSA-Leave Bank [Search]
Donor Position:	HR Spec
Donor Grade:	11
Step:	2
Hours:	6:00
Account:	0842C684000000 (No Description)
Type of Leave:	61 - Donated Annual Leave (max hours 57)
Remarks:	(256 chars max) Donated 6 hrs to FSA-Leave Bank for membership.
Approved:	Pending

Remarks: Include if the donation for membership or a gift (non-membership)

Click the "SAVE" button.

[Save] [Cancel]

KRONOS

HRD Farm and Foreign Agricultural Services Human Resources Division

start | 2 Microsoft ... | My Computer | Employee LB I... | EmployeeLeav... | webTA: Edit L... | 9:21 AM

webTA: Leave Donations: com.threeis.webta.P356leaveDonation - Windows Internet Explorer

File Edit View Favorites Tools Help

https://wtausda.nfc.usda.gov/usda/servlet/com.threeis.webta.H357editDonation

webTA: Leave Donations... | U.S. Department of Agricultu...

PRODUCTION Help Switch Account Logout

Leave Donations

Leave Transfer Program Donations

	Account	Hours	Status	Pay Period	Leave Year
Edit Del	FSA-Leave Bank	6:00	Pending		
	Total				6:00

Approved Donations	This leave year	Last leave year
Voluntary Program:	0:00	0:00
Emergency Program:	0:00	0:00

New Donation Return

KRONOS

The electronic FFAS-1043 will flow to the HR Administrator for review/approval. The status of the electronic FFAS-1043 will show "pending" until approved.

HRD Farm and Foreign Agricultural Services Human Resources Division

start | 2 Microsoft ... | My Computer | Employee LB I... | EmployeeLeav... | webTA: Leave... | 9:24 AM

webTA NOTIFY notification from webTA Administrator - Message (Plain Text)

Message | Add-Ins | Adobe PDF

Reply | Reply to All | Forward | IM | Call | Delete | Move to Folder | Create Rule | Other Actions | Block Sender | Safe Lists | Not Junk | Categorize | Follow Up | Mark as Unread | Find | Related | Select | Send to OneNote

Respond | Actions | Junk E-mail | Options | Find | OneNote

From: The webTA System [usdawebta@nfc.usda.gov]
Sent: Thu 7/8/2010 9:24 AM
To: Watts, Kedra - Washington, DC
Cc:
Subject: webTA NOTIFY notification from webTA Administrator

```
Message from webTA Production
The following webTA notification was sent by  (SYSTEM) to KEDRA N. WATTS (WATTSK****1)

Leave donation request for employee KEDRA N. WATTS for account [ FSA-Leave Bank ] is  submitted.

This message was sent from an automated system that cannot receive e-mail.  Please do not reply to this message.
```

The HR Administrator will receive an email notification.

HRD Farm and Foreign Agricultural Services Human Resources Division

start | 3 Microsoft O... | My Computer | Employee LB In... | EmployeeLeav... | webTA: Leave ... | 9:31 AM