Know More Do More

FARM SERVICE AGENCY

Kronos webTA
Supervisor Reference Guide

Revision A
Version 3.8

KRONOS®

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Module 1 Navigation

webTA Overview

Instructor Discuss the benefits of using webTA. Walk through the payroll process.

webTA benefits

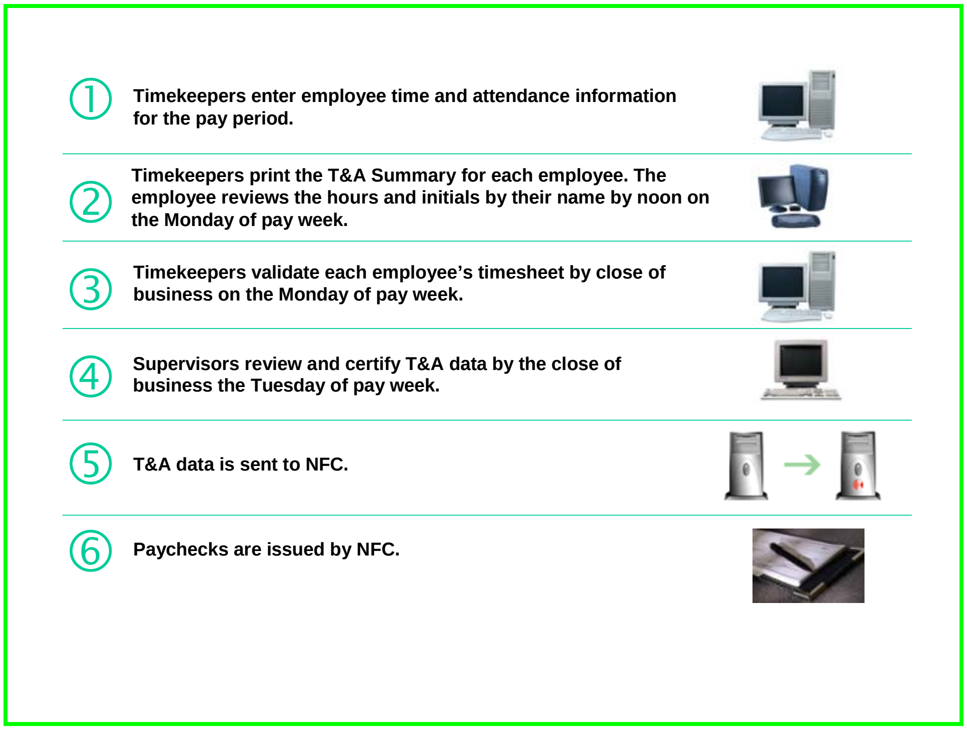
webTA provides tools and real-time data to help you manage your employees' time and attendance information. It helps you carefully track worked and leave hours to ensure your employees are compensated appropriately. Farm and Foreign Agricultural Services (FFAS) will realize many benefits from using webTA. Below is a list of a few of those benefits:

- Eliminates the re-keying of data which minimizes errors and saves time.
- webTA provides T&A data validation up-front before time is processed for payroll.
- webTA will be implemented in phases. By the last phase, the process will be easier and better.
- Provides real-time access to employee T&A data.
- The system is accessible from anywhere, at home or during travel.

Processing employee time for payroll

The payroll process identifies a series of tasks that show how employee T&A data is entered and processed for payroll. webTA automates this process to ensure your payroll is processed accurately and timely.

The following illustration shows the process for managing time data.



① **Timekeepers enter employee time and attendance information for the pay period.**

② **Timekeepers print the T&A Summary for each employee. The employee reviews the hours and initials by their name by noon on the Monday of pay week.**

③ **Timekeepers validate each employee's timesheet by close of business on the Monday of pay week.**

④ **Supervisors review and certify T&A data by the close of business the Tuesday of pay week.**

⑤ **T&A data is sent to NFC.**

⑥ **Paychecks are issued by NFC.**

Supervisor Checklist

Purpose As a webTA Supervisor, you have certain tasks you must complete on a bi-weekly and as needed basis.

Instructor Tell participants they can use the checklist to complete tasks during the initial rollout and during each pay period.

Complete	Task Description
The first time you log into webTA you must confirm the following:	
☐	Create your permanent backup using the delegate feature of webTA.
☐	You have access to all your employees. Check the employee table in webTA.
Every pay period you must complete the following:	
☐	Manage all leave request forms and communicate to the Timekeeper which employees have approved leave.
☐	Notify the Timekeeper when there is a discrepancy between the hours entered on the employee’s timesheet versus the actual hours worked.
☐	Certify all employee T&A records by close of business Tuesday of pay week.

Logging into webTA

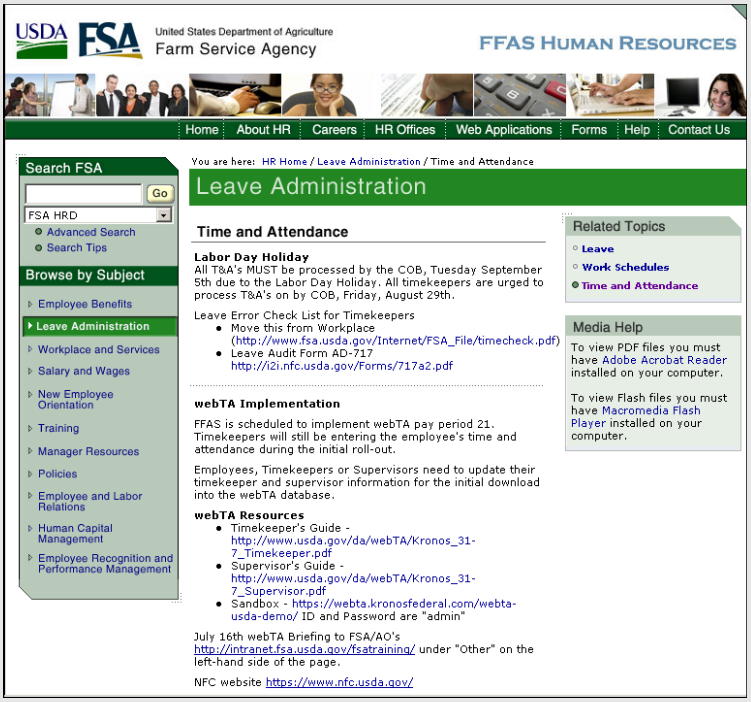
Purpose Access the webTA application.

Example You need to access webTA to review and edit your employees' T&A records for the pay period.

Instructor The instructions below are for accessing the live environment. Logging into the training database is different. Log in as Robert Fennell User ID: rfennell. Students log in as fennell1r through fennell20r. Password: webta (all lower case).

Steps

❶ From the **HR Time & Attendance** webpage, click the designated webTA link.


USDA FSA
United States Department of Agriculture
Farm Service Agency
FFAS HUMAN RESOURCES
Home
About HR
Careers
HR Offices
Web Applications
Forms
Help
Contact Us
Search FSA
Go
FSA HRD
Advanced Search
Search Tips
Browse by Subject
Employee Benefits
Leave Administration
Workplace and Services
Salary and Wages
New Employee Orientation
Training
Manager Resources
Policies
Employee and Labor Relations
Human Capital Management
Employee Recognition and Performance Management
Related Topics
Leave
Work Schedules
Time and Attendance

You are here: HR Home / Leave Administration / Time and Attendance

Leave Administration

Time and Attendance

Labor Day Holiday
All T&A's MUST be processed by the COB, Tuesday September 5th due to the Labor Day Holiday. All timekeepers are urged to process T&A's on by COB, Friday, August 29th.

Leave Error Check List for Timekeepers
- Move this from Workplace (http://www.fsa.usda.gov/Internet/FSA_File/timecheck.pdf)
- Leave Audit Form AD-717 http://i2i.nfc.usda.gov/Forms/717a2.pdf

webTA Implementation

FFAS is scheduled to implement webTA pay period 21. Timekeepers will still be entering the employee's time and attendance during the initial roll-out.

Employees, Timekeepers or Supervisors need to update their timekeeper and supervisor information for the initial download into the webTA database.

webTA Resources
- Timekeeper's Guide - http://www.usda.gov/da/webTA/Kronos_31-7_Timekeeper.pdf
- Supervisor's Guide - http://www.usda.gov/da/webTA/Kronos_31-7_Supervisor.pdf
- Sandbox - https://webta.kronosfederal.com/webta-usda-demo/ ID and Password are "admin"

July 16th webTA Briefing to FSA/AO's http://intranet.fsa.usda.gov/fsatraining/ under "Other" on the left-hand side of the page.

NFC website https://www.nfc.usda.gov/

Media Help

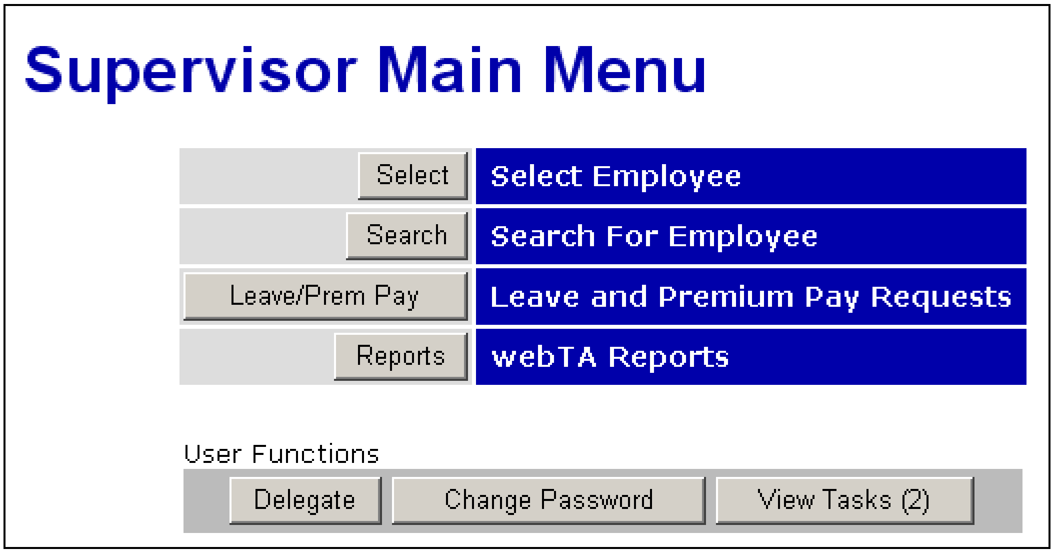
To view PDF files you must have Adobe Acrobat Reader installed on your computer.

To view Flash files you must have Macromedia Flash Player installed on your computer.

Reviewing the Supervisor Main Menu

Purpose	The Supervisor Main Menu provides access to the various functions a Supervisor can perform within the webTA application. After you log into webTA the Supervisor Main Menu is the first screen you view.
Example	You want to certify an employee's T&A record.
Instructor	Discuss the buttons on the Main Menu.

Description


Supervisor Main Menu
Select
Select Employee
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
Delegate
Change Password
View Tasks (2)

Button	Description
Select	This function permits you to add, edit, and verify information about the employees assigned to you.
Search	This function allows you to query the system for employees matching your search terms.
Leave/Prem Pay	This feature is not currently being used by FFAS.
Reports	Provides access to different webTA reports.

User Function Buttons

Button	Description
Delegate	Delegate your timekeeping responsibilities to another Supervisor. This employee will be able to perform actions on your behalf.
Change Password	This feature does not apply and does not display in FFAS's live environment.
View Tasks	Displays all the webTA tasks you have in your Task List.

Using webTA Help

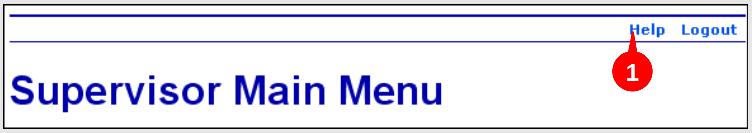
Purpose webTA has a context sensitive help system to provide information about any field contained in webTA. You can access the help application from any screen. The type of help information that displays on the screen depends on the screen from which you access help.

Example You cannot remember the meaning of some of the fields contained in the T&A Profile. You search for a brief description of the fields.

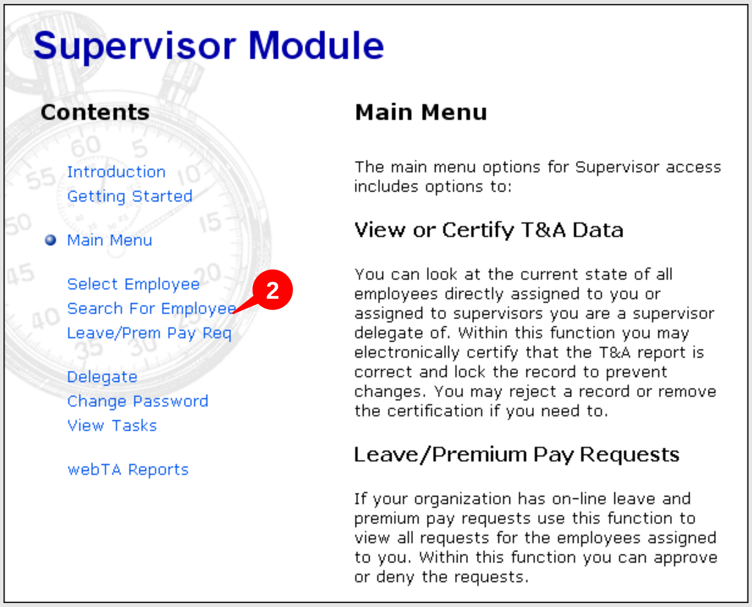
Instructor Click the Help link on the Main Menu. Click a content link.

Steps

❶ From any screen, click the **Help** link.


Help
Logout
1
Supervisor Main Menu

❷ Click the appropriate help link in the **Contents** column.


Supervisor Module
Contents
Introduction
Getting Started
Main Menu
Select Employee
Search For Employee
Leave/Prem Pay Req
Delegate
Change Password
View Tasks
webTA Reports
2

Main Menu

The main menu options for Supervisor access includes options to:

View or Certify T&A Data

You can look at the current state of all employees directly assigned to you or assigned to supervisors you are a supervisor delegate of. Within this function you may electronically certify that the T&A report is correct and lock the record to prevent changes. You may reject a record or remove the certification if you need to.

Leave/Premium Pay Requests

If your organization has on-line leave and premium pay requests use this function to view all requests for the employees assigned to you. Within this function you can approve or deny the requests.

Setting up a Delegate

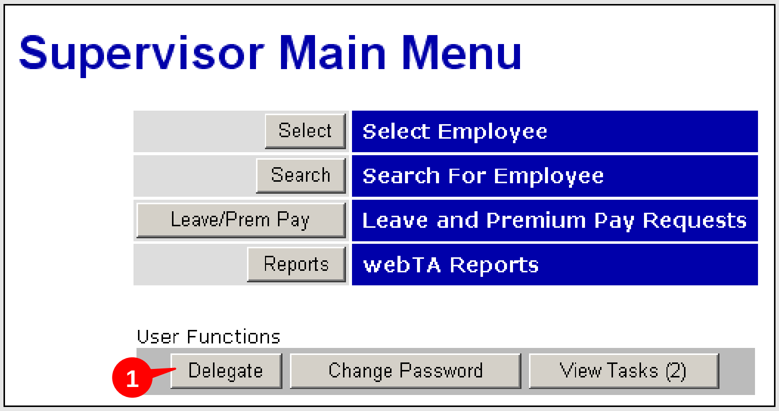
Purpose The Delegate feature allows a Supervisor to delegate his responsibilities to another Supervisor, creating a backup. The first time you access webTA you need to create your backup. When the backup logs into webTA, he sees both his employees and yours.

Example You need to create your permanent backup by setting up a delegate in webTA.

Instructor Click the Delegate button under User Functions. Delegate to the student using the log in after yours (e.g. student 01 delegates to 02, etc.). Emphasize that Supervisors will see all employees assigned and delegated to them.

Steps

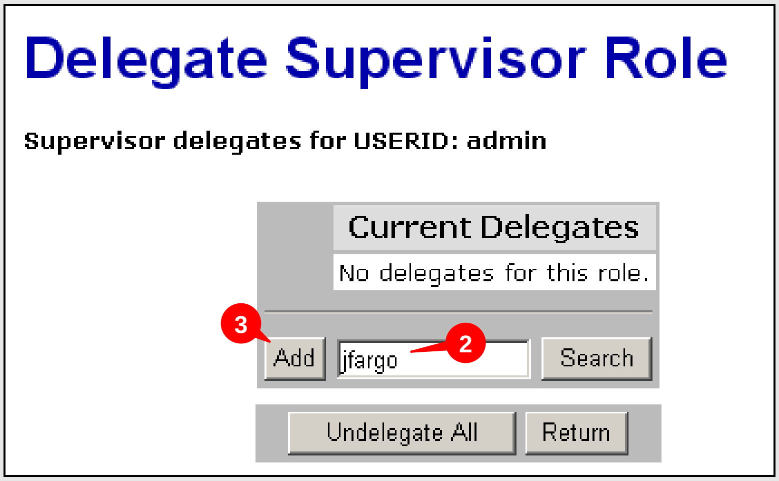
❶ From the **Supervisor Main Menu**, click the **Delegate** button.


Supervisor Main Menu
Select
Select Employee
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
1
Delegate
Change Password
View Tasks (2)

❷ Type the E-Auth of the delegate in the field.

❸ Click the **Add** button.

NOTE: If the E-Auth of the Supervisor is unknown, click the Search button to search by the Supervisor's last or first name.


Delegate Supervisor Role
Current Delegates
3
Add
2
Search
Undelegate All
Return

Supervisor delegates for USERID: admin

No delegates for this role.

jfargo

Selecting an Employee

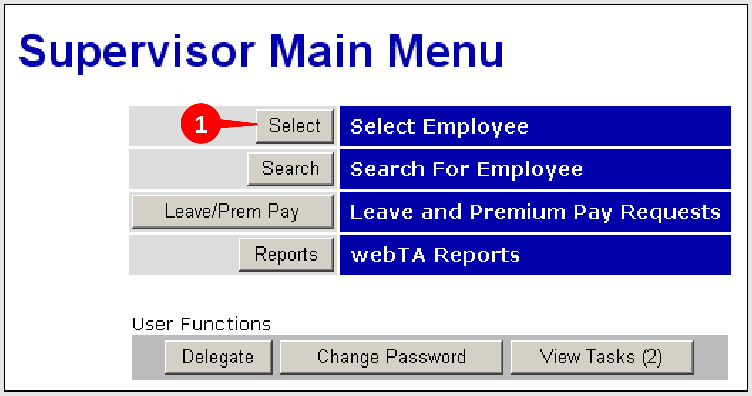
Purpose The Select employee tool allows you to select an employee from a list of all the employees assigned to you. From the Supervisor Select Employee screen you can perform various tasks on any of the employees listed.

Example You need to certify an employee’s T&A record. The employee must be selected prior to accessing the data.

Instructor Click the Select button to display the list of employees.

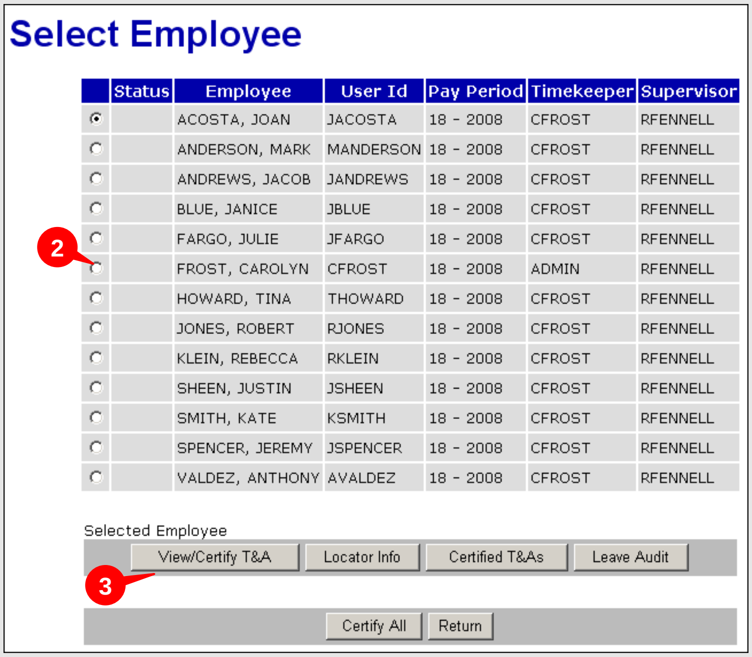
Steps

❶ Click the **Select** button on the **Supervisor Main Menu**.


Supervisor Main Menu
1
Select
Select Employee
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
Delegate
Change Password
View Tasks (2)

❷ Click the radio button preceding the employee’s name.

❸ Choose the appropriate function from the **Selected Employee** buttons.


Select Employee
2
3

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
●		ACOSTA, JOAN	JACOSTA	18 - 2008	CFROST	RFENNELL
○		ANDERSON, MARK	MANDERSON	18 - 2008	CFROST	RFENNELL
○		ANDREWS, JACOB	JANDREWS	18 - 2008	CFROST	RFENNELL
○		BLUE, JANICE	JBLUE	18 - 2008	CFROST	RFENNELL
○		FARGO, JULIE	JFARGO	18 - 2008	CFROST	RFENNELL
○		FROST, CAROLYN	CFROST	18 - 2008	ADMIN	RFENNELL
○		HOWARD, TINA	THOWARD	18 - 2008	CFROST	RFENNELL
○		JONES, ROBERT	RJONES	18 - 2008	CFROST	RFENNELL
○		KLEIN, REBECCA	RKLEIN	18 - 2008	CFROST	RFENNELL
○		SHEEN, JUSTIN	JSHEEN	18 - 2008	CFROST	RFENNELL
○		SMITH, KATE	KSMITH	18 - 2008	CFROST	RFENNELL
○		SPENCER, JEREMY	JSPENCER	18 - 2008	CFROST	RFENNELL
○		VALDEZ, ANTHONY	AVALDEZ	18 - 2008	CFROST	RFENNELL

Selected Employee
View/Certify T&A
Locator Info
Certified T&As
Leave Audit
Certify All
Return

Searching for an Employee

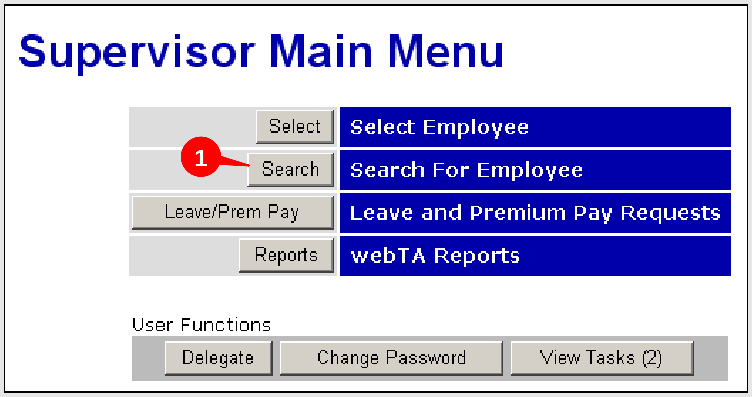
Purpose The Search for employee tool allows you to search for a specific employee by first or last name, T&A type or pay period. Searching is quicker than using the Select tool if you have multiple screens of employees to search through.

Example You need to review an employee’s T&A Summary. You have 50 employees assigned to you, so searching for the employee by last name is quicker than sorting through your list of employees.

Instructor Search for all employees with the last name beginning with the letter L.

Steps

❶ From the **Supervisor Main Menu**, click the **Search** button.

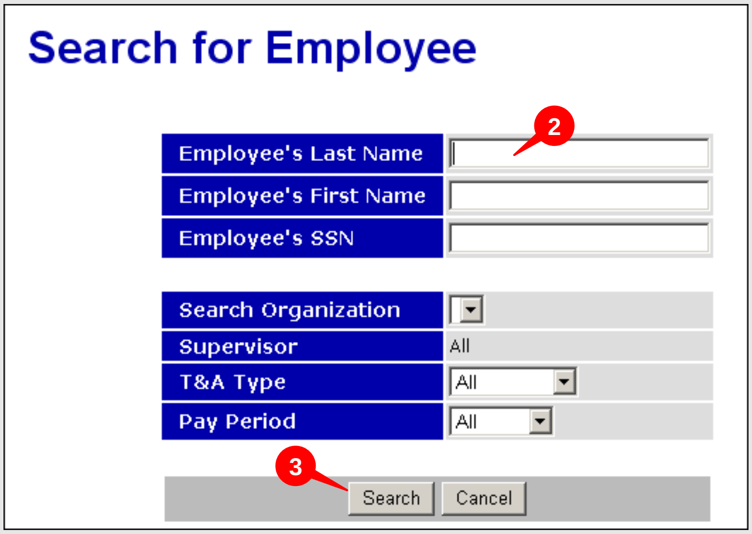

Supervisor Main Menu
Select
Select Employee
1
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
Delegate
Change Password
View Tasks (2)

❷ Type the employee’s last name in the **Employee’s Last Name** field.

NOTE: It is also possible to search using the employee’s first name or Social Security Number. The webTA system can also find an employee if only the first few letters are entered.

❸ Click **Search**.

NOTE: Supervisors can only view the employees in their assigned set of employees. They cannot search the full population of employees.


Search for Employee
2
Employee's Last Name
Employee's First Name
Employee's SSN
Search Organization
3
Search
Cancel

Supervisor All
T&A Type All
Pay Period All

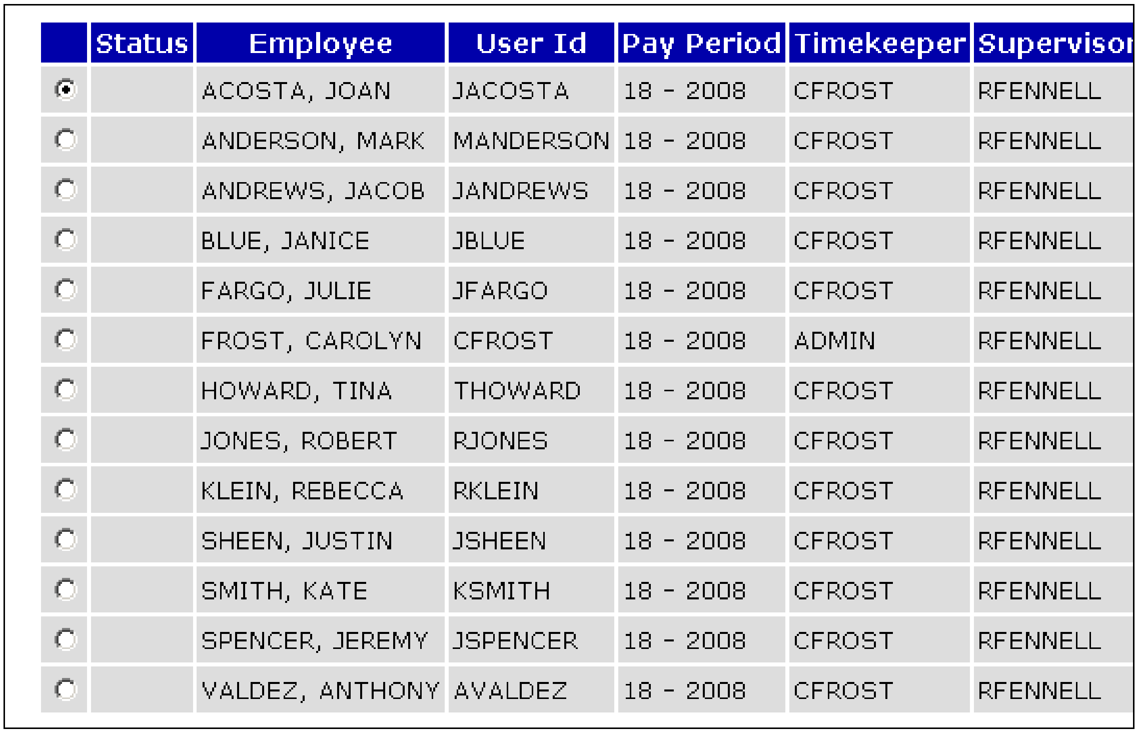
Reviewing the Employee Table

Purpose Provides access to employee data for review and or edit purposes. Also lists the status of employee records.

Example You want to confirm that an employee's record was validated.

Instructor Use the information below to describe the contents of the Employee Table. Emphasize the importance of the Status column.

Description



	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
●		ACOSTA, JOAN	JACOSTA	18 - 2008	CFROST	RFENNELL
○		ANDERSON, MARK	MANDERSON	18 - 2008	CFROST	RFENNELL
○		ANDREWS, JACOB	JANDREWS	18 - 2008	CFROST	RFENNELL
○		BLUE, JANICE	JBLUE	18 - 2008	CFROST	RFENNELL
○		FARGO, JULIE	JFARGO	18 - 2008	CFROST	RFENNELL
○		FROST, CAROLYN	CFROST	18 - 2008	ADMIN	RFENNELL
○		HOWARD, TINA	THOWARD	18 - 2008	CFROST	RFENNELL
○		JONES, ROBERT	RJONES	18 - 2008	CFROST	RFENNELL
○		KLEIN, REBECCA	RKLEIN	18 - 2008	CFROST	RFENNELL
○		SHEEN, JUSTIN	JSHEEN	18 - 2008	CFROST	RFENNELL
○		SMITH, KATE	KSMITH	18 - 2008	CFROST	RFENNELL
○		SPENCER, JEREMY	JSPENCER	18 - 2008	CFROST	RFENNELL
○		VALDEZ, ANTHONY	AVALDEZ	18 - 2008	CFROST	RFENNELL

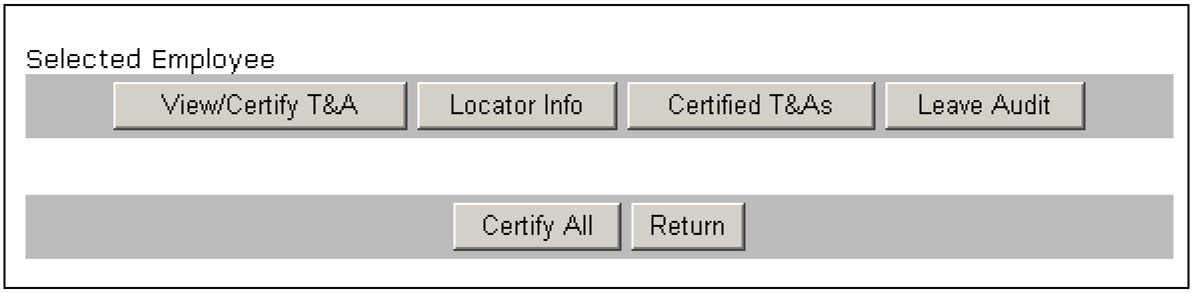
Employee Table
The Employee Table displays when the Search or Select buttons are used from the main menu.

Field	Description
Status	The **status** column holds the following flags, when appropriate. *No Profile* - The T&A profile is not complete. *No Data* - The T&A record is currently empty. *Tkp. Validated* - The employee's timekeeper has validated this record. *Certified* - This record has been certified by the employee's supervisor.
Employee	The employee name.
User ID	The E-Auth for the employee.

~continued on the next page~

Field	Description
Pay Period	The pay period number to which the employee is currently assigned.
Timekeeper	The employee's assigned Timekeeper.
Supervisor	The employee's assigned Supervisor.

Located at the bottom of the Employee Table is a row of buttons used to view and edit employee data.



Selected Employee Buttons

Button	Description
View/Certify T&A	Accesses the employee's T&A Summary for review and certification.
Locator Info	View the contact information for the selected employee including email address.
Certified T&As	View certified T&As for the selected employee.
Leave Audit	A Leave Audit Report can be generated to reconcile historical leave records for a selected employee.

Function Buttons

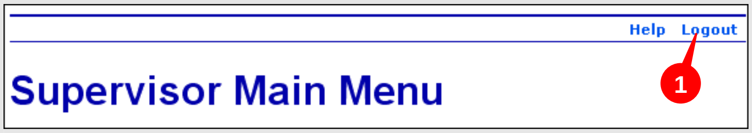
Button	Description
Certify All	Performs certification for all employees to which you are assigned.
Return	Returns to the Supervisor Main Menu.

Logging out of webTA

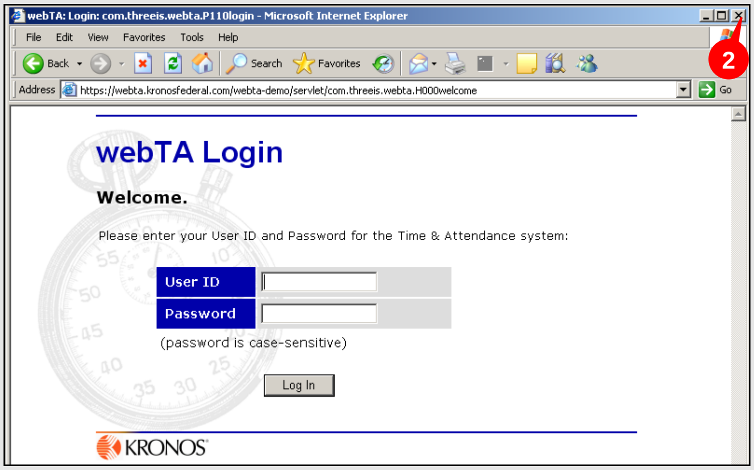
Purpose	Log out of the webTA application.
Example	You have finished certifying your employees' T&A records and want to close the webTA application.
Instructor	Demonstrate how to log out of webTA. Emphasize the importance of using the Logout link.

Steps

❶ From any screen, click the **Logout** link.


Help
Logout
Supervisor Main Menu
1

❷ Click the '**X'** in the top right portion of the window.


webTA: Login: com.threeis.webta.P110login - Microsoft Internet Explorer

https://webta.kronosfederal.com/webta-demo/servlet/com.threeis.webta.H000welcome

webTA Login

Welcome.

Please enter your User ID and Password for the Time & Attendance system:

(password is case-sensitive)
2
File
Edit
View
Favorites
Tools
Help
Back
Search
Favorites
Address
Go
User ID
Password
Log In
KRONOS

Module 2 Certify Employee Records

Certifying Employees T&A Records

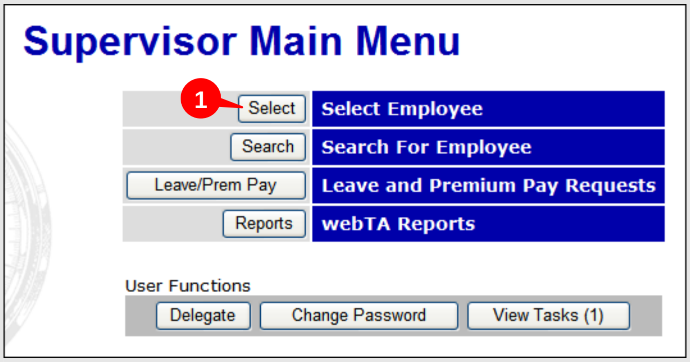
Purpose Supervisors play a major role in the payroll process. It is their responsibility to verify each timesheet is accurate before they certify the record. Each employees T&A record must be certified in order for the time to be processed by the National Finance Center (NFC). When an employee's record is certified the data is locked and no further changes can be made. Supervisors can certify an individual employee's record or they can certify all employees' records at one time. When certifying all records, each employee's T&A Summary must be reviewed individually. Only T&A records that have been validated can be certified.

Example It is the end of the pay period and you must certify your employees' T&A records so they can be processed by the NFC.

Instructor Select an employee and certify their record. It may be necessary to log in as Carolyn Frost user ID :cfrost password webta (all lower case) to populate an employees timesheet and validate before performing this task.

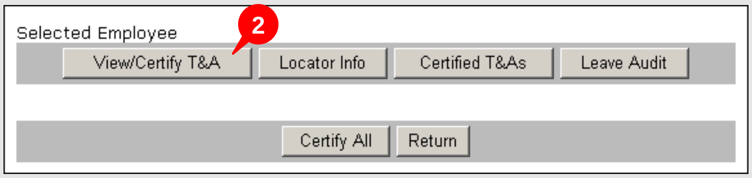
Steps

❶ From the **Supervisor Main Menu**, click the **Select** button.


Supervisor Main Menu
1
Select
Select Employee
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
Delegate
Change Password
View Tasks (1)

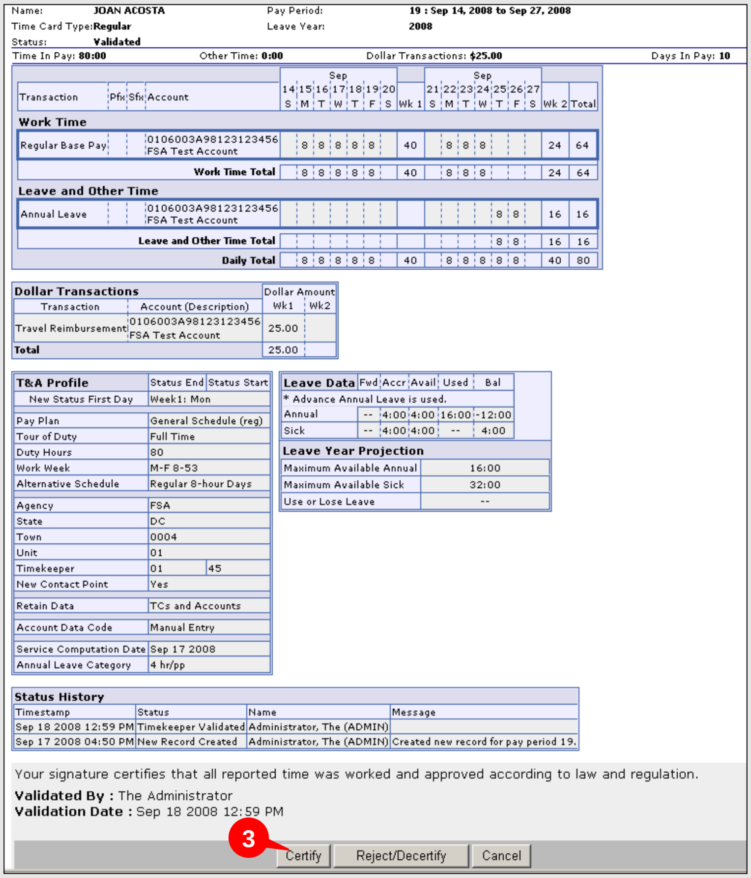
❷ Select the employee to which you want to certify and click the **View/Certify T&A** button.

NOTE: You can certify all your employees' records by selecting the Certify All button. This allows you to review each employee's summary without selecting them first.


Selected Employee
2
View/Certify T&A
Locator Info
Certified T&As
Leave Audit
Certify All
Return

❸ Review the employee’s T&A Summary and click the **Certify** button to complete the certification.

NOTE: You are returned to the Select Employee page. The employee’s status is changed to ‘Certified’.



Name: **JOAN ACOSTA**
Pay Period: **19 : Sep 14, 2008 to Sep 27, 2008**
Time Card Type: **Regular**
Leave Year: **2008**
Status: **Validated**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$25.00** Days In Pay: **10**

				Sep								Sep								
Transaction	Pfx	Sfx	Account	14 S	15 M	16 T	17 W	18 T	19 F	20 S	Wk 1	21 S	22 M	23 T	24 W	25 T	26 F	27 S	Wk 2	Total
Work Time																				
Regular Base Pay			0106003A98123123456 FSA Test Account		8	8	8	8	8		40		8	8	8				24	64
Work Time Total					8	8	8	8	8		40		8	8	8				24	64
Leave and Other Time																				
Annual Leave			0106003A98123123456 FSA Test Account													8	8		16	16
Leave and Other Time Total																8	8		16	16
Daily Total					8	8	8	8	8		40		8	8	8	8	8		40	80

Dollar Transactions		Dollar Amount	
Transaction	Account (Description)	Wk1	Wk2
Travel Reimbursement	0106003A98123123456 FSA Test Account	25.00	
Total		25.00	

T&A Profile	Status End	Status Start
New Status First Day	Week1: Mon	
Pay Plan	General Schedule (reg)	
Tour of Duty	Full Time	
Duty Hours	80	
Work Week	M-F 8-53	
Alternative Schedule	Regular 8-hour Days	
Agency	FSA	
State	DC	
Town	0004	
Unit	01	
Timekeeper	01	45
New Contact Point	Yes	
Retain Data	TCs and Accounts	
Account Data Code	Manual Entry	
Service Computation Date	Sep 17 2008	
Annual Leave Category	4 hr/pp	

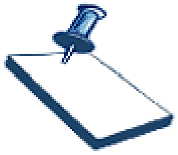
Leave Data	Fwd	Accr	Avail	Used	Bal
* Advance Annual Leave is used.					
Annual	--	4:00	4:00	16:00	-12:00
Sick	--	4:00	4:00	--	4:00

Leave Year Projection	
Maximum Available Annual	16:00
Maximum Available Sick	32:00
Use or Lose Leave	--

Status History			
Timestamp	Status	Name	Message
Sep 18 2008 12:59 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Sep 17 2008 04:50 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 19.

Your signature certifies that all reported time was worked and approved according to law and regulation.

Validated By : The Administrator
Validation Date : Sep 18 2008 12:59 PM



Business Practice

Supervisors must certify all employee timesheets by the close of business on Tuesday of pay week.

Decertifying or Rejecting Employees T&A Records

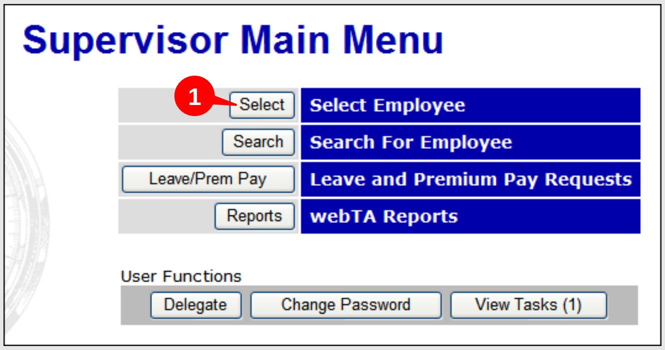
Purpose If during the certification process the employee's T&A record is incorrect the Supervisor can reject the record until the corrections are made. If an employee's record is already certified and an error is identified, changes to the employee's record cannot be made until the Supervisor decertifies the record.

Example You remembered an employee was late to work on Tuesday. Currently, the timesheet has 8 hours entered for that date and it should be 7 hours of regular base pay and 1 hour of annual leave. You need to reject the T&A record so the Timekeeper can make the correction.

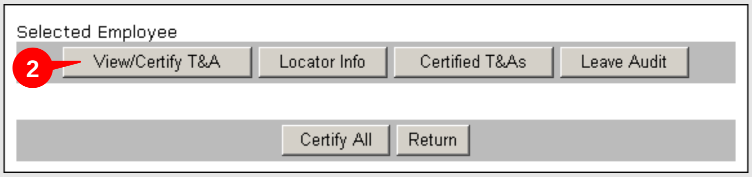
Instructor Use the example above to decertify the employee's record.

Steps

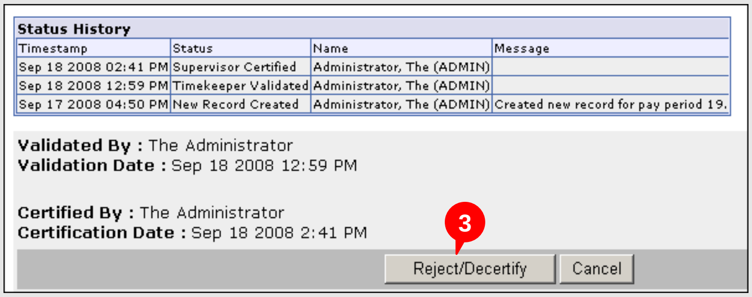
❶ From the **Supervisor Main Menu**, click the **Select** button.


Supervisor Main Menu
1
Select
Select Employee
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
Delegate
Change Password
View Tasks (1)

❷ Select the employee to which you want to decertify and click the **View/Certify T&A** button.


Selected Employee
2
View/Certify T&A
Locator Info
Certified T&As
Leave Audit
Certify All
Return

❸ Click the **Reject/Decertify** button to decertify the record.



Status History

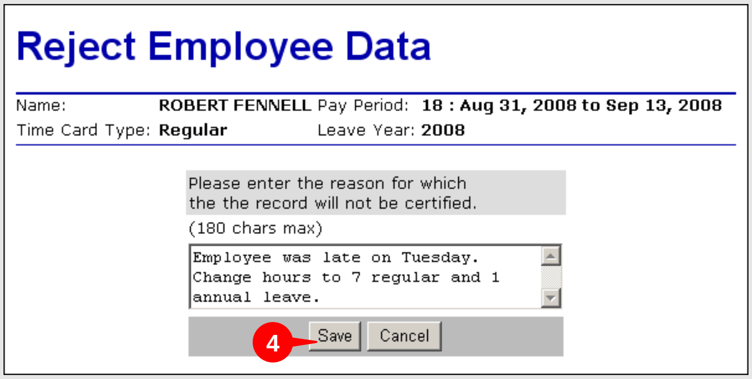
Timestamp	Status	Name	Message
Sep 18 2008 02:41 PM	Supervisor Certified	Administrator, The (ADMIN)	
Sep 18 2008 12:59 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Sep 17 2008 04:50 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 19.

Validated By : The Administrator
Validation Date : Sep 18 2008 12:59 PM

Certified By : The Administrator
Certification Date : Sep 18 2008 2:41 PM

❹ Enter the reason the employee's record is being rejected or decertified and click **Save**.

NOTE: webTA returns to the Select Employee page and the employee's T&A record returns to validated status.



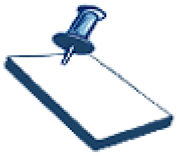
Reject Employee Data

Name: **ROBERT FENNELL** Pay Period: **18 : Aug 31, 2008 to Sep 13, 2008**
Time Card Type: **Regular** Leave Year: **2008**

Please enter the reason for which the the record will not be certified.

(180 chars max)

```
Employee was late on Tuesday.
Change hours to 7 regular and 1
annual leave.
```



Business Practice

If a discrepancy in worked hours is known prior to the certification process, inform the Timekeeper so s/he can make any necessary adjustments to the employee's timesheet.

Module 3 Perform Supervisor Tasks

Viewing Tasks

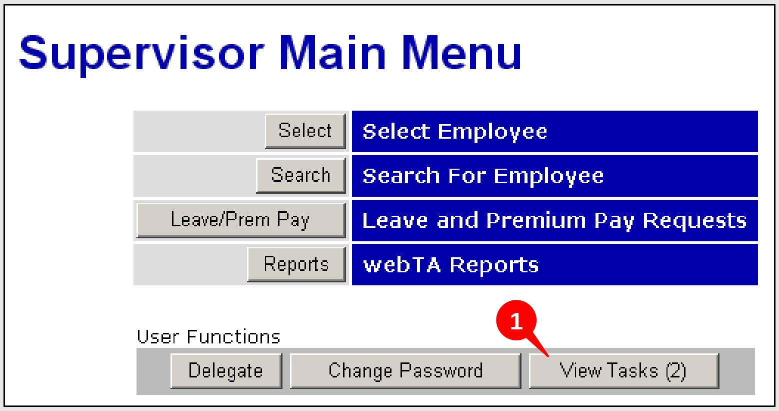
Purpose Your task list shows system generated messages. The *From* column shows the source of the message, *Date/Time* column shows when the task was sent, *Type* identifies what class of message and the *Description* is the text of the message.

Example You want to check your task list for any messages that may require your action.

Instructor Use the example above for this exercise.

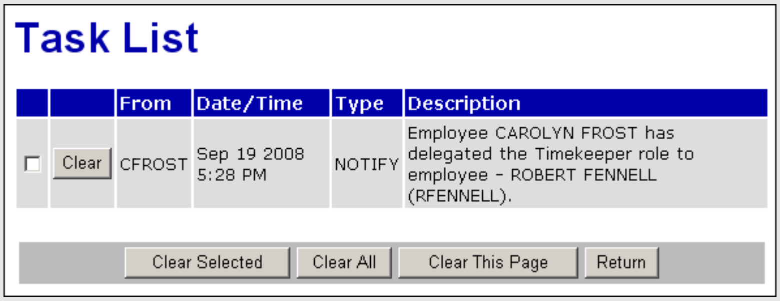
Steps

❶ From the **Supervisor Main Menu**, click the **View Tasks** button.


Supervisor Main Menu
Select
Select Employee
Search
Search For Employee
Leave/Prem Pay
Leave and Premium Pay Requests
Reports
webTA Reports
User Functions
1
Delegate
Change Password
View Tasks (2)

❷ Review the contents of your Task List.

NOTE: When you have finished with the message, click the Clear button next to the message. To delete all of the tasks, click on the Clear All button. You should not clear messages until you have taken the appropriate action required by the message.


Task List

		From	Date/Time	Type	Description
☐	Clear	CFROST	Sep 19 2008 5:28 PM	NOTIFY	Employee CAROLYN FROST has delegated the Timekeeper role to employee - ROBERT FENNELL (RFENNELL).

Clear Selected
Clear All
Clear This Page
Return

Viewing Locator Information

Purpose To view email information within webTA.

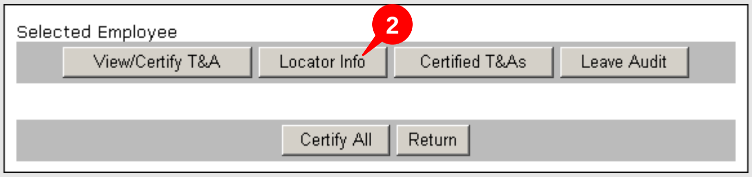
Example You want to view an employee's email address.

Instructor Access an employee's locator information. The only field being used by FFAS is the email address field.

Steps

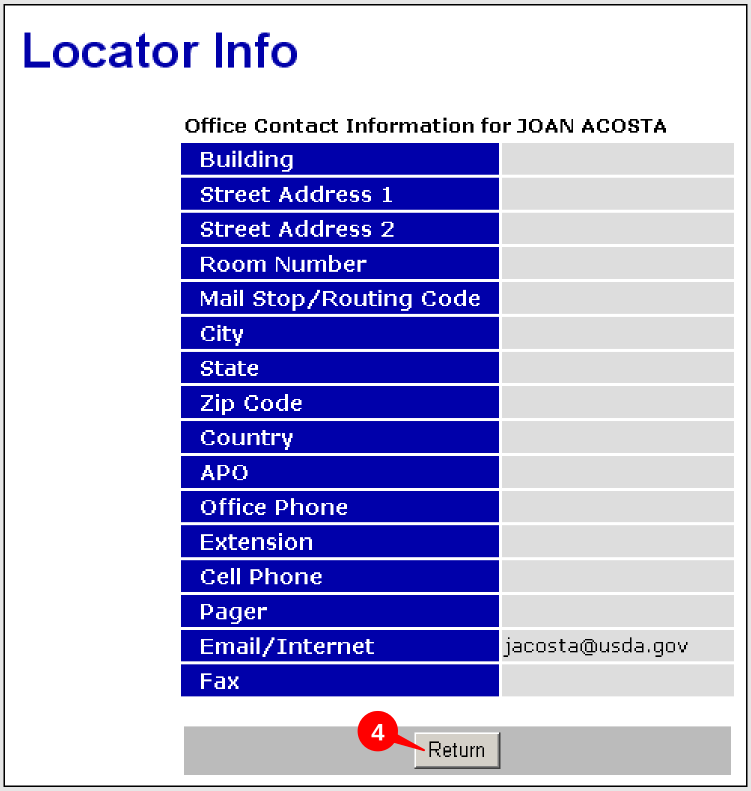
❶ From the **Supervisor Main Menu**, click the **Select** button.

❷ Click the radio button preceding the employee's name. Click the **Locator Info** button.


Selected Employee
2
View/Certify T&A
Locator Info
Certified T&As
Leave Audit
Certify All
Return

❸ Review the employee's email address in the designated field.

❹ Click **Return**.



Locator Info

Office Contact Information for JOAN ACOSTA

Building	
Street Address 1	
Street Address 2	
Room Number	
Mail Stop/Routing Code	
City	
State	
Zip Code	
Country	
APO	
Office Phone	
Extension	
Cell Phone	
Pager	
Email/Internet	jacosta@usda.gov
Fax	

Reviewing Previously Certified T&A Records

Purpose To review a T&A record for a historic date.

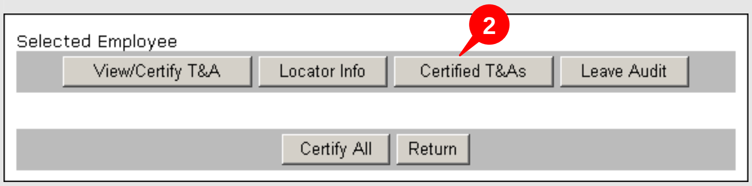
Example You want to see how many hours an employee charged to a specific account for pay period 2.

Instructor Use the example above for this exercise.

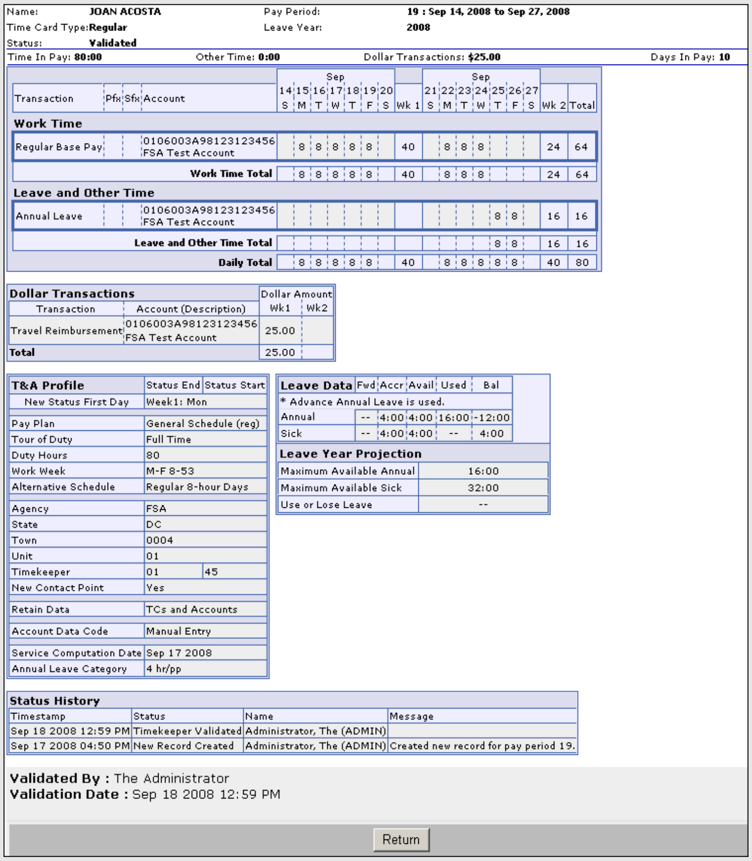
Steps

❶ From the **Supervisor Main Menu**, click the **Select** button.

❷ Click the radio button preceding the employee's name. Click the **Certified T&As** button.



❸ View the contents of the T&A Summary.



Name: **JOAN ACOSTA** Pay Period: **19 : Sep 14, 2008 to Sep 27, 2008**
Time Card Type:**Regular** Leave Year: **2008**
Status: **Validated**

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$25.00** Days In Pay: **10**

				Sep								Sep								
Transaction	Pfx	Sfx	Account	14 S	15 M	16 T	17 W	18 T	19 F	20 S	Wk 1	21 S	22 M	23 T	24 W	25 T	26 F	27 S	Wk 2	Total
Work Time																				
Regular Base Pay			0106003A98123123456 FSA Test Account		8	8	8	8	8		40		8	8	8				24	64
			Work Time Total		8	8	8	8	8		40		8	8	8				24	64
Leave and Other Time																				
Annual Leave			0106003A98123123456 FSA Test Account													8	8		16	16
			Leave and Other Time Total													8	8		16	16
			Daily Total		8	8	8	8	8		40		8	8	8	8	8		40	80

Dollar Transactions		Dollar Amount	
Transaction	Account (Description)	Wk1	Wk2
Travel Reimbursement	0106003A98123123456 FSA Test Account	25.00	
Total		25.00	

T&A Profile	Status End	Status Start
New Status First Day	Week1: Mon	
Pay Plan	General Schedule (reg)	
Tour of Duty	Full Time	
Duty Hours	80	
Work Week	M-F 8-53	
Alternative Schedule	Regular 8-hour Days	
Agency	FSA	
State	DC	
Town	0004	
Unit	01	
Timekeeper	01	45
New Contact Point	Yes	
Retain Data	TCs and Accounts	
Account Data Code	Manual Entry	
Service Computation Date	Sep 17 2008	
Annual Leave Category	4 hr/pp	

Leave Data	Fwd	Accr	Avail	Used	Bal
* Advance Annual Leave is used.					
Annual	--	4:00	4:00	16:00	-12:00
Sick	--	4:00	4:00	--	4:00

Leave Year Projection	
Maximum Available Annual	16:00
Maximum Available Sick	32:00
Use or Lose Leave	--

Status History			
Timestamp	Status	Name	Message
Sep 18 2008 12:59 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Sep 17 2008 04:50 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 19.

Validated By : The Administrator
Validation Date : Sep 18 2008 12:59 PM

Viewing the Leave Audit Report

Purpose The Leave Audit report allows you to review an employee's leave balances. The report includes any accrued, available, used and current balance information. You can download the report to a PDF file for printing.

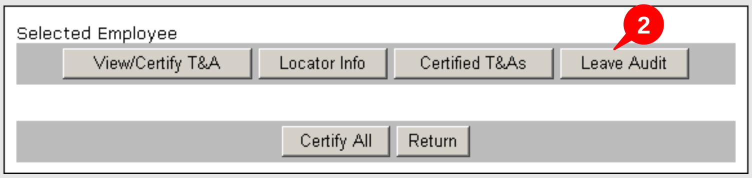
Example You want to see an employee's annual leave balance for this pay period. You download the Leave Audit report to a PDF file and print the report.

Instructor Use the example above for this exercise. Do not print the report.

Steps

❶ From the **Supervisor Main Menu**, click the **Select** button.

❷ Click the radio button preceding the employee's name. Click the **Leave Audit** button.


Selected Employee
View/Certify T&A
Locator Info
Certified T&As
Leave Audit
2
Certify All
Return

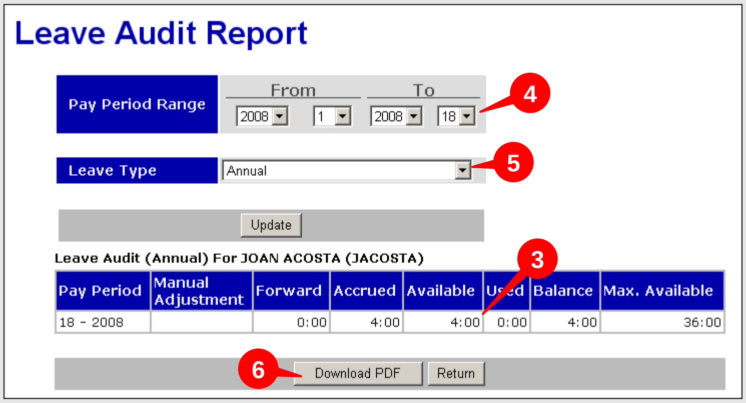
❸ Review the current annual leave balance.

❹ If you want to view a different date range, change the data in the **Pay Period Range** field.

❺ If you want to view a different leave type, select the new type from the **Leave Type** drop-down list.

NOTE: If you change the Pay Period Range or Leave Type fields, you must click the Update button. Each pay period displays on a new row of the Leave Audit table.

❻ To print the Leave Audit screen click **Download PDF**.


Leave Audit Report
Pay Period Range
From
To
2008
1
2008
18
4
Leave Type
Annual
5
Update
3
6
Download PDF
Return

Leave Audit (Annual) For JOAN ACOSTA (JACOSTA)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
18 - 2008		0:00	4:00	4:00	0:00	4:00	36:00