

Common Tasks for Timekeepers

Timekeeper Main Menu Overview

Timekeeper Main Menu

Select	Select Employee
Search	Search For Employee
New	Add Employee
Tkp Profile	Edit Timekeeper Profile
Take Over	Take Over as Employee's Timekeeper
Accounts	Account Table
Leave/Prem Pay	Leave and Premium Pay Requests
Reports	webTA Reports

User Functions

Delegate	Change Password	View Tasks (3)
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Select

This function permits you to add, edit, and verify information about the employees assigned to you.

Search

Allows you to query the system for employees matching your search terms.

New

Allows you to create a new employee profile.

Tkp Profile

Not currently being used by FFAS.

Take Over

Reassigns an employee to you as their timekeeper.

Accounts

The accounts found in this table are available for use in employee timesheets.

Leave/Prem Pay

Not currently being used by FFAS.

Reports

Any reports that are available to Timekeepers are listed under the reports menu.

Delegate

Allows you to delegate your Timekeeper responsibilities to another Timekeeper in your absence.

Change Password

Not currently being used by FFAS.

View Tasks

Lists all messages sent to you by webTA.

Setup a Delegate

- 1 From the **Timekeeper Main Menu**, click the **Delegate** button.
- 2 Type the delegate Timekeeper's E-Auth in the field. If the Timekeeper's user ID is unknown, click the **Search** button.

Current Delegates
No delegates for this role.

Add Search

- 3 Click the **Add** button.

*Note: Once a Timekeeper displays in the **Current Delegates** field, that Timekeeper has access to all your employees. The delegation is left in place so you have a permanent backup.*

Common Tasks for Timekeepers

Use the Select Employee Tool

- 1 From the **Timekeeper Main Menu**, click the **Select** button.
- 2 Click the radio button preceding the employee's name.

Timekeeper Select Employee

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>	ACOSTA, JOAN	JACOSTA	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	ANDERSON, MARK	MANDERSON	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	ANDREWS, JACOB	JANDREWS	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	BLUE, JANICE	JBLUE	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	FARGO, JULIE	JFARGO	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	FENNELL, ROBERT	RFENNELL	18 - 2008	CFROST	ADMIN
<input type="radio"/>	HOWARD, TINA	THOWARD	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	JONES, ROBERT	RJONES	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	KLEIN, REBECCA	RKLEIN	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	SHEEN, JUSTIN	JSHEEN	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	SMITH, KATE	KSMITH	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	SPENCER, JEREMY	JSPENCER	18 - 2008	CFROST	RFENNELL
<input type="radio"/>	VALDEZ, ANTHONY	AVALDEZ	18 - 2008	CFROST	RFENNELL

Selected T&A

Selected Employee

- 3 Click an option from the **Selected T&A** or **Selected Employee** buttons.

Use the Search for Employee Tool

- 1 From the **Timekeeper Main Menu**, click the **Search** button.
- 2 Enter some or all of the employee's first or last name in the designated field.

Search for Employee

Employee's Last Name	<input type="text" value="s"/>
Employee's First Name	<input type="text"/>
Agency Employee ID	<input type="text"/>
Timekeeper	All
T&A Type	All <input type="button" value="v"/>
Pay Period	All <input type="button" value="v"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	

- 3 Click the **Search** button.
- 4 Click the radio button preceding the employee's name.
- 5 Click an option from the **Selected T&A** or **Selected Employee** buttons.

Common Tasks for Timekeepers

Add a New Transaction Code

- 1 Access the employee's **T&A Data** page.

Are you entering leave hours?

- 2 **Yes** - Click the **New** button in the Leave and Other Time table.

Leave and Other Time	
<input type="button" value="New"/>	
Daily Total	

No - Click the **New** button in the Work Time table.

				Sep						
Transaction	Pfx	Sfx	Account	14	15	16	17	18	19	20
				S	M	T	W	T	F	S
Work Time										
<input type="button" value="New"/>	(No Work T									

- 3 Click the drop-down arrow in the **Transaction Code** field and select a transaction code.
- 4 Click the drop-down arrow in the **Account** field and select an account.
- 5 Click **Save**.
- 6 Type the number of hours in each day cell that corresponds to the new leave code.
- 7 Click the **Save/Return** button.

Validate a T&A Record

Note: Print T&A's and have employees certify they are correct before validating in webTA.

- 1 Access the employee's **T&A Data** page.
- 2 Click the **Validate** button.

<input type="button" value="Update"/>	<input type="button" value="Save/Return"/>	<input type="button" value="Validate"/>	<input type="button" value="Cancel"/>
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- 3 If you received any errors or warnings, make the appropriate corrections to the employee's T&A record and validate the record again.

Validation Summary			
UserID	Name	PayPeriod	Error Message
JACOSTA	JOAN ACOSTA	19	ERROR: [4003] - Base time in pay + unpaid absence hours, 88:00 may not exceed 80 hours unless excess hours are less than or equal to unpaid absence.
JACOSTA	JOAN ACOSTA	19	ERROR: [4004] - Base time in pay 88 , may not exceed 80 hours.
JACOSTA	JOAN ACOSTA	19	ERROR: [4008] - Week 2 base time in pay + unpaid absence, 48 , may not exceed 40 hours unless excess hours are less than or equal to unpaid absence.
JACOSTA	JOAN ACOSTA	19	ERROR: [4009] - Week 2 base paid hours, 48 , may not exceed 40 hours.
JACOSTA	JOAN ACOSTA	19	ERROR: [4020] - Base time in does not match the scheduled time of 8 hours on SEP-25 .
JACOSTA	JOAN ACOSTA	19	ERROR: [4019] - Base time in pay + unpaid absence exceeds 8 and excess hours are not less than or equal to unpaid absence on SEP-25 .
JACOSTA	JOAN ACOSTA	19	WARNING: [4021] - Base time in pay exceeds 10 hours on SEP-25 .
JACOSTA	JOAN ACOSTA	19	WARNING: [7001] - There is a payroll transaction for advanced annual leave with no corresponding approved leave request.

Or, if you did not receive any errors or warnings click **OK** on the confirmation box.

Note: A T&A record cannot validate while errors are present. You must correct all errors.

Common Tasks for Timekeepers

Enter a Corrected T&A Record (historical data that does not exist in webTA)

- 1 From the **Timekeeper Main Menu**, click the **Select** button.
- 2 Click the radio button preceding the employee's name then click the **Correction** button.
- 3 Click the radio button preceding the pay period you want to correct.

Employee Corrections

Select from following table for Regular correction (limited to past 26 pay periods).

JOAN ACOSTA (JACOSTA)			
	Pay Period	Date Range	Status
<input checked="" type="radio"/>	18 - 2008	Aug 31 - Sep 13	Historical
<input type="radio"/>	17 - 2008	Aug 17 - Aug 30	Missing

- 4 Click the **Correction** button.
- 5 Click the **Add Record** button.

Insert New Historical Record

Pay Period: 18
Leave Year: 2008

You are creating a correction for a missed pay period or before this person was added to webTA. Historical data may not be available. You must manually verify that employee profile and leave balance information is properly completed. Therefore you will be directed the 'T&A Profile' Page before being allowed to edit T&A data.

Click 'Add Record' to create the correction record.

Add Record Cancel

- 6 Complete the employee's T&A Profile.

T&A Profile

Name: JOAN ACOSTA Pay Period: 18 : Aug 31, 2008 to Sep 13, 2008
Time Card Type: Correction Leave Year: 2008

Status Change
 Status Change Type: (None) [v]
 Status Change Day: (None) [v]

Work Schedule
 Pay Plan: General Schedule (reg) [v]
 Tour of Duty: Full Time [v]
 Duty Hours: 80 [v]
 Work Week: [v]
 Alternative Schedule: Regular 8-hour Days [v]

Contact Point
 Agency: (None) [v]
 State: (None) [v]
 Town: [v]
 Unit: [v]
 Timekeeper: [v]
 New Contact Point:

Overtime/Standby Status
 RSO/Salary Cap: (None) [v]
 Standby Hrs/Week 1: [v]
 Standby Hrs/Week 2: [v]
 Standby/AUO %: [v]

- 7 Click **Save**.

Note: webTA returns to the Search Results screen. 'No Data' displays in the Status column for the record.

- 8 Select the record and click the **Edit T&A** button.
- 9 Enter the hours in the timesheet.

Work Time			
Edit	Regular Base Pay	0106003A98123000001 Commodity Operations	8:00
Del			
New	Work Time Total		8:00

- 10 Click **Save/Return**.

Note: An additional row is added to the employee table for the employee with the corrected record. A (C) displays in the Pay Period column to identify the corrected record.

Common Tasks for Timekeepers

Enter a Corrected T&A Record (historical data that exists in webTA)

- 1 From the **Timekeeper Main Menu**, click the **Select** button.
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JOAN ACOSTA (JACOSTA)		
Pay Period	Date Range	Status
<input type="radio"/> 18 - 2008	Aug 31 - Sep 13	Historical
<input checked="" type="radio"/> 17 - 2008	Aug 17 - Aug 30	Missing

- 4 Click the **Correction** button.
- 5 Make any necessary edits to the employees timesheet.
- 6 Click the **Save/Return** button.

*Note: An additional row is added to the employee table for the employee with the corrected record. A (C) displays in the **Pay Period** column to identify the corrected record.*

Log out of webTA

- 1 Click the **Logout** link in the upper-right corner of any page.

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

- 2 Click the **'X'** in the upper-right corner to close the window.

