Know More Do More

FARM SERVICE AGENCY

Kronos webTA

Timekeeper Reference Guide

Revision A
Version 3.8

KRONOS®

Published by Kronos Incorporated
297 Billerica Road, Chelmsford, Massachusetts 01824-4119
Phone: 978-250-9800, Fax: 978-367-5900
Kronos Incorporated Global Support: 1-800-394-HELP (1-800-394-4357)

Document Revision	Product Version	Release Date
A	webTA version 3.8	September 2008

Table of Contents

Module 1 Navigation

webTA Overview

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

webTA benefits

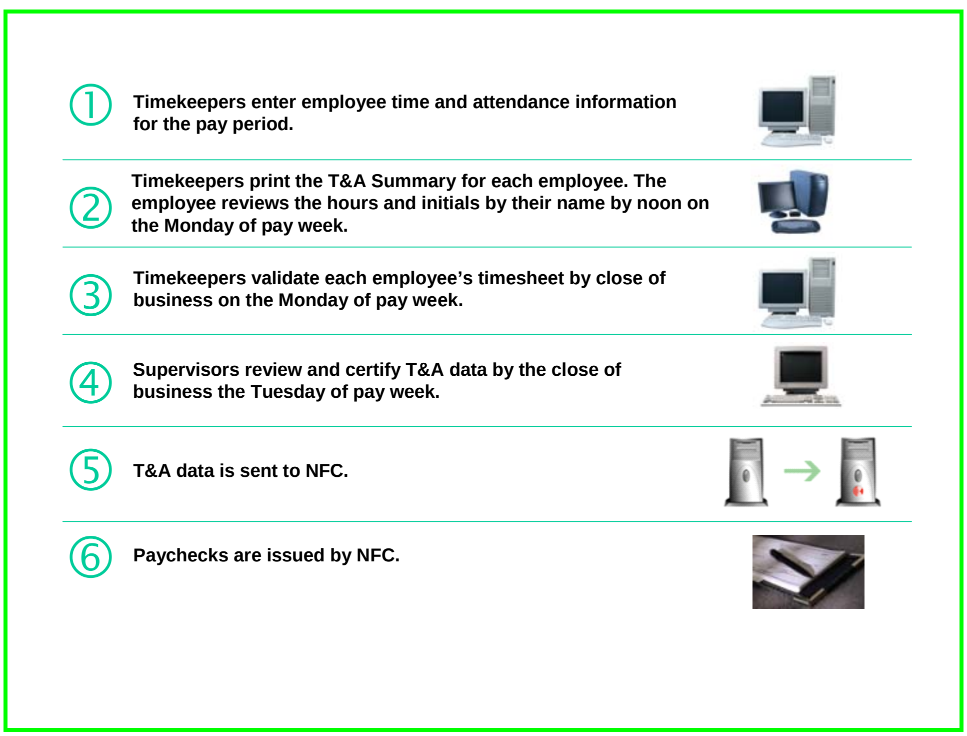
webTA provides tools and real-time data to help you manage your employees' time and attendance information. It helps you carefully track worked and leave hours to ensure your employees are compensated appropriately. Farm and Foreign Agricultural Services (FFAS) will realize many benefits from using webTA.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



Timekeeper Checklist

Purpose As a webTA Timekeeper, you have certain tasks you must complete on a weekly, pay period, 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:	
☐	You have access to all your employees. Check the employee table in webTA.
☐	Create your permanent backup using the delegate feature of webTA.
☐	Your employees leave balances are correct. Compare the leave balances from Starweb to the leave balances on the Leave Audit report of webTA. If the balances do not match, follow your current leave audit procedures.
☐	Enter the employee's email address in the Locator Information workspace.
☐	Add the accounts you are going to use in the employee's timesheets to your Account Table.
☐	Each employee has the correct accounting code. Check accounting code in the employee's timesheet. Refer to 98-FI.
Every pay period you must complete the following:	
☐	Enter all worked and leave time in each employee's timesheet.
☐	Print T&A Summaries for each employee to sign.
☐	Validate employee T&A records.
☐	Perform any Timekeeper tasks for the pay period.

Logging into webTA

Purpose Access the webTA application. All employees access webTA using their e-auth and password.

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 Carolyn Frost User ID: cfrost. Students log in as frost1c through frost20c. Password: webta (all lower case).

Steps

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

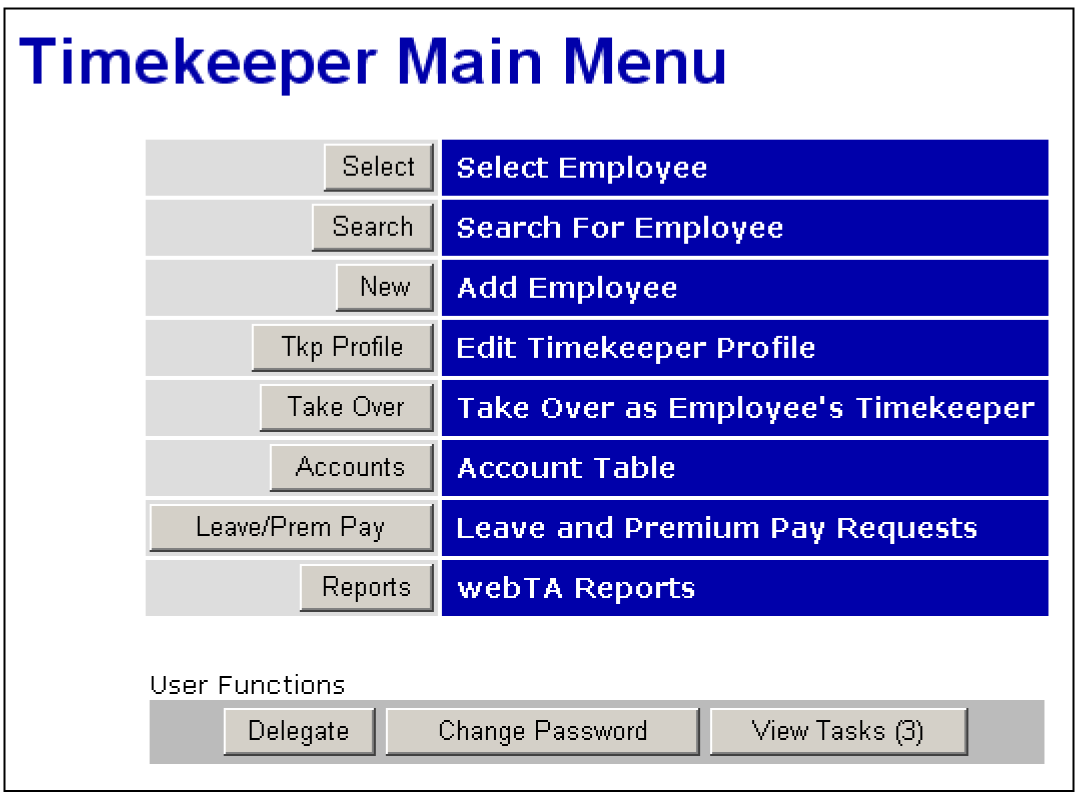
Reviewing the Timekeeper Main Menu

Purpose The Timekeeper Main Menu provides access to the various functions a Timekeeper can perform within the webTA application. After you log into webTA the Timekeeper Main Menu is the first screen you view.

Example You want to access an employee's T&A record to enter their hours for the current pay period.

Instructor Discuss the buttons on the Main Menu.

Description



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.
New	Add a new employee to the webTA database including assigning a timekeeper and supervisor, and entering basic information about the employee such as name.

~continued on the next page~

Button	Description
Tkp Profile	This feature is not currently being used by FFAS.
Take Over	If an employee is moved to you from elsewhere in the department you can take over the timekeeping responsibilities for that employee.
Accounts	Maintain a table of accounts that you may use when editing employee timesheets.
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 Timekeeper. 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.

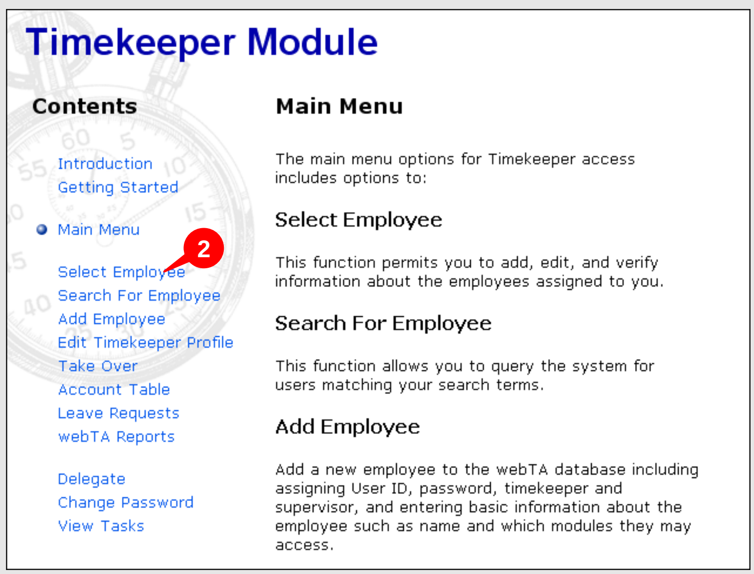
Using webTA Help

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 on the T&A Data page. 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.	
❷ Click the appropriate help link in the **Contents** column.	

Setting up a Delegate

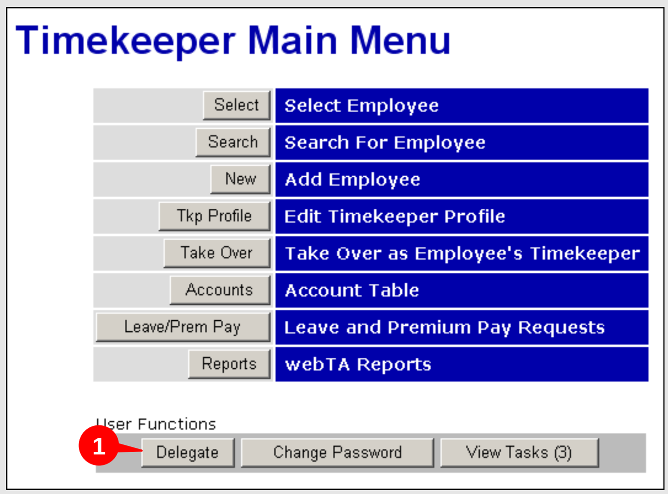
Purpose The Delegate feature allows a Timekeeper to delegate his responsibilities to another Timekeeper, creating a backup. The first time you access webTA you need to create your backup. When the backup logs into webTA, he sees both his employees and yours.

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.).

Steps

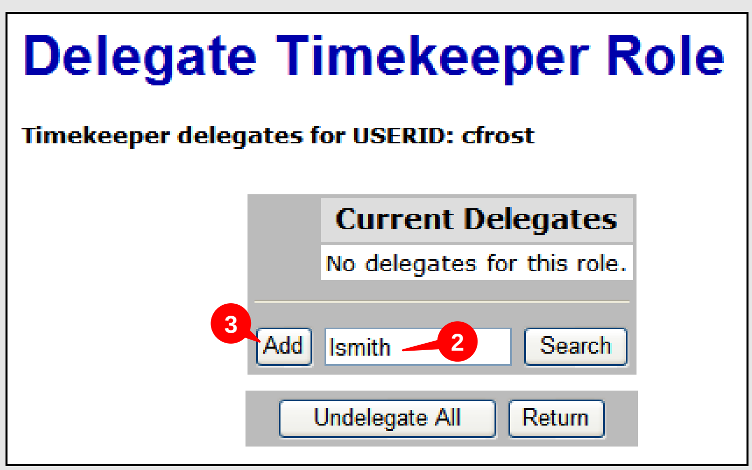
❶ From the **Timekeeper Main Menu**, click the **Delegate** button.



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

❸ Click the **Add** button.

NOTE: If the e-authentication number of the Timekeeper is unknown, click the Search button to search by the Timekeeper's last or first name.



Selecting an Employee

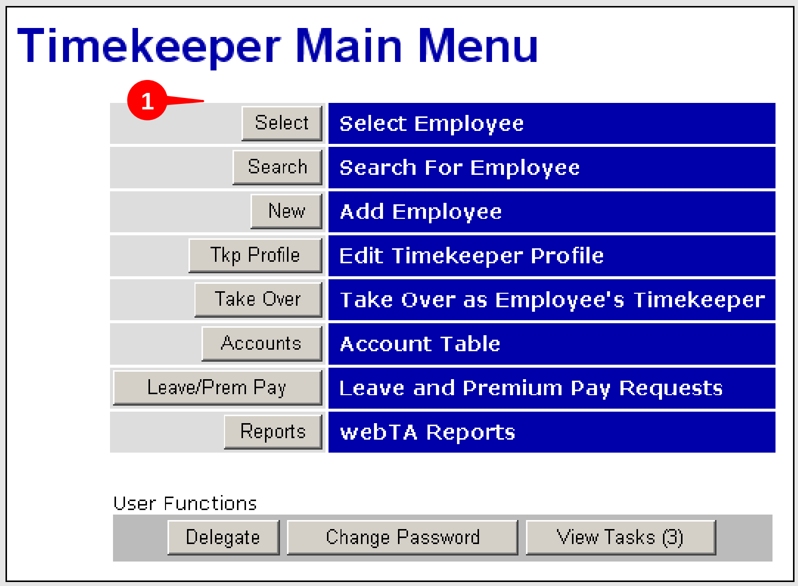
Purpose The Select employee tool allows you to select an employee from a list of all the employees assigned to you. From the Timekeeper Select Employee screen you can perform various tasks on any of the employees listed.

Example You need to make edits to 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.

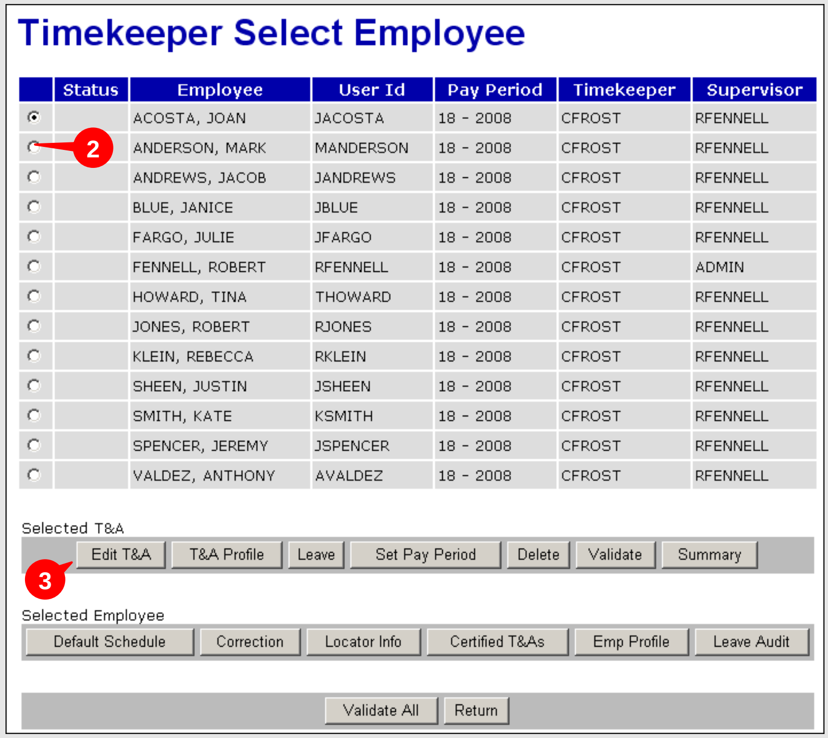
Steps

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



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

❸ Choose the appropriate function from the **Selected T&A** or **Selected Employee** buttons.



Timekeeper Select Employee

	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
○		FENNELL, ROBERT	RFENNELL	18 - 2008	CFROST	ADMIN
○		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 T&A

Edit T&A | T&A Profile | Leave | Set Pay Period | Delete | Validate | Summary

Selected Employee

Default Schedule | Correction | Locator Info | Certified T&As | Emp Profile | Leave Audit

Validate All | Return

Searching for an Employee

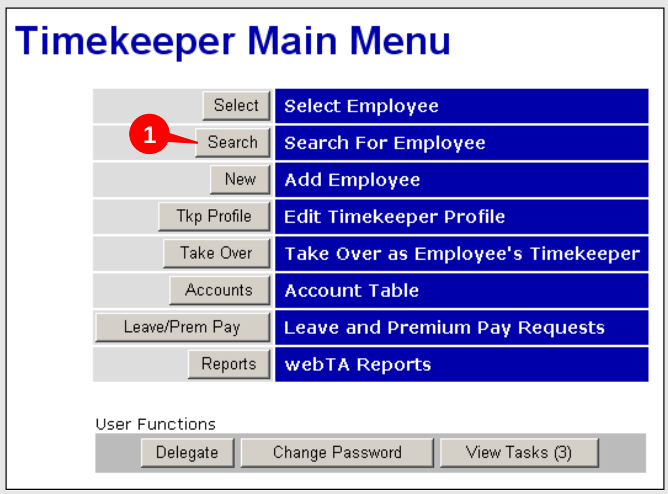
Purpose The Search for employee tool allows you to search for a specific employee by first or last name, T&A type or pay period. Searching is quicker than using the Select tool if you have multiple screens of employees to scroll through.

Example A Timekeeper needs to review an employee's T&A record. She has 50 employees assigned to her, so searching for the employee by last name is quicker than sorting through her list of employees.

Instructor Search for all employees with the last name beginning with the letter L. Emphasize to Timekeepers that they can only view the employees assigned to them.

Steps

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



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. The webTA system can also find an employee if only the first few letters are entered.

❸ Click **Search**.

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

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. Emphasize that FFAS is not using the Default Schedule feature at this time.

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
		FENNELL, ROBERT	RFENNELL	18 - 2008	CFROST	ADMIN
		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

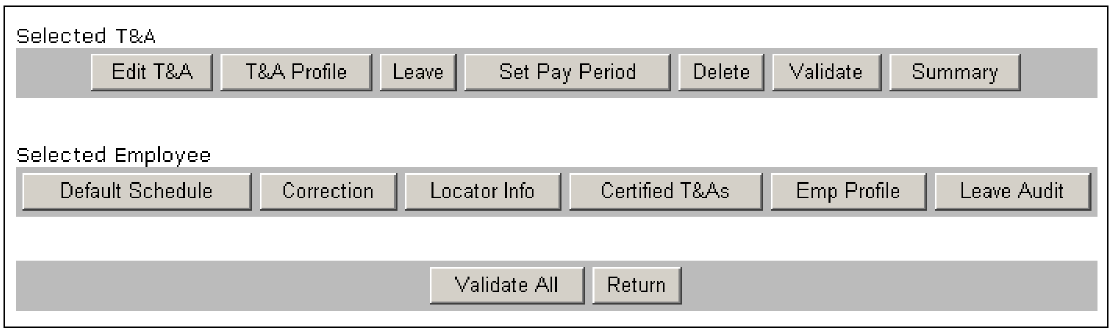
Employee Table
The Employee Table displays when the Search or Select buttons are used from the main menu.

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 number 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 are two rows of buttons used to view and edit employee data.



Selected T&A Buttons

Button	Description
Edit T&A	Modify T&A transactions for the selected employee.
T&A Profile	Modify the T&A Profile for the employee for this pay record.
Leave	View leave data for the employee for this pay record.
Set Pay Period	Pay period for any employee can be set to any period that is between the last built pay period and current.
Delete	Deletes a corrected T&A record before it is sent to NFC. Corrections are designated by “(C)” to the right of the Pay Period.
Validate	Validates the currently selected T&A.
Summary	The summary shows an employee’s T&A data, T&A profile, and leave data and is the page the supervisor views during certification.

Selected Employee Buttons

Button	Description
Default Schedule	This feature is not currently being used by FFAS.
Correction	Create a corrected record for a previous pay period (up to one year).
Locator Info	Modify the contact information for the selected employee including email address.
Certified T&As	View certified T&As for the selected employee.
Employee Profile	Change a person's name, Timekeeper, or Supervisor.
Leave Audit	A Leave Audit Report can be generated to reconcile historical leave records for a selected employee.

Function Buttons

Button	Description
Validate All	Performs validation for all employees to which you are assigned.
Return	Returns to the Timekeeper Main Menu.

Logging out of webTA

Purpose Log out of the webTA application.

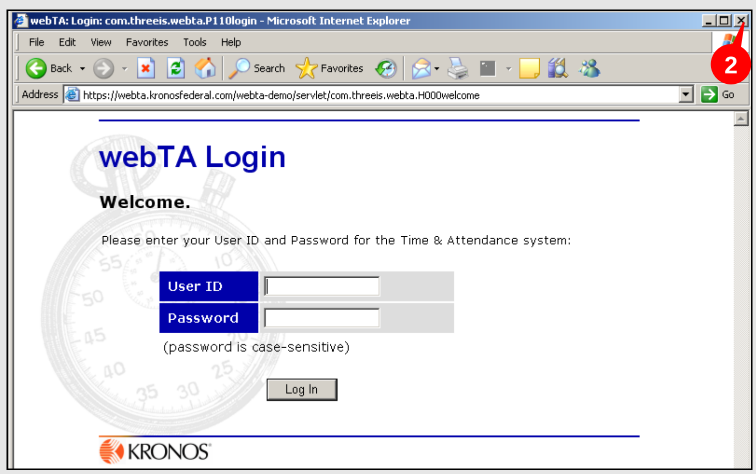
Example You have finished editing your employee's T&A record and want to close the webTA application.

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.

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



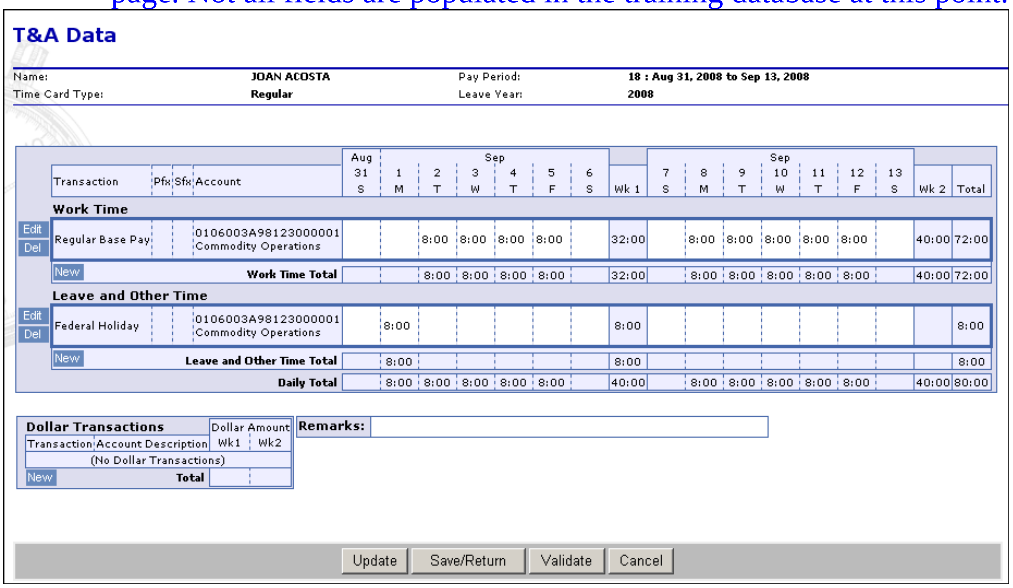
Module 2 Editing T&A Data

Using the T&A Data Page

Purpose To record hours in a T&A record.

Example You need to record hours in an employee's T&A record so the time information can be sent to the National Finance Center (NFC) for payroll processing.

Instructor Use the contents of the screen shot to describe the fields on the T&A Data page. Not all fields are populated in the training database at this point.



Field	Description
Header	The header displays the employee's name and specific pay period data.
Work Time	The Work Time table is used to enter worked hours. These hours can be allocated to different transaction codes and/or accounts.
Leave and Other Time	The Leave and Other Time table is used to enter leave time. Leave time must be manually entered in the T&A record.
Dollars Transactions	The Dollars Transactions field allows you to enter dollar amounts for mileage reimbursement.
Edit, Del, New buttons	These buttons allow you to add, edit and delete transactions in either your work or leave and other time tables.
Date columns	The date fields are divided into 2 weeks (one bi-weekly pay period). You enter your hours in each date field for the corresponding transaction code and account.
Total column	The bi-weekly total displays in the Total column at the end of the row.
Total rows	There are three total rows, Work Time Total, Leave and Other Time Total, and Daily Total. Each row displays totals for each day within the pay period for the corresponding type of time.
Update, Save/Return, Validate, Cancel	There are four buttons at the bottom of the workspace that allow you to update and save your T&A record, validate your record, or cancel your changes.

Adding a New Transaction Code

Purpose Allocate hours to a transaction code that does not already display in the timesheet.

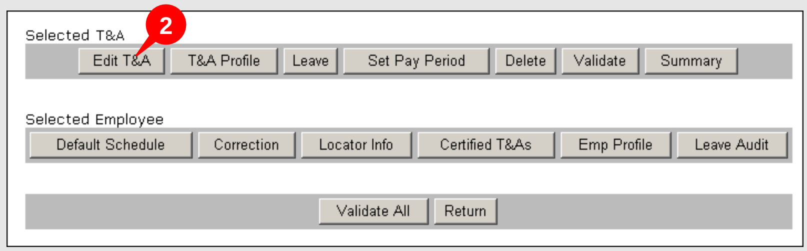
Example You need to allocate hours to the Regular Base Pay transaction code. This transaction code does not currently display in the employee's timesheet. You must add the code to the timesheet before allocating hours to it.

Instructor Access an employee's timesheet. Use the example above for this exercise. Add 8 hours of Regular Base Pay for the Monday of week 1. Discuss the format for hours.

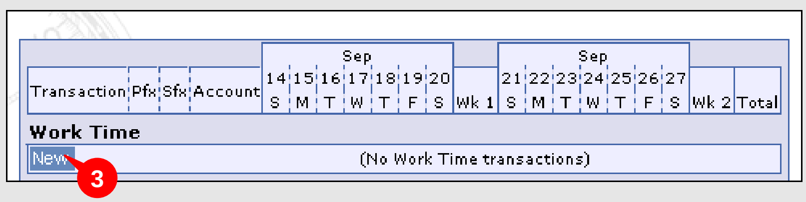
Steps

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

❷ Click the radio button preceding the employee's name. Click the **Edit T&A** button.



❸ Click the **New** button in the **Work Time** table.

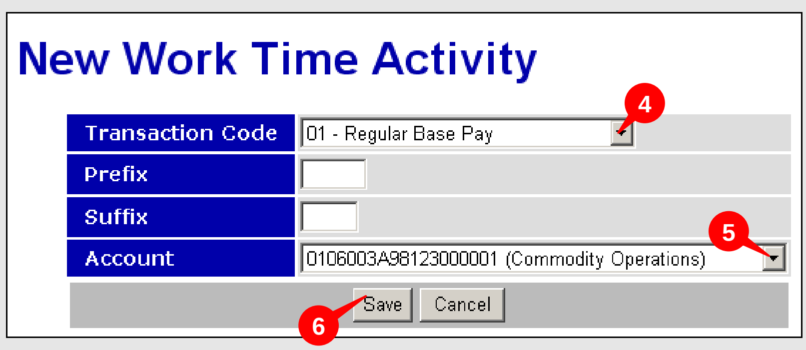


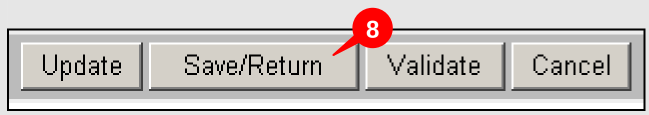
❹ Click the drop-down arrow in the **Transaction Code** field and select a transaction code.

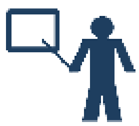
NOTE: Prefixes and suffixes are automatically populated when the correct transaction code is selected.

❺ Click the drop-down arrow in the **Account** field and select an account.

❻ Click **Save**.



❼ Type the number of hours for the appropriate dates on the row containing the new transaction code.	
❽ Click **Save/Return**. NOTE: The Update button saves the changes but remains on the T&A Data page.	



Tip

Hours can be entered in HH:mm (hours and minutes) or HH:hh (hours and hundredths). For example you can enter 4:15 or 4.25 for four hours and fifteen minutes. webTA converts the hours to HH:mm format to the nearest fifteen minute increment (15, 30 or 45).

Entering Hours in the T&A Data Screen

Purpose If the transaction already displays in the timesheet, a Timekeeper can add the amount of hours for each day in the date fields.

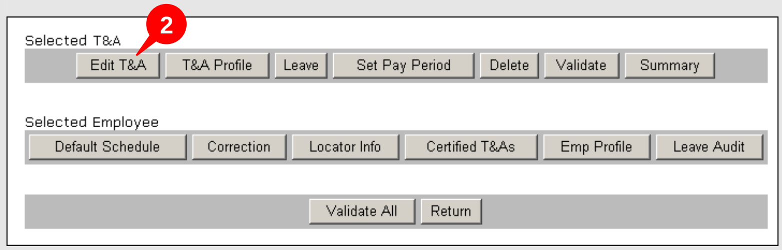
Example The Regular Base Pay transaction code already displays in the employee's timesheet. She worked 8 hours of regular base pay on Tuesday through Friday of week 1.

Instructor Use the same employee's timesheet. Use the example above to populate the timesheet. Enter 8 hours of Regular Base Pay for Tuesday through Friday of week 1.

Steps

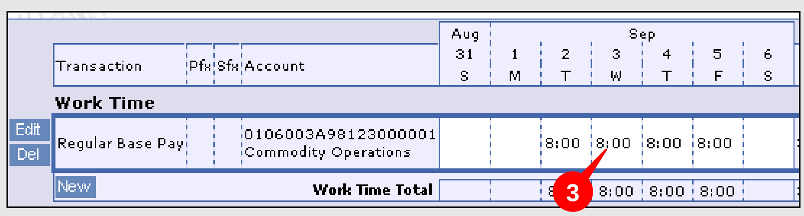
❶ From the **Timekeeper Main Menu**, click the **Select** button.

❷ Click the radio button preceding the employee's name. Click the **Edit T&A** button.



❸ Type the number of hours you worked for the appropriate dates within the **Work Time** table.

❹ Click **Save/Return**.



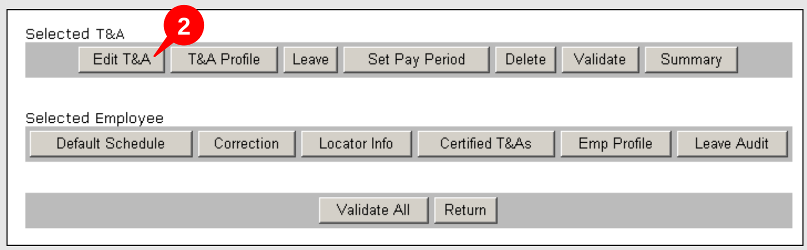
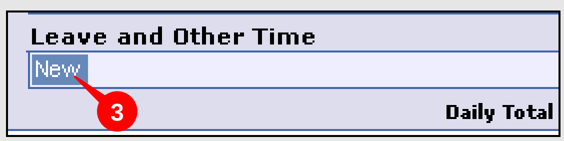
Entering Leave Hours

Purpose Allocate hours to a leave transaction code that does not already display in the timesheet.

Example The Supervisor has approved the OPM71 or SF71 form for an employee to take 16 hours of Annual leave for Thursday and Friday. Enter the leave hours in the employee's timesheet.

Instructor Use the example above for this exercise. Add 8 hours of annual leave for the Thursday and Friday of week 2.

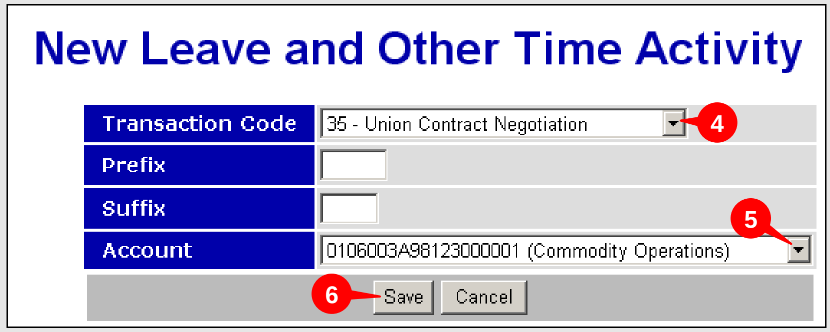
Steps

❶ From the **Timekeeper Main Menu**, click the **Select** button. ❷ Click the radio button preceding the employee's name. Click the **Edit T&A** button.	
❸ Click the **New** button in the **Leave and Other Time** table.	

❹ Click the drop-down arrow in the **Transaction Code** field and select a leave code.

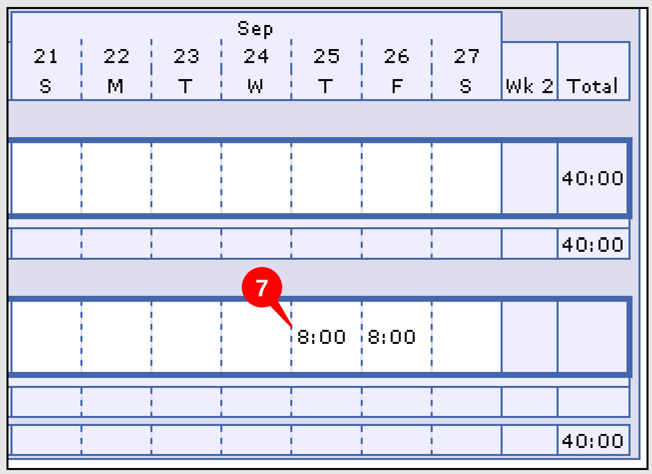
❺ Click the drop-down arrow in the **Account** field and select an account.

❻ Click **Save**.



❼ Type the number of hours for the appropriate dates in the **Leave and Other Time** table.

❽ Click **Save/Return**.



Business Practice

Employees must submit either the OPM71 or SF71 form to their Supervisor for approval before the hours are entered into webTA. Premium pay requests and credit hours must be approved in advance.

Entering Dollar Transactions for Mileage

Purpose Dollar transactions are entered for those employees who receive reimbursement for mileage. These transactions are entered using the Dollar Transactions table at the bottom of the T&A Data page.

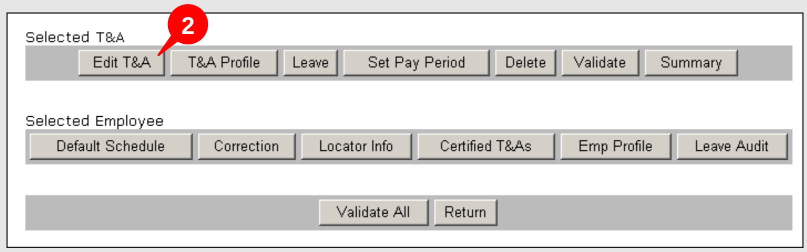
Example You need to enter $25 in the Dollar Transactions table for mileage reimbursement for an employee.

Instructor Enter $25 in the employee's timesheet.

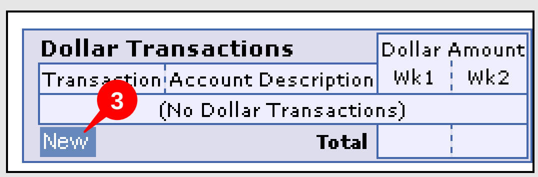
Steps

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

❷ Click the radio button preceding the employee's name. Click the **Edit T&A** button.



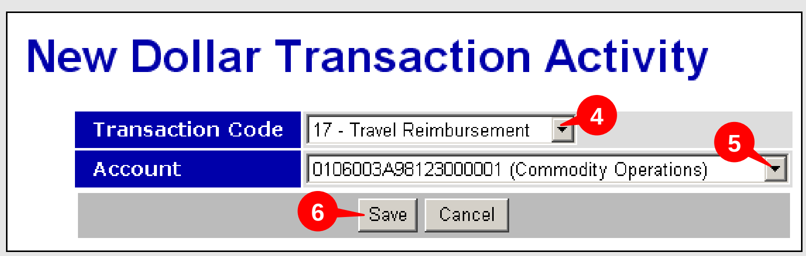
❸ Click the **New** button in the **Dollar Transactions** table.



❹ Click the drop-down arrow in the **Transaction Code** field and select a leave code.

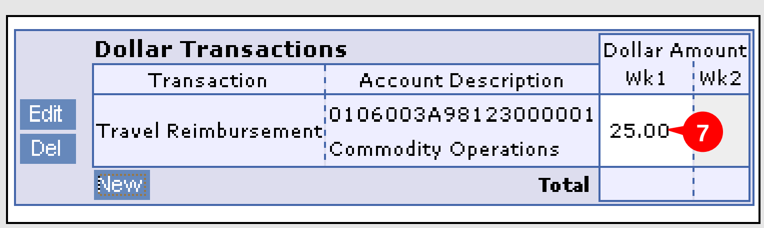
❺ Click the drop-down arrow in the **Account** field and select an account.

❻ Click **Save**.



❼ Enter the number of dollars in the Dollar Amount field for the appropriate week.

❽ Click **Save/Return**.



Validating T&A Data

Purpose

The validation process applies a rigorous set of edit checks against the data entered on a T&A record. This process ensures that all the data entered into T&A records is accurate. The Validation Summary screen displays all errors and warnings. Errors are generated when webTA has enough information to determine the T&A data is incorrect. Warning messages are generated when the possibility of an error exists. All errors MUST be corrected and warnings reviewed before the T&A record will successfully validate. Validation must be done before a Supervisor can certify the record for processing by NFC.

Example

You have completed all entries on an employee's timesheet for this pay period. You must ensure the T&A record is free from errors and prepare the record for certification by the Supervisor.

Instructor

Before you validate the employee's timesheet add 8 hours of regular base pay for Monday through Thursday of week 2. You should receive an error for week 2 base pay being 48. Delete 8 hours of regular base pay on Thursday of week 2 to correct to error.

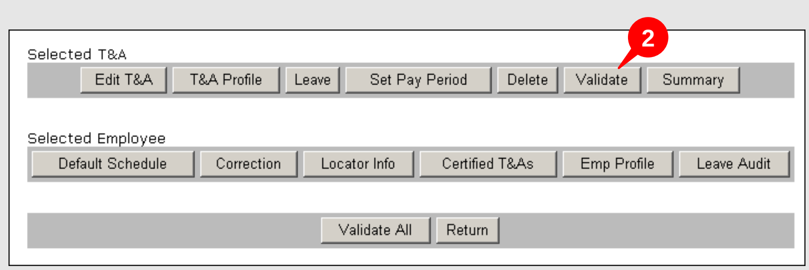
Business Practice

All timesheets must be printed and signed by the employee before you can validate the records. Employees must sign their timesheet by noon on the Monday of pay week. All timesheets must be validated by Timekeepers by the close of business on the Monday of pay week.

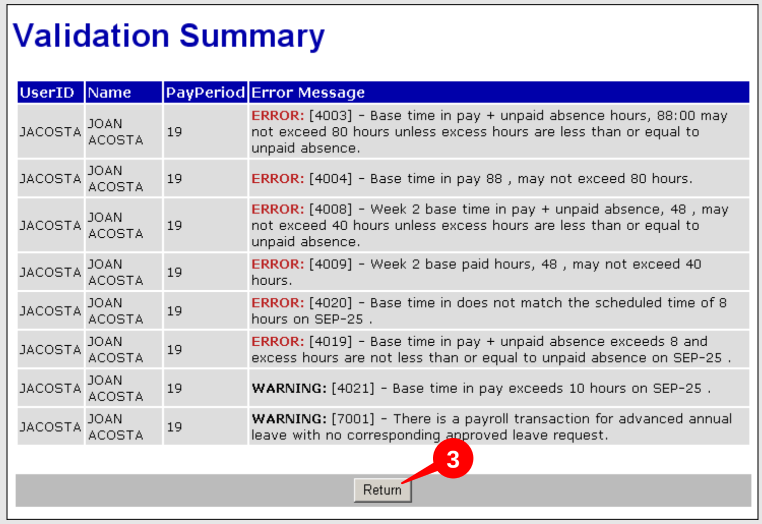
Steps

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

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



❸ Review all warnings and errors. If errors exist, the T&A record must be corrected. Click the **Return** button.

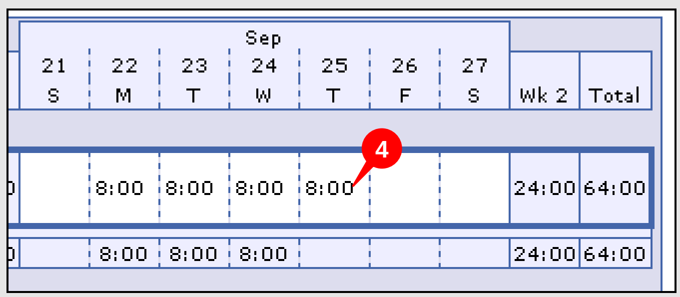


Validation Summary

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.

❹ Based on the validation messages, update the T&A record as necessary.

❺ After the T&A record is corrected, click the **Validate** button on the T&A Data screen.



❻ Click **OK** on the confirmation dialog box.

NOTE: Val by Tkp displays in the Status column of the employee table.

Viewing and Printing the T&A Summary

Purpose To view the summary the Supervisor reviews prior to certifying the T&A record.

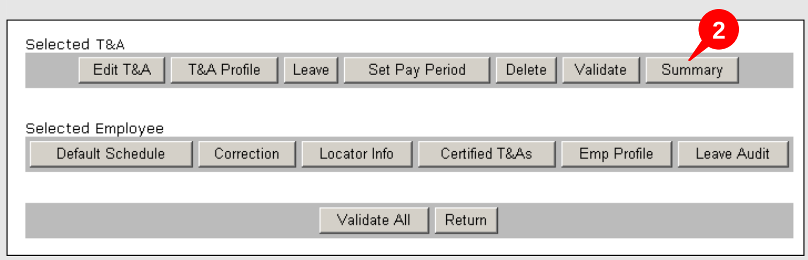
Example You want to review an employee's T&A Summary for this pay period.

Instructor Use the same employee as before. Access the T&A Summary. Discuss the contents of the summary.

Steps

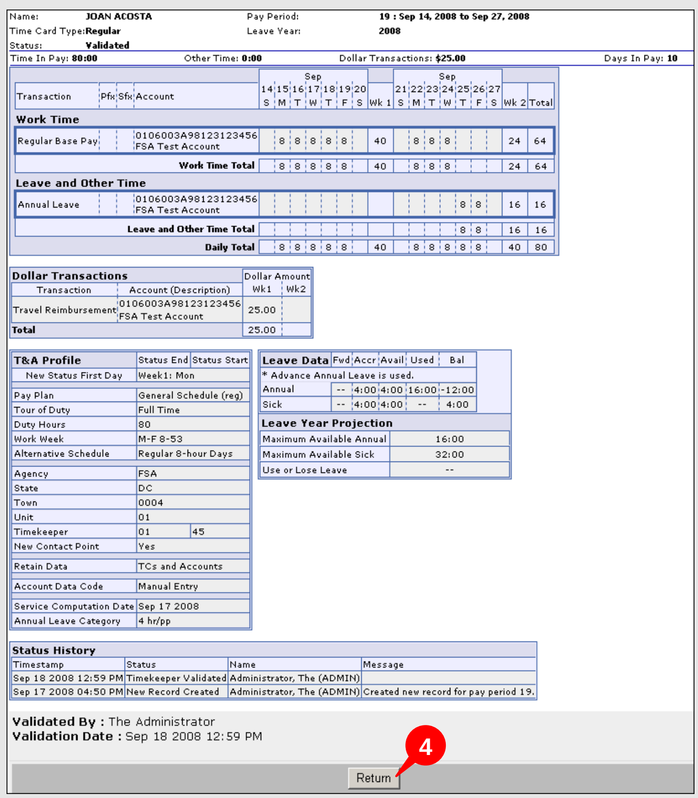
❶ From the **Timekeeper Main Menu**, click the **Select** button.

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



❸ Review the contents of the T&A Summary.

❹ Click **Return**.



Entering a Corrected T&A Record that Exists in webTA

Purpose The correction process is used to adjust entries made to T&A records that have been accepted by NFC. This can be for T&A records submitted for prior pay periods up to one year.

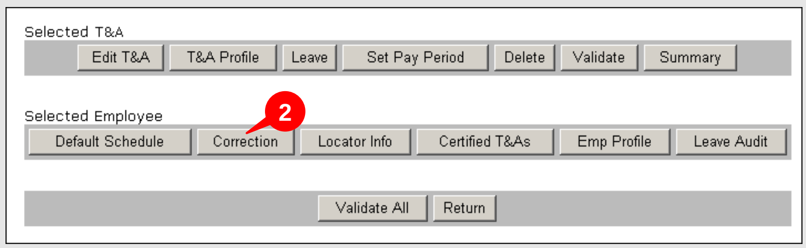
Example A Supervisor has notified you that an employee's time was incorrect for a prior pay period. A correction needs to be made to the employee's T&A record.

Instructor Use the example above for this exercise. Use Joan Acosta for this example. Change the Friday of week 1 from regular base pay to sick leave in pay period 18.

Steps

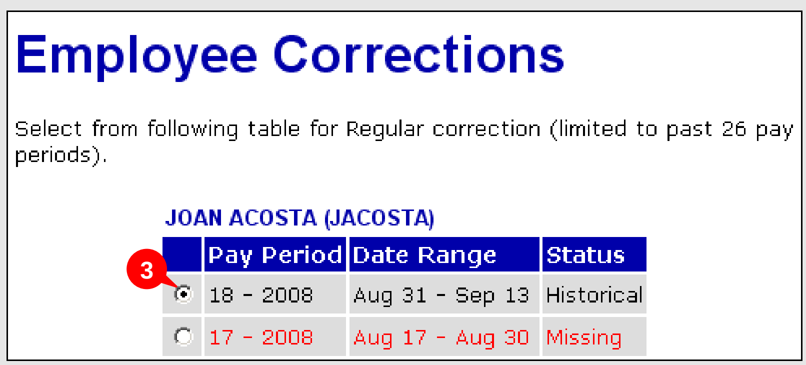
1. From the **Timekeeper Main Menu**, click the **Select** button.

2. Click the radio button preceding the employee's name. Click the **Correction** button.

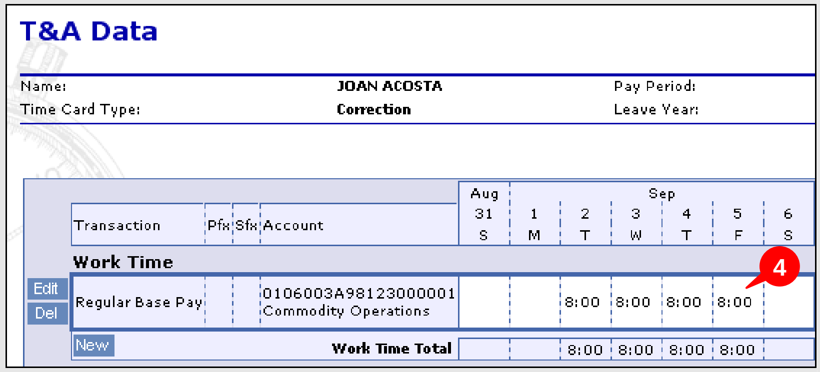


3. Click the radio button preceding the pay period you need to correct. Click the **Correction** button.

NOTE: If the Status column says Missing, the record does not exist in webTA.

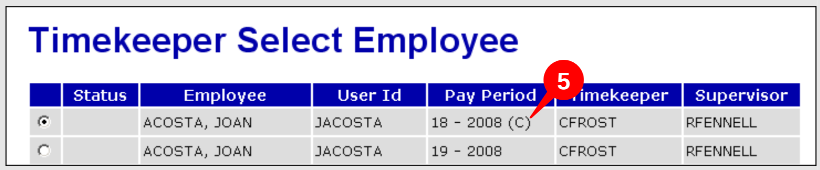


❹ Make any necessary edits using the **T&A Data** page.



❺ Click the **Save/Return** button.

NOTE: The edited pay period displays in the Timekeeper Select Employee screen with a (C) in the Pay Period column. All corrected records must be validated and certified.



Business Practice

Do a corrected T&A for all leave updates, even if it is just a leave adjustment.

Entering a Corrected T&A Record that does not Exist in webTA

Purpose If a correction is necessary on a pay period that does not exist in webTA, you must manually create the T&A Record.

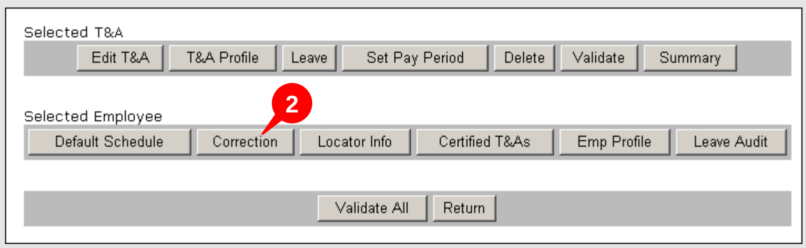
Example A Supervisor has notified you that an employee's time was incorrect for a prior pay period, which was prior to your webTA go live date. A record must be created when the data does not exist in webTA.

Instructor Use the example above for this exercise. Add 8 hours of regular base pay on Monday through Friday for both week 1 and 2 in pay period 17. Use the screens as a guideline for creating the T&A Profile.

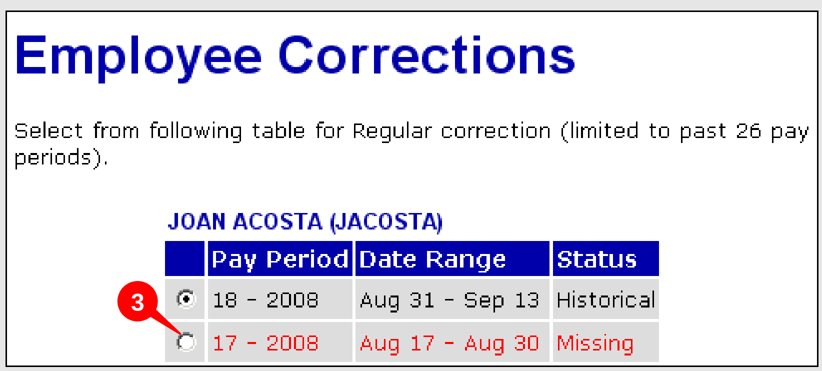
Steps

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

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

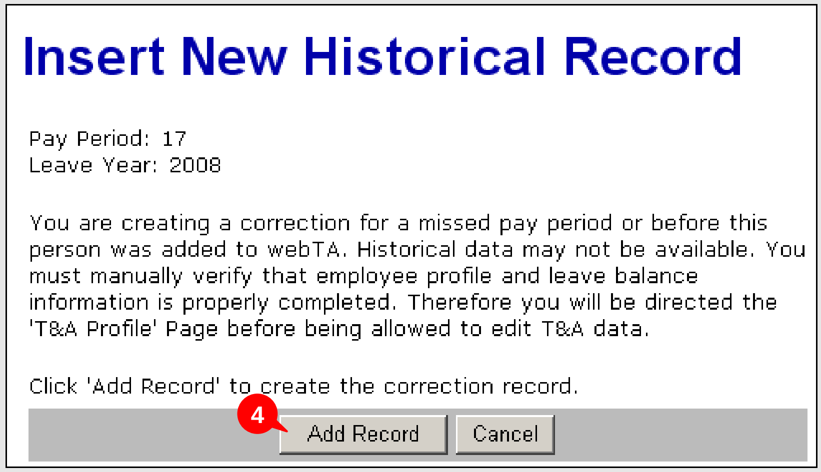


❸ Click the radio button preceding the pay period you need to correct. The Status column displays **Missing**. Click the **Correction** button.

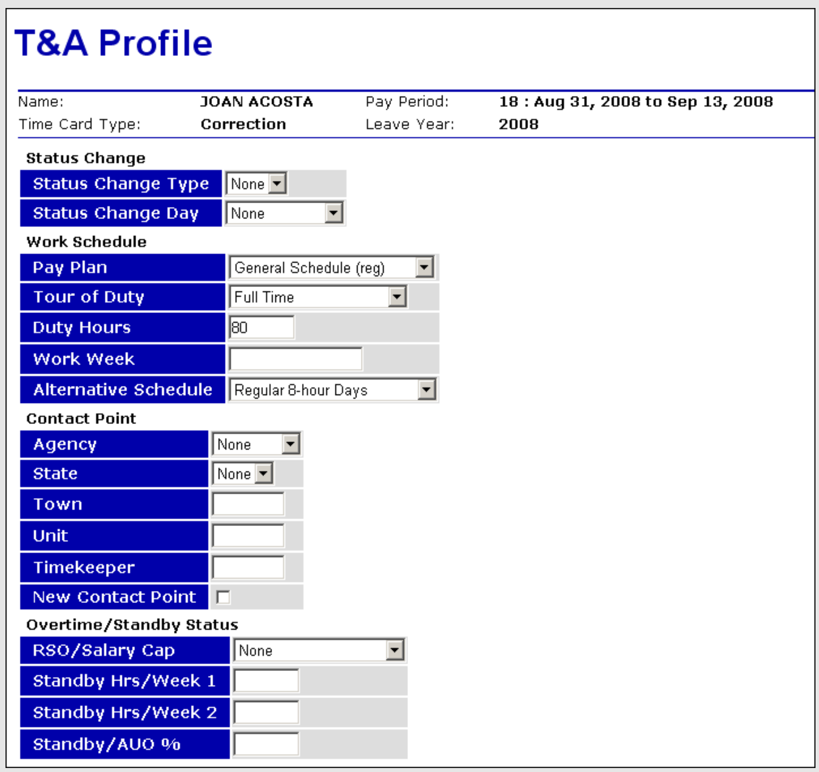


❹ Click **Add Record**.

NOTE: When the record does not exist in webTA you must recreate the T&A Profile for the employee.

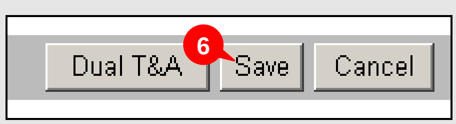


❺ Complete the employee's T&A Profile.

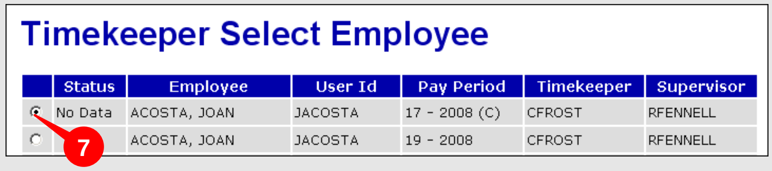


❻ Click **Save**.

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



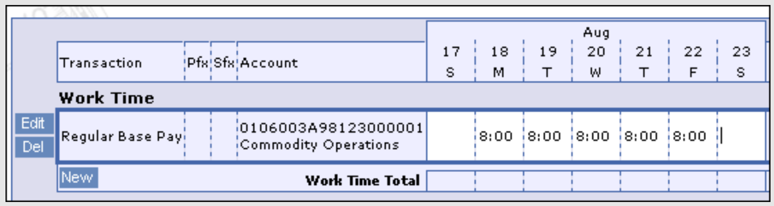
❼ Select the record and click the **Edit T&A** button.



❽ Enter the hours into the T&A record.

❾ Click **Save/Return**.

NOTE: The edited pay period displays in the Search Results screen with a (C) in the Pay Period column. All corrected records must be validated and certified.



Business Practice

Do a corrected T&A for all leave updates, even if it is just a leave adjustment.

Module 3 Add a New Employee

Create a New Employee Profile

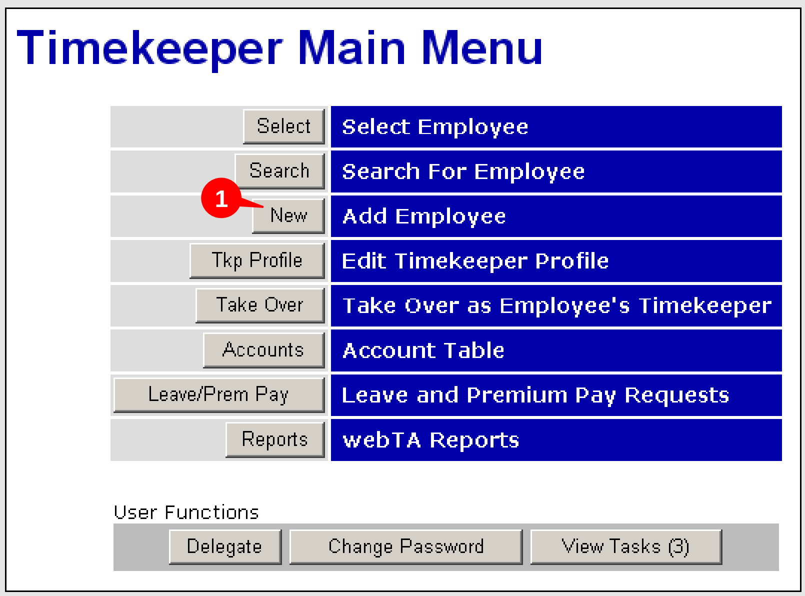
Purpose The first step when adding a new employee to the webTA system is to create an Employee Profile. The Employee Profile defines the basic information about the employee such as, user name, and first and last name. After this step is complete, a Timekeeper must complete the new employee's T&A Profile.

Example A Timekeeper has a new employee joining his agency. The employee's record must be added so her time can be recorded.

Instructor Add a new employee profile. Use the information in the screen shots as a guideline for this exercise. FFAS the will not see the User ID or Passwords field in their live environment.

Steps

❶ From the **Timekeeper Main Menu**, click the **New** button.



❷ Populate the **First Name**, **Middle Name or Initial** and **Last Name** fields.

NOTE: The Middle Name or Initial field is optional.

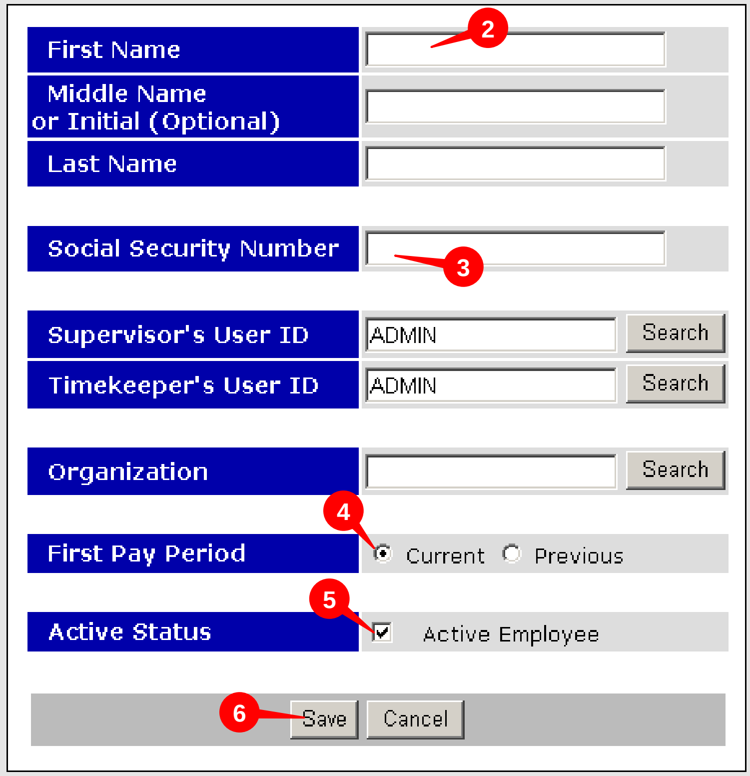
❸ Populate the **Social Security**, **Supervisor's E-Auth**, **Timekeeper's E-Auth** and **Organization** fields.

NOTE: A search button is provided in the Supervisor's E-Auth, Timekeeper's E-Auth and Organization fields if any of these fields are unknown.

❹ Click the **Current** or **Previous** radio button in the **First Pay Period** area.

❺ Check the **Active Employee** checkbox in the **Active Status.**

❻ Click **Save**.



Business Practice

The User ID and Password fields do NOT display in FFAS's live environment.

Business Practice

Any new employees added to Starweb after 9/5/2008 must be manually entered in webTA, including any employees that were not included in the webTA Profile Application by 9/5/2008.

Tip

Use the information contained in the SF52 form when adding new employees.

Completing a T&A Profile

Purpose After an Employee Profile is created, a T&A Profile must be completed for the employee. The T&A Profile defines the employee's basic payroll information. Only Timekeepers can update this data, and it must be completed before the employee's record can be processed by NFC.

Example A Timekeeper has just finished adding a new hire's Employee Profile. Now, the T&A Profile must be completed in order for the employee's T&A data to transmit to NFC.

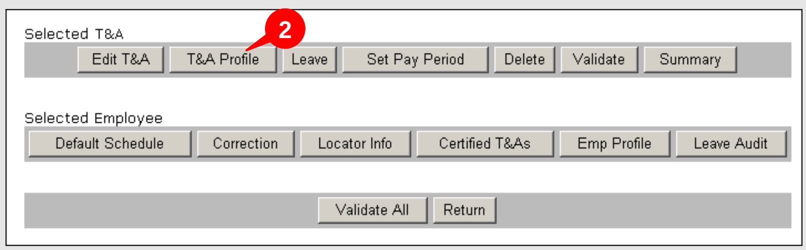
Instructor Complete the new employee's T&A Profile. Use the information in the screen shots as a guideline for this exercise. Use the table included in this task to describe the fields on the T&A Profile page. Emphasize that the On Hold feature is used for intermittent employees.

Steps

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

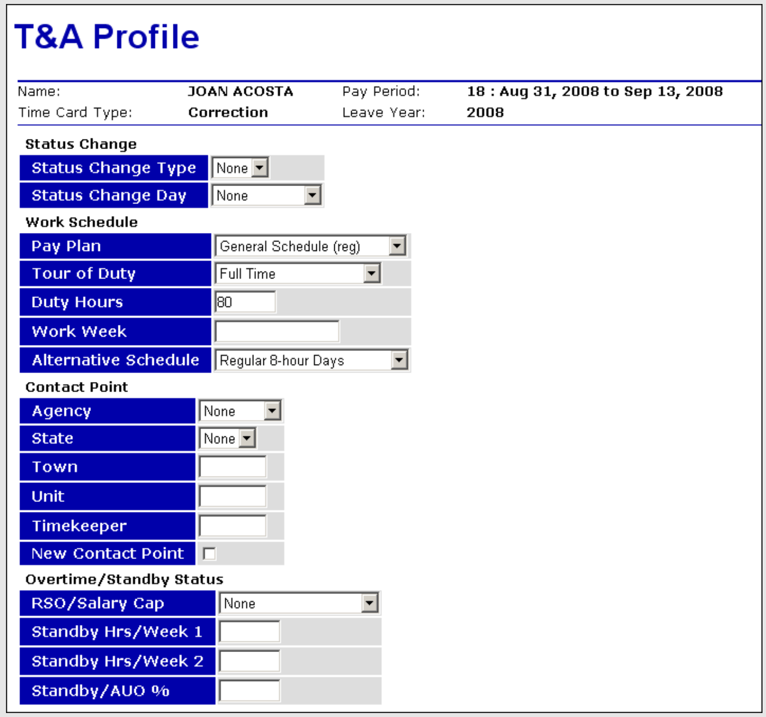
❷ Click the radio button preceding the employee's name. Click the **T&A Profile** button.

NOTE: When an employee does not have a completed T&A Record, 'No Profile' displays in the Status column of the Timekeeper Select Employee screen.



❸ Enter the employee's information in the designated fields.

See the following table for a description of each field.



❹ After all edits have been made to the T&A Profile, click the **Save** button.

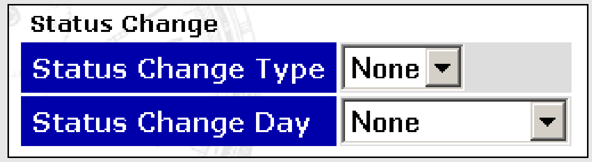
Status Change

Status Change Type

Used when an employee's status changes in the middle of a pay period. Available options include: None, End or Start.

Status Change Day

Used when an employee is either starting or ending in the middle of a pay period. Specifies the date of the change.



Work Schedule

Pay Plan

Indicates the appropriate pay plan for the employee. Some options are: General Schedule (reg) and CO-County Office.

Tour of Duty

Indicates the appropriate Tour of Duty for the employee. Some Tour of Duty categories are Full Time, Part Time and Intermittent.

Duty Hours

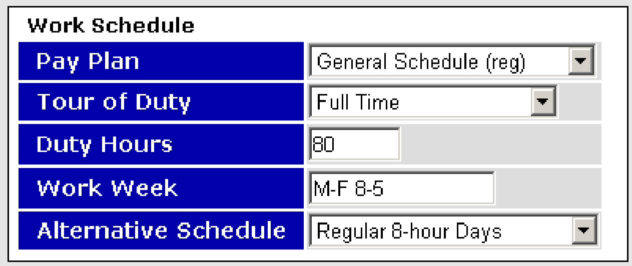
This field is required for all employees except Intermittent employees. It represents the number of hours an employee is scheduled to work in a pay period.

Work Week

Description of the employees scheduled workweek, including days and start and stop times (example: M-F 8am-5pm).

Alternative Schedule

An alternate schedule for full and part time employees.



Contact Point

Agency

The employee’s agency.

State

The state abbreviation of the employee’s duty station.

Town

A four-digit code representing the city or town of the employee’s duty station.

Unit

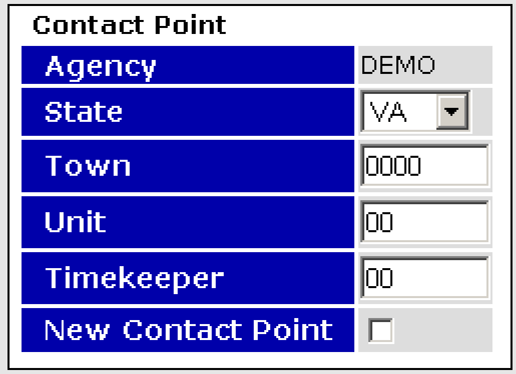
A two-digit number representing the contact point within the town.

Timekeeper

A two-digit code assigned to a Timekeeper.

New Contact Point

The New Contact Point field should be checked when there is a change to any of the employee’s contact point data. This step notifies NFC that changes to the payroll file are required.



Overtime/Standby Status

RSO/Salary Cap

This field notifies NFC that this employee will regularly exceed scheduled overtime or the bi-weekly salary cap. The setting for this field should be **None** for most employees.

Standby Hrs/ Week 1

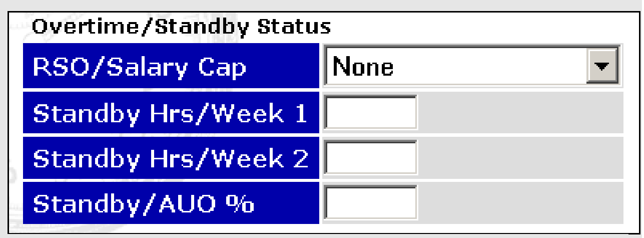
The number of standby hours approved for week 1 of a pay period.

Standby Hrs/ Week 2

The number of standby hours approved for week 2 of a pay period.

Standby/ AUO %

The percentage of AUO pay that the employee is entitled to receive. Enter 99 to stop AUO pay.



Miscellaneous

Oath of Office

Check this box if the employee is new to the agency to indicate that this is the first T&A report for the employee.

Final Report

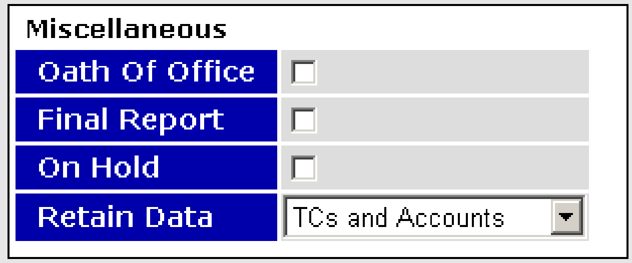
Check this box if this is the last T&A report for the employee.

On Hold

Check this box when an employee is on an extended LWOP or is an intermittent employee. The system does not transfer any T&A records to NFC if this box is checked.

Retain Data

This field is used to indicate how information is saved and processed from one pay period to the next.



Accounting

Accounting Data Code

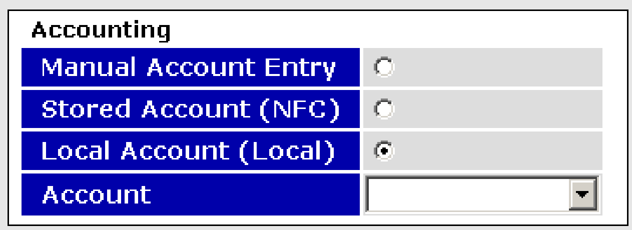
Determines how accounting codes are used in webTA. Options are: Manual Account Entry, Stored Account (NFC), and Stored Account (Local). If either of the stored account options are selected an account must be defined in the **Account** field.

Stored Account (NFC)

Stores and uses the specified account at NFC for all time in pay and dollar transactions.

Stored Account (Local)

Stores and uses the specified account locally for all time in pay and dollar transactions.



Leave Parameters

Service Computation Date

The service computation date of the employee. This date determines the employee's Annual Leave Category.

Override Leave Category

This field is used to set the Annual Leave Category for the employee. By default the Annual Leave Category is calculated based upon the Service Computation Date and is not editable.

Override Leave Ceiling

Checked to override the employee's leave ceiling.

Approved Leave Recipient (VLTP)

This field is set to **Yes** for employees in the Voluntary Leave Transfer Program.

Approved Leave Recipient (ELTP)

This field is set to **Yes** for employees in the Emergency Leave Transfer Program.

Home Leave Accrual Rate

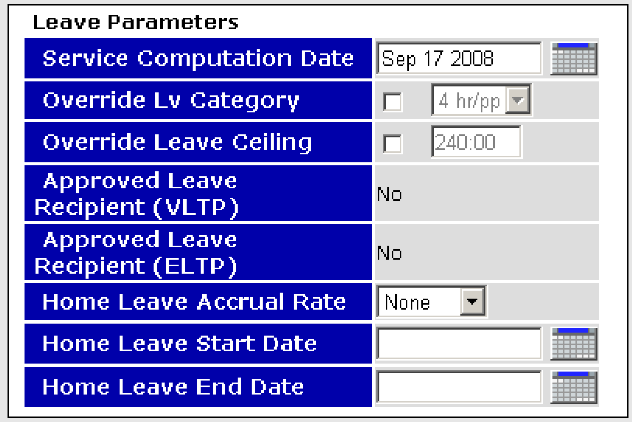
There are three rates for employees eligible to earn home leave: 15 days per year, 10 days per year, or 5 days per year.

Home Leave Start Date

The date the employee starts accruing home leave.

Home Leave End Date

The date the employee stops accruing home leave.



Editing Locator Information

Purpose To update demographic information within webTA.

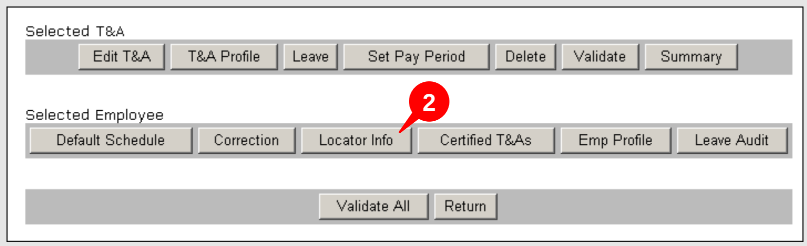
Example You want to enter an employee's email address so they receive webTA generated tasks in their Outlook Inbox.

Instructor Add the new employee's email address in the Locator Information. Use the screen shots as a guideline for this exercise.

Steps

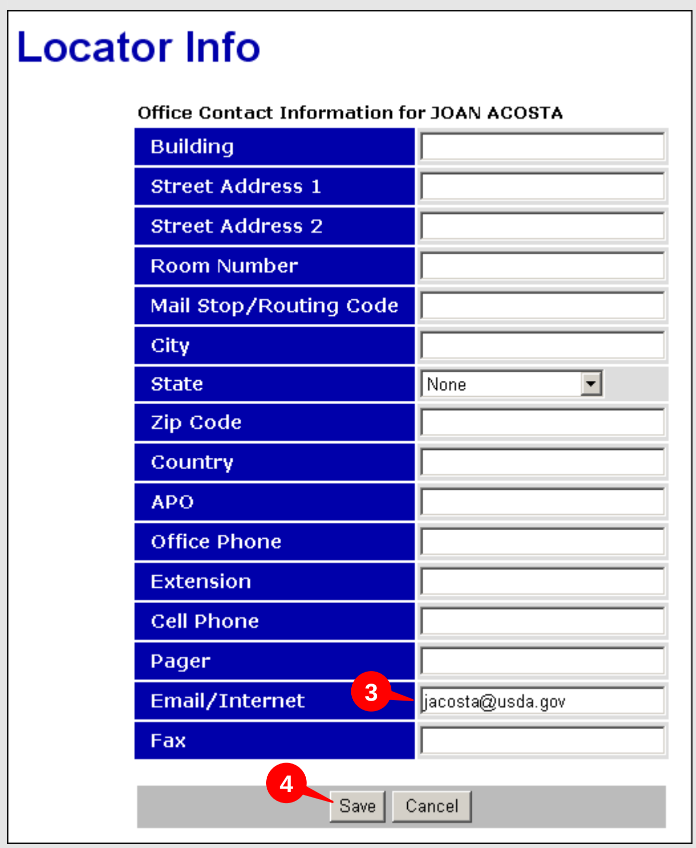
❶ From the **Timekeeper Main Menu**, click the **Select** button.

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



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

❹ Click **Save**.



Module 4 Review Leave Information

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.

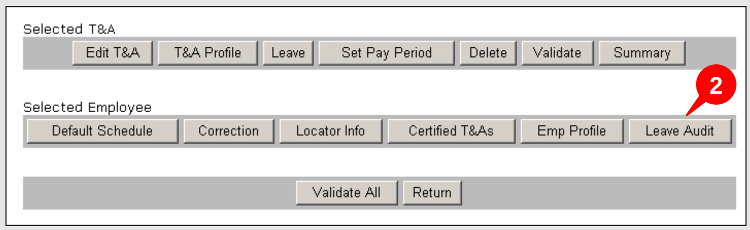
Example You want to see an employee's annual leave balance for this pay period. You download the Leave Audit report to a PDF file and print the report.

Instructor Use Joan Acosta for this exercise. Do not print the report.

Steps

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

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



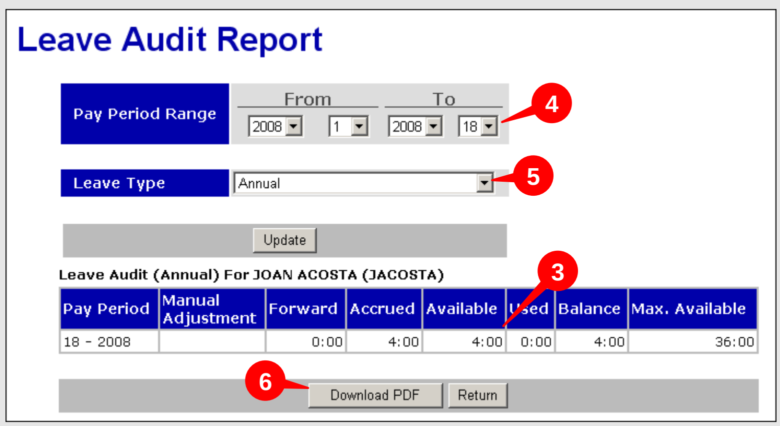
❸ Review the current annual leave balance.

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**.



Modifying an Employee's Leave Balance

Purpose Timekeepers can view information on the accrued time earned by employees. On rare occasion, a Timekeeper may need to update the leave balances for an employee. Exceptions include when a correction is performed on a record where historical information does not exist in webTA, or if a balance is changed at NFC and must be updated in webTA.

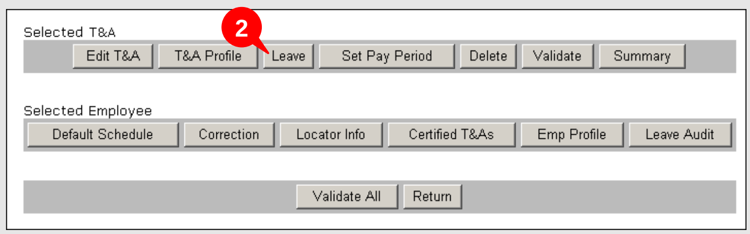
Example An employee is new to your agency, but has been a federal employee at another agency for several years. Therefore, the employee's accrued leave time transfers with her to the new agency. You must update the leave balance for this employee to reflect the carryover.

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

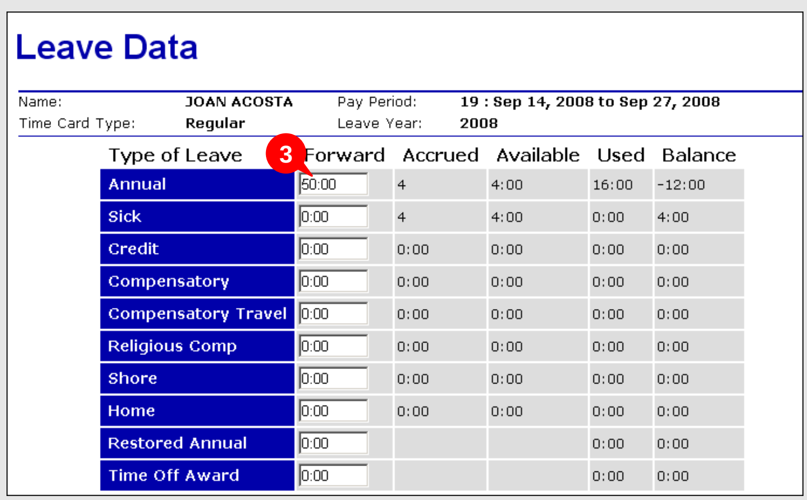
Steps

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

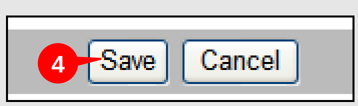
❷ Click the radio button preceding the employee's name and click the **Leave** button.



❸ To update a leave balance, enter the amount of hours in the **Forward** field that corresponds to the type of leave you are updating.



❹ Click **Save**.



Module 5 Perform Timekeeper Tasks

Taking Over as an Employee's Timekeeper

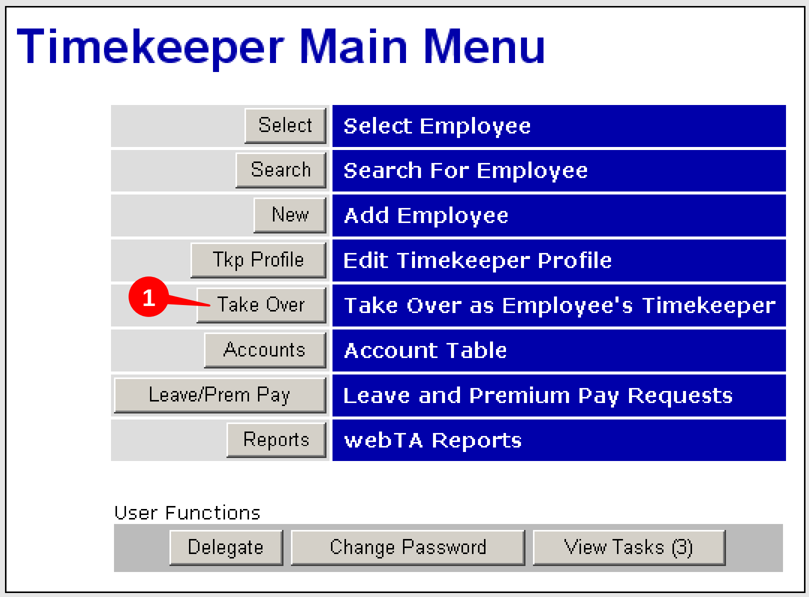
Purpose The Take Over feature allows a Timekeeper to permanently take over as an employee's Timekeeper. When a Timekeeper takes over the responsibility of an employee's timekeeping duties, a task is sent to the previous Timekeeper.

Example An existing employee within the agency is moving to a new Timekeeper. The Timekeeper receiving the employee performs the takeover.

Instructor Demonstrate the process for reassigning an employee. Do not complete the process.

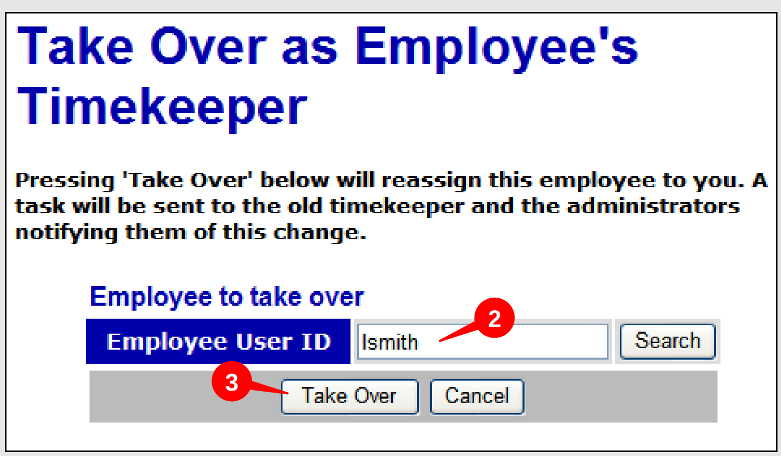
Steps

❶ From the **Timekeeper Main Menu**, click the **Take Over** button.



❷ Type the employee's E-Auth in the **Employee User ID** field.

❸ Click the **Take Over** button.



Generating webTA Reports

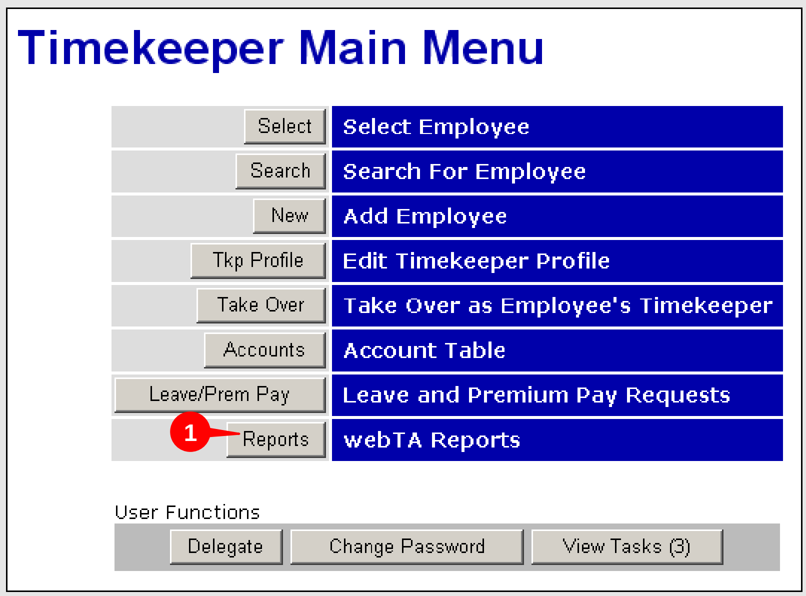
Purpose webTA contains a variety of reports to assist you in your timekeeping tasks. Some reports can be exported to Microsoft Excel and some can be downloaded to Adobe Acrobat Reader for printing. All reports are accessed from the Reports button on the main menu.

Example You want to identify any employees' T&A records that are not certified.

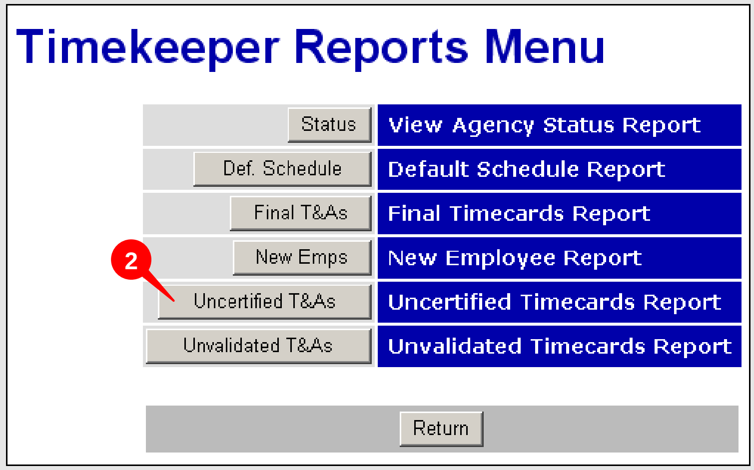
Instructor Use the example above for this exercise. View the Uncertified T&As report.

Steps

❶ From the **Timekeeper Main Menu**, click the **Reports** button.



❷ Click the button preceding the report.



❸ Review the contents of the report.

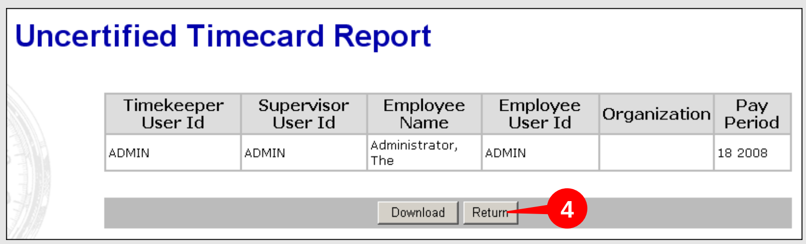
❹ Click the **Download** button to export the report information to Microsoft Excel.

or

Click the **Download PDF** button to export the report to an Adobe Acrobat Reader (PDF) file for printing.

or

Click the **Return** button to return to the previous page.



Viewing Tasks

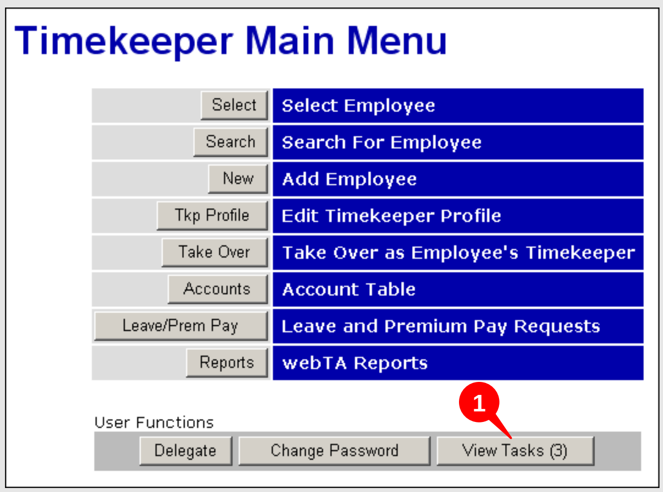
Purpose Your task list shows webTA generated messages. The *From* column shows the source of the message, *Date/Time* column shows when the task was sent, *Type* identifies what class of message and the *Description* is the text of the message.

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

Instructor Use the example above for this exercise.

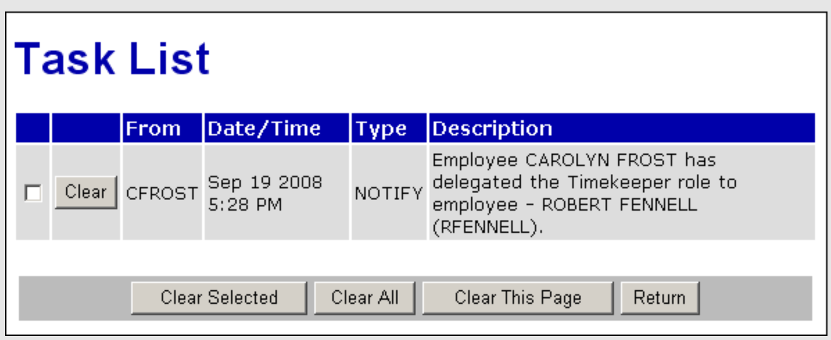
Steps

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



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.



Setting an Employee's Pay Period

Purpose

The Set Pay Period page is used to change an employee's pay period in situations where the pay period data was not entered and finalized. The list of available pay periods is determined by the employee's last certified record.

- If the last certified record was the previous pay period, there are no available records.
- If the last certified record was several pay periods ago, all the pay periods between the last certified one and the current pay period are available.
- If there has never been a certified record, all pay periods are available.

Example

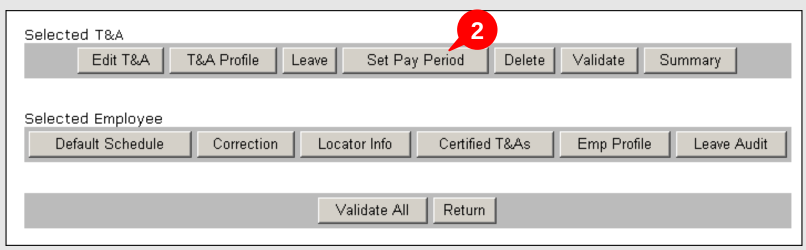
An employee is an intermittent employee. He has not worked since pay period 10 but is now currently working again. You need to change his pay period so you can enter hours for the current pay period.

Instructor — Use the example above for this exercise.

Steps

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

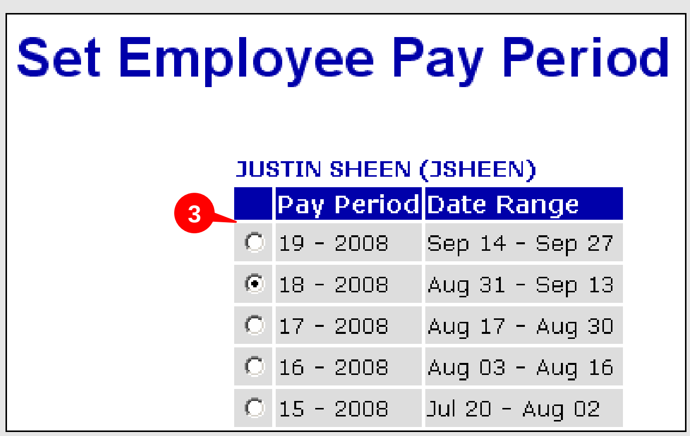
❷ Click the radio button preceding the employee's name. Click the **Set Pay Period** button.



❸ Click the radio button preceding the pay period.

❹ Click the **Select** button at the bottom of the screen.

NOTE: The employee's pay period is changed. The new pay period displays in the Employee Table.



Reviewing Previously Certified T&A Records

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

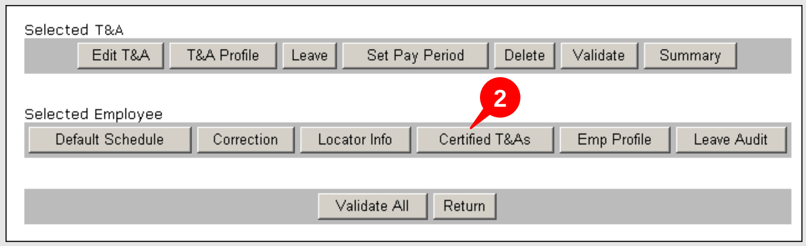
Example You want to see how many hours an employee charged to a specific account for pay period 2.

Instructor Use the example above for this exercise.

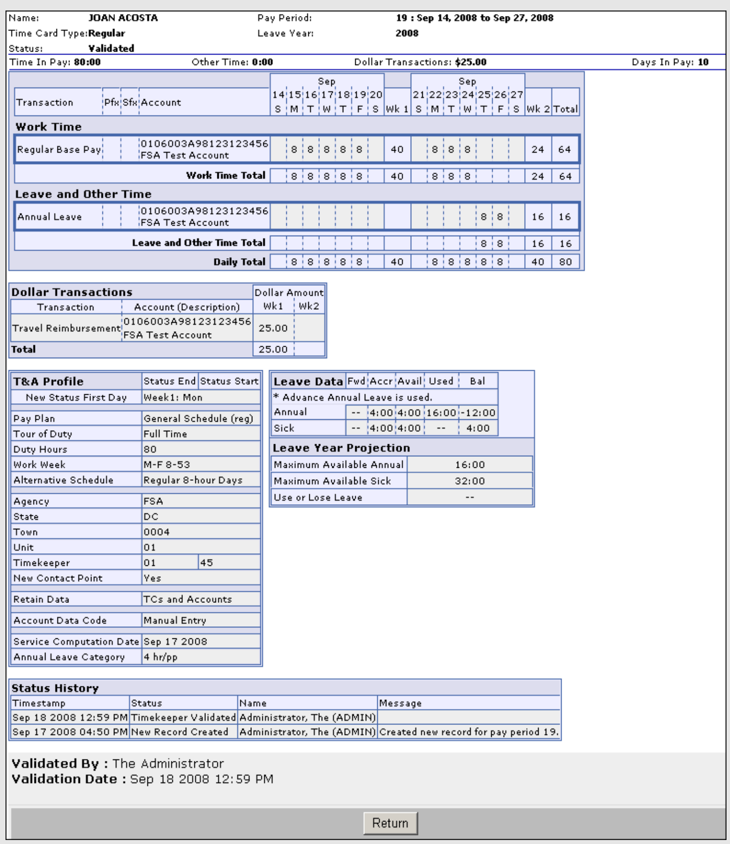
Steps

❶ From the **Timekeeper 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**

Transaction	Pfx	Sfx	Account	Sep 14 S	15 M	16 T	17 W	18 T	19 F	20 S	Wk 1	Sep 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 Wk1	Wk2
Transaction	Account (Description)		
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

Return