webTA

Timekeeper Manual

3i Systems, Inc.

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Basics

There are a few things that you need to keep in mind while using webTA.

First, webTA is an internet or intranet based application and differs from many computer applications that you may be accustomed to using, such as spreadsheets and word processors. Some of the processing in this application is done on your computer and some is done on a server. Because of the way the internet works, there is not a constant connection between your computer and the server.

This is important to remember when entering information in webTA. You must always tell the system that you want to save your work by clicking the appropriate button on the screen (usually the **Save** button).

If you use a web browser often, this system should be relatively simple to use. The biggest difference is that you should not use the **Forward** and **Back** buttons in your browser. You should use the navigation buttons within the webTA forms such as **Return**, **Save** and **Next**. If you do use the **Forward** or **Back** buttons, you risk losing data that you have entered.

Within a page, use the *Tab* key to move from one field to another or use your mouse to point to a field and click.

One of the most common functions you will be doing is entering hours worked. The format of hour entries is the number of hours, a colon, and the number of minutes. Minutes should be recorded in 15-minute increments (00, 15, 30 or 45). To enter whole hours, you need only enter the hours. Alternatively, you may enter the number of hours, a period, and a decimal fraction. The system automatically converts time entered this way to the hours:minutes format and rounds the entry to the nearest 15 minute increment. For example, 2.5 is converted to 2:30 and 4.1 is converted to 4:00 (a tenth of an hour is 6 minutes so is rounded down).

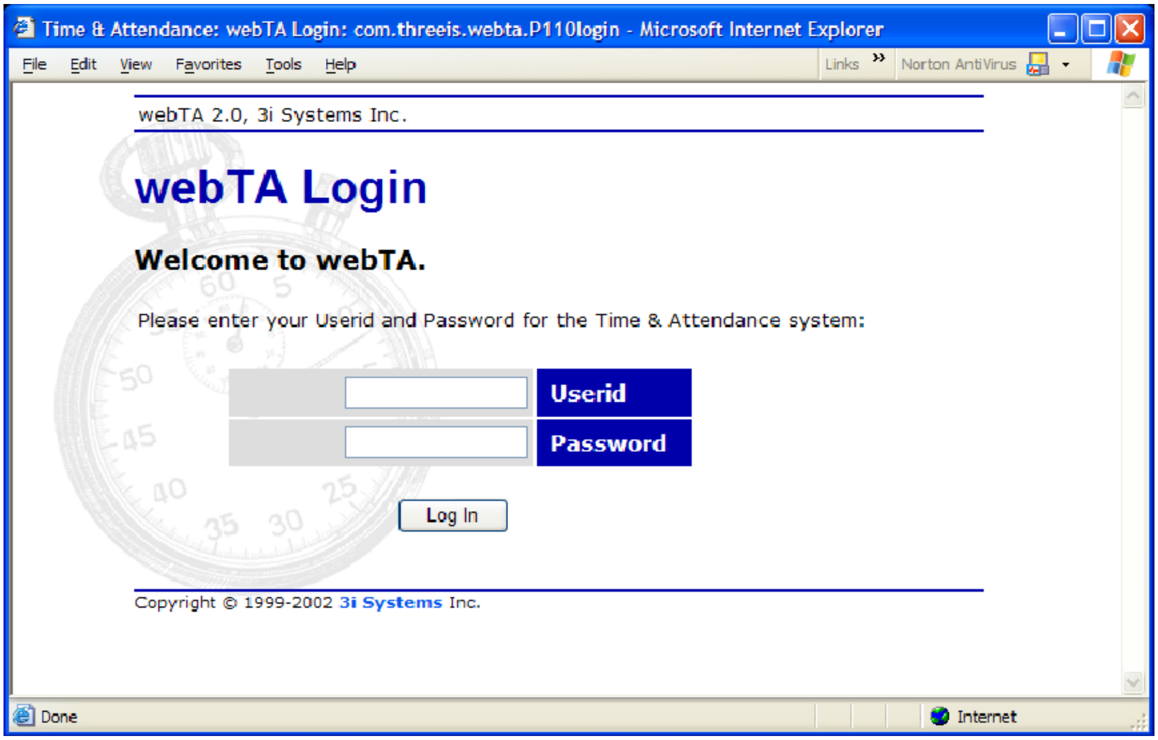
As you enter values, some validations are performed. When the system encounters data it can identify as incorrect, an error message is displayed indicating what is causing the problem. The primary T&A validation process is done after all data is entered for a pay period. Once validated, the data may be certified correct by the supervisor.

When you are done using webTA, you should properly exit the system by clicking the Logout button found at the top right of most screens. This insures that data is properly saved and you are logged out of webTA. If there is no Logout button, you should complete the function you are using to get back to a menu or other screen with a Logout button.

Typically an installation of webTA has a session timeout set on the server. If you leave webTA open and logged in for an extended period of time, your session will expire and you will be logged out of the application. This is a security feature to prevent others from using your webTA account. If your session times out, simply log back into webTA to continue.

Logging In and Logging Out

Access to webTA data is controlled by user IDs and passwords. The password form permits you to enter your user ID and password. Then click **Log In**. If your user ID and password are entered correctly, a *Main Menu* is displayed, otherwise an error message pops up.

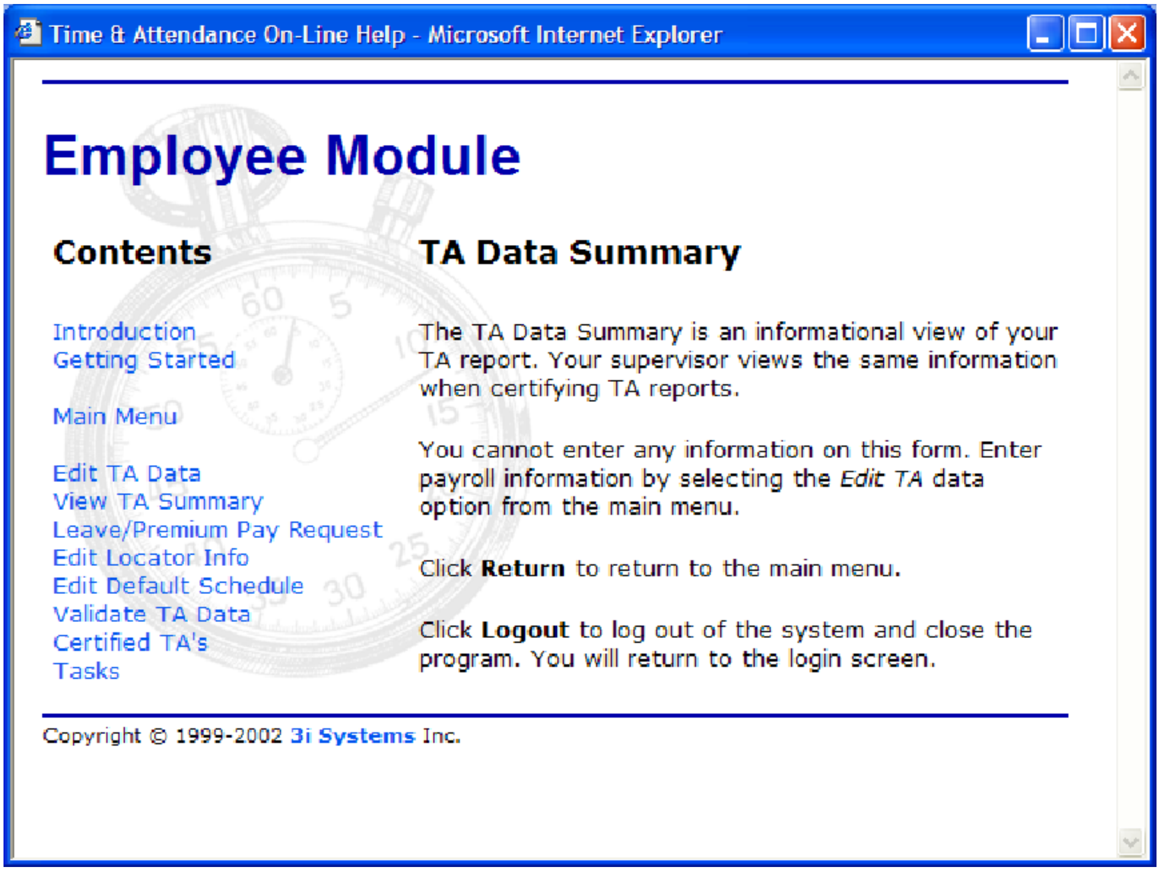


webTA passwords are case sensitive and password policies are established by your system administrator. If there are a number of unsuccessful attempts to log into your webTA account, you will be locked out of the system and your administrator must reset your password.

To end your webTA session you should log out of the application by clicking **Logout** in the upper right corner of the page. The **Logout** link is displayed on all pages other than the Login page.

Online Help

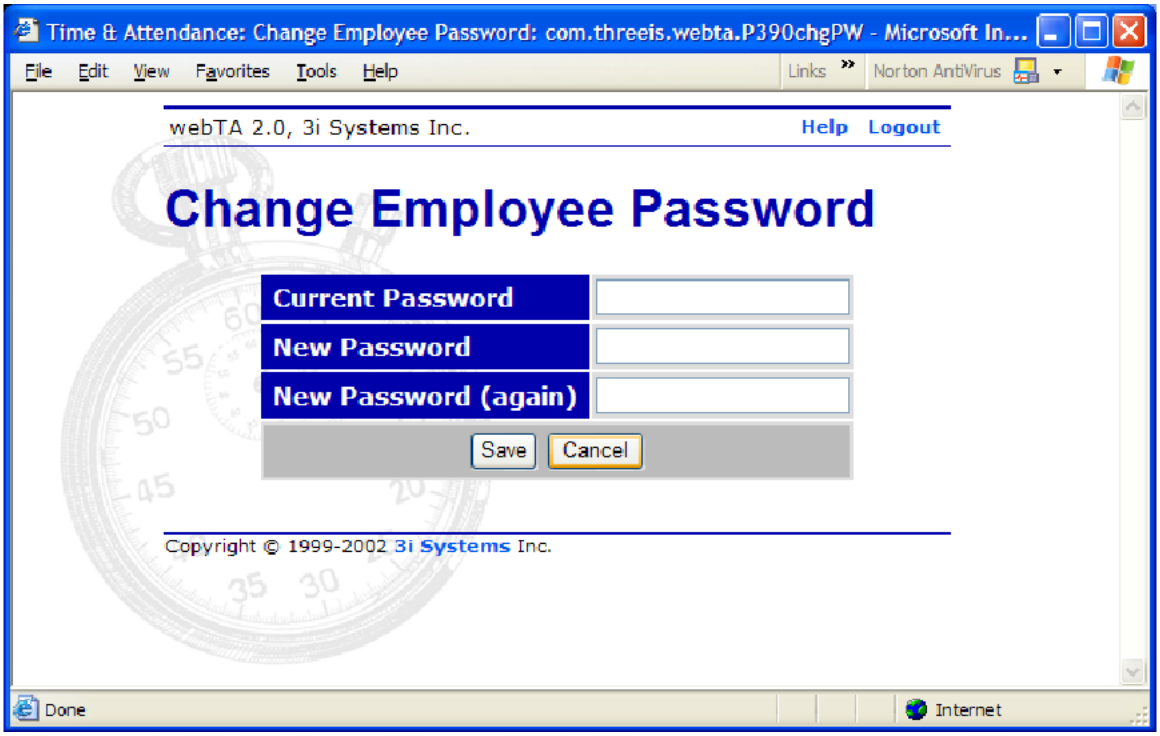
Throughout webTA, every page has an associated help page. If you need additional information about the page, simply click the **Help** link in the banner at the top left of the window, next to the **Logout** link.



Help messages are displayed in a separate window from the webTA pages. You can navigate the help messages using the contents links on the left side of the page. When you are finished viewing Help, simply close the help window.

Changing Your Password

To change your password within webTA, click **Change Password** on a *Main Menu* page. It is located in the *User Functions* section at the bottom of the page.



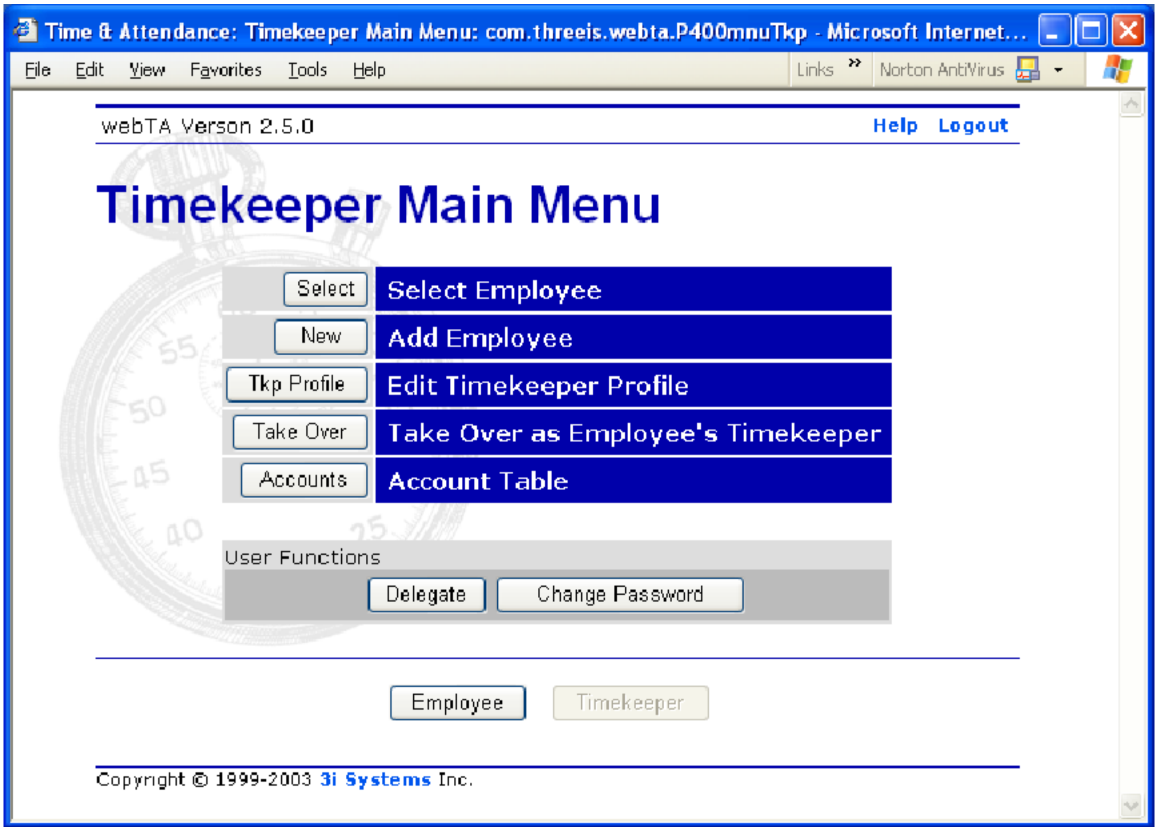
You should change your password on a regular basis and you should never give your password to any other person. Passwords should not be easy to guess. Avoid spouse and children names. The best passwords are random alphanumeric strings.

On the *Change Password* page, enter your current password. Then enter your new password twice, once in each of the fields provided, to verify that you did not make a typing error.

Click **Save** to save your new password and return to the *Main Menu*. Click **Cancel** to return without saving.

Timekeeper Module

The *Timekeeper Main Menu* provides access to all time and attendance related information for a timekeeper.



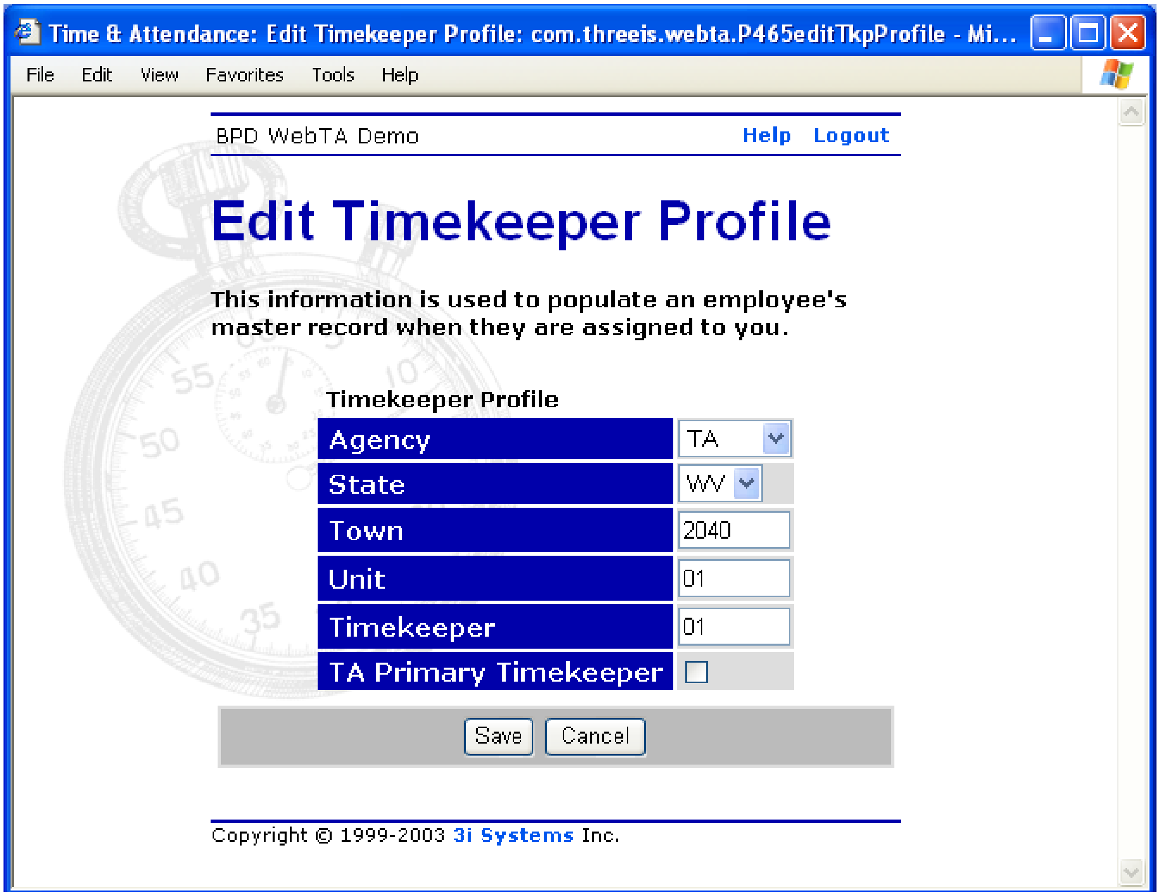
Timekeeper Preliminaries

When you are established as a timekeeper (by the system administrator or HR administrator), there are a few things that need to be done prior to assigning or creating employees. First, your timekeeper profile should be established. Though not absolutely required, if the profile is established before employees are assigned to you, or new employees are created, all of the profile data will be set for the employees. If the profile is not established, contact point information will have to be manually set for each employee.

The other thing that needs to be done is to establish an account table. The *Timekeeper Account Table* includes the accounting codes that are common among the employees in your group. These may include administrative accounts, those for leave transactions, or others.

Your Timekeeper Profile

You can establish default *Contact Point* information for employees assigned to you by establishing a *Timekeeper Profile*. Simply click **Profile** to access the entry form.



By default, the agency, state, town and unit codes are set to those in your T&A report. Enter your 2-digit timekeeper number in the *Timekeeper* field.

When you create a new employee, or move an employee from another timekeeper, the contact point information will be updated automatically to match your profile.

Managing Your Employees

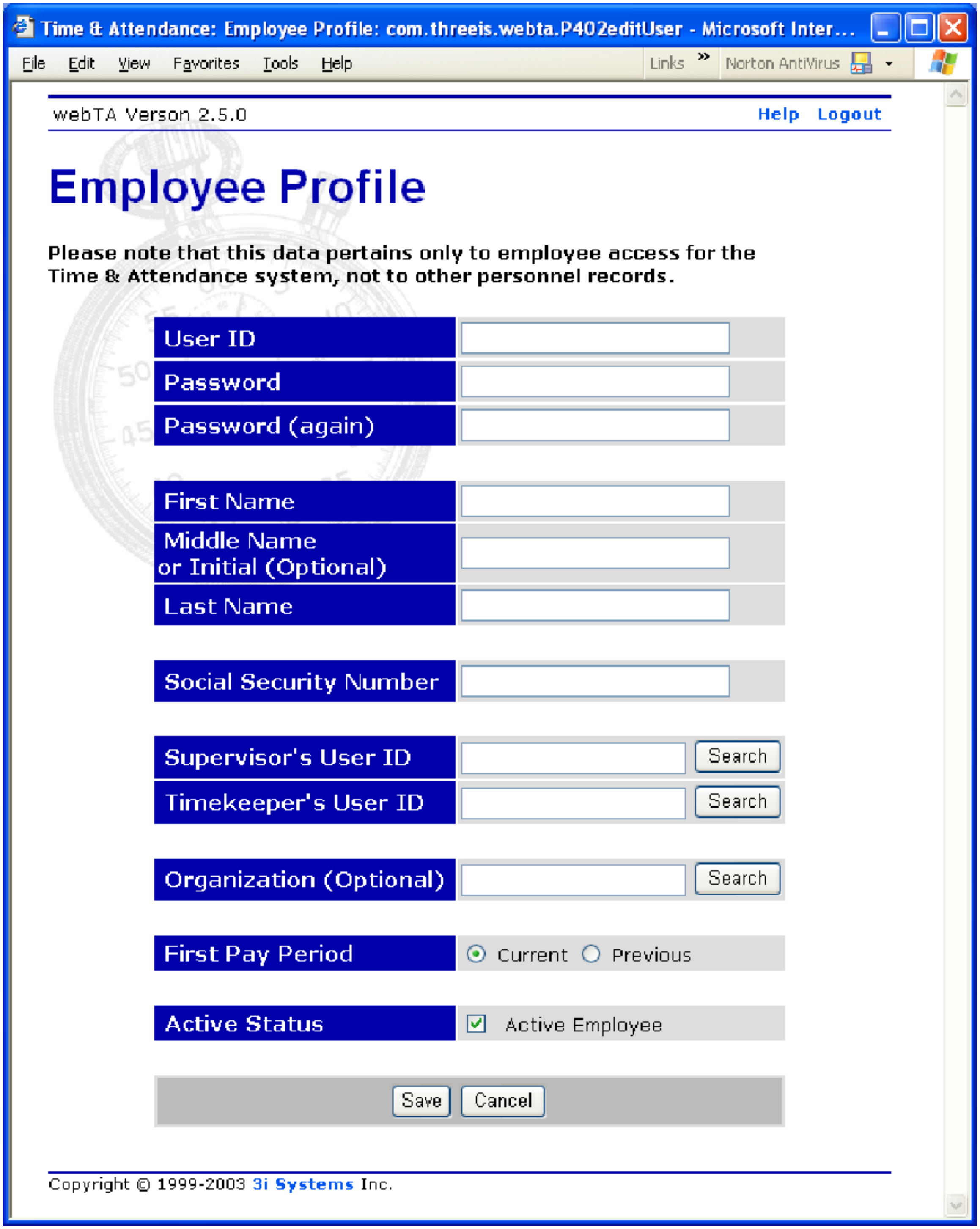
You manage most of the tasks as timekeeper from the *Select Employee* page. It is on this page that a list of employees assigned to you is displayed along with the activities associated with processing the information for their T&A records.

New Employees in Your Group

Employees may be entirely new to webTA or may have transferred or been reassigned to your group. For those that are completely new to webTA you must add them to the webTA database. Otherwise you can take over timekeeper for them.

Adding a New Employee to the Database

From the Timekeeper Main Menu, click **New** to Add Employee. A blank *Employee Profile* form is displayed for you to complete.



You must establish the user ID for an employee and set his/her password on this page. User IDs and passwords may be up to 32 characters long. The user ID must be unique in the webTA database. If you try to save the information with a user ID that already exists, an error message will be displayed and you can select another user ID.

The employee's name must be entered in separate fields. Do not combine fields. You may include a suffix, such as Jr. or III, in the *Last Name* field.

• *First Name*
• *Middle Name or Initial* (optional)
• *Last Name*
• *Social Security Number* – This is the employee's 9 digit SSN or employee identification number. This field is required. You do not need to enter the dashes between the 3 parts of the SSN, but you may if you like. If you do not enter them, webTA will reformat the field with them when you move to the next field.
• *Supervisor's User ID* – This is the user ID for the employee's supervisor. Click **Search** to find a specific supervisor's user ID.
• *Timekeeper's User ID* – This is the user ID for the employee's timekeeper. Most likely this is your user ID.
• *First Pay Period* - Only in the pay period when a person is added to webTA do you see this option. It allows you to specify what pay period this record you are adding applies to. If the person started within the current pay period you should select Current. If the pay period in which they started was the last pay period select Previous. NOTE: IT IS IMPORTANT THAT THIS BE ENTERED CORRECTLY. ONCE A TRANSMISSION RECORD IS BUILT FOR THIS EMPLOYEE, IT CANNOT BE CHANGED.

User Status - Check this box to indicate the employee is "active." By default when you create a new employee record, this box will be checked. If, for any reason, an employee becomes inactive, select the box again to remove the check mark. When a person is made inactive, none of his or her records are deleted from the system, but he or she will no longer be able to log into the T&A system and their records will be ignored during verification, certification and transmission file builds. When you complete a Final Report for a person, webTA automatically inactivates the employee.

You must click **Save** to write the changes to the database. You may click **Cancel** if you do not want to save the changes.

Reassigning an Employee to You

When an employee who is already in the webTA database transfers within your agency, you can reassign the person to you as their timekeeper using the *Take Over as Employee's Timekeeper* function.

Enter the employee's user ID and click **Take Over**. If you don't know their user ID you can look it up by clicking **Search**.

When you take over an employee, their *Contact Point* information is changed to your *Timekeeper Profile* data.

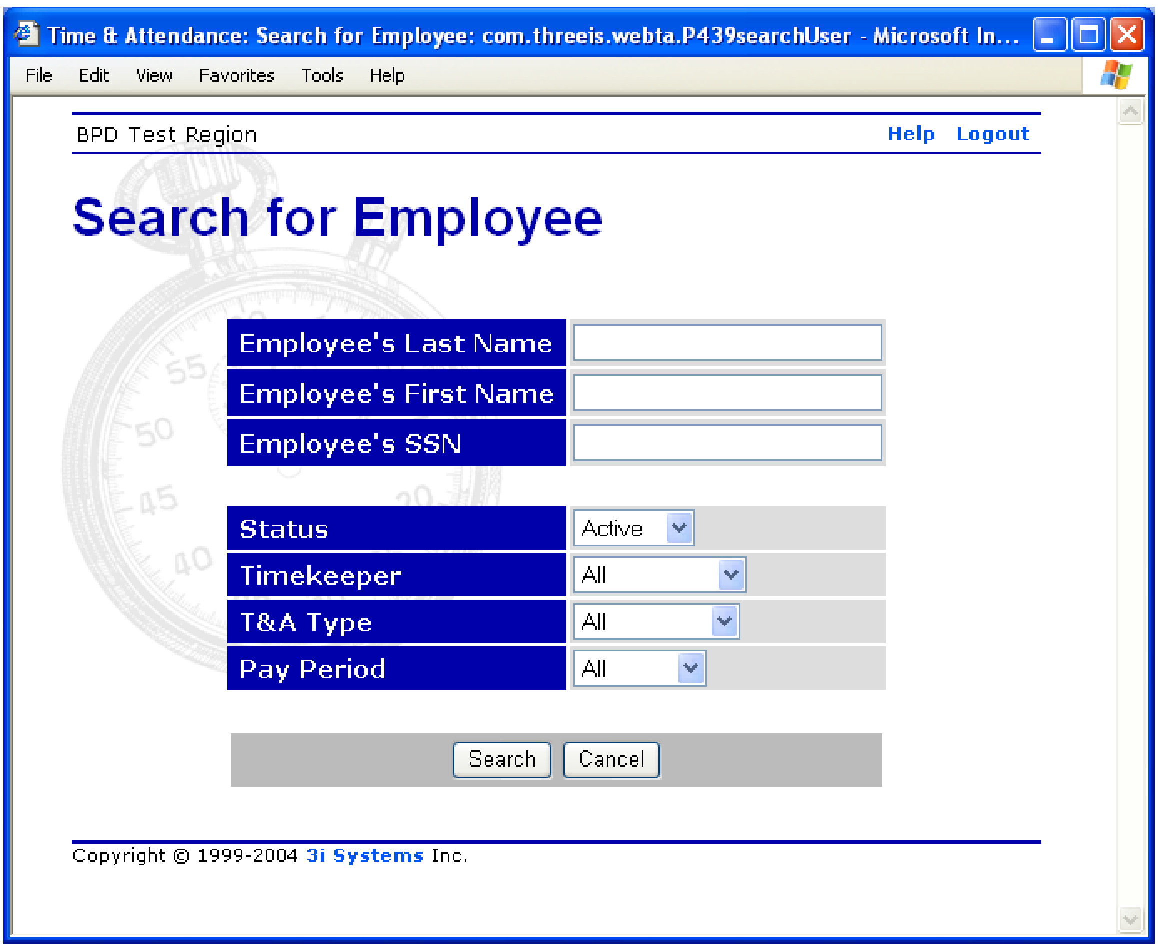
When you reassign a person, an informational task is generated for the employee's old timekeeper and the system administrator to let them know that the employee has been reassigned.

New employees to the department who are not already a part of webTA must be entered using the *Add User* function on the *Select Employee* page.

Search For Employee

You can use the *Search for Employee* function to narrow the list of employees that appear on the *Select Employee* page. You can search according to:

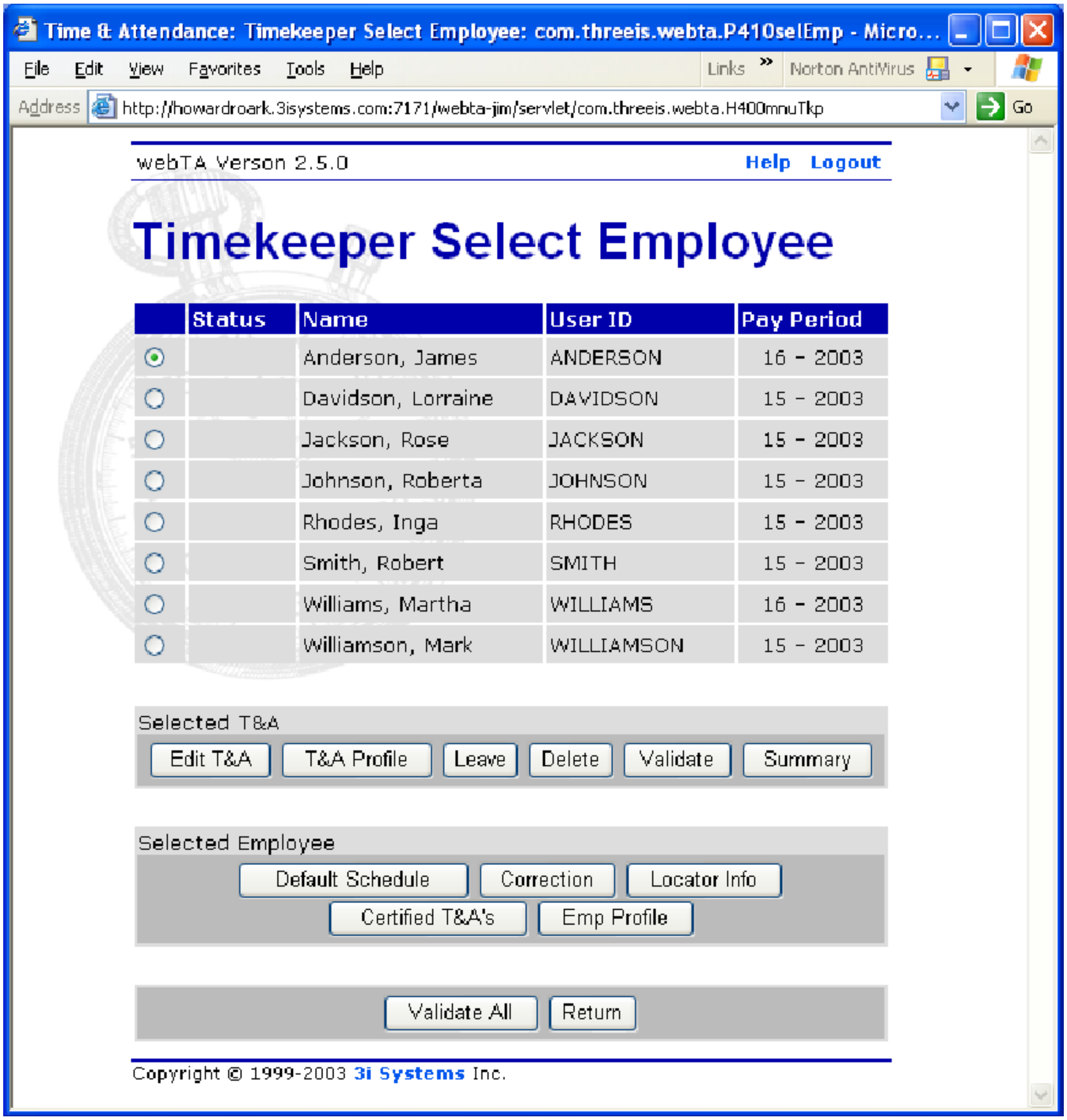
- Last Name
- First Name
- Social Security Number
- Status (active or inactive)
- T&A Type (unvalidated, validated, certified, correction)
- Timekeeper (the drop-down list includes yourself and any timekeeper who selected you as an delegate)



Fill in the name, or choose from the drop-down selections and click on **Search**. This will open up the *Select Employee* screen with only the employees that meet your search requirements.

Select Employee Form

It is from the *Select Employee* form that you access and update information for records in the webTA database. The form lists the employees assigned to you directly or delegated to you by other timekeepers. If you have both directly assigned and delegated employees, your directly assigned employees are shown first.

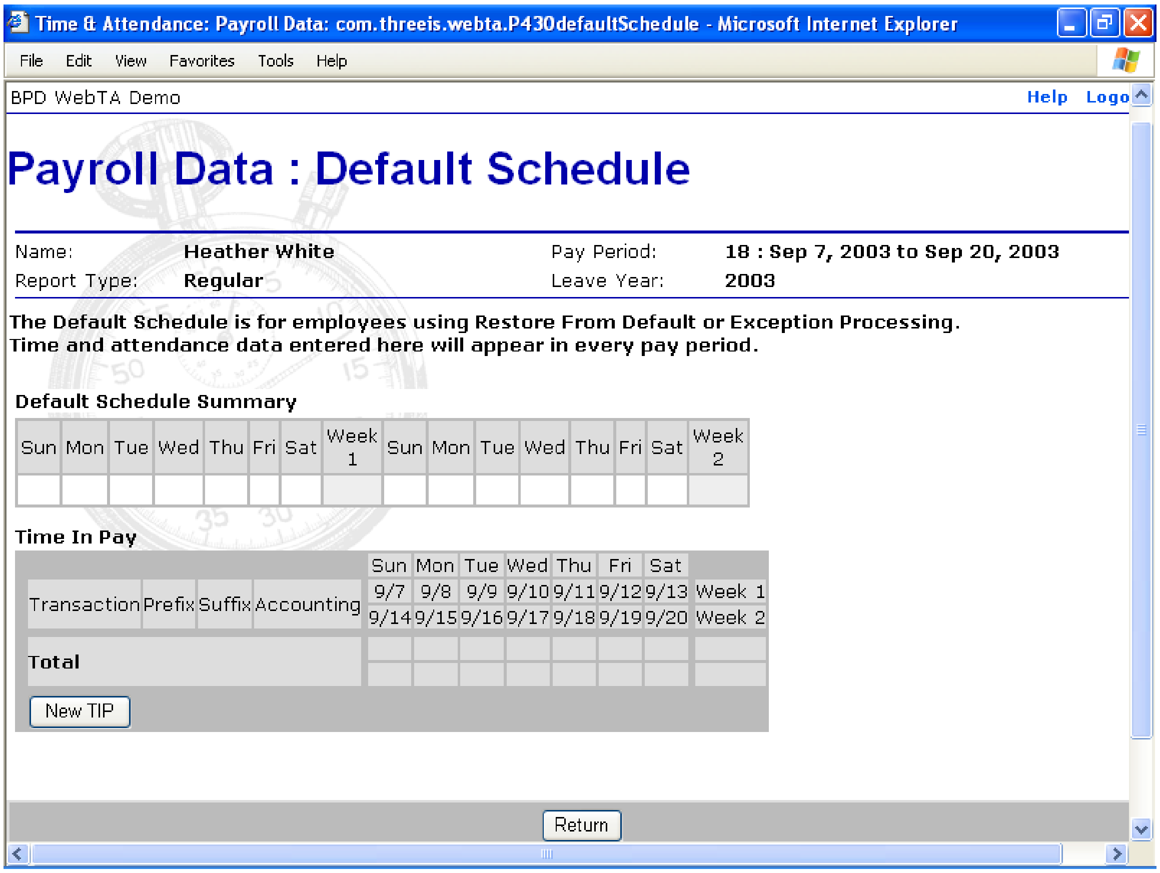


After the listing of employees, there are three sets of buttons. The first set applies to the selected T&A. If you have corrections for a person, you will have more than one T&A for a single person listed. The second set of buttons applies to the selected person. If there are multiple records for an employee, a regular T&A and one or more corrections, it doesn't matter which of the T&As you select for the *Selected Employee* functions. The third set performs global functions not associated with a selected record.

Default Schedule

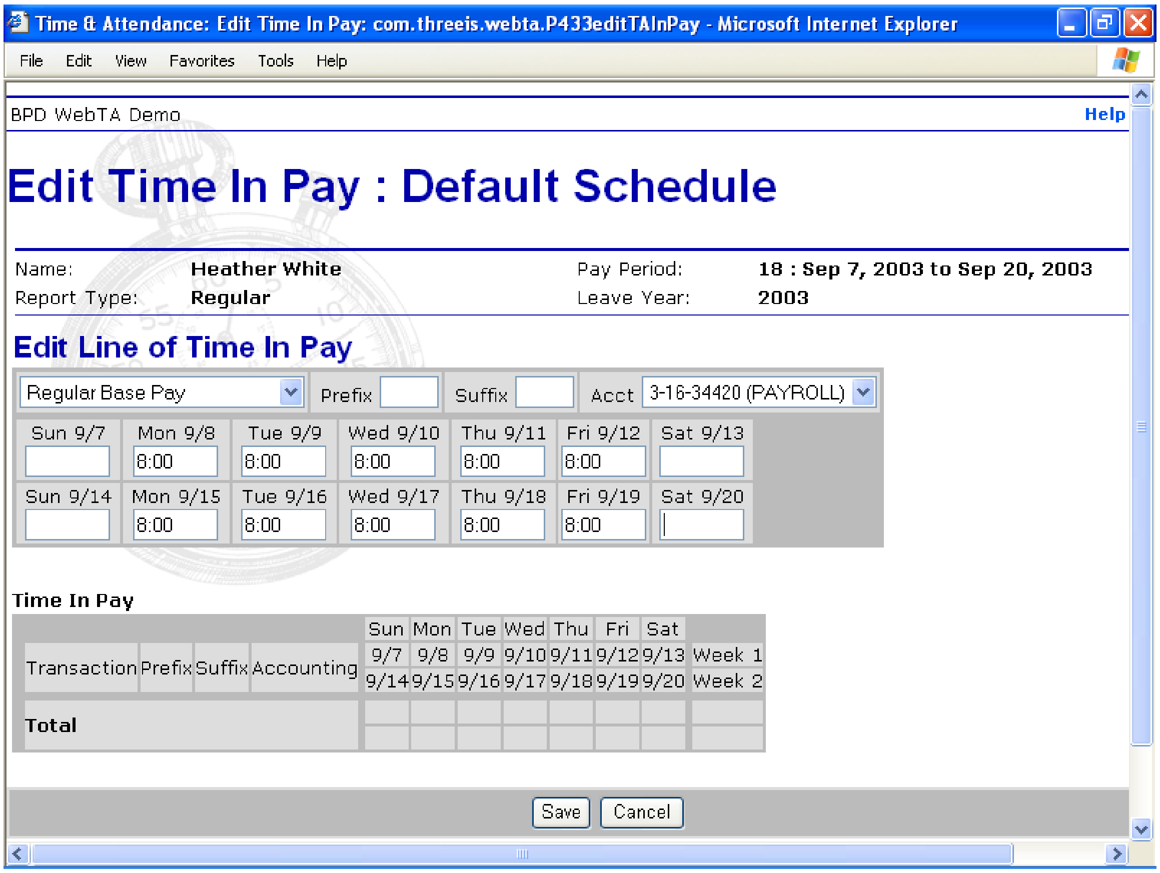
To establish a default schedule, click on the radio button to select your employee. Then click **Default Schedule**.

The default schedule is for employees using Restore from Default or Exception Processing. Time and attendance data entered here is the scheduled hours for each day of the pay period. To establish a default schedule, click New TIP.



By default, Regular Base Pay is selected as the transaction. Enter the daily totals of time to charge to Regular Base Pay.

Unless you are using stored accounting, all payroll transactions must be charged to an account and/or a project. If you use stored accounting, you will not have the option of choosing an account.



When the default schedule is completed, click **Save**. Then click **Return** to go back to the Timekeeper Select screen.

Editing T&A Data for an Employee

The *Timekeeper Select Employee* page lists all of the employees assigned to you and those assigned to timekeepers that you are a delegate of. Typically there will be one line for each employee. However, if there are correction records for an employee, there will be more than one line for that person.

In a typical pay period, only the T&A data changes. The T&A data includes time-in-pay and non-pay time. Occasionally, updates are required to the T&A Profile or the Leave data.

To edit a record, click the radio button to select your employee. Then click **Edit T&A**.

The T&A data consists of payroll transactions that include a transaction code and hours (or other values). If it is a Time-in-Pay transaction, it may include Prefix, Suffix, and project and/or account information.

When you enter transactions webTA automatically combines like transactions. For example, if you enter more than one line of Regular Base Pay with no prefix or suffix and charge it to the same account, when you click Save on the second transaction, webTA will consolidate it with the other line.

Fiscal Year Change

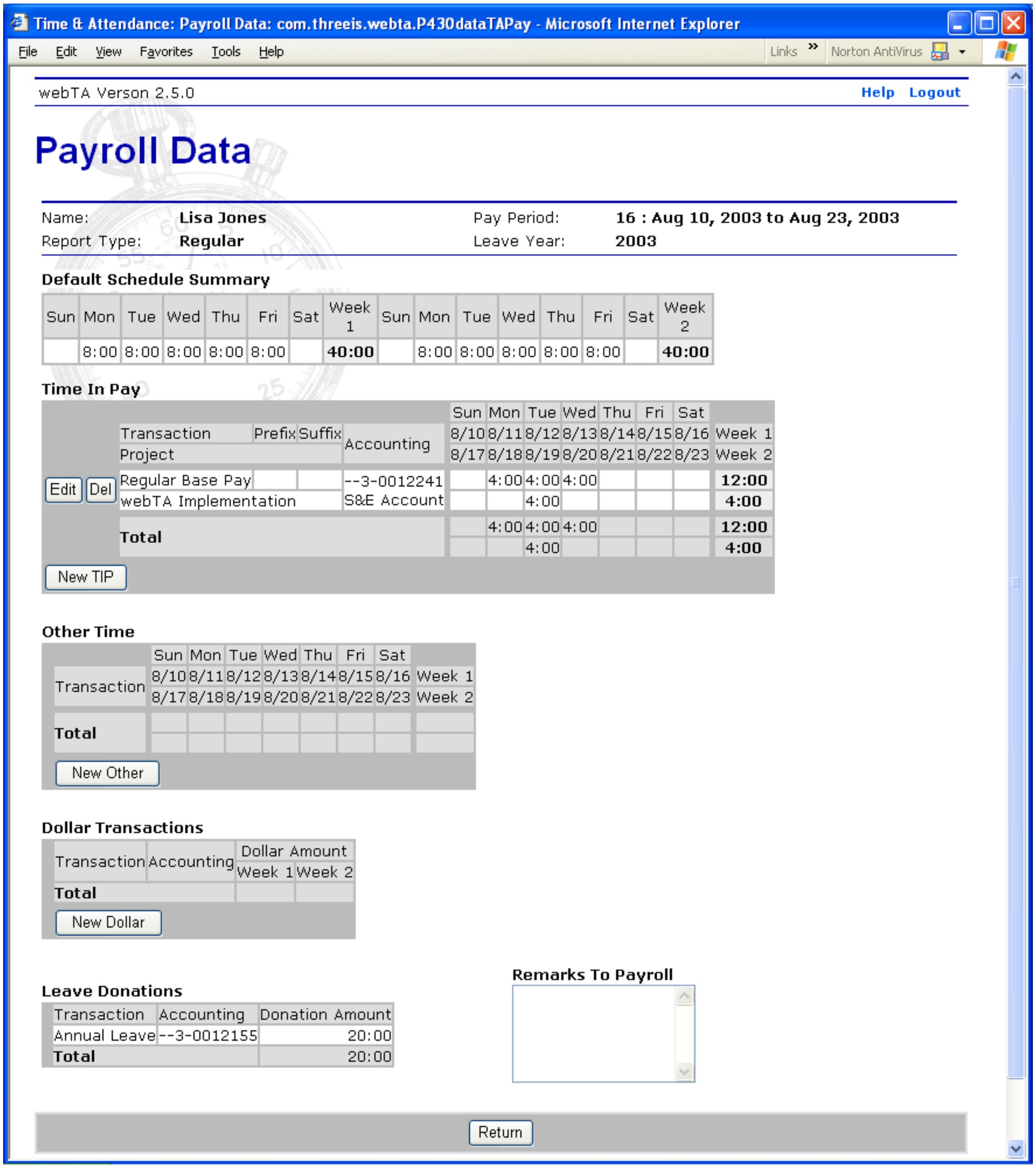
Typically, a fiscal year change requires a split T&A. webTA will automatically split the T&A for you. Simply enter all of your payroll transactions including time for both the old and new fiscal year.

webTA can be configured to automatically split T&A transactions between the two fiscal years. If your webTA implementation is configured to automatically split the transactions, you can enter all of the time on a single line. It does not matter which fiscal year account you charge to, webTA will record the time against the correct fiscal year account. When you click **Save,** webTA will create two transactions for you, one for the old fiscal year and one for the new. If both transactions already exist, it will move hours to the correct transaction.

If your implementation of webTA is not configured to automatically create new fiscal year accounts, you need to manually record the time against the two fiscal year accounts. Simply create payroll transactions for both fiscal years and save them. webTA will still automatically create both *Status Change End* and *Status Change Start* T&As.

Biweekly T&A Data

When you click **Edit T&A** you are taken to the *Payroll Data* page. It shows a summary of all of the data entered for the pay period, including the employee's default schedule if there is one.



You can add a line to any of the tables by clicking the appropriate **New** button. You may edit an existing line by clicking **Edit** next to the line. You can delete a line by clicking the **Del** button.

The Leave Donation table only appears if your webTA installation is using the Leave and Premium Pay Request Module and you have approved leave donations. You cannot add or edit these transactions. They are created by the system when a donation is approved by and HR administrator. If you are not using that module, leave donation transactions are entered as regular Time-in-Pay transactions.

When entering payroll information, you can only edit one line of the T&A at a time. The biweekly data is made up of lines of Time-In-Pay and Other-Time. Time-In-Pay transactions are associated with time worked or paid leave used. Other Time is for non-paid time or to activate or deactivate some pay differentials.

For some employees, a default schedule is established and only exceptions to the default schedule should be recorded. This type of processing, *Exception Processing*, is covered in another section.

To edit an existing line on this page, simply click **Edit** next to the line you need to modify, click **New** to create a new line, or click **Del** to delete a line.

You may also record *Remarks to Payroll*. Remarks should be brief.

Edit Time-In-Pay

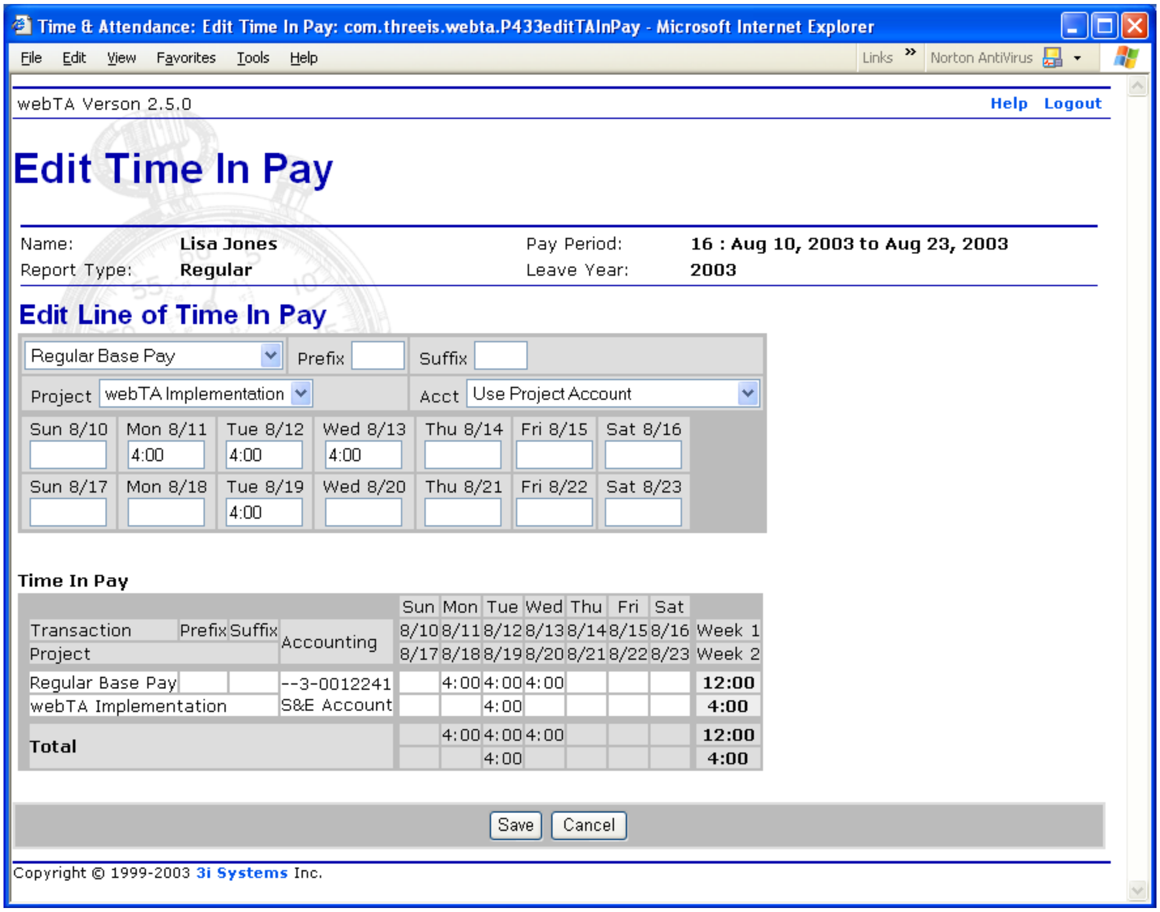
Time-in-Pay transactions are charged to a project and/or account.

You need to select the appropriate transaction. By default, Regular Base Pay is selected. To choose a different transaction, click the down arrow in the transaction field. A list of transactions is displayed. Scroll down to the appropriate transaction and click it. Then complete the prefix and suffix codes, if necessary. Note that some transactions that include a prefix or suffix code as part of the transaction will be filled in automatically.

Unless you are using stored accounting, all payroll transactions must be charged to an account and/or a project. If you are using project-based reporting you may or may not need to select both a project and account. webTA will not let you save the transaction until all required fields have been completed.

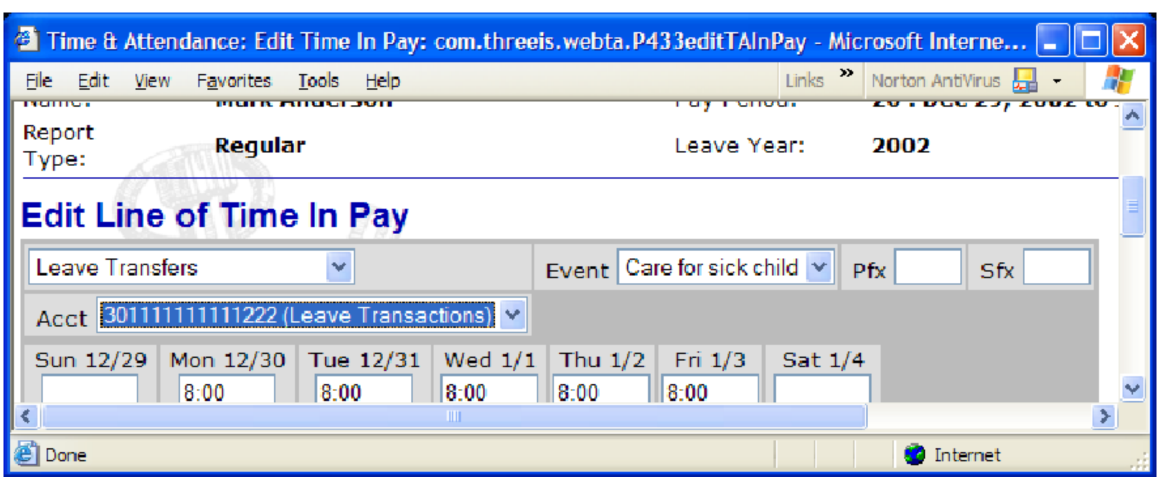
Finally, enter the daily totals of time to charge to the transaction. The daily hours should be recorded as hours and minutes, in 15-minute increments. You may enter the number of hours, a colon, and the number of minutes.

Alternatively, you may enter the hours, a period, and a decimal fraction. If you enter time this way, it will be converted to hours and minutes, rounding to the nearest 15-minute increment. As an example, 3.5 is converted to 3:30.



Once the time for the transaction has been completed, click **Save**. In the example above the person is using project based reporting. If you are not using project based reporting, the *Project* field will not appear.

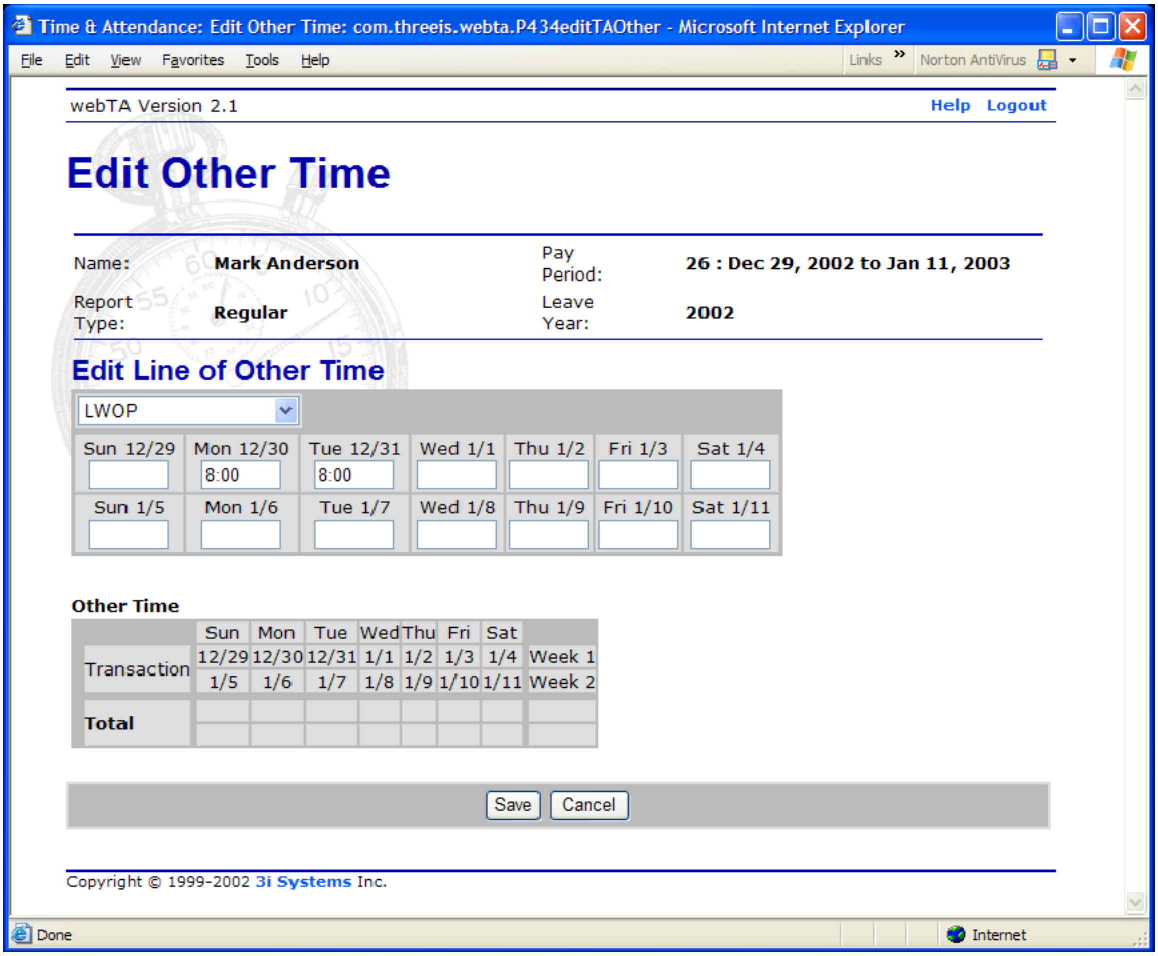
If a person is an approved leave recipient, time may also be recorded against a leave transfer event. An example of a leave transfer transaction is shown in the next figure.



An event may only be selected for a leave transfer transaction. If the transaction is Leave Transfers, an event must be selected. Conversely, if an event is selected, the transaction must be Leave Transfers.

Edit Other Time

Other time transactions include only a transaction code and daily hours.

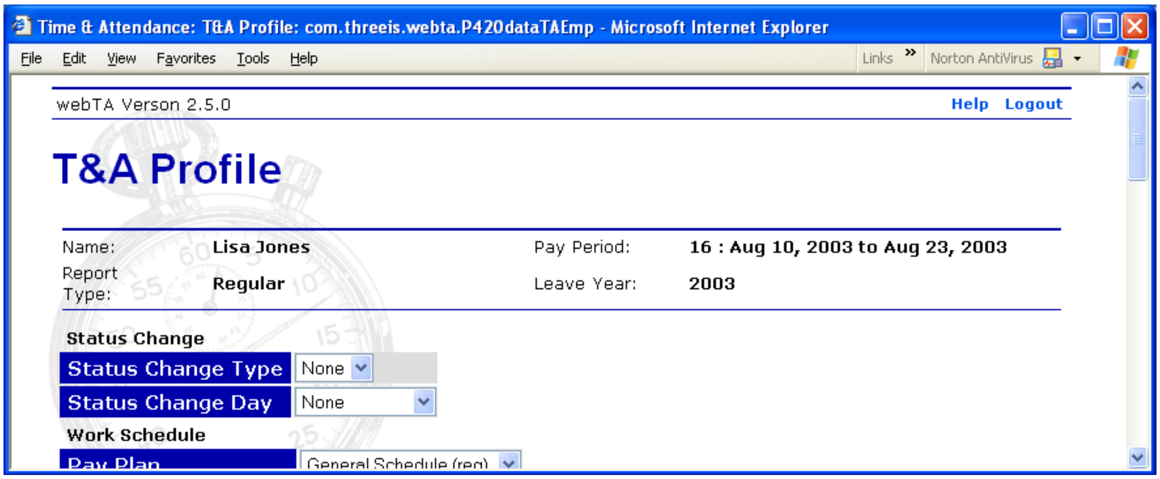


Other time transactions include non-paid time and transaction codes to start and stop a variety of pay differentials.

T&A Profile Data

T&A Profile data may only be updated by timekeepers. Employees and supervisors can see this data but cannot update it. The information on this screen identifies the employee's basic payroll profile including tour of duty and pay plan. Some additional fields are available for special case T&A reporting.

Status Change



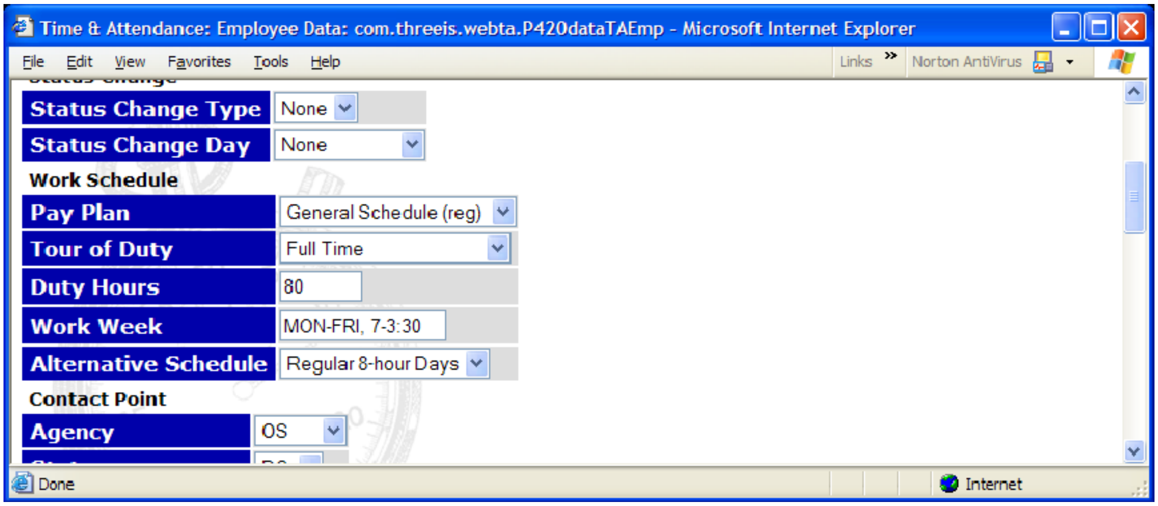
Status changes are done when a person starts work or leaves in the middle of a pay period. You must select the Type of Split being done, End or Start. You must then choose the day of the pay period that the status change is effective.

Status Change Type – Select *None*, *End* or *Start*. End and Start are only used when the employment status ends or starts in the pay period, not when it changes. When it changes in the middle of a pay period, you must do a dual T&A, described below.

Status Change Day – The day of the pay period that the status change is effective. In the case of a Dual T&A, this is the starting day of the new status.

If you have to do both a status change end and start, click **Dual T&A** at the bottom of the page and webTA will create a second column for status start information. Back at the top of the page, you need to select the starting date of the new status. Both columns, the *Ending Status Data* and *Starting Status Data* must be completed. Then enter all of the payroll information on the T&A and webTA will automatically split the T&A data into the Status Change End and Status Change Start T&A records. If you have two columns but don't need to do a split T&A, click **Unsplit T&A** at the bottom of the page.

Work Schedule



All of the Work Schedule fields must be completed before this form can be saved.

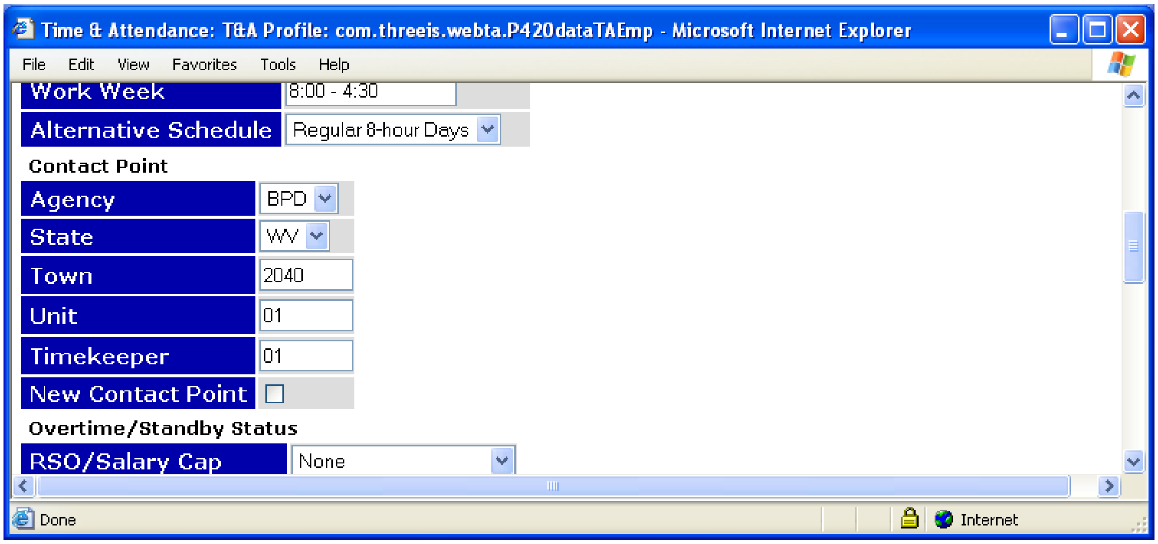
• Pay Plan – Select the pay plan from the list.

• Tour of Duty – Select the tour of duty from the list.

• Duty Hours – Enter the employees schedule biweekly hours. For full time employees this should generally be 80.

• Alternative Schedule – Select the alternative or compressed work schedule from the list.

Contact Point

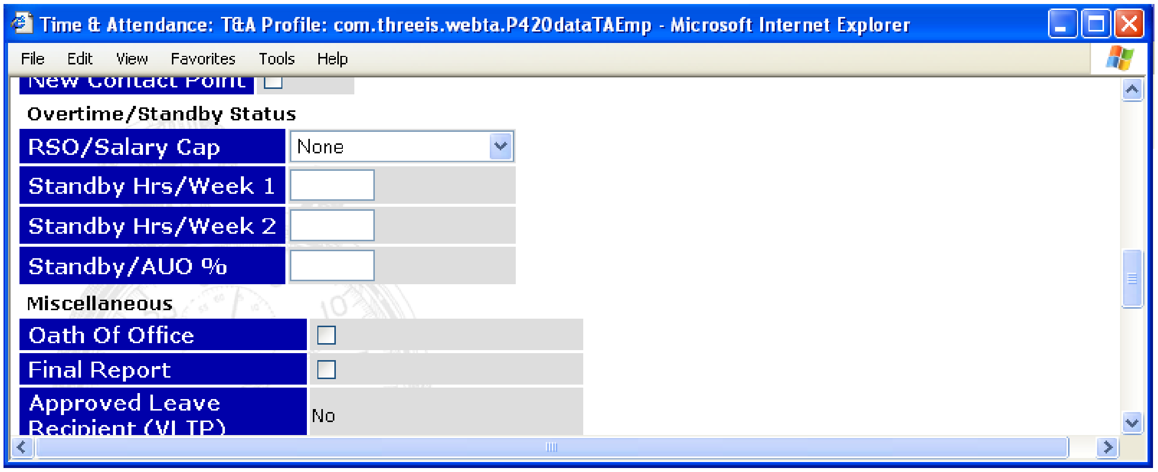


All Contact Point fields are required.

- Agency – Select the agency from the list.
- State - Select the state for the contact point from the list.
- Town – Enter the 4-digit town code for the employee's duty station.
- Unit – Enter your 2-digit NFC Unit code.
- Timekeeper – Enter your 2-digit unit timekeeper code.

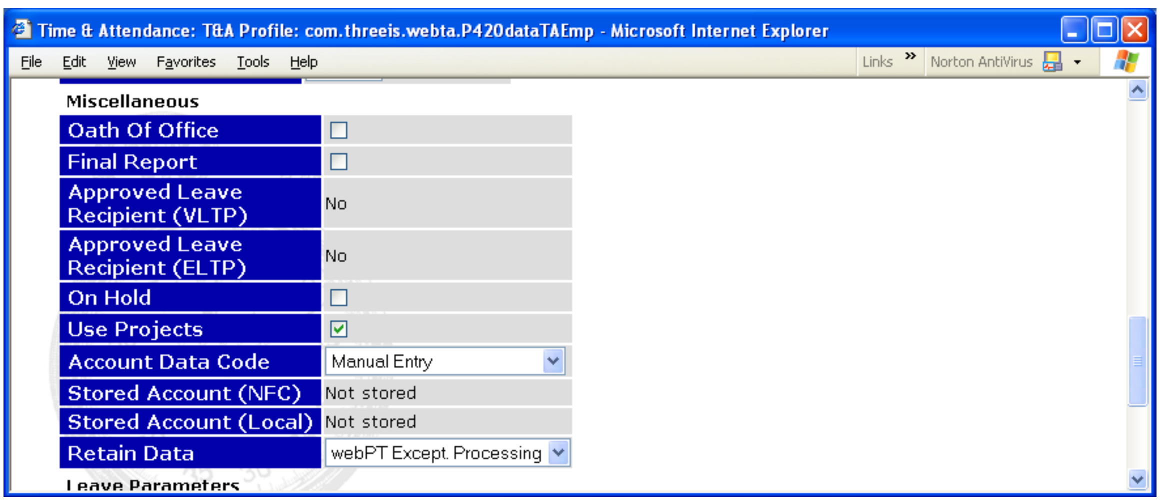
If the employee's Contact Point information changed this pay period, you should check the *New Contact Point* box. In most cases, this box will be automatically checked for you.

Overtime/Standby Status



• RSO/Salary Cap –This field may be used to indicate employees who are authorized to exceed the salary cap.

Miscellaneous



• Oath of Office – Check this box if this is the first T&A for this employee within your agency (i.e. an accession to duty).

• Final Report – Check this box if this is the last T&A for this employee (i.e. a separation from duty).

• Approved Leave Recipient (VLTP) – This field will be changed to **Yes** for employees in the Voluntary Leave Transfer Program.

• Approved Leave Recipient (ELTP) – This field will be changed to **Yes** for employees in the Emergency Leave Transfer Program.

• On Hold - Check this box when a T&A report is not required for an employee, such as when on extended leave without pay. The person can still access the webTA system, but no T&A is generated until you uncheck the box. Note: Public Debt continues to require timecards for employees on LWOP.

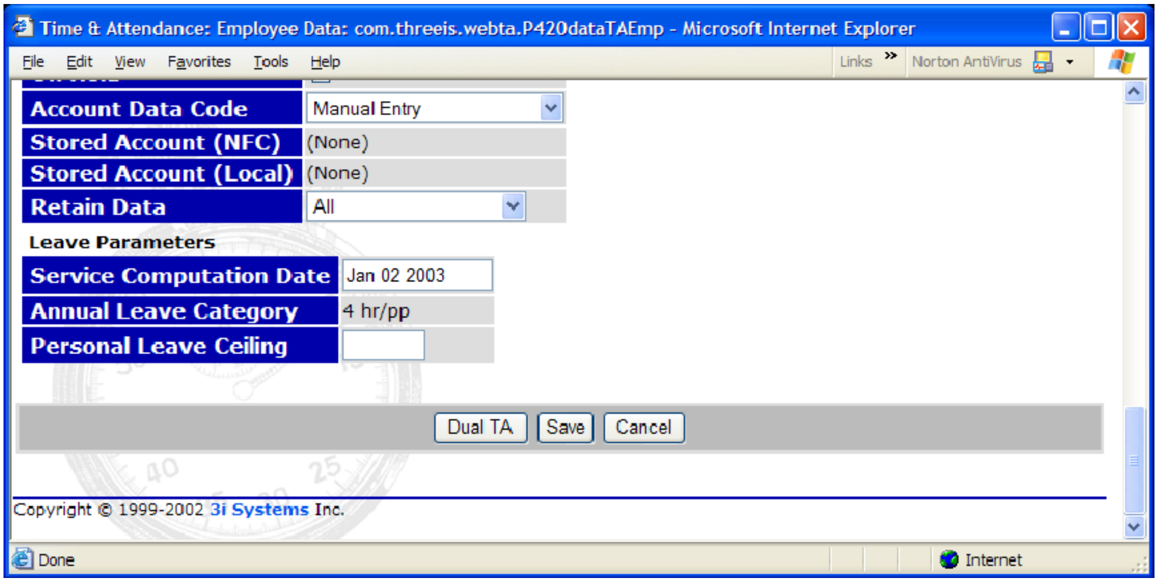
• Use Projects – This only shows up if your implementation of webTA includes the Labor Management Module. For employees that are subject to activity-based time reporting, check this box.

• Account Data Code - Use this to determine how accounting codes are used in webTA. You have the option of requiring accounting to be entered on each line, storing accounts either locally or at NFC, or using stored accounting. When you store an account, all lines of accounting on the T&A must be the same. When using stored accounting, no accounting is entered on the T&A, and all time is charged to the previously stored account. You cannot use stored accounting until you have stored an account. Locally stored accounting is included in the transmission to NFC.

• Retain Data - These options control how data is maintained from one pay period to the next. The options include:

- **None**- to delete all payroll information at the beginning of each pay period
- **All**- save all payroll information
- **TCs and Accounts**- delete only the hours, but retain the transaction information and accounting
- **Restore from Default**- copy the information in the employee's default schedule to the payroll forms
- **Exception Processing**- clear exceptions from the payroll forms (see the separate page on Exception Processing)
- **webPT and Exception Processing** for employees using webPT to enter their project information. webPT is a web application that can be used in conjunction with webTA to enter employee time.

Leave Parameters



• Service Computation Date- This is used to determine the employee's annual leave earning category. Be sure that this field is correctly entered and webTA will automatically adjust the annual leave category when 3 or 15 years of service have been reached.

• Personal Leave Ceiling - Employees who return from overseas duty or under certain other circumstances are entitled to carry more than 240 hours from one leave year to the next. The employee's personal leave ceiling should be entered in this field. You do not need to enter anything in this field if the employee is subject to the standard 240 hour limitation. webTA will automatically adjust the employee's annual leave balance and the personal leave ceiling, as necessary, in the first pay period of the new leave year.

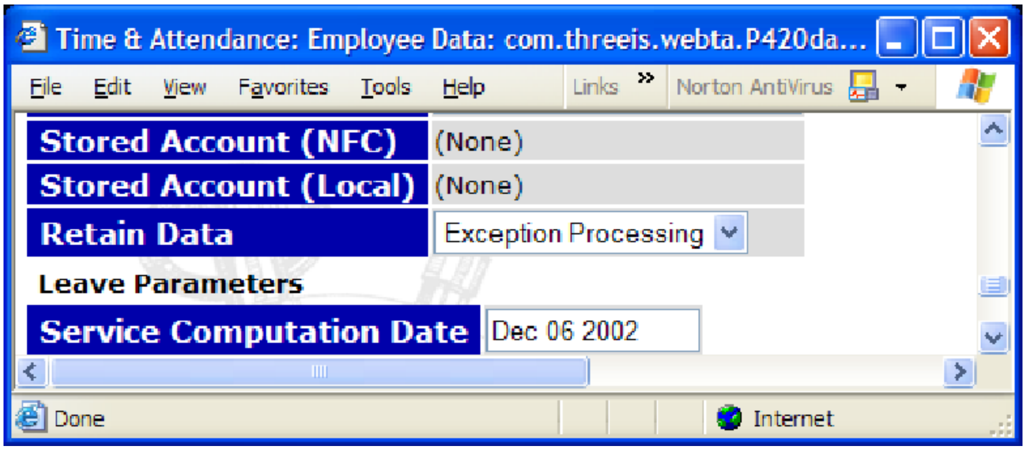
• Override Leave Ceiling - This field is only visible in pay period 1. If you need to adjust the annual leave forward balance in pay period 1, check this box and make the appropriate adjustment to the annual leave balance. Otherwise, leave the box checked.

Exception Processing

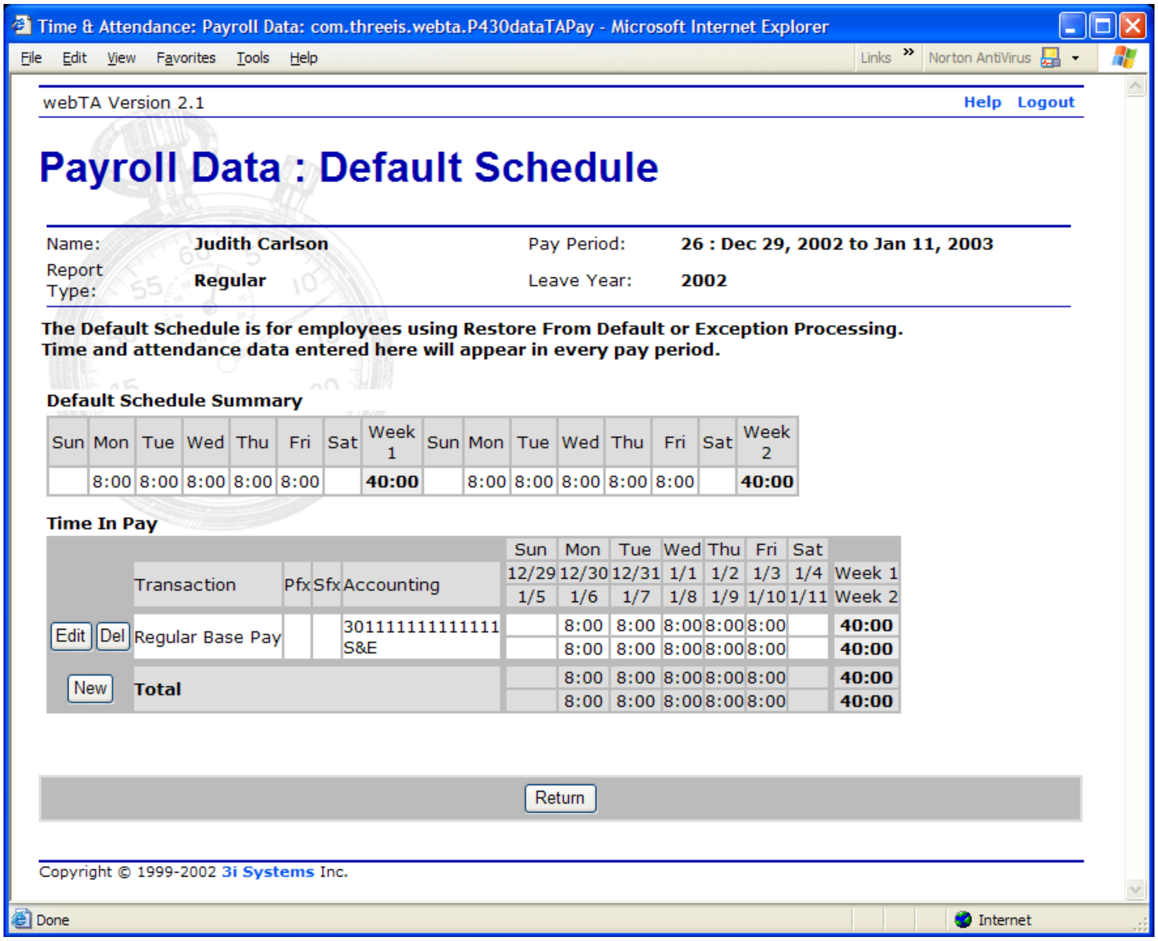
Exception Processing allows for simplified entry of time for people who work a set schedule and charge their time consistently to the same account. With Exception Processing, only exceptions to their default schedule are entered on a biweekly basis.

To use exception processing the following things must be done:

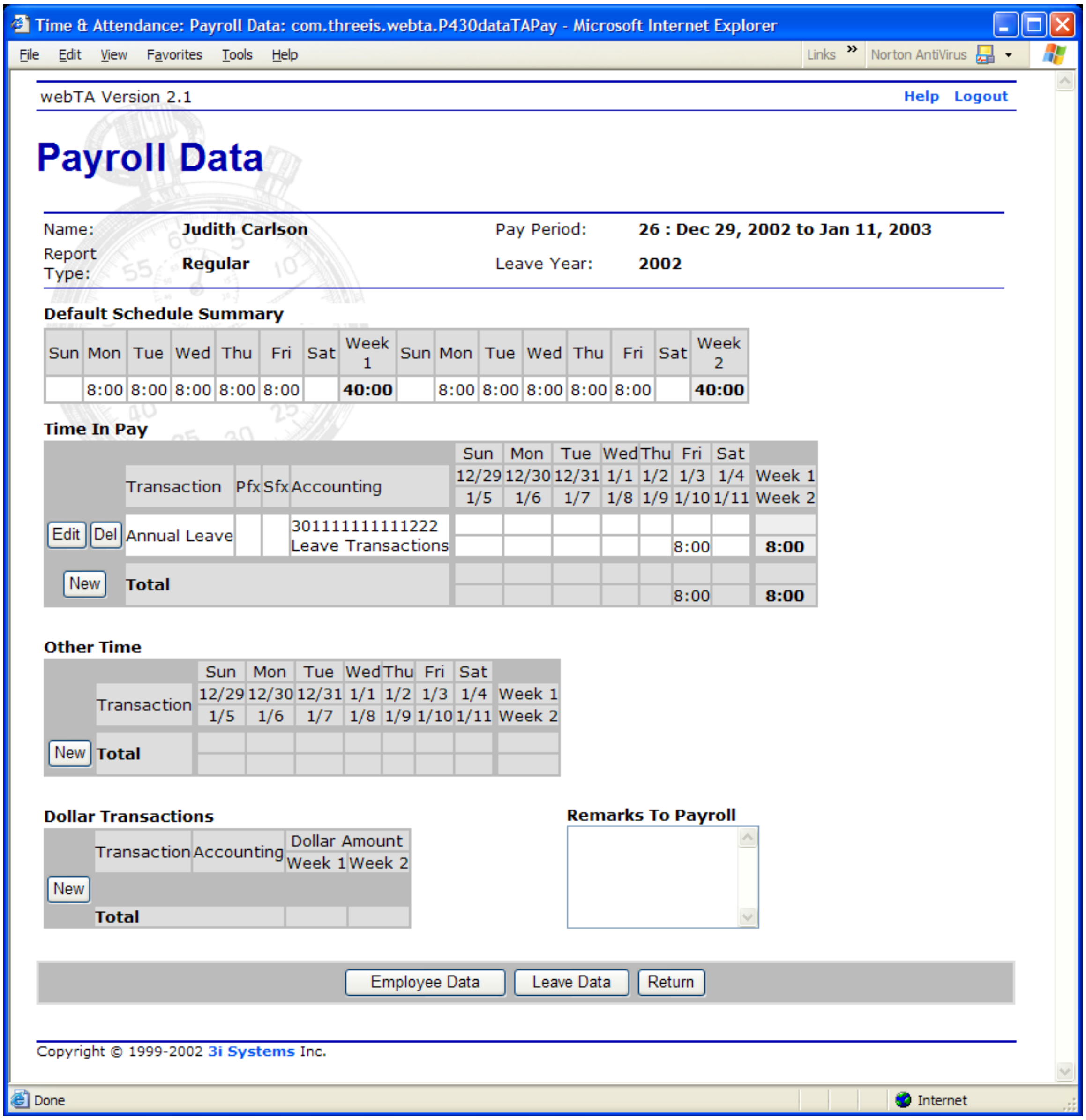
• A timekeeper must set the Retain Data field on the *Employee Data* page to *Exception Processing*.



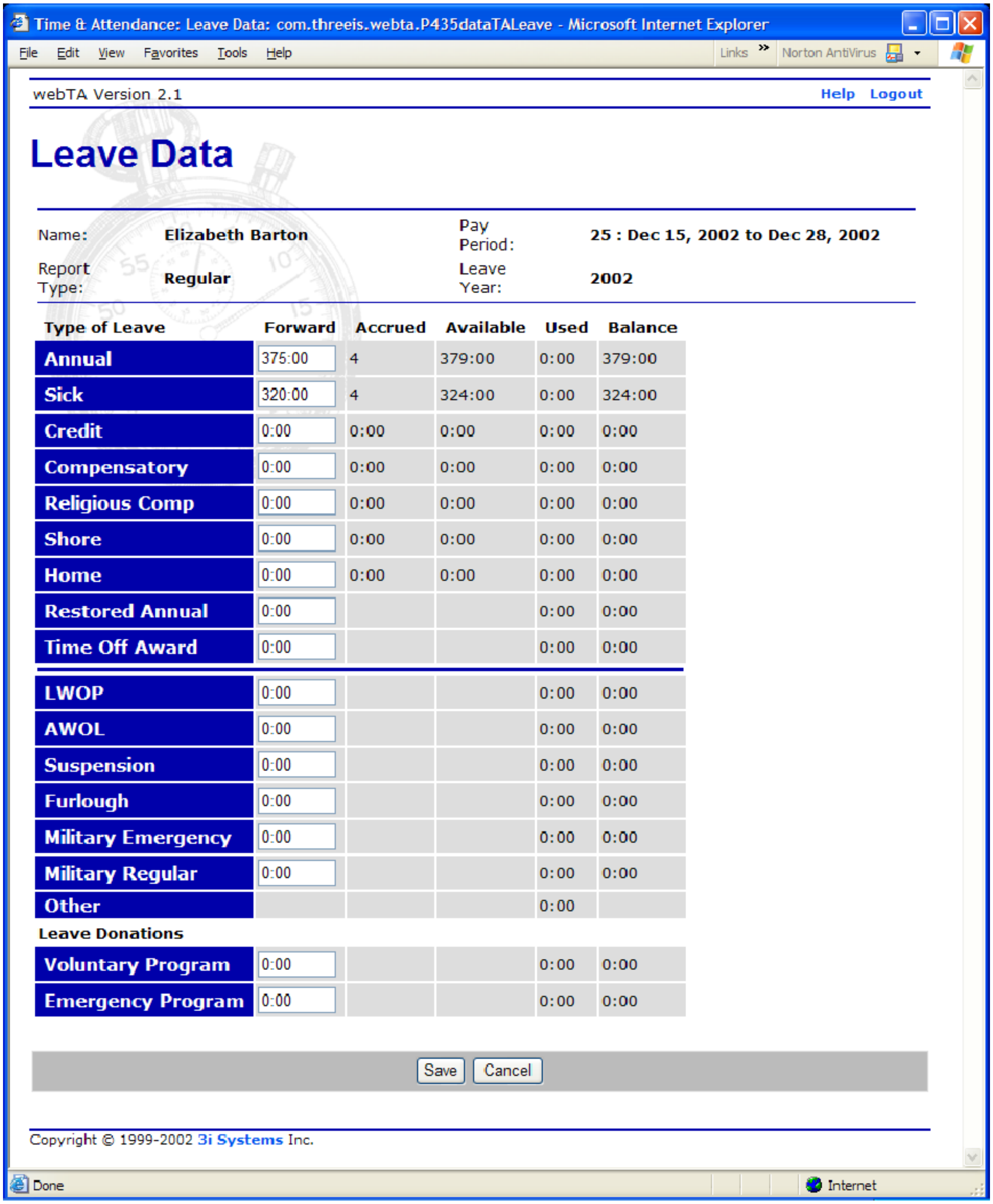
• A *Default Schedule* must be established. Timekeepers may access the default schedule from the *Select Employee* page.



• Exceptions are entered on the *Payroll Data* page. A summary of the default schedule, showing the scheduled hours for each day of the pay period, is displayed at the top of the *Payroll Data* page. Only add *Time In Pay and Other Time* that are exceptions to the default schedule. In the example below, 8 hours of annual leave are entered as an exception. When the summary page is generated, it will show 72 hours of *Regular Base Pay* and 8 hours of *Annual Leave*.



Leave Balances



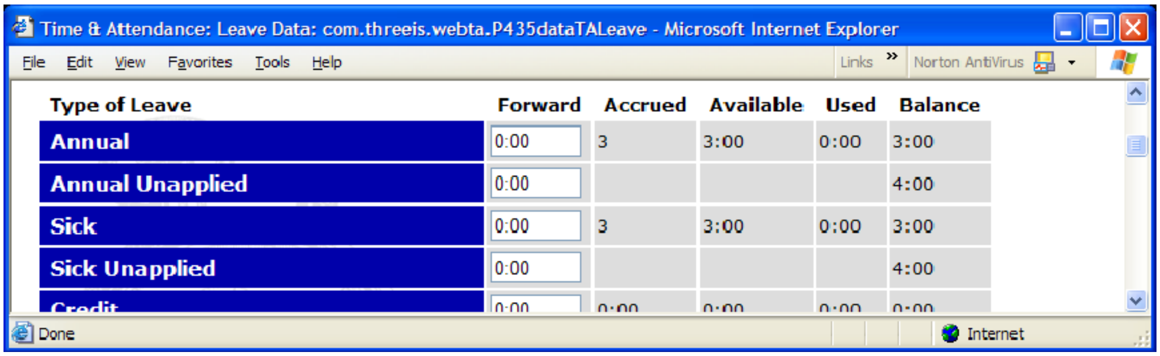
With rare exception, you should only need to enter leave balance information on this screen when adding a new employee. Exceptions include when a correction is performed on a record where historical information does not exist in webTA, or if a balance is changed on-line at NFC and must be updated in webTA.

Once forward leave balances are entered, the system maintains the data based on entries on the payroll screen, including Military Regular leave.

In pay period 1, the annual leave forward field is calculated and limitations are enforced based on the leave ceiling. If you need to adjust the annual leave balance forward in pay period 1, you must check the *Override Leave Ceiling* field on the *Employee Data* page.

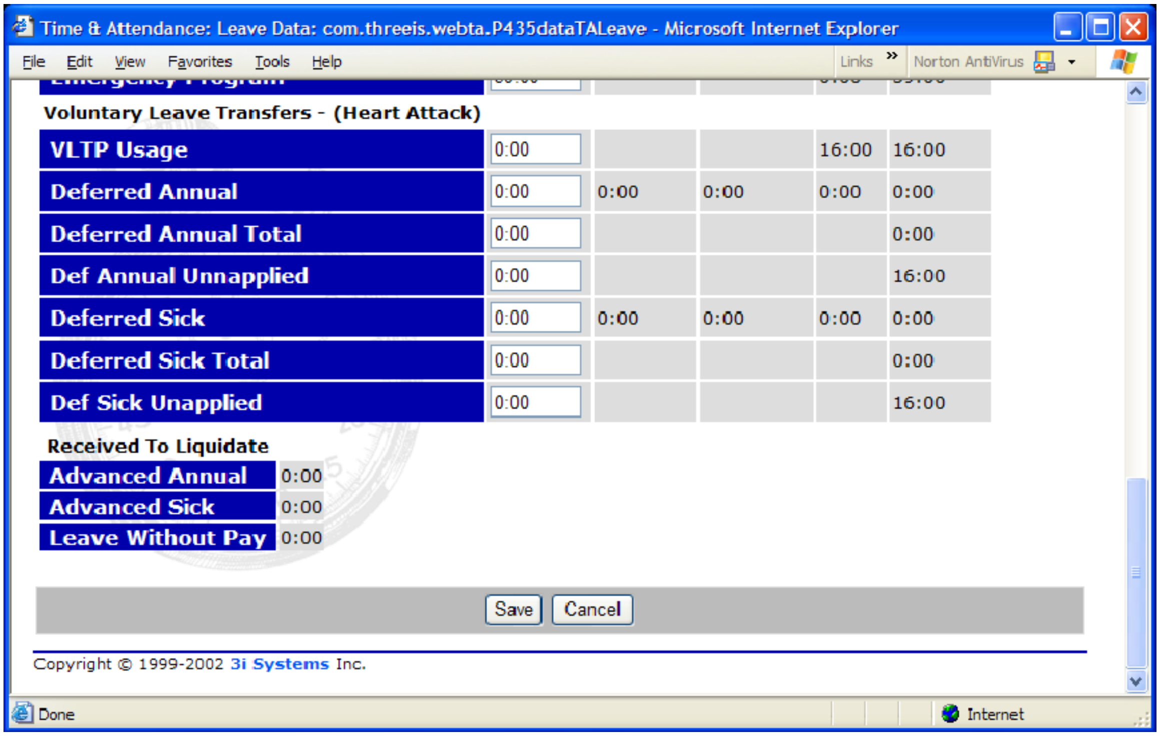
For military leave, the balance is set to zero on October 1. In the pay period where the fiscal year changes, the ending balance will include only those hours of military leave that were recorded for the new fiscal year.

Part time employees must have Annual and Sick unapplied balances entered under the leave category to properly calculate the annual and sick leave accruals.



The accrued values on the Annual and Sick leave lines of the page are calculated by the system. This applies to employees not entitled to an annual or sick leave accrual because of employment status or excess non-pay hours. On rare occasions, you may have to enter the annual and sick leave accruals. On such occasions, you will have access to those fields on this page. The only time this occurs is when there is a status change end or start in the middle of the pay period.

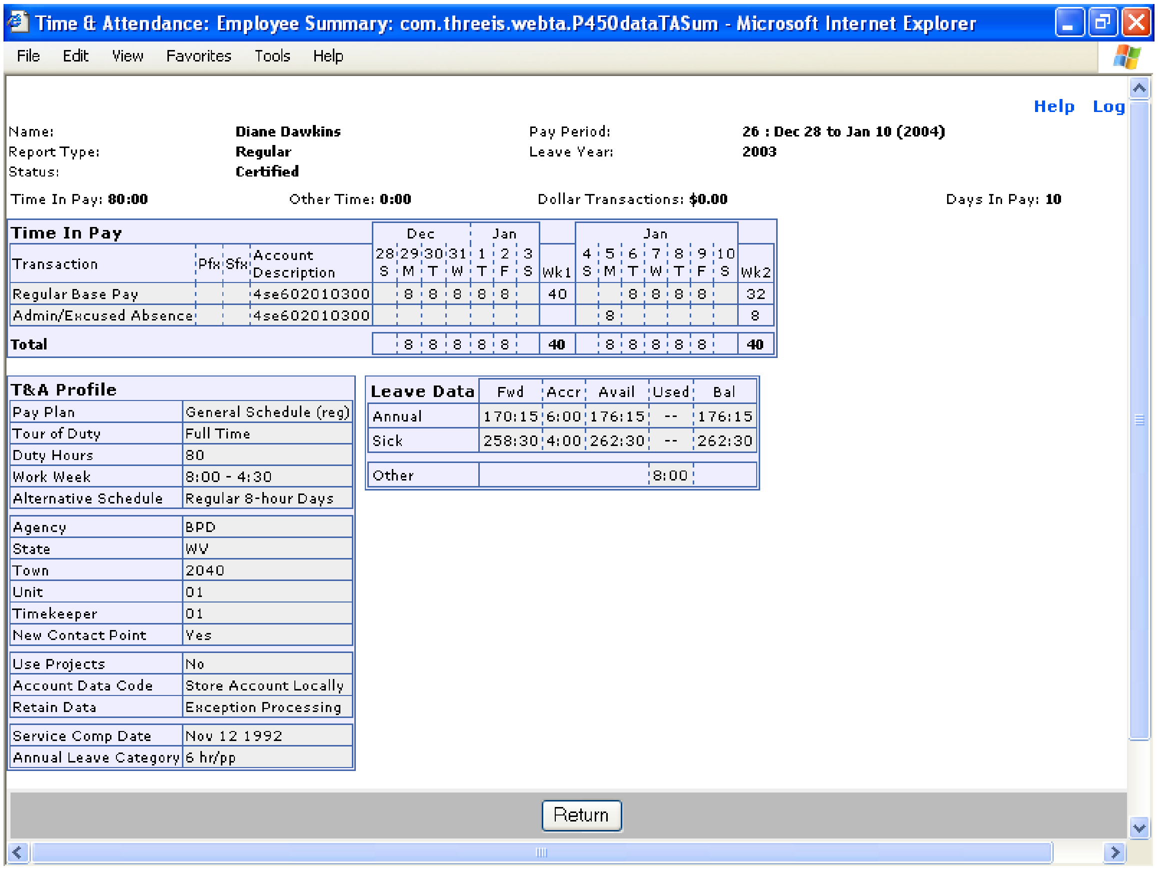
If the employee is an approved leave recipient, sections are displayed for each active leave transfer event.



The Received to Liquidate section displays approved leave transfers that are used to liquidate advanced annual or sick leave or leave without pay.

Employee Summary Page

The employee summary page is displayed with the name and current status at the top. The first section after the header is the payroll data for the employee. Following the payroll data is the T&A Profile and Leave Data information.


Time & Attendance: Employee Summary: com.threeis.webta.P450dataTASum - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Log

Name:	**Diane Dawkins**	Pay Period:	**26 : Dec 28 to Jan 10 (2004)**
Report Type:	**Regular**	Leave Year:	**2003**
Status:	**Certified**		

Time In Pay: **80:00** Other Time: **0:00** Dollar Transactions: **$0.00** Days In Pay: **10**

Time In Pay				Dec				Jan				Jan							
Transaction	Pfx	Sfx	Account Description	28 S	29 M	30 T	31 W	1 T	2 F	3 S	Wk1	4 S	5 M	6 T	7 W	8 T	9 F	10 S	Wk2
Regular Base Pay			4se602010300		8	8	8	8	8		40			8	8	8	8		32
Admin/Excused Absence			4se602010300										8						8
Total					8	8	8	8	8		**40**		8	8	8	8	8		**40**

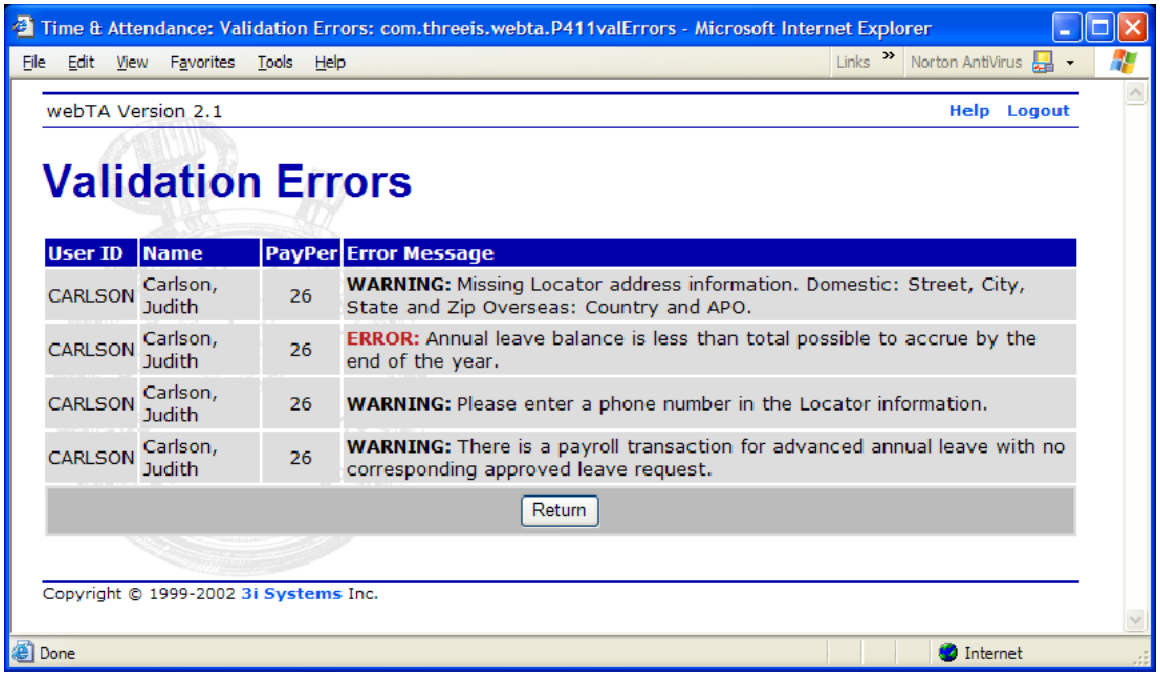
T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	8:00 - 4:30
Alternative Schedule	Regular 8-hour Days
Agency	BPD
State	WV
Town	2040
Unit	01
Timekeeper	01
New Contact Point	Yes
Use Projects	No
Account Data Code	Store Account Locally
Retain Data	Exception Processing
Service Comp Date	Nov 12 1992
Annual Leave Category	6 hr/pp

Leave Data	Fwd	Accr	Avail	Used	Bal
Annual	170:15	6:00	176:15	--	176:15
Sick	258:30	4:00	262:30	--	262:30
Other				8:00	

Return

Validate

Before data can be certified and transmitted to payroll, it must be validated. Timekeepers can validate employees by clicking **Validate** on the *Select Employee* page. Timekeepers also have the option of validating all employees at one time by clicking **Validate All** on the *Select Employee* page.



There are two types of messages generated during the validation: errors and warnings. Errors are identified in the Error Message column with the word "ERROR" in red. Errors are generated when the system has enough information to determine that data entered is incorrect. Errors are generated for a number of reasons, but the most common are when you do not balance the daily, weekly or pay period tour of duty or when you attempt to use transaction codes that are not authorized for the employee's pay plan or tour.

Warning messages are generated when the possibility of an error exists, but webTA does not have enough information to determine for sure that there is an error. As an example, prior approval is required before using certain transaction codes. If you record overtime hours, the system generates a warning because it does not know if the employee received prior approval.

Before a supervisor can certify a T&A report, all errors must be corrected. Warnings should be checked to make sure they are OK before the supervisor certifies the T&A report.

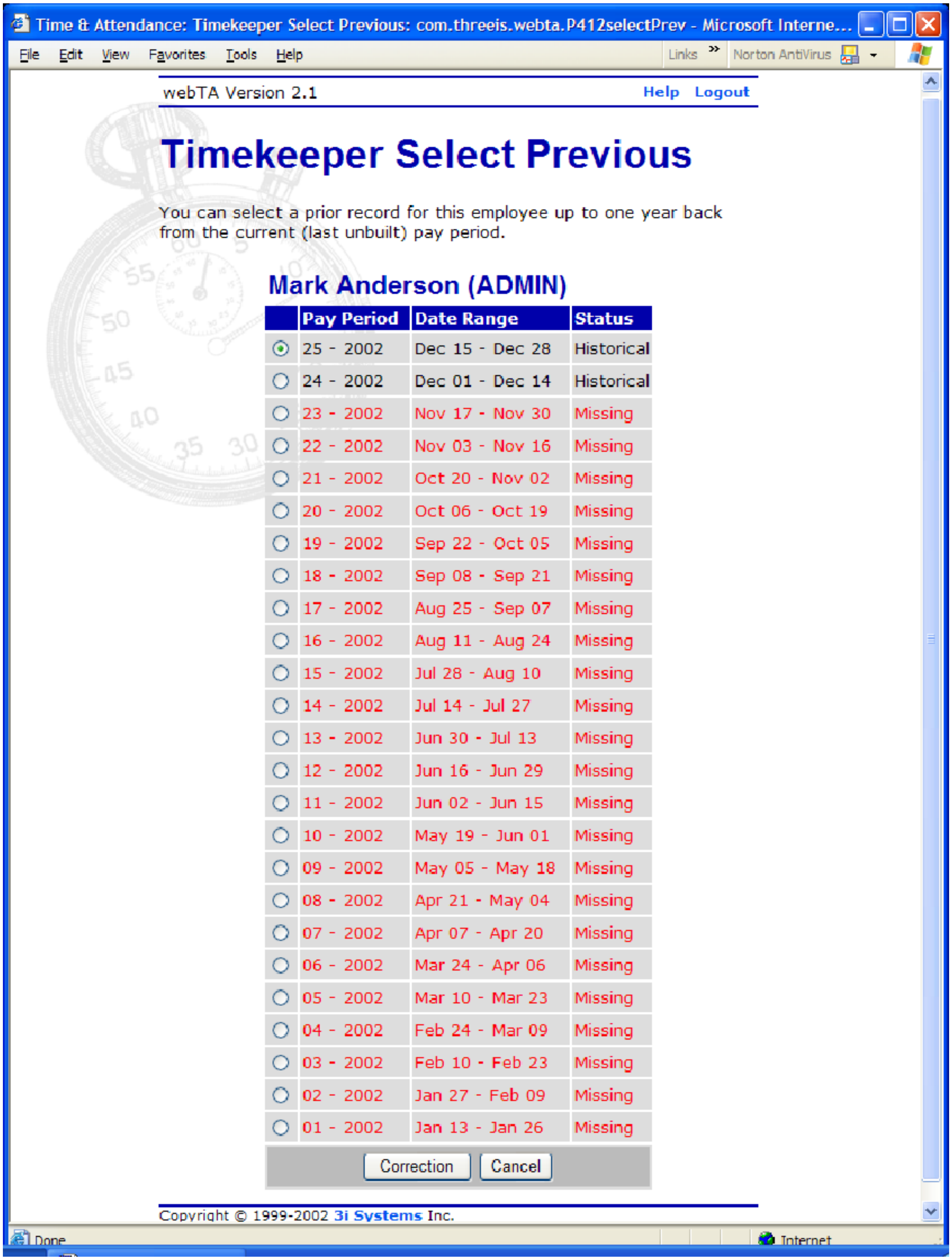
Correcting a Prior Pay Period

You may perform on-line corrections up to one year after a T&A record is submitted. If the original T&A was submitted using webTA, the historical record, as it was originally submitted, may be edited and resubmitted with the correct information. If the T&A was not submitted with webTA, you will have to create a new record for that pay period, entering all of the data as it should have been, including *Employee Data* and *Leave Data*.

To initiate a correction, simply select the employee and click **Correct Prior T&A**. A list of payperiods that may be corrected is displayed. The list shows those that exist in webTA as Historical. Those not in *webTA* are listed as *Missing*. Click the radio button next to the appropriate pay period and click **Correction**. If the record is missing, you will be prompted to insert a new record.

Once the correction is added to your *Select Employee* page, you can select, edit and validate the T&A as you would a regular record. You should review all of the fields to be certain that it is submitted as it should have been, including all leave balances.

When the correction is processed for transmission, modifications (such as those to leave balances) are rolled forward to the current pay period.



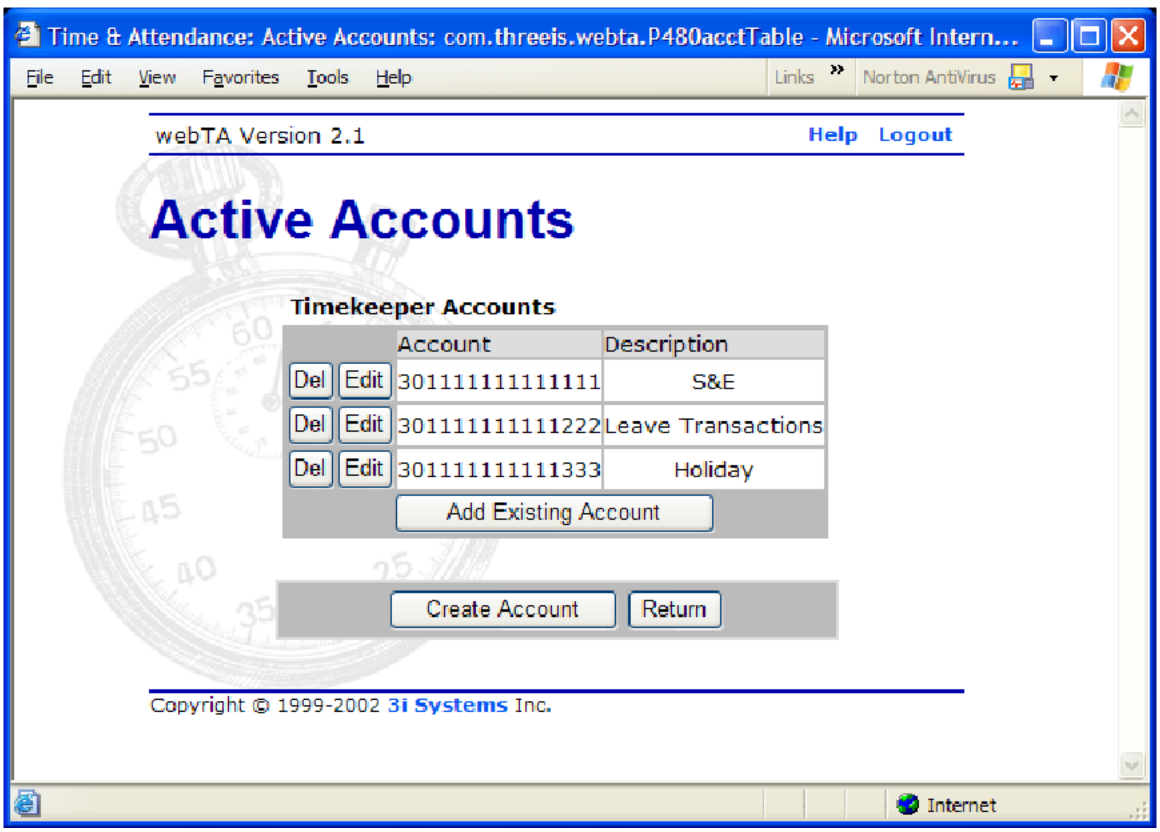
A list of pay periods is displayed. Select the one that needs to be corrected and click **Correction**. If a T&A report is available in the database for that pay period, listed as *Historical*, it will be copied for the correction. You can then make the changes that are required. If the T&A report is not available, *Missing*, a new record must be created and you will need to enter all employee data, leave information and payroll data in the correction record.

The data is then entered, validated and certified just like a regular T&A. When the correction is completed and processed for submission to NFC, the system will roll updated leave balances forward to the new pay period. This only applies if all of the intervening pay period records exist in the webTA database.

You can delete a correction prior to certification if you determine that a correction is not required. Simply select the correction record on the *Select Employee* form and click **Delete** in the *Selected T&A* button bar.

Account Tables

Timekeepers have responsibility of maintaining the list of accounts that people in their group can charge to. The accounts in your list show up in the drop-down lists on the *Payroll Data* and *Default Schedule* forms for all of your employees. You may add and delete accounts from your table.



Click **Del** next to an account to remove it from those available for your employees. This does not affect other timekeepers whose employees charge to that account.

You can add an account that exists in webTA, but is not in your account table. To do that, click *Add Existing Account*. You can then search for accounts. The Search page displays information based on an account template created for your agency. Separate templates are displayed for each fiscal year. You may leave all fields blank to get a list of all valid accounts, or you may enter those parts of the account that you know to narrow the search.

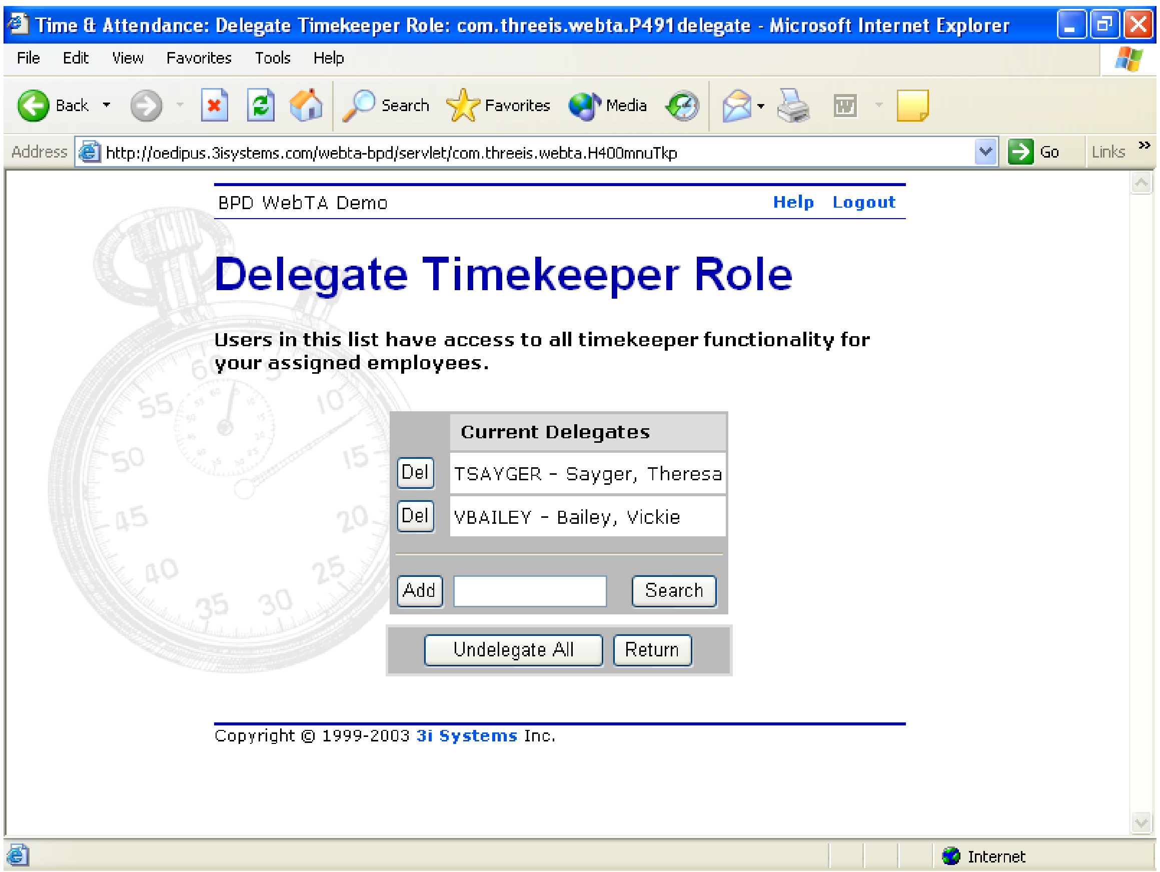
Click **Find** next to the template for the fiscal year you are searching. A list of all matching accounts is then displayed for you to browse through and select from. Click **Add** next to the account you wish to choose. Then click **Return**.

Creating Delegates

You can delegate your timekeeper role to one or more alternate timekeepers. As long as your delegates are active, they can access and update any information for employees assigned to you.

It is a good idea to have at least one delegate at all times. That way your delegate will be able to perform your webTA timekeeper responsibilities in the event that you are not available. However, you may have as many delegates as you like.

To manage delegates, simply click **Delegate** on the *Timekeeper Main Menu*.



You can click **Undelegate All** to clear the list of delegates. Alternatively, you may click **Del** next to any existing delegate that you want to remove from your list.

To add a delegate, simply type their user ID in the field and press **Enter** or click **Add**. If you do not know the user ID of the person you want to delegate to, simply click **Search** to find it.

Appendix – Quick Reference List

To set up WebTA as a new timekeeper:

- Select Delegates.
- Verify Timekeeper Profile.
- Select active Accounts.
- Add employees.
- Enter Employee Profile for each employee.
- Enter T&A Profile for each employee.
- Create default schedule for each employee.
- Enter leave balances for each employee.

(Note: If you are a new timekeeper taking over the timekeeping functions for another timekeeper, the employees' records will already be established. It will not be necessary to add employees, enter profiles or leave balances. You should, however, verify the information before validating timecards.)

To add employees new to the Agency:

- Add employee.
- Select active employee.
- Enter employees T&A Profile.
    - ♦ In the Status Change Type field, choose Start.
    - ♦ In the Status Change Day field, choose the day of the week representing the employee's effective date.
    - ♦ In the Oath of Office field, put a checkmark.
    - ♦ Enter the employee's Service Comp Date. WebTA will determine the appropriate annual leave category.
- Create a default schedule.
- Check the employee's Leave Balance screen. If the employee should not accrue leave in the first pay period, you must remove the leave accrual from the Accrued column.

(Note: Generally, an employee who transfers from another Federal agency begins on Sunday, the first day of the pay period. Employees new to Federal service usually begin their service on Monday, the second day of the pay period. If Monday is the holiday, employees new to Federal service begin on Tuesday, and no hours should be posted on the Monday holiday).

To move employees to another timekeeper:

- Select employee.
- Pull up the Employee Profile.
- Enter the new timekeeper's User ID (or Search for the timekeeper).

To receive an employee moved to you:

- Select active employee.
- Verify the Employee Profile. Enter the new certifier's User ID
- Verify the T&A Profile. Make any necessary changes.
- Save a new default schedule, using the correct accounting information.
- Verify the employee's leave balances.

To pull an employee from another timekeeper:

- Select Take Over from the main menu.
- Enter the employee's User ID (or Search for the employee)
- Verify the Employee Profile. Enter the new certifier's User ID.
- Verify the T&A Profile. Make any necessary changes.
- Save a new default schedule, using the correct accounting information.
- Verify the employee's leave balances.

To process a split T&A:

- In the T&A Profile, select Dual T&A.
- In the Status Change field, select the day of the pay period representing the effective date of the split (according to the SF-52).

To process a correction card:

- Select employee.
- Click the "Correction" button
- Select the pay period to correct.
- Change the timecard as necessary. Return.

    (In the Select Employee list, you will have two entries for that employee. One entry for the current pay period, one entry for the corrected timecard.)
- Choose the corrected timecard. Validate.
- Notify the supervisor to certify the correction.
- Send an email to Payroll regarding the correction.
