

***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).

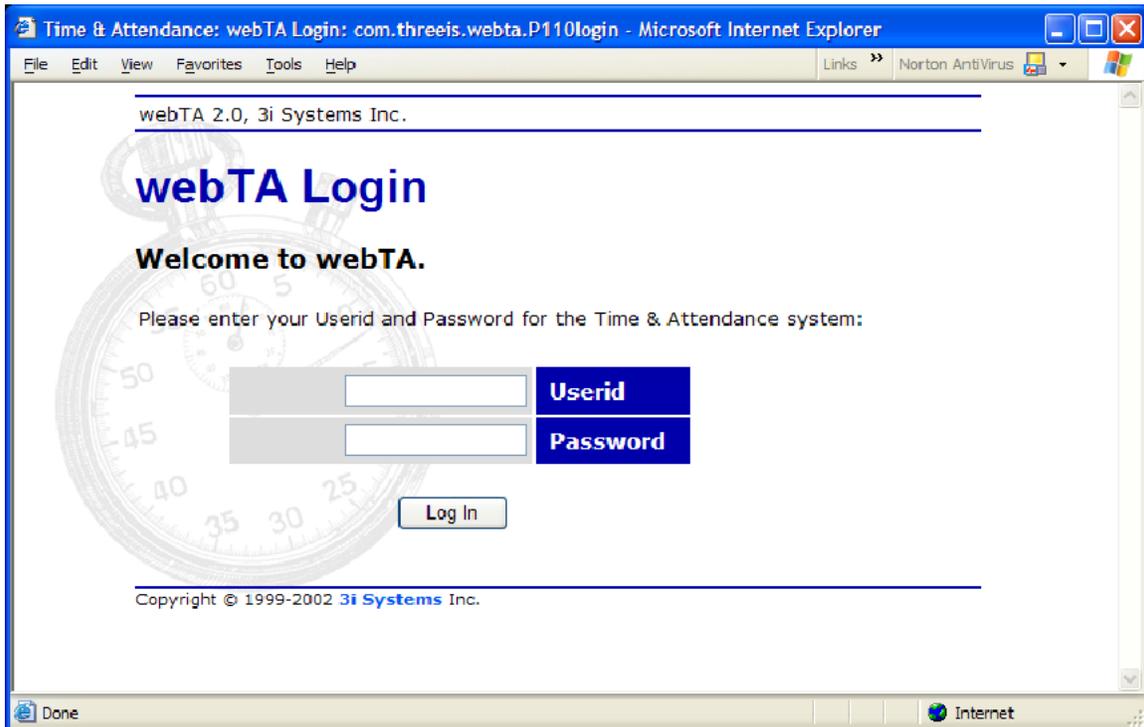
As you enter values, some validations are performed. When the system encounters data it can identify as incorrect, an error message is displayed indicating what is causing the problem. The primary T&A validation process is done after all data is entered for a pay period. Once validated, the data may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

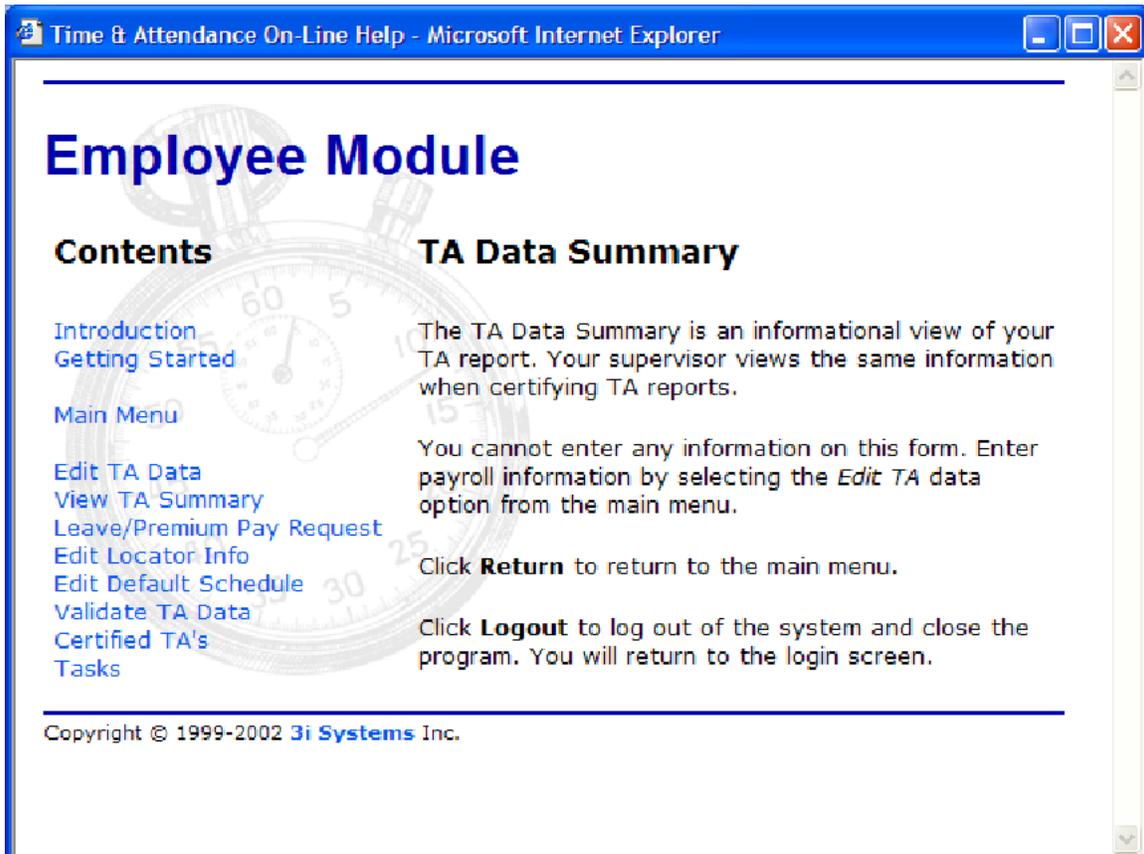


webTA passwords are case sensitive and password policies are established by your system administrator. If there are a number of unsuccessful attempts to log into your webTA account, you will be locked out of the system and your administrator must reset your password.

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.



The screenshot shows a web browser window titled "Time & Attendance: Change Employee Password: com.threeis.webta.P390chgPW - Microsoft In...". The browser's address bar shows "webTA 2.0, 3i Systems Inc." and "Help Logout" links. The main heading is "Change Employee Password". Below the heading are three input fields with labels: "Current Password", "New Password", and "New Password (again)". At the bottom of the form are "Save" and "Cancel" buttons. The footer of the page reads "Copyright © 1999-2002 3i Systems Inc." and the status bar shows "Done" and "Internet".

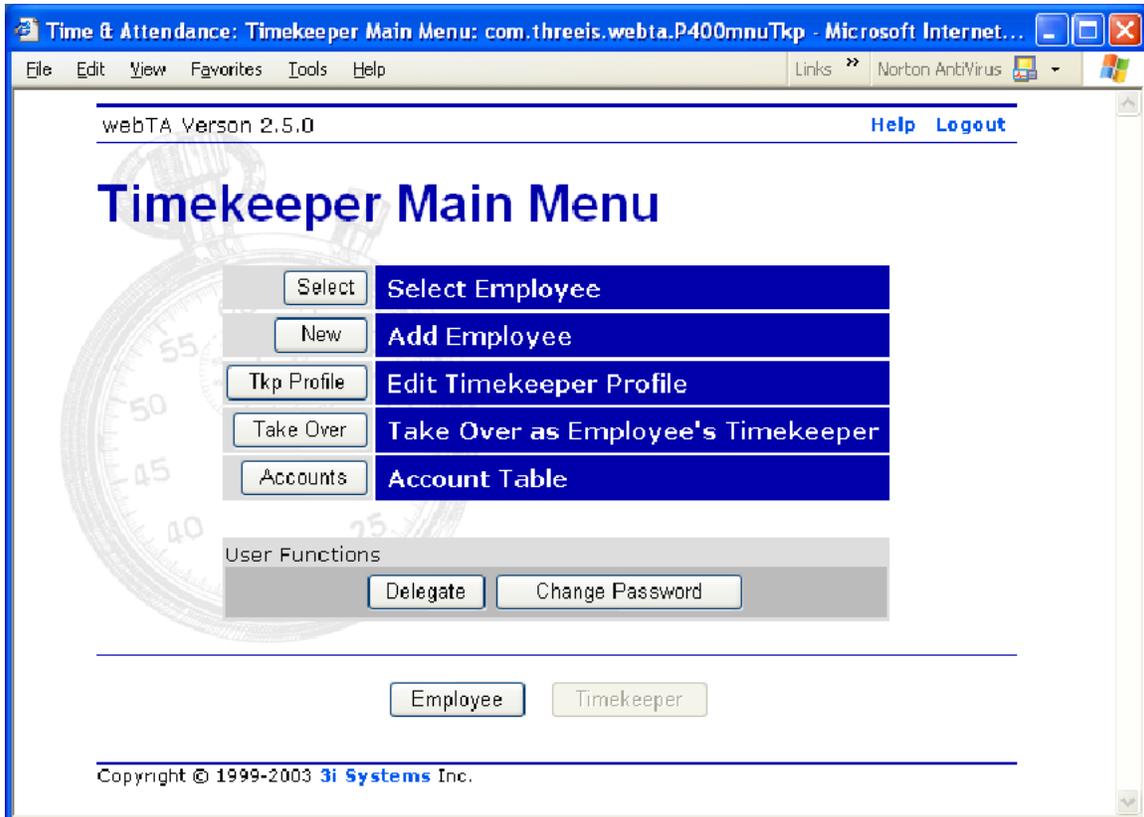
You should change your password on a regular basis and you should never give your password to any other person. Passwords should not be easy to guess. Avoid spouse and children names. The best passwords are random alphanumeric strings.

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.

The screenshot shows a web browser window titled "Time & Attendance: Edit Timekeeper Profile: com.threeis.webta.P465editTkProfile - Mi...". The browser's address bar shows "BPD WebTA Demo" and "Help Logout" links. The main heading is "Edit Timekeeper Profile". Below the heading is a descriptive text: "This information is used to populate an employee's master record when they are assigned to you." The form is titled "Timekeeper Profile" and contains the following fields:

Agency	TA
State	WV
Town	2040
Unit	01
Timekeeper	01
TA Primary Timekeeper	<input type="checkbox"/>

At the bottom of the form are "Save" and "Cancel" buttons. The footer text is "Copyright © 1999-2003 3i Systems Inc."

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.

Time & Attendance: Employee Profile: com.threeis.webta.P402editUser - Microsoft Inter...

File Edit View Favorites Tools Help Links Norton AntiVirus

webTA Version 2.5.0 Help Logout

## Employee Profile

Please note that this data pertains only to employee access for the Time & Attendance system, not to other personnel records.

User ID

Password

Password (again)

First Name

Middle Name or Initial (Optional)

Last Name

Social Security Number

Supervisor's User ID  Search

Timekeeper's User ID  Search

Organization (Optional)  Search

First Pay Period  Current  Previous

Active Status  Active Employee

Save Cancel

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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.

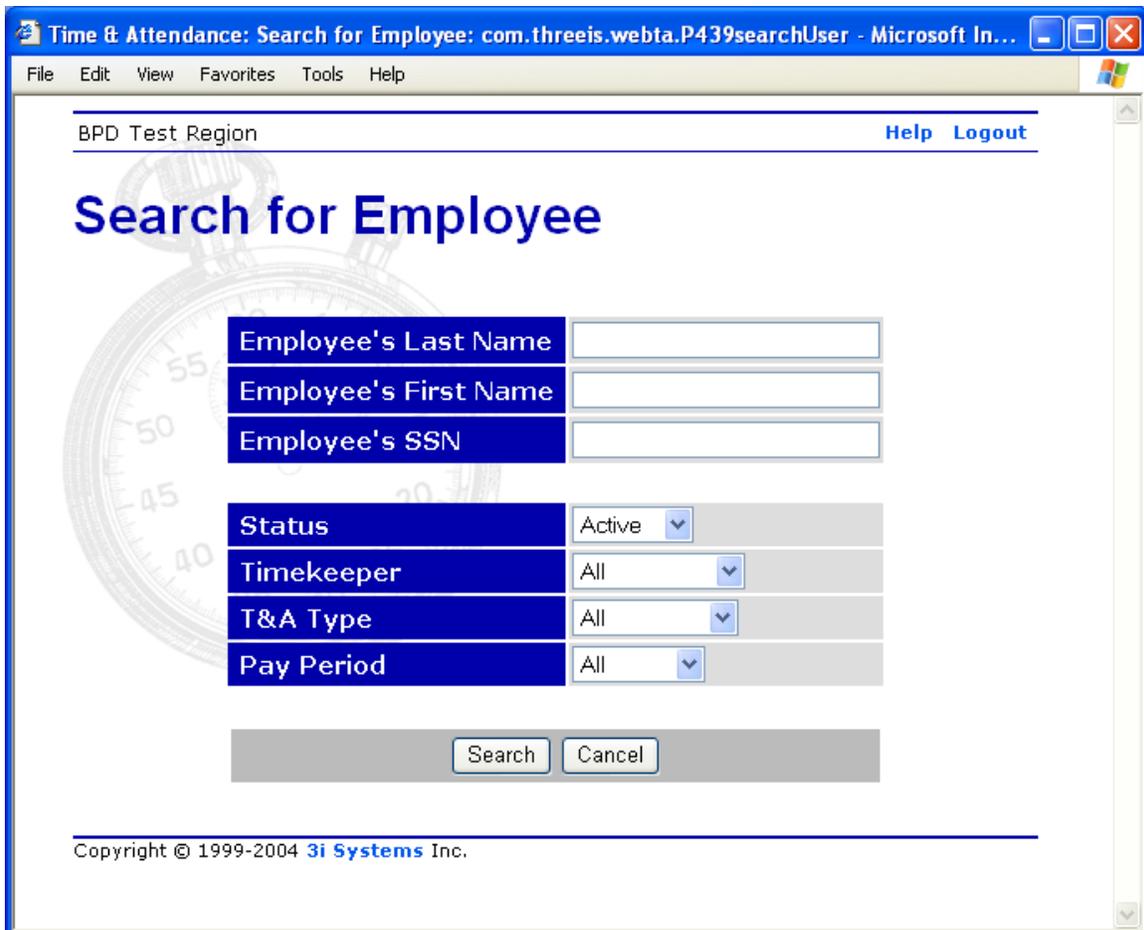
When you reassign a person, an informational task is generated for the employee's old timekeeper and the system administrator to let them know that the employee has been reassigned.

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)



The screenshot shows a web browser window titled "Time & Attendance: Search for Employee: com.threewis.webta.P439searchUser - Microsoft In...". The browser's address bar shows "BPD Test Region" and "Help Logout" links. The main heading is "Search for Employee". Below the heading is a search form with the following fields:

Employee's Last Name	<input type="text"/>
Employee's First Name	<input type="text"/>
Employee's SSN	<input type="text"/>
Status	Active <input type="button" value="v"/>
Timekeeper	All <input type="button" value="v"/>
T&A Type	All <input type="button" value="v"/>
Pay Period	All <input type="button" value="v"/>

At the bottom of the form are two buttons: "Search" and "Cancel".

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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.

Status	Name	User ID	Pay Period
<input checked="" type="radio"/>	Anderson, James	ANDERSON	16 - 2003
<input type="radio"/>	Davidson, Lorraine	DAVIDSON	15 - 2003
<input type="radio"/>	Jackson, Rose	JACKSON	15 - 2003
<input type="radio"/>	Johnson, Roberta	JOHNSON	15 - 2003
<input type="radio"/>	Rhodes, Inga	RHODES	15 - 2003
<input type="radio"/>	Smith, Robert	SMITH	15 - 2003
<input type="radio"/>	Williams, Martha	WILLIAMS	16 - 2003
<input type="radio"/>	Williamson, Mark	WILLIAMSON	15 - 2003

Selected T&A

Edit T&A   T&A Profile   Leave   Delete   Validate   Summary

Selected Employee

Default Schedule   Correction   Locator Info

Certified T&A's   Emp Profile

Validate All   Return

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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.



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.

**Edit Time In Pay : Default Schedule**

Name: **Heather White** Pay Period: **18 : Sep 7, 2003 to Sep 20, 2003**  
 Report Type: **Regular** Leave Year: **2003**

**Edit Line of Time In Pay**

Regular Base Pay Prefix Suffix Acct 3-16-34420 (PAYROLL)

Sun 9/7	Mon 9/8	Tue 9/9	Wed 9/10	Thu 9/11	Fri 9/12	Sat 9/13
	8:00	8:00	8:00	8:00	8:00	
Sun 9/14	Mon 9/15	Tue 9/16	Wed 9/17	Thu 9/18	Fri 9/19	Sat 9/20
	8:00	8:00	8:00	8:00	8:00	

**Time In Pay**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction Prefix Suffix Accounting	9/7	9/8	9/9	9/10	9/11	9/12	9/13	Week 1
	9/14	9/15	9/16	9/17	9/18	9/19	9/20	Week 2
<b>Total</b>								

Save Cancel

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.

webTA Verson 2.5.0 Help Logout

### Payroll Data

Name: **Lisa Jones** Pay Period: **16 : Aug 10, 2003 to Aug 23, 2003**  
 Report Type: **Regular** Leave Year: **2003**

**Default Schedule Summary**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 2
	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00

**Time In Pay**

Transaction	Prefix:Suffix	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Week 2
Project			8/10/8/11/8/12/8/13/8/14/8/15/8/16								
Project			8/17/8/18/8/19/8/20/8/21/8/22/8/23								
Regular Base Pay	--3-0012241			4:00	4:00	4:00					12:00
webTA Implementation	S&E Account				4:00						4:00
<b>Total</b>				4:00	4:00	4:00					12:00
				4:00							4:00

**Other Time**

Transaction	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Week 2
	8/10/8/11/8/12/8/13/8/14/8/15/8/16								
	8/17/8/18/8/19/8/20/8/21/8/22/8/23								
<b>Total</b>									

**Dollar Transactions**

Transaction	Accounting	Dollar Amount	Week 1	Week 2
<b>Total</b>				

**Leave Donations**

Transaction	Accounting	Donation Amount
Annual Leave	--3-0012155	20:00
<b>Total</b>		20:00

**Remarks To Payroll**

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.

Time & Attendance: Edit Time In Pay: com.threeis.webta.P433editTAInPay - Microsoft Internet Explorer

webTA Verson 2.5.0 [Help](#) [Logout](#)

## Edit Time In Pay

Name: **Lisa Jones** Pay Period: **16 : Aug 10, 2003 to Aug 23, 2003**  
 Report Type: **Regular** Leave Year: **2003**

### Edit Line of Time In Pay

Regular Base Pay  Prefix  Suffix   
 Project webTA Implementation Acct Use Project Account

Sun 8/10	Mon 8/11	Tue 8/12	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16
	4:00	4:00	4:00			
Sun 8/17	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23
		4:00				

#### Time In Pay

Transaction	Prefix/Suffix	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Project			8/10/8/11	8/12/8/13	8/14/8/15	8/16/8/17	8/18/8/19	8/20/8/21	8/22/8/23
Regular Base Pay		--3-0012241	4:00	4:00	4:00				12:00
webTA Implementation		S&E Account			4:00				4:00
<b>Total</b>				4:00	4:00	4:00			4:00

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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.

Time & Attendance: Edit Time In Pay: com.threeis.webta.P433editTAInPay - Microsoft Internet Explorer

Name: **Mark Anderson** Pay Period: **20 : Dec 27, 2002 to**  
 Report Type: **Regular** Leave Year: **2002**

### Edit Line of Time In Pay

Leave Transfers  Event Care for sick child  Pfx  Sfx   
 Acct 301111111111222 (Leave Transactions)

Sun 12/29	Mon 12/30	Tue 12/31	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4
	8:00	8:00	8:00	8:00	8:00	

Done Internet

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.

webTA Version 2.1 [Help](#) [Logout](#)

## Edit Other Time

Name: **Mark Anderson** Pay Period: **26 : Dec 29, 2002 to Jan 11, 2003**  
 Report Type: **Regular** Leave Year: **2002**

### Edit Line of Other Time

LWOP

Sun 12/29	Mon 12/30	Tue 12/31	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4
	8:00	8:00				
Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	Sat 1/11

### Other Time

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Transaction	12/29	12/30	12/31	1/1	1/2	1/3	1/4	Week 1
	1/5	1/6	1/7	1/8	1/9	1/10	1/11	Week 2
<b>Total</b>								

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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

Name:	Lisa Jones	Pay Period:	16 : Aug 10, 2003 to Aug 23, 2003
Report Type:	Regular	Leave Year:	2003
<b>Status Change</b>			
Status Change Type	None		
Status Change Day	None		
<b>Work Schedule</b>			
Day Plan	General Schedule (reg)		

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

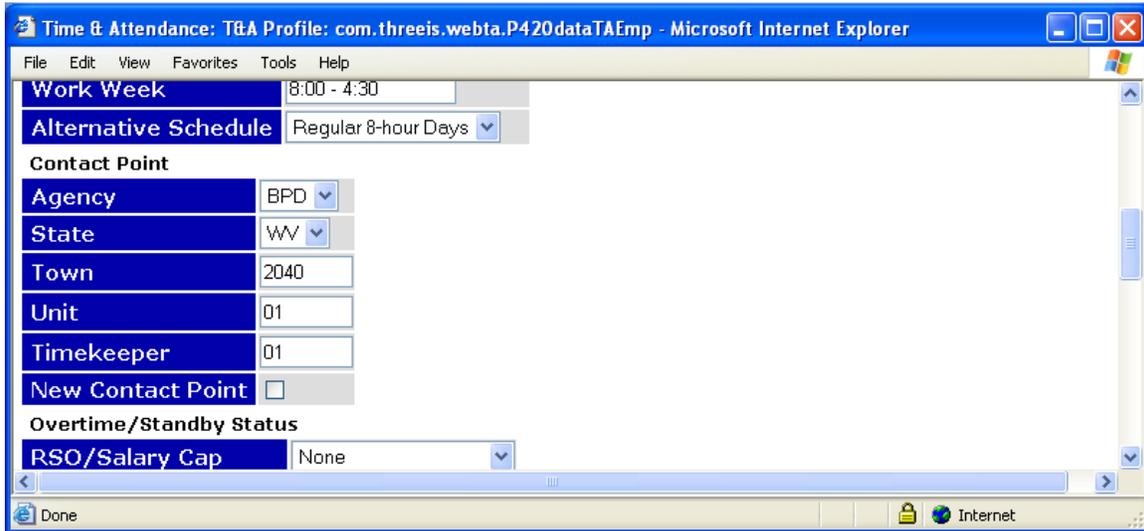
The screenshot shows a web browser window with the title 'Time & Attendance: Employee Data: com.threeis.webta.P420dataTAEmp - Microsoft Internet Explorer'. The browser's address bar shows the URL 'com.threeis.webta.P420dataTAEmp'. The page content includes a form with the following fields:

Status Change Type	None
Status Change Day	None
<b>Work Schedule</b>	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	MON-FRI, 7-3:30
Alternative Schedule	Regular 8-hour Days
<b>Contact Point</b>	
Agency	OS

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



The screenshot shows a web browser window titled "Time & Attendance: T&A Profile: com.threeis.webta.P420dataTAEmp - Microsoft Internet Explorer". The form contains the following fields:

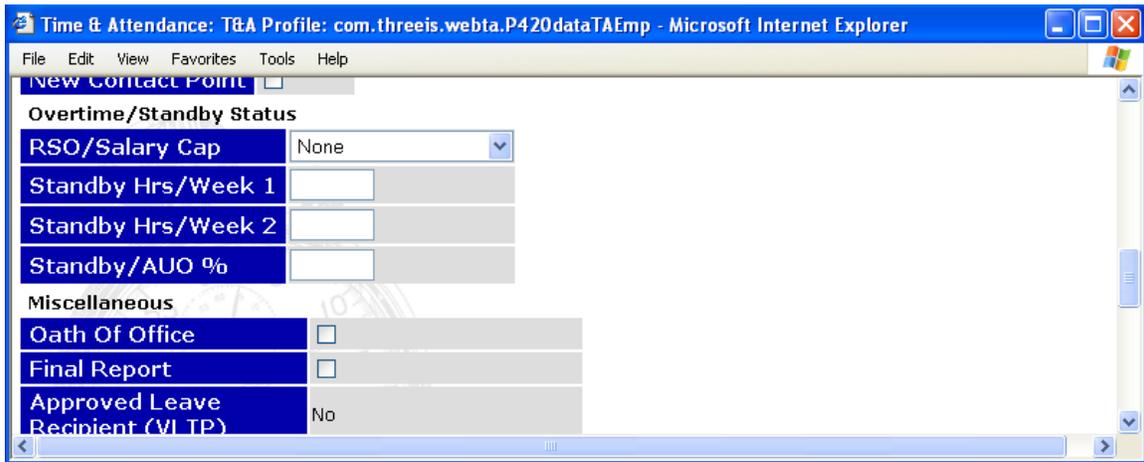
- Work Week:** 8:00 - 4:30
- Alternative Schedule:** Regular 8-hour Days
- Contact Point:**
  - Agency:** BPD
  - State:** WV
  - Town:** 2040
  - Unit:** 01
  - Timekeeper:** 01
  - New Contact Point:**
- Overtime/Standby Status:** RSO/Salary Cap: None

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



The screenshot shows a web browser window titled "Time & Attendance: T&A Profile: com.threeis.webta.P420dataTAEmp - Microsoft Internet Explorer". The page displays the "Overtime/Standby Status" section with the following fields:

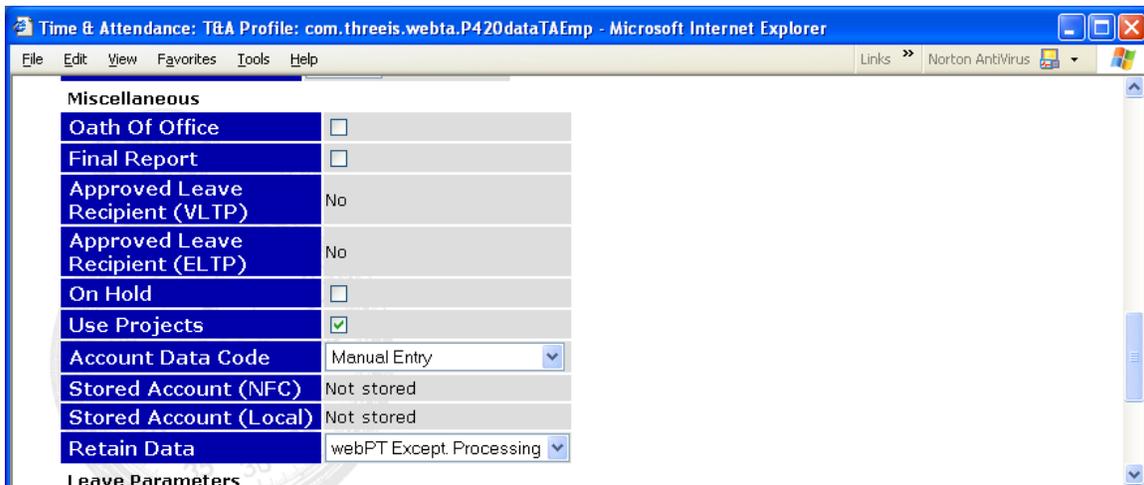
RSO/Salary Cap	None
Standby Hrs/Week 1	
Standby Hrs/Week 2	
Standby/AUO %	

Below this is the "Miscellaneous" section with the following fields:

Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
Approved Leave Recipient (VLTP)	No

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

## Miscellaneous



The screenshot shows the "Miscellaneous" section of the webTA interface with the following fields:

Oath Of Office	<input type="checkbox"/>
Final Report	<input type="checkbox"/>
Approved Leave Recipient (VLTP)	No
Approved Leave Recipient (ELTP)	No
On Hold	<input type="checkbox"/>
Use Projects	<input checked="" type="checkbox"/>
Account Data Code	Manual Entry
Stored Account (NFC)	Not stored
Stored Account (Local)	Not stored
Retain Data	webPT Except. Processing

- 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

The screenshot shows a web browser window titled "Time & Attendance: Employee Data: com.threeis.webta.P420dataTAEmp - Microsoft Internet Explorer". The browser's address bar shows the URL. The page content includes several form fields with blue headers:

- Account Data Code**: Manual Entry (dropdown menu)
- Stored Account (NFC)**: (None)
- Stored Account (Local)**: (None)
- Retain Data**: All (dropdown menu)
- Leave Parameters** section:
  - Service Computation Date**: Jan 02 2003 (text input)
  - Annual Leave Category**: 4 hr/pp (text input)
  - Personal Leave Ceiling**: (empty text input)

At the bottom of the form, there are three buttons: "Dual TA", "Save", and "Cancel". The footer of the page reads "Copyright © 1999-2002 3i Systems Inc." and the browser status bar shows "Done" and "Internet".

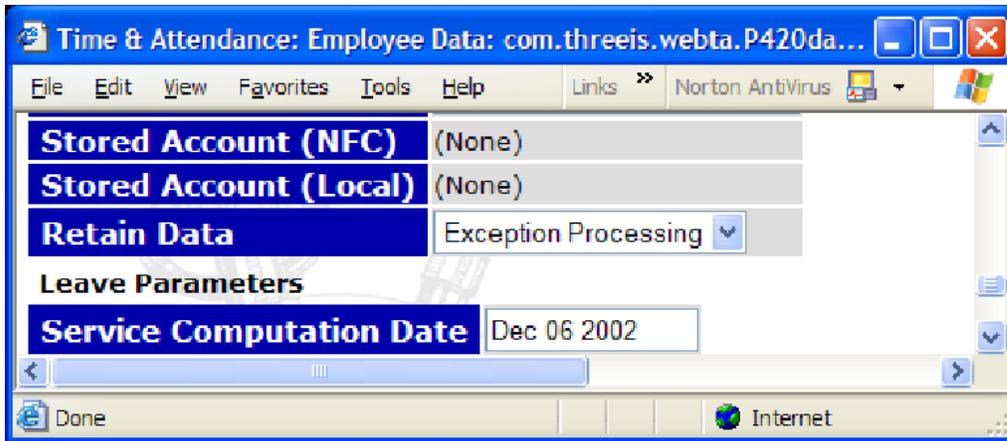
- **Service Computation Date**- This is used to determine the employee's annual leave earning category. Be sure that this field is correctly entered and webTA will automatically adjust the annual leave category when 3 or 15 years of service have been reached.
- **Personal Leave Ceiling** - Employees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

Time & Attendance: Payroll Data: com.threeis.webta.P430dataTAPay - Microsoft Internet Explorer

webTA Version 2.1 [Help](#) [Logout](#)

## Payroll Data : Default Schedule

---

Name: **Judith Carlson** Pay Period: **26 : Dec 29, 2002 to Jan 11, 2003**  
 Report Type: **Regular** Leave Year: **2002**

---

**The Default Schedule is for employees using Restore From Default or Exception Processing. Time and attendance data entered here will appear in every pay period.**

**Default Schedule Summary**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 2
	8:00	8:00	8:00	8:00	8:00		<b>40:00</b>		8:00	8:00	8:00	8:00	8:00		<b>40:00</b>

**Time In Pay**

	Transaction	Pfx	Sfx	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1
					12/29	12/30	12/31	1/1	1/2	1/3	1/4	Week 1
					1/5	1/6	1/7	1/8	1/9	1/10	1/11	Week 2
<input type="button" value="Edit"/>	<input type="button" value="Del"/>	Regular Base Pay		30111111111111111111		8:00	8:00	8:00	8:00	8:00		<b>40:00</b>
				S&E		8:00	8:00	8:00	8:00	8:00		<b>40:00</b>
<input type="button" value="New"/>	<b>Total</b>					8:00	8:00	8:00	8:00	8:00		<b>40:00</b>
						8:00	8:00	8:00	8:00	8:00		<b>40:00</b>

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Done Internet

- 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*.

Time & Attendance: Payroll Data: com.threeis.webta.P430dataTAPay - Microsoft Internet Explorer

webTA Version 2.1 [Help](#) [Logout](#)

## Payroll Data

---

Name: **Judith Carlson** Pay Period: **26 : Dec 29, 2002 to Jan 11, 2003**  
 Report Type: **Regular** Leave Year: **2002**

---

### Default Schedule Summary

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 2
	8:00	8:00	8:00	8:00	8:00		<b>40:00</b>		8:00	8:00	8:00	8:00	8:00		<b>40:00</b>

### Time In Pay

Transaction	Pfx	Sfx	Accounting	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Week 2
				12/29	12/30	12/31	1/1	1/2	1/3	1/4	Week 1	Week 2
				1/5	1/6	1/7	1/8	1/9	1/10	1/11	Week 2	
<input type="button" value="Edit"/> <input type="button" value="Del"/>			Annual Leave									
											8:00	8:00
<input type="button" value="New"/>			<b>Total</b>								8:00	8:00

### Other Time

Transaction	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Week 2
	12/29	12/30	12/31	1/1	1/2	1/3	1/4	Week 1	Week 2
	1/5	1/6	1/7	1/8	1/9	1/10	1/11	Week 2	
<input type="button" value="New"/>									
<b>Total</b>									

### Dollar Transactions

Transaction	Accounting	Dollar Amount	Week 1	Week 2
<input type="button" value="New"/>				
<b>Total</b>				

### Remarks To Payroll

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## Leave Balances

Time & Attendance: Leave Data: com.threeis.webta.P435dataTALeave - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links Norton AntiVirus

webTA Version 2.1 [Help](#) [Logout](#)

### Leave Data

Name: **Elizabeth Barton** Pay Period: **25 : Dec 15, 2002 to Dec 28, 2002**  
 Report Type: **Regular** Leave Year: **2002**

Type of Leave	Forward	Accrued	Available	Used	Balance
<b>Annual</b>	<input type="text" value="375:00"/>	4	379:00	0:00	379:00
<b>Sick</b>	<input type="text" value="320:00"/>	4	324:00	0:00	324:00
<b>Credit</b>	<input type="text" value="0:00"/>	0:00	0:00	0:00	0:00
<b>Compensatory</b>	<input type="text" value="0:00"/>	0:00	0:00	0:00	0:00
<b>Religious Comp</b>	<input type="text" value="0:00"/>	0:00	0:00	0:00	0:00
<b>Shore</b>	<input type="text" value="0:00"/>	0:00	0:00	0:00	0:00
<b>Home</b>	<input type="text" value="0:00"/>	0:00	0:00	0:00	0:00
<b>Restored Annual</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Time Off Award</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>LWOP</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>AWOL</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Suspension</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Furlough</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Military Emergency</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Military Regular</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Other</b>				0:00	
<b>Leave Donations</b>					
<b>Voluntary Program</b>	<input type="text" value="0:00"/>			0:00	0:00
<b>Emergency Program</b>	<input type="text" value="0:00"/>			0:00	0:00

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Done Internet

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.

Type of Leave	Forward	Accrued	Available	Used	Balance
Annual	0:00	3	3:00	0:00	3:00
Annual Unapplied	0:00				4:00
Sick	0:00	3	3:00	0:00	3:00
Sick Unapplied	0:00				4:00
Credit	0:00	0:00	0:00	0:00	0:00

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.

**Voluntary Leave Transfers - (Heart Attack)**

<b>VLTP Usage</b>	0:00			16:00	16:00
<b>Deferred Annual</b>	0:00	0:00	0:00	0:00	0:00
<b>Deferred Annual Total</b>	0:00				0:00
<b>Def Annual Unapplied</b>	0:00				16:00
<b>Deferred Sick</b>	0:00	0:00	0:00	0:00	0:00
<b>Deferred Sick Total</b>	0:00				0:00
<b>Def Sick Unapplied</b>	0:00				16:00

**Received To Liquidate**

<b>Advanced Annual</b>	0:00
<b>Advanced Sick</b>	0:00
<b>Leave Without Pay</b>	0:00

Save Cancel

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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

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		Account		Dec					Jan							
Transaction	Pfr Sfr	Description	28	29	30	31	1	2	3	4	5	6	7	8	9	10
			S	M	T	W	T	F	S	S	M	T	W	T	F	S
Regular Base Pay		4se602010300	8	8	8	8	8			40		8	8	8	8	32
Admin/Excused Absence		4se602010300										8				8
<b>Total</b>			8	8	8	8	8			<b>40</b>		8	8	8	8	<b>40</b>

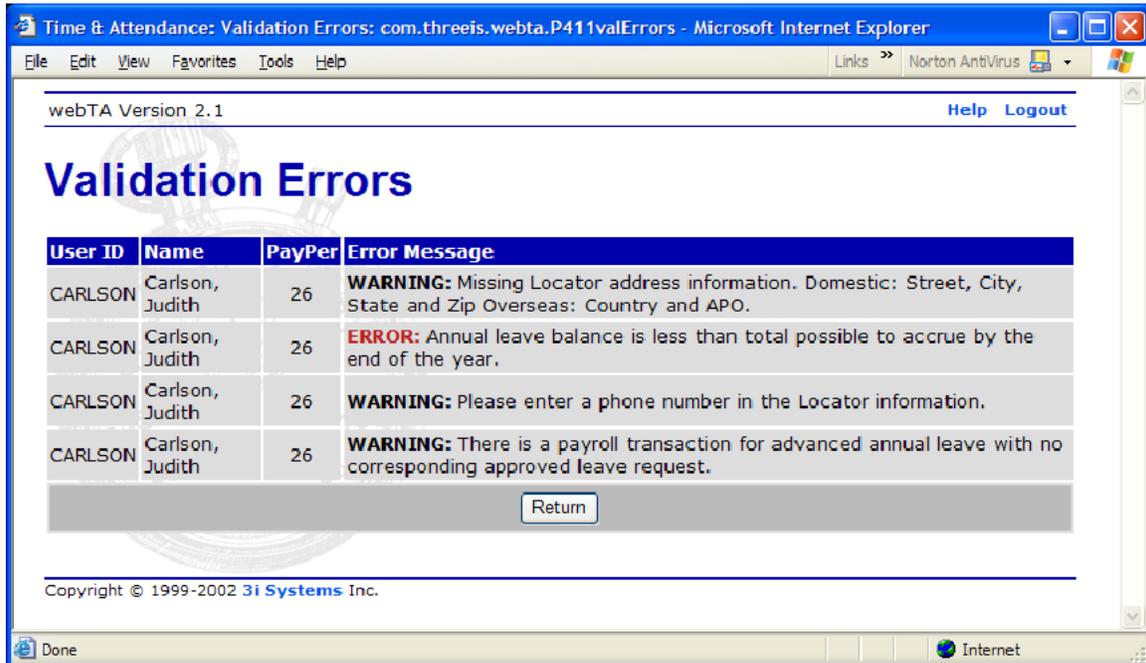
T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	8:00 - 4:30
Alternative Schedule	Regular 8-hour Days
Agency	BPD
State	WV
Town	2040
Unit	01
Timekeeper	01
New Contact Point	Yes
Use Projects	No
Account Data Code	Store Account Locally
Retain Data	Exception Processing
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.

Time & Attendance: Timekeeper Select Previous: com.threeris.webta.P412selectPrev - Microsoft Interne...

File Edit View Favorites Tools Help Links >> Norton AntiVirus

webTA Version 2.1 Help Logout

## Timekeeper Select Previous

You can select a prior record for this employee up to one year back from the current (last unbuilt) pay period.

### Mark Anderson (ADMIN)

	Pay Period	Date Range	Status
<input checked="" type="radio"/>	25 - 2002	Dec 15 - Dec 28	Historical
<input type="radio"/>	24 - 2002	Dec 01 - Dec 14	Historical
<input type="radio"/>	23 - 2002	Nov 17 - Nov 30	Missing
<input type="radio"/>	22 - 2002	Nov 03 - Nov 16	Missing
<input type="radio"/>	21 - 2002	Oct 20 - Nov 02	Missing
<input type="radio"/>	20 - 2002	Oct 06 - Oct 19	Missing
<input type="radio"/>	19 - 2002	Sep 22 - Oct 05	Missing
<input type="radio"/>	18 - 2002	Sep 08 - Sep 21	Missing
<input type="radio"/>	17 - 2002	Aug 25 - Sep 07	Missing
<input type="radio"/>	16 - 2002	Aug 11 - Aug 24	Missing
<input type="radio"/>	15 - 2002	Jul 28 - Aug 10	Missing
<input type="radio"/>	14 - 2002	Jul 14 - Jul 27	Missing
<input type="radio"/>	13 - 2002	Jun 30 - Jul 13	Missing
<input type="radio"/>	12 - 2002	Jun 16 - Jun 29	Missing
<input type="radio"/>	11 - 2002	Jun 02 - Jun 15	Missing
<input type="radio"/>	10 - 2002	May 19 - Jun 01	Missing
<input type="radio"/>	09 - 2002	May 05 - May 18	Missing
<input type="radio"/>	08 - 2002	Apr 21 - May 04	Missing
<input type="radio"/>	07 - 2002	Apr 07 - Apr 20	Missing
<input type="radio"/>	06 - 2002	Mar 24 - Apr 06	Missing
<input type="radio"/>	05 - 2002	Mar 10 - Mar 23	Missing
<input type="radio"/>	04 - 2002	Feb 24 - Mar 09	Missing
<input type="radio"/>	03 - 2002	Feb 10 - Feb 23	Missing
<input type="radio"/>	02 - 2002	Jan 27 - Feb 09	Missing
<input type="radio"/>	01 - 2002	Jan 13 - Jan 26	Missing

Correction Cancel

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Done Internet

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

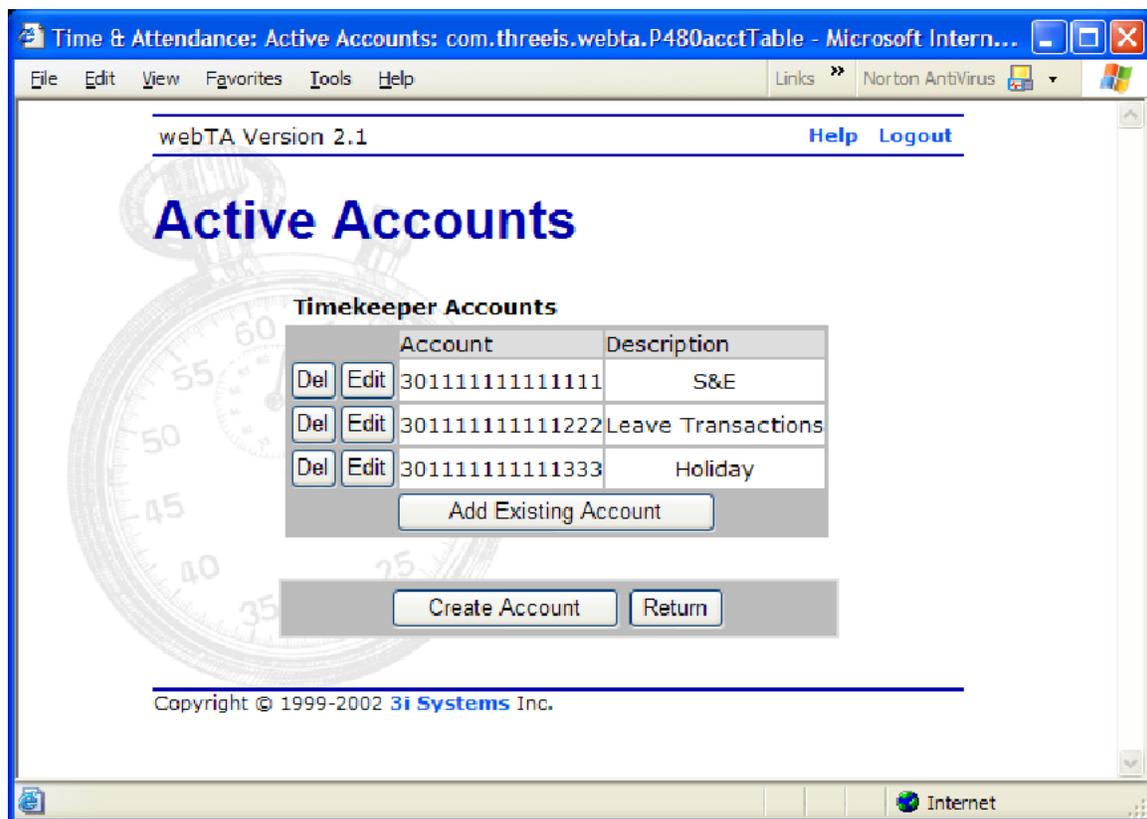
you will need to enter all employee data, leave information and payroll data in the correction record.

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.



The screenshot shows a web browser window titled "Time & Attendance: Search for Account: com.threeis.webta.P960searchAccount - Microsof...". The browser's address bar shows the URL. The page content includes a navigation bar with "File", "Edit", "View", "Favorites", "Tools", and "Help" menus, and "Links" and "Norton AntiVirus" buttons. The main content area is titled "webTA Version 2.1" and "Search for Account". Below the title, there is a message: "Limit your search by entering the parts of account that you know. See Online Help for more information." The search interface consists of three sections, each for a different fiscal year: "NEXT Fiscal Year - 2004", "CURRENT Fiscal Year - 2003", and "PREVIOUS Fiscal Year - 2002". Each section has a "Required" label and a "Find" button followed by three input fields. A "Return" button is located at the bottom of the search area. The footer of the page reads "Copyright © 1999-2002 3i Systems Inc." The browser's status bar at the bottom shows "Done" and "Internet".

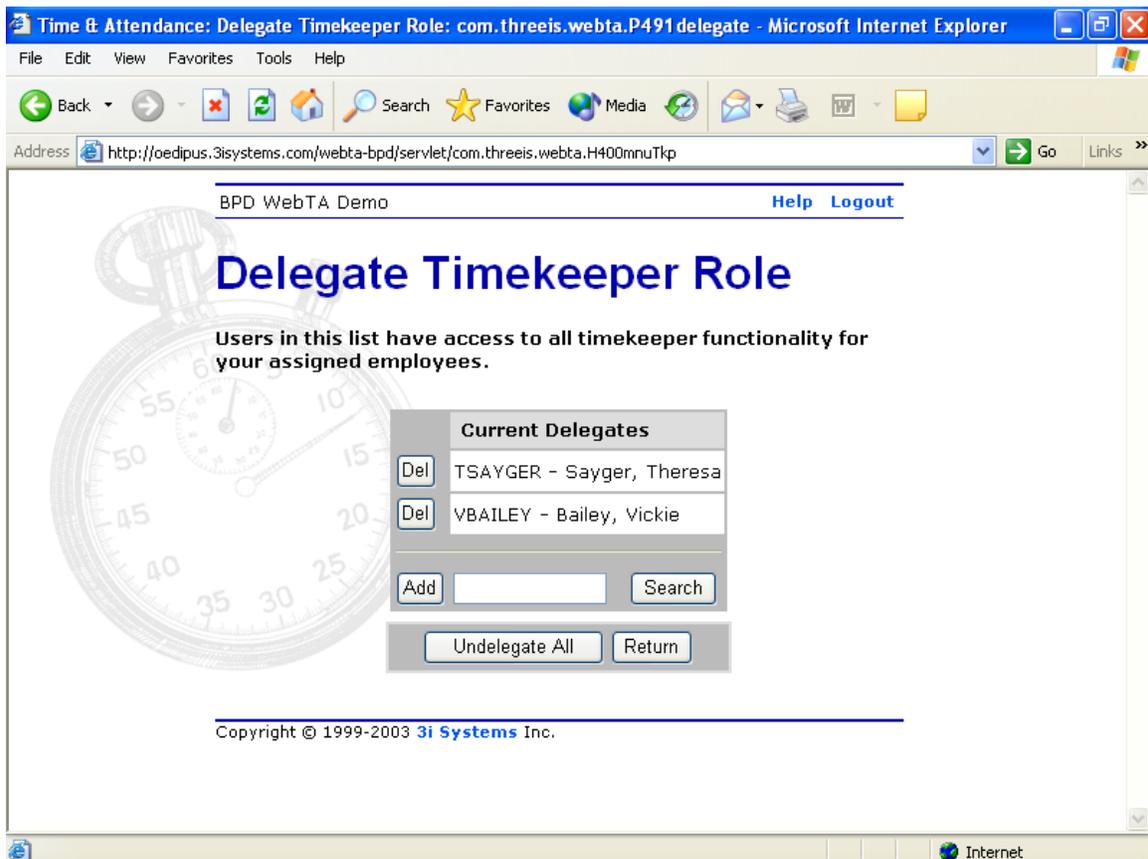
Click **Find** next to the template for the fiscal year you are searching. A list of all matching accounts is then displayed for you to browse through and select from. Click **Add** next to the account you wish to choose. Then click **Return**.

## 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.
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**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.
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**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).
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**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.
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