

# *webTA 3.7*

## **Marketing and Regulatory Programs Supervisor's Guide**

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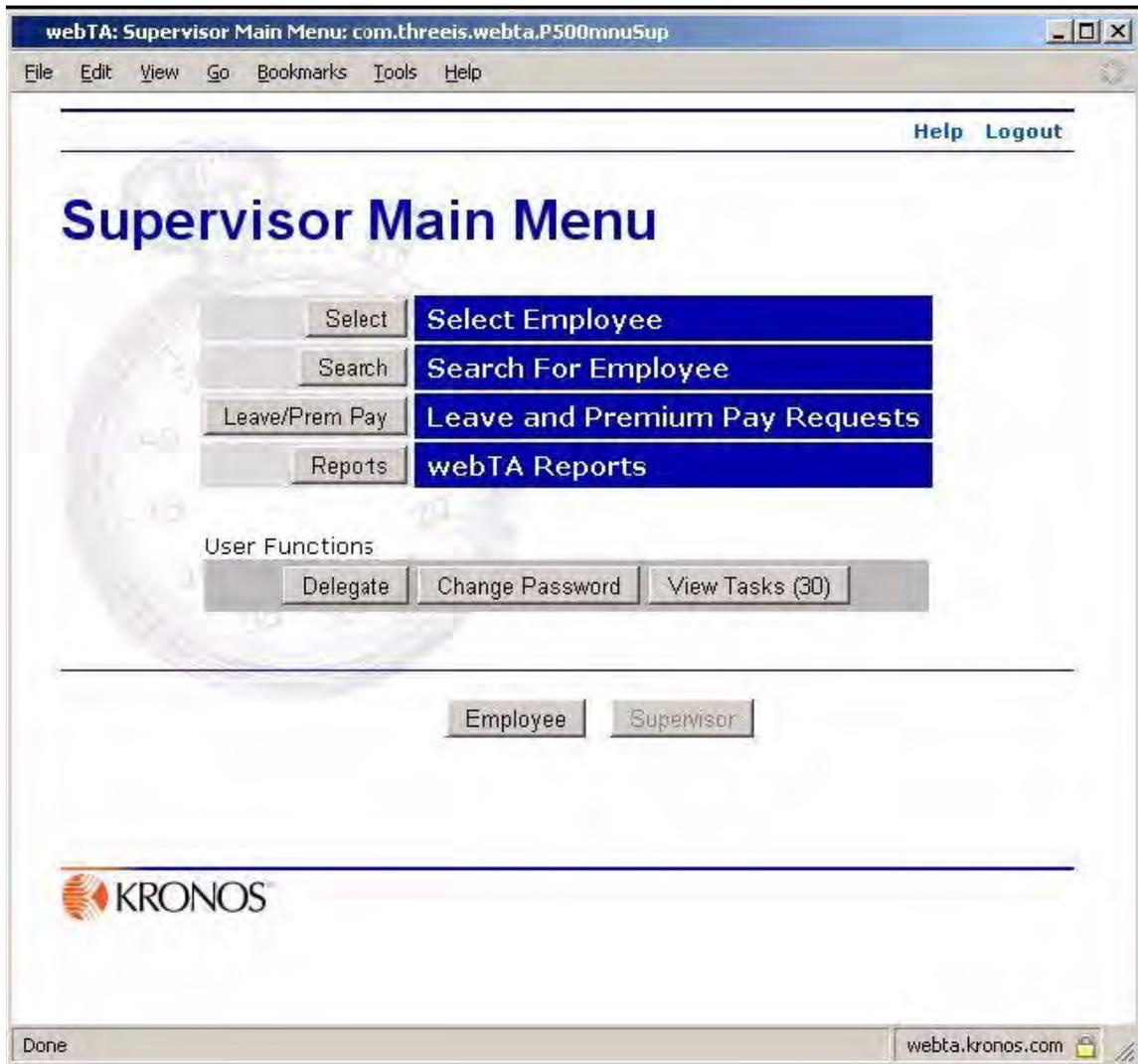
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### **Introduction**

The purpose of this document is to provide supervisors information needed to use webTA for fulfilling the Supervisor role job functions available in this application. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For information on how to use the basic functions of webTA, see the document *webTA Basics*.

**IMPORTANT!** This document contains graphical representations (“screen shots”) of many of the browser pages that you will see as you use webTA. These screen shots may not appear exactly like the pages on your own screen. They may differ in some ways. However, the screen shots in this document are similar enough to what you will see so that they will help you work through the procedures and understand the examples in the documents.

The Supervisor Main Menu opens when you log into webTA.



As a Supervisor, you are responsible for certifying all T&A reports for your employees before their data is sent to NFC for payroll processing.

The law requires that the data be certified as correct before issuance of pay. Therefore, webTA will not create the transmission record for an employee until it is certified by you, one of your delegates, or the Master Supervisor.

## Selecting or Searching for an Employee

To certify T&As and do other employee maintenance, you must either use the Select Employee function to get a list of the employees that you are personally responsible for, or search for an employee using webTA's search function to get a subset of that list (either a specific employee or a set of employees that report to the you).

### To select an employee:

Click **Select** on the Main Supervisor Menu page.

WebTA returns a complete list of the employees you can certify or maintain, along with the status of their T&A.

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/> No Profile	ADMIN, DEMO	DEMOADMIN	17 - 2006 (C)	ADMIN	ADMIN
<input type="radio"/>	ADMIN, DEMO	DEMOADMIN	18 - 2006	ADMIN	ADMIN
<input type="radio"/>	ADMIN, DSHQ	DHSQADMIN	18 - 2006	ADMIN	ADMIN
<input type="radio"/>	Administrator, The	ADMIN	17 - 2006	ADMIN	ADMIN
<input type="radio"/>	ADMIN, SS	SSADMIN	18 - 2006	ADMIN	ADMIN
<input type="radio"/> Val by Tkp	User, Sup	SUPUSER	18 - 2006	ADMIN	ADMIN

The **Status** column for unvalidated employees will be empty. The T&A must be validated before it is eligible for certification. The timekeepers will validate the T&A's.

## To search for employees:

1. On the Supervisor Main Menu page, click **Search**. The Search for Employee page opens.

The screenshot shows a web browser window titled "webTA: Search for Employee: com.threeis.webta.P839searchUser". The browser's address bar and menu bar (File, Edit, View, Go, Bookmarks, Tools, Help) are visible. The page content includes a "Help Logout" link in the top right. The main heading is "Search for Employee" in a large blue font. Below the heading is a search form with the following fields and controls:

- Employee's Last Name: Text input field
- Employee's First Name: Text input field
- Employee's SSN: Text input field
- Timekeeper: Text input field with a "Search" button to its right
- T&A Type: Drop-down menu with "All" selected
- Pay Period: Drop-down menu with "All" selected

At the bottom of the form area are two buttons: "Search" and "Cancel". The Kronos logo is located at the bottom left of the page. The browser's status bar at the bottom shows "Done" and "webta.kronos.com".

2. Type in the employee's last name, first name, SSN or a combination of that information.

You can also search for employees assigned to a given Timekeeper, T&A type, and T&A data for a specific pay period by selecting from the appropriate lists.

3. If you want to search by Timekeeper, Organization, T&A Type, or Pay Period, select the appropriate search criterion from the associated drop-down lists.

**T&A Type** lets you limit search results to those records meeting these criteria:

- **Corrections** searches for T&A records in the system which are correction records.
- **Unvalidated** searches for records which have not been validated by either the employee or the timekeeper.
- **Validated** searches for records which have been validated by the timekeeper, but which have not yet been certified by the supervisor.
- **Certified** searches for records which have been both validated and certified.
- **No Profile** searches for records for which no T&A profile data has yet been stored. Records must have T&A profile data recorded before time can be entered for that record.

**Pay Period** lets you limit search results by pay period.

- **Current** searches for records for the current pay period.
- **Previous** searches for records for the previous pay period, which are typically completed records waiting to be certified.
- **Older** searches for records not in the current or previous pay periods.

4. Click **Search**. The Search Results page opens, listing employees who meet your search criteria.

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>	Administrator, The	ADMIN	20 - 2006	ADMIN	ADMIN
<input type="radio"/>	Test, Test	TEST	16 - 2006	ADMIN	ADMIN
<input type="radio"/>	TIMEKEEPER, HQ	HQTIMEKEEPER	21 - 2006	HQTIMEKEEPER	ADMIN
<input type="radio"/>	No Data TIMEKEEPER, TSA	TSATIMEKEEPER	21 - 2006	TSATIMEKEEPER	ADMIN
<input type="radio"/>	Val by Tkp Yungk, Christian	CLY1	21 - 2006	ADMIN	ADMIN
<input type="radio"/>	Yungk, Christian	CLY10	20 - 2006	TSATIMEKEEPER	ADMIN
<input type="radio"/>	Val by Tkp Yungk, Christian	CLY2	20 - 2006	ADMIN	ADMIN
<input type="radio"/>	No Data Yungk, Christian	CLY3	21 - 2006	ADMIN	ADMIN
<input type="radio"/>	No Data Yungk, Christian	CLY5	21 - 2006	ADMIN	ADMIN
<input type="radio"/>	No Data Yungk, Christian	CLY6	20 - 2006	ADMIN	ADMIN
<input type="radio"/>	Yungk, Christian	CLY7	20 - 2006	ADMIN	ADMIN
<input type="radio"/>	Yungk, Christian	CLY8	20 - 2006	ADMIN	ADMIN
<input type="radio"/>	No Profile Yungk, Christian	CLY9	20 - 2006	ADMIN	ADMIN

Selected Employee

Done

# Viewing and Certifying a T&A

After selecting or searching for employees, you can select an employee for certifying an individual T&A record, or you may certify all validated records in one operation.

## To view and certify or decertify an employee's T&A:

1. Select, or search for and select, the employee whose T&A you want to view or certify.
2. Click **View/Certify T&A**. The employee's T&A data summary page opens.

**webTA: T&A Data Summary: com.threeris.webta.P550dataTA5um**

Name: **User** Pay Period: **18 : Sep 3, 2006 to Sep 16, 2006** [Help](#) [Logout](#)

Time Card Type: **Regular** Leave Year: **2006**

Status: **Approved** Other Time: **0:00** Days In Pay: **10**

Time In Pay: **80:00**

Transaction	Pfx	Sfx	Account	Sep					Sep					Wk 2	Total				
				3	4	5	6	7	8	9	10	11	12			13	14	15	16
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
<b>Work Time</b>																			
Regular Base Pay			6000000000000000 (No Description)	8	8	8	8	8				8	8	8	8	8	8	40	72
<b>Work Time Total</b>				8	8	8	8	8				8	8	8	8	8	8	40	72
<b>Leave and Other Time</b>																			
Admin/Excused Absence			6000000000000000 (No Description)	8							8								8
<b>Leave and Other Time Total</b>				8							8								8
<b>Daily Total</b>				8	8	8	8	8				8	8	8	8	8	8	40	80

<b>T&amp;A Profile</b>	
Pay Plan	GL LEO (Grades 3 to 10)
Tour of Duty	Full Time
Duty Hours	80
Work Week	m-f
Alternative Schedule	Regular 8-hour Days
Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 02 2006
Annual Leave Category	4 hr/pp

<b>Leave Data</b>		Fwd	Accr	Avail	Used	Bal
Annual	--	4:00	4:00	--	4:00	
Sick	--	4:00	4:00	--	4:00	
Other				8:00		

<b>Leave Year Projection</b>	
Maximum Available Annual	36:00
Maximum Available Sick	36:00
Use or Lose Leave	--

<b>Status History</b>			
Timestamp	Status	Name	Message
Oct 21 2006 02:44 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:08 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:07 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:06 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 17 2006 01:05 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 10 2006 01:22 PM	Validation Reset By Edit	Administrator, The (ADMIN)	
Oct 02 2006 12:15 PM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 02 2006 12:11 PM	Pay period set	Administrator, The (ADMIN)	Pay period changed from 20 to 18.
Oct 02 2006 12:08 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

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

**Validated By :** The Administrator  
**Validation Date :** Oct 17 2006 1:05 PM

**KRONOS**

Done webta.kronos.com

3. If you want to certify the employee's T&A, click **Certify**, then **stop here**.

- OR -

If you want to decertify an employee's T&A, click **Reject/Decertify**. Please note: a T&A may only be decertified if it has not been processed by NFC. Once NFC processes the T&A a Corrected T&A must be processed by the timekeeper to make any changes.

The Reject Employee Data page opens, asking you for a reason for the rejection.

webTA: Reject Employee Data: com.threeis.webta.P530noCert

File Edit View Go Bookmarks Tools Help

Help Logout

## Reject Employee Data

Name: **Jerry Spenser** Pay Period: **05 : Mar 5, 2006 to Mar 18, 2006**  
Time Card Type: **Correction** Leave Year: **2006**

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

Save Cancel

KRONOS

Done webta.kronos.com

4. Type the reason for not certifying or for removing the certification from this record.

The explanation should be relatively short, but you may enter as much information as you feel necessary to explain the situation. For example,

- The 8 hours of annual leave reported on the first Tuesday should be a holiday.
- Timekeeper requested de-certification to change profile data.
- Overtime was not authorized on Saturday.

5. Click **Save**.

The certification is removed or rejected, and a task is sent to the affected timekeeper.

### To certify all records in one session:

1. In either the Select Employee or Search Results pages, click **Certify All**.

The T&A Data page opens for the first employee eligible for T&A certification. Only records that have been validated successfully are displayed.

2. If you want to certify the employee's T&A, click **Certify**.

- OR -

If you want to go to the next employee without taking any action, click **Skip**.

Clicking **Skip** opens the next employee's data page without certifying the T&A data on the current page.

3. Repeat the preceding step for every employee in the set.

You must review and click **Certify**, **Reject/Decertify**, or **Skip** for each employee.

**IMPORTANT!** Once you certify records, changes cannot be made by anyone during the current pay period unless you remove the certification, or have the timekeeper process a corrected T&A.

## About Locator information

Please make sure the Locator Information has been entered, and is correct. This information is used by HRO when pulling reports to ensure all employees will be paid.

**IMPORTANT!** The e-mail address must be supplied for the webTA to send tasks to recipients.

### To view an employee's location information.

1. From the Supervisor Main Menu page, select or search for and select the employee.
2. Click **Locator Info**. Supervisors can modify the information on this page.

The screenshot shows a web browser window titled "webTA: Locator Info: com.threes.webta.P460editInfo". The browser's address bar and menu bar are visible. The page content includes a "Locator Info" header, a "Help Logout" link, and a form titled "Office Contact Information for Christian Yungk". The form contains the following fields and values:

Building	75
Street Address 1	125 Maple
Street Address 2	Suite 2300
Room Number	
Mail Stop/Routing Code	
City	Bethesda
State	Maryland
Zip Code	01992
Country	U.S.
APO	
Office Phone	555 555 555
Extension	234
Cell Phone	540-555-5555
Pager	
Email/Internet	yun@aol.com
Fax	555-555-555

At the bottom of the form are "Save" and "Cancel" buttons. The Kronos logo is visible at the bottom left of the page, and the browser status bar shows "Done".

## Viewing a Summary of an Employee's Certified T&A

To view a summary of an employee's certified T&A:

1. After selecting, or searching for and selecting, an employee, click **Certified T&As**. The employee's Certified T&A Summaries page opens.

webTA: Certified T&A Summaries: com.threeis.webta.P445viewCertified

File Edit View Go Bookmarks Tools Help

Help Logout

### Certified T&A Summaries

Now viewing from Leave Year 2006, Pay Period 12 to Leave Year 2006, Pay Period 26.

From	To
2006 12	2006 26

Update

**Christian Yungk (CLY1)**

Pay Period	Date Range	Cert By	Cert Date	Cert Type
(C) 20 - 2006	Oct 01 - Oct 14	ADMIN	Oct 04 2006	WFRTA-GZ

View Certified Summary Return

KRONOS

Done

This page shows all of the certified T&A's for an employee. The columns show the pay period, dates of the pay period, and how, when, and by whom each was certified. Corrections are designated by (C) to the right of the Pay Period.

*Cert Type* is the mechanism used to certify the record.

2. If you want to restrict the range of records displayed, select the appropriate **From** and **To** pay period dates, then click **Update**.

3. If you want to view the summary form, click to select the line you want to view, and then click **View Certified Summary**. The employee's summary opens with the employee's name and current status at the top.

http://howardroark.kronos.com:2828 - webTA: Certified T&A Summary

Name: **Christian Yungk** Pay Period: **20 : Oct 1, 2006 to Oct 14, 2006**  
 Time Card Type: **Regular** Leave Year: **2006**  
 Time In Pay: **80:00** Other Time: **0:00** Days In Pay **10**

Transaction	Pfx	Sfx	Account	Oct							Oct							Wk 2	Total			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14					
				S	M	T	W	T	F	S	S	M	T	W	T	F	S					
<b>Work Time</b>																						
Regular Base Pay			111111222222	8	8	8	8	8	8	8	40	8	8	8	8	8	8	40	80			
<b>Work Time Total</b>				8	8	8	8	8	8	8	40	8	8	8	8	8	8	40	80			
<b>Leave and Other Time</b>				(No Leave and Other Time transactions)																		
<b>Daily Total</b>				8	8	8	8	8	8	8	40	8	8	8	8	8	8	40	80			

T&A Profile	
Pay Plan	GS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F
Alternative Schedule	Regular 8-hour Days
Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	01
New Contact Point	Yes
Retain Data	Exception Processing
Account Data Code	Manual Entry
Service Computation Date	Oct 04 2006
Annual Leave Category	4 hr/pp

Leave Data					
	Fwd	Accr	Avail	Used	Bal
Annual	--	4:00	4:00	--	4:00
Sick	--	4:00	4:00	--	4:00

Leave Year Projection	
Maximum Available Annual	28:00
Maximum Available Sick	28:00
Use or Lose Leave	--

Your signature certifies that all reported time was worked and approved according to law and regulation.  
**Affirmed By:** Christian Yungk  
**Affirmation Date:** Oct 04 2006 10:46 AM  
**Certified By:** The Administrator  
**Certification Date:** Oct 04 2006 10:47 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History			
Timestamp	Status	Name	Message
Oct 16 2006 05:16 PM	Built	SYSTEM	Built in Build ID 41.
====> Oct 04 2006 10:47 AM	Supervisor Certified	Administrator, The (ADMIN)	
Oct 04 2006 10:47 AM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 04 2006 10:46 AM	Employee Attested	Yungk, Christian (CLY1)	
Oct 04 2006 10:46 AM	Employee Validated	Yungk, Christian (CLY1)	
Oct 04 2006 10:09 AM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

Done

At the bottom of the page is the certification statement and a history of actions taken on this record.

Account Data Code	Manual Entry
Service Computation Date	Oct 04 2006
Annual Leave Category	4 hr/pp

Your signature certifies that all reported time was worked and approved according to law and regulation.  
**Affirmed By:** Christian Yungk  
**Affirmation Date:** Oct 04 2006 10:46 AM  
**Certified By:** The Administrator  
**Certification Date:** Oct 04 2006 10:47 AM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

Status History			
Timestamp	Status	Name	Message
Oct 16 2006 05:16 PM	Built	SYSTEM	Built in Build ID 41.
====> Oct 04 2006 10:47 AM	Supervisor Certified	Administrator, The (ADMIN)	
Oct 04 2006 10:47 AM	Timekeeper Validated	Administrator, The (ADMIN)	
Oct 04 2006 10:46 AM	Employee Attested	Yungk, Christian (CLY1)	
Oct 04 2006 10:46 AM	Employee Validated	Yungk, Christian (CLY1)	
Oct 04 2006 10:09 AM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

Done

## Generating a Leave Audit Report

The Leave Audit Report is used by the Supervisor to reconcile historical leave records for a selected employee. You can select the starting and ending leave year range for the report, as well as the type of leave you want to examine. The report displays a line for each pay period that has a certified T&A record in which the selected type of leave was taken.

### To generate a Leave Audit report:

1. From the Supervisor Main Menu page, select or search for and select the employee you would like.
2. Click **Leave Audit** on either the Search Results or Select Employee page.
3. The Leave Audit Report opens for the default settings.

webTA: Leave Audit Report: com.threeis.webta.P427leaveAuditReport

File Edit View Go Bookmarks Tools Help

Help Logout

## Leave Audit Report

Pay Period Range: From 2006 1 To 2006 20

Leave Type: Annual

Update

Leave Audit (Annual) For Christian Yungk (CLY1)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
20 - 2006		0:00	4:00	4:00	0:00	4:00	28:00

Download Return

KRONOS

Done

4. Set the pay period range and leave type you would like, and then click **Update**. WebTA generates the Leave Audit report based on the settings you made.
5. If you want to view or download the report in Microsoft® Excel .XLS format, click **Download**, then either open or save the report.  
- OR -  
If you want to view or download the report in Adobe® .PDF format, click **Download PDF** and either open or save the report.

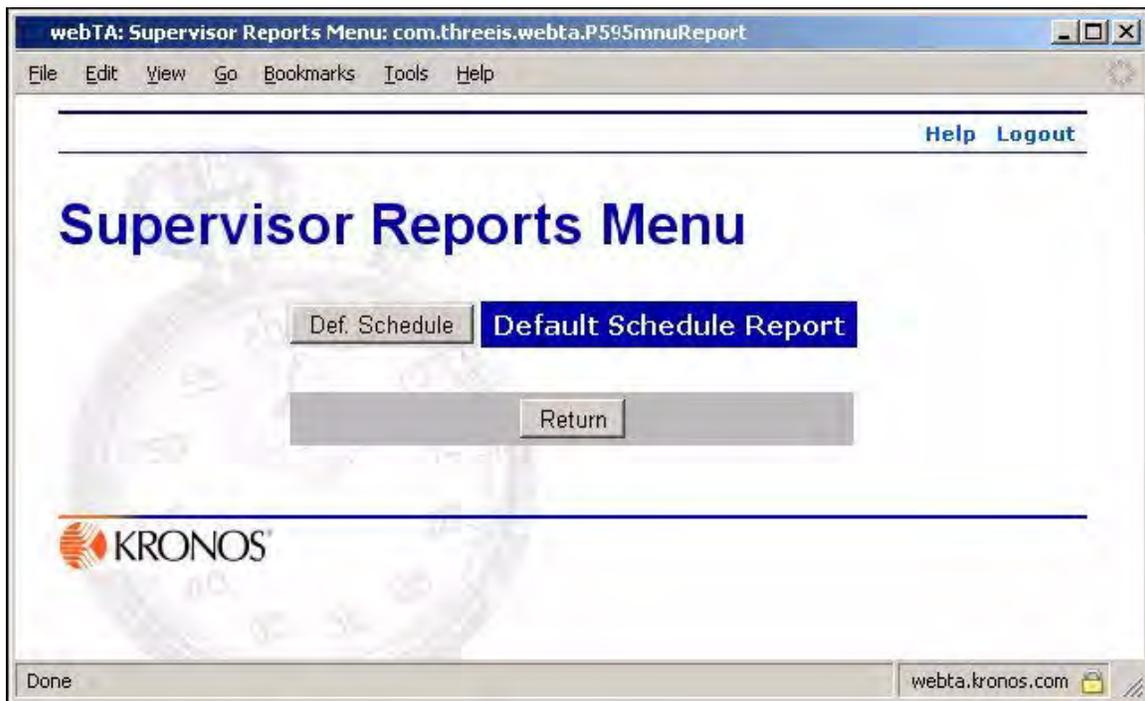
## Generating a Default Schedule Report

A Default Schedule report lists the default schedule for each of the Supervisor's employees. This report may only be pulled if the schedule has been added to the T&A Profile.

### To generate a Default Schedule report:

1. On the Supervisor Main Menu Page, click **Reports**.

The Supervisor Reports Menu page opens.



2. Click **Def. Schedule**. WebTA generates the report.

webTA: Default Schedule Report: com.threeris.webta.P462defScheduleReport

File Edit View Go Bookmarks Tools Help

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

## Default Schedule Report

Employee	ID	Tour	Alt. Schedule	Week 1 Hours							Week 2 Hours							Total	
				S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Test, Test	TEST	Full Time	4 Ten-hour Days	10:00	10:00	10:00	10:00	10:00					10:00	10:00	10:00	10:00			80:00
Yungk, Christian	CLY8	Full Time	Regular 8-hour Days	10:00	10:00	10:00	10:00	10:00					10:00	10:00	10:00	10:00			80:00
Yungk, Christian	CLY1	Full Time	Regular 8-hour Days	8:00	8:00	8:00	8:00	8:00	8:00				8:00	8:00	8:00	8:00	8:00	8:00	80:00
Yungk, Christian	CLY2	Full Time	Regular 8-hour Days	8:00	8:00	8:00	8:00	8:00	8:00				8:00	8:00	8:00	8:00	8:00	8:00	80:00
Yungk, Christian	CLY7	Full Time	4 Ten-hour Days	10:00	10:00	10:00	10:00	10:00					10:00	10:00	10:00	10:00			80:00



Done

## Delegating the Supervisor Role

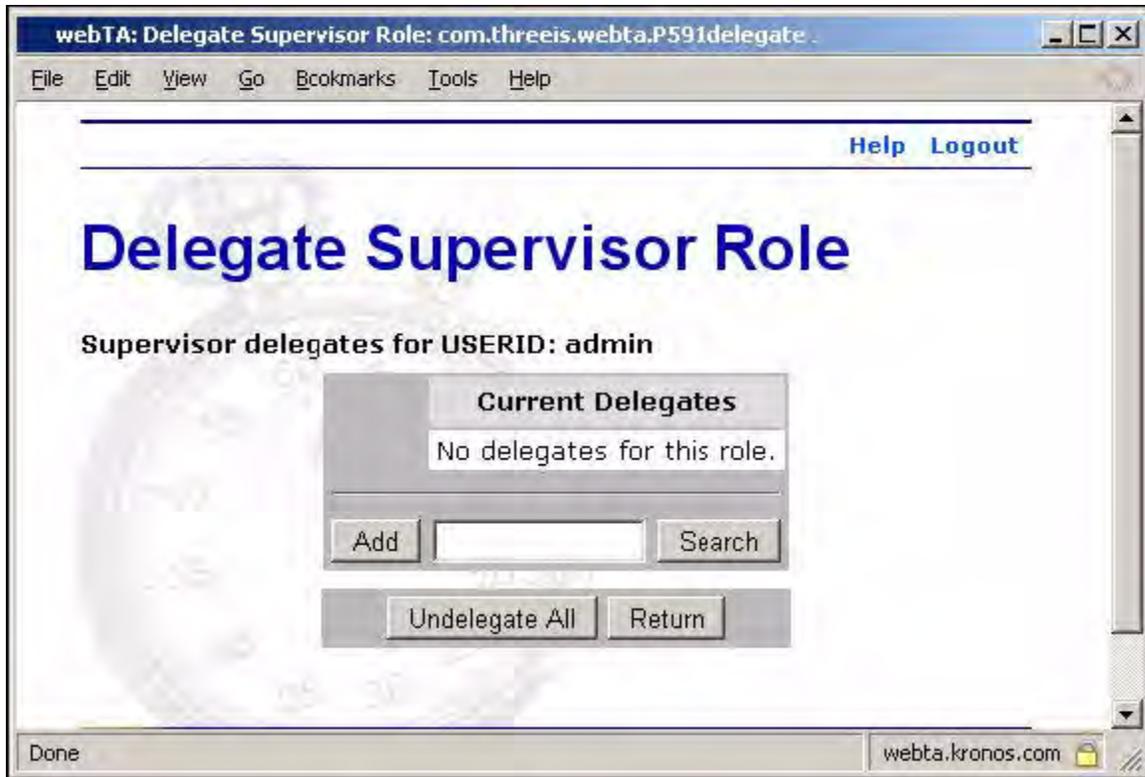
You can delegate your Supervisor role to one or more alternate supervisors. You may have as many additional delegates as you like. Your delegate should be someone who has the authority to review and approve the T&A's.

As long as your delegates are active, they can view, approve, or reject T&A records.

It is a good idea to have at least one delegate at all times, so that someone can perform your webTA Supervisor responsibilities when you are not available.

### **To manage delegates:**

1. In the User Functions section of the Supervisor Main Menu, click **Delegate**. The Delegate Supervisor Role page opens.



2. If you want to add a delegate, type the user ID in the field or select the employee using webTA's search function, then click **Add**. WebTA adds the new delegate to the Current Delegates list.

- OR -

If you want to remove a single delegate, click **Del** next to that delegate's name in the Current Delegates list. WebTA removes the delegate.

- OR -

If you want to remove all delegates, click **Undelegate All**. WebTA removes all delegates in the list.