

webTA 3.8

USDA Administrator's Guide

Document History

Date	Revision	Description	Author
2/17/09		Initial release	Bruce McGarvey

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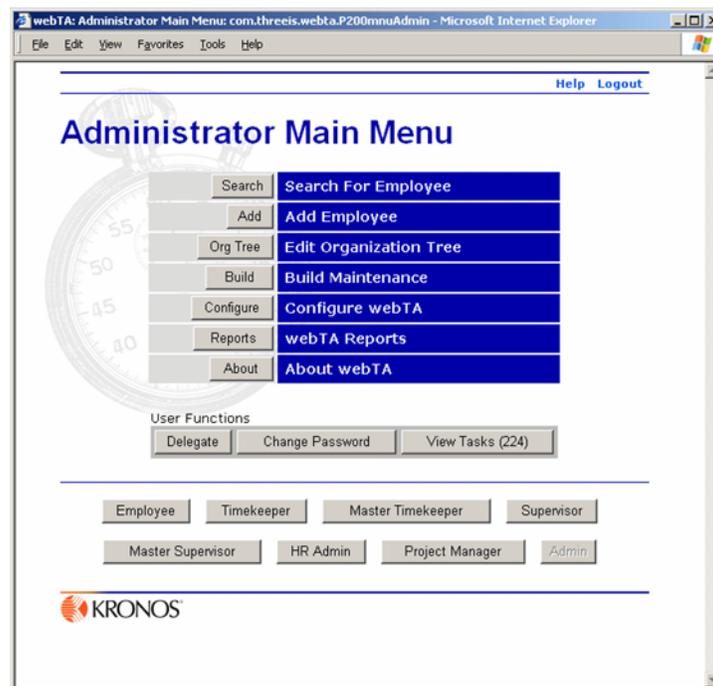
Introduction

The purpose of this document is to provide Administrators information needed to use webTA for fulfilling Administrator job functions. 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 *webTA Basics*.

The Administrator is responsible for maintaining aspects of webTA that apply to all users. webTA, however, does not provide Administrators access to employee time and attendance data.

One of the responsibilities of the Administrator is to manage employee user accounts in webTA. Administrators can grant any role to an employee.

Administrator functions in webTA are accessed from the Administrator Main Menu page, which opens when you log on to webTA.



This page provides access to all of the functions of the Administrator.

IMPORTANT! webTA documents contain graphical representations (“screen shots”) of many of the webTA pages that you will see as you use the application. These screen shots may not appear identical to pages on your own screen. They may differ in small details, but they will be similar enough to what you see so that they will help you to work through

the procedures and understand the examples in the documents. For example, the screen shot of the Administrator Main Menu page contains role buttons for all roles, but your main menu page will show only those roles you have been assigned to.

About employee profiles

The Employee Profile page is used when adding or modifying employee profiles. (For the procedure for adding a new employee, see “Adding an employee” on page 6.)

When adding a new employee, the Employee Profile page opens when you click **Add** on the Administrator Main Menu page.

webTA: Employee Profile: com.threes.webta.P202editUser_1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

E Auth Internal ID

Supervisor's User ID Search

Timekeeper's User ID Search

Organization Search

First Pay Period Current Previous

Role	Grant Role	Select Role Property
Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Local Corrections
Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Self Certify
Master Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Read Only <input type="checkbox"/> Agency Only <input type="checkbox"/> Local Corrections
Master Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Agency Only
Project Manager	<input type="checkbox"/>	
HR Administrator	<input type="checkbox"/>	<input type="checkbox"/> Account Menu Off <input type="checkbox"/> LTP Menu Off <input type="checkbox"/> Org Tree Menu Off
Administrator	<input type="checkbox"/>	

Active Status Active Employee

Save Cancel

KRONOS

When modifying employee profiles, the Employee Profile page for the employee opens when you click **Search**, then select the employee after he or she is located.

The Employee Profile may include these sections, depending on how webTA is configured for your agency:

- User ID and password fields
- First, middle, and last name fields
- Social Security number
- Supervisor's and Timekeeper's user IDs
- Organization
- First Pay Period
- Roles options
- Active Status

User ID

User IDs may be up to 32 characters long.

A user ID must be unique. If you try to save the information with a user ID that already exists, you will see an error message.

Password

User passwords may be as many as 32 characters long.

Passwords should not be easy to guess. Avoid using proper names, birthdays, and other significant dates, or any name or number easily associated with the employee. (The best passwords are random alpha-numeric strings.)

If your organization has password policies, they may be enforced in webTA. Some password policies may require:

- A minimum length
- Both alphabetic and numeric characters
- Upper and lower case characters
- Special characters

Some policies may also prohibit passwords derived from common words or alphanumeric sequences

First, Middle, and Last Name

Entries in these boxes should be specific, and should not contain any information not designated by the field. For example, full names must not be entered into the First or Last Name boxes. However, "Jr.," "Sr.," or other name suffixes may be added after the last name in the Last Name box.

First Pay Period

This option lets you specify the pay period to which the new record applies.

If the person started within the current pay period, select **Current**. If the person started in the previous pay period, select **Previous**.

Social Security Number

The full Social Security number must be entered into this box. Separators in the number such as hyphens or spaces are optional.

E Auth Internal ID

The employee's eAuthorization ID.

Supervisor's and Timekeeper's user IDs

These user IDs may be entered directly or searched for and selected using the search function.

Role section

Access to various modules of webTA is controlled by roles. Everyone in the system is considered an employee. However, access to some webTA functions depends on additional roles, if any, that have been assigned to the employee:

- Timekeepers can edit, correct, and validate time card data, and add or edit T&A profiles, employee profiles, and locator information such as addresses, phone numbers, and e-mail addresses. They may also be able to reset passwords for a specified set of employees.
- Supervisors review and certify T&A reports and leave or premium pay requests for a given set of employees.
- Master Timekeepers perform the same functions as Timekeepers except that, in addition, they can change the employee's agency, and override validations. A Master Timekeeper can be designated as Read Only, which means he or she can view data for any user, but not edit data. Administrators for sites with multiple agencies may also designate a Master Timekeeper as Restricted by Agency, limiting a Master Timekeeper to administering or viewing users within their agency.
- Master Supervisors can review and certify T&A reports for any employee within webTA (unless restricted by their administrators) before their data is sent to NFC for payroll processing, though this is not required if Supervisors have completed the task.
- Project Managers create, modify, and deactivate projects, including adding individual employees or groups of employees to projects, adding subprojects to projects, and tracking hours charged to projects.
- HR Administrators manage employees within their agencies, and also manage leave transfer programs.

- Administrators perform system maintenance functions, such as adding users, assigning roles, scheduling and building transmission files, and configuring the system.

IMPORTANT: Some Master Timekeeper and Master Supervisor role assignments are agency-specific. webTA functions used by those with agency-specific roles are restricted to employees in their own agencies. Also, there is an additional Master Timekeeper read-only role that restricts those assigned to it to viewing employee data, but not adding to, removing, or changing it, and a Supervisor role that lets Supervisors certify their own time cards.

Roles are assigned to an employee by clicking the role options in the **Grant Role** column.

Select Role Property column options

This section provides check boxes to enable or disable employee functions by role:

Timekeeper

- **Local Corrections** restricts timekeepers to making corrections only for the employees assigned to them.

Supervisor

- **Self Certify** allows supervisors to certify their own time cards if they are their own supervisor or their supervisor's delegate.

Master Timekeeper

- **Read Only** restricts Master Timekeepers to viewing a non-editable version of employees time cards.
- **Agency Only** restricts a Master Timekeepers to administering and viewing employees only in their own agency.
- **Local Corrections** restricts Master Timekeepers to making corrections only for the employees assigned to them.

Master Supervisor

- **Agency Only** restricts Master Supervisors to administering and viewing employees only in their own agency.

HR Administrator

- Selecting **Account Menu Off**, **LTP Menu Off**, and **Org Tree Menu Off** removes the Account, Leave Transfer Program, and Organization Tree menus from the HR Administrator main menu.

Active Status

The **Active Status** check box on the Employee Profile page, by default, indicates that the employee is active, and is selected by default when adding a new employee.



When employees are made inactive by clearing the check box, only unsubmitted time card data is deleted from the system, but the employees 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.

If an employee's account has been rendered inactive, and the employee returns to the organization, the account can be reactivated by clicking to select this option. There is no need to create a new webTA user record for the returning employee.

To access the record for an inactive user:

1. On the Administrator Main menu page, click **Search**.
The Search for Employee page opens.
2. If you want to restrict the results of the search, type in all or part of the employee's first or last name, or the employee's complete Social Security number, type.
IMPORTANT! To search by SSN, you must enter the employee's complete Social Security number.
NOTE: See the section "Searching for Employees" in *webTA Basics* for details about how webTA searches using partial entries, wild cards, and blank fields.
3. Select **Inactive** from the **Status** list.
4. Click **Search**.
webTA returns a list of all inactive employees meeting the search criteria you specified.

Adding an employee

To add a new employee:

1. On the Administrator Main Menu page, click **New**.
A blank Employee Profile page opens.

webTA: Employee Profile: com.threeris.webta.P202editUser_1 - Microsoft Internet Explorer

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

E Auth Internal ID

Supervisor's User ID Search

Timekeeper's User ID Search

Organization Search

First Pay Period Current Previous

Role	Grant Role	Select Role Property
Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Local Corrections
Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Self Certify
Master Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Read Only <input type="checkbox"/> Agency Only <input type="checkbox"/> Local Corrections
Master Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Agency Only
Project Manager	<input type="checkbox"/>	
HR Administrator	<input type="checkbox"/>	<input type="checkbox"/> Account Menu Off <input type="checkbox"/> LTP Menu Off <input type="checkbox"/> Org Tree Menu Off
Administrator	<input type="checkbox"/>	

Active Status Active Employee

Save Cancel

KRONOS

For descriptions of the fields and options on the Employee Profile page, see “About employee profiles” on page 2.

2. Type the new user ID, password, first, middle (optional), and last names, the employee’s Social Security number, the employee’s internal eAuthorization ID in the appropriate boxes.

IMPORTANT! An employee's first and last names must be in separate fields. Do not combine first and last names in one field. You may include a suffix, such as Jr. or III, in the **Last Name** field.

NOTE: User IDs and passwords may be up to 32 characters long. The user ID must be unique in webTA.

3. Type in, or search for and select, the employee’s Supervisor and Timekeeper user IDs.

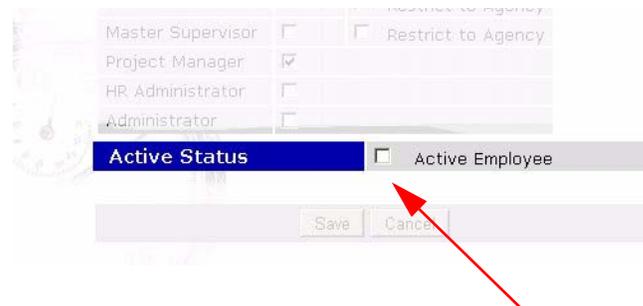
4. Type in, or search for and select, the organization that the employee is to be associated with.
5. In the **Roles** area, click to select the appropriate roles and role properties for the employee.
For descriptions of role properties, see “Select Role Property column options” on page 5.
6. Click **Save**.
webTA adds the employee and returns you to the Administrator Main Menu page.

Changing an employee’s status

For details about status designations, see “Active Status” on page 5.

To deactivate an employee:

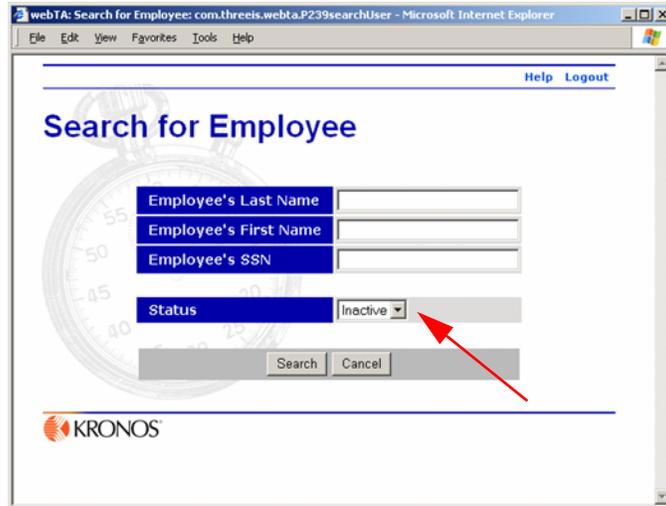
1. Search for and select the employee.
2. Click **Emp Profile**.
The employee’s profile page opens.
3. Click to clear the **Active Employee** check box.



4. Click **Save**.

To reactivate an employee:

1. Search for the employee you want to reactivate, selecting **Inactive** from the **Status** list on the Search for Employee page.

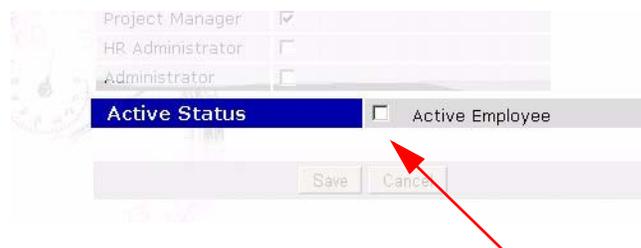


The Search Results page opens listing only inactive employees meeting your search criteria.

2. Click to select the employee you want to reactivate, then click **Emp Profile**.

The Employee Profile page for the selected employee opens.

3. If necessary, change the profile by assigning a Timekeeper and Supervisor, appropriate roles, and so forth.
4. Click to select the **Active Employee** check box.



5. Click **Save**.

webTA returns you to the Search Results page. The employee you reactivated no longer appears in the list of search results for an inactive employee.

Modifying an employee profile

For descriptions of the fields and options on the Employee Profile page, see “About employee profiles” on page 2.

To modify an employee profile:

1. Search for and select the employee whose profile you want to modify.

- On the Search Results page, click to select the employee, then click **Emp Profile**.

The employee's Employee Profile page opens.

webTA: Employee Profile: com.threes.webta.P202editUser - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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: DGISH

Password: *****

Password (again): *****

First Name: Debbie

Middle Name or Initial (Optional):

Last Name: Gish

Social Security Number: 756-89-3647

E Auth Internal ID:

Supervisor's User ID: GISHL Search

Timekeeper's User ID: GISHL Search

Organization: AMS Search

First Pay Period: Current Previous

Role	Grant Role	Select Role Property
Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Local Corrections
Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Self Certify
Master Timekeeper	<input type="checkbox"/>	<input type="checkbox"/> Read Only <input type="checkbox"/> Agency Only <input type="checkbox"/> Local Corrections
Master Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Agency Only
Project Manager	<input type="checkbox"/>	
HR Administrator	<input type="checkbox"/>	<input type="checkbox"/> Account Menu Off <input type="checkbox"/> LTP Menu Off <input type="checkbox"/> Org Tree Menu Off
Administrator	<input type="checkbox"/>	

Active Status: Active Employee

Save Cancel

KRONOS

- Type the new information in the appropriate fields and click to select the appropriate check boxes.

IMPORTANT! An employee's first and last names must be in separate fields. Do not combine fields. You may include a suffix, such as Jr. or III, in the **Last Name** field. Middle names or middle initials are optional

NOTE: Supervisor's User ID, Timekeeper's User ID, and Organization for the employee may be selected by clicking the

Search button next to the appropriate box, then searching for the name or selecting from the list of organizations.

4. Click **Save**.

webTA makes the changes and returns you to the Administrator Main Menu page.

Viewing the organization tree

The Edit Organization Tree functions let you view your root organizations and sub-organizations in a hierarchical list.

To view the organization tree:

- Click **Org Tree** on the Administrator Main Menu page.
The Edit Organization Tree page opens.



About build maintenance

When transmission files are built, they are sent to the payroll office for processing.

Transmission files can be built automatically according to a defined schedule, or built on demand.

Building a transmission file

When a build is run, transmission records are created for all certified employees in the system (unless their time cards are in a future pay period). Supervisors cannot certify or decertify records while a build is in progress.

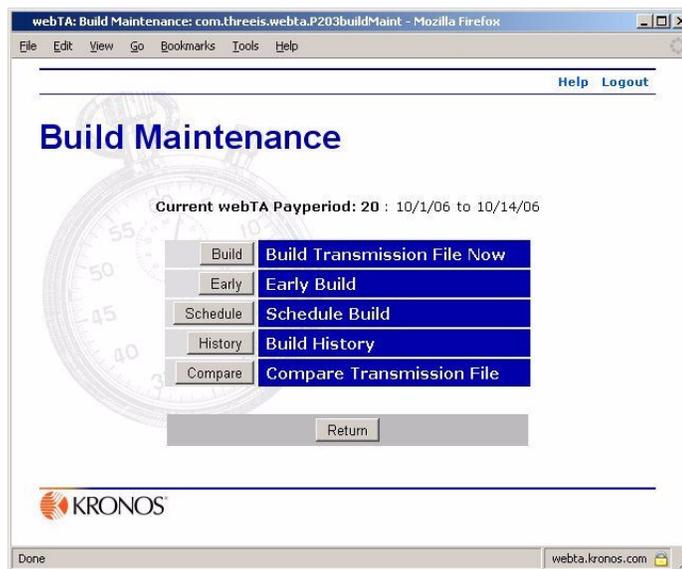
You can build a transmission file at any time. All certified records for the current pay period are built.

NOTE: webTA only processes records for pay periods that have ended, unless there is an early build. Only by using the Early Build function can records in the current pay period be built.

To manually build a transmission file:

1. In the Administrator Main Menu, click **Build**.

The Build Maintenance page opens.



2. Click **Build**.

The build starts.

When the build is complete, a message tells you that the build completed successfully.

3. Click **OK**.

Re-transmitting after a transmission error

If webTA is configured to transmit the file, and a transmission error occurs, you can transmit the file again.

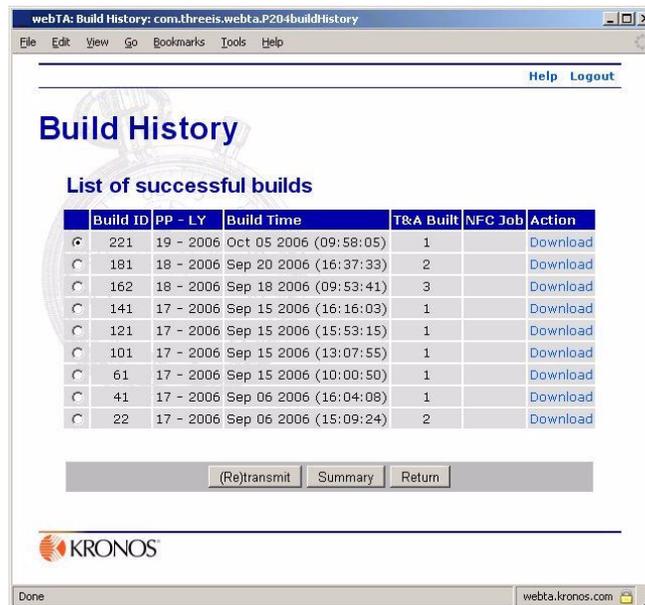
To re-transmit a build file:

1. On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



2. Click **History**.
The Build History page opens.



For details about the Build History page, see “About Build History” on page 18.

3. Click to select the build you want to re-transmit.
4. Click **(Re)transmit**.

The build data set is re-transmitted to the location configured as the transmission destination.

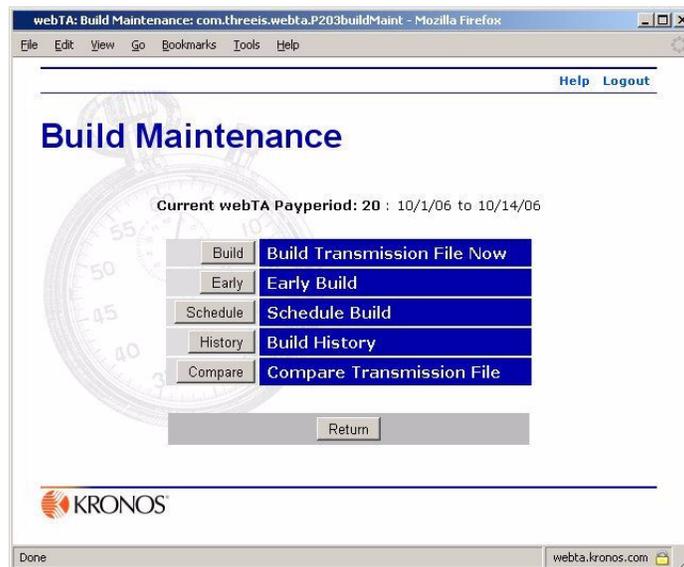
Building a transmission file early

The Early Build function lets you create a transmission file during the second week of the current pay period to include the records from that period. This function is used in circumstances that require a build to occur on the Friday of the second week of the current pay period.

To build a transmission file early:

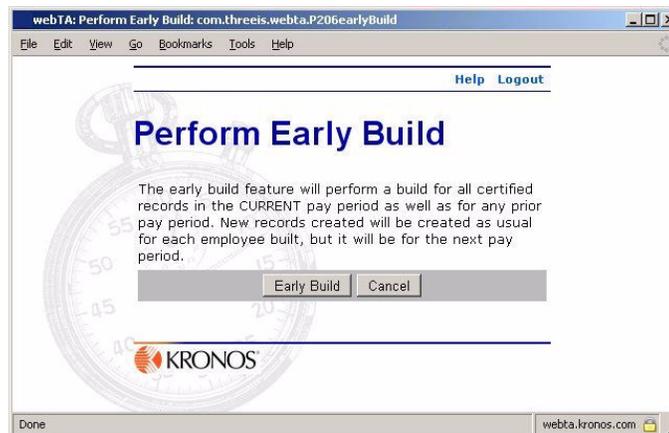
1. On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



2. Click **Early**.

webTA asks you if you're sure that you want to process the build before the end of a pay period.



3. If you want to continue with the build, click **Early Build**.

webTA processes all certified time cards for the current or prior pay periods.

About scheduled builds

Scheduled builds are performed in the first week of a new pay period. They may be scheduled for Sunday through Saturday on the hour from midnight until 11:00 p.m.

There is no limit to the number of scheduled builds you can set up, but they should not be done too frequently because they interfere with other processing. It is best to schedule builds at off-hours, such as very early morning.

To schedule a build:

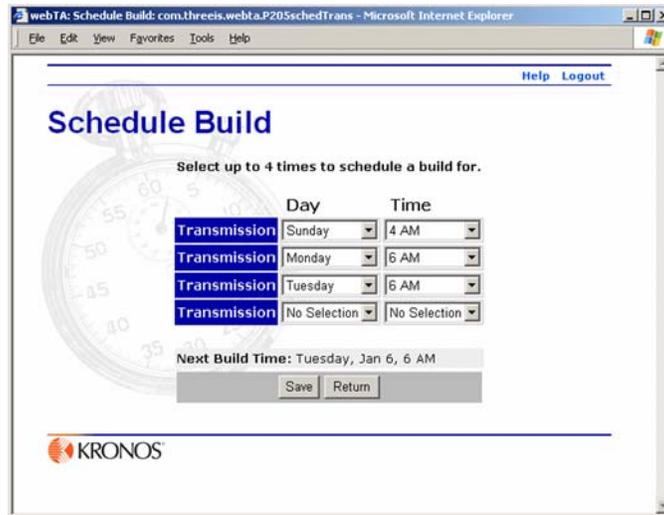
1. On the Administrator Main Menu page, click **Build**.

The Build Maintenance page opens.



2. Click **Schedule**.

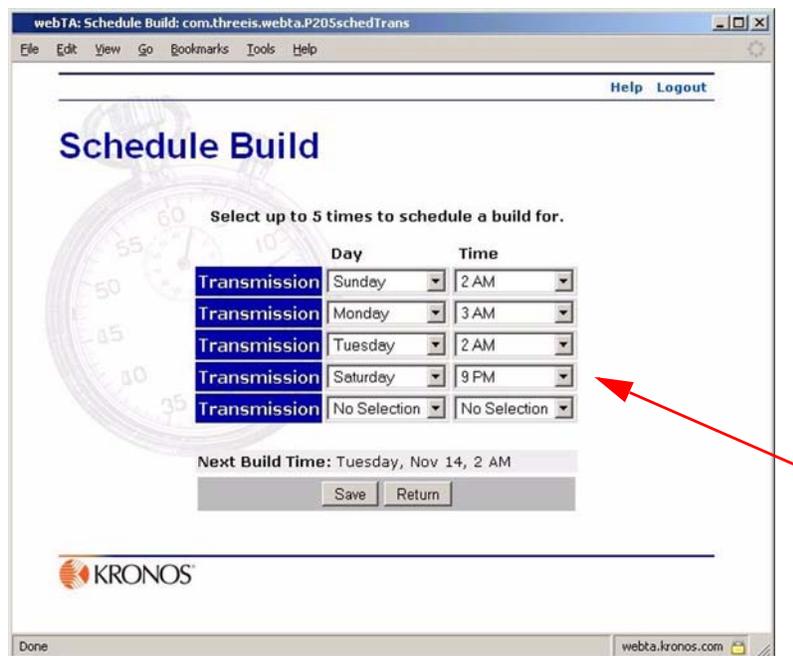
The Schedule Build page opens, showing builds that have already been scheduled, if any.



- From the table, for each build, select the day of the week and time you want the build to occur, then click **Save**.

webTA schedules the build and adds new rows in the Schedule Build table showing the new scheduled build and for adding an additional scheduled build.

In this example, a build for Saturday at 9 p.m. was added:

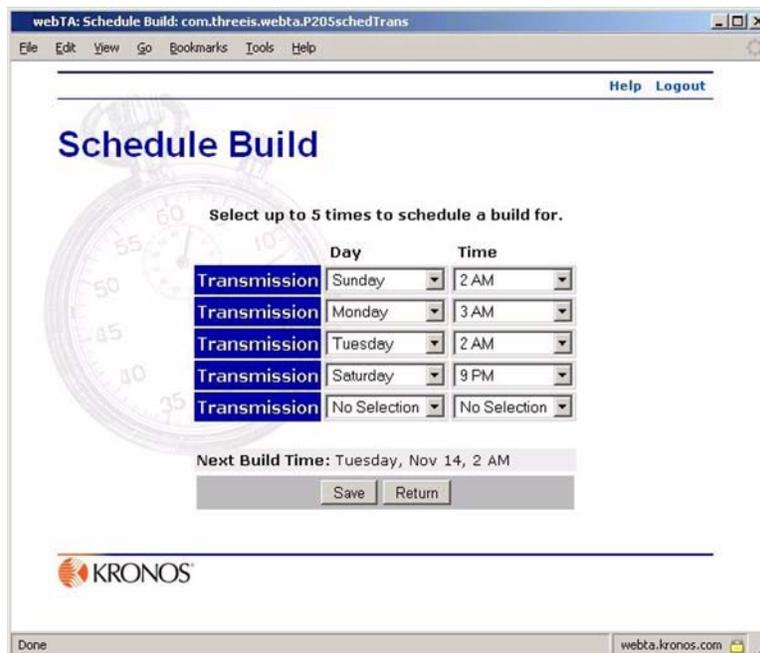


To remove a scheduled build:

- On the Administrator Main Menu page, click **Build**.
The Build Maintenance page opens.



2. Click **Schedule**.
The Schedule Build page opens.



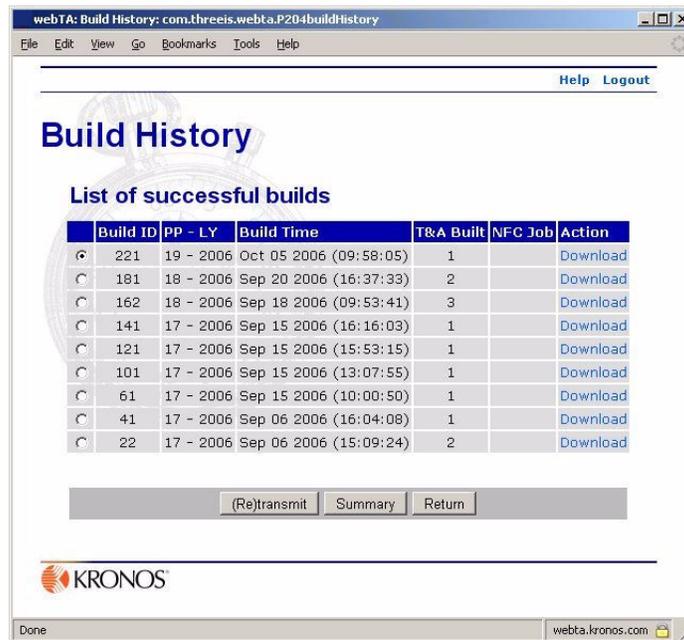
3. For the scheduled build that you want to remove, in the **Day** column, select **No Selection** from the drop-down list, then click **Save**.
webTA removes the scheduled build from the page.

About Build History

When a build process runs, the records are stored in a database table. From the Build History page you can review build results, download the transmission file to a disk drive, or re-transmit the file, if necessary (for example, if a transmission error occurred) from the Build History page.

To open the Build History page:

- Click **History** on the Administrator Main Menu page.
The Build History page opens.



The screenshot shows a web browser window titled "webTA: Build History: com.threelc.webta.P204buildHistory". The page displays a "List of successful builds" table with the following data:

Build ID	PP - LY	Build Time	T&A Built	NFC Job	Action
221	19 - 2006	Oct 05 2006 (09:58:05)	1		Download
181	18 - 2006	Sep 20 2006 (16:37:33)	2		Download
162	18 - 2006	Sep 18 2006 (09:53:41)	3		Download
141	17 - 2006	Sep 15 2006 (16:16:03)	1		Download
121	17 - 2006	Sep 15 2006 (15:53:15)	1		Download
101	17 - 2006	Sep 15 2006 (13:07:55)	1		Download
61	17 - 2006	Sep 15 2006 (10:00:50)	1		Download
41	17 - 2006	Sep 06 2006 (16:04:08)	1		Download
22	17 - 2006	Sep 06 2006 (15:09:24)	2		Download

Below the table are buttons for "(Re)transmit", "Summary", and "Return". The KRONOS logo is visible at the bottom of the page.

In the list of successful builds:

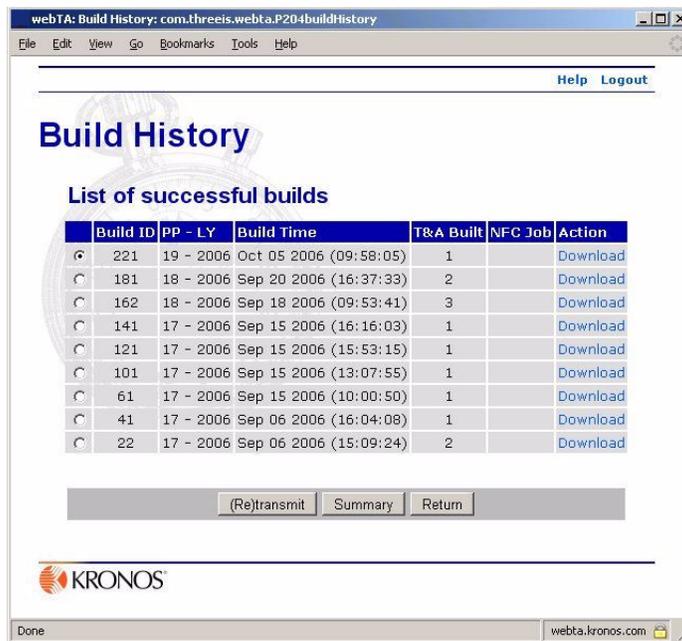
- **Build ID** shows the unique identifier for each build.
- **PP - LY** shows the pay period and leave year when the time cards were built.
- **Build Time** shows the date and time of the build.
- **T&A Built** shows the number of time cards submitted and built.
- **NFC Job** shows the JES Job Number, as returned by NFC at the time of submission. If the job has been transmitted multiple times, all Job Numbers are listed in this column, with the most recent transmission listed first.
- **Action** shows the actions available for the build. (Downloading the build file is currently the only action available.)

To download a build history:

1. If you have not already done so, open the Build Maintenance page by clicking **Build** on the Administrator Main Menu page.

- On the Build Maintenance page, click **History**.

The Build History page opens.



- On the Build History page, click **Download** in the Action column next to the build whose transmission file you want to download.

webTA asks you if you want to save the build file.

- Click **Save**.

The Save As dialog box opens.

- Either accept the existing file name or type in a new file name, then either type in the path where you want to save the file or browse for the location by clicking **Browse** and selecting a location from the folder tree.

- Click **Save**.

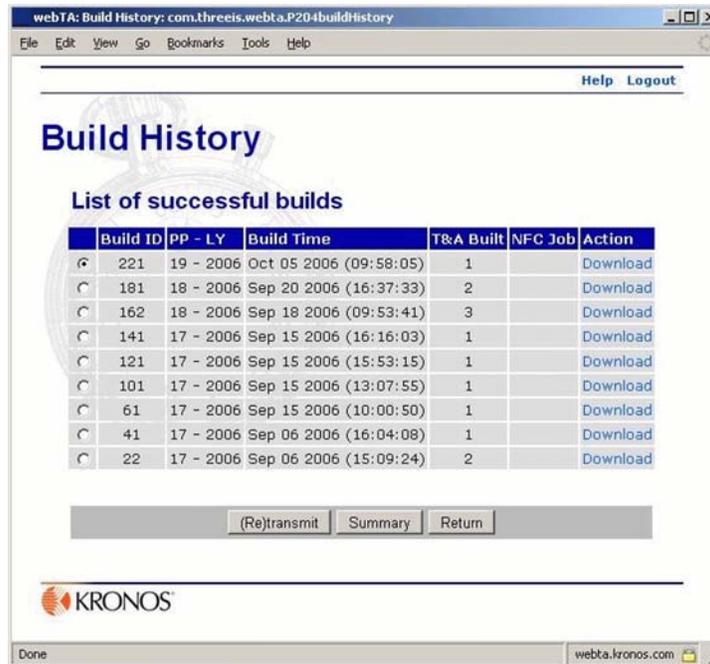
webTA saves the file in the location you specified.

NOTE: The exact method of saving files may vary, depending on the browser you are using.

To view a summary of builds:

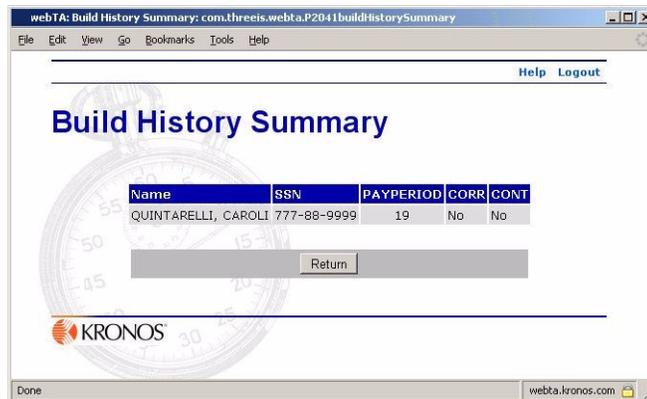
- If you have not already done so, open the Build History page by clicking **Build** on the Administrator Main Menu page.
- Click **History**.

The Build History page opens.



- Click to select the build history you want a summary of, then click **Summary**.

The Build History Summary page opens for the history you chose.



Comparing transmission files

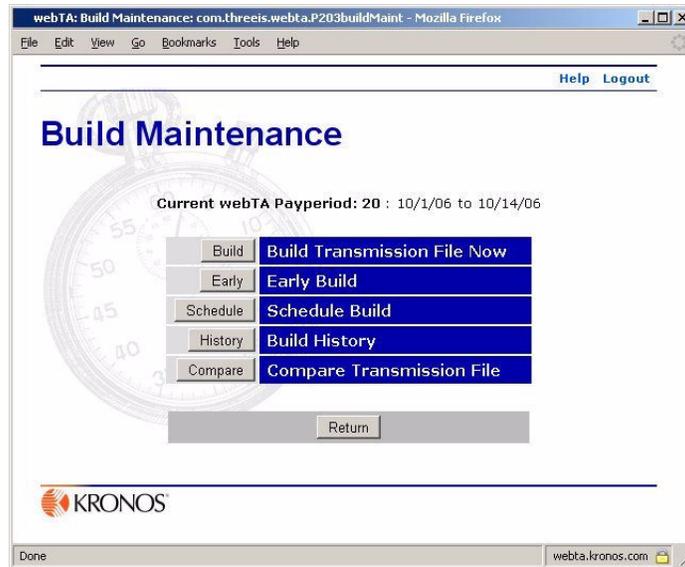
After payroll records have been processed by NFC, you can compare the transmission records on file at NFC with the data contained in webTA.

Transmission file comparison is not required for normal payroll operations in webTA. It is only used when you must ensure that existing transmission files match the transmission records contained in webTA.

To compare a transmission file:

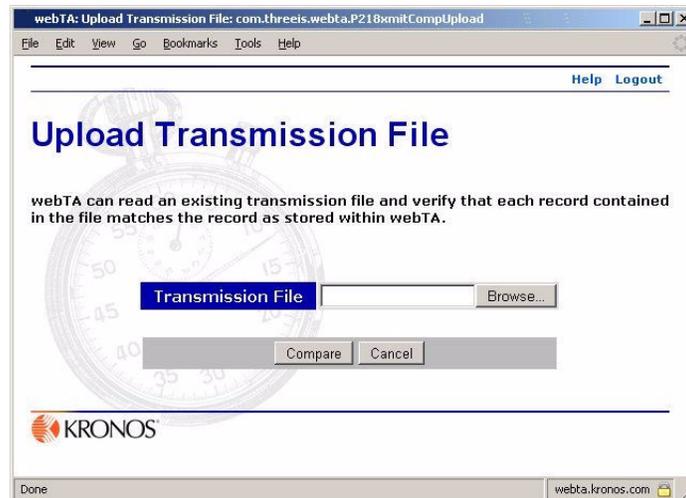
1. Click **Build** on the Administrator Main Menu page.

The Build Maintenance page opens.



2. Click **Compare**.

The Upload Transmission File page opens.



3. Type the location of the file in the **Transmission File** box.
If you do not know the file's location, click **Browse** to find it on your computer.
4. Click **Compare**.

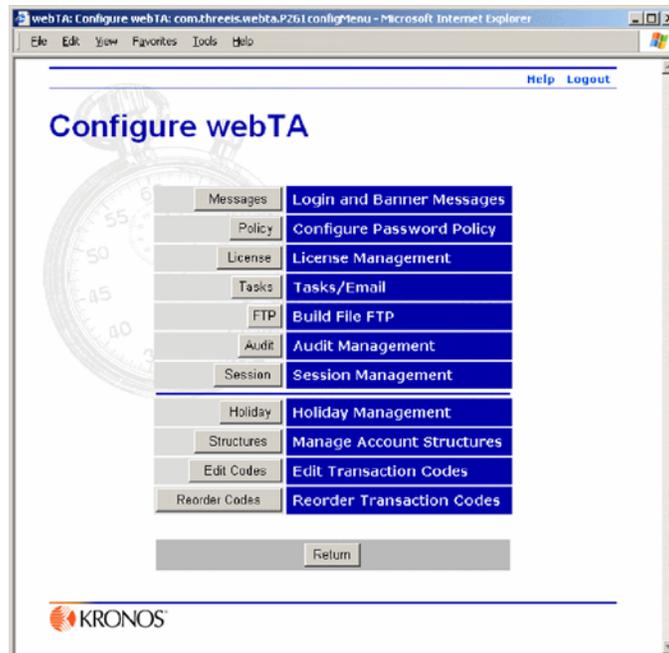
The result of the comparison appears in the **Status** column of the Transmission File Comparison page.

Three results are possible for this comparison:

- The transmission records you upload fail to match any records contained in webTA.
This can happen if you try to compare an old file, such as one generated outside of webTA.
- webTA finds an associated payroll record, but the transmission records contained in webTA do not match the data in the transmission file.
This indicates that either the transmission file has been changed or that a newer record has since been generated in webTA. In this case, you must manually compare the two records to determine the differences. The comparison results page identifies the appropriate build number, so you can download the corresponding transmission file from the build history page.
- webTA determines that the two records match exactly.
This indicates that the most recent build of payroll records for the employee for that pay period matches the file you transmitted.

Configuring webTA

The Configure webTA page lets Administrators configure various aspects of webTA. The Configure webTA page opens by clicking **Configure** on the Administrator Main Menu page.

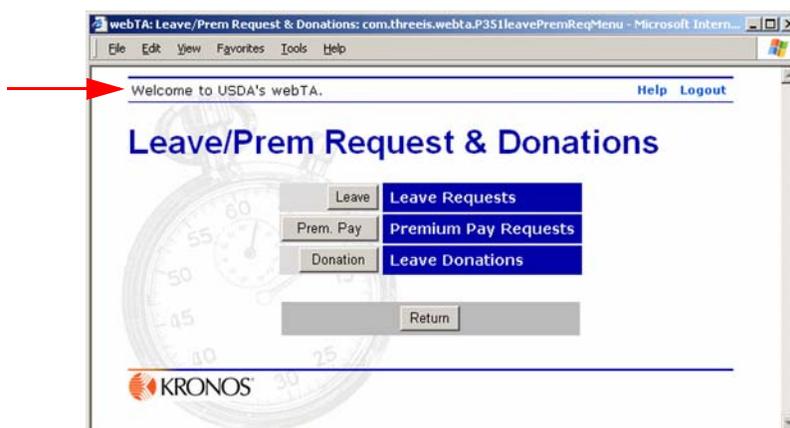


- **Messages** provides functions for creating or editing messages appearing on the login page and on the top left of every webTA page. Because USDA uses eAuthorization, login messages and password instructions normally can not be seen by employees.

- **Policy** provides functions for establishing the rules for creating passwords.
- **License** displays the status of webTA licenses for your installation, and provides functions for adding and deleting licenses.
- **Tasks** provides functions for establishing how webTA delivers tasks, configuring message body headers and footers, setting task expiration, and configuring mail server parameters.
- **FTP** provides functions for configuring FTP parameters.
- **Audit** provides options for setting what information is logged and which actions are performed on the database.
- **Session** provides options for setting login and session time out parameters.
- **Holiday** provides the option to enable or disable automatic insertion of Federal holiday leave for full-time employees.
- **Structures** provides functions to create, edit, copy, delete, and validate account structures.
- **Edit Codes** provides options for viewing and editing transaction code descriptions, and to enable and disable transaction codes.
- **Reorder Codes** lets you change the order in which transactions codes are displayed.

Changing the banner message

The banner message appears at the top of every page in webTA.

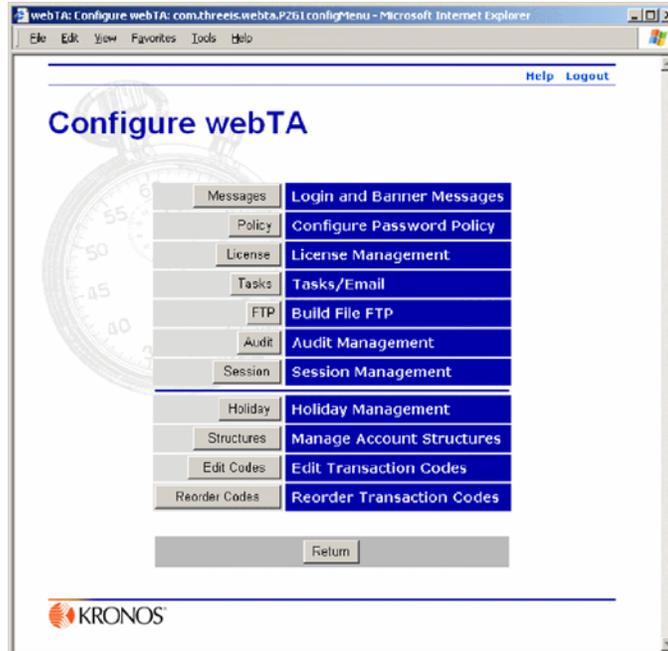


You can change the banner messages to provide a greeting, alerts, or important announcements for users of the system.

To change the banner messages:

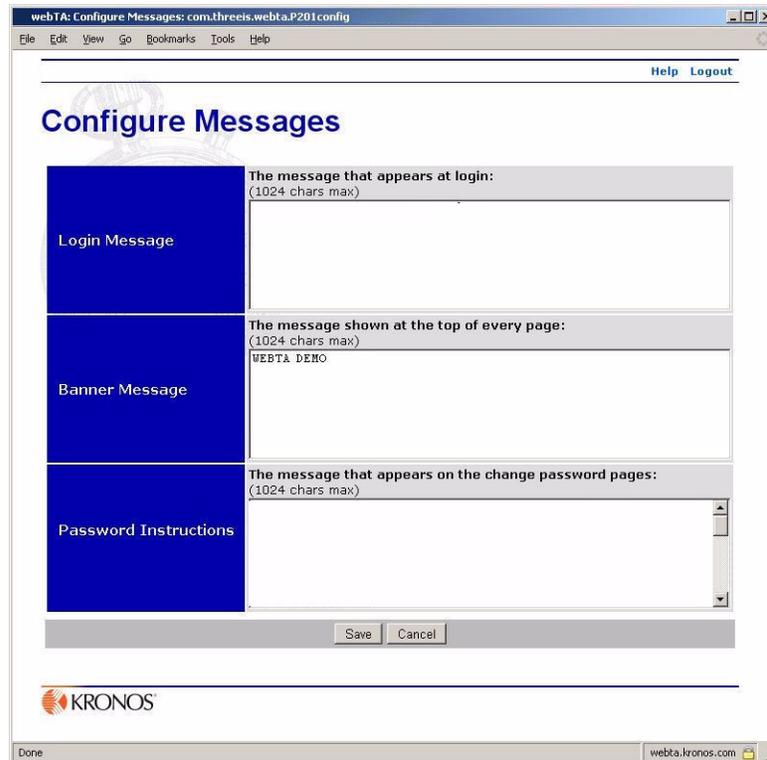
1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens.



2. Click **Messages**.

The Configure Messages page opens.



IMPORTANT! This page contains boxes for a login message and password instructions. However, USDA uses the eAuthorization system, which bypasses the normal webTA login page and provides

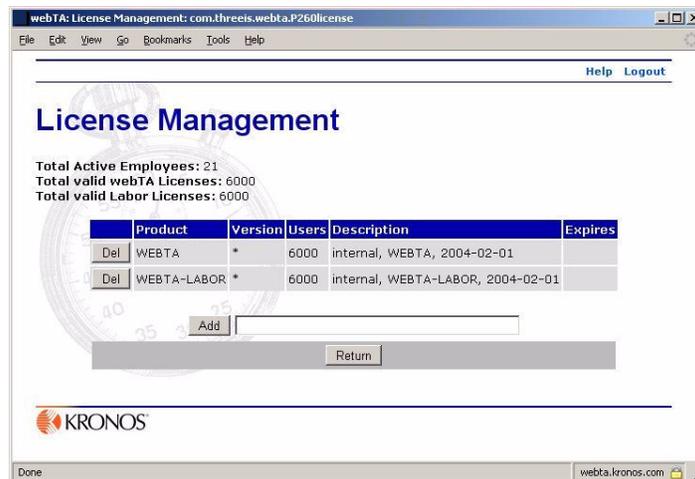
its own interface for password management. Therefore, only the text in the banner message box will be visible to employees.

3. In the Banner Message text box, either edit the existing message or type in a new message.

You can use any standard HTML tags to format the message, including links to other Web sites and figures.

Managing licenses

The License Management page, accessed from the Administrator Main Menu page, shows the licenses that are active in your webTA installation, and shows the current number of active users and licenses at the top of the page.

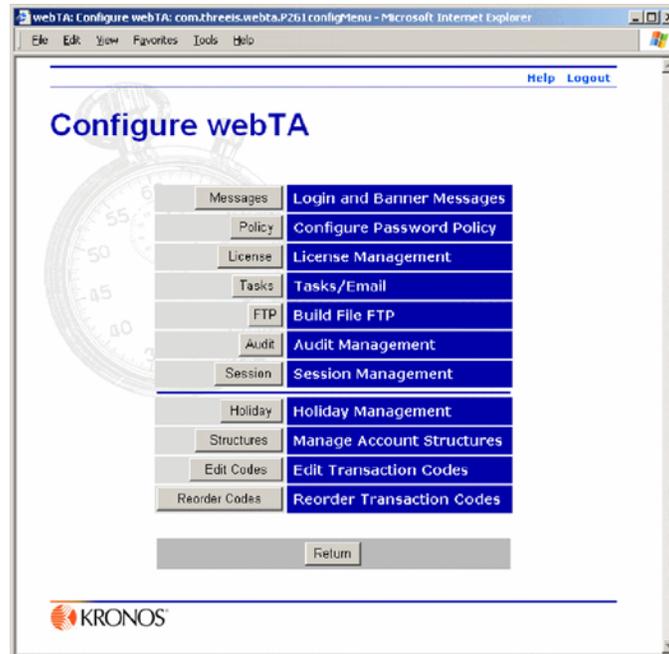


Each license on the License Management page has an accompanying delete button (**Del**). Typically, the only time you will delete a license is if it has expired, and you have received instructions to delete it. Therefore, the procedure for deleting a license is not routine.

To add a new license:

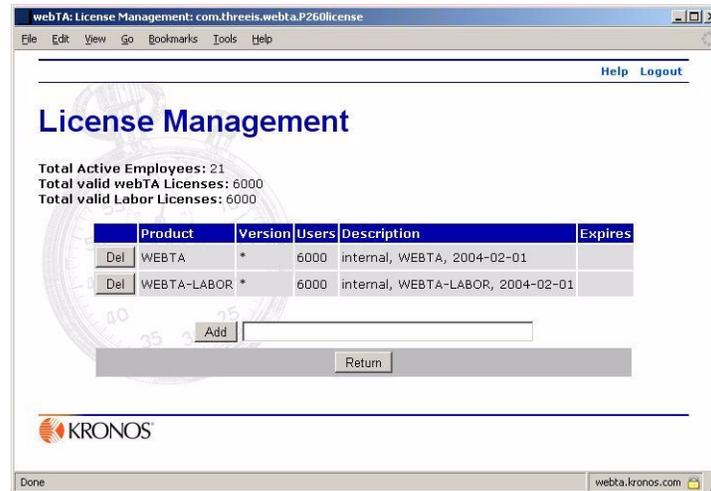
1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens.



2. Click **License**.

The License Management page opens.

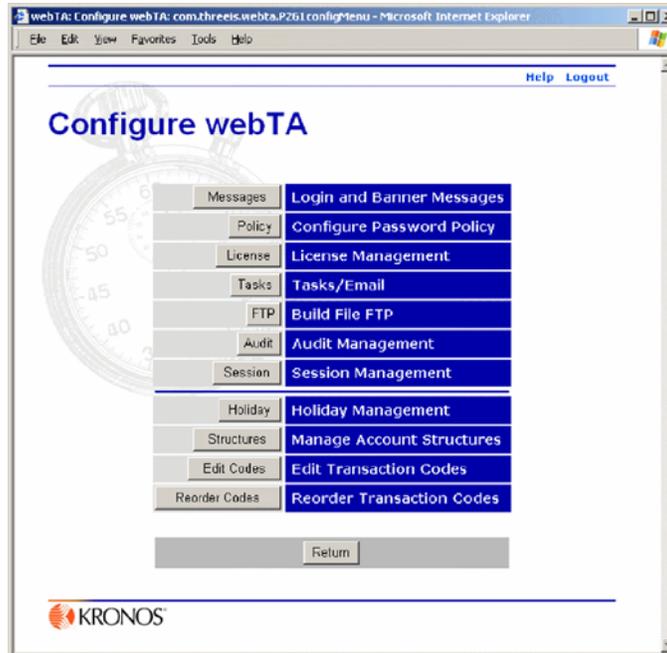


3. In the text box next to the **Add** button, type the characters in the license string exactly as it was received from Kronos, then click **Add**.
webTA adds the license.

To delete a license:

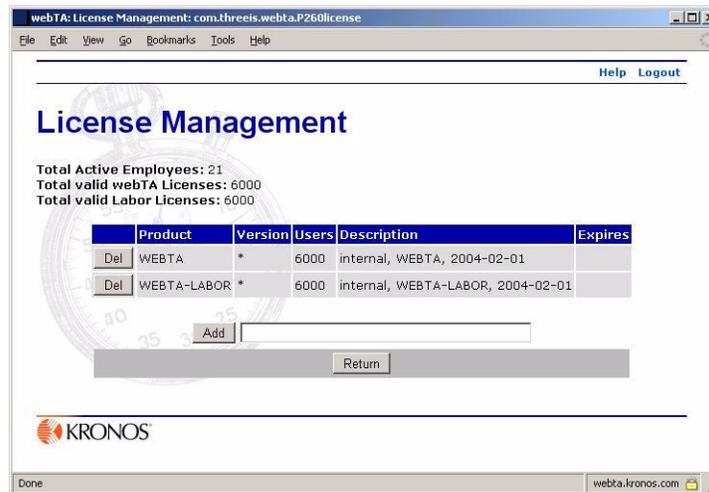
1. Click **Configure** on the Administrator Main Menu page.

The Configure webTA page opens.



2. Click **License**.

The License Management page opens.



3. Click **Del** to the left of the license you want to remove.

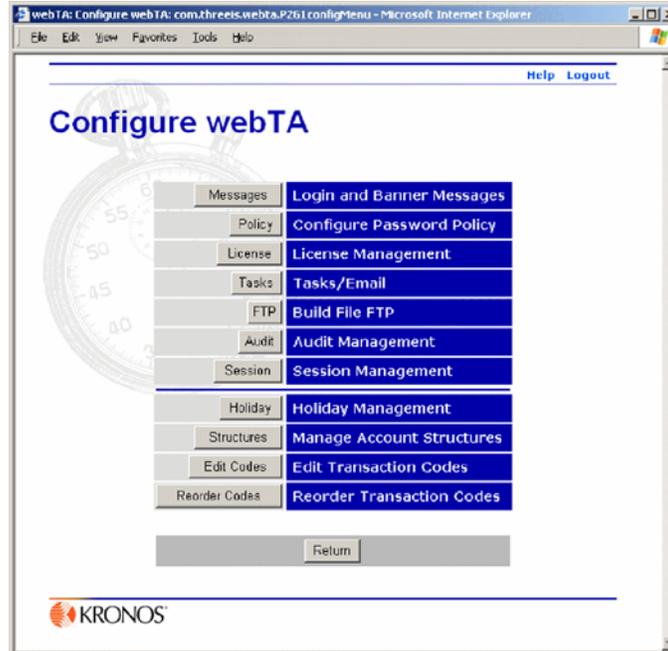
webTA deletes the license.

Configuring e-mail task notification

The task function in webTA can be configured to send tasks using various delivery methods: by e-mail, to tasks lists, or both. This function also lets you set the expiration date of tasks and include header and footer messages on every message.

To configure e-mail task notification:

1. Click **Configure** on the Administrator Main Menu page.
The Configure webTA page opens



2. Click **Tasks**.
The Task/E-mail Configuration page opens.

3. Select task delivery and e-mail options by clicking to select options and typing in the appropriate text boxes.

IMPORTANT! If you enable the e-mail option in the Task Delivery section of the screen, you must complete all but the optional message fields. The **From:** field must include a valid e-mail address in case mail is returned, and that e-mail account should be checked periodically to ensure that it is current.

Also, employee e-mail addresses must also be entered in the Locator form in the Timekeeper module for e-mails to be received. Locator information may be entered by employees or Timekeepers.

If there is a problem sending the mail message, webTA adds the task to the appropriate task list.

4. Click **Save**.
5. If you want to test for the correct e-mail configuration by sending a test message to the e-mail address you provided, click **Test**.

IMPORTANT: The person you send the test message to must have an e-mail address set up in his or her Locator Info page.

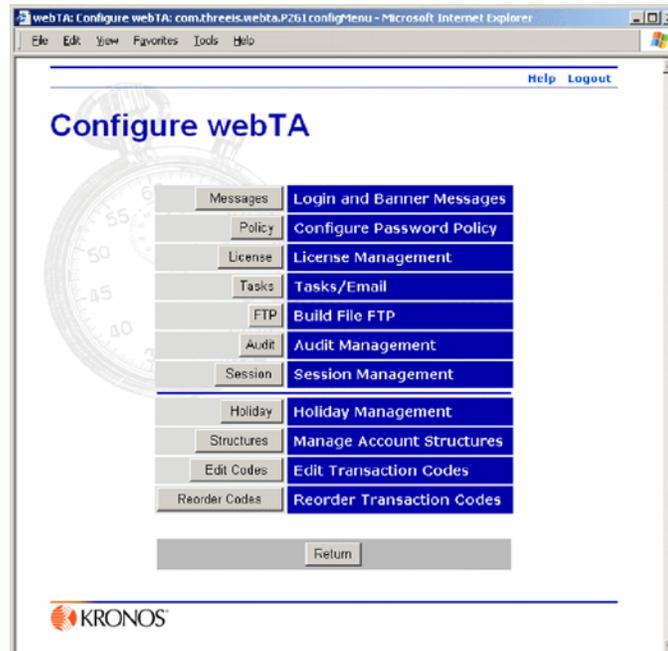
Configuring Build File FTP

The Build File FTP page lets Administrators initialize and configure webTA to automatically transfer build files to remote FTP servers. Although this feature can be used to transfer the file to any servers reachable from the database server, the most common primary FTP server is the server maintained by the National Finance Center (NFC) for accepting files from their customers.

To configure build file FTP:

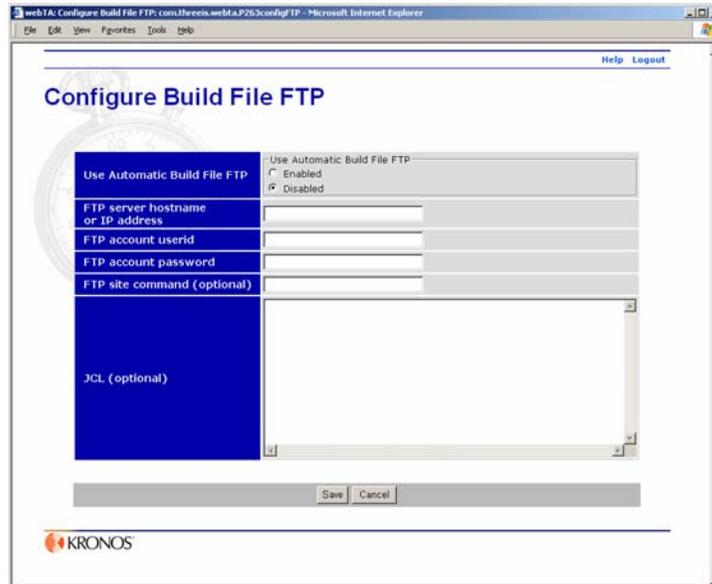
1. On the Administrator Main Menu click **Configure**.

The Configure webTA page opens.



2. Click **FTP**.

The Configure Build File FTP page opens.



3. In the top section, select the appropriate setting to enable or disable FTP, and type in the appropriate information in the text boxes.
 - **Use Automatic Build File FTP** - Enables or disables the FTP feature. If disabled, none of the other settings in this page have effect.
 - **FTP server hostname or IP address** - The host name or IP address of the destination FTP server. Examples:
 - ftp.someplace.gov
 - 192.168.1.17
 - **FTP account userid** - The user ID that webTA will use to log into the remote account. On many FTP servers, this is case sensitive.
 - **FTP account password** - The password used to log into the remote FTP server. On many FTP servers, this is case sensitive. Note that this string is encrypted before webTA stores it with the rest of the configuration data, and is decrypted only when needed to connect to the remote FTP server.
 - **FTP site command (optional)** - A site command is a special FTP command which is used to tell remote FTP servers about special processing required for the file.

webTA users often use a site command when connecting directly to the NFC FTP server. When doing so, the site command filetype=jes instructs the NFC server to submit the file to the job queue rather than saving it to disk. When connecting to a FTP server other than at NFC, this field is usually left blank.
 - **JCL** - The NFC transmission specification requires a block of JCL to be included at the top of the transmission file, before any actual T&A data. Text in this field will be prepended to the T&A data before it is transmitted. If transmitting directly to NFC, you should put the

JCL required by NFC in this field. Otherwise, leave this field blank.

4. Click **Save**.

Managing audits

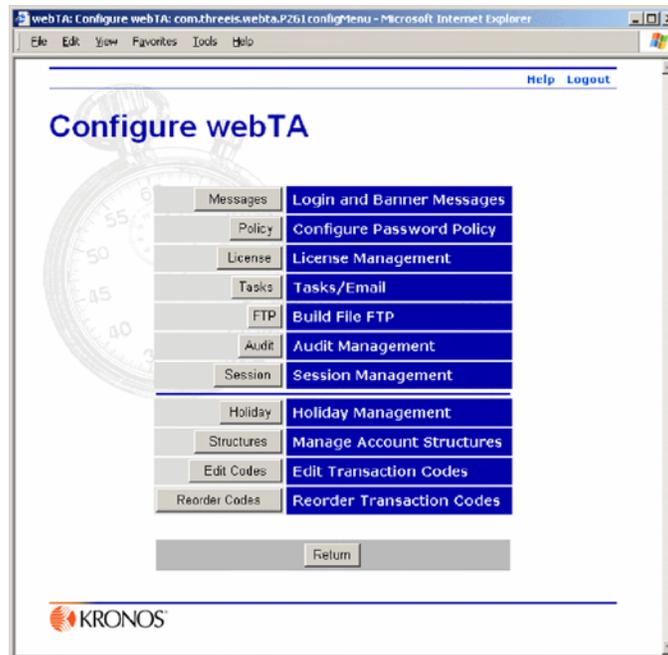
The Audit Management function lets you log certain types of auditing information. There are predefined channels that must be turned on to start auditing changes to the system. An example of such a channel is “Audit T&A Validations.”

Each such channel can be individually turned on or off by the Administrator. Auditing is turned off by default.

To manage audits:

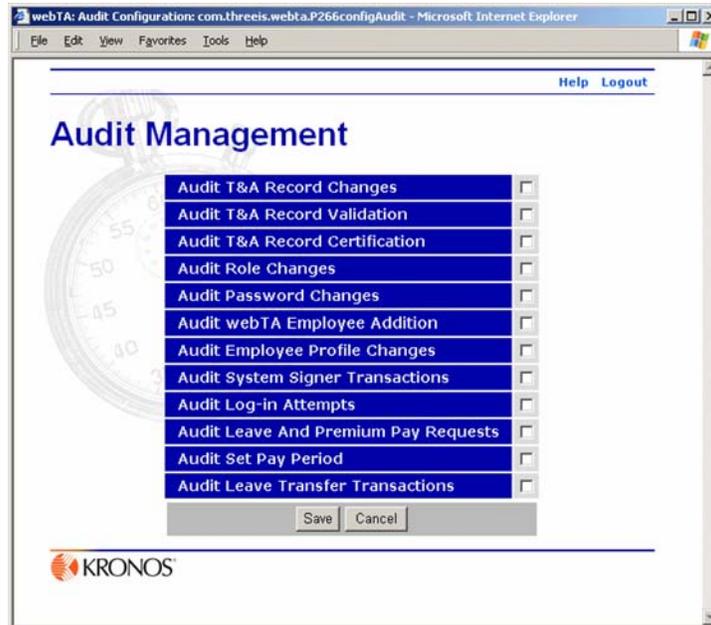
1. On the Administrator Main Menu click **Configure**.

The Configure webTA page opens.



2. Click **Audit**.

The Audit Management page opens.



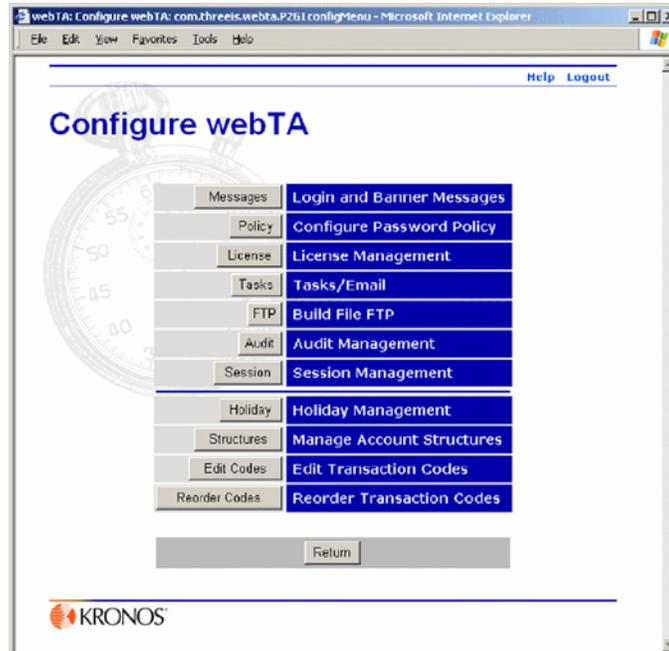
3. Click to select or clear the check boxes for the types of audits you want.
4. Click **Save**.

Managing sessions

The Session Management function lets you set the number of minutes a session can be idle before an employee is automatically logged off, and provides an option that prevents multiple simultaneous logins by the same employee.

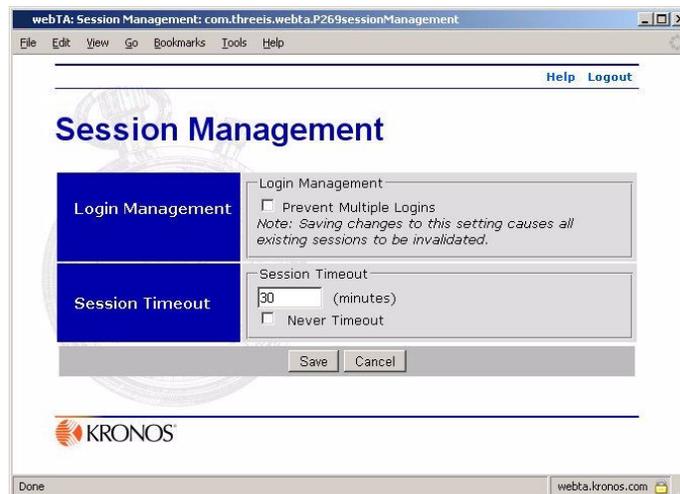
To manage sessions:

1. On the Administrator Main Menu click **Configure**.
The Configure webTA page opens.



2. Click **Session**.

The Session Management page opens.



3. Select the appropriate options and change the timeout value.

- If **Prevent Multiple Logins** is selected, webTA stops any attempt to log in more than once in a session using the same user ID and password combination.
NOTE: Saving changes to this check box invalidates all existing sessions. The users of these sessions are alerted that a configuration feature has been modified that will require them to log in again.
- **Session Timeout** lets you set the length of time (in minutes) a session may be idle before being automatically closed. Changes to this feature take affect immediately upon clicking **Save**.

- If the **Never Timeout** option is selected, sessions remain open regardless of any entry in the **Session Timeout** box.
4. Click **Save**.

Managing holidays

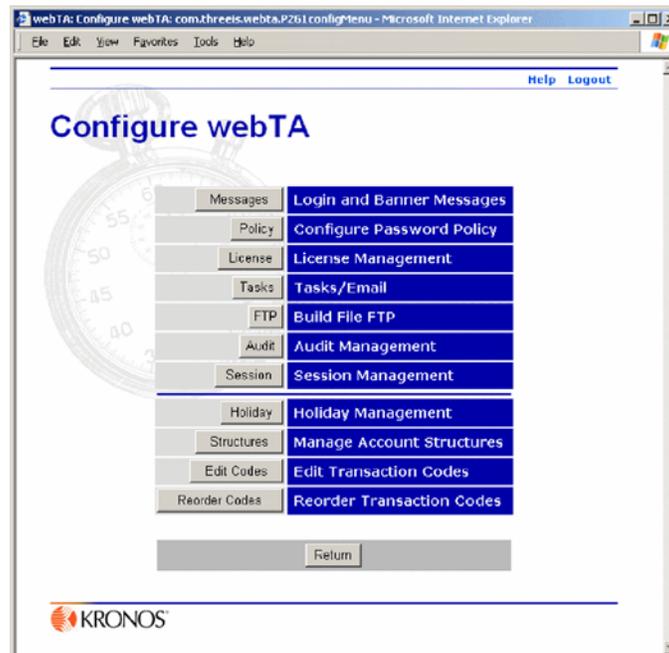
The Holiday Management page lists all holidays for current leave year. If the holiday is on a weekend, then the date when the holiday is observed is listed.

When enabled, this feature automatically inserts holidays in the new pay periods at build time.

To manage holidays:

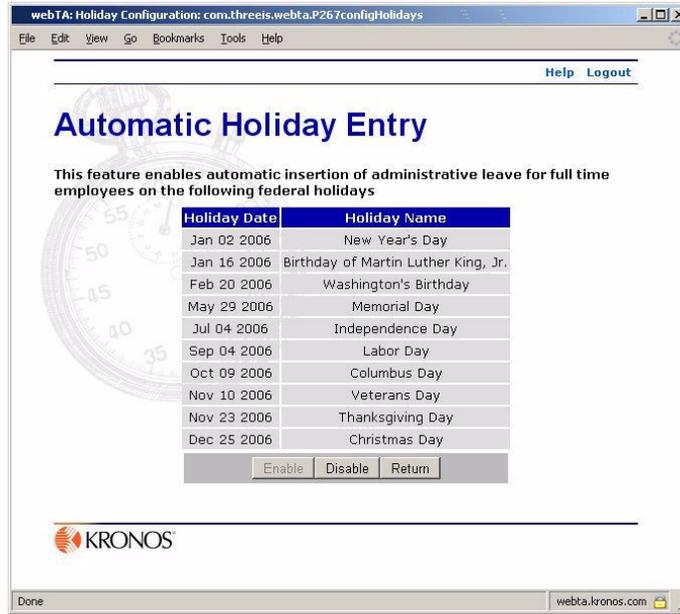
1. On the Administrator Main Menu click **Configure**.

The Configure webTA page opens.



2. Click **Holiday**.

The Automatic Holiday Entry page opens.



3. Click **Enable** or **Disable**, as required.

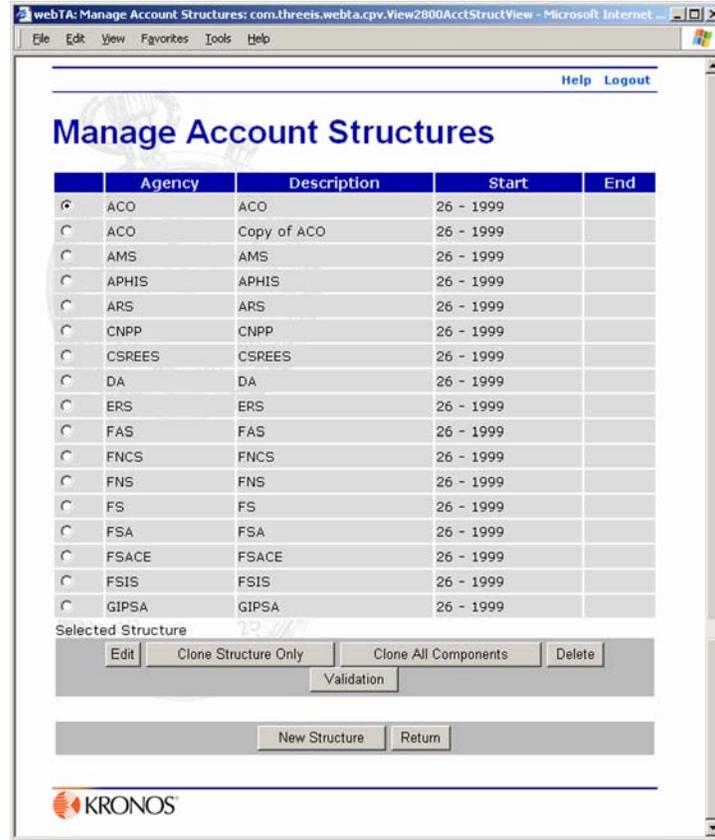
Working with Account Structures

An account structure is a definition of how webTA interprets an account string. An account string consists of a set of fields, each with its own settings and attributes.

webTA's account structure management functions let you create, copy, modify, or remove account structures. Also, cross-field validation rules can be defined that enforce relationships between account field values.

All Manage Account Structures functions are accessed by clicking **Configure** on the Administrator Main Menu page, then clicking **Structures** on the Configure webTA page.

The Manage Account Structures page opens when you click **Structures**.



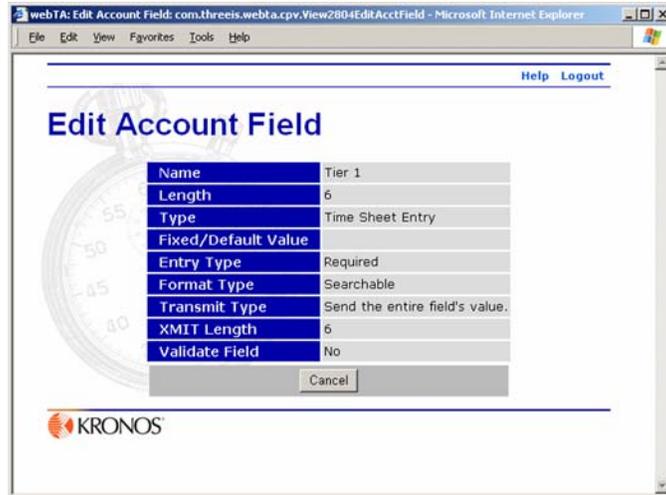
The Manage Account Structures page lists of all the account structures already in the webTA system.

NOTE: In this table, Agency is the agency that can use the account structure. Its description is the name of the structure, and the start and end dates define the range for which the account structure and its associated accounts are valid.

About account field parameters and settings

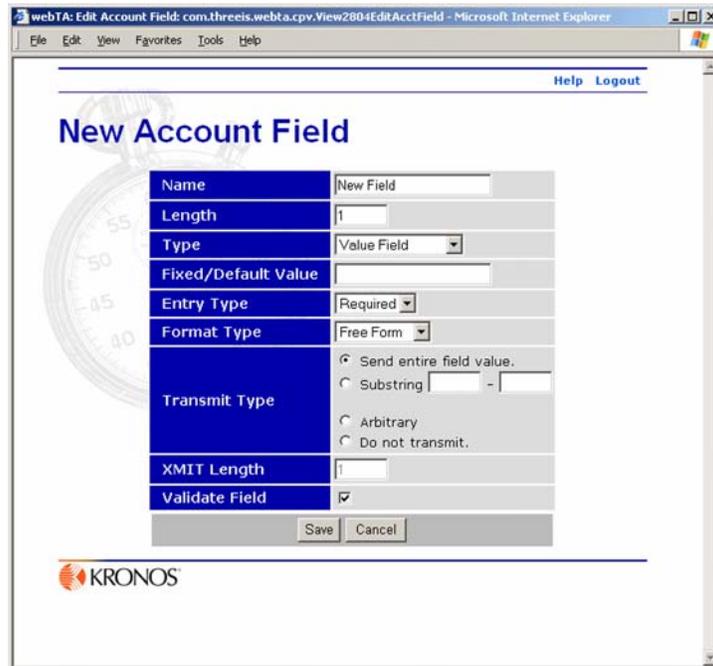
Every account structure contains account fields, each comprised of a set of field parameters and settings.

Here is an example of a page showing the values for a field named “Tier 1”:



NOTE: The values on this example page are read-only because the account containing this field has already been used. Once an account structure has had an account associated with it, it is no longer editable.

Account field attributes are usually set when the field is created on the New Account Field page:



The following sections describe account field settings and their attributes.

Name

The name of the field

Length

The length of the field that is displayed in webTA. (Other properties may cause a different length to be transmitted to NFC.)

Type

The field type. That is, fiscal year, value, fixed type, key, key value, time sheet entry, and so on.

- **Fiscal Year**

This field contains the fiscal year information usually located at the beginning of each account. The fiscal year is determined when building the T&A data. Therefore, the value for this field can not be directly entered during account creation process.

For “Fiscal year field” type fields, the value entered in the Fixed/Default Value field are converted into the fiscal year for an account. One to four asterisks are used to specify how the fiscal year portion of the account will appear.

Examples for fiscal year 2008:

* appears as “8”

** appears as “08”

*** appears as “008”

**** appears as “2008”

Therefore, **G**** would generate **G05** if used during fiscal year 2005, and **G**** would generate **G08** when used in fiscal year 2008.

- **Fixed field**

Fixed fields contain the value specified in the Fixed/Default Value field of the field. These fields are read-only when creating the account.

- **Key field**

A key field represents a unique combination of key values. It is used to transmit a unique identifier that can be used to find key values for the account in the webTA database. The value for a key field is automatically generated, and cannot be explicitly entered in webTA.

- **Key value field**

A key value field contains a value to which the key refers. (A single key may refer to multiple key values.) Key values are not be transmitted; the key is transmitted in place of all key values in an account when the transmission record is generated.

- **Value field**

This is a regular field in which a value must be entered when creating the account.

- **Time Sheet Entry**

A Time Sheet Entry type field is used to create fields specified when a user adds a new transaction to the time sheet. For example, a time sheet entry field could be used to give an employee the ability to select a work order when creating a new line on the time sheet. This value is not entered during account creation, but is added to the account when the account is selected for the time sheet.

Fixed/Default Value

A value must be entered in this box for Fiscal Year or Fixed Field type fields, and its value must be of the length specified in the **XMIT Length** box.

A fixed/default value may also be specified for Value or Key Value Field fields. In these cases, values you enter into the Fixed/Default Value field will be used if another value is not entered when you create an account.

This field is not used with Time Sheet Entry or Key Field field types. Time Sheet Entry field values are entered on the time sheet, and Key Field values are generated automatically by webTA.

Entry Type

Required fields must contain a value and that value must be exactly the length specified above. This is usually enforced at account creation time.

Optional fields may contain no value or a value with a length exactly equal to the length specified in the **Length** box. Also, an optional field must appear at the end of the structure.

Format type

Format types indicate how the field value will be entered or selected on the account creation wizard.

- **Free Form** fields are fields in which users enter the value for the field in a text box.
- **Searchable** fields map to a lookup table that contains the valid and available values for the field. This table can be searched and a value can be selected from there.
- **Drop Down** fields are fields from which users select a value from a drop-down list of valid and available values.
- **Hidden** fields are fields that do not appear on the account creation wizard, and the values for these fields can not be entered on the account creation wizard.

Transmit Type

The transmit type specifies how the field appears when an account of this structure is transmitted to NFC.

- **Send entire field value** causes the entire field values to be sent.
- **Substring** causes a substring of the field's value to be transmitted. When this option is selected, the substring boundaries must be specified in the **Substring** boxes. These boundaries are the positions of the first and last characters in the field. The positions are inclusive, and start with 1, for example if a field of length 6 is of transmission type “substring” with a start and end position of 1 and 4, the field value ABCDEF would be sent as ABCD.
- **Arbitrary** sends an unrelated value for Arbitrary type fields to NFC instead of the value you enter. For example, an Arbitrary transmission type field may be used to transmit a value that you may not want other webTA users to see, such as an employee’s Social Security number, replacing the SSN with an unrelated value.

The display/transmit value mapping is done on the Edit Account Field Values page. The displayed value refers to the value of the field shown in webTA, and is stored in the account string in the webTA database.

- **Do not transmit** causes the field not to be transmitted. A field of this type leaves no empty space in the transmitted version of the account.

Whenever an account is prepared for transmission to NFC, all underscore characters (_) are replaced with spaces.

XMIT Length

This value specifies the transmission length of the field. This property is only editable if the transmission type is set to **Arbitrary**.

Validate Field

This check box is used to choose if the field value is to be validated against the lookup table that stores the possible valid/available values for the field. The field format type automatically sets the valid/available values from the lookup table, but Free Form format values can be explicitly validated by selecting this option.

Creating an account structure

Account structures may be created from scratch or by cloning and then editing existing structures.

The process of creating an account structure from scratch consists of setting up a structure by naming the structure and designating the agency for which it is created and the start and end dates for which it is valid. After the structure is set up, you create fields for the structure. Creating fields includes setting each field’s parameters such as field type, transmission length, default value, and establishing validation rules.

For information about cloning, see “Copying (cloning) an account structure” on page 45.

To set up an account structure:

1. On the Manage Account Structures page, click **New Structure**.

The Edit Account Structure page opens.

webTA: Edit Account Structure: com.threesi.webta.cpv.View2802EditAcctStruct - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Edit Account Structure

Name

Agency USDA

Start (PP - LY) -

End (PP - LY) -

Pos.	Name	Type	Entry	Format	Fixed Value	Field Length (Transmit Length)
The table does not contain any segments.						

The Account Structure is invalid for the following reasons:

- Account structures must contain at least one required field

Selected Field

Edit Remove Values Move Up Move Down

New Field Save Structure Return

KRONOS

2. In the **Name** box, type in the name of the new structure.
3. If want to set a start and end dates for the structure, type the pay periods and years in the **Start (PP-LY)** and the **End (PP-LY)** boxes.

NOTE: Establishing start and end dates is optional. Leaving the start date blank makes the structure available for all cases since the structure was created. Leaving the end date blank makes the structure available for all future cases.

4. Click **New Field**.

The New Account Field page opens.



5. Type in or select the appropriate parameters and options for the field's attributes.

For detailed information about setting field attributes, see "About account field parameters and settings" on page 37.

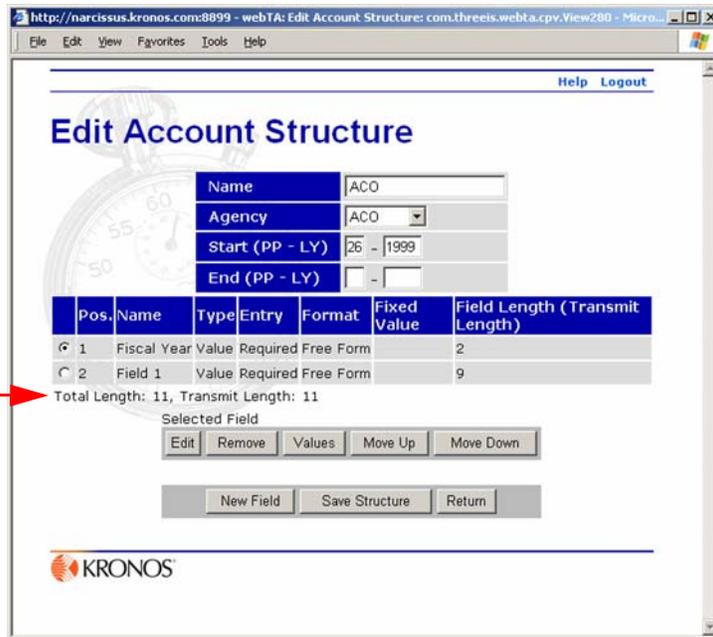
6. Click **Save**.

webTA validates the field, and tells you if errors have been made.

IMPORTANT: Field validation is selected by default. If you chose to turn off the default Validate Field option, webTA returns you to the Edit Account Structure page without checking for errors.

7. Correct any errors, then click **Save**.

The new account structure field appears in the table on the Edit Account Structure page. The total length and transmit length of the structure appears below the field table.

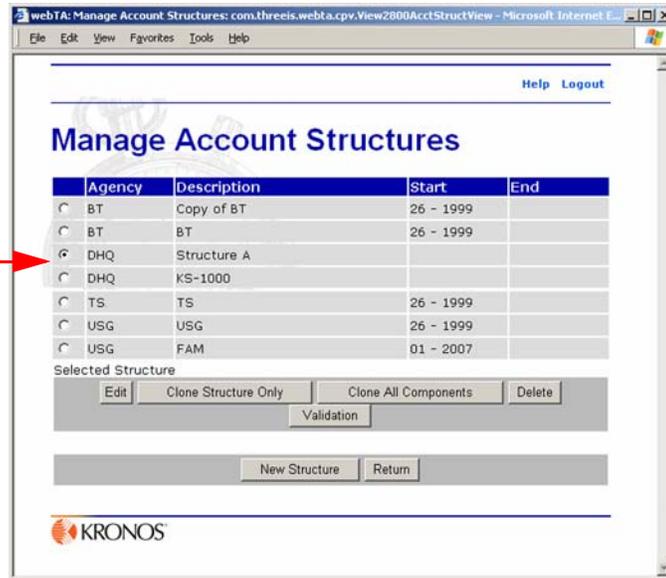


8. When you have finished setting up the structure, click **Save Structure**.

NOTE: You can continue setting up more account structures without clicking Save Structure after each setup. However, doing so ensures that your work is not lost if you are accidentally logged off or there is a software or hardware malfunction.

9. If you need to add more fields to the account structure, repeat Steps 4 through 8.
10. When you have finished adding account structures, click **Save Structure**, then click **Return**.

The Manage Account Structures page opens. The account structure you created appears in the account structures list.



Copying (cloning) an account structure

By cloning an account structure, you duplicate a structure, including all its fields. However, the copy does **not** contain the field values for the structure, only its definition.

Using the Clone All Components function, however, you can not only copy the structure of a selected account, but also its field values.

To clone an account structure:

1. On the Manage Account Structures page, click to select the account structure you want to clone.
2. Click **Clone Structure Only**.

webTA copies the account structure and opens The Edit Account Structure page for that structure and designates the structure as a copy in the Name field by appending “Copy of” to the original structure name.

3. If necessary rename and edit the cloned structure.
4. When you are finished working with the structure, click **Save Structure**, then click **Return**.

webTA returns you to the Manage Account Structures page. The cloned structure appears in the account structures list.

To clone an account structure and its values:

1. On the Manage Account Structures page, click to select the account structure you want to clone.
2. Click **Clone All Components**.

webTA asks if you want to confirm that you want to clone the structure.

3. If you want to confirm, click **OK**.

webTA copies the account structure and its field values and opens The Edit Account Structure page for the new copy, appending “Copy of” to the original structure name.

4. If necessary, rename and edit the copied structure on this page.
5. When you are finished working with the structure, click **Save Structure**, then click **Return**.

webTA returns you to the Manage Account Structures page. The cloned structure appears in the list of account structures.

Modifying, removing, and adding account structure fields

Fields in account structures that do not have associated accounts can be edited, and new fields added.

Account structures that have accounts associated with them cannot be modified. Also, only field values for required or optional fields can be edited.

To edit an account structure field:

1. On the Manage Account Structures page, click to select the account structure containing the field you want to modify.
2. Click **Edit**.

The Edit Account Structure page for the structure you selected opens.

Pos.	Name	Type	Entry	Format	Fixed Value	Field Length (Transmit Length)
1	Fiscal Year Value	Required	Value	Free Form		2
2	Field 1	Value	Required	Free Form		9

Total Length: 11, Transmit Length: 11

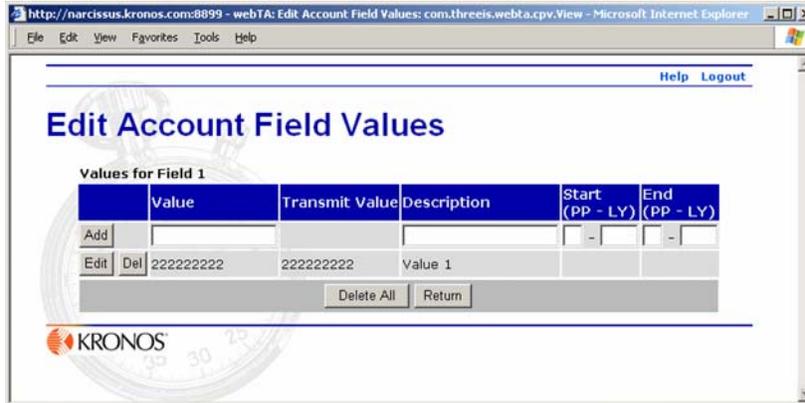
Selected Field

Edit Remove Values Move Up Move Down

New Field Save Structure Return

- Click to select the account structure containing the field you want to modify.
- In the Selected Field section, click **Values**.

The Edit Account Field Values page opens.

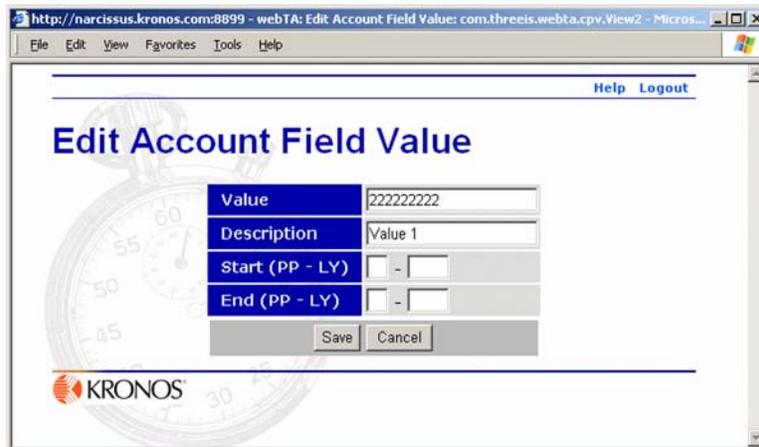


- If you want to **add** a new field value, type the appropriate values in the text boxes, then click **Add**, then **go to Step 8**.

If you want to **delete** a field value, click **Del** next to the value you want to remove, then **go to Step 8**.

If you want to **modify** a field value, click **Edit** next to the field value you want to modify.

The Edit Account Field Value page opens.



- Modify the values by typing in the text boxes, as necessary.
- Click **Save**.
webTA returns to the Edit Account Field Values page.
- Click **Return**.
webTA returns you to the Edit Account Structure page.
- Click **Return**.

webTA returns you to the Manage Account Structure page.

10. Click **Save Structure**.

Changing the order of fields in an account structure

To change the order of fields in an account structure:

1. On the Manage Account Structures page, click to select the structure whose fields you want to reorder.
2. Click **Edit**.
The Edit Account Structure page opens.
3. Click to select the field that you want to move, then click **Move Up** or **Move Down**.
4. Repeat the previous step until the field order is acceptable, then click **Save Structure**.

Account Field Validation

An administrator can create or modify cross-field validation rules. Cross-field validations are used by the system to enforce certain relationships among account field values. These rules are used by webTA to determine if a given account may be used. They are also used to aid in account creation.

Each cross-field validation rule can have start and end dates that determine the period for which the rule applies. If either of the Start or End date fields are left blank then the rule's period of availability is considered to have no start or end date.

Comparison operators

Comparison operators are used to compare a particular account field to a particular value. For example, **field1 = ABCD**.

The comparison operators are:

- Equals (=)
- Not equals (<>)
- Less than (<)
- Less than or equals (<=)
- Greater than (>)
- Greater than or equals (>=)

Logical operators

Logical operators are used to combine two expressions in a logical way. There are three logical operators:

- **AND** requires that both expressions must be true.
- **OR** requires that at least one expression must be true.
- **NOT** requires that the expression not be true.

Leaf node expression

A leaf node expression is the simplest type of expression in a cross-field validation rule. It uses the comparison operators and specifies an account field and the comparison value. For example, **field1 = ABCD**.

When specifying the comparison value of a leaf node expression, certain wild card characters may be used.

- **%** is a wildcard for any number of characters with any value. For example, **A%** matches **ABCD**, **ABCDEFGH**, **A123**, **AB234C**, etc.
- **_** (the underscore character) is a wildcard for any single character. For example, **A_CD** matches **ABCD**, **AZCD**, **A3CD**, etc.

Composite expression

A composite expression is made up of two expressions joined by a logical operator. For example, **field1 = ABCD AND field2 <= XYZ** is a composite expression because it consists of two expressions joined by the AND logical operator.

About cross-field validation rules

A cross-field validation rule contains an IF expression and a THEN expression. When webTA applies a rule to an account it first checks that the IF expression is satisfied by the account. If so, the THEN expression is applied to the account.

The account is considered valid if the THEN expression is satisfied. Should the IF expression not be satisfied, the account is still considered valid for that rule.

On the Edit Account Field Validation Rule page, the IF expression and THEN expression are represented in separate tables on the page. Each table is a work space in which the administrator may add and edit expressions or combine multiple expressions into the a single rule. Each rule can contain only one expression. However, until the expressions are saved, the clause lists may contain multiple expressions.

Editing and creating the IF and THEN expressions is done by selecting the appropriate expressions and clicking the appropriate function buttons.

Logical relationships (“logical operations”) between expressions in the clause tables are created using these buttons:

- **AND** combines two expressions with an AND operator. This function requires that two expressions be selected.
- **OR** combines two expressions with an OR operator. This function requires that two expressions be selected

- **NOT** negates the selected expression by altering its operators in such a way that the resulting expression is opposite the selected one. This function requires that one expression be selected.

These buttons are also available for working with expressions:

- **Delete** removes a selected expression from the table.
- **Break** splits a composite expressions into two component expressions.
- **Edit** lets the administrator modify a selected leaf node expression.
- **New** creates a new leaf node expression.

NOTE: Using the **Break** button breaks a composite expression into two expressions. It will not break composite expressions contained in the main composite expression down further. If necessary, continue to break down composite expressions by selecting them and clicking **Break** until you reach the detail level you want.

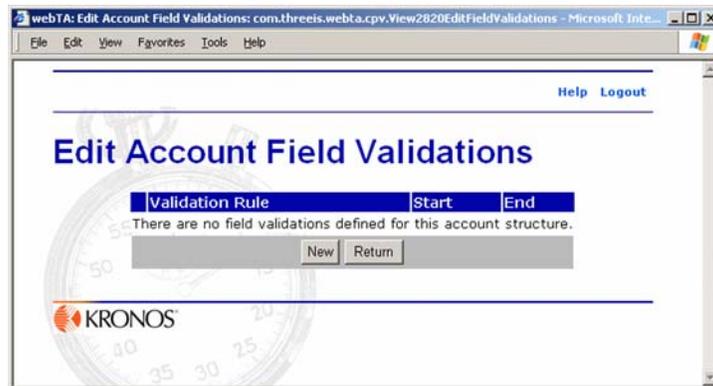
Adding an account field validation rule

Validations restrict which account fields values can be used together across fields.

To add an account field validation:

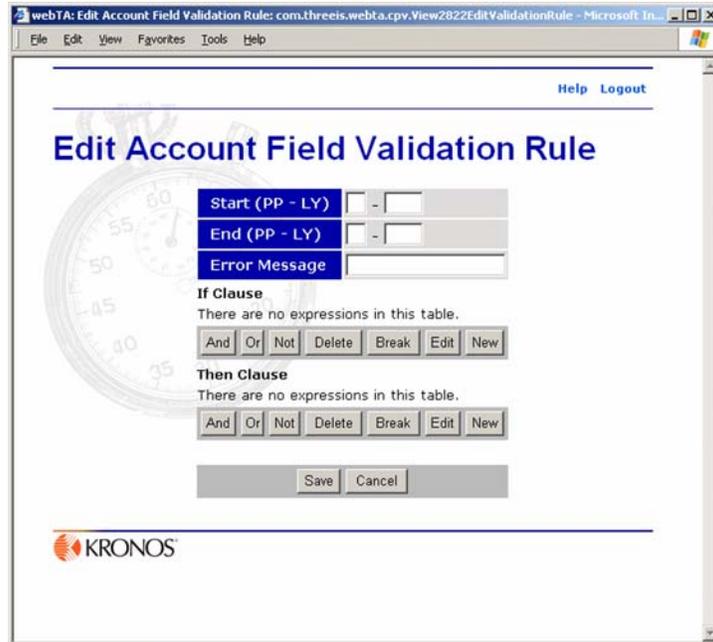
1. Open the Manage Account Structures page by clicking Structures on the Administrator Main Menu page.
2. Click to select the account structure to which you want to add an account field validation.
3. Click **Validation**.

The Edit Account Field Validations page opens.



4. Click **New**.

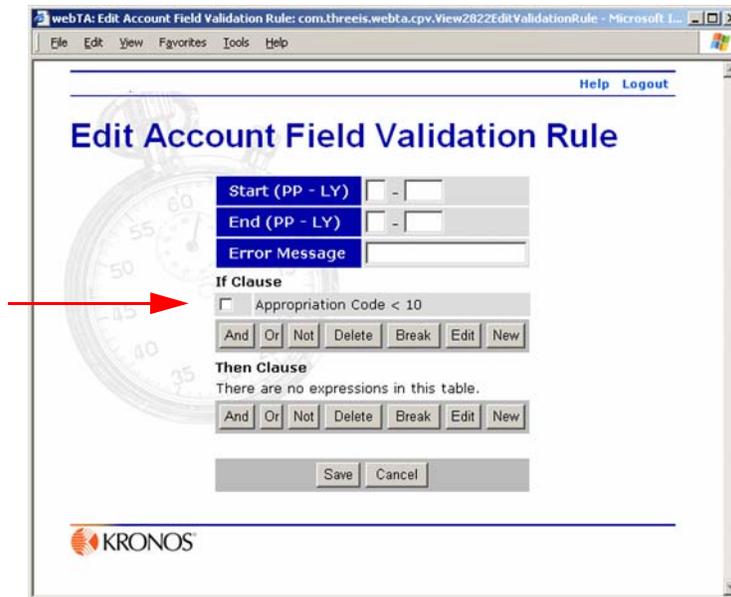
The Edit Account Field Validation Rule page opens for the selected account structure.



5. If necessary, establish the period for which the validation is active by typing in the **Start (PP-LY)** and **End (PP-LY)** pay period boxes.

NOTE: Establishing start and end dates is optional. Leaving the start date blank applies the validation to all cases since the field was created. Leaving the end date blank applies the validation to all future cases.

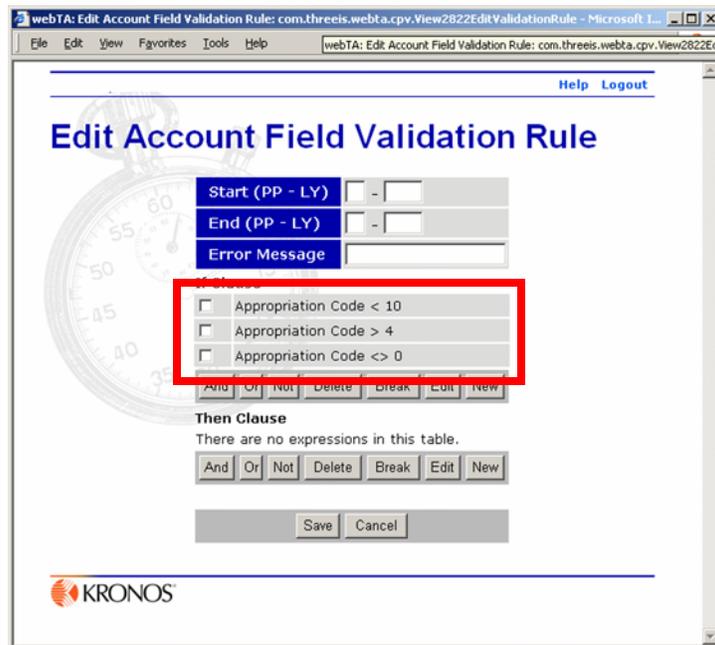
6. If desired, type in the error message that will be displayed for an invalid field entry.
7. In the **If Clause** section, click **New**.
The Edit Rule Expression page opens.
8. Select the field and comparison operator from the drop-down menus, type in the value for the expression in the **Value** box, then click **Save**.
The Edit Account Field Validation Rule page opens. The rule you added appears in the **If Clause** list.



- If you want to add further If clauses, repeat Steps 6 through 7.

Example

Three If clauses have been added to the rule.



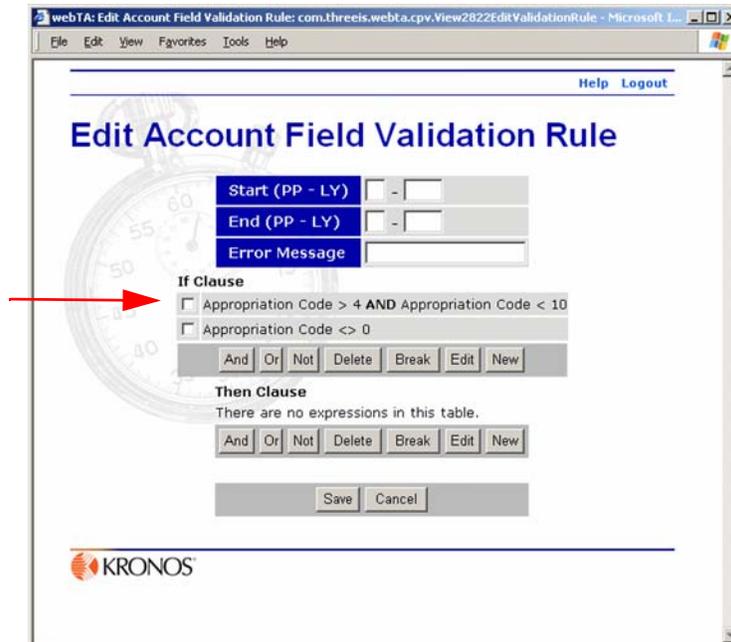
Note that these three rules, at this point, will be applied independently. That is, if any one of these rules is satisfied, the If statement will be considered valid.

- As necessary, link the rules with operators by selecting two rules and clicking the appropriate **AND**, **OR**, or **NOT** conditional button.

The **If Clause** list changes to reflect your choice.

Example:

The first two clauses in the previous example have been linked by the AND operator, and appear as one IF expression.

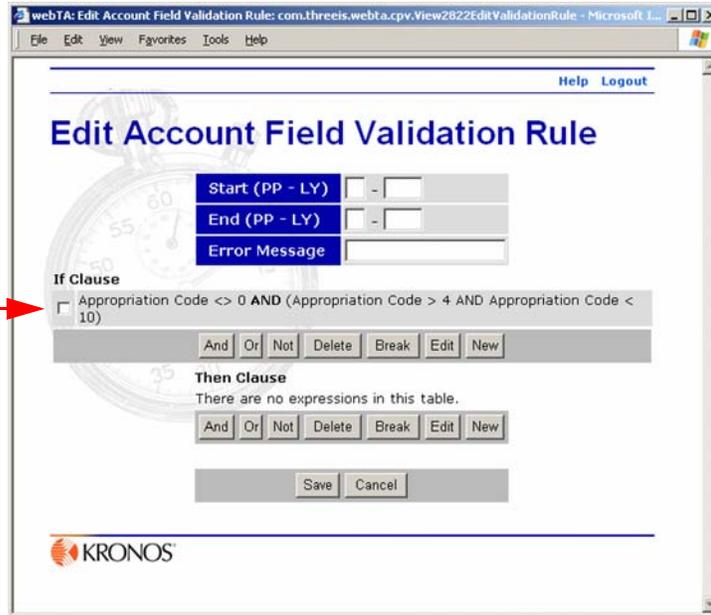


NOTES:

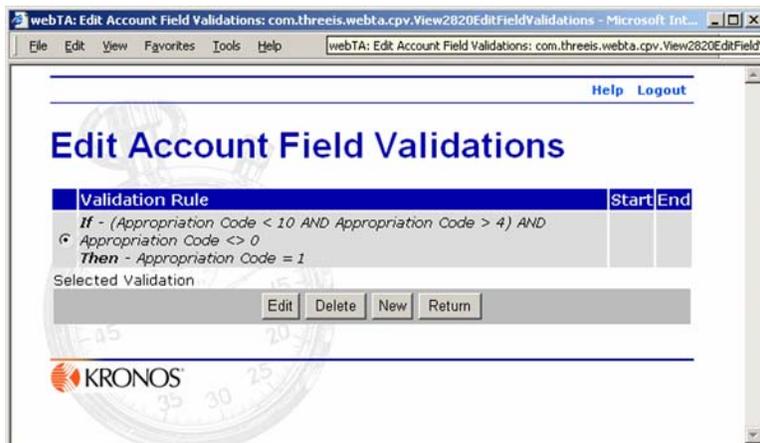
- An expression can be removed by clicking to select the expression, then clicking **Delete**.
 - A composite expression can be separated into two components by clicking to select an expression, then clicking **Break**.
11. If necessary, create further relationships between If clauses by repeating the previous step.

Example:

The composite IF expression created in Step 10 has been linked with the remaining expression by the AND operator, creating one IF expression combining the three conditions of the original three clauses.



12. Repeat Steps 6 through 10 using the **Then Clause** section and its buttons to create the appropriate THEN clauses.
13. Click **Save**.
14. The Edit Account Field Validations page opens, showing the validation rule that you created.



Editing a validation rule

To edit a validation rule:

1. On the Manage Account Structures page, click to select the structure whose rule you want to edit.
2. Click **Validation**.

The Edit Account Field Validations page for the rule opens.

3. Click to select the rule you want to edit.
4. Click **Edit**.

The Edit Account Field Validation Rule page opens.

5. If the expression is an individual expression, not a composite, click to select the expression you want to edit.

- OR -

If the expression is a composite, break the expression into its components by clicking **Break** for every composite expression contained in the original until you see the expression you want to edit, then click to select the expression.

6. Click **Edit**.

The Edit Rule Expression page opens.

7. Edit the expression as needed, then click **Save**.

Deleting a validation rule

To delete a validation rule:

1. On the Manage Account Structures page, click to select the structure containing the rule you want to remove.
2. Click **Validation**.
The Edit Account Field Validations page for the rule opens.
3. Click to select the rule you want to delete.
4. Click **Delete**.

Editing Transaction Codes

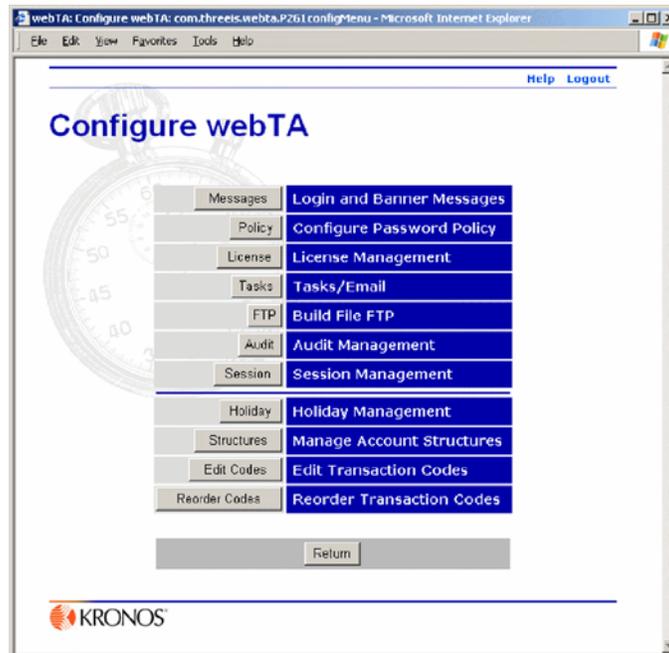
By editing transactions codes, you can change the description of existing transaction codes, disable and enable transaction codes, and create new codes.

Disabled codes are not available for selection on time sheets, but pre-existing and historical data that refer to a disabled transaction code will not be affected.

To edit a transaction code:

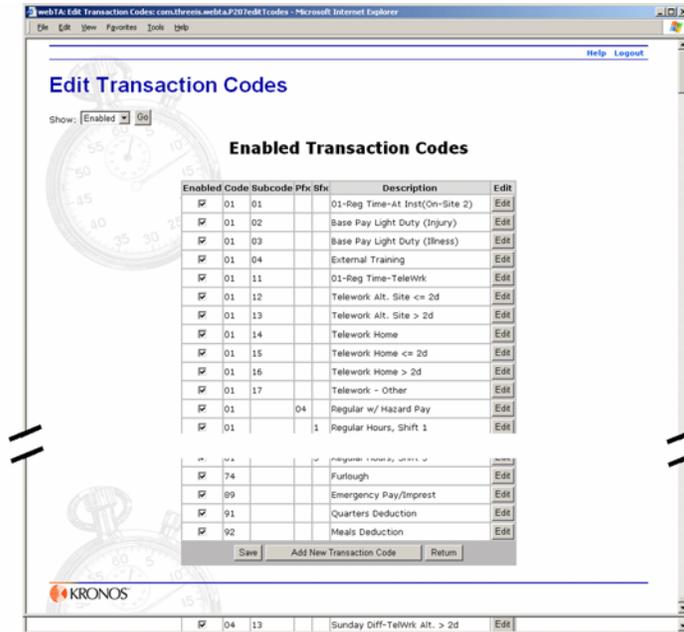
1. On the Administrator Main menu page, click **Configure**.

The Configure webTA page opens.



2. Click **Edit Codes**.

The initial Edit Transaction Codes page opens. Here is an example of that page:



3. From the **Show** drop-down list, select the type of code (enabled or disabled) or the main code number for the code you want to edit, then click **Go**.

webTA filters the list of codes according to your selection.

- Click **Edit** next to the code you want to change.

The Edit Transaction Code page opens. Here is an example of that page:

Edit Transaction Code

Code Subcode Pfx Sfx Description
 01 01 01-Reg Time-At Inst(On-Site 2)

Save Return

Select pay plans, tours, alternate schedules and agencies that are valid for this transaction code.

Pay Plan	Valid	Tour	Valid	Alternative Schedules	Valid
General Schedule (reg)	<input checked="" type="checkbox"/>	Full Time	<input checked="" type="checkbox"/>	None	<input checked="" type="checkbox"/>
GS Firefighter	<input checked="" type="checkbox"/>	FT Temp < 90 days	<input checked="" type="checkbox"/>	4 Ten-hour Days	<input checked="" type="checkbox"/>
Other (SES)	<input checked="" type="checkbox"/>	FT Temp >= 90 days	<input checked="" type="checkbox"/>	5/4/9 Compressed	<input checked="" type="checkbox"/>
WG Wage Grade	<input checked="" type="checkbox"/>	Part Time	<input checked="" type="checkbox"/>	Variable Workday	<input checked="" type="checkbox"/>
WL Wage Leader	<input checked="" type="checkbox"/>	PT Temp < 90 days	<input checked="" type="checkbox"/>	Variable 40-hour Workweek	<input checked="" type="checkbox"/>
WS Wage Supervisor	<input checked="" type="checkbox"/>	PT Temp >= 90 days	<input checked="" type="checkbox"/>	Regular 8-hour Days	<input checked="" type="checkbox"/>
XL Lithographic Leader	<input checked="" type="checkbox"/>	Intermittent	<input checked="" type="checkbox"/>	Variable Workday/Maxiflex	<input checked="" type="checkbox"/>
XP Lithographic Printer	<input checked="" type="checkbox"/>	Intermittent (PT)	<input checked="" type="checkbox"/>	Maxiflex	<input checked="" type="checkbox"/>
XS Lithographic Supv.	<input checked="" type="checkbox"/>	Intermittent (FT)	<input checked="" type="checkbox"/>		
AD Admin. Determined	<input checked="" type="checkbox"/>	Intermittent Classified	<input checked="" type="checkbox"/>		
AL Admin. Law Judges	<input checked="" type="checkbox"/>	Seasonal	<input checked="" type="checkbox"/>		
EF Consultant	<input checked="" type="checkbox"/>	PT Job Share	<input checked="" type="checkbox"/>		
EX Executive Pay	<input checked="" type="checkbox"/>	G FT Seasonal	<input checked="" type="checkbox"/>		
FP Foreign Service	<input checked="" type="checkbox"/>	J Intermittent Seasonal	<input checked="" type="checkbox"/>		
GM Merit Pay System	<input checked="" type="checkbox"/>	P PT Seasonal	<input checked="" type="checkbox"/>		
SL Senior Level	<input checked="" type="checkbox"/>	1st 40	<input checked="" type="checkbox"/>		
ST Scientific and Prof.	<input checked="" type="checkbox"/>	1st 8	<input checked="" type="checkbox"/>		
ZZ Without Compensation	<input checked="" type="checkbox"/>	Part Time < 120 Days	<input checked="" type="checkbox"/>		
GL LEO (Grades 3 to 10)	<input checked="" type="checkbox"/>	PRTs	<input checked="" type="checkbox"/>		
GM PMRS - Merit Pay	<input checked="" type="checkbox"/>	Fee Basis and Peace Work	<input checked="" type="checkbox"/>		
ES Senior Exec. Service	<input checked="" type="checkbox"/>	Mixed Tour - FT	<input checked="" type="checkbox"/>		
FE Senior For. Service	<input checked="" type="checkbox"/>	Mixed Tour - PT	<input checked="" type="checkbox"/>		
FO Foreign Srvc Officer	<input checked="" type="checkbox"/>	Int. Mixed Tour	<input checked="" type="checkbox"/>		
FP Foreign Srvc Personnel	<input checked="" type="checkbox"/>				
CO County Office	<input checked="" type="checkbox"/>				
RA Sr. Science Rsrch Srv	<input checked="" type="checkbox"/>				

Save Return

Agency	Valid
OS	<input checked="" type="checkbox"/>
AMS	<input checked="" type="checkbox"/>
ARS	<input checked="" type="checkbox"/>
RMA	<input checked="" type="checkbox"/>
FAS	<input checked="" type="checkbox"/>
FS	<input checked="" type="checkbox"/>
OC	<input checked="" type="checkbox"/>
OGC	<input checked="" type="checkbox"/>
NRCS	<input checked="" type="checkbox"/>
ERS	<input checked="" type="checkbox"/>
NASS	<input checked="" type="checkbox"/>
CSREES	<input checked="" type="checkbox"/>
OIG	<input checked="" type="checkbox"/>
FNS	<input checked="" type="checkbox"/>
PD	<input checked="" type="checkbox"/>
APHIS	<input checked="" type="checkbox"/>
USDA	<input checked="" type="checkbox"/>
FNCS	<input checked="" type="checkbox"/>

Save Return

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- If you want to change the code description, type the new description in the Description box, then click **Save**.

webTA saves the new description.

IMPORTANT! Clicking the **Return** button under any section on the page returns you to the Edit Transaction Codes page without saving any previously unsaved changes in that or any other section on the page.

- Click to select or clear the appropriate check boxes in the Pay Plan, Tour, Alternative Schedules, and Agency sections, clicking **Save** for each section after making any changes.

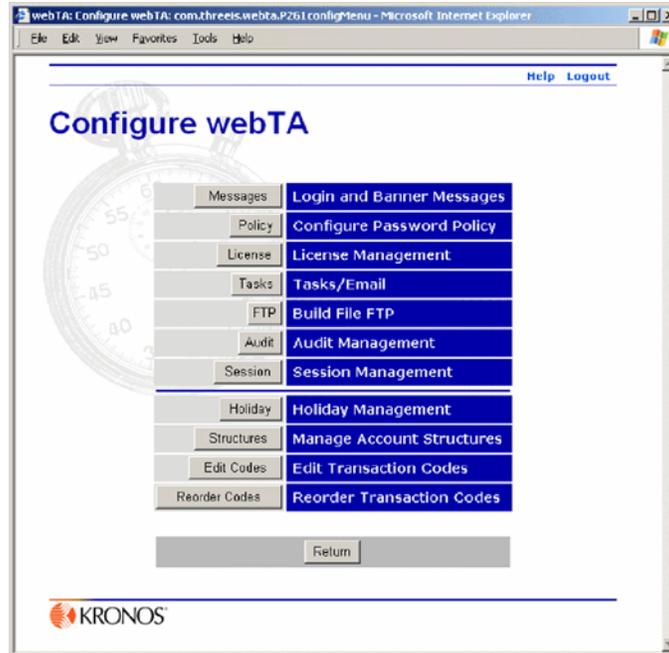
IMPORTANT! Clicking the **Return** button under any section on the page returns you to the Edit Transaction Codes page without saving any previously unsaved changes in that or any other section on the page.

7. When you are finished making changes to the code, click any **Return** button on the page.
8. webTA returns you to the default (enabled transaction codes) view of the Edit Transaction Codes page.

To enable or disable a transaction code:

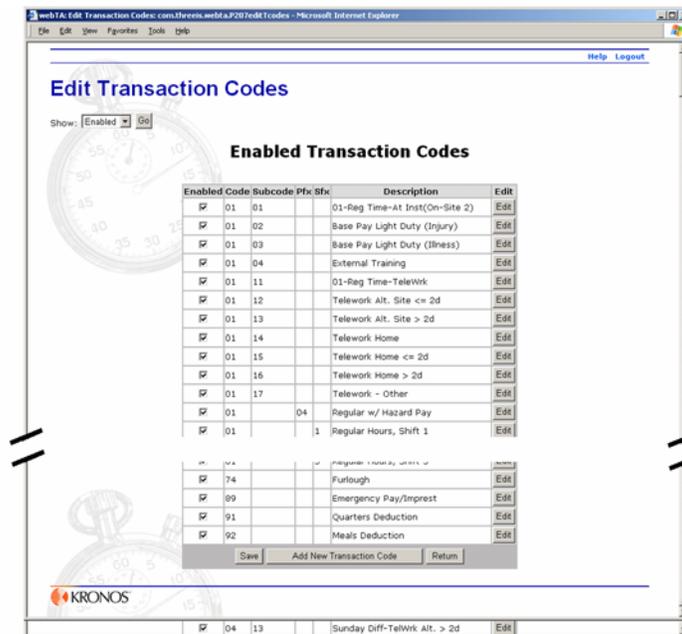
1. On the Administrator Main menu page, click **Configure**.

The Configure webTA page opens.



2. Click **Edit Codes**.

The initial Edit Transaction Codes page opens. Here is an example of that page:



- From the **Show** drop-down list, select the type of code (enabled or disabled) or the main code number for the code you want to enable or disable, then click **Go**.

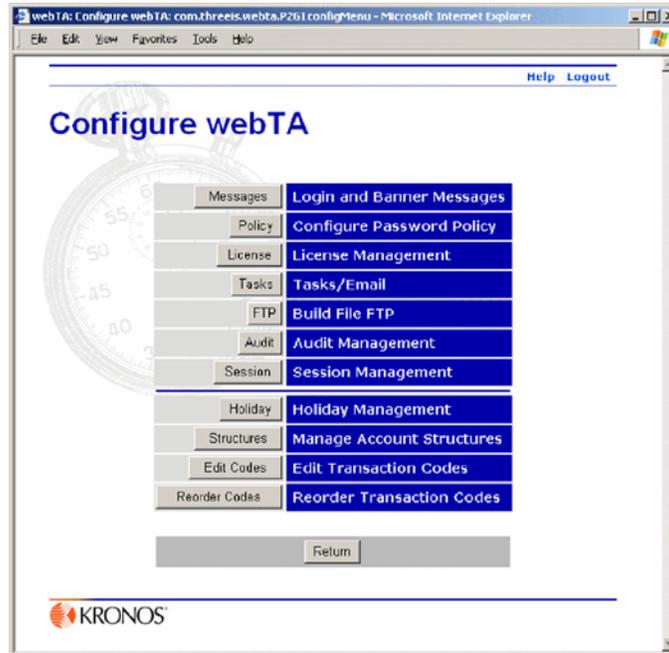
webTA filters the list of codes on the page.

- Click to select or clear the Enabled check box for the appropriate transaction code.

To create a new transaction code:

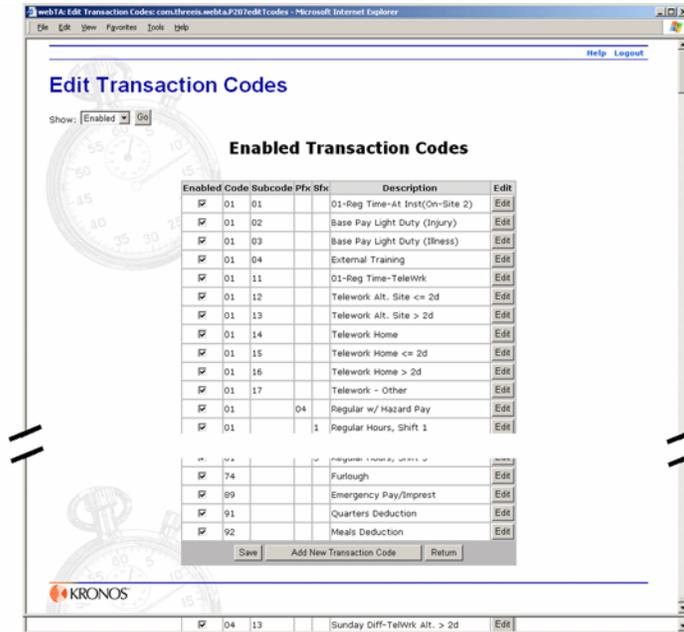
- On the Administrator Main menu page, click **Configure**.

The Configure webTA page opens.



2. Click **Edit Codes**.

The initial Edit Transaction Codes page opens. Here is an example of that page:



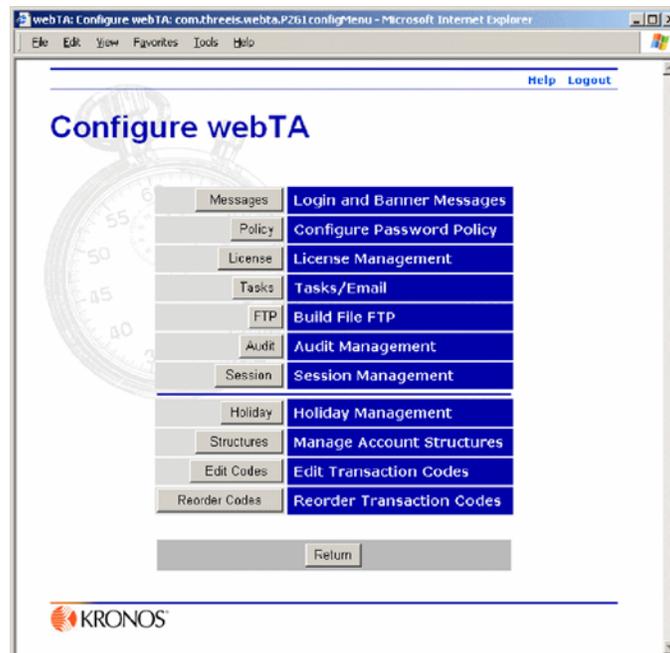
3. Click **Add New Transaction Code**.



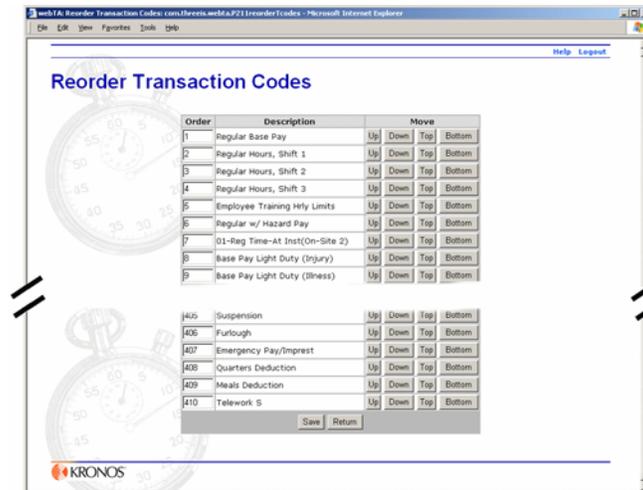
4. Set the parameters for the new code by selecting the Tcode from the drop-down list and typing in the text boxes.
5. Click **Add**.
webTA adds the new transaction code.

Reordering Transaction Codes

1. On the Administrator Main menu page, click **Configure**.
The Configure webTA page opens.



2. Click **Reorder Codes**.
The Reorder Transaction Codes page opens.



- For each code that you want to move up or down, click **Up** or **Down**. To move a code to the very top or bottom of the list, click **Top** or **Bottom**.

webTA Reports

The webTA reports section contains these pre-defined Administrator reports:

- Agency Status Report
- Employee Assignment by Supervisor Report
- Employee Assignment by Timekeeper Report
- User Role Assignment Report
- Organization Account Validation Report

Generating the View Agency Status report

The Agency Status Report allows the Administrator to view a summary of the time cards and the statuses by pay period, organization, contact information, and Timekeeper.

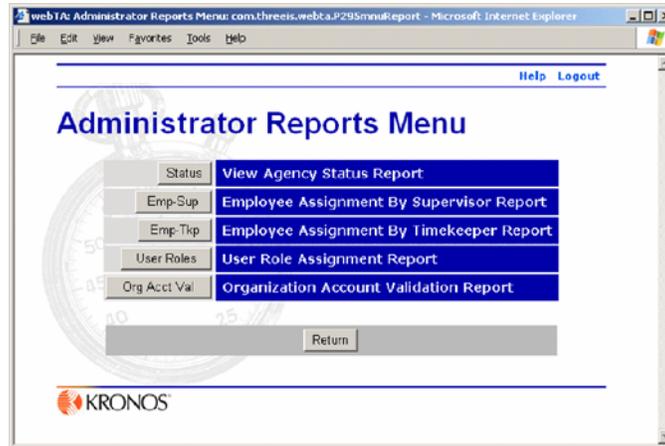
In the report, a line is generated for each employee in the system, and includes incompletely processed records for pay periods that have ended. If there are no records in the report, all records have been fully processed.

If this report is run near the end of the pay period, the listing is limited to corrected time card records in the system. This is because the report shows the status for the most recently ended pay period. In the second week of a pay period there should be no regular T&A records for the most recently ended pay period in the database. Therefore, the report should show very few records.

To generate an Agency Status report:

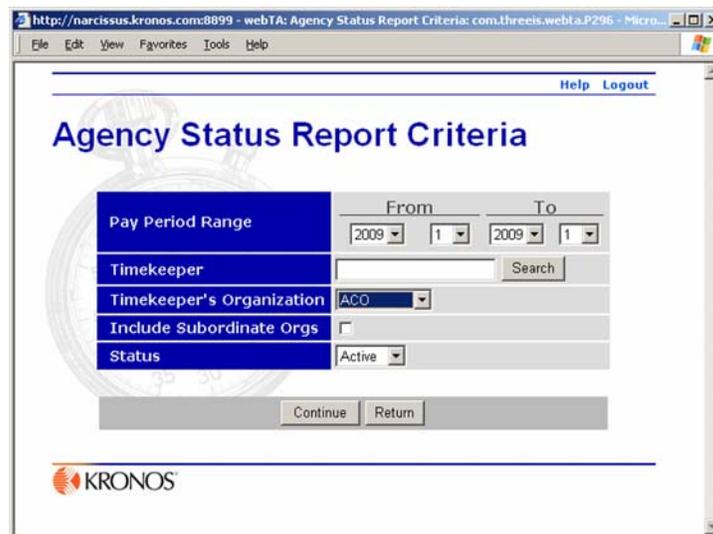
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **Status**.

The Agency Status Report Criteria page opens.



3. Set the pay period range for the report by selecting the beginning and ending dates from the **From** and **To** lists, and select the employee status. You may also designate the timekeeper's organization, choose to include subordinate organizations, and select the timekeeper's activity status.
4. Click **Continue**.

webTA generates the Agency Status Report according to the parameters you entered.

webTA: Agency Status Report: com.threes.webta.P297AgencyStatusReport - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Agency Status Report

Pay Period Range: 1 - 2007 TO 1 - 2009
 Timekeeper's Organization: FSA including subordinate Organizations
 Employee Status: Active

Pay Period	Timekeeper's Organization	Timekeeper	Organization	Agency	State	Town	Unit	Tkp Code	Total Active Emp.	Total T&A Pending	Total T&A On Hold	Total T&A Affirmed	Total T&A Certified	Total T&A Built
2007-01	FSA	TSFSA	FSA	-	-	-	-	-	1	1	0	0	0	0
2008-23	FSA	TSFSA	FSA	FSA	FL	3456	23	36	1	1	0	0	0	0
2008-26	FSA	TSFSA	FSA	-	-	-	-	-	1	1	0	0	0	0
2009-01	FSA	FSA	FSA	FSA	AK	9999	99	99	1	1	0	0	0	0

Download Return

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NOTE: A single timekeeper may appear in the table more than once if that timekeeper is assigned employees from different contact points or organizations, though this usually will not be the case.

Generating the Employee Assignment by Supervisor report

The Employee Assignment by Supervisor Report lists the names of Supervisors and their corresponding employees, and is available to those with HR Administrator or Administrator roles only.

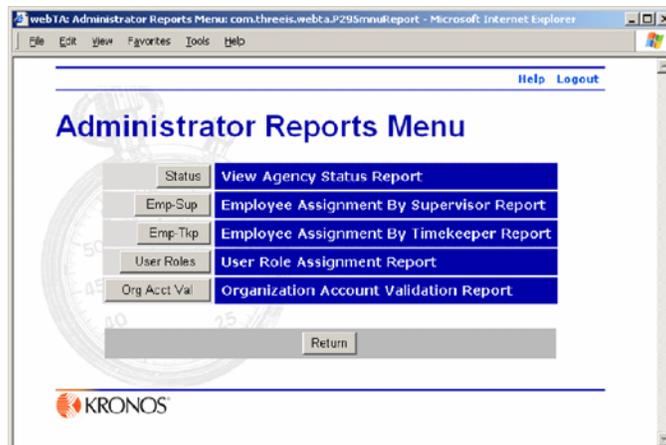
When the report is viewed by an Administrator, it contains all the employees in the system. When the report is viewed by an HR Administrator, results are restricted to the HR Administrator's organization.

The report is generated for every Supervisor/Employee relationship in webTA, but can be filtered by Supervisor, organization, and status.

To generate an Employee Assignment by Supervisor report:

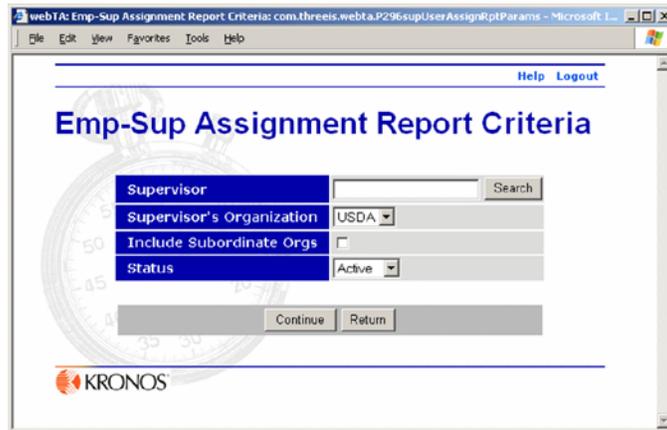
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



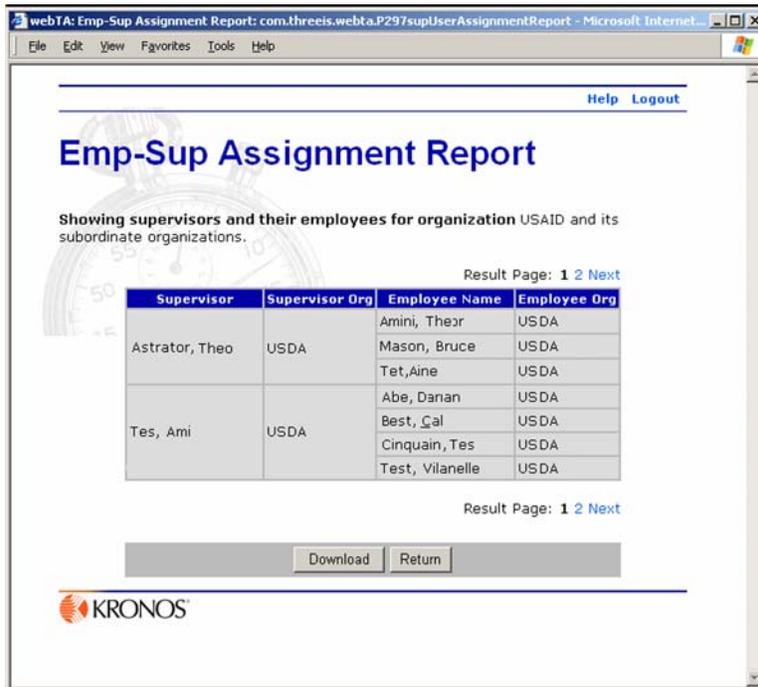
2. Click **Emp-Sup**.

The Emp-Sup Assignment Report Criteria page opens.



3. Type in, or search for and select, the Supervisor's user ID, select the Supervisor's organization (optional) and employees' status, and choose if you want the Supervisor's subordinate organizations included in the report.
4. Click **Continue**.

The Emp-Sup Assignment Report page opens.



Generating the Employee Assignment by Timekeeper report

The Employee Assignment by Timekeeper Report lists all Timekeeper-Employee associations that exist in webTA.

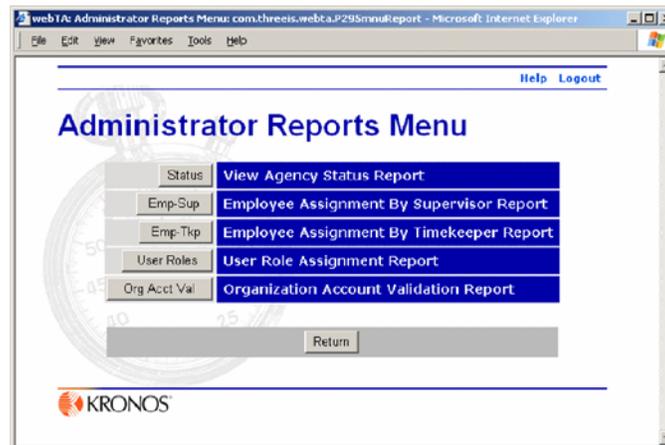
This report is available to HR Administrators and Administrators only. When the report is viewed by an Administrator, it contains all the employees in the system. When the report is viewed by an HR Administrator, results are restricted to the HR Administrator's organization. The organization name is displayed at the top of the report.

The report can be further filtered by specifying a Timekeeper, organization, and active status.

To generate an Employee Assignment by Timekeeper report:

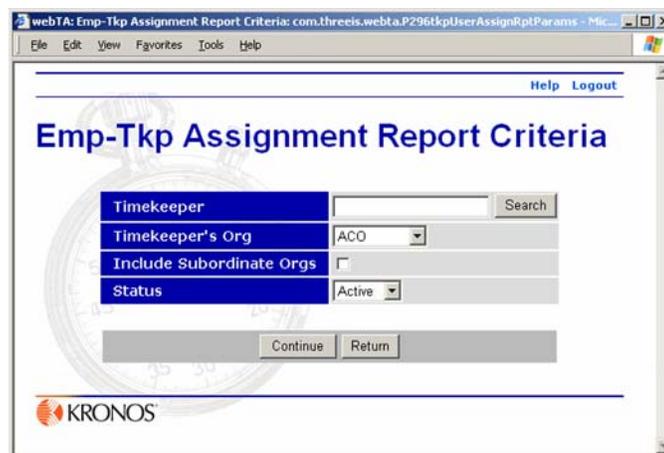
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **Emp-Tkp**.

The Emp-Tkp Assignment Report Criteria page opens.



3. Type in, or search for and select, the Timekeeper's user ID, then select the Timekeeper's organization (optional), click to include the timekeeper's subordinate organizations, if necessary, and select the employees' status.
4. Click **Continue**.

The Emp-Tkp Assignment Report page opens.

Timekeeper	Timekeeper Org	Employee Name	Employee Org
Amini, Te	OS	AABERG, LAURA	OS
		AAGESON, MARK	OS
		AAKRE, BARBARA	OS
		AAGNESS, PERRY	FSA/05
		AAGNESS, MELODY	FSACE/01
		AANRUD, DONALD	OS
		AANSTAD, MICHELLE	OS
		AARON, KATHERN	FSACE/04
		AARONSON, ANDREW	OCE/20
		ABAD, RUTH	AMS/08
		ABAD, ZOILA	APHIS/30

The report lists the names of the employees and their corresponding timekeepers.

Generating the User Role Assignment report

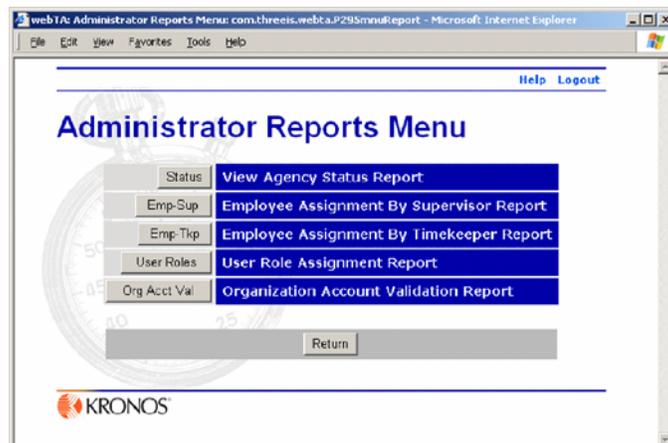
The User Role Assignment Report gives the Administrator access to a list of active and inactive employees grouped by their roles. The role can be selected from the list at the top of the report. The report changes when the role is changed. For any role that can be delegated, there will be an additional column in the report to show delegates' information.

There are two options: to download T&A profile data or to download employee profile data. Both these data files can be downloaded and opened in Microsoft[®] Excel.

To generate a User Role Assignment report:

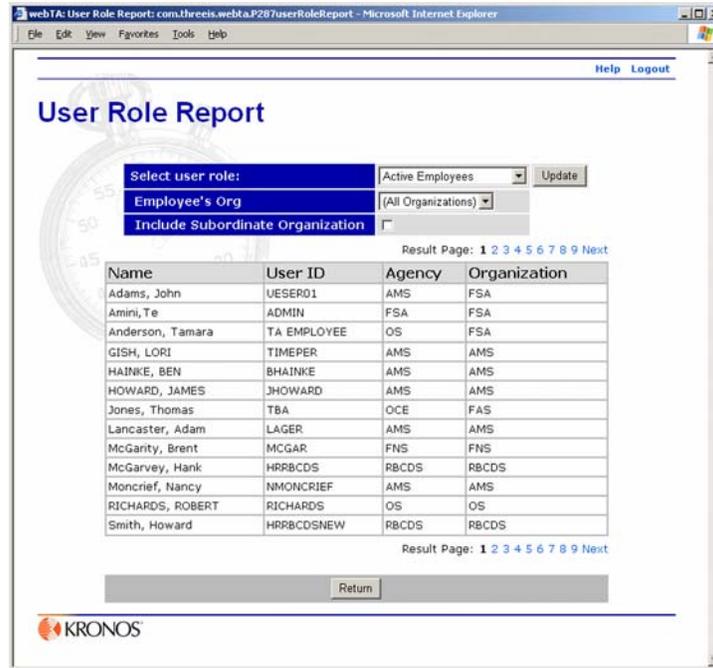
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **User Roles**.

The User Role Report page opens.



3. From the **Select user role** list, select the user role you want the report based on.
4. From the **Employee's Org** list, select the organization you want to base the report on.
5. If you want to include employees in subordinate organizations in the report, click to select the **Include Subordinate Organization** check box.
6. Click **Update**.

The report changes to show results only for the role and organization (and its subordinate organizations, if this option was chosen) that you selected.

Generating the Organization Account Validation report

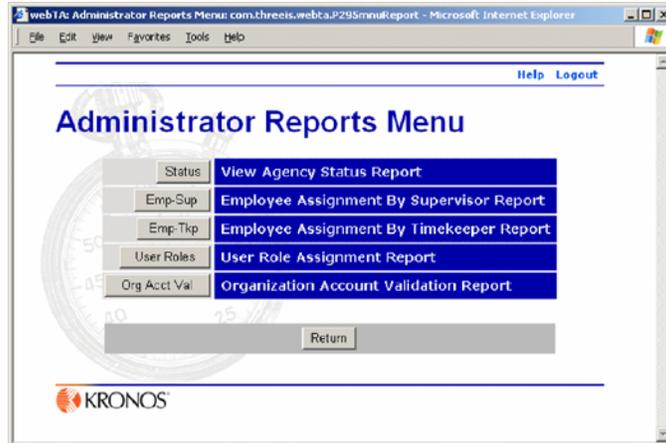
This report displays all account validation errors for current time cards, ordered hierarchically by organization.

The report is generated nightly and the results are cached.

To view the Organization Account Validation report:

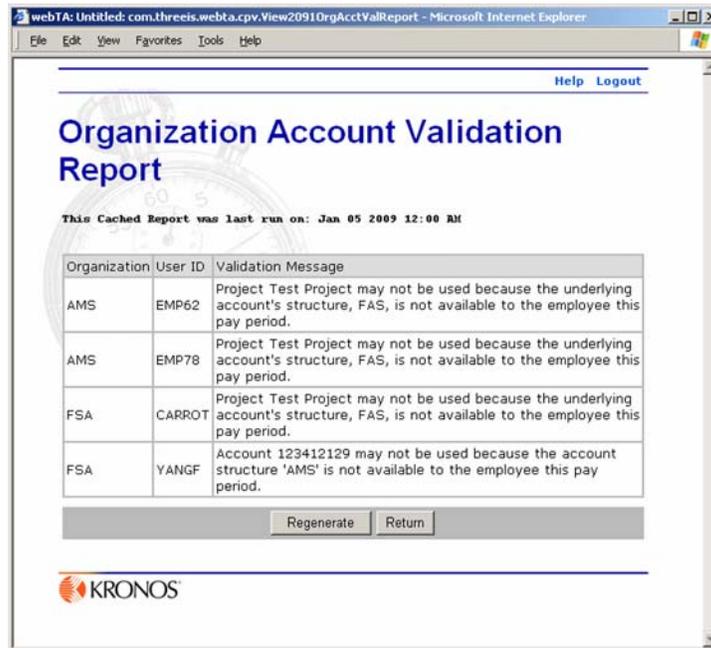
1. On the Administrator Main Menu page, click **Reports**.

The Administrator Reports Menu page opens.



2. Click **Org Acct Val**.

The Organization Account Validation report opens.



NOTE: Although the report is automatically generated nightly, you can regenerate the report at any time.

3. If you want to regenerate the report, click **Regenerate**.

Any updates to the report since it was last generated appear on the report page.

Delegating the Administrator role

You may delegate your webTA Administrator role to as many alternates as you want to have access to your role in the event of your absence. The delegates you assign have all rights to administer webTA records.

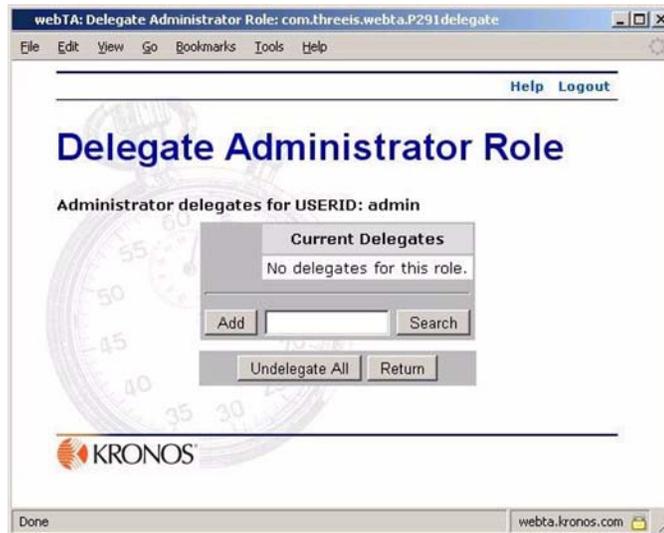
If you have more than one privileged role in webTA (such as being both a Supervisor and Administrator), you must separately delegate each role. The Main Menu page from which you access the delegate function determines the role you delegate.

The delegation remains in effect until you remove the user ID of the delegate from your list of delegates.

To delegate the Administrator role:

1. On the Administrator Main Menu page, click **Delegate**.

The Delegate Administrator Role page opens.



2. Type the user ID of the employee you want to delegate the role to, or search for the employee using webTA's search function. then click **Add**.

The delegated person is added to the **Current Delegates** table.

To remove a delegate:

1. On the Administrator Main Menu page, click **Delegate**.

The Delegate Administrator Role page opens.



Employees who have been delegated the Administrator role appear in the Current Delegates section.

2. If you want to undelegate an individual employee, click **Del** next to the person's name in the Current Delegates table.

- OR -

If you want to remove all delegates, click **Undelegate All**.

