webTA 3.8

USDA Master Timekeeper's Guide

Document History

Date	Revision	Description	Author
2/9/09		Initial release	Bruce McGarvey

Contents

KRONOS webTA 3.8 USDA Master Timekeeper's Guide

Introduction

The purpose of this document is to provide Master Timekeepers information needed to use webTA for fulfilling the Master Timekeeper role. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For basic information, 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 Master Timekeeper Main Menu page is the first page that opens after a Master Timekeeper logs in to webTA.

The Master Timekeeper Main Menu page provides access to all time- and attendance-related information for the Master Timekeeper role.

Although a regular Timekeeper's access to employee records is restricted to employees who are assigned to the given Timekeeper, Master Timekeepers can enter and validate time card data on behalf of employees, review an employee's previously certified time card data, and manage an employee's Employee Profile. Master Timekeepers may also add new employees or make an employee inactive.

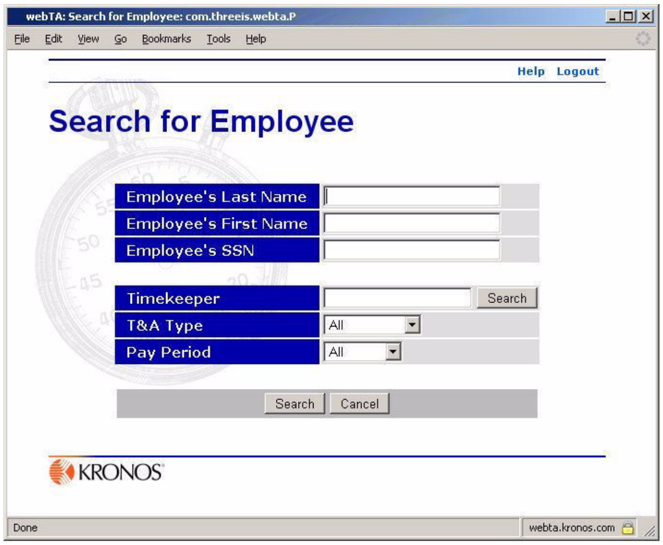
Within webTA, there are specific groups of employee information managed by the Master Timekeeper. For organizations that utilize Master Timekeeper-based data entry, Master Timekeepers enter time and attendance information, including hours worked and hours absent.

Once all information for an employee in a given pay period is entered, the Master Timekeeper validates the time card record.

Searching for employees

The Search for Employee page provides the capability to search for employees who are assigned to the Timekeeper. From this page, you can search by:

- Employee last name
- Employee first name
- Employee Social Security number
- Employee’s timekeeper
- T&A type
- Pay period



All searches (except SSN) use *fuzzy matching*. For example, a search for users with last name of 'Joh' matches 'Joh', 'Johnson', and 'Johansen'. Leaving a search field blank on this page matches will all records. For example, typing “John” in the Employee’s First Name field, but leaving all other fields blank will return results for all employees whose first name is John, regardless of last name, timekeeper, and so on.

IMPORTANT! To search by SSN, you must provide the complete SSN.

An alphabetical range can also be provided when searching on the last name. For example, entering “c-h” displays all employees with last names starting with the characters “c” through “h”.

The **Timekeeper** field lets you limit search results to employees of specific timekeepers.

If the Timekeeper is a delegate for more than one other Timekeeper, or if they are both an actual Timekeeper and also another Timekeeper's delegate, they can configure the search to only display employees assigned to a particular Timekeeper.

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

- **Corrections** displays time card records in the system that are correction records.
- **Unvalidated** displays records that have not been validated by either the employee or the Timekeeper.
- **Validated** displays records which have been validated by the employee or the Timekeeper, but which have not yet been certified by the Supervisor.
- **Certified** displays records that have been both validated and certified, but not yet built.
- **No Profile** displays 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.

The **Pay Period** field lets you restrict the records displayed based on the pay period.

- **Current** matches records for the current pay period.
- **Previous** matches records for the previous pay period that are typically completed records that need to be certified and built.
- **Older** matches records not in the current or previous pay periods.

Once search results are returned, you can perform T&A and employee activities for the list of returned employees.

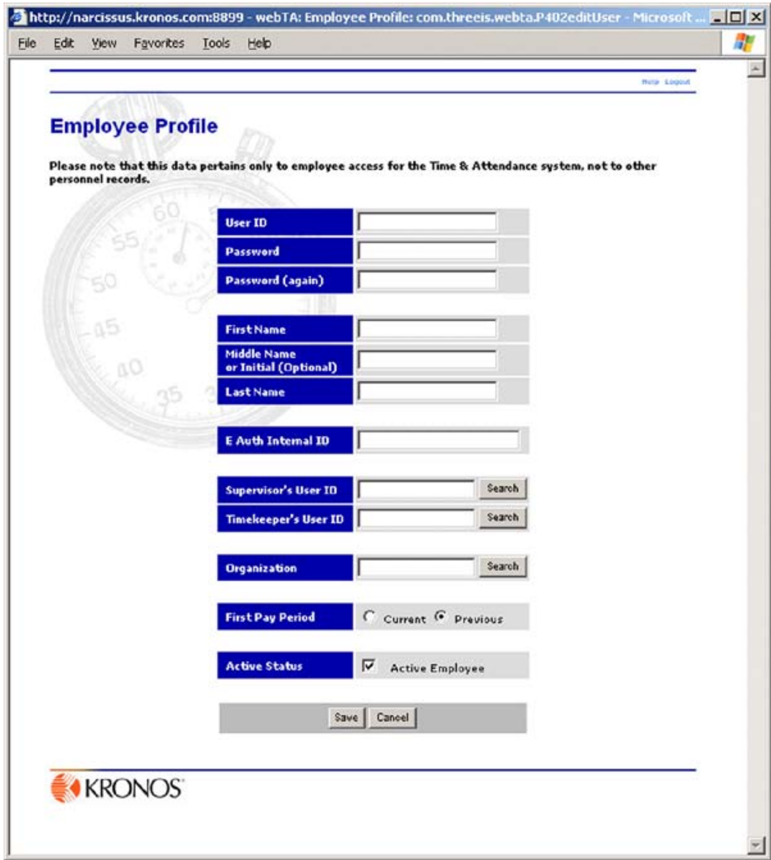
Adding employees

Employees may be entirely new in webTA or may have transferred or been reassigned to your group. Employees who are completely new to webTA must be added to the webTA database.

To add an employee:

1. On the Master Timekeeper Main Menu page, click **New**.

   A blank Employee Profile page opens.



2. Type in, or search for and select, the employee's profile information, then click Save.

   For detailed information about the information fields on this page, see the next section, "About the Employee Profile fields."

About the Employee Profile fields

Employee Profile page fields must be completed according to specific requirements, listed below under the field name.

User ID and password fields

The user ID must be unique in the webTA database. If you try to save the information with a user ID that already exists, webTA informs you that there is an error, and you must select another user ID.

Type in identical passwords on both password lines. User IDs and passwords may be up to 32 characters long.

Name fields

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

E Auth Internal ID

Internal eAuthorization ID number.

Supervisor's User ID

This specifies the employee’s Supervisor. You can specify the Supervisor either by entering their user ID or by clicking **Search** to locate the Supervisor by name.

Timekeeper's User ID

This is the user ID for the employee's Timekeeper. The Timekeeper can specify the employee’s Timekeeper either by entering their user ID or by clicking **Search** to locate the employee’s Timekeeper by name.

Organization

The employee’s organization. Master Timekeepers or Timekeepers can either type in the organization name or click **Search** to select the organization from a list.

First Pay Period

This option appears only in the pay period when an employee is first added to webTA. It 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, click **Previous**.

IMPORTANT! This record must be entered correctly. Once a transmission record has been built for an employee, the record can not be changed.

Active Status

This check box indicates whether the employee is active (that is, eligible to use webTA) or inactive.

To activate an employee, click to select the **Active Employee** check box (this check box is selected by default when a new employee record is created).

If an employee becomes inactive, click to clear the check box. When an employee is inactivated, none of his or her records are deleted from the system, but he or she will no longer be able to log into the T&A system and her records will be ignored during verification, certification and transmission file builds.

IMPORTANT! If you are using Active Directory, check with your Administrator to identify the correct user ID that matches Active Directory, else a mismatch will occur with Active Directly lookup. Employees may be entirely new in webTA or may have transferred or been reassigned to your group. Employees who are completely new to webTA must be added to the webTA database.

Entering and editing T&A data

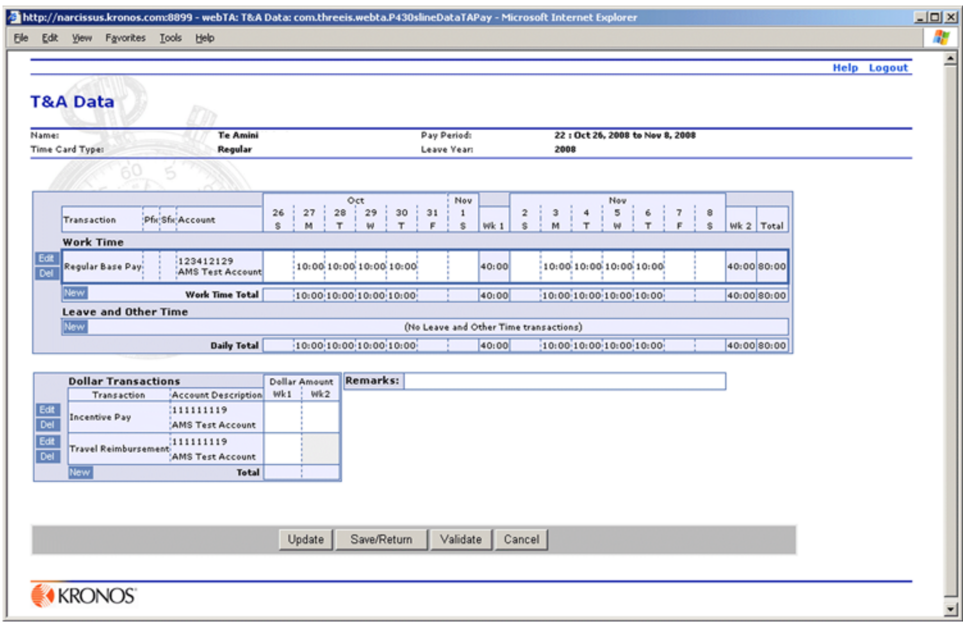
Transactions are sorted into work time transactions, and leave and other time transactions.

The T&A Data page is used to enter time for time and attendance transactions.

To enter T&A work hours and dollar transactions:

1. From the Master Timekeeper Main Menu, search for and select the employee whose hours you want to enter, then click **Edit T&A**.

   The employee’s T&A Data page opens.



2. Type the times, by date, for the appropriate transactions in the **Work Time** and **Leave and Other Times** sections, and in the Dollar Transactions section, type, in dollar amounts, any dollar transactions
3. If you want to update the data, but not close the page, click **Update**.

   \- OR -

   If you want to save and validate the employee’s time card, click Validate.

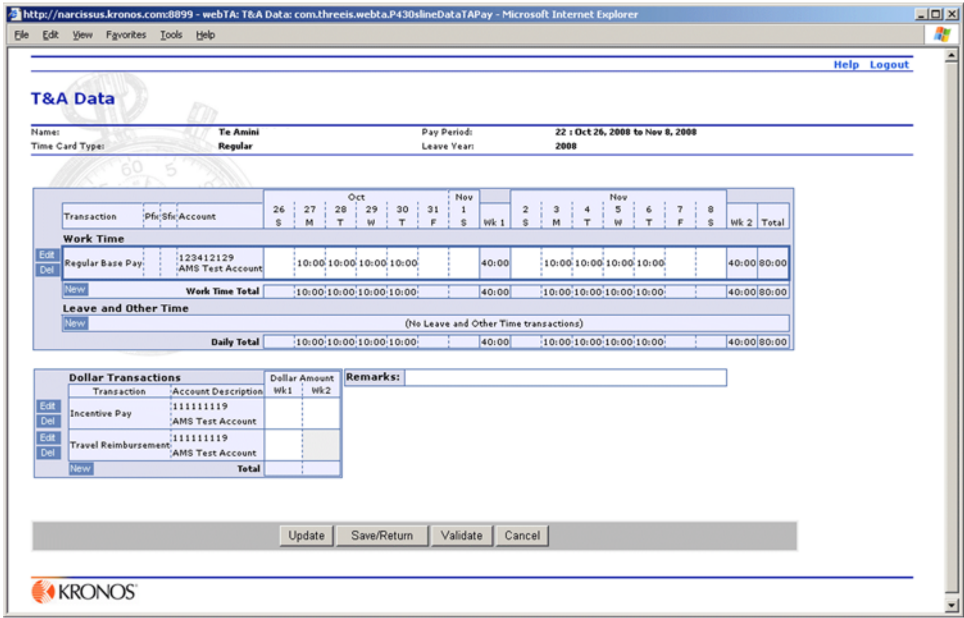
   \- OR -

   If you want to save the time card data, but not validate it, click **Save/Return**.

To add a new work time transaction:

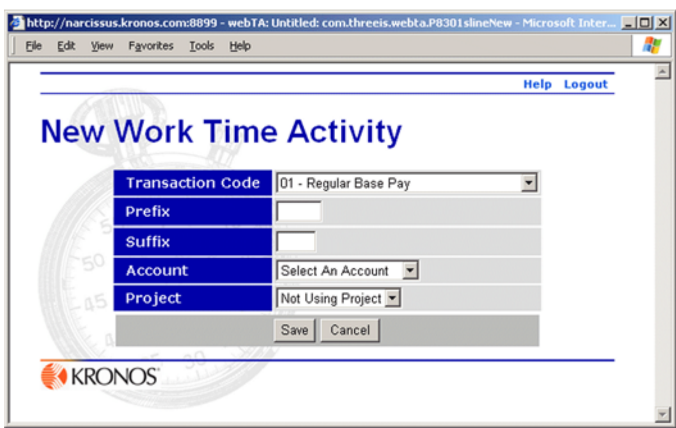
1. If you have not already done so, search for and select the employee.
2. Click to select the employee whose time you want to enter, then click **Edit T&A**.

   The employee’s T&A Data page opens.



3. In the **Work Time** section, click **New**.

   The New Work Time Activity page opens.



4. Enter the information for the new transaction by selecting from the appropriate lists or typing in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made

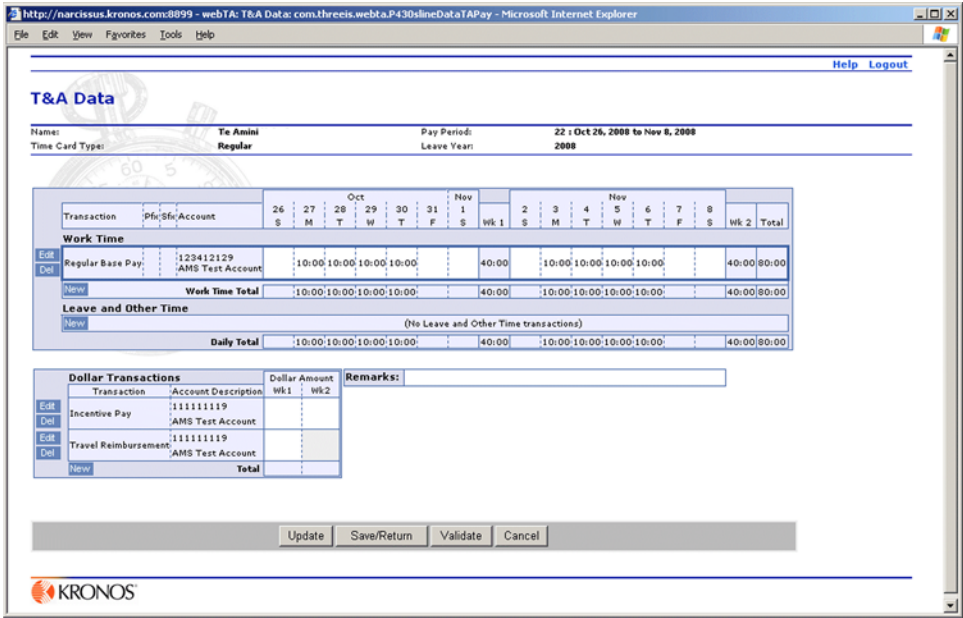
To edit a work time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

   The Search Results page opens listing employees who meet the criteria you searched by.

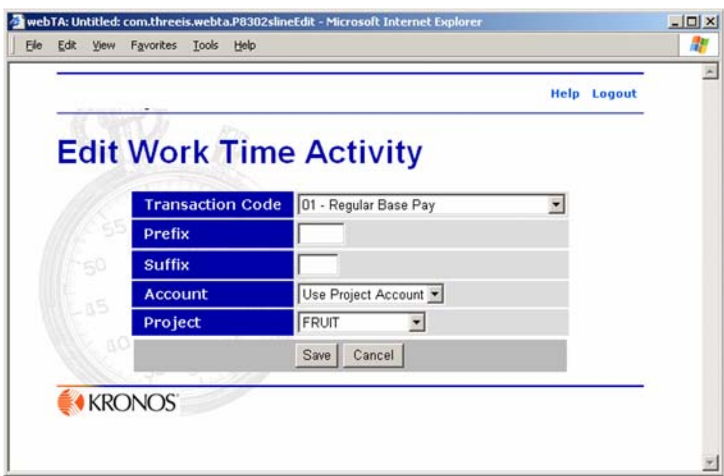
2. Click to select the employee whose time you want to enter, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Work Time** section, click **Edit** next to the transaction you want to edit.

   The Edit Work Time Activity page opens.



4. Change the information for the transaction by selecting from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made.

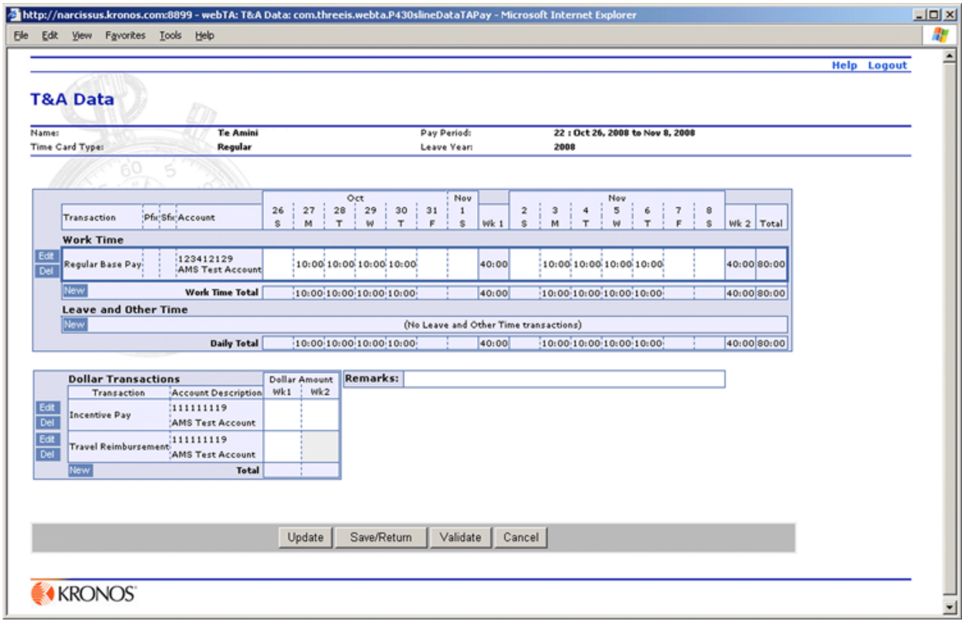
To add a new Leave or Other Time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

   The Search Results page opens listing employees who meet the criteria you searched by.

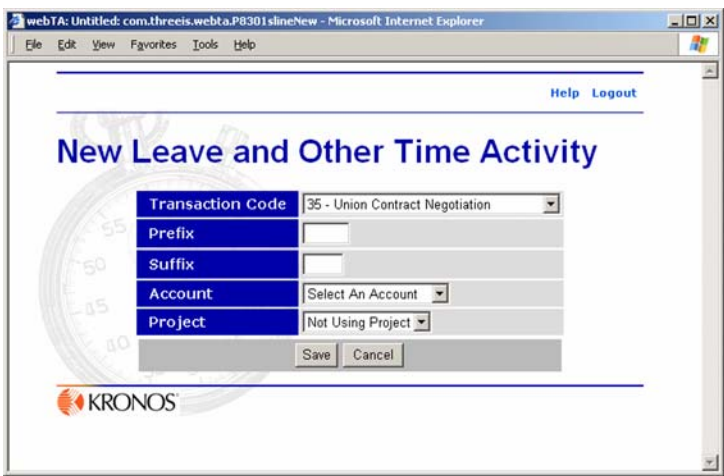
2. Click to select the employee, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Leave and Other Time** section, click **New**.

   The New Leave and Other Time Activity page opens.



4. Enter the information for the new transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee’s T&A Data page changes to reflect the changes you made

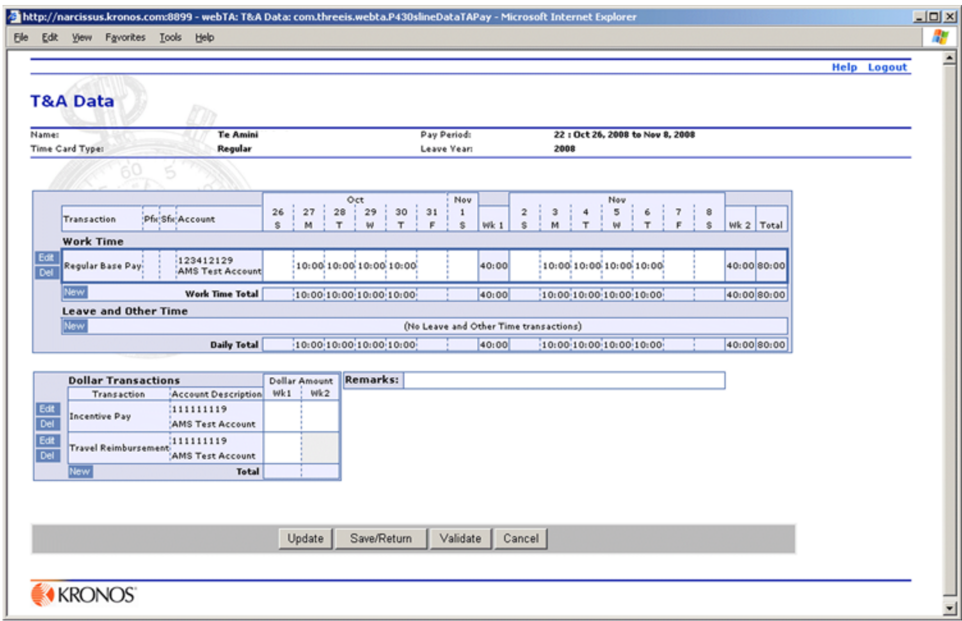
To edit a Leave or Other Time transaction:

1. From the Master Timekeeper Main Menu, click **Search**, then search for the employee.

   The Search Results page opens listing employees who meet the criteria you searched by.

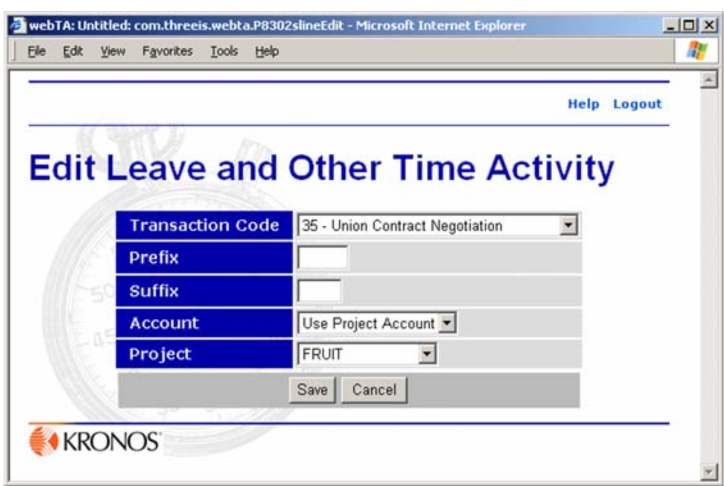
2. Click to select the employee, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Leave and Other Time** section, click **Edit** next to the transaction you want to edit.

   The Edit Leave and Other Time Activity page opens.

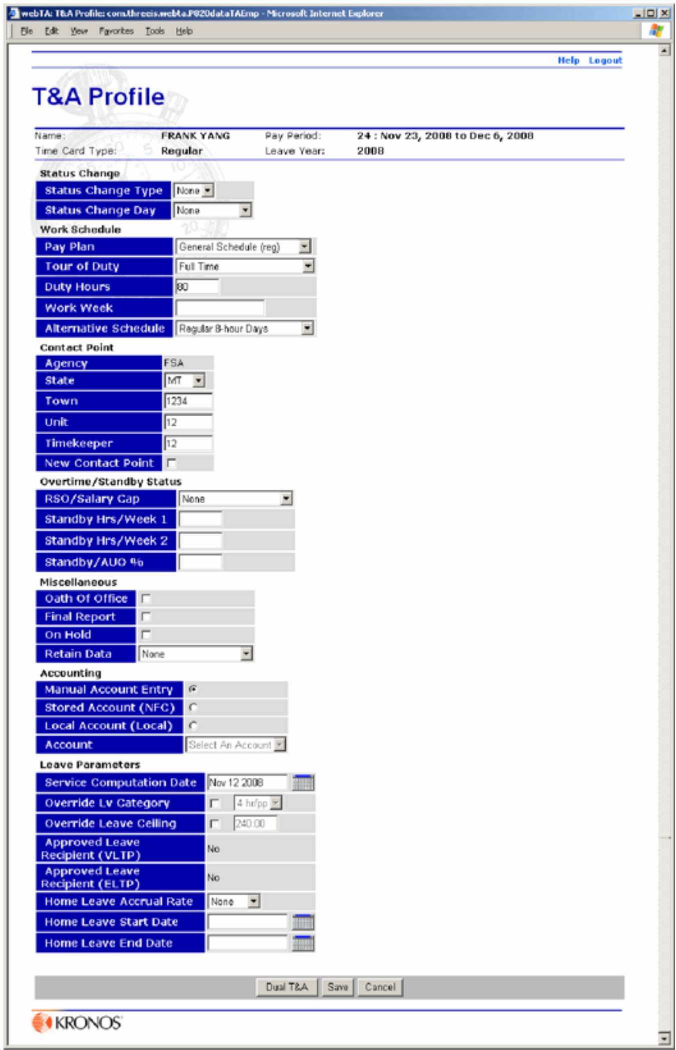


4. Enter the new information for the transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The employee's T&A Data page changes to reflect the changes you made.

Viewing an employee's T&A Profile

An employee's T&A Profile opens by clicking T&A Profile after selecting an employee from the Search Results page.



The information on the T&A Profile page identifies an employee's basic payroll profile, including tour of duty and pay plan. The sections that follow detail segments of the T&A Profile page.

Status Change

The fields in the **Status Change** section of the T&A Profile are used to indicate status changes in an employee's profile information.

- The **Status Change Type** list provides choices for the type of status change. The field can have the values *None*, *End*, or *Start*.

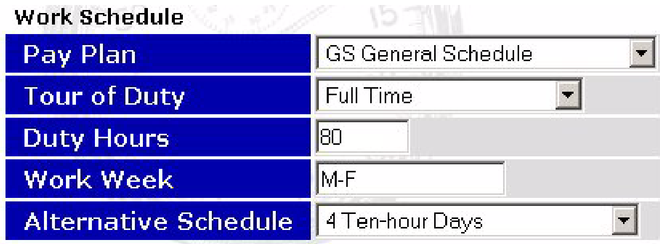
  End and *Start* apply only when the employment status actually starts or ends within a given pay period.

  If a status change is needed, select the appropriate type from the list and select the day that status is effective from the **Status Change Day** list. If no status change occurs within the pay period, the field should be set to *None*.

- The **Status Change Day** list is used to set the day of the status change.

  If the **Status Change Type** field is set to *Start* or *End*, this field must be set to indicate the day of the change. The list contains fourteen selections, one for each day of the pay period. If no status change is needed, select *None*.

Work Schedule section


Work Schedule

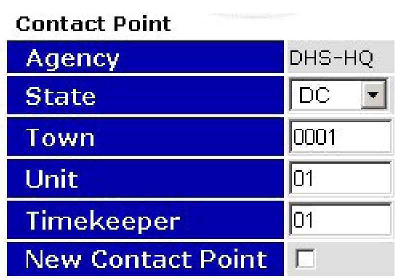
Pay Plan	GS General Schedule
Tour of Duty	Full Time
Duty Hours	80
Work Week	M-F
Alternative Schedule	4 Ten-hour Days

All Work Schedule section fields must be completed by the Master Timekeeper before the T&A Profile form can be saved. The following are a list of fields within the section.

- **Pay Plan** shows the pay plan.
- **Tour of Duty** shows the tour of duty.
- **Duty Hours** shows the employee's scheduled biweekly hours.

  For full time employees this number should usually be 80.
- **Work Week** shows the employee’s regular hours.
- **Alternative Schedule** shows the alternative or compressed work schedule.

Contact Point section


Contact Point

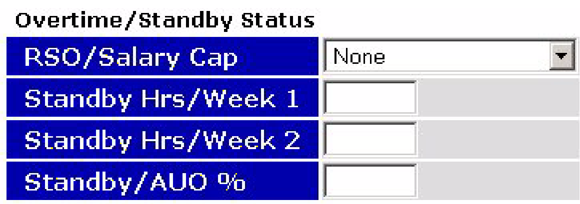
Agency	DHS-HQ
State	DC
Town	0001
Unit	01
Timekeeper	01
New Contact Point	

The **Contact Points** section of the T&A Profile is populated from the employee’s Timekeeper’s Timekeeper Profile on an employee’s first refresh.

All **Contact Point** fields are required fields:

- **Agency** – The employee’s agency
- **State** – The state code.
- **Town** – The 4-digit town code for the employee’s duty station.
- **Unit** – The 2-digit NFC Unit code.
- **Timekeeper** – The employee’s Timekeeper’s 2-digit unit Timekeeper code.
- **New Contact Point** – Selected if the employee’s contact point information changed during a pay period.

Overtime/Standby Status section



- **RSO/Salary Cap –** The Master Timekeeper must enter an employee's regularly scheduled overtime hours in the first, the second or both weeks of the pay period.

  This box is also used to indicate employees who are authorized to exceed the salary cap.

- **Standby/AUO Week 1** and **Standby/AUO Week 2 –** Employees may be entitled to premium pay for standby duty.

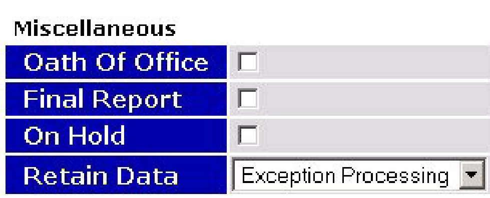
  Entries are only required for the pay periods during which the standby hours begin, change or end.

  The Master Timekeeper must enter the number of Standby or AUO hours in the appropriate field.

- **Standby/AUO % –** The Master Timekeeper must enter the applicable percentage for the number of hours of standby used in week 1 and week 2 or the Administratively Uncontrollable Overtime percentage.

  Enter 99 to end standby hours.

Miscellaneous section



- **Oath of Office** – The Master Timekeeper must check this box if this is the first time card for this employee within your agency (that is, an accession to duty).

- **Final Report** – The Master Timekeeper must check this box if this is the last time card for this employee (that is, a separation from duty).
- **On Hold** – The Master Timekeeper must check this box when a time card report is not required for an employee, for example when the employee is on extended leave without pay.

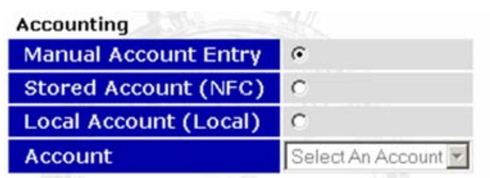
  The employee can still access the webTA system, but no time card is generated until you deselect the check box.

- **Retain Data -** These options control how much and what type of data is maintained from one pay period to the next.

  The options include:

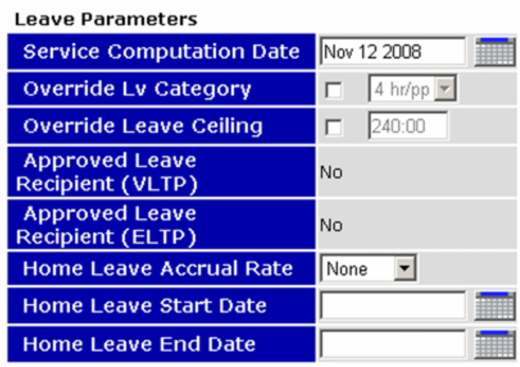
  - **None**, to delete all payroll information at the beginning of each pay period
  - **All**, to save all payroll information
  - **TCs and Accounts**, to delete only the hours while retaining the transaction information and accounting
  - **Restore from Default**, to copy the information in the employee's default schedule to the payroll forms
  - **Exception Processing**, to clear exceptions from the payroll forms.

Accounting section



- **Manual Account Entry** sets webTA so that you must select an account for each transaction involving pay or dollar transactions
- **Stored Account (NFC)** selects the NFC account in which all time transactions are stored.
- **Local Account (Local)** selects the local account in which all time transactions are stored.
- **Account** provides a list of local accounts to select from when either a Stored Account or Local Account option is selected.

Leave Parameters section



- **Service Computation Date** is used to determine the employee's annual leave earning category.

  When this field is correctly entered by the Master Timekeeper, webTA automatically adjusts the annual leave category when 3 and 15 years of service have been reached.

  NOTE: Clicking the calendar icon opens a calendar from which you can select the date by navigating to the appropriate month and clicking on a date.

- **Override Lv Category** is used to set the accrual rate for the employee.

  By default the Annual Leave Category is calculated based upon the Service Computation Date. If you need to change amount, click to select that option, then enter the revised accrual amount.

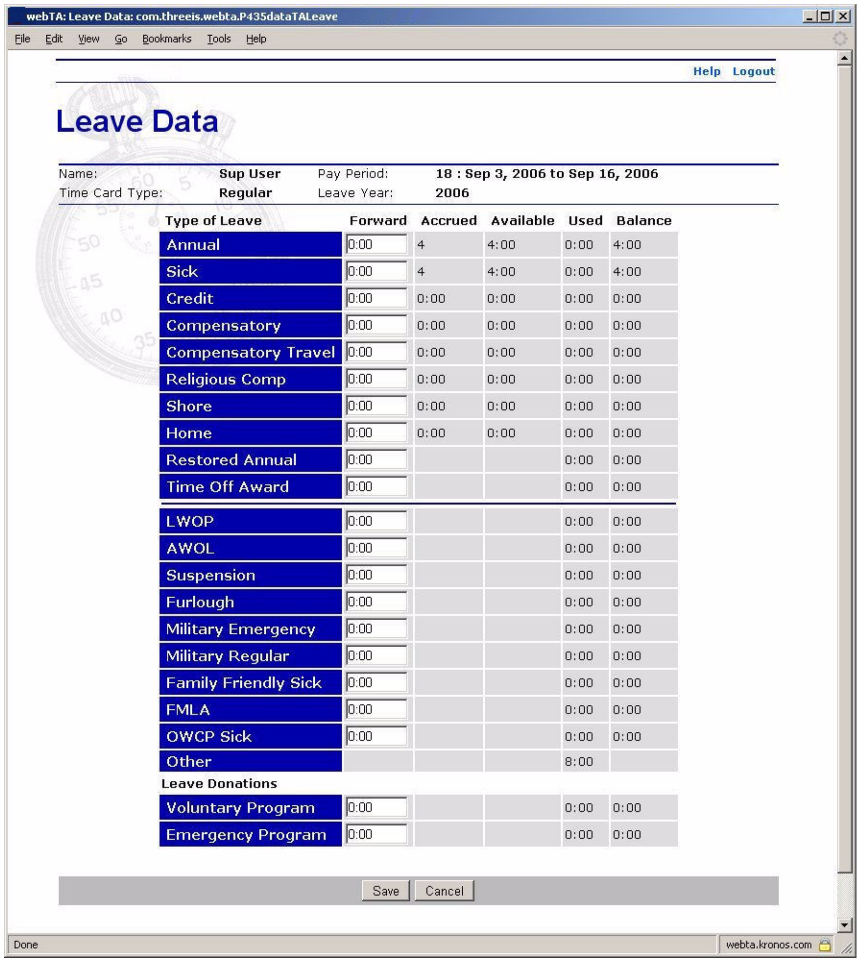
- **Override Leave Ceiling** is the maximum numbers of hours of annual leave available to the employee.

  If you need to change this amount, click to select the Override Leave Ceiling option, and then type in the new amount. webTA automatically adjusts the employee's annual leave balance and the personal leave ceiling, as necessary, in the first pay period of the new leave year.
- **Approved Leave Recipient (VLTP)** and **Approved Leave Recipient (ELTP)** are a read-only fields that indicate if the employee is a VLTP or ELTP leave recipient.
- **Home Leave Accrual Rate** is the rate, in number of days, at which the employee accrues home leave.
- **Home Leave Start Date** is the first date the employee is eligible for home leave.
- **Home Leave End Date** is the last date the employee is eligible for home leave.

About the Leave Data page

The Leave Data page lets the you or the Timekeeper modify leave balances for a given pay period.

The Leave Data page opens when you click **Leave** after selecting an employee from the Search Results page.



webTA: Leave Data: com.threeis.webta.P435dataTALeave

File Edit View Go Bookmarks Tools Help

Help Logout

Leave Data

Name:	Sup User	Pay Period:	18 : Sep 3, 2006 to Sep 16, 2006
Time Card Type:	Regular	Leave Year:	2006

Type of Leave	Forward	Accrued	Available	Used	Balance
Annual	0:00	4	4:00	0:00	4:00
Sick	0:00	4	4:00	0:00	4:00
Credit	0:00	0:00	0:00	0:00	0:00
Compensatory	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00
Religious Comp	0:00	0:00	0:00	0:00	0:00
Shore	0:00	0:00	0:00	0:00	0:00
Home	0:00	0:00	0:00	0:00	0:00
Restored Annual	0:00			0:00	0:00
Time Off Award	0:00			0:00	0:00
LWOP	0:00			0:00	0:00
AWOL	0:00			0:00	0:00
Suspension	0:00			0:00	0:00
Furlough	0:00			0:00	0:00
Military Emergency	0:00			0:00	0:00
Military Regular	0:00			0:00	0:00
Family Friendly Sick	0:00			0:00	0:00
FMLA	0:00			0:00	0:00
OWCP Sick	0:00			0:00	0:00
Other				8:00	
Leave Donations					
Voluntary Program	0:00			0:00	0:00
Emergency Program	0:00			0:00	0:00

Save Cancel

Done webta.kronos.com

With rare exceptions you should only need to enter leave balance information on this page when adding a new employee. Exceptions include corrections, Military Regular Leave use, or if there is an annual leave category change.

Once leave balances forward are entered, the system maintains the data, based on entries on the T&A Data page.

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

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

Setting an employee's pay period

The Set Pay Period function lets the Timekeeper adjust the employee's pay period to correct situations in which an employee might not have entered their time for a previous pay period or their time was not validated, certified, and built for a previous pay period.

Pay periods is determined by when the employee last had a certified time card.

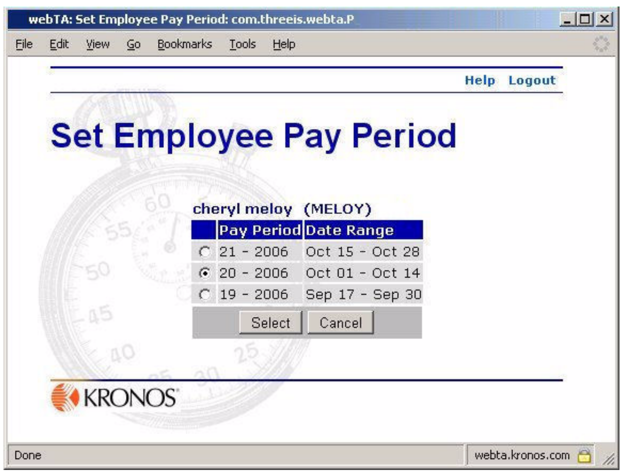
- If the employee's last certified record was the previous pay period, then there are no choices.
- If the employees last certified pay period was several pay periods before the current pay period, then all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never has a certified time card, then all pay periods for that calendar year can be chosen.
- If the employee's current time card has leave transfer time used, then the pay periods cannot be changed.

The record for a certified and corrected time card cannot be changed.

To set an employee's pay period:

1. Search for and select the employee.
2. Click **Set Pay Period**.

   The Set Employee Pay Period page opens.



3. Click to select the pay period from the list.
4. Click **Select**.
5. webTA changes the pay period. The new pay period appears on the Search Results page in the Pay Period box for the employee.

Splitting T&A

When an employee's T&A profile changes in mid pay period, such as when an employee changes contact points, work schedules, or overtime status, then a "split T&A" may be needed to update their profile to reflect the changes.

IMPORTANT: An employee who starts in the middle of a pay period or who leaves in the middle of a pay period would not have split T&A, but will have a change in status.

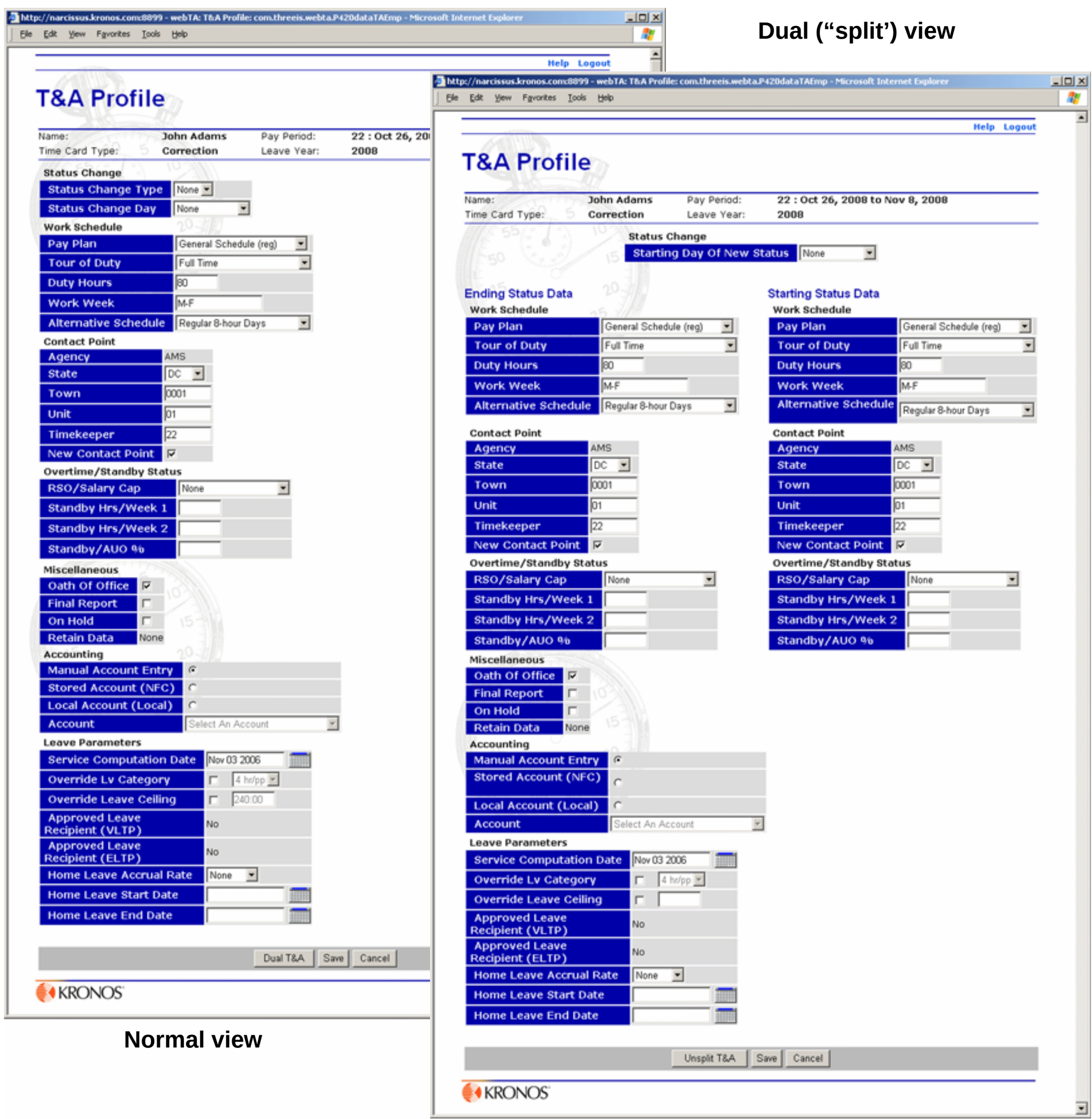
To change an employee's status using split T&A:

1. Search for and select the employee.
2. On the Search Results page, select the employee, then click **T&A Profile**.

   The employee's T&A Profile page opens.
3. Click **Dual T&A**.

   The T&A Profile page changes to the dual ("split") view.

Dual ("split') view



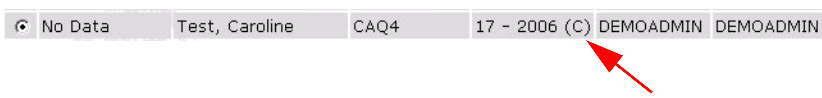
Normal view

4. Select the starting date for the new status from the list at the top of the page.
5. In the **Starting Status Data** section, type in and selected the new status information from the lists.
6. Click **Save**.
7. If you want to return to the original T&A Profile view, click **Unsplit**.

IMPORTANT! If you click **Unsplit T&A** before you click **Save**, any changes you've made to the split T&A Profile page, including status change information, are lost.

Deleting T&A records

The Delete feature lets the Timekeeper or Master Timekeeper delete an uncertified corrected time card. A corrected time card is designated with a **(C)** next to the record on the Search Results page.



To delete a corrected T&A record:

1. Select, or search for and select, the employee.
2. Click to select the employee record from the Select Employee page.
3. Click **Delete**.

   webTA permanently deletes the record.

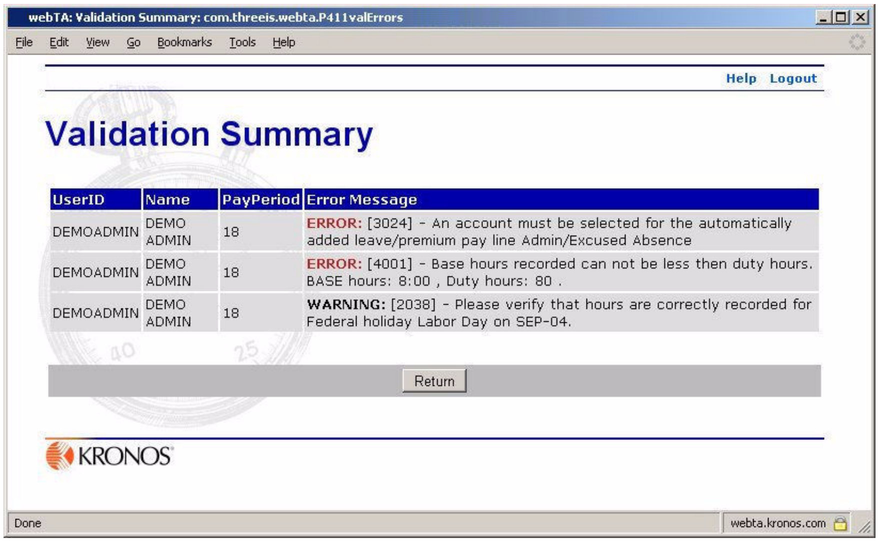
Validating records

Before data can be certified and transmitted to payroll, it must be validated. The Validation feature lets the Timekeeper or Master Timekeeper validate employees' T&A.

To validate individual employee records:

1. Search for and select the employee.
2. Click **Validate**.

   You see a message indicating the progress of the validation. When validation is completed, the Validation Summary page opens, showing you the results of the validation.



Two types of messages are generated during the validation: errors and warnings.

- Errors are identified in the **Error Message** column by the word "ERROR" in red.

  Errors are generated when the system has enough information to determine that data entered is incorrect. Errors may occur for many reasons, most commonly when the daily, weekly or pay period tour of duty are not balanced or when unauthorized transaction codes for the employee's pay plan or tour are attempted to be used.

- Warning messages are generated when the possibility of an error exists, but webTA does not have enough information to determine with certainty that an error has occurred.

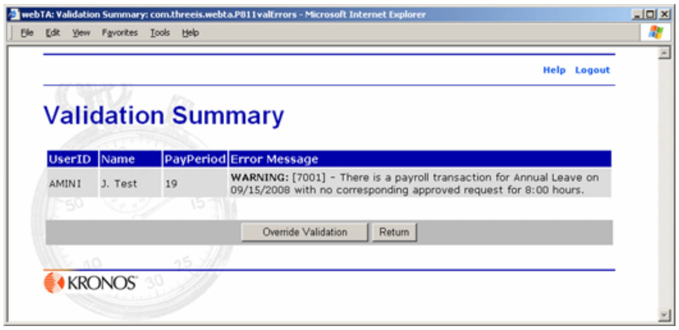
  As an example, prior approval is required before using certain transaction codes. If overtime hours are recorded, the system generates a warning because it does not know whether the employee has received prior approval.

Before a Supervisor can certify a T&A report, all errors must be corrected. Warnings do not have to be corrected, but should be checked before the Supervisor certifies the T&A report.

To override a validation:

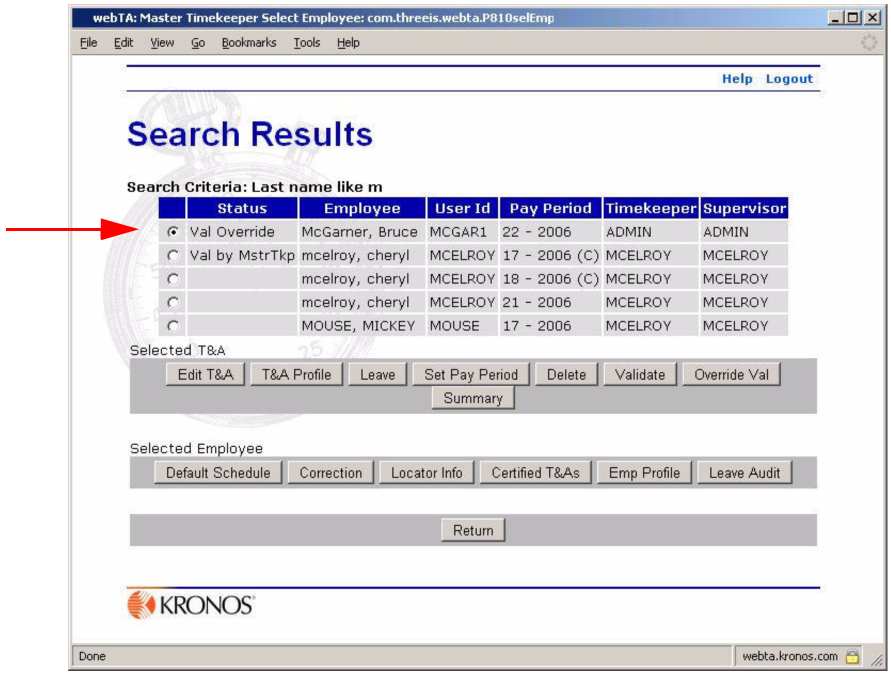
1. Search for and select the employee.
2. On the Search Results page, click **Override Validation**.

   The Validation Summary page opens for the employee.



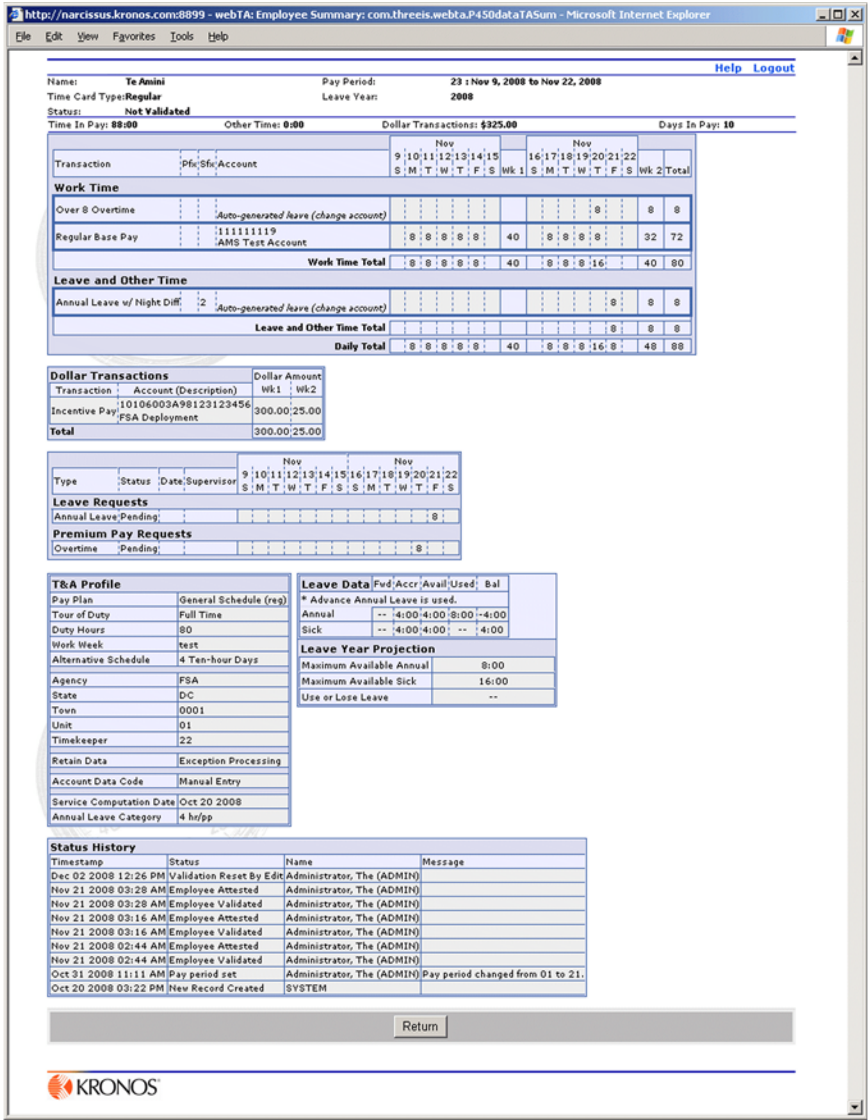
3. On the Validation Summary page, click **Override Validation**.

   The Search Results page reopens. The **Status** column message for that employee indicates that the validation has been overridden.



About the T&A summary page

The Summary page opens when you select an employee from the Select Employee or Search Results page, then click **Summary**.



The T&A Summary page is presented to the employee during affirmation and is the page used by Supervisors to certify time cards.

The T&A Summary page is a read-only view of the employee's time card. The page includes these sections:

- The employee overview at the top of the page contains employee profile information. The section contains such information as the employee's name, the Timecard Type, the Timecard Status, the pay period, and the leave year.
- **T&A Profile** contains the employee's T&A Profile for the current pay period.
- **Leave Data** contains the employee's leave balances for the current pay period. Any non-zero leave balances are displayed in this section.
- **Leave Year Projection** shows the employees annual and sick leave projections as of the current pay period. This section also contains the employee's used or lost leave as of the current pay period.

- **Status History** contains an audit log of all actions taken against the current time card.

About the Default Schedule page

The Default Schedule page lets Timekeepers and Master Timekeepers create or modify a default schedule for a selected employee. The default schedule is used by employees whose T&A data change little from one pay period to the next.

To activate the Default Schedule function for an employee, that employee's **T&A Profile Retain Data** field must be set to either *Restore from Default* or *Exception Processing*.

webTA supports two types of default schedule processing:

- **Restore from Default** – Default schedule times entered into the default schedule are automatically entered into the employee's time sheet when the new pay period begins. Moving forward, the T&A data behaves normally.

  If the employee works a normal schedule with no changes, then no changes need to be made to the time sheet.

  If the employees time differs for a given pay period, then the employee must make the necessary changes in the Edit T&A Data screen.

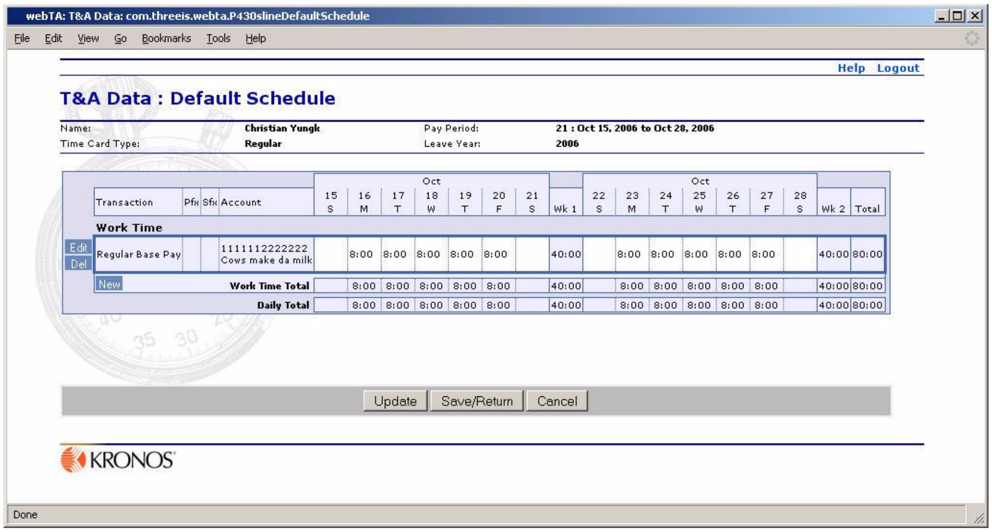
- **Exception Processing** – Rows of time entered into the default schedule will automatically be included in the employee's time card unless the employee replaces it with entries made on the Edit T&A Data page. For instance, if a given day contains 8 hours in the Default Schedule, but the employee charges 4 hours to Annual Leave, only the Annual Leave line need be entered in the Edit T&A Data screen.

  On the T&A Summary page, however, you will see the Annual Leave line (with 4 hours) and the Default Schedule line appropriately reduced to 4 hours. The Default Schedule lines never appear in the Edit T&A Data screen, only the exceptions to the Default Schedule.

To view or modify the default schedule for an employee:

1. Search for and select the employee.
2. Click **Default Schedule**.

   The T&A Data: Default Schedule page opens.



3. If you want to change the employee’s default schedule, type in the new work times for their respective days.
4. If you want to update the page to reflect your changes without saving the changes to webTA, click **Update**.

   - OR -

   If you want to save your changes to webTA, click **Save/Return**.

Correcting T&A records

webTA’s correction feature lets timekeepers and Master Timekeepers correct time cards that are less than one year (26 pay periods) old.

There are two types of corrections: normal corrections and *local* corrections

Local corrections are corrections made to make the data correspond to what is already in the NFC database, and are usually made to T&A data created before webTA was implemented.

Local corrections are *non-historical* in that the T&A data that these corrections are made to are not already in the webTA system. (*Historical* corrections are corrections made to time cards that are already in the webTA system.) For non-historical corrections, timekeepers must first create T&A profile data for the employee, and then create the time card for the selected pay period.

Locally corrected time cards can be validated and certified like regular time cards, but the data are not re-transmitted to NFC.

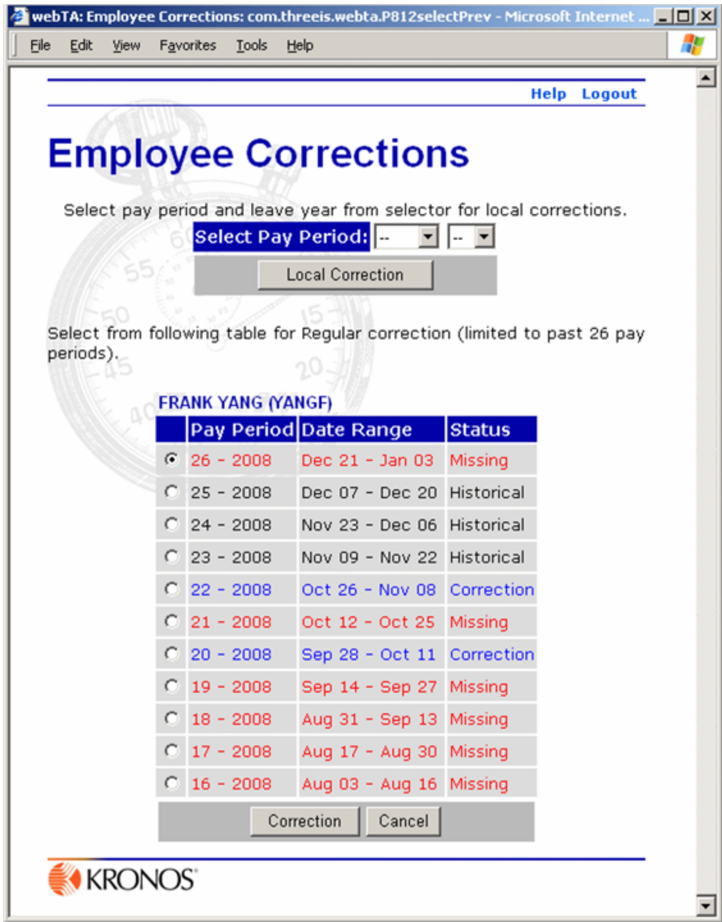
Non-historical corrections can only be made by Master Timekeepers. Historical corrections can be made by both timekeepers and Master Timekeepers.

IMPORTANT! Your administrator must authorize you to make local corrections by selecting that option in your Employee Profile.

To make a normal (historical) correction:

1. Search for and select the employee whose record you want to correct.
2. On the Search Results page, click **Correction**.

   The Employee Corrections page opens, listing the pay periods for the employee you selected.



3. Click to select the pay period you want to correct.

   If the status of the pay period is “Missing,” the pay period is non-historical, and cannot be corrected using this procedure. For the procedure for correcting missing pay period data, go to “To make a local (non-historical) correction” on page 26.
4. Click **Correction**.
5. The employee’s T&A Data page opens.
6. Correct the time card data as necessary.
7. If you want to save the data without validating it, click **Save/Return**.

   - OR-

   If you want to save and validate the data, click **Validate**.

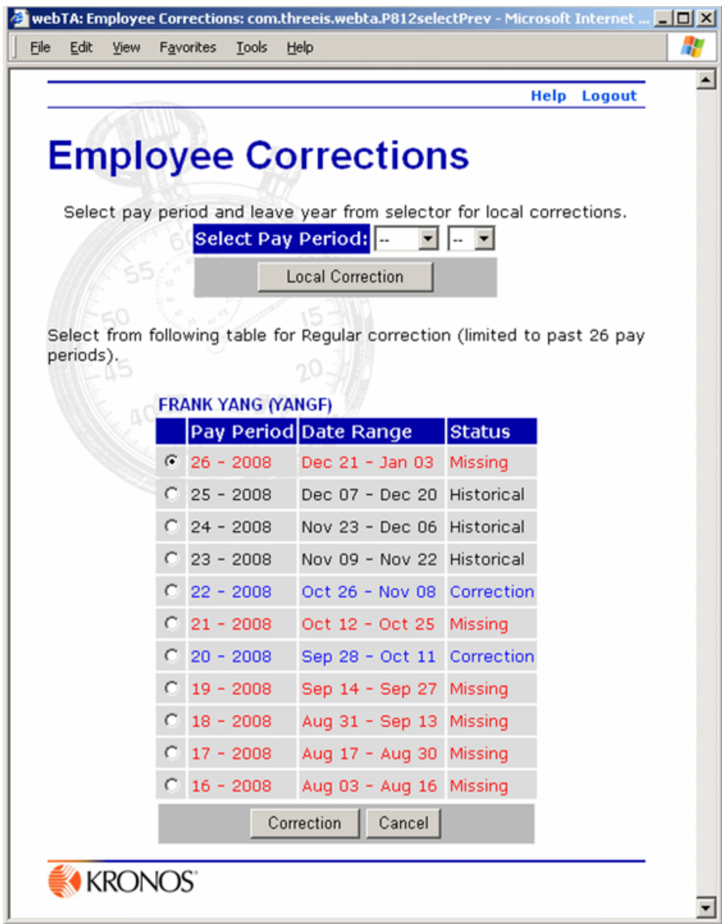
When the correction is completed and processed for submission to NFC, the system roles updated leave balances forward to the new pay period, provided that all of the intervening pay period records exist in webTA.

To make a local (non-historical) correction:

IMPORTANT! To make local corrections, your administrator must have authorized you to do so by selecting that option in your Employee Profile.

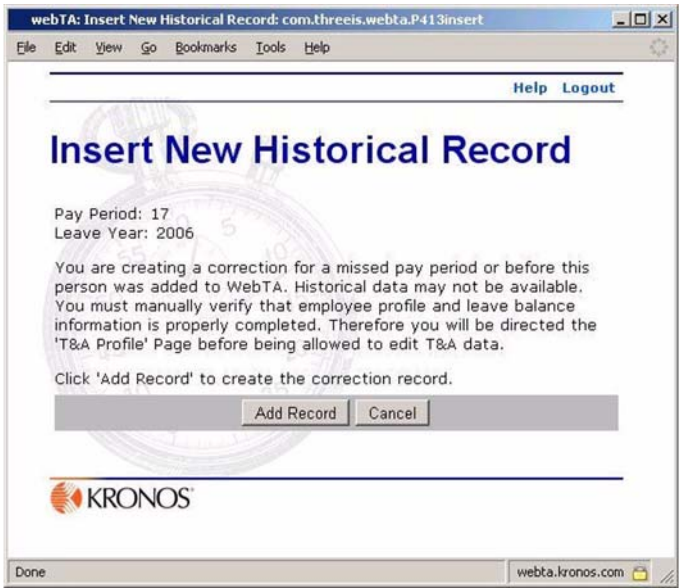
1. Search for the employee for whom you want to make the correction.
2. From the Search Results page, select the employee, then click **Correction**.

   The Employee Corrections page opens, listing the pay periods for the employee you selected.



3. From the **Select Pay Period** year and pay period lists, select the year and pay period for the record you want to correct, then click **Correction**.

   The Insert New Historical Record page opens.



4. Click **Add Record**.

   The employee's T&A Profile page opens.

5. Enter the employee's profile information, as necessary, then click **Save**.

   For detailed information about the fields in the T&A Profile page, see "About the Employee Profile fields" on page 4.

   webTA adds the profile data to the local webTA record, thus making it historical, and returns to the Search Results page.

   The selected employee's status changes from "Missing" to "No Data."

6. Click **Correction**.

   The Employee Corrections page opens again. The status for the pay period you selected in Step 2 now shows "Correction" instead of "Missing."

7. Make the correction by following the procedure "To make a normal (historical) correction" on page 25.

About Locator Info

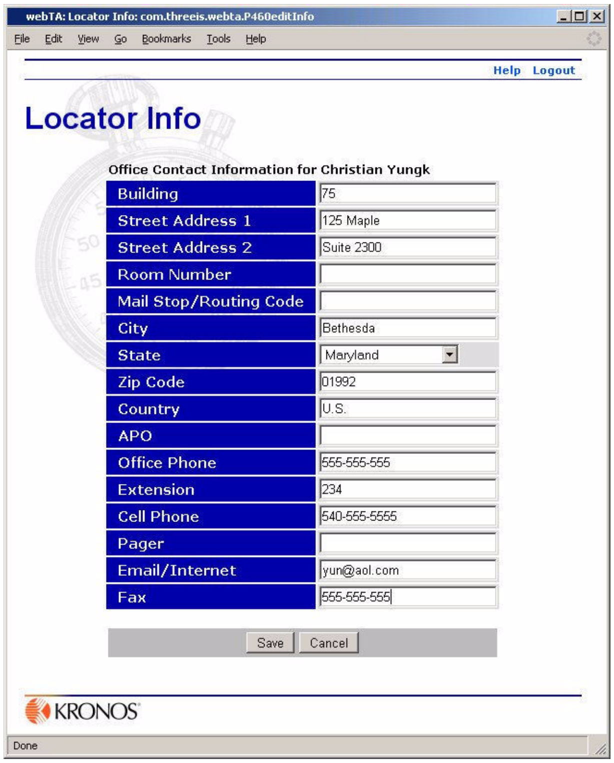
The Locator Info feature lets Timekeepers or Master Timekeepers maintain contact information for employees.

The information on the Locator Info page is work information. Personal information, home address and phone number, must be changed through the personnel office.

To open an employee's Locator Info page:

- Select, or search for and select, the employee, then click **Locator Info**.

The employee’s Locator Info page opens.



IMPORTANT! webTA does not require that locator information be maintained, but if your agency distributes webTA tasks by e-mail, the employee’s e-mail address must be entered.

If the **E-mail/Internet** box is blank, tasks are delivered to the webTA task list.

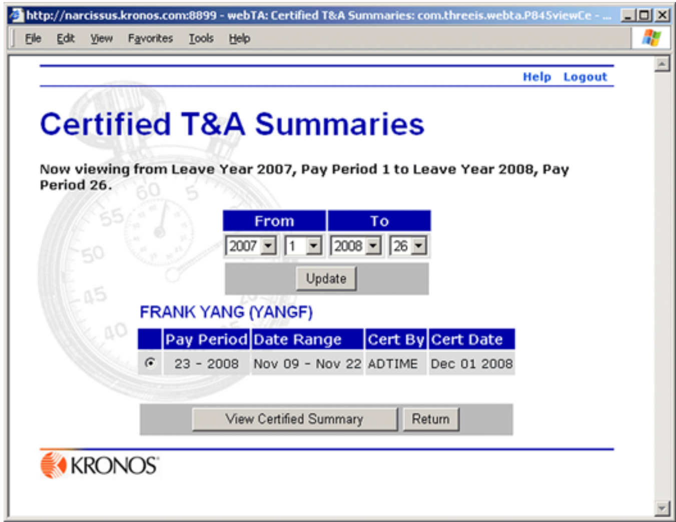
About viewing certified time cards

The Certified T&A feature lets timekeepers or Master Timekeepers view certified time cards for the selected employee. Timekeepers have the option to restrict the range of records viewed by selecting the **From** and **To** pay periods. The range is applied when you click **Update**.

To view a T&A summary:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Certified T&As**.

   The Certified T&A Summaries page for the selected employee opens.

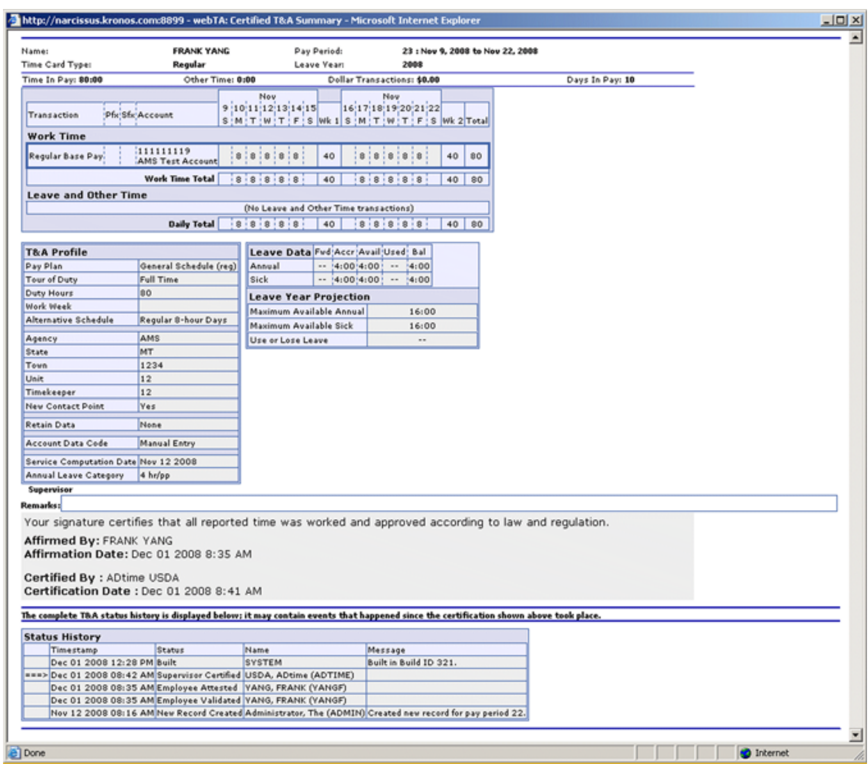


3. If you want to change the range of records presented on the page, select new dates from the **From** and **To** lists, then click **Update**.

   The list of certified T&A summaries for the employee changes to reflect the new date range you selected.

4. Click **View Certified Summary**.

   The employee's summary page opens.



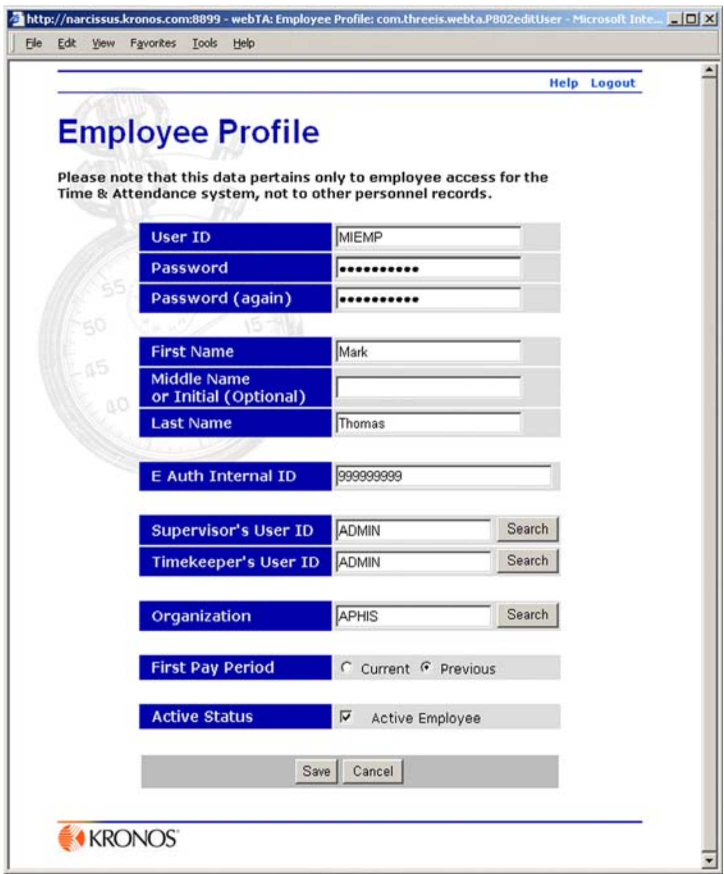
About the Employee Profile page

The Employee Profile page lets the Timekeeper or Master Timekeeper change an employee's Employee Profile information. Information that can be changed includes the employee's name, social security number, assigned Timekeeper, and assigned Supervisor.

To view or edit an employee's profile:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Emp Profile**.

   The Employee Profile page for the selected employee opens.



3. If you need to modify the employee's profile, edit the employee's information as necessary, then click **Save**.