

webTA 3.8

USDA Supervisor's Guide

Document History

Date	Revision	Description	Author
2/17/08		Initial release	Bruce McGarvey

Contents

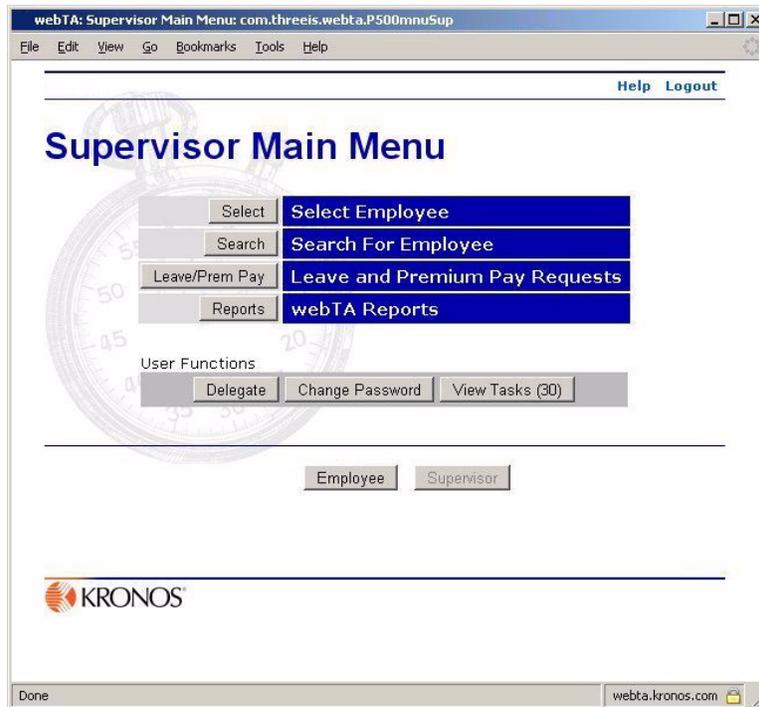
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Introduction

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

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

The Supervisor Main Menu opens when you log into webTA.



As a Supervisor, you are responsible for certifying all time cards for your employees before their data is sent to NFC for payroll processing, and to approve or deny leave and premium pay requests.

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

Selecting or searching for an employee

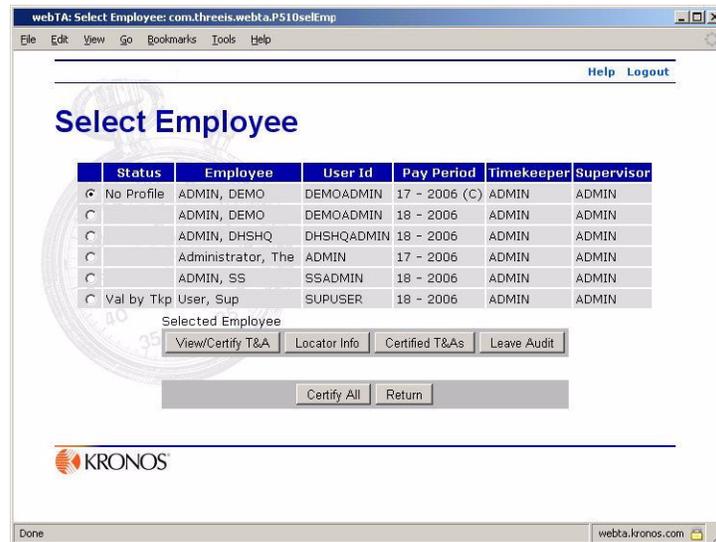
To certify time cards and do other employee maintenance tasks, you must either use the Select Employee function to get a list of the employees that you are personally responsible for, or search for an employee using webTA's search function to get a subset of that list (either a specific employee or a set of employees that report to the you).

NOTE: See *webTA Basics* for detailed information about searching.

To select an employee:

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

webTA returns a complete list of the employees you can certify or maintain, along with the status of their time and attendance record.



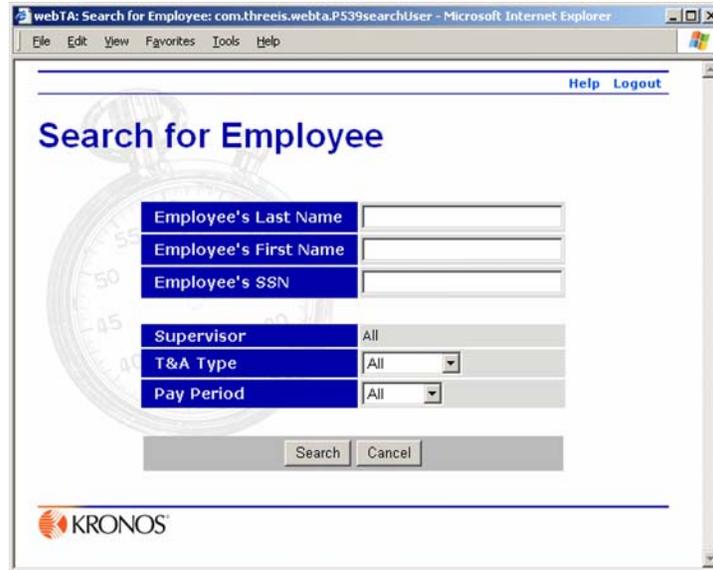
The **Status** column for unvalidated employees will be empty.

Time cards that are validated are eligible for certification.

To search for an employee:

1. On the Supervisor Main Menu page, click **Search**.

The Search for Employee page opens.



2. Type in the employee's last name, first name, SSN, or a combination of that information.
NOTE: See *webTA Basics* for detailed information about setting basic search criteria.
3. If you want to search by T&A type or pay period, select the appropriate search criteria from the associated drop-down lists.

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

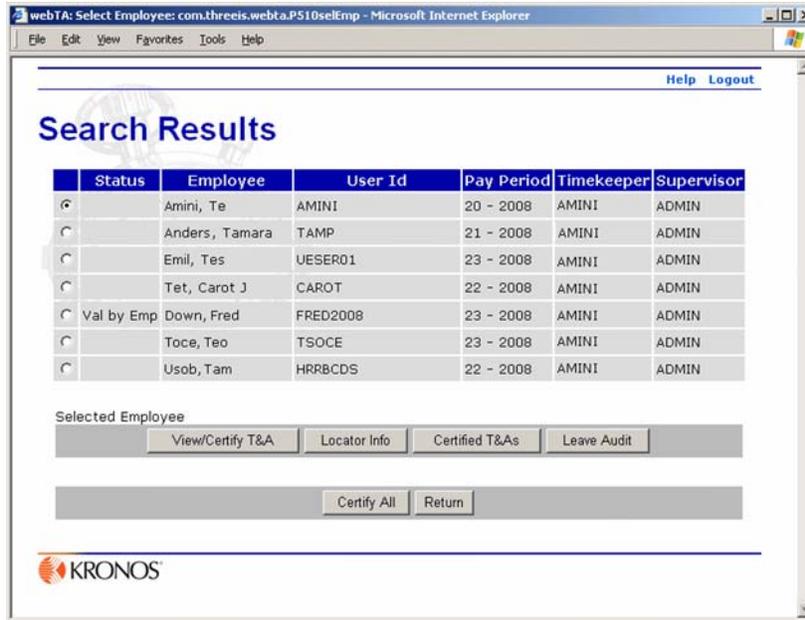
- **Corrections** searches for time cards in the system that are correction records.
- **Unvalidated** searches for records which have not been validated by either the employee or the timekeeper.
- **Validated** searches for records which have been validated by the employee or the timekeeper, but which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

Pay Period lets you limit search results by pay period.

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

4. Click **Search**.

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



Viewing and certifying time cards

After selecting or searching for employees, you can select an employee for certifying an individual time card, or you may certify all validated time cards in one operation.

IMPORTANT! Either the employee or the employee's timekeeper must have validated the time card before you can certify it.

To view and certify or decertify an employee's time card:

1. Select, or search for and select, the employee whose time card you want to view or certify.
2. Click **View/Certify T&A**.

The employee's T&A data summary page opens.

webTA: T&A Data Summary: com.threewis.webta.P550data1A5um

Name: **User** Pay Period: **18 : Sep 3, 2006 to Sep 16, 2006**
 Time Card Type: **Regular** Leave Year: **2006**
 Status: **Approved** Other Time: **0:00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total		
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total
Work Time																				
Regular Base Pay			60000000000000																	
Work Time Total																				
Leave and Other Time																				
Admin/Excused Absence			60000000000000																	
Leave and Other Time Total																				
Daily Total																				

T&A Profile

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

Leave Data

Fwd	Accr	Avail	Used	Bal	
Annual	--	4:00	4:00	--	4:00
Sick	--	4:00	4:00	--	4:00
Other					8:00

Leave Year Projection

Maximum Available Annual	36:00
Maximum Available Sick	36:00
Use or Lose Leave	--

Status History

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

Your signature certifies that all reported time was worked and approved according to law and regulation.
Validated By : The Administrator
Validation Date : Oct 17 2006 1:05 PM

- If you want to certify the employee's time card, click **Certify**, then **STOP HERE**.
 - OR -
 If you want to decertify an employee's time card, click **Reject/Decertify**.
 The Reject Employee Data page opens, asking you for a reason for the rejection.

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

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

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

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

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

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

5. Click **Save**.

The certification is removed or rejected, and a task is sent to the affected employee and his or her Timekeeper.

To certify all time cards in one session:

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

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

2. If you want to certify the employee's time card, click **Certify**.

- OR -

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

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

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

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

IMPORTANT! Once you certify records, changes can not be made by anyone during the current pay period unless you remove the certification.

About the Locator

The Locator contains contact information—addresses, phone numbers, routing codes, etc.—for employees. However, except for e-mail address, webTA does not use this information for its functions.

IMPORTANT! Employees' e-mail addresses must be supplied in the Locator for webTA to send tasks by e-mail.

NOTE: Locator information is read-only for supervisors.

To view an employee's location information.

1. From the Supervisor Main Menu page, select or search for and select the employee.
2. Click **Locator Info**.

The Locator Info page opens.

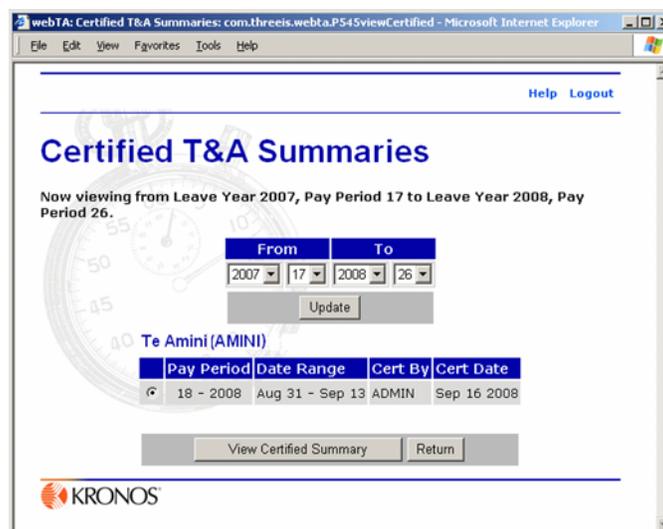


Viewing a summary of an employee's certified T&A

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

1. Select, or search for select, an employee, then click **Certified T&As**.

The employee's Certified T&A Summaries page opens.



This page shows all of the certified time cards for an employee. The columns show the pay period, dates of the pay period, and how, when, and by whom each was certified. Corrections are designated by (C) to the right of the Pay Period.

2. If you want to restrict the range of records displayed, select the appropriate **From** and **To** pay period dates, then click **Update**.
3. Click to select the pay period for the summary you want to view, then click **View Certified Summary**.

The employee's summary opens with the employee's name and current status at the top.

webTA: Certified T&A Summary - Microsoft Internet Explorer

Name: **LORI GISH** Pay Period: **21 Oct 12, 2008 to Oct 25, 2008**
 Time Card Type: **Regular** Leave Year: **2008**
 Time In Pay: **00:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Transaction	Pfr/Sfr/Account	12/13/14/15/16/17/18	19/20/21/22/23/24/25	Total
		S.M.T.W.T.F.S.Wk 1	S.M.T.W.T.F.S.Wk 2	
Work Time				
Regular Base Pay:	111111119	0:0:0:0:0:0	40:0:0:0:0:0	40:00
AMS Test Account		0:0:0:0:0:0	40:0:0:0:0:0	40:00
Week Time Total 0:0:0:0:0:0 40:0:0:0:0:0 40:00				
Leave and Other Time				
(No Leave and Other Time transactions)				
Daily Total 0:0:0:0:0:0 40:0:0:0:0:0 40:00				

Remarks To Payroll
Text 1.14

Type	Status	Date	Supervisor	Oct	Oct
				12/13/14/15/16/17/18	19/20/21/22/23/24/25
				S.M.T.W.T.F.S.Wk 1	S.M.T.W.T.F.S.Wk 2
Leave Requests					
Annual Leave	Approved	27-OCT-08	LORI GISH (GISHL)		4
Premium Pay Requests					
OT w/night Diff	Approved	27-OCT-08	LORI GISH (GISHL)		2

T&A Profile	Leave Data
Pay Plan: General Schedule (reg)	* Annual Fwd adjusted 4:00 hours.
Year of Duty: Full Time	Annual 4:00:4:00:0:00 -- --:0:00
Duty Hours: 80	* Sick Fwd adjusted 4:00 hours.
Work Week: 40	Sick 4:00:4:00:0:000 -- --:0:00
Alternative Schedule: Maxflex	* Credit Fwd adjusted 8:00 hours.
Agency: AMS	Credit 8:00 -- --:0:00 -- --:0:00
State: NC	
Team: 1111	Leave Year Projection
Unit: 11	Maximum Available Annual: 20:00
Timekeeper: 11	Maximum Available Sick: 20:00
New Contact Point: Yes	Use or Lose Leave: --
Retain Data: None	
Account Data Code: Manual Entry	
Service Computation Date: Oct 20 2008	
Annual Leave Category: 4 hr/pp	

Your signature certifies that all reported time was worked and approved according to law and regulation.
Validated By : LORI GISH
Validation Date : Oct 28 2008 12:50 PM

Certified By : LORI GISH
Certification Date : Oct 28 2008 11:51 AM

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

Timestamp	Status	Name	Message
Oct 27 2008 10:24 AM	Employee Validated	GISH, LORI (GISHL)	
Oct 27 2008 10:22 AM	Validation Reset By Edit	GISH, LORI (GISHL)	
Oct 23 2008 06:57 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:56 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:56 PM	Pay period set	GISH, LORI (GISHL)	Pay period changed from 21 to 20.
Oct 23 2008 06:56 PM	Validation Reset By Edit	GISH, LORI (GISHL)	
Oct 23 2008 06:55 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:55 PM	Validation Reset By Edit	GISH, LORI (GISHL)	
Oct 23 2008 06:52 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:52 PM	Leave adjusted	GISH, LORI (GISHL)	Credit Forward adjusted 8:00 hours.
Oct 20 2008 05:57 PM	Pay period set	GISH, LORI (GISHL)	Pay period changed from 20 to 21.
Oct 20 2008 05:55 PM	Leave adjusted	GISH, LORI (GISHL)	Sick Forward adjusted 4:00 hours. Annual Forward adjusted 4:00 hours.
Oct 20 2008 04:22 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

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

Your signature certifies that all reported time was worked and approved according to law and regulation.
Validated By : LORI GISH
Validation Date : Oct 28 2008 12:50 PM

Certified By : LORI GISH
Certification Date : Oct 28 2008 11:51 AM

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

Timestamp	Status	Name	Message
Oct 27 2008 10:24 AM	Employee Validated	GISH, LORI (GISHL)	
Oct 27 2008 10:22 AM	Validation Reset By Edit	GISH, LORI (GISHL)	
Oct 23 2008 06:57 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:56 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:56 PM	Pay period set	GISH, LORI (GISHL)	Pay period changed from 21 to 20.
Oct 23 2008 06:56 PM	Validation Reset By Edit	GISH, LORI (GISHL)	
Oct 23 2008 06:55 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:55 PM	Validation Reset By Edit	GISH, LORI (GISHL)	
Oct 23 2008 06:52 PM	Timekeeper Validated	GISH, LORI (GISHL)	
Oct 23 2008 06:52 PM	Leave adjusted	GISH, LORI (GISHL)	Credit Forward adjusted 8:00 hours.
Oct 20 2008 05:57 PM	Pay period set	GISH, LORI (GISHL)	Pay period changed from 20 to 21.
Oct 20 2008 05:55 PM	Leave adjusted	GISH, LORI (GISHL)	Sick Forward adjusted 4:00 hours. Annual Forward adjusted 4:00 hours.
Oct 20 2008 04:22 PM	New Record Created	Administrator, The (ADMIN)	Created new record for pay period 20.

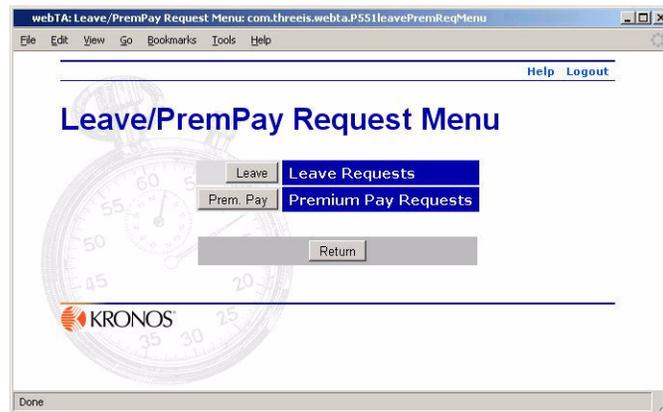
Viewing and managing leave requests

All pending or approved leave requests that have not yet expired for all of the employees assigned to you, or assigned to supervisors for whom you are a delegate, are accessed from the Supervisor Main Menu page.

To view leave requests:

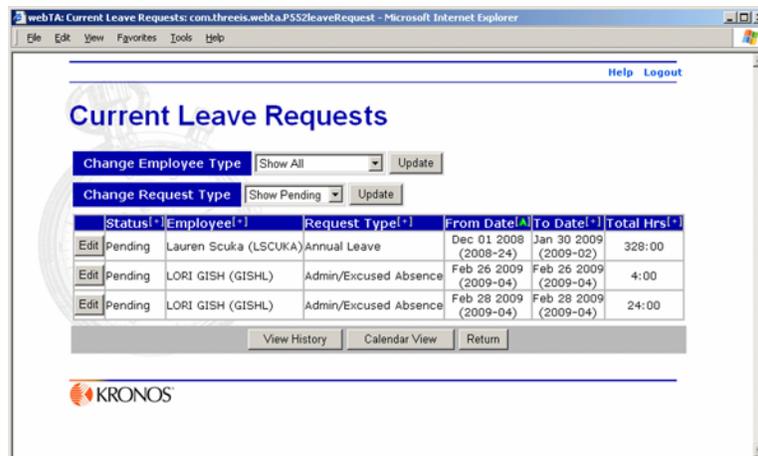
1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.

The Leave/PremPay Request Menu page opens.



2. Click **Leave**.

The Current Leave Request page opens listing unexpired pending leave requests for the employees you supervise directly.



3. If you want to filter the results by employee type, select from the Change Employee Type list, then click **Update**.

The list of employees changes to show only the employees of the type you chose.

4. If you want to view the results by request type, select from the Change Request Type list, then click **Update**.

The list changes to show only those employees with leave requests of the type you chose.

5. If you want to view denied, approved, and pending leave requests for all of your employees, click **View History**.

The Leave Request History page opens listing those requests.

Status	Employee	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
Denied	LORI GISH (GISHL)	Annual Leave	Jan 05 2009	Jan 05 2009	2009-01	2009-01	8:00
Denied	Lauren Scuka (LSCUKA)	Annual Leave	Jan 05 2009	Jan 05 2009	2009-01	2009-01	8:00
Denied	Lauren Scuka (LSCUKA)	Annual Leave	Jan 06 2009	Feb 11 2009	2009-01	2009-03	200:00
Approved	Lauren Scuka (LSCUKA)	Annual Leave	Jan 21 2009	Jan 21 2009	2009-02	2009-02	8:00
Approved	Lauren Scuka (LSCUKA)	Sick Leave	Jan 22 2009	Jan 22 2009	2009-02	2009-02	8:00

NOTE: The **Show Hidden** button is not functional in this version of webTA.

- OR -

If you want to view a monthly calendar of all pending and approved leave requests, click **Calendar View**.

Select view for: Employees

Change View

The calendar below shows only approved and pending leave requests, not leave that is actually taken.

February 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 A. OSHL - 8:00	3 A. OSHL - 8:00	4 A. OSHL - 8:00	5 A. OSHL - 8:00	6 A. OSHL - 8:00	7
8	9 A. OSHL - 8:00	10 A. OSHL - 8:00	11 A. OSHL - 8:00	12	13	14
15	16 Washington's Birthday	17	18	19	20	21
22	23	24	25	26 P. OSHL - 4:00	27	28
	29 P. OSHL - 24:00					

A: Approved time, P: Pending time

You can filter the request types shown on the calendar by selecting from the **Select view for** list, and then clicking **Change View**.

Use the calendar navigation arrows to move from month to month, if necessary.

NOTE: In the calendar view, if the leave request spans two months, the calendar view will show two months.

6. If you are viewing the Current Leave Requests page, and you want to view details about an individual leave request from the Current Leave Requests page, click **Edit** next to the request.

The Approve/Deny Leave Request page opens for that request.

webTA: Approve/Deny Leave Request: com.threesis.webta.P555LeaveReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Leave Request

Request by: Fruit T. Ams (FRUITPSP)

Request Information

Leave Type	Annual Leave
Transaction Type	Annual Leave
Submitted Date	Aug 14 2008 8:42 AM
Leave Balance	23:00 hours
Hours Requested	5:00 hours

April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hrs	2 Hrs	3 Hrs	4 Hrs	5 Hrs
6 Hrs	7 Hrs	8 Hrs	9 Hrs 5:00	10 Hrs	11 Hrs	12 Hrs
13 Hrs	14 Hrs	15 Hrs	16 Hrs	17 Hrs	18 Hrs	19 Hrs
20 Hrs	21 Hrs	22 Hrs	23 Hrs	24 Hrs	25 Hrs	26 Hrs
27 Hrs	28 Hrs	29 Hrs	30 Hrs			

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify: None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

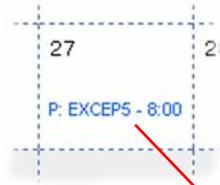
Remarks
(200 chars max)

Approve Deny Cancel

KRONOS

- OR -

If you are viewing current leave requests from the calendar view, and you want to view details about an individual leave request, click the leave request on the leave date.



Leave request calendar view link

The Approve/Deny Leave Request page opens, showing details about the leave request, including remarks.

Approve/Deny Leave Request

Request by: Fruit T. Ams (FRUITPSP)

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	Aug 14 2008 8:44 AM
Approval Status	Approved by: Admin Ams Dec 22 2008 10:31 AM
Leave Balance	23:00 hours
Hours Requested	5:00 hours

April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hrn	2 Hrn	3 Hrn	4 Hrn	5 Hrn
6 Hrn	7 Hrn	8 Hrn	9 Hrn	10 Hrn	11 Hrn 5:00	12 Hrn
13 Hrn	14 Hrn	15 Hrn	16 Hrn	17 Hrn	18 Hrn	19 Hrn
20 Hrn	21 Hrn	22 Hrn	23 Hrn	24 Hrn	25 Hrn	26 Hrn
27 Hrn	28 Hrn	29 Hrn	30 Hrn			

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Selected value: Care of family member, including medical/dental/optical examination of family member, or bereavement

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Selected value: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks
(200 chars max)

Bereavement

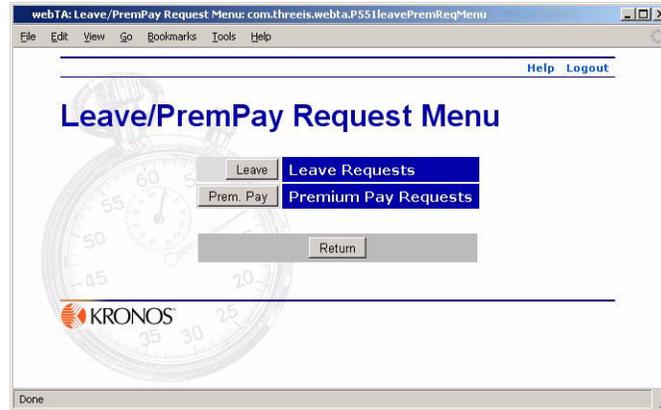
Revert Pending Cancel

KRONOS

To approve or deny pending leave requests:

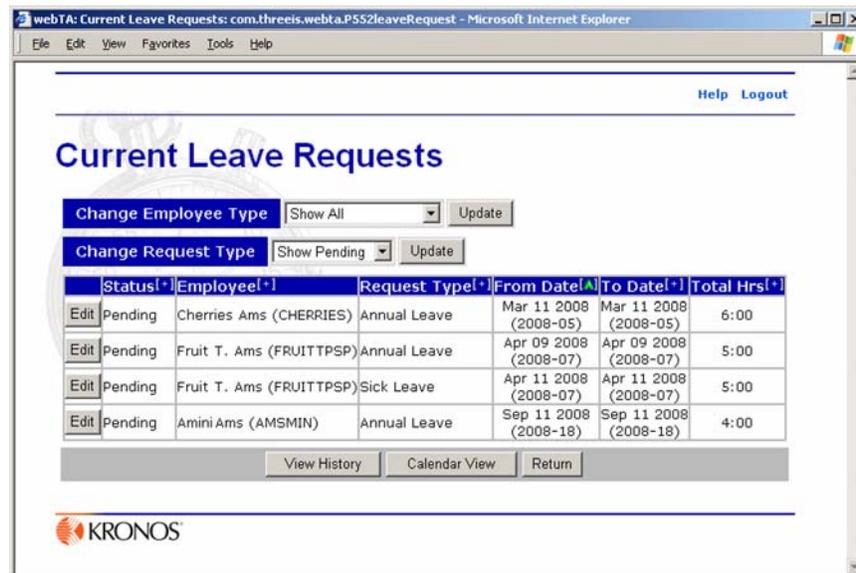
1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.

The Leave/PremPay Request Menu page opens.



2. Click **Leave**.

The Current Leave Request page opens listing unexpired pending leave requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the **Change Employee Type** list, then click **Update**.
4. If you want to filter the results by leave request type, select from the **Change Request Type** list, then click **Update**.
5. Click **Edit** next to the appropriate request.

The Approve/Deny Leave Request page opens, showing details about the leave request, including remarks.

webTA: Approve/Deny Leave Request: com.threes.webta.P555leaveReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Leave Request

Request by: Fruit T. Ams (FRUITTPSP)

Request Information

Leave Type	Annual Leave
Transaction Type	Annual Leave
Submitted Date	Aug 14 2008 8:42 AM
Leave Balance	23:00 hours
Hours Requested	5:00 hours

April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hrs	2 Hrs	3 Hrs	4 Hrs	5 Hrs
6 Hrs	7 Hrs	8 Hrs	9 Hrs 5:00	10 Hrs	11 Hrs	12 Hrs
13 Hrs	14 Hrs	15 Hrs	16 Hrs	17 Hrs	18 Hrs	19 Hrs
20 Hrs	21 Hrs	22 Hrs	23 Hrs	24 Hrs	25 Hrs	26 Hrs
27 Hrs	28 Hrs	29 Hrs	30 Hrs			

Sick Leave

If you are requesting **sick leave**, you must indicate the reason.

Please specify: None

Family and Medical Leave Act

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

Please specify: None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks
(200 chars max)

Approve Deny Cancel

KRONOS

6. If you want to approve the request, click **Approve**.

- OR -

If you want to deny the request, click **Deny**.

webTA returns to the Current Leave Requests page. Your change is reflected in the Status column of the leave requests table.

To change the status of a denied, pending, or approved request:

1. If you have not already done so, open the Current Leave Requests page by clicking **Leave/Prem Pay** on the Supervisor Main Menu, then **Leave** on the Leave/PremPay Menu page.
2. If desired, filter the list of request by selecting from the **Change View Criteria** list.
3. Click **Edit** next to the approved request whose status you want to change.
The Approve/Deny Leave Request page opens.
4. Click **Revert Pending**.
webTA sets the request back to *Pending* and returns to the Current Leave Requests page.
5. If you want to approve or deny the request, rather than leave it as *Pending*, click **Edit** next to the request, then click **Approve** or **Deny** at the bottom of the Approve/Deny Leave Request page that opens.
webTA sets the request back to *Approved* or *Denied*, and returns to the Current Leave Requests page.

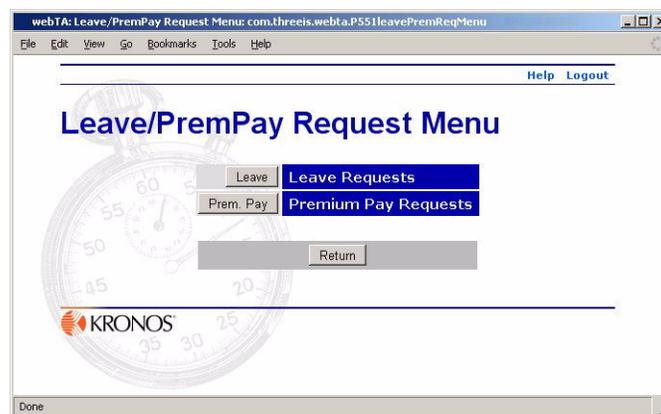
Viewing and managing premium pay requests

All pending or approved premium pay requests that have not yet expired for all of the employees assigned to you, or assigned to supervisors for whom you are a delegate, are accessed by clicking **Leave/Prem Pay** on the Supervisor Main Menu page.

Supervisors can approve or deny pending requests, or change the status of requests after they are approved or denied.

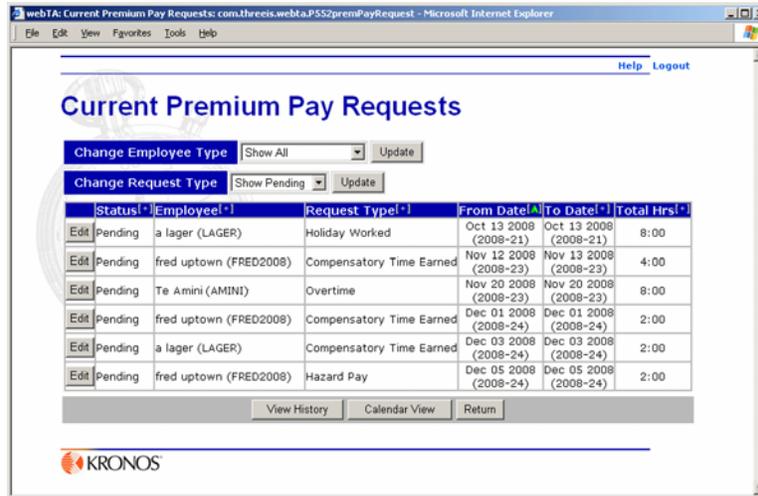
To view premium pay requests:

1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.
The Leave/PremPay Request Menu page opens.



2. Click **Prem Pay**.

The Current Premium Pay Requests page opens listing unexpired pending requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the **Change Employee Type** list, then click **Update**.
4. If you want to filter the results by premium pay request type, select from the **Change Request Type** list, then click **Update**.
5. If you want to view all premium pay requests for the employees on the Current Premium Pay Requests page in table format, click **View History**.

- OR -

If you want to view a monthly calendar of all pending and approved premium pay requests, click **Calendar View**.

6. If you want to view details about an individual premium pay request from the Current Premium Pay Requests page, click **Edit** next to the request.

- OR -

If you want to view details about an individual request from the calendar view, click the premium pay request on the date.



The Approve/Deny Premium Pay Request page opens for the request you selected.

webTA: Approve/Deny Premium Pay Request: com.threecis.webta.P555premPayReqEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Help Logout

Approve/Deny Premium Pay Request

Request by: fred uptown (FRED2008)

Request Information

Premium Pay Type	Compensatory Time Earned
Transaction Type	Comp Time Earned
Submitted Date	Dec 01 2008 11:07 AM
Leave Balance	None Available
Hours Requested	2:00 hours

December 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Hrs 2:00	2 Hrs	3 Hrs	4 Hrs	5 Hrs	6 Hrs
7 Hrs	8 Hrs	9 Hrs	10 Hrs	11 Hrs	12 Hrs	13 Hrs
14 Hrs	15 Hrs	16 Hrs	17 Hrs	18 Hrs	19 Hrs	20 Hrs
21 Hrs	22 Hrs	23 Hrs	24 Hrs	25 Hrs Christmas Day	26 Hrs	27 Hrs
28 Hrs	29 Hrs	30 Hrs	31 Hrs			

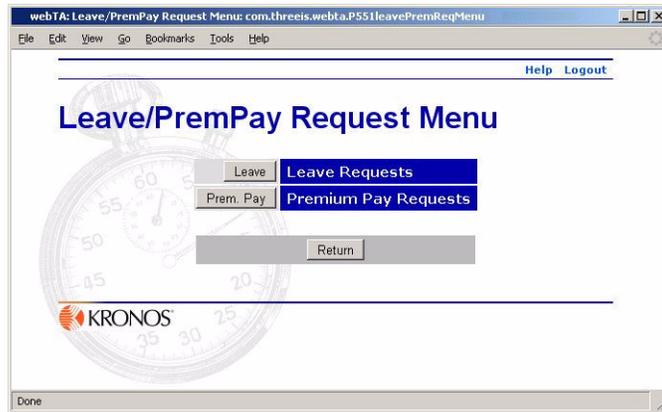
Remarks
(200 chars max)

Approve Deny Cancel

KRONOS

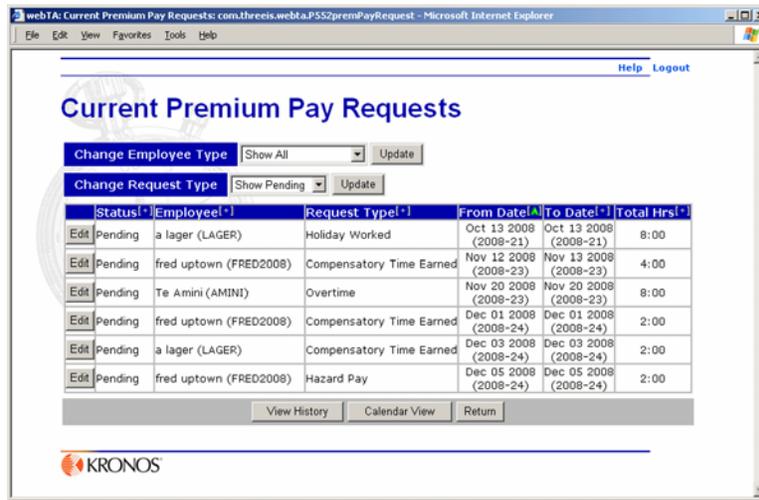
To approve or deny a pending premium pay request:

1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.
The Leave/PremPay Request Menu page opens.



2. Click **Prem Pay**.

The Current Premium Pay Request page opens listing unexpired pending pay requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the **Change Employee Type** list, then click **Update**.

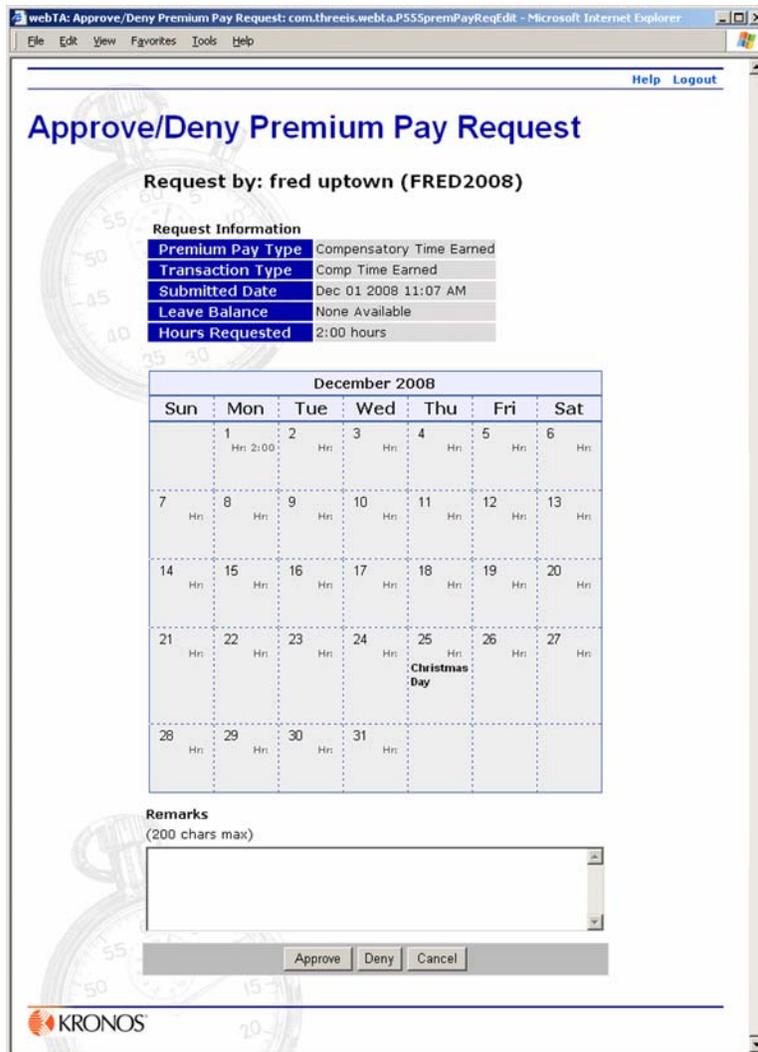
The list of requests appearing in the table change to reflect your choice.

4. If you want to filter the results by leave request type, select from the **Change Request Type** list, then click **Update**.

The list of requests appearing in the table change to reflect your choice.

5. Click **Edit** next to the appropriate request.

The Approve/Deny Premium Pay Request page opens for the request you selected.

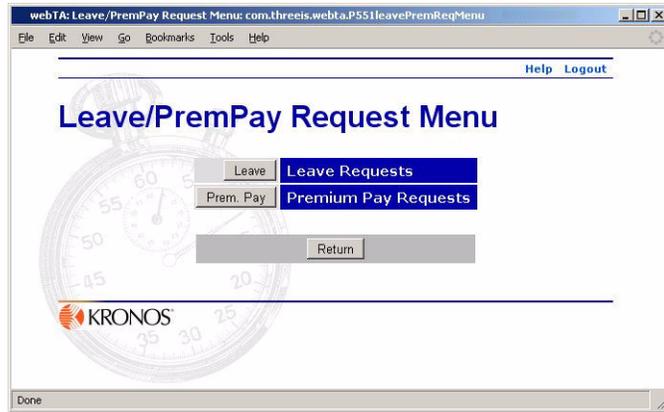


6. If necessary, type your remarks in the **Remarks** box.
7. Click **Approve** or **Deny**.

webTA returns to the Current Premium Pay Requests page. Your change is reflected in the Status column of the table.

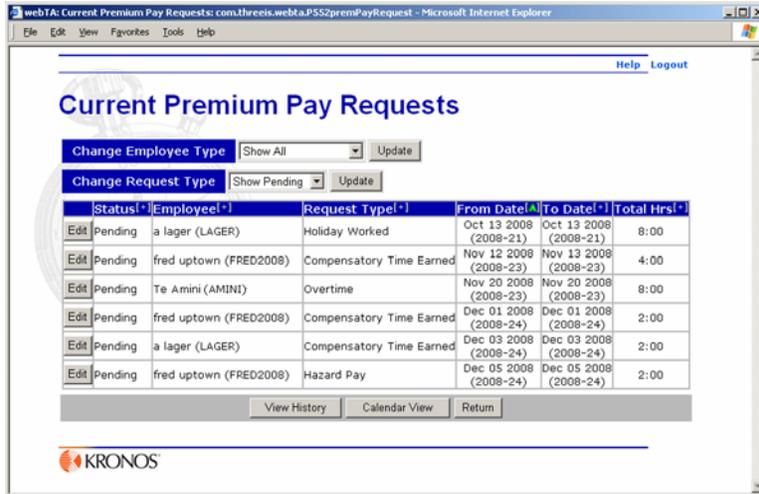
To change the status of an already approved or denied request:

1. From the Supervisor Main Menu page, click **Leave/Prem Pay**.
The Leave/PremPay Request Menu page opens.



2. Click **Prem Pay**.

The Current Premium Pay Request page opens listing unexpired pending pay requests for the employees you supervise.



3. If you want to filter the results by employee type, select from the **Change Employee Type** list, then click **Update**.

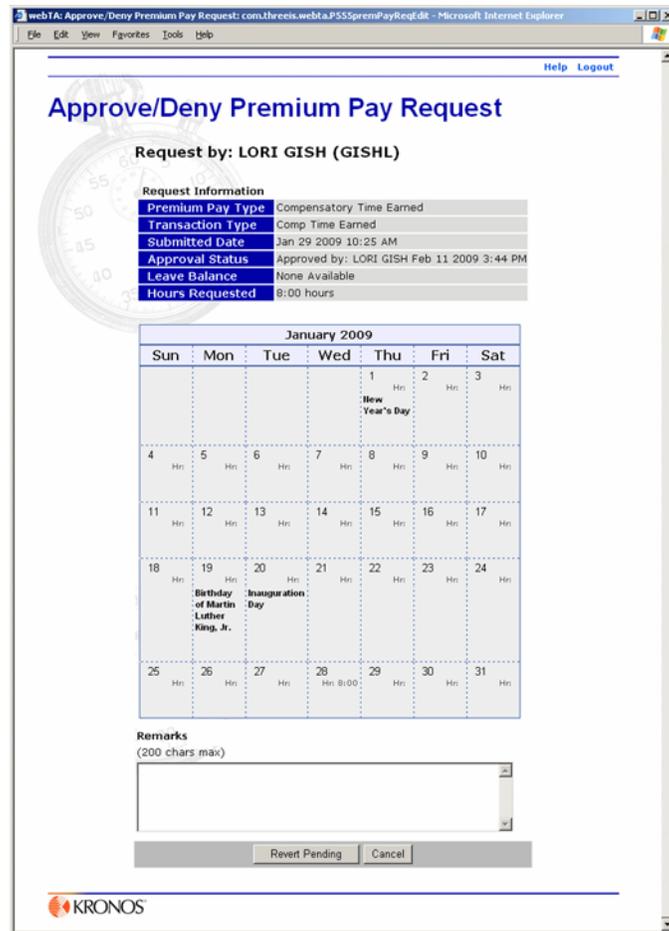
The list of requests appearing in the table changes to reflect your choice.

4. Filter the results to show approved or denied requests by selecting from the **Change Request Type** list, then click **Update**.

The list of requests appearing in the table changes to reflect your choice.

5. Click **Edit** next to the appropriate request.

The Approve/Deny Premium Pay Request page opens for the request you selected.



6. If necessary, type your remarks in the **Remarks** box.

7. Click **Revert Pending**.

webTA returns to the Current Premium Pay Requests page. Your change is reflected in the Status column of the table.

8. Approve or deny the request as usual.

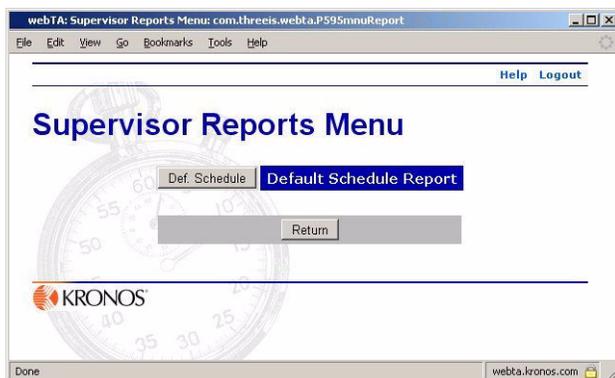
Generating a Default Schedule report

A Default Schedule report lists the default schedule for each of the Supervisor's employees.

To generate a Default Schedule report:

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

The Supervisor Reports Menu page opens.



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

Employee	ID	Tour	Alt. Schedule	Project/Account	Week 1 Hours							Week 2 Hours							Total
					S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Amini, Te	AMINI	Full Time	Regular 8-hour Days	111111119 AMS Account	8:00	8:00	8:00	8:00	8:00										80:00
Lancaster, Adam	LAGER	Full Time	Regular 8-hour Days	111111119 AMS Account	8:00	8:00	8:00	8:00	8:00										80:00
Thomas, Mark	MIEDT	Full Time	Regular 8-hour Days	111111119 AMS Account															
Updike, Fred	FRED2008	Full Time	Regular 8-hour Days	123412129 AMS Account	8:00	8:00	8:00	8:00	8:00										80:00

Delegating the Supervisor role

You can delegate your Supervisor role to one or more alternate supervisors. You may have as many additional delegates as you like.

As long as your delegates are active, they can view, approve, or reject time cards and leave and premium pay requests.

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

To manage delegates:

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



2. If you want to add a delegate, type the user ID in the field or select the employee using webTA's search function, then click **Add**.
- OR -
If you want to remove a single delegate, click **Del** next to that delegate's name in the Current Delegates list.
- OR -
If you want to remove all delegates, click **Undelegate All**.