



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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WebTA Supervisor Training Guide

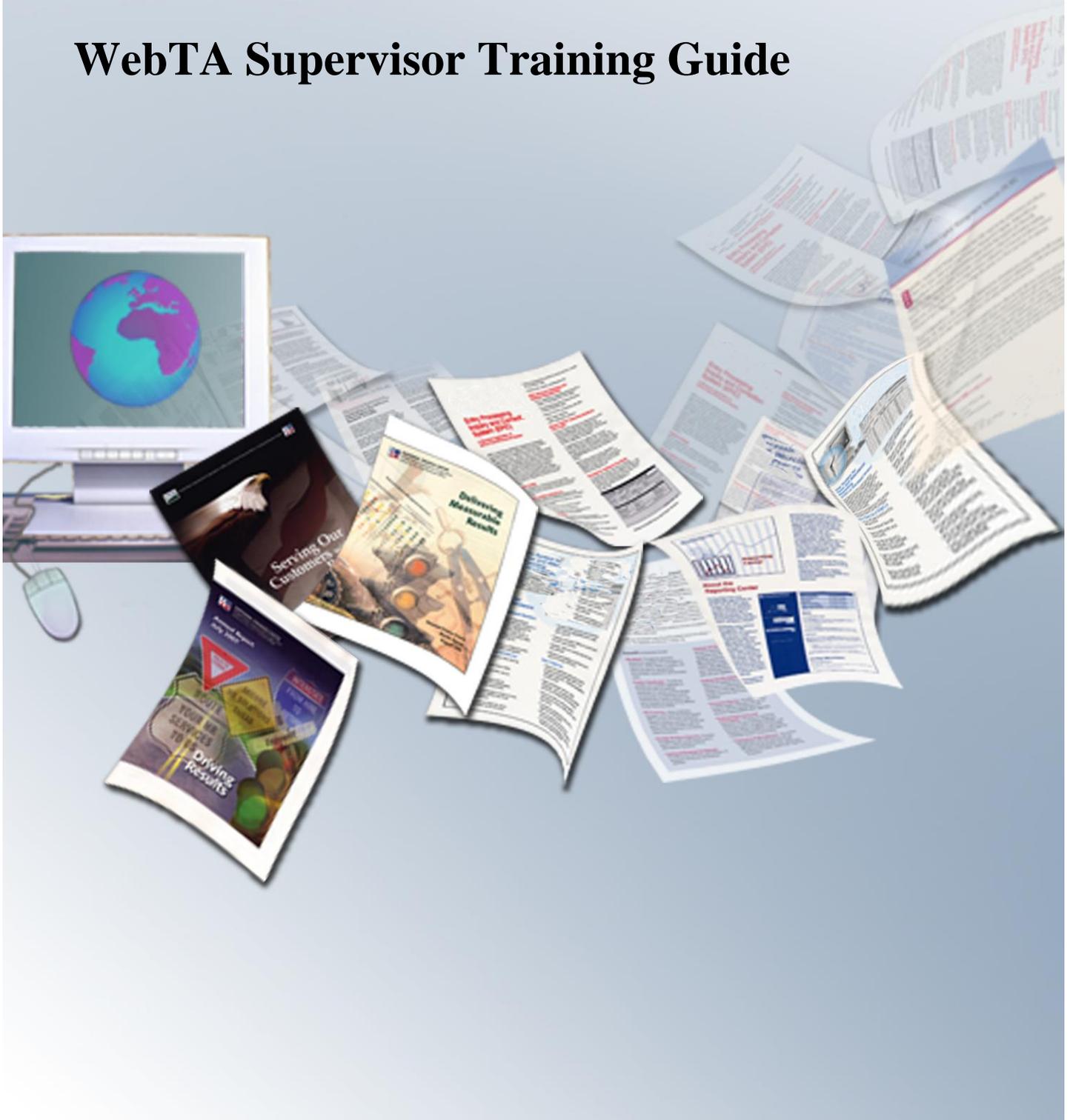




Table of Contents

Training Objectives and webTA Navigation Overview	3
Training Objectives.....	3
WebTA Navigation	4
To Log into webTA.....	4
To Log out of webTA	5
To Change Your Password	5
Accessing Help in webTA	6
Selecting or Searching for an Employee	9
To Select an Employee.....	9
To Search for an Employee.....	10
Viewing, Certifying, and Rejecting/Decertifying T&As	13
To View or Certify an Individual Employee’s T&A	13
To Reject or Decertify an Individual Employee’s T&A.....	15
To Certify All Employee T&As in One Session.....	17
About the Locator Info	21
To View an Employee’s Location Information	21
About Leave and Premium Pay Requests	23
To Approve a Leave Request	23
To Deny a Leave Request	26
To Revert an Approved Leave Request.....	29
To Revert a Denied Leave Request.....	32
To View Leave Requests History	35
To Hide/Unhide Leave Requests on View History Page.....	38
To View Leave Requests in Calendar View.....	40
To Approve a Premium Pay Request.....	42
To Deny a Premium Pay Request.....	44
To Revert an Approved Premium Pay Request.....	47
To Revert a Denied Premium Pay Request	49
To View Premium Pay Requests History.....	52



To Hide/Unhide Premium Pay Requests on View History Page	55
To View Premium Pay Requests in Calendar View	56
Viewing a Summary of an Employee’s Certified T&A.....	59
To View a Summary of an Employee’s T&A.....	59
About The Leave Audit Report	63
To Generate a Leave Audit Report:.....	63
Generating webTA Supervisor Reports	67
To View a Default Schedule Report	67
To Generate a Telework Emps Report.....	68
To Generate a Telework Hours Report	69
Delegating the Supervisor Role	73
To Manage Delegates	73
View Tasks	75
To View the Task List	75
To Clear Tasks from the Task List	76
Master Supervisor.....	77



Training Objectives and webTA Navigation Overview

The purpose of this training manual is to provide supervisors information needed to perform the supervisor functions in webTA. This training manual contains images ("screen captures") of the pages that you will see while using webTA.

As a Supervisor, you are responsible for certifying all Time and Attendance (T&A) data for your employees before their data is sent to the National Finance Center (NFC) for payroll processing, and to approve or deny leave and premium pay requests. Note: 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.

This section includes the following topics:

Training Objectives	3
WebTA Navigation	4
To Log into webTA	4
To Log out of webTA	5
To Change Your Password	5
Accessing Help in webTA	6

Training Objectives

After completing the training on webTA you will be able to:

- Search for and select employees to certify T&A data.
- View and certify employee T&As.
- View employee locator information.
- View previously certified T&A summaries for employees.
- View and manage employee leave and premium pay requests.
- Generate various reports for default schedule and telework.
- Delegate your supervisory role.
- Perform the functions of a Master Supervisor.

The supervisor functions described above are accessed from the Supervisor Main Menu page which is displayed after you log in.



WebTA Navigation

The navigation within webTA is relatively simple to follow. All main supervisor functions are accessed from the Supervisor Main Menu Page which is displayed after you log into webTA. Additionally, most pages are exited by selecting the Return button once you have completed the task you were trying to accomplish. In the section below, instructions are outlined on how to log in and out of webTA, manage your password, and access help in webTA.

To Log into webTA

TRAINING

webTA Login

Welcome.

[Login using eAuthentication](#)

To login using webTA Credentials, please enter your User ID and Password for the Time & Attendance system:

User ID

Password

(password is case-sensitive)

Figure 1: webTA Login page

1. Complete the User ID and Password fields.
2. Click **Log In**. The Supervisor Main Menu Page is displayed.

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

Supervisor Main Menu

<input type="button" value="Select"/>	Select Employee
<input type="button" value="Search"/>	Search For Employee
<input type="button" value="Leave/Prem Pay"/>	Leave and Premium Pay Requests
<input type="button" value="Reports"/>	webTA Reports

User Functions

<input type="button" value="Delegate"/>	<input type="button" value="Change Password"/>	<input type="button" value="View Tasks (398)"/>
---	--	---

Figure 2: Supervisor Main Menu page



To Log out of webTA

1. Select the **Logout** option in the upper right hand corner of any webTA page to exit the webTA application.



Figure 3: Supervisor Main Menu page (Logout option)

2. Depending upon your browser settings, you may be automatically exited from webTA at this point or returned to the webTA Login page.

To Change Your Password

1. Click **Change Password** on Supervisor Main Menu page to display the Supervisor Change Password page.



Figure 4: Supervisor Change Password page

2. Complete the Current Password, New Password, and New Password (again) fields.
3. Click **Save**. Your password has now been changed.



Accessing Help in webTA

1. Select the **Help** option in the upper-right hand corner of any webTA page to access help information for the webTA application. The Supervisor Module help page is displayed.
2. Select a topic in the left-hand menu for help with a particular function within webTA.



Supervisor Module

Contents

- Introduction
- Getting Started
- Main Menu
- Select Employee
- Search For Employee
- Leave/Prem Pay Req
- Delegate
- Change Password
- View Tasks
- webTA Reports

Main Menu

The main menu options for Supervisor access includes options to:

View or Certify T&A Data

You can look at the current state of all employees directly assigned to you or assigned to supervisors you are a supervisor delegate of. Within this function you may electronically certify that the T&A report is correct and lock the record to prevent changes. You may reject a record or remove the certification if you need to.

Leave/Premium Pay Requests

If your organization has on-line leave and premium pay requests use this function to view all requests for the employees assigned to you. Within this function you can approve or deny the requests.

webTA Reports

Any reports that are available to supervisor are listed under reports menu.

User Functions:

Delegate

Delegate temporary access to the Supervisor Module to another employee. This employee will be able to perform actions on your behalf.

Change Password

Change your own system access password. *This option does not appear if your system is configured to authenticate against an external system, such as an organizational directory service.*

View Tasks

Administrative notices and requests for support, known as 'tasks', show up in your task list. If the system is not configured to email tasks, or the system cannot, for some reason, deliver the email, then you can check here to view your outstanding tasks. *This option will not appear if you have no tasks, or if all your tasks were successfully emailed.*

Role Selection

If you possess more than a single role in webTA, you will see buttons that allow you to switch between the roles. *You only see the buttons for modules that you are authorized to use.* Most people in the system have only the employee role, so do not need menu selection buttons.

Figure 5: Help Content page

3. To exit the **Help** function, click the **X** in the upper right-hand corner of the new window. You will be returned to the page you were on in webTA when you selected the **Help** option.





Selecting or Searching for an Employee

To certify T&As and do other employee maintenance tasks, you must either use the **Select Employee** function to get a list of the employees that you are 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 you).

This section includes the following topics:

To Select an Employee.....9
To Search for an Employee 10

To Select an Employee

1. Click **Select** on the Supervisor Main Menu page. The Select Employee page is displayed.



Figure 6: Select Employee page

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

Note: The Status column for invalidated employees will be blank.

2. Click the radio button next to the desired employee and select the function you would like to perform or click **Return** to return to the Supervisor Main Menu page.



To Search for an Employee

1. Click **Search** on the Supervisor Main Menu page to display the Search for Employee page.

Employee's Last Name	employee
Employee's First Name	andrea
Employee's SSN	
Supervisor	All
T&A Type	All
Pay Period	All

Search Cancel

Figure 7: Search for Employee page

2. To search by employee name, type the last name in the Employee's Last Name field and type the first name in the Employee's First Name field. You may also search by the Social Security number (SSN) by typing the SSN in the Employee's SSN field.

To search by T&A Type, click the down arrow in the T&A Type field. T&A Type allows you to search results to records meeting these criteria:

- Corrections for corrected T&As.
- Unvalidated for records which have not been validated by either the employee or the timekeeper.
- Validated for records which have been validated by the employee or the timekeeper, but have not been certified by the supervisor.
- Certified for records which have been both validated and certified.
- No Profile for records when no T&A profile data has been stored. Records must have T&A profile data saved before time can be entered.

To search by Pay Period, click the down arrow in the Pay Period field. Pay Period allows you to search for a specific pay period using these criteria:

- Current for records for the current pay period.
- Previous for records for the previous pay period (completed records which need to be certified and built).
- Older for records not in the current or previous pay period.



3. Click **Search**. The Search Results page is displayed listing the employee(s) who met the search criteria.

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

Search Results

Search Criteria: Last name like employee Result Page: [1](#) [2](#) [3](#) [Next](#) [Last](#) [3](#)

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>		Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Betty	EMPLOYEEB****	09 - 2012	EMPLOYEES	EMPLOYEES

Selected Employee

Figure 8: Search Results page

4. Click **Return** to return to the Supervisor Main Menu page.



Viewing, Certifying, and Rejecting/Decertifying T&As

After selecting or searching for employees, you can select an individual employee to certify their T&A, or you may elect to certify all T&As.

Note: The employee or the employee’s timekeeper must have validated the T&A before you can certify it.

This section includes the following topics:

- To View or Certify an Individual Employee’s T&A 13
- To Reject or Decertify an Individual Employee’s T&A..... 15
- To Certify All Employee T&As in One Session 17

To View or Certify an Individual Employee’s T&A

1. Click **Select** on the Supervisor Main Menu page. The Select Employee page is displayed.



Figure 9: Select Employee page

2. From the Select Employee page, select the employee you want to view or certify by clicking the radio button next to the employee.



3. Click **View/Certify T&A**. The Employee's T&A Data Summary page is displayed.

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

TRAINING															
Name: Andrea Employee						Pay Period: 10 : May 6, 2012 to May 19, 2012									
Time Card Type: Regular						Leave Year: 2012									
Status: Validated															
Time In Pay: 82:00				Other Time: 0:00				Dollar Transactions: \$0.00				Days In Pay: 10			

Transaction	Pfx	Sfx	Account	May							Wk 1	May							Wk 2	Total	
				6	7	8	9	10	11	12		13	14	15	16	17	18	19			
				S	M	T	W	T	F	S	S	M	T	W	T	F	S				
Work Time																					
				Time In																Time Out	
Comp Time Earned			{129NXC3QDDT {(No Description)}			2													2		
Regular Base Pay			{129NXC3TRNG {(No Description)}	8	8	8	8	8	40	8	8	8	8	8	40	80					
Work Time Total				10	8	8	8	8	42	8	8	8	8	8	40	82					
Leave and Other Time																					
Absence Start																		Absence End			
(No Leave and Other Time transactions)																					
Daily Total				10	8	8	8	8	42	8	8	8	8	8	40	82					

T&A Profile		Leave Data		Fwd	Accr	Avail	Used	Bal
Pay Plan	General Schedule (reg)	Annual	53:00	4:00	57:00	--	57:00	
Tour of Duty	Full Time	Sick	4:00	4:00	8:00	--	8:00	
Duty Hours	80	Compensatory	--	2:00	2:00	--	2:00	
Work Week		Leave Transfer Donations						
Alternative Schedule	Regular 8-hour Days	Voluntary Program	1:00		--	--	1:00	
Agency	OCFO	Leave Year Projection						
State	LA	Maximum Available Annual					125:00	
Town	1690	Maximum Available Sick					76:00	
Unit	10	Use or Lose Leave					--	
Timekeeper	01							
New Contact Point	Yes							
Retain Data	None							
Account Data Code	Manual Entry							
Service Computation Date	Oct 21 2010							
Annual Leave Category	4 hr/pp							
Personal Leave Ceiling	240:00							

Status History			
Timestamp	Status	Name	Message
May 31 2012 12:02 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
May 18 2012 10:31 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 22 to 10.
Oct 27 2011 05:35 AM	Leave adjusted	Employee, Sue (EMPLOYEES)	Restored donated leave of 1:00 hours added to Annual leave available due to closure of leave transfer account : employeep
Oct 25 2011 01:19 PM	New Record Created	SYSTEM	Created during Build ID 17 for pay period 22.

Missing Leave/PremPay requests

There is a payroll transaction for Comp Time Earned on 05/07/2012 with no corresponding approved request for 2:00 hours.

Supervisor

Remarks:

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

Validated By : Sue Employee
Validation Date : May 31 2012 12:02 PM

Figure 10: T&A Data Summary page

Note: The T&A Data Summary page is a read-only view of the employee's current T&A record.

At the bottom of the Certified T&A Summary page is a certification statement and a history of actions pertaining to the record.

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



Note: The Status on the Select Employee page is now displayed as *Certified*.

TRAINING Help Logout

Select Employee

Result Page: 1 2 3 Next Last 3

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>	Certified	Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Betty	EMPLOYEEB****	09 - 2012	EMPLOYEES	EMPLOYEES

Selected Employee

View/Certify T&A Locator Info Certified T&As Leave Audit

Certify All Return

Figure 11: Select Employee page (with Certified Status)

5. Click **Return** to return to the Supervisor Main Menu page.

To Reject or Decertify an Individual Employee's T&A

1. Click **Select** on the Supervisor Main Menu page. The Select Employee page is displayed.

TRAINING Help Logout

Select Employee

Result Page: 1 2 3 Next Last 3

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>		Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Betty	EMPLOYEEB****	09 - 2012	EMPLOYEES	EMPLOYEES

Selected Employee

View/Certify T&A Locator Info Certified T&As Leave Audit

Certify All Return

Figure 12: Select Employee page

2. From the Select Employee page, select the employee you want to view or certify by clicking the radio button next to the employee.
3. Click **View/Certify T&A**. The Employee's T&A Data Summary page is displayed.



Note: The T&A Data Summary page is a read-only view of the employee's current T&A record.

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

TRAINING
 Name: **Andrea Employee** Pay Period: **10 : May 6, 2012 to May 19, 2012**
 Time Card Type: **Regular** Leave Year: **2012**
 Status: **Validated**
 Time In Pay: **82:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	May					May					Wk 2	Total						
				6	7	8	9	10	11	12	13	14	15			16	17	18	19		
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S			
Work Time																					
Time In																					
Time Out																					
Comp Time Earned			129NXC3QDDT (No Description)	2							2									2	
Regular Base Pay			129NXC3TRNG (No Description)	8	8	8	8	8			40	8	8	8	8					40	80
Work Time Total				10	8	8	8	8			42	8	8	8	8					40	82
Leave and Other Time																					
Absence Start																					
Absence End																					
(No Leave and Other Time transactions)																					
Daily Total				10	8	8	8	8			42	8	8	8	8					40	82

T&A Profile		Leave Data					
Pay Plan	General Schedule (reg)	Fwd	Accr	Avail	Used	Bal	
Tour of Duty	Full Time	Annual	53:00	4:00	57:00	--	57:00
Duty Hours	80	Sick	4:00	4:00	8:00	--	8:00
Work Week		Compensatory	--	2:00	2:00	--	2:00
Alternative Schedule	Regular 8-hour Days	Leave Transfer Donations					
Agency	OCFO	Voluntary Program	1:00		--	1:00	
State	LA	Leave Year Projection					
Town	1690	Maximum Available Annual					125:00
Unit	10	Maximum Available Sick					76:00
Timekeeper	01	Use or Lose Leave					--
New Contact Point	Yes						
Retain Data	None						
Account Data Code	Manual Entry						
Service Computation Date	Oct 21 2010						
Annual Leave Category	4 hr/pp						
Personal Leave Ceiling	240:00						

Status History			
Timestamp	Status	Name	Message
May 31 2012 12:02 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
May 18 2012 10:31 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 22 to 10.
Oct 27 2011 05:35 AM	Leave adjusted	Employee, Sue (EMPLOYEES)	Restored donated leave of 1:00 hours added to Annual leave available due to closure of leave transfer account : employes
Oct 25 2011 01:19 PM	New Record Created	SYSTEM	Created during Build ID 17 for pay period 22.

Missing Leave/PremPay requests

There is a payroll transaction for Comp Time Earned on 05/07/2012 with no corresponding approved request for 2:00 hours.

Supervisor

Remarks:

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

Validated By : Sue Employee
Validation Date : May 31 2012 12:02 PM

Figure 13: T&A Data Summary page

Note: At the bottom of the Certified T&A Summary page is a certification statement and a history of actions pertaining to the record.

4. If you want to reject or decertify an employee's T&A, click **Reject/Decertify**.



Note: If you clicked **Reject/Decertify** on the T&A Data Summary page, the Reject Employee Data page is displayed asking you for a reason for the rejection.

Figure 14: Reject Employee Data page

5. Enter the reason the T&A is being rejected or decertified. The certification is removed or rejected and a task is sent to the affected employee and his/her timekeeper.
6. Click **Save**. The system will return you to the Select Employee page.

To Certify All Employee T&As in One Session

1. Click **Select** on the Supervisor Main Menu page. The Select Employee page is displayed.

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/> Val by Tkp	Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>	Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>	Employee, Betty	EMPLOYEEB****	09 - 2012	EMPLOYEES	EMPLOYEES

Figure 15: Select Employee page



2. Click **Certify All**. The T&A Data page displays the first employee eligible for T&A certification. Only records that have been validated successfully are displayed.

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

TRAINING

Name: **Andrea Employee** Pay Period: **10 : May 6, 2012 to May 19, 2012**

Time Card Type: **Regular** Leave Year: **2012**

Status: **Validated**

Time In Pay: **82:00** Other Time: **0:00** Dollar Transactions: **\$0.00** Days In Pay: **10**

Transaction	Pfx	Sfx	Account	May							Wk 1	May							Wk 2	Total
				S	M	T	W	T	F	S		S	M	T	W	T	F	S		
Work Time																				
Time In																				
Time Out																				
Comp Time Earned			129NXC3QDDT (No Description)	2						2								2		
Regular Base Pay			129NXC3TRNG (No Description)	8	8	8	8	8	40	8	8	8	8	8	8	8	8	40	80	
Work Time Total				10	8	8	8	8	42	8	8	8	8	8	8	8	8	40	82	
Leave and Other Time																				
Absence Start																				
Absence End																				
(No Leave and Other Time transactions)																				
Daily Total				10	8	8	8	8	42	8	8	8	8	8	8	8	8	40	82	

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	OCFO
State	LA
Town	1690
Unit	10
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 21 2010
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data					
	Fwd	Accr	Avail	Used	Bal
Annual	53:00	4:00	57:00	--	57:00
Sick	4:00	4:00	8:00	--	8:00
Compensatory	--	2:00	2:00	--	2:00

Leave Transfer Donations		
Voluntary Program		
	1:00	-- 1:00

Leave Year Projection	
Maximum Available Annual	125:00
Maximum Available Sick	76:00
Use or Lose Leave	--

Status History			
Timestamp	Status	Name	Message
May 31 2012 12:02 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
May 18 2012 10:31 AM	Pay period set	Employee, Sue (EMPLOYEES)	Pay period changed from 22 to 10.
Oct 27 2011 05:35 AM	Leave adjusted	Employee, Sue (EMPLOYEES)	Restored donated leave of 1:00 hours added to Annual leave available due to closure of leave transfer account : employesp
Oct 25 2011 01:19 PM	New Record Created	SYSTEM	Created during Build ID 17 for pay period 22.

Missing Leave/PremPay requests

There is a payroll transaction for Comp Time Earned on 05/07/2012 with no corresponding approved request for 2:00 hours.

Supervisor

Remarks:

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

Validated By : Sue Employee
Validation Date : May 31 2012 12:02 PM

Figure 16: T&A Data Summary page

3. To certify that employee's T&A, click **Certify**. To reject that specific employee's T&A, click **Reject/Decertify**. To skip that specific employee's T&A, click **Skip**.

Note: Clicking **Skip** displays the next employee's data page without certifying the T&A data on the current page. Skip will only be displayed on the T&A Data page.

4. Repeat Step 3 step for every employee in the set.



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

Note: Once the T&A is certified, changes cannot be made by the employee and/or timekeeper during the current pay period unless you decertify the T&A.

Once the Build file is picked up (by NFC) for transmission, if any T&A(s) require changes, a corrected T&A must be prepared.

5. Click **Cancel** to return to the Select Employee page.
6. Click **Return** to return to the Supervisor Main Menu page.



About the Locator Info

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

Note: Employees' email addresses must be supplied in the Locator Info for webTA to send tasks via email. Locator Info information is read-only for supervisors.

This section includes the following topics:

To View an Employee's Location Information.....21

To View an Employee's Location Information

1. Click **Select** on the Supervisor Main Menu page to select the applicable employee. The Select Employee page is displayed.

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

Select Employee

Result Page: [1](#) [2](#) [3](#) [Next](#) [Last](#) [3](#)

	Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>	Val by Tkp	Employee, Andrea	EMPLOYEEA*****	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>		Employee, Betty	EMPLOYEEB*****	09 - 2012	EMPLOYEES	EMPLOYEES

Selected Employee

Figure 17: Select Employee page



2. Click **Locator Info**. The Locator Info page is displayed.

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

Locator Info

Office Contact Information for Andrea Employee

Building	
Street Address 1	
Street Address 2	
Room Number	
Mail Stop/ Routing Code	
City	
State	
Zip Code	
Country	
Army Post Office(APO)	
Office Phone	
Extension	
Cell Phone	
Pager	
Email/Internet	
Fax	

Figure 18: Locator Info page

3. Click **Return** to return to the Select Employee page.



About Leave and Premium Pay Requests

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

This section includes the following topics:

To Approve a Leave Request	23
To Deny a Leave Request	26
To Revert an Approved Leave Request	29
To Revert a Denied Leave Request	32
To View Leave Requests History.....	35
To Hide/Unhide Leave Requests on View History Page.....	38
To View Leave Requests in Calendar View	40
To Approve a Premium Pay Request	42
To Deny a Premium Pay Request.....	44
To Revert an Approved Premium Pay Request.....	47
To Revert a Denied Premium Pay Request	49
To View Premium Pay Requests History	52
To Hide/Unhide Premium Pay Requests on View History Page	55
To View Premium Pay Requests in Calendar View.....	56

To Approve a Leave Request

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.



Figure 19: Leave/PremPay Request Menu page



2. Click **Leave** to display the Current Leave Requests page.

TRAINING Help Logout

Current Leave Requests

Change Employee Type Show All

Change Request Type Show Pending

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[+]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00
<input type="button" value="Edit"/>	Pending	Sam Employee (EMPLOYEE*****)	Annual Leave	Feb 14 2012 (2012-04)	Feb 14 2012 (2012-04)	8:00

Figure 20: Current Leave Requests page (Before Approval of Pending Request)

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.



- Click **Edit** next to the pending request you want to approve. The Approve/Deny Leave Request page is displayed.

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

Approve/Deny Leave Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	May 23 2012 11:55 AM
Leave Balance	8:00 hours
Hours Requested	2:00 hours

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: 2:00 From: 2:00 pm To: 4:00 pm	25 Hour: From: To:	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Sick Leave

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

Please specify: Medical/dental/optical examination of requesting employee

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.

Employee Remarks
(200 chars max)

Supervisor Remarks
(200 chars max)

Figure 21: Approve/Deny Leave Request page (Before Approval of Pending Request)



- Click **Approve**. The Current Leave Requests page is displayed.

TRAINING Help Logout

Current Leave Requests

Change Employee Type Show All

Change Request Type Show All

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[+]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00

Figure 22: Current Leave Requests page (After Approval of Pending Request)

- Click **Return** to return to the Leave/PremPay Request page.

To Deny a Leave Request

- Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

TRAINING Help Logout

Leave/PremPay Request Menu

Leave Requests
 Premium Pay Requests

Figure 23: Leave/PremPay Request Menu page

- Click **Leave**. The Current Leave Requests page is displayed.

TRAINING Help Logout

Current Leave Requests

Change Employee Type Show All

Change Request Type Show Pending

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[+]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00
<input type="button" value="Edit"/>	Pending	Sam Employee (EMPLOYEEES*****)	Annual Leave	Feb 14 2012 (2012-04)	Feb 14 2012 (2012-04)	8:00

Figure 24: Current Leave Requests page (Before Denial of Pending Request)



3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.
5. Click **Edit** next to the employee's leave request you want to deny. The Approve/Deny Leave Request page is displayed.



TRAINING

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

Approve/Deny Leave Request

Request by: Andrea Employee (EMPLOYEEA****)

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	May 23 2012 11:55 AM
Leave Balance	8:00 hours
Hours Requested	2:00 hours

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hours: From: To:	2 Hours: From: To:	3 Hours: From: To:	4 Hours: From: To:	5 Hours: From: To:
6 Hours: From: To:	7 Hours: From: To:	8 Hours: From: To:	9 Hours: From: To:	10 Hours: From: To:	11 Hours: From: To:	12 Hours: From: To:
13 Hours: From: To:	14 Hours: From: To:	15 Hours: From: To:	16 Hours: From: To:	17 Hours: From: To:	18 Hours: From: To:	19 Hours: From: To:
20 Hours: From: To:	21 Hours: From: To:	22 Hours: From: To:	23 Hours: From: To:	24 Hours: 2:00 From: 2:00 pm To: 4:00 pm	25 Hours: From: To:	26 Hours: From: To:
27 Hours: From: To:	28 Hours: From: To: Memorial Day	29 Hours: From: To:	30 Hours: From: To:	31 Hours: From: To:		

Sick Leave

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

Please specify: Medical/dental/optical examination of requesting employee

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.

Employee Remarks

(200 chars max)

Supervisor Remarks

(200 chars max)

Too many employees off

Figure 25: Approve/Deny Leave Request page



- In the Supervisor Remarks box, type the remarks for the denial of the request. The remainder of the Approve/Deny Leave Request page is read-only.
- Click **Deny** which will set the request back to *Denied* on the employee's Current Leave Request page. The Current Leave Requests page is displayed.

TRAINING Help Logout

Current Leave Requests

Change Employee Type

Change Request Type

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Denied	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00

Figure 26: Current Leave Requests page (After Denial of Pending Request)

- Click **Return** to return to the Leave/PremPay Request Menu page.

To Revert an Approved Leave Request

- Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

TRAINING Help Logout

Leave/PremPay Request Menu

Leave Requests
 Premium Pay Requests

Figure 27: Leave/PremPay Request Menu page



2. Click **Leave**. The Current Leave Requests page is displayed.

TRAINING Help Logout

Current Leave Requests

Change Employee Type Show All

Change Request Type Show All

	Status ⁺	Employee ⁺	Request Type ⁺	From Date ⁺	To Date ⁺	Total Hrs ⁺
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00

Figure 28: Current Leave Requests page (before Reverting Request)

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.
5. Click **Edit** next to the leave request that you want to revert to pending. The Approve/Deny Leave Request page is displayed.



Approve/Deny Leave Request

Request by: Andrea Employee (EMPLOYEEA****)

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	May 23 2012 11:55 AM
Approval Status	Approved by: Sue Employee May 31 2012 1:33 PM
Leave Balance	8:00 hours
Hours Requested	2:00 hours

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: 2:00 From: 2:00 pm To: 4:00 pm	25 Hour: From: To:	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Sick Leave

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

Please specify: Medical/dental/optical examination of requesting employee

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.

Employee Remarks

(200 chars max)

Supervisor Remarks

(200 chars max)

Revert Pending

Cancel

Figure 29: Approve/Deny Leave Request page



- Click **Revert Pending**. The Current Leave Requests page is displayed with *Pending* in the Status column.

TRAINING Help Logout

Current Leave Requests

Change Employee Type Show All

Change Request Type Show All

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00

Figure 30: Current Leave Requests page (After Reverting Request)

- Click **Return** to return to the Leave/PremPay Request Menu page.

To Revert a Denied Leave Request

- Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

TRAINING Help Logout

Leave/PremPay Request Menu

Leave Requests
 Premium Pay Requests

Figure 31: Leave/PremPay Request Menu page

- Click **Leave**. The Current Leave Requests page is displayed.

TRAINING Help Logout

Current Leave Requests

Change Employee Type Show All

Change Request Type Show All

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Denied	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00

Figure 32: Current Leave Requests page (Before Reverting Request)



3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.
5. Click **Edit** next to the denied leave request that you want to revert to pending. The Approve/Deny Leave Request page is displayed.



Approve/Deny Leave Request

Request by: Andrea Employee (EMPLOYEEA****)

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	May 23 2012 11:55 AM
Approval Status	Denied by: Sue Employee May 31 2012 1:46 PM
Leave Balance	8:00 hours
Hours Requested	2:00 hours

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: 2:00 From: 2:00 pm To: 4:00 pm	25 Hour: From: To:	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Sick Leave

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

Please specify: Medical/dental/optical examination of requesting employee

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.

Employee Remarks

(200 chars max)

Supervisor Remarks

(200 chars max)

Too many employees off

Figure 33: Approve/Deny Leave Request page (Before Revert Pending)



- Click **Revert Pending**. The Current Leave Requests page is displayed with *Pending* in the Status column.

Figure 34: Current Leave Requests page (After Reverting Request)

- Click **Return** to return to the Leave/PremPay Request Menu page.

To View Leave Requests History

- Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

Figure 35: Leave/PremPay Request Menu page

- Click **Leave**. The Current Leave Requests page is displayed.

Figure 36: Current Leave Request page



3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.
5. Click **View History** to view approved or denied leave requests for all of your employees. The Leave Request History page is displayed.

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Leave Request History

Status	Employee	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
<input checked="" type="radio"/> Approved	Andrea Employee (EMPLOYEEA****)	Annual Leave	May 29 2012	Jun 29 2012	2012-11	2012-13	16:00
<input type="radio"/> Approved	Andrea Employee (EMPLOYEEA****)	Sick Leave	May 24 2012	May 24 2012	2012-11	2012-11	2:00
<input type="radio"/> Denied	Peter Employee (EMPLOYEEP****)	Annual Leave	Nov 20 2011	Nov 25 2011	2011-24	2011-24	40:00
<input type="radio"/> Approved	Peter Employee (EMPLOYEEP****)	Annual Leave	Nov 01 2011	Nov 01 2011	2011-22	2011-22	8:00

Figure 37: Leave Request History page

The Leave Request History page displays the status, employee, type of leave requested (and amount of leave), and the applicable dates for all leave requests(s) submitted to you.



- Select the radio button next to the desired employee request and click **View**. The Approve/Deny Leave Request page is displayed for the applicable line selected.

Approve/Deny Leave Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Leave Type	Sick Leave
Transaction Type	Sick Leave
Submitted Date	May 23 2012 11:55 AM
Approval Status	Approved by: Sue Employee May 31 2012 1:33 PM
Leave Balance	8:00 hours
Hours Requested	2:00 hours

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: 2:00 From: 2:00 pm To: 4:00 pm	25 Hour: From: To:	26 Hour: From: To:
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Sick Leave

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

Please specify: Medical/dental/optical examination of requesting employee

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.

Employee Remarks

(200 chars max)

Supervisor Remarks

(200 chars max)

Revert Pending

Cancel



Figure 38: Approve/Deny Leave Request page

- If you would like to change the request status to pending, click **Revert Pending**. If you would like to return to the Leave Request History page, click **Cancel**. The Leave Request History page is displayed.

TRAINING Help Logout

Leave Request History

Status	Employee	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
<input checked="" type="radio"/> Approved	Andrea Employee (EMPLOYEEA****)	Annual Leave	May 29 2012	Jun 29 2012	2012-11	2012-13	16:00
<input type="radio"/> Approved	Andrea Employee (EMPLOYEEA****)	Sick Leave	May 24 2012	May 24 2012	2012-11	2012-11	2:00
<input type="radio"/> Denied	Peter Employee (EMPLOYEEP****)	Annual Leave	Nov 20 2011	Nov 25 2011	2011-24	2011-24	40:00
<input type="radio"/> Approved	Peter Employee (EMPLOYEEP****)	Annual Leave	Nov 01 2011	Nov 01 2011	2011-22	2011-22	8:00

Figure 39: Leave Request History page

To Hide/Unhide Leave Requests on View History Page

- Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.

TRAINING Help Logout

Leave/PremPay Request Menu

<input type="button" value="Leave"/>	<input checked="" type="button" value="Leave Requests"/>
<input type="button" value="Prem. Pay"/>	<input checked="" type="button" value="Premium Pay Requests"/>

Figure 40: Leave/PremPay Request Menu page



2. Click **Leave**. The Current Leave Requests page is displayed.

TRAINING Help Logout

Current Leave Requests

Change Employee Type

Change Request Type

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[+]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012 (2012-11)	May 24 2012 (2012-11)	2:00
<input type="button" value="Edit"/>	Pending	Sam Employee (EMPLOYEEES*****)	Annual Leave	Feb 14 2012 (2012-04)	Feb 14 2012 (2012-04)	8:00

Figure 41: Current Leave Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.
5. Click **View History** to view approved or denied leave requests for all of your employees. The Leave Request History page is displayed.

TRAINING Help Logout

Leave Request History

	Status	Employee	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
<input checked="" type="radio"/>	Approved	Andrea Employee (EMPLOYEEA*****)	Annual Leave	May 29 2012	Jun 29 2012	2012-11	2012-13	16:00
<input type="radio"/>	Approved	Andrea Employee (EMPLOYEEA*****)	Sick Leave	May 24 2012	May 24 2012	2012-11	2012-11	2:00
<input type="radio"/>	Denied	Peter Employee (EMPLOYEEP*****)	Annual Leave	Nov 20 2011	Nov 25 2011	2011-24	2011-24	40:00
<input type="radio"/>	Approved	Peter Employee (EMPLOYEEP*****)	Annual Leave	Nov 01 2011	Nov 01 2011	2011-22	2011-22	8:00

Figure 42: Leave Request History page

The Leave Request History page displays the status, employee, type of leave requested (and amount of leave), and the applicable dates for all leave request(s) submitted to you.

6. Select the radio button next to the desired employee request(s). Only one line of leave may be selected at a time. At this time, you may want to do one of the following:
 - If you want to remove selected line(s) of leave from the Leave Request History page, click **Hide**.



- If you want to display a list of line(s) of leave previously hidden with the Hide button, click **Show Hidden**.
- To remove the selected line(s) of leave from the list of hidden request(s) and return it to the Leave Request History page, click **Unhide**.
- To return to the Leave Request History page, click **Show Regular**.
- If you want to return to the Current Leave Requests page, click **Return**.

To View Leave Requests in Calendar View

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.



Figure 43: Leave/PremPay Request Menu page

2. Click **Leave**. The Current Leave Requests page is displayed.



Figure 44: Current Leave Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.



- Click **Calendar View** to view a monthly calendar of all pending and approved leave requests. The Leave Request Calendar View allows you to toggle between months by selecting the Previous Month and Next Month options at the upper left and right corners of the page.

Note: See in calendar view leave requests that are either pending or approved. Each date on the calendar displays the status, name, and the total time approved or pending for that date.

- A: Indicates approved requests.
- P: Indicates pending requests.

Leave Request Calendar View

Select view for

Employees

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

Previous Month	May 2012					Next Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 P: EMPLOYEEA**** - 2:00	25	26
27	28 Memorial Day	29	30	31		

A: Approved time, P: Pending time

Figure 45: Leave Request Calendar View

- This page displays all leave requests that are pending or approved. Clicking on a leave request on the calendar links you to the Approve/Deny Leave Requests page for the request that was selected. If it is a pending request, you have the option to approve or deny the request by clicking **Approve** or **Deny** or exit the page by selecting **Cancel**. If it is an approved request, you can change the request status to pending by clicking **Revert Pending** or exit the page by selecting **Cancel**. After completing either of these actions, you are returned to the Current Leave Requests page.



To Approve a Premium Pay Request

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/Prem Pay Request Menu page is displayed.



Figure 46: Leave/PremPay Request Menu page

2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed listing pending requests for the employees you supervise (or delegates).



Figure 47: Current Premium Pay Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.



- Click **Edit** next to the appropriate request. The Approve/Deny Premium Pay Request page is displayed showing details about the premium pay request, including remarks.

TRAINING Help Logout

Approve/Deny Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Premium Pay Type	Holiday Worked
Transaction Type	Holiday Worked
Submitted Date	Jun 04 2012 12:19 PM
Leave Balance	None Available
Hours Requested	5:00 hours

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Hour: From: To:	2 Hour: From: To:	3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:
6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:	10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:
13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:	17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:
20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:	24 Hour: From: To:	25 Hour: From: To:	26 Hour: 5:00 From: 12:00 pm To: 5:00 pm
27 Hour: From: To:	28 Hour: From: To: Memorial Day	29 Hour: From: To:	30 Hour: From: To:	31 Hour: From: To:		

Employee Remarks
(200 chars max)

Reports

Supervisor Remarks
(200 chars max)

Figure 48: Approve/Deny Premium Pay Request page



6. Click **Approve**. The Current Premium Pay Requests page is displayed.

Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[+]	To Date ^[+]	Total Hrs. ^[+]
Edit Approved	Andrea Employee (EMPLOYEEA*****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00

Figure 49: Current Premium Pay Requests page (After Approval)

7. Click **Return** to return to the Leave/PremPay Request Menu page.

To Deny a Premium Pay Request

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

Figure 50: Leave Premium Pay Request Menu page



2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed.

TRAINING Help Logout

Current Premium Pay Requests

Change Employee Type

Show All ▼

Update

Change Request Type

Show Pending ▼

Update

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA*****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00
<input type="button" value="Edit"/>	Pending	Vicki Employee (EMPLOYEEV*****)	Overtime	Nov 18 2011 (2011-23)	Nov 18 2011 (2011-23)	5:00
<input type="button" value="Edit"/>	Pending	Sam Employee (EMPLOYEEES*****)	Compensatory Time Earned	Nov 12 2011 (2011-23)	Nov 12 2011 (2011-23)	10:00

Figure 51: Current Premium Pay Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.



- Click **Edit** next to the employee’s premium pay request you want to deny. The Approve/Deny Premium Pay Request page is displayed.

TRAINING Help Logout

Approve/Deny Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Premium Pay Type	Compensatory Time Earned
Transaction Type	Comp Time Earned
Submitted Date	Jun 06 2012 1:25 PM
Leave Balance	None Available
Hours Requested	2:00 hours

June 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Hour: From: To:	2 Hour: From: To:
3 Hour: From: To:	4 Hour: From: To:	5 Hour: 2:00 From: 3:30 pm To: 5:30 pm	6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:
10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:
17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:
24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:

Employee Remarks
(200 chars max)

Reports

Supervisor Remarks
(200 chars max)

No funding

Figure 52: Approve/Deny Premium Pay Request page

- In the Supervisor Remarks box, type the remarks for the denial of the request. The remainder of the Approve/Deny Leave Request page is read-only.
- Click **Deny** which will set the request back to *Denied* on the employee’s current premium pay request page.
- Click **Return** to return to the Leave/PremPay Request Menu page.



To Revert an Approved Premium Pay Request

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.



Figure 53: Leave Premium Pay Request Menu page

2. Click **Prem. Pay**. The Current Premium Requests page is displayed.



Figure 54: Current Premium Pay Requests page (Before Reverting Request)

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.



- Click **Edit** next to the premium pay request that you want to revert to pending. The Approve/Deny Premium Pay Request page is displayed.

Approve/Deny Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Premium Pay Type	Overtime
Transaction Type	Over 40 Overtime
Submitted Date	Jun 06 2012 10:46 AM
Approval Status	Approved by: Sue Employee Jun 06 2012 2:13 PM
Leave Balance	None Available
Hours Requested	8:00 hours

June 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Hour: From: To:	2 Hour: 8:00 From: 7:00 am To: 3:30 pm
3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:	6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:
10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:
17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:
24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:

Employee Remarks

(200 chars max)

Reports

Supervisor Remarks

(200 chars max)

Figure 55: Approve/Deny Premium Pay Request page (Before Revert Pending)



- Click **Revert Pending**. The Current Premium Pay Requests page is displayed with **Pending** in the Status column.

TRAINING Help Logout

Current Premium Pay Requests

Change Employee Type Show All

Change Request Type Show All

	Status ⁺	Employee ⁺	Request Type ⁺	From Date ⁺	To Date ⁺	Total Hrs ⁺
<input type="button" value="Edit"/>	Denied	Andrea Employee (EMPLOYEEA*****)	Compensatory Time Earned	Jun 05 2012 (2012-12)	Jun 05 2012 (2012-12)	2:00
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA*****)	Overtime	Jun 02 2012 (2012-11)	Jun 02 2012 (2012-11)	8:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA*****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00

Figure 56: Current Premium Pay Requests page (After Reverting Request)

- Click **Return** to return to the Leave/PremPay Request Menu page.

To Revert a Denied Premium Pay Request

- Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

TRAINING Help Logout

Leave/PremPay Request Menu

<input type="button" value="Leave"/>	Leave Requests
<input type="button" value="Prem. Pay"/>	Premium Pay Requests
<input type="button" value="Return"/>	

Figure 57: Leave/PremPay Request Menu page



2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed.

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

Current Premium Pay Requests

Change Employee Type

Change Request Type

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Denied	Andrea Employee (EMPLOYEEA****)	Compensatory Time Earned	Jun 05 2012 (2012-12)	Jun 05 2012 (2012-12)	2:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Overtime	Jun 02 2012 (2012-11)	Jun 02 2012 (2012-11)	8:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00

Figure 58: Current Premium Pay Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**.



- Click **Edit** next to the denied premium pay request that you want to revert to pending. The Approve/Deny Premium Pay Request page is displayed.

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

Approve/Deny Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Premium Pay Type	Compensatory Time Earned
Transaction Type	Comp Time Earned
Submitted Date	Jun 06 2012 1:25 PM
Approval Status	Denied by: Sue Employee Jun 06 2012 1:35 PM
Leave Balance	None Available
Hours Requested	2:00 hours

June 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Hour: From: To:	2 Hour: From: To:
3 Hour: From: To:	4 Hour: From: To:	5 Hour: 2:00 From: 3:30 pm To: 5:30 pm	6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:
10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:
17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:
24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:

Employee Remarks
(200 chars max)

Reports

Supervisor Remarks
(200 chars max)

no funding

Revert Pending
Cancel

Figure 59: Approve/Deny Premium Pay Request page



- Click **Revert Pending**. The Current Premium Pay Requests page is displayed with **pending** in the Status column.

TRAINING Help Logout

Current Premium Pay Requests

Show All

Show All

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA****)	Compensatory Time Earned	Jun 05 2012 (2012-12)	Jun 05 2012 (2012-12)	2:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Overtime	Jun 02 2012 (2012-11)	Jun 02 2012 (2012-11)	8:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00

Figure 60: Current Premium Pay Requests page (After Reverting Request)

- Click **Return** to return to the Leave/PremPay Request Menu page.

To View Premium Pay Requests History

- Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.

TRAINING Help Logout

Leave/PremPay Request Menu

Figure 61: Leave/PremPay Request Menu page



2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed.

TRAINING Help Logout

Current Premium Pay Requests

Change Employee Type

Change Request Type

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA****)	Compensatory Time Earned	Jun 05 2012 (2012-12)	Jun 05 2012 (2012-12)	2:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Overtime	Jun 02 2012 (2012-11)	Jun 02 2012 (2012-11)	8:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00

Figure 62: Current Premium Pay Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.
5. Click **View History** to view approved or denied premium pay requests for all of your employees. The Premium Pay Request History page is displayed.

TRAINING Help Logout

Premium Pay Request History

	Status	Employee	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
<input checked="" type="radio"/>	Approved	Andrea Employee (EMPLOYEEA****)	Overtime	Jun 02 2012	Jun 02 2012	2012-11	2012-11	8:00
<input type="radio"/>	Approved	Andrea Employee (EMPLOYEEA****)	Holiday Worked	May 26 2012	May 26 2012	2012-11	2012-11	5:00
<input type="radio"/>	Denied	Andrea Employee (EMPLOYEEA****)	Compensatory Time Earned	May 19 2012	May 19 2012	2012-10	2012-10	4:00
<input type="radio"/>	Approved	Peter Employee (EMPLOYEEP****)	Compensatory Time Earned	Oct 31 2011	Oct 31 2011	2011-22	2011-22	5:00

Figure 63: Premium Pay Request History page

The Premium Pay Request History page displays the Status, Employee, Request Type, From and To Dates, From and To Pay Periods, and Total Hours for all request(s) submitted to you.



- Select the radio button next to the desired employee request and click **View**. The Approve/Deny Premium Pay Request page is displayed for the applicable line selected.

TRAINING Help Logout

Approve/Deny Premium Pay Request

Request by: Andrea Employee (EMPLOYEEA**)**

Request Information

Premium Pay Type	Overtime
Transaction Type	Over 40 Overtime
Submitted Date	Jun 06 2012 10:46 AM
Approval Status	Approved by: Sue Employee Jun 06 2012 2:13 PM
Leave Balance	None Available
Hours Requested	8:00 hours

June 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Hour: From: To:	2 Hour: 8:00 From: 7:00 am To: 3:30 pm
3 Hour: From: To:	4 Hour: From: To:	5 Hour: From: To:	6 Hour: From: To:	7 Hour: From: To:	8 Hour: From: To:	9 Hour: From: To:
10 Hour: From: To:	11 Hour: From: To:	12 Hour: From: To:	13 Hour: From: To:	14 Hour: From: To:	15 Hour: From: To:	16 Hour: From: To:
17 Hour: From: To:	18 Hour: From: To:	19 Hour: From: To:	20 Hour: From: To:	21 Hour: From: To:	22 Hour: From: To:	23 Hour: From: To:
24 Hour: From: To:	25 Hour: From: To:	26 Hour: From: To:	27 Hour: From: To:	28 Hour: From: To:	29 Hour: From: To:	30 Hour: From: To:

Employee Remarks
(200 chars max)

Reports

Supervisor Remarks
(200 chars max)

Figure 64: Approve/Deny Premium Pay Request page

- If you would like to change the request status to pending, click **Revert Pending**. If you would like to return to the Premium Pay Request History page, click **Cancel**.



To Hide/Unhide Premium Pay Requests on View History Page

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page to display the Leave/PremPay Request Menu page.



Figure 65: Leave/PremPay Request Menu page

2. Click **Prem. Pay**. The Current Premium Pay Requests page is displayed.



Figure 66: Current Premium Pay Requests page

3. To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click down arrow to select the applicable option on the Change Request Type drop-down list.
4. Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.



5. Click **View History** to view approved or denied premium pay requests for all of your employees.

Status	Employee	Request Type	From Date	To Date	From PayPeriod	To PayPeriod	Total Hours
<input checked="" type="radio"/>	Approved Andrea Employee (EMPLOYEEA****)	Overtime	Jun 02 2012	Jun 02 2012	2012-11	2012-11	8:00
<input type="radio"/>	Approved Andrea Employee (EMPLOYEEA****)	Holiday Worked	May 26 2012	May 26 2012	2012-11	2012-11	5:00
<input type="radio"/>	Denied Andrea Employee (EMPLOYEEA****)	Compensatory Time Earned	May 19 2012	May 19 2012	2012-10	2012-10	4:00
<input type="radio"/>	Approved Peter Employee (EMPLOYEEP****)	Compensatory Time Earned	Oct 31 2011	Oct 31 2011	2011-22	2011-22	5:00

Figure 67: Premium Pay Request History page

6. Select the radio button next to the desired employee request. Only one line of premium pay may be selected at a time. At this time, you may want to do one of the following:
 - If you want to remove selected line(s) of leave from the Premium Pay Request History page, click **Hide**.
 - If you want to display a list of lines(s) of leave previously hidden with the Hide button, click **Show Hidden**.
 - To remove the selected line(s) of leave from the list of hidden request(s) and return it to the Premium Pay Request History page, click **Unhide**.
 - To return to the Premium Pay Request History page, click **Show Regular**.
 - If you want to return to the Current Premium Pay Requests page, click **Return**.

To View Premium Pay Requests in Calendar View

1. Click **Leave/Prem Pay** on the Supervisor Main Menu page. The Leave/PremPay Request Menu page is displayed.



Figure 68: Leave/PremPay Request Menu page



- Click **Prem Pay**. The Current Premium Pay Requests page is displayed.

TRAINING Help Logout

Current Premium Pay Requests

Change Employee Type

Change Request Type

	Status ^[+]	Employee ^[+]	Request Type ^[+]	From Date ^[v]	To Date ^[+]	Total Hrs ^[+]
<input type="button" value="Edit"/>	Pending	Andrea Employee (EMPLOYEEA****)	Compensatory Time Earned	Jun 05 2012 (2012-12)	Jun 05 2012 (2012-12)	2:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Overtime	Jun 02 2012 (2012-11)	Jun 02 2012 (2012-11)	8:00
<input type="button" value="Edit"/>	Approved	Andrea Employee (EMPLOYEEA****)	Holiday Worked	May 26 2012 (2012-11)	May 26 2012 (2012-11)	5:00

Figure 69: Current Premium Pay Requests page

- To filter the results by employee type, click the down arrow to select the applicable option on the Change Employee Type drop-down list. To filter the results by request type, click the down arrow to select the applicable option on the Change Request Type drop-down list.
- Click **Update**. The applicable list of employees is displayed based upon your above selection criteria.
- Click **Calendar View** to view a monthly calendar of all pending and approved premium pay requests. The Premium Pay Request Calendar View allows you to toggle between months by selecting the Previous Month and Next Month options at the upper left and right corners of the page.

Note: See all leave requests that are either pending or approved in calendar view form. Each date on the calendar displays the status, name, and the total time approved or pending for that date.

- A: Indicates approved requests.
- P: Indicates pending requests.



Premium Pay Request Calendar View

Select view for

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

June 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 A: EMPLOYEEA**** - 8:00
3	4	5 P: EMPLOYEEA**** - 2:00	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

A: Approved time, P: Pending time

Figure 70: Premium Pay Request Calendar View page

- This page displays all leave requests that are pending or approved. Selecting a leave request on the calendar links you to the Approve/Deny Leave Requests page for the request that was selected. If it is a pending request, you have the option to approve or deny the request by clicking **Approve** or **Deny** or exit the page by selecting **Cancel**. If it is an approved request, you can change the request status to pending by clicking **Revert Pending** or exit the page by selecting **Cancel**. After completing either of these actions, you are returned to the Current Premium Pay Requests page.



Viewing a Summary of an Employee’s Certified T&A

At anytime, you can view certified T&As for any of your employees. You can also view previously certified T&As that were corrected T&As.

This section includes the following topics:

To View a Summary of an Employee’s T&A59

To View a Summary of an Employee’s T&A

1. You may access an employee through the **Select** or **Search** options on the Supervisor Main Menu. The instructions below assume you know the employee whose T&A you want to view.
2. Click **Select** on the Supervisor Main Menu page. The Select Employee page is displayed.



Figure 71: Select Employee page



3. On the Select Employee page, click **Certified T&As**. The Certified T&A Summaries page is displayed.

TRAINING Help Logout

Certified T&A Summaries

Now viewing from Leave Year 2005, Pay Period 1 to Leave Year 2012, Pay Period 27.

From		To	
2005	1	2012	27
<input type="button" value="Update"/>			

Andrea Employee (EMPLOYEEA****)

Pay Period	Date Range	Certified By	Certified Date
21 - 2011	Oct 09 - Oct 22	EMPLOYEEES	Oct 25 2011 01:19:38 PM

Figure 72: Certified T&A Summaries page

The Certified T&A Summaries page displays all of the certified T&As for an employee. This page displays the pay period, dates of the pay period, who certified the T&A, and the date that it was certified.

Note: If a T&A is a corrected T&A, a (C) will be displayed to the right of the pay period.

4. If you want to limit the range of records displayed, select the appropriate From and To pay period dates.
5. Click **Update**.
6. Select the pay period for the summary you want to view.



- Click **View Certified Summary**. The employee's Certified T&A Summary page is displayed for the pay period selected with the status at the top.

Name: Andrea Employee		Pay Period: 21 : Oct 9, 2011 to Oct 22, 2011	
Time Card Type: Regular		Leave Year: 2011	
Time In Pay: 80:00		Other Time: 0:00	
Dollar Transactions: \$0.00		Days In Pay: 10	

Transaction	Pfx	Sfx	Account	Oct					Oct					Total							
				9	10	11	12	13	14	15	16	17	18		19	20	21	22			
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	Total	
Work Time																					
				Time In																Time Out	
Regular Base Pay				00201030000 (No Description)		8	8	8	8											40	72
Work Time Total						8	8	8	8										40	72	
Leave and Other Time																					
				Absence Start																Absence End	
Federal Holiday				00201030000 (No Description)		8															8
Leave and Other Time Total						8														8	
Daily Total						8	8	8	8	8									40	80	

Leave Transfer Donations		
Transaction	Account (Description)	Donated Hrs
Donated Annual Leave	00201030000 ()	1:00
Total		1:00

T&A Profile	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	
Alternative Schedule	Regular 8-hour Days
Agency	NEA
State	LA
Town	1690
Unit	10
Timekeeper	01
New Contact Point	Yes
Retain Data	None
Account Data Code	Manual Entry
Service Computation Date	Oct 21 2010
Annual Leave Category	4 hr/pp
Personal Leave Ceiling	240:00

Leave Data	Fwd	Accr	Avail	Used	Bal
* Annual Fwd adjusted 50:00 hours.					
Annual	50:00	4:00	54:00	1:00	53:00
Sick	--	4:00	4:00	--	4:00
Other				8:00	

Leave Transfer Donations		
Voluntary Program		
	--	1:00 1:00

Leave Year Projection	
Maximum Available Annual	73:00
Maximum Available Sick	24:00
Use or Lose Leave	--

Supervisor

Remarks:

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

Validated By : Sue Employee
Validation Date : Oct 25 2011 1:19 PM

Certified By : Sue Employee
Certification Date : Oct 25 2011 1:19 PM

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
Dec 14 2011 06:18 AM	Correction Deleted	Employee, Sue (EMPLOYEES)	
Dec 14 2011 06:17 AM	Historical Correction Record	Employee, Sue (EMPLOYEES)	
Nov 08 2011 12:47 PM	Correction Deleted	Employee, Sue (EMPLOYEES)	
Nov 08 2011 12:47 PM	Validation Reset By Edit	Employee, Sue (EMPLOYEES)	
Nov 08 2011 12:23 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Nov 08 2011 12:21 PM	Historical Correction Record	Employee, Sue (EMPLOYEES)	
Oct 25 2011 01:19 PM	Built	SYSTEM	Built in Build ID 17.
====> Oct 25 2011 01:19 PM	MasterSupervisor Certified	Employee, Sue (EMPLOYEES)	
Oct 25 2011 01:19 PM	Timekeeper Validated	Employee, Sue (EMPLOYEES)	
Oct 25 2011 01:12 PM	Leave adjusted	Employee, Peter (EMPLOYEEP****)	Annual Forward adjusted 50:00 hours.
Oct 21 2011 12:39 PM	Service Computation date adjusted	Employee, Sue (EMPLOYEES)	SCD changed to 21-OCT-10
Oct 21 2011 11:57 AM	New Record Created	Employee, Sue (EMPLOYEES)	Created new record for pay period 21.

Figure 73: Certified T&A Summary page

At the bottom of the Certified T&A Summary page, the certification statement and a history of actions pertaining to the record are displayed.



8. Click **X** to close the Certified T&A Summary page.
9. Click **Return** to return to the Select Employee page.



About The Leave Audit Report

The Leave Audit Report is used for informational purposes only. The report contains a line for each pay period which you have certified T&As in the system.

This section includes the following topics:

To Generate a Leave Audit Report:.....63

To Generate a Leave Audit Report:

1. Click **Search** on the Supervisor Main Menu page. The Search for Employee is displayed.

Employee's Last Name	employee
Employee's First Name	andrea
Employee's SSN	
Supervisor	All
T&A Type	All
Pay Period	All

Search Cancel

Figure 74: Search for Employee page

2. To search by employee, type the Last Name in the Employee's Last Name field and type the first name in the Employee's First Name field. To search by SSN, type the SSN in the Employee's SSN field.



3. Click **Search**. The Search Results page is displayed.

TRAINING Help Logout

Search Results

Search Criteria: Last name like employee Result Page: [1](#) [2](#) [3](#) [Next](#) [Last](#) [3](#)

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input checked="" type="radio"/>	Employee, Andrea	EMPLOYEEA****	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>	Employee, Autumn	EMPLOYEEA	10 - 2012	EMPLOYEES	EMPLOYEES
<input type="radio"/>	Employee, Betty	EMPLOYEEB****	09 - 2012	EMPLOYEES	EMPLOYEES

Selected Employee

Figure 75: Search Results page

4. Select the applicable employee.
5. Click **Leave Audit**. The Leave Audit Report page is displayed.

TRAINING Help Logout

Leave Audit Report

Pay Period Range From To

2011 1 2011 21

Leave Type Annual

Leave Audit (Annual) For Andrea Employee (EMPLOYEEA****)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
21 - 2011	50:00	50:00	4:00	54:00	1:00	53:00	73:00

Figure 76: Leave Audit Report page

6. If you want to modify the Pay Period Range, click the down arrow to select the applicable From and To dates from the drop-down list.

If you want to modify the Leave Type, click the down arrow to select the applicable leave type.



- Click **Update**. The Leave Audit Report page is displayed with the applicable leave type.

TRAINING Help Logout

Leave Audit Report

Pay Period Range

From

To

Leave Type

Sick

Leave Audit (Sick) For Andrea Employee (EMPLOYEEA****)

Pay Period	Manual Adjustment	Forward	Accrued	Available	Used	Balance	Max. Available
21 - 2011		0:00	4:00	4:00	0:00	4:00	24:00

Figure 77: Leave Audit Report page

- If you want to print the Leave Audit Report results as a PDF, click **Download PDF**.

Note: Depending on how your browser is configured, webTA either displays the .PDF document in a new browser window from which you can save the file, or a dialog box opens giving you the option of saving or opening the file. If you click Download PDF, follow the prompts to either Save or Open the report.

- Click **Open**. The Leave Audit Report as a PDF is displayed in a new window.
- Click **X** to close the page.
- Click **Return** to return to the Search Results page.



Generating webTA Supervisor Reports

There are several reports available for supervisors to run in webTA. These reports include:

- Default Schedule Report - lists the default schedule for each of the supervisor’s employees.
- Telework Emps Report - displays the number of employees in an organization participating in telework.
- Telework Hours Report - displays a breakdown of the telework hours by organization for Week 1, Week 2, and the Pay Period.

This section includes the following topics:

To View a Default Schedule Report	67
To Generate a Telework Emps Report.....	68
To Generate a Telework Hours Report	69

To View a Default Schedule Report

1. Click **Reports** on the Supervisor Main Menu page. The Supervisor Reports Menu page is displayed.



Figure 78: Supervisor Reports Menu page



2. Click **Def. Schedule**. The Default Schedule Report is displayed listing the number of hours (in pay status) for each day for an employee.

TRAINING Help Logout

Default Schedule Report

Employee	ID	Tour	Alternate Schedule	Project/Account	Week 1 Hours							Week 2 Hours							Total	
					S	M	T	W	T	F	S	S	M	T	W	T	F	S		
Employee, Jill	EMPLOYEEJ*****	Full Time	Regular 8-hour Days	00200700000 webta																
Employee, Victor	EMPLOYEEV*****	Full Time	Regular 8-hour Days	00204410000	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00		80:00
Employee, Cole	EMPLOYEEC*****	Full Time	Regular 8-hour Days	00204410000	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00		80:00
Employee, Peter	EMPLOYEEP*****	Full Time	Regular 8-hour Days	00204930000	8:00	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00		80:00

Figure 79: Default Schedule Report page

3. Click **Return** to return to the Supervisor Reports Menu page.

To Generate a Telework Emps Report

1. Click **Reports** on the Supervisor Main Menu page. The Supervisor Reports Menu page is displayed.

TRAINING Help Logout

Supervisor Reports Menu

<input type="button" value="Def. Schedule"/>	Default Schedule Report
<input type="button" value="Telework Emps"/>	Teleworking Employees by Days Teleworked
<input type="button" value="Telework Hours"/>	Summary of Hours Teleworked by Pay Period

Figure 80: Supervisor Reports Menu page

2. Click **Telework Emps**. The Number of Employees with Days of Telework Criteria page is displayed.

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Number of Employees with Days of Telework Criteria

Pay Period Range	From	To
	2012 <input type="button" value="v"/> 11 <input type="button" value="v"/>	2012 <input type="button" value="v"/> 11 <input type="button" value="v"/>

Figure 81: Number of Employees with Days of Telework Criteria page



3. Click the down arrow(s) to select the applicable Pay Period Range to be displayed on the report.
4. Click **Continue** to run the report. The Number of Employees with Days of Telework by pay period report is displayed.

This report displays the number of employee(s) within an organization participating in Telework. Data for this report is obtained from telework reported on the T&A(s).

5. Click **Download** to download the report or click **Return** to return to the Number of Employees with Days of Telework Criteria page.

To Generate a Telework Hours Report

1. Click **Reports** on the Supervisor Main Menu page. The Supervisor Reports Menu page is displayed.



Figure 82: Supervisor Reports Menu page

2. Click **Telework Hours** on the Supervisor Reports Menu page. The Telework Hours Report Criteria page is displayed.



Figure 83: Telework Hours Report Criteria page

3. Click the down arrow(s) to select the applicable Pay Period Range to be displayed on the report.



4. Click **Continue** to run the report. The Number of Hours Teleworked Report is displayed.

TRAINING Help Logout

Number of Hours Teleworked

Pay Periods 11 2012 to 11 2012

Pay Period 11 2012

	Week 1	Week 2	Pay Period Total
ACO			
AMS			
APHIS			
ARS			
CNPP			
CSREES			
DA			
ERS			
FAS			
FNCS			
FNS			
FS			
FSA			
FSACE			
FSIS			
GIPSA			
HSO			
NAD			
NASS			
NCPC			
NEA			
NRCS			
NSIIC			
OAD			
OBPA			
OC			
OCE			
OCFO			
OCIO			
OCR			
OES			
OGC			
OIG			
OOC			
OS			
RBCDS			
RD			
RMA			
RUS			
Department Total			

Figure 84: Number of Hours Teleworked page

This page displays a breakdown of the telework hours by organization for Week 1, Week 2, and the Pay Period Total.



- Click **Download** to download the report and display the total number of telework hour(s) by organization within an Agency or click **Summary** to display the Summary of Hours Teleworked Report.

Summary of Hours Teleworked

Pay Periods 11 2012 to 11 2012

Bureau	Total Hours
ACO	
AMS	
APHIS	
ARS	
CNPP	
CSREES	
DA	
ERS	
FAS	
FNCS	
FNS	
FS	
FSA	
FSACE	
FSIS	
GIPSA	
HSO	
NAD	
NASS	
NCPC	
NEA	
NRCS	
NSIIC	
OAO	
OBPA	
OC	
OCE	
OCFO	
OCIO	
OCR	
OES	
OGC	
OIG	
OOC	
OS	
RBCDS	
RD	
RMA	
RUS	
Department Total	

Figure 85: Summary of Hours Teleworked page

- Click **Return** to return to the Telework Hours Report Criteria page.



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 T&As, leave, and premium pay requests.

Note: 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.

This section includes the following topics:

To Manage Delegates73

To Manage Delegates

1. From the Supervisor Main Menu page, click **Delegate**. The Delegate Supervisor Role page is displayed.



Figure 86: Delegate Supervisor Role page

2. If you want to add a delegate, type the delegate’s user identification (ID) in the field or select the employee using webTA’s **Search** function. Click **Add**, to add the selected delegate.
3. If you want to delete a delegate, click **Del** next to that delegate’s name on the Current Delegates list.
4. If you want to remove all delegates, click **Undelegate All**.
5. Click **Return** to return to the Supervisor Main Menu page.



View Tasks

The View Tasks page lists all functions performed by a user (according to your role). A description of each function and the corresponding date and time are displayed for each function listed.

This section includes the following topics:

- To View the Task List75**
- To Clear Tasks from the Task List76**

To View the Task List

1. Click **View Tasks** on the Supervisor Main Menu page. The Task List page is displayed.

		From	Date/Time	Type	Description
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEES	Jun 05 2012 12:15 PM	NOTIFY	Employee Sue Employee has delegated the Supervisor role to employee - Terre Employee (EMPLOYEE*****).
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 1:44 PM	NOTIFY	Leave request of employee, Andrea Employee (EMPLOYEEA***** for, Sick Leave, from 12:00 P.M. to 4:00 P.M. on 18-MAY-12 -- for a total of 4 hour(s) is submitted.
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 1:44 PM	NOTIFY	Leave request of employee, Andrea Employee (EMPLOYEEA***** for, Annual Leave, 8 hours on 08-MAY-12 -- for a total of 8 hour(s) is submitted.
<input type="checkbox"/>	<input type="button" value="Clear"/>	SYSTEM	Jun 04 2012 1:29 PM	NOTIFY	Andrea Employee has validated a timesheet.
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 12:31 PM	NOTIFY	Premium pay request of employee, Andrea Employee (EMPLOYEEA***** for, Overtime, from 7:00 A.M. to 9:00 A.M. on 19-JUN-12 -- for a total of 2 hour(s) is deleted by the employee.
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 12:20 PM	NOTIFY	Premium pay request of employee, Andrea Employee (EMPLOYEEA***** for, Overtime, from 7:00 A.M. to 9:00 A.M. on 19-JUN-12 -- for a total of 2 hour(s) is submitted.

Result Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#) [Last](#) [21](#)

Figure 87: Task List page

2. Click **Return** to exit the Task List page.



To Clear Tasks from the Task List

1. Click **View Tasks** on the Supervisor Main Menu page. The Task List page is displayed.

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

Task List

Result Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#) [Last](#) [21](#)

		From	Date/Time	Type	Description
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEES	Jun 05 2012 12:15 PM	NOTIFY	Employee Sue Employee has delegated the Supervisor role to employee - Terre Employee (EMPLOYEEET*****).
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 1:44 PM	NOTIFY	Leave request of employee, Andrea Employee (EMPLOYEEA*****) for, Sick Leave, from 12:00 P.M. to 4:00 P.M. on 18-MAY-12 -- for a total of 4 hour(s) is submitted.
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 1:44 PM	NOTIFY	Leave request of employee, Andrea Employee (EMPLOYEEA*****) for, Annual Leave, 8 hours on 08-MAY-12 -- for a total of 8 hour(s) is submitted.
<input type="checkbox"/>	<input type="button" value="Clear"/>	SYSTEM	Jun 04 2012 1:29 PM	NOTIFY	Andrea Employee has validated a timesheet.
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 12:31 PM	NOTIFY	Premium pay request of employee, Andrea Employee (EMPLOYEEA*****) for, Overtime, from 7:00 A.M. to 9:00 A.M. on 19-JUN-12 -- for a total of 2 hour(s) is deleted by the employee.
<input type="checkbox"/>	<input type="button" value="Clear"/>	EMPLOYEEA*****	Jun 04 2012 12:20 PM	NOTIFY	Premium pay request of employee, Andrea Employee (EMPLOYEEA*****) for, Overtime, from 7:00 A.M. to 9:00 A.M. on 19-JUN-12 -- for a total of 2 hour(s) is submitted.

Figure 88: Task List page

2. To delete only the selected tasks, select the applicable task(s) and click **Clear Selected**. To delete all tasks, click **Clear All**. To delete all tasks on a given page, click **Clear This Page**.
3. Click **Return** to return to the Supervisor Main Menu page.



Master Supervisor

The Master Supervisor role in webTA includes the same functionality as the supervisor with the exception of approving/denying leave and premium pay requests. The Master Supervisor cannot access Leave/Premium Pay request functions in webTA.

The Master Supervisor can access all employees within the Agency. However, an Agency may elect to limit the employees under a Master Supervisor to certain organizations within the Agency.

The Master Supervisor Main Menu is displayed after you log in.



Figure 89: Master Supervisor Main Menu page