



WEB·TA^{V4}

KRONOS

-BASICS

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webTA 4.2
NFC Core Basics User Guide
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Introduction

The purpose of this guide is to explain core concepts and processes that affect all webTA users. It also provides step-by-step procedures for common tasks such as logging in, navigating the system, updating user information, viewing messages, and changing your password.

webTA is a highly configurable application. The application pages, fields, workflows, and functions that are available to different user roles may vary from agency to agency. If you notice differences between the screenshots and documented procedures presented in the user guides and how webTA is configured and implemented at your agency, check with your Administrator for guidelines that are unique to your organization.

webTA is a browser-based application. This means that you access the webTA application from a web browser such as Internet Explorer or Firefox. A sample login page is shown below.



NOTE: This user guide contains graphical representations (screen shots) of the webTA Core NFC application. These illustrations are intended to provide guidance and may not exactly match the configuration that is implemented at your organization. All user names are fictional.

Additional resources

The following list describes additional webTA documentation resources:

- webTA 4.2 NFC Core User Guides
 - *webTA 4.2 NFC Core Employee User Guide*. Explains how to work with timesheets and schedules, submit leave and premium pay requests, run reports, view Continuation of Pay (COP) data, donate leave, work with accounts, view cases, and manage emergency contacts.
 - *webTA 4.2 NFC Core Supervisor User Guide*. Explains how to certify timesheets, view the T&A Summary, adjust timesheet profiles, manage leave and premium pay requests, run reports, respond to schedule requests, view COP data, add delegates, assign activity sets, assign cases, and view employee emergency contacts.
 - *webTA 4.2 NFC Core Master Supervisor User Guide*. Explains how to certify timesheets, view the T&A Summary, adjust timesheet profiles, manage leave and premium pay requests, run

reports, respond to schedule requests, view COP data, assign activity sets, and view employee emergency contacts..

- *webTA 4.2 NFC Core Timekeeper User Guide*. Explains how to edit, validate and correct employee timesheets, add employees, adjust employee and timesheet profiles, run reports, manually adjust leave balances, submit employee leave and premium pay requests, add and submit schedules, work with accounts, view COP data, and add delegates.
 - *webTA 4.2 NFC Core Master Timekeeper User Guide*. Explains how to edit, validate, correct and override employee timesheets, add employees, adjust employee and timesheet profiles, run reports, manually adjust leave balances, add and submit schedules, and view COP data.
 - *webTA 4.2 NFC Core HR Administrator User Guide*. Explains how to view timesheets and schedules, add employees, adjust employee and timesheet profiles, run reports, adjust leave balances, view COP data, work with accounts, work with shifts, schedules and schedule templates, manage roles and delegates, manage organizations, manage the leave transfer program, and set up bidirectional configurations.
 - *webTA 4.2 NFC Core Administrator User Guide*. Explains how to adjust employee and timesheet profiles, add employees, run reports, manage payroll provider builds and transfers, set up activities for labor distribution, and set up the system.
 - *webTA 4.2 NFC Core COP, Case Tracking and ECM Administrator User Guide*. Explains how to maintain COP accounts, cases, and emergency contacts.
 - *Kronos Federal Apps User Guide*. Explains how to install, activate and use Kronos Federal Apps solutions with mobile iOS devices.
- Online Help
 - Click **Help** in the upper right corner of any webTA application page for context-sensitive online help.

Overview of the Timekeeping Cycle

webTA is configured to follow the standard Federal Government pay period schedule, which is based on a two-week pay period. Employees enter time in an hourly or time-in/time-out (TITO) format. The list below provides an overview of the timekeeping cycle. These tasks are performed in the following order:

The Timekeeping Cycle

1. The time entry process begins when employees enter time into the system by the last Friday of the pay period. Timekeepers may enter timesheet data for their assigned employees.
2. Once timesheet data is entered, the employee and/or Timekeeper validates the timesheet. During this step, webTA analyzes the Employee's timesheet and displays errors or warnings. Errors must be resolved before the timesheet can be certified and submitted to the payroll provider.
3. The Timekeeper or employee may also be required to attest that the timesheet entries are accurate. Once the timesheet has been successfully validated, it is ready for certification by the Supervisor.
4. The Supervisor certifies or rejects validated timesheets for their assigned employees. Certification indicates that the timesheet record is ready to be transmitted to the payroll provider.
5. Once timesheets are certified, they are queued for transmission to the payroll provider.
6. Beginning on the Monday after the pay period, webTA automatically begins transmitting the certified timesheets to the payroll provider through the established scheduled build processor. This process is repeated Tuesday through Friday.
7. After timesheets are transmitted, they are archived. If corrections are necessary after timesheets are archived, it is possible to correct timesheets.

NOTE: *Tasks, roles, and processes may vary from organization to organization. The processes and procedures documented in user guides and online help are based on the generic timekeeping cycle illustrated here.*

About Roles

The webTA application implements an easy, intuitive role-based interface. Depending on your job, you may be able to access functions that correspond to different roles. For example, in addition to a role as an employee, you may also be responsible for timekeeping tasks; consequently, you may have access to two roles in webTA: employee and Timekeeper. In the employee role, you enter time in your timesheet, submit leave and premium pay requests, and view your schedule. In the Timekeeper role, you work with timesheets of your assigned employees, adjust leave balances, and perform other Timekeeper tasks.

The following two illustrations contrast functions available to the employee role and Timekeeper role. In figure one, the user only has access to the employee role.

Figure 1 – Employee role and corresponding functions

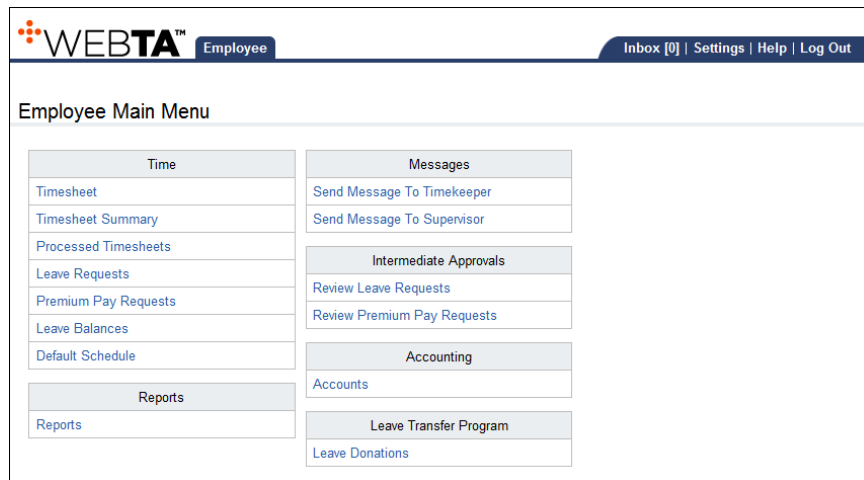


Figure 1 above illustrates the functions that are available to the employee role. The functions appear on the Employee main menu. In Figure 2 below, the user has access to both the employee role and Timekeeper role.

Figure 2 – Employee and Timekeeper roles and corresponding Timekeeper functions



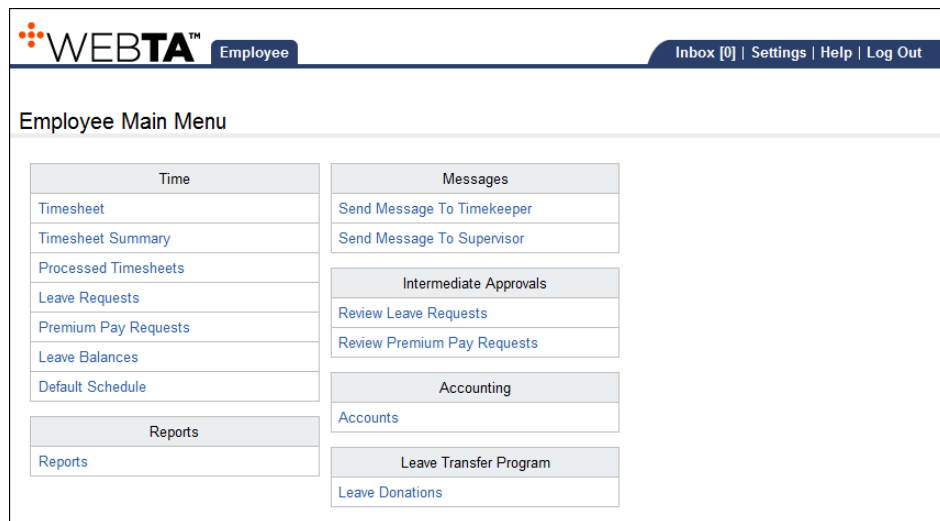
Figure 2 above illustrates the functions that are available to the Timekeeper role. The functions appear on the Timekeeper main menu. In addition, the user may click the Employee Role tab to access the Employee main menu.

Role Descriptions

Each webTA role is briefly described below.

Employee

By default, every federal employee who is granted access to webTA is assigned the Employee role. Here is an example of the Employee main menu:



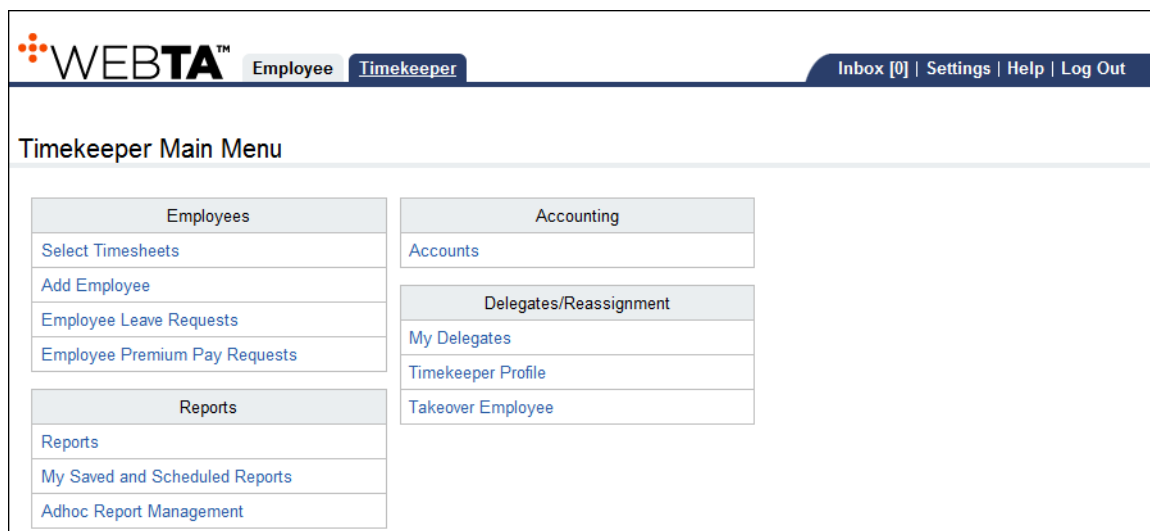
Depending on how the system has been set up, employees may perform these tasks:

- **Maintain timesheets.** Employees record work and leave time in their timesheets. They may be able to enter time for the current pay period, the next pay period, or a pay period up to 26 weeks in the past. Employees may modify timesheets that have not been validated by the Timekeeper, certified, or processed.
- **Submit leave and premium pay requests.** Employees may submit leave requests for the current pay period or a future pay period. Leave requests are routed to their Supervisor for approval. Once a leave request has been approved, webTA populates the employee's timesheet with the appropriate leave transaction. The same type of approval process is available for premium pay requests.
- **Donate leave.** Employees may voluntarily submit leave donations through webTA, which supports the federal government leave transfer program (LTP). Donations must be approved by the HR Administrator before they are applied to recipients.
- **View schedules.** Depending on the type of schedules that have been set up, employee may add and edit default schedules or view permanent or temporary schedules created by their assigned Timekeeper and approved by their Supervisor. webTA populates the Schedule tab in the employee's timesheet with default schedules, and Supervisor-approved permanent or temporary schedules.
- **Run reports.** Employees may generate the Leave Audit report. Additional reports may be available.
- **Update employee profiles.** Specific sections of the employee profile may be updated by employees, including changing their password, e-mail address, and locator information.

- *Add accounts.* If account structures are set up, employees may access existing accounts managed by their Timekeeper, or manually add new accounts.
- *View COP information.* If the Continuation of Pay (COP) module is implemented, employees may view COP data.
- *Add case hours.* If the Case Tracking module is implemented, employees may add and track case hours on the Case Management tab in the timesheet.
- *Add activities.* If the Labor Distribution module is implemented, employees may add and track activities on the Labor Distribution tab in the timesheet.
- *Add emergency contacts.* If the Emergency Contact module is implemented, employees may add, update or delete contact information.
- *Add telework agreements and submit telework requests.* If the Telework module is implemented, employees may add agreements and submit requests. Agreements and requests are routed to the Supervisor for approval.

Timekeeper

The main function of the Timekeeper role is to ensure that their assigned employees' timesheets and profiles are accurate. Here is an example of the Timekeeper main menu:



Depending on how the system has been set up, Timekeepers may perform these tasks:

- *Maintain timesheets.* webTA supports both an employee-based and Timekeeper-based timesheet entry process. Timekeepers may enter and submit timesheets for their assigned employees. When submitted by a Timekeeper, the timesheet status indicates that the timesheet has been validated by the Timekeeper rather than the employee.
- *Validate and correct timesheets.* Once timesheets have been reviewed for accuracy, Timekeepers validate timesheets so that they can be routed to Supervisors for certification, then sent for payroll processing. Three types of timesheet corrections are available: Local Correction, Prior Correction, and Regular Correction.
- *Add employees.* Timekeepers may manually add users to webTA.
- *Submit leave and premium pay requests.* Timekeepers may submit leave and premium pay requests on behalf of their assigned employees.

- *Add accounts.* If account structures have been set up, Timekeepers may have the ability to access existing accounts managed by the HR Administrator, or add new accounts.
- *Add delegates.* Timekeepers may add or remove delegates for their role.
- *Update timekeeper profiles.* Timekeepers may update their Timekeeper Profile with contact information.
- *Run reports.* Timekeepers may generate a variety of reports.
- *Add schedules.* If the Advanced Scheduling module is implemented, Timekeepers may add and submit permanent or temporary schedules to the Supervisor for approval. webTA populates the Schedule tab in the employee's timesheet with Supervisor-approved permanent or temporary schedules.
- *View COP information.* If the Continuation of Pay (COP) module is implemented, Timekeepers may view COP data for their assigned employees.
- *Submit telework requests.* If the Telework module is implemented, Timekeepers may submit telework requests on behalf of their assigned employees. Requests are routed to the Supervisor for approval.

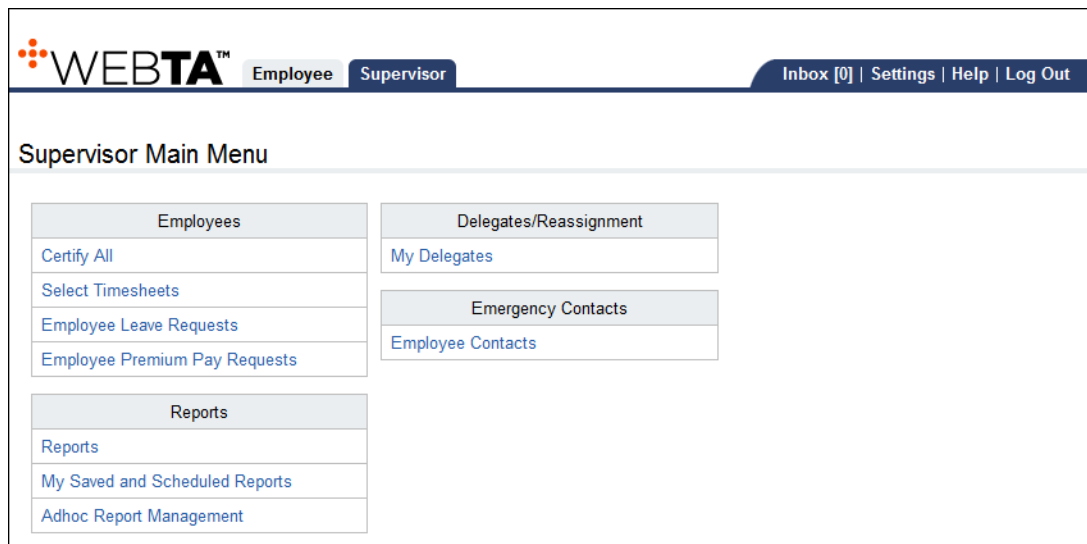
Master Timekeeper

The Master Timekeeper role is almost identical to the Timekeeper role. Key differences are listed below:

- Master Timekeepers have agency-wide access to all employees. (In contrast, Timekeepers only have access to their assigned employees.)
- Master Timekeepers may override timesheet validation errors. An override will mark the timesheet as validated regardless of any validation errors that may occur.

Supervisor

The main function of the Supervisor role is to certify timesheets for assigned employees, and respond to leave, premium pay and schedule requests. Here is an example of the Supervisor main menu:



Depending on how the system has been set up, Supervisors may perform these tasks:

- *Certify timesheets.* In webTA, the Supervisor must certify the online timesheet prior to its submission to the payroll provider. The integrated validations for Title 5 and other regulations help eliminate errors and reduce the workload of support staff needed to correct errors that were sent to the payroll provider. Without a certified timesheet, a payroll record is not generated.
- *Respond to leave and premium pay requests.* Supervisors approve or reject leave and premium pay requests for their assigned employees. webTA populates employee timesheets with approved leave or premium pay hours.
- *Respond to schedule requests.* If the Advanced Scheduling module has been implemented, Supervisors approve or reject schedules submitted by Timekeepers for their assigned employees. webTA populates the Schedule tab in the employee's timesheet with approved schedules.
- *Run reports.* Supervisors may generate a variety of reports.
- *Add Delegates.* Supervisors may add or remove delegates for their role.
- *View COP information.* If the Continuation of Pay (COP) module is implemented, Supervisors may view COP data for their assigned employees.
- *Assign activity sets.* If the Labor Distribution module is implemented, Supervisors may assign (or remove) activity sets to their assigned employees. Employees may select activity sets on the Labor Distribution tab in the timesheet and charge hours associated with the activity sets.
- *Assign cases.* If the Case Tracking module is implemented, Supervisors may assign (or remove) cases to their assigned employees. Employees may select cases on the Case Tracking tab in the timesheet and charge hours associated with the cases.
- *View employee emergency contacts.* If the Emergency Contact module is implemented, Supervisors may view emergency contacts for their assigned employees.
- *Respond to telework agreements and requests.* If the Telework module is implemented, Supervisors approve or deny telework agreements and requests for their assigned employees.

Master Supervisor

The Master Supervisor role is almost identical to the Supervisor role. Key differences are listed below:

- Master Supervisors have agency-wide access to all employees. (In contrast, Supervisors only have access to their assigned employees.)
- Master Supervisors may certify all validated timesheets in one operation. (In contrast, Supervisors may only certify timesheets for their assigned employees.)

HR Administrator

The HR Administrator ensures that procedures, processes and policies are enforced according to agency and federal regulations. Here is an example of the HR Administrator main menu:

The screenshot displays the HR Administrator Main Menu in the webTA system. The interface includes a navigation bar at the top with the 'Employee' and 'HR Admin' tabs, and a main menu area with the following categories and options:

- Employees**
 - Select Employees
 - Select Timesheets
 - Add Employee
- Accounting**
 - Manage Accounts
- System Set Up**
 - Bidirectional Configurations
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Continuation of Pay (COP)**
 - COP Events
- Schedule Management**
 - Employee Schedules List View
 - Shifts
 - Assign Shifts
 - Schedule Templates
 - Assign Schedule Templates
- Delegates/Reassignment**
 - Manage Timekeeper Delegates
 - Manage Supervisor Delegates
 - Reassign Employees to Timekeeper
 - Reassign Employees to Supervisor
- Organization Management**
 - Organization Management
- Leave Transfer Program**
 - LTP Management

Depending on how the system has been set up, the HR Administrator may perform these tasks:

- **Add employees.** The HR Administrator may manually add users to webTA.
- **Manage accounts.** If account structures have been set up, the HR Administrator may add accounts to track cost and labor details. The HR Administrator is usually responsible for maintaining webTA account information.
- **Manage schedules.** If the Advanced Scheduling module is implemented, the HR Administrator may add shifts and schedule templates so that Timekeepers can create and submit schedules for their assigned employees. The HR Administrator may also assign shifts and schedule templates to specific organizations.
- **Manage delegates and assign employees.** The HR Administrator has the ability to assign delegates to Timekeepers, Supervisors and Project Managers. They may also reassign employees to different Timekeepers and Supervisors.
- **Manage organizations.** The HR Administrator may add new organizations, edit existing organizations, and assign or remove members.
- **Manage the leave transfer program.** The HR Administrator may add Leave Transfer Program (LTP) accounts, manage donors and recipients, and close LTP accounts. Donations must be approved by the HR Administrator before they can be applied.

- *Set up data imports and exports.* If the Bi-Directional Interface module is implemented, the HR Administrator may set up daily, bi-weekly and global data import/exports.

Administrator

The Administrator role is reserved for select personnel and Kronos Application Consultants. The role accesses the advanced, technical, or system configuration functions of webTA to configure and maintain the application at the hosting environment level.

Case Administrator

If the Case Tracking module is implemented, the Case Administrator creates case categories and cases, and assigns (or removes) cases to employees throughout the agency. Employees may select cases on the Case Tracking tab in the timesheet and charge hours associated with the cases.

Continuation of Pay (COP) Administrator

If the Continuation of Pay (COP) module is implemented, the COP Administrator oversees accounts.

Emergency Contact Management (ECM) Administrator

If the Emergency Contact Management (ECM) module is implemented, the ECM Administrator manages the program.

Telework Managing Officer and Telework Coordinator

If the Telework module is implemented, the Telework Managing Officer and Telework Coordinator may specify system set up preferences, and work with telework agreements and reports.

Navigating in webTA

This section explains how to log in to the system, navigate to core functions available on the Employee main menu, and access the Utility menu.

About logging in and out

Access to webTA is controlled using user IDs and passwords. Every employee is assigned a user ID and password that must be used in order to gain entry.

IMPORTANT! *If your organization uses an alternate login process, such as single sign on or eAuthentication, the login and log out process will be different than described below. See your Administrator for user name and password guidelines specific to your organization.*

Your agency may enforce password policies in webTA. Some password policies may require:

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

NOTE: *Some policies may also prohibit passwords derived from common words or alphanumeric sequences. See your Administrator for password policy guidelines unique to your organization.*

Also, passwords may expire after a specific period and may not be reused for a specific number of password changes or for a specific period of time.

The following password parameter requirements are provided by the Department of Interior. For agency-specific requirements, see your Administrator.

Department of the Interior password requirements

For password-based authentication, bureaus and offices shall ensure that all information systems enforce the use of strong passwords that:

1. Contain 12 or more characters
2. Contain a mix of at least three characters from the following categories: uppercase, lowercase, numeric, and special (non-alphanumeric)
3. Are not the same as the user identifier
4. Are not names or words
5. Are not generic (e.g. "admin" or "system")
6. Are not embedded or "hard-coded" into information systems
7. Protect passwords from unauthorized disclosure and modification by ensuring that passwords:
 - Are one-way encrypted for storage and that SHA-1 passwords use a keyed hash where available
 - Are transmitted over the network in a secure manner
 - Are not displayed by computer systems when entered
 - Enforce the following password minimum and maximum lifetime restrictions

- Maximum password age is 60 days
- Minimum password age is 1 day
- Prohibit password reuse for a specified number of generations by:
 - Maintaining a password history of at least 24 passwords
- Disallowing scripts that cycle passwords in order to circumvent the intent of password

Logging in

To log in to webTA, take these steps:

1. Navigate to webTA by entering the **webTA URL** in the web browser address bar.

NOTE: *The URL for webTA will vary and depends on the location of the installation and the site configuration.*

The webTA Login page opens.

2. Type your user ID and password in the appropriate boxes, and then click **Log In**.

IMPORTANT! *If an error message appears when logging in, first ensure that the information is typed in the correct case. (webTA passwords and user IDs are case-sensitive.) If applicable, make sure the information entered is in accordance with the agency's policies.*

After a successful login, the main menu page for the highest role assigned opens.

Logging out

To log out of webTA, take these steps:

1. Click **Log Out** on the Utility menu.
2. Always exit properly by clicking **Log Out**.

Resetting your User ID or Password

Depending on how your implementation is set up, you may reset your user ID or password using one or more of these options:

- Employees may change their password in the Employee Profile. For details, see the topic *Changing your password* in the About your Employee Profile section.
- Use the Forgot Password option on the webTA Login page, described below.
- Respond to the "Locked Out" alert, described below.

Forgot User ID or Forgot Password

If you forget your user ID or password, click the **Forgot User ID?** or **Forgot Password?** link on the Login page. The page opens, as shown below.

Forgot User ID

To retrieve your webTA User ID, please enter the email address webTA has on file for your account. Your User ID will be emailed to you.

Email Address:

IMPORTANT! To reset your User ID or Password, you must have a valid e-mail address recorded in your webTA Employee Profile. If you do not know the e-mail address or do not have an e-mail address external to the webTA application, contact the Administrator for assistance.

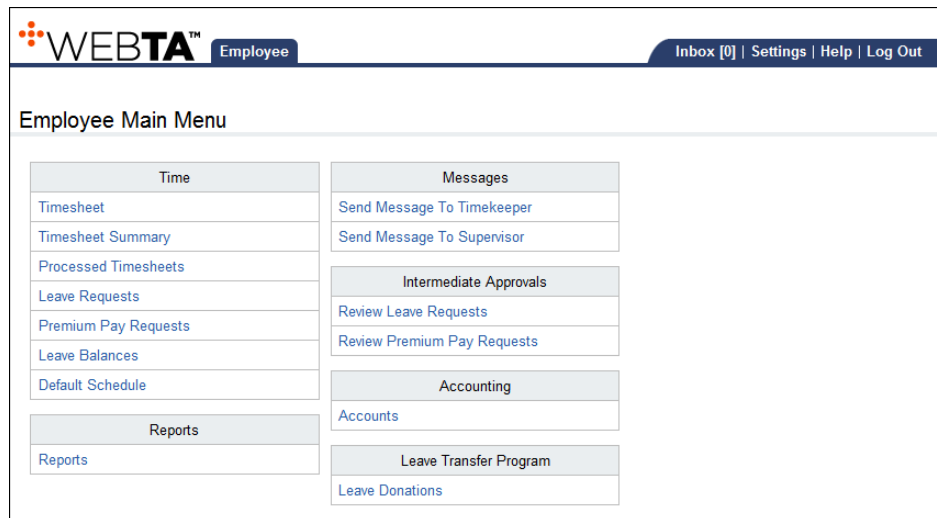
Type the e-mail address and then click **Submit**. The information you requested is sent to the e-mail account that is recorded in your webTA Employee Profile.

Locked Out alert

If the password that you submit fails after repeated attempts, the Locked Out alert may appear. Follow the instructions in the alert message.

Introduction to the Employee main menu page

The Employee main menu categorizes functions by sections, for example the Time section includes Timesheet, Timesheet Summary, Leave Requests, Schedules, and other functions. It also includes the Employee role button (and may include additional role buttons, depending on your job responsibilities), and the Utility menu.



Employee Main Menu	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Time</p> <p style="margin: 0;">Timesheet</p> <p style="margin: 0;">Timesheet Summary</p> <p style="margin: 0;">Processed Timesheets</p> <p style="margin: 0;">Leave Requests</p> <p style="margin: 0;">Premium Pay Requests</p> <p style="margin: 0;">Leave Balances</p> <p style="margin: 0;">Default Schedule</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Reports</p> <p style="margin: 0;">Reports</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Messages</p> <p style="margin: 0;">Send Message To Timekeeper</p> <p style="margin: 0;">Send Message To Supervisor</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Intermediate Approvals</p> <p style="margin: 0;">Review Leave Requests</p> <p style="margin: 0;">Review Premium Pay Requests</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Accounting</p> <p style="margin: 0;">Accounts</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Leave Transfer Program</p> <p style="margin: 0;">Leave Donations</p> </div>

This section explains how to navigate from the Employee main menu to core functions and back to the main menu. For detailed procedures, see the *webTA 4.2 NFC Core Employee User Guide*.

Navigating to your timesheet

To navigate to your timesheet, take these steps:

1. Click **Timesheets** from the Employee main menu. The Timesheet page opens:
2. Depending on your agency's implementation of the webTA application, you may perform some or all of these tasks:
 - Enter work time and/or leave time, and then click **Save**.
 - Charge time to an existing account or add a new account.
 - Review data and, if it is accurate, click **Validate**.

Depending on how the system is set up, you may also be able to:

- Specify COP events.
 - Charge time to activities on the Labor Distribution tab in the timesheet.
 - Charge time to cases on the Case Tracking tab in the timesheet.
3. Click **Save** and then **Cancel** to go back to the Employee main menu.

About entering hours and minutes

Employees enter work time in one of two ways: In an hourly timesheet or in a Time-In/Time-Out (TITO) timesheet that calculates hours based on clock times. (These two types of timesheets are covered in the *webTA 4.2 NFC Core Employee User Guide*.) Periods of time are also entered for other tasks, such as when creating leave requests.

Throughout webTA, the format for entering hours and minutes is HH:MM where HH is the number of hours and MM is the number of minutes, separated by a colon.

The user may also enter time in the format HH.MM where HH is the number of hours and MM is the decimal fraction of an hour, separated by a decimal point. The system automatically converts time entered this way to the HOURS: MINUTES format and rounds the entry to the nearest 15-minute increment. For example, 2.5 is converted to 2:30 (two hours and 30 minutes), and 4.1 is converted to 4:00 (four hours, because the tenth of an hour is 6 minutes, so it is rounded down).

Minutes should be entered in 15-minute increments (00, 15, 30, or 45), but webTA will round whatever amount is entered to the acceptable quantity. For example, webTA will round an entry of 4:12 to 4:15 or 3:02 to 3:00.

NOTE: Agencies may set webTA to round in increments other than 15 minute intervals.

Navigating to your leave or premium pay requests

To navigate to your leave or premium pay requests, take these steps:

1. Click **Leave Requests** from the Employee main menu. The Leave Requests page opens:
-OR-
Click **Premium Pay Requests** from the Employee main menu. The Premium Pay Requests page opens.
2. Add a new request, edit an existing request, or view the leave calendar.
3. Click **Save** and then **Cancel** to go back to the Employee main menu.

Navigating to your default schedule or work schedule

To navigate to your default schedule or work schedule, take these steps:

1. Click **Default Schedule** from the Employee main menu. The Default Schedule page opens. View, add, edit or remove entries.

-OR-

Click **Schedule** from the Employee main menu. The Schedule page opens: View the schedule for the current, previous or future pay period.

2. Click **Save** and then **Cancel** to go back to the Employee main menu.

Navigating to your leave donations

To navigate to your leave donations, take these steps:

1. Click **Leave Donations** from the Employee main menu. The Leave Transfer Program Donations page opens:
2. View existing donations or add a new donation.
3. Click **Save** and then **Cancel** to go back to the Employee main menu.

Navigating to reports

To navigate to reports, take these steps:

1. Click **Reports** from the Employee main menu. The Reports page opens:
2. Click a report name link to open the report parameters page. Specify parameters and then click **Run Report** to run the report.
3. Click **Cancel** to go back to the Employee main menu.

Working in webTA

This section explains the purpose of system time-outs, introduces Utility menu options, and explains how to update your employee profile, work with messages, change your password, and access online help.

About system time-outs

Typically, an installation of webTA has a session time-out set on the server. If you log in and do not interact with the system for an extended period of time, your session will expire and you will be logged out of the application. This security feature prevents others from accessing your account.

IMPORTANT! *If your webTA session times out, you may lose work that you have done since you last saved it. Always save your work before leaving your computer or working outside of webTA.*

If the session times out, log back into webTA to continue.

About the Utility menu

The Utility menu is located in the upper right corner of all webTA application pages, as shown below.





The Utility menu includes these options:

- **Inbox.** Review and delete system-generated messages and user messages. When there are messages, the number of messages appears in parentheses, for example, **Inbox (8)**. The number is reset to zero each time the Inbox is opened.
- **Settings.** View and update your employee profile, and view your timesheet profile.
- **Help.** View online help and related topics.
- **Log Out.** Exit the system.

About Inbox messages

Click **Inbox** on the Utility menu to open your inbox and view messages. The Inbox page displays system-generated and user request messages. Depending on how webTA is implemented at your agency, messages may appear in your webTA Inbox page as well as your regular e-mail account such as MS Outlook.

Inbox - Messages for Smith, Tina					
Priority	Subject	Sender	Date	Message	Delete
	Timesheet Requires Certification	SYSTEM	Dec 17, 2012 4:00:09 AM	You received this e-mail because your timesheet for the previous pay period has not been certified.	

1-1 of 1 Records View

Viewing your messages

To view your messages, take these steps:

1. Click **Inbox** on the Utility menu. The Inbox page opens and messages are displayed.
Some messages are informational but some require action. Also, some messages may contain links that display related pages or other information.
2. To remove a message from the message list, click the “**X**” under the Delete column.

-OR-

To clear all messages from the page you are viewing, click **Delete Page**.

-OR-

To clear all messages in the Inbox, click **Delete All**.

IMPORTANT! Do not delete messages until the appropriate actions are taken that are required by the message.

Sending messages

Employees may send messages to their assigned Timekeeper or Supervisor. To send messages, take these steps:

1. Click **Send Message to Timekeeper** on the Employee main menu.

-OR-

Click **Send Message to Supervisor** on the Employee main menu.

The Send Message page opens and the name of the recipient is filled in.

2. Type a message subject and enter the text in the Body field.
3. Optionally, to flag the message as urgent, click **High Importance**.
4. Click **Send Message**.

A confirmation appears.

5. Click **Cancel** to go back to the main menu.

About entering time in timesheets

As explained in *webTA 4.2 NFC Core Employee User Guide*, employees use one of the following types of timesheets:

- Hourly Timesheets
- Time-In/Time-Out (TITO) Timesheets

Entering time in hourly timesheets

To enter durations of time in hourly timesheets, use the format hh:mm (hours and minutes separated by a colon), or hh.mm (hours and minutes separated by a decimal.) For example, type 3:30 (three hours and thirty minutes), or 3.5 (three and a half hours). The system automatically converts time entered in the hh.mm (decimal) format to hh:mm (colon) format.

Entering time in TITO timesheets

To enter time in TITO timesheets, use the format hh:mm (hours and minutes separated by a colon) in Standard or Military time. For example, type 2:00a (2:00am) or 1400 (2:00pm).

Rounding rules

Many organizations use rounding rules. Depending on your agency's pay rules, the system may round time entries up or down. By default, the system rounds to the nearest quarter hour.

About your Employee Profile

Every user in webTA has an Employee Profile, in which the employee's user ID, password, name, social security number, e-mail address, and other data is maintained. To view your Employee Profile, click **Settings** on the Utility menu. You may update some of the information yourself, such as your password, e-mail, and locator information. Other information such as webTA licenses, roles, and the Timesheet Profile are read-only. The Employee Profile page is shown below.

Employee Profile » Davis, Ben

Settings
Licenses
Calendars
Locator Info
Agency Settings
Roles
Timesheet Details
Timesheet Profile

Items marked with an asterisk* are required.

No Time Tracking:

* User ID:

Password:

Retype Password:

* First Name:

Middle Name:

* Last Name:

* SSN:

Employee ID:

Active:

* Supervisor:

Organization:

* E-Mail Address:

Timezone:

Start Page:

Viewing your employee profile

To view your employee profile, take these steps:

1. Click **Settings** on the Utility menu. The Employee Profile opens and the Settings information is displayed.
2. Click the links on the left side of the page to view additional information, such as webTA licenses, locator information, your assigned roles, timesheet profile, etc.
3. Click the **Employee** role tab to return to the Employee main menu.

Settings page contents:

The Settings page identifies the user ID, password, name, social security number, employee ID, Supervisor, e-mail address, and other general information.

Except for your password, e-mail address, and Start Page preference, information is read-only.

Updating your Locator information

To view your locator information, take these steps:

1. Click **Locator Info** from the Menu list box.
The Locator Info page opens.
2. Make changes and then click **Save**.
3. Click the **Employee** role button to return to the Employee main menu.

Changing your password

To change your password, take these steps:

1. Click **Settings** on the Utility menu.
The Employee Profile opens.
2. Type your new password in the **Password** box.
3. Re-type your new password in the **Retype Password** box.
4. Click **Save**.
webTA changes your changes.
5. Click the **Employee** role button to return to the Employee main menu.

About online help

Online help is available throughout the webTA application. Online help may not be available for agency-specific features.

The screenshot displays the webTA application interface with an online help window open. The main application window shows the 'Timesheet' page for an 'Administrator, The' user, with a pay period of '26 - 2012 : Dec 16, 2012-Dec 26, 2012'. The help window, titled 'webTA Help | About hourly timesheets - Windows Internet Explorer', shows a search bar and a list of topics. The selected topic is 'About hourly timesheets', which provides a definition: 'Hourly timesheets are for employees who enter durations of time, for example, 8 hours of Regular Time, or 4 hours of Annual Leave. For details about working with hourly timesheets, see the Related Topics below.' The 'Related Topics' list includes: 'About entering dollar amounts', 'About entering hours and minutes', 'Adding work and leave time in timesheets', 'Adding activities on timesheets', 'Editing work and leave time in timesheets', 'Deleting time entries in timesheets', and 'Validating timesheets'. The background application window shows a 'Timesheet' table with columns for 'Schedule', 'Totals', 'Remarks', and 'Leave', and a 'Save' button.

Using online help

To use online help, take these steps:

1. Click **Help** on the Utility menu.
The Help window opens. The topic associated with the feature that you are working with appears in the right pane of the Help window.

2. Click topics in the table of contents in the left pane of the Help window to access additional help.
- OR -
If related topic links are listed, click the appropriate link in the **Related Topics** list.
3. Optionally, click **Print** to print the help topic.
4. Optionally, type search clues in the Search field and then click **Search** to see a list of results.
5. Click the "**X**" in the upper right corner of the Help page to close online Help.