WebTA Enhancements for All Employees

Work Time and Leave and Other Time

WebTA now provides a spreadsheet-like view for entering your time and attendance data. A change from the previous webTA version is the separation of **"Work Time"** from **"Leave and Other Time,"** and the inclusion of a **"Time In/Time Out"** and an **"Absence Start and Absence End"** section (see Figures 1 and 2, respectively).

The **"Work Time"** section is used to record all base hours, teleworking hours, overtime hours, compensatory time, credit hours, and other time in a pay status. This section includes a **"Time In/Time Out"** section that you may use to record your daily arrival and departure times. This is used for tracking purposes only; entry of times in these fields is not required for employee or timekeeper validation of webTAs or supervisory certification of webTAs.

The **"Leave and Other Time"** section is used to record all leave taken during the pay period, such as annual leave, sick leave, credit hours used, compensatory time used, time off for voting, Federal holidays, hazardous weather, leave without pay, absence without leave, military leave and certain differentials. This section also includes an **"Absence Start/Absence End**" section for recording the actual times of your absences. This is used for tracking purposes only; entry of times in these fields is not required for employee or timekeeper validation of webTAs or supervisory certification of webTAs.

Figure 1 – Work Time and Leave Time

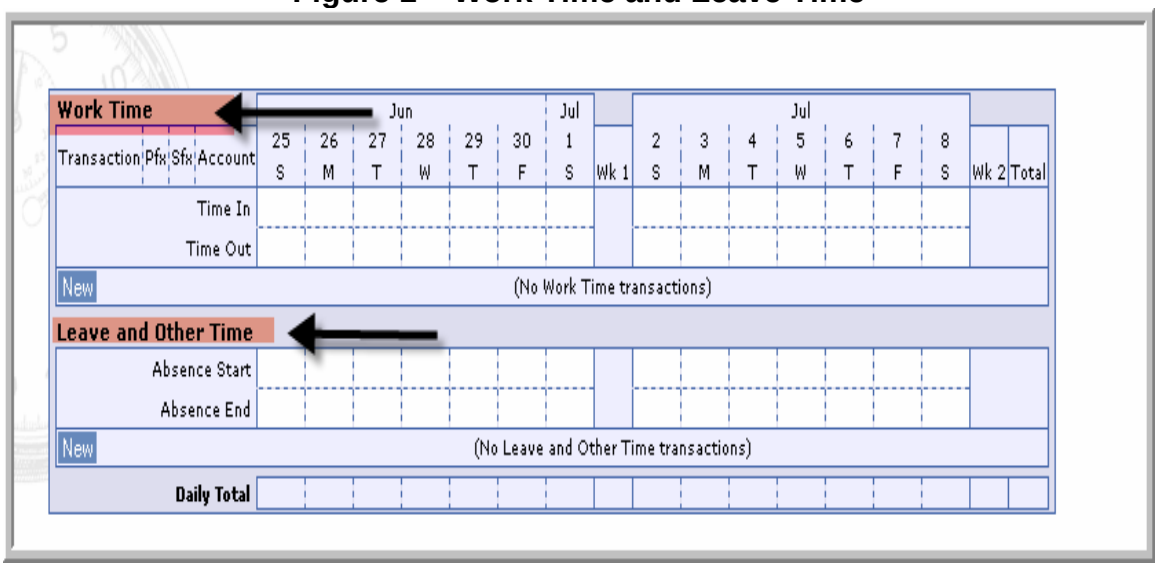
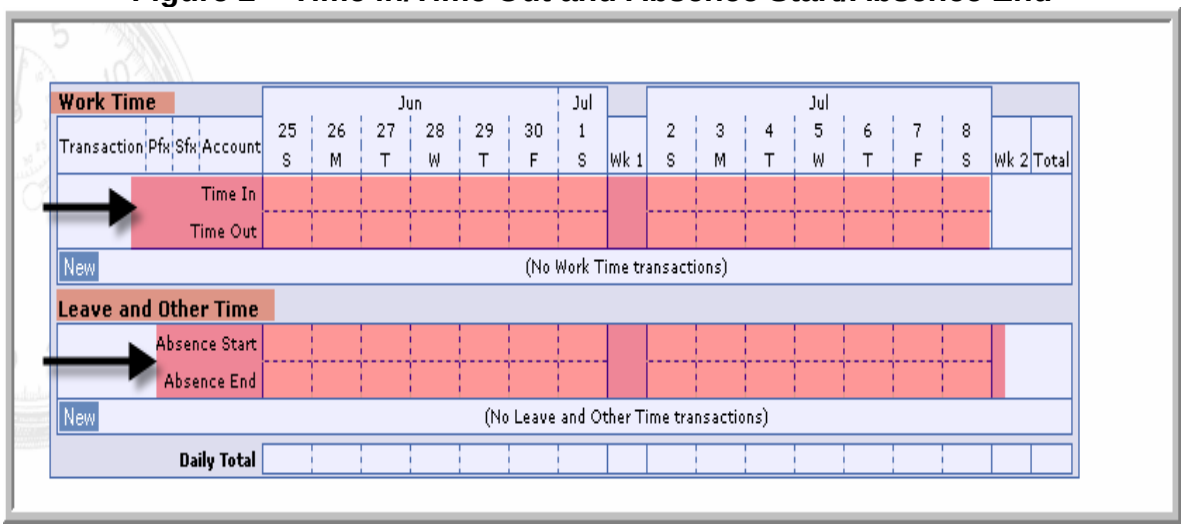


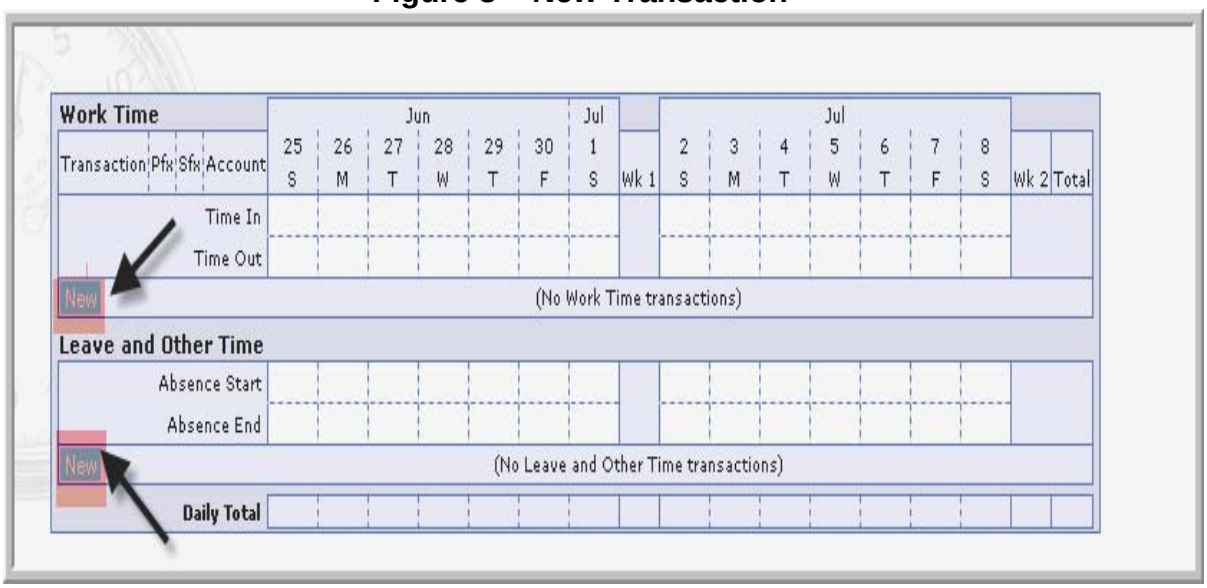
Figure 2 – Time in/Time Out and Absence Start/Absence End



Recording "Work Time" *and* "Leave and Other Time"

- Once you enter the **"T&A Data Screen"**, click the **"New"** button in the **"Transaction"** column (see Figure 3) under the **"Work Time"** or **"Leave and Other Time"** section to select the transaction you wish to record.

Figure 3 – New Transaction



- The **"New Work Time Activity"** or the **"New Leave and Other Time Activity"** Screen (see Figures 4 and 5) will appear depending on if you selected **"New"** for work time (Regular Base Pay in the Figure 4 example) or **"New"** for leave or other

time transaction (Federal Holiday in the Figure 5 example). A list of transaction codes is displayed.

- Select the appropriate transaction by clicking on the drop down arrow and scrolling to the appropriate transaction and enter **"Save"**.

Figure 4 – New Work Time Activity

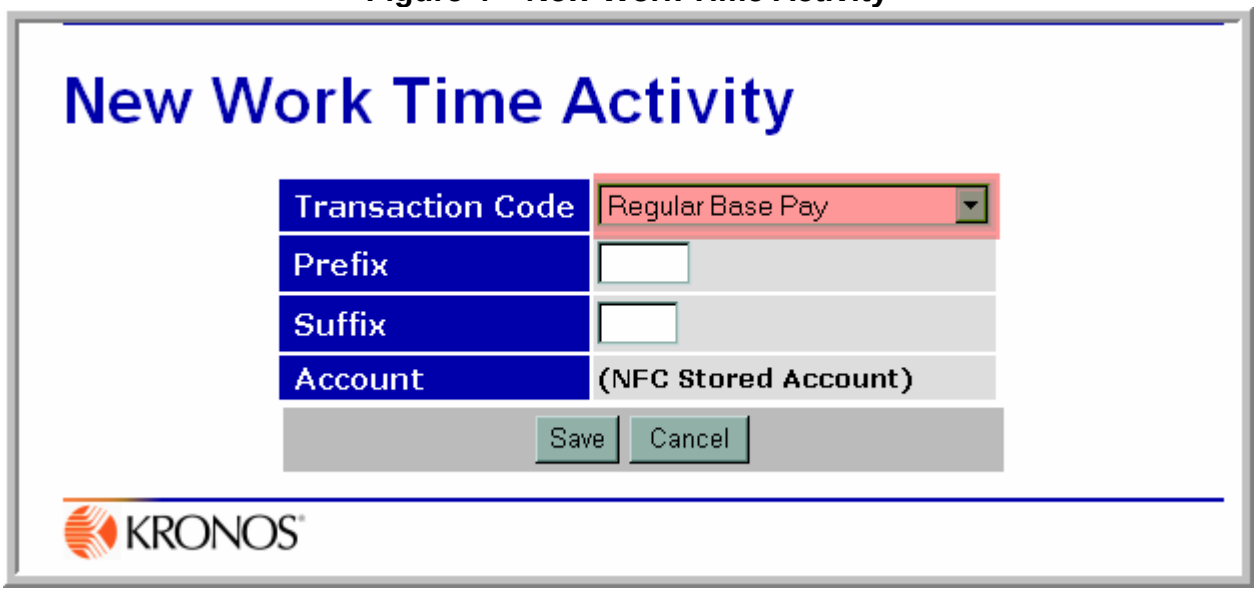
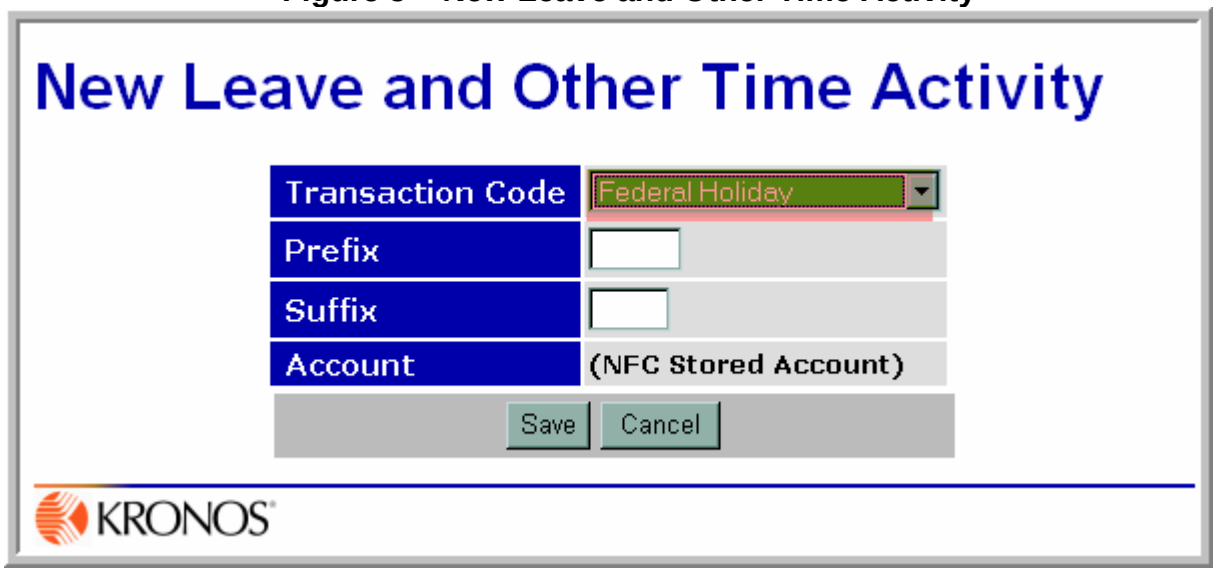


Figure 5 – New Leave and Other Time Activity

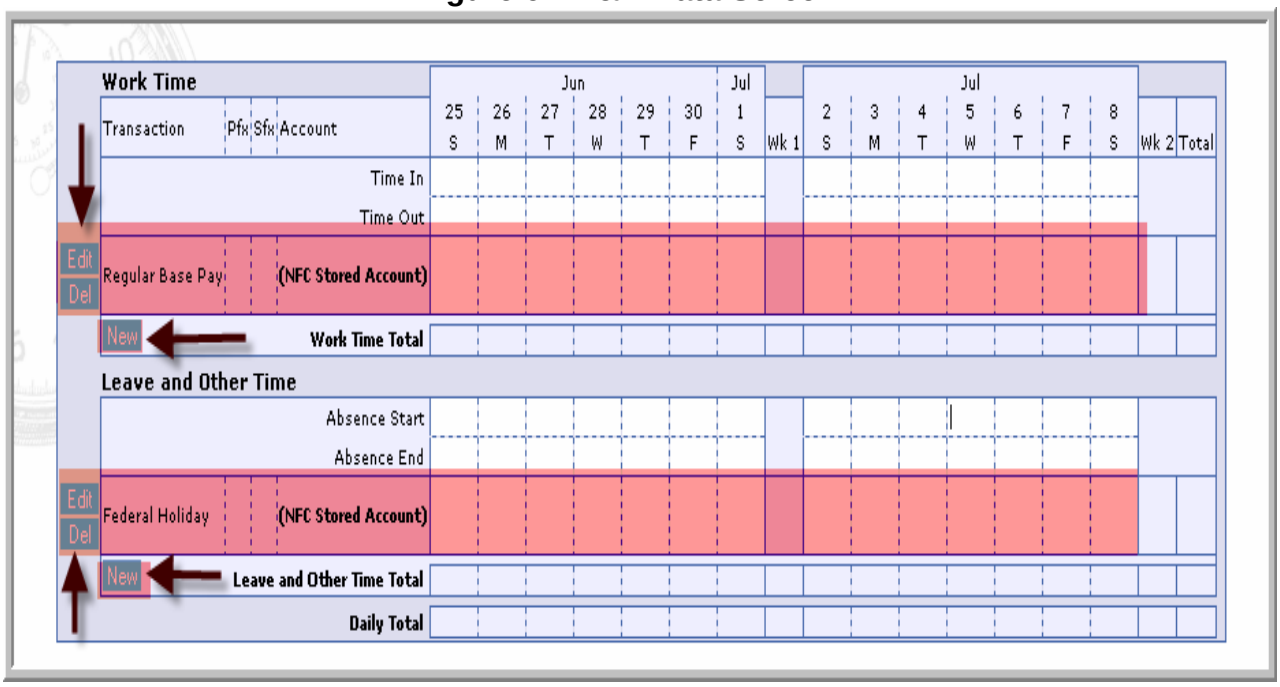


- Once you save the new transaction(s), you will be returned to the **"T&A Data"** Screen (see Figure 6).

- Notice that a new row, Regular Base Pay, was added to the **"T&A Data"** Screen under the **"Work Time"** section but there are not any hours allocated to this transaction. Also note that a new row, Admin/Excused Absence, was added to the **"T&A Data"** Screen under the **"New Leave and Other Time"** section but there are not any hours allocated to this transaction.

- Also, an **"Edit"** and **"Del"** button area are now displayed next to each new row. If you click on the **"Del"** button the whole row for the transaction will be deleted. If you click on the **"Edit"** button you will be returned to the **"Work Time"** or **" New Leave and Other Time"** section and you can change the transaction.

Figure 6 – T&A Data Screen

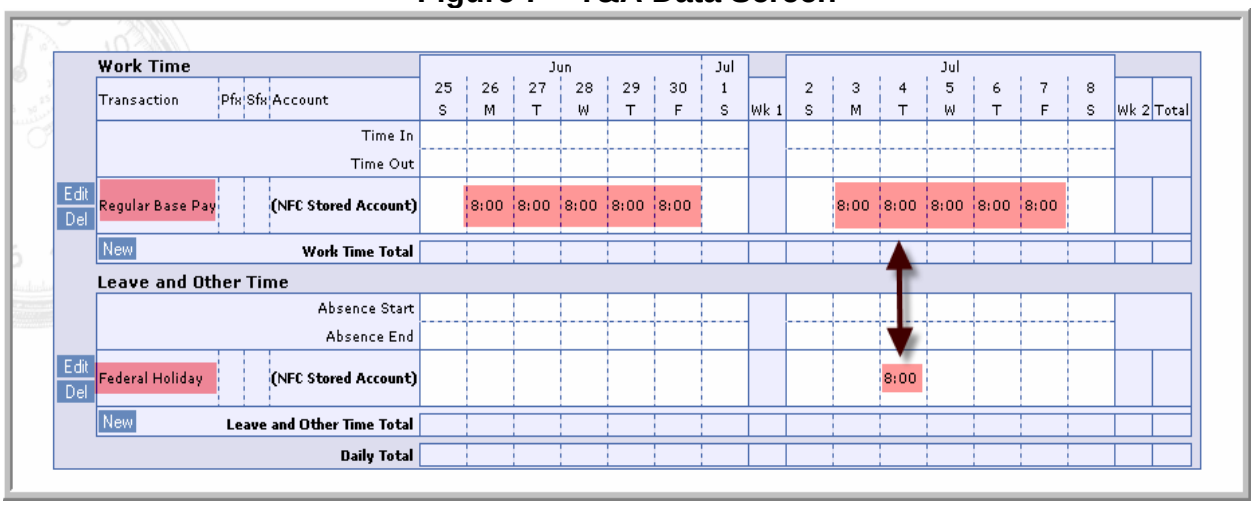


- To enter Regular Base Pay hours, click on the appropriate day(s) and using your tab key or mouse to point and click, enter the number of desired hours. Use the same format to enter hours and days as in the previous version of webTA (i.e., hours and a colon followed by minutes, HH:mm). For example, in Figure 7, 8:00 hours of Regular Base Pay are entered on Monday through Friday of each week and 8:00 hours of a Federal Holiday are entered on the 2nd Tuesday.

- Since you now have 16 hours recorded on the 2nd Tuesday (i.e., 8 hours of Regular Base Pay hours and 8 hours of a Federal Holiday), you must now reduce the number of Regular Base Pay hours by the number of Federal Holiday hours entered. (see Exception Processing). To do so, click on the Regular Base Pay hours under the 2nd Tuesday and click on the **"Del"** key (Figure 8). Note that

once a **"New"** transaction is selected, you may jump from that transaction to the next without having to save entries or move out of the screen.

Figure 7 – T&A Data Screen



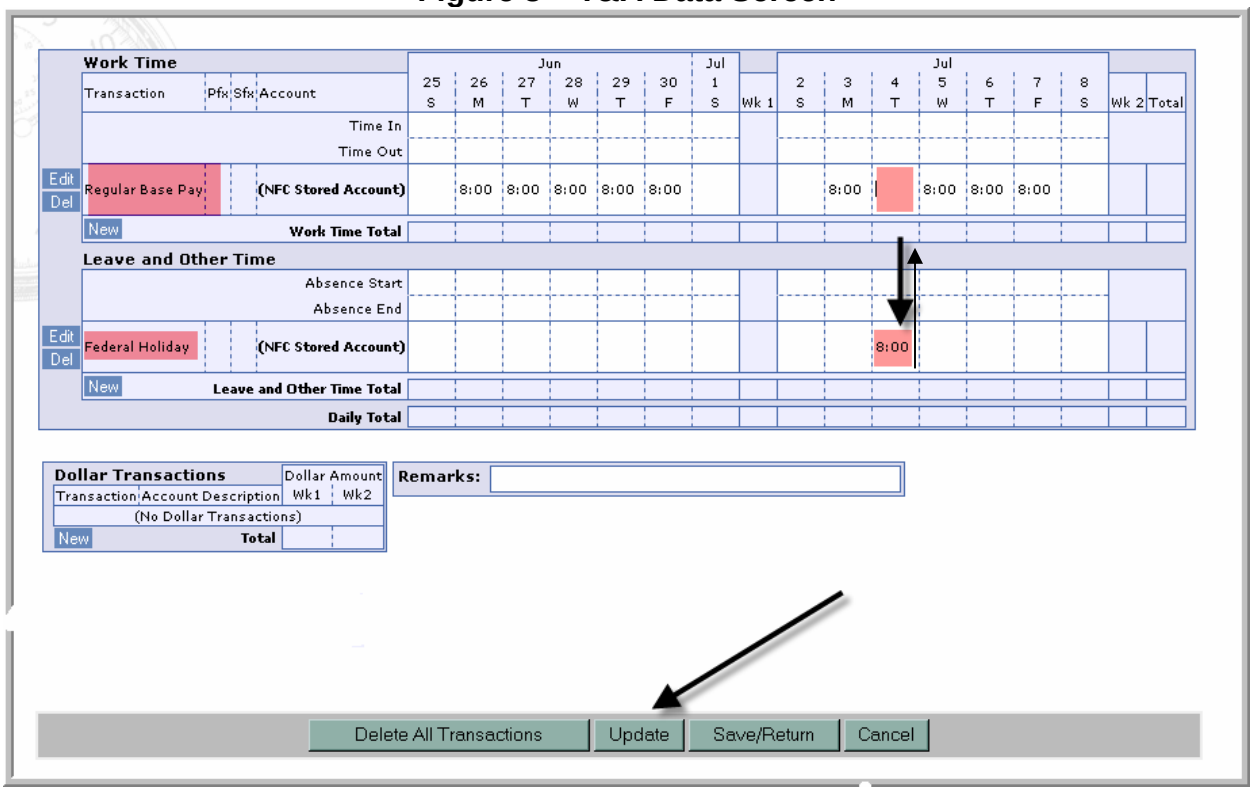
- You must now reduce the number of Regular Base Pay hours by the number of Federal holiday hours entered. (see note for Exception Processing). To do so, click on the Regular Base Pay hours under the 2nd Tuesday and click on the **"Del"** key. As shown in Figure 8, now there are only 8 hours recorded for the 2nd Tuesday. Also note that once a **"New"** transaction is selected, you may jump from that transaction to the next without having to save entries or move out of the screen.

- Once you have adjusted the hours, select **"Update"** and the system will balance and save your entries and leave you in the **"T&A Data"** Screen. Alternatively, you may select **"Save/Return"** and the system will balance and save your entries and return you to the **"Employee Main Menu."**

- Continue the process of selecting new transactions and entering and adjusting the entries until you have entered all of the applicable **"Work Time"** and/or "**Leave and Other Time"** entries for the pay period.

- Click on **"Save/Return"** and exit screen once you are finished.

Figure 8 – T&A Data Screen



Exception Processing

If you are using Exception Processing, a summary of the **"Default Schedule"** appears in the **"T&A Data"** Screen summary as a read-only row (see Figure 9). The hours recorded under each day of the pay period reflect your base pay hours for the regular biweekly work schedule. This means that you do not have to enter any additional Regular Base Pay hours and the hours shown will be your time reported for the pay period. Once the T&A is validated and certified, your **"Default Schedule"** will be processed for salary payment. However, you must enter any exceptions to your time for the pay period, such as annual leave used, sick leave used, overtime earned, compensatory time earned, etc.

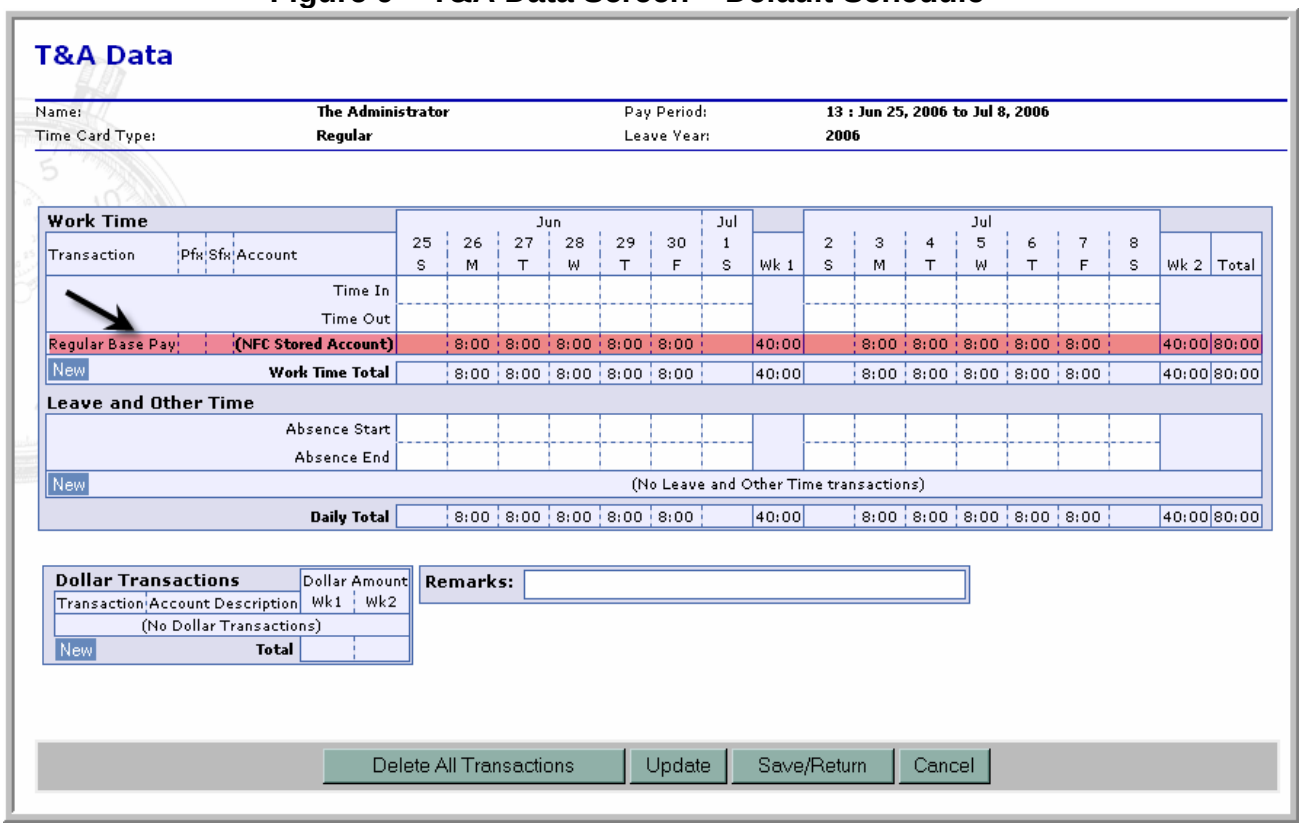
- Use the same process as described above to select a new **"Work Time"** or **"New Leave and Other Time"** row.

- Do **NOT** adjust the hours.

- Once you have entered the hours, select **"Update"** and the time is automatically recalculated and any leave used is deducted from the **"Default Schedule"** base hours and extra time worked (such as overtime) is added to the **"Default Schedule"** and you will not have to manually adjust the hours. Alternatively, you

may select **"Save/Return"** and the system will balance and save your entries and return you to the **"Employee Main Menu."**

Figure 9 – T&A Data Screen – Default Schedule



Recording "Time In/Time Out" and "Absence Start/Absence End"

The **"Work Time"** section includes a **"Time In/Time Out"** section (see Figure 10) that may be used to record your daily arrival and departure times. Employees who vary their arrival and departure times may find this section helpful since they may record the daily starting and ending times which may vary based on the schedule worked. For example, in Figure 10, the **"Time In/Time Out**" hours entered in the 1st week are consistent from day-to-day, while they vary in the 2nd week.

Note: Although not required, if you work additional hours in a day(s) you should indicate the time in **"Time In/Time Out**" section. For example, if you normally work 8:00 am to 4:30 pm and work an additional 2 hours of overtime, you should adjust the "Time Out" portion to "6:30" reflect the 2 hours of additional time worked.

The **"Leave and Other Time"** section includes an **"Absence Start/Absence End"** section for recording the actual times of absences. Employees may use this section to record partial absences occurring during the course of the day or whole day absences. For example, in Figure 11, the **"Absence Start/Absence End"** indicates that the employee was absent on annual leave for 1 hour from 9 to 10 on the 1st Monday. An am and pm indicator is not used since the employees' Work Week (shown on the **"T&A Summary Screen"**) indicates the workweek including the scheduled start and end time. **Note**: Completion of the **"Time In/Time Out**" and **"Absence Start/Absence End"** sections are not required to validate or certify the T&A. Also, when entering work time hours or absence hours, the T&A is **NOT** automatically filled based on the hours entered. These sections are for informational purposes only.

Figure 10 – Time In/Time Out

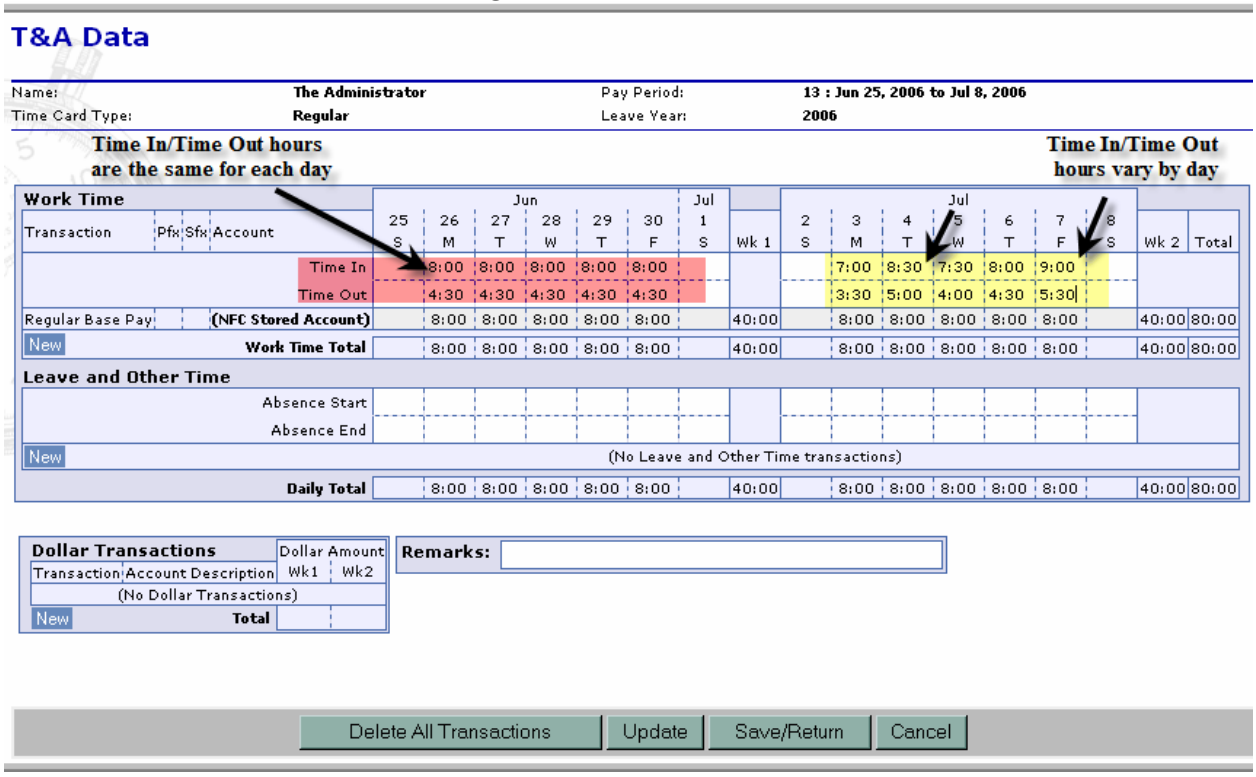
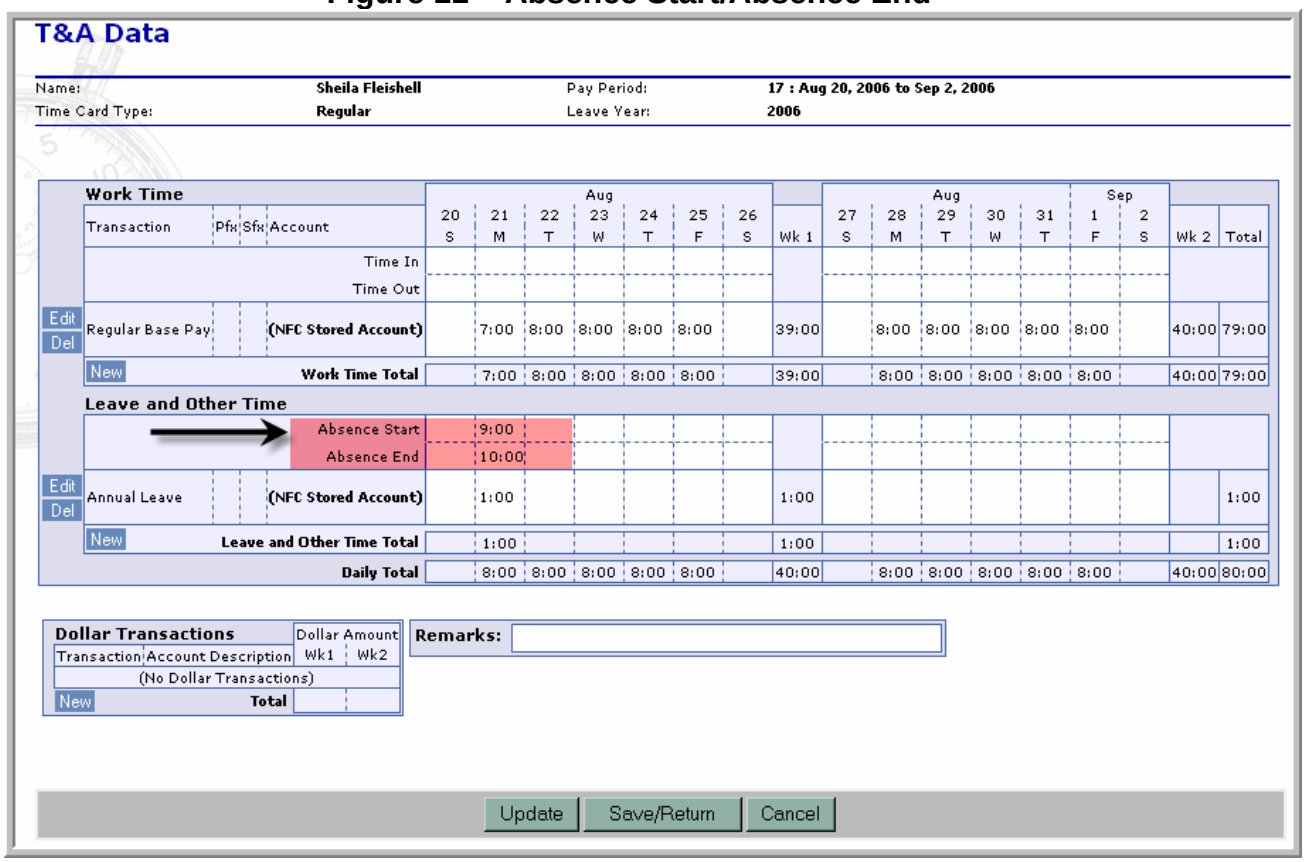


Figure 11 – Absence Start/Absence End



New Transactions for Recording "Work Time"

WebTA has been modified to include new transactions for reporting (1) base pay hours while in a training status or while on detail to another agency; and (2) time spent in telework situations. All employees are to use these new transactions when in training, while on detail, or when teleworking. Also, all transactions in webTA have been sorted in alphabetical order.

When you select **"New"** from the **"T&A Data Screen",** the **"Work Time Activity**" (see figure 12 and 13) drop down box will de displayed. Click on the **"Down"** arrow, scroll to the bottom of the list and you will see the following new transactions:

- **Base Pay Detail** - records the time spent in a regular base pay status while on detail to another bureau within Commerce or to another agency (outside of Commerce).
- **Base Pay Training** – records the time spent in training during the time that you would otherwise be at your normal worksite during your normal tour of duty.
- **Telework Alt. Site** - records the time spent teleworking from an alternate site that is episodic, adhoc, and/or situational.

- **Telework Alt. Site < = 2 days** – records the time spent teleworking from an alternate site for less than or equal to 2 days a week as part of an official telework agreement.
- **Telework Alt. Site > 2 days** – records the time spent teleworking from an alternate site for 2 days of more a week as part of an official telework agreement.
- **Telework Home** – records the time spent teleworking from home that is episodic, adhoc, and/or situational.
- **Telework Home < = 2 days** – records the time spent teleworking from home for less than or equal to 2 days a week as part of an official telework agreement.
- **Telework Home > 2 days** – records the time spent teleworking from home for 2 days or more a week as part of an official telework agreement.

Figure 12 – New Work Time Activity - Telework

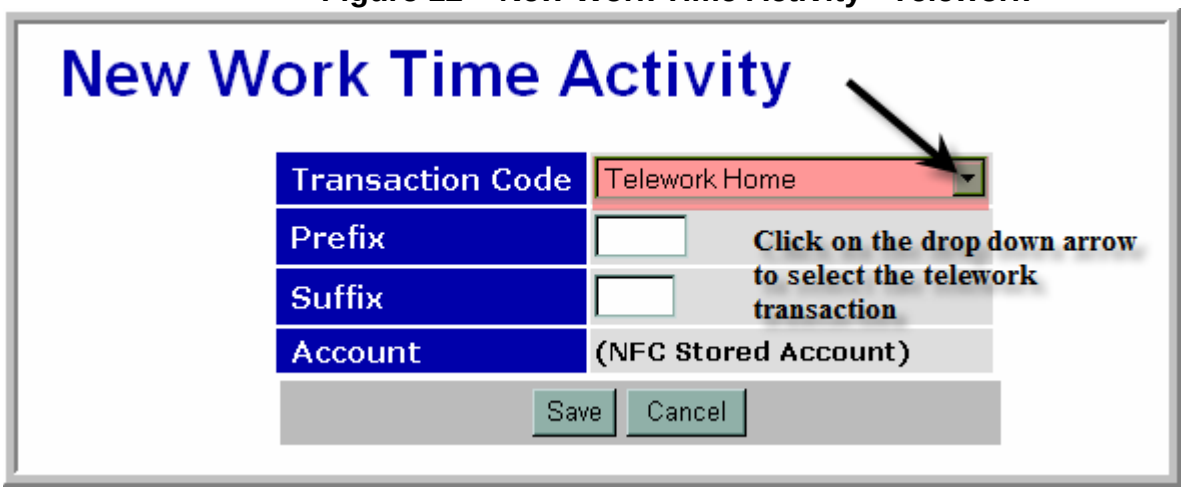
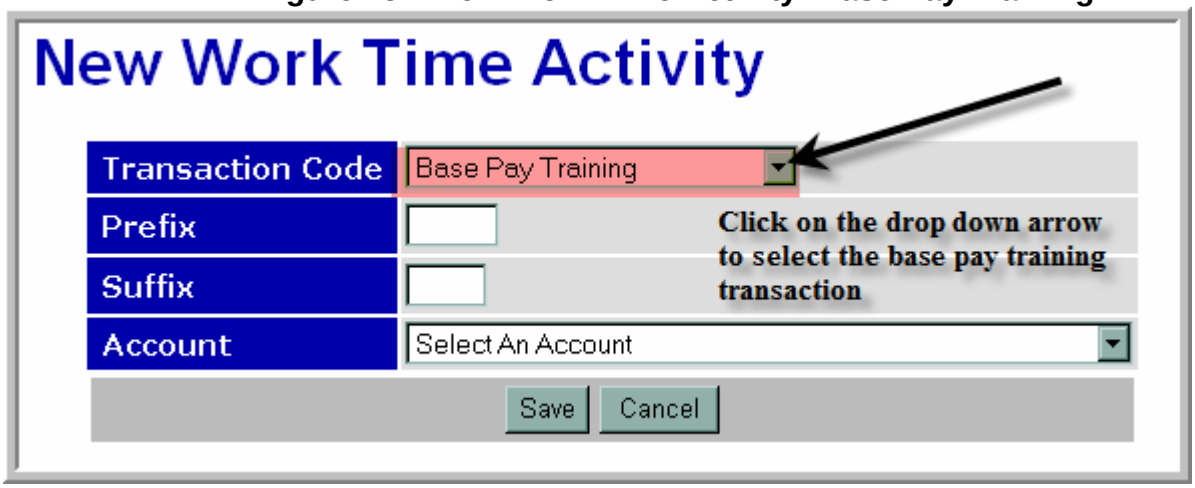


Figure 13 – New Work Time Activity- Base Pay Training



New Transactions for Recording "Leave and Other Time"

WebTA has also been modified to differentiate the various uses for Administrative Leave/ Excused Absences, annual leave for Workers' Compensation (OWCP) for illness and injury, sick leave for OWCP for illness and injury, and leave without pay (LWOP) for OWCP for illness and injury. Historically, Administrative Leave/Excused Absence has been used to track absences for time off for (1) voting or to perform jury duty; (2) state or local holidays; (3) inclement weather when the Federal government closes early, releases employees early, or is closed; (4) bone marrow donations; (5) organ donations; (6) blood donations; and (7) Federal holidays. OWCP has historically been tracked using an OWCP transaction code without differentiating on the use of annual leave, sick leave, or LWOP for OWCP purposes. Use of these new transactions will enable bureaus and program officials to more accurately track the leave.

When you select **"New"** from the **"T&A Data Screen"**, the **"New Leave and Other Time Activity**" (see Figure 14) drop down box will de displayed. Click on the **"Down"** arrow, scroll to the bottom of the list and you will see the following new transactions:

Administrative Leave Transactions

- Voting
- State or Local Holiday - official holidays recognized by states, including Guam, Puerto Rico, and the U.S. Virgin Islands. For example, Patriots' Day in Massachusetts, Mardi Gras Day in Louisiana, Alaska Day in Alaska, All Souls' Day in Guam, and Inauguration Day in the Washington DC metropolitan area
- Hazardous Weather - for early dismissals, delayed arrivals, early departures, etc., based on inclement weather
- Bone Marrow Donor
- Organ Donor
- Blood Donation
- Federal Holiday - recognized Federal holidays such as Christmas Day, New Year's Day, etc.

Note: Excused Absence/Administrative Leave is still used to record closures, foreign national holidays and other absences.

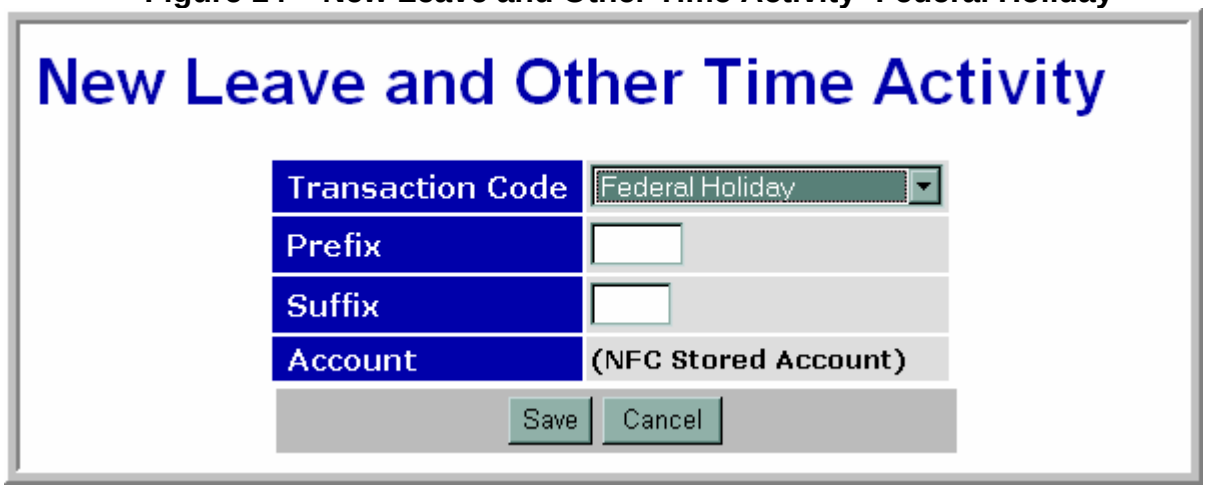
Office of Workers' Compensation Programs Transactions

- Annual Leave w/OWCP for Injury
- Annual Leave w/OWCP for Illness
- Sick Leave w/OWCP for Injury
- Sick Leave w/OWCP for Illness
- LWOP w/OWCP for Injury
- LWOP w/OWCP for Illness

Note: The following new dollar transactions have been added to webTA but are for use by Census employees only:

- Reimbursement Miles
- Reimbursement Per Diem
- Reimbursement Comm.
- Reimbursement Other

Figure 14 – New Leave and Other Time Activity- Federal Holiday



Employees are to select the appropriate transaction to represent the base time off with pay for these situations in lieu of using Administrative Leave/Excused Absence.

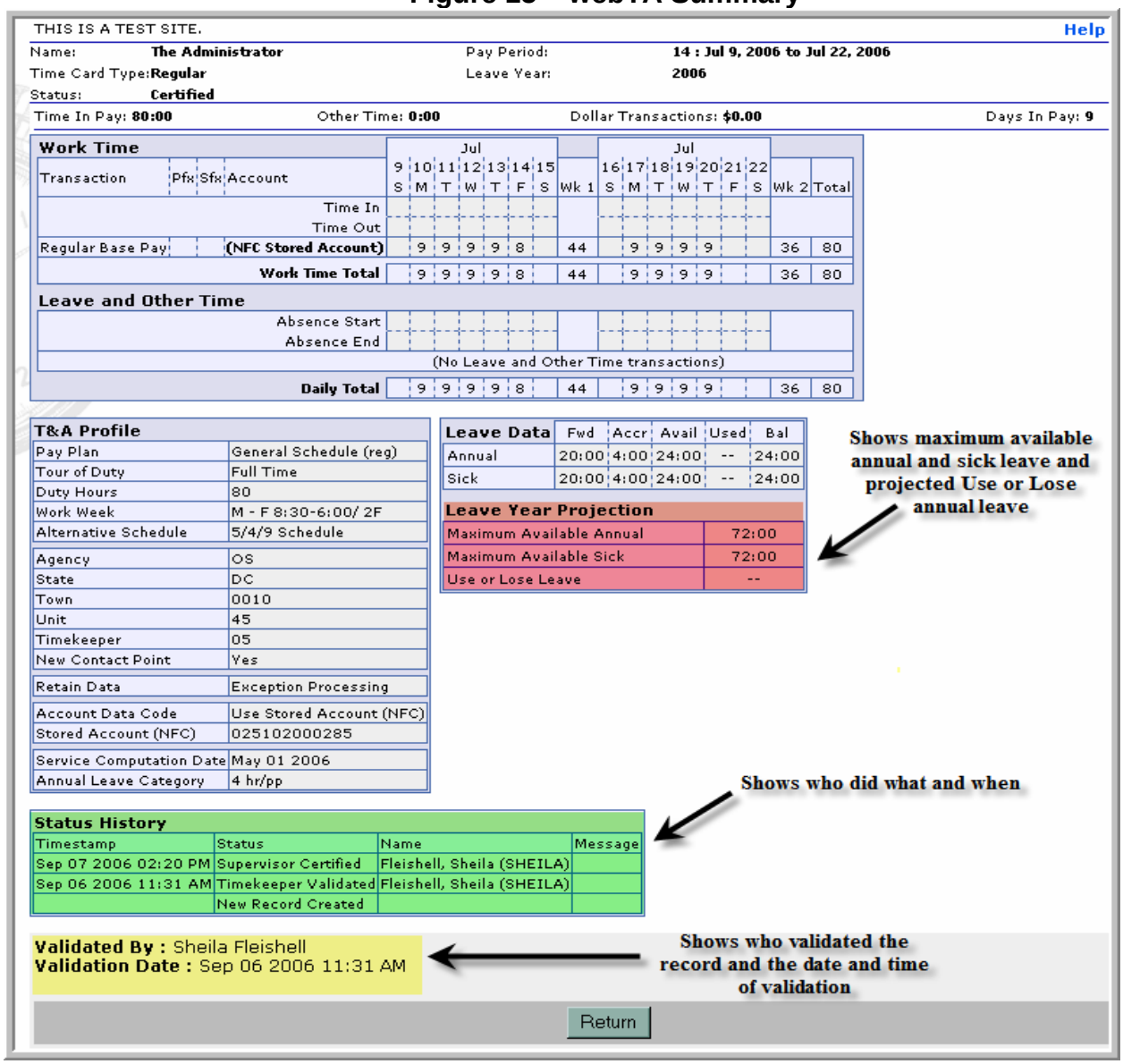
New Information on the T&A Summary

webTA Validation

When you go through the validation process, if there are no errors or warnings, your **"T&A Summary"** will display (see Figure 15). The enhanced summary provides additional information including:

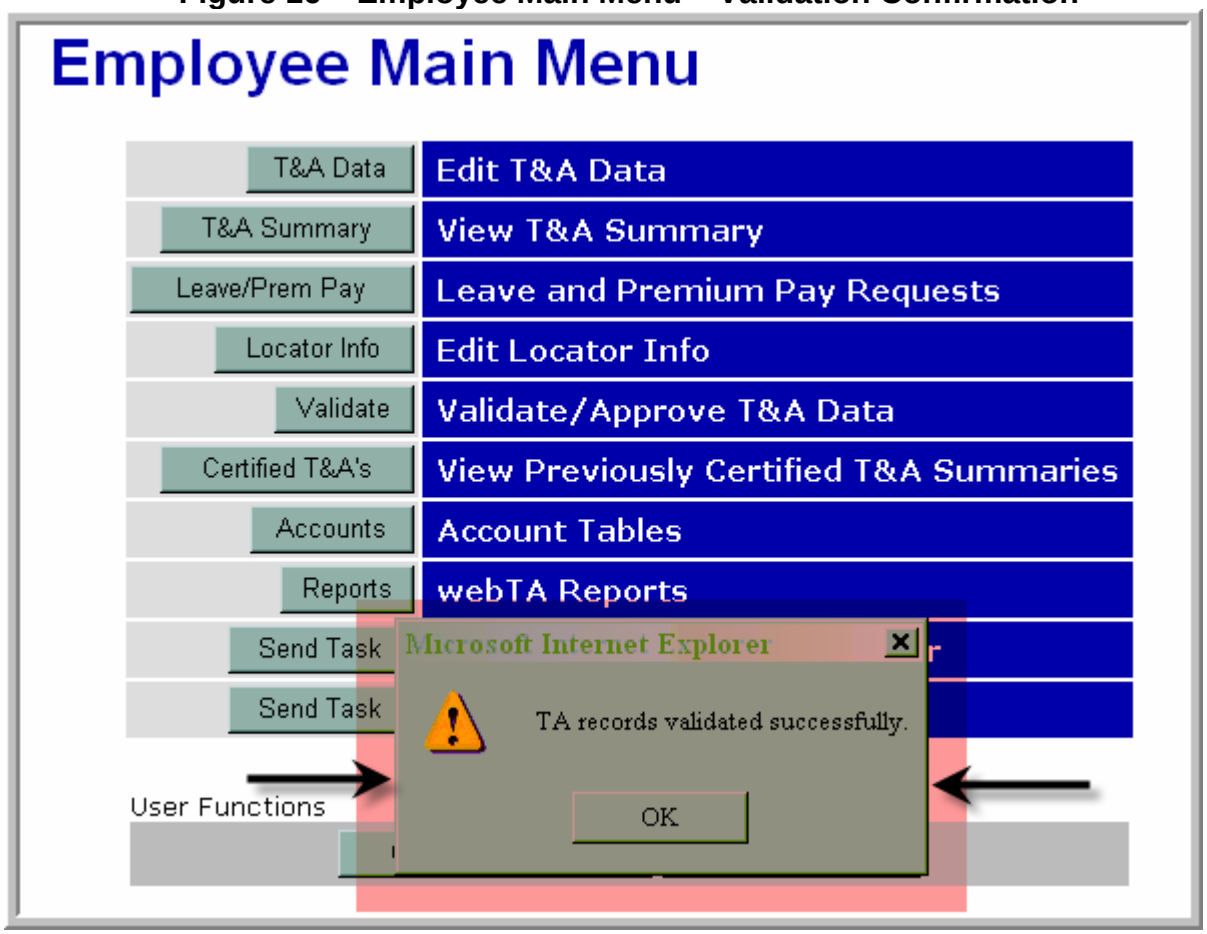
- Leave Year Projections
- Maximum Available Annual and Sick Leave
- Projected Use or Lose Annual Leave
- Status History (shows who did what and when)
- A statement indicating who affirmed the webTA including the date and time of the affirmation.

Figure 15 – webTA Summary



- Once you validate your webTA you will receive a message telling you that the validation was successful (see Figure 16). This message will display each time you validate.

Figure 16 – Employee Main Menu – Validation Confirmation



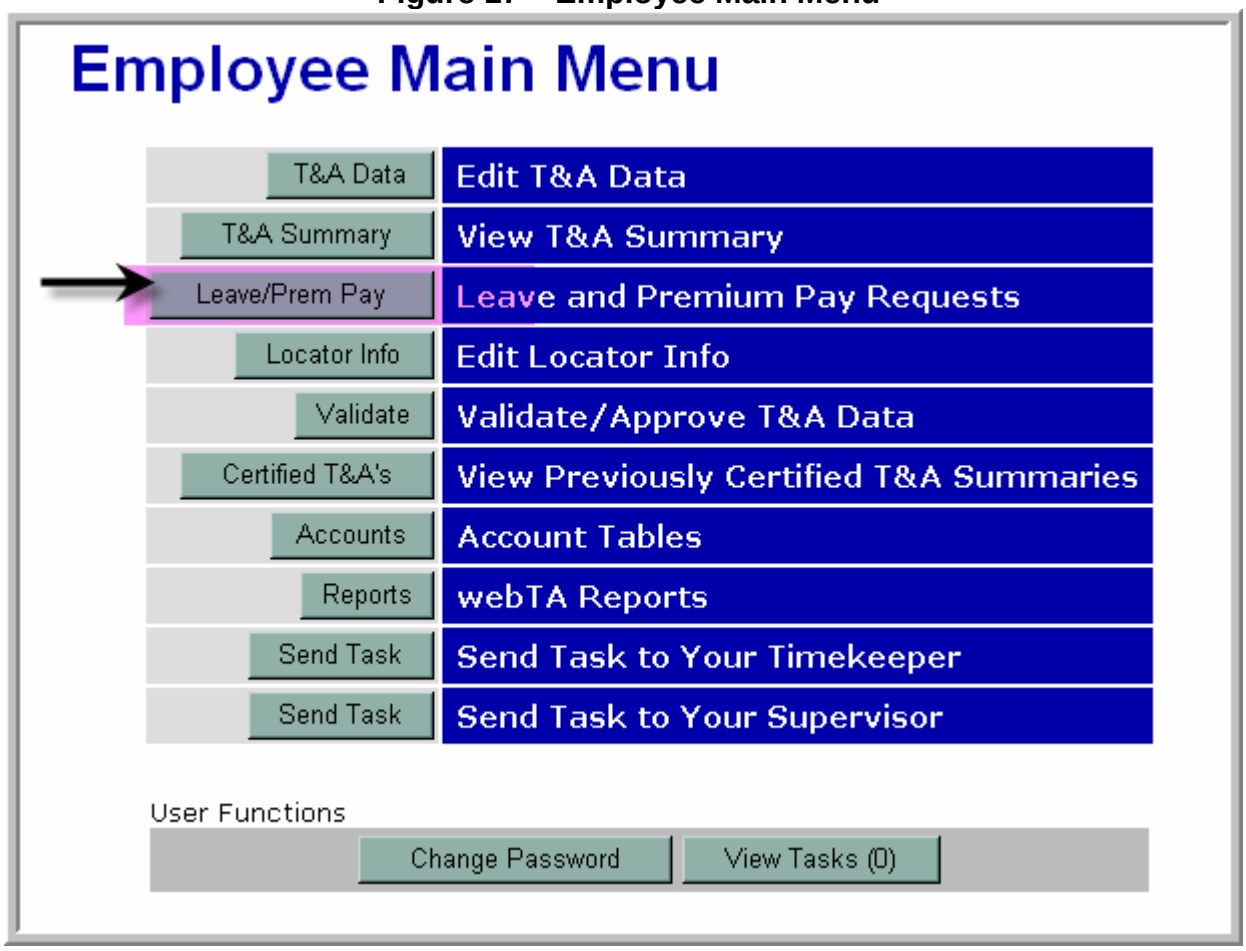
Changes when Requesting Leave or Premium Pay

The webTA leave/premium pay request process has been modified to make the process more user friendly and to provide more options for users.

To Enter A New Leave or Premium Pay Request

To submit a new leave/premium pay request, click on the **"Leave/Prem Pay"** option from the **"Employee Main Menu"** Screen (see Figure 17).

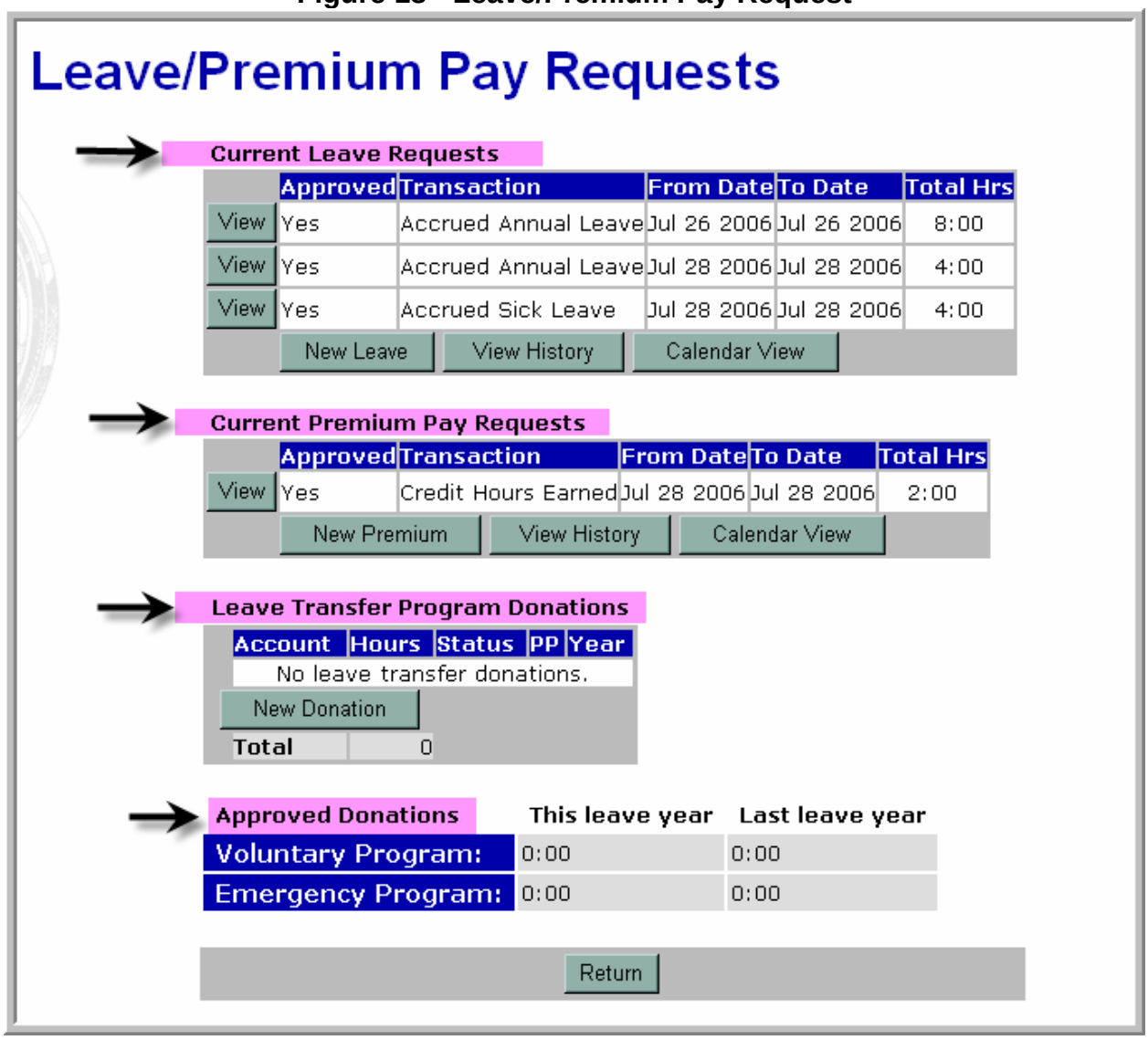
Figure 17 – Employee Main Menu



The **"Leave/Premium Pay Request"** Screen (see Figure 18) will display with separate sections for **"Current Leave Requests," "Current Premium Pay Requests," "Leave Transfer Program Donations,"** and **"Approved Donations".** The **"Leave/Premium Pay Request"** Screen also has new options for employees to view their historical leave or premium pay requests and to show their or approved leave or premium pay requests in a calendar form. You now view historical records or approve or deny leave or premium pay requests using the calendar form. You may also delete an approved or pending leave or premium pay request for the **"View History"** Screen.

- To enter a new leave or premium pay request, click on the **"New Leave"** or **"New Premium"** tab from the **"Current Leave Requests"** or **"Current Premium Pay Request"** Section.

Figure 18 - Leave/Premium Pay Request



- A calendar form (see Figure 19) for the current month and year will display (see Figure 19). A drop down **"Leave Type"** or **"Premium Pay Type"** is displayed at the top of the form.

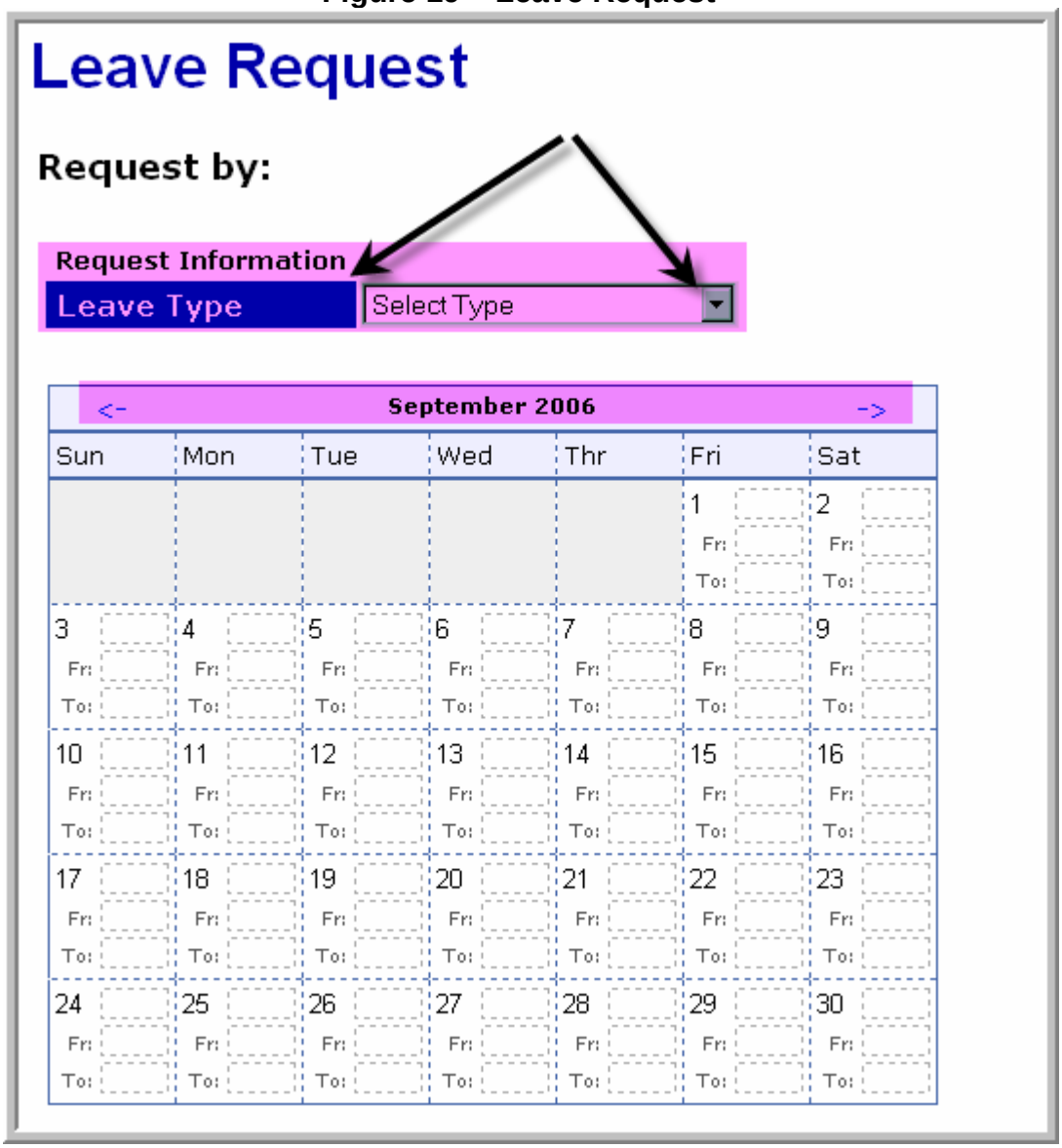
- Click on the drop down arrow and select the type of leave or premium pay you want to request.

- Use your mouse or the tab key and move to the day(s) you want to request leave or premium pay. Enter the total number of hours and/or fractional hours of leave or premium in the top field of the desired day(s). Enter the start time in the **"Fr:"** field and the end time in the **"To:"** field (see Figure 20). Note that you do not need to enter :00 or indicate zero minutes when entering whole hours. You may also enter

numerous requests for the same leave or premium pay type in one calendar entry. For example, you may request annual leave for 4 different days and times on the same request.

- Click **"Save"** to send the request to your supervisor and return to the main menu. WebTA internally sends a notification to your supervisor alerting him/her that you have submitted a request. Note that both you and your supervisor must have your e-mail address entered **"Time In/Time Out"** in the webTA **"Locator Information"** option to electronically send requests.

Figure 19 – Leave Request

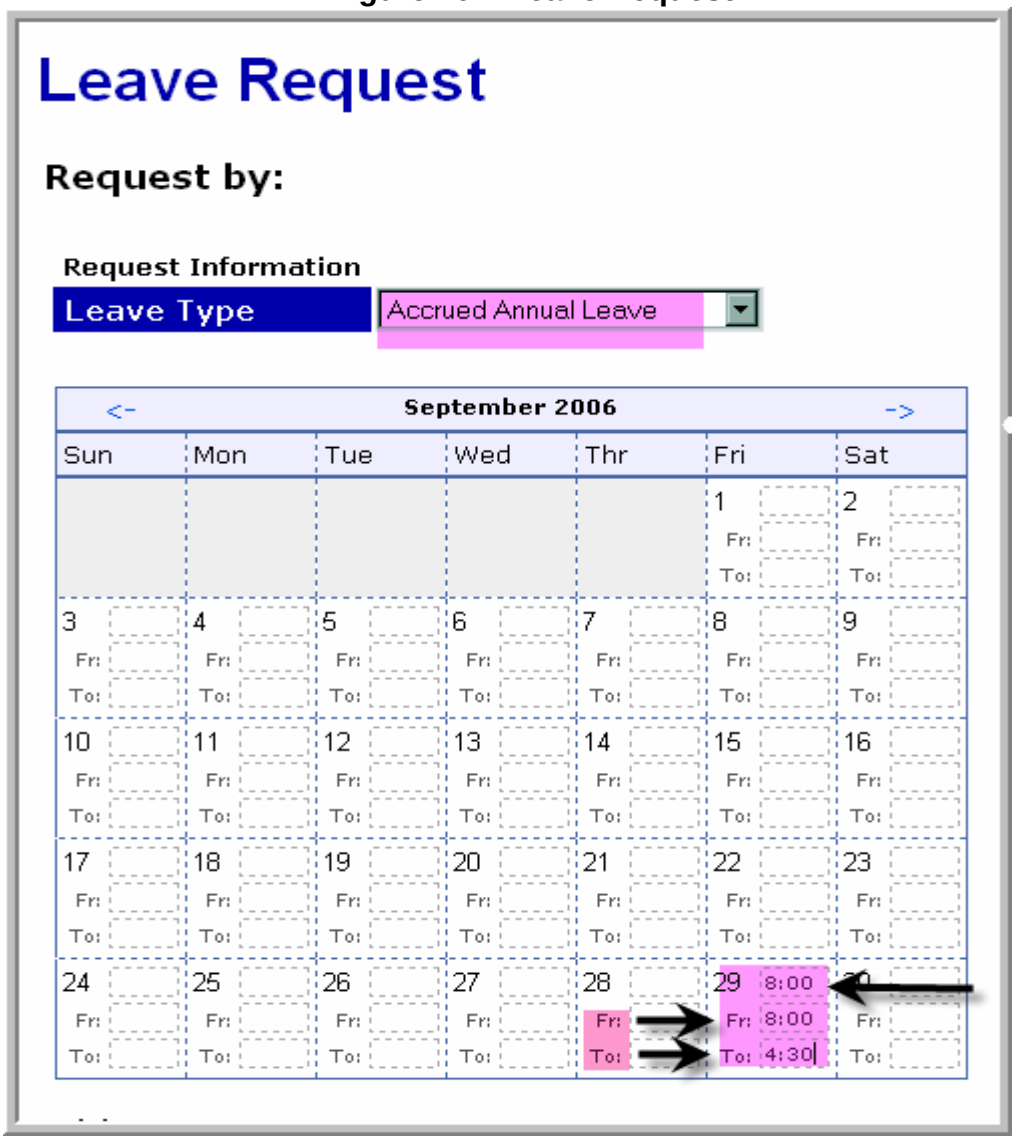


- To enter a request for another month, click on either of the arrow links **(<- or - >)** at the top of the calendar screen. When using the arrow links, you may span up to 2 months at a time.

- You may also enter remarks for the requests (this field may be edited by your supervisor).

- Click **"Save"** to send the request to your supervisor and return to the main menu. WebTA internally sends a notification to your supervisor alerting him/her that you have submitted a request.

Figure 20 – Leave Request



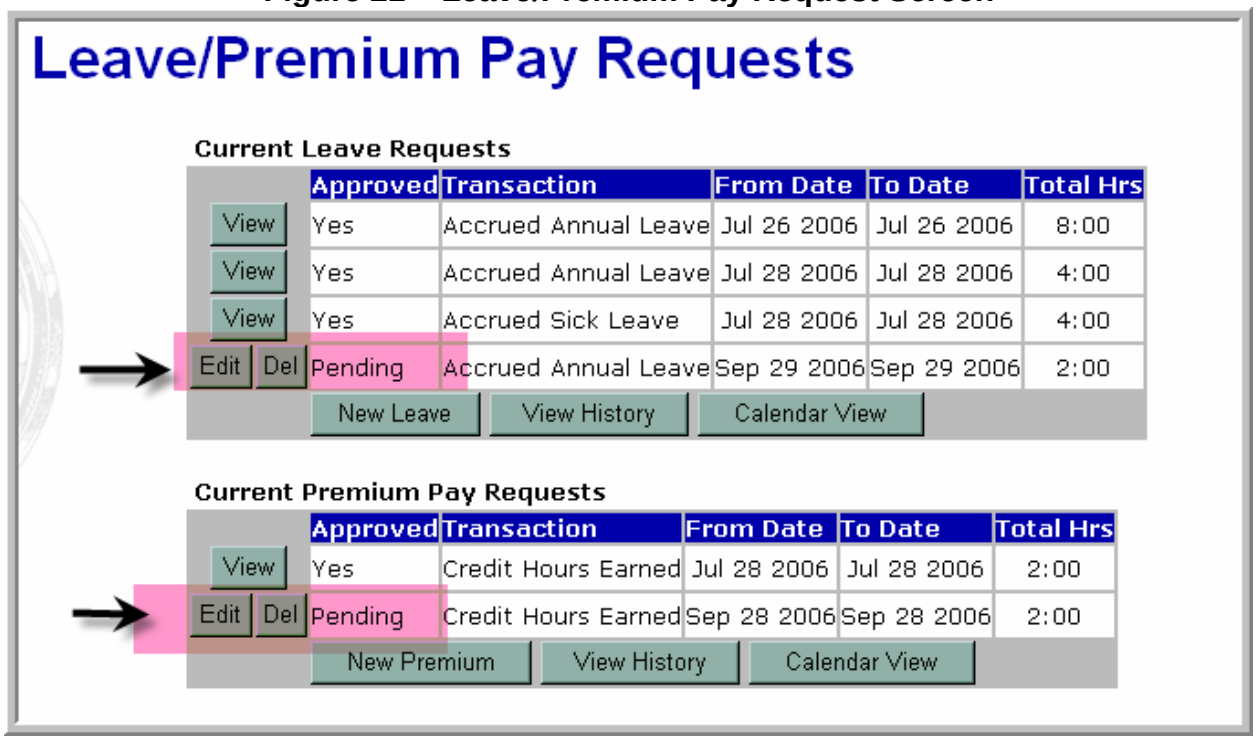
To Edit A Pending Leave or Premium Pay Request

- Once you submit a leave or premium pay request you may edit or delete the request as long as it has not been approved by the supervisor.

- To edit or delete a request, return to the **"Leave/Premium Pay Request"** Screen and click on the appropriate request you want to edit or delete (see Figure 21).

- You may also modify an approved or denied request. To do so, your supervisor must first revert the request to a pending status. You will then be able to modify the request accordingly.

Figure 21 – Leave/Premium Pay Request Screen



- To edit the request, click on the **"Edit"** tab and a calendar view of the request will display. You may then edit the request and resubmit it to your supervisor.

- To delete the request simply click on the **"Del"** tab and the request will be deleted.

To View Historical Leave or Premium Pay Requests

- To view a history of your leave or premium pay requests, click on the **"View History**" tab from the **"Current Leave Requests"** or **"Current Premium Pay Requests"** section of the **"Leave/Premium Pay Request"** Screen.

- A summary screen of the leave or premium pay requests will display (see Figure 22 and Figure 23, respectively).

Figure 22 – Leave Request History

Figure 23 – Premium Pay Request History

- To view past leave or premium pay requests, click on the radio button next the desired request and click **"View."** A **"Leave Request"** (see Figure 24) or **"Premium Pay Request"** Screen (see Figure 25), will display in a calendar form and show the request information including the leave or premium pay type, the date the request was submitted, and the approval status indicating who approved the leave or premium pay request and the date and time of approval.

Figure 24 – Leave Request

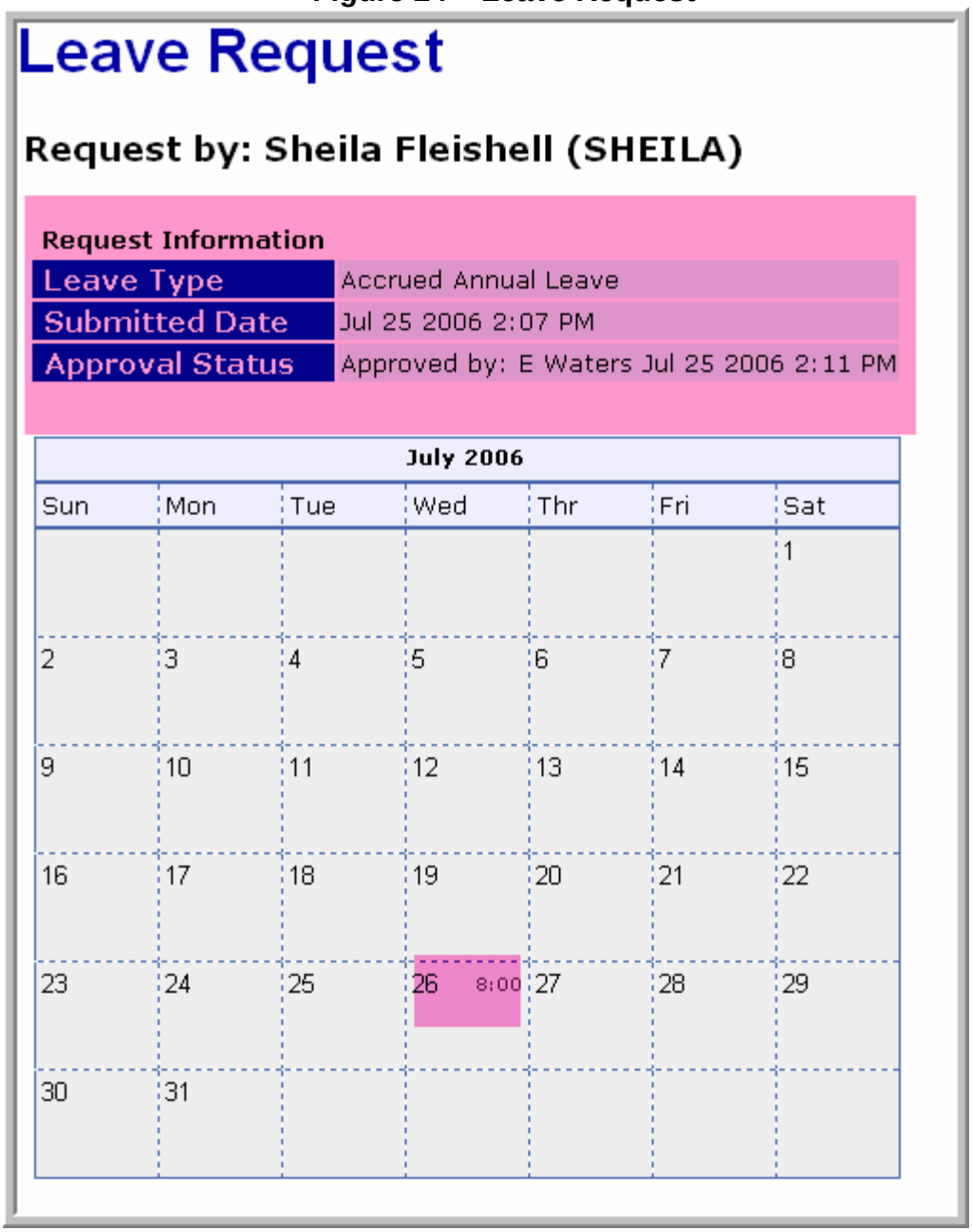


Figure 25 - Premium Pay Request

To View a Calendar View of Approved and Pending Leave/Premium Pay Requests

- To view a calendar view of your leave or premium pay requests, click on the "**Calendar View"** tab from the **"Current Leave Requests"** or **"Current Premium Pay Requests"** section of the **"Leave/Premium Pay Request"** Screen.

- The **"Leave Request Calendar View"** (see Figure 26) or the **"Premium Pay Request Calendar View"** (see Figure 27) will display.

- The status of the request, the employee user ID and the number of approved or pending hours will display. Approved requests are designated with an **"A"** and pending requests are designated with a **"P"**. Note that the calendar view does not show leave that has been taken or premium pay that has been earned.

Figure 26- Leave Request Calendar View

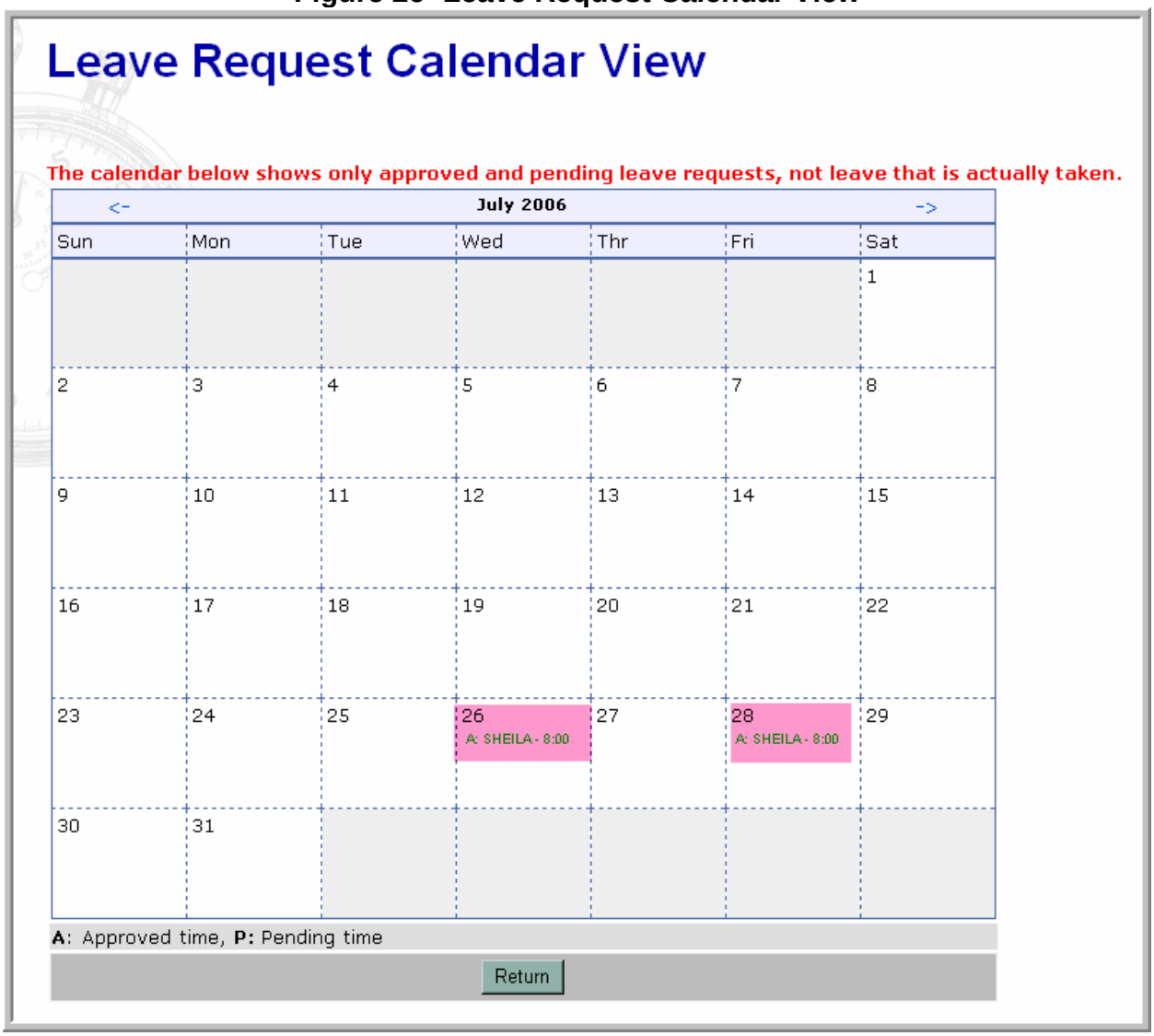
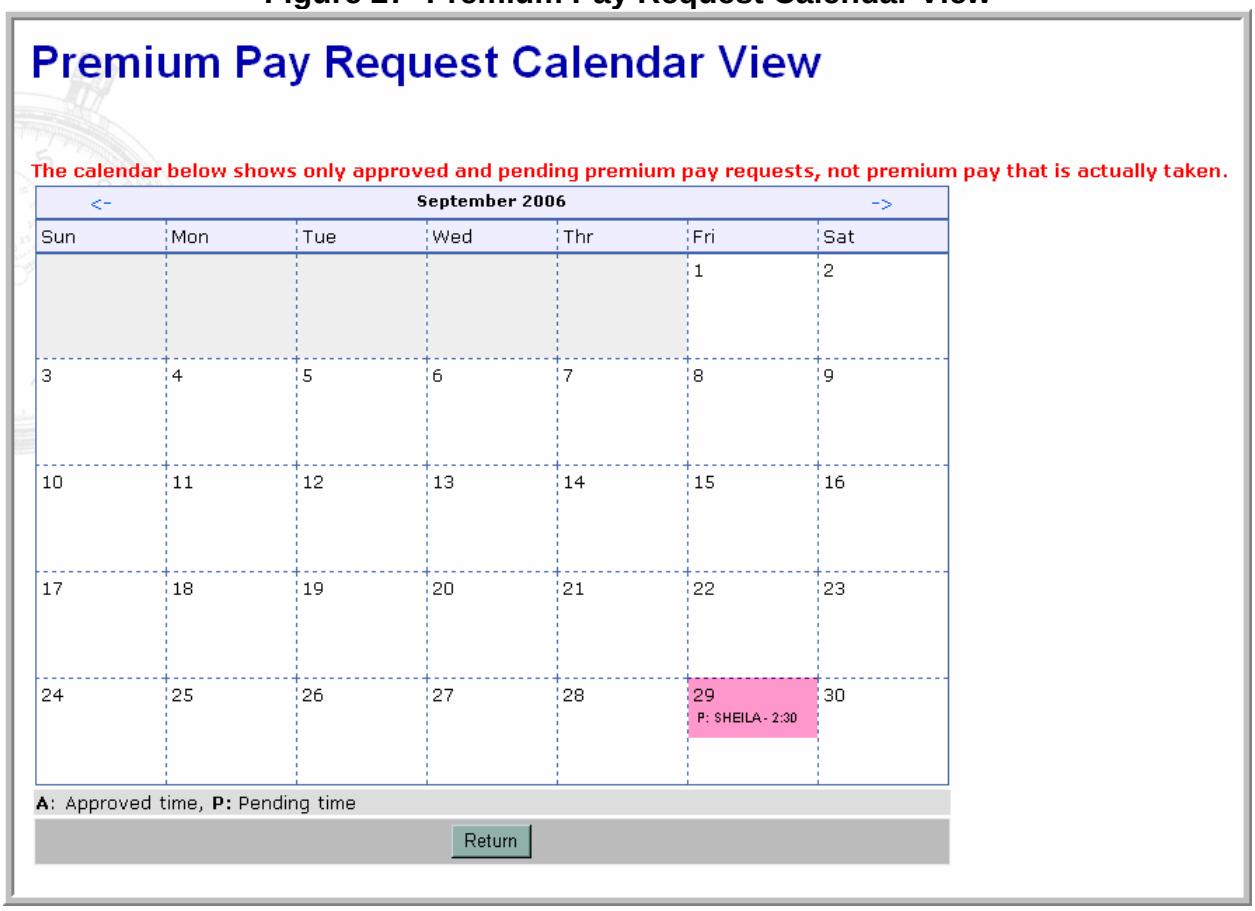


Figure 27- Premium Pay Request Calendar View



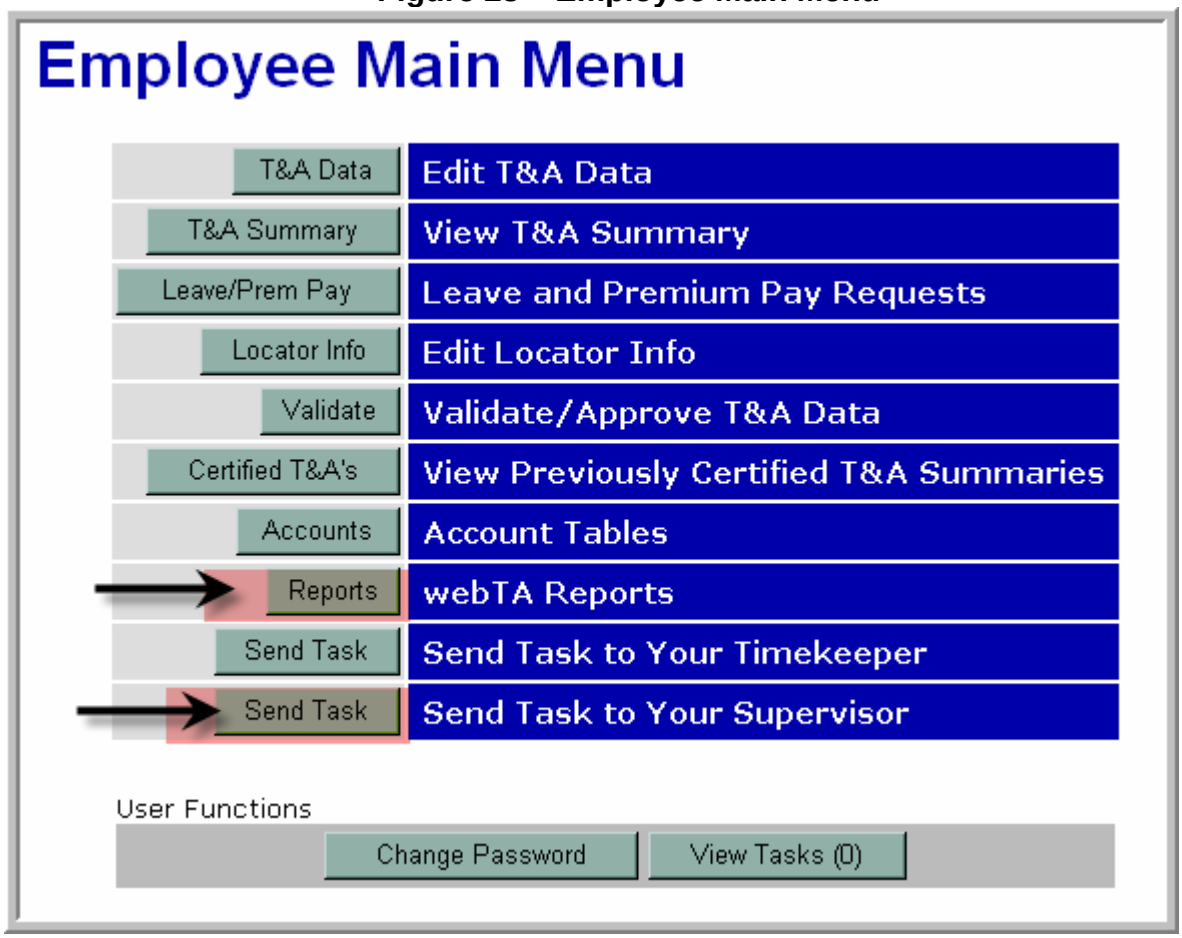
New Functionality for Employees

WebTA has been modified to provide more functionality for employees who enter their own data. Specifically, leave audits are now available as well as the ability to send tasks to supervisors. Note that both you and your supervisor must have your e-mail address entered in the webTA **"Locator Information"** option to use the **"Send Task"** functionally.

The **"Leave Audit Report"** is a pay period by pay period account of leave used for any type of leave and by leave year, and is available to all employees. Timekeepers and supervisors now have access to the **"Leave Audit Report"** for regularly assigned and delegated employees.

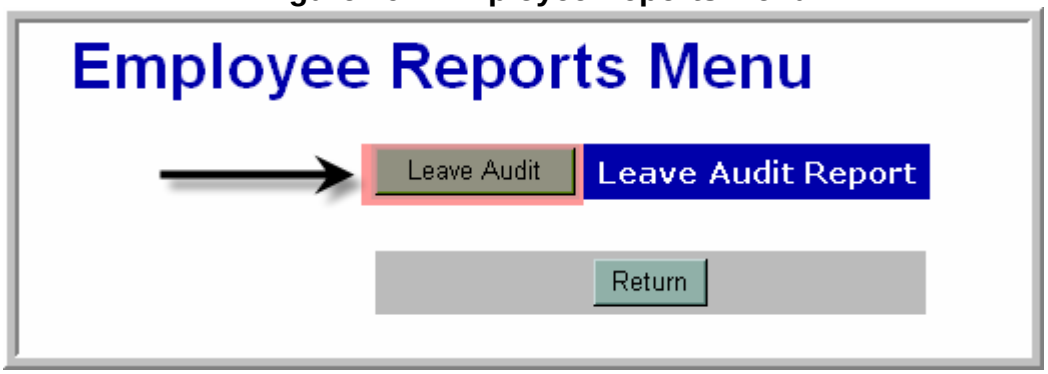
- To use the **"Leave Audit Report"** click on the **"Reports"** option from the **"Employee Main Menu"** (see Figure 28).

Figure 28 – Employee Main Menu



- The **"Employee Reports Menu"** (see Figure 29) will display.

Figure 29 – Employee Reports Menu



- Click on **"Leave Audit"** and the **"Leave Audit Report"** (see Figure 30) will display.

- Select the appropriate **"Start Date"** year and **"End Date"** year for the audit by clicking the drop down arrow then select the appropriate category of the audit and click on **"Update"**. The audit will display the summary of leave requested (see Figure 30).

- Right click on the mouse to screen print a copy of the leave audit.

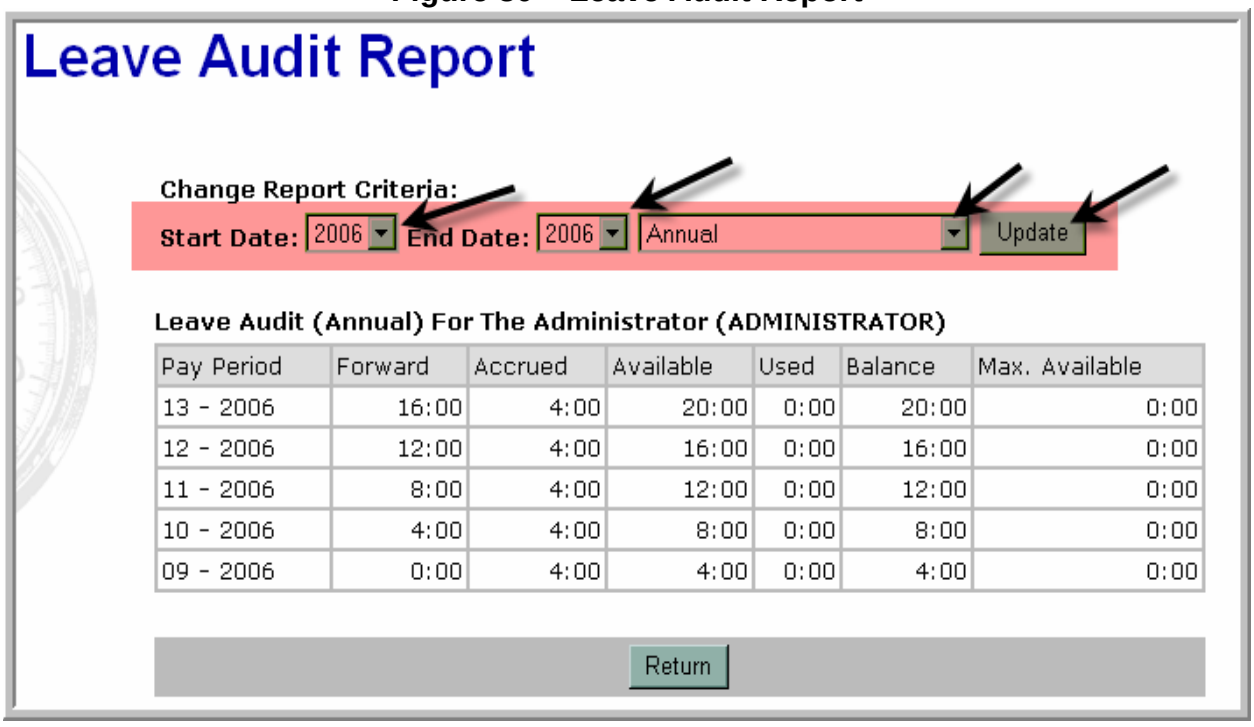



Figure 30 – Leave Audit Report