

webTA 3.7

HR Administrator's Guide

Document History

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Introduction

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

The HR Administrator role provides administrative functions to manage employees and leave transfer programs.

HR Administrators cannot edit time and attendance information, a responsibility reserved for Timekeepers and employees, but they can add and edit employee profiles and ensure that records are processed for all employees in the agency.

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

The HR Administrator Main Menu page opens when you log in.

	Select	Select Employee	
	Search	Search For Employee	
	Roles	Role Management	
	Import	Import Employee Data	
	Reports	webTA Reports	
	User Func	tions Password View Tasks (130)	
			-
Employ	ee Timekee	per Master Timekeeper Supervisor	

All webTA functions available to HR Administrators are accessed from this page.

The first three buttons on the HR Administrator Main Menu provide access to employee maintenance functions, enabling you to add and edit user information, including employee profiles, pay periods, leave audit reports, and locator information.:

- Select opens a list of employees from which you can add and edit the records of selected employees, including their pay periods, profiles, leave audit reports, certified T&As, and locator information.
- **Search** takes you to pages from which you can search for employees according criteria that you choose, and modify records for both active and inactive employees.
- **New** lets you create a new employee record for a person who does not yet have a record in webTA.

The remaining buttons provide tools directly related to HR Administration job functions:

- **Roles** lets you view and manage Timekeeper, Supervisor, and Project Manager role delegations and globally change Timekeeper and Supervisor employee assignments.
- **Import** lets you import employees and some parts of their time and attendance data from existing NFC transmission files.
- **Reports** lets you generate reports that show the current status of records in your webTA database for employees in your organization.

Selecting employees

By selecting an employee, you can change employee profiles, set pay periods, generate leave audit reports, view certified T&As, and modify Locator (contact) information

On the HR Administrator Main Menu page, clicking **Select** opens the Select Employee page listing all employees in your agency:

		Employee	User Id	Timekeeper	Superviso	r Org
	۰	Administrator, The	ADMIN	ADMIN	ADMIN	DHS-HQ
	С	Test, Test	TEST	ADMIN	ADMIN	DHS-HQ/TEST1
	С	Yungk, Christian	CLY6	ADMIN	ADMIN	DHS-HQ
	С	Yungk, Christian	CLY7	ADMIN	ADMIN	DHS-HQ
	С	Yungk, Christian	CLY8	ADMIN	ADMIN	DHS-HQ
	С	Yungk, Christian	CLY9	ADMIN	ADMIN	DHS-HQ
Sele	cte np F	d Employee Profile Certified T&A	.'s Lea	ve Audit Report	Set Pay F	Period Locator Info

The buttons on the page provide access to various administrative functions:

- **Emp Profile** lets you view and modify an employee's user ID, password, name, Social Security number, Timekeeper, and Supervisor, and assign certain roles to employees.
- Leave Audit Report provides an employee's leave information listed by leave type.
- Set Pay Period lets you change an employee's current pay period.
- **Locator Info** provides fields that you can fill with employees' location information, such as address, telephone numbers, e-mail address, and so forth.

About employee profiles

After selecting an employee in the Select Employee page, clicking **Emp Profile** opens the employee's profile page.

				Help	Logout
Emplo	vee Pro	file			
Please note t Time & Atten	hat this data pe dance system,	ertains on not to oth	ly to employee access ner personnel records.	for the	
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1	05	3////			
F	irst Name		Christian		
M	liddle Name Initial (Option	aD	[
	ast Name		Yungk		
			1 - 3		
S	ocial Security	Number	123-45-6785		
S	upervisor's Us	er ID	ADMIN	Search	
Т	imekeeper's U	lser ID	ADMIN	Search	
0	rganization		DHS-HQ	Search	
Ro	le	Select	Special Case		
Ti	mekeeper		Self Validation		
Su	upervisor		Self Certification		
M	aster Timekeeper		Read Only		
M	aster Supervisor				
Pr	oject Manager				
HF	१ Administrator				
A	ctive Status		Active Employee		
1.1		Save	Cancel		

When a time card is certified, most of the fields on this page cannot be modified until the record is built or becomes uncertified. When you add a new employee via the webTA interface, however, most or all of the fields will be empty.

The fields on this page are:

- User ID
- Password
- **Password (again)**, for verifying the accuracy of the previous entry
- First Name
- Middle Name or Initial (Optional)
- Last Name
- Social Security Number This field is required. (You do not need to enter the dashes between the 3 parts of the SSN.)
- **Supervisor's User ID** The user ID for the employee's Supervisor. You can use webTA's search function to find a Supervisor's user ID.
- **Timekeeper's User ID** The user ID for the employee's Timekeeper. You can use webTA's search function to find a Timekeeper's user ID.
- **Organization** The employee's organization within the agency. This is an optional field. By default, the root of the organization tree is the agency.
- First Pay Period The pay period the new record applies to.
- Role, Grant Role, and Select Role Property The roles a specific employee has, and the options, if any, set for the employee.
- Active Status When selected, indicates that an employee is active.

This box is selected by default when a new employee record is created. See the section "About inactive status" for detailed information about status.

You can change an employee's user ID and password on this form. The user ID must be from four to 32 characters long. You may use letters, numbers, and spaces.

Edit the employee's name by first name, last name, and middle initial, each in their respective fields. Do not combine names in one name field. You may include a suffix, such as Jr. or III, in the **Last Name** field.

About the Leave Audit Report page

After selecting an employee in the Select Employee page, clicking **Leave Audit Report** opens the Leave Audit report page for that employee.

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Initially, the Leave Audit Report contains leave data for the most recent leave year for which the selected employee has certified records. If the employee has records in the system for more than one leave year, you can include the other leave years in the report by changing the **From** and **To** dates.

A Leave Audit Report can be generated to reconcile historical leave records for a selected employee. The report displays a line for each pay period that the employee has certified records for in the system.

A Leave Audit Report displays one page for each type of leave that webTA tracks. The selector at the top of the page lets you change the type of leave displayed on the page.

These columns are included in the Leave Audit Report:

• **Pay Period** contains the number of the pay period within the leave year as well as the leave year.

Pay period 01 is the first pay period that falls completely within the 26 pay period year.

• **Manual Adjustment** contains any changes (increases or decreases) to the forwarded balance of any leave type on the leave data page.

This is helpful for tracking if leave balances have been manually adjusted at any point.

- **Forward** contains the leave balance that was forwarded from the prior pay period. Usually, this will be equal to the balance column in the previous row.
- Accrued contains the amount of leave accrued during the pay period. For leave types that do not accrue, such as AWOL, this column will be blank.
- Available contains the total amount of leave available for use in the pay period. This is usually the forwarded amount plus the accrued amount. For leave types that are not accruable, this field is blank.

• Used contains the amount of leave the employee used in the pay period.

This is usually the sum of the T&A data the employee submitted for the pay period. For annual and sick leave, it may also include Leave Transfer Program donations.

- **Balance** contains the ending balance for the pay period. This is usually the available leave minus the leave used. For non-accruable leave, this is usually the forwarded amount minus the used amount.
- Max. Available shows the maximum annual leave that is available, which is the sum of the maximum accruable leave and the forwarded amount minus the used amount.

You can open or download a copy of a Leave Audit report in Microsoft[®] Excel .XLS format by clicking **Download** on the report page.

Setting an employee's pay period

After selecting an employee in the Select Employee page, clicking **Set Pay Period** opens the Set Employee Pay Period page for that employee.



The Set Pay Period page is used to change an employee's current pay period.

Pay periods are set in situations in which an employee might not have entered their time for a previous pay period, or when their time was not validated, certified, and built for a previous pay period.

The Set Pay Period function lets the HR Administrator adjust the employee's pay period to correct these situations.

The list of available pay periods is determined by when the employee last had a certified T&A record.

• If the employee's last certified record was the previous pay period, then there will be no choices.

- If the employees last certified pay period was several pay periods before the current pay period, then all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never had a certified T&A record, then all of the previous 26 pay periods can be chosen.
- If the employee's current T&A has leave transfer time used, then the pay periods cannot be changed.

The pay period for a certified or corrected T&A cannot be changed.

To set an employee's pay period:

- 1. Search, or search for and select, the employee, then click to select the employee from the Select Employee page.
- 2. Click Set Pay Period.

The Set Employee Pay Period page opens.

Sat Em	Joyce Pay Pariod
Set Emp	Dioyee Pay Period
	Christian Yungk (CLY6)
	Pay Period Date Range
	O 20 - 2006 Oct 01 - Oct 14
	C 19 - 2006 Sep 17 - Sep 30
	• 18 - 2006 Sep 03 - Sep 16
	Select Cancel
	25
	. 32

3. Click to select the appropriate pay period, then click **Select**.

About the Locator Info page

The Locator Information page provides a means of maintaining contact information for employees within the webTA system. Use of this information is dictated by your organization's policy.

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0	to a links		
_ 0Ca	itor into		
	Office Centact Information fo	r Christian Yungk	
	Building	75	
	Street Address 1	125 Maple	-
	Street Address 2	Suite 2300	_
	Room Number		_
	Mail Stop/Routing Code		
	City	Bethesda	
	State	Maryland 💽	
	Zip Code	01992	
	Country	U.S.	
	APO		
	Office Phone	555-555-555	
	Extension	234	
	Cell Phone	540-555-5555	
	Pager	ſ	
	Email/Internet	yun@aol.com	
	Fax	555-555-555	
	Save	Cancel	

IMPORTANT! webTA does not require that all locator information be maintained. However, if webTA is configured to distribute tasks via e-mail, the employee's e-mail address must be entered. If the e-mail field is blank, the task will be delivered through webTA's task list.

NOTE: Information on the Locator Info page is work information. Personal information, such as home address and phone number, must be changed through the personnel office.

Employees can also edit this data, and the employee's Supervisor can view it.

Adding a new employee

To add a new employee:

1. Click **New** on the HR Administrator Main Menu page.

A blank Employee Profile page opens.

	2010111005			Help	Logout
Emp	oloyee Pro	file			
lease n ime & A	ote that this data pe Attendance system, i	rtains on not to oth	ly to employee acces ler personnel records	s for the	
	User ID				
	Password		<u></u>		
	Password (agai	n)	î		
		3////			
	First Name				
	Middle Name	-	[
	or Initial (Option	al)	, [
	Last Name		1		
	Social Security	Vumher		10	
	e o o cian o coante y	tairne ci	1		
	Supervisor's Us	er ID	ADMIN	Search	
	Timekeeper's U	ser ID	ADMIN	Search	
	Organization			Search	
	First Pay Period		🖲 Current C Previo	ous	
	Rolo	Select	Special Case		
	Timekeeper		Self Validation		
	Supervisor		□ Self Certification		
	Master Timekeeper		🗖 Read Only		
	Master Supervisor				
	Project Manager				
	Active States	-			
	Active Status		Active Employee	9	
		Saus	Cancel		
		Jave	Cancer		

2. Type the employee information into the appropriate boxes, using the search function when necessary, and select the appropriate pay period and role options.

For the First Pay Period, if the person started within the current pay period, select **Current**. If the person started in the previous pay period, click to select **Previous**.

- 3. If it is not already selected, click to select Active Status
- 4. Click Save.

The profile is stored, a record for the current pay period is created, and the employee can now log in to webTA.

About inactive status

When employees are made inactive, their records remain in the system, but they are no longer able to log into the T&A system, and their records are ignored during verification, certification, and transmission file builds.

If an employee's account has been rendered inactive and the employee returns to the organization, the account can be reactivated. (There is no need to create new webTA user records for returning employees.)

To access records for inactive users:

1. On the HR Administrator Main Menu, click Search.

The Search for Employee page opens.

		Help Logout
	(CUP)	
Sear	ch for Employee	
	Employee's Last Name	
	Employee's First Name	
	Employee's SSN	
	20	
	Status Active	•
	Search Cancel	
		5
E KPC)NOS'	

2. Select **Inactive** from the **Status** list, then click. **Search**.

webTA generates a list of all of the inactive employees in the system.

Reactivating an employee

When employees are made inactive, their records are not deleted from the system, but they are no longer be able to log into the T&A system, and their records are ignored during validation, certification, and transmission file builds.

If an inactive employee becomes active at a later date, rather than creating a new record, you can edit their existing Employee Profiles and reactivate them.

The process for reactivation is similar to editing an employee profile.

To reactivate an employee:

- Search for the employee that you want to reactivate, selecting **Inactive** from the **Status** list. IMPORTANT! If you do not select **Inactive**, only active employees will appear in the search results.
- 2. Click Search.

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

	60 6				
100 M	Employee	User Id	Timekeeper	Supervisor	Org
G	Acosta, Joan	JMACOSTA1	CFFROST1	CDEDWARDS1	FBI/ZONE1
C	Acosta, Joan	JMACOSTA18	CFFROST18	CDEDWARDS18	FBI/ZONE18
C	Christinaz, Daniel	DCHRISTINAZ	FBIDEMO	FBIDEMO	FBI
C	Cofield, Shelia	SKCOFIELD	SDCOFIELD	FBIDEMO	FBI
C	Miller, Mary	MMILLER	KCARTER	JBROWN	FBI
C	Peters, Susie	SDPETERS	FBIDEMO	FBIDEMO	FBI
C	Rodriguez, Michelle	MARODRIGUEZ	KCARTER	JTMILLER	FBI
C	Rodriguez, Michelle	MDRODRIGUEZ	KCARTER	JTMILLER	FBI
C	sample, FBI	FBISAMPLE	FBIDEMO	FBIDEMO	FBI
C	SCHENK, LORI	LCSCHENK	FBIDEMO	SDAVIS	FBI
C	sdfsdf, sdfsdfs	SDJKNSK	KCARTER	ADMIN	FBI
C	Smith, Reginald	RSMITH	FBIDEMO	FBIDEMO	FBI
C	Washington, Mary	MAWASHINGTON	KCARTER	FBIDEMO	FBI
	Peters, Susie Rodriguez, Michelle Rodriguez, Michelle Sample, FBI SCHENK, LORI sdfsdf, sdfsdfs Smith, Reginald Washington, Mary	SDPETERS MARODRIGUEZ MDRODRIGUEZ FBISAMPLE LCSCHENK SDJKNSK RSMITH MAWASHINGTON	FBIDEMO KCARTER KCARTER FBIDEMO FBIDEMO KCARTER FBIDEMO KCARTER	FBIDEMO JTMILLER JTMILLER FBIDEMO SDAVIS ADMIN FBIDEMO FBIDEMO	FBI FBI FBI FBI FBI FBI FBI FBI

- 3. Click to select the employee who you want to reactivate.
- 4. Open the employee's profile by clicking **Emp Profile**.
- 5. If necessary, reassign a Timekeeper and Supervisor.
- 6. Assign the appropriate roles and click to select the appropriate special cases.
- 7. Click to select the Active Employee box.
- 8. Click Save.

About Role Management

HR Administrators have role management responsibilities in webTA. In addition to assigning roles on the Employee Profile form, HR Administrators can also assign delegates for Timekeepers, project managers, and supervisors. Additionally, they can globally reassign a group from one Timekeeper to another, or from one Supervisor to another.

Role management functions are accessed from the Role Management page, opened by clicking **Roles** on the HR Administrator Main Menu page.

jile	Edit	<u>V</u> iew	Go	<u>B</u> ookmarks	Tools	Help	-
	14					Help Logo	ut
	R	ole	e N	lana	ge	ment	
				Tkp Dele	gate	Timekeeper Delegate Management	
				Sup Dele	gate	Supervisor Delegate Management	
			Pro	j Mgr. Dele	gate	Proj. Manager Delegate Management	
				Change	Tkp.	Timekeeper Global Change	
				Change	Sup.	Supervisor Global Change	
			0	e a0	28		
						Return	
						1.	
		VD		76			
			JNIC	55			
213.00	3						

Managing Timekeeper delegates

The functions on this page let you assign a Timekeeper delegate to perform the duties of a Timekeeper who is unavailable.

NOTE: Timekeepers usually assign delegates for themselves. Use the function described here only in unusual circumstances in which both a Timekeeper and assigned delegates are unavailable.

To add a Timekeeper delegate:

- 1. Click **Roles** on the HR Administrator Main Menu page.
- 2. The Role Management page opens.

Rol	le Manage	ment	
	Tkp Delegate	Timekeeper Delegate Management	
	Sup Delegate	Supervisor Delegate Management	
	Proj Mgr. Delegate	Proj. Manager Delegate Management	
	Change Tkp.	Timekeeper Global Change	
	Change Sup.	Supervisor Global Change	
		Return	
		Return	

3. Click **Tkp Delegate** on the Role Management page.

The Timekeeper Delegate Management page opens.

fair Aisw Zo	Bookmarks]	ools <u>H</u> elp	
< 2000	TES.		Help Logout
		D 1 1	
Ime	ceepe	Delegate Man	agement
Enter Timek	eeper useri	l to delegate/undelegate time	keeper role.
A 55	2 2		
55	Timekeep	er USERID	Search
55	Timekeer	er USERID	Search
55/ 50 45	Timekeer	er USERID Continue Cancel	Search
55 50 45 40	Timekeep	er USERID Continue Cancel	Search
50 15 15	Timekeer	Continue Cancel	Search

4. In the **Timekeeper USERID** box, type in the user ID for the Timekeeper who is to be delegated for.

If necessary, search to find the Timekeeper using webTA's search function.

5. Click **Continue**.

The Add/Remove Delegates page opens.

(.		Help	Logout
ALLING .	291 V 21		
Add/Remov	e Delegates		
	Re and the second		
Timekeeper delegates f	or USERID: CLY6		
	Current Delegates		
	No delegates for this role.		
	Add		
	Undelegate All Return		
	The second se		
35 34			
KRONOS			

6. In the **Add** box, type the Timekeeper delegate's user ID.

If necessary, search to find the Timekeeper using webTA's search function.

In this case, the delegate does not need to have the Timekeeper role assigned before being made a delegate.

7. Click Add.

The user ID for the new delegate is added to the **Current Delegates** list.

To remove Timekeeper delegates:

1. Click **Roles** on the HR Administrator Main Menu page, then click **Tkp Delegate** on the Role Management page.

The Timekeeper Delegate Management page opens.

	Zo goottiano	Teens Teeb	
- 6	201100		Help Logout
Tim	akaana	r Delegate M	langament
TIII	екеере	er Delegate iv	lanagement
Enter T	imekeeper usei	rid to delegate/undelegate	e timekeeper role.
	Timekee	per USERID	Search
	NO PROVIDE		
		Continue Cancel	1
		Continue Cancel	
- 45 - 45	40	Continue Cancel	
€ 50 - 0.5	RONOS	Continue Cancel	

2. In the **Timekeeper USERID** box, type in the user ID for the Timekeeper who you want to remove a delegate from.

If necessary, search to find the Timekeeper using webTA's search function.

3. Click Continue.

The Add/Remove Delegates page opens.

		Help	Logout
Add/Rom	ovo Delegatos		
Auu/Nein	Die Delegales		
Timekeeper delegat	es for USERID: CLY6		
	Current Delegates		
	Del CLY7 - Yungk, Christian		
	Add Baseb I		
	Add		
	Undelegate All Return		

4. If you want to delete all delegates simultaneously, click Undelegate All.

All delegates are removed from the Current Delegates list.

- OR -

If you want to delete individual delegates, click **Del** next to the delegate's line in the Current Delegates list.

The delegate is removed from the Current Delegates list

Managing Supervisor delegates

This function lets you assign or remove Supervisor delegates.

To designate a Supervisor delegate:

1. Click **Roles** on the HR Administrator Main Menu page, then click **Sup Delegate** on the Role Management page.

The Supervisor Delegate Management page opens.

10 .			-	3				Help	Logout	-
~	AU		- D-					_		
3	uper	viso	r De	iegai	e ma	nage	eme	m		
Ent	er Superv	visor user	id to dele	egate/und	lelegate su	pervisor	role.			
	55	Suparvi					Search	ĩ		
	50	Supervi					Dealch			
	1.00			Continue	Cancel					
	-0-2									
	0.0 j		25 1/							

2. Type in the user ID of the Supervisor for whom you are creating a delegate for.

If necessary, use webTA's search function.

If selected from a search, the user ID of the selected Supervisor appears in the **Supervisor USERID** box on the Supervisor Delegate Management page.

3. Click Continue.

The Add/Remove Delegates page opens.

		Help Logout
	Delevates	
Add/Remo	ve Delegates	
Supervisor delegates	for USERID: CLY6	
	Current Delegates	
	No delegates for this role.	
	Add Search	
	Undelegate All Return	
4/10		

- 4. In the box next to the **Add** button, type in the user ID of the Supervisor being delegated.
- 5. Click Add.

The newly delegated Supervisor's user ID appears in the Current Delegates list on the Add/Remove Delegates page.

To remove Supervisor delegates:

1. Click **Roles** on the HR Administrator Main Menu page, then click **Sup Delegate** on the Role Management page.

The Supervisor Delegate Management page opens.

Edit View G	o <u>B</u> ookmarks	Tools Help)					
	Willins.						Help	Logout
100								
Supe	rviso	r Del	egate	e Mai	nage	eme	ent	
Enter Supe	ervisor user	id to dele	gate/unde	elegate su	pervisor	role.		
Enter Supe	ervisor user	id to dele	gate/unde	elegate suj	pervisor	role.		
Enter Supe	ervisor user Supervi	id to dele	gate/unde	elegate suj	pervisor	role.	n	
Enter Supe	ervisor user Supervi	id to dele	gate/unde	elegate suj	pervisor	searcl	n	
Enter Supe	ervisor user Supervi	id to dele isor USE	gate/unde	elegate su Cancel	pervisor	role. Searcl	<u>n </u>	
Enter Supe	ervisor user Supervi	id to dele isor USE	gate/unde	elegate su Cancel	pervisor	Search	n [
Enter Supe	srvisor user Supervi	id to dele isor USE	gate/unde	elegate su Cancel	pervisor	Searc	n _	
Enter Supe	srvisor user Supervi	id to dele	gate/unde	elegate su	pervisor	Searc	n _	

- 2. Search for and select, or type in the user ID for, the Supervisor for whom you are creating a delegate.
- 3. Click Continue.

The Add/Remove Delegates page opens.

		Help Logout
110	D	
dd/Rem	ove Delegates	
pervisor delegate	s for USERID: CLY6	
	Current Delegates	
	Del ADMIN - McMasters, Peg	
	Del CLY11 - Smith, Jack	
	Del CLY4 - Yungk, Christian	
	Add Search	
	39	
	Undelegate All Return	

4. If you want to remove all delegates simultaneously, click Undelegate All.

All delegates are removed from the Current Delegates list.

- OR -

If you want to remove one delegate, from the **Current Delegates** list, select the delegate you want to remove, then click **Del**.

The delegate you deleted is removed from the Current Delegates list.

Managing Project Manager delegates

This function lets you assign a project manager delegate to perform the duties of a project manager who is unavailable.

To designate a Project Manager delegate:

1. Click **Roles** on the HR Administrator Main Menu page, then click **Proj. Mgr. Delegate** on the Role Management page.

The Proj Mgr Delegate Management page opens.

		Неір	Logout
Projo	ot Mar F	Delegate Management	
FIOJe		Delegate Management	
Enter Proje	ct Manager user	rid to delegate/undelegate project manager ro	ole.
MA 59	1.2 10		
50 P	roject Manage	er USERID Search	
50 P	Project Manage	er USERID Search Search	
50 - 50 - 45	roject Manage	er USERID Search Search	
55 50 45 45	roject Manage	er USERID Search Search	

2. Type in the user ID of the Project Manager for whom you are creating a delegate for.

If necessary, use webTA's search function.

If selected from a search, the user ID of the selected Project Manager appears in the **Project Manager USERID** box on the Project Mgr Delegate Management page.

3. Click Continue.

The Add/Remove Delegates page opens.

		Help Logout	
Add/Remov	/e Delegates		
ProjectMapager delega	ates for LISERID: CL X10		
	Current Delegates		
	No delegates for this role.		
	Add Search		
	Undelegate All Return		
KRONOS			

4. In the box next to the **Add** button, type in the user ID of the person being delegated.

If necessary, use webTA's search function.

If selected from a search, the user ID of the selected employee appears in the **Project Manager USERID** box on the Project Mgr Delegate Management page.

5. Click Add.

The newly delegated Project Manager's user ID appears in the **Current Delegates** list on the Add/Remove Delegates page.

To remove Project Manager delegates:

1. Click **Roles** on the HR Administrator Main Menu page, then click **Proj. Mgr. Delegate** on the Role Management page.

The Project Mgr Delegate Management page opens.

	Help	Logout
Project M	ar Delegate Management	
Project IV	gi Delegate Management	
Enter Project Manag	ger userid to delegate/undelegate project manager re	ole.
1 55 (PT)	10-	
Draigat	Aanager USERID Search Search	
Projecti		
La5	Continue Cancel	
45	Continue Cancel	
€ KRONOS	Continue Cancel	

- 2. Search for and select, or type in the user ID for, the Project Manager for whom you are removing a delegate.
- 3. Click Continue.

The Add/Remove Delegates page opens.

		Help Logout	
Add/Remov	ve Delegates		
ProjectManager delega	ates for USERID: CLY10		
	Current Delegates		
	Add Search		
	Return		
KRONOS'			

4. If you want to delete all delegates simultaneously, click Undelegate All.

All delegates are removed from the Current Delegates list.

- OR -

If you want to delete an individual delegate, from the Current Delegates list, select the delegate you want to remove, then click **Del**.

The delegate you deleted is removed from the Current Delegates list.

Making Timekeeper global changes

The Timekeeper Global Change function is used to reassign all employees from one Timekeeper to another. Instead of moving each employee to the new Timekeeper, webTA lets you move them all at one time.

Use this function when a Timekeeper leaves an organization or is assigned to other duties.

To make a global Timekeeper change:

- 1. If you have not already done so, or if the new Timekeeper doesn't already have the appropriate role, give the new Timekeeper the appropriate role on her Employee Profile page.
- 2. Click **Roles** on the HR Administrator Main Menu page, then click **Change Tkp** on the Role Management page.

The Global Change Timekeeper page opens.

la l	Edit	View	Go	Bookmarke	Tools Help	rgroomengrikp		
-	Fair	<u>v</u> iew	Ξu	DOMUGUES				
			-				Help	Logout
	G	lol	ba	I Cha	nge Time	keeper		
					inge rime	Recper		
				e en rente	-	_		
				Reassi	n Employees fo	or Timekeep	ber	
			2	Timeke	oer User ID		Search	
			22.0					
					Global Change	Cancel		
				Sume of	Global Change	Cancel		
			3		Global Change	Cancel		
		50		05:	Global Change	Cancel		
		KR	NC	OS'	Global Change	Cancel		
		KR	NC	OS:	Global Change	Cancel		

3. In the **Timekeeper User ID** box, type in the user ID of the current Timekeeper.

If necessary, you can search for the Timekeeper's information using webTA's search function.

4. Click Global Change.

The New Timekeeper User ID field appears on the page.

1. 13	Help Logout
GI	obal Change Timekeeper
-	and an ange i meneeper
All us Time	ers who are currently assigned to CLY10 will be reassigned to the keeper User ID entered here when you press Save.
	55/ 10/10
	Current Timekeeper User ID CLY10
	Current Timekeeper User ID CLY10 New Timekeeper User ID Search
	Current Timekeeper User ID CLY10 New Timekeeper User ID Search Save Cancel
	Current Timekeeper User ID New Timekeeper User ID Save Cancel
	Current Timekeeper User ID New Timekeeper User ID Save Cancel

5. Type in the new Timekeeper's user ID.

If necessary, you can search for the Timekeeper's information using webTA's search function.

6. Click Save.

Making Supervisor global changes

The Supervisor Global Change function lets you reassign employees from one Supervisor to another one. Instead of moving each employee to the new Supervisor, webTA lets you move them all at one time.

Use this function when a Supervisor leaves an organization or is assigned to other duties.

To make a global Supervisor change:

- 1. If you have not already done so, or if the new Supervisor doesn't already have the appropriate role, give the new Supervisor the appropriate role on the Employee Profile page.
- 2. Click **Roles** on the HR Administrator Main Menu page, then click **Change Sup.** on the Role Management page.

The Global Change Supervisor page opens.

Global Change Supervisor Reassign Employees for Supervisor Supervisor User ID Global Change Cancel	ogout
Global Change Supervisor Reassign Employees for Supervisor Supervisor User ID Search Global Change Cancel KRONOS	
Reassign Employees for Supervisor Supervisor User ID Search Global Change Cancel	
Supervisor User ID Search Global Change Cancel	
Global Change Cancel	
KRONOS	
KRONOS 25	
10 22	-

3. In the **Supervisor User ID** box, type in the user ID of the current Supervisor.

If necessary, you can search for the Supervisor's information using webTA's search function.

4. Click Global Change.

The New Supervisor User ID field appears on the page.

-	Tew Go Doowligh	va Toola (Telh	Help Logout
-	AUTO -	1 1404 110	
GI	obal Ch	ange Superviso	r
All u	sers who are cur	rrently assigned to CLY10 will be r	eassigned to the
Supe	ervisor User ID ei	ntered here when you press Save	
	A 326. 1		
	Current Su	ipervisor User ID CLV10	
	Current Su New Super	ipervisor User ID CLY10	Search
	Current Su New Super	Ipervisor User ID CLY10 Ivisor User ID Save Cancel	Search
	Current Su New Super	Ipervisor User ID rvisor User ID Save Cancel	Search
	Current Su New Super	rvisor User ID CLY10 rvisor User ID Save Cancel	Search
	Current Su New Super	Ipervisor User ID CLY10 rvisor User ID Save Cancel	Search

5. Type in the new Supervisor's user ID.

If necessary, you can search for the Supervisor's information using webTA's search function.

6. Click Save.

Importing employee data

In webTA you can import users into the system from transmission files you have previously sent to NFC, usually generated using an application other than webTA.

The import file must be in standard NFC format, optionally with JCL included at the beginning of the file. Any leading JCL is ignored by the import mechanism.

In general, transmission files consist of 80 column lines in blocks of 12 lines. Each block can be a new record or a correction. The webTA import mechanism ignores correction records from the transmission file.

For each user webTA parses from the file, webTA attempt to create a new user record containing this data:

- Last name, as parsed from the NFC Name field
- First name, as parsed from the NFC Name field
- Middle name, as parsed from the NFC Name field
- User ID, generated based on the parsed last name and first name fields.

If the generated user ID already exists, a variation will be created, usually by appending numeric characters.

• Password, created for the user consisting of the first 4 digits of the generated user ID plus the last 4 digits of the SSN field read from the NFC transmission record.

If the user ID is fewer than 4 characters, the password is the entire user ID plus the last 4 digits of the SSN.

• SSN, as read verbatim from the NFC SSN field.

Additionally, when importing the file, webTA will prompt you for a timekeeper ID and a supervisor ID to which the new user will initially be assigned. If you have either the timekeeper or the supervisor roles, this field will be, by default, populated with your ID. You can change the default value, and you can also reassign the users at any time after they are imported into the system.

In addition to creating the user record, the import mechanism will add a pay record to the system for the user for the current pay period. Because webTA tracks much more data than is contained in the transmission file, it is not possible to create full and accurate records.

IMPORTANT! It is your responsibility to review and correct all records imported into the system before using those records.

This data is parsed from the NFC transmission file and included in the generated pay record:

Work Schedule

- Pay Plan
- Tour of Duty
- Duty Hours
- Alternate Schedule

NOTE: Work Week is not imported

Contact Point

- Agency
- State code
- Town code
- Unit code

• Timekeeper code

NOTE: New Contact Point set to false

Overtime/Standby Status

- RSO
- Standby Hrs/Week 1
- Standby Hrs/Week 2
- Standby Percentage

Miscellaneous

- Stored Account (NFC)
- Note: Retain Data is set to none

This data can be reviewed on the T&A Profile page in webTA.

If leave balances are present in the transmission record, they are imported into the new webTA record as leave forward amounts. These amounts will be correct when importing data from the most recent pay period; leave balances at the end of the last period become leave forward amounts for the current period.

These leave fields are imported:

- Annual Leave
- Sick Leave
- Comp Time
- Leave Without Pay
- AWOL
- Suspension
- Military Emergency
- Military Regular

The transmission file stores a single field containing the sum of both comp time and religious comp time. When importing the Compt Time field, webTA places all time into the comp time field, and none into the religious comp time field.

To import employee data from a transmission file:

1. On the HR Administrator Main menu page, click **Import**.

The Import from Transmission File page opens.

X ANNI POL		нер	Logout
Import f	rom Transmiss	ion File	
webTA can impo	ort users and some portions of ti	ne & attendance records i	from
existing NFC tra existing transmi	nsmission files. To continue, bro ission file.	wse to or enter the path t	o the
50			
LAS	Transmission File	Browse	
L 45 40	Continue	Browse	

- 2. Type in the file path of, or browse for and open, the transmission file that you want to import. If you browsed for the file, the file path appears in the Transmission File text box.
- 3. Click Continue.

The Transmission File Summary page opens listing the employee and status of each employee's data.

Tran	smission	File Summary	
The subn	nitted transmission f	ile contains the following data.	
	Employee	Status	
	APPLE, Jam	Successfully read.	
	AIRHEAD, FRED	WILL BE SKIPPED - record is a correction.	
	ARIZONA, File	Successfully read.	
	ANTEATER, Mister	Successfully read.	
	APE, Nice	Successfully read.	
	ADDITION, Sum	Successfully read.	
	ACID, Citrus	Successfully read.	
	APPOINTMENT, Nex	t Successfully read.	
	ALABASTER, Piller	Successfully read.	
	ASK, Dad	Successfully read.	
		Continue Cancel	
-m.			

- 4. Click **Continue**.
- 5. The Import Parameters page opens.

				Help	Logout
moort	Paramet	ors			
mport	arame	lers			
'ou are about t	o create new us	er accounts. The fie	lds on this page	will p	provide
he import, you	should edit the	users created and i	nake any correct	ions	pleting
lecessary.					
	15-				
	Supervisor	BMCGAR	Search		
	Timekeeper	BMCGAR	Search		
	22/1				
		Import Cancel			

- 6. Type in, or search for and select, the supervisor and timekeeper's user IDs to be associated with the imported employee data.
- 7. Click Continue.

webTA imports the transmission file. When finished, the Transmission File Import Results page opens, listing the records imported and their status.

2411111ND				neip Logout
Transm	ission File	Import R	esulte	
Transin	13310111110	importin	counto	
Results of the in	nport procedure are list	ted below. It is imp	ortant to now revie	w the imported
record and mak	e any corrections nece	ssary, and to fill in	any missing data.	
	102111			
	Employee	User ID	Status	
	APPLE, Jam	APPLEJam	Import Successful	
	ARIZONA, File	ARIZONAFile	Import Successful	
	ANTEATER, Mister	ANTEATERMister	Import Successful	
	APE, Nice	APENice	Import Successful	
	ADDITION, Sum	ADDITIONSum	Import Successful	
	ACID, Citrus	ACIDCitrus	Import Successful	
	APPOINTMENT, Next	APPOINTMENTNext	Import Successful	
	ALABASTER, Piller	ALABASTERPiller	Import Successful	
	ASK, Dad	ASKDad	Import Successful	
		Done		

About webTA HR Administrator reports

HR Administrator reports are accessed from the HR Administrator Reports Menu page, which opens when you click **Reports** on the HR Administrator Main Menu page.



You can generate online reports that show the current status of the records in your webTA database for the contact points in your organization.

These reports are available to HR Administrators:

- Agency Status shows all records that require additional processing.
- *Employee Assignment by Supervisor* shows which employees are assigned to individual supervisors in the HR Administrator's organization.
- *Employee Assignment by Timekeeper* shows which employees are assigned to individual Timekeepers in the HR Administrator's organization.
- Active T&A shows all active employees that meet criteria that you set.
- *Timekeeper, Supervisor, HR Administrator by Organization Code* shows which employees are assigned to which organizations.
- User Role shows an organization's employees by selected role.
- *Final Timecards* lists employee's names, user IDs, SSNs (if configured), Timekeeper's IDs, and Supervisor's IDs for employees with finalized timecards.
- *New Employee* lists new employee's names, user IDs, SSNs (if configured), Timekeeper's IDs, and Supervisor's IDs for employee new to the system. (An employee is considered new until one of their timecards is included in a build.)

- T&A Summary summarizes all T&A Summaries matching criteria that you set.
- *Uncertified Timecards* lists employee names, and their user IDs, SSNs (if configured), Timekeeper's IDs, and Supervisor's IDs, if the employee's timecard has not been certified.
- Unvalidated Timecards lists all unvalidated T&A for employees assigned to you.
- *FESI Extract for Agency* provides a downloadable FESI file containing built T&A records for a specified pay period range.

Access reports by clicking **Reports** on the HR Administrator Main Menu page, then clicking the appropriate button for the report.

The View Agency Status report

The agency status report outlines the current state of webTA for a given agency, and displays the state of all records for a specified pay period range. It can be used to quickly identify the timekeepers who are responsible for completing the T&A reports.

HR Administrators can generate the report only for their organizations. If HR Administrators do not have their organizations set, the report will be empty.

The Agency Status Report generates a line for each Timekeeper in the system that includes incompletely processed records for pay periods that have ended. If there are no records in the report, all records have been fully processed.

The report shows what records have not been verified, certified, or built for the most recently ended pay period. Note that a single Timekeeper may show up in the list more than one time if that Timekeeper is assigned employees from different contact points or organizations. (Generally this should not be the case.)

The report appears in pay period order. Other information included in the report is organization and contact point information (Agency, State, Town, Unit and Timekeeper). It displays how many employees are under that Timekeeper and then the number of records for that Timekeeper that are validated, certified and built. Records that do not fall under these categories are listed as pending.

If this report is run near the end of the pay period, the results are limited to corrected T&A records in the system because the report shows the status for the most recently ended pay period. In the second week of a pay period there should be no regular T&A records for the most recently ended pay period in the database. Therefore, the report should show very few records.

To generate the View Agency Status report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click Status

The Agency Status Report Criteria page opens.

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	Pay Period Range	From To					
	,						
	Timekeeper	Search					
	Status	Active					
		-77107					
	Con	tinue Return					
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	INNOINOS						

- 3. Select the beginning and ending dates for the pay period range and the status you want the report to be generated for.
- 4. If you want the report to be generated for all Timekeepers in your agency, click **Continue**.

- OR -

If you want to limit the results to a particular Timekeeper, type in the Timekeeper's user ID or search for and select the Timekeeper, then click **Continue**.

The generated status report opens.

Pay Period Range: 1 - 2006 TO 21 - 2006													
Pay Period	Organization	Agency	State	Town	Unit	Tkp Code	Timekeeper	Total Active Emp.	Total T&A Pending	Total T&A On Hold	Total T&A Affirmed	Total T&A Certified	Total T&A Built
2006-05	DHS-HQ	DHS-HQ	DC	0001	02	01	ADMIN	1	0	0	1	0	0
2006-17	DHS-HQ	DHS-HQ	DC	0001	01	01	ADMIN	1	0	0	1	1	1
2006-18	-	DHS-HQ	DC	0001	01	01	ADMIN	1	0	0	1	1	1
2006-19	DHS-HQ	DHS-HQ	DC	0001	01	01	ADMIN	2	0	0	2	2	2
2006-19	DHS-HQ	DHS-HQ	DC	0001	02	01	ADMIN	1	0	0	1	1	1
2006-20	-	DHS-HQ	DC	0001	01	01	ADMIN	2	1	0	1	1	1
2006-20	DHS-HQ	DHS-HQ	DC	0001	02	01	ADMIN	1	0	0	1	1	1
2006-20	DHS-HQ	DHS-HQ	DC	0002	01	01	ADMIN	1	1	0	0	0	0
2006-20	USCG	DHS-HQ	DC	0001	01	01	ADMIN	1	0	0	1	1	1
2006-20	FAMS	DHS-HQ	DC	0001	01	01	ADMIN	1	0	0	1	1	1
2006-20	BTS	DHS-HQ	DC	0001	01	01	ADMIN	1	1	0	0	0	0
							Download P	atum 1					

5. If you want to open the report in Microsoft[®] Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

- OR -

If you want to download the report in Microsoft Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The Employee Assignment by Supervisor report

The Employee Assignment by Supervisor report lists the names of supervisors and their corresponding employees.

The report is generated for the complete pay period range that currently exists in webTA. This can be further filtered by specifying a Supervisor and/or an organization.

This report is available to HR Administrator and Administrator roles only. When the report is viewed by the Administrator, it contains all the employees in the system. When the report is viewed by the HR Administrator, results are restricted to the HR Administrator's organization. The organization name is displayed at the top of the report.

NOTE: If the HR Administrator does not have his organization set in his employee profile, then the report will be empty. Similarly, only those employees who have their organizations set in their employee profile will be displayed in the report.

To generate the Employee Assignment by Supervisor report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click Emp-Sup.

The Emp-Sup Assignment Report Criteria page opens.

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E	mp)-S	Sup /	Ass	igr	nment	Rep	ort	Crite	eria
			So Party							
			Sup	pervis	or			Search	l	
			Sta	tus	1	Active				
			Se 20/2	and I	5					
					C	ntinue Ret	um		ľ	
				14	- <u>-</u> 111					
		0		25	21/10					
2	KRC	NI	DS ac							

3. Type in the user ID of, or search for and select, the Supervisor whose employee assignments you want to view, then select the employee status from the **Status** list.

4. Click **Continue**.

webTA generates the Emp-Sup User Assignment Report

Employees in (Drganization: DHQ	
	Supervicer	Result Page: 1 2 Next
[50 N	aupervisor	Amini. Thea
F 45		Garvey, Robert
11-4-		Gavin, Patrick
04 3		Jones, John
	Smith, Sam	Jones, Smithy
		Mackay, James
		McMasters, Bruce
		Yungk, Christian
		Pecult Paner 1 2 Nevt
		Kobart i ago. I E Hore
		Download Return

5. If you want to open the report in Microsoft[®] Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

- OR -

If you want to download the report in Microsoft Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The Employee Assignment by Timekeeper report

The Employee Assignment by Timkeeper Report lists the names of the Timekeepers and their corresponding employees. The report is generated for the complete pay period range that currently exists in webTA. The report can be further filtered by specifying a Timekeeper and/or an organization.

This report is available to HR Administrator and Administrator roles only. When the report is viewed by the Administrator, it contains all the employees in the system. When the report is viewed by the HR Administrator, results are restricted to the HR Administrator's organization only. The organization name is displayed at the top of the report.

The report is generated for the complete pay period range that currently exists in webTA. The report can be further filtered by specifying a Supervisor or Timekeeper.

An HR Administrator can generate the report for his organization only. If HR Administrator does not have his organization set, the report will contain only employees with no organization set.

To generate the Employee Assignment by Timekeeper report:

1. On the HR Administrator Main Menu page, click Reports.

The HR Administrator Reports Menu page opens.

2. Click Emp-Tkp.

The Emp-Tkp Assignment Report Criteria page opens.

	1.511/8005	Help Logout
Emp	Tkp Assignment	Report Criteria
Emp	inp / conginiterin	incepoir officina
	Timekeeper	Search
	Status Active 💌	
	1571	
	<u>Continue</u> Re	turn
KRO	NOS" AN	

- 3. Type in the user ID of, or search for and select. the Timekeeper whose employee assignments you want to view, and select the employee status from the **Status** list.
- 4. Click Continue.

webTA generates the Emp-Tkp User Assignment report.

Emp-T	kp User Assi	gnment Report	Help Logout
mployees in	Organization: DHS-HQ		
ME 24	Timekeeper	Employee Name	
150		Able, Mary	
		Carpenter, Brad	
F1-45		Grant, Caroline	
We at	MaCantus Fallis	Quintarelli, Caroline	
1110	wicGantry, Feilx	Sarnoff, Michelle	
		Smith, Robert	
		Test, Caroline	
		Ulrich, Elizabeth	
		Williams, Zach	
		Download Return	
VIII) C'		

5. If you want to open the report in Microsoft[®] Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

- OR -

If you want to download the report in Microsoft Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The Active T&A report

This report lists the current T&A status for all employees in an HR Administrator's agency. This report only returns the currently active T&As. Results can be filtered by pay period, user ID, unit code, status, and state.

The Timekeeper, Supervisor, HR Administrator by Organization report

This report lists employees possessing Timekeeper, Supervisor, or HR Administrator roles according to their organizations within the agency, and also lists all employees assigned to these roles under that organization.

The report lists the organization code in the first column, the name of the employee having the selected role in the second column, and their user ID in the third column.

When the report is viewed by HR Administrator, results are restricted to the HR Administrator's organization only. The organization name will be displayed at the top of the report.

Only those employees who have their organizations set in their employee profile are displayed in the report.

To generate the Timekeeper, Supervisor, HR Admin by Organization Code report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click User Orgs.

The Timekeeper, Supervisor, HR Admin by Organization Code Report page opens.

Timekeeper, Supervisor, HR Admin by Organization Code Report	
Organization Code Report Select role: Supervisors Update	
Select role: Supervisors Vupdate	
Select role: Supervisors Vupdate	
Select role: Supervisors _ Update	
Organization Code Supervisor Name Employee Id	
Administrator, The ADMIN	
DHQ Yungk, Christian CLY6	
Yungk, Christian CLY11	
Download Return	

3. If you want to open the report in Microsoft[®] Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

- OR -

If you want to download the report in Microsoft Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The User Role report

This report lists employees by role, and can be further filtered by organization and subordinate organization.

The report lists, by column, employees' names, user IDs, agencies, and organizations.

To generate the User Role report:

1. On the HR Administrator Main Menu page, click Reports.

The HR Administrator Reports Menu page opens.

2. Click User Role.

The User Role Assignment report opens.

e	r Role Assi	gnment	Report	t .	
	Select user role:		Active Emplo	yees 💌 Update	
	Organization		TSA 💌		
	Include Subordinal	te Organization	Г		
	15	7107		Result Page: 1 2 Next	
	Name	User ID	Agency	Organization	
	Amini, Tara	ADMIN	DHS-HQ	TSA	
	Bissell, Hugh	BISSEL	DHS-HQ	TSA	
	Buzov, Heywood	BUZOV	TSA	TSA	
	Eight, Five	FION	DHS-HQ	TSA	
	Redwith, Amanda	REKON	TSA	TSA	
	Te, Bongo	BONGO	TSA	TSA	
	Topen, Isadore	TOPEN	DHS-HQ	TSA	
	Developed TA	Brafia Da	unland ExceDine	Result Page: 1 2 Next	

- 3. If you want to view a list of T&A profiles, click **Download TAProfile**, click to select **Open**, then click **OK**.
 - OR -

If you want to save a list of T&A profiles in Microsoft Excel .XLS format, click **Download**, click **Save**, navigate to the location where you want to save the file, then click **OK**.

4. If you want to view a list of employee profiles, click **Download TAProfile**, click to select **Open**, then click **OK**.

- OR -

If you want to save a list of employee profiles in Microsoft Excel .XLS format, click **Download**, click **Save**, navigate to the location where you want to save the file, then click **OK**.

Finalized Timecards report

The Finalized Timecards report lets HR Administrators check the status of a particular Timekeeper's set of employee time cards for employees who are doing their final T&A (that is, they are retiring or have otherwise permanently left the organization.) These employees have **Is Final** checked on their T&A Profiles.

The report includes the Timekeeper's name, and total number of active employees. It also shows Total T&A Pending, On Hold, Affirmed, Certified, and Built for those employees, within the designated pay period.

To generate the Finalized Timecards report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click Final T&As.

The Finalized Timecard Report Parameters page opens.

Edic view Go Bookmark	s <u>T</u> ools Help	
	- 44 I	Help Logout
Einglized	Timesard Banart	Deremetere
Finalized	Ппесага кероп	Parameters
	From	То
Pay	Period Range 2006 - 4 - 200	6 - 26 -
	5-11	
-45	Continue Return	
Οp	12///	
KRONOS		

3. Define the range of the report by selecting the beginning and ending pay periods for the report from the **From** and **To** lists.

Click Continue.

4. The Finalized Timecard Report opens listing employees with finalized time cards for the range of pay periods you selected.

aliz	ed Timeca	ard Repor	t					
	Employee Name	Employee User Id	Employee SSN	Timekeeper User Id	Supervisor User Id	Organization	Pay Period	
	Quintarelli, Caroline	CAQ1	777-88-9999	BLACKT5	CALLI	DHS-HQ	19 2006	
	Smith, Robert	SMITHR1	888-999-1234	BLACKT5	CALLI	DHS-HQ	20 2006	
		10	Do	ownload Return				

5. If you want to download the report in Microsoft[®] Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The New Employee report

The New Employee report lists the names of the employee new to the system, their user ID, their SSN (if configured), their Timekeeper's ID, and their Supervisor's ID. (An employee remains new until one of their time cards is included in a build.)

IMPORTANT! New Employee report results include only those employees who have been assigned to a requesting HR Administrator's organization.

To generate the New Employee report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click New Emps.

The New Employee Report Parameters page opens.

Edit <u>V</u> iew <u>G</u>	p <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp	
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New	Employee Report Pa	arameters
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	Pay Period Range	
	Continue Return	
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3. Define the pay period range you want the report generated for by selecting from the **From** and **To** lists, then click **Continue**.

The New Employee Report page opens listing the new employees for the pay period range you specified.

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Employee Name	Employee User Id	Employee SSN	Timekeeper User Id	Supervisor User Id	Organization	Pay Period	
Lamier, Rocco	LAMROC	999-99-9997	SMITH23	MCNAIR	DHS-HQ	18 2006	
McGarner, Bruce	MCGAR1	999-88-7777	SMITH23	SMITH76	DHS-HQ	22 2006	
Test, Caroline	CAQ4	888-77-6545	BLATTE	SEMME	DHS-HQ	17 2006	
mcelroy, cheryl s	MCELROY	100-00-0000	BLEVINS	MCNAIR	DHS-HQ	17 2006	
25.						50 D.	
		C	ownload Return				
and and a start of the second start of the							

4. If you want to open the report in Microsoft[®] Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

- OR -

If you want to download the report in Microsoft Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The Uncertified Timecards report

This report lists employees' names, user IDs, SSNS (if configured), Timekeeper's IDs, and Supervisor's IDs of employees whose time cards have not been certified.

Results are restricted to the HR Administrator's organization.

To generate the Uncertified Timecard report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click **Uncertified T&As**.

The Uncertified Timecard Report page opens.

er	tified Ti	mecard	Report				
				-		1	-
	User Id	Supervisor User Id	Name	User Id	SSN	Organization	Pay Period
	MMMG1	BMCGAR	Smith, Fred	SMITH34	123-45-9054	DHS-HQ	20 2006
	NEB02	BMCGAR	Jones, Hal	CLY6	123-45-6785	DHS-HQ	20 2006
	NEBO2	KELL	Smith, James	CLY7	123-45-6786	DHS-HQ	20 2006
	POLAN	LORD3	Sallie, John	CLY8	123-45-6787	DHS-HQ	20 2006
	POLAN	LORD3	Yungk, Christian	CLY9	123-45-6788	DHS-HQ	20 2006
	2 Junio						
			Downlo	ad Return			

3. If you want to open the report in Microsoft[®] Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

- OR -

If you want to download the report in Microsoft Excel .XLS format, click to select **Save to Disk**, then click **OK**.

The Unvalidated Timecards report

This report lists employees' names, user IDs, SSNS (if configured), Timekeeper's IDs, and Supervisor's IDs of employees whose time cards have not been validated.

Results are restricted to the HR Administrator's organization.

To generate the Unvalidated Timecards report:

1. On the HR Administrator Main Menu page, click **Reports**.

The HR Administrator Reports Menu page opens.

2. Click Unvalidated T&As.

The Unvalidated Timecard Report page opens.

D.M. 197						Help
lidated T	'imecar	d Repo	rt		Result Page	: 1 2 Next
Timekeeper User Id	Supervisor User Id	Employee Name	Employee User Id	Employee SSN	Organization	Pay Period
ADMIN	ADMIN	Shock, Anna Phylactic	ANNA	987-65-4878	AELRED	23 2007
ADMIN	ADMIN	Funation, Bertha	BERTHAF	369-85-2147	AELRED	24 2007
ADMIN	ADMIN	Littleleft, Ilene A.	LITTLEI	234-34-3454	AELRED	24 2007
ADMIN	ADMIN	Test, HQ Timekeeper J	HQTIME	282-28-2777	TSA	09 2007
ADMIN	ADMIN	Administrator, The	ADMIN	000-00-0001	TSA	23 2007
TSAADMIN	TSASUPER	Test, Bongo J	BONGO	101-01-0101	TSA	01 2007
TSAADMIN	TSASUPER	Test, Cup J	CUP	234-89-7234	TSA	05 2007
TSAADMIN	TSASUPER	Test, Pebble J	PEBBLE	320-30-0000	TSA	05 2007
TSAADMIN	TSASUPER	Test, TSA Supervisor J	TSASUPER	359-35-9359	TSA	06 2007
TSAADMIN	TSASUPER	Test, TSA Timekeeeper J	TSATIME	239-38-8888	TSA	06 2007
TSAADMIN	TSASUPER	Test, Boulder J	BOULDER	333-77-3777	TSA	07 2007
					Result Page	: 1 2 Next
		Down	load Return	f.		

3. If you want to view the report, click **Download**, then click **Open**.

- OR -

If you want to save the report in Microsoft Excel .XLS format, click **Download**, click **Save**, navigate to the location where you want to save the file, then click **OK**.

The FESI Extract for Agency report

This report lets HR Administrators view or download a FESI file containing the built T&A records for a specified pay period range. The report includes all records that were built in that range. For example if a correction for pay period 09 of leave year 2005 was built in pay period 15 of the same pay period year, then a search for pay period 15 of leave year 2005 will include this record.

The report covers only those employees belonging to the HR Administrator's agency.

To generate the FESI Extract for Agency report:

1. On the HR Administrator Main Menu page, click Reports.

The HR Administrator Reports Menu page opens.

2. Click FESI extract.

The Agency FESI Report Criteria page opens.

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F	Agency FESI	Report Criteria	
		From To	
	Pay Period Range	2006 💌 20 💌 2006 💌 20 💌	
	Status	Active	
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	KRONOS		

3. Define the pay period range you want the report generated for by selecting from the **From** and **To** lists, select the status of the employees reported on from the **Status** list, then click **Download**.

A dialog box opens asking you if you want to save the file.

4. Click Save

Name the file and navigate to the location where you want to save the file.

IMPORTANT! Make sure you save the file in DAT format.

5. If you want to open the file, select **Open With**, then choose a standard text viewer such as WordPad or Notepad.

- OR -

If you want to save the file in .DAT format, click to select Save to Disk.