

## FY20 Quarter 4 Timekeeper Tips

These tips can be found on our website at [https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Leave\\_Compensation\\_Team/lc-timekeeper-tips](https://www.aphis.usda.gov/aphis/ourfocus/business-services/HRD/Leave_Compensation_Team/lc-timekeeper-tips)

### T&A Contact Point Numbers

How do I update my new employee's T&A Contact Point Number within webTA? This can be done by using the Timekeeper Profile from your Timekeeper Main Menu in webTA. The contact information is stored in the timekeeper's assigned employee's timesheet profiles.

To update your T&A Contact Point Number complete the following steps:

1. Click **Timekeeper Profile** from the Delegates/Reassignment section on the Timekeeper main menu.
2. Type your contact information – be sure to complete **all** of the fields.
3. Click **Save**.

Once this information is saved any new employee that is moved to your list will automatically be updated with the number you've stored. The NFC database will be updated once payroll runs.

How do I update my existing employee's T&A Contact Point Number?

- To make this update you would contact your [Leave and Compensation](#) service provider. Changes to an existing employee can only be made at the HR level.

### T&A Contact Point Number Key

- **Agency:** The Timekeeper's assigned agency. This will automatically populate based off of the agency you're under in webTA.
- **State Code:** The Timekeeper's assigned state.
- **Town:** The Timekeeper's assigned town.
- **Unit:** The Timekeeper's assigned town.
- **Timekeeper:** The Timekeeper's assigned ID.

### Takeover Function

With the most recent update to webTA timekeepers now have the capability to take over employees within webTA who are within their same agency.

To take over a new employee or one who is transferring from another program within your same agency complete the following steps:

1. Click **Takeover Employee** from the Delegates/Reassignment section on the main menu.
2. Enter the name of the employee you want to take over and hit **Search**. You must search by last name only.
3. Click **Select** on the row that identifies the employee you want to take over. The employee is assigned to your employee group.
4. Click **Cancel** to go back to the main menu.

What do I do if I need to take over an employee who is coming from another agency?

- You must first wait for the personnel action to apply. Remember we process in arrears so the new/transferring employee won't be available to take over until the 2<sup>nd</sup> week of their first pay period with you.

### **Corrected Timesheets**

In general, corrected timesheets may be completed to change hours, TC codes, FMMI codes, etc. within the past 26 pay periods. If corrections are needed going back further than 26 pay periods, please reach out to your [Civilian Pay Technician](#) for assistance.

In order to validate a corrected timesheet, two remarks are required. An **Action Remark** and a **Pay Period Remark**. Corrected timesheets should be completed prior to the current pay period timesheet.

The screenshot shows the 'Remarks (0)' tab in the webTA interface. It features a 'Pay Period Remark' field highlighted in yellow. Below this is a table with columns 'Add', 'Date', and 'Ent'. The 'Add' column contains a plus sign. Below the table is the 'Action Remarks' field, which is currently empty, with a character count of 242 remaining.

If multiple corrections are needed for an employee, **a maximum of 5 corrected timesheets may be submitted during a given pay period**. If more than 5 corrected timesheets are completed in webTA for an employee, the additional corrected timesheets will not fully process at the NFC level and will need to be completed again. For example, if you need to do 8 corrected timesheets for a single employee, 5 may be completed in pay period 23 and then the remaining 3 corrected timesheets may be completed during pay period 24.

If a corrected timesheet is completed to change leave types or the numbers of hours used, the employee's **leave balances should update in webTA after payroll has been completed by NFC**. The employee and the timekeeper should be able to see the updated leave balances the following Monday (payday). If the updated leave balances cannot be seen at that time a leave audit ([HRO 717](#)) will need to be completed and sent to the HR Leave Audit mailbox ([HR.Leave.Audits@usda.gov](mailto:HR.Leave.Audits@usda.gov)) to demonstrate the correct leave balances. When the leave audit has been reviewed you'll be contacted with further information/instructions.

**If a corrected timesheet is completed to accrue or earn credit hours, regular compensatory time, or travel compensatory time, these hours cannot be used until the corrected timesheet has been fully processed with payroll for the current pay period.** These hours may be used the following pay period on the current timesheet or at that time a subsequent corrected timesheet may be completed as needed. For example, a corrected timesheet is being completed to add 5 hours of regular compensatory time worked for pay period 13 during payroll for pay period 15, these 5 hours **may not** be used in the current pay period timesheet for 15. These hours are then available to be used on a timesheet

processed during pay period 16, this may be either the current pay period timesheet or a subsequent corrected timesheet.