

# Supervisor Screen

All employee records can be accessed from one page.

Click on the P icon to view the employee's profile

Click the employee's name to review his/her timesheet

See if/when the timesheet was submitted

Click the A icon to view the accounting data sent to NFC

See if the timesheet has been verified

Click here to certify the timesheet

Click on the M icon to view the employee's master

Notes from the employee and any timesheet edit warnings

Timesheet corrections (if you don't have any, this section will be empty)

This section serves as a reminder in case you have an employee in non-pay status

USDA WebTCAS															Natural Resources Conservation Service										Web Based Total Cost Accounting System										help
Main Menu					Status Report					Summary Report					Print Selected Master					Print Selected Timesheets															
Supervisor Screen															Pay Period 11										Jun. 3, 2001 - Jun. 16 2001										
Sel.	Employee	Group	PP Vers	Submit	NFC Acctg	Verify	NFC XMIT#	Cert	Total Hrs	AL	SL	Leave Used			Extra Hours																				
												Credit	Comp	Fam	SL	Comp	OT	Cred																	
Select All Clear All Pay Period 11 Records																																			
<input type="checkbox"/>	<a href="#">Jones, Sandy L.</a>	Area 1	11	06/18	<a href="#">A</a>			<input type="checkbox"/>	83.00	4.00		10.00						3.00																	
<input type="checkbox"/>	<a href="#">Nordstrom-Richards,</a>	Area 1	11	06/18	<a href="#">A</a>	Y	061801	<input checked="" type="checkbox"/>	100.00									20.00																	
<input type="checkbox"/>	<a href="#">Paine, Bob</a>	Area 1	11	06/15	<a href="#">A</a>	Y		<input type="checkbox"/>	80.00																										
NOTE: Please Note 2 hours Hazard Pay for 2nd Wednesday. WARNING: TOD was modified for this PP.																																			
<input type="checkbox"/>	<a href="#">Roberts, Steve</a>	Area 1	11	06/18	<a href="#">A</a>			<input type="checkbox"/>																											
<input type="checkbox"/>	<a href="#">Smith, Shelby</a>	Area 1	11					<input type="checkbox"/>																											
<input type="checkbox"/>	<a href="#">Toole, Sara</a>	Area 1	11	06/18	<a href="#">A</a>			<input type="checkbox"/>	64.00	4.00																									
WARNING: 8 hours LWOP recorded.																																			
<input type="checkbox"/>	<a href="#">Ogle, Brenda</a>	Area 1	11	06/15	<a href="#">A</a>	Y	061801	<input checked="" type="checkbox"/>	80.00																										

Select All Clear All Corrections to be Transmitted with Pay Period 11																																		
<input type="checkbox"/>	<a href="#">Jones, Sandy L.</a>	Area 1	10.1	06/18	<a href="#">A</a>			<input type="checkbox"/>	82.00	2.00		1.00						2.00																
Correction Fund Change 01T to 02R03																																		
<input type="checkbox"/>	<a href="#">Ogle, Brenda</a>	Area 1	9.1	06/15	<a href="#">A</a>	Y	061801	<input checked="" type="checkbox"/>	80.00																									
Correction: Half of time charged to 94 for detail to R0																																		

Select All Clear All Employees Not in Pay Status in Pay Period 11																																		
<input type="checkbox"/>	<a href="#">Madison, Mary</a>	Area 2						<input type="checkbox"/>																										

Summary of the hours recorded on each timesheet

## Helpful Hints:

- To print one or more timesheets:
  - Click the checkbox(es) in the Select column for the timesheet(s) you want to print
  - Click the "Print Select PP Records" option (just under the dates).
- Click the **Submit** column title to sort the employee list so timesheets without a submit date are listed first.
- Click the **NFC XMIT#** column title to sort the employee list so timesheets without a transmit date are listed first.