

WebTCAS Help

Table Of Contents

Access.....	1
Browser Setup.....	1
To set browser General options	1
To set browser JavaScript and Cookies options	1
To adjust browser print options	2
Print Documentation.....	2
How to print Help topics.....	2
How to view and print document files	3
WebTCAS Support.....	3
General WebTCAS Support	3
Broken Links.....	4
Log In Problems	4
Employee Information	5
Getting Started for Employees	5
Logging In.....	5
Using the Main Menu.....	5
Setting Up Your Profile	6
Editing Your Timesheet	8
Main Menu and Profile Data.....	11
Timesheet Entry	14
Print or View Timesheet.....	17
View Master Record.....	18
Employee Summary Report.....	20
Tips for Employees	22
General Hints and Information.....	22
Hints to Make Timesheet Data Entry Easier.....	23
How to Print a Timesheet	23
What those Error Messages Mean	23
Timekeeper Information	25
Getting Started for Timekeepers	25
Logging In.....	25
Using the Timekeeper Main Menu.....	25
Setting Up Your Timekeeper Profile Data	26

WebTCAS Help

Backing up another Timekeeper.....	26
Using the Timekeeper Screen	26
Left Side of Timekeeper Screen	26
Right side of Timekeeper Screen.....	28
Timekeeper Screen.....	30
Using the Timekeeper Screen	30
Left Side of Timekeeper Screen	30
Right side of Timekeeper Screen.....	31
Update Profile (Timekeeper).....	32
Update Master Record (Timekeeper).....	34
Prepare a Corrected T&A.....	36
Employee Summary Report.....	37
Leave Audit Report	39
Other Reports and Utilities.....	40
Search Utility	41
Timesheet Status Report	42
POI Information.....	45
Getting Started for POI Coordinators	45
Logging In.....	45
Using the POI Coordinators Main Menu.....	45
Setting Up Your POI Coordinator Profile Data	46
Using the POI Screen.....	46
Left Side of POI Coordinator Screen	46
Right side of POI Coordinator Screen.....	48
Assigning Timekeeper to New/Transfer Employee	49
Transferring Employee to Default Timekeeper.....	49
Update POI Reviewer List	50
Update Timekeeper List	50
Supervisor Information.....	51
Getting Started for Supervisors.....	51
Logging In.....	51
Using the Supervisor Main Menu	51
Setting Up Your Supervisor Profile Data	51
Backing up another Supervisor	52
Using the Supervisor Screen.....	52

Table Of Contents

Left Side of Supervisor Screen 52
Right side of Supervisor Screen 54

WebTCAS Help

Access

You must be an NRCS employee with an eAuthentication account to access WebTCAS.

1. Using Internet Explorer, go to the WebTCAS site
<http://webtcas.nrcs.usda.gov/webtcas>
2. Click **Login**.
3. Login using your eAuthentication ID and password, Employee Main Menu will display.
4. System notes display on login page.

Browser Setup

WebTCAS is an internal application. It is designed to run using Internet Explorer.

To set browser General options

1. Click **Tools**.
2. Click **Internet Options**.
3. Select the General tab.
4. Click **Settings** (Temporary Internet Files).
5. 'Check for newer versions of stored pages' should be set to one of the following:
 - Automatically
 - Every visit to page
6. Click **OK**.

To set browser JavaScript and Cookies options

1. Click **Tools**.
2. Click **Internet Options**.
3. Select the Security tab.
4. Enable JavaScript.
 - Click Internet icon on Security tab
 - Click **Custom Level** button.
 - Scroll to Scripting>Active Scripting
 - Click the radio button preceding Enable, if not already checked
 - Click **OK**
5. Allow cookies from this website.

- Click **Trusted Sites** icon on Security tab
 - Click **Sites** button
 - Type in site address
 - Click **Add**
 - Click **OK**
6. Click **OK** to close Internet Options dialog.

To adjust browser print options

1. Set Internet Options to print background color (if desired)
 - Click **Tools** on the browser menu bar
 - Click **Internet Options**
 - Click **Advanced** button
 - Scroll to Printing
 - Click radio button preceding 'Print background colors and image', if it is not already checked
2. Set File/Print settings
 - Click **File** on the browser menu bar
 - Click **Page Setup** on the drop-down menu
 - Adjust **Orientation** and **Margin** settings as appropriate for the page you want to print
 - Print narrow pages on Portrait; wide on Landscape
 - Use narrow margins to obtain more width for printing
 - Click Printer to change printer selection and preferences
 - Select printer from list
 - Click **Preference** button to access preference choices
 - Make changes
 - Click **OK** to close Page Setup Printer dialog
 - Click **OK** to close Page Setup main dialog

Print Documentation

How to print Help topics

The online help system contains the most extensive information on using the WebTCAS application. Any help topic can be printed.

1. Right-click on the page that is open in the right frame of the browser window.
2. Select **Print**.

Most of the application pages and help are designed for vertical (portrait) printing and should not require special adjustments, such as setting the printer for landscape printing. However, you can adjust the browsers for landscape printing, if necessary.

(You can also print the comprehensive [WebTCAS Help](#) document that contains most of the help topics.)

How to view and print document files

Several documents are available from within the help system or from the WebTCAS home page. Some Quick Reference guides have replaced by up-to-date help pages. The Getting Started documents have been updated to provide new users and users in new roles with handy overviews. (Users can also elect to print help topics not addressed in the Getting Started documents.)

1. Click on the document name.
2. Right-click.
3. Select **Print**.

The documents below require either [Microsoft Power Point](#) or [Adobe Acrobat Reader](#).

General WebTCAS

-  [WebTCAS Introduction](#)
-  [WebTCAS Overview](#)
-  [WebTCAS Help](#) (comprehensive document of all help content)
- [WebTCAS Program Descriptions](#) (provides links to current and archive program documents)

Employees

-  [Getting Started for Employees using WebTCAS](#)
-  [POI Coordinators List](#) (identifies current POI Coordinators for all locations)

Timekeepers

-  [Getting Started for Timekeepers using WebTCAS](#)

Supervisors

-  [Getting Started for Supervisors using WebTCAS](#)

Personnel Office Identifier (POI) Coordinators

-  [Getting Started for POI Coordinators using WebTCAS](#)

WebTCAS Support

General WebTCAS Support

Support for WebTCAS is through a network of [POI \(Personnel Office Identifier\) Coordinators](#). Every State, Region, NHQ and Center/Institute has a designated POI Coordinator.

All problems, questions and concerns related to WebTCAS should first be directed to your assigned timekeeper or POI Coordinator. The POI Coordinator will then contact the Helpdesk or WebTCAS Application Project Manager for any needed assistance.

The current [POI Coordinator list](#) can be found on the WebTCAS Home page.

- From the Login page, click on **WebTCAS Home**.

WebTCAS Help

- Under Quick Access, click on **POI Coordinators List**.

Broken Links

Due to the dynamic nature of the internet, links listed on WebTCAS may sometimes stop working. In some cases the stoppage is temporary, and the link may begin working again if tried later. If a problem persists, contact WebTCAS through your POI Coordinator.

Log In Problems

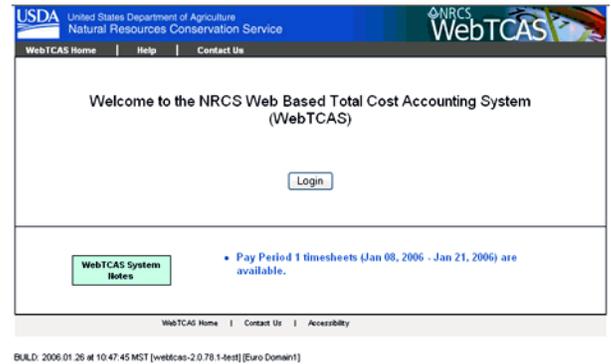
If you are having problems logging into WebTCAS and other applications using your eAuthentication account, visit the eAuthentication [Help Page](#) for assistance. You can also contact the eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

Employee Information

Getting Started for Employees

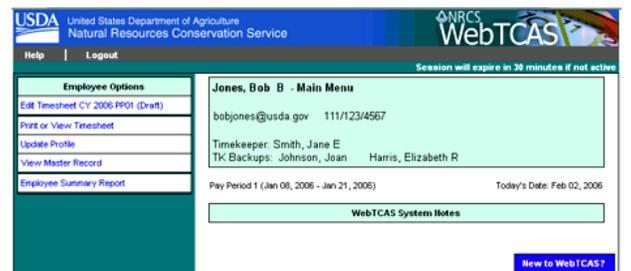
Logging In

- Using Internet Explorer, go to the WebTCAS site <http://webtcas.nrcs.usda.gov/webtcas>
- Click **Login**.
- Login using your eAuthentication ID and password, Employee Main Menu will display.
- System notes display on login page.



Using the Main Menu

- Access options on main menu bar below banner or from leftside menu (customized by your WebTCAS user type).
- System notes also display on main menu page.
- Click **Help** or **New to WebTCAS** to access online help and documentation.



Setting Up Your Profile

The first time you use WebTCAS and before you do anything else, set up your user profile. After that, you only need to go to this screen to change your timesheet set up.

- Click **Update Profile** on your Main Menu.
- Check your email address and phone number. If this data is missing or incorrect, you must add or correct the information using iCAMS /HRIS (<https://icams.usda.gov/>).
- The My Default Page After Login is initially set to your Main Menu. If you prefer to start at your Timesheet, click the down arrow and click Timesheet.
- Check/Change Your Established Work Schedule
 - Review the Type of work schedule, From/To hours, and Lunch in “Current Work Schedule” section.
 - If you need to make changes, do so in the “New Standard Work Schedule” section.
 - The “Copy Monday” button is very useful for changing scheduled hours. First, select your tour type. Then, type your new Hours, From and To times and Lunch minutes in the cells under the first Monday. Finally, click **Copy Monday** to copy those hours to the rest of the cells.
- Identify defaults for a new timesheet
 - Click the down arrow in the “County” box, and click a county name.
 - Click the down arrow in the “Program” box, and click a program code.
 - Click the down arrow in the “Activity” box, and click an associated activity code.
 - Click the down arrow in the “Modifier” box, and click an associated modifier if applicable.

The screenshot shows the 'Profile' page for 'Jones, Bob B (000000)'. It includes a 'Work Schedule' table with columns for days of the week and time slots (Hours, From, To, Lunch). Below this is a 'New Standard Work Schedule' section with a 'Copy Monday' button. The 'General Processing Information' section shows 'My Default Page After Login' set to 'Main Menu' and 'Fill in My Extra Hours As' set to 'No Default'. The 'Identify Timesheet Categories for a New Timesheet' section has dropdowns for 'County' (DR - BAKER), 'Program' (US-CTA-GENRL), 'Activity' (Cnvv Inpl), and 'Modifier' (NA-DR - BAKER). It also shows 'Current Selections For Leave' and 'Current Selections For Extra Hours'. The 'Employee Processing Options' section has checkboxes for 'Can Use - Benefits All Programs' and 'Supervisor certification required before transmission to NFC'.

 **Add only those program and activity codes you use regularly. You can add an occasionally-used code directly to the timesheet for a specific pay period. If you find you add the same code frequently, change your defaults here.**

 **“No Default”, means you will have to enter all extra hours on your timesheet. If you regularly need to split extra hours between 2 or more categories, choose “No Default”.**

 **Program/Activity Codes, Leave/Extra Hours, and Scheduled Tour changes go into effect the next time you create a new timesheet. All other changes take effect immediately.**

- Click **Add**. (The program activity code will appear in the box below Delete and Add.)
 - Repeat these steps as often as needed to add multiple program/activity codes to your timesheet.
 - Click the down arrow in the “Categories for Leave” box, and select the code you want.
 - Click **Add**. (Your choice will appear in the box below Delete and Add.)
 - Repeat these steps to add additional leave codes to your timesheet.
 - Likewise, complete the “Categories for Extra Hours” box to add extra hours codes to your timesheet.
 - If you are on the Flexitour work schedule, you can choose your Extra Hours default using the down arrow in the “Fill-in my Extra Hours as” box. Then, click the category under which you are most likely to record Credit Time worked.
- Click **Save Profile** on the toolbar to save Profile changes and return to the Main Menu

Editing Your Timesheet

- Click Edit Timesheet (for the pay period being processed)
- Record hours worked in Program/Activity/Modifier/County.
 - For each day, type in the number of hours spent working on the various program activities listed. If you need to add a code, click the **+** in the section heading. A window will appear from which you can select the code.
- Record leave taken and clock hours in the Leave Sections.
 - On the days you took leave, type the number of hours used in the appropriate leave category. Right below that, also enter the From/To clock hours. If you need to add a category, or more From/To lines, click the **+** in the appropriate section heading. A window will appear from which you can select the category.

Your leave balance as of the beginning of the pay period is shown in parentheses for the common leave categories. [Example: Annual (262.00)].

When entering clock hours you can take some shortcuts. Enter 8 instead of 8:00.

- Record credit, comp, or overtime hours worked in Actual/Extra Clock Hours.
 - On the days you worked over your scheduled tour, record the hours you worked in the appropriate category. If you need to add a category, click the **+** in the section heading. A window will appear from which you can select the category.
 - Enter the associated Clock Hours. (For example if your tour of duty is 8:00-4:30 and you worked an extra 30 minutes at the end of your tour, you would enter 4:30

The screenshot displays the 'Jones, Bob B (000000) - Timesheet' interface. At the top, it shows the user's name and pay period (1.0) for the dates Jan 8, 2006, to Jan 21, 2006. The main grid allows recording hours for various program activities (e.g., US-CTA-GENRL, US-EOP, US-EOP-45WVC) across days of the week. Below the grid, there are sections for 'Leave Used (Balance)', 'Leave Clock Hours', 'Extra Hours', and 'Actual Extra Clock Hours'. Each section has a '+' icon to add new rows. At the bottom, there is a 'Notes' section with four text areas: 'Employee Note to Timekeeper', 'System Note', 'Timekeeper Note', and 'Supervisor Note'. A footer note states 'All Notes are recorded on the Final Timesheet'.

+ The + symbol is used on several sections of the timesheet. Clicking this symbol allows you to add a row to the section for the current pay period timesheet.

to 5:00 in this section.)

WebTCAS will automatically assign extra hours to the category you established in your profile unless you set that option to “No Default”. But you always have to enter the associated clock hours.

- Record clock hours for tour of duty changes in Actual/Extra Clock Hours.
 - If you deviated from your established tour , type the From/To hours you actually worked under Actual/Extra Clock Hours . (For example, if your scheduled tour is 8:00 to 4:30 but you worked 8:30 to 5:00 instead on first Wednesday, you would record those hours in this section.
 - If you need more From/To lines in either section, click  in the section heading.

When entering clock hours you can take some shortcuts. Enter 830 instead of 8:30.

- Add an explanatory note for your Timekeeper (if necessary).
 - Click in the white box under the Note to Timekeeper section and type your message. (For example: If you earned Hazard Pay, you might write the following note to your Timekeeper, “Please Note 2 hours Hazard Pay for 2nd Wednesday.”)
 - Anything you type in this box will become part of the official timesheet for the pay period. So restrict your messages to business issues associated with the timesheet.
- **Save** or **Submit** your timesheet.

In a browser environment your changes are not automatically saved for you. If you exit the browser without saving, your changes will be lost.

- If your timesheet is not complete, click **Save Draft** on the toolbar.
- If your timesheet is complete, click **Submit to TK** on the toolbar.

After you submit your timesheet, WebTCAS will check for errors. If WebTCAS detects any errors, you will be prompted to correct and resubmit your timesheet.

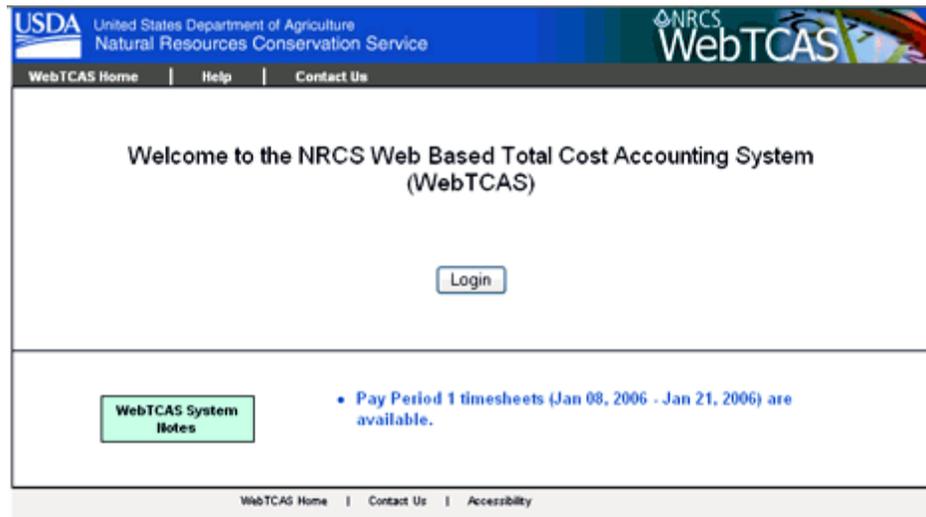
- Exit WebTCAS.
 - When exiting from your Main Menu, click the **Logout** button in the upper right corner. It is preferable to click **Logout** rather than click the  in the upper right corner of the browser window, because Logout will close your session and free up the connection for another user.

Your session will automatically time out after 30 minutes of non-use.

Main Menu and Profile Data

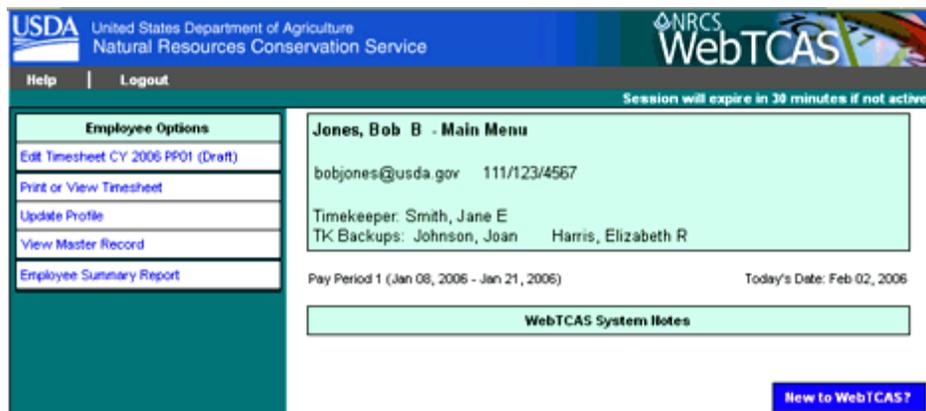
1. Logon to WebTCAS.

- Using Internet Explorer, go to the WebTCAS site
<http://webtcas.nrcs.usda.gov/webtcas>



BUILD: 2006.01.26 at 10:47:45 MST [webtcas-2.0.78.1-test] [Euro Domain1]

- Click **Login**.
- Login using your eAuthentication ID and password, Employee Main Menu will display.



2. Update your basic WebTCAS Profile choices.

The first time you use WebTCAS and before you do anything else, set up your user profile. After that, you only need to go to this screen to change your timesheet set up.

- Click **Update Profile** on your Main Menu.

The screenshot displays the USDA WebTCAS interface for user Bob B Jones (000000). The page is divided into several sections:

- Header:** USDA United States Department of Agriculture Natural Resources Conservation Service. Includes navigation links for 'Return to Main Menu' and 'Save Profile', and a session expiration warning: 'Session will expire in 39 minutes if not active'.
- Profile:** 'Jones, Bob B (000000) - Profile'.
- Work Schedule:**
 - Current Work Schedule:** Schedule: Maxflex; Type: Full Time; Hours: 80.0. A table shows work hours from 07:00 to 03:30 on Monday through Friday, with a 30-minute lunch period.
 - New Standard Work Schedule:** A section for defining a new schedule with a table for days of the week and corresponding hours.
- General Processing Information:**
 - Email and Phone: bob.jones@usda.gov, 711-723-4567.
 - My Default Page After Login: Main Menu.
 - Fill-in My Extra Hours As: No Default.
- Identify Timesheet Categories for a New Timesheet:**
 - Build New Categories Here:** Fields for County (OR - BAKER), Program, Activity, and Modifier.
 - Currently Selected Categories:** A list of categories including US-CTA-GENRL, US-EQIP, and US-EQIP-GSWC.
 - Timesheet Categories for Leave:** Includes 'Annual Leave' and a list of current selections like 'Annual Leave', 'Credit Used', etc.
 - Timesheet Categories for Extra Hours:** Includes 'Credit Earned' and a list of current selections like 'Credit Earned - US-CTA-GENRL', etc.
- Employee Processing Options (Maintained by Timekeeper):**
 - Can Use - Benefits All Programs (CAMS Position Location: Area Office)
 - Supervisor certification required before transmission to NFC

- Check your email address and phone number. If this data is missing or incorrect, you must add or correct the information using iCAMS /HRIS (<https://icams.usda.gov/>).

- The My Default Page After Login is initially set to your Main Menu. If you prefer to start at your Timesheet, click the down arrow and click Timesheet.

3. Check/change your established work schedule

- Review the Type of work schedule, From/To hours, and Lunch in “Current Work Schedule” section.
- If you need to make changes, do so in the “New Standard Work Schedule” section.

The “Copy Monday” button is very useful for changing scheduled hours. First, select your tour type. Then, type your new Hours, From and To times and Lunch minutes in the cells under the first Monday. Finally, click Copy Monday to copy those hours to the rest of the cells.

4. Identify Defaults for a New Timesheet

- Click the down arrow in the “County” box, and click a county name.
- Click the down arrow in the “Program” box, and click a program code.
- Click the down arrow in the “Activity” box, and click an associated activity code.
- Click the down arrow in the “Modifier” box, and click an associated modifier if applicable.
- Click **Add**. (The program activity code will appear in the box below Delete and Add.)
- Repeat these steps as often as needed to add multiple program/activity codes to your timesheet.

Add only those program and activity codes you use regularly. You can add an occasionally-used code directly to the timesheet for a specific pay period. If you find you add the same code frequently, change your defaults here.

- Click the down arrow in the “Categories for Leave” box, and select the code you want.
- Click **Add**. (Your choice will appear in the box below Delete and Add.)
- Repeat these steps to add additional leave codes to your timesheet.
- Likewise, complete the “Categories for Extra Hours” box to add extra hours codes to your timesheet.
- If you are on the Flexitour work schedule, you can choose your Extra Hours default using the down arrow in the “Fill-in my Extra Hours as”

box. Then, click the category under which you are most likely to record Credit Time worked.

“No Default”, means you will have to enter all extra hours on your timesheet. If you regularly need to split extra hours between 2 or more categories, choose “No Default”.

5. Click **Save Profile** on the toolbar to save Profile changes and return to the Main Menu

Program/Activity Codes, Leave/Extra Hours, and Scheduled Tour changes go into effect the next time you create a new timesheet. All other changes take effect immediately.

Timesheet Entry

1. Click **Edit Timesheet** – (for the pay period being processed)

The timesheet graphic is very large. Therefore, the timesheet is presented in sections.

Jones, Bob B (000000) - Timesheet		Maxflex (F)							Pay Period 1.0							Jan 8, 2006 - Jan 21, 2006						
Program	Activity	Modifier	County	Sun 8	M 9	Tu 10	W 11	Th 12	F 13	Sat 14	Sun 15	M 16	Tu 17	W 18	Th 19	F 20	Sat 21	PP				
US-CTA-GE8PL	Chsrvt Impl	NA	OR - BAKER															0.00				
US-CTA-GE8PL	Chsrvt Impl	NA	OR - MALHEUR															0.00				
US-CTA-GE8PL	Chsrvt Impl	NA	OR - UNION															0.00				
US-EOP	Chsrvt Impl	NA	OR - BAKER			10.00	7.00											17.00				
US-EOP	Chsrvt Impl	NA	OR - MALHEUR															0.00				
US-EOP	Chsrvt Impl	NA	OR - UNION															0.00				
US-EOP	Chsrvt Impl	NA	OR - WALLOWA															0.00				
US-EOP-GSWC	Chsrvt Impl	NA	OR - BAKER		8.00													8.00				
US-EOP-GSWC	Chsrvt Impl	NA	OR - MALHEUR		2.00		1.00											3.00				
US-EOP-GSWC	Chsrvt Impl	NA	OR - UNION															0.00				
US-EOP-GSWC	Chsrvt Impl	NA	OR - WALLOWA															0.00				
US-SBOW	Prog Mgmt & Spt	NA	OR - BAKER															0.00				
US-WRP	Chsrvt Impl	NA	OR - MALHEUR															0.00				
US-WRP	Chsrvt Impl	NA	OR - UNION															0.00				

2. Record hours worked in Program/Activity/Modifier/County.

For each day, type in the number of hours spent working on the various program activities listed. If you need to add a code, click the in the section heading. A window will appear from which you can select the code.

3. Record leave taken and clock hours in the Leave Sections.

Leave Used (Balance)	Sun 8	M 9	Tu 10	W 11	Th 12	F 13	Sat 14	Sun 15	M 16	Tu 17	W 18	Th 19	F 20	Sat 21	PP
Annual Leave (110.50)					9.00										9.00
Credit Used (4.25)															9.00
Other Leave - Federal Holiday									9.00						9.00
Sick Leave (166.75)															9.00
Leave Clock Hours															
From:					07:00										
To:					03:00										
Week Totals					34.50					9.00					42.50
Day Totals	0.00	9.00	10.00	9.50	9.00	9.00	0.00	0.00	9.00	9.00	0.00	0.00	0.00	0.00	42.50
Scheduled Hours	Override: 0.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00 9.00														

- On the days you took leave, type the number of hours used in the appropriate leave category. Right below that, also enter the From/To clock hours. If you need to add a category, or more From/To lines, click the  in the appropriate section heading. A window will appear from which you can select the category.

Your leave balance as of the beginning of the pay period is shown in parentheses for the common leave categories. [Example: Annual (262.00)].

When entering clock hours you can take some shortcuts. Enter 8 instead of 8:00.

4. Record credit, comp, or overtime hours worked in Actual/Extra Clock Hours.

Extra Hours	Sun 8	M 9	Tu 10	W 11	Th 12	F 13	Sat 14	Sun 15	M 16	Tu 17	W 18	Th 19	F 20	Sat 21	PP
Credit Earned															0
US-CTA-GENRL Cnstrv Impl NA															0
OR - BAKER															0
Credit Earned															2
US-EOP Cnstrv Impl NA			2.00												2
OR - BAKER			2.00												2
Credit Earned															0
US-EOP Cnstrv Impl NA															0
OR - MALHEUR															0
Credit Earned															0
US-EOP Cnstrv Impl NA															0
OR - UNION															0
Credit Earned															0
US-EOP Cnstrv Impl NA															0
OR - WALLONIA															0
Credit Earned															0
US-EOP-GSWC Cnstrv Impl NA															0
OR - BAKER															0
Credit Earned															0.5
US-EOP-GSWC Cnstrv Impl NA				0.50											0.5
OR - MALHEUR				0.50											0.5
Credit Earned															0
US-EOP-GSWC Cnstrv Impl NA															0
OR - WALLONIA															0
Credit Earned															0
US-WRP Cnstrv Impl NA															0
OR - MALHEUR															0
Credit Earned															0
US-WRP Cnstrv Impl NA															0
OR - UNION															0

- On the days you worked over your scheduled tour, record the hours you worked in the appropriate category. If you need to add a category, click the  in the section heading. A window will appear from which you can select the category.

WebTCAS Help

- Enter the associated Clock Hours. (For example if your tour of duty is 8:00-4:30 and you worked an extra 30 minutes at the end of your tour, you would enter 4:30 to 5:00 in this section.)

WebTCAS will automatically assign extra hours to the category you established in your profile unless you set that option to “No Default”. But you always have to enter the associated clock hours.

5. Record clock hours for tour of duty changes in Actual/Extra Clock Hours.

Actual Extra Clock Hours															
From:				07:00	07:00										
To:				04:30	04:00										
Lunch (in minutes):				30	30										

Standard Week Schedule	Sun 8	M 9	Tu 10	W 11	Th 12	F 13	Sat 14	Sun 15	M 16	Tu 17	W 18	Th 19	F 20	Sat 21
Hours:	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00
From:	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00	07:00
To:	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30	03:30
Lunch:	30	30	30	30	30	30	30	30	30	30	30	30	30	30

- If you deviated from your established tour , type the From/To hours you actually worked under Actual/Extra Clock Hours . (For example, if your scheduled tour is 8:00 to 4:30 but you worked 8:30 to 5:00 instead on first Wednesday, you would record those hours in this section.
- If you need more From/To lines in either section, click in the section heading.

When entering clock hours you can take some shortcuts. Enter 830 instead of 8:30.

6. Add an explanatory note for your Timekeeper (if necessary).

Jones, Bob B - Notes	
Employee Note to Timekeeper	System Note
Timekeeper Note	Supervisor Note
All Notes are recorded on the Final Timesheet	

- Click in the white box under the Note to Timekeeper section and type your message. (For example: If you earned Hazard Pay, you might write the following note to your Timekeeper, “Please Note 2 hours Hazard Pay for 2nd Wednesday.”)
- Anything you type in this box will become part of the official timesheet for the pay period. So restrict your messages to business issues associated with the timesheet.

7. **Save** or **Submit** your timesheet!

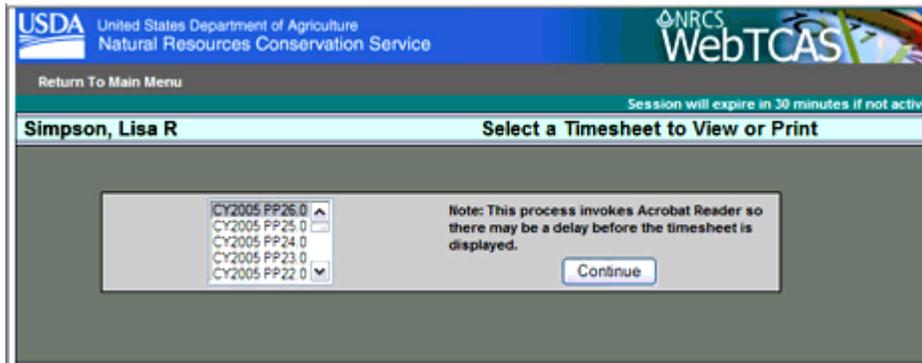
In a browser environment your changes are not automatically saved for you. If you exit the browser without saving, your changes will be lost.

- If your timesheet is not complete, click SAVE DRAFT on the toolbar.
- If your timesheet is complete, click SUBMIT TO TK on the toolbar.

After you submit your timesheet, WebTCAS will check for errors. If WebTCAS detects any errors, you will be prompted to correct and resubmit your timesheet.

Print or View Timesheet

1. Login to WebTCAS.
2. Select Print or View Timesheet.



The Timesheet selection screen is displayed.

Acrobat Reader must be installed on your system to generate a timesheet view.

2. Click on a Pay Period to select it.
3. Click **Continue**.
4. The Acrobat file of the timesheet is generated. You may choose to:
 - View the timesheet online.
 - Click the printer icon in the Acrobat toolbar to print the file.
 - Right-click and select Print.
5. After printing close the Acrobat window.
 - Click File on the toolbar.

- Select Close.

View Master Record

The master record displays your CAMS information, Funding Information, ACRES/CIS Reporting Information, and Leave Summary Data. Any changes to the CAMS data must be directed to an HR Specialist.

United States Department of Agriculture
 Natural Resources Conservation Service

Return to Main Menu Session will expire in 30 minutes if not active

Miller, Barbara (00000) Master

Pay Period 1.0 Jan 08, 2006 - Jan 21, 2006

Last Update: No updates this pay period. Timekeeper: Group: PNM

New Employee This PP: No

Eff Start Date (mm/dd/yyyy)

In Pay Status Yes No

Final T&A This PP? No Yes

Eff End Date (mm/dd/yyyy)

CAMS Information

Personnel Office Identifier	
Number	5301
Name	TEMPLE, TX

General Information	
CAMS Status	Active
Pay Type	GS
Supervisor	Gregorian, Gregory H

Appt. Information	
Schedule	Full Time
Hours (in PP)	80.00
Day Appt.	No

Funding Information

Default Division Charged: 48 - Texas

Paid Leave Allocations:				
	%	Fund	Reporting Category	Job Number
Primary	100	64T - BNFTS ALL PGMS DIRECT	00 - Not Applicable	00000000 - Not Applicable
Other 2		- Select Value -		
Other 3		- Select Value -		
Other 4		- Select Value -		
100%				

ACRES/CIS Reporting

Duty Station OIPD in CAMS	102479: STATE OFFICE
Duty Station OIPD for CIS	102479: STATE OFFICE <input type="button" value="Change"/>
Site Name	STATE OFFICE
County	BELL, TX

Leave Summary as of the Beginning of the Pay Period

Leave Balances & Used to Date Balances	Beg Bal	PP Adjust	Category	Ceiling	Adv Leave Approved	Eligible To Use	Approval Start Date mm/dd/yyyy	Approval End Date mm/dd/yyyy
Annual Leave	240.00	0.00	8	240.00	<input checked="" type="checkbox"/>			
Annual Leave PTCO	0.00	0.00						
Sick Leave	912.00	0.00	4		<input checked="" type="checkbox"/>			
Sick Leave PTCO	0.00	0.00						
Credit Leave	24.00	0.00		24.00				
Comp Time	50.00	0.00						
Comp Time Religious	0.00	0.00			<input checked="" type="checkbox"/>			
Comp Time Travel	0.00	0.00						
AL Received (Donated)	0.00	0.00				<input checked="" type="checkbox"/>		
Home Leave	0.00	0.00						
Leave as an Award	0.00	0.00						
Military/Reguler Hours Available	0.00	0.00				<input type="checkbox"/>		
Restored Annual Leave	0.00	0.00						
AL Donated (to Others)	0.00	0.00						
Family Care Sick Leave	0.00	0.00						
LWOP - FmLA	0.00	0.00						
LWOP	0.00	0.00						
Military/Reguler Hours Used	0.00	0.00						
Military/Emergency Hours Used	0.00	0.00				<input checked="" type="checkbox"/>		
Absence Without Leave	0.00	0.00						
Suspension	0.00	0.00						

Notes

Timekeeper Note of Changes to Master <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	System Note <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
---	--

Employee Summary Report

Obtain a summary report of Program/Activity/Modifier data and leave usage and accrual. Reports can be selected for Calendar Year or Fiscal Year.

1. On the main menu, click **Employee Summary Report**.



The screenshot shows the WebTCAS interface for the 'Employee Summary - Select Year' report. The header includes the USDA logo and 'United States Department of Agriculture Natural Resources Conservation Service' on the left, and the NRCS logo and 'WebTCAS' on the right. Below the header, there is a 'Return To Main Menu' link and a session expiration warning: 'Session will expire in 30 minutes if not active'. The user's name 'Jones, Bob B' is displayed on the left, and the report title 'Employee Summary - Select Year' is on the right. The main content area contains two dropdown menus: 'Select Type' with options 'CY' and 'FY', and 'Select Year' with options '2001', '2002', '2003', '2004', and '2005'. A 'Continue' button is located to the right of the 'Select Year' dropdown.

Please Note: This report requires LANDSCAPE for printing. Please use your Page Setup function (under File) and set to Landscape before printing this report. A left and right margin of .5 (or less) is also required.

- The select year dialog screen is displayed.
2. Select Type CY (Calendar Year) or FY (Fiscal Year).
 3. Select Year.
 4. Click **Continue**.

Jones, Bob B (000000) POI: 5296 Employee Summary Report for Leave Year 2005

Start Date	Jan 09	Jan 23	Feb 06	Feb 20	Mar 06	Mar 20	Apr 03	Apr 17	May 01	May 15	May 29	Jun 12	Jun 26	Jul 10	Jul 24	Aug 07	Aug 21	Sep 04	Sep 18	Oct 02	Oct 16	Oct 30	Nov 13	Nov 27	Dec 11	Dec 25	LY Total	
Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
Program/Activity/Modifier/County																												
OR-RF-5-BCP /Chrv Imp/NA													10.50														10.50	
OR - BAKER																												
US-CRP/Chrv Imp/NA									10.00											7.00								17.00
OR - UNION																												
US-CTA-GENRL/Chrv Imp/NA											20.00	7.50	41.50	17.50			11.00		10.00	19.00	47.75	6.00	2.00	19.00	6.00	8.00	27.75	250.00
OR - BAKER																												
US-CTA-GENRL/Chrv Imp/NA																												
OR - MALHEUR											29.50												7.00	9.00		3.00		46.50
US-CTA-GENRL/Chrv Imp/NA																												
OR - UNION																												
US-CTA-GENRL/Chrv Imp/NA																												
OR - WALLAWA																												
US-EDIP/Chrv Imp/NA	13.00	29.75	17.50	8.00	27.50	8.00	19.00	9.25	8.00	6.00	9.50	5.00	8.50	70.50	2.00	15.75		7.00				14.00	15.50	8.00	17.50	14.00	326.25	
OR - BAKER																												
US-EDIP/Chrv Imp/NA																												
OR - MALHEUR																												
US-EDIP/Chrv Imp/NA																												
OR - UNION																												
US-EDIP/Chrv Imp/NA																												
OR - WALLAWA																												
US-EDIP/Prog Mgmt & Spt/NA	40.00																											42.00
OR - BAKER																												
US-EDIP-GSWC/Chrv Imp/NA																												
OR - BAKER																												
US-EDIP-GSWC/Chrv Imp/NA																												
OR - MALHEUR																												
US-EDIP-GSWC/Chrv Imp/NA																												
OR - UNION																												
US-EDIP-GSWC/Chrv Imp/NA																												
OR - WALLAWA																												
US-SNOW/Field Snow Surv/NA																												
OR - BAKER																												
US-SNOW/Prog Mgmt & Spt/NA																												
OR - BAKER																												
US-WRP/Chrv Imp/NA																												
OR - MALHEUR																												
US-WRP/Chrv Imp/NA																												
OR - UNION																												
Leave Used (PP-1 Begin Balance)																												
Annual Leave (95.50)																												
Credit Used (7.00)																												
Other Leave - Federal Holiday																												
Sick Leave (129.25)																												
Pay Period Totals	67.00	98.00	83.50	67.50	95.75	80.00	92.00	99.75	91.00	95.75	88.00	95.75	88.00	98.50	94.75	85.00	83.25	91.50	67.50	87.75	85.50	95.50	90.00	84.25	94.00	94.25	2232.75	
Extra Hours																												
Credit Billed	7.00	9.00	3.50	7.50	5.75		12.00	8.75	11.00	5.75	8.00	5.75	8.00	8.50	4.75	5.00	3.25	1.50	7.50	7.75	5.50	5.50		4.25	4.00	4.25	152.75	

Jones, Bob B (000000) POI: 5296 Employee Summary Report for Leave Year 2005

Start Date	Jan 09	Jan 23	Feb 06	Feb 20	Mar 06	Mar 20	Apr 03	Apr 17	May 01	May 15	May 29	Jun 12	Jun 26	Jul 10	Jul 24	Aug 07	Aug 21	Sep 04	Sep 18	Oct 02	Oct 16	Oct 30	Nov 13	Nov 27	Dec 11	Dec 25	LY Total	
Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
Other Information																												
Full Time/Part	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Annual Leave	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
Category																												
Annual Leave	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	160.00
Accrued																												
Sick Leave	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	104.00
Accrued																												

The Employee Summary Report is displayed.

This report must be printed in Landscape mode. Adjust your [browser setup](#) accordingly.

5. After viewing or printing close the report window.

- Click **File** on the toolbar.
- Select **Close**.

Tips for Employees

General Hints and Information

- **Don't use Netscape.** WebTCAS only works with IE.
- **Add this URL www.nrcs.usda.gov/webtcas to your "Favorites" in IE.** If there's something you need to know about WebTCAS when you are trying to do your timekeeping, this is where we'll post it. For example, if we've got the server down for maintenance, we'll post a message here.
- **If you have a question or problem, contact your Timekeeper.** He/She should be able to help you. If not, they need to send the question or describe the problem to their POI Coordinator via e-mail. The POI Coordinator may be able answer the question or solve the problem. Depending on the complexity of the issue, he/she may have to escalate it to the WebTCAS Technical Support Team to get the answer.
- **Don't double-click.** A single click on the various buttons, options, and choices in WebTCAS will get you where you want to go.
- **There is a 30-minute Session Timeout in WebTCAS.** If the server does not detect any "activity" on your part for a period of 30 minutes, it will "time out". Moving the mouse or entering data does NOT count as "activity" because it does not involve any data being submitted to the server.
- **If you are "timed out", click the BACK button on the browser.** You will be taken back to the Main Menu where you will be asked to login again.
- **Use the Logout button on the Main Menu toolbar to exit WebTCAS** instead of just clicking on the X on the browser. This way your session will be terminated and free up that session for another user.
- **The system may be slow due to:**
 - The Web Farm servers could be overloaded and/or
 - The telecommunications hubs in certain areas are congested and/or
 - The local network could be overloaded
- **The timesheet may be slow to display and the cursor may move very slowly from field to field when entering data in the timesheet** if you have a lot of program and extra hours lines on your timesheet. When setting up your profile, try to limit yourself adding the programs you work on a regular basis. You can always add more program lines through the timesheet. Most people do not need 35 program lines on their basic timesheet.

Hints to Make Timesheet Data Entry Easier

- **Set up your Profile.** “Fill in My Extra Hours As” box with the **type of extra hours you earn most often**. Then when you type 10 in hours worked in your timesheet, WebTCAS will enter 2 hours into the extra hours category you chose, and all you have to do is add the corresponding clock hours.
- **If you enter time on a daily or semi-regular basis**, “Save Draft” before you logout of WebTCAS or you’ll lose all your changes.
- **If your data entry is taking a long time** (15 minutes or more), watch the clock and “Save Draft” about every 20 minutes. This will keep you “in contact” with the server and prevent “time outs”. Then if you do get caught in a Session Timeout, you won’t lose all your data.
- **If you enter your time all at once at the end of the pay period**, you don’t need to do a “Save Draft” before you “Submit to TK”. This is an unnecessary step because the timesheet will be saved automatically when it is submitted to the timekeeper. This is a timesaver if you are using a slow machine.
- **Don’t use Military time** (the 24-hour clock). You will not be allowed to save or submit your timesheet if you do.
- **Don’t spend time putting in the colon (:) when entering clock hours.** Instead of entering 7:30, just type 730. The system will add the colons for you.
- **Leave off zeros in whole numbers.** 4 is just as good as 4.00, and it saves you time.
- **The Override Button:** This feature is there for special circumstances when you need to override your scheduled tour. You cannot use it to change the number of hours you are scheduled to work in a pay period.
 - If you change your tour of duty and forget to enter your new schedule in your Profile before going to the timesheet, use the override button to type in your new tour for the pay period. You’ll be given the option to correct it at the same time in your Profile.
 - 5-4-9 Employees: Use it when you need to change your non-duty day to accommodate a holiday or to revert to “Straight 8’s” for a pay period to accommodate a particular business situation, like training attendance.

How to Print a Timesheet

- To print your timesheet, on your Main Menu, click on Print or View Timesheet, select the PP you want to print, click Continue. After Acrobat reader loads, click the printer icon on the toolbar.

What those Error Messages Mean

- **“Day Totals must equal scheduled hours + any extra hours for (whatever day).”** You’ve entered either too many or too few hours for the day indicated in the error message. Add up the number of hours you entered for work time, leave used, and extra hours worked. Compare that total to the number of hours you are scheduled to work, plus any extra hours worked. Those two numbers must be the same.

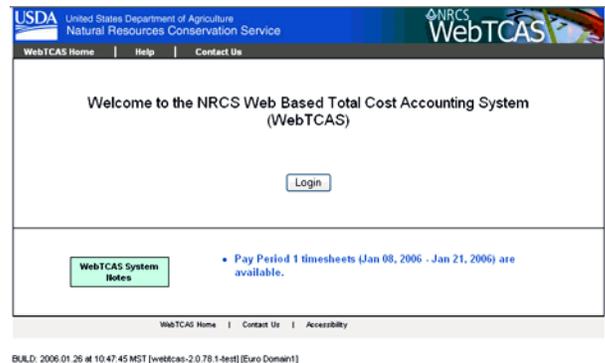
Timekeeper Information

Getting Started for Timekeepers

 Print this page for a quick reference. Click section titles for detailed instructions.

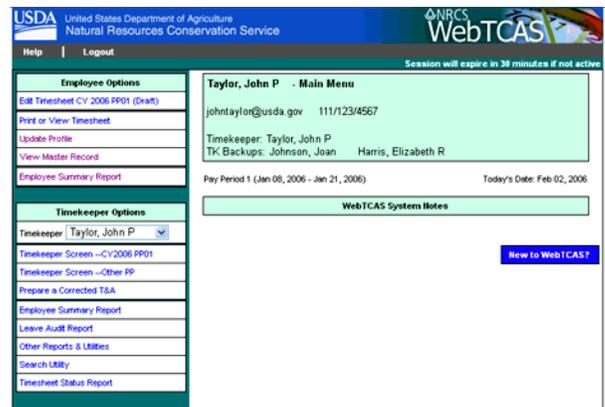
Logging In

- Using Internet Explorer, go to the WebTCAS site <http://webtcas.nrcs.usda.gov/webtcas>
- Click **Login**.
- Login using your eAuthentication ID and password, Timekeeper Main Menu will display.
- System notes display on login page.



Using the Timekeeper Main Menu

- Access options on main menu bar below banner or from leftside menu (customized by your WebTCAS user type).
- System notes also display on main menu page.
- Click **Help** or **New to WebTCAS** to access online help and documentation.
- Timekeeper options:
 - Timekeeper Screen - Current Pay Period
 - Timekeeper Screen - Other Pay Period
 - Prepare a Corrected T&A
 - Employee Summary Report
 - Leave Audit Report
 - Other Reports & Utilities
 - Search Utility



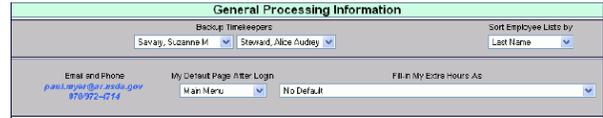
- Timesheet Status Report

Setting Up Your Timekeeper Profile Data

The first time you use WebTCAS and before you do anything else, set up your user profile.

- Click **Update Profile** on your Main Menu.
- Click the down arrow in the first Backup Timekeeper block.
- Click the name of your primary backup.
- Repeat selection for the second Backup Timekeeper block to assign your secondary backup.
- Click **Save Profile** on the toolbar to save your changes and to return to the Main Menu.

After initial set up, you only need to go to this screen to change your timesheet set up.



Backing up another Timekeeper

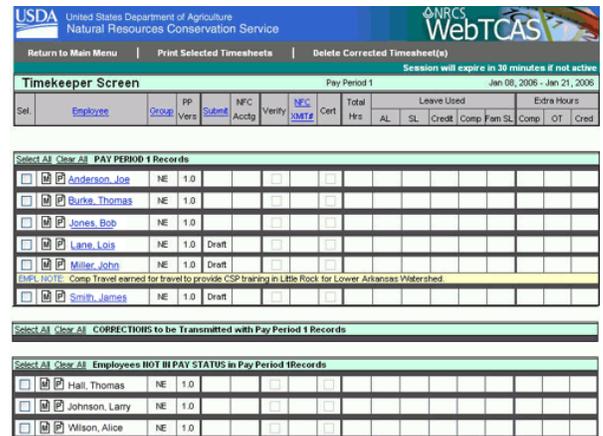
- On the Main Menu, click the down arrow in the selection box under Timekeeper Options (your own name is selected by default).
- Click the name of the Timekeeper whose employee records you need to see.
- Perform Timekeeper tasks as needed.

Using the Timekeeper Screen

- Click **Timekeeper Screen** – (for the pay period being processed) under Timekeeper Options.

Left Side of Timekeeper Screen

- From the Timekeeper Screen you can access and process all your employee records. The screen functions are arranged from left to right in the order that you would normally use them as you process your T&As.
- Make any necessary changes to an employee master record (for example, to



adjust leave balances).

- Click the  next to the employee name.
 - Make change(s).
 - Type explanation of changes made in the “Document all Master Record changes” block.
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen.
-  Make any necessary changes to an employee profile.
 - Click the  next to the employee name.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen. Normally, employees maintain their own profiles. However, as the Timekeeper you can update an employee’s profile, if necessary.
 - Review Notes and/or Warning messages entered by employees or generated by the system.
 - Look for a yellow “sticky note” block under an employee name and read the message. Notes come from the employee. Warnings are generated by the WebTCAS system. Both types of messages should act as a “heads up” that there is something unusual about the timesheet that might require some additional action by the Timekeeper.
 - Review the timesheet summary data for an employee.
 - Look at the columns on the right side of the screen following the certify

column. You'll see a summary of total hours recorded for the PP, leave used, and extra hours earned. This is a great place to do a quick check to see if the employee took leave or earned comp/overtime. Then you'll know whether or not you have to check for documentation authorizing this activity (for example, leave slips, comp/overtime requests, etc.).

- Enter or make corrections to an employee timesheet.
 - Click that employee's name in the Employee Name column.
 - Make change(s).
 - Click **Submit to TK** to save data, submit timesheet, and return to the Timekeeper Screen.

Right side of Timekeeper Screen

- Make any necessary changes to accounting data (for example, if you need to split hours worked among different accounting codes).
 - Click the  under the NFC Acctg column for that employee.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen. Once you've made and saved accounting changes, the  turns yellow. This is a reminder to the Timekeeper that they have made changes to the accounting data for this timesheet.
- Verify timesheets
 - Click the block under the Verify column for the timesheet you want to verify. You can only verify timesheets that have a date in the Submit column. Once you verify a timesheet, it will automatically be sent to NFC in

the next transmission cycle. Don't verify a timesheet until you are ready for it to be submitted to NFC. Once a timesheet has been sent to NFC, you will have to do a Corrected T&A if any changes need to be made.

- Print timesheets
 - Click the checkbox under the Sel. column for each timesheet you need to print.
 - Click **Print Selected Timesheets** on the toolbar. If an employee enters his or her own timesheet online and the supervisor certifies the timesheet online, there is no need to print the timesheet. Otherwise, a timesheet needs to be printed so the employee and/or supervisor can sign the timesheet for official file purposes.

Timekeeper Screen

Using the Timekeeper Screen

- Click **Timekeeper Screen** – (for the pay period being processed) under Timekeeper Options.

USDA United States Department of Agriculture
Natural Resources Conservation Service

NRCS WebTCAS

Return to Main Menu | Print Selected Timesheets | Delete Corrected Timesheet(s)

Session will expire in 30 minutes if not active

Timekeeper Screen Pay Period 1 Jan 08, 2006 - Jan 21, 2006

Sel.	Employee	Group	PP Vers	NFC Acctg	Verify	NFC XMT#	Cert	Total Hrs	Leave Used					Extra Hours			
									AL	SL	Credit	Comp	Fam SL	Comp	OT	Cred	
Select All Clear All PAY PERIOD 1 Records																	
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Anderson, Joe	NE	1.0				<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Burke, Thomas	NE	1.0				<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Jones, Bob	NE	1.0				<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Lane, Lois	NE	1.0	Draft			<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Miller, John	NE	1.0	Draft			<input type="checkbox"/>	<input type="checkbox"/>									
EMPL NOTE: Comp Travel earned for travel to provide CSP training in Little Rock for Lower Arkansas Watershed.																	
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Smith, James	NE	1.0	Draft			<input type="checkbox"/>	<input type="checkbox"/>									
Select All Clear All CORRECTIONS to be Transmitted with Pay Period 1 Records																	
Select All Clear All Employees NOT IN PAY STATUS in Pay Period 1 Records																	
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Hall, Thomas	NE	1.0				<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Johnson, Larry	NE	1.0				<input type="checkbox"/>	<input type="checkbox"/>									
<input type="checkbox"/>	<input type="checkbox"/> M <input type="checkbox"/> P Wilson, Alice	NE	1.0				<input type="checkbox"/>	<input type="checkbox"/>									

Left Side of Timekeeper Screen

- From the Timekeeper Screen you can access and process all your employee records. The screen functions are arranged from left to right in the order that you would normally use them as you process your T&As.
- M Make any necessary changes to an employee master record (for example, to adjust leave balances).
 - Click the M next to the employee name.
 - Make change(s).
 - Type explanation of changes made in the “Document all Master Record changes” block.
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen.

-  Make any necessary changes to an employee profile.
 - Click the  next to the employee name.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen. Normally, employees maintain their own profiles. However, as the Timekeeper you can update an employee's profile, if necessary.
- Review Notes and/or Warning messages entered by employees or generated by the system.
 - Look for a yellow "sticky note" block under an employee name and read the message. Notes come from the employee. Warnings are generated by the WebTCAS system. Both types of messages should act as a "heads up" that there is something unusual about the timesheet that might require some additional action by the Timekeeper.
- Review the timesheet summary data for an employee.
 - Look at the columns on the right side of the screen following the certify column. You'll see a summary of total hours recorded for the PP, leave used, and extra hours earned. This is a great place to do a quick check to see if the employee took leave or earned comp/overtime. Then you'll know whether or not you have to check for documentation authorizing this activity (for example, leave slips, comp/overtime requests, etc.).
- Enter or make corrections to an employee timesheet.
 - Click that employee's name in the Employee Name column.
 - Make change(s).
 - Click **Submit to TK** to save data, submit timesheet, and return to the Timekeeper Screen.

Right side of Timekeeper Screen

- Make any necessary changes to accounting data (for example, if you need to split hours worked among different accounting codes).
 - Click the  under the NFC Acctg column for that employee.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen. Once you've made and saved accounting changes, the  turns yellow. This is a reminder to the Timekeeper that they have made changes to the accounting data for this timesheet.

- Verify timesheets
 - Click the block under the Verify column for the timesheet you want to verify. You can only verify timesheets that have a date in the Submit column. Once you verify a timesheet, it will automatically be sent to NFC in the next transmission cycle. Don't verify a timesheet until you are ready for it to be submitted to NFC. Once a timesheet has been sent to NFC, you will have to do a Corrected T&A if any changes need to be made.
- Print timesheets
 - Click the checkbox under the Sel. column for each timesheet you need to print.
 - Click **Print Selected Timesheets** on the toolbar. If an employee enters his or her own timesheet online and the supervisor certifies the timesheet online, there is no need to print the timesheet. Otherwise, a timesheet needs to be printed so the employee and/or supervisor can sign the timesheet for official file purposes.

Update Profile (Timekeeper)

Normally, employees maintain their own profiles. However, as the Timekeeper you can update an employee's profile, if necessary.

1. Select Timekeeper Screen under the Timekeeper options on the leftside menu.
2. Locate the employee.
3. Click the profile icon  to select the employee's profile.
4. Make any necessary changes to the employee profile.
5. Click **Save Profile** on the toolbar to save your changes and return to the Timekeeper Screen.

United States Department of Agriculture
 Natural Resources Conservation Service

Return to Main Menu
Return to Timekeeper Screen
Save Profile

Session will expire in 26 minutes if not active

Jones, Bob B (000000) - Profile

Work Schedule

Current Work Schedule
 Schedule: Maxiflex
 Type: Full Time Hours: 80.0

	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Hours	---	8.0	8.0	8.0	8.0	8.0	---	---	8.0	8.0	8.0	8.0	8.0	---
From:	---	07:30	07:30	07:30	07:30	07:30	---	---	07:30	07:30	07:30	07:30	07:30	---
To:	---	04:00	04:00	04:00	04:00	04:00	---	---	04:00	04:00	04:00	04:00	04:00	---
Lunch	---	30	30	30	30	30	---	---	30	30	30	30	30	---

From and To values should include the designated lunch period when applicable

New Standard Work Schedule
 - Select One - ▼

	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Hours	---							---						
From:	---							---						
To:	---							---						
Lunch	---							---						

General Processing Information

Email and Phone
William.Ace@usda.gov

My Default Page After Login
Current TimeSheet ▼

Fill-in My Extra Hours As
No Default ▼

Identify Timesheet Categories for a New Timesheet

Timesheet Categories for County/Program/Activity/Modifier

Build New Categories Here

County
 AR - CRITTENDEN ▼

Program
 - Select Value - ▼

Activity
▼

Modifier
▼

Currently Selected Categories

US-CSP - Prog Mgmt & Sppt - NA AR - CRITTENDEN
 US-CTA-GENRL - Cnsv Impl - NA AR - CRITTENDEN
 US-CTA-GENRL - Prog Mgmt & Sppt - NA AR - CRITTENDEN
 US-EQIP - Prog Mgmt & Sppt - NA AR - CRITTENDEN

Timesheet Categories for Leave

Categories
 Annual Leave ▼

Current Selections For Leave
 Annual Leave
 Credit Used
 Other Leave - Federal Holiday
 Sick Leave

Timesheet Categories for Extra Hours

Select Category
 Credit Earned ▼

Select County/Program/Activity/Modifier
 US-CSP - Prog Mgmt & Sppt - NA AR - CRITTENDEN ▼

Current Selections For Extra Hours
 Credit Earned - US-CSP - Prog Mgmt & Sppt - NA AR - CRITTENDEN
 Credit Earned - US-CTA-GENRL - Cnsv Impl - NA AR - CRITTENDEN
 Credit Earned - US-CTA-GENRL - Prog Mgmt & Sppt - NA AR - CRITTENDEN
 Credit Earned - US-EQIP - Prog Mgmt & Sppt - NA AR - CRITTENDEN
 Comp Earned - US-CTA-GENRL - Prog Mgmt & Sppt - NA AR - CRITTENDEN

Employee Processing Options (Maintained by Timekeeper)

Please check all that apply:

Can Use - Benefits All Programs (CAMS Position Location: Unknown)

Supervisor certification required before transmission to NFC

Update Master Record (Timekeeper)

Employee data comes from a variety of USDA and NRCS sources. Some can be updated in WebTCAS. CAMS items typically require the assistance of a Human Resources Specialist to update.

United States Department of Agriculture
Natural Resources Conservation Service

WebTCAS

Return to Main Menu | Return To Timekeeper Screen | Save

Session will expire in 26 minutes if not active

Jones, Bob B (000000) Master Pay Period 1 0 Jan 08, 2006 - Jan 21, 2006

Last Update: No updates this pay period. Timekeeper: Taylor, John P Group: NE

New Employee This PP: No Eff. Start Date (mm/dd/yyyy) In Pay Status Yes Final T&A This PP? No Eff. End Date (mm/dd/yyyy)

CAMS Information

Personnel Office Identifier	General Information	Appt. Information
Number: 6264 Name: LITTLE ROCK, AR	CAMS Status: Active Pay Type: GS Supervisor: Cartin, S&K/a	Schedule: Full Time Hours (in PP): 80.00 Day Appt.: No

Funding Information

Default Division Charged: 05 - Arkansas

Paid Leave Allocations:			
%	Fund	Reporting Category	Job Number
Primary 30	01X - CTA DIRECT	00 - Not Applicable	00000000 - Not Applicable
Other 2 30	76T - EQIP DIRECT	00 - Not Applicable	00000000 - Not Applicable
Other 3 30	78T - EQIP-GSWC DIRECT	00 - Not Applicable	00000000 - Not Applicable
Other 4 10	85T - CSP DIRECT	00 - Not Applicable	00000000 - Not Applicable
100%			

ACRES/CIS Reporting

Duty Station OPD in CAMS: 60281: SERVICE CENTER OFFICE
Duty Station OPD for CIS: 60281: SERVICE CENTER OFFICE Change
Site Name: MARION SERVICE CENTER
County: CRITTENDEN, AR

Leave Summary as of the Beginning of the Pay Period

Leave Balances & Used to Date Balances	Beg Bal	PP Adjust	Category	Ceiling	Adv Leave Approved	Eligible To Use	Approval Start Date mm/dd/yyyy	Approval End Date mm/dd/yyyy
Annual Leave	32.00	0.00	6	240.00	<input type="checkbox"/>			
Annual Leave PTCO	0.00	0.00						
Sick Leave	16.00	0.00	4		<input type="checkbox"/>			
Sick Leave PTCO	0.00	0.00						
Credit Leave	5.00	0.00		24.00				
Comp Time	10.00	0.00						
Comp Time Religious	0.00	0.00			<input type="checkbox"/>			
Comp Time Travel	0.00	0.00						
AL Received (Donated)	0.00	0.00				<input type="checkbox"/>		
Home Leave	0.00	0.00						
Leave as an Award	0.00	0.00						
Military/Regular Hours Available	0.00	0.00				<input type="checkbox"/>		
Restored Annual Leave	0.00	0.00						
AL Donated (to Others)	0.00	0.00						
Family Care Sick Leave	0.00	0.00						
LWOP - FmlA	0.00	0.00						
LWOP	0.00	0.00						
Military/Regular Hours Used	0.00	0.00				<input type="checkbox"/>		
Military/Emergency Hours Used	0.00	0.00						
Absence Without Leave	0.00	0.00						
Suspension	0.00	0.00						

Notes

Timekeeper Note of Changes to Master	System Note

All fields in blue on the Employee Master Record come from CAMS. With a few temporary override exceptions, Timekeepers must contact an HR specialist if changes are needed.

The following fields come directly from CAMS:

Employee Name	Effective Start Date (if new)	In Pay Status
Schedule	CAMS ID	Personnel Office Identifier
Pay Type	Hours	Supervisor
Final T&A	Appt. Type	Duty Station OIP
New Employee	Effective End Date (if final)	Day Appt.

1. You can make temporary overrides of CAMS data to:

- Enter an Effective Start Date (new employees only).
- Identify a Final T&A and Effective End Date
- Change pay status (for intermittent employees)
- Change OIP ID (for temporary duty station assignments)

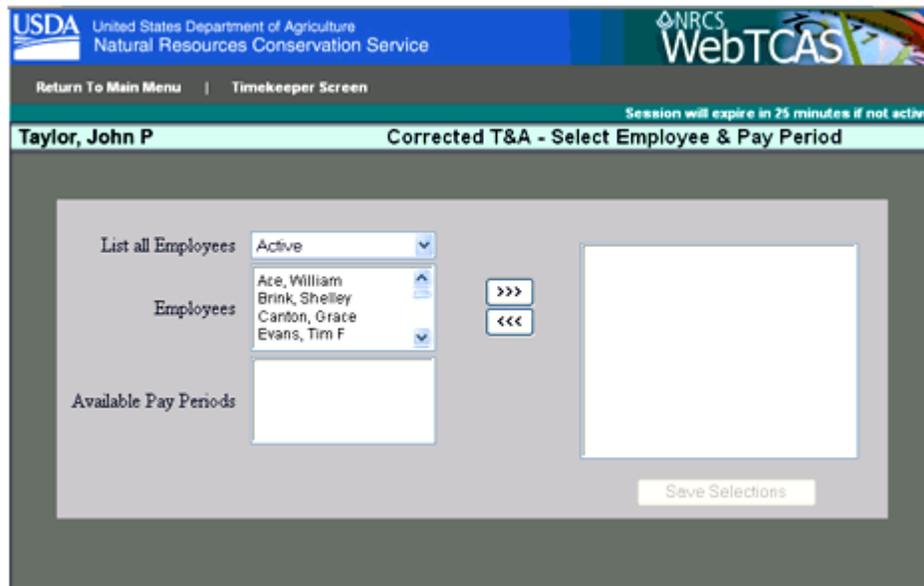
2. You can also change non-CAMS data to:

- Change an employee's timekeeper or identify a group.
 - Select timekeeper from drop-down list.
 - A Group name is optional and is a way for you to group employees together under a similar label. This is useful if you are the timekeeper for a large number of employees at different locations.
- Identify NRCS fund data for NFC.
 - Modify Default Division Charged
 - Adjust Percentages, Funds, Reporting Categories, and Job Numbers
- Change an employee's duty station office.

- Change any of the available leave balances.
 - Enter the difference in the **PP Adjust** field for the applicable leave type. For example, to add 12 hours to the **Donated AL (Rec'd)** balance, enter 12.0 in the **PP Adjust** field. To subtract 2.25 hours from the Sick Leave balance, enter **-2.25** in the the PP Adjust field (make sure to enter the leading minus sign).
- 3. Record Timekeeper Note of Changes to Master.
- 4. Click **Save** on the toolbar to update the master record.

Prepare a Corrected T&A

1. Log in to WebTCAS.
2. Select "Prepare a Corrected T&A" from the left side menu.



3. Select 'Active' or 'Terminated' from the drop-down list of All Employees.
4. Click an employee name to select it.
5. Click an Available Pay Period to select it.
6. Click the right arrow to move the employee name and pay period to the selected list (right window).
7. Click **Save Selections**.

Employee Summary Report

1. Log in to WebTCAS.
2. Select "Employee Summary Report" from the Timekeeper options on the left side menu

Please Note: This report requires LANDSCAPE for printing. Please use your Page Setup function (under File) and set to Landscape before printing this report. A left and right margin of .5 (or less) is also required.

3. Select Type CY (Calendar Year) or FY (Fiscal Year).
4. Click on an Employee Name to select it.

*The list of employees defaults to Active employees. Click **Change List to Terminated Employees** to locate terminated employees.*

5. Click on a Year to select it.
6. Click **Continue**. The Employee Summary Report is displayed.

Jones, Bob B (000000) POI: 5296 Employee Summary Report for Leave Year 2005

Start Date	Jan 09	Jan 23	Feb 06	Feb 20	Mar 06	Mar 20	Apr 03	Apr 17	May 01	May 15	May 29	Jun 12	Jun 26	Jul 10	Jul 24	Aug 07	Aug 21	Sep 04	Sep 18	Oct 02	Oct 16	Oct 30	Nov 13	Nov 27	Dec 11	Dec 25	LY Total	
Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
Program/Agency/Modifier/County																												
OR-RF-5-BCP /Chsrv Imp/NA													10.50															10.50
OR - BAKER																												
US-CRP/Chsrv Imp/NA									10.00											7.00								17.00
OR - UNION																												
US-CTA-GENRL/Chsrv Imp/NA											20.00	7.50	41.50	17.50			11.00		10.00	19.00	47.75	6.00	2.00	19.00	6.00	8.00	27.75	250.00
OR - BAKER																												
US-CTA-GENRL/Chsrv Imp/NA										29.50													7.00	9.00		3.00		46.50
OR - MALHEUR																												
US-CTA-GENRL/Chsrv Imp/NA																					18.50	19.50						38.00
OR - UNION																												
US-CTA-GENRL/Chsrv Imp/NA																									9.50			9.50
OR - WALLAWA																												
US-EDIP/Chsrv Imp/NA	13.00	29.75	17.50	8.00	27.50	8.00	19.00	9.25	8.00	6.00	9.50	5.00	8.50	70.50	2.00	15.75		7.00				14.00	15.50	6.00	17.50	14.00	326.25	
OR - BAKER																												
US-EDIP/Chsrv Imp/NA		5.50	17.50	46.50	11.00	8.00	29.50	7.50	27.75	16.00	4.50		9.75	12.00	4.00	4.00	4.00	4.00			17.00	2.00	9.00	9.00	25.75	18.50	9.00	297.75
OR - MALHEUR																												
US-EDIP/Chsrv Imp/NA	7.00	15.50	22.50	8.00	14.25	2.00	27.50	10.00	12.00		13.00				40.00	25.25	9.75	4.00			3.00	4.00	21.50	19.00	6.00	9.50	283.75	
OR - UNION																												
US-EDIP/Chsrv Imp/NA	24.00	21.00			1.00					5.25								8.50		10.00			3.00				72.75	
OR - WALLAWA																												
US-EDIP/Prog Mgmt & Spt/NA	40.00																											42.00
OR - BAKER																												
US-EDIP-GSWC/Chsrv Imp/NA									1.00	19.00	7.00		5.75	9.75		1.00				2.50				1.50		4.00	31.75	
OR - BAKER																												
US-EDIP-GSWC/Chsrv Imp/NA									19.00	3.75	7.00	18.00	17.00							6.00	2.00						71.75	
OR - MALHEUR																												
US-EDIP-GSWC/Chsrv Imp/NA									7.00	7.50	2.00	1.00	7.00		7.25					23.50	2.00						58.25	
OR - UNION																												
US-EDIP-GSWC/Chsrv Imp/NA											22.00	3.50						7.00		3.00								35.50
OR - WALLAWA																												
US-SNOW/Field Snow Surv/NA																												7.75
OR - BAKER																												
US-SNOW/Prog Mgmt & Spt/NA																												83.00
OR - BAKER																												
US-WRP/Chsrv Imp/NA											9.50						19.50	14.50										42.50
OR - MALHEUR																												
US-WRP/Chsrv Imp/NA																												71.50
OR - UNION																												
Leave Used (PP-1 Begin Balance)																												
Annual Leave (95.50)							9.00	32.00												40.00	40.00					16.00		136.00
Credit Used (7.00)		5.50	1.00	2.50	24.00		8.00	2.00	4.00	9.00	4.50	8.00	9.00	6.00	12.00	14.50	2.00						6.50	9.50	8.00	9.50	3.00	155.50
Other Leave - Federal Holiday	8.00				8.00																							80.00
Sick Leave (129.25)										9.50				3.00														45.50
Pay Period Totals	87.00	98.00	83.50	87.50	95.75	80.00	92.00	99.75	91.00	95.75	88.00	95.75	88.00	98.50	94.75	85.00	83.25	91.50	87.50	87.75	85.50	85.50	90.00	84.25	94.00	94.25	2232.75	
Extra Hours																												
Credit Billed	7.00	9.00	3.50	7.50	5.75		12.00	8.75	11.00	5.75	8.00	5.75	8.00	8.50	4.75	5.00	3.25	1.50	7.50	7.75	5.50	5.50		4.25	4.00	4.25	152.75	

Jones, Bob B (000000) POI: 5296 Employee Summary Report for Leave Year 2005

Start Date	Jan 09	Jan 23	Feb 06	Feb 20	Mar 06	Mar 20	Apr 03	Apr 17	May 01	May 15	May 29	Jun 12	Jun 26	Jul 10	Jul 24	Aug 07	Aug 21	Sep 04	Sep 18	Oct 02	Oct 16	Oct 30	Nov 13	Nov 27	Dec 11	Dec 25	LY Total	
Pay Period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
Other Information																												
Full Time/Part	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Annual Leave	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
Category																												
Annual Leave	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	160.00
Accrued																												
Sick Leave	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	104.00
Accrued																												

The Employee Summary Report is displayed.

This report must be printed in Landscape mode. Adjust your [browser setup](#) accordingly.

7. After viewing or printing close the report window.

- Click **File** on the toolbar.
- Select **Close**.

Leave Audit Report

1. Log in to WebTCAS.
2. Select "Leave Audit Report" from the options on the left side menu,

USDA United States Department of Agriculture
Natural Resources Conservation Service

NRCS WebTCAS

Return To Main Menu

Session will expire in 25 minutes if not active

Taylor, John P Leave Audit - Select Employee & Year

Select Employee
 Ace, William
 Brink, Shelley
 Canton, Grace
 Evans, Tim F

Select Year
 2001
 2002
 2003
 2004
 2005

Select Leave Category
 All Leave Categories
 Annual Leave
 Sick Leave
 Comp and Credit Leave
 Other Leave Categories

Continue

Change List to Terminated Employees

Please Note: This report requires LANDSCAPE for printing. Please use your Page Setup function (under File) and set to Landscape before printing this report. A left and right margin of .5 (or less) is also required.

- The Leave Audit selection screen is displayed.
3. Click an employee name to select the employee.

*The list of employees defaults to Active employees. Click **Change List to Terminated Employees** to locate terminated employees.*
 4. Click on a year to select it.
 5. Click on a leave category to select it.
 6. Click **Continue**.

Pay Period	V	Corr PP	Pay Stat	Emp Type	Lv Cat	Adv Lv	**	Beg Bal	PP Adj	Earn	Use	End Bal	P T C O				C/O EBal	Remarks
													C/O BBal	PP Adj	Paid Hours	Applied		
1	1	01	Y	F	8			233.00		8.00		241.00						
2	1	02	Y	F	8			241.00		8.00		249.00						
3	1	03	Y	F	8			249.00		8.00		257.00						
4	1	04	Y	F	8			257.00		8.00		265.00						
5	1	05	Y	F	8			265.00		8.00		273.00						
6	1	06	Y	F	8			273.00		8.00		281.00						
7	1	07	Y	F	8			281.00		8.00		289.00						
8	1	08	Y	F	8			289.00		8.00		297.00						
9	1	09	Y	F	8			297.00		8.00		305.00						
10	0		Y	F	8			305.00		8.00	-16.00	297.00						
11	1	11	Y	F	8			297.00		8.00		305.00						
12	0		Y	F	8			305.00		8.00		313.00						
13	0		Y	F	8			313.00		8.00		321.00						
14	0		Y	F	8			321.00		8.00		329.00						
15	0		Y	F	8			329.00		8.00		337.00						
16	0		Y	F	8			337.00		8.00		345.00						
17	0		Y	F	8			345.00		8.00		353.00						
18	0		Y	F	8			353.00		8.00	-9.50	351.50						
19	0		Y	F	8			351.50		8.00		359.50						
20	1	22	Y	F	8			359.50		8.00	-8.00	359.50						Master: added 5% to EQIP paid leave percentage.removed 67R. 11/09/2005 Pdm
21	0		Y	F	8			359.50		8.00	-19.00	348.50						Master: Changed employee paid leave percentages as directed by Bob Fooks 10/31/05 Pdm
22	0		Y	F	8			348.50		8.00	-13.00	343.50						Master: Changed value for 5% of paid leave percentage.11/09/2005 Pdm
23	0		Y	F	8			343.50		8.00	-8.00	343.50						
24	0		Y	F	8			343.50		8.00	-27.00	324.50						
25	0		Y	F	8			324.50		8.00	-48.00	284.50						
26	0		Y	F	8			284.50		8.00	-51.00	241.50						
Totals										208.00		199.50						

** Beginning Balance does not equal Ending Balance of Previous Pay Period.

REMARKS: _____ Certified Correct (Signature) _____ Date _____

The Leave Audit Report is displayed.

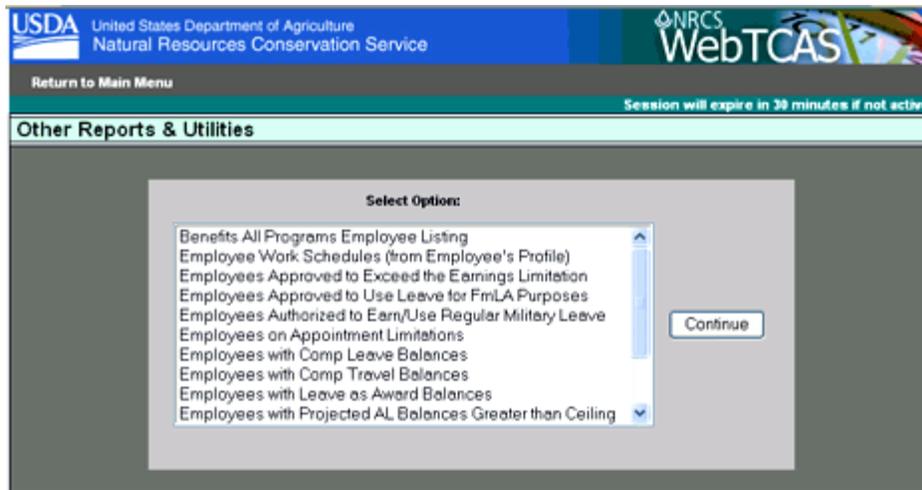
This report must be printed in Landscape mode. Adjust your [browser setup](#) accordingly.

7. After viewing or printing close the report window.

- Click File on the toolbar.
- Select Close.

Other Reports and Utilities

1. Log in to WebTCAS.
2. Select "Other Reports and Utilities" from the options on the left side menu,



The Reports and Utilities selection screen is displayed.

3. Click on a report to select it.
4. Click **Continue**.
5. Select Pay Period or other criteria requested.

Criteria vary depending upon report selected.

4. Click **Run Report** to generate requested report.

Search Utility

1. Log in to WebTCAS.
2. Select "Search Utility" from the options on the left side menu.



The Search Utility Select Options screen is displayed.

3. Click on a Type CY (Calendar Year) or FY (Fiscal Year) to select it.

WebTCAS Help

4. Click on a Year to select it.
5. Click on a Search Option to select it.
6. Click **Continue**.
7. Select Program or other criteria requested.

Criteria vary depending upon search selected.

4. Click **Run Report** to generate requested report.

Timesheet Status Report

1. Log in to WebTCAS.
2. Select "Timesheet Status Report" from the options on the left side menu.



The Timesheet Status Report select options screen is displayed.

3. Select a Pay Period from the drop-down list.
4. Select a Timesheet Type from the drop-down list.
5. Click on a POI to select the POI location.
6. Select Sort by from the drop-down list.
7. Click Yes or No on Include Employees in Non-Pay Status.
8. Click Yes or No on List Employee's OIP.
9. Select Timesheet Status from the drop-down list.
10. Click **Run Report** to generate requested report.

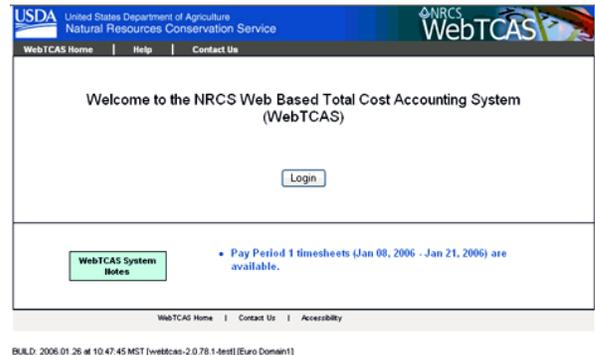
Timekeeper Information

POI Information

Getting Started for POI Coordinators

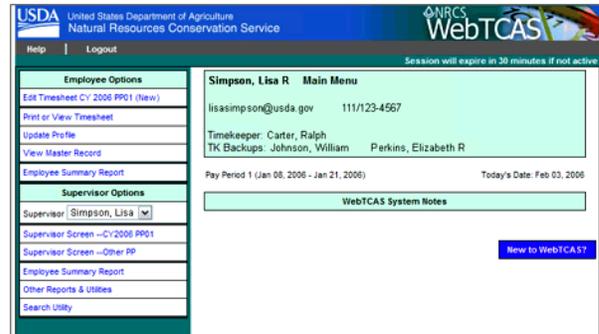
Logging In

- Using Internet Explorer, go to the WebTCAS site
<http://webtcas.nrcs.usda.gov/webtcas>
- Click **Login**.
- Login using your eAuthentication ID and password, POI Coordinator Main Menu will display.
- System notes display on login page.



Using the POI Coordinators Main Menu

- Access options on main menu bar below banner or from leftside menu (customized by your WebTCAS user type).
- System notes also display on main menu page.
- Click **Help** or **New to WebTCAS** to access online help and documentation.
- Supervisor options:
 - POI Screen
 - Assign Timekeeper to New/Transfer Employee
 - Transfer Employee to Default Timekeeper
 - Update POI Reviewer List
 - Update Timekeeper List
 - Employee Summary Report
 - Leave Audit Report



- Other Reports & Utilities
- Search Utility
- Timesheet Status Report

Setting Up Your POI Coordinator Profile Data

The first time you use WebTCAS and before you do anything else, set up your user profile.

- Click **Update Profile** on your Main Menu.
- Click the down arrow in the first Backup Supervisor block.
- Click the name of your primary backup.
- Repeat selection for the second Backup Supervisor block to assign your secondary backup.
- Click **Save Profile** on the toolbar to save your changes and to return to the Main Menu.

After initial set up, you only need to go to this screen to change your timesheet set up.

Using the POI Screen

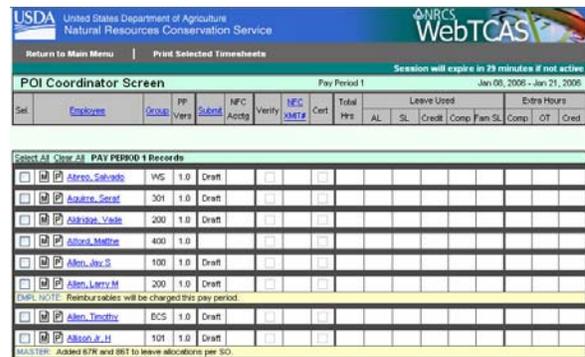
- Click **POI Screen**.
- Select a pay period.
 - Highlight on list.
 - Click **Continue**.

Left Side of POI Coordinator Screen

- From the POI Coordinator Screen you can access and process all your employee records. The screen functions are arranged from left to right in the order that you would normally use them as you process your T&As.
-  Make any necessary changes to an

employee master record (for example, to adjust leave balances).

- Click the **M** next to the employee name.
 - Make change(s).
 - Type explanation of changes made in the “Document all Master Record changes” block.
 - Click **Save** on the toolbar to save your changes and return to the POI Coordinator Screen.
- Make any necessary changes to an employee profile.
 - Click the **P** next to the employee name.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Supervisor Screen. Normally, employees maintain their own profiles. However, as the Supervisor you can update an employee’s profile, if necessary.
 - Review Notes and/or Warning messages entered by employees or generated by the system.
 - Look for a yellow “sticky note” block under an employee name and read the message. Notes come from the employee. Warnings are generated by the WebTCAS system. Both types of messages should act as a “heads up” that there is something unusual about the timesheet that might require some additional action by the Timekeeper.
 - Review the timesheet summary data for an employee.



- Look at the columns on the right side of the screen following the certify column. You'll see a summary of total hours recorded for the PP, leave used, and extra hours earned. This is a great place to do a quick check to see if the employee took leave or earned comp/overtime. Then you'll know whether or not you have to check for documentation authorizing this activity (for example, leave slips, comp/overtime requests, etc.).
- Enter or make corrections to an employee timesheet.
 - Click that employee's name in the Employee Name column.
 - Make change(s).
 - Click **Submit to TK** to save data, submit timesheet, and return to the POI Coordinator Screen.

Right side of POI Coordinator Screen

- Make any necessary changes to accounting data (for example, if you need to split hours worked among different accounting codes).
 - Click the under the NFC Acctg column for that employee.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Timekeeper Screen. Once you've made and saved accounting changes, the turns yellow. This is a reminder to the Supervisor that they have made changes to the accounting data for this timesheet.
- Print timesheets

- Click the checkbox under the Sel. column for each timesheet you need to print.
- Click **Print Selected Timesheets** on the toolbar. If an employee enters his or her own timesheet online and the supervisor certifies the timesheet online, there is no need to print the timesheet. Otherwise, a timesheet needs to be printed so the employee and/or supervisor can sign the timesheet for official file purposes.

Assigning Timekeeper to New/Transfer Employee

- On the Main Menu, click the down arrow in the selection box under Supervisor Options (your own name is selected by default).
- Click the name of the Supervisor whose employee records you need to see.
- Perform Supervisor tasks as needed.



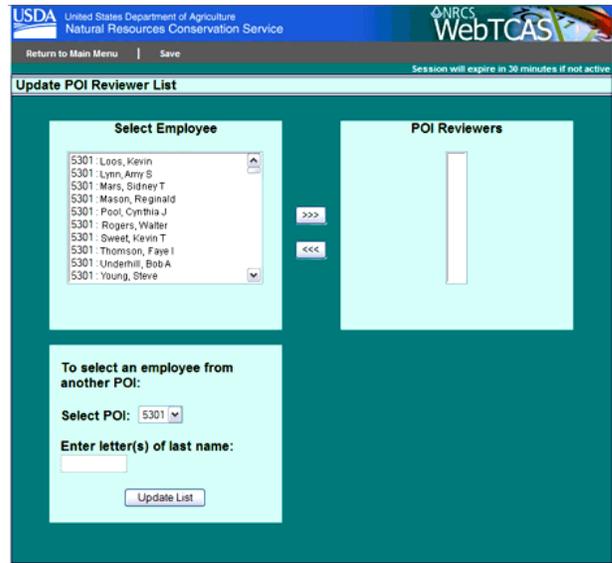
Transferring Employee to Default Timekeeper

- On the Main Menu, click the down arrow in the selection box under Supervisor Options (your own name is selected by default).
- Click the name of the Supervisor whose employee records you need to see.
- Perform Supervisor tasks as needed.



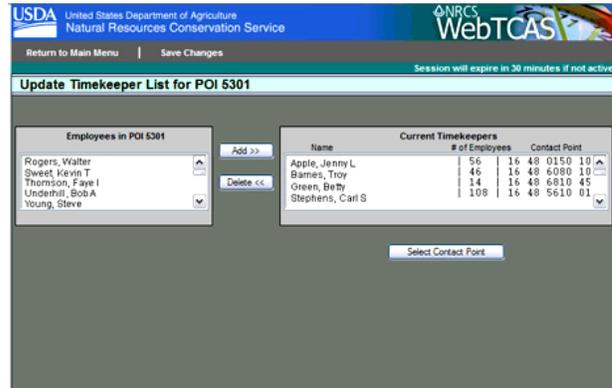
Update POI Reviewer List

- On the Main Menu, click the down arrow in the selection box under Supervisor Options (your own name is selected by default).
- Click the name of the Supervisor whose employee records you need to see.
- Perform Supervisor tasks as needed.



Update Timekeeper List

- On the Main Menu, click the down arrow in the selection box under Supervisor Options (your own name is selected by default).
- Click the name of the Supervisor whose employee records you need to see.
- Perform Supervisor tasks as needed.

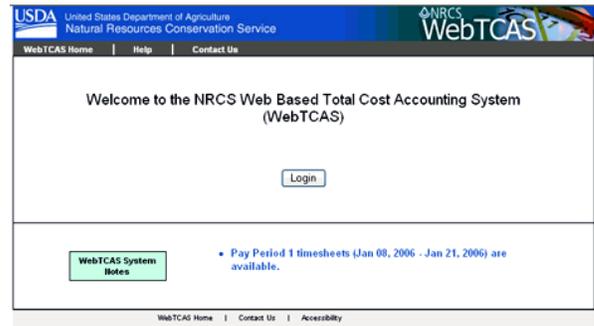


Supervisor Information

Getting Started for Supervisors

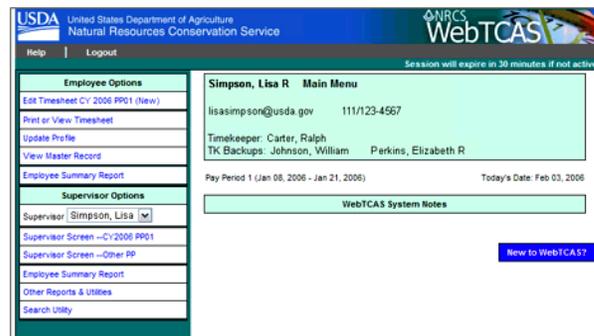
Logging In

- Using Internet Explorer, go to the WebTCAS site <http://webtcas.nrcs.usda.gov/webtcas>
- Click **Login**.
- Login using your eAuthentication ID and password, Supervisor Main Menu will display.
- System notes display on login page.



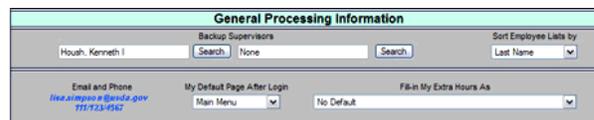
Using the Supervisor Main Menu

- Access options on main menu bar below banner or from leftside menu (customized by your WebTCAS user type).
- System notes also display on main menu page.
- Click **Help** or **New to WebTCAS** to access online help and documentation.
- Supervisor options:
 - Supervisor (selection)
 - Supervisor Screen - Current Pay Period
 - Supervisor Screen - Other Pay Period
 - Employee Summary Report
 - Other Reports & Utilities
 - Search Utility



Setting Up Your Supervisor Profile Data

The first time you use WebTCAS and before you do anything else, set up your user profile.



- Click **Update Profile** on your Main Menu.
- Click the down arrow in the first Backup Supervisor block.
- Click the name of your primary backup.
- Repeat selection for the second Backup Supervisor block to assign your secondary backup.
- Click **Save Profile** on the toolbar to save your changes and to return to the Main Menu.

After initial set up, you only need to go to this screen to change your timesheet set up.

Backing up another Supervisor

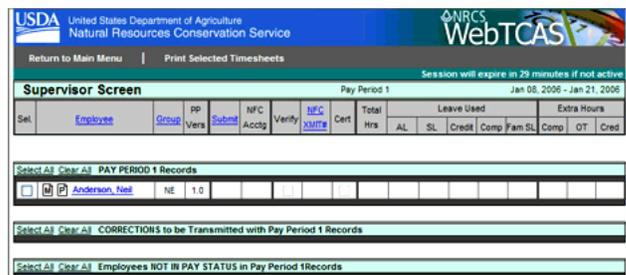
- On the Main Menu, click the down arrow in the selection box under Supervisor Options (your own name is selected by default).
- Click the name of the Supervisor whose employee records you need to see.
- Perform Supervisor tasks as needed.

Using the Supervisor Screen

- Click **Supervisor Screen** – (for the pay period being processed) under Supervisor Options.

Left Side of Supervisor Screen

- From the Supervisor Screen you can access and process all your employee records. The screen functions are arranged from left to right in the order that you would normally use them as you process your T&As.
-  Make any necessary changes to an employee master record (for example, to adjust leave balances).
 - Click the  next to the employee name.



- Make change(s).
- Type explanation of changes made in the “Document all Master Record changes” block.
- Click **Save** on the toolbar to save your changes and return to the Supervisor Screen.
-  Make any necessary changes to an employee profile.
 - Click the  next to the employee name.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Supervisor Screen. Normally, employees maintain their own profiles. However, as the Supervisor you can update an employee’s profile, if necessary.
- Review Notes and/or Warning messages entered by employees or generated by the system.
 - Look for a yellow “sticky note” block under an employee name and read the message. Notes come from the employee. Warnings are generated by the WebTCAS system. Both types of messages should act as a “heads up” that there is something unusual about the timesheet that might require some additional action by the Timekeeper.
- Review the timesheet summary data for an employee.
 - Look at the columns on the right side of the screen following the certify column. You’ll see a summary of total hours recorded for the PP, leave used, and extra hours earned. This is a great place to do a

quick check to see if the employee took leave or earned comp/overtime. Then you'll know whether or not you have to provide the Timekeeper documentation authorizing this activity (for example, leave slips, comp/overtime requests, etc.).

- Enter or make corrections to an employee timesheet.
 - Click that employee's name in the Employee Name column.
 - Make change(s).
 - Click **Submit to TK** to save data, submit timesheet, and return to the Timekeeper Screen.

Right side of Supervisor Screen

- Make any necessary changes to accounting data (for example, if you need to split hours worked among different accounting codes).
 - Click the  under the NFC Acctg column for that employee.
 - Make change(s).
 - Click **Save** on the toolbar to save your changes and return to the Supervisor Screen. Once you've made and saved accounting changes, the  turns yellow. This is a reminder to the Supervisor that they have made changes to the accounting data for this timesheet.
- Certify timesheets
 - Click the block under the Certify column for the timesheet you want to certify. You can only certify timesheets that have a date in the Submit column. Once you certify a timesheet, it is ready for the Timekeeper to verify.

- Print timesheets
 - Click the checkbox under the Sel. column for each timesheet you need to print.
 - Click **Print Selected Timesheets** on the toolbar. If an employee enters his or her own timesheet online and the you certify the timesheet online, there is no need to print the timesheet. Otherwise, a timesheet needs to be printed so the employee and/or you can sign the timesheet for official file purposes.