

Common Tasks for Supervisors

Supervisor Main Menu Overview

Supervisor Main Menu

Select	Select Employee
Search	Search For Employee
Leave/Prem Pay	Leave and Premium Pay Requests
Reports	webTA Reports

User Functions

Delegate	Change Password	View Tasks (4)
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Select

This function permits you to access information about the employees assigned to you.

Search

Allows you to query the system for employees matching your search terms.

Leave/Prem Pay

Not currently being used by FFAS.

Reports

Any reports that are available to Supervisors are listed under the reports menu.

Delegate

Allows you to delegate your Supervisor responsibilities to another Supervisor in your absence.

Change Password

Not currently being used by FFAS.

View Tasks

Lists all messages sent to you by webTA.

Setup a Delegate

- 1 From the **Supervisor Main Menu**, click the **Delegate** button.
- 2 Type the delegate Supervisor's E-Auth in the field. If the Supervisor's user ID is unknown, click the **Search** button.

Current Delegates

No delegates for this role.

Add Search

- 3 Click the **Add** button.

*Note: Once a Supervisor displays in the **Current Delegates** field, that Supervisor has access to all your employees. The delegation is left in place so you have a permanent backup.*

Common Tasks for Supervisors

Use the Select Employee Tool

- 1 From the **Supervisor Main Menu**, click the **Select** button.
- 2 Click the radio button preceding the employee's name.

Select Employee

Status	Employee	User Id	Pay Period	Timekeeper	Supervisor
<input type="radio"/>	ACOSTA, JOAN	JACOSTA	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	ANDERSON, MARK	MANDERSON	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	ANDREWS, JACOB	JANDREWS	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	BLUE, JANICE	JBLUE	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	FARGO, JULIE	JFARGO	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	FROST, CAROLYN	CFROST	18 - 2008	ADMIN	PFENNEL
<input type="radio"/>	HOWARD, TINA	THOWARD	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	JONES, ROBERT	RJONES	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	KLEIN, REBECCA	RKLEIN	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	SHEEN, JUSTIN	JSHEEN	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	SMITH, KATE	KSMITH	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	SPENCER, JEREMY	JSPENCER	18 - 2008	CFROST	PFENNEL
<input type="radio"/>	VALDEZ, ANTHONY	AVALDEZ	18 - 2008	CFROST	PFENNEL

Selected Employee

- 3 Click an option from the **Selected Employee** buttons.

Use the Search for Employee Tool

- 1 From the **Supervisor Main Menu**, click the **Search** button.
- 2 Enter some or all of the employee's first or last name in the designated field.

Search for Employee

Employee's Last Name

Employee's First Name

Agency Employee ID

Timekeeper

T&A Type

Pay Period

- 3 Click the **Search** button.
- 4 Click the radio button preceding the employee's name.
- 5 Click an option from the **Selected Employee** buttons.

Common Tasks for Supervisors

Certify T&A Records

- 1 From the **Supervisor Main** menu, click the **Select** button.
- 2 Click the radio button preceding the employee's name.
- 3 Click the **View/Certify T&A** button.

Selected Employee

- 4 Review the contents of the **T&A Summary**. Click the **Certify** button.

Note: Only validated records can be certified. Once the record is certified, the status column of the Employee Table updates with the word 'Certified'.

Decertify T&A Records

- 1 From the **Supervisor Main** menu, click the **Select** button.
- 2 Click the radio button preceding the employee's name.
- 3 Click the **View/Certify T&A** button.

Selected Employee

- 4 Click the **Reject/Decertify** button.

- 5 Enter the reason you are rejecting or decertifying the employee's T&A record.

Reject Employee Data

Name: **ROBERT FENNEL** Pay Period: **18 : Aug 31, 2008 to Sep 13, 2008**
Time Card Type: **Regular** Leave Year: **2008**

Please enter the reason for which the the record will not be certified.
(180 chars max)

Employee was late on Tuesday.
Change hours to 7 regular and 1 annual leave.

- 6 Click **Save**.

Note: The employee's record returns to validated status. If the record has not been sent to NFC, and the employee needs to modify the T&A record, you must first decertify.

