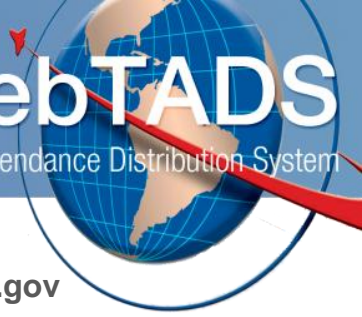




WebTADS

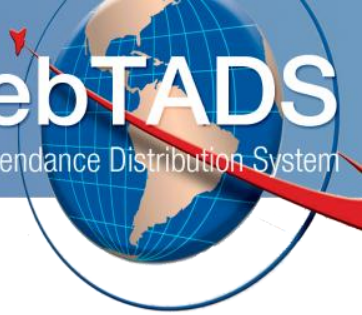
Web-based Time and Attendance Distribution System



Log in to WebTADS at <https://webtads.nasa.gov>

WebTADS

New Employee User Guide



◆ Audience:

- Employee

◆ Purpose

- To successfully enter time for the pay period without errors

◆ WebTADS Location:

- My Timesheet Tab

◆ Timeframe:

- Time entry should be recorded at the end of each workday, but can be entered anytime before approval

◆ Topics

- Introduction to the Timesheet
- Time Entry Procedures
- Possible Timesheet Errors



Timesheet

(1) Navigation bar

(2) Employee Details

My Timesheet | List Timesheets | Reports | Administration | Online Support | Logout

Name: DUCK, DEWEY D (358) Official Supervisor: Unknown Tour Type: V Routed: DISNY SBN: 111-11-1112
 FL SA: Exempt Not your official Supervisor? Part-time Hrs: 60.00 Phone: 256-555-1111
 Approved: No Contact your Center Clerk for help: [Contact Information](#) Approved By: Email: JOHN.DUCK@TEST.NASA.GOV

Message of the Day

(3) Command Bar

TEST

Update | Reset

Normal (02/24/2013 - 03/09/2013)

Approval Status: N

(6) Add project to Timesheet

Project	Total	Sun 02/24 0.0	Mon 02/25 7.5	Tue 02/26 7.5	Wed 02/27 7.5	Thu 02/28 7.5	Fri 03/01 0.0	Sat 03/02 0.0
123456 01.01.01 TEST NSM1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Project	Total	Sun 03/03 0.0	Mon 03/04 7.5	Tue 03/05 7.5	Wed 03/06 7.5	Thu 03/07 7.5	Fri 03/08 0.0	Sat 03/09 0.0
123456 01.01.01 TEST NSM1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
123456 01.02.03 TEST NSM1 2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GRAND TOTAL:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

(4) Empty Timesheet

(5) Comments

Enter a comment

Comment | Action | Entered On | Entered By

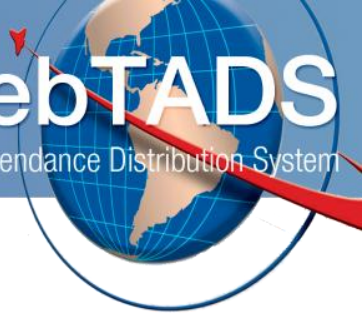
(7) Historical Summary

[Back To Top](#)

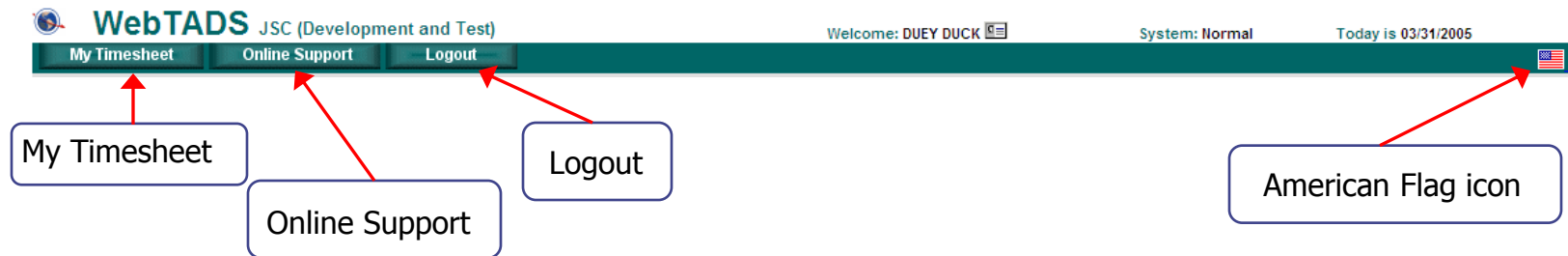
[Click here to access FY Timesheet History Report](#)

Choose a pay period from the drop-down and click VIEW PDF to view PDF version of timesheet:

(8) PDF Timesheets



(1) Navigation Bar



- ◆ My Timesheet – Return to your timesheet
- ◆ Online Support – Opens online support in a new browser window
- ◆ Logout – Logout of WebTADS session
 - Recommended after session completed with WebTADS
- ◆ American Flag icon – List of Federal Holidays



(2) Employee Details

My Timesheet	List Timesheets	Reports	Administration	Online Support	Logout
Name: DUCK, DEWEY D (358) FLSA: Exempt Approved: No	Official Supervisor: Unknown Not your official Supervisor? Contact your Center OHR for help. Contact Information	Tour Type: V Part-time Hrs: 60.00 Approved By:	Routed: DISNY Phone: 256-555-1111 Email: JOHN.DOE@TEST.NASA.GOV	SSN: 111-11-1112	Leave Balances hide details

Labels: Name, Tour type, Routed

- ◆ Name – Employee name
- ◆ Tour Type – Abbreviation of tour type
 - S – Standard
 - C – Compressed
 - U – Uncommon
 - I/X – First Forty
 - V – Variable
 - F – Flexible
 - M – Maxiflex
- ◆ Routed – Organization to which employee timesheet submitted for approval

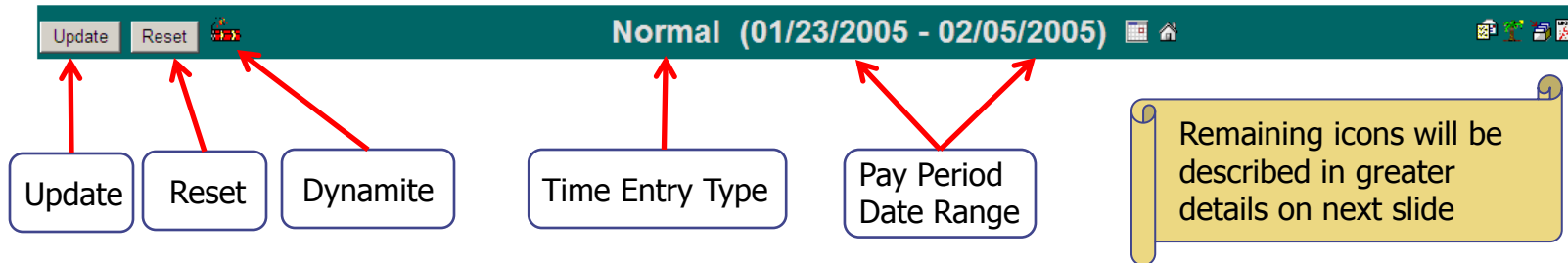
(2) Employee Details (Continued)

- ◆ FLSA – Indicates if employee is Exempt or Non-exempt
- ◆ Official Supervisor
- ◆ Part-time Hrs – Shows number of part time hours (applicable only to part time employee)
- ◆ Phone – Employee Phone number

The screenshot shows the 'Employee Details' page in WebTADS. The page has a green navigation bar with tabs: 'My Timesheet', 'List Timesheets', 'Reports', 'Administration', 'Online Support', and 'Logout'. Below the navigation bar, the employee's information is displayed in a grey box. The information includes: Name: DUCK, DEWEY D (358); FLSA: Exempt; Approved: No; Official Supervisor: Unknown; Not your official Supervisor? Contact your Center OHR for help. [Contact Information](#); Tour Type: V; Part-time Hrs: 60.00; Routed: DISNY; SSN: 111-11-1112; Phone: 256-555-1111; Email: JOHN.DOE@TEST.NASA.GOV. There are also links for 'Leave Balances' and 'hide details'. Red callout boxes with arrows point to the following fields: FLSA, Official Supervisor, Tour of Duty, Part-time Hrs, Phone, Approved, Email, Leave Balances, and Hide details.

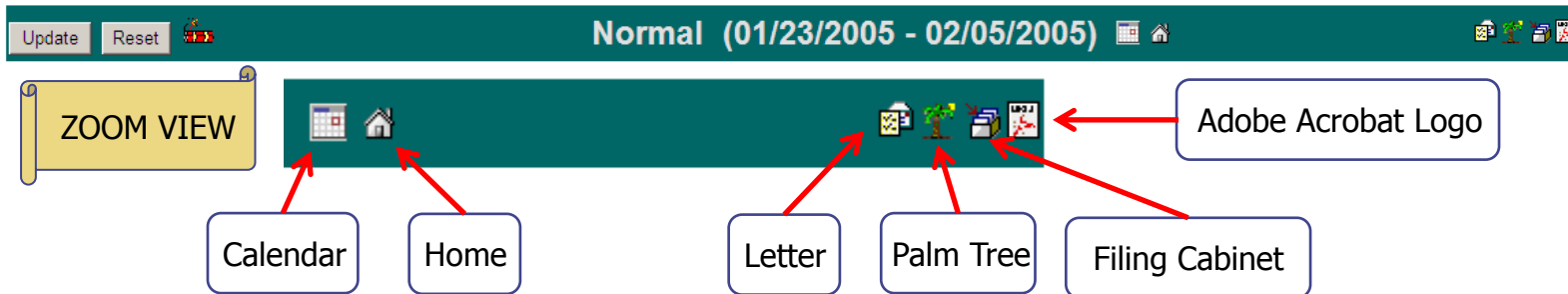
- ◆ Approved – Timesheet Approval Status (Yes/No)
- ◆ Approved by – Lists date, time and name of approver if timesheet is approved
- ◆ E-mail – Employee’s email address
- ◆ Tour of Duty – Scheduled work hours
- ◆ Leave balances – Shows employee attributes
- ◆ Hide details – Shows only name, tour type, and tour of duty will appear in grey box if clicked

(3) Command Bar



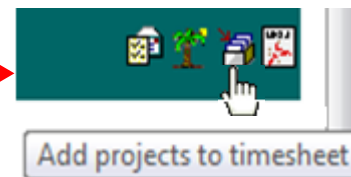
- ◆ Update – Save changes made to timesheet
- ◆ Reset – Clears timesheet, unless update button already clicked
- ◆ Dynamite – Shows general errors on timesheet
- ◆ Time Entry Status
 - The time entry status changes for timesheet adjustments but for the current pay period, the time entry status is Normal.
- ◆ Pay Period date range
 - Pay period date range will always reflect the time entry status. For Normal status, the date range is the current pay period.

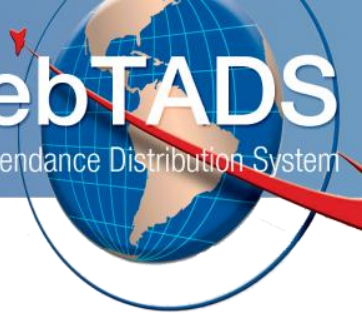
(3) Command Bar (Continued)



- ◆ Calendar – Allows an employee to view or edit another pay period
- ◆ Home – Returns user to “My Timesheet” in the active pay period
- ◆ Letter – Submit/View an Overtime Request
- ◆ Palm Tree – Submit/View a Leave Request
- ◆ Filing Cabinet – Add a project charge code to timesheet
- ◆ Adobe Acrobat Logo – Formats timesheet for printing

NOTE:
Definitions of icons can be seen thru hover text by hovering over the icon with the mouse.





(4) Empty Timesheet

My Timesheet | List Timesheets | Reports | Administration | Online Support | Logout

Name: DUCK, DEWEY D (358) | Official Supervisor: Unknown | Tour Type: V | Routed: DISNY | SSN: 111-11-1112
 FLSA: Exempt | Not your official Supervisor? | Part-time Hrs: 60.00 | Phone: 256-555-1111
 Approved: No | Contact your Center OHR for help. [Contact Information](#) | Approved By: | Email: JOHN.DOE@TEST.NASA.GOV | [Leave Balances](#) hide details

Hello from WebTADS

Update | Reset | Normal (01/23/2005 - 02/05/2005)

Approval Status: **N**

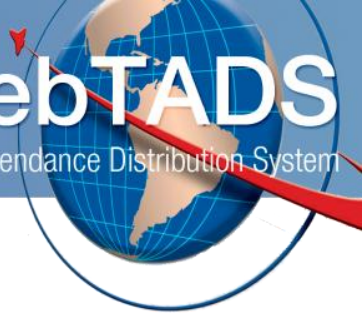
Project	Total	Sun 01/23	Mon 01/24	Tue 01/25	Wed 01/26	Thu 01/27	Fri 01/28	Sat 01/29
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Project	Total	Sun 01/30	Mon 01/31	Tue 02/01	Wed 02/02	Thu 02/03	Fri 02/04	Sat 02/05
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
GRAND TOTAL:	0.0							

Enter a comment

Comment | Action | Entered On | Entered By

Annotations:

- Day and Date (points to the date column in the table)
- Total hours for Week 1 (points to the Week 1 Total row)
- Total hours for Week 2 (points to the Week 2 Total row)
- Total hours for pay period (points to the GRAND TOTAL row)
- Work schedule hours appear below date to match work schedule (points to the date column in the second week's header)



(5) Comment

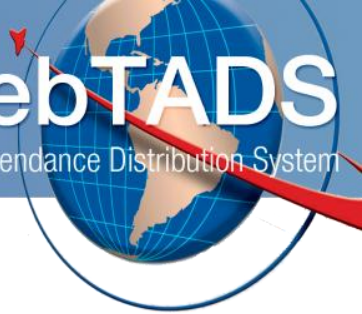
- ◆ Comment box is optional for time entry
 - Allows employee to clarify and/or communicate any additional information to his/her approver
- ◆ Comments cannot be deleted and are not editable after the update button is clicked
- ◆ Maximum Character Limit is 2,000

Project (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Project (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod.	GRAND TOTAL:	0.0						

Enter a comment

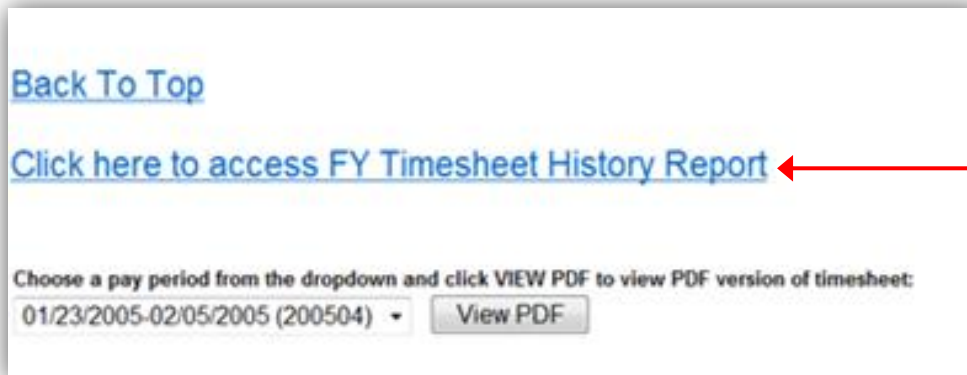
Comment Box

Comment	Action	Entered On	Entered By
---------	--------	------------	------------

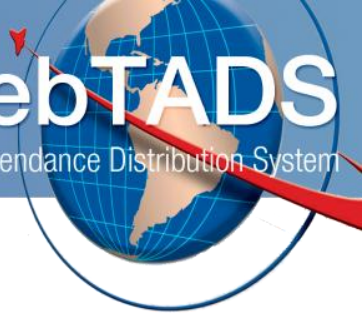


(7) Historical Summary

- ◆ FY Timesheet History Report
 - Displays a summary of timesheet data for the fiscal year, Comp-Time Credit and the previous 39 pay periods.
 - Report can also be displayed in Excel XLS format



Link to Report



(8) PDF Timesheet(s)

- ◆ Located below the Comments and Errors
- ◆ A drop-down list of all previous timesheets since enter on duty date to the present are available
 - Timesheet downloaded in PDF Format

[Back To Top](#)

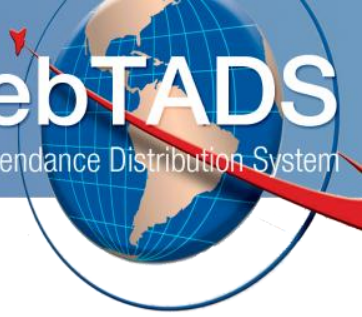
[Click here to access FY Timesheet History Report](#)

Choose a pay period from the dropdown and click VIEW PDF to view PDF version of timesheet:

03/25/2012-04/07/2012 (201208) ▾	View PDF
03/25/2012-04/07/2012 (201208)	
03/11/2012-03/24/2012 (201207)	
02/26/2012-03/10/2012 (201206)	1) [3528ms]
02/12/2012-02/25/2012 (201205)	=6
01/29/2012-02/11/2012 (201204)	
01/15/2012-01/28/2012 (201203)	
01/01/2012-01/14/2012 (201202)	

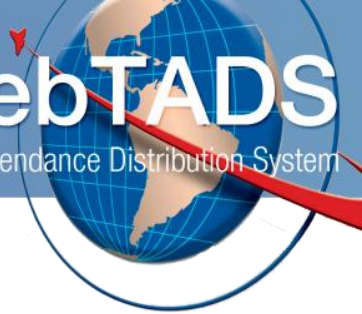
Highlight pay period and click 'View PDF' button

[Find a bug? Please report it to your WebTADS Center Administrator.](#)




Time Entry Procedures

ADD PROJECTS/HOUR TYPES



(6) Add Project

Project  <u>(Add)</u>	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Click to add a project



- ◆ Click (Add) or the Filing Cabinet  to add a project to the timesheet.



(6) Add Project

- ◆ Click the link to populate the box with another set of labor codes. The highlight line denotes the labor code selected.
- ◆ Active Labor Code List – your supervisor can tell you which labor code(s) to use. There is also a list of active labor codes provided in Excel format.
 - Downloaded report allows filtering on any field from Excel
 - A definitions page is provided
 - Default Sort Order: WBS

Active Labor Code List

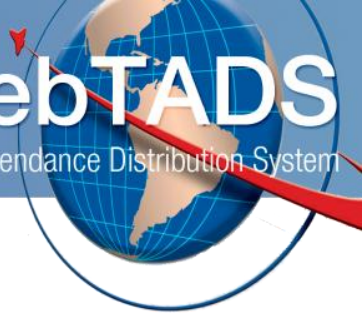
Add Projects for DUCK, DUEY(337)  

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 : Other Administrative Services		
0902001 E0002 -- Safety		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reps Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		



REG -- Regular

[\[0411011CS - 3363402QD E0572\]](#) [\[3383402SV - 3771010AD 11530\]](#) [\[3771010CL - 73250DN\]](#) [\[73250EX - R95710063701\]](#)

Labor codes are labeled in numerical order. The bold-faced link contains the codes currently displayed. The other links contain additional codes.




Add Remark (Optional)

Add Projects for DUCK, DUEY(337)  

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 : Other Administrative Services		
0902001 E0002 -- Safety	TDY	REG -- Regular
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reqs Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R95710063701]



- ◆ The Remark field is NOT a required field
 - Example: TDY can be entered to notate Travel for Work
- ◆ Check with your project manager or approver for additional remark codes

Add Hour Type

Add Projects for DUCK, DUEY(337)

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 ; Other Administrative Services		
0902001 E0002 -- Safety	TDY	REG -- Regular
0902001 E0003 -- EA Rotational Engineer		REG -- Regular
0902001 E0004 -- Div Reprs Safety & Quality		HZ -- Hazard Pay
0902001 E0005 -- HR Tracking and Planning		CTU -- Comptime Used
		TCTU -- Travel Comptime Used
		RCTU -- Religious Comptime Used
		OT -- Overtime
		HW -- Holiday Worked
		OTHZ -- Overtime, Hazard Pay
		VOL -- Volunteer Time/Other Time on Premise

Choose leave and special hour types here:
 AL -- Annual Leave

Step 1: Click on the desired hour type (the highlighted line denotes the one selected).

Helpful Hint: You may choose multiple hour types by holding down the CTRL key down and selecting each hour type or by holding down the SHIFT key and choosing a range of sequential hour types.



Step 2: Click the Add Project button

NOTE:
 The dropdown box contains available hour types. These will vary per employee based on his/her attributes and work schedule.



Project Added


Return to Timesheet icon

Add Projects for DUCK, DUEY(337)  

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 ; Other Administrative Services		
0902001 E0002 -- Safety		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reprs Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		


[0411011CS - 3363402QD E0572] [\[3363402SV - 3771010AD 11530\]](#) [\[3771010CL - 73250DN\]](#) [\[73250EX - R95710063701\]](#)

Choose leave and special hour types here:

AL -- Annual Leave 

Projects for Timesheet (DUCK, DUEY)

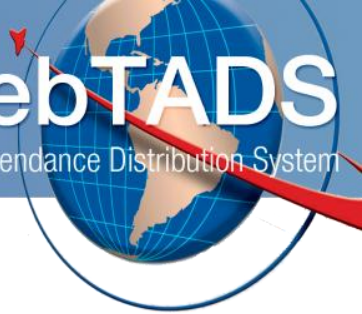
0902001 E0002 Safety	TDY	REG
-------------------------	-----	-----

 Timesheet Profile

Results:

- ◆ The selected labor code and hour type will be added to the bottom of the page and to your timesheet.
- ◆ Clicking the **X** next to the project will delete the selected project from your timesheet profile and your timesheet.

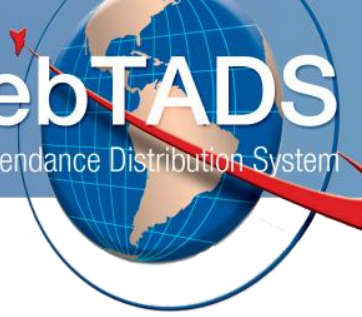
Step 3: Click the icon  next to the employee name to return to the timesheet.



Project Added (Continued)

Update		Reset		Normal (01/23/2005 - 02/05/2005)							
Approval Status: N											
Project	(Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0		
	0902001 E0002 Safety	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
←		Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Project	(Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0		
	0902001 E0002 Safety	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>		
		Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	0.0								

NOTE:
 Just as on the timesheet profile, the **X** may be clicked to delete the project from the timesheet. The **X** only appears when zero hours populate a project



Time Entry Procedures

ADD LEAVE



Add Leave

- ◆ From the bottom of the Add Projects page, click on a Leave Hour Type. The highlighted code in the dropdown box denotes the one chosen. In this example, we are adding annual leave.

NOTE: A labor code is not chosen with leave.

Add Projects for DUCK, DUEY(337)

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 ; Other Administrative Services		
0902001 E0002 -- Safety		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reps Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 732500N] [73250EX - R95710063701]

Choose leave and special hour types here:

AL -- Annual Leave	Add Leave
AL -- Annual Leave	
DELU -- Donated Em Leave Used	
DMLU -- Donated Med Leave Used	
XLV -- Excused Leave	
FMSF -- FMLA Sick Leave - Family	
FMSS -- FMLA Sick Leave - Self	
FMAL -- FMLA Annual Leave	
HL -- Holiday Leave	
HOME -- Home Leave	
CL -- Court Leave	
ML -- Military Leave	

Dropdown Box



Add Leave (Continued)

Add Projects for DUCK, DUEY(337)

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 ; Other Administrative Services		
0902001 E0002 -- Safety		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reprs Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R9571006370.1]

Choose leave and special hour types here:

AL -- Annual Leave

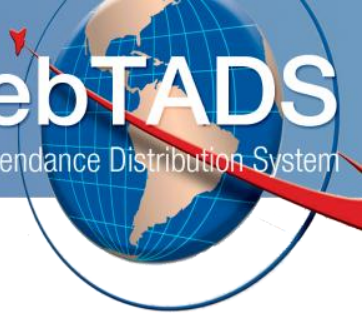
Projects for Timesheet (DUCK, DUEY)

Project Code	Hour Type
0902001 E0002 Safety	TDY REG
X 0380100 LEAVE CODE	AL

Add Leave button (points to the Add Leave button)

Timesheet Profile (points to the LEAVE CODE row in the timesheet table)

- ◆ After selecting a leave type, click the Add Leave button. The annual leave code has been added to your timesheet profile and to the front of the timesheet.



Add Leave (Continued)

Update Reset

Normal (01/23/2005 - 02/05/2005)

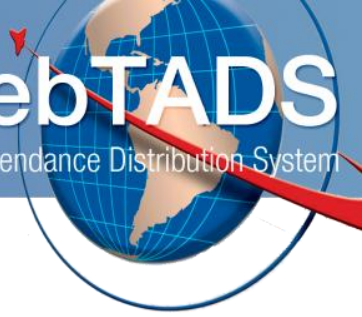
Approval Status: **N**

Project	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety TDY REG	8.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
X 0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0
Project	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety TDY REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
X 0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:		8.0				

◆ Annual Leave appears on the timesheet.

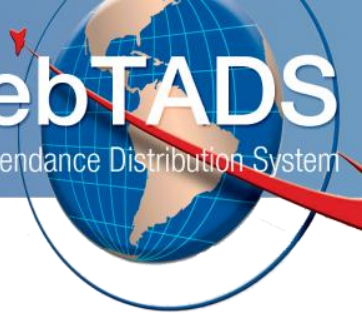
HELPFUL LEAVE CODE HINT:

If a holiday falls in the pay period, the day will be shaded pink, not green.



Time Entry Procedures

ADD HOURS



Add Hours

Step 1: Click in the row below the day.

- (a) Find the labor code and the hour type on the left that you want to enter hours for.
- (b) Follow the row across the timesheet and find the correct days the hours were worked for the selected labor code.

Project	(Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
X	0902001 E0002 Safety	TDY REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

(1)

Step 2: Enter the number of hours worked on that day.

Update		Reset		Normal (01/23/2005 - 02/05/2005)					
Approval Status: N									
Project	(Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
	0902001 E0002 Safety	TDY REG	8.0	8.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total		8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0



(3)

(2)

Step 3: When time entry is complete, click the Update button. This will save the hours you have entered on the timesheet and check for any errors.

Add Hours - Prefill Method

- Click the Paint Bucket icon next to the labor code for quick time entry

Project	(Add)	Total	Sun 11/27 0.0	Mon 11/28 8.0	Tue 11/29 8.0	Wed 11/30 8.0	Thu 12/01 8.0	Fri 12/02 8.0	Sat 12/03 0.0
X 	123456.01.01.01 TEST	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Project	(Add)	Total	Sun 12/04 0.0	Mon 12/05 8.0	Tue 12/06 8.0	Wed 12/07 8.0	Thu 12/08 8.0	Fri 12/09 8.0	Sat 12/10 0.0
X 	123456.01.01.01 TEST	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 2 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	0.0						

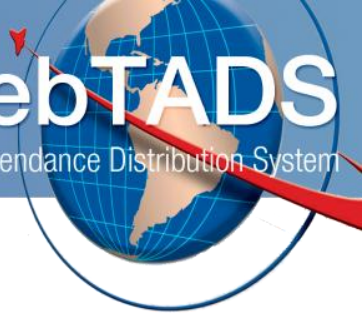
The Paint Bucket icon prefills the timesheet with hours based on the employee's work schedule and automatically updates the timesheet. Once clicked, the icon disappears unless the timesheet is manually updated and left incomplete.



Add Hours – Prefill Method (Continued)

Project (Add)	Total	Sun 11/27 0.0	Mon 11/28 8.0	Tue 11/29 8.0	Wed 11/30 8.0	Thu 12/01 8.0	Fri 12/02 8.0	Sat 12/03 0.0
123456.01.01.01 TEST	40.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Project (Add)	Total	Sun 12/04 0.0	Mon 12/05 8.0	Tue 12/06 8.0	Wed 12/07 8.0	Thu 12/08 8.0	Fri 12/09 8.0	Sat 12/10 0.0
123456.01.01.01 TEST	40.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Approved OT Requests: None for this payperiod.	GRAND TOTAL:	80.0						

- ◆ Timesheet can continue to be edited and must be updated to reflect edits.
- ◆ Clicking an available paint bucket icon after manual edits have occurred will automatically fill any remaining work days according to the employee’s work schedule. It is recommended that users carefully check the timesheet after manual inputs combined with paint bucket prefill use to ensure accuracy.



Time Entry Complete

- ◆ The timesheet is now complete, with no errors or warnings.
- ◆ Changes may be made any time before the timesheet is approved. If timesheet changes are necessary after approval, the employee must first contact the approver before updates can be entered on the timesheet.

My Timesheet
List Timesheets
Reports
Administration
Online Support
Logout
🇺🇸

Name: DUCK, DEWEY D (358)	Official Supervisor: Unknown	Tour Type: V	Routed: DISNY	SSN: 111-11-1112
FLSA: Exempt	Not your official Supervisor? Contact your Center OHR for help. Contact Information	Part-time Hrs: 60.00	Phone: 256-555-1111	
Approved: No		Approved By:	Email: JOHN.DOE@TEST.NASA.GOV	Leave Balances hide detail

Hello from WebTADS

Update
Reset
🏠

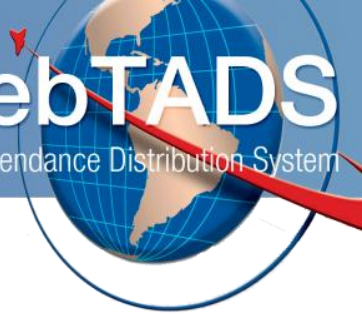
Normal (01/23/2005 - 02/05/2005)

Approval Status: N

Project (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety TDY REG	40.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety TDY REG	32.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE AL	8.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Approved OT Requests: None for this payperiod. **GRAND TOTAL: 80.0**



Time Entry Complete

- ◆ The timesheet is now complete, with no errors or warnings.
- ◆ Changes may be made any time before the timesheet is approved. If timesheet changes are necessary after approval, the employee must first contact the approver before updates can be entered on the timesheet.

My Timesheet
List Timesheets
Reports
Administration
Online Support
Logout

Name: DUCK, DEWEY D (358)	Official Supervisor: Unknown	Tour Type: V	Routed: DISNY	SSN: 111-11-1112
FLSA: Exempt	Not your official Supervisor? Contact your Center OHR for help. Contact Information	Part-time Hrs: 60.00	Phone: 256-555-1111	
Approved: No		Approved By:	Email: JOHN.DOE@TEST.NASA.GOV	Leave Balances hide detail

The 2004 Combined Federal Campaign ended on 11/12/2004.

Hello from WebTADS

Update
Reset
Normal (01/23/2005 - 02/05/2005)

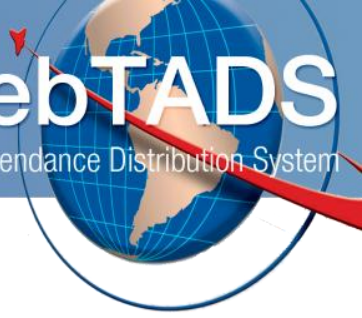
Approval Status: N

Project (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety TDY REG	40.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

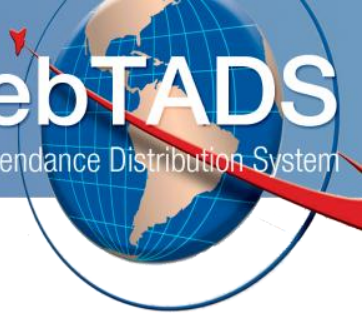
Project (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety TDY REG	32.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE AL	8.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Approved OT Requests: None for this payperiod.


GRAND TOTAL:	80.0
--------------	------



POSSIBLE ERRORS



General Errors

- ◆ General errors will appear at the bottom of the timesheet if it is partially complete or incomplete.
- ◆ General errors will disappear as time is entered on the timesheet. When the timesheet has been completed for the pay period, all general errors should be gone.
- ◆ Clicking the Dynamite icon  found next to the Update button will take you to the bottom of the timesheet where the errors are displayed.

Enter a comment

Comment	Action	Entered On	Entered By
---------	--------	------------	------------

Tue 01/25 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Wed 01/26 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Thu 01/27 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Fri 01/28 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Mon 01/31 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Tue 02/01 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Wed 02/02 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Thu 02/03 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 Fri 02/04 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0
 ERROR_023 Standard and nonpaid hours for the week must equal 40. Current total for Week 1 = 8.0
 ERROR_023 Standard and nonpaid hours for the week must equal 40. Current total for Week 2 = 0.0





Warnings

- ◆ Warnings will appear after time entry at the top of the timesheet. Warnings are helpful reminders and/or notifications
- ◆ A timesheet may be approved with warnings on it.
- ◆ It is strongly recommended that warnings should be corrected if at all possible
- ◆ Example: Annual Leave has been added for Friday, February 2. A warning appears stating that annual leave exceeds the employee's annual leave balance.

Hello from WebTADS

WARNING_060 Annual Leave used exceeds your leave balance. AL hours = -8.0



Update		Reset		Normal (01/23/2005 - 02/05/2005)								
Approval Status: N												
Project	(Add)	Total	Sun 01/23	Mon 01/24	Tue 01/25	Wed 01/26	Thu 01/27	Fri 01/28	Sat 01/29			
0902001 E0002	TDY REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	8.0	0.0		
0380100	AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Week 1 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	8.0	0.0		
Project	(Add)	Total	Sun 01/30	Mon 01/31	Tue 02/01	Wed 02/02	Thu 02/03	Fri 02/04	Sat 02/05			
0902001 E0002	TDY REG	32.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0	0.0		
0380100	AL	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0		
Week 2 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	8.0	0.0		
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	80.0									



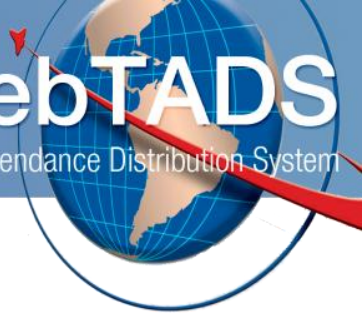
Critical Errors

- ◆ Critical errors will appear at the top of the screen.
- ◆ A critical error must be corrected before the timesheet can be approved.
- ◆ Unapproved timesheets can not be sent to the Department of Interior for processing. This could result in the employee not being paid appropriately.
- ◆ Example: Holiday Leave was entered on a day that was not a holiday. This mistake resulted in a critical error.

Hello from WebTADS

Fri 02/04 CRITICAL_015 Holiday leave and Holiday work hours may only be entered on a holiday. Holiday hours = 8.0

Update		Reset		Normal (01/23/2005 - 02/05/2005)							
Approval Status: N											
Project	(Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0		
0902001 E0002	Safety TDY REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0		
X	0380100 LEAVE CODE AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
	0380100 LEAVE CODE HL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
Week 1 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0		
Project	(Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0		
0902001 E0002	Safety TDY REG	32.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0		
X	0380100 LEAVE CODE AL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
	0380100 LEAVE CODE HL	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0		
Week 2 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0		
Approved OT Requests: None for this payperiod.		GRAND TOTAL:	80.0								



Profile Errors

- ◆ Profile errors occur due to invalid or mismatched profile attributes
 - Mismatched tour type, work schedule code, and part time hours total
- ◆ Approvers must correct profile errors in order to approve a timesheet
- ◆ Example: A full-time employee has a part-time work schedule selected

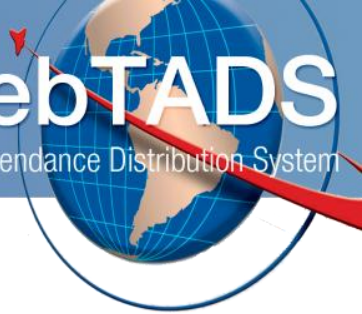
The screenshot displays the WebTADS user interface. At the top, there is a navigation bar with tabs: My Timesheet, List Timesheets, Reports, Administration, Online Support, and Logout. Below the navigation bar, the user's profile information is displayed in a grid format:

Name: DUCK, DEWEY D (358)	Official Supervisor: Unknown Not your official Supervisor? Contact your Center OHR for help. Contact Information	Tour Type: V Part-time Hrs: 60.00	Routed: DISNY Phone: 256-555-1111	SSN: 111-11-1112
FLSA: Exempt		Approved By:	Email: JOHN.DOE@TEST.NASA.GOV	Leave Balances hide details
Approved: No				

Below the profile information, a yellow error message is displayed:

CRITICAL_088 (PROFILE ERROR) Invalid workschedule. Full-time employees may not select a part-time workschedule.

At the bottom of the interface, there is a green bar containing the text "Normal (11/27/2005 - 12/10/2005)" and several icons. Below this bar, the "Approval Status" is shown as "N".



Document History Log

Author	Date	Description of Change
Jessica Rousseau	05/14/2013	Updated Timesheet header to add 'Official Supervisor' information
Noeleen Laughlin	06/25/2012	Updated PowerPoint template and included content from Timesheet Error QRG, Add Project QRG, and First-time Users Entry QRG
Pamela Vaughn	04/01/2005	Reworked presentation wording; new screenshots to indicate WBS format on codes
Amanda Kerkhof	03/19/2004	Documentation drafted/created