

Marking a T & A as Final in WebTA4.2



Select the applicable Pay Period that includes the last day the employee worked.

<input checked="" type="checkbox"/>	24 - 2016	Saved	ALLENH****	ALLEN	HENRY	GREENSVILLE COUNTY OFFICE	DAY, DEBRA SYKES	DUNN, JAMES MICHAEL	FSACE	9951
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<input type="checkbox"/>	22 - 2016	Saved
<input type="checkbox"/>	24 - 2016	Saved
<input type="checkbox"/>	21 - 2016	Saved
<input type="checkbox"/>	25 - 2016	Saved
<input type="checkbox"/>	23 - 2016	Saved
<input type="checkbox"/>	25 - 2016	Saved
<input type="checkbox"/>	22 - 2016	Saved
<input type="checkbox"/>	23 - 2016	Saved
<input type="checkbox"/>	25 - 2016	Saved
<input type="checkbox"/>	24 - 2016	Saved

Scroll to the bottom and select "Timesheet Profile"

1-25 of 1549 Records

1 2 3 4 5 6 7 8 9 10 ...

View 25 50 100

Select Action

- Timesheets**
- Timesheet
- Timesheet Summary
- Validate Selected
- Create Correction
- Processed Timesheets

- Profiles and Settings**
- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile

- Leave and Premium Pay**
- Leave Balances
- Dollar Requests
- Leave Requests
- Premium Pay Requests

- Send Messages**
- Send Message

- Other Actions**
- Employee Accounts

- Default Schedule**
- Default Schedule

Cancel

Timesheet Profile »

- Settings
- Licenses
- Calendars
- Manage Roles
- Timesheet Details
- Timesheet Profile »**
- FMLA/FMLA Military
- Disabled Veteran Leave

Items marked with an asterisk* are required.
Pay Period: 25 - 2016 : Dec 11, 2016-Dec 24, 2016

Select "End" as the Status Change Type

Status Change

Status Change Type:

Status Change Day:

Status

Oath of Office:
Final Report:
On Hold:

Pay Details

* **Payplan:**
* **Tour of duty:**
* **Duty Hours:**
Work Week:
* **Alternative Work Schedule:**

Overtime/Standby

Master Timekeeper Main Menu > Select Timesheets >

Timesheet Profile »

- Settings
- Licenses
- Calendars
- Manage Roles
- Timesheet Details
- Timesheet Profile »**
- FMLA/FMLA Military
- Disabled Veteran Leave

Items marked with an asterisk* are required.
Pay Period: 25 - 2016 : Dec 11, 2016-Dec 24, 2016

Status Change

Status Change Type: End
Status Change Day: Week 1 - Saturday

Open the drop down menu next to Status Change Day

Status

Oath of Office:
Final Report:
On Hold:

Pay Details

* **Payplan:** AD Administratively Determined
* **Tour of duty:** Intermittent
* **Duty Hours:** 0.0
Work Week: Mon. - Fri.
* **Alternative Work Schedule:** None

Overtime/Standby



Master Timekeeper Main Menu > Select Timesheets >

Timesheet Profile

- Settings
- Licenses
- Calendars
- Manage Roles
- Timesheet Details
- Timesheet Profile**
- FMLA/FMLA Military
- Disabled Veteran Leave

Items marked with an asterisk* are required.
Pay Period: 24 - 2016 : Nov 27, 2016-Dec 10, 2016

Status Change

Status Change Type: End

- Status Change Day: **None**
- Week 1 - Sunday
 - Week 1 - Monday
 - Week 1 - Tuesday
 - Week 1 - Wednesday
 - Week 1 - Thursday
 - Week 1 - Friday
 - Week 1 - Saturday
 - Week 2 - Sunday
 - Week 2 - Monday
 - Week 2 - Tuesday
 - Week 2 - Wednesday
 - Week 2 - Thursday
 - Week 2 - Friday
 - Week 2 - Saturday

Select the applicable day in the applicable week to identify the last day the employee worked.

Status

Oath of Office:

Final Report:

On Hold:

Pay Details

* Payplan:

* Tour of duty:

* Duty Hours:

Work Week:

Timesheet Profile »

- Settings
- Licenses
- Calendars
- Manage Roles
- Timesheet Details
- Timesheet Profile »**
- FMLA/FMLA Military
- Disabled Veteran Leave

Items marked with an asterisk* are required.

Pay Period: 24 - 2016 : Nov 27, 2016-Dec 10, 2016

Status Change

Status Change Type: End

Status Change Day: Week 1 - Wednesday

Status

Oath of Office:

Final Report:

On Hold:

Select "Final Report"

Pay Details

* **Payplan:** AD Administratively Determined

* **Tour of duty:** Intermittent

* **Duty Hours:** 0

Work Week: Mon-Fri

* **Alternative Work Schedule:** None

Overtime/Standby

Hrs in Appointment: 0000.00
Last Day Worked:
LWOP Expiration Date:
Temporary Position Expiration Date:
Temporary Promotion Expiration Date:
Military Reserve Category: 0
Occupational Series: 0301
Office Type:
Official Title: COMMTE MEMB
Organization Level 1: CE
Organization Level 2: 04
Organization Level 3: 51
Organization Level 4: 0197
Organization Level 5: 00
Organization Level 6: 00
Organization Level 7: 00
Organization Level 8: 00
Organizational Title: COUNTY OFFICE
Phone:
POI: 9951
Retirement Plan: FICA 30102
Grade: 00
Step: 00
EMPLID of Supervisor:
Supervisory Status Code: 5
Supervisory Status Code Description: Management Official (CSRA)
Appointment Type: Temporary

Scroll to the bottom and select "save"

Split Profile Save Cancel