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# VA Time & Attendance (VATAS)

VATAS Menus for Station Payroll Admin (SPA) Role

Presented by: Carlos Sims, Payroll Training Specialist

VA



U.S. Department  
of Veterans Affairs

# Training Overview

This training will cover the following topics:

- VATAS System and Roles Overview
- VATAS Utility Bar
- VATAS Menus:
  - Employees
  - Schedule
  - TL Units
  - Continuation of Pay
  - Leave Transfer Program
  - Part Time Physicians (on Adjustable Work Schedule)
  - Reports
- VATAS SharePoint
- VATAS References
- Examples of Errors and Warnings

# VATAS System and Role Overview

VATAS is the Veteran Affairs Time and Attendance System.

- VATAS is the replacement system for the legacy Enhanced Time and Attendance (ETA) system,
- VATAS is a web-based, time and attendance system using a point and click interface;
- Benefits of VATAS:
  - Centralized and standardized system (replaces over 150 version of ETA)
  - Activity logs that allow transparency and accountability

# VATAS System and Role Overview

## Station Payroll Admin (SPA)

- Enter/move employees into Time and Leave (TL) units
- Updates timekeepers, supervisors, TL approvers in TL units
- Assigns tours
- Creates DVL, FMLA, COP and VLTP cases

## TL Approver

- Approve/Deny Premium Pay Requests (second line approval)
- Can perform Supervisor functions when needed

## Supervisor

- Approve/Deny Leave and Premium Pay Requests **Daily**
- Verify timesheet posted correctly (to include Employee's Schedule and AWS Code)
- Certify timesheet by processing deadline
- Certify corrected Timesheets once Validated by Timekeeper
- Run VATAS Reports

## Timekeeper

- Create/change schedule; verify/change AWS Code
- Submit premium pay requests
- Enter proxy leave requests (upon written request)
- Apply tour **Daily**
- Validate timesheet (to check for errors and submit for Payroll Processing)
- Create/Validate corrected Timesheets
- Run VATAS Reports

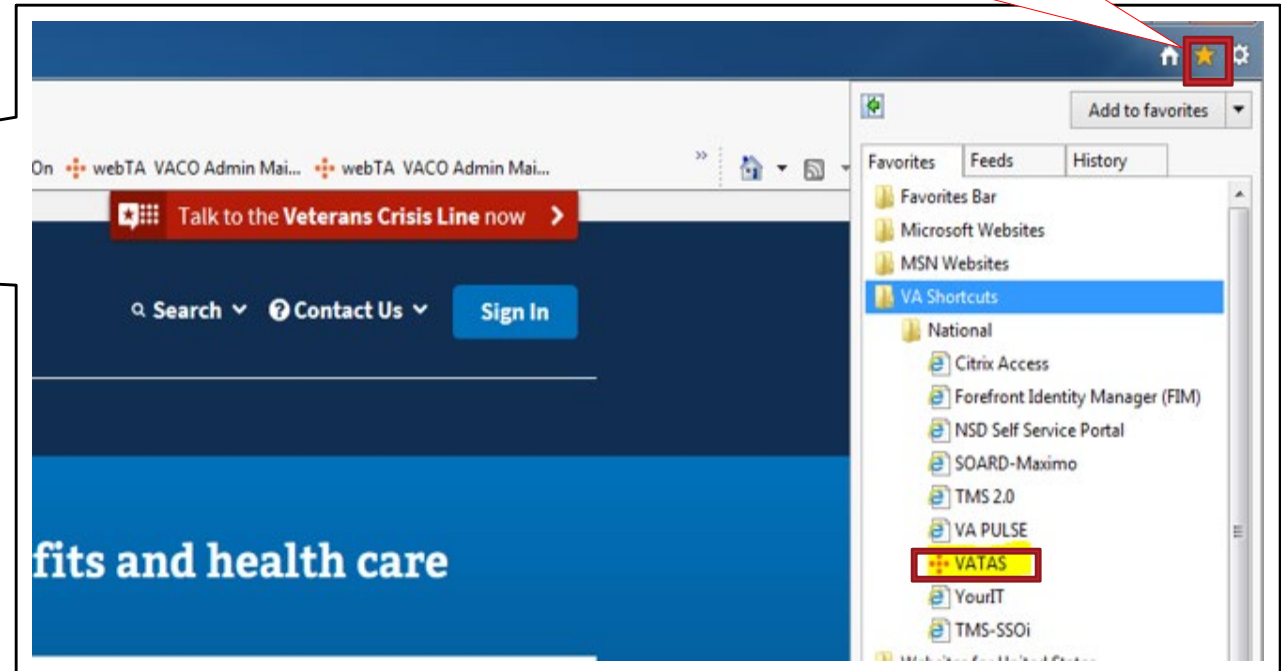
## Employees

- Submit leave requests
- Verify accuracy of timesheet postings by the timekeeper

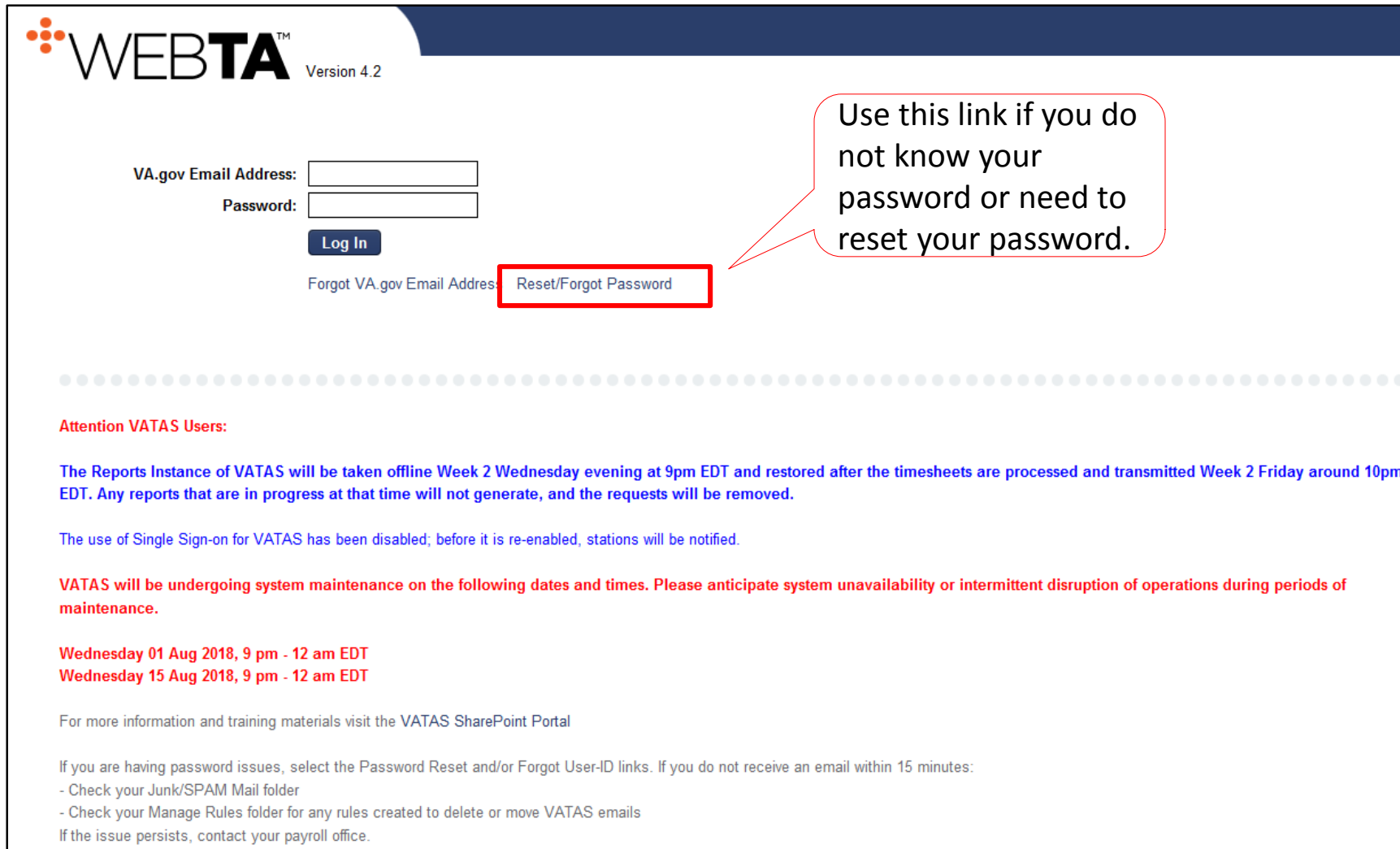
# VATAS System and Role Overview: Access



A link to VATAS can be found in the favorites under 'VA Shortcuts'.



# VATAS Main Page: Creating Password



The screenshot displays the VATAS main page interface. At the top left is the 'WEBTA' logo with 'Version 4.2' next to it. Below the logo are two input fields: 'VA.gov Email Address:' and 'Password:'. A 'Log In' button is positioned below the password field. To the right of the 'Log In' button is a link labeled 'Reset/Forgot Password', which is highlighted with a red rectangular box. A red speech bubble points to this link with the text: 'Use this link if you do not know your password or need to reset your password.' Below the login section is a horizontal dotted line. Underneath the line, there is a section titled 'Attention VATAS Users:' in red. This section contains several lines of text: a blue announcement about system downtime on Wednesday evening and Friday; a blue note about single sign-on being disabled; a red announcement about system maintenance on specific dates and times; and a link to the VATAS SharePoint Portal for more information. At the bottom, there is a section for password issues, including instructions to check junk/spam folders and contact the payroll office if the issue persists.

WEBTA™ Version 4.2

VA.gov Email Address:

Password:

Log In

Forgot VA.gov Email Address: [Reset/Forgot Password](#)

Use this link if you do not know your password or need to reset your password.

.....

**Attention VATAS Users:**

The Reports Instance of VATAS will be taken offline Week 2 Wednesday evening at 9pm EDT and restored after the timesheets are processed and transmitted Week 2 Friday around 10pm EDT. Any reports that are in progress at that time will not generate, and the requests will be removed.

The use of Single Sign-on for VATAS has been disabled; before it is re-enabled, stations will be notified.

VATAS will be undergoing system maintenance on the following dates and times. Please anticipate system unavailability or intermittent disruption of operations during periods of maintenance.

Wednesday 01 Aug 2018, 9 pm - 12 am EDT  
Wednesday 15 Aug 2018, 9 pm - 12 am EDT

For more information and training materials visit the VATAS SharePoint Portal

If you are having password issues, select the Password Reset and/or Forgot User-ID links. If you do not receive an email within 15 minutes:

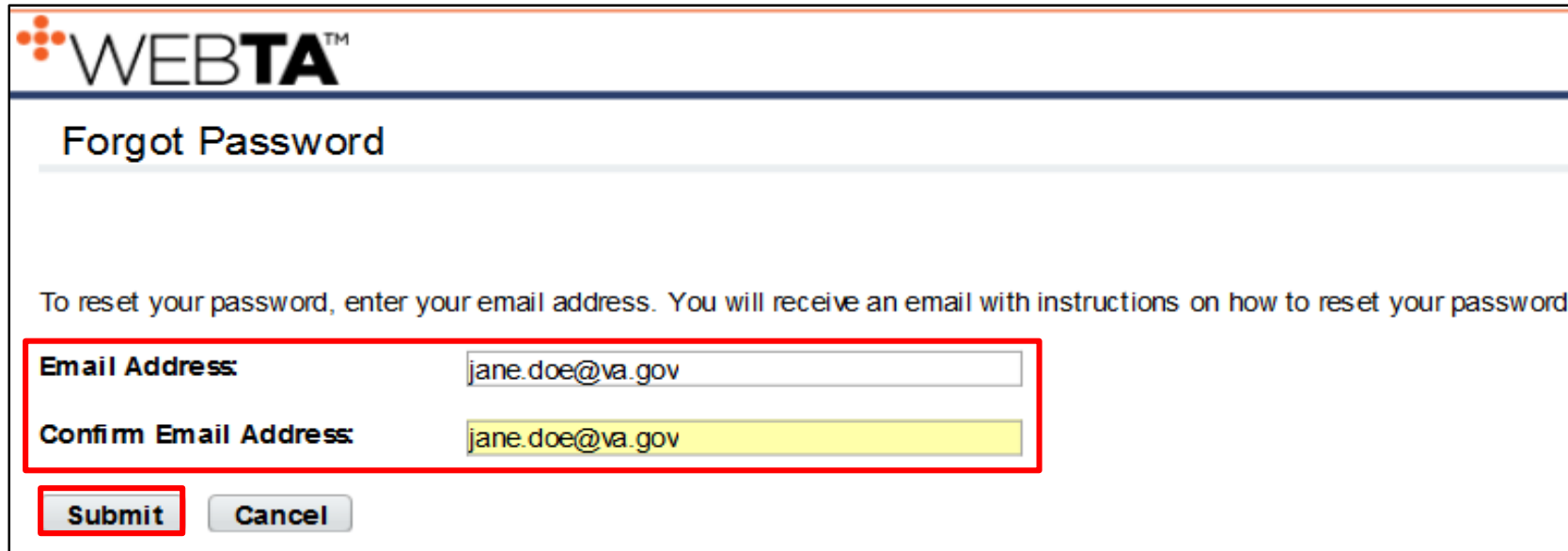
- Check your Junk/SPAM Mail folder
- Check your Manage Rules folder for any rules created to delete or move VATAS emails

If the issue persists, contact your payroll office.



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# VATAS Main Page: Password



**WEBTA™**

## Forgot Password

To reset your password, enter your email address. You will receive an email with instructions on how to reset your password.

**Email Address:**

**Confirm Email Address:**

- Passwords must be at least 12 characters and contain:
  - One upper case character
  - One lower case character
  - One number
  - One special character

# VATAS Main Page: Log In

**WEBTA™** Version 4.2

VA.gov Email Address:

Password:

[Log In](#)

[Forgot VA.gov Email Address](#) [Reset/Forgot Password](#)

.....

**Attention VATAS Users:**

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- Check your Junk/SPAM Mail folder
- Check your Manage Rules folder for any rules created to delete or move VATAS emails

If the issue persists, contact your payroll office.



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# VATAS Main Page: Privacy Disclaimer

## WARNING TO USERS OF THIS SYSTEM

This computer system, including all related equipment, networks, and network devices (including Internet access) is provided by the Department of Veterans Affairs (VA) in accordance with the agency policy for official use and limited personal use. All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored, and users of this system are reminded that such monitoring does occur. Therefore, there should be no expectation of privacy with respect to use of this system. By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

## This is a Privacy Act System of Records

Access to this information is limited to only those who have a need for the information in the performance of their official duties. Disclosure without the consent of the subject of the information is restricted unless required by the Freedom of Information Act; to those listed in an appropriate Federal Register System of Records Notice under the "routine use" section; for the purposes identified in that section; and to those identified in 43 C.F.R. 2.56. These records may not be altered or destroyed except as authorized by 43 C.F.R. 2.52. Please contact your office's Privacy Act Officer for advice on disclosure restrictions.

**CRIMINAL PENALTIES FOR DISCLOSURE:** The Privacy Act contains provisions for criminal penalties for knowingly and/or willfully disclosing information from this system unless properly authorized.

☐ I acknowledge the above statements

- Read the statement of responsibility and select the acknowledgement.



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# VATAS Utility Bar

VATAS Role Assignment, Inbox, Settings and Help Menu Options.


**VA**



U.S. Department  
of Veterans Affairs

# VATAS Utility Bar: Role Assignment

6/10/2019



EmployeeTimekeeperSupervisor**Station Payroll Admin**

Inbox [18] | Settings | Help | Log Out

### Station Payroll Admin Main Menu


Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
Certify Timesheet Corrections	Assign Tours of Duty

Reports	TL Units
Reports	Station and Duty Station Management
My Saved and Scheduled Reports	TL Unit Management
Reports Server	

Continuation of Pay(COP)	Leave Transfer Program
COP Recipients	LTP Management

Part Time Physicians
Memos of Service Level Expectations

# VATAS Utility Bar: Inbox

<div>  <span>Employee</span> <span>Timekeeper</span> <span>Supervisor</span> <span>Station Payroll Admin</span> </div> <div> <span>Inbox [18]</span> <span>Settings</span> <span>Help</span> <span>Log Out</span> </div>					
Priority	Subject	Sender	Date	Message	Delete
!	Timesheet Profile changes for station	SYSTEM	Jul 19, 2018 10:01:10 AM	Previously certified/pre-processed timesheets returned for additional action. The list of affected employee timesheets is as follows: Timesheet for 2018-14: 07/08/2018 - 07/21/2018 and user ' ' : Saved (SSN) Timesheet for 2018-13: 06/24/2018 - 07/07/2018 and user ' ' : Saved (Employee Status Indicator,T&A Status,Status Change Type,Status Change Day,Federal Separation Date,Employee Status) Timesheet for 2018-13: 06/24/2018 - 07/07/2018 and user ' ' : Saved (Employee Status Indicator,T&A Status,Status Change Type,Status Change Day,Federal Separation Date,Employee Status) Timesheet for 2018-13: 06/24/2018 - 07/07/2018 and user ' ' : Saved (Employee Status Indicator,T&A Status,Status Change Type,Status Change Day,Federal Separation Date,Employee Status)	<input checked="" type="checkbox"/>
!	Timesheet Profile changes for station	SYSTEM	Jul 19, 2018 10:01:10 AM	Previously certified/pre-processed timesheets returned for additional action. The list of affected employee timesheets is as follows: Timesheet for 2018-13: 06/24/2018 - 07/07/2018 and user ' ' : Saved (Type Appointment)	<input checked="" type="checkbox"/>
!	Timesheet Profile changes for station	SYSTEM	Jul 18, 2018 10:00:54 AM	Previously certified/pre-processed timesheets returned for additional action. The list of affected employee timesheets is as follows: Timesheet for 2018-09: 04/29/2018 - 05/12/2018 and user ' ' : Saved (OCC Series-title-assignment) Timesheet for 2018-10: 05/13/2018 - 05/26/2018 and user ' ' : Saved (OCC Series-title-assignment) Timesheet for 2018-11: 05/27/2018 - 06/09/2018 and user ' ' : Saved (OCC Series-title-assignment) Timesheet for 2018-12: 06/10/2018 - 06/23/2018 and user ' ' : Saved (OCC Series-title-assignment) Timesheet for 2018-13: 06/24/2018 - 07/07/2018 and user ' ' : Saved (OCC Series-title-assignment)	<input checked="" type="checkbox"/>

# VATAS Utility Bar: Settings

**WEBTA™** Employee Timekeeper Supervisor Station Payroll Admin ▾

Inbox [18] **Settings** Help | Log Out

## General Settings » FULL TIME, STATION PAYROLL ADMIN-2

**Menu**

- General »**
- Manage Roles
- User Holiday Calendars
- User Message Delivery Override
- Disabled Veteran Leave
- FMLA/FMLA Military

Items marked with an asterisk\* are required.

\* **User ID:** STATION\_PAYROLL\_ADMIN-2.FULL\_TIME355

**Actor's Password:**

**Employee Password:**

**Retype Employee Password:**

\* **First Name:** STATION PAYROLL ADMIN-2

**Middle Name:**

\* **Last Name:** FULL TIME

**SSN:**

\* **DFAS Transmit ID:** 222222220

\* **E-Mail Address:** STATION\_PAYROLL\_ADMIN-2.FULL

**Active:** ☒

**Email/Password Authentication:** ☐

**Save**

Employees can change their password here before the 90 day expiration

# VATAS Utility Bar: Settings (Manage Roles & User Holiday Calendars)

Role Assignments » FULL TIME, STATION PAYROLL ADMIN-2

Menu	Role	Properties
General	<input checked="" type="checkbox"/> Employee	
<b>Manage Roles »</b>	<input checked="" type="checkbox"/> Timekeeper	
User Holiday Calendars	<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Supervisor (Self Certifier)
User Message Delivery Override	<input checked="" type="checkbox"/> TL Approver	
Disabled Veteran Leave	<input checked="" type="checkbox"/> Duty Station Payroll Admin	
FMLA/FMLA Military	<input checked="" type="checkbox"/> Station Payroll Admin	
	<input type="checkbox"/> VACO Admin	
	<input type="checkbox"/> System Administrator	
	<input type="checkbox"/> Duty Station Payroll Technician	
	<input checked="" type="checkbox"/> Station Payroll Technician	
	<input type="checkbox"/> View Only	

Roles are view only and can only be changed by payroll submitting a CPM ticket

User Holiday Calendars » FULL TIME, STATION PAYROLL ADMIN

Menu	Organization Calendars
General	US Federal Holiday Calendar
Manage Roles	
<b>User Holiday Calendars »</b>	Directly Assigned Calendars
User Message Delivery Override	None
Disabled Veteran Leave	
FMLA/FMLA Military	

# VATAS Utility Bar: Settings (Message Delivery Override)

User Message Delivery Override » FULL TIME, STATION PAYROLL ADMIN

<b>Menu</b>	Leave Requests:	Receive both primary and backup email notifications
General	Premium Pay Requests:	Receive only primary email notifications
Manage Roles		Receive no email notifications
User Holiday Calendars	Timesheet Processing:	Receive both primary and backup email notifications ▼
<b>User Message Delivery Override »</b>	Schedule Submission/Approval:	Receive both primary and backup email notifications ▼
Disabled Veteran Leave	TL Unit:	Receive both primary and backup email notifications ▼
FMLA/FMLA Military		

Save



# VATAS Utility Bar: Settings (Disabled Veteran Leave - DVL)

Disabled Veteran Leave » FULL TIME, STATION PAYROLL ADMIN-2

Menu	Disabled Veteran Leave
General	Items marked with an asterisk* are required.
Manage Roles	* Start Date:
User Holiday Calendars	* End Date:
User Message Delivery Override	
Disabled Veteran Leave »	
FMLA/FMLA Military	



# VATAS Utility Bar: Settings (Family Medical Leave Act - FMLA)

FMLA/FMLA Military » FULL TIME, STATION PAYROLL ADMIN-2

**Menu**

- General
- Manage Roles
- User Holiday Calendars
- User Message Delivery Override
- Disabled Veteran Leave
- FMLA/FMLA Military »**

**FMLA and FMLA Military**

FMLA Invocations

Leave Type	Start Date	Expiration Date	Delete
No results			

**Invoke New FMLA or FMLA Military**

Items marked with an asterisk\* are required.

\* Leave Type:

\* Start Date:

**Invoke**

# VATAS Utility Bar: Help

The screenshot displays the VATAS WebTA utility bar. The top navigation bar includes the WebTA logo, user roles (Employee, Timekeeper, Supervisor, Station Payroll Admin), and links for Inbox [18], Settings, Help (highlighted with a red box), and Log Out. The left sidebar contains a tree view of the system's functionality, with 'Help' expanded to show 'About VATAS online help', 'About access keys', and 'Profiles'. Under 'Profiles', 'Employee Profiles' is selected, showing a list of topics including 'About employee profiles >', 'About Disabled Veteran Leave', 'About FMLA and FMLA Military', 'About holiday calendars', 'About roles', 'About the user message delivery override option', 'Changing or resetting your password', 'Editing employee profiles', and 'Viewing your employee profile'. The main content area displays the 'About employee profiles' page, which includes a search bar, a 'Print' button, and a breadcrumb trail 'Profiles > Employee Profiles >'. The page content describes the employee profile and lists general settings page contents.

**WEBTA™** Employee Timekeeper Supervisor Station Payroll Admin Inbox [18] | Settings **Help** | Log Out

**WEBTA™** Search

Profiles > Employee Profiles >

### About employee profiles

Every user has an employee profile that contains information such as the user ID, password, first, middle and last name, e-mail address, the role assignment, the holiday calendar, and the user message delivery override.

#### General Settings page contents

- **User ID.** The user ID is the employee's va.gov e-mail address as defined in the E-Mail Address field in the employee profile.
- **Actor Password.** The Actor Password allows Administrators, VACO Administrators, Station Payroll Administrators, and Employees to change an employee's password. The field only displays for these roles. "Actor" is the user who is currently logged in.
- **Employee Password.** The employee's password for logging in to VATAS.
- **Retype Employee Password.** The employee's password for logging in to VATAS. It must match whatever is entered in the Employee Password field.
- **Name fields.** The employee's first, middle and last name.
- **SSN.** The employee's social security number.
- **DFAS Transmit ID.** The employee's unique nine-digit DFAS ID for payroll transmission.
- **E-mail Address.** The e-mail address is the employee's User ID. It also serves as the e-mail address that the employee uses to send and receive VATAS messages from the designated e-mail application. The e-mail must match the following format: 1-n numbers or letters, followed by a period ("."), followed by 1-n numbers or letters, followed by the string "@va.gov".
- **Active.** Indicates whether the employee is active (that is, eligible to use VATAS) or inactive. When employees are inactivated, none of their records are deleted from the system, but they will no longer be able to log into the system, and their records are ignored during verification, certification, and transmission file builds. Only VACO Administrators



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# Employees Menu

Select Employees, Employee Leave & Premium Pay Requests and Certify  
Timesheet Corrections Menus

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# Employees Menu

## Station Payroll Admin Main Menu

Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
Certify Timesheet Corrections	Assign Tours of Duty
Reports	TL Units
Reports	Station and Duty Station Management
My Saved and Scheduled Reports	TL Unit Management
Reports Server	
Continuation of Pay(COP)	Leave Transfer Program
COP Recipients	LTP Management
Part Time Physicians	
Memos of Service Level Expectations	

# Employees Menu: Select Employees

## Select Employees

Pay Period:	Timesheet Status:	Timesheet Type:	User ID:	SSN:	Last Name:	First Name:	TL Unit:	Timekeeper:	Supervisor:	Delegates For:	Active:
All	All	All								NONE	<input checked="" type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>											

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID	Last Name	First Name	TL Unit	Timekeeper	Supervisor
<input type="checkbox"/>	02 - 2018	Validated by Timekeeper	HCW-T.2FULLTIME	2FULLTIME	HCW-T	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Saved	HYBRID-F.FULLTIME	2FULLTIME	HYBRID-F	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Saved	HYBRIDLPN3.FULLTIME	2FULLTIME	HYBRIDLPN3	346-A_-002	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Saved	T38RN.2FULLTIME	2FULLTIME	T38RN	346-A_-001	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Validated by Timekeeper	HCW.INTERMITTENT	2INTERMITTENT	HCW	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Saved	LPN3.INTERMITTENT	2INTERMITTENT	LPN3	346-A_-002	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Saved	RN3.2INTERMITTENT	2INTERMITTENT	RN3	346-A_-001	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018	Saved	HCW-3.2PARTTIME346B	2PARTTIME346B	HCW-3	346-B_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018 (c)	Saved	HYBRIDE.INTERMITTENT	INTERMITTENT	HYBRIDE	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	02 - 2018 (c)	Saved	HYBRID.PARTTIME	PARTTIME	HYBRID	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	EMPLOYEE.FEEBASIS	FEEBASIS	EMPLOYEE	346-A_-F05	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	WG.FULLTIME346B	FULLTIME346B	WG	346-B_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	RN.INTERMITTENT	INTERMITTENT	RN	346-A_-001	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	RN.PARTTIME	PARTTIME	RN	346-A_-001	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018 (c)	Pre-processed	HCW-T.2FULLTIME	2FULLTIME	HCW-T	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018	Saved	ERIC.EMP346	EMP346	ERIC	346-AB-008	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018	Saved	GINAGS.FT	FT	GINAGS	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018	Validated by Timekeeper	ROBERTRN3.FT346B	FT346B	ROBERTRN3	346-B_-001	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018	Saved	GSEMPLOYEE-2.FULLTIME	FULLTIME	GSEMPLOYEE-2	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018	Saved	HYBRID.FULLTIME346B	FULLTIME346B	HYBRID	346-B_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	10 - 2018	Saved	GS.FULLTIMEEMPLOYEE346B	FULLTIMEEMPLOYEE346B	GS	346-B_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	11 - 2018	Pre-processed	GARY-GS.1FULLTIME346B	1FULLTIME346B	GARY-GS	346-B_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	13 - 2018	Saved	T38RN.2FULLTIME	2FULLTIME	T38RN	346-A_-001	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	13 - 2018	Saved	GINAGS.FT	FT	GINAGS	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	13 - 2018 (s)	Validated by Employee	PHYSICIAN.PARTTIME20-346B	PARTTIME20-346B	PHYSICIAN	346-B_-003	TKR346, Timmy	SUP346, STAN

1-25 of 1597 Records

1 2 3 4 5 6 7 8 9 10 ... »

View 25 50 100

# Employees Menu: Select Employees (Search Fields)

- Search fields are in the blue banner at the top of your selected page
- An asterisk (\*) can be used as a wild card when searching by first or last name
- The wild card for TL searches is five underscores, example \_\_\_\_\_104

## Select Employees

The screenshot shows a search interface for employees. It features a blue banner with various search fields. A red box highlights the 'Active' checkbox, which is currently checked. A callout bubble points to this checkbox with the text: 'Unchecking the active box will allow a search for inactive employees'.

Pay Period:	Timesheet Status:	Timesheet Type:	User ID:	SSN:	Last Name:	First Name:	TL Unit:
All	All	All					

Timekeeper:	Supervisor:	Delegates For:	Active:
		NONE	<input checked="" type="checkbox"/>

Search Clear

# Employees Menu: Select Employees (Timesheet Status and Type)

Select Employees

Pay Period:  Timesheet Status:  Timesheet Type:  User ID:  SSN:  Last Name:  First Name:  TL Unit:

Timekeeper:  Supervisor:  Delegates For:  Active: ☐

**Timesheet Status:**

All  
Saved  
Pending Attestation  
All Validated  
Validated by Employee  
Validated by Timekeeper  
Validation Overridden  
Certified & Pre-processed  
Processed  
Approved  
Correction Approved

**Timesheet Type:**

All  
Regular Timesheets  
Regular Timesheets (with Subsidiary)  
Correction Timesheets  
Correction Timesheets (with Subsidiary Correction)  
Regular & Correction Timesheets  
Subsidiary Timesheets  
Subsidiary Correction Timesheets  
Subsidiary & Subsidiary Correction Timesheets

# Employees Menu: Select Employees (Timesheet Type)

<input type="checkbox"/> Select All Timesheets	▼ Pay Period	⬆ Timesheet Status	⬆ User ID	⬆ Last Name	⬆ First Name	⬆ TL Unit
<input type="checkbox"/>	02 - 2018 (c)	Saved	HYBRIDE.INTERMITTENT	INTERMITTENT	HYBRIDE	346-A_-006
<input type="checkbox"/>	02 - 2018 (c)	Saved	HYBRID.PARTTIME	PARTTIME	HYBRID	346-A_-006
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	EMPLOYEE.FEEBASIS	FEEBASIS	EMPLOYEE	346-A_-F05
<input checked="" type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	WG.FULLTIME346B	FULLTIME346B	WG	346-B_-006
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	RN.INTERMITTENT	INTERMITTENT	RN	346-A_-001
<input type="checkbox"/>	03 - 2018 (c)	Validated by Timekeeper	RN.PARTTIME	PARTTIME	RN	346-A_-001
<input type="checkbox"/>	10 - 2018 (c)	Pre-processed	HCW-T.2FULLTIME	2FULLTIME	HCW-T	346-A_-006
<input type="checkbox"/>	18 - 2018 (c)	Correction Approved	DSPT346.DSPT346	DSPT346	DSPT346	346-AB-008

1-8 of 8 Records

1



# Employees Menu: Select Employees (Timesheet Type – Compare to Original)

Week 2 Sun 7/15							
Week 2 Mon 7/16	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None
Week 2 Tue 7/17	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	TW - Telework Regular
	4:30pm	6:00pm	0:00	1:30	0:00	CE - Comp Time Earned	None
Week 2 Wed 7/18	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None
	4:30pm	5:30pm	0:00	1:00	0:00	CE - Comp Time Earned	None
	5:30pm	11:30pm	0:00	6:00	0:00	OB - On Call	None
Week 2 Thu 7/19	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None
Week 2 Fri 7/20	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None
	4:30pm	5:30pm	0:00	1:00	0:00	CE - Comp Time Earned	None
Week 2 Sat 7/21							
Week 1 Total				45:00	1:30		
Week 2 Total				43:30	0:00		
Pay Period Total				88:30	1:30		

Su 07/08	M 07/09	T 07/10	W 07/11	Th 07/12	F 07/13	Sa 07/14	Su 07/15	M 07/16	T 07/17	W 07/18	Th 07/19	F 07/20	Sa 07/21
		8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p		8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	8:00a-4:30p	
		8	8	8	8	8		8	8	8	8	8	

Work Schedule: F - Full-time    AWS Code: 0 - Not On AWS    User Type: B - Title 38    US Code Indicator: K - Hybrid    Premium Pay Indicator: F - Hybrid    Schedule: Temporary

**Totals**

Week One:	45:00		
Week Two:	43:30		
Total Hours:	88:30		
Night Diff:	1:30		
On Call:	23:00		

Hours Code	Amount
RG - Regular (Graded)	72:00
CE - Comp Time Earned	5:30
CW - Saturday Comp time Earned	3:00
SW - Saturday Pay (T38)	8:00

I certify that the schedule, time worked, and leave taken as recorded on this form is true and correct to the best of my knowledge.



**FINANCIAL  
SERVICES  
CENTER**

# Employees Menu: Select Employees (Timesheet Type – Compare to Original)

**Timesheet Comparison**

**Timesheet Entry Differences**

Action	Date	Start Time	Stop Time	Meal Time Old/New	Night Diff Old/New	Hours Code Old/New	Env/Haz/Other Code Old/New	Shift Code Old/New
Added	07/20/2018	16:30	17:30	00:00	00:00	CE - Comp Time Earned	None	0 - Graded

**Timesheet Profile Differences**

Field	Old Value	New Value
-------	-----------	-----------

Cancel

# Employees Menu: Select Employees (Search Fields)

## Select Employees

Pay Period:	Timesheet Status:	Timesheet Type:	User ID:	SSN:	Last Name:	First Name:	TL Unit:	Timekeeper:	Supervisor:	Delegates For:	Active:
01 - 2019 : Jan 06, 2019-Jan 19, 2019	All	All			fulltime	hybrid				NONE	<input checked="" type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>											

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID	Last Name	First Name	TL Unit	Timekeeper	Supervisor
<input checked="" type="checkbox"/>	01 - 2019	Saved	HYBRIDE.FULLTIME	FULLTIME	HYBRID E-2	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	01 - 2019	Saved	HYBRIDLPN.FULLTIME	FULLTIME	HYBRIDLPN	346-A_-002	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	01 - 2019	Saved	HYBRID.FULLTIME346B	FULLTIME346B	HYBRID	346-B_-006	TKR346, Timmy	SUP346, STAN

1-3 of 3 Records

View

## Select Action

### Timesheets

Timesheet  
Timesheet Summary  
Certify Timesheet Corrections

### Profiles

Timesheet Profile  
Employee Profile

### Leave and Premium Pay

Leave Balances  
Leave Calendar  
Leave Requests  
Premium Pay Requests

### Send Messages

Send Message

# Employees Menu: Select Employees (Select Action)

## Select Employees

Pay Period:	Timesheet Status:	Timesheet Type:	User ID:	SSN:	Last Name:	First Name:	TL Unit:	Timekeeper:	Supervisor:	Delegates For:	Active:
01 - 2019 : Jan 06, 2019-Jan 19, 2019	All	All			fulltime	hybrid				NONE	<input checked="" type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>											

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID	Last Name	First Name	TL Unit	Timekeeper	Supervisor
<input checked="" type="checkbox"/>	01 - 2019	Saved	HYBRIDE.FULLTIME	FULLTIME	HYBRIDE	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	01 - 2019	Saved	HYBRIDLPN.FULLTIME	FULLTIME	HYBRIDLPN	346-A_-002	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	01 - 2019	Saved	HYBRID.FULLTIME346B	FULLTIME346B	HYBRID	346-B_-006	TKR346, Timmy	SUP346, STAN

1-3 of 3 Records

1

View 25 50 100

### Select Action

#### Timesheets

Timesheet  
Timesheet Summary  
Certify Timesheet Corrections

#### Profiles

Timesheet Profile  
Employee Profile

#### Leave and Premium Pay

Leave Balances  
Leave Calendar  
Leave Requests  
Premium Pay Requests

#### Send Messages

Send Message

# Employees Menu: Select Employees (Timesheet)

Timesheet

Unvalidated

Validated

Certified

Sent

3 of 3

Employee: FULL TIME, HYBRID E-2

Pay Period: 13 - 2018 : Jun 24, 2018-Jul 07, 2018 S

Go

TL Unit: 355-A\_-001,355-A\_-002

Timesheet Type: Regular

Status: Unvalidated

Timesheet

Day	Start	Stop	Meal / Sleep	Hours	Night Diff	Hours Code	Env/Haz/Other Code	Shift Code
Week 1 Sun 6/24								
Week 1 Mon 6/25								
Week 1 Tue 6/26								
Week 1 Wed 6/27								
Week 1 Thu 6/28								
Week 1 Fri 6/29								
Week 1 Sat 6/30								
Week 2 Sun 7/01								
Week 2 Mon 7/02								
Week 2 Tue 7/03								
Week 2 Wed 7/04	7:45pm	12:00am	0:00	4:15	4:15	LH - Holiday	None	0 - Graded
Week 2 Thu 7/05	12:00am	8:15am	0:30	7:45	7:45	LH - Holiday	None	0 - Graded
Week 2 Fri 7/06								
Week 2 Sat 7/07								
Week 1 Total				0:00	0:00			
Week 2 Total				12:00	12:00			
Pay Period Total				12:00	12:00			

Schedule

Totals

Remarks

Leave Balances

Su 06/24	M 06/25	T 06/26	W 06/27	Th 06/28	F 06/29	Sa 06/30	Su 07/01	M 07/02	T 07/03	W 07/04	Th 07/05	F 07/06	Sa 07/07
		7:45p-8:15a	7:45p-8:15a			7:45p-8:15a		11:15a-7:45p		7:45p-8:15a		7:45p-8:15a	7:45p-8:15a
		12	12			12		8		12		12	12

Work Schedule: F - Full-time

AWS Code: 0 - Not On AWS

User Type: B - Title 38

US Code Indicator: L - Title 38

Premium Pay Indicator: F - Hybrid

Schedule: Permanent

# Employees Menu: Select Employees (Timesheet Summary)

6/10/2019

Timesheet Summary

Employee: FULL TIME, HYBRID E-2

Pay Period: 13 - 2018 : Jun 24, 2018-Jul 07, 2018 S

Go

TL Unit: 355-A\_-001,355-A\_-002

Timesheet Type: Regular

Status: Unvalidated

Validation Messages

ERROR: PPV\_US\_239: There is a pending leave request for 8:00 hours of 'LN - Administrative' on 7/02

ERROR: PPV\_VA\_132: Scheduled hours cannot exceed 8:00 hours in a day for a non-compressed alternate work schedule

ERROR: PPV\_VA\_4: There is 4:15 hours of Base Pay on 7/04. There must be at least 8 hours.

ERROR: PPV\_VA\_4: There is 7:45 hours of Base Pay on 7/05. There must be at least 8 hours.

ERROR: PPV\_VA\_57: Base time in pay hours (12:00) does not match duty hours (80:00)

ERROR: PPV\_VA\_69: Less than 80 hours posted for a full time employee.

ERROR: PPV\_VA\_92: Base time in pay hours 0:00 do not match required weekly hours 36:00 for week 1

ERROR: PPV\_VA\_92: Base time in pay hours 12:00 are less than timesheet profile duty hours 80:00

ERROR: PPV\_VA\_92: Base time in pay hours 12:00 do not match required weekly hours 44:00 for week 2

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 6/24

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 6/26

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 6/27

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 6/28

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 6/30

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 7/01

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 7/02

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 7/06

ERROR: PPV\_VA\_96: Base time on work schedule are not accounted for on 7/07

Timesheet

Day	Start	Stop	Meal / Sleep	Hours	Night Diff	Hours Code	Env/Haz/Other Code	Shift Code
Week 1 Sun 6/24								
Week 1 Mon 6/25								
Week 1 Tue 6/26								
Week 1 Wed 6/27								
Week 1 Thu 6/28								
Week 1 Fri 6/29								
Week 1 Sat 6/30								
Week 2 Sun 7/01								
Week 2 Mon 7/02								
Week 2 Tue 7/03								
Week 2 Wed 7/04	7:45pm	12:00am	0:00	4:15	4:15	LH - Holiday	None	0 - Graded
Week 2 Thu 7/05	12:00am	8:15am	0:30	7:45	7:45	LH - Holiday	None	0 - Graded
Week 2 Fri 7/06								
Week 2 Sat 7/07								
Week 1 Total				0:00	0:00			
Week 2 Total				12:00	12:00			
Pay Period Total				12:00	12:00			

RED errors: timesheet cannot be validated or certified

YELLOW warnings: timesheet can be validated and certified

# Employees Menu: Select Employees (Timesheet Summary cont'd)

6/10/2019

Su 06/24	M 06/25	T 06/26	W 06/27	Th 06/28	F 06/29	Sa 06/30	Su 07/01	M 07/02	T 07/03	W 07/04	Th 07/05	F 07/06	Sa 07/07
		7:45p-8:15a	7:45p-8:15a			7:45p-8:15a		11:15a-7:45p		7:45p-8:15a		7:45p-8:15a	7:45p-8:15a
		12	12			12		8		12		12	12

Work Schedule: F - Full-time    AWS Code: 0 - Not On AWS    User Type: B - Title 38    US Code Indicator: L - Title 38    Premium Pay Indicator: F - Hybrid    Schedule: Permanent

**Totals**

Week One: 0:00    

Hours Code	Amount
LH - Holiday	12:00

Week Two: 12:00

Total Hours: 12:00

Night Diff: 12:00

On Call: 0:00

**Remarks**

Date	Daily Remarks	Pay Period Remarks

**Leave Requests**

Date	Times	Hours	Transaction	Status	Approver	Submitter Remarks	Approver Comments
No leave requests found for this pay period							

**Premium Pay Requests**

Date	Times	Hours	Transaction	Status	Approver	Justification	Approver Comments
No premium pay requests found for this pay period							

**Leave Data**

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	336:00	336:00	8:00	0:00	0:00	0:00	0:00	344:00	240:00	208:00
Sick Leave	240:15	240:15	4:00	0:00	0:00	0:00	0:00	244:15	296:15	0:00
Military Leave	240:00	240:00	0:00	0:00	0:00	0:00	0:00	240:00	240:00	0:00
Other Leave	32:00	32:00	0:00	12:00	0:00	0:00	0:00	44:00	0:00	0:00
Law Enforcement	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00
COP-LT1-11/30/2015	86	86	0	0	0	0	0	86	86	0

# Employees Menu: Select Employees (Timesheet Summary cont'd)

Timesheet Profile	
Status Change Type: None	Hazardous Duty Flag: F
Status Change Day: None	Holiday Flag: T
Work Schedule: F - Full-time	Holiday OT Flag: T
Duty Hours: 80	Hours > 8-Day Flag: T
<b>Pay Plan: GS - General Schedule</b>	Military Leave Flag: T
Graded/Ungraded: Graded	Night Differential Flag: T
Pay Basis: PA - Per Annum	Non Pay Annual Leave Flag: F
Fee Basis Rate:	On Call Flag: T
Pieceworker Percentage:	Overtime Flag: T
<b>Premium Pay Indicator: F - Hybrid</b>	Recess Periods Flag: F
Recess Appointment Date:	Regular Scheduled Flag: T
User Type: B - Title 38	Saturday Premium Flag: T
Pay Plan Indicator: None	Scheduled Callback OT Flag: T
AWS Code: 0 - Not On AWS	Sick Leave Flag: T
FLSA Indicator: E - Exempt	Sleep time Flag: F
Temporary Position Code: None	Standby Flag: F
T&A Status: A - Active	Sunday Flag: T
US Code Indicator: L - Title 38	Telework Eligible Flag: F
<b>Type Appointment: 5 - Excepted without time limit except noncareer and dental residents</b>	Tour Differential Flag: T
Employee Status: A - Active	Accession Date: 01/10/2016
Employee Status Indicator: A - Active	<del>Separation Date:</del>
OCC Series-title-assignment: 0620-01-00 - Practical Nurse	<b>Temporary Appointment NTE:</b>
Annual Leave Flag: T	Service Computation Date: 01/10/2016
Authorized Absence Flag: T	Leave Category Override: Eight hours per pay period
AWOL/Susp/LWOP/Furlough Flag: T	Leave Ceiling IDC: 1 - 30 days (regular)
CompTime/Credit Hrs Earn/Use Flag: T	Leave Ceiling Override:
Comp Time for Travel Flag: T	Station: 355 - C. Sims, 355 - C. Sims
Continuation of Pay Flag: T	Duty Station: A - Duty Station A in Station Number 355, A - Duty Station A in Station Number 355
Environmental Differential Flag: F	TL Unit: 355A_001, 355A_002

Activity Log			
Action	Date	Name	Message
Timesheet Saved	06/23/2018 07:34 PM GMT	SYSTEM	

I certify that the schedule, time worked, and leave taken as recorded on this form is true and correct to the best of my knowledge.

Data in the timesheet profile is driven by HR Smart coding



# Employees Menu: Select Employees (Certify Timesheet Corrections)

- This feature is used when Timesheets have been Marked as Manually Adjusted in VATAS.
- When any manual changes are made in DCPS, that Timesheet should be Marked as Manually Adjusted in VATAS.
- If the Timekeeper makes any corrections on a timesheet that has been marked as manually adjusted, this corrected timesheet will also go to Payroll to certify (after the Supervisor certifies).
- This will alert Payroll that they may have to reenter the manual adjustments in DCPS (the corrected timesheet will overlay the original entries and could potentially end up causing a debt).

# Employees Menu: Select Employees (Timesheet Summary - Mark Manually Adjusted)

Select Employees

Pay Period: 18 - 2018 : Sep 02, 2018-Sep 15, 2018 Timesheet Status: Processed Timesheet Type: All User ID: Last Name: First Name: TL Unit: Timekeeper: Supervisor: Delegates For: Active: NONE ☒ Search Clear

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID	Last Name	First Name	TL Unit	Timekeeper	Supervisor
<input checked="" type="checkbox"/>	18 - 2018	Processed	DSPT346.DSPT346	DSPT346	DSPT346	346-AB-008	TKR346, Timmy	SUP346, STAN

1-1 of 1 Records View 25 50 100

Select Action

**Timesheets**

Timesheet

**Timesheet Summary**

Certify Timesheet Corrections

**Profiles**

Timesheet Profile

Employee Profile

**Leave and Premium Pay**

Leave Balances

Leave Calendar

Leave Requests

Premium Pay Requests

**Send Messages**

Send Message

Only Timesheets in a Processed status can be marked as Manually Adjusted



# Employees Menu: Select Employees (Timesheet Summary- Mark Manually Adjusted)

6/10/2019

Timesheet Summary

Employee: DSPT346, DSPT346

Pay Period: 18 - 2018 : Sep 02, 2018-Sep 15, 2018 P

Go

TL Unit: 346-AB-008

Timesheet Type: Regular

Status: Sent

Stored Snapshot

Timesheet

Day	Start	Stop	Meal / Sleep	Hours	Night Diff	Hours Code	Env/Haz/Other Code	Shift Code
Week 1 Sun 9/02								
Week 1 Mon 9/03	8:00am	4:00pm	0:30	7:30	0:00	HG - Holiday Work (Graded)	None	0 - Graded
	4:00pm	4:30pm	0:00	0:30	0:00	LU1 - 09/03/2018	None	0 - Graded
Week 1 Tue 9/04	8:00am	4:30pm	0:30	8:00	0:00	LT1 - 09/03/2018	None	0 - Graded
Week 1 Wed 9/05	8:00am	4:30pm	0:30	8:00	0:00	LT1 - 09/03/2018	None	0 - Graded
Week 1 Thu 9/06	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Fri 9/07	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Sat 9/08								
Week 2 Sun 9/09								
Week 2 Mon 9/10	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Tue 9/11	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Wed 9/12	8:00am	2:00pm	0:30	5:30	0:00	RG - Regular (Graded)	None	0 - Graded
	2:00pm	4:30pm	0:00	2:30	0:00	LT1 - 09/03/2018	None	0 - Graded
Week 2 Thu 9/13	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Fri 9/14	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Sat 9/15								
Week 1 Total				40:00	0:00			
Week 2 Total				40:00	0:00			
Pay Period Total				80:00	0:00			

I certify that the schedule, time worked, and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Mark Manually Adjusted

Printable Version

Cancel

Internal VA Use Only - Pre Decisional

# Employees Menu: Select Employees (Timesheet Summary - Mark Manually Adjusted)

When the Supervisor goes in to certify a correction that has been Marked as Manually Adjusted, they will see **Correction Approve** vice **Certify**.

**Employee:** DSPT346, DSPT346  
**Pay Period:** 18 - 2018 : Sep 02, 2018-Sep 15, 2018

**TL Unit:** 346-AB-008  
**Timesheet Type:** Correction  
**Status:** Validated

**Timesheet**

Day	Start	Stop	Meal / Sleep	Hours	Night Diff	Hours Code	Env/Haz/Other Code	Shift Code
Week 1 Sun 9/02								
Week 1 Mon 9/03	8:00am	4:00pm	0:30	7:30	0:00	HG - Holiday Work (Graded)	None	0 - Graded
	4:00pm	4:30pm	0:00	0:30	0:00	LU1 - Date Of Traumatic Injury	None	0 - Graded
Week 1 Tue 9/04	8:00am	4:30pm	0:30	8:00	0:00	LT1 - Traumatic Injury (COP)	None	0 - Graded
Week 1 Wed 9/05	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Thu 9/06	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Fri 9/07	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Sat 9/08								
Week 2 Sun 9/09								
Week 2 Mon 9/10	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Tue 9/11	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Wed 9/12	8:00am	2:00pm	0:30	5:30	0:00	RG - Regular (Graded)	None	0 - Graded
	2:00pm	4:30pm	0:00	2:30	0:00	LT1 - Traumatic Injury (COP)	None	0 - Graded
Week 2 Thu 9/13	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Fri 9/14	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Sat 9/15								
Week 1 Total				40:00	0:00			
Week 2 Total				40:00	0:00			
Pay Period Total				80:00	0:00			

Correction Approve

Reject/Decertify

Printable Version

Compare to Previous

Compare to Original

Cancel

# Employees Menu: Select Employees (Timesheet Summary - Mark Manually Adjusted)

After the Supervisor has Certified, the Timesheet will show a status of **Correction Approved**.

Select Employees

Pay Period:	Timesheet Status:	Timesheet Type:
All	Correction Approved	All

# Employees Menu: Select Employees (Timesheet Summary - Mark Manually Adjusted)

Payroll can now take action to certify this Timesheet.

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID
<input checked="" type="checkbox"/>	18 - 2018 (c)	Correction Approved	DSP T346.DSP T346

**Select Action**  
.....  
**Timesheets**  
Timesheet  
Timesheet Summary  
**Certify Timesheet Corrections**

# Employees Menu: Select Employees (Timesheet Summary - Mark Manually Adjusted)

**Employee:** DSPT346, DSPT346  
Pay Period: 18 - 2018 : Sep 02, 2018-Sep 15, 2018

**TL Unit:** 346-AB-008  
**Timesheet Type:** Correction  
**Status:** Validated

## Timesheet

Day	Start	Stop	Meal / Sleep	Hours	Night Diff	Hours Code	Env/Haz/Other Code	Shift Code
Week 1 Sun 9/02								
Week 1 Mon 9/03	8:00am	4:00pm	0:30	7:30	0:00	HG - Holiday Work (Graded)	None	0 - Graded
	4:00pm	4:30pm	0:00	0:30	0:00	LU1 - Date Of Traumatic Injury	None	0 - Graded
Week 1 Tue 9/04	8:00am	4:30pm	0:30	8:00	0:00	LT1 - Traumatic Injury (COP)	None	0 - Graded
Week 1 Wed 9/05	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Thu 9/06	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Fri 9/07	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Sat 9/08								
Week 2 Sun 9/09								
Week 2 Mon 9/10	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Tue 9/11	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
	8:00am	2:00pm	0:30	5:30	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Wed 9/12	2:00pm	4:30pm	0:00	2:30	0:00	LT1 - Traumatic Injury (COP)	None	0 - Graded
Week 2 Thu 9/13	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Fri 9/14	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Sat 9/15								
Week 1 Total				40:00	0:00			
Week 2 Total				40:00	0:00			
Pay Period Total				80:00	0:00			

## Activity Log

Action	Date	
Correction Approved	11/07/2018 07:18 PM GMT	SUP346, STAN
Validated By Timekeeper	11/07/2018 04:37 PM GMT	TKR346, Timmy
Timesheet Saved	11/07/2018 04:36 PM GMT	TKR346, Timmy








FINANCIAL  
SERVICES  
CENTER

# Employees Menu: Select Employees (Timesheet & Employee Profile)

## Select Employees

Pay Period:	Timesheet Status:	Timesheet Type:	User ID:	SSN:	Last Name:	First Name:	TL Unit:	Timekeeper:	Supervisor:	Delegates For:	Active:
01 - 2019 : Jan 06, 2019-Jan 19, 2019	All	All			fulltime	hybrid				NONE	<input checked="" type="checkbox"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>											

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID	Last Name	First Name	TL Unit	Timekeeper	Supervisor
<input checked="" type="checkbox"/>	01 - 2019	Saved	HYBRID.FULLTIME	FULLTIME	HYBRID E-2	346-A_-006	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	01 - 2019	Saved	HYBRIDLPN.FULLTIME	FULLTIME	HYBRIDLPN	346-A_-002	TKR346, Timmy	SUP346, STAN
<input type="checkbox"/>	01 - 2019	Saved	HYBRID.FULLTIME346B	FULLTIME346B	HYBRID	346-B_-006	TKR346, Timmy	SUP346, STAN

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View 25 50 100

## Select Action

### Timesheets

Timesheet  
Timesheet Summary  
Certify Timesheet Corrections

### Profiles

Timesheet Profile  
Employee Profile

### Leave and Premium Pay

Leave Balances  
Leave Calendar  
Leave Requests  
Premium Pay Requests

### Send Messages

Send Message



FINANCIAL  
SERVICES  
CENTER



# Employees Menu: Select Employees (Timesheet Profile)

**Timesheet Profile**

Employee: FULL TIME, HYBRID E-2  
Pay Period: 13 - 2018 : Jun 24, 2018-Jul 07, 2018

Timesheet Type: Regular

Status Change Type: None  
Status Change Day: None  
Work Schedule: F - Full-time  
Duty Hours: 80  
Pay Plan: GS - General Schedule  
Graded/Ungraded: Graded  
Pay Basis: PA - Per Annum  
Fee Basis Rate:  
Piecemaker Percentage:  
Premium Pay Indicator: F - Hybrid  
Recess Appointment Date:  
User Type: B - Title 38  
Pay Plan Indicator: None  
AWS Code: 0 - Not On AWS  
FLSA Indicator: E - Exempt  
Temporary Position Code: None  
T&A Status: A - Active  
US Code Indicator: L - Title 38  
Type Appointment: 5 - Excepted without time limit except noncareer and dental residents  
Employee Status: A - Active  
Employee Status Indicator: A - Active  
OCC Series-title-assignment: 0620-01-00 - Practical Nurse  
Annual Leave Flag: true  
Authorized Absence Flag: true  
AWOL/Susp/LWOP/Furlough Flag: true  
CompTime/Credit Hrs Earn/Use Flag: true  
Comp Time for Travel Flag: true  
Continuation of Pay Flag: true  
Environmental Differential Flag: false  
Hazardous Duty Flag: false  
Holiday Flag: true  
Holiday OT Flag: true  
Hours > 8-Day Flag: true  
Military Leave Flag: true  
Night Differential Flag: true

Although Payroll can change the AWS code, this is a timekeeper responsibility. If any other fields in the profile are correct in HR Smart, but not in VATAS, a portal ticket will need to be sent.

# Employees Menu: Select Employees (Employee Profile)

- Used to reset passwords
- Enter Disabled Veterans Leave
- Enter FMLA/FMLA Military

**General Settings » FULL TIME, HYBRID E-2**

**Menu** Items marked with an asterisk\* are required.

- General »
- Manage Roles
- User Holiday Calendars
- User Message Delivery Override
- Disabled Veteran Leave
- FMLA/FMLA Military

**\* User ID:** HYBRID\_E-2.FULL\_TIME-9

**Actor's Password:**

**Employee Password:**

**Retype Employee Password:**

**\* First Name:** HYBRID E-2

**Middle Name:**

**\* Last Name:** FULL TIME

**SSN:**

**\* DFAS Transmit ID:** 458374593

**\* E-Mail Address:** HYBRID\_E-2.FULL\_TIME@va.gov

**Active:** ☒

**Email/Password Authentication:** ☐

# Employees Menu: Select Employees (Employee Profile Reset Password)

- Reset passwords
  - Actor's password is the password of the person who is changing the employee's password
  - Email address needs to be correct in HR Smart.

General Settings » FULL TIME, HYBRID E-2

**Menu**

General »  
Manage Roles  
User Holiday Calendars  
User Message Delivery Override  
Disabled Veteran Leave  
FMLA/FMLA Military

Items marked with an asterisk\* are required.

\* User ID: HYBRID\_E-2.FULL\_TIME-9

Actor's Password:

Employee Password:

Retype Employee Password:

\* First Name: HYBRID E-2

Middle Name:

\* Last Name: FULL TIME

SSN:

\* DFAS Transmit ID: 458374593

\* E-Mail Address: HYBRID\_E-2.FULL\_TIME@va.gov

Active: ☒

Email/Password Authentication: ☐

Save Cancel

# Employees Menu: Select Employees (Employee Profile - Disabled Veterans Leave DVL)

- HR must process a SF-50 with start and end dates for a maximum of 104 hours
- Unable to start before November 5, 2016
- After start and stop dates are established, Payroll may need to manually enter the approved DVL hours to the employee leave balance if the employee will be using it in their initial pay period

Disabled Veteran Leave » FULL TIME, HYBRID E-2

Menu	Disabled Veteran Leave
General	Items marked with an asterisk* are required.
Manage Roles	* Start Date: Jun 24, 2018
User Holiday Calendars	* End Date: Aug 18, 2018
User Message Delivery Override	
Disabled Veteran Leave »	Save Cancel
FMLA/FMLA Military	

# Employees Menu: Select Employees (DVL – Manual Leave Adjustment)

**Leave Balances for FULL TIME, HYBRID E-2**

Balances for pay period: 20 - 2016 : Oct 02, 2016 - Oct 15, 2016 Go

Leave Type	Forward	Adj Forward	Accrued	Used	Expired	Adjustments	Capped	Balance	EOY Balance	EOY U
Annual Leave	131:45	131:45	8:00	0:00	0:00	0:00	0:00	139:45	163:45	0:00
Unapplied Annual Leave Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Sick Leave	60:15	60:15	4:00	0:00	0:00	0:00	0:00	64:15	88:15	0:00
Unapplied Sick Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Credit Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Time Religious	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Home Leave	0	0	0	0	0	0	0	0	0	0
Time Off Award	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Military Leave	240:00	240:00	0:00	0:00	0:00	0:00	0:00	240:00	240:00	0:00
Deferred Annual Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Unapplied Deferred Annual Leave Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Deferred Sick Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Unapplied Deferred Sick Leave Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Disabled Veteran Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Donated Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

**Details of Disabled Veteran Leave for FULL TIME, HYBRID E-2**

Leave Balance Details

Pay Period	Date	Adjustment Type	Amount	Balance	Expiration Date
------------	------	-----------------	--------	---------	-----------------

No results

Add Manual Forward Adjustment Cancel

# Employees Menu: Select Employees (DVL – Manual Leave Adjustment \*If Needed)

Adjust Forward Balance for Disabled Veteran Leave for FULL TIME, HYBRID E-2

LeaveType: Disabled Veteran Leave  
User: FULL TIME, HYBRID E-2

Pay Period: 15 - 2018 : Jul 22, 2018 - Aug 04, 2018 \* ▼

Unadjusted Forward Balance: 00:00

Adjusted Forward Balance: 00:00

Save Cancel

Check the balance in DCPS when entering forward adjustments

# Employees Menu: Select Employees (Employee Profile – FMLA/FMLA Military)

- HR will provide Payroll with FMLA approval
- Account must be established before FMLA can be used
- Payroll will enter the **Leave Type**, **Start Date** and click 'invoke'
- Expiration date of one year will automatically populate

FMLA/FMLA Military » FULL TIME, HYBRID E-2

Menu	FMLA and FMLA Military
General	FMLA Invocations
Manage Roles	▼ Leave Type    ▼ Start Date    ▼ Expiration Date    Delete
User Holiday Calendars	No results
User Message Delivery Override	
Disabled Veteran Leave	
<b>FMLA/FMLA Military »</b>	<b>Invoke New FMLA or FMLA Military</b>
	Items marked with an asterisk* are required.
	* Leave Type: <input type="text" value="FMLA"/> ▼
	* Start Date: <input type="text" value="Month Day Year"/>
	<input type="button" value="Invoke"/> <input type="button" value="Cancel"/>

# Employees Menu: Select Employees (Employee Profile – FMLA/FMLA Military)

- This can be **Deleted** if entered in error.

**FMLA and FMLA Military**

FMLA Invocations

Leave Type	Start Date	Expiration Date	Delete
FMLA	October 22, 2018	October 21, 2019	<input type="button" value="X"/>

1-1 of 1 Records      View

**Invoke New FMLA or FMLA Military**

Items marked with an asterisk\* are required.

\* **Leave Type:**  ▼

\* **Start Date:**



# Employees Menu: Select Employees (Leave and Premium Pay)

## Select Employees

Pay Period:

Timesheet Status:

Timesheet Type:

User ID:

SSN:

Last Name:

First Name:

TL Unit:

Timekeeper:

Supervisor:

Delegates For:

Active:

01 - 2019 : Jan 06, 2019-Jan 19, 2019

All

All

fullname

hybrid

NONE

☒

Search

Clear

1-3 of 3 Records

1

View

25

50

100

## Select Action

### Timesheets

Timesheet  
Timesheet Summary  
Certify Timesheet Corrections

### Profiles

Timesheet Profile  
Employee Profile

### Leave and Premium Pay

Leave Balances  
Leave Calendar  
Leave Requests  
Premium Pay Requests

### Send Messages

Send Message

# Employees Menu: Select Employees (Employee Leave Balances)

## Leave Balances for FULL TIME, HYBRID E-2

Balances for pay period: 13 - 2018 : Jun 24, 2018 - Jul 07, 2018

Go

Accrual Leave Balances

Leave Type	Forward	Adj Forward	Accrued	Used	Expired	Adjustments	Capped	Balance	EOY Balance	EOY Use or Lose
Annual Leave	336:00	336:00	8:00	0:00	0:00	0:00	0:00	344:00	448:00	208:00
Unapplied Annual Leave Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Sick Leave	240:15	240:15	4:00	0:00	0:00	0:00	0:00	244:15	296:15	0:00
Unapplied Sick Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Credit Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Compensatory Time Religious	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Home Leave	0	0	0	0	0	0	0	0	0	0
Time Off Award	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Military Leave	240:00	240:00	0:00	0:00	0:00	0:00	0:00	240:00	240:00	0:00
Deferred Annual Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Unapplied Deferred Annual Leave Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Deferred Sick Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Unapplied Deferred Sick Leave Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Disabled Veteran Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Donated Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Law Enforcement	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00
Restored Annual Leave 1	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Restored Annual Leave 2	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Restored Annual Leave 3	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Advanced Annual	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Advanced Sick	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Frozen Annual	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
COP-LT1-11/30/2015	86	86	0	0	0	0	0	86	86	0



FINANCIAL  
SERVICES  
CENTER

# Employees Menu: Select Employees (Employee Leave Balances – Tracking Leave Balances)

6/10/2019

Tracking Leave Balances

Leave Type	Forward	Used	Used To Date
LWOP	0:00	0:00	0:00
AWOL	0:00	0:00	0:00
Suspension	0:00	0:00	0:00
Furlough	0:00	0:00	0:00
Military DC Nat Guard Leave	0:00	0:00	0:00
Family Friendly Sick Leave - Care and Bereavement	0:00	0:00	0:00
Family Friendly Sick Leave - Serious	0:00	0:00	0:00
FMLA	0:00	0:00	0:00
FMLA Military	0:00	0:00	0:00
Other Leave	32:00	12:00	44:00
VLTP Used	0:00	0:00	0:00
ELTP Used	0:00	0:00	0:00
Military Furlough	0:00	0:00	0:00
Office of Workers Compensation Program (OWCP)	0:00	0:00	0:00
Court Leave	0:00	0:00	0:00

Tracking leave balances track up as the leave is being used. FMLA, for example, will track up to 480 hours

The **Other Leave** field tracks Holiday Excused and Administrative Leave used.

# Employees Menu: Select Employees (Employee Leave Balances – Leave Balance Hyperlink Details)

Details of Annual Leave for FULL TIME, HYBRID E-2					
Leave Balance Details					
Pay Period	Date	Adjustment Type	Amount	Balance	Expiration Date
26-2018	01/05/2019	Ceiling Rule Cap	-208:00	240:00	
26-2018	01/05/2019	Timesheet Accrual	8:00	240:00	
25-2018	12/22/2018	Timesheet Accrual	8:00	440:00	
24-2018	12/08/2018	Timesheet Accrual	8:00	432:00	
23-2018	11/24/2018	Timesheet Accrual	8:00	424:00	
22-2018	11/10/2018	Timesheet Accrual	8:00	416:00	
21-2018	10/27/2018	Timesheet Accrual	8:00	408:00	
20-2018	10/13/2018	Timesheet Accrual	8:00	400:00	
19-2018	09/29/2018	Timesheet Accrual	8:00	392:00	
18-2018	09/15/2018	Timesheet Accrual	8:00	384:00	
17-2018	09/01/2018	Timesheet Accrual	8:00	376:00	
16-2018	08/18/2018	Timesheet Accrual	8:00	368:00	
15-2018	08/04/2018	Timesheet Accrual	8:00	360:00	
14-2018	07/21/2018	Timesheet Accrual	8:00	352:00	
13-2018	07/07/2018	Timesheet Accrual	8:00	344:00	
12-2018	06/23/2018	Timesheet Accrual	8:00	336:00	
11-2018	06/09/2018	Timesheet Accrual	8:00	328:00	
10-2018	05/26/2018	Timesheet Accrual	8:00	320:00	
09-2018	05/12/2018	Timesheet Accrual	8:00	312:00	
08-2018	04/28/2018	Timesheet Accrual	8:00	304:00	
07-2018	04/14/2018	Timesheet Accrual	8:00	296:00	
06-2018	03/31/2018	Timesheet Accrual	8:00	288:00	
05-2018	03/17/2018	Timesheet Accrual	8:00	280:00	
04-2018	03/03/2018	Timesheet Accrual	8:00	272:00	
03-2018	02/17/2018	Timesheet Accrual	8:00	264:00	

1-25 of 80 Records    1 2 3 4    View 25 50 100

Add Manual Forward Adjustment Cancel

All leave categories are hyperlinks that can be clicked on for more details about that leave type.

# Employees Menu: Select Employees (Leave Calendar)

Request Calendar

View:
My Employees

A = Approved
D = Denied
P = Pending

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 July	2 P - FULL TIME, HYBRID E-2 8:00	3	4 Independence Day	5	6	7
8 Pay Period 14	9	10	11	12	13	14
15	16	17	18	19	20	21
22 Pay Period 15	23	24 Today	25	26	27	28
29	30	31	1 August	2	3	4

Cancel

# Employees Menu: Select Employees (Leave Calendar - Holiday Movement)

Request Calendar

View: My Employees

A = Approved D = Denied P = Pending

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25 November Pay Period 24	26	27	28	29	30	1 December
2	3	4	5	6		8
9 Pay Period 25	10	11	12	13		15
16	17	18	19	20	21	22 Christmas Day
23 Pay Period 26	24	25	26 P - 2FULLTIME, T38RN 0:30	27 P - 2FULLTIME, T38RN 7:30	28	29 New Year's Day

This employee does not work on Tuesdays, so both the Christmas and New Year's holiday are moving backwards.

Schedule													
Su 11/11	M 11/12	T 11/13	W 11/14	Th 11/15	F 11/16	Sa 11/17	Su 11/18	M 11/19	T 11/20	W 11/21	Th 11/22	F 11/23	Sa 11/24
			11:30p-8:00a	7:30p-8:00a	7:30p-8:00a	7:30p-8:00a					7:30p-8:00a	7:30p-8:00a	7:30p-8:00a
			8	12	12	12					12	12	12
Work Schedule: F - Full-time    AWS Code: 6 - Compressed Schedule    User Type: B - Title 38    US Code Indicator: L - Title 38    Premium Pay Indicator: A    Schedule: Permanent													

# Employees Menu: Select Employees (Leave Requests)

- This menu option displays Leave results for the employee(s) selected in the Select Employee search bar;
- Search bar defaults to current pay period, but can be changed;
- Searches can be done by status (**Pending, Approved, Denied**), Leave Type, Primary Supervisor, Primary Timekeeper and by TL unit...
- Press **Search** to see the results.

## Leave Requests

User:

Status:

From:

To:

Leave Type:

Supervisor:

Timekeeper:

TL Unit:

☐ Select All Requests

Status

User

Start Date

End Date

Leave Type

Hours

Submission Date

Supervisor

Timekeeper

No results

# Employees Menu: Select Employees (Leave Requests – Results)

- Details of the Leave request can be seen by either clicking the hyperlink under **Status**, or by selecting the request(s) and pressing **Review Selected**.

## Leave Requests

User:  Status:  From:  To:

Leave Type:  Supervisor:

Timekeeper:  TL Unit:

<input type="checkbox"/> Select All Requests	Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
<input type="checkbox"/>	<a href="#">Approved</a>	FULLTIME, HYBRID E-2	01/02/2019	01/03/2019	LA - Annual	8:00	02/07/2019 08:09 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Approved</a>	FULLTIME, HYBRID E-2	01/11/2019	01/12/2019	LA - Annual	12:00	02/07/2019 08:10 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Pending</a>	FULLTIME, HYBRID E-2	02/06/2019	02/07/2019	LS - Sick	8:00	02/07/2019 08:11 PM	SUP346, STAN	TKR346, Timmy

1-3 of 3 Records

1

View



# Employees Menu: Select Employees (Premium Pay Requests)

- This menu option displays Leave results for the employee(s) selected in the select employee search bar;
- Search bar defaults to current pay period, but can be changed;
- Searches can be done by Status (**Pending, Supervisor Approved, TL Approved or Denied**), Leave Type, Primary Supervisor, Primary Timekeeper and by TL unit
- Press Search to see the results.

## Premium Pay Requests

Employee Name:

Status:

From:

To:

Transaction:

Supervisor:

TL Approver:

TL Unit:

☐ Select All Requests

Status	Employee Name	Transmit ID	Start Date	End Date	Transaction	Environ. Diff./Hazard	TL Unit Worked	Total Hours	Submit Date	Supervisor	TL Approver
No results											

# Employees Menu: Select Employees (Premium Pay Requests – Results)

- Details of the Premium Pay Request can be seen by either clicking the hyperlink under Status, or by selecting the request(s) and pressing **Review Selected**.

## Premium Pay Requests

Employee Name:  Status:  From:  To:

Transaction:  Supervisor:  TL Approver:  TL Unit:

<input type="checkbox"/> Select All Requests	⚡ Status	⚡ Employee Name	⚡ Transmit ID	⚡ Start Date	⚡ End Date	⚡ Transaction	⚡ Environ. Diff./Hazard	⚡ TL Unit Worked	⚡ Total Hours	⚡ Submit Date	⚡ Supervisor	⚡ TL Approver
<input type="checkbox"/>	<a href="#">TL Approved</a>	FULLTIME, HYBRID E-2	134660044	01/30/2019	01/30/2019	OU - Overtime Unsched			2:00	02/07/2019 08:25 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	<a href="#">TL Approved</a>	FULLTIME, HYBRID E-2	134660044	02/01/2019	02/01/2019	OU - Overtime Unsched			3:30	02/07/2019 08:26 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	<a href="#">Pending</a>	FULLTIME, HYBRID E-2	134660044	02/07/2019	02/07/2019	OS - Overtime Sched			2:00	02/07/2019 08:26 PM	SUP346, STAN	TL346, Tina

1-3 of 3 Records

1

View

# Employees Menu: Select Employees (Send Message)

**Select Employees**

**Pay Period:**  
13 - 2018 : Jun 24, 2018-Jul 07, 2018

**Timesheet Status:**  
All

**Timesheet Type:**  
All

**User ID:**

**Last Name:**  
full time

**First Name:**  
hybrid

**TL Unit:**

**Timekeeper:**

**Supervisor:**

**Delegates For:** NONE

**Active:** ☒

**Search** **Clear**

<input type="checkbox"/> Select All Timesheets	Pay Period	Timesheet Status	User ID	Last Name	First Name	TL Unit	Timekeeper	Supervisor
<input type="checkbox"/>	13 - 2018	Saved	HYBRID_E-1.FULL_TIME-11	FULL TIME	HYBRID E-1	355-A_-002	FULL TIME, TIMEKEEPER	FULL TIME, SUPERVISOR
<input checked="" type="checkbox"/>	13 - 2018	Saved	HYBRID_E-2.FULL_TIME-9	FULL TIME	HYBRID E-2	355-A_-001,355-A_-002	FULL TIME, TIMEKEEPER   FULL TIME, TIMEKEEPER	FULL TIME, SUPERVISOR   FULL TIME, SUPERVISOR
<input type="checkbox"/>	13 - 2018	Saved	HYBRID_E-3.FULL_TIME-9	FULL TIME	HYBRID E-3	355-_-003,355-A_-002	FULL TIME, TIMEKEEPER   FULL TIME, TIMEKEEPER	FULL TIME, SUPERVISOR   FULL TIME, SUPERVISOR

1-3 of 3 Records

View 25 50 100

**Select Action**

**Timesheets**  
Timesheet  
Timesheet Summary  
Certify Timesheet Corrections

**Profiles**  
Timesheet Profile  
Employee Profile

**Leave and Premium Pay**  
Leave Balances  
Leave Calendar  
Leave Requests  
Premium Pay Requests

**Send Messages**  
Send Message

**Cancel**

# Employees Menu: Select Employees (Send Message)

- Messages can be sent to the user
- Message will be sent to the VATAS in-box

**Send User Message**

Recipients: FULL TIME, HYBRID E-2

Subject:

Priority: Normal

Body:

# Employees: Employee Leave Requests

Employees

Select Employees

Employee Leave Requests

Employee Premium Pay Requests

Certify Timesheet Corrections

This menu option shows all the Leave requests for the entire station.

## Leave Requests

User:

Status: All

From: Feb 03, 2019

To: Month Day Year

Leave Type:

Supervisor:

Timekeeper:

TL Unit:

☐ Select All Requests

Status

User

Start Date

End Date

Leave Type

Hours

Submission Date

Supervisor

Timekeeper

No results

View Calendar

Review Selected

Cancel

The search button must be pressed to see the results.

# Employees:

## Employee Leave Requests (Leave Request Results)

- Details of the Leave request can be seen by either clicking the hyperlink under Status, or by selecting the request(s) and pressing **Review Selected**.

### Leave Requests

User:  Status:  From:  To:

Leave Type:  Supervisor:

Timekeeper:  TL Unit:

<input type="checkbox"/> Select All Requests	Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
<input type="checkbox"/>	<a href="#">Pending</a>	2FULLTIME, T38RN	11/15/2018	11/17/2018	LA - Annual	24:00	11/07/2018 02:32 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Pending</a>	2FULLTIME, T38RN	12/26/2018	12/27/2018	LA - Annual	8:00	11/07/2018 02:38 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Approved</a>	FULLTIME, HYBRID E-2	01/02/2019	01/03/2019	LA - Annual	8:00	02/07/2019 08:09 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Approved</a>	FULLTIME, HYBRID E-2	01/11/2019	01/12/2019	LA - Annual	12:00	02/07/2019 08:10 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Pending</a>	FULLTIME, HYBRID E-2	02/06/2019	02/07/2019	LS - Sick	8:00	02/07/2019 08:11 PM	SUP346, STAN	TKR346, Timmy
<input type="checkbox"/>	<a href="#">Denied</a>	SPT346, SPT346	07/05/2018	12/28/2018	LA - Annual	152:00	05/10/2018 01:15 AM	SUP346, STAN	TKR346, Timmy

1-6 of 6 Records

1

View

# Employees: Employee Premium Pay Requests

Employees

Select Employees

Employee Leave Requests

Employee Premium Pay Requests

Certify Timesheet Corrections

This menu option shows all the Premium Pay Requests for the entire station.

## Premium Pay Requests

Employee Name:

Status: 

All

From: 

Feb 03, 2019

To: 

Month Day Year

Transaction:

Supervisor:

TL Approver:

TL Unit:

Search

Clear

The **Search** button must be pressed to see the results.

<input type="checkbox"/>	Select All Requests	◆ Status	▼ Employee Name	◆ Transmit ID	◆ Start Date	◆ End Date	◆ Transaction	◆ Environ. Diff./Hazard	◆ TL Unit Worked	◆ Total Hours	◆ Submit Date	◆ Supervisor	◆ TL Approver
--------------------------	---------------------	----------	-----------------	---------------	--------------	------------	---------------	-------------------------	------------------	---------------	---------------	--------------	---------------

No results

View Calendar

Review Selected

Cancel

# Employees: Employee Premium Pay Requests (Premium Pay Requests Results)

- Details of the request can be seen by either clicking the hyperlink under Status, or by selecting the request(s) and pressing **Review Selected**.

## Premium Pay Requests

Employee Name:  Status:  From:  To:

Transaction:  Supervisor:  TL Approver:  TL Unit:

<input type="checkbox"/> Select All Requests	⬆ Status	⬇ Employee Name	⬆ Transmit ID	⬆ Start Date	⬆ End Date	⬆ Transaction	⬆ Environ. Diff./Hazard	⬆ TL Unit Worked	⬆ Total Hours	⬆ Submit Date	⬆ Supervisor	⬆ TL Approver
<input type="checkbox"/>	TL Approved	2FULLTIME, HCW-T	134660013	10/20/2018	10/20/2018	OU - Overtime Unsched			3:00	10/29/2018 01:27 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2FULLTIME, HCW-T	134660013	10/23/2018	10/23/2018	OS - Overtime Sched			3:00	10/29/2018 01:27 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2FULLTIME, HYBRID-F	134660057	10/20/2018	10/21/2018	O2 - Overtime Callback Sunday			8:00	10/29/2018 04:06 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2FULLTIME, HYBRIDLPN3	134620028	10/20/2018	10/20/2018	OW - Saturday Overtime (T38)			2:00	10/29/2018 02:28 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2FULLTIME, HYBRIDLPN3	134620028	10/24/2018	10/24/2018	OU - Overtime Unsched			3:00	10/29/2018 02:16 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2FULLTIME, T38RN	134610034	10/18/2018	10/18/2018	OU - Overtime Unsched			2:30	10/29/2018 02:36 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2FULLTIME, T38RN	134610034	10/21/2018	10/21/2018	OD - Sunday Overtime (T38)			2:30	10/29/2018 02:42 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	Supervisor Approved	2FULLTIME, T38RN	134610034	11/03/2018	11/03/2018	OW - Saturday Overtime (T38)			2:00	11/07/2018 02:45 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	Supervisor Approved	2FULLTIME, T38RN	134610034	11/04/2018	11/04/2018	OD - Sunday Overtime (T38)			6:00	11/07/2018 02:46 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	Pending	2FULLTIME, T38RN	134610034	11/07/2018	11/07/2018	OS - Overtime Sched			1:00	11/07/2018 02:46 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2INTERMITTENT, LPN3	134620023	10/16/2018	10/16/2018	OS - Overtime Sched			4:00	10/29/2018 02:56 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2INTERMITTENT, RN3	134610041	10/16/2018	10/16/2018	OS - Overtime Sched			4:00	10/29/2018 03:04 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	2INTERMITTENT, RN3	134610041	10/20/2018	10/20/2018	OW - Saturday Overtime (T38)			4:00	10/29/2018 03:05 PM	SUP346, STAN	TL346, Tina
<input type="checkbox"/>	TL Approved	FULLTIME2, GS	134660052	10/14/2018	10/14/2018	OS - Overtime Sched			9:00	10/31/2018 04:06 PM	SUP346, STAN	TL346, Tina

1-14 of 14 Records

1

View 25 50 100



# Employees: Certify Timesheet Corrections

Station Payroll Admin Main Menu	
Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
<b>Certify Timesheet Corrections</b>	Assign Tours of Duty

This option can also be found under Select Employees as shown in the previous slides. It is used for Timesheets that have been Marked as Manually Adjusted.

# Employees: Certify Timesheet Corrections

## Certify Timesheet Corrections

Unvalidated Validated Certified Sent

Certification Screen for 1 of 1 timesheets

**Employee:** DSPT346, DSPT346  
**Pay Period:** 18 - 2018 : Sep 02, 2018-Sep 15, 2018

**TL Unit:** 346-AB-008  
**Timesheet Type:** Correction  
**Status:** Validated

### Timesheet

Day	Start	Stop	Meal / Sleep	Hours	Night Diff	Hours Code	Env/Haz/Other Code	Shift Code
Week 1 Sun 9/02								
Week 1 Mon 9/03	8:00am	4:00pm	0:30	7:30	0:00	HG - Holiday Work (Graded)	None	0 - Graded
	4:00pm	4:30pm	0:00	0:30	0:00	LU1 - Date Of Traumatic Injury	None	0 - Graded
Week 1 Tue 9/04	8:00am	4:30pm	0:30	8:00	0:00	LT1 - Traumatic Injury (COP)	None	0 - Graded
Week 1 Wed 9/05	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Thu 9/06	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Fri 9/07	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 1 Sat 9/08								
Week 2 Sun 9/09								
Week 2 Mon 9/10	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Tue 9/11	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Wed 9/12	8:00am	2:00pm	0:30	5:30	0:00	RG - Regular (Graded)	None	0 - Graded
	2:00pm	4:30pm	0:00	2:30	0:00	LT1 - Traumatic Injury (COP)	None	0 - Graded
Week 2 Thu 9/13	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Fri 9/14	8:00am	4:30pm	0:30	8:00	0:00	RG - Regular (Graded)	None	0 - Graded
Week 2 Sat 9/15								
Week 1 Total				40:00	0:00			
Week 2 Total				40:00	0:00			
Pay Period Total				80:00	0:00			

**Certify**

Reject/Decertify

Printable Version

Compare to Previous

Compare to Original

Cancel



FINANCIAL  
SERVICES  
CENTER



FINANCIAL  
SERVICES  
CENTER

# Schedule Menu

View schedules in List & Grid View; View and Assign Tours of Duty

VA



U.S. Department  
of Veterans Affairs

# Schedule Menu

## Station Payroll Admin Main Menu

### Employees

Select Employees  
Employee Leave Requests  
Employee Premium Pay Requests  
Certify Timesheet Corrections

### Reports

Reports  
My Saved and Scheduled Reports  
Reports Server

### Continuation of Pay(COP)

COP Recipients

### Part Time Physicians

Memos of Service Level Expectations

### Schedule

Employee Schedules - List View  
Employee Schedules - Grid View  
Tours Of Duty  
Assign Tours of Duty

### TL Units

Station and Duty Station Management  
TL Unit Management

### Leave Transfer Program

LTP Management

# Schedule Menu: Employee Schedules – List View

6/10/2019

Employee Schedules - List View

Employee Name: User ID: Pay Period: 22 - 2018 : Oct 28, 2018-Nov 10, 2018 \* Status: Approved Search Clear

Approved  
Pending  
Denied  
None

Employee Name	User ID	Schedule	Total Hours	Status	Type
1FULLTIME346B, GARY-GS	GARY-GS.1FULLTIME346B	Compressed 44hrs wk1; 36 hrs wk2	80:00	Approved	Permanent
1FULLTIME346B, HENRY-HYBRIDE	HENRY-HYBRIDE.FULLTIME346B	on-call	80:00	Approved	Permanent
1FULLTIME346B, PHIL-PHYSICIAN2	PHIL-PHYSICIAN2.FULLTIME346B	M-F Day Tour	14:00	Approved	Permanent
1FULLTIME346B, ROSE-RN	ROSE-RN.FULLTIME346B	cross over tour	80:00	Approved	Permanent
1FULLTIME346B, WENDY-WG2	WENDY-WG2.FULLTIME346B	Full time WG	80:00	Approved	Permanent
1PARTTIME10, PHYSICIAN	PHYSICIAN.PARTTIME10	Permanent Schedule	10:00	Approved	Permanent
1PARTTIME346B, RALPH-RN2	RALPH-RN2.PARTTIME346B	Permanent Schedule	40:00	Approved	Permanent
1PARTTIME346B, WILLY-WG2	WILLY-WG2.PARTTIME346B	pt wage grade	32:00	Approved	Permanent
1PARTTIME70-346B, PETE-PHYSICIAN2	PETE-PHYSICIAN2.PARTTIME70-346B	pt time physician	70:00	Approved	Permanent
1PREMIUMPAYT346B, HCW	HCW.PREMIUMPAYT346B	Permanent Schedule	80:00	Approved	Permanent
1RN72-80346B, ROGER-RN72-80	ROGER-RN72-80.RN72-80346B	72-80 wed-fri	72:00	Approved	Permanent
2FULLTIME, HCW	HCW.2FULLTIME	Permanent Schedule	80:00	Approved	Permanent
2FULLTIME, HCW-T	HCW-T.2FULLTIME	CrossOver Tour	80:00	Approved	Permanent
2FULLTIME, HYBRID-F	HYBRID-F.FULLTIME	holiday	80:00	Approved	Permanent
2FULLTIME, HYBRIDLPN3	HYBRIDLPN3.FULLTIME	cross over tour	80:00	Approved	Permanent
2FULLTIME, T38RN	T38RN.2FULLTIME	cross over	80:00	Approved	Permanent
2PARTTIME346B, HCW-3	HCW-3.2PARTTIME346B	Permanent Schedule	40:00	Approved	Permanent
DSPA346, DSPA346	DSPA346.DSPA346	7:30 AM - 4:00 PM	80:00	Approved	Permanent
DSPT346, DSPT346	DSPT346.DSPT346	8:00am-4:30pm Mon-Fri	80:00	Approved	Permanent
EMP346, ERIC	ERIC.EMP346	7:30 AM - 4:00 PM	80:00	Approved	Permanent

# Schedule Menu: Employee Schedule – List View (Schedule Assignment)

- All Full and Part Time employees must have a **Permanent Schedule**.
- **Temporary Schedules** can be added as needed;
- Details of the Schedule can be seen by clicking the Schedule name hyperlink.

Schedule Assignment - 1FULLTIME346B, GARY-GS			
Permanent Schedule			
Schedule	Start Date	End Date	Approval Status
8:00am-4:30pm Mon-Fri	Feb 19, 2017	Mar 31, 2018	Approved
Compressed 44hrs wk1; 36 hrs wk2	Apr 01, 2018	Forever	Approved
Temporary Schedule			
Schedule	Start Date	End Date	Approval Status
PP-13	Jun 25, 2017	Jul 08, 2017	Approved
pp-20	Oct 01, 2017	Oct 14, 2017	Approved
PP-11	May 27, 2018	Jun 09, 2018	Approved

# Schedule Menu: Employee Schedule – List View (Schedule Assignment)

## Schedule - 1FULLTIME346B, GARY-GS

**Name:** PP-11

**Description:**

**Start Date:** May 27, 2018

**End Date:** Jun 09, 2018

### Week One

Day	Tour	Telework Code	Hours Type (Special Tour)	Hours
Sun				
Mon				
Tue	8:00am-4:30pm			8
Wed	8:00am-4:30pm			8
Thu	8:00am-4:30pm			8
Fri	8:00am-4:30pm			8
Sat	8:00am-4:30pm			8
Week One TOTAL				40:00

### Week Two

Day	Tour	Telework Code	Hours Type (Special Tour)	Hours
Sun				
Mon				
Tue	8:00am-4:30pm			8
Wed	8:00am-4:30pm			8
Thu	8:00am-4:30pm			8
Fri	8:00am-4:30pm			8
Sat	8:00am-4:30pm			8
Week Two TOTAL				40:00

**T&L Unit:** 346-B\_-006

**Schedule Type:** Temporary

**Work Schedule:** F - Full-time

**AWS Code:** 6 - Compressed Schedule

**Pay Plan:** GS - General Schedule

**User Type:** A - Title 5

**US Code Indicator:** None

**Premium Pay Indicator:** None

Timekeepers need to ensure the correct AWS codes are being used when creating or changing Schedules.

# Schedule Menu: Employee Schedules – Grid View

6/10/2019

## Employee Schedules - Grid View

Pay Period: 13 - 2019 : Jun 23, 2019-Jul 06, 2019

Employee Name	Hours	Sun 06/23	Mon 06/24	Tue 06/25	Wed 06/26	Thu 06/27	Fri 06/28	Sat 06/29	Sun 06/30	Mon 07/01	Tue 07/02	Wed 07/03	Thu 07/04	Fri 07/05	Sat 07/06
SIMS, CARLOS	80		8:30a-5p	8:30a-5p	8:30a-5p	8:30a-5p	8:30a-5p			8:30a-5p	8:30a-5p	8:30a-5p	8:30a-5p	8:30a-5p	
Part Time, Wage Grade-1	32	8a-12p	8a-12p				4p-8p	4p-8p	8a-12p	8a-12p				4p-8p	4p-8p
Part Time, RN-3	64	7a-3:30p	7a-3:30p				7a-3:30p	7a-3:30p			7a-3:30p	7a-3:30p	7a-3:30p		7a-3:30p
PART TIME, RN-1	40	3:30p-12a					7:30a-4p		7:30a-4p					7:30a-4p	3:30p-12a
Part Time, Physician-2	70		8a-5:30p	8a-5:30p	1p-5p	8a-1p	8a-4:30p			8a-5:30p	8a-5:30p	1p-5p	8a-1p	8a-4:30p	
PART TIME, PHYSICIAN-1	70		8a-3:30p	8a-3:30p	8a-3:30p	8a-3:30p	8a-3:30p			8a-3:30p	8a-3:30p	8a-3:30p	8a-3:30p	8a-3:30p	
Part Time, Physician MSLE-3	20		7:30a-6p											7:30a-6p	
Part time, Physician MSLE-2	20			6:45a-5:15p									6:45a-5:15p		
PART TIME, PHYSICIAN MSLE-1	20		6:45a-5:15p							6:45a-5:15p					
Part Time, LPN-3	40		3:30p-12a				3:30p-12a	3:30p-12a	3:30p-12a					3:30p-12a	
Part Time, LPN-2	40		8a-4:30p		8a-4:30p		8a-4:30p		8a-4:30p						8a-4:30p
PART TIME, LPN-1	40		9a-5:30p			9a-5:30p	9a-5:30p			9a-5:30p			9a-5:30p		
PART TIME, HYBRID E-1	48		7p-7a		7p-7a								7p-7a	7p-7a	
Part Time, Health Care Worker-3	40		8a-4:30p		8a-4:30p		8a-4:30p				8a-4:30p		8a-4:30p		
PART TIME, HEALTH CARE WORKER-1	40		8a-4:30p		8a-4:30p		8a-4:30p		8a-4:30p						8a-4:30p
Intermittent, Wage Grade-3															
Intermittent, Wage Grade-2															
Intermittent, Wage Grade-1															
Intermittent, RN-3															
Intermittent, RN-2															
Intermittent, RN-1															



# Schedule Menu: Tours of Duty

6/10/2019

The search bar can be used to find specific tours.

## Tours Of Duty

Name:  Description:  Start Time:  Stop Time:  Crosses Day Divide:  Active:  Special Tour Indicator:  Meal on Premium:  TL Unit:

◆ Name	◆ Description	◆ Start Time	◆ Stop Time	◆ Meal	◆ Crosses Day Divide	◆ Total Hours	◆ Status	◆ Special Tour Indicator	◆ Meal on Premium	◆ Sleep Time
0004	08:00A to 03:30P meal 30 Special Tour Indicator 00	8:00am	3:30pm	30		7:00	Active			
0005	06:45A to 05:15P meal 30 Special Tour Indicator 00	6:45am	5:15pm	30		10:00	Active			
0006	08:00A to 04:30P meal 30 Special Tour Indicator 00	8:00am	4:30pm	30		8:00	Active			
0007	07:00A to 03:30P meal 30 Special Tour Indicator 00	7:00am	3:30pm	30		8:00	Active			
0008	MID to 07:00A meal 00 Special Tour Indicator 05	12:00am	7:00am	—		7:00	Active	5 - On-Call		
0009	8:00am-8:00pm Special Tour Indicator 05	8:00am	8:00pm	—		12:00	Active	5 - On-Call		
0010	04:30P to MID meal 00 Special Tour Indicator 05	4:30pm	12:00am	—		7:30	Active	5 - On-Call		
0011	07:30A to 04:00P meal 30 Special Tour Indicator 00	7:30am	4:00pm	30		8:00	Active			
0012	07:45P to 08:15A meal 30 Special Tour Indicator 00	7:45pm	8:15am	30	✓	12:00	Active			
0013	08:00P to 08:00A meal 00 Special Tour Indicator 00	8:00pm	8:00am	—	✓	12:00	Active			
0014	08:30A to 01:00P meal 00 Special Tour Indicator 00	8:30am	1:00pm	—		4:30	Active			
0016	08:00A to 10:00A meal 00 Special Tour Indicator 00	8:00am	10:00am	—		2:00	Active			
0017	04:00A to 04:30P meal 30 Special Tour Indicator 00	4:00am	4:30pm	30		12:00	Active			
0019	07:00A to 01:30P meal 30 Special Tour Indicator 00	7:00am	1:30pm	30		6:00	Active			
0020	08:00P to MID meal 00 Special Tour Indicator 00	8:00pm	12:00am	—		4:00	Active			
0021	07:30A to 05:00P meal 30 Special Tour Indicator 00	7:30am	5:00pm	30		9:00	Active			
0022	03:30P to MID meal 30 Special Tour Indicator 00	3:30pm	12:00am	30		8:00	Active			
0023	09:00A to 03:30P meal 30 Special Tour Indicator 00	9:00am	3:30pm	30		6:00	Active			
0024	MID to 08:00A meal 30 Special Tour Indicator 00	12:00am	8:00am	30		7:30	Active		✓	
0025	04:00P to MID meal 00 Special Tour Indicator 06	4:00pm	12:00am	—		8:00	Active	6 - Shift 2		
0026	06:45A to 03:30P meal 45 Special Tour Indicator 00	6:45am	3:30pm	45		8:00	Active			
0027	08:30A to 04:30P meal 30 Special Tour Indicator 00	8:30am	4:30pm	30		7:30	Active			
0028	08:00P to 10:00P meal 00 Special Tour Indicator 00	8:00pm	10:00pm	—		2:00	Active			
0029	08:00A to 11:00A meal 00 Special Tour Indicator 00	8:00am	11:00am	—		3:00	Active			
0030	01:00P to 06:00P meal 00 Special Tour Indicator 00	1:00pm	6:00pm	—		5:00	Active			

1-25 of 1983 Records

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

View 25 50 100

# Schedule Menu: Tours of Duty

- If the tour is visible at the station level but not available in a TL Unit, Payroll can assign the tour to the TL Unit after following the proper guidance from HR and Union.
- If the tour is not visible at the station level, submit a Customer Self-Service Portal ticket with a New Tour of Duty Memo (*Tour of Duty template is available in the Supervisor/TL Approver link on the VATAS SharePoint*):

DEPARTMENT OF  
VETERANS AFFAIRS

Date: (Current Date)  
From: (Service/Division Chief)  
Subj: (Example: Tour Change)  
To: (Payroll)  
Thru: (Director/Designee) Initials  
(Human Resources) Initials

(State the reason for adding a new tour)

Service/Division name: \_\_\_\_\_  
Station number(s): \_\_\_\_\_  
Time & Leave unit numbers(s): \_\_\_\_\_  
Enter START & END time for new tour requested: \_\_\_\_\_  
Enter timeframe for meal period: \_\_\_\_\_  
(Enter "None" if no meal period)  
Is meal period on premium time? YES NO (circle one)  
Enter number of work hours for tour: \_\_\_\_\_  
Enter VATAS tour number from Master Tour listing if known: \_\_\_\_\_

Approved/Disapproved \_\_\_\_\_

\_\_\_\_\_  
(Signature of Service/Division Chief)  
(Typed Name of Service/Division Chief)  
(Typed Title of Service/Division Chief)

# Schedule Menu: Assign Tours of Duty

- Assigning tours requires a Tour of Duty Memorandum from the Service.
- Use the Tour of Duty menu to find the four digit tour name;
- Then use drop down menu to select the Tour of Duty...
- Click on **GO**.

WEBTA™

Employee Timekeeper Supervisor Station Payroll Admin ▼

Station Payroll Admin Main Menu >

### Assign Tours of Duty

Select Tour:  ▼ Go

Cancel

# Schedule Menu: Assign Tours of Duty Cont'd

- Assign the Tour by either pressing the **Add** button at the right OR by using the check box and the **Add Selected Locations** button at the bottom.

**Assign Tours of Duty**

Select Tour: 0915 - 01:00A to 09:00A meal 00 Special Tour Indicator 00

Code:  Description:

<input type="checkbox"/>	Type	Code	Description	Action
<input type="checkbox"/>	Station	346	Station Number 346	<input type="button" value="Add"/>
<input type="checkbox"/>	Duty Station	346-00	Default duty station	<input type="button" value="Add"/>
<input type="checkbox"/>	TL Unit	346-00-000	Default TL Unit	<input type="button" value="Add"/>
<input type="checkbox"/>	Duty Station	346-AB	Duty Station AB in Station Number 346	<input type="button" value="Add"/>
<input type="checkbox"/>	TL Unit	346-AB-000	Default TL Unit	<input type="button" value="Add"/>
<input type="checkbox"/>	TL Unit	346-AB-001	Title 38 Nurses in Duty Station AB in Station Number 346	<input type="button" value="Add"/>
<input checked="" type="checkbox"/>	TL Unit	346-AB-002	Title 5 Nurses in Duty Station AB in Station Number 346	<input type="button" value="Add"/>
<input type="checkbox"/>	TL Unit	346-AB-003	FT Physicians in Duty Station AB in Station Number 346	<input type="button" value="Remove"/>
<input type="checkbox"/>	TL Unit	346-AB-004	Pieceworkers in Duty Station AB in Station Number 346	<input type="button" value="Remove"/>



FINANCIAL  
SERVICES  
CENTER

# TL Units Menu

View/change VATAS Roles, and Assign Employees to a TL Unit.

**VA**



U.S. Department  
of Veterans Affairs

# TL Units Menu

## Station Payroll Admin Main Menu

Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
Certify Timesheet Corrections	Assign Tours of Duty
Reports	TL Units
Reports	Station and Duty Station Management
My Saved and Scheduled Reports	TL Unit Management
Reports Server	
Continuation of Pay(COP)	Leave Transfer Program
COP Recipients	LTP Management
Part Time Physicians	
Memos of Service Level Expectations	

# TL Units Menu:

## Station and Duty Station Management

### Station and Duty Station Management

Station Code:

Station Description:

Station Payroll Administrator:

Search

Clear

Station Code	Station Description	Station Payroll Administrator
541	541 CLEVELAND,OH	
642	642 PHILADELPHIA,PA	
701	701 SEVEN HILLS,OH	
776	776 BRECKSVILLE,OH	

1-4 of 4 Records

1

View 25 50 100

Cancel

# TL Units Menu: Station and Duty Station Management

- Only one person can be assigned as the Primary Station Payroll Admin role, via a CPM Portal Ticket.
- Primary and backup SPA's can perform the same functions.

**Manage Station**

**Station Code:** 346  
**Station Description:** Station Number 346  
**Active:** ☒

**Primary Station Payroll Admin:** SAM.SPA346  
 FULL\_TIME.GS1 **Add** **Unassign**

**Backup Station Payroll Admin:** TEST.USER **Unassign**  
 c.novotny **Unassign**

**Station Technician:** SPT346.SPT346 **Add** **Unassign**

**Primary View Only:**  
**Backup View Only:**

Duty Stations

Duty Station Code	Duty Station Description	Duty Station Payroll Admin
00	Default duty station	
AB	Duty Station AB in Station Number 346	DSPA346.DSPA346
A_	Duty Station A in Station Number 346	DSPA346.DSPA346
B_	Duty Station B in Station Number 346	DSPA346.DSPA346

1-4 of 4 Records      View



# TL Units Menu: Station and Duty Station Management

6/10/2019

**Duty Station**

**Station Code:** 346

**Station Description:** Station Number 346

**Duty Station Code:** AB

**Duty Station Description:** Duty Station AB in Station Number 346

**Active:** ☒

**Primary Duty Station Payroll Admin:** DSPA346.DSPA346 **Assign** **Unassign**

**Backup Duty Station Payroll Admin:** **Add**

**Duty Station Technician:** DSPT346.DSPT346 **Add** **Unassign**

**Primary Station Payroll Admin:** SAM.SPA346  
FULL\_TIME.GS1

**Backup Station Payroll Admin:** TEST.USER  
c.novotny

**Station Technician:** SPT346.SPT346

# TL Units Menu: TL Unit Management

## TL Unit Management

TL Unit Code: 
 TL Group Description: 
 Station Code: 
 Station Name: 
 Duty Station: 
 TL Code:

TL Unit Code	TL Group Description	Station Code	Station Name	Duty Station	TL Code
35500000	Default TL Unit	355		00	000
355A_001	Title 38 Nurses in Duty Station A in Station Number 355	355		A_	001
355A_002	Title 5 Nurses in Duty Station A in Station Number 355	355		A_	002
355A_003	FT Physicians in Duty Station A in Station Number 355	355		A_	003
355A_004	Pieceworkers in Duty Station A in Station Number 355	355		A_	004
355A_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station A in Station Number 355	355		A_	006
355A_007	Firefighters in Duty Station A in Station Number 355	355		A_	007
355A_008	Trainees in Duty Station A in Station Number 355	355		A_	008
355A_F05	Fee Basis in Duty Station A in Station Number 355	355		A_	F05
355B_001	Title 38 Nurses in Duty Station B in Station Number 355	355		B_	001
355B_002	Title 5 Nurses in Duty Station B in Station Number 355	355		B_	002
355B_003	FT Physicians in Duty Station B in Station Number 355	355		B_	003
355B_004	Pieceworkers in Duty Station B in Station Number 355	355		B_	004
355B_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station B in Station Number 355	355		B_	006
355B_007	Firefighters in Duty Station B in Station Number 355	355		B_	007
355B_008	Trainees in Duty Station B in Station Number 355	355		B_	008
355B_F05	Fee Basis in Duty Station B in Station Number 355	355		B_	F05
355__001	Title 38 Nurses in Duty Station in Station Number 355	355		__	001
355__002	Title 5 Nurses in Duty Station AB in Station Number 355	355		__	002
355__003	Training Example TL Unit	355		__	003
355__004	Chicago VATAS Supplemental training	355		__	004
355__006	Title 5 GS, WG, HCWs, Hybrids in Duty Station AB in Station Number 355	355		__	006
355__007	Firefighters in Duty Station AB in Station Number 355	355		__	007
355__008	PAYROLL	355		__	008
355_F05	Fee Basis in Duty Station AB in Station Number 355	355		__	F05

1-25 of 25 Records

1

View



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# TL Units Menu: TL Unit Management (Edit TL Unit)

- Delegation of Authorities (DOA) are required for all changes.
- Add primary: select **Assign**
- Add alternate: select **Add**
- Remove delegation: select **Unassign**

Edit TL Unit

Station: 346 - Station Number 346

Duty Station: AB - Duty Station AB in Station Number 346

TL Code: 001

TL Description: Title 38 Nurses in Duty Station AB in Station N

Active: ☒

Primary Timekeeper: Timmy.TKR346 Assign Unassign

TKR347.TKR347 Add Unassign

Backup Timekeeper: GS\_EMPLOYEE\_FULL\_TIME\_ Unassign

JIMMY.TIMEKEEPER Unassign

Primary Supervisor: STAN.SUP346 Assign Unassign

Backup Supervisor: Zoie.sup345 Add Unassign

Sean.Supervisor Unassign

Primary TL Approver: Tina.TL346 Assign Unassign

Backup TL Approver: DIRECTOR-1.FULL\_TIME-7 Add Unassign

Kyla.tl345 Unassign

TL Unit Employee Members

Employee	SSN
1PREMIUMPAYT346B, HCW - HCW.PREMIUMPAYT346B	*****

1-1 of 1 Records

View

Add Employee Members Effective Today

Add Employee Members For Pay Period: Pay Period: 22 - 2018 : Oct 28, 2018-Nov 10, 2018 \*

# TL Units Menu: TL Unit Management (Edit TL Unit)

- Use the Search box (Last name, First name) to find the person to add and then click **Select**;
- If you are not finding the employee, check to see if they have the role assigned. If not, a portal ticket is needed to assign the applicable role.

Select User - 346AB001

**User Name:**  
 **Search** **Clear**

<input type="checkbox"/> Select all Users Select all Users	◆ User Name
<input type="button" value="Select"/>	TKR319, TKR319 - TKR319.TKR319
<input type="button" value="Select"/>	TKR320, TKR320 - TKR320.TKR320
<input type="button" value="Select"/>	TKR323, TKR323 - TKR323.TKR323
<input type="button" value="Select"/>	TKR325, TKR325 - TKR325.TKR325
<input type="button" value="Select"/>	TKR326, TKR326 - TKR326.TKR326
<input type="button" value="Select"/>	TKR328, TKR328 - TKR328.TKR328
<input type="button" value="Select"/>	TKR329, TKR329 - TKR329.TKR329

# TL Units Menu: TL Unit Management (Add/Change Employee TL Unit)

- Always select **Add Employee Members for Pay Period**;
- If not, the employee will end up in two TL Units for that pay period...

## Edit TL Unit

**Station:** 346 - Station Number 346  
**Duty Station:** AB - Duty Station AB in Station Number 346  
**TL Code:** 001  
**TL Description:** Title 38 Nurses in Duty Station AB in Station N  
**Active:** ☒  
**Primary Timekeeper:** Timmy.TKR346 **Assign** **Unassign**  
TKR347.TKR347 **Add** **Unassign**  
**Backup Timekeeper:** GS\_EMPLOYEE\_FULL\_TIME\_ **Unassign**  
JIMMY.TIMEKEEPER **Unassign**  
**Primary Supervisor:** STAN.SUP346 **Assign** **Unassign**  
Zoie.sup345 **Add** **Unassign**  
**Backup Supervisor:** Sean.Superisor **Unassign**  
**Primary TL Approver:** Tina.TL346 **Assign** **Unassign**  
**Backup TL Approver:** DIRECTOR-1.FULL\_TIME-7 **Add** **Unassign**  
Kyla.tl345 **Unassign**

TL Unit Employee Members		
Employee		SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	1PREMIUMPAYT346B, HCW - HCW.PREMIUMPAYT346B	*****
1-1 of 1 Records		
View <input type="text" value="25"/> <input type="text" value="50"/> <input type="text" value="100"/>		

**Add Employee Members Effective Today** **Add Employee Members For Pay Period:** Pay Period: 22 - 2018 : Oct 28, 2018-Nov 10, 2018 \*  
**Save** **Cancel**

# TL Units Menu: TL Unit Management (Add/Change Employee TL Unit)

- Use the Search box to find the employee (last name, first name)
- Select the box next to the employee name and click on select users
- Or multiple employees can be located in the list and selected

Select User - 346AB001

User Name:

Select all Users	User Name
<input type="checkbox"/>	FULLTIME, RN-2 - RN-2 FULLTIME

1-1 of 1 Records    View

Select User - 346AB001

User Name:

Select all Users	User Name
<input type="checkbox"/>	1FULLTIME346B, GARY-GS - GARY-GS.1FULLTIME346B
<input type="checkbox"/>	1FULLTIME346B, HENRY-HYBRIDe - HENRY-HYBRIDE.FULLTIME346B
<input type="checkbox"/>	1FULLTIME346B, PHIL-PHYSICIAN2 - PHIL-PHYSICIAN2.FULLTIME346B
<input checked="" type="checkbox"/>	1FULLTIME346B, ROSE-RN - ROSE-RN.FULLTIME346B
<input type="checkbox"/>	1FULLTIME346B, WENDY-WG2 - WENDY-WG2.FULLTIME346B
<input type="checkbox"/>	1PARTTIME10, PHYSICIAN - PHYSICIAN.PARTTIME10
<input type="checkbox"/>	1PARTTIME346B, RALPH-RN2 - RALPH-RN2.PARTTIME346B
<input type="checkbox"/>	1PARTTIME346B, WILLY-WG2 - WILLY-WG2.PARTTIME346B
<input type="checkbox"/>	1PARTTIME70-346B, PETE-PHYSICIAN2 - PETE-PHYSICIAN2.PARTTIME70-346B
<input type="checkbox"/>	1RN72-80346B, ROGER-RN72-80 - ROGER-RN72-80.RN72-80346B
<input type="checkbox"/>	1SES346B, DEBBY-DIRECTOR2 - DEBBY-DIRECTOR2.SES346B
<input type="checkbox"/>	2FULLTIME, HCW - HCW.2FULLTIME
<input type="checkbox"/>	2FULLTIME, HCW-T - HCW-T.2FULLTIME
<input type="checkbox"/>	2FULLTIME, HYBRID-F - HYBRID-F.FULLTIME
<input type="checkbox"/>	2FULLTIME, HYBRIDLPN3 - HYBRIDLPN3.FULLTIME
<input checked="" type="checkbox"/>	2FULLTIME, T38RN - T38RN.2FULLTIME
<input type="checkbox"/>	2INTERMITTENT, HCW - HCW.INTERMITTENT
<input type="checkbox"/>	2INTERMITTENT, LPN3 - LPN3.INTERMITTENT
<input type="checkbox"/>	2INTERMITTENT, RN3 - RN3.2INTERMITTENT



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# Continuation of Pay (COP) Menu

How to Add, Terminate and View a COP Account

**VA**



U.S. Department  
of Veterans Affairs

# COP Menu

Station Payroll Admin Main Menu

<div>Employees</div> <div>Select Employees</div> <div>Employee Leave Requests</div> <div>Employee Premium Pay Requests</div> <div>Certify Timesheet Corrections</div>	<div>Schedule</div> <div>Employee Schedules - List View</div> <div>Employee Schedules - Grid View</div> <div>Tours Of Duty</div> <div>Assign Tours of Duty</div>
<div>Reports</div> <div>Reports</div> <div>My Saved and Scheduled Reports</div> <div>Reports Server</div>	<div>TL Units</div> <div>Station and Duty Station Management</div> <div>TL Unit Management</div>
<div>Continuation of Pay(COP)</div> <div>COP Recipients</div>	<div>Leave Transfer Program</div> <div>LTP Management</div>
<div>Part Time Physicians</div> <div>Memos of Service Level Expectations</div>	



# COP Menu

- Continuation of Pay (COP) may be granted to an employee who suffered an on the job injury
- HR will provide Payroll with a COP memorandum with the date of injury, the dates and number of hours the employee was absent due to the injury
- Payroll will enter the memorandum information in VATAS
- COP recipients must be added before the codes will be available for timekeeper use.
  - Date of injury posted as **LU**
  - Subsequent days posted as **LT**

# COP Menu: Add COP Recipient Account

COP Recipients

Employee Name:
User ID:
Injury Number:
Date of Injury:
COP Status:
TL Unit:

Year Month Day
All
All
Search
Clear

Employee	User ID	Injury Number	Date of Injury	COP Status	Return to Work Date	COP Used to Date	TL Unit	Delete
72-80, RN-1	RN-1.72-80-9	0725	07/25/2016	Terminated	07/28/2016	0 Days	355-__-003	X
72-80, RN-1	RN-1.72-80-9	0725	07/25/2016	Terminated	07/28/2016	0 Days	355-__-003	X
72-80, RN-2	RN-2.72-80-10	1212	12/12/2016	Terminated	12/14/2016	0 Days	355-__-003	X
FULL TIME (Emp Ex), GS EMPLOYEE-4	GSEMPLOYEE4.FULLTIMEEMPEX_NOEMAIL	0419	04/19/2016	Terminated	06/03/2016	0 Days	355-__-008	X
Full Time (Emp Ex), LPN-4	LPN4.FULLTIMEEMPEX_NOEMAIL	0904	09/04/2016	Terminated		0 Days	355-__-002	X
FULL TIME, DONATED LEAVE-1	DONATED_LEAVE-1.FULL_TIME-9	0905	09/05/2017	Active		0 Days	355-__-003	X
FULL TIME, GS EMPLOYEE-3	GS_EMPLOYEE-3.FULL_TIME-12	0518	05/18/2016	Terminated		0 Days	355-A_-001	X
FULL TIME, HEALTH CARE WORKER-1	HEALTH_CARE_WORKER-1.FULL_TIME-10	1227	12/27/2016	Terminated		0 Days	355-A_-002	X
FULL TIME, HEALTH CARE WORKER-2	HEALTH_CARE_WORKER-2.FULL_TIME-15	0127	01/27/2016	Terminated	03/12/2016	0 Days	355-__-003	X
FULL TIME, HYBRID E-2	HYBRID_E-2.FULL_TIME-9	0206	02/06/2017	Terminated		4 Days	355-A_-002	X
FULL TIME, HYBRID E-2	HYBRID_E-2.FULL_TIME-9	0207	02/07/2017	Terminated		4 Days	355-A_-002	X
Full Time, LPN-3	LPN-3.FULL_TIME-12	1006	10/06/2016	Terminated		0 Days	355-__-004	X
Full Time, Physician-2	PHYSICIAN-2.FULL_TIME-12	0229	02/29/2016	Terminated	03/15/2016	0 Days	355-A_-002	X
FULL TIME, SUPERVISOR	SUPERVISOR.FULL_TIME-7	0319	03/19/2017	Terminated		4 Days	355-A_-006	X
FULL TIME, SUPERVISOR	SUPERVISOR.FULL_TIME-7	0320	03/20/2017	Active		4 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0212	02/12/2017	Terminated		1 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0612	06/12/2017	Active		1 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0213	02/13/2017	Terminated		1 Days	355-A_-006	X
PART TIME, HYBRID E-1	HYBRID_E-1.PART_TIME-7	0324	03/24/2016	Terminated	05/29/2016	2 Days	355-__-003	X
Part Time, LPN-3	LPN-3.PART_TIME-4	0307	03/07/2017	Terminated		0 Days	355-B_-003	X

1-20 of 20 Records

1

View 25 50 100

Add COP Recipient Account

# COP Menu: Add COP Recipient Account

- Enter the User ID or select **Search** to find the employee
- Enter **Date of Injury** and Click **Save**, which will auto populate the injury number field;
- If known, the return to work date can be entered.

**COP Recipient Account**

Items marked with an asterisk\* are required.

\* User ID:  or

TL Unit:

\* Date of Injury:

Injury Number:

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 0

Termination Date:

Termination Remark:

# COP Menu: Terminating COP Account

6/10/2019

## COP Recipients

Employee Name:  User ID:  Injury Number:  Date of Injury:  COP Status:  TL Unit:

Employee	User ID	Injury Number	Date of Injury	COP Status	Return to Work Date	COP Used to Date	TL Unit	Delete
72-80, RN-1	RN-1.72-80-9	0725	07/25/2016	Terminated	07/28/2016	0 Days	355-__-003	X
72-80, RN-1	RN-1.72-80-9	0725	07/25/2016	Terminated	07/28/2016	0 Days	355-__-003	X
72-80, RN-2	RN-2.72-80-10	1212	12/12/2016	Terminated	12/14/2016	0 Days	355-__-003	X
FULL TIME (Emp Ex), GS EMPLOYEE-4	GSEMPLOYEE4.FULLTIMEEMPEX_NOEMAIL	0419	04/19/2016	Terminated	06/03/2016	0 Days	355-__-008	X
Full Time (Emp Ex), LPN-4	LPN4.FULLTIMEEMPEX_NOEMAIL	0904	09/04/2016	Terminated		0 Days	355-__-002	X
FULL TIME, DONATED LEAVE-1	DONATED_LEAVE-1.FULL_TIME-9	0905	09/05/2017	Active		0 Days	355-__-003	X
FULL TIME, GS EMPLOYEE-3	GS_EMPLOYEE-3.FULL_TIME-12	0518	05/18/2016	Terminated		0 Days	355-A_-001	X
FULL TIME, HEALTH CARE WORKER-1	HEALTH_CARE_WORKER-1.FULL_TIME-10	1227	12/27/2016	Terminated		0 Days	355-A_-002	X
FULL TIME, HEALTH CARE WORKER-2	HEALTH_CARE_WORKER-2.FULL_TIME-15	0127	01/27/2016	Terminated	03/12/2016	0 Days	355-__-003	X
FULL TIME, HYBRID E-2	HYBRID_E-2.FULL_TIME-9	0206	02/06/2017	Terminated		4 Days	355-A_-002	X
FULL TIME, HYBRID E-2	HYBRID_E-2.FULL_TIME-9	0207	02/07/2017	Terminated		4 Days	355-A_-002	X
Full Time, LPN-3	LPN-3.FULL_TIME-12	1006	10/06/2016	Terminated		0 Days	355-__-004	X
Full Time, Physician-2	PHYSICIAN-2.FULL_TIME-12	0229	02/29/2016	Terminated	03/15/2016	0 Days	355-A_-002	X
FULL TIME, SUPERVISOR	SUPERVISOR.FULL_TIME-7	0319	03/19/2017	Terminated		4 Days	355-A_-006	X
FULL TIME, SUPERVISOR	SUPERVISOR.FULL_TIME-7	0320	03/20/2017	Active		4 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0212	02/12/2017	Terminated		1 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0612	06/12/2017	Active		1 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0213	02/13/2017	Terminated		1 Days	355-A_-006	X
PART TIME, HYBRID E-1	HYBRID_E-1.PART_TIME-7	0324	03/24/2016	Terminated	05/29/2016	2 Days	355-__-003	X
Part Time, LPN-3	LPN-3.PART_TIME-4	0307	03/07/2017	Terminated		0 Days	355-B_-003	X

1-20 of 20 Records

1

View 25 50 100

Add COP Recipient Account

# COP Menu: Terminating COP Account (Return to Work)

- Select the COP Recipient Account
- Enter the **Return to Work Date**
- Select **Terminate**

### COP Recipient Account

Items marked with an asterisk\* are required.

**\* User ID:**  or

TL Unit: 355-A\_-006

**\* Date of Injury:** 2017/03/20

Injury Number: 0320

**Return to Work Date:**

**COP Not to Exceed Date:**

COP Used to Date: 4

Termination Date:

Termination Remark:

Action	Date	Name	Remarks
Saved	03/23/2017 01:27 PM	FULL TIME, STATION PAYROLL ADMIN	

# COP Menu: Terminating COP Account (Termination Date)

- Enter **Termination Date**
- Enter **Termination Remarks**
- Click **OK**

**COP Recipient Account**

Items marked with an asterisk\* are required.

\* User ID:  or

TL Unit: 355-A\_-006

\* Date of Injury: 2017/03/20

Injury Number: 0320

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 4

Termination Date:

Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	03/23/2017 01:27 PM	FULL TIME, STATION PAYROLL ADMIN	

**Terminate COP Account**

\* Termination Date:

\* Termination Remarks:

# COP Menu: Terminating COP Account (Due to Error)

- Select **Terminate**

### COP Recipient Account

Items marked with an asterisk\* are required.

\* User ID:  or

TL Unit: 355-A\_-006

\* Date of Injury: 2017/03/20

Injury Number: 0320

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 4

Termination Date:

Termination Remark:

Action	Date	Name	Remarks
Saved	03/23/2017 01:27 PM	FULL TIME, STATION PAYROLL ADMIN	

Activity Log

# COP Menu: Terminating COP Account (Due to Error)

- Enter **Termination Date**
- Enter **Termination Remarks**
- Click **OK**

**COP Recipient Account**

Items marked with an asterisk\* are required.

\* User ID:  or

TL Unit: 355-A\_-006

\* Date of Injury: 2017/03/20

Injury Number: 0320

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 4

Termination Date:

Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	03/23/2017 01:27 PM	FULL TIME, STATION PAYROLL ADMIN	

**Terminate COP Account**

\* Termination Date:

\* Termination Remarks:

Entering detailed remarks in the **Termination Remarks** section is recommended for auditing purposes.



# COP Menu: View Cases

6/10/2019

## COP Recipients

Employee Name:  User ID:  Injury Number:  Date of Injury:  COP Status:  TL Unit:

Employee	User ID	Injury Number	Date of Injury	COP Status	Return to Work Date	COP Used to Date	TL Unit	Delete
72-80, RN-1	RN-1.72-80-9	0725	07/25/2016	Terminated	07/28/2016	0 Days	355-__-003	X
72-80, RN-1	RN-1.72-80-9	0725	07/25/2016	Terminated	07/28/2016	0 Days	355-__-003	X
72-80, RN-2	RN-2.72-80-10	1212	12/12/2016	Terminated	12/14/2016	0 Days	355-__-003	X
FULL TIME (Emp Ex), GS EMPLOYEE-4	GSEMPLOYEE4.FULLTIMEEMPEX_NOEMAIL	0419	04/19/2016	Terminated	06/03/2016	0 Days	355-__-008	X
Full Time (Emp Ex), LPN-4	LPN4.FULLTIMEEMPEX_NOEMAIL	0904	09/04/2016	Terminated		0 Days	355-__-002	X
FULL TIME, DONATED LEAVE-1	DONATED_LEAVE-1.FULL_TIME-9	0905	09/05/2017	Active		0 Days	355-__-003	X
FULL TIME, GS EMPLOYEE-3	GS_EMPLOYEE-3.FULL_TIME-12	0518	05/18/2016	Terminated		0 Days	355-A_-001	X
FULL TIME, HEALTH CARE WORKER-1	HEALTH_CARE_WORKER-1.FULL_TIME-10	1227	12/27/2016	Terminated		0 Days	355-A_-002	X
FULL TIME, HEALTH CARE WORKER-2	HEALTH_CARE_WORKER-2.FULL_TIME-15	0127	01/27/2016	Terminated	03/12/2016	0 Days	355-__-003	X
FULL TIME, HYBRID E-2	HYBRID_E-2.FULL_TIME-9	0206	02/06/2017	Terminated		4 Days	355-A_-002	X
FULL TIME, HYBRID E-2	HYBRID_E-2.FULL_TIME-9	0207	02/07/2017	Terminated		4 Days	355-A_-002	X
Full Time, LPN-3	LPN-3.FULL_TIME-12	1006	10/06/2016	Terminated		0 Days	355-__-004	X
Full Time, Physician-2	PHYSICIAN-2.FULL_TIME-12	0229	02/29/2016	Terminated	03/15/2016	0 Days	355-A_-002	X
FULL TIME, SUPERVISOR	SUPERVISOR.FULL_TIME-7	0319	03/19/2017	Terminated		4 Days	355-A_-006	X
FULL TIME, SUPERVISOR	SUPERVISOR.FULL_TIME-7	0320	03/20/2017	Active		4 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0212	02/12/2017	Terminated		1 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0612	06/12/2017	Active		1 Days	355-A_-006	X
FULL TIME, WAGE GRADE-2	WAGE_GRADE-2.FULL_TIME-9	0213	02/13/2017	Terminated		1 Days	355-A_-006	X
PART TIME, HYBRID E-1	HYBRID_E-1.PART_TIME-7	0324	03/24/2016	Terminated	05/29/2016	2 Days	355-__-003	X
Part Time, LPN-3	LPN-3.PART_TIME-4	0307	03/07/2017	Terminated		0 Days	355-B_-003	X

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[Add COP Recipient Account](#)

# COP Menu: View Cases (Termination Remarks)

COP Recipient Account

Items marked with an asterisk\* are required.

\* User ID: FULL TIME, HYBRID E-2 HYBRID\_E-2.FULL

TL Unit: 355-A\_-002

\* Date of Injury: 2017/02/06

Injury Number: 0206

Return to Work Date:

COP Not to Exceed Date:

COP Used to Date: 4

Termination Date: Feb 06, 2017

Termination Remark: incorrect DOI date

Action	Date	Name	Remarks
Terminated	03/15/2017 07:42 PM	FULL TIME, STATION PAYROLL ADMIN	Termination Date: 2017/02/06, Remarks:incorrect DOI date
Saved	02/13/2017 07:50 PM	FULL TIME, STATION PAYROLL ADMIN	

Reinstate

Cancel

Activity Log

# COP Menu: View Cases (Termination Remarks)

COP Recipient Account

Items marked with an asterisk\* are required.

\* User ID:

FULLTIME, WGEMPLOYEE WGEMPLOYEE

TL Unit:

346-A\_-006

\* Date of Injury:

2017/10/02

Injury Number:

1002

Return to Work Date:

COP Not to Exceed Date:

2017/12/31

COP Used to Date:

4

Termination Date:

Nov 17, 2017

Termination Remark:

Employee has returned to work

Activity Log

Action	Date	Name	Remarks
Terminated	04/02/2018 09:32 PM	SPA346, SAM	Termination Date: 2017/11/17, Remarks:Employee has returned to work
Saved	10/16/2017 06:19 PM	SPA346, SAM	

Reinstate

Cancel



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# Leave Transfer Program (LTP)

Add, Edit and Close LTP Cases in LTP Management

**VA**



U.S. Department  
of Veterans Affairs

# LTP Menu: LTP Management

## Station Payroll Admin Main Menu

Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
Certify Timesheet Corrections	Assign Tours of Duty
Reports	TL Units
Reports	Station and Duty Station Management
My Saved and Scheduled Reports	TL Unit Management
Reports Server	
Continuation of Pay(COP)	
COP Recipients	
Part Time Physicians	
Memos of Service Level Expectations	
	<b>Leave Transfer Program</b>
	LTP Management



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# LTP Menu: LTP Management

- LTP is used for employees approved to be a leave recipient on the Voluntary Leave Transfer Program (VLTP).
- Human Resources will provide Payroll with the approved VLTP documentation and any leave donations forms when received.
- Payroll will review potential leave donor's request to ensure compliance with the limitations of donating Annual Leave.
- Payroll will enter all VLTP information in VATAS and DCPS when received from HR.
- Payroll will terminate LTP at the end of the employee's medical emergency.

# LTP Menu: LTP Management (Add LTP Account)

**LTP Management**

Name:  Description:  Event:  Type:  Status:

Name	Description	Event	Type	Status	Pending Donations	Balance	Delete
(Name)	Donated Leave	Illness	Voluntary Leave Transfer Program	Closed	0	200:00	
Donated Leave	donated leave	Illness	Voluntary Leave Transfer Program	Open	0	70:00	
Donated Leave 2	donated leave	Birth of a child	Voluntary Leave Transfer Program	Closed	0	52:00	
Donated leave Emp 5	Donated Leave	Birth of a child	Voluntary Leave Transfer Program	Closed	0	52:00	
Donated, RN	Donated Leave	Illness	Voluntary Leave Transfer Program	Closed	0	64:00	
Full time, Donated Leave 2	donated leave	Donated Leave	Voluntary Leave Transfer Program	Open	0	135:00	
Last, First Employee	Donated Leave	Illness	Voluntary Leave Transfer Program	Closed	1	0:00	
RN	Surgery	Surgery	Voluntary Leave Transfer Program	Closed	0	21:00	

1-8 of 8 Records

View

# LTP Menu: LTP Management (Add LTP Account)

Add LTP Account

Items marked with an asterisk\* are required.

\* Name:

\* Type: Voluntary Leave Transfer Program ▼

Description:

Save Cancel

- Enter **Name** (normally the employee's name is entered, but this field is just naming the LTP case)
- Type field will default to **Voluntary Leave Transfer Program**
- Enter a brief **Description** (optional).
- Click **Save**.



# LTP Menu: LTP Management (Add LTP Recipient)

LTP account Hybrid E2 saved

Items marked with an asterisk\* are required.

\* Name: Hybrid E2

Type: Voluntary Leave Transfer Program

Description:

Status: Open

Total Donations: 0:00

Total Deductions: 0:00

Balance: 0:00

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date
Add Recipient				

Donations

Name	Leave Type	Amount	Status	Pay Period
No results				

Add Donation

Add External Donation

Deductions

Name	Leave Type	Amount	Pay Period
No results			

Save

Close Account

Cancel

# LTP Menu: LTP Management (Add LTP Recipient)

## Select User - Hybrid E2

User Name:  
hybrid\*

You can search for the employee by using the search box and then selecting the person.

Select all Users <input type="checkbox"/>	User Name
Select	2FULLTIME, HYBRID-F - HYBRID-F.FULLTIME
Select	2FULLTIME, HYBRIDLPN3 - HYBRIDLPN3.FULLTIME
Select	FULLTIME, HYBRIDE - HYBRIDE.FULLTIME
Select	FULLTIME, HYBRIDLPN - HYBRIDLPN.FULLTIME
Select	FULLTIME346B, HYBRID - HYBRID.FULLTIME346B
Select	INTERMITTENT, HYBRIDE - HYBRIDE.INTERMITTENT
Select	INTERMITTENT346B, HYBRID-E - HYBRID-E.INTERMITTENT346B
Select	PARTTIME, HYBRID - HYBRID.PARTTIME
Select	PARTTIME, HYBRID-E - HYBRID-E.PARTTIME
Select	PARTTIME, HYBRIDLPN - HYBRIDLPN.PARTTIME
Select	PARTTIME, HYBRIDLPN-F - HYBRIDLPN-F.PARTTIME
Select	PARTTIME346B, HYBRID-PPE - HYBRID-PPE.PARTTIME346B

# LTP Menu: LTP Management (Add LTP Recipient)

**LTP Recipient**

Recipient saved

Items marked with an asterisk\* are required.

**LTP Account:** Hybrid E-2

**Recipient:** FULL TIME, HYBRID E-2

\* **Event:** Illness

\* **Position:** employee

\* **Grade:** 1

\* **Step:** 1

\* **LTP Leave Limit:** 99999:00

\* **Medical Emergency Type:** ☐ Personal ☒ **Family**

\* **Start Date:** Sep 30, 2018

\* **End Date:** Nov 24, 2018

**Save** **Cancel**

These fields can all be filled out exactly as shown. The actual position, grade and step are not needed.

The medical emergency type is ALWAYS family for VA.

# LTP Menu: LTP Management (Add LTP Donation)

## Edit LTP Account

Items marked with an asterisk\* are required.

\* **Name:**

**Type:** Voluntary Leave Transfer Program

**Description:**

**Status:** Open

**Total Donations:** 0:00

**Total Deductions:** 0:00

**Balance:** 0:00

Recipient					
Name	LTP Leave Limit	Event	Start Date	End Date	
FULL TIME, HYBRID E-2	99999:00	Illness	2018/09/30	2018/11/24	<input checked="" type="checkbox"/>

Donations				
Name	Leave Type	Amount	Status	Pay Period

No results

Deductions			
Name	Leave Type	Amount	Pay Period

No results



FINANCIAL  
SERVICES  
CENTER

# LTP Menu: LTP Management (Add LTP Donation)

Select User - Hybrid E-2

Search for the person donating using the search bar and then select

User Name:

FULL TIME, RN

Search

Clear

Select all Users	
<input type="checkbox"/>	
Select all Users	
User Name	
Select	FULL TIME, RN-1 - RN-1.FULL_TIME-11
Select	FULL TIME, RN-2 - RN-2.FULL_TIME-6
Select	FULL TIME, RN-3 - RN-3.FULL_TIME-5
Select	FULL TIME, RN-5 - RN-5.FULL_TIME-7
1-4 of 4 Records	
View 25 50 100	

Cancel

# LTP Menu: LTP Management (Add LTP Donation)

## Leave Balances for FULL TIME, RN-2

Balances for pay period: 21 - 2018 : Oct 14, 2018 - Oct 27, 2018 \* Go

Accrual Leave Balances										
Leave Type	Forward	Adj Forward	Accrued	Used	Expired	Adjustments	Capped	Balance	EOY Balance	EOY Use or Lose
Annual Leave	390:00	390:00	0:00	0:00	0:00	0:00	0:00	390:00	430:00	190:00
Restored Annual Leave 1	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Restored Annual Leave 2	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Restored Annual Leave 3	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Tracking Leave Balance			
Leave Type	Forward	Used	Used To Date

Cancel

Normally annual leave is donated, but restored leave can be donated if the employee has a balance

# LTP Menu: LTP Management (Add LTP Donation)

## Add LTP Donation

Items marked with an asterisk\* are required.

**LTP Account:** Hybrid E-2

**User Name:** FULL TIME, RN-2

**Leave Type:** Annual Leave

\* **Position:**

\* **Grade:**

\* **Step:**

\* **Amount:**

\* **Pay Period:** 21 - 2018 : Oct 14, 2018 - Oct 27, 2018 \*

**Remarks:**

**Status:** Unsaved

Save

Cancel

## Edit LTP Donation

Donation saved

Items marked with an asterisk\* are required.

**LTP Account:** Hybrid E-2

**User Name:** FULL TIME, RN-2

**Leave Type:** Annual Leave

\* **Position:** employee

\* **Grade:** 1

\* **Step:** 1

\* **Amount:** 20:00

\* **Pay Period:** 21 - 2018 : Oct 14, 2018 - Oct 27, 2018 \*

**Remarks:** donating leave

**Status:** Submitted

Save

Approve

Reject

Delete

Cancel

Donations are added as hours  
NOTE: for full time physicians convert days to hours.

Make sure to approve the donation .

# LTP Menu: LTP Management (Add LTP Donation)

## LTP Donation

Donation approved

**LTP Account:** Hybrid E-2

**User Name:** FULL TIME, RN-2

**Leave Type:** Annual Leave

**Position:** employee

**Grade:** 1

**Step:** 1

**Amount:** 20:00

**Pay Period:** 2018-21: 10/14/2018 - 10/27/2018

**Remarks:** donating leave

**Status:** Approved

Revert to Pending

Cancel

If the donation amount was entered in error, it can be reverted back to pending to fix.



# LTP Menu: LTP Management (Donation Added)

## Edit LTP Account

Items marked with an asterisk\* are required.

\* Name: Hybrid E-2

Type: Voluntary Leave Transfer Program

Description: Donated Leave

Status: Open

Total Donations: 20:00

Total Deductions: 0:00

Balance: 20:00

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date	
FULL TIME, HYBRID E-2	99999:00	Illness	2018/09/30	2018/11/24	X

Donations

Name	Leave Type	Amount	Status	Pay Period
FULL TIME, RN-2	Annual Leave	20:00	Approved	2018-21: 10/14/2018 - 10/27/2018

1-1 of 1 Records

View

25

50

100

Add Donation

Add External Donation

Deductions

Name	Leave Type	Amount	Pay Period
------	------------	--------	------------

No results

Save

Close Account

Cancel

# LTP Menu: LTP Management (Edit LTP Account)

**LTP Management**

Name:  Description:  Event:  Type:  Status:

◆ Name	◆ Description	Event	◆ Type	◆ Status	◆ Pending Donations	◆ Balance	Delete
(Name)	Donated Leave	Illness	Voluntary Leave Transfer Program	Closed	0	200:00	
Donated Leave	donated leave	Illness	Voluntary Leave Transfer Program	Open	0	70:00	
Donated Leave 2	donated leave	Birth of a child	Voluntary Leave Transfer Program	Closed	0	52:00	
Donated leave Emp 5	Donated Leave	Birth of a child	Voluntary Leave Transfer Program	Closed	0	52:00	
Donated, RN	Donated Leave	Illness	Voluntary Leave Transfer Program	Closed	0	64:00	
Full time, Donated Leave 2	donated leave	Donated Leave	Voluntary Leave Transfer Program	Open	0	135:00	
Hybrid-2	Illness	Illness	Voluntary Leave Transfer Program	Open	0	16:00	
Last, First Employee	Donated Leave	Illness	Voluntary Leave Transfer Program	Closed	1	0:00	
RN	Surgery	Surgery	Voluntary Leave Transfer Program	Closed	0	21:00	

1-9 of 9 Records

View

# LTP Menu: LTP Management (Edit LTP Account)

Additional donations  
can be added  
NOTE: use **Add  
External Donation** for  
outside agency  
donations.

### Edit LTP Account

Items marked with an asterisk\* are required.

\* **Name:**

**Type:** Voluntary Leave Transfer Program

**Description:**

**Status:** Open

**Total Donations:** 16:00

**Total Deductions:** 0:00

**Balance:** 16:00

					Recipient
Name	LTP Leave Limit	Event	Start Date	End Date	
FULL TIME, HYBRID E-2	9999999:00	Illness	2018/07/30	2018/08/31	<input checked="" type="checkbox"/>

					Donations
Name	Leave Type	Amount	Status	Pay Period	
FULL TIME, RN-5	Annual Leave	16:00	Approved	2018-15: 07/22/2018 - 08/04/2018	

1-1 of 1 Records      View

Deductions			
Name	Leave Type	Amount	Pay Period
No results			

# LTP Menu: LTP Management (Close LTP Account)

**Edit LTP Account**

Are you sure you want to close the account?

Items marked with an asterisk\* are required.

\* **Name:**

**Type:** Voluntary Leave Transfer Program

**Description:**

**Status:** Open

**Total Donations:** 16:00

**Total Deductions:** 0:00

**Balance:** 16:00

**Recipient**

Name	LTP Leave Limit	Event	Start Date	End Date	
FULL TIME, HYBRID E-2	9999999:00	Illness	2018/07/30	2018/08/31	<input checked="" type="checkbox"/>

**Donations**

Name	Leave Type	Amount	Status	Pay Period
FULL TIME, RN-5	Annual Leave	16:00	Approved	2018-15: 07/22/2018 - 08/04/2018

1-1 of 1 Records      View

**Deductions**

Name	Leave Type	Amount	Pay Period
No results			

Ensure all donated leave accounts are closed in both VATAS and DCPS. If any donations are remaining, ensure that no further corrections will be done prior to closing the account.

# LTP Menu: LTP Management (Close LTP Account)

## Edit LTP Account

**ALERT:** This LTP account cannot be closed until all pending transactions are processed. FULL TIME, RN-5 has a donation of 16:00 in 2018-15: 07/22/2018 - 08/04/2018

**ALERT:** This LTP account cannot be closed until all recipient end dates are set to a date on or before the closure date. Recipient FULL TIME, HYBRID E-2 has an end date of 08/31/2018

Items marked with an asterisk\* are required.

\* **Name:** Hybrid-2

**Type:** Voluntary Leave Transfer Program

**Description:** Illness

**Status:** Open

**Total Donations:** 16:00

**Total Deductions:** 0:00

**Balance:** 16:00

Recipient

Name	LTP Leave Limit	Event	Start Date	End Date	
FULL TIME, HYBRID E-2	9999999:00	Illness	2018/07/30	2018/08/31	X

Donations

Name	Leave Type	Amount	Status	Pay Period
FULL TIME, RN-5	Annual Leave	16:00	Approved	2018-15: 07/22/2018 - 08/04/2018

1-1 of 1 Records

1

View 25 50 100

Add Donation

Add External Donation

Deductions

Name	Leave Type	Amount	Pay Period
------	------------	--------	------------

No results

Save

Close Account

Cancel



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# Reports

VATAS Reports: Downloading, Scheduling and Copying Reports.

**VA**



U.S. Department  
of Veterans Affairs

# VATAS Reports

- The **Unposted Leave/Premium Pay Requests** (found in the reports menu) identifies leave or premium pay that was approved but has not been posted to the timesheet.
- The **Role Assignments by TL Units** shows all role assignments for TL Units.
- The **Employee Timesheet Profiles** report (found under Adhoc reports) lists all the timesheet profile information for the station and is very helpful with identifying coding issues (such as missing premium pay codes);

# VATAS Reports

## Station Payroll Admin Main Menu

Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
Certify Timesheet Corrections	Assign Tours of Duty
Reports	TL Units
Archive/Reports server	Station and Duty Station Management
	TL Unit Management
Continuation of Pay(COP)	
COP Recipients	
Part Time Physicians	
Memos of Service Level Expectations	

Clicking on this link will take you to the reports server site. You will need to log in again using the same VATAS email address and password.



# VATAS Archive Reports Server

Clicking on **Archive/Reports Server** will bring you to the reports https://

WEBTA™ Version 4.2

VA.gov Email Address:

Password:

[Forgot VA.gov Email Address](#) [Reset/Forgot Password](#)

**Attention VATAS Training Users:**

VATAS Training will be undergoing system maintenance and upgrades on the following dates and times. Please anticipate system unavailability or intermittent disruption of operations during periods of maintenance.

# VATAS Reports

## Station Payroll Admin Main Menu

Employees		Schedule	
Select Employees		Employee Schedules - List View	
Employee Leave Requests		Employee Schedules - Grid View	
Employee Premium Pay Requests		Tours Of Duty	
Certify Timesheet Corrections		Assign Tours of Duty	
Reports		TL Units	
Reports		Station and Duty Station Management	
My Saved and Scheduled Reports		TL Unit Management	
Adhoc Report Management			
Continuation of Pay(COP)		Leave Transfer Program	
COP Recipients		LTP Management	
Part Time Physicians			
Memos of Service Level Expectations			

# VATAS Reports: Public Law 111-163 Hybrids 5 or 6

## Reports

Reports			
Name	Description	Name	Description
Active Timesheets	This report lists the active timesheets for all employees in a TL UNIT that have not been transmitted to the payroll provider.	Role Assignment	This report lists TL UNITS that have been assigned to roles.
COP Summary	Shows COP accounts summary	<b>Role Assignments by TL Units</b>	Shows all role assignments for TL Units
COP Used Detail	Shows COP used on timesheets	Supervisor Assignments	This report shows which employees are assigned to individual supervisors in the TL UNIT.
Final Timesheets	This report lists, by pay period, the last timesheet submitted for an employee with an active status.	Timekeeper Assignments	This report shows which employees are assigned to individual timekeepers in the TL UNIT.
Leave Audit Report	This report is used to reconcile historical leave records for an employee.	Timekeeper Self-Validated Timesheets Report	Shows timesheets that were self-validated by timekeepers.
Leave Correction Report - Entire Agency Listing	This report lists, by employee and pay period, adjustments to leave hours.	Timesheet Status	This report shows what records have not been verified, certified, or built for the most recently ended pay period.
Leave Time Expiration Report	This report lists employees who have leave that is due to expire.	Timesheet Status By Employee Type Report	Shows timesheet summary details
Leave Used Summary	Shows leave used on timesheets	Timesheet Summary	This report lists a summary of timesheet and leave activity.
My Ad-Hoc Reports	Shows Ad-Hoc Reports Built or Copied by You	Timesheets Changed By System	Shows timesheets that were changed by the system such as when made by the PAID or LEAVE imports
New Employees	This report lists, by pay period, new users who have been added to the system.	TL Approver Assignments	This report shows which employees are assigned to individual TL Approvers in the TL UNIT.
Organization Assignment	This report lists employees assigned to TL UNITS.	Unassigned Employees	This report lists employees who have not been assigned to a TL Unit.
Premium Pay Request Report	Shows premium pay request details	Uncertified Timesheets	This report lists, by pay period, timesheets that have not been certified.
Public Law 111-163 - Hybrids 5 or 6	Shows timesheet summary details	Unposted Leave/Premium Pay Requests	Shows leave/premium pay requests that were not posted to a timesheet
Public Law 111-163 - Premium Pay E or F	Shows timesheet summary details	Unprocessed Timesheets	This report lists, by pay period, timesheets that have not been processed for payroll.
Public Law 111-163 - RN, PA, EFDA	Shows timesheet summary details	Unvalidated Timesheets	This report lists the names, user IDs, SSNs (if configured to do so), Timekeeper's IDs, and Supervisor's ID for employees whose time cards have not been validated.
Restored Annual Leave Analysis	This report lists, by year, leave requests that were initially approved and then denied.	VA Login Audit Logs	This report lists login audit log activity.

[My Saved and Scheduled Reports](#)
[Cancel](#)

# VATAS Reports: Role Assignments by TL Units

Station Payroll Admin Main Menu > Reports >

## Role Assignments by TL Units

PDF | Excel | HTML | CSV Background Execution ▼

### Report Parameters

Run Off Hours: ☐

Priority Run: ☐

TL Unit: None Selected

Select TL Unit

Clicking the **Select TL Unit** button shows which TL Units assigned to the VATAS Role.

Run Report

Schedule Report

Cancel

# VATAS Reports:

## Role Assignments by TL Units (Select TL Unit)

Select TL Unit

TL Unit Code: 
 TL Group Description: 
 Station Code: 
 Station Name: 
 Duty Station: 
 TL Code:

	TL Unit Code	TL Group Description	Station Code	Station Name	Duty Station	TL Code
Select	35500000	Default TL Unit	355	C. Sims	00	000
Select	355A_001	Title 38 Nurses in Duty Station A in Station Number 355	355	C. Sims	A_	001
Select	355A_002	Title 5 Nurses in Duty Station A in Station Number 355	355	C. Sims	A_	002
Select	355A_003	FT Physicians in Duty Station A in Station Number 355	355	C. Sims	A_	003
Select	355A_004	Pieceworkers in Duty Station A in Station Number 355	355	C. Sims	A_	004
Select	355A_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station A in Station Number 355	355	C. Sims	A_	006
Select	355A_007	Firefighters in Duty Station A in Station Number 355	355	C. Sims	A_	007
Select	355A_008	Trainees in Duty Station A in Station Number 355	355	C. Sims	A_	008
Select	355A_F05	Fee Basis in Duty Station A in Station Number 355	355	C. Sims	A_	F05
Select	355B_001	Title 38 Nurses in Duty Station B in Station Number 355	355	C. Sims	B_	001
Select	355B_002	Title 5 Nurses in Duty Station B in Station Number 355	355	C. Sims	B_	002
Select	355B_003	FT Physicians in Duty Station B in Station Number 355	355	C. Sims	B_	003
Select	355B_004	Pieceworkers in Duty Station B in Station Number 355	355	C. Sims	B_	004
Select	355B_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station B in Station Number 355	355	C. Sims	B_	006
Select	355B_007	Firefighters in Duty Station B in Station Number 355	355	C. Sims	B_	007
Select	355B_008	Trainees in Duty Station B in Station Number 355	355	C. Sims	B_	008
Select	355B_F05	Fee Basis in Duty Station B in Station Number 355	355	C. Sims	B_	F05
Select	355_001	Title 38 Nurses in Duty Station in Station Number 355	355	C. Sims	—	001
Select	355_002	Title 5 Nurses in Duty Station AB in Station Number 355	355	C. Sims	—	002
Select	355_003	Training Example TL Unit	355	C. Sims	—	003
Select	355_004	Chicago VATAS Supplemental training	355	C. Sims	—	004
Select	355_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station AB in Station Number 355	355	C. Sims	—	006
Select	355_007	Firefighters in Duty Station AB in Station Number 355	355	C. Sims	—	007
Select	355_008	PAYROLL	355	C. Sims	—	008
Select	355_F05	Fee Basis in Duty Station AB in Station Number 355	355	C. Sims	—	F05

1-25 of 25 Records

1

View 25 50 100



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# VATAS Reports: Role Assignments by TL Units (My Saved and Scheduled Reports)

Station Payroll Admin Main Menu > Reports >

## Role Assignments by TL Units

PDF | Excel | HTML | CSV | Background Execution ▼

Your report request has been scheduled to run immediately in the background. You will receive a notification message when it is complete and the results will appear on the "My Saved and Scheduled Reports" page.

### Report Parameters

Run Off Hours: ☐

Priority Run: ☐

TL Unit: None Selected **Select TL Unit**

**Run Report** **Schedule Report** Cancel

# VATAS Reports: Schedule a Report

Station Payroll Admin Main Menu > Reports > Role Assignments by TL Units >

## Report Schedule

Name:

Export Type:

Schedule Enabled: ☐

Email Report After Completion: ☒

Run Off Hours: ☐

Priority Run: ☐

Run In:

Hour of Day:

Schedule:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Pay Period Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Period Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Report Parameters

TL Unit: 355A\_007

# VATAS Reports: My Saved and Scheduled Reports

## Station Payroll Admin Main Menu

Employees	Schedule
Select Employees	Employee Schedules - List View
Employee Leave Requests	Employee Schedules - Grid View
Employee Premium Pay Requests	Tours Of Duty
Certify Timesheet Corrections	Assign Tours of Duty
Reports	TL Units
Reports	Station and Duty Station Management
My Saved and Scheduled Reports	TL Unit Management
Adhoc Report Management	
Continuation of Pay(COP)	Leave Transfer Program
COP Recipients	LTP Management
Part Time Physicians	
Memos of Service Level Expectations	



# VATAS Reports: My Saved and Scheduled Reports

Station Payroll Admin Main Menu > Reports >

## My Saved and Scheduled Reports

Status:

<input type="checkbox"/> Select All Reports	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
<input type="checkbox"/>	Role Assignments by TL Units	Role Assignments by TL Units	Jun 10, 2019 3:24:55 PM	Jun 10, 2019 3:24:57 PM	No Schedule	XLS	Complete	1	30720		<input type="button" value="Download"/>	<input type="button" value="ReRun Now"/>	<input type="button" value="X"/>

1-1 of 1 Records

1

View

# VATAS Reports: My Saved and Scheduled Reports (Downloading Report)

Station Payroll Admin Main Menu > Reports >

## My Saved and Scheduled Reports

Status:

<input type="checkbox"/> Select All Reports	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
<input type="checkbox"/>	Role Assignments by TL Units	Role Assignments by TL Units	Jun 10, 2019 3:24:55 PM	Jun 10, 2019 3:24:57 PM	No Schedule	XLS	Complete	1	30720		<input type="button" value="Download"/>	<input type="button" value="ReRun Now"/>	<input type="button" value="X"/>

1-1 of 1 Records View

Do you want to open or save **Role\_Assignments\_by\_TL\_Units.xls** from **trn.reports.vatas.va.gov?**

Open

Save

Cancel

100%

# VATAS Reports: Role Assignment by TL Unit Report

TL Unit Code	TL Group Description	Station	Duty Station Code	Duty Station Description	TL Code	Timekeeper	Supervisor	TL Approver	Name
355A_001	Title 38 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	001		Primary		FULL TIME, SUPERVISOR - SUPERVISOR.FULL_TIME-7
355A_001	Title 38 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	001	Primary			FULL TIME, TIMEKEEPER - TIMEKEEPER.FULL_TIME-7
355A_001	Title 38 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	001			Primary	FULL TIME, TL APPROVER - TL_APPROVER.FULL_TIME-10
355A_001	Title 38 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	001	Backup	Backup	Backup	SIMS, CARLOS - CARLOS.SIMS
355A_002	Title 5 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	002		Primary		FULL TIME, SUPERVISOR - SUPERVISOR.FULL_TIME-7
355A_002	Title 5 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	002	Primary			FULL TIME, TIMEKEEPER - TIMEKEEPER.FULL_TIME-7
355A_002	Title 5 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	002			Primary	FULL TIME, TL APPROVER - TL_APPROVER.FULL_TIME-10
355A_002	Title 5 Nurses in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	002	Backup	Backup		SIMS, CARLOS - CARLOS.SIMS
355A_003	FT Physicians in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	003		Both		FULL TIME, SUPERVISOR - SUPERVISOR.FULL_TIME-7
355A_003	FT Physicians in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	003	Both			FULL TIME, TIMEKEEPER - TIMEKEEPER.FULL_TIME-7
355A_003	FT Physicians in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	003			Primary	FULL TIME, TL APPROVER - TL_APPROVER.FULL_TIME-10
355A_003	FT Physicians in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	003	Backup	Backup	Backup	SIMS, CARLOS - CARLOS.SIMS
355A_004	Pieceworkers in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	004		Primary		FULL TIME, SUPERVISOR - SUPERVISOR.FULL_TIME-7
355A_004	Pieceworkers in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	004	Primary			FULL TIME, TIMEKEEPER - TIMEKEEPER.FULL_TIME-7
355A_004	Pieceworkers in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	004			Primary	FULL TIME, TL APPROVER - TL_APPROVER.FULL_TIME-10
355A_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	006		Primary		FULL TIME, SUPERVISOR - SUPERVISOR.FULL_TIME-7
355A_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	006	Primary			FULL TIME, TIMEKEEPER - TIMEKEEPER.FULL_TIME-7
355A_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	006			Primary	FULL TIME, TL APPROVER - TL_APPROVER.FULL_TIME-10
355A_006	Title 5 GS, WG, HCWs, Hybrids in Duty Station A in Station Number 355	355	A_	355A_ - Duty Station A in Station Number 355	006	Backup	Backup		SIMS, CARLOS - CARLOS.SIMS

# VATAS Reports: Adhoc Reports Management

Reports
Reports
My Saved and Scheduled Reports
Adhoc Report Management

Adhoc Report Management

Name:Description:Creator Name:Creator Email:Report Type:

All

SearchClear

Name	Description	Creator Name	Creator Email	Date Created	Date Published	Delete
Copy of Premium on Leave	Lists timesheets qualifying for premium on leave (Quimby & Adams)	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2018/06/13 15:01:16	2018/07/03 13:51:06	X
Copy of Employee Timesheet Profiles	WJH - Timesheet Profile Data to Audit Entitlements	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2017/03/22 00:50:15	2017/03/22 00:50:15	X
Copy of Quimby and Adams	Paid Leave - Hybrid, HCW, Additional OCCs - Updated 10-1-2017	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2017/03/16 17:49:25	2017/03/16 17:49:25	X
Copy of Wage Grade as HCWs	JS	STEPHEN, JASMINE K	JASMINE.STEPHEN@VA.GOV	2016/12/07 19:27:46	2016/12/07 19:27:46	X
Copy of AWS Codes	AWS Code review	SIMS, CARLOS A	CARLOS.SIMS3@VA.GOV	2017/01/18 05:21:55	2017/04/13 12:26:50	X

1-5 of 5 Records

View2550100

Add New Adhoc ReportCopy Adhoc ReportCancel

This step must be done only the very first time a new Adhoc report will be used.

# VATAS Reports: Copy Ad-Hoc Report

## Copy Adhoc Report

Name:  Description:  Creator Name:  Creator Email:

Name	Description	Creator Name	Creator Email	Date Created	Date Published	Copy
Timesheets	QA Group's Timesheet Report	QA, VA	jeff.montondon@va.gov	2016/09/19 15:02:24	2016/09/19 15:02:24	<input type="button" value="Copy"/>
Build Report	Employee build data for a specified pay period.	SYSTEM	PEOPF*@va.gov	2017/03/17 16:30:34	2017/03/17 16:30:34	<input type="button" value="Copy"/>
Employee Timesheet Profiles	WJH - Timesheet Profile Data to Audit Entitlements	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2017/03/22 00:50:15	2017/03/22 00:50:15	<input type="button" value="Copy"/>
Military Leave		BLANKENBURG, ANN T	ANN.BLANKENBURG2@VA.GOV	2016/11/17 22:22:09	2016/11/17 22:22:09	<input type="button" value="Copy"/>
Union Representational Hours	WJH	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2016/10/27 14:39:16	2016/10/27 14:39:16	<input type="button" value="Copy"/>
Unvalidated Corrected Timecards	Pending Validation by Timekeeper	MCCOY, YVONNE P	YVONNE.MCCOY@VA.GOV	2015/12/18 22:41:08	2015/12/18 22:41:08	<input type="button" value="Copy"/>
Vain_Sta 101: Locum Tenens	Sta 101: Locum Tenens	VAIN, CAROL A	CAROL.VAIN@VA.GOV	2017/02/16 15:58:22	2017/02/16 15:58:22	<input type="button" value="Copy"/>
T38 Timesheet Transactions		HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2016/10/03 18:18:07	2016/10/03 18:18:07	<input type="button" value="Copy"/>
AWOL - MH	AWOL Report by Mark Hollander	HOLLANDER, MARK A	MARK.HOLLANDER@VA.GOV	2016/12/12 17:10:06	2016/12/12 17:10:06	<input type="button" value="Copy"/>
AWOL including Emp. Title		STEPHEN, JASMINE K	JASMINE.STEPHEN@VA.GOV	2017/01/27 20:40:09	2017/01/27 20:40:09	<input type="button" value="Copy"/>
Scott's Report Using Pulldown Menus #2	EXTRACT BASIC VATAS INFO USING PULLDOWN MENUS FOR SPECIFIC STATION	QA, VA	jeff.montondon@va.gov	2017/02/16 14:23:28	2017/02/16 14:23:28	<input type="button" value="Copy"/>
Audit Review for Script Execution	Scripts that succeeded or failed, by time. Sample report for training.	Linearb, Tier3	tier3.linearb_noemail@va.gov	2015/03/31 14:54:17	2015/03/31 14:54:17	<input type="button" value="Copy"/>
COP Quarterly Report	COP Quarterly Report	TSCHOERNER, BRENDA L	BRENDA.TSCHOERNER2@VA.GOV	2017/04/06 16:43:12	2017/04/06 16:43:12	<input type="button" value="Copy"/>
Union Official Time Codes	JCJ_AB	JENKINS, JAMES C	JAMES.JENKINS7@VA.GOV	2017/02/15 14:41:18	2017/02/15 14:41:18	<input type="button" value="Copy"/>
GS Healthcare Worker Sat-Sun Transactions	WJH - All Transactions -- Input Starting and Ending Pay Period	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2016/12/07 19:41:24	2016/12/07 19:41:24	<input type="button" value="Copy"/>
Vain_COP Report_1st Qtr	Vain_COP_1st Qtr	VAIN, CAROL A	CAROL.VAIN@VA.GOV	2017/01/21 04:57:52	2017/01/21 04:57:52	<input type="button" value="Copy"/>
Vain_COP Report_2nd Qtr	Vain_COP_2nd Qtr	VAIN, CAROL A	CAROL.VAIN@VA.GOV	2017/01/21 05:01:03	2017/01/21 05:01:03	<input type="button" value="Copy"/>
Vain_COP Report_3rd Qtr	Vain_COP_3rd Qtr	VAIN, CAROL A	CAROL.VAIN@VA.GOV	2017/01/21 05:02:25	2017/01/21 05:02:25	<input type="button" value="Copy"/>
Vain_COP Report_4th Qtr	Vain_COP_4th Qtr	VAIN, CAROL A	CAROL.VAIN@VA.GOV	2017/01/19 13:58:38	2017/01/19 13:58:38	<input type="button" value="Copy"/>
Military Leave - Timesheet Transactions	WJH - All LM, KG and LL Timesheet Transactions	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2016/11/01 17:23:37	2016/11/01 17:23:37	<input type="button" value="Copy"/>
Enr/Haz/Telework Codes	Codes	CARDEN, ANGELA R	ANGELA.CARDEN@VA.GOV	2017/04/12 17:16:53	2017/04/12 17:16:53	<input type="button" value="Copy"/>
Advance Leave	May Avery	Avery, May	May.Avery@VA.GOV	2017/01/08 19:01:08	2017/01/08 19:01:08	<input type="button" value="Copy"/>
Additional Health Care Workers		Boyle, Erin	Erin.Boyle@va.gov	2017/02/21 19:51:21	2017/02/21 19:51:21	<input type="button" value="Copy"/>
AWS Codes		PETERSON, KAY E	KAY.PETERSON4@VA.GOV	2016/09/26 16:40:30	2016/09/26 16:40:30	<input type="button" value="Copy"/>
WG HCWs - Weekend Premium OT-CT-Regular	WJH - Timesheet Transactions for WG HCWs	HAINSWORTH, WINSTON J	WINSTON.HAINSWORTH@VA.GOV	2017/03/15 15:49:16	2017/03/15 15:49:16	<input type="button" value="Copy"/>

1-25 of 83 Records

1 2 3 4

View 25 50 100

Cancel

# VATAS Reports: My Ad-Hoc Reports

## Reports

Name	Description	Name	Description
Active Timesheets	This report lists the active timesheets for all employees in a TL UNIT that have not been transmitted to the payroll provider.	Role Assignment	This report lists TL UNITS that have been assigned to roles.
COP Summary	Shows COP accounts summary	Role Assignments by TL Units	Shows all role assignments for TL Units
COP Used Detail	Shows COP used on timesheets	Supervisor Assignments	This report shows which employees are assigned to individual supervisors in the TL UNIT.
Final Timesheets	This report lists, by pay period, the last timesheet submitted for an employee with an active status.	Timekeeper Assignments	This report shows which employees are assigned to individual timekeepers in the TL UNIT.
Leave Audit Report	This report is used to reconcile historical leave records for an employee.	Timekeeper Self-Validated Timesheets Report	Shows timesheets that were self-validated by timekeepers.
Leave Correction Report - Entire Agency Listing	This report lists, by employee and pay period, adjustments to leave hours.	Timesheet Status	This report shows what records have not been verified, certified, or built for the most recently ended pay period.
Leave Time Expiration Report	This report lists employees who have leave that is due to expire.	Timesheet Status By Employee Type Report	Shows timesheet summary details
Leave Used Summary	Shows leave used on timesheets	Timesheet Summary	This report lists a summary of timesheet and leave activity.
<b>My Ad-Hoc Reports</b>	Shows Ad-Hoc Reports Built or Copied by You	Timesheets Changed By System	Shows timesheets that were changed by the system such as when made by the PAID or LEAVE imports
New Employees	This report lists, by pay period, new users who have been added to the system.	TL Approver Assignments	This report shows which employees are assigned to individual TL Approvers in the TL UNIT.
Organization Assignment	This report lists employees assigned to TL UNITS.	Unassigned Employees	This report lists employees who have not been assigned to a TL Unit.
Premium Pay Request Report	Shows premium pay request details	Uncertified Timesheets	This report lists, by pay period, timesheets that have not been certified.
Public Law 111-163 - Hybrids 5 or 6	Shows timesheet summary details	Unposted Leave/Premium Pay Requests	Shows leave/premium pay requests that were not posted to a timesheet
Public Law 111-163 - Premium Pay E or F	Shows timesheet summary details	Unprocessed Timesheets	This report lists, by pay period, timesheets that have not been processed for payroll.
Public Law 111-163 - RN, PA, EFDA	Shows timesheet summary details	Unvalidated Timesheets	This report lists the names, user IDs, SSNs (if configured to do so), Timekeeper's IDs, and Supervisor's ID for employees whose time cards have not been validated.
Restored Annual Leave Analysis	This report lists, by year, leave requests that were initially approved.	VA Login Audit Logs	This report lists login audit log activity.

My Saved and Scheduled Reports

Cancel

Once an Adhoc report is copied, it will appear under **My Ad-hoc Reports**.



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# VATAS Reports: My Ad-Hoc Reports

## My Ad-Hoc Reports

### Report Parameters

Run Off Hours: ☐

Priority Run: ☐

Adhoc Report: NONE

Role: Copy of Database Saturday Flags  
Copy of Employee Timesheet Profiles

Include Delegates: ☐

Run Report

Schedule Report

Cancel



# VATAS Reports: My Ad-Hoc Reports (Run Ad-Hoc Report)

PDF | **Excel** | HTML | CSV

## Report Parameters

Run Off Hours: ☐  
Priority Run: ☐  
Adhoc Report: Copy of Employee Timesheet Profiles ▾  
Role: Station Payroll Admin ▾

Include Delegates: ☐

Timesheet Pay Period - PK (Select Pay Period):

Pick Value

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Station:

Timesheet Pay Period - PK:

Pick Value

User - Other ID 1:

User - Other ID 1:

Selecting pick value will pull up a drop down menu to select the pay period. You should only run one pay period at a time.

Run Report Schedule Report Cancel



# VATAS Reports: My Ad-Hoc Reports (Deleting Reports)

After downloading, make sure to save the data and then delete the report

## My Saved and Scheduled Reports

Status:  
All

<input type="checkbox"/> Select All Reports	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
<input type="checkbox"/> Select All Reports	My Ad-Hoc Reports	Copy of Employee Timesheet Profiles	Nov 27, 2018 7:54:51 PM	Nov 27, 2018 7:55:13 PM	No Schedule	XLS	Complete	1	962048		<input type="button" value="Download"/>	<input type="button" value="ReRun Now"/>	<input type="button" value="X"/>

1-1 of 1 Records



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# VATAS SharePoint


Accessing VATAS: SharePoint, Manuals, System Enhancements and Knowledge Based Questions.

**VA**



U.S. Department  
of Veterans Affairs

# VATAS SharePoint

Version 4.2

VA.gov Email Address:

Password:

Log In

[Forgot VA.gov Email Address](#) [Reset/Forgot Password](#)

**Attention VATAS Users:**

The Reports Instance of VATAS will be taken offline Week 2 Wednesday evening at 9pm EDT and restored after the timesheets are processed and transmitted Week 2 Friday around 10pm EDT. Any reports that are in progress at that time will not generate, and the requests will be removed.

The use of Single Sign-on for VATAS has been disabled; before it is re-enabled, stations will be notified.

VATAS will be undergoing system maintenance on the following dates and times. Please anticipate system unavailability or intermittent disruption of operations during periods of maintenance.

Wednesday 01 Aug 2018, 9 pm - 12 am EDT  
Wednesday 15 Aug 2018, 9 pm - 12 am EDT

For more information and training materials visit the [VATAS SharePoint Portal](#)


If you are having password issues, select the Password Reset and/or Forgot User-ID links. If you do not receive an email within 15 minutes:

- Check your Junk/SPAM Mail folder
- Check your Manage Rules folder for any rules created to delete or move VATAS emails

If the issue persists, contact your payroll office.

# VATAS SharePoint: Main Page

6/10/2019


**VATAS Support**  
**VATAS Support**

Payroll

Timekeeper

Supervisor & TL Approver

Physicians

Employee

VATAS Reports

2017 Deployments

VISN 21

VISN 6

VISN 19

VISN 10

VISN 23

VISN 16

2018 Deployments

VISN 4

VISN 8

VISN 7 / VISN 9

VISN 22

VISN 15 / VISN 9

2016 Deployments

VISN 2

VISN 17

VISN 1

VATAS Newsletter

Q2 (Jan-Mar 2018)

Archived Newsletters

VATAS Promotional and Communication Materials

Knowledge Base

Tier 1 Communication

Recent



CRM Categories

Reports Links

Reports Documents




Helpful Links

Site Contents

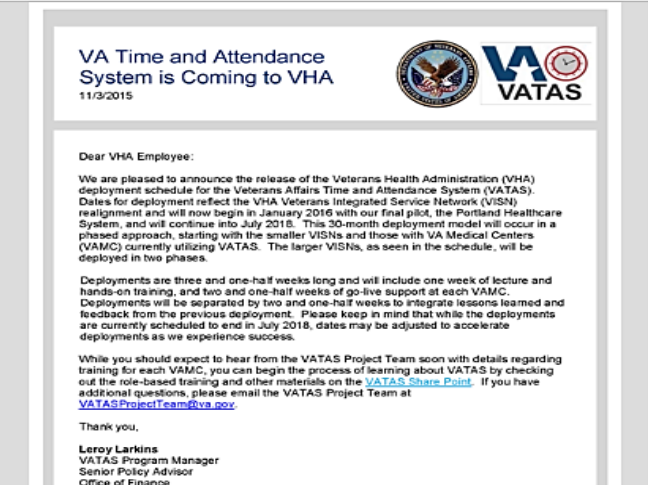



**Welcome to the VATAS SharePoint Portal**  
A one-stop shop for all Veterans Affairs Time and Attendance System related information

All Sites

**Helpful Links**  




Nationwide Payroll Website  
Customer Process Manager (CPM)  
VATAS



**What's New!**  
Shared Items  
There are no items to show in this view.

**VATAS Training Calendar (times in Central time)**  
July 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3 9:00 am - 2:00 pm VATAS T	4	5 9:00 am - 2:00 pm VATAS T	6
8	9 7:30 am - 8:00 am VATAS T	10 7:30 am - 8:00 am VATAS T	11 11:30 am - 3:00 pm VATAS Title	12 9:00 am - 2:00 pm VATAS T	13
15	16	17 10:00 am - 2:00 pm VATAS T	18	19 9:00 am - 2:00 pm VATAS T	20
22	23	24	25	26	27

**FINANCIAL  
SERVICES  
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Internal VA Use Only - Pre Decisional

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# VATAS SharePoint: Payroll Link

6/10/2019

VATAS Support

## Payroll Home



### Welcome to the Payroll Home Page

This page contains documents, videos, tools, and timelines related to the Payroll role in VATAS.

#### Payroll Links

[+ new link](#) or [edit this list](#)

✓	📄	Edit	URL	Notes
	📄	✎	<a href="#">Submit a VATAS Support Ticket</a>	... Use this link to create a new VATAS Support helpdesk ticket.
	📄	✎	<a href="#">VATAS Knowledge Base</a>	... This list contains Frequently Asked Questions that can be sorted by key terms as well as user roles. Additionally, items may contain links to helpful videos and policy related documents.

#### Payroll Tools & Guides

[+ new document](#) or drag files here

✓	📄	Name	Created
	📄	Payroll Training Guide 16.0	... August 28
	📄	TL Unit Request Template	... May 15
	📄	Delegation of Authority (DOA)	... March 13
	📄	PAID Calendar 2019	... June 5, 2017
	📄	PAID Calendar 2018	... June 5, 2017
	📄	Premium Pay Overview for VHA	... April 20, 2017
	📄	450 Formula for VATAS Deployment	... February 15, 2017
	📄	Current Validation Overrides	... May 24, 2016
	📄	VATAS Connection Call 5-04-2016 Agenda	... April 29, 2016
	📄	Inputting Donated Leave	... April 28, 2016
	📄	HRSmart Premium Pay Codes	... April 14, 2016
	📄	VATAS Processing Schedule	... March 2, 2016
	📄	Donated Leave Trng	... February 12, 2016
	📄	VATAS Quick Solutions - Payroll	... February 3, 2016

Payroll



Unposted Leave and  
Premium Pay Report

[Click here to watch the video](#)

Payroll



VATAS Self-Service Portal  
Training Video

[Click here to watch the video](#)

# VATAS SharePoint: Payroll Link (Videos)

 <p>Unposted Leave and Premium Pay Report</p> <p><a href="#">Click here to watch the video</a></p>  <p>Invoking FMLA</p> <p><a href="#">Click here to watch the video</a></p>  <p>Mark Manually Adjusted</p> <p><a href="#">Click here to watch the video</a></p>  <p>Delegations of Authority</p>	 <p>VATAS Self-Service Portal Training Video</p> <p><a href="#">Click here to watch the video</a></p>
--	--

# VATAS SharePoint: Tier 1 Communication

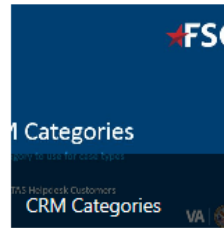


VATAS Support

## Tier 1 Communication

Payroll  
Timekeeper  
Supervisor & TL Approver  
Physicians  
Employee  
Reports Documents  
VATAS Reports  
Reports Links  
**Tier 1 Communication**  
Knowledge Base  
VATAS Deployments (2015-2018)  
Helpful Links  
Site Contents

### CRM Categories



### Enhancements

[Enhancement Update-I17.pdf](#)

[Previous enhancement updates](#)

[Enhancement Update-I16.pdf](#)

### Helpful Documents

[TOD\\_crosswalk.xlsx](#)

[CRM Categories.pdf](#)

[Donated leave training-field.pdf](#)

### VATAS NewsFlashes

[+ new document](#) or drag files here

Name	
2018 VATAS Newsflash	...
2017 VATAS Newsflash Archives	...
2016 VATAS Newsflash Archives	...


### Connection Calls

[+ new document](#) or drag files here

Name	
2018 Connection Calls	...
2017 Connection Call Archive	...
2016 Connection Call Archive	...

# VATAS SharePoint: Knowledge Base FAQs

6/10/2019

**VATAS Support**

Knowledge Base FAQs ⓘ

Search this site 🔍

Payroll

Timekeeper

Supervisor & TL Approver

Physicians

Employee

Reports Documents

VATAS Reports

Reports Links

Tier 1 Communication

**Knowledge Base**

VATAS Deployments (2015-2018)

Helpful Links

Site Contents

Knowledge Base FAQs

[+ new item](#) or [edit this list](#)

All ItemsMy submissions...

Find an item 🔍

✓📎	Question	Answer	Key Terms	Role(s)	Useful Link(s)	Modified	Created	Approval Status
	Why did I receive an extra 4 hrs of annual leave in PP 26?	Employee's that are in leave category 2 earn 6 hours (160 hrs a year) a pay period of annual leave. 26 weeks times 6 hours is 156. Therefore, at the end of the year the employee's receive an additional 4 hours in order for them to earn 160 hours.	Annual Leave;	All Users;		February 18, 2016	December 17, 2015	Approved
	What is VATAS?	Veterans Affairs Time and Attendance System (VATAS) is an automated, centralized, web-based time and attendance system developed to replace the legacy Enhanced Time and Attendance (ETA) system.	VATAS;	All Users;	<a href="https://vatas.va.gov/webta">https://vatas.va.gov/webta</a>	January 14, 2016	January 14, 2016	Approved
	Why is VATAS important?	VATAS provides a modern, centralized, web-based time and attendance system that quickly and accurately transmits data, allows for the rapid creation of ad-hoc reports and establishes a flexible foundation for future enhancements.	VATAS;	All Users;		January 14, 2016	January 14, 2016	Approved
	What are the benefits of the VATAS implementation to VA employees?	The ability to see accurate leave balances; leave request status and visibility into approval workflow and access to self-service features wherever one has internet access within the VA firewall.	VATAS;	All Users;		January 14, 2016	January 14, 2016	Approved
	What are the benefits of the VATAS implementation to VA leadership?	The benefits include: Simpler to update and easier to manage consistently across the organization; provides tools that promote operational insight and that document your compliance efforts with increased internal controls; ability to assess and track labor to optimize workforce utilization through detailed information on demand.	VATAS;	All Users;		January 14, 2016	January 14, 2016	Approved



# YouTube Videos

6/10/2019

YouTube

VATAS

Filters

About 3,800 res

Home

Trending

History

Get YouTube Premium

Get YouTube TV

BEST OF YOUTUBE

Music

Sports

Gaming

Movies

TV Shows

News

Live


Spotlight

360° Video


Browse channels

Sign in now to see your channels and recommendations!


Sign in




**VATAS Training Videos**  
52 videos  
This channel is dedicated to assisting users of the Veterans Affairs Time and Attendance System. We have uploaded training ...  
CHANNEL Subscribe 394



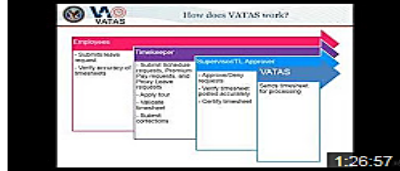
**VATAS Employee Role Training**  
VATAS Training Videos  
2 years ago • 92,167 views  
This video will provide an overview and what to expect when functioning in the Employee role of VATAS. It contains helpful ...  
42:25




**VATAS Self Service Portal Training Video**  
VATAS Training Videos  
3 months ago • 428 views  
This video shows payroll how to submit a CRM (PEGA) Portal Ticket.  
5:13



**VATAS Introduction for Timekeepers**  
VATAS Training Videos  
2 years ago • 17,019 views  
This video will help introduce Timekeepers to the VATAS system prior to going live. It explains some of the new features as well as ...  
28:12



**Supervisor/TL Approver Role VATAS Training Video**  
VATAS Training Videos  
5 months ago • 7,464 views  
This video provides training as a Supervisor or a TL Approver in VATAS.  
1:26:57

 **FINANCIAL SERVICES CENTER**

Internal VA Use Only - Pre Decisional

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FINANCIAL  
SERVICES  
CENTER

# VATAS References

**VA**



U.S. Department  
of Veterans Affairs

# References

Information obtained for this training, can be found in the following sites:

- FSC Direct Home Site: <http://vaww.fscdirect.fsc.va.gov/payroll.asp>
- VA Handbook 5011, Chapters 2 and 3:  
<https://vaww.va.gov/OHRM/Directives-Handbooks/Documents/5011.pdf>
- VATAS SharePoint Site:  
<https://vaww.fsccollaboration.fsc.va.gov/VATAS%20Support/SitePages/Home.aspx>

