Intro

Hi, this is Ken Smith from the Office of Field Operations. In a few moments, Chris Colvin from the Columbia Regional Office will talk to you about the new Workload and Time Reporting System also known as WATRS.   This is the first release of the product that will eventually replace the current ASPEN program as well as the EPR tool.

In the product demonstration, you'll see how to enter Excluded Time and Premium Pay Time in WATRS. Your entries here will transfer to PA&I for your productivity calculations in the EPR reports, which are viewable in WATRS and thus eliminates the need to log in to both ASPEN and EPR. In the future there will be more functionality and shorter reporting lags.

WATRS is an application in a secure Federal Cloud. VBA can configure the app and add more functionality based on your suggestions, without involvement from IT in many cases. We can't promise everything, but we're looking forward to being more agile.

Chris' presentation will give you an overview in less than an hour. Between June 6 and the end of the month, we'll schedule additional, live Q&A sessions where you can try the application out in a sandbox and ask questions.

If you missed the live sessions, don't worry—we'll create a Frequently Asked Questions index, and your coach and CMA will also be able to assist you.

Logging Into WATRS

To log into WATRS, click on the start menu and type in the acronym for WATRS, WATRS. A shortcut will appear for WATRS, click the link. Single sign will automatically log you into WATRS.

WATRS Home Page

The WATRS Home Page is the landing page for the WATRS App. In here you will find a window that looks into the Employee Performance Report which is shown here. Below that you will recently accessed items within WATRS, pending Time Tracker requests, and entries that pertain to you the employee for the Time Tracker.

Excluded Time Entry Single Date

- To create a time tracker request for a single day, click the time tracker tab at the top.
    - The enter time tracker request form will display at the top of the page.
- Select the excluded time radio button and additional options will appear.
    - In this example, I will select leave and I will select annual leave for the sub reason.
    - Once I do this the start date and end date fields will appear below.
    - In this example I will select May 31 as my start date and May 31 as the end date. I will select to Continue.
- On the next page it will show a summary of the request that we have so far.
    - It will show the start time of the excluded time and the end time of the excluded time, the excluded time duration in hours and in minutes, and the schedule start time and end time of the employee.
    - This information is coming from the contact profile which we will look at later.
    - For this example, I am going to leave the start time at 7:30 AM but I am going to change the end time to 9:00 AM, which results in 1 hour and 30 minutes or a total of 90 minutes.
- To finish, I will click next and it will show a summary of the request that was just entered.
- I will click finish, and it will take me back to the enter tracker request form so that I can enter another time tracker request.

Excluded Time Entry Multiple Dates

- To enter a time tracker request for excluded time for multiple days, click on the time tracker tab at the top.
    - The enter time tracker request form will display at the top of the page.
- Select the excluded time radio button and additional options will appear.
    - In this example, I will select leave and I will select Annual Leave for the sub reason.
- The start date and end date fields will appear below.
    - In this example, I will select June 26 as my start date and June 27 as my end date.
- Once finished, I will select next and the “successfully created a time tracker record” message will display at the top of the page.

- Select finish when done and it will go back to the enter time tracker request form.
- I can find the requests that were created in the list below. It created two records, one for June 26 and one for June 27.

Premium Pay Requests

- To create a premium pay request, click the time tracker tab at the top.
    - You will see an area just below the time tracker tab that says enter time tracker requests.
- Click the radio button for premium pay and once you do additional options will appear.
- Select one of these options, for example overtime, and weekend overtime for the sub reason.
    - In this example I will enter Saturday May 27 for the premium pay date.
- You will get a message that says “no tour of duty has been set for that day”
    - This is because no one has a tour of duty set on Saturdays.
- I do need to enter the time for Overtime for Saturday.
    - So I will enter 7:00 AM for my start time and 12:00 PM for my end time.
    - Now I have 5 hours (or 300 minutes) logged for that Saturday.
- When there is no core time for a specific day such as a Saturday or Sunday, it defaults to showing 1:00 AM to 1:00 AM as the schedule start and end times. This should not be edited, this should be left alone.
- Once done, I will click next. It will show a summary of the request that was just created.
- Once I am done reviewing this I can click finish.
- To review my premium pay request I can look in the list view below and I will see for the 27^{th} a premium pay time request for weekend overtime starting at 7:00 AM and ending at 12:00 PM.
- If I want to review this further I can click on the excluded time ID value in the left column. This will take me to the full detail page of the premium pay time request.

Editing a Time Tracker Item

- To edit a time tracker item, I will click on the time tracker tab at the top.
    - Below is a list view called my entries.
    - You can also see entries that are pending, my excluded entries or premium pay entries.

- In this example I am going to edit a premium pay entry that I just created for Saturday May 27th.
    - I am going to change it from 7:00 AM to 12:00 PM to 8:00 AM to 12:00 PM, so that it shows I only worked 4 hours.
- I will click the edit button that is beside it.
    - This will open up a different screen that will allow me to change my request.
    - Notice that I can change the type of premium pay, in this case I am going to leave it to overtime.
    - Also, notice it shows on the right a summary of the entire request, I will click next.
- I'm going to select the same date and click next.
    - Here, I am going to change the time, so instead of a start time of 7:00 AM the start time will be 8:00 AM and notice that the time duration changed from 5 hours to 4 hours or 240 minutes.
- I will place an employee comment below and then click next.
    - Once done it will show a summary of what the previous values were for the time tracker request and what the new values are.
    - Notice it says 8:00 AM where it used to say 7:00 AM as the start time.
- When I am finished reviewing, I will click finish.
- Below we can see that the request was changed for May 27, it now shows 8 AM as the start time and 12 PM as the end time.

Performances

- To view my performances for a particular day, I will click on the performances tab at the top.
- It will display the most recent performance records that I have viewed.
- If I want to see all of my performance records I need to click the drop down arrow next to recently viewed and select my performance.
- This will show me all of my records.
- If I want to look at a performance record in greater detail I need to select the value underneath the employee name – date column.
    - For example, I am going to review my record for May 18 so I will select that value.
- It's going to show me more information about that day such as the day of performance, the time I started working, stopped working, and the total amount of excluded time for that day.

- If I want to see all of the entries that were created for that day, scroll to the top and click on the related tab.
    - The related tab will show me the time tracker entries created for that day.
    - In this example, there are 3 time tracker records.
    - One for leave, one for training, and one for special projects.
    - All of these excluded time requests add up to four hours that is located on the details page.
- If I want to select one of those time tracker entries, I can go back to the related tab and select the excluded time ID for that record.
- Notice if I hover over the excluded time ID, additional information will appear hovering over the item. I can select the record to go to the time tracker entry to see additional information.

Contacts

The contacts tab contains information about you the user. To gain access to it, click on the contacts tab at the top and you will see that it displays your information as a user in WATRS. To get further information on your contact record, click on the name of the user which is in the left column. This will open the detail page for your contact record.

The record contains information such as your District, Regional Office, division and position.

It also shows the schedule which is the start and stop time for each day of a two week period which is an entire pay period.

It also contains your emergency point of contact information.

Please ensure that this information is up to date and accurate as it affects time tracker requests that you create.

At the top there are three tabs: details, related, and EPR reports.

On the related tab, it shows all time tracker entries that I have created as a user within WATRS and also all of the performance records.