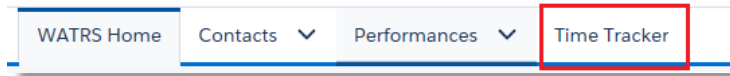


Workload and Time Reporting System (WATRS) Reference Sheet

To enter a new time tracker request, follow the below steps:

1. Log into the WATRS application <https://va.my.salesforce.com/>
2. Click on the Time Tracker Tab on the navigation bar across the top of WATRS.



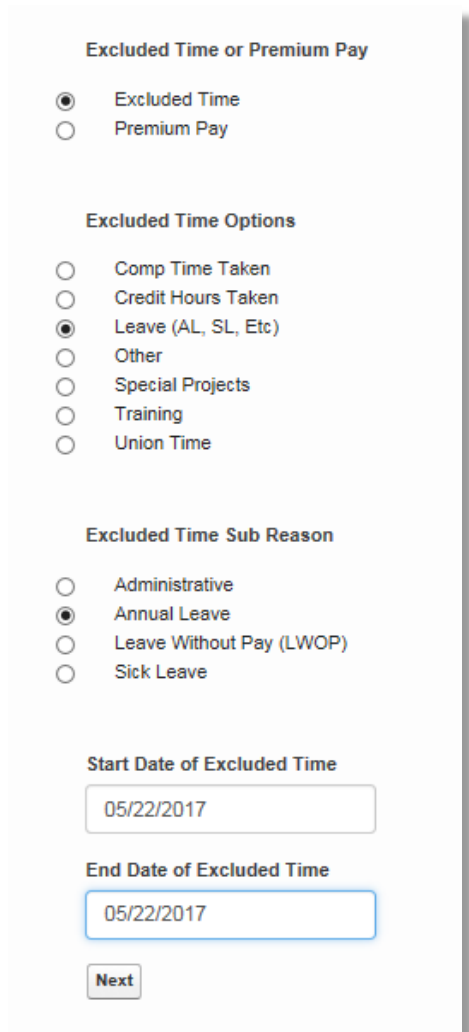
3. Select either “Premium Pay” or “Excluded Time”.
4. Select the “Option”.
5. Select the “Sub Reason”.
6. Enter the “Start Date”.
7. Enter the “End Date”.
8. Click the “Next” button when done.
9. On the next page, enter the “Start Time” and “End Time”.

A screenshot of two time selection fields. The first field is labeled 'Start Time of Excluded Time' and has dropdown menus for '08', ': 15', and 'AM'. The second field is labeled 'End Time of Excluded Time' and has dropdown menus for '09', ': 30', and 'AM'.

10. WATRS will show the employee’s default schedule for that day. If an adjustment needs to be made (for example due to a flex time schedule), enter the change to the “Start Time” and “End Time” of that day’s schedule.

A screenshot of two time selection fields. The first field is labeled 'Schedule Start Time' and has dropdown menus for '08', ': 15', and 'AM'. The second field is labeled 'Schedule End Time' and has dropdown menus for '04', ': 45', and 'PM'.

11. Enter any comments if necessary.
12. Click the “Next” button when done.
13. The next screen will show the summary of the Time Tracker entry that was just created.
14. To create another Time Tracker entry, click the “Finish” button.

A screenshot of the 'Excluded Time or Premium Pay' form. It contains several sections: 'Excluded Time or Premium Pay' with radio buttons for 'Excluded Time' (selected) and 'Premium Pay'; 'Excluded Time Options' with radio buttons for 'Comp Time Taken', 'Credit Hours Taken', 'Leave (AL, SL, Etc)' (selected), 'Other', 'Special Projects', 'Training', and 'Union Time'; 'Excluded Time Sub Reason' with radio buttons for 'Administrative', 'Annual Leave' (selected), 'Leave Without Pay (LWOP)', and 'Sick Leave'; 'Start Date of Excluded Time' with a text input field containing '05/22/2017'; 'End Date of Excluded Time' with a text input field containing '05/22/2017'; and a 'Next' button at the bottom.

For more detailed instructions, please refer to page 12 of the WATRS User Guide.