WATRS 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 eliminating 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, and because of single sign on you will automatically be logged 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 see recently accessed items within WATRS, pending Time Tracker requests, and entries that pertain to you the employee for the Time Tracker.

Enter Time Tracker Record

- To enter a time tracker record as a supervisor on the behalf of an employee, click the time tracker tab at the top.
- You'll notice there are two options below, individual entry and team entry. We'll begin by selecting individual entry.
- You'll see a name of employee field; you'll need to type in the employee's name here.
  - I began by typing the first name of the employee and immediately got a result.
  - I will select that employee to continue, then select excluded time or premium pay, the excluded time option, and then the sub reason.
- Next you will want to enter the start date and end date of the excluded time, so for this example I will select June 1.
  - Once the date is entered, click next.
- The core time will automatically show up for the employee.
  - It will appear in the schedule start time and end time.
  - This employee will be taking the entire day off so we will leave everything as it is.
  - All I need to do now is click next and we are done.
- The next screen shows a summary of the request that was just entered.
- Click finish when done.
- Now let's go back and enter a time tracker entry for the entire team.
  - I will select team entry this time, and I only have one team member in this example but if I had more they would show up below and you can select which employees on the team you want to create a request for.
  - In this scenario, we just had a team or group meeting so we need to enter an excluded time for multiple employees.
  - Click excluded time, then training, then local training, and our start date and end date are June 2.
- For the start time of the excluded time we will select 9:00 AM and the end time will be 10:00 AM.
  - It shows below the excluded time duration of 1 hour or 60 minutes.
  - In the comment field I am going to put "Team Training".
- I will click next, and once the request is created for multiple employees, it will list all of the employees the request was created for and a summary of the request.
- Click finish when done reviewing.

Approve and Deny Time Tracker Requests

- As a supervisor you will need to approve or deny time tracker requests as they come in from your employees.

    - To do so, click on the time tracker tab at the top. Below the time tracker request form you will see a list view drop down where you can select different views as to how you want to see the requests.
- For now I am going to click on “My Team – Pending” to see only those items created by my employees that are still pending.
- To approve a time tracker request, click the checkbox next to the item you want to approve and then click on the approve button.
    - Notice that the request is now missing. That is because the filter for this view is set to show only those requests that are in the pending status.
    - Once it is approved it will no longer display in this view.
- If I want to deny a request, I can click the checkbox next to the record and then click the deny button.
    - I’ll need to pick a choice for denying the request by selecting one of the options in the drop down menu.
    - The employee will be notified by email as to how to fix the request or recreate it if needed.
    - Once that is complete, I will be taken back to the time tracker record.
- To approve multiple requests, I can select all of the records I wish to approve. If I want to approve all of the requests in the list view then I can select the checkbox above all of the checkboxes in the column header section and all of the records will be selected.
    - In this example I will select the top three records and click approve.
    - Those three were approved and if I go back to the “My Team” list view I will see that some records were approved and some were denied.

Supervisor Performance

- To review the performances of your employees, click on the performances tab at the top.
    - Immediately displayed are the recently viewed items.
    - You can also filter this to VSR work or My Team, so let’s look at My Team and I will see all the employees on my team.
- If I wish to look at one record more carefully, I can click on the “employee name – date” value in the left column to open the performance record.
    - Doing so will show me more details about this employee’s performance for that day, specifically their time. They worked for 9 hours, were held to the standard for 9 hours, but had 1 hour of excluded time.
    - This is just sample data.
- If I wish to look more closely at the time tracker records, I can click on the related tab at the top and it will show the time tracker entries for that day for that employee. In this example there is only 1 time tracker record.

    - By hovering over the excluded time ID it will display basic information about the time tracker record.
    - If I wish to go directly to the time tracker record, I only need select the time tracker ID and it will take me to the record.

Supervisor Contacts

- To view information about employees on your team, click the contacts tab at the top.
    - It will immediately show the most recently view contacts in the contact object.
- To view employees on your own team click the list view drop down and select “My Team”.
- If you need to see employees on another team, click the “My Division” list view.
- To select an employee to see additional information, select the value in the name column.
    - This will take you to the contact record for that employee.
    - You will be able to find information such as their email address, employee standards, lunch break duration, employee position, division, regional office, pertinent IDs, the schedule start and end time for a pay period, and emergency point of contact information.