

# webTA Employee Checklist

**Effective Pay Period 3** (February 8-21), HUD will begin using an ARC-hosted version of webTA. The webTA system for Pay Period 3 should be available around the afternoon of February 18<sup>th</sup>.

Step	Task	Deadline	Employee Manual Reference	Recorded Training Reference
Step 1	<b>Ensure all leave requests for Pay Periods prior to Pay Period 3 are entered and approved.</b>	February 6, 5:00 PM EST	Page 19	<a href="#">Employee Leave and Premium Pay Requests</a>
Step 2	<b>Enter and validate all time cards for Pay Period 2.</b> <ul style="list-style-type: none"> <li>• Time cards must be entered, validated, <b>and certified</b> by 5:00 PM EST.</li> <li>• Coordinate with your supervisor to determine deadline for entering and validating time, allowing enough time for Supervisors to certify by 5:00 PM EST.</li> </ul>	February 6, 5:00 PM EST (Coordinate with supervisor)	Page 13	<a href="#">Employee Editing Time Card</a>
Step 3	<b>Print Leave Audit Report from current webTA System.</b>	February 6, 5:00 PM EST	Page 29-30	<a href="#">Employee Reports</a>
Step 4	<b>Change Password once the system comes available.</b> <ul style="list-style-type: none"> <li>• Click “Change Password” from the Employee Main Menu.</li> <li>• Enter assigned password provided in ARC email in “Current Password” line.</li> <li>• Enter new personalized password twice in “New Password”.</li> <li>• Click “Save”.</li> </ul>	First day of new system availability	Page 7	<a href="#">Employee Passwords</a>
Step 5	<b>Update Locator Information.</b> <ul style="list-style-type: none"> <li>• Click “Locator Info”.</li> <li>• Leave all fields blank except “Email/Internet”.</li> <li>• Verify your email address in “Email/Internet” line.</li> <li>• Click “Save”.</li> </ul>	February 18, 5:00 PM EST	Page 31	<a href="#">Differences in Employee Role: Locator Information</a>
Step 6	<b>Enter Leave Requests Process.</b> <ul style="list-style-type: none"> <li>• Do not enter Pay Period 3 Leave Requests until the new instance becomes available.</li> <li>• During Pay Period 4, you may enter leave requests for Pay Period 4 and beyond.</li> </ul>	February 18, 5:00 PM EST	Page 19	<a href="#">Employee Leave and Premium Pay Requests</a>
Step 7	<b>Enter and validate all time cards for Pay Period 3.</b> <ul style="list-style-type: none"> <li>• Time cards must be entered, validated, <b>and certified</b> by 5 PM EST.</li> <li>• Coordinate with your supervisor to determine deadline for entering and validating time, allowing time for Supervisors to certify by 5 PM EST.</li> </ul>	February 23, 5:00 PM EST (Coordinate with supervisor)	Page 13	<a href="#">Employee Editing Time Card</a>

For assistance with the above steps, please contact your assigned timekeeper.