

# Main Menu and Additional Profile Data (POI Coordinators)

## WebTCAS Main Menu

Your email and phone from CAMS

**Employee Options**

- Edit Timesheet CY 2001 PP11 (Submitted)
- Edit Timesheet CY 2001 PP12 (Draft)
- Print or View Timesheet
- View Master Record
- Update Profile
- Employee Timesheet Summary Report

POI Coord, Dana Z. - Main Menu  
dzones@nrcs.usda.gov 970-295-5555 ext238

Pay Period 12 Jun. 18, 2001

**WebTCAS System Notes**

**Employees**

- Timesheet for Pay Period 11 should be submitted by June 18

**POI Coordinators**

- 2 employees need to be assigned a timekeeper

**POI Coordinator Options**

- Assign Timekeeper for a New Employee
- Timekeeper & Fund Maintenance
- Update Timekeeper List
- NFC Transmit Status Report
- POI Coordinator Report

**Annotations:**

- Edit and/or look at your own timesheet, master record, or profile
- Assign timekeepers to new employees
- Change timekeepers or fund data for multiple employees
- Add or delete officially designated timekeepers
- Find out what records have not yet been sent to NFC
- Provides a status of the employee record within your POI.
- Notices and reminders for both employees and POI Coordinators

## Additional Profile Information Needed

USDA WebTCAS **Preview** Natural Resources Conservation Service  
Web Based Total Cost Accounting System contact us | help

Main Menu Timesheet Save Profile

**POI Coord, Dana Z. - Profile** Pay Period 12 Jun 17, 2001 - Jun. 30, 2001

Backup POI Coordinators  Select  Select Sort Employee Lists by Group, Last Name

**Annotations:**

- Identify your backups
- Select your sort preference for the Record Review and Status screen