

Record Maintenance & Status (Timekeepers)

All employee records can be accessed from one page.

Click on the **M** icon to edit the employee's master

Click the employee's name to edit his/her timesheet

See if/when the timesheet was submitted

Click the **A** icon to edit the accounting data sent to NFC

Click the **Verify** column checkbox to mark an employee's timesheet as verified

See if the timesheet has been certified by the supervisor

Notes from the employee and any timesheet edit warnings

USDA WebTCAS Preview Natural Resources Conservation Service Web Based Total Cost Accounting System																
Main Menu					Status Report					Summary Report						
Employee Record Maintenance & Status																
Current PP Records					Corrected PP Records					Records Not in Pay Status						
Select All current PP Records					Clear All Selected PP Records					Print Selected PP Records						
Sel.	Employee	Group	PP Vers	Submit	NFC Acctg	Verify	NFC XMIT #	Cert	Total Hrs	Leave Used			Extra Hours			
									AL	SL	Credit	Comp	Fam SL	Comp	OT	Cred
Pay Period 11 Records																
<input type="checkbox"/>	Jones, Sandy L.	Area 1	4	06/18	A	<input type="checkbox"/>			83.00	4.00	10.00					3.00
<input type="checkbox"/>	Nordstrom-Richards, S	Area 1	4	06/18	A	<input checked="" type="checkbox"/>	061801	Y	100.00							20.00
<input type="checkbox"/>	Paine, Bob	Area 1	4	06/15	A	<input type="checkbox"/>			80.00							
NOTE: Please note 2 hours Hazard Pay for 2nd Wednesday. WARNING: TOD was modified for this PP.																
<input type="checkbox"/>	Roberts, Steve	Area 1	4	06/18	A	<input type="checkbox"/>										
<input type="checkbox"/>	Smith, Shelby	Area 1	4			<input type="checkbox"/>										
<input type="checkbox"/>	Toole, Sara	Area 1	4	06/18	A	<input type="checkbox"/>			64.00	4.00						
WARNING: 8 hours LWOP recorded.																

Timesheet corrections (if you don't have any, this section will be empty)

Corrections to be Transmitted with Pay Period 11																
Sel.	Employee	Group	PP Vers	Submit	NFC Acctg	Verify	NFC XMIT #	Cert	Total Hrs	Leave Used			Extra Hours			
									AL	SL	Credit	Comp	Fam SL	Comp	OT	Cred
<input type="checkbox"/>	Jones, Sandy L.	Area 1	10.1	06/18	A	<input type="checkbox"/>			82.00	2.00	1.00					2.00
Correction Fund Change 01T to 02R03																
<input type="checkbox"/>	Ogle, Brenda	Area 1	9.1	06/15	A	<input checked="" type="checkbox"/>	061801	Y	80.00							
Correction Half of time charged to 94 for detail to R0																

This section serves as a reminder in case you need to change the employee's pay status

Employees Not in Pay Status in Pay Period 11																
Sel.	Employee	Group	PP Vers	Submit	NFC Acctg	Verify	NFC XMIT #	Cert	Total Hrs	Leave Used			Extra Hours			
									AL	SL	Credit	Comp	Fam SL	Comp	OT	Cred
<input type="checkbox"/>	Madison, Mary	Area 2				<input type="checkbox"/>										

Summary of the hours recorded on each timesheet

Helpful Hints:

- To print one or more timesheets:
 - Click the checkbox(es) in the Select column for the timesheet(s) you want to print
 - Click the "Print Select PP Records" option (just under the dates).
- Click the **Submit** column title to sort the employee list so timesheets without a date are listed first.
- Click the **NFC XMIT #** column title to sort the employee list so timesheets without a transmit date are listed first.