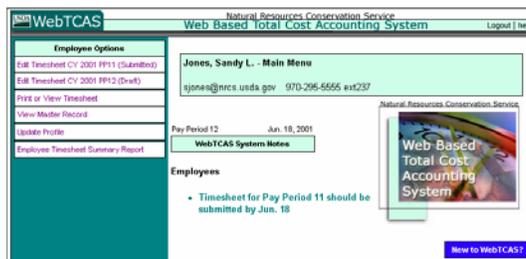


# Getting Started – Employees

Companion document to the: *Employee Quick Reference Documents*

## 1. Logon to WebTCAS.

- How?**
- Using Internet Explorer, go to the WebTCAS site [www.nrcs.usda.gov/webtcas](http://www.nrcs.usda.gov/webtcas)
  - Click WebTCAS Login.
  - Login using you CAMS ID and password, Employee Main Menu will display.



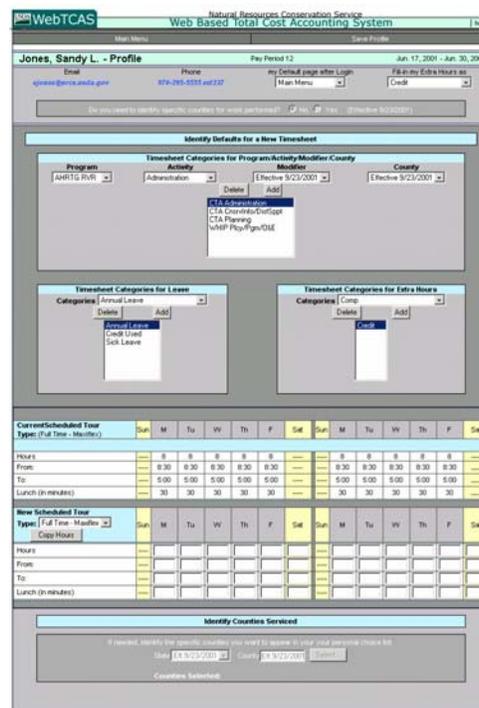
Employee Main Menu

## 2. Update your basic WebTCAS Profile choices

The first time you use WebTCAS and before you do anything else, set up your user profile. After that, you only need to go to this screen to change your timesheet set up.

- How?**
- Click UPDATE PROFILE on your Main Menu.
  - Check your email address and phone number. If this data is missing or incorrect, you must add or correct the information using CAMS (<http://cams.usda.gov>).
  - The My Default page after login is initially set to your Main Menu. If you prefer to start at your Timesheet, click the down arrow and click Timesheet.
  - Choose your Extra Hours default using the down arrow in the “Fill-in my Extra Hours as” box. Then, click credit, comp, overtime, or none.

If you choose “No Default”, you will have to enter all extra hours on your timesheet. If you need to split extra hours between 2 or more categories, you must choose “No Default”



Employee Profile

## 3. Identify Defaults for a New Timesheet

- How?**
- Click the down arrow in the “Program” box, and click a program code.
  - Click the down arrow in the “Activity” box, and click an associated activity code.
  - Click ADD. (The program activity code will appear in the box below Delete and Add.)
  - Repeat these steps as often as needed to add multiple program/activity codes to your timesheet.

Add only those program and activity codes you use regularly. You can add an occasionally-used code directly to the timesheet for a specific pay period. If you find you add the same code frequently, change your defaults here.

- Click the down arrow in the “Categories for Leave” box, and select the code you want.
- Click ADD. (Your choice will appear in the box below Delete and Add.)
- Repeat these steps to add additional leave codes to your timesheet.
- Likewise, complete the “Categories for Extra Hours” box to add extra hours codes to your timesheet.

#### 4. Check/change your established tour of duty

- How?**
- Review the Type of tour, From/To hours, and Lunch in “Current Scheduled Tour” section.
  - If you need to make changes, do so in the “New Scheduled Tour” section.

 The “Copy Hours” button is very useful for changing scheduled hours. First, select your tour type. Then, type your new From and To hours and Lunch time in the cells under the first Monday. Finally, click COPY HOURS to copy those hours to the rest of the cells.

#### 5. Click SAVE PROFILE on the toolbar to save Profile changes and return to the Main Menu

 Program/Activity Codes, Leave/Extra Hours, and Scheduled Tour changes go into effect the next time you create a *new* timesheet. All other changes take effect immediately.

#### 6. Click EDIT TIMESHEET – (for the pay period being processed)

#### 7. Record hours worked in Program/Activity/Modifier/County.

**How?** For each day, type in the number of hours spent working on the various program activities listed. If you need to add a code, click the  in the section heading. A window will appear from which you can select the code.

#### 8. Record leave taken and clock hours in the Leave Sections.

**How?** On the days you took leave, type the number of hours used in the appropriate leave category. Right below that, also enter the From/To clock hours. If you need to add a category, or more From/To lines, click the  in the appropriate section heading. A window will appear from which you can select the category.

The screenshot displays the 'WebTCAS' interface for 'Jones, Sandy L. - Timesheet'. It features a grid for recording hours across days of the week (Sun 3 to Sat 16) for various categories. The categories include Program/Activity/Modifier/County, Leave Used (Balance), Actual/Extra Clock Hours, and Current Scheduled Tour. A 'Note to Timekeeper' window is open at the bottom of the interface.

Employee Timesheet

 Your leave balance as of the beginning of the pay period is shown in parentheses for the common leave categories. [Example: Annual (262.00)].

 When entering clock hours you can take some shortcuts. Enter 8 instead of 8:00.

#### 9. Record credit, comp, or overtime hours worked in Actual/Extra Clock Hours.

- How?**
- On the days you worked over your scheduled tour, record the hours you worked in the appropriate category. If you need to add a category, click the  in the section heading. A window will appear from which you can select the category.
  - Enter the associated Clock Hours. (For example if your tour of duty is 8:00-4:30 and you worked an extra 30 minutes at the end of your tour, you would enter 4:30 to 5:00 in this section.)

 The + symbol is used on several sections of the timesheet. Clicking this symbol allows you to add a row to the section for the current pay period timesheet.

 WebTCAS will automatically assign extra hours to the category you established in your profile unless you set that option to “No Default”. But you always have to enter the associated clock hours.

## 10. Record clock hours for tour of duty changes in Actual/Extra Clock Hours.

- How?**
- If you deviated from your established tour , type the From/To hours you actually worked under Actual/Extra Clock Hours . (For example, if your scheduled tour is 8:00 to 4:30 but you worked 8:30 to 5:00 instead on first Wednesday, you would record those hours in this section.
  - If you need more From/To lines in either section, click  in the section heading.

 When entering clock hours you can take some shortcuts. Enter 8 instead of 8:00.

## 11. Add an explanatory note for your Timekeeper (if necessary).

- How?** Click in the white box under the Note to Timekeeper section and type your message. (For example: If you earned Hazard Pay, you might write the following note to your Timekeeper, “Please Note 2 hours Hazard Pay for 2<sup>nd</sup> Wednesday.”)

 Anything you type in this box will become part of the official timesheet for the pay period. So restrict your messages to business issues associated with the timesheet.

## 12. SAVE OR SUBMIT YOUR TIMESHEET!

 In a browser environment your changes are not automatically saved for you. If you exit the browser without saving, your changes will be lost.

- How?**
- If your timesheet is not complete, click SAVE DRAFT on the toolbar.
  - If your timesheet is complete, click SUBMIT TO TK on the toolbar.

 After you submit your timesheet, WebTCAS will check for errors. If WebTCAS detects any errors, you will be prompted to correct and resubmit your timesheet.

## 13. Exit WebTCAS.

**How?** When exiting from your main menu, click the Logout button in the upper right corner. It is preferable to click Logout rather than click the  in the upper right corner of the browser window, because Logout will close your session and free up the connection for another user.

 Your session will automatically time out after 15 minutes of non-use.