

WebTADS Job Aid

April 8, 2010

Click on List Timesheets

Click on Excel symbol

	NAME	PHONE	RT	APPROVED	HISTORY	EDIT	PPPA	OT	LV	ELF	TW
	BALES, REBECCA W	757-864-7070	E6	N							
	BEZOS-OCONNOR, GAUDY M	757-864-5083	E6	N							
	BROWN, KEVIN E	757-864-1856	E6	N							
	BROWN, PHILIP L	757-864-7169	E6	N							
	BRYANT JR, RICHARD B	757-864-7548	E6	N							
	CAGLE, MELINDA F	757-864-7211	E6	N							
	CISEWSKI, MICHAEL S	757-864-1861	E6	N							
	CRUZ, JONATHAN N	757-864-1951	E6	N							
	DAVIS, PAMELA A	757-864-1307	E6	N							
	ESTES, ROBERT F	(757) 864-8279	E6	N							
	GILMAN, DAVID A	757-864-4428	E6	N							
	JONES, JEFFREY A	757-864-9346	E6	N							
	KNIGHT, HOWARD K	757-864-7275	E6	N							
	LITTLE, ALAN D	757-864-1656	E6	N							
	MARTINEZ, DEBBIE	757-864-6403	E6	N							
	MILLER, JAMES B	757-864-7101	E6	N							
	MOORE, LINDA J	757-864-9293	E6	N							
	O'CONNELL, JOSEPH J	301-728-2962	E6	N							
	O'NEAL, PATRICIA Y	757-864-4773	E6	N							
	PENNINGTON, WENDY F	757-864-7126	E6	N							
	RADFORD, AMY C	757-864-6081	E6	N							
	RIVERS, H K	757.864.1919	E6	N							
	ROBERTS, JOAN E	757-864-2396	E6	N							
	SEITZ, TERRE T	757-864-5000	E6	N							
	SHICK, DONALD E	757-864-3702	E6	N							
	SMITH, R M	757-864-6411	E6	N							
	STOVER, GREGORY	757.864.7097	E6	N							
	WARD, STANLEY W	757-864-2476	E6	N							
	WEATHERS, CYNTHIA H	757-864-6856	E6	N							
	WUSK, MARY E	757-864-3830	E6	N							

Explanation of Spreadsheet

Excel spreadsheet opens up with five tabs listed at the bottom:

- Tab 1--Current PP Utilization – Lists all employees in an organization with the WBS charged, type of hours, and number of hours being recorded for the current pay period. It also lists if a WBS is a teleworking WBS.
- Tab 2--Previous PP Utilization – Lists the same things as the first tab but for the previous pay period.
- Tab 3--Telework Status – Lists all the employees in an organization with the type of teleworking agreement (i.e. episodic, core, etc.), when it begins, and when it ends.
- Tab 4--Leave Balances – Lists all the employees in an organization and their leave balances (all leave types). Does not reflect any leave taken during the current pay period.
- Tab 5—Leave Balances Help – Acronym listing of types of leave (i.e. AL = Annual Leave, RL = Restored Leave, etc.)

Tab 1 -- Current PP Utilization

com.webtads.view.reports.framework.BasicExcelServlet [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

B45

1 **LaRC - WebTADS Labor Analysis Report at 06:21 04/08**

2 **Payperiod: 03/28/2010 - 04/10/2010**

3 **Labor charges (current pay period)**

Org	Name	WBS	Remark	Telework	Type	Project Description	Hours
E6	PUBLIC, JOHN Q.	432938 11.01.07.56.01		Y	REG	LARC-E6-S&E FPD	5.75
E6	PUBLIC, JOHN Q.	432938 11.01.07.56.01			REG	LARC-E6-S&E FPD	74.25

Example

Ready

Current PP Utilization Previous PP Utilization Telework Status Leave Balances Leave Balances Help

100%

7:48 AM

Tab 2 -- Previous PP Utilization

com.webtads.view.reports.framework.BasicExcelServlet [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

C47

1 **LaRC - WebTADS Labor Analysis Report at 06:21 04/08**

2 **Payperiod: 03/14/2010 - 03/27/2010**

3 **Labor charges (previous pay period)**

Org	Name	WBS	Remark	Telework	Type	Project Description	Hours
E6	PUBLIC, JOHN Q	432938 11.01.07.56.01	TRAVEL		REG	LARC-E6-S&E FPD	40
E6	PUBLIC, JOHN Q	432938 11.01.07.56.01			REG	LARC-E6-S&E FPD	40

47

Ready

Start | Inboxes - Micro... | 1 Reminder | LIFE - Langley I... | WebTADS - NA... | Microsoft Power... | Microsoft Exc... | 7:50 AM

Tab 3 -- Telework Status

com.webtads.view.reports.framework.BasicExcelServlet [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

LaRC - WebTADS Employee Teleworking Status Report at 06:21 04/08

Route	Name	Telework Status	Telework Begin	Telework End
E6	PUBLIC, JOHN Q.	Episodic	03/01/2010	02/28/2011

Example

Current PP Utilization Previous PP Utilization **Telework Status** Leave Balances Leave Balances Help

Ready 100% 7:50 AM

Tab 4 -- Leave Balances

com.webtads.view.reports.framework.BasicExcelServlet [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

AutoSum Fill Clear Sort & Filter Find & Select

LaRC - WebTADS ORG Leave Balances Report at 06:21 04/08
Beginning Leave Balances as of PayPeriod: 03/28/2010 - 04/10/2010

Name	Route Code	Org Code	AL	USE/LOSE	RL	CTE	CRE	TCTE	RCTE	TOA	SL
PUBLIC, JOHN Q.	E6	E6	463.50	223.50	0.00	17.25	24.00	0.00	0.00	0.00	461.25

Example

Ready

Current PP Utilization Previous PP Utilization Telework Status Leave Balances Leave Balances Help

Start | Inboxes - Microso... | 1 Reminder | LIFE - Langley I... | WebTADS - NA... | Microsoft Power... | Microsoft Exc... | 7:54 AM

Tab 5 -- Leave Balances Help

The screenshot displays the Microsoft Excel interface with the following components:

- Window Title:** com.webtads.view.reports.framework.BasicExcelServlet [Read-Only] [Compatibility Mode] - Microsoft Excel
- Ribbon:** Home, Insert, Page Layout, Formulas, Data, Review, View
- Home Tab:** Clipboard (Paste, Copy, Format Painter), Font (Font face: Arial, Size: 10, Bold, Italic, Underline, Color, Background Color), Paragraph (Text Alignment, Indentation, Bullets, Numbering, Merge & Center), Styles (Conditional Formatting, Format as Table), Cells (Insert, Delete, Format), Editing (AutoSum, Fill, Clear, Sort & Filter, Find & Select).
- Worksheet:** Tab name: Leave Balances. Cell A1 is selected. The content of the spreadsheet is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Leave Balances															
2	The leave balances are updated in WebTADS, via the payroll system, once per pay period (typically on the first Wednesday of the pay period). The balances on this report are not calculated within WebTADS and should match the employees leave and earnings statement. Balances displayed do not include time recorded on the current timesheet, timesheets that may currently be in payroll processing, nor adjustments that may be in process.															
3																
4	Acronym	Description														
5	AL	Annual Leave														
6	USE/LOSE	Annual Leave that exceeds that the employees annual carry over amount														
7	RL	Restored Leave														
8	CTE	Compensatory Time Earned														
9	CRE	Credit Hours Earned														
10	TCTE	Travel Comp Time Earned														
11	RCTE	Religious Compensatory Time Earned														
12	TOA	Time Off Award														
13	SL	Sick Leave														
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
41																
42																
43																
44																
45																
46																
47																
48																
49																
- Status Bar:** Ready, 100% zoom, 8:13 AM.