

New way to enter time in
WebTCAS

- To begin the process, you'll need to choose a category (or categories) to account for time you spend on work outside your regular hours, or that can be accounted for as Credit time if you are on a Flex Schedule.
- Those that are covered (Non-exempt) under the Fair Labor Standards Act should choose either the Comp time or Overtime category in whatever program or programs you spent working the extra time.
 - Employees in this category must obtain approval to work extra hours and then must be compensated with either Overtime pay or Comp time.
- Those that are EXEMPT from the Fair Labor Standards Act should choose Other Time in whatever program or programs on which you spent your extra time. Comp time can be chosen if working the extra hours were required by your supervisor.
 - Employees in this category donate extra hours, unless required by their supervisor to work over their regular schedule, plus earned credit leave if on a Flex schedule (2 hrs/day). Required extra hours must be compensated with Comp time.
- If you don't know if you are covered or exempt from the Fair Labor Standards Act (FLSA), refer to your latest SF-50, Block 35, to determine FLSA coverage.

NRCS WebTCAS: Timesheet Changes - Windows Internet Explorer

File Edit View Favorites Tools Help

https://webtcas.sc.egov.usda.gov/webtcas/ProfilePlus.jsp?emplid=003116&pay_period_id= Live Search

NRCS WebTCAS: Timesheet... U.S. Department of Agricult... Home Feeds (1) Print Page Tools

USDA United States Department of Agriculture Natural Resources Conservation Service

NRCS WebTCAS

Return to Timesheet | Save

Session will expire in 29 minutes if not active

Hours		08:00	08:00	08:00	08:00	08:00		08:00	08:00	08:00	08:00	08:00	
From:		08:00	08:00	08:00	08:00	08:00		08:00	08:00	08:00	08:00	08:00	
To:		04:30	04:30	04:30	04:30	04:30		04:30	04:30	04:30	04:30	04:30	
Lunch		30	30	30	30	30		30	30	30	30	30	

From and To values should include the designated lunch period when applicable

New Standard Work Schedule

- Select One -

Copy Monday Copy Current

	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Hours														
From:														
To:														
Lunch														

Identify Timesheet Categories

Timesheet Categories for County/Program/Activity/Modifier

Build New Categories Here

County: ME-PENOBSCOT +/-

Program: - Select Value -

Activity: [Dropdown]

Modifier: [Dropdown]

Currently Selected Categories

- US-CRP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CSP 2008 - NA - Not Applicable - NA ME-PENOBSCOT
- US-CSP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT
- US-EQIP - NA - Not Applicable - NA ME-PENOBSCOT
- US-WHIP - NA - Not Applicable - NA ME-PENOBSCOT

Timesheet Categories for Leave

Categories: Annual Leave

Delete Add

Current Selections For Leave

- Annual Leave
- Annual Leave - Restored
- Comp Used - Travel
- Comp Used
- Credit Used

Timesheet Categories for Extra Hours

Select Category: Credit Eamed

Select County/Program/Activity/Modifier: US-CRP - NA - Not Applicable - NA ME-PENOBSCOT

Delete Add

Current Selections For Extra Hours

- 2008 - NA - Not Applicable - NA ME-PENOBSCOT
- Credit Eamed - US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT
- Credit Eamed - US-EQIP - NA - Not Applicable - NA ME-PENOBSCOT
- Credit Eamed - US-WHIP - NA - Not Applicable - NA ME-PENOBSCOT
- Comp Eamed - US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT

First step: Navigate to your WebTCAS Profile.

Then, in the “Timesheet Categories for Extra Hours” section, select the applicable category.

FLSA Non-exempt employees should choose **Comp Earned** or **Overtime**.

FLSA Exempt employees should choose **Other**. **Comp Earned** can be chosen if the extra hours worked were required by your supervisor.

NRCS WebTCAS: Timesheet Changes - Windows Internet Explorer

File Edit View Favorites Tools Help

https://webtcas.sc.egov.usda.gov/webtcas/ProfilePlus.jsp?emplid=003116&pay_period_id= Live Search

NRCS WebTCAS: Timesheet... U.S. Department of Agricult... Home Feeds (1) Print Page Tools

USDA United States Department of Agriculture Natural Resources Conservation Service

NRCS WebTCAS

Return to Timesheet Save

Session will expire in 28 minutes if not active

Hours	08:00	08:00	08:00	08:00	08:00		08:00	08:00	08:00	08:00	08:00
From:	08:00	08:00	08:00	08:00	08:00		08:00	08:00	08:00	08:00	08:00
To:	04:30	04:30	04:30	04:30	04:30		04:30	04:30	04:30	04:30	04:30
Lunch	30	30	30	30	30		30	30	30	30	30

From and To values should include the designated lunch period when applicable

New Standard Work Schedule

- Select One -

Copy Monday Copy Current

	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Hours														
From:														
To:														
Lunch														

Identify Timesheet Categories

Timesheet Categories for County/Program/Activity/Modifier

Build New Categories Here

County: ME-PENOBSCOT +/-

Program: - Select Value -

Activity: [Dropdown]

Modifier: [Dropdown]

Currently Selected Categories

- US-CRP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CSP 2008 - NA - Not Applicable - NA ME-PENOBSCOT
- US-CSP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT
- US-EQIP - NA - Not Applicable - NA ME-PENOBSCOT
- US-WHIP - NA - Not Applicable - NA ME-PENOBSCOT

Timesheet Categories for Leave

Categories: Annual Leave

Delete Add

Current Selections For Leave

- Annual Leave
- Annual Leave - Restored
- Comp Used - Travel
- Comp Used
- Credit Used

Timesheet Categories for Extra Hours

Select Category: Other

Select County/Program/Activity/Modifier

- US-CRP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CRP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CSP 2008 - NA - Not Applicable - NA ME-PENOBSCOT
- US-CSP - NA - Not Applicable - NA ME-PENOBSCOT
- US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT
- US-EQIP - NA - Not Applicable - NA ME-PENOBSCOT
- US-WHIP - NA - Not Applicable - NA ME-PENOBSCOT

Credit Earned - US-CSP 2008 - NA - Not Applicable - NA ME-PENOBSCOT

Credit Earned - US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT

Credit Earned - US-EQIP - NA - Not Applicable - NA ME-PENOBSCOT

Credit Earned - US-WHIP - NA - Not Applicable - NA ME-PENOBSCOT

Comp Earned - US-CTA-GENRL - NA - Not Applicable - NA ME-PENOBSCOT

Next, in the “Select County/Program/Activity Modifier” section of the Profile screen, choose the applicable program for which you worked the extra hours.

If you want to add more than one category and/or more than one program, just repeat these steps.

Once your choices are made, you should see the new category/program in the Current Selections drop down menu

DON'T FORGET TO SAVE!
See the next slide...

Don't forget to save the change. You can save just for the current timesheet, or if the choices for your Extra time is typical, you may want to save for the current timesheet AND your profile.

NRCS WebTCAS: Timesheet Changes - Windows Internet Explorer

File Edit View Favorites Tools Help

https://webtcas.sc.egov.usda.gov/webtcas/ProfilePlus.jsp?emplid=003116&pay... Live Search

NRCS WebTCAS: Tim... U.S. Department of Agri... Home Feeds (1) Print Page Tools

USDA United States Department of Agriculture Natural Resources Conservation Service NRCS WebTCAS

Return to Timesheet | Save

Session will expire in 30 minutes if not active

This is the default "save" option - Profile Adjustments Pay Period 24.0 Nov 21, 2010 - Dec 04, 2010

Changes are for current Timesheet only
 Changes are for current Timesheet and Profile

Work Schedule

Current Work Schedule	Sun	M	Tu	W	Th	F	Sat	Sun	M	Tu	W	Th	F	Sat
Schedule: Flexitour Type: Full Time Hours: 80.0														
Hours	----	8.0	8.0	8.0	8.0	8.0		----	8.0	8.0	8.0	8.0	8.0	
From:	----	08:00	08:00	08:00	08:00	08:00		----	08:00	08:00	08:00	08:00	08:00	
To:	----	04:30	04:30	04:30	04:30	04:30		----	04:30	04:30	04:30	04:30	04:30	
Lunch	----	30	30	30	30	30		----	30	30	30	30	30	

From and To values should include the designated lunch period when applicable

Now Standard Work Schedule

SO..now that your WebTCAS Profile is set up,
here's how you fill out your WebTCAS Time
sheet

NRCS: WebTCAS - Employee Timesheet - Windows Internet Explorer

File Edit View Favorites Tools Help

https://webtcas.sc.egov.usda.gov/webtcas/emp/timesheet_index.jsp?emplid=003116&moi... Live Search

NRCS: WebTCAS - Emplo... U.S. Department of Agricult... Home Feeds (1) Print Page Tools

USDA United States Department of Agriculture Natural Resources Conservation U.S. Department of Agriculture Home Page . Home Page http://www.usda.gov/wps/portal/usda/usdahome

Return to Main Menu | Leave Balance | Note | Save Draft | Submit to TK

Session will expire in 27 minutes if not active

ARRANTS, SUSAN M (003116) - Timesheet Flexitour (F) Pay Period 24.0 Nov 21, 2010 - Dec 4, 2010

Program/Activity/Modifier/County	Sun 21	M 22	Tu 23	W 24	Th 25	F 26	Sat 27	Sun 28	M 29	Tu 30	W 1	Th 2	F 3	Sat 4	PP
US-CRP NA - Not Applicable NA ME-PENOBSCOT															0.00
US-CSP 2008 NA - Not Applicable NA ME-PENOBSCOT															0.00
US-CSP NA - Not Applicable NA ME-PENOBSCOT															0.00
US-CTA-GENRL NA - Not Applicable NA ME-PENOBSCOT											2.00				2.00
US-EQIP NA - Not Applicable NA ME-PENOBSCOT								8.75	8.25	10.00	3.00	8.00			30.00
US-WHIP NA - Not Applicable NA ME-PENOBSCOT												3.00			3.00
Leave Used (Balance)															
Annual Leave (274.00)												0.50			0.50
Annual Leave - Restored (5.25)						3.75						1.50			5.25
Comp Used - Travel (0.00)															0.00
Comp Used (11.00)		8.00	3.00												11.00
Credit Used (17.25)			5.00	8.00		4.25									17.25
Other Leave - Administrative															0.00
Other Leave - Federal Holiday					8.00										8.00
Sick Leave (247.25)															0.00
Leave Clock Hours															
From:												01:30			
To:												02:30			
From:												04:15			
To:												05:15			
Week Totals				40.00							45.00				85.00
Day Totals	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.75	8.25	12.00	3.00	8.00	0.00	85.00
Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Local intranet 100%

Enter your time as usual in the applicable program.

However, make sure that you account for your TOTAL time, to include any extra hours you worked that day.

If you are claiming "extra hours", then the total should add up to more than 8 hours if you are on a regular schedule, or up to 10 hours if you are on a Flex schedule (earning up to 2 hours/day credit leave).

Extra Hours	+	Sun 21	M 22	Tu 23	W 24	Th 25	F 26	Sat 27	Sun 28	M 29	Tu 30	W 1	Th 2	F 3	Sat 4	PP
Credit Earned																
US-CSP 2008 NA - Not Applicable NA																0
ME-PENOBSCOT																
Credit Earned																
US-CTA-GENRL NA - Not Applicable NA																0
ME-PENOBSCOT																
Credit Earned																
US-EQIP NA - Not Applicable NA									0.75	0.25	2.00					3
ME-PENOBSCOT																
Credit Earned																
US-WHIP NA - Not Applicable NA																0
ME-PENOBSCOT																
Comp Earned																
US-CTA-GENRL NA - Not Applicable NA																0
ME-PENOBSCOT																
Comp Credited - Travel																
US-CTA-GENRL NA - Not Applicable NA																0
ME-PENOBSCOT																
Other																
US-EQIP NA - Not Applicable NA											2.00					2
ME-PENOBSCOT																

In the "Extra Hours" section of the WebTCAS time sheet, enter the number of hours of your Extra time worked in the applicable Category/ Program line.

If you earn Credit Leave on a Flex schedule, enter up to 2 hours of time in that category before you account for your extra time.

Actual/Extra Clock Hours							
From:			07:45	08:15	07:30	08:45	08:30
To:			04:15	04:45	08:00	04:15	05:00
From:			04:15	04:45	08:00		
To:			05:00	05:00	10:00		
From:							
To:							
Lunch (in minutes):			30	30	30	30	30

If you need more From: and To: entry lines, click on the **+** box after you have entered your initial times.

If hours worked differ from regular tour, then post begin and end times (including credit hours if earned) in Actual/Extra Clock Hours section.

Begin and end times for extra hours worked (no matter if these extra hours are Other, Comp, or Overtime)