

HOW TO DONATE LEAVE

1. Sign in to WebTA
2. At the menu below click on "Leave/Prem Pay"

Employee Main Menu

T&A Data	Edit T&A Data
T&A Summary	View T&A Summary
Leave/Prem Pay	Leave and Premium Pay Requests
Locator Info	Edit Locator Info
Certified T&As	View Previously Certified T&A Summaries
Accounts	Account Tables
Reports	webTA Reports
Send Task	Send Task to Your Timekeeper

User Functions

Change Password	View Tasks (39)
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3. At the menu below click "donation"

Leave/Prem Request & Donations

Leave	Leave Requests
Prem. Pay	Premium Pay Requests
Intermediate Approver	Intermediate Approver
Donation	Leave Donations
Return	

4. At the screen below click "new donation" (at the very bottom)

Leave Donations

Leave Transfer Program Donations

	Account	Hours	Status	Pay Period	Leave Year
View			Approved	13	2015
Total					2:00

Approved Donations This leave year Last leave year

Voluntary Program:	2:00	0:00
Emergency Program:	0:00	0:00

New Donation	Return
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5. At this screen click the "search" button.

Edit Leave Donation

Donor Information

User ID:	H14373
Leave Account:	<input type="text"/> <input type="button" value="Search"/>
Donor Position:	<input type="text"/>
Donor Grade:	<input type="text"/>
Step:	<input type="text"/>
Hours:	<input type="text"/>
Account:	(NFC Stored Account)
Type of Leave:	Donated Annual Leave (max hours 76) ▼
Remarks:	(256 chars max) <input type="text"/>
Approved:	Pending

- At this screen you'll see a list of names. Click "select" for the person that you are looking for. Realize that at the bottom of the list is a place to click to go the 2nd page of names.

ch for Leave Account

	Account Name	Account Type
<input type="button" value="Select"/>	<input type="text"/>	Voluntary Individual Account
<input type="button" value="Select"/>	<input type="text"/>	Voluntary Individual Account
<input type="button" value="Select"/>	<input type="text"/>	Voluntary Individual Account
<input type="button" value="Select"/>	<input type="text"/>	Voluntary Individual Account

- At this screen below you'll notice that it self populates with the name of the person you selected.

- Once the name field is populated, you enter **YOUR** title, grade and step in the boxes and the number of hours you are donating.

Edit Leave Donation

Donor Information

User ID:	H	<input type="text"/>
Leave Account:	<input type="text" value="DONOR NAME"/>	<input type="text"/> Search
Donor Position:	<input type="text"/>	
Donor Grade:	<input type="text"/>	
Step:	<input type="text"/>	
Hours:	<input type="text"/>	
Account:	(NFC Stored Account) ▼	
Type of Leave:	Donated Annual Leave (max hours 76) ▼	
Remarks:	(256 chars max) <input type="text"/>	
Approved:	Pending	

Save Cancel

Enter YOUR job title, YOUR grade level, YOUR step level and how many hours you want to donate

- Hit 'Save'