## Overview

PTAWeb system is an online, web-based time and attendance collection system. Most employees are positive time reporters on PTAWeb, which means they are required to enter their work and leave times every day of the pay period in order to be paid. **If employees do not enter their work and leave times, they will not get paid.** Employees may enter their work and leave times each day or they may do so at the end of each week. Employees may create a default work schedule as explained later in this brochure.

## Entry Deadlines

- Pay periods end on the Saturday following payday.

- Employees have until midnight on the Monday following the end of each pay period to make all entries for the pay period just concluded. After that time, no more entries can be made for that pay period.

- Supervisors must approve each employee's entries before 10:00 a.m. on the Tuesday following the end of the pay period.

## Logging On

PTAWeb is accessed through the following web address: https://ptaweb.state.wi.us. To log on to PTAWeb:

- Enter your PTAWeb Enterprise Logon ID at the first PTAWeb screen.

- Enter your PTAWeb Enterprise password.

- Click on 'Login'. The first time you log on you will need to enter your Social Security Number twice.

- Click on 'OK' and you should then see a screen with your name and Social Security Number and the question "Is this you?"

- If the information is correct, click on 'Yes'.

Once you have successfully matched your name and Social Security Number, anytime you log on to PTAWeb in the future, you will only need to enter your PTAWeb ID and password to access the system. Remember your password because you will need to enter it each time you access the PTAWeb system in the future. Your password will be valid for 60 days, after which time you will be prompted to change it. Your new password will need to conform to DOA's Enterprise logon ID policies by:

- being at least seven characters in length, not to exceed 20 characters;

- containing at least three of the four following categories of characters: uppercase characters, lowercase characters, numbers, and punctuation;

- not containing all or part of the user's logon ID; and

- being changed every 60 days.

If the system is left inactive for more than 15 minutes, you will be automatically logged off and will need to log on again.

## Employee Menu

- After logging on, non-supervisors will be taken to the 'Work and Leave Times' screen.

- Supervisors will be taken to the 'Approve Payroll Times' screen.

- Your name will appear on the top of the screen.

- A menu box listing all the screens you have access to will appear on the left side of the screen.

## Enter/Edit Work Time

Work time is entered on the 'Work & Leave Times' screen. You will need to make an entry for each day for which you are to be paid. The top portion of this screen lists the current pay period and a two-week calendar showing each day in the pay period. PTAWeb will total the time and paid leave entered and will display it in the box for each day an entry is made. PTAWeb also summarizes the work and leave hours entered for the week and displays the totals in 'Weekly Hrs'. To enter or edit work time:

- Click on the day of the week in which you want to make an entry. PTAWeb will highlight that day in dark blue. PTAWeb will not allow you to enter start/stop times in advance.

- Enter start/stop times under 'Work Times' or you may use a default schedule as explained below. Start/stop times are entered in clock time, not military time, using 15-minute increments. You cannot save a start time without a corresponding stop time.

- Enter the first start time using hours and minutes plus 'a' for a.m. or 'p' for p.m. (e.g., 0745a) in the first start time box.

- Enter the first stop time in the same manner (e.g., 1145a). The total number of hours and minutes between the start/stop times will be shown in the 'Elapsed' box.

- Enter additional start and stop times in the following boxes as needed.

- Click on 'Save Work Times' after all start/stop times have been entered for that day.

To correct a mistake:

- Click on 'Clear Work Times' and then 'Save Work Times'. The system will delete what you had entered and you may start over. Once you have clicked on 'Save Work Times' you may navigate to a different day or screen.

### Default Schedule

If you work the same hours every day or even most days, you can create a default schedule. To establish a default schedule:

- Click on 'Edit Default Schedule' in the Employee Menu on the left side of your screen.

- Type in your normal start/stop times for a day, using clock time with 'a' for a.m. or 'p' for p.m. and then click 'Save'. PTAWeb will keep this default schedule on the database for your use.

- You can then click on 'Use Default' daily, or if you work your scheduled hours for the entire week, you can click on the 'Use Default' at the end of the week.

Employees with alternative schedules will not be able to use the 'Use Default' key in this manner. You may choose to create a default schedule using the most commonly worked hours, however, you will need to click on the days for which these hours are incorrect and enter the 'Enter/Edit Work Times' on the Employee Menu to change the hours. Remember to click on 'Save Work Times' to save the information.

### Entering Leave Time

Any leave time taken must be approved by your supervisor. Prior-approved leave time is entered on the 'Work & Leave Times' screen under 'Leave Times'. To enter leave time:

- Select the appropriate leave type from the drop down menu.

- Click on the leave type you wish to use.

- Enter the number of hours and minutes of leave used (e.g., 0400).

- Click on 'Save' to save the information.

If you have saved something and you want to make a change:

- Click on the box under 'Delete'.

- Click on 'Delete' to undo what you have entered.

If you have more than one type of leave to enter on one day, you will have to make your entries one leave type at a time. Any paid leave time entered on a day will be added to the start/stop times to show how many hours have been entered for that day. PTAWeb will also summarize the total leave hours entered for the day below the calendar and add the paid leave to the work hours to total the 'Weekly Hours To Be Paid'.

### Leave Balances

The 'Leave Balances' screen displays much of the same information currently included on your pay stub each pay period, including the balances for each type of leave at the beginning of each pay period. If you enter any leave for the current pay period, it is reflected on the 'Used Since mm/dd/yyyy' and 'Leave Remaining' lines.

### Future Leave

The 'Future Leave' screen allows you to enter leave for future pay periods. PTAWeb stores what is entered until the pay period occurs, at which time the hours will be deducted from current leave balances. To input future leave:

- Enter the date the leave will begin. If it is for two or more consecutive days, enter the date the leave will end.

- Select the leave type from the drop down box and enter the number of hours of leave per day. If you entered multiple days, PTAWeb will show each day within the dates entered.

- Click on 'Save' and PTAWeb will display each day of future leave that was entered.

### Questions

**If you have questions or problems logging onto PTAWeb, please contact IT support or Human Resources.**

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# *PTAWeb*
Payroll Time & Attendance

Quick Reference Guide

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