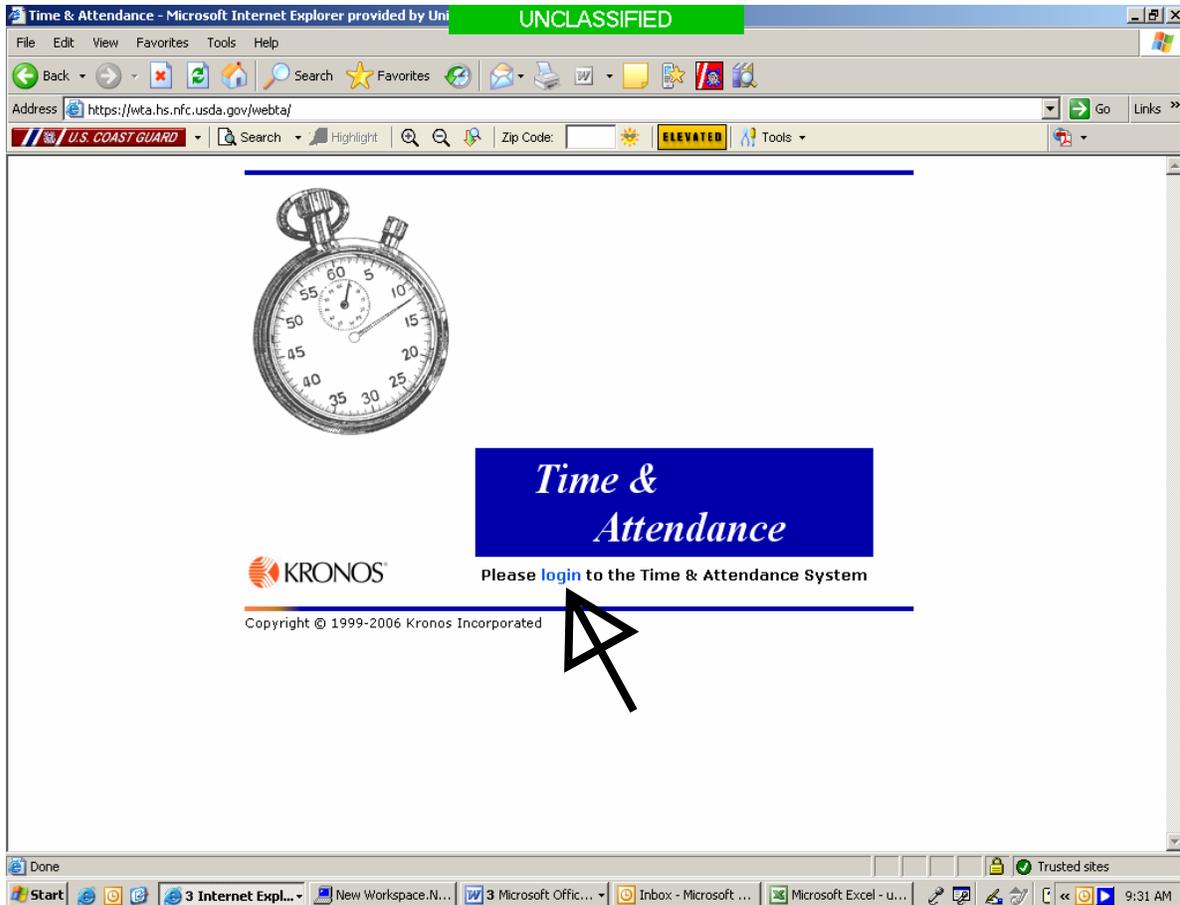


## WebTA Demo

The URL for webTA is <https://wta.hs.nfc.usda.gov/webta/>

For WebTA self-help tools visit:  
<http://cgcentralweb.uscg.mil/cLink/1366>

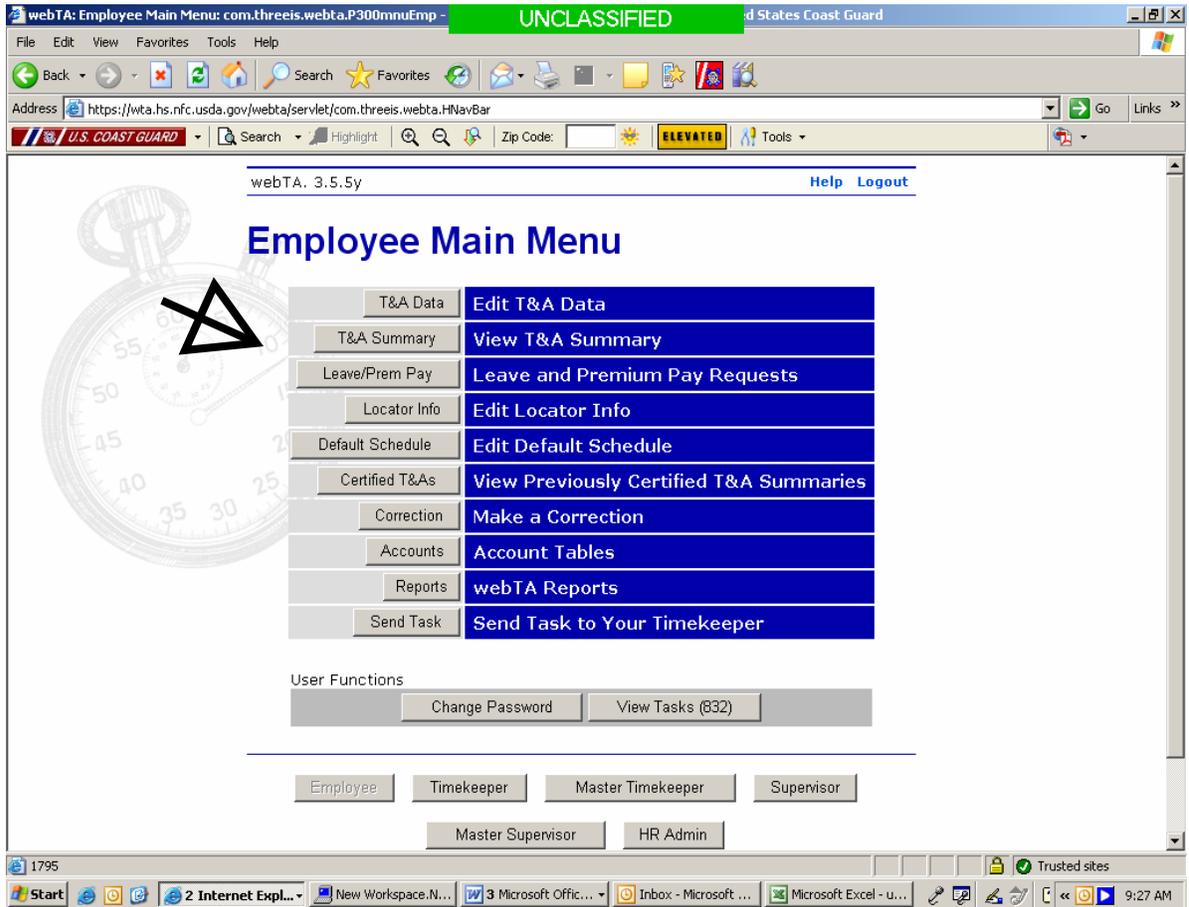


### User ID

The employee's user ID to log in webTA will be: last name, first initial, and the last four digits of SSN in reverse order. For example:

Name: John Smith  
SSN: 123-45-6789 User ID Will Be: SMITHJ9876

The default password for all employees affected by this change has been set to Webtahr9\*



**These sections appear below the employee main menu:**

- **Edit T&A Data** provides information about time worked, in two week increments. This is also where you can validate your time worked for supervisor approval.
- **Leave and Premium Pay Request** provides information about leave and other time taken.

webTA: Locator Info: com.threeis.webta.P360editInfo - Microsoft **UNCLASSIFIED** Coast Guard

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://wta.hs.nfc.usda.gov/webta/servlet/com.threeis.webta.H300mnuEmp> Go Links

U.S. COAST GUARD Search Highlight Zip Code: ELEVATED Tools

## Locator Info

Office Contact Information for DEVEEL BULLOCK

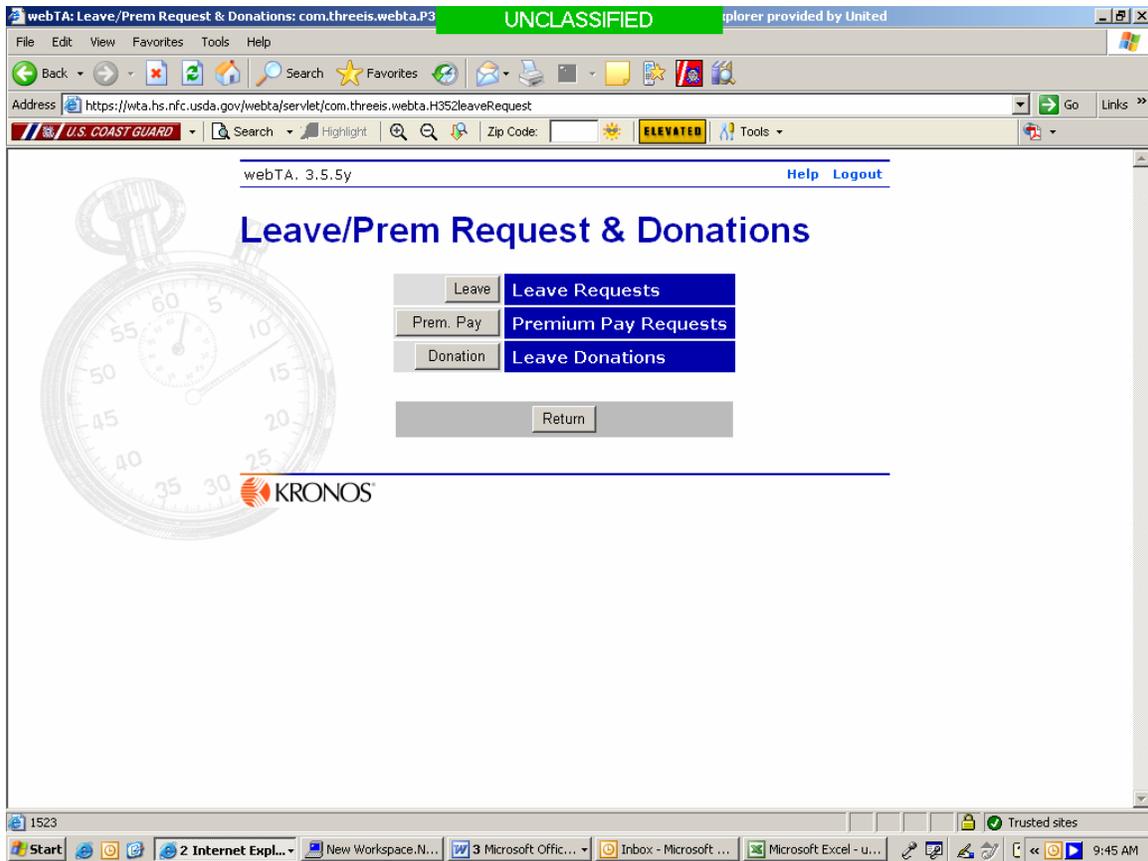
Building	USCG
Street Address 1	1900 HALF STREET SW
Street Address 2	
Room Number	08-0219
Mail Stop/Routing Code	CG1215
City	WASHINGTON
State	District of Columbia
Zip Code	20593
Country	USA
APO	
Office Phone	202-475-5352
Extension	
Cell Phone	
Pager	
Email/Internet	Devee1.S.Bullock@USCG.MIL
Fax	202-475-5922

Done Trusted sites

Start 2 Internet Expl... New Workspace.N... 3 Microsoft Offic... Inbox - Microsoft ... Microsoft Excel - u... 9:30 AM

### Email/Internet

- Enter your government e-mail address here to receive e-mail notification that your leave was approved.



## Leave Request/Premium Request

- **Leave Request** shows any leave request you've submitted
- **Premium Pay Request** shows any request for premium pay that you've submitted.

webTA: Current Leave Requests: com.threes.webta.P352leaveRe UNCLASSIFIED by United States Coast

File Edit View Favorites Tools Help

Address <https://wta.hs.nfc.usda.gov/webta/servlet/com.threes.webta.H351leavePremReqMenu> Go Links >>

U.S. COAST GUARD Search Highlight Zip Code: ELEVATED Tools

webTA. 3.5.5y Help Logout

## Current Leave Requests

	Status <sup>+</sup>	Request Type <sup>+</sup>	From Date <sup>+</sup>	To Date <sup>+</sup>	Total Hrs <sup>+</sup>
View	Approved	Annual Leave	Jul 01 2008 (2008-13)	Jul 07 2008 (2008-14)	36:00

New Request View History Calendar View Return

KRONOS

1795 Trusted sites

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### View of leave request pending or approved

- You can view a history of requests and future requests.

webTA: Leave Request Calendar View: com.threeis.webta.P353le UNCLASSIFIED ided by United States

File Edit View Favorites Tools Help

Address: https://wta.hs.nfc.usda.gov/webta/servlet/com.threeis.webta.H352leaveRequest

U.S. COAST GUARD Search Highlight Zip Code: ELEVATED Tools

webTA: 3.5.5y [Help](#) [Logout](#)

## Leave Request Calendar View

The calendar below shows only approved and pending leave requests, not leave that is actually taken.

May 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 A: BULLOCKD7839 - 9:00	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day	27	28	29	30	31

1797 Trusted sites

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### Calendar View

- This gives you a visual view by month.