

# Main Menu and Additional Profile Data (Supervisors)

## WebTCAS Main Menu

Your email and phone from CAMS

Edit and/or look at your own timesheet, master record, or profile

Select the supervisor if you are working as a supervisor's backup

Review employee records for the current pay period being processed

Look at employee records for other pay periods

This report summarizes all timesheets submitted during a calendar year

Notices and reminders for both employees and supervisors

**Employee Options**

- Edit Timesheet CY 2001 PP11 (Submitted)
- Edit Timesheet CY 2001 PP12 (Draft)
- Print or View Timesheet
- View Master Record
- Update Profile
- Employee Timesheet Summary Report

**Supervisor Options**

- Supervisor: Fairbanks, Harold
- Supervisor Screen -- CY2001 PP11
- Supervisor Screen -- Other PP
- Employee Timesheet Summary Report

**WebTCAS System Notes**

Pay Period 12 Jun. 18, 2001

**Employees**

- Timesheet for Pay Period 11 should be submitted by June 18

**Supervisors**

- Please certify Pay Period 11 Timesheets

New to WebTCAS?

## Additional Profile Information Needed

USDA WebTCAS Preview Natural Resources Conservation Service Web Based Total Cost Accounting System contact us | help

Main Menu Timesheet Save Profile

**Supervisor, John Q. - Profile** Pay Period 12 Jun. 17, 2001 - Jun. 30, 2001

Backup Supervisors  Select  Select Sort Employee Lists by Group, Last Name

Identify your backups

Select your sort preference for the Record Review and Certification screen