

1. To obtain your timesheets from VATAS, log into the system.

[VATAS SSO Login Page](#)

2. On the Employee Main Menu, select “Archive/Reports server (opens in new window)”.

VATAS Production System - Welcome

WEBTA™ Employee Inbox [17] | Settings | Help | Log Out

Employee Main Menu

Time
Timesheet
Timesheet Summary
Leave Requests
Premium Pay Requests
Leave Balances
Schedule

Reports
Archive/Reports server (opens in new window)

Continuation of Pay(COP)
COP Recipients

3. In the new window, select “reports”

WEBTA™ Employee Inbox [17] | Settings | Help | Log Out

Employee Main Menu

Time
Timesheet
Timesheet Summary
Leave Requests
Premium Pay Requests
Leave Balances
Schedule

Reports
Reports
My Saved and Scheduled Reports
Adhoc Report Management

Continuation of Pay(COP)
COP Recipients

4. In the new screen, select “Timesheet Summary”

VATAS Production Reports System

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Employee Main Menu >

Reports

Name	Description	Reports
Leave Correction Report - Entire Agency Listing	This report lists, by employee and pay period, adjustments to leave hours.	
Leave Time Expiration Report	This report lists employees who have leave that is due to expire.	
Leave Used Summary	Shows leave used on timesheets	
My Ad-Hoc Reports	Shows Ad-Hoc Reports Built or Copied by You	
Organization Assignment	This report lists employees assigned to TL UNITS.	
Published/Approved Ad-Hoc Reports	Shows Ad-Hoc Reports that are Published/Approved for VA-wide use	
Timesheet Summary	This report lists a summary of timesheet and leave activity.	
Unposted Leave/Premium Pay Requests	Shows leave/premium pay requests that were not posted to a timesheet	

5. Select the pay period from the drop down menu that includes the date you need a timecard for. If you need it for multiple pay periods, you will have to do this more than once. Then click “run report”.

VATAS Production Reports System

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Employee Main Menu > Reports >

Timesheet Summary PDF | HTML | Background Execution ▾

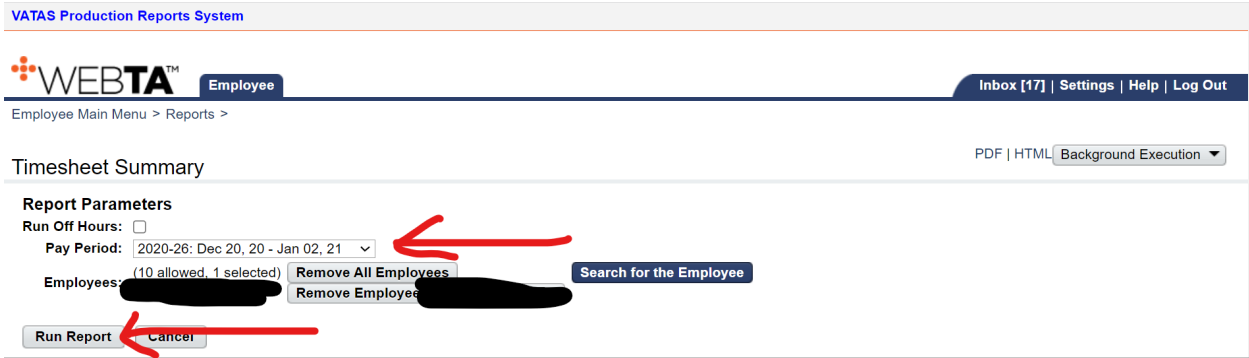
**Report Parameters**

Run Off Hours:

Pay Period: 2020-26: Dec 20, 20 - Jan 02, 21

Employees: (10 allowed, 1 selected) Remove All Employees Search for the Employee  
Remove Employee

Run Report Cancel



**NOTE: After selecting “run report”, you should see this banner at the top of the screen.**

VATAS Production Reports System

WEBTA™ Employee Inbox [17] | Settings | Help | Log Out

Employee Main Menu > Reports >

Timesheet Summary PDF | HTML | Background Execution ▾

Your report request has been scheduled to run immediately in the background. You will receive a notification message when it is complete and the results will appear on the “My Saved and Scheduled Reports” page.

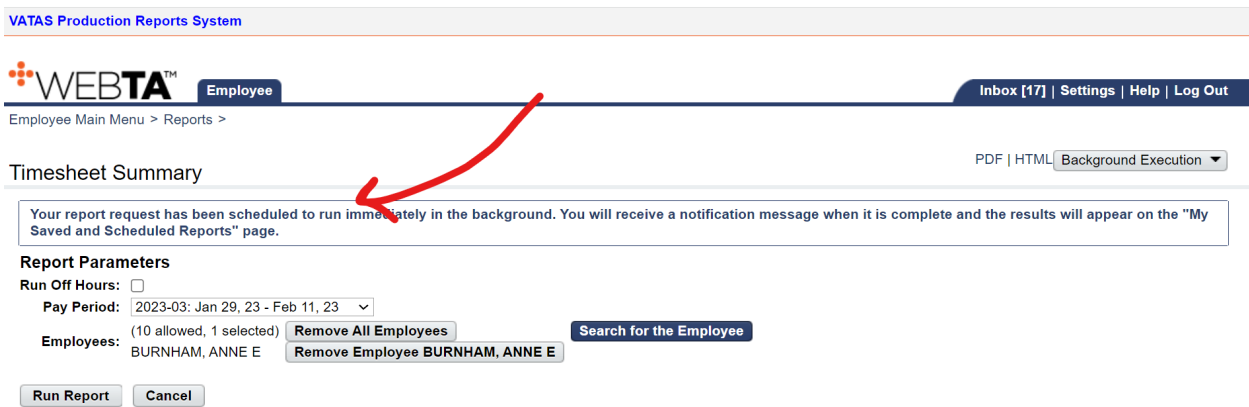
**Report Parameters**

Run Off Hours:

Pay Period: 2023-03: Jan 29, 23 - Feb 11, 23

Employees: (10 allowed, 1 selected) Remove All Employees Search for the Employee  
BURNHAM, ANNE E Remove Employee BURNHAM, ANNE E

Run Report Cancel



6. Next, click reports at the top of the screen to return to the main reports screen.

VATAS Production Reports System

WEBTA™ Employee Inbox [17] | Settings | Help | Log Out

Employee Main Menu > Reports >

Timesheet Summary PDF | HTML | Background Execution ▾

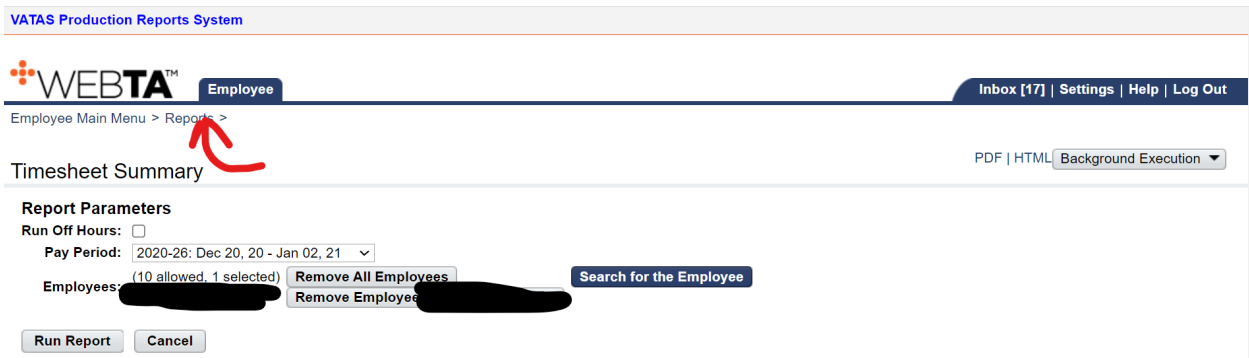
**Report Parameters**

Run Off Hours:

Pay Period: 2020-26: Dec 20, 20 - Jan 02, 21

Employees: (10 allowed, 1 selected) Remove All Employees Search for the Employee  
Remove Employee

Run Report Cancel



- In the main menu, select “My saved and Scheduled Reports”.

VATAS Production Reports System

WEBTA™ Employee Inbox [17] | Settings | Help | Log Out

Employee Main Menu >

### Reports

Name	Description
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**My Saved and Scheduled Reports** Cancel

- Check the box next to the report you want and click the “download” button. You’ll have to repeat this step for each additional timesheet summary.

VATAS Production Reports System

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Employee Main Menu > Reports >

### My Saved and Scheduled Reports

Status: All Search Clear

Select	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
<input checked="" type="checkbox"/>	Timesheet Summary	Timesheet Summary	Sep 12, 2023 12:20:16 PM	Sep 12, 2023 12:20:17 PM	No Schedule	HTML	Complete	1	186973		Download	ReRun Now	X
<input type="checkbox"/>	Timesheet Summary	Timesheet Summary	Sep 12, 2023 12:19:31 PM	Sep 12, 2023 12:19:32 PM	No Schedule	HTML	Complete	1	183344		Download	ReRun Now	X
<input type="checkbox"/>	Timesheet Summary	Timesheet Summary	Sep 12, 2023 12:11:16 PM	Sep 12, 2023 12:11:17 PM	No Schedule	HTML	Complete	1	183344		Download	ReRun Now	X

1-3 of 3 Records View 25 | 50 | 100


Delete Email Cancel

- A new window will open asking where you would like to save the document and what name you wish to give it. Select somewhere you will be able to easily find the document (perhaps your computer’s desktop) and give the timesheet a name.
- Open the file you just saved. It opens as a web-based html file. To save the file as a pdf, press the ctrl button and the letter p at the same time.




For the printer, select adobe pdf and then click print. A new window should open asking where you want to save the file. Select a place you'll remember and name the file as you wish. Then click save. This new document is able to be uploaded.

**Print** ?  
Total: 2 sheets of paper

Printer  
Adobe PDF 

Copies  
1

Layout  
 Portrait  
 Landscape

Pages  
All 

**Print** Cancel