

# PTA Web Job Aid

- Click PTA Web from the dotnet home page, [dot.wi.gov](http://dot.wi.gov) or navigate to: <https://ptaweb.state.wi.us/ptaweb/default.asp>

dotnet Home Page

dotnet A-Z Index  
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#)  
[P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Divisions  
[Executive Offices](#)  
[Business Management](#)  
[Motor Vehicles](#)  
[State Patrol](#)  
[Transportation Investment Management](#)  
[Transportation System Development](#)

Internet Sites  
[WisDOT Internet](#)  
[Wisconsin Portal](#)  
[Wisconsin Sites](#)

Directories  
[DOT Phone Directory](#)  
[Front Door](#)  
[State Phone Directory](#)  
[UW Campuses Directory](#)

Education/Reference/News  
[DOT Bulletin](#)  
[Reader Review](#)  
[WisDOT LearnCenter](#)  
[WisDOT Library](#)

Working at WisDOT  
[DOT Jobs](#)  
[Employee Handbook](#)  
[Employee Emergency Info.](#)  
[MAPSS Performance Improvement Program](#)  
[My Electronic Timesheet \(TEAL\)](#)  
[My Employee Data \(TEAMS\)](#)  
[My WisDOT Pay](#)  
[PTA Web](#)  
[Wellness / EAP](#)

Information Technology  
[DOT IT Service Desk / Passwords](#)  
[IT Enterprise Support \(BITS\)](#)  
[IT Service Catalog](#)

STAR PROJECT

STAR Project

[Cram the Cruiser Challenge](#)  
September 2015

The dotnet is WisDOT's internal website, or intranet, and is available to WisDOT staff. It provides access to information and systems to help WisDOT staff do their jobs effectively and efficiently. For questions about your division's content on this site, contact your [Division Web Administrator](#).

Denotes an Internet site outside WisDOT

dotnet WisDOT State

Wisconsin Department of Transportation

Department Initiatives

MAPSS Performance Improvement

Performance Improvement Program

Government

Cultural equipment

Transportation movement

Travel by Mode

WisDOT works to develop and operate a safe and efficient transportation system. Whether traveling to work, school or to a favorite vacation spot, transportation provides the means to get there. Enjoy your travel experience however you choose to travel.

Rail
Road
Water
Transit

Forms/Notices

Acceptable use policy

Forms

Legal notices

Privacy policy

Software

WisDOT Employees

Incident information

My WisDOT Pay

[PTA Web](#)

TEAL

WisDOT LearnCenter

wisconsin.gov

- Click the “PTA Web” link

The screenshot shows a web browser window with the URL <http://wisconsin.gov/Page:> and the page title "Wisconsin Department of T...". The main heading is "Information for WisDOT employees". A left-hand navigation menu lists several options: "WisDOT employees" (highlighted), "WisDOT employee information", "Employee emergency information hotline", "My WisDOT Pay", "PTA Web", "TEAL", "WisDOT LearnCenter", and "511". The "PTA Web" link in the menu is highlighted with a red box. The main content area includes sections for "Employee emergency information hotline", "My WisDOT Pay", "PTA Web" (with a red box around the link), "TEAL", and "Email".

## Information for WisDOT employees

- WisDOT employees
- WisDOT employee information
- Employee emergency information hotline
- My WisDOT Pay
- PTA Web**
- TEAL
- WisDOT LearnCenter
- 511

### Employee emergency information hotline

The [employee emergency information hotline](#) provides staff with up-to-date information on security issues or other incidents that might impact WisDOT facilities or operations.

### My WisDOT Pay

[My WisDOT Pay](#) provides Wisconsin Department of Transportation employees access to their electronic pay information.

### PTA Web

[PTA Web](#) provides Wisconsin Department of Transportation employees access to their earning statements from December 2007 through December 2015 using the same logonid and password to access Outlook. [View PTA Web job aid.](#)

### TEAL

To access [TEAL](#), you will need to enter your Wisconsin user ID (WAMS ID) and password. This is the same username and password you use to access My WisDOT Pay. [View TEAL training.](#)

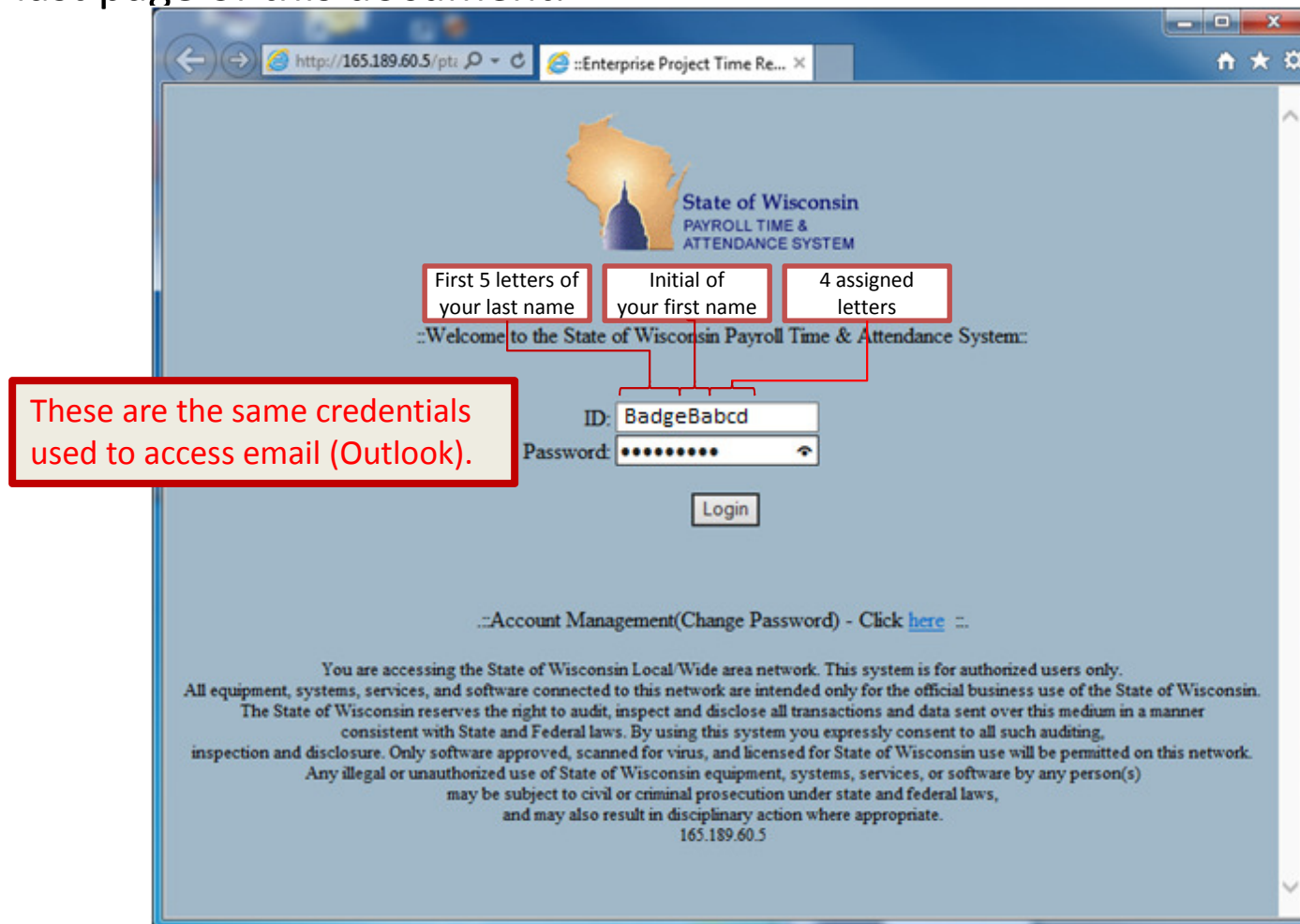
### Email

To [access your Outlook email](#), you will need your Outlook ID and password.

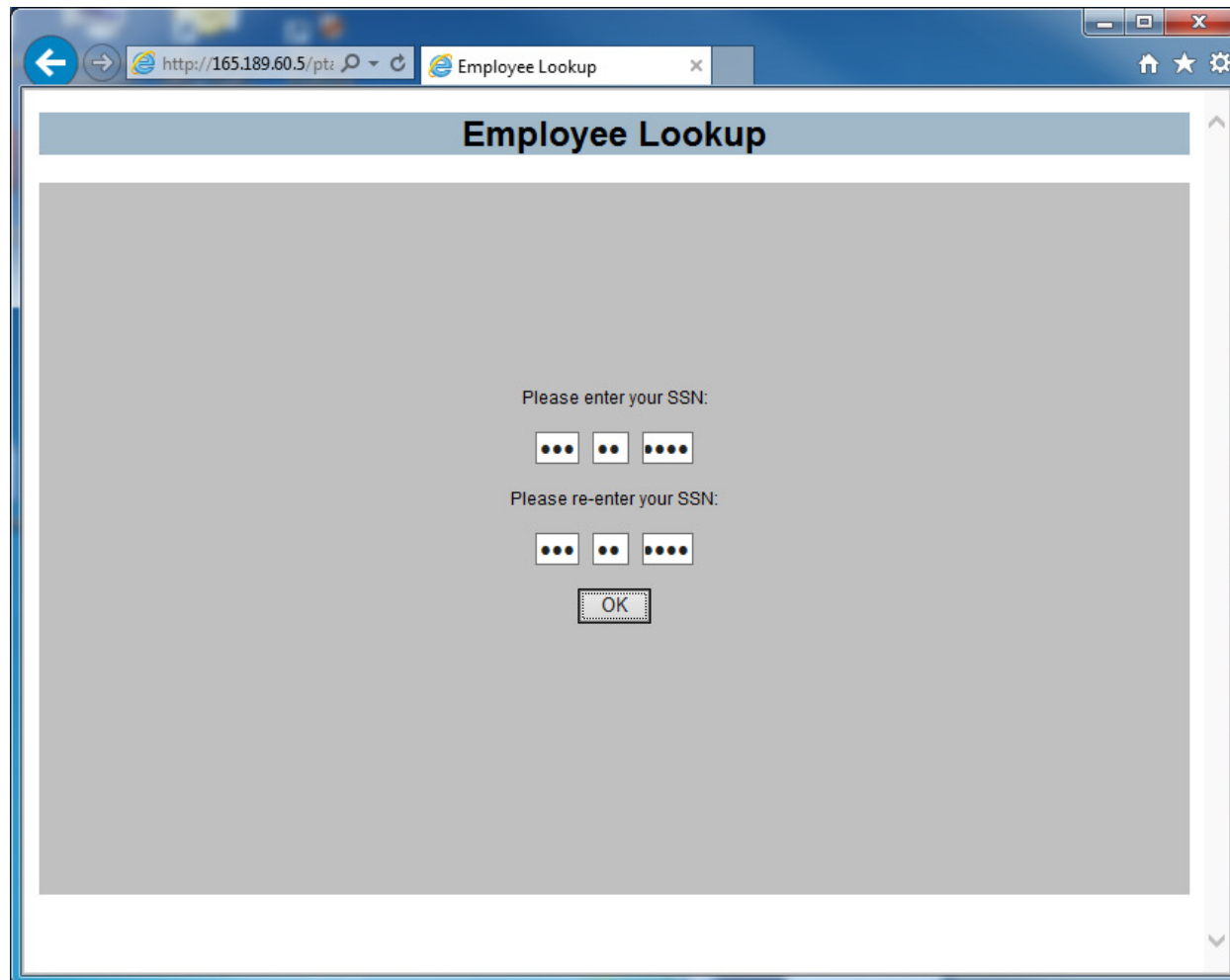
- Enter IAM User ID and Password

These are the same credentials used to access email (Outlook).

- Contact the IT Service Desk (608-266-9434) if you do not know your IAM credentials. Instructions on how to change your IAM password are on the last page of this document.



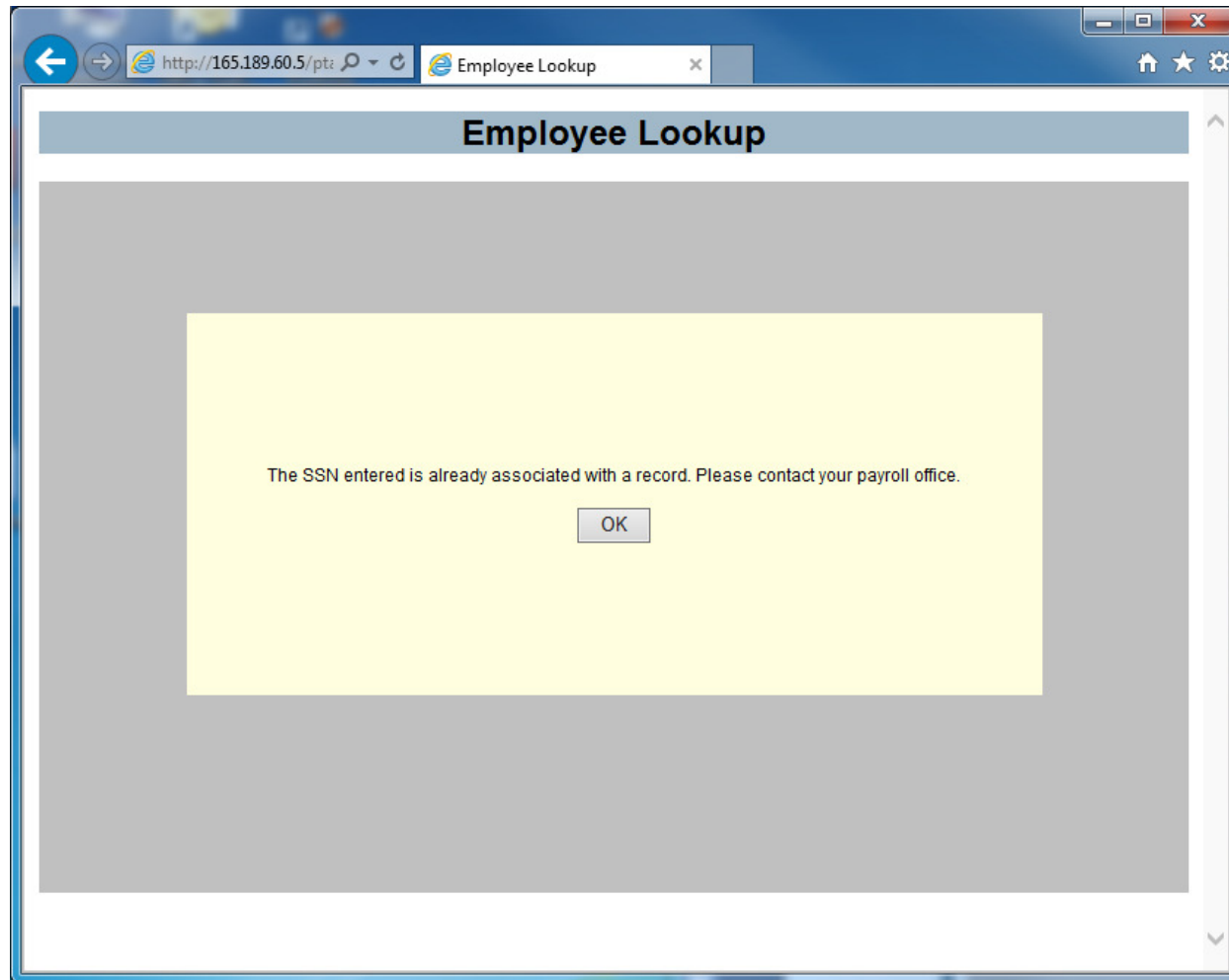
- You will be prompted to enter your SSN the first time you log on to PTA Web.



The screenshot shows a web browser window titled "Employee Lookup" with the URL "http://165.189.60.5/pta". The page content includes a header "Employee Lookup" and a form with the following elements:

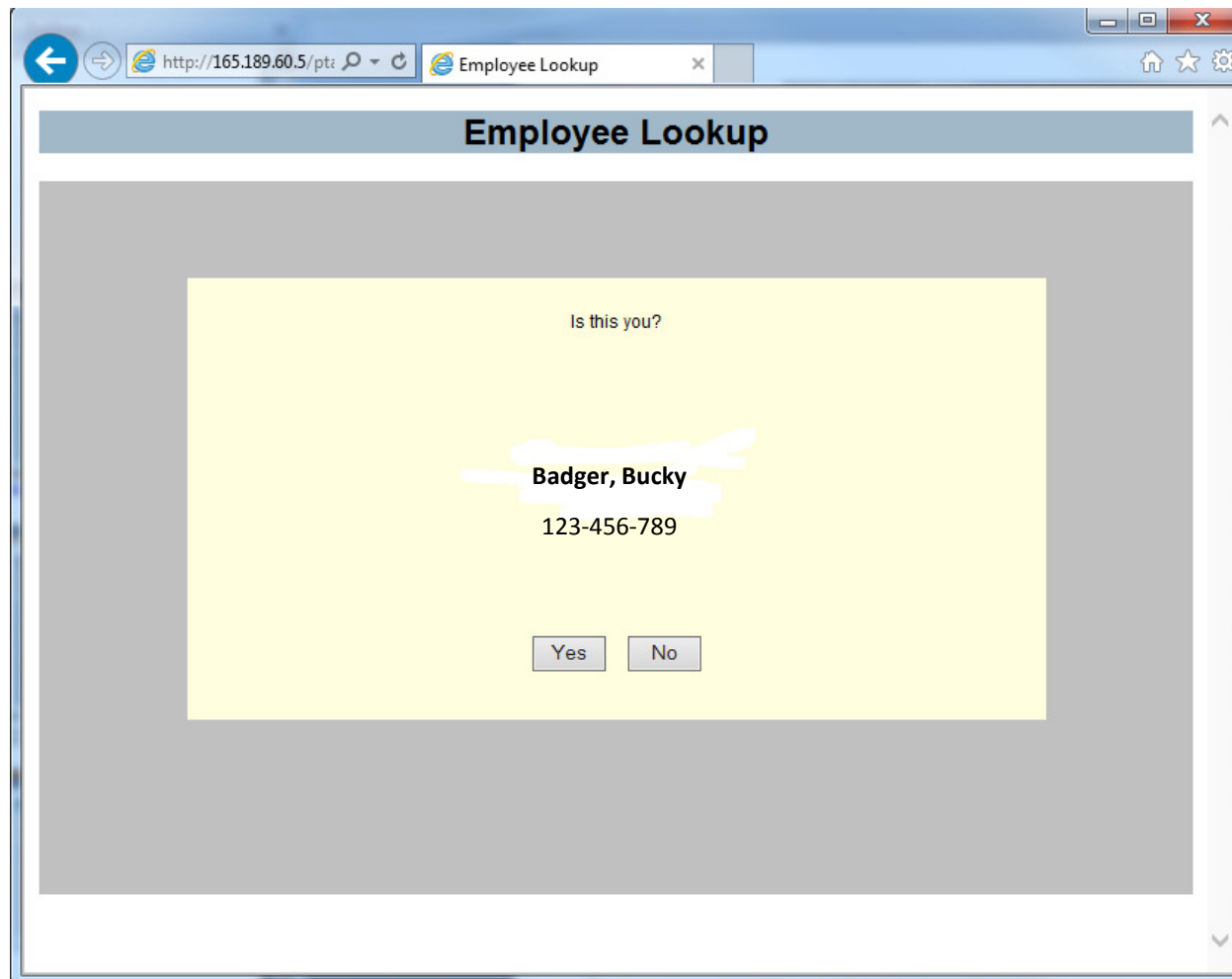
- Text: "Please enter your SSN:"
- Input field: A text box containing three dots, indicating masked input.
- Text: "Please re-enter your SSN:"
- Input field: A text box containing three dots, indicating masked input.
- Button: An "OK" button.

- If you have used PTA web at another State Agency, you might receive this notice.



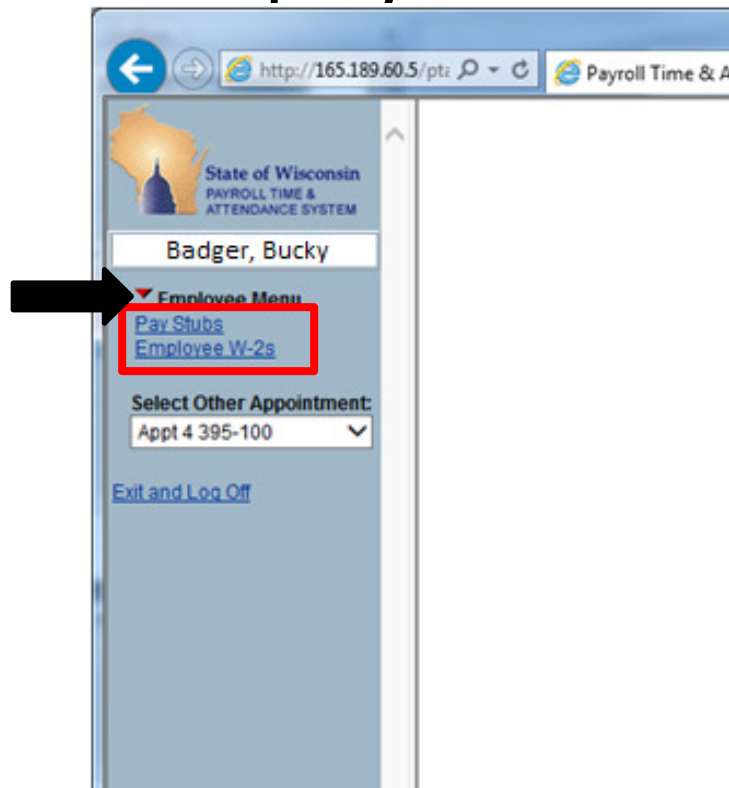
- Contact [DotPayroll@dot.wi.gov](mailto:DotPayroll@dot.wi.gov) to resolve this issue.

- Click yes to confirm this is you.
- After clicking yes, PTA Web will return to the log on page to have you re-enter your log on information. You will be prompted for your SSN on your first log on only.



- Once in PTA Web, Expand the “Employee Menu” and click “Pay Stubs” to review them.

## Employee View



## Supervisor View



Note: All other features in Supervisor View are unavailable. Please continue to use TEAL for these functions.



- To view a different pay period, select another date from the drop down arrow or click “Prev” or “Next”

The screenshot shows the 'State of Wisconsin PAYROLL TIME & ATTENDANCE SYSTEM' interface. The user is logged in as 'Badger, Bucky'. The 'Employee Menu' is expanded, and 'Employee W-2s' is selected. The main display shows payroll details for pay period 11-B (5/3/2015 - 5/16/2015). The interface includes sections for Employee Information, Tax Data, Hours and Earnings, and Deductions.

Employee Information		Tax Data		Federal	State
Seniority Date:		Marital Status:	S	S	
Base Pay Rate:		Exemptions:	02	01	
Supp. Pay Rate:	0.000	Additional Amt. Withheld:	0.00	0.00	
Schedule/Range:					
Job Title:					

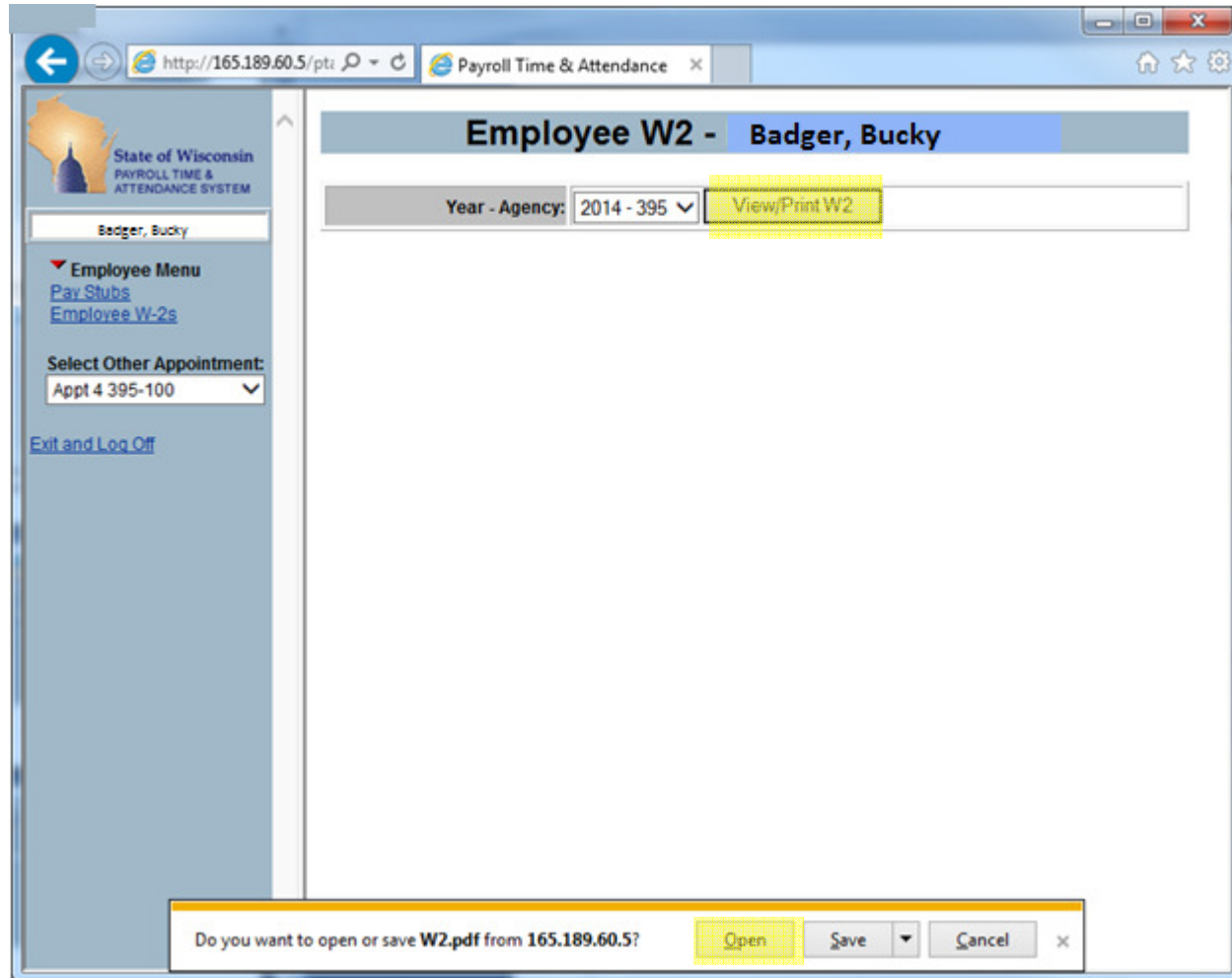
Hours and Earnings				Travel Reimbursement			
Description	Appt #	Rate	Hours	Earnings	Description	Current	YT
Regular Hours	4		80.00				
Payroll Gross					Travel Gross	0.00	

Pre-Tax Deductions		Post-Tax Deductions		Post-Tax Retirement Deductions			
Description	Current	YTD	Description	Amount	Description	Current	YTD
Health Insurance							
Retirement**							

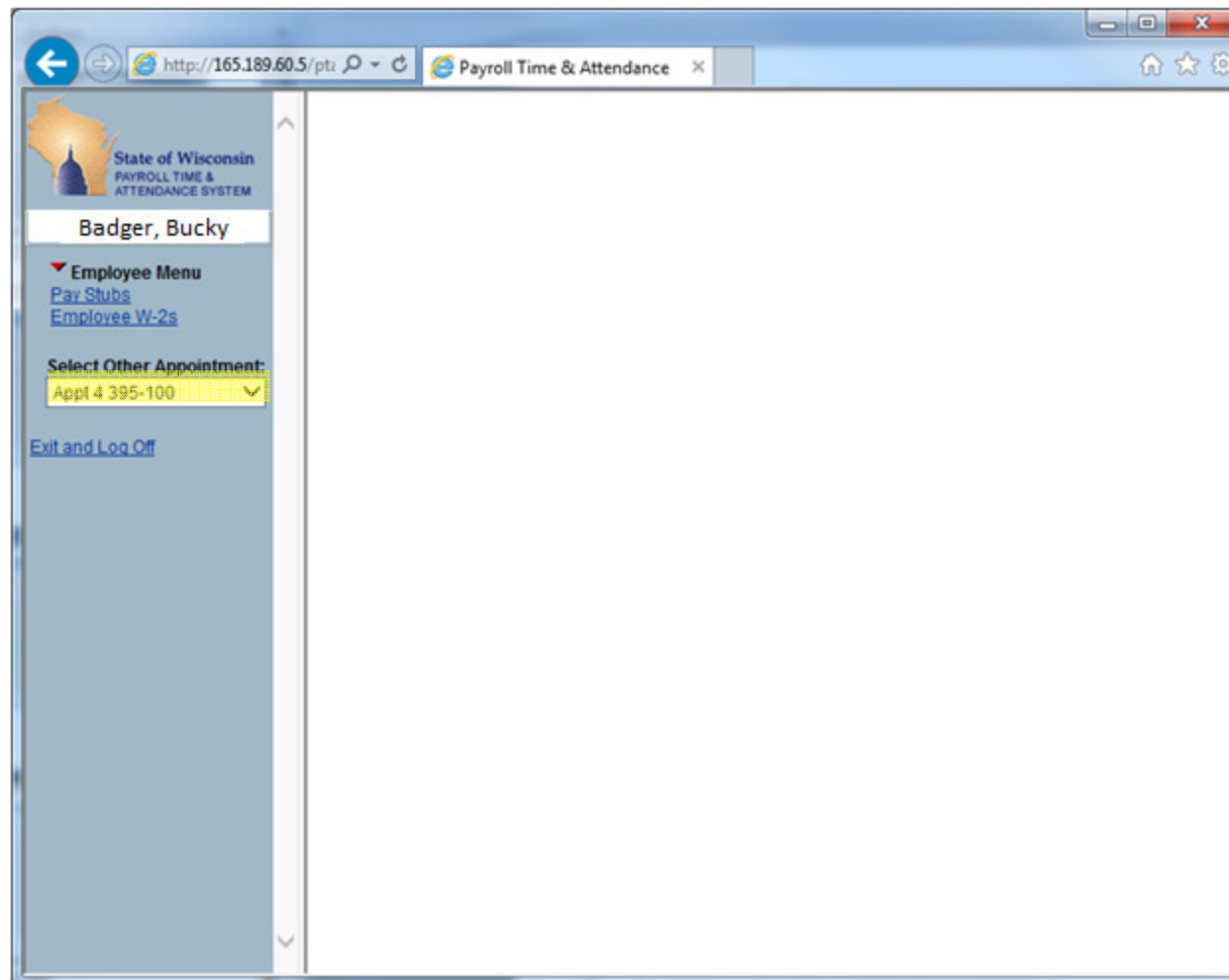
- To view W-2s click “Employee W-2s”

- Select W-2 year you wish to view and click “View/Print W2”. A notification box will appear. Click “Open” to view a .PDF



Note: only W-2s from 2013 or 2014 are available.

- If you have worked for another state agency within the last 5 years you can “Select Other Appointment” to view Pay Stubs from that agency.



## Instructions for changing your IAM password:

1. **Open** your web browser (i.e. Internet Explorer) and go to <https://iam.wisconsin.gov>.
2. On the IAM Home page **type** your **IAM username** in the Username box and click **Go**.
3. Select "**Password Change**".
4. **Verify** or **Enter** your **IAM username** in the Username or UserID box.
5. **Enter** your **current IAM password**.
6. Select "**Submit**", if present and **re-type** your **current IAM password** on the next screen.
7. In the New Password box, **type** a **new IAM password**.  
(Please review the Password Requirements on the screen.)
8. In the Confirm New Password box, **re-type** your **new IAM password**.
9. To finish select the "**Reset Password**" or the "**Submit**" button.