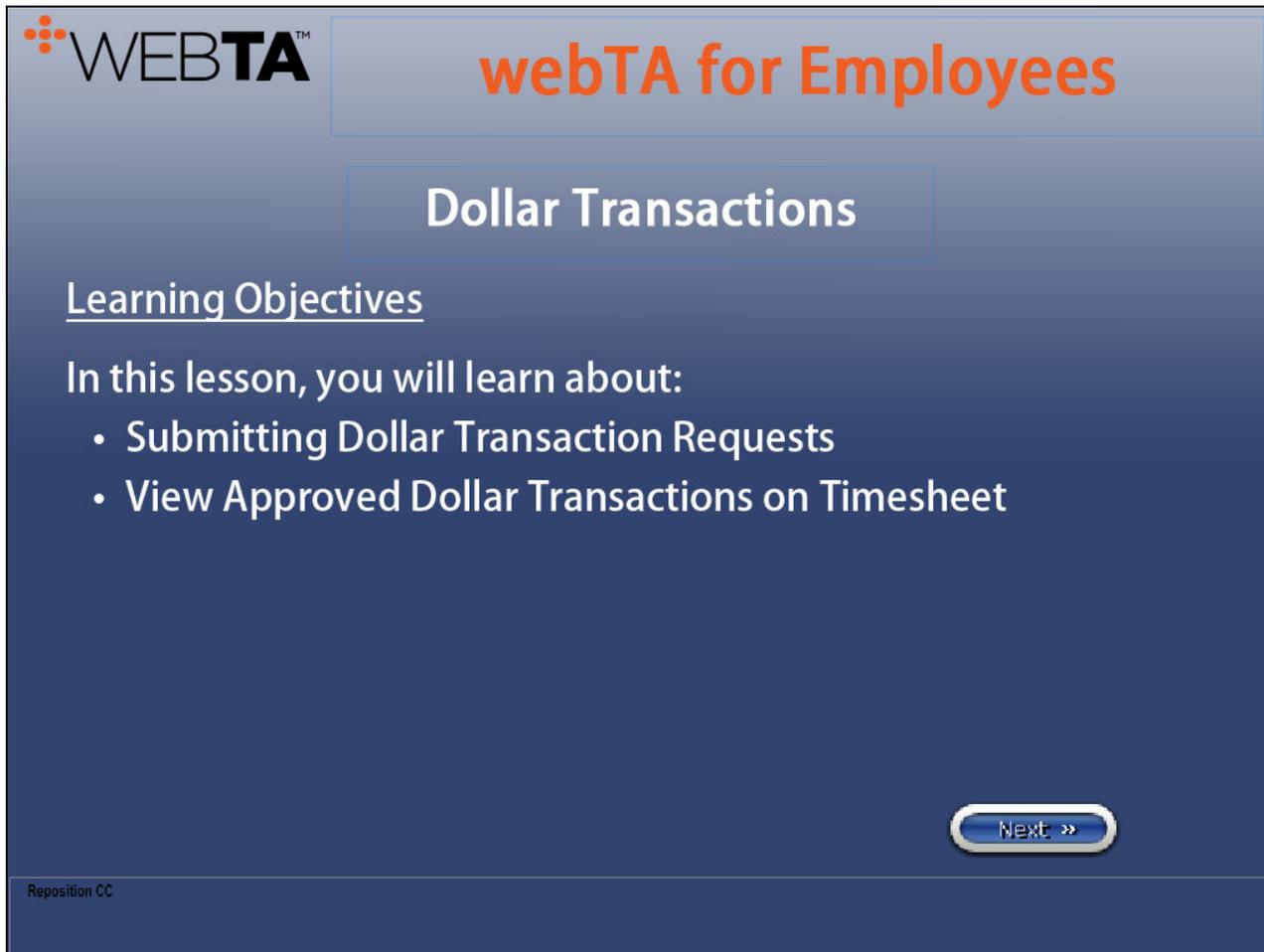


Slide 1 - Learning Objectives

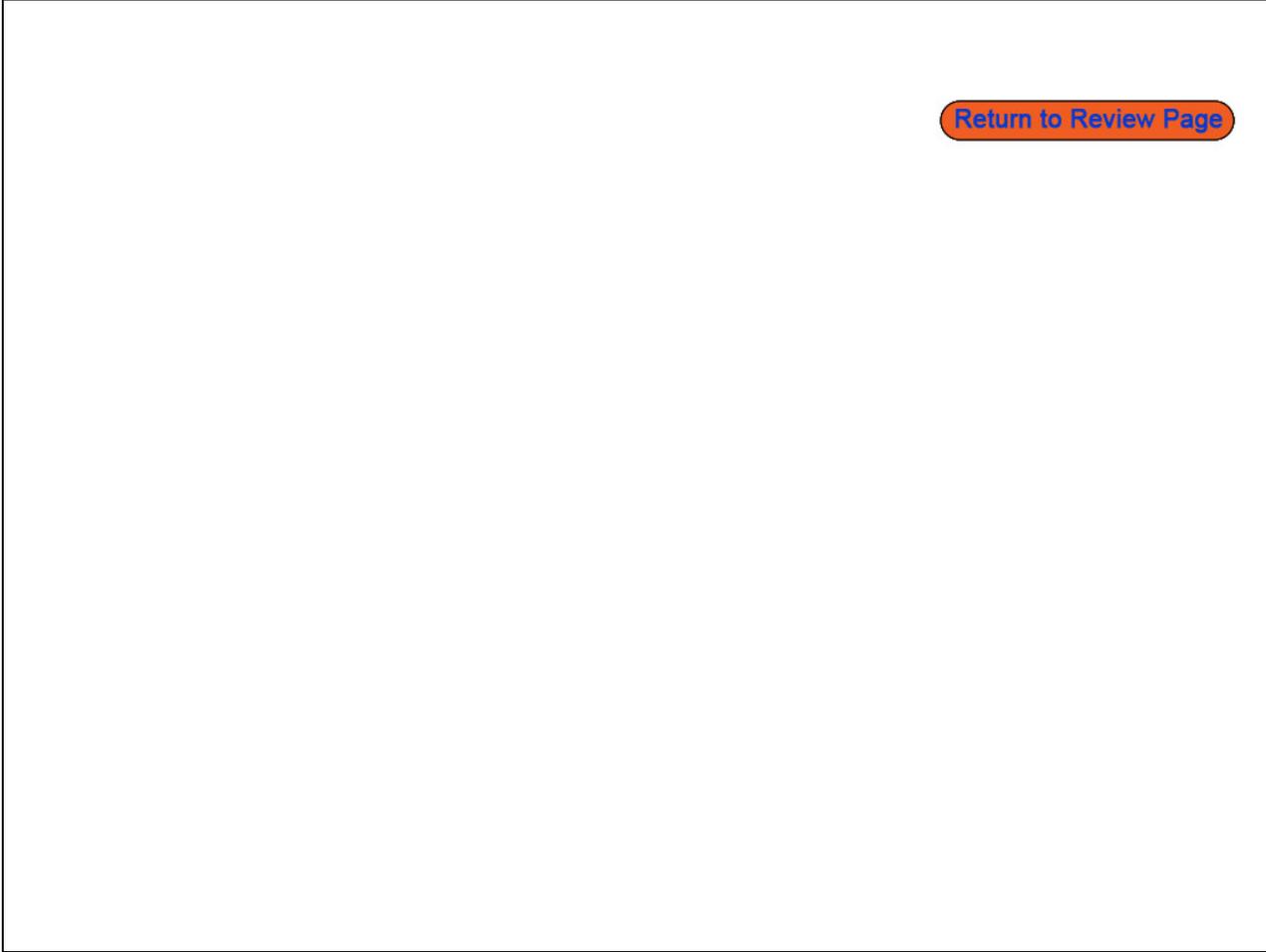


The slide features a dark blue background with a gradient. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA™'. To the right of the logo, the text 'webTA for Employees' is displayed in a large, bold, orange font. Below this, the text 'Dollar Transactions' is shown in a white, bold font. Underneath, the text 'Learning Objectives' is underlined in white. The main content area lists two bullet points in white: 'Submitting Dollar Transaction Requests' and 'View Approved Dollar Transactions on Timesheet'. In the bottom right corner, there is a blue button with a white border and the text 'Next »'. In the bottom left corner, the text 'Reposition CC' is visible in a small white font.

Slide notes

Welcome to the webTA for Employees training course. In this lesson, you will learn how to Submit Dollar Transaction Requests and view approved Requests on your Timesheet. To continue, select the Next button.

Slide 2 - Slide 2



Slide notes

Slide 3 - Review



To review a section, select it from the list below:

- [Submit Dollar Transaction Requests](#)
- [View Dollar Transaction Requests in Timesheet](#)

Slide notes

USDA Employee webTA Dollar Transactions

Slide 4 - Slide 4

The screenshot shows the WEBTA Employee Main Menu. At the top, there is a header with the WEBTA logo, the word "Employee", and navigation links for "Inbox [8]", "Settings", "Help", and "Log Out". The main content area is titled "Employee Main Menu" and contains several categorized menu items:

- Time**
 - Timesheet
 - Timesheet Summary
 - Processed Timesheets
 - Leave Requests
 - Premium Pay Requests
 - Dollar Transaction Requests
 - Leave Balances
 - Schedule
- Accounting**
 - Accounts
- Schedule**
 - Schedule Assignment
 - Shifts
 - Schedule Templates
- Messages**
 - Send Message To Timekeeper
 - Send Message To Supervisor
- Leave Transfer Program**
 - Leave Donations
- Emergency Contacts**
 - My Contacts
- Reports**
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events

A "Next >>" button is located in the bottom right corner of the menu area.

Slide notes

To submit a Dollar Transaction Request, begin by selecting the Dollar Transaction Requests link from the Employee Main Menu. Select next to continue.

Slide 5 - Slide 5

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo and 'Employee' label. At the top right are links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, **Dollar Transaction Requests** (highlighted), Leave Balances, Schedule.
- Accounting**: Accounts.
- Schedule**: Schedule Assignment, Shifts, Schedule Templates.
- Messages**: Send Message To Timekeeper, Send Message To Supervisor.
- Leave Transfer Program**: Leave Donations.
- Emergency Contacts**: My Contacts.
- Reports**: Reports.
- Telework**: Telework Requests, Telework Agreements.
- Continuation of Pay (COP)**: COP Events.

At the bottom of the page, a URL is visible: <http://10.2.66.121:18030/usdatraining/RoleMenu/EmployeeMainMenu#>

Slide notes

Slide 6 - Slide 6

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' label. At the top right are links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. Below the header is a navigation link 'Employee Main Menu >'. The main content area is titled 'Dollar Transaction Requests - Current'. It features a table with the following columns: Status, Start Date, End Date, Transaction Code, Amount, Submission Date, and Supervisor. Below the table, it says 'No results'. There are three buttons: 'Add Dollar Transaction Request', 'History', and 'Cancel'. At the bottom right, there is a 'Next >>' button.

Slide notes

The Current Dollar Transaction Requests page displays approved, pending and denied requests for the current, and for future pay periods. You can view existing requests by selecting the status link for the desired request.

This table is sortable by column type. Select the column headers to sort the table by the desired field. In this example, we will keep the table as is, and we are going to create a new request by selecting the Add Dollar Transaction Request button. Select next to continue.

Slide 7 - Slide 7

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' label. At the top right are links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. Below the header is a navigation link 'Employee Main Menu >'. The main content area is titled 'Dollar Transaction Requests - Current'. It features a table with the following columns: Status, Start Date, End Date, Transaction Code, Amount, Submission Date, and Supervisor. Below the table, it states 'No results'. At the bottom of the main content area, there are three buttons: 'Add Dollar Transaction Request' (highlighted with a red border), 'History', and 'Cancel'. At the bottom left of the interface, a URL is visible: 'http://10.2.66.121:18030/usdatraining/DollarRequestSelection'.

Slide notes

USDA Employee webTA Dollar Transactions

Slide 8 - Slide 8

The screenshot shows the 'WEBTA™ Employee' interface. The top navigation bar includes 'Inbox [8] | Settings | Help | Log Out'. Below the navigation, there is a breadcrumb trail: 'Employee Main Menu > Dollar Transaction Requests >'. The main heading is 'Dollar Transaction Request', with a progress indicator showing 'Pending', 'Approved', and 'Denied' steps. A note states: 'Items marked with an asterisk* are required.' The form fields include: 'Employee: DAVIS, BEN'; '* Transaction Code:' with a dropdown menu; '* Account:' with a 'Select' button; a table with columns for '* Start Date', '* End Date', '* Amount', and 'Action'; 'Add New Row' button; 'Remarks' section with 'Submitter Remarks' and 'Approver Comments' text areas; 'Submit' and 'Cancel' buttons; and a 'Next >>' button at the bottom right.

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code:

* Account:

* Start Date	* End Date	* Amount	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="button" value="Delete"/>

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

Here, we see the Dollar Transaction Request form. To view a list of available Transaction Codes, we will expand the drop-down list. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 9 - Slide 9

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code:

* Account:

* Start Date	* End Date	* Amount	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="button" value="Delete"/>

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

USDA Employee webTA Dollar Transactions

Slide 10 - Slide 10

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:**
* **Account:**
* **Start Date:**

Remarks

Submitter Remarks:

Approver Comments:

Dollar Request Transactions

- 17 - Chauffeur Driven Auto
- 17 - Commuted Subsistence
- 89 - Emergency Pay/Imprest
- 17 - Incentive Pay
- 17 - Magazine Subscriptions
- 17 - Mass Transit Subsidy
- 92 - Meals Deduction
- 17 - Parking Subsidy
- 17 - Reimbursement Miles
- 49 - Remote Worksite
- 17 - Travel Reimbursement
- 17 - Travel Reimbursement Comm
- 17 - Travel Reimbursement Per Diem
- 51 - Uniforms/Tax Exempt
- 51 - Uniforms/Taxable

Slide notes

Here, we see a list of Dollar Request Transactions. In this example, we are going to select the Parking Subsidy code. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 11 - Slide 11

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:**

* **Account:**

* **Start Date:** Month Day Year

Add New Row

Remarks:

Submitter Remarks:

Approver Comments:

Submit **Cancel**

Dollar Request Transactions

- 17 - Chauffeur Driven Auto
- 17 - Commuted Subsistence
- 89 - Emergency Pay/Imprest
- 17 - Incentive Pay
- 17 - Magazine Subscriptions
- 17 - Mass Transit Subsidy
- 92 - Meals Deduction
- 17 - Parking Subsidy**
- 17 - Reimbursement Miles
- 49 - Remote Worksite
- 17 - Travel Reimbursement
- 17 - Travel Reimbursement Comm
- 17 - Travel Reimbursement Per Diem
- 51 - Uniforms/Tax Exempt
- 51 - Uniforms/Taxable

Slide notes

Slide 12 - Slide 12

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** Select

* Start Date	* End Date	* Amount	Action
Month Day Year	Month Day Year		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

In addition to the Transaction Code, you must also select an Account for the Dollar Transaction. To display a list of available Account codes, we will click the Account Select button. Select next to continue.

Slide 13 - Slide 13

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: Select

* Start Date	* End Date	* Amount	Action
Month Day Year	Month Day Year		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit Cancel

Slide notes

USDA Employee webTA Dollar Transactions

Slide 14 - Slide 14

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests > Dollar Transaction Request >

Select Account

Account:	Shorthand Code:	Select	Budget Period:	Fund:	Cost Center:
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
WBS:	Functional Area:	Treasury Symbol:	Accounting Station:	Description:	
<input type="text"/>					

Account	Description	
SE_NRCS12345678D	Test DescriptionD	<input type="button" value="Select"/>

1-1 of 1 Records View

Slide notes

Here, we see a list of available account codes. Next, we will click the Select button for the available code. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 15 - Slide 15

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests > Dollar Transaction Request >

Select Account

Account:	Shorthand Code:	Select	Budget Period:	Fund:	Cost Center:
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
WBS:	Functional Area:	Treasury Symbol:	Accounting Station:	Description:	
<input type="text"/>					

Search Clear

Account	Description	
SE_NRCS12345678D	Test DescriptionD	Select

1-1 of 1 Records

◀ 1 ▶

View 25 | 50 | 100

Cancel

Slide notes

USDA Employee webTA Dollar Transactions

Slide 16 - Slide 16

The screenshot shows the 'WEBTA Employee' interface for a 'Dollar Transaction Request'. The breadcrumb trail is 'Employee Main Menu > Dollar Transaction Requests >'. The page title is 'Dollar Transaction Request'. A progress indicator shows 'Pending' as the current step, with 'Approved' and 'Denied' as subsequent steps. A note states: 'Items marked with an asterisk* are required.' The form fields are: 'Employee: DAVIS, BEN'; '* Transaction Code: 17 - Parking Subsidy' (dropdown); '* Account: SE_NRCS12345678D (Test DescriptionD)' with a 'Select' button. Below is a table with columns: '* Start Date', '* End Date', '* Amount', and 'Action'. The first row has date pickers for 'Month Day Year', a text input for 'Amount', and a 'Delete' button. An 'Add New Row' button is below the table. The 'Remarks' section has 'Submitter Remarks:' and 'Approver Comments:' text areas. At the bottom left are 'Submit' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

WEBTA™ Employee

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
Month Day Year	Month Day Year		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit **Cancel**

Next >>

Slide notes

Note that the account now displays on the form. Next, we will enter start and end dates for the request. If we were requesting reimbursement of a one time expense, we would enter the date of the transaction in both the start and end date fields.

The Amount field represents the dollar amount per day being requested. You can request reimbursement of expenses over a range of dates by entering Start and End Dates in the appropriate fields. However, you can only enter a range of dates if the amount per day is the same for those dates.

For example, if you are requesting a Parking Subsidy of \$10 per day over the period of a week, you would enter the Start and End Dates, and then enter \$10 into the amount field. This would be a request for \$10 per day for the date range entered.

If the amount per day is not consistent, you must enter individual rows containing the dates and specific amounts being requested for those dates.

In this example, we are requesting a constant Parking Subsidy for an entire week, so we will select Monday, March 2nd for the start date by selecting the calendar icon, and selecting the date. Select next to continue.

Slide 17 - Slide 17

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
Month Day Year	Month Day Year		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit **Cancel**

Slide notes

Slide 18 - Slide 18

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD)

* Start Date	* End Date	* Amount	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="button" value="Delete"/>

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Slide notes

Slide 19 - Slide 19

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
Month Day Year	Month Day Year		Delete

March 2015

Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Submit **Cancel**

10.2.66.121:18030/.../UsdaSelectMyAssignedAccounts

Slide notes

USDA Employee webTA Dollar Transactions

Slide 20 - Slide 20

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD)

* Start Date	* End Date	* Amount	Action
03/02/2015	Month Day Year		<input type="button" value="Delete"/>

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

Next, we will use the calendar icon again, and select Friday, March 6th as the end date. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 21 - Slide 21

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD)

* Start Date	* End Date	* Amount	Action
03/02/2015	Month Day Year		Delete

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

Slide 22 - Slide 22

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/02/2015		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Submit **Cancel**

Slide notes

USDA Employee webTA Dollar Transactions

Slide 23 - Slide 23

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/02/2015		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit

Cancel

March 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Slide notes

USDA Employee webTA Dollar Transactions

Slide 24 - Slide 24

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015		Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit **Cancel**

Next >>

Slide notes

Next, we will select the Amount field, and enter the dollar amount for the subsidy. In this example, we paid \$5 per day for parking, so we will enter 5 dollars in the amount field. Select next to continue.

Slide 25 - Slide 25

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD)

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015		Delete

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

USDA Employee webTA Dollar Transactions

Slide 26 - Slide 26

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

*** Transaction Code:** 17 - Parking Subsidy

*** Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015	5	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit **Cancel**

Slide notes

USDA Employee webTA Dollar Transactions

Slide 27 - Slide 27

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015	5	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Slide notes

Next, we will select the Submitter Remarks field, and provide an explanation of the request to our supervisor. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 28 - Slide 28

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

*** Transaction Code:** 17 - Parking Subsidy

*** Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015	5.00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Submit **Cancel**

Slide notes

USDA Employee webTA Dollar Transactions

Slide 29 - Slide 29

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

*** Transaction Code:** 17 - Parking Subsidy

*** Account:** SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015	5.00	Delete

Add New Row

Remarks

Submitter Remarks: \$5 per day parking fee

Approver Comments:

Submit **Cancel**

Slide notes

USDA Employee webTA Dollar Transactions

Slide 30 - Slide 30

The screenshot shows the 'WEBTA Employee' interface for a 'Dollar Transaction Request'. The page includes a navigation bar with 'Inbox [9] | Settings | Help | Log Out' and a breadcrumb trail 'Employee Main Menu > Dollar Transaction Requests >'. The title 'Dollar Transaction Request' is displayed with a progress indicator showing 'Pending', 'Approved', and 'Denied' stages. A note states 'Items marked with an asterisk* are required.' The form fields are: 'Employee: DAVIS, BEN', '* Transaction Code: 17 - Parking Subsidy', and '* Account: SE_NRCS12345678D (Test DescriptionD)'. Below these is a table with columns for '* Start Date', '* End Date', '* Amount', and 'Action'. The table contains one row with values '03/02/2015', '03/06/2015', '5.00', and a 'Delete' button. An 'Add New Row' button is located below the table. The 'Remarks' section has two text areas: 'Submitter Remarks' containing '\$5 per day parking fee' and 'Approver Comments'. At the bottom left are 'Submit' and 'Cancel' buttons, and at the bottom right is a 'Next >>' button.

WEBTA™ Employee

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD) **Select**

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015	5.00	Delete

Add New Row

Remarks

Submitter Remarks: \$5 per day parking fee

Approver Comments:

Submit **Cancel**

Next >>

Slide notes

Once all the required fields have been completed, click the Submit button. This will send a message to the Supervisor, notifying them of the request and they can approve or deny the request. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 31 - Slide 31

Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* Transaction Code: 17 - Parking Subsidy

* Account: SE_NRCS12345678D (Test DescriptionD)

* Start Date	* End Date	* Amount	Action
03/02/2015	03/06/2015	5.00	<input type="button" value="Delete"/>

Remarks

Submitter Remarks: \$5 per day parking fee

Approver Comments:

Slide notes

Slide 32 - Slide 32

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Dollar Transaction Request successfully updated

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

* **Transaction Code:** 17 - Parking Subsidy

* **Account:** SE_NRCS12345678D (Test DescriptionD)

* Start Date	* End Date	* Amount	Action
Mar 02, 2015	Mar 06, 2015	5.00	<input type="button" value="Delete"/>

Remarks

Submitter Remarks: \$5 per day parking fee

Approver Comments:

Activity Log

Action	Resulting State	Time/Date	Name	Comments
Submit	Pending	03/20/2015 01:55 PM	DAVIS, BEN	\$5 per day parking fee

Slide notes

Note the message indicating that the request has been submitted, and now has a status of Pending. Next, we will return to the Dollar Transaction Requests page using the breadcrumb trail. Select next to continue.

Slide 33 - Slide 33

EmployeeInbox [9] | Settings | Help | Log Out

Employee Main Menu > Dollar Transaction Requests >

Dollar Transaction Request

Pending Approved Denied

Dollar Transaction Request successfully updated

Items marked with an asterisk* are required.

Employee: DAVIS, BEN

*** Transaction Code:** 17 - Parking Subsidy

*** Account:** SE_NRCS12345678D (Test DescriptionD) Select

* Start Date	* End Date	* Amount	Action
Mar 02, 2015	Mar 06, 2015	5.00	Delete

Add New Row

Remarks

Submitter Remarks: \$5 per day parking fee

Approver Comments:

Activity Log

Action	Resulting State	Time/Date	Name	Comments
Submit	Pending	03/20/2015 01:55 PM	DAVIS, BEN	\$5 per day parking fee

Delete Submit Cancel

Slide notes

Slide 34 - Slide 34

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo with the word 'Employee' next to it. At the top right, there are navigation links: 'Inbox [9] | Settings | Help | Log Out'. Below the header, there is a link for 'Employee Main Menu >'. The main content area is titled 'Dollar Transaction Requests - Current'. It features a table with the following data:

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Pending	03/02/2015	03/06/2015	17 - Parking Subsidy	\$5.00	03/20/2015 01:55 PM	ROBINSON, WILLIAM

Below the table, it indicates '1-1 of 1 Records' and provides pagination controls. There are three buttons: 'Add Dollar Transaction Request', 'History', and 'Cancel'. At the bottom right, there is a 'Next >>' button.

Slide notes

Here, we see that the request is listed. Next we will return to the Main Menu using the Employee Tab. Select next to continue.

Slide 35 - Slide 35

WEBTA™ Employee

Inbox [9] | Settings | Help | Log Out

Employee Main Menu >

Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Pending	03/02/2015	03/06/2015	17 - Parking Subsidy	\$5.00	03/20/2015 01:55 PM	ROBINSON, WILLIAM

1-1 of 1 Records

View 25 50 100

[Add Dollar Transaction Request](#) [History](#) [Cancel](#)

Slide notes

Slide 36 - Slide 36

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right is a navigation bar with 'Inbox [10] | Settings | Help | Log Out'. The main menu is titled 'Employee Main Menu' and contains several categories of links:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A 'Next >>' button is located in the bottom right corner of the menu area.

Slide notes

As mentioned, the Supervisor will receive a message notifying them of the request. Upon action from the Supervisor, we will receive a message notifying us that the request has been approved or denied. Let's take a look at our Inbox now. Select next to continue.

Slide 37 - Slide 37

WEBTA™ Employee nbox [10] Settings | Help | Log Out

Employee Main Menu

Time	Accounting
Timesheet	Accounts
Timesheet Summary	
Processed Timesheets	
Leave Requests	
Premium Pay Requests	
Dollar Transaction Requests	
Leave Balances	
Schedule	

Reports	Schedule
Reports	Schedule Assignment
	Shifts
	Schedule Templates

Telework	Messages
Telework Requests	Send Message To Timekeeper
Telework Agreements	Send Message To Supervisor

Continuation of Pay (COP)	Leave Transfer Program
COP Events	Leave Donations

Emergency Contacts
My Contacts

Slide notes

Slide 38 - Slide 38


Inbox [0] | Settings | Help | Log Out

Inbox - Messages for DAVIS, BEN

Messages for DAVIS, BEN

Priority	Subject	Sender	Date	Message	Delete
	Dollar Transaction Request Approved	SYSTEM	Mar 20, 2015 1:56:25 PM	ROBINSON, WILLIAM has approved a dollar transaction request for \$ 25.00 starting on 03/02/2015 for DAVIS, BEN.	<input type="checkbox"/>
	Duplicate Logins Detected	SYSTEM	Mar 20, 2015 1:53:22 PM	Your login on 13:53:22 triggered duplicate active sessions with your User ID. This can be caused by logging out incorrectly (not using the log out button when you are done using the application), or by accessing the system with different browsers. If you have not done either of these things recently, someone may be using your account without your knowledge. Please contact the appropriate security personnel.	<input type="checkbox"/>
	Timekeeper Account Added	SYSTEM	Mar 20, 2015 1:13:54 PM	Your Timekeeper, HARRIS, DANIEL added the account, SE_NRCS12345678D, with description, Test DescriptionD.	<input type="checkbox"/>
	Duplicate Logins Detected	SYSTEM	Mar 20, 2015 11:43:13 AM	Your login on 11:43:13 triggered duplicate active sessions with your User ID. This can be caused by logging out incorrectly (not using the log out button when you are done using the application), or by accessing the system with different browsers. If you have not done either of these things recently, someone may be using your account without your knowledge. Please contact the appropriate security personnel.	<input type="checkbox"/>
	Duplicate Logins Detected	SYSTEM	Mar 20, 2015 10:43:05 AM	Your login on 10:43:05 triggered duplicate active sessions with your User ID. This can be caused by logging out incorrectly (not using the log out button when you are done using the application), or by accessing the system with different browsers. If you have not done either of these things recently, someone may be using your account without your knowledge. Please contact the appropriate security personnel.	<input type="checkbox"/>
	Timekeeper Account Added	SYSTEM	Mar 18, 2015 3:16:13 PM	Your Timekeeper, HARRIS, DANIEL added the account, 100000002, with description Next >>	<input type="checkbox"/>
	Timekeeper Account Added	SYSTEM	Mar 18, 2015 3:15:49 PM	Your Timekeeper, HARRIS, DANIEL added the account, 100000001, with description, Sample Account #1.	<input type="checkbox"/>

Slide notes

Note the first message in our inbox stating that the Dollar Transaction Request has been approved. Once Dollar Transactions have been approved by your Supervisor, they will display on your Timesheet. Let's return to the Main Menu and take a look by selecting the Employee tab. Select next to continue.

Slide 39 - Slide 39



Employee

[Inbox \[0\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Inbox - Messages for DAVIS, BEN

Messages for DAVIS, BEN

Priority	Subject	Sender	Date	Message	Delete
	Dollar Transaction Request Approved	SYSTEM	Mar 20, 2015 1:56:25 PM	ROBINSON, WILLIAM has approved a dollar transaction request for \$ 25.00 starting on 03/02/2015 for DAVIS, BEN.	<input type="checkbox"/>
	Duplicate Logins Detected	SYSTEM	Mar 20, 2015 1:53:22 PM	Your login on 13:53:22 triggered duplicate active sessions with your User ID. This can be caused by logging out incorrectly (not using the log out button when you are done using the application), or by accessing the system with different browsers. If you have not done either of these things recently, someone may be using your account without your knowledge. Please contact the appropriate security personnel.	<input type="checkbox"/>
	Timekeeper Account Added	SYSTEM	Mar 20, 2015 1:13:54 PM	Your Timekeeper, HARRIS, DANIEL added the account, SE_NRCS12345678D, with description, Test DescriptionD.	<input type="checkbox"/>
	Duplicate Logins Detected	SYSTEM	Mar 20, 2015 11:43:13 AM	Your login on 11:43:13 triggered duplicate active sessions with your User ID. This can be caused by logging out incorrectly (not using the log out button when you are done using the application), or by accessing the system with different browsers. If you have not done either of these things recently, someone may be using your account without your knowledge. Please contact the appropriate security personnel.	<input type="checkbox"/>
	Duplicate Logins Detected	SYSTEM	Mar 20, 2015 10:43:05 AM	Your login on 10:43:05 triggered duplicate active sessions with your User ID. This can be caused by logging out incorrectly (not using the log out button when you are done using the application), or by accessing the system with different browsers. If you have not done either of these things recently, someone may be using your account without your knowledge. Please contact the appropriate security personnel.	<input type="checkbox"/>
	Timekeeper Account Added	SYSTEM	Mar 18, 2015 3:16:13 PM	Your Timekeeper, HARRIS, DANIEL added the account, 100000002, with description, Sample Account #2.	<input type="checkbox"/>
	Timekeeper Account Added	SYSTEM	Mar 18, 2015 3:15:49 PM	Your Timekeeper, HARRIS, DANIEL added the account, 100000001, with description, Sample Account #1.	<input type="checkbox"/>

Slide notes

Slide 40 - Slide 40

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and contains several categories of links:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A 'Next >>' button is located in the bottom right corner of the menu area.

Slide notes

Let's take a look at the Dollar Transactions Request page again by selecting its link. Select next to continue.

Slide 41 - Slide 41

The screenshot displays the WEBTA Employee main menu. At the top left is the WEBTA logo with a blue and orange grid icon. To its right is a dark blue bar with the text "Employee". Further right is another dark blue bar containing "Inbox [9] | Settings | Help | Log Out". Below the header is the "Employee Main Menu" section, which is organized into several categories, each with a light gray header and a list of menu items:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

Slide notes

Slide 42 - Slide 42

WEBTA™ Employee Inbox [10] | Settings | Help | Log Out

[Employee Main Menu >](#)

Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Approved	03/02/2015	03/06/2015	17 - Parking Subsidy	\$5.00	03/20/2015 01:56 PM	ROBINSON, WILLIAM

1-1 of 1 Records View

Slide notes

Here, we can see that our request is now approved. Let's return to the Main Menu using the Employee tab. Select next to continue.

Slide 43 - Slide 43

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo with a red square icon. To its right is a navigation menu with 'Employee' highlighted in a red box. Further right is a dark blue bar with 'Inbox [10] | Settings | Help | Log Out'. Below the logo is a link for 'Employee Main Menu >'. The main heading is 'Dollar Transaction Requests - Current'. Below this is a table with the following data:

Status	Start Date	End Date	Transaction Code	Amount	Submission Date	Supervisor
Approved	03/02/2015	03/06/2015	17 - Parking Subsidy	\$5.00	03/20/2015 01:56 PM	ROBINSON, WILLIAM

Below the table, it shows '1-1 of 1 Records' and navigation arrows. On the right, there are 'View' options: 25, 50, and 100. At the bottom, there are three buttons: 'Add Dollar Transaction Request', 'History', and 'Cancel'.

Slide notes

Slide 44 - Slide 44

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [10]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and contains several categories of links:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

A 'Next >>' button is located at the bottom right of the menu area.

Slide notes

Now, let's take a look at our Timesheet by clicking the link. Select next to continue.

Slide 45 - Slide 45

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [10]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- Time**
 - Timesheet** (highlighted with a red border)
 - Timesheet Summary
 - Processed Timesheets
 - Leave Requests
 - Premium Pay Requests
 - Dollar Transaction Requests
 - Leave Balances
 - Schedule
- Accounting**
 - Accounts
- Schedule**
 - Schedule Assignment
 - Shifts
 - Schedule Templates
- Messages**
 - Send Message To Timekeeper
 - Send Message To Supervisor
- Leave Transfer Program**
 - Leave Donations
- Emergency Contacts**
 - My Contacts
- Reports**
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events

Slide notes

USDA Employee webTA Dollar Transactions

Slide 46 - Slide 46

WEBTA™

Employee

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

Timesheet

Employee: Davis, Ben

Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S Select Pay Period

Work Time

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Time In														
Time Out														
Meal Time														

Transaction	Account													
X 01 - Regular Base Pay	Select Account													
Work Time Total														

Leave Time

Absence Start	Absence End													

Transaction	Account													
Leave Time Total														
Daily Total														

Unvalidated
Validated
Certified
Sent

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

Next >>

Slide notes

Let's scroll down to view the bottom of the Timesheet. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 47 - Slide 47

WEBTA™

Employee

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

Timesheet

Employee: Davis, Ben
Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

Work Time

Unvalidated Validated Certified Sent

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20																																																																
Time In																																																																														
Time Out																																																																														
Meal Time																																																																														
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 15%;">Transaction</th> <th style="width: 15%;">Account</th> <th>Sun 3/08</th> <th>Mon 3/09</th> <th>Tue 3/10</th> <th>Wed 3/11</th> <th>Thu 3/12</th> <th>Fri 3/13</th> <th>Sat 3/14</th> <th style="background-color: #e0e0e0;">Wk1</th> <th>Sun 3/15</th> <th>Mon 3/16</th> <th>Tue 3/17</th> <th>Wed 3/18</th> <th>Thu 3/19</th> <th>Fri 3/20</th> </tr> </thead> <tbody> <tr> <td>X 01 - Regular Base Pay</td> <td>Select Account</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #e0e0e0;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Work Time Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #e0e0e0;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>															Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	X 01 - Regular Base Pay	Select Account															Work Time Total																															
Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20																																																															
X 01 - Regular Base Pay	Select Account																																																																													
Work Time Total																																																																														
Leave Time <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 15%;">Absence Start</th> <th style="width: 15%;">Absence End</th> <th>Sun 3/08</th> <th>Mon 3/09</th> <th>Tue 3/10</th> <th>Wed 3/11</th> <th>Thu 3/12</th> <th>Fri 3/13</th> <th>Sat 3/14</th> <th style="background-color: #e0e0e0;">Wk1</th> <th>Sun 3/15</th> <th>Mon 3/16</th> <th>Tue 3/17</th> <th>Wed 3/18</th> <th>Thu 3/19</th> <th>Fri 3/20</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #e0e0e0;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Leave Time Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #e0e0e0;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Daily Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="background-color: #e0e0e0;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>															Absence Start	Absence End	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20																	Leave Time Total																Daily Total															
Absence Start	Absence End	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20																																																															
Leave Time Total																																																																														
Daily Total																																																																														
Dollar Transactions <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="width: 15%;">Transaction</th> <th style="width: 25%;">Account</th> <th style="width: 15%;">Date</th> <th style="width: 45%;">Amount</th> </tr> </thead> <tbody> <tr> <td>17 - Parking Subsidy</td> <td>SE_NRCS12345678D (Test DescriptionD)</td> <td>Mon 3/02</td> <td>5.00</td> </tr> <tr> <td>17 - Parking Subsidy</td> <td>SE_NRCS12345678D (Test DescriptionD)</td> <td>Tue 3/03</td> <td>5.00</td> </tr> <tr> <td>17 - Parking Subsidy</td> <td>SE_NRCS12345678D (Test DescriptionD)</td> <td>Wed 3/04</td> <td>5.00</td> </tr> <tr> <td>17 - Parking Subsidy</td> <td>SE_NRCS12345678D (Test DescriptionD)</td> <td>Thu 3/05</td> <td>5.00</td> </tr> <tr> <td>17 - Parking Subsidy</td> <td>SE_NRCS12345678D (Test DescriptionD)</td> <td>Fri 3/06</td> <td>5.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Dollar Total</td> <td>25.00</td> </tr> </tbody> </table>															Transaction	Account	Date	Amount	17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00	17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00	17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00	17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00	17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00	Dollar Total			25.00																																				
Transaction	Account	Date	Amount																																																																											
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00																																																																											
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00																																																																											
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00																																																																											
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00																																																																											
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00																																																																											
Dollar Total			25.00																																																																											

Slide notes

Slide 48 - Slide 48

WEBTA™ Employee
Inbox [10] | Settings | Help | Log Out

Employee Main Menu >

Unvalidated
Validated
Certified
Sent

Timesheet

Employee: Davis, Ben
Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S Select Pay Period
Work Time

Timesheet Type: Regular
Status: Unvalidated

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Time In														
Time Out														
Meal Time														
Transaction		Account												
<input checked="" type="checkbox"/>	01 - Regular Base Pay		Select Account											
Work Time Total														

Leave Time

Absence Start														
Absence End														
Transaction		Account												
<input checked="" type="checkbox"/>	Leave Time Total													
Daily Total														

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

Slide notes

USDA Employee webTA Dollar Transactions

Slide 49 - Slide 49

+		Time In																		
+		Time Out																		
+		Meal Time																		

Transaction	Account																			
X 01 - Regular Base Pay	Select Account																			
+		Work Time Total																		

Leave Time

+		Absence Start																		
+		Absence End																		

Transaction	Account																			
+		Leave Time Total																		
+		Daily Total																		

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

Schedule | **Totals** | **Remarks (0)** | **Leave Balances** | **Telework**

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16	03/17	03/18	03/19	03/20	03/21

Action Remarks:

Characters Remaining: 255

[Next >>](#)

[Save](#) | [Validate](#) | [Delete Timesheet](#) | [Remove All Entries](#) | [Cancel](#)

Slide notes

Here, we see the dollar transactions for each day of our request, and the total at the bottom. Next, we will scroll back to the top of the page and return to the Main Menu. Select next to continue.

USDA Employee webTA Dollar Transactions

Slide 50 - Slide 50

+		Time In																		
		Time Out																		
		Meal Time																		

Transaction	Account																			
X 01 - Regular Base Pay	Select Account																			
+		Work Time Total																		

Leave Time

+		Absence Start																		
		Absence End																		

Transaction	Account																			
+		Leave Time Total																		
		Daily Total																		

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

Schedule | **Totals** | **Remarks (0)** | **Leave Balances** | **Telework**

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16	03/17	03/18	03/19	03/20	03/21

Action Remarks:

Characters Remaining: 255

Slide notes

USDA Employee webTA Dollar Transactions

Slide 51 - Slide 51

+		Time In																		
		Time Out																		
		Meal Time																		

Transaction	Account																			
X 01 - Regular Base Pay	Select Account																			
+		Work Time Total																		

Leave Time

+		Absence Start																		
		Absence End																		

Transaction	Account																			
+		Leave Time Total																		
		Daily Total																		

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

Schedule **Totals** **Remarks (0)** **Leave Balances** **Telework**

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16	03/17	03/18	03/19	03/20	03/21

Action Remarks:

Characters Remaining: 255

Slide notes

USDA Employee webTA Dollar Transactions

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WEBTA™

Employee

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

Timesheet

Employee: Davis, Ben

Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S Select Pay Period

Work Time

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Time In														
Time Out														
Meal Time														

Transaction	Account													
X 01 - Regular Base Pay	Select Account													
Work Time Total														

Leave Time

	Absence Start	Absence End												

Transaction	Account													
Leave Time Total														
Daily Total														

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

Slide notes

USDA Employee webTA Dollar Transactions

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Employee

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

Timesheet

Employee: Davis, Ben
Pay Period: 05 - 2015 : Mar 08, 2015-Mar 21, 2015 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

Work Time

Unvalidated Validated Certified Sent

	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Time In														
Time Out														
Meal Time														

Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
X 01 - Regular Base Pay	Select Account														
Work Time Total															

Leave Time

Absence Start	Absence End	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20

Transaction	Account	Sun 3/08	Mon 3/09	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Wk1	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Mon 3/02	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Tue 3/03	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Wed 3/04	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Thu 3/05	5.00
17 - Parking Subsidy	SE_NRCS12345678D (Test DescriptionD)	Fri 3/06	5.00
Dollar Total			25.00

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The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right, there are links for 'Inbox [10]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories, each with a header and a list of items:

- Time**
 - [Timesheet](#)
 - [Timesheet Summary](#)
 - [Processed Timesheets](#)
 - [Leave Requests](#)
 - [Premium Pay Requests](#)
 - [Dollar Transaction Requests](#)
 - [Leave Balances](#)
 - [Schedule](#)
- Accounting**
 - [Accounts](#)
- Schedule**
 - [Schedule Assignment](#)
 - [Shifts](#)
 - [Schedule Templates](#)
- Messages**
 - [Send Message To Timekeeper](#)
 - [Send Message To Supervisor](#)
- Leave Transfer Program**
 - [Leave Donations](#)
- Emergency Contacts**
 - [My Contacts](#)
- Reports**
 - [Reports](#)
- Telework**
 - [Telework Requests](#)
 - [Telework Agreements](#)
- Continuation of Pay (COP)**
 - [COP Events](#)

Slide notes

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Slide notes

Slide 56 - Finish



Slide notes

You have completed this lesson. To continue, select the Finish button.