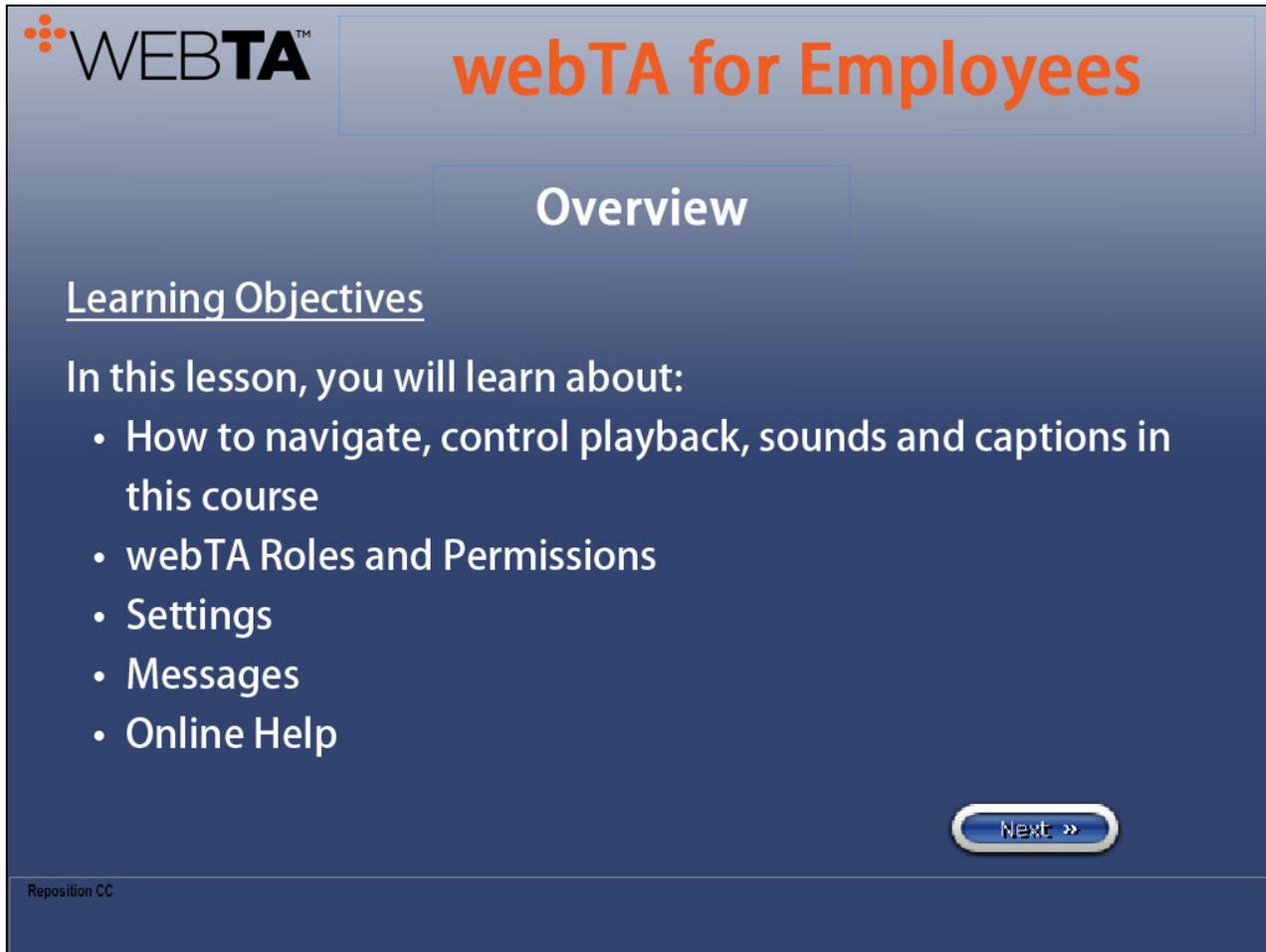


**Slide 1 - Learning Objectives**



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' in white. To the right of the logo, the title 'webTA for Employees' is written in a large, bold, orange font. Below the title, the word 'Overview' is centered in a white font. Underneath, the text 'Learning Objectives' is underlined in white. A list of five bullet points follows, all in white text. At the bottom right, 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.

**WEBTA™**

# webTA for Employees

## Overview

### Learning Objectives

In this lesson, you will learn about:

- How to navigate, control playback, sounds and captions in this course
- webTA Roles and Permissions
- Settings
- Messages
- Online Help

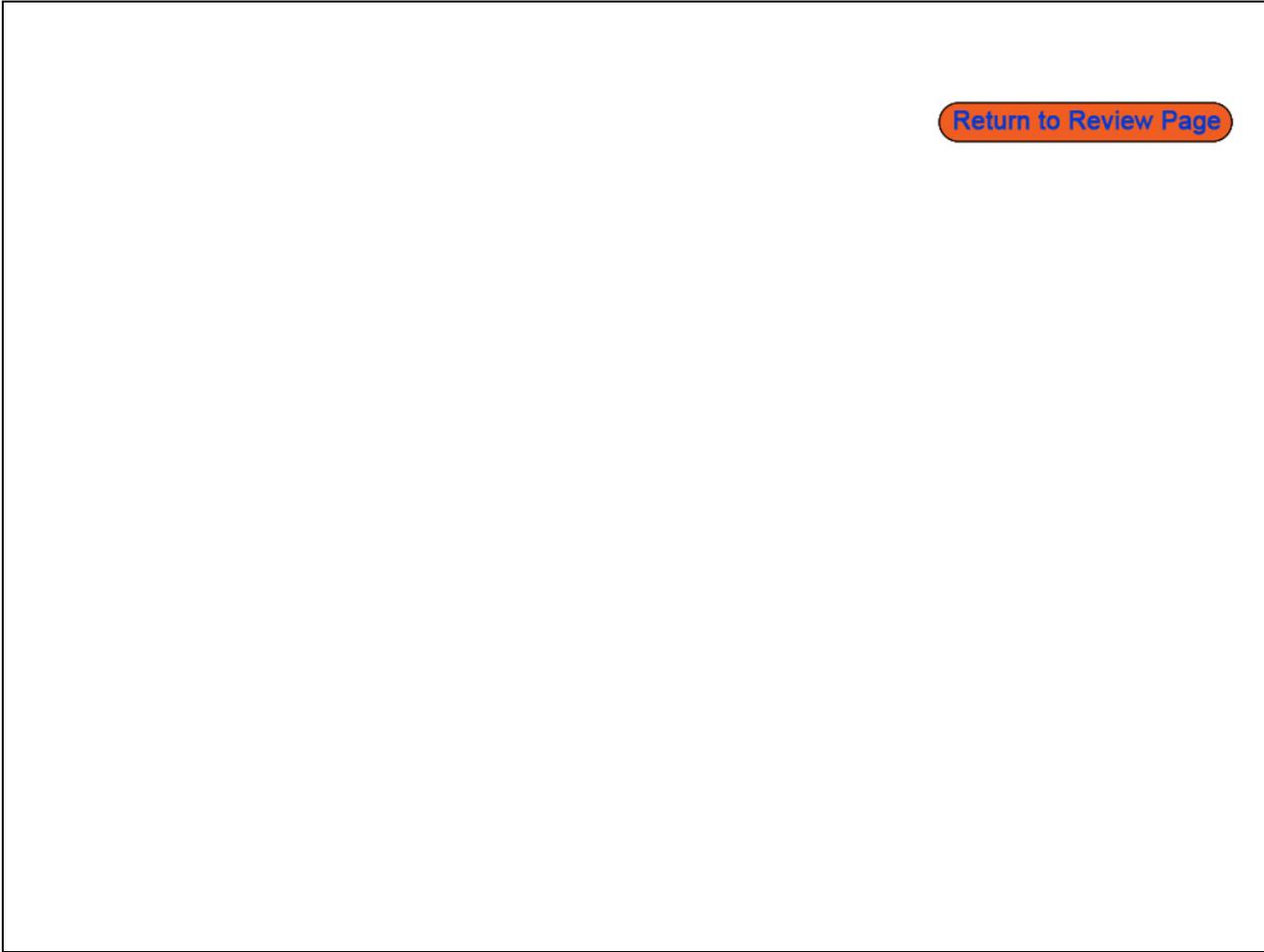
Next >>

Reposition CC

**Slide notes**

Welcome to the webTA for Employees training course. In this lesson, you will learn about how to navigate, control playback, sounds and captions in this course, webTA Roles and Permissions, Settings, Messages, and Online Help. Select the Next button to continue.

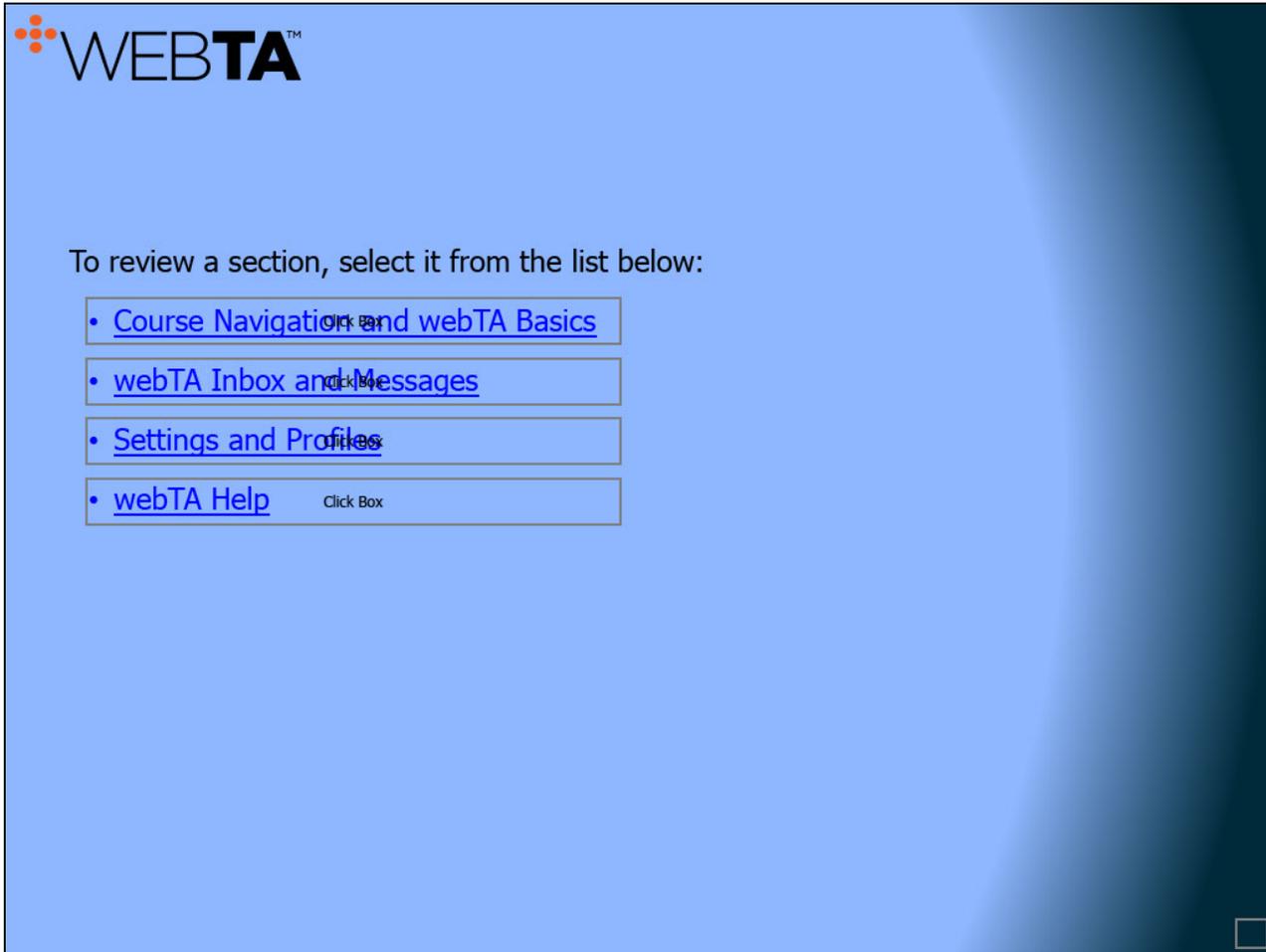
**Slide 2 - Slide 2**



[Return to Review Page](#)

**Slide notes**

**Slide 3 - Review**



The screenshot shows the webTA interface with a blue gradient background. In the top left corner is the webTA logo, consisting of four orange dots in a square pattern followed by the text "WEBTA™". Below the logo, the text "To review a section, select it from the list below:" is displayed. Underneath this text is a vertical list of four items, each enclosed in a light blue rectangular box with a thin border. Each item consists of a blue bullet point followed by a blue underlined link and the text "Click Box" in a smaller font to the right of the link. The items are: "• [Course Navigation and webTA Basics](#) Click Box", "• [webTA Inbox and Messages](#) Click Box", "• [Settings and Profiles](#) Click Box", and "• [webTA Help](#) Click Box". A small white square icon is located in the bottom right corner of the slide area.

**Slide notes**

Slide 4 - Slide 4

Slide 1 of 10

WEBTA™ Employee

Inbox [8] | Settings | Help | Log Out

### Employee Main Menu

Time	Accounting
<a href="#">Timesheet</a>	<a href="#">Accounts</a>
<a href="#">Timesheet Summary</a>	
<a href="#">Processed Timesheets</a>	
<a href="#">Leave Requests</a>	
<a href="#">Premium Pay Requests</a>	
<a href="#">Dollar Transaction Requests</a>	
<a href="#">Leave Balances</a>	
<a href="#">Schedule</a>	

Schedule
<a href="#">Schedule Assignment</a>
<a href="#">Shifts</a>
<a href="#">Schedule Templates</a>

Messages
<a href="#">Send Message To Timekeeper</a>
<a href="#">Send Message To Supervisor</a>

Leave Transfer Program
<a href="#">Leave Donations</a>

Emergency Contacts
<a href="#">My Contacts</a>

Reports
<a href="#">Reports</a>

Telework
<a href="#">Telework Requests</a>
<a href="#">Telework Agreements</a>

Continuation of Pay (COP)
<a href="#">COP Events</a>

Next >>

Slide notes

Before we begin, here are a few tips for navigating through this tutorial. Use the controls at the bottom-left corner of your screen to pause and play the presentation, go back to the previous slide, turn the audio on, or off and enable or disable Closed Captions.

In addition to the controls in the play bar, you will be prompted to select Next buttons, and links and buttons on your screen to advance the presentation. Unless otherwise noted, these buttons will appear in the lower right portion of your screen.

Select next to continue.

Slide 5 - Slide 5

The screenshot displays the 'Employee Main Menu' in the webTA system. At the top left is the 'WEBTA™' logo with 'Employee' written below it. At the top right, there are navigation links: 'Inbox [8] | Settings | Help | Log Out'. The main menu is organized into several categories, each with 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

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

Slide notes

webTA utilizes an easy, intuitive role-based interface. All users are assigned the Employee role which allows them to perform time and attendance functions on their own behalf. These functions will be covered in later modules. Select next to continue.

Slide 6 - Slide 6

The screenshot shows the WEBTA interface for a Supervisor. At the top left is the WEBTA logo. To its right are two tabs: 'Employee' and 'Supervisor', with the 'Supervisor' tab highlighted and outlined in orange. Further right in the top navigation bar are links for 'Inbox [16]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is the title 'Supervisor Main Menu'. The main content area is divided into several sections:

- Employees**: Certify All, Select Employees, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.

In the bottom right corner of the main content area, there is a blue button with the text 'Next >>'.

Slide notes

In some cases, users will also be assigned additional roles in webTA. For example, if you are a Supervisor, the Supervisor role menu tab will appear beside the Employee tab. Click on the tab for the role to display that role's Main Menu. Here, we will select the Employee tab. Select next to continue.

Slide 7 - Slide 7

The screenshot displays the WEBTA™ interface for a Supervisor. The top navigation bar includes the WEBTA logo, a user profile dropdown with 'Employee' and 'Supervisor' options, and utility links for 'Inbox [16]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Supervisor Main Menu' and is organized into several functional categories:

- Employees:** Certify All, Select Employees, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Schedule:** Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment:** My Delegates.
- Emergency Contacts:** Employee Contacts.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework:** Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP):** COP Events.

The URL at the bottom left of the interface is [webta.kronosfederal.com/nfchost8/.../EmployeeMainMenu](http://webta.kronosfederal.com/nfchost8/.../EmployeeMainMenu).

Slide notes

Slide 8 - Slide 8

The screenshot displays the 'Employee Main Menu' in the webTA system. At the top left is the 'WEBTA™ Employee' logo. At the top right, there are navigation links: 'Inbox [8]', 'Settings | Help | Log Out'. The main menu is organized into several categories:

- 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
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts

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

**Slide notes**

Now we are logged back in as an Employee. In the upper right corner of the screen, note the links for Inbox, Settings, Help and Log Out.

The Inbox contains both system-generated and user messages. When you have new messages in your Inbox, the number of new messages appears in parentheses next to the Inbox link. Select next to view the Inbox.

Slide 9 - Slide 9

**WEBTA™** Employee Inbox [8] | Settings | Help | Log Out

### Employee Main Menu

<b>Time</b>	<b>Accounting</b>
<a href="#">Timesheet</a>	<a href="#">Accounts</a>
<a href="#">Timesheet Summary</a>	
<a href="#">Processed Timesheets</a>	<b>Schedule</b>
<a href="#">Leave Requests</a>	<a href="#">Schedule Assignment</a>
<a href="#">Premium Pay Requests</a>	<a href="#">Shifts</a>
<a href="#">Dollar Transaction Requests</a>	<a href="#">Schedule Templates</a>
<a href="#">Leave Balances</a>	<b>Messages</b>
<a href="#">Schedule</a>	<a href="#">Send Message To Timekeeper</a>
	<a href="#">Send Message To Supervisor</a>
<b>Reports</b>	<b>Leave Transfer Program</b>
<a href="#">Reports</a>	<a href="#">Leave Donations</a>
<b>Telework</b>	<b>Emergency Contacts</b>
<a href="#">Telework Requests</a>	<a href="#">My Contacts</a>
<a href="#">Telework Agreements</a>	
<b>Continuation of Pay (COP)</b>	
<a href="#">COP Events</a>	

webta.kronosfederal.com/nfchost8/UserMessage

Slide notes

Slide 10 - Slide 10

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with 'WEBTA™ Employee' on the left and 'Inbox [0] | Settings | Help | Log Out' on the right. Below this, the page title is 'Inbox - Messages for DAVIS, BEN'. The main content is a table of messages:

Priority	Subject	Sender	Date	Message	Delete
	Validate Timesheet Reminder	Harris, Daniel	Sep 18, 2013 7:45:26 AM	Don't forget to validate your timesheet before you leave for vacation!	<input type="checkbox"/>
	Leave Request Approved	SYSTEM	Sep 18, 2013 7:42:14 AM	Robinson, William has approved the leave request for 8:00 hours submitted on 09/17/2013 for Clark, Alexander.	<input type="checkbox"/>
<b>!</b>	Password Updated	SYSTEM	Sep 17, 2013 12:15:15 PM	Your password has been reset by admin. If you did not expect for your password to be reset, please contact the appropriate security personnel.	<input type="checkbox"/>

Below the table, there is a status bar showing '1-3 of 3 Records' and navigation icons. At the bottom left, there are buttons for 'Delete Page' and 'Delete All'. At the bottom right, there is a 'Next >>' button.

Slide notes

Here, we can see a sample of the types of messages you will receive. We have a reminder message from our Timekeeper, a system message notifying us that a leave request has been approved by our Supervisor, and a high priority message relating to our password. High priority messages are marked with the exclamation mark in the priority column.

It is a good idea to check your messages regularly. In the far right column of each message, there is an X button that can be selected to delete the individual message. The Delete Page button will delete all the messages displaying on the current page and the Delete All button removes all messages from your Inbox.

Now, we will return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 11 - Slide 11

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo with 'Employee' next to it. On the top right, there are navigation links: 'Inbox [0] | Settings | Help | Log Out'. Below the header, the page title is 'Inbox - Messages for DAVIS, BEN'. A table lists three messages:

Priority	Subject	Sender	Date	Message	Delete
	Validate Timesheet Reminder	Harris, Daniel	Sep 18, 2013 7:45:26 AM	Don't forget to validate your timesheet before you leave for vacation!	<input type="checkbox"/>
	Leave Request Approved	SYSTEM	Sep 18, 2013 7:42:14 AM	Robinson, William has approved the leave request for 8:00 hours submitted on 09/17/2013 for Clark, Alexander.	<input type="checkbox"/>
	Password Updated	SYSTEM	Sep 17, 2013 12:15:15 PM	Your password has been reset by admin. If you did not expect for your password to be reset, please contact the appropriate security personnel.	<input type="checkbox"/>

Below the table, it shows '1-3 of 3 Records' on the left, navigation arrows in the center, and 'View 25 50 100' on the right. At the bottom left, there are two buttons: 'Delete Page' and 'Delete All'.

Slide notes

Slide 12 - Slide 12

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 [0] | 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

Note that after we viewed our Inbox, the number next to the link is now zero. If you need to send a message to your Timekeeper or Supervisor, select either link from the Main Menu. In this example, we are going to select Send Message to Supervisor. Select next to continue.

Slide 13 - Slide 13

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with the word 'Employee' in a dark blue box. At the top right, a navigation bar contains 'Inbox [0] | Settings | Help | Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories, each with a light gray header and a list of links in a white box with a thin border:

- 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 14 - Slide 14

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. The top right shows 'Inbox [0] | Settings | Help | Log Out'. Below the header is a navigation link 'Employee Main Menu >'. The main heading is 'Send Message To Supervisor'. The form contains the following elements:

- Recipients:** Robinson, William
- \* Subject:** A text input field followed by a red exclamation mark icon and the text 'High Importance'.
- \* Body:** A large, empty text area for composing the message.
- Buttons:** 'Send Message' and 'Cancel' are located below the body field. A 'Next >>' button is located at the bottom right of the form area.

**Slide notes**

Select the Subject field to enter a subject and the High Importance link to make this message a high priority message. Then enter your message in the body field. Select next to continue.

Slide 15 - Slide 15

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo with the word 'Employee' in a dark blue box. To the right, a navigation bar contains 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link for 'Employee Main Menu >'. The main heading is 'Send Message To Supervisor'. The form contains the following elements:

- Recipients:** Robinson, William
- \* Subject:** A text input field followed by a red exclamation mark icon and the text 'High Importance'.
- \* Body:** A large, empty text area for composing the message.
- Buttons:** 'Send Message' and 'Cancel' buttons located at the bottom left of the form.

Slide notes

Slide 16 - Slide 16

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. The top right navigation bar includes 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a breadcrumb 'Employee Main Menu >'. The main heading is 'Send Message To Supervisor'. The form contains the following elements:

- Recipients:** Robinson, William
- \* Subject:** A text input field containing 'New Leave Request' with a yellow highlight, followed by a red exclamation mark icon and the text 'High Importance'.
- \* Body:** A large, empty text area for composing the message.
- Buttons:** 'Send Message' and 'Cancel' buttons located at the bottom of the form.

Slide notes

Slide 17 - Slide 17

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Send Message To Supervisor

Recipients: Robinson, William

\* Subject:  ! High Importance

\* Body:

Slide notes

Slide 18 - Slide 18

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. The top right navigation bar contains 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a link for 'Employee Main Menu >'. The main heading is 'Send Message To Supervisor'. The form fields are as follows:

- Recipients:** Robinson, William
- \* Subject:** New Leave Request (with a 'High Importance' indicator)
- \* Body:** Please take a look at the Leave Request I just submitted as soon as you can

At the bottom of the form are two buttons: 'Send Message' and 'Cancel'.

Slide notes

Slide 19 - Slide 19

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

[Employee Main Menu >](#)

### Send Message To Supervisor

**Recipients:** Robinson, William

**\* Subject:**  ! High Importance

**\* Body:**

Please take a look at the Leave Request I just submitted as soon as you can!

Slide notes

Slide 20 - Slide 20

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Send Message To Supervisor

**Recipients:** Robinson, William

**\* Subject:**  ! High Importance

**\* Body:**

Please take a look at the Leave Request I just submitted as soon as you can!

Thanks.

[Resize handle]

Slide notes

Slide 21 - Slide 21

**WEBTA™** Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

### Send Message To Supervisor

**Recipients:** Robinson, William

**\* Subject:**  ! High Importance

**\* Body:**

Please take a look at the Leave Request I just submitted as soon as you can!

Thanks.

Slide notes

Slide 22 - Slide 22

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. The top right navigation bar contains 'Inbox [0] | Settings | Help | Log Out'. Below the navigation is a breadcrumb 'Employee Main Menu >'. The main heading is 'Send Message To Supervisor'. A blue confirmation banner reads 'Message successfully sent to WROBINSON'. Below this, the recipient is listed as 'ROBINSON, WILLIAM'. The 'Subject' field is empty with a red exclamation mark icon and the text 'High Importance'. The 'Body' field is a large, empty text area. At the bottom left are 'Send Message' and 'Cancel' buttons. At the bottom right is a blue 'Next >>' button.

Slide notes

Note the confirmation message indicating that our message has been sent. Next, we will select the Employee Tab to return to the Main Menu. Select next to continue.



Slide 24 - Slide 24

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 [8]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- 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 the right of the Inbox link is Settings. Settings contains multiple pages relating to your Employee and Timesheet Profiles. Select next to continue.

Slide 25 - Slide 25

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with the word 'Employee' next to it. At the top right, there are navigation links: 'Inbox [8]', '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

At the bottom left of the page, there is a small URL: [webta.kronosfederal.com/nfchost8/UserProfileEntry](http://webta.kronosfederal.com/nfchost8/UserProfileEntry).

Slide notes

Slide 26 - Slide 26

The screenshot displays the 'Employee Profile' page for 'DAVIS, BEN'. The page header includes the 'WEBTA' logo and 'Employee' tab, with navigation links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The profile information is as follows:

- User ID:** BDAVIS
- First Name:** BEN
- Middle Name:**
- Last Name:** DAVIS
- Employee ID:**
- E Auth Internal ID:**
- Active:**
- Essential:**
- \* Supervisor:** ROBINSON, WILLIAM
- Timekeeper:** HARRIS, DANIEL
- \* Organization:** NRCS 01 00 0000 00 00 00 00
- E-Mail Address:** bdavis@usda.gov
- Timezone:** GMT -5:00 Eastern Time (US & Canada), Bogota, Lima
- Start Page:** HighestRole
- POI:** 4815
- Override EmpowHR Supervisor Assignment:**

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

Slide notes

The Employee Profile page contains basic information about your profile, including your Supervisor, Timekeeper, Organization and email address.

The Start Page dropdown menu allows you to modify which Main Menu you see when you log in to webTA. This setting only applies to users who have more than one role assigned to them in webTA; such as Supervisors, or Timekeepers. The default setting is to show the Highest Role. Select next to continue.

Slide 27 - Slide 27

The screenshot shows the WEBTA Employee Profile page for BEN DAVIS. The page has a header with the WEBTA logo and 'Employee' tab, and navigation links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Employee Profile » DAVIS, BEN'. On the left is a sidebar with navigation links: 'Settings »', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details', 'Timesheet Profile', and 'Telework'. The main area contains a list of fields for the employee profile, with a note that items marked with an asterisk are required. The fields are: User ID: BDAVIS; First Name: BEN; Middle Name: ; Last Name: DAVIS; Employee ID: ; E Auth Internal ID: ; Active: ; Essential: ; \* Supervisor: ROBINSON, WILLIAM; Timekeeper: HARRIS, DANIEL; \* Organization: NRCS 01 00 0000 00 00 00 00; E-Mail Address: bdavis@usda.gov; Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima; Start Page: HighestRole; POI: 4815; and Override EmpowHR Supervisor Assignment: .

Slide notes

Next, we will look at the Licenses page.

Slide 28 - Slide 28

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and the word 'Employee'. At the top right is a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. Below the header, the page title is 'Licenses » DAVIS, BEN'. On the left side, there is a vertical menu with links: Settings, Licenses » (highlighted), Calendars, Roles, Timesheet Details, Timesheet Profile, and Telework. Below the menu is a table of licenses:

License
<input checked="" type="checkbox"/> webTA
<input checked="" type="checkbox"/> webTA Advanced Scheduling
<input checked="" type="checkbox"/> webTA Continuation of Pay
<input checked="" type="checkbox"/> webTA Emergency Contacts Management
<input type="checkbox"/> webTA Labor Management
<input checked="" type="checkbox"/> webTA NFC Bi-Directional Interface
<input checked="" type="checkbox"/> webTA Telework
<input type="checkbox"/> webTA Web Services

At the bottom right of the page, there is a blue button labeled 'Next >>'.

Slide notes

The Licenses page displays the webTA licenses assigned to your profile. Next, we will look at the Calendars page. Select next to continue.

Slide 29 - Slide 29

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and the word "Employee". At the top right is a navigation bar with "Inbox [8] | Settings | Help | Log Out". Below the header, the page title is "Licenses » DAVIS, BEN". On the left side, there is a navigation menu with links: Settings, Licenses » (highlighted), Calendars, Roles, Timesheet Details, Timesheet Profile, and Telework. Below the menu is a row of seven orange dots. The main content area contains a table with the following structure:

License
<input checked="" type="checkbox"/> webTA
<input checked="" type="checkbox"/> webTA Advanced Scheduling
<input checked="" type="checkbox"/> webTA Continuation of Pay
<input checked="" type="checkbox"/> webTA Emergency Contacts Management
<input type="checkbox"/> webTA Labor Management
<input checked="" type="checkbox"/> webTA NFC Bi-Directional Interface
<input checked="" type="checkbox"/> webTA Telework
<input type="checkbox"/> webTA Web Services

Slide notes

Slide 30 - Slide 30

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo and the word 'Employee'. At the top right is a navigation bar with 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. Below the header, the page title is 'Calendars » DAVIS, BEN'. On the left side, there is a vertical navigation menu with links for 'Settings', 'Licenses', 'Calendars »', 'Roles', 'Timesheet Details', 'Timesheet Profile', and 'Telework'. The 'Calendars »' link is highlighted with a blue bar and a series of orange dots. The main content area contains a table with two columns: 'Calendar' and 'Calendar Type'. The table has one row with a checked checkbox, 'US Federal Holiday Calendar', and 'Holiday Calendar'.

Calendar	Calendar Type
<input checked="" type="checkbox"/> US Federal Holiday Calendar	Holiday Calendar

Slide notes

Slide 31 - Slide 31

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' label. At the top right is a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. Below this is the breadcrumb 'Calendars » DAVIS, BEN'. On the left is a vertical menu with links: Settings, Licenses, Calendars (selected), Roles, Timesheet Details, Timesheet Profile, and Telework. Below the menu is a table of calendars:

Calendar	Calendar Type
<input checked="" type="checkbox"/> US Federal Holiday Calendar	Holiday Calendar

At the bottom right of the page is a blue button labeled 'Next >>'.

Slide notes

The Calendars page is also read-only, and contains the Holiday Calendar that applies to your profile. Federal Holidays will automatically populate to your timesheet based on this calendar. Next, we will look at the Roles page. Select next to continue.

Slide 32 - Slide 32

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 is a navigation bar with "Inbox [8] | Settings | Help | Log Out". Below the header, the page title is "Calendars » DAVIS, BEN". On the left side, there is a vertical navigation menu with links for "Settings", "Licenses", "Calendars »", "Roles", "Timesheet Details", "Timesheet Profile", and "Telework". The "Calendars »" link is highlighted with a blue bar and a series of orange dots below it. The main content area contains a table with two columns: "Calendar" and "Calendar Type".

Calendar	Calendar Type
<input checked="" type="checkbox"/> US Federal Holiday Calendar	Holiday Calendar

Slide notes

Slide 33 - Slide 33

The screenshot shows the 'Role Assignments' page for user 'DAVIS, BEN'. The page header includes the 'WEBTA' logo, the user's name 'Employee', and navigation links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. A left sidebar contains navigation options: 'Settings', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details', 'Timesheet Profile', and 'Telework'. The main content area is titled 'Role Assignments » DAVIS, BEN' and contains a table with two columns: 'Role' and 'Properties'. The 'Employee' role is selected with a checked checkbox. A 'Next >>' button is located at the bottom right of the table area.

Role	Properties
<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Disable Auto Spend Deferred LTP
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Self Certify
<input type="checkbox"/> Master Timekeeper	<input type="checkbox"/> Local Corrections <input type="checkbox"/> Editable
<input type="checkbox"/> Master Supervisor	
<input type="checkbox"/> HR Administrator	<input type="checkbox"/> Org Tree Menu On <input type="checkbox"/> Agency <input type="checkbox"/> Department <input type="checkbox"/> BiDirectional Config Menu On <input type="checkbox"/> LTP Menu On
<input type="checkbox"/> Administrator	
<input type="checkbox"/> Account Manager	
<input type="checkbox"/> COP Administrator	
<input type="checkbox"/> ECM Administrator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Help Desk User	<input type="checkbox"/> Org Tree Menu On <input type="checkbox"/> LTP Menu On
<input type="checkbox"/> Leave Transfer Program Manager	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Telework Coordinator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Telework Managing Officer	<input type="checkbox"/> Department <input type="checkbox"/> Agency

Slide notes

Here, you can see a read-only list of the available roles in webTA and their properties. These role assignments are managed by your Human Resources department. Next, we will select the Timesheet Details page. Select next to continue.

Slide 34 - Slide 34


Employee

[Inbox \[8\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Role Assignments » DAVIS, BEN

[Settings](#)

[Licenses](#)

[Calendars](#)

● ● ● ● ● ● ● ●

[Roles »](#)

[Timesheet Details](#)

[Timesheet Profile](#)

[Telework](#)

Role	Properties
<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Disable Auto Spend Deferred LTP
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Self Certify
<input type="checkbox"/> Master Timekeeper	<input type="checkbox"/> Local Corrections <input type="checkbox"/> Editable
<input type="checkbox"/> Master Supervisor	
<input type="checkbox"/> HR Administrator	<input type="checkbox"/> Org Tree Menu On <input type="checkbox"/> Agency <input type="checkbox"/> Department <input type="checkbox"/> BiDirectional Config Menu On <input type="checkbox"/> LTP Menu On
<input type="checkbox"/> Administrator	
<input type="checkbox"/> Account Manager	
<input type="checkbox"/> COP Administrator	
<input type="checkbox"/> ECM Administrator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Help Desk User	<input type="checkbox"/> Org Tree Menu On <input type="checkbox"/> LTP Menu On
<input type="checkbox"/> Leave Transfer Program Manager	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Telework Coordinator	<input type="checkbox"/> Agency <input type="checkbox"/> Department
<input type="checkbox"/> Telework Managing Officer	<input type="checkbox"/> Department <input type="checkbox"/> Agency

Slide notes

Slide 35 - Slide 35

The screenshot displays the 'WEBTA™ Employee' interface. At the top, there is a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. The main heading is 'Timesheet Details » DAVIS, BEN'. On the left, a sidebar contains links for 'Settings', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details »', 'Timesheet Profile', and 'Telework'. The main content area includes a note: 'Items marked with an asterisk\* are required.' Below this, the 'Timesheet Details' section shows 'Retain Data Type: Entries Only - No Times' and 'Start Pay Period for Timesheet: 01 - 2015 : Jan 11, 2015 - Jan 24, 2015'. The 'Timesheet Entry Type' is set to 'Hours'. The 'Approvers' section lists 'Timekeeper: HARRIS, DANIEL' and '\* Supervisor: ROBINSON, WILLIAM'. A 'Next >>' button is located at the bottom right of the page.

Slide notes

The Timesheet Details page contains additional read-only information about your webTA record. The Retain Data Type setting controls what information is added to your timesheet at the beginning of a new pay period. This employee has "TC's and Accounts" selected.

This means all work entries and accounts from the previous pay period will be copied to the new timesheet, but not the hours worked for these entries. Another option is "All", which will copy transactions, accounts and number of hours to the new timesheet.

"None" will present you with a blank timesheet at the beginning of each pay period. And "Pay From Schedule" populates your timesheet with the entries saved in your Default Schedule.

Your Timekeeper has the ability to modify this setting and control how your timesheet looks each pay period. Work with your Timekeeper to determine the best option for you. Select next to continue.

Slide 36 - Slide 36

The screenshot displays the 'WEBTA™ Employee' interface. At the top right, there are links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main heading is 'Timesheet Details » DAVIS, BEN'. On the left, a navigation menu includes 'Settings', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details »', 'Timesheet Profile', and 'Telework'. The main content area features a note: 'Items marked with an asterisk\* are required.' Below this, the 'Timesheet Details' section includes: 'Retain Data Type: Entries Only - No Times', 'Start Pay Period for Timesheet: 01 - 2015 : Jan 11, 2015 - Jan 24, 2015' (with a dropdown arrow), and 'Timesheet Entry Type: Hours'. The 'Approvers' section lists 'Timekeeper: HARRIS, DANIEL' and '\* Supervisor: ROBINSON, WILLIAM'. A 'Next »' button is located at the bottom right of the page.

Slide notes

Other information on this page includes your Timesheet Type, with "Hours" and "Time-in/Time-out" as the available options, as well as your assigned Timekeeper and Supervisor. Next, we will select the Timesheet Profile link. Select next to continue.

Slide 37 - Slide 37

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' label. At the top right is a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. The main heading is 'Timesheet Details » DAVIS, BEN'. On the left is a sidebar menu with 'Settings', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details »', 'Timesheet Profile', and 'Telework'. The main content area includes a note: 'Items marked with an asterisk\* are required.' Below this is the 'Timesheet Details' section with the following fields: 'Retain Data Type: Entries Only - No Times', 'Start Pay Period for Timesheet: 01 - 2015 : Jan 11, 2015 - Jan 24, 2015', and 'Timesheet Entry Type: Hours'. The 'Approvers' section lists 'Timekeeper: HARRIS, DANIEL' and '\* Supervisor: ROBINSON, WILLIAM'.

Slide notes

Slide 38 - Slide 38

**WEBTA™** Employee Inbox [8] | Settings | Help | Log Out

Timesheet Profile » DAVIS, BEN

Settings  
Licenses  
Calendars  
Roles  
Timesheet Details  
**Timesheet Profile »**  
Telework

Items marked with an asterisk\* are required.

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

**Status Change**  
Status Change Type: None  
Status Change Day: None

**Status**  
Oath of Office: false  
Final Report: false  
On Hold: false

**Pay Details**  
Payplan: General Schedule (reg)  
Tour of duty: Full Time  
Duty Hours: 80  
Work Week: Mon-Fri  
Alternative Work Schedule: Regular 8-hour Days

**Overtime/Standby**  
RSO / Salary Cap: None  
Standby Hours Week 1:  
Standby Hours Week 2:  
Standby AUO Percent:

**Leave**

[Next >>](#)

Slide notes

The Timesheet Profile page displays the details relating to an employee's record. This information is updated daily with what is in EmpowHR. Each pay period has a separate Timesheet Profile. Work with your Timekeeper to make any necessary updates to your Timesheet Profile. Next, we will return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 39 - Slide 39

**WEBTA™** Employee Inbox [8] | Settings | Help | Log Out

Timesheet Profile » DAVIS, BEN

Settings  
Licenses  
Calendars  
Roles  
Timesheet Details  
**Timesheet Profile »**  
Telework

Items marked with an asterisk\* are required.

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

**Status Change**  
Status Change Type: None  
Status Change Day: None

**Status**  
Oath of Office: false  
Final Report: false  
On Hold: false

**Pay Details**  
Payplan: General Schedule (reg)  
Tour of duty: Full Time  
Duty Hours: 80  
Work Week: Mon-Fri  
Alternative Work Schedule: Regular 8-hour Days

**Overtime/Standby**  
RSO / Salary Cap: None  
Standby Hours Week 1:  
Standby Hours Week 2:  
Standby AUO Percent:

**Leave**

Slide notes

Slide 40 - Slide 40

The screenshot displays the 'Employee Main Menu' interface. At the top left is the 'WEBTA™ Employee' logo. At the top right, there are navigation links: 'Inbox [8] | Settings | Help | Log Out'. The main menu is organized into several categories:

- 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

Back at the Employee Main Menu, note the Help link in the upper right. Selecting Help will launch a new browser window containing webTA's context sensitive help feature. This means that when you select the Help link, you will be presented with information relating to whatever screen you are on at the time.

Let's look at an example. First, we will select the Settings link and once we are there, we will select the Help 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 'Employee' next to it. At the top right, there is a navigation bar with 'Inbox [8]', 'settings' (highlighted with a red box), '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, 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 left of the interface, the URL 'webta.kronosfederal.com/nfchost8/UserProfileEntry' is visible.

Slide notes

Slide 42 - Slide 42

The screenshot shows the WEBTA Employee Profile page for BEN DAVIS. The page has a header with the WEBTA logo and 'Employee' tab, and navigation links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Employee Profile » DAVIS, BEN'. On the left is a sidebar with 'Settings »' and various menu items: Licenses, Calendars, Roles, Timesheet Details, Timesheet Profile, and Telework. The main profile area contains a list of fields: User ID (BDAVIS), First Name (BEN), Middle Name, Last Name (DAVIS), Employee ID, E Auth Internal ID, Active (checked), Essential (unchecked), Supervisor (ROBINSON, WILLIAM), Timekeeper (HARRIS, DANIEL), Organization (NRCS 01 00 0000 00 00 00 00), E-Mail Address (bdavis@usda.gov), Timezone (GMT -5:00 Eastern Time (US & Canada), Bogota, Lima), Start Page (HighestRole), POI (4815), and Override EmpowHR Supervisor Assignment (checked). A note states 'Items marked with an asterisk\* are required.' and the Supervisor and Organization fields are marked with an asterisk.

Slide notes

Slide 43 - Slide 43

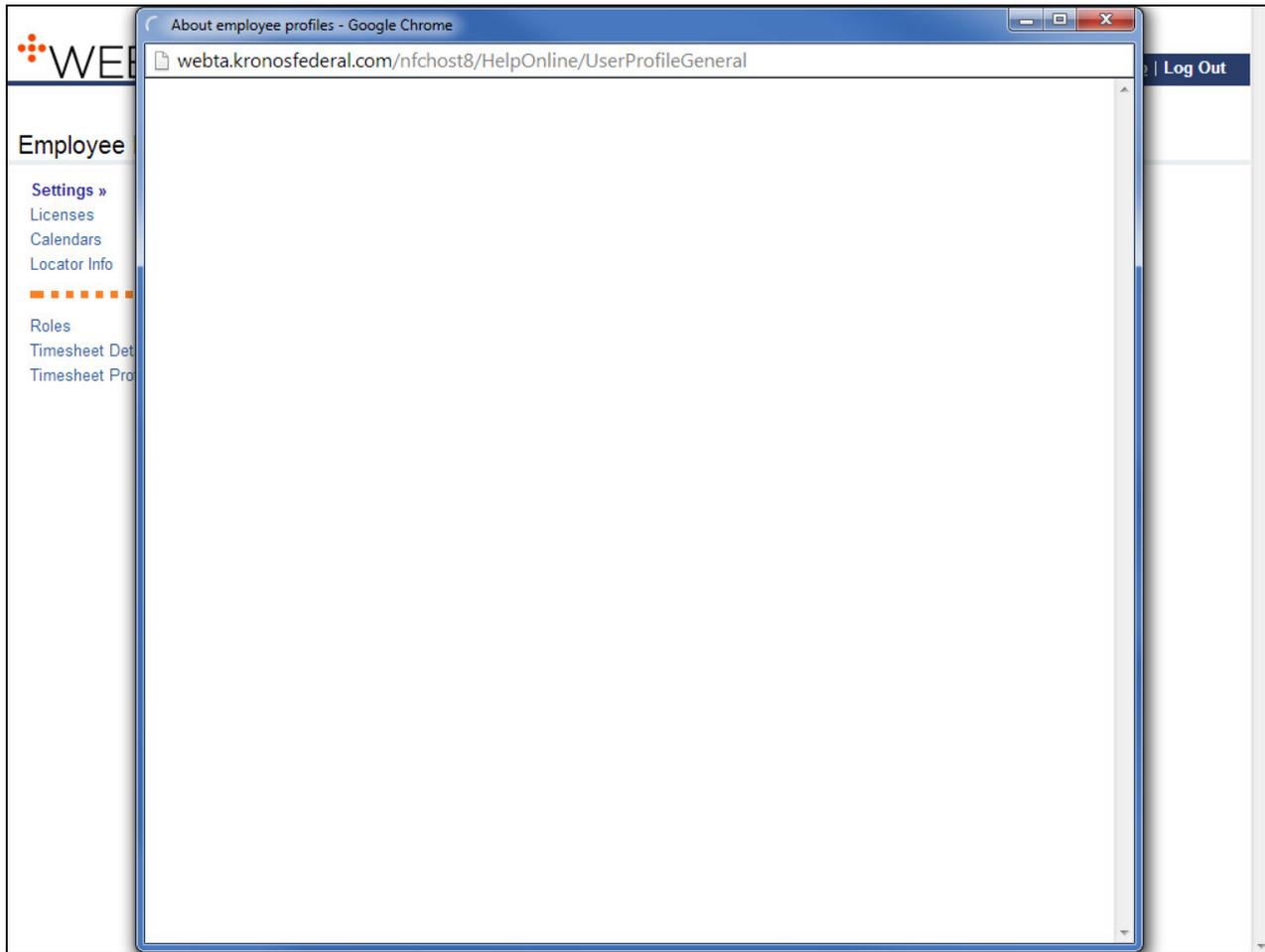
The screenshot shows the WEBTA Employee Profile page for BEN DAVIS. The page has a top navigation bar with the WEBTA logo, an 'Employee' tab, and links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main heading is 'Employee Profile » DAVIS, BEN'. On the left, there is a 'Settings »' menu with options: Licenses, Calendars, Roles, Timesheet Details, Timesheet Profile, and Telework. The main content area displays the following information:

- Items marked with an asterisk\* are required.
- User ID: BDAVIS
- First Name: BEN
- Middle Name:
- Last Name: DAVIS
- Employee ID:
- E Auth Internal ID:
- Active:
- Essential:
- \* Supervisor: ROBINSON, WILLIAM
- Timekeeper: HARRIS, DANIEL
- \* Organization: NRCS 01 00 0000 00 00 00 00
- E-Mail Address: bdavis@usda.gov
- Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima
- Start Page: HighestRole
- POI: 4815
- Override EmpowHR Supervisor Assignment:

At the bottom left of the page, the URL 'webta.kronosfederal.com/nfchost8/.../UserProfileGeneral' is visible.

Slide notes

**Slide 44 - Slide 44**



**Slide notes**

## Slide 45 - Slide 45



### Slide notes

Note that we are presented with help content relating to Employee Profiles, which is contained in the Settings page. You can also select the topics in the left navigation pane to explore other areas of the Online Help. In this example, we are going to close help, and return to the Main Menu. Select next to continue.

Slide 46 - Slide 46



Slide notes

Slide 47 - Slide 47

The screenshot shows the WEBTA Employee Profile page for BEN DAVIS. The page has a header with the WEBTA logo and 'Employee' tab, and navigation links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Employee Profile » DAVIS, BEN'. On the left is a sidebar with navigation links: 'Settings »', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details', 'Timesheet Profile', and 'Telework'. The main profile area contains the following information: 'User ID: BDAVIS', 'First Name: BEN', 'Middle Name:', 'Last Name: DAVIS', 'Employee ID:', 'E Auth Internal ID:', 'Active: ', 'Essential: ', '\* Supervisor: ROBINSON, WILLIAM', 'Timekeeper: HARRIS, DANIEL', '\* Organization: NRCS 01 00 0000 00 00 00 00', 'E-Mail Address: bdavis@usda.gov', 'Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima', 'Start Page: HighestRole', 'POI: 4815', and 'Override EmpowHR Supervisor Assignment: '. A note at the top of the profile area states 'Items marked with an asterisk\* are required.'

Slide notes

Slide 48 - Slide 48

The screenshot shows the WEBTA Employee Profile page for BEN DAVIS. The page has a header with the WEBTA logo and a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. The main content area is titled 'Employee Profile » DAVIS, BEN'. On the left, there is a sidebar with navigation links: 'Settings »', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details', 'Timesheet Profile', and 'Telework'. The main content area contains the following information:

Items marked with an asterisk\* are required.

User ID: BDAVIS  
First Name: BEN  
Middle Name:  
Last Name: DAVIS  
Employee ID:  
E Auth Internal ID:  
Active:   
Essential:   
\* Supervisor: ROBINSON, WILLIAM  
Timekeeper: HARRIS, DANIEL  
\* Organization: NRCS 01 00 0000 00 00 00 00  
E-Mail Address: bdavis@usda.gov  
Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima  
Start Page: HighestRole  
POI: 4815  
Override EmpowHR Supervisor Assignment:

Slide notes

Slide 49 - Slide 49

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 navigation links: 'Inbox [8] | Settings | Help | Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories, each with 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

**Slide 50 - Slide 50**



**Slide notes**

**Slide 51 - Finish**



**Slide notes**

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