

Slide 34 - Slide 34

WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Premium pay request successfully updated

Transaction and Dates
 Employee: MILLER, SAMANTHA
 * Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete

[Add New Row](#)

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#) [Next >>](#)

Slide notes

Note the message indicating that the request has been successfully submitted and the update to the Activity Log. Your Supervisor will receive a message prompting them to approve or deny this request upon submission. If approved, the hours requested will automatically be added to your timesheet.

Premium Pay Requests can be modified and re-submitted as long as they are in the Pending state. Once they are approved, changes cannot be made. Your Supervisor must revert the request to the pending state for you to be able to edit the request.

In this example, we want to add some additional Overtime to this request before it is approved. To do that, we will select the Add New Row button. Select next to continue.

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WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Premium pay request successfully updated

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete

[Add New Row](#)

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

<http://webta.kronosfederal.com/nfchost8/PremiumPayRequest>

Slide notes

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WEBTA™

Employee

[Inbox \[11\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu](#) > [Premium Pay Requests](#) >

Premium Pay Request

Pending
Approved
Denied

Transaction and Dates
 Employee: MILLER, SAMANTHA

* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Mar 29, 2014"/>	<input type="text" value="Mar 29, 2014"/>	<input type="text" value="9:00am"/>	<input type="text" value="3:00pm"/>	6:00	6:00	<input type="button" value="Delete"/>
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0:00	<input type="button" value="Delete"/>

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

Slide notes

In this example, we will select Sunday, March 30th as our Start Date, and enter 2pm and 5pm as our Start and Stop times. Select next to continue.

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Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
Month Day Year	Month Day Year				0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

Slide 38 - Slide 38

WEBTA™

Employee

Inbox [11] | Settings | Help | Log Out

[Employee Main Menu >](#) [Premium Pay Requests >](#)

Premium Pay Request

Pending ●
Approved ●
Denied ●

Transaction and Dates
 Employee: MILLER, SAMANTHA
 * Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0:00	Delete

March 2014

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					

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

<http://webta.kronosfederal.com/nfchost8/PremiumPayRequest#>

Slide notes

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Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
03/30/2014	Month Day Year				0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

Slide 40 - Slide 40

Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
03/30/2014	Month Day Year	2pm			0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

Slide 41 - Slide 41

WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
03/30/2014	Month Day Year	2pm			0:00	Delete

[Add New Row](#)

Remarks
Submitter:
Remarks:
Approver:
Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

USDA Employee webTA Premium Pay Requests

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Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
03/30/2014	Month Day Year	2:00pm	5pm		0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

Slide 43 - Slide 43

WEBTA™ Employee Inbox [11] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
03/30/2014	Month Day Year	2:00pm	5pm		0:00	Delete

[Add New Row](#)

Remarks
Submitter:
Remarks:
Approver:
Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:55 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#) [Next >>](#)

Slide notes

Next, we will submit the request for approval by selecting the Submit button. Select next to continue.

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WEBTA™

Employee

Inbox [12] | Settings | Help | Log Out

[Employee Main Menu](#) > [Leave Balances](#) > [Premium Pay Requests](#) >

Premium Pay Request

Pending
Approved
Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: ▼

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Mar 29, 2014"/>	<input type="text" value="Mar 29, 2014"/>	<input type="text" value="9:00am"/>	<input type="text" value="3:00pm"/>	6:00	6:00	<input type="button" value="Delete"/>
<input type="text" value="03/30/2014"/>	<input type="text" value="Month Day Year"/>	<input type="text" value="2:00pm"/>	<input type="text" value="5:00pm"/>		0:00	<input type="button" value="Delete"/>

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 12:20 PM	MILLER, SAMANTHA	

<http://webta.kronosfederal.com/nfchost8/PremiumPayRequest>

Slide notes

Slide 45 - Slide 45

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Leave Balances > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Premium pay request successfully updated

Transaction and Dates
 Employee: MILLER, SAMANTHA
 * Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
Mar 30, 2014	Mar 30, 2014	2:00pm	5:00pm	3:00	3:00	Delete

[Add New Row](#)

Remarks
 Submitter Remarks:
 Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 12:20 PM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#) [Next >>](#)

Slide notes

Note the message indicating that our request has been submitted. Premium Pay Requests can be deleted while in the Pending state. Once a request has been approved, it cannot be deleted. The Premium Pay hours can be removed from the timesheet, but the request must be changed back to the pending state in order to be deleted.

In this example, we will delete this request. Select next to continue.

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Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Leave Balances > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Premium pay request successfully updated

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
Mar 30, 2014	Mar 30, 2014	2:00pm	5:00pm	3:00	3:00	Delete

[Add New Row](#)

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 12:20 PM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

<http://webta.kronosfederal.com/nfchost8/PremiumPayRequest>

Slide notes

Slide 47 - Slide 47

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Leave Balances > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Are you sure you want to delete this request?

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
Mar 30, 2014	Mar 30, 2014	2:00pm	5:00pm	3:00	3:00	Delete

Remarks
Submitter:
Remarks:
Approver:
Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 12:20 PM	MILLER, SAMANTHA	

Slide notes

You will see a message asking if you are sure you want to delete the request. In this example, we will select Yes. Select next to continue.

Slide 48 - Slide 48

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Leave Balances > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Are you sure you want to delete this request?

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 29, 2014	9:00am	3:00pm	6:00	6:00	Delete
Mar 30, 2014	Mar 30, 2014	2:00pm	5:00pm	3:00	3:00	Delete

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 12:20 PM	MILLER, SAMANTHA	

<http://webta.kronosfederal.com/nfchost8/PremiumPayRequest>

Slide notes

Slide 49 - Slide 49

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with 'WEBTA™ Employee' on the left and 'Inbox [13] | Settings | Help | Log Out' on the right. Below the navigation bar, the breadcrumb trail reads 'Employee Main Menu > Leave Balances >'. The main heading is 'Premium Pay Request Current'. A message box at the top of the content area states 'Premium pay request successfully deleted'. Below this is a table with the following data:

Status	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Pending	03/07/2014	03/07/2014	Comp Time Worked	3:00	03/25/2014 11:49 AM	ROBINSON, WILLIAM - WROBINSON

Below the table, there is a pagination control showing '1-1 of 1 Records' and 'View 25 | 50 | 100'. At the bottom of the interface, there are four buttons: 'Add Premium Pay Request' (highlighted with a red box), 'History', 'View Calendar', and 'Cancel'. A red callout box with white text says 'Select the Add Premium Pay Request button'.

Slide notes

Note the message indicating that the request was deleted and that we have been taken back to the Current Premium Pay Requests page.

Let's take a look at one more example. Select the Add Premium Pay Request button to continue.

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WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0.00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

Once again, we are going to select Over 40 - Overtime as our transaction code. Select next to continue.

USDA Employee webTA Premium Pay Requests

Slide 51 - Slide 51

EmployeeInbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>		0:00	<input type="button" value="Delete"/>

Remarks

Submitter:

Remarks:

Approver:

Comments:

Slide notes

Slide 52 - Slide 52

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: [Dropdown]

Start Date	Remarks	Action
[Month Day Year]	Compensatory Time Earned	[Delete]
[Add New Row]	32 - Comp Time Worked	
	32 - Comp Time Worked-Base Pay Detail	
	32 - Comp Time Worked-Base Pay Light Duty (Illness)	
	32 - Comp Time Worked-Base Pay Light Duty (Injury)	
	32 - Comp Time Worked-Telework Alt. Site	
	32 - Comp Time Worked-Telework Alt. Site <= 2d	
	32 - Comp Time Worked-Telework Alt. Site > 2d	
	32 - Comp Time Worked-Telework Home	
	32 - Comp Time Worked-Telework Home <= 2d	
	32 - Comp Time Worked-Telework Home > 2d	
	32 - Comp Time Worked-Telework Other	
	32 - Comp Time Worked-Travel at Destination Training	
	32 - Comp Time/Travel Earned	
	Credit Hours Earned	
	29 - Credit Hours Worked	
	29 - Credit Hours Worked-Base Pay Detail	
	29 - Credit Hours Worked-Telework Alt. Site	
	29 - Credit Hours Worked-Telework Alt. Site <= 2d	
	29 - Credit Hours Worked-Telework Alt. Site > 2d	
	29 - Credit Hours Worked-Telework Home	
	29 - Credit Hours Worked-Telework Home <= 2d	
	29 - Credit Hours Worked-Telework Home > 2d	
	29 - Credit Hours Worked-Travel at Destination Training	
	Hazard Pay	
	14 - Hazard Pay Differential	
	Home Leave Earned	
	40 - Home Leave Earned	
	Other	

Submit [Cancel]

Slide notes

Slide 53 - Slide 53

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown]

Start Date	Action
[Month Day Year]	[Delete]
Add New Row	

Remarks

Submitter: [Text]
Remarks: [Text]
Approver: [Text]
Comments: [Text]

Submit **Cancel**

Compensatory Time Earned

- 32 - Comp Time Worked
- 32 - Comp Time Worked-Base Pay Detail
- 32 - Comp Time Worked-Base Pay Light Duty (Illness)
- 32 - Comp Time Worked-Base Pay Light Duty (Injury)
- 32 - Comp Time Worked-Telework Alt. Site
- 32 - Comp Time Worked-Telework Alt. Site <= 2d
- 32 - Comp Time Worked-Telework Alt. Site > 2d
- 32 - Comp Time Worked-Telework Home
- 32 - Comp Time Worked-Telework Home <= 2d
- 32 - Comp Time Worked-Telework Home > 2d
- 32 - Comp Time Worked-Telework Other
- 32 - Comp Time Worked-Travel at Destination Training
- 32 - Comp Time/Travel Earned

Credit Hours Earned

- 29 - Credit Hours Worked
- 29 - Credit Hours Worked-Base Pay Detail
- 29 - Credit Hours Worked-Telework Alt. Site
- 29 - Credit Hours Worked-Telework Alt. Site <= 2d
- 29 - Credit Hours Worked-Telework Alt. Site > 2d
- 29 - Credit Hours Worked-Telework Home
- 29 - Credit Hours Worked-Telework Home <= 2d
- 29 - Credit Hours Worked-Telework Home > 2d
- 29 - Credit Hours Worked-Travel at Destination Training

Hazard Pay

- 14 - Hazard Pay Differential

Home Leave Earned

- 40 - Home Leave Earned

Other

Slide notes

Slide 54 - Slide 54

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA

* Transaction: [Dropdown]

Start Date	Transaction	Action
[Month Day Year]	31 - Holiday Worked-Telework Home <= 2d	[Action]
	31 - Holiday Worked-Telework Home > 2d	[Delete]
	31 - Holiday Worked-Travel at Destination Training	
	Overtime	
	19 - Unsched. Over 8 Overtime	
	30 - Call Back-Training	
	21 - Forest Service Emergency Fire Suppression	
	21 - Over 40 Overtime	

Remarks

Submitter Remarks: 21 - Over 40 Overtime, Shift 1
19 - Over 8 Overtime, Shift 1
19 - Over 8 Overtime, Shift 2
19 - Over 8 Overtime, Shift 3

Approver Comments: 19 - Overtime (Greater)
25 - Overtime >40 - NightDiff
26 - Overtime >8 - NightDiff
30 - Overtime Call Back No Work Performed
30 - Overtime Call Back No Work Performed-Base Pay Detail
30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Illness)
30 - Overtime Call Back No Work Performed-Base Pay Light Duty (Injury)
30 - Overtime Call Back No Work Performed-Telework Alt. Site
30 - Overtime Call Back No Work Performed-Telework Alt. Site <= 2d
30 - Overtime Call Back No Work Performed-Telework Alt. Site > 2d
25 - Overtime Over 40 w/ Night Diff Protective Services
25 - Overtime Over 40 w/ Night Diff-Base Pay Detail
25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site
25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site <= 2d
25 - Overtime Over 40 w/ Night Diff-Telework Alt. Site > 2d
25 - Overtime Over 40 w/ Night Diff-Telework Home

[Submit] [Cancel]

Slide notes

Slide 55 - Slide 55

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
 Employee: MILLER, SAMANTHA
 * Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0.00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

In this particular scenario, we are requesting Overtime on both Saturday and Sunday of the upcoming weekend, March 29th and 30th, as we did in our previous request. But this time, we will be working the same number of hours, using the same start and stop times, each day. 9am until 12pm.

We can accomplish this with only one entry. First, we select the 29th as our Start Date and the 30th as the end date. Select next to continue.

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Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year				0.00	Delete

Add New Row

Remarks

Submitter:

Remarks:

Approver:

Comments:

Submit Cancel

Slide notes

Slide 57 - Slide 57

EmployeeInbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00	Delete

March 2014

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

Slide 58 - Slide 58

Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	Month Day Year				0.00	Delete

Add New Row

Remarks

Submitter:

Remarks:

Approver:

Comments:

Submit Cancel

Slide notes

USDA Employee webTA Premium Pay Requests

Slide 59 - Slide 59

Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014					0:00	Delete

Add New Row

March 2014

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					

Remarks

Submitter

Remarks:

Approver

Comments:

Submit Cancel

<http://webta.kronosfederal.com/nfchost8/FederalPremiumPayRequestsForR...>

Slide notes

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WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014				0.00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

[Next >>](#)

Slide notes

Next, we will enter a start time of 9am, and a stop time of 12pm. Select next to continue.

USDA Employee webTA Premium Pay Requests

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EmployeeInbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014				0.00	Delete

Add New Row

Remarks

Submitter:

Remarks:

Approver:

Comments:

Submit Cancel

Slide notes

USDA Employee webTA Premium Pay Requests

Slide 62 - Slide 62

EmployeeInbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014	9am			0:00	Delete

Add New Row

Remarks

Submitter:

Remarks:

Approver:

Comments:

Submit Cancel

Slide notes

Slide 63 - Slide 63

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014	9am			0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

Slide 64 - Slide 64

 **Employee** Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014	9:00am	12pm		0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

Slide notes

Slide 65 - Slide 65

WEBTA™ Employee

Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014	9:00am	12pm		0.00	Delete

Add New Row

Remarks

Submitter:

Remarks:

Approver:

Comments:

Submit Cancel

Next >>

Slide notes

Next, we select the Submit button. Select next to continue.

Slide 66 - Slide 66

 **Employee** Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
Employee: MILLER, SAMANTHA
* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
03/29/2014	03/30/2014	9:00am	12pm		0:00	Delete

[Add New Row](#)

Remarks

Submitter:

Remarks:

Approver:

Comments:

[Submit](#) [Cancel](#)

http://webta.kronosfederal.com/nfchost8/PremiumPayRequest

Slide notes

Slide 67 - Slide 67

The screenshot shows the WEBTA Employee interface for Premium Pay Requests. At the top, there is a navigation bar with 'WEBTA™ Employee' and 'Inbox [12] | Settings | Help | Log Out'. Below this, the breadcrumb 'Employee Main Menu > Premium Pay Requests >' is visible. The main heading is 'Premium Pay Request' with a progress indicator showing 'Pending' as the current state. A blue message box states 'Premium pay request successfully updated'. Under 'Transaction and Dates', the employee is identified as 'MILLER, SAMANTHA' and the transaction is '21 - Over 40 Overtime'. A table lists the request details:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	Delete

Below the table is an 'Add New Row' button. The 'Remarks' section includes fields for 'Submitter Remarks' and 'Approver Comments'. An 'Activity Log' table shows the submission:

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

At the bottom, there are buttons for 'Submit', 'Delete Request', 'Cancel', and a 'Next >>' button.

Slide notes

Note message indicating that the request submitted successfully. Also note that there are 3 Daily Hours, and 6 total hours on this request, like we wanted.

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

Slide 68 - Slide 68

Inbox [12] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request

Pending Approved Denied

Premium pay request successfully updated

Transaction and Dates

Employee: MILLER, SAMANTHA

* Transaction: 21 - Over 40 Overtime

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 29, 2014	Mar 30, 2014	9:00am	12:00pm	3:00	6:00	Delete

[Add New Row](#)

Remarks

Submitter Remarks:

Approver Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/25/2014 11:57 AM	MILLER, SAMANTHA	

[Submit](#) [Delete Request](#) [Cancel](#)

Slide notes

Slide 69 - Slide 69

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 | Help | Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories, each with a list 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](#)

Slide notes

Slide 70 - Finish



Slide notes

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