

Slide 1 - Learning Objectives

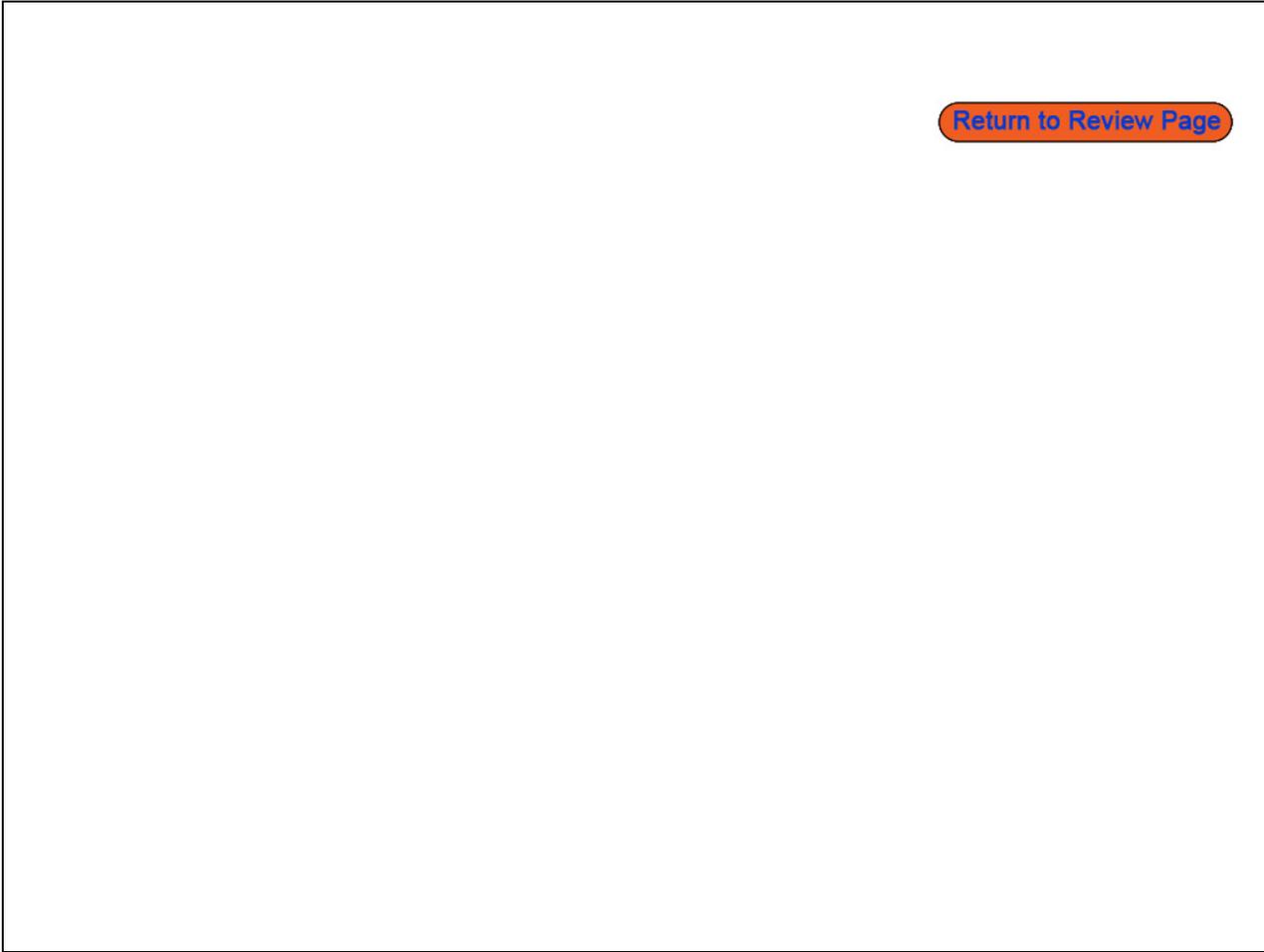


The slide features a dark blue gradient background. In the top left corner is the 'WEBTA' logo, consisting of a cluster of orange dots followed by the text 'WEBTA' in white. To the right of the logo, the title 'webTA for Employees' is written in a large, bold, orange font. Below the title, the word 'Reports' is centered in a white, bold font. Underneath 'Reports', the text 'Learning Objectives' is written in white and underlined. Below this, the text 'In this lesson, you will learn about:' is followed by a bulleted list with two items: 'Run a Report' and 'Export a Report'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next >>' in blue. In the bottom left corner, the text 'Reposition CC' is written in a small, white font.

Slide notes

Welcome to the webTA for Employees training course. In this lesson, you will learn how to run a report in webTA and export a report to PDF. Select next to continue.

Slide 2 - Slide 2



[Return to Review Page](#)

Slide notes

Slide 3 - Review



The slide features 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 centered. Underneath this text are two blue-bordered buttons with rounded corners. The first button contains the text "• [Leave Audit Report](#)" and the second button contains "• [Export Report to PDF](#)". A small white square icon is located in the bottom right corner of the slide area.

Slide notes

Slide 4 - Slide 4

The screenshot shows the WEBTA Employee Main Menu interface. 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". Below the header, the page is titled "Employee Main Menu". The menu is organized into several categories, each with a sub-header and 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

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

Slide notes

As an employee, you have the ability to run a Leave Audit report to view details about your leave balances. Let's take a look at this report by selecting the Reports link from the 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 with 'Employee' next to it. At the top right 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:

- 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** (highlighted with a red border)
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events

Slide notes

Slide 6 - Slide 6

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo and 'Employee' tab. At the top right are links for 'Inbox [13]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb 'Employee Main Menu >'. The main content area is titled 'Reports' and contains a table with the following structure:

| Reports | |
|-----------------------------|--------------------|
| Name | Description |
| Leave Audit | Leave Audit Report |

Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'. A red callout box with the text 'Select the Leave Audit link' points to the 'Leave Audit' link in the table.

Slide notes

Select the Leave Audit link to continue.

Slide 7 - Slide 7

The screenshot shows the WEBTA Employee interface. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [13]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb trail: 'Employee Main Menu > Reports >'. The main content area is titled 'Leave Audit' and includes links for 'PDF', 'Excel', 'HTML', and 'CSV'. Under the heading 'Report Parameters', there are four input fields: 'Report Header' (a yellow text box), 'From PP:' (a dropdown menu showing '2014-05: Mar 09, 14 - Mar 22, 14'), 'To PP:' (a dropdown menu showing '2014-06: Mar 23, 14 - Apr 05, 14'), and 'Leave Type:' (a dropdown menu showing 'Annual Leave'). Below these fields are two buttons: 'Run Report' and 'Cancel'. At the bottom right of the form area is a blue 'Next >>' button.

Slide notes

The Leave Audit Report is a basic report that allows you to view the usage and accrual details for a leave type over a period of time. Enter a Report Header in the provided field to customize the Report Header. In this example, we will enter Sample in the Report Header field. Select next to continue.

Slide 8 - Slide 8

The screenshot shows the WEBTA Employee interface for a Leave Audit report. The header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [13]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > Reports >'. The page title is 'Leave Audit', with links for 'PDF', 'Excel', 'HTML', and 'CSV'. The 'Report Parameters' section contains the following fields:

- Report Header: [Redacted]
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Leave Type: Annual Leave

At the bottom of the form are two buttons: 'Run Report' and 'Cancel'.

Slide notes

Slide 9 - Slide 9

The screenshot shows the WEBTA Employee interface for configuring a Leave Audit report. The page has a dark blue header with the WEBTA logo and 'Employee' tab. Navigation links include 'Inbox [13]', 'Settings', 'Help', and 'Log Out'. A breadcrumb trail shows 'Employee Main Menu > Reports >'. The main content area is titled 'Leave Audit' and includes a 'Report Parameters' section with the following fields: 'Report Header' (text input with 'Sample'), 'From PP' (dropdown menu with '2014-05: Mar 09, 14 - Mar 22, 14'), 'To PP' (dropdown menu with '2014-06: Mar 23, 14 - Apr 05, 14'), and 'Leave Type' (dropdown menu with 'Annual Leave'). At the bottom of the form are 'Run Report' and 'Cancel' buttons. On the right side, there are links for 'PDF', 'Excel', 'HTML', and 'CSV'.

Slide notes

Slide 10 - Slide 10

The screenshot shows the WEBTA Employee interface for a Leave Audit report. The page title is "Leave Audit" and it includes navigation links for "Employee Main Menu > Reports >". The report parameters are configured as follows:

- Report Header: Sample
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Leave Type: Annual Leave

Buttons for "Run Report" and "Cancel" are visible. A "Next >>" button is located at the bottom right of the form area.

Slide notes

Next, select the starting pay period for which you wish to view data from the From PP dropdown menu. In this example, we will select Pay Period 1. Select next to continue.

Slide 11 - Slide 11

The screenshot shows the WEBTA Employee interface for generating a Leave Audit report. The header includes the WEBTA logo, the word 'Employee', and navigation links for 'Inbox [13]', 'Settings', 'Help', and 'Log Out'. Below the header, there is a breadcrumb trail 'Employee Main Menu > Reports >' and a set of export options: 'PDF | Excel | HTML | CSV'. The main section is titled 'Leave Audit' and contains a 'Report Parameters' form. The form fields are: 'Report Header' with the value 'Sample', 'From PP' with the value '2014-05: Mar 09, 14 - Mar 22, 14', 'To PP' with the value '2014-06: Mar 23, 14 - Apr 05, 14', and 'Leave Type' with the value 'Annual Leave'. At the bottom of the form are two buttons: 'Run Report' and 'Cancel'.

Slide notes

Slide 12 - Slide 12

WEBTA™ Employee Inbox [13] | Settings | Help | Log Out

Employee Main Menu > Reports >

Leave Audit PDF | Excel | HTML | CSV

Report Parameters

Report Header:

From PP: ▼

To PP: 2013-08: Apr 21, 13 - May 04, 13
2013-09: May 05, 13 - May 18, 13

Leave Type: 2013-10: May 19, 13 - Jun 01, 13 ▼

- 2013-11: Jun 02, 13 - Jun 15, 13
- 2013-12: Jun 16, 13 - Jun 29, 13
- 2013-13: Jun 30, 13 - Jul 13, 13
- 2013-14: Jul 14, 13 - Jul 27, 13
- 2013-15: Jul 28, 13 - Aug 10, 13
- 2013-16: Aug 11, 13 - Aug 24, 13
- 2013-17: Aug 25, 13 - Sep 07, 13
- 2013-18: Sep 08, 13 - Sep 21, 13
- 2013-19: Sep 22, 13 - Oct 05, 13
- 2013-20: Oct 06, 13 - Oct 19, 13
- 2013-21: Oct 20, 13 - Nov 02, 13
- 2013-22: Nov 03, 13 - Nov 16, 13
- 2013-23: Nov 17, 13 - Nov 30, 13
- 2013-24: Dec 01, 13 - Dec 14, 13
- 2013-25: Dec 15, 13 - Dec 28, 13
- 2013-26: Dec 29, 13 - Jan 11, 14
- 2014-01: Jan 12, 14 - Jan 25, 14
- 2014-02: Jan 26, 14 - Feb 08, 14
- 2014-03: Feb 09, 14 - Feb 22, 14
- 2014-04: Feb 23, 14 - Mar 08, 14
- 2014-05: Mar 09, 14 - Mar 22, 14
- 2014-06: Mar 23, 14 - Apr 05, 14

Slide notes

Slide 13 - Slide 13

The screenshot shows the WEBTA Employee interface for generating a Leave Audit report. The page title is "Leave Audit" and it includes navigation links for "PDF", "Excel", "HTML", and "CSV". Under the "Report Parameters" section, there are four fields: "Report Header" with the value "Sample", "From PP" with a dropdown menu showing "2014-01: Jan 12, 14 - Jan 25, 14", "To PP" with a dropdown menu showing "2014-06: Mar 23, 14 - Apr 05, 14", and "Leave Type" with a dropdown menu showing "Annual Leave". Below these fields are two buttons: "Run Report" and "Cancel". At the bottom right of the form area is a "Next >>" button.

Slide notes

Select the ending pay period that you wish to include in the report using the To PP dropdown. In this example, we will stay with Pay Period 6.

Select the Leave Type by expanding the Leave Type dropdown menu. Select next to continue.

Slide 14 - Slide 14

The screenshot shows the WEBTA Employee interface for configuring a Leave Audit report. The page includes a header with the WEBTA logo, a navigation bar with 'Employee', 'Inbox [13]', 'Settings', 'Help', and 'Log Out', and a breadcrumb trail 'Employee Main Menu > Reports >'. The main content area is titled 'Leave Audit' and features a 'Report Parameters' section. This section contains three input fields: 'Report Header' with the value 'Sample', 'From PP' with a date range of '2014-01: Jan 12, 14 - Jan 25, 14', and 'To PP' with a date range of '2014-06: Mar 23, 14 - Apr 05, 14'. The 'Leave Type' is set to 'Annual Leave'. At the bottom of the form are two buttons: 'Run Report' and 'Cancel'. In the top right corner of the form area, there are links for 'PDF | Excel | HTML | CSV'.

Slide notes

Slide 15 - Slide 15

The screenshot shows the WEBTA Employee interface for generating a Leave Audit report. The page title is "Leave Audit" and it includes navigation links for "Employee Main Menu > Reports >" and "PDF | Excel | HTML | CSV". Under "Report Parameters", the "Report Header" is set to "Sample". The "From PP" is "2014-01: Jan 12, 14 - Jan 25, 14" and the "To PP" is "2014-06: Mar 23, 14 - Apr 05, 14". The "Leave Type" dropdown menu is open, showing a list of leave categories. The "Run Report" button is visible on the left, and a "Next >>" button is on the right.

Report Parameters

Report Header:

From PP: 2014-01: Jan 12, 14 - Jan 25, 14

To PP: 2014-06: Mar 23, 14 - Apr 05, 14

Leave Type: Annual Leave

- Annual Leave
- Unapplied Annual Leave Hours
- Sick Leave
- Unapplied Sick Leave
- Credit Hours
- Compensatory Time
- Compensatory Travel
- Compensatory Time Religious
- Shore Leave
- Home Leave
- Restored Annual Leave
- Time Off Award
- LWOP
- AWOL
- Suspension
- Furlough
- Non-Pay For Accrual Leave
- Military Regular Leave
- Military DC Nat Guard Leave
- Military Emergency Leave
- Military Reserve Leave
- Family Friendly Sick Leave
- Family Friendly Sick Leave Serious
- FMLA
- FMLA Military
- FECA/COP
- Other Leave
- VLTP Used
- ELTP Used
- Deferred Annual Leave

Slide notes

Here, we can see the list of available leave types. In this example, we will select Annual Leave. Select next to continue.

Slide 16 - Slide 16

The screenshot shows the WEBTA Employee interface for a Leave Audit report. The page header includes the WEBTA logo, the word "Employee", and navigation links for "Inbox [13]", "Settings", "Help", and "Log Out". Below the header, there is a breadcrumb trail "Employee Main Menu > Reports >". The main content area is titled "Leave Audit" and includes a "Report Parameters" section. In this section, the "Report Header" is set to "Sample". The "From PP" is "2014-01: Jan 12, 14 - Jan 25, 14" and the "To PP" is "2014-06: Mar 23, 14 - Apr 05, 14". The "Leave Type" dropdown menu is open, showing a list of leave categories with "Annual Leave" selected. A "Run Report" button is located to the left of the dropdown menu. The dropdown list includes: Annual Leave, Unapplied Annual Leave Hours, Sick Leave, Unapplied Sick Leave, Credit Hours, Compensatory Time, Compensatory Travel, Compensatory Time Religious, Shore Leave, Home Leave, Restored Annual Leave, Time Off Award, LWOP, AWOL, Suspension, Furlough, Non-Pay For Accrual Leave, Military Regular Leave, Military DC Nat Guard Leave, Military Emergency Leave, Military Reserve Leave, Family Friendly Sick Leave, Family Friendly Sick Leave Serious, FMLA, FMLA Military, FECA/COP, Other Leave, VLTP Used, ELTP Used, and Deferred Annual Leave.

Slide notes

Slide 17 - Slide 17

The screenshot displays the WEBTA Employee Reports interface. At the top left is the WEBTA logo with 'Employee' next to it. On the top right, there are navigation links: 'Inbox [13]', 'Settings', 'Help', and 'Log Out'. Below the header, there is a breadcrumb trail: 'Employee Main Menu > Reports >'. The main content area is titled 'Leave Audit' and includes a link for 'PDF | Excel | HTML | CSV'. Under the heading 'Report Parameters', there are three input fields: 'Report Header' with the value 'Sample', 'From PP' with the value '2014-01: Jan 12, 14 - Jan 25, 14', and 'To PP' with the value '2014-06: Mar 23, 14 - Apr 05, 14'. Below these is a 'Leave Type' dropdown menu currently set to 'Annual Leave'. At the bottom of the form are two buttons: 'Run Report' (highlighted with a red border) and 'Cancel'. A red callout box with white text says 'Select the Run Report button'.

Slide notes

Select the Run Report button to see the results.

Slide 18 - Slide 18

WEBTA™ Employee Inbox [13] | Settings | Help | Log Out

Employee Main Menu > Reports > PDF | Excel | HTML | CSV

Leave Audit

Leave Audit - Sample

Report Date: 03/25/2014
 Pay Period Range: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 to 06 - 2014 : Mar 23, 2014-Apr 05, 2014
 Employee : MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | Accrued | Available | Used | Balance | Max Available |
|------------|------------|---------|---------|-----------|------|---------|---------------|
| 06 - 2014 | 0:00 | 60:00 | 4:00 | 64:00 | 0:00 | 64:00 | 144:00 |
| 05 - 2014 | 0:00 | 56:00 | 4:00 | 60:00 | 0:00 | 60:00 | 144:00 |
| 04 - 2014 | 0:00 | 52:00 | 4:00 | 56:00 | 0:00 | 56:00 | 144:00 |
| 03 - 2014 | 0:00 | 48:00 | 4:00 | 52:00 | 0:00 | 52:00 | 144:00 |
| 02 - 2014 | 0:00 | 44:00 | 4:00 | 48:00 | 0:00 | 48:00 | 144:00 |
| 01 - 2014 | 0:00 | 40:00 | 4:00 | 44:00 | 0:00 | 44:00 | 144:00 |

Page 1

Report Parameters

Report Header:

From PP:

To PP:

Leave Type:

Slide notes

The report displays. We can see the Report Header, the basic information about the report and the Leave Audit Data in the table.

Note that the report parameters are still visible. You can modify any of the parameters and Re-run the report at any time. You can also clear the page and the entered parameters by selecting the Reset button.

In addition to having the ability to run reports from within webTA and display them on your screen, you also have the ability to export the reports to alternate formats.

Reports can be exported as PDF files, Excel Spreadsheets, HTML documents and CSV files. In this example, we will export our report as a PDF file. Select next to continue.

Slide 19 - Slide 19



Employee

Inbox [3] |
 [Settings](#) |
 [Help](#) |
 [Log Out](#)

[Employee Main Menu](#) > [Reports](#) >

PDF |
 [Excel](#) |
 [HTML](#) |
 [CSV](#)

Leave Audit

Leave Audit - Sample

Report Date: 03/25/2014

Pay Period Range: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 to 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Employee : MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | Accrued | Available | Used | Balance | Max Available |
|------------|------------|---------|---------|-----------|------|---------|---------------|
| 06 - 2014 | 0:00 | 20:00 | 4:00 | 24:00 | 0:00 | 24:00 | 104:00 |
| 05 - 2014 | 0:00 | 16:00 | 4:00 | 20:00 | 0:00 | 20:00 | 104:00 |
| 04 - 2014 | 0:00 | 12:00 | 4:00 | 16:00 | 0:00 | 16:00 | 104:00 |
| 03 - 2014 | 0:00 | 8:00 | 4:00 | 12:00 | 0:00 | 12:00 | 104:00 |
| 02 - 2014 | 0:00 | 4:00 | 4:00 | 8:00 | 0:00 | 8:00 | 104:00 |
| 01 - 2014 | 0:00 | 0:00 | 4:00 | 4:00 | 0:00 | 4:00 | 104:00 |

Page 1

Report Parameters

Report Header:

From PP: ▼

To PP: ▼

Leave Type: ▼

<http://10.2.66.120:19025/usda-ocfo-mig/Report#>

Slide notes

Slide 20 - Slide 20

The screenshot shows the WEBTA Employee Reports interface. The top navigation bar includes 'WEBTA™ Employee', 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > Reports >'. The page title is 'Leave Audit'. On the right, there are links for 'PDF | Excel | HTML | CSV'. The main content area displays report details: Report Date: 03/25/2014, Pay Period Range: 01 - 2014 : Jan 12, 2014 - Jun 05, 2014, and Employee: MILLER, SAMANTHA. Below this is a table with columns 'Pay Period', 'Manual Adj', 'Forward', and 'A'. The table contains data for pay periods from 01-2014 to 06-2014. Below the table is the 'Report Parameters' section with fields for 'Report Header' (Sample), 'From PP' (2014-01: Jan 12, 14 - Jan 25, 14), 'To PP' (2014-06: Mar 23, 14 - Apr 05, 14), and 'Leave Type' (Annual Leave). There are 'Reset', 'Run Report', and 'Cancel' buttons. A 'Next >>' button is also present. A Firefox dialog box titled 'Opening Leave_Audit.pdf' is overlaid on the report, asking 'What should Firefox do with this file?' with options 'Open with Adobe Acrobat (default)', 'Save File', and 'Do this automatically for files like this from now on.' The 'Save File' option is selected.

Slide notes

Depending on your web browser, you may see different messages asking if you want to Save the PDF file, or Open it using Acrobat Reader. In this example, we will open it. Select next to continue.

Slide 21 - Slide 21

The screenshot shows the WEBTA Employee Reports interface. The top navigation bar includes 'WEBTA™ Employee', 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Employee Main Menu > Reports >'. The page title is 'Leave Audit', and there are links for 'PDF | Excel | HTML | CSV'.

Report Details:

- Report Date: 03/25/2014
- Pay Period Range: 01 - 2014 : Jan 12, 2014 - Jan 25, 2014
- Employee: MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | A |
|------------|------------|---------|---|
| 06 - 2014 | 0:00 | 20:00 | 4 |
| 05 - 2014 | 0:00 | 16:00 | 4 |
| 04 - 2014 | 0:00 | 12:00 | 4 |
| 03 - 2014 | 0:00 | 8:00 | 4 |
| 02 - 2014 | 0:00 | 4:00 | 4 |
| 01 - 2014 | 0:00 | 0:00 | 4 |

Report Parameters

Report Header:

From PP: 2014-01: Jan 12, 14 - Jan 25, 14

To PP: 2014-06: Mar 23, 14 - Apr 05, 14

Leave Type: Annual Leave

Buttons: Reset, Run Report, Cancel

A Firefox dialog box titled 'Opening Leave_Audit.pdf' is overlaid on the report. It contains the following text: 'You have chosen to open: Leave_Audit.pdf which is: Adobe Acrobat Document from: http://10.2.66.120:19025'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with' (selected and highlighted with a red box, with 'Adobe Acrobat (default)' in the dropdown), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). 'OK' and 'Cancel' buttons are at the bottom.

Slide notes

Slide 22 - Slide 22

The screenshot displays the WEBTA Employee Reports interface. At the top, the logo 'WEBTA™ Employee' is visible, along with navigation links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. Below the header, the breadcrumb 'Employee Main Menu > Reports >' is shown. The main content area is titled 'Leave Audit' and includes a table of report data, a 'Report Parameters' section, and a modal dialog box.

Report Data Table:

| Pay Period | Manual Adj | Forward | A |
|------------|------------|---------|---|
| 06 - 2014 | 0:00 | 20:00 | 4 |
| 05 - 2014 | 0:00 | 16:00 | 4 |
| 04 - 2014 | 0:00 | 12:00 | 4 |
| 03 - 2014 | 0:00 | 8:00 | 4 |
| 02 - 2014 | 0:00 | 4:00 | 4 |
| 01 - 2014 | 0:00 | 0:00 | 4 |

Report Parameters:

Report Header:

From PP: ▼

To PP: ▼

Leave Type: ▼

Buttons:

Firefox Dialog Box:

Opening Leave_Audit.pdf

You have chosen to open:

Leave_Audit.pdf

which is: Adobe Acrobat Document
from: http://10.2.66.120:19025

What should Firefox do with this file?

Open with ▼

Save File

Do this automatically for files like this from now on.

Buttons:

Slide notes

Slide 23 - Slide 23

Leave Audit - Sample

Report Date: 03/25/2014
Pay Period Range: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 to 06 - 2014 : Mar 23, 2014-Apr 05, 2014
Employee : MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | Accrued | Available | Used | Balance | Max Available |
|------------|------------|---------|---------|-----------|------|---------|---------------|
| 06 - 2014 | 0:00 | 20:00 | 4:00 | 24:00 | 0:00 | 24:00 | 104:00 |
| 05 - 2014 | 0:00 | 16:00 | 4:00 | 20:00 | 0:00 | 20:00 | 104:00 |
| 04 - 2014 | 0:00 | 12:00 | 4:00 | 16:00 | 0:00 | 16:00 | 104:00 |
| 03 - 2014 | 0:00 | 8:00 | 4:00 | 12:00 | 0:00 | 12:00 | 104:00 |
| 02 - 2014 | 0:00 | 4:00 | 4:00 | 8:00 | 0:00 | 8:00 | 104:00 |
| 01 - 2014 | 0:00 | 0:00 | 4:00 | 4:00 | 0:00 | 4:00 | 104:00 |

Next >>

Kronos webTA Page 1 1:10 PM 25-Mar-2014

Slide notes

Here, we can see the PDF version of the report. This report can be saved, emailed, printed, or used in any way needed. Note, that the Report Parameters are no longer visible when a Report is exported.

If you recall, we selected Annual Leave as the Leave Type, but that does not display on the PDF version. It is recommended that you add the Leave Type to the Report Header so the viewer of the report is aware of the Leave data they are viewing in the exported report.

In this example, we are going to close the PDF. Select next to continue.

Slide 24 - Slide 24



Employee

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#) [Reports >](#)

[PDF](#) | [Excel](#) | [HTML](#) | [CSV](#)

Leave Audit

Leave Audit - Sample

Report Date: 03/25/2014

Pay Period Range: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 to 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Employee : MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | Accrued | Available | Used | Balance | Max Available |
|------------|------------|---------|---------|-----------|------|---------|---------------|
| 06 - 2014 | 0:00 | 20:00 | 4:00 | 24:00 | 0:00 | 24:00 | 104:00 |
| 05 - 2014 | 0:00 | 16:00 | 4:00 | 20:00 | 0:00 | 20:00 | 104:00 |
| 04 - 2014 | 0:00 | 12:00 | 4:00 | 16:00 | 0:00 | 16:00 | 104:00 |
| 03 - 2014 | 0:00 | 8:00 | 4:00 | 12:00 | 0:00 | 12:00 | 104:00 |
| 02 - 2014 | 0:00 | 4:00 | 4:00 | 8:00 | 0:00 | 8:00 | 104:00 |
| 01 - 2014 | 0:00 | 0:00 | 4:00 | 4:00 | 0:00 | 4:00 | 104:00 |

Page 1

Report Parameters

Report Header:

From PP: ▼

To PP: ▼

Leave Type: ▼

Slide notes

Slide 25 - Slide 25

WEBTA™ Employee Inbox [3] | Settings | Help | Log Out

Employee Main Menu > Reports >

PDF | Excel | HTML | CSV

Leave Audit

Leave Audit - Sample

Report Date: 03/25/2014
 Pay Period Range: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 to 06 - 2014 : Mar 23, 2014-Apr 05, 2014
 Employee : MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | Accrued | Available | Used | Balance | Max Available |
|------------|------------|---------|---------|-----------|------|---------|---------------|
| 06 - 2014 | 0:00 | 20:00 | 4:00 | 24:00 | 0:00 | 24:00 | 104:00 |
| 05 - 2014 | 0:00 | 16:00 | 4:00 | 20:00 | 0:00 | 20:00 | 104:00 |
| 04 - 2014 | 0:00 | 12:00 | 4:00 | 16:00 | 0:00 | 16:00 | 104:00 |
| 03 - 2014 | 0:00 | 8:00 | 4:00 | 12:00 | 0:00 | 12:00 | 104:00 |
| 02 - 2014 | 0:00 | 4:00 | 4:00 | 8:00 | 0:00 | 8:00 | 104:00 |
| 01 - 2014 | 0:00 | 0:00 | 4:00 | 4:00 | 0:00 | 4:00 | 104:00 |

Page 1

Report Parameters

Report Header:

From PP: ▼

To PP: ▼

Leave Type: ▼

Slide notes

Back in webTA, we will select the Employee tab to return to the Main Menu. Select next to continue.

Slide 26 - Slide 26



Employee

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#) [Reports >](#)

[PDF](#) | [Excel](#) | [HTML](#) | [CSV](#)

Leave Audit

Leave Audit - Sample

Report Date: 03/25/2014

Pay Period Range: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 to 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Employee : MILLER, SAMANTHA

| Pay Period | Manual Adj | Forward | Accrued | Available | Used | Balance | Max Available |
|------------|------------|---------|---------|-----------|------|---------|---------------|
| 06 - 2014 | 0:00 | 20:00 | 4:00 | 24:00 | 0:00 | 24:00 | 104:00 |
| 05 - 2014 | 0:00 | 16:00 | 4:00 | 20:00 | 0:00 | 20:00 | 104:00 |
| 04 - 2014 | 0:00 | 12:00 | 4:00 | 16:00 | 0:00 | 16:00 | 104:00 |
| 03 - 2014 | 0:00 | 8:00 | 4:00 | 12:00 | 0:00 | 12:00 | 104:00 |
| 02 - 2014 | 0:00 | 4:00 | 4:00 | 8:00 | 0:00 | 8:00 | 104:00 |
| 01 - 2014 | 0:00 | 0:00 | 4:00 | 4:00 | 0:00 | 4:00 | 104:00 |

Page 1

Report Parameters

Report Header:

From PP: ▼

To PP: ▼

Leave Type: ▼

Slide notes

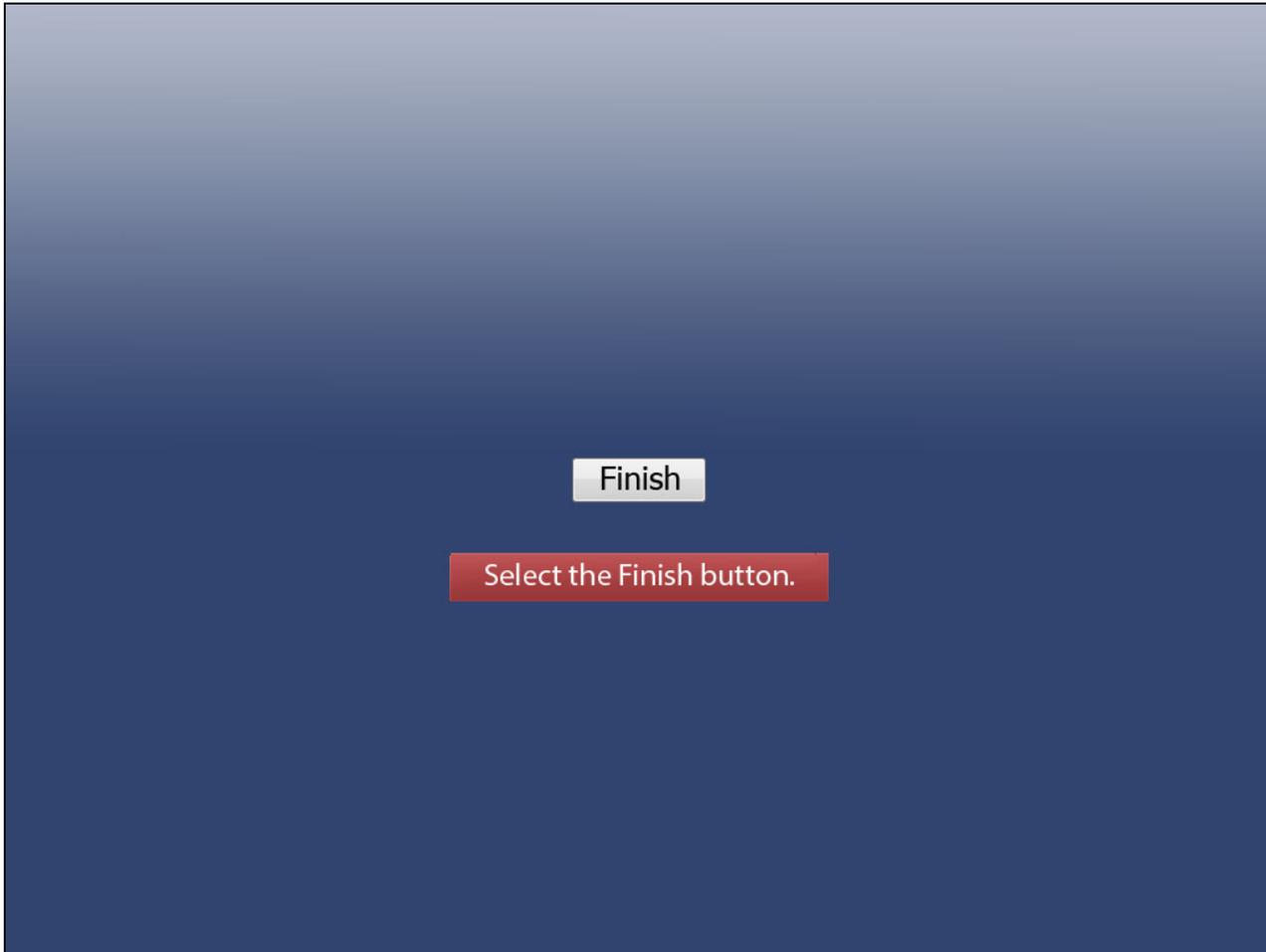
Slide 27 - Slide 27

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 is a navigation bar with 'Inbox [8] | Settings | Help | 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

Slide 28 - Finish



Slide notes

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