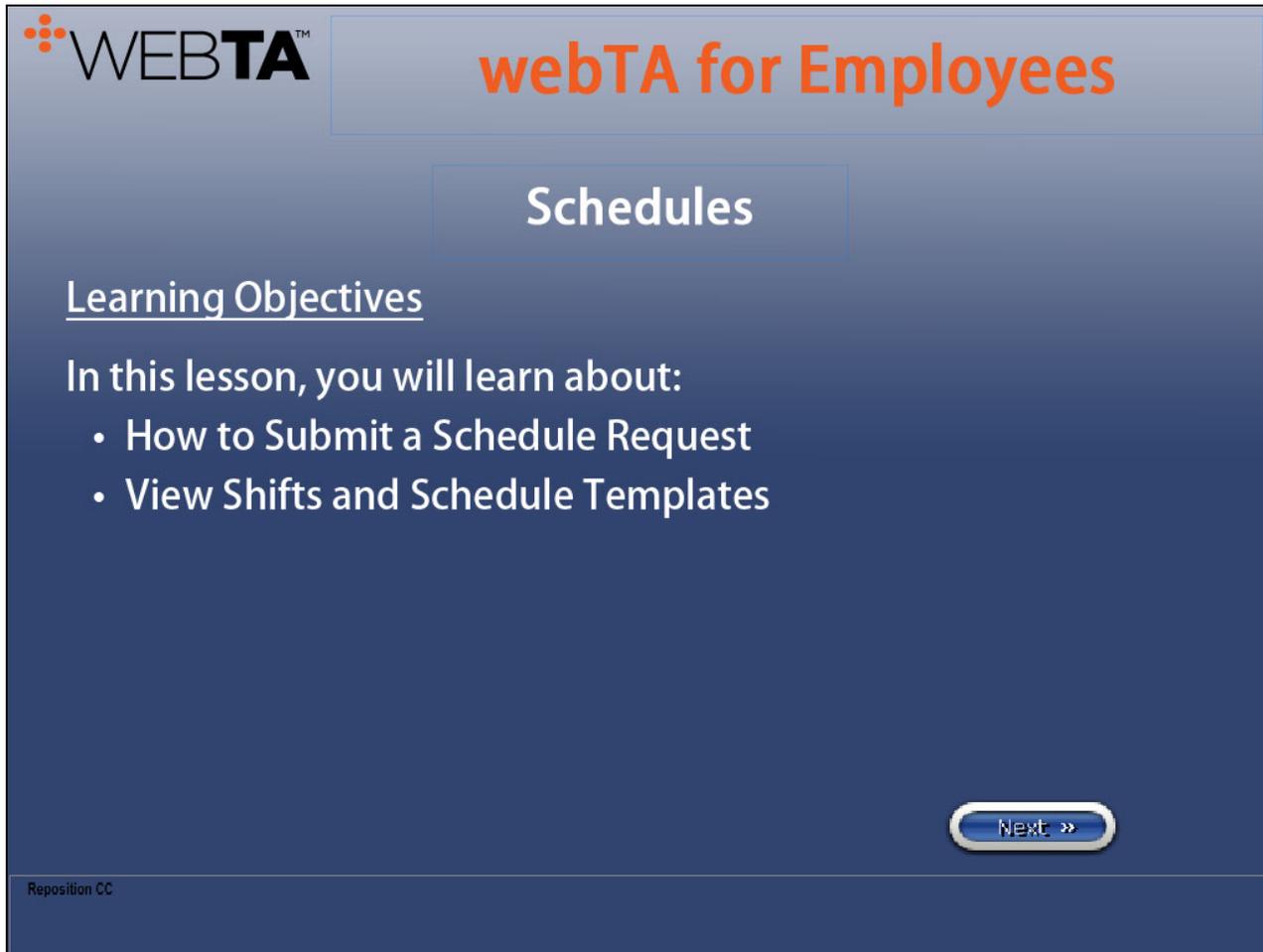


Slide 1 - Learning Objectives

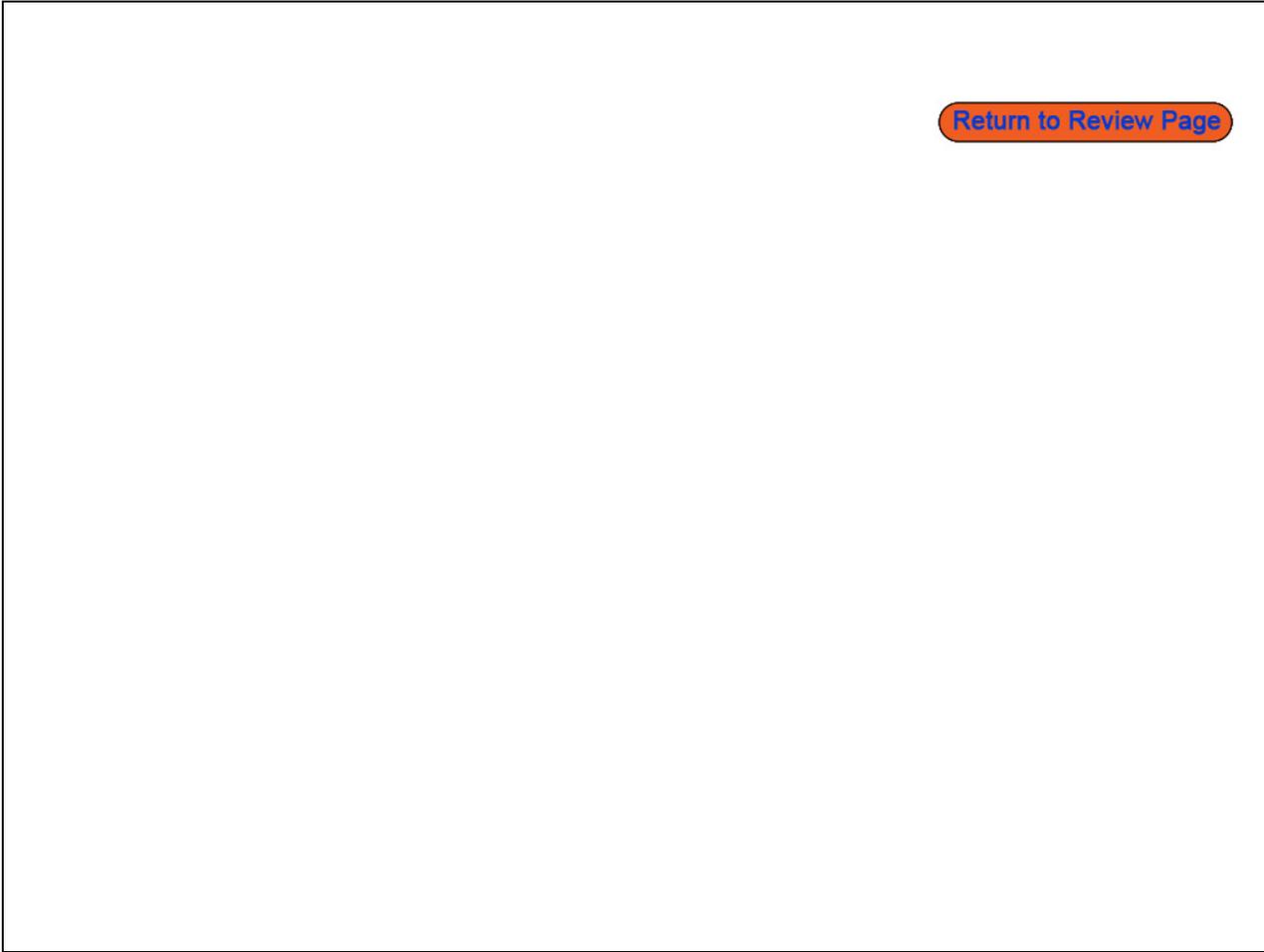


The slide features a dark blue gradient background. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Employees' is displayed in a large, orange, sans-serif font. Below the title, the word 'Schedules' is centered in a white, sans-serif font. Underneath 'Schedules', 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 of two items: '• How to Submit a Schedule Request' and '• View Shifts and Schedule Templates'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next »' inside. In the bottom left corner, the text 'Reposition CC' is visible in a small font.

Slide notes

Welcome to the webTA for Employees training course. Please review the objectives listed here and when you are ready to continue, select the Next button.

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 a cluster of orange dots 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 single bullet point: '• [How to Submit a Schedule Request](#)'. This bullet point is enclosed in a thin orange rectangular border. A small white square is located in the bottom right corner of the slide area.

Slide notes

Slide 4 - Slide 4

Slide 4 of 6

WEBTA™ Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu

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

Reports	Schedule
Reports	Schedule Assignment
	Shifts
	Schedule Templates

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

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

Emergency Contacts
My Contacts

[Next >>](#)

Slide notes

To view your Schedule Assignment, select the 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 are links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment (highlighted with a red border), 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 6 - Slide 6

The screenshot shows the 'Schedule Assignment - THOMPSON, JOSHUA' page in the WEBTA system. The page header includes the WEBTA logo, 'Employee' role, and navigation links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the header, there is a breadcrumb 'Employee Main Menu >'. The main content area is titled 'Schedule Assignment - THOMPSON, JOSHUA' and contains two sections: 'Permanent Schedule' and 'Temporary Schedule'. Each section has a table with columns for 'Schedule', 'Start Date', 'End Date', and 'Approval Status'. Both tables are currently empty, with the message 'No permanent schedules have been created' and 'No temporary schedules have been created' respectively. Below each table is a red 'Add' button ('Add Permanent Schedule' and 'Add Temporary Schedule'). A 'Cancel' button is located at the bottom left of the main content area. A blue 'Next >>' button is positioned at the bottom right of the page.

Slide notes

The Schedule Assignment page displays any Permanent or Temporary Schedule Requests. This employee has no Requests, so let's create one. In this example, we will create a Permanent Schedule. Select next to continue.

Slide 7 - Slide 7

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu >

Schedule Assignment - THOMPSON, JOSHUA

Permanent Schedule

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

[Add Permanent Schedule](#)

Temporary Schedule

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

[Add Temporary Schedule](#)

[Cancel](#)

Slide notes

Slide 8 - Slide 8

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

[Employee Main Menu >](#) [Schedule Assignment >](#)

(Add) Schedule - THOMPSON, JOSHUA

submitted approved denied

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Next >>

Slide notes

Here, we see a blank schedule. The required fields, Name, Number of Weeks and Start Date are marked with a red asterisk. Schedule Requests must begin on the first day of the pay period. In this example, we will type j Thompson Permanent in the name field. Select next to continue.

Slide 9 - Slide 9

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 10 - Slide 10

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 11 - Slide 11

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Next >>

Slide notes

We want this Schedule to cover 2 weeks, and start on the 19th, so we will leave these fields as is. Let's scroll down to display the rest of the page. Select next to continue.

Slide 12 - Slide 12

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

*** Name:** Insert Schedule Template

Description:

*** Weeks:**

*** Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 13 - Slide 13

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
	Week One TOTAL						

Week Two

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 14 - Slide 14

* Start Date:

End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL							

Approver:
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Slide notes

To add time, or shifts to a schedule request, you must select the checkboxes of the days you wish to add to your schedule. In the background, we will select Monday through Friday for both weeks one and two. Select next to continue.

Slide 15 - Slide 15

* Start Date: End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed					+	X
<input checked="" type="checkbox"/>	Thu					+	X
<input checked="" type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed					+	X
<input checked="" type="checkbox"/>	Thu					+	X
<input checked="" type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL							

Approver:
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Slide notes

Note that when days are selected, the buttons for Inserting Shifts become active. This is how hours are added to the schedule. Let's select Insert Shift. Select next to continue.

Slide 16 - Slide 16

* Start Date:

End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed					+	X
<input checked="" type="checkbox"/>	Thu					+	X
<input checked="" type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed					+	X
<input checked="" type="checkbox"/>	Thu					+	X
<input checked="" type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week Two TOTAL					

Approver:
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Slide notes

Slide 17 - Slide 17

The screenshot displays the 'USDA Employee webTA Schedules' interface. At the top, there are date selection fields for 'Start Date' (set to Apr 19, 2015) and 'End Date' (Month Day Year). Below this is a 'Week One' schedule grid with columns for Day, Shift, RDO, Transaction Code, Hours, Add Row, and Delete. The days Mon through Fri are checked. An 'Insert Shift' dialog box is open in the center, featuring a search bar with 'Name' and 'Description' fields, a 'Search' button, and a table of available shifts. The table has columns: Name, Description, Shift Type, Start, Stop, Transaction Code, Meal, Hours, and Select. One shift is listed: '10 Hour', 'Normal day', 'Regular', '8:00am', '7:00pm', 'Regular Base Pay', '60', '10:00', and a 'Select' button. Below the table is a 'Cancel' button. At the bottom of the main interface, there are buttons for 'Insert Shift', 'Insert Manual Shift', and 'Delete Shift', an 'Approver' field, a 'Comments' text area, an 'Activity Log' table with columns 'Action', 'Resulting State', 'Action Date', 'Name', and 'Remarks', and 'Submit' and 'Cancel' buttons. A 'Next >>' button is also present.

Slide notes

Here, we see a list of available shifts. In this case, this is not the shift we wish to add to the Schedule. So we will select the Cancel button. Select next to continue.

Slide 18 - Slide 18

* Start Date: Apr 19, 2015
End Date: Month Day Year

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed						
<input checked="" type="checkbox"/>	Thu						
<input checked="" type="checkbox"/>	Fri						
<input type="checkbox"/>	Sat						

Insert Shift

Name: Description: **Search**

Name	Description	Shift Type	Start	Stop	Transaction Code	Meal	Hours	Select
10 Hour	Normal day	Regular	8:00am	7:00pm	Regular Base Pay	60	10:00	Select

Cancel

Insert Shift Insert Manual Shift Delete Shift

Approver:
Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
--------	-----------------	-------------	------	---------

Submit **Cancel**

Slide notes

Slide 19 - Slide 19

* Start Date: End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed					+	X
<input checked="" type="checkbox"/>	Thu					+	X
<input checked="" type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input checked="" type="checkbox"/>	Mon					+	X
<input checked="" type="checkbox"/>	Tue					+	X
<input checked="" type="checkbox"/>	Wed					+	X
<input checked="" type="checkbox"/>	Thu					+	X
<input checked="" type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week Two TOTAL					

Approver:
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Slide notes

We could enter the shift Manually using the Insert Manual Shift button, but there is another option you may have noticed earlier. Let's scroll back to the top of the screen. Select next to continue.

Slide 20 - Slide 20

* Start Date:

End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL							

Approver:
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Slide notes

Slide 21 - Slide 21

* Start Date:

End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL							

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL							

Approver:

 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

Slide notes

Slide 22 - Slide 22

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Next >>

Slide notes

Note the Insert Schedule Template button next to the name field. Schedule Templates are created and maintained for your use and offer a variety of options to use in your Schedule Requests. Let's take a look. Select next to continue.

Slide 23 - Slide 23

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: None

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
		Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 24 - Slide 24

WEBTA™ Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

submitted approved denied

Schedule Type: None
Schedule Status: Unsaved

Items marked with an asterisk* are required.

* Name: JThompson Permanent Insert Schedule Template

Description:

* Weeks: 2

* Start Date: Apr 19, 2015

End Date: Month Day Year

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
	Week One TOTAL				

Week Two

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

OK Cancel

Next >>

Slide notes

Here, a list of available Templates displays. In this example, we will select the Flex Shift template, and then click the OK button. Select next to continue.

Slide 25 - Slide 25

WEBTA™ Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

submitted approved denied

Items marked with an asterisk* are required.

* Name: JThompson Permanent Insert Schedule Template

Description:

* Weeks: 2

* Start Date: Apr 19, 2015

End Date: Month Day Year

Schedule Type: None
Schedule Status: Unsaved

Insert Schedule Template ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)**

OK Cancel

Week One					
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 26 - Slide 26

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA submitted approved denied

Items marked with an asterisk* are required.

* Name: JThompson Permanent Insert Schedule Template

Description:

* Weeks: 2

* Start Date: Apr 19, 2015

End Date:

Schedule Type: None
Schedule Status: Unsaved

Insert Schedule Template ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)

OK Cancel

Week One					
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 27 - Slide 27

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA submitted approved denied

Items marked with an asterisk* are required.

* Name: JThompson Permanent Insert Schedule Template

Description:

* Weeks: 2

* Start Date: Apr 19, 2015

End Date:

Schedule Type: None
Schedule Status: Unsaved

Insert Schedule Template ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)

OK Cancel

Week One					
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 28 - Slide 28

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

○ ○ ○

Schedule Type: Permanent

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Next >>

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>							

Slide notes

Note that the Flex Shift Bands have been added to the Request. Let's scroll down and look at the bottom of the screen. Select next to continue.

Slide 29 - Slide 29

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: Permanent

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>							

Slide notes

Slide 30 - Slide 30

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment >

(Add) Schedule - THOMPSON, JOSHUA

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

submitted approved denied

Schedule Type: Permanent

Schedule Status: Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
	Week One TOTAL				40:00		

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>							

Slide notes

USDA Employee webTA Schedules

Slide 31 - Slide 31

<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 275 630 302" type="button" value="+"/>	<input data-bbox="667 275 688 302" type="button" value="X"/>
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 344 630 371" type="button" value="+"/>	<input data-bbox="667 344 688 371" type="button" value="X"/>
<input type="checkbox"/>	Sat					<input data-bbox="609 392 630 420" type="button" value="+"/>	<input data-bbox="667 392 688 420" type="button" value="X"/>
Week One TOTAL					40:00		
Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					<input data-bbox="609 527 630 554" type="button" value="+"/>	<input data-bbox="667 527 688 554" type="button" value="X"/>
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 575 630 602" type="button" value="+"/>	<input data-bbox="667 575 688 602" type="button" value="X"/>
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 644 630 672" type="button" value="+"/>	<input data-bbox="667 644 688 672" type="button" value="X"/>
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 714 630 741" type="button" value="+"/>	<input data-bbox="667 714 688 741" type="button" value="X"/>
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 783 630 810" type="button" value="+"/>	<input data-bbox="667 783 688 810" type="button" value="X"/>
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 852 630 879" type="button" value="+"/>	<input data-bbox="667 852 688 879" type="button" value="X"/>
<input type="checkbox"/>	Sat					<input data-bbox="609 900 630 928" type="button" value="+"/>	<input data-bbox="667 900 688 928" type="button" value="X"/>
Week Two TOTAL					40:00		

Approver:
 Comments:

[Activity Log](#)

Action	Resulting State	Action Date	Name	Remarks

Slide notes

Slide 32 - Slide 32

		2:00pm-9:00pm					
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		
Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL					40:00		

Approver:
 Comments:

[Activity Log](#)

Action	Resulting State	Action Date	Name	Remarks

Slide notes

The Flex Shift bands continue in week two. The next step is to Submit the Schedule Request for approval by the Supervisor. Select next to continue.

Slide 33 - Slide 33

		2:00pm-9:00pm					
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL					40:00		

Approver:
 Comments:

[Activity Log](#)

Action	Resulting State	Action Date	Name	Remarks

Slide notes

Slide 34 - Slide 34

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment > Schedule >

(Modify) Schedule - THOMPSON, JOSHUA submitted approved denied

Successfully submitted the work schedule

Items marked with an asterisk* are required.

* Name: JThompson Permanent Schedule Type: Permanent
Schedule Status: Submitted
 Description: Insert Schedule Template

* Weeks: 2

* Start Date: Apr 19, 2015

End Date: Forever

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Next >>

Week Two

Slide notes

Note the message indicating that the Request was submitted successfully. The Supervisor will receive a message notifying them of the Request. Let's go back to the Schedule Assignment page using the breadcrumb trail. Select next to continue.

Slide 35 - Slide 35

WEBTA™

Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Schedule Assignment > Schedule >

(Modify) Schedule - THOMPSON, JOSHUA

submitted approved denied

Successfully submitted the work schedule

Items marked with an asterisk* are required.

* **Name:** Insert Schedule Template

Description:

* **Weeks:**

* **Start Date:**

End Date:

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

10.166.121.18030/usdatraining/UsdaAddEmpWeek Two :#

Slide notes

Slide 36 - Slide 36

WEBTA™ Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu >

Schedule Assignment - THOMPSON, JOSHUA

Permanent Schedule

Schedule	Start Date	End Date	Approval Status
JThompson Permanent	Apr 19, 2015	Forever	Submitted

[Add Permanent Schedule](#)

Temporary Schedule

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

[Add Temporary Schedule](#)

[Cancel](#)

[Next >>](#)

Slide notes

Note the Approval Status is Submitted. In the background, we will have the Supervisor Approve the Request. Select next to continue.

Slide 37 - Slide 37

WEBTA™ Employee Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Schedule Assignment - THOMPSON, JOSHUA

Permanent Schedule

Schedule	Start Date	End Date	Approval Status
JThompson Permanent	Apr 19, 2015	Forever	Approved

[Add Permanent Schedule](#)

Temporary Schedule

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

[Add Temporary Schedule](#)

[Cancel](#)

[Next >>](#)

Slide notes

Note that the Status is now Approved. The Schedule will now appear on the employee's Timesheet. Let's take a look. First, we will return to the Main Menu by selecting the Employee tab. Select next to continue.

Slide 38 - Slide 38

The screenshot displays the WEBTA Employee interface. At the top left is the WEBTA logo with a red square containing the word 'Employee'. To the right is a navigation bar with 'Inbox [7] | Settings | Help | Log Out'. Below the logo is a link for 'Employee Main Menu >'. The main heading is 'Schedule Assignment - THOMPSON, JOSHUA'. Under 'Permanent Schedule', there is a table with one row: 'JThompson Permanent' with a start date of 'Apr 19, 2015', an end date of 'Forever', and an approval status of 'Approved'. Below the table is a red button labeled 'Add Permanent Schedule'. Under 'Temporary Schedule', there is a table with the text 'No temporary schedules have been created' in the first row. Below this table is a red button labeled 'Add Temporary Schedule'. At the bottom left is a grey button labeled 'Cancel'.

WEBTA™ Employee

Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Schedule Assignment - THOMPSON, JOSHUA

Permanent Schedule

Schedule	Start Date	End Date	Approval Status
JThompson Permanent	Apr 19, 2015	Forever	Approved

Add Permanent Schedule

Temporary Schedule

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

Add Temporary Schedule

Cancel

Slide notes

Slide 39 - Slide 39

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 [7]', '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 at the bottom right of the menu area.

Slide notes

Next, we will select the Timesheet link. Select next to continue.

Slide 40 - Slide 40

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo and 'Employee' label. At the top right are links for 'Inbox [7]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Time**
 - Timesheet** (highlighted with a red box)
 - 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, a small URL is visible: 10.2.66.121:18030/usdatraining/.../EmployeeMainMenu

Slide notes

Slide 41 - Slide 41

WEBTA™ Employee Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated | Validated | Certified | Sent

Employee: Thompson, Joshua **Timesheet Type:** Regular
Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 * S **Status:** Unvalidated
Select Pay Period

Work Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Time In															
Time Out															
Meal Time															
Transaction	Account														
Work Time Total															

Leave Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Absence Start															
Absence End															
Transaction	Account														
66 - Hazardous Weather Pk66	Select Account														
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule Next >>

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	04/28	04/29	04/30	05/01	05/02
6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a		6:00a-10:00a						
10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p		10:00a-2:00p						
2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p		2:00p-8:00p						

Slide notes

Let's scroll down to see the Schedule tab. Select next to continue.

Slide 42 - Slide 42


Employee
Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Thompson, Joshua

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 * S Select Pay Period

Timesheet Type: Regular **Status:** Unvalidated

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Work Time															
Time In															
Time Out															
Meal Time															
Transaction															
Work Time Total															
Leave Time															
Absence Start															
Absence End															
Transaction															
66 - Hazardous Weather Pk66															
Select Account															
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02
6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a			6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a
10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p			10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p
2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p			2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p

Slide notes

Slide 43 - Slide 43

WEBTA™

Employee

[Inbox \[7\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

Timesheet

Unvalidated Validated Certified Sent

Employee: Thompson, Joshua

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 * S Select Pay Period

Timesheet Type: Regular **Status:** Unvalidated

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Work Time															
Time In															
Time Out															
Meal Time															
Transaction															
Work Time Total															
Leave Time															
Absence Start															
Absence End															
Transaction															
66 - Hazardous Weather Pk66															
Select Account															
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02
6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a			6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a
10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p			10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p
2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p			2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p

Slide notes

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Pay Period: 08 - 2015 - Apr 19, 2015-May 02, 2015 * S Status: Unvalidated

Work Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Time In															
Time Out															
Meal Time															
Transaction	Account														
Work Time Total															

Leave Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Absence Start															
Absence End															
Transaction	Account														
66 - Hazardous Weather P:66	Select Account														
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02
	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p			6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p
	8 hours			8 hours									

Action Remarks:

Characters Remaining: 255

[Next >>](#)

Slide notes

Note that the Flex Shift Bands display. Let's scroll back to the top of the screen, and return to the Main Menu by selecting the Employee tab. Select next to continue.

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Pay Period: 08 - 2015 - Apr 19, 2015-May 02, 2015 * S Status: Unvalidated

Select Pay Period

Work Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Time In															
Time Out															
Meal Time															
Transaction	Account														
Work Time Total															

Leave Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Absence Start															
Absence End															
Transaction	Account														
66 - Hazardous Weather P:66	Select Account														
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02
	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p			6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p
	8 hours			8 hours									

Action Remarks:

Characters Remaining: 255

Slide notes

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Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 * S Status: Unvalidated

Work Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Time In															
Time Out															
Meal Time															
Transaction	Account														
Work Time Total															

Leave Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Absence Start															
Absence End															
Transaction	Account														
66 - Hazardous Weather Pk66	Select Account														
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

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

Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02
6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p		6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	6:00a-10:00a 10:00a-2:00p 2:00p-9:00p	
8 hours		8 hours											

Action Remarks:

Characters Remaining: 255

Slide notes

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Employee

Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: Thompson, Joshua

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Unvalidated Validated Certified Sent ▶

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02
Time In															
Time Out															
Meal Time															
Transaction Account															
Work Time Total															
Absence Start															
Absence End															
Transaction Account															
66 - Hazardous Weather Pk66															
Select Account															
Leave Time Total															
Daily Total															

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02
6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a			6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a	6:00a-10:00a
10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p			10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p	10:00a-2:00p
2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p			2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p	2:00p-8:00p

Slide notes

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Slide 48 - Slide 48

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 are navigation links: 'Inbox [7] | 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**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

Slide notes

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Slide notes

Slide 50 - Finish



Slide notes

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