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Transaction	Account																	
X	01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00				32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)													8:00		8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00

Leave Time

Absence Start	Absence End

Transaction	Account																	
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

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

Telework Eligible: Regular/Routine: Agreement Status: Approved
 Telework Ready: Situational/Ad Hoc: Agreement Start: 03/16/2015
 Agreement Expires:

Action Remarks:

Characters Remaining: 255

Slide notes

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Employee
Inbox [4] | Settings | Help | Log Out

Employee Main Menu > Timesheet >

Timesheet Summary

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * PA Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Validation Messages

WARNING: Timesheet transaction for 01 - Telework Home with no corresponding request on 6/26 (PPV_US_254)

Work Time

	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk1	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Wk2	Total
Time In	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			
Time Out	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			
Meal Time	1:00	1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	1:00			

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
01 - Regular Base Pay	100000001 (Sample Account #1)			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)													8:00	8:00	8:00	
Work Time Total				8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Leave Time Total									40:00		8:00	8:00	8:00	8:00		40:00	80:00
Daily Total				8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Next >>

Work Schedule

Schedule Week 1							Schedule Week 2						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p
	8 hours			8 hours									

Slide notes

As mentioned, selecting Validate checks your time entries and verifies they match with your schedule and other validation rules. If there were any problems, they would appear as Validation Messages above your time entry sections.

Validation Messages can be Errors, or Warnings. Errors must be corrected in order for a timesheet to be Validated. A timesheet can be Validated with Warnings, but your Supervisor will see the Warnings when they go to Certify your timesheet. We see a Warning on this particular Timesheet stating that there is no corresponding Telework Request for the hours on the Timesheet.

Since it is a Warning, we can still Validate the Timesheet, but our Supervisor will see the Warnings when they go to Certify. Since we do not have any Errors, the timesheet status has changed to Pending Attestation and the Timesheet Summary displays. Let's scroll down and review the Timesheet Summary. Select next to continue.

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Employee Main Menu > Timesheet >

Timesheet Summary

Employee: Davis, Brian

Pay Period: 19 - 2015 : Sep 20, 2015-Oct 03, 2015 * PA Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Work Time

	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk1	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Wk2	Total
Time In	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			
Time Out	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			
Meal Time	1:00	1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00				

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00		40:00:80:00
01 - Telework Home	100000001 (Sample Account #1)															
Work Time Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00		40:00:80:00

Leave Time

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Leave Time Total																
Daily Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00		40:00:80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Work Schedule

Schedule Week 1

Su	M	T	W	Th	F	Sa
09/20	09/21	09/22	09/23	09/24	09/25	09/26
8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
8 hours						

Schedule Week 2

Su	M	T	W	Th	F	Sa
09/27	09/28	09/29	09/30	10/01	10/02	10/03
8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
8 hours						

Totals Transaction Totals

Slide notes

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Employee
Inbox [4] | Settings | Help | Log Out

Employee Main Menu > Timesheet >

Timesheet Summary

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * PA Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Validation Messages

WARNING: Timesheet transaction for 01 - Telework Home with no corresponding request on 6/26 (PPV_US_254)

Work Time

	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk1	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Wk2	Total
Time In	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			
Time Out	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			
Meal Time	1:00	1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	1:00			

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
01 - Regular Base Pay	100000001 (Sample Account #1)			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)													8:00	8:00	8:00	
Work Time Total				8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Leave Time Total																	
Daily Total				8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Work Schedule

Schedule Week 1							Schedule Week 2						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours			8 hours									

Slide notes

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Employee
Inbox [4] | Settings | Help | Log Out

Employee Main Menu > Timesheet >

Timesheet Summary

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * PA Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Validation Messages

WARNING: Timesheet transaction for 01 - Telework Home with no corresponding request on 6/26 (PPV US 254)

Work Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total							
Time In																								
Time Out																								
Meal Time																								
Transaction Account																								
01 - Regular Base Pay	100000001 (Sample Account #1)							8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)														8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	
Work Time Total																								
							8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00	

Leave Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total						
Absence Start																							
Absence End																							
Transaction Account																							
Leave Time Total																							
							8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00
Daily Total																							

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Work Schedule

Schedule Week 1							Schedule Week 2						
Su 06/14	M 06/15	T 06/16	W 06/17	Th 06/18	F 06/19	Sa 06/20	Su 06/21	M 06/22	T 06/23	W 06/24	Th 06/25	F 06/26	Sa 06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p		8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p
	8 hours		8 hours										

Slide notes

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Schedule Week 1							Schedule Week 2						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours			8 hours									

Totals		Transaction Totals	
Timesheet Totals		Transaction Code	Amount
Week One:	40:00		
Week Two:	40:00	01 - Telework Home	8:00
Total Hours:	80:00	01 - Regular Base Pay	72:00
Time In Pay:	80:00		
Other Time:	0:00		
Dollar Transactions:	\$0.00		
Days In Pay:	10		

Remarks

Pay Period Remarks

Timesheet Entry Remarks

Date	Entry	Name, UserID, Date/Time	Role	Daily Remark

Leave Requests

Date	Times	Hours	Transaction	Status	Approver
No leave requests found for this pay period					

Premium Pay Requests

Date	Times	Hours	Transaction	Status	Approver
No premium pay requests found for this pay period					

[Next >>](#)

Leave Data

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose

Slide notes

Here, we see the middle sections of the Timesheet Summary, including Totals, Remarks, and Leave and Premium Pay requests. Next, we will scroll down to display the rest of the Timesheet Summary. Select next to continue.

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Work Schedule							Schedule Week 1							Schedule Week 2							
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29	06/30	07/01	07/02	07/03	07/04	
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p									
	8 hours			8 hours																	

Totals		Transaction Totals	
Week One:	Timesheet Totals	Transaction Code	Amount
Week Two:	40:00	01 - Telework Home	8:00
Total Hours:	40:00	01 - Regular Base Pay	72:00
Time In Pay:	80:00		
Other Time:	80:00		
Dollar Transactions:	0:00		
Days In Pay:	\$0.00		
	10		

Remarks				
Pay Period Remarks				
Timesheet Entry Remarks				
Date	Entry	Name, UserID, Date/Time	Role	Daily Remark

Leave Requests					
Date	Times	Hours	Transaction	Status	Approver
No leave requests found for this pay period					

Premium Pay Requests					
Date	Times	Hours	Transaction	Status	Approver
No premium pay requests found for this pay period					

Leave Data										
Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose

Slide notes

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work schedule							work schedule						
Schedule Week 1							Schedule Week 2						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours			8 hours									

Totals		Transaction Totals	
Timesheet Totals	Transaction Code	Amount	
Week One: 40:00			
Week Two: 40:00			
Total Hours: 80:00	01 - Telework Home	8:00	
Time In Pay: 80:00	01 - Regular Base Pay	72:00	
Other Time: 0:00			
Dollar Transactions: \$0.00			
Days In Pay: 10			

Remarks				
Pay Period Remarks				

Timesheet Entry Remarks				
Date	Entry	Name, UserID, Date/Time	Role	Daily Remark

Leave Requests					
Date	Times	Hours	Transaction	Status	Approver
No leave requests found for this pay period					

Premium Pay Requests					
Date	Times	Hours	Transaction	Status	Approver
No premium pay requests found for this pay period					

Leave Data										
Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00

Slide notes

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Leave Data											
Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose	
Annual Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00	
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00	

Timesheet Profile	
Status Change Type: None	Detail Expiration Date:
Status Change Day: None	Supervisory Status Code:
Oath of Office: F	Supervisory Status Code Description:
Final Report: False	Department Description:
On Hold: F	Amount Balance:
Payplan: GS General Schedule (reg)	Hours Balance:
Tour of duty: Full Time	Last Day Worked:
Duty Hours: 80	Organization Level 1:
Work Week: Mon-Fri	Organization Level 2:
Alternative Work Schedule: Variable Workday/Maxiflex	Organization Level 3:
RSO / Salary Cap: None	Organization Level 4:
Standby Hours Week 1:	Organization Level 5:
Standby Hours Week 2:	Organization Level 6:
Standby AUO Percent:	Organization Level 7:
Service Computation Date: 04/01/2015	Organization Level 8:
Military Regular Leave Flag: F	Occupational Series:
Military Emergency Leave Flag: F	Grade:
Negative Annual Leave Balance: F	Step:
Negative Sick Leave Balance: F	Official Title:
Negative Religious Comp Time Balance: F	Organizational Title:
Leave Category Override: Default (Based on SCD)	Dept Code:
Leave Ceiling Override:	Employment Status:
Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code: Next >>
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:

Slide notes

The next sections include Leave Accrual and Timesheet Profile details. Let's scroll down to show the rest of the Summary. Select next to continue.

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Leave Data											
Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose	
Annual Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00	
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00	

Timesheet Profile	
Status Change Type: None	Detail Expiration Date:
Status Change Day: None	Supervisory Status Code:
Oath of Office: F	Supervisory Status Code Description:
Final Report: False	Department Description:
On Hold: F	Amount Balance:
Payplan: GS General Schedule (reg)	Hours Balance:
Tour of duty: Full Time	Last Day Worked:
Duty Hours: 80	Organization Level 1:
Work Week: Mon-Fri	Organization Level 2:
Alternative Work Schedule: Variable Workday/Maxiflex	Organization Level 3:
RSO / Salary Cap: None	Organization Level 4:
Standby Hours Week 1:	Organization Level 5:
Standby Hours Week 2:	Organization Level 6:
Standby AUO Percent:	Organization Level 7:
Service Computation Date: 04/01/2015	Organization Level 8:
Military Regular Leave Flag: F	Occupational Series:
Military Emergency Leave Flag: F	Grade:
Negative Annual Leave Balance: F	Step:
Negative Sick Leave Balance: F	Official Title:
Negative Religious Comp Time Balance: F	Organizational Title:
Leave Category Override: Default (Based on SCD)	Dept Code:
Leave Ceiling Override:	Employment Status:
Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code:
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:

Slide notes

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Leave Data										
Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	60:00	0:00

Timesheet Profile	
Status Change Type: None	Detail Expiration Date:
Status Change Day: None	Supervisory Status Code:
Oath of Office: F	Supervisory Status Code Description:
Final Report: False	Department Description:
On Hold: F	Amount Balance:
Payplan: GS General Schedule (reg)	Hours Balance:
Tour of duty: Full Time	Last Day Worked:
Duty Hours: 80	Organization Level 1:
Work Week: Mon-Fri	Organization Level 2:
Alternative Work Schedule: Variable Workday/Maxiflex	Organization Level 3:
RSO / Salary Cap: None	Organization Level 4:
Standby Hours Week 1:	Organization Level 5:
Standby Hours Week 2:	Organization Level 6:
Standby AUO Percent:	Organization Level 7:
Service Computation Date: 04/01/2015	Organization Level 8:
Military Regular Leave Flag: F	Occupational Series:
Military Emergency Leave Flag: F	Grade:
Negative Annual Leave Balance: F	Step:
Negative Sick Leave Balance: F	Official Title:
Negative Religious Comp Time Balance: F	Organizational Title:
Leave Category Override: Default (Based on SCD)	Dept Code:
Leave Ceiling Override:	Employment Status:
Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code:
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:
FLSA Indicator: E - Exempt	Appointment Expiration Date:

Slide notes

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Status Change Type: None	Detail Expiration Date:
Status Change Day: None	Supervisory Status Code:
Oath of Office: F	Supervisory Status Code Description:
Final Report: False	Department Description:
On Hold: F	Amount Balance:
Payplan: GS General Schedule (reg)	Hours Balance:
Tour of duty: Full Time	Last Day Worked:
Duty Hours: 80	Organization Level 1:
Work Week: Mon-Fri	Organization Level 2:
Alternative Work Schedule: Variable Workday/Maxiflex	Organization Level 3:
RSO / Salary Cap: None	Organization Level 4:
Standby Hours Week 1:	Organization Level 5:
Standby Hours Week 2:	Organization Level 6:
Standby AUO Percent:	Organization Level 7:
Service Computation Date: 04/01/2015	Organization Level 8:
Military Regular Leave Flag: F	Occupational Series:
Military Emergency Leave Flag: F	Grade:
Negative Annual Leave Balance: F	Step:
Negative Sick Leave Balance: F	Official Title:
Negative Religious Comp Time Balance: F	Organizational Title:
Leave Category Override: Default (Based on SCD)	Dept Code:
Leave Ceiling Override:	Employment Status:
Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code:
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:
FLSA Indicator: E - Exempt	Appointment Expiration Date:
POI: 4815	Emergency Preparedness Plan: F
Employment Type: Exception Hourly	Account :
Days in Appointment:	Vol. Leave Recipient: No
Retirement Plan: CSRS(7.5 PL 110-161) 20103	Eme. Leave Recipient: No
Hourly Pay Rate:	Personal Leave Ceiling: 240.00
Military Reserve Category:	Accounting Type: Manual Account Entry
Temporary Promotion Expiration Date:	Actual Leave Accrual Rate: 4 Hours/PP
LWOP Expiration Date:	

Slide notes

Slide 116 - Slide 116

Negative Sick Leave Balance: F	Official Title:
Negative Religious Comp Time Balance: F	Organizational Title:
Leave Category Override: Default (Based on SCD)	Dept Code:
Leave Ceiling Override:	Employment Status:
Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code:
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:
FLSA Indicator: E - Exempt	Appointment Expiration Date:
POI: 4815	Emergency Preparedness Plan: F
Employment Type: Exception Hourly	Account :
Days in Appointment:	Vol. Leave Recipient: No
Retirement Plan: CSRS(7.5 PL 110-161) 20103	Eme. Leave Recipient: No
Hourly Pay Rate:	Personal Leave Ceiling: 240:00
Military Reserve Category:	Accounting Type: Manual Account Entry
Temporary Promotion Expiration Date:	Actual Leave Accrual Rate: 4 Hours/PP
LWOP Expiration Date:	

Activity Log

Action	Resulting State	Date	Name	Message
Validate	Pending Attestation	06/19/2015 02:30 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 02:30 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 02:18 PM EDT	SYSTEM	Timesheet saved by SYSTEM process.

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 117 - Slide 117

Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code:
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:
FLSA Indicator: E - Exempt	Appointment Expiration Date:
POI: 4815	Emergency Preparedness Plan: F
Employment Type: Exception Hourly	Account :
Days in Appointment:	Vol. Leave Recipient: No
Retirement Plan: CSRS(7.5 PL 110-161) 20103	Eme. Leave Recipient: No
Hourly Pay Rate:	Personal Leave Ceiling: 240.00
Military Reserve Category:	Accounting Type: Manual Account Entry
Temporary Promotion Expiration Date:	Actual Leave Accrual Rate: 4 Hours/PP
LWOP Expiration Date:	

Activity Log

Action	Resulting State	Date	Name	Message
Validate	Pending Attestation	06/19/2015 02:30 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 02:30 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 02:18 PM EDT	SYSTEM	Timesheet saved by SYSTEM process.

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Slide notes

Here, we see the remainder of the Timesheet Profile, as well as the Activity Log. The activity log serves as an electronic paper trail for auditing purposes, and will capture and display any changes in status of your timesheet, when the change occurred and who made the change, including changes made by your Timekeeper and certification or rejection by your Supervisor.

To complete the Validation process, we will select the Affirm button. Select next to continue.

Slide 118 - Slide 118

Home Leave Computation Date:	EMPLID of Supervisor:
Home Leave Category: None	E-Mail:
Home Leave End Date:	Phone:
FMLA Invoked: F	Temporary Position Expiration Date:
FMLA Military Invoked: F	Start Date:
FMLA Expiration Date:	End Date:
FMLA Military Expiration Date:	Effective Date:
Agency: NRCS	Office Type:
State Code: District of Columbia	Duty Station City Code:
Town: 1234	Duty Station City Description:
Unit: 11	Duty Station State Code:
New Contact Point: T	Duty Station State Description:
Timekeeper: 11	Duty Station County Code:
BUS Code:	Duty Station County Description:
FLSA Indicator: E - Exempt	Appointment Expiration Date:
POI: 4815	Emergency Preparedness Plan: F
Employment Type: Exception Hourly	Account :
Days in Appointment:	Vol. Leave Recipient: No
Retirement Plan: CSRS(7.5 PL 110-161) 20103	Eme. Leave Recipient: No
Hourly Pay Rate:	Personal Leave Ceiling: 240.00
Military Reserve Category:	Accounting Type: Manual Account Entry
Temporary Promotion Expiration Date:	Actual Leave Accrual Rate: 4 Hours/PP
LWOP Expiration Date:	

Activity Log

Action	Resulting State	Date	Name	Message
Validate	Pending Attestation	06/19/2015 02:30 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 02:30 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 02:18 PM EDT	SYSTEM	Timesheet saved by SYSTEM process.

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 119 - Slide 119


Inbox [4] | Settings | Help | Log Out

Employee Main Menu > Timesheet >

Unvalidated Validated Certified Sent

Timesheet Summary

Timesheet validated successfully

Employee: Davis, Brian
Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 *VE Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total
		9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/01	10/02	10/03				
Time In		8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am	8:00am	8:00am	8:00am	8:00am	8:00am				
Time Out		5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				
Meal Time		1:00	1:00	1:00	1:00	1:00				1:00	1:00	1:00	1:00	1:00					

Transaction	Account																	
01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)														8:00		8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

		Absence Start															Absence End	

Transaction	Account																	
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Next >>

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 06/14	M 06/15	T 06/16	W 06/17	Th 06/18	F 06/19	Sa 06/20	Su 06/21	M 06/22	T 06/23	W 06/24	Th 06/25	F 06/26	Sa 06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours	8 hours	8 hours	8 hours	8 hours			8 hours					

Slide notes

Note that we see a confirmation message indicated that our timesheet validated successfully. If we need to make a change, we still can by scrolling down and selecting the Save button. Let's do that now. Select next to continue.

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WEBTA™

Employee

[Inbox \[4\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Employee Main Menu > Timesheet >

Timesheet Summary

Unvalidated Validated Certified Sent

Timesheet validated successfully

Employee: Davis, Brian **Timesheet Type:** Regular

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 *VE **Status:** Unvalidated

Work Time

	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk1	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/01	Fri 10/02	Sat 10/03	Wk2	Total
Time In	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			
Time Out	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			
Meal Time	1:00	1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	1:00			

Transaction	Account															Wk2	Total	
01 - Regular Base Pay	100000001 (Sample Account #1)			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)														8:00		8:00	8:00
Work Time Total				8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

Transaction	Account															Wk2	Total	
Leave Time Total																		
Daily Total				8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 06/14	M 06/15	T 06/16	W 06/17	Th 06/18	F 06/19	Sa 06/20	Su 06/21	M 06/22	T 06/23	W 06/24	Th 06/25	F 06/26	Sa 06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours	8 hours	8 hours	8 hours	8 hours			8 hours					

Slide notes

Slide 121 - Slide 121

Time In																				
Time Out																				
Meal Time																				
Transaction		Account																		
X	01 - Regular Base Pay	100000001 (Sample Account #1)																		
		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	32:00	72:00		
X	01 - Telework Home	100000001 (Sample Account #1)																		
																	8:00	8:00	8:00	
Work Time Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00		
Leave Time																				
Absence Start																				
Absence End																				
Transaction		Account																		
Leave Time Total																				
Daily Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00		
Dollar Transactions																				
Transaction	Account	Date	Amount																	
Dollar Total																				
Schedule																				
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	06/21	06/22	06/23	06/24	06/25	06/26	06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p		8 hours					
	8 hours	8 hours	8 hours	8 hours	8 hours			8 hours												
Action Remarks:																				
<input type="text"/>																				
Characters Remaining: 255																				
<input type="button" value="Save"/> <input type="button" value="Delete Timesheet"/> <input type="button" value="Remove All Entries"/> <input type="button" value="Cancel"/>																				

Slide notes

Slide 122 - Slide 122

Time In																	
Time Out																	
Meal Time																	

Transaction	Account																
X 01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00			32:00	72:00
X 01 - Telework Home	100000001 (Sample Account #1)													8:00		8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

Absence Start																	
Absence End																	

Transaction	Account																
Leave Time Total																	
Daily Total			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 06/14	M 06/15	T 06/16	W 06/17	Th 06/18	F 06/19	Sa 06/20	Su 06/21	M 06/22	T 06/23	W 06/24	Th 06/25	F 06/26	Sa 06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours	8 hours	8 hours	8 hours	8 hours			8 hours					

Action Remarks:

Characters Remaining: 255

Slide notes

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<input checked="" type="checkbox"/>	01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	32:00	72:00
<input checked="" type="checkbox"/>	01 - Telework Home	100000001 (Sample Account #1)													8:00	8:00	8:00
<input type="checkbox"/>	Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Leave Time

<input type="checkbox"/>	Absence Start																
<input type="checkbox"/>	Absence End																

<input type="checkbox"/>	Transaction	Account															
<input type="checkbox"/>	Leave Time Total																
<input type="checkbox"/>	Daily Total			8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 06/14	M 06/15	T 06/16	W 06/17	Th 06/18	F 06/19	Sa 06/20	Su 06/21	M 06/22	T 06/23	W 06/24	Th 06/25	F 06/26	Sa 06/27
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	
	8 hours	8 hours	8 hours	8 hours	8 hours			8 hours					

Action Remarks:

Characters Remaining: 255

Slide notes

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Employee
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Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Work Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total	
Time In		8:00am	8:00am	8:00am	8:00am	8:00am				8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			
Time Out		5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			
Meal Time		1:00	1:00	1:00	1:00	1:00				1:00	1:00	1:00	1:00	1:00	1:00			
Transaction Account																		
X	01 - Regular Base Pay	100000001 (Sample Account #1)						40:00		8:00	8:00	8:00	8:00				32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)												8:00			8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00

Leave Time

Absence Start																		
Absence End																		
Leave Time Total																		
Daily Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Next >>

Schedule
Totals
Remarks (0)
Leave Balances
Telework

Slide notes

We can make changes to the Timesheet and then re-Validate. In this example, we will change Thursday of week 2 from 8 hours to 10. Select next to continue.

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Employee
Inbox [4] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated
 Validated
 Certified
 Sent

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Timesheet Type: Regular Unvalidated

Work Time		Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total
+	Time In		8:00am	8:00am	8:00am	8:00am	8:00am				8:00am	8:00am	8:00am	8:00am	8:00am	8:00am		
	Time Out		5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm		
	Meal Time		1:00	1:00	1:00	1:00	1:00				1:00	1:00	1:00	1:00	1:00	1:00		
X	01 - Regular Base Pay (Sample Account #1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00			32:00	72:00
X	01 - Telework Home (Sample Account #1)														8:00		8:00	8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

+

Absence Start																		
Absence End																		

Leave Time		Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total
+	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule
Totals
Remarks (0)
Leave Balances
Telework

Slide notes

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Employee
Inbox [4] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Work Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total																																																																											
Time In																																																																																												
Time Out																																																																																												
Meal Time																																																																																												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Transaction</th> <th>Account</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Wk1</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Total</th> </tr> </thead> <tbody> <tr> <td>X 01 - Regular Base Pay</td> <td>100000001 (Sample Account #1)</td> <td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td>40:00</td><td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td></td><td>32:00</td><td>72:00</td> </tr> <tr> <td>X 01 - Telework Home</td> <td>100000001 (Sample Account #1)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>8:00</td><td></td><td>8:00</td><td>8:00</td> </tr> <tr> <td colspan="2">Work Time Total</td> <td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td>40:00</td><td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td>40:00</td><td>80:00</td> </tr> </tbody> </table>																		Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	X 01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00			32:00	72:00	X 01 - Telework Home	100000001 (Sample Account #1)														8:00		8:00	8:00	Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
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Transaction	Account	Date	Amount																																																																																									
Dollar Total																																																																																												

Schedule
Totals
Remarks (0)
Leave Balances
Telework

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Employee

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Timesheet

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Unvalidated Validated Certified Sent

		Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total
+	Time In																	
+	Time Out																	
+	Meal Time																	
Transaction Account																		
X	01 - Regular Base Pay (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10				32:00 72:00
X	01 - Telework Home (Sample Account #1)														8:00			8:00 8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00 80:00
Leave Time																		
+	Absence Start																	
+	Absence End																	
Transaction Account																		
+	Leave Time Total																	
+	Daily Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00 80:00
Dollar Transactions																		
+	Transaction Account Date Amount																	
+	Dollar Total																	

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Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

Work Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total	
Time In		8:00am	8:00am	8:00am	8:00am	8:00am				8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			
Time Out		5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			
Meal Time		1:00	1:00	1:00	1:00	1:00				1:00	1:00	1:00	1:00	1:00	1:00			
Transaction Account																		
X	01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10			32:00 72:00
X	01 - Telework Home	100000001 (Sample Account #1)													8:00			8:00 8:00
+	Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00			40:00 80:00

Leave Time

Absence Start

Absence End

Transaction		Account															Total	
+	Leave Time Total																	
Daily Total				8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00		40:00 80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Next >>

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

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Next, we will scroll down and click the Validate button. Select next to continue.

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Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Work Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
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Transaction	Account																
X 01 - Regular Base Pay	100000001 (Sample Account #1)																
		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00					32:00 72:00
X 01 - Telework Home	100000001 (Sample Account #1)																
														8:00		8:00	8:00
Work Time Total		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00

Leave Time

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total
Absence Start																	
Absence End																	
Leave Time Total																	
Daily Total		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule
Totals
Remarks (0)
Leave Balances
Telework

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WEBTA™

Employee

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Timesheet

Employee: Davis, Brian

Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S Select Pay Period

Work Time

Timesheet Type: Regular

Status: Unvalidated

Unvalidated Validated Certified Sent

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2	Total	
Time In																		
Time Out																		
Meal Time																		
Transaction Account																		
X	01 - Regular Base Pay		100000001 (Sample Account #1)															
			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00				32:00 72:00	
X	01 - Telework Home		100000001 (Sample Account #1)											8:00				
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+	Work Time Total			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00		40:00	80:00	
Leave Time																		
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Transaction Account																		
+	Leave Time Total																	
	Daily Total			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00		40:00 80:00	
Dollar Transactions																		
		Transaction	Account	Date	Amount													
		Dollar Total																
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa					

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		06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	
+	Time In															
	Time Out															
	Meal Time															
Transaction		Account														
X	01 - Regular Base Pay	100000001 (Sample Account #1)														
		8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	10:00			32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)														
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+	Work Time Total	8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave Time																
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Transaction		Account														
+	Leave Time Total															
	Daily Total	8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																
Transaction		Account	Date		Amount											
							Dollar Total									
Schedule																
Totals		Remarks (0)		Leave Balances		Telework										
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa			
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27			
	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p			8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p	8:00a-5:00p				
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Characters Remaining: 255																
<input type="button" value="Save"/> <input type="button" value="Validate"/> <input type="button" value="Delete Timesheet"/> <input type="button" value="Remove All Entries"/> <input type="button" value="Cancel"/>																

Slide notes