

Slide 159 - Slide 159

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

Slide 160 - Slide 160

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
Affirm	Validated by Employee	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Validate	Pending Attestation	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Affirm	Validated by Employee	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Validate	Pending Attestation	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 03:08 PM EDT	DAVIS, BRIAN	
Affirm	Validated by Employee	06/19/2015 02:31 PM EDT	DAVIS, BRIAN	
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.

Printable Version Cancel

Slide notes

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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
Affirm	Validated by Employee	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Validate	Pending Attestation	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Affirm	Validated by Employee	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Validate	Pending Attestation	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 03:08 PM EDT	DAVIS, BRIAN	
Affirm	Validated by Employee	06/19/2015 02:31 PM EDT	DAVIS, BRIAN	
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.

Printable Version Cancel **Next >>**

Slide notes

Finally, at the bottom of the summary, is the Activity Log, which was covered earlier as well. Next, we will return to the Main Menu by clicking the Cancel button. Select next to continue.

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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
Affirm	Validated by Employee	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Validate	Pending Attestation	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Affirm	Validated by Employee	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Validate	Pending Attestation	06/19/2015 03:11 PM EDT	DAVIS, BRIAN	
Save	Timesheet Saved	06/19/2015 03:08 PM EDT	DAVIS, BRIAN	
Affirm	Validated by Employee	06/19/2015 02:31 PM EDT	DAVIS, BRIAN	
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.

Printable Version

Slide notes

Slide 163 - Slide 163

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule
- Accounting**: Accounts
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

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

Slide notes

Below the Timesheet Summary link, is the Processed Timesheets link. The Processed Timesheets link allows you to view Timesheet Summaries for past Pay Periods beyond the 1 year that you can view using the Timesheet Summary link. Select next to continue.

Slide 164 - Slide 164

The screenshot shows the WEBTA Employee Main Menu. At the top left is the WEBTA logo with 'Employee' next to it. At the top right are links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main menu is 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

We discussed Accounting in the Overview and earlier in this lesson. If you are set up to use Manual Account entry, you have the ability to select which accounting string to which you charge your time. The Accounts link on the Employee Main Menu allows you to manage your accounts. Select next to continue.

Slide 165 - Slide 165

The screenshot shows the WEBTA Employee Main Menu. The interface includes a header with the WEBTA logo, the user role 'Employee', and navigation links for 'Inbox [8]', '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 (highlighted with a red border)
- Schedule**: Schedule Assignment, Shifts, Schedule Templates
- Messages**: Send Message To Timekeeper, Send Message To Supervisor
- Leave Transfer Program**: Leave Donations
- Emergency Contacts**: My Contacts
- Reports**: Reports
- Telework**: Telework Requests, Telework Agreements
- Continuation of Pay (COP)**: COP Events

Slide notes

Slide 166 - Slide 166

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with the WEBTA logo, the word "Employee", and links for "Inbox [4]", "Settings", "Help", and "Log Out". Below the navigation bar is a breadcrumb trail: "Employee Main Menu >". The main content area is titled "Accounts" and is divided into two sections: "Timekeeper Accounts" and "My Accounts".

Timekeeper Accounts

Account	Description
02000001A1S	Account 1
02000001A1P	Account 2
02000001A2A78997889778989A	Account 3

My Accounts

Account	Description	Save Description	Remove
02000001A1P	<input type="text" value="Account 2"/>	<input type="button" value="Save"/>	<input type="button" value="X"/>
02000001A1S	<input type="text" value="Account 1"/>	<input type="button" value="Save"/>	<input type="button" value="X"/>

Below the "My Accounts" table, there is an orange button labeled "Get Account(s)" and a grey button labeled "Cancel". At the bottom right of the interface, there is a blue button labeled "Next >>".

Slide notes

Here, we see a list of accounts maintained by our Timekeeper, as well as any accounts available to you to use. Select the Get Accounts button to add additional accounts. Select next to continue.

Slide 167 - Slide 167

The screenshot displays the WEBTA Employee interface. At the top, there is a navigation bar with the WEBTA logo, the word "Employee", and links for "Inbox [4]", "Settings", "Help", and "Log Out". Below the navigation bar, there is a link for "Employee Main Menu >". The main content area is titled "Accounts" and is divided into two sections: "Timekeeper Accounts" and "My Accounts".

Timekeeper Accounts

Account	Description
02000001A1S	Account 1
02000001A1P	Account 2
02000001A2A78997889778989A	Account 3

My Accounts

Account	Description	Save Description	Remove
02000001A1P	<input type="text" value="Account 2"/>	<input type="button" value="Save"/>	<input type="button" value="X"/>
02000001A1S	<input type="text" value="Account 1"/>	<input type="button" value="Save"/>	<input type="button" value="X"/>

Below the "My Accounts" table, there are two buttons: "Get Account(s)" (highlighted in orange) and "Cancel".

At the bottom left of the interface, there is a URL: <http://webta.kronosfederal.com/nfchost8/MyAccounts>

Slide notes

Slide 168 - Slide 168

WEBTA™ Employee

Inbox [4] | Settings | Help | Log Out

Employee Main Menu > Accounts >

Select Accounts

My Accounts

Account: Description:

Account	Description	Select
02000001A1P	Account 2	Selected
02000001A1S	Account 1	Selected
02000001A2A78997889778989A	Account 3	<input type="button" value="Select"/>

1-3 of 3 Records View

Slide notes

Here, we see a list of available accounts. Click the Select button to add any new accounts. In this example, we are going to select Account 3. Select next to continue.

Slide 169 - Slide 169

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

Employee Main Menu > Accounts >

Select Accounts

My Accounts

Account: Description: Search Clear

Account	Description	Select
02000001A1P	Account 2	Selected
02000001A1S	Account 1	Selected
02000001A2A78997889778989A	Account 3	Select

1-3 of 3 Records View

Cancel

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

Slide notes

Slide 170 - Slide 170

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with the WEBTA logo, the word "Employee", and links for "Inbox [4]", "Settings", "Help", and "Log Out". Below the navigation bar, there is a breadcrumb trail: "Employee Main Menu > Accounts >". The main content area is titled "Select Accounts". Underneath, there is a section labeled "My Accounts" which contains a search form with "Account:" and "Description:" labels, and "Search" and "Clear" buttons. Below the search form is a table with three columns: "Account", "Description", and "Select". The table contains three rows of data, all of which are marked as "Selected". At the bottom left of the table area, there is a "Cancel" button. At the bottom right, there is a "Next >>" button. The table data is as follows:

Account	Description	Select
02000001A1P	Account 2	Selected
02000001A1S	Account 1	Selected
02000001A2A78997889778989A	Account 3	Selected

Slide notes

Note that this account is now listed as Selected. Let's go to the timesheet and confirm that it is available. Select next to continue.

Slide 171 - Slide 171

WEBTA™ Employee

Inbox [4] | Settings | Help | Log Out

Employee Main Menu > Accounts >

Select Accounts

My Accounts

Account: Description:

Account	Description	Select
02000001A1P	Account 2	Selected
02000001A1S	Account 1	Selected
02000001A2A78997889778989A	Account 3	Selected

1-3 of 3 Records | View 25 50 100

http://webta.kronosfederal.com/nfchost8/SelectMyAccounts#

Slide notes

Slide 172 - Slide 172

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 links for 'Inbox [8]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Time**: Timesheet (highlighted with a red border), Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule.
- Accounting**: Accounts.
- Schedule**: Schedule Assignment, Shifts, Schedule Templates.
- Messages**: Send Message To Timekeeper, Send Message To Supervisor.
- Leave Transfer Program**: Leave Donations.
- Emergency Contacts**: My Contacts.
- Reports**: Reports.
- Telework**: Telework Requests, Telework Agreements.
- Continuation of Pay (COP)**: COP Events.

Slide notes

Slide 173 - Slide 173

WEBTA™ Employee Inbox [9] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: Robinson, William Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05
Time In / Time Out																
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																
X	01 - Regular	02000001A1S														
	Base Pay	(Account 1)														
+	Work Time Total															
Time In / Time Out																
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time																
+	Leave Time Total															
	Daily Total															
Dollar Transactions																
+	Daily Total															

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

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks: Next >>
 Characters Remaining: 255

Slide notes

This user is set up with Manual Account Entry, so the Account field is a link, rather than hard coded text. In this example, we will select the account link to display a list of available accounts. Select next to continue.

Slide 174 - Slide 174

PRODUCTION

WEBTA™ Employee Timekeeper Inbox [159] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Timesheet Unvalidated Validated Certified Sent

Employee: Thompson, Joshua Timesheet Type: Regular
 Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 S Status: Unvalidated
 Select Pay Period

	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
Time In		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	
Meal Time		1:00	1:00	1:00	1:00	1:00				1:00	1:00	1:00	1:00	1:00	

Transaction	Account	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
X 01 - Regular Base Pay	100000001 (Sample Account #1)															
X 01 - Telework Home	100000001 (Sample Account #1)															
Work Time Total																

Leave Time

Absence Start	Absence End	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

Transaction	Account	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
Leave Time Total																
Daily Total																

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule Totals Remarks (0) Leave Balances Telework

Slide notes

Slide 175 - Slide 175


Employee
Inbox [9] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Robinson, William Timesheet Type: Regular

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05	
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																	
X	01 - Regular																
	Base Pay																
	Work Time Total																
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																	
	Leave Time Total																
	Daily Total																
Dollar Transactions																	
	Daily Total																

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

<http://webta.kronosfederal.com/nfchost8/RoleMenu/EmployeeMainMenu#>

Slide notes

Slide 176 - Slide 176

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with 'WEBTA™ Employee' and 'Inbox [9] | Settings | Help | Log Out'. Below this is a breadcrumb 'Employee Main Menu >'. The main area is titled 'Timesheet' and includes a progress indicator for 'Unvalidated', 'Validated', 'Certified', and 'Sent'. On the left, there are sections for 'Employee: Robinsor', 'Pay Period: 06 - 20', 'Work Time' (with '01 - Regular' selected), and 'Leave Time'. A central 'Accounting' dialog box is open, showing a search for '20' results. It contains a table with three accounts to select:

Account	Description	Select
02000001A1S	Account 1	Select
02000001A1P	Account 2	Select
02000001A2A78997889778989A	Account 3	Select

Below the dialog box is a 'Schedule' table with columns for days of the week and dates from 03/23 to 04/05. A 'Next >>' button is visible. At the bottom, there is an 'Action Remarks' text area with a character count of 255.

Slide notes

Here, we see the three accounts to which this user can charge time. Use the Select button for the corresponding account to add it to your timesheet. In this example, we are going to select Account 2. Select next to continue.

Slide 177 - Slide 177

The screenshot displays the WEBTA Employee interface. At the top, there is a navigation bar with 'WEBTA™ Employee' and 'Inbox [9] | Settings | Help | Log Out'. Below this is the 'Employee Main Menu >' and a 'Timesheet' header with status indicators: 'Unvalidated', 'Validated', 'Certified', and 'Sent'. The main content area shows an 'Accounting' modal window. This window has a search bar with '20' results and 'Search' and 'Clear' buttons. Below the search is a 'Select Account' table with three rows:

Account	Description	Select
02000001A1S	Account 1	Select
02000001A1P	Account 2	Select
02000001A2A78997889778989A	Account 3	Select

At the bottom of the modal are 'Clear Selection' and 'Cancel' buttons. The background timesheet interface includes a 'Schedule' tab, a grid for dates from 03/23 to 04/05, and an 'Action Remarks' text area with a character count of 255.

Slide notes

Slide 178 - Slide 178


Employee
Inbox [9] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: Robinson, William
Timesheet Type: Regular

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S
Go
Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05	
Time In / Time Out																	
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																	
X	01 - Regular	02000001A1P															
	Base Pay	(Account 2)															
+	Work Time Total																
Time In / Time Out																	
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time																	
+	Leave Time Total																
	Daily Total																
Dollar Transactions																	
+	Daily Total																
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05				

Slide notes

Note that the new account is listed for the time entry. Next, we will select the Employee tab to return to the Main Menu. Select next to continue.

Slide 179 - Slide 179


Employee
Inbox [9] | Settings | Help | Log Out

[Employee Main Menu >](#)

Timesheet

Unvalidated Validated Certified Sent

Employee: Robinson, William Timesheet Type: Regular

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05	
Time In / Time Out																	
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																	
X	01 - Regular	02000001A1P															
	Base Pay	(Account 2)															
+	Work Time Total																
Time In / Time Out																	
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time																	
+	Leave Time Total																
	Daily Total																
Dollar Transactions																	
+	Daily Total																

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

<http://webta.kronosfederal.com/nfchost8/RoleMenu/EmployeeMainMenu>

Slide notes

Slide 180 - Slide 180

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo with the word 'Employee' next to it. At the top right, there is a navigation bar with 'Inbox [8] | Settings | Help | Log Out'. The main menu is organized into several categories, each with a list of links:

- Time**
 - Timesheet
 - Timesheet Summary
 - Processed Timesheets
 - Leave Requests
 - Premium Pay Requests
 - Dollar Transaction Requests
 - Leave Balances
 - Schedule
- Accounting**
 - Accounts
- Schedule**
 - Schedule Assignment
 - Shifts
 - Schedule Templates
- Messages**
 - Send Message To Timekeeper
 - Send Message To Supervisor
- Leave Transfer Program**
 - Leave Donations
- Emergency Contacts**
 - My Contacts
- Reports**
 - Reports
- Telework**
 - Telework Requests
 - Telework Agreements
- Continuation of Pay (COP)**
 - COP Events

Slide notes

Slide 181 - Finish



Slide notes

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