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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	
<b>+</b> 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															
<b>+</b> Leave Time Total																
<b>+</b> 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
<b>Dollar Total</b>			

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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**WEBTA™ Employee** | [Inbox \[4\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

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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

**Validation Messages**

- ERROR:** 10:00 hours recorded on 6/25. Any hours over 8 must be recorded as overtime. (PPV\_US\_281)
- ERROR:** 40:00 hours scheduled for week 2 but 42:00 hours recorded. Extra hours must be recorded as OT. (PPV\_USDA\_13)
- ERROR:** Base 80 hours (82:00) does not match duty hours (80:00) (PPV\_NFC\_100)
- ERROR:** Base time in pay + unpaid absence hours (82:00 hours) may not exceed 80:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_130)
- ERROR:** Base time in pay hours (82:00) does not match duty hours (80:00) (PPV\_US\_1)
- ERROR:** Week 2 base paid hours (42:00 hours) may not exceed 40:00 hours. (PPV\_NFC\_176)
- ERROR:** Week 2 base time in pay + unpaid absence, 42:00 , may not exceed 40:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_174)
- 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		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	40:00		8:00	8:00	8:00	10:00				34:00	74:00
X 01 - Telework Home	100000001 (Sample Account #1)																
														8:00		8:00	8:00
<b>Work Time Total</b>		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00				42:00	82:00

**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																	

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Slide notes

Here, we see a number of Errors indicating the problems with this Timesheet. Based on our AWS Type, we would need to remove the two extra hours on Thursday of week 2. Then we would add a new Work Entry with an Overtime Transaction code, or perhaps a Credit Hours Worked Transaction Code.

Work with your Supervisor and Timekeeper to determine the best options in these types of situations. In this example, we are going to change the 10 hours back to 8, and re-Validate. Select next to continue.

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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

**Timesheet Type:** Regular

**Status:** Unvalidated

**Validation Messages**

**ERROR:** 10:00 hours recorded on 6/25. Any hours over 8 must be recorded as overtime. (PPV\_US\_281)

**ERROR:** 40:00 hours scheduled for week 2 but 42:00 hours recorded. Extra hours must be recorded as OT. (PPV\_USDA\_13)

**ERROR:** Base 80 hours (82:00) does not match duty hours (80:00) (PPV\_NFC\_100)

**ERROR:** Base time in pay + unpaid absence hours (82:00 hours) may not exceed 80:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_130)

**ERROR:** Base time in pay hours (82:00) does not match duty hours (80:00) (PPV\_US\_1)

**ERROR:** Week 2 base paid hours (42:00 hours) may not exceed 40:00 hours. (PPV\_NFC\_176)

**ERROR:** Week 2 base time in pay + unpaid absence, 42:00 , may not exceed 40:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_174)

**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		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	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
<input checked="" type="checkbox"/> 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				34:00 74:00
<input checked="" type="checkbox"/> 01 - Telework Home	100000001 (Sample Account #1)														8:00		8:00	8:00
<b>Work Time Total</b>			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	10:00	8:00		42:00	82:00

**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																	

Slide notes

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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

**Timesheet Type:** Regular  
**Status:** Unvalidated

Unvalidated
Validated
Certified
Sent

ERROR: 10:00 hours recorded on 6/25. Any hours over 8 must be recorded as overtime. (PPV\_US\_281)  
 ERROR: 40:00 hours scheduled for week 2 but 42:00 hours recorded. Extra hours must be recorded as OT. (PPV\_USDA\_13)  
 ERROR: Base 80 hours (82:00) does not match duty hours (80:00) (PPV\_NFC\_100)  
 ERROR: Base time in pay + unpaid absence hours (82:00 hours) may not exceed 80:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_130)  
 ERROR: Base time in pay hours (82:00) does not match duty hours (80:00) (PPV\_US\_1)  
 ERROR: Week 2 base paid hours (42:00 hours) may not exceed 40:00 hours. (PPV\_NFC\_176)  
 ERROR: Week 2 base time in pay + unpaid absence, 42:00 , may not exceed 40:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_174)  
 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
<span style="color: red;">+</span> Time In																	
<span style="color: red;">+</span> Time Out																	
<span style="color: red;">+</span> Meal Time																	
<span style="color: red;">+</span> Transaction																	
<span style="color: red;">+</span> Account																	
<input checked="" type="checkbox"/> 01 - Regular Base Pay		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00				34:00	74:00
<input checked="" type="checkbox"/> 01 - Telework Home														8:00		8:00	8:00
<span style="color: red;">+</span> <b>Work Time Total</b>		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00	8:00			42:00	82:00

#### 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
<span style="color: red;">+</span> Absence Start																	
<span style="color: red;">+</span> Absence End																	

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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

**Validation Messages**

**ERROR:** 10:00 hours recorded on 6/25. Any hours over 8 must be recorded as overtime. (PPV\_US\_281)

**ERROR:** 40:00 hours scheduled for week 2 but 42:00 hours recorded. Extra hours must be recorded as OT. (PPV\_USDA\_13)

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**ERROR:** Base time in pay hours (82:00) does not match duty hours (80:00) (PPV\_US\_1)

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**ERROR:** Week 2 base time in pay + unpaid absence, 42:00 , may not exceed 40:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_174)

**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		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	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
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				34:00 74:00
X 01 - Telework Home	100000001 (Sample Account #1)														8:00			8:00 8:00
<b>Work Time Total</b>			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	10:00	8:00			42:00 82:00

**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																	

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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

**Timesheet Type:** Regular

**Status:** Unvalidated

**Validation Messages**

**ERROR:** 10:00 hours recorded on 6/25. Any hours over 8 must be recorded as overtime. (PPV\_US\_281)

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**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		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	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total
<input checked="" type="checkbox"/> 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			34:00	74:00
<input checked="" type="checkbox"/> 01 - Telework Home	100000001 (Sample Account #1)														8:00		8:00	8:00
<b>Work Time Total</b>			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	10:00	8:00		42:00	82:00

**Leave Time**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total
Absence Start																	
Absence End																	

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WEBTA™

Employee

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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

**Validation Messages**

**ERROR:** 10:00 hours recorded on 6/25. Any hours over 8 must be recorded as overtime. (PPV\_US\_281)

**ERROR:** 40:00 hours scheduled for week 2 but 42:00 hours recorded. Extra hours must be recorded as OT. (PPV\_USDA\_13)

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**ERROR:** Base time in pay + unpaid absence hours (82:00 hours) may not exceed 80:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_130)

**ERROR:** Base time in pay hours (82:00) does not match duty hours (80:00) (PPV\_US\_1)

**ERROR:** Week 2 base paid hours (42:00 hours) may not exceed 40:00 hours. (PPV\_NFC\_176)

**ERROR:** Week 2 base time in pay + unpaid absence, 42:00 , may not exceed 40:00 hours unless excess hours are less than or equal to unpaid absence. (PPV\_NFC\_174)

**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																		
<b>Transaction</b>	<b>Account</b>																	
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				34:00	74:00
X 01 - Telework Home	100000001 (Sample Account #1)																	
														8:00			8:00	8:00
<b>Work Time Total</b>		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00	8:00			42:00	82:00

**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																	

Slide notes



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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	8:00			34:00	74:00
X 01 - Telework Home	100000001 (Sample Account #1)													8:00		8:00	8:00
<b>Work Time Total</b>			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00	8:00		42:00	82:00

**Leave Time**

Absence Start																	
Absence End																	

Transaction	Account																
<b>Leave Time Total</b>																	
<b>Daily Total</b>			8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	10:00	8:00		42:00	82:00

**Dollar Transactions**

Transaction	Account	Date	Amount
<b>Dollar Total</b>			

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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### 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	Wkl	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																	

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wkl	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	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				32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)														8:00	8:00		8:00	8:00
<b>Work Time Total</b>			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**

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wkl	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total	
<b>Leave Time Total</b>																			
<b>Daily Total</b>			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
<b>Dollar Total</b>			

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

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

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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	Wkl	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																	

Transaction	Account																
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			32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)												8:00		8:00	8:00	
<b>Work Time Total</b>			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

Transaction	Account	Absence Start	Absence End														
<b>Leave Time Total</b>																	
<b>Daily Total</b>			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
<b>Dollar Total</b>			

#### 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	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
<b>Work Time Total</b>																				
							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**

	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																		
<b>Leave Time Total</b>																		
							8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	40:00	80:00
<b>Daily Total</b>																		

**Dollar Transactions**

Transaction	Account	Date	Amount
<b>Dollar Total</b>			

**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

Slide 144 - Slide 144

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

  

**Activity Log**

Action	Resulting State	Date	Name	Message
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.

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 145 - Slide 145

<b>FMLA Military Invoked:</b> F	<b>Start Date:</b>
<b>FMLA Expiration Date:</b>	<b>End Date:</b>
<b>FMLA Military Expiration Date:</b>	<b>Effective Date:</b>
<b>Agency:</b> NRCS	<b>Office Type:</b>
<b>State Code:</b> District of Columbia	<b>Duty Station City Code:</b>
<b>Town:</b> 1234	<b>Duty Station City Description:</b>
<b>Unit:</b> 11	<b>Duty Station State Code:</b>
<b>New Contact Point:</b> T	<b>Duty Station State Description:</b>
<b>Timekeeper:</b> 11	<b>Duty Station County Code:</b>
<b>BUS Code:</b>	<b>Duty Station County Description:</b>
<b>FLSA Indicator:</b> E - Exempt	<b>Appointment Expiration Date:</b>
<b>POI:</b> 4815	<b>Emergency Preparedness Plan:</b> F
<b>Employment Type:</b> Exception Hourly	<b>Account :</b>
<b>Days in Appointment:</b>	<b>Vol. Leave Recipient:</b> No
<b>Retirement Plan:</b> CSRS(7.5 PL 110-161) 20103	<b>Eme. Leave Recipient:</b> No
<b>Hourly Pay Rate:</b>	<b>Personal Leave Ceiling:</b> 240:00
<b>Military Reserve Category:</b>	<b>Accounting Type:</b> Manual Account Entry
<b>Temporary Promotion Expiration Date:</b>	<b>Actual Leave Accrual Rate:</b> 4 Hours/PP
<b>LWOP Expiration Date:</b>	

**Activity Log**

Action	Resulting State	Date	Name	Message
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.

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 146 - Slide 146


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

**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																	

Transaction	Account																	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		32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)													8:00			8:00	8:00
<b>Work Time Total</b>			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**

Transaction	Account																	Total
<b>Leave Time Total</b>																		
<b>Daily Total</b>			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
<b>Dollar Total</b>			

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

Let's return to the Main Menu by selecting the Employee tab. Select next to continue.

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Employee

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

Employee Main Menu > Timesheet >

### Timesheet Summary

Unvalidated Validated Certified Sent

Timesheet validated successfully

**Employee:** Davis, Brian

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

**Work Time** **Timesheet Type:** Regular  
**Status:** Unvalidated

	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																	

Transaction	Account																	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		32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)													8:00			8:00	8:00
<b>Work Time Total</b>			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**

Transaction	Account																	Total
<b>Leave Time Total</b>																		
<b>Daily Total</b>			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
<b>Dollar Total</b>			

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					

10.2.66.121:18030/usdatraining/RoleMenu/EmployeeMainMenu

Slide notes

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Slide 148 - Slide 148

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 [4]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Employee Main Menu' and contains several categories of links:

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

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

Slide notes

During the Validation process, we briefly mentioned the Timesheet Summary, when the timesheet had the Pending Attestation status, after we had selected the Validate button, but before we had selected the Affirm button. This is not the only time you can view your Timesheet Summary, as you can see from the Main Menu. Let's take a look at that link now. Select next to continue.

Slide 149 - Slide 149

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 [4]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Time**: Timesheet, **Timesheet Summary** (highlighted), 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 150 - Slide 150

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

Employee Main Menu >

**Timesheet Summary** Unvalidated Validated Certified Sent

**Employee:** Davis, Brian **Timesheet Type:** Regular  
**Pay Period:** 12 - 2015 : Jun 14, 2015-Jun 27, 2015 \* VE **Select Pay Period** **Status:** Validated

**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	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																	

Transaction	Account																
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
<b>Work Time Total</b>			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**

Transaction	Account	Absence Start	Absence End														
<b>Leave Time Total</b>																	
<b>Daily Total</b>			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
<b>Dollar Total</b>			

**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									

[Next >>](#)

Slide notes

The Timesheet Summary provides a read-only snapshot of all the relevant information relating to your timesheet and profile for the selected pay period. You can view past summaries by selecting them from the Pay Period drop-down menu, and clicking the Select Pay Period button.

You can view Timesheet Summaries from up to a year in the past. In this example, we are going to remain in the current pay period.

The top portion contains the work and leave time entries, just as with your timesheet. And below the timesheet, all of the information that is contained in the tabs below the timesheet in the timesheet view, are displayed. Let's scroll down to reveal the rest of the timesheet profile. Select next to continue.

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

[Employee Main Menu >](#)

### Timesheet Summary

Unvalidated Validated Certified Sent

**Employee:** Davis, Brian

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

**Timesheet Type:** Regular  
**Status:** Validated

**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		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																	

Transaction	Account															Wk1	Wk2	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					72:00
01 - Telework Home	100000001 (Sample Account #1)													8:00			8:00	8:00	8:00
<b>Work Time Total</b>			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	80:00

**Leave Time**

Transaction	Account															Wk1	Wk2	Total	
<b>Leave Time Total</b>										40:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00	80:00

**Dollar Transactions**

Transaction	Account	Date	Amount
<b>Dollar Total</b>			

**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

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

Employee Main Menu >

### Timesheet Summary

**Employee:** Davis, Brian

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

**Timesheet Type:** Regular

**Status:** Validated

**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	Wkl	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	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																	

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wkl	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	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			32:00	72:00
01 - Telework Home	100000001 (Sample Account #1)														8:00			8:00	8:00
<b>Work Time Total</b>			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**

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wkl	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total	
<b>Leave Time Total</b>										40:00		8:00	8:00	8:00	8:00			40:00	80:00

**Dollar Transactions**

Transaction	Account	Date	Amount
<b>Dollar Total</b>			

**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

Slide 153 - Slide 153

WEBTA™

Employee

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### Timesheet Summary

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

**Timesheet Type:** Regular  
**Status:** Validated

**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																	
<b>Transaction</b>	<b>Account</b>																
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
<b>Work Time Total</b>	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**

	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																	
<b>Transaction</b>	<b>Account</b>																
	100000001 (Sample Account #1)																
<b>Leave Time Total</b>																	
<b>Daily Total</b>	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
<b>Dollar Total</b>			

**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

**Slide 154 - Slide 154**

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**

If you have an approved Schedule, or a saved Default Schedule, it would be reflected here. Below the Work Schedule, is the totals section, summarizing the number of total hours for each week, and the entire pay period, as well as the number of hours for each transaction.

Below the Totals section is the Remarks section. You may remember that earlier in the exercise, we entered a remark for the Telework entry. But, since we deleted that remark, it no longer displays. If the timesheet had remarks, they would be listed here.

Next, you will see the Leave and Premium Pay Request sections. If there were any Leave or Premium Pay requests in this pay period, they would be listed here. Let's scroll down and look at the rest of the page. Select next to continue.

**Slide 155 - Slide 155**

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	
Week One:	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	
Date	Entry	Name, UserID, Date/Time	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**

**Slide 156 - Slide 156**

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	07/05	
	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	
<b>Week One:</b> 40:00			
<b>Week Two:</b> 40:00			
<b>Total Hours:</b> 80:00	01 - Telework Home	8:00	
<b>Time In Pay:</b> 80:00	01 - Regular Base Pay	72:00	
<b>Other Time:</b> 0:00			
<b>Dollar Transactions:</b> \$0.00			
<b>Days In Pay:</b> 10			

  

Remarks					Pay Period 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**

**Slide 157 - Slide 157**

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

**Slide notes**

The Leave Data section, just like the Leave Data tab in the timesheet view, contains details about Leave Types that have changed during this pay period.

The Timesheet Profile section contains the profile data we covered earlier. Let's scroll down to view the rest of the Timesheet 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	
<b>Status Change Type:</b> None	<b>Detail Expiration Date:</b>
<b>Status Change Day:</b> None	<b>Supervisory Status Code:</b>
<b>Oath of Office:</b> F	<b>Supervisory Status Code Description:</b>
<b>Final Report:</b> False	<b>Department Description:</b>
<b>On Hold:</b> F	<b>Amount Balance:</b>
<b>Payplan:</b> GS General Schedule (reg)	<b>Hours Balance:</b>
<b>Tour of duty:</b> Full Time	<b>Last Day Worked:</b>
<b>Duty Hours:</b> 80	<b>Organization Level 1:</b>
<b>Work Week:</b> Mon-Fri	<b>Organization Level 2:</b>
<b>Alternative Work Schedule:</b> Variable Workday/Maxiflex	<b>Organization Level 3:</b>
<b>RSO / Salary Cap:</b> None	<b>Organization Level 4:</b>
<b>Standby Hours Week 1:</b>	<b>Organization Level 5:</b>
<b>Standby Hours Week 2:</b>	<b>Organization Level 6:</b>
<b>Standby AUO Percent:</b>	<b>Organization Level 7:</b>
<b>Service Computation Date:</b> 04/01/2015	<b>Organization Level 8:</b>
<b>Military Regular Leave Flag:</b> F	<b>Occupational Series:</b>
<b>Military Emergency Leave Flag:</b> F	<b>Grade:</b>
<b>Negative Annual Leave Balance:</b> F	<b>Step:</b>
<b>Negative Sick Leave Balance:</b> F	<b>Official Title:</b>
<b>Negative Religious Comp Time Balance:</b> F	<b>Organizational Title:</b>
<b>Leave Category Override:</b> Default (Based on SCD)	<b>Dept Code:</b>
<b>Leave Ceiling Override:</b>	<b>Employment Status:</b>
<b>Home Leave Computation Date:</b>	<b>EMPLID of Supervisor:</b>
<b>Home Leave Category:</b> None	<b>E-Mail:</b>
<b>Home Leave End Date:</b>	<b>Phone:</b>
<b>FMLA Invoked:</b> F	<b>Temporary Position Expiration Date:</b>
<b>FMLA Military Invoked:</b> F	<b>Start Date:</b>
<b>FMLA Expiration Date:</b>	<b>End Date:</b>
<b>FMLA Military Expiration Date:</b>	<b>Effective Date:</b>
<b>Agency:</b> NRCS	<b>Office Type:</b>
<b>State Code:</b> District of Columbia	<b>Duty Station City Code:</b>
<b>Town:</b> 1234	<b>Duty Station City Description:</b>
<b>Unit:</b> 11	<b>Duty Station State Code:</b>
<b>New Contact Point:</b> T	<b>Duty Station State Description:</b>
<b>Timekeeper:</b> 11	<b>Duty Station County Code:</b>
<b>BUS Code:</b>	<b>Duty Station County Description:</b>

Slide notes