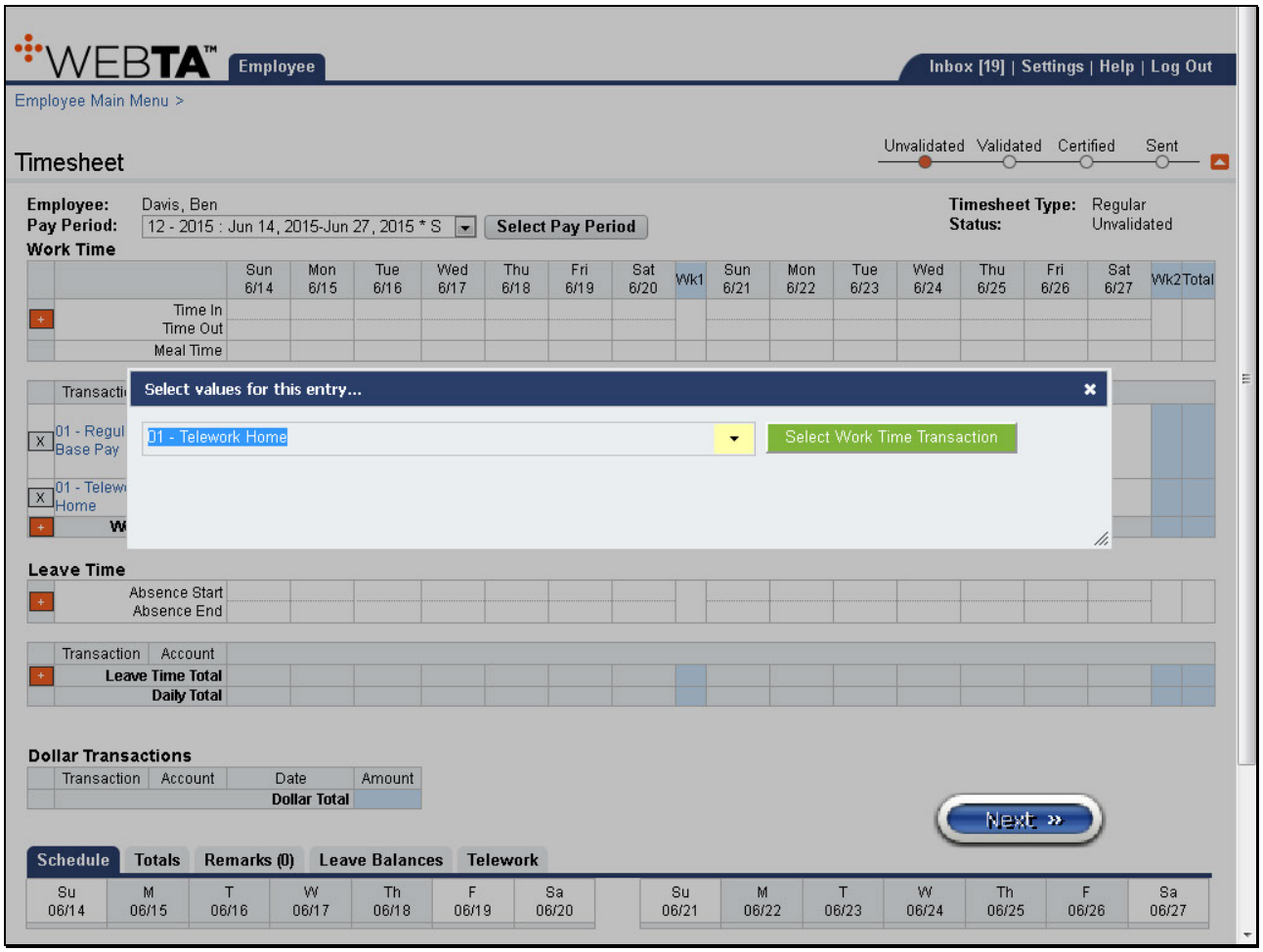
Slide 37 - Slide 37

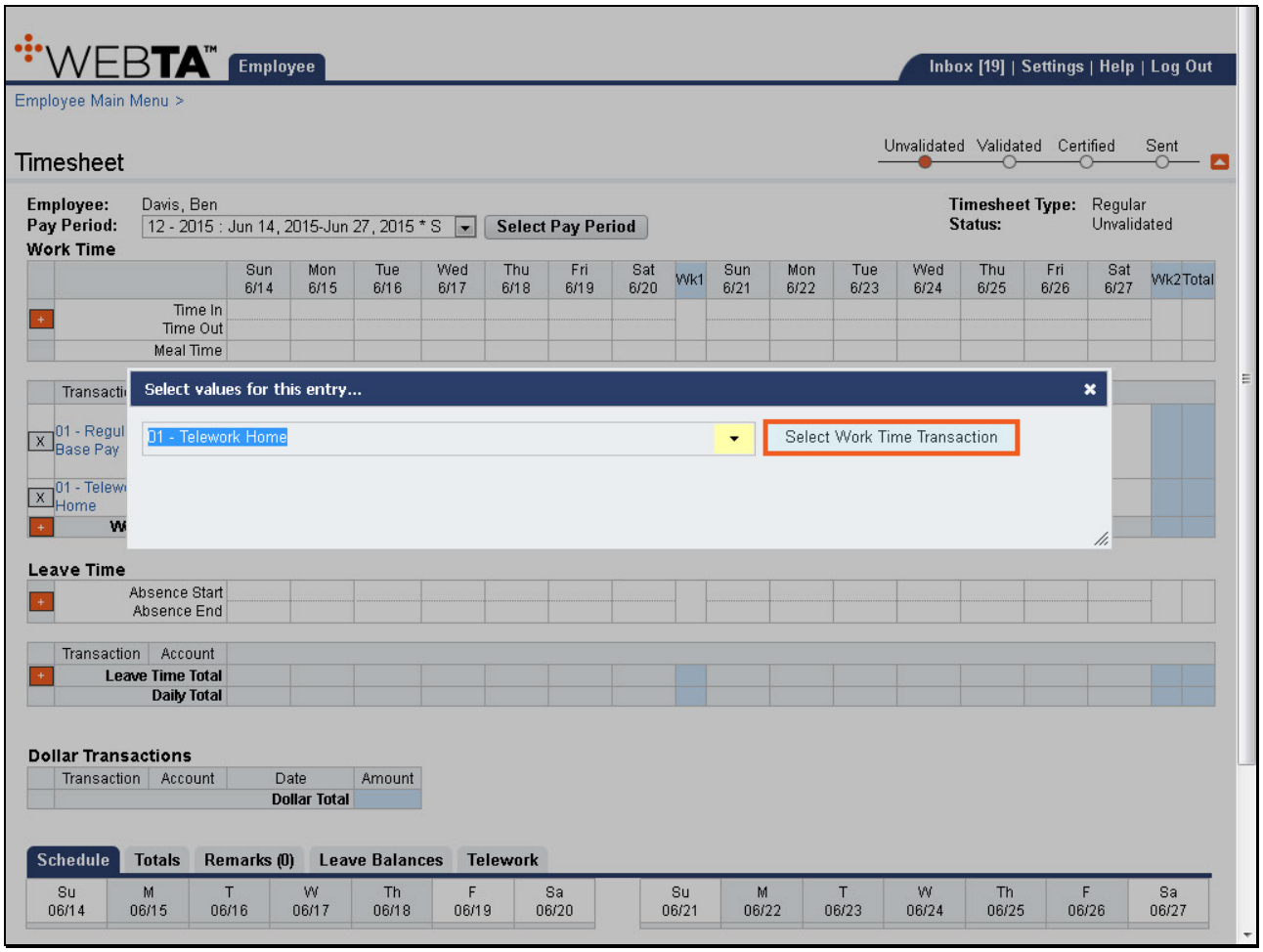


Slide notes

And now, we will click the Select Work Time Transaction button. Select next to continue.

©Kronos, Incorporated

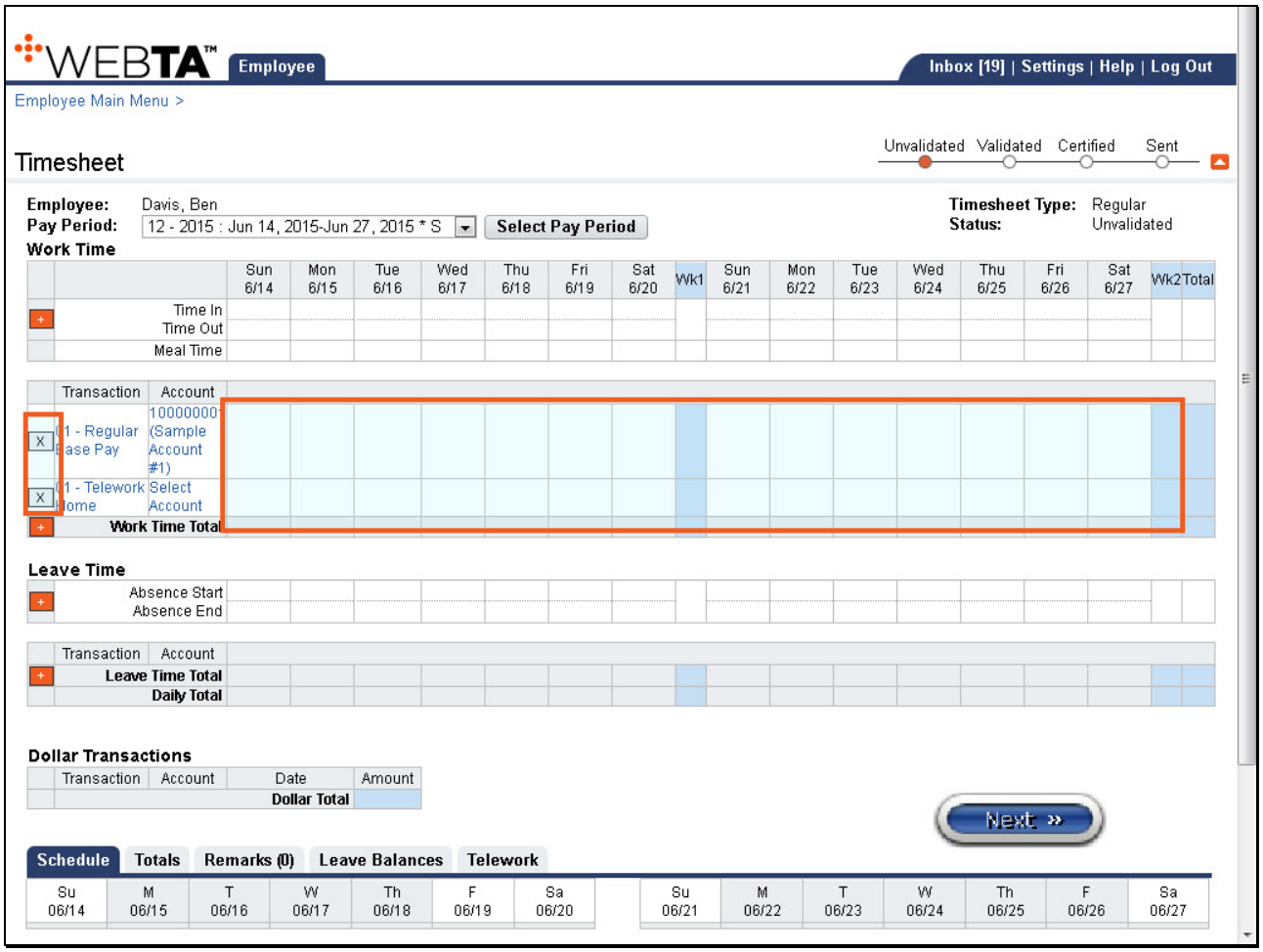
Slide 38 - Slide 38



Slide notes

©Kronos, Incorporated

Slide 39 - Slide 39



Slide notes

You can delete work entries by selecting the X button at the beginning of the row, but in this example, we will keep both entries, for the time being. Next, we will enter hours into the timesheet based on the time worked.

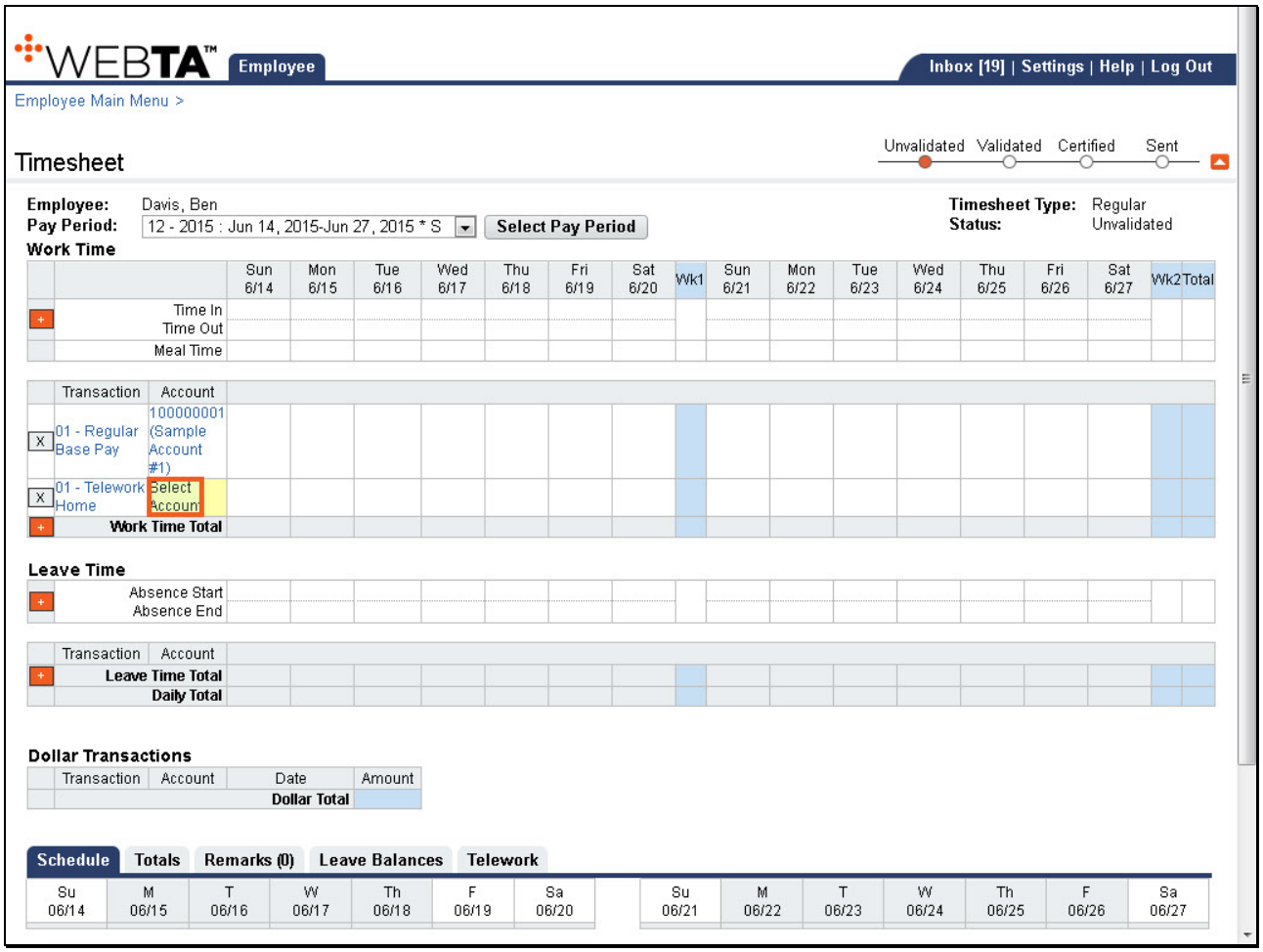
Time can be entered in the HH:MM, or decimal format. For example, 2 hours and 15 minutes can be entered as 2:15 or 2.25. webTA will convert decimal entries to the HH:MM format.

webTA also rounds entries to the nearest 15 minute, or quarter hour increment. So 1 hour and 5 minutes would be rounded down to 1 hour, and 1 hour and 10 minutes would round up to 1 hour and 15 minutes.

Next, we must select an Account for the Telework entry. Select next to continue.

 ©Kronos, Incorporated

Slide 40 - Slide 40



Slide notes

©Kronos, Incorporated

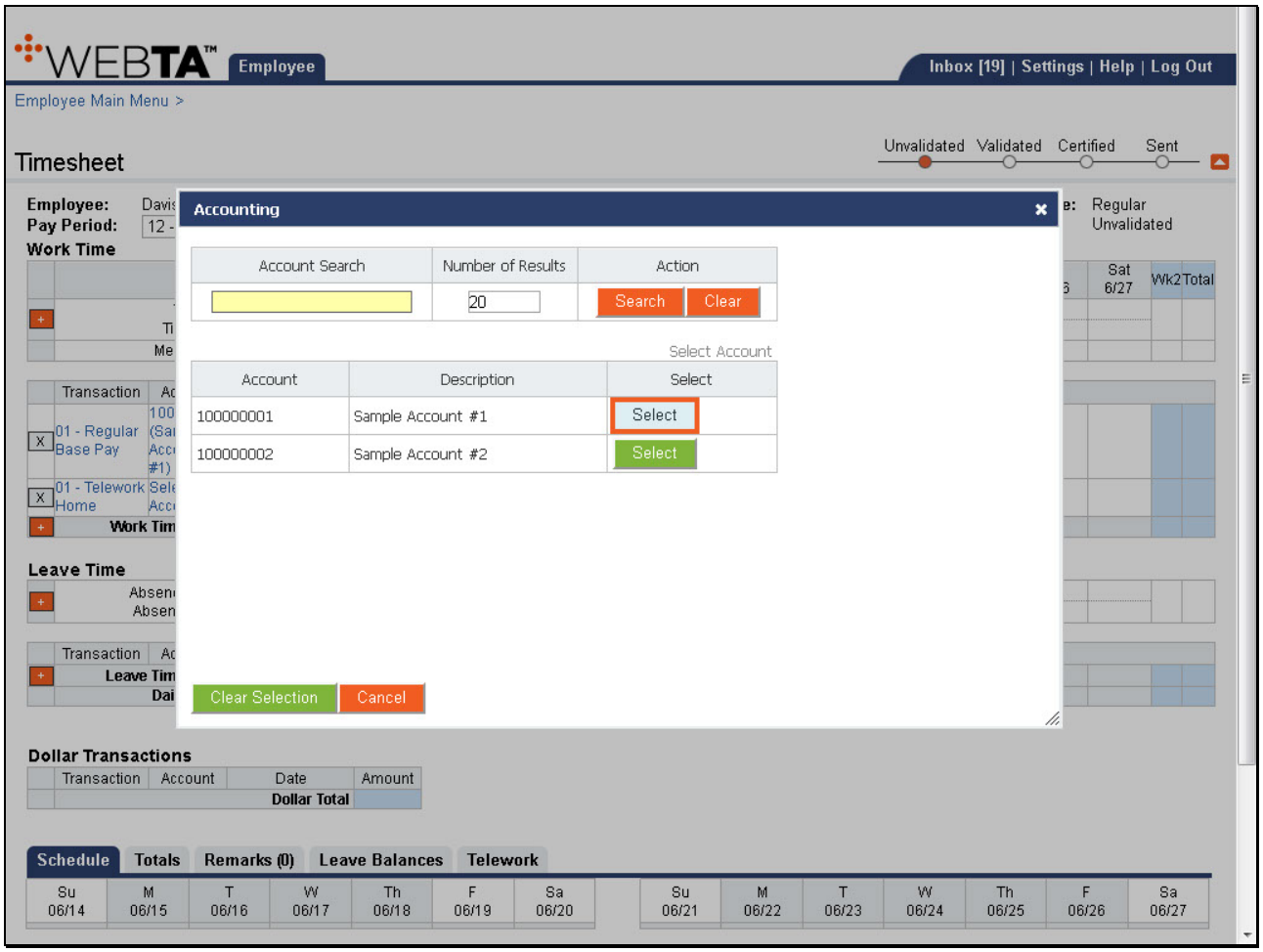
Slide 41 - Slide 41

Slide notes

Once again, we will select the first Account from the list. Select next to continue.

©Kronos, Incorporated

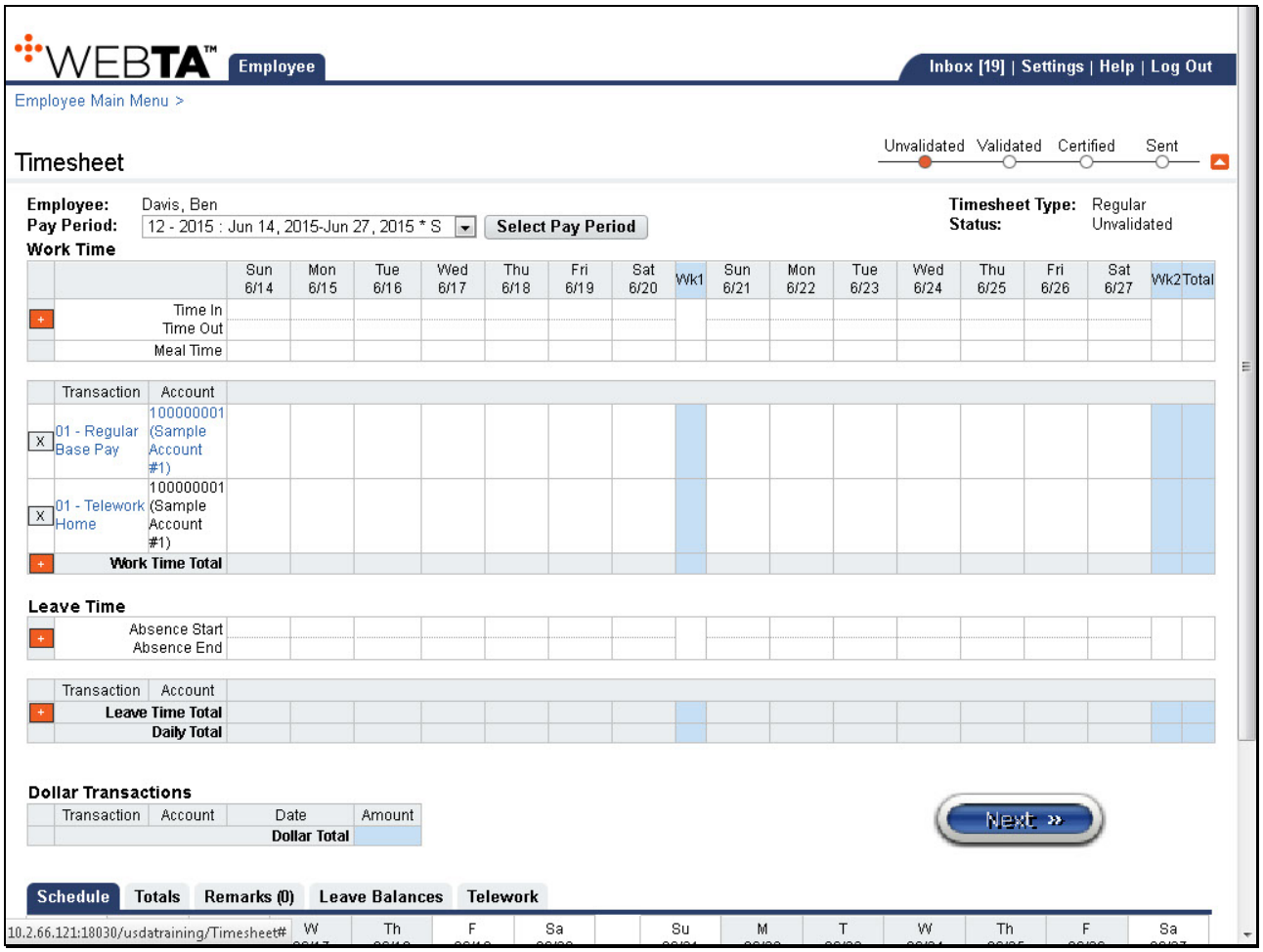
Slide 42 - Slide 42



Slide notes

©Kronos, Incorporated

Slide 43 - Slide 43

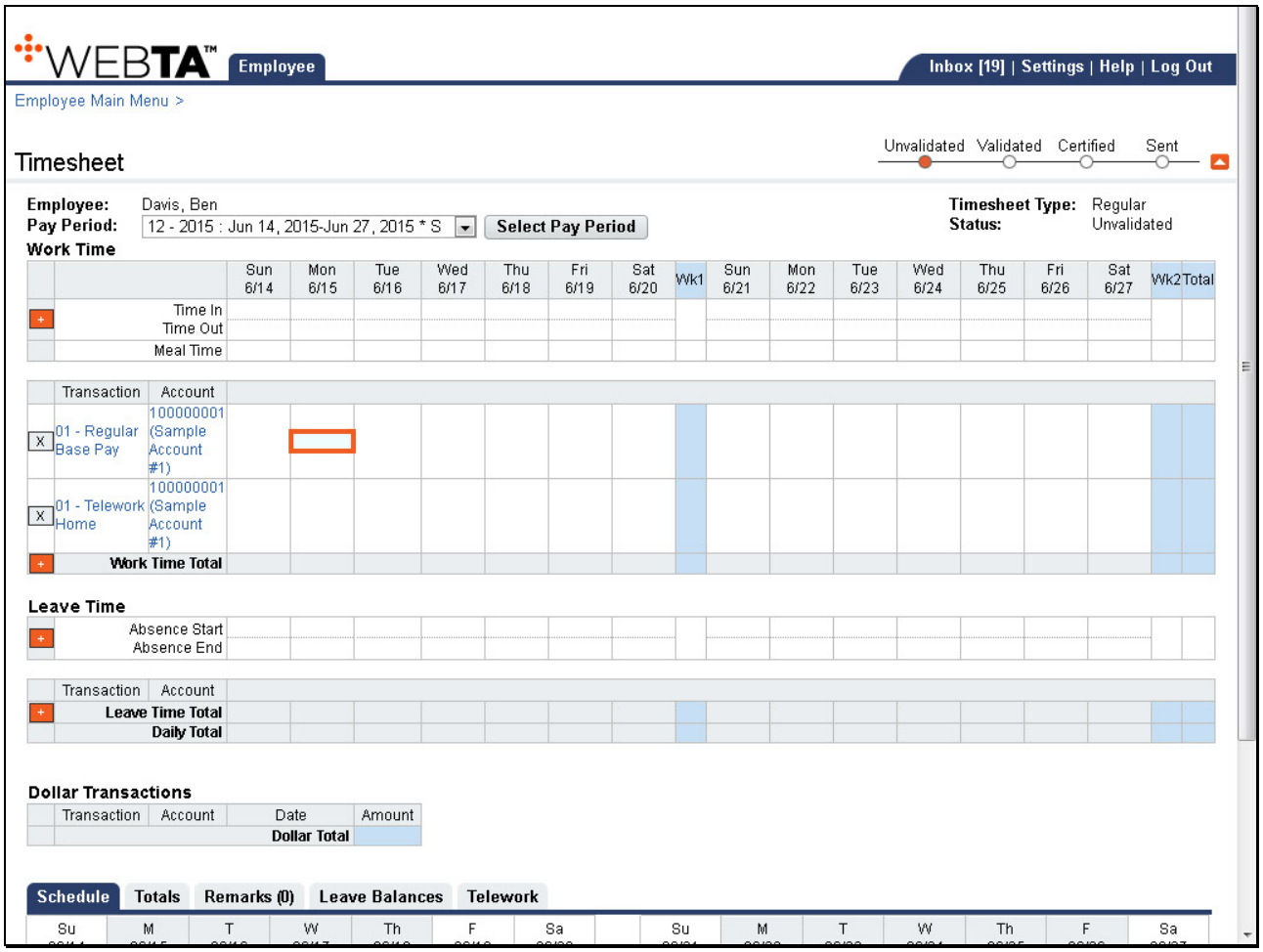


Slide notes

In this example, we are going to enter 8 hours of Regular Base Pay for Monday through Friday of week 1. Select next to continue.

 ©Kronos, Incorporated

Slide 44 - Slide 44



Slide notes

©Kronos, Incorporated

Slide 45 - Slide 45

WEBTA™ Employee

Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Ben
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																	

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
01 - Regular Base Pay	100000001 (Sample Account #1)		8															
01 - Telework Home	100000001 (Sample Account #1)																	
Work Time Total																		

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	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																		

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

Slide notes

©Kronos, Incorporated

Slide 46 - Slide 46

WEBTA™ Employee

Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Ben
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																	

Transaction	Account																	
01 - Regular Base Pay	100000001 (Sample Account #1)		8															
01 - Telework Home	100000001 (Sample Account #1)																	
Work Time Total																		

Leave Time

Absence Start																	
Absence End																	

Transaction	Account																
Leave Time Total																	
Daily Total																	

Dollar Transactions

Transaction	Account	Date	Amount
		Dollar Total	

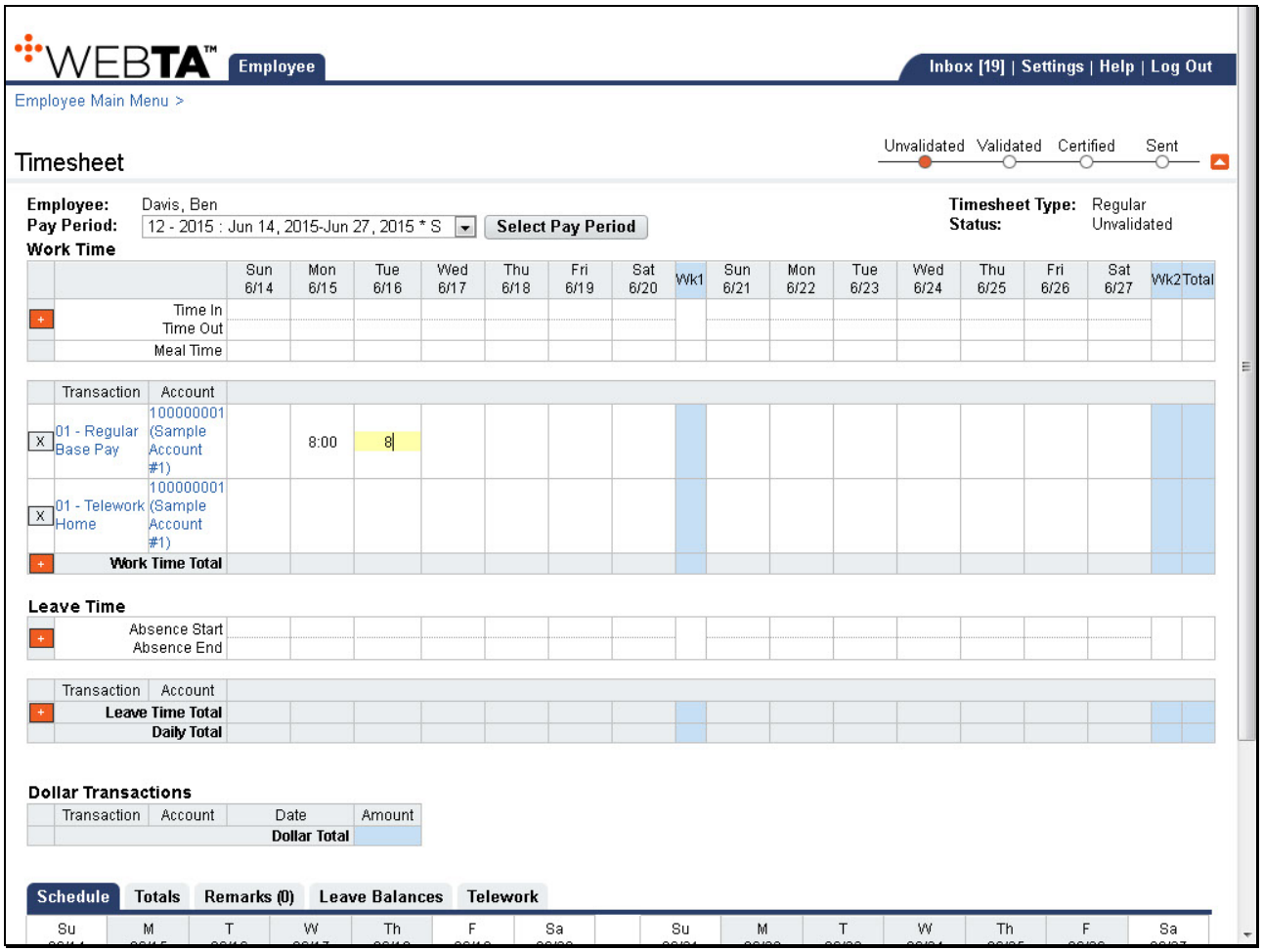
Schedule | Totals | Remarks (0) | Leave Balances | Telework

Su	M	T	W	Th	F	Sa		Su	M	T	W	Th	F	Sa

Slide notes

©Kronos, Incorporated

Slide 47 - Slide 47



Slide notes

©Kronos, Incorporated

Slide 48 - Slide 48

WEBTA™ Employee

Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Ben
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																	

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

Leave Time

Absence Start																
Absence End																

Transaction	Account															
Leave Time Total																
Daily Total																

Dollar Transactions

Transaction	Account	Date	Amount
		Dollar Total	

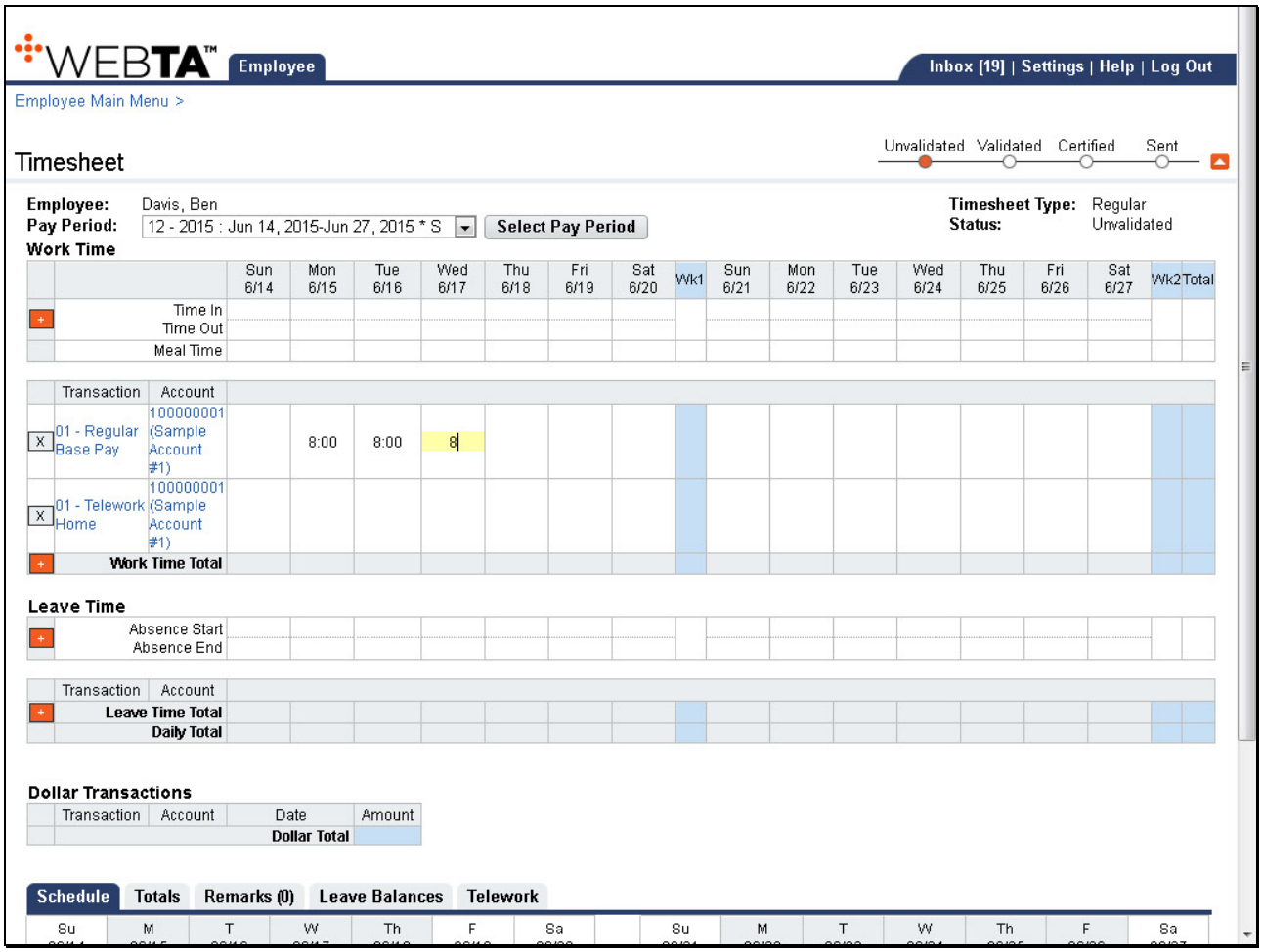
Schedule | Totals | Remarks (0) | Leave Balances | Telework

Su	M	T	W	Th	F	Sa		Su	M	T	W	Th	F	Sa

Slide notes

©Kronos, Incorporated

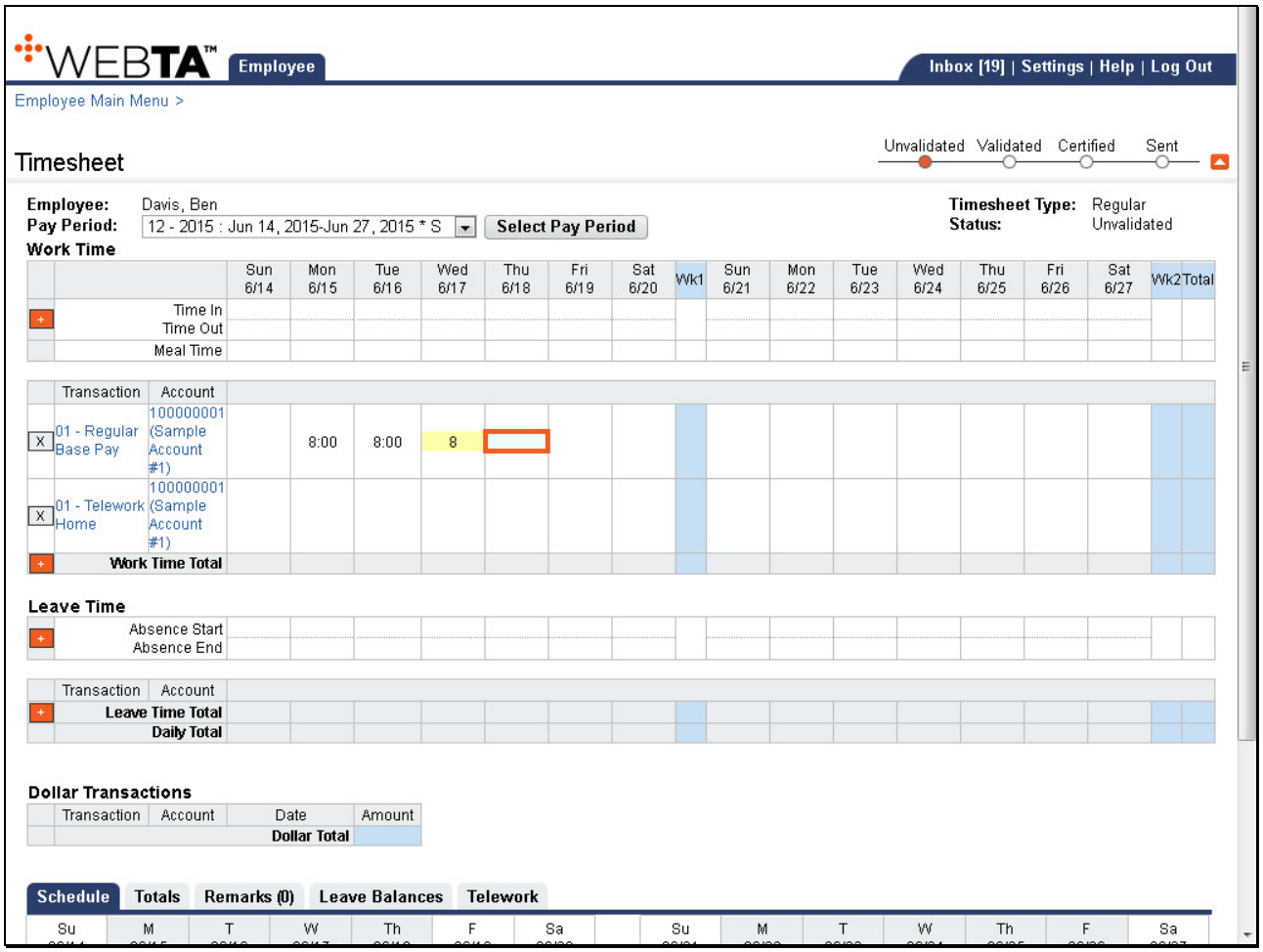
Slide 49 - Slide 49



Slide notes

 ©Kronos, Incorporated

Slide 50 - Slide 50



Slide notes

©Kronos, Incorporated

Slide 51 - Slide 51

WEBTA™ Employee

Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Ben
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																	

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

Leave Time

Absence Start																
Absence End																

Transaction	Account															
Leave Time Total																
Daily Total																

Dollar Transactions

Transaction	Account	Date	Amount
		Dollar Total	

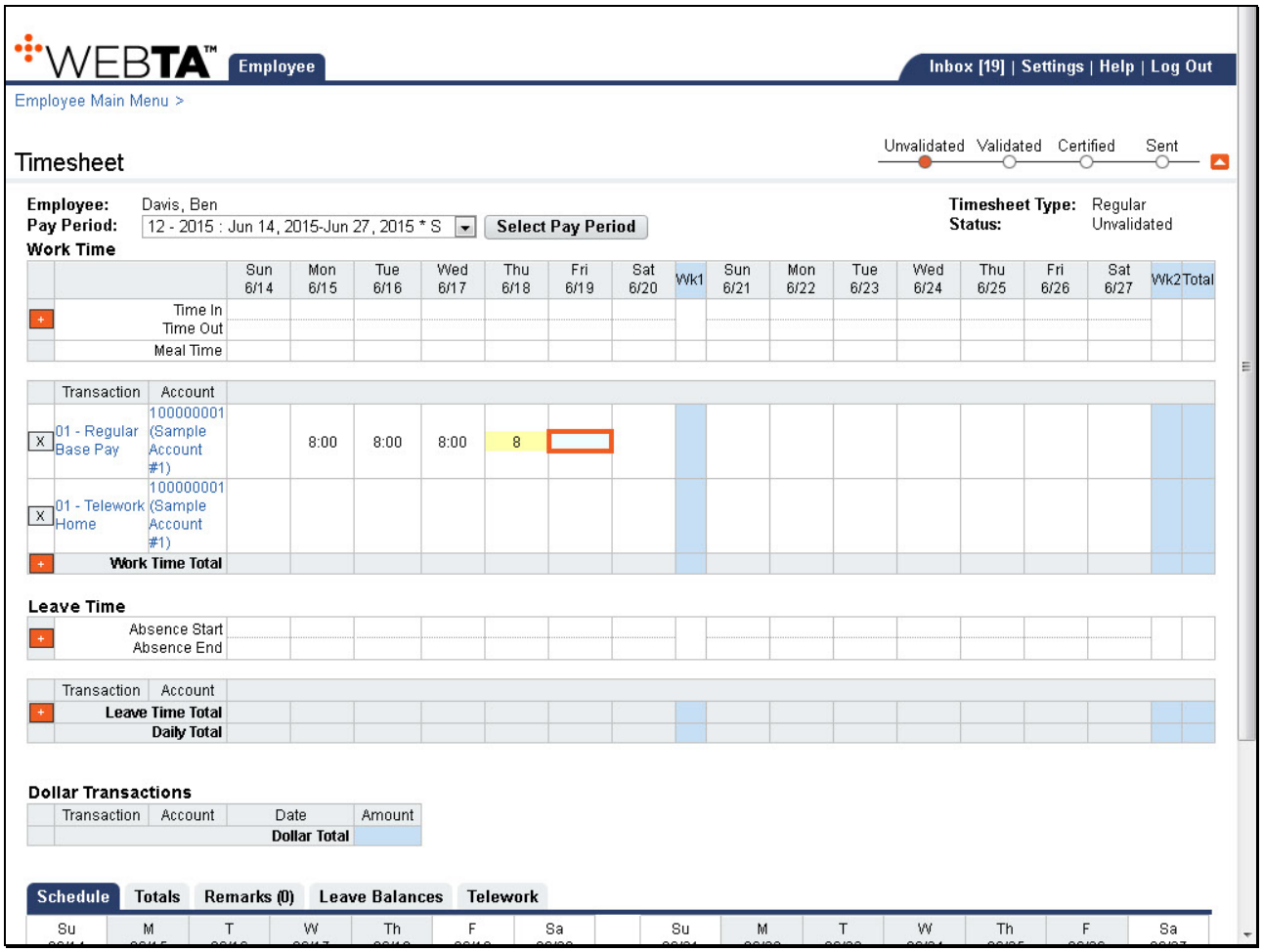
Schedule | Totals | Remarks (0) | Leave Balances | Telework

Su	M	T	W	Th	F	Sa		Su	M	T	W	Th	F	Sa

Slide notes

©Kronos, Incorporated

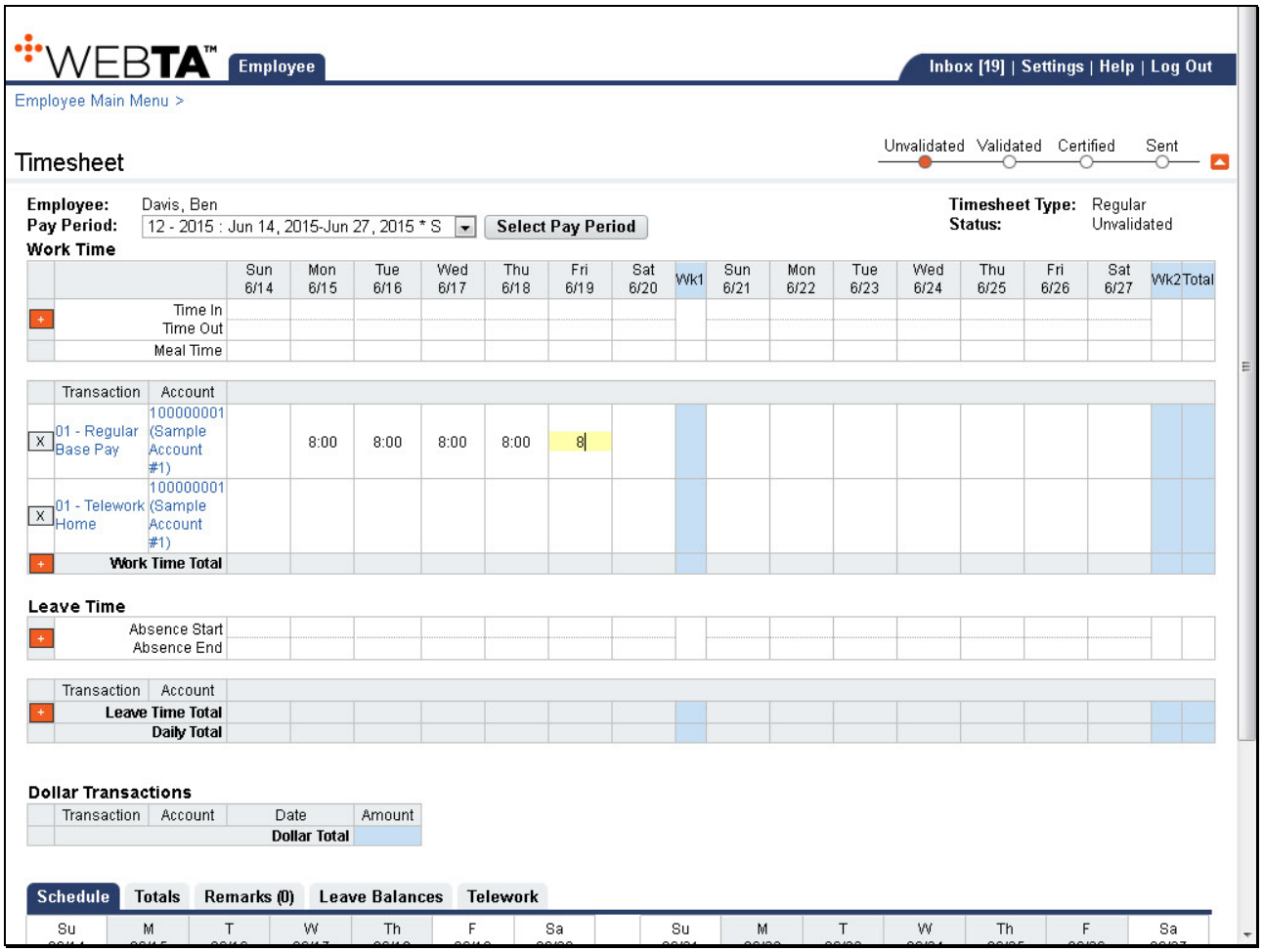
Slide 52 - Slide 52



Slide notes

©Kronos, Incorporated

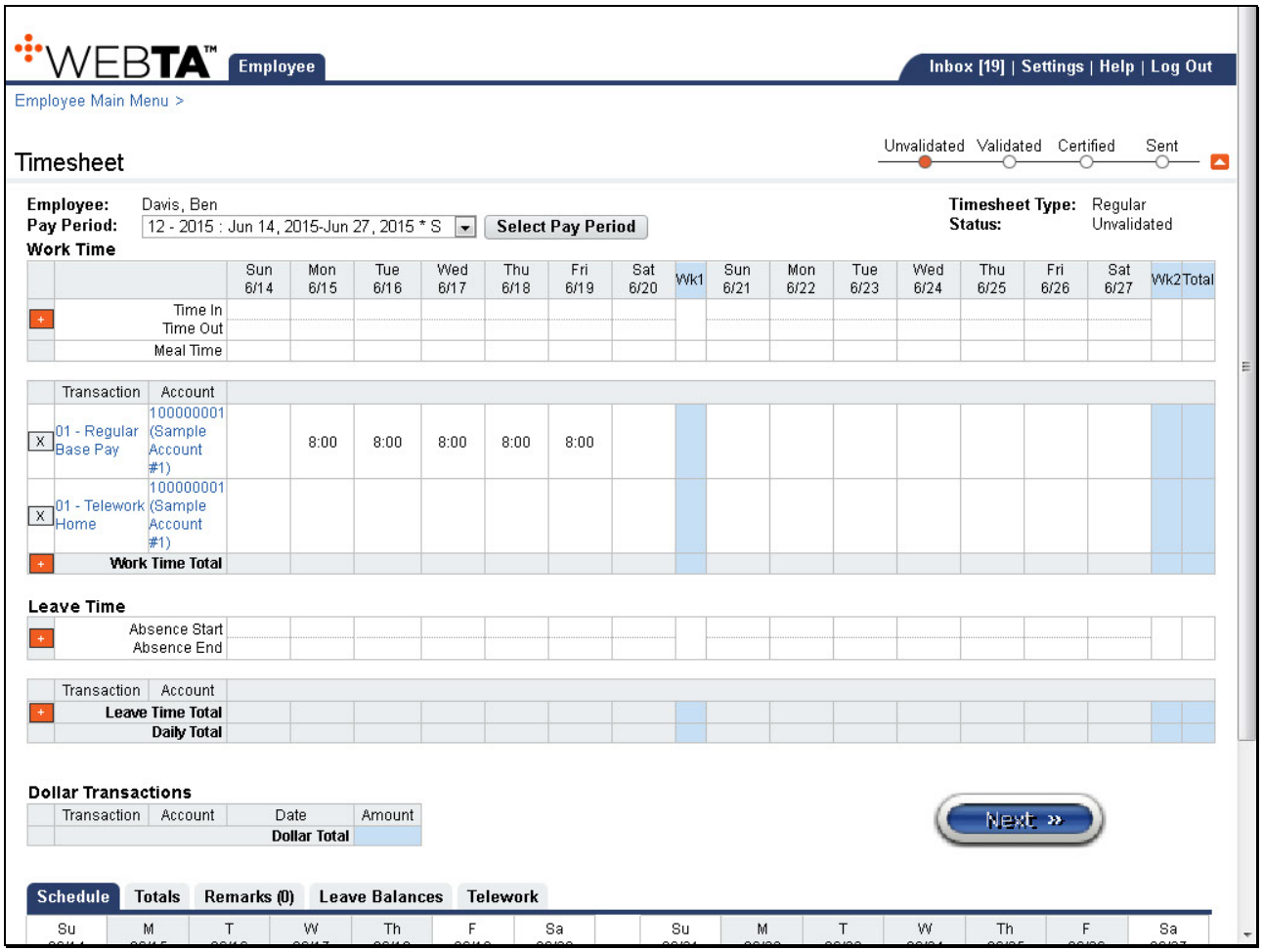
Slide 53 - Slide 53



Slide notes

©Kronos, Incorporated

Slide 54 - Slide 54



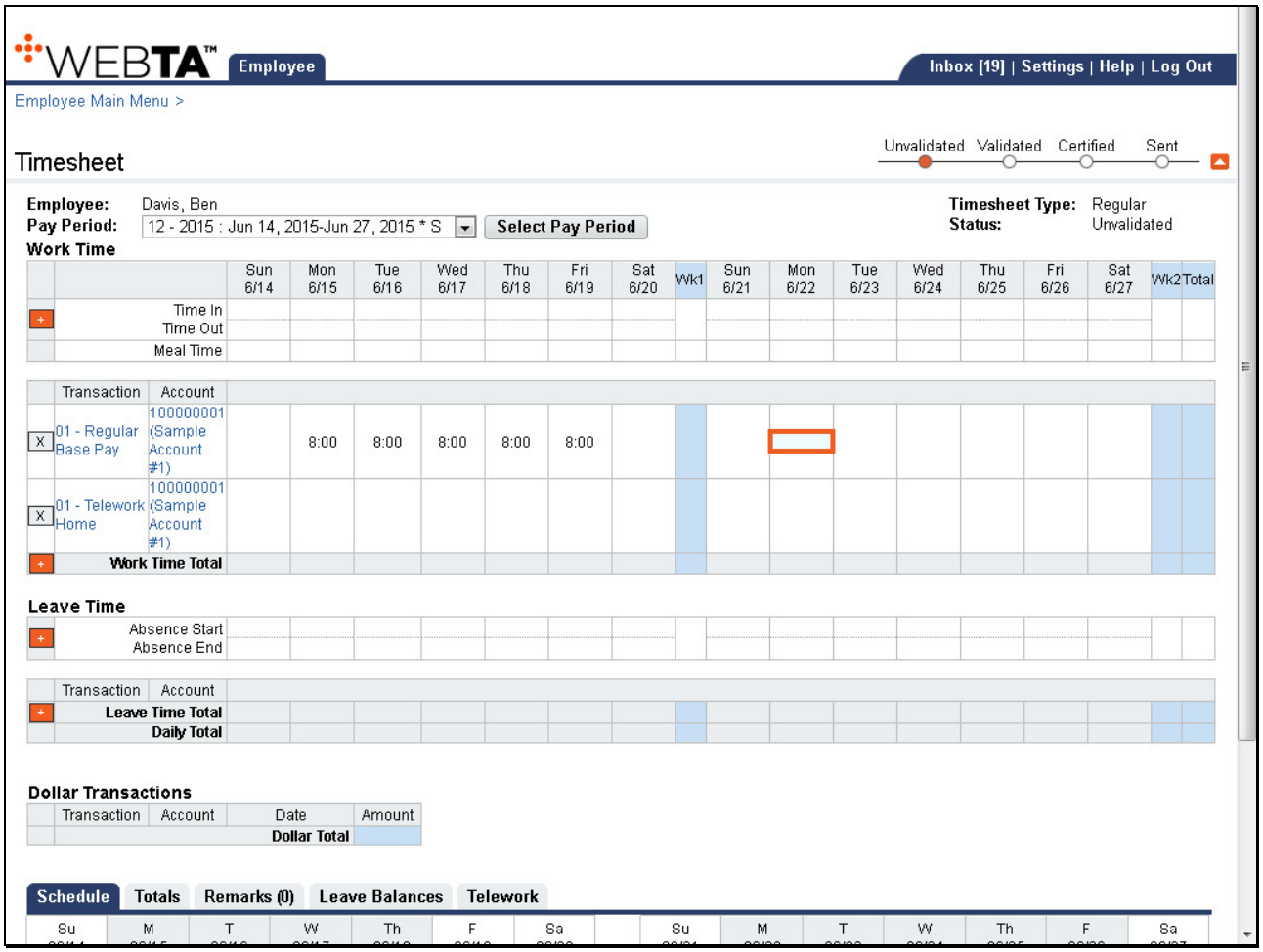
Slide notes

Note that once you are in the timesheet, it acts like a spreadsheet. You can use the Tab key to go to the next day in the row, or you can use your mouse to select the desired cells, as we did in the previous example.

Next, we will add 8 hours of Regular time for Monday through Thursday of week 2, and then 8 hours of telework for the Friday of week 2. Select next to continue.

 ©Kronos, Incorporated

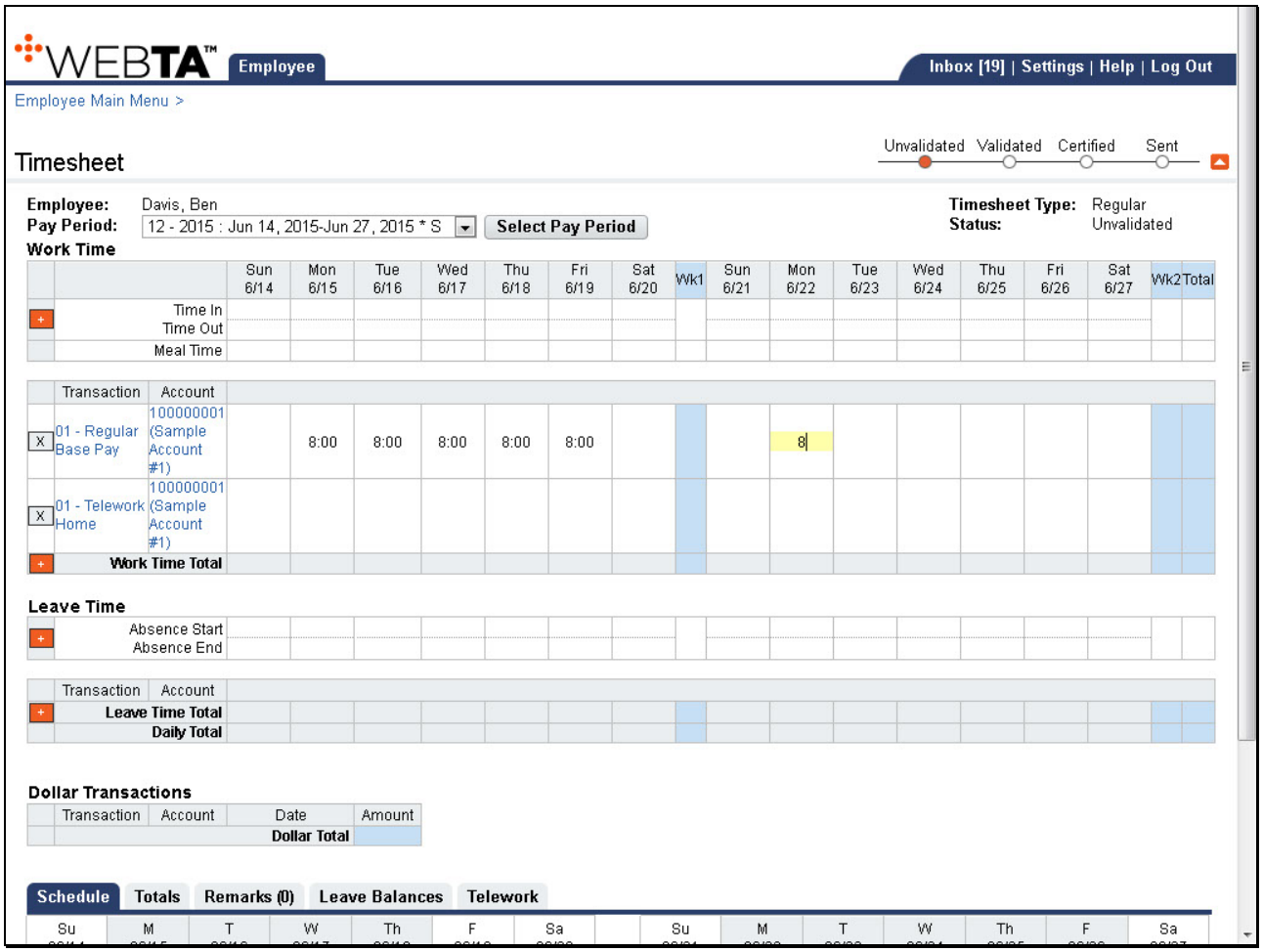
Slide 55 - Slide 55



Slide notes

©Kronos, Incorporated

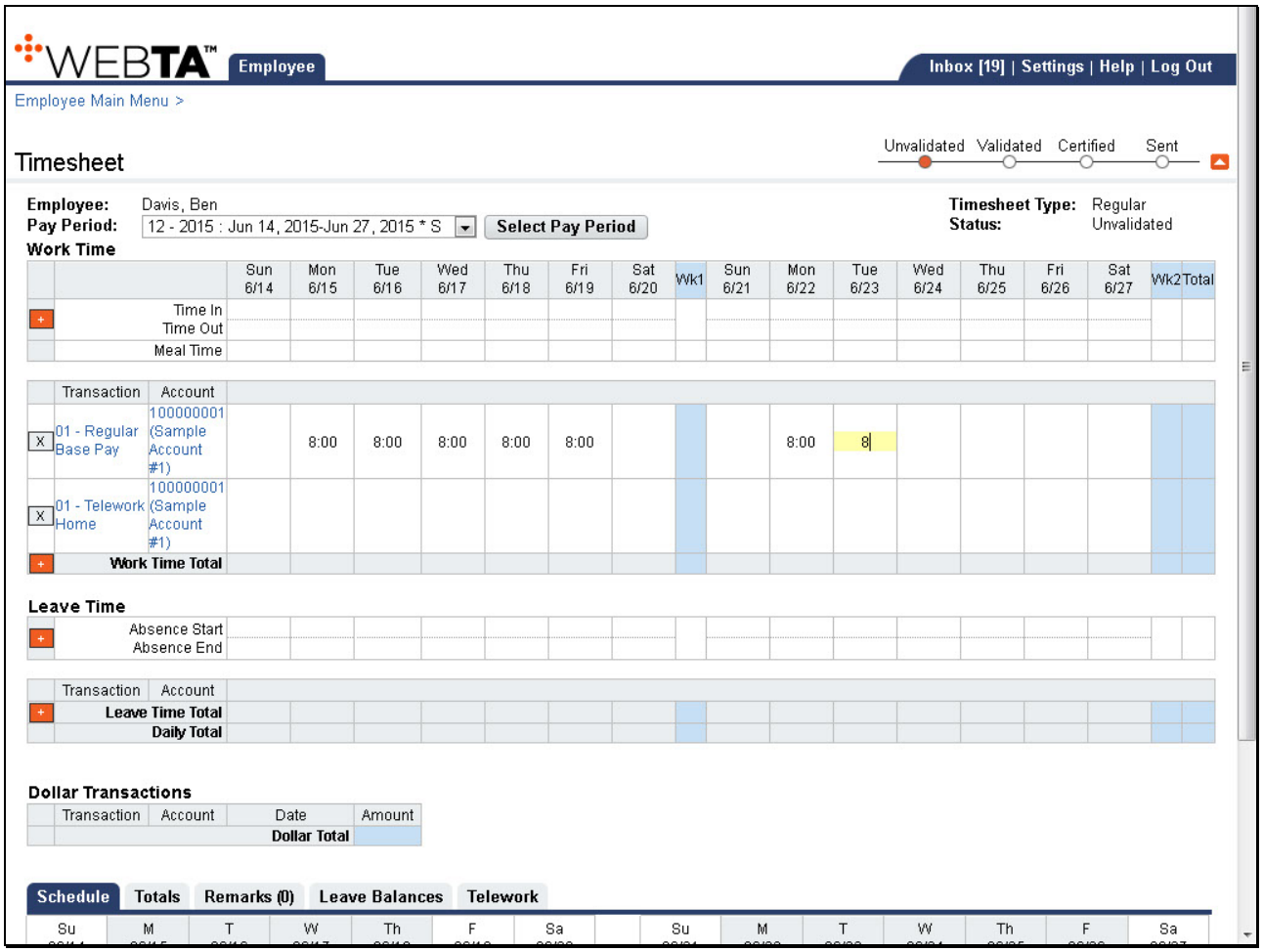
Slide 56 - Slide 56



Slide notes

©Kronos, Incorporated

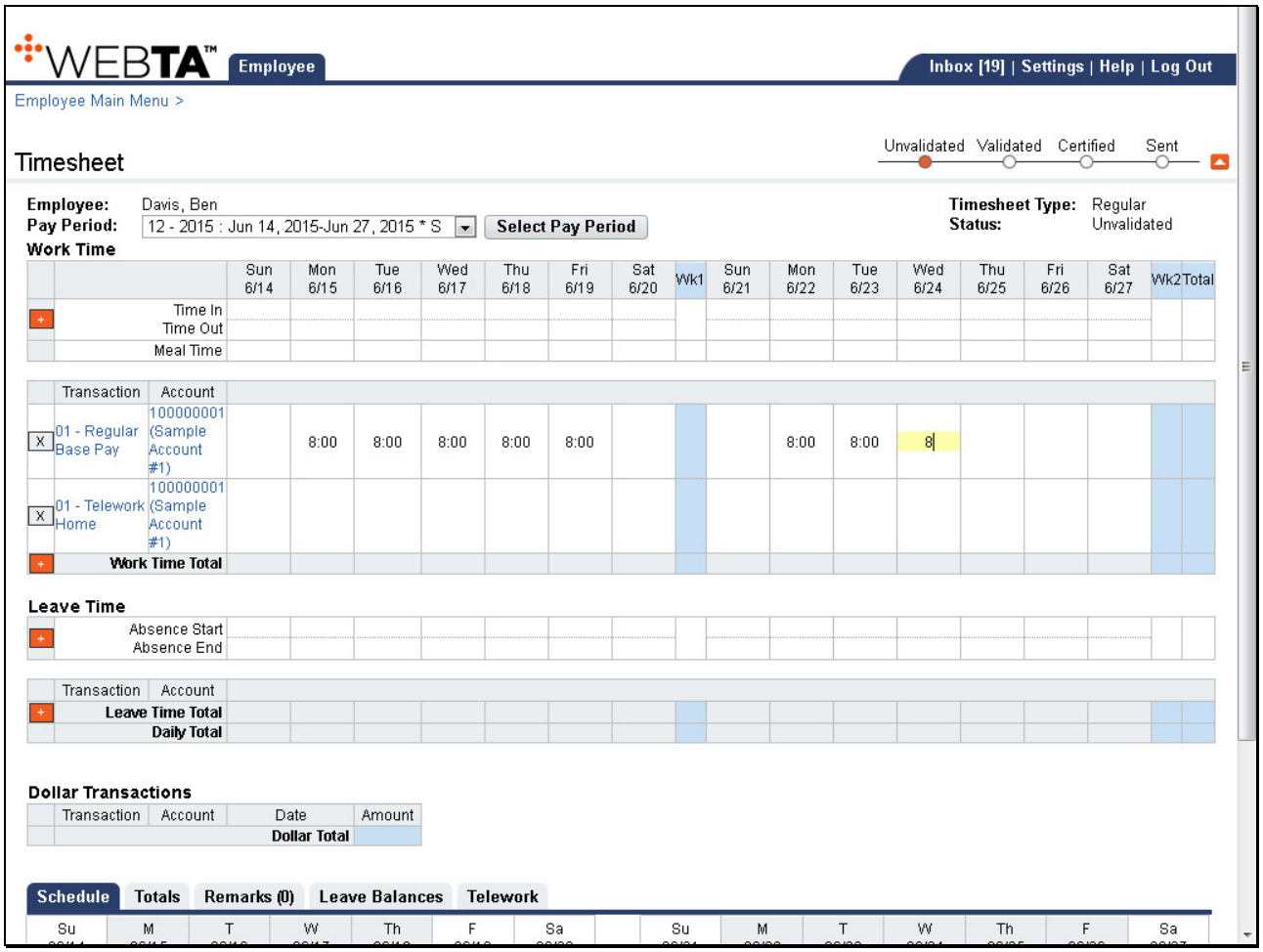
Slide 57 - Slide 57



Slide notes

©Kronos, Incorporated

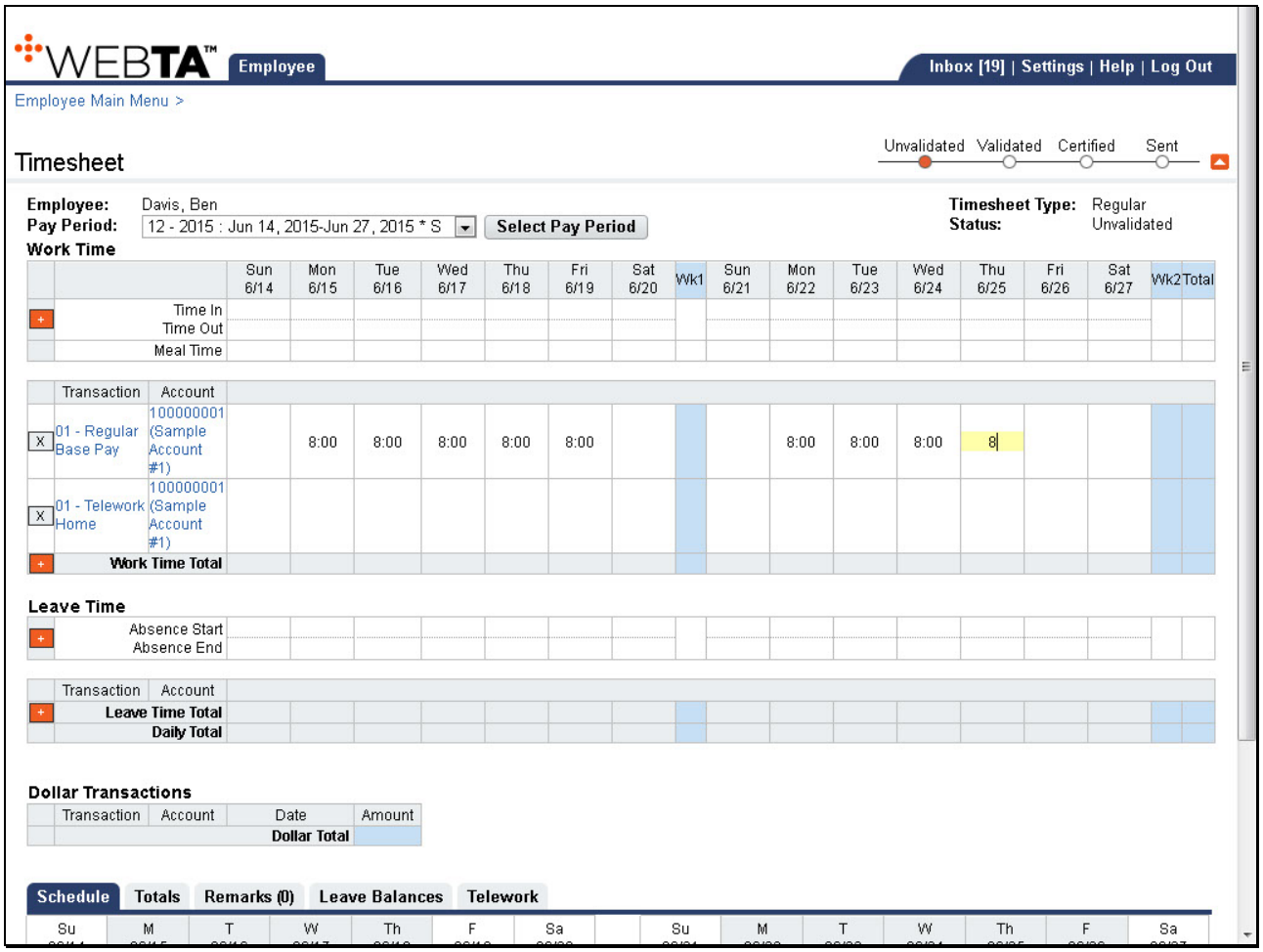
Slide 58 - Slide 58



Slide notes

©Kronos, Incorporated

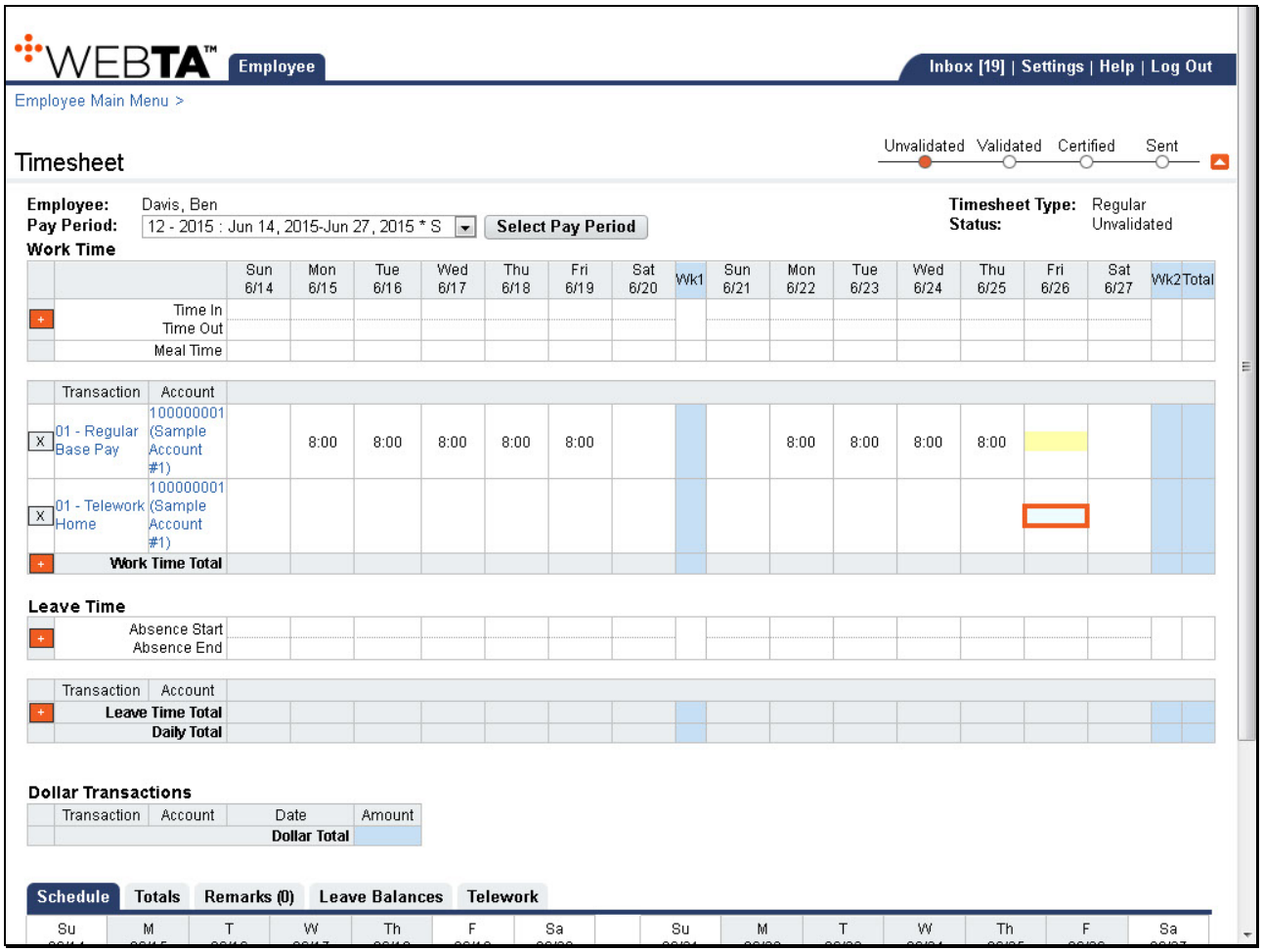
Slide 59 - Slide 59



Slide notes

©Kronos, Incorporated

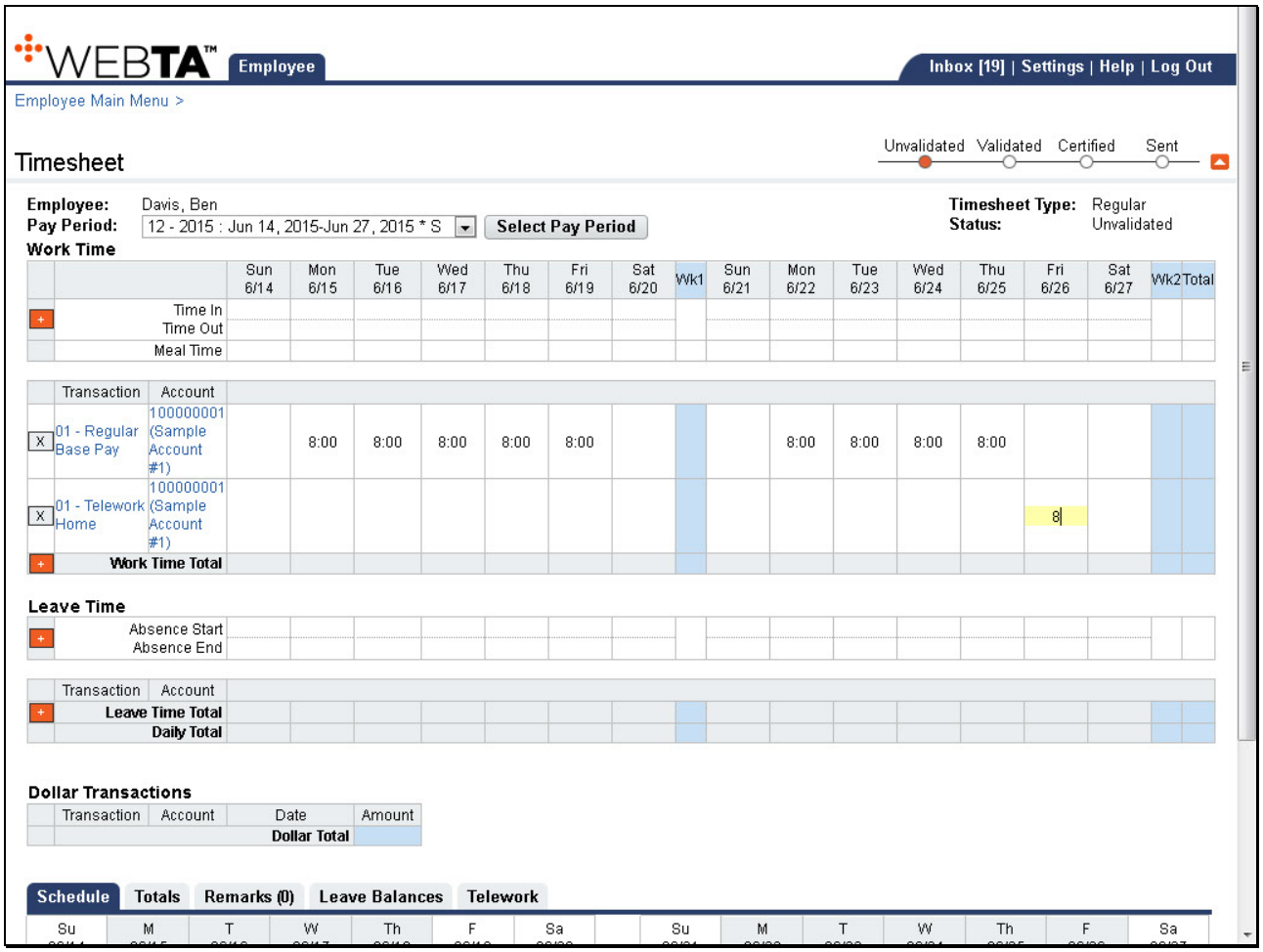
Slide 60 - Slide 60



Slide notes

©Kronos, Incorporated

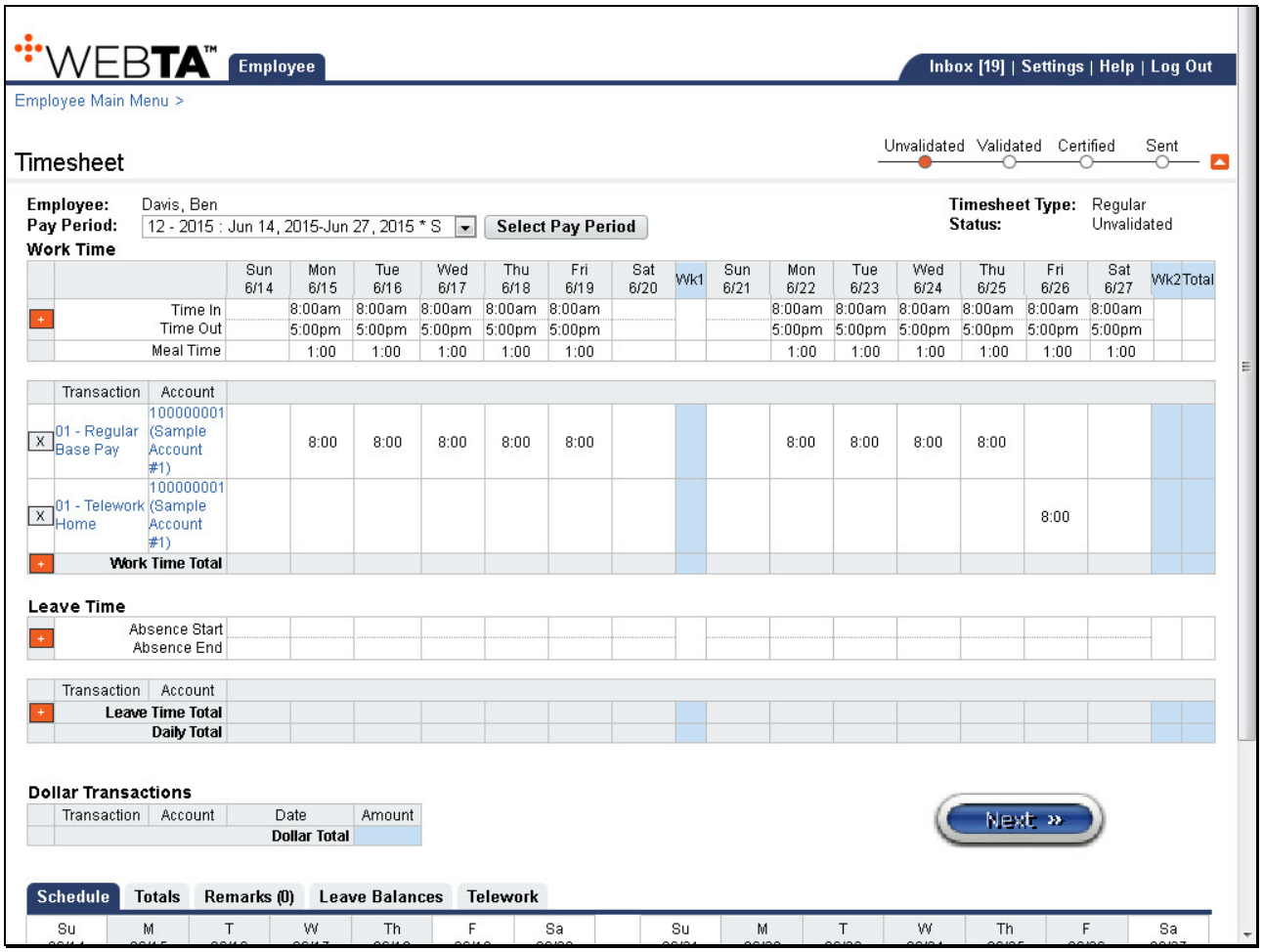
Slide 61 - Slide 61



Slide notes

©Kronos, Incorporated

Slide 62 - Slide 62

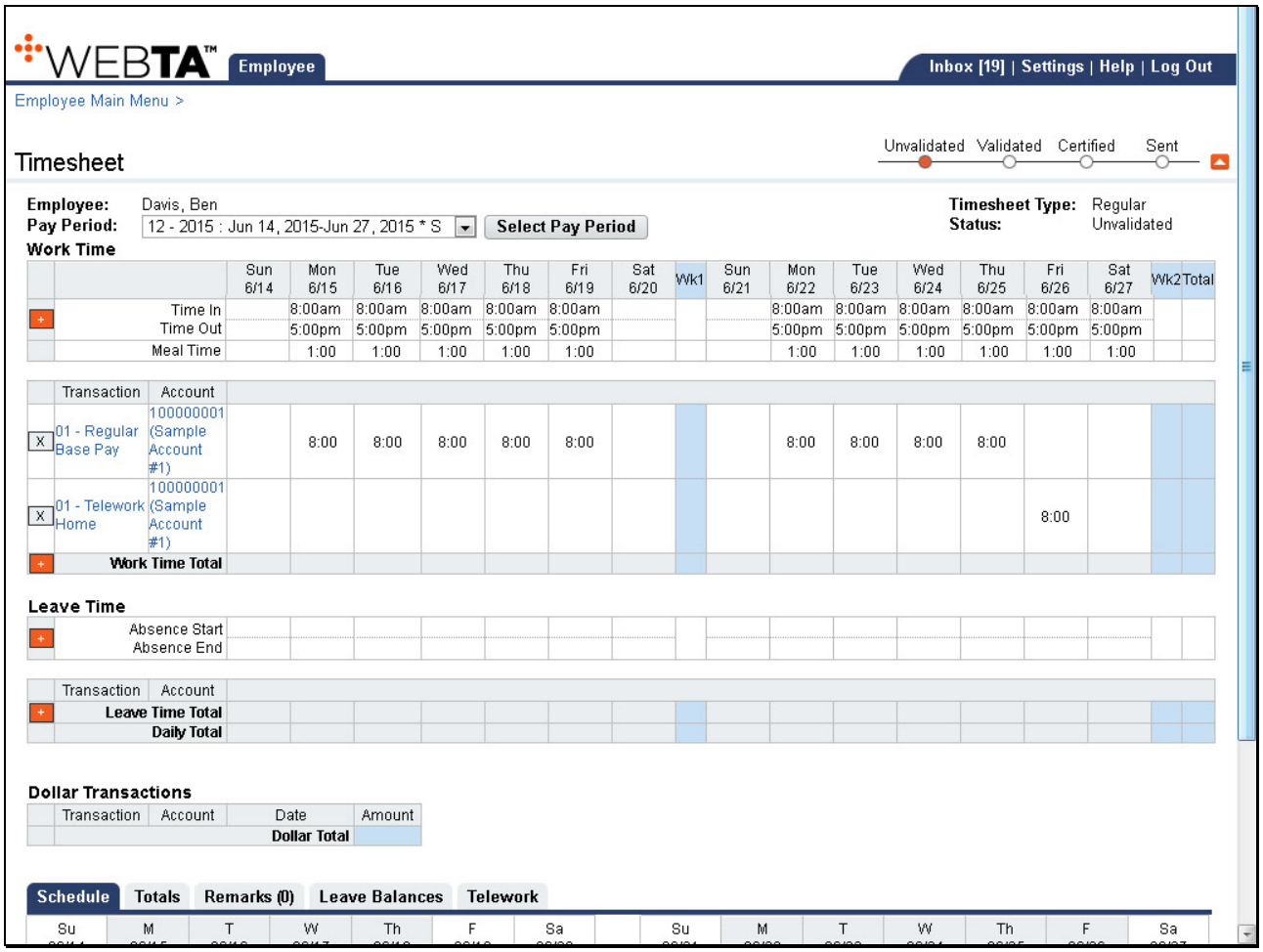


Slide notes

Note, that in the background, we have also added our Times in and Out, plus meal time. Now, let's save what we have entered by scrolling down and selecting the Save button. Select Next to continue.

 ©Kronos, Incorporated

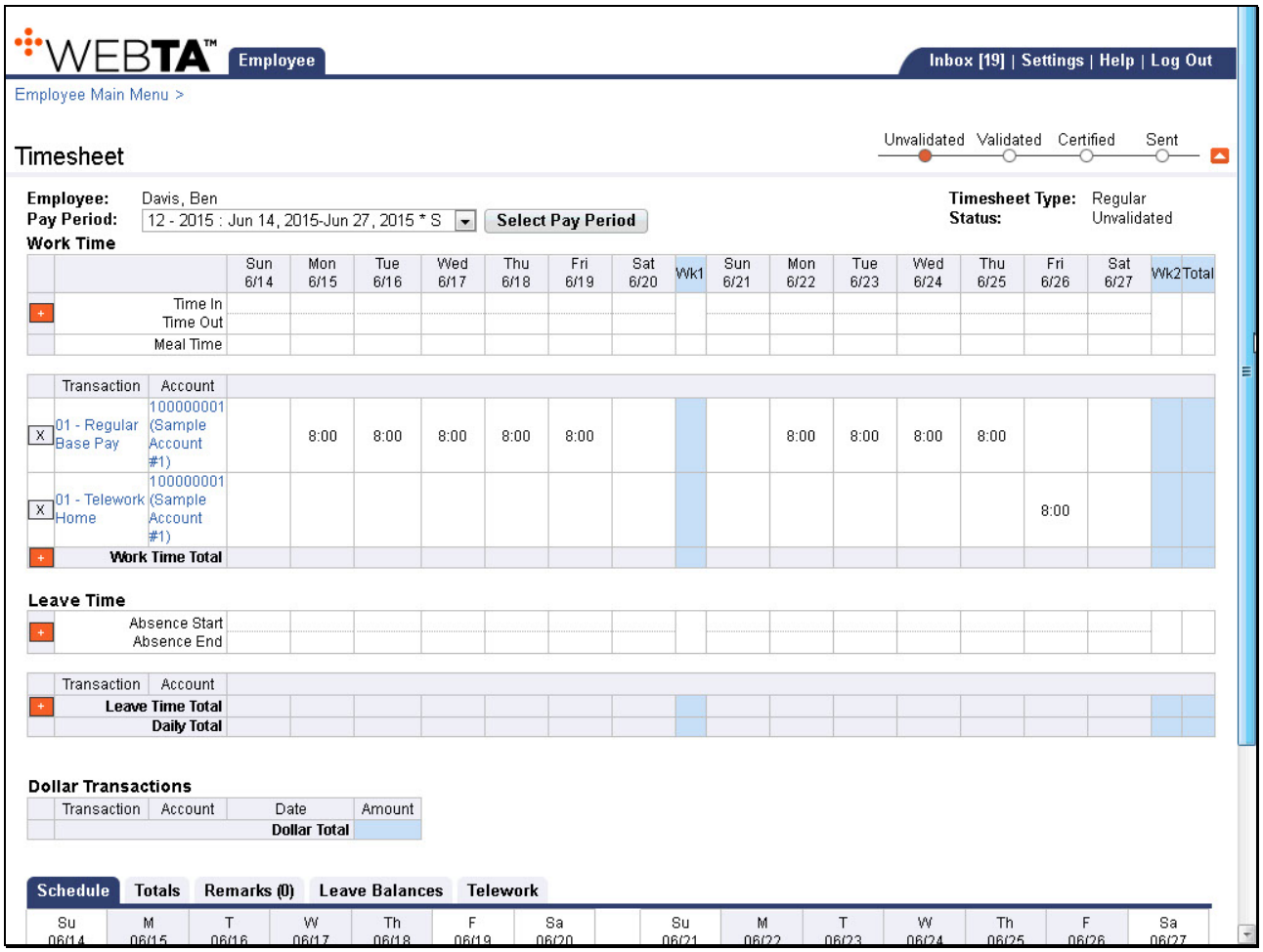
Slide 63 - Slide 63



Slide notes

©Kronos, Incorporated

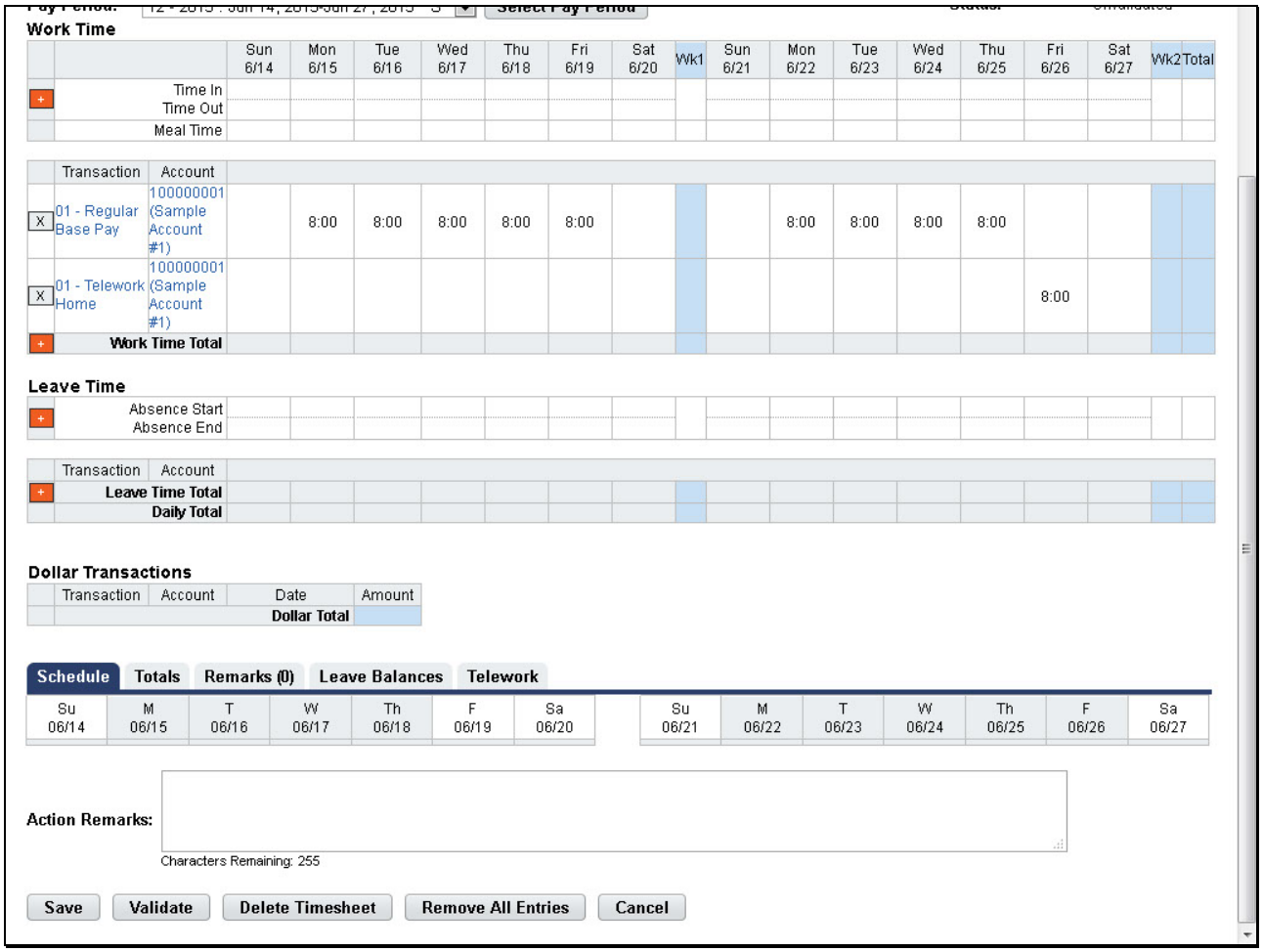
Slide 64 - Slide 64



Slide notes

©Kronos, Incorporated

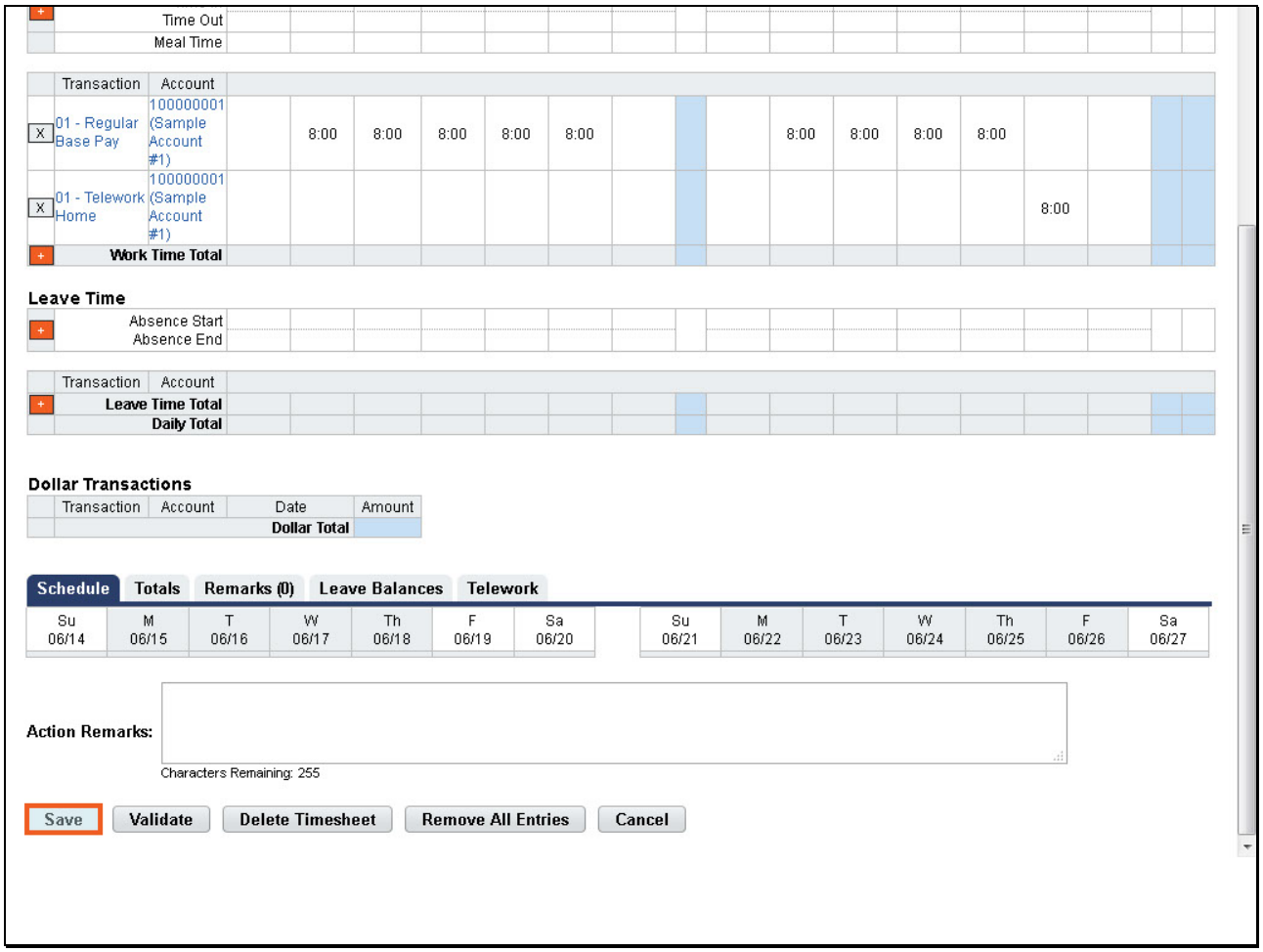
Slide 65 - Slide 65



Slide notes

©Kronos, Incorporated

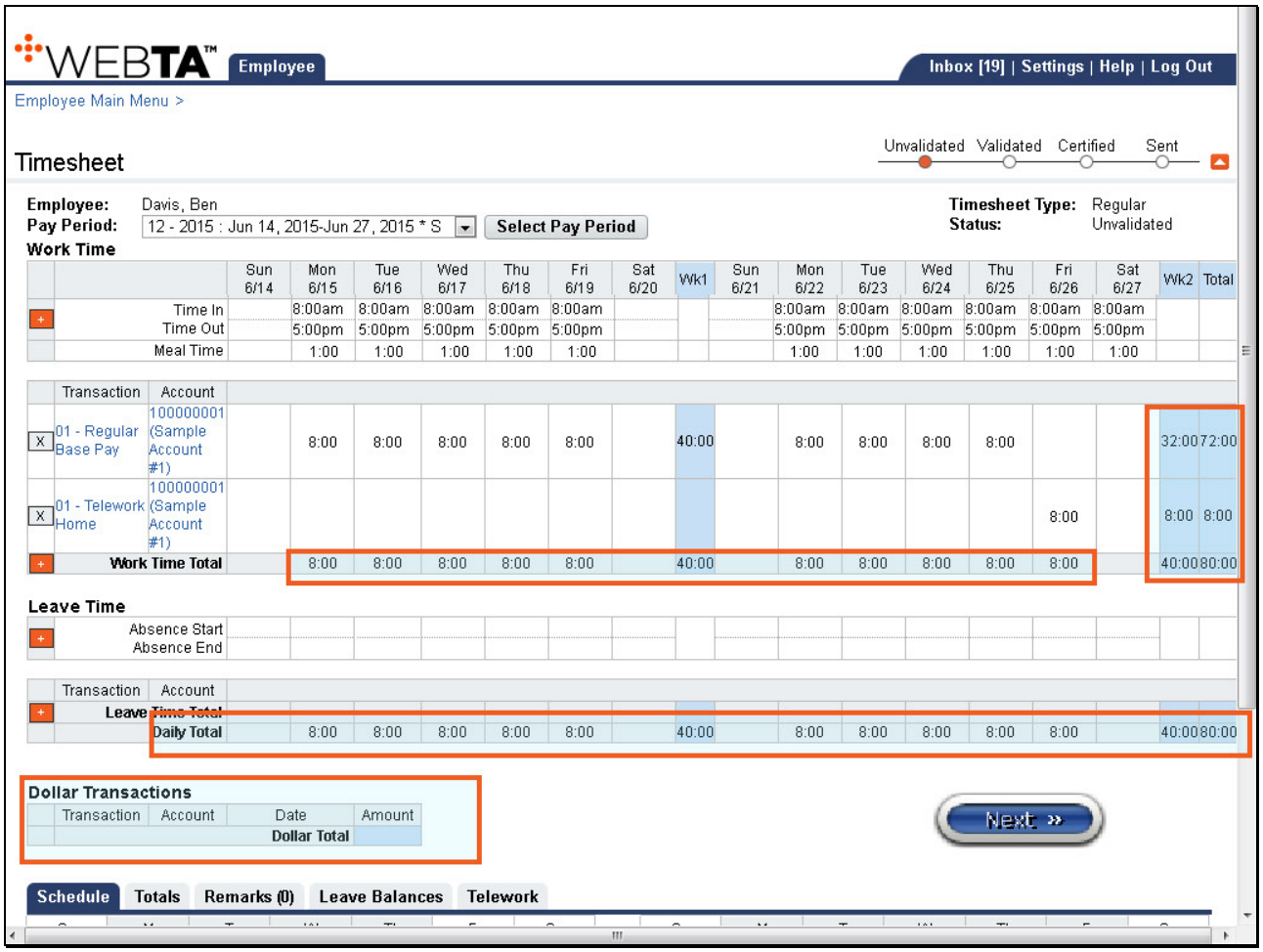
Slide 66 - Slide 66



Slide notes

©Kronos, Incorporated

Slide 67 - Slide 67



Slide notes

We can see that the hours entered have saved, and that the work time, daily, weekly and overall totals have updated accordingly.

Now that we have finished entering our time, let's take a look at some of the other features of the timesheet.

Note the Dollar Transactions section below the Leave time section. This section will update with Dollar Transactions from corresponding Dollar Transaction Requests upon approval from your Supervisor.

Let's scroll down to view the bottom sections of the Timesheet page. Select next to continue.

 ©Kronos, Incorporated

Slide 68 - Slide 68

WEBTA™ Employee

Inbox [20] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: Davis, Ben
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																	

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
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

Slide notes

©Kronos, Incorporated