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WEBTA™

Employee

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[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

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																	
+ Time Out																	
+ Meal Time																	
<hr/>																	
+ Transaction	Account																
X 01 - Regular Base Pay	100000001 (Sample Account #1)																
		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00				32:00	72:00
X 01 - Telework Home	100000001 (Sample Account #1)																
														8:00		8:00	8:00
+ Work Time Total		8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00			40:00	80:00
<hr/>																	
Leave Time																	
+ Absence Start																	
+ Absence End																	
<hr/>																	
+ 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
<hr/>																	
Dollar Transactions																	
Transaction	Account	Date	Amount														
Dollar Total																	
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		06/14	06/15	06/16	06/17	06/18	06/19	06/20		06/21	06/22	06/23	06/24	06/25	06/26	06/27		
	Time In		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								
	Meal Time		1:00	1:00	1:00	1:00	1:00	1:00		1:00	1:00	1:00	1:00	1:00	1:00	1:00		

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

Leave Time

+	Absence Start																	
	Absence End																	

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
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

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Slide notes

Below the timesheet, you will find tabs that contain additional information for this pay period. First, we have the schedules tab. If you have an approved Schedule, or a saved Default Schedule, as this employee does, you will see it displayed here. If you move the mouse over a particular day, you can see details about the schedule. Select next to continue.

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		07/14	07/15	07/16	07/17	07/18	07/19	07/20		07/21	07/22	07/23	07/24	07/25	07/26	07/27																																																		
	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	8:00am																																																		
	Time Out	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm																																																		
	Meal Time	1:00	1:00	1:00	1:00	1:00				1:00	1:00	1:00	1:00	1:00	1:00	1:00																																																		
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<table border="1"> <thead> <tr> <th>Schedule</th> <th>Totals</th> <th>Remarks (0)</th> <th>Leave Balances</th> <th>Telework</th> </tr> </thead> <tbody> <tr> <td>Week One:</td> <td>40:00</td> <td colspan="2"></td> <td>Transaction Code</td> <td>Amount</td> </tr> <tr> <td>Week Two:</td> <td>40:00</td> <td colspan="2">01 - Regular Base Pay</td> <td></td> <td>72:00</td> </tr> <tr> <td>Total Hours:</td> <td>80:00</td> <td colspan="2">01 - Telework Home</td> <td></td> <td>8:00</td> </tr> <tr> <td>Time In Pay:</td> <td>80:00</td> <td colspan="4"></td> </tr> <tr> <td>Other Time:</td> <td>0:00</td> <td colspan="4"></td> </tr> <tr> <td>Dollar Transactions:</td> <td>\$0.00</td> <td colspan="4"></td> </tr> <tr> <td>Days In Pay:</td> <td>10</td> <td colspan="4"></td> </tr> </tbody> </table>																				Schedule	Totals	Remarks (0)	Leave Balances	Telework	Week One:	40:00			Transaction Code	Amount	Week Two:	40:00	01 - Regular Base Pay			72:00	Total Hours:	80:00	01 - Telework Home			8:00	Time In Pay:	80:00					Other Time:	0:00					Dollar Transactions:	\$0.00					Days In Pay:	10				
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Slide notes

Here, we see the total number of hours for each week, and for each Transaction Code. Beside the Totals tab, is the Remarks tab. Select next to continue.

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		07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27																																																	
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		07/14	07/15	07/16	07/17	07/18	07/19	07/20		07/21	07/22	07/23	07/24	07/25	07/26	07/27																	
	Time In	8:00am	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am																							
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															8:00			8:00	8:00														
	Work Time Total	8:00	8:00	8:00	8:00	8:00			40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00														
Leave Time																																	
	Absence Start																																
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	Transaction	Account																															
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	Daily Total	8:00	8:00	8:00	8:00	8:00			40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00														
Dollar Transactions																																	
	Transaction	Account	Date	Amount																													
	Dollar Total																																
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Schedule Totals Remarks (0) Leave Balances Telework </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Pay Period Remarks</p> <div style="border: 1px solid #ccc; height: 30px; margin: 5px 0;"></div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;">Add</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Entry</th> <th style="width: 40%;">Name, UserID, Date/Time</th> <th style="width: 10%;">Role</th> <th style="width: 10%;">Daily Remark</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> Next >> </div>																				Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete	+						
Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete																											
+																																	
Action Remarks:																																	

Slide notes

General remarks for the pay period can be entered in the Pay Period Remarks field. You can also enter remarks for an individual day, or work entry by selecting the cell, and pressing Shift-R on your keyboard, or by double-clicking in the entry for which you want to enter remarks.

In this example, we will enter a remark for the telework entry on Friday of week 2. Select next to continue.

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		07/14	07/15	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27																
+	Time In	8:00am	8:00am	8:00am	8:00am	8:00am			8:00am																						
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														8:00	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																														
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Dollar Transactions																															
Transaction		Account	Date	Amount																											
				Dollar Total																											
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Schedule Totals Remarks (0) Leave Balances Telework </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Pay Period Remarks</p> <div style="border: 1px solid gray; height: 30px; width: 100%; margin-top: 5px;"></div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">Add</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Entry</th> <th style="width: 40%;">Name, UserID, Date/Time</th> <th style="width: 10%;">Role</th> <th style="width: 10%;">Daily Remark</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Action Remarks: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div></p> </div>																		Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete	+						
Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete																									
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Slide notes

Slide 78 - Slide 78

		07/14	07/15	07/16	07/17	07/18	07/19	07/20		07/21	07/22	07/23	07/24	07/25	07/26	07/27																	
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Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete																											
+																																	
Action Remarks:																																	

Slide notes

Let's scroll down to show the remarks section and enter our Remark. In this example, we want to communicate to our Supervisor that we have an outstanding Telework Request awaiting their approval. Select next to continue.

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Employee: Davis, Ben **Timesheet Type:** Regular
Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S **Status:** Unvalidated
Select Pay Period

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
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Transaction Account																	
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Work Time Total			8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00

Leave Time

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule **Totals** **Remarks (1)** **Leave Balances** **Telework**

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
X	Fri	01 - Telework	DAVIS, BEN -	Employee		X

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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
<input type="checkbox"/>	Time In																	
<input type="checkbox"/>	Time Out																	
<input type="checkbox"/>	Meal Time																	
Transaction	Account																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00			32:00	72:00
<input checked="" type="checkbox"/>	01 - Telework Home (Sample Account #1)														8:00		8:00	8:00
<input type="checkbox"/>	Work Time Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Leave Time																		
<input type="checkbox"/>	Absence Start																	
<input type="checkbox"/>	Absence End																	
Transaction	Account																	
<input type="checkbox"/>	Leave Time Total																	
<input type="checkbox"/>	Daily Total		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Transaction	Account	Date	Amount															
<input type="checkbox"/>	Dollar Total																	
Schedule		Totals		Remarks (1)		Leave Balances		Telework										
Pay Period Remarks																		
Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete												
<input type="checkbox"/>	Fri 6/26	01 - Telework Home	DAVIS, BEN - RD&VS	Employee		<input type="checkbox"/>												

Slide notes

Slide 81 - Slide 81

X	Base Pay	Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	32:00	7:2:00
X	01 - Telework Home	(Sample Account #1)																8:00	8:00	8:00
+	Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Leave Time

+	Absence Start																			
+	Absence End																			

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule **Totals** **Remarks (1)** Leave Balances Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home 100000001	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

Slide 83 - Slide 83

X	Base Pay	Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	32:00	7:20:00
X	01 - Telework Home	(Sample Account #1)																8:00	8:00	8:00
+	Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Leave Time

+	Absence Start																			
+	Absence End																			

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule **Totals** **Remarks (1)** Leave Balances Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home 100000001	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

Slide 84 - Slide 84

X	Base Pay	Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	32:00	7:20:00
X	01 - Telework Home	(Sample Account #1)														8:00	8:00	8:00
+	Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Leave Time

+	Absence Start																	
	Absence End																	

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule **Totals** **Remarks (1)** Leave Balances Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home 100000001	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

Slide 85 - Slide 85

X	Base Pay	Account #1)		8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	32:00	7:2:00
X	01 - Telework Home	(Sample Account #1)														8:00	8:00	8:00
+	Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Leave Time

+	Absence Start																	
+	Absence End																	

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule **Totals** **Remarks (1)** Leave Balances Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home 100000001	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

Slide 86 - Slide 86

Home		Account #1)												8:00		8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00

Leave Time

Absence Start																	
Absence End																	

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule **Totals** **Remarks (1)** **Leave Balances** **Telework**

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home 100000001	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks:

Characters Remaining: 255

Save **Validate** **Delete Timesheet** **Remove All Entries** **Cancel**

Slide notes

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Employee Main Menu >

Timesheet Unvalidated | Validated | Certified | Sent

Employee: Davis, Ben **Timesheet Type:** Regular
Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 * S **Status:** Unvalidated

Work Time

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

Next >>

Schedule | Totals | **Remarks (1)** | Leave Balances | Telework

Slide notes

Note the red triangles in the Friday field and in the entry field where our remark was added. These indicate that remarks have been added to these days. Let's scroll down and take a look at the Saved Remark. Select next to continue.

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

Leave Time

Absence Start	Absence End																
<hr/>																	
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 (1)
Leave Balances
Telework

Slide notes

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Timesheet

Employee: Davis, Ben

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

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																	

Timesheet Type: Regular

Status: Unvalidated

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

Leave Time

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule | **Totals** | **Remarks (1)** | **Leave Balances** | **Telework**

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

Leave Time

Absence Start	Absence End															

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

Dollar Transactions

Transaction	Account	Date	Amount
		Dollar Total	

Schedule **Totals** **Remarks (1)** **Leave Balances** **Telework**

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks: Next >>

Characters Remaining: 255

Slide notes

Here, we can see that our remark has saved, and that the key details of the remark, including the date, the entry and a timestamp of when the remark was created, along with the text of the Remark. You can add additional remarks by selecting the plus sign, as needed. To delete a remark, click the X button on the far right side of the row. Let's do that now. Select next to continue.

USDA Employee webTA Timesheets

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

Leave Time

Absence Start	Absence End

Transaction	Account
+	Leave Time Total
	Daily Total

Transaction	Account	Date	Amount
			Dollar Total

Dollar Transactions

Schedule | Totals | **Remarks (1)** | Leave Balances | Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+	Fri 6/26	01 - Telework Home 100000001	DAVIS, BEN - BDAVIS, 06/19/2015 2:07:29 PM EDT	Employee	Awaiting approval of Telework Request	X

Action Remarks:

Characters Remaining: 255

Slide notes

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

Leave Time

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Next >>

Schedule
Totals
Remarks (0)
Leave Balances
Telework

Slide notes

Note that the red triangles are gone. Let's scroll down and take a look at the bottom of the Timesheet once again. Select next to continue.

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Employee

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

Leave Time

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule
Totals
Remarks (0)
Leave Balances
Telework

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Employee

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Timesheet

Employee: Davis, Ben

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

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																	

Timesheet Type: Regular

Status: Unvalidated

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

Leave Time

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule
Totals
Remarks (0)
Leave Balances
Telework

Slide notes

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

Leave Time

Absence Start	Absence End

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

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

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>						

Action Remarks:

Characters Remaining: 255

[Next >>](#)

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

And our Remark has been removed. Next, we will take a look at the Leave Balances tab. Select next to continue.

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

Leave Time

Absence Start																
Absence End																

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

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

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
+						

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

Slide 97 - Slide 97

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

Leave Time

Absence Start																	
Absence End																	

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

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

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	32:00	32:00	4:00	0:00	0:00	0:00	0:00	36:00	92:00	0:00
Sick Leave	32:00	32:00	4:00	0:00	0:00	0:00	0:00	36:00	92:00	0:00
Other Leave	24:00	24:00	0:00	0:00	0:00	0:00	0:00	24:00	24:00	0:00

Action Remarks:

Characters Remaining: 255

[Next >>](#)

Slide notes

On this tab, you can view the details of the leave types that were used or changed during this pay period. We see Annual and Sick leave details because we accrued hours for these types of leave as part of the standard accrual process.

If we had used other types of leave during this pay period, we would see their details here. Next, we will take a look at the Telework tab. Select next to continue.

Slide 98 - Slide 98

Time Out																																																																																														
Meal Time																																																																																														
Transaction	Account																																																																																													
X 01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	32:00	72:00																																																																														
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Work Time Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00																																																																														
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Daily Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00																																																																														
Dollar Transactions																																																																																														
Transaction	Account	Date	Amount																																																																																											
Dollar Total																																																																																														
<table border="1"> <thead> <tr> <th>Schedule</th> <th>Totals</th> <th>Remarks (0)</th> <th>Leave Balances</th> <th>Telework</th> <th colspan="8"></th> </tr> <tr> <th>Leave Type</th> <th>Forward</th> <th>Adj Forward</th> <th>Accrued</th> <th>Used</th> <th>Adjustments</th> <th>Expired</th> <th>Capped</th> <th>Balance</th> <th>EOY Balance</th> <th>Use or Lose</th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td>Annual Leave</td> <td>32:00</td> <td>32:00</td> <td>4:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>36:00</td> <td>92:00</td> <td>0:00</td> <td colspan="5"></td> </tr> <tr> <td>Sick Leave</td> <td>32:00</td> <td>32:00</td> <td>4:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>36:00</td> <td>92:00</td> <td>0:00</td> <td colspan="5"></td> </tr> <tr> <td>Other Leave</td> <td>24:00</td> <td>24:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>24:00</td> <td>24:00</td> <td>0:00</td> <td colspan="5"></td> </tr> </tbody> </table>																		Schedule	Totals	Remarks (0)	Leave Balances	Telework									Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose						Annual Leave	32:00	32:00	4:00	0:00	0:00	0:00	0:00	36:00	92:00	0:00						Sick Leave	32:00	32:00	4:00	0:00	0:00	0:00	0:00	36:00	92:00	0:00						Other Leave	24:00	24:00	0:00	0:00	0:00	0:00	0:00	24:00	24:00	0:00					
Schedule	Totals	Remarks (0)	Leave Balances	Telework																																																																																										
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Other Leave	24:00	24:00	0:00	0:00	0:00	0:00	0:00	24:00	24:00	0:00																																																																																				
<p>Action Remarks: <input type="text"/></p> <p>Characters Remaining: 255</p>																																																																																														
<p> <input type="button" value="Save"/> <input type="button" value="Validate"/> <input type="button" value="Delete Timesheet"/> <input type="button" value="Remove All Entries"/> <input type="button" value="Cancel"/> </p>																																																																																														

Slide notes

Slide 99 - Slide 99

	6/14	6/15	6/16	6/17	6/18	6/19	6/20	Wk1	6/21	6/22	6/23	6/24	6/25	6/26	6/27	Wk2	Total	
Time In		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									
Meal Time		1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	1:00	1:00			
Transaction																		
X	01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00				32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)												8:00			8:00	8:00
	Work Time Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Leave Time																		
	Absence Start																	
	Absence End																	
Transaction																		
	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Dollar Transactions																		
	Transaction	Account	Date	Amount														
	Dollar Total																	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Schedule Totals Remarks (0) Leave Balances Telework </div> <p> Telework Eligible: <input checked="" type="checkbox"/> Regular/Routine: <input type="checkbox"/> Agreement Status: Approved Telework Ready: <input checked="" type="checkbox"/> Situational/Ad Hoc: <input checked="" type="checkbox"/> Agreement Start: 03/16/2015 Agreement Expires: </p> <p>Action Remarks: <input style="width: 500px; height: 30px;" type="text"/></p> <p style="font-size: small;">Characters Remaining: 255</p> <div style="text-align: right; margin-top: 10px;"> Next >> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Validate Delete Timesheet Remove All Entries Cancel </div>																		

Slide notes

The Telework tab contains all the relevant information regarding this employee's Telework status. We see whether or not they are eligible and ready for Telework, their Telework Type and the status of their Telework Agreement. Details for Telework Agreements and Requests will be covered in a later lesson.

The final step is to validate your timesheet. When you validate your timesheet, webTA checks the time you have entered and verifies that it matches the settings in your timesheet profile such as tour of duty and alternative work schedule, as well as OPM and NFC rules. To validate, we will scroll to the bottom and select the Validate button. Select next to continue.

Slide 100 - Slide 100

	6/14	6/15	6/16	6/17	6/18	6/19	6/20	Wk1	6/21	6/22	6/23	6/24	6/25	6/26	6/27	Wk2	Total	
Time In		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									
Meal Time		1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	1:00	1:00			
Transaction																		
X	01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00				32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)												8:00			8:00	8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Leave Time																		
+	Absence Start																	
+	Absence End																	
Transaction																		
+	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Dollar Transactions																		
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Slide notes

Slide 101 - Slide 101

		6/14	6/15	6/16	6/17	6/18	6/19	6/20	Wk1	6/21	6/22	6/23	6/24	6/25	6/26	6/27	Wk2	Total	
+	Time In																		
	Time Out																		
	Meal Time																		
Transaction		Account																	
X	01 - Regular Base Pay	100000001 (Sample Account #1)																	
		8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00					32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)																	
															8:00			8:00	8:00
+	Work Time Total	8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Leave Time																			
+	Absence Start																		
	Absence End																		
Transaction		Account																	
+	Leave Time Total																		
	Daily Total	8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Dollar Transactions																			
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Slide notes

Slide 102 - Slide 102

		6/14	6/15	6/16	6/17	6/18	6/19	6/20	Wk1	6/21	6/22	6/23	6/24	6/25	6/26	6/27	Wk2	Total	
+	Time In		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									
	Meal Time		1:00	1:00	1:00	1:00	1:00			1:00	1:00	1:00	1:00	1:00	1:00	1:00			
Transaction		Account																	
X	01 - Regular Base Pay	100000001 (Sample Account #1)																	
			8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00				32:00	72:00
X	01 - Telework Home	100000001 (Sample Account #1)																	
															8:00			8:00	8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Leave Time																			
+	Absence Start																		
	Absence End																		
Transaction		Account																	
+	Leave Time Total																		
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	8:00	8:00	8:00	8:00			40:00	80:00
Dollar Transactions																			
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