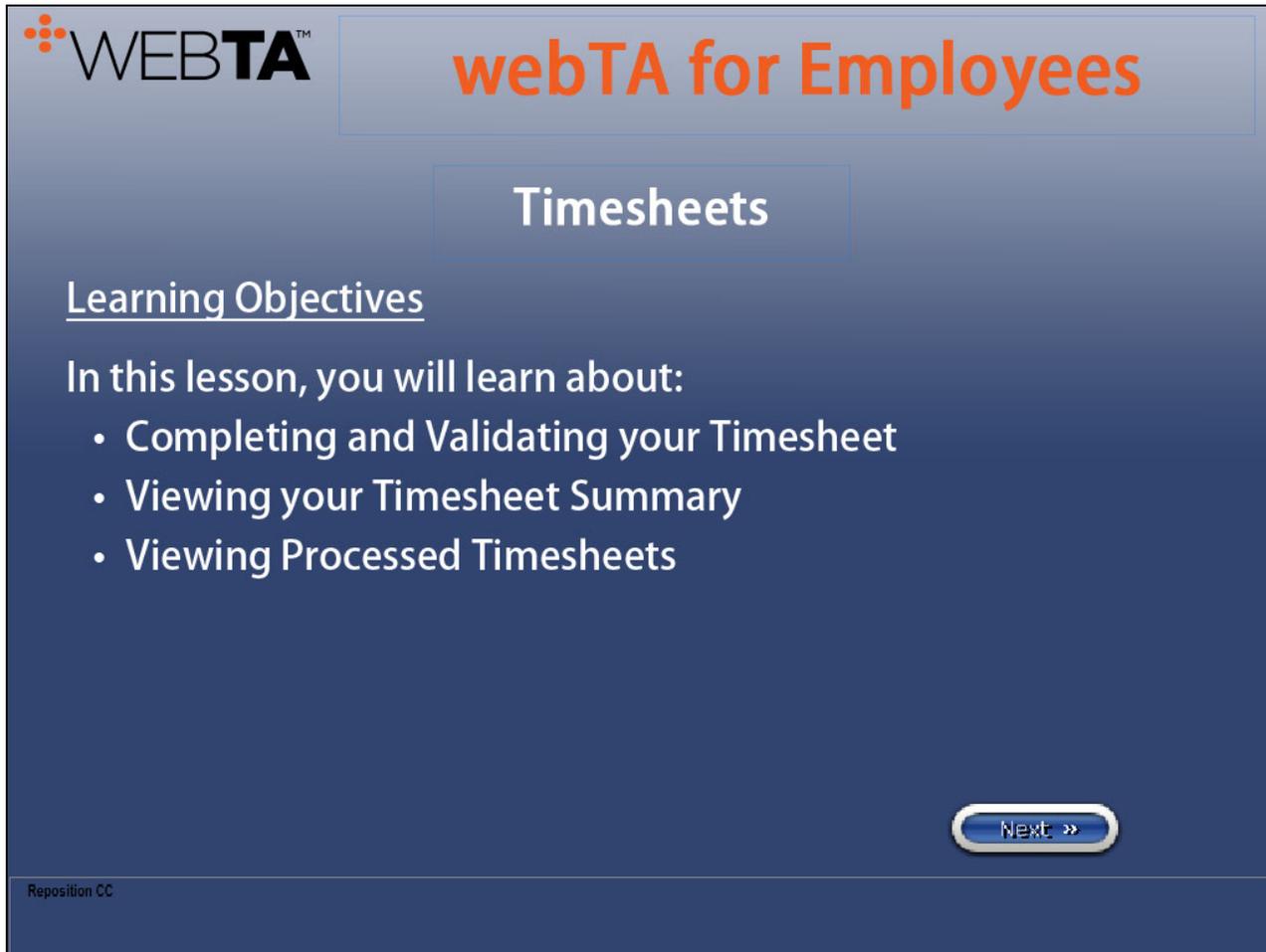


**Slide 1 - Learning Objectives**



The slide features a dark blue gradient background. In the top left corner is the 'WEBTA' logo, consisting of a cluster of orange dots followed by the text 'WEBTA' in white. To the right of the logo, the title 'webTA for Employees' is written in a large, bold, orange font. Below this title, the word 'Timesheets' is centered in a white font. Underneath, the text 'Learning Objectives' is underlined in white. A list of three bullet points follows, all in white text. At the bottom right, there is a blue button with a white border and the text 'Next >>'. In the bottom left corner, the text 'Reposition CC' is visible in a small white font.

**WEBTA™**

# webTA for Employees

## Timesheets

Learning Objectives

In this lesson, you will learn about:

- Completing and Validating your Timesheet
- Viewing your Timesheet Summary
- Viewing Processed Timesheets

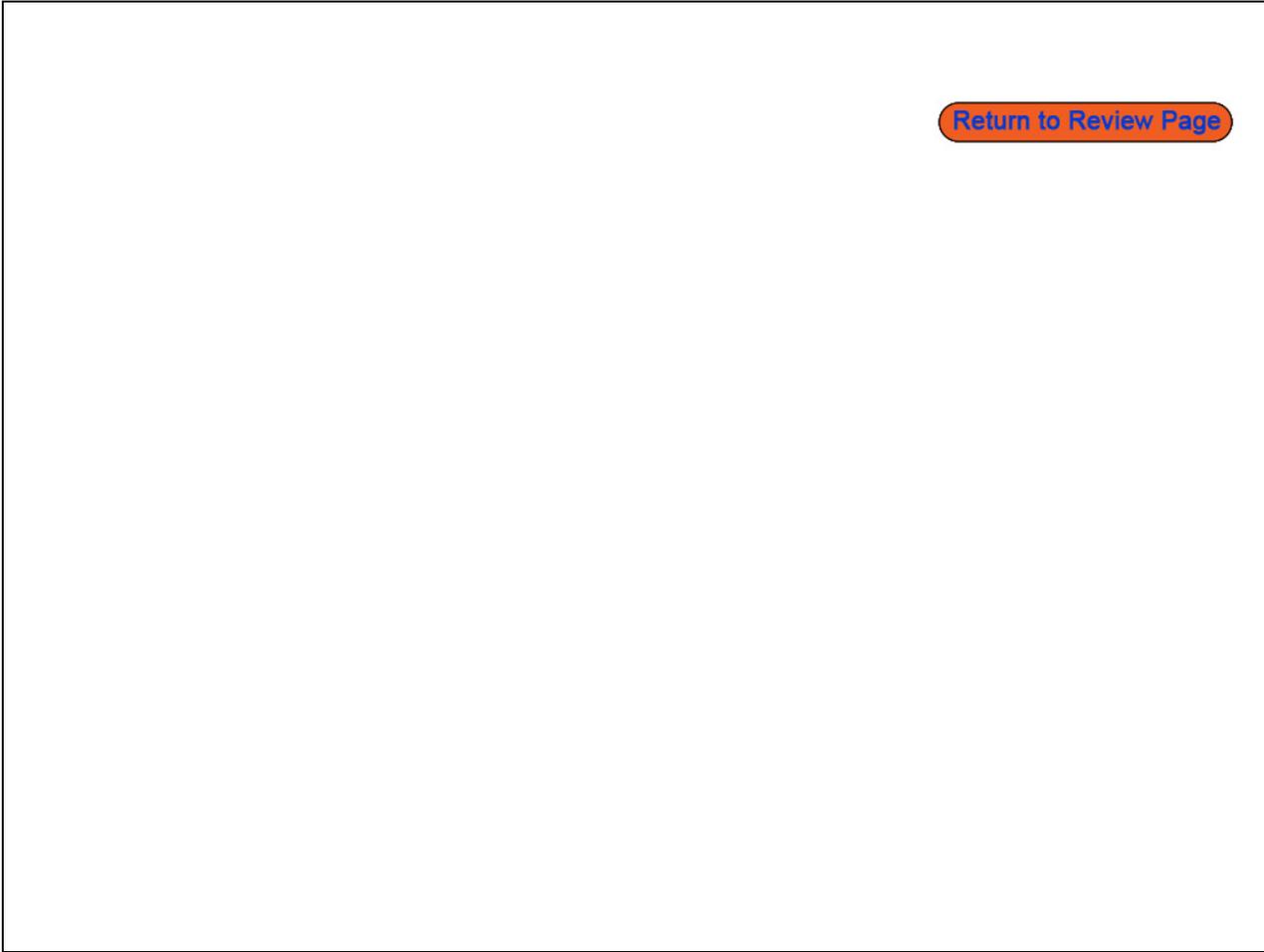
Next >>

Reposition CC

**Slide notes**

Welcome to the webTA for Employees training course. In this lesson, you will learn about Completing and Validating your Timesheet, Viewing your Timesheet Summary, and Viewing Processed Timesheets. Select the Next button to continue.

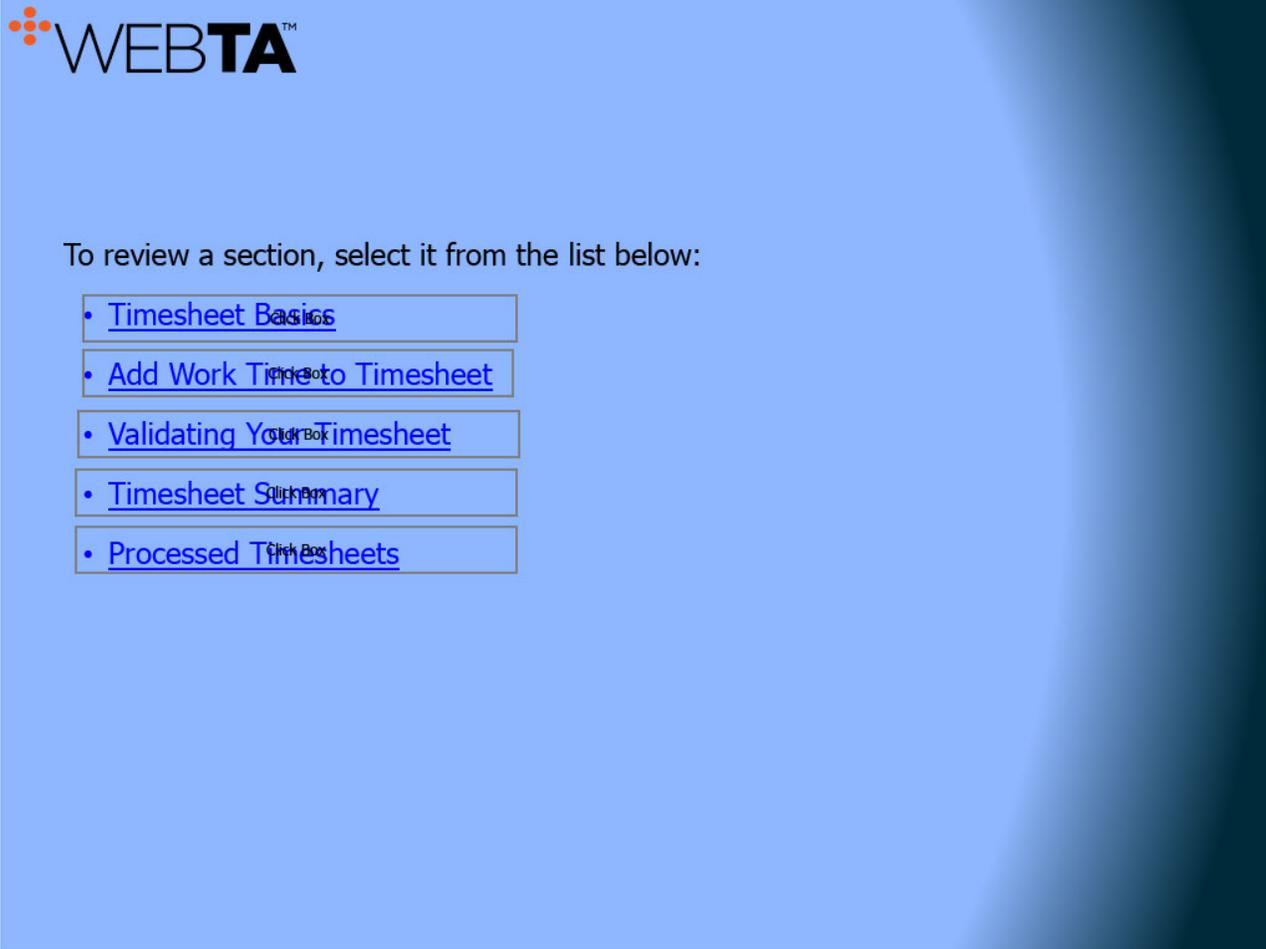
**Slide 2 - Slide 2**



[Return to Review Page](#)

**Slide notes**

**Slide 3 - Review**



The slide features a blue gradient background. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA' in a bold, black, sans-serif font. Below the logo, the text 'To review a section, select it from the list below:' is centered. Underneath this text is a vertical list of five items, each enclosed in a light blue rectangular box with a thin border. Each item begins with a blue bullet point and a blue underlined link. The items are: 'Timesheet Basics', 'Add Work Time to Timesheet', 'Validating Your Timesheet', 'Timesheet Summary', and 'Processed Timesheets'. The text 'Click Box' is faintly visible over each link.

**WEBTA™**

To review a section, select it from the list below:

- [Timesheet Basics](#)
- [Add Work Time to Timesheet](#)
- [Validating Your Timesheet](#)
- [Timesheet Summary](#)
- [Processed Timesheets](#)

**Slide notes**

Slide 4 - Slide 4

Slide 1 of 10 of 10

WEBTA™ Employee

Inbox [8] | Settings | Help | Log Out

### Employee Main Menu

Time	Accounting
<b>Timesheet</b>	Accounts
Timesheet Summary	
Processed Timesheets	
Leave Requests	
Premium Pay Requests	
Dollar Transaction Requests	
Leave Balances	
Schedule	

Select the Timesheet link

Reports	Messages
Reports	Send Message To Timekeeper
	Send Message To Supervisor

Leave Transfer Program	Emergency Contacts
Leave Donations	My Contacts

Telework	Continuation of Pay (COP)
Telework Requests	COP Events
Telework Agreements	

Slide notes

To view your timesheet, select the Timesheet link from the Employee Main Menu.

Slide 5 - Slide 5

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																
<b>Work Time Total</b>																

**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>																
<b>Daily Total</b>																

**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

**Action Remarks:**

Characters Remaining: 255

Slide notes

Slide 6 - Slide 6

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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

**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>																
<b>Daily Total</b>																

**Dollar Transactions**

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

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

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27

**Action Remarks:**  Characters Remaining: 255

Slide notes

Here, we see a blank timesheet. As mentioned in the Overview lesson, the information and work entries populated to your timesheet at the start of a new pay period is controlled by the Retain Data Type Setting on the Timesheet Details page.

In this case, because we see a blank timesheet, this user is set up with "None" as their retain data type setting. If this employee's Retain Data Type was set to "All", all entries from the previous pay period, as well as the number of hours, would appear on the timesheet.

If the employee's Retain Data Type was set to "Pay From Schedule", and they have a saved Work Schedule or Default Schedule, the timesheet would contain those entries.

Work with your Timekeeper to set the ideal Retain Data Type setting for you. Select next to continue.

Slide 7 - Slide 7

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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

Select Pay Period

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2 Total
Time In																
Time Out																
Meal Time																
Transaction	Account															
<b>Work Time Total</b>																

**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>																
<b>Daily Total</b>																

**Dollar Transactions**

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

**Schedule** Next >>

Su	M	T	W	Th	F	Sa									
06/14	06/15	06/16	06/17	06/18	06/19	06/20	Su 06/21	M 06/22	T 06/23	W 06/24	Th 06/25	F 06/26	Sa 06/27		

Action Remarks:

Characters Remaining: 255

Slide notes

In the top section of the Timesheet page, you can view the Timesheet Status, and the timesheet type. You can also see the Employee name, and the pay period of the timesheet you are viewing.

Note the various tabs below the timesheet. We will cover those later in the lesson.

You can also view past, and future timesheets by expanding the Pay Period drop-down menu, selecting an alternate Pay Period and clicking the Select Pay Period button. In this example, we are going to remain in the current Pay Period. Select next to continue.

Slide 8 - Slide 8

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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

**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>																
<b>Daily Total</b>																

**Dollar Transactions**

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

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

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27

**Next >>**

**Action Remarks:**

Characters Remaining: 255

Slide notes

The timesheet is organized into two main sections: Work Time, and Leave Time. The Time In-Time Out sections are for employees to document start and stop times, both for Work Time, and time spent on Leave. Please enter start and stop times in these fields as necessary, however those hours will not be reflected in the transactions and accounting section.

Total hours for each transaction must still be entered in the section below the Time In-Time Out sections. Let's take a look at an example. Select next to continue.

Slide 9 - Slide 9

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
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		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																
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																
Leave Time Total																
Daily Total																

**Dollar Transactions**

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

**Schedule** Next >>

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

**Action Remarks:**   
Characters Remaining: 255

Slide notes

Note that we have entered times in of 8am, Monday through Friday of both Weeks 1 and 2, with 5pm times out, and 1 hour of Meal Time. You can add additional rows of Times In, and Out by selecting the Plus sign, and you can add Absence Start, and Absence End times in the Leave Time Section.

In this case, let's move on to the next section by adding a new Transaction to the Timesheet by selecting the plus sign in the Transaction section. Select next to continue.

Slide 10 - Slide 10

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															
+	<b>Work Time Total</b>															

**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>															
+	<b>Daily Total</b>															

**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

**Action Remarks:**

Characters Remaining: 255

Slide notes

Slide 11 - Slide 11


Employee
Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

Unvalidated Validated Certified Sent

### Timesheet

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

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total
+	Time In																
+	Time Out																
+	Meal Time																
X	Transaction	01 - Regular Base Pay <span>Select Account</span>															
+	Work Time Total																

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total
+	Absence Start																
+	Absence End																
+	Leave Time Total																
+	Daily Total																

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	Next >>	Th 06/25	F 06/26	Sa 06/27

Action Remarks:

Slide notes

A work time entry has been added to the timesheet with the default transaction of Regular Base Pay. If you need to change this select the Transaction link. Select next to continue.

Slide 12 - Slide 12

WEBTA™

Employee

[Inbox \[19\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

### Timesheet

**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																
<b>Transaction</b>   <b>Account</b>																
X	01 - Regular Base Pay															
	Select Account															
<b>Work Time Total</b>																

**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>Leave Time Total</b>																
<b>Daily Total</b>																

**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

10.2.66.121:18030/Usdatraining/Timesheet#

Slide notes

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Slide 13 - Slide 13

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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 **Select Pay Period** **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																

**Leave Time**

Transaction	Account															

**Dollar Transactions**

Transaction	Account	Date	Amount

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

Su	M	T	W	Th	F	Sa	Su	M	T	W	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/27

**Action Remarks:**

Slide notes

To view additional codes, expand the dropdown list. Select next to continue.

Slide 14 - Slide 14

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
Select Pay Period

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2 Total
Time In																
Time Out																
Meal Time																

Select values for this entry...

01 - Regular Base Pay Select Work Time Transaction

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

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

Action Remarks:

Slide notes

Slide 15 - Slide 15

The screenshot displays the WEBTA Employee Timesheet interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' tab, and links for 'Inbox [19]', 'Settings', 'Help', and 'Log Out'. Below this, the 'Timesheet' section shows the employee's name 'Davis, Ben' and the pay period '12 - 2015 : Jun 14, 2015-Jun 27, 2015 \* S'. The timesheet type is 'Regular' and the status is 'Unvalidated'. A progress bar at the top right indicates the status: Unvalidated (active), Validated, Certified, and Sent.

The main area contains a grid for entering time. A dropdown menu is open, titled 'Select values for this entry...'. The menu lists several transaction codes: '01 - Regular Base Pay', '19 - Over 8 Overtime Pfx1 Sfx1', '01 - Reg Time-TeleWork Pfx11', '04 - Sunday Diff-Detail Sfx3', '01 - Telework - Other Pfx17', '01 - Regular Base Pay Pfx01', '01 - Regular Base Pay Pfx01 Sfx1', '01 - Regular Base Pay Pfx02 Sfx1', '01 - Regular Base Pay Pfx08 Sfx1', '01 - Regular Base Pay Pfx1 Sfx1', and '01 - Regular Base Pay Pfx18 Sfx1'. A green button labeled 'Select Work Time Transaction' is visible next to the dropdown.

At the bottom of the interface, there is a 'Schedule' section with a table showing dates from 06/14 to 06/27. A 'Next >>' button is highlighted in a blue oval. Below the schedule is an 'Action Remarks' field.

Slide notes

Note the list of available codes. You can scroll down to display the available codes using the arrow keys or scroll-bar. Let's take a look. Select next to continue.

Slide 16 - Slide 16

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
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																

**Leave Time**

**Dollar Transac**

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

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27

Action Remarks:

Slide notes

Slide 17 - Slide 17

The screenshot displays the WEBTA Employee interface for Ben Davis. The main header includes the WEBTA logo, 'Employee' tab, and navigation links for 'Inbox [19]', 'Settings', 'Help', and 'Log Out'. Below the header, there's a progress bar with stages: Unvalidated, Validated, Certified, and Sent. The 'Timesheet' section shows the employee's name, pay period (12 - 2015 : Jun 14, 2015-Jun 27, 2015 \* S), and timesheet type (Regular, Status: Unvalidated). A grid for 'Work Time' is visible with columns for days from Sun 6/14 to Sat 6/27 and a 'Wk2 Total' column. A modal window titled 'Select values for this entry...' is open, showing a dropdown menu with '01 - Regular Base Pay' selected. A list of transaction codes follows, such as '01 - Regular Base Pay Pfx02 Sfx1' through '01 - Regular Base Pay Pfx78 Sfx1'. A green button labeled 'Select Work Time Transaction' is also present in the modal. At the bottom, there are sections for 'Schedule', 'Totals', 'Remarks (0)', 'Leave Balances', and 'Telework', along with an 'Action Remarks' field.

Slide notes

Slide 18 - Slide 18

Slide notes

Or, you can begin typing the number or description of the code you are looking for, and the list will filter according to what you type. In this example, we are going to begin typing "Regular" to filter and display all of the Regular Transaction codes. Select next to continue.

Slide 19 - Slide 19

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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 **Select Pay Period** **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																

**Select values for this entry...**

Regl Select Work Time Transaction

- 01 - Regular Base Pay
- 01 - Reg Time-TeleWork Pfx11
- 01 - Regular Base Pay Pfx01
- 01 - Regular Base Pay Pfx01 Sfx1
- 01 - Regular Base Pay Pfx02 Sfx1
- 01 - Regular Base Pay Pfx08 Sfx1
- 01 - Regular Base Pay Pfx1 Sfx1
- 01 - Regular Base Pay Pfx18 Sfx1
- 01 - Regular Base Pay Pfx19 Sfx1
- 01 - Regular Base Pay Pfx2 Sfx1
- 01 - Regular Base Pay Pfx2 Sfx2

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

**Action Remarks:**

Slide notes

Slide 20 - Slide 20

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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 **Select Pay Period** **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																

**Work Time**

Transaction: 01 - Regular Base Pay

**Leave Time**

Transaction: Leave

**Dollar Transaction**

Schedule: 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, Sa 06/27

Action Remarks:

Slide notes

Note that the list filters to display only the codes with Regular in the name. Let's select the Regular, Base Pay code. Select next to continue.

Slide 21 - Slide 21

The screenshot displays the WEBTA Employee interface for Ben Davis. The 'Timesheet' section shows a calendar for the week of June 14-20, 2015. A modal window titled 'Select values for this entry...' is open, showing a search for 'Reg' and a list of transaction options. The first option, '01 - Regular Base Pay', is highlighted. A green button labeled 'Select Work Time Transaction' is visible in the background of the modal.

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
 Select Pay Period

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Wk1	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Wk2 Total
Time In																
Time Out																
Meal Time																

**Transaction** dropdown: 01 - Regular Base Pay

**Leave Time** section: Transaction dropdown, Leave

**Dollar Transaction** section: Transaction dropdown

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

Action Remarks:

Slide notes

Slide 22 - Slide 22

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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 **Select Pay Period** **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																

**Leave Time**

Transaction	Account															

**Dollar Transactions**

Transaction	Account	Date	Amount

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

Su	M	T	W	Th	F	Sa	Su	M	T	W	Sa
06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/27

**Action Remarks:**

Slide notes

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

Slide 23 - Slide 23

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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 **Select Pay Period** **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																

**Leave Time**

Transaction	Account															

**Dollar Transactions**

Transaction	Account	Date	Amount

**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

**Action Remarks:**

Slide notes

Slide 24 - Slide 24

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
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																
Transaction	01 - Regular Base Pay <a href="#">Select Account</a>															
<b>Work Time Total</b>																

**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																
<b>Leave Time Total</b>																
<b>Daily Total</b>																

**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

**Action Remarks:**

Slide notes

The next field we will look at is the Account field. Depending on how your Timesheet Profile is set up, this field can appear a few different ways. If you are set up for Stored Accounting, the account to which you charge time is automatically added to each work and leave entry and cannot be modified.

If the employee is set up to use "Manual Account Entry", like this particular employee, the account field is a link, rather than text, that allows the employee to select the appropriate account for the entry from a list of accounts.

Work with your Timekeeper to set up your profile according to your accounting needs. Since this employee is set up for Manual Accounting, let's see how that works by clicking the Select Account link. Select next to continue.

Slide 25 - Slide 25


Employee
Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

Unvalidated Validated Certified Sent

### Timesheet

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

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total
		6/14	6/15	6/16	6/17	6/18	6/19	6/20		6/21	6/22	6/23	6/24	6/25	6/26	6/27	
+	Time In																
	Time Out																
	Meal Time																
Transaction		Account															
X	01 - Regular Base Pay	Select Account															
+	Work Time Total																

#### Leave Time

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total
		6/14	6/15	6/16	6/17	6/18	6/19	6/20		6/21	6/22	6/23	6/24	6/25	6/26	6/27	
+	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 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

Action Remarks:

Slide notes

Slide 26 - Slide 26

The screenshot shows the WEBTA Employee interface. At the top, there is a navigation bar with 'WEBTA™ Employee' and 'Inbox [19] | Settings | Help | Log Out'. Below this is an 'Employee Main Menu >' link. The main area is titled 'Timesheet' and includes a progress indicator for 'Unvalidated', 'Validated', 'Certified', and 'Sent'. On the left, there are sections for 'Employee: Davis', 'Pay Period: 12-', 'Work Time', 'Leave Time', and 'Dollar Transaction'. A modal window titled 'Accounting' is open, displaying a search form and a table of accounts.

**Accounting Modal Window:**

Account Search	Number of Results	Action
<input type="text"/>	20	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Account	Description	Select Account
100000001	Sample Account #1	<input type="button" value="Select"/>
100000002	Sample Account #2	<input type="button" value="Select"/>

At the bottom of the modal, there are 'Clear Selection' and 'Cancel' buttons.

Below the modal, there is a 'Schedule' table with columns for days of the week and dates, and a 'Next >>' button.

Slide notes

Here, we see a list of Sample Accounts available to this employee. In this example, we are going to select the first Account from the list. Select next to continue.

Slide 27 - Slide 27

**WEBTA™ Employee** | Inbox [19] | Settings | Help | Log Out

Employee Main Menu >

**Timesheet** | Unvalidated | Validated | Certified | Sent

Employee: Davis | Pay Period: 12- | Status: Regular Unvalidated

**Accounting** [X]

Account Search:  Number of Results:  Action:

Account	Description	Select Account
100000001	Sample Account #1	<input type="button" value="Select"/>
100000002	Sample Account #2	<input type="button" value="Select"/>

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

Action Remarks:

Slide notes

Slide 28 - Slide 28

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
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																
Transaction	Account															
X	01 - Regular (Sample Base Pay Account #1)															
+	<b>Work Time Total</b>															

**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>															
	<b>Daily Total</b>															

**Dollar Transactions**

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

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

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

10.2.66.121:18030/usdatraining/Timesheet#

Slide notes

When using Manual Account entry, an Account must be added to each Work and Leave entry, including holidays. Work with your Timekeeper to ensure you have the correct list of Accounts available to you.

Whether your profile is set up for stored, or manual account entry, you can add multiple work entries to your timesheet. To add another entry, simply select the plus sign in the work entry section. Select next to continue.

Slide 29 - Slide 29

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																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr> <th>Transaction</th> <th>Account</th> <th>Sun 6/14</th> <th>Mon 6/15</th> <th>Tue 6/16</th> <th>Wed 6/17</th> <th>Thu 6/18</th> <th>Fri 6/19</th> <th>Sat 6/20</th> <th>Wk1</th> <th>Sun 6/21</th> <th>Mon 6/22</th> <th>Tue 6/23</th> <th>Wed 6/24</th> <th>Thu 6/25</th> <th>Fri 6/26</th> <th>Sat 6/27</th> <th>Wk2 Total</th> </tr> </thead> <tbody> <tr> <td>X 01 - Regular Base Pay</td> <td>100000001 (Sample Account #1)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="2" style="font-weight: bold;">Work Time Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>																	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)																	Work Time Total																																			
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																																																																							
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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																																																																							
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Transaction	Account	Date	Amount																																																																																					
Dollar Total																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr> <th>Schedule</th> <th>Totals</th> <th>Remarks (0)</th> <th>Leave Balances</th> <th>Telework</th> </tr> </thead> <tbody> <tr> <td>Su 06/14</td> <td>M 06/15</td> <td>T 06/16</td> <td>W 06/17</td> <td>Th 06/18</td> <td>F 06/19</td> <td>Sa 06/20</td> <td>Su 06/21</td> <td>M 06/22</td> <td>T 06/23</td> <td>W 06/24</td> <td>Th 06/25</td> <td>F 06/26</td> <td>Sa 06/27</td> </tr> </tbody> </table>																	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																																																					
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																																																																											

Slide notes

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WEBTA™

Employee

[Inbox \[19\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu >](#)

### Timesheet

**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
X 01 - Regular Base Pay	100000001 (Sample Account #1)																
X 01 - Regular Base Pay	Select Account																
+ 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
<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

Slide notes

Note that a new row has been added. In this case, we want to change the Transaction Code to Telework - Home. To do this, we will select the Transaction Code link. Select next to continue.

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WEBTA™

Employee

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### Timesheet

**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	Wk2Total
+ 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	Wk2Total
X 01 - Regular Base Pay	100000001 (Sample Account #1)																
X 01 - Regular Base Pay	Select Account																
+ 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	Wk2Total
+ Absence Start																
- Absence End																
+ Leave Time Total																
Daily Total																

**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

Slide notes

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**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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 **Select Pay Period** **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																

Select values for this entry...

01 - Regular Base Pay Select Work Time Transaction

**Leave Time**

Transaction	Account								
Absence Start									
Absence End									
Leave Time Total									
Daily Total									

**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

Slide notes

Next, we will expand the Transaction Code dropdown menu. Select next to continue.

Slide 33 - Slide 33

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the logo 'WEBTA™ Employee' is visible, along with navigation links for 'Inbox [19]', 'Settings', 'Help', and 'Log Out'. Below the header, there's a progress bar with stages: 'Unvalidated', 'Validated', 'Certified', and 'Sent'. The main section is titled 'Timesheet' and shows details for 'Employee: Davis, Ben' and 'Pay Period: 12 - 2015 : Jun 14, 2015-Jun 27, 2015 \* S'. A 'Select Pay Period' button is present. The 'Timesheet Type' is 'Regular' and the 'Status' is 'Unvalidated'. A grid for 'Work Time' spans from Sunday 6/14 to Saturday 6/27, with a 'Wk1' label under Saturday 6/20. A modal dialog titled 'Select values for this entry...' is open, showing a dropdown menu with '01 - Regular Base Pay' selected. A red box highlights the dropdown arrow, and a green button labeled 'Select Work Time Transaction' is visible. Below the work time grid, there are sections for 'Leave Time' and 'Dollar Transactions'. At the bottom, there are tabs for 'Schedule', 'Totals', 'Remarks (0)', 'Leave Balances', and 'Telework', with a corresponding data table.

Slide notes

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Slide notes

In the previous example, we began typing Regular, to filter the list to display Regular Transaction Codes. In this example, we are going to begin typing Telework, to display the Telework codes, and then click the Telework - Home code. Select next to continue.

Slide 35 - Slide 35

**WEBTA™ Employee** Inbox [19] | Settings | Help | Log Out

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  
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																

**Transaction** Select values for this entry...

- X 01 - Regul Base Pay
- X 01 - Regul Base Pay
- + W

**Leave Time**

- + AK
- A

**Transaction** Select Work Time Transaction

- + Leave

**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

Slide notes

Slide 36 - Slide 36

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the user is identified as 'Davis, Ben' and the pay period is '12 - 2015 : Jun 14, 2015-Jun 27, 2015 \* S'. The timesheet type is 'Regular' and the status is 'Unvalidated'. A progress bar shows the status: Unvalidated (active), Validated, Certified, and Sent.

The main grid shows dates from Sun 6/14 to Sat 6/27. A dropdown menu is open over the 'Wk1' column (Sat 6/20), displaying a list of transaction options. The search term 'Tele' is entered, and the list includes:

- 01 - Telework - Other Pfx17
- 01 - Telework Alt. Site
- 01 - Telework Alt. Site <= 2d
- 01 - Telework Alt. Site <= 2d Sfx1
- 01 - Telework Alt. Site > 2d
- 01 - Telework Home (highlighted)
- 01 - Telework Home Pfx25 Sfx1
- 01 - Telework Home Sfx1
- 01 - Telework Home <= 2d
- 01 - Telework Home <= 2d Sfx1
- 01 - Telework Home > 2d

Below the grid, there are sections for 'Leave Time', 'Dollar Transactions', and a summary table. The summary table includes columns for 'Schedule', 'Totals', 'Remarks (0)', 'Leave Balances', and 'Telework'.

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

Slide notes