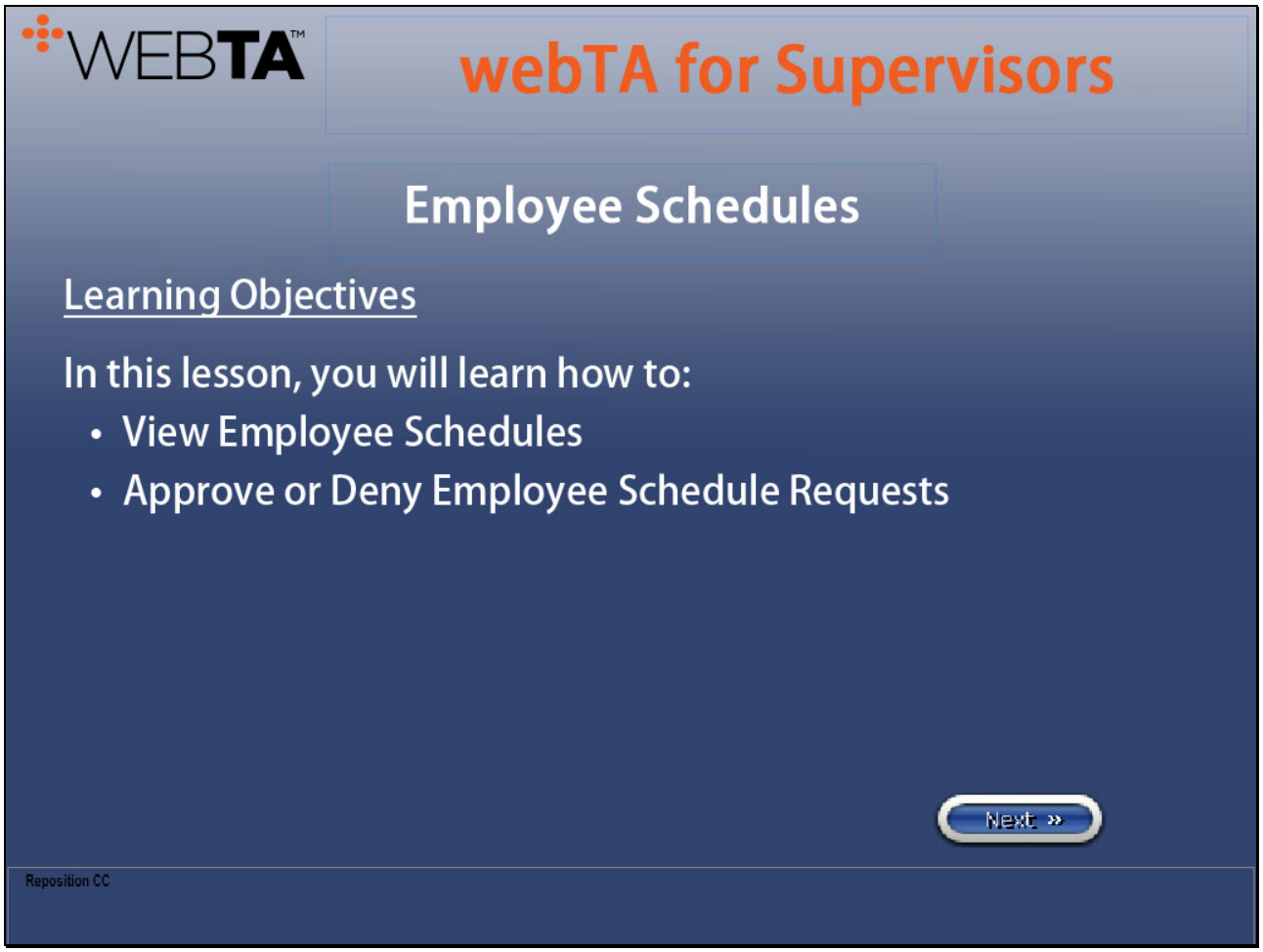
Slide 1 - Learning Objectives



Slide notes

Welcome to the webTA for Supervisors training course. Please review the objectives listed here and when you are ready to continue, select the Next button.

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Slide 2 - Slide 2

Return to Review Page

Slide notes

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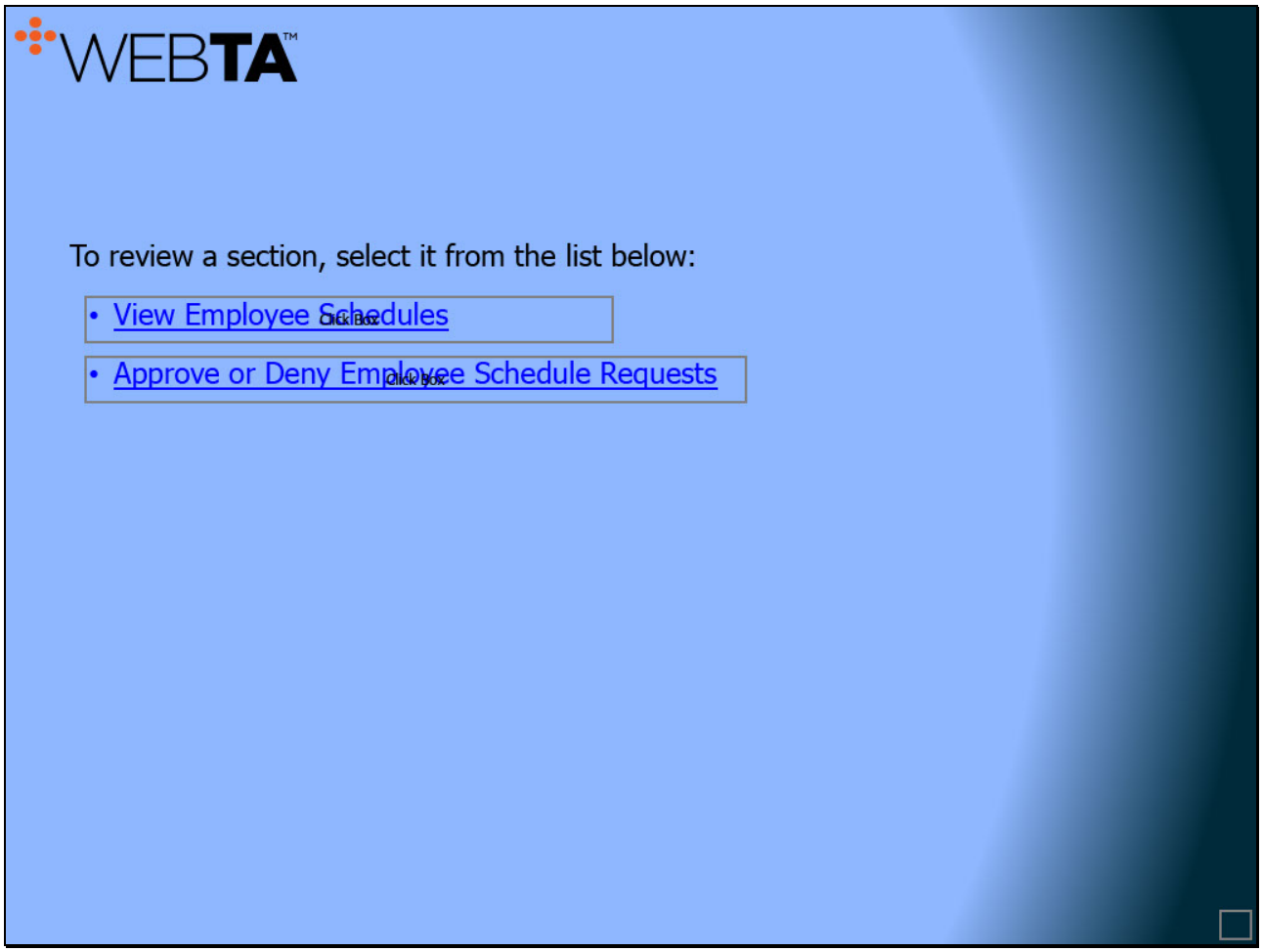
Slide 3 - Review



Slide notes

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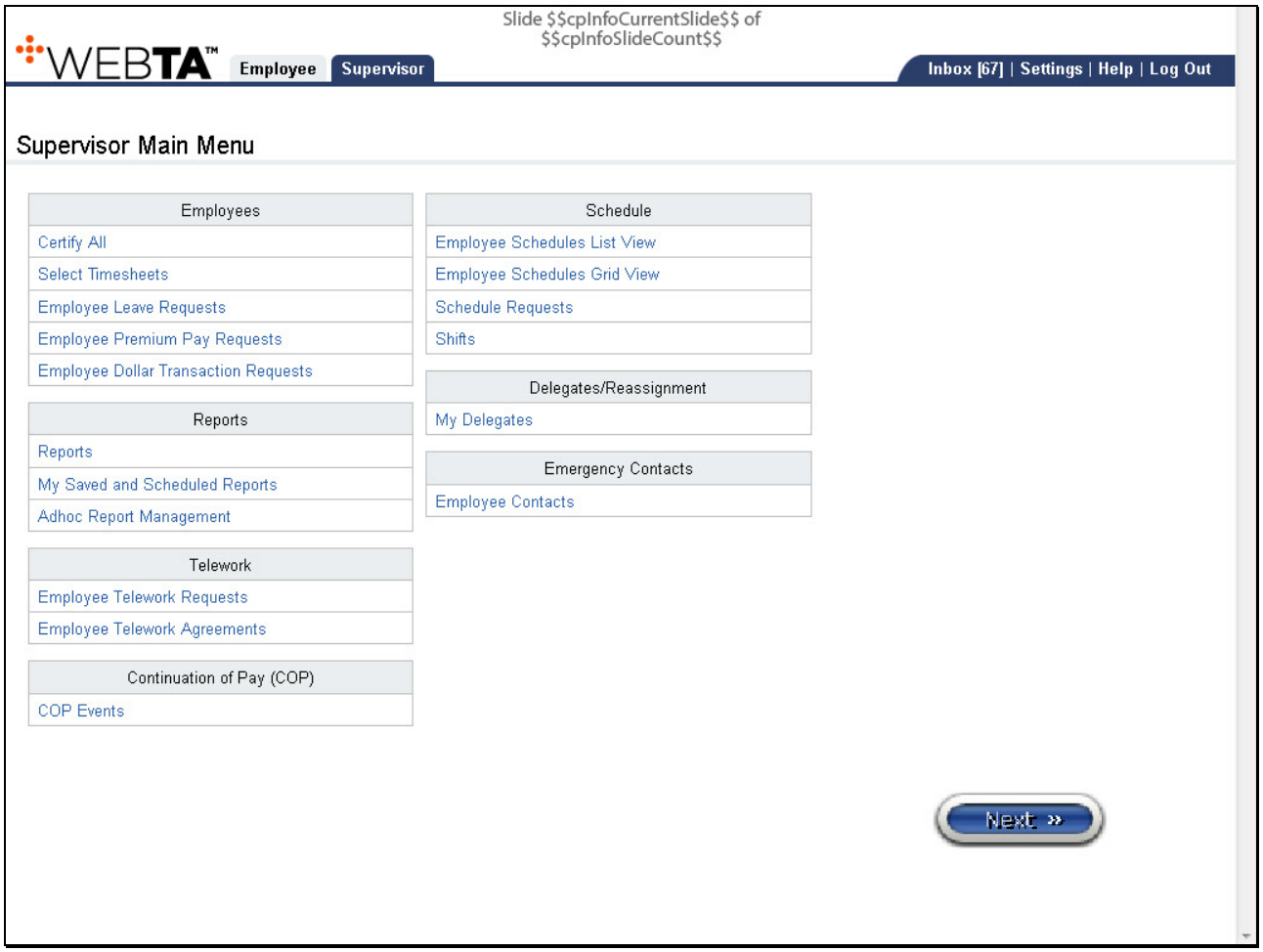
Slide 4 - Slide 4



Slide notes

Another responsibility of a Supervisor is to manage Employee Schedules and Schedule Requests. When viewing your Employee's Schedules, there are two different options. First is the List View. Let's take a look at that now. Select next to continue.

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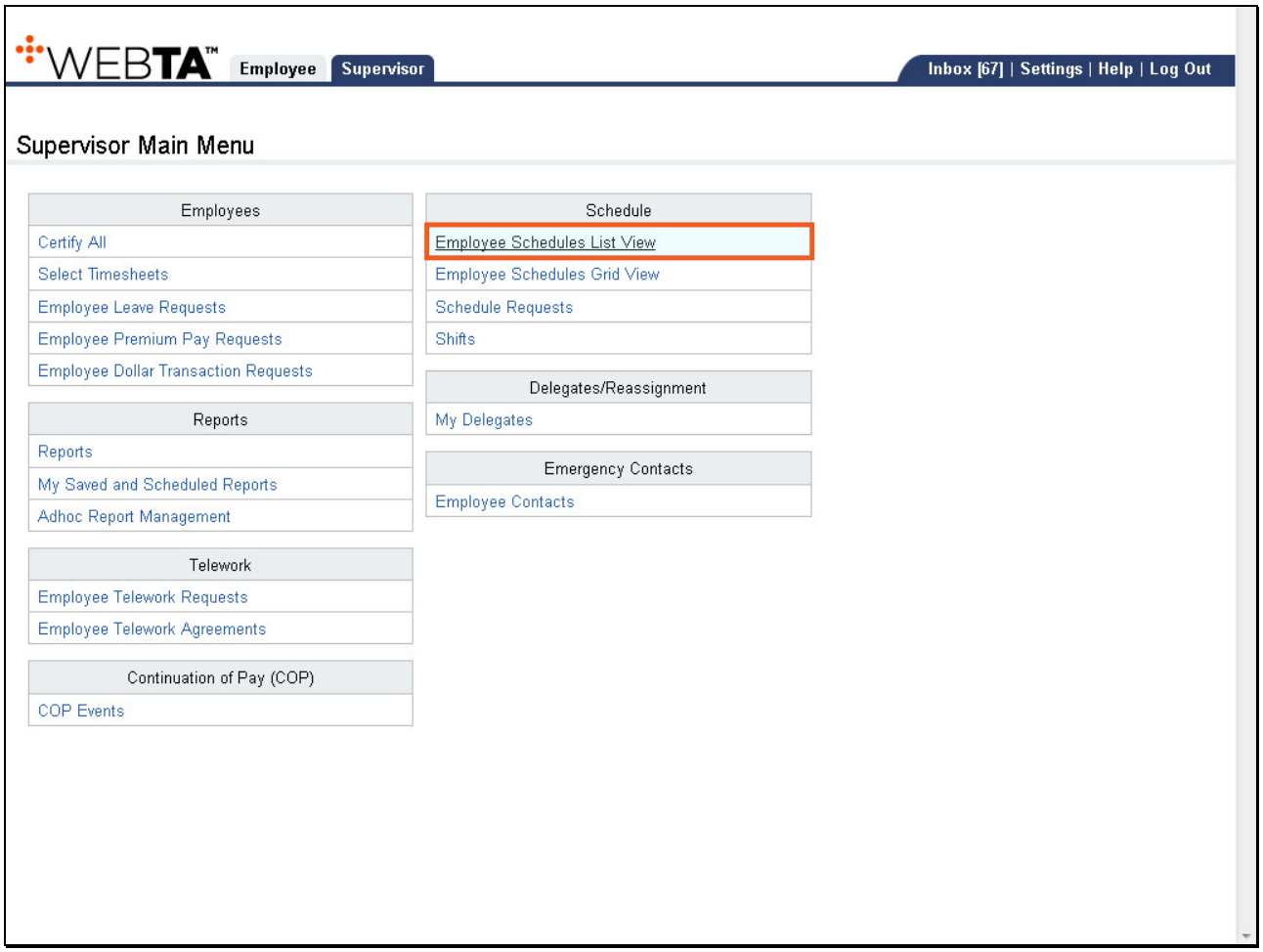
Slide 5 - Slide 5



Slide notes

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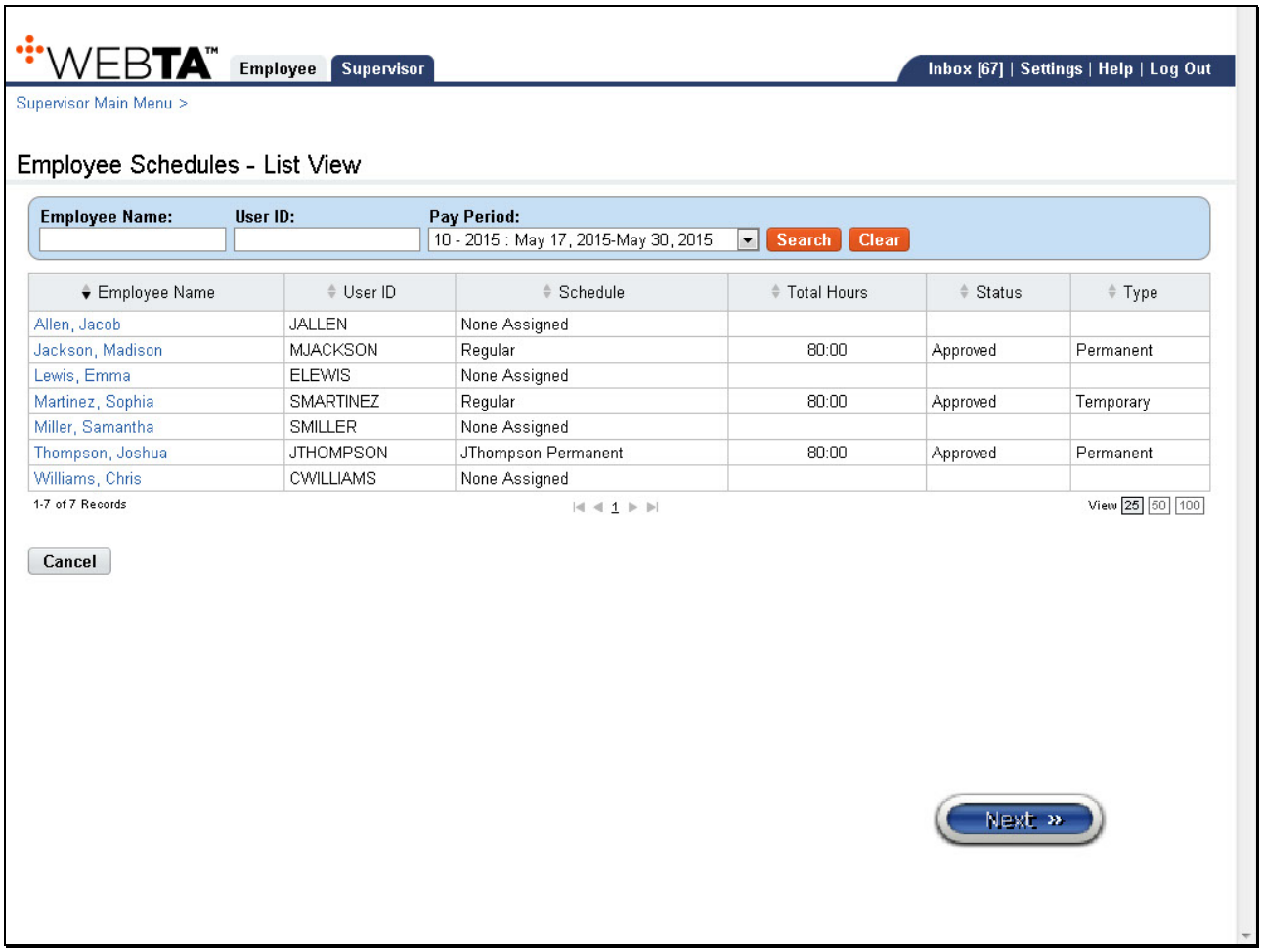
Slide 6 - Slide 6



Slide notes

Here, we see a list of our Employees and a summary of their Schedules. This table, as with others in webTA is sortable by column. To view an employee's Schedule, click the name link. In this example, we are going to return to the Main Menu using the Supervisor tab. Select next to continue.

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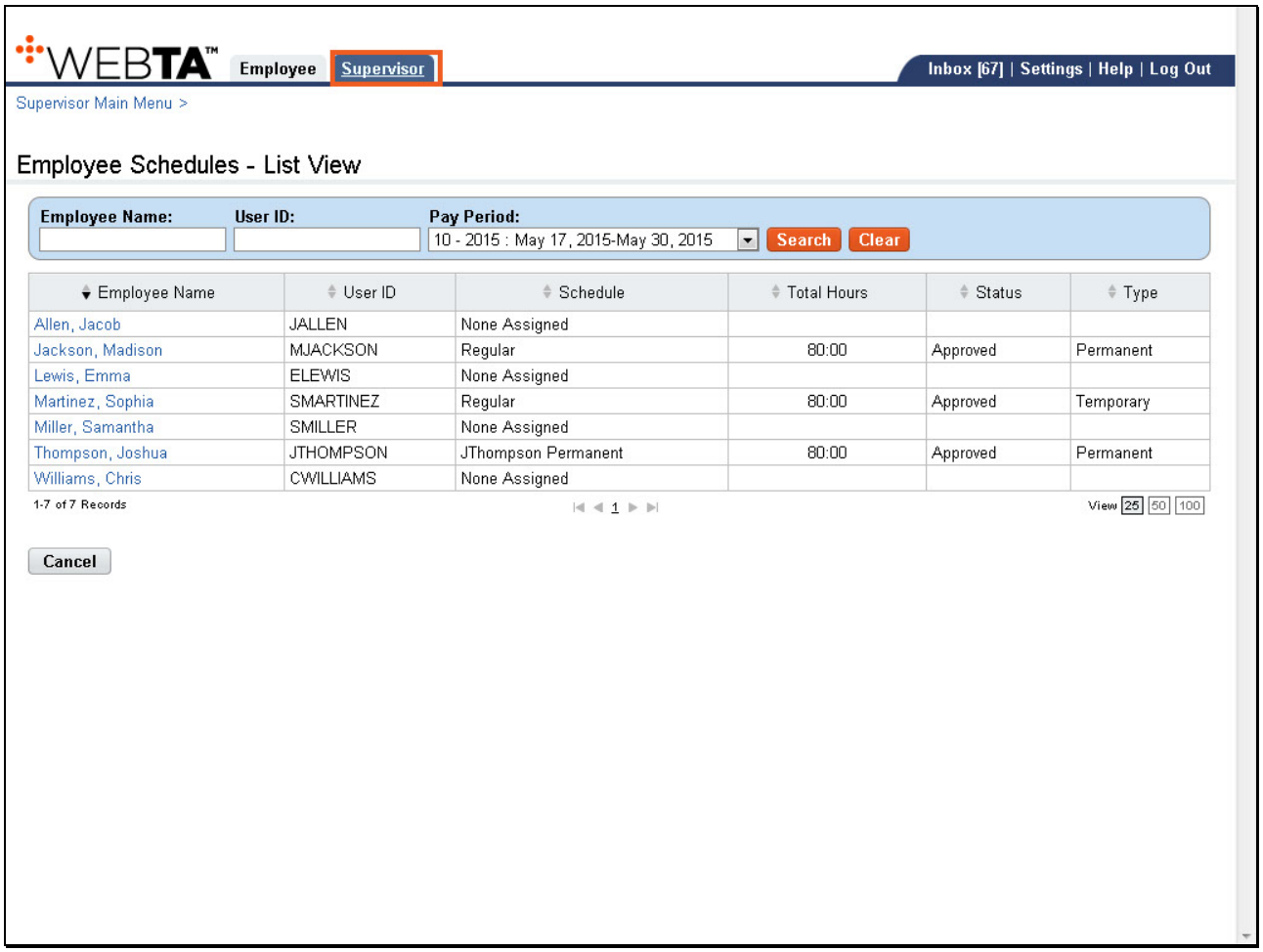
Slide 7 - Slide 7



Slide notes

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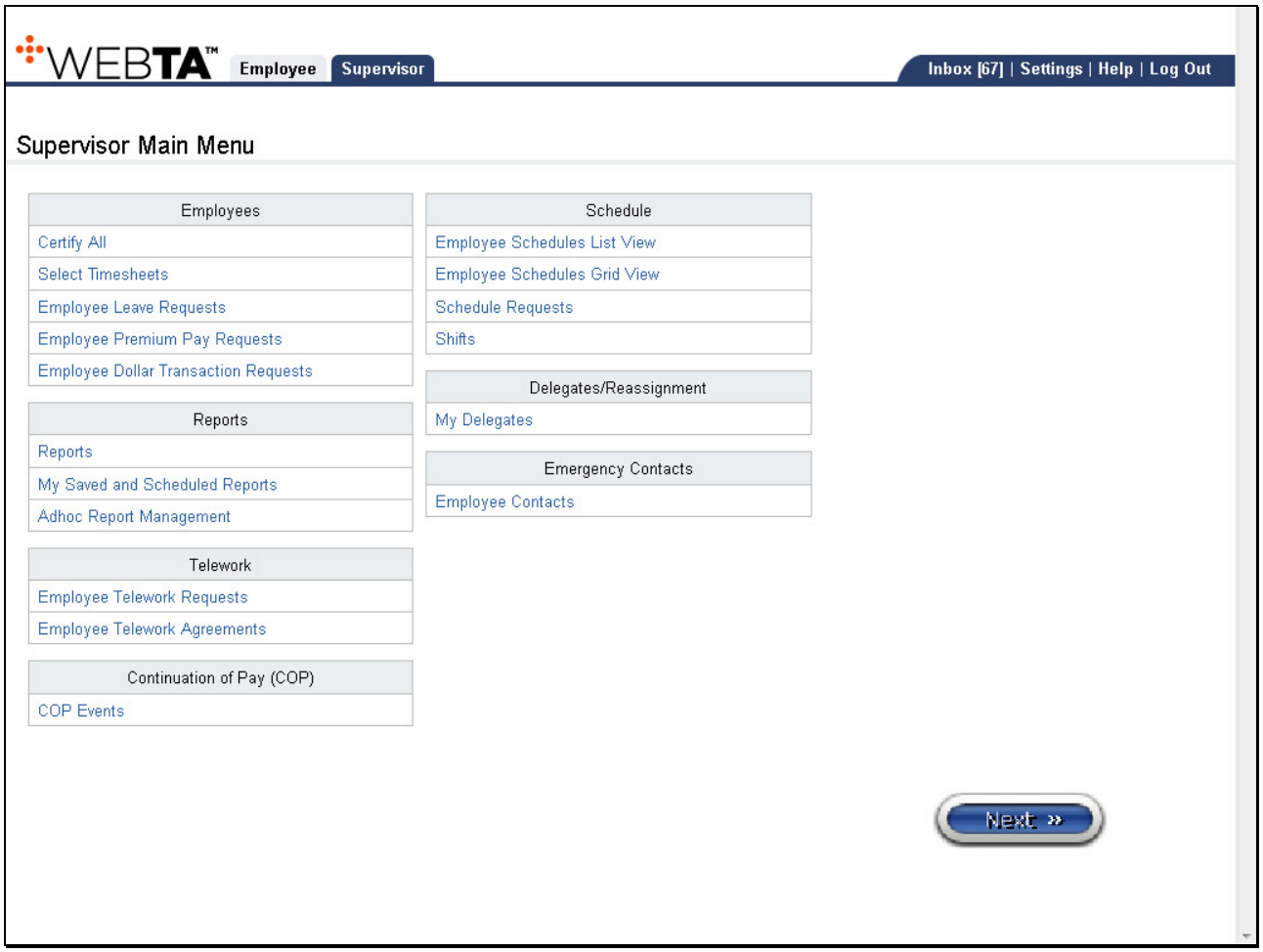
Slide 8 - Slide 8



Slide notes

The other option for viewing employee Schedules is the Grid View. Let's take a look. Select next to continue.

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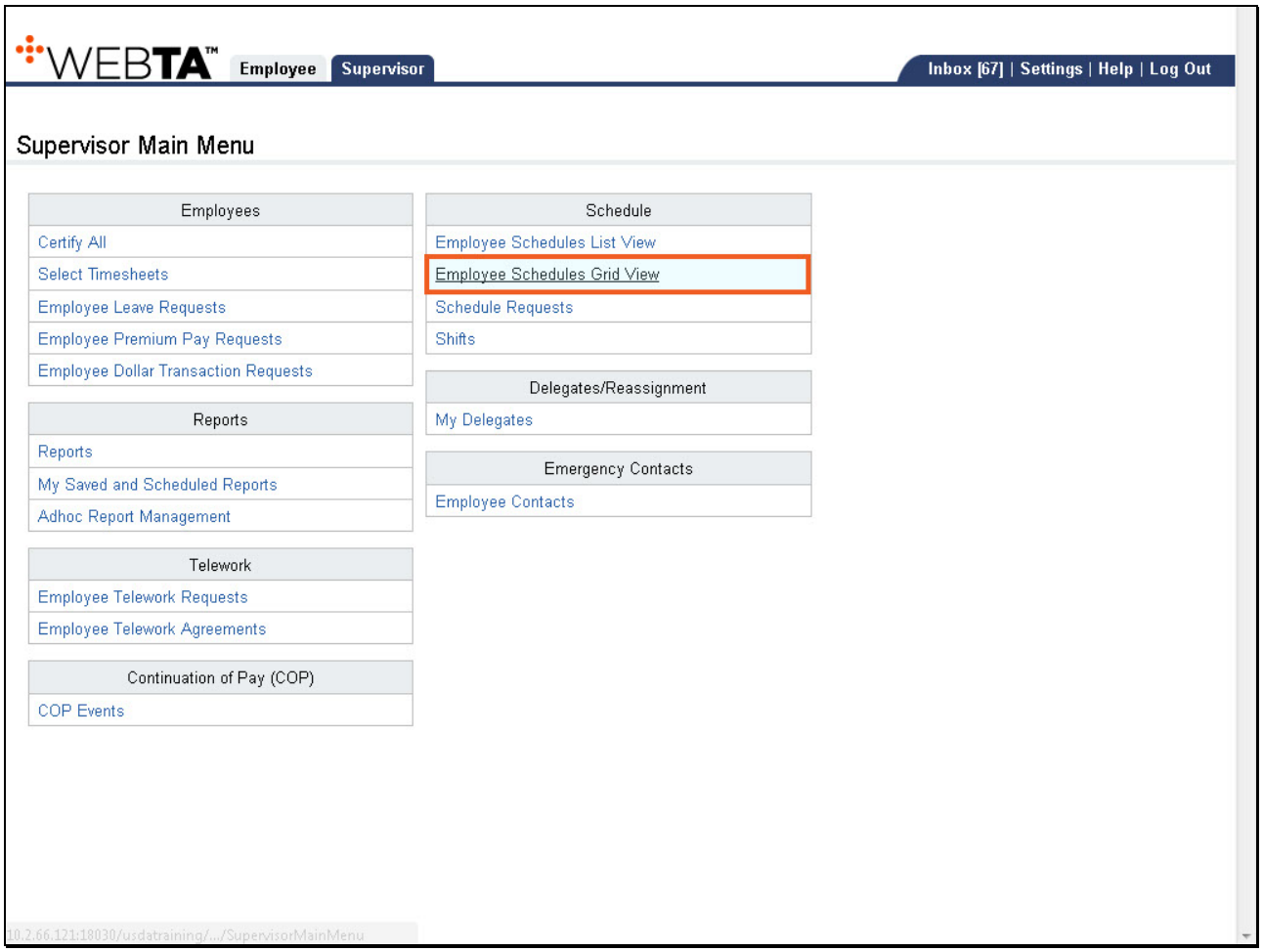
Slide 9 - Slide 9



Slide notes

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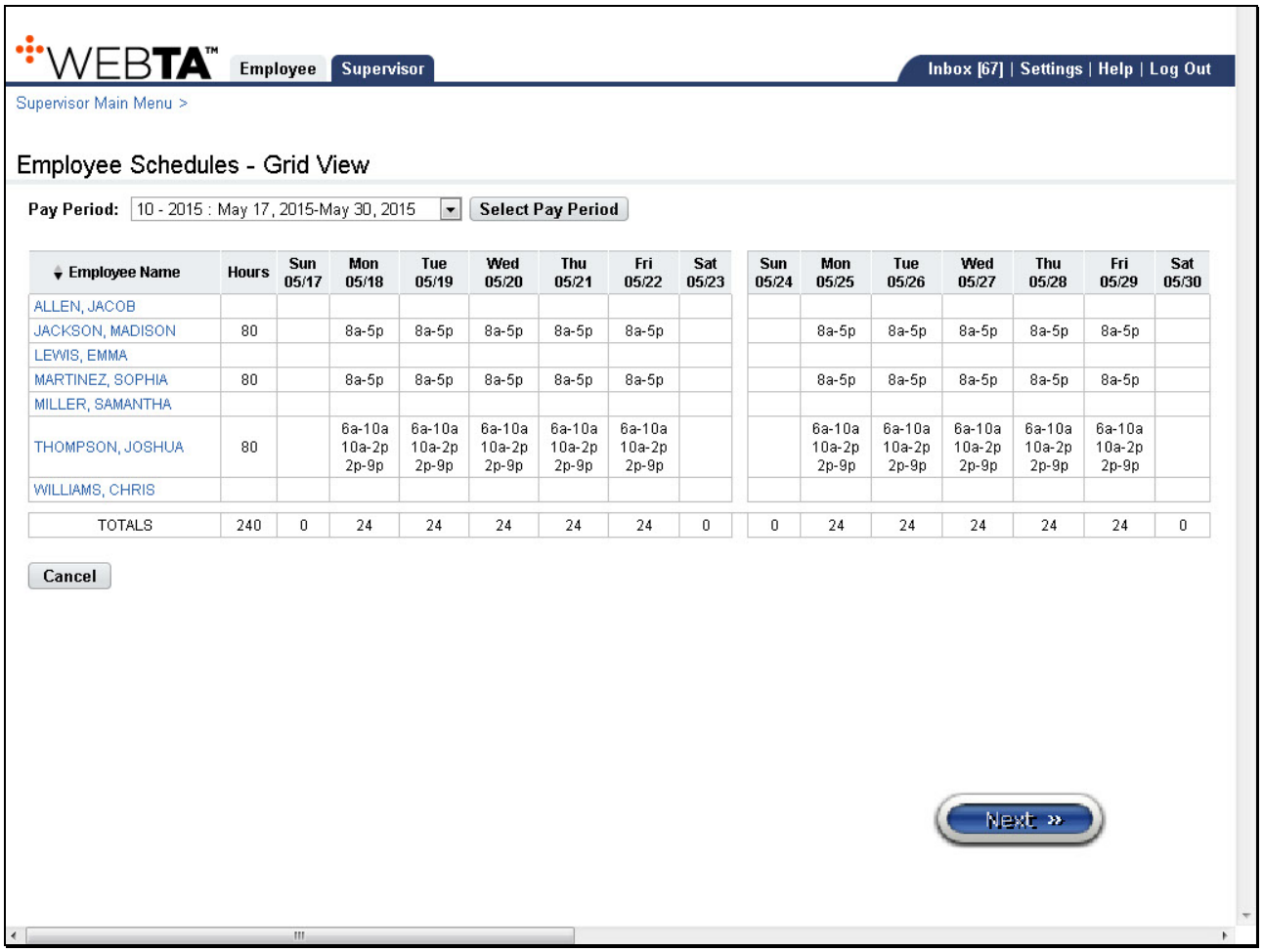
Slide 10 - Slide 10



Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
TOTALS	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Slide notes

Here, we see a grid with the Schedules for our Employees. To view the details of an Employee's Schedule, select the link of the desired Employee. In this example, we are going to select Joshua Thompson. Select next to continue.

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Slide 11 - Slide 11

WEBTA™ Employee Supervisor Inbox [67] | Settings | Help | Log Out

Supervisor Main Menu >

Employee Schedules - Grid View

Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015 **Select Pay Period**

Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
TOTALS	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Cancel

Slide notes

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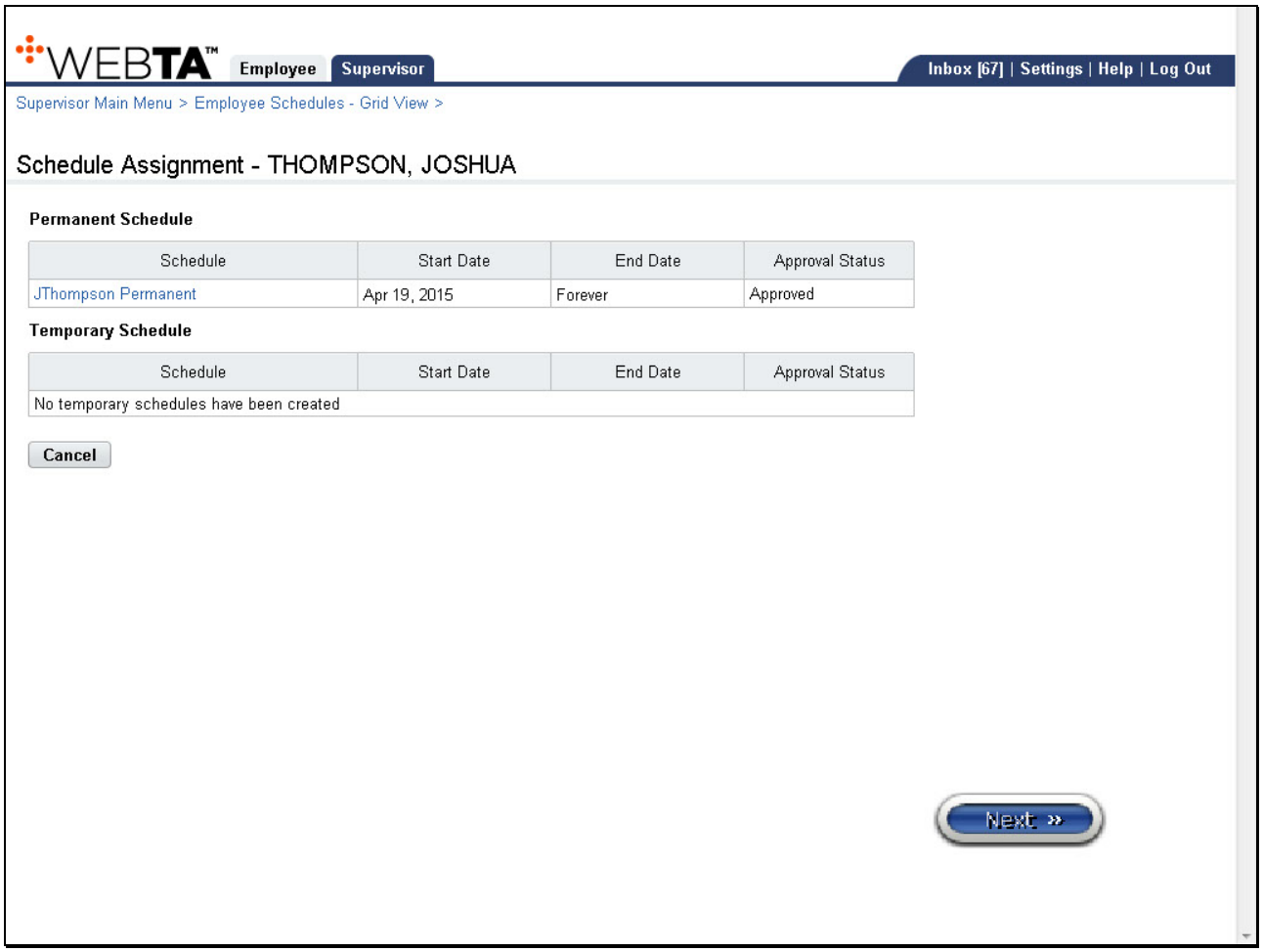
Slide 12 - Slide 12



Slide notes

Then select the link of the schedule you wish to view. In this example, we will select the Permanent Schedule. Select next to continue.

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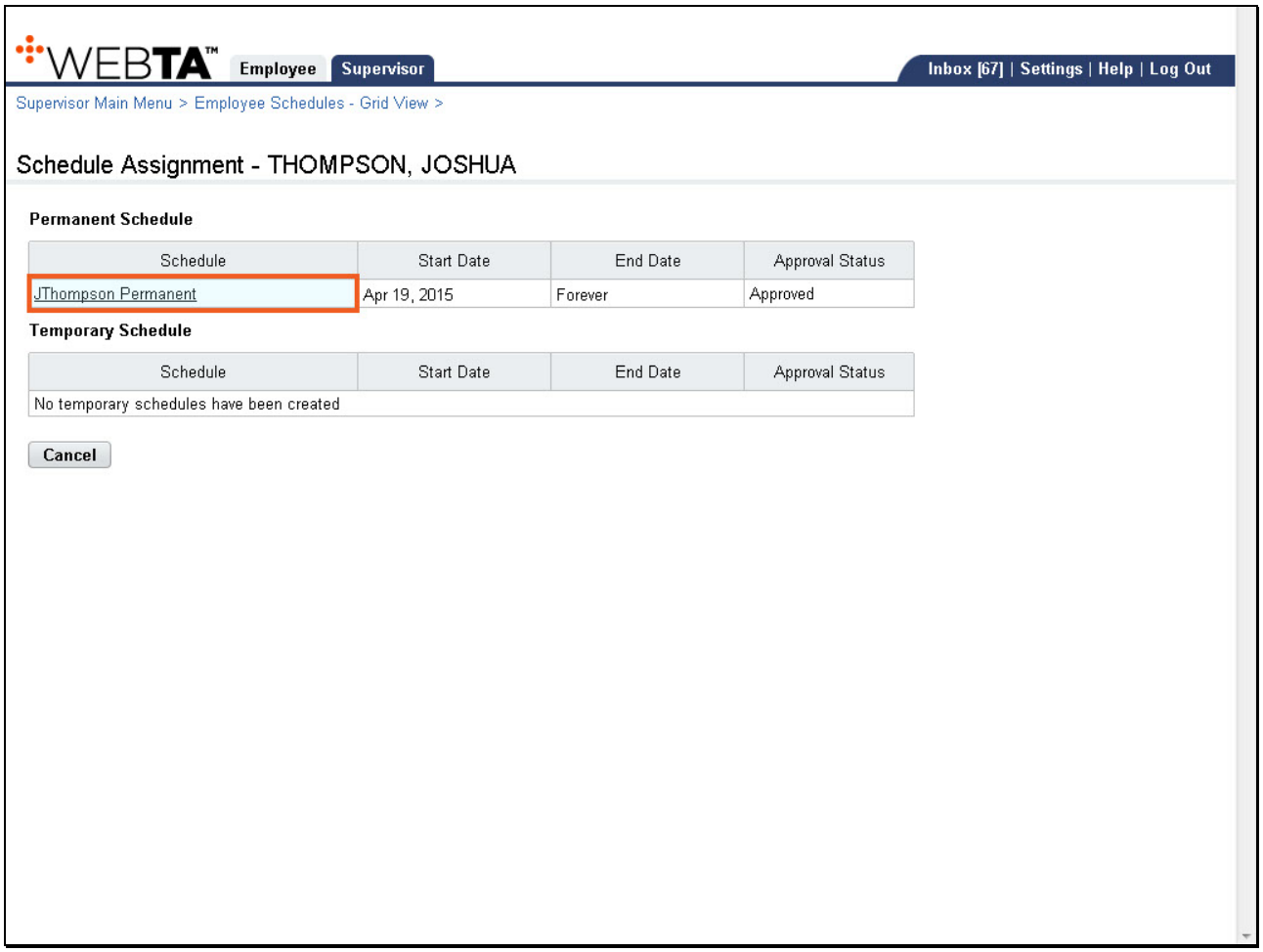
Slide 13 - Slide 13



Slide notes

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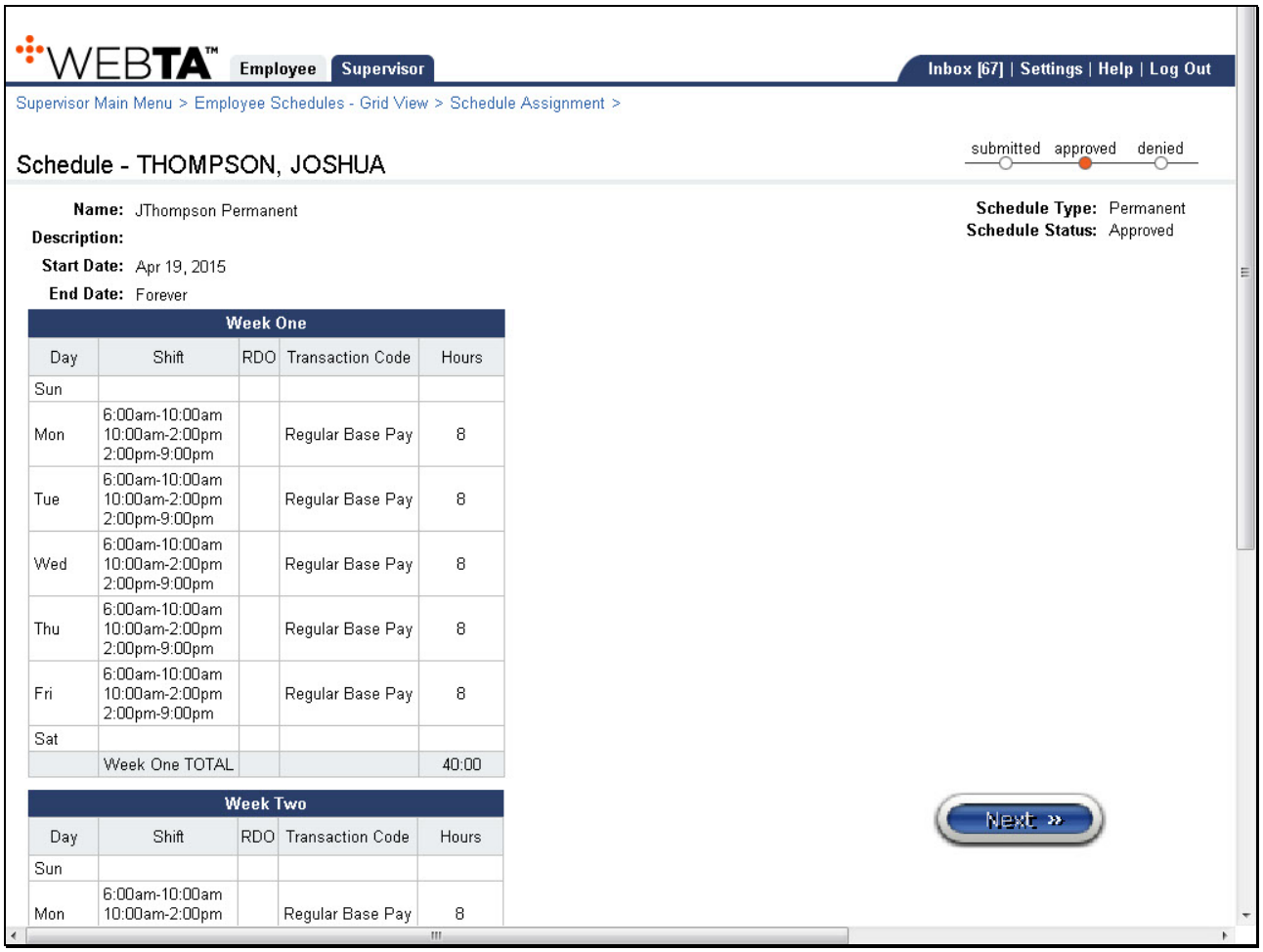
Slide 14 - Slide 14



Slide notes

Note that we now see the employee's Schedule. Let's return to the Grid View using the breadcrumb trail. Select next to continue.

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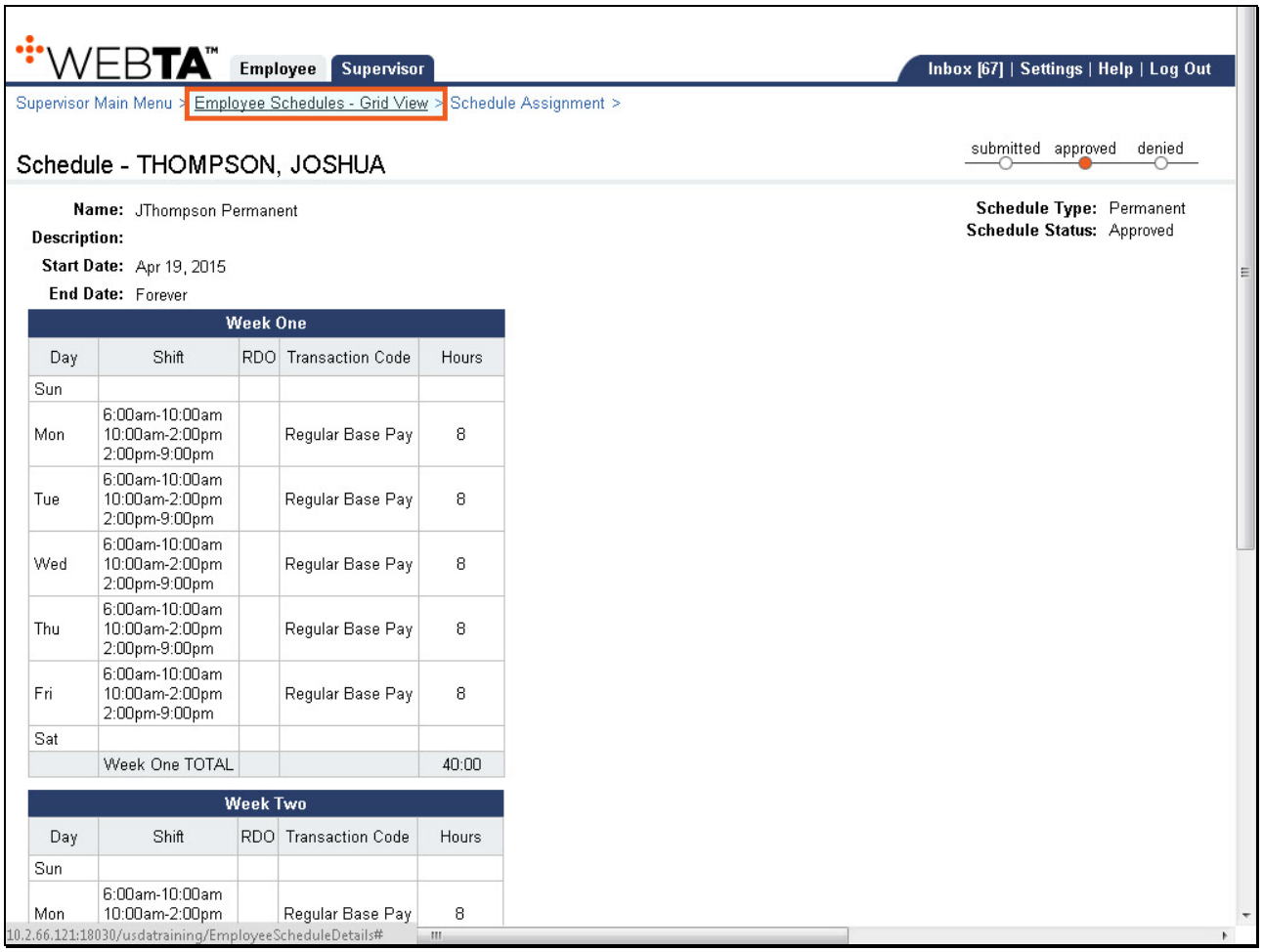
Slide 15 - Slide 15



Slide notes

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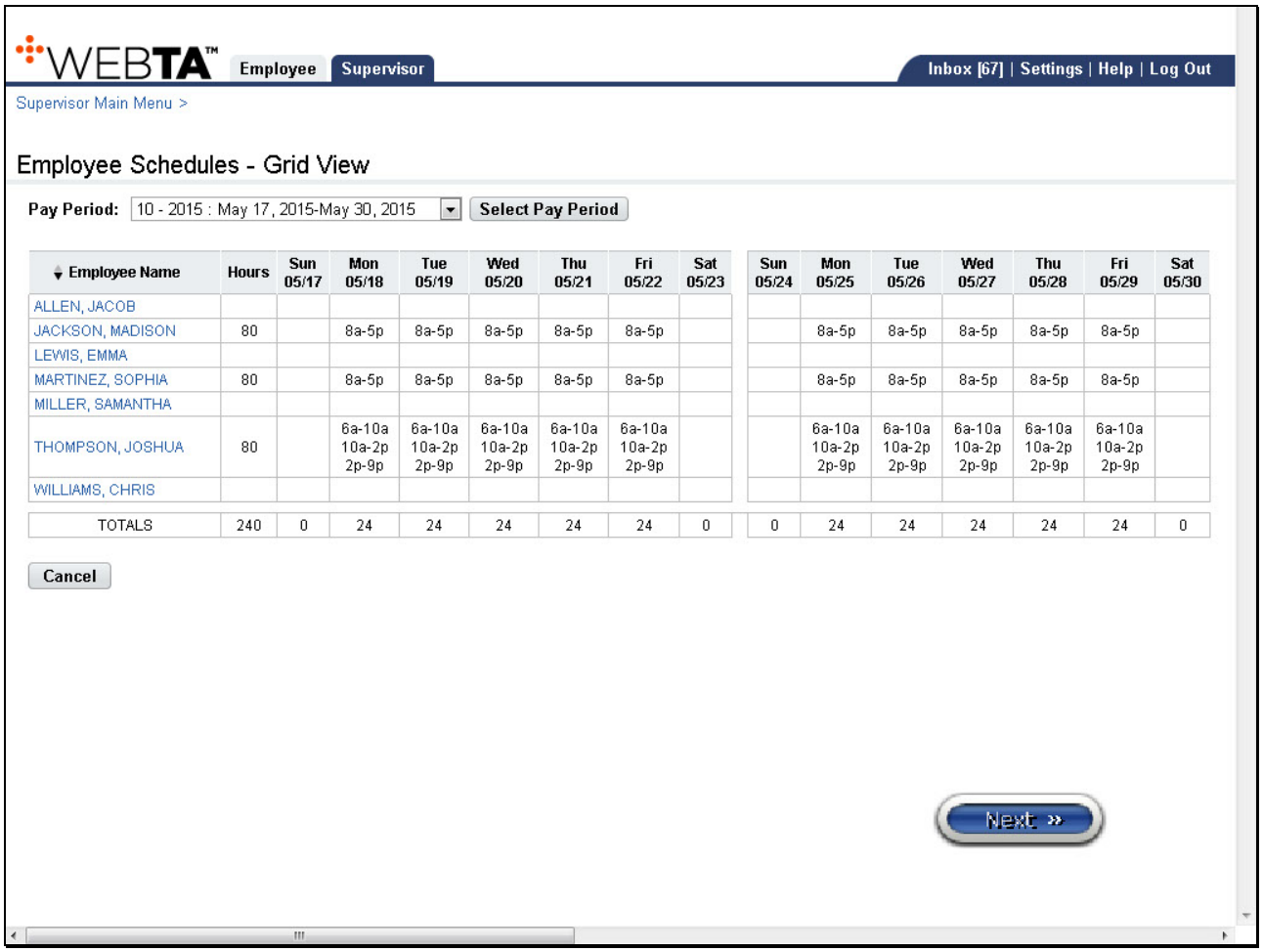
Slide 16 - Slide 16



Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
TOTALS	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Slide notes

Another way to view the details of a Schedule is to move your mouse over a particular day. In this example, we will select Tuesday of week 1 for Joshua Thompson. Select next to continue.

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Slide 17 - Slide 17

WEBTA™ Employee Supervisor Inbox [67] | Settings | Help | Log Out

Supervisor Main Menu >

Employee Schedules - Grid View

Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015 **Select Pay Period**

Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
TOTALS	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Cancel

Slide notes

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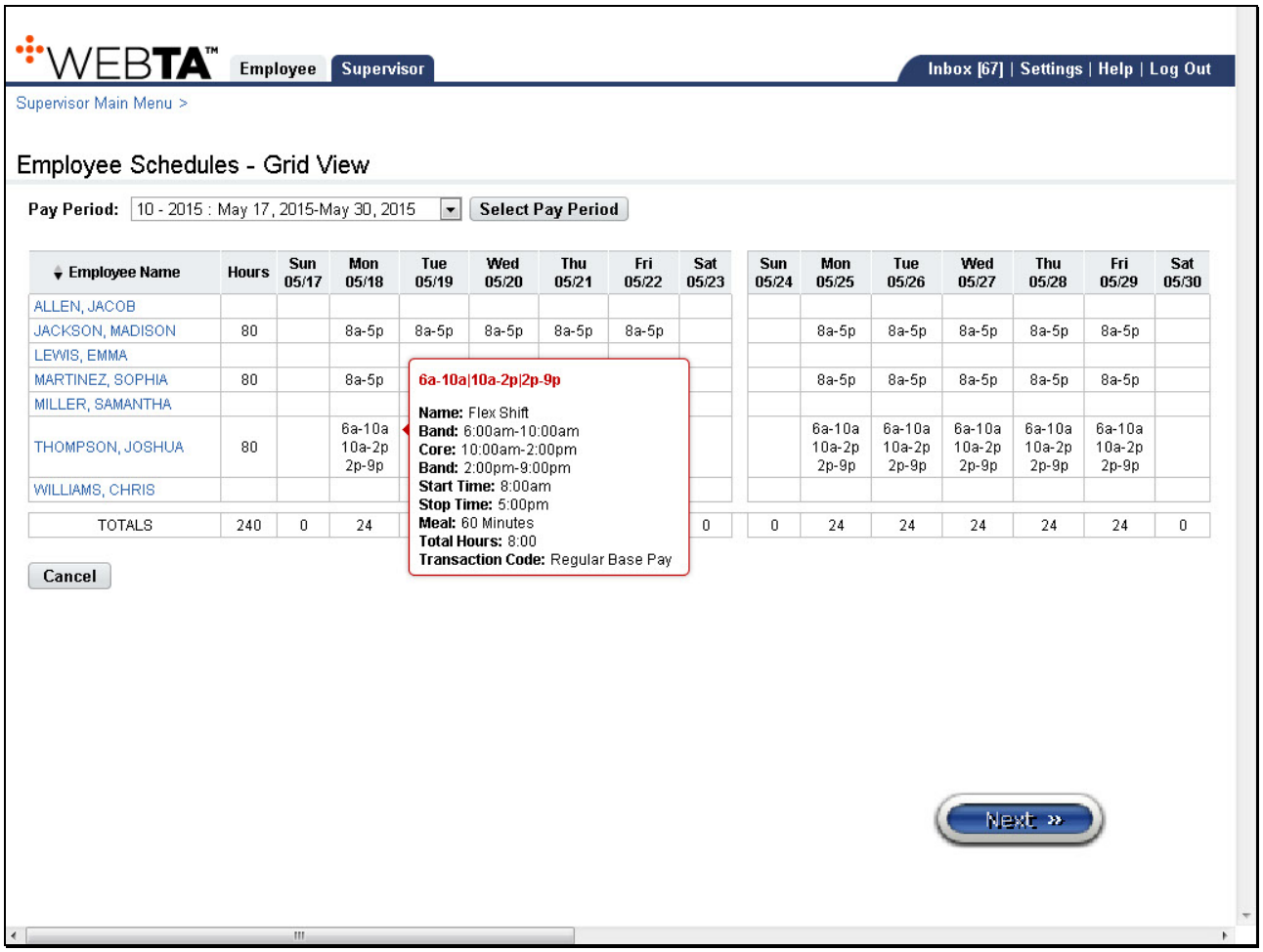
Slide 18 - Slide 18



Slide notes

Note that the details display. Next, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

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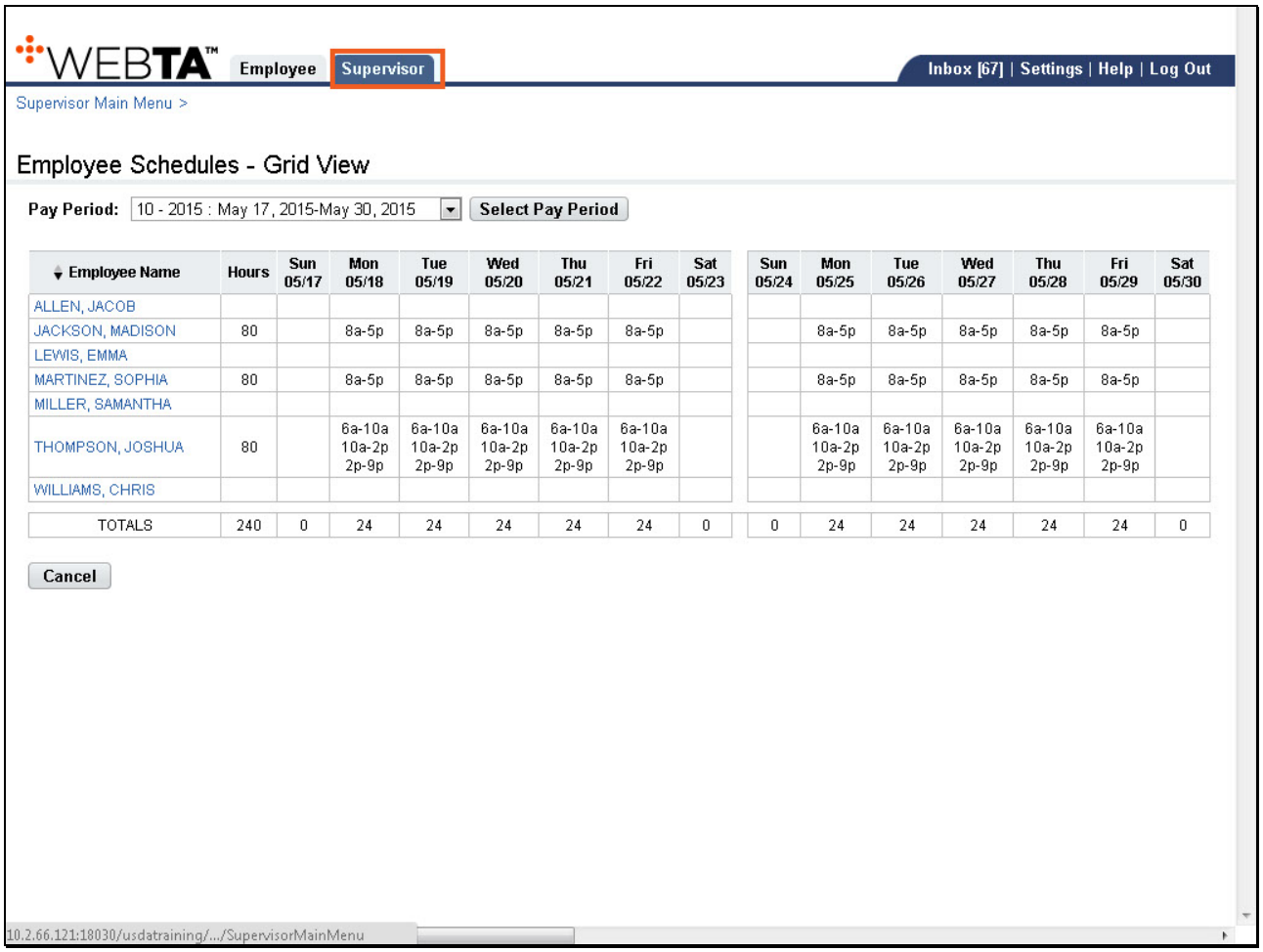
Slide 19 - Slide 19



Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
TOTALS	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Slide notes

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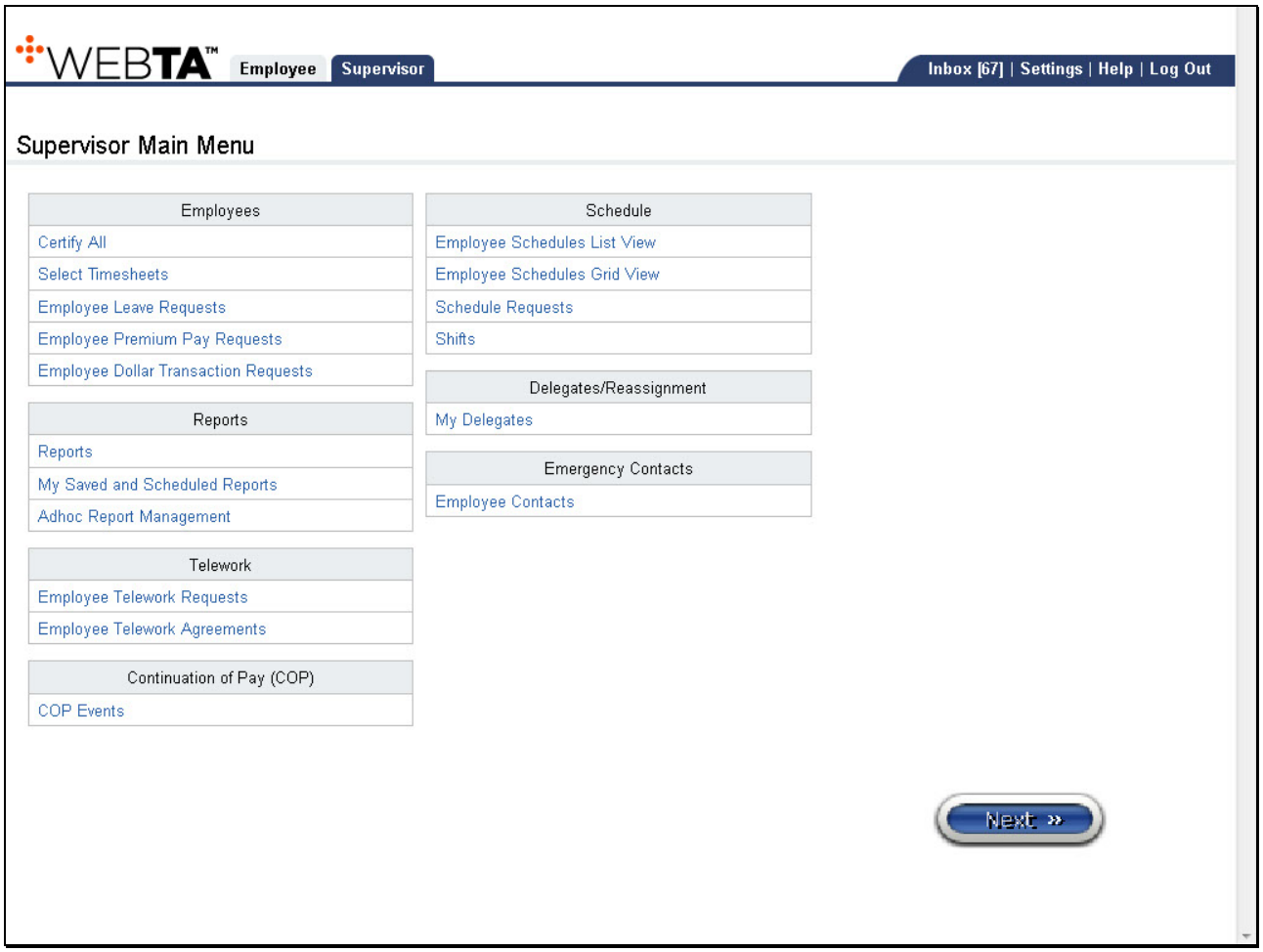
Slide 20 - Slide 20



Slide notes

As a Supervisor, we are also responsible for Approving or Denying Schedule Requests. This is done by clicking the Schedule Requests link on the Main Menu. Select next to continue.

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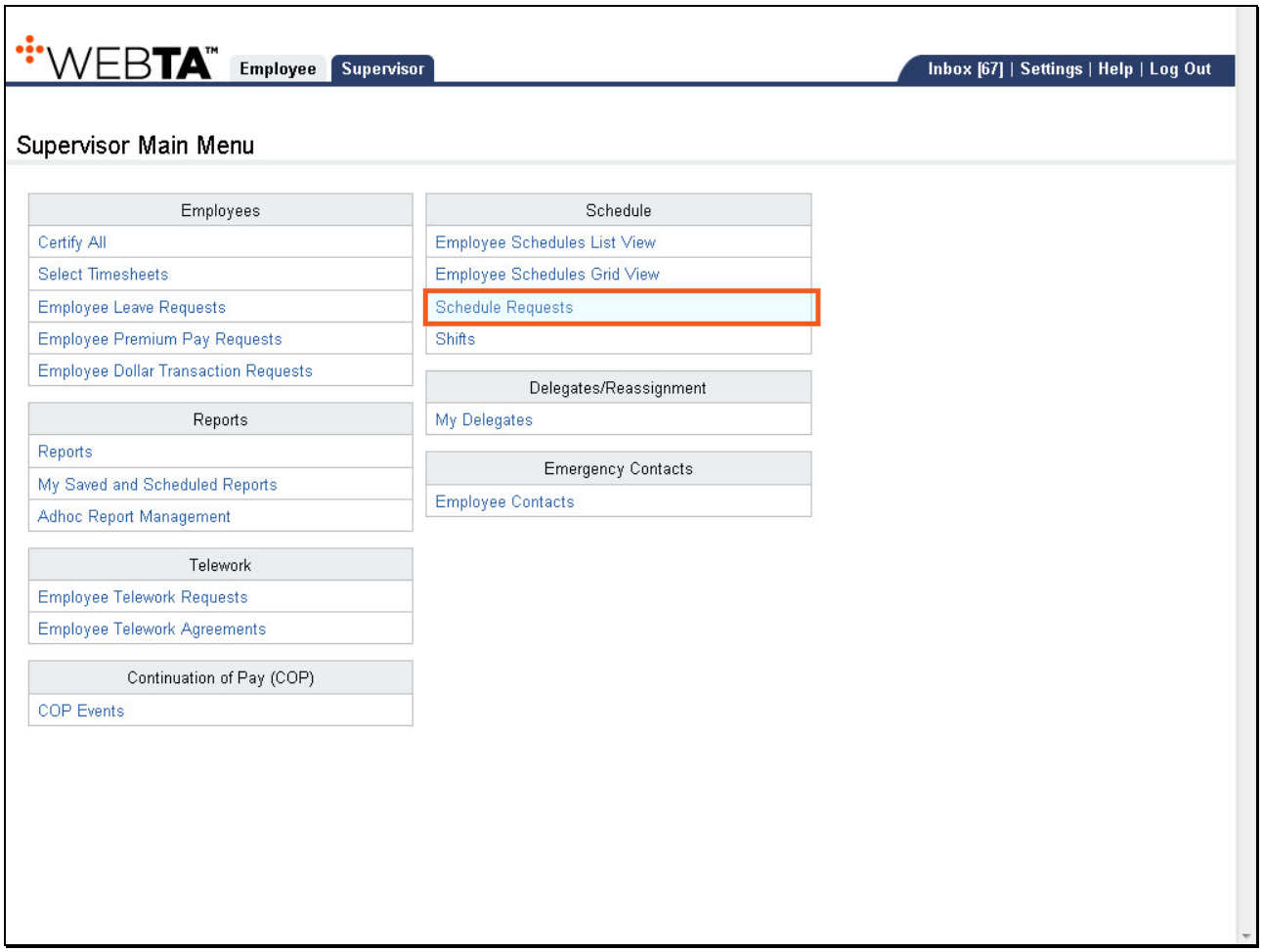
Slide 21 - Slide 21



Slide notes

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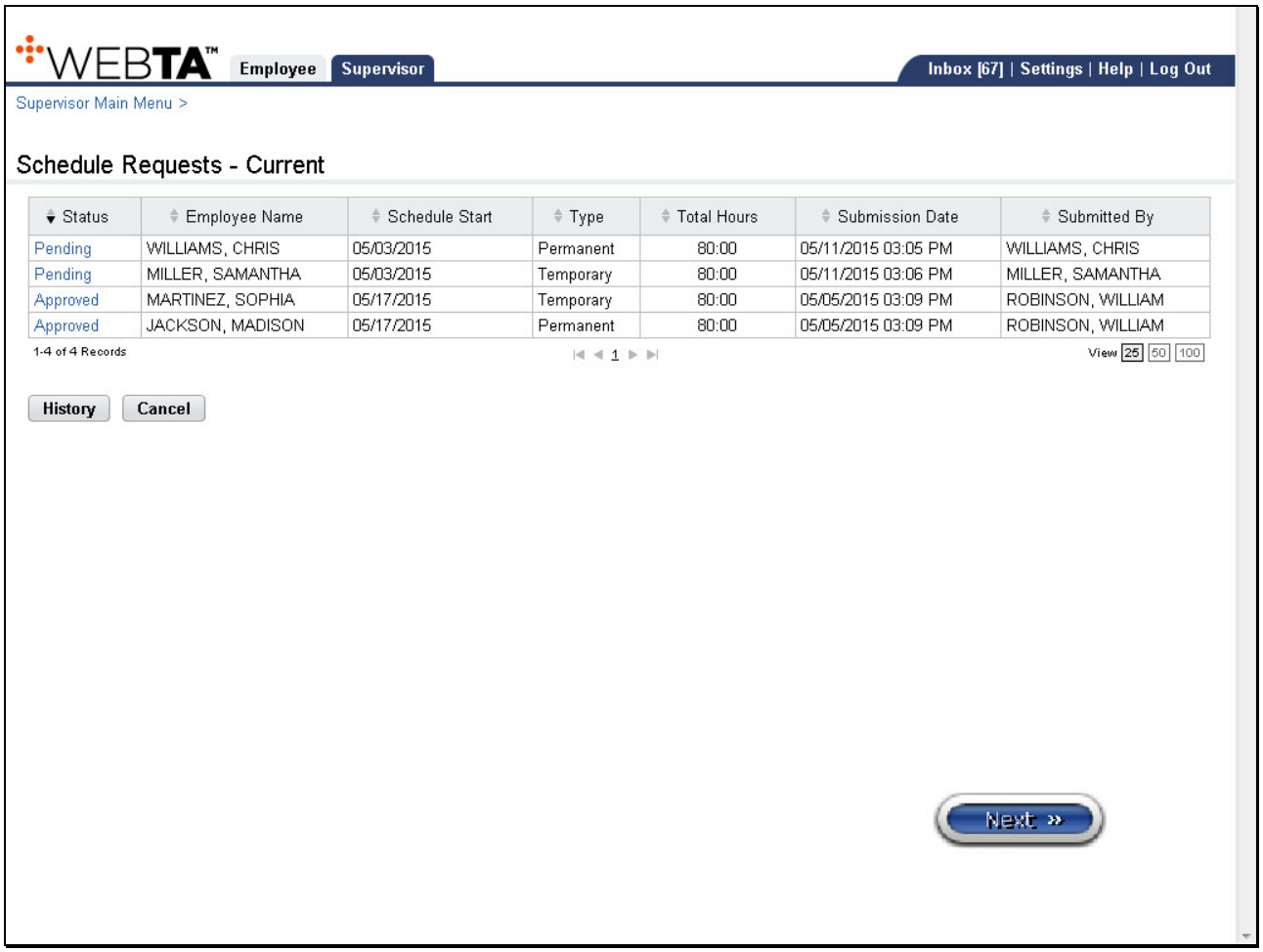
Slide 22 - Slide 22



Slide notes

Here, we see a list of Current Requests. To view past Requests, you can click the History button. In this example, we will remain on the Current Requests page. To view and take action on a request, select the Status link. In this example, we will select the first request on the list. Select next to continue.

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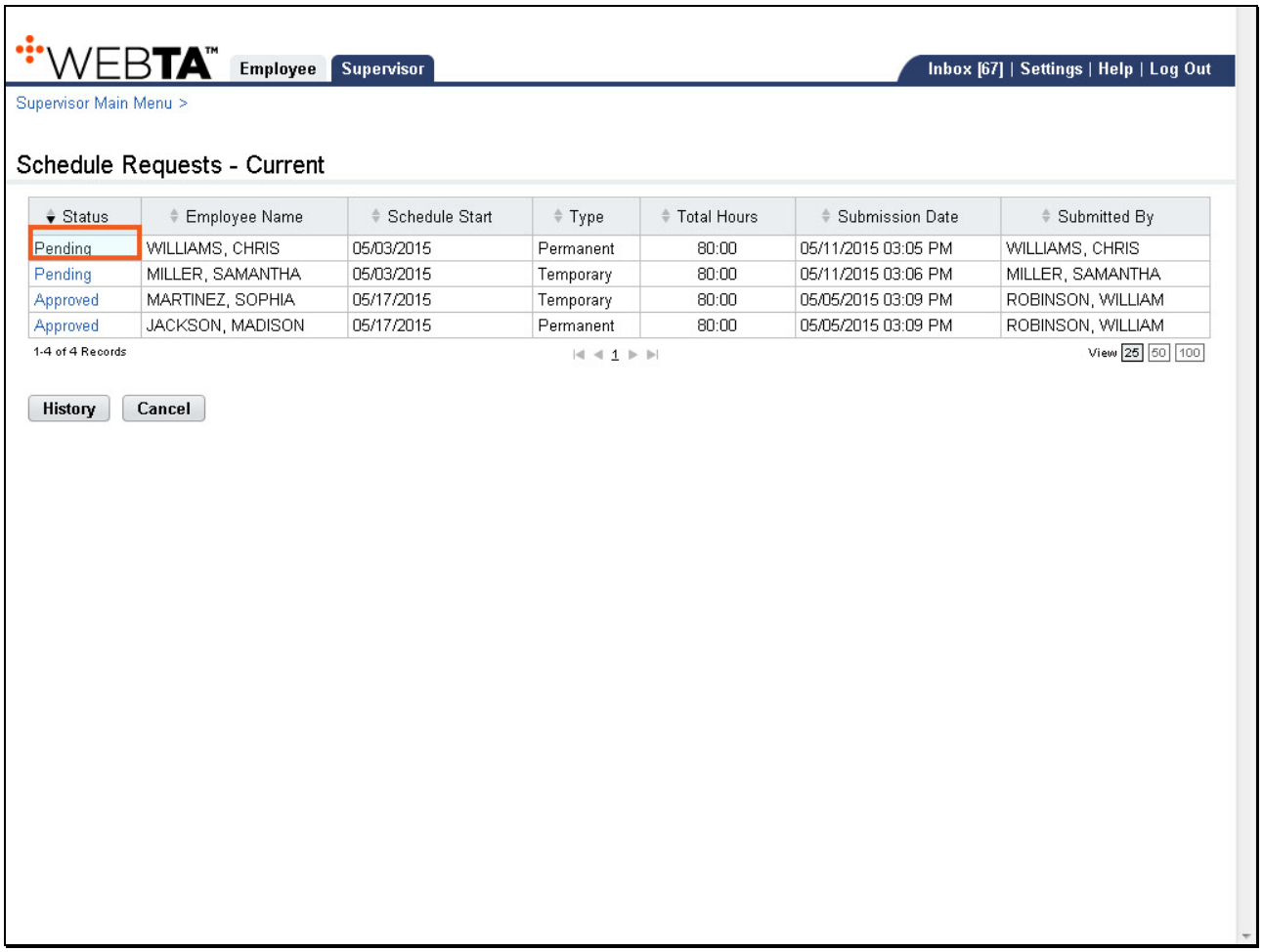
Slide 23 - Slide 23



Slide notes

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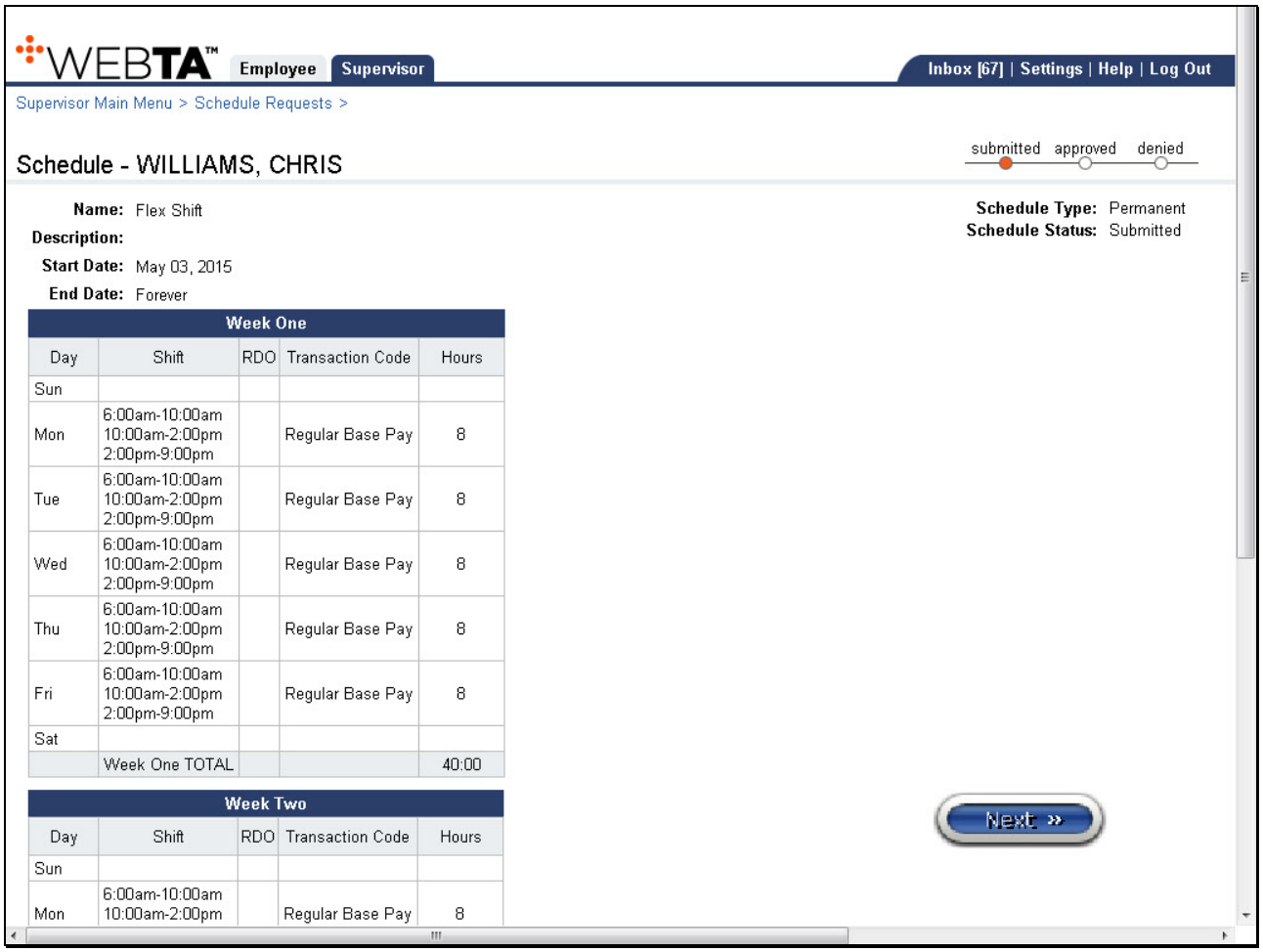
Slide 24 - Slide 24



Slide notes

You can review the Schedule details and when you are ready to take action, scroll to the bottom of the page to display the buttons. Select next to continue.

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Slide 25 - Slide 25

WEBTA™ Employee Supervisor Inbox [67] | Settings | Help | Log Out

Supervisor Main Menu > Schedule Requests >

Schedule - WILLIAMS, CHRIS

submitted approved denied

Name: Flex Shift
Description:
Start Date: May 03, 2015
End Date: Forever

Schedule Type: Permanent
Schedule Status: Submitted

Week One

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week One TOTAL			40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm		Regular Base Pay	8

Slide notes

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Slide 26 - Slide 26

WEBTA™ Employee Supervisor Inbox [67] | Settings | Help | Log Out

Supervisor Main Menu > Schedule Requests >

Schedule - WILLIAMS, CHRIS

submitted approved denied

Name: Flex Shift
Description:
Start Date: May 03, 2015
End Date: Forever

Schedule Type: Permanent
Schedule Status: Submitted

Week One

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week One TOTAL			40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm		Regular Base Pay	8

Slide notes

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Slide 27 - Slide 27

Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week One TOTAL			40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week Two TOTAL			40:00

Approver Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Submit	Submitted	05/11/2015 03:05 PM	WILLIAMS, CHRIS	

Approve Deny Cancel

Slide notes

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Slide 28 - Slide 28

Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week One TOTAL			40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week Two TOTAL			40:00

Approver Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Submit	Submitted	05/11/2015 03:05 PM	WILLIAMS, CHRIS	

Approve Deny Cancel

Next »

Slide notes

Note the Approve and Deny buttons. In this example, we want to Approve the request. Select next to continue.

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Slide 29 - Slide 29

Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week One TOTAL			40:00

Week Two

Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
	Week Two TOTAL			40:00

Approver Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
Submit	Submitted	05/11/2015 03:05 PM	WILLIAMS, CHRIS	

Approve Deny Cancel

Slide notes

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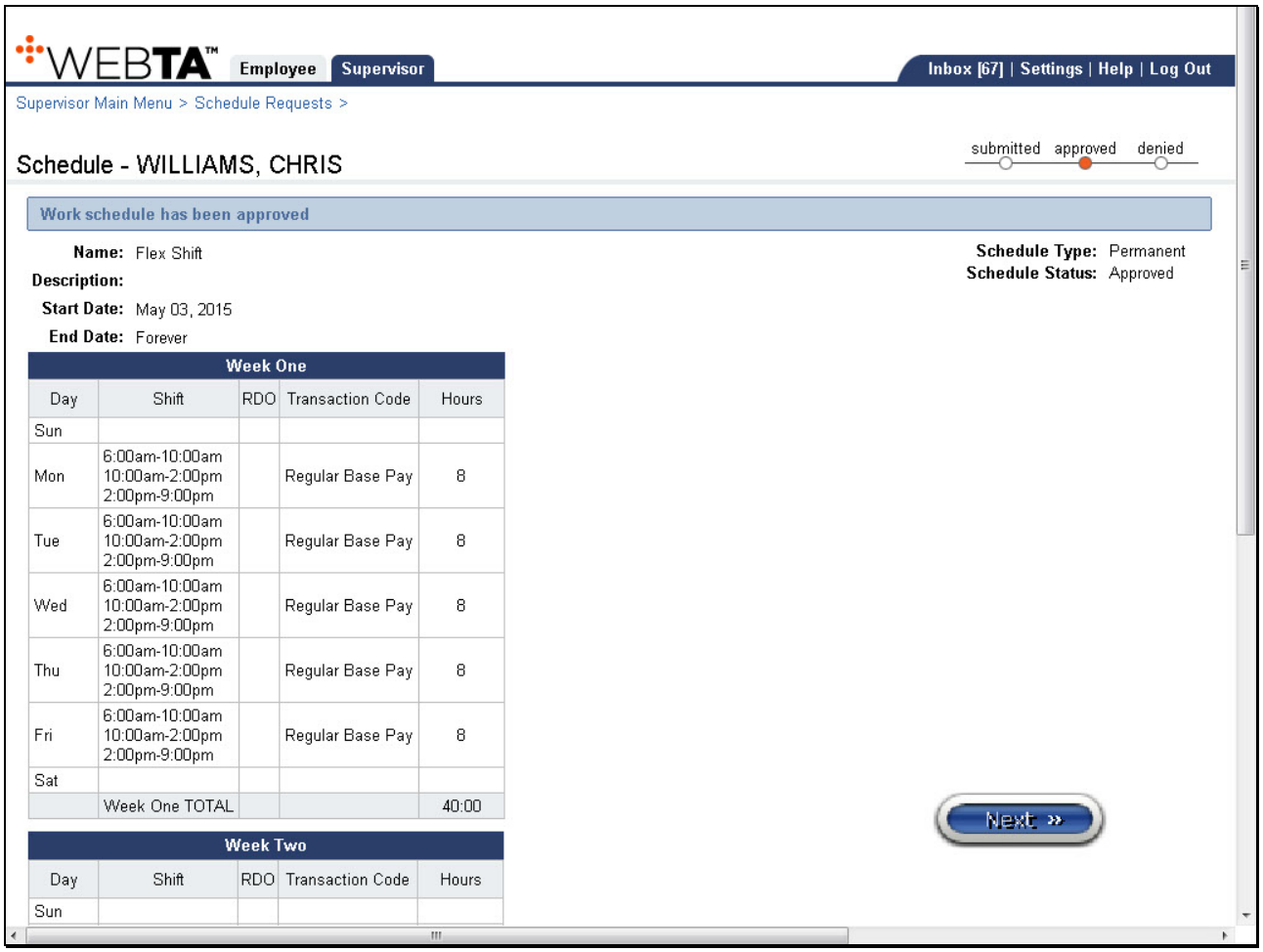
Slide 30 - Slide 30



Slide notes

Note the message indicating that the Schedule Request has been approved. Next, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

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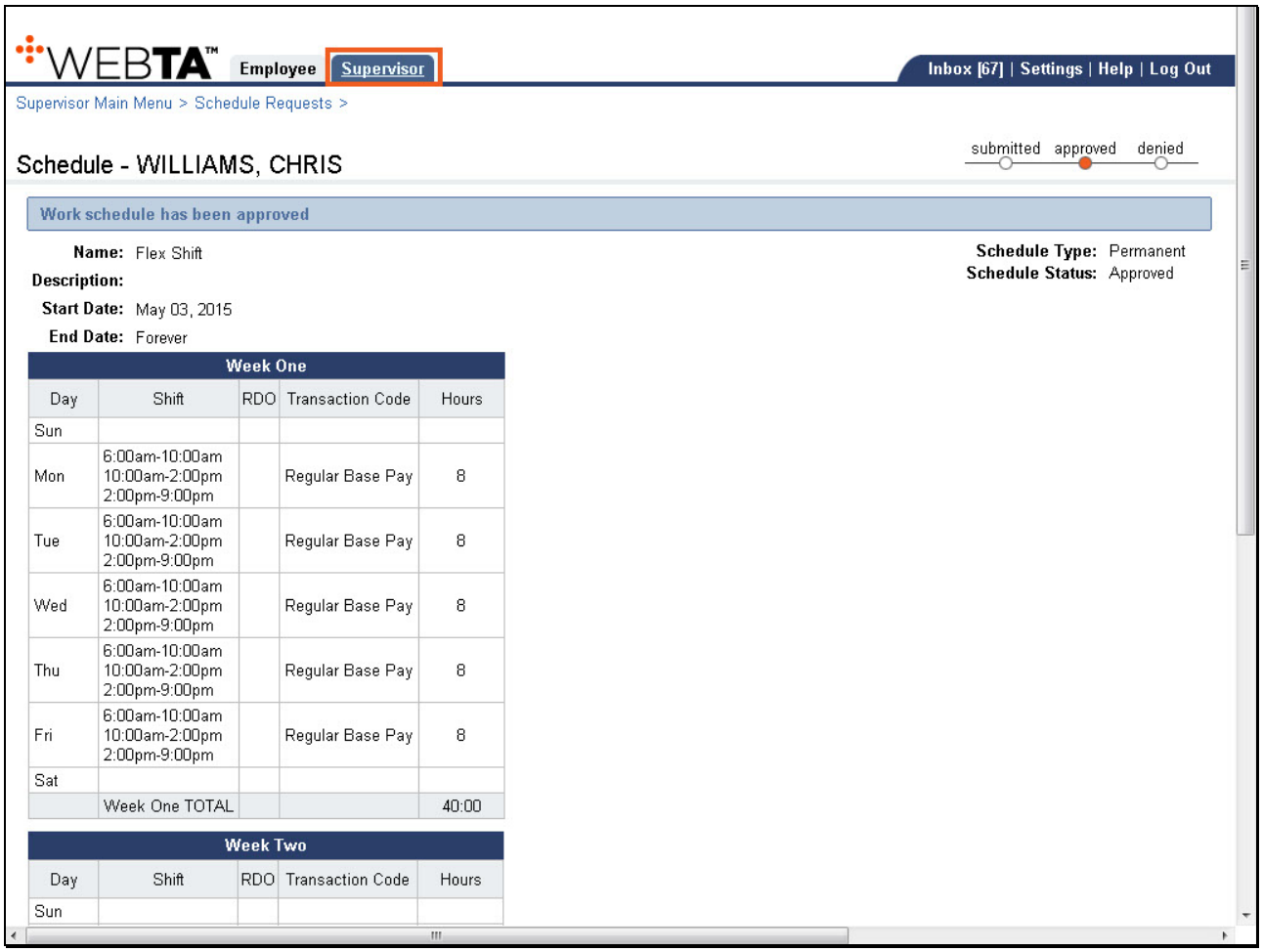
Slide 31 - Slide 31



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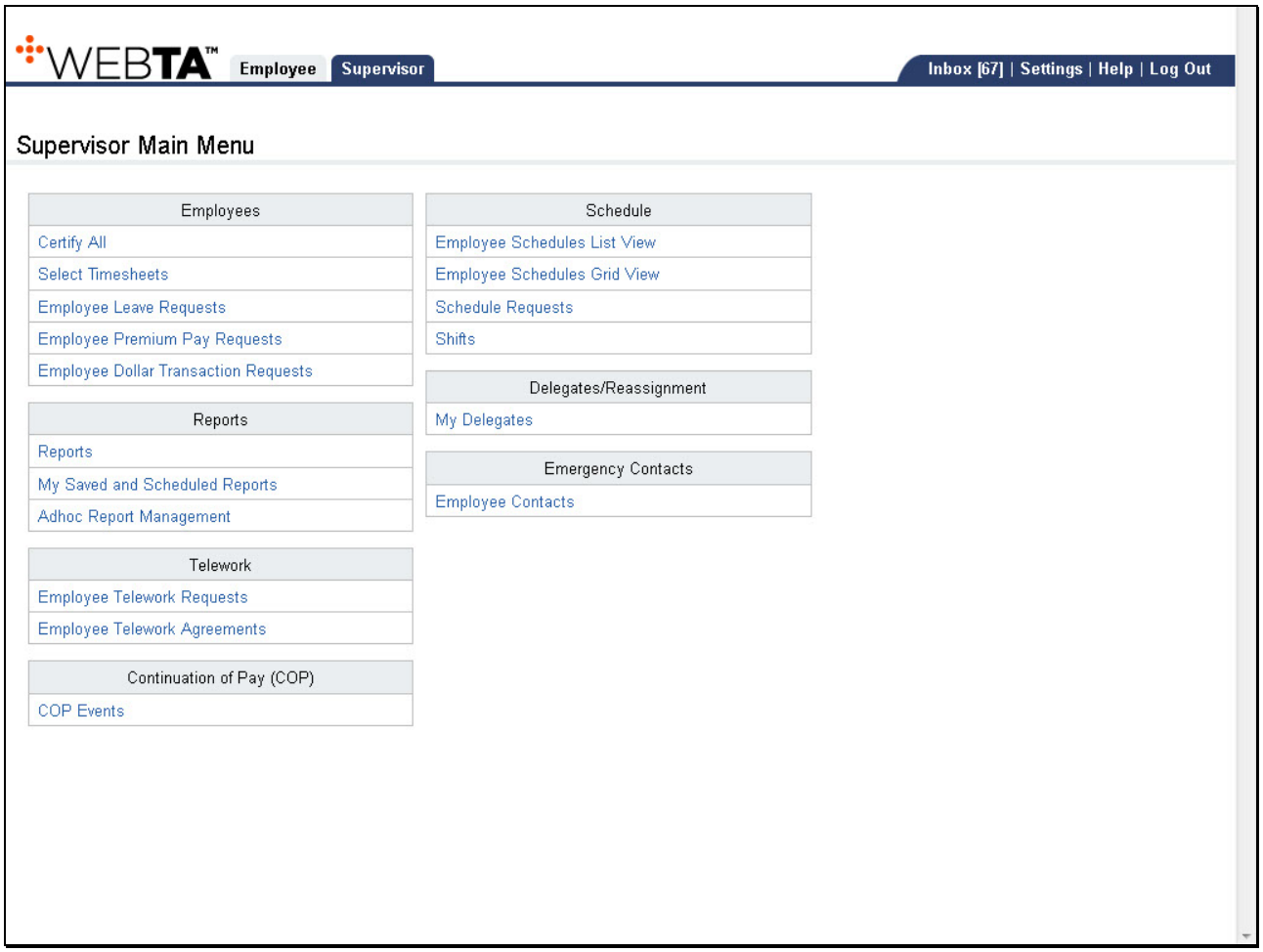
Slide 32 - Slide 32



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Slide 33 - Slide 33

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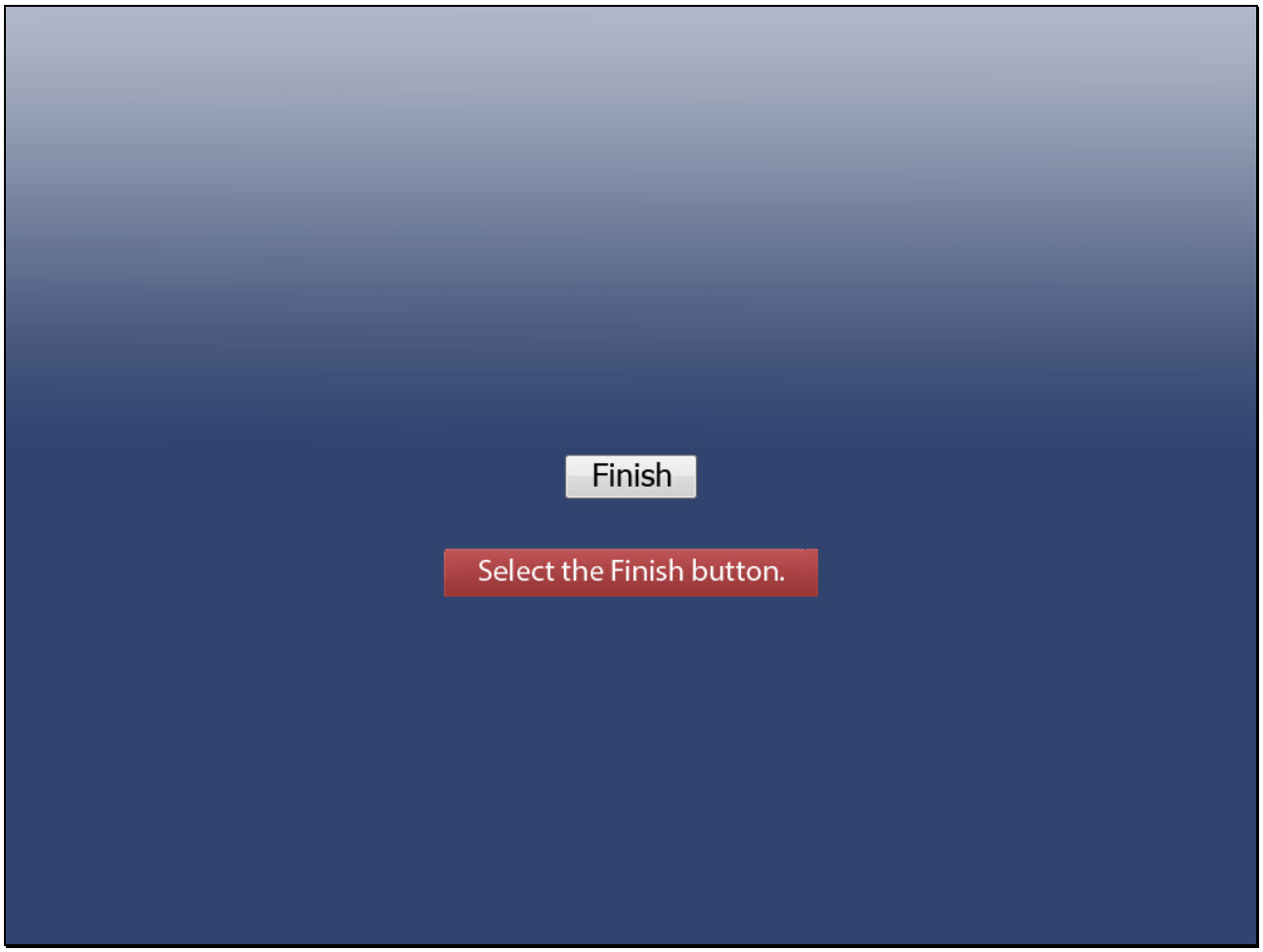
Slide 34 - Finish



Slide notes

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

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