

Slide 1 - Learning Objectives

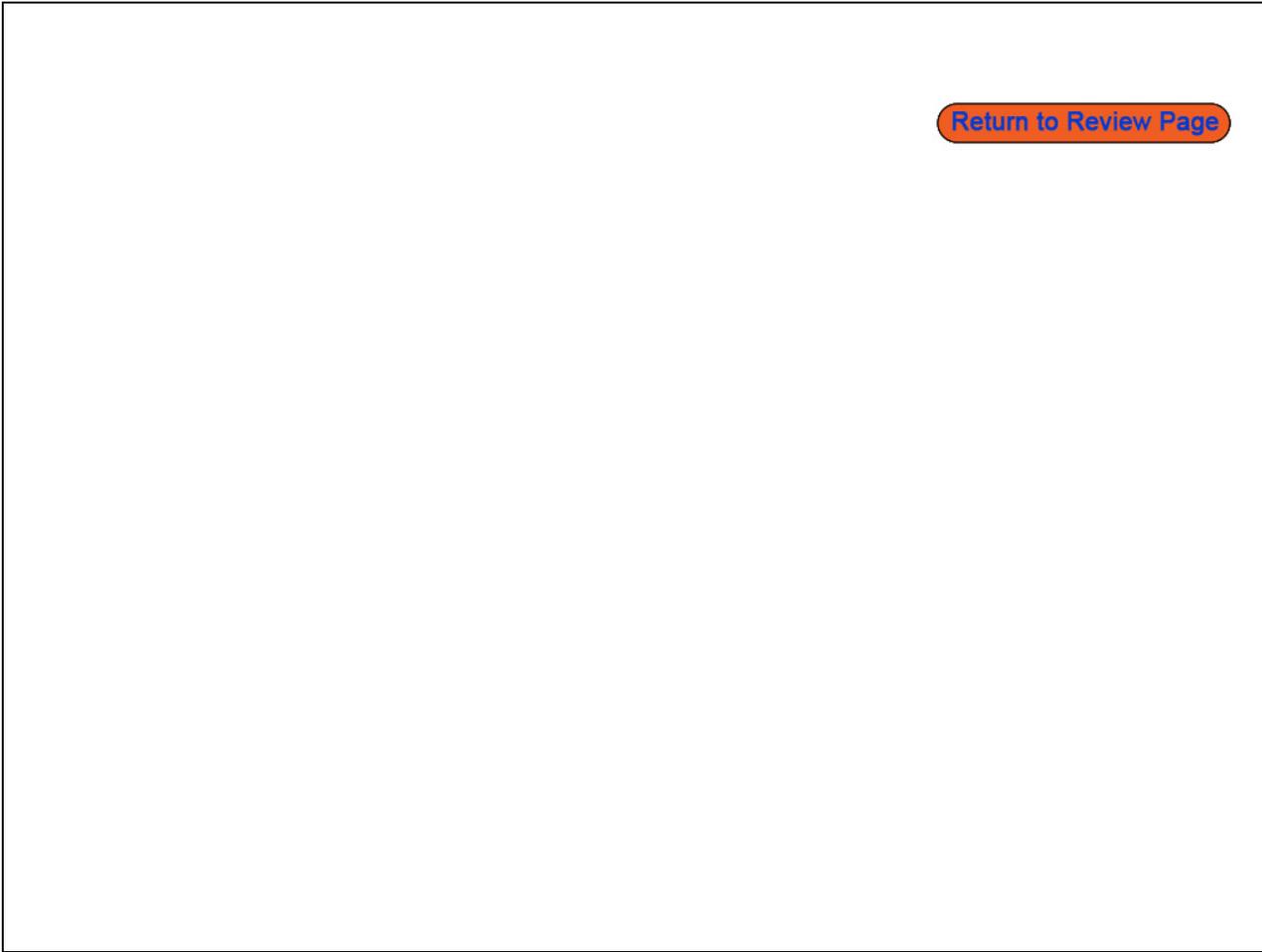


The slide features a dark blue background with a light blue gradient at the top. In the top left corner is the WEBTA logo, consisting of a cluster of small white squares followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Supervisors' is displayed in a large, bold, orange font. Below the title, the text 'My Delegates' is centered in a white font. Underneath, the text 'Learning Objectives' is underlined in white. The main content area contains the text 'In this lesson, you will learn how to:' followed by a single bullet point: '• Delegate your Supervisor Capabilities to another Supervisor'. In the bottom right corner, 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 font.

Slide notes

Welcome to the webTA for Supervisors training course. In this lesson, you will learn how to Delegate your Supervisor capabilities to another Supervisor. Select next to continue.

Slide 2 - Slide 2



[Return to Review Page](#)

Slide notes

Slide 3 - Review



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

• [Delegate Supervisor Capabilities](#)

• [View Delegated Employees](#)

Slide notes

USDA Supervisor webTA My Delegates

Slide 4 - Slide 4

The screenshot displays the 'Supervisor Main Menu' in the webTA system. The interface includes a header with the 'WEBTA' logo, user roles 'Employee' and 'Supervisor', and navigation links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The menu is organized into several categories: 'Employees' (Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests), 'Reports' (Reports, My Saved and Scheduled Reports, Adhoc Report Management), 'Telework' (Employee Telework Requests, Employee Telework Agreements), 'Continuation of Pay (COP)' (COP Events), 'Schedule' (Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts), 'Delegates/Reassignment' (My Delegates), and 'Emergency Contacts' (Employee Contacts). A red callout box with the text 'Select the My Delegates link' points to the 'My Delegates' link, which is highlighted with a red border.

Slide notes

As a Supervisor, you play a key role in making sure your employees are paid each pay period, on time. As you have learned, you are responsible for certifying their timesheets prior to them being processed. Without certification, there is a risk that your employees will not get paid.

Therefore, it is critical that you delegate your supervisor responsibilities to someone else. This is essentially assigning a back-up. A delegate is a fellow Supervisor, meaning they have the Supervisor role assigned to their profile in webTA.

Delegates can perform the same functions you can perform on behalf of your employees including timesheet certification, and the approval of leave and premium pay requests. To continue, Select the My Delegates link.

Slide 5 - Slide 5

WEBTA™ Employee Supervisor

Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu >

Delegate Roles : Supervisor

Delegating User: ROBINSON, WILLIAM WROBINSON

Name	Undelegate

No results

Add Delegate Undelegate All

Cancel

Select the Add Delegate button

Slide notes

Here, we can see that this supervisor has not yet assigned a delegate. Let's do that now. Select the Add Delegate button to continue.

Slide 6 - Slide 6

The screenshot displays the 'Add Delegate - Supervisor' page in the WEBTA system. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Supervisor Main Menu > Delegate Roles >'. The main heading is 'Add Delegate - Supervisor'. A search section includes a 'Name:' label, a text input field, and 'Search' and 'Clear' buttons. Below this is a table with a 'Name' header and a checkbox column. The table contains two entries: 'ADMINISTRATOR, THE - ADMIN' and 'MARTINEZ, SOPHIA - SMARTINEZ'. Below the table, there are pagination controls showing '1-2 of 2 Records' and 'View' options for 25, 50, and 100 records. A 'Select Checked Users' button is located below the table, and a 'Cancel' button is at the bottom left. A 'Next >>' button is positioned at the bottom right of the page.

Slide notes

Here, we can see a list of available supervisors to whom we could delegate our supervisor responsibilities. In this example, we are going to select Sophia Martinez. Select next to continue.

Slide 7 - Slide 7

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail: 'Supervisor Main Menu > Delegate Roles >'. The main content area is titled 'Add Delegate - Supervisor'. It features a search form with a 'Name:' label, an input field, and 'Search' and 'Clear' buttons. Below the search form is a table with two columns: 'Name' and a checkbox. The table contains two rows: 'ADMINISTRATOR, THE - ADMIN' and 'MARTINEZ, SOPHIA - SMARTINEZ'. The checkbox for 'MARTINEZ, SOPHIA - SMARTINEZ' is checked. Below the table, there is a pagination control showing '1-2 of 2 Records' and 'View [25] [50] [100]'. There are also buttons for 'Select Checked Users' and 'Cancel'.

Slide notes

Slide 8 - Slide 8

WEBTA™ Employee Supervisor

Inbox [6] | Settings | Help | Log Out

Supervisor Main Menu > Delegate Roles >

Add Delegate - Supervisor

Name: Search Clear

Name	<input type="checkbox"/>
ADMINISTRATOR, THE - ADMIN	<input type="checkbox"/>
MARTINEZ, SOPHIA - SMARTINEZ	<input checked="" type="checkbox"/>

1-2 of 2 Records View 25 50 100

Select Checked Users

Cancel

Next >>

Slide notes

Then, we will select the Select Checked Users button. Note, that you can assign as many delegates as you like. Select next to continue.

Slide 9 - Slide 9

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail: 'Supervisor Main Menu > Delegate Roles >'. The main heading is 'Add Delegate - Supervisor'. Below this, there is a search section with a 'Name:' label, a text input field, and 'Search' and 'Clear' buttons. A table of users is displayed below the search section. The table has two columns: 'Name' and a checkbox. The first row is 'ADMINISTRATOR, THE - ADMIN' with an unchecked checkbox. The second row is 'MARTINEZ, SOPHIA - SMARTINEZ' with a checked checkbox. Below the table, there are pagination controls showing '1-2 of 2 Records' and 'View' options for 25, 50, and 100 records. There is a 'Select Checked Users' button and a 'Cancel' button. At the bottom of the page, there is a URL: 'http://webta.kronosfederal.com/nfchost8/SelectUser'.

Name	
ADMINISTRATOR, THE - ADMIN	<input type="checkbox"/>
MARTINEZ, SOPHIA - SMARTINEZ	<input checked="" type="checkbox"/>

Slide notes

USDA Supervisor webTA My Delegates

Slide 10 - Slide 10

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a 'Supervisor Main Menu >' link. The main content area is titled 'Delegate Roles : Supervisor'. A blue confirmation message box at the top of the content area reads 'Successfully delegated Supervisor to 1 users'. Below this, it says 'Delegating User: ROBINSON, WILLIAM WROBINSON'. There is a table with two columns: 'Name' and 'Undelegate'. The table contains one row with the name 'MARTINEZ, SOPHIA' and an 'X' in the 'Undelegate' column. Below the table, there is a pagination control showing '1-1 of 1 Records' and 'View [25] [50] [100]'. There are three buttons: 'Add Delegate', 'Undelegate All', and 'Cancel'. At the bottom right of the interface, there is a 'Next >>' button.

Slide notes

Note the confirmation message indicating that we successfully delegated to 1 additional supervisor. Now, this supervisor can perform functions on your behalf.

Delegates remain assigned indefinitely. To remove an assigned delegate, select the X in the row that contains their name or select the Undelegate All button to remove all assigned delegates. Delegates can be assigned and unassigned at any time.

While we have delegated our Supervisor responsibilities to Sophia Martinez, that does not mean that we automatically become her delegate. She would need to assign us as delegate in order for us to see her employees.

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

Slide 11 - Slide 11

The screenshot shows the WEBTA Supervisor interface. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Supervisor'. On the top right, there are links for 'Inbox [6]', 'Settings', 'Help', and 'Log Out'. Below the header is a link for 'Supervisor Main Menu >'. The main content area is titled 'Delegate Roles : Supervisor'. A blue message box states 'Successfully delegated Supervisor to 1 users'. Below this, it says 'Delegating User: ROBINSON, WILLIAM WROBINSON'. A table lists the delegates:

Name	Undelegate
MARTINEZ, SOPHIA	<input checked="" type="checkbox"/>

Below the table, it shows '1-1 of 1 Records' and 'View' options for 25, 50, and 100 records. There are three buttons: 'Add Delegate', 'Undelegate All', and 'Cancel'. At the bottom left, the URL is visible: 'http://webta.kronosfederal.com/nfchost8/RoleMenu/SupervisorMainMenu'.

Slide notes

Slide 12 - Slide 12

The screenshot shows the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Supervisor' tabs. At the top right is a navigation bar with 'Inbox [58] | Settings | Help | Log Out'. The main menu is titled 'Supervisor Main Menu' and contains several categories of links:

- Employees**
 - Certify All
 - Select Timesheets
 - Employee Leave Requests
 - Employee Premium Pay Requests
 - Employee Dollar Transaction Requests
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Telework**
 - Employee Telework Requests
 - Employee Telework Agreements
- Continuation of Pay (COP)**
 - COP Events
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Requests
 - Shifts
- Delegates/Reassignment**
 - My Delegates
- Emergency Contacts**
 - Employee Contacts

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

Slide notes

Now that we have seen how assigning a delegate works, let's take a look at how you would work with employees who have been delegated to you. Since we delegated our supervisor capabilities to Sophia Martinez, she has assigned us as a delegate as well.

To see what that looks like, we will go to the Select Timesheets page. Select next to continue.

Slide 13 - Slide 13

The screenshot shows the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Supervisor' tabs. At the top right is a navigation bar with 'Inbox [58] | Settings | Help | Log Out'. The main menu is titled 'Supervisor Main Menu' and contains several sections:

- Employees**
 - Certify All
 - Select Timesheets (highlighted with a red box)
 - Employee Leave Requests
 - Employee Premium Pay Requests
 - Employee Dollar Transaction Requests
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Telework**
 - Employee Telework Requests
 - Employee Telework Agreements
- Continuation of Pay (COP)**
 - COP Events
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Requests
 - Shifts
- Delegates/Reassignment**
 - My Delegates
- Emergency Contacts**
 - Employee Contacts

Slide notes

Slide 14 - Slide 14

WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-10 of 10 Records
« 1 »
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- [Default Schedule](#)**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Next >>

Slide notes

If you recall from the Select Employees lesson, we learned how to use the Search fields above the list of employees to filter the employees displayed. One field we did not cover was the Delegates For field. The default setting for this field is None, as seen here.

This means that we will only be shown the employees assigned to us - and none who have been delegated to us by a fellow supervisor. Let's take a look at the other options for this field. Select next to continue.

Slide 15 - Slide 15

WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-10 of 10 Records View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- Default Schedule**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Slide notes

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Slide 16 - Slide 16

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-10 of 10 Records
« 1 »
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- Default Schedule**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Next >>

Slide notes

If we were to select All, we would see the employees assigned to us, as well as those for Sophia Martinez. In this example, we will select All and then select the Search button. Select next to continue.

Slide 17 - Slide 17

WEBTA™

Employee
Supervisor

Inbox [10] | Settings | Help | Log Out

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

- ALL
- NONE
- MARTINEZ, SOPHIA

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-10 of 10 Records View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- Default Schedule**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Slide notes

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Slide 18 - Slide 18

WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-10 of 10 Records
« 1 »
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- [Default Schedule](#)**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Slide notes

Slide 19 - Slide 19

WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-10 of 10 Records
◀ ◁ 1 ▷ ▶
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- [Default Schedule](#)**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

<http://webta.kronosfederal.com/nfchost2/TimesheetManagement>

Slide notes

Employee
Supervisor

Inbox [10] | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-13 of 13 Records View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Next >>

Slide notes

Note that the list of employees now includes those who have Sophia Martinez as their Supervisor. We can also view only those employees, and not display our own employees by selecting her name from the Delegates For menu. Select next to continue.

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Slide 21 - Slide 21

WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-13 of 13 Records View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Slide notes

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Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-13 of 13 Records
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Slide notes

Slide 23 - Slide 23

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-13 of 13 Records
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Slide notes

Slide 24 - Slide 24

WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:
Timesheet Status:
User ID:
Last Name:
First Name:
Organization:

Timekeeper:
Supervisor:
SSN:
Delegates For:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-13 of 13 Records
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Next >>

Slide notes

Then, we will select the Search button to filter the list. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:
Timesheet Status:
User ID:
Last Name:
First Name:
Organization:

All
Saved + All Validated

All

Timekeeper:
Supervisor:
SSN:
Delegates For:
Timesheet Type:

MARTINEZ, SOPHIA
All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	03 - 2014 (C)	Validated by Timekeeper	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-13 of 13 Records
View 25 50 100

Select Action

Timesheets

[Timesheet](#)

[Timesheet Summary](#)

Profiles and Settings

[Timesheet Profile](#)

[Default Timesheet Profile](#)

Leave and Premium Pay

[Leave Calendar](#)

[Leave Requests](#)

[Premium Pay Requests](#)

Send Messages

[Send Message](#)

<http://webta.kronosfederal.com/nfchost8/TimesheetManagement>

Slide notes

Slide 26 - Slide 26

Employee
Supervisor

Inbox [10] | Settings | Help | Log Out

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia

1-3 of 3 Records View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- Default Schedule**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Cancel

Next >>

Slide notes

Now, we are shown only the employees who have Sophia Martinez as their supervisor. You can perform functions on behalf of these employees the same way you would your own. Next, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

Slide 27 - Slide 27

Employee
Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia

1-3 of 3 Records View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Certify Selected](#)
- [Processed Timesheets](#)
- Default Schedule**
- [Default Schedule](#)

Profiles and Settings

- [Timesheet Profile](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

Leave and Premium Pay

- [Leave Calendar](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

Send Messages

- [Send Message](#)

Cancel

<http://webta.kronosfederal.com/nfchost8/RoleMenu/SupervisorMainMenu>

Slide notes

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Slide 28 - Slide 28

The screenshot displays the 'Supervisor Main Menu' in the USDA Supervisor webTA system. The interface includes a top navigation bar with the 'WEBTA' logo, 'Employee' and 'Supervisor' tabs, and a utility bar with 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Employees:** Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Schedule:** Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment:** My Delegates.
- Emergency Contacts:** Employee Contacts.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework:** Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP):** COP Events.

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

Slide notes

One important detail to consider: Validated timesheets of employees delegated to you from a fellow Supervisor will not show up when you select the Certify All link.

To Certify these timesheets, you would need to go to the Select Timesheets page, filter the list as we just learned, select the timesheets, and then select the Certify Selected link.

Also, you will not receive messages in your Inbox for validated timesheets or leave and premium pay requests for delegated employees. But, you can view their Leave and Premium Pay requests from the corresponding links on the Main Menu. In this example, we will select the Employee Leave Requests link. Select next to continue.

Slide 29 - Slide 29

The screenshot displays the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo, followed by 'Employee' and 'Supervisor' tabs. On the top right, there are links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Employees**: Certify All, Select Timesheets, **Employee Leave Requests** (highlighted with a red border), Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.

Slide notes

Slide 30 - Slide 30

WEBTA™ Employee **Supervisor** Inbox [10] | Settings | Help | Log Out

[Supervisor Main Menu >](#)

Leave Requests - Current

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DAVIS, BEN	04/11/2014	04/11/2014	Annual Leave	8:00	03/26/2014 11:43 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Approved	JOHNSON, MARK	04/04/2014	04/04/2014	Sick Leave	8:00	03/26/2014 11:53 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	JOHNSON, MARK	04/07/2014	04/08/2014	Annual Leave	16:00	03/26/2014 11:52 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Denied	JONES, JANET	04/04/2014	04/04/2014	Annual Leave	8:00	03/28/2014 02:38 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Approved	MILLER, SAMANTHA	03/31/2014	04/03/2014	Annual Leave	28:00	03/25/2014 10:35 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	MILLER, SAMANTHA	04/04/2014	04/04/2014	Annual Leave	8:00	03/24/2014 02:31 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	SULLIVAN, GARY	04/04/2014	04/04/2014	Annual Leave	1:00	03/31/2014 01:02 PM	MARTINEZ, SOPHIA	HARRIS, DANIEL
Denied	WILLIAMS, CHRIS	04/25/2014	04/25/2014	Annual Leave	8:00	03/26/2014 11:44 AM	ROBINSON, WILLIAM	HARRIS, DANIEL

1-8 of 8 Records View

[History](#) [View Calendar](#) [Cancel](#)

[Next >>](#)

Slide notes

Here, we can see the Leave Requests for our employees, as well as those for Sophia Martinez, since she has assigned us as her delegate. You can use the column sort function to organize the list of requests by Supervisor.

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

Slide 31 - Slide 31



Employee Supervisor

[Inbox \[10\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Leave Requests - Current

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DAVIS, BEN	04/11/2014	04/11/2014	Annual Leave	8:00	03/26/2014 11:43 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Approved	JOHNSON, MARK	04/04/2014	04/04/2014	Sick Leave	8:00	03/26/2014 11:53 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	JOHNSON, MARK	04/07/2014	04/08/2014	Annual Leave	16:00	03/26/2014 11:52 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Denied	JONES, JANET	04/04/2014	04/04/2014	Annual Leave	8:00	03/28/2014 02:38 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Approved	MILLER, SAMANTHA	03/31/2014	04/03/2014	Annual Leave	28:00	03/25/2014 10:35 AM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	MILLER, SAMANTHA	04/04/2014	04/04/2014	Annual Leave	8:00	03/24/2014 02:31 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Pending	SULLIVAN, GARY	04/04/2014	04/04/2014	Annual Leave	1:00	03/31/2014 01:02 PM	MARTINEZ, SOPHIA	HARRIS, DANIEL
Denied	WILLIAMS, CHRIS	04/25/2014	04/25/2014	Annual Leave	8:00	03/26/2014 11:44 AM	ROBINSON, WILLIAM	HARRIS, DANIEL

1-8 of 8 Records
View

History
View Calendar
Cancel

<http://webta.kronosfederal.com/nfchost8/RoleMenu/SupervisorMainMenu>

Slide notes

Slide 32 - Slide 32

The screenshot shows the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo with a red and blue dot pattern. To its right are two tabs: 'Employee' and 'Supervisor', with 'Supervisor' being the active tab. On the top right, there is a navigation bar with 'Inbox [58] | Settings | Help | Log Out'. Below the header is the 'Supervisor Main Menu' section, which contains several menu categories and their respective items:

- Employees**
 - Certify All
 - Select Timesheets
 - Employee Leave Requests
 - Employee Premium Pay Requests
 - Employee Dollar Transaction Requests
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Telework**
 - Employee Telework Requests
 - Employee Telework Agreements
- Continuation of Pay (COP)**
 - COP Events
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Requests
 - Shifts
- Delegates/Reassignment**
 - My Delegates
- Emergency Contacts**
 - Employee Contacts

At the bottom right of the menu area, there is a blue button with the text 'Next >>'.

Slide notes

If we have been assigned as a delegate, we would also see the Premium Pay Request for those employees on the Employee Premium Pay Request page. Select next to continue.

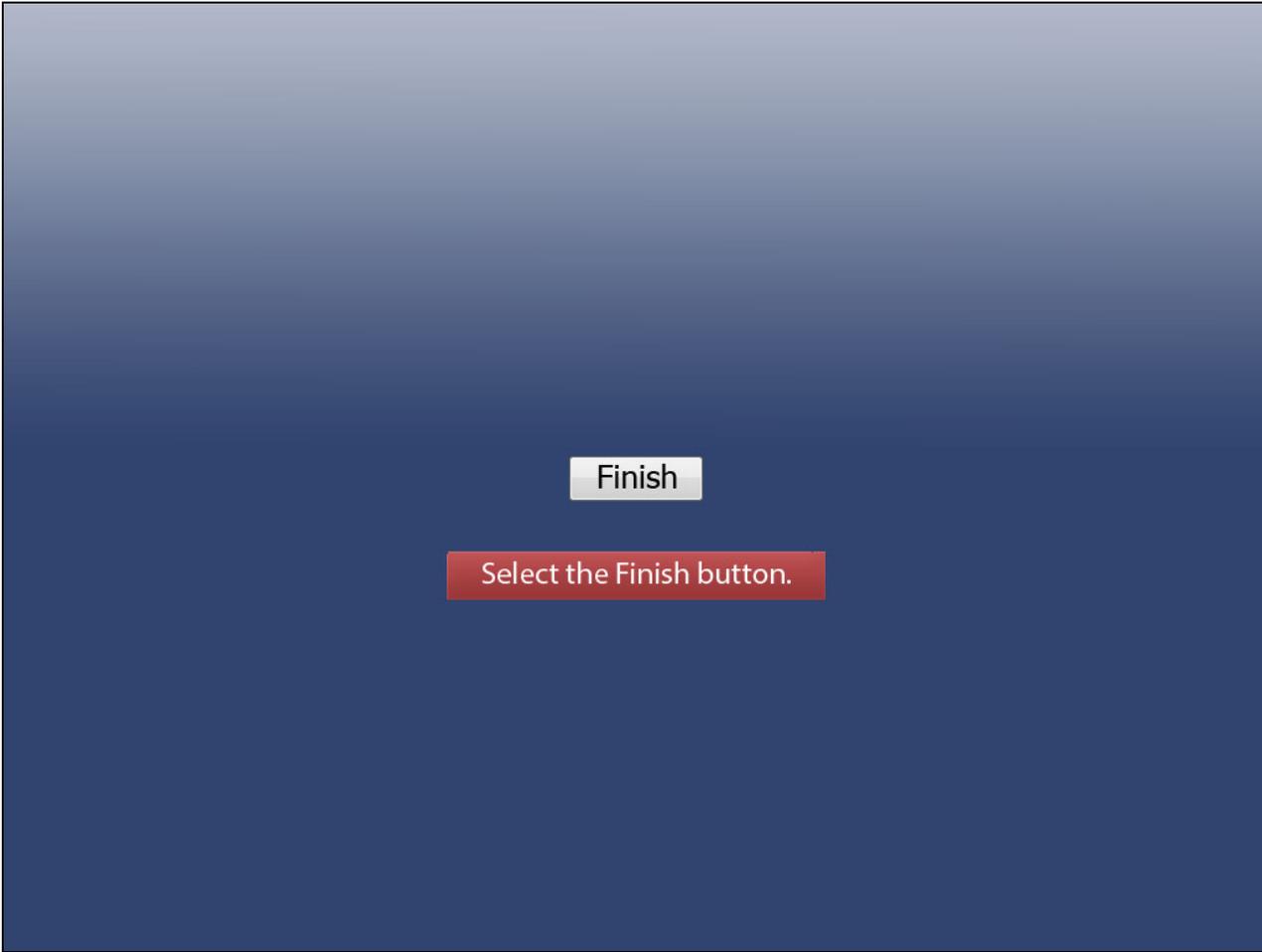
Slide 33 - Slide 33

The screenshot displays the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo, followed by navigation tabs for 'Employee' and 'Supervisor'. On the top right, there are links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Employees**: Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.

Slide notes

Slide 34 - Finish



Slide notes

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