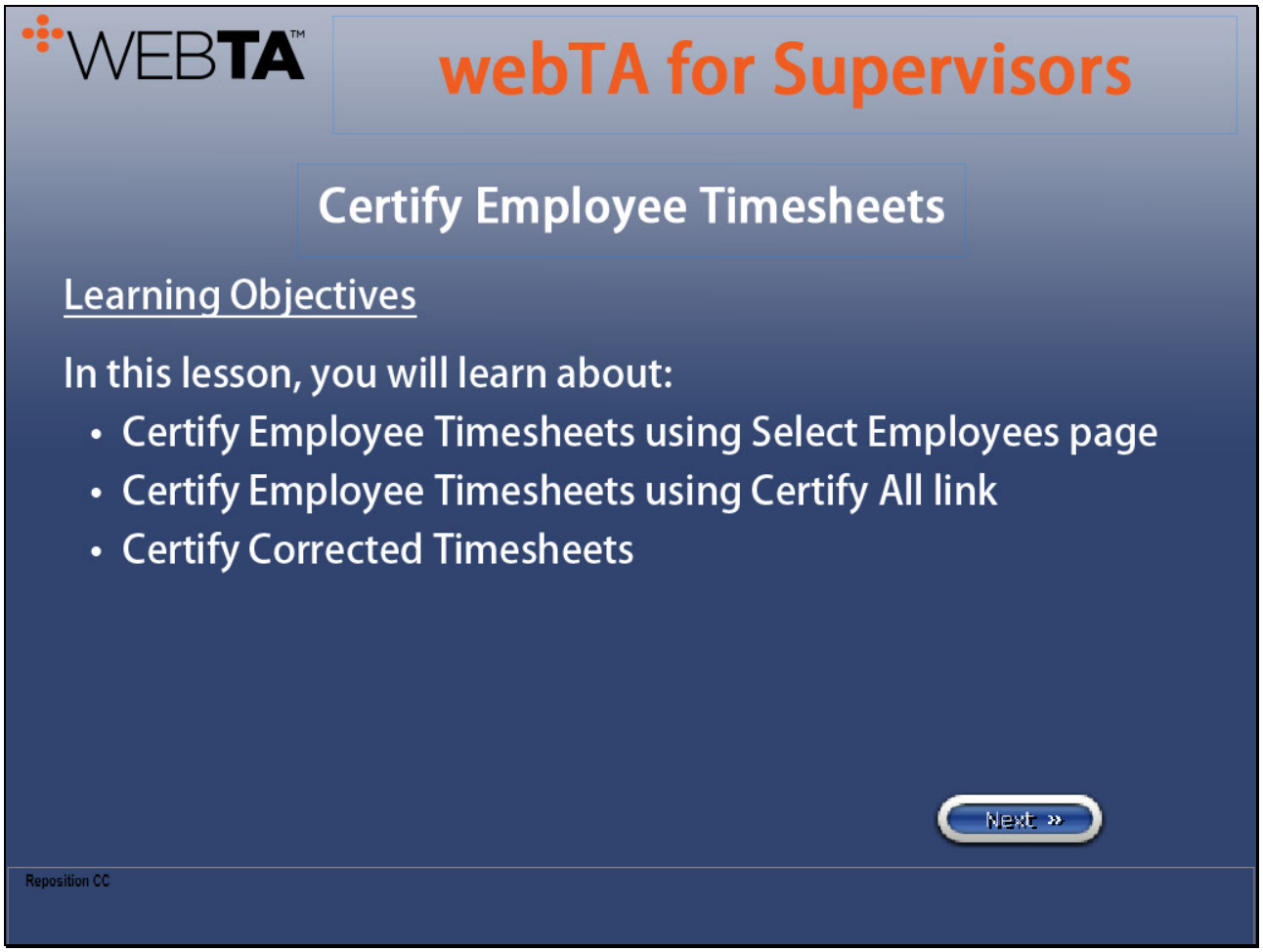
Slide 1 - Learning Objectives



Slide notes

Welcome to the webTA for Supervisors training course. In this lesson, you will learn how to Certify employee timesheets using Select Timesheets page, Certify employee timesheets using Certify All link, and how to Certify Corrected Timesheets. Select next to continue.

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Slide 2 - Slide 2

Slide notes

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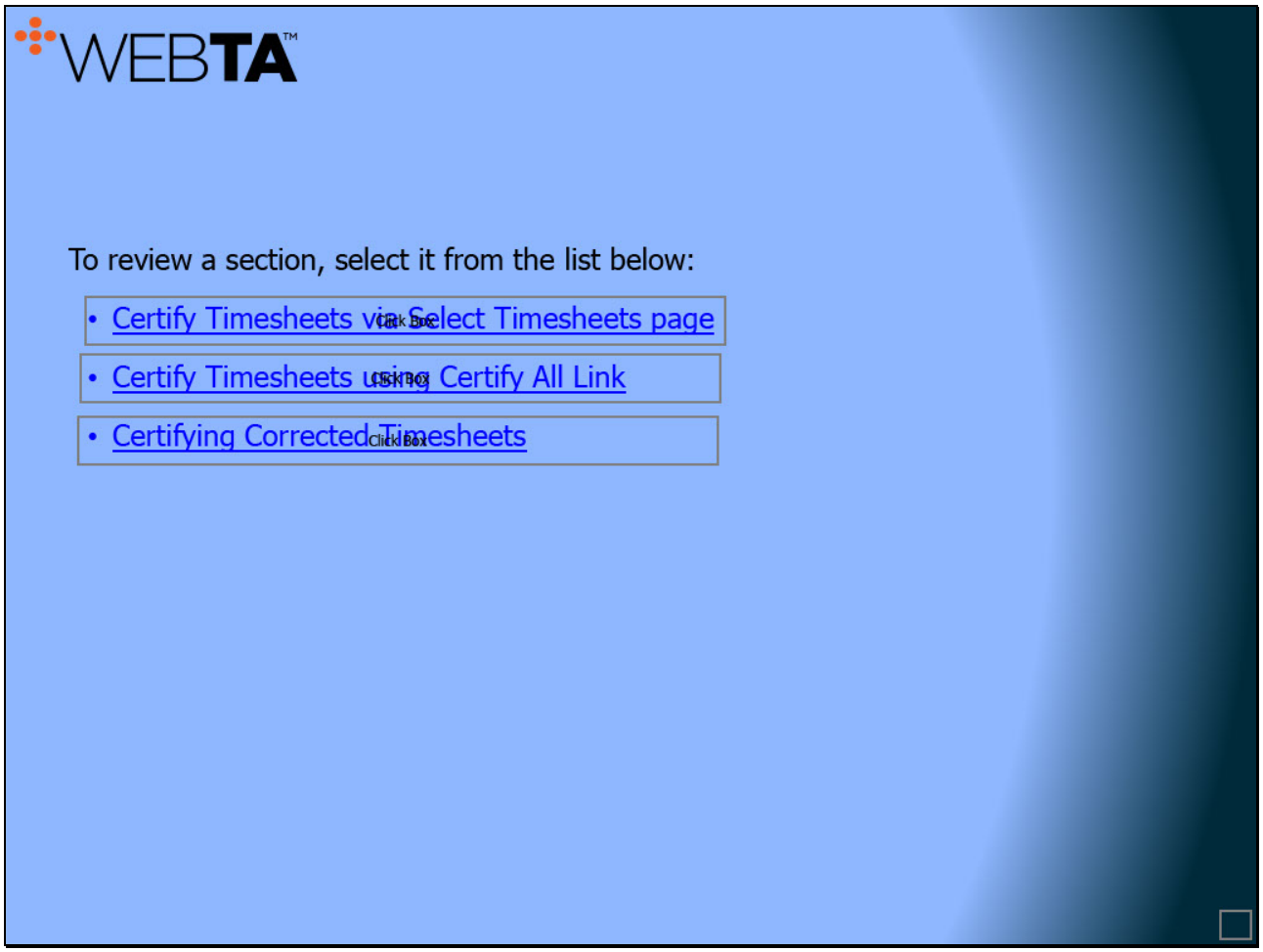
Slide 3 - Review



Slide notes

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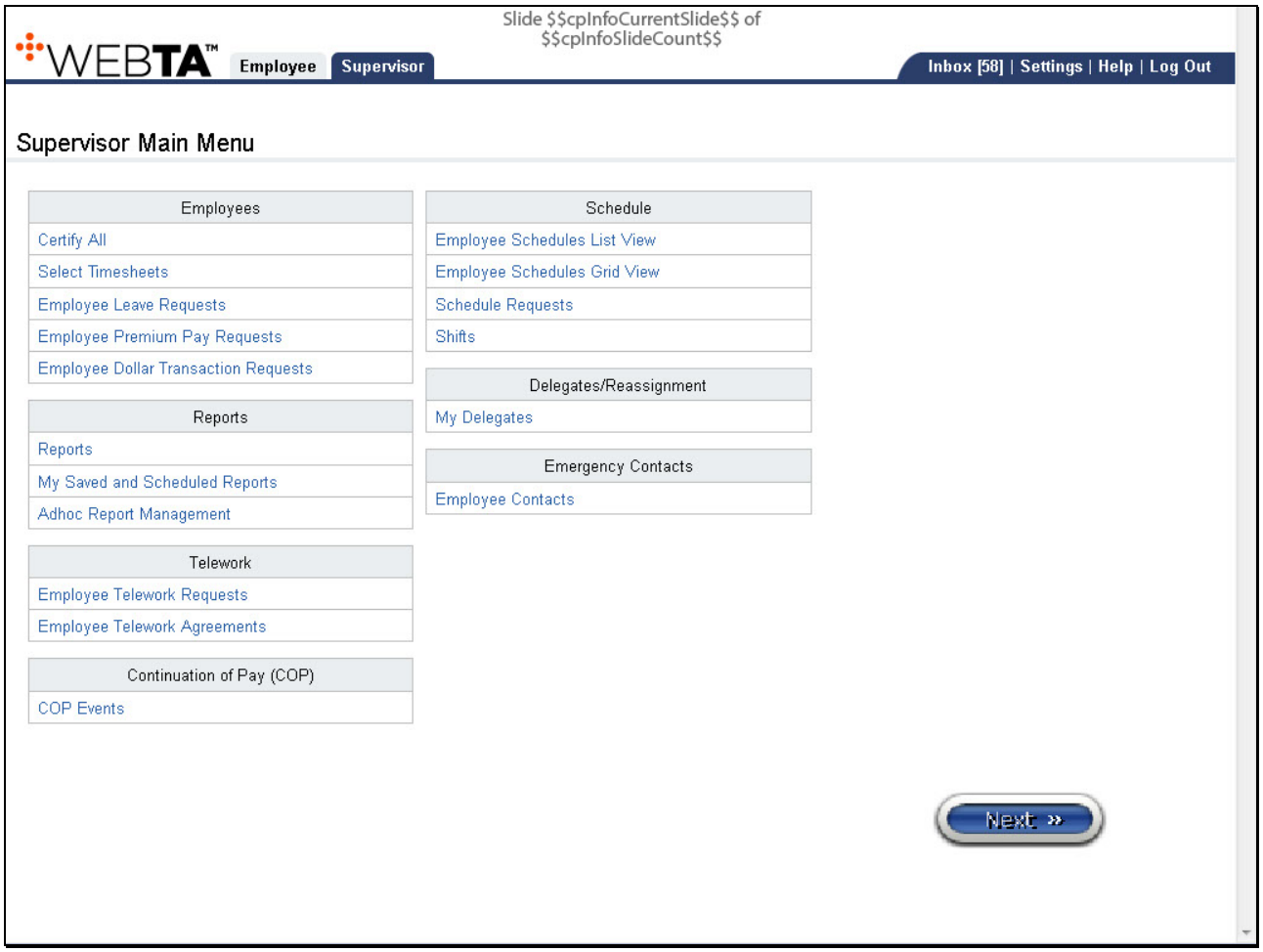
Slide 4 - Slide 4



Slide notes

As a Supervisor, you are responsible for Certifying the timesheets of the employees assigned to you in webTA. In order to be ready for certification, employee timesheets must be completed and validated by the employee, or by their Timekeepers.

Upon employee, or Timekeeper Validation, you will receive a message informing you that a timesheet is ready to be certified. Let's take a look at our Inbox to see one of these messages. Select next to continue.

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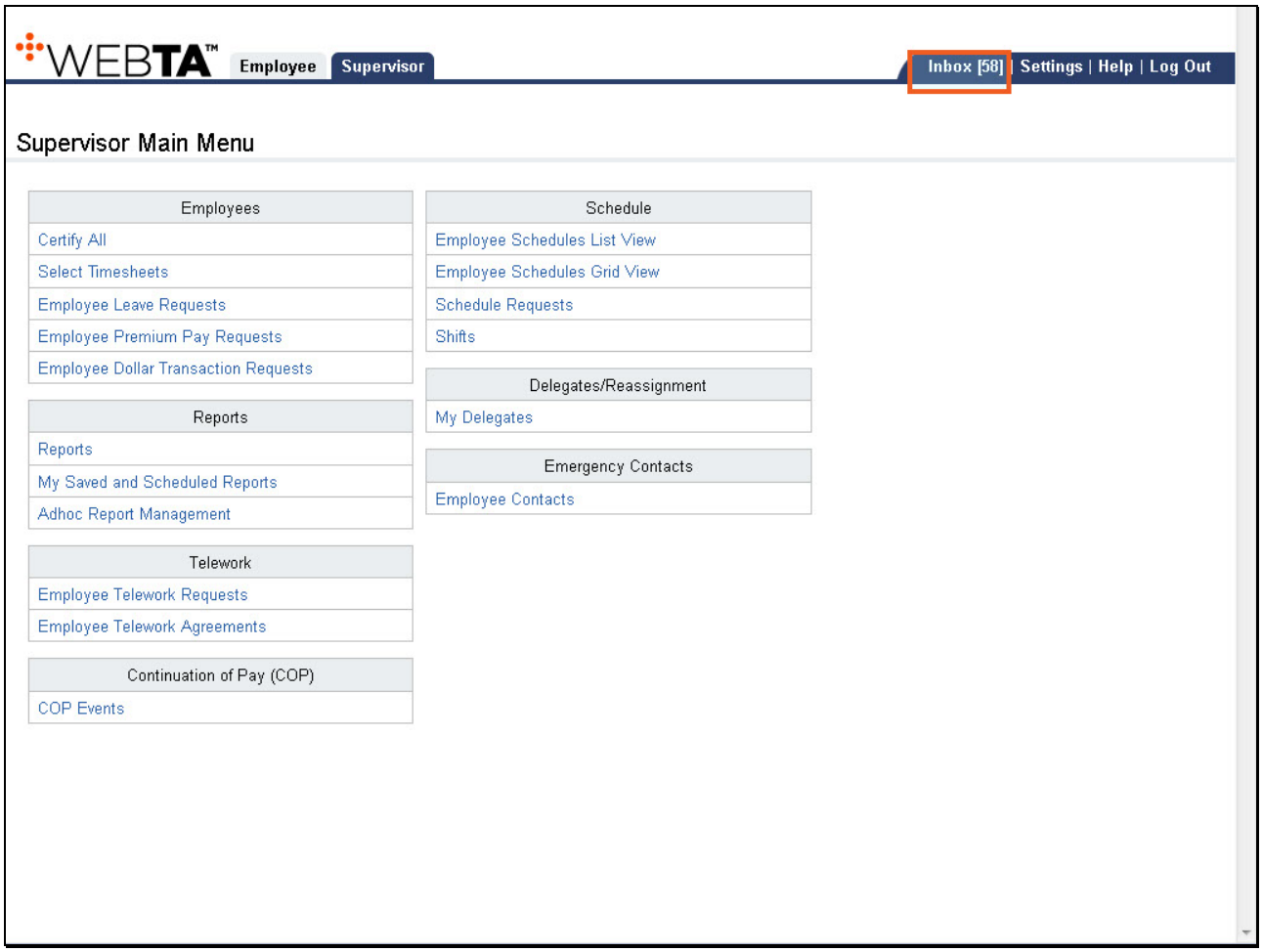
Slide 5 - Slide 5



Slide notes

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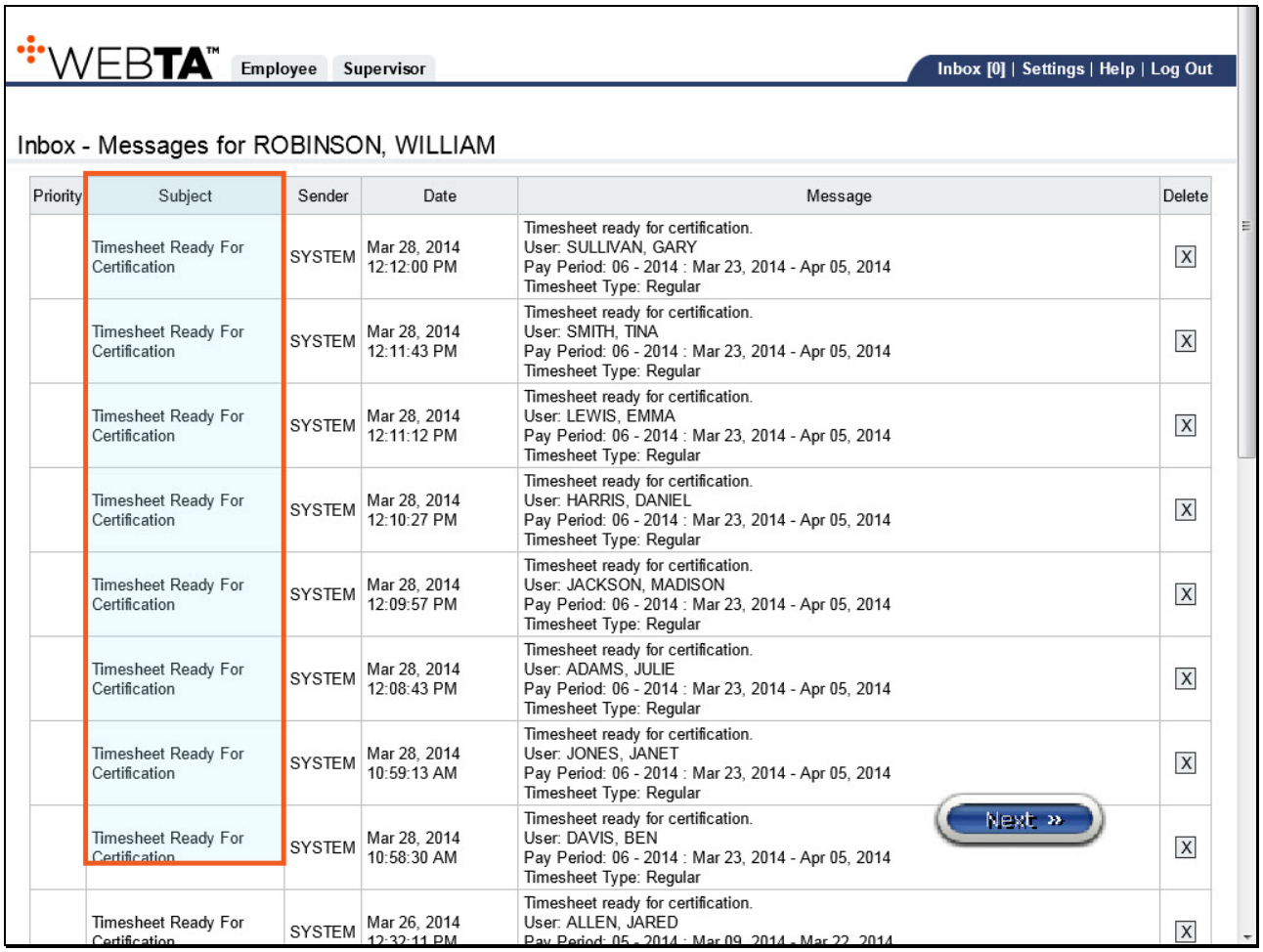
Slide 6 - Slide 6



Slide notes

Here, we can see a number of timesheets are ready for Certification. So, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

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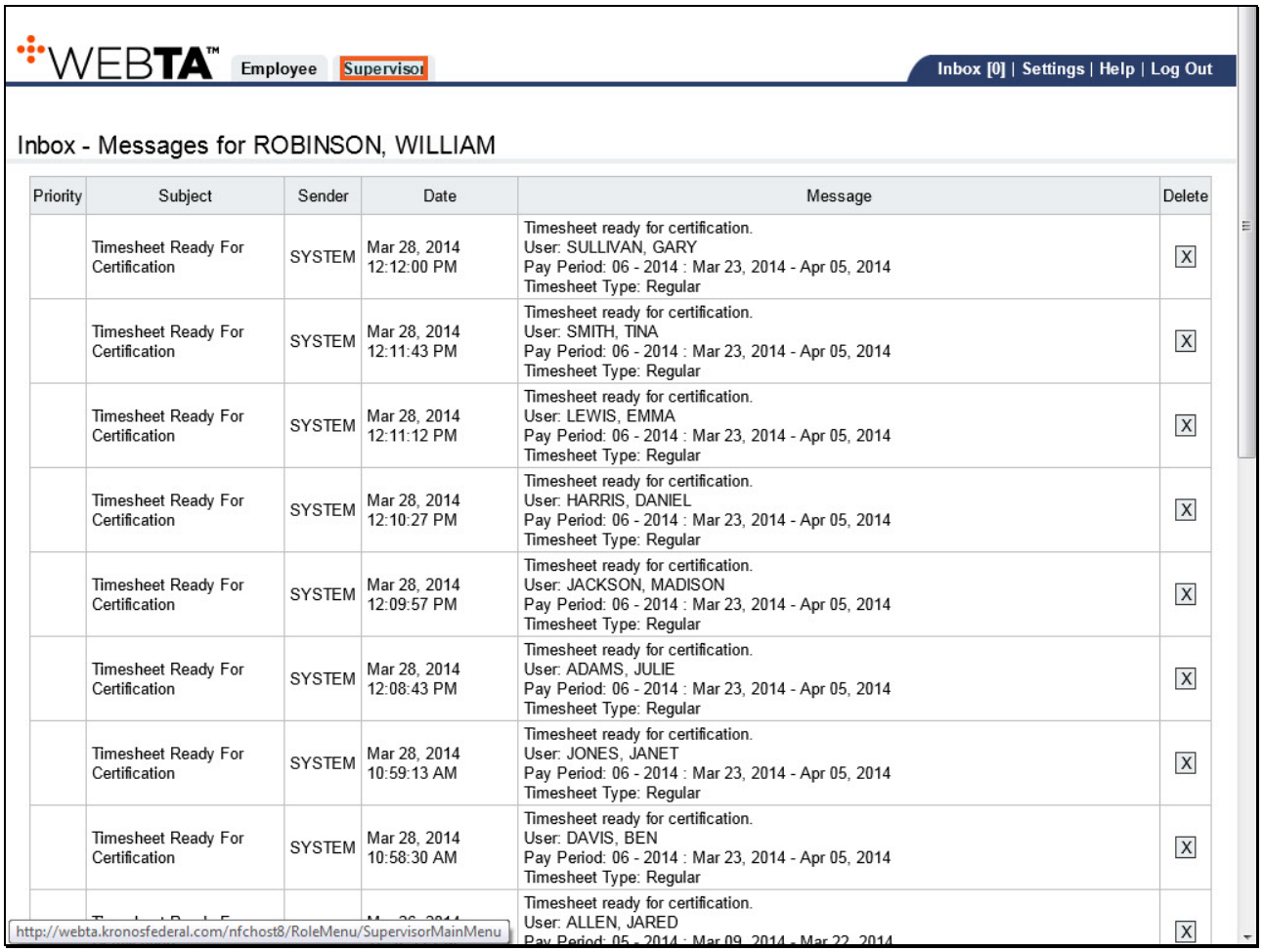
Slide 7 - Slide 7



Slide notes

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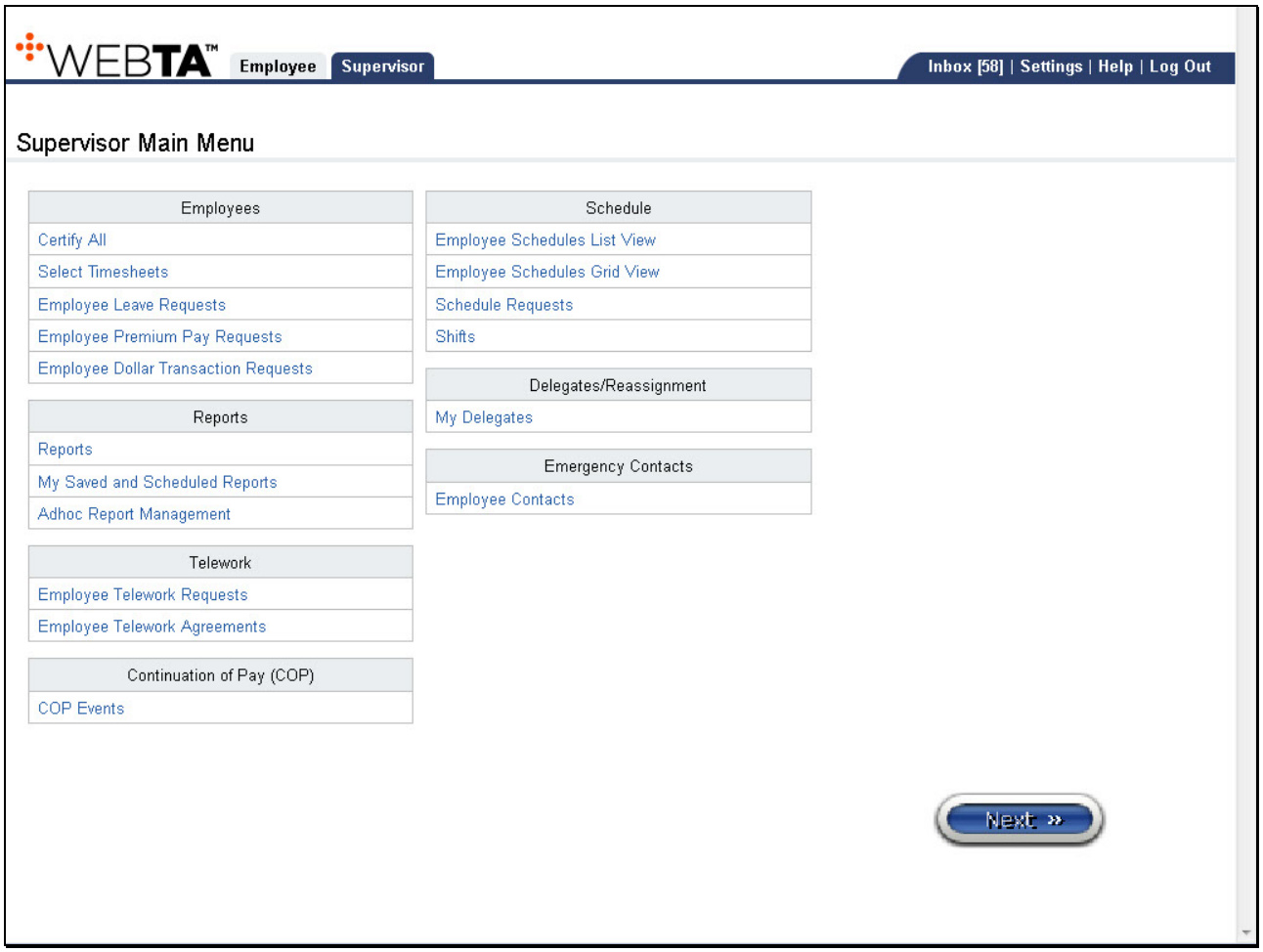
Slide 8 - Slide 8



Slide notes

When it comes to Certifying employee timesheets, you have a few options in webTA. As we saw in the Overview lesson, the Select Timesheets page is one of these options. Select next to continue.

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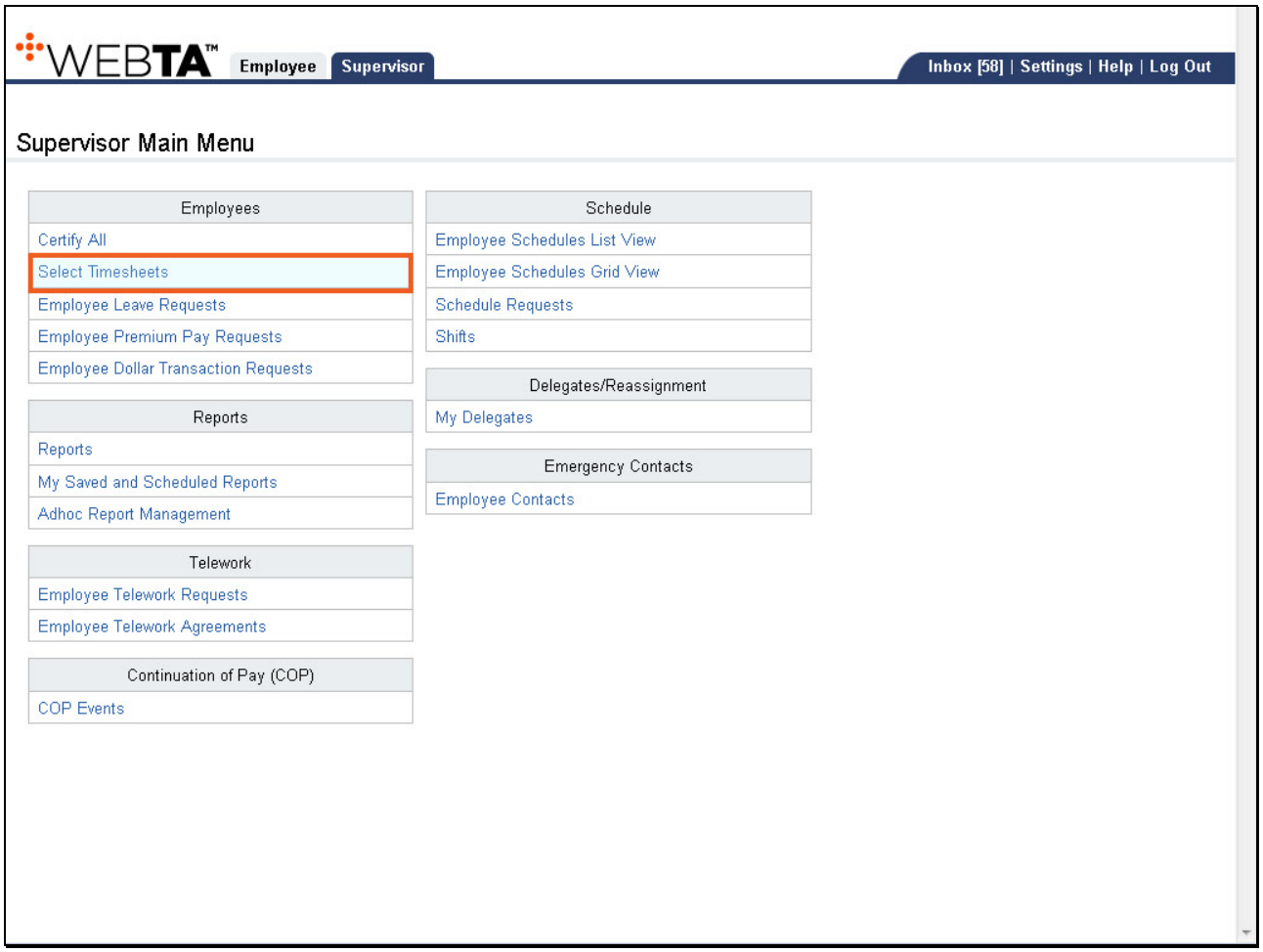
Slide 9 - Slide 9



Slide notes

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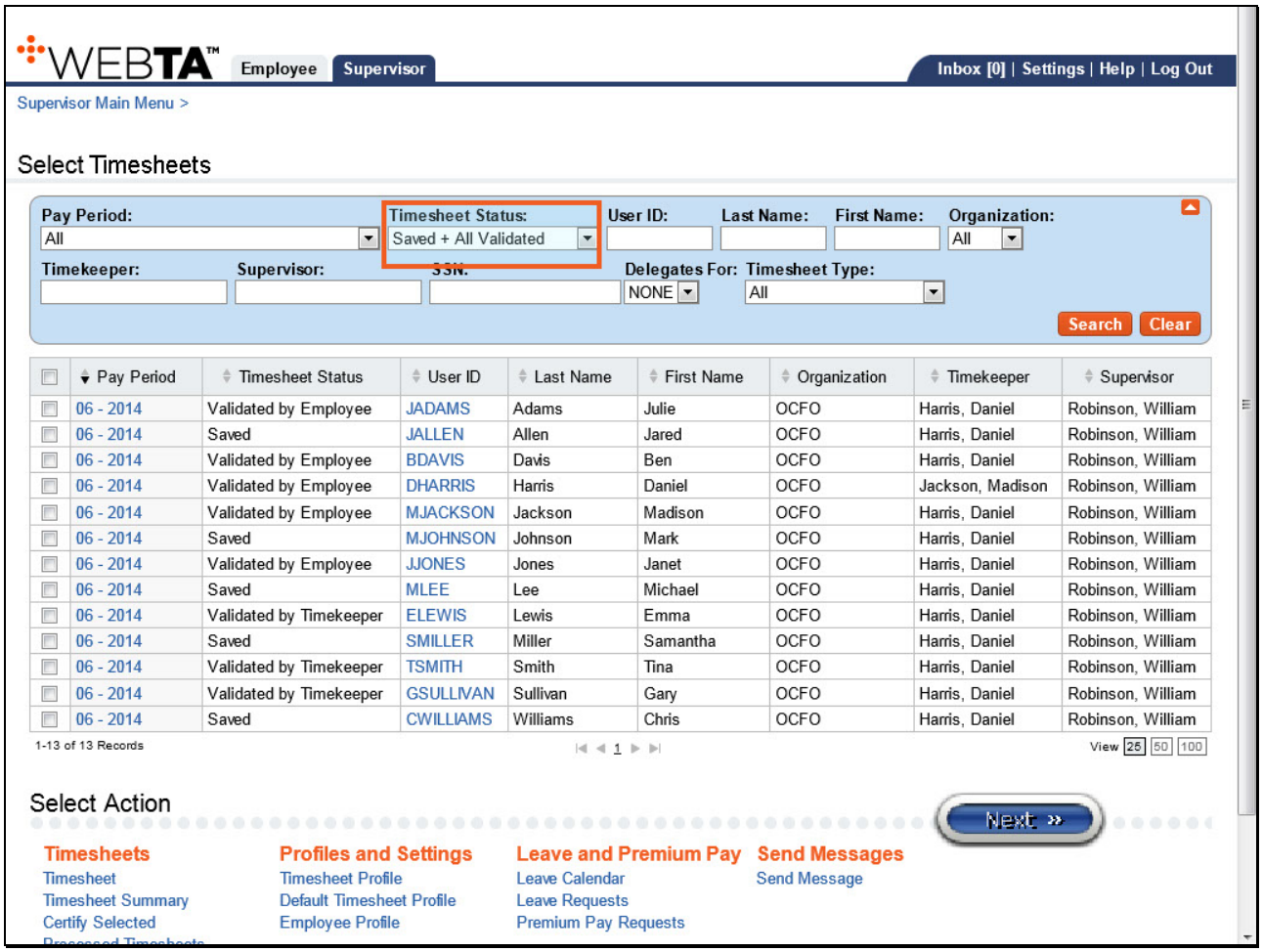
Slide 10 - Slide 10



Slide notes

To quickly find all employee timesheets ready for certification, we will filter the list using the Timesheet Status dropdown menu, select the All Validated status, and then select the Search button. Select next to continue.

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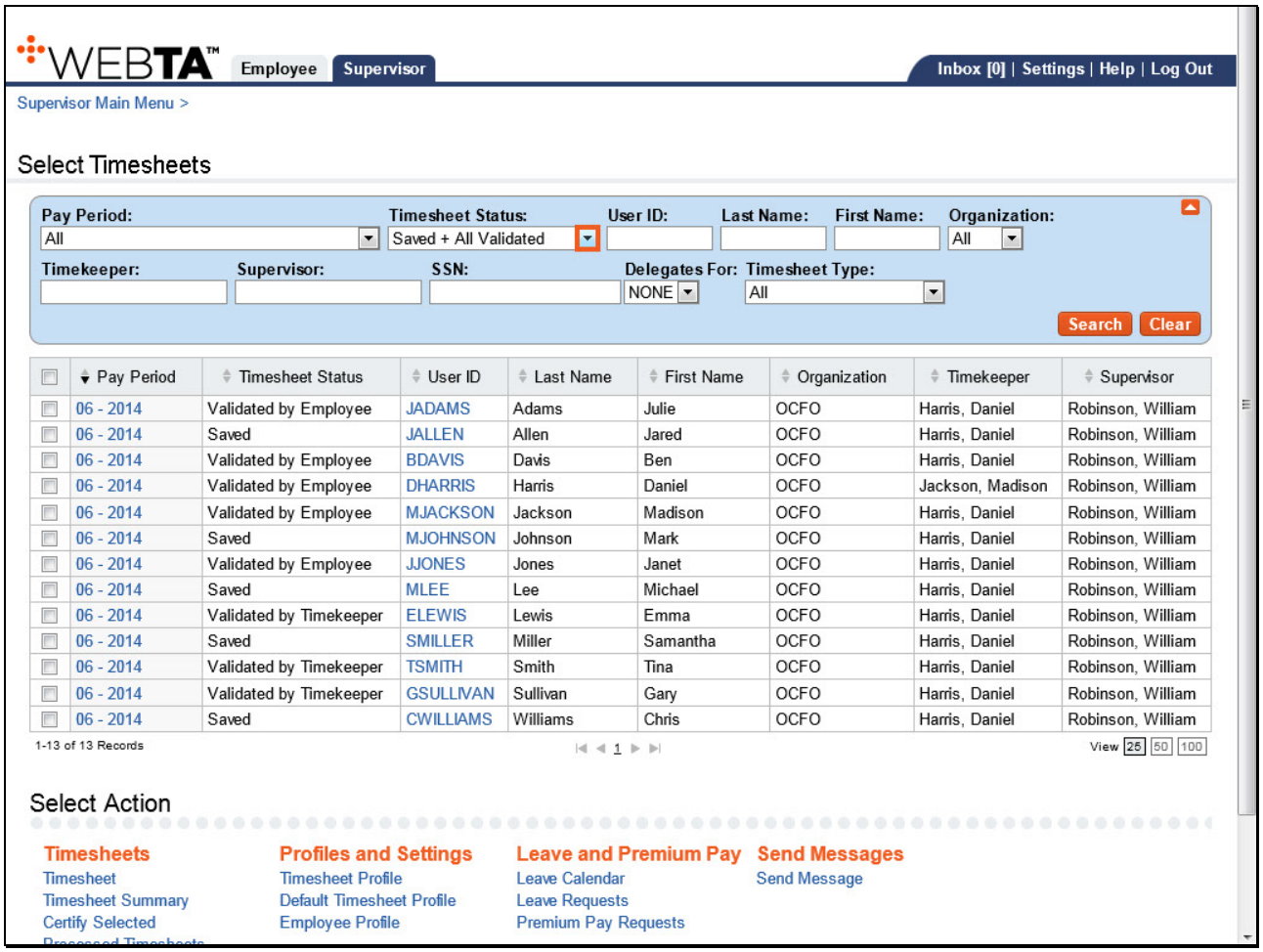
Slide 11 - Slide 11



Slide notes

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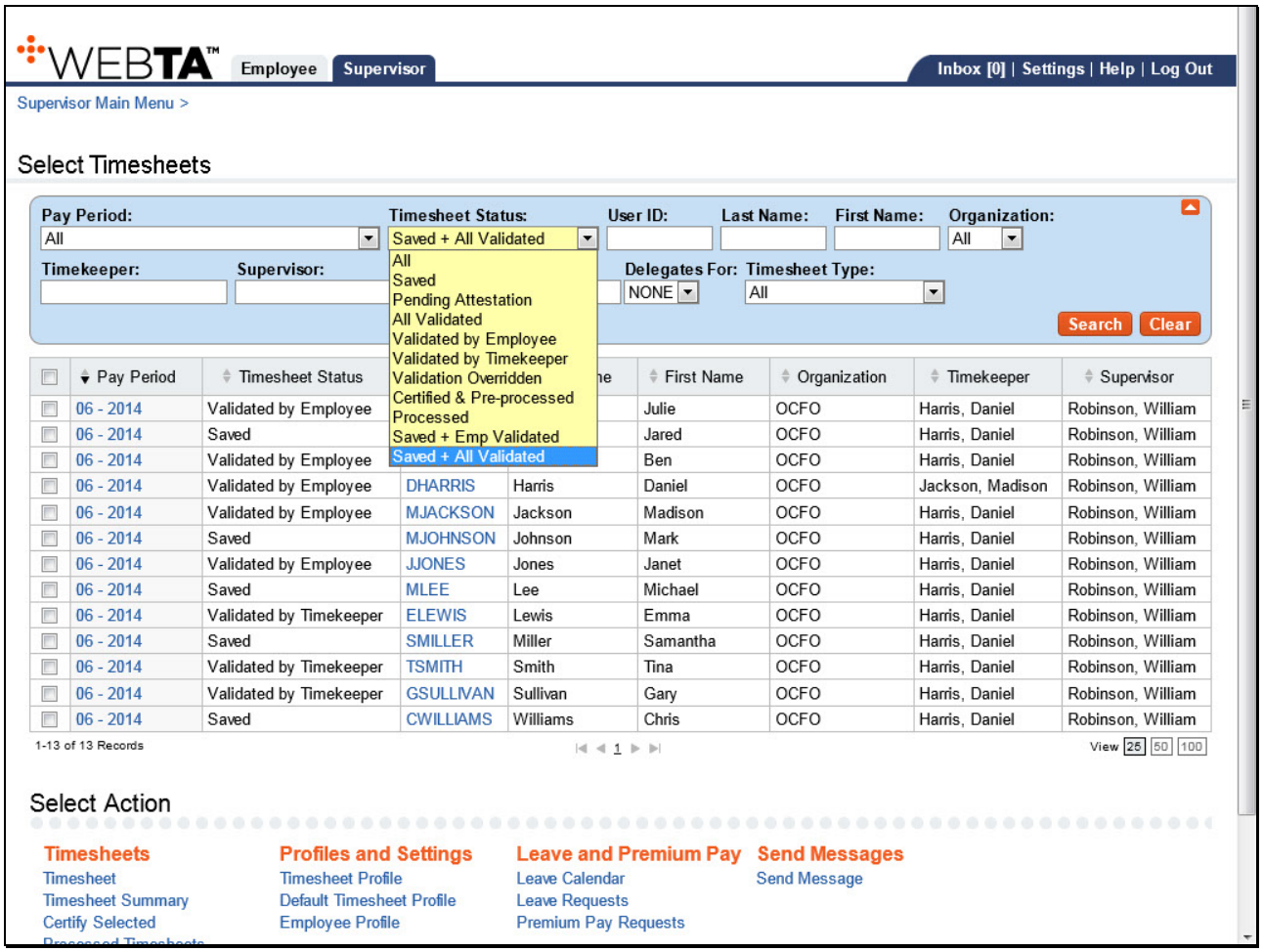
Slide 12 - Slide 12



Slide notes

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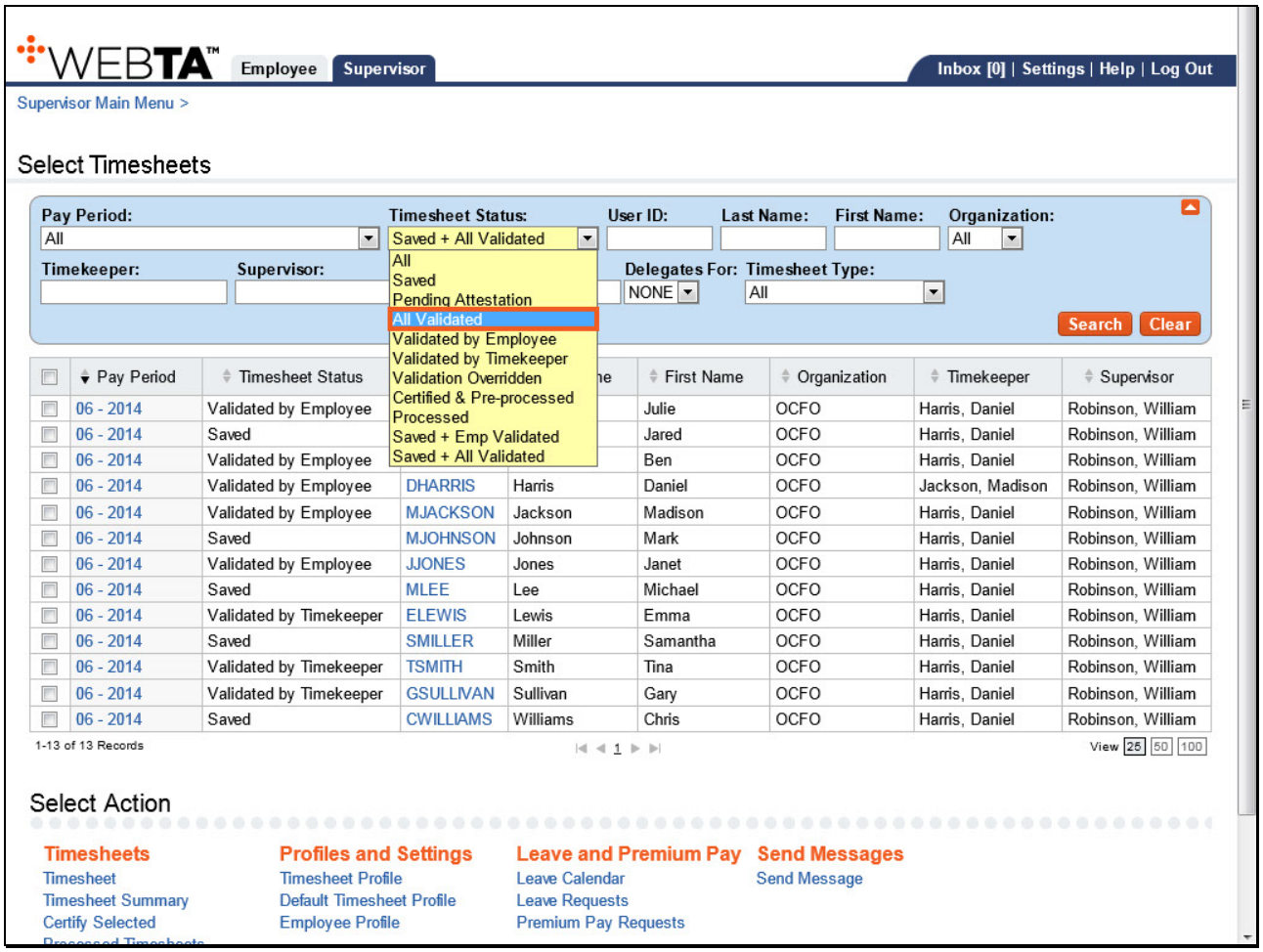
Slide 13 - Slide 13



Slide notes

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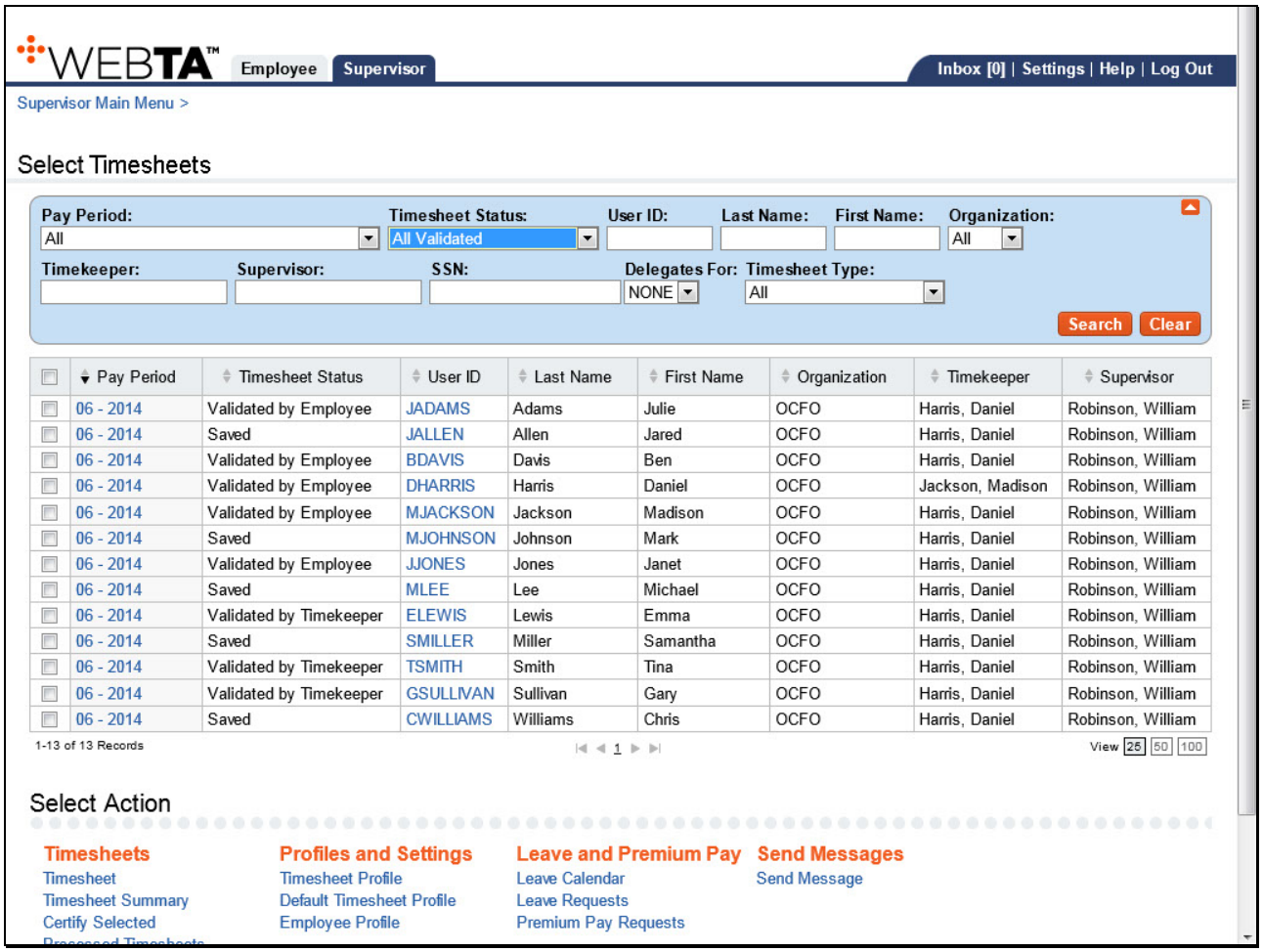
Slide 14 - Slide 14



Slide notes

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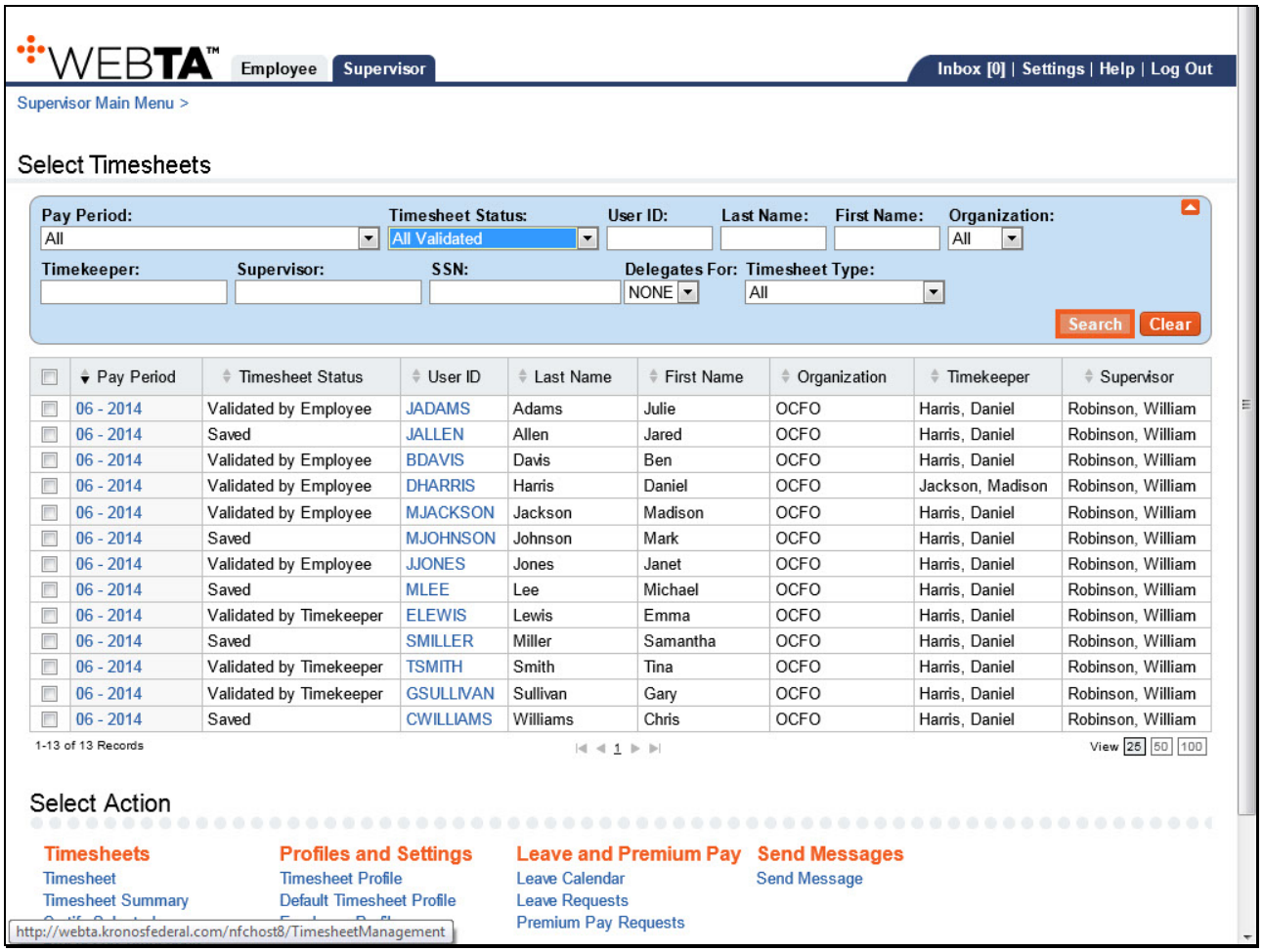
Slide 15 - Slide 15



Slide notes

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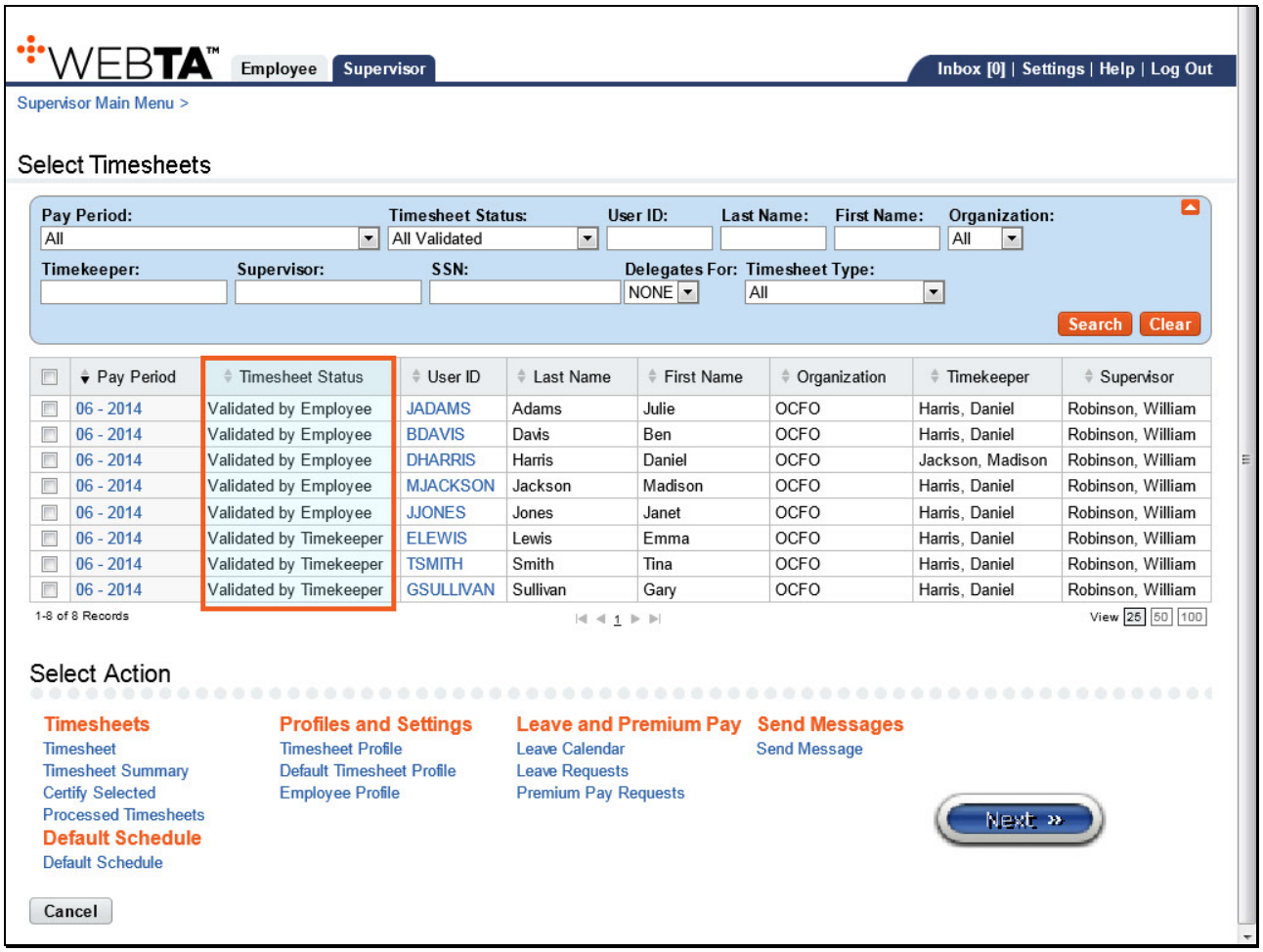
Slide 16 - Slide 16



Slide notes

Our list now displays only Validated timesheets. Next, we will select the Select All checkbox in the column header to select all timesheets in the list. Select next to continue.

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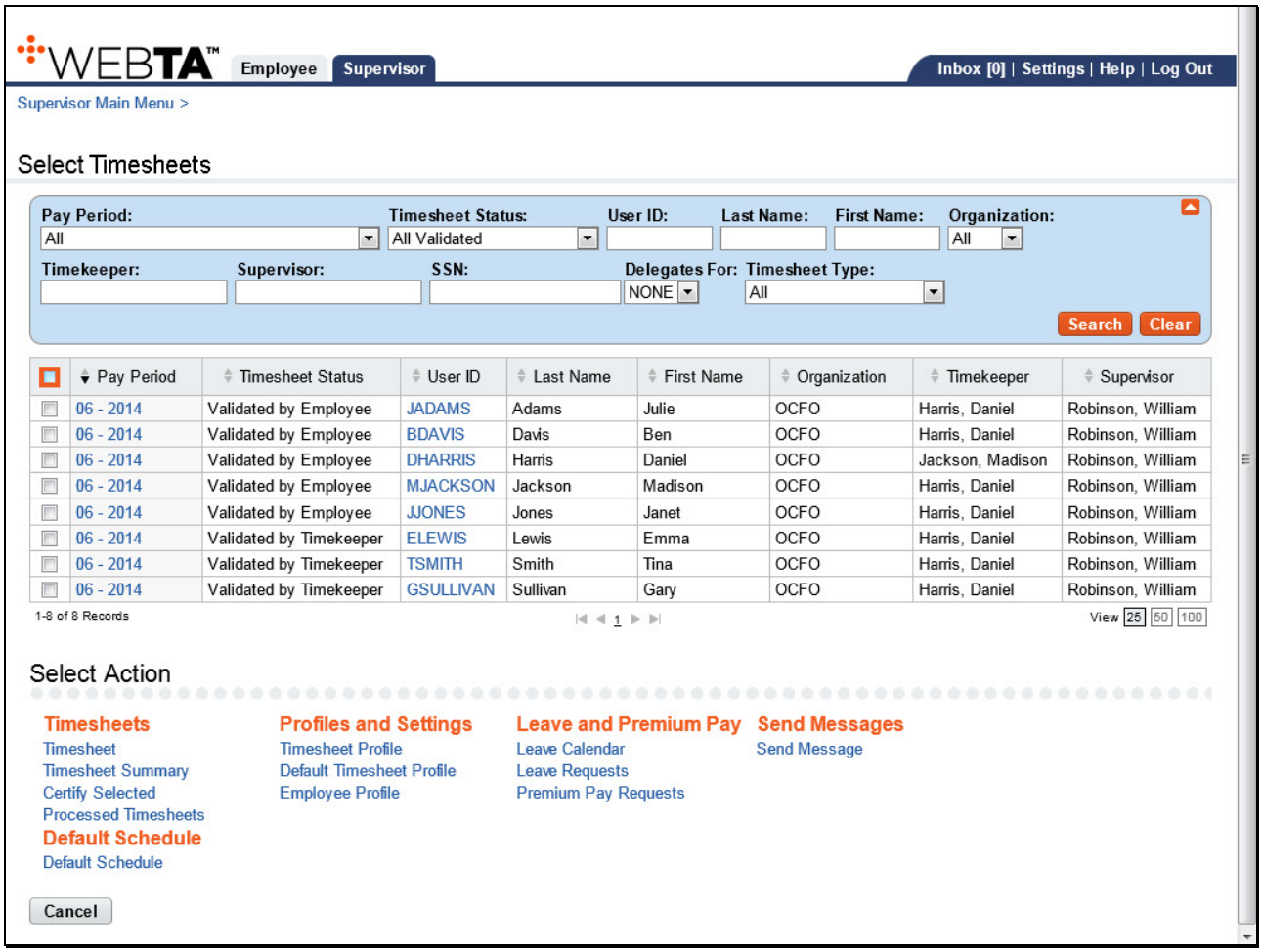
Slide 17 - Slide 17



Slide notes

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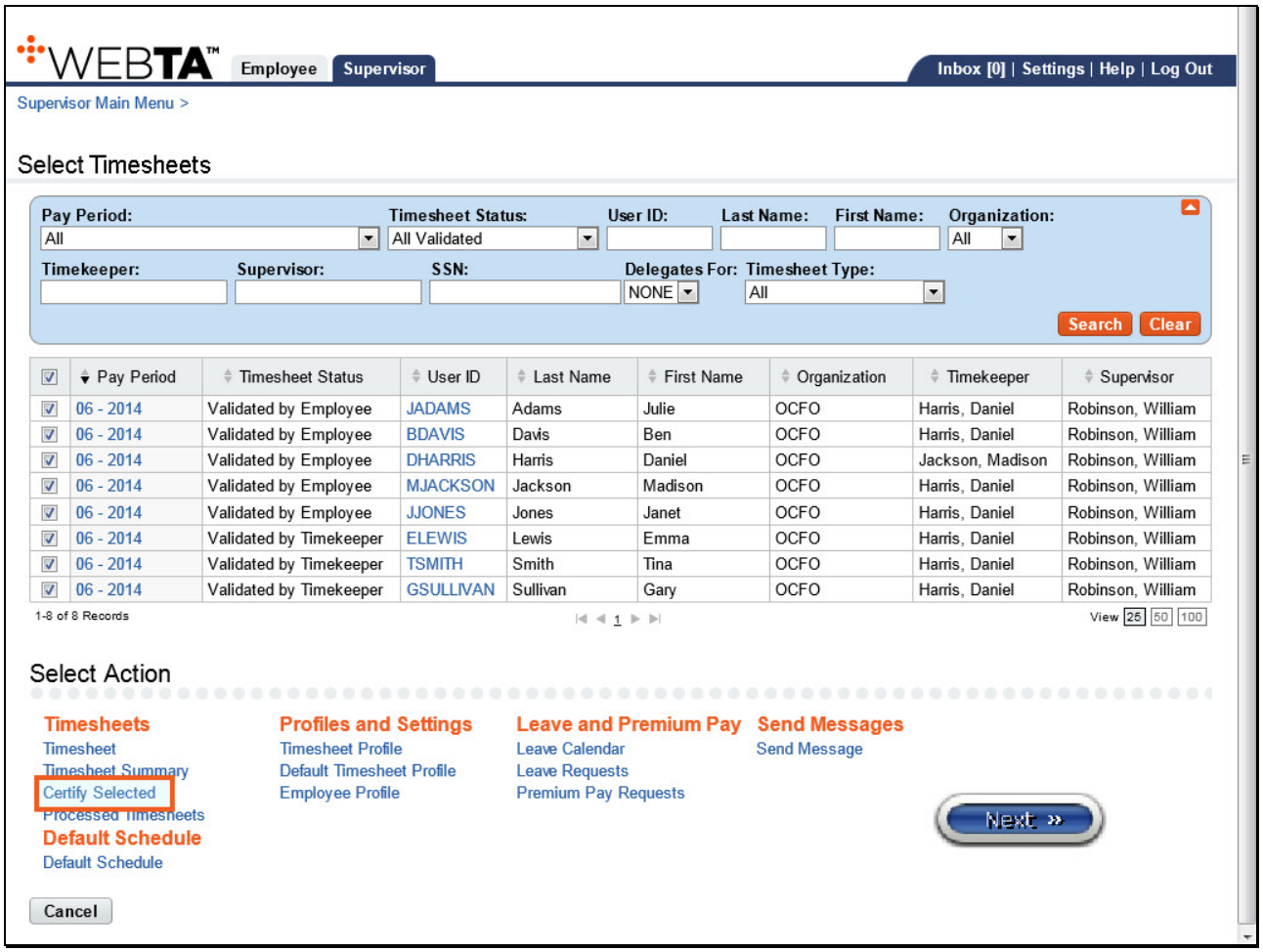
Slide 18 - Slide 18



Slide notes

To Certify these timesheets, we will select the Certify Selected link from the Select Action section. Select next to continue.

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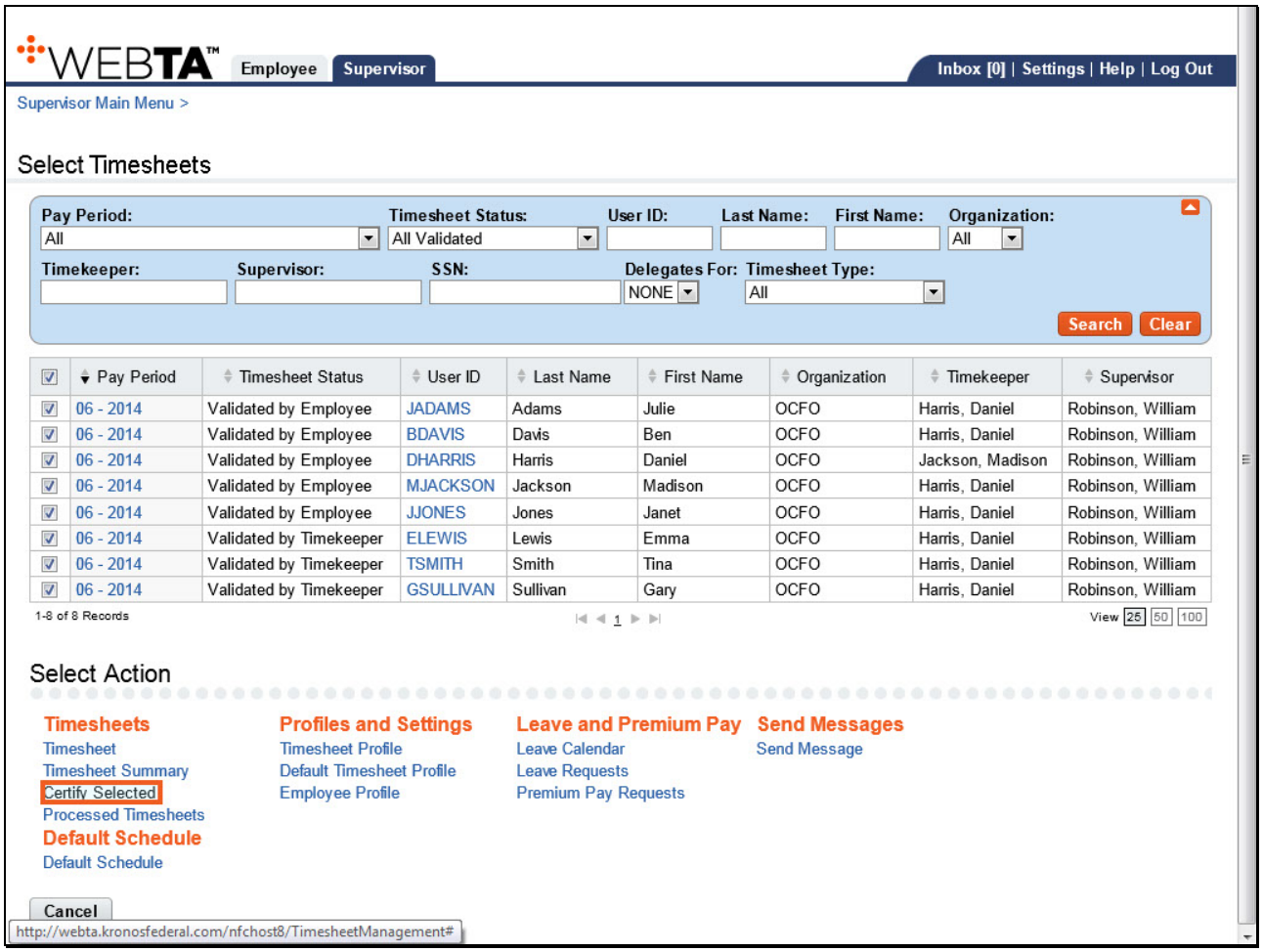
Slide 19 - Slide 19



Slide notes

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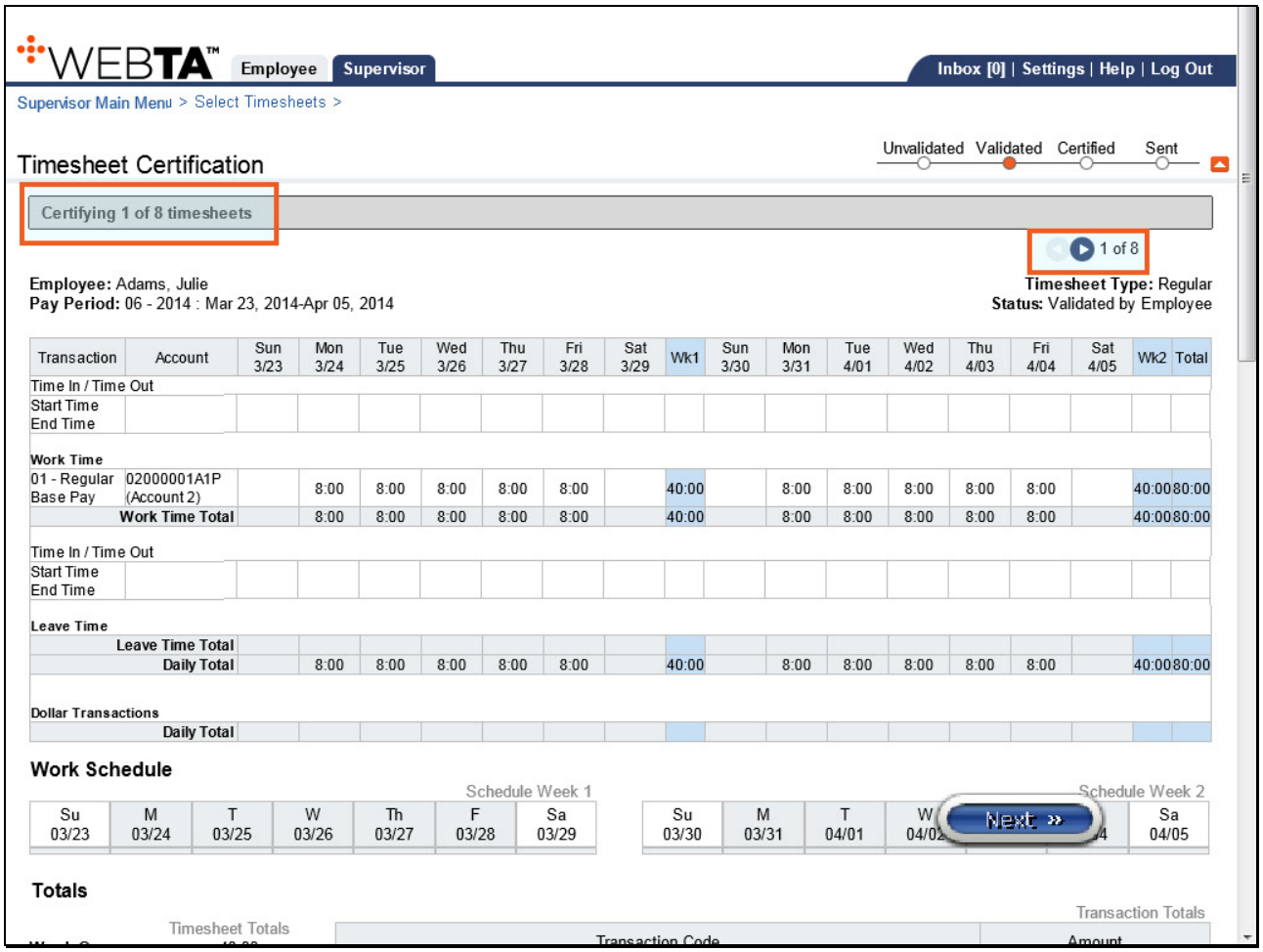
Slide 20 - Slide 20



Slide notes

Note the message stating we are Certifying 1 of 8 timesheets. Also note the navigation controls allowing you to move to the next and previous timesheets. We would review the employee's timesheet and if is ready for certification, we would scroll to the bottom and select the Certify button.

However, there is a quicker way to locate and certify your employee's Validated timesheets. Let's return to the Main Menu using the breadcrumb trail. Select next to continue.

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Slide 21 - Slide 21

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 1 of 8 timesheets

1 of 8

Employee: Adams, Julie
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
	Daily Total																	

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Transaction Totals

http://webta.kronosfederal.com/nfchost8/TimesheetManagement#

Transaction Code	Amount

Slide notes

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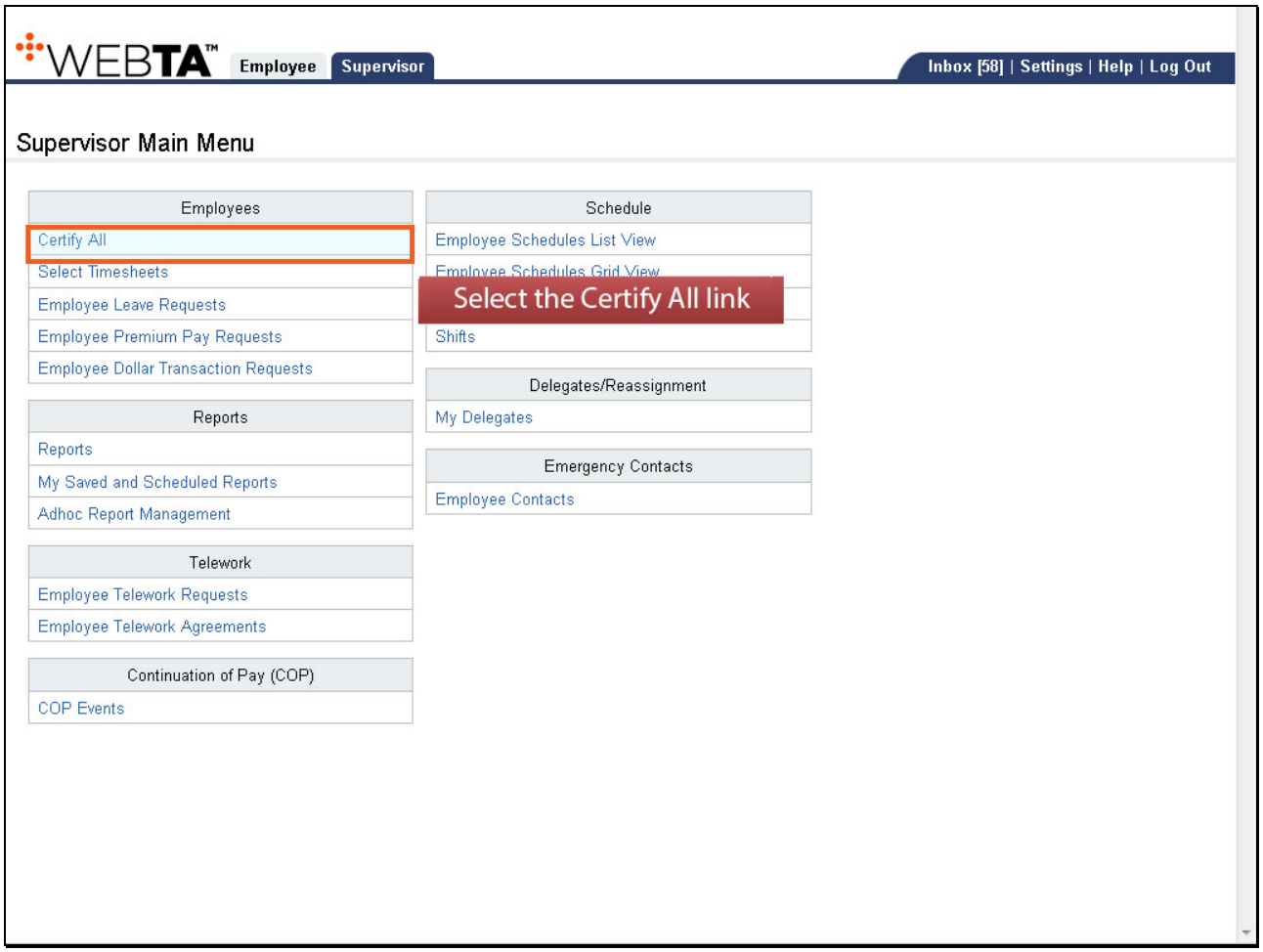
Slide 22 - Slide 22



Slide notes

You may have noticed the Certify All link on the Supervisor Main Menu. Selecting this link accomplishes the same steps we just performed using the Select Timesheets page: it gathers all Validated Timesheets, giving us the opportunity to certify them, one by one. To continue, select the Certify All link.

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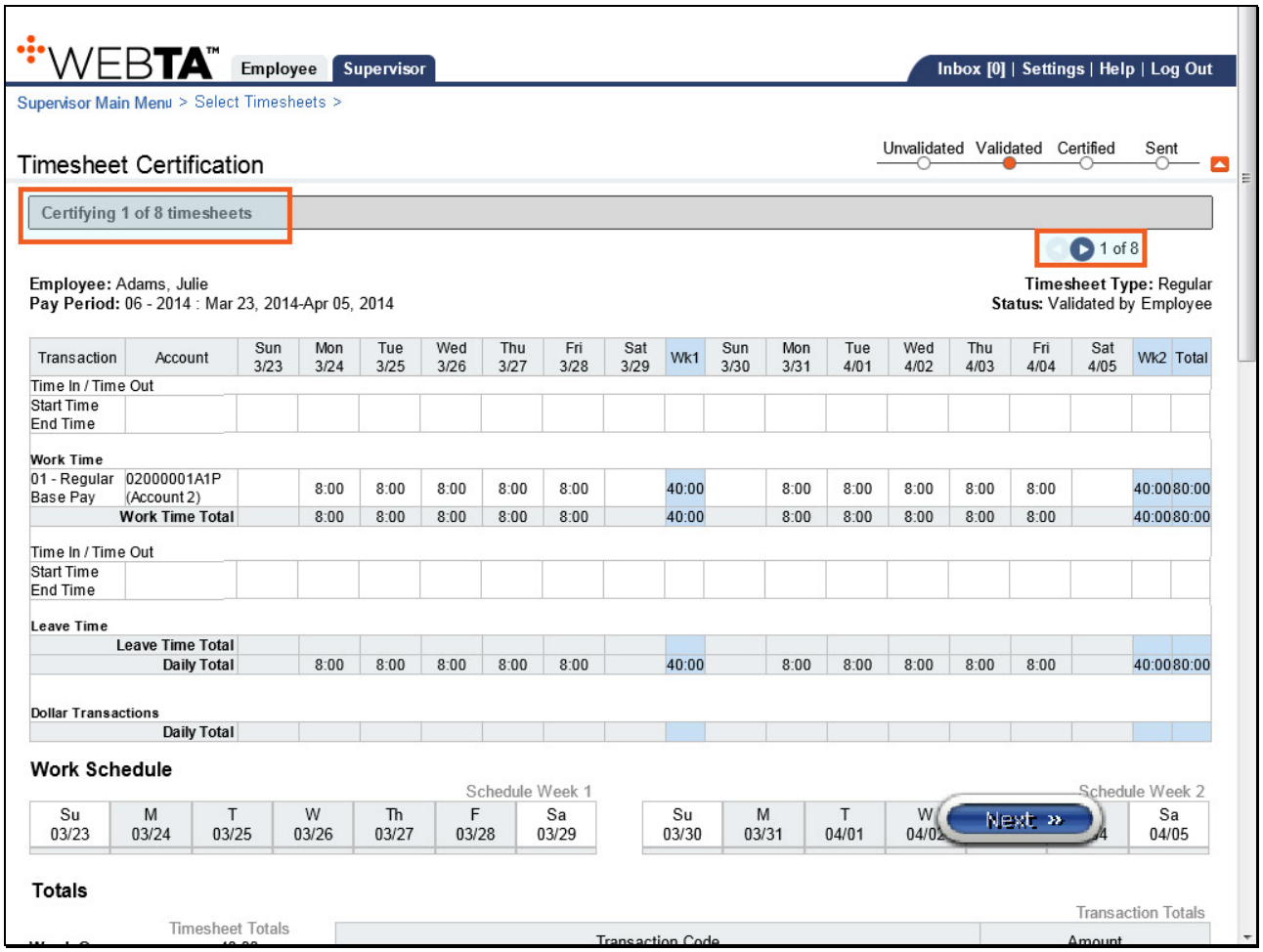
Slide 23 - Slide 23



Slide notes

Note the message indicating that we are Certifying 1 of 8 timesheets, and the navigation controls in the upper right. After reviewing the timesheet, to Certify, we will scroll to the bottom of the page. Select next to continue.

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Slide 24 - Slide 24

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 1 of 8 timesheets

1 of 8

Employee: Adams, Julie
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
	Daily Total																	

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Transaction Totals

Transaction Code	Amount

Slide notes

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Slide 25 - Slide 25

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 1 of 8 timesheets

1 of 8

Employee: Adams, Julie
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Transaction Totals

Transaction Code	Amount

Slide notes

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Slide 26 - Slide 26

Leave Data

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	84:00	0:00
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	84:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:**
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** T
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :** 02000001A1PAccount 2
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 240:00
Service Computation Date: 12/02/2013	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:08 PM EDT	ADAMS, JULIE	
Validate	Pending Attestation	03/28/2014 12:08 PM EDT	ADAMS, JULIE	
Save	Timesheet Saved	03/28/2014 12:08 PM EDT	ADAMS, JULIE	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Certify | Reject/Decertify | Printable Version | Cancel

1 of 8

Slide notes

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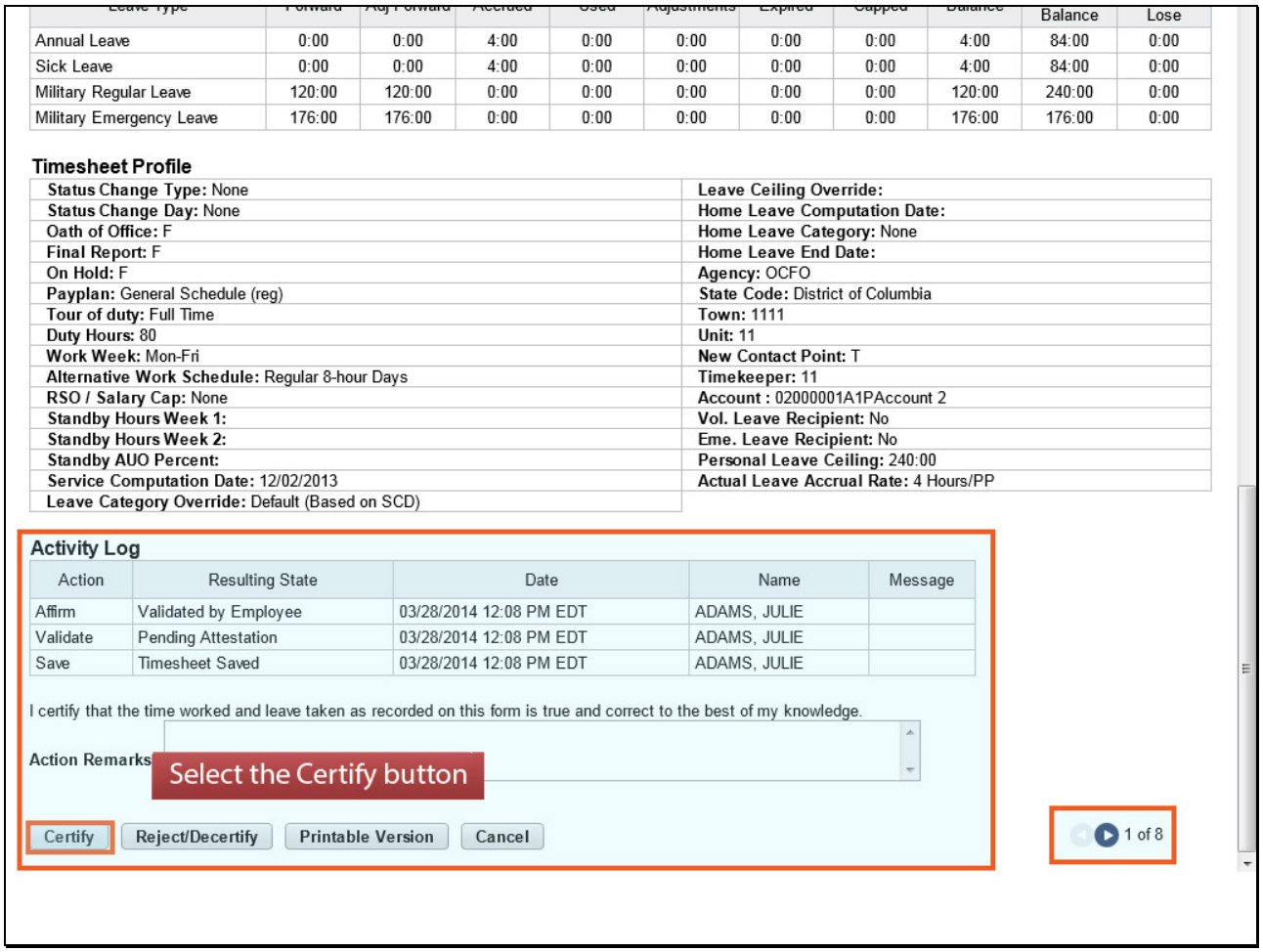
Slide 27 - Slide 27



Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	Balance	Lose
Annual Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	84:00	0:00
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	84:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:**
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** T
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :** 02000001A1PAccount 2
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 240:00
Service Computation Date: 12/02/2013	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:08 PM EDT	ADAMS, JULIE	
Validate	Pending Attestation	03/28/2014 12:08 PM EDT	ADAMS, JULIE	
Save	Timesheet Saved	03/28/2014 12:08 PM EDT	ADAMS, JULIE	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks

Select the Certify button

Certify | Reject/Decertify | Printable Version | Cancel

1 of 8

Slide notes

Note the Activity Log, the Remarks section and the available buttons at the bottom of the timesheet. Also note the same navigation controls that were available at the top of the timesheet are available at the bottom. In this case, we want to Certify this timesheet.

Select the Certify button to continue.

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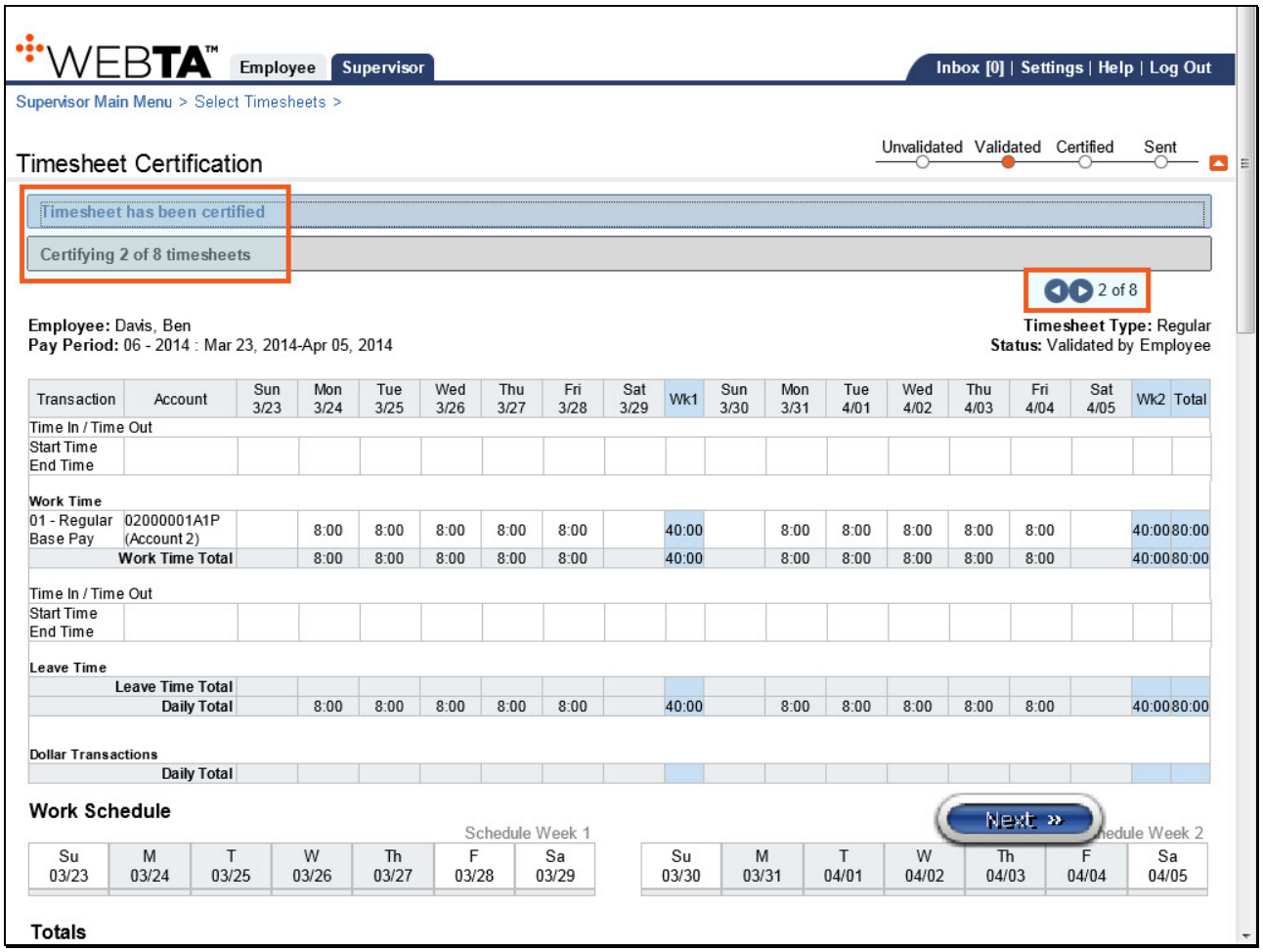
Slide 28 - Slide 28



Slide notes

Note the message indicating that the Timesheet has been certified, and that we are now viewing the second of eight timesheets. webTA automatically took us the next validated timesheet. Let's say we want to skip to the next timesheet rather than look at this one.

To do that, we will select the right arrow button. Select the next button to continue.

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Slide 29 - Slide 29

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Certification

Unvalidated Validated Certified Sent

Timesheet has been certified

Certifying 2 of 8 timesheets

2 of 8

Employee: Davis, Ben
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Slide notes

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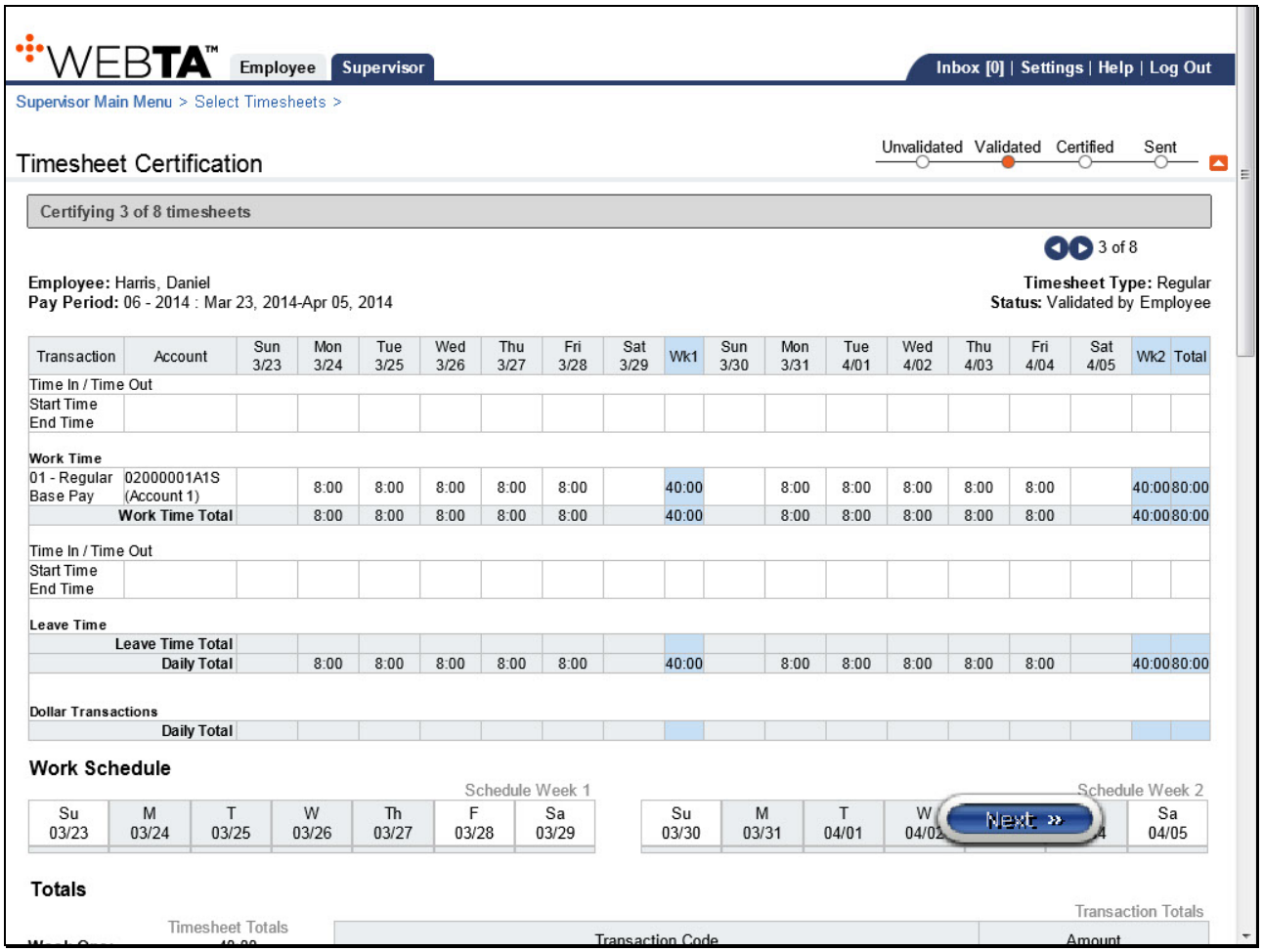
Slide 30 - Slide 30



Slide notes

Now, we are on the third timesheet. Let's scroll down and display the buttons. Select next to continue.

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Slide 31 - Slide 31

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 3 of 8 timesheets

3 of 8

Employee: Harris, Daniel
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Transaction Totals

Transaction Code	Amount

Slide notes

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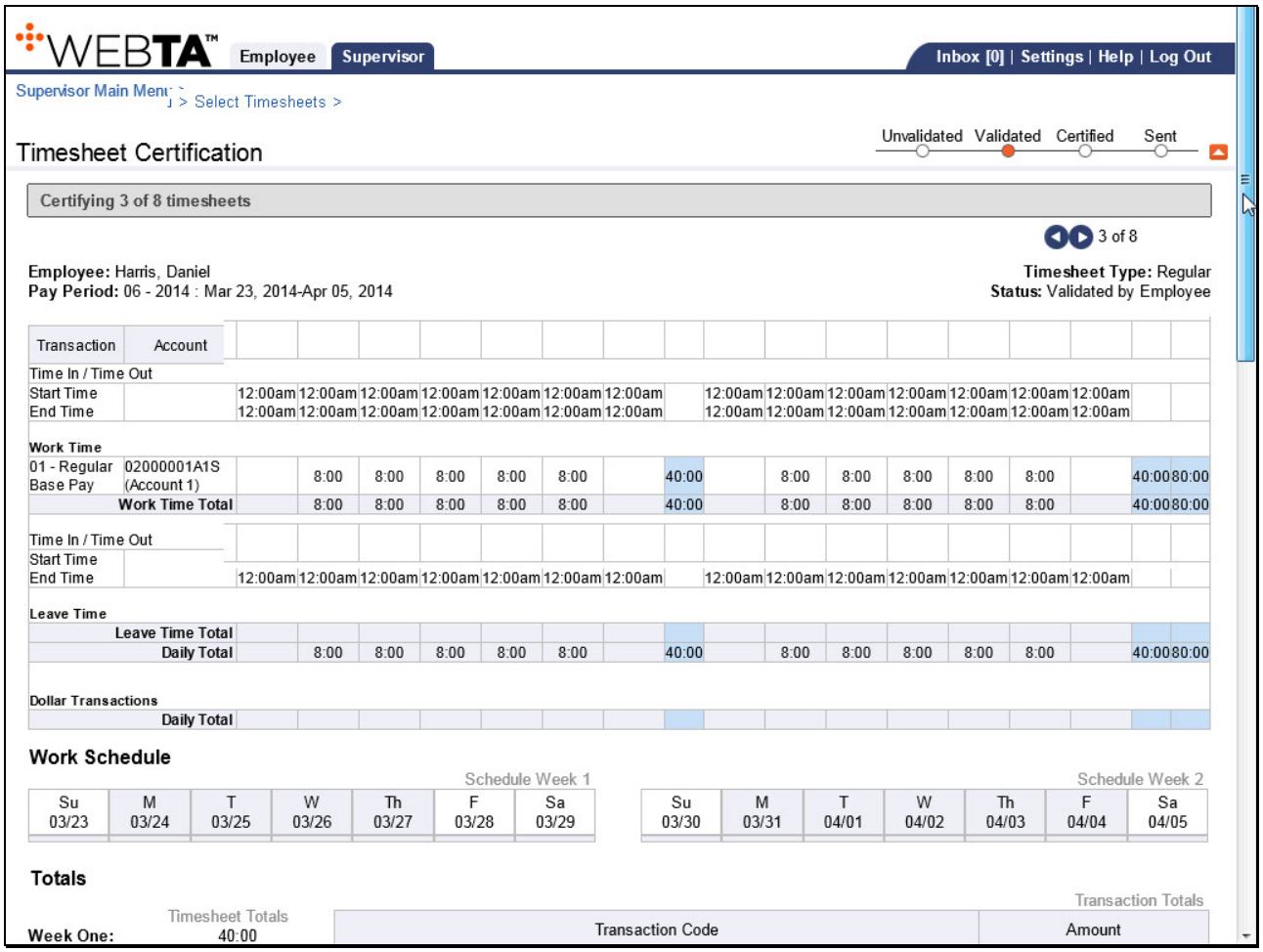
Slide 32 - Slide 32



Slide notes

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Leave Data

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** F
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :**
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 0:00 (Ovr.)
Service Computation Date: 12/03/2012	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Certify | Reject/Decertify | Printable Version | Cancel

3 of 8

Slide notes

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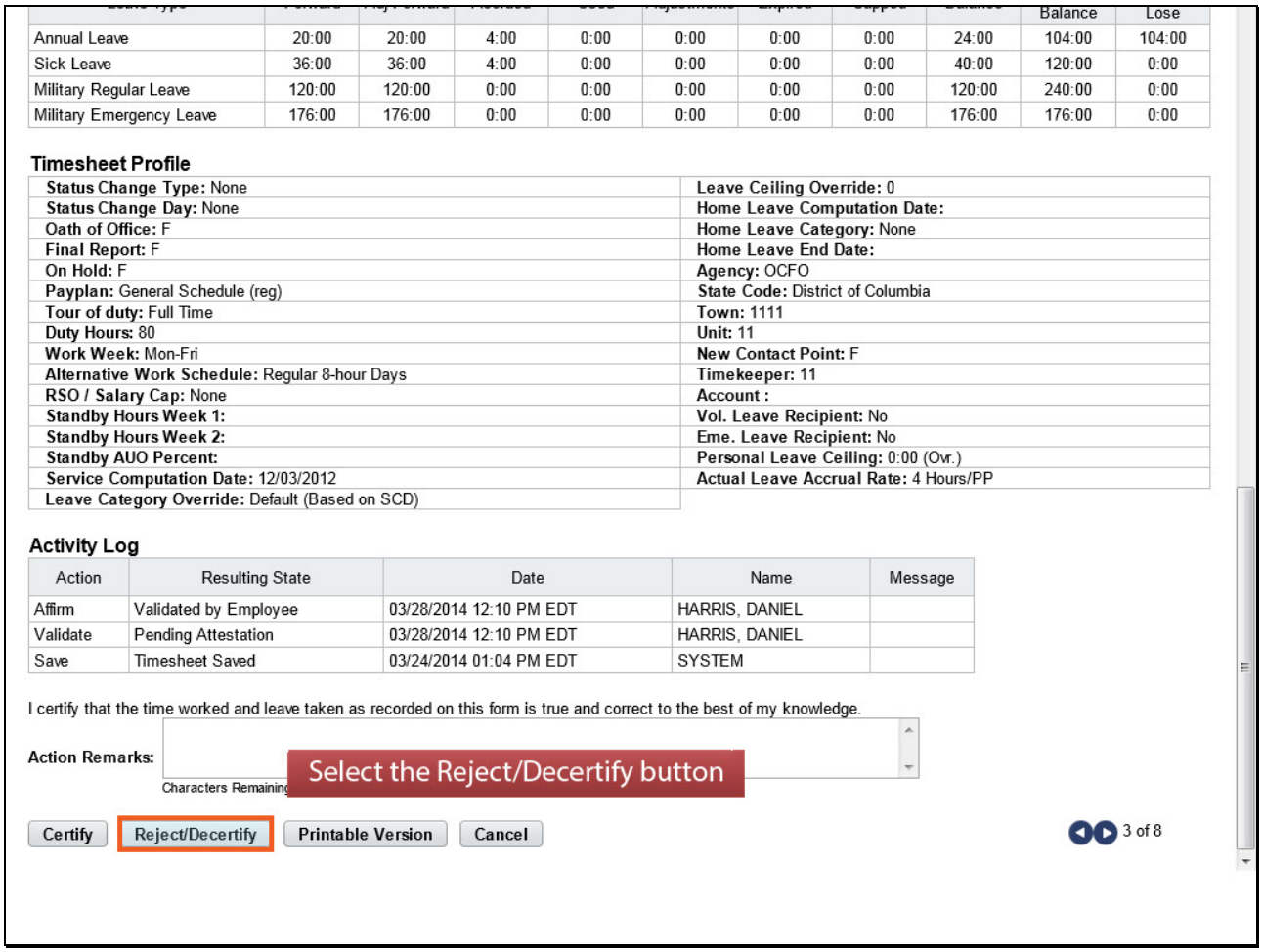
Slide 34 - Slide 34



									Balance	Lose
Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** F
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :**
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 0:00 (Ovr.)
Service Computation Date: 12/03/2012	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining

Certify | Reject/Decertify | Printable Version | Cancel

3 of 8

Slide notes

In this example, we notice a problem with the timesheet and rather than certifying, we want to Reject this timesheet to allow for the employee to correct it. To continue, select the Reject/Decertify button.

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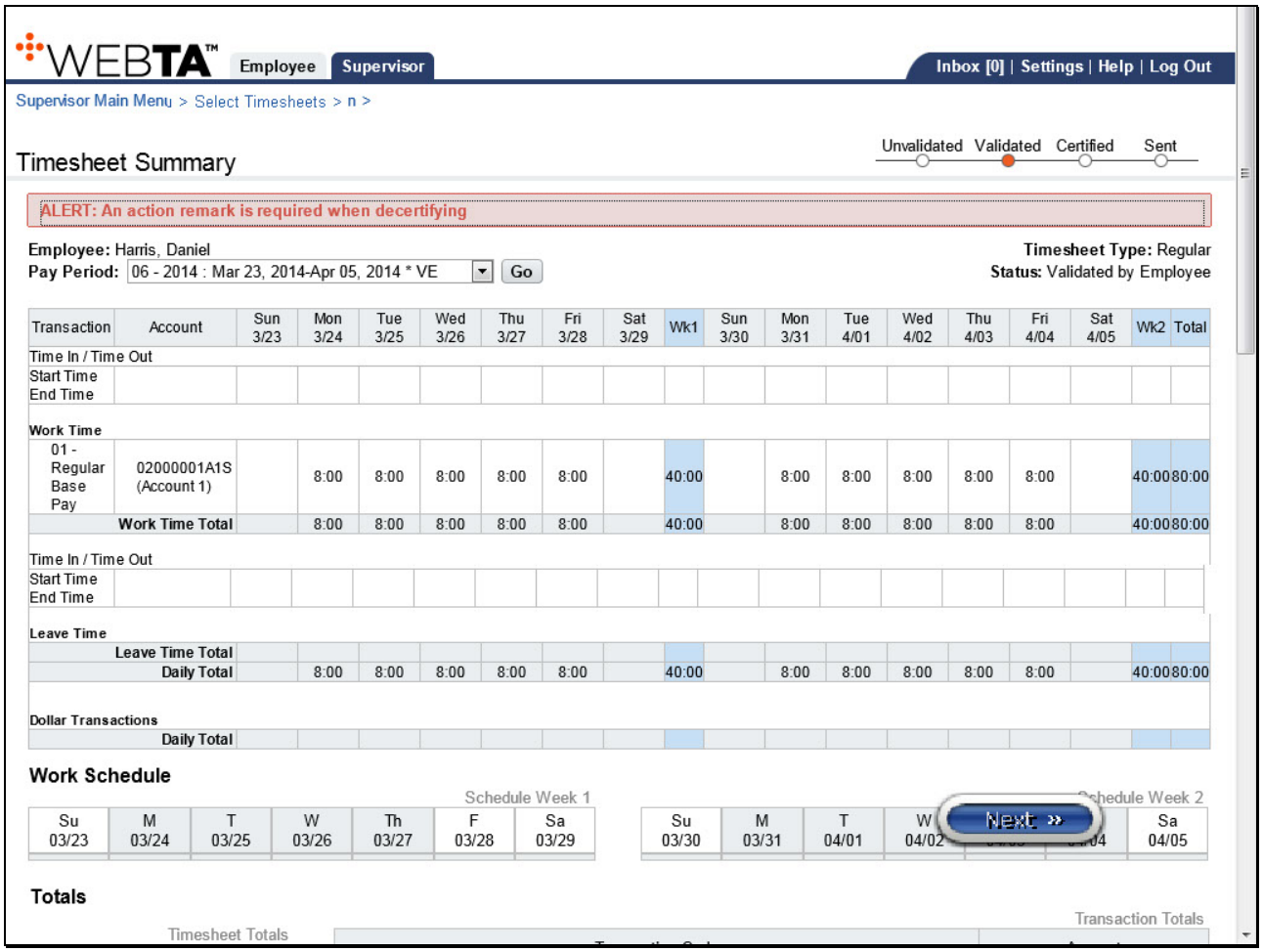
Slide 35 - Slide 35



Slide notes

Note the Alert that displays. webTA requires that you enter a remark when Rejecting or Decertifying an employee's timesheet. Let's scroll down and enter a remark. Select next to continue.

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Slide 36 - Slide 36

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets > n >

Timesheet Summary

Unvalidated Validated Certified Sent

ALERT: An action remark is required when decertifying

Employee: Harris, Daniel
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VE Go

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
	Leave Time Total																	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
	Daily Total																	

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Transaction Totals

Slide notes

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Slide 37 - Slide 37

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Timesheet Certification >

Timesheet Summary

Unvalidated Validated Certified Sent

ALERT: An action remark is required when decertifying

Employee: Harris, Daniel
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VE Go

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		
Work Time																		
01 - Regular Base Pay	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		
Leave Time																		
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Transaction Totals

Transaction Code	Amount

Slide notes

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Slide 38 - Slide 38

Leave Data

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** F
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :**
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 0:00 (Ovr.)
Service Computation Date: 12/03/2012	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Certify | Reject/Decertify | Printable Version | Cancel

Slide notes

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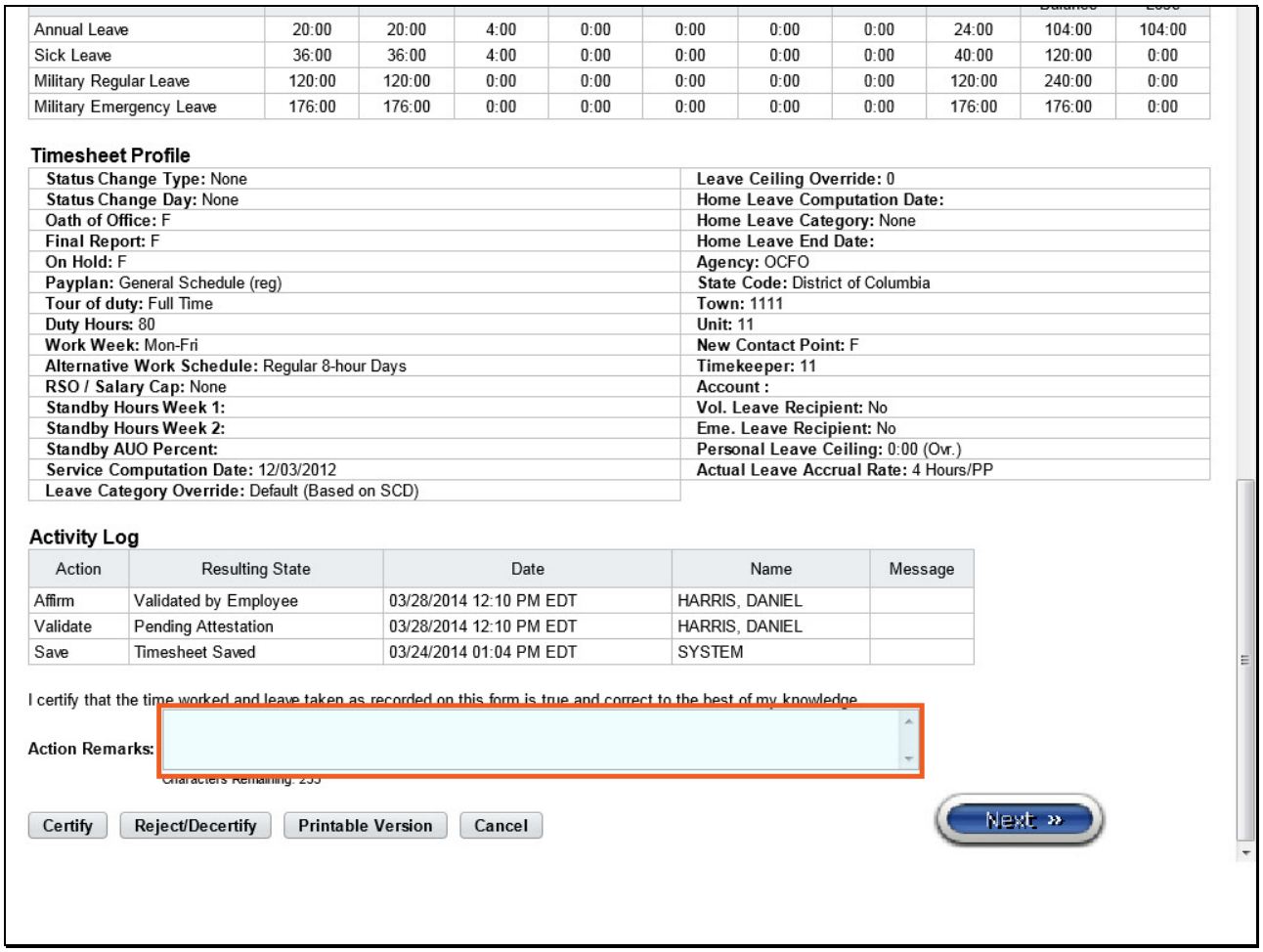
Slide 39 - Slide 39



Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** F
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :**
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 0:00 (Ovr.)
Service Computation Date: 12/03/2012	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge

Action Remarks:

Characters Remaining: 255

Certify | Reject/Decertify | Printable Version | Cancel | Next »

Slide notes

Next, we will select the Action Remarks text entry field and enter a remark. Select next to continue.

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Slide 40 - Slide 40

Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** F
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :**
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 0:00 (Ovr.)
Service Computation Date: 12/03/2012	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Certify | Reject/Decertify | Printable Version | Cancel

Slide notes

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Slide 41 - Slide 41

Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
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Work Week: Mon-Fri	**New Contact Point:** F
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
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Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks: Rejecting to allow for correction

Characters Remaining: 223

Certify | Reject/Decertify | Printable Version | Cancel

Slide notes

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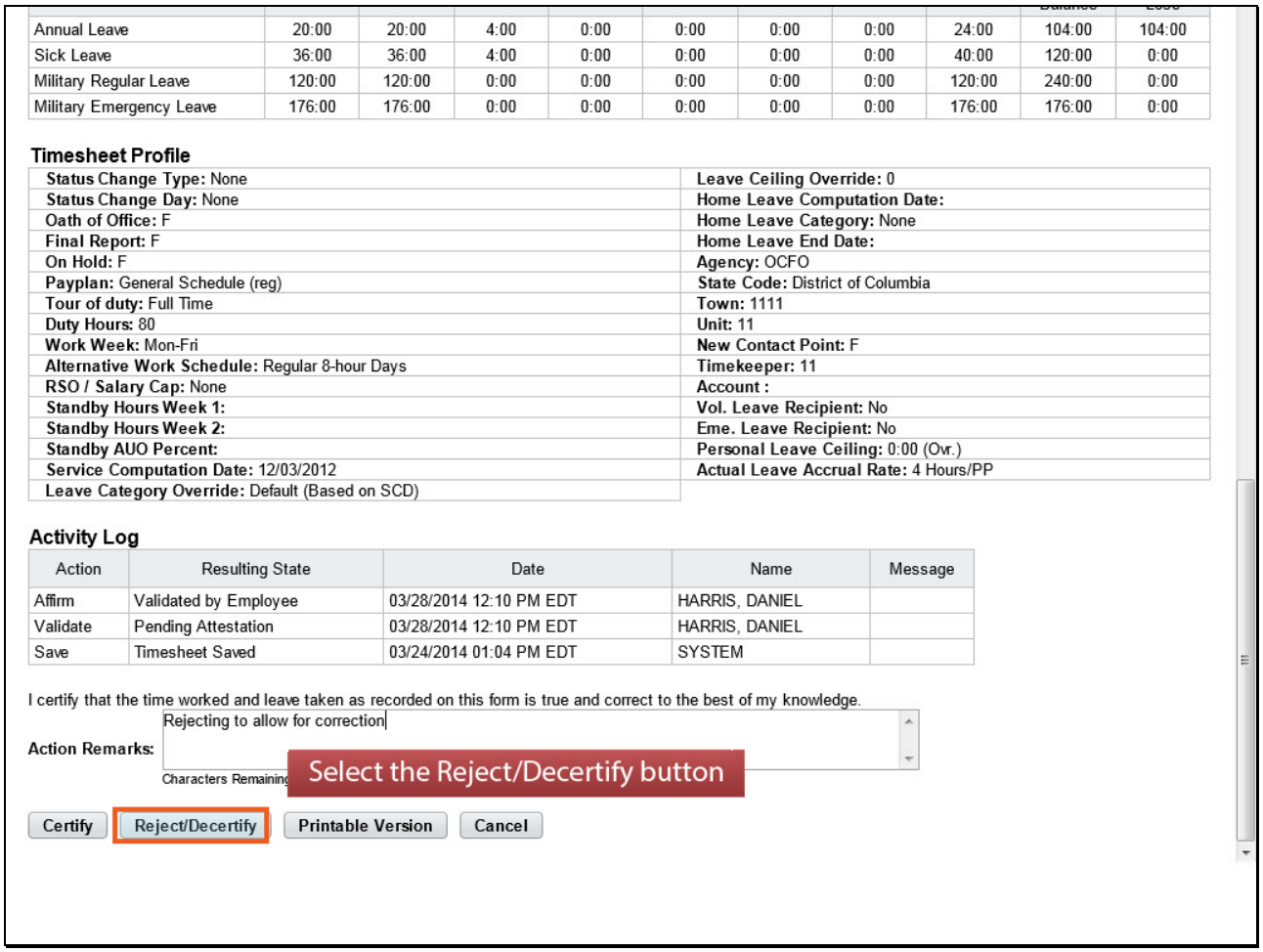
Slide 42 - Slide 42



Annual Leave	20:00	20:00	4:00	0:00	0:00	0:00	0:00	24:00	104:00	104:00
Sick Leave	36:00	36:00	4:00	0:00	0:00	0:00	0:00	40:00	120:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:** 0
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** F
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RSO / Salary Cap: None	**Account :**
Standby Hours Week 1:	**Vol. Leave Recipient:** No
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Standby AUO Percent:	**Personal Leave Ceiling:** 0:00 (Ovr.)
Service Computation Date: 12/03/2012	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Validate	Pending Attestation	03/28/2014 12:10 PM EDT	HARRIS, DANIEL	
Save	Timesheet Saved	03/24/2014 01:04 PM EDT	SYSTEM	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks: Rejecting to allow for correction

Characters Remaining

Select the Reject/Decertify button

Certify | Reject/Decertify | Printable Version | Cancel

Slide notes

To continue, select the Reject/Decertify button.

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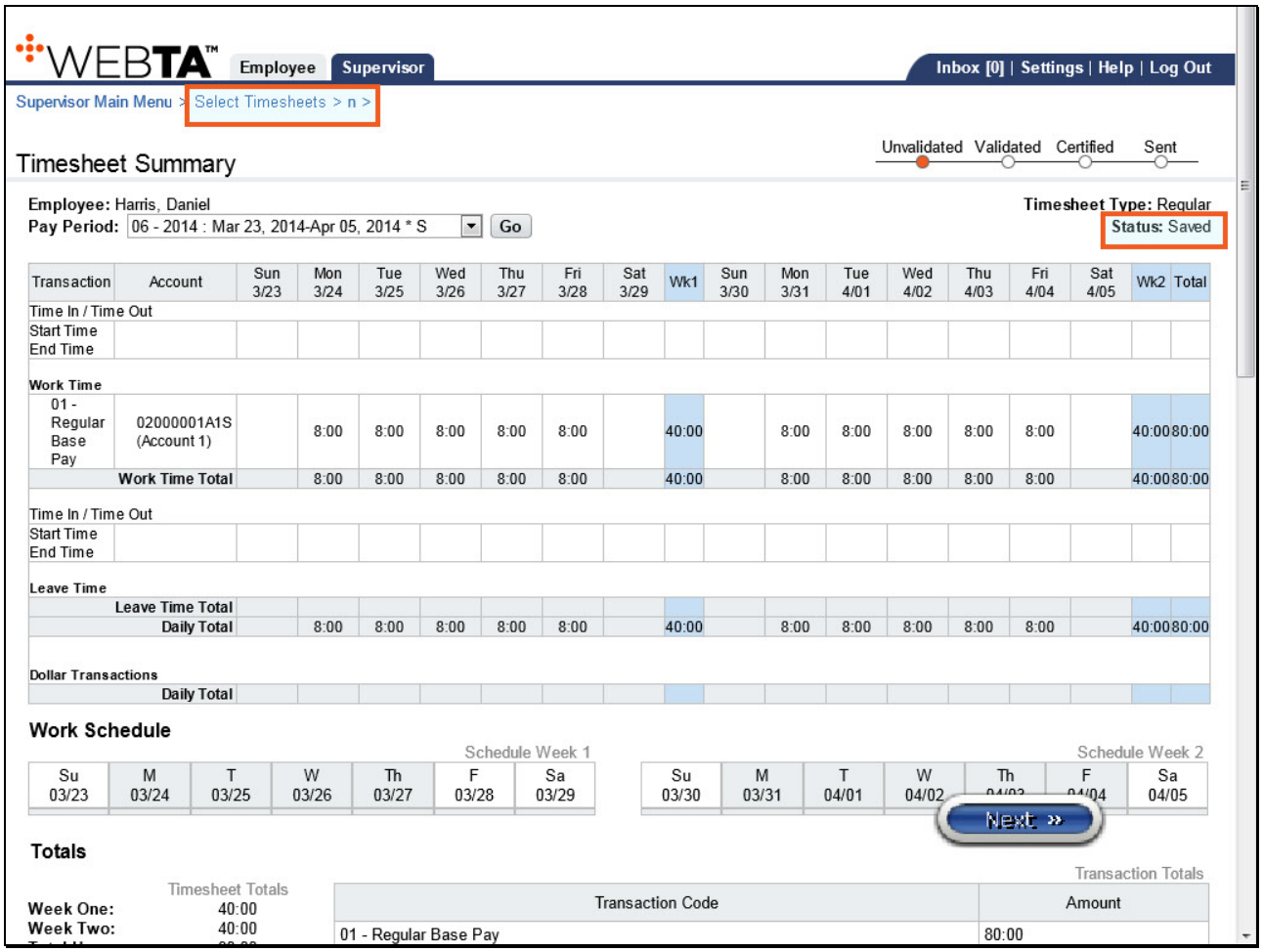
Slide 43 - Slide 43



Slide notes

Because we Rejected the timesheet, it is now back to the Saved status. To get back to the series of timesheets we were reviewing and certifying, we will select the Timesheet Certification link from the breadcrumb trail. Select next to continue.

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Slide 44 - Slide 44

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets > r >

Timesheet Summary

Unvalidated Validated Certified Sent

Employee: Harris, Daniel
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Go

Timesheet Type: Regular
Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Week One: 40:00
Week Two: 40:00

Transaction Totals

Transaction Code	Amount
01 - Regular Base Pay	80:00

Slide notes

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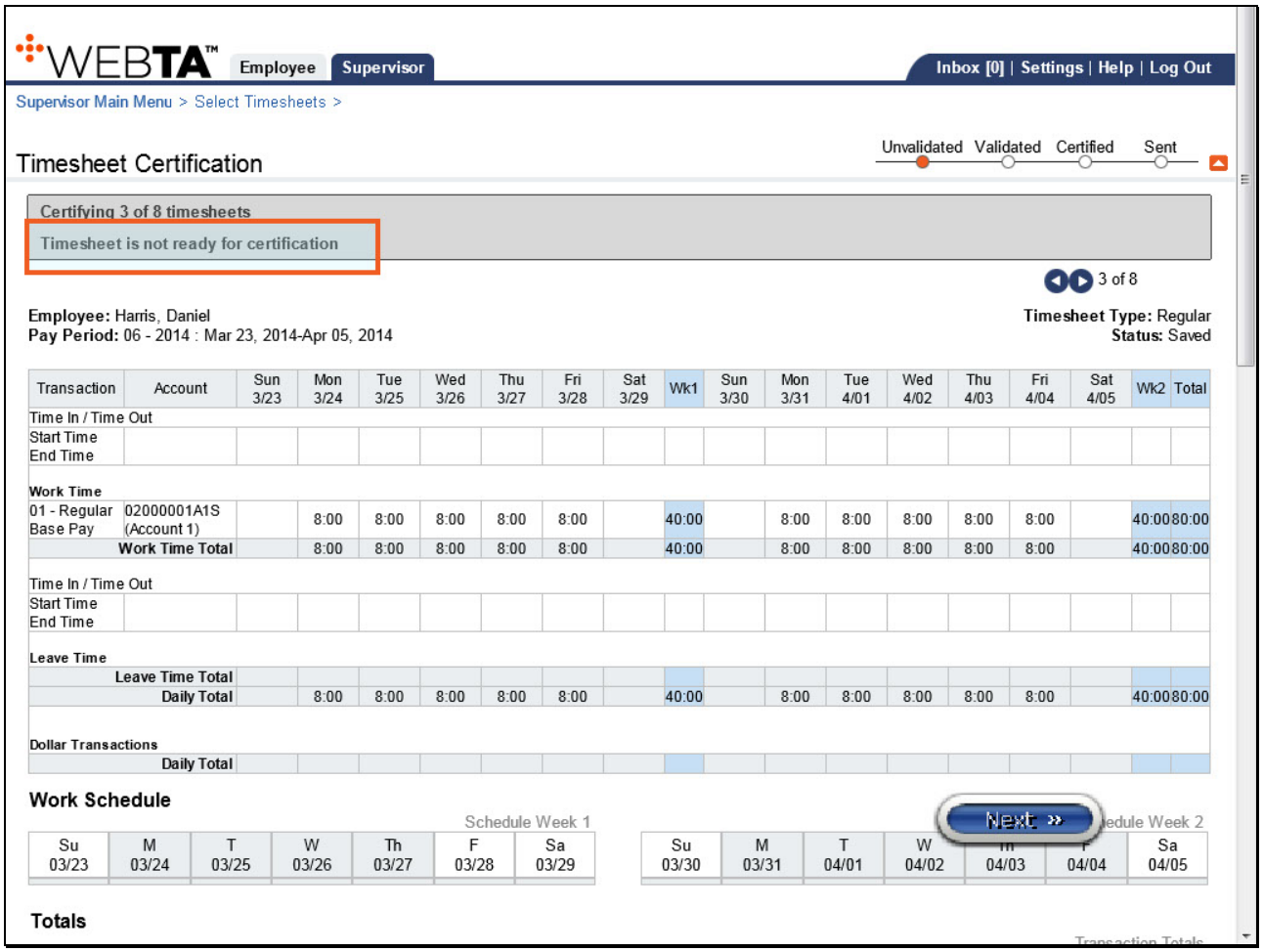
Slide 45 - Slide 45



Slide notes

Now we are back in the list of timesheets but because we Rejected this timesheet, there is a message indicating that it is not ready for certification. The employee or their timekeeper must make the necessary changes and re-validate before it can be certified. Let's move to the next timesheet in the series. Select next to continue.

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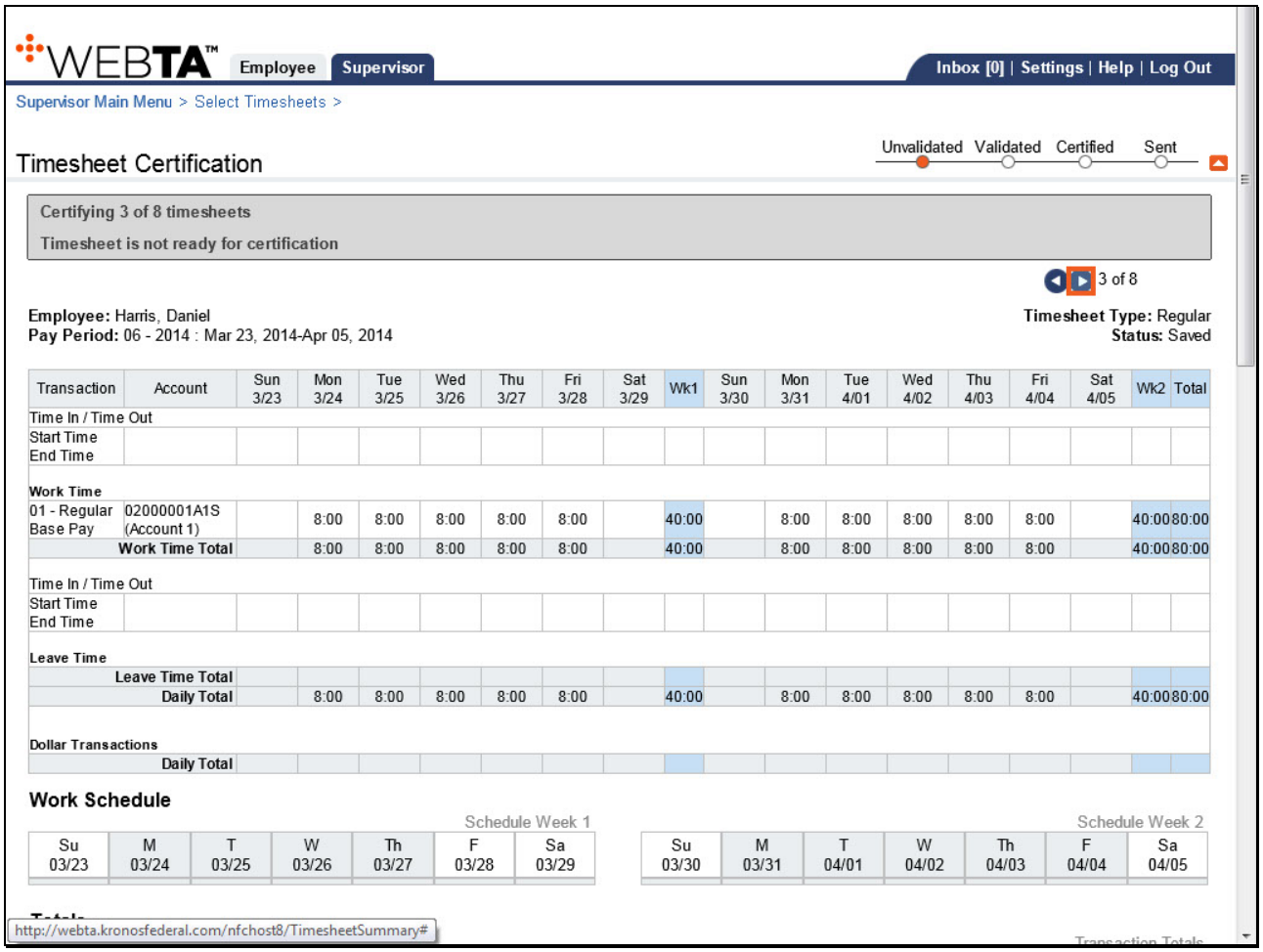
Slide 46 - Slide 46



Slide notes

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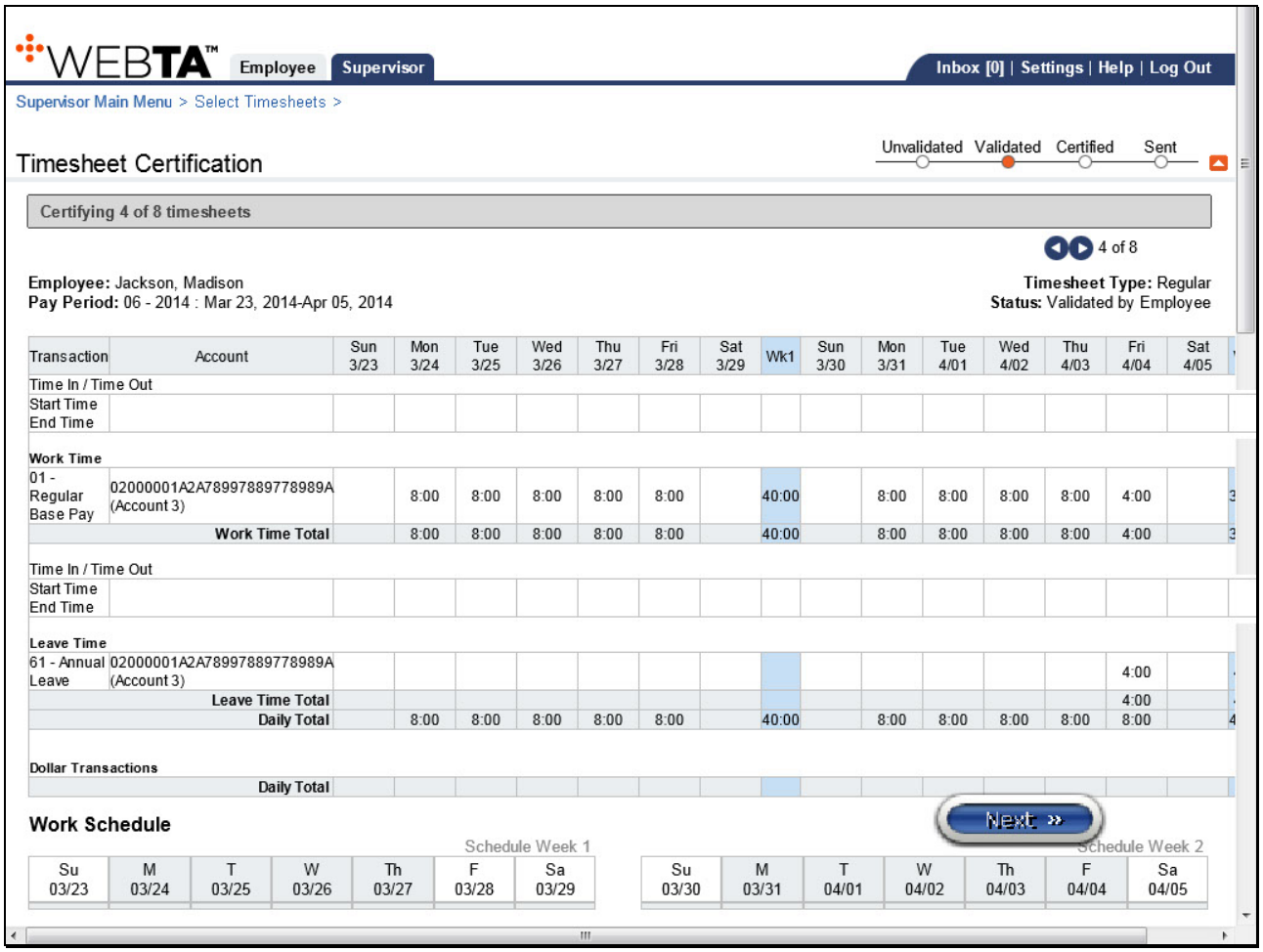
Slide 47 - Slide 47



Slide notes

Note that we are now on the fourth of eight timesheets. Let's scroll down and Certify one more timesheet. Select next to continue.

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Slide 48 - Slide 48

WEBTA™ Employee Supervisor

Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 4 of 8 timesheets

4 of 8

Employee: Jackson, Madison
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay	02000001A2A78997889778989A (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	4:00	
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	4:00	
Time In / Time Out																
Start Time																
End Time																
Leave Time																
61 - Annual Leave	02000001A2A78997889778989A (Account 3)														4:00	
	Leave Time Total														4:00	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Dollar Transactions																
	Daily Total															

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Slide notes

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Slide 49 - Slide 49

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 4 of 8 timesheets

4 of 8

Employee: Jackson, Madison
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05
Time In / Time Out																
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																
01 - Regular Base Pay	02000001A2A78997889778989A (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	4:00	
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	4:00	
Time In / Time Out																
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time																
61 - Annual Leave	02000001A2A78997889778989A (Account 3)														4:00	
	Leave Time Total														4:00	
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Dollar Transactions																
	Daily Total															

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Slide notes

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Slide 50 - Slide 50

Leave Data

Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	Use or Lose
Annual Leave	0:00	0:00	4:00	4:00	0:00	0:00	0:00	0:00	80:00	0:00
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	84:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:**
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** T
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :** 02000001A2A78997889778989AAccount 3
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 240:00
Service Computation Date: 12/02/2013	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	JACKSON, MADISON	
Validate	Pending Attestation	03/28/2014 12:09 PM EDT	JACKSON, MADISON	
Save	Timesheet Saved	03/28/2014 12:09 PM EDT	JACKSON, MADISON	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Characters Remaining: 255

Certify | Reject/Decertify | Printable Version | Cancel

4 of 8

Slide notes

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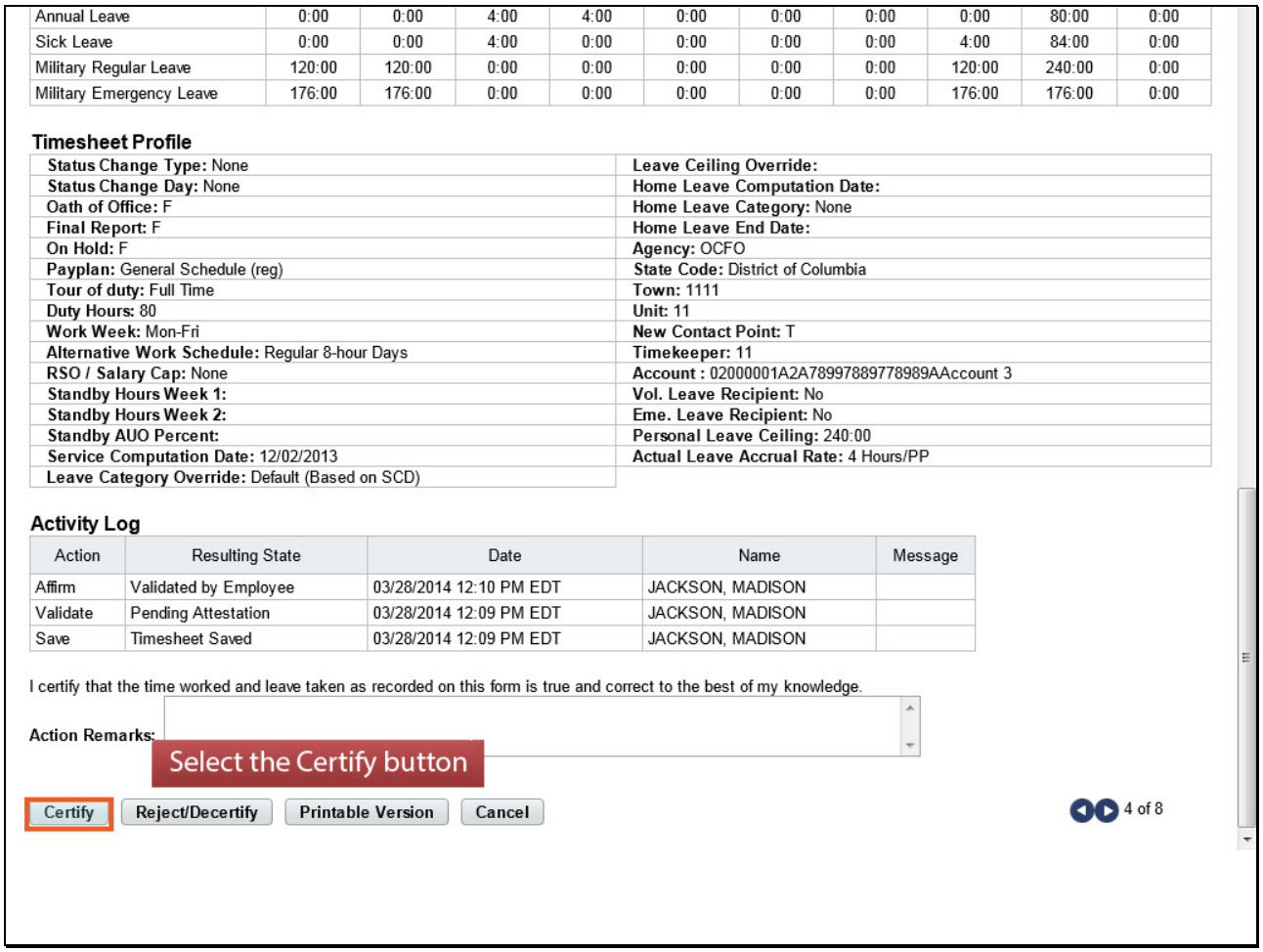
Slide 51 - Slide 51



Annual Leave	0:00	0:00	4:00	4:00	0:00	0:00	0:00	0:00	80:00	0:00
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	84:00	0:00
Military Regular Leave	120:00	120:00	0:00	0:00	0:00	0:00	0:00	120:00	240:00	0:00
Military Emergency Leave	176:00	176:00	0:00	0:00	0:00	0:00	0:00	176:00	176:00	0:00

Timesheet Profile

Status Change Type: None	**Leave Ceiling Override:**
Status Change Day: None	**Home Leave Computation Date:**
Oath of Office: F	**Home Leave Category:** None
Final Report: F	**Home Leave End Date:**
On Hold: F	**Agency:** OCFO
Payplan: General Schedule (reg)	**State Code:** District of Columbia
Tour of duty: Full Time	**Town:** 1111
Duty Hours: 80	**Unit:** 11
Work Week: Mon-Fri	**New Contact Point:** T
Alternative Work Schedule: Regular 8-hour Days	**Timekeeper:** 11
RSO / Salary Cap: None	**Account :** 02000001A2A78997889778989AAccount 3
Standby Hours Week 1:	**Vol. Leave Recipient:** No
Standby Hours Week 2:	**Eme. Leave Recipient:** No
Standby AUO Percent:	**Personal Leave Ceiling:** 240:00
Service Computation Date: 12/02/2013	**Actual Leave Accrual Rate:** 4 Hours/PP
Leave Category Override: Default (Based on SCD)	

Activity Log

Action	Resulting State	Date	Name	Message
Affirm	Validated by Employee	03/28/2014 12:10 PM EDT	JACKSON, MADISON	
Validate	Pending Attestation	03/28/2014 12:09 PM EDT	JACKSON, MADISON	
Save	Timesheet Saved	03/28/2014 12:09 PM EDT	JACKSON, MADISON	

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge.

Action Remarks:

Select the Certify button

Certify | Reject/Decertify | Printable Version | Cancel

4 of 8

Slide notes

Select the Certify button to continue.

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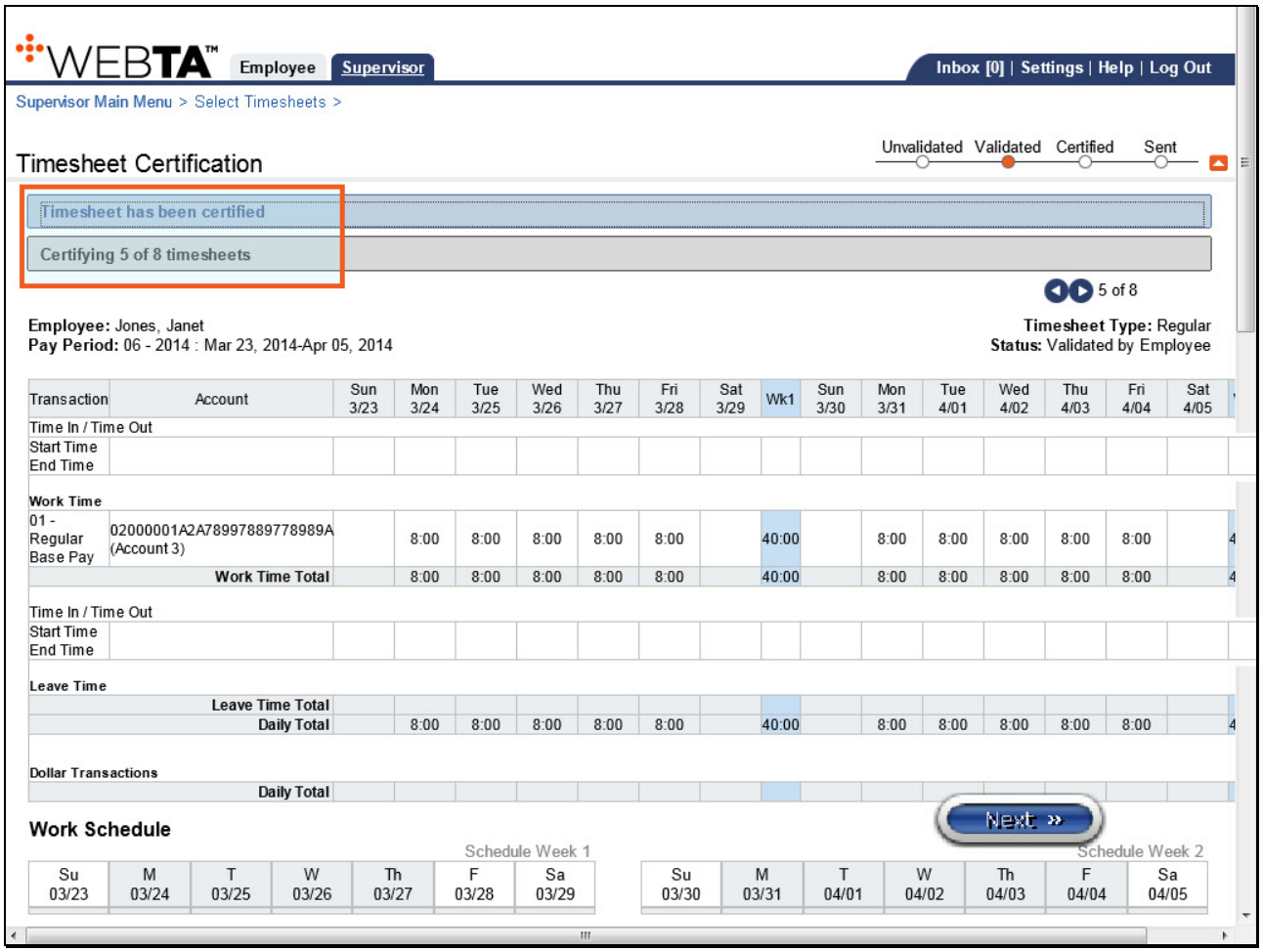
Slide 52 - Slide 52



Slide notes

Note the message indicating that the timesheet has been certified, and that we have been taken to the next timesheet in the series.

Typically, you would go through and Certify each validated timesheet but in this case, we are going to return to the Main Menu by selecting the Supervisor tab. Select next to continue.

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Slide 53 - Slide 53

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu >

Timesheet Certification

Unvalidated Validated Certified Sent

Timesheet has been certified

Certifying 5 of 8 timesheets

5 of 8

Employee: Jones, Janet
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay	02000001A2A78997889778989A (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Time In / Time Out																
Start Time																
End Time																
Leave Time																
	Leave Time Total															
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Dollar Transactions																
	Daily Total															

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Slide notes

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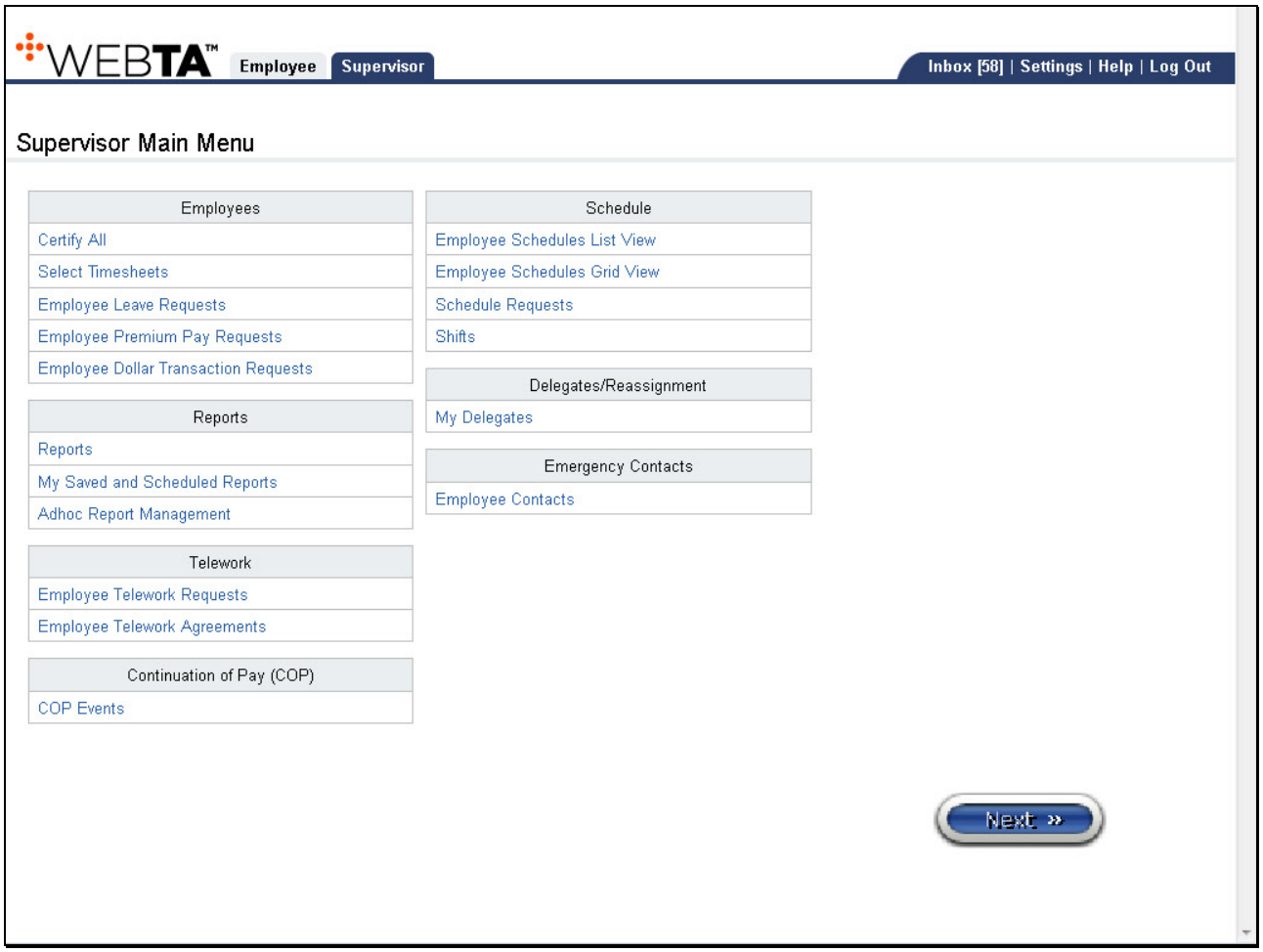
Slide 54 - Slide 54



Slide notes

One final note on Certification of employee Timesheets. If a correction needs to be made to a processed timesheet, it still must go through the Validation and Certification process. Let's examine how a Corrected Timesheet looks.

To do so, we will go to the Select Timesheets page. Select next to continue.

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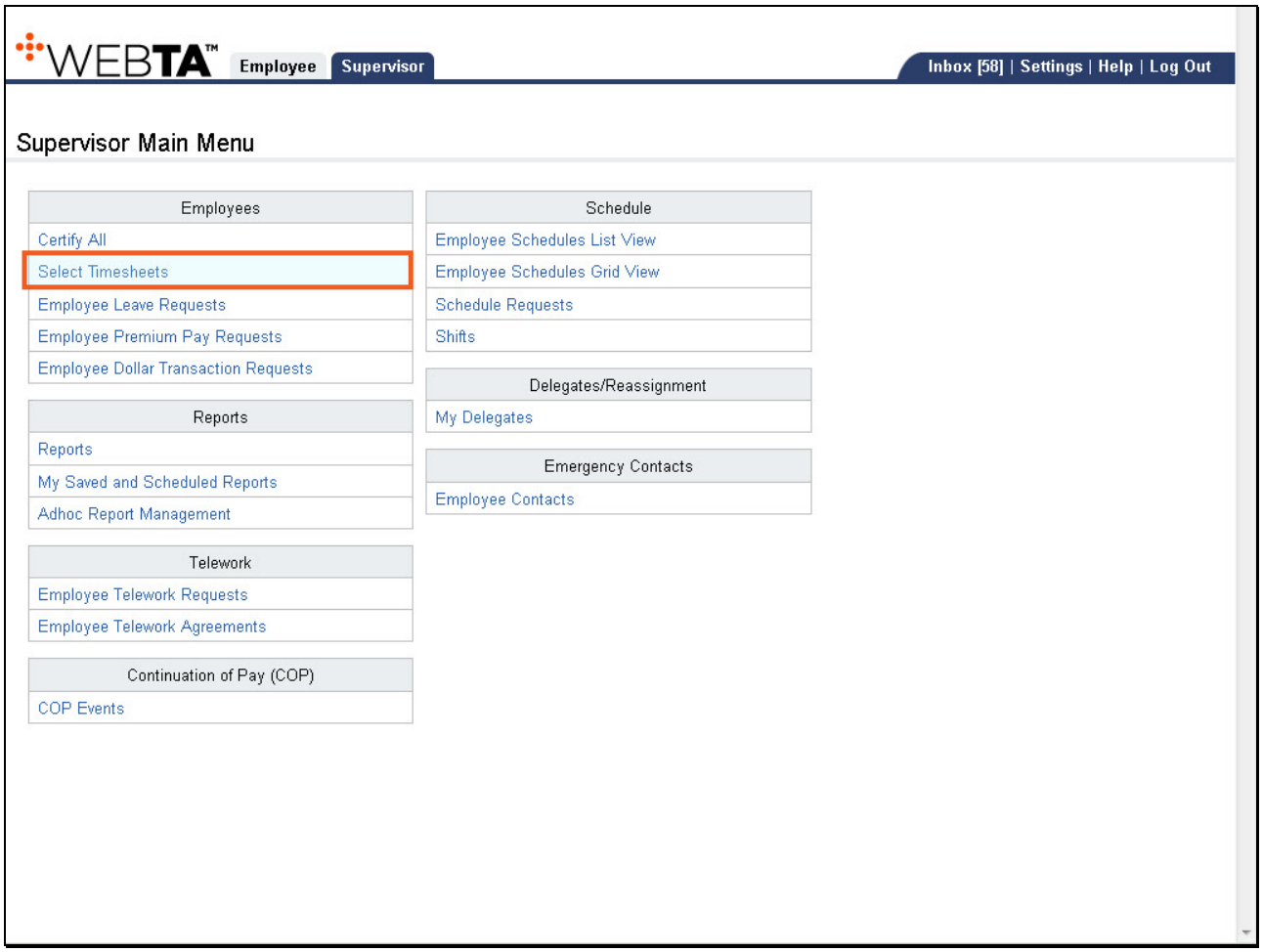
Slide 55 - Slide 55



Slide notes

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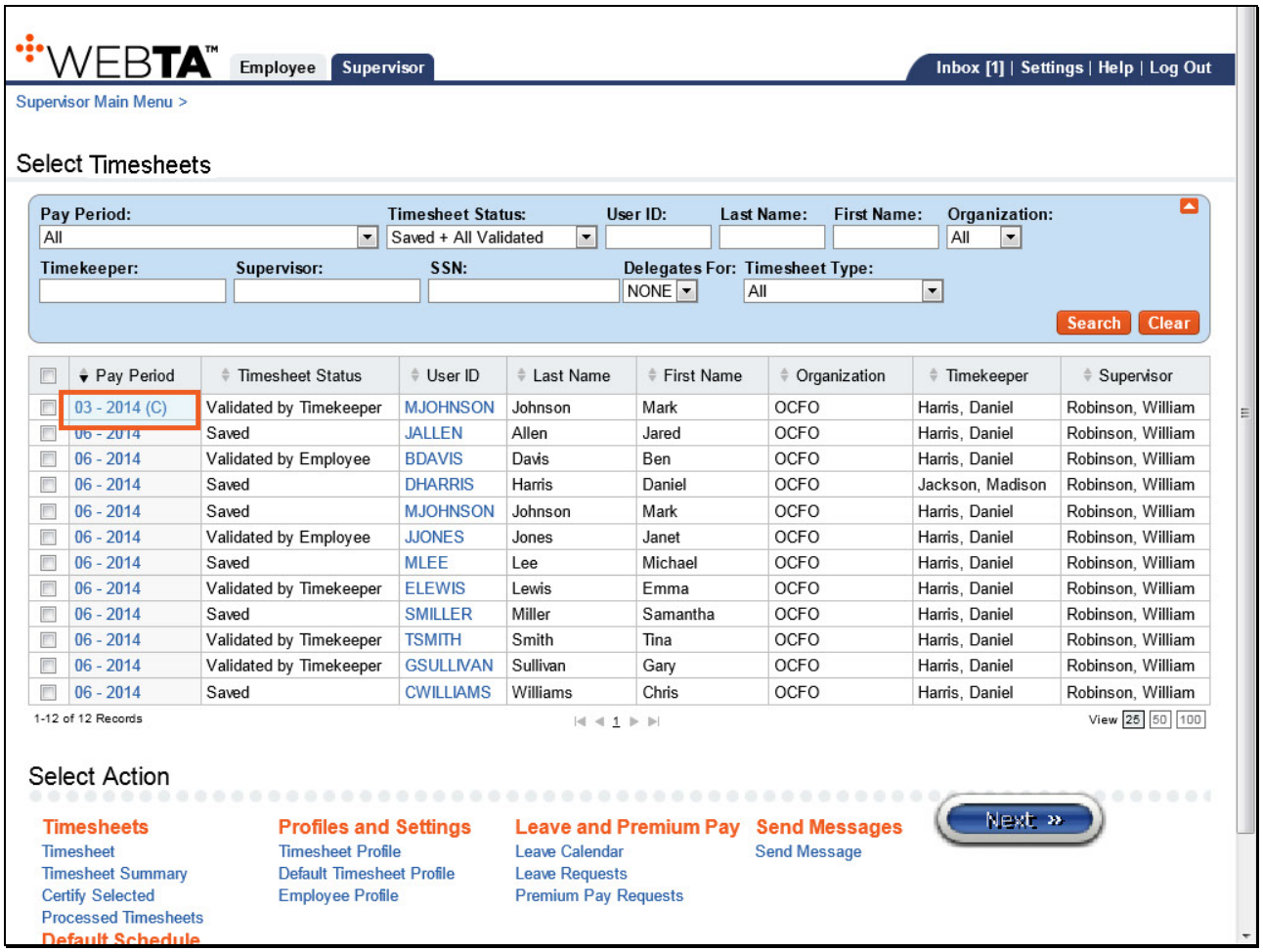
Slide 56 - Slide 56



Slide notes

Here, we can see a Corrected Timesheet, marked with a letter C, for Mark Johnson from Pay Period 3. We could select the link for the timesheet, use the checkbox and Certify Selected link, or we can still use the Certify All link from the Main Menu. Let's go back to the Main Menu and see how that works. Select next to continue.

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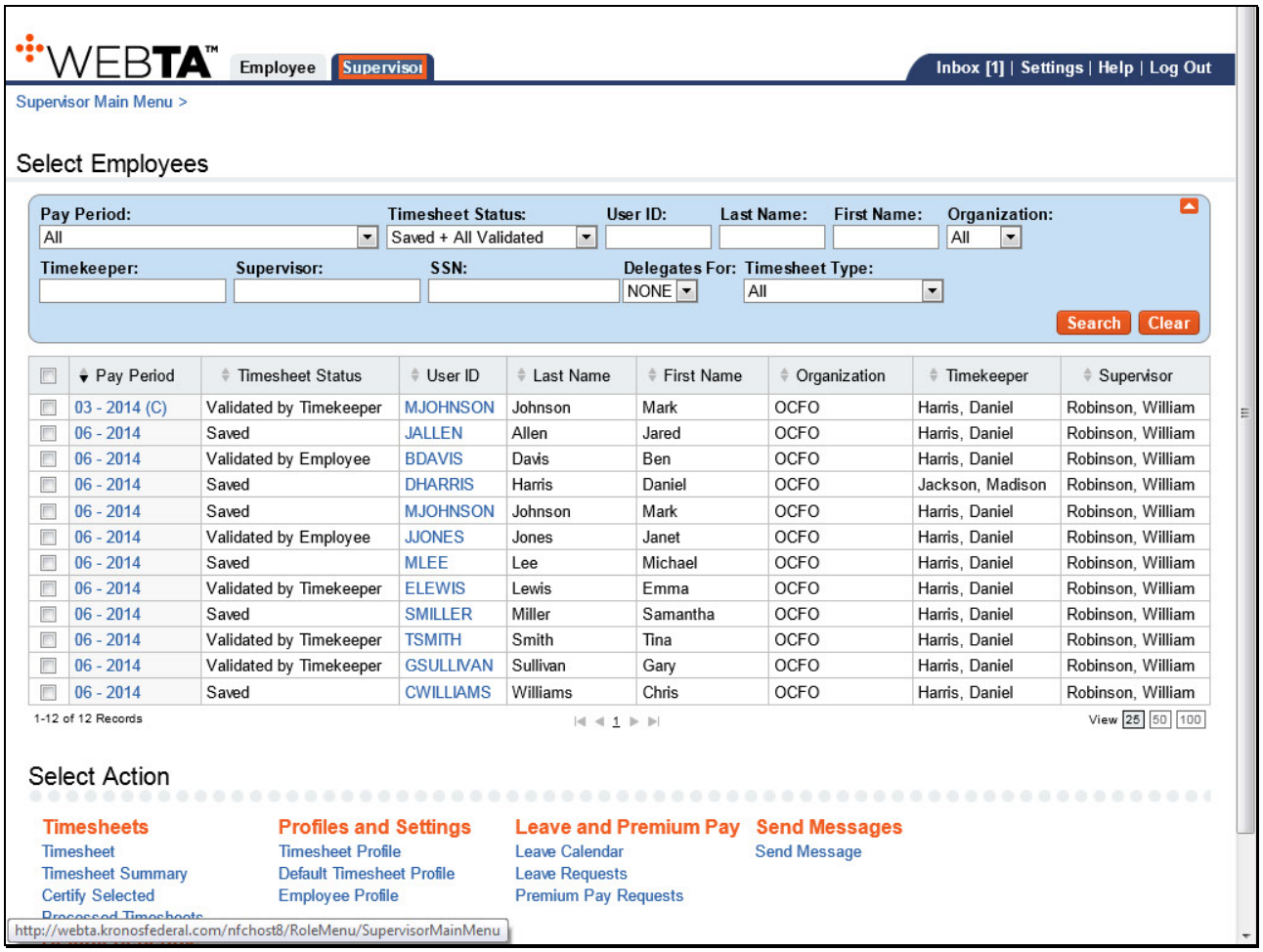
Slide 57 - Slide 57



Slide notes

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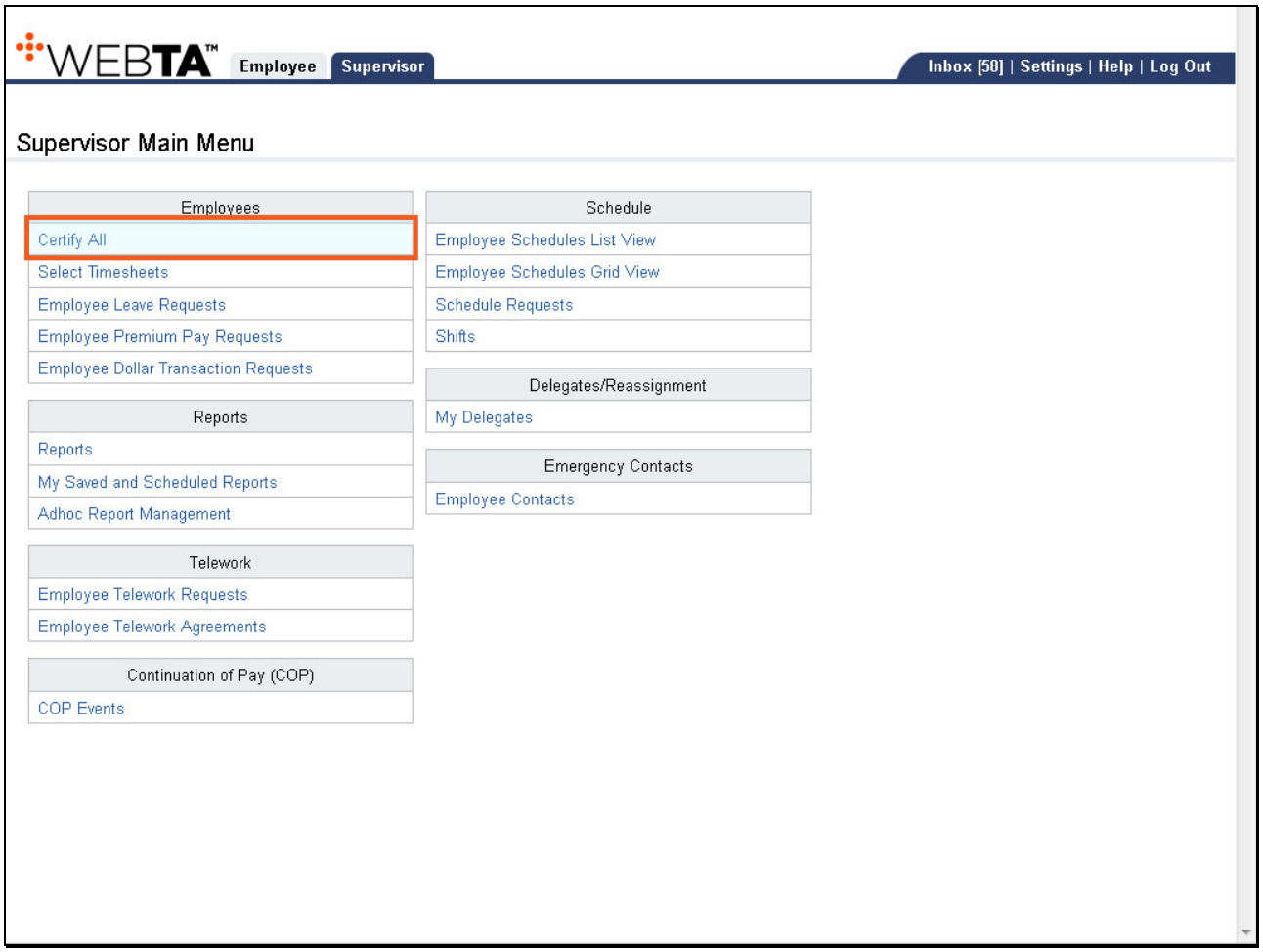
Slide 58 - Slide 58



Slide notes

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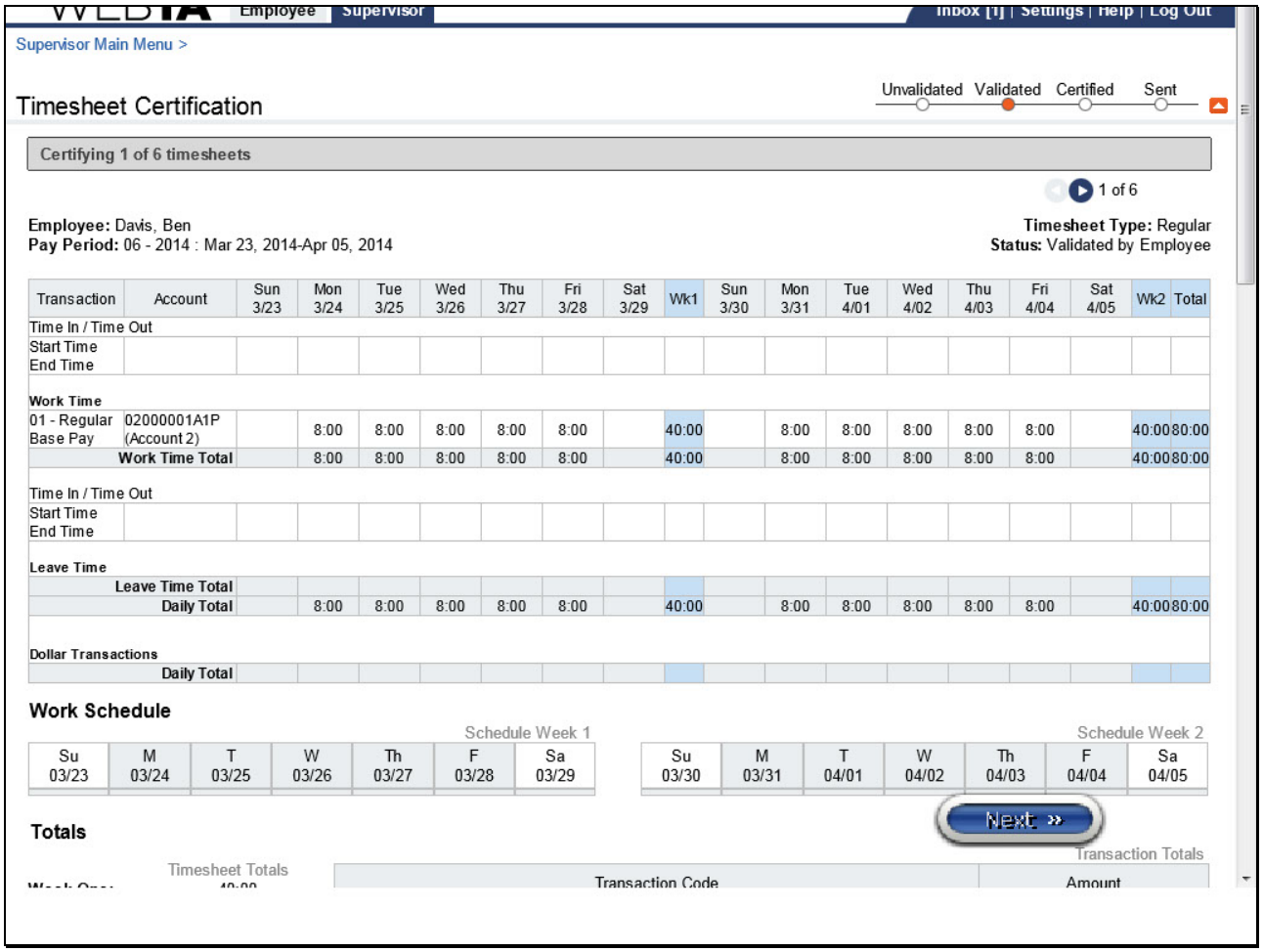
Slide 59 - Slide 59



Slide notes

The Certify All link takes us through Validated timesheets alphabetically by the employee's last name, so we do not immediately see the corrected timesheet. Let's skip to the next timesheet using the navigation button. Select next to continue.

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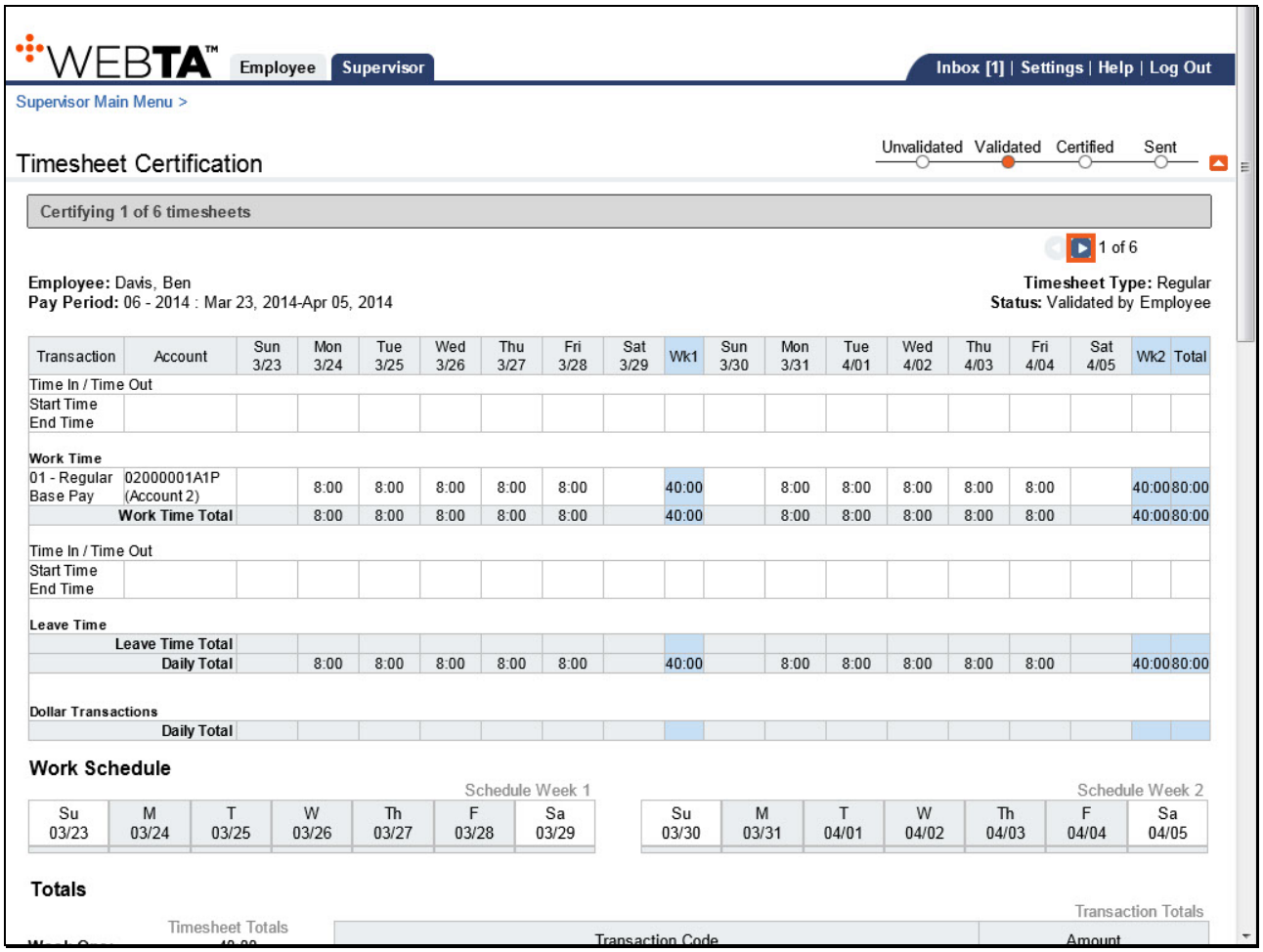
Slide 60 - Slide 60



WEBTA™ Employee Supervisor

Inbox [1] | Settings | Help | Log Out

Supervisor Main Menu >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 1 of 6 timesheets

1 of 6

Employee: Davis, Ben
Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014

Timesheet Type: Regular
Status: Validated by Employee

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
Leave Time Total																		
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29

Schedule Week 2

Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Totals

Timesheet Totals

Transaction Totals

Transaction Code	Amount

Slide notes

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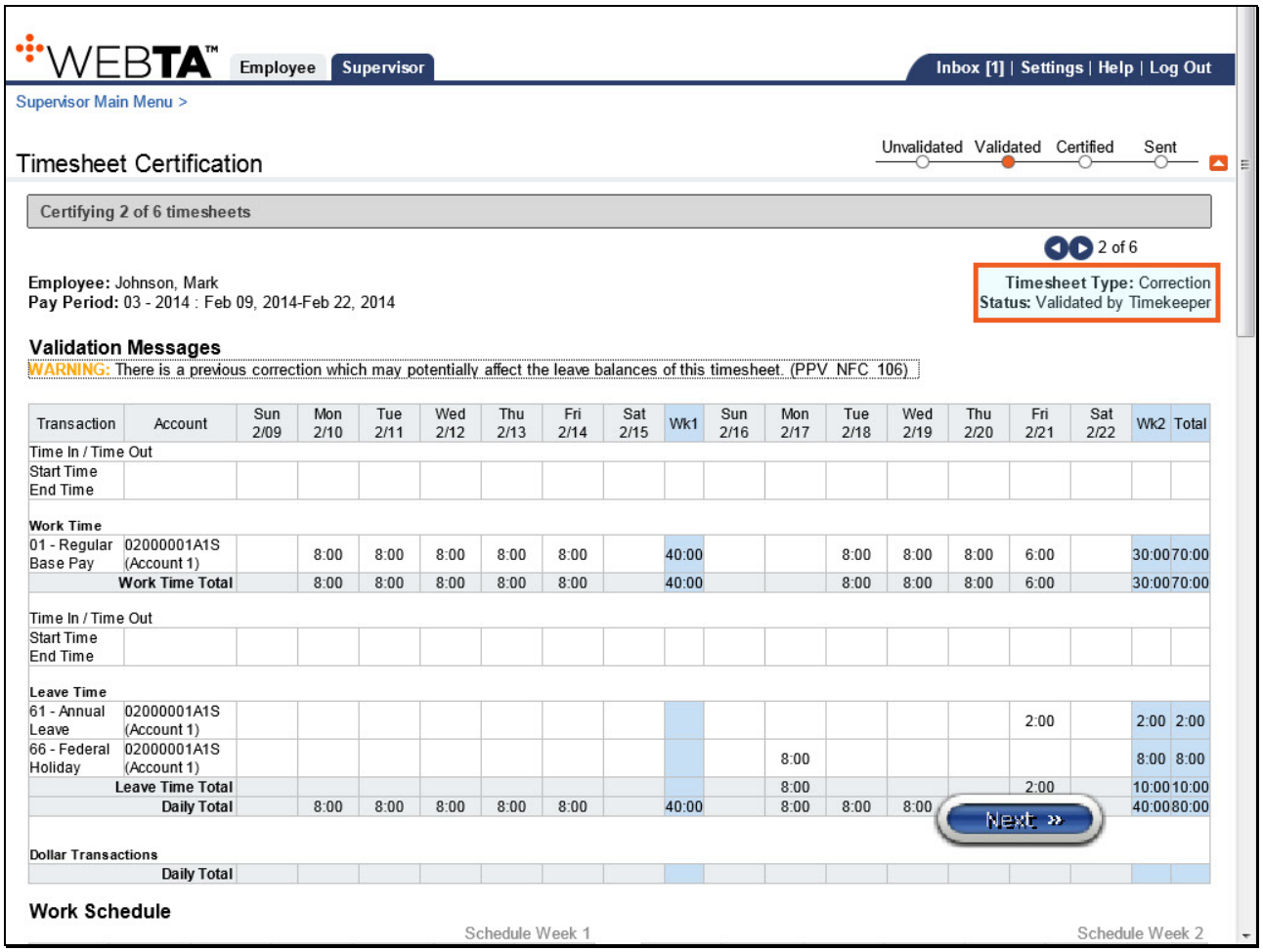
Slide 61 - Slide 61



Slide notes

Here, we can see the Corrected timesheet, as indicated by the Timesheet Type. Corrected timesheets are certified in the same way as regular timesheets. Next, we will return to the Main Menu using the Supervisor tab. Select next to continue.

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Slide 62 - Slide 62

WEBTA™ Employee Supervisor Inbox [1] | Settings | Help | Log Out

Supervisor Main Menu >

Timesheet Certification

Unvalidated Validated Certified Sent

Certifying 2 of 6 timesheets

2 of 6

Employee: Johnson, Mark
Pay Period: 03 - 2014 : Feb 09, 2014-Feb 22, 2014

Timesheet Type: Correction
Status: Validated by Timekeeper

Validation Messages

WARNING: There is a previous correction which may potentially affect the leave balances of this timesheet. (PPV_NFC_106)

Transaction	Account	Sun 2/09	Mon 2/10	Tue 2/11	Wed 2/12	Thu 2/13	Fri 2/14	Sat 2/15	Wk1	Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Wk2	Total
Time In / Time Out																		
Start Time																		
End Time																		
Work Time																		
01 - Regular Base Pay	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00	6:00		30:00	70:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00	6:00		30:00	70:00
Time In / Time Out																		
Start Time																		
End Time																		
Leave Time																		
61 - Annual Leave	02000001A1S (Account 1)														2:00		2:00	2:00
66 - Federal Holiday	02000001A1S (Account 1)										8:00						8:00	8:00
Leave Time Total											8:00				2:00		10:00	10:00
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Dollar Transactions																		
Daily Total																		

Work Schedule

Schedule Week 1 Schedule Week 2

Slide notes

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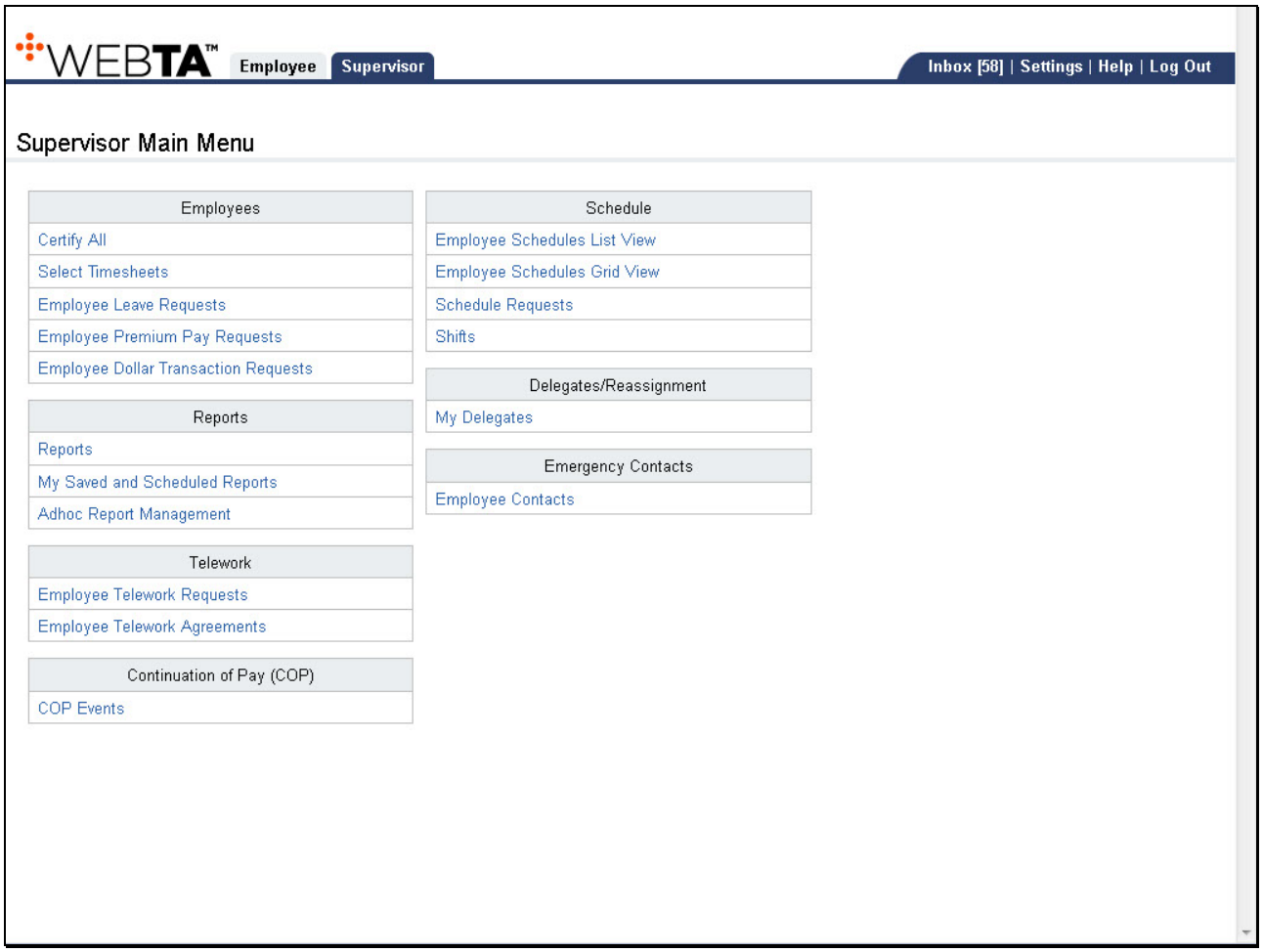
Slide 63 - Slide 63



Slide notes

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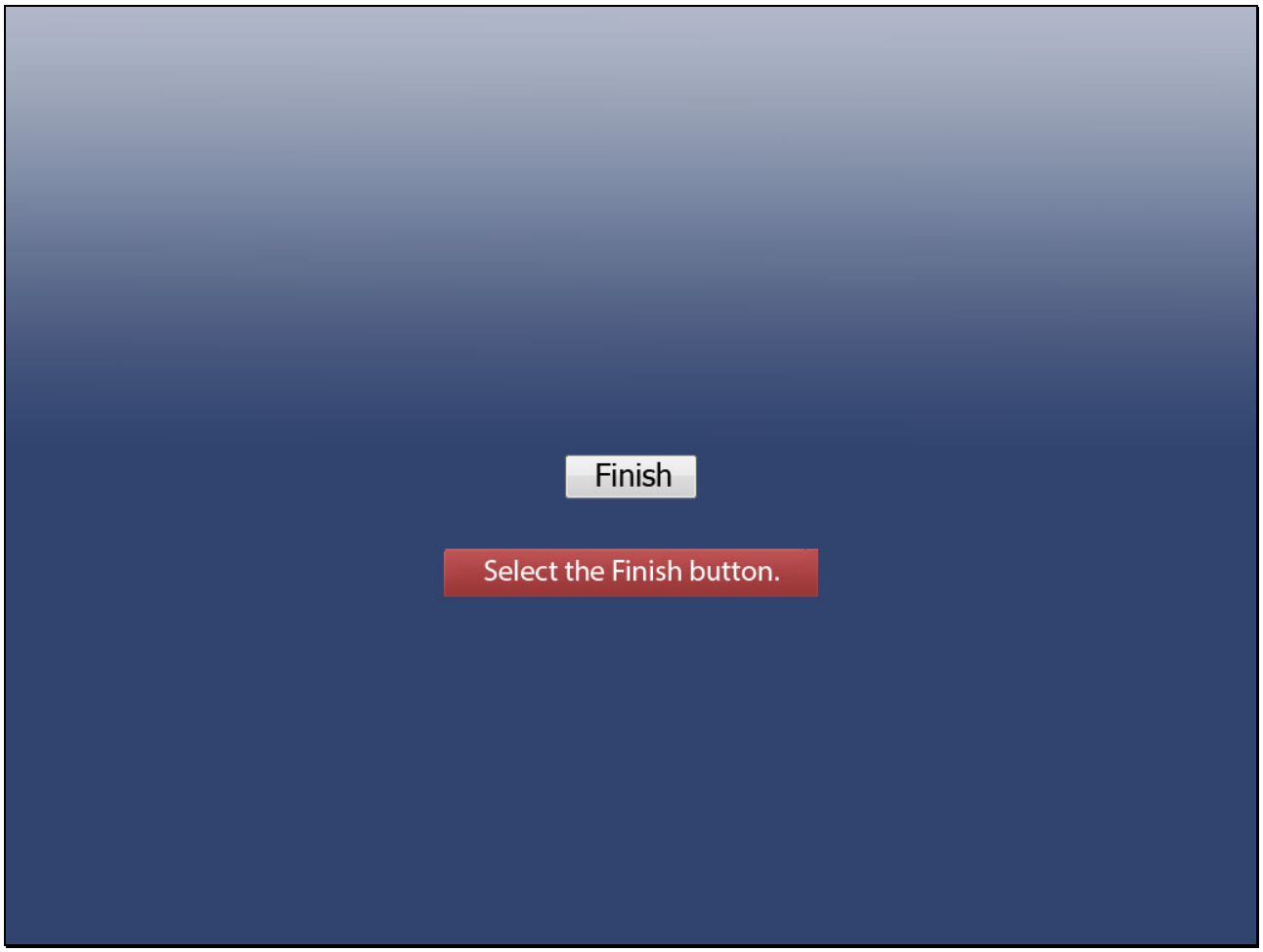
Slide 64 - Finish



Slide notes

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

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