

Slide 1 - Learning Objectives

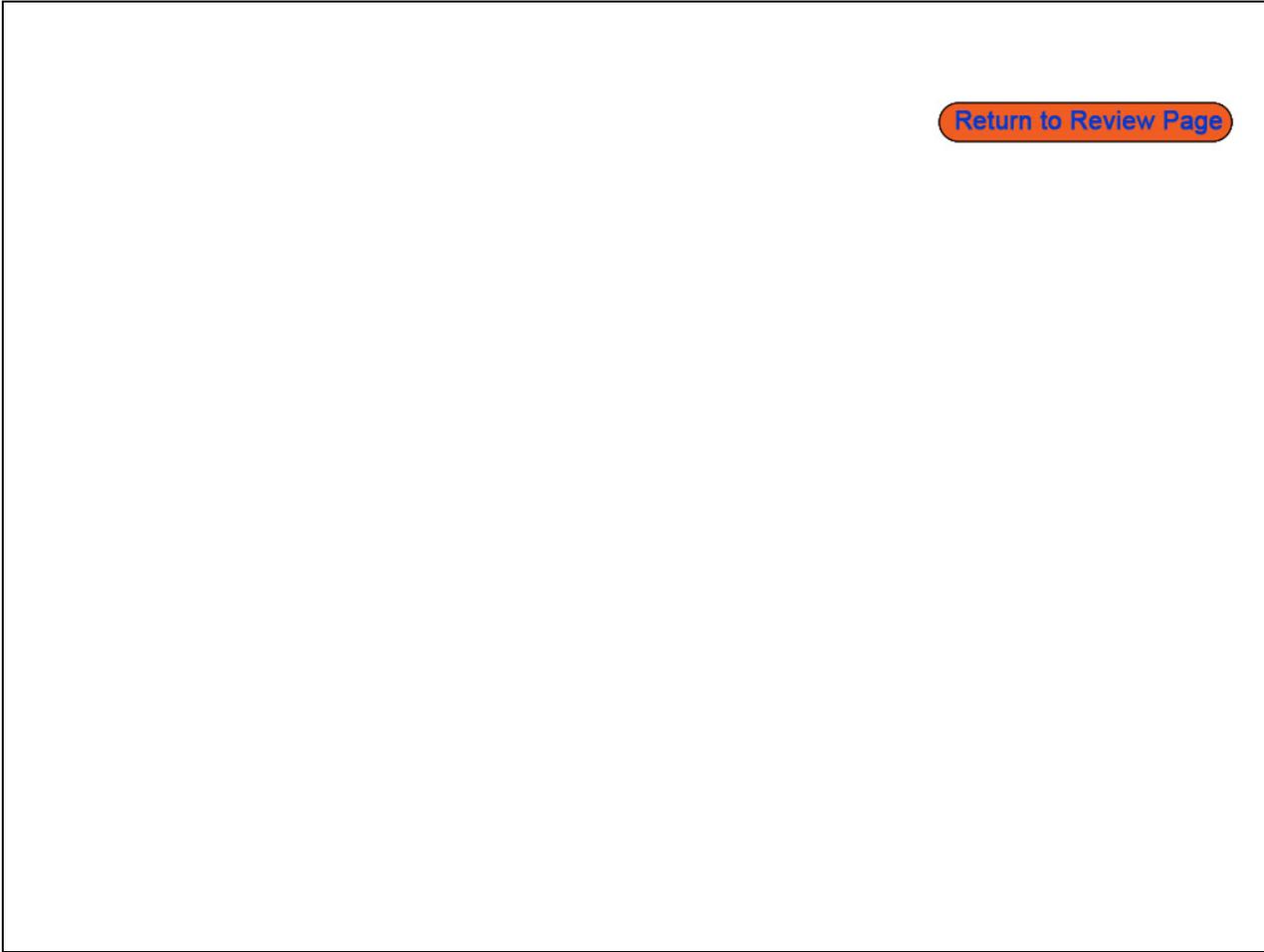


The slide features a dark blue gradient background. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Supervisors' is displayed in a large, bold, orange font. Below the title, the text 'Select Timesheets Page' 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 about:' followed by a single bullet point: '• Select Timesheets Page'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next »' inside. 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. Please review the objectives listed here and when you are ready to continue, select the Next button.

Slide 2 - Slide 2



[Return to Review Page](#)

Slide notes

Slide 3 - Review



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

- [Select Timesheets Page](#)

Slide notes

Slide 4 - Slide 4

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

- 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

The Select Timesheets link on the Supervisor Main Menu is used to view a list of the employees assigned to you and then perform functions on their behalf. Select Next to continue.

Slide 5 - Slide 5

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

- Employees**: Certify All, **Select Timesheets** (highlighted with a red border), 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 6 - Slide 6

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

The Select Timesheets page lists all employees assigned to you, provides search capabilities, and provides access to timesheets, profiles and other actions and functions. Select Next to continue.

Slide 7 - Slide 7

Supervisor Main Menu >

Select Timesheets

Pay Period: All Timesheet Status: Saved + All Validated User ID: Last Name: First Name: Middle Name: Organization: Find Org

Timekeeper: Supervisor: SSN: Delegates For: NONE POI: Timesheet Type: All Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

In the top section of the Select Timesheets page, you will find a set of drop-down menus and search fields that allow you to filter the list by pay period, timesheet status, organization, delegate and timesheet type.

You can also enter text into the entry fields for User ID, first, and last name, as well as timekeeper name.

A combination of any, or all of these options can be used to filter the list of employees shown. Selecting the Search button will filter this list by the criteria you input, and the Clear button will reset these fields. Select Next to continue.

Slide 8 - Slide 8

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main heading is 'Select Timesheets'. Below this is a search filter form with the following fields: 'Pay Period:' (dropdown menu set to 'All'), 'Timesheet Status:' (dropdown menu set to 'Saved + All Validated'), 'User ID:', 'Last Name:', 'First Name:', 'Middle Name:', and 'Organization:' (with a 'Find Org' button). Below these are 'Timekeeper:', 'Supervisor:', 'SSN:', 'Delegates For:' (dropdown menu set to 'NONE'), 'POI:', and 'Timesheet Type:' (dropdown menu set to 'All'). There are 'Search' and 'Clear' buttons at the bottom right of the filter form. Below the filter form is a table with 12 columns: checkboxes, Pay Period, Timesheet Status, User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, and POI. The table contains 15 rows of data. A 'Next >>' button is overlaid on the table, specifically over the 'Timekeeper' column of the 10th row.

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

These Search capabilities can be very helpful if you are looking to locate an employee, or an employee's timesheet quickly and easily. Let's look at a specific example. In this scenario, you want to quickly find the timesheet for an employee with a specific Timekeeper.

To do this, we will enter the Timekeeper's last name, which is Jackson, in the Timekeeper field, and then select the Search button. Select next to continue.

Slide 9 - Slide 9

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

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

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

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

Slide 10 - Slide 10

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

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

Find Org

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

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

Slide 11 - Slide 11

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timekeeper:

Timesheet Status:

Supervisor:

User ID:

SSN:

Last Name:

Delegates For:

First Name:

POI:

Middle Name:

Timesheet Type:

Find Org

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

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Slide 12 - Slide 12

WEBTA™ Employee **Supervisor** Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period: All **Timesheet Status:** Saved + All Validated **User ID:** **Last Name:** **First Name:** **Middle Name:** **Organization:** Find Org
Timekeeper: jackson **Supervisor:** **SSN:** **Delegates For:** NONE **POI:** **Timesheet Type:** All Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

1-4 of 4 Records View 25 50 100

Select Action

- Timesheets**
Timesheet
Timesheet Summary
Certify Selected
Processed Timesheets
- Profiles and Settings**
Timesheet Profile
Work Schedules
Default Timesheet Profile
Employee Profile
- Leave and Premium Pay**
Leave Balances
Leave Requests
Premium Pay Requests
Telework Requests
- Send Messages**
Send Message
- Default Schedule**
Default Schedule

Cancel Next >>

Slide notes

Note that the list of employees has been filtered to include only those whose Timekeeper is Madison Jackson.

You can view a timesheet by selecting the link for the desired pay period, or by selecting the checkbox at the beginning of the row, and selecting the Timesheet link in the Select Action section.

In this example, we will use the checkbox and Timesheet link option. Select next to continue.

Slide 13 - Slide 13

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timekeeper:

Timesheet Status:

Supervisor:

User ID:

SSN:

Last Name:

Delegates For:

First Name:

POI:

Middle Name:

Timesheet Type:

Find Org

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

1-4 of 4 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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Slide 14 - Slide 14

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

1-4 of 4 Records
◀ ◁ 1 ▷ ▶
View

Select Action

Timesheets

Timesheet

Timesheet Summary

Certify Selected

Processed Timesheets

Profiles and Settings

Timesheet Profile

Work Schedules

Default Timesheet Profile

Employee Profile

Leave and Premium Pay

Leave Balances

Leave Requests

Premium Pay Requests

Telework Requests

Send Messages

Send Message

Default Schedule

Default Schedule

Cancel

Slide notes

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Slide 15 - Slide 15

WEBTA™ Employee Supervisor Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu > Select Timesheets >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma **Timesheet Type:** Regular
Pay Period: 09 - 2015 : May 03, 2015-May 16, 2015 * S **Select Pay Period** **Status:** Unvalidated

Work Time

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction																	
Account																	
Work Time Total																	

Leave Time

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Wk2	Total
Absence Start																	
Absence End																	
Transaction																	
Account																	
Leave Time Total																	
Daily Total																	

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

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

Su 05/03	M 05/04	T 05/05	W 05/06	Th 05/07	F 05/08	Sa 05/09	Su 05/10	M 05/11	T 05/12	W 05/13	Th 05/14	F 05/15	Sa 05/16

Slide notes

Here, we can see the employee's timesheet. Next, we will return to the Select Timesheets page using the breadcrumb trail. Select next to continue.

Slide 16 - Slide 16

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu > Select Timesheets >

Timesheet

Unvalidated
Validated
Certified
Sent

Employee: Lewis, Emma

Pay Period: 09 - 2015 : May 03, 2015-May 16, 2015 * S Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Work Time

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Wk2	Total
Time In																	
Time Out																	
Meal Time																	
Transaction																	
Account																	
Work Time Total																	

Leave Time

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Wk2	Total
Absence Start																	
Absence End																	
Transaction																	
Account																	
Leave Time Total																	
Daily Total																	

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 05/03	M 05/04	T 05/05	W 05/06	Th 05/07	F 05/08	Sa 05/09	Su 05/10	M 05/11	T 05/12	W 05/13	Th 05/14	F 05/15	Sa 05/16

Cancel

Slide notes

Slide 17 - Slide 17

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

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

Find Org

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

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
☐	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
☐	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
☐	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

1-4 of 4 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Cancel
Next >>

Slide notes

Next, we will reset the search fields by selecting the Clear button. Select next to continue.

Slide 18 - Slide 18

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
☐	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
☐	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
☑	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
☐	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

1-4 of 4 Records
◀ ◁ 1 ▷ ▶
View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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Slide 19 - Slide 19

WEBTA™ Employee **Supervisor** Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period: All
Timesheet Status: Saved + All Validated
User ID:
Last Name:
First Name:
Middle Name:
Organization: [Find Org](#)
Timekeeper:
Supervisor:
SSN:
Delegates For: NONE
POI:
Timesheet Type: All
[Search](#) [Clear](#)

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

As mentioned, in addition to the text fields, the list of employees can be filtered using the Pay Period drop-down menu.

You can also filter by timesheet status . . .

By Organization, Delegates For, and Timesheet Type. Select next to continue.

Slide 20 - Slide 20

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'Select Timesheets' and contains a search form with the following fields:

- Pay Period:** All
- Timesheet Status:** Saved + All Validated
- User ID:** [Empty]
- Last Name:** [Empty]
- First Name:** [Empty]
- Middle Name:** [Empty]
- Organization:** [Empty]
- Timekeeper:** [Empty]
- Supervisor:** [Empty]
- SSN:** [Empty]
- Delegates For:** NONE
- POI:** [Empty]
- Timesheet Type:** All

Buttons for 'Find Org', 'Search', and 'Clear' are present. Below the search form is a table with the following columns: Pay Period, Timesheet Status, User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, and POI. The table contains 14 rows of data. A 'Next >>' button is highlighted over the table.

Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

In addition to the search fields and filters, the list of employees is also sortable by column. Currently, this list is sorted by pay period, from oldest to newest. You can tell this by looking at the up and down arrows next to each column title.

To change the sort order of the list, simply select the column name. In this example, we will sort the list by Timesheet Status. Select next to continue.

Slide 21 - Slide 21

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

Slide notes

Slide 22 - Slide 22

The screenshot shows the WEBTA Supervisor interface. At the top, there are navigation tabs for 'Employee' and 'Supervisor', and a header with 'Inbox [58] | Settings | Help | Log Out'. Below the header is a 'Supervisor Main Menu >' link. The main section is titled 'Select Timesheets' and contains a search filter form. The filter form includes fields for 'Pay Period' (set to 'All'), 'Timesheet Status' (set to 'Saved + All Validated'), 'User ID', 'Last Name', 'First Name', 'Middle Name', and 'Organization'. There are also fields for 'Timekeeper', 'Supervisor', 'SSN', 'Delegates For' (set to 'NONE'), 'POI', and 'Timesheet Type' (set to 'All'). 'Search' and 'Clear' buttons are at the bottom right of the filter. Below the filter is a table with 12 columns: checkboxes, Pay Period, Timesheet Status, User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, and POI. The table lists 14 rows of employee timesheets. A 'Next >>' button is highlighted over the table.

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

You can see that the sort indicator is now selected in the Timesheet Status column and the list is sorted accordingly. The list of employees can be sorted by any of the column types by selecting their header.

You can also view a series of timesheets by selecting multiple employees. In this scenario, we want to view all of our employee timesheets from Pay Period 8, that have not been validated. So we will select Pay Period 8 from the drop-down menu. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

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

Find Org

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

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

Slide 24 - Slide 24

WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

All

Older Pay Periods

- 09 - 2014 : May 04, 2014-May 17, 2014
- 10 - 2014 : May 18, 2014-May 31, 2014
- 11 - 2014 : Jun 01, 2014-Jun 14, 2014
- 12 - 2014 : Jun 15, 2014-Jun 28, 2014
- 13 - 2014 : Jun 29, 2014-Jul 12, 2014
- 14 - 2014 : Jul 13, 2014-Jul 26, 2014
- 15 - 2014 : Jul 27, 2014-Aug 09, 2014
- 16 - 2014 : Aug 10, 2014-Aug 23, 2014
- 17 - 2014 : Aug 24, 2014-Sep 06, 2014
- 18 - 2014 : Sep 07, 2014-Sep 20, 2014
- 19 - 2014 : Sep 21, 2014-Oct 04, 2014
- 20 - 2014 : Oct 05, 2014-Oct 18, 2014
- 21 - 2014 : Oct 19, 2014-Nov 01, 2014
- 22 - 2014 : Nov 02, 2014-Nov 15, 2014
- 23 - 2014 : Nov 16, 2014-Nov 29, 2014
- 24 - 2014 : Nov 30, 2014-Dec 13, 2014
- 25 - 2014 : Dec 14, 2014-Dec 27, 2014
- 26 - 2014 : Dec 28, 2014-Jan 10, 2015

Timesheet Status: Saved + All Validated

User ID: **Last Name:** **First Name:** **Middle Name:** Find Org

SSN: **Delegates For:** NONE **POI:** **Timesheet Type:** All

Search Clear

☐	Pay Period	Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

Slide 25 - Slide 25

Employee
Supervisor

Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period:
 All
 Older Pay Periods
 09 - 2014 : May 04, 2014-May 17, 2014
 10 - 2014 : May 18, 2014-May 31, 2014
 11 - 2014 : Jun 01, 2014-Jun 14, 2014
 12 - 2014 : Jun 15, 2014-Jun 28, 2014
 13 - 2014 : Jun 29, 2014-Jul 12, 2014
 14 - 2014 : Jul 13, 2014-Jul 26, 2014
 15 - 2014 : Jul 27, 2014-Aug 09, 2014
 16 - 2014 : Aug 10, 2014-Aug 23, 2014
 17 - 2014 : Aug 24, 2014-Sep 06, 2014
 18 - 2014 : Sep 07, 2014-Sep 20, 2014
 19 - 2014 : Sep 21, 2014-Oct 04, 2014
 20 - 2014 : Oct 05, 2014-Oct 18, 2014
 21 - 2014 : Oct 19, 2014-Nov 01, 2014
 22 - 2014 : Nov 02, 2014-Nov 15, 2014
 23 - 2014 : Nov 16, 2014-Nov 29, 2014
 24 - 2014 : Nov 30, 2014-Dec 13, 2014
 25 - 2014 : Dec 14, 2014-Dec 27, 2014
 26 - 2014 : Dec 28, 2014-Jan 10, 2015
 01 - 2015 : Jan 11, 2015-Jan 24, 2015

Timesheet Status:
 Saved + All Validated

User ID:

Last Name:

First Name:

Middle Name:

Organization: Find Org

SSN:

Delegates For: NONE

POI:

Timesheet Type: All

Search Clear

☐	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	N	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	N	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	S	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	TINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	ER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	SMILLER	Miller	Samantha	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	JTHOMPSON	Thompson	Joshua	NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	CWILLIAMS	Williams	Chris	NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	MJACKSON	Jackson	Madison	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	MJACKSON	Jackson	Madison	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	ELEWIS	Lewis	Emma	01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	SMARTINEZ	Martinez	Sophia	01	Jackson, Madison	Robinson, William	4815

Slide notes

Slide 26 - Slide 26


Employee **Supervisor**
Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period:
 All
 20 - 2014 : Oct 05, 2014-Oct 18, 2014
 21 - 2014 : Oct 19, 2014-Nov 01, 2014
 22 - 2014 : Nov 02, 2014-Nov 15, 2014
 23 - 2014 : Nov 16, 2014-Nov 29, 2014
 24 - 2014 : Nov 30, 2014-Dec 13, 2014
 25 - 2014 : Dec 14, 2014-Dec 27, 2014
 26 - 2014 : Dec 28, 2014-Jan 10, 2015
 01 - 2015 : Jan 11, 2015-Jan 24, 2015
 02 - 2015 : Jan 25, 2015-Feb 07, 2015
 03 - 2015 : Feb 08, 2015-Feb 21, 2015
 04 - 2015 : Feb 22, 2015-Mar 07, 2015
 05 - 2015 : Mar 08, 2015-Mar 21, 2015
 06 - 2015 : Mar 22, 2015-Apr 04, 2015
 07 - 2015 : Apr 05, 2015-Apr 18, 2015
Previous Pay Period
 08 - 2015 : Apr 19, 2015-May 02, 2015
Current Pay Period
 09 - 2015 : May 03, 2015-May 16, 2015 *
Next Pay Period
 10 - 2015 : May 17, 2015-May 30, 2015

Timesheet Status: Saved + All Validated
User ID: **Last Name:** **First Name:** **Middle Name:** **Organization:** Find Org
SSN: **Delegates For:** NONE **POI:** **Timesheet Type:** All
Search Clear

Employee ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
N	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
N	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
S	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
TINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
ER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

Slide 27 - Slide 27



Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

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

Find Org

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

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

Next, we will select Saved from the Timesheet Status drop-down. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:
08 - 2015 : Apr 19, 2015-May 02, 2015

Timesheet Status:
Saved + All Validated

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For: NONE

POI:

Timesheet Type: All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:
08 - 2015 : Apr 19, 2015-May 02, 2015

Timesheet Status:
Saved + All Validated

User ID:

Last Name:

First Name:

Middle Name:

Organization: Find Org

Timekeeper:

Supervisor:

Delegates For: NONE

POI:

Timesheet Type: All

Search Clear

☐	Pay Period	Timesheet Status	User	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN				01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

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Employee **Supervisor**

Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu >

Select Timesheets

Pay Period:
08 - 2015 : Apr 19, 2015-May 02, 2015

Timesheet Status:
Saved + All Validated

User ID:

Last Name:

First Name:

Middle Name:

Organization: Find Org

Timekeeper:

Supervisor:

Delegates For: NONE

POI:

Timesheet Type: All

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

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Employee
Supervisor

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Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:
Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

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

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Employee
Supervisor

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[Supervisor Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

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WEBTA™

Employee
Supervisor

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Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
☐	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
☐	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815

1-2 of 2 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Cancel

Next >>

Slide notes

Note that the list has been filtered according to our selections. You could view these timesheets one by one by selecting the individual links, or checkboxes. Or, you could select the checkbox in the header row, which will select all timesheets in the table. Select next to continue.

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Employee
Supervisor

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Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815

1-2 of 2 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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Supervisor

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Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

[Find Org](#)

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

[Search](#) [Clear](#)

<input checked="" type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input checked="" type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815

1-2 of 2 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

[Cancel](#)

[Next >>](#)

Slide notes

Note that all timesheets have been selected. Next, we will select the Timesheet link from the Select Action section. Select next to continue.

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Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☑	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
☑	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
☑	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815

1-2 of 2 Records View

Select Action

Timesheets

- Timesheet
- Timesheet Summary
- Certify Selected
- Processed Timesheets

Profiles and Settings

- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile

Leave and Premium Pay

- Leave Balances
- Leave Requests
- Premium Pay Requests
- Telework Requests

Send Messages

- Send Message

Default Schedule

- Default Schedule

Cancel

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu > Select Timesheets >

Timesheet

Employee: Allen, Jacob

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 S Select Pay Period

Work Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02	Wk2	Total
Time In																	
Time Out																	
Time In																	
Time Out																	
Meal Time																	

1 of 2

Timesheet Type: Regular

Status: Unvalidated

Transaction	Account																	
01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	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	8:00	40:00	80:00			

Leave Time

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

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule
Totals
Remarks (0)
Leave Balances
Telework

Next >>

Cancel

1 of 2

Slide notes

The first timesheet selected is displayed. To move to the next timesheet, select the arrow button in the upper or lower right of the screen. Select next to continue.

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WEBTA™

Employee
Supervisor

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[Supervisor Main Menu >](#) [Select Timesheets >](#)

Timesheet

Employee: Allen, Jacob

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 S Select Pay Period

Work Time

1 of 2

Timesheet Type: Regular

Status: Unvalidated

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02	Wk2	Total
Time In																	
Time Out																	
Time In																	
Time Out																	
Meal Time																	

Transaction	Account								Wk1								Total
01 - Regular Base Pay	100000001 (Sample Account #1)	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	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			

Leave Time

Absence Start:

Absence End:

Transaction	Account								Wk1								Total
Leave Time Total																	
Daily Total		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	40:00	80:00			

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02

Cancel
1 of 2

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Supervisor

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Help
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Supervisor Main Menu > Select Timesheets >

Timesheet

Employee: Miller, Samantha

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 S Select Pay Period

Work Time

2 of 2

Timesheet Type: Regular

Status: Unvalidated

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02	Wk2	Total	
Time In																		
Time Out																		
Meal Time																		
Transaction Account																		
01 - Regular Base Pay	100000001 (Sample Account #1)						8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Work Time Total								8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	
								40:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	80:00	

Leave Time

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total
Absence Start																		
Absence End																		
Transaction Account																		
Leave Time Total																		
Daily Total																		
								8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:00	80:00	

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 5/01	Sa 5/02

Next >>

Cancel
2 of 2

Slide notes

Note that we are now viewing the second of the two selected timesheets. Let's return to the Select Timesheets page using the breadcrumb trail. Select next to continue.

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Employee
Supervisor

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Supervisor Main Menu > Select Timesheets >

Timesheet

Unvalidated Validated Certified Sent

Employee: Miller, Samantha

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015 S Select Pay Period

Work Time

	Sun 4/19	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Wk1	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Sat 5/02	Wk2	Total																																																					
Time In																																																																						
Time Out																																																																						
Meal Time																																																																						
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Transaction</th> <th>Account</th> <th></th><th></th><th></th><th></th><th></th><th></th><th></th> <th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th> </tr> </thead> <tbody> <tr> <td>01 - Regular Base Pay</td> <td>100000001 (Sample Account #1)</td> <td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>40:00</td> <td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td>40:00</td><td>80:00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Work Time Total</td> <td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>40:00</td> <td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td>40:00</td><td>80:00</td> </tr> </tbody> </table>																		Transaction	Account																	01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00		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
Transaction	Account																																																																					
01 - Regular Base Pay	100000001 (Sample Account #1)		8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00	8:00		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																																																						

Timesheet Type: Regular

Status: Unvalidated

Leave Time

Absence Start	Absence End																																																																					
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th>Transaction</th> <th>Account</th> <th></th><th></th><th></th><th></th><th></th><th></th><th></th> <th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: right;">Leave Time Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Daily Total</td> <td></td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>40:00</td> <td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td>8:00</td><td></td><td>40:00</td><td>80:00</td> </tr> </tbody> </table>																		Transaction	Account																	Leave Time Total																		Daily Total			8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00
Transaction	Account																																																																					
Leave Time Total																																																																						
Daily Total			8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	8:00	8:00	8:00		40:00	80:00																																																						

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 04/19	M 04/20	T 04/21	W 04/22	Th 04/23	F 04/24	Sa 04/25	Su 04/26	M 04/27	T 04/28	W 04/29	Th 04/30	F 05/01	Sa 05/02

Cancel
2 of 2

Slide notes

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Slide 41 - Slide 41

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and a header with 'Inbox [58] | Settings | Help | Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'Select Timesheets' and contains a search form with the following fields: Pay Period (08 - 2015), Timesheet Status (Saved), User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, SSN, Delegates For (NONE), POI, and Timesheet Type (All). There are 'Find Org', 'Search', and 'Clear' buttons. Below the form is a table with 11 columns: checkboxes, Pay Period, Timesheet Status, User ID, Last Name, First Name, Middle Name, Organization, Timekeeper, Supervisor, and POI. The table contains two rows of data. Below the table is a 'Select Action' section with five categories: Timesheets, Profiles and Settings, Leave and Premium Pay, Send Messages, and Default Schedule. Each category has a list of sub-actions. There are 'Cancel' and 'Next >>' buttons at the bottom of the interface.

Supervisor Main Menu >

Select Timesheets

Pay Period: 08 - 2015 : Apr 19, 2015-May 02, 2015
 Timesheet Status: Saved
 User ID:
 Last Name:
 First Name:
 Middle Name:
 Organization: **Find Org**

Timekeeper:
 Supervisor:
 SSN:
 Delegates For: NONE
 POI:
 Timesheet Type: All **Search** **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input checked="" type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815

1-2 of 2 Records View 25 50 100

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Certify Selected
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Leave Requests
 - Premium Pay Requests
 - Telework Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default Schedule

Cancel **Next >>**

Slide notes

To reset the table, we will select the Clear button. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input checked="" type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815

1-2 of 2 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)
- [Telework Requests](#)

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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Supervisor Main Menu >

Select Timesheets

Pay Period: All Timesheet Status: Saved + All Validated User ID: Last Name: First Name: Middle Name: Organization: Find Org

Timekeeper: Supervisor: SSN: Delegates For: NONE POI: Timesheet Type: All Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

Note that the filters and search fields have been cleared and we are back to seeing all employee timesheets. You can also view an employee's timesheet profile, by selecting their username link from the list.

You can also collapse the Search fields by selecting the triangle button in the upper right corner of the Search box. Let's take a look at that now. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Middle Name:

Organization:

Find Org

Timekeeper:

Supervisor:

SSN:

Delegates For:

POI:

Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
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<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815

Slide notes

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Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

+

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records
◀ ◁ 1 ▷ ▶
View 25 50 100

Next >>

Select Action

Slide notes

Let's scroll down and take a look at the bottom of the page. Select next to continue.

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WEBTA™

Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records
« 1 »
View

Select Action

Slide notes

Slide 47 - Slide 47

Employee **Supervisor**

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#)

Select Employees

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records
« 1 »»
View

Select Action

Slide notes

Slide 48 - Slide 48

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records

Navigation: << 1 >>

View: 25 | 50 | 100

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Certify Selected
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Leave Requests
 - Premium Pay Requests
 - Telework Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default

Next >>

Cancel

Slide notes

The Select Timesheets page also has navigation controls below the table, allowing you to view additional pages, if applicable.

In addition to navigating to multiple pages, you can also change the number of records that display. The default setting is 25. You can change this to show 50, or 100 records, according to your preferences.

We saw in our earlier example, that to perform an action on an employee, you select the checkbox next to their name, and then choose from the Select Action links at the bottom of the page. We will cover each of these functions later in the course. For now, we are going to scroll back up, and return to the Main Menu. Select next to continue.

Slide 49 - Slide 49

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
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<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
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<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records View

Select Action

Timesheets	Profiles and Settings	Leave and Premium Pay	Send Messages	Default Schedule
Timesheet	Timesheet Profile	Leave Balances	Send Message	Default Schedule
Timesheet Summary	Work Schedules	Leave Requests		
Certify Selected	Default Timesheet Profile	Premium Pay Requests		
Processed Timesheets	Employee Profile	Telework Requests		

Slide notes

Slide 50 - Slide 50

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
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<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records View

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Certify Selected
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Leave Requests
 - Premium Pay Requests
 - Telework Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default Schedule

Slide notes

Slide 51 - Slide 51



Employee
Supervisor

[Inbox \[58\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Supervisor Main Menu >

Select Timesheets

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
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<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
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<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia		01	Jackson, Madison	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Validated by Timekeeper	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-13 of 13 Records
« 1 »
View

Select Action

Slide notes

Slide 52 - Slide 52

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 titled 'Supervisor Main Menu' and is organized into several sections:

- 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.

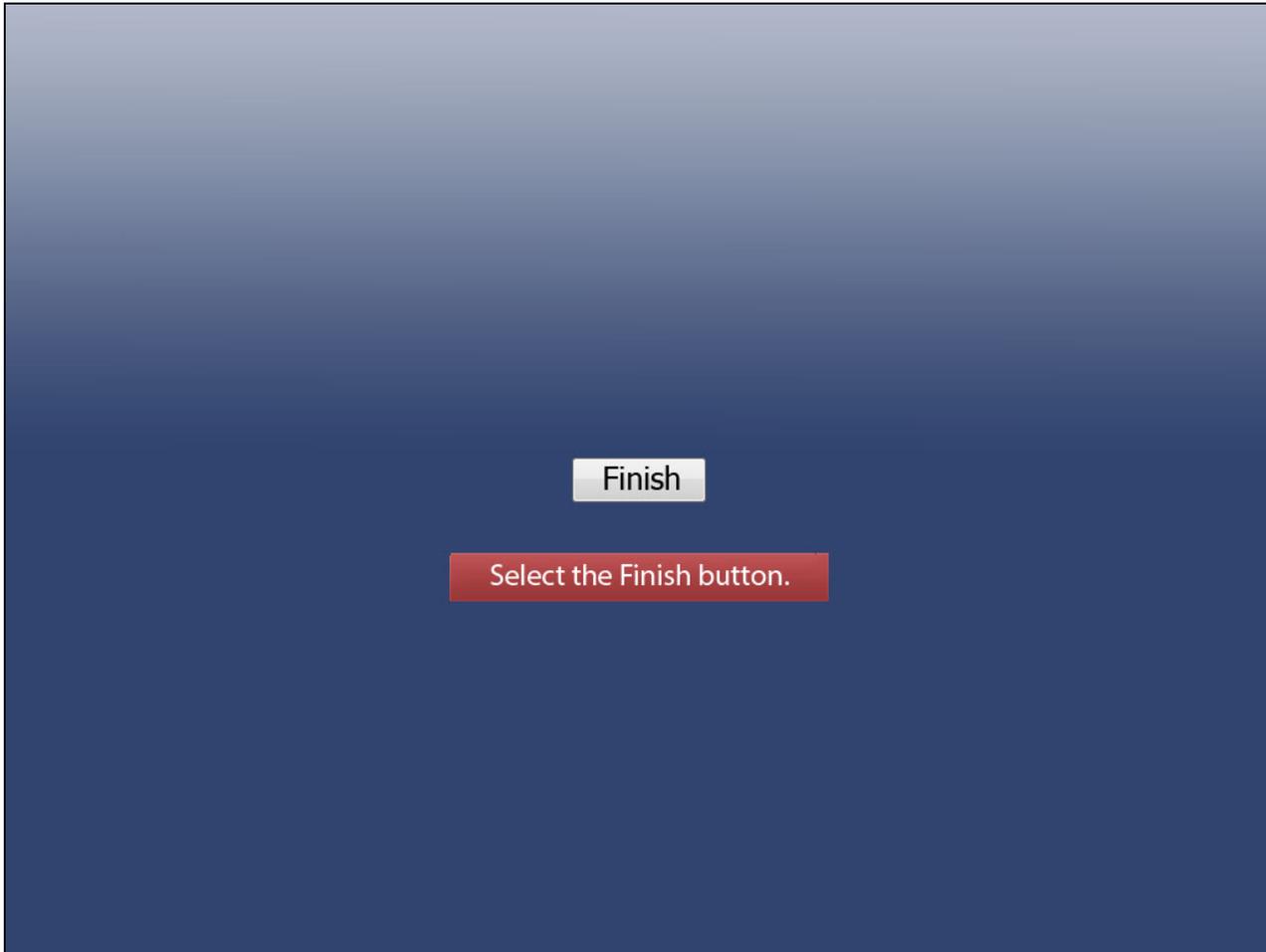
Slide notes

Slide 53 - Slide 53



Slide notes

Slide 54 - Finish



Slide notes

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