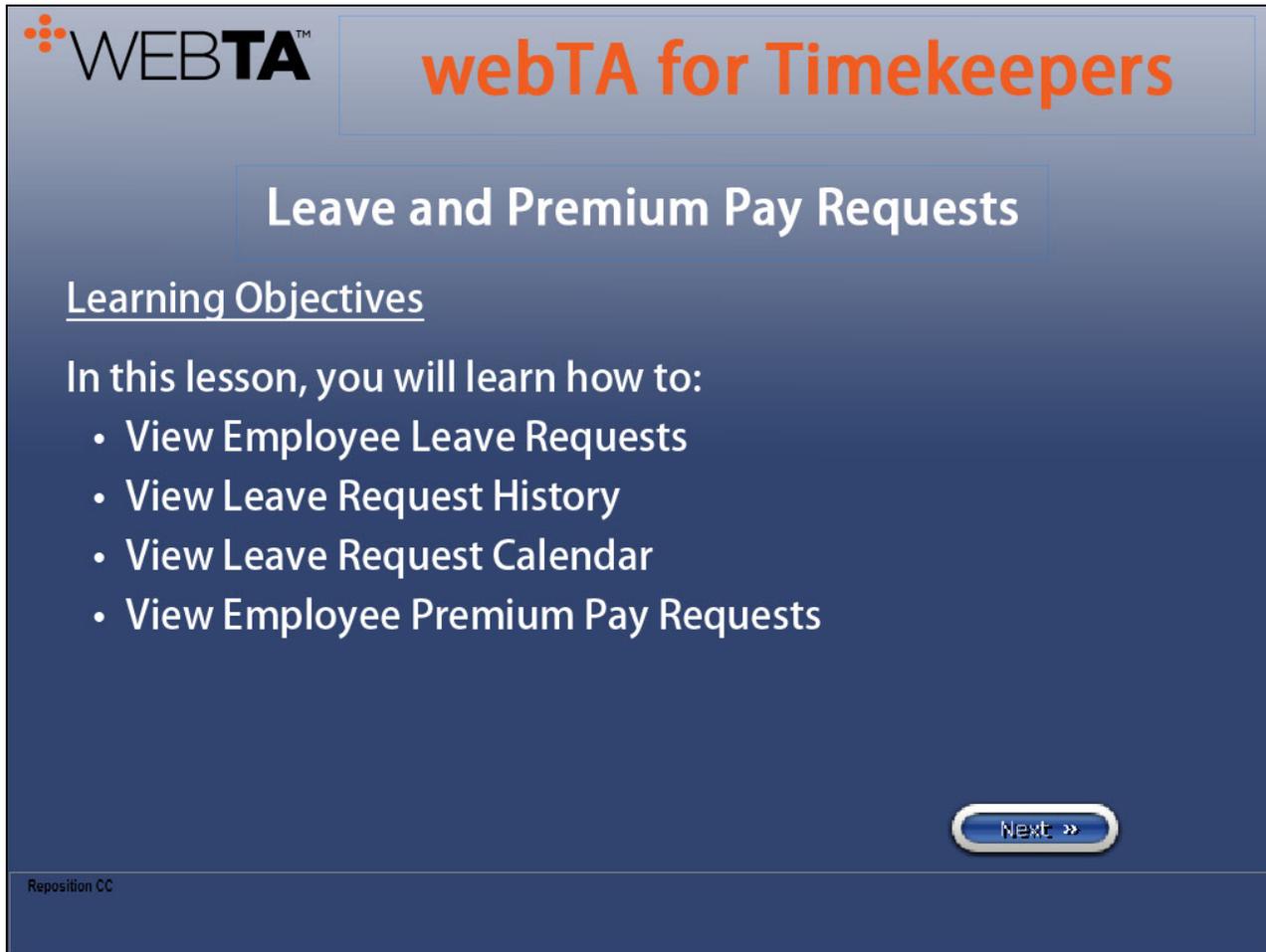


Slide 1 - Learning Objectives



The slide features a dark blue background with a gradient. 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 Timekeepers' is written in a large, bold, orange font. Below this, the subtitle 'Leave and Premium Pay Requests' is centered in a white font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. A list of four bullet points follows, all in white text: 'View Employee Leave Requests', 'View Leave Request History', 'View Leave Request Calendar', and 'View Employee Premium Pay Requests'. In the bottom right corner, there is a blue button with a white border and the text 'Next >>'. In the bottom left corner, the text 'Reposition CC' is visible in a small white font.

WEBTA™

webTA for Timekeepers

Leave and Premium Pay Requests

Learning Objectives

In this lesson, you will learn how to:

- View Employee Leave Requests
- View Leave Request History
- View Leave Request Calendar
- View Employee Premium Pay Requests

Next >>

Reposition CC

Slide notes

Welcome to the webTA for Timekeepers training course. In this lesson, you will learn how to View Employee Leave Requests, View Leave Request History, View Leave Request Calendar, and View Employee Premium Pay Requests. Select next to continue.

Slide 4 - Slide 4

The screenshot shows the WEBTA Timekeeper Main Menu. At the top, there is a header with the WEBTA logo, navigation tabs for 'Employee' and 'Timekeeper', and utility links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains several categorized menu items:

- Employees**
 - Select Timesheets
 - Employee Leave Requests
 - Employee Premium Pay Requests
- Accounting**
 - Accounts
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Templates
 - Shifts
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Continuation of Pay (COP)**
 - COP Events
- Delegates/Reassignment**
 - My Delegates
 - Manage Supervisor Delegates
 - Timekeeper Profile
 - Takeover Employee
 - Reassign Employees to Timekeeper
 - Reassign Employees to Supervisor

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

Slide notes

To view the status of employee leave requests, select the Employee Leave Requests link from the Timekeeper homepage. Select next to continue.

Slide 5 - Slide 5

The screenshot shows the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Timekeeper' tabs. At the top right are links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and contains several categories of options:

- Employees**
 - Select Timesheets
 - Employee Leave Requests** (highlighted with a red border)
 - Employee Premium Pay Requests
- Accounting**
 - Accounts
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Templates
 - Shifts
- Continuation of Pay (COP)**
 - COP Events
- Delegates/Reassignment**
 - My Delegates
 - Manage Supervisor Delegates
 - Timekeeper Profile
 - Takeover Employee
 - Reassign Employees to Timekeeper
 - Reassign Employees to Supervisor

Slide notes

Slide 6 - Slide 6

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu >

Leave Requests - Current

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

1-8 of 8 Records View

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

[Next >>](#)

Slide notes

All leave requests for the current and future pay periods are displayed. The various columns contain details for each request including status, employee name, start and end dates, leave type and number of hours.

The list of current leave requests can be sorted by any of the column. In this example, we will leave it sorted the way it is.

To view the details of a particular request, select the Leave Request status link on the row that corresponds to the request you want to view. The leave request form will open. In this example, we will select the pending request for Ben Davis. Select next to continue.

USDA Timekeeper webTA Leave and Premium Pay Requests

Slide 7 - Slide 7

Employee Timekeeper Inbox [64] Settings Help Log Out

[Timekeeper Main Menu >](#)

Leave Requests - Current

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

1-8 of 8 Records View 25 50 100

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

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

Slide notes

Slide 8 - Slide 8

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Leave Requests >

Leave Request Form Pending Approved Denied

Leave Type and Dates [Leave Balance Calculator](#)

Employee: DAVIS, BEN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 24:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 11, 2014	Apr 11, 2014	<input checked="" type="checkbox"/>	9:00am	5:00pm	8:00	8:00	

Remarks

Submitter Remarks:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

[Next >>](#)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

Slide notes

Here, you can see the request form, including the leave type, start and end dates, number of hours and any remarks added to the request. Next, we will scroll down to view the rest of the form. Select next to continue.

Slide 9 - Slide 9

WEBTA™

Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu](#) > [Leave Requests](#) >

Leave Request Form

Pending Approved Denied

Leave Type and Dates

Leave Balance Calculator

Employee: DAVIS, BEN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 24:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 11, 2014	Apr 11, 2014	<input checked="" type="checkbox"/>	9:00am	5:00pm	8:00	8:00	

Remarks

Submitter:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

Slide notes

Slide 10 - Slide 10

WEBTA™

Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#) [Leave Requests >](#)

Leave Request Form

Pending ●
Approved ●
Denied ●

Leave Balance Calculator

Leave Type and Dates

Employee: DAVIS, BEN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 24:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 11, 2014	Apr 11, 2014	<input checked="" type="checkbox"/>	9:00am	5:00pm	8:00	8:00	

Remarks

Submitter Remarks:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

Slide notes

Slide 11 - Slide 11

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Revert to Pending	Pending	03/28/2014 03:21 PM	ROBINSON, WILLIAM
Approve	Approved	03/28/2014 02:44 PM	ROBINSON, WILLIAM
Submit	Pending	03/26/2014 11:43 AM	DAVIS, BEN

Slide notes

At the bottom of the form, you can see the Activity log, which captures all actions and changes made to leave requests. Next, we will scroll back to the top of the form. Select next to continue.

Slide 12 - Slide 12

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Revert to Pending	Pending	03/28/2014 03:21 PM	ROBINSON, WILLIAM
Approve	Approved	03/28/2014 02:44 PM	ROBINSON, WILLIAM
Submit	Pending	03/26/2014 11:43 AM	DAVIS, BEN

Slide notes

Slide 13 - Slide 13

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Revert to Pending	Pending	03/28/2014 03:21 PM	ROBINSON, WILLIAM
Approve	Approved	03/28/2014 02:44 PM	ROBINSON, WILLIAM
Submit	Pending	03/26/2014 11:43 AM	DAVIS, BEN

Slide notes

Slide 14 - Slide 14

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Leave Requests >

Leave Request Form Pending Approved Denied

Leave Type and Dates [Leave Balance Calculator](#)

Employee: DAVIS, BEN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 24:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 11, 2014	Apr 11, 2014	<input checked="" type="checkbox"/>	9:00am	5:00pm	8:00	8:00	

Remarks

Submitter Remarks:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

[Next >>](#)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

Slide notes

Next, we will return to the Leave Requests page using the breadcrumb trail. Select next to continue.

Slide 15 - Slide 15



Employee
Timekeeper

Inbox [64] | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu > [Leave Requests](#) >

Leave Request Form

Pending
Approved
Denied

Leave Type and Dates

Employee: DAVIS, BEN

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 24:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 11, 2014	Apr 11, 2014	<input checked="" type="checkbox"/>	9:00am	5:00pm	8:00	8:00	

Leave Balance Calculator

Remarks

Submitter:

Approver Comments:

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

Slide notes

Slide 16 - Slide 16

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Leave Requests - Current

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

1-8 of 8 Records View 25 50 100

History View Calendar Cancel

Next >>

Slide notes

Select the History button to review leave requests from previous pay periods. Select next to continue.

Slide 17 - Slide 17



Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu > [Select Employees](#) >

Leave Requests - Current

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

1-8 of 8 Records View

History
View Calendar
Cancel

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

Slide notes

Slide 18 - Slide 18

The screenshot displays the WEBTA Timekeeper interface. At the top, there is a navigation bar with 'Employee' and 'Timekeeper' tabs, and an 'Inbox [64] | Settings | Help | Log Out' menu. Below the navigation bar, there is a breadcrumb trail: 'Timekeeper Main Menu > Select Employees >'. The main content area is titled 'Leave Requests - History' and contains a table with the following data:

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Approved	MILLER, SAMANTHA	03/07/2014	03/07/2014	Annual Leave	8:00	03/24/2014 02:24 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Denied	MILLER, SAMANTHA	03/10/2014	03/10/2014	Sick Leave	9:00	03/24/2014 02:29 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

Below the table, there is a pagination control showing '1-2 of 2 Records' and a 'View' dropdown menu with options for 25, 50, and 100 records. At the bottom of the interface, there are three buttons: 'Current', 'View Calendar', and 'Cancel'. A 'Next >>' button is also visible at the bottom right of the page.

Slide notes

Here, you can see Leave Requests from past pay periods. You can view their details by selecting the status link. In this example, we will return to the Current page by selecting the Current button. Select next to continue.

Slide 19 - Slide 19

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Leave Requests - History

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Approved	MILLER, SAMANTHA	03/07/2014	03/07/2014	Annual Leave	8:00	03/24/2014 02:24 PM	ROBINSON, WILLIAM	HARRIS, DANIEL
Denied	MILLER, SAMANTHA	03/10/2014	03/10/2014	Sick Leave	9:00	03/24/2014 02:29 PM	ROBINSON, WILLIAM	HARRIS, DANIEL

1-2 of 2 Records

View 25 50 100

Current View Calendar Cancel

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

Slide notes

Slide 20 - Slide 20

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Leave Requests - Current

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

1-8 of 8 Records View 25 50 100

History View Calendar Cancel

Next >>

Slide notes

One helpful new function of webTA is the ability for Timekeepers and Supervisors to view all leave requests together in a calendar by selecting the View Calendar button. Select Next to continue.

Slide 21 - Slide 21

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Leave Requests - Current

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

1-8 of 8 Records

View 25 50 100

History View Calendar Cancel

http://webta.kronosfederal.com/nfchost8/FederalLeaveRequestsForRoleGroup

Slide notes

Slide 22 - Slide 22

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees > Leave Requests >

Leave Request Calendar View

View: A = Approved D = Denied P = Pending

◀ April 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 March	31 MILLER, SAMANTHA 8:00 (A)	1 April MILLER, SAMANTHA 8:00 (A)	2 MILLER, SAMANTHA 8:00 (A)	3 MILLER, SAMANTHA 4:00 (A)	4 Today MILLER, SAMANTHA 8:00 (P) SULLIVAN, GARY 1:00 (P) JOHNSON, MARK 8:00 (A) JONES, JANET 8:00 (D)	5
6 Pay Period 7	7 JOHNSON, MARK 8:00 (P)	8 JOHNSON, MARK 8:00 (P)	9	10	11 DAVIS, BEN 8:00 (P)	12
13	14	15	16	17	18	19
20 Pay Period 8	21	22	23	24	25 WILLIAMS, CHRIS 8:00 (D)	26
27	28	29	30	1 May	2	3

Next >>

Cancel

Slide notes

The Calendar view can help you manage your workflow around employee leave. Note that the status of all leave requests is designated by a letter to indicate whether it is approved, denied, or pending.

To learn more about specific leave requests, select the link to get more details. In this example, we will select the leave request for Chris Williams on the 25th. Select next to continue.

USDA Timekeeper webTA Leave and Premium Pay Requests

Slide 23 - Slide 23


Employee **Timekeeper**
Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees > Leave Requests >

Leave Request Calendar View

View: A = Approved D = Denied P = Pending

◀ April 2014 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 March	31 MILLER, SAMANTHA 8:00 (A)	1 MILLER, SAMANTHA 8:00 (A)	2 MILLER, SAMANTHA 8:00 (A)	3 MILLER, SAMANTHA 4:00 (A)	4 Today MILLER, SAMANTHA 8:00 (P) SULLIVAN, GARY 1:00 (P) JOHNSON, MARK 8:00 (A) JONES, JANET 8:00 (D)	5
6 Pay Period 7	7 JOHNSON, MARK 8:00 (P)	8 JOHNSON, MARK 8:00 (P)	9	10	11 DAVIS, BEN 8:00 (P)	12
13	14	15	16	17	18	19
20 Pay Period 8	21	22	23	24	25 WILLIAMS, CHRIS 8:00 (D)	26
27	28	29	30	1 May	2	3

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

Slide notes

Slide 24 - Slide 24

WEBTA™

Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu](#) > [Select Employees](#) > [Leave Requests](#) > [Request Calendar](#) >

Leave Request Form

Pending
Approved
Denied

Leave Balance Calculator

Leave Type and Dates

Employee: WILLIAMS, CHRIS

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 28:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 25, 2014	Apr 25, 2014	<input checked="" type="checkbox"/>	12:00am	8:00am	8:00	8:00	

Remarks

Submitter:

Approver: Denied

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Next >>

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

I hereby invoke my entitlement to Family and Medical Leave for:

Slide notes

Here, you can view the details of the request. Next, we will return to the Main Menu using the breadcrumb trail. Select next to continue.

Slide 25 - Slide 25

WEBTA™

Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu > [Select Employees](#) > [Leave Requests](#) > [Request Calendar](#) >

Leave Request Form

Pending Approved Denied

Leave Type and Dates

Leave Balance Calculator

Employee: WILLIAMS, CHRIS

Leave Type: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 28:00

Start Date	End Date	All Day	Start Time	Stop Time	Daily Hours	Total Hours	Action
Apr 25, 2014	Apr 25, 2014	<input checked="" type="checkbox"/>	12:00am	8:00am	8:00	8:00	

Remarks

Submitter:

Approver: Denied

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

Slide notes

Slide 26 - Slide 26

The screenshot displays the WEBTA™ interface for a Timekeeper. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Timekeeper', and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is the 'Timekeeper Main Menu' section, which is organized into several categories:

- Employees**: Select Employees, Employee Leave Requests, Employee Premium Pay Requests
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management
- Continuation of Pay (COP)**: COP Events
- Accounting**: Accounts
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Templates, Shifts
- Delegates/Reassignment**: My Delegates, Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, Reassign Employees to Supervisor

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

Slide notes

Timekeepers may also view Premium Pay Requests for their assigned Employees by selecting the Employee Premium Pay Requests link from the Main Menu. Select next to continue.

Slide 27 - Slide 27

The screenshot shows the WEBTA™ interface for a Timekeeper. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several categories:

- Employees**
 - Select Employees
 - Employee Leave Requests
 - Employee Premium Pay Requests** (highlighted with a red border)
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Continuation of Pay (COP)**
 - COP Events
- Accounting**
 - Accounts
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Templates
 - Shifts
- Delegates/Reassignment**
 - My Delegates
 - Manage Supervisor Delegates
 - Timekeeper Profile
 - Takeover Employee
 - Reassign Employees to Timekeeper
 - Reassign Employees to Supervisor

Slide notes

Slide 28 - Slide 28

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu >

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Earned	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Approved	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON
Pending	SULLIVAN, GARY	03/28/2014	03/28/2014	Comp Time Worked	1:00	03/31/2014 01:02 PM	MARTINEZ, SOPHIA - SMARTINEZ

1-5 of 5 Records View

History View Calendar Cancel

Next >>

Slide notes

Just like the Leave Requests page, the Premium Pay Request page contains all current and future Premium Pay Requests for your employees. The list is also sortable by column. To view a request, select the status link. In this example, we are going to select the Pending request of Janet Jones. Select next to continue.

Slide 29 - Slide 29



Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

Premium Pay Request Current

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor
Approved	JOHNSON, MARK	03/31/2014	03/31/2014	Comp Time/Travel Eamed	3:00	03/31/2014 10:54 AM	ROBINSON, WILLIAM - WROBINSON
Pending	JONES, JANET	03/28/2014	03/28/2014	Comp Time Worked	2:00	03/31/2014 10:52 AM	ROBINSON, WILLIAM - WROBINSON
Pending	LEE, MICHAEL	03/28/2014	03/28/2014	Unsched. Over 8 Overtime	3:00	03/31/2014 10:55 AM	ROBINSON, WILLIAM - WROBINSON
Approved	MILLER, SAMANTHA	03/29/2014	03/30/2014	Over 40 Overtime	6:00	03/25/2014 11:57 AM	ROBINSON, WILLIAM - WROBINSON
Pending	SULLIVAN, GARY	03/28/2014	03/28/2014	Comp Time Worked	1:00	03/31/2014 01:02 PM	MARTINEZ, SOPHIA - SMARTINEZ

1-5 of 5 Records
« ‹ 1 › »
View 26 50 100

History
View Calendar
Cancel

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

Slide notes

Slide 30 - Slide 30

WEBTA™ Employee Timekeeper Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Transaction and Dates
 Employee: JONES, JANET
 * Transaction: 32 - Comp Time Worked

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 28, 2014	Mar 28, 2014	5:00pm	7:00pm	2:00	2:00	

Remarks

Submitter:
 Remarks:
 Approver:
 Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/31/2014 10:52 AM	JONES, JANET	

Slide notes

Here, you can see the Premium Pay Request form, including the transaction, start and stop times, number of hours, remarks and the activity log. In this example, we are going to return to the Main Menu by selecting the Timekeeper tab. Select next to continue.

Slide 31 - Slide 31



Employee
Timekeeper

[Inbox \[64\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu](#) > [Premium Pay Requests](#) >

Premium Pay Request

Pending Approved Denied

Transaction and Dates
 Employee: JONES, JANET

* Transaction:

Start Date	End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Mar 28, 2014	Mar 28, 2014	5:00pm	7:00pm	2:00	2:00	

Remarks

Submitter:

Remarks:

Approver:

Comments:

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	03/31/2014 10:52 AM	JONES, JANET	

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

Slide notes

Slide 32 - Slide 32

The screenshot displays the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo, followed by 'Employee' and 'Timekeeper' tabs. On the top right, there are links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several categories:

- Employees**
 - Select Employees
 - Employee Leave Requests
 - Employee Premium Pay Requests
- Reports**
 - Reports
 - My Saved and Scheduled Reports
 - Adhoc Report Management
- Continuation of Pay (COP)**
 - COP Events
- Accounting**
 - Accounts
- Schedule**
 - Employee Schedules List View
 - Employee Schedules Grid View
 - Schedule Templates
 - Shifts
- Delegates/Reassignment**
 - My Delegates
 - Manage Supervisor Delegates
 - Timekeeper Profile
 - Takeover Employee
 - Reassign Employees to Timekeeper
 - Reassign Employees to Supervisor

Slide notes

Slide 33 - Finish



Slide notes

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