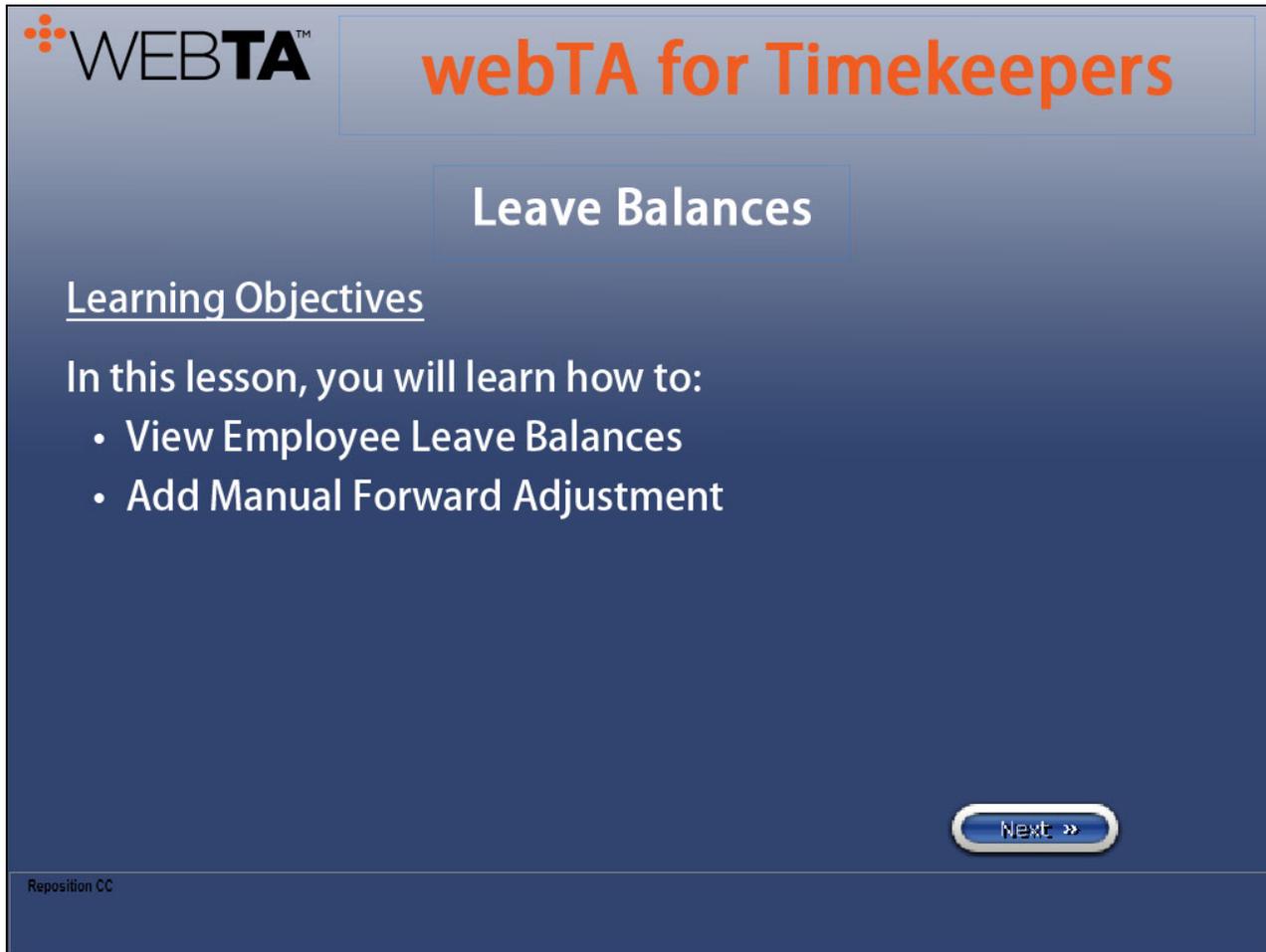


Slide 1 - Learning Objectives



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 the title, the text 'Leave Balances' is centered in a white font. Underneath, the text 'Learning Objectives' is underlined in white. The main content is a list of two bullet points in white: 'View Employee Leave Balances' and 'Add Manual Forward Adjustment'. 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.

Slide notes

Welcome to the webTA for Timekeepers training course. In this lesson, you will learn how to View Employee Leave Balances, and Add Manual Forward Adjustment. Select next to continue.

Slide 4 - Slide 4

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 links:

- Employees**
 - Select Employees
 - 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 your Employees' leave balances, we first need to go to the Select Employees page. Select next to continue.

Slide 5 - Slide 5

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

Timekeeper Main Menu

| | |
|--|--|
| Employees | Accounting |
| Select Employees | Accounts |
| Employee Leave Requests | |
| Employee Premium Pay Requests | |
| | Schedule |
| Reports | Employee Schedules List View |
| Reports | Employee Schedules Grid View |
| My Saved and Scheduled Reports | Schedule Templates |
| Adhoc Report Management | Shifts |
| | Delegates/Reassignment |
| Continuation of Pay (COP) | My Delegates |
| COP Events | 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 [3] | Settings | Help | Log Out

Timekeeper Main Menu >

Select Employees

Pay Period: All **Timesheet Status:** Saved + Emp Validated **User ID:** **Last Name:** **First Name:** **Middle Name:** **Organization:** Find Org
Timekeeper: **Supervisor:** **SSN:** **Delegates For: POI:** NONE **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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 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 |

1-9 of 9 Records Next >> 25 50 100

Select Action

Timesheets
 Profiles and Settings
 Leave and Premium Pay
 Send Messages
 Other Actions

Slide notes

Next, select the checkbox beside the employee whose Leave Balances you wish to view. In this example, we are going to select Chris Williams. Select next to continue.

Slide 7 - Slide 7

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

Select Employees

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

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

| <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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | JTHOMPSON | Thompson | Joshua | | NRCS | Harris, Daniel | Robinson, William | 4815 |
| <input checked="" type="checkbox"/> | 09 - 2015 | Saved | CWILLIAMS | Williams | Chris | | NRCS | Harris, Daniel | Robinson, William | 4815 |

1-9 of 9 Records
◀ ◀ 1 ▶ ▶
View

Select Action

Timesheets
Profiles and Settings
Leave and Premium Pay
Send Messages
Other Actions

Slide notes

Slide 8 - Slide 8

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

Select Employees

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

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

| <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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | JTHOMPSON | Thompson | Joshua | | NRCS | Harris, Daniel | Robinson, William | 4815 |
| <input checked="" type="checkbox"/> | 09 - 2015 | Saved | CWILLIAMS | Williams | Chris | | NRCS | Harris, Daniel | Robinson, William | 4815 |

1-9 of 9 Records
◀◀ 1 ▶▶
Next ▶▶
25 50 100

Select Action

Timesheets
Profiles and Settings
Leave and Premium Pay
Send Messages
Other Actions

Slide notes

Next, we will scroll to the bottom of the page to show the Select Action section, and select the Leave Balances link. Select next to continue.

Slide 9 - Slide 9


Employee **Timekeeper**
Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

Select Employees

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

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

| <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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | JTHOMPSON | Thompson | Joshua | | NRCS | Harris, Daniel | Robinson, William | 4815 |
| <input checked="" type="checkbox"/> | 09 - 2015 | Saved | CWILLIAMS | Williams | Chris | | NRCS | Harris, Daniel | Robinson, William | 4815 |

1-9 of 9 Records View

Select Action

Timesheets
Profiles and Settings
Leave and Premium Pay
Send Messages
Other Actions

Slide notes

Slide 10 - Slide 10

WEBTA™

Employee
Timekeeper

Inbox [3]
Settings
Help
Log Out

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:

Timekeeper:

Timesheet Status:

Supervisor:

User ID:

SSN:

Last Name:

Delegates For:

First Name:

POI:

Middle Name:

Timesheet Type:

Organization:

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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | JTHOMPSON | Thompson | Joshua | | NRCS | Harris, Daniel | Robinson, William | 4815 |
| <input checked="" type="checkbox"/> | 09 - 2015 | Saved | CWILLIAMS | Williams | Chris | | NRCS | Harris, Daniel | Robinson, William | 4815 |

1-9 of 9 Records View

Select Action

Timesheets
Profiles and Settings
Leave and Premium Pay
Send Messages
Other Actions

Slide notes

USDA Timekeeper webTA Leave Balances

Slide 11 - Slide 11

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

| <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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | JTHOMPSON | Thompson | Joshua | | NRCS | Harris, Daniel | Robinson, William | 4815 |
| <input checked="" type="checkbox"/> | 09 - 2015 | Saved | CWILLIAMS | Williams | Chris | | NRCS | Harris, Daniel | Robinson, William | 4815 |

1-9 of 9 Records
View

Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)
- [Validate Selected](#)
- [Create Correction](#)
- [Processed Timesheets](#)
- Default Schedule**
- [Default Schedule](#)

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Other Actions

- [Employee Accounts](#)

Slide notes

USDA Timekeeper webTA Leave Balances

Slide 12 - Slide 12

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

| <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 | Saved | SMILLER | Miller | Samantha | | 01 | 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 | Saved | ELEWIS | Lewis | Emma | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMARTINEZ | Martinez | Sophia | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | SMILLER | Miller | Samantha | | 01 | Harris, Daniel | Robinson, William | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | WROBINSON | Robinson | William | | 01 | Harris, Daniel | Martinez, Sophia | 4815 |
| <input type="checkbox"/> | 09 - 2015 | Saved | JTHOMPSON | Thompson | Joshua | | NRCS | Harris, Daniel | Robinson, William | 4815 |
| <input checked="" type="checkbox"/> | 09 - 2015 | Saved | CWILLIAMS | Williams | Chris | | NRCS | Harris, Daniel | Robinson, William | 4815 |

1-9 of 9 Records
View

Select Action

Timesheets

- Timesheet
- Timesheet Summary
- Validate Selected
- Create Correction
- Processed Timesheets
- Default Schedule**
- Default Schedule

Profiles and Settings

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

Leave and Premium Pay

- Leave Balances
- Leave Requests
- Premium Pay Requests

Send Messages

- Send Message

Other Actions

- Employee Accounts

Slide notes

Slide 13 - Slide 13

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

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

Leave Balances for WILLIAMS, CHRIS

Balances for pay period: 09 - 2015 : May 03, 2015 - May 16, 2015 * Select Pay Period

Accrual Leave Balances

| Leave Type | Forward | Adj Forward | Accrued | Used | Expired | Adjustments | Capped | Balance | EOY Balance | EOY Use or Lose |
|-----------------------------|---------|-------------|---------|------|---------|-------------|--------|---------|-------------|-----------------|
| Annual Leave | 8:00 | 8:00 | 4:00 | 0:00 | 0:00 | 0:00 | 0:00 | 12:00 | 80:00 | 0:00 |
| Sick Leave | 8:00 | 8:00 | 4:00 | 0:00 | 0:00 | 0:00 | 0:00 | 12:00 | 80:00 | 0:00 |
| Credit Hours | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Compensatory Time | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Compensatory Travel | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Compensatory Time Religious | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Shore Leave | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Home Leave | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Restored Annual Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Time Off Award | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Military Regular Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Military Emergency Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Deferred Annual Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Deferred Sick Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| COP Occurrence 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COP Occurrence 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COP Occurrence 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Tracking Leave Balances

| Leave Type | Forward | Used | Used To Date |
|------------------------------------|---------|------|--------------|
| LWOP | 0:00 | 0:00 | 0:00 |
| AWOL | 0:00 | 0:00 | 0:00 |
| Suspension | 0:00 | 0:00 | 0:00 |
| Furlough | 0:00 | 0:00 | 0:00 |
| Family Friendly Sick Leave | 0:00 | 0:00 | 0:00 |
| Family Friendly Sick Leave Serious | 0:00 | 0:00 | 0:00 |

Next »

Slide notes

Here, we can see a list of the various Leave Types. To view details about a specific type, select its link. In this example, we are going to select Annual Leave. Select next to continue.

Slide 14 - Slide 14

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu > Select Employees >

Leave Balances for WILLIAMS, CHRIS

Balances for pay period: 09 - 2015 : May 03, 2015 - May 16, 2015 * Select Pay Period

| Leave Type | Accrual Leave Balances | | | | | | | | | |
|-----------------------------|------------------------|-------------|---------|------|---------|-------------|--------|---------|-------------|-----------------|
| | Forward | Adj Forward | Accrued | Used | Expired | Adjustments | Capped | Balance | EOY Balance | EOY Use or Lose |
| Annual Leave | 8:00 | 8:00 | 4:00 | 0:00 | 0:00 | 0:00 | 0:00 | 12:00 | 80:00 | 0:00 |
| Sick Leave | 8:00 | 8:00 | 4:00 | 0:00 | 0:00 | 0:00 | 0:00 | 12:00 | 80:00 | 0:00 |
| Credit Hours | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Compensatory Time | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Compensatory Travel | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Compensatory Time Religious | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Shore Leave | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Home Leave | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Restored Annual Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Time Off Award | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Military Regular Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Military Emergency Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Deferred Annual Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| Deferred Sick Leave | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 |
| COP Occurrence 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COP Occurrence 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| COP Occurrence 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Leave Type | Tracking Leave Balances | | |
|------------------------------------|-------------------------|------|--------------|
| | Forward | Used | Used To Date |
| LWOP | 0:00 | 0:00 | 0:00 |
| AWOL | 0:00 | 0:00 | 0:00 |
| Suspension | 0:00 | 0:00 | 0:00 |
| Furlough | 0:00 | 0:00 | 0:00 |
| Family Friendly Sick Leave | 0:00 | 0:00 | 0:00 |
| Family Friendly Sick Leave Serious | 0:00 | 0:00 | 0:00 |

Slide notes

Slide 15 - Slide 15

WEBTA™ Employee Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees > Leave Balances >

Details of Annual Leave for WILLIAMS, CHRIS

Leave Balance Details

| Pay Period | Date | Adjustment Type | Amount | Balance | Expiration Date |
|------------|------------|-------------------|--------|---------|-----------------|
| 26-2015 | 01/09/2016 | Timesheet Accrual | 4:00 | 80:00 | |
| 25-2015 | 12/26/2015 | Timesheet Accrual | 4:00 | 76:00 | |
| 24-2015 | 12/12/2015 | Timesheet Accrual | 4:00 | 72:00 | |
| 23-2015 | 11/28/2015 | Timesheet Accrual | 4:00 | 68:00 | |
| 22-2015 | 11/14/2015 | Timesheet Accrual | 4:00 | 64:00 | |
| 21-2015 | 10/31/2015 | Timesheet Accrual | 4:00 | 60:00 | |
| 20-2015 | 10/17/2015 | Timesheet Accrual | 4:00 | 56:00 | |
| 19-2015 | 10/03/2015 | Timesheet Accrual | 4:00 | 52:00 | |
| 18-2015 | 09/19/2015 | Timesheet Accrual | 4:00 | 48:00 | |
| 17-2015 | 09/05/2015 | Timesheet Accrual | 4:00 | 44:00 | |
| 16-2015 | 08/22/2015 | Timesheet Accrual | 4:00 | 40:00 | |
| 15-2015 | 08/08/2015 | Timesheet Accrual | 4:00 | 36:00 | |
| 14-2015 | 07/25/2015 | Timesheet Accrual | 4:00 | 32:00 | |
| 13-2015 | 07/11/2015 | Timesheet Accrual | 4:00 | 28:00 | |
| 12-2015 | 06/27/2015 | Timesheet Accrual | 4:00 | 24:00 | |
| 11-2015 | 06/13/2015 | Timesheet Accrual | 4:00 | 20:00 | |
| 10-2015 | 05/30/2015 | Timesheet Accrual | 4:00 | 16:00 | |
| 09-2015 | 05/16/2015 | Timesheet Accrual | 4:00 | 12:00 | |
| 08-2015 | 05/02/2015 | Timesheet Accrual | 4:00 | 8:00 | |
| 07-2015 | 04/18/2015 | Timesheet Accrual | 4:00 | 4:00 | |

1-20 of 20 Records View 25 50 100

Slide notes

Here, we can see the accrual details for Annual Leave, by pay period. Let's scroll down to the bottom of the page. To Add a Manual Forward Adjustment, we will select the button below the list. Select next to continue.

Slide 16 - Slide 16

WEBTA™ Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees > Leave Balances >

Details of Annual Leave for WILLIAMS, CHRIS

Leave Balance Details

| Pay Period | Date | Adjustment Type | Amount | Balance | Expiration Date |
|------------|------------|-------------------|--------|---------|-----------------|
| 26-2015 | 01/09/2016 | Timesheet Accrual | 4:00 | 80:00 | |
| 25-2015 | 12/26/2015 | Timesheet Accrual | 4:00 | 76:00 | |
| 24-2015 | 12/12/2015 | Timesheet Accrual | 4:00 | 72:00 | |
| 23-2015 | 11/28/2015 | Timesheet Accrual | 4:00 | 68:00 | |
| 22-2015 | 11/14/2015 | Timesheet Accrual | 4:00 | 64:00 | |
| 21-2015 | 10/31/2015 | Timesheet Accrual | 4:00 | 60:00 | |
| 20-2015 | 10/17/2015 | Timesheet Accrual | 4:00 | 56:00 | |
| 19-2015 | 10/03/2015 | Timesheet Accrual | 4:00 | 52:00 | |
| 18-2015 | 09/19/2015 | Timesheet Accrual | 4:00 | 48:00 | |
| 17-2015 | 09/05/2015 | Timesheet Accrual | 4:00 | 44:00 | |
| 16-2015 | 08/22/2015 | Timesheet Accrual | 4:00 | 40:00 | |
| 15-2015 | 08/08/2015 | Timesheet Accrual | 4:00 | 36:00 | |
| 14-2015 | 07/25/2015 | Timesheet Accrual | 4:00 | 32:00 | |
| 13-2015 | 07/11/2015 | Timesheet Accrual | 4:00 | 28:00 | |
| 12-2015 | 06/27/2015 | Timesheet Accrual | 4:00 | 24:00 | |
| 11-2015 | 06/13/2015 | Timesheet Accrual | 4:00 | 20:00 | |
| 10-2015 | 05/30/2015 | Timesheet Accrual | 4:00 | 16:00 | |
| 09-2015 | 05/16/2015 | Timesheet Accrual | 4:00 | 12:00 | |
| 08-2015 | 05/02/2015 | Timesheet Accrual | 4:00 | 8:00 | |
| 07-2015 | 04/18/2015 | Timesheet Accrual | 4:00 | 4:00 | |

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Slide notes

Slide 17 - Slide 17

The screenshot displays the WEBTA web interface. At the top left is the WEBTA logo. To its right are navigation tabs for 'Employee' and 'Timekeeper'. Further right, a dark blue bar contains 'Inbox [3] | Settings | Help | Log Out'. Below this is a breadcrumb trail: 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. The form contains the following fields: 'LeaveType: Annual Leave', 'User: WILLIAMS, CHRIS', and 'Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 *'. Below these are two balance fields: 'Unadjusted Forward Balance: 8:00' and 'Adjusted Forward Balance: 8:00'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Slide notes

Slide 18 - Slide 18

The screenshot shows the WEBTA web interface. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. Further right is a navigation bar with 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. Below this, the form contains the following fields: 'LeaveType: Annual Leave', 'User: WILLIAMS, CHRIS', and 'Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 *' with a dropdown arrow. Below these are two balance fields: 'Unadjusted Forward Balance: 8:00' and 'Adjusted Forward Balance: 8:00' with an input box. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Use the pay period dropdown menu to designate the pay period in which you are adjusting, and type the adjustment into the Adjusted Forward Balance field. In this example, we will keep the selected pay period, and add 4 hours to the 8 listed for a total of 12. Select next to continue.

Slide 19 - Slide 19

WEBTA™ Employee Timekeeper Inbox [3] | Settings | Help | Log Out

[Timekeeper Main Menu](#) > [Select Employees](#) > [Leave Balances](#) > [Leave Balance Details](#) >

Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS

LeaveType: Annual Leave
User: WILLIAMS, CHRIS
Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 * ▾

Unadjusted Forward Balance: 8:00
Adjusted Forward Balance: 8:00

Slide notes

Slide 20 - Slide 20

The screenshot displays the WEBTA web interface. At the top left is the WEBTA logo. The navigation bar includes 'Employee' and 'Timekeeper' tabs, and 'Inbox [3] | Settings | Help | Log Out' on the right. A breadcrumb trail reads 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. The form contains the following fields: 'LeaveType: Annual Leave', 'User: WILLIAMS, CHRIS', and 'Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 *'. Below these are 'Unadjusted Forward Balance: 8:00' and 'Adjusted Forward Balance: 8:00' with an input field. At the bottom are 'Save' and 'Cancel' buttons.

Slide notes

Slide 21 - Slide 21

The screenshot displays the WEBTA web interface. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. Further right are links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. Below the header is a breadcrumb trail: 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading of the page is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. The form contains the following fields and controls:

- LeaveType:** Annual Leave
- User:** WILLIAMS, CHRIS
- Pay Period:** 09 - 2015 : May 03, 2015 - May 16, 2015 * (with a dropdown arrow)
- Unadjusted Forward Balance:** 8:00
- Adjusted Forward Balance:** 12 (in a yellow input field)
- Buttons:** Save and Cancel

Slide notes

Slide 22 - Slide 22

The screenshot displays the WEBTA web interface. At the top left is the WEBTA logo. The navigation bar includes 'Employee' and 'Timekeeper' tabs, and 'Inbox [3] | Settings | Help | Log Out' on the right. The breadcrumb trail reads 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. The form contains the following fields: 'LeaveType: Annual Leave', 'User: WILLIAMS, CHRIS', and 'Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 *'. Below these, 'Unadjusted Forward Balance: 8:00' is shown. The 'Adjusted Forward Balance' field contains the value '12'. At the bottom of the form are 'Save' and 'Cancel' buttons. A 'Next >>' button is located at the bottom right of the page.

Slide notes

Next, we will select the Save button. Select next to continue.

Slide 23 - Slide 23

The screenshot displays the WEBTA web interface. At the top left is the WEBTA logo. The navigation bar includes 'Employee' and 'Timekeeper' tabs, and 'Inbox [3] | Settings | Help | Log Out' on the right. The breadcrumb trail reads: 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. The form contains the following fields and controls:

- LeaveType:** Annual Leave
- User:** WILLIAMS, CHRIS
- Pay Period:** 09 - 2015 : May 03, 2015 - May 16, 2015 * (dropdown menu)
- Unadjusted Forward Balance:** 8:00
- Adjusted Forward Balance:** 12 (input field)
- Buttons:** Save (highlighted with a red box) and Cancel

Slide notes

Slide 24 - Slide 24

WEBTA™ Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >

Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS

Forward adjustment successfully saved

LeaveType: Annual Leave
User: WILLIAMS, CHRIS
Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 * ▾

Unadjusted Forward Balance: 8.00
Adjusted Forward Balance:

Slide notes

Note the message indicating that the forward adjustment was successfully saved. Next, we will return to the Leave Balance Details page using the breadcrumb trail. Select next to continue.

Slide 25 - Slide 25

The screenshot shows the WEBTA web interface. At the top left is the WEBTA logo with 'Employee' and 'Timekeeper' tabs. The top right has 'Inbox [3] | Settings | Help | Log Out'. The breadcrumb trail is 'Timekeeper Main Menu > Select Employees > Leave Balances > Leave Balance Details >'. The main heading is 'Adjust Forward Balance for Annual Leave for WILLIAMS, CHRIS'. A blue message bar says 'Forward adjustment successfully saved'. Below this, the form shows: 'LeaveType: Annual Leave', 'User: WILLIAMS, CHRIS', and 'Pay Period: 09 - 2015 : May 03, 2015 - May 16, 2015 *'. The 'Unadjusted Forward Balance' is 8.00 and the 'Adjusted Forward Balance' is 12.00. There are 'Save' and 'Cancel' buttons. The URL at the bottom left is '10.2.66.121:18030/.../LeaveBalanceForwardAdjustment'.

Slide notes

Slide 26 - Slide 26

WEBTA™ Employee Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees > Leave Balances >

Details of Annual Leave for WILLIAMS, CHRIS

Leave Balance Details

| Pay Period | Date | Adjustment Type | Amount | Balance | Expiration Date |
|------------|------------|--------------------|--------|---------|-----------------|
| 26-2015 | 01/09/2016 | Timesheet Accrual | 4:00 | 84:00 | |
| 25-2015 | 12/26/2015 | Timesheet Accrual | 4:00 | 80:00 | |
| 24-2015 | 12/12/2015 | Timesheet Accrual | 4:00 | 76:00 | |
| 23-2015 | 11/28/2015 | Timesheet Accrual | 4:00 | 72:00 | |
| 22-2015 | 11/14/2015 | Timesheet Accrual | 4:00 | 68:00 | |
| 21-2015 | 10/31/2015 | Timesheet Accrual | 4:00 | 64:00 | |
| 20-2015 | 10/17/2015 | Timesheet Accrual | 4:00 | 60:00 | |
| 19-2015 | 10/03/2015 | Timesheet Accrual | 4:00 | 56:00 | |
| 18-2015 | 09/19/2015 | Timesheet Accrual | 4:00 | 52:00 | |
| 17-2015 | 09/05/2015 | Timesheet Accrual | 4:00 | 48:00 | |
| 16-2015 | 08/22/2015 | Timesheet Accrual | 4:00 | 44:00 | |
| 15-2015 | 08/08/2015 | Timesheet Accrual | 4:00 | 40:00 | |
| 14-2015 | 07/25/2015 | Timesheet Accrual | 4:00 | 36:00 | |
| 13-2015 | 07/11/2015 | Timesheet Accrual | 4:00 | 32:00 | |
| 12-2015 | 06/27/2015 | Timesheet Accrual | 4:00 | 28:00 | |
| 11-2015 | 06/13/2015 | Timesheet Accrual | 4:00 | 24:00 | |
| 10-2015 | 05/30/2015 | Timesheet Accrual | 4:00 | 20:00 | |
| 09-2015 | 05/16/2015 | Timesheet Accrual | 4:00 | 16:00 | |
| 09-2015 | 05/03/2015 | Forward Adjustment | 4:00 | 12:00 | |
| 08-2015 | 05/02/2015 | Timesheet Accrual | 4:00 | 8:00 | |
| 07-2015 | 04/18/2015 | Timesheet Accrual | 4:00 | 4:00 | |

1-21 of 21 Records View 25 50 100

Next >>

Add Manual Forward Adjustment Cancel

Slide notes

Also note that the forward adjustment has been added to the details page. Next, we will return to the Timekeeper Main Menu using the breadcrumb trail. Select next to continue.

Slide 27 - Slide 27



Employee
Timekeeper

Inbox [3] | Settings | Help | Log Out

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

Details of Annual Leave for WILLIAMS, CHRIS

Leave Balance Details

| Pay Period | Date | Adjustment Type | Amount | Balance | Expiration Date |
|------------|------------|--------------------|--------|---------|-----------------|
| 26-2015 | 01/09/2016 | Timesheet Accrual | 4:00 | 84:00 | |
| 25-2015 | 12/26/2015 | Timesheet Accrual | 4:00 | 80:00 | |
| 24-2015 | 12/12/2015 | Timesheet Accrual | 4:00 | 76:00 | |
| 23-2015 | 11/28/2015 | Timesheet Accrual | 4:00 | 72:00 | |
| 22-2015 | 11/14/2015 | Timesheet Accrual | 4:00 | 68:00 | |
| 21-2015 | 10/31/2015 | Timesheet Accrual | 4:00 | 64:00 | |
| 20-2015 | 10/17/2015 | Timesheet Accrual | 4:00 | 60:00 | |
| 19-2015 | 10/03/2015 | Timesheet Accrual | 4:00 | 56:00 | |
| 18-2015 | 09/19/2015 | Timesheet Accrual | 4:00 | 52:00 | |
| 17-2015 | 09/05/2015 | Timesheet Accrual | 4:00 | 48:00 | |
| 16-2015 | 08/22/2015 | Timesheet Accrual | 4:00 | 44:00 | |
| 15-2015 | 08/08/2015 | Timesheet Accrual | 4:00 | 40:00 | |
| 14-2015 | 07/25/2015 | Timesheet Accrual | 4:00 | 36:00 | |
| 13-2015 | 07/11/2015 | Timesheet Accrual | 4:00 | 32:00 | |
| 12-2015 | 06/27/2015 | Timesheet Accrual | 4:00 | 28:00 | |
| 11-2015 | 06/13/2015 | Timesheet Accrual | 4:00 | 24:00 | |
| 10-2015 | 05/30/2015 | Timesheet Accrual | 4:00 | 20:00 | |
| 09-2015 | 05/16/2015 | Timesheet Accrual | 4:00 | 16:00 | |
| 09-2015 | 05/03/2015 | Forward Adjustment | 4:00 | 12:00 | |
| 08-2015 | 05/02/2015 | Timesheet Accrual | 4:00 | 8:00 | |
| 07-2015 | 04/18/2015 | Timesheet Accrual | 4:00 | 4:00 | |

1-21 of 21 Records

⏪ ⏩ 1 ⏪ ⏩
View 25 50 100

Add Manual Forward Adjustment
Cancel

Slide notes

Slide 28 - Slide 28

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 [3]', '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 29 - Finish



Slide notes

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