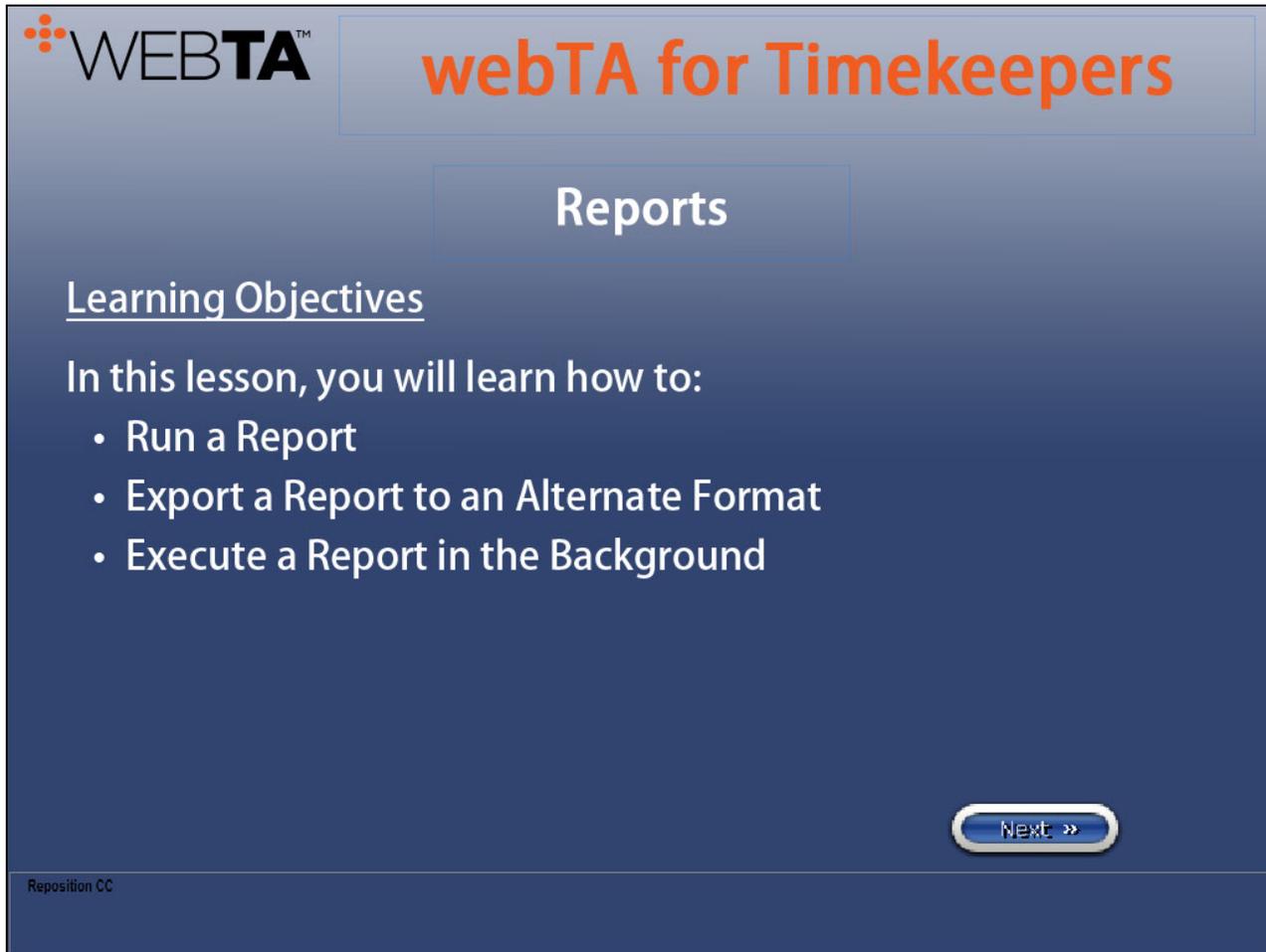


Slide 1 - Learning Objectives



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' in white. To the right of the logo, the title 'webTA for Timekeepers' is written in a large, bold, orange font. Below the title, the word 'Reports' is centered in a white, bold font. Underneath 'Reports', the text 'Learning Objectives' is written in white and underlined. This is followed by the sentence 'In this lesson, you will learn how to:' and a bulleted list of three items: 'Run a Report', 'Export a Report to an Alternate Format', and 'Execute a Report in the Background'. In the bottom right corner, there is a white button with a blue border and the text 'Next >>'. In the bottom left corner, the text 'Reposition CC' is visible in a small font.

Slide notes

Welcome to the webTA for Timekeepers training course. In this lesson, you will learn how to Run a Report, Export a Report to an Alternate Format, and Execute a Report in the Background. Select next to continue.

Slide 4 - Slide 4

The screenshot displays the WEBTA Timekeeper Main Menu. At the top, the WEBTA logo is on the left, and navigation links for 'Employee' and 'Timekeeper' are in the center. On the 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 Timesheets, Employee Leave Requests, Employee Premium Pay Requests.
- 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.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Continuation of Pay (COP):** COP Events.

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

Slide notes

webTA's reporting module allows you to view, create, run, and save standard time and attendance, or T&A reports at any time.

Let's begin by locating and identifying reports that are available to Timekeepers by selecting the Reports link from the Main Menu. Select next to continue.

Slide 5 - Slide 5

The screenshot shows the WEBTA™ interface for a Timekeeper user. The top navigation bar includes the logo, user roles (Employee, Timekeeper), 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 Timesheets, Employee Leave Requests, Employee Premium Pay Requests
- Reports**: Reports (highlighted), 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 6 - Slide 6

The screenshot shows the WEBTA interface for a Timekeeper. The top navigation bar includes the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a 'Timekeeper Main Menu >' link. The main content area is titled 'Reports' and contains a table with the following data:

Name	Description
Agency Status	Timesheet status counts by timekeeper
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
New Employees	Newly hired employees
Timesheet Summary	Summarization of timesheet, leave and activity
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'. At the bottom right of the page is a 'Next >>' button.

Slide notes

The Reports page contains a list of reports available to timekeepers, as well as a brief description of the contents of each report. In this example, we are going to look at the Unvalidated Timesheets Report. Select next to continue.

Slide 7 - Slide 7

The screenshot shows the WEBTA™ interface for a Timekeeper user. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, and 'Inbox [44] | Settings | Help | Log Out' links. Below the navigation is a 'Timekeeper Main Menu >' link. The main content area is titled 'Reports' and contains a table with the following data:

Name	Description
Agency Status	Timesheet status counts by timekeeper
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
New Employees	Newly hired employees
Timesheet Summary	Summarization of timesheet, leave and activity
Uncertified Timesheets	A listing of uncertified timesheets
Invalidated Timesheets	A listing of invalidated timesheets

Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'. At the bottom left of the interface, the URL 'http://webta.kronosfederal.com/nfchost8/Report#' is visible.

Slide notes

Slide 8 - Slide 8

The screenshot shows the WEBTA™ interface for generating an "Unvalidated Timesheets" report. The page header includes the WEBTA™ logo, "Employee Timekeeper" tabs, and navigation links for "Inbox [44]", "Settings", "Help", and "Log Out". Below the header, there are breadcrumb links "Timekeeper Main Menu > Reports >". The main content area is titled "Unvalidated Timesheets" and includes export options for "PDF", "Excel", "HTML", and "CSV", along with a "Background Execution" dropdown menu. The "Report Parameters" section contains the following fields and controls:

- Report Header:** A text input field with a yellow background.
- From PP:** A dropdown menu showing "2014-06: Mar 23, 14 - Apr 05, 14".
- To PP:** A dropdown menu showing "2014-07: Apr 06, 14 - Apr 19, 14".
- Include Missing:** An unchecked checkbox.
- Organization:** A dropdown menu showing "OCFO" and a red "Clear" button.
- Include Sub Orgs:** A checked checkbox.
- Users:** A dropdown menu showing "Active".

At the bottom left of the parameters section are "Run Report" and "Cancel" buttons. At the bottom right is a blue "Next >>" button.

Slide notes

You can add a custom Report Header to your report by typing it in the Report Header field. If you add a custom Report Header, it will appear next to the report name at the top of the report if you export it. In this example, we will enter a Report Header. Select next to continue.

Slide 9 - Slide 9

The screenshot displays the WEBTA™ Timekeeper interface. At the top left is the WEBTA™ logo, followed by 'Employee' and 'Timekeeper' tabs. The top right shows 'Inbox [44] | Settings | Help | Log Out'. Below the navigation bar, the breadcrumb 'Timekeeper Main Menu > Reports >' is visible. The main heading is 'Unvalidated Timesheets', with export options 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown. The 'Report Parameters' section includes: 'Report Header' (a highlighted text input field), 'From PP' (2014-06: Mar 23, 14 - Apr 05, 14), 'To PP' (2014-07: Apr 06, 14 - Apr 19, 14), 'Include Missing' (checkbox), 'Organization' (OCFO with a 'Clear' button), 'Include Sub Orgs' (checked checkbox), and 'Users' (Active dropdown). At the bottom are 'Run Report' and 'Cancel' buttons.

Slide notes

Slide 10 - Slide 10

The screenshot shows the WEBTA™ interface for configuring an "Unvalidated Timesheets" report. The page includes a header with the logo, navigation tabs for "Employee" and "Timekeeper", and a top right menu with "Inbox [44]", "Settings", "Help", and "Log Out". Below the header, there is a breadcrumb trail "Timekeeper Main Menu > Reports >". The main content area is titled "Unvalidated Timesheets" and includes a row of links for "PDF", "Excel", "HTML", "CSV", and a "Background Execution" dropdown menu. Under the "Report Parameters" section, the "Report Header" is set to "Unvalidated Timesheets". The "From PP" is "2014-06: Mar 23, 14 - Apr 05, 14" and the "To PP" is "2014-07: Apr 06, 14 - Apr 19, 14". The "Include Missing" checkbox is unchecked, and the "Organization" is set to "OCFO" with a "Clear" button. The "Include Sub Orgs" checkbox is checked, and the "Users" dropdown is set to "Active". At the bottom of the form are "Run Report" and "Cancel" buttons.

Slide notes

Slide 11 - Slide 11

The screenshot shows the WEBTA™ interface for generating an 'Unvalidated Timesheets' report. The page has a header with the logo and navigation links like 'Employee', 'Timekeeper', 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the header, there are breadcrumb links 'Timekeeper Main Menu > Reports >'. The main content area is titled 'Unvalidated Timesheets' and includes a toolbar with options for 'PDF', 'Excel', 'HTML', 'CSV', and a 'Background Execution' dropdown. The 'Report Parameters' section contains several fields: 'Report Header' (set to '7 Unvalidated Timesheets'), 'From PP' (2014-06: Mar 23, 14 - Apr 05, 14), 'To PP' (2014-07: Apr 06, 14 - Apr 19, 14), 'Include Missing' (unchecked), 'Organization' (OCFO with a 'Clear' button), 'Include Sub Orgs' (checked), and 'Users' (Active). At the bottom of the parameters are 'Run Report' and 'Cancel' buttons. A 'Next >>' button is located at the bottom right of the page.

Slide notes

You can modify the date range for the start and end of the reporting period by modifying the From Pay Period and To Pay Period dropdown menus. In this example, we are going to keep the "from", and "to" dates as is.

You can also decide whether or not to Include Missing timesheets. This may be helpful because it will include employees who have not even accessed or saved their timesheet for the given period. We will select this checkbox for this report. Select next to continue.

Slide 12 - Slide 12

The screenshot shows the WEBTA™ interface for generating an 'Unvalidated Timesheets' report. The page includes a navigation bar with 'Employee' and 'Timekeeper' tabs, and a top right menu with 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a breadcrumb trail 'Timekeeper Main Menu > Reports >'. The main heading is 'Unvalidated Timesheets', with options for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown. The 'Report Parameters' section contains the following fields:

- Report Header: 7 Unvalidated Timesheets
- From PP: 2014-06: Mar 23, 14 - Apr 05, 14
- To PP: 2014-07: Apr 06, 14 - Apr 19, 14
- Include Missing:
- Organization: OCFO (with a 'Clear' button)
- Include Sub Orgs:
- Users: Active

At the bottom of the form are 'Run Report' and 'Cancel' buttons.

Slide notes

Slide 13 - Slide 13

The screenshot shows the WEBTA™ interface for configuring an "Unvalidated Timesheets" report. The page has a header with the WEBTA™ logo, "Employee" and "Timekeeper" tabs, and navigation links for "Inbox [44]", "Settings", "Help", and "Log Out". Below the header, there is a breadcrumb trail "Timekeeper Main Menu > Reports >". The main content area is titled "Unvalidated Timesheets" and includes a toolbar with "PDF", "Excel", "HTML", "CSV", and "Background Execution" options. The "Report Parameters" section contains the following fields:

- Report Header: 7 Unvalidated Timesheets
- From PP: 2014-06: Mar 23, 14 - Apr 05, 14
- To PP: 2014-07: Apr 06, 14 - Apr 19, 14
- Include Missing:
- Organization: OCFO (with a "Clear" button)
- Include Sub Orgs:
- Users: Active

At the bottom of the parameters section are "Run Report" and "Cancel" buttons. A "Next >>" button is located at the bottom right of the page.

Slide notes

You can also include employee timesheets that are Active, Inactive or both in your report. In this example, we are keeping it set to Active.

Once you have entered the desired report parameters, select the Run Report button. Select next to continue.

Slide 14 - Slide 14

The screenshot shows the WEBTA™ interface for generating an 'Unvalidated Timesheets' report. The page includes a navigation bar with 'Employee' and 'Timekeeper' tabs, and a top right menu with 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Unvalidated Timesheets' and features a 'Report Parameters' section. This section contains several input fields: 'Report Header' (set to '7 Unvalidated Timesheets'), 'From PP' (2014-06: Mar 23, 14 - Apr 05, 14), and 'To PP' (2014-07: Apr 06, 14 - Apr 19, 14). There are checkboxes for 'Include Missing' and 'Include Sub Orgs', both of which are checked. The 'Organization' is set to 'OCFO' with a 'Clear' button. The 'Users' dropdown is set to 'Active'. At the bottom of the form are 'Run Report' and 'Cancel' buttons. The 'Run Report' button is highlighted with a red border. A URL bar at the bottom left shows 'http://webta.kronosfederal.com/nfchost8/Report'. In the top right corner, there are links for 'PDF', 'Excel', 'HTML', and 'CSV', along with a 'Background Execution' dropdown menu.

Slide notes

Slide 15 - Slide 15

PDF | Excel | HTML | CSV Background Execution ▾

Unvalidated Timesheets

Unvalidated Timesheets - PP06-07 Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWMS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWMS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07

Page 12 >> |

Report Parameters
Report Header: PP06-07 Unvalidated Time

Next >>

Slide notes

Here, we can see all employees from the selected pay periods who have not validated their timesheets. You can view this report within webTA, as we are doing now. Or, you can export the report to be viewed with other tools. Reports can be exported as PDF files, Excel Spreadsheets, HTML documents and CSV files. In this example, we will export our report as a PDF file. Select next to continue.

Slide 16 - Slide 16

PDF | Excel | HTML | CSV Background Execution ▾

Unvalidated Timesheets - PP06-07 Unvalidated Timesheets

Timekeeper Userid	Timekeeper Name	Supervisor Userid	Supervisor Name	Employee Userid	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07

Page 12 |>|>

Report Parameters
<http://webta.kronosfederal.com/nfchost8/Report#>

Slide notes

Slide 17 - Slide 17

Unvalidated Timesheets PDF | Excel | HTML | CSV Background Execution ▾

Unvalidated Timesheets - PP06-07 Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-08
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-08
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07

Unvalidated_Timesh....pdf all downloads... x

Next >>

Slide notes

Depending on which web browser you are using, you may see a pop-up window asking you to Save, or Open the report. In this example, at the bottom of the screen, a button appears showing the exported report. To open the report in Acrobat, we will select this button. Select next to continue.

Slide 18 - Slide 18

PDF | Excel | HTML | CSV Background Execution ▾

Unvalidated Timesheets

Unvalidated Timesheets - PP06-07 Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-08
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-08
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07

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Slide notes

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Unvalidated Timesheets - PP06-07 Unvalidated Timesheets

Timekeeper Userid	Timekeeper Name	Supervisor Userid	Supervisor Name	Employee Userid	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07

Slide notes

Note that our report launched as a PDF file in Adobe Acrobat reader. This file can be saved locally, printed or you can simply view it on your screen.

In this example, we will close the window to return to webTA. Select next to continue.

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Unvalidated_Timesheets (3).pdf - Adobe Acrobat Pro

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Create

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Unvalidated Timesheets - PP06-07 Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	CMOORE	MOORE, CHLOE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWMS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-06
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07

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Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	ADMIN	ADMINISTRATOR, THE	SMARTINEZ	MARTINEZ, SOPHIA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	WROBINSON	ROBINSON, WILLIAM	DHARRIS	HARRIS, DANIEL	OCFO	2014-07

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To PP: 2014-07: Apr 06, 14 - Apr 19, 14 ▼

Include Missing:

Organization: OCFO Clear

Include Sub Orgs:

Users: Active ▼

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Slide notes

In addition to being able to export your reports as alternate file types, you can also set up webTA to run your reports in the background and deliver them to you in various formats and by various methods. Select next to continue.

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Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	ADMIN	ADMINISTRATOR, THE	SMARTINEZ	MARTINEZ, SOPHIA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	WROBINSON	ROBINSON, WILLIAM	DHARRIS	HARRIS, DANIEL	OCFO	2014-07

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Report Parameters

Report Header:

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To PP: ▼

Include Missing:

Organization: OCFO Clear

Include Sub Orgs:

Users: ▼

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- PDF
- Excel
- CSV
- HTML
- Emailed PDF
- Emailed Excel
- Emailed CSV
- Emailed HTML

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	ADMIN	ADMINISTRATOR, THE	SMARTINEZ	MARTINEZ, SOPHIA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	WROBINSON	ROBINSON, WILLIAM	DHARRIS	HARRIS, DANIEL	OCFO	2014-07

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Report Parameters

Report Header:

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To PP: 2014-07: Apr 06, 14 - Apr 19, 14 ▾

Include Missing:

Organization: OCFO Clear

Include Sub Orgs:

Users: Active ▾

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Slide notes

This feature may be helpful if you are running a report that will take a long time to run and you do not want to tie up your computer to run it. Or, you may want the report sent to your Inbox as an attachment.

You can run the report in the background, and generate the same file formats mentioned before. You can also have them emailed to you in those same formats. In order for the email feature to work, you must have a valid email address present in webTA. This can be done in the Employee Profile by selecting the Settings link.

When selecting the Background Execution method, your completed report will be listed on the My Saved and Scheduled reports page.

In this example, we are going to select Background Execution and PDF as the format. Select next to continue.

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Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWIS	LEWIS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	ADMIN	ADMINISTRATOR, THE	SMARTINEZ	MARTINEZ, SOPHIA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	WROBINSON	ROBINSON, WILLIAM	DHARRIS	HARRIS, DANIEL	OCFO	2014-07

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Report Parameters

Report Header:

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Include Missing:

Organization: OCFO Clear

Include Sub Orgs:

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

PDF
 ● Excel
 ● CSV
 ● HTML
 ● Emailed PDF
 ● Emailed Excel
 ● Emailed CSV
 ● Emailed HTML

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Your report has been submitted for background processing.

Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWS	LEWS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	ADMIN	ADMINISTRATOR, THE	SMARTINEZ	MARTINEZ, SOPHIA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	WROBINSON	ROBINSON, WILLIAM	DHARRIS	HARRIS, DANIEL	OCFO	2014-07

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Report Header:

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Include Missing:

Organization: OCFO Clear

Include Sub Orgs:

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Slide notes

Note the message indicating that the report has been submitted. We will return to the Reports menu by selecting Reports from the breadcrumb trail. Select next to continue.

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Your report has been submitted for background processing.

Unvalidated Timesheets

Timekeeper UserId	Timekeeper Name	Supervisor UserId	Supervisor Name	Employee UserId	Employee Name	ORG	Pay Period
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JJONES	JONES, JANET	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	CWILLIAMS	WILLIAMS, CHRIS	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJOHNSON	JOHNSON, MARK	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JADAMS	ADAMS, JULIE	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	MJACKSON	JACKSON, MADISON	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	JALLEN	ALLEN, JARED	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	ELEWS	LEWS, EMMA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	GSULLIVAN	SULLIVAN, GARY	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	IWALKER	WALKER, ISABELLA	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	BDAVIS	DAVIS, BEN	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	SMARTINEZ	MARTINEZ, SOPHIA	WROBINSON	ROBINSON, WILLIAM	OCFO	2014-07
DHARRIS	HARRIS, DANIEL	WROBINSON	ROBINSON, WILLIAM	SMILLER	MILLER, SAMANTHA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	ADMIN	ADMINISTRATOR, THE	SMARTINEZ	MARTINEZ, SOPHIA	OCFO	2014-07
MJACKSON	JACKSON, MADISON	WROBINSON	ROBINSON, WILLIAM	DHARRIS	HARRIS, DANIEL	OCFO	2014-07

Page 1

Report Parameters

Report Header:

From PP: 2014-06: Mar 23, 14 - Apr 05, 14 ▼

To PP: 2014-07: Apr 06, 14 - Apr 19, 14 ▼

Include Missing:

Organization: OCFO Clear

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

Slide notes

Slide 27 - Slide 27

The screenshot shows the WEBTA interface for a Timekeeper user. The top navigation bar includes the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a 'Timekeeper Main Menu >' link. The main content area is titled 'Reports' and contains a table with the following data:

Name	Description
Agency Status	Timesheet status counts by timekeeper
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
New Employees	Newly hired employees
Timesheet Summary	Summarization of timesheet, leave and activity
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'. At the bottom right of the page is a 'Next >>' button.

Slide notes

Next, we will select the My Saved and Scheduled Reports button. Select next to continue.

Slide 28 - Slide 28

The screenshot shows the WEBTA Timekeeper interface. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. On the top right, there is a navigation bar with 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Timekeeper Main Menu >'. The main content area is titled 'Reports' and contains a table with two columns: 'Name' and 'Description'. The table lists several reports, including 'Agency Status', 'Default Schedule Report', 'Final Timesheets', 'Leave Audit', 'New Employees', 'Timesheet Summary', 'Uncertified Timesheets', and 'Unvalidated Timesheets'. Below the table, there is a button labeled 'My Saved and Scheduled Reports' which is highlighted with a red border, and a 'Cancel' button next to it. At the bottom left of the interface, a small box displays the URL 'http://webta.kronosfederal.com/nfchost8/Reports'.

Name	Description
Agency Status	Timesheet status counts by timekeeper
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Leave Audit	Leave Audit Report
New Employees	Newly hired employees
Timesheet Summary	Summarization of timesheet, leave and activity
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

[My Saved and Scheduled Reports](#)

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

Slide notes

Slide 29 - Slide 29

The screenshot shows the WEBTA Timekeeper interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee Timekeeper' tabs, and links for 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail: 'Timekeeper Main Menu > Reports >'. The main heading is 'My Saved and Scheduled Reports'. Below this heading, there is a 'Status:' filter section with a dropdown menu set to 'All' and 'Search' and 'Clear' buttons. The main content is a table with the following columns: Name, Report Name, Submitted, Completed, Next Scheduled Date, Format, Status, Pages, Size (Bytes), Message, Download, and ReRun. The table contains one record: 'Unvalidated Timesheets' with a status of 'Complete' and 34052 pages. Below the table, there are 'Delete', 'Email', and 'Cancel' buttons. At the bottom right, there is a 'Next >>' button.

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun
<input type="checkbox"/>	Unvalidated Timesheets	Unvalidated Timesheets	Apr 07, 2014 3:01:21 PM	Apr 07, 2014 3:01:21 PM	No Schedule	Complete	1	34052			Download	ReRun N

Slide notes

Here, we can see our saved report. We will scroll to the right to view additional options. Select next to continue.

Slide 30 - Slide 30

The screenshot shows the WEBTA Timekeeper interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee Timekeeper' tabs, and links for 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Timekeeper Main Menu > Reports >'. The main heading is 'My Saved and Scheduled Reports'. There is a 'Status:' filter dropdown set to 'All' with 'Search' and 'Clear' buttons. Below this is a table with the following columns: Name, Report Name, Submitted, Completed, Next Scheduled Date, Format, Status, Pages, Size (Bytes), Message, Download, and ReRun. One record is displayed: 'Unvalidated Timesheets' (Report Name), 'Unvalidated Timesheets' (Submitted: Apr 07, 2014 3:01:21 PM), 'No Schedule' (Next Scheduled Date), 'PDF' (Format), 'Error' (Status), '0' (Pages), and 'Unable to generate instance' (Message). A 'ReRun' button is visible in the ReRun column. Below the table, it says '1-1 of 1 Records' and 'View []'. At the bottom of the table area are 'Delete', 'Email', and 'Cancel' buttons.

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun
<input type="checkbox"/>	Unvalidated Timesheets	Unvalidated Timesheets	Apr 07, 2014 3:01:21 PM		No Schedule	PDF	Error	0		Unable to generate instance		ReRun N

Slide notes

Slide 31 - Slide 31

The screenshot shows the EBTA Employee Timekeeper interface. At the top, there is a navigation bar with 'EBTA™ Employee Timekeeper' and 'Inbox [44] | Settings | Help | Log Out'. Below this is a breadcrumb trail 'Main Menu > Reports >'. The main heading is 'Generated and Scheduled Reports'. There is a search bar with 'Search' and 'Clear' buttons. Below the search bar is a table with the following columns: Name, Report Name, Submitted, Completed, Next Scheduled Date, Format, Status, Pages, Size (Bytes), Message, Download, ReRun, and Delete. The table contains one row with the following data: Name: Unvalidated Timesheets, Report Name: Unvalidated Timesheets, Submitted: Apr 07, 2014 3:01:21 PM, Completed: (empty), Next Scheduled Date: No Schedule, Format: PDF, Status: Error, Pages: 0, Size (Bytes): (empty), Message: Unable to generate instance, Download: Download button, ReRun: ReRun Now button, Delete: X button. Below the table, there are 'Email' and 'Cancel' buttons. At the bottom right, there is a 'Next >>' button.

Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
Unvalidated Timesheets	Unvalidated Timesheets	Apr 07, 2014 3:01:21 PM		No Schedule	PDF	Error	0		Unable to generate instance	Download	ReRun Now	X

Slide notes

Note the Download and ReRun Now buttons. The Download button allows you to save the report locally, as is. The ReRun Now button will re-generate the report, updating the results since its initial run. You can also delete your saved report by selecting the X at the end of the row. Select next to continue.

Slide 32 - Slide 32

WEBTA™ Employee Timekeeper Inbox [44] | Settings | Help | Log Out

Timekeeper Main Menu > Reports >

My Saved and Scheduled Reports

Status: All Search Clear

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun
<input type="checkbox"/>	Unvalidated Timesheets	Unvalidated Timesheets	Apr 07, 2014 3:01:21 PM	Apr 07, 2014 3:01:21 PM	No Schedule	Complete	1	34052			Download	ReRun N

1-1 of 1 Records View

Delete Email Cancel

Next >>

Slide notes

You can also use the checkbox next to the report, and use the buttons below the table to Delete the report or have it sent to your email Inbox. In this example, we will select the Timekeeper Tab to return to the Main Menu. Select next to continue.

Slide 33 - Slide 33

The screenshot shows the WEBTA™ Employee Timekeeper interface. At the top, there is a navigation bar with 'WEBTA™ Employee Timekeeper' and 'Inbox [44] | Settings | Help | Log Out'. Below this is a breadcrumb trail: 'Timekeeper Main Menu > Reports >'. The main heading is 'My Saved and Scheduled Reports'. There is a search filter section with 'Status: All' and buttons for 'Search' and 'Clear'. Below this is a table with the following data:

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun
<input type="checkbox"/>	Unvalidated Timesheets	Unvalidated Timesheets	Apr 07, 2014 3:01:21 PM	Apr 07, 2014 3:01:21 PM	No Schedule	Complete	1	34052			Download	ReRun N

Below the table, it says '1-1 of 1 Records' and has navigation arrows. At the bottom left, there are buttons for 'Delete', 'Email', and 'Cancel'. A 'View' link is at the bottom right.

Slide notes

Slide 34 - Slide 34

The screenshot displays the WEBTA™ interface for a Timekeeper user. The top navigation bar includes the WEBTA logo, user roles 'Employee' and 'Timekeeper', and utility links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and is organized into several functional categories:

- Employees:** Select Timesheets, 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 35 - Finish



Slide notes

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