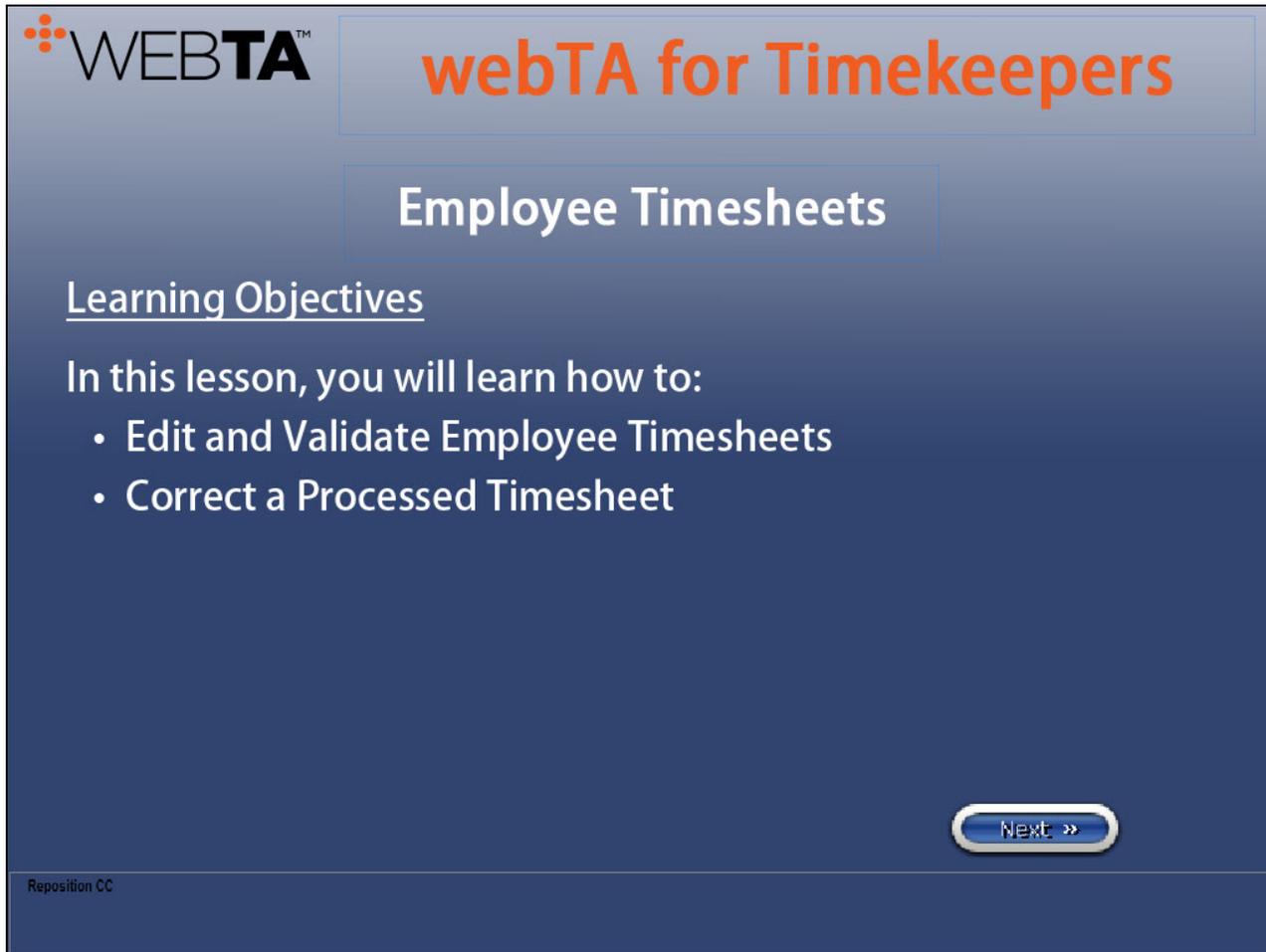


Slide 1 - Learning Objectives



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 displayed in a large, bold, orange font. Below this, the subtitle 'Employee Timesheets' is shown in a white font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. The main content of the slide is a list of two bullet points in white text: '• Edit and Validate Employee Timesheets' and '• Correct a Processed Timesheet'. 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 Edit and Validate Employee Timesheets and Correct a Processed Timesheet. Select next to continue.

Slide 4 - Slide 4

The screenshot shows the WEBTA Timekeeper Main Menu. The interface includes a header with the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and navigation links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Employees:** Select Employees (highlighted with a red box), Employee Leave Requests, Employee Premium Pay Requests.
- Accounting:** Accounts.
- 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 red callout box with the text "Select the Select Employees link" points to the "Select Employees" link in the Employees section.

Slide notes

As an employee's Timekeeper, you have the ability to view and edit their timesheets. This is helpful if an employee is unexpectedly out or unable to complete their own timesheet. Employee timesheets are accessed from the Select Employees page. Select the Select Employees link to continue.

Slide 5 - Slide 5

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

Timekeeper Main Menu >

Select Employees

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

Timekeeper: Supervisor: Delegates For: Timesheet Type:

Search **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-8 of 8 Records View

Select Action

<p>Timesheets</p> <ul style="list-style-type: none"> Timesheet Timesheet Summary Validate Selected Validate All Create Correction Processed Timesheets Default Schedule Default Schedule 	<p>Profiles and Settings</p> <ul style="list-style-type: none"> Timesheet Profile Default Timesheet Profile Employee Profile 	<p>Leave and Premium Pay</p> <ul style="list-style-type: none"> Leave Balances Leave Calendar Leave Requests Premium Pay Requests 	<p>Send Messages</p> <ul style="list-style-type: none"> Send Message
--	--	--	--

Next >>

Slide notes

If you recall from the Select Employees lesson, the Select Employees page displays timesheets for "All" pay periods with the Saved and Employee Validated status. In this example, we want to change these options to display timesheets from the Current Pay Period, and All statuses.

We will do this by making those selections in the filters above the list of employees. Select next to continue.

Slide 6 - Slide 6

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:

Timekeeper:

Timesheet Status:

Supervisor:

User ID:

Delegates For:

Last Name:

Timesheet Type:

First Name:

Organization:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-8 of 8 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Slide notes

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Slide 7 - Slide 7

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

Timekeeper Main Menu >

Select Employees

Pay Period: All
Timesheet Status: Saved + Emp Validated
User ID:
Last Name:
First Name:
Organization: All

Delegates For: NONE
Timesheet Type: All

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

User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

View

[Send Settings](#) [Leave and Premium Pay](#) [Send Messages](#)
[Employee Profile](#) [Leave Balances](#) [Send Message](#)
[Employee Profile](#) [Leave Calendar](#)
[Employee Profile](#) [Leave Requests](#)
[Employee Profile](#) [Premium Pay Requests](#)

[Processed Timesheets](#)
[Default Schedule](#)
[Default Schedule](#)

Slide notes

Slide 8 - Slide 8

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

Timekeeper Main Menu >

Select Employees

Pay Period: All
Timesheet Status: Saved + Emp Validated
User ID:
Last Name:
First Name:
Organization: All

Delegates For: NONE
Timesheet Type: All

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

User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

View

[Send Settings](#) [Leave and Premium Pay](#) [Send Messages](#)
[file](#) [Leave Balances](#) [Send Message](#)
[Sheet Profile](#) [Leave Calendar](#)
[file](#) [Leave Requests](#)
[Premium Pay Requests](#)

[Processed Timesheets](#)
[Default Schedule](#)
[Default Schedule](#)

Slide notes

Slide 9 - Slide 9

The screenshot shows the WEBTA Employee Timesheets interface. At the top, there is a navigation bar with 'Employee' and 'Timekeeper' tabs, and a status bar showing 'Inbox [64] | Settings | Help | Log Out'. Below the navigation bar, there is a 'Select Employees' section with various filters and a table of employee data.

Pay Period: All

Timesheet Status: Saved + Emp Validated

User ID: [] **Last Name:** [] **First Name:** [] **Organization:** All

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

Search **Clear**

User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

View 25 50 100

Send Settings **Leave and Premium Pay** **Send Messages**

[Profile](#) [Leave Balances](#) [Send Message](#)

[Sheet Profile](#) [Leave Calendar](#)

[Profile](#) [Leave Requests](#)

[Premium Pay Requests](#)

Processed Timesheets

Default Schedule

[Default Schedule](#)

Slide notes

Slide 10 - Slide 10

The screenshot shows the WEBTA Employee Timesheets interface. At the top, there is a navigation bar with 'Employee' and 'Timekeeper' tabs, and a status bar showing 'Inbox [64] | Settings | Help | Log Out'. Below the navigation bar, there is a 'Select Employees' section with a 'Pay Period' dropdown menu on the left and a search form on the right. The search form includes fields for 'Timesheet Status' (set to 'Saved + Emp Validated'), 'User ID', 'Last Name', 'First Name', and 'Organization' (set to 'All'). There are also 'Delegates For' and 'Timesheet Type' dropdowns. A 'Search' button and a 'Clear' button are present. Below the search form is a table of employees with columns for User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The table lists several employees, including JALLEN, BDAVIS, MJOHNSON, JJONES, MLEE, SMILLER, WROBINSON, and CWILLIAMS. At the bottom of the interface, there are links for 'Send Settings', 'Leave and Premium Pay', and 'Send Messages', along with a 'Default Schedule' link.

Slide notes

Slide 11 - Slide 11

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-8 of 8 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Slide notes

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Slide 12 - Slide 12



Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

Delegates For:

Timesheet Type:

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-8 of 8 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Slide notes

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Slide 13 - Slide 13

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu >

Select Employees

Pay Period:
06 - 2014 : Mar 23, 2014-Apr 05, 2014 *

Timesheet Status:
Saved + Emp Validated

User ID:

Last Name:

First Name:

Organization:
All

Timekeeper:

Supervisor:

Timesheet Type:

Search Clear

☐	Pay Period	Timesheet Status	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	Jared	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Validated by Employee	Ben	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	Mark	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	JONES	Jones	Janet	OCFO	Harris, Daniel
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel

1-8 of 8 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Slide notes

Slide 14 - Slide 14

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:
06 - 2014 : Mar 23, 2014-Apr 05, 2014 *

Timesheet Status:
Saved + Emp Validated

User ID:

Last Name:

First Name:

Organization:
All

Timekeeper:

Supervisor:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	Employee Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	Jared	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Validated by Employee	Ben	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	Mark	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	JONES Jones	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	MLEE Lee	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	SMILLER Miller	OCFO	Harris, Daniel	Robinson, William	
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON Robinson	OCFO	Harris, Daniel	Martinez, Sophia	
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS Williams	OCFO	Harris, Daniel	Robinson, William	

1-8 of 8 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Slide notes

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Slide 15 - Slide 15

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

Timekeeper Main Menu >

Select Employees

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 *
Timesheet Status: All
User ID:
Last Name:
First Name:
Organization: All
Timekeeper:
Supervisor:
Delegates For: NONE
Timesheet Type: All

Search **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-8 of 8 Records View 25 50 100

Select Action

Timesheets

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

Profiles and Settings

- Timesheet Profile
- Default Timesheet Profile
- Employee Profile

Leave and Premium Pay

- Leave Balances
- Leave Calendar
- Leave Requests
- Premium Pay Requests

Send Messages

- Send Message

Next >>

Slide notes

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

Slide 16 - Slide 16



Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 *
Timesheet Status: All
User ID:
Last Name:
First Name:
Organization: All

Timekeeper:
Supervisor:
Delegates For: NONE
Timesheet Type: All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-8 of 8 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

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

Slide notes

Slide 17 - Slide 17

The screenshot shows the WEBTA Employee Timesheets interface. At the top, there are navigation tabs for 'Employee' and 'Timekeeper', and a header with 'Inbox [64] | Settings | Help | Log Out'. Below the header is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Employees' and contains a search filter with the following fields: 'Pay Period' (06 - 2014 : Mar 23, 2014-Apr 05, 2014 *), 'Timesheet Status' (All), 'User ID', 'Last Name', 'First Name', and 'Organization' (All). Below these are fields for 'Timekeeper', 'Supervisor', 'Delegates For' (NONE), and 'Timesheet Type' (All). There are 'Search' and 'Clear' buttons. Below the search filter is a table with 14 records. The table has columns for 'Pay Period', 'Timesheet Status', 'User ID', 'Last Name', 'First Name', 'Organization', 'Timekeeper', and 'Supervisor'. The records show various statuses like 'Pre-processed', 'Saved', and 'Validated by Employee/Timekeeper'. At the bottom of the table, there is a 'Next >>' button. Below the table is a 'Select Action' section with four categories: 'Timesheets' (Timesheet, Timesheet Summary), 'Profiles and Settings' (Timesheet Profile, Default Timesheet Profile), 'Leave and Premium Pay' (Leave Balances, Leave Calendar), and 'Send Messages' (Send Message).

Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
06 - 2014	Pre-processed	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Pre-processed	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia	OCFO	Harris, Daniel	Administrator, The
06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

Slide notes

Here, we can see the timesheets for all of our employees listed. Note the different statuses of timesheets. Two timesheets are in the Pre-processed state. This means they have been validated and certified, but they have not been transmitted to the payroll provider yet.

We also see several timesheets that have already been validated, by both the timekeeper and the employee. And we also see a number of timesheets that are Saved, meaning they have not been validated.

To display more of the screen, we are going to collapse the search section at the top of the page. Select next to continue.

Slide 18 - Slide 18



Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

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

06 - 2014 : Mar 23, 2014-Apr 05, 2014 *
All

All

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

NONE
All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records View

Select Action

Timesheets
[Timesheet](#)

Profiles and Settings
[Timesheet Profile](#)

Leave and Premium Pay
[Leave Balances](#)
[Leave Calendar](#)

Send Messages
[Send Message](#)

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

Slide notes

Slide 19 - Slide 19

The screenshot shows the WEBTA interface for Employee Timesheets. At the top, there are navigation tabs for 'Employee' and 'Timekeeper', and a header with 'Inbox [64] | Settings | Help | Log Out'. Below the header is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Employees' and contains a table with 14 rows of employee data. Each row includes a checkbox, a pay period (all '06 - 2014'), a timesheet status, a user ID, last name, first name, organization (all 'OCFO'), timekeeper, and supervisor. Below the table is a pagination control showing '1-14 of 14 Records' and a 'View' dropdown set to '25' with options for 50 and 100. Below the table is a 'Select Action' section with four columns of links: 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', and 'Send Messages'. A 'Next >>' button is located to the right of the 'Send Messages' column.

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Validate Selected
 - Validate All
 - Create Correction
 - Processed Timesheets
 - Default Schedule**
 - Default Schedule
- Profiles and Settings**
 - Timesheet Profile
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Leave Calendar
 - Leave Requests
 - Premium Pay Requests
- Send Messages**
 - Send Message

Next >>

Slide notes

In this example, we have received word that one of our employees, Janet Jones, is unable to validate her timesheet. So we will complete and validate it on her behalf. If you remember, we can access the timesheet by selecting the checkbox next to her name and selecting the Timesheet link in the timesheet section below the list.

Or, we can select the pay period link from the list. Here, we will select the link. Select next to continue.

Slide 20 - Slide 20

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu >

Select Employees

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

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

Slide notes

Slide 21 - Slide 21

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Jones, Janet Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

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

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

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks: Characters Remaining: 255 Next >>

Slide notes

Next, we will scroll to the right to make sure the timesheet is completed. Select next to continue.

Slide 22 - Slide 22

WEBTA™

Employee
Timekeeper

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

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

Timesheet

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

Timesheet Type: Regular
 Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 23 - Slide 23

WEBTA™

Employee
Timekeeper

Inbox [64]
Settings
Help
Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Jones, Janet

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

Unvalidated Validated Certified Sent ▶

Timesheet Type: Regular
Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 24 - Slide 24

employee Timekeeper Inbox [64] | Settings | Help | Log Out

Employees >

Unvalidated Validated Certified Sent

Timesheet Type: Regular
Status: Saved

3, 2014-Apr 05, 2014 * S

Count	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
	12:00am 12:00am		12:00am 12:00am														
8997889778989A		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	12:00am 12:00am		12:00am 12:00am														
Leave Time Total																	
Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Daily Total																	

hrs (0) Leave Balances

W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Remaining: 255

Slide notes

Here, we can see that the employee has entered 40 hours for both pay periods, as they should have. Next, we will scroll back to the left, and then down to display the buttons. Select next to continue.

Slide 25 - Slide 25

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

Employees >

Unvalidated Validated Certified Sent

Timesheet Type: Regular
Status: Saved

3, 2014-Apr 05, 2014 * S Go

Count	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
	12:00am 12:00am		12:00am 12:00am														
9997889778989A		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	12:00am 12:00am		12:00am 12:00am														
Leave Time Total																	
Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Daily Total																	

Leaves (0) Leave Balances

W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Remaining: 255

Slide notes

Slide 26 - Slide 26

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

Employees >

Unvalidated Validated Certified Sent ▲

Timesheet Type: Regular
Status: Saved

03, 2014-Apr 05, 2014 * S

Count	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05	Wk2	Total
	12:00am 12:00am		12:00am 12:00am														
8997889778989A		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
	12:00am 12:00am		12:00am 12:00am														
Leave Time Total																	
Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Daily Total																	

hrs (0) Leave Balances

W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Remaining: 255

Slide notes

Slide 27 - Slide 27

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

Timekeeper Main Menu > Select Employees >

Timesheet

Unvalidated Validated Certified Sent

Employee: Jones, Janet Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	
Time In / Time Out															
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time															
X	01 - Regular Base Pay (Account 3) 02000001A2A78997889778989A		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00
Time In / Time Out															
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time															
Leave Time Total															
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00
Dollar Transactions															
Daily Total															
Schedule	Totals	Remarks (0)	Leave Balances												
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05		

Slide notes

Slide 28 - Slide 28

Unvalidated Validated Certified Sent

Timesheet

Employee: Jones, Janet Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks: Select the Validate button

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Slide notes

Select the Validate button to continue.

Slide 29 - Slide 29

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated **Certified** Sent

Timesheet validated successfully

Employee: Jones, Janet Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VT Status: Validated by Timekeeper

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

Schedule

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Slide notes

Note the message indicating that the timesheet validated successfully, and that the status has changed to Validated by Timekeeper. Let's return to the Select Employees page to look at another timesheet. Select next to continue.

Slide 30 - Slide 30

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Unvalidated Validated Certified Sent

Timesheet validated successfully

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

Timesheet Type: Regular
 Status: Validated by Timekeeper

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

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

Slide notes

Slide 31 - Slide 31

The screenshot shows the WEBTA interface with the 'Employee' and 'Timekeeper' tabs selected. The top navigation bar includes 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a 'Timekeeper Main Menu >' link. The main content area is titled 'Select Employees' and contains a table with 14 records. The table columns are: Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The records list employees such as Julie Adams, Jared Allen, Ben Davis, Madison Jackson, Mark Johnson, Janet Jones, Michael Lee, Emma Lewis, Sophia Martinez, Samantha Miller, William Robinson, Tina Smith, Gary Sullivan, and Chris Williams. Below the table is a 'Select Action' section with four main categories: 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', and 'Send Messages'. Each category has several sub-links. A 'Next >>' button is located to the right of the 'Send Messages' category.

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records View 25 50 100

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Validate Selected
 - Validate All
 - Create Correction
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Leave Calendar
 - Leave Requests
 - Premium Pay Requests
- Send Messages**
 - Send Message

Next >>

Slide notes

In this example, we have learned that an employee: Jared Allen, have been working off site and they have not had access to webTA. In cases like this, we would need to complete the timesheet for the employee. Let's look at his timesheet by selecting the link from the list. Select next to continue.

Slide 32 - Slide 32

Employee **Timekeeper**

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu >

Select Employees

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	Sophia	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	Tina	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records View 25 50 100

Select Action

Timesheets

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

Profiles and Settings

- Timesheet Profile
- Default Timesheet Profile
- Employee Profile

Leave and Premium Pay

- Leave Balances
- Leave Calendar
- Leave Requests
- Premium Pay Requests

Send Messages

- Send Message

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

Slide notes

Slide 33 - Slide 33

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Allen, Jared Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

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

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

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks: Next >>
 Characters Remaining: 255

Slide notes

Here, we can see that the employee has not entered any hours on their timesheet. Let's complete it for him by adding 8 hours to the Regular Pay row for Monday through Friday of weeks 1 and 2. Select next to continue.

Slide 34 - Slide 34

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Go

Timesheet Type: Regular
 Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05	
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular																
	Base Pay (Account 1)																
+	Work Time Total																
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																	
+	Leave Time Total																
	Daily Total																
Dollar Transactions																	
+	Daily Total																

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 35 - Slide 35

Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Unvalidated Validated Certified Sent

Employee: Allen, Jared Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 36 - Slide 36

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Unvalidated Validated Certified Sent

Employee: Allen, Jared Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 37 - Slide 37

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Employee: Allen, Jared

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

Timesheet Type: Regular

Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

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Employee **Timekeeper**

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Allen, Jared

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

Timesheet Type: Regular

Status: Saved

Unvalidated Validated Certified Sent

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

Schedule | Totals | Remarks (0) | Leave Balances

Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

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WEBTA™

Employee
Timekeeper

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

Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S

Timesheet Type: Regular
 Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances													
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05			

Action Remarks:

Characters Remaining: 255

Slide notes

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Slide 40 - Slide 40

WEBTA™

Employee
Timekeeper

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

Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S

Timesheet Type: Regular
 Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05	
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay (Account 1)		8:00	8:00	8:00	8:00	8:00										
<input type="button" value="+"/>	Work Time Total																
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																	
<input type="button" value="+"/>	Leave Time Total																
<input type="button" value="+"/>	Daily Total																
Dollar Transactions																	
<input type="button" value="+"/>	Daily Total																

Schedule	Totals	Remarks (0)	Leave Balances													
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05			

Action Remarks:

Characters Remaining: 255

Slide notes

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WEBTA™

Employee
Timekeeper

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

Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Go

Timesheet Type: Regular
 Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

Slide notes

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WEBTA™

Employee
Timekeeper

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

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

Timesheet

Unvalidated Validated Certified Sent

Employee: Allen, Jared Timesheet Type: Regular

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05
Time In / Time Out																
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																
X	01 - Regular Base Pay (Account 1)		8:00	8:00	8:00	8:00	8:00				8:00	8				
+ Work Time Total																
Time In / Time Out																
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time																
+ Leave Time Total																
Daily Total																
Dollar Transactions																
+ Daily Total																
Schedule	Totals	Remarks (0)	Leave Balances													
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05			

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Employee
Timekeeper

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Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Go

Timesheet Type: Regular
 Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

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Employee
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Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Go

Timesheet Type: Regular
 Status: Saved

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

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Timesheet

Employee: Allen, Jared
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * S Go

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

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05

Action Remarks:

Characters Remaining: 255

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