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WEBTA™

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

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	Sat 4/05
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		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	
Work Time Total																
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		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

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	Sat 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				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				

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Unvalidated
Validated
Certified
Sent

Timesheet

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	Sat 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	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00			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	M	T	W	Th	F	Sa											
03/23	03/24	03/25	03/26	03/27	03/28	03/29											

Slide notes

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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	Sat 4/05
Time In / Time Out																
Start Time		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						
Work Time																
X	01 - Regular Base Pay	02000001A1S (Account 1)	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						
End Time		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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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	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	12:00am
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S (Account 1)		8:00	8:00	8:00	8:00	8:00			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	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	12:00am
Leave Time																	
<input type="button" value="+"/>	Leave Time Total																
	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

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

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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	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	12:00am
Work Time																	
X	01 - Regular Base Pay	02000001A1S (Account 1)	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	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	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

Save
Remove All Entries
Cancel

Slide notes

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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	Sat 4/05
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		12:00am		12:00am												
Work Time																
X	01 - Regular		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
	Base Pay (Account 1)															
+	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												
End Time		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: Next >>
 Characters Remaining: 255

Slide notes

Next, we will scroll down again to display the buttons. Select next to continue.

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WEBTA™

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		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						
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		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

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WEBTA™

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		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	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						
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			8:00	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

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Unvalidated Validated Certified Sent

Timesheet

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	02000001A1S (Account 1)	8:00	8:00	8:00	8:00	8:00	8:00	40:00		8:00	8:00	8:00	8:00	8:00	
+ Work Time Total			8:00	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	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			8:00	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

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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						
End Time		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		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						
End Time		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

Action Remarks:

Characters Remaining: 255

Save
Validate
Delete Timesheet
Remove All Entries
Cancel

Slide notes

Now that the timesheet has been saved, we are ready to Validate. Select the Validate button to continue.

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated **Certified** Sent

Timesheet validated successfully

Employee: Allen, Jared 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	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		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						
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		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 <input type="button" value="Next >>"/>																	
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 has validated successfully and that the status is now Validated by Timekeeper. Next, we will return to the Select Employees page using the breadcrumb trail. Select next to continue.

Slide 58 - Slide 58

WEBTA™

Employee
Timekeeper

Inbox [64]
Settings
Help
Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Unvalidated
Validated
Certified
Sent
▶

Timesheet validated successfully

Employee: Allen, Jared
Timesheet Type: Regular

Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VT Go
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	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 (Account 1)		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						
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		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																	
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa				
03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31	04/01	04/02	04/03	04/04	04/05				

Slide notes

Slide 59 - Slide 59

The screenshot shows the WEBTA interface for an Employee Timekeeper. 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 records. The table columns are: Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The records show various statuses like 'Pre-processed', 'Validated by Timekeeper', 'Validated by Employee', and 'Saved'. Below the table, there are navigation controls for records (1-14 of 14 Records) and a 'View' dropdown set to 25. 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	Validated by Timekeeper	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

Let's look at another situation where you might need to edit an employee timesheet. You can see on the list of employees that Emma Lewis has already validated her timesheet, but that timesheet has not been Certified by the Supervisor. We receive word that Emma had to take leave unexpectedly and does not have access to webTA.

Even though she has already Validated her timesheet, as her timekeeper, we can still make changes to it. Let's view her timesheet using the pay period link. Select next to continue.

Slide 60 - Slide 60

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	Validated by Timekeeper	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
⏪ ⏩ 1 ⏪ ⏩
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 61 - Slide 61

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VE Status: Validated by Employee

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						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																
X	01 - Regular		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
	Base Pay (Account 1)		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						
End Time		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

Action Remarks: Next >>
 Characters Remaining: 255

Slide notes

As mentioned, this employee had to take unexpected leave on Friday of week two. First, we will remove the 8 hours of regular time from that day. Select next to continue.

Slide 62 - Slide 62

WEBTA™

Employee
Timekeeper

Inbox [64]
|
Settings
|
Help
|
Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Unvalidated
Validated
Certified
Sent

Employee: Lewis, Emma

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

Timesheet Type: Regular
Status: Validated by Employee

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	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	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						
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		8:00	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 63 - Slide 63

WEBTA™

Employee
Timekeeper

Inbox [64]
Settings
Help
Log Out

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

Timesheet

Employee: Lewis, Emma
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VE Go

Timesheet Type: Regular
 Status: Validated by Employee

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 (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00	
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00	
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			8:00	8:00	8:00	8:00	8:00		40:00		8:00	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 64 - Slide 64

WEBTA™

Employee
Timekeeper

Inbox [64]
Settings
Help
Log Out

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

Timesheet

Employee: Lewis, Emma
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VE Go

Timesheet Type: Regular
 Status: Validated by Employee

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 (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00	
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	8:00	
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			8:00	8:00	8:00	8:00	8:00		40:00		8:00	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 65 - Slide 65

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma Timesheet Type: Regular
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VE Status: Validated by Employee

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						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																
X	01 - Regular 02000001A1S		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		
	Base Pay (Account 1)															
+	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						
End Time		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

Action Remarks:
 Characters Remaining: 255

Slide notes

Next, we will add a Leave Time entry by selecting the plus sign in the Leave time section. Select next to continue.

Slide 66 - Slide 66

Employee **Timekeeper**

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

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

Timesheet

Employee: Lewis, Emma

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

Timesheet Type: Regular

Status: Validated by Employee

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 02000001A1S Base Pay (Account 1)		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	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						
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		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

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

Slide notes

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Slide 67 - Slide 67

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma 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						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																
X	01 - Regular Base Pay		8:00	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	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	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																
X	66 - 1995/1996 Furlough															
+	Leave Time Total															
	Daily Total		8:00	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:

Slide notes

Next, we will select the transaction code link to view the leave transaction options. Select next to continue.

Slide 68 - Slide 68

WEBTA™

Employee
Timekeeper

Inbox [64]
|
Settings
|
Help
|
Log Out

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

Timesheet

Unvalidated
Validated
Certified
Sent

Employee: Lewis, Emma

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	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	12:00am
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S (Account 1)		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		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	12:00am
Leave Time																	
<input checked="" type="checkbox"/>	36 - 1995/1996 Furlough	02000001A1S (Account 1)															
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

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

Slide notes

Slide 69 - Slide 69

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

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Lewis, Emma
Pay Period: 06 - 2014 : Mar

Select values for this entry...

66 - 1995/1996 Furlough Select

Validated Certified Sent

Timesheet Type: Regular
Status: Saved

Transaction	Account	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
End Time		12:00am	12:00am	12:00am	12:00am
Work Time					
X 01 - Regular Base Pay	02000001A1S (Account 1)	8:00	8:00	8:00	8:00
Work Time Total		8:00	8:00	8:00	8:00
Time In / Time Out					
Start Time		12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am
Leave Time					
X 66 - 1995/1996 Furlough	02000001A1S (Account 1)				
Leave Time Total					
Daily Total		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:

Slide notes

Next, we will select the transaction dropdown, and then begin typing Annual, which will filter the list to display only Annual Leave transactions. Then, we will scroll down and select Annual Leave. Select next to continue.

Slide 70 - Slide 70

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

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Lewis, Emma
Pay Period: 06 - 2014 : Mar

Select values for this entry... ✕

66 - 1995/1996 Furlough ▼ Select

Validated Certified Sent ▶

Timesheet Type: Regular
Status: Saved

Transaction	Account	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								
End Time		12:00am	12:00am	12:00am	12:00am								
Work Time													
X 01 - Regular Base Pay	02000001A1S (Account 1)	8:00	8:00	8:00	8:00								
Work Time Total		8:00	8:00	8:00	8:00								
Time In / Time Out													
Start Time		12:00am	12:00am	12:00am	12:00am								
End Time		12:00am	12:00am	12:00am	12:00am								
Leave Time													
X 66 - 1995/1996 Furlough	02000001A1S (Account 1)												
Leave Time Total													
Daily Total		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

Slide 71 - Slide 71

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the user is logged in as 'Employee Timekeeper' with an 'Inbox [64] | Settings | Help | Log Out' menu. The main header shows 'Timesheet' and 'Employee: Lewis, Emma' with a 'Pay Period: 06 - 2014 : Mar'. A dropdown menu is open, titled 'Select values for this entry...', showing a list of leave types including 'Annual Leave' for various shifts and 'Annual Leave Night Diff' for different OWCP rates. The background shows a grid for recording time, with columns for days (Wed 4/02, Thu 4/03, Fri 4/04, Sat 4/05) and rows for 'Time In / Time Out', 'Work Time', and 'Leave Time'. The 'Work Time' section shows a total of 40:00. The 'Leave Time' section shows a total of 8:00 for each day, totaling 40:00. The 'Dollar Transactions' section is also visible.

Slide notes

Slide 72 - Slide 72

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

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Lewis, Emma
Pay Period: 06 - 2014 : Mar

Timesheet Type: Regular
Status: Saved

Validated Certified Sent

Select values for this entry...

annual Select

- 61 - Annual Leave (1ST SHIFT + SUNDAY) WG-SHIFT-5 (MFL)
- 61 - Annual Leave (2ND SHIFT + SUNDAY) WG-SHIFT-6 (MFL)
- 61 - Annual Leave (3:00PM TO MIDNIGHT) WG-SHIFT-2 (MFL)
- 61 - Annual Leave (3RD SHIFT + SUNDAY) WG-SHIFT-7 (MFL)
- 61 - Annual Leave (7:00AM TO 3:00PM) WG-SHIFT-1 (MFL)
- 61 - Annual Leave (11:00PM TO 8:00AM) WG-SHIFT-3 (MFL)
- 61 - Annual Leave (WITH 2 OR MORE SHIFTS) WG-SHIFT-4 (MFL)
- 61 - Annual Leave Night Diff @ 15%-OWCP (Illness)
- 61 - Annual Leave Night Diff @ 15%-OWCP (Injury)
- 61 - Annual Leave Night Diff @ 20%-OWCP (Illness)

Transaction	Account	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Work Time										
X	01 - Regular 02000001A1S Base Pay (Account 1)	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time Total										
Leave Time										
X	66 - 1995/1996 Furlough 02000001A1S (Account 1)									
Leave Time Total										
Daily Total				8:00	8:00	8:00	8:00	8:00	8:00	40:00
Dollar Transactions										
Daily Total										

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

Action Remarks:

Slide notes

Slide 73 - Slide 73

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the user is logged in as 'Employee Timekeeper' with an 'Inbox [64] | Settings | Help | Log Out' menu. The main header shows 'Timesheet' and 'Employee: Lewis, Emma' for the 'Pay Period: 06 - 2014 : Mar'. A modal window titled 'Select values for this entry...' is open, showing a dropdown menu with 'annual' selected and a 'Select' button. The dropdown list includes various leave types such as '61 - Annual Leave (2ND SHIFT + SUNDAY) WG-SHIFT-6 (MFL)', '61 - Annual Leave (3:00PM TO MIDNIGHT) WG-SHIFT-2 (MFL)', '61 - Annual Leave (3RD SHIFT + SUNDAY) WG-SHIFT-7 (MFL)', '61 - Annual Leave (7:00AM TO 3:00PM) WG-SHIFT-1 (MFL)', '61 - Annual Leave (11:00PM TO 8:00AM) WG-SHIFT-3 (MFL)', '61 - Annual Leave (WITH 2 OR MORE SHIFTS) WG-SHIFT-4 (MFL)', '61 - Annual Leave Night Diff @ 15%-OWCP (Illness)', '61 - Annual Leave Night Diff @ 15%-OWCP (Injury)', '61 - Annual Leave Night Diff @ 20%-OWCP (Illness)', '61 - Annual Leave Night Diff @ 20%-OWCP (Injury)', and '61 - Annual Leave Sun Diff @ 50%-OWCP (Illness)'. The background timesheet grid shows columns for dates from 03/23 to 04/05 and rows for 'Work Time' and 'Leave Time' with a 'Daily Total' row. The 'Leave Time' section shows a total of 40.00 hours for the period.

Slide notes

Slide 74 - Slide 74

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the user is logged in as 'Employee Timekeeper' with an 'Inbox [64] | Settings | Help | Log Out' menu. The main header shows 'Timesheet Main Menu > Select Employees >'. The employee is 'Lewis, Emma' and the pay period is '06 - 2014 : Mar'. The timesheet type is 'Regular' and status is 'Saved'. A dropdown menu is open, titled 'Select values for this entry...', showing a list of options under the selected 'annual' category. The options include: '63 - Restored Annual Leave w/Night Diff-OWCP (Injury)', '63 - Restored Annual, Shift 3', '63 - Restored Annual Leave', '61 - Annual Leave Donated', '61 - Annual Leave', '61 - Annual Leave FMLA', '63 - Restored Annual Leave-FMLA', '61 - Annual Leave MFL', '61 - Annual Leave MFL Night Diff @ 15%-COPR', and '61 - Annual Leave MFL Night Diff @ 20%-COBRA'. The background shows a grid for time entries with columns for days (Wed 4/02, Thu 4/03, Fri 4/04, Sat 4/05) and rows for 'Work Time' and 'Leave Time'. The 'Leave Time' section shows a 'Daily Total' of 8:00 for each day and a total of 40:00 for the week.

Slide notes

Slide 75 - Slide 75

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the user is logged in as 'Employee Timekeeper' with an 'Inbox [64] | Settings | Help | Log Out' menu. The main header shows 'Timesheet Main Menu > Select Employees >'. The employee's name is 'Lewis, Emma' and the pay period is '06 - 2014 : Mar'. The timesheet type is 'Regular' and the status is 'Saved'. A dropdown menu is open, titled 'Select values for this entry...', showing a list of options. The option '61 - Annual Leave' is highlighted with a red box. The background shows a grid for time entries with columns for days (Wed 4/02, Thu 4/03, Fri 4/04, Sat 4/05) and rows for 'Work Time' and 'Leave Time'. The 'Leave Time' section shows a 'Daily Total' of 40:00 for the current day.

Slide notes

Slide 76 - Slide 76

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

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Lewis, Emma
Pay Period: 06 - 2014 : Mar

Validated Certified Sent

Timesheet Type: Regular
Status: Saved

Select values for this entry...
61 - Annual Leave [Select]

Click the Select button

Transaction	Account	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
End Time		12:00am	12:00am	12:00am	12:00am
Work Time					
X 01 - Regular Base Pay	02000001A1S (Account 1)	8:00	8:00	8:00	8:00
Work Time Total		8:00	8:00	8:00	8:00
Time In / Time Out					
Start Time		12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am
Leave Time					
X 66 - Furlough	02000001A1S (Account 1)				
Leave Time Total					
Daily Total		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:

Slide notes

Click the Select button to continue.

Slide 77 - Slide 77

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma 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						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																
X	01 - Regular		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		
	Base Pay															
+	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	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																
X	61 - Annual															
	Leave															
+	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	Sa 04/05

Action Remarks:

Next >>

Slide notes

Now, we will add 8 hours to the Annual Leave entry we just added. Select next to continue.

Slide 78 - Slide 78



Employee
Timekeeper

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

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

Timesheet

Unvalidated Validated Certified Sent

Employee: Lewis, Emma 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	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	12:00am
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S (Account 1)		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		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	12:00am
Leave Time																	
<input checked="" type="checkbox"/>	61 - Annual Leave	02000001A1S (Account 1)															
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				

Slide notes

Slide 79 - Slide 79

WEBTA™

Employee
Timekeeper

Inbox [64]
|
Settings
|
Help
|
Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Unvalidated
Validated
Certified
Sent

Employee: Lewis, Emma

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	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	12:00am
Work Time																	
X	01 - Regular Base Pay	02000001A1S (Account 1)		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		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	12:00am
Leave Time																	
X	61 - Annual Leave	02000001A1S (Account 1)														8	
+	Leave Time Total															8	
	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				

Slide notes

Slide 80 - Slide 80

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma 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						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																
X	01 - Regular		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00		
	Base Pay															
+	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	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																
X	61 - Annual															8
	Leave															
+	Leave Time Total															8
	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	Sa 04/05

Action Remarks:

Next >>

Slide notes

Next, we will scroll down to display the bottom of the timesheet page. Select next to continue.

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WEBTA™

Employee
Timekeeper

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

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

Timesheet

Unvalidated
Validated
Certified
Sent
▶

Employee: Lewis, Emma 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																
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S (Account 1)		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		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																
<input checked="" type="checkbox"/>	61 - Annual Leave	02000001A1S (Account 1)													8	
Leave Time Total															8	
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			

Slide notes

Slide 82 - Slide 82

WEBTA™

Employee
Timekeeper

Inbox [64]
Settings
Help
Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Lewis, Emma

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	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	12:00am
Work Time																	
X	01 - Regular Base Pay	02000001A1S (Account 1)		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		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	12:00am
Leave Time																	
X	61 - Annual Leave	02000001A1S (Account 1)														8	
Leave Time Total																8	
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																	
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

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timekeeper main menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Lewis, Emma 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		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		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																																																
X	61 - Annual Leave (Account 1)															8:00																																
+	Leave Time Total															8:00																																
	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																																															
<table border="1"> <thead> <tr> <th>Schedule</th> <th>Totals</th> <th>Remarks (0)</th> <th>Leave Balances</th> </tr> <tr> <th>Su 03/23</th> <th>M 03/24</th> <th>T 03/25</th> <th>W 03/26</th> <th>Th 03/27</th> <th>F 03/28</th> <th>Sa 03/29</th> <th>Su 03/30</th> <th>M 03/31</th> <th>T 04/01</th> <th>W 04/02</th> <th>Th 04/03</th> <th>F 04/04</th> <th>Sa 04/05</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>																	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														
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: <input type="text"/> <p>Characters Remaining: 255</p> <p> <input type="button" value="Save"/> <input type="button" value="Validate"/> <input type="button" value="Delete Timesheet"/> <input type="button" value="Remove All Entries"/> <input type="button" value="Cancel"/> </p>																																																

Slide notes

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Timesheet

Employee: Lewis, Emma Timesheet Type: Regular
Status: Saved

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

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	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	12:00am
Work Time																	
X	01 - Regular Base Pay	02000001A1S (Account 1)	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		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	12:00am
Leave Time																	
X	01 - Annual Leave	02000001A1S (Account 1)														8	
+	Leave Time Total															8	
	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

Next, we will add a remark describing the change we made to keep both the employee and supervisor informed. Select next to continue.

USDA Timekeeper webTA Employee Timesheets

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Timesheet

Employee: Lewis, Emma 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	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	12:00am
Work Time																	
X	01 - Regular Base Pay	02000001A1S (Account 1)	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		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	12:00am
Leave Time																	
X	01 - Annual Leave	02000001A1S (Account 1)													8		
Leave Time Total															8		
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

USDA Timekeeper webTA Employee Timesheets

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Timesheet

Employee: Lewis, Emma Timesheet Type: Regular
Status: Saved

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

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	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	12:00am
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S (Account 1)	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00			
<input checked="" type="checkbox"/>	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		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	12:00am
Leave Time																	
<input checked="" type="checkbox"/>	01 - Annual Leave	02000001A1S (Account 1)														8:00	
<input checked="" type="checkbox"/>	Leave Time Total															8:00	
<input checked="" type="checkbox"/>	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00			
Dollar Transactions																	
<input checked="" type="checkbox"/>	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: 182

Slide notes

USDA Timekeeper webTA Employee Timesheets

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Timesheet

Employee: Lewis, Emma Timesheet Type: Regular
Status: Saved

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

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	02000001A1S (Account 1)		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	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 checked="" type="checkbox"/> 01 - Annual Leave	02000001A1S (Account 1)															8:00	
Leave Time Total																8:00	
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: 181

Slide notes

Finally, we will select the Validate button. Select next to continue.

USDA Timekeeper webTA Employee Timesheets

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Timesheet

Employee: Lewis, Emma Timesheet Type: Regular
Status: Saved

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

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	02000001A1S (Account 1)	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		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																
X	61 - Annual Leave	02000001A1S (Account 1)													8:00	
+	Leave Time Total														8:00	
	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: 8 hours of annual leave entered by Timekeeper on behalf of absent employee

Characters Remaining: 181

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

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

Validation Messages
 WARNING: Annual Leave used is greater than available balance. (PPV NFC 69)

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	02000001A1S (Account 1)	8:00	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	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		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																
X	61 - Annual Leave	02000001A1S (Account 1)														8:00
+	Leave Time Total															8:00
	Daily Total		8:00	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															

[Next >>](#)

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

Note that a Warning displays, indicating that the amount of Leave used exceeds the employee's balance of this leave type. But, since it is a Warning, and not an Error, the timesheet still validated successfully. It is up to the Supervisor whether or not they allow the employee to have a negative balance and Certify the timesheet.

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

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WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Lewis, Emma
 Pay Period: 06 - 2014 : Mar 23, 2014-Apr 05, 2014 * VT Go

Timesheet Type: Regular
 Status: Validated by Timekeeper

Validation Messages

WARNING: Annual Leave used is greater than available balance. (PPV NFC 69)

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	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	12:00am
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S (Account 1)		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		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	12:00am
Leave Time																	
<input checked="" type="checkbox"/>	01 - Annual Leave	02000001A1S (Account 1)														8:00	
Leave Time Total																8:00	
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

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

Slide notes