

**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 four orange dots in a square pattern followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Timekeepers' is written in a large, bold, orange font. Below this, the subtitle 'Employee Schedules' is centered in a white font. Underneath the subtitle, the text 'Learning Objectives' is written in white and underlined. This is followed by the sentence 'In this lesson, you will learn about:' and a bulleted list of four items: 'View Employee Schedules', 'Submit an Employee Schedule for Approval', 'View Schedule Templates', and 'View Shifts'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next »' inside. In the bottom left corner, the text 'Reposition CC' is written in a small, light blue font.

**WEBTA™**

# webTA for Timekeepers

## Employee Schedules

Learning Objectives

In this lesson, you will learn about:

- View Employee Schedules
- Submit an Employee Schedule for Approval
- View Schedule Templates
- View Shifts

Next »

Reposition CC

**Slide notes**

Welcome to the webTA for Timekeepers training course. Please review the objectives listed here and when you are ready to continue, select the Next button.

Slide 4 - Slide 4

The screenshot shows the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Timekeeper' tabs. At the top right are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and contains several categories of links:

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

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

Slide notes

In an earlier lesson, we talked about the Default Schedule. webTA also has a separate Schedule module, where employees can submit a Schedule Request for Approval and once approved, the Schedule details will display on the Timesheet.

Timekeepers can also Submit Schedule Requests on behalf of their Employees. There are two options for viewing employee Schedules - List and Grid Views. Let's begin with list view. Select next to continue.

Slide 5 - Slide 5

The screenshot displays the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo, followed by 'Employee' and 'Timekeeper' tabs. On the top right, there are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Employees**: Select Timesheets, 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
- Schedule**: Employee Schedules List View (highlighted), Employee Schedules Grid View, Schedule Templates, Shifts
- Delegates/Reassignment**: My Delegates, Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, Reassign Employees to Supervisor

Slide notes

Slide 6 - Slide 6

WEBTA™ Employee Timekeeper

Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

### Employee Schedules - List View

Employee Name:  User ID:  Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015

Employee Name	User ID	Schedule	Total Hours	Status	Type
Allen, Jacob	JALLEN	None Assigned			
Jackson, Madison	MJACKSON	Regular	80:00	Approved	Permanent
Lewis, Emma	ELEWIS	None Assigned			
Martinez, Sophia	SMARTINEZ	Regular	80:00	Approved	Temporary
Miller, Samantha	SMILLER	None Assigned			
Robinson, William	WROBINSON	None Assigned			
Thompson, Joshua	JTHOMPSON	JThompson Permanent	80:00	Approved	Permanent
Williams, Chris	CWILLIAMS	None Assigned			

1-8 of 8 Records  View

Next >>

Slide notes

Here, we see the employees assigned to us, and their schedules listed. Let's go back to the Main Menu and look at the Grid view. Select next to continue.

Slide 7 - Slide 7

**WEBTA™** Employee **Timekeeper** Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

### Employee Schedules - List View

Employee Name:  User ID:  Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015 Search Clear

Employee Name	User ID	Schedule	Total Hours	Status	Type
Allen, Jacob	JALLEN	None Assigned			
Jackson, Madison	MJACKSON	Regular	80:00	Approved	Permanent
Lewis, Emma	ELEWIS	None Assigned			
Martinez, Sophia	SMARTINEZ	Regular	80:00	Approved	Temporary
Miller, Samantha	SMILLER	None Assigned			
Robinson, William	WROBINSON	None Assigned			
Thompson, Joshua	JTHOMPSON	JThompson Permanent	80:00	Approved	Permanent
Williams, Chris	CWILLIAMS	None Assigned			

1-8 of 8 Records View

Cancel

Slide notes

Slide 8 - Slide 8

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 [5]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

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

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

Slide notes

Next, we will select Grid View. Select next to continue.

Slide 9 - Slide 9

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 [5]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

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

Slide notes

Slide 10 - Slide 10

Timekeeper Main Menu >

### Employee Schedules - Grid View

Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015

Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
ROBINSON, WILLIAM															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
<b>TOTALS</b>	<b>240</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0</b>

Slide notes

Here, we see our Employees' Schedules in Grid form. You can move your mouse over a day within the Schedule to view more details. Let's try that now. Select next to continue.

Slide 11 - Slide 11



Employee
Timekeeper

[Inbox \[5\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Employee Schedules - Grid View

Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015 Select Pay Period

Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
ROBINSON, WILLIAM															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
<b>TOTALS</b>	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Cancel

Slide notes

Slide 12 - Slide 12

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu >

Employee Schedules - Grid View

Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015 Select Pay Period

Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p					8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p					8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
ROBINSON, WILLIAM															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
<b>TOTALS</b>	<b>240</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0</b>

Cancel Next >>

Slide notes

Here, we can see the details of this employee's Schedule, including Start, Stop and Meal times, number of hours and the Transaction Code. At any time, you can also view the details by selecting the link for the Employee's name.

In this example, we are going to submit a new Schedule Request by selecting the first name from our list. Select next to continue.

Slide 13 - Slide 13



Employee
Timekeeper

[Inbox \[5\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Employee Schedules - Grid View

Pay Period: 10 - 2015 : May 17, 2015-May 30, 2015 Select Pay Period

Employee Name	Hours	Sun 05/17	Mon 05/18	Tue 05/19	Wed 05/20	Thu 05/21	Fri 05/22	Sat 05/23	Sun 05/24	Mon 05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30
ALLEN, JACOB															
JACKSON, MADISON	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
LEWIS, EMMA															
MARTINEZ, SOPHIA	80		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p			8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	
MILLER, SAMANTHA															
ROBINSON, WILLIAM															
THOMPSON, JOSHUA	80		6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p			6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	6a-10a 10a-2p 2p-9p	
WILLIAMS, CHRIS															
TOTALS	240	0	24	24	24	24	24	0	0	24	24	24	24	24	0

Cancel

Slide notes

Slide 14 - Slide 14

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View >

### Schedule Assignment - ALLEN, JACOB

**Permanent Schedule**

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

[Add Permanent Schedule](#)

**Temporary Schedule**

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

[Add Temporary Schedule](#)

[Cancel](#)

[Next >>](#)

**Slide notes**

You can submit either a Permanent or Temporary Schedule for the Employee. In this example, we are going to select the Add Permanent Schedule button. Select next to continue.

Slide 15 - Slide 15

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View >

### Schedule Assignment - ALLEN, JACOB

**Permanent Schedule**

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

**Add Permanent Schedule**

**Temporary Schedule**

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

**Add Temporary Schedule**

**Cancel**

Slide notes

Slide 16 - Slide 16

WEBTA™

Employee
Timekeeper

[Inbox \[5\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu](#) > [Employee Schedules - Grid View](#) > [Schedule Assignment](#) >

**(Add) Schedule - ALLEN, JACOB**

Items marked with an asterisk\* are required.

\* **Name:**  Insert Schedule Template

**Description:**

\* **Weeks:**

\* **Start Date:**

**End Date:**

submitted  approved  denied

**Schedule Type:** None

**Schedule Status:** Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
	Week One TOTAL						

  

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Next >>

**Slide notes**

As you learned in the Employee Course, you can manually enter Shifts into the Schedule below. Or, you can use Schedule Templates. In this example, we are going to select the Insert Schedule Template button. Select next to continue.

Slide 17 - Slide 17

WEBTA™

Employee
Timekeeper

[Inbox \[5\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

**(Add) Schedule - ALLEN, JACOB**

Items marked with an asterisk\* are required.

\* **Name:**  Insert Schedule Template

**Description:**

\* **Weeks:**

\* **Start Date:**

**End Date:**

submitted  approved  denied

**Schedule Type:** None

**Schedule Status:** Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X
<input type="checkbox"/>	Sat					+	X
	Week One TOTAL						

  

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 18 - Slide 18

WEBTA™ Employee Timekeeper

Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

(Add) Schedule - ALLEN, JACOB

submitted approved denied

Schedule Type: None  
Schedule Status: Unsaved

Items marked with an asterisk\* are required.

\* Name:  **Insert Schedule Template**

Description:

\* Weeks: 2

\* Start Date: May 03, 2015

End Date: Month Day Year

**Week One**

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

**Week Two**

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

**Insert Schedule Template** ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)

**OK** **Cancel**

**Next** >>

Slide notes

A list of available Templates displays. In this example, we are going to select the Flex Shift Template, and then the OK button. Select next to continue.

Slide 19 - Slide 19

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

(Add) Schedule - ALLEN, JACOB submitted approved denied

Items marked with an asterisk\* are required.

\* Name:  Insert Schedule Template

Description:

\* Weeks: 2

\* Start Date: May 03, 2015

End Date:

**Schedule Type:** None  
**Schedule Status:** Unsaved

**Insert Schedule Template** ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)

OK Cancel

Week One					
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 20 - Slide 20

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

(Add) Schedule - ALLEN, JACOB submitted approved denied

Items marked with an asterisk\* are required.

\* Name:  Insert Schedule Template

Description:

\* Weeks: 2

\* Start Date: May 03, 2015

End Date: Month Day Year

**Schedule Type:** None  
**Schedule Status:** Unsaved

**Insert Schedule Template** ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)

OK Cancel

Week One					
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 21 - Slide 21

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

(Add) Schedule - ALLEN, JACOB submitted approved denied

Items marked with an asterisk\* are required.

\* Name:  Insert Schedule Template

Description:

\* Weeks: 2

\* Start Date: May 03, 2015

End Date: Month Day Year

**Schedule Type:** None  
**Schedule Status:** Unsaved

**Insert Schedule Template** ✕

- Regular -- (2 Weeks)
- Second Shift -- (2 Weeks)
- Overtime 5-6 -- (2 Weeks)
- Flex Shift -- (2 Weeks)

OK Cancel

Week One					
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours
<input type="checkbox"/>	Sun				
<input type="checkbox"/>	Mon				
<input type="checkbox"/>	Tue				
<input type="checkbox"/>	Wed				
<input type="checkbox"/>	Thu				
<input type="checkbox"/>	Fri				
<input type="checkbox"/>	Sat				
Week One TOTAL					

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon					+	X
<input type="checkbox"/>	Tue					+	X
<input type="checkbox"/>	Wed					+	X
<input type="checkbox"/>	Thu					+	X
<input type="checkbox"/>	Fri					+	X

Slide notes

Slide 22 - Slide 22

WEBTA™

Employee
Timekeeper

Inbox [5]
|
Settings
|
Help
|
Log Out

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

**(Add) Schedule - ALLEN, JACOB**

Items marked with an asterisk\* are required.

**\* Name:**

Insert Schedule Template

**Description:**

**\* Weeks:**

**\* Start Date:**

**End Date:**

**Schedule Type:** Permanent

**Schedule Status:** Unsaved

Week One

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Next >>

Week Two

<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>							

**Slide notes**

Note that the Flex bands have been added to the Schedule. When finished, scroll down to the bottom of the page and select the Submit button. Let's do that now. Select next to continue.

Slide 23 - Slide 23

WEBTA™

Employee
Timekeeper

[Inbox \[5\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu](#) > [Employee Schedules - Grid View](#) > [Schedule Assignment](#) >

(Add) Schedule - ALLEN, JACOB

submitted approved denied

Items marked with an asterisk\* are required.

\* **Name:**  Insert Schedule Template

**Description:**

\* **Weeks:**

\* **Start Date:**

**End Date:**

**Schedule Type:** Permanent

**Schedule Status:** Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
	Week One TOTAL				40:00		

  

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>							

Slide notes

Slide 24 - Slide 24

WEBTA™

Employee
Timekeeper

Inbox [5]
Settings
Help
Log Out

Timekeeper Main Menu > Employee Schedules - Grid View > Schedule Assignment >

(Add) Schedule - ALLEN, JACOB

submitted
approved
denied

Items marked with an asterisk\* are required.

**\* Name:**  Insert Schedule Template

**Description:**

**\* Weeks:**

**\* Start Date:**

**End Date:**

**Schedule Type:** Permanent

**Schedule Status:** Unsaved

Week One							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40.00		

  

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>							

Slide notes

# USDA Timekeeper webTA Employee Schedules

## Slide 25 - Slide 25

<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 275 630 302" type="button" value="+"/>	<input data-bbox="667 275 688 302" type="button" value="X"/>
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 344 630 371" type="button" value="+"/>	<input data-bbox="667 344 688 371" type="button" value="X"/>
<input type="checkbox"/>	Sat					<input data-bbox="609 392 630 420" type="button" value="+"/>	<input data-bbox="667 392 688 420" type="button" value="X"/>
Week One TOTAL					40:00		
Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					<input data-bbox="609 527 630 554" type="button" value="+"/>	<input data-bbox="667 527 688 554" type="button" value="X"/>
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 575 630 602" type="button" value="+"/>	<input data-bbox="667 575 688 602" type="button" value="X"/>
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 644 630 672" type="button" value="+"/>	<input data-bbox="667 644 688 672" type="button" value="X"/>
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 714 630 741" type="button" value="+"/>	<input data-bbox="667 714 688 741" type="button" value="X"/>
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 783 630 810" type="button" value="+"/>	<input data-bbox="667 783 688 810" type="button" value="X"/>
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	<input data-bbox="609 852 630 879" type="button" value="+"/>	<input data-bbox="667 852 688 879" type="button" value="X"/>
<input type="checkbox"/>	Sat					<input data-bbox="609 900 630 928" type="button" value="+"/>	<input data-bbox="667 900 688 928" type="button" value="X"/>
Week Two TOTAL					40:00		

Approver:   
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

## Slide notes

# USDA Timekeeper webTA Employee Schedules

## Slide 26 - Slide 26

<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL					40:00		

Approver:   
 Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks

## Slide notes

# USDA Timekeeper webTA Employee Schedules

## Slide 27 - Slide 27

<input type="checkbox"/>	Sat					+	X
Week One TOTAL					40:00		

  

Week Two							
<input type="checkbox"/>	Day	Shift	RDO	Transaction Code	Hours	Add Row	Delete
<input type="checkbox"/>	Sun					+	X
<input type="checkbox"/>	Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8	+	X
<input type="checkbox"/>	Sat					+	X
Week Two TOTAL					40:00		

Approver:

Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
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## Slide notes

Slide 28 - Slide 28

**WEBTA™** Employee Timekeeper Inbox [5] | Settings | Help | Log Out

Timekeeper Main Menu > Employee Schedules - Grid View >

### Schedule Assignment - ALLEN, JACOB

**Permanent Schedule**

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

[Add Permanent Schedule](#)

**Temporary Schedule**

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

[Add Temporary Schedule](#)

[Cancel](#)

[Next >>](#)

**Slide notes**

The Employee's Supervisor will receive notification of the Request, and can approve or Deny it. Upon Approval, the Schedule will display on the Schedule tab of the Employee's Timesheet. And if you recall from earlier lessons, if the Employee's Retain Data Setting is set to Pay From Schedule, the hours will populate to the Timesheet. Let's return to the Main Menu. Select next to continue.

Slide 29 - Slide 29

The screenshot shows the WEBTA interface for Employee Schedules. The top navigation bar includes the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail reads 'Timekeeper Main Menu > Employee Schedules - Grid View >'. The main heading is 'Schedule Assignment - ALLEN, JACOB'. There are two sections: 'Permanent Schedule' and 'Temporary Schedule'. Each section contains a table with columns for 'Schedule', 'Start Date', 'End Date', and 'Approval Status'. Both tables are currently empty, with the message 'No permanent schedules have been created' and 'No temporary schedules have been created' respectively. Below each table is an 'Add' button. A 'Cancel' button is located at the bottom left of the main content area.

**Permanent Schedule**

Schedule	Start Date	End Date	Approval Status
No permanent schedules have been created			

**Add Permanent Schedule**

**Temporary Schedule**

Schedule	Start Date	End Date	Approval Status
No temporary schedules have been created			

**Add Temporary Schedule**

**Cancel**

Slide notes

Slide 30 - Slide 30

The screenshot displays the WEBTA™ interface for a Timekeeper. At the top left is the WEBTA™ logo, followed by navigation tabs for 'Employee' and 'Timekeeper'. On the top right, there are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and is organized into several sections:

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

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

Slide notes

In addition to Viewing and Submitting Schedule Requests, Timekeepers can also view available Schedule Templates by selecting the link from the Main Menu. Select next to continue.

Slide 31 - Slide 31

The screenshot shows the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Timekeeper' tabs. At the top right are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

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

A small 'Schedule Templates' button is also visible next to the 'Shifts' link. The URL at the bottom left is '11.2.66.121:18030/usdatraining/.../TimekeeperMainMenu'.

Slide notes

Slide 32 - Slide 32

The screenshot shows the WEBTA Employee Timekeeper interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail 'Timekeeper Main Menu >'. The main content area is titled 'Schedule Templates'. It features a search form with 'Name:' and 'Description:' labels, two input fields, and 'Search' and 'Clear' buttons. Below the search form is a table with two columns: 'Name' and 'Description'. The table contains four rows of data: 'Flex Shift', 'Overtime 5-6', 'Regular', and 'Second Shift'. Below the table, there is a pagination control showing '1-4 of 4 Records', navigation arrows, and a 'View' dropdown menu with options '25', '50', and '100'. A 'Cancel' button is located below the pagination. At the bottom right of the interface, there is a 'Next >>' button.

Slide notes

Here, we see a list of available Templates. To view the details, select the link. In this example, we are going to select the Flex Shift. Select next to continue.

Slide 33 - Slide 33

The screenshot displays the WEBTA Employee Timekeeper interface. At the top, the logo 'WEBTA™' is visible, along with navigation tabs for 'Employee' and 'Timekeeper'. The top right corner contains links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. Below the navigation, there is a 'Timekeeper Main Menu >' link. The main content area is titled 'Schedule Templates'. It features a search form with 'Name:' and 'Description:' labels, two input fields, and 'Search' and 'Clear' buttons. Below the search form is a table with two columns: 'Name' and 'Description'. The table contains four rows: 'Flex Shift', 'Overtime 5-6', 'Regular', and 'Second Shift'. The 'Flex Shift' row is highlighted with an orange border. At the bottom of the table, there is a pagination control showing '1-4 of 4 Records' and a 'View' dropdown menu with options for 25, 50, and 100 records. A 'Cancel' button is located below the table.

Slide notes

**Slide 34 - Slide 34**

The screenshot displays the WEBTA Employee Timekeeper interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Timekeeper Main Menu > Schedule Templates >'. The main content area is titled 'Schedule Template' and shows details for a 'Flex Shift' template. The 'Description' section contains two tables for 'Week One' and 'Week Two'. Each table has columns for Day, Shift, RDO, Transaction Code, and Hours. For Week One, the total hours are 40.00. A 'Next >>' button is visible on the right side of the interface.

**Name:** Flex Shift

**Description:**

Week One				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
Week One TOTAL				40:00

  

Week Two				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm		Regular Base Pay	8

Next >>

**Slide notes**

Note the details of the Template. Let's return to the Main Menu. Select next to continue.

Slide 35 - Slide 35

The screenshot displays the WEBTA Timekeeper interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Timekeeper Main Menu > Schedule Templates >'. The main content area is titled 'Schedule Template' and shows details for a 'Flex Shift' template. Under the 'Description' section, there are two tables representing 'Week One' and 'Week Two'. Each table has columns for Day, Shift, RDO, Transaction Code, and Hours. The 'Week One' table shows a total of 40.00 hours for the week. The 'Week Two' table shows the start of the second week with data for Sun, Mon, and Tue.

**Name:** Flex Shift

**Description:**

Week One				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Wed	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Thu	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Fri	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Sat				
Week One TOTAL				40:00

  

Week Two				
Day	Shift	RDO	Transaction Code	Hours
Sun				
Mon	6:00am-10:00am 10:00am-2:00pm 2:00pm-9:00pm		Regular Base Pay	8
Tue	6:00am-10:00am 10:00am-2:00pm		Regular Base Pay	8

Slide notes

Slide 36 - Slide 36

The screenshot shows the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. Further right is a navigation bar with 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains several menu categories: 'Employees' (with links for Select Timesheets, Employee Leave Requests, and Employee Premium Pay Requests), 'Reports' (with links for Reports, My Saved and Scheduled Reports, and Adhoc Report Management), 'Continuation of Pay (COP)' (with a link for COP Events), 'Accounting' (with a link for Accounts), 'Schedule' (with links for Employee Schedules List View, Employee Schedules Grid View, Schedule Templates, and Shifts), and 'Delegates/Reassignment' (with links for My Delegates, Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, and Reassign Employees to Supervisor). A 'Next >>' button is located at the bottom right of the menu area.

Slide notes

To view available Shifts, we will select the link from the Main Menu. Select next to continue.

Slide 37 - Slide 37

The screenshot shows the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Timekeeper' tabs. At the top right are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several sections:

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

Slide notes

Slide 38 - Slide 38

The screenshot shows the WEBTA Timekeeper interface. At the top, there is a logo for WEBTA™ and navigation tabs for 'Employee' and 'Timekeeper'. On the right, there are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a 'Timekeeper Main Menu >' link. The main section is titled 'Shifts' and contains a search form with fields for 'Name:', 'Description:', 'Start Time:', 'Stop Time:', and 'Transaction Code:'. The 'Transaction Code' dropdown is set to 'All'. There are 'Search' and 'Clear' buttons. Below the search form is a table with the following data:

Name	Description	Shift Type	Start Time	Stop Time	Meal	Total Hours	Status	RDO	Transaction Code
10 Hour	Normal day	Regular	8:00am	7:00pm	60	10:00	Active		Regular Base Pay

Below the table, it says '1-1 of 1 Records' and 'View 25 50 100'. There is a 'Cancel' button on the left and a 'Next >>' button on the right.

Slide notes

A list of available Shifts displays. Let's return to the Main Menu. Select next to continue.

Slide 39 - Slide 39

The screenshot displays the WEBTA Timekeeper interface. At the top left is the WEBTA logo. The navigation bar includes 'Employee' and 'Timekeeper' (highlighted with a red box), along with 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link for 'Timekeeper Main Menu >'. The main section is titled 'Shifts' and contains a search form with fields for 'Name:', 'Description:', 'Start Time:', 'Stop Time:', and 'Transaction Code:'. The 'Transaction Code' dropdown is set to 'All'. There are 'Search' and 'Clear' buttons. Below the search form is a table with the following data:

Name	Description	Shift Type	Start Time	Stop Time	Meal	Total Hours	Status	RDO	Transaction Code
10 Hour	Normal day	Regular	8:00am	7:00pm	60	10:00	Active		Regular Base Pay

Below the table, it shows '1-1 of 1 Records' and navigation arrows. On the right, there is a 'View' dropdown set to '25', with options for '50' and '100'. A 'Cancel' button is located at the bottom left of the main content area.

Slide notes

Slide 40 - Slide 40

The screenshot displays the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo, followed by 'Employee' and 'Timekeeper' tabs. On the top right, there are links for 'Inbox [5]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several sections:

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

Slide notes

**Slide 42 - Finish**



**Slide notes**

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