

**Slide 1 - Learning Objectives**



The slide features a dark blue background with a gradient. In the top left corner is the 'WEBTA' logo, consisting of a cluster of orange dots followed by the text 'WEBTA' in white. To the right of the logo, the title 'webTA for Timekeepers' is written in a large, bold, orange font. Below this, the subtitle 'Role Assignment' is centered in a white font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. The main content of the slide is a list of two bullet points in white text: '• Delegate Your Timekeeper Duties to a Fellow Timekeeper' and '• Takeover Timekeeper Duties for an Employee'. In the bottom right corner, there is a white button with a blue border and the text 'Next >>'. In the bottom left corner, the text 'Reposition CC' is visible in a small white font.

**Slide notes**

Welcome to the webTA for Timekeeper training course. In this lesson, you will learn how to Delegate your Timekeeper duties to a fellow Timekeeper and Takeover Timekeeper duties for an employee. Select next to continue.

Slide 4 - Slide 4

The screenshot shows the WEBTA interface for a Timekeeper. At the top, there is a header with the WEBTA logo, navigation tabs for 'Employee' and 'Timekeeper', and utility links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the header is the 'Timekeeper Main Menu' section, which is organized into several categories:

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

At the bottom right of the menu area, there is a blue button labeled 'Next >>'.

Slide notes

As a Timekeeper, you can manage the scope of your timekeeping responsibilities by delegating your responsibilities to another Timekeeper or assigning employees to yourself.

It is a good idea to delegate your Timekeeping responsibilities to a fellow timekeeper in the event that you are out of the office or otherwise unavailable. Once you assign a delegate, this timekeeper can effectively serve as your back-up and perform the same functions on behalf of your employees that you can perform.

To begin, let's take a look at the My Delegates page by selecting the link from the Main Menu. Select next to continue.

# USDA Timekeeper webTA Role Assignment

## Slide 5 - Slide 5

The screenshot shows the WEBTA™ interface for a Timekeeper user. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [1]', '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 (highlighted), Manage Supervisor Delegates, Timekeeper Profile, Takeover Employee, Reassign Employees to Timekeeper, Reassign Employees to Supervisor

## Slide notes

Slide 6 - Slide 6

The screenshot shows the WEBTA web interface. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. Further right is a navigation bar with 'Inbox [42]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Timekeeper Main Menu >'. The main heading is 'Delegate Roles : Timekeeper'. Underneath, it says 'Delegating User: HARRIS, DANIEL DHARRIS'. There are two buttons: 'Name' and 'Undelegate'. Below that, it says 'No results'. There are two orange buttons: 'Add Delegate' and 'Undelegate All'. At the bottom left is a 'Cancel' button. A red callout box with white text says 'Select the Add Delegate button' and points to the 'Add Delegate' button.

Slide notes

Here, we can see that this Timekeeper has not yet assigned a delegate. Let's do that now. Select the Add Delegate button to continue.

Slide 7 - Slide 7

The screenshot shows the WEBTA web interface. At the top, there is a logo for WEBTA™ and navigation tabs for 'Employee' and 'Timekeeper'. A top navigation bar contains 'Inbox [42] | Settings | Help | Log Out'. Below this, a breadcrumb trail reads 'Timekeeper Main Menu > Delegate Roles >'. The main heading is 'Add Delegate - Timekeeper'. There is a search box labeled 'Name:' with 'Search' and 'Clear' buttons. Below the search box is a table with two columns: 'Name' and a checkbox. The table contains two rows: 'ADMINISTRATOR, THE - ADMIN' and 'JACKSON, MADISON - MJACKSON'. Below the table, there is a pagination control showing '1-2 of 2 Records' and 'View 25 50 100'. There are two buttons: 'Select Checked Users' and 'Cancel'. A 'Next >>' button is located at the bottom right of the form area.

Slide notes

Here, we can see a list of available timekeepers to whom we could delegate our timekeeping responsibilities. In this example, we are going to select Madison Jackson. Select next to continue.

Slide 8 - Slide 8

The screenshot shows the WEBTA web interface. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. Further right is a navigation bar with 'Inbox [42] | Settings | Help | Log Out'. Below the navigation bar is a breadcrumb trail: 'Timekeeper Main Menu > Delegate Roles >'. The main heading is 'Add Delegate - Timekeeper'. Below this is a search form with a 'Name:' label, an input field, and 'Search' and 'Clear' buttons. Underneath is a table with a header 'Name' and a checkbox column. The table contains two rows: 'ADMINISTRATOR, THE - ADMIN' and 'JACKSON, MADISON - MJACKSON'. The checkbox for 'JACKSON, MADISON - MJACKSON' is checked. Below the table is a pagination control showing '1-2 of 2 Records' and 'View 25 50 100'. There are two buttons: 'Select Checked Users' and 'Cancel'.

Name	
ADMINISTRATOR, THE - ADMIN	<input type="checkbox"/>
JACKSON, MADISON - MJACKSON	<input checked="" type="checkbox"/>

Slide notes

Slide 9 - Slide 9

The screenshot shows the WEBTA web interface. At the top, there is a logo for WEBTA™ and navigation tabs for 'Employee' and 'Timekeeper'. The 'Timekeeper' tab is active. In the top right corner, there are links for 'Inbox [42]', 'Settings', 'Help', and 'Log Out'. Below the navigation, there is a breadcrumb trail: 'Timekeeper Main Menu > Delegate Roles >'. The main heading is 'Add Delegate - Timekeeper'. Below this heading, there is a search bar with the label 'Name:' and a text input field. To the right of the input field are two buttons: 'Search' and 'Clear'. Below the search bar is a table with two columns: 'Name' and a checkbox. The table contains two rows of data:

Name	
ADMINISTRATOR, THE - ADMIN	<input type="checkbox"/>
JACKSON, MADISON - MJACKSON	<input checked="" type="checkbox"/>

Below the table, there is a pagination control showing '1-2 of 2 Records' and a 'View' dropdown menu with options for 25, 50, and 100. Below the pagination control is a button labeled 'Select Checked Users'. At the bottom left of the form is a 'Cancel' button. At the bottom right of the form is a 'Next >>' button.

Slide notes

Then, we will select the Select Checked Users button. Note, that you can assign as many delegates as you like. Select next to continue.

Slide 10 - Slide 10

WEBTA™ Employee Timekeeper

Inbox [42] | Settings | Help | Log Out

Timekeeper Main Menu > Delegate Roles >

### Add Delegate - Timekeeper

Name:

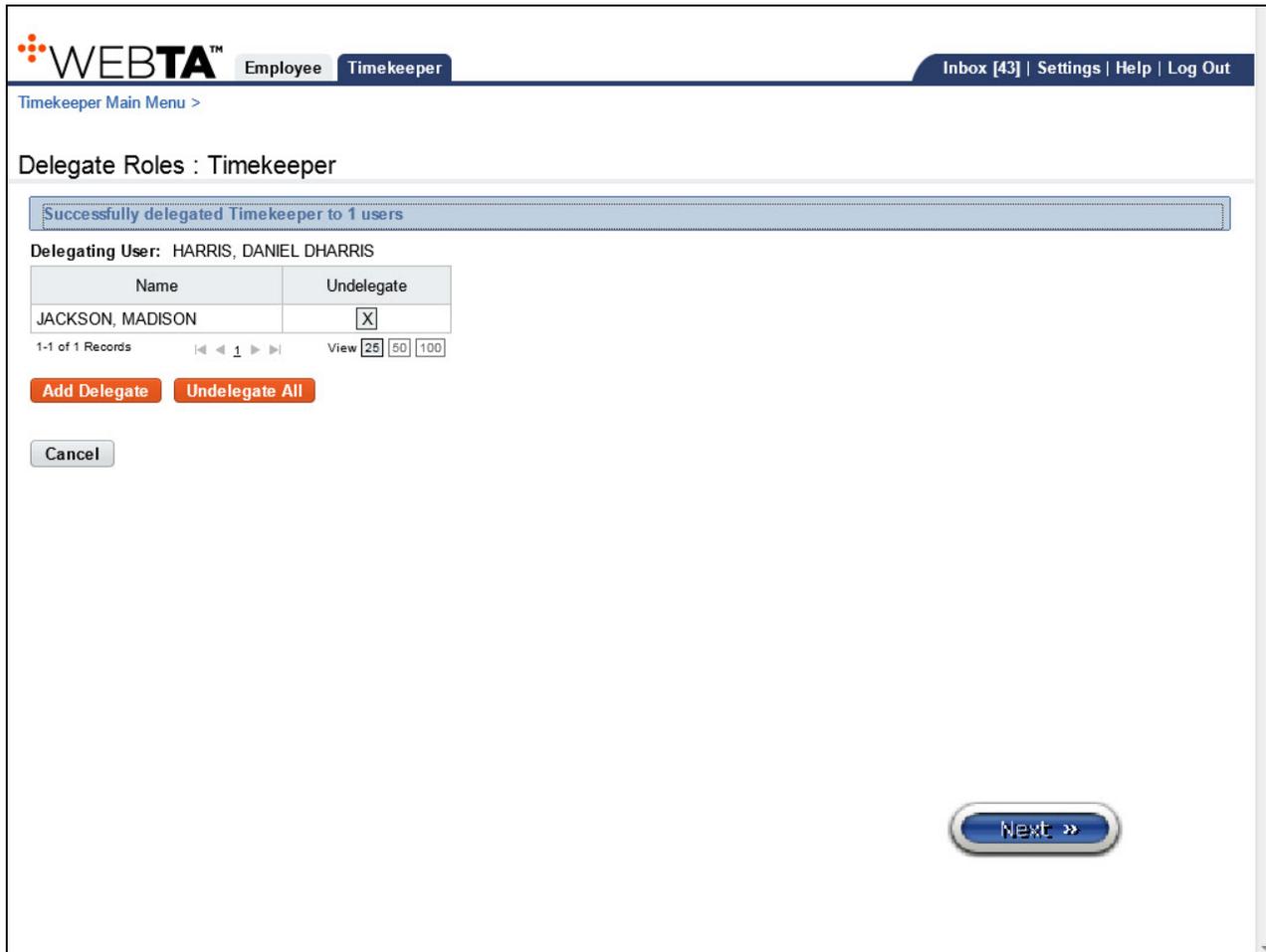
Name	<input type="checkbox"/>
ADMINISTRATOR, THE - ADMIN	<input type="checkbox"/>
JACKSON, MADISON - MJACKSON	<input checked="" type="checkbox"/>

1-2 of 2 Records    View 25 50 100

<http://webta.kronosfederal.com/nfchost8/SelectUser>

Slide notes

Slide 11 - Slide 11



Slide notes

Note the confirmation message indicating that we successfully delegated to 1 additional Timekeeper. Now, this timekeeper can perform functions on your behalf.

Delegates remain assigned indefinitely. To remove an assigned delegate, select the X in the row that contains their name or select the Undelegate All button to remove all assigned delegates. Delegates can be assigned and unassigned at any time.

While we have delegated our Timekeeper responsibilities to Madison Jackson, that does not mean that we automatically become her delegate. She would need to assign us as delegate in order for us to see her employees.

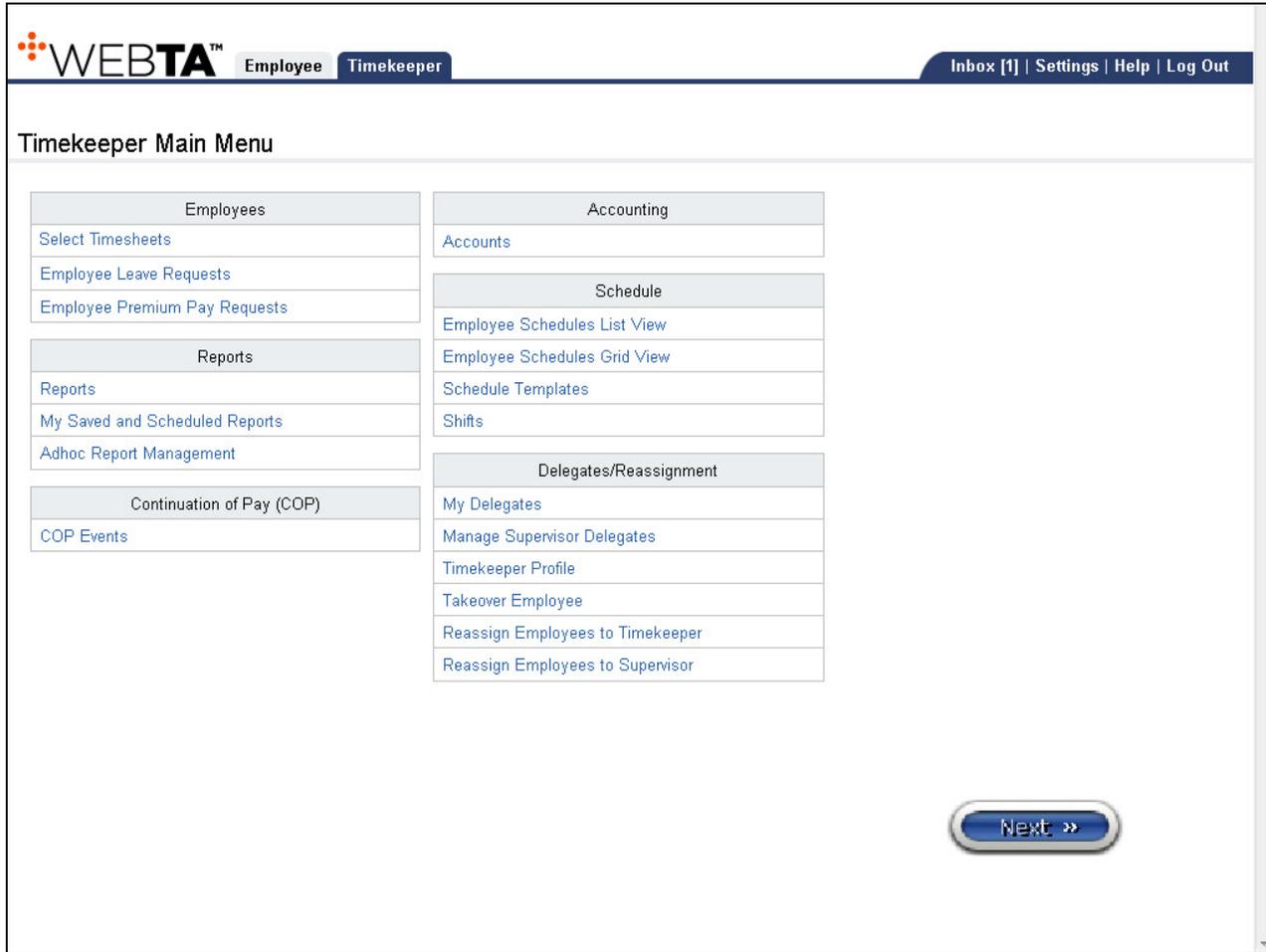
Next, we will return to the Main Menu by selecting the Timekeeper tab. Select next to continue.

Slide 12 - Slide 12

The screenshot shows the WEBTA interface for role assignment. At the top, the logo 'WEBTA™' is followed by 'Employee' and 'Timekeeper' (highlighted in a red box). The top right navigation bar includes 'Inbox [43] | Settings | Help | Log Out'. Below the header, there is a link for 'Timekeeper Main Menu >'. The main content area is titled 'Delegate Roles : Timekeeper'. A blue message bar states 'Successfully delegated Timekeeper to 1 users'. Below this, it says 'Delegating User: HARRIS, DANIEL DHARRIS'. A table with two columns, 'Name' and 'Undelegate', contains one row: 'JACKSON, MADISON' with an 'X' in the 'Undelegate' column. Below the table is a pagination control showing '1-1 of 1 Records' and 'View 25 50 100'. There are three buttons: 'Add Delegate' (orange), 'Undelegate All' (orange), and 'Cancel' (grey). At the bottom left, a URL is visible: 'http://webta.kronosfederal.com/nfchost8/RoleMenu/TimekeeperMainMenu'.

Slide notes

Slide 13 - Slide 13



Slide notes

Now that we have seen how assigning a delegate works, let's take a look at how you would work with employees who have been delegated to you. Since we delegated our timekeeper capabilities to Madison Jackson, she has assigned us as a delegate as well.

To see what that looks like, we will go to the Select Timesheets page. Select next to continue.

Slide 14 - Slide 14

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

### Timekeeper Main Menu

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

Slide notes

Slide 15 - Slide 15

The screenshot shows the WEBTA interface for a Timekeeper. At the top, there are navigation tabs for 'Employee' and 'Timekeeper', and a header with 'Inbox [44] | Settings | Help | Log Out'. Below the header is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Timesheets' and contains a search form with the following fields: Pay Period (All), Timesheet Status (Saved + Emp Validated), User ID, Last Name, First Name, Organization (All), Timekeeper, Supervisor, Delegates For (NONE), and Timesheet Type (All). There are 'Search' and 'Clear' buttons. Below the search form is a table with 12 records. The table has columns for checkboxes, Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The records are for the pay period '07 - 2014' and status 'Saved', with various employee names and supervisors listed. At the bottom of the table, it says '1-12 of 12 Records' and 'View 25 50 100'. Below the table is a 'Select Action' section with four columns of links: Timesheets, Profiles and Settings, Leave and Premium Pay, and Send Messages. A 'Next >>' button is also present.

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	WALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

Slide notes

If you recall from the Select Timesheets lesson, we learned how to use the Search fields above the list of employees to filter the employees displayed. One field we did not cover was the Delegates For field. The default setting for this field is None, as seen here.

This means that we will only be shown the employees assigned to us - and none who have been delegated to us by a fellow timekeeper. Let's take a look at the other options for this field. Select next to continue.

Slide 16 - Slide 16

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-12 of 12 Records View

### Select Action

**Timesheets**

- [Timesheet](#)
- [Timesheet Summary](#)
- [Validate Selected](#)
- [Validate All](#)
- [Create Correction](#)

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

Slide notes

Page 14 of 36

©Kronos, Incorporated

Slide 17 - Slide 17

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

Timekeeper Main Menu >

### Select Timesheets

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

Timekeeper:  Supervisor:  Delegates For:  Timesheet Type: 
Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-12 of 12 Records View 25 50 100

### Select Action

- Timesheets**
- Timesheet
- Timesheet Summary
- Validate Selected
- Validate All
- Create Correction

- 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

If we were to select All, we would see the employees assigned to us, as well as those for Madison Jackson. In this example, we will select All and then select the Search button. Select next to continue.

Slide 18 - Slide 18

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**  


ALL  
 NONE  
 JACKSON, MADISON

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-12 of 12 Records View

### Select Action

**Timesheets**

- [Timesheet](#)
- [Timesheet Summary](#)
- [Validate Selected](#)
- [Validate All](#)
- [Create Correction](#)

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

Slide notes

Page 16 of 36

©Kronos, Incorporated

Slide 19 - Slide 19

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-12 of 12 Records View

### Select Action

**Timesheets**

- [Timesheet](#)
- [Timesheet Summary](#)
- [Validate Selected](#)
- [Validate All](#)

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

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

Slide notes

Slide 20 - Slide 20

The screenshot shows the WEBTA Timekeeper interface. At the top, there are tabs for 'Employee' and 'Timekeeper', and a navigation bar with 'Inbox [44] | Settings | Help | Log Out'. Below the navigation bar is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Timesheets' and contains a search filter box with the following fields: Pay Period (All), Timesheet Status (Saved + Emp Validated), User ID, Last Name, First Name, Organization (All), Timekeeper, Supervisor, Delegates For (ALL), and Timesheet Type (All). There are 'Search' and 'Clear' buttons. Below the filter box is a table with 14 records. The table has columns for Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The records list employees such as JADAMS, JALLEN, BDAVIS, DHARRIS, MJACKSON, MJOHNSON, JJONES, ELEWIS, SMARTINEZ, SMILLER, WROBINSON, GSULLIVAN, IWALKER, and CWILLIAMS. At the bottom of the table, there is a 'Next >>' button. Below the table is a 'Select Action' section with four categories: Timesheets, Profiles and Settings, Leave and Premium Pay, and Send Messages. Each category has a list of sub-actions.

Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia
07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

Slide notes

Note that the list of employees now includes those who have Madison Jackson as their Timekeeper. We can also view only those employees, and not display our own employees by selecting her name from the Delegates For menu. Select next to continue.

Slide 21 - Slide 21

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records
« 1 »
View

### Select Action

Timesheets

[Timesheet](#)

[Timesheet Summary](#)

Profiles and Settings

[Timesheet Profile](#)

[Default Timesheet Profile](#)

Leave and Premium Pay

[Leave Balances](#)

[Leave Calendar](#)

Send Messages

[Send Message](#)

Slide notes

Slide 22 - Slide 22

Employee **Timekeeper**

Inbox [44] | Settings | Help | Log Out

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**  


- ALL
- NONE
- JACKSON, MADISON

**Timesheet Type:**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records View

### Select Action

**Timesheets**

- [Timesheet](#)
- [Timesheet Summary](#)

**Profiles and Settings**

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

**Leave and Premium Pay**

- [Leave Balances](#)
- [Leave Calendar](#)

**Send Messages**

- [Send Message](#)

Slide notes

Page 20 of 36

©Kronos, Incorporated

Slide 23 - Slide 23

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**

**Timesheet Type:**

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records View

### Select Action

Timesheets

- [Timesheet](#)
- [Timesheet Summary](#)

Profiles and Settings

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

Leave and Premium Pay

- [Leave Balances](#)
- [Leave Calendar](#)

Send Messages

- [Send Message](#)

Slide notes

Page 21 of 36

©Kronos, Incorporated

Slide 24 - Slide 24

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**

**Timesheet Type:**

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records
View

### Select Action

**Timesheets**

[Timesheet](#)

[Timesheet Summary](#)

**Profiles and Settings**

[Timesheet Profile](#)

[Default Timesheet Profile](#)

**Leave and Premium Pay**

[Leave Balances](#)

[Leave Calendar](#)

**Send Messages**

[Send Message](#)

Slide notes

Page 22 of 36

©Kronos, Incorporated

Slide 25 - Slide 25

WEBTA™

Employee
Timekeeper

[Inbox \[44\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

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

Timekeeper: 
Supervisor: 
Delegates For: 
Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-14 of 14 Records
◀ ◻ 1 ▶▶
View

### Select Action

Timesheets

[Timesheet](#)

Profiles and Settings

[Timesheet Profile](#)

Leave and Premium Pay

[Leave Balances](#)

[Leave Calendar](#)

Send Messages

[Send Message](#)

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

Slide notes

Slide 26 - Slide 26

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

Timekeeper Main Menu >

### Select Timesheets

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

Timekeeper:  Supervisor:  Delegates For:  Timesheet Type:

**Search** **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia

1-3 of 3 Records View

### Select Action

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

Slide notes

Now, we are shown only the employees who have Madison Jackson as their timekeeper. You can perform functions on behalf of these employees the same way you would your own. Next, we will return to the Main Menu by selecting the Timekeeper tab. Select next to continue.

Slide 27 - Slide 27

WEBTA™

Employee
Timekeeper

Inbox [44] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

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

All
Saved + Emp Validated



All

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

JACKSON, MADISON
All

Search
Clear

Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
07 - 2014	Saved	DHARRIS	Harris	Daniel	OCFO	Jackson, Madison	Robinson, William
07 - 2014	Saved	SMARTINEZ	Martinez	Sophia	OCFO	Jackson, Madison	Administrator, The
07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Jackson, Madison	Martinez, Sophia

1-3 of 3 Records
View 26 50 100

### Select Action

Timesheets

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

Profiles and Settings

- Timesheet Profile
- Default Timesheet Profile
- Employee Profile

Leave and Premium Pay

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

Send Messages

- Send Message

Cancel

http://webta.kronosfederal.com/nfchost8/RoleMenu/TimekeeperMainMenu

Slide notes

Slide 28 - Slide 28

The screenshot displays the WEBTA Timekeeper Main Menu. The top navigation bar includes the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [1]', '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
- Schedule:** Employee Schedules List View, Employee Schedules Grid View, Schedule Templates, Shifts
- Delegates/Reports:** My Delegates, Manage Supervisor Delegates, Timekeeper Profile, **Takeover Employee** (highlighted), Reassign Employees to Timekeeper, Reassign Employees to Supervisor
- Continuation of Pay (COP):** COP Events

A red callout box with the text "Select the Takeover Employee link" points to the "Takeover Employee" link in the Delegates/Reports section.

Slide notes

In addition to Delegating your timekeeper duties to a fellow timekeeper, you can also take over timekeeper duties for an employee. This is essentially assigning yourself as an employee's timekeeper. To assign an Employee to yourself, select the Takeover Employee link on the Timekeeper main menu.

Slide 29 - Slide 29

The screenshot shows the WEBTA web interface. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Timekeeper', and links for 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail 'Timekeeper Main Menu >'. The main heading is 'Takeover Employee'. Underneath, it says 'Select Employee to Takeover:'. There is a search field with a 'Name:' label, a search button, and a clear button. Below the search field is a table with 6 rows of employee names and a 'Select' button for each. The table has a 'Name' column and a 'Select' column. The employees listed are: ADMINISTRATOR, THE - ADMIN; BROWN, JAMES - JBROWN; LEE, MICHAEL - MLEE; MARTINEZ, SOPHIA - SMARTINEZ; SMITH, TINA - TSMITH; and SULLIVAN, GARY - GSULLIVAN. Below the table, there is a pagination control showing '1-6 of 6 Records' and 'View 25 50 100'. There is a 'Cancel' button on the left and a 'Next >>' button on the right.

Name	Select
ADMINISTRATOR, THE - ADMIN	Select
BROWN, JAMES - JBROWN	Select
LEE, MICHAEL - MLEE	Select
MARTINEZ, SOPHIA - SMARTINEZ	Select
SMITH, TINA - TSMITH	Select
SULLIVAN, GARY - GSULLIVAN	Select

Slide notes

A list of employees in your organization is displayed. Select the employee you wish to take over, or, you can use the search field to narrow the list. If you do not see the employee you are looking to take over, talk to your HR Administrator. In this example, we are going to select Gary Sullivan. Select next to continue.

Slide 30 - Slide 30

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

Timekeeper Main Menu >

### Takeover Employee

Select Employee to Takeover:

Name:  Search Clear

Name	
ADMINISTRATOR, THE - ADMIN	<span>Select</span>
BROWN, JAMES - JBROWN	<span>Select</span>
LEE, MICHAEL - MLEE	<span>Select</span>
MARTINEZ, SOPHIA - SMARTINEZ	<span>Select</span>
SMITH, TINA - TSMITH	<span>Select</span>
SULLIVAN, GARY - GSULLIVAN	<span>Select</span>

1-6 of 6 Records View 25 50 100

Cancel

<http://webta.kronosfederal.com/nfchost8/SelectUser>

Slide notes

Slide 31 - Slide 31

The screenshot shows the WEBTA web interface. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Timekeeper', and links for 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail 'Timekeeper Main Menu >'. The main content area is titled 'Takeover Employee'. A blue message box at the top of the content area states 'Successfully took over employee SULLIVAN, GARY.'. Below this, there is a section titled 'Select Employee to Takeover:'. This section includes a search form with a 'Name:' label, a text input field, and 'Search' and 'Clear' buttons. Below the search form is a table with 5 rows of employee names and a 'Select' button for each. The table is as follows:

Name	
ADMINISTRATOR, THE - ADMIN	Select
BROWN, JAMES - JBROWN	Select
LEE, MICHAEL - MLEE	Select
MARTINEZ, SOPHIA - SMARTINEZ	Select
SMITH, TINA - TSMITH	Select

Below the table, there is a pagination control showing '1-5 of 5 Records' and 'View 25 | 50 | 100'. At the bottom left of the content area, there is a 'Cancel' button. At the bottom right, there is a 'Next >>' button.

Slide notes

Note the message indicating that we have successfully taken over as timekeeper for this employee. You can continue searching for employees and taking over as their Timekeeper, but, in this example, we are going to select the Timekeeper tab to return to the Main Menu. Select next to continue.

Slide 32 - Slide 32

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

Timekeeper Main Menu >

### Takeover Employee

Successfully took over employee SULLIVAN, GARY.

Select Employee to Takeover:

Name:  Search Clear

Name	
ADMINISTRATOR, THE - ADMIN	Select
BROWN, JAMES - JBROWN	Select
LEE, MICHAEL - MLEE	Select
MARTINEZ, SOPHIA - SMARTINEZ	Select
SMITH, TINA - TSMITH	Select

1-5 of 5 Records | View 25 50 100

Cancel

http://webta.kronosfederal.com/nfchost8/RoleMenu/TimekeeperMainMenu

Slide notes

Slide 33 - Slide 33

The screenshot shows the WEBTA™ interface for a Timekeeper. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains several menu 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 confirm that we are now the employee's timekeeper by viewing the Select Timesheets page. Select next to continue.

Slide 34 - Slide 34

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

### Timekeeper Main Menu

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

Slide notes

Slide 35 - Slide 35

The screenshot shows the WEBTA interface for a Timekeeper. At the top, there are tabs for 'Employee' and 'Timekeeper', and a navigation bar with 'Inbox [44]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Timesheets' and contains a search form with fields for 'Pay Period', 'Timesheet Status', 'User ID', 'Last Name', 'First Name', and 'Organization'. Below the search form is a table of timesheets with columns for 'Pay Period', 'Timesheet Status', 'User ID', 'Last Name', 'First Name', 'Organization', 'Timekeeper', and 'Supervisor'. The table lists 12 records, with the 11th record being for Gary Sullivan. At the bottom, there is a 'Select Action' section with four categories: 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', and 'Send Messages'. A 'Next >>' button is also present.

Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

Slide notes

Here, we can see that Gary Sullivan is now on our list of employees. Next, we are going to select the Timekeeper tab to return to the Main Menu. Select next to continue.

Slide 36 - Slide 36

Employee **Timekeeper**

Inbox [44] | Settings | Help | Log Out

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	07 - 2014	Saved	JADAMS	Adams	Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JALLEN	Allen	Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	BDAVIS	Davis	Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJACKSON	Jackson	Madison	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	ELEWIS	Lewis	Emma	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	GSULLIVAN	Sullivan	Gary	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	07 - 2014	Saved	IWALKER	Walker	Isabella	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	07 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-12 of 12 Records View

### Select Action

**Timesheets**

- [Timesheet](#)
- [Timesheet Summary](#)
- [Validate Selected](#)
- [Validate All](#)

**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/RoleMenu/TimekeeperMainMenu

Slide notes

Slide 37 - Slide 37

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

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

Slide notes

**Slide 38 - Finish**



**Slide notes**

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