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The screenshot shows the WEBTA Timekeeper interface. At the top, there is a navigation bar with 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Employees' and contains a search bar with a red 'X' icon. Below the search bar is a table with the following columns: Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The table lists 14 records for the pay period '06 - 2014'. Below the table, there is a pagination control showing '1-14 of 14 Records' and a 'View' dropdown set to '25' with options for '50' and '100'. Below the table is a 'Select Action' section with four main categories: 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', and 'Send Messages'. Each category has several sub-links. A 'Next >>' button is located to the right of the 'Send Messages' category.

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

1-14 of 14 Records View 25 50 100

Select Action

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

Next >>

Slide notes

Let's look at one more example of a Timekeeper managing their employees' timesheets. First, we will expand the Search field section. Select next to continue.

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WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu >

Select Employees

▼

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

1-14 of 14 Records
◀ ◁ 1 ▷ ▶
View

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

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

Slide notes

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The screenshot shows the WEBTA Employee Timesheets interface. At the top, there are navigation tabs for 'Employee' and 'Timekeeper', and a user menu with 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. Below the navigation is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Employees' and contains a search filter form. The filter form includes dropdown menus for 'Pay Period' (06 - 2014), 'Timesheet Status' (All), 'User ID', 'Last Name', 'First Name', and 'Organization' (All). Below these are input fields for 'Timekeeper', 'Supervisor', 'Delegates For' (NONE), and 'Timesheet Type' (All). There are 'Search' and 'Clear' buttons. Below the filter form is a table of 14 records. The table has columns for 'Pay Period', 'Timesheet Status', 'User ID', 'Last Name', 'First Name', 'Organization', 'Timekeeper', and 'Supervisor'. The records are filtered by 'Saved' status. At the bottom of the table, there are pagination controls showing '1-14 of 14 Records' and a 'View' dropdown set to '25'. Below the table is a 'Select Action' section with a 'Next >>' button and four main action categories: 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', and 'Send Messages'. Each category has several sub-links.

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

Slide notes

In this scenario, we want to filter the list of employee timesheets to display those that have not been validated, and need our attention. To do this, we will select Saved from the Timesheet Status dropdown menu. Select next to continue.

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

Delegates For:

Timesheet Type:

Search
Clear

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

1-14 of 14 Records View

Select Action

Timesheets

[Timesheet](#)

[Timesheet Summary](#)

Profiles and Settings

[Timesheet Profile](#)

[Default Timesheet Profile](#)

Leave and Premium Pay

[Leave Balances](#)

[Leave Calendar](#)

Send Messages

[Send Message](#)

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

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

Timesheet Status:
All

User ID:

Last Name:

First Name:

Organization:
All

Timekeeper:

Supervisor:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed		Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper		Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee		Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	JONES	Jones	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	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](#)

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

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

Timesheet Status:
All

User ID:

Last Name:

First Name:

Organization:
All

Timekeeper:

Supervisor:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Pre-processed		Julie	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper		Jared	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Employee		Ben	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Pre-processed	MJACKSON	Jackson	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	JONES	Jones	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	ELEWIS	Lewis	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	SMARTINEZ	Martinez	OCFO	Harris, Daniel	Administrator, The
<input type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	TSMITH	Smith	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Validated by Timekeeper	GSULLIVAN	Sullivan	OCFO	Harris, Daniel	Martinez, Sophia
<input type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	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](#)

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

Timekeeper Main Menu >

Select Employees

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

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

Search **Clear**

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

1-14 of 14 Records View 25 50 100

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

And then, we will select the Search button.

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

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

Timesheet Status: Saved

User ID:

Last Name:

First Name:

Organization: All

Timekeeper:

Supervisor:

Delegates For: NONE

Timesheet Type: All

Search
Clear

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

1-14 of 14 Records View

Select Action

Timesheets

[Timesheet](#)

Profiles and Settings

[Timesheet Profile](#)

Leave and Premium Pay

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

Send Messages

[Send Message](#)

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

Slide notes

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The screenshot shows the 'Select Employees' screen in the webTA interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Timekeeper' tabs, and links for 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Timekeeper Main Menu >' link.

The main section is titled 'Select Employees' and contains a search form with the following fields:

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

Buttons for 'Search' and 'Clear' are located at the bottom right of the search form.

Below the search form is a table with the following columns: Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The table contains 5 rows of data:

Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

Below the table, there is a '1-5 of 5 Records' indicator and a 'View [25] [50] [100]' dropdown menu.

At the bottom of the screen is a 'Select Action' section with four main categories:

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

There is a 'Default Schedule' link and a 'Next >>' button. A 'Cancel' button is located at the bottom left.

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Because it is late in the pay period, and these employees are in danger of not being paid, we are going to complete their timesheets for them. But rather than go to each timesheet, one by one, we want to select them all, and have webTA step us through them.

First, we will select the Select All checkbox in the header row. Select next to continue.

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WEBTA™

Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu >

Select Employees

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

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

All

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

NONE
All

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
☐	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
☐	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
☐	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
☐	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
☐	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-5 of 5 Records
◀ 1 ▶
View 25 50 100

Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Cancel

Slide notes

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Slide 101 - Slide 101

The screenshot shows the WEBTA Employee Timesheets interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Timekeeper' tabs, and 'Inbox [64] | Settings | Help | Log Out' links. Below the navigation bar is a 'Timekeeper Main Menu >' link. The main content area is titled 'Select Employees' and contains a search filter form with the following fields: 'Pay Period:' (06 - 2014 : Mar 23, 2014-Apr 05, 2014 *), 'Timesheet Status:' (Saved), '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 filter is a table with 5 records, each with a checkbox, 'Pay Period', 'Timesheet Status', 'User ID', 'Last Name', 'First Name', 'Organization', 'Timekeeper', and 'Supervisor' columns. The records are for Mark Johnson, Michael Lee, Samantha Miller, William Robinson, and Chris Williams. Below the table is a 'Select Action' section with four columns of links: 'Timesheets' (Timesheet, Timesheet Summary, Validate Selected, Validate All, Create Correction, Processed Timesheets, Default Schedule), 'Profiles and Settings' (Timesheet Profile, Default Timesheet Profile, Employee Profile), 'Leave and Premium Pay' (Leave Balances, Leave Calendar, Leave Requests, Premium Pay Requests), and 'Send Messages' (Send Message). There is a 'Next >>' button and a 'Cancel' button.

Slide notes

If we knew that these timesheets were already completed, and only needed validation, we could select the Validate Selected or Validate All links. But in this case, we want to have the opportunity to edit them, so we will select the Timesheet link. Select next to continue.

Slide 102 - Slide 102

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

Delegates For:

Timesheet Type:

Search
Clear

<input checked="" type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input checked="" type="checkbox"/>	06 - 2014	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input checked="" type="checkbox"/>	06 - 2014	Saved	MLEE	Lee	Michael	OCFO	Harris, Daniel	Robinson, William
<input checked="" type="checkbox"/>	06 - 2014	Saved	SMILLER	Miller	Samantha	OCFO	Harris, Daniel	Robinson, William
<input checked="" type="checkbox"/>	06 - 2014	Saved	WROBINSON	Robinson	William	OCFO	Harris, Daniel	Martinez, Sophia
<input checked="" type="checkbox"/>	06 - 2014	Saved	CWILLIAMS	Williams	Chris	OCFO	Harris, Daniel	Robinson, William

1-5 of 5 Records View

Select Action

Timesheets

Timesheet

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Cancel

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

Slide notes

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Slide 103 - Slide 103

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

1 of 5

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

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		12:00am		12:00am												
Work Time																
<input checked="" type="checkbox"/> 32 - Comp Time/Travel Earned	Select Account										3:00					
Work Time Total											3:00					
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		12:00am		12:00am												
Leave Time																
<input checked="" type="checkbox"/> 62 - Sick Leave	Select Account														8:00	
Leave Time Total															8:00	
Daily Total											3:00				8:00	
Dollar Transactions																
Daily Total																

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

Slide notes

Note that we now see the first selected timesheet. Also note the navigation controls that allow us to move from timesheet to timesheet among the 5 we selected. Let's take a look at the next timesheet by selecting the next link in the upper right. Select next to continue.

Slide 104 - Slide 104

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Unvalidated Validated Certified Sent

▶ 1 of 5

Employee: Johnson, Mark

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

Timesheet Type: Regular
Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sat 4/05
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		12:00am		12:00am												
Work Time																
<input checked="" type="checkbox"/> 32 - Comp Time/Travel Earned	Select Account										3:00					
Work Time Total											3:00					
Time In / Time Out																
Start Time		12:00am		12:00am												
End Time		12:00am		12:00am												
Leave Time																
<input checked="" type="checkbox"/> 62 - Sick Leave	Select Account														8:00	
Leave Time Total															8:00	
Daily Total											3:00				8:00	
Dollar Transactions																
Daily Total																

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

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

Slide notes

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Slide 105 - Slide 105

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

2 of 5

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

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05
Time In / Time Out																
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																
X	01 - Regular (Account 2)															
Work Time Total																
Time In / Time Out																
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																
Leave Time Total																
Daily Total																
Dollar Transactions																
Daily Total																
Schedule																
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05			
8:00	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	8:00	8:00			
8:00	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	8:00	8:00			

Slide notes

You can move from timesheet to timesheet, filling them out and then validating them on behalf of the employees, as we covered before. In this example, we are going to return to the Main Menu by selecting the Timekeeper link. Select next to continue.

Slide 106 - Slide 106

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Unvalidated Validated Certified Sent

2 of 5

Employee: Lee, Michael

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

Timesheet Type: Regular
Status: Saved

Transaction	Account	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Wk1	Sun 3/30	Mon 3/31	Tue 4/01	Wed 4/02	Thu 4/03	Fri 4/04	Sa 4/05	
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay (Account 2)																
Work Time Total																	
Time In / Time Out																	
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																	
Leave Time Total																	
Daily Total																	
Dollar Transactions																	
Daily Total																	

Schedule	Totals	Remarks (0)	Leave Balances										
Su 03/23	M 03/24	T 03/25	W 03/26	Th 03/27	F 03/28	Sa 03/29	Su 03/30	M 03/31	T 04/01	W 04/02	Th 04/03	F 04/04	Sa 04/05
	8:00	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	

Slide notes

Slide 107 - Slide 107

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 [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several sections:

- Employees**: Select Employees, 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 certain cases, it may be necessary for you to correct an employee's timesheet that has already been processed by the payroll provider. To create a correction, begin by accessing the Select Employees page. Select next to continue.

Slide 108 - Slide 108

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 [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several categories:

- Employees**: Select Employees (highlighted with a red box), 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 109 - Slide 109

The screenshot shows the WEBTA Employee Timesheets interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Timekeeper' tabs, and 'Inbox [64] | Settings | Help | Log Out' links. Below the navigation bar is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Employees' and contains a search filter 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 filter is a table with 8 columns: Pay Period, Timesheet Status, User ID, Last Name, First Name, Organization, Timekeeper, and Supervisor. The table contains 6 rows of data. Below the table, there is a '1-6 of 6 Records' indicator, navigation arrows, and a 'View' dropdown set to 25. Below the table is a 'Select Action' section with four columns of options: 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', and 'Send Messages'. A 'Next >>' button is located at the bottom right of the 'Select Action' section, and a 'Cancel' button is at the bottom left.

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

Slide notes

To create a timesheet correction, select the checkbox next to the employee whose timesheet you need to correct. In this example, we are going to select Samantha Miller. Select next to continue.

Slide 110 - Slide 110

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Employees

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

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

All
Saved + Emp Validated

All

NONE
All

Search
Clear

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

1-6 of 6 Records View

Select Action

Timesheets

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

Default Schedule

- [Default Schedule](#)

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Cancel

Slide notes

Slide 111 - Slide 111

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

Timekeeper Main Menu >

Select Employees

Pay Period: All **Timesheet Status:** Saved + Emp Validated **User ID:** **Last Name:** **First Name:** **Organization:** All
Timekeeper: **Supervisor:** **Delegates For:** NONE **Timesheet Type:** All

Search **Clear**

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

1-6 of 6 Records View 25 50 100

Select Action

Timesheets

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

Default Schedule

- Default Schedule

Cancel

Profiles and Settings

- Timesheet Profile
- Default Timesheet Profile
- Employee Profile

Leave and Premium Pay

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

Send Messages

- Send Message

Next >>

Slide notes

Next, select the Create Correction link in the Select Action section. Select next to continue.

Slide 112 - Slide 112

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu >

Select Employees

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

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

All
Saved + Emp Validated

All

NONE
All

Search
Clear

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

1-6 of 6 Records View

Select Action

Timesheets

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

Default Schedule

- [Default Schedule](#)

Cancel

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#

Slide notes

Slide 113 - Slide 113

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Create Correction

Employee: MILLER, SAMANTHA
 Select Year: 2014 Go

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2014	Jan 12 – Jan 25	Historical	Create Local Correction		Create Correction
02 - 2014	Jan 26 – Feb 8	Historical	Create Local Correction		Create Correction
03 - 2014	Feb 9 – Feb 22	Historical	Create Local Correction		Create Correction
04 - 2014	Feb 23 – Mar 8	Historical	Create Local Correction		Create Correction
05 - 2014	Mar 9 – Mar 22	Historical	Create Local Correction		Create Correction
06 - 2014	Mar 23 – Apr 5	Regular			
07 - 2014	Apr 6 – Apr 19	Future			
08 - 2014	Apr 20 – May 3	Future			
09 - 2014	May 4 – May 17	Future			
10 - 2014	May 18 – May 31	Future			
11 - 2014	Jun 1 – Jun 14	Future			
12 - 2014	Jun 15 – Jun 28	Future			
13 - 2014	Jun 29 – Jul 12	Future			
14 - 2014	Jul 13 – Jul 26	Future			
15 - 2014	Jul 27 – Aug 9	Future			
16 - 2014	Aug 10 – Aug 23	Future			
17 - 2014	Aug 24 – Sep 6	Future			
18 - 2014	Sep 7 – Sep 20	Future			
19 - 2014	Sep 21 – Oct 4	Future			
20 - 2014	Oct 5 – Oct 18	Future			
21 - 2014	Oct 19 – Nov 1	Future			
22 - 2014	Nov 2 – Nov 15	Future			
23 - 2014	Nov 16 – Nov 29	Future			
24 - 2014	Nov 30 – Dec 13	Future			
25 - 2014	Dec 14 – Dec 27	Future			

Next >>

Slide notes

You can view timesheets from previous years by expanding the Select Year drop-down menu and selecting a different year. In this example, we are going to stay in 2014.

Note the timesheet status column. A status of Historical represents a processed timesheet, and these links can be selected to view the employee’s timesheet summary from that pay period. Regular represents the current, saved timesheet. The status of Future represents pay periods in the future.

You can also see that there are three types of timesheet corrections. Select next to review the different types of corrections.

Slide 114 - Slide 114

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

Timekeeper Main Menu > Select Employees >

Create Correction

Employee: MILLER, SAMANTHA
 Select Year: 2014

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2014	Jan 12 – Jan 25	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
02 - 2014	Jan 26 – Feb 8	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
03 - 2014	Feb 9 – Feb 22	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
04 - 2014	Feb 23 – Mar 8	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
05 - 2014	Mar 9 – Mar 22	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
06 - 2014	Mar 23 – Apr 5	Regular			
07 - 2014	Apr 6 – Apr 19	Future			
08 - 2014	Apr 20 – May 3	Future			
09 - 2014	May 4 – May 17	Future			
10 - 2014	May 18 – May 31	Future			
11 - 2014	Jun 1 – Jun 14	Future			
12 - 2014	Jun 15 – Jun 28	Future			
13 - 2014	Jun 29 – Jul 12	Future			
14 - 2014	Jul 13 – Jul 26	Future			
15 - 2014	Jul 27 – Aug 9	Future			
16 - 2014	Aug 10 – Aug 23	Future			
17 - 2014	Aug 24 – Sep 6	Future			
18 - 2014	Sep 7 – Sep 20	Future			
19 - 2014	Sep 21 – Oct 4	Future			
20 - 2014	Oct 5 – Oct 18	Future			
21 - 2014	Oct 19 – Nov 1	Future			
22 - 2014	Nov 2 – Nov 15	Future			
23 - 2014	Nov 16 – Nov 29	Future			
24 - 2014	Nov 30 – Dec 13	Future			
25 - 2014	Dec 14 – Dec 27	Future			

Slide notes

A Local Correction is a correction where changes to a timesheet are recorded in webTA, but are not transmitted to the payroll provider, NFC. Perform this type of correction on timesheets that have not been created, also called missing timesheets, for timesheets that fall outside of the surrounding 26 pay period window and for changes to timesheets that do not affect pay.

A local correction will be flagged with the letters LC. Select next to continue.

Slide 115 - Slide 115

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Create Correction

Employee: MILLER, SAMANTHA
 Select Year: 2014 Go

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2014	Jan 12 – Jan 25	Historical	Create Local Correction		Create Correction
02 - 2014	Jan 26 – Feb 8	Historical	Create Local Correction		Create Correction
03 - 2014	Feb 9 – Feb 22	Historical	Create Local Correction		Create Correction
04 - 2014	Feb 23 – Mar 8	Historical	Create Local Correction		Create Correction
05 - 2014	Mar 9 – Mar 22	Historical	Create Local Correction		Create Correction
06 - 2014	Mar 23 – Apr 5	Regular			
07 - 2014	Apr 6 – Apr 19	Future			
08 - 2014	Apr 20 – May 3	Future			
09 - 2014	May 4 – May 17	Future			
10 - 2014	May 18 – May 31	Future			
11 - 2014	Jun 1 – Jun 14	Future			
12 - 2014	Jun 15 – Jun 28	Future			
13 - 2014	Jun 29 – Jul 12	Future			
14 - 2014	Jul 13 – Jul 26	Future			
15 - 2014	Jul 27 – Aug 9	Future			
16 - 2014	Aug 10 – Aug 23	Future			
17 - 2014	Aug 24 – Sep 6	Future			
18 - 2014	Sep 7 – Sep 20	Future			
19 - 2014	Sep 21 – Oct 4	Future			
20 - 2014	Oct 5 – Oct 18	Future			
21 - 2014	Oct 19 – Nov 1	Future			
22 - 2014	Nov 2 – Nov 15	Future			
23 - 2014	Nov 16 – Nov 29	Future			
24 - 2014	Nov 30 – Dec 13	Future			
25 - 2014	Dec 14 – Dec 27	Future			

Next >>

Slide notes

A Prior Correction creates a new timesheet that is recorded locally and transmitted to the payroll provider, NFC. Perform this type of correction on timesheets that have not been processed, also called missing timesheets, or timesheets that fall within the surrounding 26 pay period window. A Prior Correction will be flagged with the letters PC.

A Prior Correction will be flagged with the letters PC. Select next to continue.

Slide 116 - Slide 116

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Create Correction

Employee: MILLER, SAMANTHA
 Select Year: 2014 Go

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2014	Jan 12 – Jan 25	Historical	Create Local Correction		Create Correction
02 - 2014	Jan 26 – Feb 8	Historical	Create Local Correction		Create Correction
03 - 2014	Feb 9 – Feb 22	Historical	Create Local Correction		Create Correction
04 - 2014	Feb 23 – Mar 8	Historical	Create Local Correction		Create Correction
05 - 2014	Mar 9 – Mar 22	Historical	Create Local Correction		Create Correction
06 - 2014	Mar 23 – Apr 5	Regular			
07 - 2014	Apr 6 – Apr 19	Future			
08 - 2014	Apr 20 – May 3	Future			
09 - 2014	May 4 – May 17	Future			
10 - 2014	May 18 – May 31	Future			
11 - 2014	Jun 1 – Jun 14	Future			
12 - 2014	Jun 15 – Jun 28	Future			
13 - 2014	Jun 29 – Jul 12	Future			
14 - 2014	Jul 13 – Jul 26	Future			
15 - 2014	Jul 27 – Aug 9	Future			
16 - 2014	Aug 10 – Aug 23	Future			
17 - 2014	Aug 24 – Sep 6	Future			
18 - 2014	Sep 7 – Sep 20	Future			
19 - 2014	Sep 21 – Oct 4	Future			
20 - 2014	Oct 5 – Oct 18	Future			
21 - 2014	Oct 19 – Nov 1	Future			
22 - 2014	Nov 2 – Nov 15	Future			
23 - 2014	Nov 16 – Nov 29	Future			
24 - 2014	Nov 30 – Dec 13	Future			
25 - 2014	Dec 14 – Dec 27	Future			

Next »

Slide notes

A Regular Correction is recorded in webTA and transmitted to the payroll provider, NFC. This option is available only for processed timesheets that have been processed within the previous 26 pay periods. These corrections are flagged with the letter C. Select next to continue.

Slide 117 - Slide 117

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Create Correction

Employee: MILLER, SAMANTHA
 Select Year: 2014 Go

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2014	Jan 12 – Jan 25	Historical	Create Local Correction		Create Correction
02 - 2014	Jan 26 – Feb 8	Historical	Create Local Correction		Create Correction
03 - 2014	Feb 9 – Feb 22	Historical	Create Local Correction		Create Correction
04 - 2014	Feb 23 – Mar 8	Historical	Create Local Correction		Create Correction
05 - 2014	Mar 9 – Mar 22	Historical	Create Local Correction		Create Correction
06 - 2014	Mar 23 – Apr 5	Regular			
07 - 2014	Apr 6 – Apr 19	Future			
08 - 2014	Apr 20 – May 3	Future			
09 - 2014	May 4 – May 17	Future			
10 - 2014	May 18 – May 31	Future			
11 - 2014	Jun 1 – Jun 14	Future			
12 - 2014	Jun 15 – Jun 28	Future			
13 - 2014	Jun 29 – Jul 12	Future			
14 - 2014	Jul 13 – Jul 26	Future			
15 - 2014	Jul 27 – Aug 9	Future			
16 - 2014	Aug 10 – Aug 23	Future			
17 - 2014	Aug 24 – Sep 6	Future			
18 - 2014	Sep 7 – Sep 20	Future			
19 - 2014	Sep 21 – Oct 4	Future			
20 - 2014	Oct 5 – Oct 18	Future			
21 - 2014	Oct 19 – Nov 1	Future			
22 - 2014	Nov 2 – Nov 15	Future			
23 - 2014	Nov 16 – Nov 29	Future			
24 - 2014	Nov 30 – Dec 13	Future			
25 - 2014	Dec 14 – Dec 27	Future			

Next »

Slide notes

Note that only valid options for timesheet corrections are available. For example, we do not have the option to create a Prior Correction on this list. That is because Prior Corrections are only needed for pay period where a timesheet does not exist. For pay periods with existing timesheets, we only see the Create Local and Create Correction buttons.

To create a correction, select the Create Correction button for the pay period you wish to correct. In this example, we are going to select Regular Correction for pay period 1. Select next to continue.

Slide 118 - Slide 118

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

Timekeeper Main Menu > Select Employees >

Create Correction

Employee: MILLER, SAMANTHA
 Select Year: 2014

Pay Period	Date Range	Timesheet Status	Local Correction	Prior Correction	Regular Correction
01 - 2014	Jan 12 – Jan 25	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
02 - 2014	Jan 26 – Feb 8	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
03 - 2014	Feb 9 – Feb 22	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
04 - 2014	Feb 23 – Mar 8	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
05 - 2014	Mar 9 – Mar 22	Historical	<input type="button" value="Create Local Correction"/>		<input type="button" value="Create Correction"/>
06 - 2014	Mar 23 – Apr 5	Regular			
07 - 2014	Apr 6 – Apr 19	Future			
08 - 2014	Apr 20 – May 3	Future			
09 - 2014	May 4 – May 17	Future			
10 - 2014	May 18 – May 31	Future			
11 - 2014	Jun 1 – Jun 14	Future			
12 - 2014	Jun 15 – Jun 28	Future			
13 - 2014	Jun 29 – Jul 12	Future			
14 - 2014	Jul 13 – Jul 26	Future			
15 - 2014	Jul 27 – Aug 9	Future			
16 - 2014	Aug 10 – Aug 23	Future			
17 - 2014	Aug 24 – Sep 6	Future			
18 - 2014	Sep 7 – Sep 20	Future			
19 - 2014	Sep 21 – Oct 4	Future			
20 - 2014	Oct 5 – Oct 18	Future			
21 - 2014	Oct 19 – Nov 1	Future			
22 - 2014	Nov 2 – Nov 15	Future			
23 - 2014	Nov 16 – Nov 29	Future			
24 - 2014	Nov 30 – Dec 13	Future			

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

Slide notes

Slide 119 - Slide 119

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Miller, Samantha Timesheet Type: Correction
 Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 S (C) Status: Saved

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sa 1/25
Time In / Time Out																
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																
X	01 - Regular Base Pay (Account 1)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00	8:00	
+	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00	8:00	
Time In / Time Out																
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time																
X	66 - Federal Holiday (Account 1)										8:00					
+	Leave Time Total										8:00					
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Dollar Transactions																
+	Daily Total															

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

Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	8:00

[Next >>](#)

Slide notes

Note the C in the pay period field, indicating Correction, and that the Timesheet Type is now listed as a Correction. In this example, we need to change the account for the Regular pay entries. Select next to continue.

Slide 120 - Slide 120

WEBTA™

Employee
Timekeeper

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

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

Timesheet

Employee: Miller, Samantha
 Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 S (C)

Timesheet Type: Correction
 Status: Saved

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23	Fri 1/24	Sa 1/25	
Time In / Time Out																	
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1S Account 1		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00	8:00	
<input checked="" type="checkbox"/>	Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00	8:00	
Time In / Time Out																	
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time																	
<input checked="" type="checkbox"/>	66 - Federal Holiday	02000001A1S Account 1										8:00					
<input checked="" type="checkbox"/>	Leave Time Total											8:00					
	Daily Total		8:00	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Dollar Transactions																	
<input checked="" type="checkbox"/>	Daily Total																

Schedule	Totals	Remarks (0)						Leave Balances					
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00	

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

Slide notes

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Slide 121 - Slide 121

The screenshot shows the WEBTA Employee Timesheet interface. At the top, there's a navigation bar with 'WEBTA™ Employee Timekeeper' and 'Inbox [64] | Settings | Help | Log Out'. Below that, a breadcrumb trail reads 'Timekeeper Main Menu > Select Employees >'. The main area is titled 'Timesheet' and includes a progress indicator with 'Unvalidated', 'Validated', 'Certified', and 'Sent' stages. On the left, there are sections for 'Employee: Miller, S.', 'Pay Period: 01 - 20', 'Work Time' (with '01 - Regular' selected), and 'Leave Time' (with '66 - Federal Holiday' selected). A central 'Accounting' dialog box is open, showing a search for '20' results. It contains a table with columns for 'Account', 'Description', and 'Select'. Three accounts are listed: '02000001A1S' (Account 1), '02000001A1P' (Account 2), and '02000001A2A78997889778989A' (Account 3). Each has a green 'Select' button. Below the table are 'Clear Selection' and 'Cancel' buttons. To the right of the dialog, a 'Sheet Type: Correction' and 'Status: Saved' are visible, along with a calendar grid for the week of 1/23 to 1/25. At the bottom, there's a 'Schedule' table with columns for days of the week and dates, and a 'Next >>' button.

Slide notes

Next, we will select Account 3. Select next to continue.

Slide 122 - Slide 122

The screenshot displays the WEBTA Employee Timesheet interface. At the top, the header includes the WEBTA logo, 'Employee Timekeeper', and navigation links for 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. Below the header, the main menu shows 'Timekeeper Main Menu > Select Employees >'. The 'Timesheet' section includes a progress bar with 'Unvalidated', 'Validated', 'Certified', and 'Sent' stages. The employee information is 'Miller, S.' and the pay period is '01 - 20'. A modal window titled 'Accounting' is open, showing a search interface with 'Account Search', 'Number of Results' (20), and 'Action' buttons ('Search', 'Clear'). Below this is a table for selecting an account:

Account	Description	Select
02000001A1S	Account 1	Select
02000001A1P	Account 2	Select
02000001A2A78997889778989A	Account 3	Select

At the bottom of the modal are 'Clear Selection' and 'Cancel' buttons. The background timesheet grid shows dates from 01/12 to 01/25 with time slots (8:00, 12:00am) and a 'Schedule' tab selected.

Slide notes

Slide 123 - Slide 123

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated Certified Sent

Employee: Miller, Samantha Timesheet Type: Correction
 Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 S (C) Status: Saved

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Work Time														
X	01 - Regular Base Pay (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time														
X	66 - Federal Holiday (Account 1)										8:00			
Leave Time Total											8:00			
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
Daily Total														

Schedule	Totals	Remarks (0)	Leave Balances								
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	

Slide notes

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

Slide 124 - Slide 124

Employee
Timekeeper

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

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

Timesheet

Employee: Miller, Samantha

Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 S (C) Go

Timesheet Type: Correction

Status: Saved

Unvalidated Validated Certified Sent

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Work Time														
<input checked="" type="checkbox"/>	01 - Regular Base Pay (Account 3)	02000001A2A78997889778989A			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00
<input type="checkbox"/>	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	12:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Leave Time														
<input checked="" type="checkbox"/>	66 - Federal Holiday	02000001A1S (Account 1)									8:00			
<input type="checkbox"/>	Leave Time Total										8:00			
<input type="checkbox"/>	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
<input type="checkbox"/>	Daily Total													

Schedule	Totals	Remarks (0)	Leave Balances										
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	

Slide notes

Slide 125 - Slide 125

Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Employee: Miller, Samantha

Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 S (C) Go

Timesheet Type: Correction

Status: Saved

Unvalidated
Validated
Certified
Sent

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Work Time														
<input checked="" type="checkbox"/> 01 - Regular Base Pay	02000001A2A78997889778989A (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time														
<input checked="" type="checkbox"/> 66 - Federal Holiday	02000001A1S (Account 1)										8:00			
Leave Time Total											8:00			
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
Daily Total														

Schedule	Totals	Remarks (0)	Leave Balances										
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	

Slide notes

USDA Timekeeper webTA Employee Timesheets

Slide 126 - Slide 126

Timesheet

Unvalidated Validated Certified Sent

Employee: Miller, Samantha Timesheet Type: Correction

Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 S (C) Status: Saved

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00a
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00a
Work Time														
X	01 - Regular Base Pay (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00a						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00a						
Leave Time														
X	66 - Federal Holiday (Account 1)										8:00			
Leave Time Total											8:00			
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
Daily Total														

Schedule	Totals	Remarks (0)	Leave Balances										
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	

Action Remarks:

Characters Remaining: 255

Save
Validate
Delete Timesheet
Remove All Entries
Original Timesheet
Cancel

Slide notes

Slide 127 - Slide 127

Pay Period: 01 - 2014 - Jan 12, 2014-Jan 25, 2014 (C) Status: Saved

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Work Time														
X	01 - Regular Base Pay (Account 3) 02000001A2A78997889778989A		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time														
X	66 - Federal Holiday (Account 1) 02000001A1S										8:00			
+	Leave Time Total										8:00			
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
+	Daily Total													

Schedule	Totals	Remarks (0)	Leave Balances
Su 01/12	M 01/13	T 01/14	W 01/15
	8:00	8:00	8:00
	8:00	8:00	8:00
Th 01/16	F 01/17	Sa 01/18	
8:00	8:00		
Su 01/19	M 01/20	T 01/21	W 01/22
	8:00	8:00	8:00
	8:00	8:00	8:00
Th 01/23	F 01/24	Sa 01/25	
8:00	8:00		

Action Remarks:

Characters Remaining: 255

Slide notes

Note that the same buttons are available, but now there is also a button for Original Timesheet. This button is there in case you need to view the original timesheet for this pay period. In this case, we do not need to see the original at this time, so we will select the Validate button. Select next to continue.

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Pay Period: 01 - 2014 - Jan 12, 2014-Jan 25, 2014 (C) Status: Saved

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Work Time														
X	01 - Regular Base Pay (Account 3) 02000001A2A78997889778989A		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
+	Work Time Total		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time														
X	66 - Federal Holiday (Account 1) 02000001A1S										8:00			
+	Leave Time Total										8:00			
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
+	Daily Total													

Schedule	Totals	Remarks (0)	Leave Balances
Su 01/12	M 01/13	T 01/14	W 01/15
	8:00	8:00	8:00
	8:00	8:00	8:00
Th 01/16	F 01/17	Sa 01/18	Su 01/19
8:00	8:00		
8:00	8:00		
8:00	8:00		
8:00	8:00		
8:00	8:00		
8:00	8:00		
8:00	8:00		
8:00	8:00		
8:00	8:00		

Action Remarks:

Characters Remaining: 255

Slide notes

Slide 129 - Slide 129

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

Timekeeper Main Menu > Select Employees >

Timesheet Unvalidated Validated **Certified** Sent

Employee: Miller, Samantha
 Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 VT (C) Timesheet Type: Correction
 Status: Validated by Timekeeper

Validation Messages
WARNING: There is a previous correction which may potentially affect the leave balances of this timesheet. (PPV NFC 106)

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00am
Work Time														
X	01 - Regular Base Pay (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00am						
Leave Time														
X	66 - Federal Holiday (Account 1)										8:00			
Leave Time Total											8:00			
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
Daily Total														

Schedule	Totals	Remarks (0)	Leave Balances										
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	

Slide notes

Note that the status is now Validated by Timekeeper. The employee's Supervisor will still need to certify this timesheet, just as they would for a regular timesheet. We will select the Timekeeper tab to return to the Timekeeper Main Menu. Select next to continue.

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Employee **Timekeeper**

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Employees >

Timesheet

Unvalidated Validated Certified Sent

Employee: Miller, Samantha
 Pay Period: 01 - 2014 : Jan 12, 2014-Jan 25, 2014 VT (C) Go

Timesheet Type: Correction
Status: Validated by Timekeeper

Validation Messages

WARNING: There is a previous correction which may potentially affect the leave balances of this timesheet. (PPV NFC 106)

Transaction	Account	Sun 1/12	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Wk1	Sun 1/19	Mon 1/20	Tue 1/21	Wed 1/22	Thu 1/23
Time In / Time Out														
Start Time		12:00am	9:00am	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00a
End Time		12:00am	5:00pm	12:00am	12:00am	12:00am	12:00am	12:00am		12:00am	12:00am	12:00am	12:00am	12:00a
Work Time														
X	01 - Regular Base Pay (Account 3)		8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00			8:00	8:00	8:00
Time In / Time Out														
Start Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00a						
End Time		12:00am		12:00am	12:00am	12:00am	12:00am	12:00a						
Leave Time														
X	66 - Federal Holiday (Account 1)										8:00			
Leave Time Total											8:00			
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
Dollar Transactions														
Daily Total														

Schedule	Totals	Remarks (0)	Leave Balances										
Su 01/12	M 01/13	T 01/14	W 01/15	Th 01/16	F 01/17	Sa 01/18	Su 01/19	M 01/20	T 01/21	W 01/22	Th 01/23	F 01/24	Sa 01/25
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	

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

Slide notes

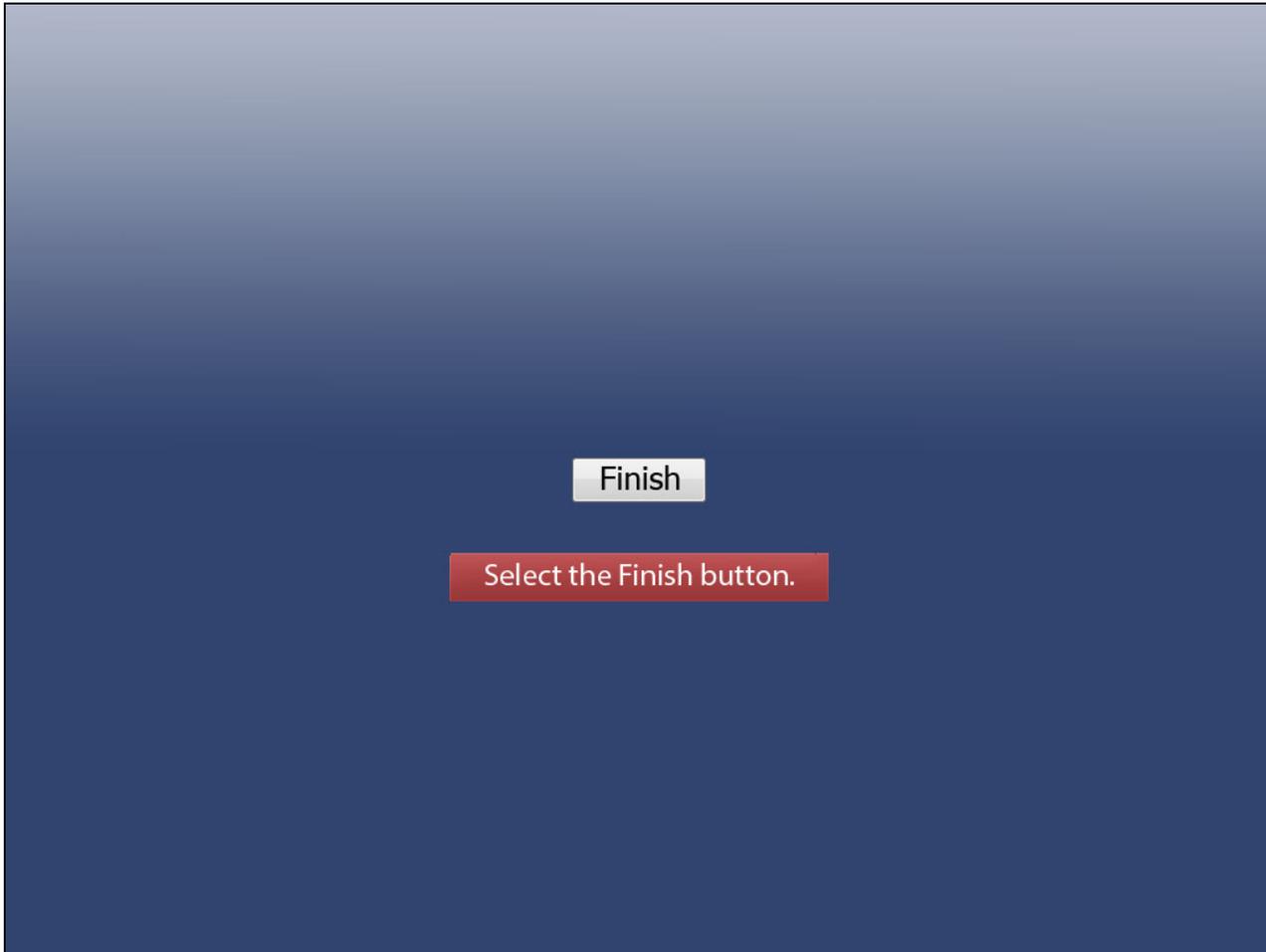
Slide 131 - Slide 131

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 [1]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several categories:

- Employees**
 - Select Employees
 - 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 132 - Finish



Slide notes

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