

**Slide 1 - Learning Objectives**



The slide features a dark blue gradient background. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Timekeepers' is displayed in a large, bold, orange font. Below the title, the text 'Select Timesheets Page' is shown in a white font, enclosed within a white-bordered box. Underneath this box, the text 'Learning Objectives' is written in white and underlined. The main content of the slide is the text 'In this lesson, you will learn about:' followed by a bulleted list containing '• Select Timesheets page'. In the bottom right corner, there is a white, rounded rectangular button with the text 'Next »' inside. In the bottom left corner, the text 'Reposition CC' is visible in a small white font.

**Slide notes**

Welcome to the webTA for Timekeepers training course. In this lesson, you will learn about the Select Timesheets page. Select next to continue.

Slide 4 - Slide 4

The screenshot shows the WEBTA Timekeeper Main Menu. 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'. The main content area is titled 'Timekeeper Main Menu' and contains several categorized menu items:

- 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

The Select Timesheets link on the Timekeeper Main Menu is where you can see a list of the employees assigned to you and then perform functions on their behalf. Select next to continue.

Slide 5 - Slide 5

The screenshot displays the WEBTA™ Timekeeper interface. 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 content area is titled 'Timekeeper Main Menu' and contains several categorized menu items:

- Employees**
  - Select Timesheets (highlighted with a red border)
  - 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 6 - Slide 6

**WEBTA™** Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

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

**Timekeeper:**  **Supervisor:**  **SSN:**  **Delegates For:** NONE **POI:**  **Timesheet Type:** All Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-9 of 9 Records Next >>

**Select Action**

Timesheets Profiles and Settings Leave and Premium Pay Send Messages Other Actions

**Slide notes**

The Select Timesheets page lists the timesheets of all employees assigned to you, provides search capabilities, and provides access to timesheets, profiles and other actions and functions.

In the top section of the Select Timesheets page, you will find a set of drop-down menus and search fields that allow you to filter the list by pay period, timesheet status, organization, delegate and timesheet type.

You can also enter text into the entry fields for User ID, first, and last name, as well as timekeeper or supervisor name.

A combination of any, or all of these options can be used to filter the list of employees shown. Selecting the Search button will filter this list by the criteria you input, and the Clear button will reset these fields.

Select next to continue.

Slide 7 - Slide 7


Employee **Timekeeper**
Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**

**Timekeeper:**

**Timesheet Status:**

**Supervisor:**

**User ID:**

**SSN:**

**Last Name:**

**Delegates For:**

**First Name:**

**POI:**

**Middle Name:**

**Timesheet Type:**

**Organization:**

**Find Org**

**Search** **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson,	4815

1-9 of 9 Records Next >>

**Select Action**

Timesheets
Profiles and Settings
Leave and Premium Pay
Send Messages
Other Actions

Slide notes

As you can see, the default setting is to display Timesheets from All pay periods that are in the Saved and Employee Validated state. In this example, we want to change the pay period to the Current period and then select the Search button. Select next to continue.

Slide 8 - Slide 8

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**  ▼

**Timekeeper:**

**Timesheet Status:**  ▼

**Supervisor:**

**User ID:**

**SSN:**

**Last Name:**

**Delegates For:**  ▼

**First Name:**

**POI:**

**Middle Name:**

**Timesheet Type:**  ▼

Find Org

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-8 of 8 Records View

### Select Action

**Timesheets**

[Timesheet](#)

[Timesheet Summary](#)

**Profiles and Settings**

[Timesheet Profile](#)

[Work Schedules](#)

**Leave and Premium Pay**

[Leave Balances](#)

[Leave Requests](#)

**Send Messages**

[Send Message](#)

**Other Actions**

[Employee Accounts](#)

Slide notes

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Slide 9 - Slide 9


Employee **Timekeeper**
Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**

All

**Older Pay Periods**

- 09 - 2014 : May 04, 2014-May 17, 2014
- 10 - 2014 : May 18, 2014-May 31, 2014
- 11 - 2014 : Jun 01, 2014-Jun 14, 2014
- 12 - 2014 : Jun 15, 2014-Jun 28, 2014
- 13 - 2014 : Jun 29, 2014-Jul 12, 2014
- 14 - 2014 : Jul 13, 2014-Jul 26, 2014
- 15 - 2014 : Jul 27, 2014-Aug 09, 2014
- 16 - 2014 : Aug 10, 2014-Aug 23, 2014
- 17 - 2014 : Aug 24, 2014-Sep 06, 2014
- 18 - 2014 : Sep 07, 2014-Sep 20, 2014
- 19 - 2014 : Sep 21, 2014-Oct 04, 2014
- 20 - 2014 : Oct 05, 2014-Oct 18, 2014
- 21 - 2014 : Oct 19, 2014-Nov 01, 2014
- 22 - 2014 : Nov 02, 2014-Nov 15, 2014
- 23 - 2014 : Nov 16, 2014-Nov 29, 2014
- 24 - 2014 : Nov 30, 2014-Dec 13, 2014
- 25 - 2014 : Dec 14, 2014-Dec 27, 2014
- 26 - 2014 : Dec 28, 2014-Jan 10, 2015

**Timesheet Status:** Saved + Emp Validated

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  Find Org

**SSN:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Search Clear

ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/> 09 - 2015	Saved	SMILLER	Miller	Samantha			
<input type="checkbox"/> 09 - 2015	Saved	WROBINSON	Robinson	William			
<input type="checkbox"/> 09 - 2015	Saved	JTHOMPSON	Thompson	Joshua			

1-8 of 8 Records View

**Select Action**

**Timesheets**

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

**Profiles and Settings**

- [Timesheet Profile](#)
- [Work Schedules](#)

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

Slide notes

Slide 10 - Slide 10

Employee
Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**  
 All  
 Older Pay Periods  
 09 - 2014 : May 04, 2014-May 17, 2014  
 10 - 2014 : May 18, 2014-May 31, 2014  
 11 - 2014 : Jun 01, 2014-Jun 14, 2014  
 12 - 2014 : Jun 15, 2014-Jun 28, 2014  
 13 - 2014 : Jun 29, 2014-Jul 12, 2014  
 14 - 2014 : Jul 13, 2014-Jul 26, 2014  
 15 - 2014 : Jul 27, 2014-Aug 09, 2014  
 16 - 2014 : Aug 10, 2014-Aug 23, 2014  
 17 - 2014 : Aug 24, 2014-Sep 06, 2014  
 18 - 2014 : Sep 07, 2014-Sep 20, 2014  
 19 - 2014 : Sep 21, 2014-Oct 04, 2014  
 20 - 2014 : Oct 05, 2014-Oct 18, 2014  
 21 - 2014 : Oct 19, 2014-Nov 01, 2014  
 22 - 2014 : Nov 02, 2014-Nov 15, 2014  
 23 - 2014 : Nov 16, 2014-Nov 29, 2014  
 24 - 2014 : Nov 30, 2014-Dec 13, 2014  
 25 - 2014 : Dec 14, 2014-Dec 27, 2014  
 26 - 2014 : Dec 28, 2014-Jan 10, 2015  
 01 - 2015 : Jan 11, 2015-Jan 24, 2015

**Timesheet Status:** Saved + Emp Validated  
**User ID:**   
**Last Name:**   
**First Name:**   
**Middle Name:**   
**Organization:**  Find Org  
**SSN:**   
**Delegates For:** NONE  
**POI:**   
**Timesheet Type:** All  
Search Clear

ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
09 - 2015	SMILLER	Miller	Samantha	01	Harris, Daniel	Robinson, William	4815
09 - 2015	WROBINSON	Robinson	William	01	Harris, Daniel	Martinez, Sophia	4815
09 - 2015	JTHOMPSON	Thompson	Joshua	NRCS	Harris, Daniel	Robinson, William	4815

1-8 of 8 Records View 25 50 100

#### Select Action

**Timesheets**

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

**Profiles and Settings**

[Timesheet Profile](#)  
[Work Schedules](#)

**Leave and Premium Pay**

[Leave Balances](#)  
[Leave Requests](#)

**Send Messages**

[Send Message](#)

**Other Actions**

[Employee Accounts](#)

Slide notes

Slide 11 - Slide 11

WEBTA™

Employee
Timekeeper

Inbox [3]
Settings
Help
Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**

All  
 20 - 2014 : Oct 05, 2014-Oct 18, 2014  
 21 - 2014 : Oct 19, 2014-Nov 01, 2014  
 22 - 2014 : Nov 02, 2014-Nov 15, 2014  
 23 - 2014 : Nov 16, 2014-Nov 29, 2014  
 24 - 2014 : Nov 30, 2014-Dec 13, 2014  
 25 - 2014 : Dec 14, 2014-Dec 27, 2014  
 26 - 2014 : Dec 28, 2014-Jan 10, 2015  
 01 - 2015 : Jan 11, 2015-Jan 24, 2015  
 02 - 2015 : Jan 25, 2015-Feb 07, 2015  
 03 - 2015 : Feb 08, 2015-Feb 21, 2015  
 04 - 2015 : Feb 22, 2015-Mar 07, 2015  
 05 - 2015 : Mar 08, 2015-Mar 21, 2015  
 06 - 2015 : Mar 22, 2015-Apr 04, 2015  
 07 - 2015 : Apr 05, 2015-Apr 18, 2015  
**Previous Pay Period**  
 08 - 2015 : Apr 19, 2015-May 02, 2015  
**Current Pay Period**  
09 - 2015 : May 03, 2015-May 16, 2015 \*  
**Next Pay Period**  
 10 - 2015 : May 17, 2015-May 30, 2015

**Timesheet Status:** Saved + Emp Validated

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  Find Org

**SSN:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Search Clear

ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
R	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
S	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
INEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-8 of 8 Records View

**Select Action**

**Timesheets**

[Timesheet](#)

[Timesheet Summary](#)

**Profiles and Settings**

[Timesheet Profile](#)

[Work Schedules](#)

**Leave and Premium Pay**

[Leave Balances](#)

[Leave Requests](#)

**Send Messages**

[Send Message](#)

**Other Actions**

[Employee Accounts](#)

Slide notes

Slide 12 - Slide 12

WEBTA™

Employee
Timekeeper

Inbox [3]
Settings
Help
Log Out

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:** 
Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	08 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	08 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-8 of 8 Records View

### Select Action

Timesheets

[Timesheet](#)

[Timesheet Summary](#)

Profiles and Settings

[Timesheet Profile](#)

[Work Schedules](#)

Leave and Premium Pay

[Leave Balances](#)

[Leave Requests](#)

Send Messages

[Send Message](#)

Other Actions

[Employee Accounts](#)

Slide notes

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Slide 13 - Slide 13



Employee
Timekeeper

Inbox [3] | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**  
 09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
 Saved + Emp Validated

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  ▲

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Find Org
Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-6 of 6 Records View

### Select Action

**Timesheets**

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

**Profiles and Settings**

- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile

**Leave and Premium Pay**

- Leave Balances
- Leave Requests
- Premium Pay Requests

**Send Messages**

- Send Message

**Other Actions**

- Emplo...

Next >>

Slide notes

Next, we want to see all timesheets, regardless of status, so we will expand the Timesheet Status dropdown, select All, and then click the Search button. Select next to continue.

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Slide 14 - Slide 14



Employee
Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**  
 09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
 Saved + Emp Validated

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-6 of 6 Records View 25 50 100

### Select Action

**Timesheets**

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

**Profiles and Settings**

- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile

**Leave and Premium Pay**

- Leave Balances
- Leave Requests
- Premium Pay Requests

**Send Messages**

- Send Message

**Other Actions**

- Employee Accounts

Slide notes

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Slide 15 - Slide 15


Employee **Timekeeper**
Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**  
09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
Saved + Emp Validated

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  Find Org

**Timekeeper:**

**Supervisor:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis, Emma	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez, Sophia	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller, Samantha	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson, William	01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson, Joshua	NRCS	Harris, Daniel	Robinson, William	4815

1-6 of 6 Records View 25 50 100

### Select Action

**Timesheets**

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

**Profiles and Settings**

- Timesheet Profile
- Work Schedules
- Default Timesheet Profile
- Employee Profile

**Leave and Premium Pay**

- Leave Balances
- Leave Requests
- Premium Pay Requests

**Send Messages**

- Send Message

**Other Actions**

- Employee Accounts

Slide notes

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Slide 16 - Slide 16

WEBTA™

Employee
Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**  
09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
Saved + Emp Validated

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  Find Org

**Timekeeper:**

**Supervisor:**

**Delegates For:**  NONE

**POI:**

**Timesheet Type:**  All

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis, Emma	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez, Sophia	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller, Samantha	01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson, William	01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson, Joshua	NRCS	Harris, Daniel	Robinson, William	4815

1-6 of 6 Records View

### Select Action

**Timesheets**

- [Timesheet](#)
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- [Validate Selected](#)
- [Create Correction](#)
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- [Default Schedule](#)

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

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

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### Select Timesheets

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \*
**Timesheet Status:** All
**User ID:** 
**Last Name:** 
**First Name:** 
**Middle Name:** 
**Organization:** 
Find Org

**Timekeeper:** 
**Supervisor:** 
**SSN:** 
**Delegates For:** NONE
**POI:** 
**Timesheet Type:** All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Action

**Timesheets**

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

**Profiles and Settings**

- [Timesheet Profile](#)
- [Work Schedules](#)
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- [Employee Profile](#)

**Leave and Premium Pay**

- [Leave Balances](#)
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### Select Timesheets

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \*  
**Timesheet Status:** All  
**User ID:**   
**Last Name:**   
**First Name:**   
**Middle Name:**   
**Organization:**  Find Org

**Timekeeper:**   
**Supervisor:**   
**SSN:**   
**Delegates For:** NONE  
**POI:**   
**Timesheet Type:** All

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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**Select Action**

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- Premium Pay Requests

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**Slide notes**

Now, we can see all employee timesheets for the current period.

These search fields can be very helpful in your role as a timekeeper. Let's look at an example you may experience. In this scenario, it is the end of the pay period, and you want to send out a reminder to your employees to complete and validate their timesheets so they can be certified, and processed.

You could run the unvalidated timesheets report, note the employees and then send each an email. Or, you could come to the Select Timesheets page, filter the list to identify those who have not validated their timesheets and then send them a message.

First, we will change the Timesheet Status to Saved to remove the Validated timesheets. Select next to continue.

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### Select Timesheets

**Pay Period:**  
 09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
 All

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  ▲

Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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

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### Select Timesheets

**Pay Period:**  
09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
All

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  Find Org

**Timekeeper:**

**Supervisor:**

**Delegates For:**  NONE

**Timesheet Type:**  All

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN		Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson, Madison	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis, Emma	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez, Sophia	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller, Samantha	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson, William	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson, Joshua	NRCS	Robinson, William	4815

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### Select Action

**Timesheets**

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### Select Timesheets

**Pay Period:**  
 09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
 All

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**Delegates For:** NONE

**POI:**

**Timesheet Type:** All

Find Org

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN				01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Timesheets

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

Find Org

Timekeeper:
Supervisor:
SSN:
Delegates For:
POI:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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◀ ◁ 1 ▷ ▶
View

### Select Action

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### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**

Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Action

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

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### Select Timesheets

**Pay Period:**  
 09 - 2015 : May 03, 2015-May 16, 2015 \*

**Timesheet Status:**  
Saved

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**  ▲

Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Action

**Timesheets**

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### Select Timesheets

Pay Period:	Timesheet Status:	User ID:	Last Name:	First Name:	Middle Name:	Organization:	
09 - 2015 : May 03, 2015-May 16, 2015 *	Saved	<input type="text"/>	<input type="button" value="Find Org"/>				
Timekeeper:	Supervisor:	SSN:	Delegates For:	POI:	Timesheet Type:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	NONE	<input type="text"/>	All		

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Action

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**Send Messages**

- Send Message

**Other Actions**

- Emplo...

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Note that our list of employees has been filtered to include only those employees with a saved timesheet for pay period 9. To send them a reminder message, we will use the select all checkbox at the top of the first column to select all, and then select the Send Message action from the Select Action section. Select next to continue.

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### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**

Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Action

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### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:** 
Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input checked="" type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input checked="" type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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**Profiles and Settings**

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### Select Timesheets

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \*  
**Timesheet Status:** Saved  
**User ID:**   
**Last Name:**   
**First Name:**   
**Middle Name:**   
**Organization:**  Find Org

**Timekeeper:**   
**Supervisor:**   
**SSN:**   
**Delegates For:** NONE  
**POI:**   
**Timesheet Type:** All

Search Clear

<input checked="" type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input checked="" type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

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### Select Action

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- Timesheet
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### Send Message

Items marked with an asterisk\* are required.

**Recipients:** ALLEN, JACOB; LEWIS, EMMA; MARTINEZ, SOPHIA; MILLER, SAMANTHA; ROBINSON, WILLIAM; THOMPSON, JOSHUA

**\* Subject:**  ! High Importance

**\* Body:**

**Slide notes**

Here, you can see that all the selected employees are recipients in our webTA message. You could type a Subject, select High Importance and enter the text of your message in the Body field, as needed. In this example, we are going to go back to the Select Timesheets page by clicking the Cancel button. Select next to continue.

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**WEBTA™** Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

### Send Message

Items marked with an asterisk\* are required.

**Recipients:** ALLEN, JACOB; LEWIS, EMMA; MARTINEZ, SOPHIA; MILLER, SAMANTHA; ROBINSON, WILLIAM; THOMPSON, JOSHUA

**\* Subject:**  ! High Importance

**\* Body:**

Slide notes

Slide 31 - Slide 31

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

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

Find Org

Timekeeper:
Supervisor:
SSN:
Delegates For:
POI:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input checked="" type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input checked="" type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-6 of 6 Records View

### Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Other Actions

- [Emplo...](#)

Next >>

Slide notes

That is just one example of how you can use the filters on the Select Timesheets page to quickly find the employees and employee records you need, and you can always clear any search fields by selecting the Clear button. In this example, we will leave it as is. Select next to continue.

Slide 32 - Slide 32



Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:** 
Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

#### Select Action

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

- Profiles and Settings**
- [Timesheet Profile](#)
- [Work Schedules](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

- Leave and Premium Pay**
- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

- Send Messages**
- [Send Message](#)

- Other Actions**
- [Employee Accounts](#)

Next >>

Slide notes

Now, we are back to showing All timesheets from the current pay period. Select next to continue.

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Slide 33 - Slide 33


Employee **Timekeeper**
Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \*  
**Timesheet Status:** All  
**User ID:**   
**Last Name:**   
**First Name:**   
**Middle Name:**   
**Organization:**  Find Org

**Timekeeper:**   
**Supervisor:**   
**SSN:**   
**Delegates For:** NONE  
**POI:**   
**Timesheet Type:** All

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

**Select Action**

**Timesheets**

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

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

Next >>

Slide notes

In addition to the search fields and filters, the list of employees is also sortable by column. Currently, this list is sorted by pay period, from oldest to newest. You can tell this by looking at the up and down arrows next to each column title.

To change the sort order of the list, simply select the column name. In this example, we will sort the list by Timesheet Status. Select next to continue.

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Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:** 
▲

Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

### Select Action

**Timesheets**

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

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

[1] [2] [Create] [Correction] [Printing] [Time] [Employee Profile#]

Slide notes

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**WEBTA™** Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \*  
**Timesheet Status:** All  
**User ID:**   
**Last Name:**   
**First Name:**   
**Middle Name:**   
**Organization:**  Find Org

**Timekeeper:**   
**Supervisor:**   
**SSN:**   
**Delegates For:** NONE  
**POI:**   
**Timesheet Type:** All

Search Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View 25 50 100

**Select Action**

Next >>

<b>Timesheets</b>	<b>Profiles and Settings</b>	<b>Leave and Premium Pay</b>	<b>Send Messages</b>	<b>Other Actions</b>
<a href="#">Timesheet</a>	<a href="#">Timesheet Profile</a>	<a href="#">Leave Balances</a>	<a href="#">Send Message</a>	<a href="#">Employee Accounts</a>
<a href="#">Timesheet Summary</a>	<a href="#">Work Schedules</a>	<a href="#">Leave Requests</a>		
<a href="#">Validate Selected</a>	<a href="#">Default Timesheet Profile</a>	<a href="#">Premium Pay Requests</a>		
<a href="#">Create Correction</a>	<a href="#">Employee Profile</a>			

**Slide notes**

You can see that the sort indicator is now selected in the Timesheet Status column and that the list is sorted by Timesheet Status.

The list of employees also contains links that take you directly to employee information. Selecting the pay period links will take you to the timesheet for that employee and pay period.

In this example, we are going to select the first timesheet in our list; the timesheet from pay period 9 for Jacob Allen. Select next to continue.

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WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:**

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

### Select Action

**Timesheets**

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

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

Slide notes

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Slide 37 - Slide 37

**WEBTA™** Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

**Timesheet** Unvalidated Validated Certified Sent

Employee: Allen, Jacob Timesheet Type: Regular  
 Pay Period: 09 - 2015 : May 03, 2015-May 16, 2015 \* S Status: Unvalidated  
 Select Pay Period

**Work Time**

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16
Time In															
Time Out															
Time In															
Time Out															
Meal Time															
Transaction	Account														
X	01 - Regular	Select													
	Base Pay	Account													
+	<b>Work Time Total</b>														

**Leave Time**

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16
Absence Start															
Absence End															
Transaction	Account														
+	<b>Leave Time Total</b>														
	<b>Daily Total</b>														

**Dollar Transactions**

Transaction	Account	Date	Amount
		<b>Dollar Total</b>	

**Schedule** **Totals** **Remarks (0)** **Leave Balances** **Telework** Next >>

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	05/13	05/14	05/15	05/16

Slide notes

Here, we see the timesheet we selected. If necessary, as the timekeeper for this employee, we could complete and validate this timesheet. But in this example, we are going to return to the Select Timesheets page. Select next to continue.

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WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu > Select Timesheets >

### Timesheet

**Employee:** Allen, Jacob

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \* S Select Pay Period

**Work Time**

	Sun 5/03	Mon 5/04	Tue 5/05	Wed 5/06	Thu 5/07	Fri 5/08	Sat 5/09	Wk1	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16
<input type="checkbox"/> Time In															
<input type="checkbox"/> Time Out															
<input checked="" type="checkbox"/> Time In															
<input type="checkbox"/> Time Out															
<input type="checkbox"/> Meal Time															

**Transaction Account**

Transaction	Account														
<input checked="" type="checkbox"/> 01 - Regular	Select														
<input type="checkbox"/> Base Pay	Account														
<input type="checkbox"/> <b>Work Time Total</b>															

**Leave Time**

Absence Start	Absence End														
<input type="checkbox"/>															

**Transaction Account**

Transaction	Account														
<input type="checkbox"/> <b>Leave Time Total</b>															
<input type="checkbox"/> <b>Daily Total</b>															

**Dollar Transactions**

Transaction	Account	Date	Amount
<input type="checkbox"/>			
<input type="checkbox"/> <b>Dollar Total</b>			

Schedule
Totals
Remarks (0)
Leave Balances
Telework

Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	05/13	05/14	05/15	05/16

Unvalidated Validated Certified Sent ▶

**Timesheet Type:** Regular  
**Status:** Unvalidated

10.2.66.121:18030/usdatraining/TimesheetManagement#

Slide notes

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Employee
Timekeeper

Inbox [3] | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:** 
Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

### Select Action

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

- Profiles and Settings**
- [Timesheet Profile](#)
- [Work Schedules](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

- Leave and Premium Pay**
- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

- Send Messages**
- [Send Message](#)

- Other Actions**
- [Employee Accounts](#)

Next >>

Slide notes

You can also view an employee's timesheet profile, by selecting their username link from the list. In this example, we will select the username for the first employee on the list. Select next to continue.

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WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

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

Find Org

Timekeeper:
Supervisor:
SSN:
Delegates For:
POI:
Timesheet Type:

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

### Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Other Actions

- [Employee Accounts](#)

Slide notes

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**WEBTA™** Employee Timekeeper Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

### Timesheet Profile » ALLEN, JACOB

Settings  
Licenses  
Calendars

Roles  
Timesheet Details  
**Timesheet Profile »**

Items marked with an asterisk\* are required.

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015

**Status Change**

Status Change Type:    
Status Change Day:

**Status**

Oath of Office:   
Final Report:   
On Hold:

**Pay Details**

\* Payplan:    
\* Tour of duty:    
\* Duty Hours:   
\* Work Week:   
\* Alternative Work Schedule:

**Overtime/Standby**

RSO / Salary Cap:    
Standby Hours Week 1:   
Standby Hours Week 2:

**Slide notes**

Here, we can see the employee's timesheet profile. As their timekeeper, we have the ability to change settings in their timesheet profile. Work with your HR staff to identify and make these changes as needed. We will return to the Select Timesheets page by using the bread-crum trail link. Select next to continue.

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**WEBTA™** Employee Timekeeper | [Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

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

### Timesheet Profile » ALLEN, JACOB

Settings  
Licenses  
Calendars

Roles  
Timesheet Details  
**Timesheet Profile >**

Items marked with an asterisk\* are required.

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015

**Status Change**

**Status Change Type:** None ▾  
**Status Change Day:** None ▾

**Status**

**Oath of Office:**   
**Final Report:**   
**On Hold:**

**Pay Details**

\* **Payplan:** GS General Schedule (reg) ▾  
\* **Tour of duty:** Full Time ▾  
\* **Duty Hours:** 80  
\* **Work Week:** Mon-Fri  
\* **Alternative Work Schedule:** Regular 8-hour Days ▾

**Overtime/Standby**

**RSO / Salary Cap:** None ▾  
**Standby Hours Week 1:**   
**Standby Hours Week 2:**

10.2.66.121:18030/usdatraining/TimesheetManagement#

Slide notes

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Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Timekeeper Main Menu >](#)

### Select Timesheets

**Pay Period:**

**Timesheet Status:**

**User ID:**

**Last Name:**

**First Name:**

**Middle Name:**

**Organization:** 
Find Org

**Timekeeper:**

**Supervisor:**

**SSN:**

**Delegates For:**

**POI:**

**Timesheet Type:**

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

### Select Action

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

- Profiles and Settings**
- [Timesheet Profile](#)
- [Work Schedules](#)
- [Default Timesheet Profile](#)
- [Employee Profile](#)

- Leave and Premium Pay**
- [Leave Balances](#)
- [Leave Requests](#)
- [Premium Pay Requests](#)

- Send Messages**
- [Send Message](#)

- Other Actions**
- [Employee Accounts](#)

Next >>

Slide notes

Let's scroll to the bottom of the page to reveal the bottom sections of this page. Select next to continue.

Slide 44 - Slide 44

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

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

Find Org

Timekeeper:
Supervisor:
SSN:
Delegates For:
POI:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

### Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Other Actions

- [Employee Accounts](#)

Slide notes

Slide 45 - Slide 45

WEBTA™

Employee
Timekeeper

[Inbox \[3\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

Timekeeper Main Menu >

### Select Timesheets

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

Find Org

Timekeeper:
Supervisor:
SSN:
Delegates For:
POI:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records
◀ ◁ 1 ▷ ▶
View

### Select Action

Timesheets

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

Profiles and Settings

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

Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Other Actions

- [Employee Accounts](#)

Slide notes

Slide 46 - Slide 46

**Select Employees**

**Pay Period:** 09 - 2015 : May 03, 2015-May 16, 2015 \*  
**Timesheet Status:** All  
**User ID:**   
**Last Name:**   
**First Name:**   
**Middle Name:**   
**Organization:**  **Find Org**

**Timekeeper:**   
**Supervisor:**   
**SSN:**   
**Delegates For:** NONE  
**POI:**   
**Timesheet Type:** All

**Search** **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View 25 50 100

**Select Action**

- Timesheets**
  - Timesheet
  - Timesheet Summary
  - Validate Selected
  - Create Correction
  - Processed Timesheets
- Profiles and Settings**
  - Timesheet Profile
  - Work Schedules
  - Default Timesheet Profile
  - Employee Profile
- Leave and Premium Pay**
  - Leave Balances
  - Leave Requests
  - Premium Pay Requests
- Send Messages**
  - Send Message
- Other Actions**
  - Employee Accounts

**Cancel**

Slide notes

Slide 47 - Slide 47

Timekeeper: 
Supervisor: 
SSN: 
Delegates For: 
POI: 
Timesheet Type:

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records
View

**Select Action**

**Timesheets**

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

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

Slide notes

Slide 48 - Slide 48

Timekeeper: 
Supervisor: 
SSN: 
Delegates For: 
POI: 
Timesheet Type:

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records View

**Select Action**

**Timesheets**

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

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

**Slide notes**

Immediately below the list of employees, you can see the navigation controls that allow you to skip to the next page, if necessary.

Also note that the list defaults to display 25 records. To change this, you can select either 50, or 100 records, based on your preferences. Below the list of employees is the Select Action section.

Note all the available actions in this section. They will be covered in detail in later lessons. For now, we are going to select the Cancel button and return to the Timekeeper Main Menu. Select next to continue.

# USDA Timekeeper Select Timesheets Page

## Slide 49 - Slide 49

Timekeeper: 
Supervisor: 
SSN: 
Delegates For: 
POI: 
Timesheet Type:

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Middle Name	Organization	Timekeeper	Supervisor	POI
<input type="checkbox"/>	09 - 2015	Saved	JALLEN	Allen	Jacob		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	ELEWIS	Lewis	Emma		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMARTINEZ	Martinez	Sophia		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	SMILLER	Miller	Samantha		01	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Saved	WROBINSON	Robinson	William		01	Harris, Daniel	Martinez, Sophia	4815
<input type="checkbox"/>	09 - 2015	Saved	JTHOMPSON	Thompson	Joshua		NRCS	Harris, Daniel	Robinson, William	4815
<input type="checkbox"/>	09 - 2015	Validated by Timekeeper	MJACKSON	Jackson	Madison		01	Harris, Daniel	Robinson, William	4815

1-7 of 7 Records
View

**Select Action**

**Timesheets**

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

**Profiles and Settings**

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

**Leave and Premium Pay**

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

**Send Messages**

- [Send Message](#)

**Other Actions**

- [Employee Accounts](#)

## Slide notes

Slide 50 - Slide 50

The screenshot displays the WEBTA™ Timekeeper interface. At the top left is the WEBTA™ logo. To its right are navigation tabs for 'Employee' and 'Timekeeper', with 'Timekeeper' being the active tab. Further right in the top navigation bar are links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains several categorized menu items:

- 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 51 - Finish**



**Slide notes**

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