

Slide 1 - Learning Objectives



The slide features a dark blue background with a light blue gradient at the top. In the top left corner is the WEBTA logo, consisting of a cluster of small white squares followed by the text 'WEBTA' in a bold, sans-serif font. To the right of the logo, the title 'webTA for Timekeepers' is displayed in a large, orange, sans-serif font. Below this, the subtitle 'Employee Profiles' is centered in a white, sans-serif font. Underneath the subtitle, the text 'Learning Objectives' is underlined in white. The main content is a list of four bullet points in white, followed by a 'Next >>' button in a rounded rectangular shape with a blue gradient and white text. At the bottom left, there is a small white text label 'Reposition CC'.

WEBTA™

webTA for Timekeepers

Employee Profiles

Learning Objectives

In this lesson, you will learn how to:

- View Employee Profiles
- View Employee Timesheet Details
- View Timesheet Profiles
- Split Timesheet Profiles

Next >>

Reposition CC

Slide notes

Welcome to the webTA for Timekeepers training course. In this lesson, you will learn how to View Employee Profiles, View Employee Timesheet Details, View Timesheet Profiles, and Split Timesheet Profiles. Select next to continue.

USDA Timekeeper webTA Employee Profiles

Slide 4 - Slide 4

The screenshot displays the USDA Timekeeper webTA interface. At the top, the logo 'WEBTA™' is visible on the left, with 'Employee' and 'Timekeeper' tabs. On the right, there is a navigation bar with 'Inbox [3] | Settings | Help | Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains several menu categories:

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

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

Slide notes

When you log in to webTA, you will see the Main Menu of the highest role assigned to your profile. In this case, the highest role for this user is Timekeeper, which is why the Timekeeper Main Menu displays.

To manage your own timesheet and other details related to your profile, select the Employee Tab to display the Employee Main Menu. Select next to continue.

Slide 5 - Slide 5

The screenshot displays the WEBTA Employee Timekeeper main menu. The interface includes a top navigation bar with the WEBTA logo, a user role indicator 'Employee' (highlighted with a red box), and the title 'Timekeeper'. On the right side of the navigation bar, there are links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the main menu is titled 'Timekeeper Main Menu' and is organized into several categories:

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

Slide notes

Slide 6 - Slide 6

The screenshot displays the WEBTA Employee Main Menu. At the top left is the WEBTA logo. The navigation bar includes 'Employee' and 'Timekeeper' tabs, with 'Timekeeper' selected. On the right, there are links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule.
- Accounting**: Accounts.
- Schedule**: Schedule Assignment, Shifts, Schedule Templates.
- Messages**: Send Message To Timekeeper, Send Message To Supervisor.
- Leave Transfer Program**: Leave Donations.
- Emergency Contacts**: My Contacts.
- Reports**: Reports.
- Continuation of Pay (COP)**: COP Events.

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

Slide notes

Here, as covered in the Employees course, you can perform time and attendance functions on your own behalf. Let's return to the Timekeeper Main Menu by selecting the Timekeeper tab. Select next to continue.

Slide 7 - Slide 7

The screenshot displays the WEBTA Employee Main Menu for a Timekeeper user. The interface includes a top navigation bar with the WEBTA logo, user roles (Employee and Timekeeper), and utility links (Inbox [3], Settings, Help, Log Out). The main menu is organized into several categories:

- Time**: Timesheet, Timesheet Summary, Processed Timesheets, Leave Requests, Premium Pay Requests, Dollar Transaction Requests, Leave Balances, Schedule.
- Accounting**: Accounts.
- Schedule**: Schedule Assignment, Shifts, Schedule Templates.
- Messages**: Send Message To Timekeeper, Send Message To Supervisor.
- Leave Transfer Program**: Leave Donations.
- Emergency Contacts**: My Contacts.
- Reports**: Reports.
- Continuation of Pay (COP)**: COP Events.

Slide notes

Slide 8 - Slide 8

The screenshot shows the WEBTA Timekeeper Main Menu. At the top left is the WEBTA logo. To its right are tabs for 'Employee' and 'Timekeeper'. On the top right, there are links for 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The main menu is titled 'Timekeeper Main Menu' and is organized into several sections:

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

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

Slide notes

As a Timekeeper, you have the ability to manage and edit your employees' Profiles, Timesheet Profiles and Default Schedules. You access these through the Select Timesheets page. Select next to continue.

Slide 9 - Slide 9

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

- Employees**:
 - Select Timesheets (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 10 - Slide 10

The screenshot shows the WEBTA Employee Profiles interface. At the top, there are navigation tabs for 'Employee' and 'Timekeeper', and a header with 'Inbox [3] | Settings | Help | Log Out'. Below the header is a 'Timekeeper Main Menu >' link. The main section is titled 'Select Employees' and contains a search form with the following fields: 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, and Timesheet Type (All). Search and Clear buttons are at the bottom right of the form.

<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
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815

Below the table, there is a pagination bar showing '1-9 of 9 Records', navigation arrows, and a 'Next >>' button. At the bottom, there is a 'Select Action' section with links for 'Timesheets', 'Profiles and Settings', 'Leave and Premium Pay', 'Send Messages', and 'Other Actions'.

Slide notes

As mentioned in the Select Timesheets lesson, you can view an employee's Timesheet Profile by selecting the link in the User ID column, or by selecting the checkbox for their row, and selecting the Timesheet Profile link from the Profiles and Settings section below the employee list.

We are going to start with the Employee Profile in this case by selecting the checkbox for the first employee on our list: Jacob Allen. Select next to continue.

Slide 11 - Slide 11

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: ▲

All
Saved + Emp Validated

Find Org

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

NONE

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	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	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815

1-9 of 9 Records
◀◀ 1 ▶▶
View 25 50 100

Select Action

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

Slide notes

Slide 12 - Slide 12



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"/>	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
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815

1-9 of 9 Records

Select Action

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

Slide notes

Next, we'll scroll down to display the Select Action section, and then we will select the Employee Profile link. Select next to continue.

Slide 13 - Slide 13

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"/>	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
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815

1-9 of 9 Records
« 1 »
View

Select Action

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

Slide notes

Slide 14 - Slide 14

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"/>	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
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815

1-9 of 9 Records
« 1 »
View

Select Action

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

Slide notes

USDA Timekeeper webTA Employee Profiles

Slide 15 - Slide 15

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 checked="" 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
<input type="checkbox"/>	09 - 2015	Saved	CWILLIAMS	Williams	Chris		NRCS	Harris, Daniel	Robinson, William	4815

1-9 of 9 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

10.2.66.121:18030/usdatraining/.../TimekeeperMainMenu

Slide notes

Slide 16 - Slide 16

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

Timekeeper Main Menu > Select Timesheets >

Employee Profile » ALLEN, JACOB

Settings » Items marked with an asterisk* are required.

- Licenses
- Calendars
- Roles
- Timesheet Details
- Timesheet Profile

User ID: JALLEN
First Name: JACOB
Middle Name:
Last Name: ALLEN
Employee ID:
E Auth Internal ID:

Active:

*** Supervisor:** ROBINSON, WILLIAM

*** Timekeeper:**

*** Organization:** NRCS 01 00 0000 00 00 00 00

E-Mail Address: jallen@usda.gov

Timezone:

Start Page:

POI: 4815

Override EmpowHR Supervisor Assignment:

Slide notes

The Employee Profile includes important information that you can access and review by selecting specific links on the left side of the screen. In this lesson, we will focus on the current page, which is the Employee Profile, the Timesheet Details page and the Timesheet Profile. The other pages rarely change and are there for reference.

The Employee Profile page contains their personal information, as well as their Supervisor and Timekeeper assignments, their Organization and start page. You have the ability to edit the Timekeeper and Start Page. Otherwise, this information comes from the EmpowerHR feed and should not be modified. Next, we will move to the Timesheet Details page by selecting its link. Select next to continue.

Slide 17 - Slide 17

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

Timekeeper Main Menu > Select Timesheets >

Employee Profile » ALLEN, JACOB

Settings » Items marked with an asterisk* are required.

- Licenses
- Calendars
- Roles
- Timesheet Details** (highlighted with a red box)
- Timesheet Profile

User ID: JALLEN
First Name: JACOB
Middle Name:
Last Name: ALLEN
Employee ID:
E Auth Internal ID:

Active:

*** Supervisor:** ROBINSON, WILLIAM

*** Timekeeper:**

*** Organization:** NRCS 01 00 0000 00 00 00 00

E-Mail Address: jallen@usda.gov

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

POI: 4815

Override EmpowHR Supervisor Assignment:

Slide notes

Slide 18 - Slide 18

The screenshot shows the WEBTA interface for an employee profile. The top navigation bar includes 'WEBTA™', 'Employee', 'Timekeeper', 'Inbox [3]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Timekeeper Main Menu > Select Timesheets >'. The main heading is 'Timesheet Details » ALLEN, JACOB'. On the left, a sidebar lists 'Settings', 'Licenses', 'Calendars', 'Roles', 'Timesheet Details »', and 'Timesheet Profile'. The main content area has a note: 'Items marked with an asterisk* are required.' Under 'Timesheet Details', there are three fields: 'Retain Data Type:' with a dropdown menu set to 'Entries Only - No Times', 'Start Pay Period for Timesheet:' with a date range dropdown set to '01 - 2015 : Jan 11, 2015 - Jan 24, 2015', and 'Timesheet Entry Type:' set to 'Hours'. Under 'Approvers', there are two fields: '* Timekeeper:' with a dropdown set to 'HARRIS, DANIEL' and a 'Search for Timekeeper' button, and '* Supervisor:' set to 'ROBINSON, WILLIAM'. At the bottom left are 'Save' and 'Cancel' buttons, and at the bottom right is a 'Next »' button.

Slide notes

In the employee course, we talked about the Retain Data Type setting. To review, this setting controls what information is carried over from pay period to pay period on the employee's timesheet. As a Timekeeper, you have the ability to modify this setting on behalf of the employee.

Work with your assigned employees to identify what works best for their individual situations. Let's review the options for Retain Data Type. Select next to continue.

Slide 19 - Slide 19

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Details » ALLEN, JACOB

Settings Licenses Calendars

Roles **Timesheet Details »** Timesheet Profile

Items marked with an asterisk* are required.

Timesheet Details

Retain Data Type: Entries Only - No Times

Start Pay Period for Timesheet: 01 - 2015 : Jan 11, 2015 - Jan 24, 2015

Timesheet Entry Type: Hours

Approvers

* **Timekeeper:**

* **Supervisor:** ROBINSON, WILLIAM

Slide notes

Slide 20 - Slide 20

The screenshot shows the 'Timesheet Details' page for employee ALLEN, JACOB. The 'Timesheet Entry Type' dropdown menu is open, with 'Entries Only - No Times' selected. Other options include 'None', 'All', 'Pay From Schedule', and 'Exception Processing'. The 'Timekeeper' field is populated with 'HARRIS, DANIEL' and the 'Supervisor' field with 'ROBINSON, WILLIAM'. There are 'Save' and 'Cancel' buttons at the bottom left, and a 'Next >>' button at the bottom right.

Slide notes

This employee is set to "Entries Only - No Times", meaning all transactions and accounts from the previous pay period will be copied to the new timesheet, not the number of hours.

"None" would display a blank timesheet at the beginning of each pay period. With "All", all work entries, accounts and hours from the previous pay period will be copied to the new timesheet.

"Pay From Schedule" populates your timesheet with the entries saved in the employee's Work Schedule, if they have an approved Schedule, or their Default Schedule. We will cover Default Schedules later in the lesson.

The final option is Exception Processing. With this setting, work entries and hours from the employees Schedule or Default Schedule are copied to the employee's timesheet. If the employee's time differs from the default schedule, the employee must record the deviation - or exception - in the timesheet.

When saved, the entries from the default schedule will automatically adjust. Select next to continue.

Slide 21 - Slide 21

WEBTA™ Employee Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Timesheet Details » ALLEN, JACOB

Settings Licenses Calendars

Roles Timesheet Details » Timesheet Profile

Items marked with an asterisk* are required.

Timesheet Details

Retain Data Type: Entries Only - No Times

Start Pay Period for Timesheet: None Jan 24, 2015

Timesheet Entry Type: All

Approvers

* Timekeeper: HARRIS, DANIEL Search for Timekeeper

* Supervisor: ROBINSON, WILLIAM

Save Cancel

Next »

Slide notes

Employees cannot modify their Retain Data Type setting. As their Timekeeper, you have the ability to change this on your employee's behalf. Work with your employees to identify the best setting for their schedules and preferences. Select next to continue.

Slide 22 - Slide 22

The screenshot shows the WEBTA interface for an Employee Timekeeper profile. The breadcrumb trail is 'Timekeeper Main Menu > Select Timesheets >'. The page title is 'Timesheet Details » ALLEN, JACOB'. On the left, there is a navigation menu with 'Timesheet Details »' selected. The main content area includes a note: 'Items marked with an asterisk* are required.' Under 'Timesheet Details', there are three fields: 'Retain Data Type' (Entries Only - No Times), 'Start Pay Period for Timesheet' (01 - 2015 : Jan 11, 2015 - Jan 24, 2015), and 'Timesheet Entry Type' (Hours). Under 'Approvers', there are two fields: '* Timekeeper' (HARRIS, DANIEL) and '* Supervisor' (ROBINSON, WILLIAM). A 'Search for Timekeeper' button is next to the Timekeeper field. At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next »' button.

Slide notes

The Start Pay Period for Timesheet is the first pay period in which the employee's timesheet will be available. Typically, this setting should remain unchanged.

In the Approvers section, you can see the employee's Timekeeper and Supervisor. If you need to change the Timekeeper, you can do that here. Select the Save button to save any changes made to this page, if applicable.

Since we did not make any changes, we are going to move directly to the Timesheet Profile. Select next to continue.

Slide 23 - Slide 23

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Details » ALLEN, JACOB

Settings Licenses Calendars

Roles **Timesheet Details »** Timesheet Profile

Items marked with an asterisk* are required.

Timesheet Details

Retain Data Type: Entries Only - No Times

Start Pay Period for Timesheet: 01 - 2015 : Jan 11, 2015 - Jan 24, 2015

Timesheet Entry Type: Hours

Approvers

* **Timekeeper:** HARRIS, DANIEL Search for Timekeeper

* **Supervisor:** ROBINSON, WILLIAM

Save Cancel

10.2.66.121:18030/usdatraining/TimesheetProfile#

Slide notes

Slide 24 - Slide 24

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » ALLEN, JACOB

Settings
Licenses
Calendars

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

A Timesheet Profile exists for every employee, for each pay period and identifies an employee’s basic payroll profile including payplan, tour of duty, duty hours, work week and alternative work schedule. Timekeepers have the ability to modify employee Timesheet profiles.

In this example, we will not be making any changes, but let's scroll down to take a look at the rest of the Timesheet Profile. Select next to continue.

Slide 25 - Slide 25

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:

Slide notes

Slide 26 - Slide 26

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

Timekeeper Main Menu > Select Employees >

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

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

Slide 27 - Slide 27

Overtime/Standby

RSO / Salary Cap:

Standby Hours Week 1:

Standby Hours Week 2:

Standby AUO Percent:

Leave

Service Computation Date: Jan 01, 2015

Leave Category Override: Default (Based on SCD) (4 hours per pay period)

Leave Ceiling Override: (240.00 hours per year)

Home Leave Computation Date:

Home Leave Category: None

Home Leave End Date:

VLTP Recipient: No

ELTP Recipient: No

FMLA Invoked: false

FMLA Expiration Date:

FMLA Military Invoked: false

FMLA Military Expiration Date:

Military Regular Leave Flag: false

Military Emergency Leave Flag: false

Negative Annual Leave Balance: false

Negative Sick Leave Balance: false

Negative Religious Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS

State Code: District of Columbia

Town: 1234

Unit: 11

Timekeeper: 11

New Contact Point: false

[Next >>](#)

Slide notes

Here, you can see the Overtime/Standby and Leave sections. Most of this information will remain static for employees. Let's scroll down and take a look at the next sections. Select next to continue.

Slide 28 - Slide 28

Overtime/Standby

RSO / Salary Cap:

Standby Hours Week 1:

Standby Hours Week 2:

Standby AUO Percent:

Leave

Service Computation Date: Jan 01, 2015

Leave Category Override: Default (Based on SCD) (4 hours per pay period)

Leave Ceiling Override: (240.00 hours per year)

Home Leave Computation Date:

Home Leave Category: None

Home Leave End Date:

VLTP Recipient: No

ELTP Recipient: No

FMLA Invoked: false

FMLA Expiration Date:

FMLA Military Invoked: false

FMLA Military Expiration Date:

Military Regular Leave Flag: false

Military Emergency Leave Flag: false

Negative Annual Leave Balance: false

Negative Sick Leave Balance: false

Negative Religious Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS

State Code: District of Columbia

Town: 1234

Unit: 11

Timekeeper: 11

New Contact Point: false

Slide notes

Slide 29 - Slide 29

Overtime/Standby

RSO / Salary Cap:

Standby Hours Week 1:

Standby Hours Week 2:

Standby AUO Percent:

Leave

Service Computation Date: Jan 01, 2015

Leave Category Override: Default (Based on SCD) (4 hours per pay period)

Leave Ceiling Override: (240.00 hours per year)

Home Leave Computation Date:

Home Leave Category: None

Home Leave End Date:

VLTP Recipient: No

ELTP Recipient: No

FMLA Invoked: false

FMLA Expiration Date:

FMLA Military Invoked: false

FMLA Military Expiration Date:

Military Regular Leave Flag: false

Military Emergency Leave Flag: false

Negative Annual Leave Balance: false

Negative Sick Leave Balance: false

Negative Religious Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS

State Code: District of Columbia

Town: 1234

Unit: 11

Timekeeper: 11

New Contact Point: false

Slide notes

Slide 30 - Slide 30

negative Religious Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS
State Code: District of Columbia
Town: 1234
Unit: 11
Timekeeper: 11
New Contact Point: false

Miscellaneous

BUS Code:

Accounting

Accounting Type:

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:

[Next >>](#)

Slide notes

Here, we see Pay Provider, Accounting and Empower HR sections. Let's expand the accounting menu. Select next to continue.

Slide 31 - Slide 31

negative Rengrous Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS
State Code: District of Columbia
Town: 1234
Unit: 11
Timekeeper: 11
New Contact Point: false

Miscellaneous

BUS Code:

Accounting

Accounting Type:

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:

Slide notes

Slide 32 - Slide 32

negative Religious Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS
State Code: District of Columbia
Town: 1234
Unit: 11
Timekeeper: 11
New Contact Point: false

Miscellaneous

BUS Code:

Accounting

Accounting Type:
Manual Account Entry
Stored Account
Local Account

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:

Next >>

Slide notes

As you can see, there are three options available for accounting type: Manual Account Entry, Stored Account and Local Account.

With Manual Account Entry, the employee selects an account for each work and leave entry, and dollar transactions. This setting would be used for employees who charge time to multiple accounts and need the ability to select them as necessary.

Stored account allows the timekeeper to select a single account, stored and maintained at NFC. This is useful for employees who charge all work and leave time to the same account.

Local Account is selected when the list of accounts is maintained in webTA, rather than at NFC. This account information is included in the transmission file that is sent to NFC. This is another useful option for employees who charge their time to a single account.

Accounting type should be set up according to the employee's needs and work details. Let's scroll down to view the bottom of the page. Select next to continue.

Slide 33 - Slide 33

negative Rengious Comp Time Balance: false

Pay Provider - NFC

Agency: NRCS
State Code: District of Columbia
Town: 1234
Unit: 11
Timekeeper: 11
New Contact Point: false

Miscellaneous

BUS Code:

Accounting

Accounting Type:

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:

Slide notes

Slide 34 - Slide 34

Pay Provider - NFC

Agency: NRCS
State Code: District of Columbia
Town: 1234
Unit: 11
Timekeeper: 11
New Contact Point: false

Miscellaneous

BUS Code:

Accounting

Accounting Type:

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:

Slide notes

Slide 35 - Slide 35

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:
End Date:
Emergency Preparedness Plan: false
FLSA Indicator: E - Exempt
Hourly Pay Rate:
Hours Balance:
Last Day Worked:
LWOP Expiration Date:
Temporary Position Expiration Date:
Temporary Promotion Expiration Date:
Military Reserve Category:
Occupational Series:
Office Type:
Official Title:
Organization Level 1:
Organization Level 2:
Organization Level 3:

Next >>

Slide notes

Here are some additional Empower HR fields that should populate from that system. Let's scroll further down. Select next to continue.

Slide 36 - Slide 36

EmpowHR

Amount Balance:

Appointment Expiration Date:

Days in Appointment:

Department Description:

Dept Code:

Detail Expiration Date:

Duty Station City Code:

Duty Station City Description:

Duty Station County Code:

Duty Station County Description:

Duty Station State Code:

Duty Station State Description:

Effective Date:

Employment Status:

Employment Type: Exception Hourly

E-Mail:

Start Date:

End Date:

Emergency Preparedness Plan: false

FLSA Indicator: E - Exempt

Hourly Pay Rate:

Hours Balance:

Last Day Worked:

LWOP Expiration Date:

Temporary Position Expiration Date:

Temporary Promotion Expiration Date:

Military Reserve Category:

Occupational Series:

Office Type:

Official Title:

Organization Level 1:

Organization Level 2:

Organization Level 3:

Slide notes

Slide 37 - Slide 37

EmpowHR

Amount Balance:
Appointment Expiration Date:
Days in Appointment:
Department Description:
Dept Code:
Detail Expiration Date:
Duty Station City Code:
Duty Station City Description:
Duty Station County Code:
Duty Station County Description:
Duty Station State Code:
Duty Station State Description:
Effective Date:
Employment Status:
Employment Type: Exception Hourly
E-Mail:
Start Date:
End Date:
Emergency Preparedness Plan: false
FLSA Indicator: E - Exempt
Hourly Pay Rate:
Hours Balance:
Last Day Worked:
LWOP Expiration Date:
Temporary Position Expiration Date:
Temporary Promotion Expiration Date:
Military Reserve Category:
Occupational Series:
Office Type:
Official Title:
Organization Level 1:
Organization Level 2:
Organization Level 3:

Slide notes

Slide 38 - Slide 38

E-Mail:	
Start Date:	
End Date:	
Emergency Preparedness Plan:	false
FLSA Indicator:	E - Exempt
Hourly Pay Rate:	
Hours Balance:	
Last Day Worked:	
LWOP Expiration Date:	
Temporary Position Expiration Date:	
Temporary Promotion Expiration Date:	
Military Reserve Category:	
Occupational Series:	
Office Type:	
Official Title:	
Organization Level 1:	
Organization Level 2:	
Organization Level 3:	
Organization Level 4:	
Organization Level 5:	
Organization Level 6:	
Organization Level 7:	
Organization Level 8:	
Organizational Title:	
Phone:	
POI:	4815
Retirement Plan:	CSRS(7.5 PL 110-161) 20103
Grade:	
Step:	
EMPLID of Supervisor:	
Supervisory Status Code:	
Supervisory Status Code Description:	

Slide notes

Slide 39 - Slide 39

FLSA Indicator:	E - Exempt
Hourly Pay Rate:	
Hours Balance:	
Last Day Worked:	
LWOP Expiration Date:	
Temporary Position Expiration Date:	
Temporary Promotion Expiration Date:	
Military Reserve Category:	
Occupational Series:	
Office Type:	
Official Title:	
Organization Level 1:	
Organization Level 2:	
Organization Level 3:	
Organization Level 4:	
Organization Level 5:	
Organization Level 6:	
Organization Level 7:	
Organization Level 8:	
Organizational Title:	
Phone:	
POI:	4815
Retirement Plan:	CSRS(7.5 PL 110-161) 20103
Grade:	
Step:	
EMPLID of Supervisor:	
Supervisory Status Code:	
Supervisory Status Code Description:	

Slide notes

In some instances, an employee may have a pay-affecting employment change in the middle of a pay period. If this is the case, the Timesheet Profile would be split to reflect the change.

Let's take a look at a Split Profile. Select next to continue.

Slide 40 - Slide 40

FLSA Indicator: E - Exempt
Hourly Pay Rate:
Hours Balance:
Last Day Worked:
LWOP Expiration Date:
Temporary Position Expiration Date:
Temporary Promotion Expiration Date:
Military Reserve Category:
Occupational Series:
Office Type:
Official Title:
Organization Level 1:
Organization Level 2:
Organization Level 3:
Organization Level 4:
Organization Level 5:
Organization Level 6:
Organization Level 7:
Organization Level 8:
Organizational Title:
Phone:
POI: 4815
Retirement Plan: CSRS(7.5 PL 110-161) 20103
Grade:
Step:
EMPLID of Supervisor:
Supervisory Status Code:
Supervisory Status Code Description:

Slide notes

Slide 41 - Slide 41

WEBTA™ Employee Timekeeper

Inbox [3] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » ALLEN, JACOB

Timesheet profile has been split. Please specify the split date.

Settings
Licenses
Calendars

Items marked with an asterisk* are required.

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

Starting Date of New Status: Mon 05/04/2015

Roles
Timesheet Details
Timesheet Profile »

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

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

Next >>

Slide notes

Note the message indicating that the Timesheet profile has been split and instructing you to enter a split date. The original profile appears on the left and the new version is on the right.

The split date is the day the new timesheet profile will take effect. Additionally, you would need to select "End" in the Status Change Type field on the left, and select the end date for the old timesheet profile.

Then, select "Start" in the Status Change Type field on the right, and select the start date for the new timesheet profile. Then, you would make the necessary changes to the profile on the right, scroll down and then select the Save button.

In this example, we are not going to make any changes, but we will still scroll down. Select the next button to continue.

Slide 42 - Slide 42

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » ALLEN, JACOB

Timesheet profile has been split. Please specify the split date.

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

Starting Date of New Status: Mon 05/04/2015

Status Change	Status Change
Status Change Type: None	Status Change Type: None
Status Change Day: None	Status Change Day: None
Status	Status
Oath of Office: <input type="checkbox"/>	Oath of Office: <input type="checkbox"/>
Final Report: <input type="checkbox"/>	Final Report: <input type="checkbox"/>
On Hold: <input type="checkbox"/>	On Hold: <input type="checkbox"/>
Pay Details	Pay Details
* Payplan: GS General Schedule (reg)	* Payplan: GS General Schedule (reg)
* Tour of duty: Full Time	* Tour of duty: Full Time
* Duty Hours: 80	* Duty Hours: 80
* Work Week: Mon-Fri	* Work Week: Mon-Fri

Slide notes

Slide 43 - Slide 43

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » ALLEN, JACOB

Timesheet profile has been split. Please specify the split date.

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

Starting Date of New Status: Mon 05/04/2015

<p>Status Change</p> <p>Status Change Type: None</p> <p>Status Change Day: None</p> <p>Status</p> <p>Oath of Office: <input type="checkbox"/></p> <p>Final Report: <input type="checkbox"/></p> <p>On Hold: <input type="checkbox"/></p> <p>Pay Details</p> <p>* Payplan: GS General Schedule (reg)</p> <p>* Tour of duty: Full Time</p> <p>* Duty Hours: 80</p> <p>* Work Week: Mon-Fri</p>	<p>Status Change</p> <p>Status Change Type: None</p> <p>Status Change Day: None</p> <p>Status</p> <p>Oath of Office: <input type="checkbox"/></p> <p>Final Report: <input type="checkbox"/></p> <p>On Hold: <input type="checkbox"/></p> <p>Pay Details</p> <p>* Payplan: GS General Schedule (reg)</p> <p>* Tour of duty: Full Time</p> <p>* Duty Hours: 80</p> <p>* Work Week: Mon-Fri</p>
---	---

Slide notes

Slide 44 - Slide 44

FLSA Indicator: E - Exempt	FLSA Indicator: E - Exempt
Hourly Pay Rate:	Hourly Pay Rate:
Hours Balance:	Hours Balance:
Last Day Worked:	Last Day Worked:
LWOP Expiration Date:	LWOP Expiration Date:
Temporary Position Expiration Date:	Temporary Position Expiration Date:
Temporary Promotion Expiration Date:	Temporary Promotion Expiration Date:
Military Reserve Category:	Military Reserve Category:
Occupational Series:	Occupational Series:
Office Type:	Office Type:
Official Title:	Official Title:
Organization Level 1:	Organization Level 1:
Organization Level 2:	Organization Level 2:
Organization Level 3:	Organization Level 3:
Organization Level 4:	Organization Level 4:
Organization Level 5:	Organization Level 5:
Organization Level 6:	Organization Level 6:
Organization Level 7:	Organization Level 7:
Organization Level 8:	Organization Level 8:
Organizational Title:	Organizational Title:
Phone:	Phone:
POI: 4815	POI: 4815
Retirement Plan: CSRS(7.5 PL 110-161) 20103	Retirement Plan: CSRS(7.5 PL 110-161) 20103
Grade:	Grade:
Step:	Step:
EMPLID of Supervisor:	EMPLID of Supervisor:
Supervisory Status Code:	Supervisory Status Code:
Supervisory Status Code Description:	Supervisory Status Code Description:
<input type="button" value="Unsplit Profile"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input type="button" value="Next >>"/>

Slide notes

In this case, we want to remove the split profile, and return to the original. This is done by selecting the Unsplit Profile button. Select next to continue.

Slide 45 - Slide 45

FLSA Indicator: E - Exempt	FLSA Indicator: E - Exempt
Hourly Pay Rate:	Hourly Pay Rate:
Hours Balance:	Hours Balance:
Last Day Worked:	Last Day Worked:
LWOP Expiration Date:	LWOP Expiration Date:
Temporary Position Expiration Date:	Temporary Position Expiration Date:
Temporary Promotion Expiration Date:	Temporary Promotion Expiration Date:
Military Reserve Category:	Military Reserve Category:
Occupational Series:	Occupational Series:
Office Type:	Office Type:
Official Title:	Official Title:
Organization Level 1:	Organization Level 1:
Organization Level 2:	Organization Level 2:
Organization Level 3:	Organization Level 3:
Organization Level 4:	Organization Level 4:
Organization Level 5:	Organization Level 5:
Organization Level 6:	Organization Level 6:
Organization Level 7:	Organization Level 7:
Organization Level 8:	Organization Level 8:
Organizational Title:	Organizational Title:
Phone:	Phone:
POI: 4815	POI: 4815
Retirement Plan: CSRS(7.5 PL 110-161) 20103	Retirement Plan: CSRS(7.5 PL 110-161) 20103
Grade:	Grade:
Step:	Step:
EMPLID of Supervisor:	EMPLID of Supervisor:
Supervisory Status Code:	Supervisory Status Code:
Supervisory Status Code Description:	Supervisory Status Code Description:
<input type="button" value="Unsplit Profile"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Slide notes

Slide 46 - Slide 46

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » ALLEN, JACOB

Timesheet profile has been unsplit successfully.

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:

Next >>

Slide notes

Note the message indicating that the Timesheet profile has been unsplit. Next, we will return to the Select Timesheets page using the breadcrumb trail. Select next to continue.

Slide 47 - Slide 47

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

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

Timesheet Profile » ALLEN, JACOB

Timesheet profile has been unsplit successfully.

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:

10.2.66.121:18030/usdatraining/.../TimekeeperMainM

Slide notes

Slide 48 - Slide 48

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

Timekeeper Main Menu >

Select Timesheets

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

Timekeeper: Supervisor: Delegates For: Timesheet Type:

Search **Clear**

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	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	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

1-8 of 8 Records View

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

Default Schedule

- Default Schedule

Next >>

Slide notes

When discussing the Retain Data Type setting earlier in this lesson, that is, the setting that controls what entries are populated on an employee's timesheet at the start of each pay period, we talked about the Pay From Schedule setting.

The Pay From Schedule setting copies the entries from an employee's Default Schedule each pay period. However, the employee must have a saved Default Schedule for this to work correctly. As a timekeeper, you are responsible for setting up and managing an employee's default schedule, and assigning the appropriate Retain Data Type setting.

To view an employee's Default Schedule, select the checkbox next to their name in the Select Timesheets table, and then select the Default Schedule link. In this example, we will select Samantha Miller and then view her default schedule. Select next to continue.

Slide 49 - Slide 49

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Timesheets

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

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

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	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	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

1-8 of 8 Records
View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

Slide 50 - Slide 50

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu >

Select Timesheets

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

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	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

1-8 of 8 Records View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

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

Slide notes

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Slide 51 - Slide 51

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Miller, Samantha

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time			9:00am	9:00am	9:00am	9:00am	9:00am			9:00am	9:00am	9:00am	9:00am	9:00am	9:00am	
End Time			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	
Work Time																
X	01 - Regular Base Pay		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
+		Work Time Total	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	

Action Remarks:

Characters Remaining: 255

Slide notes

Here, we can see this employee already has entries saved to her Default Schedule. If Pay From Schedule is this employee's Retain Data Type setting, these hours will be added to the timesheet each pay period.

Editing a Default Schedule is similar to editing a timesheet. Select the transaction or accounting code links, modify start and stop times, or hours for each line. In this example, we are going to edit the account for this employee. Select next to continue.

Slide 52 - Slide 52

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Miller, Samantha

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time			9:00am	9:00am	9:00am	9:00am	9:00am				9:00am	9:00am	9:00am	9:00am	9:00am	
End Time			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	
Work Time																
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	8:00	
+ Work Time Total			8:00	8:00	8:00	8:00	8:00			40:00	8:00	8:00	8:00	8:00	8:00	
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+ Leave Time Total																
Daily Total			8:00	8:00	8:00	8:00	8:00			40:00	8:00	8:00	8:00	8:00	8:00	

Slide notes

Slide 53 - Slide 53

The screenshot shows the WEBTA interface for an employee profile. The main page is titled 'Default Schedule' and shows the employee 'Miller, Sam'. A modal dialog box titled 'Accounting' is open, displaying search results for accounts. The dialog has a search bar with a yellow highlight, a 'Number of Results' field containing '20', and 'Search' and 'Clear' buttons. Below this is a table with columns 'Account', 'Description', and 'Select'. Three accounts are listed: '02000001A1S' (Account 1), '02000001A1P' (Account 2), and '02000001A2A78997889778989A' (Account 3). The 'Select' button for Account 3 is highlighted with a red border. At the bottom of the dialog are 'Clear Selection' and 'Cancel' buttons. The background page shows a 'Default Schedule' section with 'Work Time' and 'Leave Time' options, and a calendar grid.

Slide notes

Slide 54 - Slide 54

The screenshot shows the WEBTA Employee Profile interface. The main page is titled "Default Schedule" and shows the employee "Miller, Sam". A modal dialog box titled "Accounting" is open, displaying a search interface. The search results show 20 results. The dialog box contains a table with the following data:

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

The dialog box also includes a search bar, a "Number of Results" field (set to 20), and "Search" and "Clear" buttons. At the bottom of the dialog, there are "Clear Selection" and "Cancel" buttons. The background page shows a "Default Schedule" section with a table of work times and a "Next" button at the bottom right.

Slide notes

Next, we will select Account 3 from the list of available accounts. Select next to continue.

Slide 55 - Slide 55

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Miller, Samantha

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu
Time In / Time Out														
Start Time			9:00am	9:00am	9:00am	9:00am	9:00am			9:00am	9:00am	9:00am	9:00am	9:00am
End Time			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm
Work Time														
X	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	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														
End Time														
Leave Time														
+	Leave Time Total													
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00

Action Remarks:

Characters Remaining: 255

Slide notes

Then, we will select the Save button to save the Default Schedule. Select next to continue.

Slide 56 - Slide 56

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Miller, Samantha

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu
Time In / Time Out														
Start Time		12:00am	9:00am	9:00am	9:00am	9:00am	9:00am	12:00am		12:00am	9:00am	9:00am	9:00am	9:00am
End Time		12:00am	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	12:00am		12:00am	5:00pm	5:00pm	5:00pm	5:00pm
Work Time														
01 -	02000001A2A78997889778989A		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
<input checked="" type="checkbox"/> Regular Base Pay	(Account 3)		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														
End Time														
Leave Time														
Leave Time Total														
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00

Slide notes

Slide 57 - Slide 57

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Miller, Samantha

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu
Time In / Time Out														
Start Time			9:00am	9:00am	9:00am	9:00am	9:00am				9:00am	9:00am	9:00am	9:00am
End Time			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm				5:00pm	5:00pm	5:00pm	5:00pm
Work Time														
X	01 - Regular Base Pay		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00
	02000001A2A78997889778989A (Account 3)													
	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														
End Time														
Leave Time														
	Leave Time Total													
	Daily Total		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00

Action Remarks:

Characters Remaining: 255

Slide notes

Now, when the employee opens their timesheet at the start of the next pay period, the regular base pay line, with the new account, will be populated. Next, we will return to the Select Timesheets page using the breadcrumb trail. Select next to continue.

Slide 58 - Slide 58

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Employees >

Default Schedule

Employee: Miller, Samantha

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu
Time In / Time Out														
Start Time		9:00am	9:00am	9:00am	9:00am	9:00am	9:00am			9:00am	9:00am	9:00am	9:00am	9:00am
End Time		5:00pm	5:00pm	5:00pm	5:00pm	5:00pm	5:00pm			5:00pm	5:00pm	5:00pm	5:00pm	5:00pm
Work Time														
01 -	02000001A2A78997889778989A													
<input checked="" type="checkbox"/> Regular Base Pay	(Account 3)		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														
End Time														
Leave Time														
Leave Time Total														
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 59 - Slide 59

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Timesheets

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

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

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	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	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

1-8 of 8 Records
View

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](#)

Default Schedule

- [Default Schedule](#)

Next >>

Cancel

Slide notes

Let's take a look at the Default Schedule of a different employee. In this example, we are going to de-select Samantha Miller, and select Michael Lee. Select next to continue.

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Timesheets

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

All
Saved + Emp Validated

All

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

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	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	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

1-8 of 8 Records
◀ ◁ 1 ▷ ▶
View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu >

Select Timesheets

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

All
Saved + Emp Validated

All

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

NONE
All

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	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	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

1-8 of 8 Records
◀ ◁ 1 ▷ ▶
View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Timesheets

Pay Period:

Timesheet Status:

User ID:

Last Name:

First Name:

Organization:

Timekeeper:

Supervisor:

Delegates For:

Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input checked="" 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

1-8 of 8 Records View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

Slide notes

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Slide 63 - Slide 63

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Employee
Timekeeper

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[Timekeeper Main Menu >](#)

Select Timesheets

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	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input checked="" 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

1-8 of 8 Records
View

Select Action

Timesheets

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

Profiles and Settings

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- [Default Timesheet Profile](#)
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Leave and Premium Pay

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

Send Messages

- [Send Message](#)

Default Schedule

- [Default Schedule](#)

Next >>

Cancel

Slide notes

Now, we will select the Default Schedule link. Select next to continue.

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WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Timesheets

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

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

Search
Clear

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input checked="" 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

1-8 of 8 Records View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

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

Slide notes

Slide 65 - Slide 65

The screenshot shows the WEBTA interface for an employee profile. The header includes the WEBTA logo, 'Employee' and 'Timekeeper' tabs, and navigation links for 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail is 'Timekeeper Main Menu > Select Timesheets >'. The main section is titled 'Default Schedule' for 'Employee: Lee, Michael'. It features a weekly grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, Sat, and Wk1. Below the grid are sections for 'Time In / Time Out', 'Work Time', and 'Leave Time', each with 'Start Time' and 'End Time' rows. The 'Work Time' section has a plus sign next to 'Work Time Total', and the 'Leave Time' section has a plus sign next to 'Leave Time Total'. Below the grid is an 'Action Remarks' text area with a character count of 255. At the bottom are 'Save', 'Remove All Entries', and 'Cancel' buttons, and a 'Next >>' button.

Slide notes

As you can see, this employee does not have a saved Default Schedule. Let's create one. First, we will add a Work Time transaction by selecting the plus sign in the Work Time section. Select next to continue.

Slide 66 - Slide 66

EmployeeTimekeeperInbox [64] | Settings | Help | Log Out

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

Default Schedule

Employee: Lee, Michael

Transaction/Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2To
Time In / Time Out																
Start Time																
End Time																
Work Time																
+ Work Time Total																
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+ Leave Time Total																
Daily Total																

Action Remarks:

Characters Remaining: 255

Save Remove All Entries Cancel

Slide notes

Slide 67 - Slide 67

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay		02000001A1P (Account 2)														
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
		Daily Total														

Action Remarks: Characters Remaining: 255

Slide notes

By default, Regular Base pay is added as the transaction type. We would select the transaction code link if we wanted to change this. In this example, we are going to keep it. In the previous example, we were able to change the account. Note that in this case, the account field cannot be edited.

That is because this employee must have either Stored or Local accounting selected in their timesheet profile. Next, we add 8 hours for Monday through Friday of weeks one and two by typing 8 hours and selecting the tab key to move to the next day. Select next to continue.

Slide 68 - Slide 68



Employee
Timekeeper

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1P (Account 2)														
+	Work Time Total															
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+	Leave Time Total															
+	Daily Total															

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 69 - Slide 69

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time In / Time Out																	
Start Time			uu														
End Time			gg.														
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1P (Account 2)		8													
Work Time Total																	
Time In / Time Out																	
Start Time																	
End Time																	
Leave Time																	
Leave Time Total																	
Daily Total																	

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 70 - Slide 70



Employee
Timekeeper

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

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

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time			8:00													
Work Time																
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1P (Account 2)	8:00	8												
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Slide notes

Slide 71 - Slide 71



Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
<input checked="" type="checkbox"/>	01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00		8									
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Slide notes

Slide 72 - Slide 72



Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay		02000001A1P (Account 2)		8:00	8:00	8:00	8									
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 73 - Slide 73

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay		02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8								
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 74 - Slide 74



Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay		02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00								
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 75 - Slide 75



Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00				8					
+ Work Time Total																
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+ Leave Time Total																
Daily Total																

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 76 - Slide 76

WEBTA™

Employee
Timekeeper

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time In / Time Out																	
Start Time																	
End Time																	
Work Time																	
01 - Regular Base Pay		02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00			8:00	8					
+		Work Time Total															
Time In / Time Out																	
Start Time																	
End Time																	
Leave Time																	
+		Leave Time Total															
+		Daily Total															

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 77 - Slide 77

WEBTA™

Employee
Timekeeper

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

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

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Time In / Time Out																	
Start Time																	
End Time																	
Work Time																	
01 -	02000001A1P																
X Regular	Base Pay (Account 2)		8:00	8:00	8:00	8:00	8:00				8:00	8:00	8				
+		Work Time Total															
Time In / Time Out																	
Start Time																	
End Time																	
Leave Time																	
+		Leave Time Total															
+		Daily Total															

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 78 - Slide 78



Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay	02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00				8:00	8:00	8:00	8		
+ Work Time Total																
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+ Leave Time Total																
Daily Total																

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 79 - Slide 79



Employee
Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
01 - Regular Base Pay		02000001A1P (Account 2)		8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8	
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Action Remarks:

Characters Remaining: 255

Save
Remove All Entries
Cancel

Slide notes

Slide 80 - Slide 80

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time																
End Time																
Work Time																
X	01 - Regular Base Pay	02000001A1P (Account 2)	8:00	8:00	8:00	8:00	8:00				8:00	8:00	8:00	8:00	8:00	
+		Work Time Total														
Time In / Time Out																
Start Time																
End Time																
Leave Time																
+		Leave Time Total														
+		Daily Total														

Action Remarks:

Characters Remaining: 255

Slide notes

You can also enter start and stop times in the top section of the Default Timesheet. We will enter 8 to 4 in the background. Select next to continue.

Slide 81 - Slide 81

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time			8:00am	8:00am	8:00am	8:00am	8:00am				8:00am	8:00am	8:00am	8:00am	8:00am	
End Time			4:00pm	4:00pm	4:00pm	4:00pm	4:00pm				4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	
Work Time																
01 -	02000001A1P		8:00	8:00	8:00	8:00	8:00				8:00	8:00	8:00	8:00	8:00	
X Regular Base Pay	(Account 2)															
Work Time Total																
Time In / Time Out																
Start Time																
End Time																
Leave Time																
Leave Time Total																
Daily Total																

Action Remarks:

Characters Remaining: 255

Save Remove All Entries Cancel

Select the Save button

Slide notes

Select the Save button to save the entries.

Select the Save button to save the entries.

Slide 82 - Slide 82

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

Timekeeper Main Menu > Select Timesheets >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time			8:00am	8:00am	8:00am	8:00am	8:00am			8:00am	8:00am	8:00am	8:00am	8:00am		
End Time			4:00pm	4:00pm	4:00pm	4:00pm	4:00pm			4:00pm	4:00pm	4:00pm	4:00pm	4:00pm		
Work Time																
X	01 - Regular Base Pay	02000001A1P (Account 2)	8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Time In / Time Out																
Start Time																
End Time																
Leave Time																
Leave Time Total																
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	

Action Remarks:

Characters Remaining: 255

Slide notes

Note that the default schedule saved, and the daily, weekly and pay period totals have updated to reflect the entries. Next, we will return to the Select Timesheets page using the breadcrumb trail. Select next to continue.

Slide 83 - Slide 83



Employee
Timekeeper

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

Timekeeper Main Menu > Select Employees >

Default Schedule

Employee: Lee, Michael

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Time In / Time Out																
Start Time			8:00am	8:00am	8:00am	8:00am	8:00am				8:00am	8:00am	8:00am	8:00am	8:00am	
End Time			4:00pm	4:00pm	4:00pm	4:00pm	4:00pm				4:00pm	4:00pm	4:00pm	4:00pm	4:00pm	
Work Time																
01 -	02000001A1P															
<input checked="" type="checkbox"/> Regular	(Account 2)		8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
<input type="checkbox"/> Base Pay																
Work Time Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	
Time In / Time Out																
Start Time																
End Time																
Leave Time																
Leave Time Total									40:00							
Daily Total			8:00	8:00	8:00	8:00	8:00		40:00		8:00	8:00	8:00	8:00	8:00	

Slide notes

Slide 84 - Slide 84

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

Timekeeper Main Menu >

Select Timesheets

Pay Period: Timesheet Status: User ID: Last Name: First Name: Organization:
 Timekeeper: Supervisor: Delegates For: Timesheet Type:

<input type="checkbox"/>	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input checked="" 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

1-8 of 8 Records View

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

Default Schedule

- Default Schedule

Slide notes

Remember, for the Default Schedule entries to appear on an employee's timesheet, they must have Pay From Schedule set as their Retain Data Type. We will check if this is the case by looking at the employee's timesheet profile. Select next to continue.

Slide 85 - Slide 85

WEBTA™

Employee
Timekeeper

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

[Timekeeper Main Menu >](#)

Select Timesheets

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

All
Saved + Emp Validated

All

Timekeeper:
Supervisor:
Delegates For:
Timesheet Type:

NONE
All

Search
Clear

☐	Pay Period	Timesheet Status	User ID	Last Name	First Name	Organization	Timekeeper	Supervisor
<input type="checkbox"/>	06 - 2014	Saved	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	Saved	MJOHNSON	Johnson	Mark	OCFO	Harris, Daniel	Robinson, William
<input type="checkbox"/>	06 - 2014	Saved	JJONES	Jones	Janet	OCFO	Harris, Daniel	Robinson, William
<input checked="" 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

1-8 of 8 Records View

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](#)

Default Schedule

- [Default Schedule](#)

Cancel

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

Slide notes

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Slide 86 - Slide 86

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » LEE, MICHAEL

[Settings](#)
[Licenses](#)
[Calendars](#)
[Locator Info](#)
[Roles](#)
[Timesheet Details](#)
[Timesheet Profile »](#)

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

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:

Standby AUO Percent:

Slide notes

Then, we will select the Timesheet Details link on the left. Select next to continue.

Slide 87 - Slide 87

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Profile » LEE, MICHAEL

- Settings
- Licenses
- Calendars
- Locator Info
- Roles
- Timesheet Details**
- Timesheet Profile »

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

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:

Standby ALO Percent:

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

Slide notes

Slide 88 - Slide 88

The screenshot displays the WEBTA interface for editing a timesheet. The top navigation bar includes 'WEBTA™', 'Employee', 'Timekeeper', and utility links like 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail shows 'Timekeeper Main Menu > Select Timesheets >'. The main heading is 'Timesheet Details » LEE, MICHAEL'. On the left, a sidebar lists navigation options: Settings, Licenses, Calendars, Locator Info, Roles, Timesheet Details (selected), and Timesheet Profile. The main content area is titled 'Timesheet Details' and contains the following fields:

- Retain Data Type: All (dropdown)
- * Start Pay Period for Timesheet: 01 - 2014 : Jan 12, 2014 - Jan 25, 2014 (dropdown)
- Timesheet Entry Type: Hours
- Approvers section:
 - * Timekeeper: HARRIS, DANIEL (text input) with a Search button
 - * Supervisor: ROBINSON, WILLIAM (text input) with a Search button

At the bottom left are 'Save' and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Here, we can see that this employee is currently set to All. In this example, we are going to change to Pay From Schedule. Select next to continue.

Slide 89 - Slide 89

The screenshot displays the WEBTA Timekeeper interface. At the top left is the WEBTA logo with 'Employee' and 'Timekeeper' tabs. The top right contains navigation links: 'Inbox [64] | Settings | Help | Log Out'. Below the header is a breadcrumb trail: 'Timekeeper Main Menu > Select Timesheets >'. The main content area is titled 'Timesheet Details » LEE, MICHAEL'. On the left is a sidebar menu with links: 'Settings', 'Licenses', 'Calendars', 'Locator Info', 'Roles', 'Timesheet Details »', and 'Timesheet Profile'. The main content area is divided into two sections: 'Timesheet Details' and 'Approvers'. The 'Timesheet Details' section includes: 'Retain Data Type: All' (dropdown), '* Start Pay Period for Timesheet: 01 - 2014 : Jan 12, 2014 - Jan 25, 2014' (dropdown), and 'Timesheet Entry Type: Hours'. The 'Approvers' section includes: '* Timekeeper: HARRIS, DANIEL' with a 'Search' button, and '* Supervisor: ROBINSON, WILLIAM' with a 'Search' button. At the bottom of the form are 'Save' and 'Cancel' buttons.

Slide notes

Slide 90 - Slide 90

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Details » LEE, MICHAEL

Settings
Licenses
Calendars
Locator Info
Roles
Timesheet Details »
Timesheet Profile

Timesheet Details

Retain Data Type: (dropdown menu)
* Start Pay Period for Timesheet: (dropdown menu) Jan 25, 2014 (dropdown menu)
Timesheet Entry Type: (dropdown menu)
Pay From Schedule
Exception Processing

Approvers

* Timekeeper:
* Supervisor:

Slide notes

Slide 91 - Slide 91

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

Timekeeper Main Menu > Select Timesheets >

Timesheet Details » LEE, MICHAEL

Settings
Licenses
Calendars
Locator Info
Roles
Timesheet Details »
Timesheet Profile

Timesheet Details

Retain Data Type: All

* Start Pay Period for Timesheet: None Jan 25, 2014

Timesheet Entry Type: All
Pay From Schedule
Exception Processing

Approvers

* Timekeeper: HARRIS, DANIEL

* Supervisor: ROBINSON, WILLIAM

Slide notes

Slide 92 - Slide 92

The screenshot displays the WEBTA™ interface for a Timekeeper. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, along with links for 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. The breadcrumb trail shows 'Timekeeper Main Menu > Select Timesheets >'. The main content area is titled 'Timesheet Details » LEE, MICHAEL'. On the left, a sidebar menu lists 'Settings', 'Licenses', 'Calendars', 'Locator Info', 'Roles', 'Timesheet Details »', and 'Timesheet Profile'. The 'Timesheet Details' section contains the following fields: 'Retain Data Type' (set to 'Pay From Schedule'), '* Start Pay Period for Timesheet' (set to '01 - 2014 : Jan 12, 2014 - Jan 25, 2014'), and 'Timesheet Entry Type' (set to 'Hours'). The 'Approvers' section includes '* Timekeeper' (HARRIS, DANIEL) and '* Supervisor' (ROBINSON, WILLIAM), each with a 'Search' button. At the bottom left are 'Save' and 'Cancel' buttons, and at the bottom right is a 'Next »' button.

Slide notes

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

Slide 93 - Slide 93

The screenshot displays the WEBTA™ interface for a Timekeeper. The top navigation bar includes 'Employee' and 'Timekeeper' tabs, along with 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. A breadcrumb trail shows 'Timekeeper Main Menu > Select Timesheets >'. The main content area is titled 'Timesheet Details » LEE, MICHAEL'. On the left, a sidebar menu lists 'Settings', 'Licenses', 'Calendars', 'Locator Info', 'Roles', 'Timesheet Details »', and 'Timesheet Profile'. The 'Timesheet Details' section contains the following fields:

- Retain Data Type:
- * Start Pay Period for Timesheet:
- Timesheet Entry Type: Hours

The 'Approvers' section includes:

- * Timekeeper:
- * Supervisor:

At the bottom of the form are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red border. The URL at the bottom of the page is <http://webta.kronosfederal.com/nfchost8/UserTimesheetDetails>.

Slide notes

Slide 94 - Slide 94

The screenshot shows the WEBTA Employee Profile page for LEE, MICHAEL. The page has a header with the WEBTA logo and navigation tabs for Employee and Timekeeper. A success message at the top states "Employee Profile successfully saved." The main content area is titled "Timesheet Details » LEE, MICHAEL" and contains the following form fields:

- Retain Data Type:** Pay From Schedule (dropdown)
- * Start Pay Period for Timesheet:** 01 - 2014 : Jan 12, 2014 - Jan 25, 2014 (dropdown)
- Timesheet Entry Type:** Hours
- Approvers:**
 - * Timekeeper:** HARRIS, DANIEL (text input) with a Search button
 - * Supervisor:** ROBINSON, WILLIAM (text input) with a Search button

At the bottom left, there are "Save" and "Cancel" buttons. At the bottom right, there is a "Next »" button.

Slide notes

Note the message indicating that the Profile has successfully saved. Now, when the next pay period begins, the employee's timesheet will have the Default Schedule entries. Note, this change will not take effect if the timesheet has already been saved. It will only show on new timesheets.

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

Slide 95 - Slide 95

WEBTA™ Employee Timekeeper

Inbox [64] | Settings | Help | Log Out

Timekeeper Main Menu > Select Timesheets >

Timesheet Details » LEE, MICHAEL

Employee Profile successfully saved.

Settings
Licenses
Calendars
Locator Info
Roles
Timesheet Details »
Timesheet Profile

Timesheet Details

Retain Data Type: Pay From Schedule

* Start Pay Period for Timesheet: 01 - 2014 : Jan 12, 2014 - Jan 25, 2014

Timesheet Entry Type: Hours

Approvers

* Timekeeper: HARRIS, DANIEL Search

* Supervisor: ROBINSON, WILLIAM Search

Save Cancel

Slide notes

Slide 96 - Slide 96

The screenshot displays the WEBTA™ interface for a Timekeeper user. The top navigation bar includes the WEBTA™ logo, 'Employee' and 'Timekeeper' tabs, and a utility menu with 'Inbox [64]', 'Settings', 'Help', and 'Log Out'. The main content area is titled 'Timekeeper Main Menu' and contains three primary menu sections: 'Employees', 'Accounting', and 'Reports'. The 'Employees' section includes links for 'Select Employees', 'Add Employee', 'Employee Leave Requests', and 'Employee Premium Pay Requests'. The 'Accounting' section includes 'Accounts'. The 'Delegates/Reassignment' section includes 'My Delegates', 'Timekeeper Profile', and 'Takeover Employee'. The 'Reports' section includes 'Reports', 'My Saved and Scheduled Reports', and 'Adhoc Report Management'.

Employees	Accounting
Select Employees	Accounts
Add Employee	
Employee Leave Requests	
Employee Premium Pay Requests	

Reports	Delegates/Reassignment
Reports	My Delegates
My Saved and Scheduled Reports	Timekeeper Profile
Adhoc Report Management	Takeover Employee

Slide notes

Slide 97 - Finish



Slide notes

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