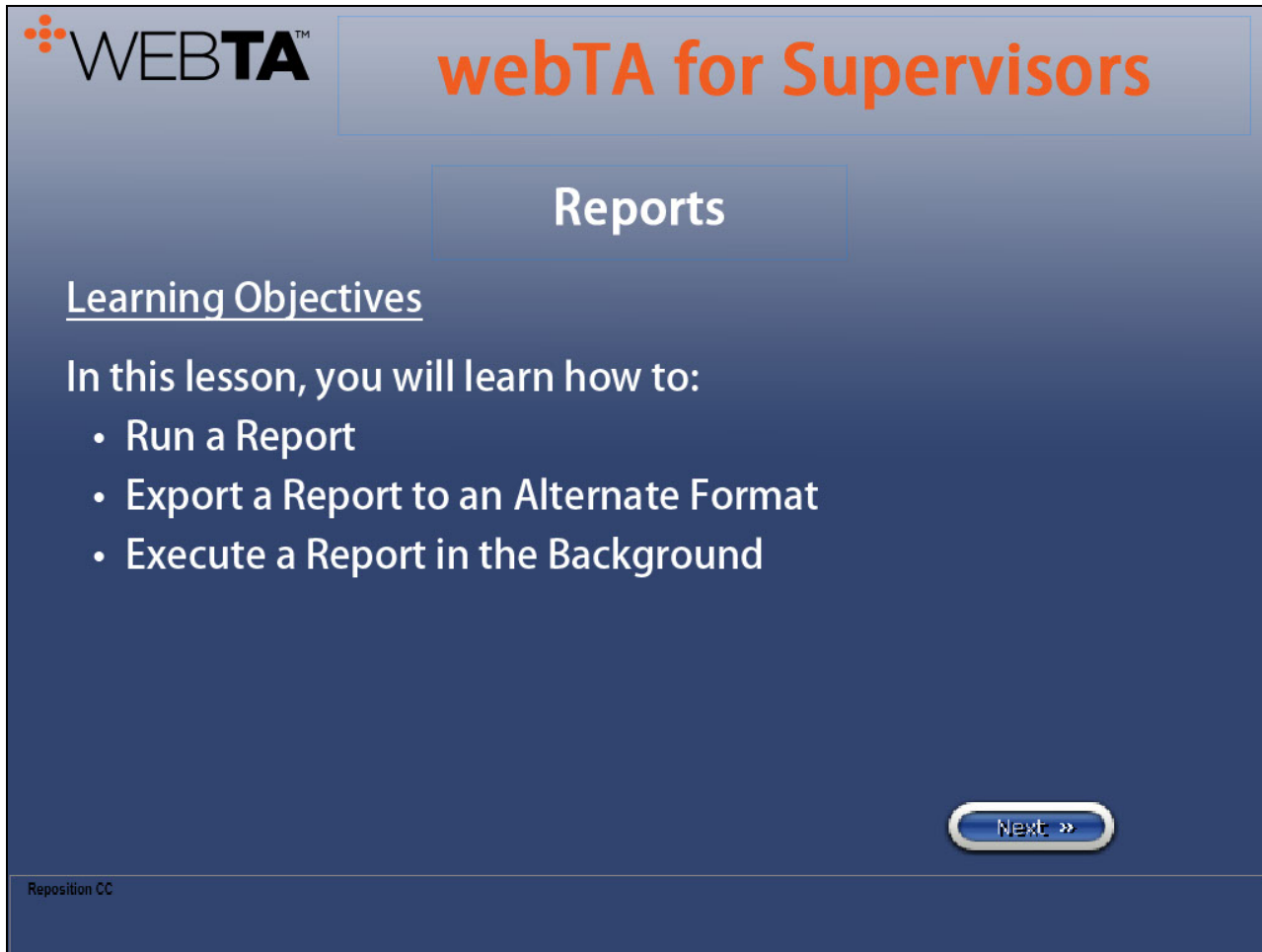


Slide 1 - Learning Objectives

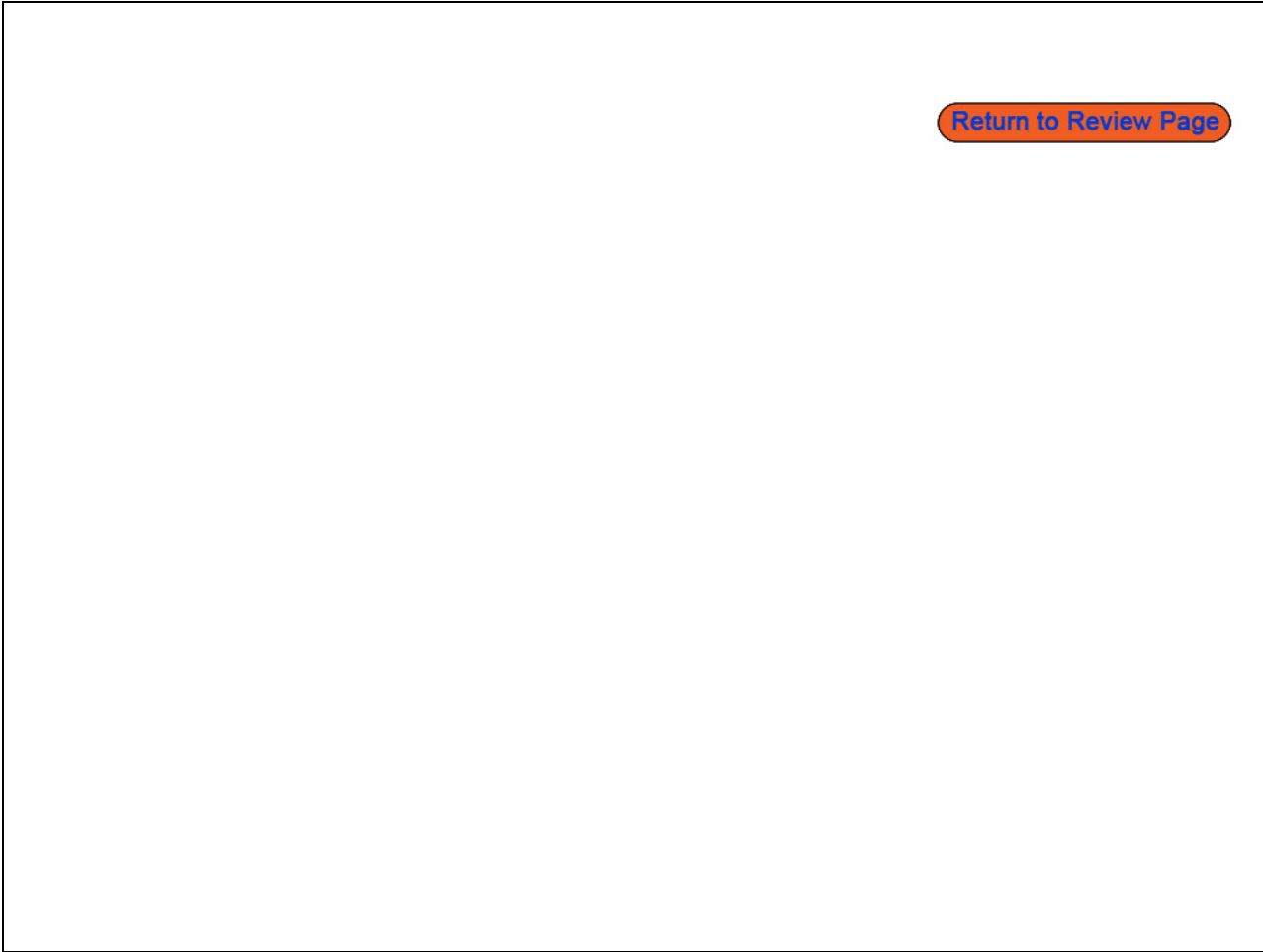


The slide features a dark blue background with a gradient. In the top left corner is the WEBTA logo, consisting of a cluster of orange dots followed by the text 'WEBTA™'. To the right of the logo, the title 'webTA for Supervisors' is written in a large, bold, orange font. Below the title, the word 'Reports' is centered in a white font within a light blue rectangular box. Underneath this box, the text 'Learning Objectives' is written in white and underlined. Below the underlined text, the phrase 'In this lesson, you will learn how to:' is followed by a bulleted list of three items: 'Run a Report', 'Export a Report to an Alternate Format', and 'Execute a Report in the Background'. In the bottom right corner, there is a blue button with a white border and the text 'Next >>'. In the bottom left corner, the text 'Reposition CC' is visible in a small font.

Slide notes

Welcome to the webTA for Supervisors training course. In this lesson, you will learn how to run a Report in webTA, export a Report to an alternate format, and execute a Report in the background. Select next to continue.

Slide 2 - Slide 2



[Return to Review Page](#)

Slide notes

Slide 3 - Review



To review a section, select it from the list below:

- [Run a Report](#) Click Box
- [Export a Report to an Alternate Format](#) Click Box
- [Execute a Report in the Background](#) Click Box

Slide notes

Slide 4 - Slide 4

The screenshot displays the 'Supervisor Main Menu' interface. At the top, the 'WEBTA™' logo is on the left, followed by 'Employee' and 'Supervisor' tabs. The current slide is identified as 'Slide 4 of 5'. A navigation bar on the right contains 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections: 'Employees' (Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests), 'Reports' (Reports, My Saved and Scheduled Reports, Adhoc Report Management), 'Telework' (Employee Telework Requests, Employee Telework Agreements), 'Continuation of Pay (COP)' (COP Events), 'Schedule' (Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts), 'Delegates/Reassignment' (My Delegates), and 'Emergency Contacts' (Employee Contacts). A 'Next >>' button is located at the bottom right of the menu area.

Slide notes

webTA's reporting feature allows you to view, create, run, and save standard time and attendance, or T&A reports at any time. Select next to continue.

Slide 5 - Slide 5

The screenshot displays the 'Supervisor Main Menu' interface. At the top left is the 'WEBTA™' logo, followed by navigation tabs for 'Employee' and 'Supervisor'. On the top right, there are links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Employees:** Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Reports:** Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework:** Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP):** COP Events.
- Schedule:** Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment:** My Delegates.
- Emergency Contacts:** Employee Contacts.

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

Slide notes

When you log into webTA, you will see the Supervisor Main Menu. There are three related menu items in the Reports block: Reports, My Saved and Scheduled Reports and Ad Hoc Report Management. Let's take a look at Reports. Select next to continue.

Slide 6 - Slide 6

The screenshot displays the 'Supervisor Main Menu' interface. At the top left is the 'WEBTA™' logo, followed by 'Employee' and 'Supervisor' tabs. On the top right, there are links for 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several categories:

- Employees**: Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.
- Reports**: Reports (highlighted with a red border), My Saved and Scheduled Reports, Adhoc Report Management.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.

Slide notes

Slide 7 - Slide 7

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a 'Supervisor Main Menu >' link. The main content area is titled 'Reports' and contains a table with the following data:

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Below the table, there are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'. At the bottom right of the page, there is a 'Next >>' button.

Slide notes

The Reports page contains a list of reports available to supervisors, as well as a brief description of the contents of the report.

To run a report, select its link from the available list. In this example, we are going to select the Timesheet Status report. Select next to continue.

Slide 8 - Slide 8

The screenshot shows the WEBTA Supervisor interface. At the top left is the WEBTA logo with 'Employee' and 'Supervisor' tabs. The top right contains 'Inbox [0] | Settings | Help | Log Out'. Below the navigation is a 'Supervisor Main Menu >' link. The main content area is titled 'Reports' and contains a table with the following data:

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

Below the table are two buttons: 'My Saved and Scheduled Reports' and 'Cancel'. At the bottom left of the interface, the URL 'http://webta.kronosfederal.com/nfchost8/RoleMenu#' is visible.

Slide notes

Slide 9 - Slide 9

The screenshot shows the WEBTA™ Supervisor interface. At the top, there are navigation tabs for 'Employee' and 'Supervisor', and a header with 'Inbox [0] | Settings | Help | Log Out'. Below the header, the breadcrumb 'Supervisor Main Menu > Reports >' is visible. The main content area is titled 'Timesheet Status' and includes a dropdown menu for 'Background Execution' with options for PDF, Excel, HTML, and CSV. Under the 'Report Parameters' section, there are several input fields: 'Report Header' (highlighted in yellow), 'Timekeeper' (with a 'Search' button), 'Organization' (set to 'OCFO' with a 'Clear' button), 'Include Sub Orgs' (checked), 'From PP' (2014-05: Mar 09, 14 - Mar 22, 14), 'To PP' (2014-06: Mar 23, 14 - Apr 05, 14), and 'Users' (set to 'Active'). At the bottom left of the form are 'Run Report' and 'Cancel' buttons. A 'Next >>' button is located at the bottom right of the interface.

Slide notes

You can add a custom header to your report by typing it in the Report Header field. If you add a custom header, it will appear next to the report name when the report is run, or exported. In this example, we are going to type "PP 05 and 06 Timesheet Status" as our report header. Select next to continue.

Slide 10 - Slide 10

The screenshot displays the WEBTA™ Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and a right-hand menu with 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb 'Supervisor Main Menu > Reports >' is visible. The main heading is 'Timesheet Status', with options for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown menu. The 'Report Parameters' section includes: 'Report Header' set to 'x and 06 Timesheet Status'; 'Timekeeper' with an empty input field and a 'Search' button; 'Organization' set to 'OCFO' with a 'Clear' button; 'Include Sub Orgs' checked; 'From PP' set to '2014-05: Mar 09, 14 - Mar 22, 14'; 'To PP' set to '2014-06: Mar 23, 14 - Apr 05, 14'; and 'Users' set to 'Active'. At the bottom of the parameters section are 'Run Report' and 'Cancel' buttons.

Slide notes

Slide 11 - Slide 11

The screenshot shows the WEBTA™ Supervisor interface. At the top, there are navigation tabs for 'Employee' and 'Supervisor', and a header with 'Inbox [0] | Settings | Help | Log Out'. Below the header, the breadcrumb 'Supervisor Main Menu > Reports >' is visible. The main content area is titled 'Timesheet Status' and includes a toolbar with 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown. Under 'Report Parameters', the 'Report Header' is set to 'and 06 Timesheet Status'. The 'Timekeeper' field is empty, with a 'Search' button to its right. The 'Organization' is set to 'OCFO' with a 'Clear' button. The 'Include Sub Orgs' checkbox is checked. The 'From PP' is '2014-05: Mar 09, 14 - Mar 22, 14' and the 'To PP' is '2014-06: Mar 23, 14 - Apr 05, 14'. The 'Users' dropdown is set to 'Active'. At the bottom left are 'Run Report' and 'Cancel' buttons, and at the bottom right is a 'Next >>' button.

Slide notes

The Timekeeper field is optional. If we were to leave it blank, it would display timesheet status for all timekeepers of employees for whom we are the Supervisor. In this example, we are going to select the Search button to view a list of timekeepers. Select next to continue.

Slide 12 - Slide 12

The screenshot displays the WEBTA™ Supervisor interface. At the top, there are navigation tabs for 'Employee' and 'Supervisor', with 'Supervisor' selected. A dark blue header bar contains 'Inbox [0] | Settings | Help | Log Out'. Below the header, a breadcrumb trail reads 'Supervisor Main Menu > Reports >'. The main content area is titled 'Timesheet Status' and includes a toolbar with 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown menu. The 'Report Parameters' section contains the following fields and controls:

- Report Header:** A text input field containing 'and 06 Timesheet Status'.
- Timekeeper:** An empty text input field followed by an orange 'Search' button.
- Organization:** A dropdown menu showing 'OCFO' and an orange 'Clear' button.
- Include Sub Orgs:** A checked checkbox.
- From PP:** A dropdown menu showing '2014-05: Mar 09, 14 - Mar 22, 14'.
- To PP:** A dropdown menu showing '2014-06: Mar 23, 14 - Apr 05, 14'.
- Users:** A dropdown menu showing 'Active'.

At the bottom of the form area, there are two buttons: 'Run Report' and 'Cancel'. A status bar at the very bottom of the browser window shows the URL 'http://webta.kronosfederal.com/nfchost8/Report'.

Slide notes

Slide 13 - Slide 13

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Supervisor Main Menu > Reports > Timesheet Status >'. The main heading is 'Select User - Timekeeper'. There is a search form with a 'Name:' label, an input field, and 'Search' and 'Clear' buttons. Below the search form is a table with two rows of user data:

Name	
HARRIS, DANIEL - DHARRIS	Select
JACKSON, MADISON - MJACKSON	Select

Below the table, there are pagination controls: '1-2 of 2 Records', navigation arrows, and 'View' options for 25, 50, and 100 records. A 'Cancel' button is located at the bottom left, and a 'Next >>' button is at the bottom right.

Slide notes

Here we see a list of timekeepers for our employees. In this example, we are going to select Daniel Harris. Select next to continue.

Slide 14 - Slide 14

The screenshot shows the WEBTA Supervisor interface. At the top left is the WEBTA logo with 'Employee' and 'Supervisor' tabs. The top right has 'Inbox [0] | Settings | Help | Log Out'. Below the header is a breadcrumb trail: 'Supervisor Main Menu > Reports > Timesheet Status >'. The main heading is 'Select User - Timekeeper'. There is a search box with 'Name:' and buttons for 'Search' and 'Clear'. Below the search box is a table with two rows of user data. The first row is 'HARRIS, DANIEL - DHARRIS' with a 'Select' button. The second row is 'JACKSON, MADISON - MJACKSON' with a 'Select' button. Below the table is a pagination bar showing '1-2 of 2 Records' and 'View 25 50 100'. At the bottom left is a 'Cancel' button. The URL at the bottom left is 'http://webta.kronosfederal.com/nfchost8/SelectUser'.

Name	
HARRIS, DANIEL - DHARRIS	Select
JACKSON, MADISON - MJACKSON	Select

Slide notes

Slide 15 - Slide 15

The screenshot shows the WEBTA™ Supervisor interface. At the top, there are tabs for 'Employee' and 'Supervisor', and a navigation bar with 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main content area is titled 'Timesheet Status' and includes a toolbar with 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown menu. The 'Report Parameters' section contains the following fields and controls:

- Report Header: PP 05 and 06 Timesheet
- Timekeeper: HARRIS, DANIEL - DHARRIS (with a Search button)
- Organization: OCFO (with a Clear button)
- Include Sub Orgs:
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Users: Active

At the bottom of the form, there are two buttons: 'Run Report' (highlighted with a red box) and 'Cancel'. A red callout box with white text says 'Select the Run Report button'.

Slide notes

You can modify the Organization by selecting the link or the Clear button. In this example, we will leave the Organization as is. Use the Include Sub Orgs checkbox as desired.

Next, use the From, and To Pay Period drop-down menus to select dates you want to display. In this example, we are going to keep Pay Periods 5 and 6 selected, and only display Active users.

Now that we have entered the desired report parameters, we are ready to run the report. Select the Run Report button to continue.

Slide 16 - Slide 16

The screenshot shows the WEBTA Supervisor interface. At the top, there are navigation tabs for 'Employee' and 'Supervisor', and a header with 'Inbox [0] | Settings | Help | Log Out'. Below the header, the page title is 'Timesheet Status' with options for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown. The main content area is titled 'Timesheet Status - PP 05 and 06 Timesheet Status' and contains a table with the following data:

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Below the table, the page number 'Page 1' is displayed. Underneath is the 'Report Parameters' section, which includes the following fields and controls:

- Report Header: PP 05 and 06 Timesheet §
- Timekeeper: HARRIS, DANIEL - DHARRIS [Search]
- Organization: OCFO [Clear]
- Include Sub Orgs:
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Users: Active

At the bottom of the parameters section are buttons for 'Reset', 'Run Report', and 'Cancel'. A large 'Next >>' button is located at the bottom right of the main content area.

Slide notes

Here, we can see the available data for the report parameters we selected. At any time, you can edit the report parameters, and then re-run the report. You can also clear the entries by selecting the Reset button. Select next to continue.

Slide 17 - Slide 17

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the page title is 'Supervisor Main Menu > Reports > Timesheet Status'. There are options for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown menu.

The main content area displays the report title 'Timesheet Status - PP 05 and 06 Timesheet Status' and a table with the following data:

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Below the table, it says 'Page 1'. Underneath is the 'Report Parameters' section with the following fields:

- Report Header: PP 05 and 06 Timesheet \$
- Timekeeper: HARRIS, DANIEL - DHARRIS (with a Search button)
- Organization: OCFO (with a Clear button)
- Include Sub Orgs:
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Users: Active

At the bottom of the parameters section are buttons for 'Reset', 'Run Report', and 'Cancel'. A large 'Next >>' button is located at the bottom right of the report area.

Slide notes

You can view this report within webTA, as we are doing now. Or, you can export the report to be viewed using other tools. Reports can be exported as PDF files, Excel Spreadsheets, HTML documents and CSV files. In this example, we will export our report as a PDF file. Select next to continue.

Slide 18 - Slide 18

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Reports >

Timesheet Status PDF | Excel | HTML | CSV Background Execution ▼

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Page 1

Report Parameters

Report Header: PP 05 and 06 Timesheet §

Timekeeper: HARRIS, DANIEL - DHARRIS Search

Organization: OCFO Clear

Include Sub Orgs:

From PP: 2014-05: Mar 09, 14 - Mar 22, 14 ▼

To PP: 2014-06: Mar 23, 14 - Apr 05, 14 ▼

Users: Active ▼

Reset

Run Report Cancel

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

Slide notes

Slide 19 - Slide 19

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the page title is 'Supervisor Main Menu > Reports > Timesheet Status'. There are links for 'PDF', 'Excel', 'HTML', 'CSV', and a 'Background Execution' dropdown menu.

The main content area is titled 'Timesheet Status - PP 05 and 06 Timesheet Status'. It contains a table with the following data:

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Below the table, it says 'Page 1'. Underneath is the 'Report Parameters' section with the following fields:

- Report Header: PP 05 and 06 Timesheet
- Timekeeper: HARRIS, DANIEL - DHARRIS (with a Search button)
- Organization: OCFO (with a Clear button)
- Include Sub Orgs:
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Users: Active

At the bottom of the parameters section, there are buttons for 'Reset', 'Run Report', 'Cancel', and a large 'Next >>' button.

At the very bottom, a dialog box asks: 'Do you want to open or save Timesheet_Status.pdf from webta.kronosfederal.com?' with buttons for 'Open', 'Save', 'Cancel', and a close button 'x'.

Slide notes

You should see a message asking if you want to Save, or Open the PDF file. In this example, we are going select Open. Select next to continue.

Slide 20 - Slide 20

WEBTA™

Employee
Supervisor

[Inbox \[0\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu](#) > [Reports](#) >

PDF | [Excel](#) | [HTML](#) | [CSV](#)
Background Execution ▼

Timesheet Status

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Page 1

Report Parameters

Report Header:

Timekeeper: Search

Organization: OCFO Clear

Include Sub Orgs:

From PP: ▼

To PP: ▼

Users: ▼

Reset
Run Report
Cancel

Do you want to open or save **Timesheet_Status.pdf** from webta.kronosfederal.com?

Open
Save ▼
Cancel
x

Slide notes

Slide 21 - Slide 21

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0

Next >>

Kronos webTA Page 1 2:52 PM EDT 31-Mar-2014

Slide notes

Note that our report launched as a PDF file in Adobe Acrobat reader. This file can be saved locally, printed or you can simply view it on your screen. Next, we will close this window and return to webTA. Select next to continue.

Slide 22 - Slide 22

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0

Kronos webTA Page 1 2:52 PM EDT 31-Mar-2014

Slide notes

Slide 23 - Slide 23

The screenshot shows the WEBTA Supervisor interface. At the top, there are navigation tabs for 'Employee' and 'Supervisor', and a header with 'Inbox [0] | Settings | Help | Log Out'. Below the header, the page title is 'Supervisor Main Menu > Reports >'. The main content area is titled 'Timesheet Status' and includes a dropdown menu for 'Background Execution'. The report title is 'Timesheet Status - PP 05 and 06 Timesheet Status'. A table displays the following data:

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Below the table, the page number 'Page 1' is displayed. The 'Report Parameters' section includes the following fields and controls:

- Report Header: PP 05 and 06 Timesheet
- Timekeeper: HARRIS, DANIEL - DHARRIS (with a Search button)
- Organization: OCFO (with a Clear button)
- Include Sub Orgs:
- From PP: 2014-05: Mar 09, 14 - Mar 22, 14
- To PP: 2014-06: Mar 23, 14 - Apr 05, 14
- Users: Active

At the bottom of the parameters section, there are buttons for 'Reset', 'Run Report', and 'Cancel'. A 'Next >>' button is located at the bottom right of the interface.

Slide notes

In addition to being able to export your reports as alternate file types, you can also set up webTA to run your reports in the background and deliver them to you in various formats and by various methods.

This feature may be helpful if you are running a report that will take a long time to run and you do not want to tie up your computer to run it. Or, you may want the report sent to your Inbox as an attachment.

Let's expand the background execution dropdown and see the available options. Select next to continue.

Slide 24 - Slide 24

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Reports >

Timesheet Status [PDF](#) | [Excel](#) | [HTML](#) | [CSV](#) | [Background Execution](#) ▼

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Page 1

Report Parameters

Report Header:

Timekeeper: [Search](#)

Organization: [Clear](#)

Include Sub Orgs:

From PP: ▼

To PP: ▼

Users: ▼

[Reset](#)

[Run Report](#) [Cancel](#)

Slide notes

Slide 25 - Slide 25

WEBTA™ Employee Supervisor Inbox [0] | Settings | Help | Log Out

Supervisor Main Menu > Reports >

Timesheet Status PDF | Excel | HTML | CSV | Background Execution ▼

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0

Page 1

Report Parameters

Report Header: PP 05 and 06 Timesheet §

Timekeeper: HARRIS, DANIEL - DHARRIS Search

Organization: OCFO Clear

Include Sub Orgs:

From PP: 2014-05: Mar 09, 14 - Mar 22, 14 ▼

To PP: 2014-06: Mar 23, 14 - Apr 05, 14 ▼

Users: Active ▼

Reset Run Report Cancel

Next >>

Slide notes

You can see, you can run the report in the background, and generate the same file formats mentioned before. You can also have them emailed to you in those same formats. In order for the email feature to work, you must have a valid email address present in webTA. This can be done in the Employee Profile by selecting the Settings link.

When selecting the Background Execution method, your completed report will be listed on the My Saved and Scheduled reports page. In this example, we will select the PDF file format to run in the background. Select next to continue.

Slide 26 - Slide 26

WEBTA™

Employee
Supervisor

[Inbox \[0\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Supervisor Main Menu >](#) [Reports >](#)

Timesheet Status

[PDF](#) | [Excel](#) | [HTML](#) | [CSV](#)

Background Execution ▼

Timesheet Status - PP 05 and 06 Timesheet Status

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0

Page 1

Report Parameters

Report Header:

Timekeeper: Search

Organization: OCFO Clear

Include Sub Orgs:

From PP: ▼

To PP: ▼

Users: ▼

Reset

Run Report
Cancel

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

- PDF
- Excel
- CSV
- HTML
- Emailed PDF
- Emailed Excel
- Emailed CSV
- Emailed HTML

Slide notes

Slide 27 - Slide 27

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main heading is 'Timesheet Status', with options for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown. A message box states: 'Your report has been submitted for background processing.' Below this is a table titled 'Timesheet Status - PP 05 and 06 Timesheet Status'. The table has columns for Pay Period, Timekeeper, Org, Total, Pending, Validated, Certified, Processed, and On Hold. Below the table is a 'Report Parameters' section with fields for Report Header, Timekeeper, Organization, Include Sub Orgs, From PP, To PP, and Users, along with 'Reset', 'Run Report', 'Cancel', and 'Next >>' buttons.

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Page 1

Report Parameters

Report Header: PP 05 and 06 Timesheet

Timekeeper: HARRIS, DANIEL - DHARRIS Search

Organization: OCFO Clear

Include Sub Orgs:

From PP: 2014-05: Mar 09, 14 - Mar 22, 14

To PP: 2014-06: Mar 23, 14 - Apr 05, 14

Users: Active

Reset Run Report Cancel Next >>

Slide notes

Note the message indicating that the report has been submitted. We will return to the Reports menu by selecting Reports from the breadcrumb trail. Select next to continue.

Slide 28 - Slide 28

The screenshot displays the WEBTA Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and a menu with 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb 'Supervisor Main Menu > Reports' is visible, with 'Reports' highlighted. The main heading is 'Timesheet Status', with options for 'PDF | Excel | HTML | CSV' and a 'Background Execution' dropdown. A message box states: 'Your report has been submitted for background processing.'

The report title is 'Timesheet Status - PP 05 and 06 Timesheet Status'. Below it is a table with the following data:

Pay Period	Timekeeper	Org	Total	Pending	Validated	Certified	Processed	On Hold
2014-05	HARRIS, DANIEL	OCFO	5	0	0	0	5	0
2014-06	HARRIS, DANIEL	OCFO	14	7	5	2	0	0

Page 1

Report Parameters

Report Header: PP 05 and 06 Timesheet

Timekeeper: HARRIS, DANIEL - DHARRIS **Search**

Organization: OCFO **Clear**

Include Sub Orgs:

From PP: 2014-05: Mar 09, 14 - Mar 22, 14

To PP: 2014-06: Mar 23, 14 - Apr 05, 14

Users: Active

Reset

Run Report **Cancel**

Slide notes

Slide 29 - Slide 29

The screenshot shows the WEBTA™ Supervisor interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'Reports' and contains a table with two columns: 'Name' and 'Description'. The table lists various reports such as 'Active Timesheets NFC', 'Default Schedule Report', 'Final Timesheets', 'Supervisor Assignments', 'Telework - Summary of Hour by PP', 'Telework by Employee Report', 'Timesheet Status', 'Uncertified Timesheets', and 'Unvalidated Timesheets'. Below the table, there are two buttons: 'My Saved and Scheduled Reports' (highlighted with a red box) and 'Cancel'. A red callout box with white text points to the 'My Saved and Scheduled Reports' button, stating 'Select the My Saved and Scheduled Reports button'.

Name	Description
Active Timesheets NFC	Active timesheets, unsend to a pay provider
Default Schedule Report	Default Schedule for users that meet Retain Data Type values
Final Timesheets	Employees separated from the organization
Supervisor Assignments	Supervisors and employees assigned to them
Telework - Summary of Hour by PP	Telework - Summary of Hour by Pay Period
Telework by Employee Report	Telework by Employee Report
Timesheet Status	Timesheet status counts by timekeeper
Uncertified Timesheets	A listing of uncertified timesheets
Unvalidated Timesheets	A listing of unvalidated timesheets

My Saved and Scheduled Reports

Select the My Saved and Scheduled Reports button

Slide notes

To view our saved report, select the My Saved and Scheduled Reports button.

Slide 30 - Slide 30

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main heading is 'My Saved and Scheduled Reports'. There is a search filter section with a 'Status:' dropdown set to 'All', and 'Search' and 'Clear' buttons. Below this is a table with the following data:

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReF
<input type="checkbox"/>	Timesheet Status	Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		Download	ReRur

Below the table, it says '1-1 of 1 Records' and has navigation arrows. At the bottom left are 'Delete', 'Email', and 'Cancel' buttons. At the bottom right is a 'Next >>' button.

Slide notes

Here, we can see a list of our saved reports. At this time, there is only the report we just saved. Select the Download button to save the report locally. Next, we will scroll to the right. Select next to continue.

Slide 31 - Slide 31

The screenshot displays the WEBTA Supervisor interface. At the top, there is a navigation bar with 'WEBTA™' logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb 'Supervisor Main Menu > Reports >' is visible. The main heading is 'My Saved and Scheduled Reports'. A search filter is set to 'Status: All' with 'Search' and 'Clear' buttons. A table lists report details:

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReF
<input type="checkbox"/>	Timesheet Status	Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		Download	ReRur

Below the table, it shows '1-1 of 1 Records' and navigation icons. At the bottom of the report area, there are 'Delete', 'Email', and 'Cancel' buttons.

Slide notes

Slide 32 - Slide 32

The screenshot displays the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, 'Employee' and 'Supervisor' tabs, and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Supervisor Main Menu > Reports >'. The main heading is 'My Saved and Scheduled Reports'. A search filter section includes a 'Status:' dropdown menu set to 'All', with 'Search' and 'Clear' buttons. Below the search section is a table with the following data:

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReF
<input type="checkbox"/>	Timesheet Status	Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		Download	ReRur

Below the table, it shows '1-1 of 1 Records' and navigation arrows. At the bottom of the report area, there are 'Delete', 'Email', and 'Cancel' buttons.

Slide notes

Slide 33 - Slide 33

The screenshot displays the 'Supervisor' tab in the webTA interface. At the top, there is a navigation bar with 'Employee' and 'Supervisor' tabs, and a menu with 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail 'Main Menu > Reports >'. The main heading is 'Submitted and Scheduled Reports'. A search bar with 'Search' and 'Clear' buttons is present. The table below has columns for Report Name, Submitted, Completed, Next Scheduled Date, Format, Status, Pages, Size (Bytes), Message, Download, ReRun, and Delete. A single row is visible for a 'Timesheet Status' report. Below the table are 'Email' and 'Cancel' buttons, and a 'Next >>' button at the bottom right.

Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		Download	ReRun Now	X

Slide notes

The ReRun Now button will re-generate the report, updating the results since its initial run. You can also delete your saved report by selecting the X at the end of the row. In this example, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

Slide 34 - Slide 34

The screenshot displays the EBTAs Supervisor interface. At the top, there are tabs for 'Employee' and 'Supervisor', and a navigation bar with 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below this is a breadcrumb trail 'Main Menu > Reports >'. The main heading is 'Submitted and Scheduled Reports'. A search bar with 'Search' and 'Clear' buttons is present. A table lists report details with columns for Report Name, Submitted, Completed, Next Scheduled Date, Format, Status, Pages, Size (Bytes), Message, Download, ReRun, and Delete. One report is visible: 'Timesheet Status' submitted on Mar 31, 2014 at 2:54:21 PM, completed at 2:54:22 PM, with no schedule, in PDF format, complete status, 1 page, and 34052 bytes. Below the table are navigation arrows and a 'View' dropdown set to 25. At the bottom left are 'Email' and 'Cancel' buttons.

Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReRun	Delete
Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		Download	ReRun Now	X

Slide notes

Slide 35 - Slide 35

The screenshot shows the WEBTA Supervisor Main Menu. At the top left is the WEBTA logo with 'Employee' and 'Supervisor' tabs. At the top right is a navigation bar with 'Inbox [58] | Settings | Help | Log Out'. The main menu is titled 'Supervisor Main Menu' and contains several sections:

- Employees**: Certify All, Select Timesheets, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.

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

Slide notes

Saved and Scheduled Reports can also be accessed from the Main Menu by selecting the My Saved and Scheduled reports link. Select next to continue.

Slide 36 - Slide 36

WEBTA™ Employee Supervisor Inbox [58] | Settings | Help | Log Out

Supervisor Main Menu

Employees	Schedule
Certify All	Employee Schedules List View
Select Timesheets	Employee Schedules Grid View
Employee Leave Requests	Schedule Requests
Employee Premium Pay Requests	Shifts
Employee Dollar Transaction Requests	

Reports	Delegates/Reassignment
Reports	My Delegates
My Saved and Scheduled Reports	
Adhoc Report Management	Emergency Contacts
	Employee Contacts

Telework
Employee Telework Requests
Employee Telework Agreements

Continuation of Pay (COP)
COP Events

Slide notes

Slide 37 - Slide 37

The screenshot shows the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, tabs for 'Employee' and 'Supervisor', and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'My Saved and Scheduled Reports'. It features a search filter with a 'Status' dropdown set to 'All' and buttons for 'Search' and 'Clear'. Below the search filter is a table with the following data:

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReF
<input type="checkbox"/>	Timesheet Status	Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		<input type="button" value="Download"/>	<input type="button" value="ReRur"/>

Below the table, there is a pagination indicator '1-1 of 1 Records' and navigation arrows. At the bottom left, there are buttons for 'Delete', 'Email', and 'Cancel'. At the bottom right, there is a 'Next >>' button.

Slide notes

Here, we see the same list of Saved Reports. Next, we will return to the Main Menu by selecting the Supervisor tab. Select next to continue.

Slide 38 - Slide 38

The screenshot displays the WEBTA Supervisor interface. At the top, there is a navigation bar with the WEBTA logo, user roles 'Employee' and 'Supervisor', and links for 'Inbox [1]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a 'Supervisor Main Menu >' link. The main content area is titled 'My Saved and Scheduled Reports'. It features a search filter for 'Status' with a dropdown menu set to 'All' and buttons for 'Search' and 'Clear'. Below the search filter is a table with the following data:

<input type="checkbox"/>	Name	Report Name	Submitted	Completed	Next Scheduled Date	Format	Status	Pages	Size (Bytes)	Message	Download	ReF
<input type="checkbox"/>	Timesheet Status	Timesheet Status	Mar 31, 2014 2:54:21 PM	Mar 31, 2014 2:54:22 PM	No Schedule	PDF	Complete	1	34052		<input type="button" value="Download"/>	<input type="button" value="ReRur"/>

Below the table, there is a pagination indicator '1-1 of 1 Records' and navigation arrows. At the bottom of the table area, there are buttons for 'Delete', 'Email', and 'Cancel'. The browser address bar at the bottom shows the URL: 'http://webta.kronosfederal.com/nfchost8/RoleMenu/SupervisorMainMenu'.

Slide notes

Enter slide note

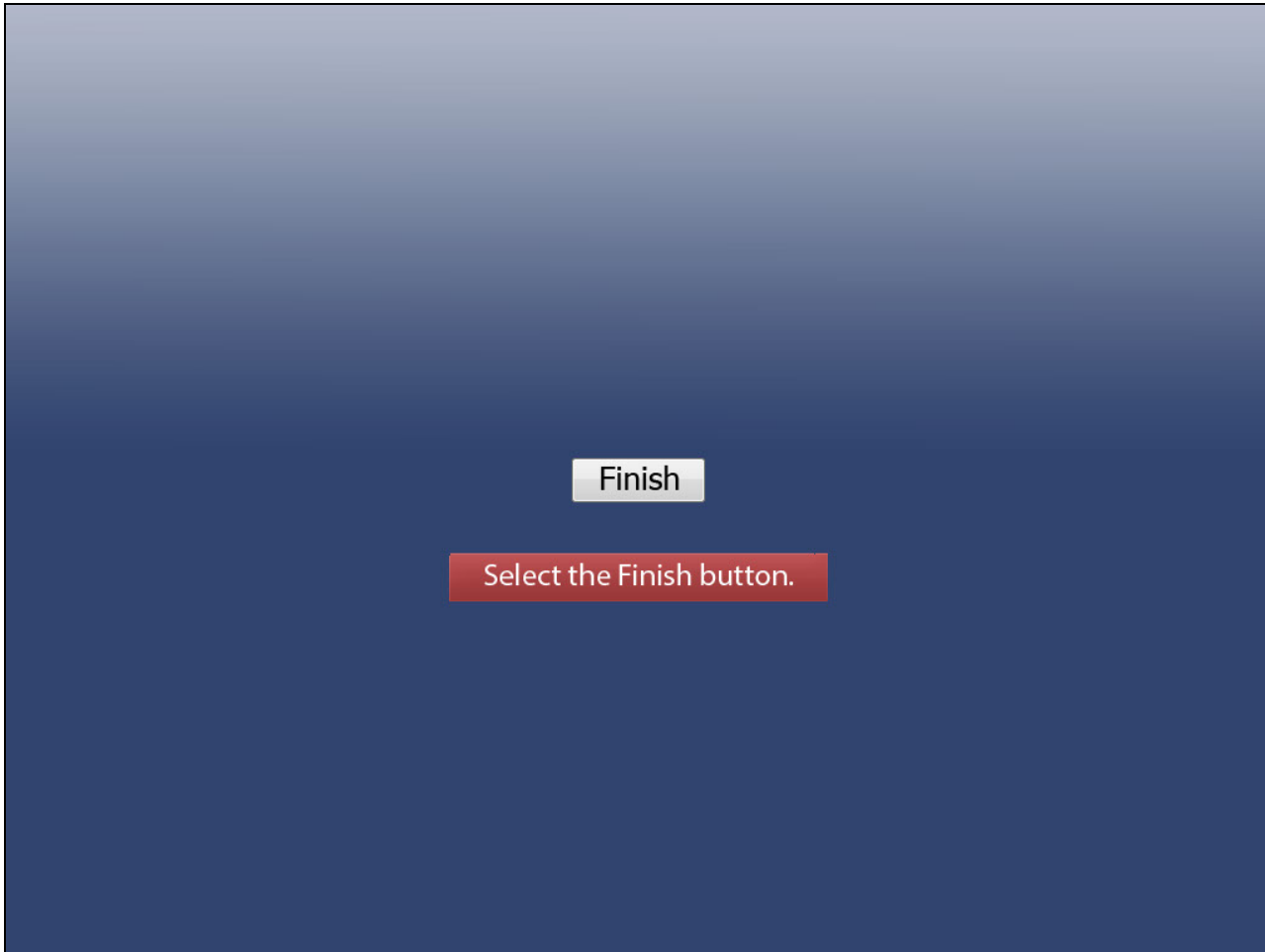
Slide 39 - Slide 39

The screenshot displays the 'Supervisor Main Menu' interface. At the top left is the 'WEBTA' logo, followed by 'Employee' and 'Supervisor' tabs. The top right navigation bar includes 'Inbox [58]', 'Settings', 'Help', and 'Log Out'. The main menu is organized into several sections:

- Employees**: Certify All, Select Employees, Employee Leave Requests, Employee Premium Pay Requests, Employee Dollar Transaction Requests.
- Reports**: Reports, My Saved and Scheduled Reports, Adhoc Report Management.
- Telework**: Employee Telework Requests, Employee Telework Agreements.
- Continuation of Pay (COP)**: COP Events.
- Schedule**: Employee Schedules List View, Employee Schedules Grid View, Schedule Requests, Shifts.
- Delegates/Reassignment**: My Delegates.
- Emergency Contacts**: Employee Contacts.

Slide notes

Slide 40 - Finish



Slide notes

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