KDADS TIMESHEET APPLICATION

After you have received your Web Apps account information via email from HelpDesk

- 1. KDADS Timesheet Application Within Web Apps
- 2. The timesheet home page will display.
 - Detailed instructions are located on this page.
- Click on the appropriate button: NEW TIMESHEET – for Non-Exempt employees to create timesheet to record time worked. Request For Leave – for both Non-Exempt and Exempt employees to record leave taken.
- 4. Select the **Pay Period End Date** for the Timesheet or Request for Leave.
- 5. Click on the "Create a New Time Period Record" button.



Department ()	Burt In Property (BITTOORD Dire: DW Traine	Frank Contract Street S
→	C session C tasse C session C tasse C address C talks C address C tasks C address C tasks C tasks C 44244	III: S' VINSOPI C' INVISION D' SQUERTS C' SPIE IT C' NODERS C' HETURIT D'ARCENTS D'ARCENT IN C'ANDERS C' NUMBER D'ARCENTS D'ANDER IN C'ANDERS D'ARCENTS D'ARCENTS D'ANDER IN D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS D'ANDER IN D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS D'ANDER IN D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS D'ARCENTS D'ARCENTS D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS D'ANDERS D'ARCENTS
Crements (PR)		

<u> Timesheet -</u>

- a. Select the Day
- b. Select the Earnings Code (Defaults to Regular).
- c. Enter the time in the Time field.
- d. Click on "Post a New Entry to the report below" button.
- e. Entry is added to the table.
- f. Repeat for each day of the pay period.

Request for Leave – (Green Background)

- a. Select the Day
- b. Select the Earnings (Leave) Code.
- c. Use "The Clock" to **record the leave** timeframe. Note that the time is displayed in the Time (RFL) field.
- d. Click on "Post a New Entry to the report below" button.
- e. Adds the leave time to the table.
- f. Repeat as needed.
- 6. At the end of the pay period to process the Timesheet or Request for Leave into the Approval Workflow
 - a. Click on the "Process Your ... " button.
 - b. An "Are you sure you wish to process" message will display.
 - c. Click on the **OK** option to continue with the process.



