

# KDADS TIMESHEET APPLICATION

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

1. KDADS Timesheet Application – Within Web Apps

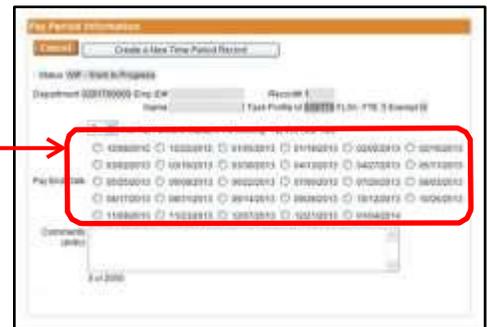
2. The timesheet home page will display.  
 • Detailed instructions are located on this page.

3. 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.



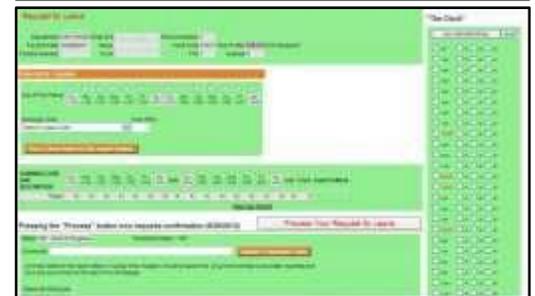
## Timesheet -

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



## Request for Leave – (Green Background)

- Select the **Day**
- Select the **Earnings (Leave) Code**.
- Use “The Clock” to **record the leave** timeframe. – Note that the time is displayed in the Time (RFL) field.
- Click on “**Post a New Entry to the report below**” button.
- Adds the leave time to the table.
- Repeat as needed.



6. **At the end of the pay period** – to process the Timesheet or Request for Leave into the Approval Workflow

- Click on the “**Process Your ...**” button.
- An “**Are you sure you wish to process**” message will display.
- Click on the **OK** option to continue with the process.

