

For: FSA Employees

WebTA 4.2 Training

Approved by: Associate Administrator for Operations and Management

Chris P. Beyerhelm

1 Completing WebTA 4.2 Training

A Background

In an effort to increase productivity, ensure cost effectiveness, and standardize processes, the Department of Agriculture (USDA) and the National Finance Center (NFC) are working toward implementing WebTA 4.2, the official enterprise time and attendance system. The decision to upgrade to WebTA 4.2 was made in concurrence with recommendations from Agency financial and human resource management and will replace the previous version of WebTA. This upgraded WebTA 4.2 will provide USDA employees with an online process with greater capabilities for efficiently managing timekeeping tasks.

B Purpose

This notice provides all FSA employees with the required date employees must complete WebTA 4.2 training, and links to the AgLearn training.

C Action

WebTA 4.2 training:

- must be completed by **September 2, 2016**, by all employees using WebTA to enter their time and attendance, and
- will cover the navigation and information required for employees to process their time and attendance in the WebTA system.

The new version of WebTA will be implemented at the beginning of pay period 17 and finalized by September 6, 2016.

The WebTA 4.2 courses will be assigned to all employees in AgLearn. All employees are required to take the employee training, and supervisors (positions with supervisory code 2 or 4) are required to take the supervisor training.

Disposal Date	Distribution
December 1, 2016	All FSA Employees; State Offices relay to County Offices

1 Completing WebTA 4.2 Training (Continued)

D AgLearn WebTA 4.2 Training Courses

The following are links to the courses:

- **webTA 4.2 Employee** (Item ID: NFC_webTA4.2_Employee), and
- **webTA 4.2 Supervisor** (Item ID: NFC_webTA4.2_Supervisor).

All timekeepers must also take the following course:

- **webTA 4.2 Timekeeper** (Item ID: NFC_webTA4.2_Timekeeper).

All FSA employees must complete the WebTA 4.2 training by **September 2, 2016**.

E Contact Information

For questions or additional information regarding AgLearn training, contact Mark Nelson by either of the following:

- e-mail to **Mark.Nelson@kcc.usda.gov**, or
- telephone at 816-926-3420.

1 Completing WebTA 4.2 Training (Continued)

E Contact Information (Continued)

For questions or additional information regarding this notice and WebTA, contact the following.

Location/Office	SPO Contact
FSA state or county office	State Administrative Officer
AL, AK, AZ, AR, CA, CO, CT, DE, FL, and GA FSA-DACO/KCCO/DAFP	Dana Candler by any of the following: <ul style="list-style-type: none"> e-mail at dana.candler@kcc.usda.gov, telephone at 816-926-6117, or FAX at 816-926-6156.
HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, and WY FSA-DAM	Patty Gepford by any of the following: <ul style="list-style-type: none"> e-mail at patricia.gepford@kcc.usda.gov, telephone at 816-926-6259, or FAX at 816-926-6156.
MA, MI, MN, MS, MO, MT, NE, NV, NH, and NJ FSA-ITSD	Ernest Kary by any of the following: <ul style="list-style-type: none"> e-mail at ernest.kary@kcc.usda.gov, telephone at 816-926-6225, or FAX at 816-926-6156.
NM, NY, NC, ND, OH, OK, OR, PA, PR, and RI FSA-DAFO and OBF	Karen Williams by any of the following: <ul style="list-style-type: none"> e-mail at karen0.williams@kcc.usda.gov, telephone at 816-926-2670, or FAX at 816-926-6156.
SC, SD, TN, TX, UT, VT, VA, WA, WV, and WI FSA-OA, DAFLP, and APFO	Kedra Watts by any of the following: <ul style="list-style-type: none"> e-mail at kedra.watts@wdc.usda.gov, telephone at 202-401-0678, or FAX at 202-205-9017.