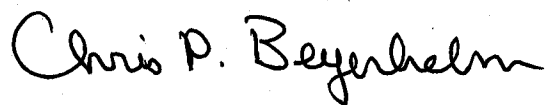


For: All FSA Employees

WebTA 4.2 Implementation

Approved by: Associate Administrator for Operations and Management



1 Overview

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 together toward the implementation of WebTA 4.2, the official enterprise time and attendance system. The upgrade to WebTA 4.2 was made in concurrence with the 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, easy-to-use process with greater capabilities for efficiently managing timekeeping tasks.

B Purpose

This notice provides information, requirements, and guidance for implementation of the enhancement of WebTA from 3.8 to 4.2. WebTA is a web-based, 508-compliant application for employee time tracking, attendance, and labor management.

Disposal Date	Distribution
February 1, 2017	FSA Employees; State Offices relay to County Offices

Notice PM-2974

1 Overview (Continued)

C Functionality of WebTA

WebTA is designed to adapt to timekeeping business rules/roles and can be quickly configured for changes in procedures or protocols.

WebTA standard functionality includes:

- automation of T&A's,
- leave management,
- labor distribution capabilities,
- time reporting,
- time variance reporting including overtime,
- FMLA leave and leave donation reporting.

D WebTA 4.2 Roles and Responsibilities

The following table defines the roles and associated responsibilities in WebTA 4.2.

Role	Job Responsibilities in WebTA 4.2
Employee	<ul style="list-style-type: none">• Enter clock hours and total hours worked by accounting code and validate/affirm timesheet and corrected timesheets.• Record leave, credit hours and/or comp time according to applicable regulations, policies and procedures.• Attest to the accuracy of recorded timesheet data and provide supporting documentation if required.• Maintain personal emergency contact information.• Complete and submit leave requests, premium pay requests, telework requests, leave donation requests, and dollar transaction requests.• View current, historical and future timesheet information for up to 26 pay periods.• Generate pre-defined reports.• Access historical, current and projected leave balances.• Ability to create telework agreement and submit for approval within the system, multiple levels of review.• Ability to submit miscellaneous expenses through dollar transaction component.• Ability to submit permanent or temporary work schedules.• Ability to see critical HR data in the timesheet profile because of interface from EmpowHR.

Notice PM-2974

1 Overview (Continued)

D WebTA 4.2 Roles and Responsibilities (Continued)

Role	Job Responsibilities in WebTA 4.2
Supervisor	<ul style="list-style-type: none"> • Select and/or search for an employee. • Review/certify employee timesheets for submission to NFC. • Review, approve or deny leave or premium pay requests, work schedules, telework requests and/or dollar transaction requests. • Assign delegate (back-up during absence) to complete supervisory tasks. • Generate pre-defined reports (leave audit, default schedule) and export to multiple venues. • Ability to review employee emergency contact information and export to spreadsheet for monitoring employee during COOP exercises. • Ability to see critical HR data of employees, based on interface from EmpowHR, to effectively manage employees' work schedules. • View current, historical and future timesheet information for employees up to 26 pay periods. • View employee work schedule and work hours for entire staff at a glance. • View leave request and premium pay status in calendar format for entire staff at a glance.
Master Supervisor	<ul style="list-style-type: none"> • Perform same function as supervisor; however, they do not have employees assigned to them. • Access to employee profiles and timesheets agency wide.

Notice PM-2974

1 Overview (Continued)

D WebTA 4.2 Roles and Responsibilities (Continued)

Role	Job Responsibilities in WebTA 4. 2
Timekeeper	<ul style="list-style-type: none"> • Select and/or search for an employee. • Enter, edit, and validate timesheet/corrected timesheets data on behalf of employees assigned to them. • Review previously certified timesheet data. • Manage employee's employee profile. • Assign delegate (back-up during absence) to complete timekeeping tasks. • Assign supervisory delegate (back-up during absence) to perform supervisory tasks. • Reassign employees to a different timekeeper and supervisor. • Add new employees or make an employee inactive. • Submit leave/premium pay requests on behalf of an assigned employee. • Generate pre-defined reports (leave audit, default schedule) and export to multiple venues. • Ability to assign and create accounts. • Assign schedule templates and shifts to employees. • Ability to see critical HR data of employees, based on interface from EmpowHR, to effectively assist in managing employees' work schedules. • View employee work schedule and work hours for entire staff at a glance. • View leave request and premium pay status in calendar format for entire staff at a glance.
Master Timekeeper	<ul style="list-style-type: none"> • Perform the same functions as timekeepers; however, they do not have employees assigned to them. • Access to employee profiles and timesheets agency wide.

Notice PM-2974

1 Overview (Continued)

D WebTA 4.2 Roles and Responsibilities (Continued)

Role	Job Responsibilities in WebTA 4.2
HR Administrator	<ul style="list-style-type: none"> • Manage accesses within assigned area of responsibility (department, agency or POI), that is leave transfer program manager, master timekeeper, etc. • Provide administrative functions to manage employees and assign timekeepers. • Add and edit employee profiles and ensure records are processed for all employees in the agency. • Maintains aspects of WebTA that apply to all users (manage employee user accounts, add and edit user information populated from the EmpowHR feed). • Ability to configure or view system set-up based on HR administrator level of responsibility. • Ability to create and assign schedule templates and shifts. • Ability to manage timekeeper, supervisor, project manager and emergency contact management administrator (ECM) delegates. • Ability to assign and create accounts. • Access to timekeeper profile. • Access to telework requests, agreements and disposition of agreements. • Ability to view ECM contact information. • Ability to add, edit and view leave transfer program functions. • Generate pre-defined reports (leave audit, default schedule) and export to multiple venues. • Create, edit and delete telework agreement (department HR admin level only).

Notice PM-2974

2 Moving From WebTA 3.8 to WebTA 4.2

A Migration of WebTA 3.8 to 4.2 Specifications

WebTA migration will occur according to the following:

Step 1: Move the data in WebTA 3.8 to WebTA 4.2.

Step 2: EmpowHR profile will be migrated to WebTA.

Step 3: Daily transactions from the Personnel Input System (PINE) process will rollover to WebTA for applied actions only. Suspended actions will not rollover. Personnel actions must now be processed before the effective date of the action.

- Accessions and separation actions shall not be processed in EPIC – they can only be processed in EmpowHR. The accession and separation actions serve as on/off triggers for e-authorization. Leave without pay (LWOP) and suspension actions will deactivate e-authorization. Managers, supervisors, and servicing personnel offices must be prudent on the timely processing of personnel actions.
- As part of the organizational structure clean-ups, the reports to issues must also be resolved before the implementation. This is critical.
- Time entered in 3.8 data will remain stored in 4.2.
- HR admins must complete their tasks (as reflected on the checklist) before employees are entered. (FMLA balances and date information must be correct and put in the system.) The Volunteer Leave Donation Program ((VLDP) data will migrate to WebTA 4.2.)
- Leave requests cannot cross pay periods.
- The final timesheet submission in WebTA 3.8 will be **Friday, September 9, 2016**.
- Do not certify timecards in WebTA 3.8 for PP 18.
- WebTA 4.2 will be available during the week of September 19, 2016.

2 Moving From WebTA 3.8 to WebTA 4.2 (Continued)

B WebTA 3.8 Enhancements to WebTA 4.2

New WebTA features include management of:

- telework agreements.
- continuation of pay cases,
- work schedule change requests,
- OWCP continuation of pay (COP) administrator,
- emergency contact management (ECM) administrator,
- account manager,
- telework coordinator,
- telework managing officer,
- leave transfer program manager.

C Telework Agreements

Telework agreements are among the enhancements included in WebTA 4.2. Employees can create their telework agreement in WebTA 4.2 and submit it for approval. Supervisors can review telework agreements and approve those submitted by employees. This means telework agreements will no longer be created and approved in the Telework Management System (TMS).

Telework agreements will **not** automatically be transferred from TMS to WebTA 4.2 so employees will need to create telework agreements which are in effect during the implementation from WebTA 3.8 to WebTA 4.2.

As soon as possible after October 3, 2016, employees who wish to telework must submit a telework application in WebTA. The deadline for requested and approved Telework Agreements in WebTA 4.2 is **October 28, 2016**. After that date, an employee will not be able to validate their timesheet if they are using telework codes but do not have a Telework Agreement in the system.

Employees should definitely not wait until the last minute and are encouraged to complete the request as soon as possible, after October 3. Telework agreements in TMS will not be available after December 2016. Employees may wish to download and copy their current telework agreement in TMS to use as a reference when inputting the new telework agreement in WebTA.

Teleworkers will still be able to select a core (scheduled) or ad-hoc (unscheduled) telework agreement.

Notice PM-2974

2 Moving From WebTA 3.8 to WebTA 4.2 (Continued)

D Activity Reporting System

The Activity Reporting System (ARS) Program and Activity codes are part of webTA 4.2. Employees must continue to enter time on their time and attendance reports (T&A) in the appropriate ARS categories. While the data entry screens have changed in webTA 4.2, the ARS functionality remains the same in the new system.

E Key Dates for Implementation

Monday, September 19: The WebTA 4.2 environment will be available to HR administrators. Once they complete their actions employees will be notified that WebTA 4.2 is available and at that time, employees can complete their timesheet in WebTA 4.2.

Wednesday, September 21: Supervisors must complete certification of their employee's time sheets for pay period 18 in WebTA 4.2 only.

3 WebTA 4.2 Resources

A Required Training

Training requirements for WebTA 4.2 are provided in Notice PM-2970. The notice can be found on the FSA Internet at http://www.fsa.usda.gov/Internet/FSA_Notice/pm_2970.pdf. Training courses for both employees and supervisors are available in AgLearn and must be completed by the extended deadline September 16, 2016.

B WebTA Quick Reference Cards

WebTA 4.2 Quick Reference Cards for employees, supervisors, timekeepers, master timekeepers, work schedules and telework are located on the Departmental site at <http://www.dm.usda.gov/hrportal/webTA-UsersGuide.htm>.

Notice PM-2974

3 WebTA 4.2 Resources (Continued)

C Servicing Personnel Office Contacts

Contact the appropriate servicing personnel office contact according to this table.

Location/Office	SPO Contact
FSA state or county office	state administrative officer
FSA headquarters employees and assigned states for HR contacts	
AL, AK, AZ, AR, CA, CO, CT, DE, FL, and GA State Offices, DACO, KCCO, and 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 State Offices, and 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 State Offices, and 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 State Offices, 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 State Offices, 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.