

For: FSA State Offices

Announcing webTA and Required Training

Approved by: Acting Associate Administrator, Management and Operations



1 Overview

A Background

USDA purchased a new system for recording time and attendance (TA), webTA. FFAS is scheduled to implement webTA in pay period 21. webTA is a web-based system driven by the various administrative roles assigned to its users. Employees will use their eAuthentication user ID and password to access webTA.

Initial webTA implementation will be:

- at the timekeeper level; the same level in which the System for Time and Attendance Reporting (STAR) Web is currently implemented
- in most instances, just a change in software; therefore, most TA processes that exist under STAR Web will continue under webTA; that is FSA-958's and OPM-71's will still manually completed.

There are some major differences. The major difference is that TA will now flow **electronically** from the timekeeper to the supervisor. The supervisor's certification of each pay period's TA will actually transmit TA to NFC.

To help ensure a smooth transition to webTA, HRD has contracted for 7 train-the-trainer sessions. The 1-day sessions will be held September 30 through October 3, 2008, in Kansas City, Missouri. Participants will learn how to effectively train the employees in their State on the following webTA roles:

- human resource administrator (role will rest at State Office)
- timekeeper
- master timekeeper (role will rest at State Office and with each DD)
- supervisor
- master supervisor (role with rest with State administrative or executive officer).

Disposal Date	Distribution
November 1, 2008	State Offices

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1 Overview (Continued)

B Purpose

This notice provides information about the following:

- scheduled dates and times of sessions for webTA Wave 1 training
- number of authorized attendees per State
- registration instructions
- hotel accommodations
- airport transportation.

C Activity Reporting System (ARS) Pilot

Offices involved with the ARS pilot will receive further guidance about continuing the pilot in a forthcoming notice or memo.

D Contact

For additional information about the webTA Wave 1 training, contact Susan Brown, webTA Project Manager, HRD, Employee Programs Branch at 202-401-0066, TDD 202-205-9057.

2 Training Information

A Training Dates and Times

The webTA Wave 1 training is 1 workday in length. Seven classes are scheduled between September 30 and October 3.

Two classes of hands-on training will be held between 8:30 a.m. and 4:30 p.m. daily. Each class is limited to 20 participants.

Notes: A general on-site registration will be held each morning beginning at 8 a.m. Employees will be able to check-in and receive their training materials and name tags.

The day before the participant's scheduled training date will be a travel day. Participants are **not** authorized to leave before the end of the training.

B Training Location

All training sessions will take place at FSA's Kansas City Complex, 6501 Beacon Drive, Kansas City, Missouri, 64133, in rooms G7 A and B.

Note: A Government ID is required to enter the Beacon Building. Employees must bring their Government ID.

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2 Training Information (Continued)

C Hotel Information

A block of rooms has been reserved at:

Sheraton Kansas City Sports Complex Hotel
9103 East 39th Street
Kansas City, Missouri, 64133

Employees may make their own hotel reservations at the Sheraton Kansas City Sports Complex Hotel by calling the hotel directly at 816-737-0200. **All** reservations **must** be made by **Wednesday, September 17**. Trainees shall identify themselves as attendees of the “USDA webTA Training Group”.

Notes: Do not make reservations online.

Additional hotel amenities and information is available at
www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3045

All reservation made **after** September 17, 2008, will be accepted on a space available basis **only**.

The Government room rate:

- is \$103 per night plus tax for a single room
- **must** be guaranteed by using the Government travel charge card.

Check-in time is 4 p.m. If rooms are available, early check-in will be accommodated; if **not**, Guest Services will provide luggage storage.

To avoid a penalty, hotel shall be notified at least 24 hours before arrival and/or a cancellation is obtained.

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2 Training Information (Continued)

D Travel Authorization

Each employee **must** have a copy of their travel authorization signed **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate for Kansas City, Missouri, is \$152 a day (\$103 for lodging and \$49 for M&IE).

Note: A complimentary shuttle service is provided between the hotel and training location.

County Office employee travel expenses are paid out of County Office administrative funds. Federal employee travel expenses are paid out of the State's GS travel allotments. Because the travel occurs late in FY, State Offices will be reimbursed **only** when forecasted levels are **not** available. If these expenses can be absorbed within the allotment, the allotment will **not** be increased.

When preparing the travel authorization, "**Training Attendance**" must be selected from the drop-down list as the trip purpose.

Note: The training is called, "**webTA Wave 1 Training**".

Attendees are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

E Airport Transportation

The Kansas City International Airport (MCI) is located at 601 Brasilia Avenue, Kansas City, Missouri, 64153.

The Super Shuttle at the airport provides transportation to the Sheraton Kansas City Sports Complex Hotel for approximately \$34 each way. Tickets can be purchased at the Super Shuttle station located in the baggage claim area.

The airport is 30 miles from the hotel and 35 miles from the training location.

Note: Rental cars are **not** authorized for this training session.

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3 Registration Process

A Authorized Number of Attendees

This is a train-the-trainer session. Attendees will be responsible for training the employees on their appropriate roles within their State and/or District. Each State shall send a maximum of 2 representatives. It is preferable, but **not** mandatory, that 1 of the attendees be the employee that will hold their State's webTA human resources administrator role.

Note: States with a large number of employees may need to send more than 2 attendees. SED's shall make those requests through DAFO. DAFO will coordinate additional attendees with HRD.

B Training Materials

Training materials will be provided to each attendee at the training session.

Note: Attendees that intend to ship training materials to their offices should bring FedEx shipping labels and account information to the training session. Boxes will be available at the training location.

C SED Action

SED's shall select 2 employees to attend the training. Attendees should, whenever possible:

- be knowledgeable of the TA process
- possess good presentation skills; past training experience should be considered.

D State Office Action

State Offices shall:

- **not** approve any attendee to schedule a return flight before 6:30 p.m. (2 hours after scheduled dismissal); the airport is 30 miles from the hotel and 35 miles from the training location.
- ensure attendees are registered by noon e.t., **Wednesday, September 17, 2008**
- forward a copy of this notice to selected attendees.

Note: List names as the attendees want them to appear on their name badge.

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3 Registration Process (Continued)

E Reasonable Accommodations

Each attendee shall notify airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in the webTA training should contact Susan Brown by **September 17, 2008**, by any of the following:

- e-mail at **susan.brown@wdc.usda.gov**
- telephone at 202-401-0066
- TDD at 202 205-9057.

F Register for Training Date

Participants shall register for training through AgLearn. Attendees should direct questions about AgLearn processing to the State training officer.

Step	Action
1	Access AgLearn at http://ww.aglearn.usda.gov .
2	Under Learner Center, CLICK " Learner Login ".
3	On eAuthentication Warning Screen, CLICK " Continue ".
4	On the eAuthentication Login Screen: <ul style="list-style-type: none">• enter user ID and password• CLICK "Login".
5	CLICK " Catalog ".
6	CLICK "▾" next to AgLearn Original Courseware Structure
7	Scroll down and CLICK " Farm Service Agency ".
8	Navigate to and CLICK " webTA Wave 1 Training ".
9	CLICK " More Offerings ".
10	Click desired training date and CLICK " Register ". Note: If desired class is full, user must select another date.
11	Enter user's State name and user's title in the " Comments " box and CLICK " Confirm ".
12	An e-mail confirmation will be received in the next hour. Note: Do not make hotel or travel reservations until you receive the e-mail confirmation.

Note: All attendees **must** be registered to attend the training. Attendees shall attend sessions as assigned to ensure adequate seating and training materials.