**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

**Notice PM-2722**

**For:** FSA Employees

# WebTA Implementation

**Approved by:** Deputy Administrator, Management

## 1 Overview

### A Background

FSA is implementing a new system for processing T&A's, effective pay period 11, 2009. USDA purchased webTA in 2007 and has mandated that all USDA agencies use this system. WebTA implementation will be in 2 phases. The initial phase will be at the timekeeper's level. The second phase will involve employee entry of their own T&A and the Activity Reporting System. Both phases require electronic certification.

### B Initial Implementation

The initial implementation of webTA impacts timekeepers and supervisors. It does **not** impact employees. The following employee responsibilities remain the same:

- submit their work schedule log and approved leave requests to the timekeeper on time
- sign the webTA summary sheet by COB Monday
- COC's will continue to supervise CED's.

| Disposal Date | Distribution |
| --- | --- |
| July 1, 2010 | All FSA employees; State Offices relay to County Offices |

## 1 Overview (Continued)

### B Initial Implementation (Continued)

WebTA is a role-based system. Employees in the previous T&A system were linked by a T&A contact point. Employees in webTA are linked by their roles. Employees may have more than 1 role. WebTA roles include the following:

- HR Administrator who assigns roles and administers the Voluntary Leave Transfer Program (VLTP); role held by HRD-HQ and KCHRO

- Master Timekeeper who has access to all Agency T&A's and is the Agency T&A troubleshooter; role held by HRD-HQ and KCHRO

- Master Supervisor who has access to all Agency T&A's and can certify in cases of emergency; role held by HRD-HQ and KCHRO

- timekeeper who inputs and validates T&A

- supervisor who certifies T&A.

**Note:** For webTA T&A certification purposes **only**, DD will have the role of "supervisor" for CED's and COC members.

**The web site for webTA is https://wtausda.nfc.usda.gov/usda/.**

**Important: All T&A's must be certified in webTA by COB June 9, 2009.**

### C Purpose

This notice:

- applies to all FSA employees and STC and COC members
- outlines the T&A process
- provides guidance for timekeepers and supervisors
- provides guidance on VLTP
- provides guidance on how to verify accounting codes.

## 1 Overview (Continued)

### D Contacts

Follow this table for:

- questions about webTA
- requesting role assignments and adjustments
- VLTP.

| Office | Contact |
|---|---|
| FSA National Office employees | Contact 1 of the following from HRD:<br><br>• Linda Watkins by telephone at 202-401-0688 or e-mail to **linda.watkins@wdc.usda.gov**<br><br>• Kedra Watts by telephone at 202-401-0678 or e-mail to **kedra.watts@wdc.usda.gov**<br><br>• Susan Brown by telephone at 202-401-0066 or e-mail to **susan.brown@wdc.usda.gov**<br><br>• Angela Jackson by telephone at 202-401-0682 or e-mail to **angela.jackson@wdc.usda.gov**<br><br>• FAX 202-205-9140<br><br>• TDD 202-205-9057. |
| • FSA Kansas City offices<br>• St. Louis<br>• APFO<br>• State Offices | Contact 1 of the following from KCHRO:<br><br>• Patty Gepford by telephone at 816-926-6259 or e-mail to **patricia.gepford@kcc.usda.gov**<br><br>• Dana Candler by telephone at 816-926-6117 or e-mail to **dana.candler@kcc.usda.gov**<br><br>• Wanda Littles by telephone at 816-823-2042 or e-mail to **wanda.littles@kcc.usda.gov**<br><br>• FAX 816-926-6156<br><br>• TDD 816-926-7440. |
| County Office employees (GS and CO) | State Office |

**Note:** County Office GS employees shall submit VLTP applications and donations to HRD, KCHRO and County Office CO employees shall submit VLTP applications and donations to HRD-HQ.

## 2 T&A Process

### A Submitting Work Schedule Log and Leave Requests

Employees shall continue to submit a hardcopy work schedule log, leave requests, and premium pay requests with all appropriate signatures to their timekeeper.

### B Processing T&A's

Follow this table when processing T&A's in webTA.

| Step | Action |
|---|---|
| 1 | The **employee** shall submit signed and dated work schedule log and corresponding leave/ premium pay requests to the **timekeeper** by **12:00 noon the first Monday of the pay period**. |
| 2 | **By COB Monday**, the **timekeeper** shall:<br>• enter the data contained on the signed and dated work schedule log into webTA<br>• print a T&A summary<br>• attach the T&A summary to work schedule log with leave/premium pay requests and provide to the **employee** for review and to initial. |
| 3 | **No later than 12:00 noon on Tuesday**, the **employee** shall:<br>• review the T&A summary<br>• verify the hours as correct by initialing as the "employee"<br>• return T&A to the **timekeeper**.<br>**Note:** If errors are noted, the employee shall notify the **timekeeper** of the required corrections. The timekeeper shall enter the corrected data into webTA and print a new T&A summary. |
| 4 | Once T&A is verified by the employee, the timekeeper can validate T&A in webTA. The validation of T&A is the timekeeper's verification that the information he or she input is correct. The timekeeper no longer has to initial the T&A summary.<br>**Note:** T&A can be validated by the timekeeper as they are received from employees **or** all at once.<br>The **timekeeper** shall provide all **employees'** work schedule logs and leave/premium pay requests to the **supervisor** for review and certification. |
| 5 | The **supervisor** shall:<br>• review the webTA T&A summary against the hardcopy work schedule log and leave/ premium pay requests<br>• certify the T&A electronically **no later than COB Tuesday**.<br>**Note:** If errors are noted, the supervisor shall "Reject" T&A and notify the **timekeeper** and **employee** of the required corrections. |
| 6 | The **timekeeper** shall maintain a file of all certified webTA summaries, by employee, for the required retention period. |

## 2 T&A Process (Continued)

### C T&A Certification

In most cases, the immediate supervisor will be the T&A certifier. The automated workflow of the T&A from the timekeeper to the supervisor has caused some T&A approval changes. Follow this table for T&A certifiers.

**Note: Timekeepers may enter and validate their own T&A.**

| Employee | T&A Certifier |
|---|---|
| National Office, Kansas City, APFO, and St. Louis | Current T&A Certifier |
| SED | DAFO |
| STC | DAFO |
| DD | SED |
| CED and FLM | DD<br><br>**Note:** COC shall review and initial certified CED T&A records at their meetings or upon receipt in the mail. Necessary changes will be made through corrected T&A's. T&A should be placed in the employee's permanent T&A file. |
| COC | DD<br><br>**Note:** DD may only delegate to another DD or State Office employee. |

**Notes:** An employee **cannot** validate and certify the same T&A.

GS employees may certify CO employees' T&A's, but CO employees may not certify GS employees' T&A's.

## 3 HR Administrator Role

### A Roles Assignment

WebTA is a role-based system. The HR Administrator's, held by HRD and KCHRO, are the Administrators of the roles within webTA. Timekeepers and supervisors no longer need to request access to the T&A system through FSA security. Roles shall be requested by e-mail to the appropriate HRD contact as outlined in subparagraph 1 D.

### B VLTP

The HR Administrator also administers VLTP. HRD and KCHRO will be processing all **current** and future leave transfer recipients upon webTA implementation.

## 3 HR Administrator Role (Continued)

### B VLTP (Continued)

Employees shall follow the procedures in 17-PM, Part 10, Section 1 to apply for VLTP.

**Exception:** Field Offices shall forward all VLTP applications and donations to the appropriate HRD contact in subparagraph 1 D for processing. State Offices shall forward the following information on all **current** leave donors for pay period 11:

- approved VLTP application
- medical documentation
- leave audit with **actual and donated** annual leave, sick leave, and leave without pay.

**Note:** All current leave transfer recipients should have current medical documentation according to 17-PM, subparagraph 241 E.

### C VLTP Set-Aside Leave Account

According to 5 CFR 630.907, a full-time employee in a shared leave status may **not** accrue more than 40 hours of annual or sick leave. Part-time employees' accruals will be based on their work schedule. This leave is referred to as a recipient's "set-aside leave account".

Employees currently on VLTP who have been allowed to earn leave at their full accrual rate and have balances higher than 40 hours must use their personal leave for their medical emergency. Once their leave is exhausted, if the medical emergency persists, the employee may re-apply for VLTP.

Following are the 2 part-time leave pro-rations available in webTA.

- Actual hours worked - does not count towards the 40 hours set aside account. Any accrued leave earned each pay period must be used before donated leave can be used.
- Donated leave used - the leave earned based on donated leave is what goes in the set aside account and is limited to 40 hours of annual and sick.

If the employee is on VLTP for a personal emergency, they must use **all** of their own annual and sick leave before they can use any donated leave. If employee is on the program for a family member then they must use **all** annual and up to the Sick Leave for Family Care limit before they can use donated leave.

## 4 Timekeepers

### A Timekeepers Checklist

Upon implementation, timekeepers should do the following:

- verify access to all employees (Federal and/or county)

- set up delegates

  **Note:** See Timekeeper Reference Guide, page 9.

- **verify employee's work schedule in webTA**

- verify employee leave balances in webTA against ending leave balances of pay period 10 in STARWeb

  **Notes:** If there is a discrepancy, follow existing leave audit procedures.

  Compensatory time and compensatory time for travel will be downloaded as 1 lump-sum.

  **Note:** These totals will need to be separated, if applicable.

- enter employee's e-mail in locator information workspace

- contact the State Office to determine whether there is need to request access to:

  - Identity Minder
  - Reporting Center

- verify accounting. Add accounts to employee's timesheets according to paragraph 6.

### B Processing T&A's in WebTA

Timekeepers shall refer to the Timekeeper Reference Guide to perform all functions in webTA. The Timekeeper Reference Guide is available at **http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=lead&topic=tia**.

No historical T&A data was downloaded from NFC. If corrected T&A's need to be done before pay period 11, 2009, historical T&A's will have to be input into webTA. See pages 31 through 33 of the Timekeeper Reference Guide.

**Important:** Timekeepers shall **not** use the "Validate All" button unless they know that they should be validating all of their employees at once, including those delegated to them.

## 4 Timekeepers (Continued)

### C New Hires

Timekeepers will be responsible for adding new employees to webTA. This will include completing an Employee Profile, a function formerly reserved for the HR Administrator. See pages 36 and 37 of the Timekeeper Reference Guide.

In addition to the information indicated in the Timekeeper Reference Guide, the timekeeper will need to enter the employee's:

- user ID, which is the employee's last name, the first letter of the first name, and the last 4 digits of the Social Security number, scrambled

- e-Auth Internal ID.

The e-Auth Internal ID can be accessed by Identity Minder. Timekeepers may obtain access to Identity Minder by:

- submitting FSA-13-A
- contacting their Security Liaison Officer
- contacting the HR Administrator.

**Notes:** The e-Auth Internal ID is **not** the same ID the employee uses to access systems, such as AgLearn or GovTrip.

Each State Office shall determine whether their timekeepers will be allowed to obtain access to Identity Minder.

### D Identity Minder

Timekeepers who wish to obtain access to Identity Minder shall follow their current procedure for submitting FSA-13-A to the FSA Security Office.

**Note:** In FSA-13-A, item 52, ENTER "Identity Minder needed as Timekeeper in webTA".

Timekeepers shall access Identity Minder with their e-Authentication password and ID. Instructions on how to use Identity Minder can be found at **http://dc.ffasintranet.usda.gov/hrd/eauth_webta_instructions.pdf**.

## 4 Timekeepers (Continued)

### E Leave Error Reports

Timekeepers cannot generate Leave Error Reports from webTA. Leave Error Reports can be generated from CULPRIT or NFC's Reporting Center. The CULPRIT report generates the report by personnel office identifier. The report from the Reporting Center can be generated by T&A contact point.

SPO will determine whether timekeepers will be granted access to the Reporting Center or whether Leave Error Reports will be distributed to the T&A contacts. It is recommended that offices obtain the Leave Error Report and the Leave Error Analysis Report.

### F Takeover Function

The Takeover Function:

- is disabled in FSA's version of webTA
- was to be used by timekeepers when employees were already in webTA, just in another office or agency.

  **Note:** The timekeeper could search on the employee's name and literally "takeover" their T&A.

Timekeepers can still move employees around by following this table.

| Step | Action |
|---|---|
| 1 | The employee's **current** timekeeper accesses the Employee Profile and changes the timekeeper to their new timekeeper. |
| 2 | The **current** timekeeper accesses the T&A profile and checks the "New Contact Point" box. |
| 3 | The **new** timekeeper verifies the accounting data. |

## 4 Timekeepers (Continued)

### G Warning or Error Messages

WebTA has leave and work schedule rules built into its system. When a timekeeper validates T&A, webTA verifies the data input against the business rules.

If there is a problem, webTA will issue either a warning or error message. A warning message means that something might be wrong and the system provides possible solutions. **T&A can still be validated with a warning message.**

An error message means that there is definitely a problem with T&A and T&A **cannot** be validated with an error message.

FSA will **not** be using the automated leave/premium pay request during the initial implementation. Therefore, **every time** an employee uses leave, a **warning** message will be generated. This warning message will **not** impede the validation or processing of T&A.

## 5 Supervisors

### A Supervisory Checklist

Supervisors shall:

- delegate a backup, using the webTA Supervisor Reference Guide, page 8

  **Note:** The Supervisor Reference Guide is available at **http://www.fsa.usda.gov/FSA/hrdapp?area=home&subject=lead&topic=tia**.

- ensure access to all employees Federal and/or county

- certify T&A's by COB June 9, 2009.

  **Important: T&A's must be certified by COB Tuesday each pay period.**

## 5 Supervisors (Continued)

### B Increased Oversight

Although supervisors have always been the approving officials of T&A's, webTA will involve an increased oversight of the T&A process through online supervisory approval of the timesheet. **The supervisory certification actually forwards T&A to NFC for payment.**

### C Certify/Reject

Each pay period, the supervisor shall receive the hardcopy work schedule log, leave requests, initialed webTA T&A summary, and electronic webTA T&A summary.

Supervisors shall:

- receive an e-mail notification that they have T&A's to review

  **Note:** Supervisors who are delegates for other supervisors will receive their delegate's e-mails as well. Supervisors may review or certify T&A's.

- "certify" all T&A's have been reviewed and are correct

  **Note:** If there is a discrepancy or error, the supervisor shall "Reject/Decertify" T&A and provide the reason in the "Comments" section.

- alert the timekeeper and/or the employee of the issue
- **not** use the "Certify All" button unless they know that they should be certifying all of their employees, including those delegated to them.

## 6 Verifying Accounting Codes for WebTA

### A General Guidelines

Accounting codes for payroll are always 14 digits in length and contain specific data.

**Note:** Accounting codes are alpha-numeric, but it is critical that when a number is required that a number is used.

**Example:** The letter "O" should **never** be substituted for the number "0".

Timekeepers should review the accounting code formats in subparagraphs B through D to determine the correct codes for the employees for which they complete payroll. Timekeepers will only verify their own employees and **not** employees for which they serve as "backup" timekeeper through delegation.

## 6 Verifying Accounting Codes for WebTA (Continued)

### B National Office, Kansas City, St. Louis, and APFO

The following is the accounting code format for National Office, Kansas City, St. Louis, and APFO employees.

| **Accounting Code Format for All National Office, Kansas City, St. Louis, and APFO Employees GS - "Y84XXXXX000000"** | |
|---|---|
| **Code Element** | **Code Detail** |
| Budget FY (1 character) | "**Y**" is the last digit of FY (FY 2009 is "**9**"). |
| Fund Code (2 characters) | "**84**" is the fund code to be used by all offices. |
| Organizational Code (5 characters) | "**XXXXX**" is the detail organizational codes for the National Office, Kansas City, St. Louis, and APFO organizational units. The 5-digit codes are found in 98-FI, Exhibits 8 through 10.<br><br>**Example:** The organizational code for BUD, Office of Director is 2A784. |
| Sub-Object Code (2 characters) | Always "**00**". |
| Project Code (4 characters) | Always "**0000**". |
| **Example:** FY 2009 BUD, Office of Director | "**9842A784000000**" |

### C State Offices

The following is the accounting code format for State Office Federal employees.

| **Accounting Code Format - State Office Employees** | | |
|---|---|---|
| **Code Element** | **Non-FLP "Y84SSS84000000" Code Detail** | **FLP "Y84SS000000000" Code Detail** |
| Budget FY (1 character) | "**Y**" is the last digit of FY (FY 2009 is "**9**"). | |
| Fund Code (2 characters) | "**84**" is the fund code to be used by all State Offices. | |
| Organizational Code (5 characters) | "**SSS84**" is the State code.<br><br>**Example:** The State code for Nebraska is "**031**". | "**SS000**" is the State abbreviation.<br><br>**Example:** Nebraska is "**NE**". |
| Sub-object Code (2 characters) | Always "**00**". | |

## 6 Verifying Accounting Codes for WebTA (Continued)

### C State Offices (Continued)

| Accounting Code Format - State Office Employees | | |
|---|---|---|
| **Code Element** | **Non-FLP<br>"Y84SSS84000000"<br>Code Detail** | **FLP<br>"Y84SS000000000"<br>Code Detail** |
| Project Code<br>(4 characters) | Always "**0000**". | |
| **Example:** FY 2009 for Nebraska | "**98403184000000**" | "**984NE000000000**" |

### D County Offices

The following is the accounting code format used for employees in County Offices.

| Accounting Code Format - County Office Employees | | |
|---|---|---|
| **Code Element** | **CO<br>"Y87SSCCCTC0000"<br>Code Detail** | **GS<br>"Y84SSCCC000000"<br>Code Detail** |
| Budget FY<br>(1 character) | "**Y**" is the last digit of FY (FY 2009 is "**9**"). | |
| Fund Code<br>(2 characters) | "**87**" is the fund code to be used by all County Office CO employees. | "**84**" is the fund code to be used by all County Office GS employees. |
| Organizational Code<br>(5 characters) | "**SS**" is the numeric State code. "**CCC**" is the numeric county code. | "**SS**" is the alpha State abbreviation. "**CCC**" is the numeric county code. |
| Sub-Object Code<br>(2 characters) | "**TC**" is employee type code:<br><br>• **RE** = permanent<br>• **TO** = temporary office<br>• **TF** = temporary field<br>• **CC** = COC<br>• **MS** = minority advisor. | Always "**00**". |
| Project Code<br>(4 characters) | Always "**0000**". | |
| **Example:** FY 2009 for a regular employee in Cass County, Nebraska | "**98731025RE0000**" | "**984NE025000000**" |

**Note:** For shared management offices, use **only** the headquarter county's code for all employees.

## 6 Verifying Accounting Codes for WebTA (Continued)

### E Reviewing Accounting Codes

When webTA production software is available, all timekeepers shall review the accounting codes for each employee pay rolled out of their office. **This tables provides steps that shall be taken from the Timekeeper Main Menu.**

| Step | Access | Action |
|---|---|---|
| 1<br>Updating Employee Profile | Select "Search for Employee", select correct "Timekeeper" list from drop-down menu, and CLICK "Search". | Employee list will display. Select each employee one-by-one and CLICK "T&A Profile" from the bottom menu. Scroll to "Accounting", CLICK "Local Account", and use the drop-down box to display the available accounting codes. Select the appropriate code for the employee based on subparagraphs B through D.<br><br>**Note:** Ensure that all codes begin with "9". Scroll to the bottom of the page, CLICK "Save", and select the next employee. If correct accounting is **not** listed, CLICK "Cancel" to return to the Timekeeper Main Menu and proceed to step 2. |
| 2<br>Adding an Account Code | Select "Accounts Account Table, select employee with incorrect accounting from drop-down list, and select "New Account". | The Account Creation Wizard Table will display. Populate the first 5 boxes of the table with the correct accounting derived from the instructions. Do **not** make entries in the "Activity Report" and "Description" boxes. CLICK "Save Description" and select "Finish". Select "DEL" to delete any incorrect codes. Return to the Timekeeper Main Menu and repeat step 1 to access the employee list. Select the newly added accounting code and CLICK "Save" to proceed to the next employee. |