

For: State and County Offices

**Processing CED Time and Attendance (T&A) With WebTA**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

WebTA software requires users to have Level 2 eAuthentication to access the WebTA system to process employee T&A requests and approvals. COC's are the supervisors of CED's and have responsibility for CED T&A requests and approvals; however, COC's do **not** have Level 2 eAuthentication. Therefore, a policy is necessary to timely process CED WebTA T&A's. For the CED/COC administrative relationship to transition smoothly into the WebTA system, a supervisory FSA employee with Level 2 eAuthentication access will be designated to process CED WebTA T&A's.

COC's exercise supervisory authority over CED's. As FSA continues to automate its administrative processes, there may be the appearance of a change in COC supervisory roles over CED's; however, there will be **no** change in this authority. COC's will retain all supervisory authority over CED's.

DD's and COC's should maintain open lines of communication if questions or concerns arise about CED T&A entries.

**B Purpose**

This notice:

- obsoletes Notice PM-2761
- provides clarified instructions and guidance to State and County Offices
- authorizes DD's to approve and certify electronic T&A's and leave requests through WebTA for CED's.

<b>Disposal Date</b>  January 1, 2011	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice PM-2763

### 1 Overview (Continued)

#### C Administrative Responsibilities Assigned to DD's

For auditing purposes, DD's, or their delegates, will take the necessary actions in WebTA for certifying CED T&As. DD's will:

- act on behalf of COC's to electronically approve and certify CED WebTA T&A's
- **not** be authorized to overturn or affect decisions made by COC's on CED T&A matters, **except** in unusual circumstances.

### 2 Action

#### A CED Actions

CED's shall continue to submit OPM-71's to their COC for approval, obtain paper documentation from COC's for credit hour and compensatory time requests and approvals, and print and file copies of their WebTA summary sheets for COC review and approval.

CED OPM-71's and premium pay requests shall be maintained in the County Office for COC review and action

#### B DD Actions

DD's shall approve CED WebTA leave and premium pay requests and timely certify CED WebTA summaries using the WebTA system. DD's will be responsible for certifying any revisions to CED WebTA, if requested by COC.

DD's that are not available to certify CED WebTA T&A's must delegate their role to an acting DD. If the delegate is CED for whom DD would normally certify and approve items in WebTA, DD **must** name a second delegate to take appropriate actions on WebTA items submitted for the acting DD.

#### C COC Actions

COC's shall review CED WebTA summaries, leave, and premium pay requests timely. COC's shall work with DD's to ensure that WebTA T&A's for CED's are corrected if necessary and inform DD's of any decisions made by COC to not approve leave or premium pay requests. COC's and DD's will need to maintain communications on any leave or attendance issues affecting CED's.

#### D Contacts

If there are questions about this notice, State Offices shall contact Mike Rafferty by either of the following:

- e-mail to [michael.rafferty@wdc.usda.gov](mailto:michael.rafferty@wdc.usda.gov)
- telephone at 202-401-0436.