

Technical

webTA is a Web-based application that you can access through any Web browser.

The application is browser agnostic, accessible using Internet Explorer 7.0 (or higher).

Security

Security is paramount to NFC, and webTA was architecturally designed with security as a primary consideration. Various processes are used to protect the integrity of the data and the identity of the users, and eliminate the risk of outside penetration.

Contact Us

Agencies needing information on webTA should contact the Training and Communication Branch staff at:

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United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center



TIME AND ATTENDANCE

webTA

webTA

webTA is a service offered by the National Finance Center (NFC) to Federal Government Agencies wanting to change their current application for transmission of their Time and Attendance (T&A) data for processing. webTA is a web-based, 508 compliant, employee time tracking, attendance, and labor management package. It is a state-of-the-art, off-the-shelf software solution that will enhance an Agency's ability to effectively manage T&As.

webTA Functionality

webTA is designed to adapt to the business rules/roles of the Agency or Department and can be quickly configured for changes in procedures or protocols.

Standard functionality includes:

- Automates T&As, offers leave management, and provides labor distribution capabilities.
- Provides Time Reporting and Time Variance Reporting including Overtime.
- Offers Leave and Leave Donation Reporting.
- Incorporates Premium Pay and Leave Request Functionality.
- Facilitates regulatory compliance by providing fully auditable processes.
- Offers real-time reporting together with ad hoc query and graphical analysis capabilities.
- Provides for a full accounting of the total workforce by enabling the tracking of employee time and matching it to programs, projects, and tasks.
- Allows for usage of multiple Job Codes/Classifications.

The image shows two screenshots from the webTA application. The top screenshot is the 'Supervisor Main Menu' with options: Select Employee, Search For Employee, Leave and Premium Pay Requests, and webTA Reports. The bottom screenshot is the 'Validation Summary' screen, which displays a table of validation errors and warnings for various employees.

UserID	Name	PayPeriod	Error Message
EMPLOYEES	Sue Employee	09	ERROR: [3017] - Account 00201080000 may not be used because the account structure 'NEA' is not available to the employee this pay period.
EMPLOYEES	Sue Employee	09	ERROR: [4001] - Base hours recorded can not be less than duty hours. BASE hours: 72:00, Duty hours: 80.
EMPLOYEES	Sue Employee	09	ERROR: [4007] - Comp. time may not be earned during a pay period in which total base hours do not meet duty hours. Base hours: 72:00, Duty hours: 80.
EMPLOYEES	Sue Employee	09	WARNING: [7001] - There is a payroll transaction for Comp Time Earned on 05/15/2013 with no corresponding approved request for 2:15 hours.
EMPLOYEES	Sue Employee	09	WARNING: [7001] - There is a payroll transaction for Annual Leave on 05/16/2013 with no corresponding approved request for 6:00 hours.
EMPLOYEES	Sue Employee	09	WARNING: [7001] - There is a payroll transaction for Sick Leave on 05/17/2013 with no corresponding approved request for 8:00 hours.

webTA Advantages

- User group representation.
- Technical and functional help desk.
- Coordination of system reviews and reporting in accordance with the Office of Management and Budget Circulars A-123 and A-127.
- Application certification and accreditation.
- Training support.
- Bi-Directional Interface between webTA and NFC's Payroll/Personnel System.
- Daily transmittal of flat files from Personnel Input and Edit System (PINE) containing employee accession and separation information.
- Leave balances and profile data updates through Bi-Weekly transmittal of flat files from Bi-Weekly Examination Analysis and Reporting System (BEAR).
- Canned reports and real time reporting.
- Information Technology and database maintenance and upgrades.
- System restoration and Disaster Recovery.

webTA Roles

webTA Employee:

- Enter, edit, and certify T&A
- Submit leave and premium pay requests
- View previously certified T&A Summaries

webTA Supervisor:

- Employee role access
- Certify timesheets for assigned employees
- Access standard reports

webTA Master Supervisor:

- Employee role access
- Certify timesheets on behalf of all employees in webTA for an Agency

webTA Timekeeper:

- Employee role access
- Enter and validate timesheets for their assigned employees
- Access standard reports

webTA Master Timekeeper:

- Employee role access
- Access to all employee accounts within webTA for an Agency
- Access standard reports

webTA Human Resource Administrator:

- Employee role access
- Review work product through change cycles for traceability to business requirements
- Responsible for assigning organizational roles
- Access standard reports

webTA Project Manager:

- Employee role access
- Manage projects
- Access standard reports

The image shows two screenshots from the webTA application. The top screenshot is the 'T&A Data' screen, which displays a table of transactions for a specific employee. The bottom screenshot is the 'Transaction' screen, which displays a detailed view of a transaction, including the employee's name, pay period, and various time and attendance data.