

Time & Attendance User Group (TAUG) Notes
Thursday, January 7, 2016, 1:00 p.m.-3:00 p.m. EST

I. Welcome – Carolyn Landeche, Client Management Branch

Individuals in the Customer Support Office, USDA South Building and individuals on the telephone were introduced. Meeting participants in New Orleans were recognized and acknowledged. Customers were asked to send an email acknowledging their attendance.

II. Review of T&A User Group Action Items – Carolyn Landeche

- Project # 859707 Reformatting of the Statement of Earnings and Leave (E&Ls) - It was decided to remove project from agenda until the requirements have been completed.
- Provide a list of automatically corrected T&As - CULPRPTs can be pulled from the mainframe for assistance in correcting rejected T&As.
 - P0054 T&A Reject % Report by Contact Point
 - P0149 T&A % Report by Agency
 - P0099 Error Analysis for T&A processing**This action item is closed.**
- Are T&A reports available on the Reporting Center? Yes, the following reports are available on the Reporting Center:
 - T&A Error Analysis
 - T&A Reject Report
 - T&A Reject YTD Reject Report.**This action item is closed.**
- Can NFC review the drop down menu on Requestor Console to ensure all applications are listed? The summary menu in Remedy Requestor Console (RRC) can't go further than the top level menu of summary groups to a second level of summary types. At this time, NFC is not able to do perform this task.
- What are the most common causes for T&As to reject? The reasons vary why T&As reject. For example, the coding for fiscal year end split or no ending balance. **This action item is closed.**

III. National Finance Center Contact Center (NCC) Spotlight – Michael Schleifstein

Michael reported that the NCC is unable to adjust manual leave balances during Pay Period 01.

IV. Additional Topic(s) for Discussion

- **Paycheck 8 Update – Cindy Leary**

Currently we have five agencies in various stages of the implementation process. All should be implemented within the next few months. NFC recently received the current release of the software from the vendor and will be installing shortly.

Q. Dwayne Brown (FS), requested a list of the enhancements?

A. Cindy advised they could discuss offline.

- **WebTA 4.2 Update** – Cindy Leary

NFC is currently working on project plans to implement USDA, DHS and DOJ. This is an ongoing process to set up and plan the implementation schedule.

- **Timely Submission** – Frank Joshua

To ensure submission of Time and Attendance (T&A) data, all agencies are reminded of the requirement to submit T&A's timely. The timely receipt of T&As by the National Finance Center (NFC) is very important since it impacts employees' pay. Please note, T&As should be validated, certified and transmitted by close of business on the Tuesday following the end of the bi-weekly pay period. Compliance with this requirement will ensure employees receive salary payments as scheduled. If your agency is having problems submitting, please email Frank Joshua, so that NFC can help get the T&As submitted timely.

V. Future Meetings – Carolyn Landeche

- Thursday, April 7, 2016
- Thursday, July 14, 2016
- Thursday, October 6, 2016

VI. Closing Remarks – Carolyn Landeche

Meeting adjourned.

Attendees in DC

None.

**Attendees
on the Phone**

Dawn Joyce Patterson,TR/OTA
Tara Mathiowetz, DHS/USCIS
Takisha Jackson, HQ/DHS
Qiana Gray, HQ/DHS
Sandra Muri Leverette, DHS/ICE
Viviana Hernandez, IRS
Dan Petherbridge, DHS/CIS
Jennifer Johnson, IRS
Jim Hoebel, DOC
Kenneth Sharpe, FNS
Grant Garris, DOJ
Helen Coffman, NPPD
Terri Phillips, IRS
Cindy Leary, PCB
Marlo Blue, NEH
Diane Dawkins, BPS
Mark Deming, FSA
Mike Odum, FS
Deanna Graves, DHS
Gwendolyn Holmes, CSOSA
Mike Odum, FS
Dwayne Brown, FS
Gaye Walker, HUD
Crystal Garrison,
Cassandra Hawkins, IRS
Becky Clawson, NRCS
Helen Coffman, HQ/DHS
Tara Mathiowetz, DHS
Lori Requist, FSIS
Loretta Saines-Gibson, IRS
Kristine Wagner, APHIS
Gordie Walker, NRCS

**Attendees at
USDA/NFC**

Frank Joshua, PaPB
Katrice Galbreth, NCC
Michael Schleifstein, NCC
Janet Richard, TCB
Phyllis Graves, ATB
Marva Jackson, NCC
Laurie Roy, PCO
CMB Personnel