

Time & Attendance User Group (TAUG) Notes
Thursday, January 8, 2015, 1:00 p.m.-3:00 p.m. EST

- I. Welcome** - Randolph Macabitas, National Finance Center (NFC)
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.
- II. Review of T&A User Group Action Items** - Randolph Macabitas
The action item discussion was deferred in lieu of the community-wide project below.
- III. Community-wide Projects**

- **Project Number 421130, Additional Statement of Earnings and Leave (SEL)** - Irwin Myles

The Functional Requirement Document (FRD) for changes to the SEL has been completed and posted to the NFC Homepage. These changes include:

- Credit Hours - Balance hours only
- Religious Comp - Balance hours only
- Travel Comp - Balance hours only

This project is scheduled for PP06, 2015.

Q: When would these changes show on the SEL?

A: The new fields will be displayed beginning in PP06.

Q: Will testing still be held in PP04?

A: Yes. Testing will be conducted in Pay Periods 04 and 05.

Q: Who can participate in testing?

A: A CAPPS notice will be forthcoming regarding testing for the Pay Period 6 release.

IV. Additional Topic(s) for Discussion

WebTA - Diane Anderson, One USDA Program Manager, advised the implementation for NRCS and NASS to webTA has been rescheduled to PP10, 2015. All other USDA agencies, except for Forest Service, will be implemented in the summer of 2015. An updated project schedule was provided to the USDA Mission Area Human Resources Directors.

Testing for customers will be held in Washington, DC. USDA would like 1-2 testers per mission area to participate in testing. Leave clean-up should be completed prior to PP10.

Action Item: A customer notification regarding the leave clean-up process was provided to the webTA 4.2 impacted agency points-of-contacts.

The bi-directional, *EmpowHR*, Table Management System and Financial Management Modernization Initiative (FMMI) feeds will also be implemented in PP10, 2015. Diane advised these feeds will have no impact to the agencies that have their own front-end system feeds into webTA.

Q: Was testing still going to take place January to February?

A: Yes. However, testing will be delayed a little.

Action Item: A notification was sent on January 12, 2015, to webTA contacts providing testing dates.

Q: Who from FSIS will receive testing information?

A: Diane Anderson stated Joe Albert is the FSIS's Coordinator however, she will confirm.

Q: DOJ inquired if the GM Pay Plan will be included in the bi-directional?

Action Item: NFC will conduct further research.

Q: How much time will be given for leave clean-up?

A: The timeline has not been determined.

Q: When will DOJ's receive their 4.2 instance?

Action Item: NFC will conduct further research.

Q: LOC inquired if the leave error clean-up will affect all agencies?

A: No. This affects USDA agencies only.

Paycheck 8 Update - Tracey Hoolahan

Tracey Hoolahan stated a small population of NFC staff is currently using Paycheck 8 and all is going well. Additionally, NFC is in the process of implementing several smaller agencies into Paycheck8.

NFC is recruiting a co-chair for the T&A User Group. If you're interested, please send an email to the TAUG@nfc.usda.gov.

V. Future Meetings - Randolph Macabitas

- Thursday, April 9, 2015
- Thursday, July 9, 2015
- Thursday, October 8, 2015

VI. Closing Remarks - Randolph Macabitas

Meeting adjourned.

Attendees in DC

Anh Lewellen, CSD

**Attendees
on the Phone**

Cindy Hadlich, APHIS
Loretta Saines Gibson, IRS
Regina Parks, GAO
Linda Beard, OSHRC
Brenda Foster, FSIS
Jim Hoebel, DOC
Bill Brantley, WDC/USDA
Kristen Lombard, WDC/USDA
Stacey Anderson, WDC/USDA
Melanie Nini, DHS
Linda Kolb, DHS
Jennifer Johnson, IRS
Melissa Smith, IRS
Diane Dawkins, BPD/TR
Linda Kolb, HQ/DHS
Stephanie Forster, TR
Rande Young, DM/USDA
Grant Garris, DOJ

**Attendees at
USDA/NFC**

Client Management Staff
Tara Lala, TCB
Katrice Galbreth, NCC
Irwin Myles, WRB
Diane Anderson, USDA
Kevin Benit, POB