

Time & Attendance User Group (TAUG) Notes
Thursday, April 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

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. This action item is closed.

III. National Finance Center Contact Center (NCC) Spotlight – Katrice Gallbreth

If a Human Resource Administrator begins the process of closing out a Voluntary Leave Transfer Program (VLTP) account by placing it in a "Closed/Pending" status, only that HR Administrator can reopen the account or continue to close the account. Any other HR Admin who attempts to change the status will receive an error, which can only be fixed by contacting the NFC Contact Center.

IV. Additional Topic(s) for Discussion

Paycheck 8 Update – Laurie Roy

- There are two Agencies, Federal Mediation and Conciliation Service (FMCS) and U.S. Commission on Civil Rights (USCCR) that will implement in Pay Period 7.

WebTA 4.2 Update – Laurie Roy

- CUAT USDA OCFO is scheduled for June 20 - July 1, 2016.
- Go live dates are as follows:
 - OCFO - The week of August 8, 2016 (for PP 15 processing)
 - USDA Agencies - The week of September 5, 2016 (for PP 17 processing)
 - NRCS/NASS - The week of October 18, 2016 (for PP 20 processing)

The DHS and DOJ Web TA 4.2 schedule is currently being finalized.

Emergency Submission of T&A Letters – Frank Joshua

- This is a reminder that each agency must send an updated Annual Emergency Time and Attendance (T&A) Transmission Authorization Letter signed by an authorized representative. This letter provides NFC with instructions to initiate pay in the event of an emergency that would prevent the transmission of T&A data to NFC

- **Timely Submission** – Frank Joshua

To ensure submission of Time and Attendance (T&A) data, all agencies are reminded of the requirement to submit T&As timely. All T&As should be validated, certified and transmitted to NFC 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 for assistance.

Q: Will the CULPRPT 13 or 99 be available in the Reporting Center?

A: NFC is in the process of defining the requirements.

V. Future Meetings – Carolyn Landeche

- Thursday, October 6, 2016

VI. Closing Remarks – Carolyn Landeche

Meeting adjourned.

Attendees in DC

Anh Lewellen, CSD
Tangie White, USDA

Attendees on the Phone

Marlo Blue, NEH
Mark Demings, FSA
Takisha Jackson, HQ/DHS
Tina Eddins, GAO
Terri Phillips, IRS
Cameron Montero, DOJ
Jennifer Thomas, FS
Shavon Butler, USDA
Larry Fittipaldi, DHS/ICE
Kimberly Moreland, TR
Gwendolyn Holmes, CSOSA
Crystal Gaston, CSOSA
Helen Coffman, DHS/HQ
Grant Garris, DOJ
Deanna Graves, DHS
Gwendolyn Holmes, CSOSA
Mike Odum, FS
Melissa Cobos, FS
Kristine Wagner, APHIS
Linda Kolb, DHS/HQ
FS
DOJ

Attendees at USDA/NFC

Frank Joshua, PaPB
Katrice Galbreth, NCC
Laurie Roy, PCO
Susan Porte, PCO
CMB Staff