

**Time & Attendance User Group (TAUG) Notes**  
**Thursday, April 9, 2015, 1:00 p.m.-3:00 p.m. EST**

- I. Welcome** – Tracey Hoolahan, 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** - Tracey Hoolahan  
Action Items:
- Project 85707, Reformatting of the Statement of Earnings and Leave (SEL). The requirements are still being developed.
  - Status of DOJ release of webTA 4.2. The delivery of the software is scheduled for 4/30/15.

**III. Community-wide Projects**

**Project 421130, Additional Statement of Earnings and Leave (SEL)** – Ronald Douglas

Phase 1 - Project 421130 – Reformatting of Earnings and Leave Statement, will implement in Pay Period 06. During Customer User Acceptance Testing an issue was discovered with the balance not displaying for employees that only had Religious Comp Time. This issue will be corrected in Pay Period 08. The following elements will be added to the Earnings and Leave Statement:

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

Phase 2 - Project 859707 – Reformatting of Earnings and Leave Statements  
Requirements are being developed for Phase 2 to include Accrued and Used Leave for Credit Hours, Religious Comp, Travel Comp, Time Off Awards, and Restored Annual Leave. An implementation date has not been determined.

Q: Is the Employee Personal Page (EPP) down today because of Phase 1 changes being implemented?

A: Yes. Other system changes are being migrated along with Phase 1.

Q: Will a notification be sent out?

A: Yes, a customer notification will be sent.

The user community announced they were excited about Phase 1 implementation. NFC stated this was a joint effort and appreciated the support from the user group.

Q: What changes will be in Phase 2?

A: The changes will include: Accrued and Used Leave for Credit Hours, Religious Comp, Travel Comp, Time off Awards and Restored Annual Leave.

Q: When will Phase 2 be implemented?

A: NFC is refining the requirements and does not have an implementation date scheduled.

Q: Will the leave categories show as accrued and used? Will they be the same as webTA?

A: Yes.

#### **IV. Additional Topic(s) for Discussion**

##### **WebTA – Susan Porte**

NFC is currently testing software for implementation of USDA agencies. The first agency implementation is planned for this summer. The other agencies will follow. A timeline has not been developed. Non-USDA customers will be implemented after USDA. NFC is excited about the added functionality of 4.2.

Q: Has the testing schedule been determined?

A: Not yet. We had additional internal testing to be completed. NFC held a working session with Kronos last week, which went well.

Q: Is NFC testing now?

A: Yes.

##### **Paycheck 8 Update – Susan Porte**

NFC paused on customer implementations to allow time for a few system enhancements. Several of the changes have been made and testing is scheduled to begin shortly.

Q. OSHRC asked was their agency in line to start.

A. Yes. Your agency needs to go through Customer User Acceptance Testing (CUAT) first. NFC expects this to happen this summer.

#### **V. Customer Comment Period**

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](mailto:TAUG@nfc.usda.gov).

#### **VI. Future Meetings - Tracey Hoolahan**

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

**VII. Closing Remarks - Tracey Hoolahan**

Tracey Hoolahan thanked everyone for attending the meeting.

Meeting adjourned.

**Attendees in DC**

Anh Lewellen, CSD  
Freddie Morris, USDA

**Attendees  
on the Phone**

Cindy Hadlich, APHIS  
Loretta Saines Gibson, IRS  
Brenda Foster, FSIS  
Jim Hoebel, DOC  
Linda Watkins, WDC/USDA  
Melanie Nini, DHS  
Linda Kolb, HQ/DHS  
Marlo Blue, NEH  
Diane Dawkins, BPS  
Stephanie Forster, TR  
Grant Garris, DOJ  
Mark Deming, KCC/USDA  
Cynthia Barnes, WDC/USDA  
Crystal Gaston, CSOSA  
Gwendolyn Holmes, CSOSA  
Shavon Butler, USDA  
Tina Eddins, GAO  
Helen Coffman, NPPD  
Denise Smith, TR  
Deanna Graves, DHS  
Debra Hall, OCHRC

**Attendees at  
USDA/NFC**

Client Management Staff  
Ronald Douglas, WRB  
Katrice Galbreth, NCC  
Irwin Myles, WRB  
Kevin Benit, POB  
Susan Porte, PCB  
Marva Jackson, NCC  
Janet Richard, TCB