

Time & Attendance User Group (TAUG) Notes
Tuesday, July 14, 2015, 11:00 a.m.-1:00 p.m. EST

- I. Welcome** – Tracey Hoolahan, 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.

Personnel Announcements - The following Government Employees Services Division Personnel Change was announced. Carolyn Landeche was selected as the Supervisor of Section 1, Client Management Branch.

- II. Review of T&A User Group Action Items** - Tracey Hoolahan
- Project 859707 Reformatting of the Statement of Earnings and Leave (E&L's) NFC is defining the requirements.
 - When did NFC receive DOJ software for 4.2? The software was received on April 30, 2015. **Closed**

Q: DOJ inquired how testing is going?

A: NFC will follow-up on a status. **Action Item**

III. Community-wide Projects

Phase 2 - Project 859707 – Reformatting Statements of Earnings and Leave (E&L). This project will include the used and accrued leave categories for credit hours, religious comp time, military hours, and time off award hours and restored annual leave hours to the E&L's. The requirements analysts and the developers are continuing to work together to determine an effective process to gather, compile, and pass the leave data to the Earnings and Leave Statements. We have encountered some issues with the accrued time off award hours and with the restored annual leave hours. NFC is working diligently to resolve these issues and to ensure that the additional leave data will be accurately reflected on the employees' E&L's.

IV. Additional Topic(s) for Discussion

WebTA 4.2 Update – Susan Porte

CUAT was completed on Friday, July 10, 2015. Discussions are taking place Regarding the 4.2 implementation schedule.

Q: Once discussions are complete, can NFC share the implementation schedule?

A: Yes. NFC will provide once finalized.

Q: Is it mandatory to switch to webTA 4.2?

A: Currently, there is no mandate to switch.

Paycheck 8 Update – Susan Porte

CUAT finished on Friday, July 10, 2015. The Office of Special Counsel and Occupational Safety and Health Review Commission should implement in Pay Period 17.

Rejected Timecards – Frank Joshua

Currently, NFC will only fax rejected timecards that require agency assistance for corrections. The process of faxing rejected timecards will eventually stop and need the support from our customers with the transition.

Q: Can customers obtain a list of automatically corrected T&As?

A: NFC will create a list and let you know when it becomes available.

Action Item: 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 Reject % Report by Agency
- P0099 Error Analysis for T&A Processing

Q: Will the report be available on the Reporting Center?

A: Yes. Reports are available on the Reporting Center. NFC will provide guidance to identify the reports and when they are available.

Action Item: T&A Error Analysis, T&A Reject Report, and T&A Reject YTD Reject Report are available on the Reporting Center.

Q: Will the Reporting Center be sunset?

A: There are no plans to sunset the Reporting Center at this time.

Timely Submission of Timecards – Frank Joshua

A Customer Notification has been issued to remind customers T&A(s) should be validated, certified and transmitted by close of business on the Tuesday following the end of the bi-weekly pay period.

Q: DOC stated they are striving to change their process and requested a meeting with NFC.

A: **Action Item:** CMB will contact DOC to schedule the meeting.

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.

Customers were reminded the CAPPs meeting is scheduled for July 14, 2015.

VI. Future Meetings - Tracey Hoolahan

- Thursday, October 8, 2015

Closing Remarks – Tracey Hoolahan

Meeting adjourned.

Attendees in DC

Freddie Morris, USDA
Wendy Moore, USDA
Shavon Butler, USDA
Tangie White, USDA

**Attendees
on the Phone**

Rachel Merrell, FSIS
Jennifer Johnson, IRS
Jim Hoebel, DOC
Melanie Nini, DHS
Marlo Blue, NEH
Diane Dawkins, BPS
Grant Garris, DOJ
Mark Deming, KCC/USDA
Tina Eddins, GAO
Helen Coffman, NPPD
Deanna Graves, DHS
Gaye Walker, HUD
Sandra Muri Levenette, ICE
Larry Fittipaldi, ICE
Kenneth Sharpe, FNS
Kristine Wagner, APHIS
Rande Young, DM/USDA
Pamela Goins, DOJ
Constance Davidson, ICE
Michelle Lindsey, ICE

**Attendees at
USDA/NFC**

Ronald Douglas, WRB
Katrice Galbreth, NCC
Irwin Myles, WRB
Kevin Benit, PAPB
Susan Porte, PCB
Marva Jackson, NCC
Janet Richard, TCB
Frank Joshua, PAPB
Jo Ann Frazier, CMB
Tiffany Ward, CMB
Sheri Riemer, CMB
Debi Dewar, CMB
Wendy Banks, CMB
Randolph Macabitas, CMB