

**Time & Attendance User Group (TAUG) Notes**  
**Thursday, October 8, 2015, 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.

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

- **Project 859707** - Reformatting of the Statement of Earnings and Leave (E&L's) - NFC is defining the requirements and will provide an update to the group once the Functional Requirements Document has been completed.
- Listing of rejected T&A Reports.

Below are CULPRPTs that can be run from the mainframe:

- P0054 T&A Reject Percent Report by Contact Point
- P0149 T&A Percent Report by Agency
- P0099 Error Analysis for T&A Processing

Below are reports that can be run from Reporting Center:

- T&A Error Analysis
- T&A Reject Report
- T&A Reject YTD Reject Report.

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

The Contact Center provided statics on inquires received. Currently, the majority of inquires are handled via telephone.

Discussions were held concerning the timelessness of Requestor Console and resolutions of incidents.

Q. Can NFC review the drop down menu on Requestor Console to ensure all applications are listed?

**Action Item:** NFC will review to determine if other applications should be added.

**IV. Community-wide Projects**

**Project 859707 - Reformatting of the Statement of Earnings and Leave (SEL).** -  
Irwin Myles

- NFC is defining the requirements for this project. Due to the complexity no timeframe has been determined for completion. Updates on our progress will be provided to the group as they become available.

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

### **WebTA 4.2 Update** – Susan Porte

- CUAT in process for One USDA agencies
- The implementation schedule is being developed for One USDA

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: Yes. According to Kronos, they plan to stop supporting the 3.8 version. A date has not been provided at this time.

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

- Implemented Occupational Safety and Health Review Commission (OSHRC) and U. S. Office of Special Council in Pay Period 17.
- NFC should receive a new release on October 16<sup>th</sup> that includes changes for the four remaining agency implementations.

Q: How is CUAT going for webTA 4.2?

A: It takes time to ensure everything is working properly before we move customers over. There is a learning curve on the new version.

Q: Did NFC have issues with migrating data?

A: Yes. NFC held several migrations.

Q: Are non-USDA webTA 4.2 implementation still scheduled for next year?

A: There is no implementation date defined yet. NFC will provide a project schedule once it has been completed.

Q: Will non-USDA agencies have an opportunity to test?

A: Yes, testing will be built into the project schedule.

### **Rejected Timecards** – Frank Joshua

NFC will make corrections to T&A records as authorized in the Memorandum of Understanding/Service Level Agreement (MOU/SLA). We will contact the Agency for input/assistance for those corrections outside of those authorized in MOU/SLA.

Q: Customer requested a list of common causes for T&As to reject.

A: The reasons vary why T&As reject. For example, the coding for year end split.

**Timely Submission – Frank Joshua**

- We need all Agencies to submit their T&A records by COB, Tuesday following the end of the bi-weekly pay period. Please refer to the Customer Notification on Timely Submission of Time and Attendance Data dated October 15, 2015.

**VI. Future Meetings – Carolyn Landeche**

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

**VII. Closing Remarks – Carolyn Landeche**

Meeting adjourned.

<u>Attendees in DC</u>	<u>Attendees on the Phone</u>	<u>Attendees at USDA/NFC</u>
Freddie Morris, USDA Anh Lewellen, USDA	Gloria Dixon, LOC Dawn Joyce Patterson, TR/OTA Carol Drake, FSIS Tara Mathiowetz, DHS/USCIS Takisha Jackson, HQ/DHS Qiana Gray, HQ/DHS Sandra Muri Leverette, DHS/ICE Viviana Hernandez, IRS Dan Petherbridge, DHS/CIS Regina Parks, GAO Jennifer Johnson, IRS Jim Hoebel, DOC Melanie Nini, DHS Kenneth Sharpe, FNS Grant Garris, DOJ Helen Coffman, NPPD	Ronald Douglas, WRB Irwin Myles, WRB Kevin Benit, PAPB Susan Porte, PCB Frank Joshua, PAPB Jo Ann Frazier, CMB Sheri Riemer, CMB Debi Dewar, CMB Wendy Banks, CMB Randolph Macabitas, CMB Mary Lillie, CMB Renette Dyson, CMB Darleen Aucoin, CMB Dawn Landry, CMB Janet Richard, TCB Raquel Ferguson, CMB Katrice Galbreth, NCC Sheron McGary, NCC Judy Andre, NCC Carolyn Landeche, CMB Michael Schleifstein, NCC