webTA is an application offered by the National Finance Center (NFC) to Federal Government Agencies to meet their Time and Attendance (T&A) data processing and transmission needs. webTA is a web-based, 508 compliant, employee time tracking, attendance, and labor management package. It is a state-of-the-art, off-the-shelf software solution that will enhance an Agency’s ability to effectively manage T&As.

webTA Functionality
webTA is designed to adapt to the business rules/roles of the Agency or Department and can be quickly configured for changes in procedures or protocols.

Standard functionality includes:

• Automates T&As, offers leave management, and provides labor distribution capabilities

• Provides Time Reporting and Time Variance Reporting including Overtime

• Offers Leave and Leave Donation Reporting

• Incorporates Premium Pay and Leave Request Functionality

• Facilitates regulatory compliance by providing fully auditable processes

• Offers real-time reporting together with ad hoc query and graphical analysis capabilities

• Provides for a full accounting of the total workforce by enabling the tracking of employee time and matching it to programs, projects, and tasks

• Allows for usage of multiple Job Codes/Classifications

webTA Advantages

• User group representation

• Technical and functional help desk

• Coordination of system reviews and reporting in accordance with the Office of Management and Budget Circulars A-123 and A-127

• Application certification and accreditation

• Training support

• Bi-Directional Interface between webTA and NFC’s Payroll/Personnel System

• Daily transmittal of flat files from Personnel Input and Edit System (PINE) containing employee accession and separation information

• Leave balances and profile data updates through biweekly transmittal of flat files from Bi-Weekly Examination Analysis and Reporting System (BEAR)

• Canned reports and real time reporting

• Information Technology and database maintenance and upgrades

• System restoration and Disaster Recovery

webTA Roles

webTA Employee:

• Enter, edit, and certify timesheets

• Submit leave and premium pay requests

• View previously certified timesheets

webTA Supervisor:

• Employee role access

• Certify timesheets for assigned employees

• Access standard reports

webTA Master Supervisor:

• Employee role access

• Certify timesheets on behalf of all employees in webTA for an Agency
**Security**

Security is paramount to NFC, and webTA was architecturally designed with security as a primary consideration. Various processes are used to protect the integrity of the data and the identity of the users, and eliminate the risk of outside penetration.

**Contact Us**

- **Email**: GESDMARKETING@nfc.usda.gov
- **Website**: https://www.nfc.usda.gov
- **Address**: USDA, National Finance Center
  13800 Old Gentilly Road
  New Orleans, LA 70129

**webTA Timekeeper:**
- Employee role access
- Enter and validate timesheets for their assigned employees
- Access standard reports

**webTA Master Timekeeper:**
- Employee role access
- Access to all employee accounts within webTA for an Agency
- Access standard reports

**webTA Human Resource Administrator:**
- Employee role access
- Review work product through change cycles for traceability to business requirements
- Responsible for assigning organizational roles
- Access standard reports

**webTA Project Manager:**
- Employee role access
- Manage projects
- Access standard reports

**Technical**

webTA is a Web-based application that can be accessed by logging in through a Web browser. As a USDA/NFC application, webTA supports using:

- ✔ Microsoft Edge
- ✔ Chrome
- ✔ Safari
- ✔ Firefox