



webTA Web-based Time and Attendance

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

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:

- ✓ Internet Explorer 9 and above
- ✓ Chrome
- ✓ Safari
- ✓ Firefox

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.

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