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Q1. What is webTA?

A. WebTA is a web-based Time and Attendance application.



Q2. How does webTA work?

A. WebTA allows employees or timekeepers to enter and validate the bi-weekly timekeeping data regarding hours worked and leave taken by accessing a secure website. For employees entering their own data, webTA also contains a Leave and Premium Pay module which allow employees to request leave and premium pay (e.g. overtime and compensatory time) electronically. Managers can certify all time and attendance records, approve leave and premium pay request online prior to the payroll deadline. The approved records are then transmitted by an automatic build process to NFC for salary processing and the T&A record then reflects the next pay period within webTA..



Q3. How do I access webTA?

A. Once you have been issued an initial password and User ID, USDA and OCC employees may log in to webTA at the URL address <https://wtausda.nfc.usda.gov/usda/>. USDA employees may also access WebTA via NFC's web page and click on the WebTA icon provided on this page. What about USMS employees? WebTA is accessible from any location where the Internet is available, 24 hours a day and 7 days a week. The only exception is if the system is taken down for general maintenance or system upgrades. Notification is sent to the webTA points of contacts when the system will not be available.



Q4. What can I do when I have tried numerous times to log into webTA and have been unsuccessful?

A. As a security precaution, you will be locked out of webTA after three unsuccessful login attempts. You may receive a pop-up message stating that you have an "Invalid User ID/Password", and that you should contact your Administrator.



Q5. HELP! I forgot my password!

A. No one has access to your password, but there are ways to ways to reset your password. If you are a HUD employee, your Administrator will be able to reset your password. If you are a USDA employee, you can contact the E-Auth help desk at 1-800-457-3642.



Q6. Are the User ID and password case sensitive?

A. The User ID is NOT case-sensitive but the password IS case-sensitive



Q7. I have logged into webTA and noticed that there are multiple buttons at the bottom of the screen. What do they represent?

A. The buttons represent different roles within webTA. Roles include but are not limited to: employee, timekeeper, supervisor, HR Administrator, and Administrator. Your access level/role assignment was established by a webTA Administrator based on your job function. If you have been assigned more than one role within webTA, you can move between roles by clicking on the buttons at the bottom of the webTA screens. The button reflecting the role you are currently using will be grayed out.



Q8. What resources are available should I need help?

A. Please call the Point of Contact for your agency. If you are the POC for your agency, you may call the webTA help desk at 504-426-6270 or 1-888-265-8369.

Q9. When I click on the login button I get a pop up window which states “This page cannot be displayed”. What does this mean? Is the system down?

A. As is the case with all applications, sometimes webTA is unavailable. There are several reasons why the system may not be available. It could be a problem with your local server or the server on which webTA resides. If the problem is system-wide, there will usually be an e-mail message sent.



Q10. Can the forward and backward buttons on my browser be used while logged into webTA?

A. No, Do NOT use your forward or backward browser buttons to navigate within webTA or you may be logged out of the system. Instead, use the appropriate button on the bottom of the screen (e.g., Return, Cancel, Save, etc.) to return to the previous screen and otherwise navigate within webTA.



Q11. Can I take a phone call or a short break while logged into webTA?

A. WebTA has a security setting that will time the user out after approximately ten minutes of non-use.



Q12. How do I print a copy of my current Time & Attendance record?

A. To print a copy of the record for the current pay period in either the Employee or Timekeeper module, click on Summary and then right click and select print.



Q13. Can past certified Time & Attendance records be viewed and printed?

A. WebTA maintains a history of all records previously certified and submitted through webTA. These records are available to the Employee, Timekeeper and/or Supervisor as long as the employee is an active employee. To view a previously certified record, click on the button labeled “Certified T&A’s” for the selected employee, select the pay period you wish to print by clicking on the radio button to the left of the pay period, scroll down to the bottom of the screen and click on “View Certified Record.” If you wish to print the record, right click your mouse while in the view-only pop-up box, and select the print command.



Q14. How do I enter my time if I am not in the office on the day it is due?

A. Each employee has the responsibility of providing his/her hours worked and leave taken each pay period. If you use the Employee module to enter your time into webTA, you must either complete your entries before the deadline (from any computer that has access to the Internet) or arrange for your timekeeper to act as your backup if you will be out on leave or otherwise unable to access the system. For those whose timekeepers will still enter all timekeeping data, you must pre-arrange the mode of providing the necessary information in advance of the deadline or you may not be paid on time. Please be aware that except in emergency situations, you must provide the information to your timekeeper prior to the payroll deadline. You will not automatically be paid your standard tour of duty.



Q15. How do corrections get made to my timecard, for instance if I asked for annual leave and it was recorded as sick leave or if I worked additional hours over the weekend?

A. All corrections must be created and validated by your timekeeper, and certified by your supervisor. If you need a correction made to any of the previous 25 pay periods, contact your timekeeper with the details so that a corrected timesheet can be submitted. If you have a correction that is needed to a pay period of more than one year ago your timekeeper will need to contact the payroll/personnel call center for assistance at NFC.



Q16. Is the use of the Leave and Premium Pay module required?

A. At this time, the use of the Leave and Premium Pay module is required.



Q17. I used the Leave module in webTA for requesting leave, but I have had to change my plans since my original request was approved. How can I edit my request?

A. In the current version of webTA, you will need to request that your supervisor revert the leave to pending so that you can change the request, accurately reflecting the leave taken.



Q18. What if my timekeeper or my supervisor is out of the office when timesheets are due? Will I still be paid?

A. WebTA is designed such that every timekeeper and every supervisor can have one or more delegates. When an individual is listed as a delegate by a timekeeper or supervisor, he/she has all the necessary access under his/her own User ID/password to perform the functions of the person who delegated duties to them.



Q19. How many delegates should a timekeeper or supervisor have?

A. At least one delegate should be named at all times, but there is no limit to how many can be named. Keep in mind, however, that all individuals named as delegates will receive all system-generated emails for the group of employees involved.



Q20. As an employee, I enter my own time into webTA. Do I have the ability to delegate someone to perform this duty for me?

A. No, employees cannot delegate their access to anyone. The timekeeper is always the default back-up for the employee role.



Q21. When a new employee joins a work unit, how can the timekeeper determine if they already have an account in webTA or if they need to be added?

A. It is imperative that duplicate employee records not be entered into webTA as that will create validation problems. When an employee joins a work unit, the timekeeper should determine if the subject employee has an assigned User ID, or if a previous record needs to be reactivated.



Q22. If the new employee has never had a webTA record and needs to be added, what steps must be taken?

A. The timekeeper needs to click on the new button on the Timekeeper Main Menu screen to add an employee. This will bring up a blank Employee Profile screen to be completed, including the assignment of a User ID and password. Additionally, the timekeeper will need to complete the T&A Profile, Leave and Locator screens.



Q23. What should be done when a timekeeper or supervisor changes jobs, leaves or retires?

A. Contact the Point of Contact at your agency, so that changes to the role assignments may be made and employees may be globally reassigned.



Q24. In the Edit T&A screen, should I delete lines of pay not used this pay period?

A. Yes, this eliminates unused lines of code and keeps the storage of data to the optimum level.



Q25. Can a record be changed after it is certified?

A. Once a record is certified, neither the employee nor the timekeeper can edit the record without the involvement of the supervisor. If changes are required to a certified record that has not yet been sent to the NFC, the supervisor can de-certify the record, then the employee or timekeeper can make changes. Once the changes are entered, the record will need to be revalidated by the employee or timekeeper and recertified by the supervisor. If revisions are needed to a certified record that has already been submitted to NFC, a corrected record will need to be created and validated by the timekeeper, and certified by the supervisor.



Q26. What actions are necessary when an employee leaves or retires?

A. On the T&A Profile screen for the separating employee, the Timekeeper must check the “Final Record” box. Once the timesheet for the final pay period processes, this action will result in the record being automatically inactivated. The only exception is when the separating employee is a timekeeper or supervisor -then the record cannot be inactivated until all the assigned employees have been reassigned to another timekeeper or supervisor. If this is the case, the system will send a notification email to the Timekeeper and Administrator indicating that the assigned employees must be reassigned, and the separating employee will need to be manually inactivated by de-selecting the Active Employee box in the Employee Profile.

If copies of the automated audits for the separating employee are desired, they should be printed prior to the inactivation of the record.

If the employee is separating before the last two days of the pay period, the timekeeper will also need to enter the Status Change Type (End) and the Status Change Day (select the final day of employment) on the T&A Profile screen. Likewise, the timekeeper will need to delete the accruals on the Leave screen for all full time employees who did not work their full 80 hours in the final pay period.



Q27. Can I serve as my own timekeeper in webTA?

A. This is an agency decision.



Q28. I am a supervisor or am acting on my supervisor’s behalf; can I certify my own record in webTA?

A. The webTA system prohibits self-certification.



Q29. What is the deadline for certifying records?

A. The deadline by which all records must be entered, validated and certified is 10pm Eastern Time on the first Tuesday of the following pay period. It is critically important that payroll deadlines be met. Occasionally, an early payroll deadline will be required by NFC and notification will be made to all affected parties via email.



Q30. Can a supervisor create or edit an employee's Time & Attendance record?

A. No, a supervisor does not have the required access to edit the Time & Attendance records directly. Supervisors requesting changes will need to direct the employee or timekeeper; depending on which role enters the data, to make the required changes.



Q31. Can a Time & Attendance record be deleted?

A. No, a regular Time & Attendance record cannot be deleted. However, edits can be made to the current record any time prior to the certified record being sent to the NFC for processing. If the record has been certified but not yet sent to the NFC, the supervisor will need to de-certify the record before changes can be entered. Uncertified corrections can be deleted by the Timekeeper.



Q32. What does a "C" on a record mean?

A. The timekeeper has created a corrected timecard for this employee for the specified pay period.



Q33. As a timekeeper, how do I make a correction to a previous pay period when the historical record for the subject pay period is available in webTA?

Pull up the historical record and enter the necessary changes, following the instructions that are on the "Help" Menu. If you need additional assistance, contact the Point of Contact or your timekeeper. The NFC system will allow you to submit a corrected timesheet for any of the previous 25 pay periods. If a correction involving a pay period of more than one year ago is needed, you will need to contact the NFC Payroll/Personnel Call Center for assistance.



Q34. As a timekeeper, how do I make a correction to a previous pay period when no historical record for the subject pay period is available in webTA?

Since no historical record for the subject pay period exists in webTA, you will need to create a record. Follow the instructions that are on the "Help" Menu.



Q35. Do corrected timesheets need to be validated and certified?

A. Yes, all corrected records must be validated by the timekeeper and certified by the supervisor. Any records not certified will not proceed to the BUILD process, and will therefore not be sent to the NFC for processing.



Q36. Must the forward leave balances in the current pay period be manually adjusted by the Timekeeper when a correction is submitted.

If historical webTA records exist for all intervening pay periods from the corrected pay period to the current pay period, then the leave balances should not be manually adjusted as the system will automatically roll the corrections through each pay period.



Q37. How does webTA know how many hours of annual leave to accrue each pay period?

A. The Service Computation Date (SCD) is maintained in the T&A Profile screen for each employee so that the system can calculate the appropriate annual leave accruals each pay period. Additionally, webTA will change the annual leave accrual rate from four hours/pay period to six hours/pay period and from six hours/pay period to eight hours/pay period in the first full pay period following the employee's third and fifteenth anniversary, respectively.

NOTE TO TIMEKEEPERS: The annual leave accrual rate does not change until the SCD is entered and the T&A Profile is saved.



Q38. How does webTA know my annual leave ceiling?

A. In the T&A Profile which is maintained by the timekeeper for each employee, the appropriate leave ceiling is entered so that any annual leave above the ceiling that is not used before the end of the leave year is automatically cut back to the allowable ceiling. If no leave ceiling is entered, webTA uses the default ceiling of 240 hours.



Q39. How do the accounting codes to which employee time will be charged get added to the Timekeeper Account Table?

A. This function must be completed by the Timekeeper. At the main menu, click on accounts, and add an account from the account table. The project codes listed under the employee's primary timekeeper account list are the project codes the employee will be able to select when they enter their T&A.



Q40. I am an employee and enter my own timekeeping data. I cannot find the needed labor account on my Select Account drop down menu; what do I do?

A. Ask your primary timekeeper to add the requested account to his/her Timekeeper Account Table, which will make the account available to you on the drop down menu.



Q41. I am the primary timekeeper and cannot find the needed labor account in the list of existing accounts, to add to my Timekeeper Account Table. What should I do?

A. Check with your Accounting or Finance office to determine if the code you are seeking to use is a valid project/task code and has been entered into the master account list in webTA. If it is a valid account that has not yet been added to webTA, the Timekeeper will need to request that Finance Office add it, or the Timekeeper will need to create the account for the entire webTA community. Follow the instructions for creating new accounts on the “Help” menu, or contact the webTA helpdesk for assistance.



Q42. My record is still on last pay period; how do I get the pay period to advance so I may enter my time for the current pay period?

A. Records for active employees advance to the new pay period once they have been certified and sent to the NFC for processing. If the payroll deadline was missed, the record would not have been sent to the NFC and therefore did not roll forward to the next pay period. In the current version of webTA, this will require a call to your webTA Point of Contact, before the actual pay period ends, to have the pay period reset. As webTA is a real-time system, it is critical that this adjustment be completed before the end of the actual pay period (i.e. the last Friday of the pay period).

Please note that records that have been placed on hold will advance to the next pay period during the weekend in the middle of the pay period. Therefore, when employees are returning to duty, do not take their records off hold until they have advanced to the current pay period (i.e., the second week of the pay period).



Q43. Where is advanced leave entered in webTA?

A. There is no specific code for advanced leave in the data entry screen in webTA. The used leave should be entered on the Time & Attendance record and if it results in a negative (advanced) balance, a notation will automatically be displayed in the Leave Data section of the T&A Summary, stating that advanced leave is being used. The certification process by the supervisor indicates an approval of the advanced leave.

However, in the Leave and Premium Pay module, an employee can and should request advanced leave if the appropriate number of hours have not yet been accrued.



Q44. The Timekeeper has received notification from the Leave Share Coordinator that an employee has donated annual leave under the Voluntary Leave Transfer program. Where should the donated annual leave hours be deducted?

A. The Timekeeper must manually deduct the hours from the annual leave forward balance on the Leave screen for the pay period noted by the Leave Share Coordinator. Additionally, add a remark to the Time & Attendance record indicating “# hour’s annual leave donated.”



Q45. Premium pay such as overtime or regular compensatory time was reflected on the certified T&A, no error message was received during the validation process, and yet the Leave and Earnings Statement shows the NFC cut back the number of hours for which the employee was paid overtime or credited with regular compensatory time. Why?

A. WebTA is not programmed with salary information, so it does not know if someone has exceeded the bi-weekly limitation on earnings. The NFC does have the salary information and is programmed to automatically cut back earnings to the amount allowable under current law.



Q46. As a supervisor, how do I know if a record is ready for certification?

A. In the Supervisor Main Menu, click on the “Select Employee” button. On the left side of this screen there is a “Status” column. The Status column will contain a message “Tkp. Validated” for records that have been validated by the timekeeper or “Emp. Validated” for records validated by the employee. Only validated records may be certified. Once certified, the status column will reflect “Certified,” meaning the supervisor has approved the record. The status column is also reflected on the Timekeeper’s “Select Employee” screen.



Q47. One of my employees has disappeared from my Timekeeper Select Employee list, what do I do?

A. Check your email to see if you have received an automated notification that another Timekeeper has taken over the timekeeper function for the affected employee. If no email notification was received, perform the Takeover function from the Timekeeper Main Menu and the employee will reappear on your list if they are still listed in webTA as an Active employee. If the employee is still missing from your list after performing the above, contact your HR Administrator, so that they can check to see if the employee were inadvertently inactivated. If so, once reactivated, the employee will reappear on your list.



Q48. One of my direct reports/employees has disappeared from my Supervisor Select Employee list, what do I do?

A. Ask the Timekeeper to check to see who is listed as the employee’s supervisor on the Employee Profile screen. If necessary, instruct the timekeeper to make any necessary changes.

