Agency Human Capital Managers and Financial Managers

**Invitation
to the
webTA Department-Wide Standard Implementations Footprint Meeting**

This invitation is a follow up to the April 2, 2008, memorandum from Gilbert L. Smith, Deputy Assistant Secretary for Administration, and Jon M. Holladay, Deputy Chief Financial Officer, announcing the USDA-wide implementation of the Enterprise Time and Attendance System, webTA.

On May 15, 2008, the NFC-Kronos webTA development team will lead a daylong Department-wide meeting for the purpose of discussing the standard implementation footprint. All Agencies will be implemented using the standard implementation footprint, *with specific Agency configurations to be tailored during each Agency's individual fit-gap session.* Agency fit-gap sessions will be held throughout the next several months; schedules will be distributed following the Department-wide meeting.

You and designated representatives from your Agency are invited to participate in the WebTA Department-wide meeting, as follows:

When:	May 15, 2008
Where:	Jefferson Auditorium, USDA South Building
Time:	9:00 am – 4:00 pm
Who:	Four (4) persons per Agency representing the following: Timekeepers, Supervisors, Human Resources, and Finance.

Participants must:
- be knowledgeable of their T&A System requirements and be able to discuss their T&A workflow process;
- be available to participate in their individual Agency fit-gap session; and
- commit to participation, on behalf of their Agency, through all phases of implementation.

If you or one of your designated participants needs an interpreter or other accommodation for this meeting, email webTA@usda.gov (please type the word **Accommodation in the subject line) on or before May 8th, 2008.

In preparation for the meeting, the attached questionnaire has been developed detailing information necessary in developing the agency baseline configurations. Please complete and return the questionnaire to webTA@usda.gov prior to the meeting, but no later than May 12th, 2008. When returning the questionnaire, please type the word **Questionnaire** in the subject line. Please bring a copy of the completed questionnaire with you to the meeting to refer to, as you will have an opportunity to supplement your responses, as necessary, following the meeting. In addition, a power point presentation of the webTA system is posted to the webTA website at http://www.usda.gov/da/webTA/. You are encouraged to familiarize yourself with the webTA product prior to the meeting.

Thanks in advance for your support in this important USDA initiative. Collectively we are working towards the goal of increasing the efficiency, accuracy, and accountability of USDA's T&A System, as well as enhancing workforce management processes, consistent with the requirements of E-Government. Should you have any questions prior to the Department-wide meeting, members of the webTA Project Team can be reached at webTA@usda.gov.