

Instructions for Submitting a Security Access Request For the webTA Human Resources Administrator Role (HR Admin)

The webTA HR Administrator role is the highest webTA role granted to an agency. The HR Administrator role provides administrative functions to manage employees and leave transfer programs.

HR Administrators cannot edit time and attendance information, a responsibility reserved for timekeepers and employees. The HR Administrator can add and edit employee profiles and ensure that records are processed for all employees in an agency.

Instructions for requesting access for the HR Administrator role is granted by the National Finance Center (NFC).

The request must be sent by an authorized Agency Security Officer (ASO) to NFC.

1. The ASO must forward their request via email to NFC.SECURITYOFC@USDA.GOV.

(Note: The NFC 1106 Request is for internal use only)

2. The ASO must specify the following in the body of their email:
 - a. Userid
 - b. User name
 - c. SSN (if applicable)
 - d. Application name (ie. webTA)
 - e. Application environment (Dev, Training, Prod, etc.)
 - f. Application capability (Role within application)
 - g. Application access level (ie. Read only, update, etc.) – If applicable
3. Upon receipt of the email request by NFC Security, the turnaround time is 5 business days.