USDA webTA Fitgap Questionnaire

Please complete your questionnaire, one per agency, and submit to webTA@usda.gov.
Simply tab into the grey box and input your information.

Agency/Office: _____

Point of Contact: _____

Phone: _____

Email: _____

Agency/Office Specific Questions

1. List the current role demographics within the agency/office.
   a. Total number of employees?
   b. Total number of timekeepers?
   c. Total number of approvers/supervisors?
   d. What are the current roles in your T&A system? Please check all that apply.
   ☐ Employee
   ☐ Timekeeper
   ☐ Lead Timekeeper
   ☐ Supervisor
   ☐ Second Level Supervisor
   ☐ Approver
   ☐ Other
   ☐ Other

2. Is timecard entry performed by:
   ☐ Employees
   ☐ Timekeepers
   ☐ A blended approach.

3. Does the agency/office have reports that are generated from the current time and attendance system? If so, please list the report name and provide a brief description.

4. Does the agency/office use NFC stored accounting?
   ☐ Yes
   ☐ No

5. Does the agency/office use multiple account codes to charge time to multiple tasks/programs/projects?

☐ Yes
☐ No

Configuration Data Needed for the Fitgap Session

1. Pay Plans
   Please provide detailed information on any special pay/leave rules for pay plans that are unique to your agency/office:

2. Tours of Duty
   Specify tours of duty used by the agency/office.

   ☐ FT
   ☐ 1st 40
   ☐ Mixed Tour
   ☐ PT
   ☐ Intermittent
   ☐ Seasonal
   ☐ AWS
   ☐ Other
   ☐ Other
   ☐ Other

3. Alternate Work Schedules
   Detail specific alternative work schedules used in the agency/office.
   ☐ maxi flex
   ☐ 5/4/9
   ☐ 4/10
   ☐ other
   ☐ other

4. Transaction Codes
   Review the NFC transaction codes and provide any/all additional codes the agency/office requires.
   (http://dab.nfc.usda.gov/pubs/docs/tnainst/tnainst.pdf)

5. USDA Accounting Structure
   Detail the accounting structure that is used by your agency/office, such as:
   - a. the account segments
   - b. segment length
   - c. segment content definition
   - d. which segments are transmitted to NFC
   - e. validation rules for mission area interfaces
   - f. and any other unique accounting requirements

   Example:

6. Automatic Population of Holidays and Leave Requests
   webTA has the ability to auto-populate leave and premium pay requests and Federal Holidays as transaction lines on the timesheet. Please confirm these features will be used by the agency/office.
   - ☐ Yes
   - ☐ No

7. Who approves the leave/premium pay requests?
   - a. Same as for T&A
     - ☐ Yes
     - ☐ No
   - *b.* Other