



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center

USDA webTA Configuration Process



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Agency Configuration

Validate information related to pay plans, transaction codes, tours of duty, alternate work schedules, and leave management provided by agencies.



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Initial Data Load

NFC will execute scripts to capture employee data from the Payroll/Personnel System. For example, Name, SSN, Tour of Duty, Pay Plan, Leave Balances, etc.



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Organization Tree

All employees are assigned a role within webTA. The application uses the organization tree to define the relationships between roles and how they interact within webTA.



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webTA Roles

Timekeeper Role:

- Select and/or search for an employee.
- Enter, edit and validate T&A data on behalf of their employees.
- Review previously certified T&A data.
- Manage employee's Employee Profile.
- Add new employees or make an employee inactive.



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webTA Roles

Supervisor Role:

- Select and/or search for an employee.
- Certify all employee data prior to sending to NFC.
- If employee is out, ensures entry of hours for employee; coordinate with Master TK.
- Review and approve or deny all leave/premium pay requests.
- Generate various reports (Leave Audit, Default Schedule).



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webTA Roles

Master Timekeeper:

- Perform the same functions as Timekeepers.
- Can change an employee's organization location and override validations.

Master Supervisor:

- Perform same function as Supervisor.
- Decertify or Reject T&A.



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webTA Roles

HR Administrator

- Provide administrative functions to manage employees and leave transfer programs.
- Add and edit employee profiles and ensure records are process for all employees in an agency.
- Maintains aspects of webTA that apply to all users (manage employee user accounts, add and edit user information). May access some basic data about employees - not T&A data.
- Add new employees, configure webTA, import employee date files and generate reports.



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webTA Accounting

OCFO will host a joint requirements planning session to determine Activity Based Cost accounting and validation.



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webTA Interfaces

Initiative to provide data from the NFC Payroll/Personnel System to update the webTA database. For example, Leave Balances, Leave Category Changes, SCD's, New Hires, etc.