



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

TO: Agency Human Capital Managers and Financial Managers

FROM: Gilbert L. Smith, Jr.
Deputy Assistant Secretary
for Administration

Gilbert L. Smith, Jr.
APR 02 2008

Jon M. Holladay
Deputy Chief Financial Officer

Jon M. Holladay
APR 02 2008

SUBJECT: USDA-wide Implementation of an Enterprise Time and Attendance System
(webTA)

In an effort to increase productivity, ensure cost effectiveness, and standardize processes, the Department of Agriculture (USDA) and the National Finance Center (NFC) are working together toward the implementation of webTA, USDA's official enterprise time and attendance system. The selection of webTA was made in concurrence with the recommendations from Agency financial and human resource management and will replace the various time and attendance systems currently throughout the Department. This proven, automated system has been successfully implemented in a number of other Federal Departments and also in several USDA organizations. "webTA" will provide USDA employees an online, easy-to-use process with numerous capabilities for efficiently managing timekeeping tasks. The system also provides automated workflow and robust accounting and reporting functionalities.

The NFC data center will host the webTA application and will also act as the Department Coordinator for all implementations, changes, modifications, upgrades, etc. We have been working closely with NFC and the following are highlights of our implementation assumptions:

1. All Agencies within USDA are scheduled to be using webTA by December 31, 2008.
2. Agency input, through collaborative Fit/Gap sessions, will begin in this month.
3. Implementation will begin with a timekeeper-entry model and will move to employee-entered data through the training cycle.
4. Implementation is being scheduled based on the type of system currently in use and the number of employees. In coordination with NFC, Departmental Administration (DA) will determine each Agency's schedule and provide it to points of contact.

5. A Department-wide standard implementations footprint will be developed in the next 120 days. All Agencies will be implemented using the same footprint. There will be limited Agency specific configurations to better tailor the software to the particular needs of agencies.

We both agree with the standardization approach outlined by NFC. It is imperative that all Agencies work within the boundaries of the standard Department-wide footprint. "webTA" is configurable and should meet the majority of all agencies requirements. Any requests for deviation from the standard footprint must be recommended by NFC, worked through our offices, and approved by both of us.

The DA points of contact for this initiative are Jill Crumpacker, (202) 720-3585; at jill.crumpacker@usda.gov and Marie Wheat (202) 690-3597; at marie.wheat@usda.gov. Ms. Crumpacker is the lead for policy issues, and Ms. Wheat is the lead for Department-wide interagency coordination issues. The NFC point of contact and project lead is Dawn McGowan, (202) 619-1919; at dawn.mcgowen@usda.gov, who is located in Washington, D.C.

As stated above, NFC will schedule Fit/Gap sessions with all Agencies this month. These fit gaps will determine the standard implementation and outline agency business processes, which must conform to fit the standard implementation. We expect your full cooperation.

Thank you in advance for your support and adherence to the processes outlined herein. "webTA" is a great tool, and we look forward to having all our agencies benefiting from its implementation.