UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: All RMA Field Offices, Except Kansas City

Announcing webTA and Required Training for RMA

Approved by: Administrator, Risk Management Agency

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1 Overview

A Background

USDA purchased a new system for recording time and attendance (T&A), webTA. FFAS is scheduled to implement webTA in pay period 21. webTA is a web-based system driven by the various administrative roles assigned to its users. Employees will use their eAuthentication user ID and password to access webTA.

Initial webTA implementation will be:

- at the timekeeper level; the same level in which the System for Time and Attendance Reporting (STAR) Web is currently implemented

- in most instances, just a change in software; therefore, most T&A processes that exist under STAR Web will continue under webTA; that is FSA-958's and OPM-71's will still need to be manually completed.

The major difference in the systems is that T&A will now flow **electronically** from the timekeeper to the supervisor. The supervisor's certification of each pay period's T&A will actually transmit T&A to NFC.

To help ensure a smooth transition to webTA, HRD has contracted for a train-the-trainer session for RMA. The 1-day session will be held Wednesday, October 15, 2008, in Kansas City, Missouri. Participants will learn how to effectively train the employees in their office on the following webTA roles:

- timekeeper
- master timekeeper
- supervisor
- master supervisor.

Disposal Date	Distribution
November 1, 2008	RMA Field Offices, except Kansas City

1   Overview (Continued)

B   Purpose

This notice provides information about the following:

- scheduled dates and times of sessions for webTA Wave 1 training
- number of authorized attendees per field office
- registration instructions
- hotel accommodations
- airport transportation.

C   Contact

For additional information about the webTA Wave 1 training, contact Susan Brown, webTA Project Manager, HRD, Employee Programs Branch at 202-401-0066 or TDD 202-205-9057.

2   Training Information

A   Training Dates and Times

The webTA Wave 1 training is scheduled for October 15, 2008, and is 1 workday in length.

The class is hands-on training and will be held between 8:30 a.m. and 4:30 p.m. The class is limited to 20 participants.

Notes: A general on-site registration will be held at 8 a.m. for employees to check-in and receive their training materials and name tags.

The day before the participant's scheduled training date will be a travel day. Participants are **not** authorized to leave before the end of the training.

B   Training Location

The training will take place at USDA's Kansas City Complex, 6501 Beacon Drive, Kansas City, Missouri, 64133, in training room G7 A.

Note: A Government ID is required to enter the Beacon Building. Employees must bring their Government ID.

2   Training Information (Continued)

C   Hotel Information

A block of rooms has been reserved at:

Sheraton Kansas City Sports Complex Hotel
9103 East 39th Street
Kansas City, Missouri, 64133.

Employees must make their own hotel reservations at the Sheraton Kansas City Sports Complex Hotel by calling the hotel directly at 816-737-0200. **All** reservations **must** be made by **Wednesday, October 1st**. Trainees shall identify themselves as attendees of the "**RMA webTA Training Group**".

Notes: Do not make reservations online.

> Additional hotel amenities and information is available at **www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3045** .
>
> Reservations made **after** October 1, 2008, will be accepted on a space available basis **only**.

The Government room rate:

- is $103 per night plus tax for a single room
- **must** be guaranteed by using the Government travel charge card.

Check-in time is 4 p.m. If rooms are available, early check-in will be accommodated; if **not**, Guest Services will provide luggage storage.

To avoid a penalty, notify the hotel at least 24 hours before arrival of any cancellation.

2   Training Information (Continued)

D   Travel Authorization

Each employee **must** have a copy of their travel authorization signed **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. The per diem rate for Kansas City, Missouri, is $152 a day ($103 for lodging and $49 for M&IE).

Note: A complimentary shuttle service is provided between the hotel and training location.

When preparing the travel authorization, "**Training Attendance**" must be selected from the drop-down list as the trip purpose.

Note: The training is called, "**webTA Wave 1 Training**".

Attendees are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

E   Airport Transportation

The Kansas City International Airport (MCI) is located at 601 Brasilia Avenue, Kansas City, Missouri, 64153.

The Super Shuttle at the airport provides transportation to the Sheraton Kansas City Sports Complex Hotel for approximately $34 each way. Tickets can be purchased at the Super Shuttle station located in the baggage claim area.

The airport is 30 miles from the hotel and 35 miles from the training location.

 Note: Rental cars are **not** authorized for this training session.

3   Registration Process

A   Authorized Number of Attendees

This is a train-the-trainer session. Attendees will be responsible for training the employees on their appropriate roles within their Field Office. Each Field Office shall send 1 representative.

Note: Field Offices with a large number of employees may need to send more than 1 attendee. Offices shall make those requests through Shirley Kennedy at 202-690-3190. RMA, Administrator's Office will coordinate additional attendees with HRD.

B   Training Materials

Training materials will be provided to each attendee at the training session.

Note: Attendees that intend to ship training materials to their offices should bring FedEx shipping labels and account information to the training session. Boxes will be available at the training location.

C   RMA Director Action

The Director shall select an employee to attend the training. Attendees should, whenever possible:

- be knowledgeable of the T&A process

- possess good presentation skills; past training experience should be considered

- **not** be approved to schedule a return flight before 6:30 p.m. (2 hours after scheduled dismissal); the airport is 30 miles from the hotel and 35 miles from the training location.

D   Attendee's Action

Attendee's shall:

- register for class by noon e.t., **Wednesday, October 1, 2008**

  Note: List name as the attendee want it to appear on the name badge.

- make hotel reservations by **Wednesday, October 1, 2008**

3   Registration Process (Continued)

E   Reasonable Accommodations

Each attendee shall notify airlines and hotel of any accommodations that are necessary.

Persons with disabilities who require accommodations to attend or participate in the webTA training should contact Susan Brown by **October 8, 2008**, by any of the following:

- e-mail at **susan.brown@wdc.usda.gov**
- telephone at 202-401-0066
- TDD at 202 205-9057.

F   Register for Training Date

Participants shall register for training through AgLearn according to this table. Direct questions about AgLearn processing to Bessy Plaza by either of the following:

- email to bessy.plaza@wdc.usda.gov
- telephone at 202-401-0365.

Step	Action
1	Access AgLearn at **http://ww.aglearn.usda.gov**.
2	Under Learner Center, CLICK "**Learner Login**".
3	On eAuthentication Warning Screen, CLICK "**Continue**".
4	On the eAuthentication Login Screen: • enter user ID and password • CLICK "**Login**".
5	CLICK "**Catalog**".
6	CLICK "▸" next to AgLearn Original Courseware Structure
7	Scroll down and CLICK "**Risk Management Agency**".
8	Navigate to and CLICK "**webTA Wave 1 Training**".
9	CLICK "**More Offerings**".
10	Select "**October 15**" and CLICK "**Register**". **Note:** If desired class is full, user **must** select another date.
11	Enter user's Field Office name and user's title in the "**Comments**" box and CLICK "**Confirm**".
12	An e-mail confirmation will be received in the next hour. **Note:** Do **not** make hotel or travel reservations until you receive the e-mail confirmation.

Note: All attendees **must** be registered to attend the training.