



United States Department of Agriculture

Office of the Secretary
Washington, D.C. 20250

TO: Deputy Administrators for Management
Mission Area Personnel Officers
Agency Chief Financial Officers

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

Jon M. Holladay
Deputy Chief Financial Officer

Gilbert L. Smith, Jr.
for M. Holladay

AUG 13 2008

AUG 18 2008

SUBJECT: Update on Department-wide Implementation of an Enterprise Time and Attendance System

This memorandum follows earlier announcements detailing the selection of the Department-wide implementation of an Enterprise Time and Attendance System (webTA), a KRONOS subsidiary, to become the official time and attendance reporting system for all Agencies within the Department. The National Finance Center (NFC) will continue to coordinate implementation of the system this fall and will also continue to host the application from its data center thereafter.

The implementation team from NFC has been working diligently with Kronos, and in coordination with all of you, to ensure a smooth and seamless transition. To date, the fit-gap analysis has been completed, and Kronos has been putting the finishing touches on the standard USDA enterprise-wide implementation solution.

As a reminder, a few highlights of the Concept of Operations (CONOPS) document from NFC are:

1. All agencies within USDA are scheduled to begin using webTA by December 31, 2008;
2. Implementation will begin with a timekeeper-entry model and will progressively move to an employee-entry model throughout the training cycle; and
3. Agencies may choose to utilize the cost-accounting application provided by webTA.

In addition, an updated schedule of implementation waves and list of points of contact (POC) to be used by the NFC implementation team is attached. Please ensure the POC(s) for your Agency is/are correct. Please forward any updates to the webTA mailbox at webta@usda.gov.

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Your Agency POC(s) will receive additional information from the NFC implementation team in the next week outlining the specific steps your Agency must take to prepare for the transition. Please ensure that your Agency complies with the requirements and is prepared for successful implementation.

We both agree with the standardization approach of this project and note that it is imperative that all Agencies work within the boundaries of the standard Department-wide footprint. webTA is robust and configurable and should meet the majority of all Agencies requirements.

The USDA webTA Project Team members continue to include representatives from NFC and Departmental Administration (DA): Dawn McGowan, NFC; Jill Crumpacker, DA; Judith Dudley, DA; and Marie Wheat, DA. Dawn McGowan is the NFC project lead and can be reached at (202) 619-1919 or at Dawn.McGowan@nfc.usda.gov. Jill Crumpacker is the DA project lead and can be reached at (202) 690-5991 or at Jill.Crumpacker@usda.gov. For complete listing of information regarding the USDA webTA project, including frequently asked questions, training tools, etc., please access the USDA webTA website at <http://www.usda.gov/da/webTA>.

Thanks again for your continued cooperation. webTA is a great tool, and we look forward to having all Agencies benefit from its implementation, this year.

Attachment

USDA webTA "Wave" Implementation Schedule

WAVE 1: PP 21 2008 (begin using webTA October 21, 2008)

	Contact e-mail
Office of the Secretary	
Office of Communications	millie.west-wiggins@usda.gov
Office of the General Counsel	
Office of the Inspector General	damccoy@oig.usda.gov
Office of Budget & Program Analysis	lrj@obpa.usda.gov
Adjudication/Compliance Office	
Office of the Executive Secretariat	robert.simpsonjr@usda.gov
Homeland Security Office	deborah.duckett@usda.gov
National Appeals Division	sonja.armstrong@usda.gov
Office of the Chief Economist	sbrown@oce.usda.gov
DA/Office of Management Services	betty.stiehm@usda.gov
DA/Office of Administrative Law Judges	diane.green@usda.gov
DA/Office of Security Services	
DA/Overseas Deployment Office	
DA/Office of Small & Disadvantaged Bus. Utilization	
DA/Office of Human Capital Management	leslie.violette@usda.gov
DA/Office of Procurement & Property Management	carlene.richardson@usda.gov
DA/Office of Operations	sandra.ellixson@usda.gov
DA/Office of Ethics	betty.stiehm@usda.gov
OCIO/Immediate Staff	
OCIO/Information Technology Services	
OCFO/National Finance Center	monique.price@nfc.usda.gov
OCFO/Other	Jeff.Boudreaux@usda.gov
FFAS/Farm Service Agency (FSA)	susan.brown@wdc.usda.gov
FFAS/Farm Service Agency (FSA) County Employees	susan.brown@wdc.usda.gov
FFAS/Foreign Agricultural Service (FAS)	susan.brown@wdc.usda.gov
FFAS/Risk Management Agency (RMA)	susan.brown@wdc.usda.gov
MRP/Agricultural Marketing Service (AMS)	cindy.l.hadlich@aphis.usda.gov
MRP/Animal & Plant Health Inspection Service (APHIS)	cindy.l.hadlich@aphis.usda.gov
MRP/Grain Inspection, Packers, and Stockyards Administration (GIPSA)	monica.m.alexander@usda.gov

USDA webTA "Wave" Implementation Schedule

Wave 2: PP 23 2008 (begin using webTA November 18, 2008)

FNCS/Food and Nutrition Service (FNS) and Center for Nutrition Policy & Promotion (CNPP)	toni.miller@fns.usda.gov
FS/Food Safety & Inspection Service (FSIS)	dave.williams@fsis.usda.gov
RD/Rural Utilities Service	Ricardo.Osborne@usda.gov
RD/Rural Business & Coop Dev. Service	Ricardo.Osborne@usda.gov
RD/Rural Housing Service/Rural Development	Ricardo.Osborne@usda.gov
RD/Rural Housing Service/Other	Ricardo.Osborne@usda.gov
REE/Agricultural Research Service (ARS)	ted.nykiel@ars.usda.gov
REE/Cooperative State Research, Education & Extension Service (CSREES)	ted.nykiel@ars.usda.gov
REE/Economic Research Service (ERS)	ted.nykiel@ars.usda.gov
REE/National Agricultural Statistics Service (NASS)	ted.nykiel@ars.usda.gov
NRE/Natural Resources Conservation Service (NRCS)	fay.hill@wdc.usda.gov

Wave 3: PP 25 2008 (begin using webTA December 16, 2008)

NRE/Forest Service (FS)	Deborah.Rigden-FS@mail.usda.gov
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