

Form FHA 021-4

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:	ISSUE NO. 316	
State Office Area Office	STATE PROCEDURE NOTICE	DATE: 3/26/2010

RURAL DEVELOPMENT MANUAL CHANGE

RD Instruction 2051-F, Exhibit A, Hours of Duty Handbook, pages 7 and 8 (revision 2) and page 9. (<http://www.rurdev.usda.gov/regs/regs/pdf/2051f.pdf>)

GENERAL:

This PA PN 316 (2051-F) is issued to replace PA PN 315 (2051-F), dated 3/10/2010.

This changes the requirement to print a copy of the webTA Data Screen and the requirement to file a hard copy in the T&A working file. Examples showing correct completion of the T&A Data Screen have been added in Attachment 2 and Attachment 3.

REMOVE: PA PN 315 (2051-F), dated 3/10/2010, WebTA Hours of Duty, with Attachment 1, "WebTA General Information and Instructions".

INSERT: PA PN 316 (2051-F), dated 3/26/2010, WebTA Hours of Duty, with Attachments 1, 2, and 3, "WebTA General Information and Instructions".

Employee Responsibility:

Maxiflex

Employees will **record their exact arrival time and departure** on Form AD-2002, "Time and Attendance Record," (Attachment 2 of this exhibit) or **Agency approved format***. This log must be maintained at the employee's desk or in a **centrally located area***, whichever is the practice of the office.

***PA RD employees are required to enter their actual Time In/Time Out in the "Work Time" area of the webTA Data Screen. This will be considered the "Agency approved format" and "centrally located area".**

Employee Responsibility continued:

Flexitour

Employees have a fixed starting and ending time. Employees will record their attendance on Form AD-2002 (Attachment 2 of this exhibit) **or Agency approved format***. This log must be maintained at the employee's desk or in a **centrally located area***, whichever is the practice of the office.

***PA RD employees are required to enter their actual Time In/Time Out in the "Work Time" area of the webTA Data Screen. This will be considered the "Agency approved format" and "centrally located area".**

Employee Responsibility, Continued:

Compressed Work Schedule (CWS)

Employees have a fixed starting and ending time. Employees will record their exact arrival time and departure on Form AD-2002 (Attachment 2 of this exhibit) **or Agency approved format***. This log must be maintained at the employee's desk or in a **centrally located area**, whichever is the practice of the office.

***PA RD employees are required to enter their actual Time In/Time Out in the "Work Time" area of the webTA Data Screen. This will be considered the "Agency approved format" and "centrally located area".**

WebTA General Information and Instructions:

Workflow:

1. Employee enters their actual hours in their T&A record.
2. Employee validates their T&A record for the pay period.
3. Supervisors review and certify employee's T&A records for the pay period.
4. T&A records are transferred to the National Finance Center (NFC) for processing.
5. NFC generates employee's paycheck.

Roles and Responsibilities:

Employee

- Enters T&A data:
 - Actual Time In/Out in webTA Data Screen.
 - Regular Work Time.
 - Submits requests to use Annual or Sick Leave, Time-Off, Credit Time, Overtime and Comp Time/Comp Time for Travel through webTA. Retains the signed and approved hard copy documentation to support Overtime, Comp Time/Comp Time for Travel and Credit Time requests in the T&A Files.
 - Monitors Time-Off, Credit and Comp Time balances, work schedule changes and leave accruals.
- Validates T&A record for the pay period.
- Ensures AD-2001, Designation of Tour of Duty, is retained in T&A Folder, reflecting current Tour of Duty.

Supervisor

- Reviews all employee data.
- Reviews and approves or denies all leave and premium pay requests and monitors leave, time-off, credit, compensatory time-off and compensatory time-off for travel balances and overtime, work schedule changes and leave accruals.
- If an employee is out, ensures entry of hours for employee; coordinates with Timekeeper.
- Certifies employee's T&A in webTA.

Timekeeper

- Manage employee's TA profile and monitors leave, time-off, credit, compensatory time-off and compensatory time-off for travel balances, overtime, work schedule changes and leave accruals.
- Perform leave audits, when required.
- Enter, edit and validate T&A data for employees, when necessary, who are unable to do so for the pay period.
- Maintains employee's T&A Files, in a secured locked file cabinet.
- Ensures all required documentation is maintained in each T&A file, i.e., current AD-2001-Designation of Tour of Duty, and all documentation to support overtime, compensatory time/compensatory time off for travel and credit time requests.

WebTA Questions:

Q. Can WebTA be accessed from anywhere?

A. Yes, the URL for all employees is <https://wtausda.nfc.usda.gov/usda/>. This website can be accessed from other offices, home and other locations where the internet is available.

Q. Employees are required to show actual start and stop times each day. Where do we put the actual start and stop times for each day?

A. WebTA has been updated to allow employees to enter Time In/Out in the Work Time Section of T&A Data Sheet on a daily basis.

Q. As a timekeeper I should have access to 12 employees but I only see 9 employees in the listing. How can I find the other 3 employees I should have access to?

A. Unfortunately not all employees were loaded under the correct timekeeper. The function "Take over as Employee's Timekeeper" can be used to move employees under the correct timekeeper. Please do the following:

From the Timekeeper Main Menu:

Select "Take Over as Employee's Timekeeper".

Select "Search" when asked for the Employee ID.

Type the employee's last name.

Select "Search".

Select the employee's name from the listing.

Hit the "Take Over" button.

The employee should appear in your employee listing now.

Q. There are 9 pages of codes to use when entering time into webTA - a significant increase from the codes used in STAR. There are a number specifically related to telework - are we going to be required to use these?

A. At this time there is no policy in place directing employees to use transaction codes specific to telework. Employees will continue to use the standard transaction codes of basic work, sick leave, annual leave and etc. Policy changes will be handled through the appropriate channels.

Q. Can a record be changed after it is certified?

A. Once a record is certified, neither the employee nor the timekeeper can edit the record without the involvement of the supervisor. If changes are required to a certified record that has not yet been sent to the NFC, the supervisor can de-certify the record, and then the employee or timekeeper can make changes. Once the changes are entered, the record will need to be revalidated by the employee or timekeeper and recertified by the supervisor.

If revisions are needed to a certified record that has already been submitted to NFC, a corrected record will need to be created and validated by the timekeeper, and certified by the supervisor, in the next pay period.

Q. Can timekeepers be delegated to do the timecards for an indefinite period of time?

A. Yes, a delegate is listed until you remove them as a delegate. This is true for any role that allows for delegates such as Supervisor, Master Supervisor and Master Timekeeper.

Q. Can delegation of the Supervisor Role be assigned to other than a supervisor?

A. Yes, it is recommended that you do follow Departmental or Agency guidelines for assigning an Acting Supervisor.

Example: WebTA Data Sheet for **Maxiflex Employee**, showing time in/time out, use of sick and annual leave and earning overtime and comp time. Use AD-2001, Designation of Tour of Duty, to reflect actual Tour of Duty.

				Mar							Mar											
Transaction	Pfx	Sfx	Account	14	15	16	17	18	19	20	Wk 1	21	22	23	24	25	26	27	Wk 2	Total		
				S	M	T	W	T	F	S		S	M	T	W	T	F	S				
Work Time				Time In				8:04	8:00	8:10	10:00	7:58	8:00				8:00	8:00				
				Time Out				4:34	4:30	4:40	4:30	4:30	1:00				4:30	5:30				
Edit	01 - Regular Base Pay				8:00	8:00	8:00	6:00	8:00		38:00	4:30	8:00	8:00	8:00	8:00			36:30	74:30		
Del																						
Edit	21 - Overtime (Paid Regular)													1:30					1:30	1:30		
Del																						
Edit	29 - Credit Hours Earned																					
Del																						
Edit	32 - Comp Time Earned															1:00			1:00	1:00		
Del																						
New	Work Time Total				8:00	8:00	8:00	6:00	8:00		38:00	4:30	8:00	9:30	8:00	9:00			39:00	77:00		
Leave and Other Time				Absence Start				8:00					1:00									
				Absence End				10:00					4:30									
Edit	50 - Credit Hours Used																					
Del																						
Edit	61 - Annual Leave											3:30							3:30	3:30		
Del																						
Edit	62 - Sick Leave						2:00				2:00									2:00		
Del																						
Edit	64 - Comp Time Used																					
Del																						
Edit	66 - Admin/Excused Absence																					
Del																						
New	Leave and Other Time Total						2:00			2:00		3:30							3:30	5:30		
Daily Total					8:00	8:00	8:00	8:00	8:00		40:00	8:00	8:00	9:30	8:00	9:00			42:30	82:30		

Example: WebTA Data Sheet for **Compressed Employee**, showing time in/time out, use of sick and annual leave and earning overtime. Use AD-2001, Designation of Tour of Duty, to reflect actual Tour of Duty.

				Mar							Mar											
Transaction	Pfx	Sfx	Account	14	15	16	17	18	19	20	Wk 1	21	22	23	24	25	26	27	Wk 2	Total		
				S	M	T	W	T	F	S		S	M	T	W	T	F	S				
Work Time																						
				Time In	7:30	7:28	7:30	7:24				7:30	7:20	7:27	7:32	9:26						
				Time Out	5:04	5:00	12:30	5:00				5:00	5:02	5:30	5:08	4:10						
Edit	01 - Regular Base Pay			9:00	9:00	4:30	9:00				31:30	9:00	9:00	9:00	9:00	6:00			42:00	73:30		
Del																						
Edit	21 - Overtime (Paid Regular)		014481000 (No Description)											0:30					0:30	0:30		
Del																						
Edit	32 - Comp Time Earned																					
Del																						
New	Work Time Total			9:00	9:00	4:30	9:00				31:30	9:00	9:00	9:30	9:00	6:00			42:30	74:00		
Leave and Other Time																						
				Absence Start			12:30									7:30						
				Absence End			5:00									9:26						
Edit	61 - Annual Leave															2:00			2:00	2:00		
Del																						
Edit	62 - Sick Leave						4:30				4:30									4:30		
Del																						
Edit	64 - Comp Time/Travel Used	78																				
Del																						
Edit	66 - Admin/Excused Absence																					
Del																						
New	Leave and Other Time Total						4:30				4:30					2:00			2:00	6:30		
Daily Total				9:00	9:00	9:00	9:00				36:00	9:00	9:00	9:30	9:00	8:00			44:30	80:30		