



Approved for Release  
Deborah A. Jefferson  
Director for Human Resources  
Management

4/19/06  
Date

**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN # 032, FY06, Title 6

**SUBJECT:** Printing and Signing Hard Copy webTAs

**EFFECTIVE DATE:** Immediately, upon issuance of this Bulletin

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** Memorandum dated October 20, 2003, from the Department's Chief Information Officer

**BACKGROUND:** In October 2003, the Department's Chief Information Officer authorized the Office of Human Resources Management (OHRM) to begin Departmental deployment of webTA beyond the pilot stage. Deployment was conditional requiring OHRM to continue to work on obtaining a digital signature solution, and until that solution was in place, to print hard copy webTAs for supervisory certification.

In accordance with the General Accountability Office's Policy and Procedures Manual for Guidance of Federal Agencies<sup>1</sup>, time and attendance (T&A) systems must have sufficient internal controls in place to provide assurances that T&A transactions are properly authorized and approved, and that the T&A data is completely and accurately recorded and retained. The webTA application provides these internal controls as well as ample protection of the integrity of the data. For these reasons, and since there is no standard for electronic or digital approvals for systems used throughout the Department, we are eliminating the requirement to print hard copy webTAs for supervisory signature.

**PURPOSE:** The purpose of this HR Bulletin is to rescind the requirement to print hard copy webTAs for supervisory certification.

**COVERAGE AND EXCLUSIONS:** Provisions of this HR Bulletin are applicable Department-wide for all webTA users.

---

<sup>1</sup> Chapter 3, Time and Attendance, §3.3, Internal Control Objectives in T&A Systems

**REFERENCES:** Title 6 of the General Accountability Office's Policy and Procedures Manual for Guidance to Federal Agencies, §3.3, §3.4, and §3.6.

**OFFICE OF POLICY AND PROGRAMS:** Felicia Purifoy, Director,  
[fpurifoy@doc.gov](mailto:fpurifoy@doc.gov), (202) 482-5291

**PROGRAM MANAGER CONTACT INFORMATION:** Sheila Fleishell,  
[sfleishell@doc.gov](mailto:sfleishell@doc.gov), (202) 482-0022