

To: DOC-wide Distribution (except Census and PTO)
When: Friday, October 6, 2006
Subject: A New Version of webTA!
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An enhanced version of the Department's time and attendance (T&A) system, webTA, is on the way! WebTA is a powerful T&A system designed exclusively for the U.S. Federal Government to automate timekeeping, improve data accuracy, reduce costly payroll errors, and complete a variety of federally mandated compliance requirements. Some of the enhancements in this new version of webTA include a new data entry screen to record work time and leave, the ability for all users to access leave audit reports, new transactions for recording work time and leave, and a more user-friendly process for requesting and approving leave and premium pay. Users will also be able to view system-generated leave year projections such as, the maximum available annual and sick leave, and projected use or lose annual leave.

For questions and answers about some of the webTA enhancements and a brief summary of changes, visit the Office of Human Resources Management (OHRM) web site at <http://ohrm.os.doc.gov> and click on the "webTA Status" at the top of the screen. The Q&As are listed as "Q&As for New Version of WebTA" and the summary of changes is listed as "Summary of Changes for New Version of WebTA". You may also contact your bureau's servicing T&A Liaison. A list of Liaison's is available on the OHRM's web site at: http://ohrm.os.doc.gov/HR_Applications/PROD01_001025

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