**Top Questions in Hiring**

1. Can my previous work experience be utilized as creditable service?

Possibly...Information can be found at: [http://www.wfm.noaa.gov/pdfs/Job_Applicant_Info.pdf](http://www.wfm.noaa.gov/pdfs/Job_Applicant_Info.pdf)

2. Where can I find information concerning eligible veterans preference?


3. How does an outside company verify employment for a NOAA employee?

Call the Work Number at 1-800-367-5690 or go to: [http://www.theworknumber.com](http://www.theworknumber.com)
   - Company will be charged a fee for this service
   - Will need to input the employee’s SSN
   - The Commerce code is: 10342
   - Employees can also use this for their own verification

4. How do I find the MAP announcement on USAJOBS?

Finding MAP announcements when in Advanced Search:
   - Scroll down to Applicant Eligibility
   - The Radio Button always defaults to “No”
   - Click on the “Yes” Radio Button.

Then, the status jobs will show when the applicant runs the search.

**Top Questions in Classification**

1. Where do I go to get assistance with classifying a new position?

Contact your servicing Human Resources Specialist in the WFMO Client Services Division Regions ([http://www.wfm.noaa.gov/contact_lists.html](http://www.wfm.noaa.gov/contact_lists.html))

**Top Questions in Benefits and Retirement**

1. We are expecting a child soon, what do I need to know?

Adding a baby to your family is considered a qualifying life event (QLE). QLE’s allow employees to make changes to their life, health, dental and vision insurances as well as flexible spending accounts. To get more information please go to [www.opm.gov/insure](http://www.opm.gov/insure) or contact your Benefits & Retirement Specialist ([http://www.wfm.noaa.gov/pdfs/Contact_BeneRetire.pdf](http://www.wfm.noaa.gov/pdfs/Contact_BeneRetire.pdf)).

2. When I separate (resign, retire, removed, etc) when will I receive my lump sum leave payment?
You may be due a lump-sum payment for annual leave, comp time and credit hours upon your separation. You should receive this payment about 6 to 8 weeks after your date of separation if your office has completed the separation clearance package and submitted it to the Benefits & Retirement Division (http://www.wfm.noaa.gov/pdfs/Contact_BeneRetire.pdf).

3. I am planning to retire soon, what do I need to do and what do I need to know?

You should contact your Benefits and Retirement Specialist to request an estimate of your annuity. This estimate will be based on your total creditable service, average high 3 salary and options you may decide to take into retirement. You should also review the retirement instructions and paperwork found at http://www.wfm.noaa.gov/benefits/retirement.html.

4. How does my retirement package get to the Office of Personnel Management (OPM)?

Once your Benefits and Retirement Specialist receives your retirement package, they will review the paperwork for completeness. Approximately two weeks before your retirement date, the Specialist will forward your retirement package to the National Finance Center (NFC). NFC will certify and close out your Individual Retirement Record (IRR). The IRR reflects your pay and retirement contributions while employed with DOC.

5. Once I retire what do I need to know.

OPM has developed a webpage for new retirees. They provide information on when to expect payment in retirement, health and life insurance changes in retirement, tax information, etc. That webpage can be found at http://www.opm.gov/retire/post/new/index.asp.

Top Questions regarding Pay

1. There is a mistake in my pay. How do I get this corrected?

Contact the WFMO Payroll, Records and Timekeeping Division (http://www.wfm.noaa.gov/pdfs/Contact_Payroll.pdf).

2. How do I handle child support payments?

Contact the WFMO Pay, Records and Timekeeping Division(http://www.wfm.noaa.gov/pdfs/Contact_Payroll.pdf).

Top Questions regarding Records

1. How do I get a copy of my most recent personnel action?

Your official records are available in your Electronic Official Personnel Folder (eOPF) at https://eopf.nbc.gov/doc/ Please see comprehensive information about eOPF at http://www.wfm.noaa.gov/eopfhome.html

2. I have transferred into NOAA. Will I be able to see all my prior service records in eOPF? If so, when?

Upon hire, your records will be requested from your former agency. Your former agency should have requested, received and consolidated all of your personnel records. If your prior agency is using eOPF, your complete records will be requested and received electronically. Otherwise, your hard-copy records will be requested, and when received, will be scanned into eOPF. If you review your records and find there are documents missing, please contact wfmo.eopf@noaa.gov
3. I had a personnel action, a Promotion, effective last pay period. It is reflected on my Earnings and Leave Statement in the Employee Personal Page (EPP), but I do not see the SF-50 in eOPF. How soon after the personnel action is effective, is it available in eOPF?

The pay period in which the personnel action is processed in NFC determines when it is seen in eOPF. A data load from the National Finance Center (NFC) to the eOPF system occurs every 2 weeks, after the pay period closes out on NFC. The data load occurs during payday weeks and is usually completed on Tuesdays.

4. There is an error on my personnel action. Who do I notify?

eOPF stores the permanent records that follow an employee throughout his or her federal career, documenting rights, benefits, and entitlements. It is very important that your records are accurate. If you find an error, please contact your Servicing Division.

5. It appears there are documents missing from my eOPF. For example, my training records are not there, nor are my letters of commendation. Who do I notify?

NOAA's Workforce Management Office follows the guidance of the Office of Personnel Management (OPM), Guide to Personnel Recordkeeping, for retention and disposition of records. Per the OPM Guide, neither the training records nor commendation letters are maintained in personnel folders. The Guide is available at http://www.opm.gov/feddata/persdoc.asp

6. I received several recognitions that resulted in cash awards from my prior agency, but those documents are not in my eOPF. Why are those missing?

NOAA's Workforce Management Office follows the OPM guidance in the Guide to Personnel Recordkeeping, and OPM's Guide to Processing Personnel Actions. Documentation of awards and bonuses other than Separation Incentives, and Presidential Rank Awards is not authorized for long-term retention in the personnel folder. Your SF-50 personnel actions for cash awards and bonuses are stored and viewable in a "virtual Performance folder" in your eOPF while you are with the Department of Commerce, but those personnel actions, other than the exceptions noted, are not transferred to a new agency.

7. Will I be able to access my eOPF after I leave federal service?

Your access to eOPF ceases shortly after your separation from service, so before your departure, you are encouraged to print your documents from eOPF for your personal files at home. You will receive a copy of your separation documents in the mail from WFMO staff.

8. What happens to my personnel records when I separate from Federal service?

Your records will be closed out and sent to the National Personnel Records Center (NPRC). NPRC is the central repository of federal personnel-related records, both military and civil service. NPRC retains personnel folders for 65 years after separation. Read more, including FAQs, at: http://www.archives.gov/st-louis/

Top Question regarding Training

1. How do I find training opportunities?
Go to the Commerce Learning Center@NOAA, an employee training and development system available for access 24 hours a day - 7 days a week. The Commerce Learning Center@NOAA site is a virtual training center hosting a variety of courses and services.

We are pleased to announce we now offer Live Support - available 24 hours a day - 7 days a week! You no longer need to wait for a Systems Administrator for password problems, new course announcements, or user enrollments.

All employees and onsite contractors with a NOAA email address can register to use the Commerce Learning Center@NOAA. You must be a registered user to view the catalog and take courses during work hours. Students can take an unlimited number of courses during non-duty hours. The training is provided on the internet, and is accessible from any computer with internet access.

- Obtain A UserID and Password
- Obtain Login Assistance
- View eLearning Tutorial on Accessing Online Courses
- Enterprise Human Resource Integration (EHRI) Guidance - for employees who develop training

**Top Question in Employee Relations**

1. How do I deal with a problem employee?

Contact your servicing Employee and Labor Relations Specialist in the WFMO Employee and Labor Relations Division.

**Top Question in Executive Resources**

1. As an SES, ST, or SL employee, how much annual leave do I earn per pay period, and how much annual leave can I carry over from year to year?

All SES, ST, and SL employees earn one day (8 hours) of annual leave per pay period. 90 days (720 hours) of annual leave can be carried over to the following year.

**Top Questions in WebTA**

1. What is webTA?

WebTA is the web-based time and attendance program that the Department of Commerce purchased, modified and enhanced to replace the DOS Time & Attendance software program. It was developed to interface with our payroll/personnel service provider, the National Finance Center (NFC).

2. How does webTA work?

WebTA allows employees or timekeepers to enter and validate the bi-weekly timekeeping data regarding hours worked and leave taken by accessing a secure website. For employees entering their own data, webTA also contains a Leave and Premium Pay module which allows employees to request leave and various premium pays (overtime and compensatory time, for example) electronically. Managers certify all time and attendance records, and approve leave and premium
pay requests, online prior to the payroll deadline. The approved records are then transmitted by an
automatic Build process to the NFC for salary processing, and the record rolls to the next pay period.
There is no timekeeper transmission process with webTA.

3. What are the hardware and software requirements?

WebTA works with both Macintosh and Personal Computers. As webTA is a web-based program,
you must be able to access the World Wide Web to use it.

4. How do I access webTA?

Once you have been issued an initial password and User ID, you may log in to webTA at the URL
address https://docwebta.eas.commerce.gov/webta/. If you do not remember this URL address, you
can access webTA from links on various websites, including NOAA, the Department of Commerce,
or search for it on Google.

WebTA is accessible from any location where the Internet is available, 24 hours a day, 7 days a
week. The only exception is if the system is taken down for general maintenance or system
upgrades. The NOAA Time & Attendance Office or the Help Desk Staff usually notify webTA users
when the system is unavailable.

5. I have tried numerous times to log in to webTA and have been unsuccessful. What do I do?

As a security precaution, you will be locked out of webTA after three unsuccessful login attempts.
You may receive a pop-up message stating that you have an “Invalid User ID/Password”, and that
you should contact your Administrator. While someone who has been given Administrator rights can
unlock your account, it is usually far more efficient to contact either your primary timekeeper or a
delegated timekeeper (backup) to unlock your account and/or give you a new temporary password.
If neither your primary nor your backup timekeeper is available, contact the wfmo.pay@noaa.gov.

6. HELP! I forgot my password!

No one can see your password, but there are several options available to reset your password. If
have forgotten your password, you can enter your User ID on the logon page and select “Password
Reset”. This will prompt WebTA to e-mail your password to your NOAA e-mail address. If you have
already locked yourself out of WebTA, you will have to contact your primary timekeeper, a delegated
timekeeper (backup), or an Administrator to reset your password. Immediately upon logging into
webTA with the new password, you must change your password to something known only to you.
All passwords must comply with Departmental policy (be a minimum of 12 characters in length,
contain a mix of letters, numbers and special characters, e.g., *, #, $, !, %, etc.). Passwords cannot
be reused for 10 times or within 365 days, whichever is sooner.

7. Are the User ID and password case sensitive?

The User ID is NOT case-sensitive but the password IS case-sensitive.

8. I have logged into webTA and noticed that there are multiple buttons at the bottom of the screen.
What do they represent?

The buttons represent different roles within webTA. Roles include: Employee, Timekeeper,
Supervisor, HR Administrator, and Administrator.

Your access level/role assignment was established by a webTA Administrator based on your job
function. If you have been assigned more than one role within webTA, you can move between roles
by clicking on the buttons at the bottom of the webTA screens. The button reflecting the role you are
currently using will be grayed out.

9. What resources are available should I need help?
There are many resources for assistance, including:
Within webTA, there is an online help menu which can be accessed in any screen by clicking on the blue “Help” in the upper right corner.
- Review these FAQ's. (CTRL-F) will let you scan quickly.
- Contact the NOAA Time & Attendance Division.
  - Crystal Mason  (303) 497-4933
  - Sharon Morgan  (303) 497-4150
  - Karyn Toso (303) 497-4148
  - Joy Carrier (303) 497-4869
  - Anita Lancaster (301) 713-6340
  - Helen McCauley (757) 441-3758
  - Sheryl Williams  (816) 426-2073

10. When I click on the login button I get a pop up window which states “This page cannot be displayed”. What does this mean? Is the system down?

As is the case with all applications, sometimes webTA is not available. There are many reasons why the system may not be available. It could be a problem with your local server or the server on which webTA resides. If the problem is system-wide, there will usually be an e-mail message sent by the NOAA Time & Attendance Office.

11. How often does my password need to be changed?

WebTA requires a new password every 90 days. A warning message will be given within 7 days of expiration. If you do not change your password before it expires, you will be locked out of webTA and will need to contact your primary or backup timekeeper to gain access.

12. Can the forward and backward buttons on my browser be used while logged into webTA?

No, do NOT use your forward or backward browser buttons to navigate within webTA or you may be logged out of the system. Instead, use the appropriate button on the bottom of the screen (e.g., Return, Cancel, Save, etc.) to return to the previous screen and otherwise navigate within webTA.

13. Can I take a phone call or a short break while logged into webTA?

WebTA has a security setting that will time the user out after approximately three minutes of non-use.

14. How do I print a copy of my current Time & Attendance record?

To print a copy of the record for the current pay period in either the Employee or Timekeeper module, click on Summary and then click on the Printer icon. To print a copy of the record for the current pay period in the Supervisor module, select “View/Certify Record” and then click on the printer icon. In all cases, the printed copy will display the status of the current pay period’s record at the time of printing (Not Validated, Validated or Certified).

15. Can past certified Time & Attendance records be viewed and printed?

WebTA maintains a history of all records previously certified and submitted through webTA. These records are available to the Employee, Timekeeper and/or Supervisor as long as the employee is an active employee. To view a previously certified record, click on the button labeled “Certified T&A's"
for the selected employee, select the pay period you wish to print by clicking on the radio button to the left of the pay period, scroll down to the bottom of the screen and click on “View Certified Record.” If you wish to print the record, right click your mouse while in the view-only pop-up box, and select the print command. If the browser you are using doesn't have a print option when you right click your mouse, you can print by depressing the Control key at the same time you depress the letter P key (CTRL-P).

Any previously certified record printed this way will have “Validated” listed as the status, even though it is actually the certified record. It will, however, contain the certification statement from the supervisor, as well as the time/date stamp of the certification, thereby indicating that it is indeed a certified record. In order to have the record status listed as “Certified” the record must be printed (via the Summary screen) after it is certified by the supervisor but before it is sent to the NFC.

16. Why do some Line Offices have timekeeper entry of timecards while others have employee entry?

Most Line Offices will continue to opt for timekeeper entry. However, some employees use Activity Based Costing and must track the multiple projects on which they spend their time. In these cases, employees may have been instructed to enter their data directly into webTA as it can accommodate multiple accounting codes such as required with Activity Based Accounting. At the time of your conversion to webTA, you will be instructed which method to use.

17. How do I enter my time if I am not in the office on the day it is due?

Each employee has the responsibility of providing his/her hours worked and leave taken each pay period. If you use the Employee module to enter your time into webTA, you must either complete your entries and validation before the deadline (from any computer that has access to the Internet) or arrange for your timekeeper to act as your backup if you will be out on leave or otherwise not able to access the system. For those whose timekeepers will still enter all timekeeping data, you must pre-arrange the mode of providing the necessary information in advance of the deadline or you may not be paid on time. Please be aware that except in emergency situations, if you do not provide the information to your timekeeper prior to the payroll deadline, you will not automatically be paid your standard tour of duty.

18. How do corrections get made to my timecard, for instance if I asked for annual leave and it was recorded as sick leave or if I worked additional hours over the weekend?

All corrections must be created and validated by your timekeeper, and certified by your supervisor. If you need a correction made to any of the previous 25 pay periods, contact your timekeeper with the details so that a corrected timesheet can be submitted. If you have a correction that is needed to a pay period of more than one year ago your timekeeper will need to contact the staff in the NOAA Time & Attendance Office for assistance.

19. Is the use of the Leave and Premium Pay module required?

At this time, the use of the Leave and Premium Pay module is optional. As with the current paper requests, all supporting documentation (military orders, medical documentation, court summons, etc.) is still required to be submitted to the timekeeper for retention with the timekeeping records for six years.

20. If my Line Office doesn't use the Leave module for requesting leave, or I don't have access to it since we use the Timekeeper to enter data, how do I request leave and premium pay such as overtime?

If you do not have access to the Leave and Premium Pay module, or your work unit does not yet use this electronic method, then you request leave and/or premium pay (overtime, compensatory time, compensatory time for travel) using the Standard Forms that are applicable. If you need clarification
as to the procedures to request leave and premium pay, please contact your supervisor, or the NOAA Time & Attendance Office at wfmo.pay@noaa.gov

21. I do use the Leave module in webTA for requesting leave, but I have had to change my plans since my original request was approved. How can I edit my request?

In the current version of webTA, you will need to request that your supervisor deny the previously approved request so that you can submit a new request, accurately reflecting the leave taken. In the next release of webTA, employees will be able to modify leave requests. Alternatively, you can leave the approved request as is and just enter a Remark on the appropriate webTA record to indicate that the approved leave (or a portion thereof) was not used. By virtue of the certification process, this remark and what it represents will be noted and approved without requiring a change to the actual leave request.

22. What if my timekeeper or my supervisor is out of the office when timesheets are due? Will I still be paid?

WebTA is designed such that every timekeeper and every supervisor can have one or more delegates. When an individual is listed as a delegate by a timekeeper or supervisor, he/she has all the necessary access under his/her own User ID/password to perform the functions of the person who delegated duties to them.

23. How many delegates should a timekeeper or supervisor have?

At least one delegate should be named at all times, but there is no limit to how many can be named. Keep in mind, however, that all individuals named as delegates will receive all system-generated emails for the group of employees involved.

24. Can a supervisor delegate that function to a timekeeper?

Absolutely not. Department of Commerce and NOAA policies strictly prohibit Timekeepers from performing the role of the supervisor.

25. I have been delegated a role within webTA and now find that I too will be unable to perform the functions for which I have been delegated. May I re-delegate my role to another individual?

No, you may not re-delegate roles that have been delegated to you. If no other person has already been delegated and you will not be able to perform the delegated functions by the payroll deadline, please inform someone in your supervisory chain and have them contact the NOAA Time & Attendance Office or wfmo.pay@noaa.gov so that appropriate delegates can be named.

26. As an employee, I enter my own time into webTA. Do I have the ability to delegate someone to perform this duty for me?

No, employees cannot delegate their access to anyone. The timekeeper is always the default back-up for the employee role.

27. When a new employee joins a work unit, how can the timekeeper determine if they already have an account in webTA or if they need to be added?

It is imperative that duplicate employee records not be entered into webTA as that will create validation problems. When an employee joins a work unit, it is prudent to check with the NOAA Time
& Attendance Office to determine if the subject employee has an assigned User ID, or if a previous record needs to be reactivated.

28. If the new employee has never had a webTA record and needs to be added, what steps must be taken?

The timekeeper needs to click on the New button on the Timekeeper Main Menu screen to add an employee. This will bring up a blank Employee Profile screen to be completed, including the assignment of a User ID and password. Additionally, the timekeeper will need to complete the T&A Profile, Leave and Locator screens.

29. What should be done when a timekeeper or supervisor changes jobs, leaves or retires?

Please send an email to wfmo.pay@noaa.gov so that changes to the role assignments may be made and employees may be globally reassigned.

30. In the Edit T&A screen, should I delete lines of pay not used this pay period?

YES, this eliminates unused lines of code and keeps the storage of data to the optimum level. Additionally, the error and warning messages during the validation process key off of the transaction codes so by eliminating unused codes, unnecessary and inappropriate messages will be eliminated.

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

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.

32. What actions are necessary when an employee leaves or retires?

In the T&A Profile screen for the separating employee, the Timekeeper needs to check the “Final Record” box. Once the timesheet for the final pay period processes, this action will result in the record being automatically inactivated. The only exception is when the separating employee is a timekeeper or supervisor and then the record cannot be inactivated until all the assigned employees have been reassigned to another timekeeper or supervisor. If this is the case, the system will send a notification email to the Timekeeper and Administrator indicating that the assigned employees must be reassigned, and then the separating employee will need to be manually inactivated by de-selecting the Active Employee box in the Employee Profile.

If copies of the automated audits for the separating employee are desired, they should be printed prior to the inactivation of the record.

It is also wise for the timekeeper to reset the password of all separating employees so that they can no longer access the system. Remember, being a web-based system, it is accessible from any computer connected to the URL address so it is imperative that the passwords of separating employees be reset to something they will not know, particularly if the separating employee served as a timekeeper.

If the employee is separating before the last two days of the pay period, the timekeeper will also need to enter the Status Change Type (End) and the Status Change Day (select the final day of
employment) on the T&A Profile screen. Likewise, the timekeeper will need to delete the accruals on the Leave screen for all full time employees who did not work their full 80 hours in the final pay period.

33. Can I serve as my own timekeeper in webTA?

Given the requirement of supervisor certification in webTA, individuals may serve as their own timekeeper but it is still recommended that where possible, someone else perform that function so as to maintain the highest level of checks and balances.

34. I am a supervisor or am acting on my supervisor’s behalf; can I certify my own record in webTA?

No, self-certification of webTA records is not permissible. Another supervisor must certify your webTA record.

35. What is the deadline for certifying records?

The deadline by which all records must be entered, validated and certified is 10pm Eastern Time on the first Tuesday of the following pay period. It is critically important that payroll deadlines be met. Occasionally, an early payroll deadline will be required by NFC and notification will be made to all affected parties via email.

36. Can a supervisor create or edit an employee’s Time & Attendance record?

No, a supervisor does not have the required access to edit the Time & Attendance records directly. Supervisors requesting changes will need to direct the employee or timekeeper, depending on which role enters the data, to make the required changes.

37. Can a Time & Attendance record be deleted?

No, a regular Time & Attendance record cannot be deleted. However, edits can be made to the current record any time prior to the certified record being sent to the NFC for processing. If the record has been certified but not yet sent to the NFC, the supervisor will need to de-certify the record before changes can be entered.

Uncertified corrections can be deleted by the Timekeeper.

38. What does a “C” on a record mean?

The timekeeper has created a corrected timecard for this employee for the specified pay period.

39. As a timekeeper, how do I make a correction to a previous pay period when the historical record for the subject pay period is available in webTA?

Pull up the historical record and enter the necessary changes, following the instructions that are on the “Help” Menu or the instructions provided by the NOAA Time & Attendance Office. If you need additional assistance, contact the NOAA Time & Attendance Office or wfrmo.pay@noaa.gov. The NFC system will allow you to submit a corrected timesheet for any of the previous 25 pay periods. If a correction involving a pay period of more than one year ago is needed, you will need to contact the NOAA Time & Attendance Office for assistance at wfrmo.pay@noaa.gov. Please note that the NFC will only guarantee correct processing of corrections if they are limited to three corrections per employee per pay period.

40. As a timekeeper, how do I make a correction to a previous pay period when no historical record for the subject pay period is available in webTA?
Since no historical record for the subject pay period exists in webTA, you will need to create a record. Follow the instructions that are on the “Help” Menu, the written instructions provided by the NOAA Time & Attendance Office, or contact the NOAA Time & Attendance Office for assistance.

41. Do corrected timesheets need to be validated and certified?

Yes, all corrected records must be validated by the timekeeper and certified by the supervisor. Any records not certified will not proceed to the BUILD process, and will therefore not be sent to the NFC for processing.

42. Do the forward leave balances in the current pay period need to be manually adjusted by the Timekeeper when a correction is submitted, as was the case with the DOS Time and Attendance System?

If historical webTA records exist for all intervening pay periods from the corrected pay period to the current pay period, then the leave balances should not be manually adjusted as the system will automatically roll the corrections through each pay period.

43. How does webTA know how many hours of annual leave to accrue each pay period?

The Service Computation Date (SCD) is maintained in the T&A Profile screen for each employee so that the system can calculate the appropriate annual leave accruals each pay period. Additionally, webTA will change the annual leave accrual rate from four hours/pay period to six hours/pay period and from six hours/pay period to eight hours/pay period in the first full pay period following the employee’s third and fifteenth anniversary, respectively.

NOTE TO TIMEKEEPERS: The annual leave accrual rate does not change until the SCD is entered and the T&A Profile is saved.

44. How does webTA know my annual leave ceiling?

In the T&A Profile that is maintained by the timekeeper for each employee, the appropriate leave ceiling is entered so that any annual leave above the ceiling that is not used before the end of the leave year is automatically cut back to the allowable ceiling. If no leave ceiling is entered, webTA uses the default ceiling of 240 hours.

45. How do the accounting codes to which employee time will be charged get added to the Timekeeper Account Table?

This function must be completed by the primary Timekeeper, not the backup or delegated Timekeeper. At the main menu, click on accounts, and add an account from the account table. The project codes listed under the employee’s primary timekeeper account list are the project codes the employee will be able to select when they enter their T&A.

46. I am an employee and enter my own timekeeping data. I cannot find the needed labor account on my Select Account drop down menu; what do I do?

Ask your primary timekeeper to add the requested account to his/her Timekeeper Account Table, which will make the account available to you on the drop down menu.

47. I am the primary timekeeper and cannot find the needed labor account in the list of existing accounts, to add to my Timekeeper Account Table. What should I do?

Check with your Budget or Finance office to determine if the code you are seeking to use is a valid project/task code and has been entered into the master account list in webTA. If it is a valid account that has not yet been added to webTA, the Timekeeper will need to request that the Budget or Finance Office add it, or the Timekeeper will need to create the account for the entire webTA community. Follow the instructions for creating new accounts on the “Help” menu or in the written
instructions provided by the NOAA Time & Attendance Office, or contact the NOAA Time & Attendance Office for assistance.

48. My record is still on last pay period; how do I get the pay period to advance so I may enter my time for the current pay period?

Records for active employees advance to the new pay period once they have been certified and sent to the NFC for processing. If the payroll deadline was missed, the record would not have been sent to the NFC and therefore did not roll forward to the next pay period. Timekeepers have the ability to change the pay period for the current record.

Please note that records that have been placed on hold will advance to the next pay period during the weekend in the middle of the pay period. Therefore, when employees are returning to duty, do not take their records off hold until they have advanced to the current pay period (i.e., the second week of the pay period).

49. Where is advanced leave entered in webTA?

There is no specific code for advanced leave in the data entry screen in webTA as there was in the DOS Time & Attendance system. The used leave should be entered on the Time & Attendance record and if it results in a negative (advanced) balance, a notation will automatically be displayed in the Leave Data section of the T&A Summary, stating that advanced leave is being used. The certification process by the supervisor indicates an approval of the advanced leave.

However, in the Leave and Premium Pay module, an employee can and should request advanced leave if the appropriate number of hours have not yet been accrued.

50. The Timekeeper has received notification from the Leave Share Coordinator that an employee has received donations under the Voluntary Leave Transfer program. Where should the annual leave hours donated to the leave recipient be entered?

The Leave Share Coordinator will manually add the donated hours to the annual leave forward balance in the Leave screen for the pay period noted. Additionally, a remark such as “# hours donated annual leave received” will be added to the Time & Attendance record.

51. The Timekeeper has received notification from the Leave Share Coordinator that an employee has donated annual leave under the Voluntary Leave Transfer program. Where should the donated annual leave hours be deducted?

The Leave Share Coordinator will manually deduct the hours from the annual leave forward balance on the Leave screen for the pay period noted. Additionally, a remark to the Time & Attendance record will indicate “# hours annual leave donated (J Doe).” No further action is required of the timekeeper.

52. Premium pay such as overtime or regular compensatory time was reflected on the certified T&A, no error message was received during the validation process, and yet the Leave and Earnings Statement shows the NFC cut back the number of hours for which the employee was paid overtime or credited with regular compensatory time. Why?

WebTA is not programmed with salary information, so it does not know if someone has exceeded the bi-weekly limitation on earnings. The NFC does have the salary information and is programmed to automatically cut back earnings to the amount allowable under current law.

53. As a supervisor, how do I know if a record is ready for certification?

In the Supervisor Main Menu, click on the “Select Employee” button. On the left side of this screen there is a “Status” column. The Status column will contain a message “Tkp. Validated” for records that have been validated by the timekeeper or “Emp. Validated” for records validated by the
employee. Only validated records may be certified. Once certified, the status column will reflect “Certified,” meaning the supervisor has approved the record. The status column is also reflected on the Timekeeper’s “Select Employee” screen.

54. One of my employees has disappeared from my Timekeeper Select Employee list, what do I do?

Check your email to see if you have received an automated notification that another Timekeeper has taken over the timekeeper function for the affected employee. If no email notification was received, perform the Takeover function from the Timekeeper Main Menu and the employee will reappear on your list if they are still listed in webTA as an Active employee.

If they are still missing after performing the above, contact any HR Administrator, Administrator, or the NOAA Time & Attendance Office so that they can check to see if the employee were inadvertently inactivated. If so, once reactivated, the employee will reappear on your list.

55. One of my direct reports/employees has disappeared from my Supervisor Select Employee list, what do I do?

Ask the Timekeeper to check to see who is listed as the employee’s supervisor on the Employee Profile screen. If necessary, instruct the timekeeper to make any necessary changes.

56. Even though the certified record is saved electronically, is a hard copy required?

Effective April 19, 2006, Human Resources (HR) Bulletin No 032, Printing and Signing Hard Copy webTAs, was signed by the Director for Human Resources Management, Department of Commerce. This HR Bulletin rescinds the requirement to print hard copies of the certified webTA records for subsequent supervisory signature. This change was effective immediately and applies to all webTA users. As a reminder, supervisors are still required to certify webTA records on-line via the webTA application and are not to delegate this responsibility to timekeepers.

The HR Bulletin is available the Office of Human Resources Management's website at: http://hr.commerce.gov/Practitioners/ResourcesAndTools/HumanResourceBulletins/DEV01_006081. (This HR Bulletin is listed under the 2006 HR Bulletins.)

If a hard copy of the certified record is still desired by the user, this can easily be accomplished by the supervisor at the time of certifying. After certifying the record, the supervisor should immediately go back into the record, click the printer icon, and then Cancel out of the record. This will result in a printed copy of the certified record without changing the certification status. If the record is printed before the certification is completed, it will be a copy of the validated record, not the certified record.

The timekeeper can also print the certified copies by selecting the Summary screen for each employee. This must be done after the record is certified but before it is sent to the NFC for processing as part of the BUILD process if the record status is to reflect “certified.” A hard copy can still be printed after the Build process is completed but the status will then reflect “validated” rather than “certified.” Users can still determine a certified record from a validated record by the fact that all historical certified records contain the supervisor’s certification statement at the bottom of the page.

There is no Print All button as webTA was designed to be a paperless system.

57. What additional training will be available to users of webTA?

If you desire additional formal webTA training, please contact the NOAA Time & Attendance Office. Options available may include:
  o Audio/computer conference calls
  o Face-to-face onsite training