Implementation of the WebTA Electronic Time Keeping System

A Mandatory Reference for ADS Chapters 472 & 626

As previously announced, all U.S. Direct Hire employees were transitioned from using AETA for time and attendance to webTA, and should be entering their time in webTA as of May 9.

WebTA offers a number of new capabilities to USAID. Some of these will result in changes to the ADS and other policy documents, which will be issued in the near future. This notice is to advise that effective immediately, the following changes in practices are authorized:

Annual and sick leave may now be taken in quarter hour increments. Our previous T&A system, AETA, could not support this, but webTA can, so it is hereby authorized as of Pay Period 9 (April 27, 2008 through May 10, 2008) with agency-wide implementation of webTA.

Supervisors may now approve advanced leave electronically for employees, using webTA, within the OPM guidelines and USAID leave policies and procedures (see ADS 480). These guidelines limit advanced leave to no more that 240 hours of advanced sick leave, and no more advanced annual than the employee will accrue during the balance of the leave year. WebTA ensures that these standards are enforced, but within these guidelines, supervisors can now approve advanced annual or sick leave, and the requirement to send a memo to M/CFO/Payroll in advance of the affected pay period is no longer in effect.

Leave Requests are now done electronically in webTA. The paper form OPM-71 is no longer required. In accordance with ADS 480, employees will need to provide any medical certificates or other documentation required for the use of sick leave to their supervisor in the same manner as in the past, since these cannot be submitted through the webTA system.

Premium Pay (overtime and compensatory time) requests and approvals are also processed electronically in webTA. Requests and approvals must be processed in accordance with **ADS 472, Overtime Pay**. WebTA provides separate transaction codes for compensatory time earned in lieu of overtime pay and compensatory time earned for travel so these types of compensatory time off may be tracked separately as they are earned and used.

Danger Pay for TDY employees can be recorded directly on the timecard of the TDY employee for those days the traveling employee is entitled to it. The requirement for the mission to send a memo to payroll authorizing danger pay after the fact is no longer in force.

WebTA provides the capability for supervisors (i.e., the designated certifying official) to delegate the supervisory responsibilities in webTA to another supervisor (i.e., someone who has been given that role in webTA). Questions have been raised as to whether this is in conformance with guidance in ADS 102, Agency Organization, which addresses delegating supervisory duties to various types of team leaders. The language in ADS

102.3.9 provides that "both types of team leaders may serve as acting supervisors, and during brief absences of the supervisor, may assume responsibility for approving emergency or unplanned leave requests and addressing matters that cannot wait for the supervisor's return." This is consistent with the intent of the delegation feature in webTA, so there is no conflict with the ADS in doing such delegations. However, supervisors should, wherever possible, delegate their duties in webTA to another management official, rather than to a team leader or a non-supervisory employee, notwithstanding that webTA will permit this. Where it is necessary to delegate to someone who does not have supervisory duties as part of his/her position description, this delegation should be for just the time of absence of the supervisor, and should be revoked upon the supervisor's return.

472mac_071217