

NATIONAL WEATHER SERVICE INSTRUCTION 1-707

September 11, 2015

Administration and Management

Administrative Controls, NWSI 1-7

NATIONAL WEATHER SERVICE WEB TIME AND ATTENDANCE PROGRAM

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: W/CFO-2 (D. Murray)

Certified by: W/CFO (M. Lovern)

Type of Issuance: Emergency

SUMMARY OF REVISIONS:

This instruction supersedes NWSI 1-707, National Weather Service Web Time & Attendance Program, dated August 15, 2007. Changes are:

1. Modified Section 2. Operating Procedures to clarify the use of manual timesheets if employees do not enter time directly into the WebTA system.
2. Updated links

 //S//

John Potts
Chief Financial Officer/Chief
Administrative Officer

Date: September 11, 2015

National Weather Service Web Time & Attendance Program

<u>Table of Contents</u>	<u>Page</u>
1. Introduction.....	2
2. Operating Procedures.....	2
2.1 Leave and Premium Pay Requests.....	2
3. Definitions	3
4. Cost Management Tracking.....	3
5. TA Contacts and Website Links.....	3
Appendix A– WebTA Procedures for Silver Spring Employees.....	4

1. Introduction. The National Weather Service (NWS) Web Time & Attendance (WebTA) Program is a web-based time and attendance (TA) submission and tracking system developed by the Department of Commerce and is an accepted system for TA tracking by NOAA. The NWS follows all of NOAAs policy and procedures for TA submission and for WebTA use. The NWS has set the following as operating procedures.

The WebTA system allows for use of multiple accounting codes that aid the NWS in its Cost Management tracking. Therefore, the NWS Chief Financial Officer determined the NWS Comptroller’s Office (CFO2) will fill the role of the WebTA Program Manager.

WebTA is accessible to any employee who has access to the web, whether at work, on travel, or at home. In addition, WebTA enables timekeeper or employee submission and validation. Employee submission and validation does not signify time will be paid without supervisory knowledge. Employee or timekeeper validation verifies data input is correct. Supervisor certification finalizes data input for payment.

2. Operating Procedures. All NWS offices utilizing the WebTA system will complete and submit timesheets using the time line below. These procedures are based on employee input with or without timekeeper overview.

Whether timekeeper or employee input is used, there is never a need to give a password to another employee. See DOC Password Policy at:
http://ocio.os.doc.gov/ITPolicyandPrograms/Policy___Standards/DEV01_003884#P4559_43517
scroll to Appendix G, Password Policy. Timekeepers automatically have access to each employees TA record, as in the past with the DOS system.

The time frames below are written for Eastern Standard Time. Time frames may be adjusted for Regional and field offices to include other time zones and work schedules (Saturday input vs. Friday).

A. Employee Input/Validation: Employees in Silver Spring Metro Center 2 (SSMC2) will complete validation **by Noon on Friday** at the end of each pay period (see Appendix A).

All NWS employees not using the WebTA system must document their time using a time and attendance (TA) worksheet when submitting to their timekeepers following timekeeper guidelines below.

Employee input:

- ensure all time used or claimed will be entered into the WebTA system - assure use of the appropriate accounting/project and task codes.
- if unable to complete or enter, employees should make alternative arrangements with the timekeeper prior to their absence.
- employee should discuss completion of their timesheet with the timekeeper in the event of an emergency situation.
- If a Federal holiday falls on that Friday, or in the case of an alternate work schedule day off, employee validation should be completed by noon on Thursday.

B. Timekeeper: By 4:30 pm, Friday (end of pay period) the timekeeper will collect all TA worksheets, approved leave requests (OPM71) and all premium pay requests (CD81) (unless the WebTA Leave and Premium Pay Request Module, described in 2.1, is being used). The timekeeper will ensure data entered into the WebTA system are accurate and match the TA worksheets and leave requests. The timekeeper will provide all information to the supervisor and advise the supervisor of any discrepancies or when the time cards are ready for certification. If the timekeeper is unable to fulfill this responsibility at any given time, he/she should make prior alternative arrangements, i.e., delegate to another timekeeper. If a Federal holiday falls on that Friday, timekeeper review will be completed by 4:30 pm on Thursday.

C. Supervisor: will certify time cards for all employees **by 4:30 pm, Monday** following the end of each pay period. The supervisor is no longer required to print and sign certified time cards (see sixth bullet on page 5). The supervisor may not delegate certification to the timekeeper or secretary. If a Federal holiday falls on that Monday, supervisor certification will be completed by noon on Tuesday.

D. The HR Administrator (NOAA) will check the system by **Noon on Tuesday**, following the end of each pay period, to determine if there are any time cards left uncertified and report these to the FMC Director for resolution by 4:30 pm that same day. The last transmission is completed by DoC at 4:30 pm on Tuesday following the end of the pay period. Any time cards not captured in that transmission result in the employee not receiving pay

2.1 Leave and Premium Pay Requests. The WebTA system has a module for submitting leave requests and premium pay requests. This module can only be used if utilizing Employee Input. This module allows offices to discontinue use of the OPM71 and CD81. When implemented an employee would submit his/her request for annual/sick leave, comp or overtime through the WebTA system. Supervisors would receive an email message letting them know a request is in the system. The supervisor could then go into WebTA, review the request and approve or deny it. An email message would be sent to the employee and timekeeper, informing them of the status of the request. Supervisor and employee information must be entered in the WebTA Locator Module in order to use the online request. If this module is used, a separate block for annual/sick leave requests, and/or comp or overtime requests will be shown with the status of each request on the employees T&A Summary page. This allows supervisors to recall their

approval or denial, and for the employee to maintain a record. Use of this module is entirely up to the FMC/supervisor.

3. Definitions. Definitions to employee, timekeeper and supervisor roles can be found at: http://ohrm.os.doc.gov/HR_Applications/PROD01_001076, click on [User Guidance for New Release of WebTA](#).

4. Cost Management Tracking. The National Weather Service will use specific Task Codes to indicate what type of activity employees are engaged in. These specific codes will replace the current 'P00' Task Code.

The implementation of these new Task Codes satisfies the Federal Accounting Standards Advisory Board's Statement of Federal Financial Accounting Standards Number 4: Managerial Cost Accounting Concepts and Standards for the Federal Government.

The National Weather Service Cost Management Team, in the Office of the CFO/CAO, will work with Budget Officers to update guidance to employees and timekeepers for implementation of these codes. Detailed information about the coding structures and implementation of the cost management task codes is published in the Cost Management Program Guide which is updated annually and published at http://www.nws.noaa.gov/cfo/comptroller/cost_management.htm The implementation of this coding will replace the function of the current quarterly *Labor Survey* and will allow retirement of the survey.

5. TA Contacts and Website Links. Below are links to aid employees in finding contacts and guidance in preparing their time cards.

- NOAA Time & Attendance Office:
http://www.wfm.noaa.gov/pdfs/Contact_TimeAttendBranch.pdf
- NOAA Worklife Management Office:
http://www.wfm.noaa.gov/policies/time_attendance.html
- DOC and NOAA Pay and Leave Administration:
<http://ohrm.os.doc.gov/Leave/index.htm> and http://www.wfm.noaa.gov/a_z.html;
scroll to **Pay** section
- Pay and Leave Calendar: http://www.wfm.noaa.gov/policies/pay_calendar.html
and <http://www.nfc.usda.gov/ppcalendar/ppcal2007.htm>
- Frequently Asked Questions (FAQs):
http://ohrm.os.doc.gov/HR_Applications/PROD01_001026
- DOC Human Resources (HR) Bulletin No. 032, **Printing and Signing Hard Copy WebTAs**, dated April 19, 2006:
<http://ohrm.os.doc.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod0101350.pdf>
- WebTA Login Screen: <https://docwebta.ocs.doc.gov/webta/index.html>

Appendix A – WebTA Procedures for Silver Spring Employees

Appendix A – WebTA Procedures for Silver Spring Employees

This appendix is for Silver Spring Headquarters employees only, SSMC2. This appendix excludes shift workers located in Silver Spring Headquarters, SSMC2.

Change to this directive will ensure an audit trail for Leave & Premium Pay requests and approval, streamline all T&A processes, reduce errors and eliminate paperwork.

1. All offices will utilize the WebTA system to complete and submit TA using the same time line listed in 1-707 based on employee input with or without timekeeper overview. See: http://ohrm.os.doc.gov/s/groups/public/@doc/@cfoasa/@ohrm/documents/content/prod01_002309.pdf for instructions for employee input.
2. Employees will use the Leave and Premium Pay Request module for all leave requests and/or overtime/comp time requests. This module generates email notifications to supervisors, employees and timekeepers for recordkeeping purposes.
3. OPM71 and CD81 will no longer be used or accepted by timekeepers or supervisors within the SSMC2 complex
4. All time will be input and validated by employees within a reasonable timeframe according to their work schedule keeping the time line and holidays listed in 1-707 in mind.
5. Supervisors may request timekeepers to verify information input by employees prior to supervisor certification. Review must be completed before certification, whether by supervisor or timekeeper.
6. Supervisors will continue to certify time cards for employees using the time line listed in Section C of 1-707.
7. Supervisors will delegate only to another within their office of a similar grade level. Supervisors will take this responsibility seriously; delegation of this role is not to be done on a full time basis.
8. Timekeepers will continue to have another timekeeper delegated in the event of their absence.
9. Delegation will be observed rather than giving passwords to other employees. See Operating Procedures in Section 2 above DOC Password Policies.