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**ARC Monthly Bulletin – July 2015**  
*Valuable information for ARC's customers*

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**1. Year-end Memorandum Distribution**

Throughout the month of July, accounting services personnel will prepare a year-end memorandum, which will identify the relevant activities that both ARC and your agency will need to perform to ensure an efficient year-end close. The information contained in the memo will include documents to be provided and dates for which they will be due. The memorandum will be placed on your ARC customer page ([https://arc.publicdebt.treas.gov/customer\\_access\\_pages.htm](https://arc.publicdebt.treas.gov/customer_access_pages.htm)) and be accessible by clicking on the "Accounting Information" link under "Accounting Services". An ARC accounting contact will send an email to your office when the memorandum is available on your customer page.

For additional information, contact Damon Wren at 304-480-7166 or [Damon.Wren@Fiscal.Treasury.Gov](mailto:Damon.Wren@Fiscal.Treasury.Gov).

**2. Upgrade of webTA Attendance System**

We are in the early stages of planning for the future upgrade of our time and attendance system offering, webTA. Kronos, the webTA vendor, is migrating its entire user population to version 4.2 and planning for the cessation of support for the 3.8 version.

This is a significant upgrade in terms of a new look and feel and additional functionality. Additional information on version 4.2 can be found at (insert link to be provided by Kronos). We anticipate that most of the upgrades will occur during calendar year 2016. As soon as we can, we will be in touch with our customers to discuss the project.

This upgrade will require a substantial effort towards change management in terms of stakeholder notification and user training. We look forward to engaging with you well in advance of the actual implementation date to ensure the upgrade goes as smoothly as possible. Accordingly, we will be in touch with our customers soon to discuss the upgrade.

For additional information, contact Mike Cundiff at 304-480-7130 or [Mike.Cundiff@Fiscal.Treasury.Gov](mailto:Mike.Cundiff@Fiscal.Treasury.Gov).

### **3. New Travel Management Center (TMC), BCD Travel**

Effective June 22, 2015, we transitioned to a new TMC, BCD Travel, for Fiscal Service. Plans are to assess their performance for the next six months. If the pilot is successful, we will offer customers the option of transitioning to BCD Travel for their reservation needs.

Previously, BCD Group purchased TQ3 Travel Solutions Management Holding GmbH and a majority interest in The Travel Company. In January 2006, they combined with WorldTravel BTI to form BCD Travel. BCD Travel is a market leader in the travel industry. They were named Most Admired Travel Management Company, in 2014, for the second year running, by The Beat, a widely popular business newsletter published by Northstar Travel Media

We will share the results of the pilot with customers after the pilot period. For additional information, contact Diana Bonnell at 304-480-5573 or [Diana.Bonnell@Fiscal.Treasury.Gov](mailto:Diana.Bonnell@Fiscal.Treasury.Gov).

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