webTA Upgrade

Diane Dawkins

May 10-11, 2017

webTA Upgrade

- When?
  - Phased approach from February 2017 through August 2017

- Why?
  - Kronos (webTA vendor) discontinuing support in current environment

- What's Changing?
  - Significant changes in look and feel
  - Some new functionality

- What's Next?
  - Software Updates

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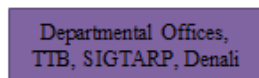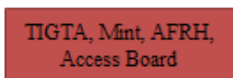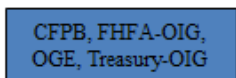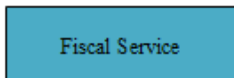
High Level Project Schedule

Task	FY2015 Q4	FY2016 Q1	Q2	Q3	Q4	FY2017 Q1	Q2	Q3	Q4
Kronos provides webTA instance, Service Pack (SP1), SP2 and SP3	8/31/15 – 5/2/16								
Complete data migration tasks and test each service pack	8/31/15 – 6/2/16								
Develop user guides and training materials		12/22/15 – 7/11/16							
Finalize Training Plan						10/11 10/24 12/12	1/24 3/8		
Receive Service Pack (SP) 4 from Kronos, complete data migration tasks and test SP4						10/14-12/8			
Send upgrade announcement to employees						10/24 11/8 12/28	2/8 3/23		
Send training schedule to employees						11/9 12/12	1/27 3/10	4/21	
Post user guides and training materials on Alex and/or Customer Access Pages						12/29	2/14	4/7 5/19 6/30	
User Acceptance Testing							2/21-3/3	4/3-4/14 5/15-5/26 6/26-7/7	
Conduct employee/timekeeper/supervisor training							1/23-2/3 3/6-3/17	4/17-4/18 5/20-69	7/10-7/21
Agencies certify final timecards in version 3.8							2/3 3/17	4/28 6/9	7/21
Migrate data from version 3.8 into version 4.2							2/4-2/6 3/17-3/20	4/28-5/1 6/9-6/12	7/21-7/24
Verify data migration, add new employees and make any needed changes to data							2/7-2/10 3/21-3/24	5/2-5/5 6/13-6/16	7/24-7/28
Employees access webTA version 4.2							2/13 3/27	5/8 6/19	7/31

Current Week

Legend:
- Fiscal Service
- CFPB, FHFA-OIG, OGE, Treasury-OIG
- TIGTA, Mint, AFRH, Access Board
- Departmental Offices, TTB, SIGTARP, Denali
- VA-OIG, HUD-OIG, FMSHRC, FinCEN

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arc — administrative resource center
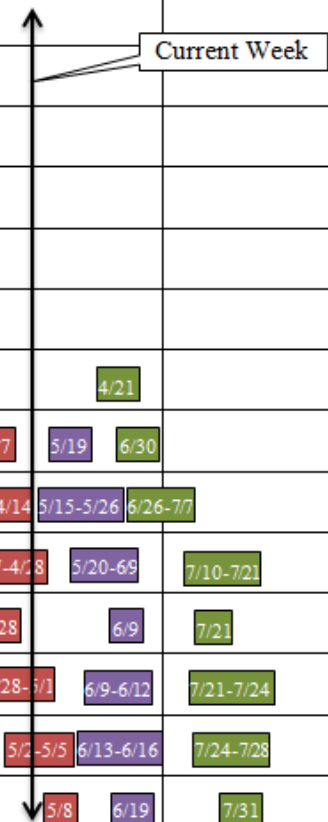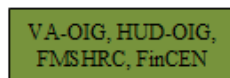
Leave Request

Leave Request Form

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: Anyone, Abe

* Leave Type: [_____ ▼]

Transaction Leave Balance: NA

Leave Request Times

* Start Date	* End Date	Start Time	Stop Time	Daily Hours	Total Hours	Action
Month Day Year ▣	Month Day Year ▣					Delete

Add New Row

Remarks

Submitter Remarks: [_____]

Approver Comments: [_____]

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New Features

- The upgrade contains several new features for users:
  - Automated email notification 2-3 pay periods before compensatory time and time off awards expire.
  - Automatic removal of expired compensatory time and time off awards.
  - Email notification when employees' timecards are validated
  - Employee self-service functionality for forgotten passwords and/or User IDs, and single-sign on option.
  - Expanded capability to add remarks on timecards.
  - New module for telework administration

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Telework Administration

- The Telework module includes:
  - Telework Roles
  - Telework Agreements
  - Telework Requests
  - Notification Messages
  - Expanded Telework Transaction Codes
  - Telework Reports
    - Telework Degree of Participation
    - Telework Utilization Report

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Telework Agreement

Telework Agreement

Items marked with an asterisk* are required.

Agency Guidelines

Employee Information

Employee: Dawkins, Diane - DDAWKINS
Essential: ☑
Medical Accommodation: ☐

Telework Type

Regular/Routine: ☐
Situational/Ad Hoc: ☐

Agreement Dates

* Agreement Start: [Month Day Year] 📅
Agreement Expires: [Month Day Year] 📅

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Telework Agreement (continued)

Primary Telework Location

◉ Home
○ Satellite Office
○ Telework Center
○ Other

Primary Telework Address and Phone

* Address 1: [_____]

Address 2: [_____]

* City: [_____]

* State: [_____ ▼]

* Zip: [_____]

* Telework Phone: [_____]

Telework Fax: [_____]

Mileage

Number of Miles Saved Per Day: [_____]

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Telework Agreement (continued)

Requirements Completed

Telework Schedule

Telework Day:
S M T W T F S   S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐   ☐ ☐ ☐ ☐ ☐ ☐ ☐

Office Day:
S M T W T F S   S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐   ☐ ☐ ☐ ☐ ☐ ☐ ☐

Schedule Notes:
Characters remaining: 255

Other Comments

Remarks:
Characters remaining: 255

Approver Comments:
Characters remaining: 255

Termination Details

Termination Date:

Reason: None

Termination Remarks:
Characters remaining: 255

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Software Updates

- Supervisor's leave request calendar view
- Compensatory Time and Overtime earned when LWOP also used
- Historical leave requests
- Disabled transaction codes
- Reports for delegated timekeepers and supervisors
- Leave Time Expiration report
- Wounded Warriors Leave (Disabled Veteran Leave)

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Other Defects

- Supervisor's view of Employee Leave and Premium Pay requests

- Leave Balance Calculator

- Holidays for employees on maxiflex and variable work schedules

- Validating timecards with denied leave requests and approved leave requests

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Contact Information

Primary Contact

Name	Diane Dawkins
Title	Program Analyst/Project Manager
Phone	304-480-8268
Email	Diane.Dawkins@fiscal.treasury.gov

Secondary Contact

Name	Claudine Woodyard
Title	Supervisory HR Specialist/Project Manager
Phone	304-480-8264
Email	Claudine.Woodyard@fiscal.treasury.gov

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