

**U.S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER (NFC)**

AGENCY “NEXT STEPS” PLAN

USDA Agency Next Steps Plan

Attached are the Agency Next Steps for implementation to the USDA webTA system. Identified in this document are the agency specific execution responsibilities. Included are the Execution Plan Points of Contact, Execution Plan Activity Description Matrix, Execution Plan Activity Schedule, instructions for completing the webTA Role Spreadsheet, Security instructions, Training information, and User Acceptance Testing information.

In addition to the above, the responsibility to ensure the validity of the data provided by NFC is that of each agency. This will confirm the specific population for each Wave is accurate. This data may be obtained from Focus downloads. The format to provide the data will be forwarded to the agency POC by NFC at a later date. Should other data not known at this time be needed, the request will be forwarded through the POC.

The NFC webTA Help Desk will receive and respond to webTA functionality and system access inquiries from timekeepers. Due to the Privacy Act each agency will provide a list of timekeepers the webTA Help Desk staff is authorized to assist. The list is to be submitted to NFC through the NFC webTA Help Desk mailbox which will be provided through the agency POC.

Please forward all inquiries and questions through your agency's Point of Contact (POC), via the USDA webTA website at:

<http://www.usda.gov/da/webTA/>

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Execution Plan Points of Contact

USDA WebTA Hosting Plus Execution Plan

Responsible Execution Team	Responsible Party	Receiving Party
National Finance Center (NFC)	Dawn McGowan, Project Lead 202-619-1919 Dawn.McGowan@NFC.USDA..GOV Susan Porte, Program Manager 504-426-1004 Susan.Porte@USDA.GOV	USDA Kronos Agencies

Execution Plan Activity Description Matrix

USDA WebTA Hosting Plus Execution Plan

Activities	Description	Responsible Party	Communication Method
Roles	The webTA T&A System is a role base software application. Functionality of the software is determined by the role(s) the employee is placed.	<u>USDA:</u> Communication and gathering <u>NFC:</u> Gathering assistance <u>Kronos:</u> Org Tree Spreadsheet tool <u>Agencies:</u> Preparing and submitting document	Written: Spreadsheet for entry of the webTA role information for the agency. Instructions for submitting attached. Email: Updates Teleconference: Schedule as needed
Security	Access to the webTA application as an HR Administrator is granted by NFC. The HR Administrator role is a highly authoritative type role in webTA allowing multi layers of functionality. Two to three HR Admin roles will be granted access by NFC for each agency.	<u>USDA:</u> Communication <u>NFC:</u> Grant system access <u>Kronos:</u> Software application <u>Agencies:</u> Submit completed security access request to NFC	Written: Security access request submitted by the agency to be forwarded to the NFC ISPCS. Instructions for submitting attached.
Training	The USDA has selected a web based tutorial for agency training. A Desk Guide for the Employee, Timekeeper, and Supervisor will also be provided. The training dates for each Wave are provided in the attached Execution Plan Activity Matrix.	<u>USDA:</u> Communication <u>NFC:</u> System readiness <u>Kronos:</u> Training tutorial and Desk Guide <u>Agencies:</u> Deployment of Training	Written: Training Execution Plan Details attached. Email: Updates Teleconference: Schedule as needed

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User Acceptance Testing (UAT)	UAT will be conducted separately for each Wave. The testing dates for each Wave are provided in the attached Execution Plan Activity Matrix. A User Acceptance Test Sign Off Letter will be required from each agency prior to migration.	<u>USDA:</u> Oversight <u>NFC:</u> Communication System readiness <u>Kronos:</u> Software application <u>Agencies:</u> Conduct testing	Status: Daily teleconferences Written: Execution Plan and UAT Instructions Email: Updates
Go Live	Go Live begin entering pay period T&A data.		

ROLES

Instructions for Completing the Agency Roles List Spreadsheet

The webTA system is a role based application. The functionality webTA allows is based on the role(s) an employee is placed. Each agency is responsible for determining the role(s) for their employees. The role an employee is placed will determine the available webTA functions permitted. The three roles required to be defined for implementation to webTA are the Employee, Timekeeper, and Supervisor. Below are the webTA functions available for each of the above roles.

The Employee Role:

- Record leave, credit hours and/or comp time using webTA following applicable regulations, policies and procedures.
- Attest to the accuracy of recorded T&A data – provide supporting documentation if req.
- Notify supervisor of any planned absences that will prohibit them from entering their time.
- Update personal contact information and perform other personal information such as changing passwords and making time requests.
- Submit Leave Requests to your Supervisor using the webTA system.
- View current and historical T&A information.
- Run pre-defined reports.

The Timekeeper Role:

- Select and/or search for an employee.
- Enter, edit and validate T&A data on behalf of their assigned employees.
- Review previously certified T&A data.
- Manage employee's Employee Profile.
- Reset passwords for their assigned employees.
- Add new employees or make an employee inactive.

The Supervisor Role:

- Select and/or search for an employee.
- Certify all employee data prior to sending to NFC.

- If employee is out, ensures entry of hours for employee; coordinate with Master TK.
- Review and approve or deny all leave/premium pay requests; coordinate Premium pay requests with Budget Officer.
- Delegate role of T&A Supervisor to a back-up in the event of absence.
- Generate various reports (Leave Audit, Default Schedule).

Instructions for completing the Agency Roles List are listed below:

1. Access the Agency Roles List Spreadsheet found on the USDA, Departmental Administration website <http://www.usda.gov/da/webTA/>.
2. Down load the Agency Roles List spreadsheet before completing.
3. Determine the role(s) an employee will be permitted.
Note: Each employee will need to be assigned to the Employee Role.
4. Determine the Timekeeper for each employee.
5. Determine the Supervisor for each employee.
6. Enter the Social Security Number- **9 digits only - no dashes – no spaces** under the appropriate column heading in the spreadsheet provided.

Employee SSN	TKPR SSN	Supervisor SSN
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7. Review the spreadsheet entry for accuracy.
8. Email the completed spreadsheet to: webTA@usda.gov

SECURITY

Instructions for Submitting a Security Access Request For the webTA Human Resources Administrator Role (HR Admin)

The webTA HR Administrator role is the highest webTA role granted to an agency. The HR Administrator role provides administrative functions to manage employees and leave transfer programs. HR Administrators cannot edit time and attendance information, a responsibility reserved for timekeepers and employees. The HR Administrator can add and edit employee profiles and ensure that records are processed for all employees in an agency.

Instructions for requesting access for the HR Administrator role is granted by the National Finance Center (NFC).

The request must be sent by an authorized Agency Security Officer (ASO) to NFC.

1. The ASO must forward their request via email to NFC.SECURITYOFC@USDA.GOV.

(Note: The NFC 1106 Request is for internal use only)

2. The ASO must specify the following in the body of their email:
 - a. Userid
 - b. User name
 - c. SSN (if applicable)
 - d. Application name (i.e. webTA)
 - e. Application environment (Dev, Training, Prod, etc.)
 - f. Application capability (Role within application)
 - g. Application access level (i.e. Read only, update, etc.) – If applicable
3. Upon receipt of the email request by NFC Security, the turnaround time is 5 business days.

Training

The Department has purchased a webTA Training Package for the entire USDA employee base. The training package includes a Web-based Training Tutorial, Training materials, and Desk Guides, for the Employee and Timekeeper roles. An additional training package for the Supervisor role will also be available. Outlined below are the details for rollout of the USDA Web-Based Training Plan.

Who: All USDA employees

All USDA employees will be scheduled by their agency for WebTA training. Scheduling of employees including the date and time for training will be the decision of each agency for their employees.

What: WebTA Web-based Training

The webTA Training Tutorial website URL and access instructions will be provided to the agency's Points of Contact (POC). The method for distributing the URL and instructions will be the responsibility of the agency POC.

When:

The webTA Training Tutorial training timeframe is provided by Wave and date in the Execution Plan Activity Matrix (Attachment 3).

Where:

Each USDA agency is responsible for determining the logistics for training. The Training Tutorial URL will be accessible where Internet capability is available.

USER ACCEPTANCE TESTING (UAT)

The USDA webTA User Acceptance Testing (UAT) will be conducted for each Wave. The schedule for each Wave is provided in the Execution Plan Activity Matrix (Attachment 3). It is each agency's responsibility to execute the UAT, including preparing an individual agency UAT Plan. The agency UAT Plan should include selecting the appropriate staff to coordinate and conduct the UAT, participating in the UAT teleconferences for reporting UAT issues, creating their agency's specific test scripts, and determining location for testing, coordinating, documenting, and reporting testing and all UAT issues.

Who: All USDA agencies

The UAT will be conducted through the webTA Dev/Test environment hosted at the National Finance Center (NFC) via the URL. Each agency will be responsible for developing their individual test scenarios and associated test scripts. The UAT participants and number of participants is the decision of the agency.

What: UAT for the USDA webTA System

The webTA testing website URL and access instructions will be provided to all USDA agencies Points of Contact (POC). The method for distributing the URL and instructions will be the responsibility of the agency POC.

The UAT Testing environment will simulate production. Access will be through the e-Authentication access credentials. e-Authentication employee UserID and Password will be needed to access the testing environment. A daily UAT teleconference will be scheduled for the USDA agencies. The agency's POCs will participate in UAT discussions to report issues and receive updated information to distribute to the agency. The UAT conference call will be held daily at 10:00am CST, dial in information will be provided at a later date through the agency's POC. Issues are to be consolidated by the agency's UAT coordinator and submitted via email to the NFC webTA Help Desk mailbox, which will also be provided at a later date through the agency's POC.

When:

A separate UAT will be conducted for each Wave. The dates scheduled for UAT testing for each Wave is provided in the Execution Plan Activity Matrix (Attachment 3).

Where:

The location to conduct the UAT Testing will be decided upon by each USDA agency and distributed through the agency's designated UAT Coordinator.

Execution Plan Activity Schedule

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ID	Execution Plan Activity Matrix	Wave	Task Dates
#	webTA Roles		
1	Define webTA Roles "Identify System Users (HR Admin, Other Roles Access)"	1	08/19/08 - 08/19/08
		2	09/17/08 - 09/25/08
		3	09/19/08 - 09/26/08
2	Complete the "Agency Roles List" spreadsheet of Defined webTA Roles	1	08/08/08 - 08/18/08
		2	09/30/08 - 10/06/08
		3	10/29/08 - 10/22/08
	Security Access		
3	Complete User Security Access Request Forms for HR Admin Role	1	08/19/08 - 08/19/08
		2	09/26/08 - 09/30/08
		3	10/23/08 - 10/28/08
4	Validate & Approve Security Clearances	1	08/19/08 - 08/19/08
		2	10/01/08 - 10/01/08
		3	10/29/08 - 10/29/08
5	Provide NFC with Needed Security Documentation for HR Admin Access	1	08/20/08 - 08/20/08
		2	10/02/08 - 10/02/08
		3	10/30/08 - 10/30/08
	Training		
6	Develop Agency Training Plan	1	08/19/08 - 08/22/08
		2	09/08/08 - 09/22/08
		3	11/05/08 - 11/19/08
7	Notify Agency Staff of Training Plan	1	08/22/08 - 08/22/08
		2	09/22/08 - 09/22/08
		3	11/05/08 - 11/05/08
8	Deploy Training to Agency	1	09/01/08 - 11/03/08
		2	10/15/08 - 10/26/08
		3	11/19/08 - 11/30/08
	User Acceptance Testing (UAT)		
9	Determine Location of Testing	1	09/03/08 - 09/04/08
		2	10/01/08 - 10/02/08
		3	10/25/08 - 10/26/08
10	Identify UAT Participants	1	09/05/08 - 09/09/08
		2	10/03/08 - 10/05/08
		3	10/29/08 - 10/31/08
11	Validate User Security Access	1	09/10/08 - 09/11/08
		2	10/04/08 - 10/05/08
		3	11/01/08 - 11/05/08

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12	Conduct User Acceptance Testing	1	09/12/08 – 09/25/08
		2	10/09/08 – 10/16/08
		3	11/06/08 – 11/13/08
13	Review and Approval of User Acceptance Testing	1	09/26/08 – 09/29/08
		2	10/17/08 – 10/19/08
		3	11/19/08 – 11/21/08
	GO LIVE Validation		
14	Verify Associated Roles with Production Users	1	09/24/08 – 09/25/08
		2	11/05/08 – 11/06/08
		3	12/01/08 – 12/02/08
15	Verify webTA Transaction Codes	1	09/26/08 – 09/29/08
		2	11/05/08 – 11/06/08
		3	12/03/08 – 12/04/08
16	Validate Email Account file for Employee Self Service (If applicable)	1	09/26/08 – 09/29/08
		2	11/05/08 – 11/06/08
		3	12/03/08 – 12/04/08
17	Validate Custom Data Load and Upload Scripts	1	09/26/08 – 09/29/08
		2	11/05/08 – 11/06/08
		3	12/03/08 – 12/04/08
18	Validate FOCUS Report Import Scripts	1	09/26/08 – 09/29/08
		2	11/05/08 – 11/06/08
		3	12/03/08 – 12/04/08
19	Validate webTA Role Assignment Scripts	1	09/26/08 – 09/29/08
		2	11/05/08 – 11/06/08
		3	12/03/08 – 12/04/08
20	Validate System Readiness	1	09/26/08 – 10/09/08
		2	11/05/08 – 11/16/08
		3	12/03/08 – 12/04/08
21	Final Validation of Converted Data	1	10/20/08 – 10/20/08
		2	11/17/08 – 11/17/08
		3	12/03/08 – 12/15/08
22	GO LIVE Entry of Pay Period 21 T&A Data – Wave 1 Entry of Pay Period 23 T&A Data – Wave 2 Entry of Pay Period 25 T&A Data – Wave 3	1	10/21/08
		2	11/18/08
		3	12/16/08
23	Final Sign-Off	1	10/24/08
		2	11/21/08
		3	12/19/08