GovTA Time and Attendance

GovTA is a Web-based Time and Attendance (T&A) application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from Government-issued devices with an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in GovTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

GovTA Functionality

GovTA is designed to adapt to the business rules/roles of the Agency or Department and can be quickly configured for changes in procedures or protocols.

Standard functionality includes:

- Automates T&As, offers leave management, and provides labor distribution capabilities.
- Provides T&A reports.
- Incorporates Premium Pay and Leave Request Functionality.
- Facilitates regulatory compliance by providing fully auditable processes.
- Offers real-time reporting together with ad hoc query and graphical analysis capabilities.
- Provides for a full accounting of the total workforce by enabling the tracking of employee time and matching it to programs, projects, and tasks.
- Allows for usage of multiple Accounting Codes.

GovTA Advantages

- User group representation.
- Technical and functional help desk.
- Coordination of system reviews and reporting in accordance with the Office of Management and Budget Circulars A-123 and A-127.
- Application certification and accreditation.
- Training support.
- Bi-Directional Interface between GovTA and NFC's Payroll/Personnel System.

- Daily transmittal of flat files from Personnel Input and Edit System (PINE) containing employee accession and separation information.
- Leave balances and profile data updates through biweekly transmittal of flat files from Bi-Weekly Examination Analysis and Reporting System (BEAR).
- Canned reports and real time reporting.
- Information Technology and database maintenance and upgrades.
- System restoration and Disaster Recovery.

GovTA Roles

GovTA Employee:
- Enters, edits, and validates timesheet.
- Submits leave and premium pay requests.
- Generates leave audit reports.
- Views COP information if applicable.
- Sends messages to timekeeper and/or supervisor.
- Sets up and modifies default schedule.
- Donates leave.
- Adds emergency contact information if applicable.

GovTA Supervisor:
- Selects and/or searches for an employee record.
- Certifies or rejects validated timesheets.
- Reviews and approves, or denies all leave and premium pay requests.
- Views COP information if applicable.
- Delegates supervisory role.
- Generates reports.
- Views an employee's emergency contact information.

    Note: These functions are limited to employees who are assigned or delegated to them.

GovTA Timekeeper:
- Assigns accounting codes.
- Selects and/or searches for an employee record.
- Enters, edits, and validates timesheet data on behalf of assigned or delegated employees.
- Corrects timesheets.
- Views COP information if applicable.
- Delegates timekeeper role in the event of absence.

GovTA Time and Attendance

GovTA Roles (Continued)

GovTA Timekeeper (Continued):
- Reassigns employees to timekeepers and/or supervisors.
- Reviews previously certified timesheet data.
- Manages an employee's profile.

Note: These functions are limited to employees who are assigned or delegated to them.

GovTA Master Timekeeper
- Timekeeper role functions.
- Overrides timesheet validation errors, if applicable.

GovTA Master Supervisor
- Supervisor role functions.
- Decertifies timesheets.

Note: The master supervisor has access to the records of all employees within their organization.

GovTA HR Administrator
- Adds new employees if they are not loaded via the daily PPS feed from NFC.

Note: Employee records should be loaded to GovTA through the daily PPS feed from NFC.

- Adds and edits employees' profiles.
- Ensures records are processed for all employees in an Agency.
- Adds and edits user information.
- Generates reports.

GovTA COP (Continuation of Pay) Administrator
- Creates and manages COP

GovTA ECM (Emergency Contact Management Administrator
- Accesses all organizations and users within an Agency and Department.
- Updates footer text on the Emergency Contacts page.
- Generates reports.

GovTA Project Manager
- Adds and assigns projects to employees.
- Runs, prints, and saves ad hoc and background reports.
- Makes ad hoc and/or standard reports available to other users.
- Assigns and unassigns a Project Manager delegate.

GovTA Telework Coordinator
- Specifies whether hours from approved telework requests automatically populate timesheets.
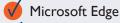- Sets up the telework agreements.

GovTA Telework Managing Officer
- Runs, prints, and saves ad hoc and background reports.

GovTA Time and Attendance

Technical

GovTA is a Web-based application that can be accessed by logging in through a Web browser. As a USDA/NFC application, GovTA supports using:

- ✓ Microsoft Edge
- ✓ Mozilla Firefox
- ✓ Apple Safari
- ✓ Google Chrome

Online Resources

Procedure manuals and associated documentation are available on the NFC System Documentation Page (https://help.nfc.usda.gov/).

Contact Us

🌐 **https://www.nfc.usda.gov**

🗺 **USDA, National Finance Center
13800 Old Gentilly Road
New Orleans, LA 70129**

National Finance Center
U.S. DEPARTMENT OF AGRICULTURE