WebTA TRAINING OVERVIEW

ACCESS WebTA	Go to your internet browser. Type the URL listed below in the address bar of the browser:
	    https://wta.hs.nfc.usda.gov/webta/
	     (you may also copy and past this link into your browser)

APPLICATION LOGIN:	**Employee ID**: Your user id is your last name, first initial of your first name, and the last 4 digits of your SSN **reversed**. For example, the user id for Jennifer Jones, SSN 243-78-1423, is JONESJ3241. **Password**: You will login with the temporary password.
CHANGE PASSWORD:	You will see a prompt in blue letters to change your password; you will see this message every 90 days.
Password	Change your password to the same as your NEMIS password.
Confirm	Re-enter your password, and then remember this one since you will use it wherever you are deployed.
PAYROLL	Click on T&A Data to bring up your Payroll data.
	Under the category Work time click **NEW**.

CODES:	From the **NEW WORK TIME** page, click the transaction code drop down to reveal a list of transaction codes.
	Hrs: Under this list you will only use the following codes:
	   01 = standard 8 hours per day
	   19 = over 8 hours a day/ less than 40 hours a week
	   21 = over 40 regular hours a week
	   31 = Holiday worked
	Under **PREFIX** and **SUFFIX** leave these blank
	Under **ACCOUNT** select current disaster code.

	Under the category Leave and Other time click NEW.

	From the **LEAVE AND OTHER TIME** page, click the transaction code drop down to reveal a list of transaction codes.
	Hrs: Under this list you will only use the following codes:
	   66 = Holiday
	   66 = Hazardous Weather
	Under **PREFIX** and **SUFFIX** leave these blank
	Under **ACCOUNT** select current disaster code.

	Hours are calculated in quarter hours:
	   15 minutes = .25 (i.e.: 8 hours and 15 minutes)
	   30 minutes = .50
	   45 minutes = .75

Validating	When you have finished entering your time, click VALIDATE.

PRINTING YOUR TIME.	At the bottom of your screen, click **RETURN**.
	  Go to **T&A SUMMARY**.
	  Statement Report will show your current pay period.
	PRINT this page and have your supervisor sign before turning it in to Administration.

**IF YOU HAVE ANY QUESTIONS, CHECK WITH YOUR
ADMINISTRATION SECTION TIMEKEEPER.**