## USDA webTA Fitgap Questionnaire

Please complete your questionnaire, one per agency, and submit to <u>webTA@usda.gov</u>. Simply tab into the grey box and input your information.

Agency/Office: _		 
Point of Contact: _	 	 
Phone:	 	 
Email:		

## **Agency/Office Specific Questions**

- 1. List the current role demographics within the agency/office.
  - a. Total number of employees?
  - b. Total number of timekeepers?
  - c. Total number of approvers/supervisors?
  - d. What are the current roles in your T&A system? Please check all that \_\_\_\_\_ apply.
    - Employee
  - \_\_\_\_\_ Timekeeper
  - Lead Timekeeper
  - Supervisor
  - Second Level Supervisor
  - \_\_\_\_\_ Approver
  - Other
  - ] Other
- 2. Is timecard entry performed by:
  - Employees
    - Timekeepers
  - A blended approach.
- 3. Does the agency/office have reports that are generated from the current time and attendance system? If so, please list the report name and provide a brief description.
- 4. Does the agency/office use NFC stored accounting?
   Yes
   No

5. Does the agency/office use multiple account codes to charge time to multiple tasks/programs/projects?

Yes No

## **Configuration Data Needed for the Fitgap Session**

1. Pay Plans

Please provide detailed information on any special pay/leave rules for pay plans that are unique to your agency/office:

2. Tours of Duty

Specify tours of duty used by the agency/office.



3. Alternate Work Schedules

Detail specific alternative work schedules used in the agency/office.

- maxi flex 5/4/9 4/10 other other
- 4. Transaction Codes

Review the NFC transaction codes and provide any/all additional codes the agency/office requires.

(http://dab.nfc.usda.gov/pubs/docs/tnainst/tnainst.pdf)

5. USDA Accounting Structure

Detail the accounting structure that is used by your agency/office, such as:

- a. the account segments
- b. segment length
- c. segment content definition
- d. which segments are transmitted to NFC
- e. validation rules for mission area interfaces
- f. and any other unique accounting requirements

Example:

6. Automatic Population of Holidays and Leave Requests webTA has the ability to auto-populate leave and premium pay requests and Federal

Holidays as transaction lines on the timesheet. Please confirm these features will be used by the agency/office.

- Yes
  No
- 7. Who approves the leave/premium pay requests?
  - a. Same as for T&A

Yes
No

b. Other