

Request for Information: WebTA Conversion

Gross, Jerry

Sent: Wednesday, January 21, 2015 4:10 PM

To: Johnson, Michael P

Hi Michael,

Please provide a prompt response to this request for information, as the date of the conversion to the BFS/ARC WebTA approaches. The Union has a particularized need for this information to determine whether the conversion and related training are in conformance with our negotiated agreement, Supplement 140; and to ensure that all bargaining unit employees receive the training and guidance necessary to effect a smooth transition, thereby avoiding future grievances.

- 1) The Council received the information below, which has been disseminated in Region X. Has such information been provided in other regions? Please identify where this information was provided, the dates it was provided, and copies of what was provided in each region or locality.
- 2) Supplement 140 requires that a User Guide and Web-based training be made available on HUD@Work before implementing the new WebTA system. Please identify where the User Guide can be found, and provide copies of emails that were sent to employees with links to the User Guide and training pages.
- 3) The information provided below represents changes in working conditions that was not addressed by our agreement. Specifically, the Union was not advised that the time allotted for employees to validate their time in any pay period would be reduced. Please provide information on how employees will be paid properly if they are unable to enter and validate their time at the times described below (at the end of PP 3) due to either a system problem or because the employee is on leave, training or otherwise cannot access the WebTA system?
- 4) Please provide information on how approved leave requests will be handled if they overlap PP 3 and 4, and specify where and when employees have been advised of the answer.
- 5) Please provide information on how approved leave requests for PP 4 that are requested in PP 3 or earlier will be handled, and specify where and when employees have been advised of the answer.
- 6) Please provide the same information for the above situations regarding leave requested but not yet approved at the time of the changeover.
- 7) Please provide a copy of the manual identified in the email below, and identify when and to whom it was circulated.
- 8) The email below provides links to WebTA training videos posted on YouTube. Please identify when employees were provided links to these videos and which employees were advised.
- 9) The email below identifies very short timeframes for validating time; please provide information on whether that is a one-time situation due to the conversion or whether it will continue post-conversion.
- 10) Please provide information on what will happen if an employee cannot fulfill any of the steps listed below by the required deadline for any reason.
- 11) The email below states "Do not enter PP 3 leave requests until the new instance becomes available" and gives a date of February 18, which is the second week of PP 3. How are employees expected to handle leave requests for the first part of that pay period? Have employees been given such advice.
- 12) The Union had previously asked for information regarding timekeepers and master timekeepers. You replied with a list of master timekeepers, which was appreciated. Nevertheless, it is still unclear whether any other employees will be assigned timekeeper duties, or if timekeepers under the new system will be the same as our current master timekeepers. Please clarify, and if the timekeepers are different than the HUD master timekeepers, please provide a list of the timekeepers and the organizations and number of people they support. The Union has a particularized need for this because the Department previously stated there would be no change in workload, yet the new information shows additional timekeeper duties that were not previously imposed.
- 13) Based on information provided in the YouTube videos, timekeepers will need to establish employee profiles to allow the creation of default hours. This is a new functionality that was not previously available. Please provide information regarding how timekeepers have been/will be instructed to handle that, as well as information provided to employees.
- 14) As shown in the YouTube videos, employees' full social security numbers will be displayed for timekeepers. Please provide a description of how employee privacy will be protected, and note any changes from the current system.

The Union reserves the right to request further information or to bargain based on information provided in response to this request.

Thank you for your prompt response,

Jerry Gross
AFGE Council 222 Midterm Bargaining Chair

From: Collins, Martha J
Sent: Wednesday, January 21, 2015 7:09 AM
To: SEA ALL REGION X EMPLOYEES
Subject: WEB T&A Employee Cutover Steps

Listed below are steps/instructions everyone must complete. Please make sure you complete and

note the deadlines.

Effective Pay Period 3 (February 8-21), HUD will begin using an ARC-hosted instance of WebTA. The WebTA system for Pay Period 3 should be available around the afternoon of February 13th.

Task	Deadline	Employee Manual Reference	Recorded Training Reference
Ensure all leave requests for Pay Periods prior to Pay Period 3 are entered and approved.	February 6, 5:00 PM EST	Page 19	Employee Leave and Premium Pay Requests
Enter and validate all time cards for Pay Period 2. <ul style="list-style-type: none"> Time cards must be entered, validated, and certified by 5 PM EST. Coordinate with your supervisor to determine deadline for entering and validating time, allowing enough time for Supervisors to certify by 5 PM EST. 	February 6, 5:00 PM EST (Coordinate with supervisor)	Page 13	Employee Editing Time Card
Print Leave Audit Report from current WebTA System.	February 6, 5 PM EST	Page 29-30	Employee Reports
Change Password once the system comes available. <ul style="list-style-type: none"> Click "Change Password" from the Employee Main Menu. Enter assigned password provided in ARC email in "Current Password" line. Enter new personalized password twice in "New Password". Click "Save". 	First day of new system availability	Page 7	Employee Passwords
Update Locator Information. <ul style="list-style-type: none"> Click "Locator Info". Leave all fields blank except "Email/Internet". Verify your email address in "Email/Internet" line. Click "Save". 	February 18, 5 PM EST	Page 31	Differences in Employee Role: Locator Information
Enter Leave Requests Process. <ul style="list-style-type: none"> Do not enter Pay Period 3 Leave Requests until the new instance becomes available. During Pay Period 4, you may enter leave requests for Pay Period 4 and beyond. 	February 18, 5 PM EST	Page 19	Employee Leave and Premium Pay Requests
Enter and validate all time cards for Pay Period 3. <ul style="list-style-type: none"> Time cards must be entered, validated, and certified by 5 PM EST. Coordinate with your supervisor to 	February 23, 5 PM EST (Coordinate with supervisor)	Page 13	Employee Editing Time Card

determine deadline for entering and validating time, allowing time for Supervisors to certify by 5 PM EST.			
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For assistance with the above steps, please contact your assigned timekeeper.

Martha J. Collins

Regional Support Manager, Regions 6 & 10

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[Please give us your feedback](#)



"A veteran - whether active duty, retired, national guard, or reserve - is someone who, at one point in his or her life, wrote a blank check made payable to The "United States of America", for an amount of "up to and including my life." That is Honor - Author Unknown