Time and Attendance for New Employees

The Web-based Time and Attendance System (WebTA) is used by employees throughout the Department of Homeland Security. The system exchanges data with our payroll provider (the National Finance Center) and allows employees to enter their work time and submit leave requests. At the end of each bi-weekly pay-period, employees validate and supervisors certify timecards for payroll disbursement.

As a New Hire, your WebTA account will be built by a member of the Civilian Human Resources (CG-125) staff based on information our Operations staff (CG-123) inputs for your hire action. For employees who begin work on the first day in the pay-period, your WebTA account should be active by the close of business on the second (2nd) Tuesday in the pay period. WebTA is accessible from home or work. If you search the web for a link to the application, be sure to include the words "Coast Guard WebTA". At work, the link is available on the DHS Connect. The address for WebTA is: **https://wta.hs.nfc.usda.gov/webta/servlet/com.threeis.webta.H000welcome**

On your first day, your supervisor will provide the name of your organizational/POC timekeepers (primary and secondary). Your organizational/POC timekeeper will assist you in obtaining your USERID, Password, and initial logon information. The Timekeeper is your POC for timekeeping issues/questions and is there to help you.

When you receive your common access card (CAC), please provide your timekeeper the 10-digit "DoD ID Number" listed on the back of the card. Your timekeeper will enter this information into your WebTA Employee Profile to support single sign-on. Until you are configured for single sign-on, you will need to access the system with your USERID and password.

To obtain your USERID, contact your Timekeeper during your first week and advise them of the schedule assigned by your supervisor (e.g. Regular 8-hour, Compressed Work Schedule). Your timekeeper will input your work schedule and work email address in WebTA and will provide you with your USERID.

To obtain your PASSWORD, visit the logon page and use the "Forgot Your Password" function to obtain your initial password. The system will prompt you for your USERID and will email a temporary password to your work email address.

Training Requirements:

Within 30 days of entrance on duty, you MUST complete the employee eLearning Course 502427 titled "Time and Attendance for Civilian **Employees**". The course is available in the Coast Guard Learning Management System (https://elearning.uscg.mil/) within the Mandated Training Category B catalog. If you are also a supervisor OR timekeeper, then you MUST complete eLearning Course 502477 titled "Time and Attendance for **Supervisors**" OR eLearning Course 502442 "Time and Attendance for **Timekeepers**" respectively.

Note: If you cannot access the Learning Management System (LMS), please submit a CG FixIT ticket requesting a Username/Password assignment for the LMS system. CG FixIT is the Coast Guard's Information Technology Trouble Ticketing System – the CG FixIT icon is on your computer desktop.

Exemptions:
Employees covered by the Coast Guard Yard Time and Attendance system (TmATT), SFLC Industrial Operations Division system (YTA), and Administratively Determined (AD) personnel including Academy Faculty and Lamplighters are not required to use WebTA or complete the employee training module.

Additional Information:
For job aids and general information regarding the WebTA application, please visit **http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/Other-HR-Topics/WebTA/**.