GovTA

Time and Attendance System
Basic Operational Testing Orientation

INTRODUCTION

GovTA will replace WebTA as the Department of Commerce Time and Attendance System

GovTA is the next generation of WebTA. As a result:

- ✓ Underlying data entry is similar
- ✓ All data from WebTA is available in GovTA
- ✓ All WebTA settings are planned to be in place in GovTA

HOW IS GOVTA DIFFERENT THAN WEBTA

- GovTA has a new menu system and look

- There are other user-friendly options for after post-production.

However

- Menu may be on the left, but is essentially the same menu items for Employees, Timekeepers, Supervisors and HR Administrators

TESTING MISSION STATEMENT

- Determine if GovTA can operate at the SAME level of certainty that WebTA operates. When we go live, we'll be in a similar place.
  - In addition, this includes the list of promised, fixed bugs we've reported and verified with WebTA / GovTA support in the past.
- Once production ready, GovTA will go live and be the DOC Time and Attendance system.
  - At this point, we can document and submit new issues and changes after we go-live.
- This goal is driven by the unexpected end of WebTA support and need to be reasonably operational as soon as possible.

TWO PHASES TO BASIC OPERATIONAL TESTING

1. Testers must first run through the basic tests to ensure all basic menus and screens work for basic entry, save, validation, certification and related actions.

2. Each bureau has the opportunity to continue testing timesheets for special or complex circumstances their employees will encounter.

3. Examples of these include but are not limited to:
   a) Firefighters
   b) Home Leave
   c) Various overtime scenarios
   d) Etc…

KEEP THE TESTING MISSION IN MIND

When testing specific bureau scenarios, remember:

- If the scenario doesn't work in GovTA, then is MUST have worked in WebTA to be considered a showstopper.
- This will be set aside and addressed AFTER go-live with GovTA support

Exception

- The exception for testing GovTA for user acceptance is that if the scenario is an identified, reported bug that is on our bug fix list included in GovTA

PERFORMING THE TESTING

- Please commit about 45 minutes per day to testing.

- Please feel free to distribute the basic testing among several testers for larger bureaus.

- Smaller bureaus, do as many as you can given the roles you have in GovTA.

- Contact support if some assistance is needed.

- Perform basic 25 tests first.

- Use remaining testing window of four weeks to do special timesheets or analysis for your bureau

PERFORMING THE TESTS

- Please start as soon as possible. If the testing is put off until the middle or end of the month test period, there is a good chance issues won't be addressed.

REPORTING TEST RESULTS

- Use grid of 25 test cases to run through basic test scripts

- Report Pass or Fail for each test you are assigned to

- If a test fails, please provide messages or screen shots of failure and steps taken to get to failure.

- Submit test results by COB each Thursday to CSC-GovTAPMO.gov

TESTING STATUS REPORTING

- Test results will be tracked and reported by the following Monday COB.

- When a week's testing is submitted, the GovTA PMO will be reviewing and reporting any findings to the vendor.

- It is important that testers record their test results and move to the next tests planned or assigned.

- The PMO will be right behind testers verifying issues and working with the vendor.

NEXT STEPS

- Ensure we have our test environment

- Reset everyone's passwords for the test environment
  - They'll be communicated out appropriately

- The UAT link will also be sent out separately

- You will use your current WebTA user name

- Please take a look at the CORE training link beforehand

QUESTIONS?