

Office of Financial Management Systemd (OFMS)

GovTA Major Differences from WebTA

May 22, 2023

V1.0



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Introduction

The information found in this guide is a combination of mostly information provided by the vendor from a few separate sources and findings provided by the testers of the pre-production GovTA system.

Where applicable and possible, a comparison between GovTA and WebTA is explicitly shown. Otherwise, an explanation is provided

Please let us know if there are additional items that would be helpful to the user community as a whole, to include in this guide.



Updated User Interface

Updated User Interface

UKG GovTA has a simplified, updated user interface that offers new tools for easily monitoring, analyzing, and completing frequent tasks. At the same time, it preserves the familiar role-based tasks that many federal users are proficient with, reducing or eliminating the need for training.

Ease of Use

When users log in, the Home page opens a dashboard with tiles. The tiles are role-based and allow users to quickly review aggregate data or perform tasks.

Main Menu and Role List	Configurable Dashboard	Action Tiles	Tile Selection Icon
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The old WebTA interface is shown below:

	inistrator •	Inbox [605] Settings Help Log Out
Employee Main Menu		
Time	Messages	
Timesheet	Send Message To Timekeeper	
Timesheet Summary	Send Message To Supervisor	
Processed Timesheets	Assaunting	
Leave Requests	Accounting	
Premium Pay Requests	Accounts (census)	
Leave Balances	Leave Transfer Program	
Schedule	Leave Donations	
Default Schedule	Emergency Contacts	
Reports	My Contacts	
Reports		
-		
Telework		
Telework Requests		
relework Agreements		
Continuation of Pay (COP)		
COP Events		



Streamlined Tools

Streamlined Tools

The timesheet leverages a production-proven design and provides streamlined tools such as pop-out modals for specifying pay codes, accounts, and remarks.

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This allows viewing of both the timesheet where the account selection (or other data) was requested AND the list of accounts (or other data). This keeps the data entry and your on-screen actions in context.

WebTA used the entire screen to display the account selection (or other data).

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Acc	count		De	scription		Save	Select	Remove
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9060005233600	000					Save Description	Select	X
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								Exc.



Select Timesheets Filter

The filter button now appears in many places where the search bar used to appear. Below is the Filter button, then further down is the new search bar.

Ξ					Select Employee	
A	actions ∽ 🗦 😴 Filte	r 🔶 🐂				
	Select All	▲ User ID	Last Name	First Name	Organization	Timekeeper
		1/200/107	Daga	Cormon	CENIC	ADVELO CADMENI

The newly designed Select Timesheets filters are tucked out of the way until you need them.

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The								1	Actions -
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.1.1 of 1 Records			Fed F	nexicus 1 Ne	vet Last			Craite Conscion Processed Timesheoty Timesheet Profile Default Timesheet Profile Employee Profile Lawer Roberts Lawer Roberts Premum Pay Requests Telework Timeshe Default Schoolski Send Wessage

WebTA used a portion of the top of the screen to display the search filter. Now, it is hidden until needed. Click the "Apply" button and the entire search window is hidden, with search results appearing.

Improved User Experience



WebTA displayed the trail of the menus you traversed to be where you are on the current screen. These are now replaced with Search Criteria Chips that you can use to navigate to the specific criteria listed in the chip.

WebTA displayed the actions possible at the bottom of the screen.



GovTA now has an "upper left" Action menus to pull down the available actions for selection.



Pay Period List

The selection pulldown for pay period will now be displayed in descending order (newest pay period on top) since users typically work on more recent timesheets, schedules, leave balances, etc.



WebTA displayed the same pulldown in ascending order, oldest first.

Mobile Device Support

Adaptive Support for Mobile Devices

UKG GovTA uses responsive design—this means that it easily adapts to mobile devices and implements the same streamlined UI and functionality.



Previous versions attempted to squeeze the screen onto the mobile screen. This version utilizes and mirrors the new user interface design elements for easier mobile operation.

Temporary Passwords

When a user requests or needs a temporary password, they must then immediately change it. GovTA will prompt them to do this.

This is NOT a change from WebTA.



Employee Timesheet Summary from Employee Role

Need to use the browser's print feature because the Print button has been removed from the screen itself. Edge browser sample:

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v/goxta/TimesheetSummary	A®	ĩò	£`≡		5	
ny Act protected, thus suries must chery all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work related read to know.	*				\sim	Q
Timesheet Summary		1100	94 Q	8	0	+
OR, THE webTA					- 1	0
2 : Apr 24, 2022-May 07, 2022 S * Select Pay Period Select Pay Period Timesheet Type and Status: Regular Unvalidated						•
2 (0/0) does not motion duty (0/0/0) (00) (00) (00)					. 1	+
s (0.00) does not match duily hours (0.00) (PYV_NC_100)						

The Actions Button – Select Timesheets

This replaces the bottom menu from WebTA when selecting timesheets. Check the timesheet(s) you want to see, then click on Actions to see available screens and functions:

				Select Time	esheets
Actions ~ 🖙 Filter					
Timesheet					
Timesheet Summary	eriod	Timesheet Status	User ID	Last Name	First Nar
Validate Selected	(C)	Saved	JANEZIC	JANEZIC	MICHAEL
Validate All		Saved	ADMIN 1	Administrator	OPP
Create Correction		Saved	MONTGOMERYA	MONTGOMERY	ANN
Processed Timesheets		Saved	ADMIN 1	Administrator	OPP
Timesheet Profile		Saved	ADMIN 1	Administrator	OPP
Default Timesheet Profile	(On Hold)	Saved	JKLINE	Kline	D Jeanell
Employee Profile		Saved	POWELLM	POWELL	MARK
Leave Balances		Saved	ADMIN 1	Administrator	OPP
Leave Calendar		Saved	POWELLM	POWELL	MARK
Leave Requests		Saved	ADMIN 1	Administrator	OPP
Premium Pay Requests	(On Hold)	Saved	MADTENIVN		NICHOLA
Telework Requests	(on noid)	Saveu	DOWELLA	DOWELL	MADY
Default Schedule		Saveu	POWELLM	POWELL	MARK
Work Schedules	1	Saved	ADMIN 1	Administrator	OPP
Send Message		Saved	HILLKR	Hill	Kristin
13-201	o (On Hold)	Saved	MARTENYN	MARTENY	NICHOLA



Actor Password – Those Who Reset Other Employee's Passwords

GovTA requires that if a Timekeeper or other appropriate privileged user resets an Employee's password that they provide their own password as well. This is an enhanced security measure.

This is not needed if you change your own password.

*P	ass	woi	d		_
*R	ety	be F	as	swo	orc

Leave Request Time Ranges

The time ranges in GovTA now require that it matches the number of hours reported.

Mealtime does not get calculated into the Start Time and Stop Time calculation. The Stop Time minus the Start Time must match the Daily Hours.

This was not checked in WebTA. WebTA only took the Daily Hours into account. The time was for reference only.

The time range entry is optional but will be used to edit the hours entered if the times are also entered.

The mealtime is also optional and not used in the calculation.

Bottom line: Start and Stop time will be used as the sole numbers in the Total.

Leave Type and Dates		wohTA							
*Transaction:	66 - Administrative Le	ave				*			
Tulisuotion									
Fransaction Leave Balance:	NA					-	1	Leave Requ	est Tim
Fransaction Leave Balance:	NA * End Date		All Day	Start Time	Stop Time	Meal Time	Da y Hours	Leave Requ	est Tim



Employee Settings – The People Icon – Current User Information

To see employee settings in GovTA, click on the person icon on the upper right side of the screen:

I need to know.			1
		12248 🗘 🎛 🔗 🕐	
김희희리	Items marked with an asterisk* are required.		8
	Send Message		ii.
			J
	To THE ADMINISTRATOR * Subject		
<u>katata</u> ta	*Body		
+++++++++++++++++++++++++++++++++++++++			
		위우우우우우우우	

The setting screen appears with other familiar information on top that used to be one the left side of the WebTA screen:



Image: Section 2 Image: Section 2<

General Printing Forms and Screens

WebTA screens used to contain a Print button. This button no longer exists in GovTA.

Either use the Print menu from the browser by clicking on the upper right and select Print



		-		r ×
v/govta/TimesheetSummary	A	° tà t≙	@	P
acy Act protected, thus users must obey all agency policies regarding the protection of the data. Privacy Act data must never be shared with anyone who does not have a work-related need to know.	000000000000000		'akara	â a
Timesheet Summary		11004 💭	80	
OR, THE webTA				0
2: Apr 24, 2022-May 07, 2022 S V Select Pay Period	Timesheet Type and Status: Regular Unvalidated			•
's (0:00) does not match duty hours (80:00) (PPV_NFC_100)				
a a navroll transaction unlace onth of office or Final report (REV. NEC. 0.4)				

Or right click on the form and use the Print function from the right-click menu.

Timesheet Profile Report on Timesheet Summary

When displaying a Timesheet Summary report, the Timesheet Profile information is directly below the Leave Balances section of the display or report. This is similar to WebTA.

Timesheet Summary										
Date	Times	Hours	Transaction		Status	Approver		Approved Date		
No premium pay requ	No premium pay requests found for this pay period									
Accrual Leave Balances										
Leave Type	Forward	Adj Forward	Accrued	Used	Adjustments	Expired	Capped	Balance	EOY Balance	
Annual Leave	0:00	0:00	6:00	0:00	0:00	0:00	0:00	6:00	6:00	
Sick Leave	0:00	0:00	4:00	0:00	0:00	0:00	0:00	4:00	4:00	
Tracking Leave Balan	ces									
Leave Type		Forward	Us	ed	Adjustments			Used To Date		
There are no tracking	leave types with balances f	or this pay period								
Timesheet Profile	4									
Status Change Type:	None				Leave Ceiling Override					
Status Change Day: None Leave Category Override: Default (Based on SCD)										
Oath of Office: F					Home Leave Computa	Home Leave Computation Date:				
Final Report: F					Home Leave Category:	Home Leave Category: None				
On Hold: F					Home Leave End Date:	Home Leave End Date:				
Payplan: General Schedule (reg)				State Code: District of	State Code: District of Columbia					
Tour of duty: Full Time				Agency: OS	Agency: OS					
Work Week: Mon					Town: 0010	Town: 0010				
Duty Hours: 80				New Contact Point: T	New Contact Point: T					
Alternative Work Schedule: Regular 8-hour Days				Unit: 45	Unit: 45					
RS0 / Salary Cap: None				Timekeeper: 05	Timekeeper: 05					
Standby Hours Week 1:				Account :	Account :					
Standby Hours Week 2:				Accounting Type: Man	Accounting Type: Manual Account Entry					
Standby AUO Percent:				Vol. Leave Recipient: N	Vol. Leave Recipient: No					
Military Emergency Leave Flag: F				Eme. Leave Recipient:	Eme. Leave Recipient: No					
Military Regular Leave Flag: F				Personal Leave Ceiling	Personal Leave Ceiling: 240:00					
Service Computation Date: 08/17/2010 Actual Leave Accrual Rate: 6 Hours/PP										



~

Report Menu Structure Change



Employee Locator Information and Side Menu

The sub-menus for the Employee Profile are now on top of the Employee Profile screen in GovTA. They used to be on the left side of this window.





Delegates and Takeover Employee

The functions for managing delegates and employee takeover functions are under a lightly different menu item format as seen below:

		Employees	~	Employees	
Employees	*	Leave and Premium Pay	~	Schedule	
Leave and Premium Pay	~ P	Schedule	~	Payroll	
Accounting	~	Reports	~	Reports	
Schedule	* 5 k	Delegates/Reassignment	~	Delegates/Reassignment	
Reports	~ <>	My Delegates		Manage Timekeeper Delega	ates
Delegates/Reassignment	~ *	Telework	~ 14	Manage Supervisor Delegat	tes
My Delegates		Continuation of Pay (COP)	~	Manage Project Manager	
Timekeeper Profile		Emergency Contacts		Delegates	
Takeover Employee				Reassign Employees to	
Telework	×			Timekeeper	
Continuation of Pay (COP)	v sk			Reassign Employees to	
				Supervisor	
				Jobs and Imports	
				Leave Transfer Program	
				Continuation of Pay (COP)	
				Common Set Up	

The biggest difference is that there is now a top-level menu item called Delegates/Reassignment that must be clicked to unfold and display the additional applicable functions.

Employee Role Doesn't Display

If a person only has the Employee Role, they will not see it displayed in the usual place that GovTA displays your current role:



LT LTP1 TESTER Log Out	LTP1 TESTER No Role Log Out Employe		
Time	~		
Leave and Premium Pay	~		
Accounting	~		
Schedule	~		
Reports	~		
Leave Transfer Program	~		



Security Check Failure

If you have logged into GovTA and remain inactive in it for 15 minutes, GovTA will automatically log you out and return you to the login screen. If you try to log into this screen, you will receive a Security Check Failure. This is done purposefully to prevent automatic security attacks on the system.

Please close the web page and re-start GovTA to log in.





Configuration Management Enhancements

Based on user need and requests, we will always see if there is a way to use the new GovTA configuration management tools. These tools enable UKG support to quickly make requested changes with no programming and faster.

Prior changes to things like adding a new pay code, changing permissions for our roles, changing the menus and who might receive automated messages are just some of the things possible with the configuration management method. There's no documentation available for a complete list of possibilities. We will work this on an as needed basis.

Since programming is not needed for this, these types of requests can be implemented faster and without a service pack.

Unlimited Number of COP (Continuation of Pay) Events

Only up to three COP events were allowed in WebTA. GovTA allows unlimited such events.

Local Corrections Beyond 26 Pay Periods

Now local corrections can occur for the number of months can be configured as far as reasonably needed, but only for ALL bureaus.

Leave Balance Expiration Dates Can Be Manually Adjusted

For applicable Leave Accruals, Expiration dates can be manually adjusted if necessary.

Religious Compensatory Time

GovTA will now allow, and track leave time taken for Religious Comp Time as a transaction code in GovTA's leave request screen and in timesheets.

The comp time must be earned back within 13 pay periods of use.

Please check with OHRM or OPM policy for plan detail.

FMLA Paid Parental Leave (PPL)

PPL is now tracked in GovTA and treated like an FMLA event, with up to 480 hours paid for birth, adoption or fostering of a child.

The Leave Request form has been adjusted to work with this feature.

Edit Restored Donated Leave Page

User's donated leave can now be edited in amounts less than or equal to the user's donated amount. The default rounding is now 15 minutes.