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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.

The old WebTA interface is shown below:
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.

[Image of Accounting Modal]

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).
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.

Improved User Experience

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

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.
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:

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:
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.

* Actor’s Password

* Password

* Retype Password

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.
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:

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

Old top of screen in WebTA

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
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.
Report Menu Structure Change

The Reports Menu now looks as follows:

You must click on the Reports item to unfold and open the entire menu to see the Standard Reports selection.

Administrative roles like Timekeeper or HR Administrator will have an additional item under the Reports menu:

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:

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:
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.