



Office of Financial Management Systemd (OFMS)

GovTA Major Differences from WebTA

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V1.0



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GovTA Major Differences from WebTA**

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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.



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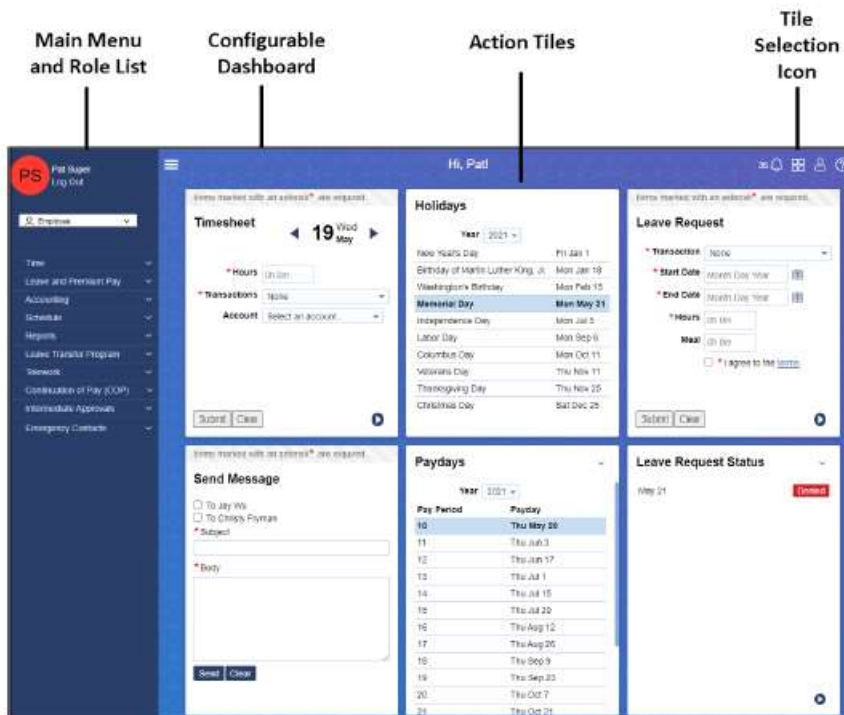
Updated User Interface

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:



Employee Main Menu

Time	Messages
Timesheet	Send Message To Timekeeper
Timesheet Summary	Send Message To Supervisor
Processed Timesheets	
Leave Requests	Accounting
Premium Pay Requests	Accounts (Census)
Leave Balances	
Schedule	Leave Transfer Program
Default Schedule	Leave Durations
	Emergency Contacts
	My Contacts
Reports	
Reports	
Telework	
Telework Requests	
Telework Agreements	
Continuation of Pay (COP)	
COP Events	



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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.

Accounting Modal

The screenshot shows a 'New Timesheet Entry' form with a pop-out 'Accounting Modal' on the right. The modal contains an 'Account Search' field with 100 results, a 'Select Account' list with three items (02000001 Administration, 02000002 Finance, 02000001 HR), and a 'Create New Account' section with fields for Fund, Org, Project, Case Number, Suffix, and Description. The timesheet table below shows columns for Transaction / COP Event, Account, and days of the week (Su, M, Tu, We, Th, Fr, Sa, Su, M) with time values (8:00) for each day.

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).

New Timesheet Entry

Add an Account

Division: 00 Branch: 00 Project: Task: Function:

Existing Accounts

Account	Description	Save	Select	Remove
0251000528360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0362007528360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0966000523360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
09660005233510000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0966000523840000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0966000528360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0966000530360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0966000530510000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0966000560360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0919000505360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0919000505510000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0957000520360000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>
0957000520510000		<input type="button" value="Save Description"/>	<input type="button" value="Select"/>	<input checked="" type="checkbox"/>



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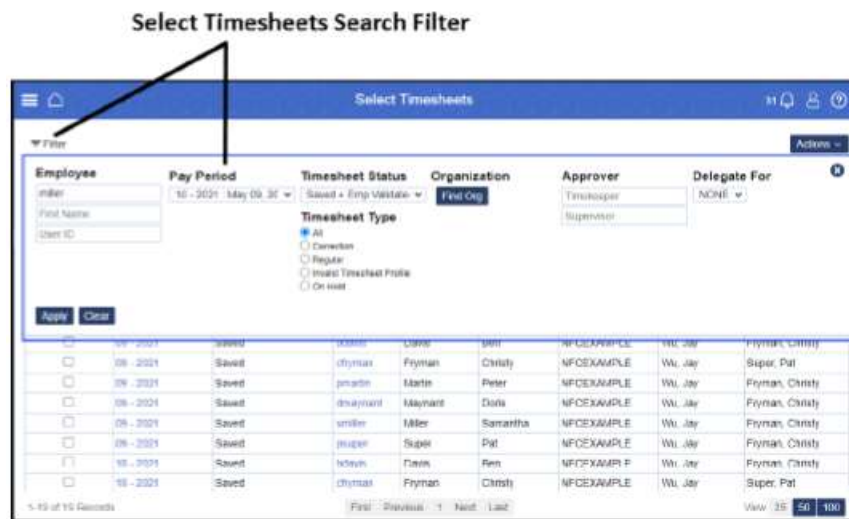
Select Timesheets Filter

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.



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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.

<input type="checkbox"/>	19 - 2016	Saved	ADMIN 1	Administrator	OPP	OS	ADMINISTRATOR, THE webTA
--------------------------	-----------	-------	---------	---------------	-----	----	--------------------------

1-25 of 4884 Records | < 1 2 3 4 5 6 7 8 9 10 ... >

Select Action

- Timesheets**
 - Timesheet
 - Timesheet Summary
 - Validate Selected
 - Validate All
 - Create Correction
 - Processed Timesheets
- Profiles and Settings**
 - Timesheet Profile
 - Work Schedules
 - Default Timesheet Profile
 - Employee Profile
- Leave and Premium Pay**
 - Leave Balances
 - Leave Calendar
 - Leave Requests
 - Premium Pay Requests
- Send Messages**
 - Send Message
- Default Schedule**
 - Default Schedule

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

period	Timesheet
(C)	Saved
	Saved
	Saved
	Saved
	Saved
(On Hold)	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
(On Hold)	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
	Saved
	Saved

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.



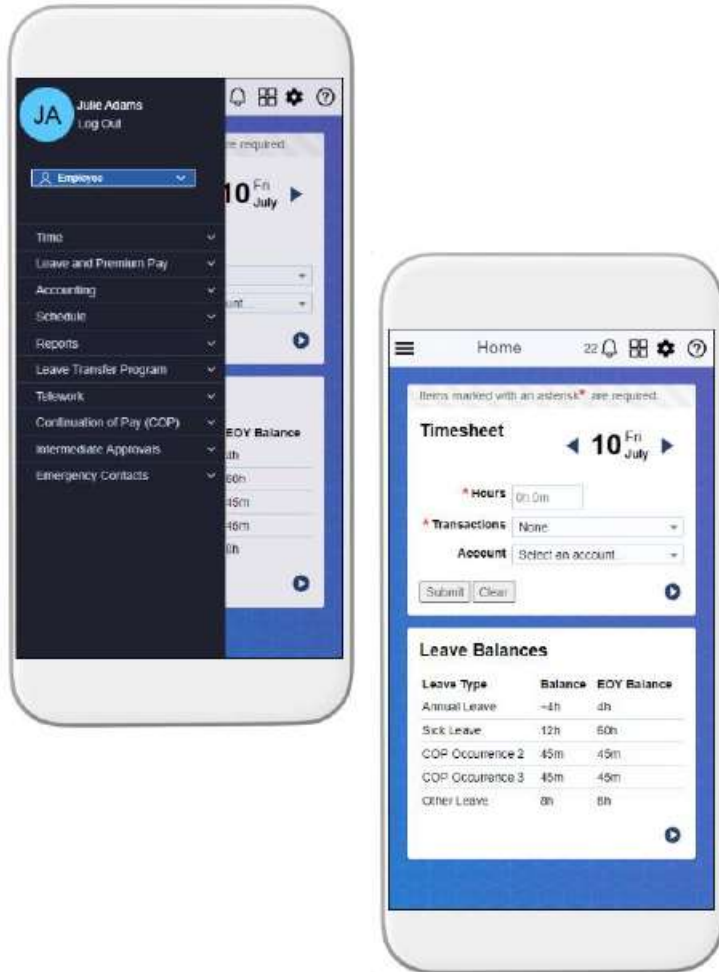
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WebTA displayed the same pulldown in ascending order, oldest first.

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.

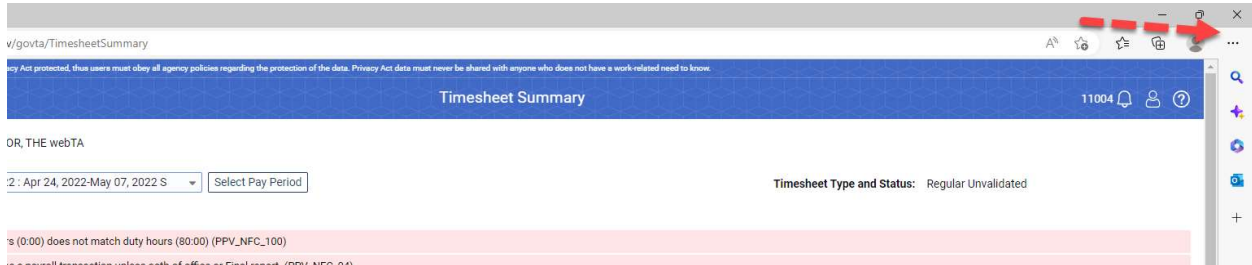
This is NOT a change from WebTA.



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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:

The data in this system is Privacy 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.

☰
🏠
Select Timesheets

Actions ▾

Filter

- Timesheet
- Timesheet Summary
- Validate Selected
- Validate All
- Create Correction
- Processed Timesheets
- Timesheet Profile
- Default Timesheet Profile
- Employee Profile
- Leave Balances
- Leave Calendar
- Leave Requests
- Premium Pay Requests
- Telework Requests
- Default Schedule
- Work Schedules
- Send Message

Period	Timesheet Status	User ID	Last Name	First Name
(C)	Saved	JANEZIC	JANEZIC	MICHAEL
	Saved	ADMIN 1	Administrator	OPP
	Saved	MONTGOMERYA	MONTGOMERY	ANN
	Saved	ADMIN 1	Administrator	OPP
	Saved	ADMIN 1	Administrator	OPP
(On Hold)	Saved	JKLINE	Kline	D Jeanelle
	Saved	POWELLM	POWELL	MARK
	Saved	ADMIN 1	Administrator	OPP
	Saved	POWELLM	POWELL	MARK
	Saved	ADMIN 1	Administrator	OPP
(On Hold)	Saved	MARTENYN	MARTENY	NICHOLA
	Saved	POWELLM	POWELL	MARK
	Saved	ADMIN 1	Administrator	OPP
	Saved	HILLKR	Hill	Kristin
10 - 2010 (On Hold)	Saved	MARTENYN	MARTENY	NICHOLA



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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.

Leave Requests

Leave request successfully updated

[Leave Balance Calculator](#)

Items marked with asterisk* are required

Leave Type and Dates

Employee: ADMINISTRATOR, THE webTA

*Transaction:

Transaction Leave Balance: NA

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Feb 13, 2023	Feb 13, 2023	<input type="checkbox"/>	8:00am	5:00pm		9:00	9:00	

[Add New Row](#)

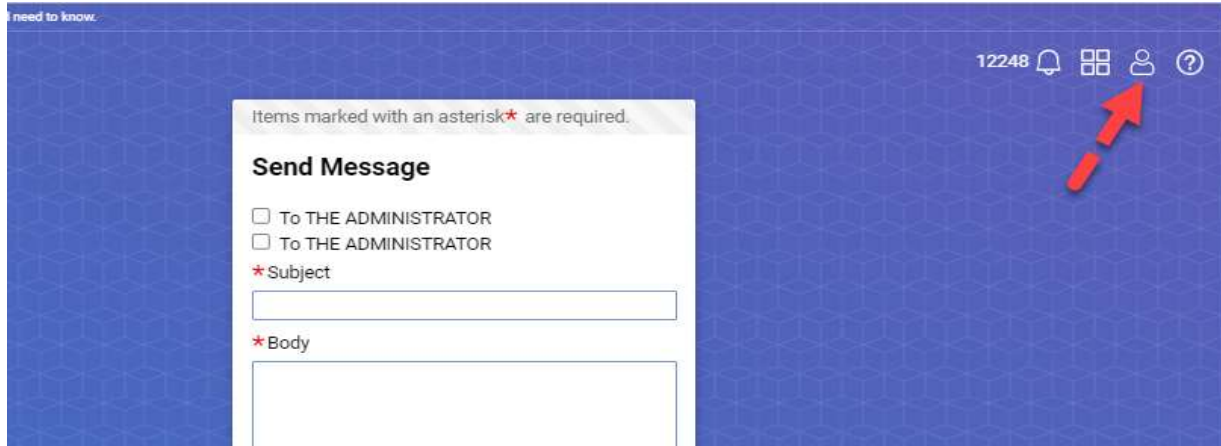
Note: A red dashed arrow points from the 'Daily Hours' column to the 'Total Hours' column in the table above.



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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 one 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



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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.

Date	Times	Hours	Transaction	Status	Approver	Approved Date
No premium pay requests found for this pay period						

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

Leave Type	Forward	Used	Adjustments	Used To Date
There are no tracking leave types with balances for this pay period				

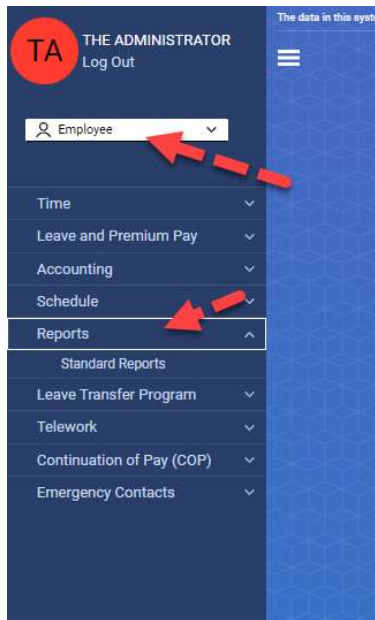
Timesheet Profile	
Status Change Type: None	Leave Ceiling Override:
Status Change Day: None	Leave Category Override: Default (Based on SCD)
Oath of Office: F	Home Leave Computation Date:
Final Report: F	Home Leave Category: None
On Hold: F	Home Leave End Date:
Payplan: General Schedule (reg)	State Code: District of Columbia
Tour of duty: Full Time	Agency: OS
Work Week: Mon	Town: 0010
Duty Hours: 80	New Contact Point: T
Alternative Work Schedule: Regular 8-hour Days	Unit: 45
RSO / Salary Cap: None	Timekeeper: 05
Standby Hours Week 1:	Account:
Standby Hours Week 2:	Accounting Type: Manual Account Entry
Standby AUO Percent:	Vol. Leave Recipient: No
Military Emergency Leave Flag: F	Eme. Leave Recipient: No
Military Regular Leave Flag: F	Personal Leave Ceiling: 240:00
Service Computation Date: 08/17/2010	Actual Leave Accrual Rate: 6 Hours/PP



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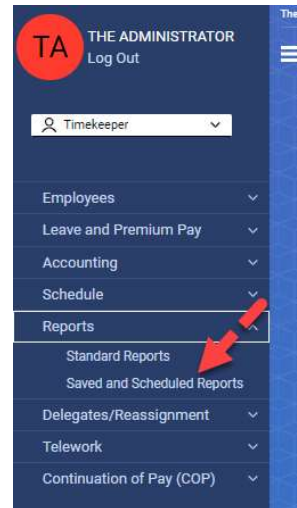
Report Menu Structure Change

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.

GovTA	WebTA



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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 image displays three side-by-side screenshots of the OFMS application's main menu, illustrating differences in menu structure based on the user's role. Each screenshot shows a dark blue sidebar with a user role selector at the top and a list of menu items below.

- Timekeeper Role:** The role selector is 'Timekeeper'. The menu items are: Employees, Leave and Premium Pay, Accounting, Schedule, Reports, Delegates/Reassignment (expanded to show My Delegates, Timekeeper Profile, and Takeover Employee), Telework, and Continuation of Pay (COP).
- Supervisor Role:** The role selector is 'Supervisor'. The menu items are: Employees, Leave and Premium Pay, Schedule, Reports, Delegates/Reassignment (expanded to show My Delegates), Telework, Continuation of Pay (COP), and Emergency Contacts.
- HR Administrator Role:** The role selector is 'HR Administrator'. The menu items are: Employees, Schedule, Payroll, Reports, Delegates/Reassignment (expanded to show Manage Timekeeper Delegates, Manage Supervisor Delegates, Manage Project Manager, Delegates, Reassign Employees to Timekeeper, and Reassign Employees to Supervisor), Jobs and Imports, Leave Transfer Program, Continuation of Pay (COP), and 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:



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A screenshot of a user interface showing a dropdown menu. The menu is dark blue with white text. At the top, there is a red circle containing the letters "LT". To the right of the circle, the text "LTP1 TESTER" and "Log Out" is displayed. Below this, there are several menu items, each with a downward-pointing chevron: "Time", "Leave and Premium Pay", "Accounting", "Schedule", "Reports", and "Leave Transfer Program". A red callout box with white text "No Role if Employee" is positioned to the right of the menu, with a red arrow pointing to the "Log Out" text.


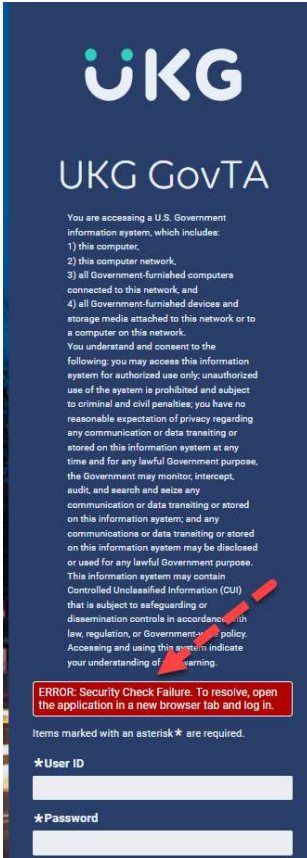


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Security Check Failure

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.

Login Screen	Security Check Failure
	



Office of Financial Management Systems (OFMS) GovTA Major Differences from WebTA

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.