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**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #265, FY23

SUBJECT: GovTA replaces webTA in mid-2023. HR Bulletin #265 provides guidance on the process of closing GovTA accounts for offboarding Department of Commerce employees and providing adequate time to notify appropriate personnel of these events.

EFFECTIVE DATE: Upon release of this HR Bulletin

SUPERSEDES: None

EXPIRATION DATE: Effective until superseded or revoked.

PURPOSE: To provide guidance to account managers on the process of closing out Commerce employees from the GovTA system before their offboarding and the requirements for informing account managers of these events.

BACKGROUND: The Department will replace its time and attendance system for employees in mid-2023. The new system, GovTA, replaces webTA as the place where Department employees record their time and attendance. Once GovTA has launched in June 2023, offboarding employees from the Department will need assistance in closing their GovTA accounts as well as adequate time to notify appropriate personnel.

For any of the following conditions on the employee's GovTA user account, regardless of roles assigned, notification must be sent to the controlling account manager (timekeeper, supervisor, or specific appropriate administrator) responsible for the employees GovTA profile within 24 hours of any one of the following actions:

1. When an account is no longer required.
 - Please note the date when the employee must enter their last timesheet record. This is usually the last day of the employee's final pay period as an employee.
 - The timekeeper needs to be notified of the last day of the employee's final pay period no later than 24 hours after the employee's last day.
 - Special Note for No Time Tracking employee profiles: Please note the effective date when

a contractor or other authorized GovTA user, who is marked as a “no time tracking” user in the employee profile, no longer has GovTA administrative responsibilities. The user’s Department supervisor must be aware of this no later than 24 hours after the effective date.

2. A user is terminated or transferred.

- Termination from the Department or transfer out of the Department results in employee deactivation in GovTA. Refer to condition #1, “When an account is no longer required.”

3. When there are changes in the individual information system or the need-to-know changes.

- Employee need-to-know about time and attendance system information on their last day of employment is no longer required by the employee. Refer to condition #1, “When an account is no longer required.”

Note: The accounts should be set to prevent the employee from accessing their GovTA account. (This is not the same as disabling the account.) This removes access to the account from the employee while still allowing access to the timekeeping system to process any final timesheets.

After the employee’s final timesheet and associated payments have been processed, the account will be immediately disabled.

PROCEDURES: It is the responsibility of Enterprise Services (ES) and the Servicing Human Resources Officers (SHROs) security officers and GovTA timekeepers to:

1. Prevent the employee from accessing the account.

To do this, but also allow for the account to process any final payments, complete these steps:

- Look up the employee’s Employee Profile.
- Change the password to a secure, new password.
- Clear the email address entry completely.
- Finalize the timesheet entries necessary to complete payment.
- Mark associated Timesheet Profile as Final by setting the Final Report checkbox.

2. Perform the following steps to ensure the account is disabled.

The Final Report should have disabled the account after the final timesheet was processed. If the account is still checked as Active in the Employee Profile, perform the following steps:

- Look up the employee’s Employee Profile
- Mark the Active checkbox with NO checkbox.
- Save the timesheet profile.
- Check with the National Finance Center (NFC) that the employee is deactivated in NFC’s system.

REFERENCES: NIST SP 800-53 Rev. 5, Security and Privacy Controls for Federal Information Systems and Organizations

For more information or if you have questions, contact your Servicing Human Resources Office or the Office of Policy and Benefits at OPBservices@doc.gov.