



Natural Resources Conservation Service
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Date: October 17, 2006

WASHINGTON BULLETIN WA250-7-4

SUBJECT: FNM - Changes to WebTCAS and Certification of Timesheets

Purpose. To inform employees of changes in WebTCAS

Expiration Date. September 30, 2007

ACTION REQUIRED PRIOR TO OCTOBER 29, 2006

Employees were recently notified of changes to the WebTCAS system in order to bring the Natural Resources Conservation Service (NRCS) into compliance with OMB and Department Regulations. Please note that the changes previously communicated have changed and are in bold below.

Effective Pay Period 22 (October 29), supervisors must certify each employee's timesheet prior to submission to the National Finance Center (NFC). The timesheet submission process will be:

- 1) employee submits time
- 2) timekeeper verifies
- 3) **supervisor reviews and certifies time sheet (and time sheet is then sent to NFC)**. This process is sequential and if any step is missed, employees will **NOT** be paid.

In order for this process to work effectively, the following steps will be taken:

Employees: Verify your supervisor is properly listed in your master record (from main menu in WebTCAS, Employee Options, select VIEW MASTER RECORD, under CAMS information, General Information, your supervisor's name should be listed). If this is not correct, contact your supervisor immediately.

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Supervisors: 1) Ensure that each employee you supervise is listed for a given pay period (from the WebTCAS main menu, Supervisor Options, Supervisor Screen). If any employee is missing, contact Kathy Dickerson in HR.

2) Select two backup supervisors. These backups should be a supervisor of other employees. (From main menu, Employee Options, Update Profile, General Processing Information, use Search to select backups, Save). Notify the two people that you have designated as your back up supervisors.

It may be helpful to set up a reoccurring appointment for every two weeks in your calendar to remind you to certify your employee's timesheets.

All supervisors should certify their employee's timesheets by close of business on Monday. If supervisors are out of the office for travel or leave they must inform their backup(s) of the need to fulfill their timekeeping responsibilities.

If you have any questions, please contact Sandy Degner-Crusch at 509-323-2935

A. STEFAN FECHTER
State Administrative Officer