

**NATIONAL SUPPLEMENT**  
**Between**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**And**  
**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**NATIONAL COUNCIL OF HUD LOCALS 222**

**SUBJECT: Implementation of webTA System**

**SCOPE: The scope of this agreement relates to the impact and implementation of the webTA System and its impact on bargaining unit employees.**

1. **Training:** All employees will receive training no more than two weeks prior to inputting their data into the new webTA System, using the phase in approach. The Union negotiating team shall be provided training on webTA along with the Management negotiating team.
2. **webTA on HUD@Work:** There shall be a separate link and page from the HUD@Work site for webTA. The webTA page will contain: Frequently Asked Questions, an on-line training tool and job aids. The Master Timekeepers and designees shall also be listed on the webTA page by office to assist with technical issues and password resets.
3. **Confidentiality:** Time and attendance records along with the supporting documentation will be maintained in a secure location and not shared with unauthorized personnel.
4. **Computer Security:** The security of employee information in webTA shall be maintained in accordance with the Federal Information Security Management Act (FISMA).
5. **Completion of Validation Process:** If for any reason an employee is unable to complete the input and/or validation of time and attendance information, the Master Timekeeper shall enter and validate the time and attendance information. The Master Timekeeper shall process time and attendance in accordance with the information provided. As soon as practical, the employee shall verify that the information is correct, and if necessary, a corrected time and attendance record will be processed.
6. **Master Timekeeping duties:** The Master Timekeepers' SMART standards shall reflect the duties and responsibilities relating to webTA. In addition, Administration shall be requested to review the position description of Master Timekeepers to ensure the position descriptions are properly documented.

7. **Certification**: In the absence of the first line supervisor, the delegated authority (supervisor's backup) will certify the employee's time.
8. **Leave Requests**: All leave requests will be approved or disapproved in accordance with the HUD/AFGE Agreement (Agreement) or other applicable laws, regulations, and references relating to Federal leave administration, programs and policies.
9. **Approval of Leave**: The absence of an employee's time and attendance data will not impact the approval or disapproval of leave.
10. **Warning Messages**: The webTA system shall warn an employee if entries such as requests for leave, credit hours, official time do not conform to system edits.
11. **System Failure**: Any problems with the webTA system that adversely affects the Master Timekeepers' performance shall not be reflected in their performance ratings.
12. **Edit(s) of Employee Information**: The employee shall be able to see who and what edits were made to his/her records once it was validated.
13. **Time and Attendance Maintained Outside of webTA**: Religious Compensatory time shall be maintained manually.
14. **Volunteer Leave Transfer Program**: The Leave Donation function will not be changed and will continue to follow current procedures.
15. **Adverse Impact**: There shall be no adverse impact to any employees solely as result of the implementation of the webTA system.
16. **Meetings**: Meeting shall be held with the Union negotiating team to discuss future updates or problems with the webTA system when initiated by either party.
17. **Local Bargaining**: As a result of the implementation of the new webTA system, Local Bargaining shall be in accordance with Article 5 of the Agreement.
18. **Signed Supplement**: Management agrees to provide the President of AFGE Council of HUD Locals 222 and the negotiating team members with a copy of the signed supplement within 15 days of execution.

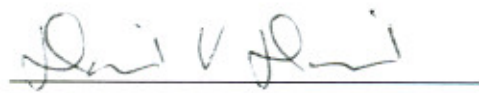
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MANAGEMENT

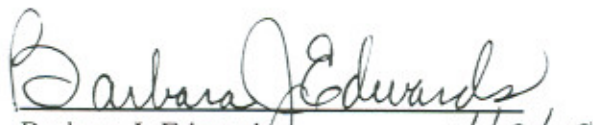
  
Joann T. Robinson  
Chief Negotiator

  
Annette P. Jackson  
Team Member


  
Sharon A. Robinson  
Team Member

  
David V. Druid  
Team Member

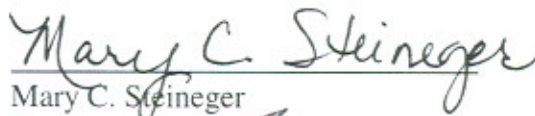
APPROVED:

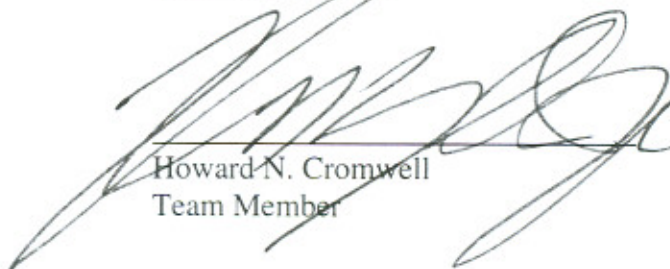
  
Barbara J. Edwards  
Deputy Assistant Secretary  
for Human Resource Management  
4/9/08

FOR THE UNION

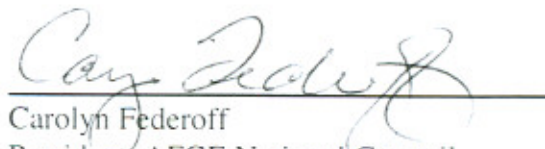
  
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5/27/08