

WebTA Access Request Form (MRP-352)

General Information:

Instructions for MRP Employees:

Complete this form **after** you have been granted an e-authentication ID and password.

Fill out this form to terminate current or request new timekeeper webTA access. This form must be filled out completely and accurately to be accepted for processing. A separate request must be completed for each user.

You must use your computer to fill-out this form. Tab from field to field and use your mouse for drop-down menus. Print, sign and email the completed form to your program's **LCT HR Assistant**. This form can also be signed by using a digital signature.

You can find information to identify your program's LCT HR Assistant on this [USDA-APHIS-HR-Leave and Compensation Team web page](#):

https://www.aphis.usda.gov/aphis/ourfocus/business-services/contact_us/hrd

User Information:

Effective Pay Period

Year:

Type of Request:

Role Type: Timekeeper

Last Name:

First Name:

MI

Social Security Number (Last Four Digits Only):

Contact Point:

Agency:

Program:

Email Address:

Office Address:

City:

State:

Zip:

Supervisor's Name:

Phone:

Authorization:

User's Signature:

Supervisor's Signature:

Supervisor's signature indicated approval of the access requester by the user on this form. **The supervisor should be the user's direct supervisor.**

Agency Review and Approval (To Be Completed by HRO Only)

Approving Official

Name:

Title: Leave and Compensation, Human Resource Assistant

Application Approved:

Yes

No

(State Reason for Disapproval)

Signature:

Date: