

webTA Access Request Form

General Information:

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 or new supervisor webTA access.

This form must be filled out completely and accurately to be accepted for processing.

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 ***Civilian Pay Technician***. This form can also be signed by using a digital signature.

You can find information to identify your program's Civilian Pay Technician on this [USDA-APHIS-HR-Leave and Compensation Team web page](#).

A separate request must be completed for each user.

User Information:

Effective Pay Period	Year	Type of Request:
Role Type:	Access Type:	
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 indicates approval of the access requested by the user on this form. **The authorizing supervisor should be the user's direct supervisor.**

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

Approving Official

Name

Title: Civilian Pay Technician

Application Approved

Yes No
(State Reason for Disapproval)

Signature:

Date: