# New Employees *Time and Attendance*
## *WebTA Information*



*Figure 1-Stopwatch*

# WebTA

*WebTA* is the automated time and attendance (T&A) reporting system used by all United States Patent and Trademark (USPTO) employees.

Employees may access to the WebTA system via the USPTO Intranet and by clicking on the Time and Attendance icon



*Figure 2-Stopwatch with "WebTA" sign*

Employees should review the WebTA Computer Based Training (CBT) via the USPTO intranet at:
*http://ptoweb.uspto.gov/ptointranet/ohr/systems/webta/*

The Timekeeper will assign employees their User ID and Password

For additional information and questions:

▸ Click on the WebTA information icon
▸ Review the CBT (7 minutes)
▸ Review the list of WebTA Frequently Asked Questions (FAQ's)
▸ Contact the WebTA helpdesk at 571-272-6100 or email: *webta2@uspto.gov*
▸ Contact your Timekeeper