

# WebTA System

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## PRIVACY IMPACT ASSESSMENT SUMMARY

**System Name:** Web Time and Attendance

**Managing Office:** USAID Bureau for Management, Office of the Chief Financial Officer

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**SUMMARY:** The United States Agency for International Development (USAID) gives notice that it has conducted a Privacy Impact Assessment (PIA) for the Chief Financial Officer's (CFO) Web Time and Attendance (WebTA) system. WebTA is a web-based time and attendance (T&A) system that supports USAID payroll administration functions, and is designed to capture hours worked, leave used and accounting information on bi-weekly basis.

### **What elements of PII are being collected?**

The Chief Financial Officer uses WebTA to collect employees' names and social security numbers.

### **Why is the PII being collected?**

The Chief Financial Officer uses WebTA to collect these data elements to process payroll.

### **What opportunities are provided to individuals to consent to the use of this information collection?**

No opportunity to consent is provided, as the data elements are both relevant and necessary to process payroll.

### **What is the Agency's intended use of the information?**

The Chief Financial Officer uses the data elements to process payroll for individuals employed by USAID, including applying applicable tax deductions which, by law, requires the use of an individual's social security number.

### **Who has access to the information?**

Internally, individual staff, timekeepers, payroll officers and system and database administrators have access to the information. The information is shared with the Department of Agriculture National Finance Center, which processes payroll for USAID.

### **What authorities permit the collection of this information?**

The Tax Act of 1974 authorizes the collection of social security numbers for processing payroll. It amended Section 6109 of the Internal Revenue Service (IRS) Code to provide that social security numbers be used as the tax identification number for all tax purposes. Additional authorities are the Foreign Assistance Act of 1961, as amended, § 621(a), 625(B), (C); Chapter 51 of Title 5 USC; Executive Order 10927; Foreign Service Act of 1980; Public Law 93-647; and the Social Security Act (42 USC 659).

### **Information Security**

The WebTA system uses role-based access determined by individual's job responsibilities: employee, payroll officers, timekeepers, and system and database administrators. Individuals have access only to their data. Timekeepers have access to data for their assigned Office/Bureau employees. The system is located within the USAID security perimeter and is subject to security scans. Audit logs are maintained and reviewed to detect anomalies, such as unauthorized access attempts

### **Does this collection require a System of Record Notice?**

Yes. USAID-15, Personnel Employee Payroll Records.