

Automated Time Attendance and Production System

ATAAPS

Process Instructions from On-line Help

Version: 03-10-b10

INDEX

<u>Section</u>	<u>Page</u>
Timekeeping	3
Administration	13
Utilities	31
General	43

NOTES:

- The Unit Identification Code (UIC) is used as a unique identifier for groups within ATAAPS.
- Certain topics are not applicable or have limited use at DOE. These sections have been marked throughout the document.

TIMEKEEPING

Reporting Labor

Note: Some types of labor hours cannot yet be entered in the Web browser-based application, for example, military leave or traumatic injury. If labor hours of these types have been input through the Windows based application, they will be displayed, but cannot be modified.

When you initially open the labor screen, it will display your own labor for the current pay period. You may change to a different pay period either by selecting the desired pay period using the pay period drop-down, and then clicking the pay period button, or you may go to the previous or next pay period by clicking on the Previous/Next links. Refer to [Changing the Pay Period](#) for more information.

If you are a timekeeper and entering labor for someone else, you may use the team and employee drop-downs and buttons to display that employee's labor record. Refer to [Selecting Teams and Employees](#) for more information. If your organization has more than one UIC and the person you are entering labor for belongs to a different UIC than the current one, refer to [Changing the Active UIC](#).

You may be required or allowed to enter labor using a pre-defined list known as a favorites list. If this is the case, refer to [Using the Favorites List](#). If you are not required to use this list, refer to the next section.

To report labor without favorites:

Step 1. If you need to add a new row to the existing labor entries, click the Insert Row button.

Step 2. Click the Work Center drop-down and select the work center.

Note: You may click the [Work Center link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

Step 3. Click the Task or Job Order drop-down and select the task (DBMS) or job order (SOMARDS).

Note: You may click the [Task/Job Order link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

Step 4. Click the JON or Opcode drop-down and select the JON (DBMS) or opcode (SOMARDS).

Note: You may click the [JON/Opcode link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

Step 5. Click the TypeHr drop-down and select the type hour code. Refer to [Labor Codes](#) for listings of valid codes that can be used when reporting labor.

Note: You may click the [Type hr link](#) to display a table of type hours and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

Step 6. Enter the labor hours. The format is **hh.mm**. If you do not enter minutes, 00 is assumed.

[Step 7](#). Click the [Save button](#) to save the labor entry, or the [Refresh button](#) to discard your changes and re-display the current database records.

Modifying Labor

To modify existing labor:

[Step 1](#). Display the labor records you want to change in the Labor window. Refer to [Changing the Pay Period](#) or [Selecting Teams and Employees](#) if necessary.

[Step 2](#). If you are changing work center, task, job order, opcode, JON or type hour information, use the drop-down lists to select the new values.

[Step 3](#). If you are changing the labor hours reported, select the appropriate hour field, and enter the new value.

Tip: To select the existing value in the field, triple-click the field.

[Step 4](#). Click the [Save button](#) to save the changes, or the [Refresh button](#) to discard your changes and redisplay the current database records.

Deleting Labor

To delete only the labor hours for a specific daily entry:

[Step 1](#). Select the labor entry.

Tip: To select the existing value in the field, triple-click the field.

[Step 2](#). Enter '0' in the hours field.

[Step 3](#). Click the [Save button](#) to save the delete action, or the [Cancel button](#) to discard your changes and re-display the current database records.

To delete labor hours for the entire pay period:

[Step 1](#). Put a checkmark in the box at the beginning of the row of labor to delete.

[Step 2](#). Click the [DeleteRows button](#).

Reporting Premium Time

Note: You may report premium time for yourself only if you have been authorized to do so on the Properties tab of the Personnel Management window. If you have not been authorized, you may view any premium time entered by your supervisor or timekeeper, but you may not change it.

When you initially open the labor screen, it will display your own labor for the current pay period. You may change to a different pay period either by selecting the desired pay period using the drop-down, and then clicking the pay period button, or you may go to the previous or next pay period by clicking on the Previous/Next links. Refer to [Changing the Pay Period](#) for more information.

If you are a timekeeper and entering labor for someone else, you may use the team and employee drop-downs and buttons to display that employee's labor record.

Refer to [Selecting Teams and Employees](#) for more information. If your organization has more than one UIC and the person you are entering labor for belongs to a different UIC than the current one, refer to [Changing the Active UIC](#).

You may be required or allowed to enter labor using a pre-defined list known as a favorites list. If this is the case, refer to [Using the Favorites List](#). If you are not required to use this list, refer to the next section.

To report premium time without favorites:

[Step 1](#). If you need to add a new row to the existing labor entries, click the **Insert Row** button.

[Step 2](#). Click the Work Center drop-down and select the work center.

Note: You may click the [Work Center link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

[Step 3](#). Click the Task or Job Order drop-down and select the task (DBMS) or job order (SOMARDS).

Note: You may click the [Task/Job Order link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

[Step 4](#). Click the Job Order or OpCode drop-down and select the JON (DBMS) or opcode (SOMARDS).

Note: You may click the [JON/Opcode link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

[Step 5](#). Click the TypeHr drop-down and select the type hour code. Refer to [Premium Hours](#) for listings of valid codes that can be used when reporting premium time.

Note: You may click the [Type hr link](#) to display a table of type hours and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

Note: Some tasks or job orders may not allow certain premium types, or any premium hours to be charged to them. If you attempt to enter premium hours for such a task or job order, an error message will be displayed.

[Step 6](#). Enter the labor hours. The format is **hh.mm**. If you do not enter minutes, 00 is assumed.

[Step 7](#). Click the [Save button](#) to save the labor entry, or the [Refresh button](#) to discard your changes and redisplay the current database records.

Reporting Leave

To report leave:

Follow the procedure for reporting labor (refer to Reporting Labor), but select a leave type from the TypeHr drop-down.

When you initially open the labor screen, it will display your own labor for the current pay period. You may change to a different pay period either by selecting the desired pay period using the drop-down, and then clicking the pay period button, or you may go to the previous or next pay period by clicking on the **Previous/Next** links. Refer to [Changing the Pay Period](#) for more information.

You may be required or allowed to enter leave using a pre-defined list known as a favorites list. If this is the case, refer to [Using the Favorites List](#). If you are not required to use this list, refer to the next section.

To report leave without favorites:

[Step 1](#). If you need to add a new row to the existing labor entries, click the **Insert Row** button.

[Step 2](#). Click the Work Center drop-down and select the work center.

Note: You may click the [Work Center link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

[Step 3](#). Click the Task or Job Order drop-down and select the task (DBMS) or job order (SOMARDS).

Note: You may click the [Task/Job Order link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

[Step 4](#). Click the Job Order or OpCode drop-down and select the JON (DBMS) or opcode (SOMARDS).

Note: You may click the [JON/Opcode link](#) to display a table of work centers and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

[Step 5](#). Click the TypeHr drop-down and select the appropriate leave type hour code. Refer to Leave Hours - Paid or Leave Hours - Nonpaid for listings of valid codes that can be used when reporting leave.

Note: You may click the [Type hr link](#) to display a table of type hours and their description. If you do, use the [browser back button](#) rather than the [Back links](#) to return to the labor screen to avoid loss of the labor data you have entered.

Note: Some tasks or job orders may not allow certain leave types, or any leave hours to be charged to them. If you attempt to enter leave hours for such a task or job order, an error message will be displayed.

[Step 6](#). Enter the labor hours. The format is **hh.mm**. If you do not enter minutes, 00 is assumed.

[Step 7](#). Click the [Save button](#) to save the leave entry, or the [Refresh button](#) to discard your changes and redisplay the current database records.

Reporting Environmental Hazard Hours

To report environmental hazard hours:

Enter the labor hours (refer to [Reporting Labor](#)), then:

[Step 1](#). Click the **NtDiff/Haz/Oth** button to expand the labor hours row.

[Step 2](#). Click the add link to open the Extended Labor Attributes window.

[Step 3](#). Select the hazard from the list, then click the Hazard button to close the window.

Note: Refer to [Environmental/Hazard Type Codes](#) for a list of valid type codes that can be used when reporting environmental hazard hours.

[Step 4](#). Click the [Save button](#) to save the labor entry, or the [Refresh button](#) to discard your changes and redisplay the current database records.

Reporting Family Leave

To report family leave:

Enter the labor hours (refer to Reporting Labor), then:

[Step 1](#). Click the **NtDiff/Haz/Oth** button to expand the labor hours row.

[Step 2](#). Click the add link to open the Extended Labor Attributes window.

[Step 3](#). Select the reason from the list, then click the **Reason** button to close the window.

Note: Refer to [Family Leave Codes](#) for a list of valid type codes that can be used when reporting family leave.

[Step 4](#). Click the [Save button](#) to save the leave entry, or the [Refresh button](#) to discard your changes and redisplay the current database records.

Reporting Representational Time

To report representational time:

Enter the labor hours (refer to Reporting Labor), then:

[Step 1](#). Click the **NtDiff/Haz/Oth** button to expand the labor hours row.

[Step 2](#). Click the **add** link to open the Extended Labor Attributes window.

[Step 3](#). Select the reason from the list, then click the **Reason** button to close the window.

Note: Refer to [Representational Hours](#) for a list of valid type codes that can be used when reporting representational time.

[Step 4](#). Click the [Save button](#) to save the labor entry, or the [Refresh button](#) to discard your changes and redisplay the current database records.

Representational Hours

BA - Negotiations

BD - Labor/Management Relationship

BK - Grievance And Appeals Official time allotted employees for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through timecard Format 1 and the SDA.

Using the Favorites List

The favorites list is a pre-defined list used to report labor or leave. You may be required to select from this list when you report labor, or you may be allowed to use the list to assist your labor reporting. If you are required to use the list, you cannot enter any labor or leave not specified on the list, and you will not be able to access the work center, job order/task or opcode/JON fields on the labor reporting screen. The Personnel Management module of the client/server version of ATAAPS is used to manage the favorites list.

Note: If you make a selection from the favorites list while the input focus is an existing labor entry, the selection will replace the existing entry.

To report labor or leave if favorites are required:

[Step 1](#). If you need to add a new row to the existing labor entries, click the **Insert Row** button. Because you are required to use favorites, the Favorites Selection screen will open.

[Step 2](#). Make a selection from the Favorites Selection screen by clicking the radio button to indicate your choice. Click **OK**.

[Step 3](#). Click the TypeHr drop-down and select the type hour code. Refer to Labor Codes for listings of valid codes that can be used when reporting labor.

Note: You may click the *Type hr* link to display a table of type hours and their description. If you do, use the browser back button rather than the Back links to return to the labor screen to avoid loss of the labor data you have entered.

[Step 4](#). Enter the labor hours. The format is **hh.mm**. If you do not enter minutes, 00 is assumed.

[Step 5](#). Click the **Save** button to save the labor entry, or the **Cancel** button to discard your changes and redisplay the current database records.

To report labor or leave if favorites are allowed:

[Step 1](#). If you need to add a new row to the existing labor entries, click the Insert Row button.

[Step 2](#). Click the Favorites icon to open the Favorites Selection screen.

[Step 3](#). Make a selection from the Favorites Selection screen by clicking the radio button to indicate your choice. Click **OK**.

[Step 4](#). Click the TypeHr drop-down and select the type hour code. Refer to Labor Codes for listings of valid codes that can be used when reporting labor.

Note: You may click the *Type hr* link to display a table of type hours and their description. If you do, use the browser back button rather than the Back links to return to the labor screen to avoid loss of the labor data you have entered.

[Step 5](#). Enter the labor hours. The format is **hh.mm**. If you do not enter minutes, 00 is assumed.

[Step 6](#). Click the **Save** button to save the labor entry, or the **Refresh** button to discard your changes and re-display the current database records.

****Concurring with Your Reported T&A – Not Applicable to DOE**

To concur with your reported T&A:

[Step 1](#). Click the **T&A Review** link on the main menu.

[Step 2](#). If the pay period displayed is not the one you want, change the pay period to the one you want. Refer to [Changing the Pay Period](#).

[Step 3](#). If you concur with the displayed T&A summary and the Labor Details (scroll down to view additional details, if they exist), put a checkmark in the box by clicking the box.

[Step 4](#). Click the **OK** button to save your concurrence. Otherwise, click the **Cancel** button.

****Generating Default Labor – Limited Use at DOE**

Note: **In a multi-UIC database, default labor will be generated for only the active UIC. To generate default labor for other UICs, change the active UIC.**

Note: **Only those users who have been properly authorized in the DBA/Systems Administration application can generate default labor records.**

Note: **Individual users, timekeepers and certifiers will be unable to access the Labor Reporting window once the default labor process has begun. Users already in the Labor Reporting window will not be able to update labor until default labor processing is complete.**

Before you can generate default labor records, you must perform the following for each employee:

[Preliminary Step 1.](#) A check mark must be placed in the Default Labor field on the Properties window of the Personnel Management window.

[Preliminary Step 2.](#) The specifics for default labor must be made on the Defaults/Favorites window of the Personnel Management window.

Note: **This Preliminary Step 2 link takes you to the topic** Specifying Default Labor Values.

To generate default labor records once the above actions have been performed:

[Step 1.](#) Click on the **Default Labor** link from the ATAAPS Main Menu

[Step 2a.](#) If you have System Administration privileges, you may choose to generate default labor for an entire UIC by clicking the **UIC** radio button.

[Step 2b.](#) Otherwise, you may generate default labor only for those teams that you have privileges by clicking the **Team** radio button.

[Step 3.](#) Select the desired team (s) from the Available list by clicking the **Add All** button or by clicking on the team and the **Add** button.

[Step 4.](#) Continue to select teams using the **Add** or **Remove** buttons until the desired teams are Assigned.

[Step 5a.](#) Select the **Start Date** by accepting the displayed date or by clicking the Calendar icon.

[Step 5b.](#) Click the desired date from the displayed calendar.

[Step 6.](#) Click the drop down box to select the number of days for which to generate records.

[Step 7.](#) Review your selections. Click **Process** or **Process In Background** to begin generating default labor records.

Note: **Clicking Process will mean that you will be unable to do any other work at all on your terminal until the default labor process completes. Clicking Process In Background will allow you to do other work, unrelated to labor for that UIC, on your terminal while the default labor process is running. [Click here](#) to see the messages displayed when Process In Background is selected.**

[Step 8.](#) When the Generate Default Labor process completes, detailed results will be displayed (whether immediately from **Process**, or at a later time from **Process In Background** and the Default Labor process is re-entered).

Click on each of the links on this window to view information about the default labor records that will be posted to the database. A brief description of these windows follows:

[Employees](#). This window provides a list of the employees who have had labor records generated. If the Exception box is checked, it means that labor records could not be generated according to the default percentages defined in the Personnel Management Window. For example, there could have already been one or more labor records reported for a given date within the specified date range.

[Totals](#). This window provides a statistical analysis, by date, of the number of employees who were eligible for labor records to be generated; the number of labor records processed; the number of exceptions; and the number of holiday labor records processed.

[Exceptions](#). This window displays exceptions that occurred during processing. Two check boxes control the level of detail that is displayed. If you place a check mark in the Display RDO box, you will see a listing that contains entries for all of the dates in the range you have specified, including weekends and other RDOs. If you place a check mark in the Display Labor = Tour box, you will see a listing that contains records where the labor records reported before you generated the default labor already equaled the daily tour of duty for an employee.

To complete the default labor record generation process, click the **Save** button. To remove the generated records (and thereby remove the "locks" on the labor processes for that UIC), click the **Clear** button.

ADMINISTRATION

Certification

Displaying the Labor Summary

To display the labor summary:

[Step 1.](#) Click the **Summary** button on the Labor window.

[Step 2.](#) A child window will open, and display the labor summary.

[Step 3.](#) To close the Labor Summary window, click the **Back** hyperlink in the upper left corner of the window.

Selecting a Roster for T&A Certification

To select a roster to certify:

[Step 1.](#) Click the **Roster** drop-down and select the roster to certify.

[Step 2.](#) Click the **Roster** button to display the new roster.

[Step 3.](#) The Certification window now displays the new roster data.

Certifying Time and Attendance

***Note:** You may certify time and attendance only if you have been granted certifying authority and assigned as a primary or alternate certifier for a specific certification roster.*

If you have access to more than one UIC, the T&A roster you want to certify must be in the active UIC. To change the active UIC, refer to Changing the Active UIC.

To certify time and attendance:

[Step 1.](#) Click the Certification link on the main menu.

[Step 2.](#) Select the roster you want to certify. Refer to [Selecting a Roster for T&A Certification](#).

[Step 3.](#) Select the pay period to certify. Refer to [Changing the Pay Period](#).

[Step 4.](#) To view the Employee Certification - Labor Details, if desired, click on the book icon under the Detail column.

[Step 4a.](#) Click the Back link to return to the Certification window.

[Step 5.](#) Certify the T&A for the employees on the roster by placing a check mark in the certify box. If the reported hours do not equal the scheduled hours, the certify box will be unavailable (grayed out).

[Step 6.](#) Click the [Save button](#) to save the certifications.

Displaying Extended Labor Attributes

To display extended labor attributes:

[Step 1.](#) Click the **NtDiff/Haz/Oth** button to expand the labor hours row.

[Step 2.](#) Any extended attributes will be displayed below the labor hours associated with them. If you click the extended attribute code, the Extended Labor Attributes window will open, where the codes are represented as plain text.

[Step 3.](#) Click the **Cancel** button to close the Extended Labor Attributes window.

Personnel Management

Adding a New Employee

To add a new employee:

Note: If your organization has more than one UIC, and the active UIC is not the UIC you want to add the new employee to, change to the desired UIC.

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) If necessary, change the team to the one the new employee will be assigned to.

[Step 3.](#) Select the Personnel Management Properties window, if it is not open, then click the **Add** button to open the Employee Add window.

[Step 4.](#) Enter information in the fields as follows:

- **First Name.** *Required.* Enter the employee's first name and, if available, the middle initial. You may enter either upper or lower case letters: the data validation will convert all letters to uppercase.
- **Last Name.** *Required.* Enter the employee's last name and, if applicable, the suffix (e.g., Jr., Sr., III, etc.). You may enter either upper or lower case letters: the data validation will convert all letters to uppercase.
- **User-ID.** *Optional.* Enter the employee's ATAAPS user ID if they are authorized to log on to ATAAPS. If the User ID is not entered, the employee cannot login to ATAAPS. The user ID is case sensitive: enter it **exactly**.
- **SSN.** *Required.* Enter the employee's Social Security Number. Enter nine consecutive numbers without spaces or dashes.

Note: Duplicate SSNs are not allowed. If you are transferring an employee to another UIC, you must use the GUI/Windows version of ATAAPS.

- **Phone Nbr.** *Optional.* Enter the employee's work-site phone number. You may enter a maximum of 10 characters or numbers, including dashes and/or spaces.
- **SDA Identifier:** *Required,* unless employee type is military. Click the drop down, and select the appropriate SDA identifier. The list includes a value of **None**. If the employee is reported to payroll, a value other than **None** must be selected. If the employee is not reported to payroll (e.g., military personnel), **None** should be selected.
- **Open Date.** *Required.* Enter the date the employee will begin working. The system defaults the date to today's date. To change the date, click the calendar icon to open the calendar window, then select the date.
- **Default Labor.** *Optional.* Check this box to authorize labor hours to be generated for this employee when the default labor process is run. You must then enter default labor information on the Defaults/Favorites tab for this employee.
- **Premium Type Hours.** *Optional.* Check this box if an employee (who is not a supervisor or a timekeeper) is authorized to personally report premium time (such as overtime, compensatory time, credit hours, holiday hours worked, etc.) for themselves. Employees who are designated as supervisors or timekeepers are automatically granted the authority to report premium time for themselves and for all employees assigned to their team.

Note: The premium type hours switch cannot be disabled in the middle of the pay period once premium hours have been input for the current pay period, one previous pay period if not sent to payroll and any future pay periods.

- Hazard. *Optional.* Check this box if the employee is authorized to charge hazardous duty hours.
- Employee Type. *Required.* Click the Employee Type drop down and select the applicable employee type.
- Graded/Ungraded. *Required.* Select the appropriate radio button, Graded or Ungraded. For military personnel, select Graded.

Note: When a new employee is added, a permanent tour of duty is displayed with defaults based on the Graded/Ungraded indicator selected on the Employee Add window. If 'graded' is selected, the shift code is set to '0', the tour duration to eight hour days Monday through Friday, the alternate work schedule to '0' (Not on AWS), and the night diff to 'none'. If 'ungraded' is selected, the same values are set except the shift code is set to '1'. To change the permanent tour of duty, refer to *Changing the Permanent Tour of Duty*.

- Roster. *Required.* Click the drop down and select the applicable certification roster.
- Favorites Required. *Optional.* Check this box if the employee will be required to use the favorites list to enter all labor. You must then create favorites for this employee on the Defaults/Favorites tab. For more information, refer to [Forcing Use of the Favorites List](#).

[Step 5.](#) Click the **Continue** button to open the Employee Add window displaying Alternate Work Schedule (AWS) and tour defaults for the new employee.

[Step 6.](#) Click the drop down and select the appropriate AWS.

[Step 7.](#) Click the drop downs to enter the appropriate tour information.

[Step 8.](#) Click the **Save** button to complete the Employee Add process.

Managing the Favorites List

The favorites list is a locally created and managed list of work center, job order/task and opcode/JON combinations that can be used during the entry of labor hours into ATAAPS.

Use of the list to enter labor hours may be required (refer to [Forcing Use of the Favorites List](#)).

If favorites are required, then only those combinations of work center, job order/task and opcode/JON that are on the favorites list may be entered for that employee. Management of the favorites list for an employee differs according to whether the use of the favorites list is required or optional.

You may manage the favorites list for the employees assigned to your teams if you have been granted authorization to the Personnel Management function.

Note: Labor defaults are considered to be labor favorites, and will display as part of the Favorites List. Refer to [Specifying Default Labor Values](#) for more information on labor defaults.

To add favorites for an employee:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Click the **Defaults/Favorites** link. Select a new employee, if necessary, by selecting the team, and then the employee. Refer to [Selecting Teams and Employees](#).

[Step 3](#). Click the **AddFavorite** button to open a new line.

[Step 4](#). Click the **Detail** icon to display the Defaults/Favorites Selection window.

Note: You may also enter the favorite using the [alternate procedure](#) described below.

[Step 5](#). Select the work center, job order/task and opcode/JON from the available choices. Click **OK** to return to the Defaults/Favorites window.

[Step 6](#). The favorite open date is defaulted to today's date. Click the calendar icon to change the open date, if necessary.

[Step 7](#). Select the open date from the calendar. Only valid dates are available for selection. Use the Previous or Next links at the bottom of the window to change the displayed calendar. Selecting the date will close the calendar window and return to the Defaults./Favorites window.

[Step 8](#). Select an optional close date for the favorite by clicking the calendar icon and selecting the close date from the displayed calendar.

[Step 9](#). Click the **Save** button to save the favorite.

To add favorites for an employee (alternate procedure):

After performing steps 1 through 3 as outlined above,

[Step 4](#). (Alternate) Use the drop-down lists to select the following:

- **Work Center.** *Required.* Click the drop down to display a list of work centers to which an employee is eligible to charge labor.
- **Task/Job Order.** *Required.* Click the drop down to display a list of tasks or job orders that are authorized for charges by the work center.
- **JON/OP Code.** *Optional.* Click the drop down to display a list of JONs or OP codes that are authorized for charges by the work center.

Perform steps 7 through 9 as outlined above.

To modify favorites for an employee (when use of the favorites list is optional):

[Step 1](#). Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2](#). Select a new employee, if necessary, by selecting the team, and then the employee. Refer to [Selecting Teams and Employees](#). Click the **Defaults/Favorites** link.

[Step 3](#). Modify the following information, as necessary:

- **Open Date.** *Required.* Enter the date this favorite will be effective. Click the calendar icon to change the open date. Select the open date from the calendar. Only valid dates are available for selection. Use the Previous or Next links at the bottom of the window to change the displayed calendar. Selecting the date will close the calendar window and return to the Defaults./Favorites window.
- **Work Center.** *Required.* Click the work center drop down to display a list of work centers to which an employee is eligible to charge labor.
- **Task/Job Order.** *Required.* Click the drop down to display a list of tasks or job orders that are authorized for charges by the work center.

- **JON/OP Code.** *Optional.* Click the drop down to display a list of JONs or OP codes that are authorized for charges by the work center.

[Step 4.](#) Click the **Save** button to save the change.

To modify favorites for an employee (when use of the favorites list is required):

Note: *The only modifications allowed in this case are the open and close dates. Fields other than the open and close dates are display only if favorites are required.*

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Click the **Defaults/Favorites** link. Select a new employee, if necessary, by selecting the team, and then the employee. Refer to [Selecting Teams and Employees](#).

[Step 3.](#) Only the open and close dates may be modified. To change any other information, delete or close the favorite, and add a new one.

- **Open Date.** *Required.* Click the calendar icon to change the open date. Select the open date from the calendar. Only valid dates are available for selection. Use the Previous or Next links at the bottom of the window to change the displayed calendar. Selecting the date will close the calendar window and return to the Defaults./Favorites window.
- **Close Date.** *Optional.* Enter the date this favorite will no longer be effective. If a close date exists, you must enter a date that is later than the existing close date. Click the calendar icon to change the open date. Select the open date from the calendar. Only valid dates are available for selection. Use the Previous or Next links at the bottom of the window to change the displayed calendar. Selecting the date will close the calendar window and return to the Defaults./Favorites window.

Note: *If labor hours using the favorite have been reported for any date later than the close date, the system will not save the close date and will return an error message. Either select a later close date, or open the labor window and delete any labor that has been reported for the favorite after the desired close date.*

[Step 4.](#) Click the **Save** button to save the change.

To delete favorites for an employee (when use of the favorites list is optional):

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Click the **Defaults/Favorites** link. Select a new employee, if necessary, by selecting the team, and then the employee. Refer to [Selecting Teams and Employees](#).

[Step 3.](#) Select the favorite to delete by placing a check in the check box under the Delete icon. You may select more than one favorite to delete.

[Step 4.](#) Click the **DeleteRows** button.

To delete favorites for an employee (when use of the favorites list is required):

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Click the **Defaults/Favorites** link. Select a new employee, if necessary, by selecting the team, and then the employee. Refer to [Selecting Teams and Employees](#).

[Step 3](#). Select the favorite to delete by placing a check in the check box under the Delete icon. You may select more than one favorite to delete.

Note: *If any labor has been reported, certified or sent to payroll, the check box for the favorite will be grayed out, and the favorite may not be deleted. You may close the favorite to stop its use. Refer to the previous procedure for modifying favorites for an employee (when use of the favorites list is required).*

[Step 4](#). Click the **DeleteRows** button.

Forcing Use of the Favorites List

Note: *Forcing the use of the favorites list will limit the labor entry of the affected employee to only those work center, job order/task and opcode/JON combinations that have been created in the favorites list.*

To force the use of the favorites list:

[Step 1](#). Ensure that favorites have been entered for the employee. Refer to [Managing the Favorites List](#) for how to create favorites for an employee. Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2](#). Select the team, and then the employee. Refer to [Selecting Teams and Employees](#). If the Personnel Management Properties window is not displayed, select the Properties link to display it.

[Step 3](#). Put a check mark in the **Favorites Required** check box.

[Step 4](#). Click the **Save** button to save the change.

Warning: *If any labor has been reported for current or future pay periods, you will be prompted to either delete the labor or cancel the change.*

Note: *Clear the **Favorites Required** check box if you no longer want to force the use of the favorites list.*

Specifying Default Labor Values

In order to generate default labor for employees, you must specify default labor values for each employee. The values required are the work center, the job order or task (depending on accounting system), the type hour code, the effective (open) date of the default, the percentage of the tour hours to be generated for the default, and whether the default is 'prime'. The opcode or JON and a close date may be optionally specified.

To specify default labor values:

[Step 1](#). Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2](#). Click the **Defaults/Favorites** link. Select a new employee, if necessary, by selecting the team, and then the employee. Refer to [Selecting Teams and Employees](#).

[Step 3](#). Click the **AddDefault** button to open a new line.

[Step 4](#). Click the **Detail** icon to display the Defaults/Favorites Selection window.

Note: *You may also enter the default using the [alternate procedure](#) described below.*

[Step 5](#). Select the work center, job order/task and opcode/JON, and type hour from the available choices. Click **OK** to return to the Defaults/Favorites window.

[Step 6](#). The default open date is set to today's date. Click the calendar icon to change the open date, if necessary.

[Step 7.](#) Select the open date from the calendar. Only valid dates are available for selection. Use the **Previous** or **Next** links at the bottom of the window to change the displayed calendar. Selecting the date will close the calendar window and return to the Defaults./Favorites window.

[Step 8.](#) Select an optional close date for the default by clicking the calendar icon and selecting the close date from the displayed calendar.

[Step 9.](#) Enter the percentage of the unreported tour hours that will be generated using this default. If more than one default labor value is specified, the percentages of all defaults must add to 100%, or a warning message will be displayed when you save the defaults.

[Step 10.](#) If this is the only default you are specifying, or if this default is to be used to generate any labor hours 'left over' during the default labor generation process, designate the default as 'Prime' by placing a check in the check box. Only one default may be designated as 'Prime', but one default **must** be designated as 'Prime' for default labor to be generated.

[Step 11.](#) Click the **Save** button to save the default.

To add favorites for an employee (alternate procedure):

After performing steps 1 through 3 as outlined above,

[Step 4. \(Alternate\)](#) Use the drop-down lists to select the following:

- **Work Center.** *Required.* Click the drop down to display a list of work centers to which an employee is eligible to charge labor.
- **Task/Job Order.** *Required.* Click the drop down to display a list of tasks or job orders that are authorized for charges by the work center.
- **JON/OP Code.** *Optional.* Click the drop down to display a list of JONs or OP codes that are authorized for charges by the work center.
- **Type Hour.** *Required.* Click the drop down to display a list of type hours.

Perform steps 6 through 11 as outlined above.

Assigning a Temporary Tour of Duty

To assign a temporary tour of duty for an employee:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Tour** link to open the Personnel Management - Tour Day window.

[Step 3.](#) Select the pay period beginning date for the new tour from the drop down list, then click the **Add Tour** button.

[Step 4.](#) Click the **Detail** icon to open the Tour Day Detail window.

[Step 5.](#) You may change the tour day information by using the drop down to select duration, or to add night differential. If the drop down is not available, labor exists for that day, and must be deleted before the tour for that day can be changed. Click the **Sunday Premium** check box to add Sunday premium time.

[Step 6](#). Save your changes by clicking the **Save** button. To discard any changes you have made, but not saved, click the **Cancel** button. Click the **Close** button to close the Tour Day Detail window.

Note: The temporary tour of duty is only effective during the pay period for which it was created.. You may create other temporary tours for as many other pay periods as you wish.

Changing the Permanent Tour

To view or change permanent tour information:

[Step 1](#). Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2](#). Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Perm Tour** link to open the Personnel Management - Permanent Tour window.

[Step 3](#). Click the **Detail** icon of the permanent tour you want to display.

[Step 4](#). The Personnel Management - Permanent Tour Day Detail window is displayed. Click the **Cancel** button to close the window and return to the Personnel Management - Permanent Tour window.

[Step 5](#). Click the pay period drop down and select the pay period begin date of the new tour.

[Step 6](#). Click the **Add Tour** button.

[Step 7](#). Click on the drop down to select Alternate Work Schedule. Click the drop down associated with each day to select duration and night differential. Click the **Save** button to complete the permanent tour change.

[Step 8](#). The Perm Tour window is displayed and shows the addition of the new tour.

Displaying Team Assignments

To display team assignments:

[Step 1](#). Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2](#). Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Team** link to open the Personnel Management - Team window.

[Step 3](#). The Personnel Management - Team window is displayed.

Displaying Roster Assignments

To display roster assignments:

[Step 1](#). Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2](#). Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Roster** link to open the Personnel Management - Roster window.

[Step 3](#). The Personnel Management - Roster window is displayed.

Displaying Employee Type

To display employee type:

[Step 1](#). Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Type** link to open the Personnel Management - Type window.

[Step 3.](#) The Personnel Management - Type window is displayed.

Changing Reporting Work Centers

To change reporting work center assignments:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Rpt. WorkCenter** link to open the Personnel Management - Reporting Work Center window.

[Step 3.](#) The Personnel Management - Reporting Work Center window is displayed. Click the **Add** button to assign a reporting work center.

[Step 4.](#) Click the Work Center drop down and select the Reporting Work Center.

[Step 5.](#) Click the **Calendar** icon to set the Close Date, if there is one, of the newly assigned reporting work center.

[Step 6.](#) Click the **Save** button to complete the reporting work center assignment.

[Step 7.](#) To enter additional reporting work centers, click the **Add** button, repeating step 3 through step 6.

Displaying Employee Status

To display employee status:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Status** link to open the Personnel Management - Status window.

[Step 3.](#) The Personnel Management - Status window is displayed.

Displaying the Work Schedule

To display an employee work schedule:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Schedule** link to open the Personnel Management - Schedule window.

[Step 3.](#) The Personnel Management - Schedule window is displayed.

Displaying Temporary Positions

To display temporary position information:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Temp** link to open the Personnel Management - Temp window.

[Step 3.](#) The Personnel Management - Temp window is displayed.

Displaying Injury Information

To display injury information:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select the team and then the employee. Refer to [Selecting Teams and Employees](#). Then, click the **Injury** link to open the Personnel Management - Injury window.

[Step 3.](#) The Personnel Management - Injury window is displayed.

Displaying the Personnel Management Summary

To display the Personnel Management Summary for an employee:

[Step 1.](#) Click the **Personnel Management** link on the ATAAPS Main Menu.

[Step 2.](#) Select a different team and employee, if necessary. Refer to [Selecting Teams and Employees](#). Then select the **Summary** link to display the Personnel Management Summary window for the employee.

[Step 3.](#) The Personnel Management Summary window displays employee information in two tabular displays: Employee Properties and Employee Settings.

Database

**System Message/Database Lockout – Not Applicable to DOE

Only employees with DBA authorization will be permitted to set the ATAAPS System Message and Database Lockout.

To set database availability and/or to update the ATAAPS System Message:

[Step 1.](#) Click the **Database** link on the ATAAPS Main Menu.

[Step 2.](#) To display a message to all ATAAPS users upon a successful logon, position your cursor at the beginning of the message field and type the message.

[Step 3.](#) To lockout ATAAPS users, except those with DBA authorization, who are NOT already logged into the application, click the box before **Lock Users from Database**.

[Step 4.](#) Click the **Save** button to complete the action.

**Clearing/Saving Generated Default Labor – Not Applicable to DOE

Only employees with DBA authorization will be permitted to clear or save default labor generated by other employees. This will allow employees, locked out of labor processes as indicated by "Not Saved" on the ATAAPS Main Menu, to resume access to labor functions.

[Step 1.](#) Click the **Database Admin** link on the ATAAPS Main Menu.

[Step 2.](#) Click on **Processed Default Labor** link.

[Step 3.](#) Click the **Clear** button to discard the generated default labor records **or** click the **Save** button to save the generated default labor records. Either will resume access to previously locked labor functions.

Roster Management

Adding a New Certification Roster

To add a new certification roster:

[Step 1.](#) Click the **Roster Management** link on the main menu.

[Step 2.](#) Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3.](#) Click the **Add** button.

[Step 4.](#) Enter information in the fields on the Roster Add screen as follows:

- **Description.** *Required.* The name (or description) of the new certification roster.
- **Open Date.** *Required.* Click the calendar icon to select the effective date (must be a pay period begin date) of the certification roster.
- **Reports to Payroll.** *Optional.* Place a check mark in this field if time and attendance records for this roster are to be passed to the interfacing payroll system.
- **Live Open Date.** *Required if Reports to Payroll checked.* The date this certification roster becomes live. Time and attendance records for this date, and all future dates, will be passed to the payroll system when the payroll upload process is performed. If there are any time and attendance records in the database containing a date prior to the live date, they will not be passed to the payroll system.
- **Live Close Date.** *Optional.* The date time and attendance records will no longer be passed to the payroll system.
- **Primary Certifier.** *Required.* Rosters must always have an assigned certifier. Use the drop down to display a list of employees that have been authorized Certifier/Alternate Certifier Eligibility by the Database Administrator and select one.
- **Alternate Certifiers.** *Optional.* Use the scroll bar to select one or more alternate certifiers from the displayed list of employees that have been authorized Certifier/Alternate Certifier Eligibility by the Database Administrator. If you are assigning more than one alternate certifier, hold down the Ctrl key while you select the employees.

[Step 5.](#) Click the **Save** button.

Assigning Employees to a Certification Roster

To assign employees to a certification roster:

[Step 1.](#) Click the **Roster Management** link on the main menu.

[Step 2.](#) Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3.](#) Use the drop down to locate and select the roster. Click the **Roster** button.

[Step 4.](#) Click the **Employees** link.

[Step 5.](#) Click the **Assign** button.

[Step 6.](#) Select the pay period begin date for the employee assignment.

[Step 7.](#) A list of employees is presented. Select the desired employees. Use the scroll bar to view and select additional employees.

[Step 8](#). Click the **Save** button.

[Step 9](#). Review the certification roster assignments.

Certification Roster Primary Certifier

To display the primary certifier for a certification roster:

[Step 1](#). Click the **Roster Management** link on the main menu.

[Step 2](#). Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3](#). Use the drop down to locate and select the desired certification roster. Click the **Roster** button.

[Step 4](#). Click the **Primary Certifier** link.

[Step 5](#). View the primary certifier.

Certification Roster Alternate Certifiers

To display the alternate certifiers for a certification roster:

[Step 1](#). Click the **Roster Management** link on the main menu.

[Step 2](#). Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3](#). Use the drop down to locate and select the desired certification roster. Click the **Roster** button.

[Step 4](#). Click the **Alternate Certifier** link.

[Step 5](#). View the displayed list of alternate certifiers.

Team Management

Adding a New Team

To add a new team:

[Step 1](#). Click the **Team Management** link on the main menu.

[Step 2](#). Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3](#). Click the **Add** button.

[Step 4](#). Enter information in the fields on the Roster Add screen as follows:

- **Description**. *Required*. The name (or description) of the new team.
- **Open Date**. *Required*. Click the calendar icon to select the effective date (must be a pay period begin date) of the certification roster.
- **Pass to Accounting**. *Optional*. Place a check mark in this field if labor records for this team are to be passed to the interfacing accounting system.

- **Live Open Date.** *Required if Pass to Accounting checked.* The date this team becomes live. Labor records for this date, and all future dates, will be passed to the accounting system when the accounting upload process is performed. If there are any labor records in the database containing a date prior to the live date, they will not be passed to the accounting system.
- **Live Close Date.** *Optional.* The date live labor records will no longer be passed to the accounting system.
- **Work Center.** *Required.* Teams must always be assigned to work centers, which are organizational structures, unique to each UIC. Use the drop down to display a list of work centers and select one.
- **Supervisor.** *Optional.* Use the drop down to display a list of employees that have been authorized Supervisor/Timekeeper Eligibility by the Database Administrator and select one.
- **Timekeeper.** *Required.* Teams must always have an assigned timekeeper. Use the scroll bar to display a list of employees that have been authorized Supervisor/Timekeeper Eligibility by the Database Administrator and select one.

[Step 5.](#) Click the **Save** button.

Assigning Employees to a Team

To assign employees to a team:

[Step 1.](#) Click the **Team Management** link on the main menu.

[Step 2.](#) Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3.](#) Use the drop down to locate and select the team. Click the **Team** button.

[Step 4.](#) Click the **Employees** link.

[Step 5.](#) Click the **Assign** button.

[Step 6.](#) Select the pay period begin date for the employee assignment.

[Step 7.](#) A list of employees is presented. Select the desired employees. Use the scroll bar to view and select additional employees.

[Step 8.](#) Click the **Save** button.

[Step 9.](#) Review the team assignments.

Displaying the Team Supervisor

To display the team supervisor:

[Step 1.](#) Click the **Team Management** link on the main menu.

[Step 2.](#) Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3](#). Use the drop down to locate and select the desired team. Click the **Team** button.

[Step 4](#). Click the **Supervisor** link.

[Step 5](#). View the supervisor.

Displaying the Team Timekeepers

To display the team timekeepers:

[Step 1](#). Click the **Team Management** link on the main menu.

[Step 2](#). Ensure that the appropriate UIC is active. If not, go back and select the active UIC; see [Changing the Active UIC](#).

[Step 3](#). Use the drop down to locate and select the desired team. Click the **Team** button.

[Step 4](#). Click the **Timekeeper** link.

[Step 5](#). View the timekeeper (s).

UTILITIES

Online Inquiries

ATAAPS provides online inquiries to assist our customers/users. Access to, options available, and results from these inquiries are dependant upon the users security authorizations.

Currently, the available inquiries are:

[Uncertified Employees Inquiry](#);

[Missing Time Inquiry](#);

[Labor Interface Inquiry](#)

The Labor Interface Inquiry option will be displayed on the ATAAPS Online Inquiries menu **only if** you have been granted Process Labor Interface security authorization for the specific UIC.

**Labor Interface Process – Not Applicable to DOE

ATAAPS allows the processing of a labor file to facilitate the flow and processing of time and attendance data for Logistics Modernization Program (LMP) employees.

- This option will be displayed on the ATAAPS main menu **only if** you have been granted Process Labor Interface security authorization for the specific UIC.

To run the labor interface process:

Step 1. Click the Labor Interface link on the ATAAPS Main Menu.

Step 2. Select the desired Labor Interface file using the drop down, if there are any files available. Availability is determined by specified directory path setup by the Web Administrator, matching selected UIC and site code, and date of the last file processed.

Note: If there are multiple files available for processing, beware of the dates associated with each file. Older files must be processed before processing a newer file or the older file will become unavailable for processing.

Step 3. Click the Process button.

Note: There is an implicit save for this process; valid time and attendance data will be added to the database; there is no "refresh" capability for this process.

Step 4. The Labor Interface - Exceptions window, recapping process information including file name, is displayed. If no exceptions are found in the file, the message "There are no exceptions to display" will appear. If exceptions exist, a detailed error report will appear. Click the Totals link to open the Labor Interface - Totals window, or click the Process Another button to work with another labor file for UIC.

Step 5. Review the information on the Labor Interface - Totals window.

Changing the Active UIC

To change the active UIC:

- Step 1. Click the Change UIC link on the Main Menu. If the link is disabled (grayed out), you are not authorized access to any UICs other than your default UIC.**

[Step 2](#). Select the UIC to make active.

[Step 3](#). Click the **OK** button to make the selected UIC active.

****Changing Your Password – Not Applicable to DOE**

Note: *If you forget your password, the Database Administrator (DBA) must create a new password for you.*

To change your password:

[Step 1](#). Click the **Change Password** link on the main menu, to go to the Change Password screen.

[Step 2](#). Enter your new password, press the Tab key, and re-enter your new password to verify it; then click OK. For security reasons, your password will be displayed as all asterisks (*).

Note: *Passwords must start with a letter and must be at least 8 characters in length; they may include upper and lower case alpha characters, numbers and special characters (\$, # or _).*

Changing the Pay Period

To change the pay period, use either of two methods:

- Method One - Click the [<<](#) or [>>](#) buttons to display the previous or next pay period;
- Method Two - Click the [Pay Period drop-down](#), select the pay period, then click the [Pay Period button](#) to display the selected pay period.

Selecting Teams and Employees

Note: *The examples shown in the following steps depict selecting teams and employees in the Labor window. The procedure is essentially the same in the other windows, such as the Personnel Management window.*

To select a team, and then an employee within the team:

[Step 1](#). Click the **Team** drop-down and select the desired team.

[Step 2](#). Click the **Team** button to display the selected team.

[Step 3](#). Click the **Employee** drop-down and select the desired employee.

[Step 4](#). Click the **Employee** button to display the selected employee.

Note: *You may use the previous/next icons to change to the previous or next employee in the team.*

Labor Codes

Compensatory Hours

CA - Religious Compensatory Time Taken. This code will reduce any available earned religious time balance. If no balance of earned hours is available, up to 40 hours will be advanced.

CC - Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, DCPS will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.

CD - Credit Hours Earned. Employee must have an alternate work schedule of M and be approved at Activity level. Maximum of 24 hours upon activity approval. These hours are in excess of the basic work requirement but within the biweekly tour of duty. Any separation payment will be at straight time.

CE - Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.

CN - Credit Hours Used - This code will reduce any available credit hours earned balance by the used amount.

CR - Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.

CT - Compensatory Time Taken - This is compensatory time off in lieu of payment for an equal number of hours worked.

Environmental/Hazard Type Codes

EA - Flying

EB - High Work - Work on, above, below, or suspended from or between high structures

EC - Floating Targets

ED - Dirty Work

EE - Cold Work

EF - Hot Work

EG - Welding Preheated Metals

EH - Micro-Soldering Or Wire Welding And Assembly

EK - Exposure To Hazardous Weather Or Terrain

EL - Unshored Work

EM - Ground Work Beneath Hovering Helicopter

EN - Hazardous Boarding Or leaving Of Surface Craft

EP - Cargo Handling During Lightening Operations

ER - Duty Aboard Surface Craft

ES - Work At Extreme Heights

ET - Fibrous Glass Work

EV - High Voltage Electrical Energy

EW - Welding, Cutting, Or Burning in Confined Spaces

FA - Duty Aboard Submerged Vessel

FB - Explosives And Incendiary Material - High Degree

FC - Explosives And Incendiary Material - Low Degree
FD - Poisons (Toxic Chemicals) - High Degree
FE - Poisons (Toxic Chemicals) - Low Degree
FF - Micro - Organisms - High Degree
FG - Micro - Organisms - Low Degree
FH - Pressure Chamber And Centrifugal Stress
FI - Thermal-Chamber Test
FK - Work In Fuel Storage Tanks
FL - Firefighting - High Degree
FM - Firefighting - Low Degree
FN - Experimental Landing/Recovery Equipment Tests
FP - Land Impact Or Pad Abort Of Space Vehicle
FR - Mass Explosives and/or Incendiary Material
FS - Duty Aboard Aircraft Carrier
FT - Participating In Missile Liquid or Solid Propulsion Situations
FU - Diver-Tender Pay
FV - Asbestos
FW - Diving
FX - Working In Pressurized Sonar Domes
FY - Working In Nonpressurized Sonar Domes
FZ - Experimental Parachute Jumps

Family Leave Codes

***Note:** Family leave codes include both Family Medical Leave and Family Friendly Leave.*

Family Medical Leave

DA - Birth of son/daughter or care of newborn
DB - Adoption or foster care
DC - Care for spouse, son, daughter, or parent with a serious health condition
DD - Serious health condition of employee

Family Medical Leave will be reported with the applicable leave codes (LS, LA, LB, LG, KA, LQ, LR, CT, and CN). The codes DA, DB, DC, and DD will be reported in the ENV/HAZ/OTH field.

Family Friendly Leave

DE - Family Care/Bereavement – Sick Leave taken to 1) provide care for a family member, 2) make arrangements necessitated by the death of a family member or attend the funeral of a family member

DF - Sick Leave for Adoption Purposes – Sick Leave taken for purposes relating to the adoption of a child

Family Friendly Leave will be reported with the applicable leave codes (LS and LG). The codes DE and DF will be reported in the ENV/HAZ/OTH field.

Holiday Hours Worked

HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. DCPS will default to the shift code assigned unless a temporary shift override is input.

***Note:** If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). DCPS will pay both the Sunday and the holiday.*

HF - Holiday pay for ungraded first shift employees who work on the holiday.

HG - Holiday pay for graded employees who work on the holiday.

HS - Holiday pay plus shift differential for ungraded second shift employees who work on the holiday.

HT - Holiday pay plus shift differential for ungraded third shift employees who work on the holiday.

Leave Hours - Nonpaid

KA - Leave Without Pay.

KB - Suspension.

KC - AWOL - This code is used for unauthorized absences.

KD - OWCP. Employee is in a non-pay status due to receiving compensation from the Office of Worker's Compensation Programs. Leave is accrued/prorated in accordance with the FPM. These non-pay hours are not included in the non-pay hours used for leave accrual reduction or counted in hours of non-pay for within grade increases.

KE - Furlough - Lack Of Work.

KF - Nonduty hours during regularly scheduled work hours. This code will be removed from the system, per DFAS headquarters.

KG - Military Furlough. These non-pay hours are not included in the non-pay hours used for leave accrual reduction or counted in hours of non-pay used for within grade increases.

Leave Hours - Paid

LA - Annual Leave. This code can also be used to advance annual leave. If the distribution has a blanket leave authorized, a "3" is set in the blanket leave advance indicator of the organization record in DCPS. If an employee has a pre-authorized advance leave amount, a "2" is set in the blanket leave advance indicator in DCPS. This code when used with an injury number will be counted as one (1) day of COP. Note: For employees on donated leave for "family emergency", this code must be input and the system will convert to donated.

LB - Advanced Annual Leave. This code is used if an Activity has approved advanced annual leave coming in on the timecard. A "1" is set in the blanket leave advance indicator of the organization record in DCPS.

LC - Court Leave.

LF - Forced Annual Leave. The usage of this code is the same as for regular annual leave (Code LA). This code gives management the option of distinguishing between annual leave directed to be taken and annual leave used at the request of the employee.

LG - Advanced Sick Leave – This code is used if an Activity has approved advanced sick leave for an employee.

LH - Holiday Leave -Employees with AWS codes 1, 2, 3, and N (fixed tours) will have holiday leave set in their scheduled tour if the holiday occurs on a regularly scheduled workday (except intermittents, firefighters, employees with an AWS=M). If the holiday occurs on a non-scheduled workday, the holiday leave code must be entered manually on the designated "in lieu of" holiday.

- Intermittents are not eligible for holidays.

- Firefighters whose tour hours for the holiday day are equal to 24.00 will NOT have Holiday Leave generated.

- Part time employees will NOT have Holiday Leave generated if the holiday is observed on other than the actual holiday day.

- For DBMS Only: Military employees will NOT have Holiday Leave generated.

- For SIFS Only: Employees who have no Standard Leave Data available will NOT have Holiday Leave generated.

LI - DC Guard - military leave. For members of the national guard of the District of Columbia for all days of parade or encampment. These reported hours will be included on the P6603R01 report until certified orders and funds are received and cleared by the leave certification program.

LJ - Shore Leave.

LK - Home Leave.

LL - Law Enforcement Leave - This is a special category of military leave for the purpose of aiding in law enforcement in such situations as riots. The statutory limit for such leave is 22 workdays in a calendar year. Gross Military pay received for the period of law enforcement leave must be offset against the civilian pay entitlements.

LM - Military Leave - An employee may use up to 15 days of military leave in a fiscal year plus the remaining days from the prior fiscal year not to exceed 30 days in a fiscal year. If non workdays are counted as military leave, the code should be entered through T&A with a shift code of 4 on these days.

Note: *Entry of this labor code is not yet supported in this application*

LN - Administrative Leave.

LP - Restored Annual leave Account #3. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave accounts #1 and #2 are insufficient, the system will default to this code. At the end of the leave year any remaining balance will be moved to leave code LQ.

LQ - Restored Annual Leave Account #2. If the employee's annual leave balance is insufficient to cover reported annual leave and restored annual leave account #1 is insufficient, the system will default to this code. At the end of the leave year, any remaining balance will be moved to leave code LR.

LR - Restored Annual Leave Account #1. This is the oldest account in the employee's leave record and is the account that will be defaulted to when the annual leave balance is insufficient to cover annual leave reported via time and attendance. At the end of the leave year of forfeiture, any balance remaining in this account will be forfeited and cannot be restored again.

LS - Sick Leave. This code can also be used to advance sick leave. This code when used with an injury number will be counted as one (1) day of COP. Note: * For employees on donated leave for "self emergency" this code must be input and the system will convert to donated.

LT - Absence because of a traumatic injury covered under the provisions of Continuation of Pay (COP). Requires injury number. Do not use on date of injury. (SEE LU).

Note: Entry of this labor code is not yet supported in this application

LU - Date Of Injury. Hours of non-work due to traumatic injury, chargeable to administrative leave. Do not use after date of injury. (SEE LT) Do not use injury number. May be reported without hours if applicable.

Note: Entry of this labor code is not yet supported in this application

LV - Excused absence on a regularly scheduled workday such as excused absence due to tardiness. Employee may be excused for tardiness under Title 5, but the period excused is not includable under FLSA.

LW - Educators' non-work day during the school year. School breaks such as Christmas AND Thanksgiving when they are not working but receive prorated pay.

LY - Time off award (leave) given in lieu of cash award. (Up to scheduled hours biweekly per year - on regular employee would be 80 hrs).

Overtime Hours

OA – Additional FLSA Hours. This code is used when the hours are considered "hours of work" under FLSA only. This includes time spent traveling during regular hours of work on a non-work day; law enforcement officers' lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 Rule is applicable (the other 16 hours payable are reported as OX or OU.)

OC - Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. DCPS will determine which shift is payable to ungraded employees who work overtime callback.

ON – Scheduled Overtime Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave or on date of death.

OS - Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by DCPS. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate in DCPS. If the overtime was worked on a non-workday, the shift code from the previous workday is used to compute the overtime rate in DCPS.

OU - Unscheduled overtime. Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officers' additional hours worked

for which an annual premium is paid for administratively uncontrollable hours. Night Differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by DCPS.

Premium Hours

The following codes are defined as Premium Hour codes within ATAAPS:

CC - Compensatory Time Callback - Input the actual time worked. If less than the 2 hour minimum, DCPS will calculate the difference between actual time and 2 hours for pay purposes as applicable and will record 2 hours to the compensatory time balance.

CE - Compensatory Time Earned. This is the actual number of hours worked as irregular or occasional overtime that are entered in the employee's compensatory earned account to be used at a later time as compensatory time off.

CR - Religious Compensatory Time Earned. This is time worked at the request of the employee to offset time off for religious reasons. If the religious comp balance is a credit amount, the time worked will reduce that credit. If the employee separates with an unused balance, the balance is paid as part of lump sum at the straight time rate.

HC - Holiday work callback during regularly scheduled work hours. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. DCPS will default to the shift code assigned unless a temporary shift override is input.

***Note:** If an employee is scheduled to work on a Sunday, which is also the employee's holiday, the holiday pay type code (H) is input in lieu of the Sunday pay type code (S). DCPS will pay both the Sunday and the holiday.*

HG - Holiday pay for graded employees who work on the holiday.

OA - Additional FLSA Hours. This code is used when the hours are considered "hours of work" under FLSA only. This includes time spent traveling during regular hours of work on a non-work day; law enforcement officers' lunch periods; the eight hours set aside for eating and sleeping for firefighters who work additional shift where the 2/3 Rule is applicable (the other 16 hours payable are reported as OX or OU.)

OC - Callback Overtime. Additional hours of work not scheduled in advance, as defined in FPM 610, on a day when work was not scheduled. This code is also used to report additional hours of work for an employee required to return to his place of work. The actual time worked must be entered to ensure correct calculation of pay. DCPS will determine the difference between the actual time worked on callback and the two hour minimum entitlement under Title 5 and will pay accordingly. DCPS will determine which shift is payable to ungraded employees who work overtime callback.

ON - Scheduled Overtime Not Worked. This entitlement exists when an employee was unable to work scheduled overtime because of military leave, court leave, traumatic injury leave or on date of death.

OS - Scheduled Overtime. Additional work hours scheduled in advance, as defined in FPM 610. Graded employees' night differential, when appropriate, is payable on scheduled overtime. Ungraded employees' shift differential entitlement is determined and set by DCPS. If the overtime was worked on a regularly scheduled workday, the shift code is used to determine the overtime rate in DCPS. If the overtime was worked on a non-workday, the shift code from the previous workday is used to compute the overtime rate in DCPS.

OU - Unscheduled overtime. Additional hours of work not scheduled in advance, as defined in FPM 610. This code is also used to report law enforcement officers' additional hours worked for which an annual premium is paid for administratively uncontrollable hours. Night differential for graded employees is not payable on unscheduled overtime. Shift differential entitlement for ungraded employees is determined and set by DCPS.

Regular Hours

RF - Straight time pay for ungraded employees who work first shift.

RG - Straight time pay for graded employees regardless of scheduled hours worked.

RS - Straight time plus 7.5% shift pay for ungraded employees who work second shift.

RT - Straight time plus 10% shift pay for ungraded employees who work third shift.

Representational Hours

BA - Negotiations

BD - Labor/Management Relationship

BK - Grievance And Appeals Official time allotted employees for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through timecard Format 1 and the SDA.

Sunday Premium

SF - Sunday pay for full-time ungraded first shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday Premium is payable to this employee.

SG - Sunday pay for full-time graded employees when Sunday is a regularly scheduled workday during the administrative workweek. T&A will edit to ensure that Sunday premium is payable to this employee.

SS - Sunday pay, including shift differential, for full-time ungraded second shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday premium is payable to this employee.

ST - Sunday pay, including shift differential, for full-time ungraded third shift employees when Sunday is a regularly scheduled workday. T&A will edit to ensure that Sunday premium is payable to this employee.

Note: *Sunday Premium is not payable on any L* codes.*

GENERAL

Netscape Configuration

The ATAAPS application displays optimally if you use Microsoft Internet Explorer, version 5.X or higher. If you are using Netscape Navigator, version 4.x, make the following configuration changes to improve the display:

Step 1. Open the Netscape Preferences window by selecting **Edit >> Preferences...** from the Netscape menu bar.

Step 2. Select **Fonts** from the **Appearance** category.

Step 3. Change the font size to 10 for both the variable and fixed width fonts.

Step 4. Select the radio button for 'Use document-specified fonts, including Dynamic Fonts.'

Step 5. Click the **OK** button to save the changes.

****Technical Support – Not Applicable to DOE – Only Payroll Customer Service Reps will be contacting DFAS.**

Access to support for the ATAAPS applications is available 24 hours a day, seven days a week, through the DFAS Customer Contact Center at Technology Services Organization, Pensacola (TSO-PE), by the following means:

E-Mail:

- FPE.Customer.Contact.Center@dfas.mil

Fax:

- DSN: 922-1147
- Commercial (850) 452-1147

Telephone:

- DSN: 922-2990, extension 310
- Commercial: (850) 452-2990, extension 310; or (850) 453-4141, extension 310

World Wide Web:

- <https://dfas4dod.dfas.mil/systems/ataaps/>

****Differences Between Web-Enabled and Client-Server ATAAPS – Limited Use at DOE**

The following differences should be noted:

For the Labor Reporting functions:

- Edits and validations occur when the data is saved, not as it is entered. Data entry errors in the Web-enabled version, , unlike the client-server version, will not be displayed as the data is entered.

- Injury reporting and military leave reporting are not available in the Web application. Consequently, LU, LT, and LM type hours are not available for selection in the type hour drop down nor is the temporary shift override code 4 available for input. However, once the information has been input through the client/server application, it is displayed in the Web-enabled 14-day labor window as view only.
- Employees with a status code of C - COP Light Duty are not allowed to enter T&A and labor data through the Web-enabled application. However, if labor has been entered through the client/server application, users have view only capability of the data through the Web-enabled application.
- Temporary shift override reporting is not available. Temporary shift override reporting will be accomplished through the client/server application. However, once the information has been input through the client/server application, it is displayed in the Web-enabled 14-day labor window as view only.
- Users do not have the capability to view the SSN of the employee selected in the 14-Day Labor Reporting module.
- Clicking the **Refresh** button causes the Web-enabled application to redisplay the records in the database as of the last save. If you make a mistake during data entry, click the **Refresh** button to restore the data entry screen; do not use the Web browser **Back** button.
- A new sub-total of the summary window, Reported Against the Schedule, is provided to show the hours reported against the schedule comprised of regular and leave type hours.

For the Personnel Management functions:

- Several areas of Personnel Management are limited to displaying employee information. These areas are: team assignment, roster assignment, employee type, employee status, traumatic injury number, reporting work center and permanent tour information.
- A summary window has been added, to allow display of employee information at one time.