

ATAAPS Overview

Revised 8-1-03

GENERAL INFORMATION:

- Owned/maintained by: DOD, Technology Services Organization, Pensacola, FL
- Application hosted: DOE Headquarters, Office of the CIO
- Two Environments: (1) Client Server and (2) Web Access by Remote Site Users
- Roles in ATAAPS:
 - Employees – input and review their own labor data (limited to designated organizations)
 - Timekeepers – input labor for multiple employees and other actions, e.g., move employees between teams
 - Certifiers/Alternate Certifiers – certify T&A
 - System Administration – create and process interface files
- Deadlines For Input:
 - File is certified and submitted by Monday night of pay week; corrections can be made on Tuesday and Wednesday and resubmitted.
 - First pass of data to payroll will run on Wednesday night.

Update 8/1/03: Certification must be complete by 4:00 p.m. EST on the Tuesday following the end of the pay period. Late submissions and corrections for the pay period must be submitted by Wednesday 4:00 p.m. EST.

SUMMARY OF CHANGES:

- Web-based in lieu of DOS-based.
- Approving officials will certify T&A electronically.
 - Certifiers cannot change an employee's time in ATAAPS. Only timekeepers and the database administrator can change an employee's time. Update 8/1/03: An employee who records his/her own time can change time in ATAAPS also.
- All hours will be recorded in 15-minute increments.
- Flexible enough to allow timekeepers and/or employees to input time.
- ETACs will no longer need to consolidate timekeepers' information and transmit a file to Payroll.
- Downloading new versions of the T&A system is no longer needed.
- Use of default labor and favorites may reduce input by timekeepers.
- New codes for recording T&A are listed in ATAAPS Help.

CONTINUED PRACTICES:

- Time will continue to be recorded by whoever is currently recording the time.
- ATAAPS accommodates different types of work schedules, i.e., AWS, 4/10.
- Procedures for requesting leave remain the same.

TRAINING:

- Just in time training to begin during the June timeframe.
- Focus is on a half-day class format (hands-on training).
- Train the trainer approach – ETACs to train timekeepers/certifiers.
- Training to be held at the following locations:
 - DOE Headquarters (Germantown and Forrestal locations)
 - NETL, Pittsburgh, PA
 - WAPA, Lakewood, CO
 - Albuquerque, NM
- Extensive On-line Help in ATAAPS (detailed process instructions)
- Exploring options of recording training session
- Developing guide for ATAAPS
- Setting up access capability for employees to test software
- ATAAPS Demonstrations
 - 6/12 1:00 – 3:00 pm, Germantown Auditorium
 - 6/19 1:00 – 3:00 pm, Forrestal (large) Auditorium

REGISTRATION:

Check the ESS website (<https://mis.doe.gov/ess/>) for class availability. To register for ATAAPS training, contact your Training Coordinator to register you for Course Code #001076 and the appropriate session number as listed below via the Corporate Human Resources Information System (CHRIS) (<http://chris.inel.gov>). Training material will be available in June on the CHRIS web site at <http://chris.inel.gov/payroll>

Training Schedule

ATAAPS training will be conducted at the following sites. The morning sessions will be held from 8:00 a.m. to 12:00 noon, and the afternoon sessions will be held from 1:00 p.m. to 5:00 p.m.

DOE Headquarters, Germantown, MD, Room C-208

Date	AM Session # In CHRIS	PM Session # In CHRIS
06/09		0058
06/10	0015	0016
06/11	0017	0018
06/23	0043	0044
06/24	0045	0046
06/25	0047	0048
06/26	0049	0050
06/27	0051	0052

DOE Headquarters, Washington, DC, Room GE-016

Date	AM Session # In CHRIS	PM Session # In CHRIS
06/12	0019	0020
06/13	0021	
06/17	0035	0036
06/18	0037	0038
06/19	0039	0040
06/20	0041	0042

NETL, Pittsburgh PA, Room 922A

Date	AM Session # In CHRIS	PM Session # In CHRIS
06/03	0009	0010
06/04	0011	0012
06/05	0013	0014

WAPA, Lakewood, CO, Room 390

Date	AM Session # In CHRIS	PM Session # In CHRIS
06/17	0025	0026
06/18	0027	0028
06/19	0029	0030 (this session is restricted for WAPA employees only)