

ATAAPS Time Card Coding for Family First Coronavirus Response Act (FFCRA) Leave (Updated Instructions)

Enclosure 1

ATAAPS Menu			Notifications 
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Act Type	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Cost Center	Change UIC - W8BRAA
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		
	Leave/Premium Request Approval - 0		

Last Successful Login Date: 2020-03-16 12:45:54 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0

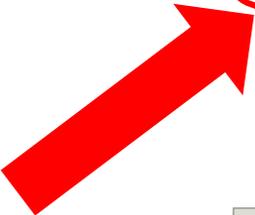
Log in to your service's ATAAPS portal and navigate to the ATAAPS Menu as shown above.

Air ATAAPS Link: <https://af.ataaps.csd.disa.mil/>

Army ATAAPS Link: <https://ataaps.csd.disa.mil/>

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ATAAPS Menu			Notifications 
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Act Type	Defaults/Favorites Maintenance
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Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		
	Leave/Premium Request Approval - 0		



Click on "Labor".

Last Successful Login Date: 2020-03-16 12:45:54 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0

Enclosure 1

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Employee Information

Logged In As: SCOTT, DARYL G

UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29

2020-Mar-29 ▼



PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No [View Leave](#)

Employee Hours

				March/April	29	30	31	1	2	3	4	5	6	7	8	9	10	11	
Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU													

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Click on "InsertRow".

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Apr-12 2020-Apr-12 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

				April	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
	Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	40117745	DEFAULT		LV		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Buttons: Save, DeleteRow, CopyRow, Diff/Haz/Oth, InsertRow, Refresh, Summary, Create LU

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Select "DEFAULT" for the Job Order.

Select "LV" for the Type Hr.

Enter the number of hours the employee spent in a FFCRA Leave status on each date.

In Air ATAAPS, select "STANDARD" for the Job Order.

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Apr-12 2020-Apr-12 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

						April	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
		Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total				
<input type="checkbox"/>			40117745	DEFAULT		LV		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00			
						Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
						Reported to Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Save						DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU												

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Click "Save".

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

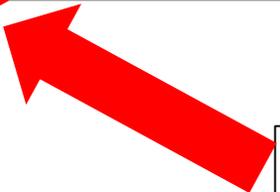
Begin Pay Period: 2020-Apr-12 2020-Apr-12 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

						April	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total	
		Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total		
<input type="checkbox"/>			40117745	DEFAULT		LV		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	80.00		
						Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
						Reported to Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU															

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Click "NtDiff/Haz/Oth".

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

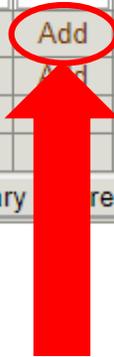
Begin Pay Period: 2020-Apr-12 2020-Apr-12 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

				April	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
	Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	40117745	DEFAULT		LV		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Sub Acct				NtDiff															0.00
User Data				Hz/Oth		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add		
				FLSA		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add		
				Scheduled Hours	0.00		8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
				Reported to Scheduled Hours	0.00		8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary create LU



Click "Add" in the Hz/Oth row.

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FFCRA Reason Codes and Descriptions

FFCRA Eligibility Reason	ATAAPS Leave Code	ATAAPS Reason Code
Reason #1	The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19	DX
Reason #2	The employee has been advised by a health care provider to self-quarantine related to COVID-19	DX
Reason #3	The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.	DX
Reason #4	The employee is caring for an individual subject to a quarantine or isolation order or self-quarantine	DY
Reason #5	The employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons	DY or DZ (DZ is for FMLA Title I Eligible Employees Only)
Reason #6	The employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health condition specified by the U.S. Department of Health and Human Services.	DY

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Menu | Logout | Help ?

Extended Labor Attributes

Employee Information

Employee: SCOTT, DARYL G

Date: 6/22/2020

Job Order: DEFAULT

OP Code:

Type Hours: ExcAdsnc

Reason:

DX	Employee is eligible for pay at 100%
DY	Employee is eligible for pay at 2/3
DZ	Title I Employee is eligible for pay at 2/3

Reason Remove Cancel

June/July	21	22	23	24	25	26	27	28	29	30	1	2	3	4
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<input checked="" type="checkbox"/>												

“DX” is used for situations in which the employee is eligible for 100% of the rate of pay.

“DY” is used for situations in which the employee is eligible for 2/3 of the rate of pay.

“DZ” is used for FMLA Title I employees for situations under Reason #5 only. It pays at 2/3 of the rate of pay.

Put check marks in these boxes to code multiple days.

Scroll down the menu until you find: “DX, DY, or DZ,” highlight the appropriate option, then click “Reason.”

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

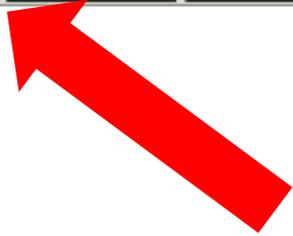
Begin Pay Period: 2020-Jun-21 2020-Jun-21 << >> PayPeriod

NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No View Leave

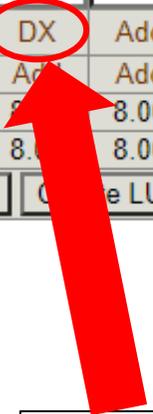
Employee Hours

						June/July														
						21	22	23	24	25	26	27	28	29	30	1	2	3	4	Total
Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total		
40117745	DEFAULT		LV		8.00	8.00	8.00	8.00	8.00									40.00		
Sub Acct		NtDiff																0.00		
User Data		HZ/Oth			DX	Add	Add	Add	Add											
		FLSA			Add	Add	Add	Add	Add											
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
Reported to Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Close LU



Click "Save".



Note the appearance of "DX, DY, or DZ" in the Hz/Oth row.

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Enclosure 1

Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Jun-21 2020-Jun-21 << >> PayPeriod

NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No [View Leave](#)

Employee Hours						June/July	21	22	23	24	25	26	27	28	29	30	1	2	3	4	Total
	Cost Center	Job Order	Act Type	Type Hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>	40117745	DEFAULT		LV			8.00	8.00	8.00	8.00	8.00									40.00	
	Sub Acct			NtDiff																	0.00
	User Data			HZ/Oth			DX	Add	Add	Add	Add										
				FLSA			Add	Add	Add	Add	Add										
				Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00	
				Reported to Scheduled Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	

Repeat this process as necessary for other dates.

You will notice that the Hz/Oth row isn't visible when you return to this timecard from viewing other screens. Click the "NtDiff/Haz/Oth" button to confirm the "Hz/Oth" coding.

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Click "Menu".

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Jun-21 2020-Jun-21 << >> PayPeriod

NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

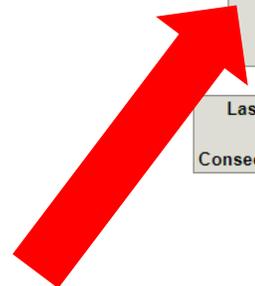
						June/July		21	22	23	24	25	26	27	28	29	30	1	2	3	4	
						Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>			Cost Center	Job Order	Act Type	LV		8.00	8.00	8.00	8.00	8.00										40.00
Sub Acct						NtDiff																0.00
User Data						HZ/Oth		DX	Add	Add	Add	Add										
						FLSA		Add	Add	Add	Add	Add										
						Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
						Reported to Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Click "Menu" to return to the ATAAPS Menu.

ATAAPS Menu			Notifications 
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Act Type	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Cost Center	Change UIC - W8BRAA
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		
	Leave/Premium Request Approval - 19		

Last Successful Login Date: 2020-03-16 13:07:38 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0



Click "Leave Request".

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Enclosure 1

Employee Information
Logged In As: SCOTT, DARYL G
UIC: W8BRAA
[View Leave](#)

Employee Leave Request Summary
118 items found, displaying 1 to 20.
[First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

ID	Type	Hour	From Date	To Date	From Time	To Time	Duration	Status	Request Date	Print
----	------	------	-----------	---------	-----------	---------	----------	--------	--------------	-------

Export options: [Excel](#) [New Leave Request](#)

Click "New Leave Request".



[New Leave Request](#)

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Repeat this process until you submit leave requests for all time periods coded for “LV – Excused Absence” for FFCRA reasons on your timecards.

Input the dates/times you coded on the timecard for “LV”.

Select the appropriate “Purpose” code.

Enter “FFCRA” and the corresponding “Reason” Number.

Check this box to certify the purpose of the leave.

Click “Submit”.

Request Status: Not Submitted

Type Hours*: LV - Excused Absence

From Date*: 06/22/2020

From Time*: 08 00

To Date*: 06/22/2020

To Time*: 16 30

Total Hours*: Hours 8 Minutes 00

Purpose*: DX - Employee is eligible for pay at 100%

I hereby invoke my entitlement to family and medical leave

FMLA: Select FMLA

Remarks*: FFCRA Reason #1

Certifier(s) Certify: Select Certifier(s)
MOWERY, DANA A
RUNYON, JAN D
SCOTT, DARYL G

Unlisted Certifier Email Address:

I certify that the leave/absence requested above is for a purpose specified by the FFCRA.

Requestor Certification: I understand that I must comply with my employer's policies when requesting leave/approved absence (and provide medical certification, if required) and that failure to do so may be grounds for disciplinary action, including termination.

Submit Back

FFCRA Eligibility Reason	ATAAPS Leave Code	ATAAPS Reason Code
Reason #1	The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19	DX
Reason #2	The employee has been advised by a health care provider to self-quarantine related to COVID-19	DX
Reason #3	The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.	DX
Reason #4	The employee is caring for an individual subject to a quarantine or isolation order or self-quarantine	DY
Reason #5	The employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons	DY or DZ (DZ is for FMLA Title I Eligible Employees Only)
Reason #6	The employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health condition specified by the U.S. Department of Health and Human Services.	DY

These are instructions for Timecard Certifiers

1) If this employee used FFCRA paid leave, then...

2) ...the certifier will place a comment here indicating the use of FFCRA, before...

3) ...certifying the timecard by placing a check mark in this box, and then finally...

4) ...clicking Save.

Menu | Logout | Help ?

Administration: Certify Window

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Employee Information

Logged In As: SCOTT, DARYL G

Roster: 1723 - HRO TECH PERS MGT BR

Begin Pay Period: 2020-Apr-12

Detail	Certify	Concurred	Employee	SSN	AWS Code	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name	Leave	Comment
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BENNETT, TARA L									SCOTT, DARYL G	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BENSON, CHRISTOPHER A									SCOTT, DARYL G	<input checked="" type="checkbox"/>	FFCRA
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DOUGLAS, JUSTIN L									SCOTT, DARYL G	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FEAGIN, CIERYRA D									SCOTT, DARYL G	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	...									SCOTT, DARYL G	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	...									SCOTT, DARYL G	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HONAK...									SCOTT, DARYL G	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MALON...									SCOTT, DARYL G	<input checked="" type="checkbox"/>	

Save Cancel

Leave Request Selection | Premium Request Selection

Enclosure 1