



ATAAPS For OWCP

NGB Regional OWCP Liaison Team
NGB-TN-OWCP

This briefing is
UNCLASSIFIED



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 - W8BKAA
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		

Work Injury (Cont.)



Employee Information

Logged In As: UIC:

Team: 40118287

Employee:

Begin Pay Period: 2018-Jan-07 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No **No Accounting Codes**

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1. Click Create LU tab. It will bring up the Generate Injury Number.
2. Click the date of Injury.

Employee Hours

				October															
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	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	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

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Timekeeping: Labor: Generate Injury Number

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Generate Injury Number

Choose the day of the pay period to generate an injury number:

October	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	

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Timekeeping: Labor

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Employee Information
 Logged In As: [] UIC: []
 Team: 40118287
 Employee: []
 Begin Pay Period: 2018-Jan-07 | 2018-Jan-07 | << >> | PayPeriod
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No No Accounting Codes
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1. Insert the Job Order (Default)
2. Save
3. Click Insert Row

Employee Hours

		October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total		
	Cost Center	Job Order	Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	40117865	[]	[]	LU	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
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	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

Buttons: Save, CopyRow, NtDiff/Haz/Oth, InsertRow, Refresh, Summary

Timekeeping: Labor

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Employee Information
 Logged In As: [] UIC: []
 Team: 40118287
 Employee: []
 Begin Pay Period: 2018-Jan-07 | 2018-Jan-07 | << >> | PayPeriod
 NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No No Accounting Codes
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Employee Hours

		October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	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"/>	40117865	DEFAULT	[]	LU	0.00	8.00	8.00	2.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	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	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00

Buttons: DeleteRow, CopyRow, NtDiff/Haz/Oth, InsertRow, Summary, Create LU

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Work Injury (Cont.)



Timekeeping: Labor

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Employee Information

Logged In As: UIC:

Team: 40118287

Employee:

Begin Pay Period: 2018-Jan-07 | 2018-Jan-07 | << >> | PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No No Accounting Codes

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1. Click NtDiff/Haz/Oth
2. It will give you the drop down box, choose the 4 digit injur #.
3. Save

			October														Total		
Cost Center	Job Order	Act Type	Type	Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
40117865	DEFAULT		LU					2.00											2.00
Sub Acct																			
User Data																			
40117865	DEFAULT		LT						2										0.00
Sub Acct																			
User Data																			
Injury Number																			
Hz/Oth																			
FLSA																			
Scheduled Hours																			
Reported to Scheduled Hours																			

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Work Injury (Cont.)



Timekeeping: Labor

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Once you get to this screen you will click Save.

Employee Information

Logged In As UIC

Team: 40118287

Employee:

Begin Pay Period: 2018-Jan-07 2018-Jan-07 << >> PayPeriod

NDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No **No Accounting Codes**

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Employee Hours				October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
	Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<input checked="" type="checkbox"/>	40117865	DEFAULT		LU				2.00											2.00
Sub Acct																			
User Data																			
<input type="checkbox"/>	40117865	DEFAULT		LT					2.00										2.00
Sub Acct																			
User Data																			
				Injury Number															
				Hz/Oth															
				FLSA															
				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	0.00	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00

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Timekeeping: Labor

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Employee Information

Logged In As: UIC

Team: 40118287

Employee

Begin Pay Period: 2018-Jan-07 2018-Jan-07 PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No **No Accounting Codes**

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1. Click Insert Row
2. Insert Job Order (Default)
3. Insert Type Hr (RG)
4. Your schedule work hours.
5. Save

Employee Hours

				October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total		
<input type="checkbox"/>	<input type="checkbox"/>	Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input checked="" type="checkbox"/>		40117865	DEFAULT		LU				2.00											2.00	
<input type="checkbox"/>	<input type="checkbox"/>	40117865	DEFAULT	2	LT				2.00											2.00	
<input type="checkbox"/>	<input type="checkbox"/>	40117865	DEFAULT		RG		8.00	8.00	6.00	6.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00	4	
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	8.00	0.00	80.00

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