

## Automated Time Attendance and Production System ATAAPS

### Generate an Injury Number in the Timecard

**Purpose:** Allows a user to create an injury number, for the date when a traumatic injury occurred. This injury is covered under the provisions of Continuation of Pay (COP) and must be authorized before using.

**Role:**

- Timekeeper
- Employee

**Procedure:** Perform the following steps to generate an injury number in the timecard.

[Step 1.](#) Click the **Labor** link on the ATAAPS Menu. **Note:** Employees go to **Step 4** next.

[Step 2.](#) **Timekeepers:** Select the employee's **Team** assignment from the drop-down list, then click the **Team** button, OR use the << >> navigational arrows to select the desired Team. **Note:** The employee does not have this field as a drop-down list.

[Step 3.](#) **Timekeepers:** Select the desired **Employee** from the drop-down list and then click the **Employee** button, OR use the << >> navigational arrows to select the desired employee. **Note:** The employee does not have this field as a drop-down list.

[Step 4.](#) Select the desired **Begin Pay Period** date from the drop-down list, then click the **PayPeriod** button, OR use the << >> navigational arrows to select the desired Begin Pay Period date. **Note:** The default date for the Begin Pay Period field is the current pay period beginning date. Labor can be modified for past pay periods by an employee and/or a timekeeper, if the site allows Retroactive labor entry. Contact the ATAAPS site point-of-contact for details on Retroactive labor as it relates to the organization.

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

[Step 6.](#) Click the link for the **date/day** the traumatic injury occurred. **Note:** Selecting the date/day of the traumatic injury causes a line to automatically be inserted into the timecard with the Cost/Work Center and the LU (Traumatic Injury) Type Hour populated.

[Step 7.](#) Complete the following on the **timecard**:

Field	Required Optional Conditional	Comments
Job Order	R	Click the <b>drop-down</b> and select the appropriate Job Order to be charged. <b>Note:</b> Job Orders are associated with Work Centers. If an employee selects a Job Order from the drop-down list that is not associated with the selected Work Center, the following message displays: "Job Order/Work Center combination is invalid." A different Work Center or Job Order must be selected in order for the combination to be valid.
Act Type or Op Code	C	Click the <b>drop-down</b> and select the appropriate Act Type/Op Code to be charged. <b>Note:</b> If the Act Type/Op Code is used at the site, it can be a Required or Optional field. Check with the ATAAPS site point-of-contact for instructions on using this code.
Hours	R	Enter the number of <b>hours</b> of absence for the LU Type Hour on the day when the injury occurred. <b>Note:</b> The LU Type Hour can have zero hours recorded against it if the employee worked the entire shift before being treated for the traumatic injury.

[Step 8.](#) Click the **Save** button. **Note:** An injury number is automatically generated and stored in the database for the employee when the Date of Traumatic Injury entry is saved. An injury number may be viewed in Personnel Management on the injury screen. Until the Date of Traumatic Injury transaction (LU) is entered, no traumatic injury hours may be reported for the 45 calendar days of Continuation of Pay.

[Step 9.](#) Click the **InsertRow** button to enter a line in the timecard and record traumatic injury hours for the Continuation of Pay.

[Step 10.](#) Complete the following on the **timecard**:

Field	Required Optional Conditional	Comments
Job Order	R	Click the <b>drop-down</b> and select the appropriate Job Order to be charged. <b>Note:</b> Job Orders are associated with Work Centers. If an employee selects a Job Order from the drop-

		down list that is not associated with the selected Work Center, the following message displays: "Job Order/Work Center combination is invalid." A different Work Center or Job Order must be selected in order for the combination to be valid.
Act Type or Op Code	C	Click the <b>drop-down</b> and select the appropriate Act Type/Op Code to be charged. <b>Note:</b> If the Act Type/Op Code is used at the site, it can be a Required or Optional field. Check with the ATAAPS site point-of-contact for instructions on using this code.
Type Hour	R	Click the drop-down and select the <b>LT</b> (Traumatic Injury) Type Hour. <b>Note:</b> <b>LT</b> is used to record hours for the Continuation of Pay for days after the actual date of the injury.
Hours	R	Enter the number of <b>hours</b> being charged against the <b>LT</b> Type Hour code.

[Step 11.](#) Click the **Save** button. **Note:** The message "Injury Number is required" displays with an arrow pointing to the hours recorded for LT.

[Step 12.](#) Click the **NtDiff/Haz/Oth** button.

[Step 13.](#) Click the drop-down on the **Injury Number line** for the date when the LT was recorded, and select the applicable Injury Number. **Note:** The first two digits of the Injury Number represent the month when the injury occurred; the second two digits represent the date of the injury. For example Injury Number 0502 indicates the traumatic injury occurred on May 2nd.

[Step 14.](#) Click the **Save** button to save the Injury Number to the LT transaction.

**Note:** When reporting on an employee's Regular Day Off RDO, hours other than zero must be entered. If reporting traumatic injury related type hours (Traumatic Injury (LT), Annual Leave (LA), or Sick Leave (LS)) on the employee's RDO, the injury number is required. If reporting any of these traumatic injury related type hours on an employee's RDO causes reported hours to exceed scheduled hours, certification is permitted for employees on a fixed tour. Employees on a non-fixed tour must be temporarily changed to a fixed tour in order to certify.