ATAAPS Employee Quick Reference Guide

Enter Labor

1. Click the *Labor* link on the ATAAPS Menu screen.
2. (Optional) Click the *drop-down* next to the Pay Period field and select the desired Pay Period. Then, click the *Pay Period button*. **Note**: By default the current Pay Period displays. If corrections need to be made to prior timecards (retroactive labor), select the desired Pay Period from the list and click the *Pay Period button*.
3. Click the *InsertRow* button. **Note**: If Default Labor is run for your organization, the timecard is pre-populated with the daily hours from your Tour of Duty.
4. Click the *drop-down* next to the Work/Cost Center field and select a Work/Cost Center if charging a Work/Cost Center other than the "home" Work/Cost Center.
5. Click the drop-down next to the *Job Order/Task* and select the desired Job Order/Task.
6. Click the *drop-down* next to the Op Code/Act Type and select the desired Op Code/Act Type. **Note**: This field may not be required by your organization.
7. Click the *drop-down* or *hand icon* next to the Type hr field and click the 2-letter code for the desired type hours.
8. Enter the number of hours worked for each day of your tour. **Note**: Time is entered in HH.MM format. Partial hours can be entered in ¼ (e.g., 1.15, 1.30, 1.45) hour or 1/10 hour (e.g., 3.06; 3.12, 3.18, 3.24, 3.30, 3.36, 3.42, 3.48, 3.54) increments.
9. Click the *InsertRow* or select a checkbox next to a line of labor on the timecard and click the *CopyRow* button to add a row for the next Type Hour to be entered. **Note**: Each Type Hour (e.g., RG, LA, LS, etc.) needs a separate row for labor entry. If entering Leave, click the View Leave link on the Employee Information window to view a snap shot of leave balances.
10. Click the *Save* button after entering all hours.

View Leave Balances:

1. From the *Employee Information* window, click the View Leave link. **Note**: Only those leave codes with balances display. The information presented is for informational purposes, this does not display real-time leave balances.

Concur Time

1. If you are on the *Labor window, Employee Information* box, click the *Concur* link. **Note**: On the Employee Information window, next to the word concur, either No or Yes displays indicating whether the timecard for that period has been concurred or not.

<div align="center">OR</div>

2. Click the *Labor/Leave Review* link on the ATAAPS Main Menu.
3. Verify that the hours entered are correct.
4. Select the *checkbox* next to the statement stating that you agree with the labor charges.
5. Click the *OK* button. **Note**: If changes are made to the timecard after it has been concurred, you will have to concur the timecard again.

Enter an FMLA/Family Friendly Reason Code

1. Follow the steps for entering labor.
2. If you have entered a Type Hour (e.g., LS) and need to identify a reason for taking that leave, such as FMLA, Family Friendly, or Disabled Veteran Leave click the *Nt/Diff/Haz/Oth* button to expand the timecard.
3. Click the *Add* link below the day requiring the Reason code.
4. Select a *Reason* for the leave from the list.
5. Select any other checkboxes for the days that this reason code is applicable. **Note**: The checkbox for the day on which you clicked the Add link is already selected.
6. Click the *Reason* button. **Note:** The reason code displays below the date selected.
7. Click the *Save* button.

Enter Night Differential

1. Follow the steps for entering labor.
2. Click the *Nt/Diff/Haz/Oth* button to expand the timecard.
3. Enter the *number of hours* for night differential in the NtDiff field for the applicable day.
4. Click the *Save* button. **Note**: If night differential time has not been approved for your tour of duty, or the amount of time entered exceeds the amount of night differential authorized, the error message: "Scheduled Hours Exceeded" displays. The error must be corrected before the timecard can be saved.

Enter Hazard Time

1. Follow the steps for entering labor.
2. Click the *Nt/Diff/Haz/Oth* button to expand the timecard.
3. Click the *Add* link below the day requiring the hazard reason code.
4. Select a *code* from the Hazard list.
5. Select the *checkboxes* for the days this Hazard code is applicable. **Note**: The day the on which the Add link was clicked is already selected.
6. Click the *Hazard* button. **Note**: The Hazard code displays in the Hz/Oth field.
7. Click the *Save* button.

Delete a Row of Time

1. Click the *checkbox* on the far left side next to the row to be deleted.
2. Click the *DeleteRow* button.

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Enter FLSA Codes NN/NE
Note: The NN/NE codes must be manually entered into ATAAPS if the site uses LMP/CATS. For these sites, it is recommended that the NN/NE codes be entered in ATAAPS after the last labor interface file for the pay period has been run so that the labor codes are not overwritten, but prior to the SDA process.
1. Click the *Labor* link on the ATAAPS Menu.
2. Enter *time* (regular, leave, or premium hours worked for the week while on TAD, TDT, or TDY. **Note:** While NN/NE do not have labor hours associated directly with them, these codes can only be entered on a week where there is labor reported.
3. Click the *NtDiff/Haz/Oth* button.
4. Click the *Add* link under the labor day on the FLSA row of the timecard where the NN/NE code should be applied. **Note:** The *Add* link does not display on the FLSA row unless labor has been added on the timecard.
5. Select *NE* (Paid Exempt from FLSA) or *NN* (Paid Nonexempt from FLSA) from the FLSA list. **Note:** Additional records must be reported on the same day as records containing NN or NE.
6. Click the *Save* button.
7. Click the *NN/NE hyperlink* to view the description of the NN/NE code. **Note:** To remove the NN/NE selection, click the *NN/NE hyperlink* on the timecard, then click the Remove button.

Enter Teleworking Codes
1. Click the *Labor* link on the ATAAPS Menu.
2. Enter the *regular* time worked.
3. Click the *NtDiff/Haz/Oth* button.
4. Click the *Add* link on the Haz/Oth line below the day requiring the telework reason code.
5. Select a *Telework code* from the Reason list.
6. Select the *checkboxes* for the days this *Telework* code is applicable. **Note**: The day the on which the Add link was clicked is already selected.
7. Click the *Reason* button. **Note**: The *Telework* code displays in the Hz/Oth field.
8. Click the *Save* button.

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Enter Union Representational Codes
1. Click the *Labor* link on the ATAAPS Menu.
2. Enter the *time* (Regular, Premium, Administrative Leave) worked.
3. Click the *NtDiff/Haz/Oth* button.
4. Click the *Add* link on the Haz/Oth line below the day requiring the Union Representational reason code.
5. Select a *Union Representational code* from the Reason list.
6. Select the *checkboxes* for the days this *Union Representational* code is applicable. **Note**: The day the on which the Add link was clicked is already selected.
7. Click the *Reason* button. **Note**: The *Union Representational* code displays in the Hz/Oth field.
8. Click the *Save* button.

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Enter Disabled Veteran Leave Code
1. Click the *Labor* link on the ATAAPS Menu.
2. Enter the *Sick Leave time* to be used for Disabled Veteran Leave.
3. Click the *NtDiff/Haz/Oth* button.
4. Click the *Add* link on the Haz/Oth line below the day requiring the Disabled Veteran Leave reason code.
5. Select the PW – Disabled Veteran Leave *code* from the Reason list.
6. Select the *checkboxes* for the days this *Disabled Veteran Leave* code is applicable. **Note**: The day the on which the Add link was clicked is already selected.
7. Click the *Reason* button. **Note**: The *Disabled Veteran Leave* code displays in the Hz/Oth field.
8. Click the *Save* button.

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Enter Weather and Safety Leave Code
1. Click the *Labor* link on the ATAAPS Menu.
2. Enter the *Administrative Leave time* to be used for Weather/Safety Leave.
3. Click the *NtDiff/Haz/Oth* button.
4. Click the *Add* link on the Haz/Oth line below the day requiring the Weather/Safety Leave reason code.
5. Select the PS – Weather/Safety Leave *code* from the Reason list.
6. Select the *checkboxes* for the day(s) the *Weather/Safety Leave* code is applicable. **Note**: The day the on which the Add link was clicked is already selected.
7. Click the *Reason* button. **Note**: Weather/Safety Leave code displays in the Hz/Oth field.
8. Click the *Save* button.

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Enter Physical Fitness Leave Code
1. Click the *Labor* link on the ATAAPS Menu.
2. Enter the *Administrative Leave time* to be used for Physical Fitness Leave.
3. Click the *NtDiff/Haz/Oth* button.
4. Click the *Add* link on the Haz/Oth line below the day requiring the Physical Fitness Leave reason code.
5. Select the PF – Physical Fitness Leave *code* from the Reason list.
6. Select the *checkboxes* for the day(s) the *Physical Fitness Leave* code is applicable. **Note**: The day the on which the Add link was clicked is already selected.
7. Click the *Reason* button. **Note**: Physical Fitness *Leave* code displays in the Hz/Oth field.
8. Click the *Save* button.

Error Messages:
1. Labor Duration Not Entered – A line was inserted for labor, but no time was entered. Delete the line if not needed, or enter the appropriate amount of time.
2. Scheduled Hours Exceeded – The time entered for a particular day exceeds the amount allowed for your Tour of Duty.
   Invalid Hour Entries – Fractional hours for time were input incorrectly (entered 2.50 instead of 2.30 – Hours.Minutes format for ATAAPS).

Create a Leave Request
Note: The site must have the Leave Request module turned on in order for the employees to create Leave Requests in ATAAPS.
- Click the *Leave Request* link on the ATAAPS Menu.
- Click the *New Leave Request* button on the Leave Request Summary screen.
- Enter the following **Required** fields:
   - Type Hours
   - From Date
   - From Time (Hours and Minutes)
   - To Date
   - To Time (Hours and Minutes)
   - Total Hours (Hours and Minutes)
- Based on the Type Hour selected, the *Purpose* field may be required.
- If *Other* is selected as a Purpose, then an explanation in the Other field is required.
- Select the *checkbox* to invoke *FMLA* if the leave has been approved for that purpose and is set up in payroll.
- If the FMLA checkbox is invoked, click the drop-down arrow and select the *FMLA* reason.
- Use *Remarks* to enter any comments about the Leave Request for the Certifier.
- Select one or more *Certifiers from the Certifier(s) to Notify* field, to receive an e-mail that the Leave Request has been submitted and needs action to be taken on it.
- Manually enter an *e-mail address* in the Unlisted Certifier Email Address field if another person should receive an e-mail notification about the Leave Request.
- Click the *checkbox* for "I Certify that the leave/absence requested above is for the purpose(s) indicated."
- Click the Submit button.

- **Note:** To avoid Warning Messages, ensure that any Purposes selected on the Leave Request are also entered on the timecard, as applicable (i.e., FMLA, Family Friendly, union representational, etc.).
- **Note:** If a Leave Request was created and submitted for a Leave Type Hour which did not require a mandatory Leave Request to be created, validations between the timecard and the Leave Request form are invoked and Warning Messages display as applicable.
- If the Leave Request form is not needed for the scenario selected, cancel the request. Validations are not invoked because the Leave Request form isn't required, and the Warning Messages do not display.

Create a Premium Request by Labor Date
Note: The site must have the Premium Request module turned on in order for the employees to create Premium Requests in ATAAPS.
- Click the *Premium Request* link on the ATAAPS Menu.
- Click the *New Premium Hours Request* button on the Premium Request Summary screen.
- Ensure the **By Labor Date** radio button is selected.
- Enter the following **Required** fields:
   - Type Hours
   - Labor Date
   - From Time (Hours and Minutes)
   - To Time (Hours and Minutes)
   - Duration (Hours and Minutes)
   - Justification (the reason the Premium time is needed)
- Select one or more *Certifiers from the Certifier(s) to Notify* field, to receive an e-mail that the Premium Request has been submitted and needs action to be taken on it.
- Manually enter an *e-mail address* in the Unlisted Certifier Email Address field if another person

should receive an e-mail notification about the Premium Request.

- Click the *Submit* button.

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Create a Premium Request by Pay Period
Note: The site must have the Premium Request module turned on in order for the employees to create Premium Requests in ATAAPS.

- Click the *Premium Request* link on the ATAAPS Menu.
- Click the *New Premium Hours Request* button on the Premium Request Summary screen.
- Ensure the **By Pay Period** radio button is selected.
- Enter the following **Required** fields:
    o Type Hours
    o Pay Period
    o Duration (Hours and Minutes)
    o Justification (the reason the Premium time is needed)
- Select one or more *Certifiers from the Certifier(s) to Notify* field, to receive an e-mail that the Premium Request has been submitted and needs action to be taken on it.
- Manually enter an *e-mail address* in the Unlisted Certifier Email Address field if another person should receive an e-mail notification about the Premium Request.
- Click the *Submit* button.

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Note: If a Premium Request was created and submitted for a Premium Type Hour which did not require a mandatory Premium Request to be created, validations between the timecard and the Premium Request form are invoked and Warning Messages display as applicable.
If the Premium Request form is not needed for the scenario selected, cancel the request. Validations are not invoked because the Premium Request form isn't required, and the Warning Messages do not display