



DEFENSE INFORMATION SYSTEMS AGENCY (DISA)

**AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM
(ATAAPS)**

Timekeeper, Certifier, and Supervisor

How To Guide

**DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
AUTOMATED TIME, ATTENDANCE, AND PRODUCTION SYSTEM (ATAAPS)
Time and Attendance How To Guide**

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INTRODUCTION

INTRODUCTION

This How To Guide serves as a desk guide to be used during the training process and to be used for reference once training has been completed. Reading this guide does not substitute for attending training! Copies of the guide are available for trained users.

ATAAPS is a **Windows-based application** that provides an electronic front-end data collection system that gives the user:

1. Single source input for **daily time and attendance (T&A) and labor and production (L&P)** data.
2. Real-time data entry validation.
3. Electronic certification of **T&A reports**.
4. Electronic leave concurrence by individual employees.
5. Interface with various other systems, such as cost accounting and payroll.
6. On-line T&A and L&P report generation.
7. Electronic Filing and retrieval of historical T&A and L&P data.

ATAAPS has **4 types** of users and each type requires specific training. Each person will require the “Individual Employee Labor Reporting” training but any additional training you need will depend on your “role”.

- | | |
|----------------|----------------|
| 1. Employees | 3. Supervisors |
| 2. Timekeepers | 4. Certifiers |

ATAAPS has **11 Main Window Applications**. You will be allowed to perform task on window applications that you have access to. Your ICON selections will have “**colored buttons**”. If not, your buttons will be “grayed out”.

ATAAPS is an **exception-based** system. Since employees will be processing T&A and L&P on a daily basis, a primary timekeeper or alternate timekeeper will be assigned to process T&A and L&P when an employee is absent on leave, TDY, etc.

WINDOW APPLICATIONS:

Timekeeper Review Window: The Timekeeper Review Window is used primarily by the timekeeper for an organization to view a team’s time and attendance (T&A) records, by employee. **Only those individuals who have been properly designated as primary supervisors or as timekeepers in ATAAPS are authorized access to this window.**

Personnel Management Window: This window is used to add a new employee; assign a tour of duty for an employee; assign an employee to a team; assign an employee to a time and attendance certification roster; specify an employee type; authorize an employee to charge labor to specific project(s); specify default project(s) for an employee; identify an employee’s employment status; identify an employee’s work schedule (i.e. full-time, part-time, intermittent, etc.); identify the length of temporary appointment(s); and to specify a traumatic injury date.

Certification Window: The Certification Window is used to certify an employee's time and attendance records. Only those individuals who have been properly designated as primary or alternate certifiers in ATAAPS are authorized to certify time and attendance records.

An employee is **NOT authorized** to certify time and attendance records for him/herself.

If as a supervisor you certify your employees' time for the pay period, you will need the certifier training. Additionally, if as a supervisor you also enter time for other employees that you are responsible for, you will also benefit from the Timekeeper training tools.

HOW TIMEKEEPERS/SUPERVISORS/CERTIFIERS ARE SETUP IN ATAAPS?

1. A timekeeper and/or additional alternate timekeepers are assigned to each team in the Team Window.
2. The timekeepers do not need to be a member of the team for which they are assigned as Timekeeper.
3. Timekeepers review team time and attendance.
4. Timekeepers control what project employees can report labor for.
5. Timekeepers provide employee authorization to charge labor to a project.
6. The timekeeper can add a new employee to their team(s)
7. Timekeeper can be responsible for entering time and attendance for other people on their team or within the organization.
8. A primary supervisor is assigned to each team in ATAAPS.
9. Individuals who have been properly designated as primary or alternate certifiers are authorized to do so through the ATAAPS. (Controlled by the ATAAPS system administrator).

NOTE: The use of a T&A record (specifically, the DISA form 98) will no longer be required. The applicable forms for ATAAPS reporting are the following:

- | | |
|----------------------------|--|
| a. DISA Form 46 | -Overtime/Comptime Work Request and Approval |
| b. Standard Form 71 | -Request for Leave or Approved Absence |
| c. DISA Form 41 | -System Authorization Access Request (SAAR)- New Users Only |

**NO GO7
LOG ON**

HOW TO LOG ON

1. Double Click on the “ATAAPS” desktop window ICON.
2. The ATAAPS Logon Window appears.
3. At the **User ID**, type: Your user id given.
4. At the **Password**, type: **zxcvbn**.
5. Click On **More>>**. (To get a list of Databases. Since this is the first time that you have opened the ATAAPS Applications).
6. Click On the Database Arrow.
7. Double Click: **hp_ncr1** or **type** in hp_ncr1 (this is our designated Database). Other appropriate information will automatically be filled in for you.
8. Now **Click OK**.

Logon to: hp_ncr1

Enter a User ID and password to log onto Automated Time, Attendance and Production System (ATAAPS).

User ID: andersop

Password: *****

Database: hp_ncr1

DBMS: Q73 ORACLE v7.3

DataSource: hp_ncr1

Server: @tns:hp_ncr1

DBParm:

OK

Cancel

LOG ON/LOCK OUT PROBLEMS

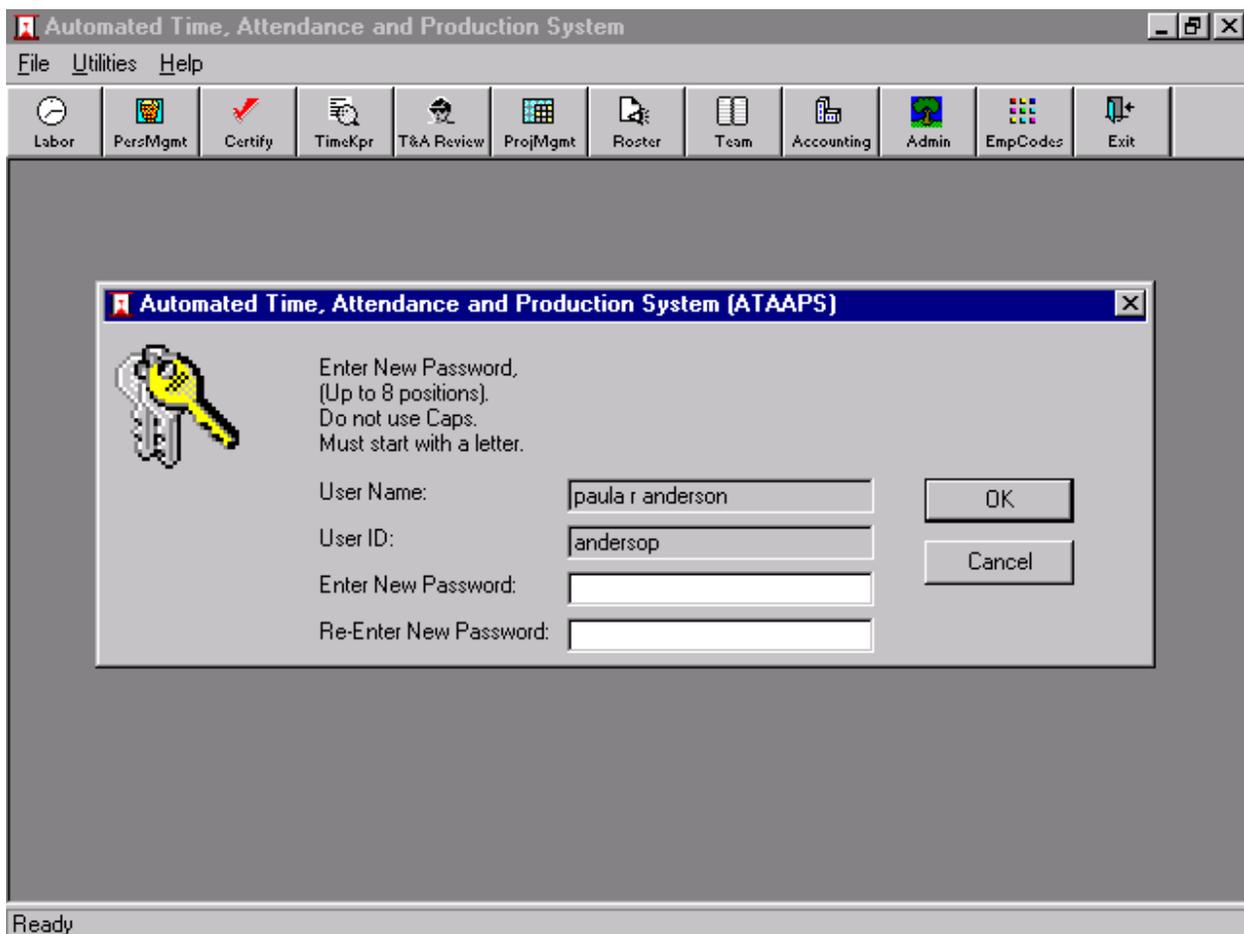
Time and Attendance Points of Contact (T&A POC) will assist employees with **log on/lock out** problems first. If unable to resolve, T&A POC will forward problem to Payroll Customer Service Office (D13) via the **Payroll** email account. D13 Payroll will work problem and provide resolution and/or follow-up directly to employee via email with copy to T&A POC. (See common error messages and resolution on page 37.)

CHANGE YOUR PASSWORD

HOW TO CHANGE YOUR PASSWORD

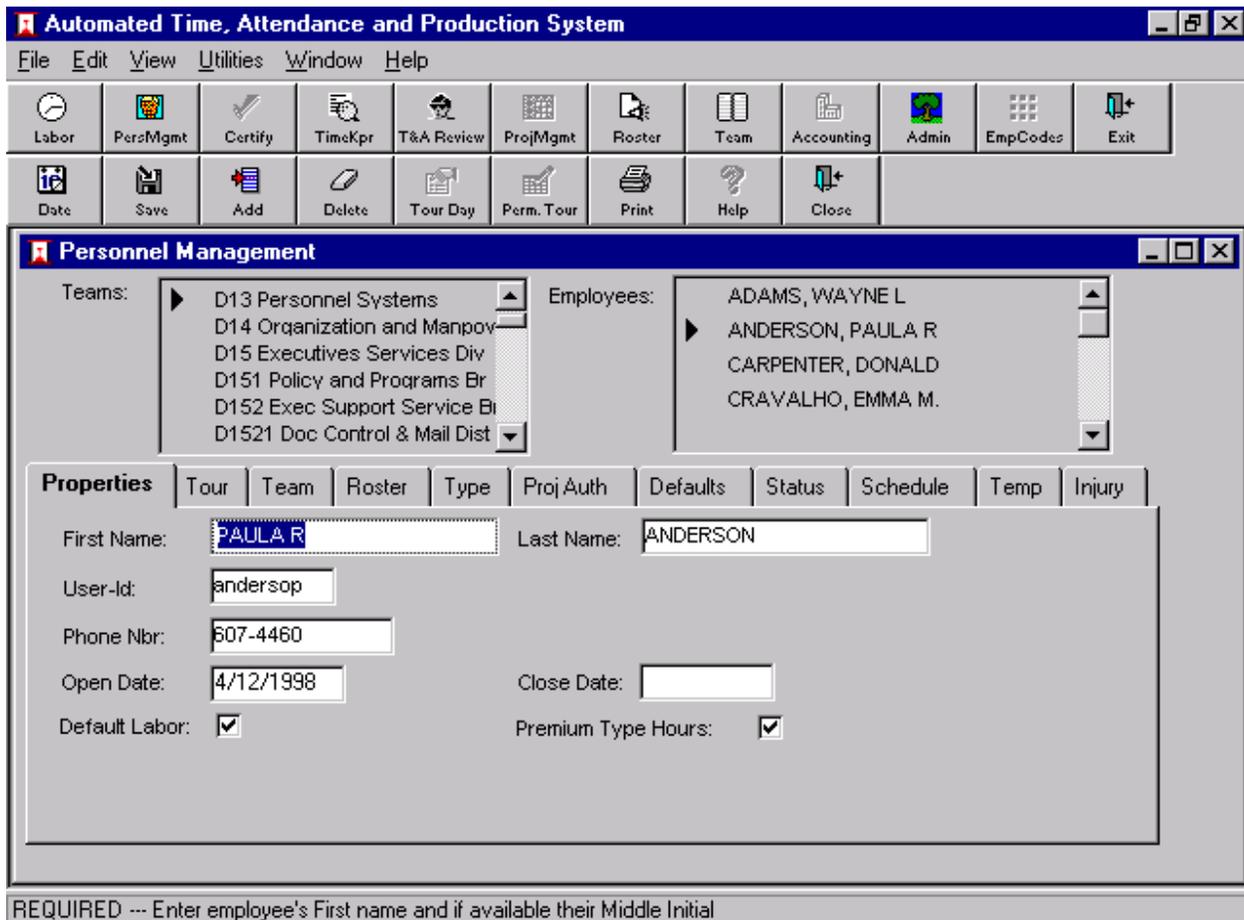
1. From the application menu, select: Utilities.
2. Click **Change Password**.
3. A Window appears. (see below)
4. Enter Your **New Password**: Up to 8 Positions. **Do Not Use Caps**. Must start with a letter. No symbols allowed.
5. **Re-enter** New Password for confirmation.
6. Click **OK**.

NOTE: The CAPS Lock Key cannot be on when changing password.



PERSONNEL MGMT WINDOW

WHAT IS THE PERSONNEL MGMT WINDOW?



The Personnel Management Window is used to:

- Add a new employee
- Assign a tour of duty for an employee
 - Establishing a Normal “Permanent” Tour of Duty for an Employee
 - Establishing a “Temporary” Tour of Duty for an Employee
- Assign an employee to a team
- Assign an employee to a time and attendance certification roster
- Specify an employee type
- Authorize an employee to charge labor to specific project(s)
- Specify default project(s) for an employee
- Identify an employee’s employment status
- Identify an employee’s work schedule (i.e. full-time, part-time, intermittent, etc.)
- Identify the length of temporary appointment(s)
- Specify a traumatic injury date

Properties Tab (Personnel Management Window)

Use this tab to add a new employee to the database or to change information relative to that employee.

Automated Time Attendance ar

File Edit View Utilities Window Help

Labor PersMgmt Certify TimeKpr T&A Review ProjMgmt Roster Team Accounting Admin EmpCodes Exit

Date Save Add Delete Tour Day Perm. Tour Print Help Close

Personnel Management

Teams: D111 D112 D12 Military Personnel D13 Personnel Systems D14 Organization and Manpow D15 Executives Services Div

Employees: ADAMS, WAYNE L ANDERSON, PAULA R CARPENTER, DONALD CRAVALHO, EMMA M.

Properties Tour Team Roster Type Proj Auth Defaults Status Schedule Temp Injury

First Name: PAULA R Last Name: ANDERSON

User-Id: andersop

Phone Nbr: 607-4460

Open Date: 4/12/1998 Close Date:

Default Labor: Premium Type Hours:

Ready - finished retrieving employee data

Adding a New Employee

To add a new employee to the ATAAPS database, perform the following steps. Note, however, that when adding a new employee, some of the data fields on the various tabs are automatically populated. To simplify the add process, this data is being replicated from the employee record performing the add action. If any of the displayed data is incorrect, enter the correct information before continuing to the next data field or tab.

1. Click on the *PersMgmt* Button, which opens the *Personnel Management Window*.
2. Click anywhere within the Properties Tab.
3. Click on the **Add** button, which opens the Add New Employee-Basic Details Window.
4. Complete the entries in that window. The specific fields on this window(as well as on the Properties Tab) are:

First Name. *Required.* Enter the employee's first name (in ALL CAPS) and if available, his or her middle initial. If you input initial no periods (.) should follow.

Last Name. *Required.* Enter the employee's last name (in ALL CAPS) and if applicable, suffix (i.e. Jr., Sr., III, etc.).

User ID. *Optional.* Enter the employee's user id (usually the same as their LAN ID).

SSN. Required. Enter the employee's Social Security Number

Phone Nbr. Optional. Enter the employee's work-site phone number.

Open Date. Required. Enter the date this employee will start working for this team. The date format is MM/DD/YY.

Close Date. Optional. Enter the last date this employee will work on this team (or his or her termination date). The date format is MM/DD/YY.

Default Labor. Optional. Check this box if you want labor charges to be system-generated for this employee based on his or her default project(s).

Premium Type Hours. Optional. Check this box ONLY if an employee (who is not a supervisor or a timekeeper) is authorized to personally report premium-type hours (such as overtime, comptime, holiday hours worked, etc.) for himself/herself. Employees who are designated as supervisors or timekeepers are automatically granted the authority to report premium time for themselves and for all employees assigned to their team.

Once you have entered the applicable information into this "temporary" window, click OK. The fields on the *Properties Tab* will now be populated with the data you just entered.

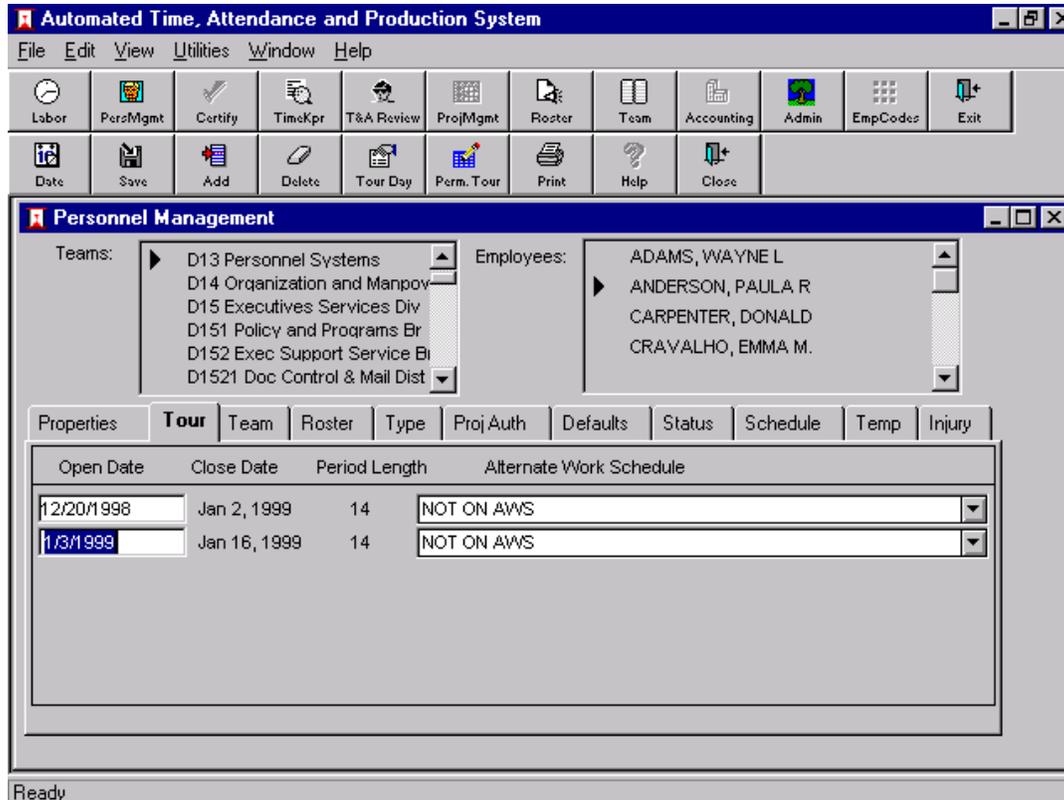
5. You must then:

- a. *Assign a tour of duty* to the employee.
 - (1) Establishing or Modifying a Normal "Permanent" Tour of Duty
 - (2) Establishing a "Temporary" Tour of Duty
- b. Assign the employee to a team
- c. Assign the employee to a T&A certification roster.
- d. Specify an employee type
- e. Authorize the employee to charge labor to specific projects.
- f. Specify default project(s) for the employee.
- g. Identify the employee's employment status.
- h. Identify the employee's work schedule
- i. Identify the length of temporary appointment(s), if applicable.
- j. Specify a traumatic injury date, if applicable.

As stated earlier, ATAAPS uses information about the person who is creating a record for a new employee to generate initial "personnel management"-related data for that new employee. A new employee's tour, team assignment, roster (certification) assignment, employee type, projects authorized, defaults, employee status codes, schedule, and temporary appointment are all built automatically by ATAAPS. It is strongly recommended that ALL of the tabs be reviewed to ensure that the new employee has been assigned the correct employee record data.

Tour Tab (Personnel Management Window)

Use this tab to enter an employee's tour of duty (i.e., scheduled, regular workdays, and the hours scheduled on each regular workday or weekly or biweekly regular work hours).



Assigning a Tour of Duty for an Employee

An employee's tour of duty identifies his or her scheduled days on and off duty, as well as, the number of hours regularly scheduled to work on a daily, weekly, or bi-weekly basis. To assign a tour of duty to an employee:

1. Click on the *PersMgmt* Button, which opens the *Personnel Management Window*.
2. Click on the name of the appropriate team and the name of the appropriate employee assigned to that team.
3. Click on the *Tour Tab*.
4. Click on the **Add** button, which opens up the Select Start Date window. Click on the appropriate start date and then click OK. This action will populate the Open Date, Close Date, and Period Length fields on the Tour Tab.
5. Tab to the Alternate Work Schedule field. Using the drop down list box, click on the appropriate alternate work schedule.
6. Click on the **Save** button to save your entries.

In addition, you will note that two buttons on the toolbar have become active (i.e. Permanent Tour and Tour Day).

Permanent Tour. Click on the **Perm. Tour** button to establish or modify an employee's normal "permanent" tour of duty. This tour will be effective for every pay period. When adding a new employee, the permanent tour will be automatically built. The tour of the person creating the record will be used to create the new employee's permanent tour. **If this tour is not correct for the new employee, click on the Permanent Tour button and a new window will be displayed. Move to the appropriate fields and click to change the tour information that is displayed. When all changes have been made, click OK.**

Tour Day. Click on the **Tour Day** button when you want to assign a "temporary" tour for a particular pay period. A "temporary" tour will only be in effect for the pay period or pay periods shown. You can establish several temporary tours, if needed. After the temporary tour pay period is completed, then the employee's tour will be automatically switched back to his or her "permanent" tour schedule.

Establishing a Temporary Daily Tour of Duty for an Employee

To establish a “temporary” tour of duty for an employee, perform the following steps. This “temporary” tour of duty will remain in effect for the designated pay period(s). Several temporary tours can be established, if needed.

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the name of the appropriate team and then the name of the appropriate employee.
3. Click on the *Tour tab*.
4. Click the **Add** button. On the window that appears, choose the appropriate Start Date then click OK.
5. Click on the ALTERNATE WORK SCHEDULE field and choose the appropriate schedule.
6. Click on the *Tour Day* button, which opens the following window:

Date	Day	Day	Duration	Night Diff	Shift	Sun Prem
1999 Jan 03	Sunday	1	(none)	(none)		
1999 Jan 04	Monday	2	08:00	(none)	0	
1999 Jan 05	Tuesday	3	08:00	(none)	0	
1999 Jan 06	Wednesday	4	08:00	(none)	0	
1999 Jan 07	Thursday	5	08:00	(none)	0	
1999 Jan 08	Friday	6	08:00	(none)	0	
1999 Jan 09	Saturday	7		(none)		
1999 Jan 10	Sunday	8		(none)		
1999 Jan 11	Monday	9	08:00	(none)	0	
1999 Jan 12	Tuesday	10	08:00	(none)	0	
1999 Jan 13	Wednesday	11	08:00	(none)	0	
1999 Jan 14	Thursday	12	08:00	(none)	0	
1999 Jan 15	Friday	13	08:00	(none)	0	
1999 Jan 16	Saturday	14		(none)		

Total Hrs: 80:00

OK Cancel

7. Insert the daily tour of duty by clicking on the DURATION FIELD and choosing the correct number of hours for the day. Insert any authorized night differential and Sunday Premium hours. Also, insert the appropriate shift.
8. Click OK, which returns you to the *Tour tab* of the *Personnel Management Window*.
9. Click the **Save** button to save your entries.

Establishing or Modifying a Permanent Tour Duty for an Employee

To establish or modify a normal “permanent” tour of duty for an employee, perform the following steps. This “permanent” tour of duty will be effective for every pay period.

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the name of the appropriate team and then the name of the appropriate employee.
3. Click on the *Tour* tab.
4. Click on the *Perm. Tour* button, which opens the following window:

Tour Periods			
Open Date	Close Date	Period Length	Alternate Work Schedule
4/12/1998	09/12/1998	14	NOT ON AWS
09/13/1998	09/26/1998	14	NOT ON AWS
09/27/1998		14	NOT ON AWS

Days of Tour Period						
Date	Day	Day	Duration	Night Diff	Shift	Sun Prem
1998 Apr 12	Sunday	1		(none)		
1998 Apr 13	Monday	2	08:00	(none)	0	
1998 Apr 14	Tuesday	3	08:00	(none)	0	
1998 Apr 15	Wednesday	4	08:00	(none)	0	
1998 Apr 16	Thursday	5	08:00	(none)	0	
1998 Apr 17	Friday	6	08:00	(none)	0	
1998 Apr 18	Saturday	7		(none)		
1998 Apr 19	Sunday	8		(none)		
1998 Apr 20	Monday	9	08:00	(none)	0	
1998 Apr 21	Tuesday	10	08:00	(none)	0	
1998 Apr 22	Wednesday	11	08:00	(none)	0	
1998 Apr 23	Thursday	12	08:00	(none)	0	
1998 Apr 24	Friday	13	08:00	(none)	0	
1998 Apr 25	Saturday	14		(none)		

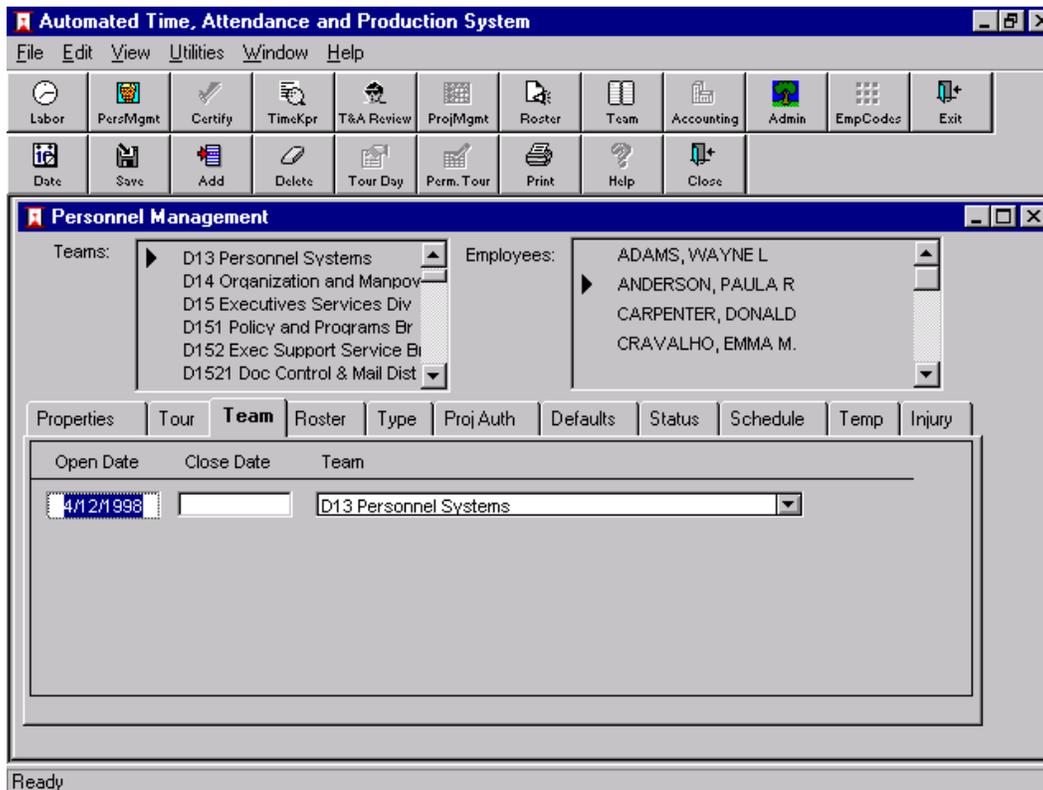
Total Hrs: 80:00

5. Click on the **Add New Tour** button. *NOTE: If there is an existing open tour, you must first insert a close date for that tour.*
6. Enter the appropriate open and close dates for the new tour; the number of days in the pay period; and the appropriate Alternate Work Schedule.
7. Then, insert the daily tour of duty, including any authorized night differential and Sunday Premium hours. Also, insert the appropriate shift codes (for Wage Grade-WG employees only)
8. Click OK, which returns you to the *Tour Tab* of the *Personnel Management Window*.
9. Click on the **Save** button to save your entries.

When a new employee is added to the database, his or her initial “permanent” tour of duty will be automatically built by ATAAPS. The tour of the person who is creating the new record will be used to build the new employee’s initial “permanent” tour.

Team Tab (Personnel Management Window)

Use this tab to assign an employee to a specific group within an Organization Code, Office, or Work Group. This allows for numerous teams that are part of a particular Work Center to be broken down by function for cost accounting or Work Center management.



Assigning an Employee to a Team (Personnel Management Window)

To assign an employee to a team:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Team* tab.
3. Click on the name of the appropriate Team and the name of the appropriate Employee.
4. An employee can be assigned to only one team at any given time. Therefore, you must insert a Close Date on the current open team assignment.
5. Click on the **Add** button.

6. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date the employee will be assigned to a particular team.

Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular Team.

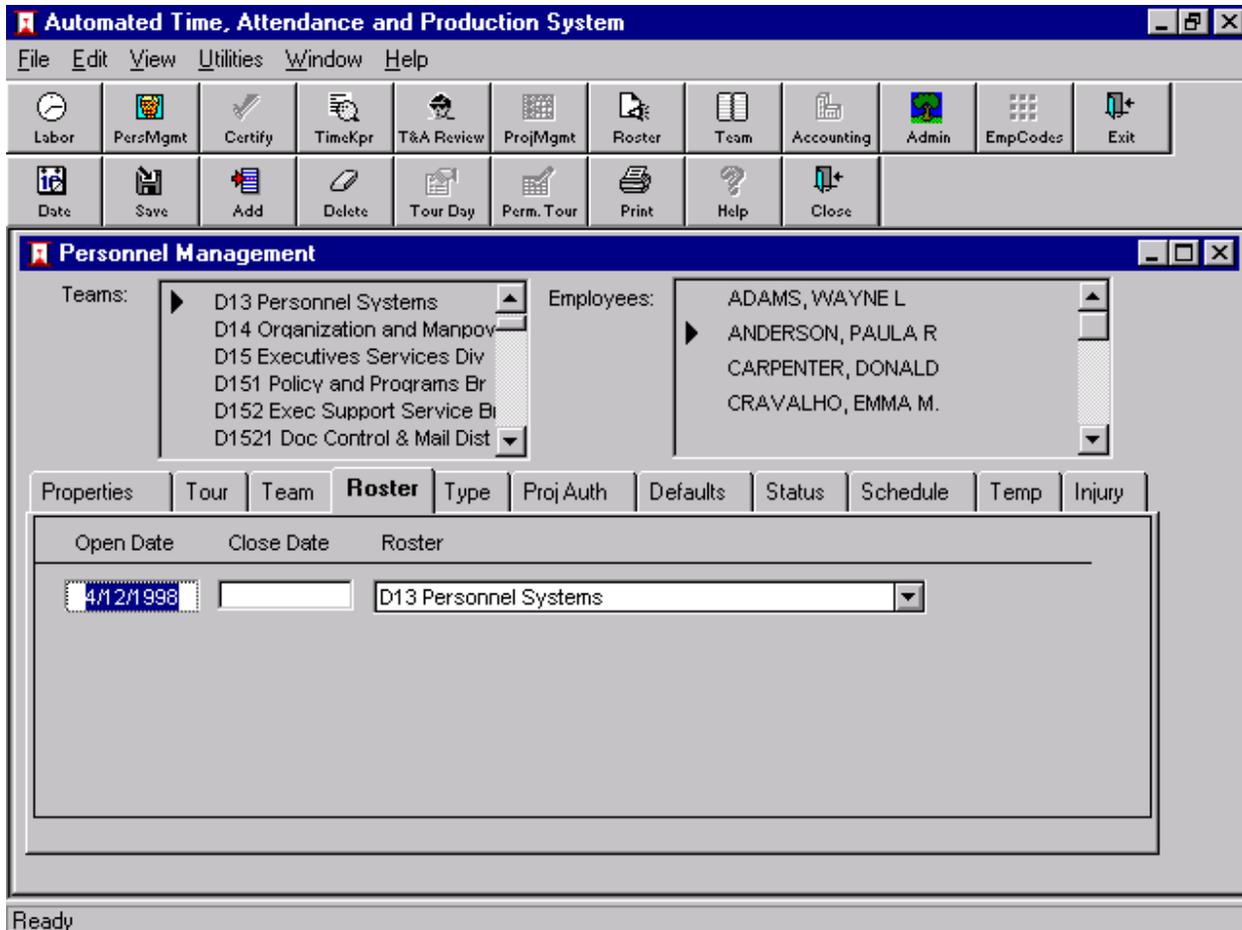
Team. *Required.* Click on the name of the appropriate team.

7. Click on the **Save** button to save your entries.

NOTE: *Once a new employee has been added to the team, you must send an email to the Payroll email account. The email subject should be: NEW ATAAPS EMPLOYEE. In the text section, please include: Employee's Full Name, Social Security Number, Organization Code, LAN User ID, and Telephone number. **MUST** also submit DISA form 41, System Authorization Access Request (SAAR) for all new employees.*

Roster Tab (Personnel Management Window)

Use this tab to assign an employee to a specific group for Time and Attendance certification.



Assigning an Employee to a T&A Certification Roster

To assign an employee to a T&A certification roster:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Roster Tab*.
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date the employee will be assigned to a particular certification roster.

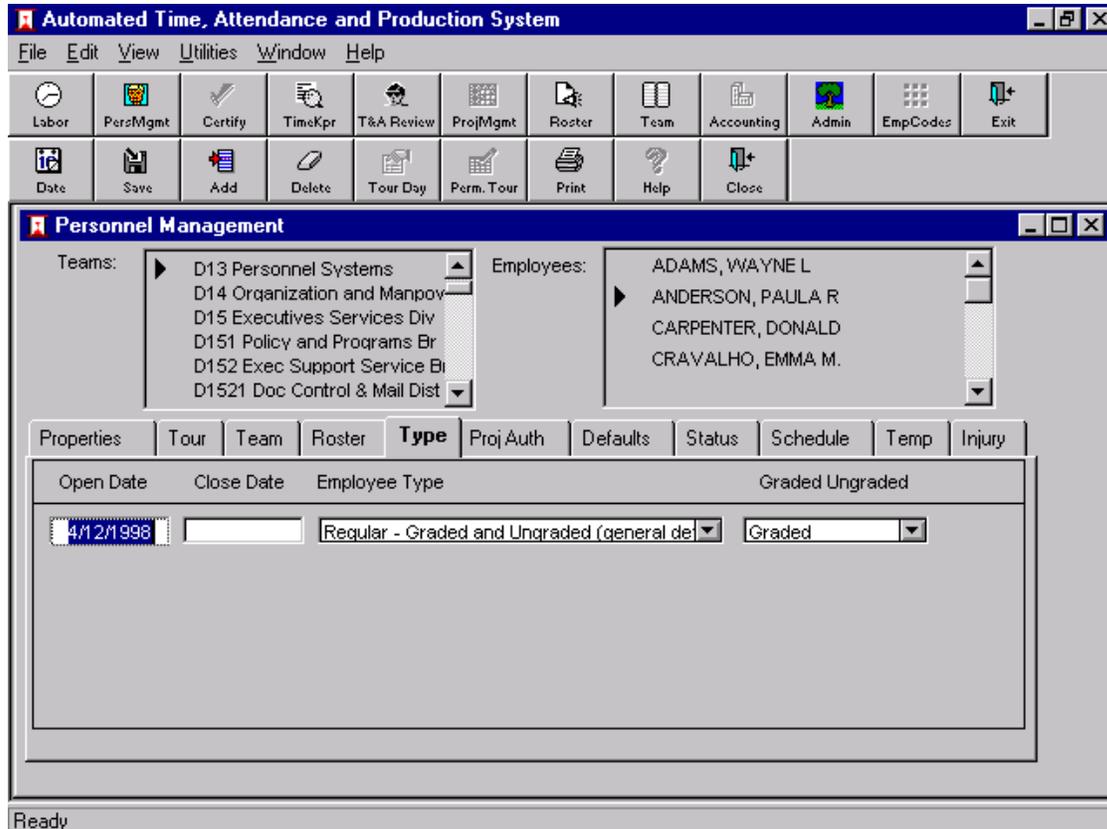
Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular certification roster.

Team. *Required.* Click on the name of the appropriate certification roster.

5. Click on the **Save** button to save your entries.

Type Tab (Personnel Management Window)

Use this tab to assign an employee type code, indicating whether an employee requires unique payroll processing or whether he/she is a regular employee for pay and leave entitlements.



Specifying an Employee Type

To specify an employee type:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Type Tab*.
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date the employee is assigned to a particular employee type code.

Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular employee type code.

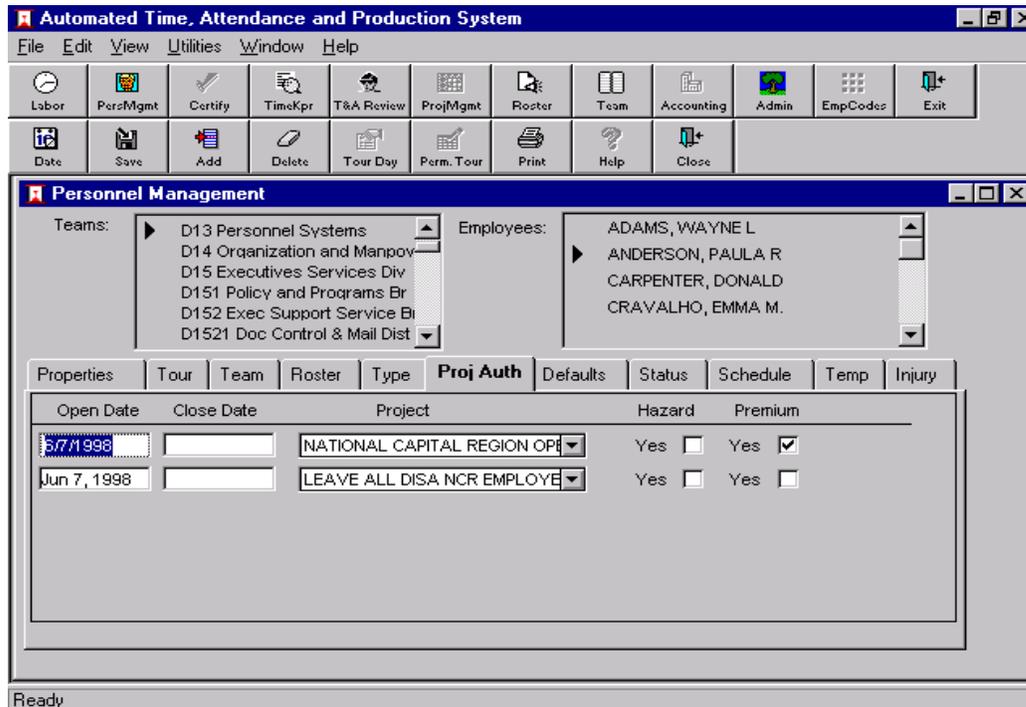
Employee Type. *Required.* Click on the appropriate employee type.

Graded/Ungraded. *Required.* Click on the appropriate designation.

5. Click on the **Save** button to save your entries.

Project Authorization Tab (Personnel Management Window)

Use this tab to authorize an employee to charge labor hours to specific project.



Authorizing an Employee to Charge Labor to a Project

To authorize an employee to charge labor to a particular project:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the name of the appropriate Team and the name of the appropriate employee.
3. Click on the *Project Auth Tab*.
4. Click on the **Add** button.
5. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date the employee may begin charging labor to this particular project.

Close Date. *Optional.* Enter the last date the employee is authorized to charge labor to this particular project.

Project. *Required.* Click on the appropriate project.

Hazard. *Optional.* Check this box if the employee is authorized to charge hazardous duty to this project.

Prem. *Optional.* Check this box if the employee is authorized to charge premium pay-related hours to this project. However, before this authorization can occur, you must authorize premium hours to be charged to the project by accessing the *Properties Tab* of the *Project Management Window*.

6. Click on the **Save** button to save your entries.

Defaults Tab (Personnel Management Window)

Use this tab to assign an employee to one or more default projects, using percentages. The Default Labor Reporting process for reporting labor hours for an employee will then utilize these defaults.

The screenshot shows the 'Automated Time, Attendance and Production System' interface. The 'Personnel Management' window is open, displaying the 'Defaults' tab. The 'Teams' list includes D13 Personnel Systems, D14 Organization and Manpov, D15 Executives Services Div, D151 Policy and Programs Br, D152 Exec Support Service Br, and D1521 Doc Control & Mail Dist. The 'Employees' list includes ADAMS, WAYNE L, ANDERSON, PAULA R, CARPENTER, DONALD, and CRAVALHO, EMMA M. The 'Defaults' tab shows a table with columns: Open Date, Close Date, Project, Type, Hours, Percent, Prime, and Holiday. The table contains two rows of data. The first row has an Open Date of 06/07/98, Close Date of 10/4/2000, Project of LEAVE ALL DISA NCR EMPL, Type of Holiday, Hours of 0, Percent of 0, Prime checked, and Holiday checked. The second row has an Open Date of 5/7/98, Close Date of 10/4/2000, Project of NATIONAL CAPITAL REGION, Type of Regular (Graded), Hours of 100, Percent of 100, Prime checked, and Holiday checked. The Total Percentage is 100.

Open Date	Close Date	Project	Type	Hours	Percent	Prime	Holiday
06/07/98	10/4/2000	LEAVE ALL DISA NCR EMPL	Holiday	0	0	Yes	Yes
5/7/98	10/4/2000	NATIONAL CAPITAL REGION	Regular (Graded)	100	100	Yes	Yes

Total Percentage: 100

If there were no labor hours already reported for the employee, then the default projects and their percentage will be utilized by the Default Labor Process to post labor hours. If there were some labor hours reported, but not enough hours for the employee's complete tour, then the defaults and their percentages will be utilized to post the remaining labor hours.

Specifying Default Projects for an Employee

To specify default projects for an employee:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Defaults Tab*.
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date labor will begin to be charged to this default project.

Close Date. *Optional.* Enter the last date default labor will be charged to this particular project.

Project. *Required.* Click on the appropriate project. (*NOTE: A right click on this field will display additional information about the project, such as job order number, op code, task, etc.*)

Type Hours. *Required.* Click on the appropriate type of hours.

Percent. *Required.* Enter the percentage of time that will be charged to this particular project. *NOTE:* The total of all active percentages must equal 100. When entering a default project for Holiday Leave, enter a 0 in this field.

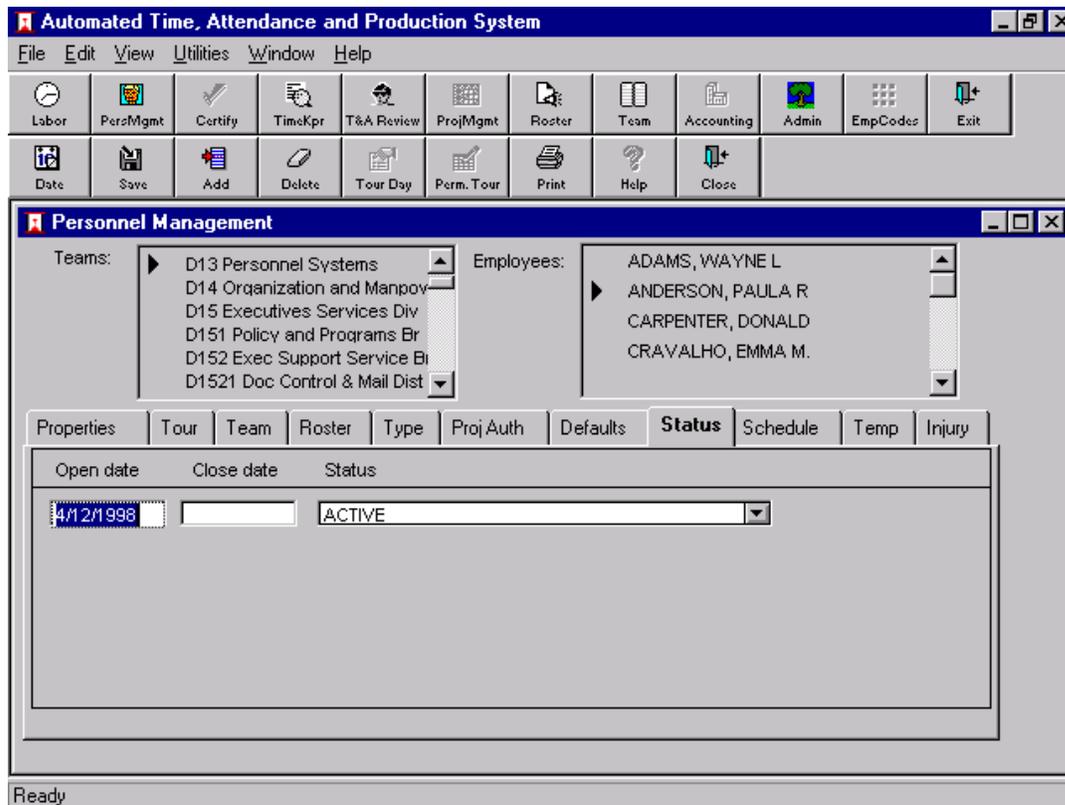
Prime. Check this box if this particular project is to be used by the Default Utility process to capture any fractional labor hours that may remain after the hours have distributed according to the identified percentages. One of the projects **MUST** be identified as the prime.

Holiday. Check this box if this project is to be used by the Default Utility process to report holiday hours against a holiday. If the “Holiday” box is checked, the “Prime” box cannot be checked. You will check this box for projects of LEAVE ALL DISA NCR EMPLOYEES.

5. Click on the **Save** button to save your entries.

Status Tab (Personnel Management Window)

Use this tab to assign an employee status code that identifies the current status of an employee. It indicates whether the employee is active or inactive, receiving severance pay, assigned to light duty, or on an approved long-term absence.



Identifying an Employee's Employment Status

To identify an employee's employment status:

1. Click on the *PersMgmt* button. Which opens the *Personnel Management Window*.
2. Click on the *Status Tab*.
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date the employee will be assigned to a particular status code.

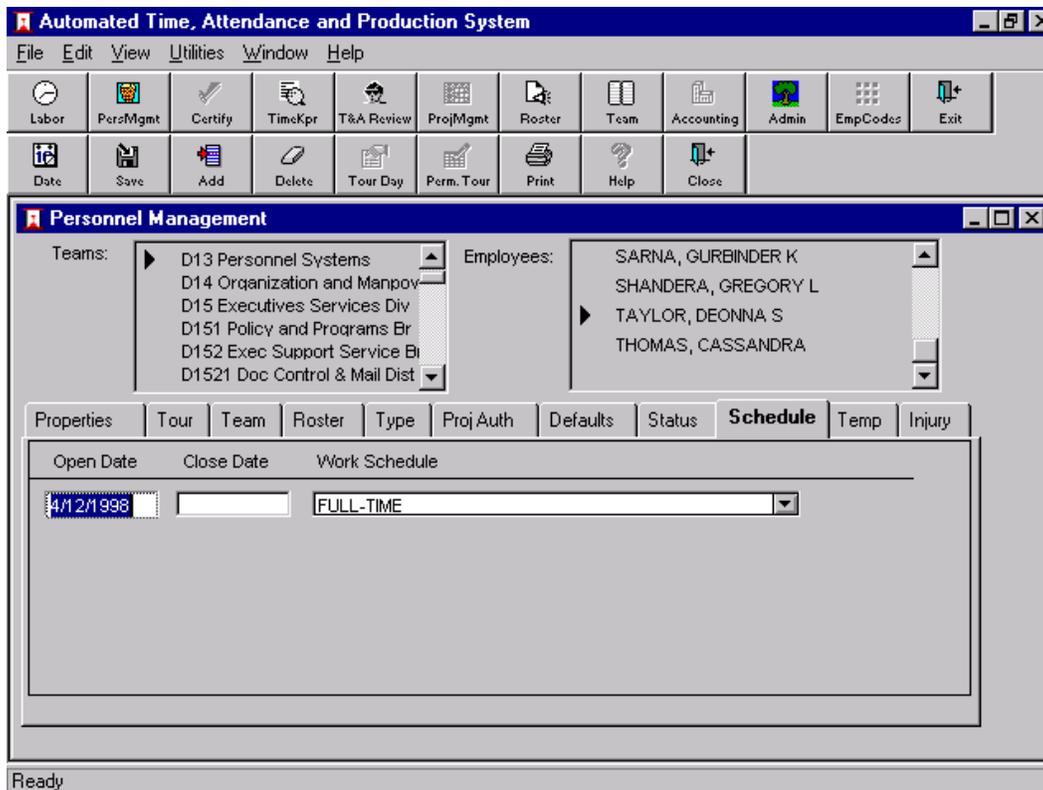
Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular status code.

Status. *Required.* Click on the appropriate status.

5. Click on the **Save** button to save your entries.

Schedule Tab (Personnel Management Window)

Use this tab to identify the work schedule code for an employee (i.e. full time, part time, intermittent, etc..)



Identifying an Employee's Work Schedule

To identify an employee's work schedule:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Schedule Tab*.
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

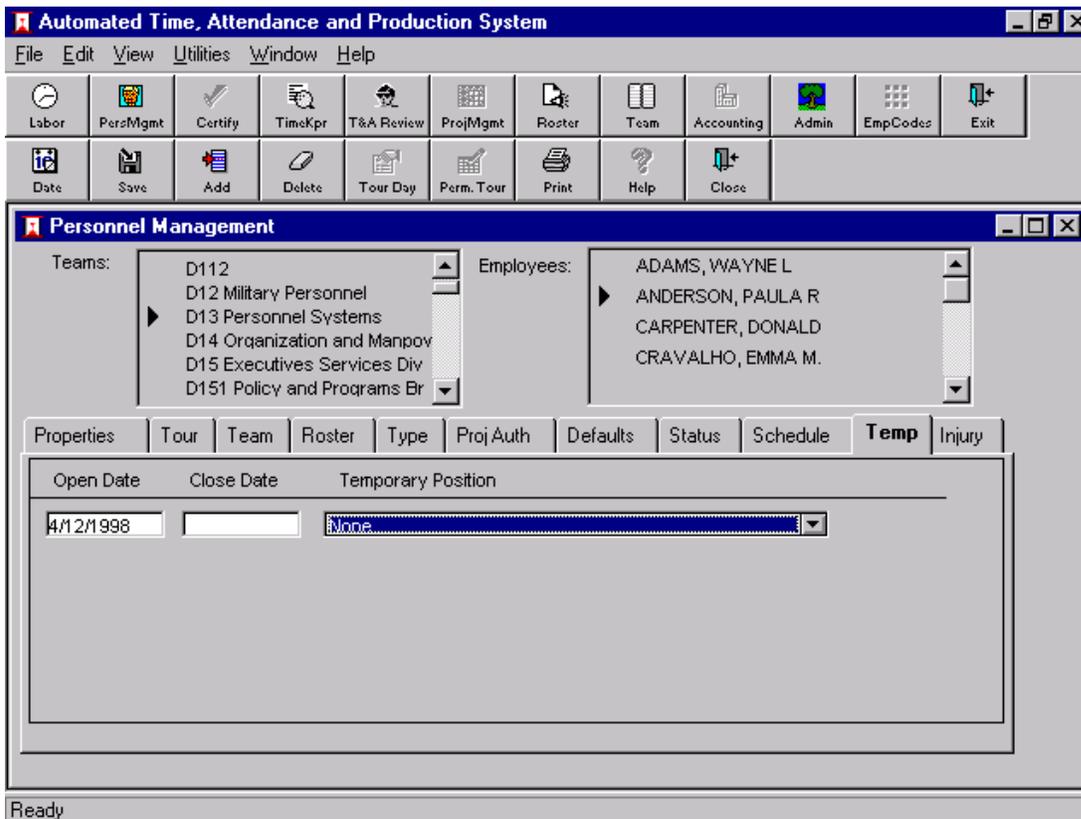
Open Date. *Required.* Enter the date the employee will be assigned to a particular work schedule.

Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular work schedule.

Work Schedule. *Required.* Using the drop down list box, click on the appropriate work schedule.

5. Click on the **Save** button to save your entries.

Temporary Tab (Personnel Management Window)



Identifying Length of Temporary Appointments

To identify the length of temporary appointments:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Temporary Tab*.
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

Open Date. *Required.* Enter the date the employee will be assigned to a particular temporary appointment.

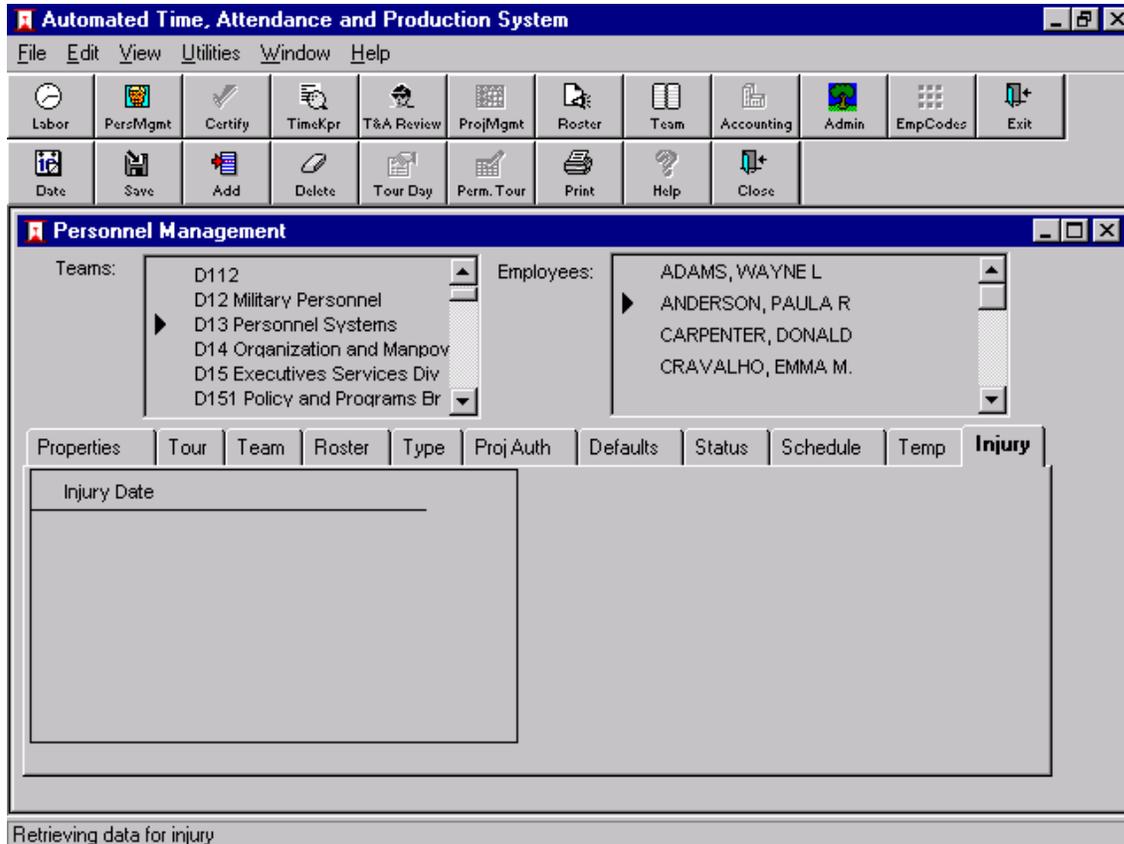
Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular temporary appointment.

Temporary Position. *Required.* Using the drop down list box, click on the appropriate length of time.

5. Click on the **Save** button to save your entries.

Injury Tab (Personnel Management Window)

Use this tab to establish and assign an injury date. The injury date is the date of a traumatic injury chargeable to an administrative type of leave. This injury date is used in conjunction with Type Hour code “LU” in DCPS.



Specifying Traumatic Injury Date

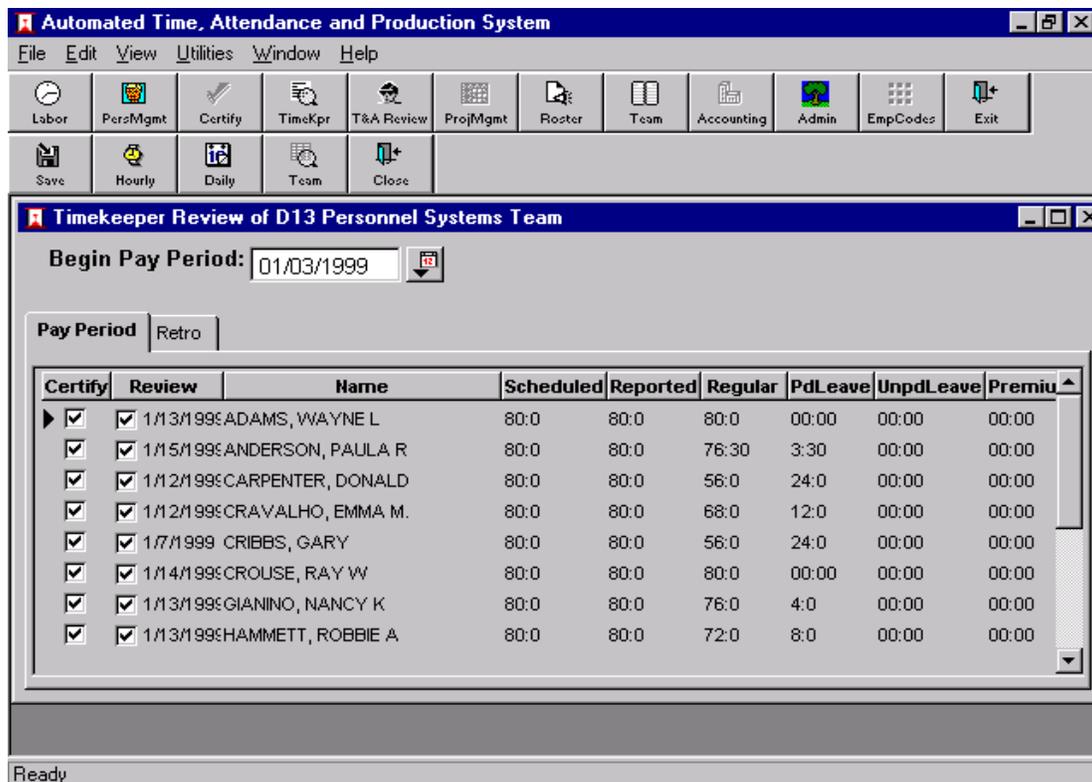
To specify the date of a traumatic injury:

1. Click on the *PersMgmt* button, which opens the *Personnel Management Window*.
2. Click on the *Injury Tab*.
3. Click on the **Add** button.
4. Enter an injury date.
5. Click on the **Save** button to save your entries.

TIMEKEEPER REVIEW WINDOW

WHAT IS THE TIMEKEEPER REVIEW WINDOW?

The Timekeeper Review Window is used primarily by the timekeeper for an organization to view a team's time and attendance (T&A) records, by employee.



The fields displayed in this window are:

- **Certify** – a check mark in this column indicates that the T&A records for the employee have been certified (to certify an employee's T&A record, you must access the *Certification Window*.)
- **Review** – a check mark in this column indicates that the employee has reviewed his/her T&A record; the date beside the column is the date the records were reviewed. (An employee reviews and concurs with his or her own T&A records by accessing the *T&A Review Window*.)
- **Name** – Last and first name of the employee.
- **Scheduled** - The number of regular hours scheduled to be worked by the employee.
- **Reported** - The number of hours (to include leave hours) reported by the employee.
- **Pd Leave** – The number of hours of leave charged (i.e. annual, sick, etc.).
- **Unpd Leave** – The number of hours of non-pay leave charged (i.e. LWOP, suspension, etc.).
- **Premium** - The number of premium hours reported by the employee (i.e. overtime, comptime, etc.).

NOTE: Only those individuals who have been properly designated as primary supervisors or as timekeepers in the Team Management Window are authorized access to this window.

Reviewing T&A Data for All Members of a Team

To review the Time and Attendance (T&A) data for all employees on a team:

1. Click on the *Timekpr* button, which opens the *Timekeeper Review Window*. (**NOTE:** Only those individuals who have been designated as primary supervisor or as timekeeper can review the T&A records for a team.)
2. Click on the *Team* button to select the name of the team whose T&A records you wish to view.
3. Choose the correct **Begin Pay Period** date.
4. Click within the *Pay Period* Tab.
5. To view daily T&A information about an employee, for the designated pay period, click on the name of the employee. Then, click on the *Daily* button, which opens the *Daily Time and Attendance Hours window*. In addition, while this window is open, you can also view or change the specific projects that labor was charged to or adjust the leave by clicking on the *Labor* button located on the second row. **NOTE:** *You can also change the specific projects that labor was charged to or adjust the leave by double clicking on the particular day. (This will launch you into the employee's labor reporting window.)*
6. To view hourly information about an employee, for the designated pay period, click on the name of the employee. Then click on the *Hourly* button, which opens the *Hourly Time and Attendance Hours window*.

NOTE: *Timekeepers should input new employee's T&A for the first pay period:*

1. Click on the *Labor* button
2. Click on the *Select* icon (2nd row; 8th icon; 3 red people)
3. Click appropriate team
4. Click on the 2nd *Select* icon (2nd row; 9th icon; 1 blue person)
5. Click on appropriate name
6. Enter T&A as described in *Employee T&A Guide*

Retro Time and Attendance Processing

All retroactive Time and Attendance **MUST** be done in DCPS and a DISA form 98 is **REQUIRED**. Follow steps below:

1. Log on to DCPS (DISANet; Service Agency Applications)
2. At the main menu, choose selection #2.
3. Type in employee's ssn
4. Type the pay period end date you would wish to make the change in (i.e. 12 19 98—you can go back as far as 13 pay periods.) (Format--MMDDYY), press Enter.
5. Go to the week and day you need to make the change ('WK' and 'DY' will be blue)
6. Type **c** in the 'AC' column.
7. Type your leave or regular hours code in 'TYP HR' (i.e. if employee took annual leave but they were recorded as regular hours, you would change the RG code to LA)
8. Type amount of hours (if it changed) in 'HOURS'.
9. Once all changes have been made, press Enter. (NOTE: if you are making partial changes – meaning you are changing the hours from 8/9 to hours less than 8/9—press F9.)

U99.10 T&A TIMECARD FORMAT 1 02/09/99

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME									
S1000000	0004	S10000	D13	226 82 2504	12 19 98	ANDERSON PAULA R									
SUP DATE	EFF	10/11/98	EMP	STA	CD	A	GR/UNGR	IDC	G	EMP TYP	CD	R	WKD	SCD	F
SCD DATE	EFF	11/22/98	TA	STA	CD	A	JON							AMS	0
		SUN	MON	TUE	WED	THU	FRI	SAT					PLTN	ROT	
TOUR (WK 1)		.00	8.00	8.00	8.00	8.00	8.00	.00							
TYP HRS/SFT		0	RG 0	RG 0	RG 0	RG 0	RG 0	0							
NIGHT DIFF		.00	.00	.00	.00	.00	.00	.00							
TOUR (WK 2)		.00	8.00	8.00	8.00	8.00	8.00	.00							
TYP HRS/SFT		0	RG 0	RG 0	RG 0	RG 0	RG 0	0							
NIGHT DIFF		.00	.00	.00	.00	.00	.00	.00							
AC	WK	DY	HR	HOURS	JOB	ORDER	E/H	LST	TEM	NIGHT	INJ	ALT			
							OTH	HR	SFT	DIFF	NO	IDC			
-	1	2	LA	8.00	S999000D13				N						
-	1	3	LA	8.00	S999000D13				N						
-	1	4	LA	8.00	S999000D13				N						
-	1	5	LA	8.00	S999000D13				N						
-	1	6	LA	8.00	S999000D13				N						
c	2	2	La	4.00	S201000D13				N						
-	2	3	RG	8.00	S201000D13				N						
-	2	4	RG	8.00	S201000D13				N						

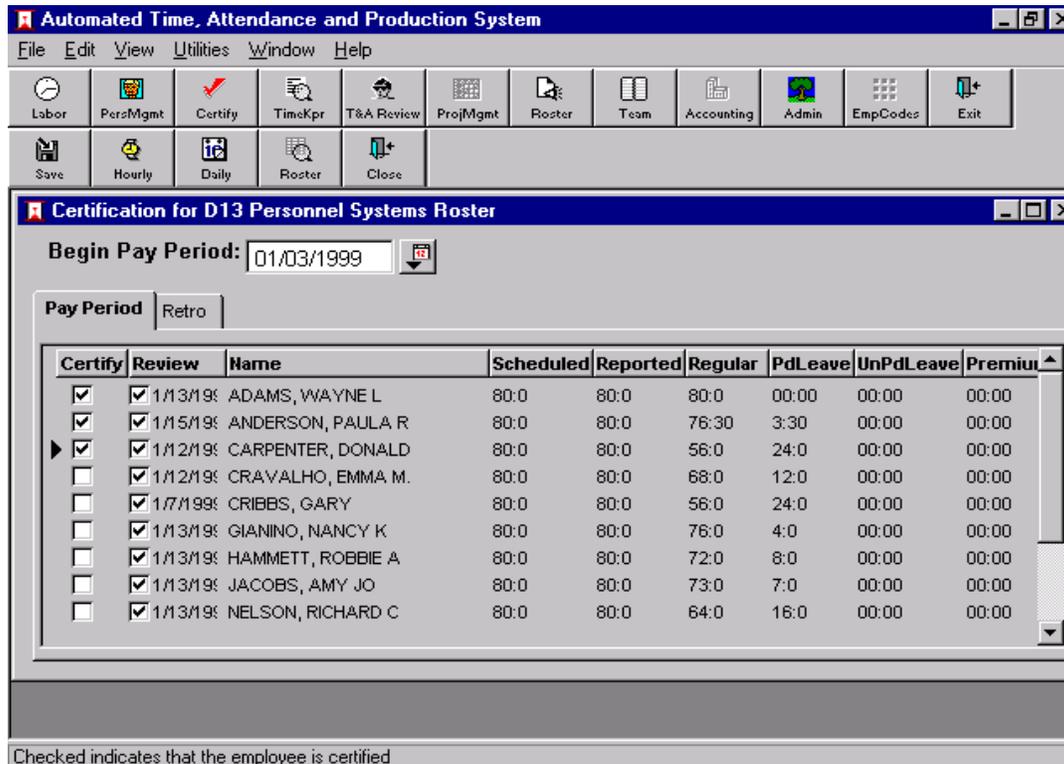
2090 MORE T/A AVAILABLE

1 Sess-2 163.249.245.5 TZSC2FA7 20/18

CERTIFICATION WINDOW

WHAT IS THE CERTIFICATION WINDOW?

The Certification Window is used to certify an employee's time and attendance records.



The fields displayed on this tab are:

- **Certify** – a check mark in this column indicates that the T&A records for the employee have been certified (to certify an employee's T&A record, you must access the *Certification Window*.)
- **Review** – a check mark in this column indicates that the employee has reviewed his/her T&A record; the date beside the column is the date the records were reviewed. (An employee reviews and concurs with his or her own T&A records by accessing the *T&A Review Window*.)
- **Name** – Last and first name of the employee.
- **Scheduled** - The number of regular hours scheduled to be worked by the employee.
- **Reported** - The number of hours (to include leave hours) reported by the employee.
- **Pd Leave** – The number of hours of leave charged (i.e. annual, sick, etc.).
- **Unpd Leave** – The number of hours of non-pay leave charged (i.e. LWOP, suspension, etc.).
- **Premium** - The number of premium hours reported by the employee (i.e. overtime, comptime, etc.).

NOTE: Only those individuals who have been properly designated as primary or alternate certifiers can certify T&A Records. An employee is NOT authorized to certify his/her own time and attendance records.

Certifying Time and Attendance Data

To certify time and attendance (T&A) records for an employee:

1. Click on the *Certify* button, which opens the *Certification Window*. (**NOTE:** Only those individuals who have been designated as primary or alternate certifiers are authorized to certify T&A records.)
2. Choose the correct **Begin Pay Period** date.
3. Choose a particular certification roster by clicking the **Roster** button, which opens the *Roster Selection List* window.
4. Click on the *Pay Period Tab*.
5. Click, to place a check mark, in the **Certified** field for each employee whose T&A records are being certified.
6. To view the daily records for an employee, scroll up or down to that employee's name and then click on the **Daily** button, which opens up the *Daily Time and Attendance Review* window. To view the hourly records for an employee, scroll up or down to that employee's name. Then, click on the **Hourly** button, which opens the *Hourly Time and Attendance Review* window.
7. Click on the **Save** button to save your entries.

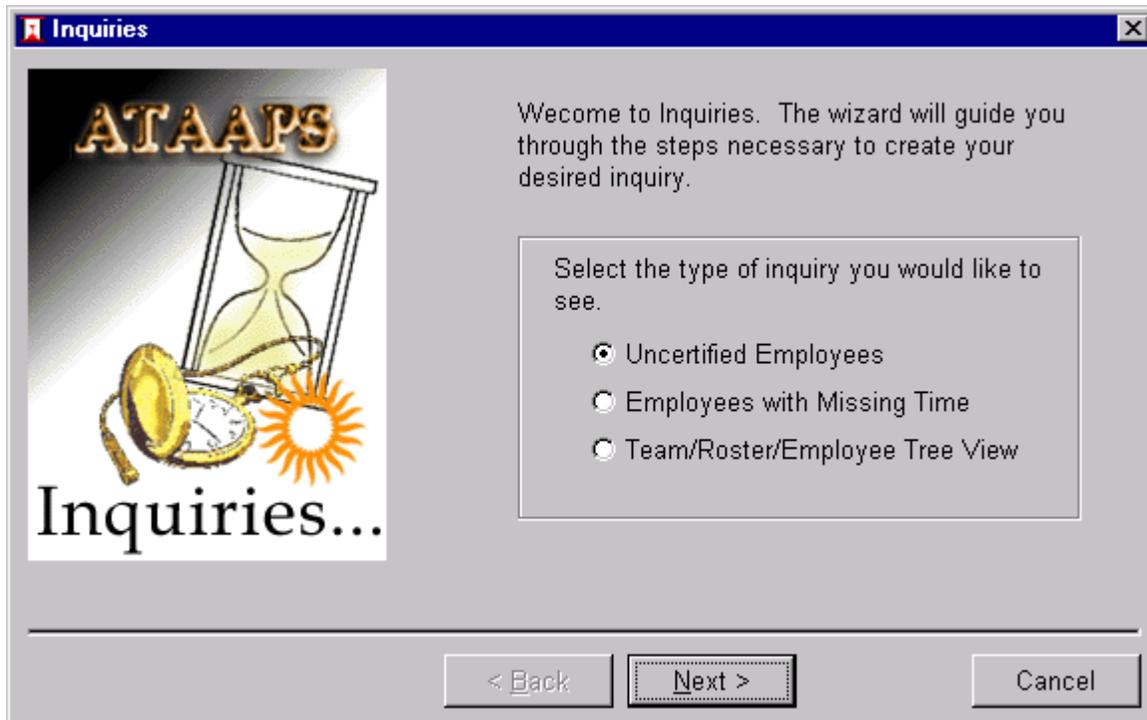
NOTE: In addition, an individual who has been assigned as a primary or alternate certifier for a team will be able to report, modify or delete labor hours for his or her team. He or she may also report labor hours for other employees on that Team.

DATABASE INQUIRIES

RUNNING DATABASE INQUIRIES

Several pre-formatted data base inquiries are provided as part of the main ATAAPS application. Clicking on **Utilities** on the main menu accesses them; then clicking on **Inquiries**; then responding to the steps in the *Inquiries Wizard*.

Specific instructions for running each of the inquiries can be viewed by clicking on the title of the appropriate report listed below:



Uncertified Employees – The “summary” level of this inquiry displays a list of certification rosters containing uncertified employees and indicates the number of uncertified employees on each roster. The “detail” level of this inquiry provides additional information, such as the names of those employees who have not been certified.

Employees with Missing Time – The “summary” level of this inquiry displays a list of teams and the number of employees on each, who are missing time. The “detail” level of this inquiry provides additional information, such as the names of the employees who have missing time; the dates of the missing time; and the number of hours which are missing.

The Following Selection is Unavailable for Use for Version 3.05

Team, Roster, and Employee Tree View – This inquiry displays a “tree-like” view of a variety of information relative to UIC parameters, teams, rosters, and employees.

View **Uncertified** samples below.

Automated Time, Attendance and Production System

File Window Help

Labor PersMgmt Certify TimeKpr T&A Review ProjMgmt Roster Team Accounting Admin EmpCodes Exit

Detail Summary Type Hours Print Close

Results - Uncertified Time Summary

Uncertified Time Summary
for pay period beginning 1-31-99

Roster	Number of Uncertified Employees	Certifying Official
JEJ	9	ADAMS, RICHARD
JEJA	9	LONG, LARRY S
JEJB	14	DIANDREA, MICHAEL A JR
JEJC	12	WARSHAW, SUSAN J
JEJD	14	LEWIS, DANIEL E
JEJE	9	TATE, JO O
JEJF	17	LOVE, KENNETH L JR

Ready

Automated Time, Attendance and Production System

File Window Help

Labor PersMgmt Certify TimeKpr T&A Review ProjMgmt Roster Team Accounting Admin EmpCodes Exit

Detail Summary Type Hours Print Close

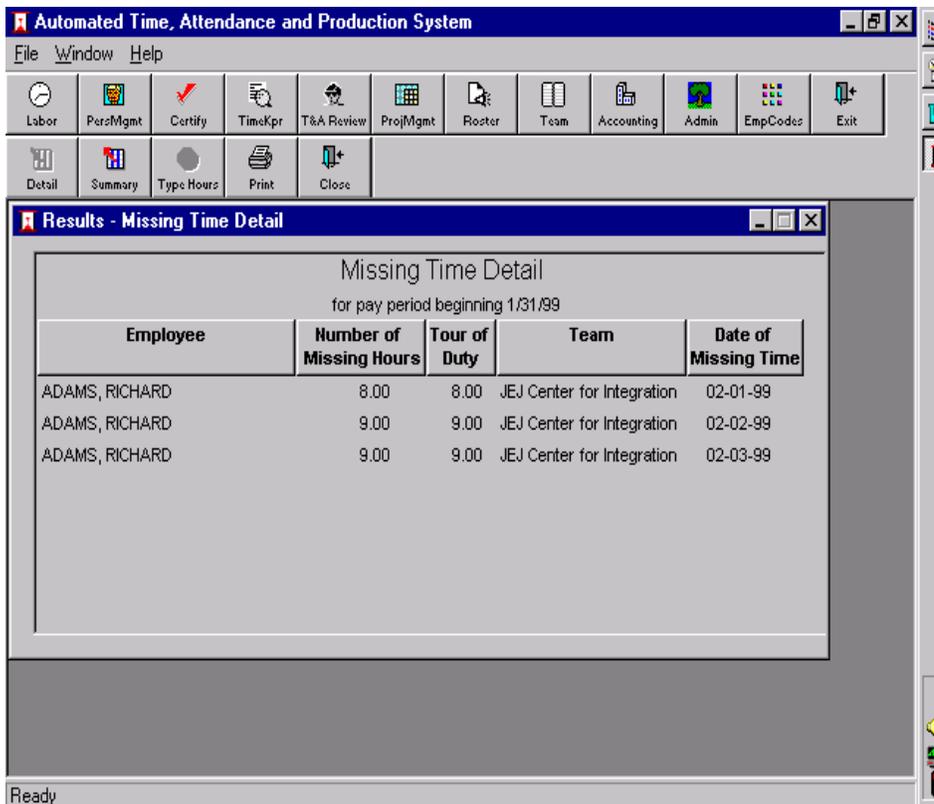
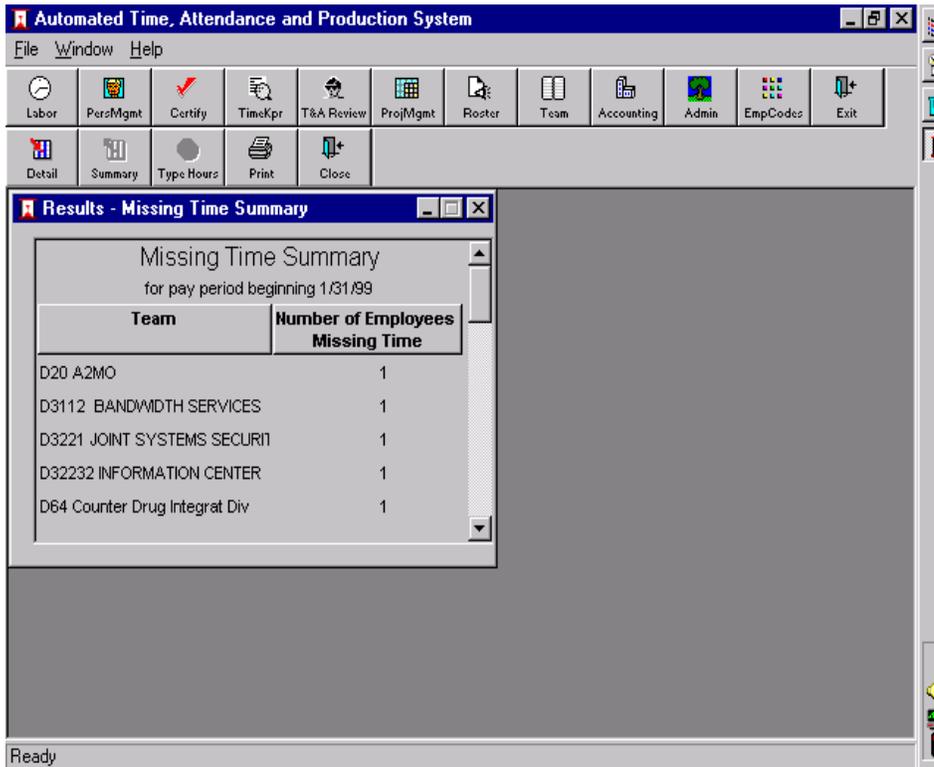
Results - Uncertified Time Detail

Uncertified Time Detail
for pay period beginning 1-31-99

Name	Pay Period	Roster	Certifying Official	Phone Number
BRIDGER, JOHN D	1/31/99	JEJ	ADAMS, RICHARD	735-8500
DIANDREA, MICHAEL A	1/31/99	JEJ	ADAMS, RICHARD	735-8500
DUNN, ROBIN R	1/31/99	JEJ	ADAMS, RICHARD	735-8500
LEWIS, DANIEL E	1/31/99	JEJ	ADAMS, RICHARD	735-8500
LONG, LARRY S	1/31/99	JEJ	ADAMS, RICHARD	735-8500
OLERTA, MITZI G	1/31/99	JEJ	ADAMS, RICHARD	735-8500
TATE, JO O	1/31/99	JEJ	ADAMS, RICHARD	735-8500
VANLANGI, DENNIS J	1/31/99	JEJ	ADAMS, RICHARD	735-8500
WARSHAW, SUSAN J	1/31/99	JEJ	ADAMS, RICHARD	735-8500

Ready

View **Missing T&A** samples below.



TERMS & DEFINITIONS

TERMS AND DEFINITIONS

1. **Automated Time Attendance and Production System (ATAAPS):**

The Automated Time Attendance and Production System (ATAAPS) provides an automated, single-source input for reporting and collecting time and attendance (T&A) and labor and production (L&P) data and for passing the information to interfacing payroll and accounting systems.

2. **Project Management:**

Is used to establish a **project** and to **associate that project** with specific accounting codes (e.g., **Job Orders**, Op Codes, Tasks, Charge Codes, Etc.); to **authorized teams and individual employees** to charge time to that project; to **designate a project manager**; and to **authorize specific types of leave** to be charged to a project.

The Comptroller (**DC**) and the Deputy Director for Strategic Plans and Policy (**D5**) have the primary responsibility for project code development and organization assignment of **Project Managers** through coordination with the respective Directorate/Organization.

3. **Project Manager:**

Assigns **Teams to projects** and also have the ability to assign individuals to projects.

4. **Team:**

Consist of employees within an organization. Timekeepers manage teams and assignment of employees to teams.

5. **What Is Labor Reporting Window:**

The Labor Reporting Window is used by employees to report, modify, or delete labor hours. In addition, if an individual has been assigned as a primary supervisor or as a timekeeper for a team, he or she may also report labor hours for other employees on that team.

6. **Type Of Day:**

A “Regular Day” is a work day based on the employee’s tour schedule and a “Day Off” is a Regular Day Off (RDO) based on the employee’s tour schedule.

7. **Tour Duration:**

This figure represents the number of hours that an employee is scheduled to work.

8. **Tour Reported:**

This figure represents the number of hours reported for these particular days, which is the sum of regular and leave hours.

9. **Regular:**

The sum of all regular hours reported.

10. **Leave:**

The sum of all leave hours reported.

11. **Premium:**

The sum of all premium hours reported.

12. **Night Differential:**

The sum of all night differential hours reported.

ERROR MESSAGES

ERROR MESSAGE	POSSIBLE CAUSE(S)	WHAT TO DO
<p>1. ORA-010117: Invalid Username/Password; Logon Denied.</p> <p>Sorry You Have Exceeded Three Attempts to Logon; See Your System Administrator For Correct Logon/ID</p>	<p>Employee Tried Logging With Incorrect Or Invalid Username Or Password.</p> <p>Employee Tried Logging Onto ATAAPS Via The Main Desktop ICON (ICON Properties May Be Incorrect).</p> <p>Employee Tried Logging On At Least Three Times And Locked Themselves Out.</p>	<p>Have Timekeepers Verify Username/Userid In The 'PersMgmt Window' Application Under The Properties Tab.</p> <p>Test Username/Userid Log On From Another Workstation.</p> <p>If Still Unable To Logon, Send Message To The 'Payroll' Email Account.</p>
<p>2. Cannot Report Labor For This Employee. The following Information Is Missing Temporary Position. Please Correct On The PersMgmt Window.</p>	<p>The PersMgmt 'Temp Tab' Is Not Setup Correctly.</p>	<p>Select The 'Temp Tab' Under The Persmgmt Window. Under This Tab, Select 'None' From The List Of Options.</p>
<p>3. You Have Access To The Database, But You Are Not On The Employee Table. See Your Supervisor Or Application Administrator To Acquire Proper Access.</p>	<p>Employee Tried Logging Onto ATAAPS. Employee Name And Userid Has Been Setup In The Main ATAAPS Employee Database, But Employee Name And Userid Has Not Been Setup Or Does Not Match With What Has Been Established For The Employee Team Table Under The PersMgmt Window 'Properties Tab.'</p>	<p>Select 'PersMgmt Window'</p> <p>Select 'Properties Tab'</p> <p>Enter user id assigned by D13 in 'User-Id Section'</p>
<p>4. WCIW32.DLL Could Not Be Found In Specific Path; DBMS 073 Not Supported In Current Installation.</p>	<p>Oracle Client Server Discrepancies.</p>	<p>Send Error Message To The 'Payroll' Email Account.</p>
<p>5. ORA-01019; ORA-03121; ORA-12003; ORA-12154.</p>	<p>Oracle Client Server Discrepancies.</p>	<p>Send Error Message To The 'Payroll' Email Account.</p>
<p>6. Too Many Hours Entered – Check Tour.</p>	<p>Hours Entered Exceeds Your Daily Tour Duration (i.e., 8 Hours or 9 Hours) A Day Work Schedule.</p>	<p>Verify The Number Of Labor Hours Entered.</p>
<p>7. ORA-12203-TNS: Unable To Connect To Destination. ORA-12500-TNS: Listener failed to start a dedicated server process</p>	<p>ATAAPS System Is Down.</p>	<p>Contact Timekeeper POC and/or D13. In The Meantime Do Not Try To Log On Unless Notified To Do So.</p>
<p>8. Duplicate Name or SSN</p>	<p>Employee Already In ATAAPS Database But Has Been Closed Out.</p>	<p>Send Error Message To The 'Payroll' Email Account. Subject: D13 Database Administrator To Reopen Employee. Will Need To Specify Which Team Employee Is On.</p>
<p>9. Employee Has No Authorized Projects For Regular Type Hour</p>	<p>Employee Has No Authorized Or Default Projects Established.</p> <p>Your Organization Resource Manager MUST Establish These Projects First In Coordination With The D13 Project Manager.</p>	<p>Select 'PersMgmt Window'.</p> <p>Select 'ProjAuth Tab'.</p> <p>Press 'Add Button' And Choose Authorized Projects From List Of Options. Select 'Default Tab'.</p> <p>Press 'Add Button' And Choose Default Projects From List Of Options.</p>

HELPFUL INFORMATION

HELPFUL INFORMATION

To Install ATAAPS ICON on Main Desktop PC Window

1. Right click on "Start" Button
2. Click on Explore or xplore All Users
3. Double Click (lef) 'U' drive (Winaaps on 'hqs2' (U:))
4. Double Click ATAAPS
5. Click on 'Shortcut to ATAAPS' (The Red Hour Glass)
6. Hold Down The Left Mouse Button And Drag To The Main Desktop PC Window
7. Double Click on 'Shortcut to ATAAPS'.

THIS STEP (STEP 7) WILL INSTALL ATAAPS TO THE DESKTOP. AFTER INSTALL IS COMPLETE, CLICK CANCEL AND REBOOT THE SYSTEM. SHOULD BE ABLE TO USE THE SYSTEM AFTER REBOOT IS COMPLETE.

How To Use The CD-ROM ATAAPS Tutorial/Lessons

1. Install The CD-ROM in Drive
2. Right Click On Start Button
3. Click On Explore
4. Click On CD-ROM Drive E: (Ataapstrngv304)
5. Click On The Start ICON File (On Right Side)

How To Use The ATAAPS Tutorial/Lessons From The LAN

1. Click On The DISANET ICON
2. Click On Other Tools
3. Click On CD-ROM Menu
4. Click On Appropriate Network Server (i.e., According To Your Location)

To Print Screen (What You See On A Screen)

1. Open Microsoft Word
2. Select 'ATAAPS' Screen You Wish To Print
3. Hit The Print Screen/SysRq Button (On Your Keyboard)
4. Go To Microsoft Word
5. Click On Edit
6. Click On Paste (Or) Press: Ctrl / V Keys consecutively

1999 PAY PERIOD SCHEDULE

PAY PERIOD BEGINS	PAY PERIOD ENDS	PAY DATE
Jan 3	Jan 16	Jan 22
Jan 17	Jan 30	Feb 5
Jan 31	Feb 13	Feb 19
Feb 14	Feb 27	Mar 5
Feb 28	Mar 13	Mar 19
Mar 14	Mar 27	Apr 2
Mar 28	Apr 10	Apr 16
Apr 11	Apr 24	Apr 30
Apr 25	May 8	May 14
May 9	May 22	May 28
May 23	Jun 5	Jun 11
Jun 6	Jun 19	Jun 25
Jun 20	Jul 3	Jul 9
Jul 4	Jul 17	Jul 23
Jul 18	Jul 31	Aug 6
Aug 1	Aug 14	Aug 20
Aug 15	Aug 28	Sep 3
Aug 29	Sep 11	Sep 17
Sep 12	Sep 25	Oct 1
Sep 26	Oct 9	Oct 15
Oct 10	Oct 23	Oct 29
Oct 24	Nov 6	Nov 12
Nov 7	Nov 20	Nov 26
Nov 21	Dec 4	Dec 10
Dec 5	Dec 18	Dec 24
Dec 19	Jan 1, 2000	Jan 7, 2000

1999 FEDERAL HOLIDAYS

Friday – January 1	New Years Day (1999)
Monday – January 18	Birthday Of Martin Luther King, Jr.
Monday – February 15	Washington’s Birthday
Monday, May 31	Memorial Day
Monday, July 5 (*)	Independence Day
Monday, September 6	Labor Day
Monday, October 11	Columbus Day
Thursday, November 11	Veterans Day
Thursday, November 25	Thanksgiving Day
Friday, December 24 (**)	Christmas Day

(*) July 4, 1999, falls on a Sunday. For most Federal employees, Monday, July 5, will be treated as a holiday for pay and leave purposes.

(**) December 25, 1999, and January 1, 2000, fall on a Saturday. For most Federal employees, the preceding Friday will be treated as a holiday for pay and leave purposes.

**DISA D13 PAYROLL CUSTOMER SERVICE (CSR) TEAM
ORGANIZATION POINTS OF CONTACT (POC) SUPPORT**

Customer Service Support Hours: 1030-1430 (Walk-ins)

Central Telephone Number: (703) 607-4460 /DSN: 327-4460/FAX: 607-4511

Customer Service POCs

Paula R. Anderson..... DISA Codes: D3, D6/JE..... 607-4456

Nancy Gianino..... DISA Codes: D1, D5, DC, DISC, DO..... 607-4512

DeOnna Taylor..... DISA Codes: D2, D7, DTN, WE, WHCA... 607-4461

Robbie Hammett..... DISA Codes: D4, D8, NCS, JITC..... 607-4455

EMail Address: Payroll@ncr.disa.mil

Customer Feedback Survey Web Address: <http://164.117.155.180>

T&A POC LISTING

CODE	ORG POC	PHONE #	FAX #	PAY CSR
D1	Lorie Brinkley (P) (T-P) (L) Demeen Payne (T-A)	607-6521 607-6520	607-4204 same	Nancy Gianino
D2	Helen Creel (P) (T-P) (L) Cynthia Basham (T-A)	681-0244 681-0932	681-0341 same	DeOnna Taylor
D3	Pat Spangler (P) (T-P) Brad Johnson (T-A) Coleen Austin (L)	607-6929 607-6694 607-6073	607-4336 607-4628	Paula Anderson
D4	Marie Dominguez (P) (T-P) (L) Ada Johnson (T-A)	607-6885 607-6879	607-4332 same	Robbie Hammett
D5	Joseph Conway (P) (T-P) (L) Coaline Tippins (T-A)	607-6242 607-6241	607-4090	Nancy Gianino
D6/JE	Pat Dowd (P) (T-P) (L) Linda Wood (T-A)	696-1932 696-1851	696-1860 same	Paula Anderson
D7	Evelyn King (P) (T-P) (L) Lillie Cofield (T-A)	681-0169 681-4739	681-4749 same	DeOnna Taylor
D8	Mary Ann DiSisto (P) (T-P) (L) Beverly (Jean) Jones (T-A)	607-6322 607-4690	607-4100 607-4120	Robbie Hammett
DC	Lynda Garnett (P) (T-P) Bea Falk (T-A) (L)	607-6354 607-6355	607-4136 same	Nancy Gianino
DISC	Mellonie Blann (P) (T-P) Marta Barreda-Colcer (T-A) Lee Jarrell (L)	607-6550 735-8413 607-6553	607-4205 735-8260	Nancy Gianino
DO, DD, DG, DZO DWHSS	Stephanie Gonzalez (P) (T-P) (L) Julie Dyer (T-A)	607-6031 607-6020	607-4081 same	Nancy Gianino
DTN	Shirley Twyman (P) (T-P) (L) Sonya (Chrissie) Fields (T-A)	607-6901 607-6911	607-4340 same	DeOnna Taylor
JITC	JoAnn Pepling (P) (T-P) (L) Alfred (Leon) Henderson (T-A)	696-1800 696-1970	696-1954 same	Robbie Hammett
NCS	JoAnne Giles (P) (T-P) (L) LtCol Eric Edwards (T-A)	607-6103 607-6100	607-4802 same	Robbie Hammett
WE	Janet Floyd (P) (T-P) (L) Janice McPherson (T-A) Ingegjerd Johnson (T-WEY)	681-2241 681-2259 697-7416	681-3245 681-2865 693-7724	DeOnna Taylor
WHCA	Buddy Henderson, SSG Craig Rosengarten, SGT Kathy Hairston	202 757-5240 202 757-5244 202 757-5231	202 757-5264 202 757-5225	DeOnna Taylor

(P) Payroll Problems POC
(T-P) T&A Primary POC

(L) Leave Availability Report POC
(T-A) T&A Alternate POC