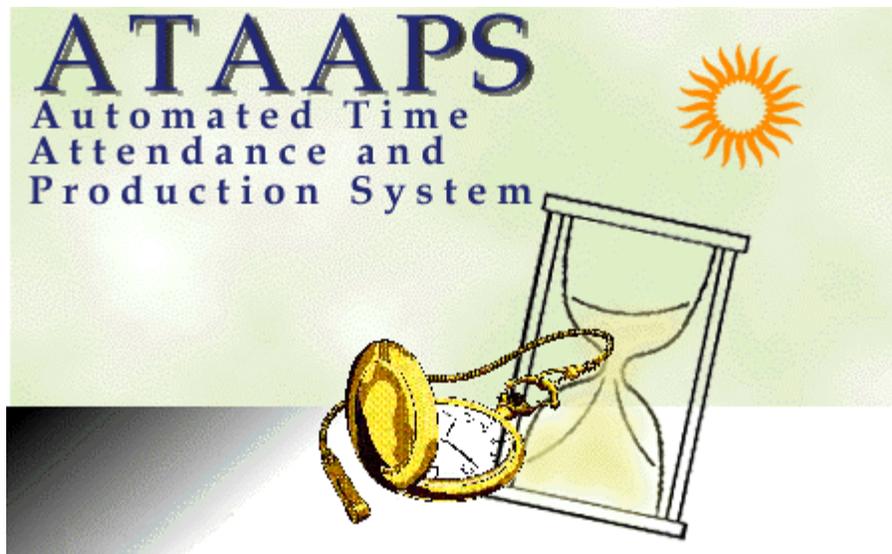


Volume

2

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

Automated Time Attendance and Production System (ATAAPS) Windows Application, Version 3.06



System Administrator's Guide

System Administrator's Guide

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CHAPTER 1 - INTRODUCTION

WHAT IS 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.

The ATAAPS Applications

ATAAPS consists of six separate, but related applications. Consult the Help file for each one to obtain additional information. A brief description of each application follows:

MAIN APPLICATION.

The main application is used primarily for detailed reporting of T&A and L&P data. The main application is comprised of the following main windows:

- **Labor Reporting Window.**
This window is used by individual employees, timekeepers, and supervisors for the day-to-day reporting of labor and production.
- **Personnel Management Window.**
This window is used primarily to add an employee to the ATAAPS data base; to associate that employee with a team and a certification roster; to assign a tour of duty to that employee; and to authorize that employee to charge time to specific projects.
- **Certification Window.**
This window is used for certification of an employee's time and attendance data.
- **Timekeeper Window.**
This window displays employee time and attendance data for all employees on a certification roster—for review by designated officials.
- **T&A Review Window.**
This window displays time and attendance data for a single individual—for his/her own review and concurrence with charges to leave.
- **Project Management Window.**
This window 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 authorize 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.

- **Roster Maintenance Window.**
This window is used to establish a certification roster; to assign employees to a certification roster; and to assign primary and alternate certifiers.
- **Team Management Window.**
This window is used to establish teams; to assign employees to teams; and to assign a primary supervisor and alternate timekeepers for a team.
- **Accounting Code Management Window.**
This window is used to establish accounting codes (*e.g., job order numbers, op codes, tasks, charge codes, etc.*); and to associate these codes to organization codes (*or work centers*).
- **Administration Codes Window.**
This window is used to support establishment of an activity, its organization codes, pay periods, and holidays.
- **Employee Codes Window.**
This window is used to establish various payroll-related code parameters.

REPORT ARCHIVE APPLICATION.

This application is used to generate and save reports extracted from the ATAAPS data base.

SOURCE DATA AUTOMATION (SDA) PAYROLL PASS TO DCPS APPLICATION.

This application retrieves data from the ATAAPS data base and puts it into ASCII file format for eventual transmission to the Defense Civilian Payroll System (DCPS).

MASTER EMPLOYEE RECORD (MER) APPLICATION.

This application allows for an initial, automated build of employee records into the ATAAPS data base and also provides for a periodic, automated reconciliation between the MER and the data base.

ACCOUNTING UPLOAD/DOWNLOAD FILE TRANSFER APPLICATION.

This application provides a mechanism for a two-way exchange of information between the ATAAPS data base and the interfacing accounting system.

DBA/SYSTEM ADMINISTRATION APPLICATION.

This application provides a mechanism for editing "raw" data in the ATAAPS data base; for purging historical information; for granting security authorization levels; and for synchronizing system numbers throughout the data base.

CHAPTER 2 - LOGON PROCEDURES

ASSIGNING PASSWORDS

The System Administrator is responsible for assigning user logon IDs and passwords and for ensuring that users have been granted the proper access privileges to the data base (*and/or network*). In addition, the System Administrator must also ensure that proper security authorizations have been granted via the DBA/System Administration Application. (*NOTE: An employee's logon ID must also be correctly identified in the **Properties Tab** of the **Personnel Management Window** in the **Main ATAAPS Application**.*)

HOW TO LOGON?

To logon on to one of the ATAAPS applications, the user must click on the appropriate ICON or item in the Programs Menu.

The following logon window will appear. (*NOTE: This window will not appear in the MER application until the user runs one of the processes within the application.*)

In most instances, the user would only need to enter the assigned user ID and password and then click **OK**. However, if this is the first time the user has accessed the application, or if there is a requirement to access multiple data bases, he/she should click the **More** button, which will cause these additional fields to appear:

The user would then select the appropriate data base. At which time, the remaining, required fields would be automatically populated. It is the System Administrator's responsibility to set

the proper parameters in the correct ".ini" file to allow for this process to occur. Consult with the SEOPE Technical Support staff for specific guidance how to modify the ".ini" file.

CHAPTER 3 - INITIAL INSTALLATION

WHAT TASKS ARE PERFORMED UPON INITIAL INSTALLATION OF ATAAPS?

After ATAAPS has been initially installed at an organization and the data base has been created, the System Administrator must ensure that certain data base parameters and validation criteria have been established. In addition, by using several of the supporting applications (*e.g., the MER Application and the Accounting Upload/Download File Transfer Application*), pertinent employee and accounting code-related information can be automatically populated into many of the tables in the data base.

Briefly, initial population of the data base entails performing the functions listed in the following several paragraphs. Consult the “*ATAAPS Installation Guide*” or the application’s Help file for specific instructions on how to accomplish each particular task.

ESTABLISH OVERALL INSTALLATION PARAMETERS

To establish overall installation parameters, by using the **dbalname** user logon ID and associated password, the System Administrator must:

Identify the Organization

The organization is identified by populating the fields on the **Settings Tab** of the **Administration Codes Window** of the **Main ATAAPS Application**. Initially, the DBA/System Administrator should be assigned as the Overall Program Manager.

Identify Holidays

Normally, when the application is first installed at an organization, approximately 13 weeks of Government holidays will already be inserted into the data base. The System Administrator must verify the data on the table and make any necessary corrections or additions. To do so, access the **Holiday Tab** of the **Administration Codes Window** of the **Main ATAAPS Application**. Holidays can be created automatically by running the “Generate Pay Periods” option on the **Edit** menu and electing to generate holidays as well as pay periods.

Identify Pay Periods and Certification Dates

Normally, when ATAAPS is installed at an organization, about 13 weeks of pay periods and associated certification dates will already be populated into the appropriate tables in the data base. The System Administrator must, however, ensure the accuracy of the data and make any necessary corrections or additions. To do so, access the **Pay Period Tab** of the **Administration Codes Window** of the **Main ATAAPS Application**. Pay periods can be automatically generated by running the “Generate Pay Periods” option on the **Edit** menu.

Verify Employee Code-Related Information

Open the **Employee Codes Window** in the **Main ATAAPS Application**. The information on each of the tabs in this window is normally populated automatically for the organization during the initial data base creation. The System Administrator should verify the accuracy of the data and make any necessary corrections or additions.

POPULATE THE DATA BASE WITH EMPLOYEE-RELATED DATA

By using the MER application, the System Administrator can automatically build initial employee records, establish organization codes, and create certification rosters (*for all or part of the organization*). Consult the “*ATAAPS Installation Guide*” for specific instructions on how to run the MER Build process and for precise file layout specifications. The MER Application Help File can also be of assistance to you.

VERIFY DATA CREATED DURING THE MER BUILD PROCESS

Once the MER Build Process has been completed, the System Administrator must access the **Main ATAAPS Application** again to verify (*and correct, if necessary*) the data that has been loaded to the data base. Some of this verification can (*and should*) be accomplished in collaboration with the appropriate supervisor and/or Project Manager. Specifically, this responsibility includes:

Designating the Overall Project Manager

- Access the Administration Codes Window in the Main ATAAPS Application
- Click on the **Settings Tab**.
- Change the overall Project Manager from the DBA/System Administrator to the appropriate individual.
- Click **Save**.

Identifying Subordinate Organizations

- Access the Administration Codes Window in the Main ATAAPS Application
- Click on the Organization Codes Tab.
- Modify, add, or delete organizations, as appropriate.
- Click **Save**.

Verifying Employee Logon IDs

When the MER Build Process is run, an employee's logon ID is built using one of two methods—either by using the first letter of the employee's name followed by the first seven characters of his/her last name or by using the first seven positions of his/her last name followed by his/her first initial. There may, however, be an employee whose logon ID is not necessarily composed in the manner that was chosen. Each employee's logon ID must be verified by accessing the **Properties Tab** of the **Personnel Management Window** in the **Main ATAAPS Application** and making the necessary modification.

Verifying Team-Related Information

The MER Build Process will establish teams and assign employees. The System Administrator must validate that the correct data has been input. To do so, access the **Team Management Window** in the **Main ATAAPS Application**. On the **Properties Tab**, modify the team's description and, if appropriate, check the "Pass to Accounting" field and insert a "Live Open Date". On the **Employees Tab**, verify that all appropriate employees have been assigned. Access the **Primary Supervisor Tab** and assign one primary supervisor. Then, access the **Timekeeper Tab** and assign one or more timekeepers to the team. Consult the application's Help file for specific instructions on how to make the modifications.

Verifying Roster-Related Information

The MER Build Process will establish certification rosters and assign employees. The System Administrator must validate that the correct data has been input. To do so, access the **Roster Maintenance Window** in the **Main ATAAPS Application**. On the **Properties Tab**, modify the roster's description and, if appropriate, check the "Pass to Payroll" field and insert a "Live Open Date". On the **Employees Tab**, verify that all appropriate employees have been assigned. Access the **Primary Certifier Tab** and assign one primary certifier. Then, access the **Alternate Certifiers Tab** and assign one or more alternate certifiers to the team. Consult the application's Help file for specific instructions on how to make the modifications.

Verifying Tour Data

Tour information that has been created for each employee must be verified by accessing the **Tour Tab** on the **Personnel Management Window** in the **Main ATAAPS Application**. Click on both the **Permanent Tour** and **Tour Day** buttons and adjust the tours accordingly.

Verifying Employee Type

The employee type for each employee must be verified by accessing the **Type Tab** on the **Personnel Management Window** in the **Main ATAAPS Application**.

Verifying Employee Status

The employee status code is verified by accessing the **Status Tab** on the **Personnel Management Window** in the **Main ATAAPS Application**.

Verifying Employee's Work Schedule

The employee's work schedule is verified by accessing the **Schedule Tab** on the **Personnel Management Window** in the **Main ATAAPS Application**.

Verifying Temporary Position Code

The employee's temporary position code is verified by accessing the **Temp Tab** on the **Personnel Management Window** in the **Main ATAAPS Application**.

Verifying Injury Information

Any information relative to an injury can be verified by accessing the **Injury Tab** on the **Personnel Management Tab** in the **Main ATAAPS Application**.

GRANT SECURITY AUTHORIZATION LEVELS

The System Administrator will grant security authorization levels to employees based on input from the appropriate supervisor or Project Manager.

How To Assign Security Authorization Levels

- Open the DBA/System Administration Application.
- Click on the **Security** button, which opens the Security Maintenance Window .
- Click on the name of the appropriate employee. (*NOTE: If a name does not appear on the list, check the Personnel Management window in the Main ATAAPS Application to be sure that the employee has been added to the data base and is an active employee.*)
- Check the appropriate level(s) of security that will be authorized for this particular individual. (*NOTE: As a minimum, at least one person should be granted all permissions (a "super user") and then one or more persons should be granted permissions to each of the supporting applications (i.e., other than the Main ATAAPS Application).*)
- Click the **Save** button.

Levels of Security

The various levels of security for the ATAAPS data base are listed below. It should be noted, however, that all employees who have been granted access to the ATAAPS data base are automatically granted access to their own T&A records (*through the T&A Review Window in the main application.*)

- [Labor Reporting](#). Normally, all employees of an activity are granted this level of security. It allows an employee to report and review ONLY his/her own labor charges. In addition to access to the T&A Review Window, this level of security authorizes the employee access to the Labor Reporting window in the main ATAAPS application.
- [Organizational Administration](#). If an employee is granted this level of security, he/she has access to the Roster Maintenance, Team Management, and Administration Codes windows in the main ATAAPS application.
- [Edit Table Administration](#). An employee who is granted this level of security can access the Accounting Code Management and Employee Codes windows in the main ATAAPS application.
- [Systems Administration](#). An employee who is granted this level of security can generate default labor records for the entire activity.

- [*Default Labor*](#). An employee who is granted this level of security can generate default labor records for any team for which he or she is assigned as a supervisor or as a timekeeper.
- [*Accounting File Transfer App*](#). An employee who is granted this level of security can access the Accounting Upload/Download File Transfer application.
- [*DCPS SDA App*](#). An employee granted this level of security can access the SDA ATAAPS Payroll Pass to DCPS application.
- [*Reports Application*](#). An employee granted this level of security has access to the ATAAPS Reports application.
- [*DCPS MER Interface App*](#). An employee granted this level of security has access to the DCPS MER Interface application.
- [*Database Administration*](#). An employee granted this level of security has access to the entire ATAAPS DBA/System Administration application.

POPULATE DATA BASE WITH ACCOUNTING-RELATED DATA

Once the above steps have been completed, the accounting download process can be run. Consult with the “ATAAPS Installation Guide” (or the application’s Help file) for specific instructions on how to run the process and the precise file layout specifications for the download file. The file layout will differ based upon the user’s accounting system. Once the download process has been completed, the System Administrator should:

Verify Establishment of Accounting Codes

Return to the **Main ATAAPS Application** and access the **Accounting Code Management Window**. Verify that the proper accounting codes (*e.g., job orders, tasks, op codes, charge codes, etc.*) have been loaded.

Verify Establishment of Projects

Go to the **Project Management Window** in the **Main ATAAPS Application**. Verify that a project has been created for each primary accounting code that was input during the download process. Also verify that the appropriate team(s) and employees have also been assigned. Assign a Project Manager, if necessary. (*NOTE: In all likelihood, additional projects will need to be created—associating the primary accounting code (e.g., job order, charge code, or task) to a secondary accounting code (e.g., op code or job order). The Project Manager, supervisor, timekeeper, or other designated individual within the activity is normally responsible for ensuring that any additional projects are created.*)

Authorize Employees to Charge Labor to Specific Project(s)

In order for an employee to report labor, he/she must be authorized to charge time to a project. This can be accomplished in two ways—either through the **Authorized Employees Tab** on the **Project Management Window** or through the **Proj Auth Tab** in the Personnel Management Window in the Main ATAAPS Application. After the MER Build Process and the Accounting Download Process have been run, it is recommended that the System Administrator make a quick check of the **Proj Auth Tab** in the **Personnel Management Window** of the **Main ATAAPS Application** to

ensure that at least one project has been authorized for each employee. *(NOTE: The Project Manager, supervisor, timekeeper, or other authorized activity employee is normally responsible for authorizing employees to charge labor to a particular project.)*

CHAPTER 4 - ROUTINE SYSTEM ADMINISTRATOR TASKS

Some of the major, routine System Administrator tasks are:

PROCESSING THE MER RECONCILIATION

What is the MER Reconciliation Process?

The MER Reconciliation process provides a mechanism for comparing selected, pertinent information stored in the ATAAPS data base with information residing on the official MER. The comparisons are made on Employee Type codes, Graded/Ungraded codes, Employee Status codes, Work Schedule codes, and Alternate Work Schedule codes. The user can view the discrepancies and opt to automatically update the ATAAPS data base with the data downloaded from the MER.

How Often is the MER Reconciliation Performed (and When)?

The MER Reconciliation Process should be performed at least once every pay period (**BEFORE** the ATAAPS records are passed to DCPS via the SDA Payroll Pass Application.)

Performing the MER Reconciliation

To perform the MER Reconciliation Process, be sure the properly formatted MER extract file is available (refer to the "ATAAPS Installation Guide" for details on how to create the file). Then:

- Open the ATAAPS **MER Application**.
- Click on the **Reconcile** button. The **Update Master Employee Record Wizard** will become visible. Respond to each of the windows in the wizard, as indicated below:
 - ◇ **Step 1.** Enter the name (*and full path*) of the MER Format II file you will be using to update/reconcile the ATAAPS data base.
 - ◇ **Step 2.** Select the appropriate UIC.
 - ◇ **Step 3.** Enter a logon ID and password and select the proper data base.
 - ◇ **Step 4.** The last window in the wizard simply gives a final view of the options that were selected in the previous steps.
- Once the **Update Master Employee Record Wizard** has closed, the **Update Master Employee Record Window** will be displayed. The six tabs on this new window are:

- ◇ **Mismatches** - displays a listing of those employees whose record in the ATAAPS data base does not match the data on the MER.
 - ◇ **Details** - displays detailed information about those records that are mismatched.
 - ◇ **MER w/No Emp's** - displays those employees whose names are on the MER but are not on the ATAAPS data base.
 - ◇ **Emp's w/No MER** - displays those employees whose names are on the ATAAPS data base but are not on the MER.
 - ◇ **Control Totals** - displays summary information about the records that were processed. Specifically:
 - **Total File Records Read** - the total number of records read from the MER update file (*including the header record*)
 - **Total Records Processed** - the total number of records that were actually processed into the data base.
 - **Total Employees** - of the total number of records processed, how many employees had a mismatch between ATAAPS and the MER
 - **Total Status** - of the total number of mismatches, how many were because the status codes were different
 - **Total Type** - of the total number of mismatches, how many were because the type codes were different
 - **Total Grade** - of the total number of mismatches, how many were because the grade was different
 - **Total Work Schedule** - of the total number of mismatches, how many were because the work schedule was different
 - ◇ **MER** - displays a total list of the records which were read from the MER.
- Click the **Save** button to post the changes to the ATAAPS data base. *Note, however, that the ONLY changes that will be posted to the data base are those impacting the Employee Status code; the graded/ungraded code; the Employee Type code; and the Work Schedule code.*

PROCESSING THE ACCOUNTING DOWNLOAD

What is the Accounting Download Process?

The Accounting Download process passes information (*in a pre-defined file format*) from the accounting system to the ATAAPS data base. It includes data such as valid accounting codes (*e.g., job order numbers, tasks, charge codes, op codes, etc.*) and organization codes (*or work centers*) authorized to charge time

to a given accounting code. Consult the application's help file for additional information.

How Often is the Accounting Download Process Performed (and When)?

The frequency of the accounting upload/download process is dependent upon the user's accounting system and individual preferences. However, it is recommended that the transfer occur daily.

Performing an Accounting Download

Once you have generated the properly formatted input file, to download it from the accounting system into the ATAAPS application, access **the Accounting Upload/Download File Transfer Application** and:

- Click on the **Download** button.
- Click on the **Open** button.
- Navigate to the proper directory.
- Double click on the name of the file you wish to pass to ATAAPS.
- Review the data that is displayed.
- Click on the **Process** button.

PROCESSING THE ACCOUNTING UPLOAD

What is the Accounting Upload Process?

The Accounting Upload process passes information (*in a pre-defined file format*) from the ATAAPS data base to the accounting system. It includes data such as the number of hours reported against each charge code/job order number/task. Consult the application's help file for additional information.

How Often is the Accounting Upload Process Performed (and When)?

The frequency of the accounting upload process is dependent upon the user's accounting system and individual preferences. As a minimum, however, it is recommended that the transfer occur at least once every pay period.

Performing an Accounting Upload

To perform an accounting upload, access the Accounting Upload/Download File Transfer Application and:

- Click the **Upload** button, which opens **the Accounting File Transfer Wizard**.
- Respond to the steps in the wizard, as follows:

- ◇ **Step 1.** Choose “Create a New File”
 - ◇ **Step 2.** Enter the path and file name for the new accounting file.
 - ◇ **Step 3.** Choose the correct labor processing date.
 - ◇ **Step 4.** This step merely displays the options you selected in the previous steps.
- Once you have exited the wizard, a summary window (*with two tabs*) will appear. View the data on each of the tabs.
 - Click the **Create File** button.

MAINTAINING ACCOUNTING CODE INFORMATION

In addition to the periodic processing of the accounting upload and download files, the System Administrator may also be responsible for creating and modifying accounting code-related information outside of that process. To do so, access the **Accounting Code Management Window** in the **Main ATAAPS Application** and add, delete, or modify codes, as necessary. Consult the application’s Help file for step-by-step instructions. (*NOTE: Some organizations may opt to assign this responsibility to another individual within the activity.*)

PROCESSING DEFAULT LABOR FOR AN ORGANIZATION

As directed, the System Administrator can process default labor for part or all of the organization. (*NOTE: In order for an employee to generate default labor, he or she must have been granted the appropriate security authorization level in the DBA/Systems Administration application.*) In addition, for every employee for whom default labor is to be generated, before default labor can be processed, a check mark must be placed in the “Default Labor” field on the **Properties Tab** of the **Personnel Management Window** in the **Main ATAAPS Application**. In addition, the employee must also have at least one default project identified on the **Defaults Tab**. The default labor process is run by clicking **File** on the main menu; then clicking **Open**; then clicking **Create Default Labor** and responding to the steps in the **ATAAPS Default Labor Creation Wizard**. Consult the Main ATAAPS Application Help file for specific, detailed instructions on how default labor is generated.

AUTHORIZING AN EMPLOYEE TO REPORT PREMIUM TYPE HOURS FOR OTHER EMPLOYEES

If an employee is authorized to report premium-type hours for other employees, the System Administrator must place a check mark in the **Premium Hours** field on the **Properties Tab** of the **Personnel Management Window** in the **Main ATAAPS Application**.

PROCESSING THE SDA PAYROLL PASS TO DCPS

What is the SDA Payroll Pass to DCPS?

By using the **SDA Payroll Pass to DCPS Application**, the user can automatically retrieve data from the ATAAPS data base, based on defined criteria, and put it into ASCII file format for eventual transmission to DCPS (*for payroll processing*).

A typical file format consists of record type 1 (*header record*); record type 2 (*tour of duty change record*); record type 5 (*reported labor record*); and record type 6 (*trailer or total record*). The inclusion of record type 3 (*accounting record*) and record type 4 (*certification record*) data is optional.

The SDA - ATAAPS Payroll Pass to DCPS application also provides the option of merging multiple SDA files into one ASCII file.

How Often is the SDA Passed to DCPS (and When)?

The SDA Payroll Pass to DCPS process should be run once a pay period.

Creating the Upload File

To create the SDA Upload File (for transfer of ATAAPS data to DCPS):

- Open the SDA Payroll Pass to DCPS Application.
- Click on **Options**, which is located on the main menu.
- Click on **Default Directory**. The Default Directory window will open. Insert the directory path where the SDA file is to be saved.

*NOTE: To generate tour of duty change records (Record Type 2) for ALL employees, click, to place a check mark beside, the statement that reads: **Generate tours for all employees on SDA**. If there is NO check mark, then tour records (Record Type 2) will be generated for ONLY those employees whose tour of duty changed since the last SDA creation. This statement is located under the **Options** menu item.*

- Click the **Upload** button.
- Respond to the steps in the SDA - ATAAPS Payroll Pass to DCPS Wizard.
 - ◇ **Step 1** - This is merely a "welcome" window.
 - ◇ **Step 2** - Select the pay period ending date for the SDA file to be created. (NOTE: Only one SDA can be created for a particular pay period ending date.)
 - ◇ **Step 3** - Select the record types to be included on the SDA file. A check mark in the Create Labor field will generate Record Type 5; Create Tour will generate Record type 2; Create Accounting will generate Record Type 3; and Create Certification will generate Record Type 4 records. Record Type 1 (header record) and Record Type 6 (trailer record) will automatically be created.

- ◇ **Step 4** - This window simply recaps some of the criteria that was selected.

After the wizard has retrieved the data, a “**Create File**” window will appear. This window contains a series of tabs that, when clicked, display the individual records, by Record Type, that will be included on the SDA file.

- Click the **Create File** button to actually complete the process and generate the SDA upload file extract.

Reviewing Historical Data

To review historical data (i.e., SDA file extracts that had previously been created):

- Click the **History** button, which opens the History File window.
- Insert the directory path and name of the file to be viewed.
- The “History File” window will appear. Click on each of the tabs on that window to review the records that were processed for that particular record type.
- When the review has been completed, close the window or exit the application.

Merging SDAs

To merge multiple SDAs:

- Click on **Options**, which is located on the main menu.
- Click on **Merge Parameters**. The SDA Merge Parameters window will open. Insert the names of all the files that are to be merged and enter a name for the consolidated file. Then, click OK.
- Click the **Merge SDA's** button.

GRANTING SECURITY AUTHORIZATIONS

On an “as required” basis, the System Administrator will assign (*and modify*) security authorization levels for employees based on input from the appropriate supervisor or Project Manager. This function is performed by accessing the **DBA/System Administration Application**. Specific instructions for performing this function can be found in Chapter 3 of this manual (*under the topic entitled “Grant Security Authorization Levels”*) and in the application’s on-line Help file.

EDITING “RAW” DATA IN THE DATA BASE

Editing the data base in this manner should be done ONLY when absolutely necessary. It is recommended that you consult with the SEOPE Technical Support staff BEFORE you edit the ATAAPS data base tables via this method.

To edit “raw” data on the ATAAPS data base tables:

- Open the DBA/System Administration Application.

- Click on the **Edit** button, which opens the DBA/System Administrator “Raw” Edit Window.
- Click in the **Select Table** field. Then, click on the name of the table you wish to modify.
- Click on the specific record and field you want to modify and make the necessary correction(s).
- Click the **Save** button.

PURGING HISTORICAL DATA

The Purge Process is used when deemed appropriate by the *System Administrator (in conjunction with the appropriate supervisor or Project Manager)* to remove selected historical or “dated” records from the ATAAPS data base. To run the Purge Process:

- Open the DBA/System Administration Application and click the Purge button.
- The **DBA - Purge Old Data Wizard** will then take you through a series of steps that will allow you to select what type of data is to be purged. Respond to the steps in the wizard as follows:
 - ◇ **Step 1** This is simply a welcome window to the wizard.
 - ◇ **Step 2** Select the type of data that will be deleted. You can choose to remove an employee and his/her associated labor records and tour information; or you can choose to remove labor and tour transactions, by pay period; or you can remove projects and associated labor records, etc.
 - ◇ **Step 3** Select an appropriate pay period ending date. All data, with a close date before the pay period ending date, will be deleted during the purge process.
 - ◇ **Step 4** Depending upon the option you chose in Step 2, you will be given a list of employee records, pay period start dates, or project descriptions that are potential candidates for deletion. Make your selection accordingly.
 - ◇ **Step 5** This simply reminds you of type of records you will be deleting and the pay period end date you selected. (*Clicking Finish will close the wizard, but will NOT yet delete the records from the data base*).

It is strongly recommended that, BEFORE you run the Purge Process, you ensure that the database has been properly “backed up”. Once the data has been purged, it will NO longer be available.

- Once you have closed the **DBA - Purge Old Data Wizard**, a window with a **Detail and a Totals tab** will appear. By clicking on each of the tabs, you can view summarized information about the records that will be purged from the data base. The information that is displayed in this window (*and its tabs*) will vary depending upon the option you selected in Step 2 of the wizard.
- Click the **Save** button.

SYNCHRONIZING SYSTEM NUMBERS

The synchronization process is performed to ensure that the data base's System Number Table assigned numbers coincides with the system numbers on associated data base tables.. As a minimum, it is recommended that the process be run at least once per month. To perform the synchronization:

- Open the DBA/System Administration Application.
- Click on the **Sys Num** button.
- Review the displayed data. System numbers that require synchronization are displayed in red.
- Click on **Utilities** on the main menu. Then click on **Sync System Numbers**.

MAINTAINING CERTIFICATION ROSTERS

The System Administrator is responsible for maintaining certification rosters for the organization. This function entails establishing the rosters and assigning employees, a primary certifier, and alternate certifiers to each one. This function is performed by accessing **the Roster Maintenance Window** in the **Main ATAAPS Application**. Follow the instructions which are described in the application's Help file to perform each task.

MAINTAINING EMPLOYEE TEAM ASSIGNMENTS

The System Administrator may be responsible for maintaining teams (*NOTE: Some organizations may opt to assign this responsibility to another individual.*) This function entails establishing the teams and assigning employees, a supervisor, and alternate timekeepers to each one. This function is performed by accessing **the Team Management Window** in the **Main ATAAPS Application**. Follow the instructions which are described in the application's Help file to perform each task.

MAINTAINING PAY PERIOD INFORMATION

The System Administrator is responsible for adding additional pay periods to the data base and for modifying information about existing pay periods (*e.g., adjusting certification dates*).

To automatically generate multiple pay periods, open the **Administration Codes Window** of the **Main ATAAPS Application** and click on **Edit**. Then, click on **"Generate Pay Periods..."**. The **Create Pay Periods Window** will appear. Insert the number of pay periods you wish to automatically generate. It is recommended that you also check the field "Generate holidays for the selected pay period(s)". If you do check this field, however, you must then go to the **Holidays Tab** and verify that the holidays are properly designated. For example, July 4th will automatically be coded as a holiday. However, depending upon the year, the holiday may actually fall on July 3rd. You would need to manually make this change.

You can also add pay periods by accessing the **Pay Period Tab** in the **Administration Codes Window** of the **Main ATAAPS Application** and add the appropriate pay period records (*following the instructions outlined in the application's Help file*).

It is recommended that pay periods for the current year and, at least, the following year be reflected in the data base at all times. (*NOTE: Do not delete pay periods for prior years if you are retaining historical data.*)

MAINTAINING HOLIDAY INFORMATION

The System Administrator is responsible for adding additional holidays to the data base and for modifying information about existing holidays.

To do so, access the **Holiday Tab** in the **Administration Codes Window** in the **Main ATAAPS Application** and follow the instructions outlined in the application's Help file.

Holidays can also be created as part of the automatic generation of pay periods (*as described in the above paragraph, entitled "Maintaining Pay Period Information"*).

It is recommended that holidays for the current year and, at least, the following year be reflected in the data base at all times. (*NOTE: Do not delete holidays for prior years if you are retaining historical data.*)

GENERATING REPORTS

What is the Report Application?

The **Report Application** is used to generate and save reports from the ATAAPS data base.

New reports can be created from the data base and can be saved as report files. Report files are identified by the format, the pay period, the user who created the report, and the date and time the report was created. Report files will exist as a permanent record of the data at the time of report generation. Data can be sorted and filtered by the user to meet his/her requirements.

(NOTE: A few standard, pre-formatted inquiries are also available in the main ATAAPS application, by accessing the Utilities option on the main menu.)

How Often are Reports Generated (and When)?

It is suggested that these reports be generated at least once per pay period—after the certification date has passed.

Creating and Saving a Report

To create a new report, access the **Reports Application** and:

- Click on the **New** button, which opens the **Create a New Report Wizard**.
- Respond to the questions asked in each step of the wizard.
 - ◇ **Step 1.** This is simply a welcome window.
 - ◇ **Step 2.** Select the desired report format.
 - ◇ **Step 3.** Select the appropriate pay period ending date.
 - ◇ **Step 4.** This window displays the type of report format that has been selected and the pay period end date that was chosen.

To Save a Report:

Once you have created a report and it is displayed on the screen,

- Click **Options** on the main menu and select a Default Directory in which to store the saved report.
- Click the **Save** button, which opens the Report Description window. Enter a description.
- The Save Report message will appear, informing you of the file name of the report. The name will be numerically assigned by ATAAPS, followed by “.psr”. You may want to jot down the information for reference purposes.

NOTE: You may review the Report Properties (and change the Report Description), by clicking the Properties button.

Opening an Existing Report

To open an existing report, open the Reports Application and:

- Click on the **Open** Icon, which opens the “Open an Existing Report” Wizard..
- Respond to the questions asked in each step of the wizard.
 - ◇ **Step 1.** This is simply a welcome window.
 - ◇ **Step 2.** Select the desired report format.
 - ◇ **Step 3.** Select the appropriate pay period ending date.
 - ◇ **Step 4.** Select the description of the report you wish to open.
 - ◇ **Step 5.** This window simply recaps for you the type of report format that was selected and the pay period end data that was chosen.

CHAPTER 5 - TECHNICAL SUPPORT

You can contact the Systems Engineering Organization, Pensacola (SEOPE) Technical Support staff by e-mail, fax, or telephone. Our normal business hours are Monday through Friday, from 6:30 a.m. to 4:30 p.m. CST. Outside of these hours, emergency calls will be handled immediately; other calls will be handled the next business day.

- **E-Mail:**

- ataaps.info@dfas.mil

- **Fax:**

- DSN: 922-1147
- Commercial: 850-452-1147

- **Telephone:**

- DSN: 922-2990, extension 310
- Commercial: 850-452-2990, extension 310

