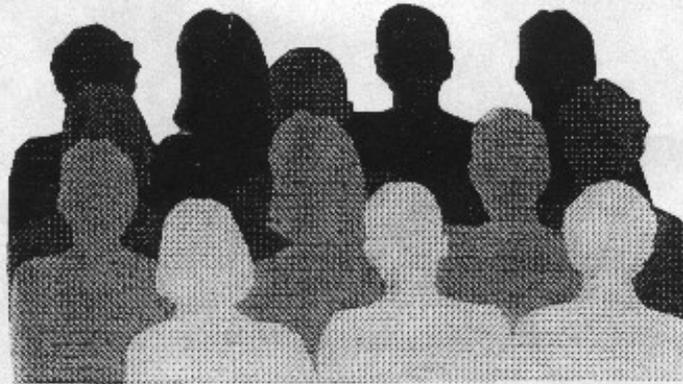


DEFENSE INFORMATION SYSTEMS AGENCY (DISA)

AUTOMATED TIME, ATTENDANCE, AND PRODUCTION SYSTEM (ATAAPS)

Employee How To Guide



DISA/D13 Payroll Team/607-4460/ATAAPS Employee How To Guide/May 1999, Version 2

DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM (ATAAPS)
Employee Training Guide

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INTRODUCTION

EMPLOYEE TRAINING GUIDE

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 this 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 **four (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 tasks on windows that you have been given authorization to perform.

If you have been authorized to perform tasks on windows, your ICON selection will have "**colored buttons**". If not, your buttons will be "grayed out."

EMPLOYEE WINDOW APPLICATIONS:

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.

Time and Attendance Review Window: The Time and Attendance Window is used by individual employees to review their own labor charges and to electronically concur with their leave and compensatory time charges

HOW ARE EMPLOYEES SETUP IN ATAAPS?

1. Employees are first grouped by organization (organization code).

2. Division/Branch delineation is achieved by assigning employees to Teams in the Team Window Application.
3. A Primary supervisor is assigned to each team, in the Team Window.
4. A Timekeeper and/or additional alternate timekeepers are assigned to each team, in the Team Window.
5. The timekeepers need not be a member of the team for which they are assigned as timekeeper.

NOTE: An employee can be assigned to only one team at a time.

An organization may have many teams, but a team can have only one organization.

ATAAPS is an exception-based system. Since you will be processing T&A and L&P on a daily basis, a Timekeeper or Alternate Timekeeper will be processing T&A and L&P only when an employee is on leave, TDY, etc.

NOTE: ATAAPS is accessible 24 Hours and will be on the LAN.

The use of a time and attendance record (specifically, the DISA Form 98) will no longer be used or required. The applicable forms for ATAAPS reporting are the following:

- | | |
|----------------------------|--|
| a. DISA Form 46 | - Overtime Work Request and Approval |
| b. Standard Form 71 | - Request For Leave or Approved Absence |
| c. DISA Form 41 | - System Authorization Access Request (SAAR) |
| d. DISA Form 195-1 | - DCPS Security Access Questionnaire (for Timekeepers, and Certifiers Only) |
| e. DISA Form 195-2 | - ATAAPS Security Access Questionnaire (for Timekeepers, Supervisors, and Certifiers 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 **UserID, type:** Last Name (**up to 7 letters**) and you're **First Initial. PRESS** the **TAB KEY**
4. At the **Password, type:** **zxcvbn** (**THIS IS A ONE-TIME PASSWORD**)
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. Click **OK**.

Logon to: <click more and select a database>

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

User ID: andersop

Password: xxxxxx

Database: hp_ncr1

DBMS: 073 ORACLE v7.3

DataSource: hp_ncr1

Server: @TNS:hp_ncr1

DBParm:

LOG ON/LOCK OUT PROBLEMS

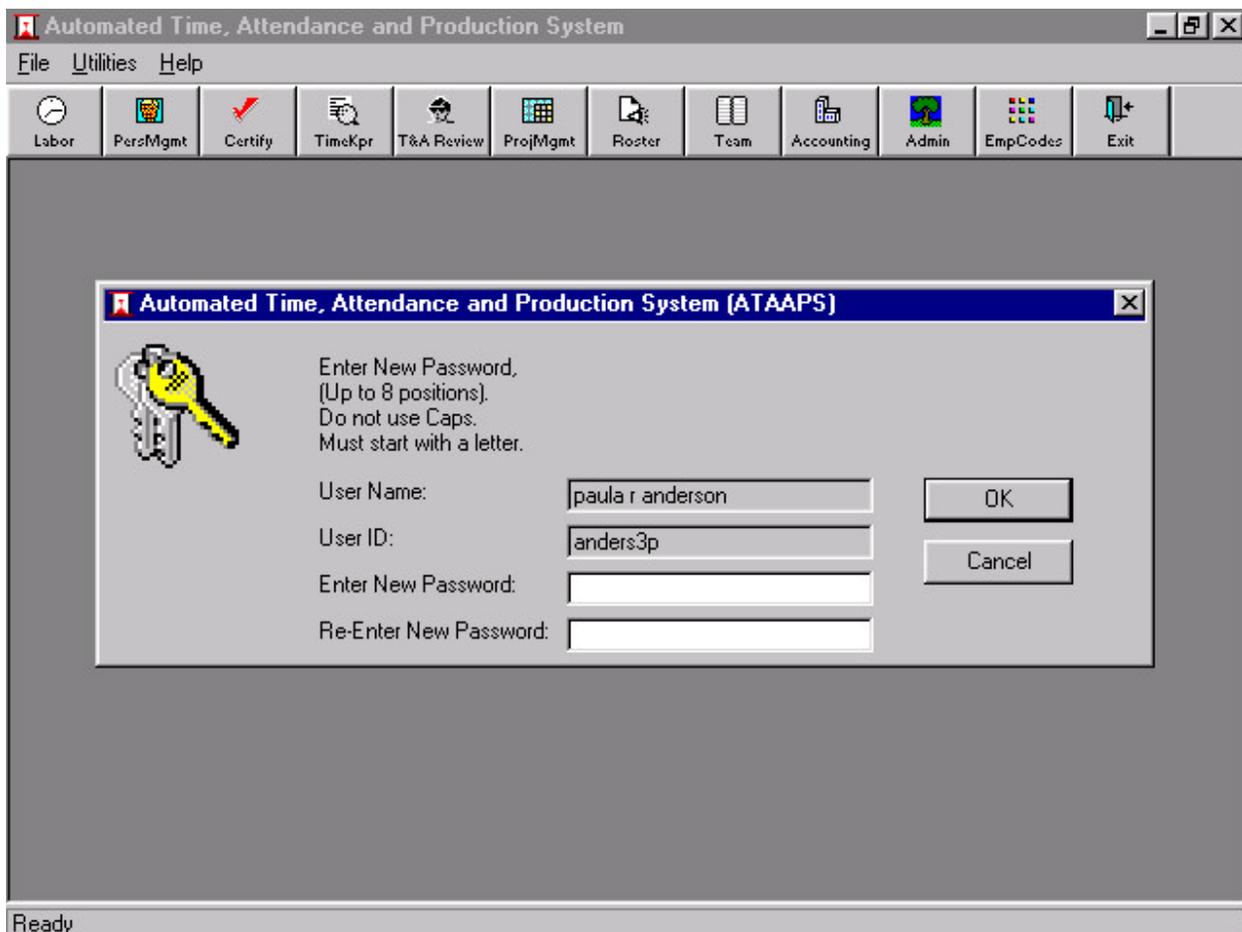
Time and Attendance Points of Contact (T&A POC) will assist employees with **log on/lock out** problems first. If unable to resolve, T&A POC will forward problem to Payroll Customer Service Office (D13) via the **Payroll** email account. D13 Payroll will work problem and provide resolution and/or follow-up directly to employee via email with copy to T&A POC. (See common error messages and resolution on page 29.)

CHANGE YOUR PASSWORD

HOW TO CHANGE YOUR PASSWORD

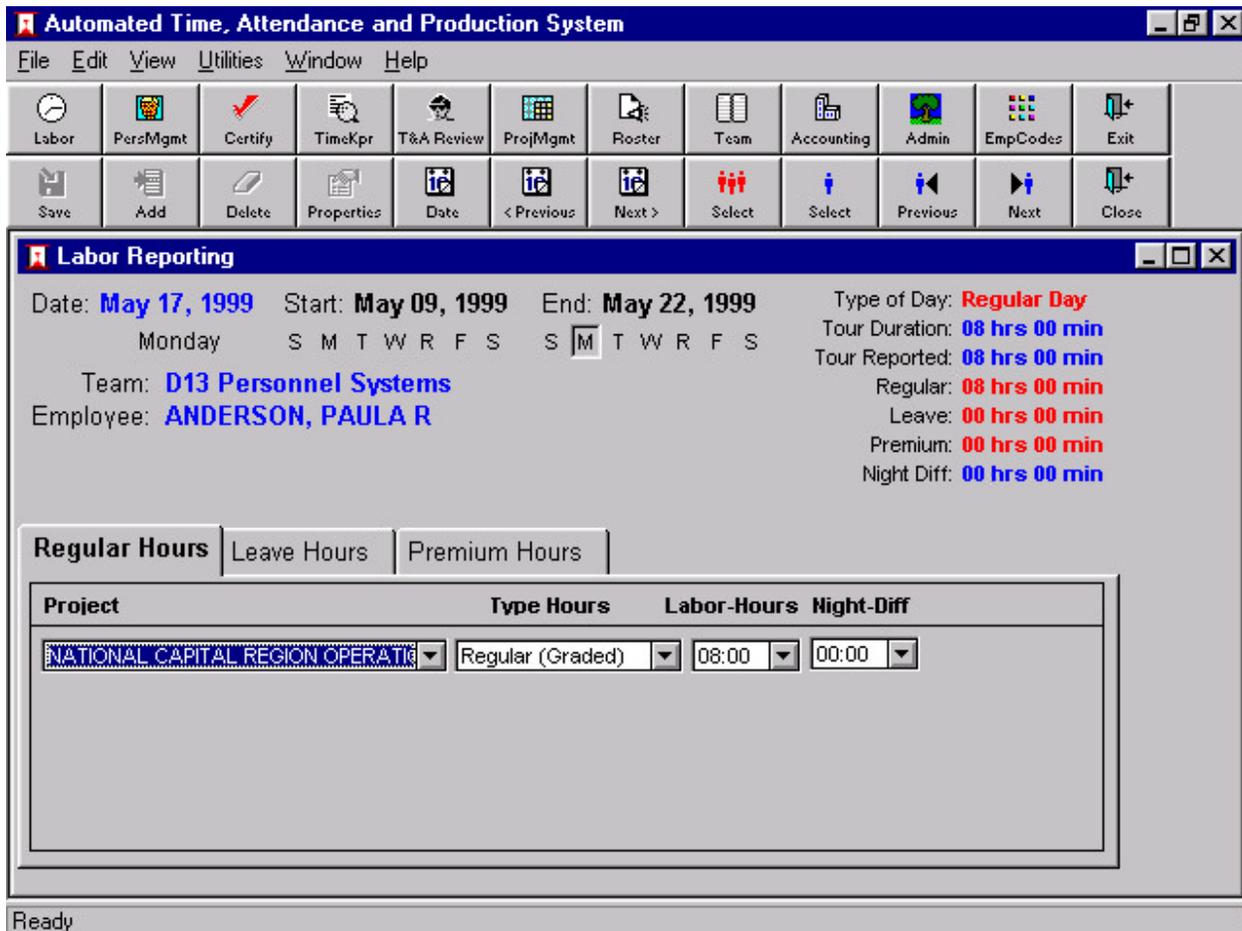
1. From the application menu, select: Utilities.
2. Click **Change Password**.
3. A Window appears.
4. Enter Your **New Password**: Up to 8 Positions. **Do Not Use Caps**. Must start with a letter.
5. **Re-enter** New Password for confirmation.
6. Click **OK**.

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



REGULAR HOURS

HOW TO REPORT REGULAR LABOR HOURS



Regular Tab (Labor Reporting Window)

This tab is used to report, modify, or delete regular labor hours.

The fields on this tab are:

Project – the name of the project that labor will be charged to (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 – the type of labor hours that are being charged to the project

Labor Hours – the number of labor hours being charged to the project

Night Diff – the number of night differential hours being charged to the project

Reporting, Modifying, or Deleting Regular Hours

TO REPORT REGULAR HOURS:

1. Click the **Labor** button. The Labor Reporting Window will open, displaying labor record(s) for today (if any have been created).
2. Choose the date for which labor is to be reported by clicking the **Date** button. Once the calendar appears, click on the appropriate date and then click the OK button.
3. Click on the Regular Hours tab.
4. Click the **Add** button to begin reporting. *(NOTE: If the **Add** button is inactive (i.e., "grayed out"), click anywhere within the **Regular Hours Tab**.)*
 - a. Click on the **Project** field to display a list of projects that are authorized to be charged by this particular employee. 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.)*
 - b. Click on the **Type Hours** field to display a list of Type Hours codes. Click on the appropriate code. *(NOTE: You would normally not change this field. It automatically displays the Employee Type assigned to this individual in the Personnel Management window.)*
 - c. Click on the **Labor Hours** field. Click on the appropriate number of hours to be charged to this particular project.
 - d. Click on the **Night Diff** field *(only if night differential hours are being charged)*. Click on the appropriate number of night differential hours. Night differential hours can only be reported by a graded employee if the hours have been authorized as part of the employee's daily tour---see the Help Topic entitled "Assigning a Tour of Duty for an Employee". In addition, the maximum number of night differential hours that can be reported by a graded employee in one day is 12.

NOTE: If you wish to report hours against a different project for the same employee, for the same date, repeat step 6.

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

TO MODIFY REGULAR HOURS:

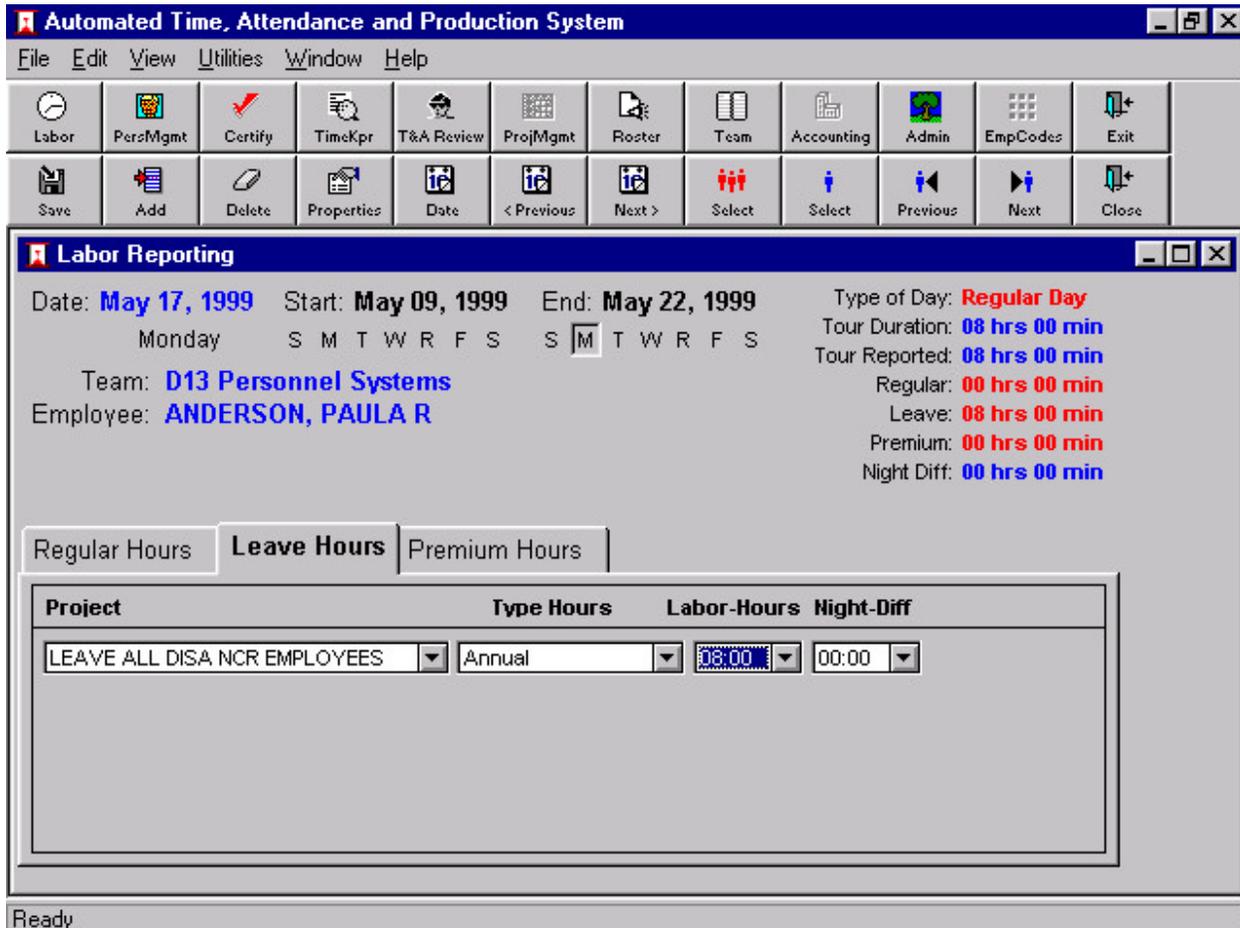
Perform steps 1 through 5 above. Then, click on the record that requires modification. Insert the correct information into the appropriate field(s). Click the **Save** button.

TO DELETE REGULAR HOURS:

Perform steps 1 through 5 above. Then, click on the record that is to be deleted. Click the **Delete** button. Click the **Save** button.

LEAVE HOURS

HOW TO REPORT LEAVE LABOR HOURS



Leave Hours Tab (Labor Reporting Window)

This tab is used to report, modify, or delete leave hours.

The fields on this tab are:

Project - the name of the project that leave hours will be charged to (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 – the type of leave hours that re being charged to the project

Labor Hours - the number of leave hours being charged to the project

Night Diff – the number of leave night differential hours being charged to the project

Reporting, Modifying, or Deleting Leave Hours

TO REPORT LEAVE HOURS:

1. Click the **Labor** button. The Labor Reporting Window will open, displaying any record(s) for today.
2. Choose the date for which labor is to be reported by clicking the **Date** button. Once the calendar appears, click on the desired date and then click the OK button.
3. Click on the Leave Hours tab.
4. Click the **Add** button to begin reporting. (*NOTE: If the **Add** button is inactive (i.e., "grayed out"), click anywhere within the **Leave Hours Tab**.*)
 - a. Click on the **Project** field to display a list of leave projects that are authorized to be charged by this particular employee. 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.*)
 - b. Click on the **Type Hours** field to display a list of Type Hours codes. Click on the appropriate code.
 - c. Click on the **Labor Hours** field. Click on the appropriate number of hours to be charged to this particular project.
 - d. Click on the **Night Diff** field (only if night differential hours are being charged). Click on the appropriate number of night differential hours. Night differential hours can only be reported by a graded employee if the hours have been authorized as part of the employee's daily tour---see the Help Topic entitled "Assigning a Tour of Duty for an Employee". In addition, the maximum number of night differential hours that can be reported by a graded employee in one day is 12.

NOTE: If you wish to report hours against a different leave project for the same employee, for the same date, repeat step 6.

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

TO MODIFY LEAVE HOURS:

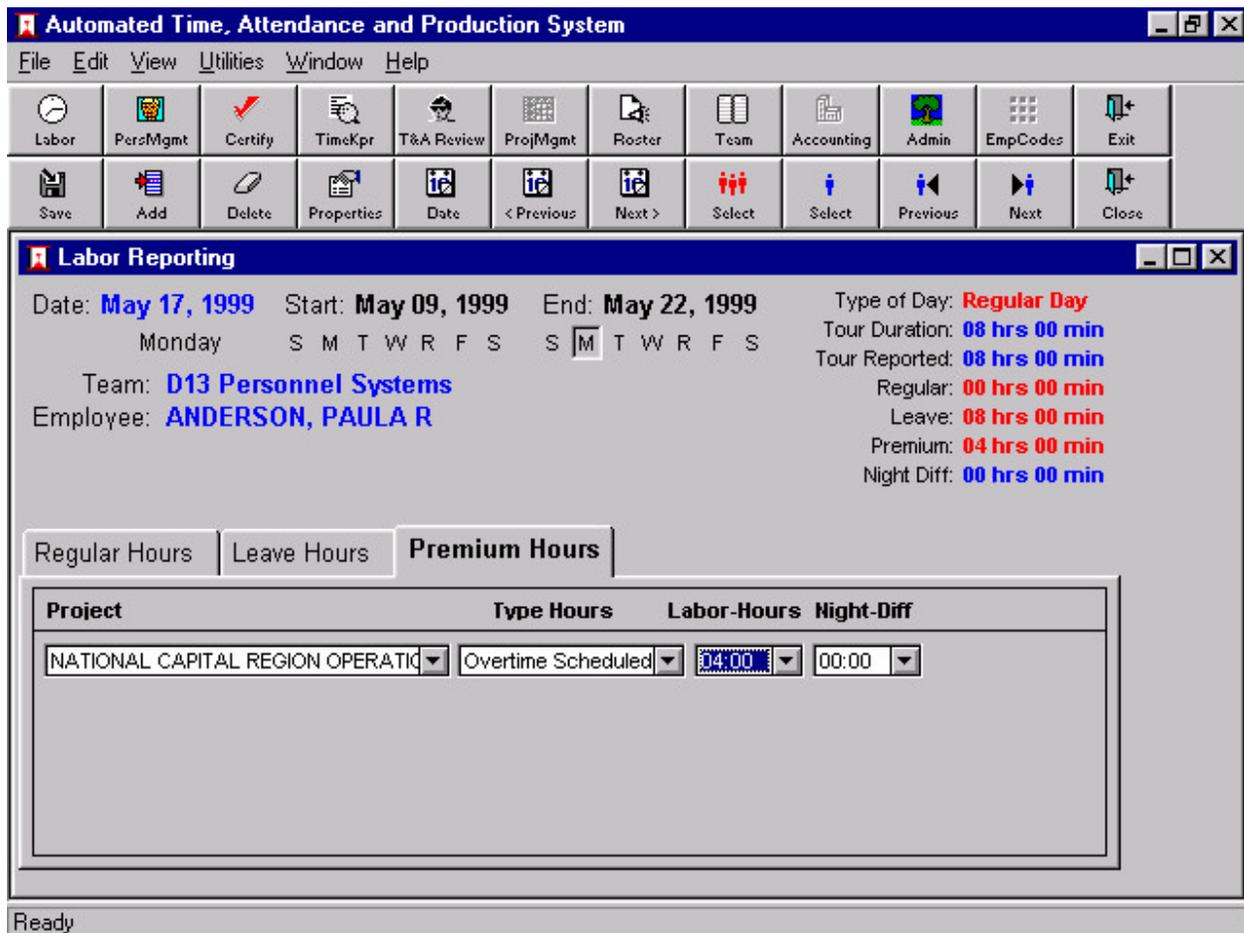
Perform steps 1 through 5 above. Then, click on the record that requires modification. Insert the correct information into the appropriate field(s). Click the **Save** button.

TO DELETE LEAVE HOURS:

Perform steps 1 through 5 above. Then, click on the record that is to be deleted. Click the **Delete** button. Click the **Save** button.

PREMIUM HOURS

HOW TO REPORT PREMIUM LABOR HOURS



Premium Hours Tab (Labor Reporting Window)

This tab is used to report, modify, or delete premium hours.

The fields on this tab are:

Project – the name of the project that premium hours will be charged to (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 – the type of premium hours that are being charged to the project

Labor Hours – the number of premium labor hours being charged to the project

Night Diff – the number of premium night differential hours being charged to the project

Reporting, Modifying, or Deleting Premium Hours

An employee can report premium hours ONLY if he or she has been properly authorized to do so within both the Properties tab and the Project Auth tab of the Personnel Management window.

TO REPORT PREMIUM HOURS:

1. Click the **Labor** button. The Labor Reporting Window will open, displaying any record(s) for today.
2. Choose the date for which labor is to be reported by clicking the **Date** button. Once the calendar appears, click on the desired date and then click the OK button.
3. Click on the Premium Hours tab.
4. Click the **Add** button to begin reporting. (*NOTE: If the **Add** button is inactive (i.e., "grayed out"), click anywhere within the **Premium Hours Tab**.*)
 - a. Click on the **Project** field to display a list of projects that are authorized to be charged premium hours by this particular employee. 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.*)
 - b. Click on the **Type Hours** field to display a list of Type Hours codes. Click on the appropriate code.
 - c. Click on the **Labor Hours** field. Click on the appropriate number of hours to be charged to this particular project.
 - d. Click on the **Night Diff** field (*only if night differential hours are being charged*). Click on the appropriate number of night differential hours. Night differential hours can only be reported by a graded employee if the hours have been authorized as part of the employee's daily tour---see the Help Topic entitled "Assigning a Tour of Duty for an Employee". In addition, the maximum number of night differential hours that can be reported by a graded employee in one day is 12.
5. Click the **Save** button to save your entries.

NOTE: If you wish to report premium hours against a different project for the same employee, for the same date, repeat step 6.

TO MODIFY PREMIUM HOURS:

Perform steps 1 through 5 above. Then, click on the record that requires modification. Insert the correct information into the appropriate field(s). Click the **Save** button.

TO DELETE PREMIUM HOURS:

Perform steps 1 through 5 above. Then, click on the record that is to be deleted. Click the Delete button. Click the **Save** button.

FAMILY LEAVE

Reporting, Modifying, or Deleting Family Leave or Representational Hours

Check the DCPS manual for a list of valid Type Hours codes that can be used when reporting family leave or representational hours.

TO REPORT FAMILY LEAVE or REPRESENTATIONAL HOURS:

1. Click the **Labor** button. The Labor Reporting Window will open, displaying any record(s) for today.
2. Choose the date for which labor is to be reported by clicking the **Date** button. Once the calendar appears, click on the desired date and then click the OK button.
3. Click on the appropriate tab (*i.e.*, "Regular Hours", "Leave Hours", or "Premium Hours").
4. Click the **Add** button. (*NOTE: If the Add button is inactive (i.e., "grayed out"), click anywhere within the tab.*)
5. Click on the **Project** field to display a list of projects that are authorized to be charged by this particular employee. Click on the name of 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.*)
6. Choose the correct **Type Hours** and then click on the **Properties** button. This will open the Selecting Extended Labor Attributes window. Choose the appropriate "Reason" code and click OK.
7. Complete your reporting by inserting the correct number of **Labor Hours** and, if applicable, the number of **Night Differential** Hours.
8. Click the **Save** button to save your entries.

TO MODIFY FAMILY LEAVE or REPRESENTATIONAL HOURS:

Perform Steps 1 through 5. Then, click on the record containing the name of the project, which you need to modify. Then perform steps 8 through 10.

TO DELETE FAMILY LEAVE or REPRESENTATIONAL HOURS:

Perform Steps 1 through 5. Then, click on the record containing the name of the project you wish to delete. Click the **Delete** button. Click the **Save** button.

Selecting Extended Labor Attributes

This window appears when the user clicks the **PROPERTIES** button when the Labor Reporting Window is active. It is used to report hazardous duty or environmental differential pay hours and family leave or representational hours.

ATAAPS -- Enter Extended Labor Attributes

Employee: PAULA R ANDERSON
Date: May 17 1999
Project: LEAVE ALL DISA NCR EMPLOYEES
Type Hours: Sick
Labor Duration: 08 hr 00 min
Labor Start:

Hazard:

Reason:

Last Hour Indicator:

<none>
Adoption or Foster Care
Birth of Son/Daughter or Care of Newborn
Care for Spouse, Son, Daughter, or Parent With Serious H
Serious Health Condition of Employee

OK Cancel

The fields in this Window are:

Hazard - this field provides a list of valid hazardous duty and environmental differential pay codes.

Reason – this field provides a list of valid family leave codes (which describes the reason the employee has been authorized to use family leave) and representational codes (which are used to report official time granted to employees performing union-related business).

Last Hour Indicator - click, to place a check mark in this field, if the labor being reported took place during the last hour of the employee's tour of duty.

T&A REVIEW

T&A REVIEW/CONCUR

Begin Pay Period: 05/09/1999

Pay Period Retro

I, PAULA R ANDERSON
Agree with labor charges and credits to leave and compensatory time shown.

Certified Reviewed

5/24/1999

Scheduled	Reported	Regular	Paid Leave	Unpaid Leave	Premium
80:0	80:0	80:0	00:00	00:00	00:00

Ready

Pay Period Tab (T&A Review Window)

This tab is used to review and concur with an employee's time and attendance (T&A) labor charges, leave, and compensatory time.

The fields displayed on this tab are:

Scheduled - the number of regular hours scheduled

Reported - the total number of regular, paid leave, and unpaid leave hours reported

Regular - the number of regular hours reported

Paid Leave - the number of paid leave hours reported (i.e. Annual, sick, etc.)

Unpaid Leave - the number of unpaid leave hours reported (i.e. LWOP, Suspension, etc.)

Premium - the number of premium hours reported (i.e. overtime, comp-time, etc.)

Certified - a check mark indicates that the records have been certified

Reviewed - when this tab is opened, a check mark is automatically input into this field and the current date is displayed -- indicating that the records are now being reviewed.

A check mark in the "I agree with labor charges and credits to leave and compensatory time shown" section indicates that the employee has reviewed and concurred with the T&A data which was reported.

To Review and/or Concur with an Individual Employee's Time and Attendance (T&A) Data:

1. Click on the **T&A Review** button, which opens the Individual Time and Attendance Review Window.
2. Choose the appropriate Begin Pay Period date.
3. Click within the Pay Period Tab.
4. Click on the statement that reads: "I agree with labor charges and credits to leave and compensatory time shown".
5. Click the **Save** button.

NOTE: To view daily information, click on the **Daily** button, which opens the Daily Time and Attendance Hours window. While in this window, you can also view the specific projects that labor was charged to or make changes to the current T&A by clicking on the appropriate day and then clicking on the **Labor** button.

To view hourly information, click on the **Hourly** button, which opens the Hourly Time and Attendance Hours window.

While either of these windows is open, the employee can opt to concur with his/her leave charges by simply checking the **Concur** field at the top of the window.

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.). It is also used 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.

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. The terms for sections in the Labor Window are:

a. **Type Of Day:**

A "Regular Day" is a workday based on the employee's tour schedule and a "Day Off" is a Regular Day Off (RDO) based on the employee's tour schedule.

b. **Tour Duration:**

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

c. **Tour Reported:**

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

d. **Regular**

The sum of all regular hours reported.

e. **Leave**

The sums of all leave hours reported.

f. **Premium**

The sum of all premium hours reported.

g. **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

Quick Steps for Reporting, Modifying, or Deleting Leave Hours:

To Add a Full Day of Leave:

1. Click on **Labor** button, *Regular Hours Tab* will automatically come up.
2. Click in **Project** field (field will turn blue).
3. Click on **Delete** button (line will disappear).
4. Click on the *Leave Hours tab*.
5. Click on the **Add** button (line will appear).
6. Cursor will be in the **Project** field.
7. Tab to the **Type Hours** field.
8. Click on the down arrow to scroll to the type of hours taken, (i.e. annual, sick, etc.)
9. Tab to the **Labor-Hours** field.
10. Click on the down arrow to scroll to the number of hours taken, (i.e. 8:00, 9:00, etc.)
11. Click on **Save** button.

To Add a Partial Day of Leave:

1. Click on **Labor** button, *Regular Hours Tab* will automatically come up.
2. Cursor will be in the **Project** field.
3. Tab to the **Labor-Hours** field.
4. Scroll to amount of hours worked for that day.
5. Click on the *Leave Hours tab*.
6. Click on the **Add** button (line will appear).
7. Cursor will be in the **Project** field.
8. Tab to the **Type Hours** field.
9. Click on the down arrow to scroll to the type of hours taken, (i.e. annual, sick, etc.)
10. Tab to the **Labor-Hours** field.
11. Click on the down arrow to scroll to the number of hours taken, (i.e. 2:00, 4:00, etc.)
12. Click on **Save** button.

To Add Family Medical Leave

If you are adding sick, annual, or LWOP for the Family and Medical Leave Act of 1993 or Family-Friendly Leave Act you would complete steps 1-10 above (for both full or partial day of leave.) In additions complete steps below:

11. Click on **Properties** button (another window will come up)
12. Click in the Reason section
13. Click on the down arrow to scroll to the reason (i.e. care of child, spouse, etc.)
14. Click on OK.

NOTE: Regular hours worked and the number of hours leave taken MUST equal tour duration (i.e. 8:00, 9:00, etc., see page 27).

To Add Future Leave Hours

1. Click on the **Labor** button (the current pay period will come up).
2. Click on the **Date** button (calendar will show up).
3. Select the Month and Day you wish to take leave.
4. Click OK (that pay period will come up).
5. Click on the *Leave Hours tab*.
6. Click on the **Add** button (line will appear).
7. Cursor will be in the **Project** field.
8. Tab to the **Type Hours** field.
9. Click on the down arrow to scroll to the type of hours taken, (i.e. annual, sick, etc.)
10. Tab to the **Labor-Hours** field.
11. Click on the down arrow to scroll to the number of hours taken, (i.e. 4:00, 8:00 etc.)
12. Click on **Save** button.

NOTE: To add future regular hours, complete steps above. With the exception of #5 click on the Regular Hours tab and add your regular hours like steps 6-12 (step 9 would be that regular hours automatically show up. Step 11 would be to scroll to amount of hours worked).

To Add Premium Hours (overtime, comp-time, etc.):

1. Click on **Labor** button, *Regular Hours Tab* will automatically come up.
2. Click on the *Premium Hours tab*.
3. Click on the **Add** button (line will appear).
4. Click in the **Project** field.
5. Click on the down arrow to scroll to the Project you worked on, click on appropriate project.
6. Tab to the **Type Hours** field.
7. Click on the down arrow to scroll to the type of hours you worked, i.e. overtime, comp-time, etc.
8. Tab to the **Labor-Hours** field.
9. Click on the down arrow to scroll to the amount of hours taken, i.e. 2:00, 4:00, etc.
10. Click on the **Save** button.

To Install ATAAPS ICON on Main Desktop PC Window

1. Right click on "Start" Button
2. Click on Explore.
3. Double Click '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, falls on a Saturday. For most Federal employees, the preceding Friday will be treated as a holiday for pay and leave purposes.