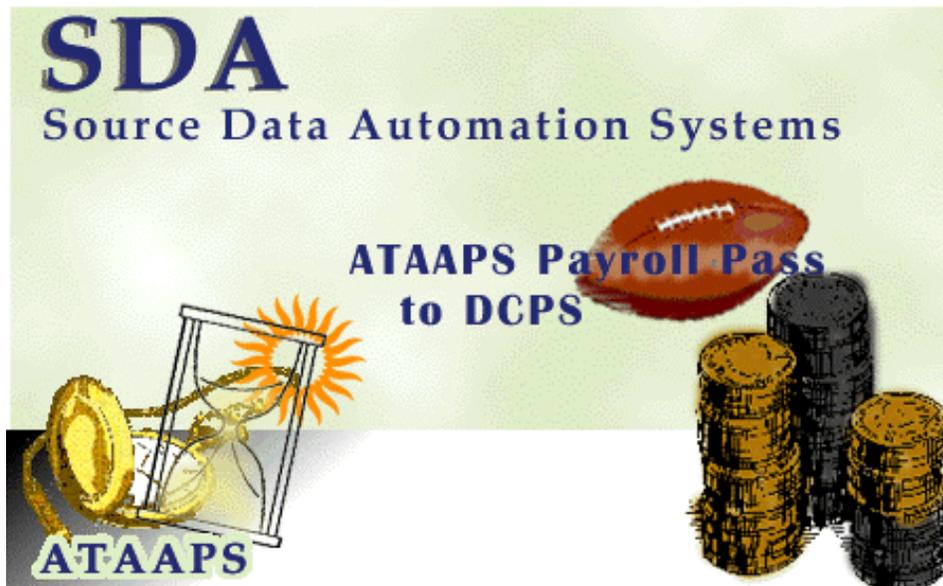


Volume

7

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

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



SDA - ATAAPS Payroll Pass to DCPS Application

User's Manual

SDA - ATAAPS Payroll Pass to DCPS Application

User's Manual

31 January 1999

Table Of Contents

CHAPTER 1 - GENERAL INFORMATION	1
What is the SDA - ATAAPS Payroll Pass to DCPS Application?	1
CHAPTER 2 - UPLOAD PROCESS	2
Creating the Upload File	2
<i>Default Directory Window</i>	<i>2</i>
<i>SDA - ATAAPS Payroll Pass to DCPS Wizard</i>	<i>3</i>
Step 1	3
Step 2	4
Step 3	5
Step 4	6
<i>Create File Window</i>	<i>6</i>
<i>SDA Comments Window</i>	<i>8</i>
CHAPTER 3 - REVIEWING HISTORICAL DATA.....	9
History File Window.....	9
<i>SDA Properties Window</i>	<i>9</i>
CHAPTER 4 - MERGING SDAS.....	11
SDA Merge Parameters Window.....	11
Merge SDA Files Window	12
CHAPTER 5 - MAIN WINDOW	13
CHAPTER 6 - TOOLBARS.....	14
Main Toolbar	14
Secondary Toolbar.....	14
CHAPTER 7 - MENUS.....	15
Main Menu	15
File Menu.....	15
Options Menu.....	16
Help Menu	16

Secondary Menu	17
File Menu - Upload, History, and Merge SDA Processes	17
Data Menu	17
Window Menu	18
CHAPTER 8 - TECHNICAL SUPPORT	19
INDEX	20

CHAPTER 1 - GENERAL INFORMATION

What is the SDA - ATAAPS Payroll Pass to DCPS Application?

The SDA - ATAAPS Payroll Pass to DCPS application retrieves data from the ATAAPS data base, based on defined criteria, and puts it into ASCII file format for eventual transmission to DCPS.

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.

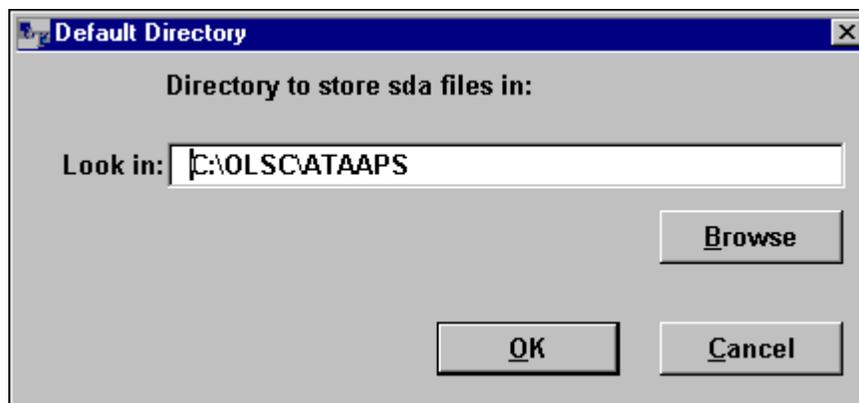
CHAPTER 2 - UPLOAD PROCESS

Creating the Upload File

To create the SDA upload file (from ATAAPS to DCPS):

1. Click on **Options**, which is located on the main menu.
2. Click on **Default Directory**. The Default Directory window will open. Insert the directory path where the SDA file is to be saved. Click **OK**.

Default Directory Window



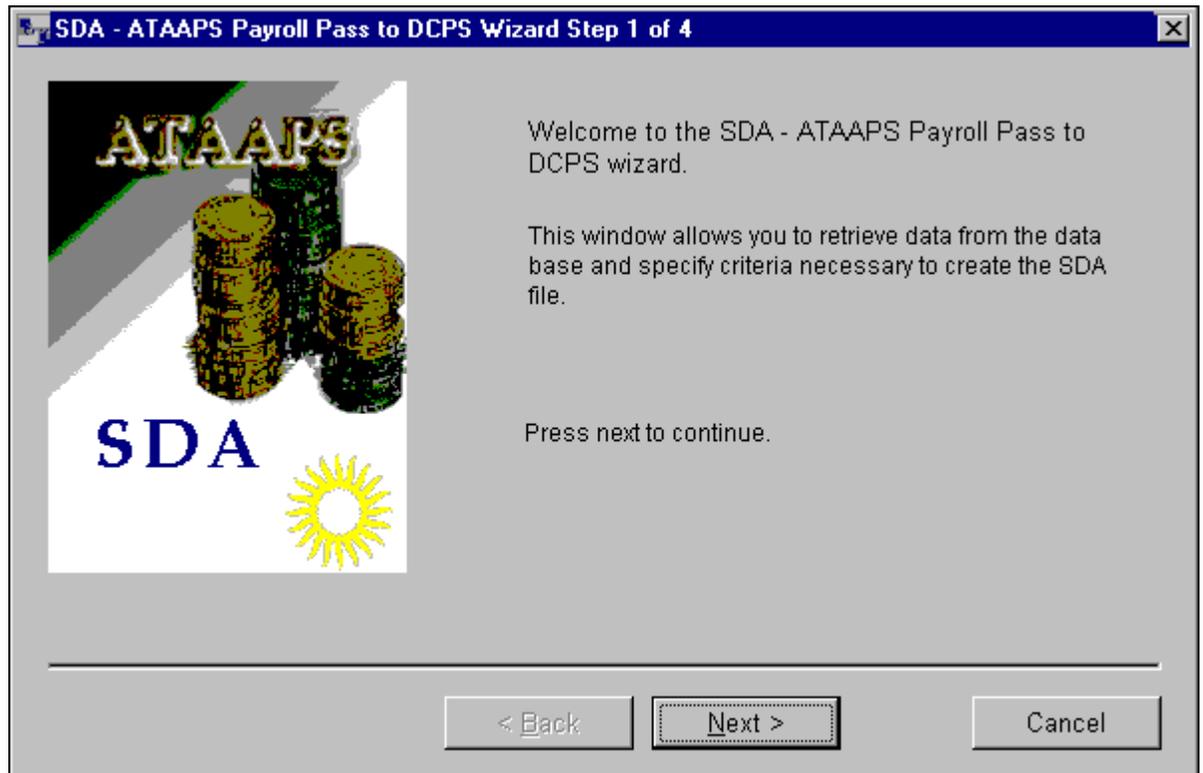
This window is used to establish a full directory path where the SDA file will be stored. All future SDA files which are created will also be stored in this directory. If the exact directory path is unknown, click the **Browse** button and make a selection. Click **OK** to complete the process and return to the main window of the application.

*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.*

3. Click the **Upload** button.
4. Respond to the steps in the:

SDA - ATAAPS Payroll Pass to DCPS Wizard

Step 1



Step 1 of the SDA - ATAAPS Payroll Pass to DCPS Wizard is merely a welcome window. Once it has been read, simply click **Next** to continue.

Step 2

SDA - ATAAPS Payroll Pass to DCPS Wizard Step 2 of 4

ATAAPS

SDA

Retrieve SDA data.

Select pay period ending date for report.

PayPeriod Ending 12/20/1997

< Back Next > Cancel

Select a pay period ending date for the report. Insert the correct date and click **Next** to continue. (NOTE: Only one SDA can be created for a particular pay period ending date.)

Step 3

SDA - ATAAPS Payroll Pass to DCPS Wizard Step 3 of 4

ATAAPS

SDA

Retrieve SDA data.

For PayPeriod Ending: 12/20/97

Select record types to be created.

Create Labor:

Create Tour:

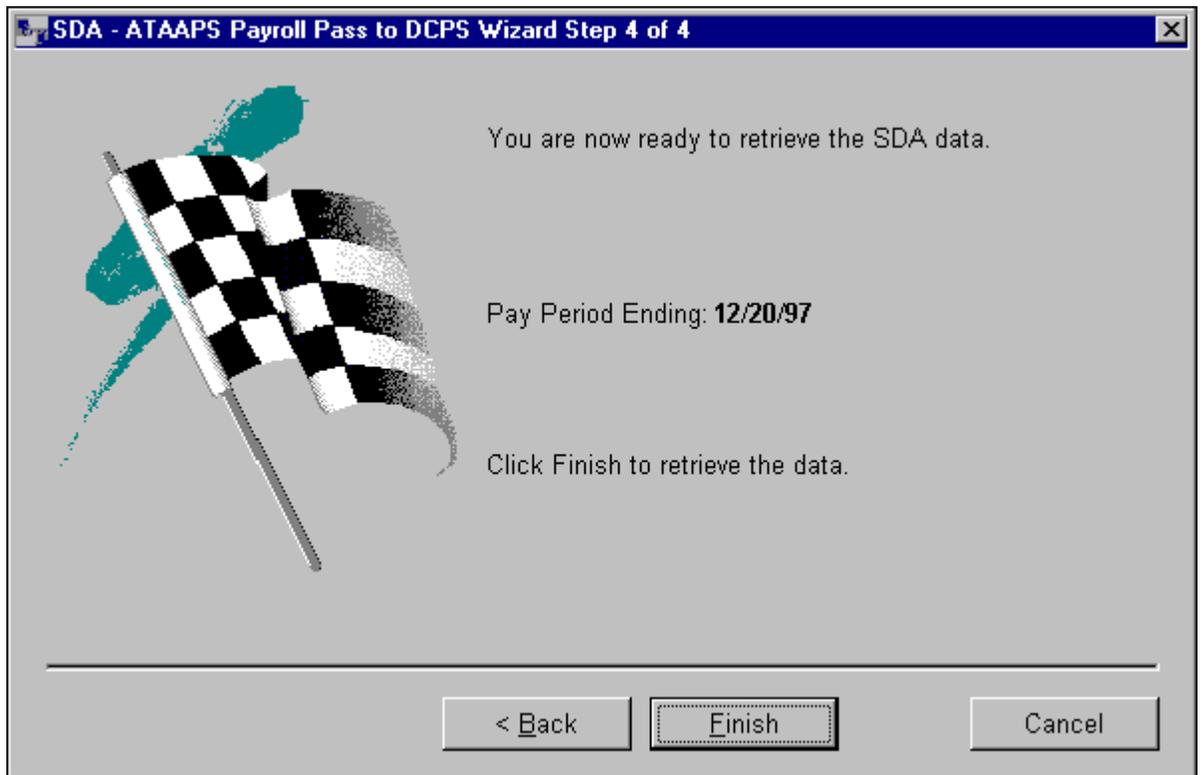
Create Accounting:

Create Certification:

< Back Next > Cancel

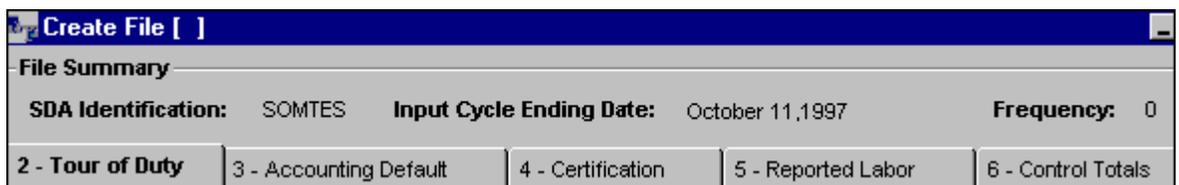
Select the type of records that will be included in the file that will be created. Make the appropriate selection and click **Next** to continue.

Record Type 1 (*header*) and Record Type 6 (*trailer*) will automatically be created. 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. **NOTE: Type 4 (certification) records will NOT be created if an employee is not certified or if the SDA date is less than the certification date for that pay period.**

Step 4

This window simply recaps some of the criteria that was selected in the previous steps. If the information is correct, simply click **Finish** to retrieve the records.

5. After the **wizard has retrieved the data**, a **“Create File” window** will appear.

Create File Window

This window contains a series of tabs that, when clicked, display the records by Record Type, which will be included in the SDA file. (NOTE: A similar window, called “History File”, appears when reviewing historical data .)

The five tabs on the window are:

- **Tour of Duty** - displays tour of duty change records (*Record Type 2*) that will be passed to DCPS.

2 - Tour of Duty														
Rec Type	SSN	Effect Date	S1	Tour1	Night1	S2	Tour2	Night2	S3	Tour3	Night3	S4	Tour4	Night4
2	144308482	970928	0	0000	0000	0	0800	0000	0	0800	0000	0	0800	0000
2	161344548	970928	0	0000	0000	0	1000	0000	0	1000	0000	0	1000	0000
2	163440562	970928	0	0000	0000	0	0800	0000	0	0800	0000	0	0800	0000

S5	Tour5	Night5	S6	Tour6	Night6	S7	Tour7	Night7	S8	Tour8	Night8	S9	Tour9	Night9	S10	Tour10	Night10
0	0800	0000	0	0800	0000	0	0000	0000	0	0000	0000	0	0800	0000	0	0800	0000
0	1000	0000	0	0000	0000	0	0000	0000	0	0000	0000	0	1000	0000	0	1000	0000
0	0800	0000	0	0800	0000	0	0000	0000	0	0000	0000	0	0800	0000	0	0800	0000

S11	Tour11	Night11	S12	Tour12	Night12	S13	Tour13	Night13	S14	Tour14	Night14	Sun7	Sun14	Aws
0	0800	0000	0	0800	0000	0	0800	0000	0	0000	0000	N	N	0
0	1000	0000	0	1000	0000	0	0000	0000	0	0000	0000	N	N	8
0	0800	0000	0	0800	0000	0	0800	0000	0	0000	0000	N	N	0

- **Accounting Default** - displays accounting records (*Record Type 3*) that will be passed to DCPS.

3 - Accounting Default													
Rec Type	SSN	Date	T/A Code	Shift	First	Second	Third	Code	Schedule	Charge Code	Start	End	
3	144308482	971008								7LCGAE	a		
3	161344548	971008								7LCA00	a		
3	166489347	971008								7LCA00	a		

- **Certification** - displays certification records (*Record Type 4*) that will be passed to DCPS.

4 - Certification					
Rec Type	Employee SSN	Certifier SSN	Certifier Name	Date Certified	Time Certified

- **Reported Labor** - displays reported labor records (*Record Type 5*) that will be passed to DCPS.

5 - Reported Labor										
Rec Type	SSN	Labor Date	Job Order	Hours Cd	Shift	Sign 1	Labor Hours	Haz Reas	Sign 2	Night Diff
5	144308482	970929	S7LCGAELCZ000	RG		+	0800			0000
5	144308482	970930	S7LCGAELCZ000	RG		+	0800			0000
5	144308482	971001	S7LCGAELCZ000	RG		+	0800			0000

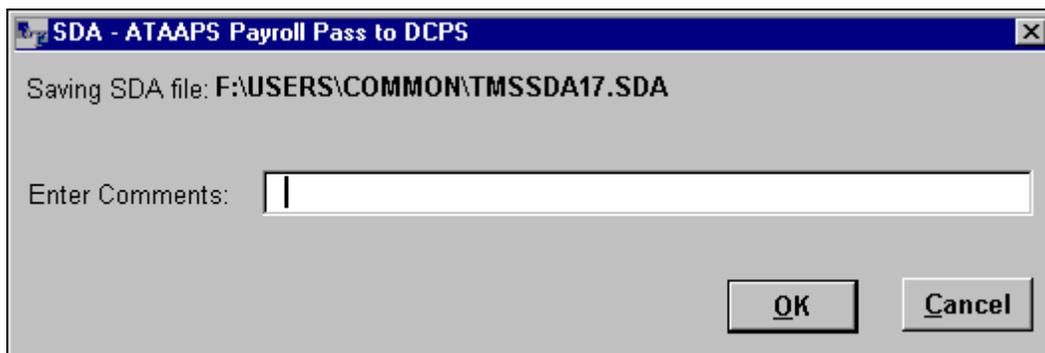
Last Hour	Injury Num	Alt Pay Rate
n		
n		
n		

- **Control Totals** - displays control totals (*Record Type 6*) that will be passed to DCPS.

6 - Control Totals			
Tour of Duty - Record Type 2:	<input type="text" value="0"/>	Reported Labor - Record Type 5:	<input type="text" value="80"/>
Accounting Default - Record Type 3:	<input type="text" value="14"/>	Total Labor Hours Reported:	<input type="text" value="675.0"/>
Certification - Record Type 4:	<input type="text" value="0"/>	Total Employees Processed:	<input type="text" value="12"/>

6. Click the **Create File** button, which opens the SDA Comments Window .

SDA Comments Window



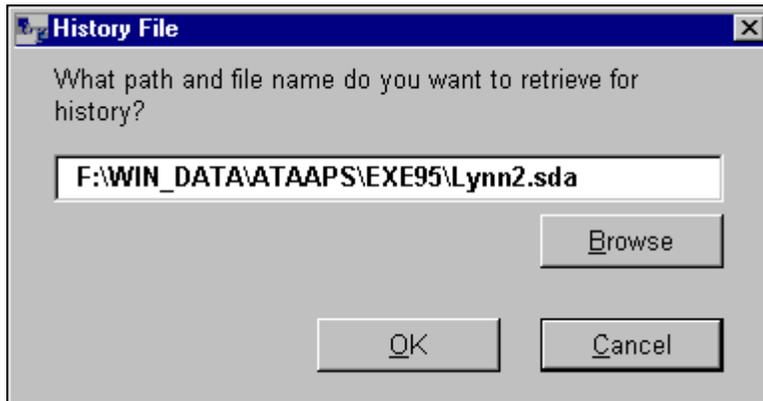
Enter any comments you may have. Click **OK** to actually complete the process and generate the SDA upload file extract.

CHAPTER 3 - REVIEWING HISTORICAL DATA

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

1. Click the **History** button, which opens the History File window.

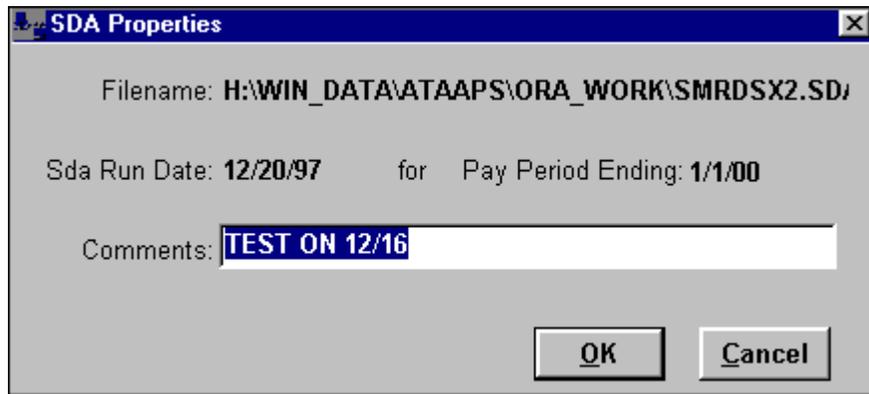
History File Window



This window will appear when the **History** button on the Main Toolbar is clicked. It is used to input the full directory path and name of the historical file that is to be reviewed. If the exact path and file name are unknown, click the **Browse** button and make a selection. Click **OK** to complete the process of selecting the file.

2. Insert the directory path and name of the file to be viewed. Click **OK**.
3. The "History File" window, which is similar to the "Create File" window in Chapter 2, will appear. Click on each of the tabs on that window to review the records that were processed for that particular record type.
4. Click the **Properties** button, which opens the SDA Properties Window. View or modify any comments you made when the file was initially created. Click **OK**.

SDA Properties Window



5. When the review has been completed, close the window or exit the application.

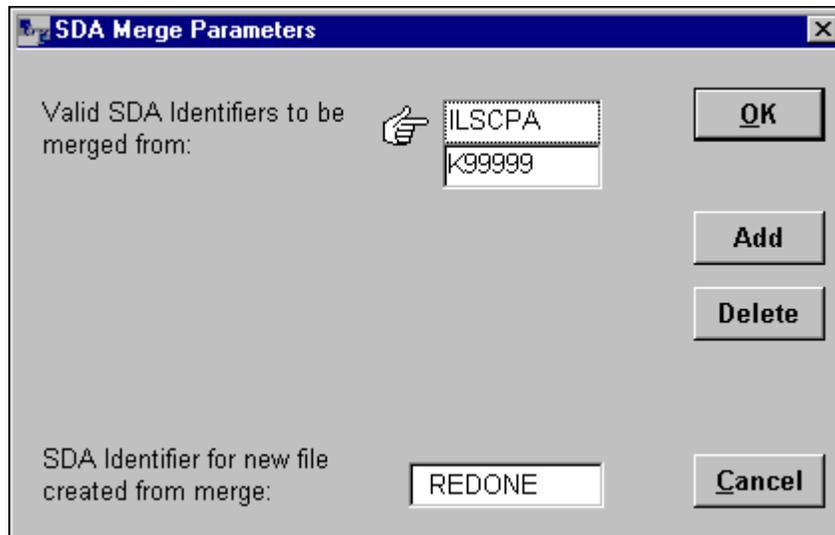
CHAPTER 4 - MERGING SDAs

To merge multiple SDAs:

1. Click on **Options**, which is located on the main menu.
2. Click on **Merge Parameters**. The SDA Merge Parameters window will open.

SDA Merge Parameters Window

This window is used to identify the SDA input files that are to be consolidated and to name the newly merged file.



Click the **Add** button. Insert the **SDA Identifier code** for the appropriate data base. (*These codes are assigned on the **Settings Tab** of the **Administration Codes Window** of the **Main ATAAPS Application**.) Repeat this process until the SDA Identifier Codes for all applicable data bases are listed. If an SDA identifier code is listed that is no longer valid, click on it and then click the **Delete** button.*

Enter a name for the consolidated file (*in the field called "SDA Identifier for new file created from merge:"*). This file name should be the SDA Identifier Code that DCPS is expecting to see on the input file.

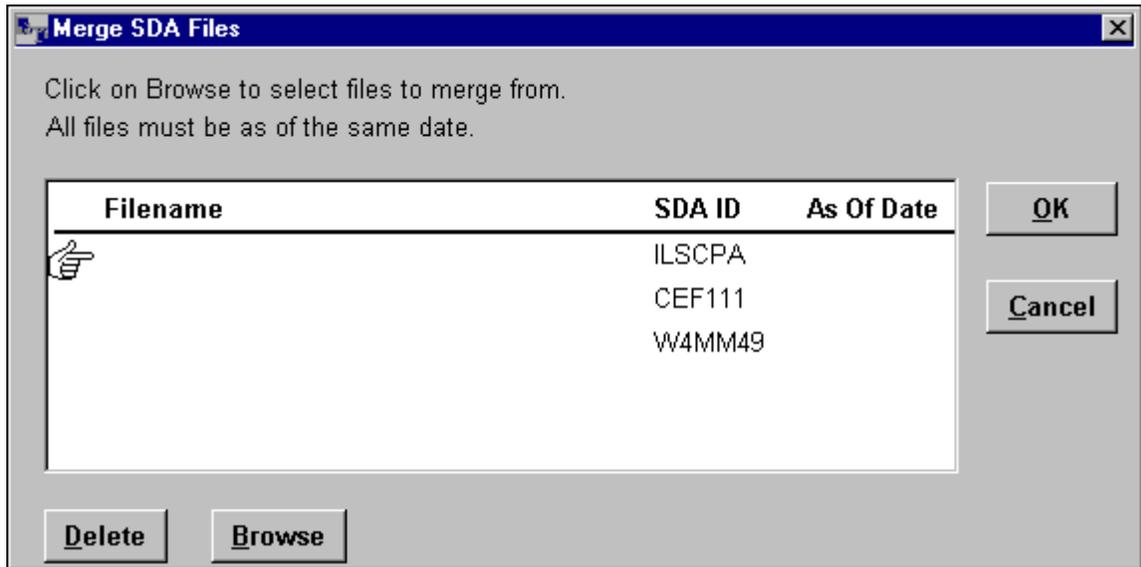
Click **OK**.

NOTE: Once you have initially established the Merge Parameters for your consolidated file, you can skip to step 3 for all future consolidation exercises. You would only need to access the Merge Parameters window if there would be a need to add or delete the SDA Identifier Codes that were identified.

3. Click the **Merge SDAs** button, which opens the Merge SDA Files Window .

Merge SDA Files Window

This window is used to identify the specific files (*containing the SDA Identifier Codes*) that will be included in the consolidated SDA file that will be passed to DCPS.



Click on **Browse** to select the specific file(s) created during the upload process , which contain the appropriate SDA Identifier Code(s). Click **OK**.

4. A window similar to the "Create File" Window will appear (*see chapter 2*). Review the data on each of the tabs.
5. Click the **Create File** button, which will complete the process and generate the consolidated SDA upload file extract.

CHAPTER 5 - MAIN WINDOW

This window is displayed when the SDA - ATAAPS Payroll Pass to DCPS Application is first opened.



MENU ITEMS

- **File** - Provides for access to the upload, history, and merge SDA processes; customizing the toolbars; and exiting the application.
- **Options** - Allows for establishing a default directory for storing SDA files; identifying multiple SDA files to be merged into one; and generating tour of duty changes records for ALL employees.
- **Help** - Accesses the application's Help File and provides information about the version of the application.

TOOLBAR ITEMS

- **Upload** - Creates an SDA file.
- **History** - Allows for the review of previously created SDA files.
- **Merge SDAs** - Merges multiple SDA files.
- **Help** - Accesses the application's Help File.
- **Exit** - Closes the application.

CHAPTER 6 - TOOLBARS

Main Toolbar

The main toolbar is used to navigate through the various windows in the application. This toolbar will be displayed continually while the application is open.



Secondary Toolbar

This toolbar is displayed when the user clicks the Upload, History, or Merge SDAs buttons on the main toolbar .



When clicked:

- The **Create File** button, will generate the SDA file extract using the records displayed in the Create File Window .
- The **Properties** button allows the user to insert or modify comments relative to SDA input files that are created. It becomes active when the **History** button on the Main Toolbar has been clicked.
- The **Print** button will print the information displayed on the open window.
- The **Close** button will close the window that is currently open.

CHAPTER 7 - MENUS

Main Menu

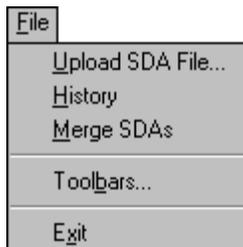
This Main Menu is available when the application is first opened and the main toolbar is active.



- **File** - Provides an alternative method for accessing the items on the main toolbar and for exiting the application.
- **Options** - Allows for establishing a default directory for storing SDA files; identifying multiple SDA files to be merged into one; and generating tour of duty change records for ALL employees.
- **Help** - Provides access to the application's Help File and information about the version of the application.

File Menu

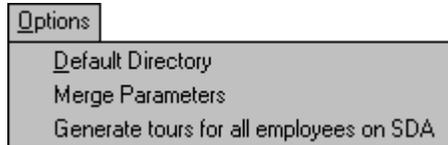
The File Menu provides an alternative method for accessing the processes available on the main toolbar; customizing the toolbar; and exiting the application.



- **Upload SDA File** - Creates the SDA file.
- **History** - Provides access to previously created SDA files.
- **Merge SDAs** - Consolidates multiple SDAs.
- **Toolbars** - Customizes the location and size of toolbars.
- **Exit** - Closes the application.

Options Menu

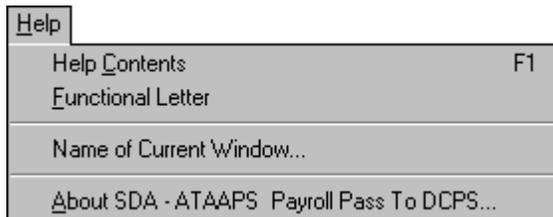
The Options Menu is used to define a default directory for storing SDA files; identifying SDA files to be merged; and generating tour of duty change records for all employees.



- **Default Directory** - Identifies a default directory for storing the SDA files that are created.
- **Merge Parameters** - Identifies the SDA files that are to be merged into a consolidated file.
- **Generate tours for all employees on SDA** - If this option is checked, then tour of duty change records (Record Type 2) will be generated for ALL employees. If this option is NOT checked, then "Type 2" records will be generated for ONLY those employees whose tour had changed during the reporting period.

Help Menu

The Help Menu is used to access the application's Help File and to view information about the version of the application.



- **Help Contents** - Opens the application's Help file.
- **Functional Letter** - Describes the fixes and enhancements included in the latest version of the application.
- **Name of Current Window** - Displays the PowerBuilder development environment window name (*which should be provided to the Technical Support Staff is a problem is encountered on with a particular window*).
- **About SDA - ATAAPS Payroll Pass to DCPS** - Provides information relative to the version of the application.

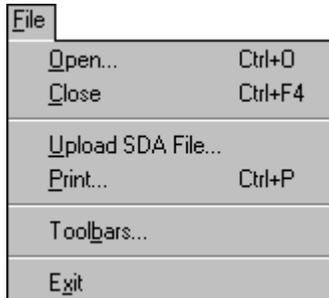
Secondary Menu

This menu appears when the upload, history, or merge SDA processes are run.



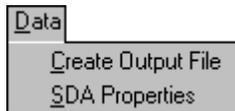
File Menu - Upload, History, and Merge SDA Processes

This menu item is accessed from the secondary menu (*that appears when the upload, history, or merge SDA processes are run*).



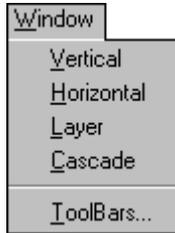
Data Menu

This menu item is accessed from the secondary menu (*that appears when the upload, history, or merge SDA processes are run*). Depending upon the process that is being run at the time, it provides an alternative method for the creation of the output file or inclusion of comments in the SDA properties window.



Window Menu

This menu item is accessed via the secondary menu (*that appears when the upload, history, or merge SDA processes are run*) and provides for arranging the open windows and customizing the toolbar.



CHAPTER 8 - 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

Index

A	
Accounting Default Tab	7
C	
Certification Tab	7
Comments Window	8
Control Totals Tab	8
Create File Window	6
Creating an Upload File	2
D	
Data Menu	17
Default Directory Window	2
F	
File Menu	15
H	
Help Menu	16
History	
Reviewing Past SDA Files	
Created	9
History File Window	9
M	
Main Menu	15
Main Toolbar	14
Main Window	13
Menu	
Data	17
File	15
Help	16
Main	15
Options	16
Secondary	17
Secondary File	17
Window	18
Merge Window	11
Merging SDAs	11
O	
Options Menu	16
P	
Properties Window	9
R	
Reported Labor Tab	8
Reviewing Historical Data	9
S	
SDA	
Historical Review	9
Merging	11
SDA - ATAAPS Payroll Pass	
to DCPS Wizard	3
Step 1	3
Step 2	4
Step 3	5
Step 4	6
SDA Comments Window	8
SDA Merge Parameters	
Window	11
SDA Properties Window	9
Secondary File Menu	17
Secondary Menu	17
Secondary Toolbar	14
T	
Tab	
Accounting Default	7
Certification	7
Control Totals	8
Reported Labor	8
Tour of Duty	7
Technical Support	19
Toolbar	
Main	14
Secondary	14
Tour of Duty Tab	7
U	
Upload Process	2
W	
What is the SDA Application .1	
Window	
Create File	6
Default Directory	2
History File	9
Main	13
SDA Comments	8
SDA Merge Parameters	11
SDA Properties	9
Window Menu	18
Wizard	
SDA - ATAAPS Payroll Pass	
to DCPS	3