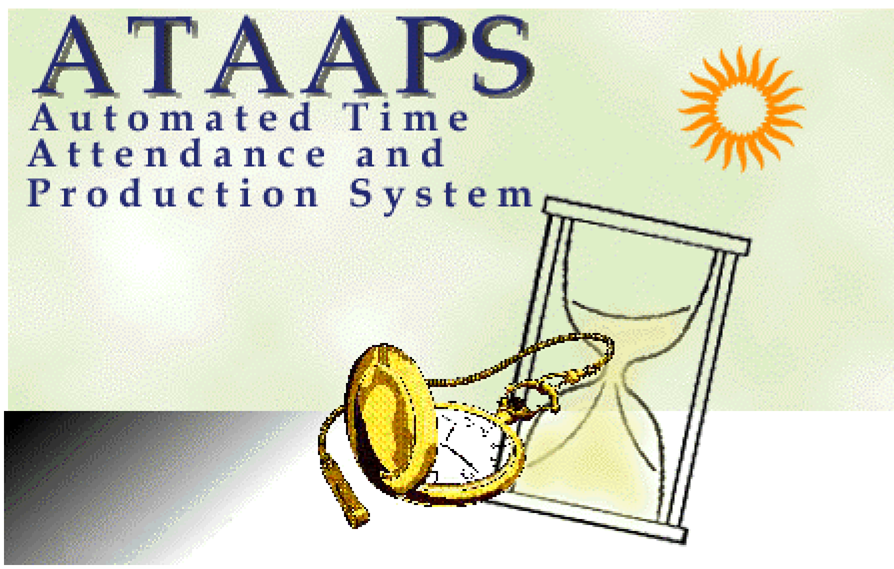
Volume
3

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

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



Main ATAAPS Application

User’s Manual

Main ATAAPS Application

User's Manual

31 January 1999

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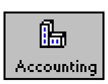
CHAPTER 1- GENERAL INFORMATION

What Is ATAAPS ?

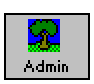
ATAAPS is a windows-based application that provides an electronic front end data collection system that gives the user:

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

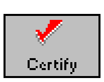
Brief Description of the Windows in Main ATAAPS Application



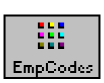
Accounting Code Management Window - to support establishment of job order numbers, charge codes, op codes, tasks, etc. and to associate these codes to organization codes (*or work centers*).



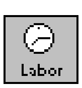
Administration Codes Window - to support establishment of an activity and its organization codes and to establish pay periods and holidays.



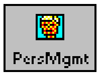
Certification Window - to allow for certification of an employee's time and attendance records.



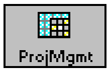
Employee Codes Window - to establish various payroll-related code parameters.



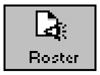
Labor Reporting Window - to report labor and production for individual employees; it is used by individuals, timekeepers, and supervisors.



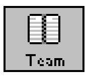
Personnel Management Window - to add individual employees to the data base; to associate that employee with a team and a certification roster; to assign a tour of duty to that employee; and to authorize that employee to charge time to specific projects; etc.



Project Management Window - to establish projects and associate those projects with specific job orders, charge codes, tasks, op codes, etc.; to authorize teams and individual employees to charge time to a project; and to designate project managers; and to authorize various types of leave to be charged to a project.

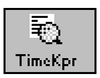


Roster Maintenance Window - to establish a certification roster; to assign employees to a certification roster; and to assign primary and alternate certifier(s).



Team Management Window - to establish teams; to assign employees to teams; and to assign a primary supervisor and alternate timekeepers for the team.

Time and Attendance Review Window - to display time and attendance data for a single individual—for review and concurrence with leave.



Timekeeper Review Window - to display employee time and attendance data, by certification roster—for review and certification by designated officials.

CHAPTER 2 - ACCOUNTING CODE MANAGEMENT WINDOW

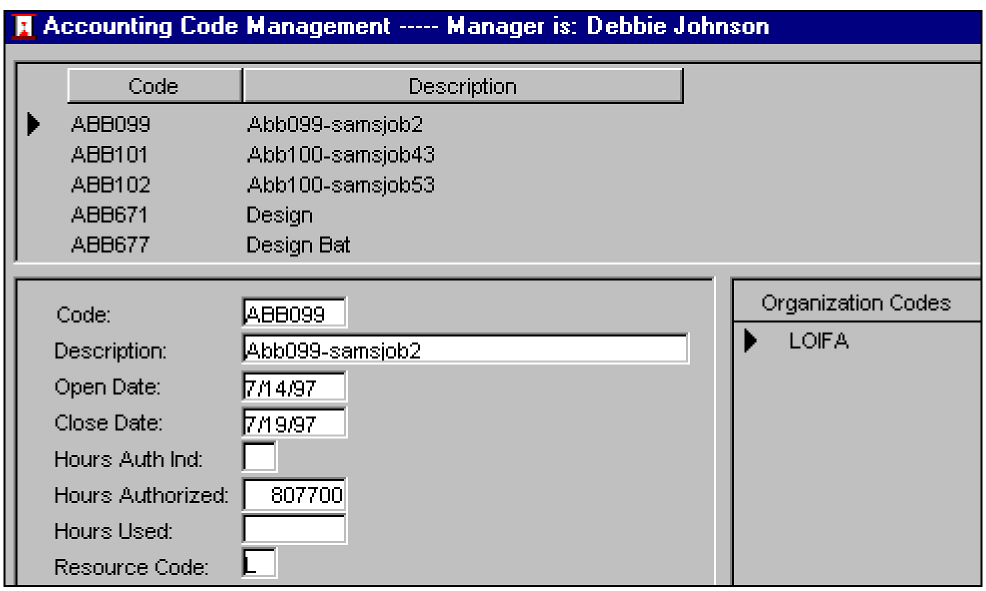
WHAT IS THE ACCOUNTING CODE MANAGEMENT WINDOW?

The Accounting Code Management Window is used to establish, delete, or modify job order numbers, charge codes, op codes, tasks, etc. Normally, such accounting-related information will be automatically loaded to the ATAAPS data base by running the supporting ATAAPS Accounting Interface Application.

Since each accounting system which interfaces with ATAAPS has its own unique data requirements, different data input windows have been created. Each window is described below:

CEFMS - Accounting Code Management Window

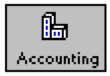
This window is used to establish, delete, or modify charge codes; to assign organizations to the code; to specify the maximum number of hours that can be reported against a charge code; and to display the total hours that have been charged to that code.



Each charge code must have at least one project associated with *it (use the Project Management Window to accomplish this*). A charge code can be associated with multiple projects.

Establishing, Deleting, or Modifying Charge Codes

TO ESTABLISH A CHARGE CODE:

1. Click on the 

 button, which opens the CEFMS Accounting Code Management Window .

2. Click anywhere within the lower, left-hand portion of the window.

3. Click the **Add** button.

4. Complete the entries in each field as follows:

   Code. *Required*. Enter the applicable charge code.

   Description. *Required*. Enter an appropriate description for the charge code. This will be the information that is displayed to the employee during his/her labor reporting.

   Open Date. *Required*. Enter the effective date of the charge code.

   Close Date. *Optional*. Enter the date the charge code will no longer be valid for labor reporting.

   Hours Authorized Indicator. *Optional.*

   Hours Authorized. *Optional.* If desired, enter the maximum number of hours that are to be reported against this charge code. Once that number has been reached, this charge code will not be displayed as a valid choice for an employee's labor reporting.

   Hours Used. *Optional.* This field will be calculated for you by ATAAPS. It represents the number of hours that have been charged to this charge code to date.

   Resource Code. *Optional.* This code is intended for use by only those customers using the CEFMS accounting interface. It represents the type of hours that are authorized to be charged to this particular charge code.

5. Then, click on the **Org Codes** button, which opens the Select Organization Codes window. Click on the organization(s) which will be authorized to charge hours to this charge code.

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

TO DELETE A CHARGE CODE:

Once you have clicked on the **Accounting Code Management** button, click on the name of the charge code that you wish to delete. Click the **Delete** button. If labor has not been reported against that charge code, it will be removed from the data base. Click "Yes" to confirm the delete. Click the **Save** button.

TO MODIFY INFORMATION ABOUT A CHARGE CODE:

Once you have clicked on the **Accounting Code Management** button, click on the name of the charge code that you wish to modify. Then click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

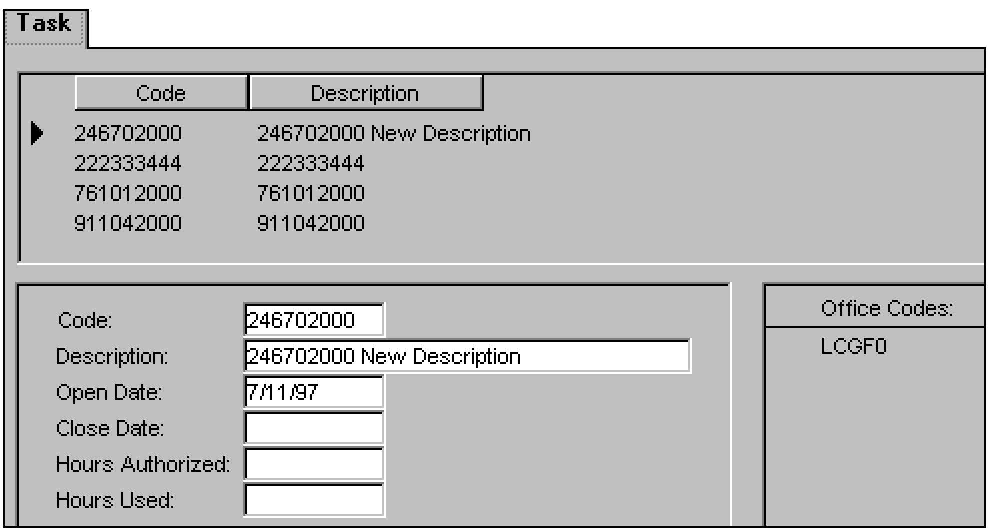
DBMS - Accounting Code Management Window

This window is used to establish, delete, or modify tasks and job order numbers; to specify the maximum number of hours that can be charged to a task; to display the total hours that have been charged to that job order; and to authorize the task to be charged by particular office codes**.**

Each task must have at least one project associated with it (*use the Project Management Window to accomplish this).* A task can be associated with multiple projects.

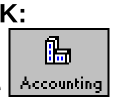
Task Tab (DBMS - Accounting Code Management Window)

This tab is used to establish or delete a task or to modify information about a task. It is also used to authorize specific office codes to charge labor to the task.



Establishing, Deleting, or Modifying a Task (in DBMS)

TO ESTABLISH A TASK:

1. Click on the 

button, which opens the DBMS - Accounting Code Management Window .

2. Click on the Task Tab.

3. Click anywhere within the lower, left-hand portion of the window.

4. Click the **Add** button.

5. Complete the entries in each field as follows:

   Code. *Required*. Enter the applicable 9-character task code.

   Description. *Required*. Enter an appropriate description for the task. This will be the information that is displayed to the employee during his/her labor reporting.

   Open Date. *Required*. Enter the effective date of the task.

   Close Date. *Optional*. Enter the date the task will no longer be valid for labor reporting.

   Hours Authorized. *Optional.* If desired, enter the maximum number of hours that can be reported against this task. Once that number has been reached, this task will no longer be displayed as a valid choice for an employee's labor reporting.

   Hours Used. *Optional.* This field will be calculated for you by ATAAPS. It represents the number of hours that have been charged to this task.

6. Click on the **Org Codes** button, which opens the Select Organization Codes window. Click on the organization(s) which will be authorized to charge hours to this task.

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

TO DELETE A TASK:

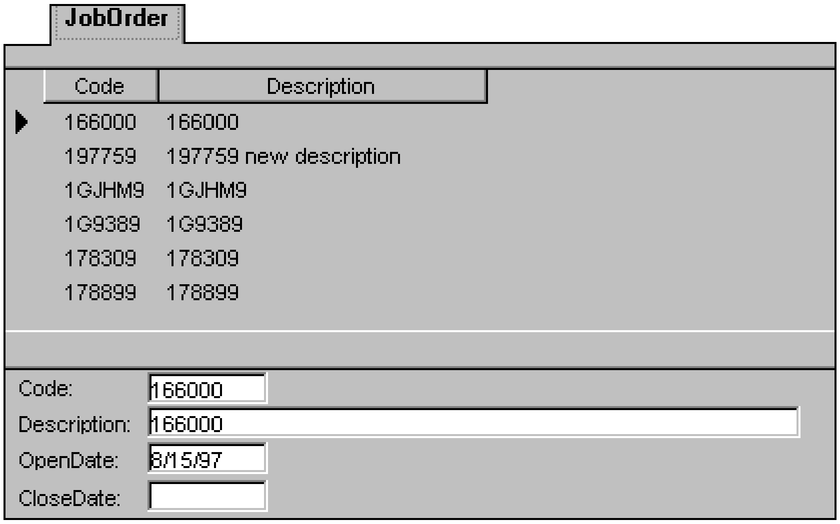
Perform steps 1 and 2. Click on the name of the task that you wish to delete. Then, click within the lower, left-hand portion of the window. Click the **Delete** button. If labor has not been reported against that task, it will be removed from the data base. Click "Yes" to confirm the delete. Click the **Save** button.

TO MODIFY INFORMATION ABOUT A TASK:

Perform steps 1 and 2. Click on the name of the task that you wish to modify. Then, in the lower, left-hand portion of the window, click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

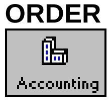
Job Order Tab (DBMS - Accounting Code Management Window)

This tab is used to establish or delete job orders.



Establishing, Deleting, or Modifying a Job Order Number (in DBMS)

TO ESTABLISH A JOB ORDER NUMBER:

1. Click on the 

button, which opens the DBMS - Accounting Code Management Window .

2. Click on the Job Order Tab.

3. Click anywhere within the lower portion of the window.

4. Click the **Add** button.

5. Complete the entries in each field as follows:

   Code. *Required*. Enter the applicable 6-character job order number.

   Description. *Required*. Enter an appropriate description for the job order number.

   Open Date. *Required*. Enter the effective date of the job order number.

   Close Date. *Optional*. Enter the date the job order number will no longer be valid for labor reporting.

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

TO DELETE A JOB ORDER NUMBER:

Perform steps 1 and 2. Click on the name of the job order that you wish to delete. Then, click within the lower, left-hand portion of the window. Click the **Delete** button. If labor has not been reported against that job order number, it will be removed from the data base. Click “Yes” to confirm the delete. Click the **Save** button.

TO MODIFY INFORMATION ABOUT A JOB ORDER NUMBER:

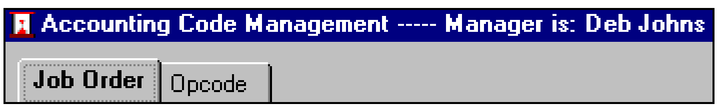
Perform steps 1 and 2. Click on the name of the job order that you wish to modify. Then, in the lower, left-hand portion of the window, click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

IFAS - Accounting Code Management Window

ATAAPS does not yet support the IFAS accounting system.

SOMARDS - Accounting Code Management Window

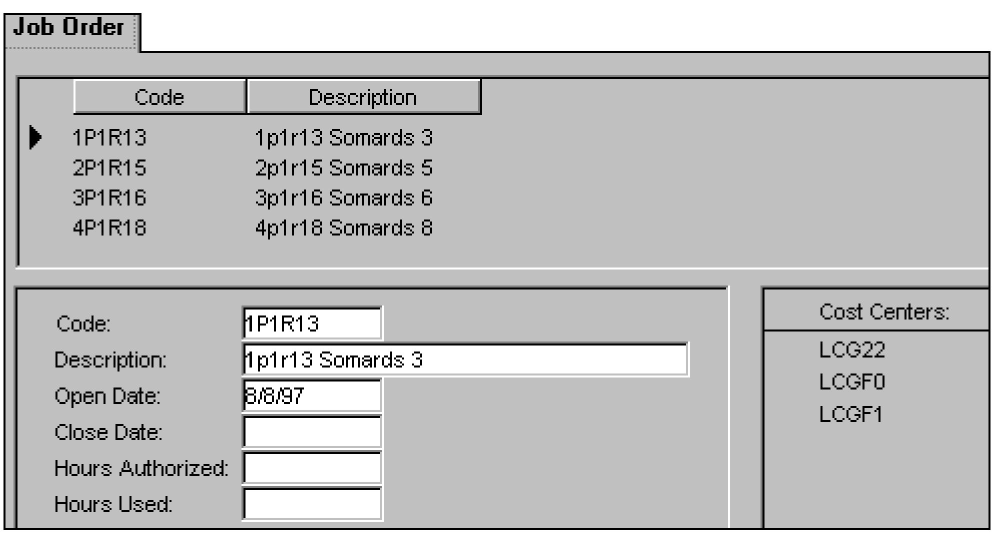
This window is used to establish, delete, or modify job order numbers and op codes; to assign cost centers; to specify the maximum number of hours that can be charged to a job order; and to display the total hours that have been charged to that job order.



Each job order must have at least one project associated with it (*use the Project Management Window to accomplish this*). A job order can be associated with multiple projects.

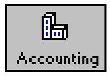
Job Order Tab (SOMARDS - Accounting Code Management Window)

This tab is used to create, delete, or modify a job order number and associate it with cost centers.



Establishing, Deleting, or Modifying a Job Order Number (in SOMARDS)

TO ESTABLISH A JOB ORDER NUMBER:

1. Click on the 

 button, which opens the SOMARDS Accounting Code Management Window .

2. Click on the Job Order tab .

3. Click anywhere within the lower, left-hand portion of the window.

4. Click the **Add** button.

5. Complete the entries in each field as follows:

   Code. *Required*. Enter the applicable 6-character job order number.

   Description. *Required*. Enter a description for the job order number. This will be the information that is displayed to the employee during his/her labor reporting.

   Open Date. *Required*. Enter the effective date of the job order number.

   Close Date. *Optional*. Enter the date the job order number will no longer be valid for labor reporting.

   Hours Authorized. *Optional.* If desired, enter the maximum number of hours that can be reported against this job order. Once that number has been reached, this job order will no longer be displayed as a valid choice for an employee’s labor reporting.

   Hours Used. *Optional.* This field will be calculated for you by ATAAPS. It represents the number of hours that have been charged to this job order number.

6. Then, click on the **Org Codes** button, which opens the Select Organization Codes window. Click on the organization(s) which will be authorized to charge hours to this job order.

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

TO DELETE A JOB ORDER NUMBER:

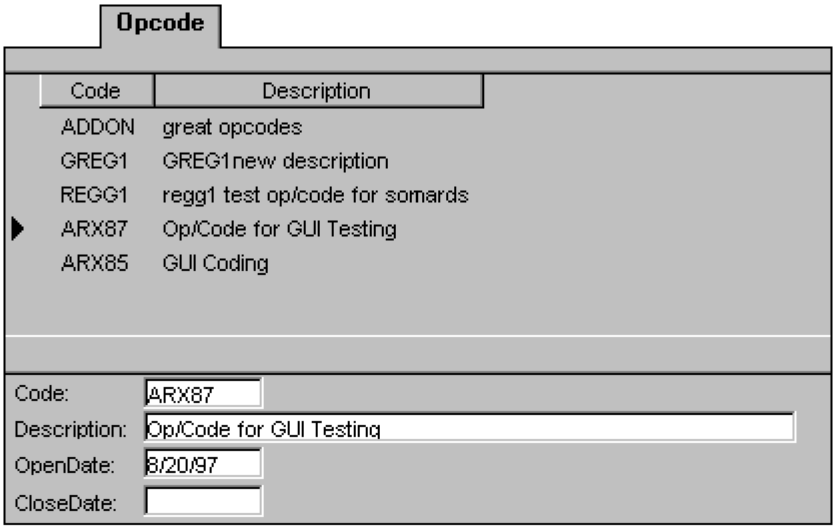
Perform steps 1 and 2. Click on the name of the job order that you wish to delete. Then, click within the lower, left-hand portion of the window. Click the **Delete** button. If labor has not been reported against that job order number, it will be removed from the data base. Click “Yes” to confirm the delete. Click the **Save** button.

TO MODIFY INFORMATION ABOUT A JOB ORDER NUMBER:

Perform steps 1 and 2. Click on the name of the job order that you wish to modify. Then, in the lower, left-hand portion of the window, click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

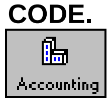
Op Code Tab (SOMARDS - Accounting Code Management Window)

This tab is used to establish op codes. An op code is associated with a job order by using the Project Management window).



Establishing, Deleting, or Modifying Op Codes

TO ESTABLISH AN OP CODE.

1. Click on the  button , which opens the SOMARDS - Accounting Code Management Window .

2. Click on the Op Code Tab .

3. Click within the lower portion of the window. Then, click the **Add** button.

4. Complete the entries in each field as follows:

   Code. *Required.* Enter the appropriate 5-character op code.

   Description. *Required.* Enter the desired op code description.

   Open Date. *Required*. Enter the effective date of the op code.

   Close Date. *Optional*. Enter the date the op code will no longer be valid for labor reporting.

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

TO DELETE AN OP CODE:

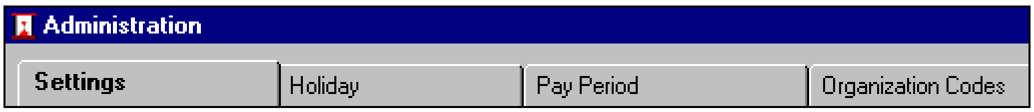
Perform steps 1 and 2 above. Click on the name of the op code you wish to delete. Then, click within the lower portion of the window. Click the **Delete** button.   If labor has not been reported against that op code, it will be removed from the data base. Click “Yes” to confirm the delete. Click the **Save** button.

TO MODIFY INFORMATION ABOUT AN OP CODE:

Perform steps 1 and 2 above. Click on the name of the op code that you wish to modify. Then, in the lower portion of the window, click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

CHAPTER 3- ADMINISTRATION CODES WINDOW

WHAT IS THE ADMINISTRATION CODES WINDOW?

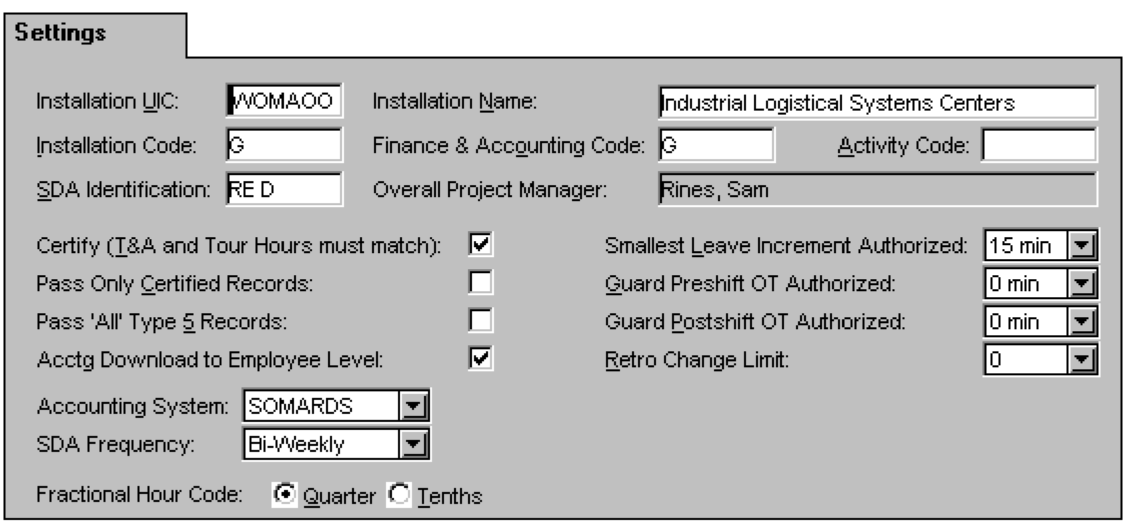


The Administration Codes Window is used to:

- Establish installation/depot/command level parameters.
- Identify holidays.
- Specify valid pay periods.
- Identify subordinate level organizations (*e.g., cost centers, organization codes, work centers, offices, etc.).*

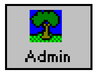
Settings Tab (Administration Codes Window)

This tab is used to establish installation/depot/command-level parameters to be applied throughout the data base.



Establishing Installation Parameters

TO ESTABLISH INSTALLATION/DEPOT/COMMAND-LEVEL PARAMETERS:

1. Click on the 

 button, which opens the Administration Codes Window.

2. Click on the Settings Tab.

3. Click the **Add** button.

4. Complete the entries in each field as follows:

   Installation UIC. *Required.* Enter the six-character Unit Identification Code (UIC) for your installation/depot/command.

   Installation Name. Enter the name of your installation/depot/command.

   Installation Code. Enter the installation/depot code of your site, if applicable.

   Finance & Accounting Code. Enter the Finance & Accounting Code for your UIC, if applicable.

   Activity Code. Enter the appropriate activity code, if applicable.

   SDA Identification. Enter the Source Data Identifier for this site *(if SDA information is to be passed to the payroll system*). This identifier is provided by your payroll office.

   Overall Project Manager. Click on the **Proj Mgr** button to assign one individual as the overall Project Manager, who will be granted access to all projects within the data base. Once the "Select Employee" window appears, click on the name of the appropriate Project Manager, then Click **OK**.

   Certify (T&A and Tour Hours Must Match). Check this field if the time and attendance data and the tour hours must match for certification.

   Pass Only Certified Records. Check this field if you wish to have only certified records passed to the payroll system.

   Pass All Type "5" Records. Check this field if, during SDA creation, you wish to pass type "5" labor records for ALL employees. If checked, even "dummy" test personnel records will be passed to the payroll system.

   Acctg Download to Employee Level. If this field is checked, when running the accounting download process, project authorizations will be made at the employee level, as well as at the team level.

   Smallest Leave Increment Authorized. Based on your local leave policy, choose the smallest amount of leave an employee is authorized to report.

   Guard Preshift OT Authorized. Choose the desired number. This amount of overtime is the maximum allowed for your guards.

   Guard Postshift OT Authorized. Choose the desired number. This amount of overtime is the maximum allowed for your guards.

   Retro Change Limit. Choose the appropriate number of pay periods back that labor changes which affect payroll will be processed in ATAAPS, then be passed to the payroll system.

Accounting System. *Required.* Choose the name of the appropriate accounting system.

SDA Frequency. Enter the frequency that the SDA will be generated. NOTE: This field can ONLY be changed if the accounting system is DBMS. DBMS allows for daily, weekly, or bi-weekly processing. All other accounting systems support ONLY bi-weekly processing.

Fractional Hour Code. Click on the time increment fractional hour code that you are authorizing for use within your activity. (*Quarter would be displayed in 15 minute intervals; Tenths would be displayed in 6 minute intervals.*) The default setting is Quarter.

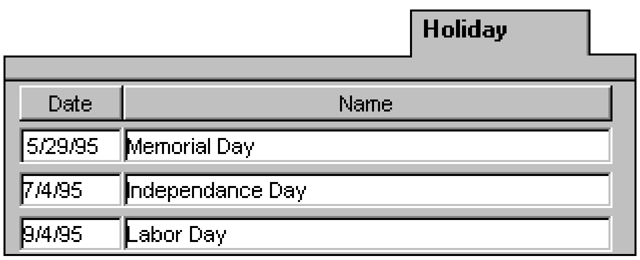
5. Click on the **Save** button to save your entries.

TO MODIFY INSTALLATION/DEPOT/COMMAND-LEVEL PARAMETERS:

Perform Steps 1 and 2 above. Then, make the necessary modifications in the applicable fields. Click the **Save** button. (*Do NOT modify the UIC.*)

Holiday Tab (Administration Codes Window)

This tab is used to document the dates of Government holidays.



Establishing, Modifying, or Deleting Holidays

TO ESTABLISH DATES OF GOVERNMENT HOLIDAYS:

1. Click on the 

button, which opens the Administration Codes Window.

2. Click on the Holiday Tab.

3. Click the **Add** button.

4. Complete the entries in each field as follows:

Date. *Required.* Click the 

button to choose the appropriate date. Once the calendar appears, click on the desired date and then click the OK button.

Name. *Required.* Click on the arrow to the right of this field, then click on the name of the appropriate holiday (*e.g., Memorial Day, Independence Day, etc.*). If the name of the desired holiday is not in the list, then type the name in the field.

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

NOTE: Holidays can be generated automatically by running the Generate Pay Periods option located on the Edit menu.

TO MODIFY INFORMATION RELATIVE TO A GOVERNMENT HOLIDAY:

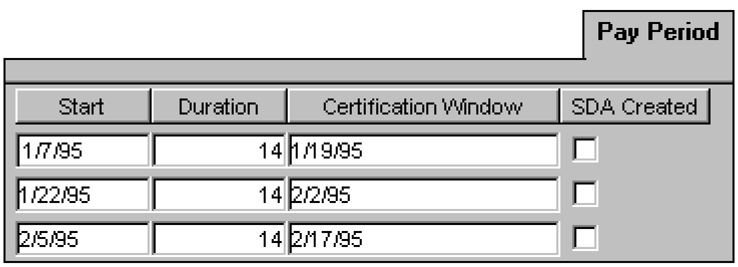
Perform Steps 1 and 2 above. Click on the record you wish to modify. Make the appropriate modification. Click the **Save** button.

TO DELETE A REFERENCE TO A GOVERNMENT HOLIDAY:

Perform Steps 1 and 2 above. Click on the record you wish to delete. Click the **Delete** button. Confirm the delete by clicking OK. Click the **Save** button. NOTE: If labor records exist for this holiday, the delete request will NOT be processed.

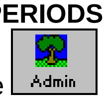
Pay Period Tab (Administration Codes Window)

This tab is used to identify valid pay periods for the activity; to establish certification dates for time and attendance data; and to indicate whether or not an SDA was created.



Establishing, Modifying, or Deleting Pay Periods

TO ESTABLISH PAY PERIODS AND CERTIFICATION DEADLINES:

1. Click on the 

button, which opens the Administration Codes Window.

2. Click on the Pay Period Tab.

3. Click the **Add** button.

4. Complete the entries in each field as follows:

Start. *Required.* Click the **Date** button to choose the start date of a pay period. Once the calendar appears, click on the desired date and then click the OK button.

Duration. *Required.* This field represents the duration (*in calendar days*) of the pay period. The default is set at 14.

Certification Window. This date is the earliest day that a certifier is authorized to certify a pay period. The default date will be automatically created as the Friday before the end of a pay period. Click the **Date** button to choose a different certification day.

SDA Created. This box is checked (*automatically, by the system*) when an SDA has been created for a particular pay period.

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

NOTE: You can automatically generate pay periods by running the Generate Pay Periods option on the Edit menu.

TO MODIFY PAY PERIODS AND CERTIFICATION DEADLINES:

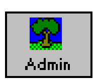
Perform Steps 1 and 2 above. Click on the record you wish to change. Make the appropriate modifications. Click the **Save** button.

TO DELETE PAY PERIODS AND CERTIFICATION DEADLINES:

Perform Steps 1 and 2 above. Click on the record you wish to delete. Click the **Delete** Button. Confirm the delete by clicking OK. Click the **Save** button. NOTE: If labor records exist for this pay period, the delete request will NOT be processed.

Automatically Generating Pay Periods (and Holidays)

TO AUTOMATICALLY POPULATE THE ATAAPS DATA BASE WITH ADDITIONAL PAY PERIODS (and HOLIDAYS):

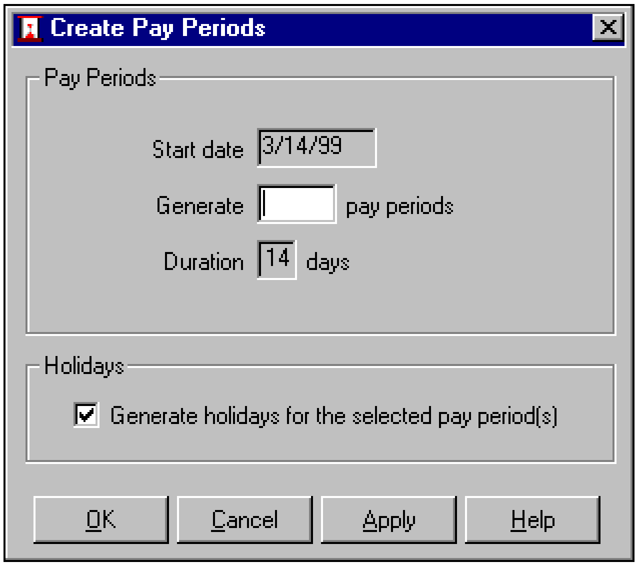
1. Click on the 

button, which opens the Administration Codes Window.

2. Click on **Edit** (*located on the menu*).

3. Click on **Generate Pay Periods…**

4. The “Create Pay Periods” window will appear:



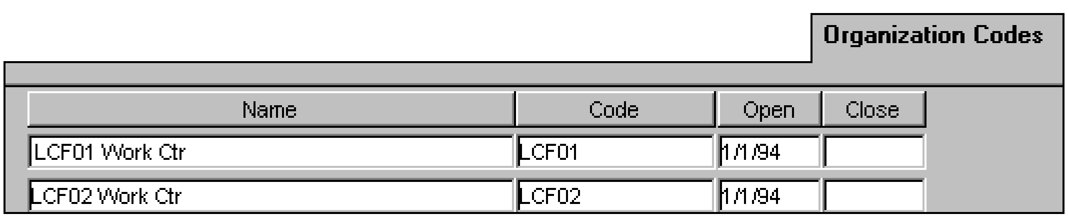
5. Insert the number of pay periods you wish to automatically generate. (*NOTE: The start date that is displayed represents the next pay period start date that is available. The duration is automatically set at 14 days.)*

6. In addition, if you wish to automatically generate Government holidays for these new pay periods, place a check mark in the "Generate holidays for selected pay period(s)" field. Please note, however, that when you choose to run this option, you MUST then access the Holiday Tab of the Administration Codes Window and verify that the correct date for each holiday has been entered. 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 will need to manually make this change.

7. Click OK.

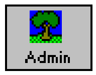
Organization Codes Tab (Administration Codes Window)

This tab is used to identify subordinate organizations within the *activity* *(e.g., work centers, cost centers, organization codes, offices, etc*.). Each organization (*work center*) code must be unique.



Establishing, Modifying, or Deleting Subordinate Organizations

TO ESTABLISH SUBORDINATE ORGANIZATIONAL *ELEMENTS (e.g., work centers, cost centers, organization codes, offices, etc.*) FOR YOUR ACTIVITY:

1. Click on the 

button, which opens the Administration Codes Window.

2. Click on the Organization Codes Tab.

3. Click the **Add** button.

4. Complete the entries in each field as follows:

   Name. *Optional, but recommended*. Enter the name of the subordinate organization.

   Code. *Required.* Enter the desired organization code *(e.g., work center, cost center, office, etc.)* for this subordinate organization. Each organization code must be unique.

   Open. *Required*. Enter the date the subordinate organization will come into existence.

   Close. *Optional.* Enter the date the subordinate organization will cease to exist.

*(NOTE: To insert a date into any of the date fields on this tab, simply click the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

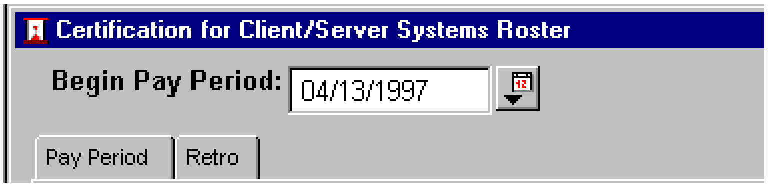
TO MODIFY INFORMATION RELATIVE TO SUBORDINATE ORGANIZATIONAL ELEMENTS:
Perform Steps 1 and 2 above. Click on the record you wish to change. Make the necessary modifications. Click the **Save** button.

TO DELETE SUBORDINATE ORGANIZATIONAL ELEMENTS:
Perform Steps 1 and 2 above. Click on the record you wish to delete. Click the **Delete** button. Confirm the delete request by clicking OK. Click the **Save** button. NOTE: If labor records exist for this organization, the delete request will NOT be processed.

CHAPTER 4 - CERTIFICATION WINDOW

WHAT IS THE CERTIFICATION WINDOW?

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



- Only those individuals who have been properly designated as primary or alternate certifiers in the Roster Maintenance Window are authorized to certify time and attendance records.
- An employee is NOT authorized to certify time and attendance records for himself/herself.

Pay Period Tab (Certification Window)

This tab is used to certify time and attendance (T&A) records for employees on a particular certification roster.

Pay Period

Certify	Review	Name	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
☐	☐	DANZ, JULLIE	80:0	32:0	32:0	00:00	00:00	00:00
☑	☐	DAVIDSON, JACK	80:0	80:0	72:0	8:0	00:00	00:00
☑	☐	DECKER, LYNN	80:0	80:0	71:0	9:0	00:00	00:00

The fields displayed on this tab are:

- **Certify -** a check mark in this column indicates that the T&A records for the employee have been certified.
- **Review** - a check mark in this column indicates that T&A records have been reviewed by the employee; the date beside the column is the date the records were reviewed. (*NOTE: An employee reviews and concurs with his or her own T&A records by accessing the T&A Review Window.*)
- **Name -** the employee's name.
- **Scheduled** - the number of regular hours scheduled to be worked by the employee.
- **Reported** - the total number of regular, paid leave, and unpaid leave hours reported.

- **Regular** - the number of regular hours reported by the employee.
- **Paid Leave** - the number of paid leave hours reported by the employee
- **Unpaid Leave** - the number of paid leave hours reported by the employee
- **Premium** - the number of premium hours reported by the employee

NOTE*: Only those individuals who have been properly designated as primary or alternate certifiers in the Roster Maintenance Window are authorized to certify T&A records. An employee is NOT authorized to certify his/her own time and attendance records.*

Certifying Time and Attendance Data

TO CERTIFY TIME AND ATTENDANCE (T&A) RECORDS FOR AN EMPLOYEE:

1. Click on the 

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

Retro Tab (Certification Window)

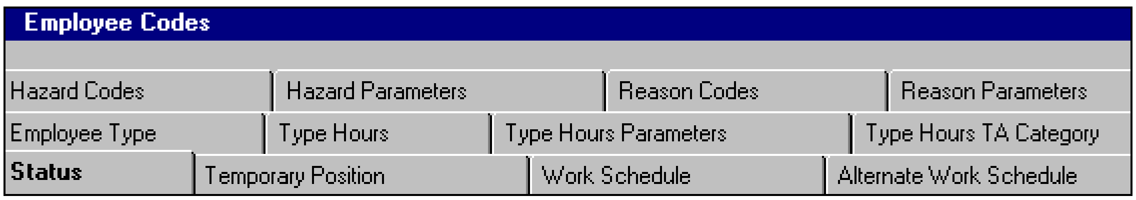
This tab will be used to certify time and attendance (T&A) data for past pay period(s). This option is, however, NOT yet available in the ATAAPS application.

CHAPTER 5 - EMPLOYEE CODES WINDOW

WHAT IS THE EMPLOYEE CODES WINDOW?

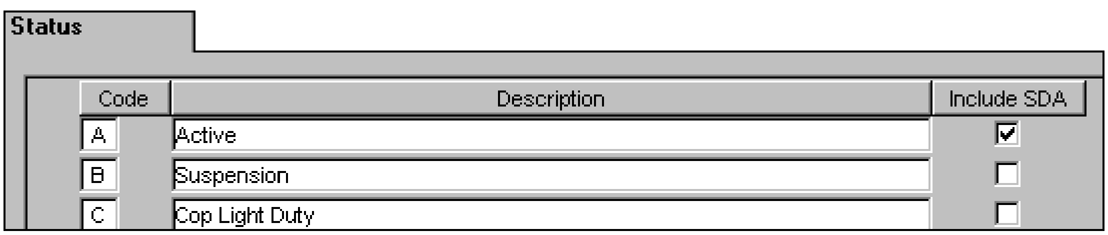
The Employee Codes Window allows an activity to specify the standard DOD-wide employee and payroll-related codes that will be authorized for use within the activity. These codes are utilized during the process of labor reporting and are defined in the DCPS (*payroll system*) user's manuals.

When ATAAPS is installed at an activity, the initial information in each of the tabs is normally customized and populated for you by the ATAAPS Technical Support staff at SEOPE.



Status Tab (Employee Codes Window)

This tab is used to specify valid employee status codes. These codes indicate whether an employee's record on the Master Employee Record (MER) is active or whether the employee is receiving severance pay or is assigned to light duty, etc.



The information in the **"Code"** and **"Description"** fields are defined in the DCPS user's manuals. The **"Include SDA"** field is checked if labor records with this particular employee status code are to be included in the SDA pass to payroll.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Temporary Position Tab (Employee Codes Window)

This tab is used to specify the valid timeframes for temporary appointments.

Temporary Position

Code	Description
C	One Year Or Greater
B	Between 90 Days And Less Than One Year

The **"Code"** and **"Description"** fields are defined in the DCPS user's manuals.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Work Schedule Tab (Employee Codes Window)

This tab is used to specify the valid work schedules that are authorized within the activity.

Work Schedule

Code	Description	Open	Close
F	Full-time	1/1/94	
G	Full-time Seasonal	1/1/94	
H	Full-time On Call	1/1/94	

The **"Code"** and **"Description"** fields are defined in the DCPS user's manuals. The open and close dates are determined (*and input*) by each activity. The **"Open Date"** represents the date this particular work schedule can first be used. The **"Close Date"** represents the last date this particular work schedule can be used.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

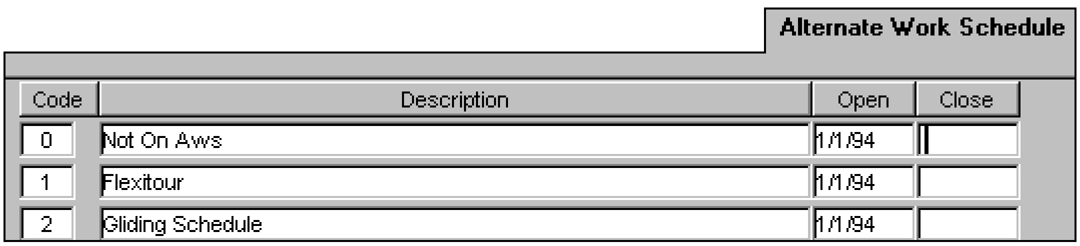
Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Alternate Work Schedule Tab (Employee Codes Window)

This tab is used to specify the alternate work schedules that are authorized for use within the activity.



Code	Description	Open	Close
0	Not On Aws	1/1/94	
1	Flexitour	1/1/94	
2	Gliding Schedule	1/1/94	

The **"Code"** and **"Description"** fields are defined in the DCPS user's manuals. The open and close dates are determined (*and input*) by each activity. The **"Open Date"** represents the date this particular alternate work schedule can first be used. The **"Close Date"** represents the last date this particular alternate work schedule can be used.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Alternate Work Schedule (AWS) - Expanded Definitions

CODES	DEFINITIONS
0	**Not on AWS** - Employee has a standard workweek schedule, which consists of five 8-hour days, 40 hours each week, 80 hours biweekly,

and all fire protection personnel with biweekly schedules of 112, 120, or 144. Employees with this code are not considered to be on an alternate work schedule.

1 **Flexitour -** A flexible schedule, which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 hours in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.

2 **Gliding Schedule -** The employee has a basic workweek requirement of five 8-hour days, 40 hours each week, and 80 hours biweekly. The employee may vary *arrival* and *departure* times without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 hours in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.

3 **Variable Schedule -** The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times and *length* of the *workday* without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.

4 **Variable Week Schedule -** The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times, and *length* of workday and *workweek* without notification. Credit hours are authorized for this schedule. Hours in a week will be assumed by the system to have been at the employee's request and should be reported as *credit hours*. FLSA will be computed on a *biweekly* basis.

5 **Maxiflex Work Schedule -** The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period and can vary arrival/departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. Hours worked in excess of 40 hours in a week will be assumed to have been at the employee's request and should be reported as *credit hours*. FLSA will be computed on a *biweekly* basis.

6 **Compressed Schedule -** The employee has a basic work requirement of 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5-4/9 plan. The employee may work 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the ninth day to complete 80 hours for the pay period. The tenth day is an off-day. FLSA will be computed on a biweekly basis. For example: Week # 1 – four 9-hour days and one 8-hour day = 44 hours for the week. Week # 2 – four 9-hour days = 36 hours for the week. This gives a total of 80 hours for the biweekly period.

7 **First Forty -** The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of hours a day can vary (0 to 24).

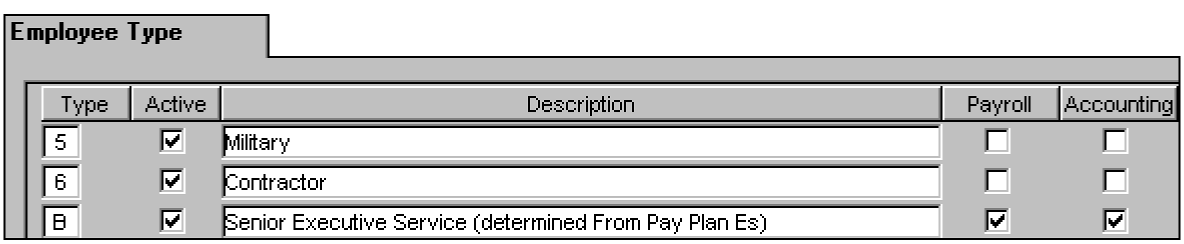
8 **Compressed Work Schedule -** The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. *Four-day workweek* – the agency/employee establishes a fixed schedule limited to four 10-hour days. *Three-day workweek* – a fixed schedule limited to three 13-hour, 20-minute days. For example: Four 10-hour days = 40 hours per week. Three 11-hour days and one 7-hour day = 40 hours per week. Three 13-hour and 20-minute days = 40 hours per week.

D **Variable Work Schedule -** The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times and length of *workday* and *workweek* without notification. Credit hours are authorized for the schedule. All regular hours worked in excess of 40 hours in a week will be used in calculating the FLSA entitlement. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week and the excess hours should *never* be reported as *credit hours*. FLSA will be computed on a weekly basis.

E **Maxiflex Work Schedule -** The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period and can vary arrival and departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. All hours in excess of 40 hours in a week will be used in calculating the FLSA entitlements. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week. Hours worked over 40 in a week should *never* be reported as *credit hours*. FLSA will be computed on a *weekly* basis.

Employee Type Tab (Employee Codes Window)

This tab is used to specify the valid employee types which are authorized within the activity and whether or not labor records for these employee types are to be passed to interfacing payroll and/or accounting systems. These employee types are defined within the DCPS user's manuals and indicate whether or not an employee is a special type who requires special handling in various parts of the system or is a "regular"-type employee.



Employee Type

Type	Active	Description	Payroll	Accounting
5	☑	Military	☐	☐
6	☑	Contractor	☐	☐
B	☑	Senior Executive Service (determined From Pay Plan Es)	☑	☑

The "**Type"** and **"Description"** fields are defined in the DCPS user's manuals. Check the **"Active"** field if this employee type is active within the organization. Check the **"Payroll"** field if labor records for this employee type are to be passed to the payroll system. Check the **"Accounting"** field if labor records for this employee type are to be passed to the accounting system.

> **Adding New Codes**. Click the **Add** button; enter the appropriate information into each field; and save the record.
>
> **Deleting Codes.** Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.
>
> **Sorting Data Displayed**. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*
>
> **Filtering Data Displayed.** Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Type Hours Tab (Employee Codes Window)

Valid "type hours" codes are defined by the Defense Civilian Payroll System (DCPS) user's manuals. An activity authorizes use of all or some of these codes via this tab.

Type Hours

Pay Code	Local Code	Accounting Code	Labor Category	Hazard Eligible
CA			Leave Hours	☐
CC			Premium Hours	☑
CD			Premium Hours	☑

Description	Short Description	Open Date	Close Date
Religious Time Taken	ReligTkn	1/1/94	
Compensatory Time Callbac	CmpCall	1/1/94	
Credit Hours Earned	CrdEarn	1/1/94	

The specific data elements on this tab are:

> **Pay Code**—This is the two-character code assigned by DCPS.
>
> **Local Code**—This field allows an activity to expand the DCPS (*and accounting*) codes to provide for further levels of detail in output products.
>
> **Accounting Code**—This field allows an activity to expand the DCPS pay codes to provide for additional levels of detail in the accounting system.
>
> **Labor Category**—This field indicates the type of labor *(i.e., regular hours, leave hours, or premium hours*).

Hazard Eligible—This field indicates where or not a given pay code, accounting code, local code, and labor category combination are authorized for environmental or hazardous duty pay.

Description—This field describes the type of hours *(which coincides with the DCPS type hours description*).

Short Description—This is an abbreviated description of the type of hours.

Open Date—This field indicates the date this particular type of hour is authorized for use within an activity.

Close Date—This field indicates the date this particular type of hour is no longer authorized for use within an activity.

TO ADD, DELETE, SORT, or FILTER "TYPE HOURS" CODES:

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Type Hours Parameters Tab (Employee Codes Window)

An activity authorizes selected types of employees to charge time to specific types of hours via this tab.

Type Hours Parameters

Type Hours	Employee Type	Premium	Graded Ungraded
Regular (Graded)	Regular - Graded and Ungraded (general default)	☐	g
Regular (Graded)	Executive (determined from pay plan)	☐	g

Temporary Position	Work Schedule	Alternate Work Schedule
Between 90 days and	INTERMITTENT	GLIDING SCHEDULE
One year or greater	INTERMITTENT S	FIRST FORTY

The specific data elements on this tab are:

Type Hours—This field indicates a particular type of hour.

Employee Type—This field authorizes a particular employee type to charge time to a selected type of hour.

Premium—This field indicates whether or not premium hours are authorized for this employee type.

Graded/Ungraded—This field indicates if the employee type can be graded, ungraded, or both.

Temporary Position – This field indicates the duration of a temporary appointment.

Work Schedule – This field indicates the work schedule *(e.g., full-time, part-time, intermittent, etc.)*

Alternate Work Schedule – This field indicates the alternate work schedule *(e.g., not on AWS, flexitour, compressed schedule,etc.*)

TO ADD, DELETE, SORT, FILTER, or RETRIEVE "TYPE HOURS PARAMETERS" CODES:

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

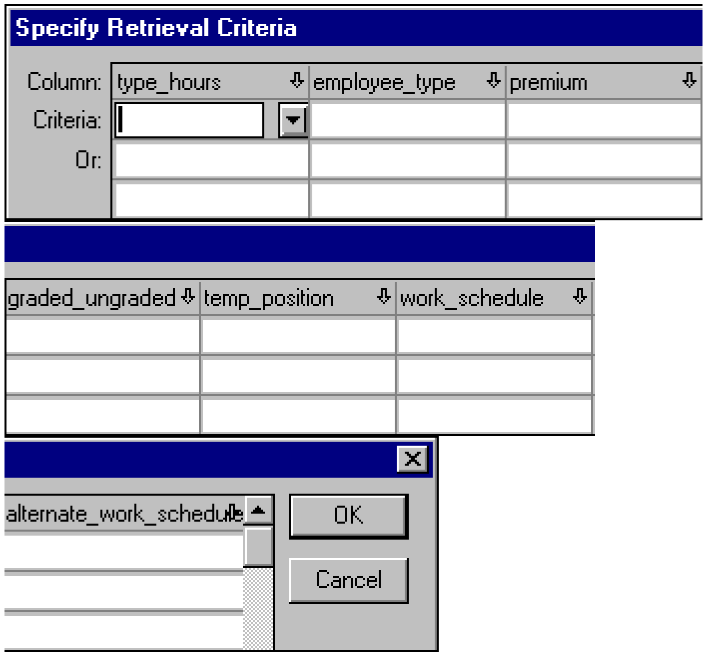
Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

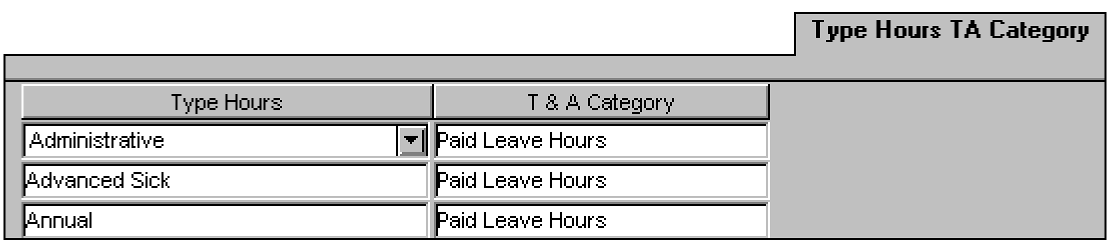
Retrieving Additional Type Hours Parameters Codes. Click the **Retrieve** button, which opens the Specify Retrieval Criteria window. Enter the applicable selection criteria and click OK.

Specify Retrieval Criteria Window



Type Hours TA Category Tab (Employee Codes Window)

This tab associates a particular DCPS "Type Hours" code with a particular "Time and Attendance (T&A) Category" code.



The **"Type Hours"** field is a narrative description of a DCPS Type Hours code authorized for use by an activity. The **"T & A Category"** field is a narrative description of the DCPS T&A Category code that is associated with this particular **"Type Hours"** code.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

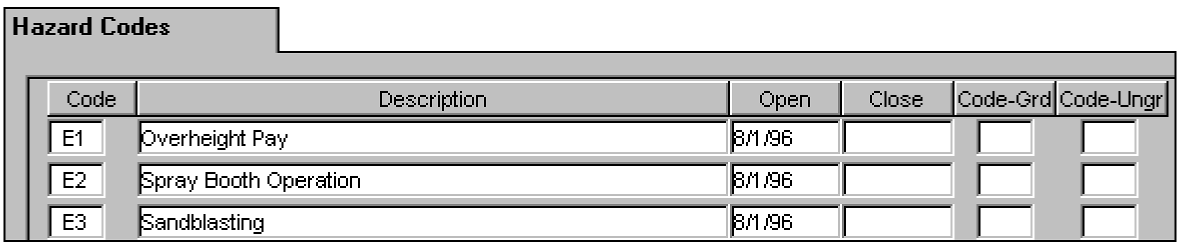
Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Hazard Codes Tab (Employee Codes Window)

Valid codes that are to be utilized when reporting environmental or hazardous duty-related hours are defined in the DCPS user's manuals. An activity authorizes use of some or all of these codes via this tab.



Hazard Codes

Code	Description	Open	Close	Code-Grd	Code-Ungr
E1	Overheight Pay	8/1/96			
E2	Spray Booth Operation	8/1/96			
E3	Sandblasting	8/1/96			

The **"Code"** and **"Description"** fields are defined in the DCPS user's manuals. The open and close dates are determined (*and input*) by each activity. The **"Open Date"** represents the date this particular hazard code can first be used. The **"Close Date"** represents the last date this particular hazard code can be used. The **"Code-Grd"** field represents the code for graded employees. The **"Code-Ungr"** field represents the code for ungraded employees.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Hazard Parameters Tab (Employee Codes Window)

An activity authorizes specific employee types to charge time to selected environmental and hazardous duty-related codes (*as defined by the DCPS user's manuals*) via this tab.

Hazard Parameters

Hazard	Open	Close	Employee Type	Graded/Ungraded
Flying	1/1/94		Physician (with or without	Both
Flying	1/1/94		Regular - Graded and Ung	Both
Flying	1/1/94		Annual Premium for Regul	Both

The **"Hazard"** field represents a specific DCPS environmental or hazardous duty code. The **"Open"** field represents the date that time can begin to be charged to a particular code. The **"Close"** field represents the last date that time can be charged to a particular code. The **"Employee Type"** field authorizes a specific type of employee to charge time to a particular environmental or hazardous duty code. The **"Graded/Ungraded"** field indicates whether graded, ungraded, or both types of employees are authorized to charge time to a particular code.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Reason Codes Tab (Employee Codes Window)

Valid codes that are to be used to identify Family Leave and representational type hours are defined in the DCPS user's manuals. An activity authorizes use of some or all of these codes via this tab.

Reason Codes

Code	Description	Open	Close
DA	Birth of Son/Daughter or Care of Newborn	1/1/94	
DB	Adoption of Foster Care	1/1/94	
DC	Care for Spouse, Son, Daughter, or Parent With Serious Health Conditio	1/1/94	

The **"Code"** and **"Description"** fields are defined in the DCPS user's manuals. The open and close dates are determined (*and input*) by each activity. The **"Open Date"** represents the date this particular reason code can first be used. The **"Close Date"** represents the last date this particular reason code can be used.

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

Reason Parameters Tab (Employee Codes Window)

An activity authorizes specific types of hours to be charged to a particular "reason code" via this tab.

Reason Parameters

Reason	Type Hours	Open	Close
Birth of Son/Daughter or Care d	Sick	7/17/96	
Adoption of Foster Care	Sick	7/17/96	
Care for Spouse, Son, Daughte	Sick	7/17/96	

The **"Reason"** field indicates the reason family leave or representational time is authorized. The **"Type Hours"** field indicates what types of hours are authorized for use with a particular "reason" code. The **"Open"** field authorizes the "reason code" to be used beginning on the designated date. The **"Close"** field designates the last date that time can be charged to a particular "reason code".

Adding New Codes. Click the **Add** button; enter the appropriate information into each field; and save the record.

Deleting Codes. Click on the code you wish to delete. Click the **Delete** button. Click "Yes" to confirm the delete action.

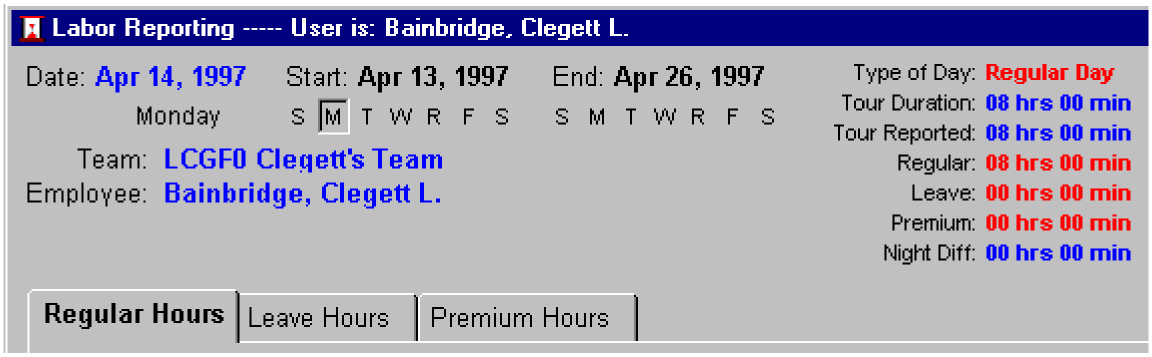
Sorting Data Displayed. Click the **Sort** button, which opens the Sorting Data window. Choose the applicable sorting criteria. *(You can also sort a column by clicking on its raised column heading.)*

Filtering Data Displayed. Click the **Filter** button, which opens the Filtering Data window. Choose the applicable filtering criteria.

CHAPTER 6 - LABOR REPORTING WINDOW

WHAT IS THE 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 upper right side of the Labor Reporting Window displays information pertaining to that particular day.

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

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

Tour Reported. This figure represents the number of hours reported for this particular day *(which is the sum of regular and leave hours).*

Regular - The sum of all regular hours reported.

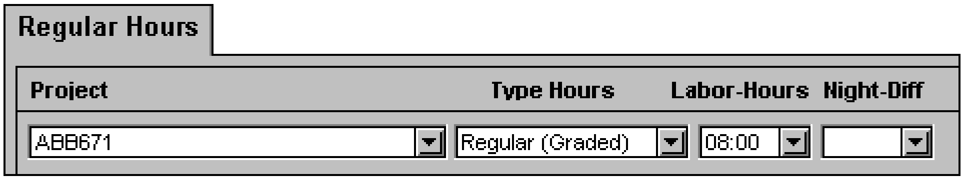
Leave - The sum of all leave hours reported.

Premium - The sum of all premium hours reported.

Night Differential - The sum of all night differential hours reported.

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

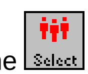
Reporting, Modifying, or Deleting Regular Hours

TO REPORT REGULAR HOURS:

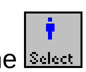
1. Click the 

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. If you are a supervisor or timekeeper, click the 

button to display a list of teams for which you are authorized to report labor. Once the list appears, click on the desired team, then click OK.

4. If you are a supervisor or timekeeper, click the 

button to display a list of employees assigned to the selected team. Once the list of employees appears, click on the name of the appropriate employee, then click OK.

   TIP: *If you are a timekeeper or supervisor and wish to view or modify your own records, go to the main menu and click on* ***View****; then click on* ***Go to User Logged On****.*

5. Click on the Regular Hours tab.

6. 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.

7. 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 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.)*

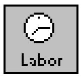
Type Hours - the type of leave hours that are being charged to the project

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

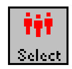
Reporting, Modifying, or Deleting Leave Hours

TO REPORT LEAVE HOURS:

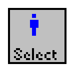
1. Click the 

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. If you are a supervisor or timekeeper, click the 

button to display a list of teams for which you are authorized to report labor. Once the list appears, click on the desired team, then click OK.

4. If you are a supervisor or timekeeper, click the 

button to display a list of employees assigned to the selected team. Once the list of employees appears, click on the name of the appropriate employee, then click OK.

   TIP: *If you are a timekeeper or supervisor and wish to view or modify your own records, go to the main menu and click on **View**; then click on **Go to User Logged On**.*

5. Click on the Leave Hours tab.

6. 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.

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

TO MODIFY LEAVE HOURS:

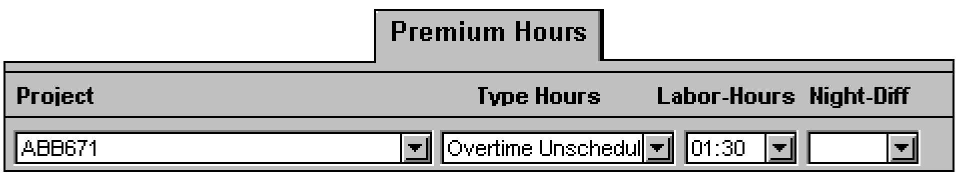
Perform steps 1 through 5 above. Then, click on the record that requires modification. Insert the correct information into the appropriate field(s). Click the **Save** button.

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 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 labor hours that are being charged to the project

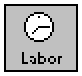
Labor Hours - the number of premium labor hours being charged to the project

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

Reporting, Modifying, or Deleting Premium Hours

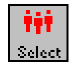
An employee can report premium hours ONLY if he or she has been properly authorized to do so within both the Properties tab and the Project Auth tab of the Personnel Management window .

TO REPORT PREMIUM HOURS:

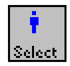
1. Click the 

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. If you are a supervisor or timekeeper, click the 

button to display a list of teams for which you are authorized to report labor. Once the list appears, click on the desired team, then click OK.

4. If you are a supervisor or timekeeper, click the 

button to display a list of employees assigned to the selected team. Once the list of employees appears, click on the name of the appropriate employee, then click OK.

   TIP: *If you are a timekeeper or supervisor and wish to view or modify your own records, go to the main menu and click on* ***View****; then click on* ***Go to User Logged On****.*

5. Click on the Premium Hours tab.

6. 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. 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 premium hours against a different project for the same employee, for the same date, repeat step 6.

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

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.

Reporting, Modifying, or Deleting Hazardous Duty or Environmental Differential Pay Hours

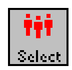
An employee can report hazardous duty or environmental differential pay hours ONLY if he or she has been properly authorized to do so within the Project Auth tab of the Personnel Management window.

TO REPORT HAZARDOUS DUTY or ENVIRONMENTAL DIFFERENTIAL PAY HOURS:

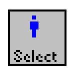
1. Click the 

 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. If you are a supervisor or timekeeper, click the 

 button to display a list of teams for which you are authorized to report labor. Once the list appears, click on the desired team, then click OK.

4. If you are a supervisor or timekeeper, click the 

 button to display a list of employees assigned to the selected team. Once the list of employees appears, click on the name of the appropriate employee, then click OK.

   TIP: *If you are a timekeeper or supervisor and wish to view or modify your own records, go to the main menu and click on **View**; then click on **Go to User Logged On**.*

5. Click on the appropriate tab (*i.e., "Regular Hours", "Leave Hours", or "Premium Hours*").

6. Click the **Add** button. (*NOTE: If the **Add** button is inactive—i.e., "grayed out", click anywhere within the tab.)*

7. 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.).*

8. While still within the **Project field**, click on the **Properties** button, which opens the Selecting Extended Labor Attributes window. Complete the appropriate entries on this window and click OK.

9. Complete your reporting by inserting the correct **Type Hours**; **Labor Hours**; and, if applicable, **Night Differential** Hours.

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

TO MODIFY HAZARDOUS DUTY or ENVIRONMENTAL DIFFERENTIAL PAY HOURS:

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

TO DELETE HAZARDOUS DUTY or ENVIRONMENTAL DIFFERENTIAL PAY HOURS:

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

Reporting, Modifying, or Deleting Family Leave or Representational Hours

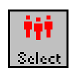
Check the DCPS manual for a list of valid Type Hours codes that can be used when reporting family leave or representational hours.

TO REPORT FAMILY LEAVE or REPRESENTATIONAL HOURS:

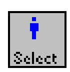
1. Click the 

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. If you are a supervisor or timekeeper, click the 

button to display a list of teams for which you are authorized to report labor. Once the list appears, click on the desired team, then click OK.

4. If you are a supervisor or timekeeper, click the 

button to display a list of employees assigned to the selected team. Once the list of employees appears, click on the name of the appropriate employee, then click OK.

   TIP: *If you are a timekeeper or supervisor and wish to view or modify your own records, go to the main menu and click on **View**; then click on **Go to User Logged On**.*

5. Click on the appropriate tab *(i.e., "Regular Hours", "Leave Hours", or "Premium Hours").*

6. Click the **Add** button. (*NOTE: If the **Add** button is inactive—i.e., "grayed out", click anywhere within the tab.)*

7. 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.).*

8. 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.

9. Complete your reporting by inserting the correct number of **Labor Hours** and, if applicable, the number of **Night Differential** Hours.

10. 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.

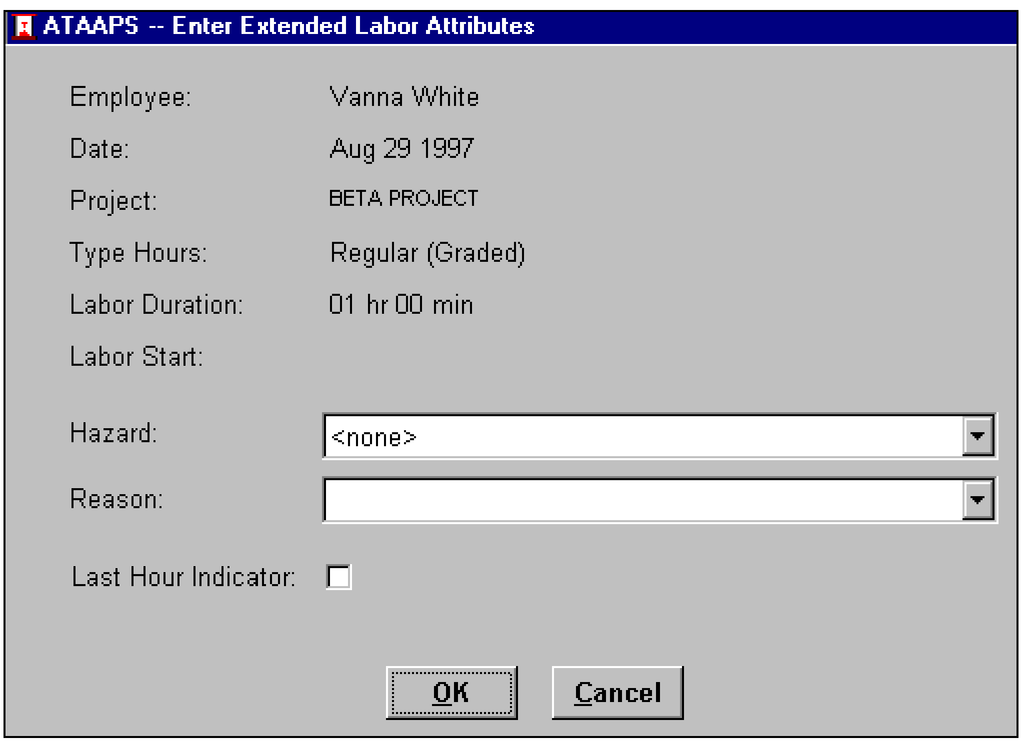
TO DELETE FAMILY LEAVE or REPRESENTATIONAL HOURS:

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 

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.



The fields on 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 describe 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.

Generating Default Labor Records

NOTE: Only those employees who have been properly authorized in the DBA/Systems Administration application can generate default labor records.

In addition, once that authorization has been granted, in order for default labor records to be generated automatically, you must access the Personnel Management Window and do the following for each employee for whom default labor records are to be created:

- Place a check mark in the **Default Labor** field on the Properties Tab.
- Authorize an employee to charge labor to one or more projects by accessing the Project Auth Tab.
- Specify default project(s) and percentage(s) by accessing the Defaults Tab.

Once you have performed the above actions:

1. Close all open windows.
2. On the Main Menu, click on **File**, then click on **Open**.
3. Click on Create Default Labor …, which opens the ATAAPS Default Labor Creation Wizard.
4. Follow the directions and respond to the questions in the wizard dialog boxes. You will be asked to choose whether you wish to generate default labor for the entire activity *(which can only be performed by the System Administrator*) or for one or more selected teams. If you opt to generate labor at the team level, you will then be asked to specify for which team(s). You will also be asked to enter the date you wish to start generating the labor records and to specify the number of days for which you wish the records to be generated. The maximum number of days is currently set at seven.
5. Once you have exited the wizard, the **Create Default Labor Window** will be displayed. By clicking on each of the tabs on this window, you can view information relative to the default labor records that will be posted to the data base. A brief description of these tabs follows:

- **Employees Tab.** This tab provides a list of all of the employees who have had labor records generated. If the Exception box is checked, it normally means that labor records could not be generated according to the default percentages defined in the Personnel Management Window. For example, there could have already been one or more labor records reported for a given date within the specified date range.
- **Control Totals Tab.** This tab provides a statistical analysis, by date, of the number of employees who were eligible for labor records to be generated; the number of labor records processed; the number of exceptions; and the number of holiday labor records processed.
- **Exceptions Tab.** This tab has two check boxes that will control the level of detail that is displayed. If you place a check mark in the **Display RDO** box, you will see a listing that contains entries for ALL of the dates in the range you have specified, which will include weekends and other RDO's. If you place a check mark in the **Display Labor = Tour** box, you will see a listing that contains records where the labor records reported before you generated the default labor already equaled the daily tour of duty for a given employee.
- **Default Labor.** This tab provides a listing of the specific default labor records that were generated and will be posted to the data base.

6. To complete the default labor record generation process, click the **Save** button.

Creating Group Labor Records

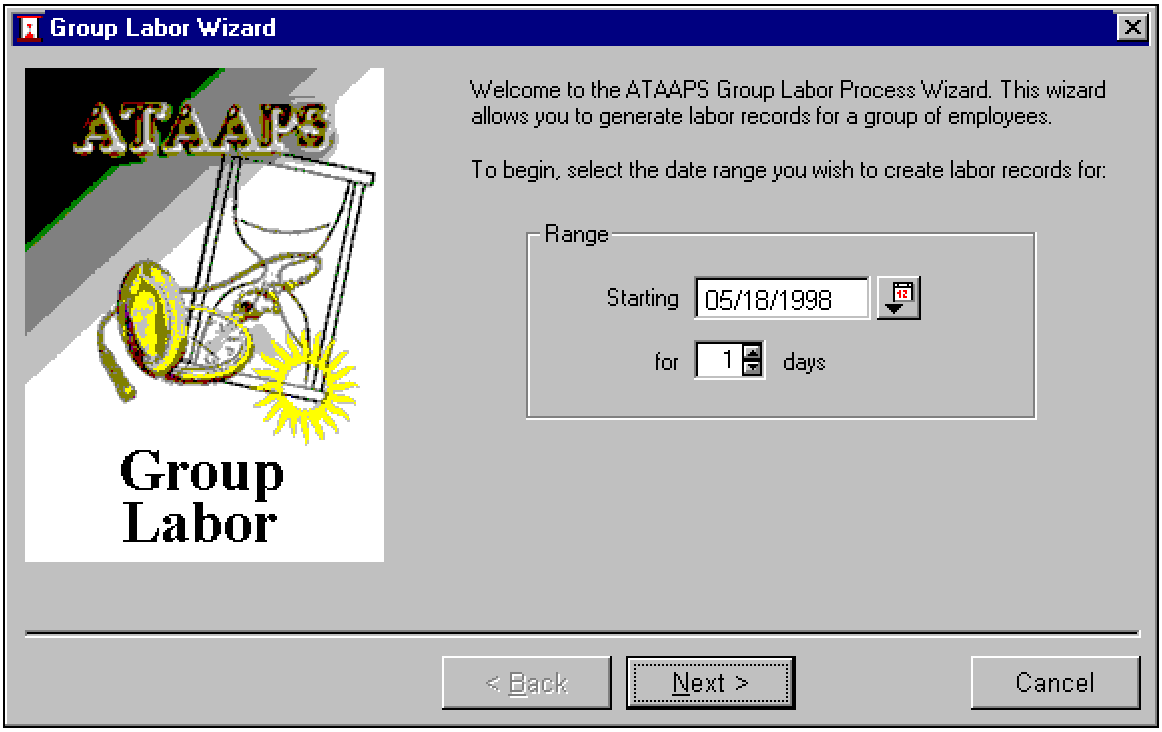
Labor records can be generated by timekeepers or supervisors for a group of employees, for a selected date range and project, by running the "create group labor" process.

To create group labor records:

1. Click on **File**, which is located on the main menu.
2. Click on **Open**.
3. Click on **Create Group Labor….**
4. Respond to the steps in the **Group Labor Wizard** as follows:

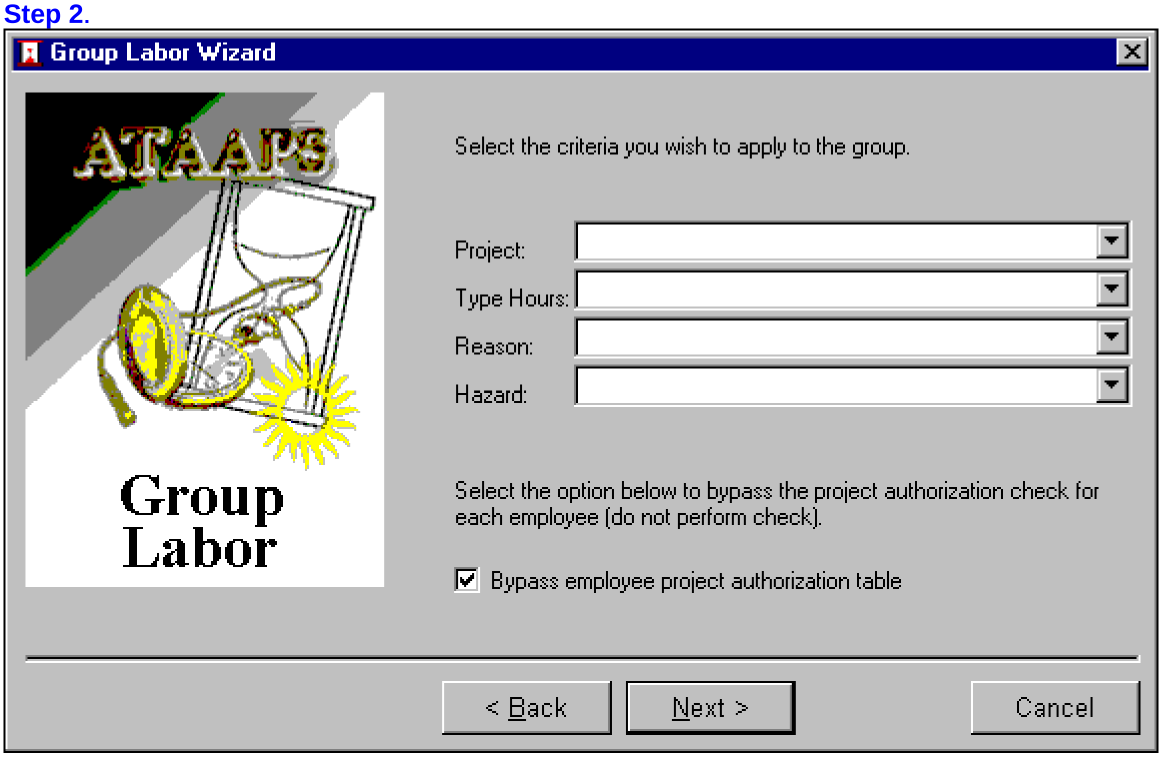
Group Labor Wizard

Step 1.



Insert the date for which you wish to begin generating labor records and then insert the appropriate number of days. Click **Next**. However, if the labor date selected has already been sent to payroll, the user will be prompted to select a different date.

Step 2.

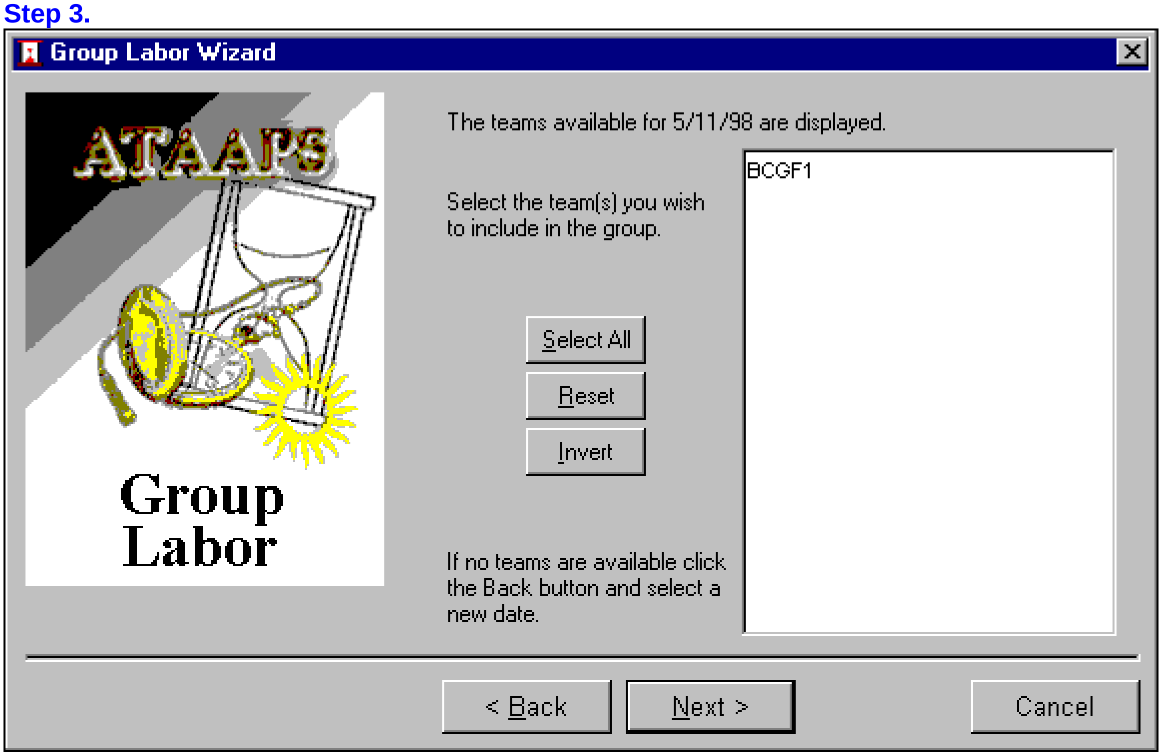


Select the correct project and type hours. If appropriate, also select the reason or hazard code. In addition, this step also provides for bypassing the employee project authorization table. Once you have made your selections, click **Next**.

The projects listed are determined by the user's authorization, the labor date selected, the current date, and the project's active status. The type hours listed is determined by the project selected and the labor date. If no constraints are found for the project selected, then all type hours are displayed The reason codes listed are determine by the type hours selected and the labor date. The hazard codes listed are determined by the type hours selected is not hazard eligible, this option is disabled.

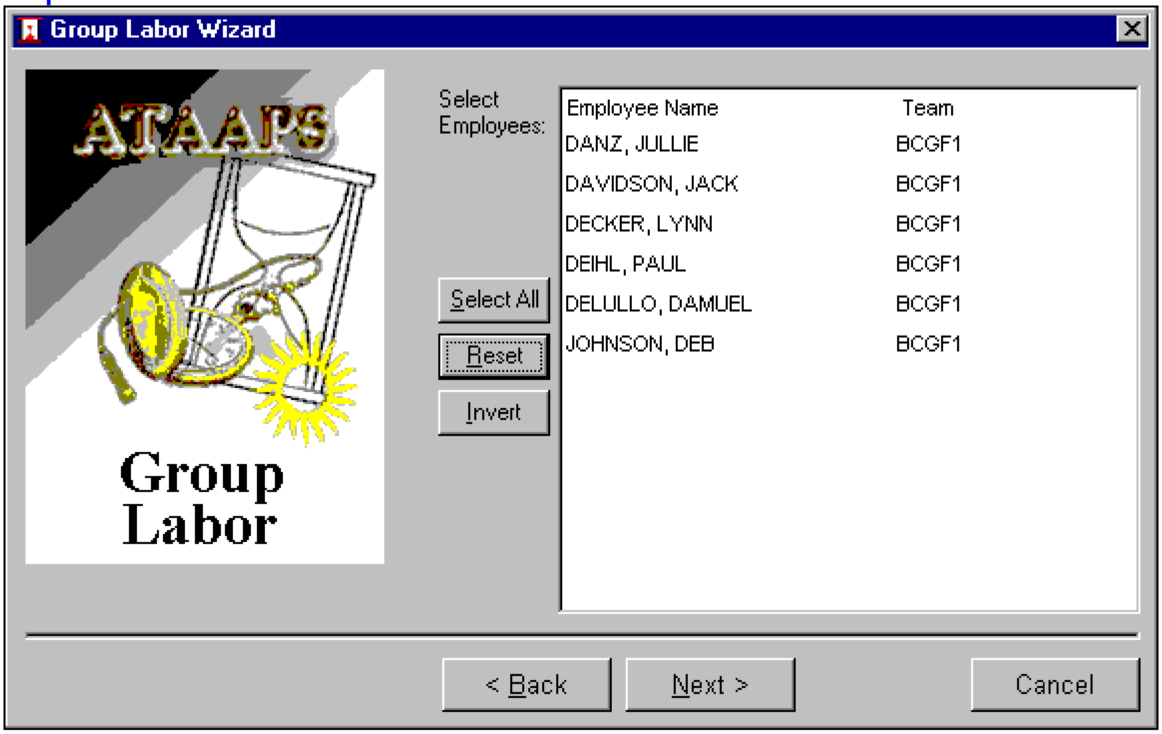
If a team has been authorized to charge time to a project, but not all employees on that team have been granted the authority to charge time to that project, a check mark in the "Bypass employee project authorization table" field will allow group labor to be processed for those "unauthorized" employees.

Step 3.



Select the applicable team(s). (*By default, all teams are selected.*) Click **Next**. At least one team must be selected. The teams that are listed are determined by the user's authorization, the project selected, the labor date, and the current date. Click the **Select All** button to select all of the listed teams. Click the **Reset** button to deselect all of the chosen teams. The **Invert** button allows the user to select one or more teams and then change the selection to reflect all of the teams which had not been selected.

Step 4.

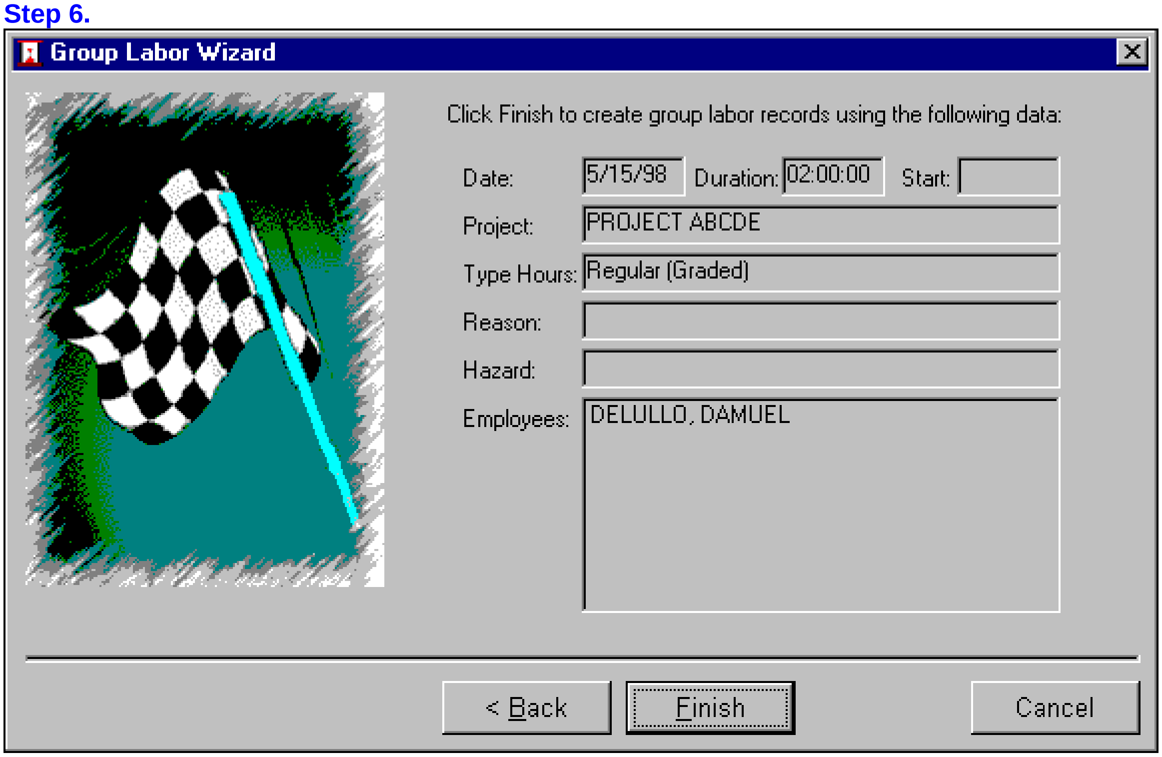


Select the appropriate employee(s). (*By default, all employees are selected*.) Click **Next**. At least one employee must be selected. The employees who are listed are determined by the team(s) selected, the labor date, and the current date. Click the **Select All** button to select all of the listed employees. Click the **Rest** button to deselect all of the chosen employees. The **Invert** button allows the user to select one or more employees and then change the selection to reflect all of the employees who had not been selected.

Step 5.

Insert the desired duration and, if desired, check the "Enter labor start time" box and insert the appropriate start time. Click **Next**.

Step 6.



This window summarizes the choices made in the previous steps. Click **Finish**.

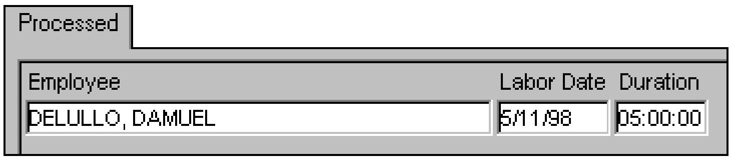
5. The "ATAAPS Group Labor" message box will then appear. Read the information displayed and click **OK**.

6. The following window will then appear:

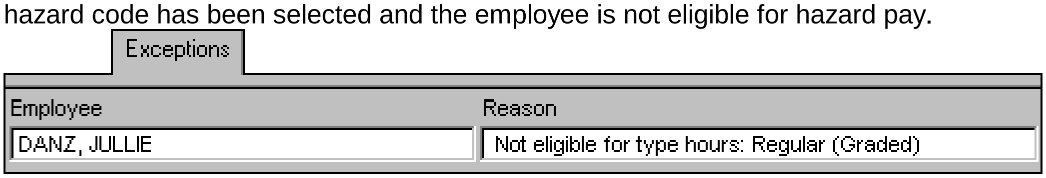
Group Labor Window

Review the information on both tabs.

Processed Tab. This tab displays the labor records which will be posted to the data base.



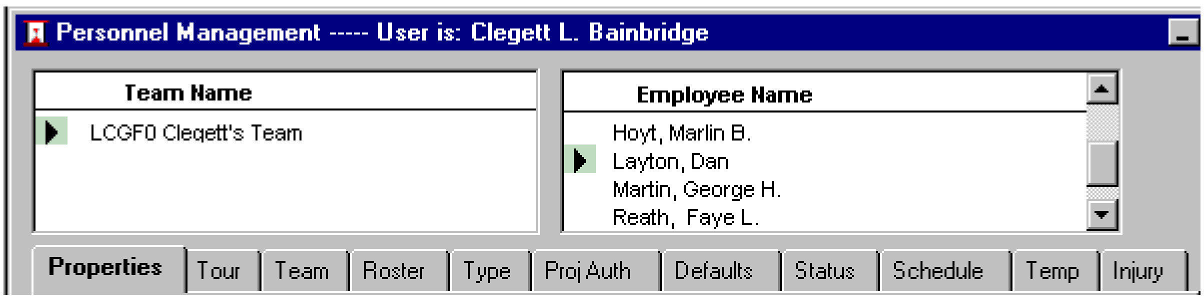
Exceptions Tab. This tab displays the labor records which did not pass the validation test and will NOT be posted to the data base. Records will not be validated if the employees does not have a tour for the selected labor date; if the employee has already been certified for the labor date's pay period; if the employee is not eligible for the type hours selected; if the employee is not authorized for the selected project (*unless the bypass option is selected in the second step of the Group Labor Wizard*); if the labor duration being added exceeds the labor duration available for the employee; if the type hours are regular or leave and the labor date is the employee's RDO or is a holiday; or if a hazard code has been selected and the employee is not eligible for hazard pay.



7. Click the **Save** button.

CHAPTER 7 - PERSONNEL MANAGEMENT WINDOW

WHAT IS THE PERSONNEL MANAGEMENT WINDOW?

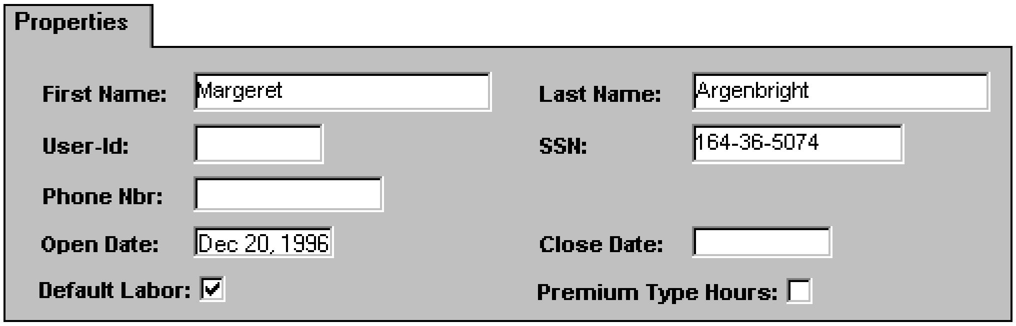


The Personnel Management Window is used to:

- Add a new employee, close an employee record, or re-open a closed employee record.
- Assign a tour of duty for an employee
    - Establishing a normal “permanent” tour of duty for an employee
    - Establishing a “temporary” tour of duty for an employee
    - Changing the tour of duty for the prior pay period
- Assign an employee to a team
- Assign an employee to a time and attendance certification roster
- Specify an employee type
- Authorize an employee to charge labor to specific project(s)
- Specify default project(s) for an employee
- Identify an employee’s employment status
- Identify an employee’s work schedule *(e.g., full-time, part-time, intermittent, etc.*)
- Identify the length of temporary appointment(s)
- Specify a traumatic injury date

Properties Tab (Personnel Management Window)

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



Adding a New Employee

TO ADD A NEW EMPLOYEE TO THE ATAAPS DATA BASE, PERFORM THE FOLLOWING STEPS:

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

1. Click on the 

button, which opens the Personnel Management Window.

2. Click anywhere within the Properties Tab.

3. Click on the **Add** button, which opens the Add New Employee—Basic Details Window.

4. Complete the entries in that window. The specific fields on this window *(as well as on the Properties Tab*) are:

First Name. *Required.* Enter the employee's first name and, if available, his or her middle initial.

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

User-ID. *Optional.* Enter the employee's user ID (*or system login*) if he or she is authorized to log on to perform Time and Attendance-related functions. *(Normally, the ADPSSO assigns the login.*)

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

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

Open Date. *Required*. Enter the date this employee will start working for this team. The date format is MM/DD/YY. (If desired, you can click on the **Date** button to choose the appropriate date.)

Close Date. *Optional*. Enter the last date this employee will work on this team (or his or her termination date). The date format is MM/DD/YY. (If desired, you can click on the Date button to choose the appropriate date.)

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

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

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

5. You must then:

   a. Assign a tour of duty to the employee.

      (1) Establish or Modify a Normal “Permanent” Tour of Duty

      (2) Establish a “Temporary” Tour of Duty

   b. Assign the employee to a team.

   c. Assign the employee to a T&A certification roster.

   d. Specify an employee type.

   e. Authorize the employee to charge labor to specific projects.

   f. Specify default project(s) for the employee.

   g. Identify the employee’s employment status.

   h. Identify the employee’s work schedule.

   i. Identify the length of temporary appointment(s), if applicable.

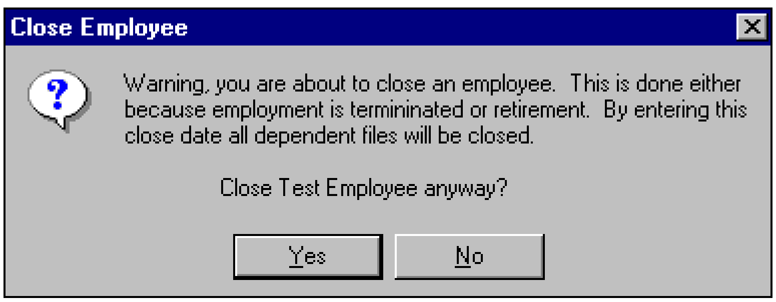
   j. Specify a traumatic injury date, if applicable.

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

CLOSING AN EMPLOYEE RECORD

TO CLOSE AN EMPLOYEE RECORD:

1. Open the **Personnel Management Window**.
2. Choose the correct team.
3. Choose the name of the employee to be closed.
4. Go to the **Properties Tab** and insert the appropriate close date.
5. Click the **Save** button.
6. The following window will appear:

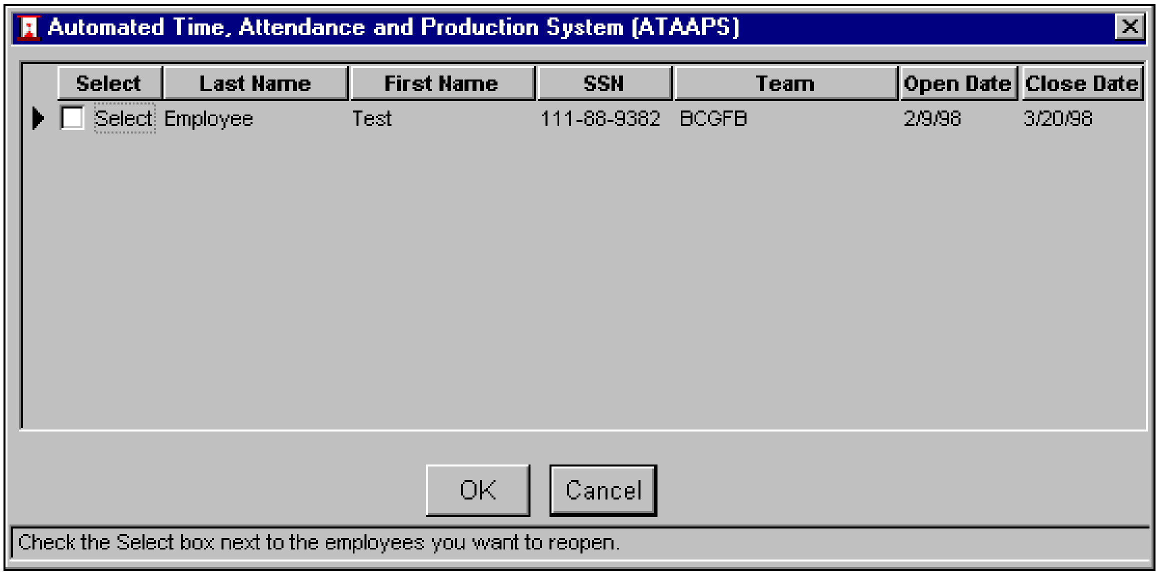


7. Click **Yes**.

RE-OPENING A CLOSED EMPLOYEE RECORD

TO RE-OPEN A CLOSED EMPLOYEE RECORD:

1. Open the **Personnel Management Window**.
2. Choose the correct team.
3. Click on **View** (*located on the menu*).
4. Click on **Show CLosed**.
5. The following window will appear:

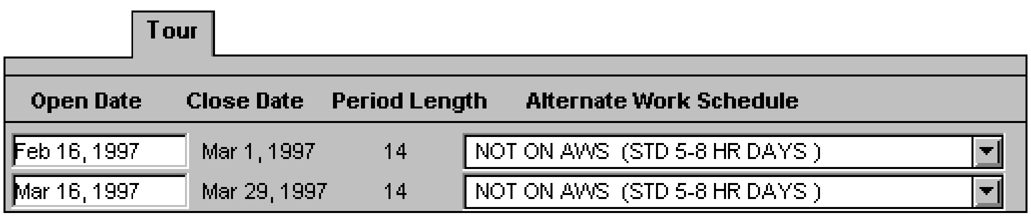


6. Place a check mark in the box beside the name of the employee(s) you wish to re-open.

7. Click **OK**.

Tour Tab (Personnel Management Window)

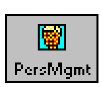
Use this tab to enter an employee's tour of duty (*i.e., scheduled, regular workdays and the hours scheduled on each regular workday or weekly or biweekly regular work hours*).



Assigning a Tour of Duty for an Employee

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

TO ASSIGN A TOUR OF DUTY TO AN EMPLOYEE:

1. Click on the 

button, which opens the Personnel Management Window.

2. Click on the name of the appropriate team and the name of the appropriate employee assigned to that team.

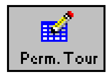
3. Click on the Tour Tab.

4. Click on the **Add** button, which opens up the Select Start Date window. Click on the appropriate start date and then click OK. This action will populate the Open Date, Close Date, and Period Length fields on the Tour Tab.

5. Tab to the Alternate Work Schedule field. Using the drop down list box, click on the appropriate alternate work schedule.

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

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

Permanent Tour. Click on the 

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

Tour Day. Click on the 

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

Establishing a Temporary Daily Tour of Duty for an Employee

TO ESTABLISH A "TEMPORARY" TOUR OF DUTY FOR AN EMPLOYEE, PERFORM THE FOLLOWING STEPS. This "temporary" tour of duty will remain in effect for the designated pay period(s). Several temporary tours can be established, if needed.

1. Click on the 

button, which opens the Personnel Management Window .

2. Click on the name of the appropriate team and then the name of the appropriate employee.

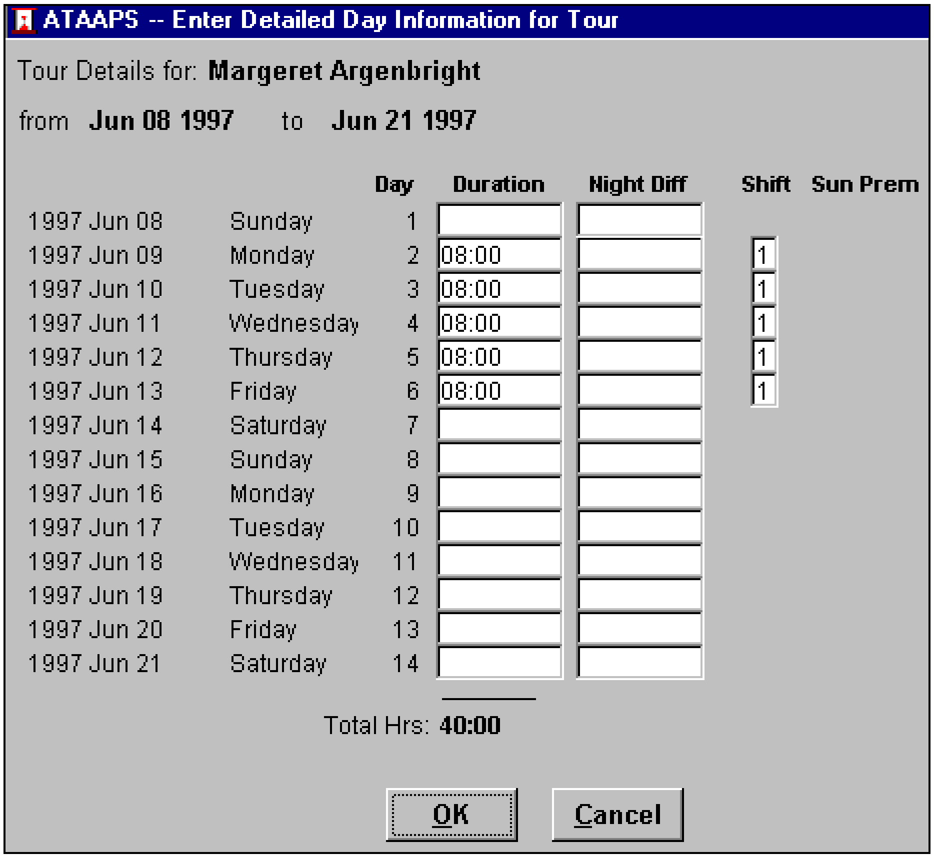
3. Click on the Tour tab.

4. Click the **Add** button. On the window that appears, choose the appropriate Start Date then click OK.

5. Click on the Alternate Work Schedule field and choose the appropriate schedule.

6. Click on the 

button, which opens the following window:



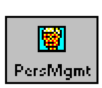
7. Insert the daily tour of duty by clicking on the Duration field and choosing the correct number of hours for the day. Insert any authorized night differential and Sunday Premium hours. Also, insert the appropriate shift.

8. Click OK, which returns you to the Tour Tab of the Personnel Management Window.

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

Establishing or Modifying a Permanent Tour of Duty for an Employee

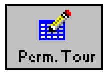
TO ESTABLISH OR MODIFY A NORMAL "PERMANENT" TOUR OF DUTY FOR AN EMPLOYEE, PERFORM THE FOLLOWING STEPS. This "permanent" tour of duty will be effective for every pay period.

1. Click on the 

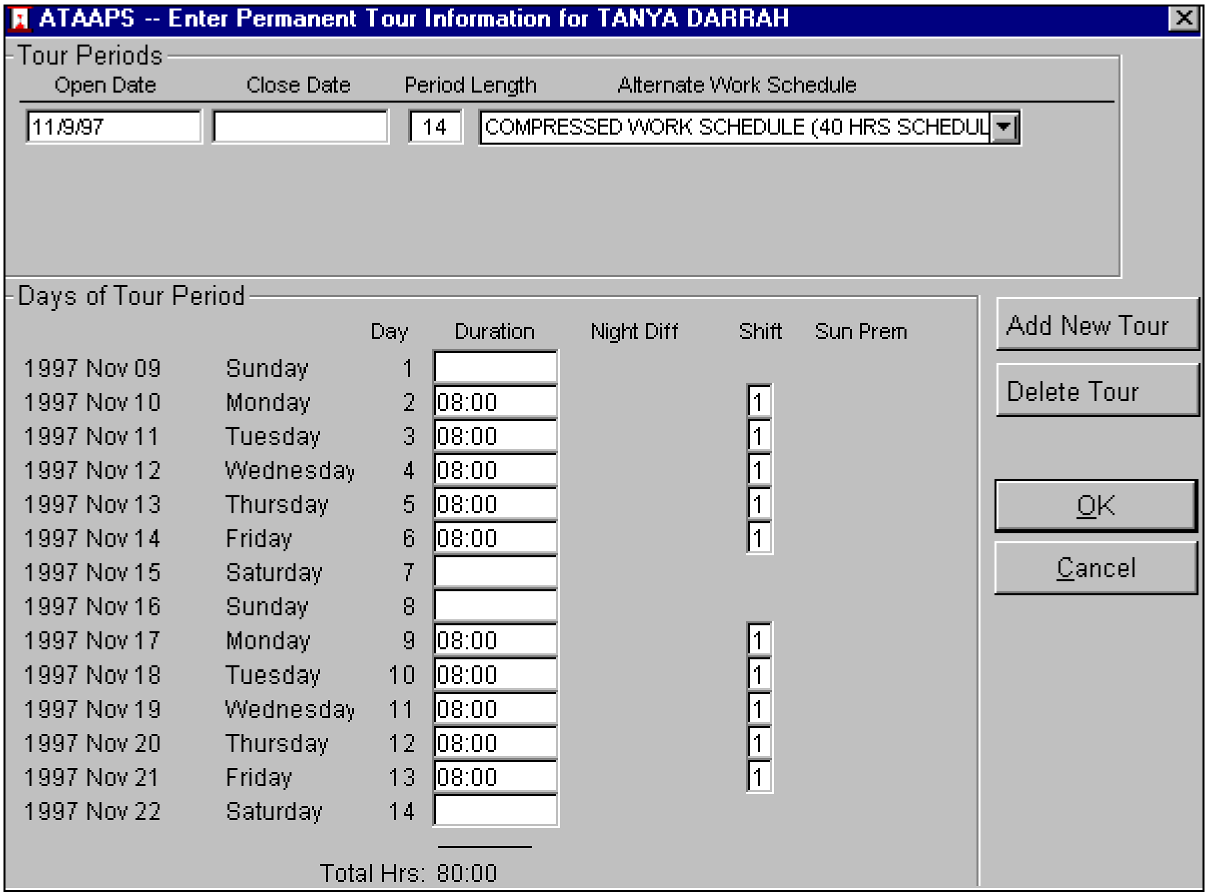
button, which opens the Personnel Management Window .

2. Click on the name of the appropriate team and then the name of the appropriate employee.

3. Click on the Tour tab.

4. Click on the 

button, which opens the following window:



5. Click the **Add New Tour** button. *NOTE: If there is an existing open tour, you must first insert a close date for that tour.*

6. Enter the appropriate open and close dates for the new tour; the number of days in the pay period; and the appropriate Alternate Work Schedule.

7. Then, insert the daily tour of duty, including any authorized night differential and Sunday Premium hours. Also, insert the appropriate shift code.

8. Click OK, which returns you to the Tour Tab of the Personnel Management Window.

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

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

Changing the Tour of Duty for the Prior Pay Period

TO CHANGE AN EMPLOYEE'S TOUR OF DUTY FOR THE PRIOR PAY PERIOD:

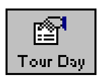
1. Open the **Labor Reporting Window** and delete all labor records for the employee for the affected dates in that pay period.

2. Open the **Personnel Management Window**.

3. Choose the appropriate team and employee.

4. Click on the **Tour Tab**.

5. Click on the tour record that is to be changed *(normally, it would be the first record listed).*

6. Click on the 

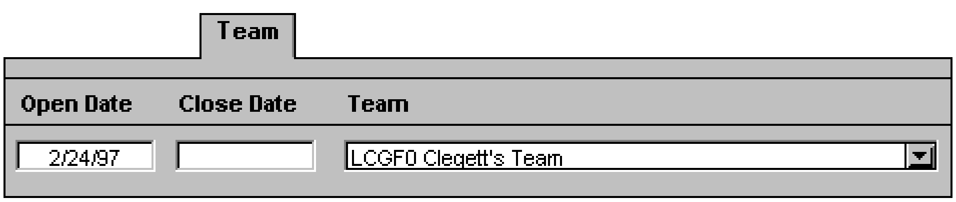
button.

7. Make the appropriate changes and click **OK**.

8. Return to the **Labor Reporting Window** and report the appropriate labor *(or run the Default Labor Process).*

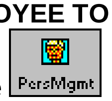
Team Tab (Personnel Management Window)

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



Assigning an Employee to a Team (Personnel Management Window)

TO ASSIGN AN EMPLOYEE TO A TEAM:

1. Click on the 

button, which opens the Personnel Management Window.

2. Click on the Team Tab.

3. Click on the name of the appropriate team and employee.

4. An employee can be assigned to only one team at any given time. Therefore, you must insert a Close Date on the currently open team assignment.

5. Click on the **Add** button.

6. Complete the entries in each field as follows:

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

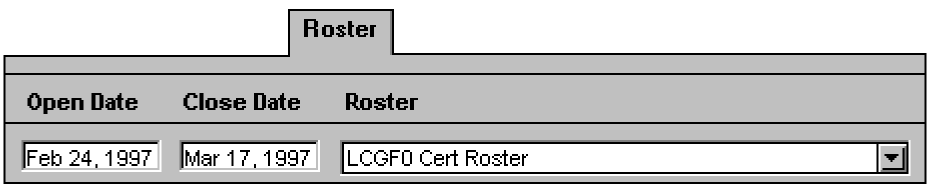
   Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular team.

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

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

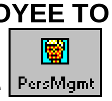
Roster Tab (Personnel Management Window)

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



Assigning an Employee to a T&A Certification Roster

TO ASSIGN AN EMPLOYEE TO A TIME AND ATTENDANCE CERTIFICATION ROSTER:

1. Click on the 

 button, which opens the Personnel Management Window.

2. Click on the Roster Tab.

3. Click on the **Add** button.

4. Complete the entries in each field as follows:

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

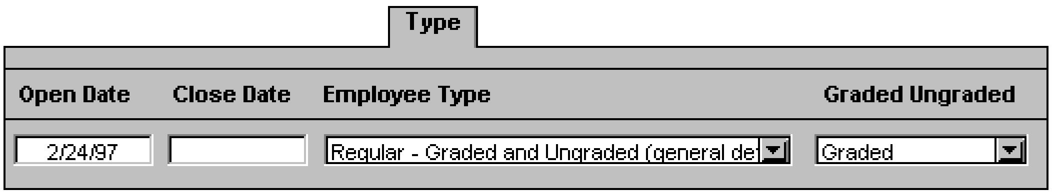
   Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular certification roster.

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

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

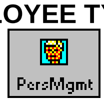
Type Tab (Personnel Management Window)

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



Specifying an Employee Type

TO SPECIFY AN EMPLOYEE TYPE:

1. Click on the 

 button, which opens the Personnel Management Window.

2. Click on the Type Tab .

3. Click on the **Add** button.

4. Complete the entries in each field as follows:

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

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

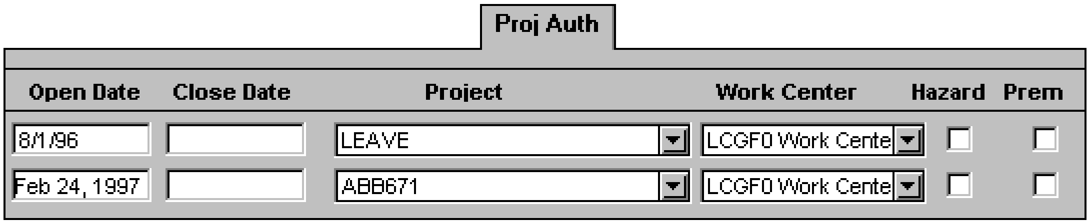
   Employee Type. *Required*. Click on the appropriate employee type.

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

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

Project Authorization Tab (Personnel Management Window)

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



Authorizing an Employee to Charge Labor to a Project

TO AUTHORIZE AN EMPLOYEE TO CHARGE LABOR TO A PARTICULAR PROJECT:

1. Click on the 

 button, which opens the Personnel Management Window.

2. Click on the name of the appropriate Team and the name of the appropriate Employee.

3. Click on the Project Auth Tab .

4. Click on the **Add** button.

5. Complete the entries in each field as follows:

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

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

   > *TIP: To insert a date into any date field, simply click the **Date** button, which opens a calendar. Choose the appropriate date. Then, click OK.*

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

   > *TIP: Once you have entered a project, you can right click on that field to display the specific job order, op code, and/or task associated with that particular project.*

   Work Center. *Required*. Click on the appropriate work center.

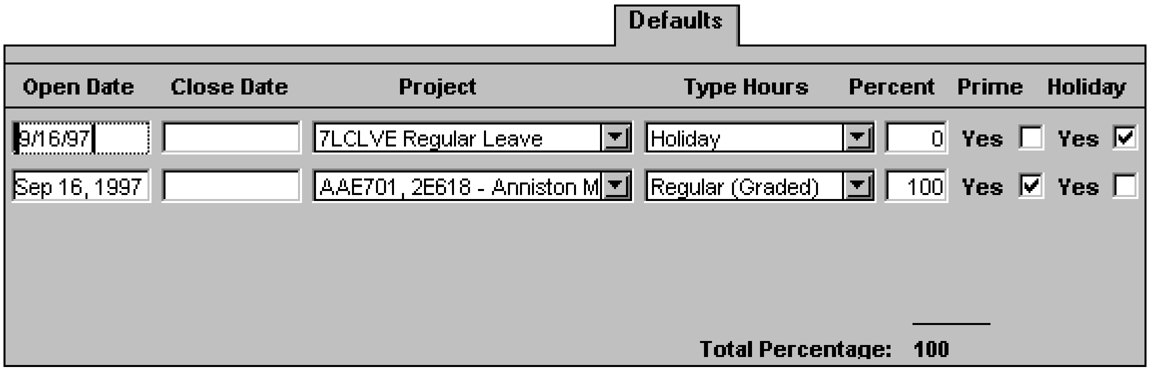
   Hazard. *Optional*. Check this box if the employee is authorized to charge hazardous duty to this project.

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

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

Defaults Tab (Personnel Management Window)

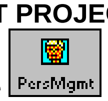
Use this tab to assign an employee to one or more default projects, using percentages. These defaults will then be utilized by the Default Labor Reporting process for reporting labor hours for an employee.



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

Specifying Default Projects for an Employee

TO SPECIFY DEFAULT PROJECTS FOR AN EMPLOYEE:

1. Click on the 

button, which opens the Personnel Management Window.

2. Click on the Defaults Tab .

3. Click on the **Add** button.

4. Complete the entries in each field as follows:

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

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

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

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

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

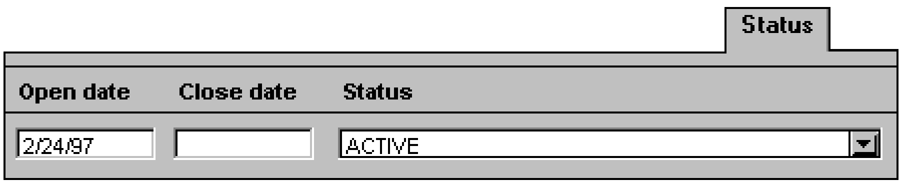
Prime. Check this box if this particular project is to be used by the Default Utility process to capture any fractional labor hours that may remain after the hours have been distributed according to the identified percentages. One of the projects MUST be identified as the prime.

Holiday. Check this box if this project is to be used by the Default Utility process to report holiday hours against a holiday. If the "Holiday" box is checked, the "Prime" box cannot be checked.

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

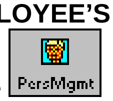
Status Tab (Personnel Management Window)

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



Identifying an Employee's Employment Status

TO IDENTIFY AN EMPLOYEE'S EMPLOYMENT STATUS:

1. Click on the 

 button, which opens the Personnel Management Window.

2. Click on the Status Tab .

3. Click on the **Add** button.

4. Complete the entries in each field as follows:

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

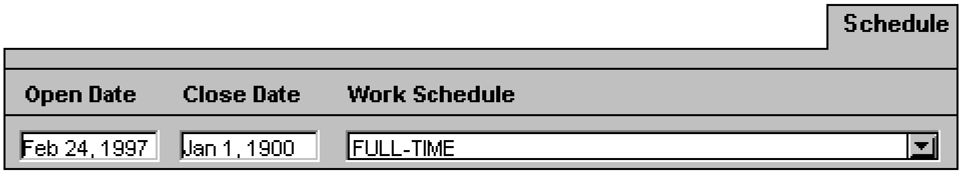
   Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular status code.

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

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

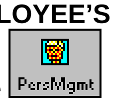
Schedule Tab (Personnel Management Window)

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



Identifying an Employee’s Work Schedule

TO IDENTIFY AN EMPLOYEE’S WORK SCHEDULE:

1. Click on the  button, which opens the Personnel Management Window.

2. Click on the Schedule Tab .
3. Click on the **Add** button.
4. Complete the entries in each field as follows:

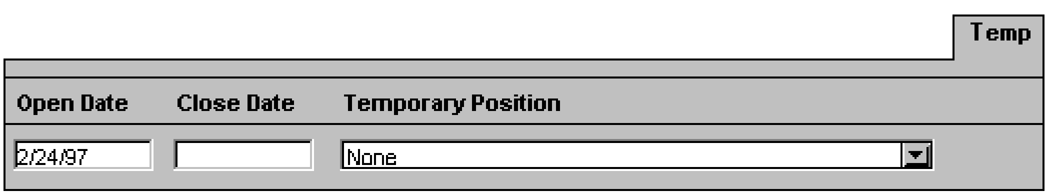
   Open Date. *Required.* Enter the date the employee will be assigned to a particular work schedule.

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

   Work Schedule. *Required.* Using the drop down list box, click on the appropriate work schedule.
5. Click on the **Save** button to save your entries.

Temporary Tab (Personnel Management Window)

This tab is used to identify the duration of a temporary appointment held by an employee.



Identifying Length of Temporary Appointments

TO IDENTIFY THE LENGTH OF TEMPORARY APPOINTMENTS:

1. Click on the 

button, which opens the Personnel Management Window.

2. Click on the Temporary Tab .

3. Click on the **Add** button.

4. Complete the entries in each field as follows:

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

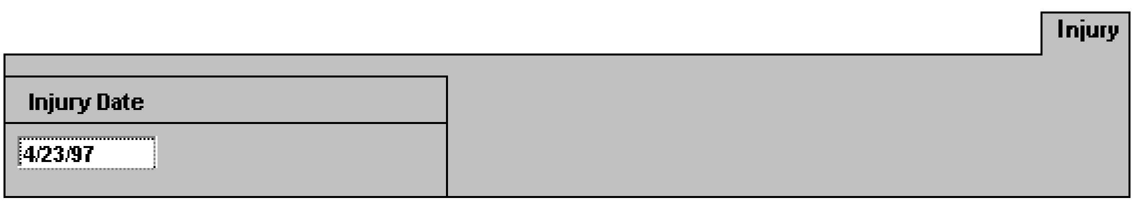
   Close Date. *Optional.* Enter the date the employee will no longer be assigned to a particular temporary appointment.

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

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

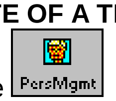
Injury Tab (Personnel Management Window)

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



Specifying Traumatic Injury Date

TO SPECIFY THE DATE OF A TRAUMATIC INJURY:

1. Click on the 

button, which opens the Personnel Management Window.

2. Click on the Injury Tab .

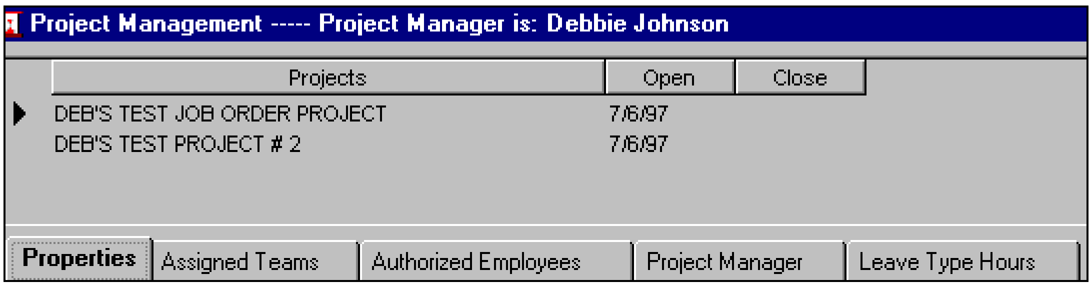
3. Click on the **Add** button.

4. Enter an Injury Date.

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

CHAPTER 8 - PROJECT MANAGEMENT WINDOW

WHAT IS THE PROJECT MANAGEMENT WINDOW?



Only those projects which are currently active will normally be displayed on this list of projects. If you want access to closed projects or to projects that are not yet open (future projects), simply click on the word ***View*** *(located on the menu) and make the appropriate selection.*

The Project Management Window is used to:

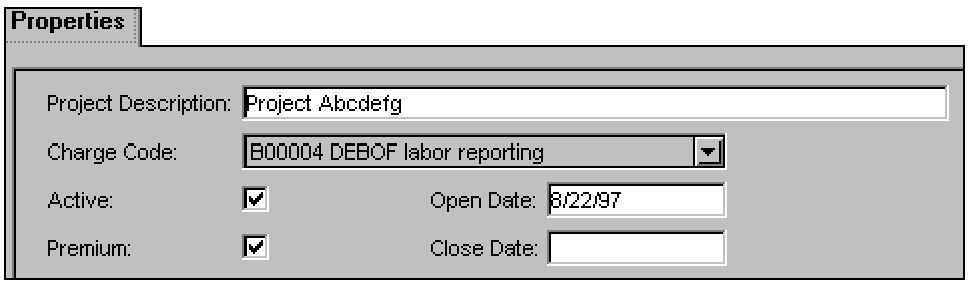
- Establish, delete, or modify projects
- Assign teams to the project
- Authorize specific employees to charge labor to the project
- Assign a Project Manager
- Identify specific types of leave that can be charged to a project

Properties Tab (Project Management Window)

This tab is used to establish or delete a project or to modify information about a project. Depending upon the accounting system an organization is using, it is also used to associate a project with a particular charge code, job order number, op code, task, function code, document number, etc.

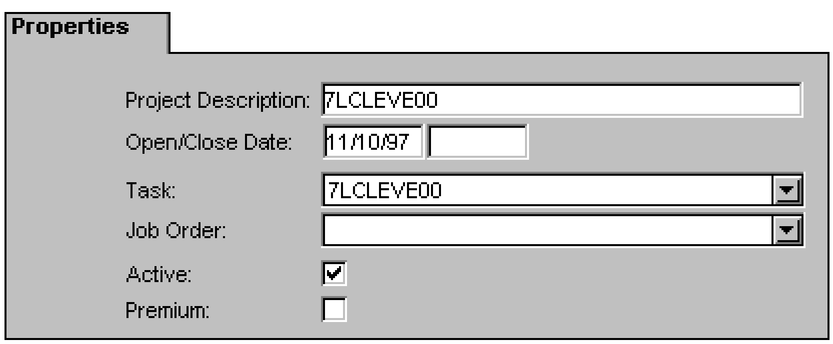
Properties Tab - CEFMS (Project Management Window)

This tab is used to establish, delete, or modify a project and associate it with a particular charge code.



Properties Tab - DBMS (Project Management Window)

This tab is used to establish, delete, or modify a project. It is also used to associate a project with a particular task and job order.

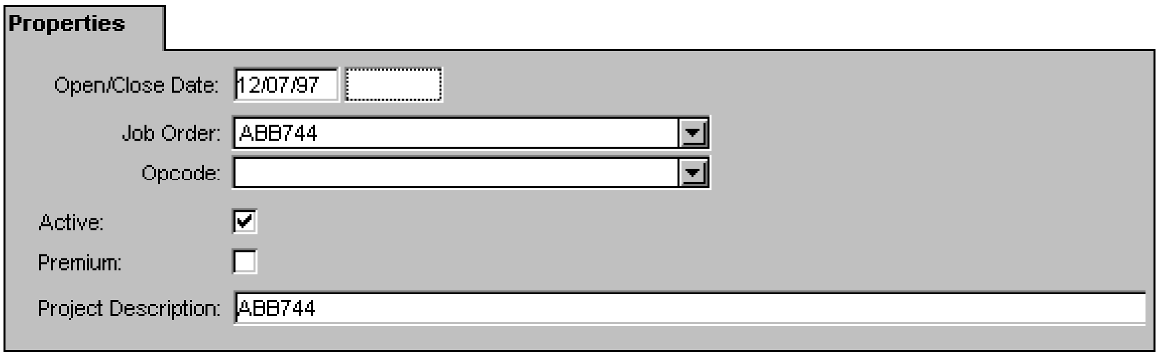


Properties Tab - IFAS (Project Management Window)

This tab is used to establish, delete, or modify a project. It is also used to associate a project with a particular job order, function code, and document number.

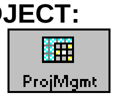
Properties Tab - SOMARDS (Project Management Window)

This tab is used to establish, delete, or modify a project. It is also used to associate a project with a particular job order number and op code.



Establishing, Deleting, or Modifying Projects

TO ESTABLISH A PROJECT:

1. Click on the 

 button, which opens the Project Management Window .
2. Click anywhere within the Properties Tab .
3. Click the **Add** button.
4. Depending upon your accounting system, complete the entries in each field (or choose from the drop down list box) as follows:

   Open Date. *Required*. Enter the effective date of the project *NOTE: Once a project has been created and saved, the **Open Date** cannot be changed.*

   Close Date. *Optional*. Enter the date the project will become inactive. If you enter a close date, a close date will also be inserted for all related entries on the Assigned Teams Tab and the Authorized Employees Tab .

   - *CEFMS* **Charge Code.** *Required*.
   - DBMS **Task.** Required.
   - *DBMS* **Job Order.** *Optional.*
   - IFAS **Job Order.** Required.
   - *IFAS* **Function Code.** *Required.*
   - *IFAS* Document Number. *Optional.*

- SOMARDS **Job Order.** Required.
- SOMARDS **Op Code.** Optional.

  To change the list of available choices in these drop down list boxes, you must access the Accounting Code Management window.

  TIP: *The Project Description field will automatically be populated based on information provided in the first accounting field in which you enter data. For example, in a SOMARDS environment, if you first enter the op code, the op code and its description will automatically be populated in the Project Description field. In a DBMS environment, if you enter the job order first, then the job order and its description will be populated in the Project Description field.*

Active. *Optional*. A check mark in this field indicates that this is an active project. In order for an employee to charge labor to a project, a check mark MUST be placed in this field. A Project Manager would uncheck this field if he/she wanted to temporarily make this project unavailable for labor reporting. If this field is unchecked, it should be noted that the project is NOT technically closed—you must insert a close date to close a project.

Premium. *Optional.* A check mark in this field indicates that premium hours can be charged to this project.

Project Description. *Required*. Enter the name (*or description*) of the project.

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

TO DELETE A PROJECT:

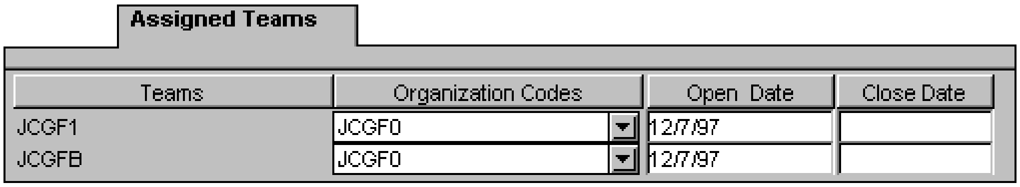
Once you have accessed the Project Management Window, click on the name of the project you wish to delete. Then, click anywhere within the Properties Tab. Click the **Delete** button. If labor has not yet been charged to the project, it will be removed from the data base. Click "Yes" to confirm the delete. Click the **Save** button.

TO MODIFY INFORMATION ABOUT A PROJECT:

Once you have accessed the Project Management Window, click on the name of the project you wish to modify. (If the project is not listed, it may either be closed or not yet open. In that instance, click on the word **View** on the menu and make the appropriate selection.) Then, click anywhere within the "Properties Tab". Click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button. *(NOTE: The Open Date, Job Order, Op Code, Charge Code, Task, and Function Code fields CANNOT be modified.)*

Assigned Teams Tab (Project Management Window)

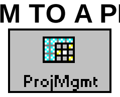
This tab is used to authorize teams to charge labor to a particular project.

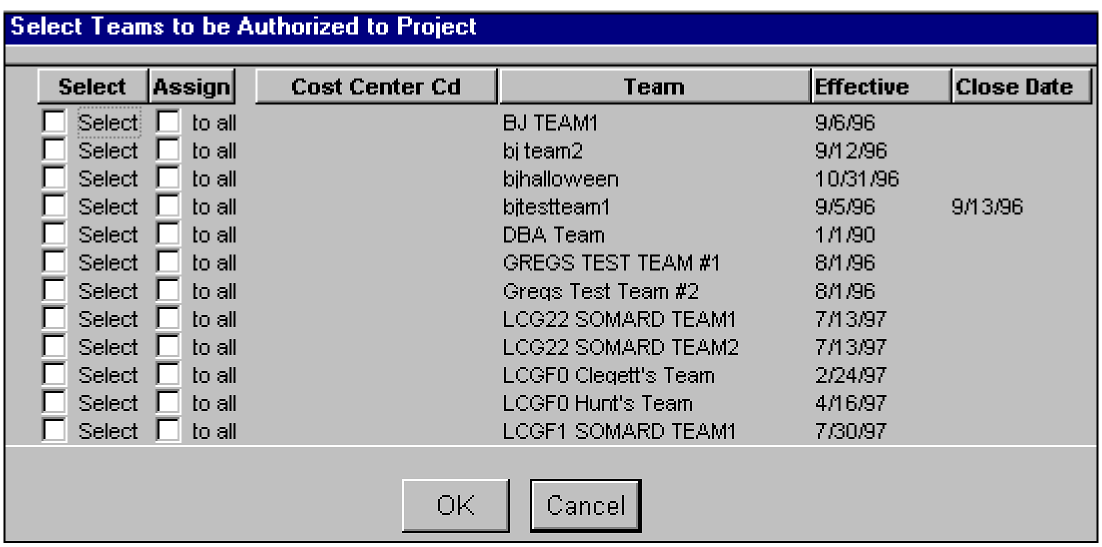


Teams	Organization Codes	Open Date	Close Date
JCGF1	JCGF0	12/7/97	
JCGFB	JCGF0	12/7/97	

Assigning a Team to a Project or Removing a Team from a Project

TO ASSIGN A TEAM TO A PROJECT:

1. Click on the  button, which opens the Project Management Window .
2. Click on the name of the appropriate project.
3. Click on the Assign Teams tab.
4. Click anywhere within that tab. Then, click the **Add** button. The Select Teams to be Authorized to Project window will open.



Select	Assign	Cost Center Cd	Team	Effective	Close Date
Select	to all		BJ TEAM1	9/6/96	
Select	to all		bj team2	9/12/96	
Select	to all		bjhalloween	10/31/96	
Select	to all		bjtestteam1	9/5/96	9/13/96
Select	to all		DBA Team	1/1/90	
Select	to all		GREGS TEST TEAM #1	8/1/96	
Select	to all		Gregs Test Team #2	8/1/96	
Select	to all		LCG22 SOMARD TEAM1	7/13/97	
Select	to all		LCG22 SOMARD TEAM2	7/13/97	
Select	to all		LCGF0 Cleggett's Team	2/24/97	
Select	to all		LCGF0 Hunt's Team	4/16/97	
Select	to all		LCGF1 SOMARD TEAM1	7/30/97	

5. Choose the appropriate team(s) and indicate whether you wish to authorize ALL employees on that team to charge time to the project. (*NOTE: A check in only the "select" box will require the user to go to the Authorized Employees Tab to authorize specific employees on the team to charge labor to the project.*) Click **OK**.
6. Choose the appropriate organization code.

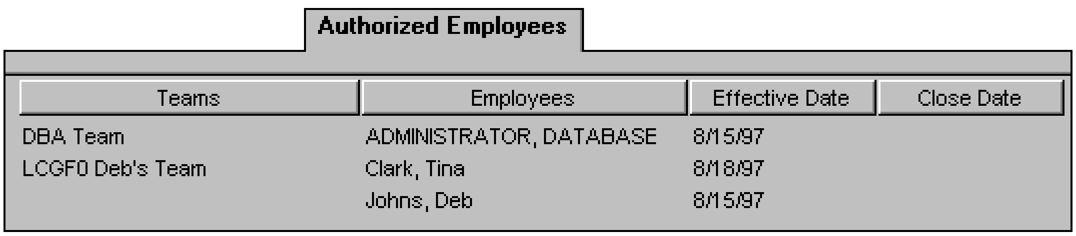
7. Click the **Save** button.

TO REMOVE A TEAM FROM A PROJECT:

Perform Steps 1 through 3 above. Click on the name of the Team which will no longer be authorized to charge time to this project. Click the **Delete** button. If labor has not been charged to this project, the delete action will process. Click "Yes" to confirm the delete. Click the Save button. *NOTE: Deleting a team will NOT delete the individual employees on the team. You must delete individual employees by using the Authorized Employees tab.*

Authorized Employees Tab (Project Management Window)

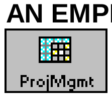
This tab provides a listing of employees who have been authorized to charge labor to a particular project.


Authorized Employees

Teams	Employees	Effective Date	Close Date
DBA Team	ADMINISTRATOR, DATABASE	8/15/97	
LCGF0 Deb's Team	Clark, Tina	8/18/97	
	Johns, Deb	8/15/97	

Authorizing an Employee to Charge Labor to a Project (in the Project Management Window)

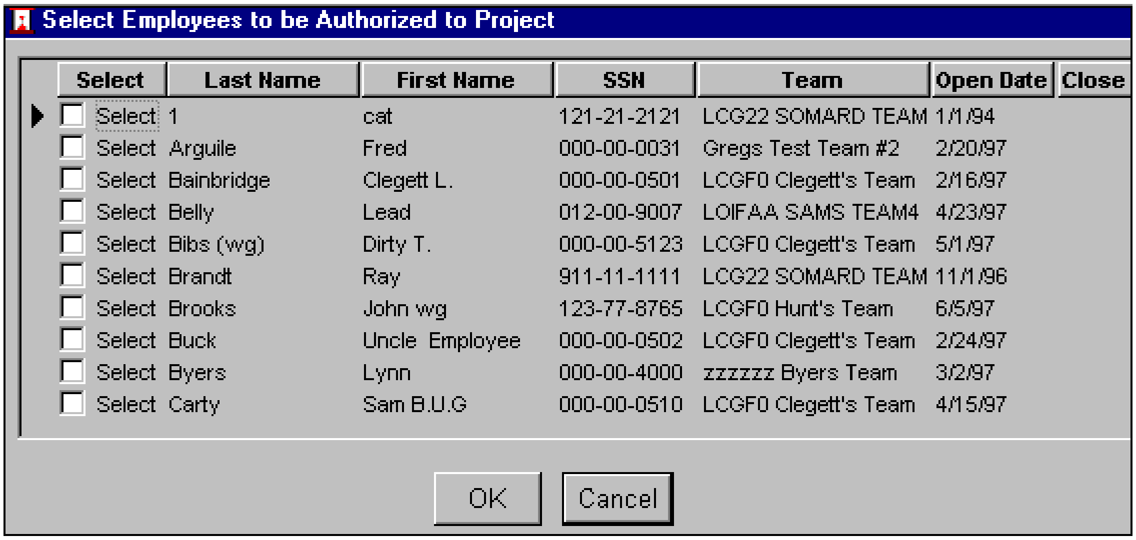
TO AUTHORIZE AN EMPLOYEE TO CHARGE LABOR TO A PROJECT:

1. Click the  button, which opens the Project Management Window .

2. Click on the name of the project.

3. Click on the Authorized Employees tab.

4. Click anywhere within that tab. Then, click the **Add** button. The Select Employees to be Authorized to Charge Labor to a Project window will open.



Select	Last Name	First Name	SSN	Team	Open Date	Close
Select	1	cat	121-21-2121	LCG22 SOMARD TEAM	1/1/94	
Select	Arguile	Fred	000-00-0031	Gregs Test Team #2	2/20/97	
Select	Bainbridge	Clegett L.	000-00-0501	LCGF0 Clegett's Team	2/16/97	
Select	Belly	Lead	012-00-9007	LOIFAA SAMS TEAM4	4/23/97	
Select	Bibs (wg)	Dirty T.	000-00-5123	LCGF0 Clegett's Team	5/1/97	
Select	Brandt	Ray	911-11-1111	LCG22 SOMARD TEAM	11/1/96	
Select	Brooks	John wg	123-77-8765	LCGF0 Hunt's Team	6/5/97	
Select	Buck	Uncle Employee	000-00-0502	LCGF0 Clegett's Team	2/24/97	
Select	Byers	Lynn	000-00-4000	zzzzzz Byers Team	3/2/97	
Select	Carty	Sam B.U.G	000-00-0510	LCGF0 Clegett's Team	4/15/97	

5. Choose the appropriate employee(s) and click OK.

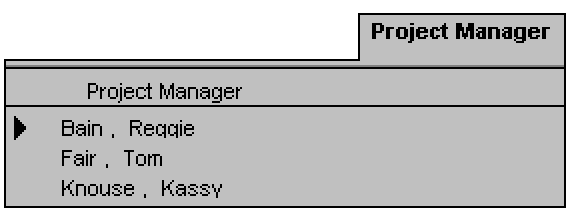
6. Click the **Save** button to save your entries.

TO DELETE AN AUTHORIZATION FOR AN EMPLOYEE TO CHARGE LABOR TO A PROJECT:

Perform steps 1 through 3 above. Click on the name of the employee to be deleted. Click the **Delete** button. If labor has not been charged to the project by the employee, the delete transaction will be processed. Click “Yes” to confirm the delete. Click the **Save** button.

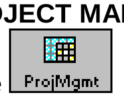
Project Manager Tab (Project Management Window)

This tab is used to assign a Project Manager to a project.



Assigning a Project Manager to a Project

TO ASSIGN A PROJECT MANAGER TO A PROJECT:

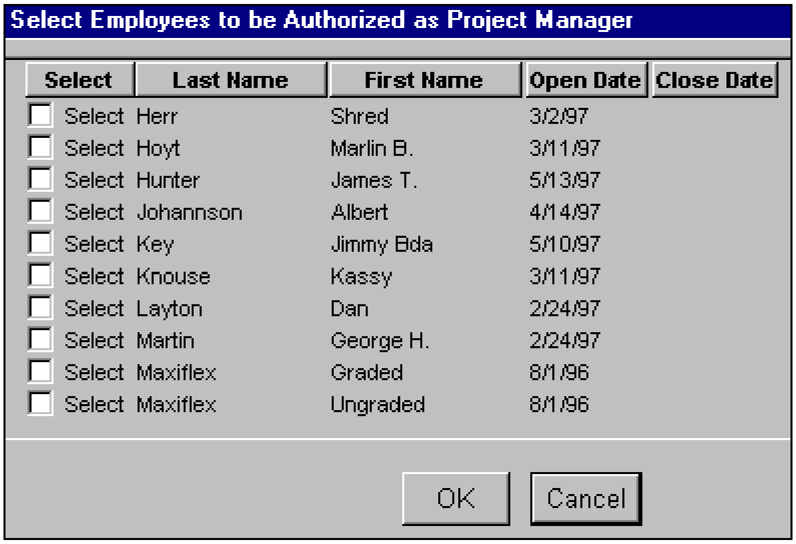
1. Click on the 

button, which opens the Project Management Window .

2. Click on the name of the project.

3. Click on the Project Manager Tab .

4. Click within the tab. Then, click the **Add** button, which opens the Select Employees to be Authorized as Project Manager window.



5. Choose the name of the employee who will serve as Project Manager. Click OK.

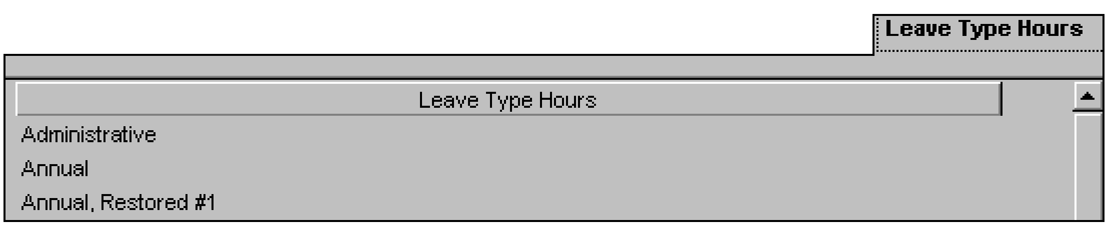
6. Click on the **Save** button to save your entries.

TO DELETE A PROJECT MANAGER:

Perform steps 1 through 3 above. Click on the name of the Project Manager who is to be deleted. Click the **Delete** button. Confirm the delete by clicking “Yes”. Click the **Save** button.

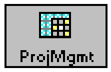
Leave Type Hours Tab (Project Management Window)

This tab is used to specify the type of leave hours that may be charged to a particular project.



Identifying Type of Leave Hours Authorized for a Project

TO IDENTIFY THE TYPE OF LEAVE HOURS THAT ARE AUTHORIZED TO BE CHARGED TO A PARTICULAR PROJECT:

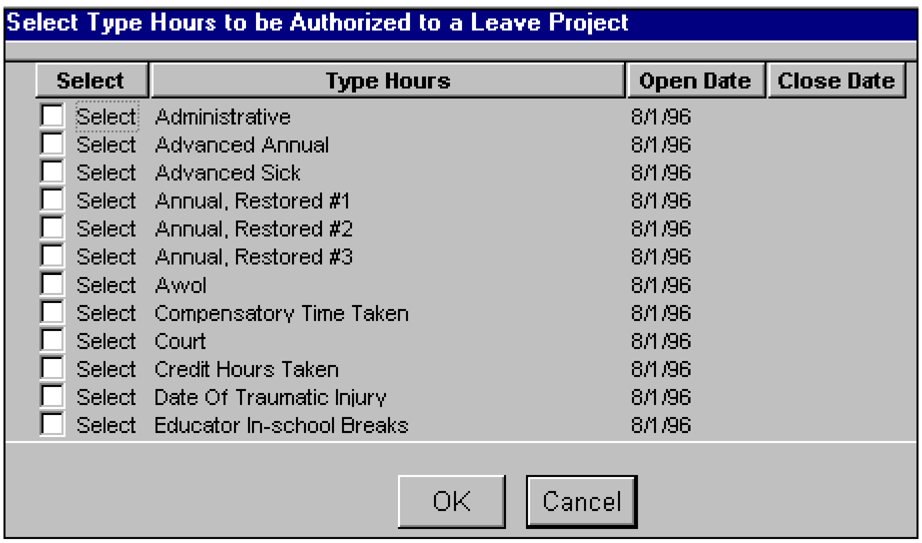
1. Click on the 

 button, which opens the Project Management Window .

2. Click on the name of the project.

3. Click on the Leave Type Hours Tab .

4. Click within the tab and then click on the **Add** button. The Select Type Hours to be Authorized to a Leave Project window will open.

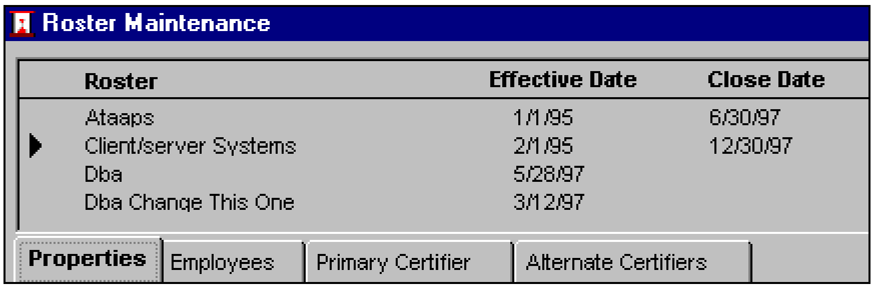


5. Click in the Select box beside the name of the type of leave to be authorized. Once all of the leave types have been identified, click OK.

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

CHAPTER 9 - ROSTER MAINTENANCE WINDOW

WHAT IS THE ROSTER MAINTENANCE WINDOW?

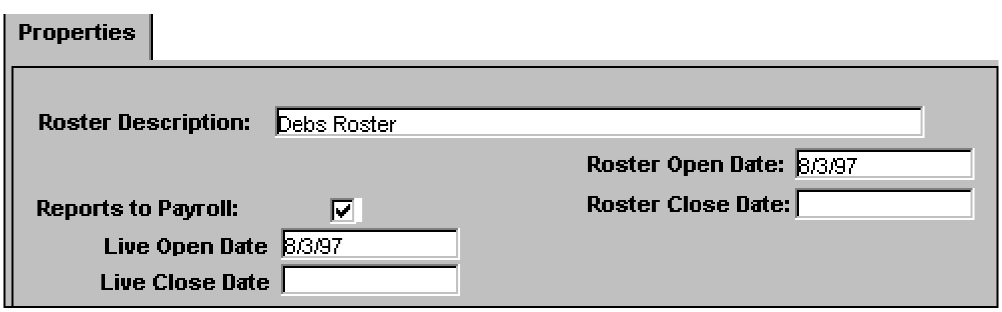


The Roster Maintenance Window is used to:

- Create, delete, or modify time and attendance certification rosters
- Assign employees to certification rosters
- Assign the primary certifier for a roster
- Assign alternate certifier(s) for a roster

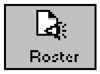
Properties Tab (Roster Maintenance Window)

An activity utilizes this tab to create, delete, or modify a time and attendance (T&A) certification roster.



Creating, Deleting, or Modifying a Certification Roster

TO CREATE A CERTIFICATION ROSTER:

1. Click on the 

 button, which opens the Roster Maintenance Window .

2. Click anywhere within the Properties Tab .

3. Click the **Add** button.

4. Complete the entries in each field as follows:

   Roster Description. *Required.* Enter the name (*or description*) of the certification roster.

   Roster Open Date. *Required*. Enter the effective date of the certification roster.

   Roster Close Date. *Optional*. Enter the date the roster will cease to exist.

   Reports to Payroll. *Optional*. Click, to place a check mark in this field, if labor records for this roster are to be passed to the interfacing payroll system.

   Live Open Date. *Mandatory, if **Reports to Payroll**, is checked.* Enter the date this certification roster becomes "live". Time and attendance records for this date, and all future dates, will be passed to the payroll system when the payroll upload process is performed. If there are any time and attendance records in the data base containing a date prior to the "live" date, they will be disregarded.

   Live Close Date. *Optional.* Enter the date "live" time and attendance records will no longer be passed to the payroll system.

(*NOTE: To insert a date into any of the date fields on this tab, simply click on the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

TO DELETE A CERTIFICATION ROSTER:

Once you have opened the Roster Maintenance Window, click on the name of the certification roster that you wish to delete. Click anywhere within the Properties Tab. Then, click the **Delete** button. Click "Yes" to confirm the delete. Then, click the **Save** button. *NOTE: If any labor hours have been charged to the roster, the delete transaction will NOT be processed. In addition, all employees must be moved to another open certification roster before a roster can be deleted.*

TO MODIFY INFORMATION ABOUT A CERTIFICATION ROSTER:

Once you have opened the Roster Maintenance Window, click on the name of the certification roster that you wish to modify. Then click anywhere within the "Properties Tab". Click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

Employees Tab (Roster Maintenance Window)

This tab is used to assign employees to a specific time and attendance certification roster. Employees must be active to be assigned to a roster.

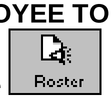
Employees

	Name	Open Date	Close Date
▶	Bean , Pamela	3/1/95	5/19/97
	Boson , Al	1/1/96	8/30/97
	Brawner , Carol	3/1/95	10/2/98

This tab is normally used when a group of employees is being impacted *(e.g., when a reorganization takes place*). Employees can also be assigned to certification rosters (*on an individual basis*) by accessing the Personnel Management Window .

Assigning an Employee to a Certification Roster

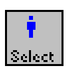
TO ASSIGN AN EMPLOYEE TO A CERTIFICATION ROSTER:

1. Click on the 

 button, which opens the Roster Maintenance Window .

2. Click on the name of the appropriate certification roster.

3. Click on the Employees Tab .

4. Click on the 

 button, which opens the Employees window. Enter the effective date of the assignment. Click on "Search". Click on the name of the desired employee(s). Click OK.

5. Modify the open date and insert a close date, if necessary.

   Open Date. *Required*. Enter the date the employee will be assigned to this roster.

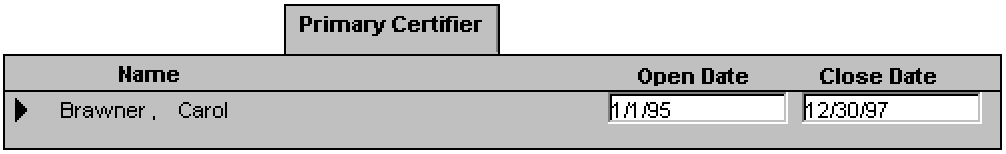
   Close Date. *Optional*. Enter the date the employee will no longer be assigned to this certification roster.

   *(NOTE: To insert a date into any of the date fields on this tab, simply click on the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

Primary Certifier Tab (Roster Maintenance Window)

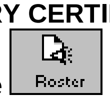
This tab is used to assign a primary certifier to a time and attendance certification roster. To be eligible as a primary certifier, an individual must have been designated as a primary supervisor (*in the Team Management Window*).



There can be only one primary certifier per roster in any given timeframe. In addition, if a primary certifier is being closed out and this certifier is not designated as a primary certifier for another team, than all primary/alternate certifier entries for that individual will be closed with the same close date.

Assigning a Primary Certifier

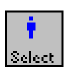
TO ASSIGN A PRIMARY CERTIFIER TO A ROSTER:

1. Click on the 

button, which opens the Roster Maintenance Window .

2. Click on the name of the appropriate certification roster.

3. Click on the Primary Certifier Tab .

4. Click on the 

button, which opens the Employees window. Insert the desired effective date of the assignment. Click on "Search". Click on the name of the primary certifier. (Only the names of eligible primary supervisors will be displayed.) Click OK.

5. Once you have selected the name of the primary certifier, you can modify the open date and insert a close date, if necessary.

   Open Date. *Required*. Enter the date the employee will be assigned as primary certifier for the roster.

   Close Date. *Optional*. Enter the date the employee will no longer be assigned as primary certifier for the roster.

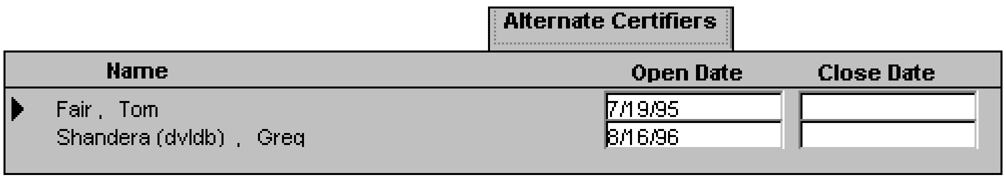
   *(NOTE: To insert a date into any of the date fields on this tab, simply click on the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

An individual may be designated as a primary certifier on more than one roster. However, there can be only one primary certifier per roster in any given timeframe. In addition, if a primary certifier is being closed out and this certifier is not designated as *a primary certifier for another team, then all primary/alternate certifier entries for that individual will be closed with the same close date.*

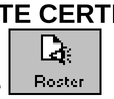
Alternate Certifiers Tab (Roster Maintenance Window)

This tab is used to designate alternate time and attendance certifier(s) for a specific certification roster.



Assigning Alternate Certifiers

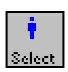
TO ASSIGN ALTERNATE CERTIFIER(S) TO A ROSTER:

1. Click on the 

button, which opens the Roster Maintenance Window .

2. Click on the name of the appropriate certification roster.

3. Click on the Alternate Certifiers Tab .

4. Click on the 

button, which opens the Employees window. Insert the effective date of the assignment. Click on “Search”. Click on the name of the desired alternate certifier(s). Click OK.

5. Modify the open date and insert a close date, if necessary.

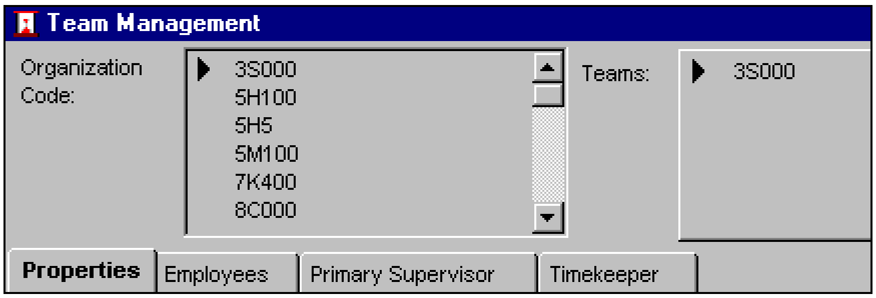
   Open Date. *Required*. Enter the date the employee will be assigned as alternate certifier for the roster.

   Close Date. *Optional*. Enter the date the employee will no longer be assigned as alternate certifier for the roster.

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

CHAPTER 10 - TEAM MANAGEMENT WINDOW

WHAT IS THE TEAM MANAGEMENT WINDOW?

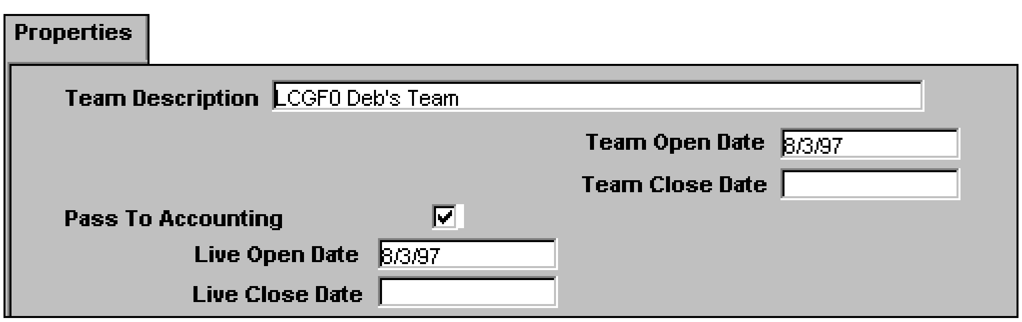


The Team Management Window is used to:

- Establish a team and associate it with a particular organization code *(work center or cost center*); delete a team; or modify information about a team
- Assign employee(s) to a team
- Assign a supervisor to a team
- Assign timekeeper(s) for a team

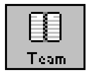
Properties Tab (Team Management Window)

An activity utilizes this tab to establish a team and associate it with a particular organization code (work center or cost center); to delete a team; to modify a team's name; to authorize labor records for a team to be passed to the accounting system; and to define the timeframe a team will be in existence.



Establishing, Deleting, or Modifying a Team

TO ESTABLISH A TEAM and ASSOCIATE IT WITH AN ORGANIZATION CODE (work center or cost center):

1. Click on the 

 button, which opens the Team Management Window.

2. Click on the name of the applicable “Organization Code”.

3. Click within the Properties Tab.

4. Click on the **Add** button.

5. Complete the entries in each field as follows:

   Team Description. *Required*. Enter the name (*or description*) of the team.

   Team Open Date. *Required*. Enter the effective date of the team.

   Team Close Date. *Optional*. Enter the date the team will cease to exist.

   Pass to Accounting. *Optional*. Click, to place a check mark in this field, if labor records for this team are to be passed to the interfacing accounting system.

   Live Open Date. *Mandatory, if **Pass to Accounting**, is checked.* Enter the date this team will become “live”. Labor records for this date, and all future dates, will be passed to the accounting system when the accounting upload process is performed. If there are any labor records in the data base containing a date prior to the “live” date, they will be disregarded.

   Live Close Date. *Optional.* Enter the date “live” labor records will no longer be passed to the accounting system.

*(TIP: To insert a date into any of the date fields on this tab, simply click on the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

TO DELETE A TEAM:

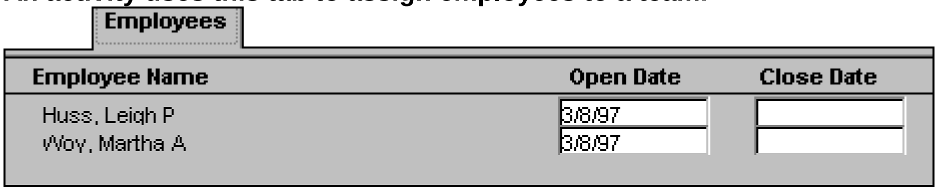
Perform Steps 1 and 2 above. Click on the name of the “Team” you wish to delete. Click within the “Properties Tab”. Then, click the **Delete** button. Click “Yes” to confirm the delete. Click the **Save** button. NOTE: If labor hours have been charged to this team, the delete transaction will NOT be processed.

TO MODIFY INFORMATION ABOUT A TEAM:

Perform Steps 1 and 2 above. Then, click on the name of the “Team” you wish to modify. Click within the “Properties Tab”. Then, click on the field(s) you wish to modify. Insert the correct information. Click the **Save** button.

Employees Tab (Team Management Window)

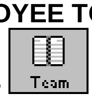
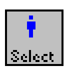
An activity uses this tab to assign employees to a team.



This tab is normally used when a group of employees is being impacted at one time *(e.g., when a reorganization takes place*). Employees can also be assigned to teams (on an individual basis) by accessing the Personnel Management Window.

Assigning an Employee to a Team (Team Management Window)

TO ASSIGN AN EMPLOYEE TO A TEAM:

1. Click on the  button, which opens the Team Management Window .
2. Click on the name of the appropriate “Organization Code”.
3. Click on the name of the appropriate “Team”.
4. Click on the Employees Tab .
5. Click on the  button, which opens the Employees window. Enter the effective date of the assignment, if it differs from the date that is displayed. Click on “Search”. Click on the name of the desired employee(s). Click OK.
6. Modify the open date and insert a close date, if necessary.

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

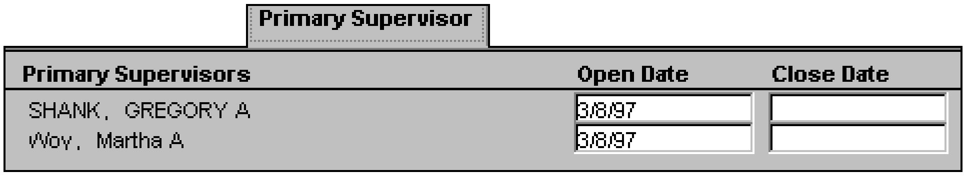
   Close Date. *Optional*. Enter the date the employee will no longer be assigned to this team.

(TIP: To insert a date into any of the date fields on this tab, simply click on the ***Date*** *button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

Primary Supervisor Tab (Team Management Window)

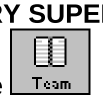
An activity assigns a supervisor to a team by utilizing this tab.



An individual does not need to be a member of a team to be designated as its primary supervisor. In addition, an individual can be designated as primary supervisor for multiple teams.

Assigning a Primary Supervisor to a Team

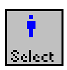
TO ASSIGN A PRIMARY SUPERVISOR TO A TEAM:

1. Click on the  button, which opens the Team Management Window .

2. Click on the name of the appropriate “Organization Code”.

3. Click on the name of the appropriate “Team”.

4. Click on the Primary Supervisor Tab .

5. Click on the  button, which opens the Employees window. Insert the desired effective date of the assignment, if it differs from the date that is displayed. Click on “Search”. Click on the name of the supervisor. (*NOTE: Only the names of eligible supervisors will be displayed. Further, only one supervisor can be currently assigned to a team for any given timeframe*.) Click OK.

6. Once you have selected the name of the primary supervisor, you can modify the open date and insert a close date, if necessary.

   Open Date. *Required*. Enter the date the employee will be assigned as supervisor for the team.

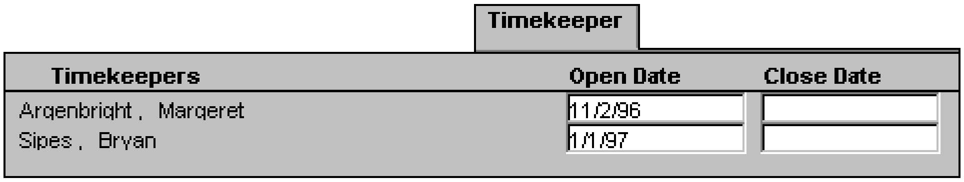
   Close Date. *Optional*. Enter the date the employee will no longer be assigned as supervisor for the team. (*If a primary supervisor is being closed out, and this supervisor is not a primary supervisor for another team, then all timekeeper entries will also be closed with the same close date*.)

   *(TIP: To insert a date into any of the date fields on this tab, simply click on the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

Timekeeper Tab (Team Management Window)

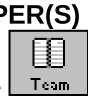
An activity assigns timekeepers for a team by using this tab.



An individual does not need to be a member of a team to be designated as its timekeeper. In addition, an individual can be designated as a timekeeper for more than one team.

Assigning Timekeeper(s) for a Team

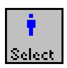
TO ASSIGN TIMEKEEPER(S) TO A TEAM:

1. Click on the  button, which opens the Team Management Window .

2. Click on the appropriate “Organization Code”.

3. Click on the name of the appropriate “Team”.

4. Click on the Timekeeper Tab .

5. Click on the  button, which opens the Employees window. Insert the effective date of the assignment, if it differs from the date that is displayed. Click on “Search”. Click on the name of the desired timekeeper(s). Click OK.

6. Modify the open date and insert a close date, if necessary.

   Open Date. *Required*. Enter the date the employee will be assigned as timekeeper for the team.

   Close Date. *Optional*. Enter the date the employee will no longer be assigned as timekeeper for the team.

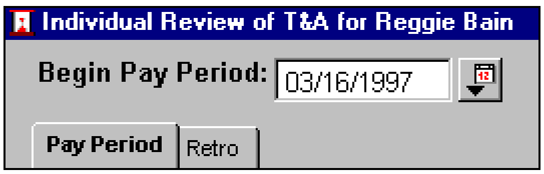
   *(TIP: To insert a date into any of the date fields on this tab, simply click on the **Date** button, which opens a calendar. Click on the appropriate date. Then, click OK.)*

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

CHAPTER 11 - TIME AND ATTENDANCE REVIEW WINDOW

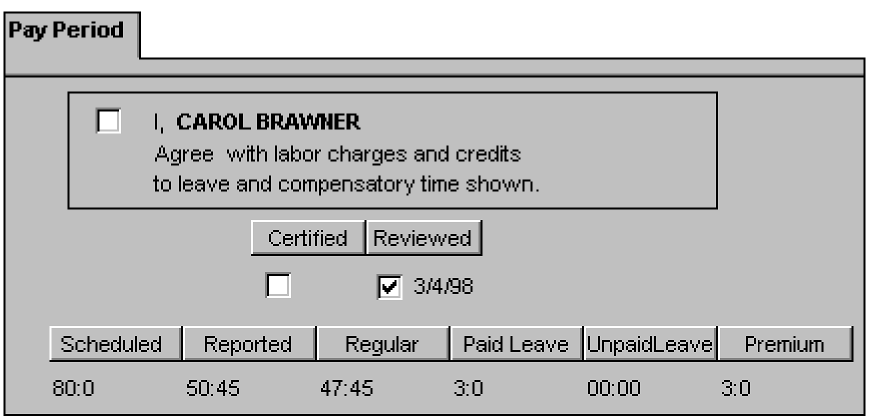
WHAT IS THE TIME AND ATTENDANCE REVIEW WINDOW?

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



Pay Period Tab (Time and Attendance Review Window)

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



The fields displayed on this tab are:

- **Certified -** a check mark in this column indicates that the T&A records for the employee have been certified. (*To certify an employee's T&A records, you must access the Certification Window.)*

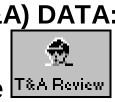
- **Reviewed -** when this tab is opened, a check mark is automatically input into this field and the current date is displayed – indicating that the records are now being reviewed.
- **Scheduled** - the number of regular hours scheduled to be worked by the employee.
- **Reported** - the total number of regular, paid leave, and unpaid leave hours reported.
- **Regular** - the number of regular hours reported by the employee.
- **Paid Leave** - the number of paid leave hours reported by the employee
- **Unpaid Leave** - the number of paid leave hours reported by the employee
- **Premium** - the number of premium hours reported by the employee

.

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.

Reviewing and/or Concurring with Time and Attendance Data

TO REVIEW AND/OR CONCUR WITH AN INDIVIDUAL EMPLOYEE’S TIME AND ATTENDANCE (T&A) DATA:

1. Click on the 

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.

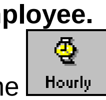
NOTES:

To view daily information about this employee, for the designated pay period, 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 by clicking on the day you wish to view and then clicking on the **Labor** button.

To view hourly information about this employee, for the designated pay period, click on the **Hourly** button, which opens the Hourly Time and Attendance Hours window.

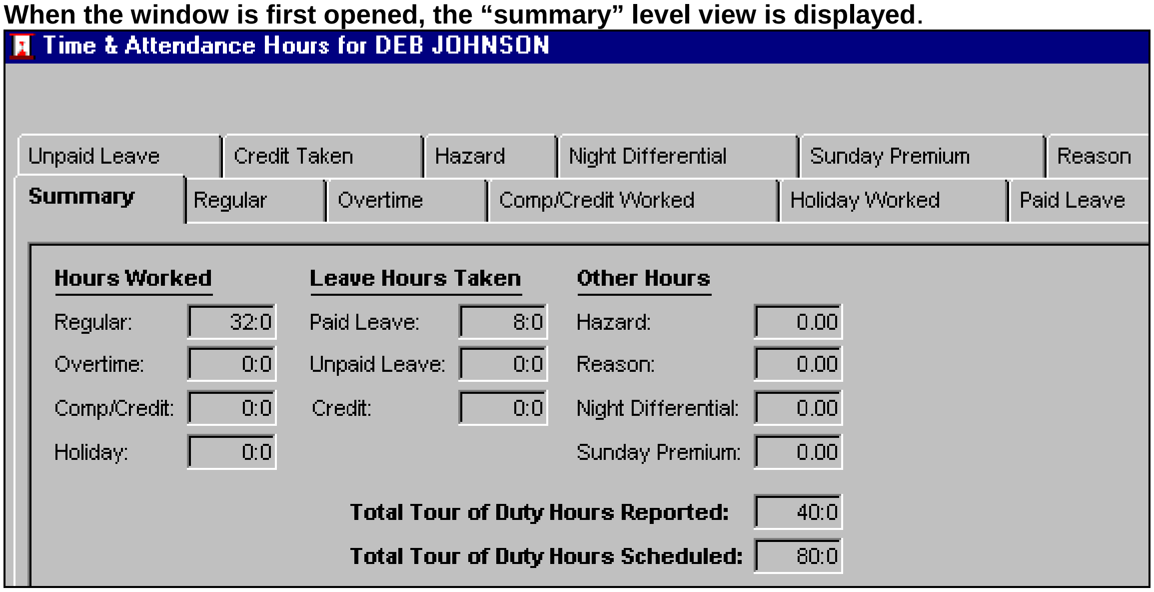
While either of these windows is open, the employee can opt to concur with his/her leave charges by simply checking the **Concur** field at the top of the window.

Hourly Time and Attendance Review

This window is used to view hourly time and attendance records for an employee. When applicable within the application, you gain access to this window by clicking on the 

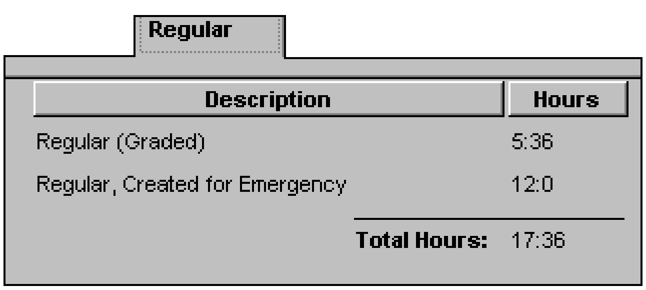
button.

When the window is first opened, the "summary" level view is displayed.



Although not displayed on the example above, if this window is accessed from the Time and Attendance Review Window, a **Concur** field will be displayed at the top of the screen. An employee can opt to concur with his/her leave charges by placing a check mark in the field. In addition, if this window is accessed from the Certification Window, a **Certify** field will be displayed at the top of the screen. The labor records can be certified by placing a check mark in the appropriate field.

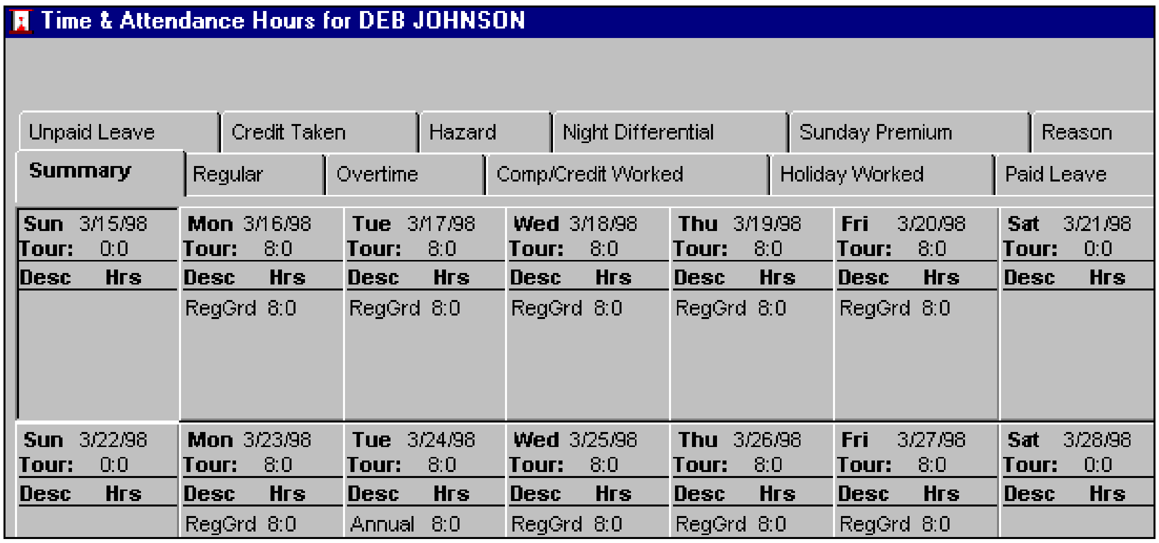
To see more detailed information about each of the different types of hours, simply click on that particular tab, and a window similar to the following will appear:



Daily Time and Attendance Review

This window is used to view the daily time and attendance records for an employee. When applicable within the application, you gain access to this window by clicking on the 

button.



Although not displayed on the example above, if this window is accessed from the Time and Attendance Review Window, a **Concur** field will be displayed at the top of the screen. An employee can opt to concur with his/her leave charges by placing a check mark in the field. In addition, if this window is accessed from the Certification Window, a **Certify** field will be displayed at the top of the screen. The labor records can be certified by placing a check mark in the appropriate field.

If you wish to view the actual labor records for a specific date, simply double-click on that day (*or click the **Labor** button*). This will open the Labor Reporting window for this employee for the chosen date.

Clicking on any of the tabs (*e.g., **Regular, Overtime, Premium**, etc.*) will display information for only that type of time.

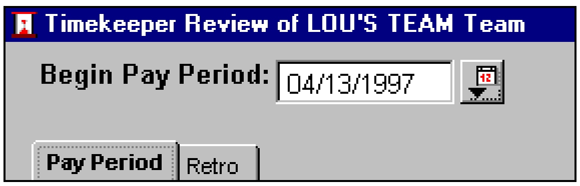
Retro Tab (Time and Attendance Review Window)

This portion of the application is still under development.

CHAPTER 12 - TIMEKEEPER REVIEW WINDOW

WHAT IS THE TIMEKEEPER REVIEW WINDOW?

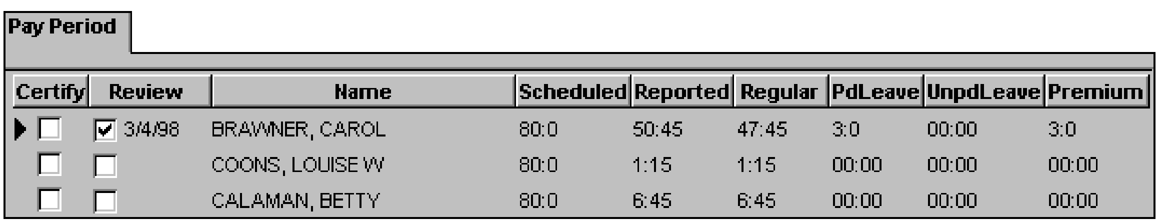
The Timekeeper Review Window is used primarily by the timekeeper for an organization to view a team's time and attendance (T&A) records, by employee.



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

Pay Period Tab (Timekeeper Review Window)

This tab displays summarized time and attendance (T&A) data for each employee on a selected team.



Pay Period

Certify	Review	Name	Scheduled	Reported	Regular	PdLeave	UnpdLeave	Premium
☐	☑ 3/4/98	BRAWNER, CAROL	80:0	50:45	47:45	3:0	00:00	3:0
☐	☐	COONS, LOUISE W	80:0	1:15	1:15	00:00	00:00	00:00
☐	☐	CALAMAN, BETTY	80:0	6:45	6:45	00:00	00:00	00:00

The fields displayed on this tab are:

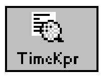
- **Certify -** a check mark in this column indicates that the T&A records for the employee have been certified. (*To certify an employee's T&A records, you must access the Certification Window.)*
- **Review -** a check mark in this column indicates that the employee has reviewed his or her T&A records; the date beside the column is the date the records were reviewed. (*An employee reviews and concurs with his or her own T&A records by accessing the T&A Review Window* .)
- **Name -** the employee's name.
- **Scheduled** - the number of regular hours scheduled to be worked by the employee.
- **Reported** - the total number of regular, paid leave, and unpaid leave hours reported.

- **Regular** - the number of regular hours reported by the employee.
- **Paid Leave** - the number of paid leave hours reported by the employee
- **Unpaid Leave** - the number of paid leave hours reported by the employee
- **Premium** - the number of premium hours reported by the employee

NOTE: *Only those individuals who have been designated as primary supervisors or as timekeepers in the Team Management Window can access this information.*

Reviewing T&A Data for All Members of a Team

TO REVIEW THE TIME AND ATTENDANCE (T&A) DATA FOR ALL EMPLOYEES ON A TEAM:

1. Click on the 

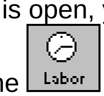
button, which opens the Timekeeper Review Window. (***NOTE****: Only those individuals who have been designated as primary supervisors or as timekeepers in the Team Management Window can review the T&A records for a team.)*

2. Click on the **Team** button to select the name of the team whose T&A records you wish to view.

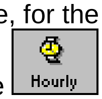
3. Choose the correct **Begin Pay Period** date.

4. Click within the Pay Period Tab .

5. To view daily T&A information about an employee, for the designated pay period, click on the name of the employee. Then, click on the 

button, which opens the Daily Time and Attendance Hours window. In addition, while this window is open, you can also view the specific projects that labor was charged to by clicking the 

button.

6. To view hourly information about an employee, for the designated pay period, click on the name of the employee. Then, click on the 

button, which opens the Hourly Time and Attendance Hours window.

Retro Timekeeper Tab (Timekeeper Review Window)

The application does not yet support this process.

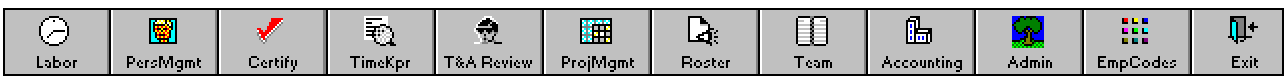
CHAPTER 13 - TOOLBARS

Each window within the ATAAPS application has a toolbar associated with it. When clicked, each of the buttons on the toolbar either takes you to another window for further processing or performs an action (e.g., save, delete, or exit).

The ATAAPS Toolbars are as follows:

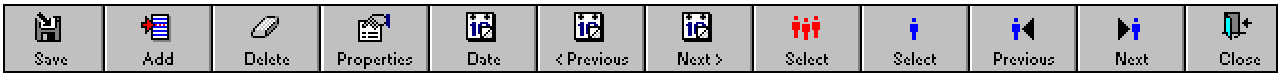
ATAAPS Main Toolbar

The "Main Toolbar" is used to navigate through the various ATAAPS primary windows. This toolbar is displayed continually while you are within the ATAAPS application.



Labor Reporting Window Toolbar

This toolbar appears when the Labor Reporting Window is active.

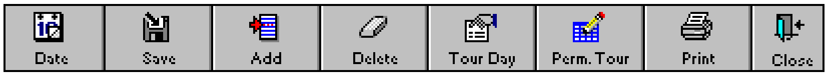


When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. You will normally be prompted to confirm the delete.
- The **Properties** button opens another window that allows you to choose extended labor attributes for reporting hazardous duty or environmental differential pay hours.
- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab.
- The **< Previous >** button goes to the previous date's labor records.
- The **< Next >** button goes to the next date's labor records.
- Depending upon which one is chosen, the **Select** buttons display either a list of teams or a list of individual employees whose labor records can be viewed by the user.
- The **Previous** button goes to the previous employee on the selected team.
- The **Next** button goes to the next employee on the selected team.
- The **Close** button closes the window.

Personnel Management Window Toolbar

This toolbar appears when the Personnel Management Window is active.



When clicked,

- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab.
- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. Note, however, that an employee record cannot be deleted. You must, instead, insert a close date.
- The **Tour Day** button opens up another window that allows you to specify a daily tour of duty for an employee.
- The **Permanent Tour** button opens up another window that allows you to assign a "permanent" tour of duty to an employee.
- The **Print** button opens a "print preview" window, and allows you to print the data displayed on the active tab.
- The **Close** button closes the window.

Certification Window Toolbar

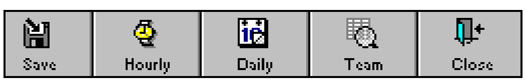
This toolbar appears when the Certification Window is active.

When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Hourly** button displays time and attendance data for an employee on an hourly basis.
- The **Daily** button displays time and attendance data for an employee on a daily basis.
- The **Roster** button opens a window that allows you to select the roster you wish to certify.
- The **Close** button closes the window.

Timekeeper Review Window Toolbar

This toolbar appears when the Timekeeper Review Window is active.

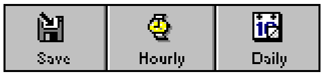


When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Hourly** button displays time and attendance data for an employee on an hourly basis.
- The **Daily** button displays time and attendance data for an employee on a daily basis.
- The **Team** button opens up another window that allows for the selection of a specific team.
- The **Close** button closes the window.

Time and Attendance Review Window Toolbar

This toolbar appears when the Time and Attendance Review Window is active.



When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Hourly** button displays time and attendance data for an employee on an hourly basis.
- The **Daily** button displays time and attendance data for an employee on a daily basis.

Project Management Window Toolbar

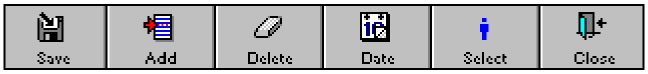
This toolbar appears when the Project Management Window is active.

When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. You will normally be prompted to confirm the delete.
- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab
- The **Close** button closes the window.

Roster Maintenance Window Toolbar

This toolbar appears when the Roster Maintenance Window is active.

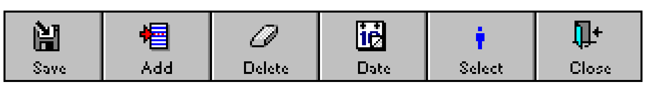


When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. You will normally be prompted to confirm the delete.
- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab.
- The **Select** button opens up the Primary Supervisors or Employees window that allows for the assignment of employees, a primary supervisor, or alternate certifier(s) to the certification roster.
- The **Close** button closes the window.

Team Management Window Toolbar

This toolbar appears when the Team Management Window is active.

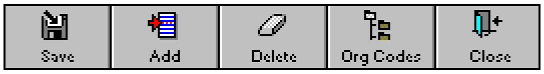


When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. You will normally be prompted to confirm the delete.
- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab.
- The **Select** button opens up the Employees window that allows for the assignment of employees to the team.
- The **Close** button closes the window.

Accounting Code Window Toolbar

This toolbar appears when the Accounting Code Management Window is active.



When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. You will normally be prompted to confirm the delete.
- The **Org Codes** button opens up another window that allows for the assignment of organization codes to the job.
- The **Close** button closes the window.

Administration Codes Window Toolbar

This toolbar appears when the Administration Codes Window is active.

When clicked,

- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the currently displayed record. You will normally be prompted to confirm the delete.
- The **Project Manager** button opens up another window that allows for the assignment of an overall Project Manager for the database.
- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab.

Employee Codes Window Toolbar

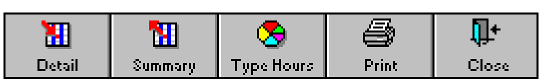
This toolbar appears when the Employee Codes Window is active.

When clicked,

- The **Retrieve** button opens the Specify Retrieval Criteria window. It is used ONLY with the Type Hours Parameters tab.
- The **Save** button saves any changes, additions, or deletions you have made to the data base.
- The **Add** button allows you to add a new record to the data base.
- The **Delete** button deletes the current record. You will normally be prompted to confirm the delete.
- The **Sort** button opens up another window that allows you to specify sorting criteria for the information displayed on the currently active tab.
- The **Filter** button opens up another window that allows you to specify criteria to filter the data being displayed on the currently active tab.
- The **Date** button opens up a calendar that can be used to select a particular date to be populated in a date field within a tab.

Inquiries Toolbar

This toolbar appears when a user has run a data base inquiry.



When clicked,

The **Detail** button opens a “detailed” view of the data retrieved by the inquiry.

The **Summary** button opens a “summarized” view of the data retrieved by the inquiry.

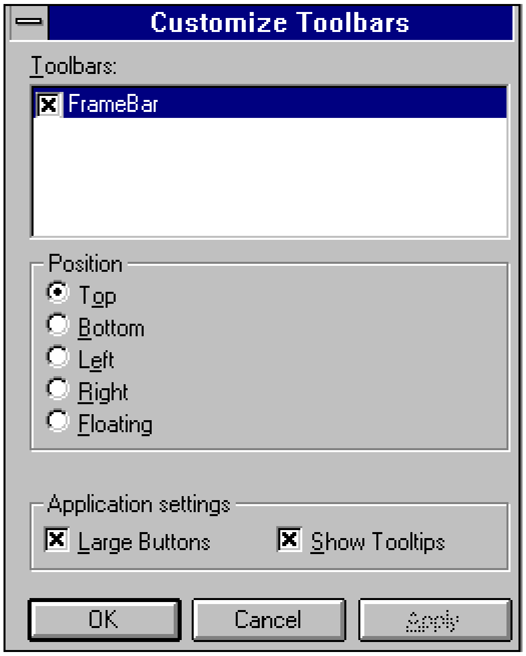
The **Type Hours** button opens a “pie chart” displaying a break out of the types of hours charged to the selected project(s) or job order(s).

The **Print** button prints the inquiry/report that is displayed.

The **Close** button closes the open window.

Customizing Toolbars

You can customize the main ATAAPS toolbar by using this feature. When you first enter the ATAAPS application, you can gain access to this option via the File Menu. If you have opened one of the windows in the application, you will find this option on the Windows Menu.



CHAPTER 14 - MENUS

Main Menu

This menu is available when the ATAAPS Main Toolbar is active.

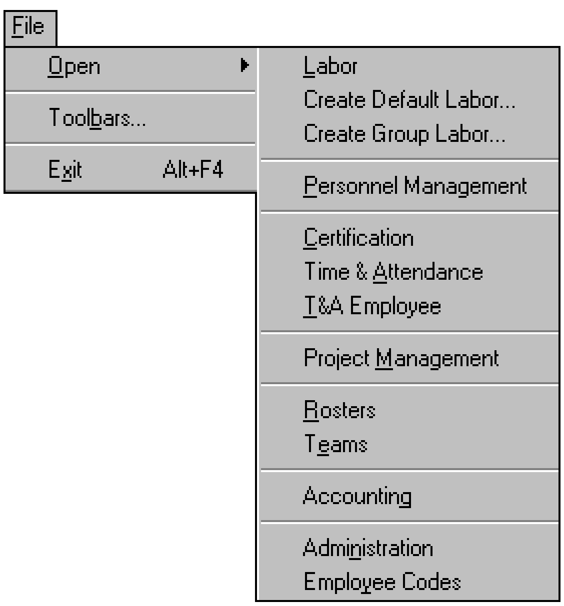
File - provides access to each of the main windows in the application and to the default labor process and allows for customizing toolbars.

Utilities - provides for changing a user's own password and for running data base inquiries.

Help - provides access to the application's on-line Help file and to the latest functional letter describing the enhancements and changes to the system included in the current version of the application.

File Menu

This menu is an option from the Main Menu. It allows for access to each of the main windows or processes available within the ATAAPS application.

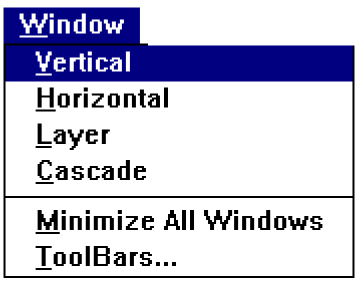


Utilities Menu

The Utilities Menu provides for changing a user's password and running data base inquiries.

Windows Menu

The Windows Menu allows the user to control how open windows are arranged and displayed.



Vertical—arranges all open windows vertically

Horizontal—arranges all open windows horizontally

Layer—layers all open windows

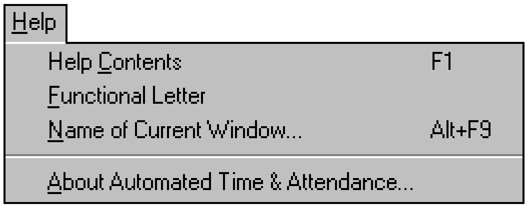
Cascade—cascades all open windows

Minimize All Windows—minimizes all open windows

Toolbars—allows the user to customize the toolbars

Help Menu

This menu is accessed through the Main Menu . It primarily provides access to the Help file.



Help Contents – opens the application's Help file.

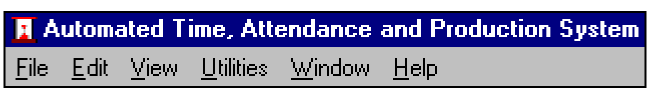
Functional Letter – describes the fixes and enhancements included in the latest version of the application.

Name of Current Window – displays the PowerBuilder development environment window name (which should be provided to the Technical Support staff if a problem is encountered with a particular window).

About Automated Time and Attendance – provides information relative to the version of ATAAPS.

Labor Reporting Window Menu

This menu is accessed when the Labor Reporting Window is open.



File - provides for access to functions such as printing, customizing toolbars, creating default labor records, and reviewing individual T&A records.

Edit - provides for adding or deleting labor records; for reporting environmental or hazardous duty hours; or for selecting different teams, employees, or labor reporting dates.

View - provides for selecting different teams, employees, or labor reporting dates.

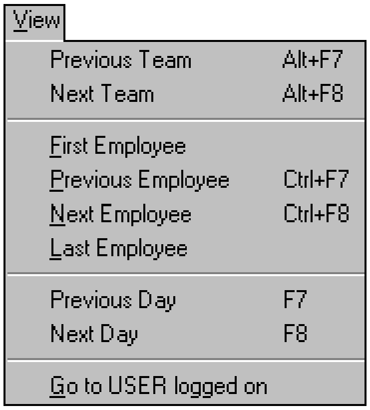
Utilities - provides for changing a user's password

Window - allows the user to control how open windows are displayed.

Help - provides access to the application's on-line Help file and to the latest functional letter describing the enhancements and changes to the system included in the current version of the application.

View Menu (Labor Reporting Window)

This menu is accessed when the Labor Reporting Window is open by clicking on the word View.



Previous Team - (*ONLY available for timekeepers/supervisors*) - allows access to the labor records of the previously displayed team.

Next Team - (*ONLY available for timekeepers/supervisors*) - allows access to the labor records of the next team.

First Employee - (*ONLY available for timekeepers/supervisors*) - displays the labor records for the first employee of the chosen team.

Previous Employee - (*ONLY available for timekeepers/supervisors*) - displays the labor records for the previous employee on the chosen team.

Next Employee - (*ONLY available for timekeepers/supervisors*) - displays the labor records for the next employee on the chosen team.

Last Employee - (*ONLY available for timekeepers/supervisors*) - displays the labor records for the last employee on the chosen team.

Previous Day - displays the labor records for the previous day.

Next Day - displays the labor records for the next day.

Go to USER Logged On - displays the labor records for the employee who is currently logged on to ATAAPS.

Personnel Management Window Menu

This menu is displayed when the Personnel Management Window is open.

File - provides for access to functions such as printing, customizing toolbars, creating default labor records, and reviewing individual T&A records.

Edit - provides for adding or deleting records; pasting dates; and changing tour defaults.

View - allows for re-opening an employee record that has been closed.

Utilities - provides for changing a user's password

Window - allows the user to control how open windows are displayed.

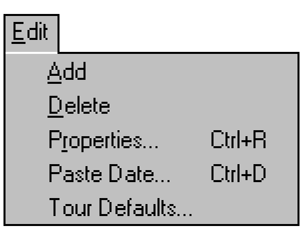
Help - provides access to the application's on-line Help file and to the latest functional letter describing the enhancements and changes to the system included in the current version of the application.

File Menu (Personnel Management Window)

This menu is displayed when the Personnel Management Window is open.

Edit Menu (Personnel Management Window)

This menu is accessed when the Personnel Management Window is open by clicking on the word Edit.



Add - adds a record.

Delete - deletes a record.

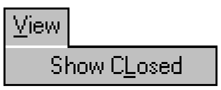
Properties - (*ONLY available when the Tour Tab is active*) - allows for modifying an employee's "temporary" tour.

Paste Date - opens a calendar which can be used to insert a date in a date field.

Tour Defaults - (*ONLY available when the Tour Tab is active*) - allows for modifying an employee's "permanent" tour.

View Menu (Personnel Management Window)

This menu is accessed when the Personnel Management Window is open by clicking on the word View.



Show CLosed - provides a way to re-open an employee record that has been closed.

Project Management Window Menu

This menu is displayed when the Project Management Window is open.

File - provides for access to functions such as printing, customizing toolbars, creating default labor records, and reviewing individual T&A records.

Edit - provides for adding or deleting projects.

View - allows for displaying current, future, closed, or all projects.

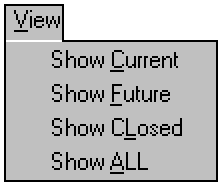
Utilities - provides for changing a user's password

Window - allows the user to control how open windows are displayed.

Help - provides access to the application's on-line Help file and to the latest functional letter describing the enhancements and changes to the system included in the current version of the application.

View Menu (Project Management Window)

This menu is accessed when the Project Management Window is open, by clicking on the word View.



Show Current - displays only the currently active projects.

Show Future - displays only projects which are not yet open.

Show Closed - displays only closed projects.

Show All - displays all projects.

CHAPTER 15 - KEYBOARD SHORTCUTS

KEYBOARD SHORTCUTS FOR THE ATAAPS APPLICATION FOLLOW:

	KEYS	PURPOSE
Help	**F1**	*Opens the Help file*
Exit Application	**ALT + F4**	*Exits the application*
Print	**Ctrl + P**	*Prints that portion of the screen that is active*
Save	**Ctrl + S**	*Saves the current record*
Close Window	**Ctrl + F4**	*Closes the active window*
Name of Current Window	**ALT + F9**	*Displays the name of the current window*
Paste Team	**Ctrl + T**	
Paste Employee	**Ctrl + E**	
Paste Date	**Ctrl + D**	
Properties	**Ctrl + R**	
Previous Team	**ALT + F7**	
Next Team	**ALT + F8**	
Previous Employee	**Ctrl + F7**	
Next Employee	**Ctrl + F8**	
Previous Day	**F7**	
Next Day	**F8**	
Connection Information	**ALT + C**	*Provides the actual name of the window—used for troubleshooting the system*

OTHER SHORTCUTS:

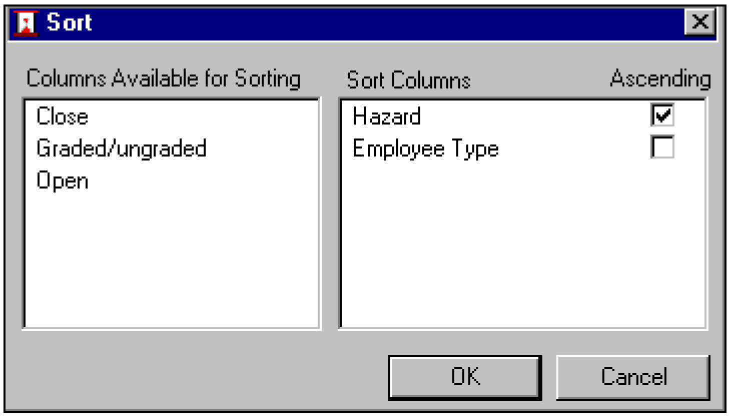
Employee Information: Double click outside of the tabs on the Labor Reporting Window to display employee-related information in terms of fields on the data base *(used by the DBA or Systems Administrator to aid in troubleshooting).*

Project Information: Right click within the Project field on the Labor Reporting Window to display information about the Job Order Number, Op Code, Task, or Function Code that comprises a particular project.

CHAPTER 16 - MISCELLANEOUS INFORMATION

SORTING DATA

This window is used to define sorting criteria for a group of records.



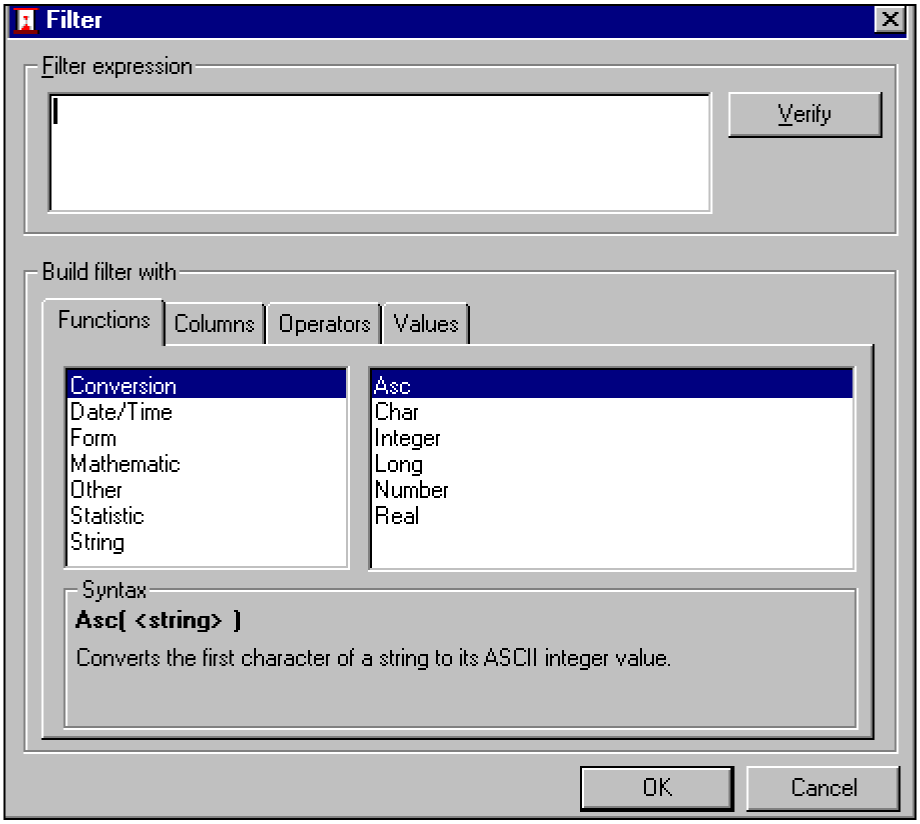
In the left-hand column, click on the name of the field you want to sort by; then “drag and drop” it into the column on the right.

A check mark will appear in the “ascending” field. To sort in descending order, simply click in that field and the check mark will disappear.

Once you have indicated your sorting preference(s), click OK.

Filtering Data

This window is used to temporarily filter data displayed on various screens.



To define a filter, you must enter a valid expression into the “Filter expression” field, either by typing it in directly or by using the “Build filter with” section of the window. Once the expression has been entered, click the Verify button to check its validity. Click OK to execute the filter. The expression that has been entered will be evaluated against the data set that was initially retrieved. If the conditions identified in the expression are true, a filtered set of records will be displayed.

To cancel a filter and view ALL of the records, you must re-open the Filter Window; highlight the Filter Expression that has been entered; then, click on the Delete key on your keyboard.

If you are unfamiliar with the syntax required to simply type the expression into the field, you can build it by double-clicking on the appropriate functions, columns (fields), operators, and values from the list of available options that are displayed when you click on any of those tabs. Double-clicking pastes the highlighted text into the Filter Expression field.

Some examples of filter expressions follow:

- **To filter for a specific SSN** (be sure not to insert any hyphens)**:**

  ssn = “123456789”

- To filter for a specific employee’s name:

  last_name = “Doe” and first_name = “Susie”

- **To filter for a group of names containing a particular pattern of characters** *(e.g., if you wanted to see all records with a last name containing the characters "Smith*"):

  Match(last_name, "Smith")

- To filter for records with no close date:

  IsNull(close_date)

- **To filter for a particular open date** (*applicable for fields with a date data type—the date sequence is Year, Month, Day*)**:**

  open_date = date(1997-12-31)

- **To filter for numbers that are greater than or equal to a particular number** (applicable for fields with a numeric data type—do not enclose within quotation marks)**:**

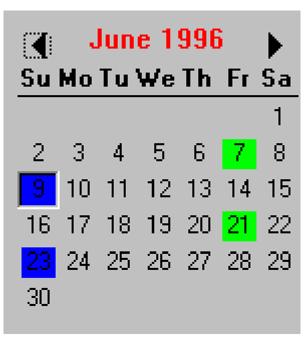
  type_hours >= 50

Calendars

This window is used to select a date to be populated into a specific date field within a tab.

When applicable within the application, you gain access to this window by clicking on the 

button.



Click on the right navigation button to advance the calendar to the next month.

Click on the left navigation button to show the prior month.

Click on the specific day of the month.

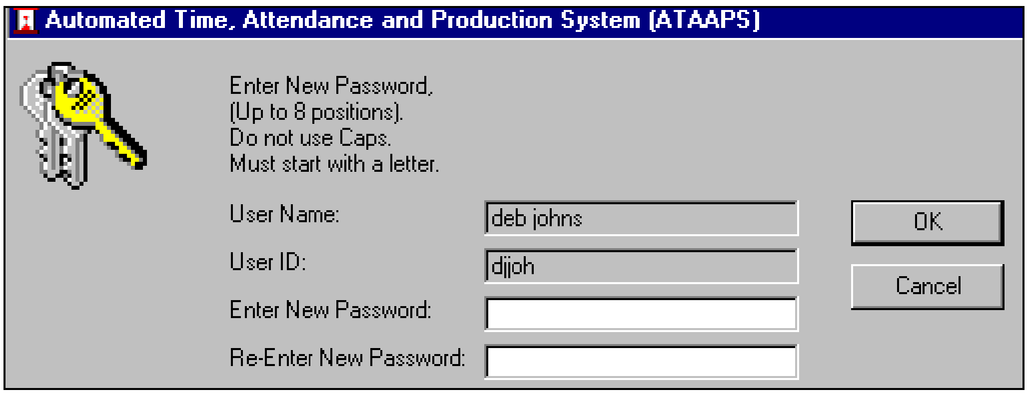
Click OK.

CHANGING A USER'S OWN PASSWORD

NOTE: If a user forgets his or her password, the DBA must be contacted and be asked to issue a new password to the user.

TO CHANGE A USER'S OWN PASSWORD:

1. Click on **Utilities** on the main menu.
2. Click on **Change Password….**
3. The following window will appear:



4. Enter the desired new password (*it must start with a letter and can be NO more than 8 characters in length—do not use capital letters*).
5. Re-enter the new password.
6. Click **OK**.

RUNNING DATA BASE INQUIRIES

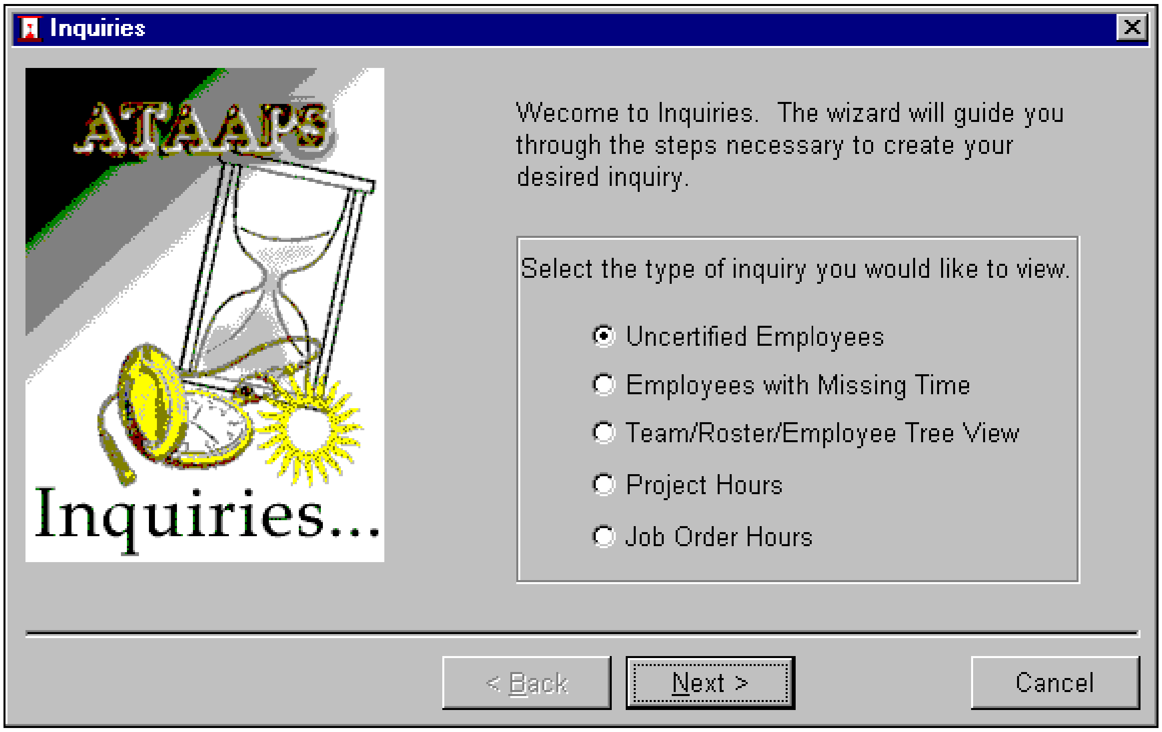
Several pre-formatted data base inquiries/reports are provided as part of the main ATAAPS application. Additional inquiries/reports are available (*for authorized users*) by accessing the Reports Application.

TO RUN DATA BASE INQUIRIES:

1. Click on **Utilities** on the main menu.
2. Click on **Inquiries...**
3. The Inquiries Wizard will appear. Respond to the steps in the wizard as follows:

Inquiries Wizard, Select Type of Inquiry Step

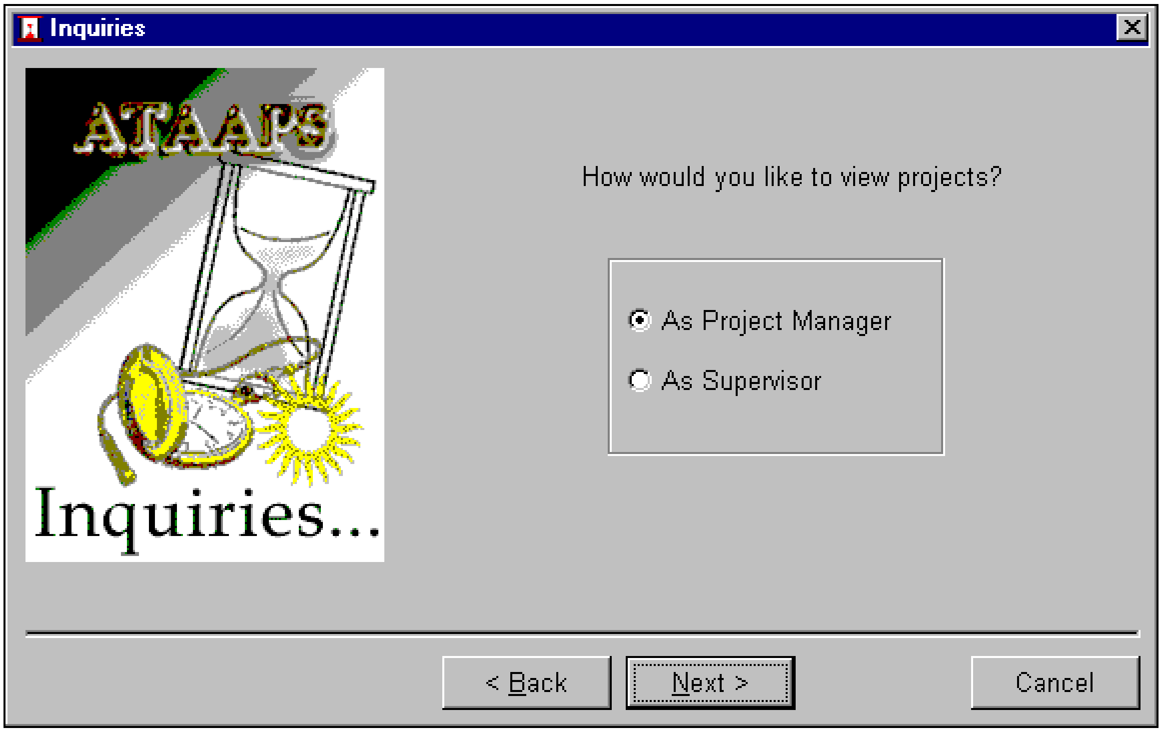
The first step of the Inquiries Wizard requires the user to select the type of inquiry to be run. Once the appropriate selection has been made, click **Next** to continue.



Choosing "Uncertified Employees" will display a list of certification rosters containing uncertified employees *(for which the user is a certifier or alternate certifier*). Choosing "Employees With Missing Time" will display a list of teams which have employees with missing time (*for which the user is either a supervisor or a timekeeper*). Choosing "Team/Roster/Employee Tree View" will display a "tree-like" view of information relative to UIC parameters, teams, rosters, and employees (*for which the user is a timekeeper, supervisor, certifier, or alternate certifier).* Choosing "Project Hours" will display a list of all projects and the hours charged to each *(for which the user is either a project manager or a supervisor*). Choosing "Job Order Hours" will display a list of all job orders and the hours charged to each (*for which the user has the appropriate authorization to view*). The DBA/Systems Administrator will be able to view information relative to ALL teams, rosters, employees, projects, and/or job orders.

Inquiries Wizard, Viewing Projects Step

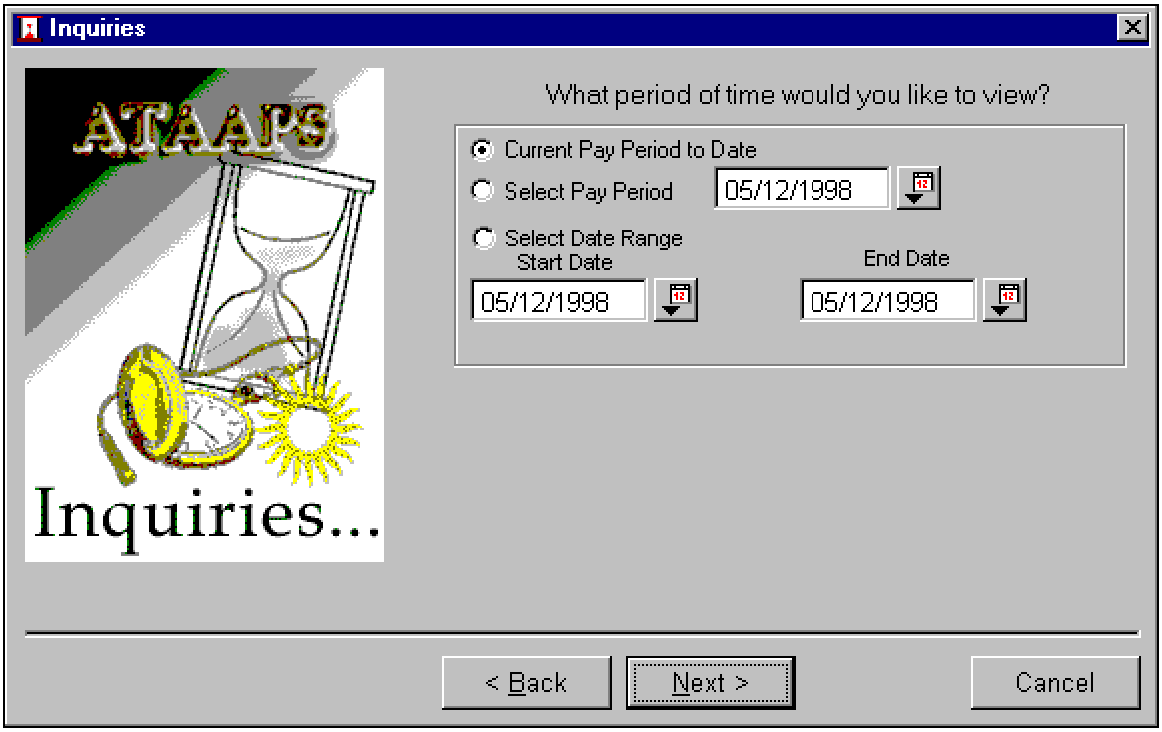
This step of the wizard will ONLY appear if "Project Hours" or "Job Order Hours" is selected in the first step. It requires the user to choose which group of projects or job orders will be retrieved from the data base. Make the appropriate choice, and click **Next**.



Choosing “As Project Manager” will retrieve information about all projects for which the user has been assigned as a Project Manager or those job orders associated with projects for which the user has been assigned as a Project Manager. Choosing “As Supervisor” will retrieve information about all projects or job orders authorized for use by all teams for which the user has been assigned as a supervisor.

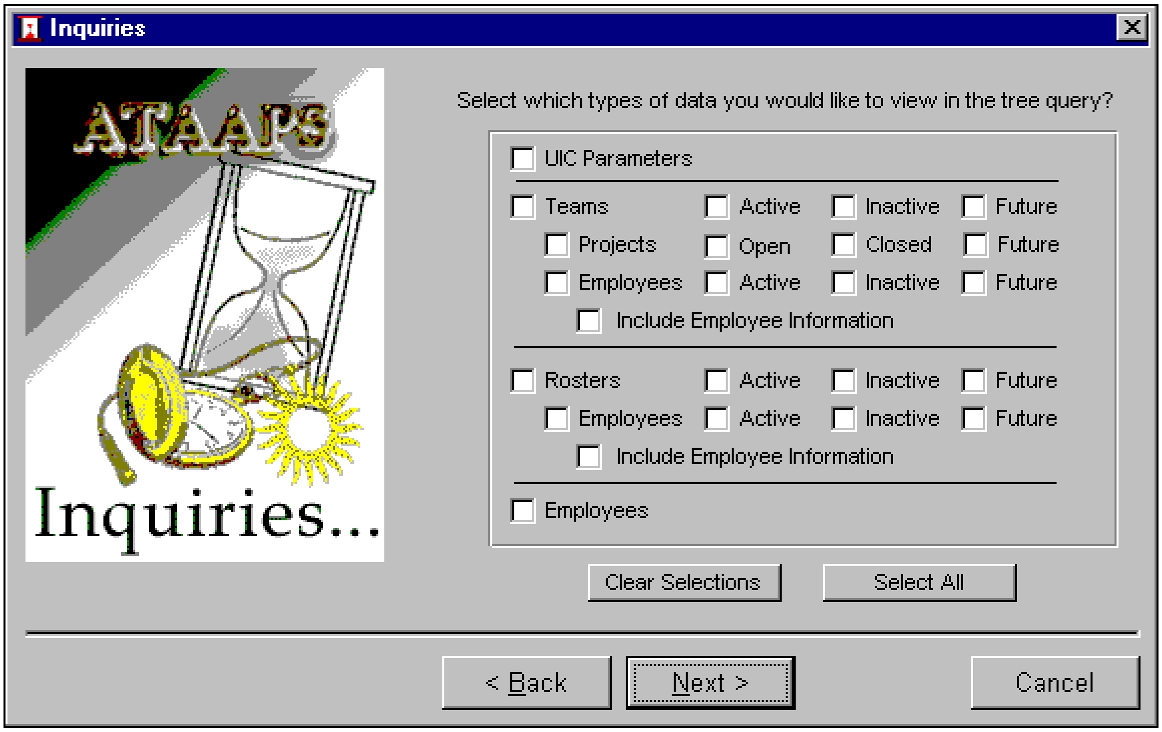
Inquiries Wizard, Select Time Period Step

This step of the Inquiries Wizard requires the user to select the appropriate timeframe for the inquiry/report. (NOTE: *The choices available to the user will vary depending upon the type of inquiry selected in the first step of the wizard.)* Make the appropriate choice and click **Next** to continue.



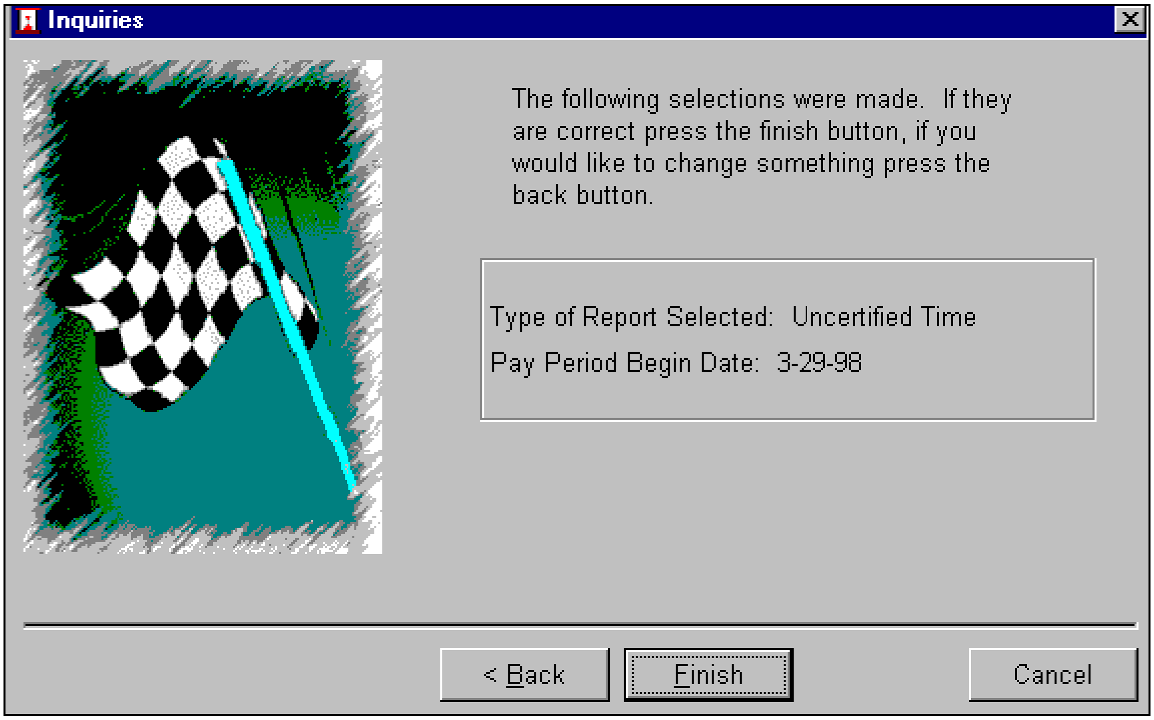
Inquiries Wizard, Tree View Step

This step of the wizard ONLY appears if “Team/Roster/Employee Tree View” is selected in the first step of the wizard. Simply choose the types of data you wish to view and click **Next**.



Inquiries Wizard, Summary Step

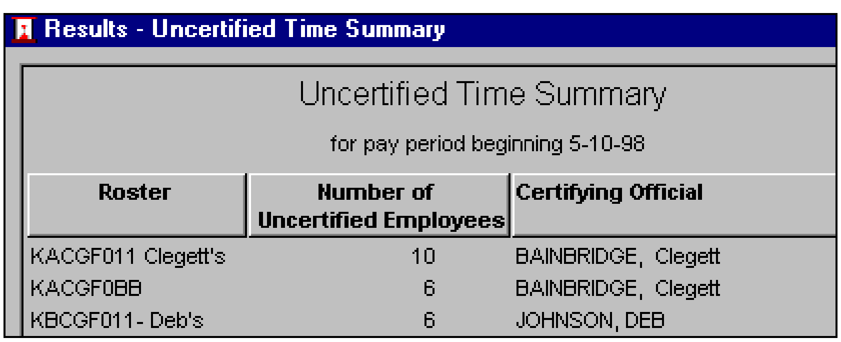
This is the final step of the wizard. It merely summarizes the options chosen in the previous steps. Click **Finish** to complete the process.



4. Once you have exited the Inquiries Wizard, depending upon your choice in the first step, one of the following windows will appear:

Results - Uncertified Time Summary Window

If "Uncertified Employees" was chosen in the first step of the Inquiries Wizard, the following window will appear. For the selected pay period, it displays the certification rosters which have employees who have not yet been certified and indicates the number of employees on each roster who require certification. The DBA/Systems Administrator will see a list of ALL certification rosters. Other users will see a list of only those rosters for which they are designated as a primary or alternate certifier.


Results - Uncertified Time Summary

Uncertified Time Summary

for pay period beginning 5-10-98

Roster	Number of Uncertified Employees	Certifying Official
KACGF011 Clegett's	10	BAINBRIDGE, Clegett
KACGF0BB	6	BAINBRIDGE, Clegett
KBCGF011- Deb's	6	JOHNSON, DEB

To view detailed information about these rosters, either click on the **Detail** button on the toolbar, which will provide detailed information about ALL of the certification rosters listed, or double click on a specific roster's name, which will display detailed information about ONLY that particular roster. A sample of the "detail" window follows:

Results - Uncertified Time Detail Window

Results - Uncertified Time Detail

Uncertified Time Detail

for pay period beginning 5-10-98

Name	Pay Period	Roster	Certifying Official	Phone Number
BAINBRIDG , Clegett	5/10/98	KACGF011 Clegett's	BAINBRIDGE , Clegett	ext 114
Bonick , billy	5/10/98	KACGF011 Clegett's	BAINBRIDGE , Clegett	ext 114
Buck , Uncle	5/10/98	KACGF011 Clegett's	BAINBRIDGE , Clegett	ext 114

A click on the **Summary** button will return you to the "summary" level view of the data.

Results - Missing Time Summary Window

If "Employees With Missing Time" was chosen in the first step of the Inquiries Wizard, the following window will appear. For the selected pay period, it displays the teams which have employees with missing time and indicates the number of employees on each team who are missing time. The DBA/Systems Administrator will see a list of ALL teams. Other users will see a list of only those teams for which they are designated as a supervisor or timekeeper.

Results - Missing Time Summary

Missing Time Summary

for pay period beginning 5/10/98

Team	Number of Employees Missing Time
DCGF1 donnas team	2
AGF1 Clegett's GS	5
BCGF1	6

To view detailed information about these teams, either click on the **Detail** button on the toolbar, which will provide detailed information about ALL of the teams listed, or double click on a specific team's name, which will display detailed information about ONLY that particular team. A sample of the "detail" window follows:

Results - Missing Time Detail Window

Results - Missing Time Detail

Missing Time Detail

for pay period beginning 5/10/98

Employee	Number of Missing Hours	Tour of Duty	Team	Date of Missing Time
Allen, Vicky	8.00	8.00	DCGF1 donnas team	05-11-98
Allen, Vicky	8.00	8.00	DCGF1 donnas team	05-12-98
BAINBRIDGE, Clegett GS smrd	8.00	8.00	AGF1 Clegett's GS	05-12-98

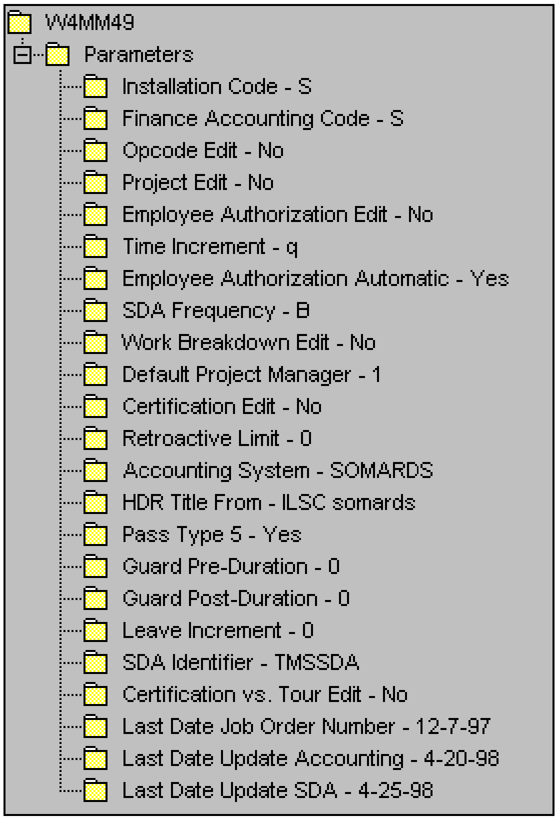
A click on the **Summary** button will return you to the “summary” level view of the data.

Results - Team/Roster/Employee Tree View Window

Choosing “Team/Roster/Employee Tree View” in the first step of the Inquiries Wizard and selecting the desired level of detail in the Tree View Step of the wizard will cause one of the following windows to appear. The “tree” structure that will then appear is similar to that used in Windows Explorer. A double-click (*or a click on a “+” sign*) will open subordinate levels of the tree. A click on a “-“ sign will collapse the data.

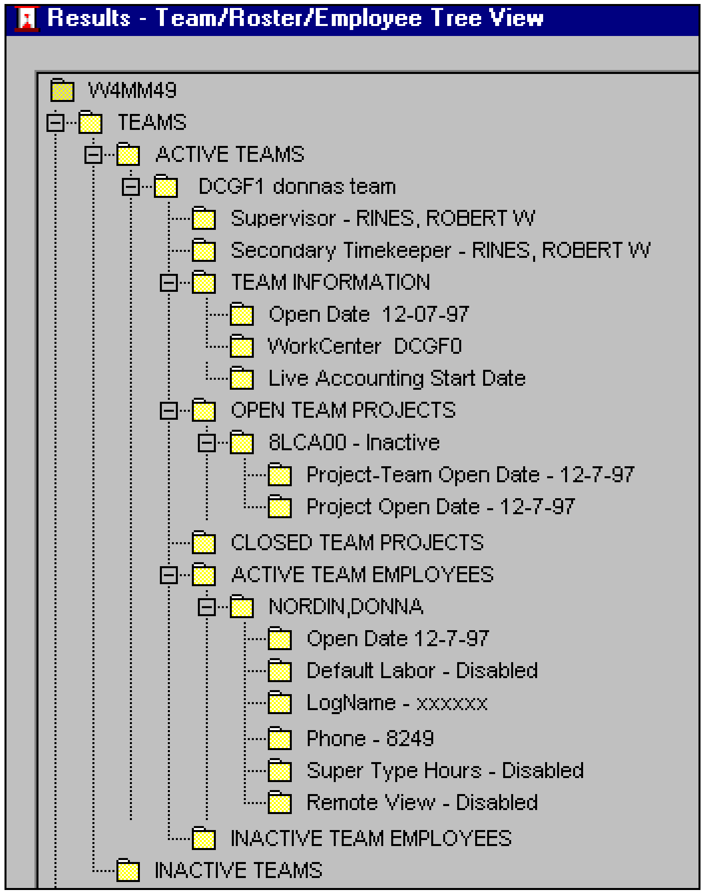
UIC Parameters Tree View

This example displays the type of information that would be available if the user chose the “UIC Parameters” option in the Tree View Step of the Inquiries Wizard. Among other things, it provides a synopsis of some of the information contained on the Settings Tab of the Administration Codes Window.


W4MM49
Parameters
Installation Code - S
Finance Accounting Code - S
Opcode Edit - No
Project Edit - No
Employee Authorization Edit - No
Time Increment - q
Employee Authorization Automatic - Yes
SDA Frequency - B
Work Breakdown Edit - No
Default Project Manager - 1
Certification Edit - No
Retroactive Limit - 0
Accounting System - SOMARDS
HDR Title From - ILSC somards
Pass Type 5 - Yes
Guard Pre-Duration - 0
Guard Post-Duration - 0
Leave Increment - 0
SDA Identifier - TMSSDA
Certification vs. Tour Edit - No
Last Date Job Order Number - 12-7-97
Last Date Update Accounting - 4-20-98
Last Date Update SDA - 4-25-98

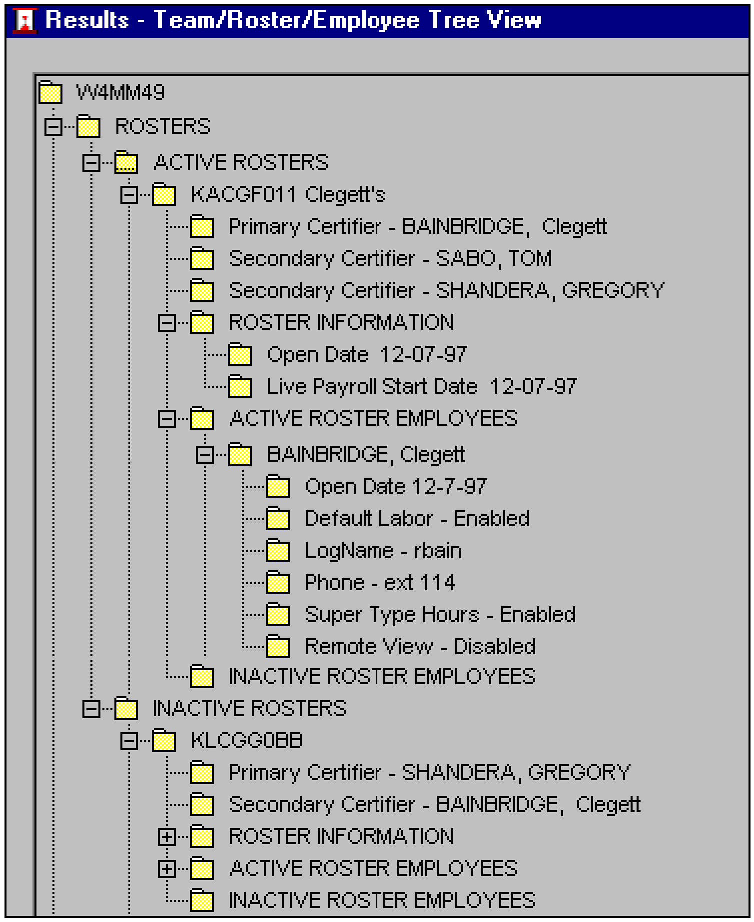
Teams Tree View

This example displays samples of the types of information that would be available if the user chose some of the “Teams” options in the Tree View Step of the Inquiries Wizard.



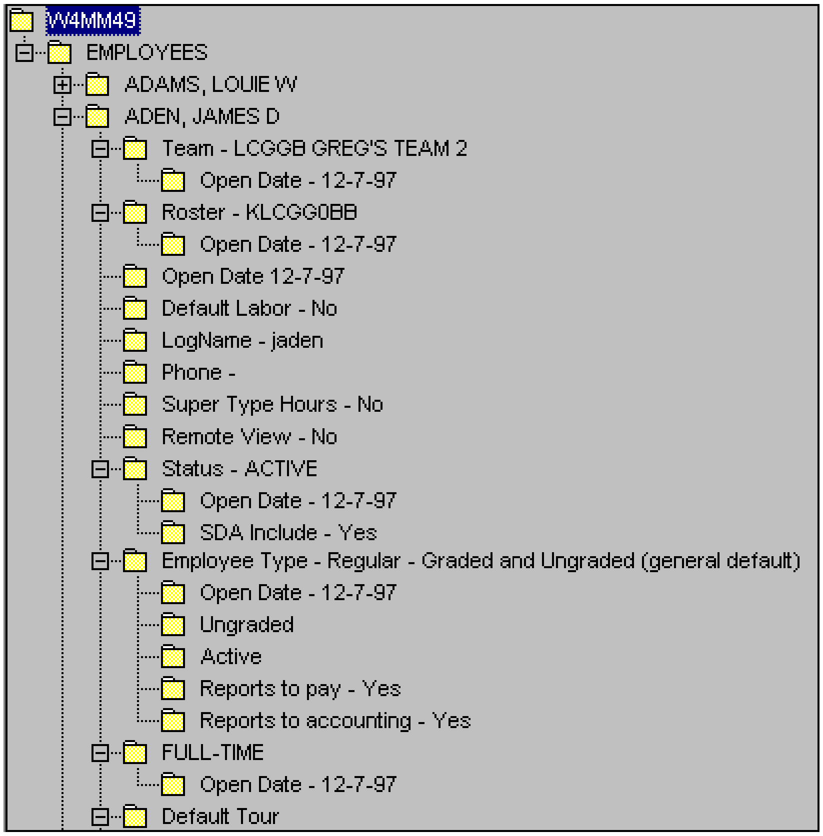
Rosters Tree View

This example displays samples of the types of information that would be available if the user chose some of the “Rosters” options in the Tree View Step of the Inquiries Wizard.



Employees Tree View

This example displays samples of the types of information that would be available if the user chose the “Employees” option in the Tree View of the Inquiries Wizard.



Results - Job Order Hours Summary Window

If “Job Order Hours” was chosen in the first step of the Inquiries Wizard, the following window will appear. For the selected timeframe, it displays a list of job orders associated with projects for which the user has been assigned as a Project Manager or those job orders which are authorized for use by a team for which the user has been assigned as a supervisor. It also indicates the number of hours reported against each job order. The DBA/System Administrator will see a list of all job orders in the data base.

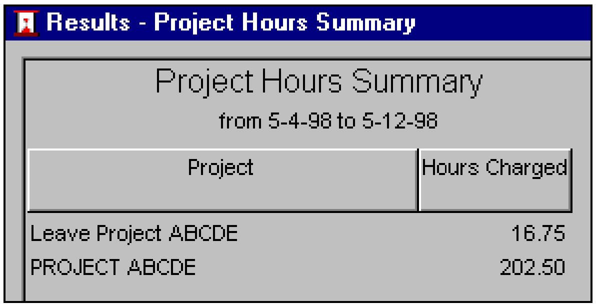
Results - Project Hours Summary

Job Order Description	Hours Charged
DEB TEST JOB ORDER	601
Deb's Leave JON	41

To view detailed information about these job orders, either click on the **Detail** button on the toolbar, which will provide detailed information about ALL of the job orders listed, or double click on a specific job order's name, which will display a list of the projects associated with that job order. A sample of that window follows:

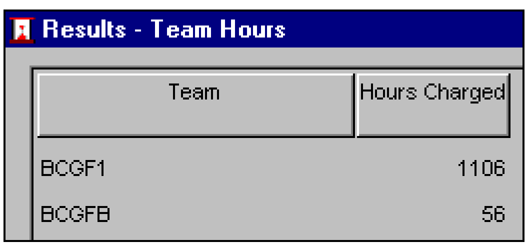
Results - Project Hours Summary Window

If "Project Hours" was chosen in the first step of the Inquiries Wizard, the following window will appear. For the selected timeframe, it displays a list of projects for which the user is a project manager or projects authorized for use by any teams for which the user is assigned as a supervisor. *(NOTE: This window will also appear if the user selects "Job Order Hours" in the first step of the Inquiries Wizard and asks for a detailed display of the job order data.)* The DBA/Systems Administrator will see a list of ALL projects.



To view detailed information about these projects, either click on the **Detail** button on the toolbar, which will provide detailed information about ALL of the projects listed, or double click on a specific project's name, which will display a list of the teams which have charged time to the project(s). A sample of that window follows:

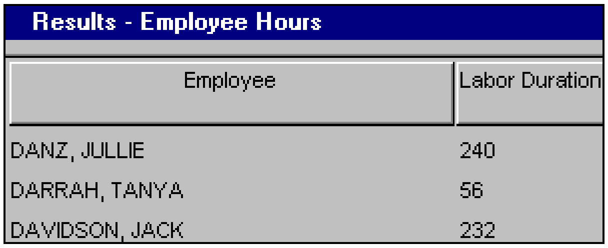
Results - Team Hours Window



(NOTE: A click on the **Summary** button will display information about the project(s).)

To view detailed information about these teams, either click on the **Detail** button on the toolbar, which will provide detailed information about ALL of the teams listed, or double click on a specific team's name, which will display a list of the employees who have charged time to the project(s). A sample of that window follows:

Results - Employee Hours Window

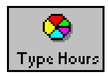


Results - Employee Hours

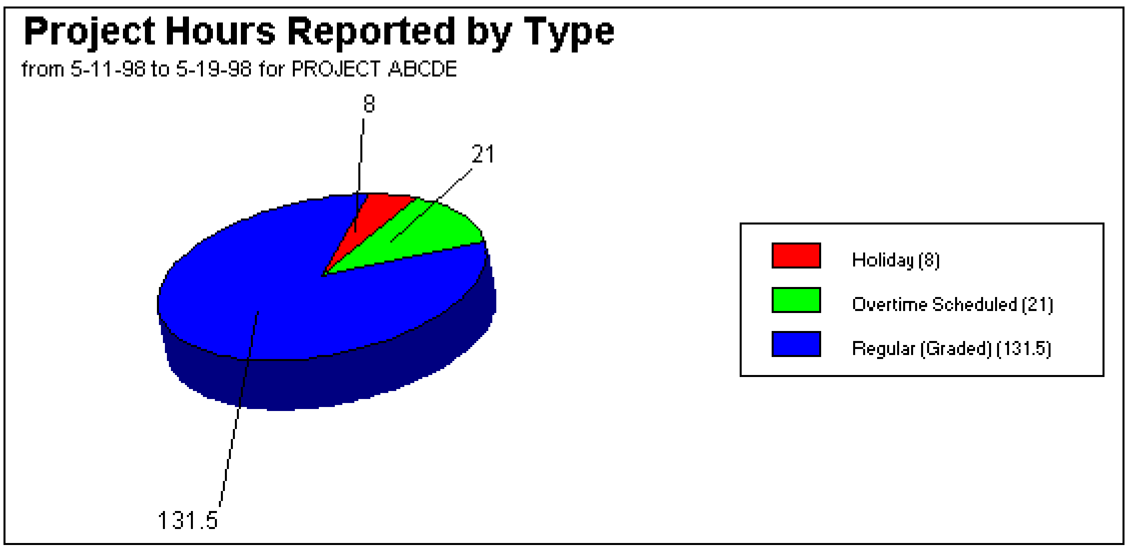
Employee	Labor Duration
DANZ, JULLIE	240
DARRAH, TANYA	56
DAVIDSON, JACK	232

(NOTE: A click on the **Summary** button will display team-related information.)

Results - Project Hours Reported By Type

This window appears if the user clicks the 

button. It is available ONLY if "Project Hours" or "Job Order Hours" was selected in the first step of the Inquiries Wizard.



A click on the **Summary** button will return you to the "summary" level view of the data.

CHAPTER 17 - 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

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