

ATAAPS Time Card Coding for Weather and Safety Leave

Air ATAAPS Link: <https://af.ataaps.csd.disa.mil/>

Army ATAAPS Link: <https://ataaps.csd.disa.mil/>

| ATAAPS Menu | | | Notifications  |
|--------------------|------------------------------------|-------------------|---|
| Timekeeping | Administration | Accounting | Utilities |
| Labor | Certification | Job Order | Inquiries |
| Labor/Leave Review | Personnel Management | Act Type | Defaults/Favorites Maintenance |
| Timekeeper Review | Roster Management | Cost Center | Change UIC - W8BRAA |
| Default Labor | Team Management | | Reports |
| Leave Request | Employee Reopen | | Change Password |
| Premium Request | Database | | |
| | Leave/Premium Request Approval - 0 | | |

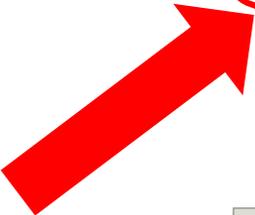
Last Successful Login Date: 2020-03-16 12:45:54 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0

Log in to your service's ATAAPS portal and navigate to the ATAAPS Menu as shown above.

Air ATAAPS Link: <https://af.ataaps.csd.disa.mil/>

Army ATAAPS Link: <https://ataaps.csd.disa.mil/>

| ATAAPS Menu | | | Notifications  |
|--------------------|------------------------------------|-------------------|---|
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| Timekeeper Review | Roster Management | Cost Center | Change UIC - W8BRAA |
| Default Labor | Team Management | | Reports |
| Leave Request | Employee Reopen | | Change Password |
| Premium Request | Database | | |
| | Leave/Premium Request Approval - 0 | | |



Click on "Labor".

Last Successful Login Date: 2020-03-16 12:45:54 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0

[Go to Bottom](#)**Employee Information**

Logged In As: SCOTT, DARYL G

UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29

2020-Mar-29



PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No [View Leave](#)**Employee Hours**

| | | | | March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|-----------------------------|-----------|----------------|-----------|-------------|---------|-----------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|
| Cost Center | Job Order | Act Type | Type Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| Scheduled Hours | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Reported to Scheduled Hours | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU | | | | | | | | | | | | | |

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Click on "InsertRow".

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

| | | | March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total | | |
|-----------------------------|-------------|-----------|-------------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|------|
| | Cost Center | Job Order | Act Type | Type Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| <input type="checkbox"/> | 40117745 | DEFAULT | | LN | | 8 | 8 | 8 | 8 | 8 | | | | | | | | | 0.00 | |
| Scheduled Hours | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 | |
| Reported to Scheduled Hours | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Buttons: Save DeleteRow CopyRow Diff/Haz/Oth InsertRow Refr Summary Create LU

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Select "DEFAULT" for the Job Order.

In Air ATAAPS, select "STANDARD" for the Job Order.

Select "LN" for the Type Hr.

Enter the number of hours the employee spent in a Weather & Safety Leave status on each date.

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

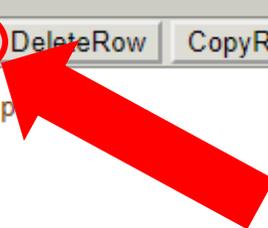
Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

| | | | | | | | March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total | | | | |
|---|--|-------------|-----------|----------|---------|--|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|------|-------|------|------|
| | | Cost Center | Job Order | Act Type | Type Hr | | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | | | | | |
| <input type="checkbox"/> | | 40117745 | DEFAULT | | LN | | | 8 | 8 | 8 | 8 | 8 | | | | | | | | | 0.00 | | | | | |
| | | | | | | | Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 | | |
| | | | | | | | Reported to Scheduled Hours | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Click "Save".

Go to Bottom

Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA
 Team: 1723 - HRO TECH PERS MGT BR
 Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

| | | | | March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
|-----------------------------|--|-------------|-----------|-------------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | | Cost Center | Job Order | Act Type | Type Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| <input type="checkbox"/> | | 40117745 | DEFAULT | | LN | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | | | | | | | 40.00 |
| Scheduled Hours | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Reported to Scheduled Hours | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |

Save DeleteRow CopyRow **NtDiff/Haz/Oth** InsertRow Refresh Summary Create LU

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA
Team: 1723 - HRO TECH PERS MGT BR
Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

| | | | | March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total |
|--------------------------|-------------|-----------|----------|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | Cost Center | Job Order | Act Type | Type Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| <input type="checkbox"/> | 40117745 | DEFAULT | | LN | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | | | | | | | 40.00 |
| | Sub Acct | | | NtDiff | | | | | | | | | | | | | | | 0.00 |
| | User Data | | | Hz/Oth | | Add | Add | Add | Add | Add | | | | | | | | | |
| | | | | FLSA | | Add | Add | Add | Add | Add | | | | | | | | | |
| | | | | Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| | | | | Reported to Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary create LU



Click "Add" in the Hz/Oth row.

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Employee Information

Employee: SCOTT, DARYL G

Date: 3/30/2020

Job Order: DEFAULT

OP Code:

Type Hours: Admin

Reason:

| | |
|----|--------------------------|
| BK | Grievance and Appeals |
| PF | Physical Fitness |
| PH | Preventative Health |
| PS | Weather and Safety Leave |

Reason remove Cancel

| March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-------------|-----|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |

Scroll down the menu until you find:
"PS Weather and Safety Leave"

Employee Information

Employee: SCOTT, DARYL G

Date: 3/30/2020

Job Order: DEFAULT

OP Code:

Type Hours: Admin

Reason:

| | |
|----|--------------------------|
| BK | Grievance and Appeals |
| PF | Physical Fitness |
| PH | Preventative Health |
| PS | Weather and Safety Leave |

Click the "PS Weather and Safety Leave" to highlight it and then Click "Reason."

| March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-------------|-----|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |



Put check marks in these boxes to code multiple days.

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Employee Information
Logged In As: SCOTT, DARYL G UIC: W8BRAA
Team: 1723 - HRO TECH PERS MGT BR
Employee: SCOTT, DARYL G
Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod
NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No View Leave

Employee Hours

| | | | | March/April | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total |
|--------------------------|-------------|-----------|----------|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | Cost Center | Job Order | Act Type | Type Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| <input type="checkbox"/> | 40117745 | DEFAULT | | LN | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | | | | | | | 40.00 |
| | Sub Acct | | | NtDiff | | | | | | | | | | | | | | | 0.00 |
| | User Data | | | Hz/Oth | | PS | Add | Add | Add | Add | | | | | | | | | |
| | | | | FLSA | | Add | Add | Add | Add | Add | | | | | | | | | |
| | | | | Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| | | | | Reported to Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Click "Save".

Note the appearance of "PS" in the Hz/Oth row.

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Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA
 Team: 1723 - HRO TECH PERS MGT BR
 Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No [View Leave](#)

Employee Hours

| | | | | March/April | | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total |
|--------------------------|-------------|-----------|----------|-----------------------------|----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | Cost Center | Job Order | Act Type | Type | Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| <input type="checkbox"/> | 40117745 | DEFAULT | | LN | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | | | | | | | 40.00 |
| | Sub Acct | | | NtDiff | | | | | | | | | | | | | | | | 0.00 |
| | User Data | | | Hz/Oth | | | PS | Add | Add | Add | Add | | | | | | | | | |
| | | | | FLSA | | | Add | Add | Add | Add | Add | | | | | | | | | |
| | | | | Scheduled Hours | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| | | | | Reported to Scheduled Hours | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 |

Go to Top

Repeat this process as necessary for other dates.

You will notice that the Hz/Oth row isn't visible when you return to this timecard from view other screens. Click the "NtDiff/Haz/Oth" button to confirm the "Hz/Oth" coding.

Go to Bottom

Click "Menu".

Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA
 Team: 1723 - HRO TECH PERS MGT BR
 Employee: SCOTT, DARYL G

Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No [View Leave](#)

Employee Hours

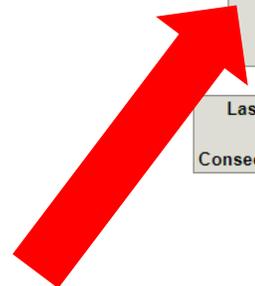
| | | | | March/April | | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
|--------------------------|-------------|-----------|----------|-----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|--|
| | Cost Center | Job Order | Act Type | Type Hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| <input type="checkbox"/> | 40117745 | DEFAULT | | LN | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | | | | | | | 40.00 | |
| | Sub Acct | | | NtDiff | | | | | | | | | | | | | | | 0.00 | |
| | User Data | | | HZ/Oth | | PS | Add | Add | Add | Add | | | | | | | | | | |
| | | | | FLSA | | Add | Add | Add | Add | Add | | | | | | | | | | |
| | | | | Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 | |
| | | | | Reported to Scheduled Hours | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40.00 | |

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Click "Menu" to return to the ATAAPS Menu.

| ATAAPS Menu | | | Notifications  |
|----------------------|-------------------------------------|-------------------|---|
| Timekeeping | Administration | Accounting | Utilities |
| Labor | Certification | Job Order | Inquiries |
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| Default Labor | Team Management | | Reports |
| Leave Request | Employee Reopen | | Change Password |
| Premium Request | Database | | |
| | Leave/Premium Request Approval - 19 | | |

Last Successful Login Date: 2020-03-16 13:07:38 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0



Click "Leave Request".

Employee Information
Logged In As: SCOTT, DARYL G
UIC: W8BRAA
[View Leave](#)

Employee Leave Request Summary
118 items found, displaying 1 to 20.
[First/Prev] 1, 2, 3, 4, 5, 6 [Next/Last]

| ID | Type | Hour | From Date | To Date | From Time | To Time | Duration | Status | Request Date | Print |
|----|------|------|-----------|---------|-----------|---------|----------|--------|--------------|-------|
|----|------|------|-----------|---------|-----------|---------|----------|--------|--------------|-------|

Export options: [Excel](#) [New Leave Request](#)

Click "New Leave Request".



[New Leave Request](#)

Employee Information
Logged In As: SCOTT, DARYL G
UIC: W8BRAA
[View Leave](#)

Input the dates/times you coded on the timecard for "PS".

Repeat this process until you submit leave requests for all time periods coded for "LN – Administrative" and "PS" on your timecards.

Use the "Purpose" menu to select "PS – Weather and Safety Leave".

Enter an appropriate remark for the reason for the request.

Check this box to certify the purpose of the leave.

Click "Submit".

New Leave Request
Status: Not Submitted

Type Hours*: LN - Administrative
From Date*: 03/30/2020
From Time*: 08 00
To Date*: 03/30/2020
To Time*: 16 15
Total Hours*: Hours 8 Minutes 00

Purpose*: PS - Weather and Safety Leave
Other:

I hereby invoke my entitlement to family and medical leave.

FMLA: Select FMLA
Remarks: COVID-19 leave directed by commander.

Certifier(s) to Notify: Select Certifier(s)
FRENCH, DONALD EUGENE JR
MOWERY, DANA A
RUNYON, JAN D

Unlisted Certifier Email Address:

I certify that the leave/absence requested above is for the purpose(s) indicated.

Requestor Certification: I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.