

# ATAAPS Guide to Inputting Telework Hours

1. Click on the **Labor** link from the Main Menu.



Employee Messages  
Nothing found to display.

2. Enter your Time and Attendance using the **InsertRow** button on Menu bar.

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**Employee Information**

Logged In As: \_\_\_\_\_ UIC: \_\_\_\_\_

Team: AHB CMD SUSTNMNT& REVETIN DIV

Employee: \_\_\_\_\_

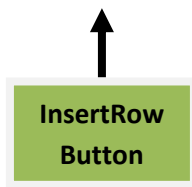
Begin Pay Period: 2010-Sep-26  << >>

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

**Employee Hours**

				September														
				26	27	28	29	30	1	2	3	4	5	6	7	8	9	
Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Scheduled Hours				0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	<b>80.00</b>
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	<b>0.00</b>
<input type="button" value="DeleteRow"/>	<input type="button" value="CopyRow"/>	<input type="button" value="NtDiff/Haz/Oth"/>	<input type="button" value="InsertRow"/>	<input type="button" value="Refresh"/>	<input type="button" value="Summary"/>	<input type="button" value="Create LU"/>												

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3. Enter your work hours in the space provided and click **Save**.

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Employee Information

Logged In As: UIC

Team: AHB CMD SUSTNMNT& REVETIN DIV

Employee:

Begin Pay Period: 2010-Sep-26

NtDiff/Haz/Oth: Yes Concur: No

Certified: No Sent To Payroll: No View Leave

PayPeriod

Employee Hours

					September														
					26	27	28	29	30	1	2	3	4	5	6	7	8	9	Total
Work Center	Job Order	Op Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
AHB	4BEE35		RG			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00
Scheduled Hours					0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00

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

Work Hours

Save Button

4. Click on the **Nt/Haz/Oth** button on the Main Menu and then click on the **Add link** under your assigned telework day.

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Employee Information

Logged In As: UIC

Team: AHB CMD SUSTNMNT& REVETIN DIV

Employee:

Begin Pay Period: 2010-Sep-26

NtDiff/Haz/Oth: No Concur: No

Certified: No Sent To Payroll: No View Leave

PayPeriod

Employee Hours

					September														
					26	27	28	29	30	1	2	3	4	5	6	7	8	9	Total
Work Center	Job Order	Op Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
AHB	4BEE35		RG			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00
Sub Acct																			0.00
User Data																			0.00
NtDiff																			0.00
Hz/Oth						Add	Add	Add	Add				Add	Add	Add	Add	Add		0.00
Scheduled Hours					0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
Reported to Scheduled Hours					0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00

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

Nt/Haz/Oth Button

Add Link

5. Select your **Reason Code (1)** from the scroll down list. Then place a check mark in the **Box (2)** under your assigned Telework day(s). Then click the **Reason button (3)**.

The screenshot shows the 'Employee Information' form with the following details:

- Employee: [Name]
- Date: 9/29/2010
- Job Order: 4BEE35
- OP Code: [Code]
- Type Hours: RegGrd
- Reason: [Dropdown menu showing BK - Grievance and Appeals, TM - Telework Medical, TS - Telework Ad Hoc/Situational, and TW - Telework Regular]
- Buttons: Reason, Remove, Cancel
- Calendar: September 26-9. Checkmarks are present for Wednesday (29th) and Wednesday (6th).

Annotations:

- (1) Reason Code: Points to the dropdown menu.
- (2) Check Box: Points to the checkmark on Wednesday, 29th.
- (3) Reason Button: Points to the 'Reason' button.

6. Your Telework days should be coded TW (Regular), TS (AdHoc/Situational or TM (Medical). Complete process by clicking the **Save** button.

The screenshot shows the 'Employee Hours' table with the following data:

		September																
		26	27	28	29	30	1	2	3	4	5	6	7	8	9	Total		
Work Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
AHB	4BEE35	RG		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00	
Sub Acct		NtDiff															0.00	
User Data		HZ/Oth		Add	Add	TW	Add				Add	Add	TW	Add	Add			
Scheduled Hours				0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00
Reported to Scheduled Hours				0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00

Annotations:

- Save Button: Points to the 'Save' button at the bottom left.
- Telework Code: Points to the 'TW' code in the Wednesday column.