## **ATAAPS Guide to Inputting Telework Hours**

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

Labor Link	ATAAPS Menu Timekeeping Labor Labor/Leave Review Timekeeper Review Default Labor	Administration Certification Personnel Management Roster Management Team Management Employee Reopen Database	Accounting Job Order Op Code Work Center	Utilities Inquiries Defaults/Favorites Maintenance Change UIC - W2TZAA Reports Change Password
		Employee I Nothing four	Messages nd to display.	

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

Go to Bottom					
Employee Inform	mation				
Logged In As:			UIC		
Team:	AHB CMD SUSTNM	NT& REVETIN DIV	r		
Employee:					
Begin Pay Period:	2010-Sep-26			<ul><li>✓</li></ul>	PayPeriod
NtDiff/Haz/Oth: No	o Concur: No		Certified: No	Sent To Payroll: No	View Leave

Employee Hour	rs																	
		S	eptember	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
		Schedu	led 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 Schedu	led 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
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Go to Top					1	•												
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3. Enter your work hours in the space provided and click **Save**.

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     Work Center Job Order Op Code Type hr Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Total   R 3 9   Polyce     Scheduled Hours   R 3 9   9.00	Go to Bott	om																							
Logged In As:   UIC     Feam:   AHB CMD SUSTNMNT& REVETIN DIV     Imployee:	Employe	e Informa	tion											i i	1										
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Image: Second		Work C	enter Jo	ob Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total		Work		
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4. Click on the **Nt/Haz/Oth** button on the Main Menu and then click on the **Add link** under your assigned telework day.

Go to Bo	ttom																				
Employ	ee Infor	mation																			
Logged	In As:				UIC	2															
Team: Employe	e:	AHB CM	D SUSTNMN	IT& REVE	TIN DIV																
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		6.4			5	September	26	27	28	29	30	1	2	3	4	5	6	7	8	9	
	Wor	k Center	Job Or	rder	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		HB 👻	4	BEE35 👸	1	RG 👸		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00
16		Sub Acct				NtDiff								<u> </u>							0.00
	į	User Data				Hz/Oth		Add	Add	Add	Add				Add	Add	Add	Add	Add		
					Schedu	led 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
		30		Reported	to Schedu	led 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	Deleter	Row C	opyRow	NtDiff	/Haz/Oth	Insert	Row	Refre	sh	Summar	y C	reate LI	J								
Go to To	p		Nt/H	Haz/C	)th Bu	tton											Ad	d Lir	nk		

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)**.

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			Туре	e Hour Reaso	s: Re	gGro	d	nce a	nd Ar	neals					
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(3) Reason Button					Reaso	on	Rer	nove	Ca	incel					
	Septe	mber													
	26	27	28	29	30	1	2	3	4	5	6	7	8	9	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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6. Your Telework days should be coded TW (Regular), TS (AdHoc/Situational or TM (Medical). Complete process by clicking the **Save** button.

Employ	ee Inform	ation																			
Logged	In As:				U	IC:															
Team: Employe	e:	AHB CM	D SUSTNN	INT& REV	ETIN DIV																
Begin Pa	ay Period:	2010-Se	p-26					<< >	>		P	ayPerio	3   I								
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Employ	ee Hours		-		S	eptember	26	27	28	29	30	1	2	3	4	5	6	7	8	9	
	Work	Center	Job Or	der	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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					Schedu	led 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	8
				Reported	to Schedu	led 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	8
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