ATAAPS Guide to Inputting Telework Hours

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

ATAAPS Menu

Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Op Code	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Work Center	Change UIC - W2TZAA
Default Labor	Team Management		Reports
	Employee Reopen		Change Password
	Database		

Labor Link →

Employee Messages
Nothing found to display.

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

Go to Bottom

Employee Information

Logged In As:	UIC
Team:	AHB CMD SUSTNMNT& REVETIN DIV
Employee:	
Begin Pay Period: 2010-Sep-26	▼ << >> PayPeriod
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	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
DeleteRow		CopyRow		NtDiff/Haz/Oth		InsertRow		Refresh		Summary		Create LU							

Go to Top

InsertRow Button

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

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.

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)**.

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