



STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

20 MAR 2020

NGOH-TAG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Ohio National Guard COVID-19 Mission Command Guidance

1. References: See Enclosure 1.
2. In order to align with national and state emergency health proclamations, I have declared a Public Health Emergency for all Ohio National Guard (OHNG) installations and facilities. Elements of the OHNG are currently operating under Health Protection Conditions Bravo and Charlie. Therefore, effective immediately, I have implemented measures under the OHNG Continuity of Operations Plan to limit operations to only those of a mission-critical nature. I have enacted these measures to limit the spread of COVID-19, in order to protect the force, and to preserve our readiness to respond when called. These measures will remain in effect until 11 April 2020, unless extended in writing by me.
3. In response to the aforesaid emergency health proclamations, we have already implemented extraordinary measures to maximize social distancing: e.g., cancelation of large training events, postponement of IDT periods, maximized telework for full-time workforce members, etc. In addition to and in concert with these measures, I have delegated the approval authority for granting a form of excused absence, called "weather and safety leave" (see enclosed). Under specific emergency conditions, weather and safety leave may be granted to federal employees who are not eligible for telework and whose presence in the workplace has been assessed by their commanders as not mission-critical, during this Public Health Emergency.
4. Weather and safety leave approval authorities will incorporate this workforce management tool into their scheduling plans and use it in concert with other such management tools available: e.g., telework, alternate work schedules, shift work, etc. Approval authorities will adhere to the enclosed weather and safety leave instructions. Additionally, due to the nature of this type of leave authority, approval authorities will use weather and safety leave only when all other workforce management tools have been exhausted; moreover, they will ensure rigorous internal management controls are implemented and followed, to prevent its abuse/misuse.

NGOH-TAG

SUBJECT: Ohio National Guard COVID-19 Mission Command Guidance

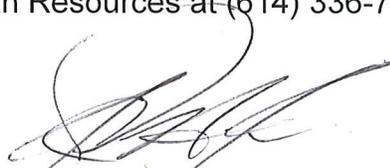
5. As this emergency situation develops, additional guidance and clarification will continue to come through command channels. In the meantime, please continue to encourage your Soldiers and Airmen to use their chains of command as their primary source of information regarding the OHNG's response to this emergency. Furthermore, please also encourage your Soldiers, Airmen, and their Families, when seeking information from sources outside their chains of command, to rely on only trusted sources, such as: cdc.gov; ema.ohio.gov; coronavirus.ohio.gov; ong.ohio.gov, and odh.ohio.gov.

6. As always, thank you for your leadership and for all you do to ensure the OHNG is always ready to "Fight Tonight!"

7. Point of contact is the Director of Human Resources at (614) 336-7051.

3 Encls

1. References
2. Delegation of Authority
3. Weather & Safety Leave Guidance



JOHN C. HARRIS JR.
Major General
The Adjutant General

DISTRIBUTION:

A, D

ENCLOSURE 1

NGOH-HRZ

SUBJECT: Ohio National Guard COVID-19 Mission Command Guidance

References:

- a. 5 U.S.C. §6329c (Weather and Safety Leave).
- b. 5 C.F.R, Part 630 (Absence & Leave), Subpart P—Weather and Safety Leave, §630.1601-§630.1607.
- c. Office of the Under Secretary of Defense Memorandum, dated 8 March 2020, subject: Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019.
- d. DoD Instruction 1035.01 (DoD Telework Policy), 4 April 2012.
- e. DoD Instruction 6200.03 (Public Health Emergency Management [PHEM] within DoD), 28 March 2019.
- f. NGB-J1-TNS Memorandum, dated 6 March 2020, subject: Guidance on Workforce Flexibilities in Response to Potential Outbreak of Coronavirus Disease 2019 (TCP-2020-001).
- g. Ohio National Guard Telework Policy, (HRO Policy # 20-009), 12 March 2020.



STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

16 MAR 2020

NGOH-TAG

MEMORANDUM FOR RECORD

SUBJECT: Delegation of Authority for Approval of the Use of Weather and Safety Leave

1. References:

- a. 5 U.S.C. §6329c (Weather and Safety Leave).
- b. 5 C.F.R, Part 630 (Absence & Leave), Subpart P—Weather and Safety Leave, §630.1601 – §630.1607.
- c. OSD Memorandum, dated 8 March 2020, subject: Civilian Personnel Guidance for DoD Components in Responding to Coronavirus Disease 2019.
- d. NGB-J1-TNS Memorandum, dated 6 March 2020, subject: Guidance on Workforce Flexibilities in Response to Potential Outbreak of Coronavirus Disease 2019 (TCP-2020-001).

2. In accordance with the above references, I hereby delegate the authority to approve the use of Weather and Safety Leave to the incumbents of the following key leader positions:

- a. Wing Commanders
- b. Ohio Army National Guard Chief of Staff
- c. Ohio Air National Guard Director of Staff
- d. JFHQ Directors, when the incumbent occupies no lower than an O-6 or GS-14 Full-Time Support position.

3. Before the aforementioned leaders exercise this authority, they shall review, become familiar with, and adhere to all applicable legal, regulatory, and policy guidance, to

Enclosure 2

NGOH-TAG

SUBJECT: Delegation of Authority for Approval of the Use of Weather and Safety Leave

include—but not limited to—all implementing and reporting instructions promulgated by the Ohio National Guard Director of Human Resources.

4. This delegation of authority is a personal exercise of my discretion and remains effective until rescinded in writing or upon review and subsequent cancellation by my successor.

5. Point of contact is the Director of Human Resources at (614) 336-7051.

A handwritten signature in black ink, appearing to read "John C. Harris Jr.", with a long horizontal stroke extending to the left.

JOHN C. HARRIS JR.
Major General
The Adjutant General

Ohio National Guard COVID-19 Weather and Safety Leave Guidance / Instructions

(Enclosure 3)

1. Applicability: This guidance applies to all federal employees of the Ohio National Guard (OHNG), which includes Title 32 Dual-Status Military Technicians (MILTECHs) and Title 5 National Guard Employees (NGEs). This guidance does NOT apply to State employees of the Adjutant General's Department, or to OHNG military members serving on Active Guard Reserve (AGR) duty or any other form of Full-Time National Guard Duty (FTNGD).
2. Background: Weather and safety leave is a separate type of paid leave that agencies may provide employees when weather or other safety-related conditions prevent them from safely performing work at an approved location, due to an act of God, terrorist attack, or other applicable condition. The Adjutant General (TAG) has the authority to provide weather and safety leave to employees, without loss of or reduction in pay and without the charge of other types of accrued leave. Weather and safety leave may only be authorized and used under very specific conditions; may only be provided to employees who meet certain criteria; and must be documented and recorded in the Automated Time Attendance and Production System (ATAAPS). TAG may delegate approval authority in writing.
3. OHNG Policy Guidance: Weather and safety leave is a Human Resources flexibility that is intended for use during emergency conditions. For that reason, weather and safety leave shall be used only when other workforce management tools and scheduling options are assessed by the approval authority as infeasible, impractical, or otherwise untenable in the context of a specific emergency situation and the effective accomplishment of the mission. Weather and safety leave should be used sparingly and only when deemed necessary by the approval authority; however, when conditions warrant its use, it should always be considered as part of an overall strategy for managing the workforce throughout the course of a specific emergency.
4. Criteria, Procedures, Record-keeping, and Controls: Weather and safety leave requires significant internal controls to prevent its abuse / misuse. Approval authorities, therefore, shall implement and adhere to rigorous internal controls, to prevent such abuse / misuse. Such internal controls shall include—but are not limited to—stringent vetting to ensure that only eligible employees are granted weather and safety leave; vetting to ensure weather and safety leave is only granted when other methods of workforce / workplace management are exhausted (e.g. telework, alternate work schedules; shiftwork, etc.); and detailed record-keeping within the system of record (i.e. ATAAPS). Approval authorities, therefore, shall adhere to the following requirements for the granting of weather and safety leave.

5. Employee Eligibility Criteria: In order for an employee to be eligible for weather and safety leave, he or she must meet the criteria of **BOTH** 5a and 5b, below:

a. Non-Telework-Eligible: The employee (by virtue of his or her assigned duties) is not eligible for telework and is otherwise unable to perform his or her work / duties at an alternate location (i.e. a location other than his or her regular worksite / duty location). Examples of non-telework-eligible employees follow:

(1) Employees in positions that require—on a daily basis—direct handling of classified materials;

(2) Employees in positions that require—on a daily basis—an on-site activity or face-to-face personal contacts that cannot be performed remotely or at an alternate worksite (e.g., hands-on contact with machinery, equipment, or vehicles; direct patient care); etc.

b. Unable to Access Worksite: The employee is prevented from safely traveling to or safely performing work at his or her regular worksite or other agency-approved worksite, as a result of an act of God (extreme weather event); a terrorist attack; or another condition meeting this same criteria (as determined by TAG or TAG's designated approval authority for weather and safety leave). Examples of employees who meet this criteria follow:

(1) Employees who have been exposed to an infectious disease (but are not symptomatic) and need to be quarantined (confirmed by a public health authority); *(NOTE: employees in this scenario, who ARE symptomatic, must use Sick Leave and may NOT be granted weather and safety leave)*;

(2) Employees who have been ordered to stay away from the workplace, when TAG (or TAG's designated approval authority for weather and safety leave) determines that their absence from the workplace is required as part of measures taken to prevent, alleviate, or mitigate the spread or severity of a public health threat (such as infectious disease), as directed or recommended by a public health authority, resulting from a declared state of emergency by civil authorities and/or a declared public health emergency.

6. Approval Procedures and Record-Keeping: The approving authorities for Weather and Safety Leave must follow all procedures for the approval and documentation of Weather and Safety Leave. Proper documentation of Weather and Safety Leave approvals and the maintenance of approval records is critical to the agency's audit readiness goals. Approving authorities must ensure the following actions occur:

a. Approving authorities sign a Weather and Safety Leave approval memorandum prior to placing employees on Weather and Safety Leave. See enclosed template in Attachment 1.

b. Approving authorities will ensure the Weather and Safety Leave approval memorandum includes a roster of employees approved to be absent from the duty location while on Weather and Safety Leave. See the template in Attachment 2.

c. Employees will utilize the procedure in Attachment 3 to code timecards and submit leave requests in the Automated Time and Attendance Production System (ATAAPS).

d. Supervisors will ensure that each employee approved to use Weather and Safety Leave has a copy of the approval memorandum and approved employee roster in the employee's pay record. This documentation is required for **each** pay period in which Weather and Safety Leave was approved and used for the employee.

(1) Ohio Army National Guard employees or supervisors will maintain the aforementioned approval memo and employee roster, using the United States Property & Fiscal Office Comptroller's document upload portal located at the following link: <https://ngohc2-j8-bv-pf/comp/techpay/FileUpload.aspx>

(2) Ohio Air National Guard employees or supervisors will maintain the aforementioned approval memo and employee roster by providing this approval documentation to their assigned Time Keeper and/or to their Wing Customer Service Representatives (CSR), to maintain for audit-readiness purposes.

Points of Contact:

1. For questions about weather and safety leave approval criteria (including employee eligibility) please contact MAJ Daryl Scott at (614) 336-7121.
2. For questions about pay coding and record-keeping (i.e. proper pay-status codes and methods for maintaining approval memos and employee rosters), please contact your servicing Comptroller's Office / customer service representative.

Attachments:

1. Template Memo for Weather and Safety Leave Approval
2. Weather and Safety Leave Employee Roster
3. Timecard Step-by-Step Instructions for Weather and Safety Leave

19 March 2020

Approved by:
COL Gregory J. Betts
Ohio National Guard
Director of Human Resources

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Weather and Safety Leave Approval

1. The **INSERT UNIT / DIRECTORATE NAME** is reducing the personnel required to be physically present at the workplace in response to the declared public health emergency for COVID-19.
2. The personnel identified in the enclosed roster are to remain at their homes of record in a Weather and Safety Leave status during the period of **START DATE** through **END DATE**. These employees are not eligible for Telework, and shift work or other workforce management or scheduling options are insufficient to mitigate the safety risk posed by the spread of the COVID-19 pandemic. Their time and attendance will be coded as "**LN**", with a reason/environmental code of "**PS**," when they are in a weather and safety leave status.
3. While in a weather and safety leave status, these employees are subject to immediate recall and may be ordered to return to their regular work / duty locations permanently or periodically, to perform mission-critical work, throughout the aforesaid period. If / when ordered to return to their regular work / duty locations (**whether temporarily or permanently**) their time and attendance will be coded as "**RG**" for those periods in which they have performed their duties at their regular work / duty locations.
4. The reason(s) weather and safety leave is being granted to these employees, instead of using other workforce management / scheduling options follow(s): **STATE REASONS OTHER MANAGEMENT CONTROLS WERE INSUFFICIENT, IMPRACTICAL, OR OTHERWISE INFEASIBLE**. These employees must remain in the commuting area and are subject to immediate recall to their assigned workplace at the discretion of the Weather and Safety Leave approval authority.
5. A copy of this memorandum and the enclosed roster will be maintained according to the requirements of the employee's servicing comptroller for audit-readiness purposes. See the Ohio National Guard COVID-19 Weather and Safety Leave Guidance / Instructions for specific record-keeping instructions.
6. The point of contact for this action is the undersigned at PHONE NUMBER and **EMAIL ADDRESS**.

SIGNATURE BLOCK

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		

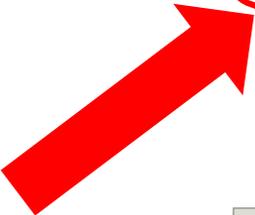
Last Successful Login Date: 2020-03-16 12:45:54 from 55.86.34.58
Last Failed Login Date: Never
Consecutive failed logins since the last successful login: 0

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 
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		



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													

[Go to Top](#)

Click on "InsertRow".

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	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

Go to Top

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.

Go to Bottom

Employee Information

Logged In As: SCOTT, DARYL G UIC: W8BRAA

Team: 1723 - HRO TECH PERS MGT BR

Employee: SCOTT, DARYL G

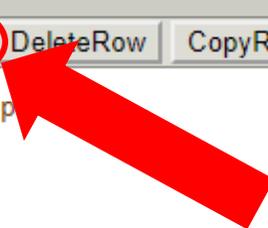
Begin Pay Period: 2020-Mar-29 2020-Mar-29 << >> PayPeriod

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	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																										

Go to Top



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

Go to Top



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	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.

Go to Top

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."

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"/>								



Put check marks in these boxes to code multiple days.

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: 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

Buttons: 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.

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: 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

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

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	

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

Go to Top

Click "Menu" to return to the ATAAPS Menu.

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 - 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.

Submit Back