How to Complete a Timecard for Telework in ATAAPS

Ohio National Guard

- Log into ATAAPS
- Click Labor
- Click NtDiff/Haz/Oth

- In the reason box scroll to bottom and highlight TW Telework Regular or Situational as needed.

- In the Hazard box, highlight the blank top row.

- Pick the days in the PP that you are Teleworking.

- Then Click Reason

- Notice that your timecard will now have TW on the days you have chosen.
- Click Save.

- After it is saved, and once you are out of the NtDiff row, you will not see what you coded unless you click the NtDiff/Haz/Oth button again.

- You can remove TW from your time card by clicking on the NtDiff/Haz tab and clicking on TW.

- Click the Remove button