



How to Complete a Timecard for Telework in ATAAPS



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

Employee Hours

				September																
	Work Center	Job Order	Op Code	Type Hr	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	
					Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
<input type="checkbox"/>	1010ZZ	STANDARD		RG			10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00		80.00	
	Sub Acct			NtDiff															0.00	
	User Data		→	Hz/Oth			Add	Add	Add	Add				Add	Add	Add	Add			
				FLSA			Add	Add	Add	Add				Add	Add	Add	Add			
				Scheduled Hours	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00	
				Reported to Scheduled Hours	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00	

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

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- 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

Job Order: STANDARD
OP Code:
Type Hours: RegGrd

Reason:

BK	Grievance and Appeals
TM	Telework Medical
TS	Telework Ad Hoc/Situational
TW	Telework Regular

Hazard:

 	
EA	Flying
EB	High Work
ED	Dirty work

September	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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

Employee Hours				September															
	Work Center	Job Order	Op Code	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	1010ZZ	STANDARD		RG			10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00		80.00
Sub Acct			NtDiff																0.00
User Data			Hz/Oth				TW	TW	Add	Add				Add	Add	Add	Add		
FLSA						Add	Add	Add	Add					Add	Add	Add	Add		
Scheduled Hours					0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00
Reported to Scheduled Hours					0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00

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- 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.

Employee Hours																					
				September																	
		Work Center	Job Order	Op Code	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
<input type="checkbox"/>		1010ZZ	STANDARD		RG			10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00		80.00	
Scheduled Hours						0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	80.00
Reported to Scheduled Hours						0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	80.00

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

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

Employee Hours				September	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
	Work Center	Job Order	Op Code	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<input type="checkbox"/>	1010ZZ	STANDARD		RG			10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00		80.00
	Sub Acct			NtDiff															0.00
	User Data			HZ/Oth			TW	TW	Add	Add				Add	Add	Add	Add		
				FLSA			Add	Add	Add	Add				Add	Add	Add	Add		
				Scheduled Hours	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00
				Reported to Scheduled Hours	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	80.00
<input type="button" value="Save"/> <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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- Click the Remove button

Job Order: STANDARD
OP Code:
Type Hours: RegGrd

Reason: BK Grievance and Appeals
TM Telework Medical
TS Telework Ad Hoc/Situational
TW Telework Regular

Hazard: EA Flying
EB High Work
ED Dirty work

Reason Hazard Remove Cancel

September	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			TW	TW										