ATAAPS Telework Codes and Instructions

1. General: All telework must be accounted for in employee labor in ATAAPS (or other time keeping system).

a. There are three different telework codes:

TW – Regular and Recurring

TS – Situational/Ad Hoc

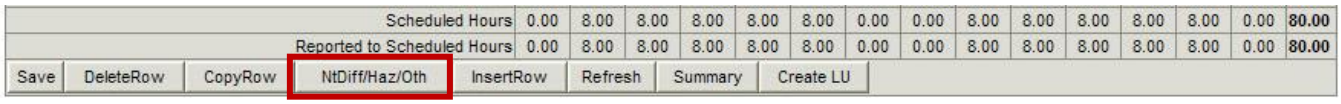
TM – Medical

b. One of the above telework codes is documented as Night Differential/Hazard/Other (NtDiff/Haz/Oth) in addition to the employee's regular tour (RG) for each day teleworked.

2. Instructions: To add the telework code in ATAAPS:

a. Enter labor, including all days worked (RG) and any leave taken. Save entries.

b. Click the <NtDiff/Haz/Oth> button to expand the labor section.



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	8.00	8.00	8.00	8.00	8.00	0.00	**80.00**

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

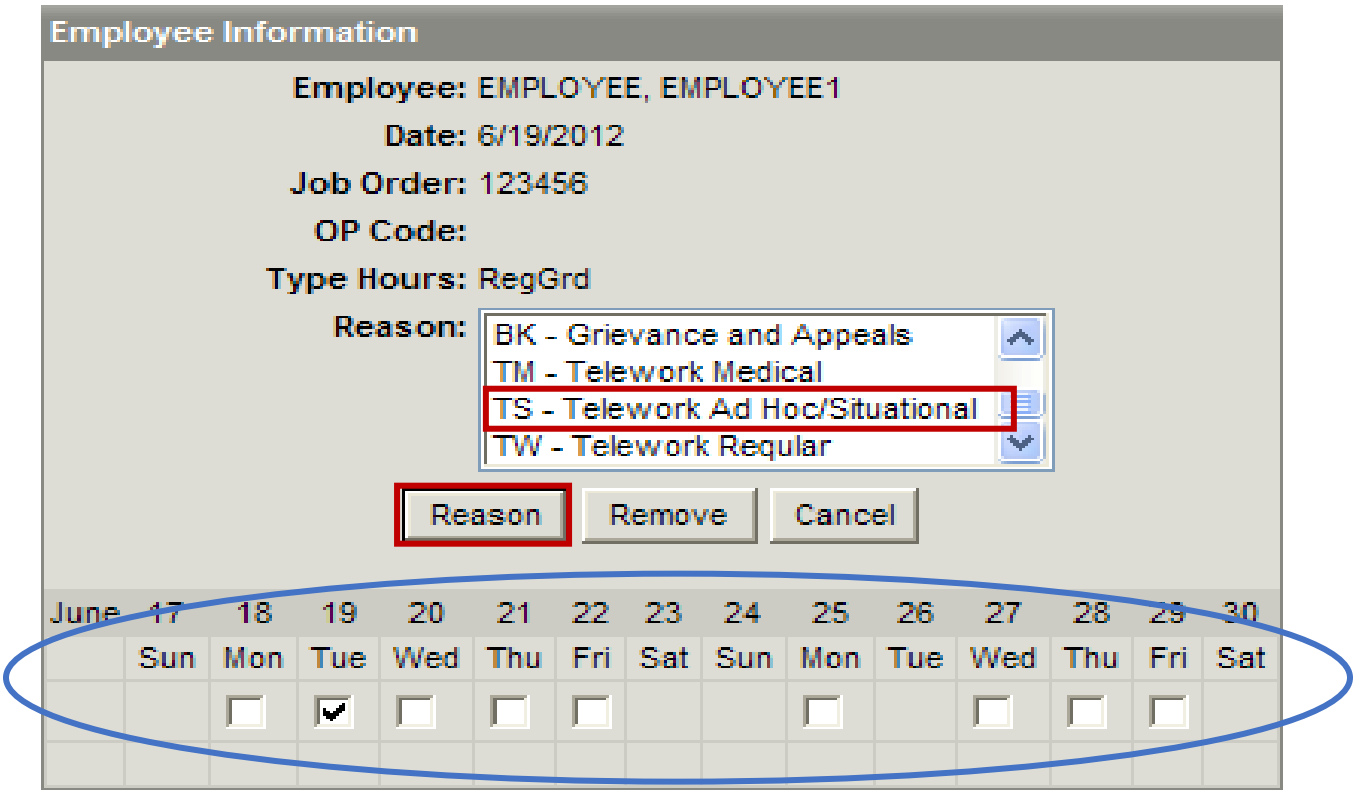
c. Click the "Add" hyperlink on the "Hz/Oth" line for the first day that should be coded for telework.

Employee Hours

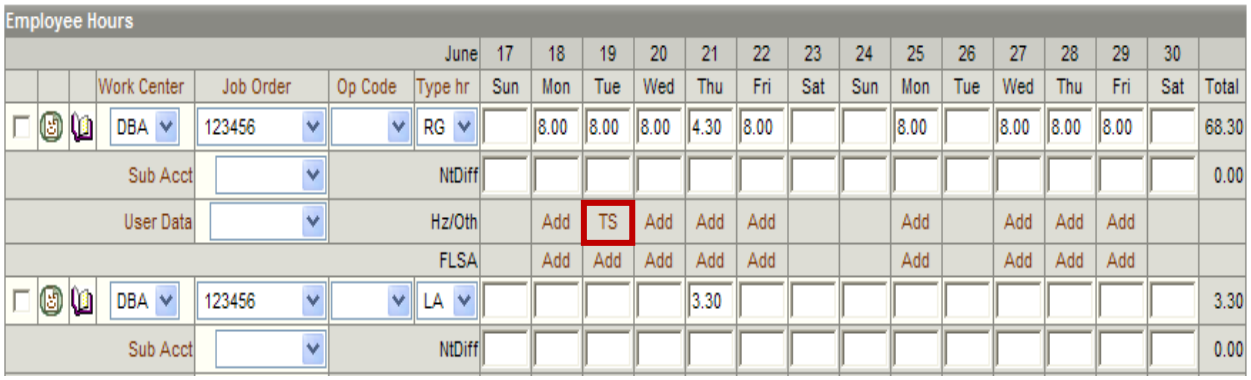
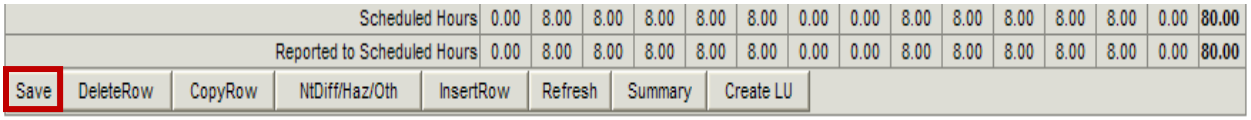
				June	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Work Center	Job Order	Op Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
DBA	123456		RG			8.00	8.00	8.00	4.30	8.00			8.00		8.00	8.00	8.00		68.30
Sub Acct			NtDiff																0.00
User Data			Hz/Oth			Add	Add	Add	Add	Add			Add		Add	Add	Add		
			FLSA			Add	Add	Add	Add	Add			Add		Add	Add	Add		
DBA	123456		LA						3.30										3.30
Sub Acct			NtDiff																0.00

d. A new window will open showing the available Hz/Oth codes. Scroll down to select the appropriate telework code (TW, TS, TM).

e. The day originally selected to open the reason window is automatically checked, and all days to which the selected telework code apply must be checked to apply the code to labor for those days. After all the days where telework occurred are checked, select the <Reason> button to add to labor.



f. The system will return to the labor screen with the selected telework reason code added to the selected day(s).



g. Click <Save> to save all labor changes.