

MEMORANDUM OF UNDERSTANDING
BETWEEN
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY (USA MEDDAC)
FORT CAMPBELL, KENTUCKY
AND
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFGE) LOCAL 2022
FORT CAMPBELL, KENTUCKY

SUBJECT: Automated Time Attendance and Production System (ATAAPS)

1. Implementation of the Automated Time Attendance and Production System (ATAAPS) will incorporate training for all users of the web-based application which provides on-line entry, update, concurrence, and certification of time and attendance data for civilian employees.
2. ATAAPS users fall into four categories: employees, timekeepers, certifiers and super users. Employees will submit their time once each pay period. The timekeeper will check the submission and may perform any necessary corrections. Certifiers are normally non-bargaining unit employees (BUE) representatives of management who will review and approve the submissions. Super users are designated individuals at the installation with full system privileges.
3. ATAAPS has the capability to produce an OPM71. This functionality allows the employee to initiate and send a leave request notification to their designated certifier for action. The certifier receives an email notifying them of each request. Upon approval or disapproval, the employee will receive an email notification. Leave approval will be in accordance with the appropriate Collective Bargaining Agreement (CBA) article. Employees may use the existing process for requesting leave if access to a computer is not feasible or available.
4. Management agrees that information pertaining to a specific individual will be protected in accordance with the Privacy Act. Information collected in ATAAPS will be used by management for official purposes only and access to individual timesheets will be limited to authorized management officials with a need to know.
5. To minimize input workload, employee input screens will be loaded with default values indicating a typical full pay period of work. For any given workday, the employee will document any deviations from a standard day of work. The system will provide time coding options to cover reportable categories (e.g. leave, overtime, comp time, fitness hours, credit hours, etc) including union official time. The employee is responsible for recording time as accurately as possible.
6. Activity based costing capabilities (Job Order and Opt Code fields) will be pre-populated on an individual's timesheet.

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7. Prior to activation of the system, management will provide all affected employee's sufficient training to be confident in their ability to log onto the system and accurately enter, review, and adjust their pay period submissions. Upon request, at any time after system activation, employees will be provided with a reasonable amount of personal assistance by timekeepers.

8. Timekeepers will notify employees when ATAAPS has populated and available for their concurrence.

9. Employees will be provided access to a private work station with a suitable computer and printer. Access includes a reasonable amount of time during an employees working hours to make ATAAPS bi-weekly submissions and for incidental ATAAPS updates or inquiries.

10. Information collected in ATAAPS will not be used for individual performance management or disciplinary purposes. Management recognizes that employees may make unintentional errors in documenting their time and attendance data. When accuracy problems arise, management will respond by providing the employee with additional training. This does not preclude discipline for deliberate, knowledgeable, or willful falsification. Deliberate or willful falsification of time and attendance will be addressed in accordance with the CBA.

11. Any challenges to the accuracy of an employee's submission will be timely raised. If the need for correcting the timesheet is discovered within three pay periods, adjustments will be made in ATAAPS with any necessary supporting documentation. Any adjustments after three pay periods will require supporting documentation and manual input into DCPS.

12. It is recognized that circumstances, such as employee's extended absence, may require the timekeeper to make submission on behalf of the employee or to correct the employee's submission and process it without prior confirmation. Such actions will be reported back to the employee for confirmation as soon as possible.

13. All remedies available in the CBA or 5 U.S.C. Chapter 71 are available to the parties if either party believes the other has failed to comply with any of the requirements of this MOA and concerns cannot be cooperatively resolved.

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14. For clarification purposes, ATAAPS does not replace or terminate DMHRSi reporting requirements at this time.



George N. Appenzeller
Colonel, US Army
Commanding

19 Feb 15

(Date)



CARL L. LUTZ
President
AFGE Local 2022

23 Feb 15

(Date)

