DATAAPS Employee Quick Reference Guide

Enter Labor

1. Click *Labor* on DATAAPS Menu screen.
2. By default, the current Pay Period displays. If corrections need made to prior timecards (retroactive labor), select desired Pay Period from *drop-down* and click *Pay Perio*d.
3. Click *InsertRow*. **Note**: If Default Labor is used, the timecard is pre-populated with daily hours from Tour of Duty.
4. Work/Cost Center is auto-populated based on Team assignment. If charging a Work/Cost Center other than the "home" Work/Cost Center, click *drop-down* next to field and select correct Work/Cost Center.
5. Select desired *Job Order/Task*.
6. Select desired *Op Code/Act Type*. **Note**: This field may not be required by your organization.
7. Select desired Type Hour.
8. Enter number of hours worked for each day in HH.MM format. Partial hours can be entered in ¼ hour (1.15, 1.30, 1.45) or 1/10 hour (3.06; 3.12, 3.18, 3.24, 3.30, 3.36, 3.42, 3.48, 3.54) increments.
9. Click *InsertRow* or select a checkbox next to a line of labor on the timecard and click *CopyRow* to add a row for next Type Hour to be entered. Each Type Hour (e.g., RG, LA, LS) needs a separate row for labor entry. If entering Leave, click *View Leave* on the Employee Information window to view a snap shot of leave balances.
10. Click *Save* after entering all hours.

Delete a Row of Labor

1. Check box on far left side of row to be deleted.
2. Click *DeleteRow*.

Concur Time

1. From *Labor, Employee Information* box, click *Concur* to get to *Labor/Leave Review*. **Note**: Next to *Concur*, either No or Yes displays indicating whether or not timecard for Pay Period has been concurred.

   OR

   Click *Labor/Leave Review* on the DATAAPS Main Menu.
2. From *Labor/Leave Review*, check box verifying hours entered are correct.
3. Click *OK*. If timecard is changed after concurrence, it will need concurred again.

Enter a Hazard, Reason or Telework Code

1. Follow steps for entering labor and/or leave.
2. For labor or leave that requires a Hazard code or Reason code such as Telework, FMLA/Family Friendly, Disabled Veteran, Weather & Safety, Physical Fitness, or Union Representation, click *Nt/Diff/Haz/Oth* to expand timecard and enter code.
3. Click *Add* below the day requiring Hazard or Reason code. Timecard hours must be saved before *Add* appears in expanded view.
4. Select proper code from appropriate list.
5. Check boxes for any additional day(s) this code is applicable.
6. Click *Reason* if a Reason code was chosen or *Hazard* if a Hazard code was chosen to display the code in timecard below date selected.
7. Click *Save*.

Note: More information on these codes and **FLSA codes** can be found in the online DATAAPS Help.

Enter Night Differential

1. Follow steps for entering labor.
2. Click *Nt/Diff/Haz/Oth* to expand timecard.
3. Enter number of hours for night differential in *NtDiff* field for the applicable day(s).
4. Click *Save*. **Note**: If night differential time has not been approved for your tour of duty, or amount of time entered exceeds amount of night differential authorized, the error message: "Scheduled Hours Exceeded" displays and must be corrected before timecard can be saved.

View Leave Balances:

1. From the *Employee Information* box, click *View Leave*. Only leave codes with balances display. Information presented is last known totals and does not display real-time leave balances.

Error Messages:

1. Labor Duration Not Entered – A line was inserted for labor, but no time was entered; delete line or enter time.
2. Scheduled Hours Exceeded – Time entered for a particular day exceeds amount allowed for your Tour of Duty.
3. Invalid Hour Entries – Fractional hours for time were input incorrectly (e.g., entered 2.50 instead of 2.30.

Additional information regarding timecard entries, special codes and accompanying validations, including FLSA codes, can be found in online Help in the DATAAPS application.

Create a Leave Request

Note: This feature is only for sites that use the Leave Request module.

1. Click *Leave Request* on DATAAPS Menu or from *Labor* screen.
2. Click *New Leave Request* on Leave Request Summary screen.
3. Enter the following **Required** fields:
    - Type Hours
    - From Date
    - From Time (Hours and Minutes)
    - To Date
    - To Time (Hours and Minutes)
    - Total Hours (Hours and Minutes)
4. Based on Type Hour selected, the *Purpose* field may be required.
5. If *Other* is selected as a Purpose, an explanation in the Other field is required.
6. Check box to invoke *FMLA* if leave has been approved for that purpose and is set up in payroll.
7. If FMLA is invoked, select the appropriate *FMLA* reason.
8. Use *Remarks* to enter any comments about the Leave Request for the Certifier.
9. Select one or more Certifiers from the *Certifier(s) to Notify* field so an email can be sent to those chosen.
10. (Optional) Manually enter an e-mail address in the *Unlisted Certifier Email Address* field if another person should receive an e-mail notification about the Leave Request.
11. Check box for "I Certify that the leave/absence requested above is for the purpose(s) indicated."
12. Click *Submit*.

- **Leave Request Note:** To avoid Warning Messages, ensure Purpose selected on Leave Request is also entered on timecard, as applicable (i.e., FMLA, Family Friendly, Union Representational, etc.).
- **Leave Request Note:** Some Type Hours do not require a Leave Request. If a Leave Request is submitted anyway, validations between timecard and Leave Request form will occur and Warning Messages will display as applicable.

Create a Premium Request by Labor Date

Note: This feature is only for sites that use the Premium Request module.

1. Click *Premium Request* on DATAAPS Menu.
2. Click *New Premium Hours Request* on Premium Request Summary screen.
3. Select ***By Labor Date*** radio button.
4. Enter the following **Required** fields:
    - Type Hours
    - Labor Date
    - From Time (Hours and Minutes)
    - To Time (Hours and Minutes)
    - Duration (Hours and Minutes)
    - Justification (reason for Premium time)
5. Select one or more Certifiers from the *Certifier(s) to Notify* field so an email can be sent to those chosen.
6. (Optional) Manually enter an e-mail address in the *Unlisted Certifier Email Address* field if another person should receive an e-mail notification about the Premium Request.
7. Click *Submit*.

Create a Premium Request by Pay Period

Note: This feature is only for sites that use the Premium Request module.

- Click *Premium Request* on DATAAPS Menu.
- Click *New Premium Hours Request* on Premium Request Summary screen.
- Select ***By Pay Period*** radio button.
- Enter the following **Required** fields:
    - Type Hours
    - Pay Period
    - Duration (Hours and Minutes)
    - Justification (reason for Premium time)
- Select one or more Certifiers from the *Certifier(s) to Notify* field so an email can be sent to those chosen.
- (Optional) Manually enter an e-mail address in the *Unlisted Certifier Email Address* field if another person should receive an e-mail notification about the Premium Request.
- Click *Submit*.

Premium Request Note: If a Premium Request is submitted, the hours reported in timecard must not go over the requested amount of hours.

Premium Request Note: Some Type Hours do not require a Premium Request. If a Premium Request is submitted anyway, validations between timecard and Premium Request form will occur and Warning Messages will display as applicable.

Additional information regarding Leave and Premium Requests can be found in online Help in the DATAAPS application. Topics cover actions that can be taken on requests, the Leave/Premium Summary Screens, Request Detail Screens, and Certifier Audit information.