**EXECUTION OF TIME & ATTENDANCE IN ATAAPS FOR ACTEDS INTERNS**

**24 JUN 2016**

**ASA (FM&C) Proponency Office**

**PURPOSE:**  To provide a Standard Operating Procedure (SOP) for Commands hosting ACTEDS Interns and utilizing the Automated Time and Attendance Payroll System (ATAAPS).

**OBJECTIVE:**  To clarify processes and procedures in setting up ACTEDS Intern user accounts in ATAAPS so that ACTEDS Intern time and attendance executes against ACTEDS funding.

**ESTABLISHING AN ACTEDS INTERN TEAM ROSTER IN ATAAPS**

1) Organization Timekeeper or Certifying Official (CO) creates a new Team within the Command ATAAPS structure specific to ACTEDS Interns.

2) Organization Timekeeper/CO adds the ACTEDS intern to the Roster under the Team designated for ACTEDS interns.

> *PROCESSING NOTES*:
>
> - ACTEDS Interns will be directed only to their timecard upon ATAAPS login
>
> - Team and Cost Center codes will show in ATAAPS rather than the UIC
>
> - Designation of UIC in GFEBS will be set up by the ACTEDS Budget POC

**SETTING UP AN ACTEDS INTERN ATAAPS ACCOUNT**

1) Organization Timekeeper/Certifying Official (CO) is informed that a new employee (i.e. ACTEDS Intern) is coming on-board.

2) ACTEDS intern completes same forms necessary to establish an ATAAPS user account for a new Department of Army civilian; submits to Organization Timekeeper/CO for processing.

3) Command/Organization ATAAPS database administrator contacts the respective ACTEDS Budget POC to coordinate proper budgetary input for ATAAPS processing (e.g. Cost Center, Fund Center, Functional Area, and ACTEDS Unit Identification Code (UIC)).

> *NOTE*: This step must be coordinated for every ACTEDS intern input; each ATAAPS user must have their own individual account. All ACTEDS Interns at the Command would be located under the same Team Roster.

4) Command/Organization Timekeeper/CO provides confirmation to the ACTEDS Intern and their Supervisor that the user account is set up and active.

5) ACTEDS Interns utilize ATAAPS to complete their own timecards funded by ACTEDS.

# EXECUTION OF TIME & ATTENDANCE IN ATAAPS FOR ACTEDS INTERNS

**EXECUTION OF ACTEDS INTERNS UNDER COMMAND ATAAPS**

1) ACTEDS interns accesses ATAAPS https://ataaps.csd.disa.mil/ and be directed to their individual timecard. No other selections will be needed.

2) ACTEDS interns will select "Labor" under Timekeeping to populate their time and attendance form, selecting "Insert Row" when Leave/Premium Requests are applicable (see codes below).

> NOTE: One line must be populated in accordance with each leave and/or premium request form submitted (e.g. Compensatory Time Taken (CT) in the morning and afternoon on the same day would require two separate Leave Request Forms, which requires two separate lines on the "Labor" form).

3) When processing Leave Requests, ACTEDS intern selects "Leave Request" under Timekeeping, selecting "New Leave Request". Interns must select their Immediate Supervisor under "Certifier(s) to Notify".

4) When processing Premium Requests, ACTEDS intern selects "Premium Request" under Timekeeping, selecting "New Premium Request". Interns must select their Immediate Supervisor under "Certifier(s) to Notify".

> NOTE: Premium requests must be for Compensatory Time Only and be pre-approved.

5) ACTEDS interns will select "Labor/Leave Review" under Timekeeping and check the box under "Employee Hours" to self-certify their time and attendance record.

5) ATAAPS submission routes through Command channels for approval (Timekeeper/ Certifying Officier)

**FREQUENTLY USED ATAAPS PROCESSING CODES:**

> RG = Regular Hours
>
> LH = Leave Holiday
>
> LA = Leave Annual
>
> LS = Leave Sick
>
> CT = Compensatory Time Taken
>
> CE = Compensatory Time Earned
>
> CB = Travel Compensatory Time Earned
>
> CF = Travel Compensatory Time Taken
>
> KE = Furlough