

Steps to Select Telework Options in ATAAPS

1. Click the NtDiff/Haz/Oth button to expand the timecard.
2. Click the Add link on the Hz/Oth line for the day and Regular or Premium Type Hour for which the Teleworking code should be applied.
3. Select the appropriate Teleworking code from the Reason list (below the Representational codes) on the Employee Information box.
4. A marked check box is indicated for the day selected (the day where the Add link was clicked). Select additional check boxes if the selected Teleworking code should also be applied for those days.
5. Click the Reason button to accept the selection.
6. The Teleworking code displays in the timecard as a hyperlink on the Hz/Oth line for the days selected.
7. Click the Save button to save all entries.
8. Click the NtDiff/Haz/Oth button to collapse the timecard to the lines of labor.

Steps to Remove Telework Options in ATAAPS

1. Click the hyperlink to return to the Extended Labor Attributes screen where the Teleworking code and definition are highlighted.
2. Then, click the Remove button to remove the code from the timecard, or click the Cancel button to return to the timecard.
3. Click the Save button to save all entries.
4. Click the NtDiff/Haz/Oth button to collapse the timecard to the lines of labor.

Employee Information

Logged In As: REYNOLDS, KAREN UIC: KLRSOM

Team: Financial Planning << >> Team

Employee: FLINTSTONE, FRED << >> Employee

Begin Pay Period: 2012-Jan-15 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					January	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	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"/>	DBA	123456		RG		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00	
<input type="checkbox"/>	DBA	123456		OS									2.00						2.00	
<input type="checkbox"/>	DBA	123456		LA					9.00	9.00									18.00	
Scheduled Hours					0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	8.00	0.00	0.00	80.00	
Reported to Scheduled Hours					0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	8.00	0.00	0.00	80.00	
Save	DeleteRow	CopyRow	NtDiff/Haz/Oth		InsertRow	Refresh	Summary	Create LU												

Click the **NtDiff/Haz/Oth** button to expand the timecard.

Employee Hours																			
				January	15	16	17	18	19	20	21	22	23	24	25	26	27	28	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"/>	DBA	123456		RG		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00
	Sub Acct			NIDiff															0.00
	User Data			Hz/Oth		Add	Add	Add					Add	Add	Add	Add			
				FLSA		Add	Add	Add					Add	Add	Add	Add			
<input type="checkbox"/>	DBA	123456		OS									2.00						2.00
	Sub Acct			NIDiff															0.00
	User Data			Hz/Oth									Add						
				FLSA									Add						
<input type="checkbox"/>	DBA	123456		LA					9.00	9.00									18.00
	Sub Acct			NIDiff															0.00
	User Data			Injury Number															
				Hz/Oth					Add	Add									
				FLSA					Add	Add									
				Scheduled Hours	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	8.00	0.00	0.00	80.00
				Reported to Scheduled Hours	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	8.00	0.00	0.00	80.00
Save	DeleteRow	CopyRow	NIDiff/Haz/Oth	InsertRow	Refresh	Summary	Create LU												

Click the **Add** link on the **Hz/Oth** line for the day and Regular or Premium Type Hour for which the Teleworking code should be applied.

Employee Information

Employee: FLINTSTONE, FRED
 Date: 1/16/2012
 Job Order: 123456
 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
 EE - Cold Work

Reason Hazard Remove Cancel

January	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	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"/>		

A marked **check box** is indicated for the day selected (the day where the Add link was clicked). Select additional **check boxes** if the selected Teleworking code should also be applied for those days.

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January	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	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"/>		

Click the **Reason** button to accept the selection.

Employee Hours																			
				January	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	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"/>	DBA	123456		RG		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00
	Sub Acct			NIDiff															0.00
	User Data			Hr/Oth		TS	TS	Add					Add	Add	Add	Add			
				FLSA		Add	Add	Add					Add	Add	Add	Add			
<input type="checkbox"/>	DBA	123456		OS									2.00						2.00
	Sub Acct			NIDiff															0.00
	User Data			Hr/Oth									Add						
				FLSA									Add						
<input type="checkbox"/>	DBA	123456		LA					9.00	9.00									18.00
	Sub Acct			NIDiff															0.00
	User Data			Injury Number															
				Hr/Oth					Add	Add									
				FLSA					Add	Add									
				Scheduled Hours	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	8.00	0.00	0.00	80.00
				Reported to Scheduled Hours	0.00	9.00	9.00	9.00	9.00	9.00	0.00	0.00	9.00	9.00	9.00	8.00	0.00	0.00	80.00
Save	DeleteRow	CopyRow	NIDiff/Hr/Oth	InsertRow	Refresh	Summary	Create LU												

The Teleworking code displays in the timecard as a **hyperlink** on the Hr/Oth line for the days selected.

To Remove the Telework Code in ATAAPS follow Guidance Below:

Click the hyperlink to return to the Extended Labor Attributes screen where the Teleworking code and definition are highlighted.

Employee Hours																		
				January														
				15	16	17	18	19	20	21	22	23	24	25	26	27	28	Total
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		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00
Sub Acct			NtDiff															0.00
User Data			Hr/Oth		TS	TS	Add					Add	Add	Add	Add			
			FLSA		Add	Add	Add					Add	Add	Add	Add			

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January													
15	16	17	18	19	20	21	22	23	24	25	26	27	28
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"/>		
	BD		BD										

Click the **Remove** button to remove the code from the timecard, or click the **Cancel** button to return to the timecard.