## **Steps to <u>Select</u>** 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 <u>Remove</u> 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 Inform	nation							
Logged In As:	REYNOLDS, KAREN	UIC: KLRSOM	ò					
Team:	Financial Planning			~	<<	>>		Team
Employee:	FLINTSTONE, FRED				*	<<	>>	Employee
Begin Pay Period:	2012-Jan-15		~	<<	>>			PayPeriod
NtDiff/Haz/Oth: No	Concur: No	Certified: No	Sent	t To P	ayroll	No		

Em	oloy	ee Hours							// =												
		51 C			Janu	uary	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
		Work Center	Job Order	Op Code	Туре	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Г	٢	DBA	123456		RG	*		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00
Г	۲	DBA	123456		OS	~									2.00						2.00
Γ	٢	DBA	123456		LA	~					9.00	9.00									18.00
	Scheduled Hours 0.00								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 0.0									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							th	InsertR	low	Refres	h S	ummary	Cre	eate LU							

н

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

Emp	loye	e Hours						6				7									
					Janu	ary	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
		Work Center	Job Order	Op Co	de Type	hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Г	٢	DBA	123456		RG	۷		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00
		Sub Acct		~	N	Diff						Г					Г				0.00
1		User Data			Hz/Oth			Add	Add	Add					Add	Add	Add	Add			1
	0				FI.	.SA		Add	Add	Add			1		Add	Add	Add	Add			
Г	۲	DBA	123456		OS	۷									2.00						2.00
		Sub Acct		*	N	Diff															0.00
		User Data			Hz/O										Add						
					FL	SA				-		1.			Add						
Г	۵	DBA	123456		LA	۷					9.00	9.00									18.00
		Sub Acct		~	14	Diff															0.00
		User Data			hjury Nur	iber	Y	Y	~	Y	Y	Y	Y	~	~	Y	Y	~	Y	Y	
					Hz	Oth		1			Add	Add	0		1	(u - 1)				4	
					FL	SA			an and	Sugar	Add	Add	S	1.0000		a second					
Scheduled Hours						urs	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	80.08
	Reported to Scheduled Hour						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
Sa	Save DeleteRow CopyRow NtDiff/Haz/Oth			NtDiff/H	z/Oth	inse	ertRow	Refresh	Summar	y Crea	te 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.



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.

Employ	ee In	forma	ation														
Emplo	oyee:	FLINT	STON	IE, FRE	ED												
1-1-0	Date:	1/16/	2012														
JOD U	raer:	1234	56														
OP C	ode:																
Туре Но	ours:	Rego	Grd														
Reason: BK - Grievance and Appeals TM - Telework Medical																	
		TS - TW	TS - Telework Ad Hoc/Situational TW - Telework Regular														
На	zard:	EA - EB - ED - EE -	EA - Flying EB - High Work ED - Dirty work EE - Cold Work														
		[	Rea	son	Haz	ard	R	emove		ance							
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			
		•	◄	Г					Г	Г	Г	Г					
17																	

Click the Reason button to accept the selection.

Ēmp	loye	e Hours							-	-										
		avz z	101703	1000	January	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	1	Nork Center	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Şat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Г	۵	DBA	123456		RG 💌		9.00	9.00	9.00					9.00	9.00	9.00	8.00			62.00
		Sub Acct		Y	NtDiff									-						0.00
User Data				Hz/Oth		TS	TS	Add					Add	Add	Add	Add				
FLSA							Add	Add	Add	5 54			4	Add	Add	Add	Add	6 ×		
Г	8	DBA	123456		os 👻	Γ								2.00					Γ	2.00
		Sub Acct		Y	NtDiff						Γ							Γ	Γ	0.00
User Data Hz/Oti					Hz/Oth									Add						
				10	FLSA									Add						
Г	0	DBA	123456		LA V					9.00	9.00								$\square$	18.00
	100010	Sub Acct		¥.	NtDiff	Г			Г	-		-		-	Γ	Γ	Г		-	0.00
	User Data Injury Number					Y	Y	Y	۷	~	*	*	*	*	Y	٧	Y	Y	v	
				- 38	Hz/Oth					Add	Add	1			-			()		
					FLSA			1.00.00		Add	Add	0.000					11.2528			
				Schedu	led 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
	16		Report	ed to Schedu	led 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
Sa	é	DeleteRow	CopyRow	NIDiff/Haz/C	)th Ins	ertRow	Refresh	Summar	y Crea	te LU										

The Teleworking code displays in the timecard as a hyperlink on the Hz/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.

62.00

0.00

			En	ployee Hour	5																	
					1.22			January	15	16	17	18	19	20	21	22	23	24	25	26	27	28
				Work C	enter	Job Order	Op Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Г	08	A	123456		RG 💌		9.00	9.00	9.00					9.00	9.00	9.00	8.00		
				Sul	Acct		v	NtDiff		Г			Г	-				Г				
				Use	r Data		-	Hz/Oth	1	TS	TS	Add					Add	Add	Add	Add		
				an a				FLSA		Add	Add	Add				1	Add	Add	Add	Add		
Employ	ee Inf	forma	ation	1		_					_											
Job O OP ( Type He Rea	Date: order: Code: ours: ason:	1/17/ 1234 RegG BK - TM - TS - TW -	2012 56 Grd Grie Tele Tele	work A	and / Medic Ad Ho Requi	Appeal al c/Situa lar	s															
На	zard:	EA - EB - ED - EE -	Flyin High Dirty Cold	ng Work work Work																		
		[	Rea	ason	Haz	ard	Rem	ove	С	ancel												
January	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat S	un I	Mon	Tue	Wed	Thu	Fri	Sat								
		~	~	Г	Г			1			Г	Г										
		BD		BD																		

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