
Common Error Messages:

1. **Labor Duration Not Entered** – A line was inserted for labor, but no time was entered. Delete the line if not needed, or enter the appropriate amount of time.
2. **Scheduled Hours Exceeded** – The time entered for a particular day exceeds the amount allowed for your Tour of Duty or Work Schedule.
3. **Invalid Hour Entries** – Fractional hours for time were input incorrectly (entered 2.50 instead of 2.30 – Hours.Minutes format for ATAAPS).

Common Leave Codes	
RG	Regular (Graded)
LA	Leave Annual
LS	Leave Sick
CE	Compensatory Time Earned
CT	Compensatory Time Taken
CB	Travel Compensatory Time Earned
CF	Travel Compensatory Time Taken
LY	Time Off Award Used
TW	Telework—Regular Day
TM	Telework for Medical Purpose
TS	Telework—Ad Hoc Basis
KA	Leave Without Pay (LWOP)
KE	Furlough
CD	Credit Hours Earned
CN	Credit Hours Taken
LG	Advanced Sick Leave
LC	Court
LH	Holiday
LM	Military
LN	Administrative

Helpful Hints/Tips:

1. **DO NOT** hit the back arrow in the browser to go back to another screen within ATAAPS. Always hit the **“Menu”** button at the top to navigate to another location.
 2. You may input a timecard in advance. Just select the pay period you want to input for and input all hours required.
 3. Army Civilian Professionals (ACPs) who want to record Disabled Veteran Leave (DVL) may refer to the DVL instructions.
 4. ACPs who also serve in the United States Army Reserve or National Guard who participate in drill or are activated for active duty must provide the organizational timekeeper a copy of their orders/drill schedule prior to recording LM hours and provide an LES (validate duty performed).
- See Inside for more details.*

Your Own Hints/Tips:

UNITED STATES ARMY MCCoE

Automated Time Attendance Production System (ATAAPS) Employee Quick Reference Guide (QRG)



Logging In:

<https://ataaps.csd.disa.mil/>

Select "Agree"

Select "ARMY"

Select "TRADOC"

Select "OK"

Data Source: TRADOC



NOTE: Logging in no longer requires User ID and Pass-word. New accounts are generated from the DOD # on the back of your CAC allowing your profile to be linked automatically.

Step 1: Completing your Timecard

1. Click the **Labor** link on the ATAAPS Menu screen.

2. (Optional) Click the drop-down next to the Pay Period field and select the desired Pay Period.

Note: By default the current Pay Period displays. If corrections need to be made to prior timecards (retroactive labor), select the desired Pay Period from the list.

3. Click the **InsertRow** button.

Note: If Default Labor is run (DFAS pushes your regular work schedule) for your organization, the timecard is pre-populated with the daily hours from your Permanent Tour Duty or Work Schedule. If not, you will be required to input your RG hours. Your "Scheduled Hours" row should match your "Reported to Scheduled Hours" row.

4. **Cost Center** is pre-populated.

5. Click the drop-down icon below **Job Order** and select **"DEFAULT"** or the applicable Job Order.

6. Click the drop-down icon next to the **"Type hr"** field and click the 2-letter code for the desired type hours.

Note: For leave codes (Type hr's) see ATAAPs Labor Codes

7. Enter the number of hours worked for each day of your tour (work schedule).

Note: Time is entered in HH.MM format. Partial hours can be entered in ¼ (e.g., 1.15, 1.30, 1.45) hour increments.

8. 15 mins = .15 Click the InsertRow button to
30 mins = .30 add another row for a different
45 mins = .45 Type Hr.

Note: Each "Type Hr" (e.g., RG, LA, LS, etc.) needs a separate row for labor entry. If entering Leave, click the View Leave link on the Employee Information window to view a snap shot of leave balances.

9. Click the **Save** button after entering all hours.



Delete a Row of Time

1. Click the **check box** on the far left side next to the row to be deleted.

2. Click the **"DeleteRow"** button.

Step 2: Concur Time (Initialing your Timecard)



1. If you are on the **Labor window**, Employee Information box, click the **Concur** link.

Note: On the Employee Information window, next to the word Concur, either No or Yes displays indicating whether the timecard for that period has been concurred or not.

OR

Click the **"Labor/Leave Review"** link on the ATAAPS Main Menu.

2. Verify that the hours entered are correct.

3. Select the **check box** next to the statement stating that you agree with the labor charges.

Note: You are acknowledging that the hours input on this timecard are accurate.

4. Click the **Ok** button. Once done, your certifier can now approve your timecard.

Note: If changes need to be made after the timecard has been Certified; the timecard must be uncertified to make any changes and then re-concurred and re-certified.

Step 3: Entering a Reason Code—Do you have any Family Medical Leave Act (FMLA) codes, Tele-work codes, etc?

1. Follow the steps for entering labor (Step 1)



2. If you have entered a **"Type Hr"** such as LS and need to identify a reason for taking that leave, such as FMLA, click the **NtDiff/Haz/Oth** button to expand the timecard.

3. Next to the Hz/Oth row click the **"Add"** link below the day requiring the reason code.

4. Select a **Reason** for the leave from the list.

5. Select any other check boxes for the days that this reason code is applicable.

Note: The check box for the day on which you clicked the Add link is already selected.

6. Click the **Reason** button. (Equivalent to clicking "OK")

Note: The reason code displays below the date selected.

7. Click the **Save** button.

Note: For Additional information see the ATAAPs Help.

Enter Night Differential (This is Not Common)

1. Follow the steps for entering labor.

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

3. Enter the **number of hours** for night differential in the NtDiff field for the applicable day.

4. Click the **"Save"** button.

Note: If night differential time has not been approved for your tour of duty, or the amount of time entered exceeds the amount of night differential authorized, the error message: "Scheduled Hours Exceeded" displays. The error must be corrected before the timecard can be saved.

What if I am not going to be here to input my timesheet in ATAAPS? (Known Leave and Unknown Leave)

Can I input my leave ahead of time? YES!

1. Follow the steps for entering Labor (Step 1).

2. When you get to **"Step 1's"** **"Optional step 2"** you can select from any pay period for which you would like to input leave.

3. If you select a future pay period, you will need to input your Regular Time (RG) code for all the days worked, because the auto fill (Default Labor) for that pay period will not have yet run.

4. Input your leave for the pay period, remembering to adjust your RG hours accordingly to ensure your total hours for the pay period equal that of your work schedule.

5. Click the **"Save"** button.

6. Follow "Step 2" for concurring your timecard normally, allowing your certifying official the ability to certify your time.

Note: Certifiers cannot certify until the certification window for that pay period is open.

OR

Can someone input my time for me? YES!

If you are not going to be here to input your time and cannot input it before your leave starts, your organizational timekeeper may input your leave to ensure no pay disruptions.

Note: You must concur the timecard for that pay period upon your return from leave.