

Mission Command Center of Excellence
ATAAPS IN-PROCESSING WORKSHEET

NAME: _____

SSN: _____

EDIPI: _____

EMPLOYEE EMAIL: _____

OFFICE PHONE: _____

EMPLOYEE START DATE: _____

ATAAPS TEAM: _____

ATAAPS ROSTER: _____

SUPERVISOR: _____

WORK SCHEDULE: Regular Workweek Schedule (Comprised of five 8-hour days, 40 hours each week, 80 hours biweekly.

If an Alternate Work Schedule (AWS) is desired, the employee must submit an appropriate AWS memo in compliance with MCCoE Alternate Work Schedule guidance.

Start Time: _____ End Time: _____

A 30- or 60-minute lunch break from _____ to _____
[start time] [end time]

****EDIPI can be found on the back of the CAC just above the bar code.***