USAREC 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 request to their supervisor for approval prior to working the AWS schedule. Review AR 690-610 for a list of approved AWS schedules.

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.