



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-022

DATE June 24, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Processes for the Automated Time and Attendance Access and Production System

- References: (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volume 1-15, as amended
(b) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013

1. PURPOSE. The purpose of this Procedural Guide is to document the proper processes and procedures used by the Department of Defense Education Activity (DoDEA) to grant and manage user access for the Automated Time and Attendance Access and Production System (ATAAPS).

2. APPLICABILITY. This Procedural Guide applies to employees and supervisors at DoDEA Headquarters (HQ), the DoDEA Domestic Dependent Elementary and Secondary Schools (DDESS) Area Service Center (ASC), and Military Community and Family Policy (MC&FP).

3. DEFINITIONS. See Glossary.

4. GUIDANCE. This Procedural Guide defines the roles and responsibilities of DoDEA employees, Timekeepers, and certifying/authorizing officials whose time and attendance (T&A) is recorded and maintained in ATAAPS. While the database itself is maintained externally at the Defense Information Systems Agency (DISA), DoDEA has the responsibility to ensure that only authorized individuals are granted access to ATAAPS and that the access granted to those individuals is required in the execution of their duties. ATAAPS will be managed according to References (a) and (b).

5. PROCEDURES. See Enclosure 1.

6. EFFECTIVE DATE. This Procedural Guide is effective immediately.



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Enclosures

1. Procedures
2. Labor Type Hour Codes
3. DD Form 2875, System Authorization Access Request (SAAR)

Glossary

ENCLOSURE 1

PROCEDURES

1. AUTOMATED TIME AND ATTENDANCE ACCESS AND PRODUCTION SYSTEM

(ATAAPS) OVERVIEW. ATAAPS, a Web-based time and attendance (T&A) system, empowers employees, supervisors, and Timekeepers to manage T&A at the Department of Defense Education Activity (DoDEA) Headquarters (HQ) and the DoDEA Domestic Dependent Elementary and Secondary Schools (DDESS) Area Service Center (ASC): it allows employees to record time worked, request leave/premium time, and review labor data; it permits supervisors to certify employee time worked and leave/premium time requested each pay period; and, it enables Timekeepers to enter labor for employees who do not have individual access to the system and maintain the employee's schedule. ATAAPS feeds data into the Defense Civilian Pay System (DCPS); the labor codes used in ATAAPS are the same as those used in DCPS (Enclosure 2).

2. ROLES AND RESPONSIBILITIES.

a. Employee User. A user has "non-privileged" access in ATAAPS and does not require completion of a DD Form 2875, System Authorization Access Request (SAAR) (Enclosure 3). The user/employee is able to record their own timecard information each pay period and can submit electronic leave/premium time requests in ATAAPS. Users are responsible for the following:

(1) Ensuring scheduled hours in ATAAPS accurately reflect the authorized work schedule for each pay period. Work schedule changes and adjustments are done by a Timekeeper.

(2) Submitting electronic requests for leave (e.g. annual leave, sick leave, travel compensatory time, compensatory time, time-off award, credit hours) using the ATAAPS leave request form.

(3) Submitting electronic requests for premium time (e.g. earning travel compensatory time, compensatory time, overtime, credit hours) using the ATAAPS premium request form.

(4) Providing an electronic accounting of hours worked and leave taken by the established deadline for each pay period.

(5) Accurately coding all telework hours each pay period.

(6) Electronically "concurring" on time worked and leave taken once hours are accurately accounted for.

b. Timekeeper. A Timekeeper has "privileged" access in ATAAPS that requires completion of a DD Form 2875. The Timekeeper only has access to employees assigned to a specific

ENCLOSURE 1

PROCEDURES

team(s) and/or roster(s); that access is established by a Super User. Timekeeper responsibilities pertaining to their team(s) and/or roster(s) include adding/deleting employees, maintaining employee schedules, and entering T&A for employees who do not have access to ATAAPS or who are unavailable when T&A is due. Additional responsibilities include the following:

- (1) Adding new employees to the ATAAPS system.
- (2) Managing and maintaining employee personnel data and pre-determined work schedules for each account, including making changes approved by the Employee User or Certifier. Changes to work schedules must be approved by the Certifier.
- (3) When requested by either the employee or supervisor, entering or correcting the time worked for an employee who is unavailable to enter or correct their own time before the end of the pay period.
- (4) Ensuring employees have entered their T&A within established timelines and concurred each pay period.
- (5) Verifying that supporting documentation for all leave usage, premium pay, and compensatory time for travel is recorded and properly maintained.
- (6) Working with the Certifier and/or employee to resolve discrepancies in T&A records.
- (7) Reminding the Certifier to review and approve any retro-certifications for previous pay periods.
- (8) Periodically verifying that all retro-certifications are made, and that employees have "concurred" on all previous pay periods.
- (9) Assisting employees and Certifiers with questions and provide training, if needed.

c. Certifier. A Certifier has "non-privileged" access in ATAAPS and does not require completion of a DD Form 2875. Certifiers are supervisors authorized to approve or disapprove leave and premium time requested and to certify T&A for employees assigned to their ATAAPS roster. In addition to ensuring all T&A is accurate and complete in ATAAPS, responsibilities include the following:

- (1) Establishing guidelines for employee timecard submission deadlines and manage timekeeping functions.
- (2) Informing the Timekeeper of new employees as soon as the new employee starts.

ENCLOSURE 1

PROCEDURES

(3) Reviewing, verifying, and taking action on all requests for leave, premium pay, compensatory time, and compensatory time for travel. Ensuring the information on the request is accurate (e.g. dates and times are correct; reason for premium time is valid). Approving or disapproving requests in a timely manner.

(4) Reviewing, verifying, and maintaining awareness of employee sick, annual, and compensatory leave balances to ensure compliance with all rules, regulations, policies, and laws.

(5) Ensuring employees indicate (i.e. code) all telework hours each pay period.

(6) Certifying T&A for all employees by 1400 the Friday before the end of the pay period, unless notified of a different timeline due to holidays.

(7) Reviewing and certifying any corrections to prior pay periods' retro-certification.

(8) Providing employees and Timekeepers time to carry out their timekeeping responsibilities. Ensuring Timekeepers are properly trained.

(9) Ensuring compliance with all pay, leave, and timekeeping regulations and policies, maintaining the appropriate level of security for their employees.

d. Super User. A Super User has "privileged" access in ATAAPS that requires completion of a DD Form 2875. The Super User has the same access rights as the Timekeeper, with additional authorized access for personnel management and database maintenance. The Super User manages all rosters, teams, and employees in their DoDEA Unique Identification Code (UIC) in ATAAPS. All communication with the ATAAPS Application Support Team (AST) is done through the Super User. Additional responsibilities include the following:

(1) Conducting periodic reviews and maintain controls.

(2) Ensuring changes to a Employee User, Certifier, Timekeeper, or Super User's access eligibility due to resignation or reassignment are acted upon within ten days.

(3) Conducting bi-annual reviews of the ATAAPS user list against the list of current employees and their assignments; initiate action to terminate access rights for inactive or ineligible employees.

(a) Validating and documenting the bi-annual review with a signed and dated statement and document any actions taken. The bi-annual review statements are filed with the ATAAPS DD Form 2875s and retained for at least six years and three months.

ENCLOSURE 1

PROCEDURES

3. GRANTING AND MANAGING ATAAPS ACCESS.

a. User. User access enables an employee to input their individual time worked and submit leave/premium time requests.

(1) Timekeepers with new employees assigned to their realm of responsibility add the new employee to the appropriate roster/team in ATAAPS and verify all required personnel information is accurate (e.g. start date, social security number).

(2) Once the new employee is issued a Common Access Card (CAC), the designated Timekeeper or Certifier notifies the agency's Super User and provides the 10-digit number series on the back of the new employee's CAC card to establish an ATAAPS account.

(3) The Super User enters in letter "a" followed by the 10 digit number series into ATAAPS. Every evening, the system activates all new accounts entered.

(4) The following day, the Super User e-mails the new employee and provides them with an ATAAPS link and employee responsibilities checklist.

(5) The new employee user logs into ATAAPS with their CAC. No password is needed for access.

b. Certifier. Certifier access enables supervisors to review, verify, and approve labor or leave/premium time requests for employees assigned to their roster and/or team.

(1) If the employee is a new supervisor or assigned duties that require certifying T&A in ATAAPS, the employee's direct supervisor e-mails a Super User who manages their roster/team requesting certification rights for the employee.

(2) The supervisor provides the ATAAPS Super User with the new Certifier's name; roster titles they will be responsible for; and, whether they will be the Primary or Alternate Certifier for those rosters.

(3) The Super User e-mails the ATAAPS AST requesting Certifier access for the new Certifier. Once access has been granted, the AST notifies the requesting Super User.

(4) The Super User assigns the new Certifier to all rosters/teams they will be responsible for certifying before notifying the new Certifier and requesting supervisor.

c. Timekeeper. Timekeeper access allows employees to manage and ensure the accuracy of their assigned team's T&A in ATAAPS.

ENCLOSURE 1

PROCEDURES

(1) Employees requesting timekeeping responsibilities must complete and electronically sign the DD Form 2875.

(2) The employee's supervisor reviews the DD Form 2875 to verify that it is complete, accurate, and the appropriate level of access is being requested. Supervisor authorization is indicated when the form has been digitally signed.

(a) DoDEA HQ and Military Community and Family Policy (MC&FP) Supervisors forward the signed form to the DoDEA HQ Office of Safety and Security (OSS).

(b) DDESS Supervisors forward the signed form to the DDESS Area Service Center (ASC) Security Office.

(3) The supporting security office uses the Joint Personnel Adjudications System (JPAS) to verify the requesting user has a completed National Agency Check with Inquiries (NACI) background investigation on record.

(a) If a NACI is on record, the security officer completes Section III of the DD Form 2875 and returns the form to the supervisor.

(b) If no NACI is on record for the requesting user, the security officer will not complete Section III of the DD Form 2875. He/she returns the form to the supervisor and requests that they contact their Human Resources (HR) office to initiate a NACI for that employee. "Privileged" access to ATAAPS will not be granted if an employee does not have a completed NACI on record.

(4) When Section III of DD Form 2875 has been completed by the security officer and returned to the supervisor, the supervisor e-mails the DD Form 2875 to the Super User requesting ATAAPS Timekeeper access for the employee. The e-mail includes the Timekeeper's name and team for which they will be responsible.

(5) After confirming the DD Form 2875 has been signed by the appropriate authorities, the ATAAPS Super User attaches the completed copy to an e-mail to the ATAAPS AST requesting Timekeeper access for the employee. The ATAAPS Super User retains a copy of the signed DD Form 2875.

(6) The ATAAPS AST notifies the Super User when the employee's account has been granted appropriate access and permissions. The Super User assigns the new Timekeeper to the team for which they will be responsible, and notifies the new Timekeeper and requesting supervisor of the granted access.

ENCLOSURE 1

PROCEDURES

d. Super User. Super User access enables an employee to perform ATAAPS program management and maintenance. Super Users can also serve as a Timekeeper and/or a Certifier.

(1) Employees requesting Super User responsibilities must complete and electronically sign a DD Form 2875.

(2) The employee's supervisor reviews the DD Form 2875 to verify that it is complete, accurate, and the appropriate level of access is being requested. Supervisor authorization is indicated when the form has been digitally signed.

(a) DoDEA HQ and MC&FP Supervisors forward signed forms to the DoDEA HQ OSS.

(b) DDESS Supervisors forward the signed form to the DDESS ASC Security Office.

(3) The supporting security office uses JPAS to verify the requesting user has a completed NACI background investigation on record.

(a) If a NACI is on record, the security officer completes Section III of the DD Form 2875 and returns the form to the supervisor.

(b) If no NACI is on record for the requesting user, the security officer will not complete Section III of the DD Form 2875. He/she returns the form to the supervisor and requests that they contact their HR office to initiate a NACI for that employee. "Privileged" access to ATAAPS will not be granted if an employee does not have a completed NACI on record.

(4) When Section III of DD Form 2875 has been completed by the security officer and returned to the supervisor, the supervisor e-mails the DD Form 2875 to the Super User requesting ATAAPS Super User access for the employee. The e-mail includes the new Super User's name and the Unique Identification Code (UIC) for which they will be responsible.

(5) After confirming the DD Form 2875 has been signed by the appropriate authorities, the ATAAPS Super User attaches the completed copy to an e-mail to the ATAAPS AST requesting Super User access for the employee. The ATAAPS Super User retains a copy of the signed DD Form 2875 for record keeping.

(6) The ATAAPS AST notifies the Super User when the employee's account has been granted appropriate Super User access and permissions. The Super User notifies the new Super User and requesting supervisor of the granted access.

ENCLOSURE 1

PROCEDURES

(7) Super User access is set to allow the Super User accessibility to assign themselves as a Timekeeper to any team. If the Super User also requires certification access, he/she must send an e-mail request to the ATAAPS AST.

ENCLOSURE 2LABOR TYPE HOUR CODES**PAY TYPE HOURS**

RD	Recess Day
RF	Regular, First Shift (Ungraded)
RG	Regular, (Graded)
RH	Penalty Pay (0.5 Times)
RJ	Penalty Pay (1.0 Times)
RK	Penalty Pay (1.5 Times)
RL	Non-Duty Law Leave Day
RM	Non-Duty Military Day
RN	Regular, Firefighter Paid Not Worked
RQ	Recess Time 9/3 Nurses - VA
RR	Regular Time 9/3 Nurses - VA
RS	Regular, Second Shift (Ungraded)
RT	Regular, Third Shift (Ungraded)
RW	Regular, Firefighter Agency Training
RX	Regular, Emergency Time (System Generated From Local Holiday Table Only)
OA	Additional Fair Labor Standards Act (FLSA) Hours
OB	On Call
OC	Overtime, Callback
OD	Sunday Overtime (T38)
OE	Overtime, Night - Used For Department of Education (DOE)/Used By Y* Pay Plans for Double Overtime
OF	Double Overtime (Title 42)
OG	George Washington Carrier Overtime
OH	Holiday Overtime (T38)
OS	Overtime, Scheduled
OU	Overtime, Unscheduled
OV	Standby Overtime – VA
OW	Saturday Overtime (T38)
OX	Overtime, Unscheduled Exception

LEAVE HOURS – PAID

LA	Annual
LB	Advanced Annual
LC	Court
LD	Donated Leave
LE	Holiday On Call
LF	Forced Annual

ENCLOSURE 2

LABOR TYPE HOUR CODES

LG	Advanced Sick
LH	Holiday
LI	Military, DC Guard
LJ	Shore
LK	Home
LL	Law Enforcement
LM	Military
LN	Administrative
LO	Base Realignment and Closure (BRAC) restored leave
LP	Restored Annual Leave Account 3
LQ	Restored Annual Leave Account 2
LR	Restored Annual Leave Account 1
LS	Sick
LT	Traumatic Injury (COP)
LU	Date Of Traumatic Injury
LV	Excused Absence
LW	Educator, In-School Breaks
LX	Nonwork, Paid (Day of Death or Sabbatical)
LY	Time Off Award (Leave)
L2	Court Leave Sunday (T38)
L3	Military Leave Saturday (T38)
L4	Military Leave Sunday (T38)
L5	Court Leave Saturday (T38)

LEAVE HOURS – NONPAID

KA	LWOP
KB	Suspension
KC	AWOL
KD	Office of Worker Compensation Program (OWCP) – Not allowed for EMP-TYP- CD=J
KE	Furlough

ENCLOSURE 3

DD FORM 2875, SAAR

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.			
PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.			
ROUTINE USES: None.			
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID			DATE (YYYYMMDD)
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD) _____			
11. USER SIGNATURE			12. DATE (YYYYMMDD)
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER _____			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)	18. SUPERVISOR'S SIGNATURE	19. DATE (YYYYMMDD)	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE (YYYYMMDD)	
22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE (YYYYMMDD)

ENCLOSURE 3

DD FORM 2875, SAAR

26. NAME (Last, First, Middle Initial)			
27. OPTIONAL INFORMATION (Additional information)			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)	

DD FORM 2875 (BACK), AUG 2009

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASC	Area Service Center
AST	Application Support Team
ATAAPS	Automated Time and Attendance Production System
BRAC	Base Realignment and Closure
CAC	Common Access Card
DCPS	Defense Civilian Pay System
DDESS	Domestic Dependent Elementary and Secondary Schools
DISA	Defense Information Systems Agency
DoDEA	Department of Defense Education Activity
DOE	Department of Education
FLSA	Fair Labor Standards Act
HQ	Headquarters
HR	Human Resources
JPAS	Joint Personnel Adjudications System
MC&FP	Military Community & Family Policy
NACI	National Agency Check with Inquiries
OSS	Office of Safety and Security
OWCP	Office of Worker Compensation Program
SAAR	System Authorization Access Request
T&A	Time & Attendance
UIC	Unique Identification Code