

# What is ATAAPS?



The Defense Finance and Accounting Service (DFAS) employs a system called Automated Time Attendance and Production System (ATAAPS) which provides an automated, single-source input for reporting and collecting time and attendance and labor data.

## Steps to Completing your First Time Card

**1.** Navigate to the following ATAAPS link and log on with your authentication certificate:  
<https://af.ataaps.csd.disa.mil/>.

**2.** Select 'ACC' and under the 'ATAAPS Menu', select 'Labor'.

### AIR FORCE/JOINT BASE COMMANDS

ACC	AETC	AFDW	AFGSC	AFMC	AFOSI
AFRC	AFSOC	AFSPC	AMC	ANG	CENTCOM
JBER	PACAF	SOCCEM	STRATCOM	USAFA	USAFE



**3.** Select 'Insert Row' for each 'Type Hr' and insert the amount of hours in each day associated with that code.

**4.** When inputting amount of hours worked, place a decimal point between hours and minutes. For example, if you worked six and a half hours you will input 6.30 for 6 hours and 30 minutes.

**5.** Once you click 'Save' you will navigate back to the 'ATAAPS Menu' to review and certify time worked.



## Steps to Requesting Leave

**1.** On the 'ATAAPS Menu' select 'Leave Request'.

Leave Request

**2.** Select 'New Leave Request'.

New Leave Request

**3.** Fill out the form with the type of leave you are taking. Total hours is the amount of leave you plan to use.

### Common Codes

- RG: Regular (Graded)
- LH: Holiday
- LN: Administrative
- KA: Leave With Out Pay
- HG Holiday Work
- CB Travel Comp
- CD Credit Hours
- CE Comp Time
- LA: Annual Leave
- LG Adv Sick
- LS: Sick Leave
- LY: Time Off Leave Awarded