## 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

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

<u>2</u>. Select 'ACC' and under the 'ATAAPS Menu', select 'Labor'.

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Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Op Code	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Work Center	Change UIC - MOODY
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		

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

Logged In As: Team: D Employee:	UIC: MOODY PCCOP																
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<u>4</u>. 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.

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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'.



3. Fill out the form with the type of leave you are taking. Total



- LH: Holiday

- RG: Regular (Graded)

- KA: Leave With Out Pay

- LN: Administrative

## **Common Codes**

- CD Credit Hours

- CE Comp Time

- HG Holiday Work
  - CB Travel Comp LG Adv Sick
    - LS: Sick Leave

- LA: Annual Leave

- LY: Time Off Leave Awarded