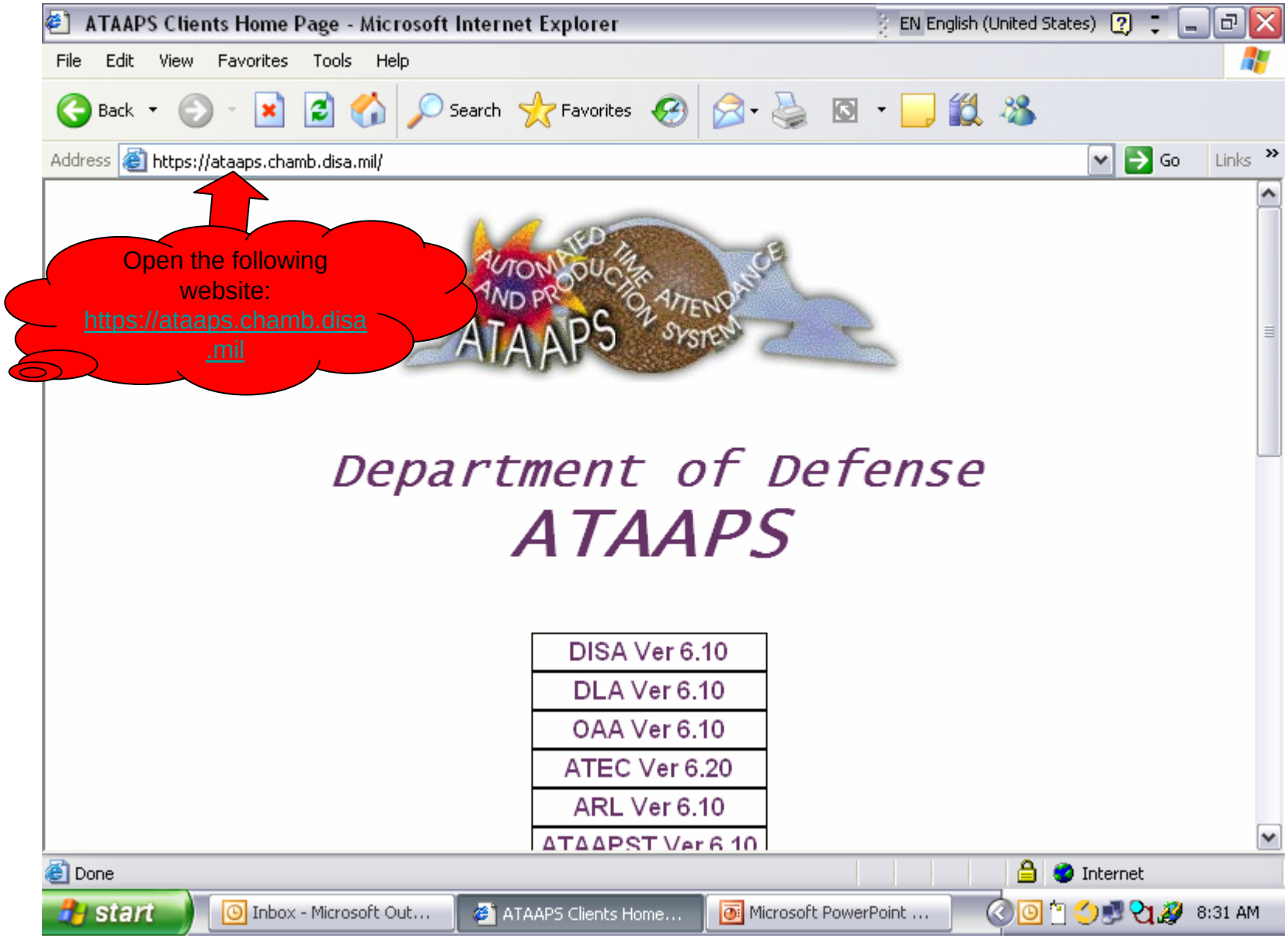
ATAAPS TRAINNG

Inputting Labor hours

Labor Input

Straight 8 hours: Mon - Fri


ATAAPS Clients Home Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://ataaps.chamb.disa.mil/
Go Links
Open the following website: https://ataaps.chamb.disa.mil
AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM
ATAAPS
Department of Defense
ATAAPS
DISA Ver 6.10
DLA Ver 6.10
OAA Ver 6.10
ATEC Ver 6.20
ARL Ver 6.10
Done
Internet
start
Inbox - Microsoft Out...
ATAAPS Clients Home...
Microsoft PowerPoint ...
8:31 AM

ATAAPS Clients Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://ataaps.chamb.disa.mil/

Select "IMA 3 Ver…"

TACOM Ver 6.10
NATICK Ver 6.10
DTIC Ver 6.10
JCS Ver 6.10
APG Ver 6.10
IMA 1 Ver 6.10
IMA 2 Ver 6.10
IMA 3 Ver 6.10
CARLISLE Ver 6.10

DEFENSE INFORMATION SYSTEMS AGENCY

start | Inbox - Micros… | ATAAPS Clien… | Microsoft Pow… | Search Results | 8:34 AM

ATAAPS Disclaimer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/

Disclaimer

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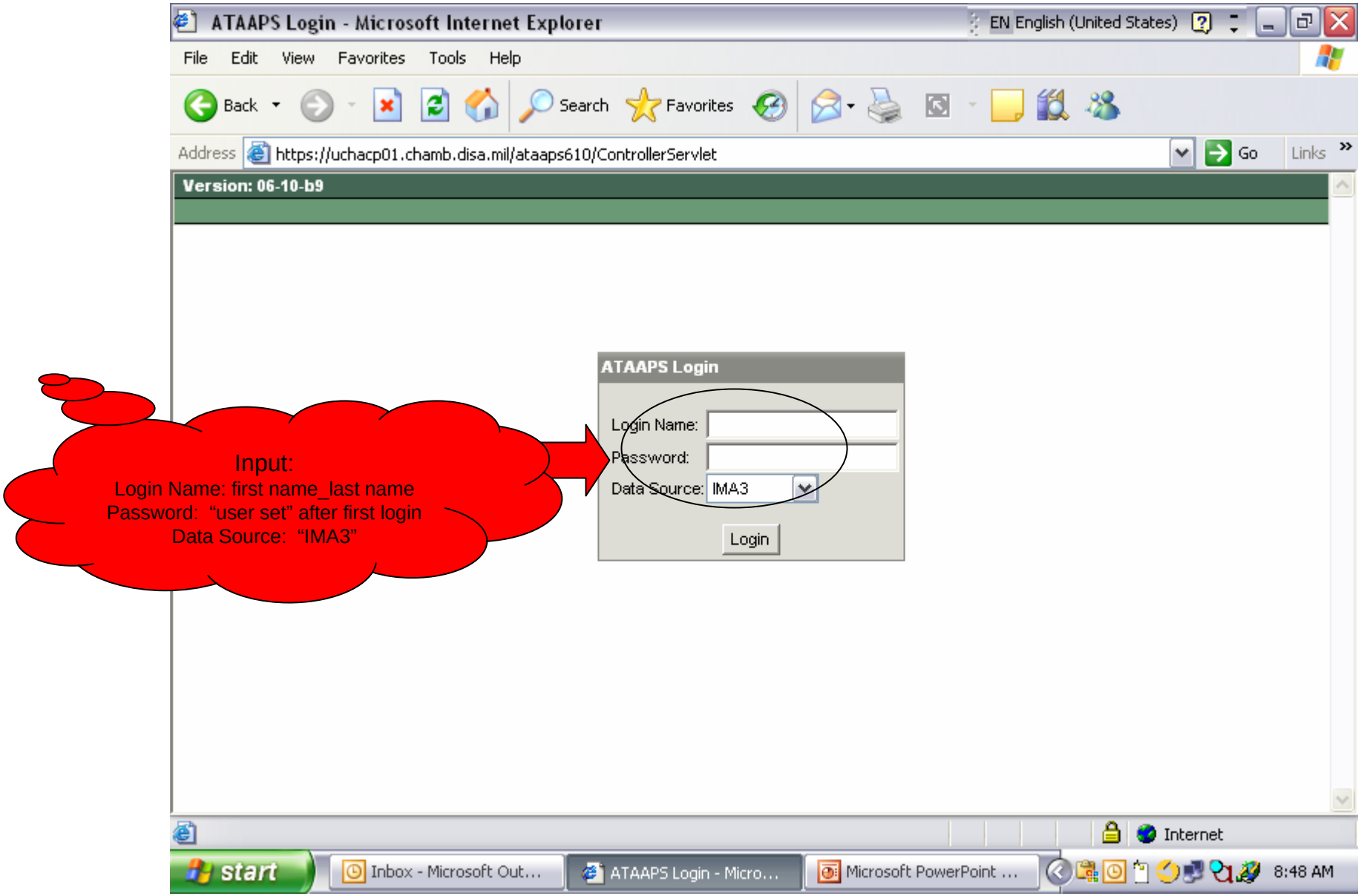
OK

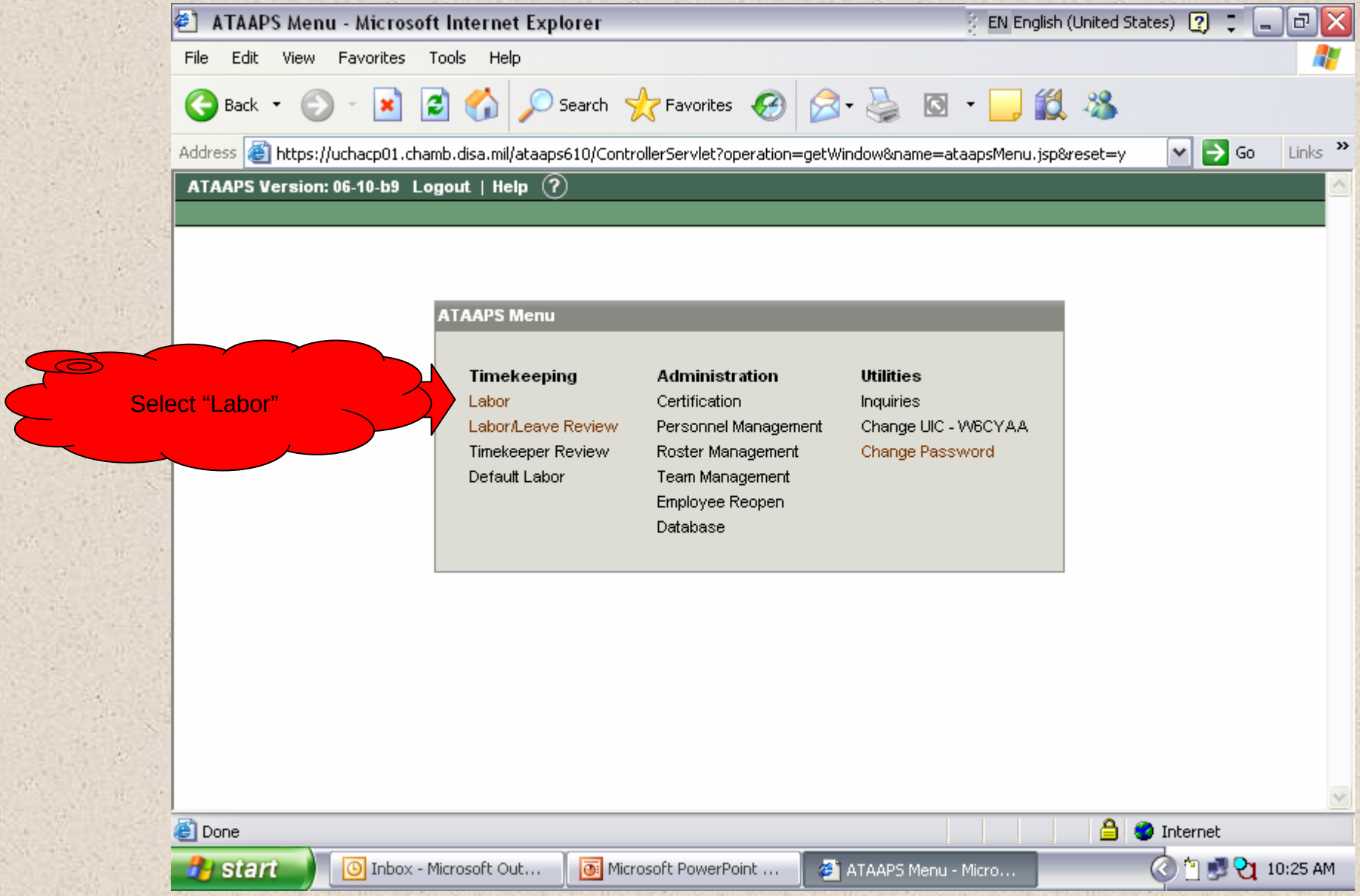
Select "OK"

Done

2 of 24 - Clipboard
Item collected.

start | Inbox - Microsoft Out... | ATAAPS Disclaimer - ... | Microsoft PowerPoint ... | 8:48 AM


ATAAPS Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet
Go Links
Version: 06-10-b9
ATAAPS Login
Login Name:
Password:
Data Source: IMA3
Login
Input:
Login Name: first name_last name
Password: "user set" after first login
Data Source: "IMA3"
Internet
start
Inbox - Microsoft Out...
ATAAPS Login - Micro...
Microsoft PowerPoint ...
8:48 AM


ATAAPS Menu - Microsoft Internet Explorer
EN English (United States)
File Edit View Favorites Tools Help
Back Search Favorites
Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=ataapsMenu.jsp&reset=y
Go Links
ATAAPS Version: 06-10-b9 Logout | Help
ATAAPS Menu
Timekeeping
Labor
Labor/Leave Review
Timekeeper Review
Default Labor
Administration
Certification
Personnel Management
Roster Management
Team Management
Employee Reopen
Database
Utilities
Inquiries
Change UIC - W6CYAA
Change Password
Select "Labor"
Done
Internet
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Menu - Micro...
10:25 AM

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Select "Current Pay Period" BEGIN date

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA

Team: CC3- DRM

Employee: BAKER, JOHN T

Begin Pay Period: 2006-Jun-25 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Go to Top

Auto-scrolling to position 0

6 of 24 - Clipboard
Item collected.

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:15 AM

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jun-25 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Then press "PayPeriod" button

Employee Hours

				June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Go to Top

Auto-scrolling to position 0

8 of 24 - Clipboard
Item collected.

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:16 AM

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

			July	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	**80.00**
			Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Go to Top

You'll now see the current pay period dates displayed under "Employee Hours"

Auto-scrolling to position 0

10 of 24 - Clipboard
Item collected.

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:16 AM

Labor Input

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=LaborWindow.jsp&reset=y

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jun-25 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Go to Top

Step 1 – click “InsertRow”

Auto-scrolling to position 0

Internet

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:28 AM

Accounting Codes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor: Accounting Codes

Accounting Code Information

	Work Center	Job Order	Description	OPCODE	Description	Sub Acct Code	User Data
○	CC3	EP0700	PAY/HON/69/3				
○	CC3	EP0S00	PAY/HON/69/5				
◉	CC3	EP7800	PAY/HON/69/2				
○	CC3	EPMG00	PAY/HON/69/1				
○	CC3	EPTW00	PAY/OKI/FINANCIAL MANAGEMENT				

Ok Cancel

Step 2 – select the Job Order for work completed then click "OK"

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA

Team: CC3- DRM

Employee: BAKER, JOHN T

Begin Pay Period: 2006-Jul-09 << >> PayPeriod

NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐		CC3	EPK600		RG														
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow Refresh Summary Create LU

Go to Top

Step 3 – choose the type hour required

Auto-scrolling to position 0

Internet

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:31 AM

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

					July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		CC3	EPK600		RG														
					Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
					Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Step 4 – input hours worked for that specific "job order" and "type hour"

Auto-scrolling to position 0

14 of 24 - Clipboard
Item collected.

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ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
CC3	EPK600		RG			8	8	8	8	8			8	8	8	8	8	
				Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save | DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Top

Step 5 – once hours are complete, click "Save"

2 of 24 - Clipboard
Item collected.

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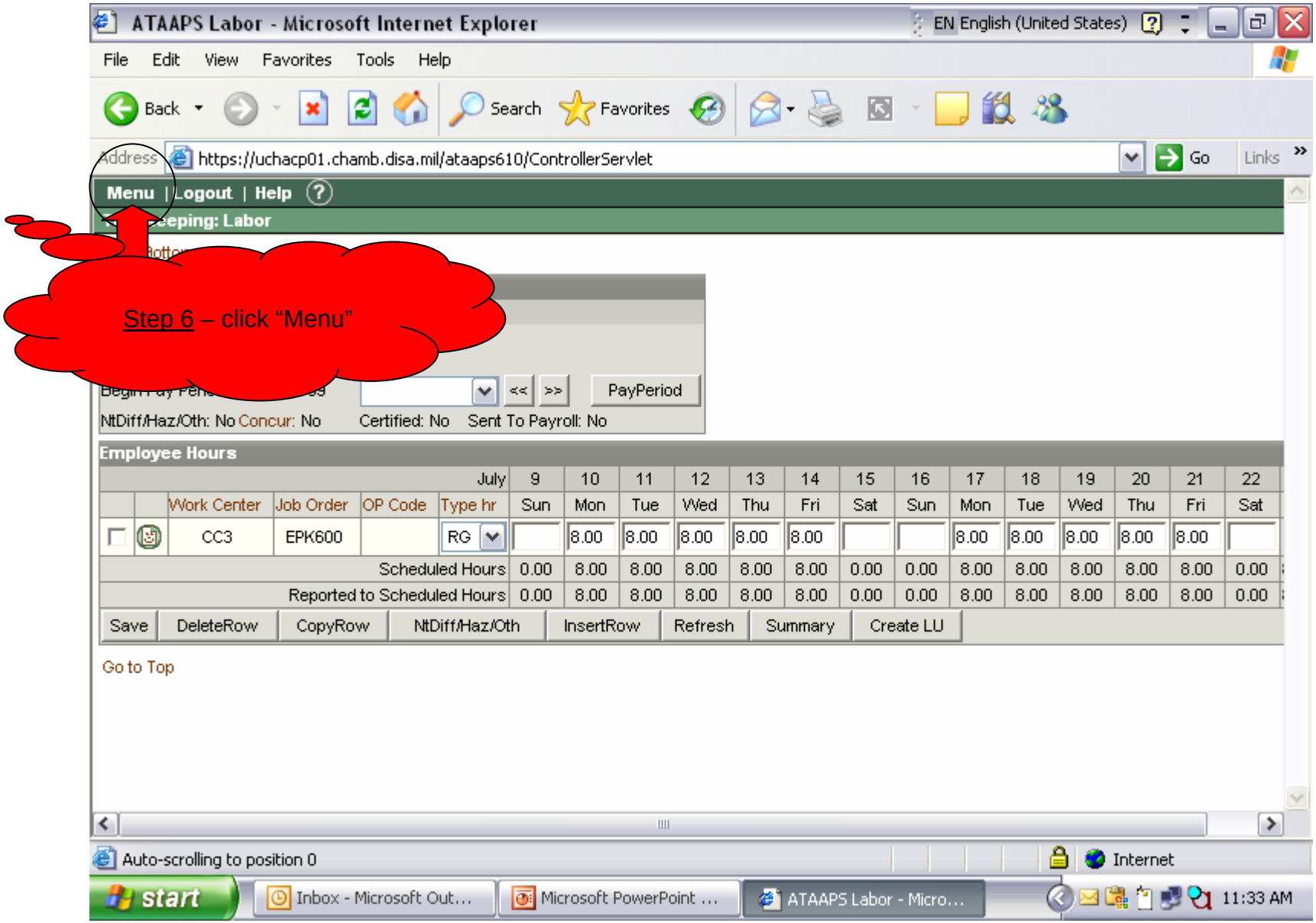

ATAAPS Labor - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet
Go Links
Menu | Logout | Help
Step 6 – click "Menu"
PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No
Employee Hours
July 9 10 11 12 13 14 15 16 17 18 19 20 21 22
Work Center Job Order OP Code Type hr Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat
CC3 EPK600 RG 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00
Scheduled Hours 0.00 8.00 8.00 8.00 8.00 8.00 0.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00
Reported to Scheduled Hours 0.00 8.00 8.00 8.00 8.00 8.00 0.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00
Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU
Go to Top
Auto-scrolling to position 0
Internet
start
Inbox - Microsoft Out...
Microsoft PowerPoint ...
ATAAPS Labor - Micro...
11:33 AM

Labor Input

Annual Leave Input

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	**80.00**
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**

DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU

Go to Top

Step 1 – select "InsertRow"

Auto-scrolling to position 0

6 of 24 - Clipboard
Item collected.

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Labor - Micro... | 11:33 AM

Accounting Codes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor: Accounting Codes

Accounting Code Information

	Work Center	Job Order	Description	OPCODE	Description	Sub Acct Code	User Data
○	CC3	EP0700	PAY/HON/69/3				
○	CC3	EP0S00	PAY/HON/69/5				
◉	CC3	EP7800	PAY/HON/69/2				
○	CC3	EPMG00	PAY/HON/69/1				
○	CC3	EPTW00	PAY/OKI/FINANCIAL MANAGEMENT				

Ok Cancel

Step 2 – choose default Job Order code and press “OK”

Internet

start | Inbox - Microsoft Out... | Accounting Codes - M... | Microsoft PowerPoint ... | 9:11 AM

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	CC3	EPK600		LA														
				Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Step 3 – select "LA" for Leave Annual

Auto-scrolling to position 0 Internet

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:34 AM

ATAAPS Labor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet

Menu | Logout | Help

Timekeeping: Labor

Go to Bottom

Employee Information

Logged In As: BAKER, JOHN T UIC: W6CYAA
Team: CC3- DRM
Employee: BAKER, JOHN T
Begin Pay Period: 2006-Jul-09 << >> PayPeriod
NtDiff/Haz/Oth: No Concur: No Certified: No Sent To Payroll: No

Employee Hours

				July	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Work Center	Job Order	OP Code	Type hr		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
CC3	EPK600		LA					8										
				Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00
				Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU

Go to Top

Step 4 – once complete, select "Save"

Internet

start Inbox - Microsoft Out... Microsoft PowerPoint ... ATAAPS Labor - Micro... 11:35 AM

Labor Input

Submitting your Time Sheet

ATAAPS Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getWindow&name=ataapsMenu.jsp&reset=y

ATAAPS Version: 06-10-b9 Logout | Help

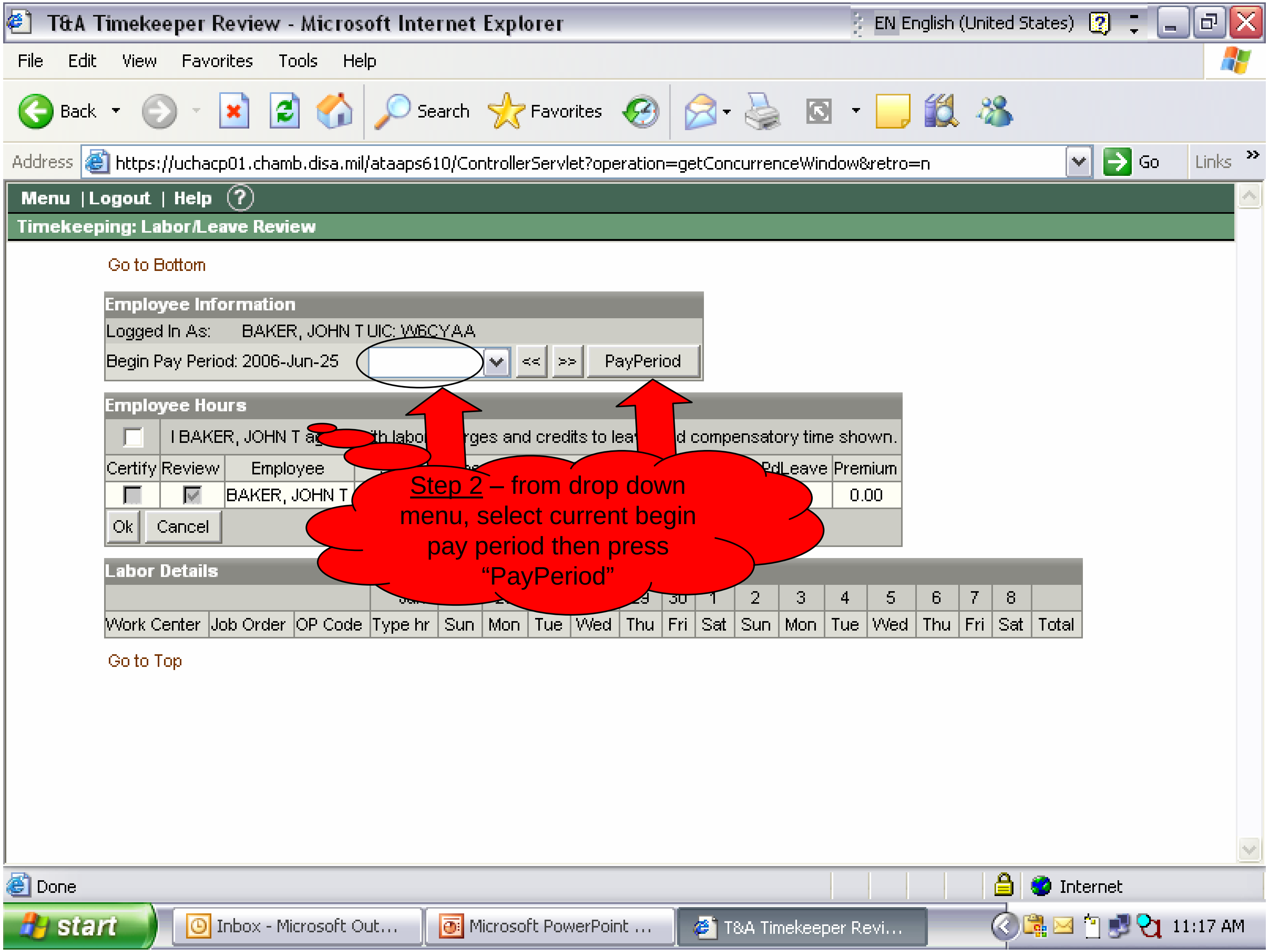
ATAAPS Menu

Timekeeping	Administration	Utilities
Labor	Certification	Inquiries
Labor/Leave Review	Personnel Management	Change UIC - W6CYAA
Timekeeper Review	Roster Management	Change Password
Default Labor	Team Management	
	Employee Reopen	
	Database	

Step 1 – select
"Labor/Leave Review"

Internet

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | ATAAPS Menu - Micro... | 10:32 AM



T&A Timekeeper Review - Microsoft Internet Explorer
File Edit View Favorites Tools Help
https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n
Menu | Logout | Help
Timekeeping: Labor/Leave Review
Go to Bottom
Employee Information
Logged In As: BAKER, JOHN T UIC: W6CYAA
Begin Pay Period: 2006-Jun-25
PayPeriod
Employee Hours
Certify Review Employee
BAKER, JOHN T
Ok Cancel
Labor Details
Work Center Job Order OP Code Type hr Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Total
Go to Top
Step 2 – from drop down menu, select current begin pay period then press "PayPeriod"
Done
Internet
11:17 AM

T&A Timekeeper Review - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n

Menu | Logout | Help

Timekeeping: Labor/Leave Review

Go to Bottom

Employee Information

Logged In As: BAE, CINDY K UIC: W6CYAA

Begin Pay Period: 2006-Jun-25 << >> PayPeriod

Employee Hours

☑ I BAE, CINDY K agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
☐	☑	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00

Ok Cancel

Labor Details

			June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Done

Internet

start | Inbox - Microsoft Out... | Microsoft PowerPoint ... | T&A Timekeeper Revi... | 11:43 AM

Step 3 – verify scheduled hours reported - check box "I *name* agree…."

T&A Timekeeper Review - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://uchacp01.chamb.disa.mil/ataaps610/ControllerServlet?operation=getConcurrenceWindow&retro=n

Menu | Logout | Help

Timekeeping: Labor/Leave Review

Go to Bottom

Employee Information

Logged In As: BAE, CINDY K UIC: W6CYAA

Begin Pay Period: 2006-Jun-25 << >> PayPeriod

Employee Hours

☑ I BAE, CINDY K agree with labor charges and credits to leave and compensatory time shown.

Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
☐	☑	BAE, CINDY K	*** ** 8342	80.00	0.00	0.00	0.00	0.00	0.00

Ok Cancel

Labor Details

			June	25	26	27	28	29	30	1	2	3	4	5	6	7	8	
Work Center	Job Order	OP Code	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Step 4 – once verified & box checked, click "OK"

Done Internet

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