

DEPARTMENT OF DEFENSE Defense Contract Management Agency

# **INSTRUCTION**

# Automated Time Attendance and Production System (ATAAPS) – Graphical User Interface (GUI)

Financial and Business Operations Directorate	DCMA-INST 705
OPR: DCMA-FB	January 23, 2014

1. PURPOSE. This Instruction:

a. Replaces DCMA Instruction (DCMA-INST) 705, "Automated Time Attendance and Production System (ATAAPS) - (Graphical User Interface (GUI))" (Reference (a)).

b. Establishes policy, assigns responsibility, and outlines procedures to achieve accurate recording of time and attendance (T&A) for computing pay, leave, and allowances for employees of DCMA.

c. Is established in accordance with DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)" (Reference (b)).

**2. APPLICABILITY.** This Instruction documents DCMA's processes necessary for the Customer Service Representative (CSR) to add, modify, or close an employee's record, and for appointed timekeepers and certifiers to record and certify T&A in ATAAPS.

**3. MANAGERS' INTERNAL CONTROL PROGRAM.** In accordance with the DCMA-INST 710, "Managers' Internal Control Program" (Reference (c)), this Instruction is subject to evaluation and testing. Process flowchart is located at Appendix A.

**4. RELEASABILITY – UNLIMITED.** This policy publication is for public release and is located on the DCMA Web site.

## 5. PLAS CODE(S).

- a. Process: 223A Payroll Administration.
- b. Programs: ACAT/Other Customers (when applicable).
- c. Other National; Training and Travel; Local Programs (when applicable).

## 6. POLICY RESOURCE WEB PAGE. <u>https://home.dcma.mil/policy/705r</u>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective January 23, 2014, and all applicable activities shall be fully compliant within 60 days of this date.

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Pamela F. Conklin Executive Director Financial and Business Operations Directorate

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## GLOSSARY

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#### REFERENCES

- (a) DCMA-INST 705, "Automated Time Attendance and Production System (ATAAPS) (Graphical User Interface (GUI))," October 2009 (hereby canceled)
- (b) DoDD 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," September 30, 2011
- (d) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (e) DCMA-INST 706, "Performance Labor Accounting System (PLAS)," April 2010
- (f) DCMA-INST 605, "Absence and Leave," September 2004
- (g) Collective Bargaining Agreement Between Defense Contract Management Agency and AFGE Council 170 (CBA), effective April 3, 2006
- (h) DoD Financial Management Regulation 7000.14-R, Volume 8, Chapter 2 (Time and Attendance), September 2010
- (i) DCMA-INST 604, "Hours of Duty, Work Schedules and Compensation," September 2004
- (j) National Archives and Records Administration, General Records Schedule, Transmittal No. 22, April 2010 (General Records Schedule 2, Payroll and Pay Administration Records)
- (k) DCMA-INST 809, "Records Management," May 2011

#### **CHAPTER 1**

#### POLICY

#### **1.1. POLICY.** It is DCMA policy that:

1.1.1. ATAAPS is the Agency tool used for the entry and certification of T&A data for its civilian employees.

1.1.2. ATAAPS is the official data entry and repository system, which feeds payroll data to the DoD payroll system.

**1.2. OVERVIEW**. It is DCMA policy that:

1.2.1. A new employee's descriptive data (name, social security number (SSN), assignment information, etc.) is recorded in ATAAPS. The ATAAPS-GUI will be used to accurately record T&A while capturing labor hours by task (i.e., cost codes or appropriation codes). DCMA employees must be added to the ATAAPS-GUI only when governed by an official personnel action (i.e., Standard Form 50, Notification of Personnel Action) that has successfully interfaced into the Defense Civilian Payroll System (DCPS).

1.2.2. T&A must first be entered in the Performance Labor Accounting System (PLAS); printed (or printed to a file) as a PLAS/ATAAPS View sheet, certified by the employee, approved by their supervisor (signed/initialed), and input into ATAAPS prior to certification (in that express order).

1.2.3. Upon completion of the ATAAPS timekeeper entry, each employee's T&A packet must be provided to the certifying official for use during the ATAAPS certification process.

1.2.4. A complete T&A packet consists of individual-specific supporting documentation for the biweekly pay period, the PLAS/ATAAPS View sheet, and the Timekeeper Review sheet.

1.2.5. Source and input records must be easily accessible, readily available, and maintained on file for a minimum of 6 years.

1.2.6. Per DoD 5400.11-R, "Department of Defense Privacy Program" (Reference (d)), an employee's leave, as well as the type of leave recorded, is personal to an individual; therefore, all timekeeping handling and responsibilities listed in Chapter 2 are to be performed by those with the appropriate "need to know" under the Privacy Act of 1974. This includes individuals designated with back-up timekeeping responsibilities for timekeeping tasks outside of their assigned area of responsibility.

## CHAPTER 2

#### **ROLES AND RESPONSIBILITIES**

**2.1. COMPTROLLER, DCMA.** The Comptroller, DCMA delegates authority to the Division Database Administrator (DDA), CSR, and the Headquarters Systems Database Administrator (HQ SDA) to execute the agency portion of the biweekly pay process in ATAAPS.

**2.2. DIVISION DATABASE ADMINISTRATOR (DDA)**. The DDA must (see Table 1. Training Matrix):

2.2.1. Add the employee to the Team and Roster in ATAAPS-GUI according to the Activity/Unit Indicator Code (UIC) and organization identified in DCPS, with the open date as the employee's enter on duty date (EOD).

2.2.2. Assign the employee's status, type, and work schedule as identified in DCPS.

2.2.3. Establish the default schedule (Standard Tour) for the employee's Permanent (Perm) Tour.

2.3. CUSTOMER SERVICE REPRESENTATIVE (CSR). The CSR must (see Table 1):

2.3.1. Assign the default/favorite task code using the "Friday Report" provided by the Human Capital Directorate, Business Division as the authority, adding the employee's open date as the enter on duty date.

2.3.2. Process prior pay period T&A corrections.

<u>EXCEPTION</u>: New employees who are designated as Workforce Recruitment Program employees are not added to the ATAAPS database. This is because they are not DCMA funded employees. As a result, upon receipt from the timekeeper, their T&A is directly entered into the payroll system (DCPS) each pay period by the respective CSR.

**2.4. HEADQUARTERS SYSTEMS DATABASE ADMINISTRATOR (HQ SDA).** The HQ SDA must (see Table 1):

2.4.1. Provide ATAAPS system security.

2.4.2. Establish first time accounts and re-establishes permissions on closed accounts.

2.4.3. Notify Agency users when the ATAAPS database is locked for transmission of the Source Data Automation file.

**2.5. SUPERVISOR.** The Supervisor must (see Table 1):

2.5.1. Appoint certifiers and timekeepers to ATAAPS.

2.5.2. Provide a listing of the certifier and timekeeper access required in ATAAPS using a completed System Authorization Access Request (DD 2875), Parts I, II, and III.

2.5.3. Ensure certifiers and timekeepers complete the required, respective computer-based training for initial access and annually thereafter for recertification.

**2.6. TIMEKEEPER.** The Timekeeper must (see Table 1):

2.6.1. Record T&A in ATAAPS.

2.6.2. Maintain complete and accurate T&A records.

2.6.3. Submit prior pay period adjustments or corrections to the Financial Liaison Center (FLC) CSR for direct input in DCPS.

**2.7. CERTIFIER.** The Certifier must electronically certify an employee's T&A in ATAAPS (see Table 1) and manually certify prior pay period adjustments or corrections.

**2.8. COMBAT SUPPORT CENTER (CSC).** The CSC will process time and attendance for Contingency Contract Administrative Services (CCAS) deployed personnel.

ATAAPS - GUI Training Matrix							
	Methods	of training					
What TASKS are required to accomplish this process?	On-the- Job Training (OJT)	Computer Based Training (CBT)	Course (Commercial, College/ Vocational)	Contractor Sponsored Training	Policy	DCMA Developed	Administrative Task (The task is wholly enabled by the contents of the instruction and requires no training intervention)
Task 1 - Record a new employee's descriptive data							Х
Task 2 - Employee assignment in ATAAPS							Х
Task 3 - Establish the Organization's Timekeepers and Certifiers							Х
Task 4 - Compile employee documentation	Х						
Task 5 - Record employee's time (ATAAPS)		X			X		
Task 6 - Certify employee's time (ATAAPS)		X			X		
Task 7 - Lock/Unlock ATAAPS Database							Х

# Table 1. Training Matrix

#### **CHAPTER 3**

#### PROCESS

**3.1. EMPLOYEE ASSIGNMENT IN ATAAPS**. Assignment of an employee within ATAAPS-GUI is accomplished by the CSR/DDA (possibly a dual-function role, dependent upon the site location) only when governed by an official personnel action (SF-50) that has successfully interfaced into DCPS.

3.1.1. The employee must be assigned to/reopened in the designated Team and Roster as assigned in DCPS, with the open date as the beginning of the current pay period or using their respective EOD.

3.1.2. The default/favorite task codes are assigned according to "Friday Report" with the open date as the beginning of the current pay period.

#### 3.2. ESTABLISH THE ORGANIZATION'S CERTIFIERS AND TIMEKEEPERS. The

certification of T&A is an authorization for the expenditure of government funds. Each employee's T&A must be certified as correct by the employee's supervisor, acting supervisor, or other designated representative authorized to act as an alternate certifier at the end of the pay period. At a minimum, one primary and one alternate timekeeper/certifier must be designated by agency Components/Divisions/Organizations.

3.2.1. Supervisors or designated officials may be appointed as certifiers or alternate certifiers. Certifiers may be civilian or military personnel. Contractors cannot be appointed as certifiers, as they cannot obligate the government for payment.

3.2.2. Timekeepers may be civilian, contractor, or military personnel.

3.2.3. In order to gain access to the ATAAPS-GUI, requests for timekeeper/certifier appointments must be submitted by the employee's supervisor (via e-mail) to the ATAAPS Permissions Inbox (AtaapsPermissions@dcma.mil).

3.2.4. The access request must include a completed System Authorization Access Request (DD 2875) which identifies the type of access required (timekeeper or certifier), the individual's name, DCMA user identification, and a list of primary and alternate assigned teams/rosters in Activity unit identification code-organization format (e.g., 9Y-N).

<u>NOTE</u>: The process identified above may be altered to meet the operational and administrative needs of the CCAS organization and its deployed employees.

3.2.5. The newly appointed timekeeper/certifier will be provided the web link to the ATAAPS-GUI Computer-Based training (CBT) upon receipt of the supervisor's e-mailed request.

3.2.6. Upon completion of the ATAAPS-GUI CBT, the newly appointed timekeeper/certifier must forward their training confirmation to the centralized mailbox

(<u>AtaapsPermissions@dcma.mil</u>) and will be notified by the FLC via e-mail once their access has been established.

**3.3. EMPLOYEE'S TIME AND ATTENDANCE DOCUMENTATION.** Employees (or the employee's supervisor, in the employee's absence) must record their T&A using PLAS and submit the signed PLAS/ATAAPS View sheet to their supervisor for approval. (See DCMA-INST 706, "Performance Labor Accounting System (PLAS)" (Reference (e)) for further guidance.) The signature may be a physical or electronic signature.

**<u>NOTE</u>**: If the employee is a Bargaining Unit Employee, the employee's supervisor cannot require the employee to attach approved requests for leave, overtime, and/or premium hours, etc. to the employee's PLAS/ATAAPS View sheet for processing. It is the supervisor's responsibility to ensure that the proper documents are attached to the PLAS/ATAAPS View sheet for processing and recordkeeping purposes.

3.3.1. The supervisor must review the PLAS/ATAAPS View sheet for accuracy, and ensure that the approval of requests for absence, leave, and premium time are fully supported by the supervisor's records (see DCMA-INST 605, "Absence and Leave" (Reference (f)) for further information). If the supervisor concurs, he or she must approve the PLAS/ATAAPS View sheet by initialing it or digitally/physically signing it. It must then be provided to the timekeeper with all supporting documentation for entry into ATAAPS-GUI. This must be accomplished for each employee by the second Thursday of the pay period, unless the pay period is accelerated.

3.3.2. Proper supporting documentation for the biweekly pay period consists of original source documents that demonstrate that there was prior approval of leave, premium time, authorization to perform ad-hoc telework, temporary/permanent change of work schedule, or that approval was granted as soon as possible after the event. This documentation demonstrates the existence of important internal controls over Civilian Pay expenses, which must be maintained to comply with DCMA's internal control program, as well as support auditability. Supervisors must be able to clearly demonstrate that these controls are being followed through maintenance of proper timekeeping records.

**<u>NOTE</u>**: Medical documentation is between the employee and the approving supervisor. This information is not to be passed along with the approved leave request.

3.3.2.1. Currently, DCMA does not have a standard form for Premium Time requests. Examples of appropriate leave and premium time requests and authorizations include eTools approvals; e-mails; OPM Form 71, Request for Leave or Approved Absence; handwritten requests; or in any other written or electronic format.

<u>NOTE 1</u>: Supervisors of Bargaining Unit Employees should refer to the DCMA Collective Bargaining Agreement (Reference (g)) Article 20 for requirements on the documentation of leave requests.

**<u>NOTE 2</u>**: When a Bargaining Unit Employee must verbally request leave, it is incumbent of the supervisor that the leave is then documented via memorandum for record or by some similar means to document the request.

**<u>NOTE 3</u>**: Approved leave requests can be obtained from the eTools eForms 2.1.0. system by completing the following steps:

3.3.2.1.1. The supervisor receives the employee's leave request via e-mail, and clicks the link to review and approve the request in eTools.

3.3.2.1.2. After approval of the leave request, the supervisor returns to the e-mail and clicks the link again.

3.3.2.1.3. The approved leave request is available, and the supervisor may either physically print or print to a PDF file.

3.3.2.1.4. The approval is then available in physical or electronic form to support the Timekeeping package.

3.3.2.2. Other supporting documents for leave include, but are not limited to summonses to jury duty; jury duty certificates of attendance; military orders for reservists; verification of military service; copies of All Hands e-mails for excused absence in the event of inclement weather or disaster; or other similar documents.

3.3.2.3. Premium hours include overtime, holiday work, and compensatory time earned. Compensatory time for travel and credit hours are not premium hours, but they must be requested and accounted for in the same manner as premium hours. All premium time, compensatory time for travel, and credit hours must be approved in advance or soon after it is earned or utilized as practicable, and the approval must be retained with the timekeeping records.

3.3.2.4. For employees on Maxi-Flex schedules, the employee must provide supervisors with their intended hours of work for approval and planning purposes. Should any material deviation occur thereafter (e.g., any change in duty day/regular day off, or any change in the number of hours worked per day), the approval of the revised work schedule must be documented, as with all work schedules, and accompany the supporting documentation for the respective pay period.

3.3.2.5. Supervisors and certifiers must ensure that all types of leave or premium time are properly documented (e.g., religious compensatory time and court leave). The supervisor, certifier, or timekeeper should request guidance from their CSR on documentation requirements if they are unsure how to properly document the authorization.

3.3.3. The employee must notify their supervisor when T&A adjustments are required during the current pay period. The supervisor must approve the changes or corrections, and the supervisor's approval may be either a manual initial or digital/physical signature on the updated PLAS sheet.

3.3.4. Prior pay period adjustments and corrections occur when T&A for the current pay period has been processed in payroll and a change is required to update the previously reported data. Because T&A data must reflect the proper and accurate accounting of an employee's

actual T&A and leave, once the adjustment or correction is noted, the following steps must occur:

3.3.4.1. The employee must notify their supervisor of any required prior pay period adjustments.

3.3.4.2. The employee, or the employee's supervisor (if the employee no longer has PLAS access to the affected pay period), must then enter the adjustments into the PLAS.

3.3.4.3. The employee must certify (manually or digitally sign) the PLAS/ATAAPS View sheet and submit it to their assigned supervisor, ensuring that all personally identifiable information has been redacted or omitted (particularly SSN and Health Insurance Portability and Accountability Act (HIPAA) information).

3.3.4.4. The supervisor must adjust (if necessary), approve, and submit the corrections to the timekeeper, who must forward the supervisor signed/initialed PLAS/ATAAPS View sheet to the FLC Inbox (<u>FinancialLiaisonCenter.Inbox@dcma.mil</u>) for processing. The supervisor must ensure that all personally identifiable information has been redacted or omitted (particularly SSN and HIPAA information), as the FLC Inbox cannot accept encrypted e-mails. The supervisor must also ensure that the adjusted PLAS/ATAAPS View sheet is retained with the originally submitted PLAS/ATAAPS View sheet and supporting documentation by the timekeeper for the 6-year requirement.

3.3.5. Some examples of reasons for prior pay period adjustments/corrections include, but are not limited, to the following:

3.3.5.1. Changes in the number of hours worked by day and in total.

3.3.5.2. Changes to the number of hours of premium work (by type), to which an employee is entitled.

3.3.5.3. Changes in the number of credit hours and compensatory time earned.

3.3.5.4. Changes in the number of leave hours (by type), credit hours, and compensatory time used.

3.3.5.5. Changes to the dates leave was taken.

**3.4. ENTER AN EMPLOYEE'S TIME AND ATTENDANCE IN ATAAPS.** In accordance with DoD Federal Management Regulation 7000.14-R (Reference (h)), timekeeping is a critical function, which may be performed by the individual employee, timekeeper, supervisor, or a combination of these individuals. The timekeeping function requires the accurate and timely recording of T&A data and the maintenance of related documentation. However, under no circumstances can a timekeeper be assigned certification authority in ATAAPS.

3.4.1. Timekeepers must enter approved work schedules into ATAAPS-GUI for assigned employees via Permanent (Perm) Tour in Personnel Management.

3.4.2. An employee's Perm Tour can only be changed with the supervisor's written approval.

3.4.3. The employee's Temporary Tour (current pay period's tour) can be changed for one pay period upon written approval from the supervisor. The Temporary Tour option in Personnel Management must be selected.

3.4.4. Employee's Temporary Tour must never be changed without the supervisor's written approval.

3.4.5. The timekeeper must make approved schedule changes prior to entering time.

3.4.5.1. Changing from a Flexible/Maxi-Flex (#5) to a Compressed (#6 or #8), or Standard/Fixed (#0) work schedule will result in credit hours earned being paid out to the employee.

3.4.5.2. For additional information on work schedules, core hours, and guidance on night differential, refer to the DCMA-INST 604, "Hours of Duty, Work Schedules and Compensation" (Reference (i)).

3.4.6. Timekeepers must record the employee's T&A into ATAAPS-GUI for the current pay period using the PLAS/ATAAPS View sheet approved (initialed/signed/digitally or physically) by the supervisor or designated Approval Authority.

3.4.7. The timekeeper must monitor and review the Employees with Missing Time query from the ATAAPS-GUI Main Menu Inquiries each pay period, and especially prior to pay processing.

3.4.8. Timekeepers must ensure all T&A has been entered for their assigned teams.

3.4.9. Timekeepers must correct errors in data for current pay periods in ATAAPS.

3.4.10. The timekeeper must provide the certifier the PLAS/ATAAPS View and the detaillevel ATAAPS-GUI Timekeeper Review sheets upon completion of T&A input. These documents may be either paper or electronic.

**<u>NOTE</u>**: It is important that the ATAAPS-GUI Timekeeper Review sheet is at the detail level, to allow the Certifier to compare the source record, the PLAS/ATAAPS View Sheet, with the ATAAPS input prior to certification. This backup also provides additional contemporaneous records which validate the existence of controls and the details of entries for audit purposes.

## 3.5. CERTIFY AN EMPLOYEE'S TIME AND ATTENDANCE IN ATAAPS.

Certification is a mandatory function and under no circumstances can a certifier be assigned timekeeping authority in ATAAPS.

3.5.1. Certifiers (supervisors or designated officials) are responsible for certifying T&A records and should have knowledge of the time worked and absence of employees for whom approval is given.

3.5.2. Only those individuals who have been properly designated as primary or alternate certifiers are authorized to certify T&A records.

3.5.3. An employee is **not** authorized to certify his/her own T&A records.

3.5.4. Certifiers must verify leave balances and check the timekeeper's input in ATAAPS prior to certification. If leave balances are insufficient, the certifier must notify the employee of the deficiency and discontinue certification, unless the employee is registered in the Voluntary Leave Transfer Program for self or for family.

**<u>NOTE 1</u>**: The leave balances of newly appointed DCMA employees will not be visible in the ATAAPS database during the first pay period of their appointment. Supervisors must therefore rely on the employee's most recent Leave and Earnings Statement (LES) (which is generally from the previous pay period) as a guide for approving requested leave. Additionally, the employee must ensure that a copy of their latest LES is provided to the Human Resources Specialist during the on-boarding process, and/or to their respective CSR, as leave balances are not always automatically transferred between agencies. This delay in reporting could result in leave without pay, if certain leave balances are not updated in DCPS prior to the employee's request for leave.

**NOTE 2:** The supervisor may approve advanced leave requests at their discretion. If there is any doubt an employee will not return to a duty status, advanced leave shall not be approved as this could result in a collection action. When approving advance annual leave, the supervisor cannot approve more than the total number of hours an employee will accrue from the effective date of the request to the end of the current leave year. The approval of advance sick leave will not exceed 240 hours or 30 days. When the advanced leave has been approved, the employee's supervisor, or designated official for the activity, must send the documented approved request to the FLC Inbox for processing by the CSR (refer to the DCMA-INST 605 (Reference (f)).

3.5.5. The certifier must ensure T&A errors, if any, are corrected by the timekeeper prior to certification.

3.5.6. Ordinarily, certification must not occur earlier than the last workday of a pay period, to allow for accountability of unexpected leave or premium time. However, certification for DCMA employees will commence as early as the second Thursday of the pay period. An exception is when known factors make this impractical, such as a legal holiday occurring on the last Friday of the pay period or the following Monday, or when a foreseeable condition such as inclement weather or natural disaster exists. Particular care will be taken with certification of planned premium time that occurs after certification; the Supervisor and/or Certifier must confirm that the scheduled premium time was in fact worked as planned.

3.5.7. Certifiers must ensure that all T&A has been entered into ATAAPS-GUI and certified by the close of business on the last work day of the pay period. Any corrections or adjustments

to the current pay period must be completed by 12:00 p.m. (Eastern Time) on the first Monday following the end of the pay period, unless accelerated pay procedures are announced.

NOTE: Uncertified T&A will not pass to DCPS.

**3.6. DCPS TIME AND ATTENDANCE CORRECTIONS.** If the certifier is unable to approve the T&A in ATAAPS prior to the payroll interface, then the initialed/signed PLAS/ATAAPS View sheet must be forwarded to the CSR for direct input into DCPS.

3.6.1. The CSR must work to account for 100 percent of missing T&A, clear invalid transactions that may have occurred when the Source Data Automation file was received from ATAAPS, and prevent the conversion of hours stemming from advanced leave requests that were not entered in DCPS prior to the interface.

3.6.2. The CSR must contact the employee and/or the employee's supervisor/certifier directly to provide necessary documentation to update the missing time, clear the invalid transaction, or process the advanced leave request.

3.6.3. The CSR must simultaneously work to process prior pay period adjustments and corrections/changes made to T&A for the current pay period (after the ATAAPS database has been locked) in DCPS. The accuracy of the CSR's entry must be validated by a co-worker or supervisor, who will sign and date the screen print. Copies of these corrections must be maintained by the CSR, specifically in the electronic database, Accountable Records Management (ARM) system.

## **CHAPTER 4**

#### **RETENTION OF RECORDS**

**4.1. RECORDS RETENTION**. Upon completion of certification, the certifier must return the T&A packet to the timekeeper for storage and retention. Per the National Archives and Records Administration General Records Schedules, Transmittal No. 22 (Reference (j):

4.1.1. Timekeepers must maintain T&A source records for a minimum of 6 years.

4.1.2. Timekeepers must also maintain T&A input records for a minimum of 6 years.

4.1.3. Source records include, but are not limited to:

- Approval of requests for leave/approved absence (to include leave applications for jury and military duty)
- Approval of requests for premium pay or overtime
- Approval of work schedules
- Telework Agreements
- Telework Safety Checklists
- Approval of requests for Authorized Time for Physical Fitness

**<u>NOTE 1</u>**: Permanent Request to Establish/Change Work Schedule forms, Telework Agreements, Telework Safety Checklists, and Authorized Time for Physical Fitness shall be maintained as separate master records by the Timekeeper. Schedules or agreements that are superseded or revoked shall be maintained for 6 years. Temporary Requests to Establish/Change Work Schedule forms shall be maintained with the timekeeping records they pertain to (with the affected pay period).

**NOTE 2:** Deployed CCAS employee T&A records will be maintained at the CSC, unless the employee is deployed in support of the Civilian Expeditionary Workforceui, where the employee's home station is responsible for the storage and maintenance of the employee's T&A records.

4.1.4. Input records include, but are not limited to, the employee-signed, supervisor and timekeeper initialed/signed PLAS/ATAAPS View sheets and ATAAPS-GUI Timekeeper Review sheets.

**4.2. STORAGE LOCATION.** Components/Divisions/Organizations shall establish a uniform practice to be followed as to the locations at which the T&A reports and related supporting documentation are to be maintained in accordance with DCMA-INST 809, "Records Management" (Reference (k)).

4.2.1. Records may be kept in physical or electronic formats.

4.2.2. T&A reports, together with approved applications for leave, overtime approvals, military orders, jury duty certification, or other supporting documentation as needed, may be retained at the timekeepers' office locations, or sent to a designated local storage location.

4.2.3. Timekeepers are primarily responsible for the maintenance and storage of all T&A source and input records. However, local practice may vary from organization to organization.

4.2.4. All records (to include telework agreements, telework safety checklists, and fitness agreements) must be stored uniformly (hard or soft copy) in a centralized location, where they can be easily accessed and readily available upon request.

4.2.5. Components/Divisions/Organizations must ensure that all T&A records (source and input records), or access to them, is transferred to new appointees in timekeeping positions, as a succession practice, and that access to them is readily available for audit purposes.

## CHAPTER 5

#### **INTERNAL CONTROLS**

**5.1. INTERNAL CONTROLS.** Sufficient internal controls must be established to prevent unauthorized changes to completed T&A reports, regardless of where they are retained.

5.1.1. The FLC CSR will ensure that the ATAAPS database is locked each pay period.

5.1.2. The Agency does not permit prior pay period changes in ATAAPS. If such changes are made, they are not transmitted to DCPS for retroactive payment.

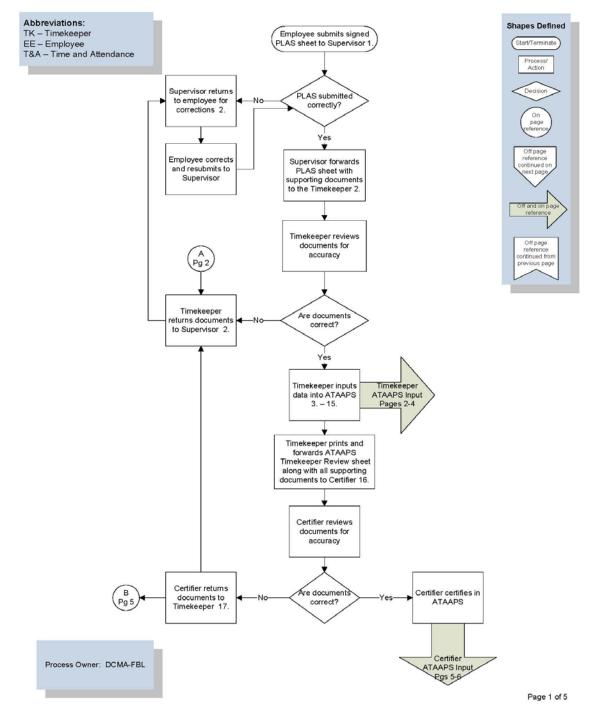
5.1.3. Prior pay period adjustments and corrections can only be corrected by the FLC CSR in DCPS, to ensure no unauthorized changes are made to an employee's T&A.

**5.2. ATAAPS AVAILABILITY**. The ATAAPS-GUI database will be locked at 12:00 p.m. (Eastern Time) by the HQ SDA on the first Monday following the end of the pay period (unless the pay period is accelerated), to allow the Oracle System Administrator (IT-ATAAPS Tier 3 Group) to transmit the Source Data Automation file via File Transfer Protocol (FTP) to the payroll office. HQ SDA must send notification via e-mail when ATAAPS-GUI database has been closed and re-opened for the respective pay period.

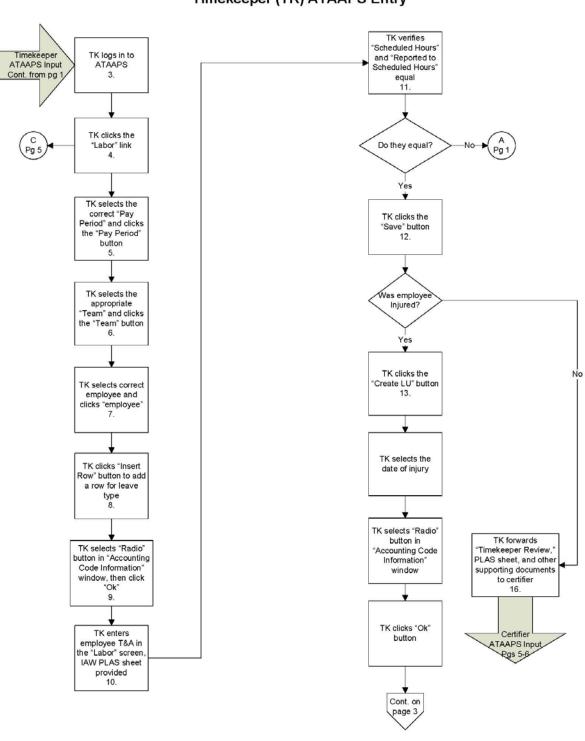
### **APPENDIX A**

### ATAAPS PROCESS FLOWCHART

#### **ATAAPS Certification Instructions**



Appendix A (page 1)

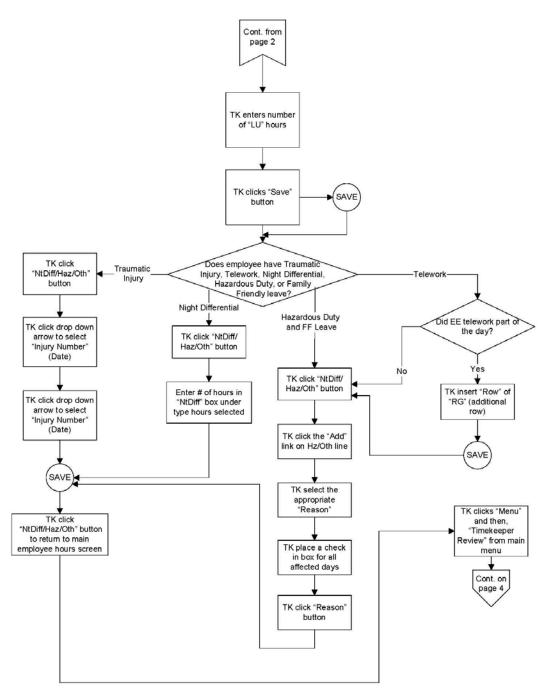


#### ATAAPS Certification Instructions Timekeeper (TK) ATAAPS Entry

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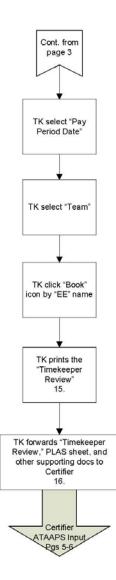
#### ATAAPS Certification Instructions Timekeeper (TK) ATAAPS Entry



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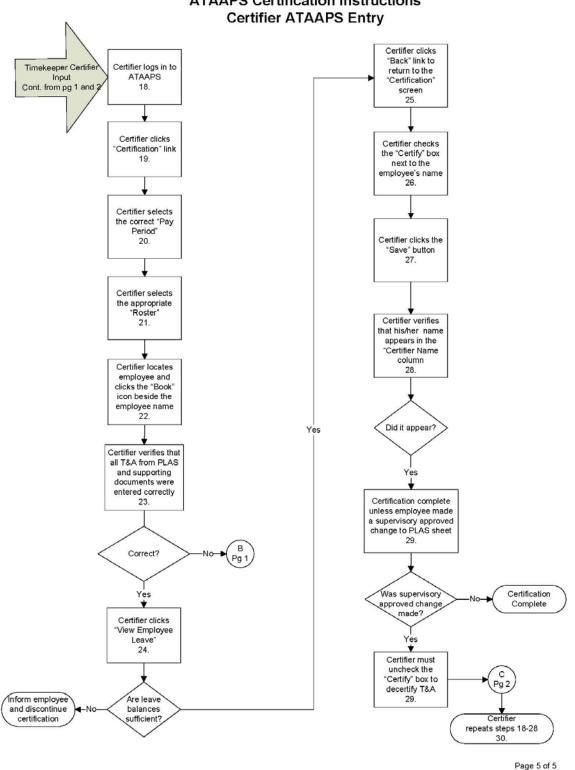
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## ATAAPS Certification Instructions Timekeeper (TK) ATAAPS Entry



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# **ATAAPS Certification Instructions**

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## GLOSSARY

### **DEFINITIONS**

<u>Accelerated Pay</u>. T&A certification is due earlier than normal due to a Holiday being on the day that the SDA file must be submitted or Defense Finance and Accounting Service (DFAS) has announced early pay processing.

<u>Approved PLAS/ATAAPS View Sheet</u>. Is the summary view of the recorded employee T&A in PLAS with the supervisor's initials/signature.

<u>Automated Time Attendance and Production System (ATAAPS</u>). ATAAPS is the Agency tool used for the entry and certification of T&A data for its civilian employees.

**<u>Certifiers</u>**. Individuals designated for certifying T&A records for a roster(s).

Close Date. The employee's effective separation date.

<u>**Compressed Work Schedule.</u>** A compressed schedule is a fixed schedule which enables the full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employees' times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. The two most common compressed schedules are the 4-10 and the 5-4/9 schedules. On the 4-10 schedule, employees work 10 hours a day for 4 days each workweek. On the 5-4/9 schedule, employees work 9 hours a day for 8 days, 8 hours for 1 day, and get 1 day off each pay period.</u>

<u>Comptroller</u>. Agency official responsible for advising and assisting the Director, DCMA, in directing the management of the organization's business infrastructure to include: development and implementation of financial management policies, procedures and controls; programming, and resourcing; budget development and execution; the Program Objective Memorandum (POM), the manager's internal control program; management of reimbursable and Foreign Military Sales program; Agency financial reporting; business information and all other matters pertaining to financial operations within the Agency.

<u>Contingency Contract Administrative Services (CCAS)</u>. Administration of contracts in support of natural disasters, terrorist activities, the collapse of law and order, political instability, and/or military operations.

<u>**Current pay period.</u>** Is the present time that covers Sunday through Saturday for two consecutive weeks.</u>

<u>Customer Service Representative (CSR)</u>. HQ and Division Financial Liaison Team members with assigned CSR duties will coordinate between DCMA timekeepers and the DFAS Payroll Office.

**Defense Civilian Personnel Data System (DCPDS).** DCPDS is a computer supported system designed to improve the accuracy, responsiveness, and usefulness of data required for civilian personnel management within the Army and the Department of Defense.

**Defense Civilian Pay System (DCPS).** DCPS is the official system used to store, record, and update an employee's payroll information and to view payroll reports.

**Division Database Administrator (DDA).** DCMA HQ Financial Liaison Team members assigned DDA duties to include team and roster management, coordination with other Divisions when gaining or losing individuals, coordinating system access and closing out an individual when they leave DCMA or transfer to another Division within DCMA. DDAs are required to save the DCPS reports on a bi-weekly basis.

Enter on Duty (EOD). Is the employee's effective hired date.

**File Transfer Protocol (FTP).** Allows users to transfer DCMA T&A file from ATAAPS to DCPS.

**Flexible Work Schedule.** A schedule in which employees may work longer or shorter hours, including credit hours on any given workday, without taking leave or being paid overtime, so long as their basic biweekly work requirements are met. By electing to work hours in excess of their tour of duty, employees also may complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the non-workdays.

<u>Headquarters Systems Database Administrator (HQ SDA)</u>. DCMA HQ Financial Liaison Team member assigned with HQ SDA duties to include system security, establishes first time accounts, re-establishes permissions on closed accounts, and notifying Agency users of ATAAPS database being locked for transmission of the Source Data Automation file.

Human Capital Business Friday Report. A report provided by Human Capital Division that shows current and pending actions being processed within the DCPDS.

<u>Maxi-Flex Work Schedule</u>. In the cases of a full-time employee, an 80-hour bi-weekly work schedule that contains core hours on fewer than 10 workdays in the biweekly pay period in which an employee may vary the number of hours worked on a given workday or the number of hours each week. <u>NOTE</u>: Employees changing from a Flexible/Maxi-Flex to a, Compressed, or Standard/Fixed Work Schedule will have their credit hours paid out to them.

<u>Missing Time</u>. T&A not recorded for all or part of an employee's regularly scheduled tour of duty.

**Opened Date.** The employee's effective hired date.

**Oracle System Administrator (IT-ATAAPS Tier 3 Group).** The IT-ATAAPS Tier 3 Group is responsible for the Oracle database to include performing Oracle Database backups; notifying all users in the Agency of unscheduled system downtime; packaging and file transfer to DCPS interface.

**Personnel Management.** A submenu in ATAAPS-GUI to add a new employee; change an employee's properties; add or change the Temporary Tour and/or Perm Tour; add defaults and favorites; add/change the employee's Type, Schedule, Status or Temporary Position.

Perm (Permanent) Tour. The employee's permanent work schedule in ATAAPS.

**<u>Performance Labor Accounting System (PLAS)</u>**. The system that the employee records their T&A.

PLAS/ATAAPS View Sheet. Is the summary view of the employee T&A in PLAS.

**<u>Rosters</u>**. Rosters are organizations established from signed General Orders. The only exception is the establishment of rosters in support of CCAS.

**Source Data Automation.** The digital collection of the T&A for transmission to the DFAS payroll office.

**Standard/Fixed Work Schedule.** An 80-hour bi-weekly work schedule consisting of 5 contiguous days, Monday through Friday, for 2 weeks, not to exceed 8 hours per day. Standard work schedules are fixed schedules that include a fixed starting and ending time.

<u>**Teams.**</u> Teams are organizations established from signed General Orders. The only exception is the establishment of rosters in support of CCAS.

**<u>Temporary Tour</u>**. Temporary Tour is used if the employee is on a different work schedule for one pay period.

**<u>Timekeepers</u>**. Individuals designated to enter complete and accurate T&A for the employees assigned to their team(s).

## GLOSSARY

## ACRONYMS

ARM ATAAPS	Accountable Records Management System Automated Time and Attendance Production System
CBT CEW CCAS CSC CSR	Computer Based Training Civilian Expeditionary Workforce Contingency Contract Administrative Services Combat Support Center Customer Service Representative
DCMA-INST DCPDS DCPS DDA DFAS	DCMA Instruction Defense Civilian Personnel Data System Defense Civilian Pay System Division Database Administrator Defense Finance and Accounting Service
EOD	enter on duty
FLC FTP	Financial Liaison Center file transfer protocol
GUI	Graphical User Interface
HIPAA HQ	Health Insurance Portability and Accountability Act headquarters
LES	leave and earnings statement
PLAS	Performance Labor Accounting System
SDA SSN	Systems Database Administrator social security number
T&A	time and attendance
UIC	Unit Indicator Code