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DEFENSE FINANCE AND ACCOUNTING SERVICE

Concept of Operations

FOR

AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM



May 2005

Version 1.2

ATAAPS/SMO

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**AUTOMATED TIME ATTENDANCE AND PRODUCTION SYSTEM (ATAAPS)
CONCEPT OF OPERATIONS**

- A. **PURPOSE.** To ensure that the presence and absence of employees are accurately recorded and reported for computing pay, leave and allowances.
- B. **APPLICABILITY AND SCOPE.** Instructions contained herein apply to the Automated Time Attendance and Production System (ATAAPS). These instructions describe the system operations for collection of time and attendance and labor data. The roles and responsibilities for each type of ATAAPS user are defined and, procedures, system access and problem resolution are addressed.
- C. **AUTHORITY.** Title 5 U.S.C., DOD Financial Management Regulation, Volume 8.
- D. **POLICY.** The ATAAPS will be used to accurately record time and attendance while capturing labor hours by job order (task).
1. The ATAAPS is an exception-based system. Time and attendance will be entered electronically on a daily basis as applicable (i.e., leave, overtime and comptime) and charged to the associated job order (task).
 2. Certification will be electronically entered beginning the second Thursday of the pay period and completed prior to creation and submission of the Source Data Automation (SDA) file to payroll.
 3. ATAAPS will be accessible from the LAN and available 24 hours with the following exceptions:
 - (a) Time needed for the creation of the SDA file to transmit pay related records to the Defense Civilian Pay System (DCPS).
 - (b) Time needed for the creation of accounting files, if applicable.
 - (c) Time needed for the generation of default labor for all employees.
 - (d) Time needed to create backups of the database.
 4. ATAAPS will have four (4) types of users:
 - (a) Employees
 - (b) Timekeepers
 - (c) Certifiers
 - (d) System Administrators
 5. ATAAPS has 4 client server modules and the Web application. Authorization will be given to tasks that a user has received authority to perform.

E. RESPONSIBILITIES.

Directorate and Activities will ensure:

1. Employees, Timekeepers, Certifiers, and System Administrators have been properly trained in the use of the application and security procedures.
2. Timekeeping and certification processing are performed as required by the designated individuals.
3. All required supporting documentation is available for audit purposes:
 - (a) Request for Leave or Approved Absence.
 - (b) Overtime Work Request and Approval request forms
 - (c) System Authorization Access Request (SAAR)
 - (d) Record of Individual Time and Attendance only for employees on missing time list or unavailable to electronically concur with time and attendance.
4. Procedural guidance is clear and concise to ensure that timekeeping and certification are performed correctly.
5. Errors detected are corrected in ATAAPS or the DCPS. These errors would include the failure to enter the correct open and close dates as well as other time and attendance entries.
 - (a) The DCPS Customer Service Representatives (CSRs) correct errors detected after the final SDA for the pay period is sent to the DCPS.
 - (b) ATAAPS corrections made for up to 26 retroactive pay periods.
 - (c) The DCPS Payroll Office must correct errors detected after 26 pay periods.
6. Job Order Management:

The Accounting Activity has the primary responsibility for job order (task) development and organization assignment through coordination with the respective Directorate or Organization. Job order (task) management is designed to:

 - (a) Establish a job order (task) and associate that job order (task) with specific work center(s), operation codes, and leave type hours, if applicable.
 - (b) Authorize teams and individual employees to charge time to that job order (task).

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Teams consist of employees within a work center. Timekeepers manage teams and assignment of employees to teams.

7. Timekeeper:
 - (a) Timekeeping is a critical function. Personnel assigned as timekeepers are responsible for keeping complete and accurate time and attendance records.
 - (1) Request for Leave or Approved Absence
 - (2) Overtime Work Request and Approval form
 - (3) Record of Individual Time and Attendance is no longer required unless an employee is on the DCPS Missing Time / Created Leave Report or unable to electronically concur with time and attendance in ATAAPS.
 - (4) Work Schedules.
 - (b) Organizations may designate supervisors or other employees (secretaries, clerk typists, or others) to serve as timekeepers. Timekeepers may be civilian, military or contractor personnel. Employees appointed as timekeeper for time and attendance are responsible for:
 - (1) Recording all exceptions to the employee's attendance and leave in the event the employee is absent.
 - (2) Assigning new employees to their teams.
 - (3) Assigning a tour of duty for an employee (normal "permanent" tour of duty and "temporary" tour day tour of duty).
 - (4) Assigning employees to a time and attendance certification roster.
 - (5) Controlling which job orders (tasks), and operation codes if applicable, employees can charge labor hours against.
 - (6) Specifying default job orders (tasks) for employees.
 - (7) Identifying employee's work schedule.
 - (8) Working the Missing Time Report.
 - (9) Employees' time that is not entered in the DCPS will have their tour of duty hours charged according to the current DCPS conversion of hours policy.
 - (10) Employees must notify their timekeepers of discrepancies in their leave balances in order to have adjustments made.
 - (c) Ensuring that employees sign a SF-71, Request for Leave or Approved Absence when there is an exception to the work schedule. SF-71s will be maintained on file for a minimum of 6.3 years.

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- (d) Ensuring that all electronic postings for overtime and compensatory time earned have been approved and recorded on the Overtime Work Request and Approval form.
- (e) Electronic recording of the employees attendance in the event the employee is absent and recording all other applicable data. Errors on submitted time and attendance forms will be corrected by drawing a single line through the incorrect entry and posting the correct data; erasures and covering fluids are not allowed. The supervisor, acting supervisor or other designated representative authorized at the end of the pay period, will initial corrections to the Request for Leave or Approved Absence form.

8. Certifier:

- (a) Certification is a critical function. Personnel chosen as certifiers are responsible for certifying time and attendance records.
- (b) Organizations may designate supervisors to serve as certifiers or alternate certifiers. Certifiers may be civilian or military personnel.
- (c) Only those individuals who have been properly designated as primary or alternate certifiers are authorized to certify time and attendance records. An employee is NOT authorized to certify his/her own time and attendance records.
- (d) Errors are corrected prior to certification.

9. Employees:

- (a) Employees are first grouped by organization (work center code).
- (b) Division/Branch delineation is achieved by assigning employees to Teams.
- (c) Timekeeper(s) are assigned to each team.
- (d) A Timekeeper does not have to be a member of the team for which they are assigned.
- (e) An organization may have many teams, but a team can have only one organization (work center).
- (f) An employee can be assigned to only one team at a time.
- (g) Employees report, modify or delete time and attendance.
- (h) Employees review their own time and attendance charges and electronically concur every pay period. An employee can retroactively concur with their time and attendance within ATAAPS in the event they are unable to during the pay period. If an employee is unable to electronically concur, a manual signature is required.

10. Time and Attendance Directorate Point of Contact:

- (a) Signature authority for modifications to time and attendance account, security and other actions involving the automated system.

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- (b) Notifying all users in the directorate of unscheduled system downtime.
- (c) Distributing notices, updates to time and attendance manuals or other system/procedural changes to directorate system users.
- (d) Ensuring maximum attendance for training updates to time and attendance workshops.
- (e) Assisting supervisors/timekeepers/certifiers with time and attendance questions.
- (f) Contacting the DCPS CSR for further assistance.
- (g) Distributing the DCPS Missing Time / Created Leave Report and Conversion of Hours Report.
- (h) Is the central person responsible for sending out the DCPS Missing Time / Created Leave Report.
 - (1) The timekeeper for employees on the Missing Time / Created Leave Report must enter the time and JON (Task)/Operation Code (JON) annotated on the designated form in the DCPS Time and Attendance module prior to the start of pay processing's Final Pass.
 - (2) Certification is not required in the DCPS.
 - (3) Employees' time that is not entered in the DCPS will have their tour of duty hours charged according to the current DCPS conversion of hours policy.
 - (4) Employees must notify their timekeepers of discrepancies in their leave balances in order to have adjustments made.
 - (5) Timekeepers will be responsible for making the necessary adjustments to restore annual leave balances during the next pay period.
- (i) Keeping abreast of timekeeper/certifier ratio to employees (based on specific site business policy).
- (j) Back-up timekeeper/certifier for the directorate.
- (k) Responsible for the review, cleanup and applicable distribution of the following ATAAPS inquiries:
 - (1) Uncertified Employees
 - (2) Employees with Missing Time
- (l) Creating and running default labor hours each pay period for their teams.

F. PROCEDURES.

1. Time and attendance entry must be completed by close of business on the Friday before the end of the pay period. Failure to accomplish this will jeopardize an employees leave and pay.

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2. Certification will be electronically entered prior to the scheduled creation and submission of the SDA file to payroll.
3. An alternate certifier will be designated to assume the responsibility for the primary certifier in case of unavailability.
4. Timekeepers/Certifiers will view their time and attendance input. Timekeepers/Certifiers can verify their certification of time and attendance by reviewing the appropriate ATAAPS inquiries.
5. Each organization will appoint an individual within their directorate or division who will be timekeeper for a minimum of 25 employees. The timekeeper will be responsible for inputting time and attendance for their assigned employees in the event an employee is absent and unable to input their own time. The individuals (timekeepers) must complete a System Authorization Access Request form and forward to the DCPS CSR via fax or via email.
6. New timekeepers within an organization will be established only to replace a previous timekeeper that leaves the organization, transfers, or is no longer responsible for timekeeping. The division chief or deputy director of the organization must sign the System Authorization Access Request form, designating the change, not to be confused with the DCPS security forms. The form should include the name of the individual being replaced and their security access deleted.
7. During organizational realignments, along with the Standard Form 52 package sent to Personnel each organization will be responsible for including a complete list of their timekeepers/certifiers. This package will then be forwarded to Personnel for processing updates.
8. Realignment of an employee from one directorate/operation to another must be accompanied with appropriate timekeeper changes.
9. Work schedules will be maintained in ATAAPS.
10. Employees review their own time and attendance charges and electronically concur every pay period.

G. SYSTEM ACCESS. Employees requesting access to ATAAPS must submit a System Authorization Access Request form to the System Administrator.

Passwords:

Strong passwords are required for all ATAAPS users. Each password must start with a letter and be a minimum of 8 characters in length; they may include upper and lower case, numbers and special characters (\$, # or _).

An example would be: "aNy1uSr\$"

1. Confidentiality of passwords is required.
2. Initial login passwords must be changed immediately by the user after the first login.

H. PROBLEM RESOLUTION. Routine Time and Attendance problems should be reported to each Team Timekeeper/Certifier for resolution. If problem cannot be

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resolved, the Time and Attendance Directorate Point of Contact (POC) will be the next line of contact.

If the Directorate POCs are not available for assistance, the DCPS CSR should be contacted for further assistance.

System Lockouts:

For password or user id resets, employees must contact the System Administrator, via phone or email.