The process outlined below will maximize the prospects for all employees to be paid accurately and timely.

T&A Process for ATAAPS Users:

Step 1. Monday (2nd week of the pay period): Default labor populates ATAAPS on Monday prior to the pay period ending. Employees can begin inputting T&A.

Step 2. Wednesday (2nd week of the pay period): All T&A must be concurred with by close of business (COB). If employee is not available, the timekeeper can enter the timecard. Certification begins.

Step 3. Friday (2nd week of the pay period): All timecards must be certified by COB (prior to the pay period ending).

Step 4. Monday (after the pay period ends): This day is used to enter and certify any timecards that were not completed on Friday or to make corrections to time already input. Final day for T&A in ATAAPS.

Step 5. Tuesday and Wednesday (after the pay period ends): See Step 3 and Step 4 for DCPS Users. Any missing timecards must be processed in DCPS directly. Any input to ATAAPS will not impact the pay period being processed.

T&A Process for DCPS Users:

Step 1. Friday (2nd week of the pay period): Timecard data should be entered on the Friday before the end of the pay period. DCPS will accept data entered even earlier, but at an increased risk to the Timekeeper that corrected timecards may be required.

- **Pay Period End Date Required:** When entering time data before the end of the pay period, Timekeepers must enter the Pay Period End Date, in addition to the employee's SSN.
- **Work Schedule:** For new employees entering the system for the first time, the Timekeeper must first establish the work schedule with the effective date that they started working with the organization. The schedule must be done prior to entering the timecard data in the system.
- **Holidays:** Should Friday or Monday be a US federal holiday, the cutoff dates will continue to apply unless the Timekeeper is notified by e-mail of any changes in the processing schedule.

Step 2. Monday (after the pay period ends): All timecard data entries will be completed by COB. Timecards not entered by COB Monday are considered delinquent.

Step 3. Tuesday (after the pay period ends): Timekeepers run/work T&A reports (Missing Time, Conversion of Hours, Bi-weekly Invalid Transactions) to resolve rejected or invalid time card entries and ensure no employee is missed and timecards are processed correctly. T&A entries and corrections for prior pay periods (retro effective dates) must be entered by COB. Final retro processing occurs. Failure to complete all time card entries and corrections by COB Tuesday will result in pay problems for an employee where Retro Processing is required to adjust pay in prior pay periods.

Step 4. Wednesday (after the pay period ends): Timekeepers run/work T&A reports (Missing Time, Conversion of Hours, Bi-weekly Invalid Transactions) to resolve rejected or invalid time card entries and ensure no employee is missed and timecards are processed correctly. This day is reserved for last minute emergency corrections and the entry of delinquent timecards. Prior pay period entries are too late for current pay period processing and will process the following pay period.