

CODING TELEWORK HOURS IN ATAAPS

- 1. Code all Time and Attendance that is not Telework.**
- 2. Insert a New Row.**
- 3. Job Order – “Standard” / Type Hour “RG”.**
- 4. Add Telework Hours / Days.**
- 5. Click NtDiff/Haz/Other button.**
- 6. Choose TW (Regular) / TS (Situational) / TM (Medical) as appropriate.**
- 7. Save.**