

How to add School/Fitness Time in ATAAPS

Please discuss the time and days with your supervisor before making changes in ATAAPS. Once approved, please conduct the following procedures in ATAAPS.

Change your regular work hours (as shown below). **Insert new Row** → **Select LN** (as shown)

Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri
FSMM	STANDARD	RG			7.00	8.00	7.00	8.00	7.00
FSMM	STANDARD	LN			1.00		1.00		1.00

Act Type Legend:

- KA: LWOP
- KB: Suspension
- KC: AWOL
- KD: Office of Worker Comp. Pgm.
- KE: Furlough
- KF: Non Duty Within Regular Schedl
- KG: Military Furlough (Active Duty
- L9: Emergency Leave
- LB: Advanced Annual
- LC: Court
- LD: Donated, Wounded Veteran
- LF: Forced Annual
- LG: Advanced Sick
- LH: Holiday
- LI: Military (DC Guard)
- LJ: Shore
- LK: Home
- LL: Law Enforcement
- LM: Military
- LN: Administrative

Click **SAVE**, then Click **NtDiff/Haz/Oth**. There will be an "Add" (please refer to image below).

Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri
FSMM	STANDARD	RG			7.00	8.00	7.00	8.00	7.00
Sub Acct				NtDiff					
User Data				Hz/Oth	Add	Add	Add	Add	Add
				FLSA	Add	Add	Add	Add	Add
FSMM	STANDARD	LN			1.00		1.00		1.00
Sub Acct				NtDiff					
User Data				Hz/Oth	Add		Add		Add
				FLSA	Add		Add		Add
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00
Reported to Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00

Click on one of the "Add" shown in the image above.

Please refer to **Civilian Fitness Policy** for more information about this procedure.

Scroll down until you see reason code PF. Select PF → Place a ✓ on the other days as well.

Job Order: STANDARD
 OP Code:
 Type Hours: Admin
 Reason:

DH	Paid Parental Leave - For Adoption
DI	Paid Parental Leave - For Foster Care
PF	Physical Fitness
PH	Preventive Health

 Reason Remove Cancel

July/August	31	1	2	3	4	5	6	7	8	9	10	11	12	13
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>								

Your screen should look like the image below. Then click Reason.

Date: 8/1/2022
 Job Order: STANDARD
 OP Code:
 Type Hours: Admin
 Reason:

DI	Paid Parental Leave - For Foster Care
PF	Physical Fitness
PH	Preventive Health
PS	Weather and Safety Leave

 Reason Remove Cancel

July/August	31	1	2	3	4	5	6	7	8	9	10	11	12	13
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>							<input type="checkbox"/>	

Once complete, your screen should look like the image below. Click SAVE 😊

Cost Center	Job Order	Act Type	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat
FSMM	STANDARD		RG		7.00	8.00	7.00	8.00	7.00	
Sub Acct			NtDiff							
User Data			Hz/Oth		Add	Add	Add	Add	Add	
			FLSA		Add	Add	Add	Add	Add	
FSMM	STANDARD		LN		1.00		1.00		1.00	
Sub Acct			NtDif							
User Data			Hz/Oth		PF		PF		PF	
			FLSA		Add		Add		Add	
Scheduled Hours				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

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

Please refer to Civilian Fitness Policy for more information about this procedure.