

Civilian Personnel: If employees are approved by supervisors to telework as part of management actions in response to COVID-19, the code they should be using in ATAAPS is TS for situational telework. They will use RG on the timecard and then select TS as the sub code. In addition, employees and supervisors must take action to complete corresponding training at the earliest convenience. To further clarify, employees and supervisors may complete the training immediately, via VPN, or as soon as practicable as network access allows. They have waived the restriction for teleworking while your children are at home. If your leadership has questions in regard to the paperwork that is required please have them contact civilian personnel. I have also attached a useful table I received from CPO for assisting with determining different scenarios and how the employees should be working or teleworking or using leave.

If the employee is regularly scheduled to Telework they will use TW if the telework is unscheduled in response to a situation (e.g. COVID19) they will use TS.

Certification Window for the below Pay Period End Dates (PPE) will be open effective 18 MAR 20, to help with being able to certify as early as possible. We are not having accelerated payroll, but we want to minimize the possibility of time not being certified on time. PPE 28 MAR 20 PPE 11 APR 20 PPE 25 APR 20

ATAAPS can be accessed on a personal computer with a CAC/Smart Card Reader on commercial internet. It does not have to be on a government computer or be on the Virtual Private Network (VPN). If any of your certifiers have a government cell phone, they may also be able to access ATAAPS and certify as well.

Ordinarily a timecard is required to be Concurred on by the employee before certification; however, if the employee is not able to do so, it does not prevent the Certifier from certifying the timecard. A Timekeeper can enter time on the timecard on behalf of the employee. When the employee is able to concur, they will need to do so, as well as make any necessary changes so that it will update as a retro transaction.