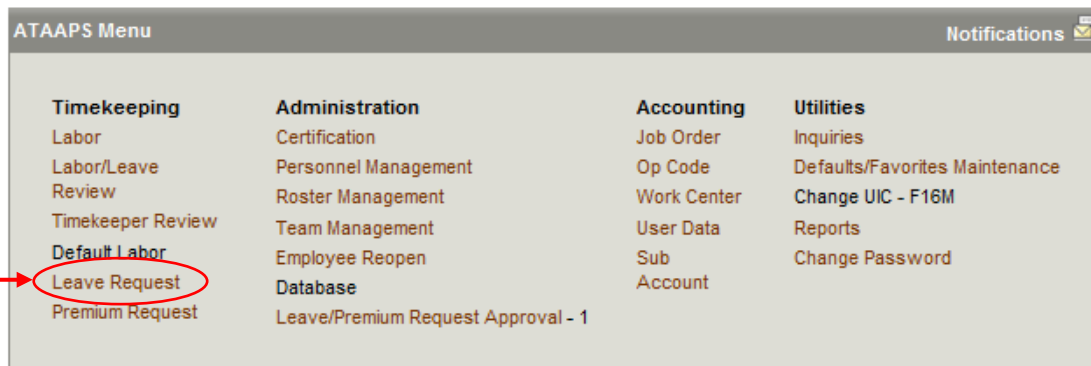


Weather and Safety Leave in ATAAPS

1. Log in to ATAAPS and click on "Leave Request."

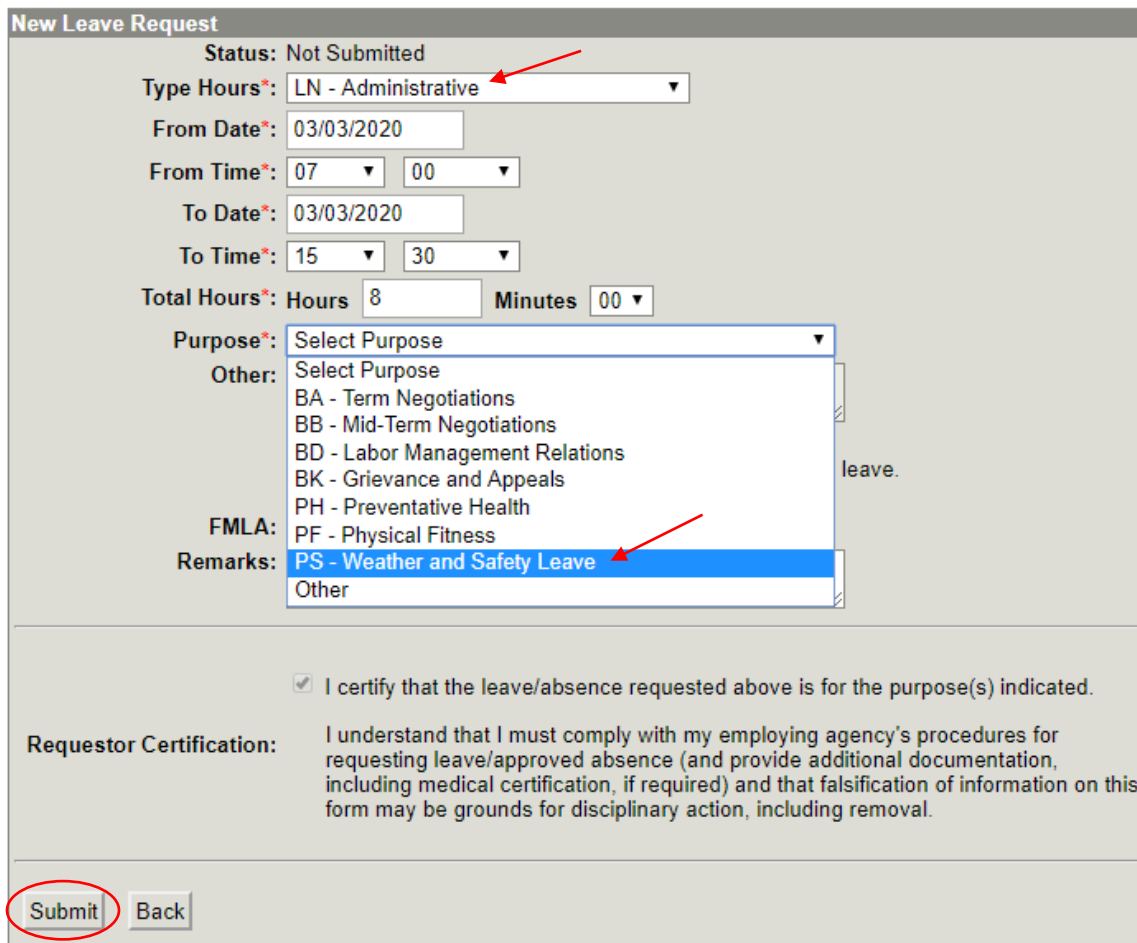


The screenshot shows the ATAAPS Menu with a grid of categories: Timekeeping, Administration, Accounting, and Utilities. Under Timekeeping, 'Leave Request' is circled in red and has a red arrow pointing to it from the left.

Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Op Code	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Work Center	Change UIC - F16M
Default Labor	Team Management	User Data	Reports
Leave Request	Employee Reopen	Sub Account	Change Password
Premium Request	Database		
	Leave/Premium Request Approval - 1		

2. Click on **New Leave Request**

3. Enter the leave request as "LN – Administrative." In the Purpose dropdown, select "PS – Weather and Safety Leave." Then click Submit.



The screenshot shows the 'New Leave Request' form. The 'Type Hours*' dropdown is set to 'LN - Administrative'. The 'From Date*' is 03/03/2020, 'From Time*' is 07:00, 'To Date*' is 03/03/2020, and 'To Time*' is 15:30. The 'Total Hours*' are 8 hours and 00 minutes. The 'Purpose*' dropdown is open, showing a list of options with 'PS - Weather and Safety Leave' selected and highlighted in blue. A red arrow points to this selection. Below the form, there is a 'Requestor Certification' section with a checked checkbox and a 'Submit' button circled in red.

Status: Not Submitted

Type Hours*: LN - Administrative

From Date*: 03/03/2020

From Time*: 07 00

To Date*: 03/03/2020

To Time*: 15 30

Total Hours*: Hours 8 Minutes 00

Purpose*: Select Purpose

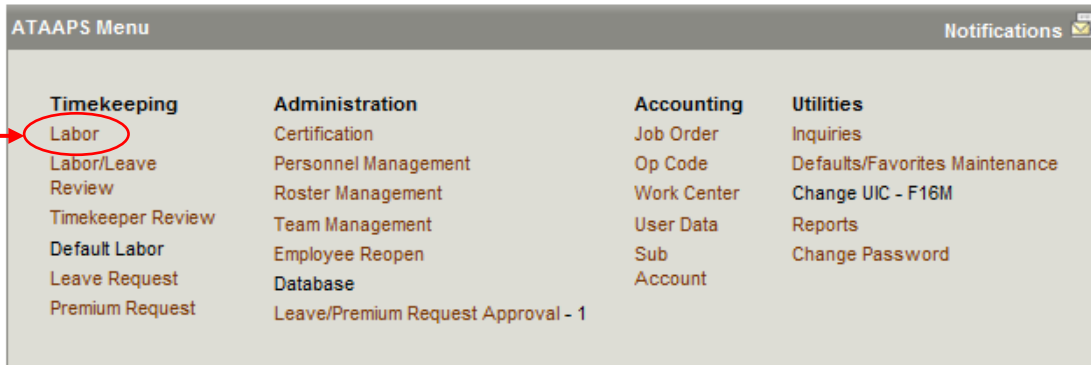
Other: Select Purpose
BA - Term Negotiations
BB - Mid-Term Negotiations
BD - Labor Management Relations
BK - Grievance and Appeals
PH - Preventative Health
PF - Physical Fitness
PS - Weather and Safety Leave
Other

I certify that the leave/absence requested above is for the purpose(s) indicated.

Requestor Certification: I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Submit Back

4. Once the request is submitted, go back to your main screen. From your main screen, go to the Labor section.



5. After you input your weather and safety leave and save, click on the NtDiff/Haz/Oth button.

Employee Hours				March/April														Total
Work Center	Job Order	Op Code	Type Hr	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	
			LN	8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Buttons: Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU																		

Go to Top

6. Additional rows will appear for NtDiff (Night Differential), Hz/Oth (Hazard/Other), and FLSA. Under the LN row, in the Hz/Oth row, click "Add" for the day(s) you want to reflect Weather and Safety Leave.

Employee Hours				March/April														Total	
Work Center	Job Order	Op Code	Type Hr	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat		
			LN	8.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	
Sub Acct				NtDiff															
User Data				8.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00		80.00
				FLSA															
				8.00	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00		80.00
Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Reported to Scheduled Hours				0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
Buttons: Save DeleteRow CopyRow NtDiff/Haz/Oth InsertRow Refresh Summary Create LU																			

Go to Top

7. In the dropdown menu, click on the Weather and Safety Leave code (PS). Be sure to add a check mark on all days you want to mark as Weather and Safety Leave, then click on the “Reason” button.

Employee Information

Employee: [REDACTED]
 Date: 3/30/2020
 Job Order: AFRC301FW
 OP Code:
 Type Hours: Admin
 Reason: BK Grievance and Appeals
 PF Physical Fitness
 PH Preventive Health
 PS Weather and Safety Leave

March/April	29	30	31	1	2	3	4	5	6	7	8	9	10	11
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		☑	☑	☑	☑	☑			☑	☑	☑	☑	☑	

8. Once you click the Reason button, you’ll be brought back to your Labor screen. Your Weather and Safety Leave code is reflected in your timecard.

Employee Hours		March/April	29	30	31	1	2	3	4	5	6	7	8	9	10	11	Total
<input type="checkbox"/>	<input type="checkbox"/>	Work Center															
		Job Order	AFRC301FW														80.00
		Op Code															0.00
		Type Hr	LN														
		Sub Acct															
		User Data															
		NtDiff															
		Hz/Oth		PS	PS	PS	PS	PS				PS	PS	PS	PS	PS	
		FLSA		Add	Add	Add	Add	Add				Add	Add	Add	Add	Add	
		Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00
		Reported to Scheduled Hours	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

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