

ATAAPS Employee Processing Worksheet

PERSONAL DATA - PRIVACY ACT OF 1974 (5 USC 552a)

This information is ONLY used to build your record in the Automated Time Attendance and Production System (ATAAPS)

(Check all that apply to employee)

	NEW USER		CERTIFIER (DD577 required)		TIMEKEEPER (DD2875 required)
	Used ATAAPS Previous at USAFA		Previous Base		

Personnel Information

First Name	MI	LAST NAME	SUFFIX	SSAN:
Duty Phone	E-Mail Address:			Effective Date:
Unit/Office Symbol	Employee Type: <i>(Check One)</i> Regular (Graded/Ungraded) Contractor Military Law Enforcement Firefighter		Graded/Ungraded	# Hrs a Pay period
10-Digit CAC # (on back)				
Team Assigned to	Roster Assigned to			

DCPS INFORMATION

AWS Code:	AWS Codes 0-Not on AWS (5 day wk; 8 hrs) 1-Flexitour (5days wk; 8 hrs) 2-Gliding (5 days wk; 8 hrs) 3-Variable Day (40hrs wk; days vary 0-24 hrs) 4-Variable Week (80 hrs biwk; days vary 0-24) 5-Maxi (80 hrs biwk; days vary 0-24 hrs) 6-Compressed (80 hrs biwk; scheduled days) 7-First Forty (40 hrs wk; days vary 0-24 hrs) 8-Compressed (40 hrs wk; scheduled days) D-Variable (80 hrs biwk; days vary 0-24 hrs) E-Maxi (80 hrs biwk; days vary 0-24 hrs)	WORKSCHEDULE <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">DAY</th> <th style="width: 15%;">HOURS</th> <th style="width: 15%;">NITE DIFF</th> <th style="width: 15%;">SUN PREM</th> <th style="width: 40%;">Shift</th> </tr> </thead> <tbody> <tr><td>SUN</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>MON</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>TUES</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>WED</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>THUR</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>FRI</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>SAT</td><td></td><td></td><td></td><td></td></tr> <tr><td>SUN</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>MON</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>TUES</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>WED</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>THUR</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>FRI</td><td></td><td></td><td style="background-color: black;"></td><td></td></tr> <tr><td>SAT</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	DAY	HOURS	NITE DIFF	SUN PREM	Shift	SUN					MON					TUES					WED					THUR					FRI					SAT					SUN					MON					TUES					WED					THUR					FRI					SAT				
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Temp Position:	FYI - can't earn/use credit hrs if code 0,6,7,8																																																																												
Env Hazard:																																																																													

CERTIFIER INFORMATION

Military Rank:		<i>(if military)</i>
Rosters Certifying:		

DISA REQUEST

(CSR Use)

Date Added to ATAAPS: _____

Date Completed by DISA & forwarded to timekeeper/member: _____