Subject: NEW HIRES AND ACCESS TO ATAAPS

Below is the information Tech Pay needs in order to input new employees into ATAAPS:

Name of new hire:

Section/Group where they work:

Certifier (Supervisor):

Valid phone # for supervisor to contact if there are issues with in-processing data:

DOD ID# (Must obtain an ID card to be loaded into ATAAPS):

Full SSN:

Status (Temp or Perm/Indef):

Grade (GS/WG/WS):

Work Schedule (form attached with brief instructions):

Employee Work phone #:

Employee Work e-mail (this allows them to be notified once a leave slip is approved):

If you have any questions, please feel free to contact me at the number below.

Also, if you notice that someone is missing from the distribution list, please let me know.

Thank you,
Eileen Joyce, CSR
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