



DOE Deferred Resignation Program Time & Attendance

Employees

Tour of Duty: If you were on an AWS schedule or a Flexi schedule you need to have your schedule changed to all 8's preferably either a #1 Flexi Schedule or #2 Gliding schedule.

NOTE: For the PPB 4/20/25 you can keep your regular work schedule, but your schedule must be changed to either a #1 or #2 schedule.



Properties Labor Properties Temporary Tour **Perm. Tour** Team/Roster Type Rpt. WorkCenter Defaults/Favorites Status Schedule Temp Injury Summary

Permanent Tour Information						
Add Tour: <input type="text"/>		<input type="button" value="Add Tour"/>				
Open Date	Close Date	Alternate Work Schedule	Tour Rotation Code	Created By	Created On	
 07/28/2024	02/22/2025	6 - Compressed(80 hrs biwk; scheduled days)		SIEGRIST, MARY	07/09/2024 08:03 AM	
 02/23/2025		2 - Gliding(5 days wk; 8 hrs)		SIEGRIST, MARY	02/14/2025 03:23 PM	

Leave slips:

- Cancel all future leave requests after approved administrative leave start date.
- Enter one leave request for admin leave (LN) for each pay period for 80 hours. If a holiday falls in a pay period deduct the 8 hours and enter 72 hours. Table included below depicting hours by pay period. One leave request per pay period must be added.

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Separation effective 9/30/25

5/4/2025	5/17/2025	80
5/18/2025	5/31/2025	72
6/1/2025	6/14/2025	80
6/15/2025	6/28/2025	72
6/29/2025	7/12/2025	72
7/13/2025	7/26/2025	80
7/27/2025	8/9/2025	80
8/10/2025	8/23/2025	80
8/24/2025	9/6/2025	72
9/7/2025	9/20/2025	80
9/21/2025	10/4/2025	56

Separation 12/31/25

9/21/25	10/04/25	80
10/05/25	10/18/25	72
10/19/25	11/01/25	80
11/02/25	11/15/25	72
11/16/25	11/29/25	72
11/30/25	12/13/25	80
12/14/25	12/27/25	72
12/28/25	01/10/26	24

- If the separation date is September 30 or December 31, the date falls within a pay period. Please enter the number of hours indicated in the table above for these pay periods as admin leave and enter the remaining hours for that pay period as KA – Leave Without Pay (LWOP).
- When entering the admin leave requests, please include the following in the **Comment Section**:

“Approved by DOE Secretary due to DOE Deferred Resignation Participation through MM/DD/YY” where MM/DD/YY is the employee separation date from Federal Service.

New Leave Request

Status: Not Submitted

Type Hours*: LN - Administrative

From Date*: 05/04/2025

From Time*: 06 30

To Date*: 05/17/2025

To Time*: 15 00

Total Hours*: Hours 80 Minutes 00

Purpose*: Other

Other*: Approved by DOE Secretary due to DOE Deferred Resignation Participation through

☐ I hereby invoke my entitlement to family and medical leave.

FMLA: Select FMLA

Remarks: 9/30/25 [or through 12/31/25 for employees who are retiring]

Certifier(s) to Notify: BRNA, SCOTT C.
MANSON, ELIZABETH AVIS-ROSE
SIEGRIST, MARY
SINGH, CHARAN

Unlisted Certifier Email Address:

☒ 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

- Have your supervisor approve your leave requests once submitted.

- Once your Supervisor approves the leave slips, the leave will populate in ATAAPS as below:

Employee Hours		[Warning] Reason code required. Click 'Add' to select.																	
		May		4	5	6	7	8	9	10	11	12	13	14	15	16	17		
Work Center	Task	Job Order	Type	Ln	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
02400	200007389		LN			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																0.00
User Data			Hr/Oth		Add	Add	Add	Add	Add			Add	Add	Add	Add	Add			
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
<input type="button" value="Save"/> <input type="button" value="DeleteRow"/> <input type="button" value="CopyRow"/> <input type="button" value="NtDiff/Haz/Oth"/> <input type="button" value="InsertRow"/> <input type="button" value="Refresh"/> <input type="button" value="Summary"/> <input type="button" value="Create LU"/> Leave Requests																			

- To **Add the DR Code**: Click on the NtDiff/Haz/Oth button, then click on the first Add in the row Hr/Oth to add the DR code. The code box will then pop up. Select "DR" from the options and check the boxes under the day of the pay period then click on Reason.

Extended Labor Attributes

Employee: SIEGRIST, MARY
Date: 5/5/2025
Task: 200007389 - CFO/WCF, CF 5W WF1080000 FY24
Job Order: -
Type Hour: LN - Administrative
Reason:

BD Labor Management Relations
BK Grievance and Appeals
DG Paid Parental Leave - For Birth
DH Paid Parental Leave - For Adoption
DI Paid Parental Leave - For Foster Care
DN Parental Bereavement
DR Deferred Resignation Program
HW Holiday Workaround

Reason Remove Cancel

May	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	

- After you click on the Reason, the system will return to the Labor screen. The errors (red language and arrows in the above window) are gone (see image below) and you may concur on your time through the pay period ending (PPE) 9/20/25. **Do not** concur beyond the last pay period in September for FY 2026 pay periods since accounting codes may change when crossing the fiscal year.

Begin Pay Period: 2025-May-04 << >> PayPeriod

NtDiff/Haz/Oth: Yes Concur: Yes Certified: No Sent To Payroll: No View Leave

Employee Hours				May	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Total
Work Center	Task	Job Order	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
02400	200007389		LN		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														0.00	
User Data				Hr/Oth	DR	DR	DR	DR	DR			DR	DR	DR	DR	DR			
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	

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

Leave Requests

Supervisors

- Approve DOE DRP employee leave requests as soon through September 30, 2025. This will enable staff the ability to enter the DRP code.
- Once the appropriate pay period is reached, certify the employee's time as usual.

Questions can be directed to the Payroll Help desk: payrollcsrhelpdesk@hq.doe.gov or 301-903-2500 Option 4