

UTAPSWEB FOR IMAs QUICK START GUIDE

The UTAPSWEB Quick Start Guide for IMAs and their supervisors (SUPV) and tour of duty certifiers (TODC) has been updated to include the new release information. This short document provides all the basics required to get an IMA's schedule built, approved, signed in and paid. If step by step instructions are required, please utilize the Help Content file in UTAPSWeb.

LINKS

UTAPSWEB DIRECT LINK	https://utapsweb.afrc.af.mil/utapsweb/
AROWS DIRECT LINK	https://arowsr.afrc.af.mil/arows-r/
UTAPS HELP DESK	AFRC.UTAPSWeb@us.af.mil
AROWS HELP DESK	AFRCFM.AROWSR@US.AF.MIL

IMA/PIRRs

IMA TASK 1 – Access the system

UTAPSWeb can be accessed directly at <https://utapsweb.afrc.af.mil/utapsweb/> from any .MIL location. Access from other locations (.COM/.NET/.EDU) require logging into AROWS and using 'Continue to UTAPSWEB' links in the AROWS menus.

Direct AROWS access issues to the AROWS HELP DESK.

Direct UTAPS connectivity issues to the UTAPSWEB HELP DESK.

NOTE 1 - If you are locked out of your UTAPSWeb account, please email your full name and the last 5 of your SSN to the Help Desk for reactivation.

IMA TASK 2 – Set Supervisor and Tour of Duty Certifier (TODC)

To set your **Supervisor**, go to **Configuration** then click **IMA/PIRR Member Editor**.

If your supervisor is listed under **Available** (scroll the listing), select the name and click **SAVE CHANGES-Assign Supervisor** – it's set.

The Current Supervisor will be displayed to the left of the listing under **Assigned**.

If your supervisor is **NOT** listed under **Available**, click **Add New Supervisor**, fill in First Name, Last Name, Email Address, Phone Number and click **SAVE CHANGES-Assign Supervisor** – it's added.

NOTE 1 – IMA Supervisors can approve schedules, disapprove schedules, sign-in, validate work and send to pay. You don't need to have your supervisor in your TODC list – he can do both tasks.

NOTE 2 – TODCs are ONLY required if another person other than your supervisor has to certify your attendance.

To set your TODC, go to Configuration then click **IMA/PIRR Member Editor, Tour of Duty Certifier** tab.

If your TODC is listed under **Available** (scroll the listing), select the name and click **SAVE CHANGES-Assign Certifier(s)** – it's set.

The Current TODC will be displayed to the left of the listing under **Assigned**.

If your TODC is NOT listed under **Available**, click **Add New Certifier**, fill in First Name, Last Name, Email Address, Phone Number and click **SAVE CHANGES-Assign Certifier(s)** – it's added.

NOTE 3 – If you try to add a supervisor or TODC and receive a warning message that the person is already in the system and you can't see him – contact the UTAPSWEB HELP DESK for assistance. He's probably in the system in another role. DO NOT try to add him under another name.

IMA TASK 3 – Build Projected Schedules in New Calendar View

NOTE 1 – This task has been updated to allow for both a single period (half-day) build as well as contiguous day builds (For example, you could put in 6 consecutive periods to build three IDT days at once).

Go to **IMA/PIRR Schedule** to bring up your calendar.

Double-click on the date in the calendar to open the ‘Build a IMA/PIRR Schedule’ box.

Verify the date.

To the right of **Number of Consecutive Periods**, enter the number of periods you want to build – from one (half-day) up to yearly limit. **NOTE:** When building consecutive periods UTAPS treats the IDTs as one, any deletions or reschedules will affect the entire group.

To the right of **Starting Schedule to Work Period**, select whether you want your IDT periods to begin with Period 1 (morning) or Period 2 (afternoon). Default is Period 1.

Select the **Location Option** by clicking Search by city/base or zip-code. (Use Home of Record for telecommuting)

To the right of **Comment**, enter the comment that you want to appear on the Training Location/Remarks area of the Form 40A (50 character limit).

Select an answer for **Require Subsistence** and **Require Lodging**.

To the right of **Select a Validator** click on the down arrow to select a validator, default is your supervisor.

Click **OK**.

The **IMA Schedule Editor** box will open, verify the data and click on **Save and Close**. The built dates will appear WHITE (Built Status) on the calendar.

Once you’ve built your yearly limit, click on the **Submit Schedules** button to submit schedules for approval.

All schedules will turn from white to yellow indicating they are in Pending status.

DELETIONS: Click on the Scheduled Period you wish to delete. A **Selected Schedule** dialog box will appear. Click the **Delete** button. Answer ‘YES’ to the confirmation question to clear the calendar.

NOTE 1 – You cannot proceed to IMA TASK4 until your supervisor approves your schedules.

NOTE 2 – Once your schedules are approved, you will be able to reschedule a date/period – see info about ‘Request RES’ under HELP.

NOTE 3 – You can build FHDs (purple) or PNTs (turquoise) schedules and submit for approval ONLY AFTER your projected IDTs are built and approved.

NOTE 4 – The member can delete the schedules in any stage without the IMA Supervisor’s approval, EXCEPT if the schedules are in worked status or one period of the schedules that were built contiguously are in a worked status or have been sent to pay (Black or Gray; in this case the only option is for the user to reschedule the period to a different date. During this scenario no deletion option will be allowed).

NOTE 5 – When you build schedule days as a contiguous build, keep in mind that you’ll have to manage those as a group. So keep the number of days that you build together to a minimum. We recommend that you don’t build more than one week at a time.

NOTE 6 – DO NOT select the button labeled “Request Cumulative” if you are not working the schedules in hourly increments. (Reserved for Civil Air Patrol Members)

Editing Start and End Times: Click on the Scheduled Period you wish to edit. Select Edit Schedule. The Schedule Editor dialog box will appear. Click on the line you wish to edit. This will grant access to update the start and end times. Click Save and Close.

IMA TASK 4 – Sign Into Your Approved Schedule (puts IDTs in worked (gray) status) (FINAL STEP)

Go to **IMA/PIRR Schedule** to bring up your calendar.

Double-click on a GREEN scheduled period to sign in.

This brings up a window showing the scheduled period for that date. Click on **Edit Schedule**.
The Schedule Editor will open to display the periods built on that date.
Click the '**Work Date**' column for the IDT Period. This triggers the '**Sign Member In**' dialog box, answer **Yes**.

NOTE 1 - If the Schedule Editor or dialog box does not open, check to ensure your pop-up blocker is OFF.

Repeat the above instructions for other IDT periods.
Click **Save and Close** when finished, a successful sign in will turn the date GRAY.
Repeat the steps above for all dates you have worked, your Supervisor will receive an email message that there are schedules to validate.

NOTE 2 – Never sign in for a future date, at the end of the day on the last day of consecutive duty you can sign in to each IDT then your supervisor can submit all the days at one time for pay.

IMA/PIRR SUPERVISOR

SUPV TASK 1 – Access the system

UTAPSWEB can be accessed directly at <https://utapsweb.afrc.af.mil/utapsweb/> from any .MIL location. Access from other locations (.COM/.NET/.EDU) require logging into AROWS and using 'Continue to UTAPSWEB' links in the AROWS menus. Supervisors who are NOT AFRC personnel can only access UTAPSWEB from a .MIL location.

Direct AROWS access issues to the AROWS HELP DESK.
Direct UTAPS connectivity issues to the UTAPSWEB HELP DESK.

Supervisors who are AFRC personnel – IMAs, traditional reservist, etc. – will use their SSAN to access UTAPSWEB if queried for it. Supervisors who ARE NOT AFRC personnel should receive an email containing the UTAPSWEB DIRECT LINK and SSN Identifier to use as a login ID. You will use the identifier for the FIRST access. After that, the Identifier number will bind to your CAC card. Non-CAC users must use their Identifier each time they access the system.

NOTE 1 - If you've not received that email or if you are not accessing UTAPSWEB from a .MIL location, contact the UTAPSWEB HELP DESK.

Some IMA Supervisors have more than one role; make sure that you are in the correct role before processing IDTs. UTAPS Roles are located on the upper left portion of the Home Page, click the down arrow to view and select other roles.

SUPV TASK 2 – Approve Your IMA's IDT Projected Schedules in New Calendar View

To Approve ALL Schedules-

Go to the **IMA/PIRR Supervisor Calendar** and select the name of the IMA to view their calendar. The IDT dates will appear YELLOW on the calendar.
Verify the dates and click on **Approve All Schedules**.
An 'Approve All Confirmation' dialog box will appear, click **Yes** to confirm approval. The IDT dates will change to GREEN.

NOTE 1 – If you don't see your IMA in the list of IMAs requiring approval, contact your IMA to verify that they have selected you as their supervisor and have actually submitted the schedules for approval – the schedules should be yellow on their calendar.

To Approve Individual IDTs-

Go to the **IMA/PIRR Supervisor Calendar** and select the name of the IMA to view their calendar. The IDT dates will appear YELLOW on the calendar.

Double-click on the IDT period. This brings up a window showing the scheduled period for that date.

Click on **Edit Schedule**.

Click the checkbox next to the period you wish to approve.

Click the **Approve** button above the Period column, the Status column will change to Approved.

Finally, click **Save and Close**, the IDT will change to GREEN on the calendar.

SUPV TASK 3 – Validate your IMAs’ IDT Worked Schedules

Click **Validate Work** on the Home Page. There are two buttons, the first, **Preview Form 40** allows you to verify the Form 40s that will be exported BEFORE you export it. The **Export** button is the action button (red asterisk) that allows you to Send to Pay, click **Export**. UTAPS will notify you when the file is exported.

NOTE 1 – If you don’t see your IMA in the Preview Form 40 list, requiring work to be validated, contact your IMA to verify that they have selected you as their supervisor or TODC and have actually signed themselves in for those schedules – the schedules should be gray on the IMA calendar. Only IDT dates that are GRAY on the calendar can be validated and sent to pay.

NOTE 2 – If you receive a ‘There Are No Records in Export Status At This Time’ message, that means that you don’t have anything to validate – you’ve either already validated them, the IMA hasn’t signed in or schedules approved, built and worked on the same day of the scheduled period cannot be sent to pay until the following day.

SUPV TASK 4 – Send to Pay Your IMAs’ IDT Validated Schedules

After files are exported, click **Send to Pay** on the Home Page. You will see one or more Form 40s (pay files) listed as a blue hyperlink and the **Send to Pay** button. You can click on the blue listed Form 40s if you want to view them BEFORE you send them to pay. The **Send to Pay** button sends the schedules forward to the Reserve Pay Office (RPO) for pay and points.

IDT dates that are successfully sent to pay will appear BLACK on the calendar.

TOUR OF DUTY CERTIFIERS (TODCs)

TODC TASK 1 – Validate your IMA’s worked IDTs

Click **Validate Work** on the Home Page. There are two buttons, the first, **Preview Form 40** allows you to verify the Form 40s that will be exported to the IMA Supervisor. The **Export** button is the action button (red asterisk) that allows you to validate the schedules as worked, click **Export**. (You must Export so the IDTs are forwarded to the Supervisor)

Note 1 - Only IDT dates that are in Worked (GRAY) status on the calendar can be validated.

Accessing Form 40As

Form 40As will be available for each IDT built AFTER they are approved (GREEN) by the supervisor. Go to **Reports**, then **Automated Form 40s** to bring up the Form 40As viewing tree. Click on the **plus** sign next to your name, you'll see a Form 40A for each period built.

Click on a date and period to highlight it then prepare your 40A for printing:

- Select the **Personal Data** tab and select whether you require lodging or subsistence.
- Select the **Signing Officials** tab and select an Authorizing Official.
- Select the **Combine Form 40As** tab to combine periods for the date highlighted. Verify the periods to be combined, then highlight the first period displayed in the box and click the **Combine/Save** button.

To save 40As, click **Save** in the top left corner. (GRAY discs are unsaved, YELLOW discs are saved).

To print 40As, click **Print** in the top left corner, then click **Print Preview** or **Print Individual 40A**, a PDF window will open to view the 40A. Click the printer icon to print from PDF.

NOTE 1 – You must save any changes made to the 40A before printing.

NOTE 2 – You can combine multiple periods for IDT builds as a contiguous group. Keep in mind that only seven line items will fit on one automated Form 40A. So, for the normal Monday – Friday example, the entire week would fit on two Form 40As – Monday period 1 through Thursday period 1 on the first, and Thursday period 2 through Friday period 2 on the second.

NOTE 3 – Except for setting Personal Date, Signing Officials and Combining Periods, you shouldn't do anything else to Form 40As. Changes made to Form 40As because you were just 'trying something' may not be able to be resolved without removing and rebuilding the schedule on the calendar.

NOTE 4 – Form 40As are a 'document of record' and shouldn't be deleted by the member. Deleting the date on the calendar and having that approved by the supervisor will remove the Form 40A from the system.

NOTE 5 – See above – You cannot call the UTAPSWEB Help Desk to replace your Form 40As because you deleted them. You can only rebuild them by deleting and then rebuilding your calendar.

Travel Pay Information

If you have questions regarding travel reimbursement, contact the Dobbins Travel Pay Office toll free at 800-808-5942, commercially at 678-655-5800, or DSN 625-5800. You can email questions to dobbins.imatravel@us.af.mil.

However, if you are going to file for lodging reimbursement, you will need to print form 40As after the worked periods have been sent to pay (Black) on the calendar. Printing a form 40A after the worked periods have been paid will have the appropriate UTAPSWEB generated signatures needed for the Dobbins Travel Pay Office to process your lodging reimbursement claim. Follow the 40As printing instructions to retrieve the form.