

## SMAP Center New Employees

Hello Everyone and Welcome!

UAH Security Denise Spiller or Delores Newton will notify you when your interim clearance is approved and will schedule a briefing. **After this has been completed proceed with the following: Bring the following to your scheduled briefing with Delores Newton.**

1. I need a **signature** located in the center of a blank sheet of COPY paper (please print your name about 5 inches below signature) this will be used to set up your timesheet.

2. Fill out the following **information** to begin paperwork on your security badge. :

Name-

Race-

Hair color-

Eye Color-

Sex-

Height-

Weight-

Birthdate-

Place of Birth (include city and state)-

Emergency contact- address and phone number-

Have you ever worked for the government or are you a military dependent?

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### Next step-

Watch your personal e-mail, Joan Sims or Kelly Burkett will send you AKO instructions. Please follow instructions closely and enter ASAP! After your account has been approved by your sponsor and we have received the approval e-mail back from you, we will call you to set up an appointment to get your badge and start work (this may be a day or so).

Please have the following information ready: **proof of insurance, tag receipt**, and your **driver license**. Additionally, if the car you drive is **not** in your name you will need to bring a **notarized** letter that gives you permission to drive the car from the owner (use the form below). The letter must be **notarized!!!!** We will also get parking decals for the car on the same day as we get your badge.

**\*\*LETTER MUST BE NOTARIZED!!\*\*** If you have any questions, Please let me know.

Joan D. Sims

The University of Alabama in Huntsville

Systems Management and Production Center

256-313-1299- office

256-682-6320- cell

256-876-6421 fax [joan.sims@us.army.mil](mailto:joan.sims@us.army.mil)

**TO WHOM IT MAY CONCERN:**

The undersigned authorizes \_\_\_\_\_  
(NAME)

To register and operate my Privately Owned vehicle on Redstone Arsenal, AL.

The following information is furnished on my Privately Owned vehicle:

\_\_\_\_\_  
YEAR                      MAKE                      MODEL

\_\_\_\_\_ AND \_\_\_\_\_  
TAG NUMBER                      VEHICLE IDENTIFICATION NUMBER  
(VIN)

I further understand that the purpose for this registration is for the above named individual to use my Privately Owned vehicle on Redstone Arsenal and not for the undersigned's use on Redstone Arsenal. I must also provide a copy of my insurance on this vehicle.

\_\_\_\_\_  
DATE                      SIGNATURE

## **Timekeeping**

The following information applies to everyone who has not already turned in a timesheet.

In our effort to automate the time reporting system, your timesheet is available on-line at <http://smapcenter.uah.edu/uahtimetracking>

There are some rules listed below that should help you.  
The main one is reporting time in minutes, i.e. 6.3 = 6.5 hours.  
The program converts your entry for your printed timesheet.

### **Rules for accessing the time system:**

\* Your username is similar to what many of us use at RDEC; last name followed by first and middle initial (if applicable). For example:  
brown-jr

\* The default password for everyone is SmapCenter05--on the first time logging in, a change password page should be displayed.

\* When keeping your time:

\* Time is tracked in terms of hours and minutes. The method of entry is not decimal, but hours minutes. For example:

\* 6 hours and 30 minutes would be represented at 6.3 instead of 6.5.

\* Therefore, quarter hour increments are represented as follows:

\* 0.15 - 15 minutes

\* 0.3 - 30 minutes

\* 0.45 - 45 minutes

\* After filling out the online form with your time, you can **save** it and then click on "View Timesheet" to view or print the final result.

\* Your signature will not appear on the final timesheet until you have checked the "Time Sheet is complete" box and then save the timesheet.

\* The notes field is to be used to comment on your time for Gary's benefit. It will not show up on the timesheet that is being sent to campus.

If you have any trouble with time sheets contact Kevin Conrad (office: 313-1037 e-mail: [kevin.conrad@amrdec.army.mil](mailto:kevin.conrad@amrdec.army.mil))