Atlas Time and Vacation Entry FAQ

This page displays links to some of the most frequently asked questions related to Atlas applications for employees entering time sheets and sponsored research staff entering vacation. For those who don't use SRS Vacation Tracker, see: Vacation Request.

Use the search field above for a broader search of The Knowledge Base.

### Time Sheet Entry

- Page: SRS Vacation Tracker, Add-Change section vs History section
- Page: Access denied error for time sheet entry - hourly position has closed or I have graduated or withdrawn as a student
- Page: Add or change time sheet entry after time has already been approved
- Page: Position not displayed in drop-down on time sheet entry screen
- Page: For Service Desk Consultants - Position not displayed in drop-down on time sheet entry screen
- Page: Atlas error - "personnel number is currently locked"
- Page: I'm in Atlas. Where is...?

### Sponsored Research Staff - Vacation entry

- Page: SRS Vacation Tracker, Add-Change section vs History section
- Page: How can Lincoln Laboratory employees track their vacation time?
- Page: Access errors for SRS Vacation Tracker

### Manage Time and Vacation

- Page: Can a time sheet approver approve time for future weeks?
- Page: Late time sheet reporting and changes
- Page: I'm in Atlas. Where is...?
- Page: SRS Vacation Tracker, Add-Change section vs History section
- Page: Access errors for SRS Vacation Tracker