



Oracle Time and Labor (OTL)

Premium Hours Request- Employee

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
20-Apr-2016	Robin Hardy	1.0	No Previous Document
13-Jul-2016	Robin Hardy	1.0	Update

Reviewers

Date	Name	Position
26-Apr-2016	Melissa Haynes	Workforce Preparation Team Lead

Distribution

Copy No.	Name	Location
1	R12 Premium Pay Request - Employee	DEPS

Note to Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes. If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.



Table of Contents

DOCUMENT CONTROL	II
BUSINESS PROCESS DESCRIPTION	4
EMPLOYEE - PREMIUM REQUEST SUMMARY SCREEN	6
EMPLOYEE - ACCRUAL BALANCES - SUMMARY SCREEN	11
EMPLOYEE - CREATE A PREMIUM REQUEST	13
<i>Option 1: Cumulative Request (with Attachment)</i>	13
<i>Option 2: Daily Request</i>	20
EMPLOYEE - MODIFY A PREMIUM REQUEST	25
EMPLOYEE - WITHDRAW A PREMIUM REQUEST	28
EMPLOYEE - SYNCHRONIZE A PREMIUM REQUEST TO A RETRO TIMECARD	30



Business Process Description

This Work Instruction provides guidance on processing a DAI Premium Request. Premium hours are hours worked over and above the regular Tour of Duty (TOD). The DAI Premium Request allows employees to submit a request for premium pay codes to be approved for entering these premium hours on their timecard. Based on the Agency configuration, once the request is approved the employee's timecard automatically updates with the request details or the employee manually enters the request details on the timecard. Users can also submit a Premium Request on a Holiday. The available "DAI Premium Hours" pay codes include:

Code	Description
CB	Travel Comp Time Earned
CD	Credit Hours Earned
CE	Compensatory Time Earned (Scheduled)
OS	Overtime Scheduled
OU	Overtime Unscheduled

Premium hours can be accounted for in two ways; either Cumulative or Daily depending on the pay code type and the number of hours requested.

- **Cumulative** – A cumulative premium request is for a particular duration. The Employee enters a premium code, selects the duration within the Start Date and End Date fields, and enters the hours in the Total Hours field. The Start Time/End Time fields and Calculate Duration button are greyed out.
- **Daily** – A daily premium request is for an individual day. The Employee enters a premium code, Start Date, End Date, Start Time, and End Time. Clicking the Calculate Duration button to compute the hours and populate the Total Hours field.

The Calculate Duration function calculates based only on the duration selected and not the Tour of Duty record. DAI's Time Entry rule restricts entered time to 24 hours per day. If, for example, an employee is scheduled to work 8 hours on a given day, then the employee cannot record more than 16 Premium hours for that day. For Non Fixed Tour employees, DAI considers the employee's work schedule hours to determine the maximum Premium hours which can be recorded so as not to exceed 24 total hours per day..

With overlapping logic, an employees cannot submit multiple daily Premium Requests for the same duration. However, employees can submit multiple cumulative requests for the same duration. No accrual balance validations are performed for Premium hour requests. Employees can view accrual balances by selecting the Accrual Tab. The same accruals shown in the timecard and in Absence Management will display in the Premium request. The accrual balances also appear in the approval notification.

Approval

Based on Agency configuration for daily Premium Requests, the premium hours may be automatically entered onto the timecard upon approval. For agencies that to not utilize the automatic timecard update



functionality, users must manually enter the premium hours on the timecard.

The automatic timecard update functionality is not available for cumulative or retro pay period premium requests.

Retro Premium request

Cumulative Premium requests cannot be submitted in retro.

Daily premium requests can be submitted in retro (after the pay period is over); the system validates the hours requested match the timecard hours.

Trigger: An Employee needs enter "Premium" hours on their timecard by submitting a Premium request to their Supervisor.

Prerequisites

- The employee is in the DAI hierarchy approval flow.
- Project and Task values are all linked to the employee.
- The employee's Tour of Duty exists.
- The supervisor or authorized delegate is in the hierarchy approval flow with a link to the employee.
- An Employee must be in a Timekeeper Group in order to create a Premium Request.

Responsibilities

- Employee Time User

Menu Path

- Employee Time User →DAI Premium Request



Employee - Premium Request Summary Screen

Start the task using the following responsibility and menu path to open the DAI Premium Request screen:
Responsibility: Employee Time User
Menu Path: DAI Premium Request

The screenshot shows the 'Home' page of a system. At the top left is the word 'Home'. Below it is a 'Navigator' section. To the right of the Navigator is a 'Personalize' button. The Navigator contains a list of menu items: 'Employee Time User TMA' (with a folder icon), 'DAI Premium Request' (with a document icon), 'DAI Absence Management' (with a document icon), 'Time Entry' (with a document icon), 'Templates' (with a document icon), and 'Create Timecard' (with a document icon). A red rectangular box highlights the 'Employee Time User TMA' folder and its sub-item 'DAI Premium Request'.



Employee Summary Screen – Header Section

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, STEVE TMA **Employee Number** 13024
Email Address STSERVICE.DHA.MIL **Business Group** Defense Agencies Initiative Business Group
Supervisor HARDY, ROBIN TMA **Organization** DHA BUSINESS INTEL _ ANALYTICS - M333000

2. Overview: The **Employee Details** section: Partial Screen

Field Name	Field Detail	Description
Employee Name	Employee's Name	Premium Requests is to be entered for this employee
Employee Number	Employee's Number	Numerical number assigned to the employee record
Email Address	Employee's Email Address	Email address from the Employee's record
Business Group	Employee's Business Group	Employee's assigned Business Group from the Employee's record
Supervisor	Employee's Supervisor	Employee's assigned Supervisor/Approver from the Employee's record.
Organization	Employee's Organization	Employee's assigned Organization from the Employee's record



Employee Summary Screen – Simple Search Section

Premium Request Summary | Accrual Balances

Simple Search

3

Type Status

From Date To Date

The Simple Search option allows the Employee to retrieve any Premium Request that has been previously entered.

3. Click the drop down arrow in the **Type** field to display the various **Premium Types** that can be used as the criteria for a **Premium Request** search.
Click the **Go** button if this is the only criteria; otherwise, continue to add additional search criteria.

Type

- CB - Travel Comptime Earned
- CD - Credit Hours Earned
- CE - Compensatory Time Earned (Scheduled)
- OS - Overtime Scheduled
- OU - Overtime Unscheduled



Employee Summary Screen – Simple Search Section

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, STEVE TMA Employee Number 13024
 EMail Address STSERVICE.DHA.MIL Business Group Defense Agencies Initiative Business Group
 Supervisor HARDY, ROBIN TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

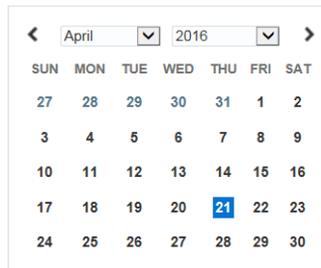
Premium Request Summary Accrual Balances

Simple Search

- Click the drop down arrow for the **Status** field to display the various **Premium Statuses** that can be used as the criteria for a **Premium Request** search. ,
 Click the **Go** button if this is the only criteria; otherwise, continue to add additional search criteria.



- Click the  icon for the **From Date** and **To Date** fields to display a calendar to select the **Premium Request** date range or enter the dates using the format of DD-MMM-YYYY. If this is the only criteria, click the **Go** button otherwise; continue to add additional search criteria.



Cancel



View Premium Request Search Results

6

Premium Request Summary

Create Request									
Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
09-May-2016	09-May-2016	2	Daily	OU - Overtime Unscheduled	Pending Approval				

6. Review the retrieved data associated with the search criteria entered in the **Simple Search** fields.

Column Heading	Description
Start Date	Beginning date of the Premium Request
End Date	End date of the Premium Request
Duration (Hours)	Numeric display in hours of premium requested
Request Type	Type of premium requested <ul style="list-style-type: none"> • Cumulative • Daily
Premium Code	Available Premium Codes <ul style="list-style-type: none"> • CB – Travel Comp Time Earned • CD Credit Hours Earned • CE – Compensatory Time Earned (Scheduled) • OS – Overtime Scheduled • OS -Overtime Unscheduled
Status	One of the following statuses: <ul style="list-style-type: none"> • Approved • Pending Approval • Rejected • Saved for Later • Withdrawn
Attachments	Attachment icon (paperclip) displays indicating if a file is attached.
Details	Detail icon displays the Historical Premium Request information.
Update	Update icon allows changes or edits to be made to the Premium Request.
Withdraw	Trash Bin icon allows the Premium Request to be withdrawn. Once withdrawn this Premium Request cannot be reused.



Employee - Accrual Balances - Summary Screen

Employee Details

Employee Name SERVICE, STEVE TMA **Employee Number** 13024
E-Mail Address STSERVICE.DHA.MIL **Business Group** Defense Agencies Initiative Business Group
Supervisor HARDY, ROBIN TMA **Organization** DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Summary **Accrual Balances** 1a

TIP Enter the date for which you wish to view Leave accruals. If no date is entered, accruals are computed as of today.

Simple Search

Effective Date 30-Apr-2016 1b
(example: 21-Apr-2016)

Go 1c

Accrual Balances – Partial screen

1.
 - a) Click the **Accrual Balances Tab** to search for the **Employee’s Accrual Balances** interfaced from **DCPS** as accrued by the end of the previous payroll period.
 - b) Click the icon to enter an **Effective Date** for the **Accrual Balances** **Or** leave the field blank to display balances as of today’s date.
 - c) Click the **Go** button to process the **Simple Search** and display the accrual balances as of the **Effective Date** entered.

Note: If the Effective Date entered is not the last day of the previous payroll period, the displayed balances will be as of the end of the previous payroll period.



Employee Accrual Balances –Summary Screen

Accrual Balances	
Accrual Type	Balance
Advanced Annual Leave	0
Advanced Sick Leave	0
Annual Leave	73
BRAC Restored Leave	0
Compensatory Time	0
Credit Hours	0
Military Leave	0
Religious Compensatory Time	0
Restored Annual Leave 1	0
Restored Annual Leave 2	0
Restored Annual Leave 3	0
Sick Leave	22
Time Off Award	5
Travel Compensatory Time	0

2

Accrual Balances - Partial Screen

2. All types of **Accrual Balances** will display using this search option.
- Note:** Leave balances are as of the end of the previous payroll period within **DCPS**. **DAI** does not calculate or generate leave balances, **DAI** only displays the information that is interfaced at the end of the payroll period from **DCPS**.

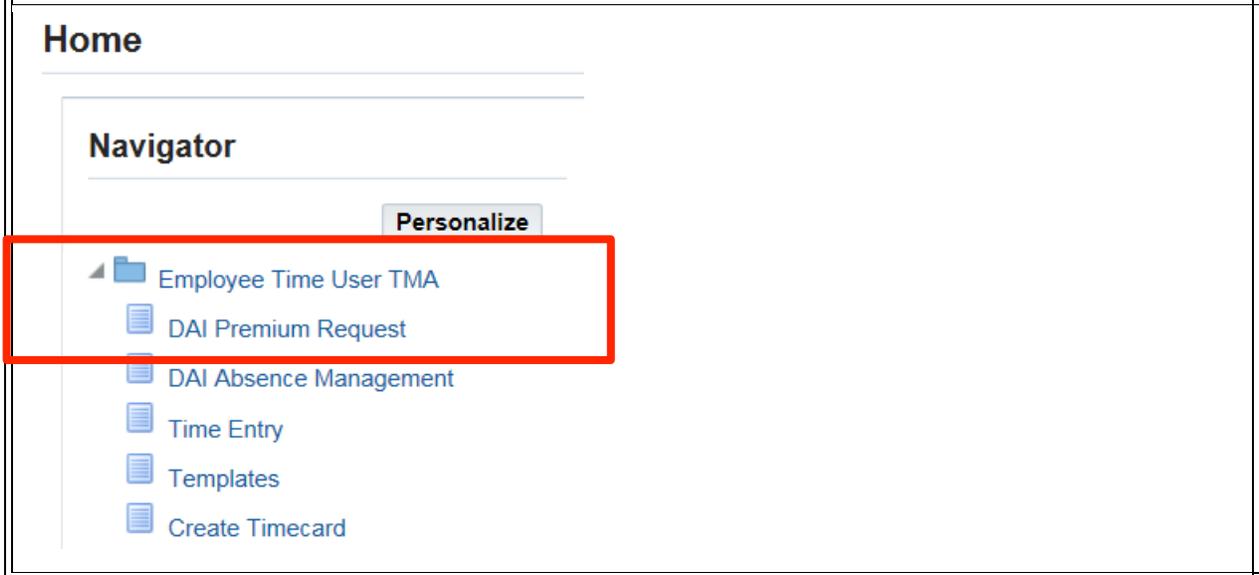
Employee - Create a Premium Request

Option 1: Cumulative Request (with Attachment)

Start the task using the following responsibility and menu path to open the DAI Premium Management screen:

Responsibility: Employee Time User

Menu Path: DAI Premium Management





Option 1: Cumulative Request with an Attachment

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, STEVE TMA Employee Number 13024
 EMAIL Address STSERVICE.DHA.MIL Business Group Defense Agencies Initiative Business Group
 Supervisor HARDY, ROBIN TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Summary Accrual Balances

Simple Search

From To Status
 To Date

Go Clear

Premium Request Summary

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
09-May-2016	09-May-2016	2	Daily	OU - Overtime Unscheduled	Pending Approval				

2. Click the **Create Request** button to display the “Enter Premium Request Details” screen.

Note: Cumulative Premium requests cannot be submitted in retro.

Absence Details: Partial screen

Premium Request Details

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
 * Indicates required field

* Request Type

* Premium Code

Duration

Total Hours Calculate Duration

Comments

3. Click the drop down arrow in the **Request Type** field and scroll to select “Cumulative”.

a) Click the drop down arrow in the **Premium Code** field and scroll to select “Travel Comptime Earned”.



Option 1: Cumulative Request

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.

* Indicates required field

* Request Type

* Premium Code **4**

Duration	* Start Date	<input type="text"/>	* End Date	<input type="text"/>
	Start Time	<input type="text"/>	End Time	<input type="text"/>

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours

Comments

Absence Details: Partial screen

4. Enter the **Duration** section with the **Start Date** and **End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates.

Note: When using the “**Cumulative**” option, the hours will need to be manually entered. The “Calculate Duration” button is not active.

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.

* Indicates required field

* Request Type

* Premium Code

Duration	* Start Date	<input type="text" value="23-May-2016"/>	* End Date	<input type="text" value="24-May-2016"/>
	Start Time	<input type="text"/>	End Time	<input type="text"/>

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

5

Total Hours

Comments

5. Click in the **Total Hours** field and manually enter the hours being requested.



Option 1 – Cumulative Request

Cancel **Save** **Next**

5a **5b** **5**

Select Request Type, Premium Code, and enter any other information you want to record for your request.

* Indicates required field

* **Request Type** Cumulative ▼

* **Premium Code** CB - Travel Comptime Earned ▼

Duration

* Start Date	23-May-2016	* End Date	24-May-2016
Start Time		End Time	

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours 1.0 **Calculate Duration**

Comments Add comments here if necessary. |

5. Click the **Next** button at the top of the screen to process the validations for the **Premium Request**.
- a) Click the **Cancel** button to remove/delete the **Premium Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - Click the **Yes** button to continue with the cancelation.
 - Click the **No** button to return to the previous screen.
 - b) Click the **Save** button to keep the **Premium Request** for a future submission. The screen will return to the **Premium Requests Summary Page** and the saved request will be listed at the bottom of the page



Option 1 – Cumulative Request - Add Attachment

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.

* Indicates required field

* Request Type

* Premium Code

Duration * Start Date * End Date
Start Time End Time
Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours

Comments

Supporting Documents



6. Click the **Add Attachment** button to attach a **File, URL, Short Text or Long Text** to the **Premium Request** for the Supervisor to view this attachment on the premium request notification.



Option 1 – Cumulative Request - Add Attachment

Add Attachment

Add ▾

Attachment Summary Information

Title

Description

Category ▾

Define Attachment

Type File Browse...

URL

Short Text

Long Text

7

7. Click on the **Browse** button to locate the **File** to be attached to the **Premium Request**.

Note: In addition to selecting **File**; a **URL**, **Short Text** (message under 2000 characters), or **Long Text** can be selected. The **Title** field is optional; however, if a title is entered it will override the actual file name in the attachment display.

Confirmation

Attachment Airline Ticket and Itinerary.docx has been added successfully but not committed, it would be committed when you commit the rest of the current transaction.

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Airline Ticket and Itinerary.docx	File		Miscellaneous	SERVICE-STEVE	21-Apr-2016	One-Time		

[Return to Summary Page](#)

8

8. Click the **Next** button to move the Premium Request into the review stage, or **Save** the request to keep the request for a later submission.

A **Confirmation** statement reads: **“Attachment Airline Ticket and Itinerary.docx has been added successfully, but not committed, it would be committed when you commit the rest of the current transaction.”**

Note: The request must be submitted by clicking the **Next** button or saved for a future submission in order for the attachment to be committed to the request.



Option 1 – Cumulative Request -Submittal

Employee Time User TMA

9a
9b
9

Employee Details

Employee Name	SERVICE, STEVE TMA	Employee Number	13024
E-Mail Address	STSERVICE.DHA.MIL	Business Group	Defense Agencies Initiative Business Group
Supervisor	HARDY, ROBIN TMA	Organization	DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Details

Review all the information and click on "Submit" to submit the request for approval.

Request Type	Cumulative		
Premium Code	CB - Travel Comptime Earned		
Duration	Start Date	End Date	End Time
	23-May-2016	24-May-2016	
Total Hours	1		

Comments Add comments here if necessary.

Supporting Documents

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Airline Ticket and Itinerary.docx	File				21-Apr-2016			

Approver Details

Name	Employee Number	Organization	Email Address	BusinessGroup
HARDY, ROBIN TMA	13023	DHA BUSINESS INTEL _ ANALYTICS - M333000	RHARDY@DHA.MIL	Defense Agencies Initiative Business Group

9. Click the **Submit** button to send the **Premium Request** to the Supervisor for approval.
 - a) Click the **Cancel** button to remove/delete the **Premium Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - I. Click the **Yes** button to continue with the cancelation
 - II. Click the **No** button to return to the previous screen.
 - b) Click the **Back** button to return to the previous screen.

Option 1 – Cumulative Request - Confirmation

Confirmation

The premium request has been submitted successfully for approval.

Premium Requests Summary Page

10

10. Review the **Confirmation** screen on the **Absence Requests Summary Page** stating “**The premium request has been submitted successfully for approval**”.

Result

Congratulations! You have successfully created a Cumulative Premium Request.



Option 2: Daily Request

Start the task using the following responsibility and menu path to open the DAI Premium Management screen:

Responsibility: Employee Time User

Menu Path: DAI Premium Management

Home

Navigator

[Personalize](#)

- Employee Time User TMA
 - DAI Premium Request
 - DAI Absence Management
 - Time Entry
 - Templates
 - Create Timecard

Option2: Daily Request

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
E-Mail Address SERVICESA@TMA.MIL Business Group Defense Agencies Initiative Business Group
Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

[Premium Request Summary](#) [Accrual Balances](#)

Simple Search

Type Status
From Date To Date

Premium Request

[Create Request](#)

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
No results found.									

[Return to Previous Page](#)

2. Click the **Create Request** button to begin the premium request process.



Option2: Daily Request

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
 * Indicates required field

* Request Type **3**

* Premium Code **3a**

Duration * Start Date **3a**

Date Format: DD-MON-YYYY (1700-1704), Time Format: HH24:MI (00:00-23.59)

Total Hours

Comments

3. Click the drop down arrow in the **Request Type** field and scroll to select **“Daily”**.
- a) Click the drop down arrow in the **Premium Code** field and scroll to select the appropriate value (**EX: “OU – Overtime Unscheduled”**).

Option2: Daily Request

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
 * Indicates required field

* Request Type **4a**

* Premium Code **4a**

Duration * Start Date * End Date **4b**

Start Time End Time **4b**

Date Format: DD-MON-YYYY (1700-1704), Time Format: HH24:MI (00:00-23.59)

Total Hours

Comments

4. a) Enter the **Start Date** and **End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates.
- b) Enter the **Start Time** and **End Time** in Military Hours format.(00:00-23:59)



Option2: Daily Request - Duration

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.

* Indicates required field

* Request Type

* Premium Code

Duration

* Start Date	<input type="text" value="02-May-2016"/>	* End Date	<input type="text" value="02-May-2016"/>
Start Time	<input type="text" value="1500"/>	End Time	<input type="text" value="1600"/>

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours

Comments

5. Click the **Calculate Duration** button to calculate the total hours **OU – Overtime Unscheduled** to be generated by the employee's **Premium Request**.

Option2: Daily Request

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.

* Indicates required field

* Request Type

* Premium Code

Duration

* Start Date	<input type="text" value="02-May-2016"/>	* End Date	<input type="text" value="02-May-2016"/>
Start Time	<input type="text" value="1500"/>	End Time	<input type="text" value="1600"/>

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours

Comments

6a 6b 6

6. Click the **Next** button to process the validations for the **Premium Request**.
- a) Click the **Save** button to keep the **Premium Request** for a future submission. The screen will return to the **Premium Requests Summary Page** and the saved request will be listed at the bottom of the page
 - b) Click the **Cancel** button to remove/delete the **Premium Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - I. Click the **Yes** button to continue with the cancelation.
 - II. Click the **No** button to return to the previous screen.



Option 2 – Partial Hours

Cancel Back Submit

Employee Details

Employee Name	SERVICE, SALLY TMA	Employee Number	13025
E-Mail Address	SERVICESA@TMA.MIL	Business Group	Defense Agencies Initiative Business Group
Supervisor	SERVICE, STEVE TMA	Organization	DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Details

Review all the information and click on "Submit" to submit the request for approval.

Request Type Daily
Premium Code OU - Overtime Unscheduled

Duration	Start Date	02-May-2016	End Date	02-May-2016
	Start Time	1500	End Time	1600

Total Hours 1

Comments

7

7. Click the **Submit** button to send the **Premium Request** notification to the Supervisor for approval.

- b) Click the **Cancel** button to remove/delete the **Premium Request**. If this option is selected, a warning message will display allowing the cancelation to be reversed.
 - I. Click the **Yes** button to continue with the cancelation.
 - II. Click the **No** button to return to the previous screen.
- c) Click the **Back** button to return to the previous screen.



Option 2 – Partial Hours

Confirmation

The premium request has been submitted successfully for approval.

8

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
E-Mail Address SERVICESA@TMA.MIL Business Group Defense Agencies Initiative Business Group
Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL_ ANALYTICS - M333000

Premium Request Summary

Create Request |

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
02-May-2016	02-May-2016	1	Daily	OU - Overtime Unscheduled	Pending Approval				

8. Review the **Confirmation** screen on the **Premium Requests Summary Page** stating “**The premium request has been submitted successfully for approval**”.

Result

Congratulations! You have successfully created a Daily Premium Request.



Employee - Modify a Premium Request

Start the task using the following responsibility and menu path to open the **DAI Premium Management** screen:

Responsibility: Employee Time User

Menu Path: DAI Premium Management

Home

Navigator

Personalize

- Employee Time User TMA
 - DAI Premium Request
 - DAI Absence Management
 - Time Entry
 - Templates
 - Create Timecard

Modify a Cumulative or Daily Premium Request

Employee Time User TMA

Premium Requests Summary Page

Employee Details

Employee Name: SERVICE, SALLY TMA | Employee Number: 13025
Email Address: SERVICES@TMA.MIL | Business Group: Defense Agencies Initiative Business Group
Supervisor: SERVICE, STEVE TMA | Organization: DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Summary | Accrual Balances

Simple Search

Type: [dropdown] | Status: [dropdown]
From Date: [calendar] | To Date: [calendar]

Go | Clear

Premium Request Summary

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
02-May-2016	02-May-2016	1	Daily	OU - Overtime Unscheduled	Approved	[icon]	[icon]	[pencil icon]	[trash icon]

Return to Previous Page

- Click the **Update** icon to open the “**Approved**” Premium Request.
Note: If a **Premium Request** is **Pending Approval** or has been **Withdrawn**, the **Update** icon is grayed out and is unavailable.



Modify a Cumulative or Daily Premium Request

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* Request Type
* Premium Code **3**

Duration * Start Date 02-May-2016 * End Date 02-May-2016
Start Time 1500 End Time 1600
Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours Calculate Duration

Comments

3. Click the drop down arrow and scroll to select the applicable **Premium Pay Code. (EX: OS – Overtime Scheduled).**

Modify a Cumulative or Daily Premium Request

4

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* Request Type
* Premium Code

Duration * Start Date 02-May-2016 * End Date 02-May-2016
Start Time 1500 End Time 1600
Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours Calculate Duration

Comments

4. Click the **Next** button to continue with the submittal of the modified **Premium Request.**



Modify a Cumulative or Daily Premium Request

Cancel Back **Submit**

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
E-Mail Address SERVICESA@TMA.MIL Business Group Defense Agencies Initiative Business Group
Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

5

Premium Request Details

Review all the information and click on "Submit" to submit the request for approval.

Request Type Daily
Premium Code OS - Overtime Scheduled

Duration	Start Date	02-May-2016	End Date	02-May-2016
	Start Time	1500	End Time	1600

Total Hours 1

Comments

5. Click the **Submit** button to send the **Premium Request** to the Supervisor for re-approval. .

Modify a Cumulative or Daily Premium Request

Confirmation

The premium request has been submitted successfully for approval.

Premium Requests Summary Page

6

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
E-Mail Address SERVICESA@TMA.MIL Business Group Defense Agencies Initiative Business Group
Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Summary Accrual Balances

Simple Search

Type Status
From Date To Date
Go Clear

Premium Request Summary

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
02-May-2016	02-May-2016	1	Daily	OS - Overtime Scheduled	Pending Approval				

[Return to Previous Page](#)

6. Review the **Confirmation** screen on the **Absence Requests Summary Page** saying “**The premium request has been submitted successfully for approval**”.

Result

Congratulations! You have successfully modified a Premium Request.

Employee - Withdraw a Premium Request

Start the task using the following responsibility and menu path to open the **DAI Premium Request** screen:

Responsibility: Employee Time User

Menu Path: DAI Premium Request

Home

Navigator

Personalize

- Employee Time User TMA
 - DAI Premium Request
 - DAI Absence Management
 - Time Entry
 - Templates
 - Create Timecard

Employee - Withdraw a Premium Request

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
E-Mail Address SERVICES@TMA.MIL Business Group Defense Agencies Initiative Business Group
Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL _ANALYTICS - M333000

Premium Request Summary Accrual Balances

Simple Search

Type Status
From Date To Date
Go Clear

Premium Request Summary

Create Request

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
02-May-2016	02-May-2016	1	Daily	OS - Overtime Scheduled	Rejected				

[Return to Previous Page](#)

2. Click the **Withdraw** icon to open the “Rejected” Premium Request.

Note: If a Premium Request is Pending Approval, the Update icon is grayed out and is unavailable.

Warning

Withdrawal of Premium Request

The selected premium request will be withdrawn. Do you want to continue?

3. Click the **Yes** button to continue with the withdrawal, or click the **No** button to return to the previous screen.

Employee - Withdraw a Premium Request

Confirmation
The selected premium request is withdrawn successfully.

Premium Requests Summary Page

Employee Details

Employee Name: SERVICE, SALLY TMA Employee Number: 13025
Email Address: SERVICES@TMA.MIL Business Group: Defense Agencies Initiative Business Group
Supervisor: SERVICE, STEVE TMA Organization: DHA BUSINESS INTEL_ANALYTICS - M333000

Premium Request Summary Accrual Balances

Simple Search

Type: [] Status: []
From Date: [] To Date: []
Go Clear

Premium Request Summary

Create Request

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
02-May-2016	02-May-2016	1	Daily	OS - Overtime Scheduled	Withdrawn				

[Return to Previous Page](#)

4. Review the **Confirmation** screen on the **Premium Requests Summary Page** stating “The premium request is withdrawn successfully.”

Result

Congratulations! You have successfully withdrawn a Premium Request.



Employee - Synchronize a Premium Request to a Retro Timecard

Start the task using the following responsibility and menu path to open the **DAI Premium Request** screen:

Responsibility: Employee Time User– Agency

Menu Path: DAI Premium Request link

Home

Navigator

Personalize

- Employee Time User TMA
- DAI Premium Request
- DAI Absence Management
- Time Entry
- Templates
- Create Timecard

Employee Time User TMA SERVICE.SALLY

Time

Recent Timecards | Create Timecard | Templates

Review: SERVICE, SALLY TMA, 13025

Week Starting: Sunday, March 20 2016
 Timecard Period (days): 14
 Comments: Created using API: DAI ATG process

Project	Task	Type	EHO Code	Shift Code Override	Last Hour Ind	Sun, Mar 20	Mon, Mar 21	Sat, Apr 02	Total
MA_CIVPAY_16DHA807704	2016 MGMT ACTIVITY	RF - Regular First Shift Wage Grade					8		80
MA_CIVPAY_16DHA807704	2016 MGMT ACTIVITY	OS - Overtime Scheduled					2		2

[Show Timecard Attachments](#)
[Return to Recent Timecards](#)

Preface:
 View the existing **Approved** timecard that shows **Overtime Scheduled** was taken. A **Premium Request** was not created for this scheduled overtime. The steps below will create a **Premium Request** to synchronize back to this previously approved timecard.



Employee: Synchronize a Premium Request to a Retro Timecard

Premium Requests Summary Page

Employee Details

Employee Name: SERVICE, SALLY TMA Employee Number: 13025
Email Address: SERVICESA@TMA.MIL Business Group: Defense Agencies Initiative Business Group
Supervisor: SERVICE, STEVE TMA Organization: DHA BUSINESS INTEL _ANALYTICS - M333000

Premium Request Summary Accrual Balances

Simple Search

Type: Status:
From Date: To Date:

Premium Request Summary

 2

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
02-May-2016	02-May-2016	1	Daily	OS - Overtime Scheduled	Withdrawn				

[Return to Previous Page](#)

2. Click the **Create Request** button to display the “Enter Premium Request Details” screen.

Premium Request Details

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* Request Type **3**

* Premium Code Cumulative
Daily

Duration * Start Date Request Type CB - Travel Comptime Earned
Start Time CE - Compensatory Time Earned (Scheduled)
Date Format: DD-MON-YYYY (12) OS - Overtime Scheduled
OU - Overtime Unscheduled Premium Code

Total Hours **3a**

Comments

3. Click the drop down arrow in the **Request Type** field and scroll to select “**Daily**”.

a) Click the drop down arrow in the **Premium Code** field and scroll to select the appropriate value (EX: “**OS – Overtime Scheduled**”).



Employee: Synchronize a Premium Request to a Retro Timecard

Premium Request Details

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* Request Type

* Premium Code

Duration	* Start Date	<input type="text" value="21-Mar-2016"/>	* End Date	<input type="text" value="21-Mar-2016"/>
	Start Time	<input type="text" value="1600"/>	End Time	<input type="text" value="1800"/>

Date Format: DD-MON-YYYY (12-AUG-2014) Time Format: HH24:MI (00:00-23:59)

4

Total Hours

Comments

4. Enter the **Overtime Scheduled Start Date and End Dates** in the format **DD-MMM-YYYY** or use the **Calendar** icon to select the appropriate dates.

Premium Request Details

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* Request Type

* Premium Code

Duration	* Start Date	<input type="text" value="21-Mar-2016"/>	* End Date	<input type="text" value="21-Mar-2016"/>
	Start Time	<input type="text" value="1600"/>	End Time	<input type="text" value="1800"/>

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23:59)

Total Hours	<input type="text" value="2"/>	<input type="button" value="Calculate Duration"/>
-------------	--------------------------------	---

5

Comments

5. Click the **Calculate Duration** button to calculate the total hours to be generated on the employee's **Premium Request**.



Employee: Synchronize a Premium Request to a Retro Timecard.

Premium Request Details

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* **Request Type** Daily

* **Premium Code** OS - Overtime Scheduled

Duration

* Start Date	21-Mar-2016	* End Date	21-Mar-2016
Start Time	1600	End Time	1800

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours 2 **Calculate Duration**

Comments This is a Premium Request being synchronized to a previously approved timecard. 6

6. Click in the **Comments** section and add a message stating this is a **Premium Request** being synchronized to a previously approved timecard.

Employee: Synchronize a Premium Request to a Retro Timecard

7

Premium Request Details

Select Request Type, Premium Code, and enter any other information you want to record for your premium request.
* Indicates required field

* **Request Type** Daily

* **Premium Code** OS - Overtime Scheduled

Duration

* Start Date	21-Mar-2016	* End Date	21-Mar-2016
Start Time	1600	End Time	1800

Date Format: DD-MON-YYYY (12-AUG-2014), Time Format: HH24:MI (00:00-23.59)

Total Hours 2 **Calculate Duration**

Comments This is a Premium Request being synchronized to a previously approved timecard.

7. Click the **Next** button to process the validations for the **Premium Request**.

Note: The timecard must be in an approved status with the premium hours entered prior to trying to submit a retro premium request.



Employee: Synchronize a Premium Request to a Retro Timecard.

Cancel **8** Submit
 Cancel Back Submit

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
 Email Address SERVICESA@TMA.MIL Business Group Defense Agencies Initiative Business Group
 Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Details

Review all the information and click on "Submit" to submit the request for approval.

Request Type Daily
 Premium Code OS - Overtime Scheduled
 Duration Start Date 21-Mar-2016 End Date 21-Mar-2016
 Start Time 1600 End Time 1800
 Total Hours 2
 Comments This is a Premium Request being synchronized to a previously approved timecard.

8. Click the **Submit** button to process the **Premium Request..**

Confirmation **9**
 The premium request has been submitted successfully for approval.

Premium Requests Summary Page

Employee Details

Employee Name SERVICE, SALLY TMA Employee Number 13025
 Email Address SERVICESA@TMA.MIL Business Group Defense Agencies Initiative Business Group
 Supervisor SERVICE, STEVE TMA Organization DHA BUSINESS INTEL _ ANALYTICS - M333000

Premium Request Summary Accrual Balances

Simple Search

Type [dropdown] Status [dropdown]
 From Date [calendar] To Date [calendar]
 Go Clear

Premium Request Summary

Start Date	End Date	Duration (Hours)	Request Type	Premium Code	Status	Attachments	Details	Update	Withdraw
21-Mar-2016	21-Mar-2016	2	Daily	OS - Overtime Scheduled	Pending Approval				

9. Review the **Confirmation** screen on the **Premium Requests Summary Page** stating **“The premium request has been submitted successfully for approval”**.

Result
 Congratulations! You have successfully submitted a Premium Request to be synchronized to an approved retro timecard.