Oracle Time and Labor (OTL)

Premium Hours Request- Employee

R12 Work Instructions
Document Control

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
</tr>
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<tr>
<td>20-Apr-2016</td>
<td>Robin Hardy</td>
<td>1.0</td>
<td>No Previous Document</td>
</tr>
<tr>
<td>13-Jul-2016</td>
<td>Robin Hardy</td>
<td>1.0</td>
<td>Update</td>
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Reviewers

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Apr-2016</td>
<td>Melissa Haynes</td>
<td>Workforce Preparation Team Lead</td>
</tr>
</tbody>
</table>

Distribution

<table>
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<th>Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>1</td>
<td>R12 Premium Pay Request - Employee</td>
<td>DEPS</td>
</tr>
</tbody>
</table>

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.
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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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>Travel Comp Time Earned</td>
</tr>
<tr>
<td>CD</td>
<td>Credit Hours Earned</td>
</tr>
<tr>
<td>CE</td>
<td>Compensatory Time Earned (Scheduled)</td>
</tr>
<tr>
<td>OS</td>
<td>Overtime Scheduled</td>
</tr>
<tr>
<td>OU</td>
<td>Overtime Unscheduled</td>
</tr>
</tbody>
</table>

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 employee 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 do 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

- Employee Time User TMA
- DAI Premium Request
- DAI Absence Management
- Time Entry
- Templates
- Create Timecard
### Employee Summary Screen – Header Section

#### Premium Requests Summary Page

**Employee Details**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Detail</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Employee’s Name</td>
<td>Premium Requests is to be entered for this employee</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Employee’s Number</td>
<td>Numerical number assigned to the employee record</td>
</tr>
<tr>
<td>Email Address</td>
<td>Employee’s Email Address</td>
<td>Email address from the Employee’s record</td>
</tr>
<tr>
<td>Business Group</td>
<td>Employee’s Business Group</td>
<td>Employee’s assigned Business Group from the Employee’s record</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Employee’s Supervisor</td>
<td>Employee’s assigned Supervisor/Approver from the Employee’s record.</td>
</tr>
<tr>
<td>Organization</td>
<td>Employee’s Organization</td>
<td>Employee’s assigned Organization from the Employee’s record.</td>
</tr>
</tbody>
</table>
Employee Summary Screen – Simple Search Section

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

4. 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.

5. 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.
### View Premium Request Search Results

#### Premium Request Summary

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Duration (Hours)</th>
<th>Request Type</th>
<th>Premium Code</th>
<th>Status</th>
<th>Attachments</th>
<th>Details</th>
<th>Update</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-May-2016</td>
<td>05-May-2016</td>
<td>2</td>
<td>Daily</td>
<td>O/T - Overtime Unscheduled</td>
<td>Pending Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Beginning date of the Premium Request</td>
</tr>
<tr>
<td>End Date</td>
<td>End date of the Premium Request</td>
</tr>
<tr>
<td>Duration (Hours)</td>
<td>Numeric display in hours of premium requested</td>
</tr>
<tr>
<td>Request Type</td>
<td>Type of premium requested</td>
</tr>
<tr>
<td></td>
<td>• Cumulative</td>
</tr>
<tr>
<td></td>
<td>• Daily</td>
</tr>
<tr>
<td>Premium Code</td>
<td>Available Premium Codes</td>
</tr>
<tr>
<td></td>
<td>• CB – Travel Comp Time Earned</td>
</tr>
<tr>
<td></td>
<td>• CD Credit Hours Earned</td>
</tr>
<tr>
<td></td>
<td>• CE – Compensatory Time Earned (Scheduled)</td>
</tr>
<tr>
<td></td>
<td>• OS – Overtime Scheduled</td>
</tr>
<tr>
<td></td>
<td>• OS - Overtime Unscheduled</td>
</tr>
<tr>
<td>Status</td>
<td>One of the following statuses:</td>
</tr>
<tr>
<td></td>
<td>• Approved</td>
</tr>
<tr>
<td></td>
<td>• Pending Approval</td>
</tr>
<tr>
<td></td>
<td>• Rejected</td>
</tr>
<tr>
<td></td>
<td>• Saved for Later</td>
</tr>
<tr>
<td></td>
<td>• Withdraw</td>
</tr>
<tr>
<td>Attachments</td>
<td>Attachment icon (paperclip) displays indicating if a file is attached.</td>
</tr>
<tr>
<td>Details</td>
<td>Detail icon displays the Historical Premium Request information.</td>
</tr>
<tr>
<td>Update</td>
<td>Update icon allows changes or edits to be made to the Premium Request.</td>
</tr>
<tr>
<td>Withdraw</td>
<td>Trash Bin icon allows the Premium Request to be withdrawn. Once withdrawn this Premium Request cannot be reused.</td>
</tr>
</tbody>
</table>
**Employee - Accrual Balances - Summary Screen**

<table>
<thead>
<tr>
<th>Employee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name: SERVICE, STEVE TMA</td>
</tr>
<tr>
<td>EMail Address: STSERVICE DHA MIL</td>
</tr>
<tr>
<td>Supervisor: HARDY, ROBIN TMA</td>
</tr>
<tr>
<td>Employee Number: 13024</td>
</tr>
<tr>
<td>Business Group: Defense Agencies Initiative Business Group</td>
</tr>
<tr>
<td>Organization: DHA BUSINESS INTEL _ ANALYTICS - M333000</td>
</tr>
</tbody>
</table>

**Simple Search**

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.

2. **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.

3. **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

<table>
<thead>
<tr>
<th>Accrual Type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Annual Leave</td>
<td>0</td>
</tr>
<tr>
<td>Advanced Sick Leave</td>
<td>0</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>73</td>
</tr>
<tr>
<td>BRAC Restored Leave</td>
<td>0</td>
</tr>
<tr>
<td>Compensatory Time</td>
<td>0</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>0</td>
</tr>
<tr>
<td>Military Leave</td>
<td>0</td>
</tr>
<tr>
<td>Religious Compensatory Time</td>
<td>0</td>
</tr>
<tr>
<td>Restored Annual Leave 1</td>
<td>0</td>
</tr>
<tr>
<td>Restored Annual Leave 2</td>
<td>0</td>
</tr>
<tr>
<td>Restored Annual Leave 3</td>
<td>0</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>22</td>
</tr>
<tr>
<td>Time Off Award</td>
<td>5</td>
</tr>
<tr>
<td>Travel Compensatory Time</td>
<td>0</td>
</tr>
</tbody>
</table>

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

---

**Home**

**Navigator**

- Employee Time User TMA
- DAI Premium Request
- DAI Absence Management
- Time Entry
- Templates
- Create Timecard
Option 1: Cumulative Request with an Attachment

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

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 Comtime Earned”.

   R12_WI_OTL_Premium_Pay_Request_Employee.docxApr2016 14
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: Cumulative
- Premium Code: CB - Travel Comptime Earned

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.

5. Click in the Total Hours field and manually enter the hours being requested.
Option 1 – Cumulative Request

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**: Cumulative
- **Premium Code**: CB - Travel Comptime Earned

**Duration**

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

**Total Hours**: 1

**Comments**: Add comments here if necessary.

**Supporting Documents**

[Add Attachment]  

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

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.

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

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 cancellation to be reversed.
   
   I. Click the **Yes** button to continue with the cancellation
   
   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

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

2. Click the Create Request button to begin the premium request process.
Option2: Daily Request

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”).

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)
Option 2: 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: Daily
  * Premium Code: OU - Overtime Unscheduled

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 5

Comments

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

Option 2: 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: Daily
  * Premium Code: OU - Overtime Unscheduled

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: 1 [ ] Calculate Duration

Comments

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

Employee Details

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>SERVICE, SALLY TMA</th>
<th>Employee Number</th>
<th>13025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:SERVICESA@TMA.MIL">SERVICESA@TMA.MIL</a></td>
<td>Business Group</td>
<td>Defense Agencies Initiative Business Group</td>
</tr>
<tr>
<td>Supervisor</td>
<td>SERVICE, STEVE TMA</td>
<td>Organization</td>
<td>DHA BUSINESS INTEL _ ANALYTICS - M333000</td>
</tr>
</tbody>
</table>

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: 02-May-2016 - 02-May-2016
Start Time: 15:00 - End Time: 16:00
Total Hours: 1
Comments:

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

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

Modify a Cumulative or Daily Premium Request

2. 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

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

4. Click the **Next** button to continue with the submittal of the modified **Premium Request**.
Modify a Cumulative or Daily Premium Request

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

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

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.
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**

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

---

**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

1. Navigate to the "Premium Requests Summary Page".
2. Click the Create Request button to display the "Enter Premium Request Details" screen.
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

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.

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.

6. Click in the Comments section and add a message stating 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.

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

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.