



Time and Labor (OTL)

New Tour of Duty

R12 Work Instructions

Document Control



Change Record

Date	Author	Version	Change Reference
25-Aug-14	Robin Hardy	1.0	R12 Upgrade
18-May-2015	Robin Hardy	1.1	Work Schedule Update



Reviewers

Date	Name	Position
20-May-2015	Bill Mohamed	Work Force Preparation, Lead



Distribution

Copy No.	Name	Location
1	R12_WI_OTL_Tour_of_Duty_May2015	DEPS

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Business Process Description

Tours of Duty identifies assigned work schedules and applicable shifts for each of the 14 days within a pay period for an employee. Oracle Time & Labor (OTL) uses Tour of Duty (TOD) and Work Schedule information to provide a means to validate the hours entered on the timecard against the work schedule of the employee. Additionally, TOD information can be used to affect pay details such as Sunday Premium, Night Differential or Shift Code Override pay. For example, the TOD allows the user to schedule Night Differential hours (Graded) or Shift Premiums (Ungraded) within the TOD.

The Defense Civilian Pay System (DCPS) interface creates the initial TOD/Work Schedule in DAI for new employees for a 10 day / 80 hour (0-8-8-8-8-8-0-0-8-8-8-8-0) work schedule over 14 calendar days. For some agencies who have majority of their workforce on a Maxiflex schedule, the DMER interface from DCPS will create a default Maxiflex schedule (AWS = 5) with 80 hours deposited on the second Saturday. DAI is the system of record for Tour of Duty and Work Schedule modifications, which is passed back to DCPS as line items in the System Data Automation (SDA) bi-weekly file. Currently, the Timekeeper maintains the TOD/Work Schedule records. Functionality has been enhanced so the Employee can enter a TOD change request using the Self Service form. The Tour of Duty changes will not take place within the current or future Payroll Period until the Supervisor has approved the change request. Agencies can opt for Auto-approval of the TOD change request and this is set as a preference at the agency level.

This procedure describes the process for viewing and modifying an employee's normal (TOD) work schedule for their typical pay period.

Business Rules for the Tour of Duty

- Employees can only have one active TOD on any given pay period.
- A request for a Tour of Duty change will only take effect upon Approval by the OTL Supervisor Approver or the specific approval workflow established for your agency.
- TODs cannot be deleted. No Retro (prior pay period) TOD changes will be allowed.
- TOD once approved cannot be withdrawn. TOD request can be withdrawn when saved in working status or when it is pending approval.
- Whenever a change is made to an employee's TOD, DAI displays a message to the user to change their timecard accordingly. This is to ensure the timecard corresponds to the new TOD.
- Full-time employees must be scheduled for 80 hours per pay period.
- No TOD record is maintained for intermittent employees.
- No TOD record is maintained for Contingent Workers.
- Part-time employees:
 - Time worked over eight hours in a single day is entered as overtime.
 - The bi-weekly TOD total for part-time employees cannot exceed their MAX.
 - Part-time employees cannot work more than 32 hours per week & 64 hours bi-weekly, without special consideration.



- Tour of Duty Hours:
 - Cannot be entered as negative hours
 - Entered in quarter hour increments only.

OTL Supervisor Approver Notification Limitation

The **Advanced Worklist** defaults to the **Open Notifications** view, which contains both the TOD request notifications and the submitted timecard notifications. If the notification is not processed within the 72 hour window, the next level manager to the Supervisor will receive the notification to approve.

Prerequisites

- An employee record must exist in DAI and must have an effective date that is active for any day within the current payroll period in order to enter time on their timecard matching back to the current TOD.

Responsibilities

The Employees can make their own request for a TOD/Work Schedule change. Limited and Super Timekeeper can also request a change to the employee's TOD/Work Schedule. However, a Limited Timekeeper is limited to only viewing those employees within their associated Limited Timekeeper Groups.

- Employee Time User
- Limited or Super Timekeeper – Agency
- Limited or Super Timekeeper – Agency Ungraded

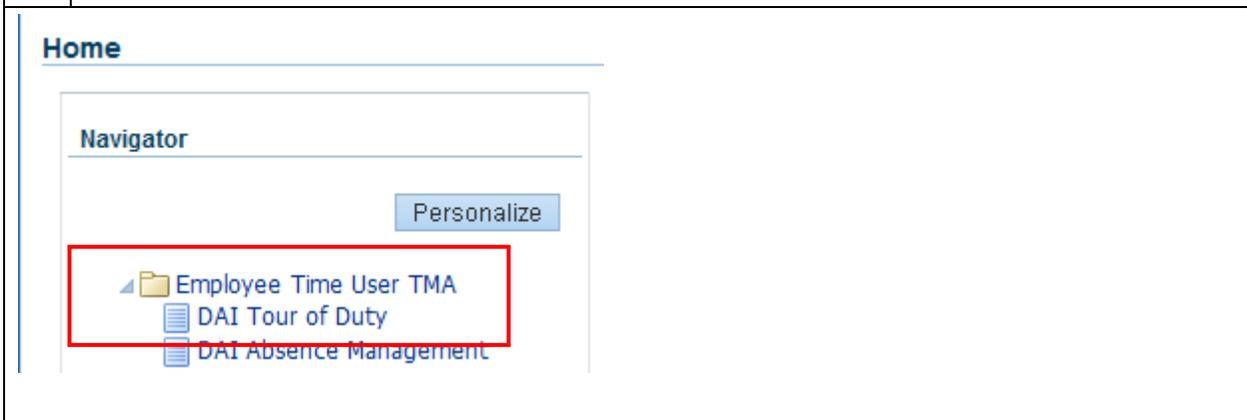
Menu Path

Use the following menu path(s) to begin this task:

- Employee Time User - Agency – DAI Tour of Duty
- Limited or Super Timekeeper – Agency → DAI Tour of Duty
- Limited or Super Timekeeper – Agency Ungraded → DAI Tour of Duty

View a Current Tour of Duty

1. Start the task using the responsibility and menu path to open the **DAI Tour of Duty** link.
 - **Responsibility:**
Employee Time User – Agency
 - **Menu Path:**
 - Employee Time User → DAI Tour of Duty





Review Tour of Duty Summary

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites

TOD Summary

Employee Name: SERVICE, SIMON TMA
 Employee Number: Employee1
 Employee Email: service.simon@tma.mil

Person Type: Employee
 Organization Name: TMA ADMINISTRATION MANAGEMENT

Effective Start Date:
 Effective End Date: 31-Dec-4712

Status: Include Withdrawn Status

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Approved	03-May-2015	31-Dec-4712	18-May-2015	<input checked="" type="checkbox"/>			

← 2

The window defaults to the **TOD Summary** screen.

2.	TOD Summary fields:
Employee Name	Last Name, First Name
Employee Number	Employee's assigned number within DAI
Employee Email	Employee's Email Address within the HR Record
Person Type	Assigned Person Type within the HR Record
Organization Name	Name of the Agency's Organization
Effective Start Date	Date search field for entering the start date of a payroll period pertaining to a TOD
Effective End Date	Standard default Effective End Date (31-Dec-4712). Date search field for entering the end date of a payroll period pertaining to a TOD
Status	Status of TOD: Approved, Error, Rejected, Submitted, Withdrawn, Working.
Check Box – Include Withdrawn Status	Will display the Withdrawn status TODs. By default Withdrawn TODs are not displayed in the summary page.
Go button	Activates the Search
Clear	Removes data from the Active Search fields
<p>Note: The initial Tour of Duty interfaces from DCPDS into DAI with the Employee's standard TOD hours. The default hours are Monday – Friday, 8 hours a day on each pay period week for a total of 80 hours per Pay Period. After DCPDS initial interface, all TOD or Work Schedule changes are maintained within DAI. DAI data will be interfaced back to DCPDS to keep their TOD records current. If an agency decides to maintain work schedule information with Start/Stop times then the work schedule info. Is stored in DAI and not interfaced to DCPS. Only the TOD, Night Diff and Work day change record gets interfaced to DCPS.</p>	



View Current Tour of Duty

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites (1)

TOD Summary

Employee Name: SERVICE, SIMON TMA
 Employee Number: Employee1
 Employee Email: service.simon@tma.mil

Person Type: Employee
 Organization Name: TMA ADMINISTRATION MANAGEMENT

Effective Start Date:
 Effective End Date: 31-Dec-4712
 Status:

Include Withdrawn Status

Buttons: Create New TOD, **Current TOD**, Status, Effective Start Date, Effective End Date, Submission Date, Details, Update, Withdraw

Status	Effective Start Date	Effective End Date	Submission Date	Details	Update	Withdraw
Approved	03-May-2015	31-Dec-4712	18-May-2015			

3. Click the **Current TOD** button.

Employee Time User TMA

Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites (1)

TOD Summary >

Tour of Duty [Back to TOD Summary](#)

Employee

Employee Name: SERVICE, SIMON TMA
 Email: service.simon@tma.mil
 Employee Number: Employee1
 Assignment Status: A-Active
 Employee Grade: G - Graded
 Employee Type: R
 Organization Name: TMA ADMINISTRATION MANAGEMENT

Supervisor Name: SERVICE, SHAWN TMA
 Employee Work Schedule: F - Full Time
 Effective Start Date: 01-May-2015
 Effective End Date: 31-Dec-4712
 Pay Plan: GS
 Pcode:

Effective Start Date: 03-May-2015
 Effective End Date: 31-Dec-4712
 AwsCode: 0 - Not on AWS
 TOD Status: Approved

[Show Approval Information](#)

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sun Pay Day7 Ind		N													
Sun Pay Day14 Ind															

Work Schedule

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
 No results found.

[Back to TOD Summary](#)

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4. Click the **Show Approval Information** link to view the status of the TOD.



Current TOD: View Approval Information

Employee Time User TMA
Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites (1)

TOD Summary >

Tour of Duty [Back to TOD Summary](#)

Employee	Supervisor Name
Employee Name: SERVICE, SIMON TMA	Supervisor Name: SERVICE, SHAWN TMA
Email: service.simon@tma.mil	Employee Work Schedule: F - Full Time
Employee Number: Employee1	Effective Start Date: 01-May-2015
Assignment Status: A-Active	Effective End Date: 31-Dec-4712
Employee Grade: G - Graded	Pay Plan: GS
Employee Type: R	Pcode:
Organization Name: TMA ADMINISTRATION MANAGEMENT	

Effective Start Date: 03-May-2015	AwsCode: 0 - Not on AWS
Effective End Date: 31-Dec-4712	TOD Status: Approved

[Hide Approval Information](#)

Pending Approval By:	Submission Date: 18-May-2015
Submitted By: SERVICE, SHAWN TMA	Approval Date: 18-May-2015
Approved By: SERVICE, SHAWN TMA	WF Key: N_41563_0_0_20150518144734
Comments:	

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sun Pay Day7 Ind: <input type="button" value="N"/>							Sun Pay Day14 Ind: <input type="button" value="N"/>								

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change

No results found.

[Back to TOD Summary](#)

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5. Click the **Hide Approval Information** link to close the view.

Approval Field	Field Description
Submitted By	Name of the Employee requesting the TOD update.
Approved By	Name of the OTL Supervisor Approver or the Workflow Approver assigned to Approve the request.
Comments	Display any comments entered on the request by the Employee or Approver.
Submission Date	Date the request was submitted
Approved Date	Date the request was approved
WF Key (Work Flow Key)	Identification number to be given to the Help Desk if any issues arise with the TOD request.

R12_WI_OTL_Tour_of_Duty_May2015

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View Current Tour of Duty

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator > Favorites > (2)

TOD Summary >

Tour of Duty Cancel Save Submit

Employee		Supervisor Name	
Employee Name	SERVICE, SIMON TMA	Supervisor Name	SERVICE, SHAWN TMA
Employee Email	service.simon@tma.mil	Employee Work Schedule	F - Full Time
Employee Number	Employee1	Effective Start Date	01-May-2015
Assignment Status	A-Active	Effective End Date	31-Dec-4712
Employee Grade	G - Graded	Pay Plan	GS
Employee Type	R	Pcode	
Organization Name	TMA ADMINISTRATION MANAGEMENT		

* Effective Start Date: 17-May-2015 * AWS Code: 0 - Not on AWS
 Effective End Date: TOD Status:

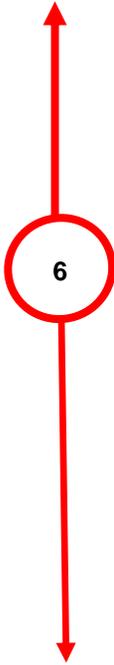
> Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sun Pay Day7 Ind	N							N							

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
 No results found.

Cancel Save Submit



- Click the **Back to TOD Summary** button to return to the **TOD Summary** screen.
Note: This is a view-only screen.



Scroll All Approved and Submitted TODs

TOD Summary

Employee Name	SERVICE, SIMON TMA	Person Type	Employee
Employee Number	Employee 1	Organization Name	TMA ADMINISTRATION MANAGEMENT
Employee Email	service.simon@tma.mil	Status	<input type="text"/>
Effective Start Date	<input type="text"/>	<input type="checkbox"/>	Include Withdrawn Status
Effective End Date	31-Dec-4712		
<input type="button" value="Go"/> <input type="button" value="Clear"/>			

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	14-Jun-2015	31-Dec-4712	18-May-2015				
Approved	03-May-2015	31-Dec-4712	18-May-2015	<input checked="" type="checkbox"/>			



7. Click the **Details** icon in the row for the **Approved** TOD.

Employee Time User TMA
Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator > Favorites >

TOD Summary >

Tour of Duty Back to TOD Summary

Employee Name	SERVICE, SIMON TMA	Supervisor Name	SERVICE, SHAWN TMA
Email	service.simon@tma.mil	Employee Work Schedule	F - Full Time
Employee Number	Employee 1	Effective Start Date	01-May-2015
Assignment Status	A-Active	Effective End Date	31-Dec-4712
Employee Grade	G - Graded	Pay Plan	GS
Employee Type	R	Pcode	
Organization Name	TMA ADMINISTRATION MANAGEMENT		

Effective Start Date: 03-May-2015

Effective End Date: 31-Dec-4712

TOD Status:

> Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sun Pay Day7 Ind <input type="text" value="N"/>							Sun Pay Day14 Ind <input type="text" value="N"/>								

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
No results found.

Back to TOD Summary

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8. Click the **Next** link to move from the **“Approved”** TOD to the newly **“Submitted”** TOD that is awaiting approval from the **OTL Supervisor Approver**.



Scroll All Approved and Submitted TODs

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

TOD Summary >

Tour of Duty [Back to TOD Summary](#)

Employee Information:
 Employee Name: SERVICE, SIMON TMA
 Supervisor Name: SERVICE, SHAWN TMA
 Employee Work Schedule: F - Full Time
 Employee Number: Employee1
 Effective Start Date: 01-May-2015
 Assignment Status: A-Active
 Effective End Date: 31-Dec-4712
 Employee Grade: G - Graded
 Pay Plan: GS
 Employee Type: R
 Pcode:
 Organization Name: TMA ADMINISTRATION MANAGEMENT

Effective Start Date: 03-May-2015
 Effective End Date: 31-Dec-4712
 AwsCode: 1 - Flexitour
 TOD Status: Submitted

Navigation: [Previous](#) 2-2 of 4 [Next](#)

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned															

Work Schedule Information:
 Start Time:
 Stop Time:
 Lunch Start Time:
 Lunch Stop Time:
 Work Schedule Hours: .00
 Work Day Change: No results found.

[Back to TOD Summary](#)

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9.
 - a. Click the **Previous** link to move from the **“Submitted”** TOD back to the **“Approved”** TOD.
 - b. Click the **Back to TOD Summary** button at the top and bottom of the screen to return to the **TOD Summary** screen.

View Approved and Submitted TODs Dashboard

TOD Summary

Employee Name: SERVICE, SIMON TMA
 Employee Number: Employee1
 Employee Email: service.simon@tma.mil
 Person Type: Employee
 Organization Name: TMA ADMINISTRATION MANAGEMENT

Effective Start Date: 31-Dec-4712
 Effective End Date: 31-Dec-4712
 Status:
 Include Withdrawn Status

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	14-Jun-2015	31-Dec-4712	18-May-2015				
Approved	03-May-2015	31-Dec-4712	18-May-2015	✓			

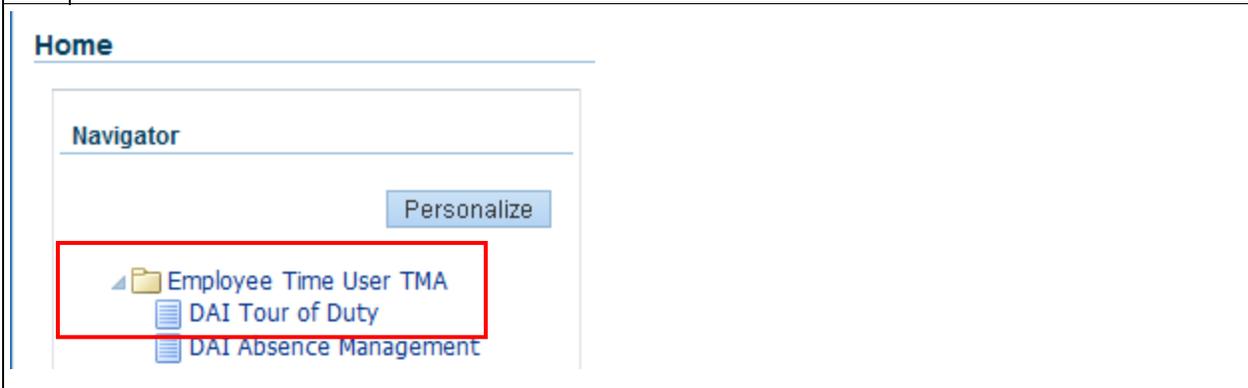
The TOD Summary screen dashboard displays.

Result

Congratulations! You have successfully viewed the current TOD under the Employee Time User responsibility.

Create a New TOD Request - Change of AWS

1. Start the task using the responsibility and menu path to open the **DAI Tour of Duty** link.
 - **Responsibility:**
Employee Time User – Agency
 - **Menu Path:**
Employee Time User → DAI Tour of Duty



Create a New Tour of Duty

TOD Summary

Employee Name	SERVICE, SIMON TMA	Person Type	Employee
Employee Number	Employee1	Organization Name	TMA ADMINISTRATION MANAGEMENT
Employee Email	service.simon@tma.mil		

Effective Start Date: <input type="text"/> Effective End Date: <input type="text" value="31-Dec-4712"/>	Status: <input type="text" value=""/> <input type="checkbox"/> Include Withdrawn Status
--	--

2

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	14-Jun-2015	31-Dec-4712	18-May-2015	-			
Approved	03-May-2015	31-Dec-4712	18-May-2015	✔			

2. Click the **Create New TOD** button to display the **TOD** form.

Note: All timecard data must match back to the TOD data when submitted for payroll processing. A Tour of Duty modification request can be made only in the current or future **Payroll Period(s)**, by clicking the “Create New **TOD**” button. Each approved **TOD** is retained within DAI as historical data and cannot be deleted, Each newly created TOD will automatically End Date the previously active TOD within the DAI system.



Effective Start Date

Employee Time User TMA
Home Logout Preferences **Logged In As SERVICE.SIMON.TMA**

Navigator > Favorites >
(2)

TOD Summary >

Tour of Duty Cancel Save Submit

Employee				Supervisor Name			
Employee Name	SERVICE, SIMON TMA	Supervisor Name	SERVICE, SHAWN TMA				
Email	service.simon@tma.mil	Employee Work Schedule	F - Full Time				
Employee Number	Employee1	Effective Start Date	01-May-2015				
Assignment Status	A-Active	Effective End Date	31-Dec-4712				
Employee Grade	G - Graded	Pay Plan	GS				
Employee Type	R	Pcode					
Organization Name	TMA ADMINISTRATION MANAGEMENT						

* Effective Start Date	17-May-2015	* AWS Code	0 - Not on AWS
Effective End Date		TOD Status	

> Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sun Pay Day7 Ind		N		Sun Pay Day14 Ind		N									

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00
Work Day Change															

Cancel Save Submit

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3. Click the **Effective Start Date** icon to select the payroll period for the new **Tour of Duty** off the **Search and Select Effective Start Date** form. **(See Step 4)**

Note: The **Effective Start Date** is a **REQUIRED** field. This date is the beginning date of the **Payroll Period**. The **Effective Start Date** can be for the current payroll period or for future payroll periods. If the **Employee Status Code** shows that the employee is deceased (X) or pending separation (P), then no future schedule may be input after the effective date of the (X) or (P) status change. The TOD form defaults with the previously entered active TOD schedule.

Effective Date Search

http://ucolhplm.oob.disa.mil:8012/?_t=fredRC&enc=US-ASCII&_minWidth=750&_minHeight=550&configNa - W

Search and Select: Effective Start Date

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Start Date ▲▼	End Date ▲▼
<input type="radio"/>		03-May-2015	16-May-2015
<input type="radio"/>		17-May-2015	30-May-2015
<input type="radio"/>		31-May-2015	13-Jun-2015
<input type="radio"/>		14-Jun-2015	27-Jun-2015
<input type="radio"/>		28-Jun-2015	11-Jul-2015
<input type="radio"/>		12-Jul-2015	25-Jul-2015
<input type="radio"/>		26-Jul-2015	08-Aug-2015
<input type="radio"/>		09-Aug-2015	22-Aug-2015
<input type="radio"/>		23-Aug-2015	05-Sep-2015

Done ✔ Trusted sites | Protected Mode: Off

4. Click the **Go** button to display all available payroll periods. Use the **Quick Select** icon to populate the TOD **Effective Date** field with the appropriate date.



AWS Code Selection

TOD Summary >

Tour of Duty Cancel Save Submit

Employee Employee Name: SERVICE, SIMON TMA Email: service.simon@tma.mil Employee Number: Employee1 Assignment Status: A-Active Employee Grade: G - Graded Employee Type: R Organization Name: TMA ADMINISTRATION MANAGEMENT		Supervisor Name: SERVICE, SHAWN TMA Employee Work Schedule: F - Full Time Effective Start Date: 01-May-2015 Effective End Date: 31-Dec-4712 Pay Plan: GS Pcode:	
---	--	--	--

* Effective Start Date: 17-May-2015 * AWS Code: **0 - Not on AWS** TOD Status: **0 - Not on AWS**

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→

- 0 - Not on AWS
- 1 - Flexitour
- 2 - Gliding Schedule
- 3 - Variable Day Schedule
- 4 - Variable Week Schedule (Employee Request: FLSA based on 80 hrs bi-weekly)
- 5 - Maxiflex Work Schedule (Employee Request: FLSA based on 80 hrs bi-weekly)
- 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)
- 7 - First Forty
- 8 - Compressed Work Schedule (40 hrs scheduled weekly)
- D - Variable Week Schedule (Activity Request: FLSA based on 40 hrs weekly)
- E - Maxiflex Work Schedule (Activity Request: FLSA based on 40 hrs weekly)

Tour of Duty	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00	8.00	8.00

5. Click the drop down arrow and scroll to select the new **AWS Code**.

To determine the **Alternate Work Schedule (AWS) Code**, use the tables below to identify the appropriate code. The **AWS Code** in the **TOD** record is a required field.

Valid AWS Code Values

<u>Fixed Tour</u>	<u>Non-Fixed Tour</u>
0 -Not on AWS	3 -Variable Day Schedule
1 -Flexitour	4 -Variable Week Schedule (FLSA based on 80 hrs.)
2 -Gliding Schedule	5 -Maxiflex (FLSA based on 80 hrs.)
6 -Compressed Work Schedule (80 hours scheduled bi-weekly)	7 -First Forty
8 -Compressed Work Schedule (40 hours schedule weekly)	D -Variable Week Schedule (FLSA Based on 40 hrs. weekly)
	E -Maxi-flex Work Schedule (FLSA based on 40 hrs. weekly)

Detail AWS Code

0	Enter Hours for Each Scheduled Day	6	Enter Hours for Each Scheduled Day
1	Enter Hours for Each Scheduled Day	7	Enter Total Hours Work Each Saturday
2	Enter Hours for Each Scheduled Day	8	Enter Hours for Each Scheduled Day
3	Enter Total Hours Work Each Saturday	D	Enter Total Hours Worked Biweekly on Saturday
4	Enter Total Hours Worked Biweekly on Saturday	E	Enter Total Hours Worked Biweekly on Saturday
5	Enter Total Hours Worked Biweekly on Saturday		

Step 5 continued from the previous page.

For AWS codes 0,1,2,6 and 8 require set hours and will not show 40 hours in the first Saturday or 80 in the second Saturday.

For AWS codes 0,1,2,6 and 8, the tour cannot have more than 24 hours in a day.

For AWS codes 3 and 7 they should only reflect the total number of hours to be worked during the



week and hours displayed in each Saturday.
 For AWS codes 4, 5 D and E should only reflect the number of hours in the tour in the second Saturday.

AWS Code	DESCRIPTION	Hours in Day	Hours in Week	Hours Biweekly
0	Not on AWS	8	40	80
1	Flexitour	8	40	80
2	Gliding Schedule	8	40	80
3	Variable Day Schedule	Varies	40	80
4	Variable Week Schedule	Varies	Varies	80
5	Maxiflex	Varies	Varies	80
6	Compressed Work Schedule	Set	Varies	80
7	First Forty	Varies	40	80
8	Compressed Work Schedule	Set	40	80
D	Variable Week Schedule	Varies	Varies	80
E	Maxiflex Work Schedule	Varies	Varies	80



EXAMPLE of Hours Entered for Night Differential

Employee Time User TMA
Home Logout Preferences **Logged In As SERVICE.SIMON.TMA**

TOD Summary >

Confirmation
Your changes have been saved.

Tour of Duty Cancel Save Submit

Employee				Supervisor Name SERVICE, SHAWN TMA			
Employee Name	SERVICE, SIMON TMA			Employee Work Schedule	F - Full Time		
Email	service.simon@tma.mil			Effective Start Date	01-May-2015		
Employee Number	Employee1			Effective End Date	31-Dec-4712		
Assignment Status	A-Active			Pay Plan	GS		
Employee Grade	G - Graded			Pcode			
Employee Type	R						
Organization Name	TMA ADMINISTRATION MANAGEMENT						

* Effective Start Date: 03-May-2015 * AWS Code: **1 - Flexitour**
 Effective End Date: 31-Dec-4712 TOD Status: Working

> Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Night Diff Hours						2.00							2.00		4.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind	N							N							

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
No results found.

Cancel Save Submit

6, **Night Diff Hours** are *only* for **Graded** employees and should be entered on the TOD form. **Night Differential Hours** is for a **Graded** employee scheduled to work on regular workdays between the hours of **1800** and **0600**. The number of hours may not exceed the total number of hours an employee is scheduled to work (**TOD** hours) each regular workday. The number of **Night Differential Hours** cannot exceed 12 hours per day.



EXAMPLE: Sunday Pay Indicator – 7th day and 14th day

Employee Time User TMA
Home Logout Preferences Logged In As SERVICE.SIMON.TMA

TOD Summary >

Confirmation
Your changes have been saved.

Tour of Duty Cancel Save Submit

Employee

Employee Name: SERVICE, SIMON TMA	Supervisor Name: SERVICE, SHAWN TMA
Email: service.simon@tma.mil	Employee Work Schedule: F - Full Time
Employee Number: Employee1	Effective Start Date: 01-May-2015
Assignment Status: A-Active	Effective End Date: 31-Dec-4712
Employee Grade: G - Graded	Pay Plan: GS
Employee Type: R	Pcode:
Organization Name: TMA ADMINISTRATION MANAGEMENT	

* Effective Start Date: 03-May-2015 * AWS Code: 1 - Flexitour
 Effective End Date: 31-Dec-4712 TOD Status: Working

> Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		8.00	80.00
Night Diff Hours						8.00								8.00	16.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind	N							Y							

Work Schedule

	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															0.00

Work Day Change: No results found.

Cancel Save Submit

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7. If the employee's hours worked on **Saturday** rolls over into **Sunday** hours, this employee would be granted **Sunday Premium Pay**. The hours entered on the TOD Schedule does NOT automatically insert a Y for **Yes** in the **TOD Sun Pay Day (7 or 14) Ind.**, Click the drop-down to change the default of N to Y for **Yes** in the field.

Validation for Sunday Pay:

Sunday Pay Day 7 Indicator	Worked hours the Frist Saturday of the payroll period into the Sunday hours.	Graded employees must have night diff hours scheduled on 1st Saturday. Ungraded employees - MUST have a Shift Code Assigned of 2nd or 3rd shift on the 1st Saturday
Sunday Pay Day 14 Indicator	Worked hours the Second Saturday of the payroll period into the Sunday hours.	Graded employees must have night diff hours scheduled on 2nd Saturday. Ungraded employees - MUST have a Shift Code Assigned of 2nd or 3rd shift on the 2nd Saturday.



Update the TOD Schedule

Previously Entered TOD (partial screen displayed) – AWS Code =1, 5 days 8 hours per day M-F.

* Effective Start Date: 03-May-2015 * AWS Code: 1 - Flexitour
 Effective End Date: 31-Dec-4712 TOD Status: Working

▶ Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		8.00	80.00
Night Diff Hours						8.00								8.00	16.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind: N							Sun Pay Day14 Ind: Y								

Newly Entered TOD (partial screen displayed) – AWS Code =6, 4 days 9 hours, 1 day off and 1 day 8 hours.

* Effective Start Date: 03-May-2015 * AWS Code: 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)
 Effective End Date: 31-Dec-4712 TOD Status: Working

▶ Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		9.00	9.00	9.00	9.00	8.00			9.00	9.00	9.00	9.00			80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind: N							Sun Pay Day14 Ind: N								

8. Change the entered hours for each day to match the new TOD schedule. Always be sure to enter 80 hours per Payroll Period.

Note: In the above example a change was made from a **AWS Code 1** to a new **AWS Code of 6** (compressed work schedule); therefore, the hours will be adjusted accordingly



Recalculate Hours

Newly Entered AWS Code 6 Compressed Schedule

* Effective Start Date: 03-May-2015 * AWS Code: 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)
 Effective End Date: 31-Dec-4712 TOD Status: Working

▶ Show Approval Information

9 → Recalculate

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		9.00	9.00	9.00	9.00	8.00			9.00	9.00	9.00	9.00			80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind	N							N							

9. Click the **Recalculate** button to view the revised daily hours within the TOD schedule section.

* Effective Start Date: 03-May-2015 * AWS Code: 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)
 Effective End Date: 31-Dec-4712 TOD Status: Working

▶ Show Approval Information

10 → Submit

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		9.00	9.00	9.00	9.00	8.00			9.00	9.00	9.00	9.00			80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind	N							N							

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
 No results found.

10. Click the **Submit** button to activate a TOD notification, if necessary, to be sent out to the **OTL Supervisor Approver** for approval. OR click the **Save** button to just update the TOD form display.

Note: The **OTL Supervisor Approver** responsibility processes the approval of the TOD notification.



Confirmation Screen

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

TOD Summary >

Confirmation
 Please change timecard according to this current TOD after it is approved.

Tour of Duty

[Back to TOD Summary](#)

Employee		Supervisor Name	
Employee Name	SERVICE, SIMON TMA	Supervisor Name	SERVICE, SHAWN TMA
Email	service_simon@tma.mil	Employee Work Schedule	F - Full Time
Employee Number	Employee1	Effective Start Date	01-May-2015
Assignment Status	A-Active	Effective End Date	31-Dec-4712
Employee Grade	G - Graded	Pay Plan	GS
Employee Type	R	Pcode	
Organization Name	TMA ADMINISTRATION MANAGEMENT		

Effective Start Date: 03-May-2015 AwsCode: 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)

Effective End Date: 31-Dec-4712 TOD Status: Submitted

[Show Approval Information](#)

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		9.00	9.00	9.00	9.00	8.00			9.00	9.00	9.00	9.00			80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sun Pay Day7 Ind	N							N							

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
 No results found.

[Back to TOD Summary](#)



11. Click the **Back TOD Summary** button to return to the **TOD Summary** screen.
- Note:** Review the **Confirmation** screen. The screen will display one of two confirmation statements. The first is to confirm the new TOD request was successfully submitted for approval. The second confirmation is to change the timecard according to this **new TOD AFTER it is APPROVED**. The new TOD will **NOT TAKE EFFECT UNTIL APPROVED**. It is important to update the timecard should the TOD request change effect any timecard information that was previously entered.



TOD Summary – Submitted Request

TOD Summary

Employee Name: SERVICE, SIMON TMA	Person Type: Employee	Employee
Employee Number: Employee1	Organization Name: TMA ADMINISTRATION MANAGEMENT	
Employee Email: service.simon@tma.mil		
Effective Start Date: <input type="text"/>	Status: <input type="text"/>	<input type="checkbox"/> Include Withdrawn Status
Effective End Date: 31-Dec-4712	<input type="button" value="Go"/>	<input type="button" value="Clear"/>

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	14-Jun-2015	31-Dec-4712	18-May-2015				
Submitted	03-May-2015	31-Dec-4712	19-May-2015				

12

12. View the status of “Submitted” for the new TOD request.

Note: The request will remain in a submitted status until approved. While pending approval, this new TOD request CANNOT be edited. The only exception to this rule is the Agencies that have been set up for auto approval. Those requests will be available for editing immediately after submission.

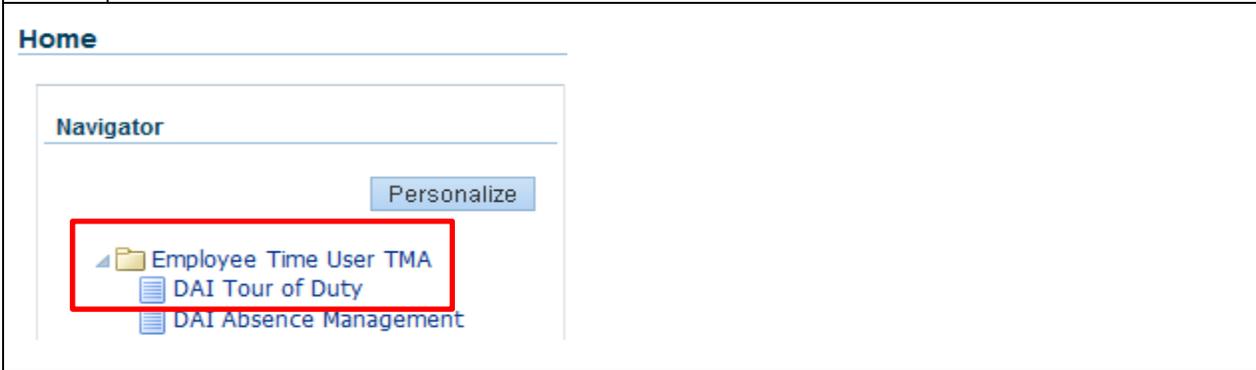
Status	Current Status of: Approved, Error, Rejected, Submitted, Withdrawn, Working.
Effective Start Date	Beginning date of the Payroll Period
Effective End Date	Standard End Date within the DAI system
Submission Date	Date the new TOD request was submitted for processing.
Approved icon	Displays a (green check mark) once approved.
Details icon	Displays a “view only” of the new TOD completed form.
Update icon or	If the Update icon is grayed out, the request is pending processing and cannot be edited. If the Update icon is active, the request can be changed. Only Approved TOD’s can be edited.
Withdraw icon	If the new TOD request is pending approval, the request can be withdrawn. Otherwise once approved this icon is deactivated.

Result

Congratulations! You have successfully created a new TOD request as an Employee within DAI. The TOD request notification has been sent to the approver for approval if necessary.

Adjust an Approved Tour of Duty

- Start the task using the responsibility and menu path to open the **DAI Tour of Duty** link.
 - Responsibility:**
Employee Time User – Agency
 - Menu Path:**
 - Employee Time User → DAI Tour of Duty



Edit the Work Schedule

TOD Summary

Employee Name	SERVICE, SIMON TMA	Person Type	Employee
Employee Number	Employee1	Organization Name	TMA ADMINISTRATION MANAGEMENT
Employee Email	service.simon@tma.mil	Status	<input type="text"/>
Effective Start Date	<input type="text"/>	<input type="checkbox"/>	Include Withdrawn Status
Effective End Date	31-Dec-4712		
		Go Clear	

Create New TOD	Current TOD	Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
		Approved	14-Jun-2015	31-Dec-4712	18-May-2015	✓		✎	🗑
		Approved	03-May-2015	13-Jun-2015	19-May-2015	✓		✎	🗑

- Click the **Update** icon to display the current approved **Tour of Duty (TOD)** form in order to make the necessary changes. An update can only occur in the current or future Payroll Period(s). Once the changes are made, this TOD request form will need to be submitted for approval.

Note: When processing a change to the currently approved TOD, in the dashboard above, the green check mark will NOT disappear, but will remain displayed due to the fact that the last submitted TOD is in an “Approved” status. Processing changes using the “Update” icon will not remove the green check mark from the TOD “Approved” column. View the “Status” column on the dashboard to see this updated TOD move from a “Submitted” status to an “Approved” status. This is the indication that the “Updated TOD” has now been approved.



Adjust an Approved TOD

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites (4)

TOD Summary >

Tour of Duty Cancel Save Submit

Employee		Supervisor Name SERVICE, SHAWN TMA	
Employee Name	SERVICE, SIMON TMA	Employee Work Schedule	F - Full Time
Email	service.simon@tma.mil	Effective Start Date	01-May-2015
Employee Number	Employee1	Effective End Date	31-Dec-4712
Assignment Status	A-Active	Pay Plan	GS
Employee Grade	G - Graded	Pcode	
Employee Type	R		
Organization Name	TMA ADMINISTRATION MANAGEMENT		

* Effective Start Date 03-May-2015 * AWS Code 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)
 Effective End Date 13-Jun-2015 TOD Status Approved

> Show Approval Information

Tour of Duty	Week 1							Week 2							Sat	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Tour of Duty Hours		9.00	9.00	9.00	9.00	8.00		9.00	9.00	9.00	9.00	9.00		80.00		
Night Diff Hours														.00		
Shift Code Assigned	0		0	0	0	0	0	0	0	0	0	0	0	0		

Sun Pay Day7 Ind N Sun Pay Day14 Ind N Recalculate

3. Adjust the hours in the **TOD Schedule** to modify the **Tour of Duty (TOD)**.

Note: In this example, change the Friday off in the first week to the second Friday in the payroll period. The column totals for the Work Schedule will not redisplay with the updated hours until the **Recalculate** button is selected.



Recalculate the form to Update the TOD schedule section
 Tour of Duty

Cancel Save Submit

Employee

Employee Name	SERVICE, SIMON TMA	Supervisor Name	SERVICE, SHAWN TMA
Email	service.simon@tma.mil	Employee Work Schedule	F - Full Time
Employee Number	Employee1	Effective Start Date	01-May-2015
Assignment Status	A-Active	Effective End Date	31-Dec-4712
Employee Grade	G - Graded	Pay Plan	GS
Employee Type	R	Pcode	
Organization Name	TMA ADMINISTRATION MANAGEMENT		

* Effective Start Date: 03-May-2015 * AWS Code: 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)
 Effective End Date: 13-Jun-2015 TOD Status: Approved

> Show Approval Information

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00	8.00		80.00	
Night Diff Hours														.00	
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Sun Pay Day7 Ind Sun Pay Day14 Ind

- 4.
- a) Click the **Recalculate** button to update the hours displaying on the **TOD Schedule** portion of the form.
 - b) Click the **Submit** button to send the **TOD** request notification to the approver or click the **Save** button to save the changes.



Confirmation Screen

Employee Time User TMA
Home Logout Preferences **Logged In As SERVICE.SIMON.TMA**

TOD Summary >

Confirmation
 Please change timecard according to this current TOD after it is approved.

5

Tour of Duty

Employee	
Employee Name	SERVICE, SIMON TMA
Email	service.simon@tma.mil
Employee Number	Employee1
Assignment Status	A-Active
Employee Grade	G - Graded
Employee Type	R
Organization Name	TMA ADMINISTRATION MANAGEMENT
Supervisor Name	
Supervisor Name	SERVICE, SHAWN TMA
Employee Work Schedule	F - Full Time
Effective Start Date	01-May-2015
Effective End Date	31-Dec-4712
Pay Plan	GS
Pcode	

Back to TOD Summary

Effective Start Date: 03-May-2015 AwsCode: 6 - Compressed Work Schedule (80 hrs scheduled bi-weekly)

Effective End Date: 13-Jun-2015 TOD Status: Submitted

[Show Approval Information](#)

Tour of Duty	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Tour of Duty Hours		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	8.00		80.00
Night Diff Hours															.00
Shift Code Assigned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Pay Day7 Ind	N							N							

Work Schedule	Week 1							Week 2							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Start Time															
Stop Time															
Lunch Start Time															
Lunch Stop Time															
Work Schedule Hours															.00

Work Day Change
No results found.

Back to TOD Summary

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5.

Review the **Confirmation** form with the **TOD** updates.

Click the **Back to TOD Summary** button to return to the **TOD Summary** screen.



TOD Summary – Submitted Request

Employee Time User TMA
Home Logout Preferences **Logged In As SERVICE.SIMON.TMA**

Navigator Favorites

TOD Summary

Employee Number: SERVICE, SIMON TMA Employee Email: service.simon@tma.mil	Person Type: Employee Organization Name: TMA ADMINISTRATION MANAGEMENT
Effective Start Date: 31-Dec-4712 Effective End Date: <input type="text"/>	Status: <input type="text"/>

Create New TOD		Current TOD					
Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Approved	14-Jun-2015	31-Dec-4712	18-May-2015	✓			
Submitted	03-May-2015	13-Jun-2015	19-May-2015	✓			

6. Review the **TOD Summary** screen dashboard, showing the updated TOD request in a **Submitted** status.

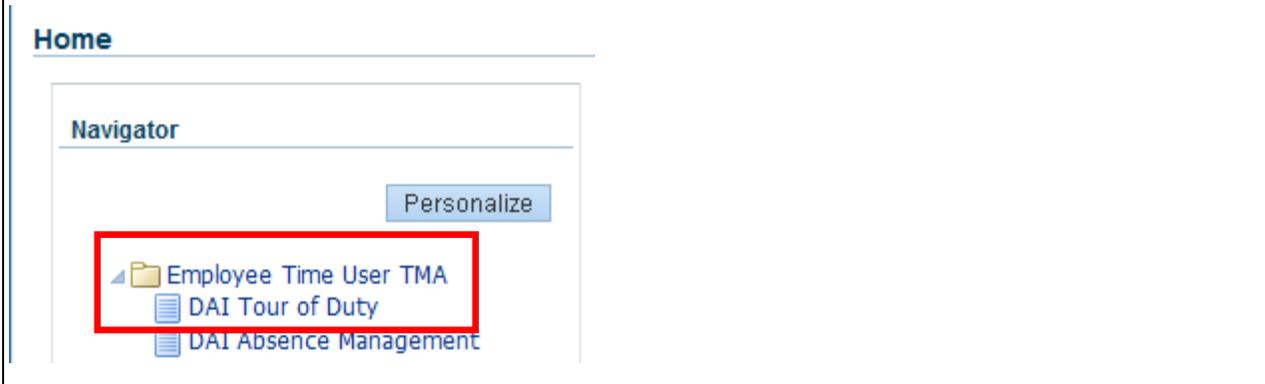
Note: The Employee currently has an approved TOD for the last processed TOD request. Updates can be made to this approved TOD. However, until the new changes are approved, this current TOD will be the active TOD for this Employee. Once updates are processed (above training steps 1-5) the Status will change to “Submitted”; however, the green check mark will remain displayed for the original Approved TOD. The updated TOD once approved will only display as approved within the “Status” column changing it from “Submitted” to “Approved”.

Result

Congratulations! You have successfully updated the current Tour of Duty Schedule. The TOD request notification has been sent to the approver for approval, if necessary.

Withdraw a New Tour of Duty Request

- Start the task using the responsibility and menu path to open the **DAI Tour of Duty** link.
 - Responsibility:**
Employee Time User – Agency
 - Menu Path:**
Employee Time User → DAI Tour of Duty



TOD Summary

Employee Name	SERVICE, SIMON TMA	Person Type	Employee
Employee Number	Employee1	Organization Name	TMA ADMINISTRATION MANAGEMENT
Employee Email	service.simon@tma.mil		

Effective Start Date:

Effective End Date:

Status:

Include Withdrawn Status

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	12-Jul-2015	31-Dec-4712	19-May-2015				
Submitted	14-Jun-2015	31-Dec-4712	19-May-2015	✓			
Submitted	03-May-2015	13-Jun-2015	19-May-2015	✓			

- Click the **Trash Bin** icon to withdraw a **TOD request** that is in a “**Submitted**” status. Only a TOD request in both a Submitted and not Approved state can be withdrawn.



Confirm TOD Request Withdrawal

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites

TOD Summary

Employee Name: SERVICE, SIMON TMA
Employee Number: Employee1
Employee Email: service.simon@tma.mil

Person Type: Employee
Organization Name: TMA ADMINISTRATION MANAGEMENT

Effective Start Date: [text box]
Effective End Date: 31-Dec-4712
Go Clear

Create New TOD Current TOD

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	12-Jul-2015	31-Dec-4712	19-May-2015				
Submitted	14-Jun-2015	31-Dec-4712	19-May-2015	✓			
Submitted	03-May-2015	13-Jun-2015	19-May-2015	✓			

Confirm dialog: Are you sure you want to withdraw this record? No Yes **3**

3. Click the **Yes** button to complete the withdrawal process of the TOD request.

TOD Summary Screen Redisplays

Employee Time User TMA Home Logout Preferences Logged In As SERVICE.SIMON.TMA

Navigator Favorites

TOD Summary

Employee Name: SERVICE, SIMON TMA
Employee Number: Employee1
Employee Email: service.simon@tma.mil

Person Type: Employee
Organization Name: TMA ADMINISTRATION MANAGEMENT

Effective Start Date: [text box]
Effective End Date: 31-Dec-4712
Go Clear

Status: [dropdown]
Include Withdrawn Status:

Create New TOD Current TOD

Status	Effective Start Date	Effective End Date	Submission Date	Approved	Details	Update	Withdraw
Submitted	14-Jun-2015	31-Dec-4712	19-May-2015	✓			
Submitted	03-May-2015	13-Jun-2015	19-May-2015	✓			

4

4. Review the **TOD Summary** screen to view the withdrawn **TOD request** has been removed from the dashboard.

Result

Congratulations! You have successfully withdrawn a TOD Request.

Approve a New Tour of Duty Notification

1. Start the task using the responsibility and menu path to open the **DAI Tour of Duty** link.
 - **Responsibility:**
OTL Supervisor Approver – Agency
 - **Menu Path:**
OTL Supervisor Approver – Agency → Advanced Worklist



2.
 - a. Click in the box under the **Select** field to select the TOD notification line or click the “**Select All**” link to select all the notifications.
 - b. Click the **Open** button to view one or all **TOD notifications**.

Note: The **Advanced Worklist** defaults to the **Open Notifications** view, which contains both the TOD request notifications and the submitted timecard notifications. To change the view, click on the drop-down arrow in the “View” field and scroll to select a new view. Click the “Go” button to update the screen to that view.

As an Approver, the notification will be active for 72 hours in order to process. If the notification is not processed within the 72 hour window, the next level manager to the Supervisor will receive the notification to approve.



Process TOD Request Notification

3. Select one of the following options in order to process the TOD notification.

If the notification is being... Then:		
Approved	Click the "Approve" button	The notification will close and the next notification will display.
Reject	Enter a reason for the rejection in the Notes section and click the Reject button	The rejection notification will be sent back to the Employee with a reason for the rejection in the Notes section of the notification and the next notification will display.
Reassign	Rarely used, this option allows the Approver to send the notification to another approver.	Continue to step 4, but be sure to contact the HR CSR to get the Employee's record updated with the correct OTL Supervisor Approver.
More Information Request	Best Practice is to not use this option. Any need for additional information, the Supervisor should enter notes in the Notes section of the notification and then reject the TOD notification.	Entering a Rejection restarts the 72 hour clock for a TOD notification to be processed, otherwise if not processed within the 72 hours the notification moves to the next level supervisor for processing. Selecting the More Information Request button will not restart the 72 hours clock designated as official period for processing approvals.

REASSIGN a TOD Notification

4. Click the **Reassign** button to open the **Reassign Notification** screen to change only this approval request to a new approver.

5. Select how this **TOD Request** will be reassigned, select **Delegate**, if necessary:

- **Delegate your response** – This option allows the **alternate approver to respond on your behalf**. Though the alternate approver may respond on the original approver’s behalf, the original approver retains ownership of the notification.
- **Transfer notification ownership** – This option gives the **alternate approver complete ownership and responsibility** for this and all future notifications. Use this option if the approver should not have received the notification and wants to send it to the correct recipient or to a different recipient for resolution. A transfer may have the effect of changing the approval hierarchy for this notification.



Reassign a Notification

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. * Indicates required field.

Assignee: All Employees and Users
 Delegate your response
 Transfer notification ownership

Comments: Example of Reassign

HARDY, ROBIN%

Name	User Name	Email	Organization
HARDY, ROBIN	HARDY.ROBIN.TMA		TMA OFC OF CHIEF PHARMACEUTICAL OPS
HARDY, ROBIN (CTR)	HARDY.ROBIN.L		BTA Operating Unit

Return to Worklist

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6. Enter the name of the employee. **HARDY, ROBIN%** (Last Name, First Name). To establish a new approver for the request. If a partial name is entered, as in this example, a filter will display a list of values that match the criteria. Click the name link that matches the new approver's name.

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. * Indicates required field.

Assignee: All Employees and Users
 Delegate your response
 Transfer notification ownership

Comments: Example of Reassign

HARDY, ROBIN%

Name	User Name	Email	Organization
HARDY, ROBIN	HARDY.ROBIN.TMA		TMA OFC OF CHIEF PHARMACEUTICAL OPS
HARDY, ROBIN (CTR)	HARDY.ROBIN.L		BTA Operating Unit

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7. Enter Comments in the **Comment** field to record the reason for reassigning the request to a new approver.

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. * Indicates required field.

Assignee: All Employees and Users
 Delegate your response
 Transfer notification ownership

Comments: Example of Reassign

HARDY, ROBIN%

Name	User Name	Email	Organization
HARDY, ROBIN	HARDY.ROBIN.TMA		TMA OFC OF CHIEF PHARMACEUTICAL OPS
HARDY, ROBIN (CTR)	HARDY.ROBIN.L		BTA Operating Unit

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8. Click the **Submit** button to complete the action. The **Absence Request Notification** no longer appears in your **Open Worklist** items, but instead appears in the alternate **Approver's Worklist**.

Result

Congratulations! You have successfully Approved, Rejected a TOD notification or Reassigned a TOD Request notification to an alternate approver on a temporary basis in order for this person to process the TOD notification approval.