Time and Labor (OTL)

New Tour of Duty

R12 Work Instructions
Document Control

Change Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Version</th>
<th>Change Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Aug-14</td>
<td>Robin Hardy</td>
<td>1.0</td>
<td>R12 Upgrade</td>
</tr>
<tr>
<td>18-May-2015</td>
<td>Robin Hardy</td>
<td>1.1</td>
<td>Work Schedule Update</td>
</tr>
</tbody>
</table>

Reviewers

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-May-2015</td>
<td>Bill Mohamed</td>
<td>Work Force Preparation, Lead</td>
</tr>
</tbody>
</table>

Distribution

<table>
<thead>
<tr>
<th>Copy No.</th>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R12_WI_OTL_Tour_of_Duty_May2015</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

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 (0-8-8-8-8-0-0-8-8-8-8-0) 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:
  o Cannot be entered as negative hours
  o 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

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

### 2. TOD Summary fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Last Name, First Name</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Employee’s assigned number within DAI</td>
</tr>
<tr>
<td>Employee Email</td>
<td>Employee’s Email Address within the HR Record</td>
</tr>
<tr>
<td>Person Type</td>
<td>Assigned Person Type within the HR Record</td>
</tr>
<tr>
<td>Organization Name</td>
<td>Name of the Agency’s Organization</td>
</tr>
<tr>
<td>Effective Start Date</td>
<td>Date search field for entering the start date of a payroll period pertaining to a TOD</td>
</tr>
<tr>
<td>Effective End Date</td>
<td>Standard default Effective End Date (31-Dec-4712). Date search field for entering the end date of a payroll period pertaining to a TOD</td>
</tr>
<tr>
<td>Check Box – Include Withdrawn Status</td>
<td>Will display the Withdrawn status TODs. By default Withdrawn TODs are not displayed in the summary page.</td>
</tr>
<tr>
<td>Go button</td>
<td>Activates the Search</td>
</tr>
<tr>
<td>Clear</td>
<td>Removes data from the Active Search fields</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Approval Field</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted By</td>
<td>Name of the Employee requesting the TOD update.</td>
</tr>
<tr>
<td>Approved By</td>
<td>Name of the OTL Supervisor Approver or the Workflow Approver assigned to Approve the request.</td>
</tr>
<tr>
<td>Comments</td>
<td>Display any comments entered on the request by the Employee or Approver.</td>
</tr>
<tr>
<td>Submission Date</td>
<td>Date the request was submitted</td>
</tr>
<tr>
<td>Approved Date</td>
<td>Date the request was approved</td>
</tr>
<tr>
<td>WF Key (Work Flow Key)</td>
<td>Identification number to be given to the Help Desk if any issues arise with the TOD request.</td>
</tr>
</tbody>
</table>
6. 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

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

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

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

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

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.
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.
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.
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

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

### Detail AWS Code

<table>
<thead>
<tr>
<th>0</th>
<th>Enter Hours for Each Scheduled Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter Hours for Each Scheduled Day</td>
</tr>
<tr>
<td>2</td>
<td>Enter Hours for Each Scheduled Day</td>
</tr>
<tr>
<td>3</td>
<td>Enter Total Hours Work Each Saturday</td>
</tr>
<tr>
<td>4</td>
<td>Enter Total Hours Worked Bweekly on Saturday</td>
</tr>
<tr>
<td>5</td>
<td>Enter Total Hours Worked Bweekly on Saturday</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>AWS Code</th>
<th>DESCRIPTION</th>
<th>Hours in Day</th>
<th>Hours in Week</th>
<th>Hours Biweekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Not on AWS</td>
<td>8</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>1</td>
<td>Flexitour</td>
<td>8</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>2</td>
<td>Gliding Schedule</td>
<td>8</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>3</td>
<td>Variable Day Schedule</td>
<td>Varies</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>4</td>
<td>Variable Week Schedule</td>
<td>Varies</td>
<td>Varies</td>
<td>80</td>
</tr>
<tr>
<td>5</td>
<td>Maxiflex</td>
<td>Varies</td>
<td>Varies</td>
<td>80</td>
</tr>
<tr>
<td>6</td>
<td>Compressed Work Schedule</td>
<td>Set</td>
<td>Varies</td>
<td>80</td>
</tr>
<tr>
<td>7</td>
<td>First Forty</td>
<td>Varies</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>8</td>
<td>Compressed Work Schedule</td>
<td>Set</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>D</td>
<td>Variable Week Schedule</td>
<td>Varies</td>
<td>Varies</td>
<td>80</td>
</tr>
<tr>
<td>E</td>
<td>Maxiflex Work Schedule</td>
<td>Varies</td>
<td>Varies</td>
<td>80</td>
</tr>
</tbody>
</table>
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 – 7\textsuperscript{th} day and 14\textsuperscript{th} day

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

\textbf{Validation for Sunday Pay:}

<table>
<thead>
<tr>
<th>Sunday Pay Day 7 Indicator</th>
<th>Worked hours the Frist Saturday of the payroll period into the Sunday hours.</th>
<th>\textbf{Graded} employees must have night diff hours scheduled on 1st Saturday.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Pay Day 14 Indicator</td>
<td>Worked hours the Second Saturday of the payroll period into the Sunday hours.</td>
<td>\textbf{Graded} employees must have night diff hours scheduled on 2nd Saturday.</td>
</tr>
</tbody>
</table>

\textbf{Graded} employees - MUST have a Shift Code Assigned of 2nd or 3rd shift on the 1st Saturday.

\textbf{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.

<table>
<thead>
<tr>
<th>Tour of Duty</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour of Duty Hours</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>8.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tour of Duty</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour of Duty Hours</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>8.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

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

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

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.
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

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.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Start Date</td>
<td>Beginning date of the Payroll Period</td>
</tr>
<tr>
<td>Effective End Date</td>
<td>Standard End Date within the DAI system</td>
</tr>
<tr>
<td>Submission Date</td>
<td>Date the new TOD request was submitted for processing.</td>
</tr>
<tr>
<td>Approved icon</td>
<td>Displays a (green check mark) once approved.</td>
</tr>
<tr>
<td>Details icon</td>
<td>Displays a “view only” of the new TOD completed form.</td>
</tr>
<tr>
<td>Update icon</td>
<td>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.</td>
</tr>
<tr>
<td>Withdraw icon</td>
<td>If the new TOD request is pending approval, the request can be withdrawn. Otherwise once approved this icon is deactivated.</td>
</tr>
</tbody>
</table>

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

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

2. 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

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

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

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

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

2. 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.
Confrim TOD Request Withdrawal

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

TOD Summary Screen Redisplays

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

<table>
<thead>
<tr>
<th>If the notification is being…</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Click the “Approve” button. The notification will close and the next notification will display.</td>
</tr>
<tr>
<td>Reject</td>
<td>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.</td>
</tr>
<tr>
<td>Reassign</td>
<td>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.</td>
</tr>
<tr>
<td>More Information Request</td>
<td>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.</td>
</tr>
</tbody>
</table>
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

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.

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

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.