



UNITED STATES
POSTAL SERVICE®



Clerk Application Training

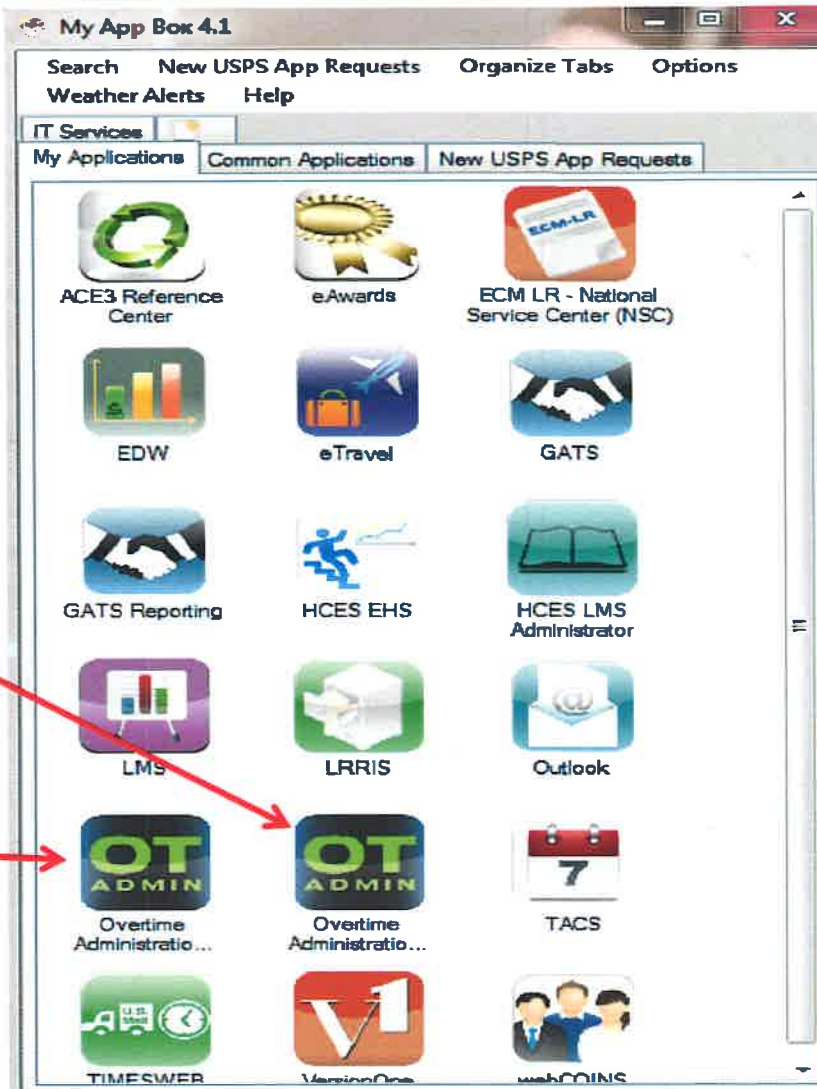
August 2017

- ⊙ Supervisor
 - ⊙ Enter/Edit Overtime (3 days back – 2 days forward)
 - ⊙ Add/Remove employees to/from OTDLs
 - ⊙ Enter Makeup Settlements
 - ⊙ Installation Head
 - ⊙ Enter/Edit Overtime (3 days back – 2 days forward)
 - ⊙ Add/Remove employees to/from OTDLs
 - ⊙ Add/Remove employees to/from Sections
 - ⊙ Submit/Approve Employee Transfer Requests
 - ⊙ Enter Makeup Settlements
 - ⊙ District Admin
 - ⊙ Set up Offices/Facility Maintenance
 - ⊙ Add/Remove employees to/from OTDLs
 - ⊙ Add/Remove employees to/from Sections
 - ⊙ Enter/Edit Overtime (3 days back – 2 days forward)
 - ⊙ Submit/Approve Employee Transfer Requests
 - ⊙ Enter Makeup Settlements
 - ⊙ Read Only
 - ⊙ Read Only View of Overtime entry screens
 - ⊙ Labor Relations Specialist
 - ⊙ Enter Makeup Settlements
 - ⊙ Read Only View of Overtime entry screens
 - ⊙ All Users will have access to run reports as soon as they are available
- ***** Users only have access to facilities approved in eAccess

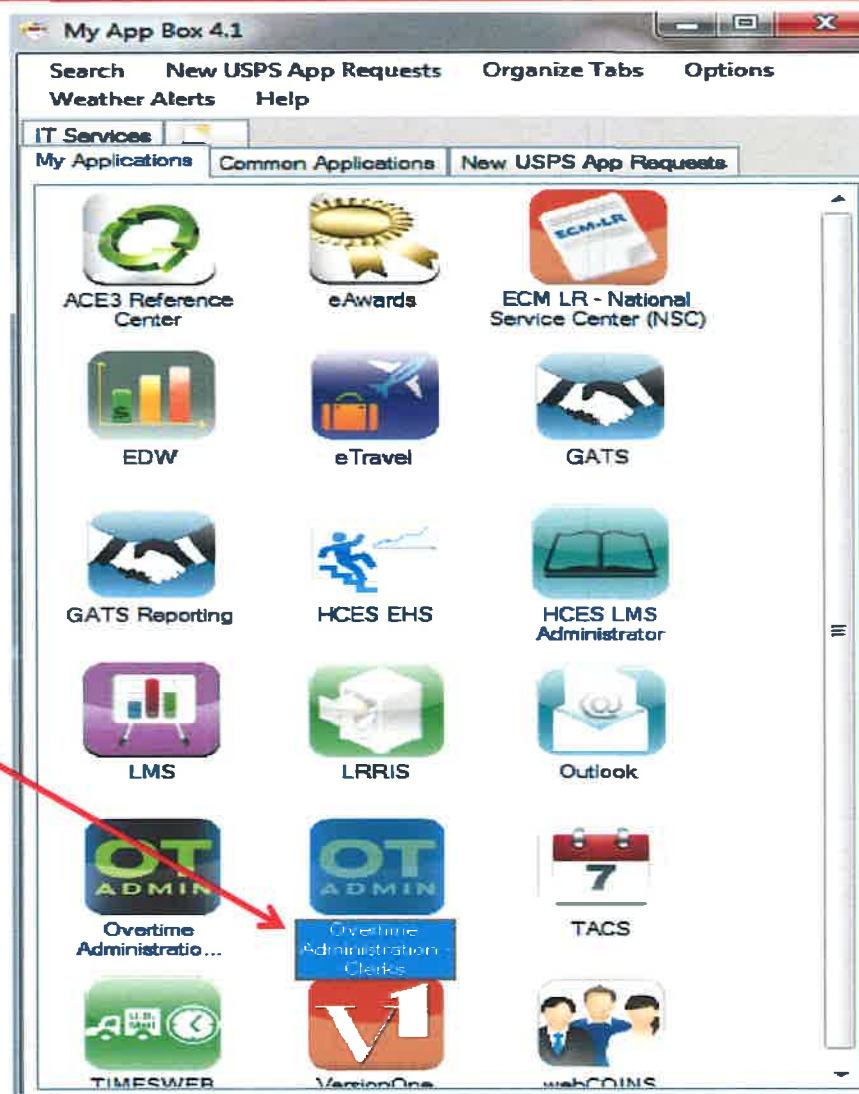
From your Desktop, click on the My App Box 4.1 icon.



Both the OTAdmin Carrier application and the OTAdmin Clerk application will appear if you have requested and been approved access in eAccess.



Hover your mouse over the OTAdmin icon to find out which icon is the Carrier application and which icon is the Clerk application. Click on the Clerk application. This will take you to the login screen.





 [Forgot Your Password?](#)

OTAdmin is designed to assist with the assignment of overtime and the administration of the overtime desired list.



Information within this application is designated business-controlled sensitive and should be properly protected from unauthorized access or disclosure.

Restricted Information

WARNING! FOR OFFICIAL USE ONLY This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Version 9.0.3864 db01

Brought to you in partnership from [Human Resources](#), [Operations](#), and [Information Technology](#)

If you need assistance, please refer to the [Help](#), [FAQ](#), or email OTAdminHelp@usps.gov



★ Favorites

No favorites on this machine - Click the breadcrumb ☆ to add a favorite.

🔍 Unit / Finance Search

Area 2

Filter

- EASTERN CSAO **2**
- EASTERN P&DAO

District 1

Filter

- WESTERN PENNSYLVANIA PFC **3**

Search **1**

With Selected Filters Without ✕

The landing screen for the District Administrator will look like this. To set up an installation, search by installation name or finance number in the search box, or drill down from Area Customer Service or Plant, to District.

1. Search by installation name or finance number OR
2. Click on Area CSAO to drill down to Customer Service installations, and Area P&DAO to drill down to Plants.
3. Click on the District.



★ Favorites

No favorites on this machine - Click the breadcrumb ☆ to add a favorite.

Q Unit / Finance Search

Area 2

Filter ✕

- EASTERN CSAO
- EASTERN P&DAO**

District 1

Filter ✕

- WESTERN PENNSYLVANIA P...**

MPOO 3

Filter ✕

- L&DC
- MPOO - 1
- MPOO P

Lead Finance 3

Filter ✕

- NEW CASTLE P&DF
- PENNWOOD PLACE PA P&DC
- PITTSBURGH PA P&DC**

1

Area: EASTERN P&DAO (1C) ✕

District: WESTERN PENNSYLVANIA PFC (150) ✕

Lead: PITTSBURGH PA P&DC (416609) ✕

Search With Selected Filters Without ✕

1. Click on the installation you want to set up.



★ Favorites

No favorites on this machine - Click the breadcrumb ☆ to add a favorite

Your Units

 **PITTSBURGH PA P&DC - Clerk** 416609 - Clerk

Tour 1  [Tour 1 Automation](#)

 [Tour 1 Automation Section OTDL](#)  [Tour 1 Automation Section NON-OTDL](#)
 [Begin Tour](#)  [End Tour](#)  [Full Tour/NS Day](#)

Tour 1  [Tour 1 Manual](#)

 [Tour 1 Manual Section OTDL](#)  [Tour 1 Manual Section NON-OTDL](#)
 [Begin Tour](#)  [End Tour](#)  [Full Tour/NS Day](#)

The landing screen for the Installation Head and Supervisor will look like this, depending on what finance number you have access to.

Unit / Finance Search

1. Drill down to Lead Finance Number

Area 2

Filter ✕

- EASTERN CSAO
- EASTERN P&DAO**

District ¹

Filter ✕

- WESTERN PENNSYLVANIA PFC**

MPOO ³

Filter ✕

- L&DC
- MPOO - 1**
- MPOO P

Lead Finance ¹

Filter ✕

- NEW CASTLE P&DF**

1

Area: EASTERN P&DAO (1C) ✕ District: WESTERN PENNSYLVANIA PFC (150) ✕ MPOO: MPOO - 1 (1) ✕ Lead: NEW CASTLE P&DF (415886) ✕

Search

With Selected Filters

Without

✕

Search Results

Units **0**

Finances **1**

NEW CASTLE P&DF 415886 Lead

EASTERN P&DAO WESTERN PENNSYLVANIA PFC MPOO - 1 NEW CASTLE P&DF

📍 435 S CASCADE STREET NEW CASTLE, PA 16108

[📄 Create Clerk Unit](#)



2. Click on Create Clerk Unit

NEW CASTLE P&DF - Clerk 415886 - Clerk

General

Finance **1**

Tour 1 Setup

Tour 2 Setup

Tour 3 Setup

Transfers

Unit Name

NEW CASTLE P&DF - Clerk

Craft

Clerk

How does the LMOU define mandating Non-OTDL?

By Tour



Mandates overtime at the tour level with one Non-OTDL for the entire tour.

 Save

 Delete...



NEW CASTLE P&DF - Clerk 415886 - Clerk

General **Finance 1** Tour 1 Setup Tour 2 Setup Tour 3 Setup Transfers

Unit Name

NEW CASTLE P&DF - Clerk

Craft

Clerk

How does the LMOU define mandating Non-OTDL?

1

By Tour
 By Section

Mandates overtime at the tour level mandating Non-OTDL for the entire tour.

2

1. Configure mandating Non-OTDL by tour or section based on the LMOU
2. Click Save



NEW CASTLE P&DF - Clerk 415886 - Clerk

1

- General
- Finance ①
- Tour 1 Setup
- Tour 2 Setup
- Tour 3 Setup
- Transfers

Unit Name

NEW CASTLE P&DF - Clerk

Craft

Clerk

How does the LMOU define mandating Non-OTDL?

By Section  ▾

Mandates overtime at the section level with one Non-OTDL for the each section and one Non-OTDL for the tour.

Save

Delete...

For this example, we have selected By Section

1. Click on Tour 1 Setup



NEW CASTLE P&DF - Clerk 415886 - Clerk

General Finance **1** Tour 1 Setup Tour 2 Setup Tour 3 Setup Transfers

Tour 1 Setup one-time setup for building initial sections & lists quickly - more can be added later

How many sections are defined pursuant to Article 30 Item 14 of the National Agreement?

See LMOU provision - "Whether 'Overtime Desired' lists in Article 8 shall be by section and/or tour"

1

1 + -



Section 1

2



of Preference OTDLs

3

0



A Section OTDL will automatically be created for this section

+ Add another OTDL

+ Add another Section

Save

1. Enter number of Sections pursuant to your LMOU
2. Enter name of Section
3. Enter number of Preference OTDLs if applicable (Begin Tour, End Tour, NS Day)



1 Tour 1 Automation 1 ✕ # of Preference OTDLs 3 + -

A Section OTDL will automatically be created for this section

1.1	Begin Tour	✕ OTDL Type	Begin Tour ▾
1.2	End Tour	✕ OTDL Type	End Tour ▾
1.3	Full Tour/NS Day	✕ OTDL Type	Full Tour/NS Day ▾

+ Add another OTDL

2 Tour 1 Manual ✕ # of Preference OTDLs 3 + -

A Section OTDL will automatically be created for this section

2.1	Begin Tour	✕ OTDL Type	Begin Tour ▾
2.2	End Tour	✕ OTDL Type	End Tour ▾
2.3	Full Tour/NS Day	✕ OTDL Type	Full Tour/NS Day ▾

+ Add another OTDL

+ Add another Section

3

PS Save



Back to Top

1. Name of Section (default is Section 1, but you can rename)
2. You can also rename the Preference lists, for example, Begin Tour/End Tour
3. Click on Save

PENNWOOD PLACE PA P&DC - Clerk 416602 - Clerk

General Finance **1** Tour 1 **2** **Tour 2 Setup** Tour 3 Setup Employees **110** Overtime Lists Transfers

✓ Certify Tour

Filter

Before certifying, please ensure that all lists have the correct membership for 2017 Q2.

Tour 1 Overtime Lists

Tour 1 OTDL 0
Tour 1 NON-OTDL 0

+ Add Another Section

Section 1

Updated 6/9/17

Overtime Lists

Section 1 Section OTDL 0
Section 1 Section NON-OTDL 0
Begin Tour 0
End Tour 0
Full Tour/NS Day 0

Section 2

Updated 6/9/17



Click on Tour 2 Setup to set up Tour 2, and click on Tour 3 Setup to set up Tour 3, using the same process we used to set up Tour 1.

If you make a mistake, you can delete the section by clicking on the red box with the white 'x'. Neither the Installation Head nor Supervisor will be able to do this.

Once the District Administrator has set up the facility, the District Administrator or Installation Head can now assign employees to the appropriate section.

🏠 PENNWOOD PLACE PA P&DC - Clerk 416602 - Clerk

General Finance **1** Tour 1 **3** Tour 2 Setup Tour 3 Setup Employees **110** Overtime Lists Transfers

✓ Certify Tour

Filter

Before certifying, please ensure that all lists have the correct membership for 2017 Q2.

Tour 1 Overtime Lists

- Tour 1 OTDL 0
- Tour 1 NON-OTDL 0

➕ Add Another Section

🏠 Tour 1 Automation

Updated 6/30/17

Overtime Lists

- Tour 1 Automation Section OTDL 0
- Tour 1 Automation Section NON-OTDL 0
- Begin Tour 0
- End Tour 0
- Full Tour/NS Day 0



🏠 Tour 1 Manual

Updated 6/30/17

Overtime Lists

- Tour 1 Manual Section OTDL 0
- Tour 1 Manual Section NON-OTDL 0
- Begin Tour 0
- End Tour 0
- Full Tour/NS Day 0



Click on the Section you want to add employees to

Home PENNWOOD PLACE PA P&DC - Clerk Tour 1 Tour 1 Automation



Tour 1 Automation Tour 1

General Overtime Lists **5** Employees Makeup Overview

Click on Employees

Section Name

Tour 1 Automation

Tour

1

 Save

 Delete...



Tour 1 Automation Tour 1

General Overtime Lists **5** Employees Makeup Overview

Click on Add to Section to add employees

ABB-01167291, JACK L 01167291 Tour 1 <i>No Section</i>	+ Add to Section
ANT-01510330, ANTHONY WAYNE null Tour 1 <i>No Section</i>	+ Add to Section
BAU-03496647, JAMES L 03496647 Tour 1 <i>No Section</i>	+ Add to Section
BAU-04282241, DANIEL MICHAEL 04282241 Tour 1 <i>No Section</i>	+ Add to Section
EGY-04024577, RICHARD HUNTER 04024577 Tour 1 <i>No Section</i>	+ Add to Section
GEN-04082856, JEANNE M 04082856 Tour 1 <i>No Section</i>	+ Add to Section
HEN-04119083, ADAM D 04119083 Tour 1 <i>No Section</i>	+ Add to Section
HOW-04129905, IAN STOKES 04129905 Tour 1 <i>No Section</i>	+ Add to Section

Filters to assist in employee identification

Filters

Filter by name or ein

Toggle to show/hide employees in these sections

- Tour 1 Outbound Tour 1 - 0
- Tour 1 Automation Tour 1 - 0
- Tour 1 Manual Tour 1 - 0
- Unassigned - 110

Toggle to show/hide employees with these tours

- Tour 1 - 13
- Tour 2 - 42
- Tour 3 - 55
- N/A - 0

Found 13 of 110

+ Assign **13** Employees to Section

Repeat process for each section & tour

Bulk assign feature



PENNWOOD PLACE PA P&DC - Clerk 416602 - Clerk

General Finance 1 Tour 1 3 Tour 2 Setup Tour 3 2 Employees 10 Overtime Lists Transfers

✓ Certify Tour

Before certifying, please ensure that all lists have the correct membership for 2017 Q2.

Tour 3 Overtime Lists

Tour 3 OTDL 0
Tour 3 NON-OTDL 55

+ Add Another Section

Tour 3 Automation

Updated 6/30/17

Overtime Lists

Tour 3 Automation Section OTDL 0
Tour 3 Automation Section NON-OTDL 35
Begin Tour 0
End Tour 0
Full Tour/NS Day 0

Tour 3 Manual

Updated 6/30/17

Overtime Lists

Tour 3 Manual Section OTDL 0
Tour 3 Manual Section NON-OTDL 20
Begin Tour 0
End Tour 0
Full Tour/NS Day 0

55 employees have been added to Tour 3.
35 employees added to the Tour 3
Automation Section, and 20 employees
added to the Tour 3 Manual Section.

Once all employees have been assigned to the appropriate section, the District Administrator, Installation Head, or Supervisor can now add employees to the appropriate overtime lists.

Click on the overtime list you want to add employees to. Since the employees 'cascade up' from the Preference Lists to the Section and Tour Lists, the most efficient way to build your lists is to begin with the preference lists and work your way up.



Overtime ▾

Employee Transfers

Help

S-0008 D-0008 Logout ↗

Home

PENWOOD PLACE PA P&DC - Clerk

Tour 3

Tour 3 Automation

Begin Tour



☰ Begin Tour Begin Tour 2017 Q2

General

Employees **0**

Overtime

Next Quarter Setup

Overtime List Name

Begin Tour

List Type

Begin Tour

Save

✕ Delete...

Click on Employees

Begin Tour Begin Tour 2017 Q2

General **Employees** Overtime Next Quarter Setup

Date 06/30/2017

View employee assignments for a specific date within the quarter

HER-04255194, JEFF L 04255194

Not assigned to this list on 6/30

Other List Assignments

Tour 3 Automation Section NON-OTDL

Tour 3 NON-OTDL

+ Add to List

HNA-01093574, EVANGELINE M 01093574

Not assigned to this list on 6/30

Other List Assignments

Tour 3 Automation Section NON-OTDL

Tour 3 NON-OTDL

+ Add to List

HUD-02554233, DANNY LEE 02554233

Not assigned to this list on 6/30

Other List Assignments

Tour 3 Automation Section NON-OTDL

Tour 3 NON-OTDL

+ Add to List

KAD-04315464, MEDANIE P 04315464

Not assigned to this list on 6/30

Other List Assignments

Tour 3 Automation Section NON-OTDL

Tour 3 NON-OTDL

+ Add to List

Ability to assign employees individually to the Tour 3 Automation Begin Tour OTDL

Filters

Filter by name or email

Toggle to show/hide employees assigned to this list

Show Assigned - 0

Show Unassigned - 35

Toggle to show/hide employees assigned to a specific section list

Begin Tour - 0

End Tour - 0

Full Tour/NS Day - 0

Tour 3 Automation Section NON-OTDL - 35

Tour 3 Automation Section OTDL - 0

Toggle to show/hide employees assigned to a specific unit list

Tour 3 NON-OTDL - 55

Tour 3 OTDL - 0

Found 35 of 35

Bulk Assign

Employees will be assigned effective 4/1/17

+ Add 35 Employees to List

Ability to bulk assign all 35 employees to the Tour 3 Automation Begin Tour OTDL



Full Tour/NS Day Full Tour/NS Day 2017 Q3

General Employees **10** Overtime Next Quarter Setup

Date 07/25/2017

View employee assignments for a specific date within the quarter

- 1 GEN-04082856, JEANNE M 04082856 12hr
 10hr 12hr
 7/1/17 to 9/30/17 ✓
 Other List Assignments
[Section 1 Section OTDL](#)
- 2 HEN-04119083, ADAM D 04119083 10hr
 10hr 12hr
 7/1/17 to 9/30/17 ✓
 Other List Assignments
[Section 1 Section OTDL](#)
- 3 HOW-04129905, IAN STOKES 04129905 12hr
 10hr 12hr
 7/1/17 to 9/30/17 ✓
 Other List Assignments
[Section 1 Section OTDL](#)

Once assigned to an OTDL, you can identify the employee as a 10hr or 12hr preference. The default is 12hr. Simply toggle on the 10hr button to change from 12hr to 10hr.

Filters

Filter by name or ein

Toggle to show/hide employees assigned to this list

- Show Assigned - 10
- Show Unassigned - 5

Toggle to show/hide employees assigned to a specific section list

- Begin Tour - 0
- End Tour - 0
- Full Tour/NS Day - 10
- Section 1 Section NON-OTDL - 0
- Section 1 Section OTDL - 15

Toggle to show/hide employees assigned to a specific unit list

Found 10 of 15

Bulk Assign

Employees will be assigned effective 7/25/17

+ Add **0** Employees to List 10 of 10 are already assigned

Begin Tour Begin Tour 2017 Q2

General Employees **1** Overtime Next Quarter Setup

Date 06/30/2017

View employee assignments for a specific date within the quarter

- 1 **HER-04255194, JEFF L** 04255194
4/1/17 to 6/30/17 ✓
Other List Assignments
Tour 3 Automation Section OTDL
Tour 3 OTDL
Remove
- 2 **HNA-01093574, EVANGELINE M** 01093574
4/1/17 to 6/30/17 ✓
Other List Assignments
Tour 3 Automation Section OTDL
Tour 3 OTDL
Remove
- 3 **HUD-02554233, DANNY LEE** 02554233
4/1/17 to 6/30/17 ✓
Other List Assignments
Tour 3 Automation Section OTDL
Tour 3 OTDL
Remove

Click on Tour 3

Filters

Filter by name or id

Toggle to show/hide employees assigned to this list

Show Assigned - 15

Show Unassigned - 20

Toggle to show/hide employees assigned to a specific section list

Begin Tour - 15

End Tour - 0

Full Tour/NS Day - 0

Tour 3 Automation Section NON-OTDL - 20

Tour 3 Automation Section OTDL - 15

Toggle to show/hide employees assigned to a specific unit list

Tour 3 NON-OTDL - 40

Tour 3 OTDL - 15

Found 15 of 35

Bulk Assign

Ability to remove employees from the list

PENNWOOD PLACE PA P&DC - Clerk 416602 - Clerk

General Finance **1** Tour 1 **3** Tour 2 Setup Tour 3 **2** Employees **110** Overtime Lists Transfers

Filter

Tour 3 Overtime Lists

-  Tour 3 OTDL
-  Tour 3 NON-OTDL

 Add Another Section

Tour 3 Automation

Updated 6/30/17






Overtime Lists

-  Tour 3 Automation Section OTDL
-  Tour 3 Automation Section NON-OTDL
-  Begin Tour
-  End Tour
-  Full Tour/NS Day






Tour 3 Manual

Updated 6/30/17

Overtime Lists

-  Tour 3 Manual Section OTDL
-  Tour 3 Manual Section NON-OTDL
-  Begin Tour
-  End Tour
-  Full Tour/NS Day

 15
 40

 15
 20
 15
 0
 0

 0
 20
 0
 0
 0

The same 15 employees added to the Tour 3 Automation Begin Tour OTDL and Tour 3 Automation Section OTDL were automatically added to the Tour 3 OTDL, since in order to be on the Section OTDL, you must also be on the Tour OTDL.

You'll see that 15 employees have been added to the Tour 3 Automation Begin Tour OTDL. Those same 15 employees were automatically added to the Tour 3 Automation Section OTDL.

You must now add employees to each of the individual lists, for example, Tour 3 Automation End Tour, Tour 3 Manual Full Tour/NS Day, Tour 3 Manual Section, Tour 3 Tour, etc. Do this by clicking on the desired list and repeating what we have demonstrated in the previous slides.

General Finance **1** Tour 1 **2** Tour 2 Setup Tour 3 Setup Employees **392** Overtime Lists Transfers **1**

Certify Tour

Filter

Before certifying, please ensure that all lists have the correct membership for 2017 Q2.

Tour Overtime Lists

Overtime Lists for the tour

- Tour 1 OTDL 60
- Tour 1 NON-OTDL 60

+ Add Another Section

Tour 1 Automation

Updated 5/17/17

Overtime Lists

- Tour 1 Automation Section OTDL 30
- Tour 1 Automation Section NON-OTDL 30
- Begin Tour 10
- End Tour 10
- Full Tour/NS Day 10

Tour 1 Manual

Updated 5/17/17

Overtime Lists

- Tour 1 Manual Section OTDL 30
- Tour 1 Manual Section NON-OTDL 30
- Begin Tour 10
- End Tour 10
- Full Tour/NS Day 10

Once you've assigned all employees to the appropriate lists, click on each list to open and verify that each list is accurate – including the NON-OTDL. Once you've verified the accuracy of each list, click on Certify Tour. Repeat the process for Tour 2 and Tour 3. Once you've certified the Tours, you are able to assign overtime opportunities.



PITTSBURGH PA P&DC - Clerk 416609 - Clerk

- General
- Finance **1**
- Tour 1 **2**
- Tour 2 Setup
- Tour 3 Setup
- Employees **172**
- Overtime Lists
- Transfers **1**

Filter

Tour Overtime Lists

Overtime Lists for the tour

- Tour 1 NON-OTDL **60**
- Tour 1 OTDL **60**

+ Add Another Section

Tour 1 Automation

Updated 5/17/17

Overtime Lists

- Full Tour/NS Day **10**
- End Tour **10**
- Begin Tour **10**
- Tour 1 Automation Section NON-OTDL **30**
- Tour 1 Automation Section OTDL **30**

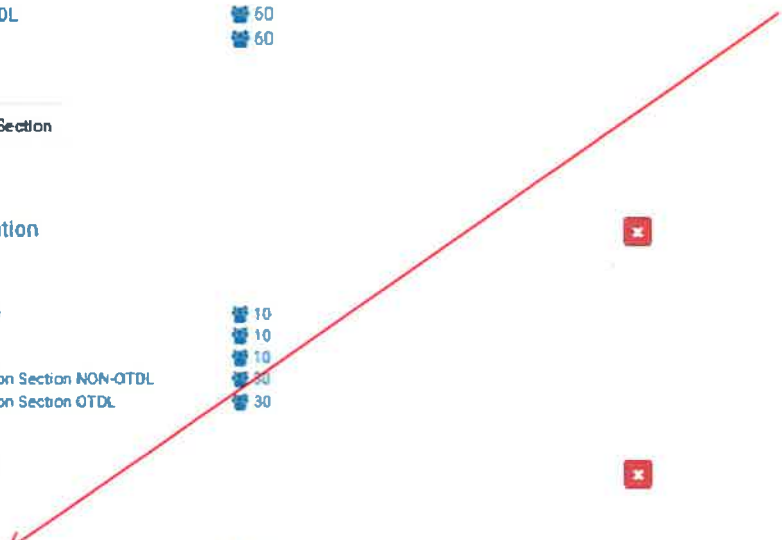
Tour 1 Manual

Updated 5/17/17

Overtime Lists

- Full Tour/NS Day **10**
- End Tour **10**
- Begin Tour **10**
- Tour 1 Manual Section NON-OTDL **30**
- Tour 1 Manual Section OTDL **30**

Click on the OTDL you need to assign overtime.





☰ Full Tour/NS Day Full Tour/NS Day 2017 Q2

General Employees 10 Overtime

Overtime List Name

Full Tour/NS Day

List Type

Full Tour/NS Day

Save

Click on Overtime

Full Tour/NS Day Full Tour/NS Day 2017 Q3

General **Employees 10** Overtime Next Quarter Setup

Date 07/26/2017 **1**

1. Enter date of overtime
2. Enter number of employees needed
3. Enter justification for overtime – 10 character minimum

Downloads

List Rotation

Existing Calls

No existing entries for Wednesday, July 26, 2017

Makeup

There are no unfulfilled makeup hours

New Call

Employees **2** Hours Start Time
1 All + - 8 + - Coming Soon

Justification

Heavy mail volume in the pouch rack anticipated. **3**

Employees 1 All + - **Hours** 8 + - **Start Time** Coming Soon

Justification
 Heavy mail volume in the pouch rack anticipated.

[Save Overtime 1 of 2](#)

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
STR-01116658, DANIEL Sat / Fri On Leave 12hr	20.00	-	On Leave	0 + -	Browse...
1 JAC-04124293, JASON Wed Thu 12hr	20.00	-	Worked Opportunity	8 + -	Browse...
HOW-04129905, IAN Sat Sun 12hr	20.00	-		0.00 + -	Browse...
HEN-04119083, ADAM Sun Mon 12hr	20.00	-		0.00 + -	Browse...
SHO-04132556, JEFFREY Sun Mon On Leave 12hr	28.00	-		0.00 + -	Browse...
GEN-04082856, JEANNE Sun Mon On Leave 12hr	20.00	-		0.00 + -	Browse...
PER-04140956, JOHN Sun Mon 12hr	20.00	-		0.00 + -	Browse...
SYL-04346080, JAYSON Sun Mon 12hr	20.00	-		0.00 + -	Browse...
ORR-04363618, DYLAN Mon Tue 12hr	20.00	-		0.00 + -	Browse...
STO-04365652, JORDAN Mon Tue 12hr	20.00	-		0.00 + -	Browse...

The application automatically bypasses anyone not available. Since this is a call for NS/Day OT, and the OT call is for Wednesday, only those employees with Wednesday as an NS/Day are available.

Click on Save Overtime

 Back to Top

Opportunity Type

Worked Opportunity – Employee works OT

Declined Opportunity – Employee declines OT (if employee refused, complete 3971 and attach)

By-Pass Reason

Already Assigned – Already assigned overtime from another list

Avoid Penalty OT – Avoidance of “5th day” POT and/or if employees on the same OTDL are available at the regular overtime rate

Excused from OT – Excused in accordance with Article 8.5.E or LMOU provisions

Medical Exception – Restrictions prohibit employee from performing available assignment

Not Qualified – Not qualified to perform the overtime work needed

NS-Day – One of the employees regularly scheduled days off

On Detail – Detailed as a 204b or other EAS detail

On Leave – Employee is on Sick, Annual, or some other type of leave

Schedule Conflict – Employee is already on the clock during the time the overtime will occur

Full Tour/NS Day **Full Tour/NS Day** 2017 Q3

General Employees **10** Overtime Next Quarter Setup

Date 07/26/2017

Downloads

Call Notifications List Rotation

Existing Calls

Finalize All

1 Heavy mail volume in the pouch rack anticipated. S-0008 D-0008 - Created 7/25/17

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
STR-01116658, DANIEL Sat / Fri On Leave 12hr	20.00	-	On Leave	0 + -	Browse...
JAC-04124293, JASON Wed Thu 12hr	20.00	-	Worked Opportunity	8 + -	Browse...

Click on Finalize →

Finalize












New Call

Employees 0 All + -
 Hours 8 + -
 Start Time Coming Soon

Justification

Justification text area



Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
HOW-04129905, IAN Sat Sun 12hr	20.00	-		0.00 + -	
HEN-04119083, ADAM Sun Mon 12hr	20.00	-		0.00 + -	
SHO-04132556, JEFFREY Sun Mon On Leave 12hr	28.00	-		0.00 + -	
GEN-04082856, JEANNE Sun Mon On Leave 12hr	20.00	-		0.00 + -	
PER-04140956, JOHN Sun Mon 12hr	20.00	-		0.00 + -	
SYL-04346080, JAYSON Sun Mon 12hr	20.00	-		0.00 + -	
ORR-04363618, DYLAN Mon Tue 12hr	20.00	-		0.00 + -	
STO-04365652, JORDAN Mon Tue 12hr	20.00	-		0.00 + -	
STR-01116658, DANIEL Sat Fri On Leave 12hr	20.00	-		0.00 + -	
1 JAC-04124293, JASON Wed Thu  12hr	20.00	-		0.00 + -	

 Back to Top

1. After clicking 'finalize', OT call is saved and employee rotated to the bottom of the list.
2. Blue overtime indicator shows the employee has been assigned overtime.

Full Tour/NS Day **Full Tour/NS Day** 2017 Q3

General Employees **10** Overtime Next Quarter Setup

Date 07/26/2017

Downloads

3

Call Notifications List Rotation

Existing Calls

1 Heavy mail volume in the pouch rack anticipated. S-0008 D-0008 - Created 7/25/17

Finalized

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
STR-01116658, DANIEL Sat / Fri On Leave 12hr	20.00	-	On Leave	0 + -	Browse... 1
JAC-04124293, JASON Wed Thu 12hr	20.00	-	Worked Opportunity	8 + -	Browse...

Unfinalize 2

1. Opportunity to upload attachments if needed
2. Opportunity to unfinalize to edit if needed
3. Click on Call Notifications

Date 07/26/2017

Downloads

Call Notifications

List Rotation

Existing Calls

1 Heavy mail volume in the pouch rack anticipated. S-0008 D-0008 - Created 7/25/17

Finalized

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
STR-01116658, DANIEL Sat / Fri On Leave 12hr	20.00	-	On Leave	0 + -	Browse...
JAC-04124293, JASON Wed Thu 12hr	20.00	-	Worked Opportunity	8 + -	Browse...

Unfinalize

Makeup

There are no unfulfilled makeup hours

New Call

Employees

Do you want to open or save notificationList-07262017[PENNWOOD PLACE PA P&DC - Clerk][Section 1][Full Tour_NS Day].pdf (1.70 KB) from otadmin-sit.usps.gov?

Open Save Cancel

100%

Click on Open

PENNWOOD PLACE PA P&DC - Clerk / Tour 1 / Section 1 / Full Tour/NS Day

Page 1


Notification List: 07/26/2017

Heavy mail volume in the pouch rack anticipated. - S-0008 D-0008 - Created 07/25/2017				
Employee (1 worked)	Phone Number	Justification	Hours Given	Notified
STR-01116658, DANIEL GARROD	N/A	On Leave	0	
JAC-04124293, JASON E	N/A	Worked Opportunity	8	

The Notification List can be printed and used to document when and/or how the employee was notified. You can have the employee initial the form, you can enter the time the overtime call was made, you can enter how the employee was notified (in person, via phone call), etc.

Full Tour/NS Day **Full Tour/NS Day** 2017 Q3

General Employees **10** Overtime Next Quarter Setup

Date 07/26/2017 

Downloads

 Call Notifications





 List Rotation

1

Existing Calls

1 Heavy mail volume in the pouch rack anticipated. S-0008 D-0008 – Created 7/25/17

Finalized

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
STR-01116658, DANIEL Sat / Fri On Leave 12hr	20.00	-	On Leave 	0 + -	 Browse...
JAC-04124293, JASON Wed Thu 12hr	20.00	-	Worked Opportunity 	8 + -	 Browse...

 Unfinalize

1. Click on List Rotation

General Employees **10** Overtime Next Quarter Setup

Date 07/26/2017

Downloads

Call Notifications

List Rotation

Existing Calls

1 Heavy mail volume in the pouch rack anticipated. S-0008 D-0008 - Created 7/25/17

Finalized

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
STR-01116658, DANIEL Sat / Fri On Leave	20.00	-	On Leave	0 + -	Browse...
JAC-04124293, JASON Wed Thu	20.00	-	Worked Opportunity	8 + -	Browse...

Unfinalize

Makeup

There are no unfulfilled makeup hours

New Call

Employees

Do you want to open or save listRotation-2017Q3[PENNWOOD PLACE PA P&DC - Clerk][Section 3][Full Tour_NS Day].pdf (1.78 KB) from otadmin-sit.usps.gov?

Open

Save

Cancel

100%

Click on Open

List Rotation 2017 Q3

Date

Employee	07/26					
STR-01116658, DANIEL	On Leave	←	Employees bypassed and reason.			
JAC-04124293, JASON	8 Hr	←	Employees assigned overtime and number of hours.			
HOW-04129905, IAN						
HEN-04119083, ADAM						
SHO-04132556, JEFFREY						
GEN-04082856, JEANNE						
PER-04140956, JOHN						
SYL-04346080, JAYSON						
ORR-04363618, DYLAN						
STO-04365652, JORDAN						

Full Tour/NS Day Full Tour/NS Day 2017 Q3

General Employees 10 Overtime Next Quarter Setup 1

Date 07/26/2017

View employee assignments for a specific date within the quarter

GEN-04082856, JEANNE M 04082856 12hr

10hr 12hr

7/1/17 to 9/30/17 ✓

Other List Assignments

Section 1 Section OTDL

Remove

HEN-04119083, ADAM D 04119083 12hr

10hr 12hr

7/1/17 to 9/30/17 ✓

Other List Assignments

Section 1 Section OTDL

Remove

Filters

Filter by name or email



Toggle to show/hide employees assigned to this list

Show Assigned - 10

Show Unassigned - 5

Toggle to show/hide employees assigned to a specific section list

Begin Tour - 0

End Tour - 0

Full Tour/NS Day - 10

Section 1 Section NON-OTDL - 0

Section 1 Section OTDL - 15

Toggle to show/hide employees assigned to a specific unit list

1. Click on Next Quarter Setup to create Overtime List for next quarter.

Home / PENNWOOD PLACE PA P&DC - Clerk / Tour 1 / Section 1 / Full Tour/NS Day

Full Tour/NS Day Full Tour/NS Day 2017 Q3

General

Employees **10**

Overtime

Next Quarter Setup

A list has not been created for next quarter

2017 Q4 Oct 1 - Dec 31

[Open List](#)

Click on Open List.

General Employees **10** Overtime Next Quarter Setup

Date 10/01/2017

View employee assignments for a specific date within the quarter

GEN-04082856, JEANNE M 04082856 1.7hr } 4
Not assigned to this list on 10/1
Other List Assignments
Section 1 Section NON-OTDL

HEN-04119083, ADAM D 04119083 1.2hr }
Not assigned to this list on 10/1
Other List Assignments
Section 1 Section NON-OTDL

HOW-04129905, IAN STOKES 04129905 1.7hr }
Not assigned to this list on 10/1
Other List Assignments
Section 1 Section NON-OTDL

JAC-04124293, JASON E 04124293 1.2hr }
Not assigned to this list on 10/1
Other List Assignments
Section 1 Section NON-OTDL

ORR-04363618, DYLAN THOMAS 04363618 1.7hr }
Not assigned to this list on 10/1
Other List Assignments
Section 1 Section NON-OTDL

PER-04140956, JOHN P 04140956 1.7hr }
Not assigned to this list on 10/1

+ Add to List

+ Add to List

+ Add to List

+ Add to List

+ Add to List

+ Add to List

Filters

Filter by name or ein

Toggle to show/hide employees not assigned in the current quarter

2017 Q3 Assignments - 10

Toggle to show/hide employees assigned to this list

Show Assigned - 0

Show Unassigned - 15

Toggle to show/hide employees assigned to a specific section list

Begin Tour - 0

End Tour - 0

Full Tour/NS Day - 0

Section 1 Section NON-OTDL - 15

Section 1 Section OTDL - 0

Toggle to show/hide employees assigned to a specific unit list

Found 10 of 15

Bulk Assign

Employees will be assigned effective 10/1/17

+ Add 10 Employees to List

1. Filters allow you to search by name or EIN, and to show/hide designated employees.
2. You have the ability to bulk assign employees to the overtime list.
3. You have the ability to add individual employees to the overtime list.
4. Employee information (name, EIN, list assignments)

Automation Tour 1

General

Overtime Lists **5**

Employees **43**

Overview **1**

Filter

Begin Tour

Updated 12/31/16

14

Begin Tour

End Tour

Updated 12/31/16

14

End Tour

Full Tour/NS Day

Updated 12/31/16

14

Full Tour/NS Day

Automation Section NON-OTDL

Updated 12/31/16

29

Section Non-OTDL

Automation Section OTDL

Updated 12/31/16

14

Combined Section

Displaying 5 of 5

1. Click on Overview

Automation Tour 1

General Overtime Lists 5 Employees 43 Overview

Filter by name or ein

1

- Tour 1 - 0
- Tour 2 - 43
- Tour 3 - 0
- N/A - 0

Toggle to show/hide employees by tour

2

- Begin Tour - 14
- End Tour - 14
- Full Tour/NS Day - 14
- Automation Section NON-OTDL - 29
- Automation Section OTDL - 14
- Tour 1 NON-OTDL - 74
- Tour 1 OTDL - 24
- Tour 2 NON-OTDL - 0
- Tour 3 NON-OTDL - 0
- Tour 3 OTDL - 0

Toggle to show/hide employees by list assignment

3

Employee

- A-0267, D-0267 01200267 Year 2
- A-2821, M-2821 01442821 Year 2
- A-8662, S-8662 01038662 Year 2
- A-9144, S-9144 04149144 Year 2
- B-0713, M-0713 null Year 2

- B-3568, J-3568 01353568 Year 2

4

Preference List(s)

- Begin Tour
- End Tour
- Full Tour/NS Day

- Begin Tour
- End Tour
- Full Tour/NS Day

5

Overtime Desired List(s)

- Tour 1 NON-OTDL
- Tour 1 NON-OTDL
- Tour 1 OTDL
- Tour 1 NON-OTDL
- Automation Section OTDL
- Tour 1 OTDL

- Automation Section OTDL
- Tour 1 OTDL

The Overview screen allows you to toggle/filter employees by Tour and list. Each employee is listed, along with any of their Preference List(s) and OTDL(s).

[Home](#) [PITTSBURGH PA P&DC - Clerk](#) [Tour 1](#) [Tour 1 Manual](#) **Tour 1 Manual** Tour 1[General](#) [Overtime Lists](#) [Employees](#) [Makeup](#) [Overview](#)[+ Add Another List](#)

Filter

Begin Tour

Updated 5/17/17

 10[Begin Tour](#)**End Tour**

Updated 5/17/17

 10[End Tour](#)**Full Tour/NS Day**

Updated 5/17/17

 10[Full Tour/NS Day](#)**1** **Tour 1 Manual Section NON-OTDL**

Updated 5/17/17

 30[Tour 1 Manual Section NON-OTDL](#)**Tour 1 Manual Section OTDL**

Updated 5/17/17

 30[Combined Section](#)

Displaying 5 of 5

To assign overtime to the non-OTDL, click on the Tour 1 Manual Section NON-OTDL. Remember that prior to assigning overtime to the non-OTDL, you must first assign Overtime to the OTDLs.



☰ Tour 1 Manual Section NON-OTDL Section Non-OTDL 2017 Q2

General Employees **30** Overtime

Overtime List Name

Tour 1 Manual Section NON-OTDL

List Type

Section Non-OTDL

Save

Click on Overtime

Tour 1 NON-OTDL Tour Non-OTDL 2017 Q2

General **Employees** 6 Overtime Next Quarter Setup

Date

06/09/2017



Prior to assigning overtime to a non-OTDL clerk, ensure all clerks on the appropriate OTDL have been assigned overtime.

Existing Calls

No existing entries for Friday, June 9, 2017

Downloads

 List Rotation

Alert message for supervisor

Date

Downloads
List Rotation

Existing Calls

No existing entries for Friday, May 19, 2017

Makeup

There are no unfulfilled makeup hours

New Call

Employees 2 All + - **Hours** 2 + - **Start Time** Coming Soon

Justification

Needed 2 more employees to work overtime than the OTDL could provide.

Save Overtime **2 of 3**

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
1 G-3272, J-3272 Sat Sun	16.00	-	Worked Opportunity	2 + -	Browse...
<i>F-8976, A-8976</i> Mon Tue On Leave	24.00	-	On Leave	0 + -	Browse...
2 F-5580, M-5580 Sat Sun	16.00	-	Worked Opportunity	2 + -	Browse...

1. List rotates when saved
2. Next person by juniority will move to the top
3. Ready for the next time forced OT is required

Input overtime call for 2 employees on the non-OTDL, enter comments into the justification box and click on 'Save Overtime'.

☰ Tour 1 Manual Section NON-OTDL Section Non-OTDL 2017 Q2

General Employees 30 Overtime

Date 05/19/2017 

Downloads

 Call Notifications













 List Rotation

Existing Calls

Finalize All

1 Needed 2 more employees to work overtime than the OTDL could provide. S-0008 D-0006 - Created 5/18/17



Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
G-3272, J-3272 <small>Sat Sun</small>	16.00	-	Worked Opportunity 	2  	 Browse...
F-9976, A-8976 <small>Mon Tue</small> On Leave	24.00	-	On Leave 	0  	 Browse...
F-5580, M-5580 <small>Sat Sun</small>	16.00	-	Worked Opportunity 	2  	 Browse...

Finalize

Click on Finalize

1. List rotates when saved
2. Next person by juniority will move to the top
3. Ready for the next time forced OT is required

G-5327, K-5327 Mon Tue	16.00	-	▼	3.00	+	-	Browse...
G-1818, N-1818 Thu Fri	16.00	-	▼	0.00	+	-	Browse...
H-1114, L-1114 Sun Mon	16.00	-	▼	0.00	+	-	Browse...
F-6132, M-6132 Thu Fri	16.00	-	▼	0.00	+	-	Browse...
G-9594, V-9594 Sat Sun On Leave	16.00	-	▼	0.00	+	-	Browse...
G-9467, R-9467 Thu Fri	16.00	-	▼	0.00	+	-	Browse...
H-0497, M-0497 Sat Sun	16.00	-	▼	0.00	+	-	Browse...
F-8579, D-8579 Sat Sun On Leave	16.00	-	▼	0.00	+	-	Browse...
G-9856, A-9856 Sat Sun	16.00	-	▼	0.00	+	-	Browse...
H-0894, A-0894 Sat Sun	16.00	-	▼	0.00	+	-	Browse...
G-6881, R-6881 Sat Sun On Leave	16.00	-	▼	0.00	+	-	Browse...
G-1840, R-1840 Sun Mon	16.00	-	▼	0.00	+	-	Browse...
G-3272, J-3272 Sat Sun Overtime	16.00	-	▼	6.00	+	-	Browse...
F-8976, A-8976 Mon Tue On Leave	24.00	-	▼	0.00	+	-	Browse...
F-5580, M-5580 Sat Sun Overtime	16.00	-	▼	0.00	+	-	Browse...

1. Any attempt to enter OT opportunities for prior dates after OT opportunities for the current and/or future dates will result in the alert message below.
2. This is because any edits to prior overtime opportunities after subsequent overtime opportunities have already occurred would throw off the rotation.
3. ONLY if no subsequent overtime opportunities had yet occurred, would you click on 'Go to Last Call' to delete.

General Employees **14** Overtime Next Quarter Setup

Date 03/15/2017

Existing Calls Notification PDF

1 Heavier than normal mail volume. S-0021 S-0021 - Created 3/15/17 Finalized

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
C-0285, D-0285 <small>No Schedule Date</small>	20.00	-	Worked Opportunity	2 + -	Browse
C-3390, T-3390 <small>No Schedule Date</small>	20.00	-	Worked Opportunity	2 + -	Browse

Unfinalize

New Call

1 **Service Date Too Early**
The selected service date 3/15 is before the last call made on this list on 3/16.
To enter an overtime call for this date, all later calls must first be deleted.

3 **Go To Last Call**

1. Clicking on 'Go to Last Call' will take you to the current call.
2. ONLY if this current overtime opportunity had not yet occurred and could still be cancelled, would you then click on 'Unfinalize'.

 **Begin Tour** [Begin Tour](#) 2017 Q1 ▾

[General](#) [Employees 14](#) [Overtime](#) [Next Quarter Setup](#)





Date 03/16/2017 

Existing Calls

 Notification PDF

1 Heavier than normal mail volume. S-0021 S-0021 - Created 3/16/17

Finalized

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
C-5495, L-5495 	20.00	-	Worked Opportunity ▾	2 + -	 Browse..
F-8579, D-8579 	20.00	-	Worked Opportunity ▾	2 + -	 Browse..

2  Unfinalize

1. Click on the white 'x' in the red square to delete the existing call that has not yet occurred.

Begin Tour [Begin Tour](#) 2017 Q1 ▾

[General](#) [Employees 14](#) [Overtime](#) [Next Quarter Setup](#)

Date 03/16/2017

Existing Calls

[Notification PDF](#) [Finalize All](#)

1 Heavier than normal mail volume. S-0021 S-0021 -- Created 3/16/17

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
C-5495, L-5495 	20.00	-	Worked Opportunity ▾	2 + -	Browse...
F-8579, D-8579 	20.00	-	Worked Opportunity ▾	2 + -	Browse...

[Finalize](#)

1. This alert occurs when a future overtime opportunity is entered prior to finalizing an overtime opportunity on a previous date.

☰ Full Tour/NS Day **Full Tour/NS Day** 2017 Q1 ▾

General Employees **14** Overtime Next Quarter Setup

Date 03/18/2017 📅

Existing Calls

No existing entries for Saturday, March 18, 2017

New Call

Unfinalized Call Found
The selected service date 3/18 is after a call on 3/17 that must be finalized.
To enter an overtime call for this date, all prior calls must first be finalized.

▶ [Go To Unfinalized Call](#)

2. Click on 'Go To Unfinalized Call'

Full Tour/NS Day Full Tour/NS Day 2017 Q1

General **Employees 14** Overtime Next Quarter Setup

Date 03/17/2017

Existing Calls

[Notification PDF](#) [Finalize All](#)

1 **Abnormally heavy parcel volume, 1 employee on leave. S-0021 S-0021** – Created 3/17/17

Employee	Hours Avail	Last OT	Justification	Hours Given	Attachment
D-7124, D-7124 <small>No Schedule Data</small>	20.00	-	Worked Opportunity	8	Browse...
C-3986, S-3986 <small>No Schedule Data</small>	20.00	-	Worked Opportunity	8	Browse...

[Finalize](#)

1. Click on Finalize
2. You will now be able to go back and enter the OT opportunity for 3/18/17

☰ Full Tour/NS Day Full Tour/NS Day 2017 Q2

General **Employees** 7 Overtime Next Quarter Setup

Date 

Downloads

 List Rotation

Existing Calls

No existing entries for Monday, June 5, 2017

Makeup

There are no unfulfilled makeup hours

New Call

3 Days Prior Limit

The selected service date 6/5 exceeds the 3 days prior input limit.



Any attempts to input overtime more than 3 days in the past will generate this alert. It is imperative that you input overtime as you assign it. You will not be allowed to input overtime for more than 3 days in the past.

☰ Full Tour/NS Day Full Tour/NS Day 2017 Q2

General Employees **7** Overtime Next Quarter Setup

Date 

Downloads

 List Rotation

Existing Calls

No existing entries for Monday, June 12, 2017

Makeup

There are no unfulfilled makeup hours

New Call

2 Days After Limit

The selected service date 6/12 exceeds the 2 days after input limit.

Any attempts to input overtime more than 2 days in the future will generate this alert.

You have one or more PSEs who are currently showing on the clock and nearing 8 hours for the service day. Article 8.4.G of the National Agreement states, "When an opportunity exists for overtime for qualified and available full-time employees, doing similar work in the work location where the employees regularly work, prior to utilizing a PSE in excess of eight (8) work hours in a service day, such qualified and available fulltime employees on the appropriate Overtime Desired List will be selected to perform such work in order of their seniority on a rotating basis."

Please ensure you take action to ensure compliance with Article 8.4.G of the National Agreement and any applicable LMOU provisions.

Name	Total
STEVEN X CLERK	10.5

This is an automated email. Please do not reply. If you have questions, please contact your Labor Relations Specialist.

Hourly email alerts like this one will be sent to all users with Supervisor or Installation Head roles in an installation when at least one PSE in the installation is on the clock for at least 6 hours. These email alerts may be delayed anywhere from 30 to 60 minutes. Please provide feedback on whether or not we need to change the alert from 6 hours to 5.5 hours.

PENNWOOD PLACE PA P&DC - Clerk 416602 - Clerk

⚠ Expiring Makeup

1. Section 1 - JAMES L BAU-03496647 settled on 5/25/17 for 8 hours, expires in 29 days, Wednesday, August 23, 2017

General Finance **1** Tour 1 **1** Tour 2 Setup Tour 3 Setup Employees **111** Overtime Lists Transfers

Filter

+ Add Another Section

Section 1

Updated 7/25/17

Overtime Lists

Begin Tour	0
End Tour	0
Full Tour/NS Day	10
Section 1 Section OTDL	15
Section 1 Section NON-OTDL	0



Whenever we have less than 30 days to fulfill make-up overtime opportunities, an alert will display, identifying the employee we owe make-up overtime to and the number of days we have left to grant those make-up overtime opportunities.

Home PITTSBURGH PA P&DC - Clerk Tour 1 Tour 1 Automation



Tour 1 Automation Tour 1

General Overtime Lists **5** Employees **60** Makeup Overview

Section Name

Tour 1 Automation

Tour

1

 Save

 Delete...

Click on Makeup

Tour 1 Automation Tour 1

General Overtime Lists **5** Employees **60** Makeup Overview

Employee name



Makeup hours



A-0267, D-0267 01200267 Tour 2
A-1855, S-1855 01181855 Tour 2
A-2821, M-2821 01442821 Tour 2
A-4169, K-4169 04164169 Tour 2
A-6701, J-6701 01376701 Tour 2
A-8662, S-8662 01038662 Tour 2
A-8785, D-8785 04148785 Tour 2
A-8976, A-8976 01338976 Tour 2
A-9144, S-9144 04149144 Tour 2

4 hrs
-
-
-
-
8 hrs
-
-
-

Filters

Filter on name or EIN

Has Makeup

- Makeup Hours...
- Makeup Hours...
- Makeup Hours...
- Makeup Hours...
- Makeup Hours...
- Makeup Hours...
- Makeup Hours...
- Makeup Hours...



Click on Makeup Hours to input Makeup Settlement

GEN-04082856, JEANNE M 04082856

There are no makeup hours in Q3 for this employee.

Add Makeup Hours

Input Hours Owed

Hours Owed  

Click on Step 1 or input last 8 digits of the GATS number.

GATS #  STEP 1

Input the date of the violation.

Incident 

Input the date the parties signed the settlement.

Settlement 

Upload a signed copy of the settlement.

Attachment

Input meaningful comments.

Comments

Click on Add Makeup Hours.

GEN-04082856, JEANNE M 04082856

Existing Makeup [click to edit](#)

STEP 1 - 8 hrs

Incident: 07/12/2017

Settlement: 07/22/2017

8 hrs left
87 days left

8 Total Makeup Hours
0 Total Makeup Overtime
8 Balance

Input Saved

To delete, click
anywhere in box

Add Makeup Hours

Hours Owed

0.00 + -

GATS #

00000000

STEP 1

Incident

mm/dd/yyyy



Settlement

mm/dd/yyyy



Attachment

Browse...

Comments

Comments

Cancel

Add Makeup Hours

GEN-04082856, JEANNE M 04082856

Existing Makeup [click to edit](#)

STEP 1 - 8 hrs 8 hrs left
Incident: 07/12/2017 Settlement: 07/22/2017 87 days left

8 Total Makeup Hours
0 Total Makeup Overtime
8 Balance

Update Makeup Hours

Hours Owed 8 [+](#) [-](#)

GATS # STEP 1

Incident 07/12/2017 

Settlement 07/22/2017 

Attachment [Browse...](#)

Comments 8 hour make-up overtime at the regular overtime rate.

[Cancel](#)

[Update Makeup Hours](#)

[+ Create New](#)

[Delete...](#)

Click on Delete

GEN-04082856, JEANNE M 04082856

Existing Makeup [click to edit](#)

STEP 1- 8 hrs

Incident: 07/12/2017

Settlement: 07/22/2017

Deleted

0 Total Makeup Hours
0 Total Makeup Overtime
0 Balance

Delete Makeup Hours

Hours Owed

8 + -

GATS #

STEP 1

STEP 1

Incident

07/12/2017



Settlement

07/22/2017



Attachment

 Browse...

Comments

8 hour make-up overtime at the regular overtime rate.

Delete Comment

Delete Comment

 Cancel

 Delete Makeup Hours

 Create New

Edit...

Input the reason for deleting the entry.

Click on Delete Makeup Hours

Filter

Tour Overtime Lists

Overtime Lists for the tour

- Tour 1 NON-OTDL 60
- Tour 1 OTDL 60

+ Add Another Section

Tour 1 Automation

Updated 5/17/17

Overtime Lists

- Full Tour/NS Day 15
- End Tour 10
- Begin Tour 10
- Tour 1 Automation Section NON-OTDL 30
- Tour 1 Automation Section OTDL 30

Tour 1 Manual

Updated 5/17/17

Overtime Lists

- Full Tour/NS Day 10
- End Tour 10
- Begin Tour 10
- Tour 1 Manual Section NON-OTDL 30
- Tour 1 Manual Section OTDL 30

Click on Tour 1 Automation
End Tour OTDL



End Tour End Tour 2017 Q2

General Employees **10** Overtime

Overtime List Name

End Tour

List Type

End Tour

 Save

Click on Overtime

☰ End Tour End Tour 2017 Q2

General Employees **10** Overtime

Date 05/18/2017

Downloads
List Rotation

Existing Calls

No existing entries for Thursday, May 18, 2017

To assign makeup overtime, click on show.

Makeup

 This person has unfulfilled Makeup hours. [show](#)

New Call

Employees	Hours	Start Time
0 All + -	2 + -	Coming Soon

Justification

Date 

Windows

 List Rotation

Existing Calls

No existing entries for Thursday, May 18, 2017

Makeup

Hours









 

Input number of hours.

Justification

2 hour makeup overtime opportunities offered.

Input Accepted or Declined.

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BRO-01505604, ROBIN Sun Mon	8.00	-	<div style="border: 1px solid black; padding: 2px;"> MAKEUP Accepted Declined </div>	0.00  	 Browse...
AMO-01038662, SALVATORE Sun Mon	8.00	-		0.00  	 Browse...
CRO-01180067, PATRICK Thu Fri	2.00	-		0.00  	 Browse...
ALL-01200267, DAVID Sat Sun	4.00	-		0.00  	 Browse...
CAR-01063390, THOMAS Sat Sun On Leave	8.00	-		0.00  	 Browse...
ADA-01181855, SUSAN Sat Fri	6.00	-		0.00  	 Browse...

Existing Calls

No existing entries for Thursday, May 18, 2017

Makeup

Hours

2

Justification

2 hour makeup overtime opportunities offered.

Tracker automatically inputs hours offered based on your input.

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BRO-01505604, ROBIN Sun Mon	8.00	-	Accepted <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="Browse..."/>
AMO-01038662, SALVATORE Sun Mon	8.00	-	Accepted <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="Browse..."/>
CRO-01180067, PATRICK THU Fri	2.00	-	Declined <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="Browse..."/>
ALL-01200267, DAVID Sat Sun	4.00	-	Accepted <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="Browse..."/>
CAR-01063390, THOMAS Sat Sun <input type="button" value="Go Leave"/>	8.00	-	Declined <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="Browse..."/>
ADA-01181855, SUSAN Sat Fri	6.00	-	Accepted <input type="button" value="v"/>	2 <input type="button" value="+"/> <input type="button" value="-"/>	<input type="button" value="Browse..."/>

Click on Save Makeup Hours



Existing Calls



1 2 hour makeup overtime opportunities offered. Makeup S-0008 D-0008 -- Created 5/18/17 

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BRO-01505604, ROBIN Sun Mon	8.00	-	Accepted 	2 + -	 Browse...
AMO-01038662, SALVATORE Sun Mon	8.00	-	Accepted 	2 + -	 Browse...
<i>CRO-01180067, PATRICK</i> Tue Fri	2.00	-	Declined 	2 + -	 Browse...
ALL-01200267, DAVID Sat Sun	4.00	-	Accepted 	2 + -	 Browse...
<i>CAR-01063390, THOMAS</i> Sat Sun On Leave	8.00	-	Declined 	2 + -	 Browse...
ADA-01181855, SUSAN Sat Fri	6.00	-	Accepted 	2 + -	 Browse...



Click on Finalize

☰ Full Tour/NS Day **Full Tour/NS Day** 2017 Q2

General Employees **7** Overtime Next Quarter Setup

Date

06/09/2017



Click on Call Notifications →

📄 Call Notifications

📄 List Rotation

Downloads

Existing Calls

1 **Make-up overtime offered and accepted.** Makeup S-0008 D-0008 - Created 6/9/17

Finalized

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BAU-04282241, DANIEL Sun Mon	8.00	-	Accepted	8	📄 Browse...

🔒 Unfinalize

Full Tour/NS Day Full Tour/NS Day 2017 Q2

General **Employees 7** Overtime Next Quarter Setup

Date

Downloads

Call Notifications

List Rotation

Existing Calls

1 **Make-up overtime offered and accepted.** Makeup S-0008 D-0008 -- Created 6/9/17

Finalized

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BAU-04282241, DANIEL <small>Sun Mon</small>	8.00	-	Accepted	8	Browse...

Unfinalize

Do you want to open or save notificationList-06092017[PENNWOOD PLACE PA P&DC - Clerk][Sectio....pdf (1.58 KB) from otadmin-sit.usps.gov?

Open

Save

Cancel

100%

Click on Open

PENNWOOD PLACE PA P&DC - Clerk / Tour 1 / Section 1 / Full Tour/NS Day


Page 1

Notification List: 06/09/2017

<i>Make-up overtime offered and accepted. - S-0008 D-0008 - Created 06/09/2017</i>				
<i>Employee (0 worked)</i>	<i>Phone Number</i>	<i>Justification</i>	<i>Hours Given</i>	<i>Notified</i>
<i>BAU-04282241, DANIEL MICHAEL</i>	<i>N/A</i>	<i>Accepted 8 Hr Makeup</i>	<i>8</i>	

Full Tour/NS Day **Full Tour/NS Day** 2017 Q2

General Employees **7** Overtime Next Quarter Setup

Date 06/09/2017 

Downloads



 Call Notifications  List Rotation

Existing Calls

Click on List Rotation 

1 Make-up overtime offered and accepted. **Makeup** S-0008 D-0008 - Created 6/9/17

Finalized

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BAU-04282241, DANIEL Sun Mon	8.00	-	Accepted 	8	 Browse...

 Unfinalize



Full Tour/NS Day **Full Tour/NS Day** 2017 Q2

General **Employees** 7 Overtime Next Quarter Setup

Date 06/09/2017

Downloads

Call Notifications

List Rotation

Existing Calls

1 **Make-up overtime offered and accepted.** Makeup S-0008 D-0008 – Created 6/9/17

Finalized

Employee	Makeup Hours	Last OT	Justification	Hours Offered	Attachment
BAU-04282241, DANIEL Sun Mon	8.00	-	Accepted ▾	8	Browse...

Unfinalize

Do you want to open or save listRotation-2017Q2[PENNSWOOD PLACE PA P&DC - Clerk][Section 1][F....pdf (1.69 KB) from otadmin-sit.usps.gov? *

Open

Save ▾

Cancel

100%

Click on Open

PENNWOOD PLACE PA P&DC - Clerk / Tour 1 / Section 1 / Full Tour/NS Day

Page 1

List Rotation 2017 Q2

Employee	06/09						
STR-01116658, DANIEL							
JAC-04124293, JASON							
EGY-04024577, RICHARD							
GEN-04082856, JEANNE							
PER-04140956, JOHN							
HER-04255194, JEFF							
BAU-04282241, DANIEL	<i>Accepted 8 Hr Makeup</i>						

Makeup overtime does not affect the rotation

BAU-04282241, DANIEL MICHAEL 04282241

Existing Makeup click to edit

#12345678 - 8 hrs

Incident:

Settlement: 06/09/2017

Done

8 Total Makeup Hours
8 Total Makeup Overtime
0 Balance

When you have satisfied the makeup overtime hours, a green done box will display, and the balance will show as 0.

Add Makeup Hours

Hours Owed

0.00 + -

GATS #

00000000

STEP 1

Incident

mm/dd/yyyy



Settlement

mm/dd/yyyy



Attachment

 Browse...

Comments

Comments

Cancel

 Add Makeup Hours



Overtime ▾

Employee Transfers

Help

S-0008 D-0008 Logout

Home PITTSBURGH PA P&DC - Clerk



PITTSBURGH PA P&DC - Clerk 416609 - Clerk

General

Finance 1

Tour 1 2

Tour 2 Setup

Tour 3 Setup

Employees 381

Overtime Lists

Transfers 1

Unit Name

PITTSBURGH PA P&DC - Clerk

Craft

Clerk

How does the LMOU define mandating Non-OTDL?

By Section ▾

Mandates overtime at the section level with one Non-OTDL for the each section and one Non-OTDL for the tour.

 Save

 Delete...

Click on Employee Transfers –
Option only available to District
Administrators and Installation
Heads



Overtime ▾

Employee Transfers

Help

S-0008 D-0008 Logout

[Home](#) [Employee Transfers](#)



↔ Employee Transfers pending your approval

There are no approvable employee transfers for your Units.

+ Create a Transfer...

By going to the Transfers tab on a Unit's page and searching for the Employee you need to transfer.



No pending employee transfers. To create a transfer,

Post New Pilot Feedback

Title

Description

+ Post Feedback



PITTSBURGH PA P&DC - Clerk 416609 - Clerk

General Finance **1** Tour 1 **2** Tour 2 Setup Tour 3 Setup Employees **381** Overtime Lists Transfers **1**

Unit Name

PITTSBURGH PA P&DC - Clerk

Craft

Clerk

How does the LMOU define mandating Non-OTDL?

By Section

Mandates overtime at the section level with one Non-OTDL for the each section and one Non-OTDL for the tour.

 Save

 Delete...

Click on Transfers



PITTSBURGH PA P&DC - Clerk 416609 - Clerk

General Finance **1** Tour 1 **2** Tour 2 Setup Tour 3 Setup Employees **381** Overtime Lists Transfers **1**

Current Transfers

✔ Transferred in
Since 10/5/16

DAN-02011655, ALICE J 02011655 **1 row 2**
 PITTSBURGH PA P&DC - 416609 from FT WORTH TX P&DC - 483221
 10/5/16 to 10/6/16
"One day transfer"
- S-0008 D-0008, Requester
"testing....."
- S-0020 D-0020, Approver

Search for employee you need to transfer in by name or EIN.

Employee Search

Search for employees by first and/or last name, EIN, or Finance Number

First Name Last Name Finance Number

← Click on Search



🏠 PITTSBURGH PA P&DC - Clerk 416609 - Clerk

General Finance **1** Tour 1 **2** Tour 2 Setup Tour 3 Setup Employees **381** Overtime Lists Transfers **1**

Current Transfers

✔ Transferred in

Since 10/5/16

DAN-02011655, ALICE J 02011655 **Time 2**

🏠 PITTSBURGH PA P&DC - 416609 from 🏠 FT WORTH TX P&DC - 483221

📅 10/5/16 to 10/6/16

'One day transfer'

- S-0008 D-0008, Requester

'testing.....'

- S-0020 D-0020, Approver

Employee Search

Search for employees by first and/or last name, EIN, or Finance Number

First Name

Last Name

Finance Number

02011655

🗑 Clear

🔍 Search

Results 1

DAN-02011655, ALICE J 02011655 **Time 2**

483221

⇌ Transfer to Unit..

Click on Transfer to Unit





Employee Search







Search for employees by first and/or last name, EIN, or Finance Number

First Name	Last Name	Finance Number	02011655	Clear	Search
------------	-----------	----------------	----------	-----------------------	------------------------

Results 1

DAN-02011655, ALICE J 02011655 [View 2](#)

Existing Transfers

-  PITTSBURGH PA P&DC 416609  10/5/16 to 10/31/16 - Superseded
-  PITTSBURGH PA P&DC 416609  10/5/16 to 11/29/16 - Superseded
-  PITTSBURGH PA P&DC 416609  10/5/16 to 10/6/16 - Transferred

Employee Transfer

Duty FN 483221

Unit FN 416609

Date Range to

Comments

[Cancel](#)

[Request Transfer](#)

↓ Input date range

Input comments.

Click on Request Transfer



Overtime ▾

Employee Transfers

Help

S-0008 D-0008 Logout ↗

Home PITTSBURGH PA P&DC - Clerk



PITTSBURGH PA P&DC - Clerk 416609 - Clerk

General

Finance **1**

Tour 1 **2**

Tour 2 Setup

Tour 3 Setup

Employees **381**

Overtime Lists

Transfers **2**

Current Transfers

Awaiting Approval

Since 5/18/17

DAN-02011655, ALICE J 02011655 

 PITTSBURGH PA P&DC - 416609 from  FT WORTH TX P&DC - 483221

 5/18/17 to 5/21/17

testing.....

— S-0008 D-0008, Requester

 Delete...

Installation Head in Ft. Worth will have to approve the transfer request to finalize.

🔔 1 Employee Transfer is pending your approval

Go to Transfers

The Ft. Worth Installation Head would see this alert and would click on 'Go to Transfers'.

★ Favorites

No favorites on this machine - Click the breadcrumb ☆ to add a favorite.

🔍 Unit / Finance Search

Area 2

Filter ✕

- SOUTHERN CSAO
- SOUTHERN P&DAO**

District ' 1

Filter ✕

- FORT WORTH PFC**

MPOO 1

Filter ✕

- Plants Rollup

Lead Finance ' 4

Filter ✕

- ABILENE P&DF
- AMARILLO TX P&DC
- FT WORTH TX P&DC**
- LUBBOCK TX P&DC

Installation Head in Ft. Worth will have to approve the transfer request to finalize.

⇄ Employee Transfers pending your approval

🕒 Awaiting Approval

Since 5/18/17

DAN-02011655, ALICE J 02011655 Team 1

📄 PITTSBURGH PA P&DC - 416609 from 📄 FT WORTH TX P&DC - 483221

📅 5/18/17 to 5/21/17

"testing....."

– S-0008 D-0008, *Requester*

Approve...

Deny...

Installation Head would click on Approve or Deny.

+ Create a Transfer...

By going to the Transfers tab on a Unit's page and searching for the Employee you need to transfer.

[Home](#) / [Employee Transfers](#)

⇄ Employee Transfers pending your approval

🕒 Awaiting Approval

Since 5/18/17

DAN-02011655, ALICE J 02011655 Tour 1

📄 PITTSBURGH PA P&DC - 416609 from 📄 FT WORTH TX P&DC - 483221

📅 5/18/17 to 5/21/17

"testing....."

— S-0008 D-0008, Requester

Approve...

Deny...

Comments

Transfer approved for testing purposes.

**Input meaningful comments
and click on Save.**



Overtime ▾

Employee Transfers

Help

DA 170 Logout ↗

[Home](#)

HARRISBURG PA P&DC - Clerk

 HARRISBURG PA P&DC - Clerk 413485 - Clerk[General](#)[Finance ¹](#)[Tour 1 Setup](#)[Tour 2 Setup](#)[Tour 3 Setup](#)[Transfers](#)HARRISBURG PA P&DC 413485 

EASTERN P&DAO CENTRAL PENNSYLVANIA PFC Plants HARRISBURG PA P&DC

 1425 CROOKED HILL RD HARRISBURG, PA 17107[+ Add Another Finance Number](#)

Some LMOUs allow clerks from stations with different finance numbers to work overtime at the plant. If your LMOU allows this, you will need to add the finance numbers of those stations to the plant finance number. From the Plant Finance Number Finance Tab, click on Add Another Finance Number.

General Finance **1** Tour 1 Setup Tour 2 Setup Tour 3 Setup Transfers

HARRISBURG PA P&DC 413485 **Level**

EASTERN P&DAO CENTRAL PENNSYLVANIA PFC Plants HARRISBURG PA P&DC

📍 1425 CROOKED HILL RD HARRISBURG, PA 17107

🗑 Cancel Search

Add Another Finance Number by location

Area 2

Filter ✕

- EASTERN CSAO
- EASTERN P&DAO

District * 1

Filter ✕

- CENTRAL PENNSYLVANIA PFC

MPOO 10

Filter ✕

- District/Other
- POOM 1
- POOM 2
- POOM 3
- POOM 4
- POOM 5

Lead Finance * 390

Filter ✕

- HAMLIN PO
- HANOVER PO
- HARRISBURG PO**
- HARVEYS LAKE PO
- HAWLEY PO
- HAZLETON PO

Drill down to the Lead Finance number.



Overtime ▾

Employee Transfers

Help

DA 170 Logout ↗

Finance Numbers 7

+ Add to Unit

HARRISBURG PO 413484 Lead

EASTERN CSAO CENTRAL PENNSYLVANIA PFC POOM 4 HARRISBURG PO

📍 1425 CROOKED HILL RD HARRISBURG, PA 17107

+ Add to Unit

HBG-STEELTON BR 413494

EASTERN CSAO CENTRAL PENNSYLVANIA PFC POOM 4 HARRISBURG PO

📍 29 LOCUST ST HARRISBURG, PA 17113

+ Add to Unit

HBG-KEYSTONE STA 413491

EASTERN CSAO CENTRAL PENNSYLVANIA PFC POOM 4 HARRISBURG PO

📍 813 MARKET ST HARRISBURG, PA 17105

+ Add to Unit

HBG-LOWER PAXTON BR 413493

EASTERN CSAO CENTRAL PENNSYLVANIA PFC POOM 4 HARRISBURG PO

📍 5901 OLD JONESTOWN RD HARRISBURG, PA 17112

Click on Add to Unit for each finance number you want to add under the plant.



Overtime ▾ Employee Transfers Help

DA 170 Logout ↗

Home HARRISBURG PA P&DC - Clerk



HARRISBURG PA P&DC - Clerk 413485 , 413494 - Clerk

General Finance **Z** Tour 1 Setup Tour 2 Setup Tour 3 Setup Transfers

HARRISBURG PA P&DC 413485 



EASTERN P&DAO CENTRAL PENNSYLVANIA PFC Plants HARRISBURG PA P&DC

 1425 CROOKED HILL RD HARRISBURG, PA 17107

HBG-STEELTON BR 413494



EASTERN CSAO CENTRAL PENNSYLVANIA PFC POOM 4 HARRISBURG PO

 29 LOCUST ST HARRISBURG, PA 17113

To delete, click on the box

 Add Another Finance Number

- District Administrator Sets up Facility Based on LMOU
- Installation Head Assigns Employees to Sections
- Installation Head/Supervisor Assigns Employees to OTDLs
- Supervisor/Installation Head Assigns Overtime
- Give Jeff Duba at least 1 week advance notice of any training in SIT, including the date(s) and times of the training.
- Train on Tuesday through Friday only.



Overtime ▾

Employee Transfers

Help

S-0008 D-0008 Logout ↗

Home > PITTSBURGH PA P&DC - Clerk



PITTSBURGH PA P&DC - Clerk 416609 - Clerk

General

Finance **1**

Tour 1 **2**

Tour 2 Setup

Tour 3 Setup

Employees **381**

Overtime Lata

Transfers **2**

Unit Name

PITTSBURGH PA P&DC - Clerk

Craft

Clerk

How does the LMOU define mandating Non-OTDL?

By Section



Mandates overtime at the section level with one Non-OTDL for the each section and one Non-OTDL for the tour.

 Save

 Delete..

From any screen you have the option of the Help button. Clicking on the Help button will take you to the Labor Relations Blue Share website.



Home [FAQs](#) [Contract Compliance Unit](#) Search this site... ?

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Related Links
[Labor Relations Information](#)
[OTAdmin](#)

[Recycle Bin](#)
[All Site Content](#)

Bulletin Board

*****COMING IN THE NEW RELEASE*****

JULY 30th UPDATE

- [Fix to the PSE alerts - Clerk Application](#)
- [Incident Date on Makeup Tracker - Clerk Application](#)
- [IR Specialist Role - Clerk Application](#)
- [Expanded hours input on NS day overtime entry - Clerk Application](#)
- [10/12 Preferences - Clerk Application](#)
- [Rolling 90 day period for Makeup - Clerk Application](#)
- [Help link update - Clerk and Carrier Application](#)
- [Bypass reason "On Detail" - Clerk Application](#)
- [Regression tests for local builds and lower level deployments - Clerk Application](#)
- [Bug Fixes - The 4 fixes listed below are all for the Clerk Application](#)
 - [Allow removal of employees from preference list](#)
 - [Finalize error](#)
 - [Prevent rotation on existing all update](#)
 - [Sort existing call employees by emp rank](#)

Questions About OTADMIN?

- Click on the [FAQs](#) link to navigate to the FAQs page. Once there, click on the topic and read FAQs

Reports / News

<input type="checkbox"/>	Title	Modified
<input type="checkbox"/>	Q3 - QTD Utilization & Rollout Stats - 07/14/2017	7/17/2017 9:54 AM
<input type="checkbox"/>	Q3 - QTD Utilization & Rollout Stats - 07/07/2017	7/13/2017 12:15 PM
<input type="checkbox"/>	FINAL Q2 - QTD Utilization & Rollout Stats 06/30/2017	7/13/2017 12:11 PM

Upcoming fixes and enhancements.

To access Clerk specific information, click on the OTAdmin Help Clerks link.

OTAdmin Help > OTADMIN Help Clerks > All Documents >
OTADMIN Help Clerks document library.

Home FAQs Contract Compliance Unit

Search this site...

Sites

FAQs

Contract Compliance Unit

Libraries

Presentations

OTADMIN Help Clerks

Related Links

Labor Relations Information

OTAdmin

Recycle Bin

All Site Content

Type	Name	Modified	Modified By
	(CA2017-164) OTAdmin --Clerk Craft --Notice to APWU	7/13/2017 11:12 AM	Houston, Diane A - Washington, DC
	Clerk Craft OTADMIN Training July 2017	7/13/2017 11:13 AM	Houston, Diane A - Washington, DC
	Clerk Craft OTADMIN Training May 2017_scripts	7/13/2017 11:15 AM	Houston, Diane A - Washington, DC
	Notification_OTADMIN Application for Clerk Craft	7/13/2017 11:12 AM	Houston, Diane A - Washington, DC
	OTAdmin Clerk Application Training Tips	7/19/2017 3:52 PM	Duba, Jeffrey R - Denver, CO
	OTADMIN Training APWU OT	7/13/2017 11:15 AM	Houston, Diane A - Washington, DC

 Add document

Training material attachments.

Click on FAQs.

Sites
FAQs
Employee
Holiday
Navigation
Opportunities
Reports
Roles
Sections
Setup Lists
TACS
District Admin

 Recycle Bin
 All Site Content

Welcome to the Frequently Asked Questions Page!

The FAQs will be updated to apply to the New OTAdmin version. This will take some time so please be patient.

You can click on any of the categories along the left side of the page or across the top menu bar. Once you select one, the FAQ topics will be listed for you to review. You can click on any of the categories along the left side of the page or across the top menu bar. Once you select one, the FAQ topics will be listed for you to review.

Send comments or suggestions using the email link at the bottom.

If the FAQs do not address your issue, then send a detailed email to your District OTAdmin Coordinator.

- 1. Please include a detailed description of the issue.**
- 2. If employees are involved, please provide the employee name, EIN, and finance number.**
- 3. For errors or navigation issues, please provide a screenshot of the issue.**

If the District OTAdmin Coordinator is unable to resolve the issue, the District OTAdmin Coordinator is to elevate the issue to their Area OTAdmin Coordinator.

If the Area OTAdmin Coordinator is unable to resolve the issue, the Area OTAdmin Coordinator is to elevate the issue to Jeff Duba or Chris Jordan.

If you have Labor Relations questions, contact your District Labor Relations contact. If you have questions about the application, follow these steps:

Questions?