



# DID YOU KNOW?

## How to Submit/Delete a PTO (GWOP) Request for Time Off as a Lineholder

### How to submit a GWOP (PTO) request on Unimatic

1. Sign into Unimatic using the SON/(File Number) command and password
2. Clear your Unimatic screen
3. Type DSPFAI and press enter

```

ACTN FILE # RSV
»DSPFAI/ ___/ ____/ _

```

4. Under ACTN type WOP (all forms of WOP, GWOP, and DWOP will be under the WOP command in this step)
5. Under FILE # type your 6 digit file number
6. Under RSV leave blank.

```

ACTN FILE # RSV
»DSPFAI/ WOP/ 875421/ _

```

7. Press enter

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/    /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S)  ___-  MMDD/ ___-  MMDD/ ___-  MMDD/ ___-  MMDD/
           ___-  MMDD/ ___-  MMDD/ ___-  MMDD/ ___-  MMDD/

DAT FOR:   ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___-  MMDD/ ___-  MMDD/ ___-  MMDD/ ___-  MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
           MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/

```



8. Tab to the PERSONAL TIME OFF (PTO) request and place an X in the field
9. In the WOP/PTO section enter the ID# and the DATE the trip starts

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) 9845- 0816/  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/
          ___-  MMDD/  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/

DAT FOR:   ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

```

10. Once you are complete with your request move the cursor below the last line of text displayed on the request screen and press enter.
11. You will receive a confirmation that your GWOP request is on file.

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) 9845- 0816/  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/
          ___-  MMDD/  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/

DAT FOR:   ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/  ___-  MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

GWOP REQUEST ON FILE 08061239

```



## How to delete a WOP request

1. Type DSPREQ and press enter

```
          ACTN  DOM   FILE #  NAME
»DSPREQ/  ___/  ___/  _____/  _____, _
```

2. Under ACTN type WOP (all forms of WOP, GWOP, and DWOP will be under the WOP heading in this step)
3. Under DOM type your Domicile
4. Under FILE# type your 6 digit file number

```
          ACTN  DOM   FILE #  NAME
»DSPREQ/ WOP_/ ORD_/ 875421/ _____, _
```

5. Press enter

```
DSPREQ/ WOP / ORD / SOTO,M /

TO DISPLAY INDIVIDUAL REQUEST, TAB TO DESIRED DATE AND TRANSMIT

          ACTN  DOM   FILE #  NAME                DATE
»DSPREQ/WOP /ORD /875421/SOTO,M          /16AUG-16AUG/03/  *
»DSPREQ/WOP /ORD /875421/SOTO,M          /16AUG           /02/  *
»DSPREQ/GWOP/ORD /875421/SOTO,M          /16AUG           /02/
»DSPREQ/GWOP/ORD /875421/SOTO,M          /23AUG-23AUG/04/  *
»DSPREQ/GWOP/ORD /875421/SOTO,M          /23AUG           /01/  *
»DSPREQ/GWOP/ORD /875421/SOTO,M          /23AUG           /03/  *
»DSPREQ/DWOP/ORD /875421/SOTO,M          /16AUG-16AUG/01/  *
```



6. If you have more than one request on file you will be shown the individual request screen where you can tab down to the request you would like to view or delete
7. If you have only one request on file you will be taken directly to that request

```

XXXWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) 9845- 0816/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
          ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

DAT FOR:   ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/

WP-08061239/875421

```

8. Once you have pulled up the request you wish to delete at the top left you will see the indication XXXWOP. In the location of the XXX type DEL

```

DELWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) 9845- 0816/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
          ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/

DAT FOR:   ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/  ___ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/ MMDD- MMDD/

WP-08061239/875421

```

9. Move the cursor below the last line of text displayed on the request screen and press enter



10. You will receive a message at the bottom of the screen saying WOP REQUEST DELETED (all forms of WOP, GWOP, and DWOP will display as WOP REQUEST DELETED)

```

DELWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
WOP/PTO:  ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
FOR ID(S) 9845- 0816/  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/
          _____ - MMDD/  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/

DAT FOR:   ID#    DATE  ID#    DATE  ID#    DATE  ID#    DATE
ID(S) ON  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/  _____ - MMDD/
DATE(S)   FROM  THRU  FROM  THRU  FROM  THRU  FROM  THRU
          MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/  MMDD- MMDD/

WOP REQUEST DELETED

```

