



DID YOU KNOW?

How to Submit/Delete a PTO (GWOP) Request as a Reserve

How to submit a PTO (GWOP) 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 place WOP (all forms of WOP, GWOP, and DWOP will be under the WOP heading in this step)
5. Under FILE # type your 6 digit file number
6. Under RSV place an X

```

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

```

7. Press enter

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/      /      / /R/
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: _/
          DT THRU DT          DT THRU DT          DT THRU DT
FOR RSV DAY (S) MMDD- MMDD/    MMDD- MMDD/    MMDD- MMDD/
          MMDD- MMDD/    MMDD- MMDD/    MMDD- MMDD/

```



8. Tab to PERSONAL TIME OFF (PTO) and place an X in the field
9. Enter the date range for the Reserve days you are requesting. For example if you need the 4th and the 5th off of August you will place the range of 0804 – 0805 however if you need just the 4th off you would place 0804 – 0804 in the range field.

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/      /      /      /R/
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: _/
          DT THRU DT          DT THRU DT          DT THRU DT
FOR RSV DAY (S) 0816- 0816/      MMDD- MMDD/      MMDD- MMDD/
                MMDD- MMDD/      MMDD- MMDD/      MMDD- MMDD/

```

10. Once you have completed the request move the curser down to the bottom of the request and press enter. You will receive a confirmation reponce that your WOP request is on file.

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/03/1525B/ORD /08/R/
I WOULD LIKE TO REQUEST:
WOP X/ 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: _/
          DT THRU DT          DT THRU DT          DT THRU DT
FOR RSV DAY (S) 0816- 0816/      MMDD- MMDD/      MMDD- MMDD/
                MMDD- MMDD/      MMDD- MMDD/      MMDD- MMDD/

```

WOP REQUEST ON FILE 08061239



How to delete a PTO (GWOP) 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 / 875421/
TO DISPLAY INDIVIDUAL REQUEST, TAB TO DESIRED DATE AND TRANSMIT

      ACTN  DOM  FILE #  NAME          DATE
»DSPREQ/WOP /ORD /875421/SOTO,M      /16AUG-16AUG/01/  *
»DSPREQ/WOP /ORD /875421/SOTO,M      /16AUG-16AUG/02/  *
»DSPREQ/GWOP/ORD /875421/SOTO,M      /16AUG-16AUG/03/
»DSPREQ/WOP /ORD /875421/SOTO,M      /17AUG-17AUG/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 012237/03/1525B/ORD /08/R/
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: _/
          DT THRU DT          DT THRU DT          DT THRU DT
FOR RSV DAY (S) 0816- 0816/    MMDD- MMDD/    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 012237/03/1525B/ORD /08/R/
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: _/
          DT THRU DT          DT THRU DT          DT THRU DT
FOR RSV DAY (S) 0816- 0816/    MMDD- MMDD/    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 012237/03/1525B/ORD /08/R/  
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: _/  
DT THRU DT          DT THRU DT          DT THRU DT  
FOR RSV DAY (S) 0816- 0816/          MMDD- MMDD/          MMDD- MMDD/  
                MMDD- MMDD/          MMDD- MMDD/          MMDD- MMDD/  
  
WOP REQUEST DELETED
```

