



# DID YOU KNOW?

## How to Submit/Delete a WOP & PTO (GWOP) Request for time off as a Lineholder

### How to submit a WOP & 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 BOTH WOP AND 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) _/ BOTH WOP AND PTO X/
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 curser below the last line of text displayed on the request screen and press enter.
11. You will receive a confirmation that your WOP AND GWOP request is on file.

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO X/
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 AND GWOP REQUEST ON FILE 08061239

```

**NOTE: because this option places both a WOP and PTO (GWOP) request on file for the same days you will have two requests on file, one for WOP and one for PTO (GWOP).**



## How to delete a 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 / 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-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/	*



- You will have more than one request on file because this request files both a WOP and a GWOP request at the same time. Once the individual request screen is displayed, tab down to the request you would like to view or delete.

```

XXXWOP/SOTO,M          /FN 875421/SEN 012237/00/      /    /    /    /
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: _/
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

```

- 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 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: _/
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

```

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



- 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 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: _/
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

```

**NOTE: Because this request places two requests on file you will need to repeat this process for the second request filed.**

