



General Services Administration

**ALOHA (Authorized Leave & Overtime Help Application)
Overtime Request User Guide**

**Version 0.3
November 2016**

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Introduction

The web-based Authorized Leave & Overtime Help Application (ALOHA) provides an automated workflow where employees request leave or overtime and managers/supervisors login to review and approve/deny their requests. Those submitting requests are notified of approvals or rejections via email. Leave and overtime requests and statuses (e.g., pending approval, approved, denied, etc.) are viewable/searchable from links on the **Home Page**.

Managers/supervisors may submit leave and overtime requests on behalf of employees for whom they have the authority to authorize approvals (as defined in ETAMS). Timekeepers, who maintain leave and overtime request records, may submit and view requests on behalf of those for whom they have timekeeping responsibilities.

1.1 Roles

There are four types of users of the ALOHA application (shown below). *(Additional roles include: ALOHA Query and ALOHA Admin. Support, system administration and technical analysis.)*

Role	For Your Own Requests				Others' Requests		
	Create / Submit	Edit / Amend	Cancel	Withdraw	Approve	Deny	Submit
Employee	✓	✓	✓	✓			
Supervisor/Manager	✓	✓	✓	✓	✓	✓	✓
Timekeeper (submit on behalf of others)	✓	✓	✓	✓			✓
Facility Coordinator	Manages roles and permissions for all ALOHA users						

NOTE: ALOHA is designed for employees having time cards in ETAMS. Contractors functioning as timekeepers will have access to ALOHA and, if authorized, can create requests on behalf of employees within their area of responsibility.

1.2 ALOHA Login and Logout

ALOHA provides a single sign-on (SSO) process that allows users access to the application without EXPLICITLY signing in, when USING THEIR HSPD-12 CARD and a GSA COMPUTER, EITHER IN A GSA OFFICE OR CONNECTED TO THE GSA VPN. SSO is only available if users are within the GSA network. It is also possible to login to ALOHA using your ENT (network) username and password.

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To **Login** to ALOHA using **Single Sign-On (SSO)**

1. Click the following link (press ctrl key and click) or place your cursor at the beginning of the URL address and type or cut and paste it in your browser (you may want to set up a bookmark for this location).

<http://aloha.gsa.gov>

(Note: You must use a GSA computer within the GSA network and use your HSPD-12 card in a GSA office (or connect via VPN) to use single sign-on. If you are logging in from a GSA computer other than your own, you must login using your ENT (network) credentials as described below on page 7.)

2. Press the enter key and wait for connection.
3. A WARNING banner displays. Read the message and click **OK**, if you wish to proceed.

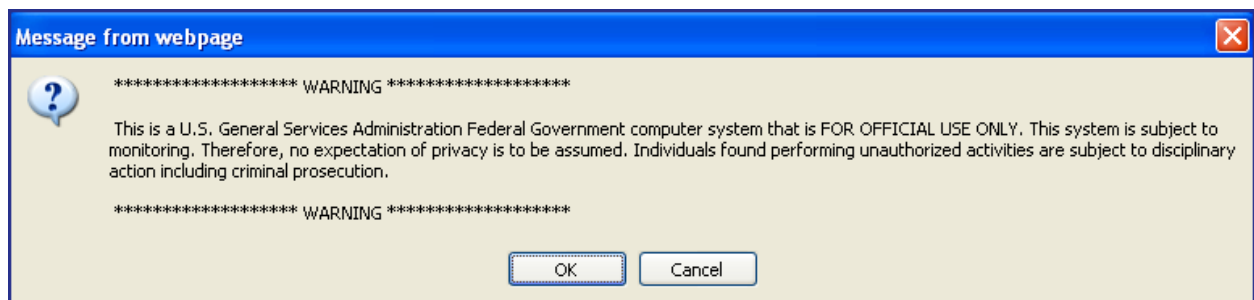


Figure 1 – Warning Banner Page

4. The **ALOHA Landing Page** displays (Figure 2 – ALOHA Landing Page).

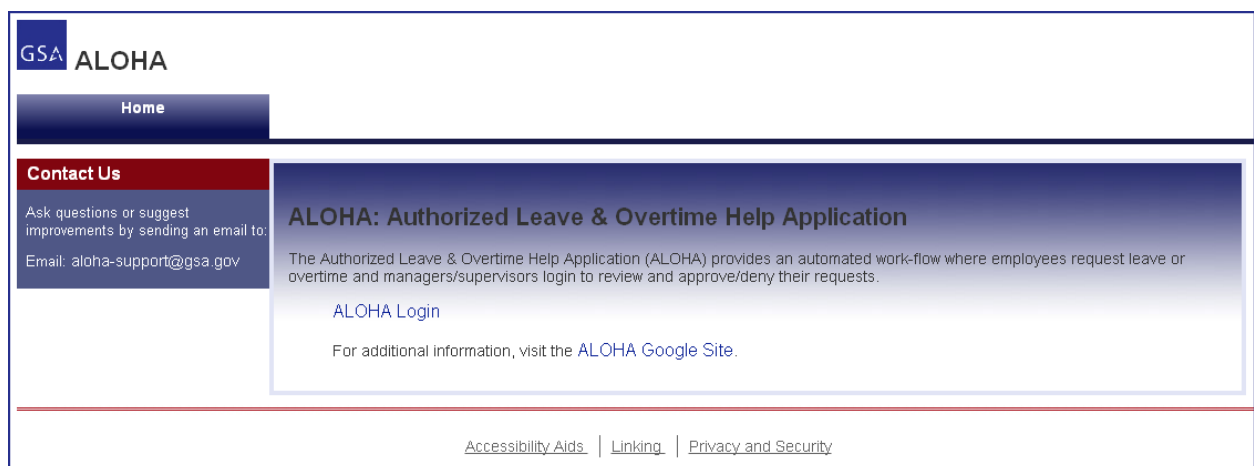


Figure 2 – ALOHA Landing Page

5. Click the **ALOHA Login** link.
6. At the **ALOHA Login** page, click the **Login using SSO (Single Sign On)** button and you will be logged in automatically (Figure 3 – ALOHA Login Page).

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Login using ENT or SSO

*****WARNING*****
 This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." The system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
 *****WARNING*****

Please login with your "ENT" credentials.

Login Name:

Password:

[Login using SSO \(Single-Sign-On\)](#)

Figure 3 – ALOHA Login Page

7. The **ALOHA Home Page** displays (Figure 4 – ALOHA Home Page).

BDFTESTER011 | Help | Home | Preferences | Logout

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ALOHA

MY REQUESTS MY TEAM REPORTS MANAGEMENT

LEAVE:

- Create My Leave Request
- View or Modify My Leave Requests

OVERTIME:

- Create My Overtime Request
- View, Modify or Cancel My Overtime Requests

ALERTS

NEW in ALOHA
 A new feature has been added to ALOHA to expand the number of available ETAMS exception codes.
 Eight codes are now available to only the timekeeper and supervisor to post on behalf of the employee.
 Refer to the ETAMS exception code tables in the FAQ section for a list of all ETAMS exception codes and their availability in ALOHA. Click [here](#)

REMINDERS

ALOHA Updates ETAMS
 2nd Fri of pay period, 3 am CT
 2nd Sat of pay period, 8 pm CT

Leave Request & Timecard Reports
 Run 1st Thu after pay period to reconcile ALOHA & ETAMS

Figure 4 – ALOHA Home Page

To **Login** to ALOHA using your **ENT** (network) credentials (manual login)

- Click the following link (press ctrl key and click) or place your cursor at the beginning of the URL address and type or cut and paste the URL into your browser.
<https://apps.ocfo.gsa.gov/aloha/faces/pages/public/login.xhtml>
 Press the enter key and wait for connection.
- The **ENT Login** page displays (Figure 3 – ALOHA Login Page).

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Please login with your "ENT" credentials.

Login Name:

Password:

[Login using SSO \(Single-Sign-On\)](#)

Figure 5 – ALOHA ENT (Manual) Login

3. Enter your ENT/network credentials (this is your ENT network **Login Name** also referred to as your username). Next, press the **Tab** key or click at the beginning of the **Password** field and enter your ENT/network password (Figure 5 – ALOHA ENT (Manual) Login).
4. Press the **Enter** key or click **Submit** to complete your login
5. A successful login takes you to the **ALOHA Landing Page** (Figure 2 – ALOHA Landing Page).

To **Logout** of the application

1. Logout of ALOHA from any page (except the login screen) by clicking **Logout** in the upper right corner (Figure 6 - ALOHA Logout). You will return to the ALOHA **Landing Page** (Figure 2 – ALOHA Landing Page). (**Note:** When you click the **Logout** button to end your session, your ability to reach ALOHA directly on your next visit via the <http://aloha.gsa.gov> link, without EXPLICITLY logging in, remains intact as long as you use your HSPD-12 card and your GSA computer within the GSA network.)

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Help | Home | Preferences | **Logout**

ALOHA

Create Leave Request

New Leave Request:

Employee: Pay Period:

Submitter:

Sitemap | Accessibility | Contact Us

Figure 6 - ALOHA Logout

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2. Logoff your Internet browser by clicking **File** in the upper left corner. From the **File** drop-down, select **Exit** and return to Windows or close the browser by clicking the "X" in the upper right corner
3. TO LOGIN TO ALOHA AGAIN, USE ONE OF THE LOGIN METHODS DESCRIBED ABOVE.

1.3 ALOHA Home Page

The ALOHA **Home Page** provides the starting place to select the functions you wish to perform, **Alerts** and **Reminders**. Also found on the **Home Page**, and on every web page in the application at top right, are navigation links to **Logout**, **Help** and **Preferences** where you may select a default supervisor/manager to act upon your requests (See Section 1.4 Managing My User Preferences).

The **Sitemap**, **Accessibility** and **Contact Us** pages can be found at the bottom of the **Home Page** and every other page in the application.

Main menu options on the **Home Page** are presented as tabs. Included within the tabs are selections for creating and viewing overtime requests (for employees, timekeepers and supervisor/managers according to their authorizations) and managing requests and approvals (for supervisor/managers).

Employee Menu Selections

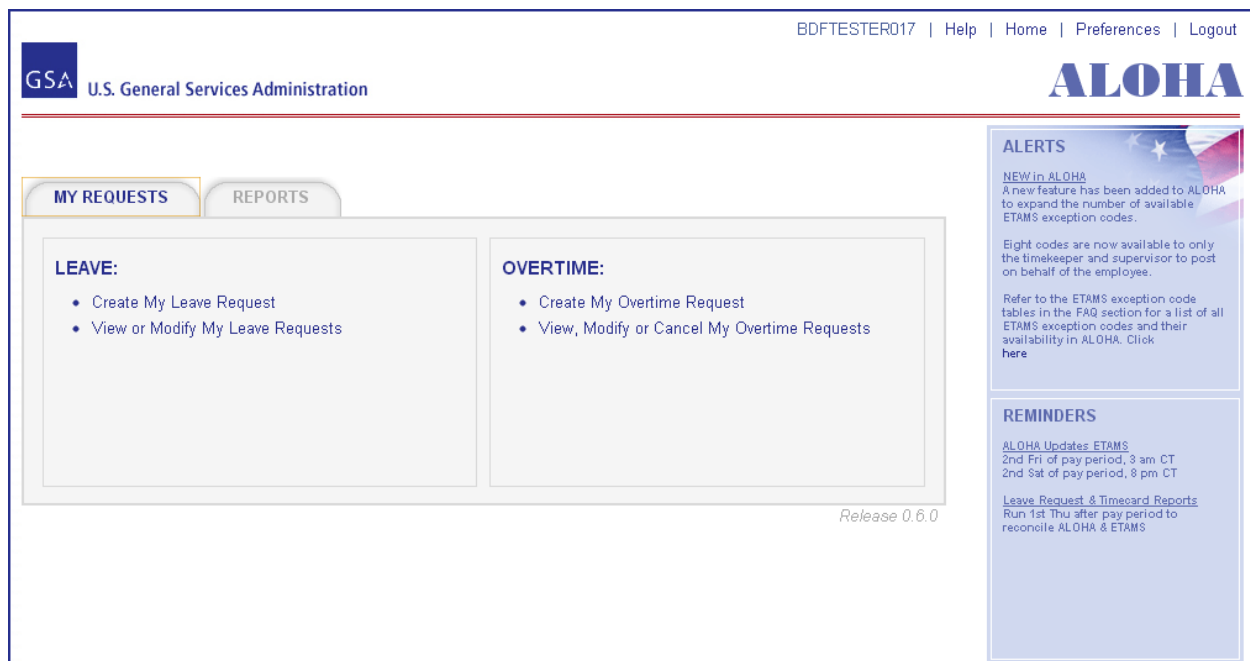


Figure 7 - ALOHA Home Page, shows the requests and reporting menu selections all employees will use to create and view their own overtime requests.

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Employees may

1. Create their own overtime requests.
2. View, modify or cancel their own overtime requests.
3. Create **Overtime Request** and **Overtime Request and Timecard Reports**.

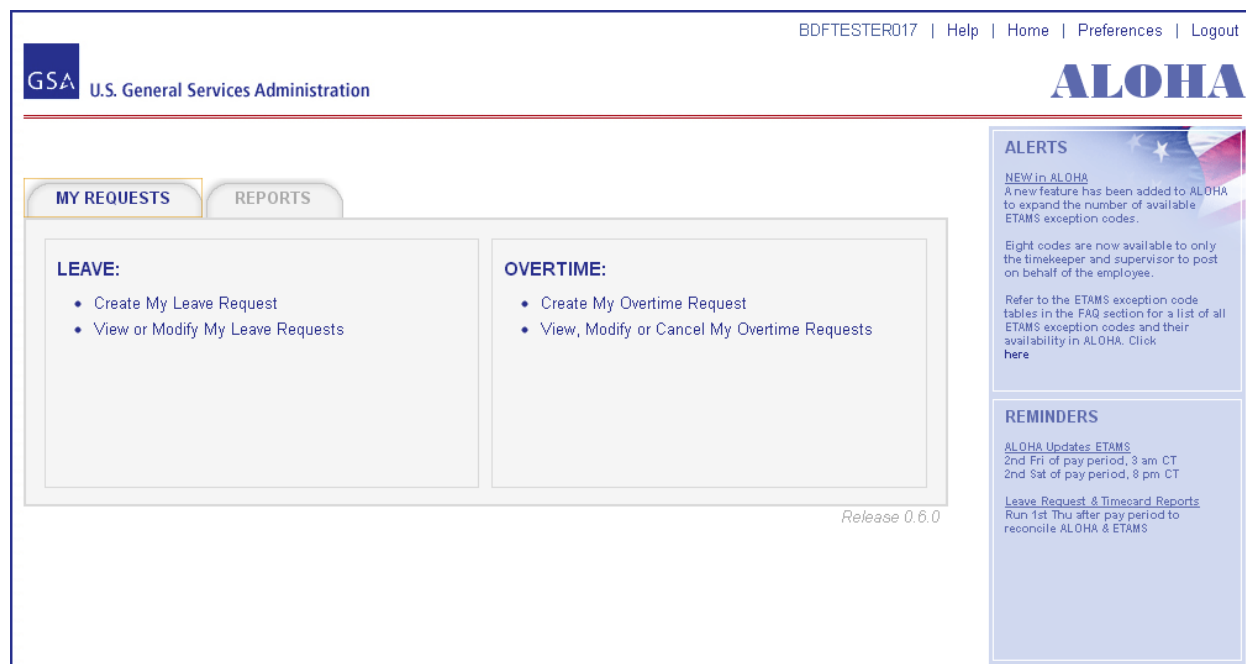


Figure 7 - ALOHA Home Page – Menu Selections for Employees

Timekeeper & Supervisor/Manager Menu Selections

Timekeepers and supervisors/managers will use the **My Team** menu selections (Figure 8 - ALOHA Home Page – My Team Menu Selections) to manage overtime requests on behalf of other employees.

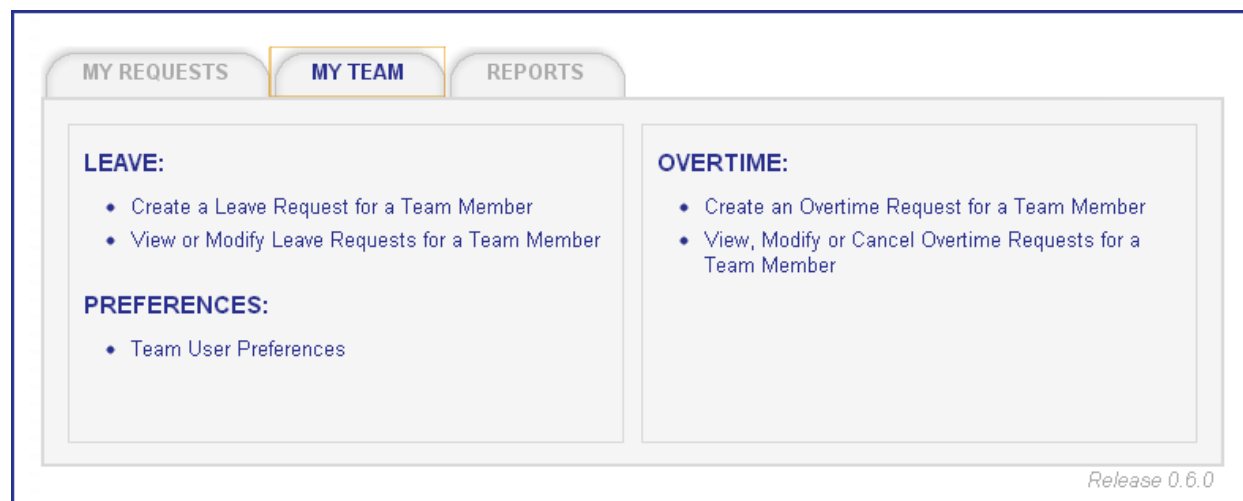


Figure 8 - ALOHA Home Page – My Team Menu Selections

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Timekeepers may:

1. Submit overtime requests for other team members (for employees defined in your ETAMS' authorizations).
2. View, modify or cancel requests you created on behalf of team members (for employees for whom you have timekeeping responsibilities in ETAMS).
3. View, select and save a default Supervisor/Manager for employees in your area of responsibility (Section 1.4 Managing My User Preferences).
4. Create an **Overtime Request Report** (by employee, overtime type, status, pay plan/grade and pay period or all submissions) detailing overtime you requested that was approved or denied by a supervisor/manager (4.1 Create an Overtime Request Report).
5. Create the **Overtime Request & Timecard Report** (by employee, overtime type, pay plan/grade, and pay period or all approvals) displaying approved overtime hours in ALOHA and overtime hours recorded in ETAMS for employees in your area of responsibility (Section 4.2 Create an Overtime Request & Timecard Report).

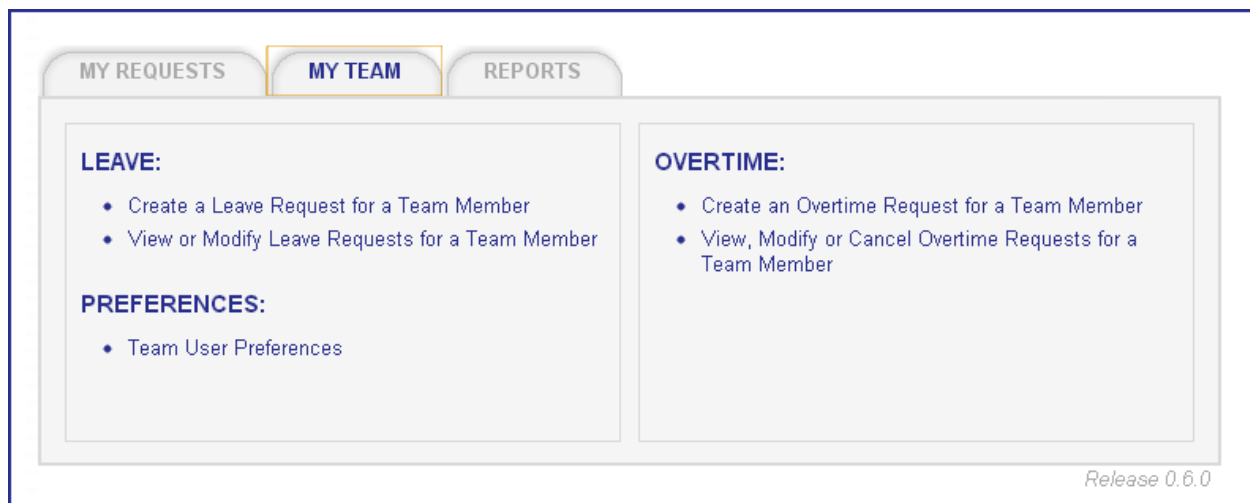


Figure 9 - ALOHA Home Page – My Team Menu Selections

Supervisor/Managers Menu Selections

Supervisors/Managers will use the menu selection under the **Management Tab** to view or take action on overtime requests that have been submitted for approval by members of their team or authorized timekeepers (Figure 10 - ALOHA Home Page – Management Tab).

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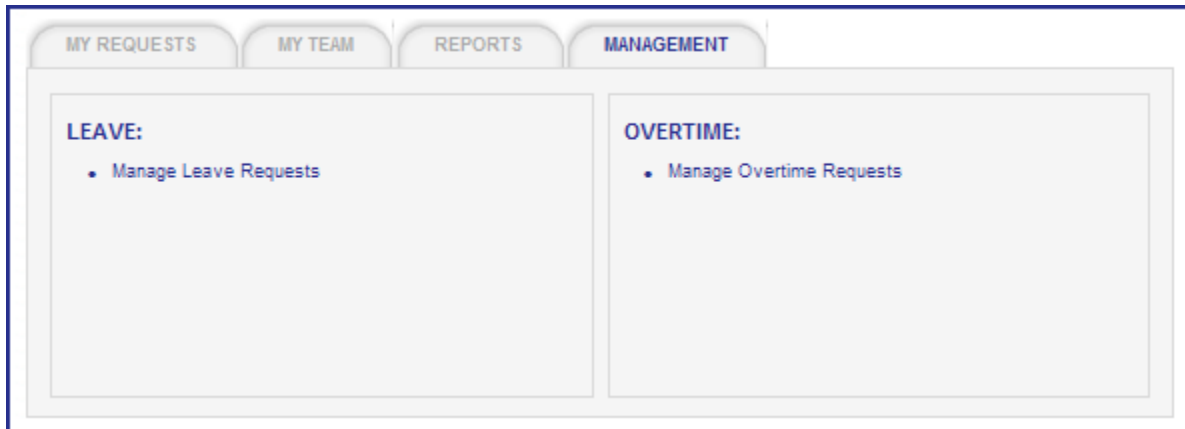


Figure 10 - ALOHA Home Page – Management Tab

Supervisor/Managers may:

1. Create, view or modify their own overtime requests.
2. Manage (take action) on overtime requests that have been submitted to you for approval by receiving, approving, denying or cancelling the request.
3. View or modify overtime requests you created for other team members (as allowed in your ETAMS user permissions).
4. Create the **Overtime Request Report** (by pay period or all submissions) displaying overtime requested (submitted), approved, denied or cancelled for employees in your area of responsibility.
5. Create the **Overtime Request & Timecard Report** showing only variances between ALOHA and ETAMS or all submissions in ALOHA that were recorded in ETAMS for a time period (Section 4.2 Create an Overtime Request & Timecard Report).

For Employees, Timekeepers and Supervisor/Managers

All employees may view/create reports of their own overtime requests. Timekeepers and Supervisor/Managers may also view/create reports of overtime requests for their team members.

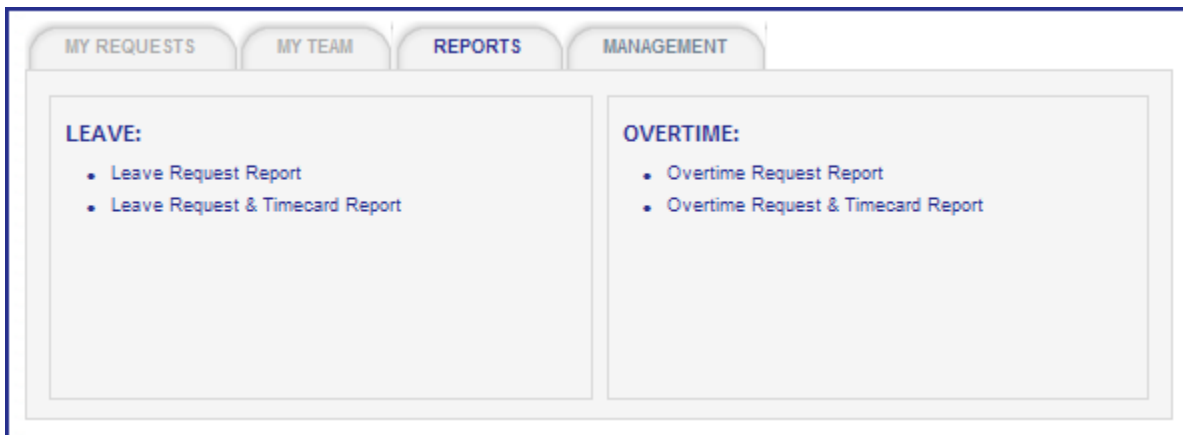


Figure 11 - ALOHA Home Page – Reports Tab

1.4 Managing My User Preferences

ALOHA users have the ability to select a default supervisor for their own overtime requests. Once a supervisor is selected, his/her name will display as the default supervisor on all newly generated requests. You may also change the supervisor/manager at any time as needed on the **Create Request** page, if other supervisor/managers are available in the drop down.

1. From the **Home Page**, select the **Preferences** link at top right (Figure 7 - ALOHA Home Page – Menu Selections for **Employees**).
2. Use the drop down list to select a default supervisor/manager who will approve your overtime requests. (**Note:** If your default manager/supervisor is not available for approving requests at the time a request is created, a different supervisor/manager may be selected on the Create Overtime Request page as described in Section 2.1 Create an Overtime Requestt.)

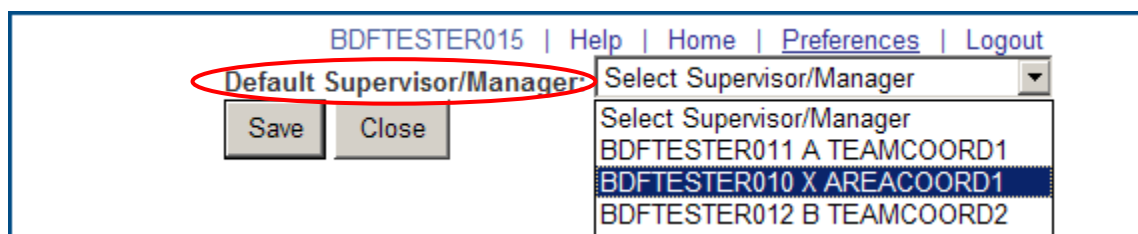


Figure 12 - ALOHA Home Page - Preferences

3. Click **Save** to save your selection.
4. Click **Close** to hide the drop down on the **Home Page**.

1.5 Managing My Team's User Preferences

If you are a Timekeeper or Supervisor/Manager responsible for requesting overtime for other team members, you may select the Supervisor/Manager who will approve each employee's overtime requests. Once you select that supervisor/manager, his/her name will display as the default Supervisor/Manager for that employee on other pages in the application requiring authorization.

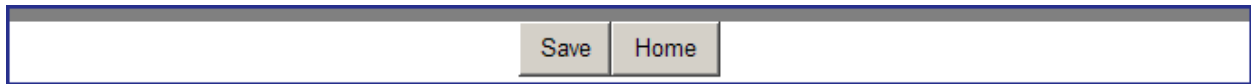
1. From the **Home Page**, select **Team User Preferences** from the **MY TEAM** tab.
2. The **Team User Preferences** page displays.
3. The **Employee** column will display the employees within the timekeeper's or supervisor/manager's area of responsibility.
4. In the **Default Supervisor/Manager** column, use the drop down list to the right of each employee's name to select a default supervisor/manager.

Employee	Default Supervisor/Manager	Primary Timekeeper
BDFTESTER018 C EMPLOYEE1	Select Supervisor/Manager	Select Primary Timekeeper
BDFTESTER013 D EMPLOYEE2	Select Supervisor/Manager	Select Primary Timekeeper
BDFTESTER015 E EMPLOYEE3	Select Supervisor/Manager	Select Primary Timekeeper
BDFTESTER017 G EMPLOYEE5	BDFTESTER010 X AREACORD1	Select Primary Timekeeper

Figure 13 - Team User Preferences

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- Timekeepers and Manager/Supervisors may also select a **Primary Timekeeper** for their team members. (**Note:** At this time, selection of a Primary Timekeeper will not cause email notifications to be sent to the timekeeper when overtime requests are submitted or approved UNLESS the timekeeper submitted the request on behalf of a team member.)
- To save your selection, click **Save**.



The screenshot shows a horizontal bar with two buttons: 'Save' and 'Home'. The 'Save' button is on the left and the 'Home' button is on the right. Both buttons are light gray with black text. The bar has a thin blue border.

Figure 14 - Team User Preferences

- Click **Home** to return to the **Home Page**.

Managing Your Overtime Requests

In ALOHA, employees may request overtime for themselves, view their current balances for comp time and credit hours earned and view previous overtime requests and statuses (i.e., submitted, received, approved and denied). **Timekeepers** and **Supervisor/Managers** may request overtime for employees within their area of responsibility for timekeeping functions as defined in their ETAMS' authorizations. They may view/search employees' previous requests, their statuses and their current comp time and credit hour balances. (**Note:** Supervisor/Managers' approval role in ALOHA is discussed in Section 3 - Managing Your Team's Overtime Requests)

2.1 Create an Overtime Request – Select a Pay Period & Approver

For Employees

- From the **Home Page**, under the **My Requests** menu option, select **Create My Overtime Request**.
- The **Create Overtime Request** page displays.
- Since you are requesting for yourself, the ALOHA system automatically populates the Employee fields and default supervisor. If you do not have a default supervisor selected, or need to select a different supervisor for this request, you may select from a supervisor authorized to approve your request from the drop down list (ALOHA uses the same authorizations currently in ETAMS).
- Select the type of overtime you are requesting from the **Type** drop down. (**Note:** if you are requesting more than one type of overtime for the same pay period, you must create a separate request for each type.)

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Create Overtime Request

New Overtime Request:

Submitter: [Redacted] Employee: [Redacted]

Supervisor: [Redacted] Pay Period: [Select a pay period]

Type: [Select a type]

Overtime Tasks:

- 10 - Regular Scheduled OT
- 14 - Irregular Scheduled OT
- 15 - Call Back OT
- 17 - OT Rotating Shift
- 13 - Comp Time Earned
- 16 - Travel Comp Time Earned
- 46 - Religious Comp Earned
- 36 - Credit Hours Earned

Figure 15 – Create Overtime Request – Select Overtime Type

- From the **Pay Period** drop-down, scroll to the appropriate pay period and click the one to which your request pertains.
(Note: The number in parentheses before the pay period indicates the number of the pay period for that calendar year, e.g., in the year 2012, the 01/15/2012 – 01/28/2012 pay period is the 3rd period of the year.)

Create Overtime Request

New Overtime Request:

Submitter: [Redacted] Employee: [Redacted]

Supervisor: [Redacted] Pay Period: [Select a pay period]

Type: 10 - Regular Scheduled OT

Overtime Tasks:

- [06]: 02/26/2012 - 03/10/2012
- [07]: 03/11/2012 - 03/24/2012
- [08]: 03/25/2012 - 04/07/2012
- [09]: 04/08/2012 - 04/21/2012
- [10]: 04/22/2012 - 05/05/2012
- [11]: 05/06/2012 - 05/19/2012

Figure 16 – Create Overtime Request – Select Pay Period

For Timekeepers & Supervisor/Managers

Timekeeper or Supervisor/Managers may request overtime, credit hours or comp time on behalf of a team member for whom they are authorized to submit requests.

- To create an overtime request, from the **Home Page**, under the **My Team** tab menu options, click **Create an Overtime Request for a Team Member**.

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Figure 17 - ALOHA Home Page – Create Request for a Team Member

2. The **Create Overtime Request** page displays.
3. ALOHA will pre-populate your name in the submitter field.
4. Choose the employee for whom you are making the request from the **Employee** drop-down list.

Figure 18 – Create Overtime Request for a Team Member – Select Employee

5. (**Note:** If creating requests for multiple employees, you will need to create a separate request for each employee.)
6. From the **Supervisor** drop-down menu, select the supervisor who will be approving the team member's request. (**Note:** ALOHA uses the same approval authorizations currently existing in ETAMS.)

Figure 19 – Create Overtime Request for a Team Member – Select Supervisor

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- Choose the type of overtime you are requesting from the **Type** drop-down list. (**Note:** if you are requesting more than one type of overtime for the same pay period, you must create a separate request for each type.)

The screenshot shows the 'Create Overtime Request' form. The 'Type' dropdown menu is open, displaying a list of overtime types: 10 - Regular Scheduled OT, 14 - Irregular Scheduled OT, 15 - Call Back OT, 17 - OT Rotating Shift, 13 - Comp Time Earned, 16 - Travel Comp Time Earned, 48 - Religious Comp Earned, and 36 - Credit Hours Earned. The 'Pay Period' dropdown is also visible, showing 'Select a pay period'.

Figure 20 – Create Overtime Request for a Team Member – Select Overtime Type

- From the **Pay Period** drop-down list, scroll to the appropriate pay period and click the one in which the employee's request pertains. (**Note:** You may choose only one pay period per request. If you are submitting requests for the same person for more than one pay period, you must create a separate request for each pay period.)

The screenshot shows the 'Create Overtime Request' form with the 'Pay Period' dropdown menu open. The dropdown displays a list of pay periods with their corresponding counts in parentheses: [22]: 10/07/2012 - 10/20/2012, [23]: 10/21/2012 - 11/03/2012, [24]: 11/04/2012 - 11/17/2012, [25]: 11/18/2012 - 12/01/2012, [26]: 12/02/2012 - 12/15/2012, 2011: [01]: 12/19/2010 - 01/01/2011, and [21]: 09/23/2012 - 10/06/2012. The 'Type' dropdown is set to 'Regular Scheduled OT'.

Figure 21 – Create Overtime Request for a Team Member – Select Pay Period

- (**Note:** The number in parentheses before the pay period indicates the number of the pay period for that calendar year, e.g., in the year 2012, the 01/15/2012 – 01/28/2012 pay period is the 3rd period of the year.)

2.2 Create an Overtime Request - Task & Effort Details

To complete the overtime request, the submitter will enter a description of the overtime task and estimate the amount of time to perform the work required. (**Note:** ALOHA allows you to submit multiple tasks for the same pay period for the same type of overtime.)

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For Employees, Timekeepers and Supervisor/Managers

1. In the **Task Description** area (Figure 22 – Create Overtime Request Task Details) you must provide a description of the task you, or the employee on whose behalf you are requesting, will be performing. (**Note:** Your organization may require additional task information beyond the description. The task description can accommodate up to 4,000 characters.)

The screenshot displays the 'Create Overtime Request' form within the ALOHA system. The form is titled 'Create Overtime Request' and includes a 'New Overtime Request' section with fields for Submitter, Supervisor, Employee, Pay Period, and Type. The 'Overtime Tasks' section shows a table with two tasks: 'Prepare Project Charter' (8.5 hours) and 'Prepare Concept of Operations Document' (7.0 hours), totaling 13.5 hours. A 'Submitter's Remarks' section is also present. The 'Available Actions' section includes 'Submit' and 'Quit' buttons. The footer contains links for Sitemap, Accessibility, and Contact Us.

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Create Overtime Request

New Overtime Request:

Submitter: [Redacted] Employee: [Redacted]
Supervisor: [Redacted] Pay Period: [09]: 04/08/2012 - 04/21/2012
Type: 10 - Regular Scheduled OT

Overtime Tasks:

Pay Period: [09]: 04/08/2012 - 04/21/2012

Task Description	Estimated Hours	Delete
Prepare Project Charter	8.5	X
Prepare Concept of Operations Document	7.0	X
Total Overtime Hours:		13.5

Add Task

Submitter's Remarks:

Available Actions:

Submit Quit

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Figure 22 – Create Overtime Request Task Details

2. If needed, add additional tasks by clicking the **Add Task** button. (**Note:** If you are requesting authorization to use earned comp time or credit hours, the **Task Description** is also mandatory; **Submitter Remarks** are optional.)
3. Next, enter the number of estimated hours to complete the task in the **Estimated Hours** column. Fractions of an hour must be entered in tenths of an hour. (See Section 2.3 Entering Time in ALOHA for instructions on entering minutes as tenths of an hour.)
4. You may delete a task by clicking the red **X** in the **Delete** column.
5. Add remarks, if needed.
6. Click **Submit** to forward the request for approval, or **Quit** if you wish to discard it and return to the **Home Page**.

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Figure 23 – Overtime Request Submission Confirmation

7. A **Confirmation** of your submitted request displays.

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Confirmation
Your Regular Scheduled OT Request for the 04/08/2012 - 04/21/2012 Pay Period has been submitted to [REDACTED] for review.

[Close](#)

My Overtime Requests

Pay Period	Type	Submitter	Employee	Status	Supervisor	Estimated Hours	Available Actions
07/01/2012 - 07/14/2012	15 - Call Back OT	[REDACTED]	[REDACTED]	Cancelled	[REDACTED]	21.2	View
04/08/2012 - 04/21/2012	10 - Regular Scheduled OT	[REDACTED]	[REDACTED]	Submitted	[REDACTED]	13.5	View Cancel
04/08/2012 - 04/21/2012	14 - Irregular Scheduled OT	[REDACTED]	[REDACTED]	Cancelled	[REDACTED]	12.5	View

Figure 24 – Create Overtime Request Confirmation

8. Close the message ribbon confirming the current request by clicking the **Close** link (Figure Figure 23 – Overtime Request Submission Confirmation).
9. The submission confirmation message disappears from the page, leaving a list of your overtime requests and their available actions. You may initiate any action from this page.
10. You and your supervisor will receive email notifications of your successful submission in your email inbox. Timekeepers and supervisors will also receive notification for requests they submitted on behalf of another employee. (**Note:** *The Overtime request actions may be selected without closing the confirmation banner.*)

ALOHA Overtime Request	Version: 0.3
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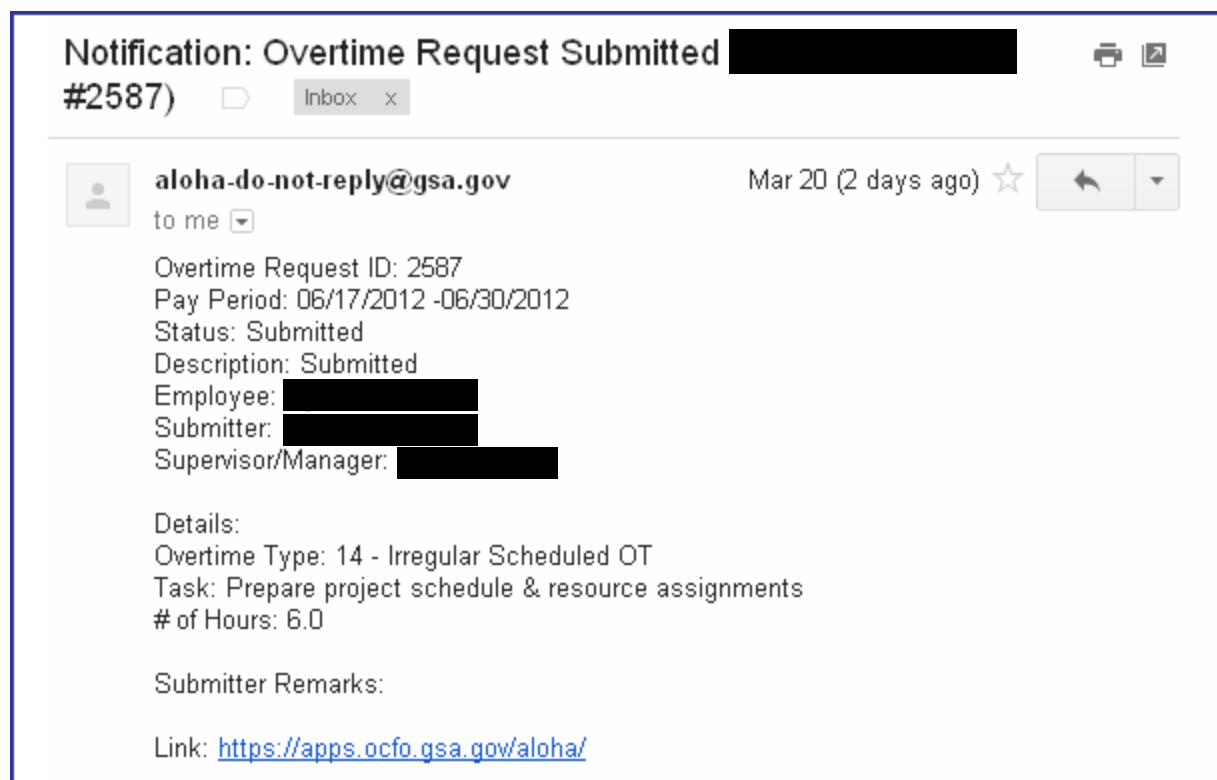


Figure 25 – Create Overtime Request Confirmation

- Click the **Create Another Request** link at the bottom of the page or click **Home** to return to the home page.

2.3 Entering Time in ALOHA

ALOHA leave and overtime requests are configured in hours and tenths of an hour (ten six minute segments comprise an hour). The tables that follow provide examples of conversions of minutes to tenths of an hour and actual time in minutes entered as leave in the ALOHA system's format:

To enter a portion of an hour, consider the following table:

Minutes	Tenths of an Hour
0 – 5	0
6 – 11	1
12 – 17	2
18 – 23	3
24 – 29	4
30 – 35	5
36 – 41	6
42 – 47	7
48 – 53	8

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Minutes	Tenths of an Hour
54 – 59	9

Examples:

Entry	Actual Time
0.7 or .7	42 – 47 minutes
3.0 or 3	3 hours
0.2 or .2	12 – 17 minutes
5.5	5 hours and 30 – 35 minutes
7.2	7 hours and 12 – 17 minutes
9.7	9 hours and 42 – 47 minutes
0.5 or .5	30 – 35 minutes

2.4 Submitting a Supplemental OT Request in the Same Pay Period

ALOHA OT will accept supplemental requests in a pay period from an employee or supervisor or timekeeper requesting on an employee's behalf. A supplemental request is *required* if an employee wishes to request additional overtime after an initial request for the *same* type, e.g., 10 – Regularly Scheduled OT, in the *same* pay period has been *approved* or *received* by the supervisor, or if the supervisor has already submitted requests for the pay period to the next level supervisor (for organizations requiring a multiple level OT approval workflow).

A supplemental request must also be created when the original request for the pay period (even if it is in submitted status) is a different *OT type* than the type to be requested, e.g., if the original request is for 10 – Regular Scheduled OT, to request 13 - Comp Time Earned in the same pay period, you must submit a supplemental request.

A supplemental OT request is created the same way as an original request, described in sections 2.1 and 2.2 above. The supervisor is notified of the request via email and may approve, deny or receive and submit it to an approving supervisor at another level, if multi-level approvals are required. Employees may also receive email notification, if an authorized person submits the request on their behalf.

2.5 View Overtime Requests

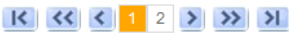
ALOHA provides employees and supervisor/managers acting on their behalf, a listing of current or past overtime requests. In addition to viewing, actions on the requests can be launched from this page depending on the request's current state. For example, a request in submitted status may be cancelled by the submitter, either the employee or a timekeeper or supervisor acting on the employee's behalf.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

For Employees

1. From the **Home Page**, select **View, Modify or Cancel My Overtime Requests** under the **My Requests** tab.
2. The **My Overtime Requests** page displays your submitted, cancelled, approved or denied requests.
3. You may sort your overtime requests ascending and descending by clicking on pay period, request ID, submitter, supervisor, status, or OT type at the top of the list. Click on the arrow displayed to reverse the sort.
4. To toggle between pages, click on the symbols on the lower left side of the list. The >| symbol will take you to the end of the list, the >> symbol will take you several pages toward the end of the list, and the > symbol will take you one page forward. The |< symbol will take you to the beginning of the list, the << symbol will take you several pages toward the beginning of the list, and the < symbol will take you one page back. You may also click on the page numbers between the symbols.
5. To increase or decrease the rows displayed per page, click on the + or – symbol on the lower right side of the list.
6. From the list, choose the request you wish to view, for example, the request submitted for the pay period 09/22/2013 – 10/05/2013 listed in Figure 20.
7. In the **Available Actions** column, click **View**.

My Overtime Requests							
Results 1-10 of 11 (Page 1 of 2)							
Pay Period 	Request ID	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
05/05/2013 - 05/18/2013	1259	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Irregular Scheduled OT	View
08/25/2013 - 09/07/2013	2159	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Credit Hours Earned	View Modify Cancel
08/25/2013 - 09/07/2013	2133	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Regular Scheduled OT	View Modify Cancel
09/08/2013 - 09/21/2013	2161	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Irregular Scheduled OT	View Modify Cancel
09/08/2013 - 09/21/2013	2135	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Irregular Scheduled OT	View Modify Cancel
09/22/2013 - 10/05/2013	2155	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Call Back OT	View Modify Cancel
10/06/2013 - 10/19/2013	2157	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Comp Time Earned	View Modify Cancel
11/03/2013 - 11/16/2013	2151	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Travel Comp Time Earned	View Modify Cancel
11/17/2013 - 11/30/2013	2153	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Regular Scheduled OT	View Modify Cancel
12/01/2013 - 12/14/2013	2163	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Regular Scheduled OT	View Modify Cancel






[Create a Request](#) [Home](#)

Figure 26 – View Your Overtime Requests

- The request you selected displays in its' original format. (**Note:** The unique request number at the top of the page is assigned by the ALOHA system at the time it is submitted. Also notice that the status of the request appears as "Submitted.")

ALOHA Overtime Request	Version: 0.3
	GSA 2013

[Help](#) | [Home](#) | [Preferences](#) | [Logout](#)

U.S. General Services Administration

Overtime Request #2155

Individual Overtime Request:

Submitter:	BDF R SUPERVISOR 1	Employee:	BDF R SUPERVISOR 1
Supervisor:	BDF SUPERVISOR 2	Pay Period:	09/22/2013 - 10/05/2013
Type:	15 - Call Back OT	Status:	Submitted

Submitter's Remarks:

- TESTING

Overtime Tasks:

Pay Period (09/22/2013 - 10/05/2013)	
Task Description	Estimated Hours
Testing	2
Total Overtime Hours:	2

Supervisor's Remarks:

- No remarks entered

Available Actions:

[Modify](#)
[Cancel](#)
[Return to List](#)
[Home](#)

Earned Balances:

BDF R SUPERVISOR 1

Type	Balance
Comp Time Earned	6
Credit Hours Earned	0

(Effective as of last pay period)

Request History:

Request #2155

Date	Action
08/26/2013	Indiv. OT Submission

Figure 27 – View Submitted Overtime Request

9. Also displayed in the **Request History** box at top right providing the date the request was created and the action taken on it, e.g., Individual OT (Overtime) Submission. (**Note:** Further actions taken on the request, e.g., received, approved, denied and/or cancelled, will also appear in the history.)
10. Click **Return to List** to select another request or **Home** to return to the **Home Page**.

For Timekeepers and Supervisors

If you are a timekeeper, you will be able to view overtime requests for the employees for whom you perform timekeeping functions in ETAMS.

1. From the **Home Page**, under the **My Team** options, select **View, Modify or Cancel Overtime Requests for a Team Member**.
2. The **My Team's Overtime Requests** page displays a list of requests you submitted for a team member.
3. You may sort your overtime requests ascending and descending by clicking on pay period, request ID, submitter, supervisor, status, or OT type at the top of the list. Click on the arrow displayed to reverse the sort

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- To toggle between pages, click on the symbols on the lower left side of the list. The >| symbol will take you to the end of the list, the >> symbol will take you several pages toward the end of the list, and the > symbol will take you one page forward. The |< symbol will take you to the beginning of the list, the << symbol will take you several pages toward the beginning of the list, and the < symbol will take you one page back. You may also click on the page numbers between the symbols.
- To increase or decrease the rows displayed per page, click on the + or – symbol on the lower right side of the list.

My Team's Overtime Requests							
Results 1-10 of 79 (Page 1 of 8)							
Pay Period	Request ID	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
01/01/2012 - 01/14/2012	1319	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Regular Scheduled OT	View
02/10/2013 - 02/23/2013	1097	BDF N TESTER013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Regular Scheduled OT	View
02/10/2013 - 02/23/2013	1099	BDF N TESTER013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Regular Scheduled OT	View
02/10/2013 - 02/23/2013	1133	BDF TESTER018	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Credit Hours Earned	View
02/10/2013 - 02/23/2013	1125	BDF N TESTER013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Regular Scheduled OT	View
02/10/2013 - 02/23/2013	1135	BDF N TESTER013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Denied	Regular Scheduled OT	View
02/10/2013 - 02/23/2013	1137	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Comp Time Earned	View
02/10/2013 - 02/23/2013	1123	BDF TESTER018	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Irregular Scheduled OT	View
02/10/2013 - 02/23/2013	1101	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Credit Hours Earned	View
02/10/2013 - 02/23/2013	1093	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Denied	Irregular Scheduled OT	View
« << < 1 2 > >> » ← + -							

Figure 28 – Manage Overtime Request

- To view the request you wish to review, click **View** in the **Available Actions** column.
- (Note: Actions available for each request displayed vary according to the status of the request. For example, a request with a “Cancelled” status can only be viewed.)**
- The original request displays.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Overtime Request #6614

Individual Overtime Request:

Submitter:	BDFTESTER011 A TEAMCOORD1	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Cancelled

Submitter's Remarks:

- Cancelling Received Request

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)	
Task Description	Estimated Hours
ALOHA OT - Release 2: Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Remarks:

- No remarks entered

Available Actions:

[Return to List](#) [Home](#)

Earned Balances:

BDFTESTER017 G
EMPLOYEE5

Type	Balance
Comp Time Earned	0
Credit Hours Earned	0

(Effective as of last pay period)

Request History:

Request #6614

Date	Action
01/14/2013	Indiv. OT Submission
01/15/2013	Indiv. OT Request Received
01/15/2013	Indiv. OT Request Cancelled

Figure 29 – Manage Overtime Request

9. Note in the **Available Actions** at the bottom that you are unable to take any action on the request.
10. Click **Return to List** below the **Available Actions** at the bottom of the page to view other requests or **Home** to return to the **Home Page**.

2.6 View Remarks - Past OT Requests

ALOHA OT tracks and displays comments made by all parties requesting, receiving, submitting and making changes to an individual OT request as it moves to approval (**Note:** An approved request may also be cancelled.)

For Employees

1. From the **Home Page**, under the **My Requests** tab, select **View**, **Modify** or **Cancel My Overtime Requests**.
2. From the list of overtime requests, locate the one you wish to review and click **View** in the **Available Actions** column.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Overtime Request #7304

Individual Overtime Request:

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Approved

Submitter's Remarks:

- More testing for cancel functions - all statuses.

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2 (testing cancel function)	7.5
Total Overtime Hours:	7.5

Supervisor's Remarks:

- Adding more time to re-test a few modify functions.
- Adding more time to test finalize.

Available Actions:

[Cancel](#)
[Return to List](#)
[Home](#)

Figure 30 – Select My Overtime Request from List

3. The original request details and submitter/supervisor remarks are shown. (**Note:** *If your organization requires a multi-level approval process, your request may display comments from more than one supervisor.*)
4. Select **Return to List** at the bottom of the page if you wish to view other requests or **Home**.

For Timekeepers

To view remarks from the employee and/or other parties acting on or making changes to an OT request:

1. From the **Home Page**, under the **My Team** tab, select **View, Modify** or **Cancel Requests for a Team Member**.
2. From the list of overtime requests displayed, select the one you wish to review and click **View** in the **Available Actions** column.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Submitter's Remarks:

- More testing for cancel functions - all statuses.

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)	
Task Description	Estimated Hours
ALOHA OT - Release 2 (testing cancel function)	7.5
Total Overtime Hours:	7.5

Supervisor's Remarks:

- Adding more time to re-test a few modify functions.
- Adding more time to test finalize.

Available Actions:

[Cancel](#)
[Return to List](#)
[Home](#)

Figure 31 – View Submitter & Supervisor Remarks on Request for a Team Member

3. The original request details and submitter/supervisor's remarks are shown. (**Note:** *If your organization requires a multi-level approval process, your request may display comments from more than one supervisor.*)
4. Select **Return to List** at the bottom of the page if you wish to review other requests or **Home**.

For Supervisors

To view remarks from the employee and/or other parties acting on or making changes to an OT request:

1. From the **Home Page**, under the **Management** tab, select **Manage Overtime Requests**.
2. On the Manage Overtime Requests page, select **Individual Requests** and the status of the request you wish to view (in this example, **Denied**).
3. You may sort your individual overtime requests ascending and descending by clicking on pay period, request ID, submitter, supervisor, status, or OT type at the top of the list. Click on the column name or the arrow displayed to reverse the sort.
4. To toggle between pages, click on the symbols on the lower left side of the list. The >| symbol will take you to the end of the list, the >> symbol will take you several pages toward the end of the list, and the > symbol will take you one page forward. The |< symbol will take you to the beginning of the list, the << symbol will take you several pages toward the beginning of the list, and the < symbol will take you one page back. You may also click on the page numbers between the symbols.
5. To increase or decrease the rows displayed per page, click on the + or – symbol on the lower right side of the list.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Overtime Request #7306

Individual Overtime Request:

Submitter:	BDFTESTER011 A TEAMCOORD1	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER010 X AREACORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	36 - Credit Hours Earned	Status:	Denied

Submitter's Remarks:

- Earning Credit Hours to use afternoon of 1/25.

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA Release 2 - Testing	4
Total Overtime Hours:	4

Supervisor's Remarks:

- Please select another day.

Available Actions:

[Return to List](#) [Home](#)

Figure 33 – View Submitter & Supervisor Remarks on Request from Team Member

7. The original request details and remarks are shown.
8. Select **Return to List** at the bottom of the page to review other requests or **Home**.

2.7 Modify, Add or Remove Tasks on Individual Overtime Request – Submitted Status

ALOHA permits employees to make task and effort modifications to an overtime request in submitted status, before further action has been taken on it. It is also possible to *add* tasks/hours to a request in submitted status as long as they are for the *same type* of overtime in the *same pay period*, e.g., Regular Overtime. (**Note:** *If requesting a different type of overtime in the same pay period, e.g., Comp Time Earned or irregular Overtime, you must submit a new request.*)

It is important to note that when the request is in submitted status, changes can *only* be made by the submitter of the original request, (i.e., the employee or timekeeper or supervisor submitting on the employee's behalf).

For employees and timekeepers or supervisors submitting on an employee's behalf

1. From the **Home Page**, under the **My Team** tab, select **View, Modify** or **Cancel Overtime Requests for a Team Member**. (Employees will select **View, Modify** or **Cancel My Overtime Requests** under the **My Requests** tab.)
2. A list of overtime requests you created is displayed.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

My Team's Overtime Requests							
Results 1-10 of 84 (Page 1 of 9)							
Pay Period	Request ID	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
09/08/2013 - 09/21/2013	2121	BDF TESTER012	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Regular Scheduled OT	View Modify Cancel
09/08/2013 - 09/21/2013	2125	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Call Back OT	View Modify Cancel

Figure 34 – Select Overtime Request You Submitted on Behalf of a Team Member

3. Select the request you wish to modify by clicking **Modify** in the **Available Actions** column.
4. The **Modify Request** page displays.

Modify Overtime Request			
Individual Overtime Request #2121			
Submitter:	BDF R SUPERVISOR 1	Employee:	BDF TESTER012
Supervisor:	BDF R SUPERVISOR 1	Pay Period:	09/08/2013 - 09/21/2013
Type:	10 - Regular Scheduled OT	Status:	Submitted
Submitter's Prior Remarks:			
TESTING			
Overtime Tasks:			
<i>To Modify: Click in Task Description or Estimated Hours to modify a task</i>			
Task Description		Estimated Hours	
ALOHA OT Enhancement		2	
Supervisor's Prior Remarks:			
No remarks entered			
Submitter's Modification Remarks:			
Available Actions:			
Modify Discard			

Figure 35 – Modify Overtime Request Page

ALOHA Overtime Request	Version: 0.3
	GSA 2013

5. Move the cursor to the row of the task you wish to modify. The row will turn green.
6. Click in the row and after a slight pause, symbols for cancelling (blue arrow), saving (green check mark) or deleting (X) the row appear.

Task Description	Estimated Hours	
ALOHA OT Enhancement	2	  

Figure 36 – Change Task Description and/or Estimated Hours

7. Place the cursor in the **Task Description** or **Estimated Hours** field. The row highlights in orange and will accept your changes.
8. **YOU MUST SAVE YOUR CHANGES BY CLICKING THE GREEN CHECKMARK ICON AT THE END OF THE ROW.**
9. The change to the example above is reflected below.

Task Description	Estimated Hours	
ALOHA OT Enhancement	5	  

Figure 37 – Estimated Hours Changed

10. To *add* a task and corresponding estimated hours, click the green button to the right of the **Estimated Hours** column. A new row appears.

Task Description	Estimated Hours	
		
ALOHA OT Enhancement	5	  

Figure 38 – Add a New Task and Estimated Hours

11. On the new row, input the task and hours information.

Task Description	Estimated Hours	
Update ALOHA Overtime Users Guide	4	  
ALOHA OT Enhancement	5	

Figure 39 – Add a New Task and Estimated Hours

ALOHA Overtime Request	Version: 0.3
	GSA 2013

12. YOU MUST SAVE YOUR CHANGES BY CLICKING THE GREEN CHECK MARK ICON AT THE END OF THE ROW.

13. Click the **Return to List** link if you wish to view or modify other requests or **Home** to return to the menu selection page.
14. To remove a task and accompanying hours from a request, click the red **X** at the end of the row.

Task Description	Estimated Hours	
Update ALOHA Overtime Users Guide	4	  
ALOHA OT Enhancement	5	  



Figure 40 – Delete Task from Overtime Request

15. The deleted row is removed from the list of **Overtime Tasks**, leaving only one task on the request.

Task Description	Estimated Hours	
Update ALOHA Overtime Users Guide	4	  

Figure 41 – Task Deleted from Overtime Request

16. **(Note: If deleting the task would cause no tasks to remain on the request, a system message will recommend that the user cancel the request.)**

Available Actions:
Modify Discard

Figure 42 – Submit or Discard Changes to Submitted Overtime Request

17. Click the **Modify** button at the bottom of the page to submit your updates or **Discard** to nullify the changes, leaving the original request intact.
18. An on-screen confirmation message acknowledges that the request has been modified.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Pay Period	Request ID	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
09/08/2013 - 09/21/2013	1537	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Irregular Scheduled OT	View
09/08/2013 - 09/21/2013	1539	BDF TESTER018	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Irregular Scheduled OT	View
09/08/2013 - 09/21/2013	1541	BDF TESTER018	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Irregular Scheduled OT	View
09/08/2013 - 09/21/2013	1543	BDF N TESTER013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Cancelled	Irregular Scheduled OT	View
09/08/2013 - 09/21/2013	2121	BDF TESTER012	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Resubmitted	Regular Scheduled OT	View Modify Cancel

Figure 43 – Request Status Changes from *Submitted* to *Resubmitted*

19. The status of the request changes from *Submitted* to *Resubmitted*.
20. Click the **Return to List** link at the bottom of the page, if you wish to view or modify other requests, or **Home** to return to the menu selection page

2.8 Cancel Individual Overtime Request – Submitted Status

In ALOHA, employees and timekeepers and supervisors submitting requests on behalf of employees, may cancel requests in *submitted* status, i.e., waiting for approval; requests they submitted that have been received (in received status) or approved (in approved status). It is important to note that a cancelled request is final – no further actions are available.

(Note: This is different from ALOHA Leave Request, where employees or timekeepers or supervisors submitting on their behalf, may only cancel requests in submitted status.)

Cancel Submitted Request – Employees

1. For an employee wishing to cancel a request you submitted, from the **Home Page**, click **View, Modify or Cancel My Overtime Requests** under the **My Requests** tab.
2. A list of overtime requests you submitted displays.

My Overtime Requests							
Results 1-10 of 11 (Page 1 of 2)							
Pay Period	Request ID	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
12/01/2013 - 12/14/2013	2163	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Regular Scheduled OT	View Modify Cancel
11/17/2013 - 11/30/2013	2153	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	Submitted	Regular Scheduled OT	View Modify Cancel

Figure 44 – My Overtime Request List

ALOHA Overtime Request	Version: 0.3
	GSA 2013

3. Locate the request you wish to cancel and click **Cancel** in the **Available Actions** column.
4. The **Cancel Overtime Request** page displays the original request (in *Submitted* status).

Cancel Overtime Request

Individual Overtime Request #2163

Submitter:	BDF R SUPERVISOR 1	Employee:	BDF R SUPERVISOR 1
Supervisor:	BDF SUPERVISOR 2	Pay Period:	12/01/2013 - 12/14/2013
Type:	10 - Regular Scheduled OT	Status:	Submitted

Submitter's Prior Remarks:

- TESTING

Overtime Tasks:

Pay Period (12/01/2013 - 12/14/2013)

Task Description	Estimated Hours
TESTING	3
Total Overtime Hours:	3

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Figure 45 – Cancel Overtime Request

5. Add (optional) **Request Cancellation Remarks**, if needed for clarification or as required by your organization.
6. Click **Confirm** at the bottom of the page. ALOHA changes your request from “Submitted” to “Cancelled” status.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Confirmation:

Regular Scheduled OT Request for Employee BDF R SUPERVISOR 1's for the 12/01/2013 - 12/14/2013 Pay Period has been Cancelled.

[Close](#)

Figure 46 – Cancel Overtime Request Confirmation Message

7. A Confirmation message displays advising you of the cancellation of your request.
8. Click **Close** to close the message banner.
9. If you wish to take action on other requests, initiate the action from the requests' list.
10. If you decide not to cancel the request, click **Discard** and return to the **Home Page**. The request remains in *Submitted* status.

Cancel Submitted Request - Timekeepers and Supervisors Submitting on Behalf of Employees

1. From the **Home Page**, click **View, Modify or Cancel Overtime Requests for a Team Member** under the **My Team** tab.
2. A list of overtime requests you submitted for a team member displays.

My Team's Overtime Requests							
Results 1-10 of 84 (Page 1 of 9)							
Pay Period	Request ID	Employee	Submitter	Supervisor	Status ▾	OT Type	Available Actions
09/08/2013 - 09/21/2013	2125	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Call Back OT	View Modify Cancel
09/08/2013 - 09/21/2013	2123	BDF TESTER014	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Regular Scheduled OT	View Modify Cancel

Figure 47 – View My Team's Overtime Requests

3. Locate the request you wish to cancel and click **Cancel** in the **Available Actions** column.
4. The **Cancel Overtime Request** page displays the original request in *Submitted* Status.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Cancel Overtime Request

Individual Overtime Request #2125

Submitter:	BDF R SUPERVISOR 1	Employee:	BDF TESTER015
Supervisor:	BDF R SUPERVISOR 1	Pay Period:	09/08/2013 - 09/21/2013
Type:	15 - Call Back OT	Status:	Submitted

Submitter's Prior Remarks:

- TESTING

Overtime Tasks:

Pay Period (09/08/2013 - 09/21/2013)

Task Description	Estimated Hours
ALOHA Testing	2
Total Overtime Hours:	2

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Figure 48 –Cancel Overtime Request for a Team Member

5. Add (optional) **Request Cancellation Remarks**, if needed for clarification, or required by your organization.
6. Click **Confirm** at the bottom of the page. ALOHA changes your request from “Submitted” to “Cancelled” status.

Confirmation:
 Call Back OT Request for Employee BDF TESTER015's for the 09/08/2013 - 09/21/2013 Pay Period has been Cancelled.

[Close](#)

Figure 49 – Cancelled Overtime Request Confirmation

ALOHA Overtime Request	Version: 0.3
	GSA 2013

7. A **Confirmation** message advises you of the cancellation of the request. Click **Close** if you wish to remove the message banner.
8. If you decide not to cancel the request, click **Discard** and return to the **Home Page**. The request remains in *Submitted* status.

2.9 Cancel Individual Overtime Request – Received Status

In ALOHA, employees and timekeepers and supervisors who submitted requests on an employee's behalf, may cancel requests in *received* status, i.e., waiting for approval. (**Note:** a *cancelled request is final – no further actions are available in ALOHA other than viewing the cancelled request*).

Cancel Received Request – Employees

1. For an employee wishing to cancel a received request, from the **Home Page**, click **View, Modify or Cancel My Overtime Requests** under the **My Requests** tab.
2. The **My Overtime Requests** page displays.
3. Locate the request you wish to cancel in *Received* status.
4. Add (optional) remarks.

Individual Overtime Request #10009586

Submitter:		Employee:	
Supervisor:		Pay Period:	08/21/2016 - 09/03/2016
Type:	10 - Regular Scheduled OT	Status:	Received

Submitter's Prior Remarks:

- TESTING

Overtime Tasks:

Pay Period (08/21/2016 - 09/03/2016)	
Task Description	Estimated Hours
testing XYZ	2
Total Overtime Hours:	2

Supervisor's Prior Remarks:

- TESTING

Request Cancellation Remarks:

Available Actions:

Confirm
Discard

Figure 50 – Cancel Overtime Request – Received Status

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- Click **Confirm** to remove your request or **Discard** to leave the original request intact.
- The cancellation is confirmed on the message banner at the top of the **My Overtime Requests** page.

Confirmation:

Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/13/2013 - 01/26/2013 Pay Period has been Cancelled.

[Close](#)

Figure 51 – Cancel Received Overtime Request – Confirmation

- Email notification of the cancelled request is sent to the supervisor. The employee receives a confirmation of the cancelled request.

Cancel Received Request – Timekeeper or Supervisor

- From the **Home Page**, click **View, Modify or Cancel Overtime Requests** for a **Team Member** under the **My Team** tab.
- The **My Team's Overtime Requests** page displays.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Cancel Overtime Request

Individual Overtime Request #2123

Submitter: BDF R SUPERVISOR 1	Employee: BDF TESTER014
Supervisor: BDF R SUPERVISOR 1	Pay Period: 09/08/2013 - 09/21/2013
Type: 10 - Regular Scheduled OT	Status: Received

Submitter's Prior Remarks:

- TESTING

Overtime Tasks:

Pay Period (09/08/2013 - 09/21/2013)

Task Description	Estimated Hours
ALOHA OT Changes	3
Total Overtime Hours:	3

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Figure 52 – Cancel Overtime Request for a Team Member

3. Locate the request you wish to cancel and click **Cancel**.
4. The overtime request in received status displays. Click **Confirm** to cancel the request or **Discard** to leave the original request intact.
5. The request cancellation is confirmed via on-screen message. Click **Close** to remove it.

Confirmation:
 Regular Scheduled OT Request for Employee BDF TESTER014's for the 09/08/2013 - 09/21/2013 Pay Period has been Cancelled.

[Close](#)

Figure 53 – Cancel Overtime Request for a Team Member – Confirmation

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- Email notification of the cancelled request is sent to the employee on whose behalf it was submitted and to the submitter of the overtime request. The employee's supervisor also receives an email notification.

2.10 Cancel Individual Overtime Request – Approved Status

In ALOHA, employees and timekeepers and supervisors who submitted requests on an employee's behalf, may cancel requests that have been approved. (**Note:** It is important to note that once the approved request is cancelled, no further actions are available, other than viewing it.)

Cancel an Approved Request – Employees

- To cancel a request in **Approved** status, from the **Home Page**, click **View, Cancel or Modify My Overtime Requests** under the **My Requests** tab.

My Overtime Requests						
Results 1-5 of 5 (Page 1 of 1)						
Pay Period	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
01/13/2013 - 01/26/2013	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Submitted	Regular Scheduled OT	View Modify Cancel
01/13/2013 - 01/26/2013	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Received	Regular Scheduled OT	View Cancel
01/13/2013 - 01/26/2013	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Approved	Regular Scheduled OT	View Cancel

Figure 54 – Select Approved Overtime Request to Cancel

- A list of overtime requests you submitted displays.
- Locate the **Approved** request you wish to cancel and click **Cancel** in the **Available Actions** column.
- The **Cancel Overtime Request** page displays the original request in “**Approved**” status.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Cancel Overtime Request

Individual Overtime Request #6704

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Approved

Submitter's Prior Remarks:

- No remarks entered

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2: Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Cancel
Discard

Figure 55 – Cancel Approved Overtime Request

5. Add (optional) **Request Cancellation Remarks**, if needed.
6. Click **Cancel** at the bottom of the page.
7. The cancellation **Confirmation** message displays at the bottom of the page.
8. Click **Close** to close the message ribbon.
9. Email notification of the cancelled request is sent to the supervisor.
10. ALOHA changes the request from **Approved** to **Cancelled** status. (**Note:** A request in **Cancelled** status is in a final state and can only be **Viewed**.)
11. You may initiate other searches and request actions from the **My Requests** page or return to the **Home Page** by clicking Home.

Cancel an Approved Request –Timekeepers & Supervisors Submitting on Behalf of an Employee

1. To cancel a team member's request in **Approved** status, from the **Home Page**, click **View, Cancel or Modify Overtime Requests for a Team Member** under the **My Team's Overtime Requests** tab.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

My Team's Overtime Requests						
Results 1-10 of 54 (Page 1 of 6)						
Pay Period	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
01/13/2013 - 01/26/2013	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	BDFTESTER011 A TEAMCOORD1	Approved	Regular Scheduled OT	View Cancel
01/13/2013 - 01/26/2013	BDFTESTER016 H EMPLOYEE6	BDFTESTER011 A TEAMCOORD1	BDFTESTER011 A TEAMCOORD1	Cancelled	OT Rotating Shift	View
01/13/2013 - 01/26/2013	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	BDFTESTER011 A TEAMCOORD1	Cancelled	Call Back OT	View

Figure 56 – Cancel Overtime Request for a Team Member

2. A list of overtime requests you submitted for team members displays.
3. Locate the **Approved** request you wish to cancel and click **Cancel** in the **Available Actions** column.
4. The **Cancel Overtime Request** page displays the original request with a status of **Approved**.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Cancel Overtime Request

Individual Overtime Request #6704

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Approved

Submitter's Prior Remarks:

- No remarks entered

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2: Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Cancel
Discard

Figure 57 – Cancel Overtime Request for a Team Member

5. Add (optional) **Request Cancellation Remarks**.
6. Click **Cancel** at the bottom of the page.
7. The on-screen **Confirmation** message acknowledges the cancellation. Click **Close** to remove the banner.
8. Email notification of the request cancellation will be sent to the supervisor and the employee.
9. ALOHA changes the request's status from *Approved* to *Cancelled*. (**Note:** A request in *Cancelled* status is in a final state and is only viewable in the future.)
10. You may initiate other searches and request actions from this page or return to the **Home Page** by clicking **Home**.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Managing Your Team's Overtime Requests

In addition to completing their own overtime requests the same as other employees, supervisors receive, approve, deny or cancel requests from employees for whom they have supervisory or management responsibilities, as defined by their ETAMS' authorizations. **(Note: The supervisor/employee relationship established in ETAMS automatically flows to ALOHA).**

It is important to note that *only requests* in **Submitted**, **Received** or **Approved** status are actionable. Requests in **Denied** and **Cancelled** status are final and only viewable.

3.1 View My Team's Requests

ALOHA provides supervisors the ability to view submitted requests yet to be received, approved or denied and those on which they've previously acted.

1. To view your team's requests, from the **Management** tab on the **Home Page**, select **Manage Overtime Requests**.

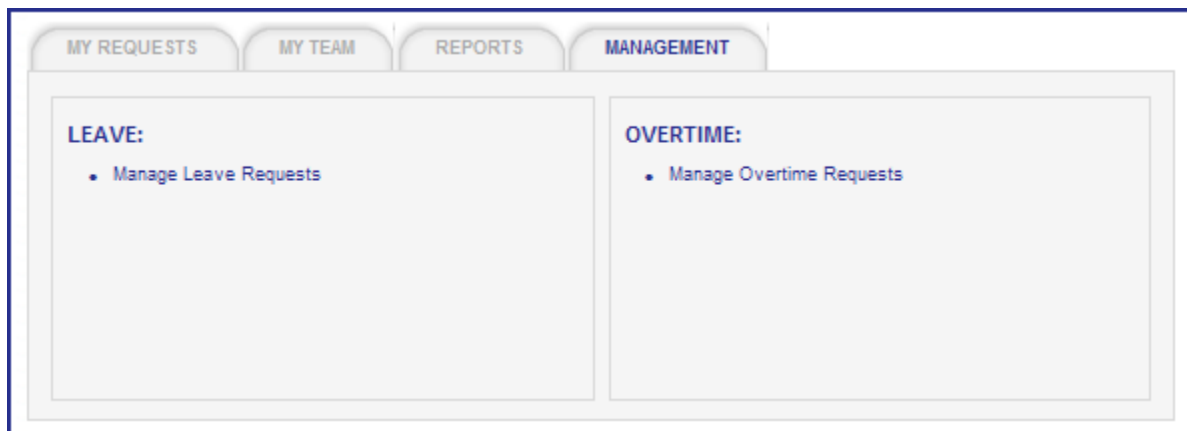


Figure 58 – ALOHA Home Page – Management Menu Selections

2. The **Manage Overtime Requests** page displays.

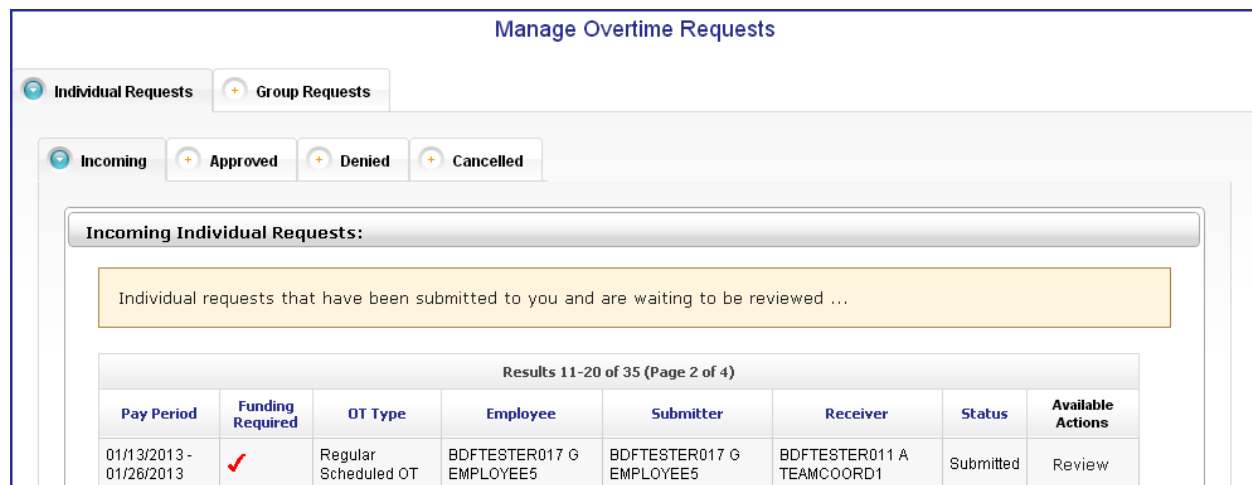


Figure 59 – Manage Overtime Requests – View Details

ALOHA Overtime Request	Version: 0.3
	GSA 2013

3. You may view *individual* team members' requests or requests consolidated in a *group* by clicking the **Individual Requests** or **Group Requests** tab.
4. Next, select the requests you wish to view or take action on by clicking the status category: **Incoming**, **Approved**, **Denied** or **Cancelled**.

Manage Overtime Requests

Individual Requests + Group Requests

Incoming + Approved + Denied + Cancelled

Incoming Individual Requests:

Individual requests that have been submitted to you and are waiting to be reviewed ...

Results 11-20 of 35 (Page 2 of 4)

Pay Period	Funding Required	OT Type	Employee	Submitter	Receiver	Status	Available Actions
01/13/2013 - 01/26/2013	✓	Comp Time Earned	BDFTESTER013 D EMPLOYEE2	BDFTESTER011 A TEAMCOORD1	BDFTESTER011 A TEAMCOORD1	Submitted	Review
01/13/2013 - 01/26/2013	✓	OT Rotating Shift	BDFTESTER016 H EMPLOYEE6	BDFTESTER011 A TEAMCOORD1	BDFTESTER011 A TEAMCOORD1	Submitted	Review
01/13/2013 - 01/26/2013	✓	Regular Scheduled OT	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Submitted	Review

Home

Figure 60 – Manage Overtime Requests – Select Viewing Criteria

5. The following sections address individual and group overtime request actions available to supervisors in each of the categories.

3.2 Review Incoming Overtime Requests in Submitted Status – First-Line Supervisors

To review your team members' submitted overtime requests

1. From the **Manage Overtime Requests** page, locate and review individual and group overtime requests on which you wish to take action.
2. Click **Review** in the **Available Actions** column.
3. The **Review Overtime Request – Individual Overtime Request** page displays details of the submitted request.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Review Overtime Request

Individual Overtime Request #6616

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Submitted

Submitter's Prior Remarks:

- Testing modifying received requests.

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2: Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Prior Remarks:

- No remarks entered

Supervisor's Remarks:

Available Actions:

FUNDING REQUIRED

Approve

Receive

Deny

Modify

Discard

Figure 61 – Review Overtime Request Page – First-Line Supervisor

4. The **Review Overtime Request** page has two different looks for first-line supervisors, based upon the type of overtime requested. Since Regular Overtime may be *received* in addition to *approved*, *denied* and *modified*, the **Review Request** page above contains the *receive* button under the **Available Actions**. If Credit Hours Earned, Call Back Overtime, Travel Comp Time Earned or Religious Comp Earned is requested, since funding approval is not required, the **Review Request** page does *not* display the *receive* action or “FUNDING REQUIRED” reminder (see below.) (**Note:** Appendix B has more information about overtime types in single / multi-level approvals.)

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Available Actions:

Figure 62 – Review Overtime Request Page– Single Level Approver Actions

- To close without taking any action on the request, click **Discard** to return to the **Manage Overtime Requests** page. The request will remain intact.
- The following sections discuss receiving, modifying and approving (or denying) requests.

3.3 Modify, Add or Remove Tasks on Individual Request – Submitted Status

Supervisors and managers may *modify* overtime requests in *submitted* status that have been submitted to them by an employee or a timekeeper or supervisor submitting on the employee's behalf.

- From the **Home Page**, under the **Management** tab, select **Manage Overtime Requests**.
- On the **Manage Overtime Requests** page, select the **Incoming** requests under the **Individual Requests** tab.
- The incoming individual requests list may be sorted by pay period, funding required, request ID, overtime type, employee, submitter, receiver, and status by clicking on the column headings. To reverse the sort, click on the column name or the arrow next to the column name.
- To increase or decrease the rows displayed per page, click on the + or – symbol on the lower right side of the list.

Manage Overtime Requests

Individual Requests Group Requests

Incoming Approved Denied Cancelled

Incoming Individual Requests:

Individual requests that have been submitted to you and are waiting to be reviewed ...

Results 1-2 of 2 (Page 1 of 1)

Pay Period	Funding Required	Request ID	OT Type	Employee	Submitter	Receiver	Status	Available Actions
10/20/2013 - 11/02/2013	✓	2233	Irregular Scheduled OT	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Review
09/22/2013 - 10/05/2013	✓	2221	Irregular Scheduled OT	BDF TESTER014	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Modified by Supervisor	Review

Figure 63 – Submitted OT Request in Pending Group Requests

- From the list of **Incoming** (submitted) requests, locate the request you wish to modify and select **Review** in the **Available Actions** column.
- The **Review Overtime Request** page displays.
- Note that this page has a different look in the **Available Actions** section, depending on the type of overtime requested. For example, if Regular Overtime or Irregular Overtime is selected, the funding required reminder is shown on the **Approve** button; if Credit Hours Earned is selected, no reminder is provided since funding is not involved. (See Appendix B for more information on overtime types and approvals in ALOHA.)

Available Actions:

FUNDING REQUIRED

Approve Receive Deny Modify Discard

Figure 64 –Modify Overtime Request Selections – OT Type Requiring Funding Page

Available Actions:

Approve Deny Modify Discard

Figure 65 –Modify Overtime Request Selections – OT Type Not Requiring Funding Page

- Click **Modify** under **Available Actions** to display the **Modify Overtime Request** page.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

ModifyOvertime Request

Individual Overtime Request #6664

Submitter: BDFTESTER017 G EMPLOYEE5	Employee: BDFTESTER017 G EMPLOYEE5
Supervisor: BDFTESTER011 A TEAMCOORD1	Pay Period: 01/13/2013 - 01/26/2013
Type: 10 - Regular Scheduled OT	Status: Submitted

Overtime Tasks:

Task Description	Estimated Hours	
Testing modifying received requests	4	

Supervisor's Modification Remarks:

Available Actions:

Figure 66 – Modify Overtime Request Page

9. On the **Modify Overtime Request** page, move the cursor to the row of the task you wish to modify. The selected row will turn green.

Overtime Tasks:

Task Description	Estimated Hours	
Testing modifying received requests	4	

Testing modifying received requests

Figure 67 – Selecting Row to Modify

10. Click in the row. After a slight pause, symbols for cancelling your changes (blue arrow), saving them (green check mark) or deleting (X) the entire row appear.

Overtime Tasks:

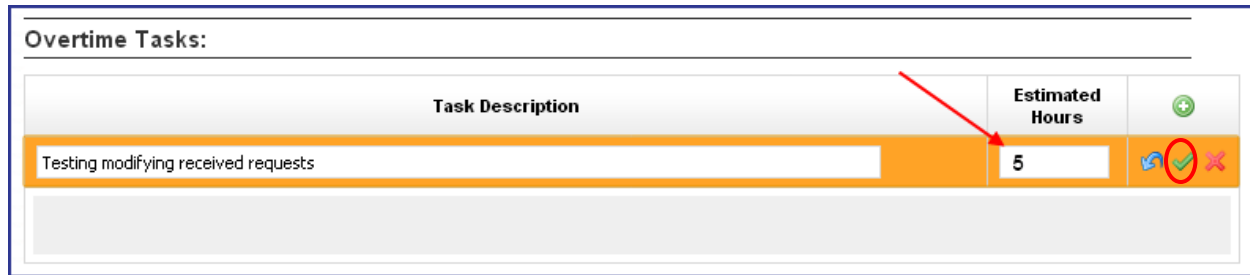
Task Description	Estimated Hours	
Testing modifying received requests	4	

undefined

Figure 68 – Modify Symbols Display

11. Move your cursor to the column you wish to change (**Task Description** or **Estimated Hours**). The row highlighted in orange will accept your changes.

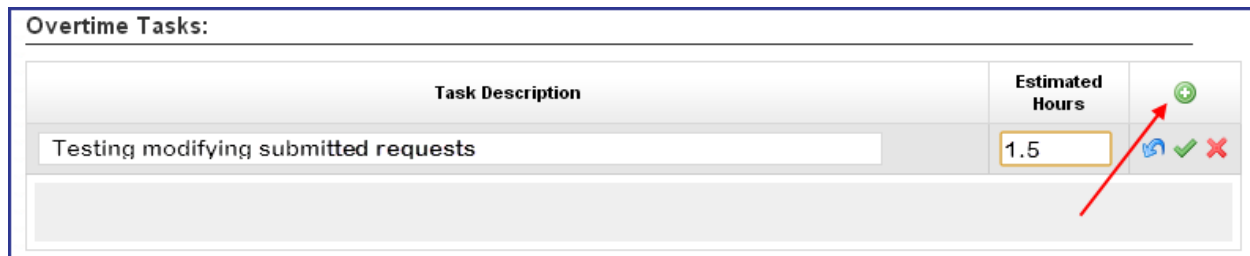
ALOHA Overtime Request	Version: 0.3
	GSA 2013



Task Description	Estimated Hours	
Testing modifying received requests	5	  

Figure 69 – Input Changes to Task

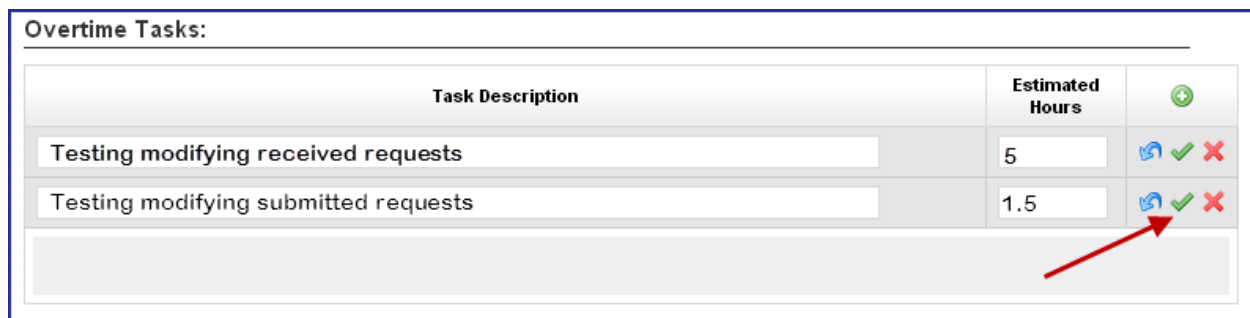
12. After finishing your changes, **Save** them by clicking the green check mark at the end of the row. **YOU MUST SAVE YOUR CHANGES HERE FOR THEM TO TAKE EFFECT.**
13. To **add** a task and corresponding estimated hours, click the green button to the right of the **Estimated Hours** column. A new row appears.



Task Description	Estimated Hours	
Testing modifying submitted requests	1.5	   

Figure 70 – Add New Task

14. In the new row, complete the task and hours information.



Task Description	Estimated Hours	
Testing modifying received requests	5	  
Testing modifying submitted requests	1.5	  

Figure 71 – Complete New Task Details

15. **Save** your updates by clicking the green check mark at the end of the row.
16. Click the **Modify** button at the bottom of the page to submit your updates or **Discard** to nullify the changes, leaving the original request intact.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Available Actions:

Modify

Discard

Figure 72 – Submit Request Changes

17. To remove a task and accompanying hours from a request, click the red **X** at the end of the row.

Overtime Tasks:

Task Description	Estimated Hours	
Testing modifying received requests	5	  
Testing modifying submitted requests	1.5	  

Figure 73 – Selecting Row to Modify

18. **Save** your changes by clicking the green check mark at the end of the row.

19. The deleted row is removed from the list of **Overtime Tasks**.

Overtime Tasks:

Task Description	Estimated Hours	
Testing modifying received requests	5	  

Figure 74 – Selecting Row to Modify

20. Click the **Modify** button at the bottom of the page to submit your updates or **Discard** to nullify the changes, leaving the original request intact.

Available Actions:

Modify

Discard

Figure 75 – Submit Request Changes

21. The status of the requests changes from *Submitted* to *Modified by Supervisor*.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

3.4 Approve Individual Overtime Request – Submitted Status

ALOHA supports overtime approvals by first-line managers, and if business rules require, multi-level approvals, e.g., first line supervisor receives and submits requests to second-line supervisor; second-line supervisor receives requests and submits group requests for approval (workflow continues until approving official finalizes OT group request). *This section addresses approvals by first-line supervisors only.*

1. To approve an overtime request, click the **Management** tab on the **Home Page** and select **Manage Overtime Requests**.
2. The **Manage Overtime Requests** selection page displays.
3. The incoming individual requests list may be sorted by pay period, funding required, request ID, overtime type, employee, submitter, receiver, and status by clicking on the column headings. To reverse the sort, click on the column name or the arrow next to the column name.

Results 1-9 of 9 (Page 1 of 1)							
Pay Period	Funding Required	OT Type	Employee	Submitter	Receiver	Status	Available Actions
01/13/2013 - 01/26/2013	✓	Regular Scheduled OT	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Modified by Supervisor	Review
01/13/2013 - 01/26/2013	✓	Regular Scheduled OT	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Submitted	Review

Figure 76 – Manage Overtime Requests –Select Submitted Request

4. Locate the *submitted* request and click **Review** in the **Available Actions** column.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Review Overtime Request

Individual Overtime Request #7004

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Submitted

Submitter's Prior Remarks:

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2: Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Prior Remarks:

Supervisor's Remarks:

Available Actions:

FUNDING REQUIRED

Figure 77 – Manage Overtime Requests Page – Available Actions Shown for OT Types Involving Funding

5. The **Review Overtime Request** page displays.
6. After reviewing the request details, add optional remarks.
7. Notice the reminder advising that the overtime type selected, i.e., Regular Scheduled Overtime, requires funding. If approving a type of overtime not requiring funding, e.g., Credit Hours Earned, the **Available Actions** at the bottom of the page will not have the reminder (shown below).

Available Actions:

Figure 78 – Manage Overtime Requests Page – Available Actions Shown for OT Types Not Involving Funding

8. Select **Approve** at the bottom of the page.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Confirmation:

Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/13/2013 - 01/26/2013 Pay Period has been Approved.

[Close](#)

Figure 79 – Manage Overtime Request – On-screen Approved Request Confirmation

9. The **Confirmation** message acknowledges the approval.
10. Click **Close** to remove the confirmation message.
11. Email notification confirming the approved request is sent to the employee, and, if applicable, timekeeper or supervisor who submitted the request on the employee's behalf. The status of the request changes to *approved*.

Notification: Overtime Request Approved (EMPLOYEE5, BDFTESTER017 #7004)

Inbox x

aloha-do-not-reply@gsa.gov
Jan 18 (3 days ago) ☆

to me ▾

Overtime Request ID: 7004
Pay Period: 01/13/2013 -01/26/2013
Status: Approved
Description: Approved
Employee: BDFTESTER017 G EMPLOYEE5
Submitter: BDFTESTER017 G EMPLOYEE5
Supervisor/Manager: BDFTESTER011 A TEAMCOORD1

Details:
Overtime Type: 10 - Regular Scheduled OT
Task: ALOHA OT - Release 2: Testing Enhancements
of Hours: 4

Approver Remarks:

Link: <https://apps.ocfo.gsa.gov/aloha/>

Figure 80 – Request Approval Notification to Employee & Person Submitting on Employee's behalf

3.5 Deny Individual Overtime Request – Submitted Status

In ALOHA, overtime requests in *submitted* status may be denied by first-line managers.

1. Click the **Management** tab on the **Home Page** and select **Manage Overtime Requests**.
2. The **Manage Overtime Requests** page displays.
3. The incoming individual requests list may be sorted by pay period, funding required, request ID, overtime type, employee, submitter, receiver, and status by clicking on the column headings. To reverse the sort, click on the column name or the arrow next to the column name.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Manage Overtime Requests

Individual Requests
Group Requests

Incoming
Approved
Denied
Cancelled

Incoming Individual Requests:

Individual requests that have been submitted to you and are waiting to be reviewed ...

Results 1-9 of 9 (Page 1 of 1)

Pay Period	Funding Required	OT Type	Employee	Submitter	Receiver	Status	Available Actions
01/13/2013 - 01/26/2013	✓	Regular Scheduled OT	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Modified by Supervisor	Review
01/13/2013 - 01/26/2013	✓	Regular Scheduled OT	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Submitted	Review

Figure 81 – Manage Overtime Requests – Team Members Individual Requests Selection Page

4. Locate the request you wish to deny by selecting the **Incoming** tab under the **Individual Requests** tab.
5. Individual Overtime Requests in *submitted* status display.
6. Click **Review** in the **Available Actions** column.
7. The **Review Overtime Request** page displays the original submitted request.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Review Overtime Request

Individual Overtime Request #7004

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/13/2013 - 01/26/2013
Type:	10 - Regular Scheduled OT	Status:	Submitted

Submitter's Prior Remarks:

Overtime Tasks:

Pay Period (01/13/2013 - 01/26/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2: Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Prior Remarks:

Supervisor's Remarks:

Available Actions:

FUNDING REQUIRED

Figure 82 – Team Member's Overtime Request – Submitted Status

8. Review the request details, adding optional remarks.
9. Click **Deny** in the **Available Actions** selections at the bottom of the page. (***Note:** If you do not wish to proceed with the denial, click **Discard** and the request will remain intact in Submitted status.*)
10. A **Confirmation** message acknowledging the denial, displays on the **Manage Overtime Requests** page.

Confirmation:
 Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/13/2013 - 01/26/2013 Pay Period has been **Denied**.

[Close](#)

Figure 83 – Team Member's Overtime Request – Denial Confirmation

11. Click **Close** to remove the message.
12. Email notification confirming the *denied* request is sent to the employee and timekeeper or supervisor if submitting on an employee's behalf.

ALOHA Overtime Request	Version: 0.3
	GSA 2013



Figure 84 – Team Member’s Overtime Request – Denial Email Notification to Employee

13. The status of your request changes from *submitted* to *denied*.
14. ALOHA moves the request from **Incoming** (submitted) and places it in the **Denied** requests listing.
15. Return to the **Home Page** by clicking **Home**.

3.6 Create, Modify & Cancel Group Overtime Request – Multi-Level Workflow

Some GSA organizations use a multi-level workflow for approving overtime requests that require funding (e.g., regular or irregular overtime), but permit first-line supervisors to approve overtime that does *not* require funding (e.g., credit hours or call back overtime). Others in GSA use a single approver workflow for all overtime. ALOHA supports both single and multi-level approval workflows that can accommodate as many levels as is practical for an individual organization. Authorizations in ALOHA are based on ETAMS’ certifier privileges.

Multi-level Approval Workflow Example

1. First-line supervisor reviews and receives individual requests submitted by team members, modifies tasks/hours, adds tasks/hours, removes tasks (or may deny the entire request, if appropriate) and submits a group request (comprised of all team members’ requests for the same pay period) to the second line supervisor.

ALOHA Overtime Request	Version: 0.3
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2. A second-line supervisor receives one or more group requests submitted from first-line supervisor(s) and either finalizes (approves/denies) them or submits the requests to a third supervisor, designated as the approving supervisor. The second-line supervisor may review, modify tasks/hours, add tasks/hours, remove tasks/hours or cancel individual requests within the group or cancel an entire group request from a submitting supervisor. If not the final overtime approving supervisor, the second level supervisor consolidates first-line supervisors' group requests and submits a consolidated group request to the final approving supervisor.
3. Approving supervisor receives one or more group requests from submitting supervisors and may review, modify tasks/hours, add tasks/hours, remove tasks/hours or deny individual requests within a group or cancel an entire group request. The approving supervisor may approve or deny individual requests within a group request as well as the group request. An approving supervisor may also cancel a request that was initially approved.

To create a group request in a multi-level approval workflow

A group request is created when the first individual request submitted by a team member is received by the first-line supervisor. At the time the group request is created, ALOHA assigns a unique group ID number. **(Note: Although all individual requests will have the same group number, each individual request in the group retains its' unique ID number assigned at the time the initial request was created and remains viewable for the employee, timekeeper or supervisor who submitted the request on the employee's behalf and the supervisor(s) who acts on the request.)**

Subsequent overtime requests submitted by other team members for the same pay period, become part of the group request when the supervisor receives them, and collectively become a (pending) group request that can be submitted to the next level supervisor for approval.

Receive OT requests from team members

1. From the **Home Page**, select **Manage Overtime Requests** under the **Management** tab.
2. The **Manage Overtime Requests** page displays.
3. Select the **Individual Requests** tab and click **Incoming** to review requests submitted by team members.
4. The incoming individual requests list may be sorted by pay period, funding required, request ID, overtime type, employee, submitter, receiver, and status by clicking on the column headings. To reverse the sort, click on the column name or the arrow next to the column name.
5. Your team's overtime requests in *submitted, modified by supervisor, and/or resubmitted* status display.

Manage Overtime Requests

Individual Requests + Group Requests

Incoming + Approved + Denied + Cancelled

Incoming Individual Requests:

Individual requests that have been submitted to you and are waiting to be reviewed ...

Results 1-6 of 6 (Page 1 of 1)

Pay Period	Funding Required	Request ID	OT Type	Employee	Submitter	Receiver	Status	Available Actions
09/08/2013 - 09/21/2013	✓	2165	Comp Time Earned	BDF N TESTER013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Modified by Supervisor	Review
09/08/2013 - 09/21/2013	✓	2121	Regular Scheduled OT	BDF TESTER012	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Resubmitted	Review
08/25/2013 - 09/07/2013	✓	2171	Irregular Scheduled OT	BDF TESTER014	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Review
08/25/2013 - 09/07/2013	✓	2127	OT Rotating Shift	BDF TESTER016	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Review
08/25/2013 - 09/07/2013	✓	2167	Regular Scheduled OT	BDF TESTER012	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Review
08/25/2013 - 09/07/2013		2173	Credit Hours Earned	BDF TESTER015	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	Submitted	Review

Figure 85 –Team Members’ OT Requests – Submitted Status

6. Locate the request on which you wish to act and select **Review** in the **Available Actions** column.
7. The *submitted* request displays.

Review Overtime Request

Individual Overtime Request #7016

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/27/2013 - 02/09/2013
Type:	14 - Irregular Scheduled OT	Status:	Submitted

Submitter's Prior Remarks:

Overtime Tasks:

Pay Period (01/27/2013 - 02/09/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2 Testing Enhancements	4
Total Overtime Hours:	4

Supervisor's Prior Remarks:

Supervisor's Remarks:

Available Actions:

FUNDING REQUIRED
[Approve](#)

[Receive](#) [Deny](#) [Modify](#) [Discard](#)

Figure 86 – Receive Team Member’s Submitted OT Request

ALOHA Overtime Request	Version: 0.3
	GSA 2013

8. To receive the request, click **Receive** in the **Available Actions** at the bottom of the page.
9. ALOHA places the *received* request in a group request and assigns a unique group ID number to the *pending* group request.

Manage Overtime Requests

Individual Requests **Group Requests**

Incoming **Pending** Outgoing Finalized Cancelled

Pending Group Requests:

Group requests that you have created and are waiting to be submitted ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
▼	10/20/2013 - 11/02/2013	BDF R SUPERVISOR 1		595	2	3	Pending	View Submit Finalize Cancel

	Employee	Hours	OT Type	Request ID	Group ID	Group Originator	Status	Available Actions
1	BDF TESTER015	1	10 - Regular Scheduled OT	2229	595	BDF R SUPERVISOR 1	Received	View Modify Cancel
2	BDF TESTER017	2	10 - Regular Scheduled OT	2231	595	BDF R SUPERVISOR 1	Received	View Modify Cancel

Figure 87 – Received Request in Pending Group Request

10. A **Confirmation** message on the **Manage Overtime Requests** page confirms the *receive* action and the consolidation of the request into the group request.

Confirmation:
 Regular Scheduled OT Request for Employee BDF TESTER017's for the 10/20/2013 - 11/02/2013 Pay Period has been Received and Consolidated into Pending Group Request 595.

[Close](#)

Figure 88 – Received Request Confirmation

11. Click **Close** to remove the message.
12. To display the group request, from the **Manage Overtime Requests** page, click the **Pending** tab beneath the **Group Requests** tab.
13. The pending group requests list may be sorted by pay period, submitter, receiver, group ID, # of requests, # of hours, and status by clicking on the column headings. To reverse the sort, click on the column name or the arrow next to the column name.

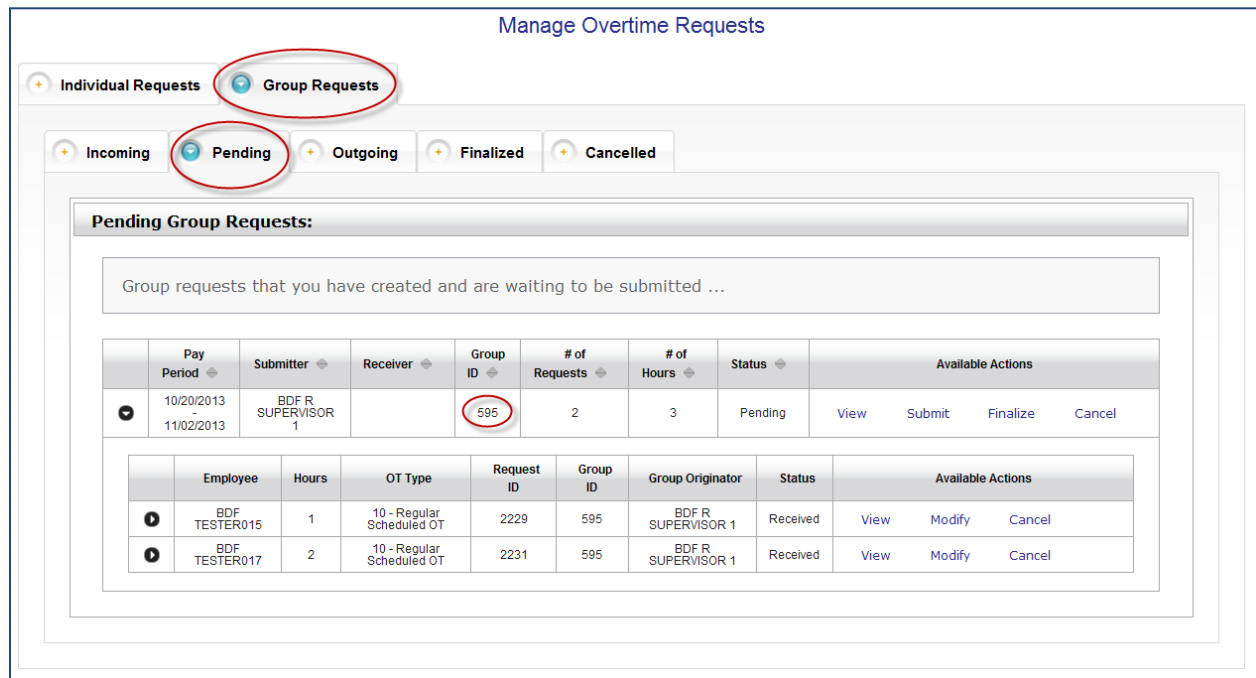


Figure 89 – Pending Overtime Group Request Created

14. The group request that you created is now in *pending* status and can be **Viewed**, **Finalized**, **Cancelled** or **Submitted** to the next level supervisor.
15. To display the individual request you just received into the group, click the right-pointing arrow in the left column of the group request information (# 595 shown above).
16. Click the right-pointing arrow on the left of the individual request to expand the request to show the task and hours detail. (**Note:** the supervisor may modify the request while it is in received status within the pending group request.)

To modify an individual request in a pending group request

1. From the **Home Page**, under the **Management** tab, select **Manage Overtime Requests**.
2. The **Manage Overtime Requests** page displays.
3. Under the **Group Requests** tab, select **Pending**.
4. The **Pending Group Requests** page displays. Locate the group of requests you wish to change and click the left pointing arrow in the first column.
5. The individual requests in the group display. Locate the one to **Modify**.
6. Click **Modify** in the **Available Actions** column on the right.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Pending Group Requests:

Group requests that you have created and are waiting to be submitted ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions			
⊖	01/27/2013 - 02/09/2013	BDFTESTER011 A TEAMCOORD1		404	2	9	Pending	View	Submit	Finalize	Cancel

	Employee	Hours	OT Type	Group Originator	Group ID	Status	Available Actions		
ⓘ	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Received	View	Modify	Cancel
ⓘ	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Received	View	Modify	Cancel

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions			
ⓘ	01/13/2013 - 01/26/2013	BDFTESTER011 A TEAMCOORD1		280	4	72	Pending	View	Submit	Finalize	Cancel

Figure 90 – Select Individual Request to Modify

- From the **Modify Overtime Request** page, move the cursor to the row of the task you wish to modify. The selected row will turn green.

Task Description	Estimated Hours	
ALOHA OT - Release 2 Testing Enhancements	4	+

Figure 91 – Modify OT Request in Pending Group Request

- Click in the row. After a slight pause, symbols for cancelling (blue arrow), saving (green check mark) or deleting (X) the changes appear.

Overtime Tasks:

Save changes

Task Description	Estimated Hours	
ALOHA OT - Release 2 Testing Enhancements	5	↩ ✓ ✕

Figure 92 – Modify Individual OT Request in Group Request & Save Changes

- Move your cursor to the column you wish to change (**Task Description** or **Estimated Hours**). The row (highlighted in orange) will now accept your changes.
- Input your changes and **Save** them by clicking the green check mark at the end of the row. **YOU MUST SAVE YOUR CHANGES FOR THEM TO TAKE EFFECT.**

To add a new task to an individual request in a group request

- To add a new task and corresponding hours, click the green plus button to the right of the Estimated Hours column.

ALOHA Overtime Request	Version: 0.3
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Overtime Tasks:

Task Description	Estimated Hours	
ALOHA OT - Release 2 Testing Enhancements	5	

Red arrow points to the 'Create New Row' button (green plus icon) in the top right corner.

Figure 93 – Add New Task to Individual OT Request in Group Request

Overtime Tasks:

Task Description	Estimated Hours	
ALOHA OT - Release 2: Update User Guide	3.0	
ALOHA OT - Release 2 Testing Enhancements	5	

Annotations: 'Add new task Info' points to the empty row above the first task. 'Save changes' points to the green checkmark icon at the end of the second task row.

Figure 94 – Add New Task to Individual OT Request in Group Request

2. Input the new task information in the empty row and save by clicking the green arrow at the end. **YOU MUST SAVE YOUR CHANGES FOR THEM TO TAKE EFFECT.**

To remove a task from an individual request in a group request

1. To remove task/hours from a request, click the **X** at the end of the row.
2. Save your changes by clicking the green check mark at the end of the row.

Overtime Tasks:

Task Description	Estimated Hours	
ALOHA OT - Release 2: Build Additional Test Scripts	2	
ALOHA OT - Release 2: Update User Guide	3.0	
ALOHA OT - Release 2 Testing Enhancements	5	

Annotations: 'Save changes' points to the green checkmark icon at the end of the first task row. 'Delete task' points to the red X icon at the end of the second task row.

Figure 95 – Remove Task from Individual OT Request in Group Request

3. Click the **Modify** button at the bottom of the page to submit your updates or **Discard** to nullify the changes, leaving the original request intact.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Available Actions:

Modify

Discard

Figure 96 – Submit Changes to Individual OT Request in Group Request

4. An on-screen confirmation acknowledges the request submission.

Confirmation:

Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/13/2013 - 01/26/2013 Pay Period has been Resubmitted.

Close

Figure 97 – Confirmation of Individual OT Request in Group Request – Changed & Resubmitted

3.7 Cancel Individual Overtime Request in Group – Pending Status

In ALOHA, supervisors may cancel requests in *received* status, i.e., waiting to be submitted to another supervisor. (**Note:** A cancelled request is final – no further actions are available in ALOHA other than viewing the cancelled request.)

Cancel received individual request in pending group request - supervisor

1. From the **Home Page**, click **Manage Overtime Requests** under **Manage Requests** to display the **Manage Overtime Requests** page.
2. From the **Group Requests** tab, select the **Pending** tab.
3. If cancelling an individual request within the group, click the arrow in the left column to display the individual requests and click **Cancel** in the **Available Actions** column of the request you wish to cancel.

Individual Requests

Group Requests

Incoming

Pending

Outgoing

Finalized

Cancelled

Pending Group Requests:

Group requests that you have created and are waiting to be submitted ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions			
	01/13/2013 01/26/2013	BDFTESTER011 A TEAMCOORD1		564	3	12.5	Pending	View	Submit	Finalize	Cancel

	Employee	Hours	OT Type	Group Originator	Group ID	Status	Available Actions			
➔	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received	View	Modify	Cancel	
➔	BDFTESTER017 G EMPLOYEE5	3.5	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received	View	Modify	Cancel	
➔	BDFTESTER016 H EMPLOYEE6	5	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received	View	Modify	Cancel	

Figure 98 – Pending Overtime Group Requests – Select Individual Request to Cancel

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- The original request details display on the **Cancel Overtime Request** page.

Cancel Overtime Request	
Individual Overtime Request #7302	
Submitter:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1
Type:	14 - Irregular Scheduled OT
Employee:	BDFTESTER017 G EMPLOYEE5
Pay Period:	01/13/2013 - 01/26/2013
Status:	Received
Submitter's Prior Remarks:	
Overtime Tasks:	
Pay Period (01/13/2013 - 01/26/2013)	
Task Description	Estimated Hours
ALOHA Release 2 - Testing Enhancements (Cancel Requests)	3.5
Total Overtime Hours:	3.5
Supervisor's Prior Remarks:	
• No remarks entered	
Request Cancellation Remarks:	
Available Actions:	
Confirm Discard	

Figure 99 – Cancel Individual Overtime Request in Pending Group Request

- To proceed with the cancellation, add (optional) remarks and click **Confirm** at the bottom of the page (click **Discard**, if you decide to take no action, leaving the original request intact).
- A confirmation message displays on the **Manage Overtime Requests** page.

Confirmation: Irregular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/13/2013 - 01/26/2013 Pay Period has been Cancelled. Close
--

Figure 100 – Cancel Overtime Request Confirmation

- Click **Close** to remove the confirmation banner.
- The request submitter and the employee, if different than the submitter, receive an email advising of the cancellation.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions			
⊖	01/13/2013 01/26/2013	BDFTESTER011 A TEAMCOORD1		564	2	9	Pending	View	Submit	Finalize	Cancel

	Employee	Hours	OT Type	Group Originator	Group ID	Status	Available Actions			
⓪	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received	View	Modify	Cancel	
⓪	BDFTESTER017 G EMPLOYEE5	3.5	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Cancelled	View			
⓪	BDFTESTER016 H EMPLOYEE6	5	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received	View	Modify	Cancel	

Figure 101 – Cancelled Overtime Request

- The *pending* group request reflects the change in status from **Received** to **Cancelled**.

3.8 Cancel Group Overtime Request – Pending Status

In ALOHA, supervisors may cancel a group request in *pending* status, i.e., waiting to be submitted to another supervisor. (**Note:** A cancelled request is final – no further actions are available in ALOHA other than viewing the cancelled request.)

Cancel pending group request - supervisor

- From the **Home Page**, click **Manage Overtime Requests** under the **Management** tab to display the **Manage Overtime Requests** page.
- Under the **Group Requests** tab, select the **Pending** tab.

Pending Group Requests:											
Group requests that you have created and are waiting to be submitted ...											
	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions			
⊖	01/13/2013 01/26/2013	BDFTESTER011 A TEAMCOORD1		564	2	9	Pending	View	Submit	Finalize	Cancel

Figure 102 – Pending Overtime Request – Group Summary Information

- The **Pending Group Requests** displays summary information of the collective requests in the group. (**Note:** To display the individual requests within the group, click the down arrow in the first column on the left.)
- In the **Available Actions** column, click **Cancel** to display the **Cancel** page.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

[Cancel](#)

Group Overtime Request #564

Pay Period:	01/13/2013 - 01/26/2013	Status:	Pending
Submitter:	BDFTESTER011 A TEAMCOORD1	Receiver:	Unassigned
Total Requests:	2	Estimated Hours:	9

Group Overtime Summary:

Salary Grade	Number of Requests	Estimated Hours
GS050113	2	9

Group Overtime Details:

#	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
1	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received
2	BDFTESTER017 G EMPLOYEE5	3.5	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Cancelled
3	BDFTESTER016 H EMPLOYEE6	5	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	564	Received

Group Cancellation Remarks:

Available Actions:

Cancel Group Request
Discard Changes

Figure 103 – Pending Overtime Request – Cancel Group Request

5. On the **Cancel** page, click **Cancel Group Request** under the **Available Actions** at the bottom of the page. The cancellation is confirmed on the message banner at the top of the **Manage Overtime Requests** page. (*Note: If you do not wish to proceed with the cancel action, click **Discard Changes**, leaving the group request page intact.*)
6. To remove the message banner, click **Close**.
7. Email notification of the cancelled request is sent to the submitter (and the employee, if different than the submitter.)

3.9 Submit Group Overtime Request to Approving Supervisor

To submit group request to approving supervisor

1. From the **Home Page**, under the **Management** tab, select **Manage Overtime Requests**.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- On the **Manage Overtime Requests** page, click **Pending** under the **Group Requests** tab.
- Locate the group request you wish to submit to the approving supervisor and click **Submit** in the **Available Actions** column.

Manage Overtime Requests

Individual Requests **Group Requests**

Incoming **Pending** Outgoing Finalized Cancelled

Pending Group Requests:

Group requests that you have created and are waiting to be submitted ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions		
1	01/27/2013 - 02/09/2013	BDFTESTER011 A TEAMCOORD1		404	2	9	Pending	View	Submit	Cancel
2	01/13/2013 - 01/26/2013	BDFTESTER011 A TEAMCOORD1		280	4	72	Pending	View	Submit	Cancel

Figure 104 – Locate Group Request to Submit to Next Level Supervisor

- The **Submit Group Overtime Request** page displays. (*Note: Details of the collective requests are summarized in the **Group Overtime Summary** in the middle of the page.*)

Submit Group Overtime Request

Group Overtime Request #404

Pay Period: 01/27/2013 - 02/09/2013
Submitter: BDFTESTER011 A TEAMCOORD1
Total Requests: 2

Status: Pending
Receiver: Select a receiver
Estimated Hours: 9

Group Overtime Summary:

Salary Grade	Number of Requests	Estimated Hours
GS050113	2	9

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
▶	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Received
▶	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Received

Group Submitter's Remarks:

Available Actions:

Submit Group Request
Discard Changes

Figure 105 – Submit Group Overtime Request Page

- To review each employee's task/effort details in the group, click the right pointing arrow on the left (it changes to a down arrow, and displays the task info (below)).

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
▼	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Received

Task Description	Est. Hours
ALOHA OT - Release 2 Testing Enhancements	5

Figure 106 –Individual Employee's Task/Effort Detail in Group Request

ALOHA Overtime Request	Version: 0.3
	GSA 2013

6. Select the supervisor who will receive the group request by clicking the arrow at the right side of the selection box and selecting the receiver.

Submit Group Overtime Request

Group Overtime Request #404

Pay Period:	01/27/2013 - 02/09/2013	Status:	Pending
Submitter:	BDFTESTER011 A TEAMCOORD1	Receiver:	Select a receiver ▼ Select a receiver BDFTESTER010 X AREACORD1 BDFTESTER012 B TEAMCOORD2
Total Requests:	2	Estimated Hours:	

Figure 107 – Select Receiver of Group Overtime Request

7. Click **Submit Group Request** in the **Available Actions** at the bottom of the page.

Available Actions:

Submit Group Request

Discard Changes

Figure 108 – Submit Group Overtime Request to Next Level Supervisor

8. The group request submission is confirmed via on-screen confirmation message.

Confirmation:
Group Request #404 for the 01/27/2013 - 02/09/2013 Pay Period has been submitted to BDFTESTER010 X AREACORD1 for review. [Close](#)

Figure 109 – Confirm Group Request Submission to Next Level Supervisor

9. Email notification is sent to the receiving supervisor.

ALOHA: OT Group Request #404 SUBMITTED. From BDFTESTER011 A TEAMCOORD1 for PP: 01/27/2013 - 02/09/2013

aloha-do-not-reply@gsa.gov
to me ▼

11:10 AM (3 minutes ago) ☆

Inbox x

OT Group Id: 404
Pay Period: 01/27/2013 - 02/09/2013
Status: SUBMITTED
Submitter: BDFTESTER011 A TEAMCOORD1
No. of Requests: 2
Est. No. of Hrs: 13

Figure 110 – Notification of Group Request Submission to Next Level Supervisor

ALOHA Overtime Request	Version: 0.3
	GSA 2013

10. The submitted request can be found in the submitting supervisor's **Group Requests** under the **Outgoing** tab.

Outgoing Group Requests:

Group requests that you submitted to other authorized individuals for final disposition ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	01/27/2013 02/09/2013	BDFTESTER011 A TEAMCOORD1	BDFTESTER010 X AREACORD1	404	2	13	Submitted	View Cancel

Figure 111 – Group Request Submission to Next Level Supervisor

11. You may *cancel* your group submission when it is in *submitted* status (i.e., until the next level supervisor *receives* it). If you wish to cancel, click **Cancel** in the **Available Actions** column.

3.10 Receive Group Requests from Submitting Supervisor – Approving Supervisor

In ALOHA's multi-level approval workflow, approving supervisors may bundle (consolidate) multiple teams' requests that have been submitted to them. (**Note:** *Receiving individual employees' requests into a group is addressed earlier in Section 3.6 Create, Modify & Cancel Group Overtime Request.*) The first step in consolidating group requests is to *receive* them.

To receive group overtime requests from submitting supervisor

1. From the **Manage Overtime Requests** page, select first the **Group Requests** tab and then the **Incoming** tab.
2. Locate the request you wish to receive and click **Review** in the **Available Actions** column on the left.

Incoming Group Requests:

Group requests that have been submitted to you and are waiting to be reviewed ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	01/27/2013 02/09/2013	BDFTESTER011 A TEAMCOORD1	BDFTESTER010 X AREACORD1	588	2	9	Submitted	Review

Figure 112 – Incoming Group Requests to Next Level Supervisor

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Review Group Overtime Request

Group Overtime Request #588

Pay Period:	01/27/2013 - 02/09/2013	Status:	Submitted
Submitter:	BDFTESTER011 A TEAMCOORD1	Receiver:	BDFTESTER010 X AREACORD1
Total Requests:	2	Estimated Hours:	9

Group Submitter's Remarks:

- No data found

Group Overtime Summary:

Salary Grade	Number of Requests	Estimated Hours
G8050113	2	9

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
▶	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Received
▶	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Received

Available Actions:

Approve/Deny
Receive/Consolidate
Return to List

Figure 113 – Review Group Overtime Request

3. On the **Review Group Requests** page, click **Receive/Consolidate**.
4. The **Receive Group Request** page displays.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Receive Group Overtime Request

Group Overtime Request #588

Pay Period:	01/27/2013 - 02/09/2013	Status:	Submitted
Submitter:	BDFTESTER011 A TEAMCOORD1	Receiver:	BDFTESTER010 X AREACORD1
Total Requests:	2	Estimated Hours:	9

Group Overtime Summary:

Salary Grade	Number of Requests	Estimated Hours
GS050113	2	9

Group Overtime Details:

#	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
1	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Received
2	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Received

Group Receiver's Remarks:

Available Actions:

Receive/Consolidate
Discard Changes

Figure 114 – Receive Group Overtime Request

5. Click **Receive/Consolidate** under the **Available Actions**. (*Note: click **Discard** if you do not wish to take action on the request and the group request will remain intact in submitted status.*)
6. The *received* confirmation banner displays on the **Manage Overtime Requests** page.

Confirmation:
Group Request #588 for the 01/27/2013 - 02/09/2013 Pay Period has been RECEIVED and Consolidated into Pending Group Request 528.

[Close](#)

Figure 115 – Receive Group Overtime Request Confirmation

7. Click **Close** to remove the confirmation message.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- The **Received** request's status changes from *Submitted* to *Received* and becomes part a *pending* group request.

Pending Group Requests:									
Group requests that you have created and are waiting to be submitted ...									
	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions	
▼	01/27/2013 02/09/2013	BDFTESTER010 X AREACORD1		528	6	128.5	Pending	View	Submit Finalize Cancel
	Employee	Hours	OT Type	Group Originator	Group ID	Status	Available Actions		
①	BDFTESTER017 G EMPLOYEE5	8	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Modified by Supervisor	View	Modify	Cancel
①	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	404	Received	View	Modify	Cancel
①	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Received	View	Modify	Cancel
①	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Received	View	Modify	Cancel
①	BDFTESTER018 C EMPLOYEE1	103	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	600	Received	View	Modify	Cancel
①	BDFTESTER017 G EMPLOYEE5	3.5	17 - OT Rotating Shift	BDFTESTER011 A TEAMCOORD1	600	Received	View	Modify	Cancel
①	01/13/2013 01/26/2013	BDFTESTER010 X AREACORD1		598	1	4	Pending	View	Submit Finalize Cancel

Figure 116 – Group Overtime Request Status Changes from Submitted to Pending

- Email notification is sent to the submitter advising that the request was received by the next level supervisor.

3.11 Finalize Received Group Request – Approving Supervisor

After receiving a group request from a non-approving supervisor, an approving supervisor may act on the requests either individually or as a group, i.e., approve and/or deny each request or approve all requests in the group via a **Deny All** or **Approve All** action.

To finalize group overtime requests from submitting supervisor

- On the **Manage Overtime Requests** page, select **Group Requests** and **Pending**.
- Locate the group request you wish to act on and click **Finalize** in the **Available Actions** column on the right.

The screenshot shows the 'Group Requests' tab selected. Below it, the 'Pending' status is selected. A section titled 'Pending Group Requests:' contains a table of requests. The table has columns: Pay Period, Submitter, Receiver, Group ID, # of Requests, # of Hours, Status, and Available Actions. Two requests are listed, both with a status of 'Pending'. Red arrows point to the 'Status' and 'Available Actions' columns.

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	01/27/2013 02/09/2013	BDFTESTER010 X AREACCOORD1		528	6	128.5	Pending	View Submit Finalize Cancel
2	01/13/2013 01/26/2013	BDFTESTER010 X AREACCOORD1		598	1	4	Pending	View Submit Finalize Cancel

Figure 117 – Group Requests You Received

- Requests within the group you selected, display on the **Review Group Overtime Request** page.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Finalize Group Overtime Request

Group Overtime Request #581

Pay Period:	09/08/2013 - 09/21/2013	Status:	Pending
Submitter:	BDF R SUPERVISOR 1	Receiver:	Unassigned

Salary Grade Summary:

Denied and Cancelled Requests Excluded

Salary Grade	Number of Requests	Estimated Hours
GS051012	1	8
GS221014	1	4

Group Overtime Counts:

Request Type	Number of Requests	Estimated Hours
Approved	0	0
Received	2	12
Modified	0	0
Denied	0	0
Cancelled	1	3
Total	3	15

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	New Status	Approved
❏	BDF TESTER012	4	10 - Regular Scheduled OT	BDF R SUPERVISOR 1	581	DENIED	☐
❏	BDF N TESTER013	8	13 - Comp Time Earned	BDF R SUPERVISOR 1	581	APPROVED	☒
Approve All				Deny All			

1 of 2 Approved / 1 of 2 Denied

Group Finalizer's Remarks:

Available Actions:

Review Changes
Discard Changes

Figure 118 – Review Group Overtime Request Page– Approve or Deny Requests

ALOHA Overtime Request	Version: 0.3
	GSA 2013

4. Work through the list by approving or denying requests for each employee (click the right pointing arrow in the far left column to display the task information for each employee's request) or select the **Approve All** or **Deny All** options to either approve or deny all requests. (**Note:** *To deny a request, the checkbox can be left empty and the system automatically denies it by default, helping to ensure that an OT request requiring funding requires user action for explicit approval.*)
5. When you have finished, click **Review Changes** under the **Available Actions** at the bottom of the page. (**Note:** *If you do not wish to proceed, click **Discard Changes**.*)
6. The **Finalize Group Overtime Request** page displays.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

Finalize Group Overtime Request

Group Overtime Request #587

Pay Period: 08/25/2013 - 09/07/2013	Status: Pending
Submitter: BDF R SUPERVISOR 1	Receiver: Unassigned

Salary Grade Summary:

Denied and Cancelled Requests Excluded

Salary Grade	Number of Requests	Estimated Hours
GS051012	1	4
GS221014	1	2

Group Overtime Counts:

Request Type	Number of Requests	Estimated Hours
Approved	2	6
Denied	2	7
Total	4	13

Group Overtime Details:

#	Employee	Est. Hours	OT Type	Group Originator	Group ID	New Status
1	BDF TESTER016	6	17 - OT Rotating Shift	BDF R SUPERVISOR 1	587	DENIED
2	BDF TESTER017	4	13 - Comp Time Earned	BDF R SUPERVISOR 1	587	APPROVED
3	BDF TESTER012	2	10 - Regular Scheduled OT	BDF R SUPERVISOR 1	587	APPROVED
4	BDF TESTER014	1	14 - Irregular Scheduled OT	BDF R SUPERVISOR 1	587	DENIED

2 of 4 Approved / 2 of 4 Denied

Group Finalizer's Remarks:

Available Actions:

Finalize Group Request
Go Back and Make Changes
Discard Changes

Figure 119 – Finalize Group Overtime Request Page –Group Requests Approved or Denied Shown

ALOHA Overtime Request	Version: 0.3
	GSA 2013

7. On the **Finalize Group Overtime Request** page, review/confirm your selections by clicking **Finalize Group Request** under **Available Actions** at the bottom of the page, or select **Go Back and Make Changes**.
8. By clicking **Go Back and Make Changes**, ALOHA retains your selections in the check boxes on the previous page (shown below).

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	New Status	Approved
❶	BDF TESTER016	6	17 - OT Rotating Shift	BDF R SUPERVISOR 1	587	DENIED	☐
❷	BDF TESTER017	4	13 - Comp Time Earned	BDF R SUPERVISOR 1	587	APPROVED	☒
❸	BDF TESTER012	2	10 - Regular Scheduled OT	BDF R SUPERVISOR 1	587	APPROVED	☒
❹	BDF TESTER014	1	14 - Irregular Scheduled OT	BDF R SUPERVISOR 1	587	DENIED	☐

Approve All

Deny All

2 of 4 Approved / 2 of 4 Denied

Figure 120 – Finalize Group Overtime Request – Retains Approvals/Denials

9. Input your changes on the **Finalize Group Overtime Request**.

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	New Status
❶	BDF TESTER016	6	17 - OT Rotating Shift	BDF R SUPERVISOR 1	587	APPROVED
❷	BDF TESTER017	4	13 - Comp Time Earned	BDF R SUPERVISOR 1	587	APPROVED
❸	BDF TESTER012	2	10 - Regular Scheduled OT	BDF R SUPERVISOR 1	587	APPROVED
❹	BDF TESTER014	1	14 - Irregular Scheduled OT	BDF R SUPERVISOR 1	587	DENIED

3 of 4 Approved / 1 of 4 Denied

Figure 121 – Finalize Group Overtime Request – Input Changes

ALOHA Overtime Request	Version: 0.3
	GSA 2013

10. When you are finished, click **Review Changes** to view your changes. (Click **Discard** to remove the changes, leaving the request intact.)

Available Actions:

Review Changes Discard Changes

Figure 122 – Finalize Group Overtime Request – Submit Your Changes

11. The **Finalize Group Overtime Request** page displays your changes.
12. Click **Finalize Group Request** under **Available Actions** to confirm the approvals/denials, and complete the approval process.

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	New Status
1	BDF TESTER016	6	17 - OT Rotating Shift	BDF R SUPERVISOR 1	587	APPROVED
2	BDF TESTER017	4	13 - Comp Time Earned	BDF R SUPERVISOR 1	587	APPROVED
3	BDF TESTER012	2	10 - Regular Scheduled OT	BDF R SUPERVISOR 1	587	APPROVED
4	BDF TESTER014	1	14 - Irregular Scheduled OT	BDF R SUPERVISOR 1	587	DENIED

3 of 4 Approved / 1 of 4 Denied

Group Finalizer's Remarks:

Available Actions:

[Finalize Group Request](#) Go Back and Make Changes Discard Changes

Figure 123 – Finalize Group Overtime Request – Submit Request Approvals & Denials

13. A **Confirmation** message acknowledges that the group requests have been finalized (approved or denied).

Confirmation:
Group Request #528 for the 01/27/2013 - 02/09/2013 Pay Period has been finalized.

[Close](#)

Figure 124 – Finalize Group Overtime Request – Confirmation

ALOHA Overtime Request	Version: 0.3
	GSA 2013

14. The finalized request can now be found under the **Group Requests - Finalized** tab on the **Manage Overtime Requests** page. It can be viewed or cancelled.

Manage Overtime Requests

Individual Requests Group Requests

Incoming Pending Outgoing **Finalized** Cancelled

Final Group Requests:

Group requests that were finalized by you or other authorized individuals ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	08/25/2013 09/07/2013	BDF R SUPERVISOR 1	BDF R SUPERVISOR 1	587	3	12	Final	View Cancel
2	11/03/2013 11/16/2013	BDF R SUPERVISOR 1	BDF SUPERVISOR 2	211	1	1	Final	View Cancel

Figure 125 – Finalized Group Request – Final Status

15. Email notification is sent to the group request submitter(s), the employee (and timekeeper or supervisor submitting on the employee's behalf).

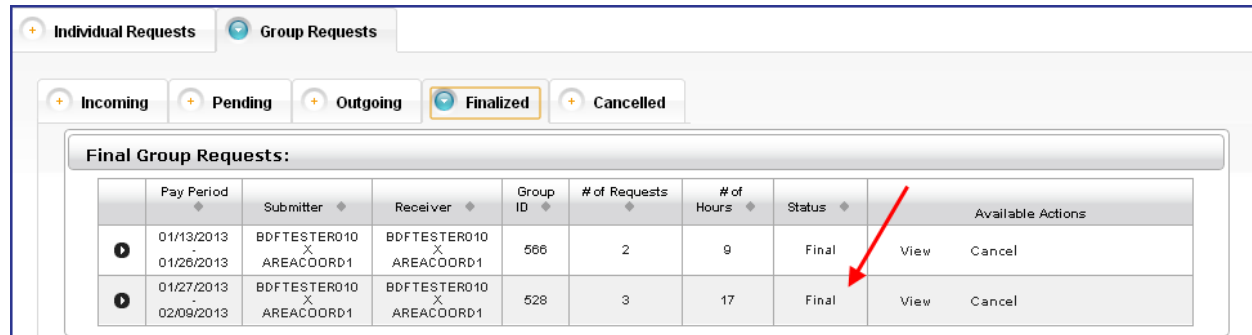
3.12 Cancel Group Overtime Request in Multi-Level Workflow – Finalized Status

In ALOHA, approving supervisors may *cancel* a group request comprised of finalized individual group requests, i.e., previously *approved* or *denied*. Supervisors who submitted a request to the approving supervisor may cancel a group request within the larger group, if they touched that request at some point, i.e., created, modified, received or submitted to another authorized supervisor. Employees and timekeepers and supervisors who submitted on an employee's behalf may also cancel an employee's *approved* request, residing in a group.

Once a request is cancelled, no further actions are available in ALOHA, other than viewing the cancelled request. (**Note:** A *denied* request cannot be cancelled.)

Cancel approved group request – approving supervisor

1. From the **Home Page**, click **Manage Overtime Requests** under the **Management** tab to display the **Manage Overtime Requests** page.
2. Under the **Group Requests** tab, select the **Finalized** tab.



The screenshot shows the 'Group Requests' tab with the 'Finalized' filter selected. Below the filter, a table titled 'Final Group Requests:' displays the following data:

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	01/13/2013	BDFTESTER010	BDFTESTER010	566	2	9	Final	View Cancel
	01/26/2013	AREACORD1	AREACORD1					
2	01/27/2013	BDFTESTER010	BDFTESTER010	528	3	17	Final	View Cancel
	02/09/2013	AREACORD1	AREACORD1					

Figure 126 –Cancel Group Request – Finalized Status

3. Select the group request you wish to cancel (# 587 in the example above).
4. The **Cancel** page displays.

Cancel Group Overtime Request

Group Overtime Request #587

Pay Period: 08/25/2013 - 09/07/2013
Submitter: BDF R SUPERVISOR 1

Status: Final
Receiver: BDF R SUPERVISOR 1

Salary Grade Summary:

Denied and Cancelled Requests Excluded

Salary Grade	Number of Requests	Estimated Hours
GS051012	1	4
GS051014	1	6
GS221014	1	2

Group Overtime Counts:

Request Type	Number of Requests	Estimated Hours
Approved	3	12
Received	0	0
Modified	0	0
Denied	1	1
Cancelled	0	0
Total	4	13

Group Overtime Details:

	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
❏	BDF TESTER016	6	17 - OT Rotating Shift	BDF R SUPERVISOR 1	587	Approved
❏	BDF TESTER017	4	13 - Comp Time Earned	BDF R SUPERVISOR 1	587	Approved
❏	BDF TESTER012	2	10 - Regular Scheduled OT	BDF R SUPERVISOR 1	587	Approved
❏	BDF TESTER014	1	14 - Irregular Scheduled OT	BDF R SUPERVISOR 1	587	Denied

Group Cancellation Remarks:

Available Actions:

[Cancel Group Request](#) [Discard Changes](#)

Figure 127 – Cancel Finalized Group Request

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- Click **Cancel Group Request** in the **Available Actions** at the bottom of the page to *cancel* the entire request. In the example shown above, all group requests in **Group Overtime Request # 528** are cancelled. (Click **Discard Changes** if you do not wish to *cancel* the group request.)
- An on-screen **Confirmation** messages acknowledges the group request cancellation.

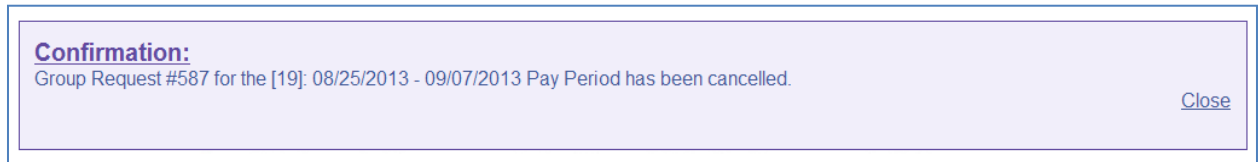


Figure 128 –Cancel Finalized Group Request - Confirmation

- Email notification is sent to the employee (and timekeeper or supervisor submitting on the employee's behalf) and the submitting supervisor(s).

Cancel approved group request – submitting supervisor

- From the **Home Page**, click **Manage Overtime Requests** under the **Management** tab to display the **Manage Overtime Requests** page.
- Select the **Group Requests** tab, and click **Finalized**.

Individual Requests **Group Requests**

Incoming **Pending** **Outgoing** **Finalized** **Cancelled**

Final Group Requests:

Group requests that were finalized by you or other authorized individuals ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	01/27/2013 02/09/2013	BDFTESTER011 TEAMCOORD1	BDFTESTER010 AREACORD1	404	1	8	Final	View Cancel
2	01/27/2013 02/09/2013	BDFTESTER011 TEAMCOORD1	BDFTESTER010 AREACORD1	588	2	9	Final	View Cancel

Figure 129 –Cancel Group Request – Final Status

- Select the group request to *cancel* and click **Cancel** under the **Available Actions**.
- The **Cancel** page displays.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

[Cancel](#)

Group Overtime Request #588

Pay Period:	01/27/2013 - 02/09/2013	Status:	Final
Submitter:	BDFTESTER011 A TEAMCOORD1	Receiver:	BDFTESTER010 X AREACORD1
Total Requests:	2	Estimated Hours:	9

Group Overtime Summary:

Salary Grade	Number of Requests	Estimated Hours
GS050113	2	9

Group Overtime Details:

#	Employee	Est. Hours	OT Type	Group Originator	Group ID	Status
1	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Approved
2	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	BDFTESTER011 A TEAMCOORD1	588	Approved

Figure 130 –Cancel Group Request – Final Status

- Click **Cancel Group Request** in the **Available Actions** at the bottom of the page.

Available Actions:

Cancel Group Request
Discard Changes

Figure 131 – Cancel Overtime Requests – Confirmation

- A **Confirmation** message displays acknowledging the cancellation.

Confirmation:

Group Request # 588 for the [06] 01/27/2013-02/09/2013 Pay Period has been cancelled.

[Close](#)

Figure 132 –Cancel Finalized Group Request – Confirmation

- Email notification is sent to employee (and timekeeper or supervisor submitting on the employee's behalf) and other submitting or receiving supervisors, if applicable.

3.13 Cancel Individual Request in Group Overtime Request – Finalized Status

Cancel approved individual request – supervisor

- From the **Home Page**, click **Manage Overtime Requests** under the **Management** tab to display the **Manage Overtime Requests** page

ALOHA Overtime Request	Version: 0.3
	GSA 2013

- Under the **Group Requests** tab, select the **Finalized** tab.

Final Group Requests:

Group requests that were finalized by you or other authorized individuals ...

	Pay Period	Submitter	Receiver	Group ID	# of Requests	# of Hours	Status	Available Actions
1	01/13/2013 01/26/2013	BDFTESTER011 A TEAMCOORD1	BDFTESTER011 A TEAMCOORD1	280	8	155.0	Final	View Cancel
2	01/13/2013 01/26/2013	BDFTESTER011 A TEAMCOORD1	BDFTESTER010 X AREACORD1	564	2	9	Final	View Cancel
3	01/27/2013 02/09/2013	BDFTESTER011 A TEAMCOORD1	BDFTESTER010 X AREACORD1	404	1	8	Final	View Cancel
4	01/27/2013 02/09/2013	BDFTESTER011 A TEAMCOORD1	BDFTESTER010 X AREACORD1	588	2	9	Final	View Cancel

	Employee	Hours	OT Type	Request ID	Group ID	Group Originator	Status	Available Actions
1	BDFTESTER017 G EMPLOYEE5	5	10 - Regular Scheduled OT	7380	588	BDFTESTER011 A TEAMCOORD1	Approved	View Cancel
2	BDFTESTER017 G EMPLOYEE5	4	14 - Irregular Scheduled OT	7384	588	BDFTESTER011 A TEAMCOORD1	Approved	View Cancel

Figure 133 –Finalized Group Request – Cancel Approved Individual Request

- Locate the request you wish to *cancel* and click **Cancel** in the **Available Actions** column to display the **Cancel Overtime Request** page.

Cancel Overtime Request

Individual Overtime Request #7380

Submitter:	BDFTESTER017 G EMPLOYEE5	Employee:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1	Pay Period:	01/27/2013 - 02/09/2013
Type:	10 - Regular Scheduled OT	Status:	Approved

Submitter's Prior Remarks:

- No remarks entered

Overtime Tasks:

Pay Period (01/27/2013 - 02/09/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2 Testing Enhancements	5
Total Overtime Hours:	5

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Figure 134 –Confirm Cancel Overtime Request

ALOHA Overtime Request	Version: 0.3
	GSA 2013

4. On the **Cancel Overtime Request** page, click **Confirm**.
5. An on-screen **Confirmation** message on the **Manage Overtime Requests** page acknowledges the cancellation.

Confirmation:

Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/27/2013-02/09/2013 Pay Period has been Cancelled.

[Close](#)

Figure 135 –Cancel Individual Employee's Request in Finalized Group Request – Confirmation

6. Click **Close** to remove the confirmation.
7. Email notification is sent to the final approver, the submitter and employee (if different than submitter).



Figure 136 –Cancel Finalized Group Request – Email Notification

Cancel approved individual request – employee

1. From the **Home Page**, under the **My Requests** tab, click **View, Modify or Cancel My Overtime Requests** to display the **My Overtime Requests** page.
2. Select the request you wish to *cancel* and click **Cancel** under **Available Actions**.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

My Overtime Requests							
Results 1-10 of 18 (Page 1 of 2)							
Pay Period	Request ID	Employee	Submitter	Supervisor	Status	OT Type	Available Actions
02/24/2013 - 03/09/2013	7434	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Denied	Irregular Scheduled OT	View
02/24/2013 - 03/09/2013	7432	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Denied	Irregular Scheduled OT	View
01/27/2013 - 02/09/2013	7046	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Denied	Regular Scheduled OT	View
01/27/2013 - 02/09/2013	7380	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Approved	Regular Scheduled OT	View Cancel

Figure 137 –Cancel Individual OT Request – Approved Status

3. Select the request you wish to *cancel* by clicking **Cancel** under the **Available Actions**.
4. The **Cancel** page displays.

Cancel Overtime Request	
Individual Overtime Request #7380	
Submitter:	BDFTESTER017 G EMPLOYEE5
Supervisor:	BDFTESTER011 A TEAMCOORD1
Type:	10 - Regular Scheduled OT
Employee:	BDFTESTER017 G EMPLOYEE5
Pay Period:	01/27/2013 - 02/09/2013
Status:	Approved
Submitter's Prior Remarks:	
No remarks entered	
Overtime Tasks:	
Pay Period (01/27/2013 - 02/09/2013)	
Task Description	Estimated Hours
ALOHA OT - Release 2 Testing Enhancements	5
Total Overtime Hours:	5
Supervisor's Prior Remarks:	
No remarks entered	
Request Cancellation Remarks:	
Available Actions:	
Confirm	Discard

Figure 138 –Cancel Individual OT Request – Approved Status

ALOHA Overtime Request	Version: 0.3
	GSA 2013

5. Click **Confirm** in the **Available Actions** at the bottom of the page.
6. A **Confirmation** message displays acknowledging the cancellation.

Confirmation:

Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/27/2013-02/09/2013 Pay Period has been Cancelled.

[Close](#)

Figure 139 –Cancel Approved OT Request – Confirmation

7. Email notification is sent to the approver, supervisor (if different than approver) and employee (if different than submitter).



Figure 140 –Cancel Approved Request – Confirmation

Cancel approved individual request – timekeeper or supervisor submitting on behalf of employee

1. From the **Home Page**, under the **My Team** tab, click **View, Modify or Cancel Overtime Requests for a Team Member**.
2. Select **View, Modify or Cancel Overtime Requests for a Team Member**.

ALOHA Overtime Request	Version: 0.3
	GSA 2013

MY REQUESTS MY TEAM REPORTS MANAGEMENT ALOHA ADMIN

LEAVE:

- Create a Leave Request for a Team Member
- View or Modify Leave Requests for a Team Member

OVERTIME:

- Create an Overtime Request for a Team Member
- View, Modify or Cancel Overtime Requests for a Team Member

Figure 141 – Select Cancel Overtime Requests for a Team Member

- The **My Team's Overtime Requests** page displays.
- From the list, locate the request you wish to *cancel* and click **Cancel** under **Available Actions**.

My Team's Overtime Requests								
01/27/2013 - 02/09/2013	7380	BDFTESTER017 G EMPLOYEE5	BDFTESTER017 G EMPLOYEE5	BDFTESTER011 A TEAMCOORD1	Approved	Regular Scheduled OT	View	Cancel

Figure 142 – Cancel Finalized Request – Approved Status

- The **Cancel Overtime Request** page displays.

Cancel Overtime Request

Individual Overtime Request #7380

Submitter: BDFTESTER017 G EMPLOYEE5 **Employee:** BDFTESTER017 G EMPLOYEE5

Supervisor: BDFTESTER011 A TEAMCOORD1 **Pay Period:** 01/27/2013 - 02/09/2013

Type: 10 - Regular Scheduled OT **Status:** Approved

Submitter's Prior Remarks:

- No remarks entered

Overtime Tasks:

Pay Period (01/27/2013 - 02/09/2013)

Task Description	Estimated Hours
ALOHA OT - Release 2 Testing Enhancements	5
Total Overtime Hours:	5

Supervisor's Prior Remarks:

- No remarks entered

Request Cancellation Remarks:

Available Actions:

Figure 143 –Cancel Group Request – Final Status

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6. To *cancel* the request, click **Confirm** in the **Available Actions** at the bottom of the page.
7. A **Confirmation** message displays acknowledging the cancellation.

Confirmation:

Regular Scheduled OT Request for Employee BDFTESTER017 G EMPLOYEE5's for the 01/27/2013-02/09/2013 Pay Period has been Cancelled.

[Close](#)

Figure 144 –Cancel Employee Request in Finalized Group Request – On-Screen Confirmation

8. Email notification is sent to the approver, supervisor (if different than approver) and employee.



Figure 145 –Cancel Finalized Group Request – Confirmation

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Reports

The ALOHA **Overtime Request** and **Overtime Request and Timecard** reports are available to employees, timekeepers and supervisor/managers. Depending upon your system authorization, you may view your own requests and/or those team members (timekeepers and supervisor/managers) in your area of responsibility.

The reports are searchable by employee, beginning / ending pay period, status, pay grade and overtime type. ALOHA Reports may be viewed and printed from your browser or downloaded to an Excel spreadsheet.

4.1 Create an Overtime Request Report

The **Overtime Request Report** displays requests and their statuses (e.g., *Submitted, Re-submitted, Modified by Supervisor, Received, Received with Modifications, Approved, Denied or Cancelled*) and is viewable by Employees, Timekeepers (including contractor timekeepers) and Supervisor/Managers. Employees may view only their own requests. Timekeepers and Supervisor/Managers can create reports of their own requests and those of team members on whose behalf they are authorized to act. Reports can be filtered by employee, date (for a single pay period or pay period range), type of overtime (the default is all), request status (the default is all) and pay plan/grade (the default is all).

1. From the **Home Page**, under the **Reports** tab, select **Overtime Request Report**.
2. The **Overtime Request Report** search page displays.

Figure 146 - Overtime Request Report - Search Page

3. If you are an employee, only your own requests will be available to you. Your name and pay plan/grade appear automatically on the page **Figure 146 - Overtime Request Report - Search Page**

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- If you are a timekeeper or supervisor/manager, select the employee(s) whose requests you wish to view from the **Employees** selection box. Only those in your area of responsibility will be displayed. (**Note:** The default setting is ALL of the listed employees. To select more than one employee, but not all, hold down the Ctrl key while clicking your selections. To deselect a name(s) in the list, hold down the Ctl key and click on the highlighted name you wish to deselect or click on **Reset** at the bottom of the page to begin again (Figure 147 - Overtime Request Report - Search Page).

Overtime Request Report

Employees

- BDFTESTER011 A TEAMCOORD1
- BDFTESTER018 C EMPLOYEE1
- BDFTESTER013 D EMPLOYEE2
- BDFTESTER015 E EMPLOYEE3
- BDFTESTER017 G EMPLOYEE5
- BDFTESTER016 H EMPLOYEE6

Status

- Submitted
- Received
- Approved
- Denied
- Cancelled
- Resubmitted

Overtime Type

- 10 - Regular Scheduled OT
- 14 - Irregular Scheduled OT
- 15 - Call Back OT
- 17 - OT Rotating Shift
- 13 - Comp Time Earned
- 16 - Travel Comp Time Earned

From Pay Period: [01]: 12/16/2012 - 12/29/2012

To Pay Period: [07]: 03/10/2013 - 03/23/2013

Pay Plan/Grade

Select a pay period

2013:

- [01]: 12/16/2012 - 12/29/2012
- [02]: 12/30/2012 - 01/12/2013
- [03]: 01/13/2013 - 01/26/2013
- [04]: 01/27/2013 - 02/09/2013
- [05]: 02/10/2013 - 02/23/2013
- [06]: 02/24/2013 - 03/09/2013
- [07]: 03/10/2013 - 03/23/2013
- [08]: 03/24/2013 - 04/06/2013
- [09]: 04/07/2013 - 04/20/2013
- [10]: 04/21/2013 - 05/04/2013
- [11]: 05/05/2013 - 05/18/2013
- [12]: 05/19/2013 - 06/01/2013
- [13]: 06/02/2013 - 06/15/2013
- [14]: 06/16/2013 - 06/29/2013
- [15]: 06/30/2013 - 07/13/2013
- [16]: 07/14/2013 - 07/27/2013

Run Report **Reset**

Figure 147 - Overtime Request Report - Search Page

- Select a beginning and ending pay period date range using the **From Pay Period** drop down list and the **To Pay Period** drop down list. If selecting request data for a single pay period, select the same pay period in both the **“From”** and **“To”** drop downs. (**Note:** In selecting the pay period range, make sure the **“From”** pay period is an earlier date than the **“To”** pay period. To deselect a pay period in the list, either select another pay period or click **Reset** to clear all selections.)
- Select one or more of the statuses of the requests you wish to view from the **Status** box using the drop down list. The default is ALL statuses. (**Note:** Select multiple statuses by holding down the Ctrl key while clicking on the ones you wish to select. To deselect a status in the list, hold down the Ctl key and click on the highlighted status you wish to deselect or click on **Reset** at the bottom of the page.)
- Select the **Overtime Type(s)** from the drop down display. The default is ALL types. Select one of more types by holding down the Ctrl key and clicking your selections as described above.
- Next, select the **Pay Plan/Grade** of the employees' requests you wish to view. The default is ALL.

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Overtime Request Report

Employees

BDFTESTER011 A TEAMCOORD1
BDFTESTER018 C EMPLOYEE1
BDFTESTER013 D EMPLOYEE2
BDFTESTER015 E EMPLOYEE3
BDFTESTER017 G EMPLOYEE5
BDFTESTER016 H EMPLOYEE6

Status

Submitted
Received
Approved
Denied
Cancelled
Resubmitted

Overtime Type

10 - Regular Scheduled OT
14 - Irregular Scheduled OT
15 - Call Back OT
17 - OT Rotating Shift
13 - Comp Time Earned
16 - Travel Comp Time Earned

From Pay Period:

[01]: 12/16/2012 - 12/29/2012

To Pay Period:

[07]: 03/10/2013 - 03/23/2013

Pay Plan/Grade

GS11
GS13
GS14

Run Report

Reset

Export to Excel

Last Name	First Name	M	F/A/T	Year	PP	PP End Date	Overtime Type	Task Description	Pay Plan/Grade	Status	ALOHA Hours	Overtime Request ID
EMPLOYEE3	BDFTESTER015	E	BD/02/02	2013	3	01/26/2013	14 - Irregular Scheduled OT	Test OT Create OBO Task #1	GS14	Cancelled	18.0	6780
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2: Testing	GS13	Submitted	4.0	6852
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2: Testing	GS13	Approved	4.0	6856
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	15 - Call Back OT	Test OT Create OBO Task #2	GS13	Cancelled	16.0	6886
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2: Testing	GS13	Received	4.0	7418
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2: Testing	GS13	Resubmitted	4.0	7654
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2: Testing	GS13	Approved	4.0	7656
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3	01/26/2013	13 - Comp Time Earned	Request Comp Time on 1/25	GS13	Denied	8.0	7720
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	7	03/23/2013	10 - Regular Scheduled OT	Create Draft Schedule for ALO	GS13	Resubmitted	1.5	8296

Figure 148 - Overtime Request Report

- If necessary, change the data by clicking **Reset** to clear the information and begin again.
- Click **Run Report** to display the overtime data you requested.
- The **Overtime Request Report** displays.
- The **Overtime Request Report** may be sorted by Employee Last Name, Facility/Area/Team (F/A/T), Pay Period End Date, and Overtime Type by clicking in the respective column header. Clicking on it in succession reverses the sort order.
- To print the report, it is recommended that you export to a Microsoft Excel spreadsheet and then print. To complete the export, click the **Export to Excel** link above the report data. (**Note:** It will take a few seconds for the data to download.)

(**Note:** You may also print from your Internet browser. Click **File** in the upper left corner and select **Print** from the drop down menu. From the pop-up, select a printer and click the **Print** button.)
- The report displays in Excel spreadsheet format.

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Last Name	First Name	F/A/T	Year	P	PP End Date	Overtime Type	Task Description	Pay Plan/Grade	Status	ALOHA Hours	Overtime
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2 Testing Enhancements	GS13	Resubmitted	4.0	7654
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2 Testing Enhancements	GS13	Approved	4.0	7656
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	13 - Comp Time Earned	Request Comp Time on 1/25	GS13	Denied	8.0	7720
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	14 - Irregular Scheduled OT	ALOHA Release 2 Testing - Modify Request	GS13	Approved	4.0	7766
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	14 - Irregular Scheduled OT	ALOHA Release 2 - Testing Enhancements (Cancel Requests)	GS13	Cancelled	3.5	7812
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2: Testing Enhancements	GS13	Approved	4.0	7814
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2 (testing cancel function)	GS13	Submitted	3.5	7816
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2 (testing cancel function)	GS13	Received	5.5	7818
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2 (testing cancel function)	GS13	Approved	7.5	7820
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3 01/26/2013	36 - Credit Hours Earned	ALOHA Release 2 - Testing	GS13	Denied	4.0	7828
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	4 02/09/2013	14 - Irregular Scheduled OT	ALOHA OT - Release 2 Testing Enhancements	GS13	Received	4.0	7424
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	4 02/09/2013	10 - Regular Scheduled OT	ALOHA OT - Release 2 Testing Enhancements	GS13	Denied	5.0	7456
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	6 03/09/2013	14 - Irregular Scheduled OT	ALOHA Testing	GS13	Denied	2.0	8008
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	7 03/23/2013	10 - Regular Scheduled OT	Project Planning - ALOHA Overtime - Release	GS13	Submitted	2.5	8294
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	7 03/23/2013	10 - Regular Scheduled OT	Create Draft Schedule for ALOHA Overtime - Release 3	GS13	Submitted	1.5	8294
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	7 03/23/2013	10 - Regular Scheduled OT	Create Draft Schedule for ALOHA Overtime - Release 3	GS13	Resubmitted	1.5	8296

Figure 149 - Leave Request Report Exported to Excel

- From here, the report can be renamed and saved for further data manipulation. Select OPEN or SAVE to either open the report in Excel or bring up the standard Windows SAVE box.

4.2 Create an Overtime Request & Timecard Report

The Overtime Request and Timecard Report shows an employee's approved overtime request details. Displayed are the employee name (last name, first name and middle initial); pay period date; facility/area/team (F/A/T); year and pay period number (typically, a number between 1 and 26); date; the type of overtime; pay plan/grade; number of hours requested in ALOHA; number of overtime hours recorded in ETAMS for that pay period; and overtime request ID number.

- From the **Reports** option on the **Home Page**, select **Overtime Request & Timecard Report**.
- The **Overtime Request & Timecard Report** search page displays.
- If you are an employee, only your own requests will be available to you. Your name appears automatically in the Employee search box.
- If you are a timekeeper or supervisor/manager, select the employee(s) whose requests you wish to view from the **Employees** selection box. Only those in your area of responsibility will be displayed (**Note: If no employee selection is made, all listed employees' data will be displayed (i.e., the default setting is ALL).** To select more than one employee, but not all, hold down the Ctrl key while clicking your selections. To deselect a name(s) in the list, hold down the Ctl key and click on the highlighted name you wish to deselect or click on **Reset** at the bottom of the page to begin again.

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Overtime Request & Timecard Report

Employees

BDFTESTER011 A TEAMCOORD1
BDFTESTER018 C EMPLOYEE1
BDFTESTER013 D EMPLOYEE2
BDFTESTER015 E EMPLOYEE3
BDFTESTER017 G EMPLOYEE5
BDFTESTER016 H EMPLOYEE6

Overtime Type

10 - Regular Scheduled OT
14 - Irregular Scheduled OT
15 - Call Back OT
17 - OT Rotating Shift
13 - Comp Time Earned
16 - Travel Comp Time Earned

From Pay Period: [01]: 12/16/2012 - 12/29/2012

To Pay Period: [07]: 03/10/2013 - 03/23/2013

Pay Plan/Grade

GS11
GS13
GS14

Run Report **Reset**

Figure 150 - Overtime Request & Timecard Search Page

5. Select a beginning and ending pay period date range using the **From Pay Period** drop down and the **To Pay Period** drop down list. (**Note:** You must select both **"From"** and **"To"** pay periods and the **From Pay Period** must be an earlier date, or the same pay period, as the **To Pay Period**. To deselect a pay period in the list, either select another pay period and click on **Run Report** or click **Reset** to clear all selections.)
6. Select **Overtime Type** from the drop-down in the **Overtime Type** box. The default is ALL. (**Note:** Select more than one type for your query by holding down the **Ctrl** key while clicking the ones you wish to view. To deselect an overtime type in the list, hold down the **Ctrl** key and click on the highlighted overtime type you wish to deselect or click on **Reset** to start over.)
7. To clear all your selections and begin again, click **Reset**.
8. To show only variances between approved estimated hours in ALOHA vs. hours recorded in ETAMS, check the **Show Variances Only** box. (**Note:** displaying the variances only is the default). (**Note:** if the box is not checked, all records for the selected pay period will be displayed.)
9. Click **Run Report** to create the report.
10. The report displays.

Overtime Request & Timecard Report

Employees

BDFTESTER011 A TEAMCOORD1
BDFTESTER018 C EMPLOYEE1
BDFTESTER013 D EMPLOYEE2
BDFTESTER015 E EMPLOYEE3
BDFTESTER017 G EMPLOYEE5
BDFTESTER016 H EMPLOYEE6

Overtime Type

10 - Regular Scheduled OT
14 - Irregular Scheduled OT
15 - Call Back OT
17 - OT Rotating Shift
13 - Comp Time Earned
16 - Travel Comp Time Earned

From Pay Period:

[01]: 12/16/2012 - 12/29/2012

To Pay Period:

[07]: 03/10/2013 - 03/23/2013

Pay Plan/Grade

GS11
GS13
GS14

Run Report

Reset

☒ Show Variances Only
Export to Excel

Last Name	First Name	M	F/A/T	Year	Pay Period	Date	Overtime Type	Pay Plan/Grade	ALOHA Hours	ETAMS Hours	Overtime Request ID
EMPLOYEE3	BDFTESTER015	E	BD/02/02	2013	3		14 - Irregular Scheduled OT	GS14	60.0	0.0	7662
EMPLOYEE3	BDFTESTER015	E	BD/02/02	2013	5		10 - Regular Scheduled OT	GS14	10.0	0.0	7876
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3		10 - Regular Scheduled OT	GS13	39.5	0.0	6856,6994,7078,7104,7362,7372,7656,7814,7820
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3		14 - Irregular Scheduled OT	GS13	4.0	0.0	7766
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	4		10 - Regular Scheduled OT	GS13	10.0	0.0	7890,8104
EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	4		14 - Irregular Scheduled OT	GS13	12.0	0.0	7574,7894
EMPLOYEE6	BDFTESTER016	H	BD/02/02	2013	3		14 - Irregular Scheduled OT	GS13	9.5	0.0	7718,7838

Figure 151 - Overtime Request & Timecard Report

- The **Overtime Request & Timecard Report** may be sorted by Employee Last Name, Facility/Area/Team (F/A/T), and Overtime Type by clicking in the respective column header. Clicking on it in succession reverses the sort order.
- To print the report, it is recommended that you export to a Microsoft Excel spreadsheet and then print. To complete the export, click the **Export to Excel** link above the report data. (**Note:** It will take a few seconds for the data to download.)

(**Note:** You may also print from your Internet browser. Click **File** in the upper left corner and select **Print** from the drop down menu. From the pop-up, select a printer and click the **Print** button.)
- The report displays in Excel spreadsheet format.
- From here, the report can be renamed and saved for further data manipulation. Select OPEN or SAVE to either open the report in Excel or bring up the standard Windows SAVE box.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	M	F/A/T	Year	Pay Period	Date	Overtime Type	Pay Plan/Grade	ALOHA Hours	ETAMS Hours	Overtime Request ID
2	EMPLOYEE3	BDFTESTER015	E	BD/02/02	2013	3		14 - Irregular Scheduled OT	GS14	60.0	0.0	7662
3	EMPLOYEE3	BDFTESTER015	E	BD/02/02	2013	5		10 - Regular Scheduled OT	GS14	10.0	0.0	7876
4	EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3		10 - Regular Scheduled OT	GS13	39.5	0.0	6856,6994,7078,7104,7362,7372,7656,7814,7820
5	EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	3		14 - Irregular Scheduled OT	GS13	4.0	0.0	7766
6	EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	4		10 - Regular Scheduled OT	GS13	10.0	0.0	7890,8104
7	EMPLOYEE5	BDFTESTER017	G	BD/02/02	2013	4		14 - Irregular Scheduled OT	GS13	12.0	0.0	7574,7894
8	EMPLOYEE6	BDFTESTER016	H	BD/02/02	2013	3		14 - Irregular Scheduled OT	GS13	9.5	0.0	7718,7838
9	EMPLOYEE6	BDFTESTER016	H	BD/02/02	2013	3		17 - OT Rotating Shift	GS13	31.0	0.0	7360
10	EMPLOYEE6	BDFTESTER016	H	BD/02/02	2013	5		10 - Regular Scheduled OT	GS13	14.0	0.0	7896

Figure 152 – Overtime Request & Timecard Report Exported to Excel

August , 2013

ALOHA Overtime Request User Guide

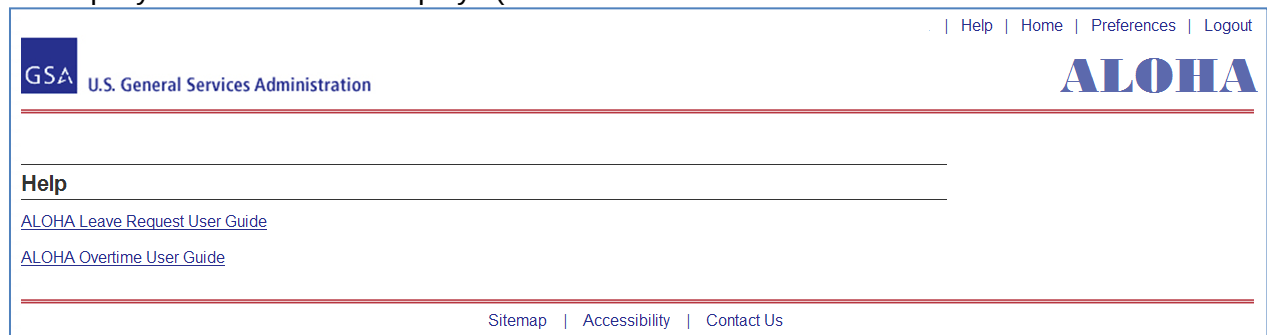
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ALOHA Help

ALOHA Help provides User Guides that can be accessed from all pages in the ALOHA application.

1. Click the **Help** link in the upper right corner.
2. Under **Help**, click on **ALOHA Overtime User Guide** to view or download the manual.
3. From the User Guide's **Table of Contents** on page 3, move your cursor to the topic of interest and press **Ctrl + Click**.
4. The topic you have selected displays (



5. Figure 153 – ALOHA Help).
6. If you wish to print the guide, select **Print** from your Internet browser menu.
7. Click **Home** to return to the main menu options on the **Home Page**.

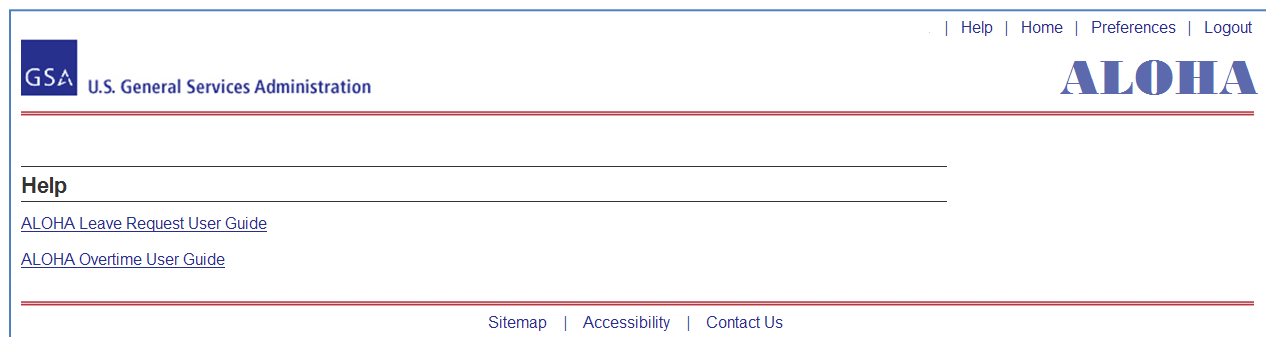


Figure 153 – ALOHA Help

ALOHA Contact Us

The ALOHA **Contact Us** page provides the user the ability to send an email requesting support without leaving the application. It can be accessed from any page (except **Login**) in the ALOHA application.

1. Click the **Contact Us** link at bottom right.
2. The **Contact Us** page displays (Figure 154 – ALOHA Contact Us Message Form).

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GSA U.S. General Services Administration **ALOHA**

Contact Us

For Aloha Support, please complete the form below or send an email to OCFOServiceDesk@gsa.gov or call 1-866-450-6588.

From*

Subject*

Message*

Send Message

[Sitemap](#) | [Accessibility](#) | [Contact Us](#)

Figure 154 – ALOHA Contact Us Message Form

3. Complete the form entering the **Subject** and **Message**. (**Note:** Your email address displays automatically.)
4. Click **Send Message** to forward your message to the Business Applications Service Desk at businessapps@gsa.gov or call them at 1-866-450-6588.

GSA U.S. General Services Administration **ALOHA**

Contact Us

For Aloha Support, please complete the form below or send an email to OCFOServiceDesk@gsa.gov or call 1-866-450-6588.

Thank you. Your message was successfully sent.

[Sitemap](#) | [Accessibility](#) | [Contact Us](#)

Figure 155 – ALOHA Contact Us Confirmation

5. A confirmation page displays (Figure 155 – ALOHA Contact Us Confirmation) advising you that your message was sent.
6. Click **Home** to return to **ALOHA's** menu options on the **Home Page** or **Logout** to exit.

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ALOHA Sitemap

The **Sitemap** provides links to menu options which the user may access in the ALOHA application. It can be accessed anywhere in the application, except the **Login** page, by clicking the **Sitemap** link at the bottom of the page.

1. Click the **Sitemap** link at the bottom
2. The **Sitemap** displays. (**Note:** *Displayed is the sitemap for all functions in ALOHA. The example below is the map for a supervisor/manager. If you are not a supervisor/manager, only those functions you are authorized to perform are displayed on your Sitemap.*)

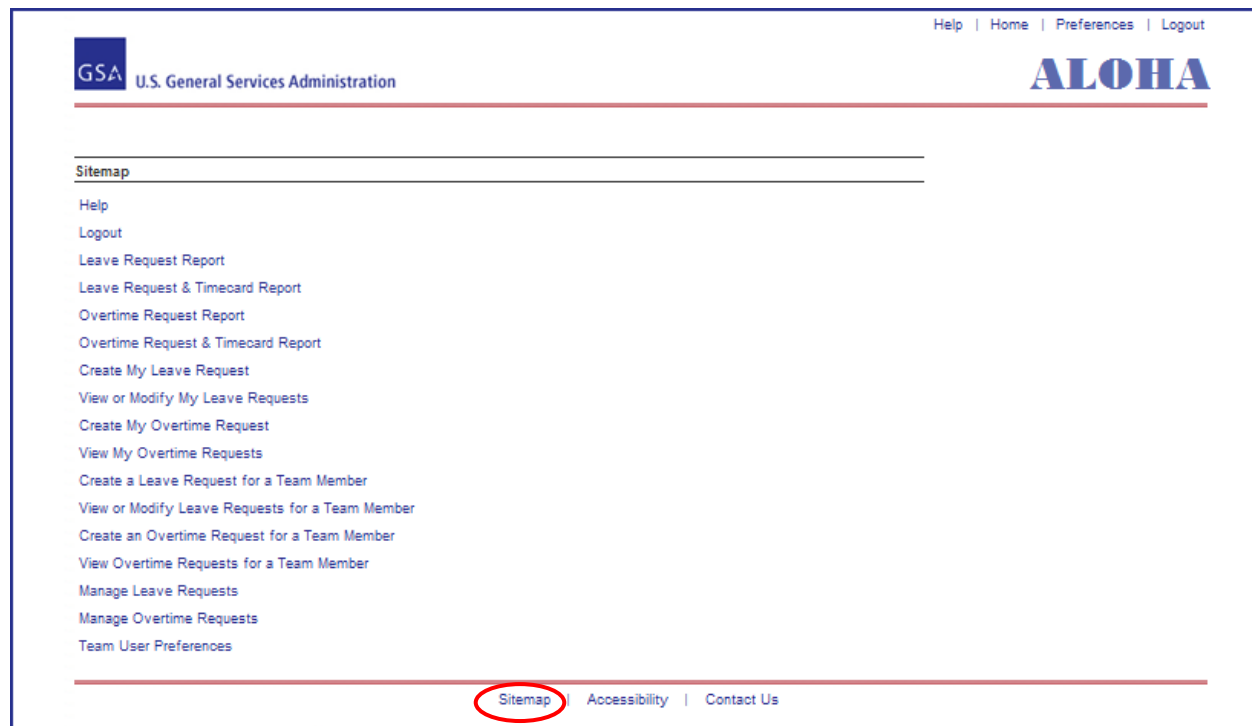


Figure 156 – ALOHA Site Map

3. To navigate to any of the options listed (Figure 156 – ALOHA Site Map), click on the topic.
4. The page you selected displays.
5. Click **Sitemap** to return or **Logout** if you wish to exit the application.

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A. Appendix A - Notifications

Actor	Action	Notifications
Submitter (Employee and Timekeeper and Supervisor, if Submitting on Behalf of Employee)	Submit OT Request	Submitter – On-screen Confirmation Supervisor – Email Notification Employee – Email Notification (if different than submitter)
	Cancel Approved OT Request	Submitter – On-screen Confirmation Supervisor(s) – Email Notification (if different than approver) Employee – Email Notification (if different than submitter)
Supervisor (Non-Approving)	Receive OT Request	Receiver – On-screen Confirmation Submitter – Email Notification
	Submit OT Request	Submitter – On-screen Confirmation Supervisor – Email Notification
	Deny OT Request	Supervisor – On-screen Confirmation Submitter – Email Notification Employee – Email Notification (if different than submitter)
	Cancel OT Request	Supervisor – On-screen Confirmation Submitter – Email Notification Employee – Email Notification (if different than submitter)
	Update OT Request	Updating Supervisor – On-screen Confirmation
Supervisor (Approving)	Receive OT Request	Receiver – On-screen Confirmation Notice Submitter – Email Notification
	Approve/Deny OT Request	Approver - On-screen Confirmation Notice Submitter(s) – Email Notification Employee(s) – Email Notification
	Deny OT Request	Approver - On-screen Confirmation Submitter(s) – Email Notification Employee(s) – Email Notification
	Cancel OT Request	Approver – On-screen Confirmation Submitter(s) – Email Notification Employee – Email Notification (if different than submitter)

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B. Appendix B – Multi-Level & Single-Level Approvals Available by OT Type

In ALOHA Overtime (OT), the multi-level workflow is available *ONLY* for Overtime and Comp Time requests that involve funding. These include: Regular Scheduled OT, Irregular Scheduled OT, OT Rotating Shift, and Comp Time Earned.

All other types of OT requests only require approval from an authorized supervisor designated as a *certifier* in ETAMS. These include: Call Back OT, Travel Comp Time Earned, Religious Comp Earned, and Credit Hours Earned.

Approval Type	Overtime Type
OT Multi-Level Approval	
	10 – Regular Scheduled OT
	14 – Irregular Scheduled OT
	17 – Rotating Shift
	13 – Comp Time Earned
OT Single-Level Approval	
	15 – Call Back OT
	16 – Travel Comp Time Earned
	46 – Religious Comp Earned
	36 – Credit Hours Earned