



DID YOU KNOW?

How to Submit/Delete a DAT (DWOP) Request as a Reserve

How to submit a DAY-AT-A-TIME VACATION (DAT) request on Unimatic

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

```

ACTN FILE # RSV
»DSPFAI/ ___/ ____/ _

```

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

```

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

```

7. Press enter

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/00/      /      / /R/
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//
I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
DT THRU DT          DT THRU DT          DT THRU DT
FOR RSV DAY (S) MMDD- MMDD/      MMDD- MMDD/      MMDD- MMDD/
                  MMDD- MMDD/      MMDD- MMDD/      MMDD- MMDD/

```

8. Tab to DAY-AT-A-TIME VACATION (DAT) and place an X in the field



9. Enter the date of the Reserve days you are requesting. DAT is the only form of WOP you are unable to place a date range for due to the way it is awarded. If you need the 4th off you would place 0804 – 0804 in the range field.

```

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

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
          DT THRU DT      DT THRU DT      DT THRU DT
FOR RSV DAY (S) 0816- 0816/    MMDD- MMDD/    MMDD- MMDD/
                MMDD- MMDD/    MMDD- MMDD/    MMDD- MMDD/

```

10. Once the request has been completed move the curser down to the bottom of the request and press enter. A confirmation response that the DWOP request is on file will display on the bottom of the screen.

```

REQWOP/SOTO,M          /FN 875421/SEN 012237/03/1525B/ORD /08/R/
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) X/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
          DT THRU DT      DT THRU DT      DT THRU DT
FOR RSV DAY (S) 0816- 0816/    MMDD- MMDD/    MMDD- MMDD/
                MMDD- MMDD/    MMDD- MMDD/    MMDD- MMDD/

DWOP REQUEST ON FILE 08061239

```



How to delete a PTO (GWOP) request

1. Type DSPREQ and press enter

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

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

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

5. Press enter

```
DSPREQ/  WOP /  ORD /  875421/

TO DISPLAY INDIVIDUAL REQUEST, TAB TO DESIRED DATE AND TRANSMIT

          ACTN  DOM  FILE #  NAME          DATE
»DSPREQ/WOP /ORD /875421/SOTO,M          /16AUG-16AUG/01/  *
»DSPREQ/WOP /ORD /875421/SOTO,M          /16AUG-16AUG/02/  *
»DSPREQ/DWOP/ORD /875421/SOTO,M          /16AUG-16AUG/03/
»DSPREQ/WOP /ORD /875421/SOTO,M          /17AUG-17AUG/01/  *
```



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

```

XXXWOP/SOTO,M           /FN 875421/SEN 012237/03/1525B/ORD /08/R/
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) X/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
DT THRU DT      DT THRU DT      DT THRU DT
FOR RSV DAY (S) 0816- 0816/      MMDD- MMDD/      MMDD- MMDD/
                 MMDD- MMDD/      MMDD- MMDD/      MMDD- MMDD/

WP-08061239/875421

```

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

```

DELWOP/SOTO,M           /FN 875421/SEN 012237/03/1525B/ORD /08/R/
I WOULD LIKE TO REQUEST:
WOP _/ PERSONAL TIME OFF (PTO) _/ BOTH WOP AND PTO _/
DAY-AT-A-TIME VACATION (DAT) X/          30 DAY WOP _/ MONTH ___//

I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/
DT THRU DT      DT THRU DT      DT THRU DT
FOR RSV DAY (S) 0816- 0816/      MMDD- MMDD/      MMDD- MMDD/
                 MMDD- MMDD/      MMDD- MMDD/      MMDD- MMDD/

WP-08061239/875421

```

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



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

```
DELWOP/SOTO,M          /FN 875421/SEN 012237/03/1525B/ORD /08/R/  
I WOULD LIKE TO REQUEST:  
WOP _/ PERSONAL TIME OFF (PTO) X/ BOTH WOP AND PTO _/  
DAY-AT-A-TIME VACATION (DAT) _/          30 DAY WOP _/ MONTH ___//  
  
I WILL ACCEPT ANY PORTION OF WOP, PTO OR DAT REQUESTS BELOW: _/  
DT THRU DT          DT THRU DT          DT THRU DT  
FOR RSV DAY (S) 0816- 0816/          MMDD- MMDD/          MMDD- MMDD/  
                MMDD- MMDD/          MMDD- MMDD/          MMDD- MMDD/  
  
WOP REQUEST DELETED
```

