**In what situations should the “BUMP” button be unavailable to the EE?**

A SS has generated 2 OT needs with all the same criteria. John(EE) requests one of the OT slots and would be an oncoming shift (does not have preference). Paul(EE) also wants to request an OT slot and would be an off-going shift (does have preference). Does Paul have the ability to BUMP John while there is still 1 other slot available for OT meeting the same criteria?

**Can an EE who has made an OT submission be bumped if the submission has not been accepted?**

An EE is looking at the ‘OT needs page’ and sees a list of needs mixed with voluntary submissions made by other EEs. Assuming the EE has preference can he then BUMP EEs out of their own OT submissions?

**EEs have the ability to submit themselves for voluntary OT. How are these submissions treated? Are they the same as OT needs? Should they be labeled separately?**

An EE wants to make an OT submission for 3/16/2017, s2s, shift 2, and full 8 not realizing that a SS has already generated an OT need of the same criteria. Is the employee warned about this or does it go through?

**Can an EE request to fill 2 or more OT slots of the same criteria?**

Assuming that the above example allowed the submission to go through, would the employee be able to request the OT slot made by the SS meeting the same criteria? This would mean that the employee would be requesting for 2 OT slots with the same criteria. Would a SS be able to then approve both of these requests?

**How should the EE’s saved OT submissions be presented to the EE?**

**Which Submissions can an EE edit? If their submission has been accepted/declined can it still be edited?**

It is currently 3/10/2017. An EE has requested an OT slot with the date of 3/16/17 and it has been accepted. Can the EE edit this OT request now that it has been accepted? What if it was declined? If it was accepted/declined before being edited does it lose its accepted/declined status?

**Can an EE back out of an OT need that they have requested?**

An EE has bumped another EE for an OT need slot. The employee then realizes they cannot work the OT. What are the EE’s options if the OT need does not show up in the OT *submission* editor?

**How should SS generated OT needs be presented to SSs?**

A SS has generated an OT need. Where should the SS go to see this OT need as well as all the other needs that have been generated?