**Matt questions**

1. Are we manually adding and removing employees from DB? Need admin account/interface?
2. Single sign-on for this and all future apps? Would require separate application.

**Other**

**Rules**

1. Employees On Off-Going shifts are asked to work overtime first. Then employees with the least opportunity overtime hours.
2. Opportunity overtime hours are all the hours an employee has worked overtime plus the overtime hours they refused.
3. If no one wants the overtime then the supervisor starts to mandate overtime up to 4 hours.

**Rules for employees to know**

1. If an employee does not sign up for a specific overtime opportunity but they would have been preferred, they are considered to have refused the overtime.
2. Employees must register with the app to be considered for overtime. Otherwise they will be considered ‘Never Call’ status.
3. If an employee is awarded overtime and they have accepted it but do not show up for the overtime it will be counted as an absence.
4. Employees can only submit/edit overtime 2-14 days before the overtime will take place.
5. Employees can ask to never be considered for overtime.

**Known Vacancies**

Employees will Signup for blocks of overtime for however much they want within 2-14 days of when they are logged in. They can submit their names for overtime blocks regardless of whether there is a need or not. Employees can withdraw their overtime submissions but not within 2 days of the overtime block.

When the 2 day deadline arrives the system will lock for that date and a supervisor will review the submissions and award the overtime to the employee that the system found to be the most eligible.

To recognize which of the submissions is ‘most eligible’ the system will gather the submissions, check for off-going shift, opportunity overtime hours, and seniority at that position. If there is a tie then it will choose the submission with the oldest date.

**Other Functionality**

* A SS supervisor will be able to print a report of all the EEs who are coming in for overtime as well as the comments they submitted to specify their preferred position. This is so the SS can assign jobs accurately and much earlier than when the overtime EE employees arrive.
* For EEs the SS is trying to contact to fill unknown vacancies, the SS will be shown their phone number to be able to easily contact them.
* An EE who is not interested in working overtime can set their account to a ‘Never Call’ status so that their name will not show up in overtime eligibility lists.
* An EE can see the overtime that has been awarded to other employees and whether or not they have accept the overtime. If an EE knows that they were the next ‘most eligible’ then this will help them keep track of the possibility of it being awarded to them.

An employee will accumulate opportunity overtime hours by filling overtime slots AND not filling overtime slots that they could have.

Once an employee has been awarded overtime by the supervisor an email will be sent to the employee. The email will have an ‘Accept’ and a ‘Decline’ button. Once an employee has accepted the overtime they must work it. Employees will be able to see the status of all overtime slots that have been awarded to all employees within their job.

**Shift Coverage**

When shift coverage has been approved by a SS are the EEs actual schedules updated?

Becky is scheduled to for shift 1 on the 17th. Stanley decides to cover Becky’s shift and it is approved by the SS. Becky then tries to get OT for shift 2 on the 17th and she gets it. Becky also tries to get OT for shift 3 on the 18th

Do we know that EE #1 only has 8 HRS or do we still think they worked shift 2 and has 16 HRS? This would make them unable to get the shift 3 OT.

Do we need to manage this?