*This handout will provide step-by-step instruction on how to use the Ordered Overtime (OOT) Assignment tool in the Operational Staffing System (OSS). This tool shall be used by the scheduler every time an employee is being assigned involuntary overtime in the Riverside Unit. OOT shall only be assigned up to 7 days out from the date of the OT.*

1. On your OSS home screen, click the *Ordered Overtime Assignment* link in the navigation bar to bring up the OOT Sort screen.
	1. Here, you will be able to define various parameters to search for already queued but not filled OT. You may click *New Search* at any time to begin a search from scratch.
2. Use the *Find OT in Battalion* dropdown to select the appropriate Battalion you wish to fill OT for. A complete list of unfilled OTIDs for your selected Battalion will appear below.
	1. If you are trying to fill OT for a specific station, you may instead use the *Find OT in Station* dropdown to select a station of choice, which will then show unfilled OTIDs only for that station.
3. Look through the list of OTIDs at the bottom of the page and click the *Sort* button next to the OTID you wish to fill.
	1. To make searching easier, this list of OTIDs can be sorted by column by clicking on any of the column headers (OTID, Rank Specialty, Battalion, Station, Approved Hours, Required Date, or Day of Week).
4. You will now be presented with a list of in-battalion employees who are eligible for the overtime, along with their contact numbers. Using various internal criteria to ensure fairness, this list is pre-sorted in order of who should be forced first, with the first choice at the top and last choice at the bottom. However, before assigning the OT, you must now perform a manual verification that the employee is available for the OT by following these steps:
	1. Click the name of the first employee on the list who matches the class of the queued OT to bring up their OSS schedule.
	2. Examine their schedule to determine that there are no conflicts that would prevent you from assigning them the OT (ex: do not attempt to assign OOT to an employee who works camp or admin, or who is on extended IDL, SL, or FSL).
	3. If there are no obvious conflicts, attempt to make positive contact with the employee by phone.
	4. If there is a justifiable conflict preventing the employee from working the day or you are unable to reach the employee by phone, move on to the next employee on the list and repeat the process.
	5. If you exhaust all employees on the list whose class matches that of the queued OT, use the *Find Employees with Home Stations in this Battalion/Division* dropdowns to select a new employee location, and then repeat this process starting with step 4a. When selecting a new employee battalion/division, the below OOT fill order should always be used:
		1. Same class and Battalion as the queued OT.
		2. If none are available, same class within the Division, starting with the closest Battalion(s).
		3. If none are available, same class within adjacent Division(s), starting with the closest Battalion(s).
		4. If none are available, same class within further adjacent Division(s), starting with the closest Battalion(s).
	6. When deciding between multiple adjacent battalions and/or divisions per the fill order above, consider the employee’s travel time and distance to the OOT assignment location.
5. Once you make positive contact with an appropriate employee and no conflicts are present, click the *Fill Overtime* button on the same row as the employee’s name.
	1. A window will pop out, asking you to add comments. Here, you should document the names of any employees you skipped over in Step 4 and why (and add any other relevant comments as well). Comments are required.
	2. Check the *Replicate Overtime* box to automatically fly a duplicate voluntary OT day under a new OTID. This way, if an employee volunteers for the duplicate OT day, you may cancel the assigned OOT day.
	3. When finished, click *Confirm* to finish filling the OOT.
6. BCs and above may audit any filled OOT by accessing the *Ordered Overtime Justification* report in the OSS *Reports* link on the home screen navigation bar.
	1. Upon entering an OTID, the report will pull up the full info of the OOT assignment, including the comments, who assigned the OOT, and the priority-ordered list of employees who were eligible for the OOT.
	2. Schedulers should ensure that their employee selection and accompanying comments follow procedure, in order to stand up to the scrutiny of this report.