



Workbrain Upgrade – Tech Ops

	Available ✓	Unavailable ✗	Team Member Request 	Timekeeper Support 
Manning	<ul style="list-style-type: none"> Manpower will be available Beta automation feed <u>will be down</u> (impacts DFW, ORD, JFK, STL) 	<ul style="list-style-type: none"> Workbrain manning to include Duty Roster and Crew roster with actual time 		<ul style="list-style-type: none"> Manually update all exceptions
Clocking in/out	<ul style="list-style-type: none"> Timeclocks will operate as normal May not reflect latest training data, as LMO feed is paused 	<ul style="list-style-type: none"> Soft clocks 		<ul style="list-style-type: none"> Allow timeclocks to catch up; do not manually enter clocks for 9/7
My Time		<ul style="list-style-type: none"> Feed to Workbrain paused 		<ul style="list-style-type: none"> Log into MyTime, or use MyTime emails, to monitor lost time
Overtime (TOPP)		<ul style="list-style-type: none"> Sign up lists to see who signed up Charged hours reports System to complete proffers 	<ul style="list-style-type: none"> Sign up before outage (by 6 a.m. CT) 	<ul style="list-style-type: none"> Pull all OT lists before system outage
Fieldtrip (TOPP)		<ul style="list-style-type: none"> Sign up lists to see who signed up Charged hours reports System to complete proffers 	<ul style="list-style-type: none"> Sign up before outage (by 6 a.m. CT) 	<ul style="list-style-type: none"> Pull all FT lists before system outage After outage, review qualifications in Learning Hub as feed may lag
Shift Trades (SWAPS)		<ul style="list-style-type: none"> Request/Accept Swaps 	<ul style="list-style-type: none"> Enter and accept all requested shift trades prior to outage Utilize normal process for day-of requests 	
Time-keeping	<ul style="list-style-type: none"> Submit exceptions to timekeeper 	<ul style="list-style-type: none"> View Timesheets View Schedules Input adjustments or exceptions 		<ul style="list-style-type: none"> Enter Adjustments/known exceptions prior to outage
Water Calendar		<ul style="list-style-type: none"> View calendar View Vacation Ratios View Block Vacation Request DAT/Comp 		
Balances		<ul style="list-style-type: none"> View balances (FMLA, State Leave, etc.) 		
Attendance Conversations	<ul style="list-style-type: none"> APS Lost Time Dashboards 	<ul style="list-style-type: none"> Workbrain timesheets, balances, etc. 		<ul style="list-style-type: none"> Pull all Workbrain related information needed for conversations before outage

