



Tugboat – FAQ

Q: What is the purpose of the Tugboat system?

A: All vacation bids/bookings and shift bids will be executed in Tugboat. This includes yearly bids (both shift (if applicable) and vacation), as-needed vacation days throughout the year and individual shifts as they become available.

Q: What is the Tugboat website address?

A: www.sos2do.com is the address of the Tugboat website.

Q: Can I access Tugboat from my smartphone?

A: Yes. The Tugboat website can be accessed from your smartphone by entering www.sos2do.com in the internet browser.

Q: What is the login for Tugboat?

A: The Site ID is MCCP. The login is your badge number and the password is the first four (4) digits of your Social Security Number. At this time, passwords can only be changed or reset by Workforce Management.

Q: When can I book vacation?

A: There are two ways to book vacation. There will be a full departmental vacation bid that will take place every year, during which you can bid on vacation for the following year. Once the vacation bid is completed, you will be able to go in and book vacation any time that is convenient for you, subject to availability and having the time available.

Q: Will I still be able to come up to Workforce Management and view the vacation book?

A: No, there will no longer be vacation books. All vacations will now be booked through the Tugboat system; however, you may come up to Workforce Management if you need assistance with requesting vacation time in Tugboat.

Q: How are vacations and/or shifts awarded?

A: All current practices for granting vacations and shifts will remain in place. During yearly bids, both vacations and shifts are awarded based on seniority. Bidding on individual shifts remains seniority based, while vacations are granted on a first come/first served basis after the initial vacation bid takes place.



Q: How will I know what vacation(s) and/or shift that I won?

A: To view you awarded vacations from the vacation bid, you will simply run the Vacation Awards Report. When requesting vacation throughout the year, you will know instantly if the vacation day(s) was granted, or the reason if it was not granted. Shift Bid results will still be posted in your department, as the current practice.

Q: Will my previously scheduled 2018 vacations days still be honored?

A: Yes. All vacation that has been booked through Workforce Management will still be honored, as long as you have vacation time available when the vacation date(s) arrive.

Q: When will I receive additional vacation time?

A: Nothing has changed as to when you receive your vacation time. You will receive your vacation on the date you normally do.

Q: What if I bid into a new shift and/or off days in the middle of the year? Will my previously booked vacation dates still be honored?

A: Yes. The vacation dates previously booked will be honored, but it is your responsibility to change any vacation days that do not coincide with your new days off or any dates that may be missing due to your change of days off

Q: When is my vacation accrual (anniversary) date?

A: This will be listed in the *Vacation Available Days* and/or *Vacation Awards* Report found under the Reports tab in Tugboat. (The circled section pictured below)

Q: Will I be able to use my vacation time as I earn it or do I have to wait until my anniversary date?

A: You will be able to use what is currently available. Any vacation time earned on or after your accrual/anniversary date may be used on or after that time. You can book dates that occur after your anniversary date based on estimated future accruals as long as it is within an open bidding period. (The rectangular section pictured below)

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Vacation Awards

10/01/18 vacation - Hours of vacat	96 Hour(s)
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2018 Vacation Entitlement:	96 Hour(s)
2018 Vacation Balance:	96 Hour(s)
03/17/19 vacation - Hours of vacat	86.25 Hour(s)
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2019 Vacation Entitlement:	86.25 Hour(s)
2019 Vacation Balance:	182.3 Hour(s)