CMTS Mainframe for TE&Y Menu Options 07 thru 18

Table of Contents

Preselect AVR Sequence

Purpose	This screen is used by TE&Y employees to customize the Automated Voice Response selections in the order they would like to hear them. It consists of 2 parts, General Line-Up and Boards.

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Session7 - EXTRA! Personal Client                                    _ 8 X
File  Edit  View  Tools  Session  Options  Help

 03/18/04-07:47 MST            AVR PRESELECT SEQUENCE              PSTS10U

 EMPLOYEE NAME: ACOSTA, H                     EMPLOYEE NUMBER:

 SELECT YOUR AVR SEQUENCE PRIORITIES:
 CHOICE 1: 1      1 = VACANCY SUMMARY
 CHOICE 2: 2      2 = BOARD STANDING    N   (INCLUDE INACTIVE CREWS Y/N)
 CHOICE 3: 3      3 = HOME LINE UP:     D   (D=DETAILED, S=SUMMARY, Q=QUICK)
 CHOICE 4: 4      4 = AFHT LINE UP:     D   (D=DETAILED, S=SUMMARY, Q=QUICK)

 SELECT YOUR AVR RESPONSIBILITY GROUPING:
 CHOICE  : 1      1  TUCSONENM    2  TUCSONSWI    3  TUCSONTNM    4

 SELECT YOUR TRAIN LINEUP LOCATION:   03
  01 = LB432   02 = SP149   03 = SP317   04 = SP377   05 = SP563   06 = TP860
  07 =         08 =         09 =         10 =         11 =         12 =
  13 =         14 =         15 =         16 =         17 =         18 =
  19 =         20 =         21 =         22 =         23 =         24 =
  25 =         26 =         27 =         28 =         29 =         30 =


 PF1=HELP    PF3=EXIT    PF5=UPDATE    PF6=BOARD STANDING



 4 B                   :00.4                                      06/12
Connected to host a.tn3270.uprr.com [167.132.0.81]                        8:47 AM
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Continued on next page

3
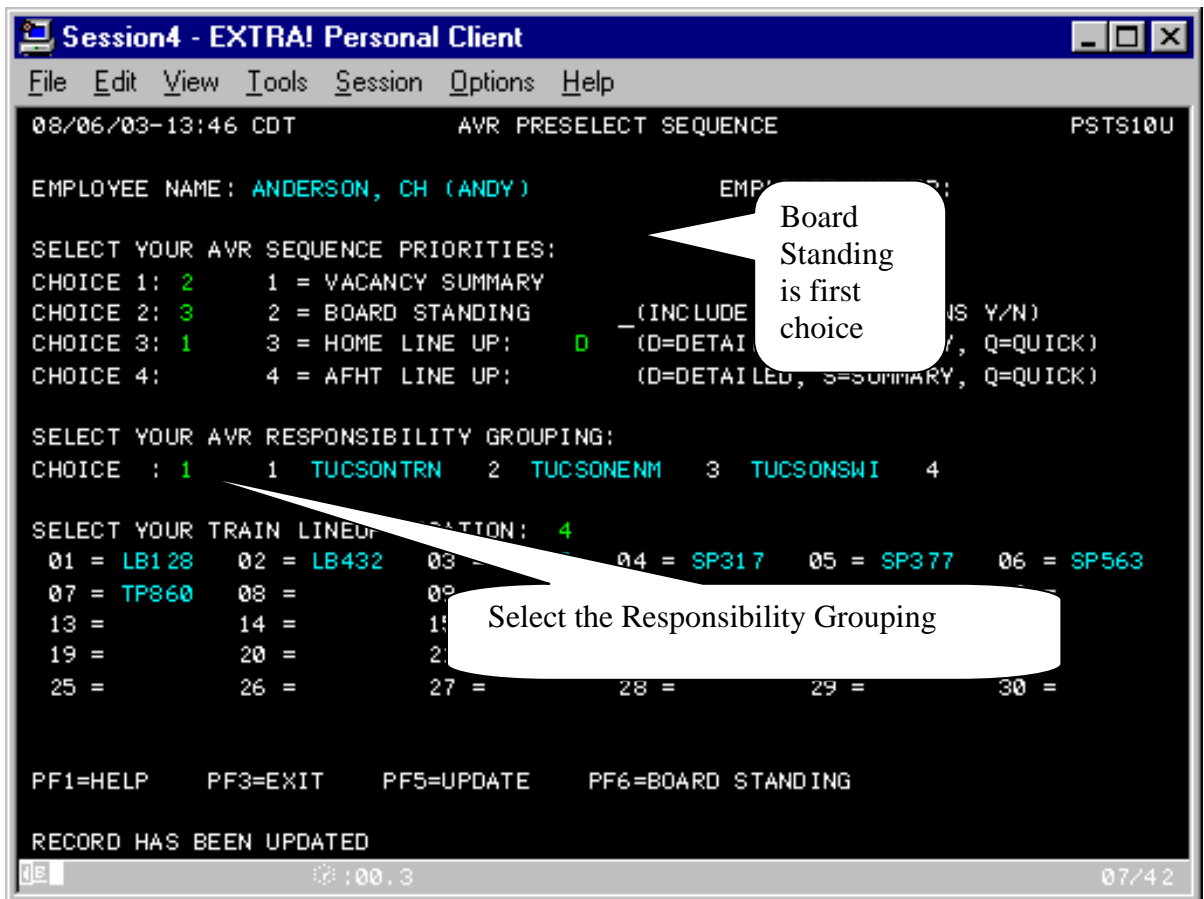
Preselect AVR Sequence, Continued

General Input Procedures

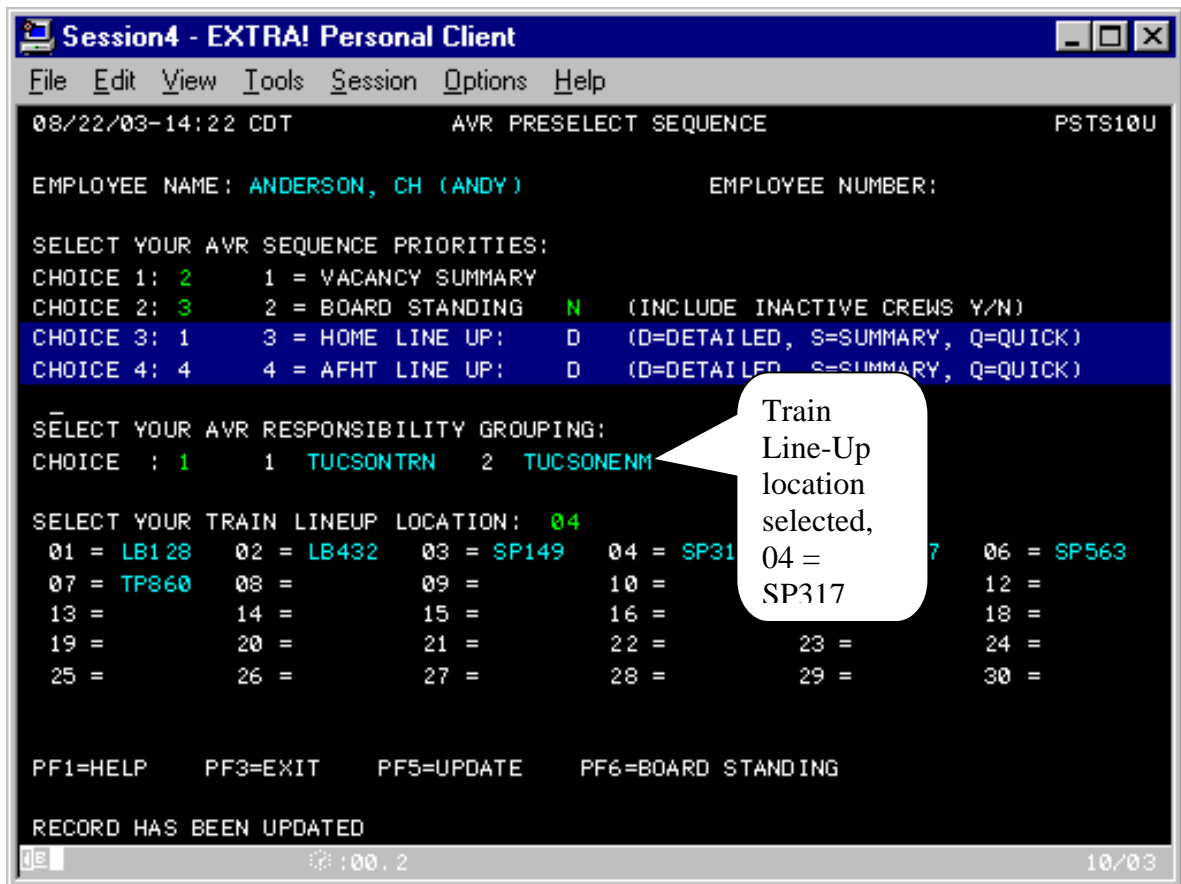| How to use the Preselect AVR Sequence screen.	1. Type your AVR sequence priority, 1, 2, 3, 4, in the CHOICE fields in the order that you wish hear them, i.e., 1 = board standing, 2 = home terminal detail Train Line-Up, 3 = vacancy summary, 4 = AFHT detail Train Line-Up etc. (see example one below) **NOTE:** If the caller wishes to hear Train Line-Up information, he/she must indicate what type of Line-Up he/she wants to hear. To do this they must select either (detailed, summary, or quick). Failure to select a type will result in the system not reading out the Train Line-Up. If both the home and AFHT Train Line-Up selections are made, then both must have the type of Line-Up selected. 2. To hear the correct information, the caller must select which responsibility grouping he/she wants to hear the information from. To do this, input the number that matches your choice. 3. You must select the number that matches your train Line-Up location. 4. Press F5 to update. The inquiry that you requested returns. 5. You must select your "Board Standing" priorities; you must now "tell" the computer what boards you want to hear. Press F6 to return a board standing. A board standing list returns. 6. Select the number that matches the board(s) that you want to hear, and press F5, to update and return the updated screen. 7. Press F3 twice to return to the main menu.

Preselect AVR Sequence, Continued

Example 1	Example 1 shows that the caller wants to hear 1st, board standing, 2nd home terminal detail Train Line-Up , 3rd vacancy summary, with no fourth choice chosen, and a responsibility grouping choice of No. 1 for Tucson Trainman.

```
Session4 - EXTRA! Personal Client                            _ □ ×
File  Edit  View  Tools  Session  Options  Help
08/06/03-13:46 CDT            AVR PRESELECT SEQUENCE              PSTS10U

EMPLOYEE NAME: ANDERSON, CH (ANDY)              EMP              :
                                                        Board
SELECT YOUR AVR SEQUENCE PRIORITIES:                    Standing
CHOICE 1: 2      1 = VACANCY SUMMARY                    is first
CHOICE 2: 3      2 = BOARD STANDING       _(INCLUDE    NS Y/N)
                                                        choice
CHOICE 3: 1      3 = HOME LINE UP:     D  (D=DETAI       /, Q=QUICK)
CHOICE 4:        4 = AFHT LINE UP:        (D=DETAILED, S=SUMMARY, Q=QUICK)

SELECT YOUR AVR RESPONSIBILITY GROUPING:
CHOICE  : 1      1  TUCSONTRN    2  TUCSONENM   3  TUCSONSWI    4

SELECT YOUR TRAIN LINEU       TION: 4
  01 = LB128     02 = LB432    03 =        04 = SP317    05 = SP377    06 = SP563
  07 = TP860     08 =          09
  13 =           14 =          1:    Select the Responsibility Grouping
  19 =           20 =          2:
  25 =           26 =          27 =        28 =         29 =         30 =


PF1=HELP    PF3=EXIT    PF5=UPDATE    PF6=BOARD STANDING

RECORD HAS BEEN UPDATED
QB                    :00.3                                       07/42
```

Example 2	After pressing F5 update, the computer has gathered the information from the Tucson trainmen grouping and also filled in the Train Line-Up location selection fields with CIRC-7's. You can then select your Train Line-Up location, 4 = SP317 etc.

```
Session4 - EXTRA! Personal Client                                 _ □ ×
File  Edit  View  Tools  Session  Options  Help
08/22/03-14:22 CDT              AVR PRESELECT SEQUENCE              PSTS10U

EMPLOYEE NAME: ANDERSON, CH (ANDY)              EMPLOYEE NUMBER:

SELECT YOUR AVR SEQUENCE PRIORITIES:
CHOICE 1: 2        1 = VACANCY SUMMARY
CHOICE 2: 3        2 = BOARD STANDING    N    (INCLUDE INACTIVE CREWS Y/N)
CHOICE 3: 1        3 = HOME LINE UP:     D    (D=DETAILED, S=SUMMARY, Q=QUICK)
CHOICE 4: 4        4 = AFHT LINE UP:     D    (D=DETAILED, S=SUMMARY, Q=QUICK)

SELECT YOUR AVR RESPONSIBILITY GROUPING:
CHOICE  : 1        1  TUCSONTRN    2  TUCSONENM

SELECT YOUR TRAIN LINEUP LOCATION: 04
 01 = LB128    02 = LB432    03 = SP149    04 = SP31         7    06 = SP563
 07 = TP860    08 =          09 =          10 =                   12 =
 13 =          14 =          15 =          16 =                   18 =
 19 =          20 =          21 =          22 =          23 =     24 =
 25 =          26 =          27 =          28 =          29 =     30 =


PF1=HELP    PF3=EXIT    PF5=UPDATE    PF6=BOARD STANDING

RECORD HAS BEEN UPDATED
                                                                   10/03
```

Callout: Train Line-Up location selected, 04 = SP317

Preselect AVR Sequence, Continued

Example 3	If one of your selections is "Board Standing", you must now "tell" the computer what boards you want to hear. Press F6 to return a board standing screen. A board standing list (example 3 below) returns. Select the number that matches the board(s) that you want to hear, example below is 01 = SP317 RT70 and 02 = SP317 RT70 TP860, and press F5, to update and return the updated screen.

```
Session4 - EXTRA! Personal Client                                    _ □ X

File  Edit  View  Tools  Session  Options  Help

08/06/03-13:58 CDT          AVR PRESELECT SEQUENCE   BOARDS          PSTS10V
EMPLOYEE NAME: ANDERSON, CH (ANDY)              EMPLOYEE NUMBER:
SELECT YOUR BOARD STANDING PRIORITIES:
CHOICE 1: 01   SP317  RT
CHOICE 2: 02   SP317           Choice 1 is
01 SP317    RT70   SP317       SP317 board        TP860  T 03 SP317   RT70   SP149  T
04 SP317    RT71   SP317       RT70               SP563  T 06 SP317   RT72   SP317  T
07 SP317    RT72   SP149   T 08 SP317   RT73   SP317  T 09 SP317   RT73   LB432  T
10 SP317    LT70   SP317   T 11 SP317   LT70   SP149  T 12 SP317   AT70   SP317  T
13 SP317    AT71   SP317   T 14 SP377   AT73   SP377  T 15 LB128   AT70   LB128  T
16 SP317    WT70   SP317   T 17 SP317   DT70   SP317  T 18 SP317   XT70   SP317  T
19 SP317    BT70   SP317   T 20 SP317   TT70   SP317  T 21
22                        23                        24
25                        26                        27
28                        29                        30
31                        32                        33
34                        35                        36
37                        38                        39
40                        41                        42
43                        44                        45
46                        47                        48

PF1=HELP     PF3=EXIT     PF5=UPDATE
RECORD HAS BEEN UPDATED
                        :00.2                                        04/12
```

Preselect AVR Sequence, Continued

On Screen Descriptions

On Screen	Description
Employee Name	This field will display the name of the employee accessing the screen. This field is pre-populated with the name of the employee signed on to the system. Display Only.
Employee Number	This field will display the number of the employee accessing the screen. This field is pre-populated with the number of the employee signed on to the system. Display Only.
Select Your AVR Sequence Priority	This field is used to define your order of preference for voicing the choices listed as CHOICE 1, CHOICE 2, CHOICE 3 and CHOICE 4 and voiced as 1st, 2nd, 3rd and 4th Choice. Valid options are: Vacancy Summary Board Standing Home Train Line-Up AFHT Line-Up
Include Inactive Crews	This field is used to include inactive crews with board standings. Type "Y" to include or "N" to not include.
Select your AVR Responsibility Grouping	You will be provided a list of choices for AVR groups. Each group is uniquely identified and has specific areas of focus including Locations(s), Board(s), Craft(s), etc. You may choose your preference from the list provided. Required Field.
Select your Train Line-Up Location	You will be provided a list of locations to choose from for their train line-up. You may choose your preference from the list provided. Required Field.

Away From Home Lodging

Purpose	This screen is used by the Crew Member(s) at Away From Home Locations to make a change in lodging facility. Additionally they can indicate which contact numbers should be used by the Crew Dispatcher to contact them when necessary.
	This screen is automatically displayed during the Tie-Up at the Away From Home Terminal. This screen is also available from the field menu for update after Tie-Up. Besides a TE&Y employee, a Crew Caller may enter this data for the employee, and then enter AFHT Lodging data, if the employee entered is currently at an AFHT.

```
Session7 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

   02/06/04 12:51 MST              AFHT LODGING UPDATE                PSTS04L

   EMPLOYEE NAME: WILSON, LG                    NUMBER
   LODGING FACILITIES AT TERMINAL LOCATION: TP860    EL PASO, TX

   CODE    FACILITY NAME                FACILITY ADDRESS
    LAQ    LAQUINTA                     9125 GATEWAY WEST
    RED    REDROOF INN                  7530 REMCON CIRCLE
    TRA    TRAVELODGE                   7815 MESA CITY



                                    USE FACILITY     USE ALTERNATE     USE PHONE#
         POS     EMPLOYEE NAME      CD AND ROOM NBR      PHONE#
         CON WILSON, LG             laq - 225            -   -
                                      -                  -   -
                                      -                  -   -
                                      -                  -   -
                                      -                  -   -
                                      -                  -   -
                                      -                  -   -

   ENTER=INQ F1=HLP F3=EXIT F4=SEND SCREEN F5=UPD F7/8=SCROLL FCLTYS
   ENTER FCLTY CD, ALT PHN #, OR PHN ON FILE FLAG

                                                                      15/38
Connected to host a.tn3270.uprr.com [167.132.0.81]                    2:01 PM
Start   Session7 - EXTRA! Person...  Microsoft Word - cmtstey.d...        2:01 PM
```

General Input Procedures

How to use the Away from Home Lodging Screen	1. Select option 08 on the Field Main Menu. 2. Press <ENTER>. 3. The AFHT Lodging Update screen returns. 4. Your Hotel facility information is displayed. 5. Either Type in the lodging facility code and room # use XXX's if you don't know your room number in the ROOM NUMBER field. 6. Or type your alternate phone number where you can be contacted while at this away from home location in the USE ALTERNATE PHONE NUMBER field. 7. Or Type "X" under the column "use phone # on file" to indicate that you want to use the contact phone number currently on file for yourself at this away from home location. 8. Press <F5> to update.

Away From Home Lodging, Continued

On Screen Descriptions

On Screen	Description
Employee Name	This field is used to identify the Name of the Employee. Protected Field.
Employee Number	This field is used to identify the Employee Number. Protected Field.
Lodging Facilities at Terminal Location.	This field will display the Circ-7 Location and Name where the crew reported off duty. Display Only.
Code	This field will display the unique identifier of the Lodging Facility selection at this location. Protected Field.
Facility Name	This field will display the free- form Name of the lodging facility shown. Protected Field.
Facility Address	This field will display the Address of the lodging facility. Display Only.
POS	This field will display the Position the employee shown was called on. Display Only.
Employee Name	This field will display the Name of the Employee who was called on the position shown. Display Only.
Use Facility Code and Room Number	This field is used to select the lodging facility and input the room number. Optional Field.
Use Alternate Phone Number	This field is used to indicate an Alternate Number where this employee can be contacted while at this Away From Home location. This number will be placed in the Employees Temporary Contact Number File and will remain there until the employee is called out of the away from home terminal. NOTE: Enter either "Alternate Phone#" or "Use Phone# on File", not both.
Use Phone Number on File	This field is used to indicate that the employee wishes to use the contact numbers currently on file for them in their phone file. (Permanent or Temporary).

Change Phone Numbers

Purpose	This screen is used by employees to update their phone numbers. They can enter up to 10 telephone numbers as follows: One temporary phone number which overrides any other phone numbers entered. Three home phone numbers which are used in sequential order when attempting to contact the employee. Up to six away-from-home numbers can be stored, where the employee may designate by location which number the crew dispatcher should use to communicate with them.

Change Phone Numbers, Continued

General Input Procedures

How to Enter a Temporary Phone Number to Override all others.	1. Employee Name, Number and Circ-7 will be generated from the employee login. 2. Complete the following steps on the 'TEMP" detail line. 3. Type the temporary phone number you want in the 'PHONE #' field. 4. In the 'DISCLOS Y/N' field, type a 'Y' if this number can be disclosed, or a 'N' if it cannot. 5. Type one of the device codes listed at the bottom of the screen in the DVC TYP field, for example, T = Telephone. 6. Type the Date and Time that this number becomes effective in the 'EFFECTIVE MMDDYY HHMM field. If left blank it will be effective immediately. 7. Type the date and time in MMDDYY HHMM format that this temporary number should expire in the "Expiration MMDDYY HHMM field. If this field is left blank, the number will remain effective indefinitely. 8. If this device has an access number or code, type that number in the ACCESS# field. 9. Type any desired free-form comments in the 'REMARKS' field. 10. Press F5 to update the data.

Change Phone Numbers, Continued

General Input Procedures

How to Change Home Terminal Phone Numbers.	1. Employee Name, Number and Circ-7 will be generated from the employee login. 2. On the 'HOME 1 / HOME 2 / or HOME 3 detail line, enter the following data. 3. Remember that the order the phone numbers are entered are the sequence order they will be used. 4. Type the telephone number in the "PHONE#" field, including area code. 5. In the "DISCLOS Y/N" field, type a 'Y' if this phone number can be disclosed, or an "N" if it cannot. 6. Type one of the device type codes in the "DVC TYP" field. 7. Type the date/time this phone number should become effective (in MMDDYY HHMM) format in the "EFFECTIVE MMDDYY HHMM" field. If this field is left blank it becomes effective immediately. 8. If this device has an access code or number, enter that number in the "ACCESS#" field. 9. Type any desired free-form comments in the "REMARKS" field. 10. Press F5 to update the data.

Change Phone Numbers, Continued

General Input Procedures

How to Change Away Terminal Phone Numbers by CIRC-7 Location.	1. Type the Circ-7 of the away terminal location that you want to update phone numbers for in the blank field to the left of the ":" for each detail line. 2. Type the phone number where you can be reached at the away terminal in the "PHONE#" field. 3. In the "DISCOLS Y/N" field, type a "Y" if this number can be disclosed or an "N" if it cannot. 4. Type one of the device type codes listed at the bottom of the screen in the "DVC TYP" field. 5. Type the date/time this phone number becomes effective in the "EFFECTIVE MMDDYY HHMM" field. If left blank, the phone number becomes effective immediately. 6. Type the date/time this phone number expires in the "EXPIRATION MMDDYY HHMM" field. If left blank, the number remains active indefinitely. 7. If this number has an access number or code, enter the number in the "ACCESS#" field. 8. Type any desired comments in the "REMARKS" field. 9. Press F5 to update the data.

On Screen Descriptions

On Screen	Description
Employee Name	For TE&Y employees this field should be automatically generated from log on and cannot be changed.
Number	This is the employee number that should also be generated from TE&Y employees.
CIRC-7	This field will display the Circ-7 where the employee is assigned.

Change Phone Numbers, Continued

On Screen	Description
Home Terminal Phone Numbers	You may designate 1 temporary and 3 permanent numbers for your home number. They should be entered in area code, prefix, suffix order. Home phone number should be listed in sequence order.
Disclose Y/N	Enter a 'Y' and this number can be disclosed upon request or 'N' if you do not want it disclosed.
DVC Type	Enter one of the following to indicate the type of device this phone number belongs to: T = TELEPHONE B = BEEPER R = RECORDER V = VOICE BEEPER D = DIGITAL BEEPER C = CELL PHONE M = MOBILE PHONE H = Hotel
Effective MMDDYY HHMM	Enter the date and time this phone number becomes effective. If left blank, this number becomes effective immediately.
Expiration MMDDYY HHMM	Enter the date and time that this number expires. If no date/time is entered, the number remains in effect indefinitely.
Access #	If this number has an access number, enter it in this field.
Remarks	Enter any free-form remarks required for this number.
Updated	This field indicates the date/time that this screen was last updated.
By	This field indicates the user ID of the person who last updated this screen.

Change Address

Purpose	The Change Address screen allows TE&Y personnel to change their address information.

```
                    EMPLOYEE MASTER SECONDARY INFORMATION          PSTS05A
EMPLOYEE NAME: ASTON, TB                        EMPLOYEE NUMBER:
EMPLOYEE LAST NAME: ASTON                       EMPLOYEE INITIALS: TB
AVR EMPLOYEE NAME: ASTON                        AVR MESSAGE NUMBER:
HOME TERM CIRC7: NX284     EMP TITLE:    COMP OFFICER?: N   SOC SEC #:
E-MAIL: _                                       USER ID: XMIE082
              HOME ADDRESS                 MAILING(IF DIFFERENT THAN HOME)
STREET: 1411 NORTH 183RD                   STREET:

CITY  : WAHOO                           CITY  :
STATE : NE       ZIP: 68101 -           STATE :         ZIP:        -
DATE OF BIRTH  : 080370 DATE OF JOB APP   :         COMPANY HIRE DATE : 062896
FST COMP:        -      TE&Y HIRE DATE    : 062896 ORIG EMPLMNT CIRC7:
ENG VAC DATE   :       TRN VAC DATE       : 061096 ENG PL DATE       :
TRN PL DATE    : 062896 MILES START DAY   :         NEXT MILE PER STRT:
LAST RULES EXAM:        NEXT MED EXAM REQ  :        RADIO NUMBER  :
SPEC COND 5 DY YD :      STAY AT HOME CIRC7:        INACTIVE (Y/N): N
COMMENTS: (                                                            )
          (                                                            )

ENTER=INQUIRE  F1=HELP  F3=EXIT  F5=UPDATE  F6=RESET AVR PASSWORD  F9=DELETE
F11=PREV REC  F12=NEXT REC                 UPDATED: 031005 1118 BY: XMIE082
```

Change Address, Continued

General Input Procedures

How to use the Change Address screen.	1. Select option 10 on the Field Main Menu.
	2. Press <ENTER>.
	3. The Employee Master Secondary Information Screen returns.
	4. Type over the street address with your new address.
	5. Press <TAB> twice.
	6. Type the new city (if applicable) over the city currently displayed.
	7. Press <TAB> twice.
	8. Type the new state (if applicable) over the state currently displayed.
	9. Press <TAB>.
	10. Type the new zip code (if applicable) over the zip code currently displayed.
	11. Press <F5>.
	12. Your new address will be updated.

On Screen Descriptions

On Screen	Description
Employee Name	This field will identify the Employee Name and is carried forward from the previous screen and is displayed as a protected field.
Employee Number	This field will identify the Employee Number and is carried forward from the previous screen and is displayed as a protected field.
Employee Last Name	This field is used to identify the Employee Last Name as used for Teradata and Interface reporting is entered here. Protected field.
Employee Initials	Displays the initials of the employee displayed.
AVR Employee Name	This field is used to identify the employee name that is used in automated voice response messages.
AVR Message Number	If the AVR Messaging has been established for the employee, this field is used to list the computer file storage location for the message.
Home Term CIRC-7	This field is used to identify the Home Terminal Circ-7 is carried forward from the previous screen and is displayed as a protected field.
EMP Title	This field is used as an indicator. Valid entries are: 1. = Mr. 2. = Mrs. 3. = Miss 4. = Ms.
Comp Officer?	Displays "Y" if the employee is a company officer, otherwise "N".

On Screen	Description
Soc Sec #	This field contains the Employee's Social Security Number. Some clients use this number as the employee number, in which case it would be identical to the employee number field on the screen. Other clients create their own unique employee numbering system, which is why the social security number is stored in the system as a separate data element.
E-Mail	This field is used to accommodate up to 40 characters of free-form text for an employee Email Address.
User ID	This field is used to identify the UPRR defined User logon ID.
Home Address	This field is used to identify stored information for the home address for each employee. **Street:** A free-form field to define the employee's Home street address. **City:** A free-form field. **State:** The two character state abbreviation. **Zip:** The zip + four zip code field.

On Screen	Description
Mailing Address if Different than Home Address	The field is used to identify a mailing address for each employee, should it be different than the reported home address. This information may also be entered or changed by the TE&Y employee: **Street:** A free-form field to define the employee's mailing street address. **City:** A free-form field. The first 13 characters on this line contain the data that will be sent to Teradata during the work history feed. **State:** The two character state abbreviation. This line contains the data that will be sent to Teradata during the work history feed. **Zip:** The zip + four zip code field. This line contains the data that will be sent to Teradata during the work history feed.
Street	**Street:** A free-form field to use to define the employee's number and street address.
City	**City:** A free-form field for the city or town.
State	**State:** The two character state abbreviation.
Zip	**Zip:** The zip + four zip code field.

Change Address, Continued

On Screen	Description
Date of Birth	The system stores the employee's date of birth. It may be used by Crew Management functions in cases where tiebreaker situations are resolved according to this date. Protected field.
Date of Job App	The system stores the employee's date of job application. It may be used by Crew Management functions in cases where tiebreaker situations are resolved according to this data.
Company Hire Date	The system stores the date that the employee first entered the operating ranks. It may be used by Crew Management functions in cases where tiebreaker situations are resolved according to this date. This field may not be entered for a new employee until the employee has been put on an initial assignment and is therefore assigned to a hub. This field is protected except to designated Timekeeping Office personnel.
FST Comp	The system stores the employee's date and time of first compensated service. It may be used by Crew Management functions in cases where tiebreaker situations are resolved according to this date.
TE&Y Hire Date	Displays the TE&Y Hire Date.
Orig Emplmnt CIRC-7	This field is used to identify the employee's original hired at location. It must be a valid Circ-7. Required field when updating/adding an employee.
Eng Vac Date	The system stores the employee's vacation anniversary date as established in engine service.
Trn Vac Date	The system stores the employee's vacation anniversary date as established in train service.

On Screen	Description
Eng PL Date	The system stores the employee's personal leave day anniversary date as established in engine service.
Trn PL Date	The system stores the employee's personal leave day anniversary date as established in train service.
Miles Start Day	This field will identify the start day of the month for the employee's registered mileage period. This field indicates to subsequent processes, which require information on accumulated miles, what day of the month to start the mileage count. For miles to be displayed in the Miles field on the employee master screen, a miles start day must be entered.
Next Mile Per Start	This field is used when the Miles Start Day is to be changed. This field requires a valid date format and indicates when to update the Miles Start Day to initiate a different mileage cycle.
Last Rules Exam	This field is used to identify the date the employee last passed a rules exam. This is a display only field. The information will be populated from the personal testing screen or an interface from PINS.
Next Med Exam Req	This field is used to identify the date the next Medical Exam is required.
Radio Number	This field is used to display the employee's assigned Radio Number. Display Only field.
Spec Cond 5 DY YD	This is a user input field and is used to identify the employee election and criteria field used in reserve payment processes.
Stay at Home CIRC-7	This field is used when the employee elects not to exercise all possible seniority within his/her seniority district, he/she can elect to stay at the Circ-7 entered.
Inactive Y/N	Field to show that the employee is or is not in CMTS territory.
Comments	This field will identify the crew office view comments for an individual employee. This line of comments is displayed to the employee throughout various functions of the system.

Layoff Request

Purpose	CMTS gives you the ability to submit a layoff request, which must be submitted at least 48 hours prior to layoff. Once submitted, your request will be reviewed by a Crew Dispatching Manager or Field Officer within 48 to 72 hours.

```
Session7 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

                              LAYOFF REQUEST                        PSTS16A
    EMPLOYEE NAME        : ACOSTA, H              NUMBER:
    CIRC7               : SP317
    STATUS-REASON CODE  : _  -        CURRENT STATUS/REASON: OK 0
    START DATE-TIME     :      -          END DATE TIME :       -
    NUMBER OF DAYS REQ  :    PLD DUE/TKN/BAL: 00 00 00  C/O DUE/TKN/BAL: 00 00 00
    HOLD TURN (Y/N)     :                       SINGLE DAY VAC DUE/TKN/BAL: 00 00 00
    STATUS CHANGE EFFECTIVE IMMEDIATELY OR NEXT STAND FOR WORK:  (I/N)
    EMPLOYEE COMMENTS   :
    REQUESTED ON        :              BY:
    APPROVED / DENIED   :   (A=APPROVED D=DENIED) SPVR INIT:
    SUPERVISOR COMMENTS :
    NORMAL ASSIGNMENT   : SP317  RE70 TU33 ENG
    TEMPORARAY ASSIGNMENT:
    ON DUTY ASSIGNMENT  : SP317  RE70 TU33 ENG TRAIN/LOCATION:         TP860
                            VALID STATUS CODES
    AC ADEPT CLS           AM AMTRAK            BV BREAVEMENT
    FD FREE DAY            FL FAM MED LV         LA LV ABSC
    LC CO BUS             LJ JURY DUTY          LK FAM SICK
    LM BORROWOUT          LP PERSONAL           LS SICK
    LT PERS COURT         LU UN BUS             LV VACATION
    ND NY DOCK            PL P/L DAY/S          SD SACP FD
    ENTER=INQ F1=HELP F3=EXIT F5=UPD F6=ADD F9=DEL F10=BROWSE F12=ATTENDANCE
    ENTER A STATUS CODE

 4B                    :00.7                                      04/25
Connected to host a.tn3270.uprr.com [167.132.0.81]                       8:56 AM
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Layoff Request, Continued

General Input Procedures

How to use the Layoff Request Screen	1. Select option 11, Layoff Request from the Field Main Menu. 2. Press <ENTER>. 3. The Layoff Request screen returns. 4. Type a valid status code in the "STATUS CODE" field to indicate the status you want to request. (see status code list at bottom of screen) 5. If required, type a valid reason code in the "Reason Code field. The reason codes will appear at the bottom of the screen after updating the status code. 6. Enter the beginning month, day, hour and minute you want this layoff to become effective in the "START DATE TIME" field. 7. Type the ending month, day, hour, and minute you want this layoff to expire in the "END DATE TIME" field. 8. Type a comment in the 'COMMENTS' field, if applicable. 9. Press the F5 key to submit the request.

Layoff Request, Continued

On Screen Descriptions

On Screen	Description
Employee Name	Automatically generated by the system.
Number	Automatically generated by the system.
CIRC-7	Automatically generated by the system.
Status Code	Enter the status code that you want to request for layoff.
Reason Code	Enter the Reason Code corresponding to the Status Code.
Current Status Code	Automatically generated by the system to display the employee's current status.
Start Date/Time	Employee should enter the date and time he/she is requesting the new status to begin. It must be at least 48 hours in the future, but not more than 30 days in the future.
End Date/Time	Employee should enter the date and time that this change in status will end. It must be greater than the start date/time and not more than 60 days in the future.
Number of Days Req	Either Duration in Days or End Date/Time is required but not both.
PLD DUE/TKN/BAL	This field will display the number of personal leave days this employee is due, has taken, and has remaining.
C/O DUE/TKN/BAL	This field displays the number of carry-over personal leave days, this employee is due, had taken, and has remaining.

On Screen	Description
Hold Turn	This field only applies to 'Rotating' and 'Extraboard' type boards. It is used to indicate if the employee's crew ID should be held when the requested layoff is executed. If required, enter one of the following HOLD TURN codes: BLANK = HOLD TURN NOT APPLICABLE Y = THE CREW ID WILL BE HELD N = THE CREW ID WILL NOT BE HELD.
Single Day Vac DUE/TKN/BAL	Displays the number of single day vacations this employee is due, has taken and has remaining.
Status Change Effective Immediately or Next Stand for Work.	This field is only displayed if the employee has the option of having the layoff effective immediately or pending until their next assignment stands to work. Enter one of the following: I = EFFECTIVE IMMEDIATELY N = EFFECTIVE NEXT ASSIGNMENT TO WORK.
Employee Comments	The employee may enter a free-form message if desired, that will be recorded with the layoff request.
Requested On	The date that this request is submitted will be generated automatically.
By	Identifies the user ID of the person making this request.
Approved / Denied	Will display whether this request will be approved or denied.
Spvr Init	This field will display the initials of the company officer who approved/denied the request.
Supervisor Comments	This field will display whether this request has been approved or denied and supporting comments.
Normal Assignment	Displays the employee's current permanent assignment.
Temp Assignment	Displays the employee's most recent temporary assignment.
On Duty Assignment	Displays the assignment that the employee is currently working on. If on duty, will show the train/job. If away from home, will display the current Tie-Up location.

Layoff Request, Continued

Valid Status Codes for Layoff Request

Code	Description
AC	Adept Class
BV	Bereavement
FD	Free Day
FL	Family Medical Leave
LA	Leave of Absence
LC	Company Business
LJ	Jury Duty
LK	Family Sick
LP	Leave Personal
LS	Sick
LT	Personal Court
LU	Union Business (Local Chairman or authorized employees only)
LV	Vacation
PL	Personal Leave Days
SD	Free Day
UO	Union Officer

Valid Reason Codes for Family Sick or Bereavement Layoff Request

Code	Description
BR	Brother
CH	Child
FA	Father
FI	Father In Law
HU	Husband
SI	Sister
GF	Grandfather
MI	Mother In Law
WI	Wife
GM	Grandmother
MO	Mother

Request Extra Work

| Purpose | This screen can be used by employees to submit requests for extra work. The employee can request to protect only their assignment or may request any extra work. They can also specify a time period when the request should be effective. BLE16 is for yard and local jobs with assigned days off.

For employees covered by 'BLE16', the following rules will apply:

• Employees must request to work their own assignment on its rest days within 1 hour of Tie-up on their last scheduled day to work.
• Employee can request to work his first, second or both rest days.
• Employee will not be presented extra work if the assignment would cause him to not be rested to work his own assignment.
• If an employee's assignment does not work on off days, then a vacancy fill can be used to present the employee to the extraboard. |
| --- | --- |

```
Session7 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

  03/18/04-07:58   MST        REQUEST EXTRA WORK                    PSTS09N


            EMPLOYEE        : ACOSTA, H
      CURRENT ASSIGNMENT    : SP317  RE70 TU33 ENG
      EFFECTIVE DATE/TIME   : _
      EXPIRATION DATE/TIME:
      OWN ASSIGNMENT ONLY   :   (Y/N)
      REST DAYS             :   (1=1ST  2=2ND  B=BOTH)




                       CURRENT REW STATUS
         STATUS   EFF DATE/TIME   EXP DATE/TIME   OWN ASGN   REST DAYS






   ENTER=INQUIRE  F1=HELP  F3=EXIT  F5=UPDATE  F6=RE/BLE  F9=DELETE
   ENTER EXTRA WORK REQUEST



 4B                      :00.3                                      05/31
Connected to host a.tn3270.uprr.com [167.132.0.81]                 8:58 AM
```

Request Extra Work, Continued

General Input Procedures

How to Request Extra Work	1. Select option 12 from the field menu press <ENTER> and type the date (mmddyy) you want the request to begin in the EFFECTIVE DATE/TIME field. If left blank the field will default to your rest day date and time.
	
	2. Type the date you want the request to end in the 'EXPIRATION DATE/TIME" field. If left blank the request for extra work will remain effective indefinitely until it is deleted.
	
	3. Type one of the following in the 'OWN ASSIGNMENT ONLY' field.
	    • Y = To Protect Your Own Assignment Only
	    • N = To Request any extra work and not just protect your own assignment.
	    Note: Not allowed when creating a BLE-16 request
	
	4. Press F5 to update your request.

How to Request Extra Work Per BLE Rule 16	1. Select option 12 from the Field Menu (<Enter>)
	
	2. Press the F-6 key to access the RE / BLE option.
	
	3. Type one of the following in the "Rest Days" field to indicate which rest days you want to work:
	
	    • 1 = Work First Rest Day Only
	    • 2 = Work Second Rest Day Only
	    • B = Work Both Rest Days
	
	4. Press F5 to update your request.

Request Extra Work, Continued

How to Delete an Extra Work Request with an F-9 Key.	1. Select the Extra Work Request that you want to delete by typing the Effective Date and Expiration Date. 2. Press <ENTER> 3. The Extra Work Request is displayed. 4. Press F-9 to delete the request.

On Screen Descriptions

On Screen	Description
Employee	The employee's name and number are automatically displayed.
Current Assignment	Displays the employee's Circ-7/Board/Crew ID of his/her current assignment.
Effective Date/Time	Displays the date request is to begin. If left blank it will default to your first rest day date.
Expiration Date/Time	Displays the date request is to end. If left blank, it will remain effective indefinitely.
Own Assignment Only	Displays a 'Y' in this field if you wanted to protect your own assignment only. Displays an 'N' in this field if you wanted to request any extra work. Not allowed when creating a BLE-16 request
Rest Days BLE Rule 16	Use this field when requesting work per BLE Rule 16 Type one of the following in this field. Press F6 then: 1. = To request to work your first rest day only. 2. = To request to work your second rest day only. B. = To request to work both rest days.

Perm Bid Employee List

Purpose	This screen shows lists of TE&Y having standing applications for any given job. It displays all employees that have bid on an assignment. It displays, which bid choice the job is, the employee's current assignment, and what rank they have on the roster in question.

```
              PERMANENT BID EMPLOYEE LISTING                    PSTS22C

PERMANENT BID ASSIGNMENT: CIRC7: SP317    BOARD: RT71 CREW-ID: TU30   POS: CON

                       BID
EMPLOYEE NAME          CH     CURRENT ASSIGNMENT    QUAL  CIRC7   ROSTER   RANK
IVY, JA (JAY)          001   SP317   RT71 TT84 CON   Y    SP317   281390   001260
STONE, JA (JEFFREY)    001   SP317   XT70 0105 BR1   Y    SP317   281390   001290
DIAZ, DR (DANIEL)      001                           Y    SP317   281390   001928
SEBRING, HA (HUGO)     001                           Y    SP317   281390   001932
LEDESMA, AB (ALEJANDR  001   SP317   RT72 LT02 CON   Y    SP317   281390   001936
VAUGHAN, MK (MATTHEW)  001   LB432   XT71 AG03 BR1   Y    LB432   281390   001940
RICHEY, JS (JASON)     001   SP317   RT72 LT19 CON   Y    SP317   281390   002100
RICHTER, ML (MARCUS)   001   SP317   RT71 TT59 CON   Y    SP317   281390   002105
CARUSO, JE (JOHN)      001   SP317   RT72 LT17 CON   Y    SP317   281390   002115
MAYNARD, JD (JIM)      001   SP317   RT72 LT04 CON   Y    SP317   281390   002120
MANEVAL, JA (JEFFREY)  001   SP317   RT72 LT03 CON   Y    SP317   281390   002125
MORENO, AR (ANTHONY)   001   SP317   RT72 LT16 CON   Y    SP317   281390   002130
DICOCHEA, CA (CHRISTO  002   SP317   RT72 LT08 CON   Y    SP317   281390   002135
MEYER, JM (JAYSON)     001   SP317   XT70 0009 BR1   Y    SP317   281390   002175
EVANS, ME (MICHAEL)    001   SP317   XT70 0086 BR1   Y    SP317   281390   002190

              ENTER=PROCESS   F1=HELP   F3=EXIT   F7/8=SCROLL
   EMPLOYEES DISPLAYED IN SENIORITY ORDER
```

Perm Bid Employee List, Continued

General Input Procedures

How to Process the Permanent Bid Employee Listing Inquiry	1. Type the Circ-7 where the assignment is created, in the CIRC-7 field.
	2. Type the BOARD where the assignment is created, in the BOARD field.
	3. Type the CREW ID to be inquired on in the 'CREW ID' field. If you want to see all employees that have entered a bid, type "NEW" or "ANY".
	4. Type the POSITION to be inquired upon in the "POS" field. This field is not required for extraboards.
	5. Press <ENTER>.

Perm Bid Employee List, Continued

On Screen Descriptions

On Screen	Description
CIRC-7	Type in the field to identify the Circ-7 where the assignment is created.
Board	Type the board where the assignment is created. This is a required field.
Crew ID	Type in the Crew ID to be inquired upon. If you want to see all employees that have entered a bid, type in "ANY" or "NEW".
POS	Type in the position to be inquired on. This field is required if the board has more than one position associated to it. It is not required for extraboards.
Employee Name	When the inquiry is processed, this field will display the name of the employee holding the assignment.
BID CH	When the inquiry is processed, this field will display the bid choice for the displayed employee.
Current Assignment	When the inquiry is processed, this field will display the Circ-7, Board ID, Crew ID, and Position of the assignment the employee currently holds.
Qual	If checked, this field indicates that the employee has all the required qualifications.
CIRC-7	This field displays the Circ-7 the employee is currently assigned to.
Roster	This field displays the roster the employee would use when taking the assignment.
Rank	This field displays the employees relative rank on the roster displayed.

Employee Bid History

Purpose	The Employee Bid History Inquiry is used to display previous bid cards for an employee, including the date that the bid card became effective and the date that it expired. This inquiry may be made by an employee for his/her bids only. Access this screen by selecting option 14 on the Field Main Menu, or by pressing F12 on the Bid Maintenance screen.

```
                        EMPLOYEE BID HISTORY                        PSTS22D
            NAME : NOVAK, wc                    NUMBER: 576110613
            LAST COMMITTED: 040405 - 1130
  -----------------------------------------------------------------------
  PRI  CIRC7  BOARD  CREW ID  POS  GRP ID  EFFECTIVE  EXPIRATION  ADVERTISEMENT
  001  SP317  RE71    ANY     ENG            101004
  002  SP317  RE70    ANY     ENG            120804
  003  SP317  XE70    ANY     ENG            040405




                                         UPDATED: 040405 1130 BY: OTEO448
   ENTER=INQ  F2=PRT(          )  F3=EXIT  F7/8=SCROLL  F11=PREV  F12=NEXT
    PERMANENT BIDS DISPLAYED FOR THIS EMPLOYEE
```

General Input Procedures

How to use the Employee Bid History screen.	This screen can only be displayed by an employee for his/her bid history record only. Therefore, once this screen is displayed, the employee can only page forward and backward through his/her bid history using the F11 and F12 keys.

On Screen Descriptions

On Screen	Description
Name	Displays the employee name.
Number	Displays the employee number.
Last Committed	This field is used to identify the date and time this record was committed.
PRI	This field will display priority the selection the employee has made their choice for a standing bid.
CIRC-7	This field will display the Circ-7 of the board the employee has made a standing bid on.
Board	This field will display the Board ID the employee has made a standing bid on.
Crew ID	Displays the specific crew ID the employee has made a standing bid on. If 'ANY' is displayed, the employee made a standing bid on any crew ID that becomes available. If 'NEW' is displayed, the employee made a standing bid on any crew IDs that are new.
POS	This field will display the specific position that the employee has made a standing bid on.
GRP ID	This field will display the specific rest day Group ID that the employee has made a standing bid on. If this field is blank, the employee is assumed to be bidding on all Group Ids.
Effective	This field will display the Date this line becomes effective.
Expiration	This field will display the Date this line will no longer be effective. If left blank, the bid on this line will never expire.
Advertisement	If the selection is part of an advertisement, the hub and advertisement ID will appear in this field.

Advertisement Selection

Purpose	Option 15 Advertisement Selection allows you to inquire on who's bidding on any advertised job and view CMTS notices. When accessed, this screen defaults to those advertisements that are currently available for bid, for which the employee is eligible.

```
                    ADVERTISEMENT SELECTION                       PSTS33F
                                                        03/16/05 - 12:52
   HUB: AZ  ZONE: Z1  CRAFT: E  TYPE:    ADVERT ID:        START DATE: 031604
                                                OPEN   CLOSE
 A/E/N ADVERT TYPE     DESCRIPTION              DATE DATE TIME STATUS
       000434 REGULAR ADVERT CLOSING 03/16/04   0310 0316 0900 AWARD-COMPL
       000435 REGULAR ADVERT CLOSING 03/17/04   0311 0317 0900 AWARD-COMPL
       000437 REGULAR ADVERT CLOSING 03/21/04   0315 0321 0900 AWARD-COMPL
       000438 REGULAR ADVERT CLOSING 03/22/04   0316 0322 0900 AWARD-COMPL
       000440 REGULAR ADVERT CLOSING 03/23/04   0317 0323 0900 AWARD-COMPL
       000441 REGULAR ADVERT CLOSING 03/23/04   0317 0323 0900 AWARD-COMPL
       000442 REGULAR ADVERT CLOSING 03/22/04   0317 0322 1000 AWARD-COMPL
       000443 REGULAR ADVERT CLOSING 03/27/04   0321 0327 0900 AWARD-COMPL
       000444 REGULAR ADVERT CLOSING 03/28/04   0322 0328 0900 AWARD-COMPL
       000445 REGULAR ADVERT. CLOSING 03/27/04  0322 0327 1101 AWARD-COMPL
       000446 REGULAR ADVERT CLOSING 03/30/04   0323 0330 0900 AWARD-COMPL
       000447 REGULAR ADVERT CLOSING 03/29/04   0323 0329 0900 AWARD-COMPL
       000448 REGULAR ADVERT CLOSING 03/30/04   0324 0330 0900 AWARD-COMPL
       000449 REGULAR ADVERT CLOSING 04/05/04   0330 0405 0900 AWARD-COMPL
       000450 REGULAR ADVERT CLOSING 04/05/04   0330 0405 0900 AWARD-COMPL
       000451 REGULAR ADVERT CLOSING 04/06/04   0331 0406 0900 AWARD-COMPL
 FUNC: A=ADVERTISEMENT E=EXECUTE N=NOTICE    TYPE: R=REGULAR S=SYSTEM N=NOTICE
          ENTER=PROCESS  F1=HELP  F3=EXIT  F6=SHOW ALL  F7/F8=SCROLL
```

Advertisement Selection, Continued

Advertisement Status Screen	Input an 'A' to the left of any advertisement on the Advertisement Selection screen above and the Advertisement Status screen similar to the one below will appear.

Advertisement Selection, Continued

Advertisement Bidder

Input a 'B' to the left of any advertisement on the Advertisement Selection screen above and the Advertisement Bidder screen similar to the one below will appear, showing a list of employees bidding on that job.

```
Tn3270 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

                        ADVERTISEMENT BIDDER                         PSTS33I

            ADVERTISEMENT ID: 000222   TYPE: REGULAR
            DESCRIPTION      : ADVERT CLOSING 08/24/03
            ASSIGNMENT       : TUCSON/ELPASO POOL ENG    SP317  RE70 TU77 ENG

              EMPLOYEE NAME              EMP NUMBER  CHOICE  ROSTER    RANK
       001    COBO III, F (FRANK)                     003    280101   002800
       002    MCCOWIN JR, SR (SAMUEL)                 003    280101   002870










                        F1=HELP   F3=EXIT   F7/8=SCROLL
       END OF RECORDS ON FILE

                             :00.7                                    03/31
Connected to host a.tn3270.uprr.com [167.132.0.81]                        2:24 PM
Start  Mail - Microsoft ... Crew Managem... User Authorizati... Tn3270 - EXT... Tn3270 - E... Message - Micr... Microsoft Word...     2:24 PM
```

General Input Procedures

How to use the Advertisement Selection screen.	This screen will display only those advertisements that are available for bid and which the employee is eligible. 1. Select option 15 from the Field Main Menu. 2. Press <ENTER>. The Advertisement Selection screen is returned with all the current open bulletins the logged on employee has rights to. The pre-populated fields can be changed to view bulletins for other hubs zones and crafts. 3. Tab to the A/E/N field to the left of the BLTN or NOTICE you wish to view. 4. Type A to view the Advertisement, or type "N" to view the Notice, press <ENTER>. 5. The Advertisement Status screen is returned. Tab to the I/B field of the bulletin that you wish to view. 6. Type "I" to view the bulletin, or "B" to view the bidders. Press <ENTER>, the bidders are listed in seniority order. 7. Press F3 to return to the previous screen.

NOTE	To view bulletins and notices from the past and view who was awarded a previous bulletin or advertisement, change the start date on the advertisement selection screen, and press either F-6 or the <ENTER> key.

Advertisement Selection, Continued

On Screen Descriptions

On Screen	Description
Hub	This field is used to identify the Hub Location in which the advertisement resides. You will be required to enter a valid Circ-7, unless this field is populated from data input on a previous screen.
Zone	Defaults to display the current hub/zone that this employee is currently assigned to or was last assigned.
Craft	Displays the craft of the position the employee is currently assigned.
Type	This field is used to select the advertisement type as one of the following: 1 = Regular 2 = System 3 = Notice
Advert ID	This field is used to uniquely select an advertisement or notice by the number.
Start Date	The default for this field is the current date, which will display any advertisements that are available to bid on.
A/E/N	This field will display one of the following: A = Advertisement E = Execute (CMS Function Only) N = Notice
Advert	This field is used to uniquely identify an advertisement or notice by the number.
T	Displays the advertisement type as one of the following: 1 = Regular 2 = System 3 = Notice
Description	Displays the advertisement description.
Open Date	Displays the opening date of this advertisement.

On Screen	Description
Close Date/Time	Displays the closing date and the closing time for this advertisement.
Status	Displays one of the following status codes for the advertisement: OPEN = Advertisement has not reached close date. NOT-EVAL = Advertisement had not had an evaluation run. EVAL-RUN = Evaluation process is running. EVAL-COMP = Has a completed evaluation. AWARD-RUN = Award process is running. AWARD-COMPL = Award has been completed. ERROR = System error has occurred.

On Screen Descriptions Advertisement Status Screen

On Screen	Description
Advertisement ID	Uniquely identifies an advertisement. The system populates this field from information input on the preceding screen.
Advertisement Type	The system transliterates the advertisement type as entered on the preceding screen (e.g. Regular; or System).
Advertisement Description	Displays a description of the advertisement.
Open Date	Displays the date that the advertisement opened.

On Screen	Description
Closed Date/Time	Displays the date that the advertisement closes.
Optional CIRC-7	If entered, the Circ-7 filters assignments in the advertisement to only those with matching Circ-7.
Assignment Type	Allows entry of the assignment types to filter assignments displayed in the advertisement to only those filtered. Optional field. • **R = ROTATING** • **A = ASSIGNED** • **L = LOCAL** • **X = EXTRA**
Position Craft	Allows entry of a valid position code, or E for engine service or T for train service, to filter your assignments displayed. Optional field.
I/B	**Enter either "I" or "B".** **"I" a**llows you to inquire on the assignment by presenting the Advertisement Assignment Crew Id screen in inquiry mode. **"B"** allows you to view a list of bidders on the given assignment by presenting the Advertisement Bidder screen.
Item	All 'items' for the same assignment are displayed from the Advertisement Assignment Crew Id record. A line for each job id on this advertisement is displayed.
Assignment	Displays the assignment for the given 'item'. Displayed from the Advertisement Assignment Crew Id record.
Employee Awarded Bid	Employee name that the assignment was awarded to. Employee number from the Advertisement Selection record.
Roster	Displays the awarded employee's assignment seniority roster.
Rank	Displays the awarded employee's 'rank' for the given 'roster'.
Choice	The awarded employee's 'choice' selection for this assignment.

On Screen Descriptions Advertisement Bidder Screen

On Screen	Description
Advertisement ID	Uniquely identifies an advertisement. The system populates this field from data input on the preceding screen.
Type	The system transliterates the advertisement type as entered on the preceding screen (e.g. Regular; or System).
Description	The advertisement description is displayed.
Assignment	Displayed from the Advertisement Assignment Selection screen. The twenty-five character assignment description, and the actual 17 character assignment, displayed from the Advertisement Status screen.
Sequence Number	The three digit sequence number that is incremented by +1 for each employee, in seniority rank order.
Awarded Indicator	Displays as '==>' next to the employee who was awarded the assignment.
Employee Name	The name of the employee who bid on the given assignment.
Employee Number	This field left intentionally blank.
Choice	The employee's 'choice' selection for this assignment from.
Roster	Displays the employee's assignment seniority roster.
Rank	Displays the employee's seniority rank number on the seniority roster shown to the left.

Bid Maintenance

Purpose	The Bid Maintenance screen is used to view, insert, move, delete and update an employee's bids. The top portion of the screen is used to view open job advertisements. The mid-section of the screen shows all the bids the employee has submitted, in priority order, called a bid card. The bottom section of the screen shows the open job advertisements; the employee is eligible to bid on.

```
                         BID MAINTENANCE                         PSTS22A
NAME: NOVAK, CW (CHRIS)          NBR:         LAST COMMITTED: 010504 - 1811
ADVERTISEMENT FUNCTION: _ (I=INSERT; V=VIEW) PRI:     ITEM NO:
STANDING BID FUNCTION:  ~(I=INSERT; D=DELETE; M=MOVE)
ADD/DEL    PRI:     CIRC7:         BRD:        CREW ID:     POS     GRP ID
MOVE FROM PRI:     TO PRI:                  CLOSE DATE FILTER 072104
----------------------------------------------------------------------------
PRI   CIRC7    BOARD   CREW ID   POS   GRP ID   EFFECTIVE   EXPIRATION   ADVERTISEMENT




ITEM CIRC7  BOARD CREW POS GRP DESCRIPTION    ADVERTISEMENT   OPEN    CLOSE   TIME
001  LB432  TY71  T684 YDM     ADVERT. CLOSI   AZ 000549      072104 072404 1101



ENTER=INQUIRE/PROCESS F2=PRINT(           ) F3=EXIT F5=COMMIT F7/F8=PRI SCROLL
F10/F11=ITEM SCROLL   F12=BID HISTORY
 CLOSE DT FILTER PROCESSED
```

Bid Maintenance, Continued

```
Tn3270 - EXTRA! Personal Client                                              _ | □ | X
File  Edit  View  Tools  Session  Options  Help

                              BID MAINTENA"°°                         PSTS22A
   NAME: MCCOWIN JR, SR (SAMUEL)    NBR: 570....... LAST COMMITTED: 082103 - 1327
   ADVERTISEMENT FUNCTION: _ (I=INSERT; V=VIEW) PRI:      ITEM NO:
   STANDING BID FUNCTION:  _ (I=INSERT; D=DELETE; M=MOVE)
   ADD/DEL   PRI:     CIRC7:        BRD:       CREW ID:       POS    GRP ID
   MOVE FROM PRI:     TO PRI:
   ------------------------------------------------------------------------------
   PRI  CIRC7   BOARD   CREW ID   POS   GRP ID   EFFECTIVE   EXPIRATION   ADVERTISEMENT
   001  SP317   RE71    TE77      ENG            081703      082403       AZ 000222
   002  SP317   RE71    TE11      ENG            081803      082403       AZ 000223
   003  SP317   RE70    TU77      ENG            081703      082403       AZ 000222
   004  SP317   RE71    TE68      ENG            081403      081903       AZ 000215
   005  SP317   RE71    TE69      ENG            081403      081903       AZ 000215
   006  SP317   RE71    TE72      ENG            081403      081903       AZ 000215
   007  SP317   RE70    TU23      ENG            081403      081903       AZ 000215
   008  SP317   RE70    TU75      ENG            081403      081903       AZ 000215
   ITEM CIRC7   BOARD CREW POS GRP DESCRIPTION   ADVERTISEMENT  OPEN    CLOSE   TIME
   001  LB432   XE71  0012 ENG     ADVERT CLOSIN  AZ 000221    081703 082303 0900
   002  SP317   RE70  TU77 ENG     ADVERT CLOSIN  AZ 000222    081703 082403 0900
   003  SP317   RE71  TE11 ENG     ADVERT CLOSIN  AZ 000223    081803 082403 0900
   004  SP317   RE71  TE77 ENG     ADVERT CLOSIN  AZ 000222    081703 082403 0900
   ENTER=INQUIRE/PROCESS F2=PRINT(        ) F3=EXIT F5=COMMIT F7/F8=PRI SCROLL
   F10/F11=ITEM SCROLL   F12=BID HISTORY
    CHANGES COMMITTED

   4▪                    :01.0                                          03/26
Connected to host a.tn3270.uprr.com [167.132.0.81]                              2:20 PM
Start   Mail - Microsoft ..  Crew Managem...  User Authorizati...  Tn3270 - EXT...  Tn3270 - E...  Message - Micr...  Microsoft Word...          2:20 PM
```

	The above screen shows where the employee added two bids to his/her bid card. Listed as priority 007 and 008 in the middle section of the screen. The bottom screen message indicates the changes to his bid card have been committed after pressing the F5 key to COMMIT.

General Input Procedures

How to access the Bid Maintenance Screen	1. Type 16 on the Field Main Menu. 2. Press <ENTER>. The Bid Maintenance screen returns displaying standing bids and job advertisements for the logged on employee.

How to view Job advertisements you may wish to bid on.	1. Type "V" in the ADVERTISEMENT FUNCTION field. 2. Tab to the ITEM NUMBER field. 3. Type the ITEM number of the job advertisement shown in the bottom portion of the screen that you wish to bid. 4. Press <ENTER>. 5. The job advertisement that you requested will be displayed. 6. Press F3 to return to the Bid Maintenance screen.
How to Bid on a Job Advertisement	1. Type "I" in the ADVERTISEMENT FUNCTION field. 2. Type your Priority Number, example, 001, 002 or 003 etc. 3. Type the Item Number of the job advertisement shown in the bottom portion of the screen that you wish to bid on. 4. Press <ENTER> to process and check your bid. 5. Repeat the above 4 steps to add more bids to your bid card. When finished press the F5 key to COMMIT all your bids.

General Input Procedures

How to insert a Standing Bid	1. Tab to STANDING BID FUNCTION field. 2. Type an "I" to insert a bid. 3. Type the desired priority number for this bid in the PRI field. 4. Type the Circ-7 where the bid would take effect in the CIRC-7 field. 5. Tab to the BRD field and Type the Board ID. 6. Type the desired Crew ID or the word "ANY" for any crew on this board in the CREW ID field. 7. Tab to the POS field and type the desired crew Position. Ex. con or eng 8. Press the <ENTER> key to Process and check this bid on the bid card. 9. When satisfied with all bids Press the "F5" to commit

How to Delete a Committed Bid	1. Tab to the STANDING BID FUNCTION: field. Type a "D" to delete. 2. Type the priority number of the bid to be deleted in the ADD/DEL PRI: field. 3. Press the <Enter> key to remove the bid from your screen. 4. Repeat the above 3 steps to delete any other bids from your bid card. 5. When completed Press the "F5" to commit your changes.

Bid Maintenance, Continued

General Input Procedures

How to move or change the priority of a Committed bid	1. Tab to the STANDING BID FUNCTION: field. Type an "M" to Move. 2. Tab to the MOVE FROM PRI: field. Type in the priority number of the bid to be moved. 3. Type the priority number where the bid is to be moved to in the TO PRI : field. 4. Press the <Enter> Key to process and move the bid on your screen. 5. Repeat the above 4 steps to move any other bids on your bid card. 6. When completed with all moves Press the "F5" to commit your changes.

On Screen Descriptions

On Screen	Description
Name	This field identifies the employee that is logged on.
Number	This field is used to identify the Employee's ID Number.
Last Committed	The last day an employee committed a bid.
Advertisement Function	This field will accept the following entries from the menu. **INSERT:** Insert allows the employee to add a new bid. **VIEW:** Allows an employee to inquire on the job advertisements listed on the bottom portion of the screen.
PRI = Priority	When inserting a bid this field is used to determine which choice a bid will become.

Bid Maintenance, Continued

On Screen	Description
Item Number	This field is used to input the Item Number of the job assignment the employee wants to view or bid on. These Item Numbers are located on the bottom portion of the screen. Only advertised jobs will be displayed in the items area.
Standing Bid Function	This field accepts the following entries. **INSERT:** Insert allows the employee to add a new bid. **DELETE:** Delete allows employees to delete a previous bid. **MOVE:** Move allows employees to move bids from one priority to another on the bid card.
Add, Del PRI	This field is used to input the priority a bid will become when inserting a new standing bid or inputting the priority number of a current bid to be deleted.
CIRC-7	This field is used to input the Circ-7 of the board the employee wants to make a standing bid on.
BRD	This field is used to input the Board ID the employee wants to make a standing bid on.
Crew ID	This field is use to input the specific Crew ID the employee wants to bid on. Other valid entries for this field are: **ANY** – meaning the employee wants to make a standing bid on any Crew ID that becomes available, including new Crew IDs. This entry is valid only for extraboards and pools. **NEW** – meaning the employee wants to make a standing bid on new Crew IDs only This entry is valid only for extraboards and pools.

Bid Maintenance, Continued

On Screen	Description
Pos	This field is used to input the position the employee is making a standing bid on. Required Field.
Grp ID	If the board has rest day Group Ids, the employee may enter the specific Group ID. If this field is left blank, the employee is assumed to be bidding on all Group IDs.
Move From PRI	This field is used to input the current priority number of the bid to be moved on your bid card.
To PRI	This field is used to input the priority number of where the bid is to be moved
Close Date Filter	This is the closing date of the advertisement.
PRI Column on Bid Card	This field displays the priority selection the employee has bid on.
CIRC-7	This field displays the Circ-7 of the board the employee has bid on.
Board	This field displays the Board ID the employee has bid on.
Crew ID	This field displays the specific Crew ID the employee has bid on. Other valid entries are: **ANY** – The employee has made a standing bid on **any** Crew ID that becomes available. This includes new Crew Ids. or **NEW** – The employee has made a standing bid on any Crew IDs that are **new**.

Bid Maintenance, Continued

On Screen	Description
Position	This field is the specific Position that the employee has made or wants to make a standing bid on. Required Field.
Grp ID	This field displays the specific rest day Group ID that the employee has bid on. If this field is blank, the employee is assumed to have bid on all Group IDs.
Effective	This field displays the date the bid becomes effective. If left blank, the system will calculate the effective date if a waiting period is to be applied before the bid takes effect. The employee can enter a date in the future as long as the date is equal to or greater than the system calculated effective date.
Expiration	This field displays the date the bid will no longer be effective. If left blank, the system will assume the bid will never expire.
Advertisement	If the selection is part of an advertisement, the Hub and Advertisement ID will appear in this field.

NOTE	Field Descriptions (Data Fields – Outstanding Bulletins) The following items will be displayed, if there are positions advertised that the employee can bid on. If this screen is accessed by an employee, only those assignments that have not passed the close date/time will be displayed.

On Screen Descriptions of Job Assignments

On Screen	Description
Item	This field will display the sequential item number used to identify the advertised job. Display Only.
CIRC-7	This field will display the Circ-7 Location of the advertised job. Display Only.
Board	This field will display the Board ID of the advertised job. Display Only.

Bid Maintenance, Continued

On Screen	Description
Crew ID	This field will display the Crew ID of the advertised job. Display Only.
Pos	This field will display the Position of the advertised job. Display Only.
Grp	This field will display the specific rest day Group ID. Display only
Description	This field will display the Description of the advertised job. Pool and extraboard assignments may have additional information in this field such as Crew ID ranges or number of Crew IDs advertised. Display Only.
Advertisement	This field will display the Advertisement ID associated with the advertised job. It is an 8 character field made up of the 2 character hub and 6 character advertisement Ids. Display Only.
Open	This field will display the Open Date from the advertisement associated with the advertised job Display Only.
Close - Time	These two fields will display the Close Date and Time from the advertisement associated with the advertised job. Display Only.
Printer	This field will display the Description of the advertised job. Pool and extraboard assignments may have additional information in this field such as Crew ID ranges or number of Crew IDs advertised. Display Only.
F5 KEY	Press the F5 key when ready to commit your Bids.
F12 KEY	Use this key to view your bid history.

Seniority Eligibility

Purpose	This screen is used by employees to identify all positions that the employee could hold based on employees current seniority. The display shows what positions the employee has seniority for to displace on as a permanent assignment. It does not determine if the employee has a seniority move coming, only if the employee has more seniority than the current owner of the position.

```
                           SENIORITY ELIGIBILITY                        PSTS02Q

EMP NAME : NOVAK, WC_                          EMP NBR:           ST   : OK 0
ASGN TYPE: R (R/Y/X)          CRAFT: E (E/T) CIRC7  : SP317       BOARD: XE70
            CIRC7  BOARD   CREW   POS  GRP ID    EFFECTIVE
NORMAL ASGN: SP317  RE72    LE51   ENG            120804  0017
TEMP ASGN  :
=============================================================================
SEL  CIRC7  BOARD   CREW   POS   GRP ID   LOCATION    ON DUTY     STATUS
=============================================================================
     SP317  XE70    0040   ENG             SP317                  WORKING
     SP317  XE70    0041   ENG             SP317                  WORKING
     SP317  XE70    0048   ENG             SP317                  AVAILABLE
     SP317  XE70    0061   ENG             SP317                  AVAILABLE
     SP317  XE70    0062   ENG             SP317                  AVAILABLE
     SP317  XE70    0063   ENG             SP317                  AVAILABLE
     SP317  XE70    0064   ENG             SP317                  AVAILABLE
     SP317  XE70    0065   ENG             SP317                  WORKING
     SP317  XE70    0066   ENG             SP317                  AVAILABLE
     SP317  XE70    0067   ENG             SP317                  AVAILABLE
     SP317  XE70    0068   ENG             SP317                  WORKING

ENTER=INQ F1=HLP F2=PRNT(            ) F3=EXIT F7/F8=PAGE F11=PRV EMP F12=NXT EMP
RECORD DISPLAYED
```

Seniority Eligibility, Continued

General Input Procedures

How to use the Seniority Eligibility screen.	This function displays information only for the employee logged in to the system.
	1. Select option 17 and press <ENTER> to access this screen.
	2. Type an assignment type in the ASGN TYPE field, either R = road, Y = yard, or X = extraboard.
	3. Type a craft identifier in the CRAFT field (E or T).
	4. Type the Circ-7 for the location to inquire.
	5. Press <ENTER>.

On Screen Descriptions

On Screen	Description
Employee Name	Displays the employee's name. This field cannot be changed from this display.
EMP NBR	This field displays the employee number.
ST	This field displays the employee's current status.
ASGN TYPE	Input one of the following indicating the assignment type. **R** = Road **Y** = Yard **X** = Extraboard
Craft	Input the craft "E" for engineer or a "T" for trainman.
CIRC-7	Input the Circ-7 to be inquired on.
Board	Optional input for the board to inquire on.
Normal ASGN	This field displays the employee's permanent assignment, including Circ-7, Board ID, Crew ID, Position and the Date and Time of the placement to this assignment.
Temp ASGN	If applicable, this field will display an employee's temporary assignment, including Circ-7, Board, Crew ID, Position and the Date and Time placed on this assignment

Seniority Roster

Purpose	This function is used to display a list of all seniority rosters, and display a specific roster. You may display permanent or temporary rosters.

```
Session7 - EXTRA! Personal Client                                    _ B X
File  Edit  View  Tools  Session  Options  Help

03/18/04-08:18 MST        SENIORITY ROSTER SELECTION          PSTS02W
PERMANENT/TEMPORARY: P (P/T)      TYPE: 1 (1=STANDARD    2=SLOTTED
SENIORITY DISTRICT:     ROSTER:          3=STACKED     4=MERGED
HUB:     ZONE:     UNION CHAIRMAN:                     5=ASSIGNMENT)


========================================================================
X ROSTER TYPE DESCRIPTION                  DIST AVR NBR   HUB     ZONE
  TIM001  1    TIMERA TRAINMENS           9999 003115    TM      01
  060502  1    NEBRASKA SWITCHMEN         NEBY 003117    NW      01
  063102  1    3RD DISTRICT ENGINEERS     E03D 003119    NW      01
  063202  1    3RD DISTRICT FIREMEN       E03D 003121    NW      01
  063302  1    3RD DISTRICT CONDUCTORS    E03D 003123    NW      01
  063402  1    3RD DISTRICT BRAKEMEN      E03D 003125    NW      01
  064102  1    4TH DISTRICT ENGINEERS     E04D 003127    NW      01
  064202  1    4TH DISTRICT FIREMEN       E04D 003129    NW      01
  064302  1    4TH DISTRICT CONDUCTORS    E04D 003131    NW      01
  064402  1    4TH DISTRICT BRAKEMEN      E04D 003133    NW      01
  070502  1    WYOMING DIVISION SWITCHME  WY0Y 003135    Z1      01
  107302  1                               DRUT 003137    SC      01

 FUNC: X=VIEW ROSTER  C=VIEW CONTROL TABLE
  (TEMP ONLY: D=DELETE M=MAINTENANCE  A=ACTIVATE/DEACTIVATE)
 ENTER=INQ/RSTRT PF1=HELP PF3=EXIT PF7=UP PF8=DN
 RECORD DISPLAYED

4B               :00.5                                    02/23
Connected to host a.tn3270.uprr.com [167.132.0.81]                    9:18 AM
```

How to Display a Specific Roster	1. Tab down the X column to the desired roster on the displayed list.
	2. Type an X
	3. Press <ENTER> and the selected roster will appear. See example next page

Seniority Roster, Continued

General Input Procedures

How to Display a List of Seniority Rosters.	1. Select option 18 and press <ENTER>.
	
	2. Type "P" for permanent, or "T" for Temporary in the "Permanent/Temporary field to indicate what type of roster to display.
	
	3. Type one of the following in the "TYPE" field, to indicate the type of rosters to display:
	
	   1. = Standard
	   2. = Slotted
	   3. = Stacked
	   4. = Merged
	   5. = Assignment
	
	4. To display only those rosters for a specific seniority district, enter the district number in the "Seniority District" field. Press <ENTER>. The filtered lists of rosters will return.
	
	5. Or To display only specific rosters, enter the roster number in the roster field**.** Press **<ENTER>.** The filtered lists of rosters will return.
	
	6. Or To display only rosters in a specific hub, enter the 2 letter Hub ID in the HUB field. Press <ENTER>. The filtered lists of rosters will return.
	
	7. Or To display rosters for a specific zone within a Hub enter the Hub ID and then enter the zone ID in the ZONE field. Press < ENTER>. The filtered lists of rosters will return.
	
	8. Or To display only rosters associated with a specific chairman, enter the local chairman's 6 digit code in the "Union Chairman" field. Press <ENTER>. The filtered lists of rosters will return.

Seniority Roster, Continued

Example: Seniority Roster Inquiry

```
08/11/04-07:44 MDT        SENIORITY ROSTER INQUIRY                    PSTS02F
ROSTER CODE: 210290 DOVETAILED TUCSON & EPSW
FILTERS        : HUB:       ZONE:         INCLUDE INACTIVE: N CIRC7:
                 BOARD:       STARTING SEQ:       STARTING EMP NBR:
DISPLAY OPTIONS: SHOW ROSTER FROM: N INCLUDE ASSIGNMENTS: N
                 INCLUDE ASSIGNMENT AND STATUS ON PRINT: N
----------------------------------------------------------------------------
  DISP ACT    REF      EMPLOYEE                    CURRENT  PRIOR   CURRENT
X SEQ# SEQ#   DATE TIE NUMBER    NAME              HUB/ZONE RIGHT STATUS/CIRC7
  0001 000040 070351            MURTAUGH    CD      AZ  Z1        LV WK SP317

  0002 000290 061860            SZAREK      RA      AZ  Z1        OD    SP317

  0003 000660 111977            VALDARIO    GF      AZ  Z0        LF    SP238

  0004 000810 052466            KERBY       TA      AZ  Z1        LV WK SP317

  0005 000860 061466            NOWELL      RL      AZ  Z1        OK    SP317

  0006 000890 062066            PRICE       JH      AZ  Z1        OK    SP317


  ENTER-INQ F1-HLP F2-PRINT (        ) F3-EXIT F4-SEN MOVE F7/8-SCROLL
```

Seniority Roster, Continued

On Screen Descriptions

On Screen	Description
Permanent/ Temporary	Displays a "P" for permanent for permanent rosters or "T" for temporary roster lists. Permanent are rosters actively used by the CMTS system in its day to day operations. Temporary are generated versions of rosters that have been created and resemble the live roster in every way except they are generated to a temporary file not referenced by the active CMTS system. Users can review/print these rosters as many times as they wish. Valid entries are: P = Permanent T = Temporary
Type	A filter that allows you to display a list of one of the following types of rosters. Select one of the types below to view a list of those rosters. If this field is left blank, the standard type list displays. 1 = Standard 2 = Slotted 3 = Stacked 4 = Merged 5 = Assignment
Seniority District	A filter that allows you to limit the selection of rosters displayed. Type in a valid seniority district, for example SPWZ.
Roster	A filter that allows you to search the roster list for a specific roster number, and will be displayed at the top of the list, example 281501.
HUB	A filter that allows you to display only those rosters in a specific hub. Type the hub ID in this field, example AZ.
ZONE	A filter that allows you to display only those rosters in a specific zone. Type the zone number, example Z1.

Seniority Roster, Continued

On Screen	Description
Union Chairman	To display only those rosters for specific local chairman, enter the local chairman's ID. Up to six local chairperson's ID's may be entered in this field.
X	This field is used to select a specific seniority roster for display.
Roster	Displays the roster number.
Type	Displays the roster type.
Description	Displays the description of the roster.
Dist	Displays the seniority district associated to this roster.
AVR NBR	Displays the AVR message number associated to this roster.
HUB	Displays the HUB number associated to this roster.
Zone	Displays the zone number associated to this roster.

Example: Seniority Roster Inquiry "Filtered" Screen

Seniority Roster, Continued

General Input Procedures (Filtered Screen)

How to Filter a Seniority Roster Inquiry	Each of the filter fields discussed below are OPTIONAL. In some cases, if you use one field then you will be required to use another, as in the case of Hub ID and Zone. When finished selecting all filter options desired, press <ENTER>. 1. Type a HUB ID to display only those employees currently working within that hub. A Hub is required if Zone is input. 2. Type a ZONE in the ZONE field to display only those employees ranked on a particular roster with the hub and zone specified. 3. In the INCLUDE / INACTIVE field change the "N" to a "Y". To display, all employees having a rank on the seniority roster. With the "N" in this filter field and the system will display only active employees. 4. Type a Circ-7 in the CIRC-7 field to limit the display to only those employees at a specific Circ-7. 5. Type a BOARD ID to limit the display to only those employees holding the board specified at the specified Circ-7. 6. To advance the roster further down the list type the Sequence Number that you want the system to display first in the STARTING SEQ field. 7. Type the Employee SSN in the STARTING EMP NBR field to limit the display to all employees junior to the employee's number entered. 8. If this roster is a complete roster, change the "N" to a "Y" in the SHOW ROSTER FROM field to see what underlying roster each individual used to acquire a position on this roster. 9. Change the "N" to a "Y" in the INCLUDE ASSIGNMENTS field if you wish to include employee's permanent and latest temporary assignments in the list. 10. Change the "N" to a "Y" in the INCLUDE ASSIGNMENT AND STATUS ON PRINT box if you want to print the employee's assignments and status on the printed report. 11. Press <ENTER>.

On Screen Descriptions (Filtered Screen)

On Screen	Description
Roster Code	Seniority roster number currently displayed. Editable field to display other rosters
Hub	A filter field to limit the display to only those employees currently working within the hub specified.
Zone	An optional field filter to limit the display to only those employees ranked on a particular roster with the hub and zone specified. Hub is required if Zone is entered.
Include/Inactive	A filter field that allows the display to include all inactive employees having a rank on the seniority roster.. The system default is to display only active employees. Optional field
CIRC-7	An optional filter that limits the display to only those employees assigned at a specific Circ-7.
Board	An optional filter that limits the display to only those employees assigned to a specified board at a specific Circ-7.
Starting Seq #	An optional filter to allow the user to define the sequence number the system should display first.
Starting Employee Number	A filter field to limit the display to all employees junior to the employee's SSN entered. Optional field
Show Roster From	If this roster is a complete roster, the user can see what underlying roster each individual used to acquire a position on this roster. Optional.
Include Assignments	A filter that displays all employee's permanent and latest temporary assignments. Optional field. System default is to not show assignments.
Include Assignment and Status on Print	A filter that when used will print the assignments and status on the printed report. Optional field

Seniority Roster, Continued

On Screen Descriptions (Filtered Screen Contd)

X Column	Allows the CMS user to select employee. CMS and Managers only.
Disp Seq #	Numbers the employees in this display. If any filters have been applied this number may or may not match the employee's ACT SEQ# or ranking on the roster. Display only.
Act Seq#	Displays the rank number used by the system to determine who is senior on a particular roster. Display only.
Ref Date	Displays the employee's seniority date within the seniority roster and any tie-breaker sequence number that may be applied. Display only.
Employee Number	Displays employee number. This field is intentionally left blank on the TE&Y inquiries. Display only.
Name	Displays employee name. Display only.
Current Hub Zone	If the employee has declared his or her hub or zone choice it will be displayed. Display only.
Prior Right	Will display the prior right roster code used to entitle this employee to this slot. Both a roster code and a short description are displayed. Only displayed on rosters constructed from other rosters. Display only.
Current Status	Displays the employee's current status and reason code.
Current CIRC-7	Displays the employee's current Circ-7. Display only.
Roster From	If the roster being displayed is a constructed roster, the underlying roster the employee used to acquire this position will be displayed. Display only.
P	Lists the employee's permanent assignment, showing the Circ-7 board ID crew ID and position. Display only.
T	If an employee has a temporary assignment, the Circ-7 board ID, crew ID, and position for the temporary assignment will be displayed. Display only.

**End of CMTS Mainframe Menu Options 07 thru
18 Manual for TE&Y**

**For more information on the Mainframe Options
See the CMTS Menu Options 01 thru 06, and/or
the CMTS Mainframe Menu Options
19 thru 52, manuals.**