WEB CMTS
for
TE&Y Personnel
Bids & Seniority

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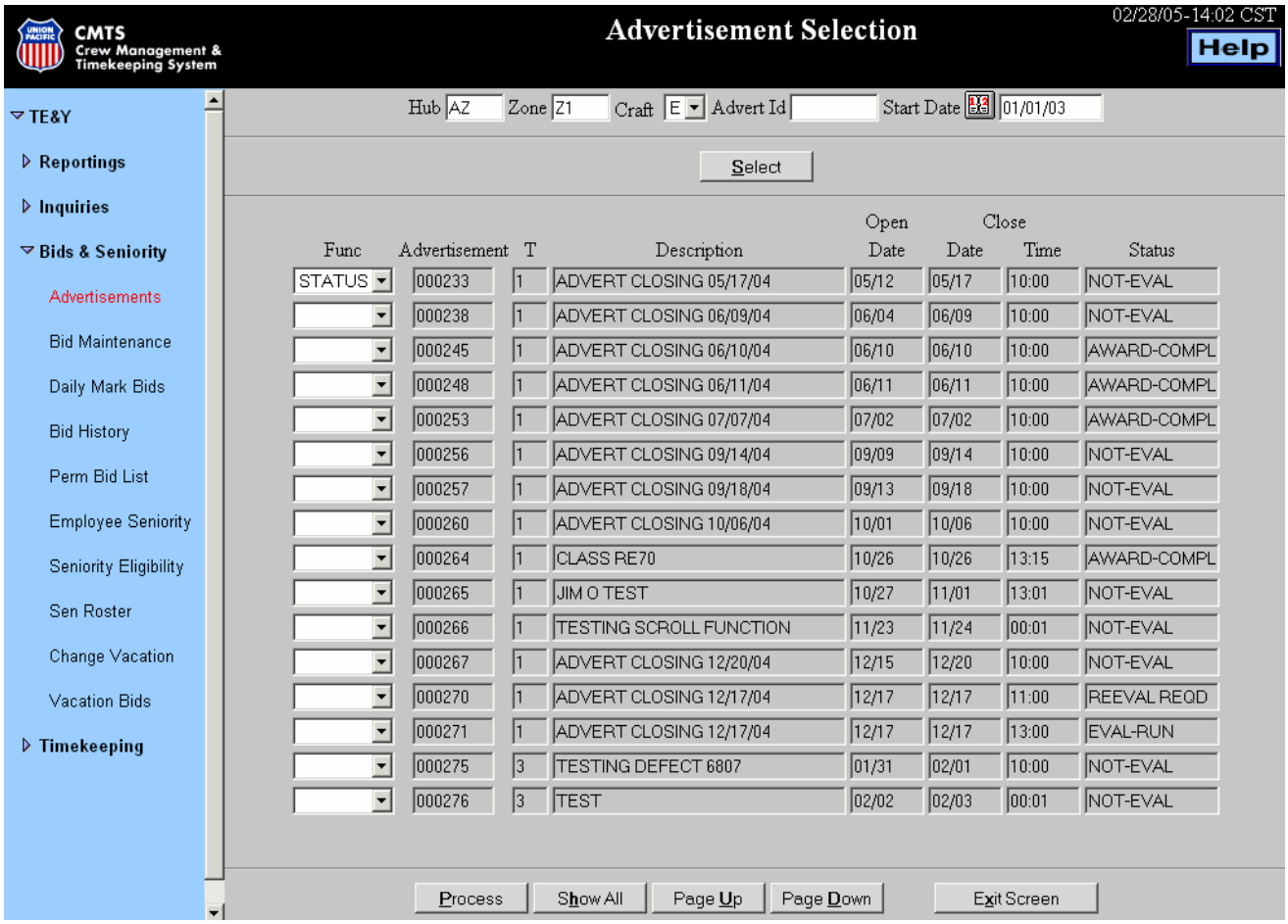
Bids & Seniority

Advertisement Selection

Purpose	This screen is used to display the list of Advertisements. When accessing this screen from the Menu Selection Bar, the advertisements displayed are all advertisements with the 'start date' defaulting to the current date. You can click the Show All button to display all advertisements.



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Advertisement Selection, Continued

General Input Procedures

How to Inquire on an Advertisement	1. Select Advertisement from the Menu Selection Bar. 2. Type in the Hub you are inquiring on. 3. (Optional) Type in the Zone for the Hub. 4. Select a craft to inquire either T or E. 5. Enter a start date for advertisements to inquire on. 6. Click on the select button to return a list of advertisements. 7. If no selection is returned click on S**h**ow All button at bottom of screen. 8. To view an advertisements' status select a function either Status or Notice from the Func column and click on the Process button at bottom of screen and the advertisement status screen will appear. 9. To view the advertisement or see a list of the bidders for an advertisement. Click the Function column field button and select Inquire or Bidders then click the Process button, and your selection will be displayed. 10. To exit click on the exit button to return to the previous screen.

On Screen Field Descriptions

Field	Description
Hub	This field is used to identify a valid Hub. When accessed from the field the Hub will default to the Hub in which the employee is currently or was last assigned.
Zone	This field is used to identify a valid Hub, Zone combination. When accessed from the field, the Hub/Zone combination will default to the Hub Zone in which the employee is currently assigned.

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Advertisement Selection, Continued

Field	Description
Craft	This field is used to identify a valid Craft. When accessed from the field, the Craft will default to the Craft of the position the employee is currently assigned. Valid entries from the drop down menu are E = Enginemen and T = Trainmen.
Type	The drop-down selection box used to select the type of advertisements to display. Choices are Regular, System, Notice, or Blank for all.
Start Date	This field is used to identify the Start Date of the advertisements displayed. The default will be the current date and will display any advertisements that are available to bid on. If the start date is set to a date in the past, the display will be all advertisements that have a "close" date equal to or greater than the date entered.
Func	This field is used to identify the screen function options. Valid functions in the drop down menu are: **STATUS** – Status in the Function field presents the Advertisement Status screen. The advertisement may be either "Open" or "Awarded" to view the advertisement status. **EVAL** – This is only available to users with update authority (NOT TE&Y). **NOTICE** – Select Notice in the Function field to present the CMTS Notice screen.
Advertisement	This field will display the Advertisement ID from the Advertisement Master Maintenance screen.
Type	Displays the advertisement type Regular, System or Notice
Description	This field will display the Advertisement Description from the Advertisement Master Maintenance screen.
Open Date	This field will display the Opening Date of the Advertisement from the Advertisement Master Maintenance screen in (MMDD) format.
Close Date/Time	These two fields will display the Closing Date and Time assigned this.
Status	Displays the current status of the advertisement, open for bids, award - complete, not evaluated etc.

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Button Descriptions

Button	Description
Select	The Select button is used to return the database record to match the search criteria entered in the filter fields (top section of the screen).
Process	The Process button is used to process the data that was requested or updated on the associated screen.
Show All	Displays a list all advertisements for the type, either regular, system, or notice, starting from the entered date for either the selected Hub or Hub and Zone.
Page Up	The Page Up button will give you the previous set of records from the database. The last entry displayed will always be the same as the first entry previously displayed.
Page Down	The Page Down button will give you the next set of records from the database. The first entry displayed will always be the same as the last entry from the previous page.
Exit Screen	The Exit Screen button closes the current screen .

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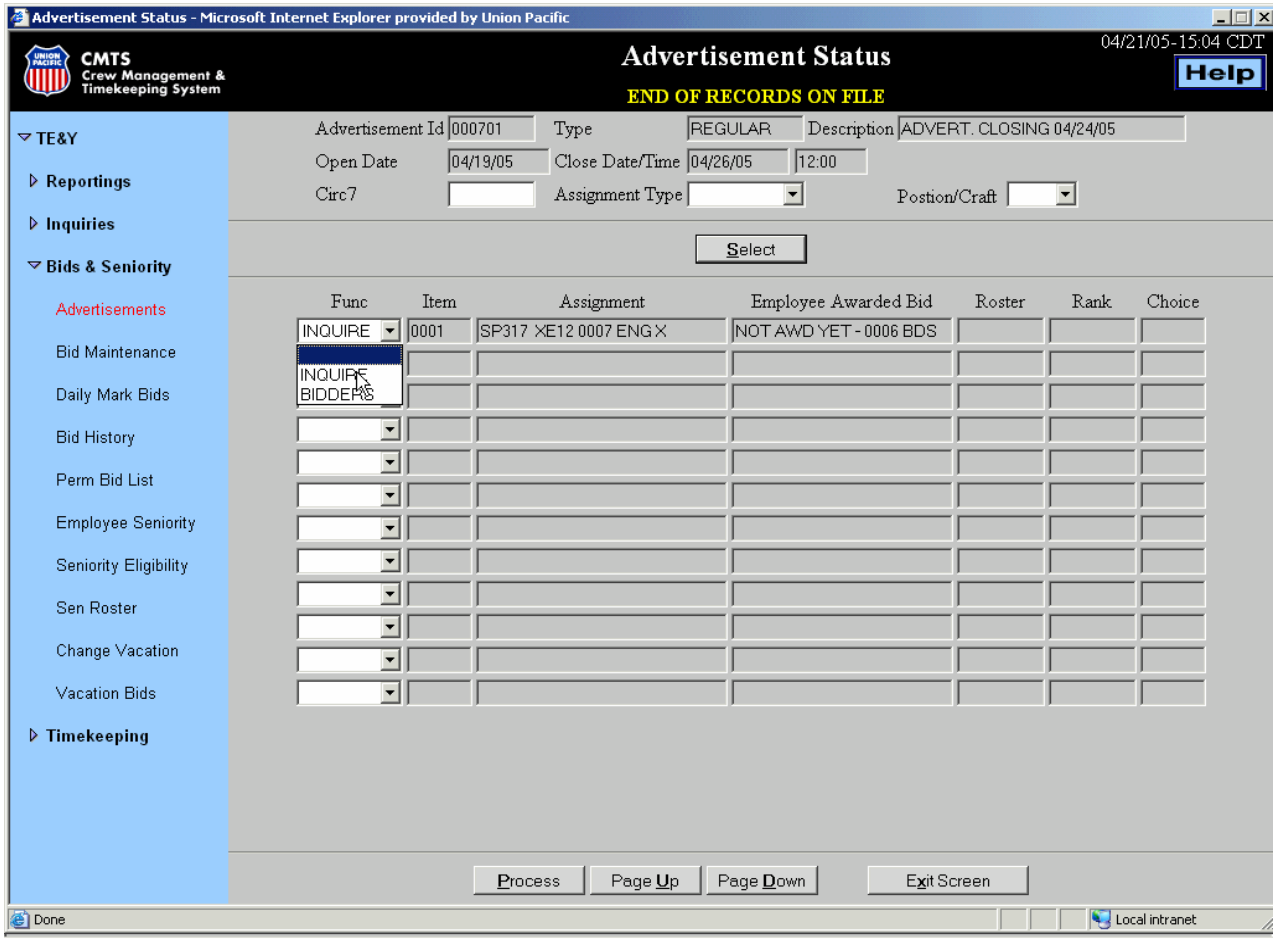
Advertisement Selection, Continued



General Input Procedures

How to Inquire on the Status of an Advertisement	1. Key the CIRC 7 desired in the CIRC 7 field. 2. Click the drop-down box next to ASSIGNMENT TYPE. Valid types are ROTATING, ASSIGNED, LOCAL, or EXTRA. 3. Click the drop-down box and select a position/craft. 4. Click SELECT. The screen will display the advertisements you requested. 5. Click on the drop-down box next to the FUNC field. Choose either INQUIRE to display the full text of the advertisement, or BIDDERS to display those employees bidding on the advertised assignment. 6. Click on PROCESS to display the function selected.

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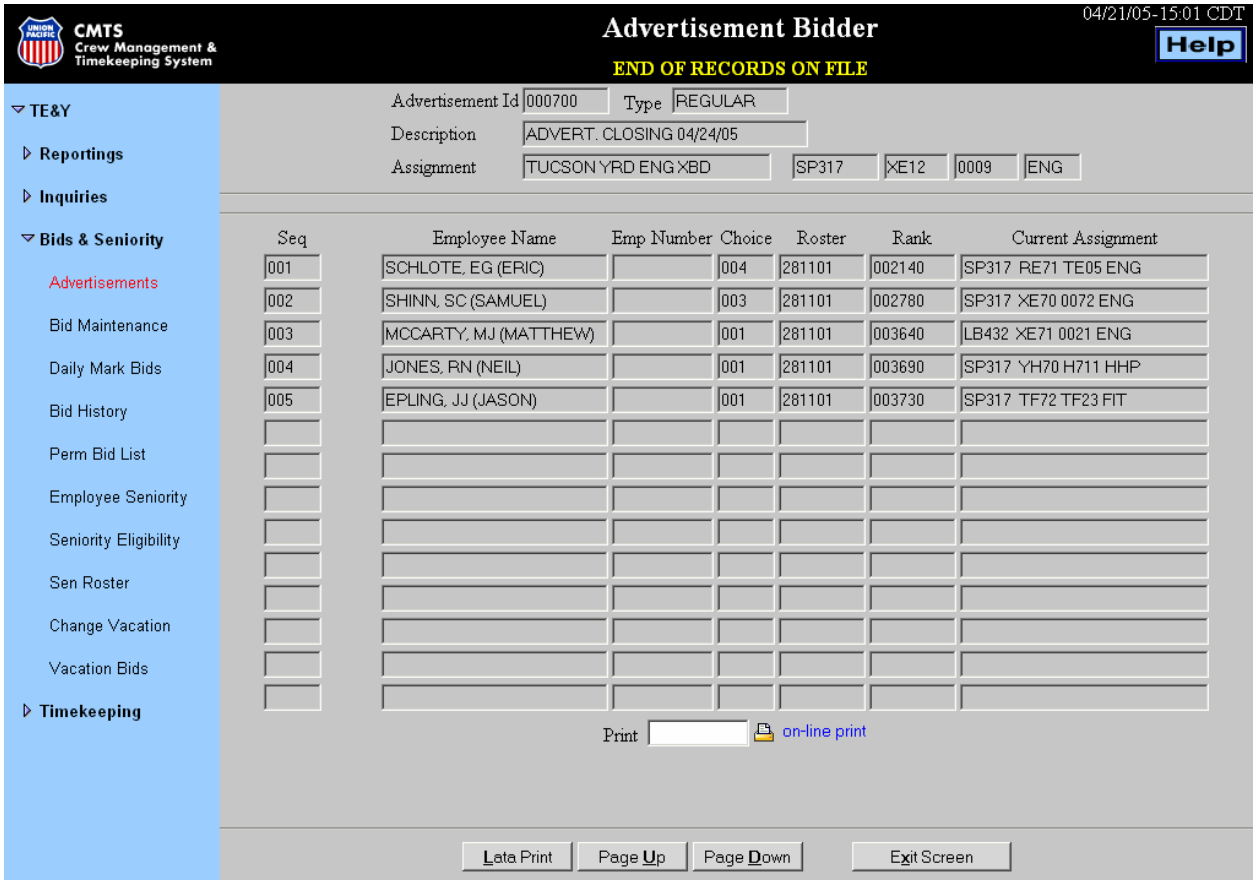
Example: Advertisement Bidder Screen



General Input Procedures

How to use the Advertisement Bidder screen.	1. The advertisement bidder screen is display only. It shows you anyone who has a bid on the advertisement. 2. Click the PAGE UP button to page ahead. 3. Click the PAGE DOWN button to page back. 4. Click the EXIT SCREEN button to return back one screen.

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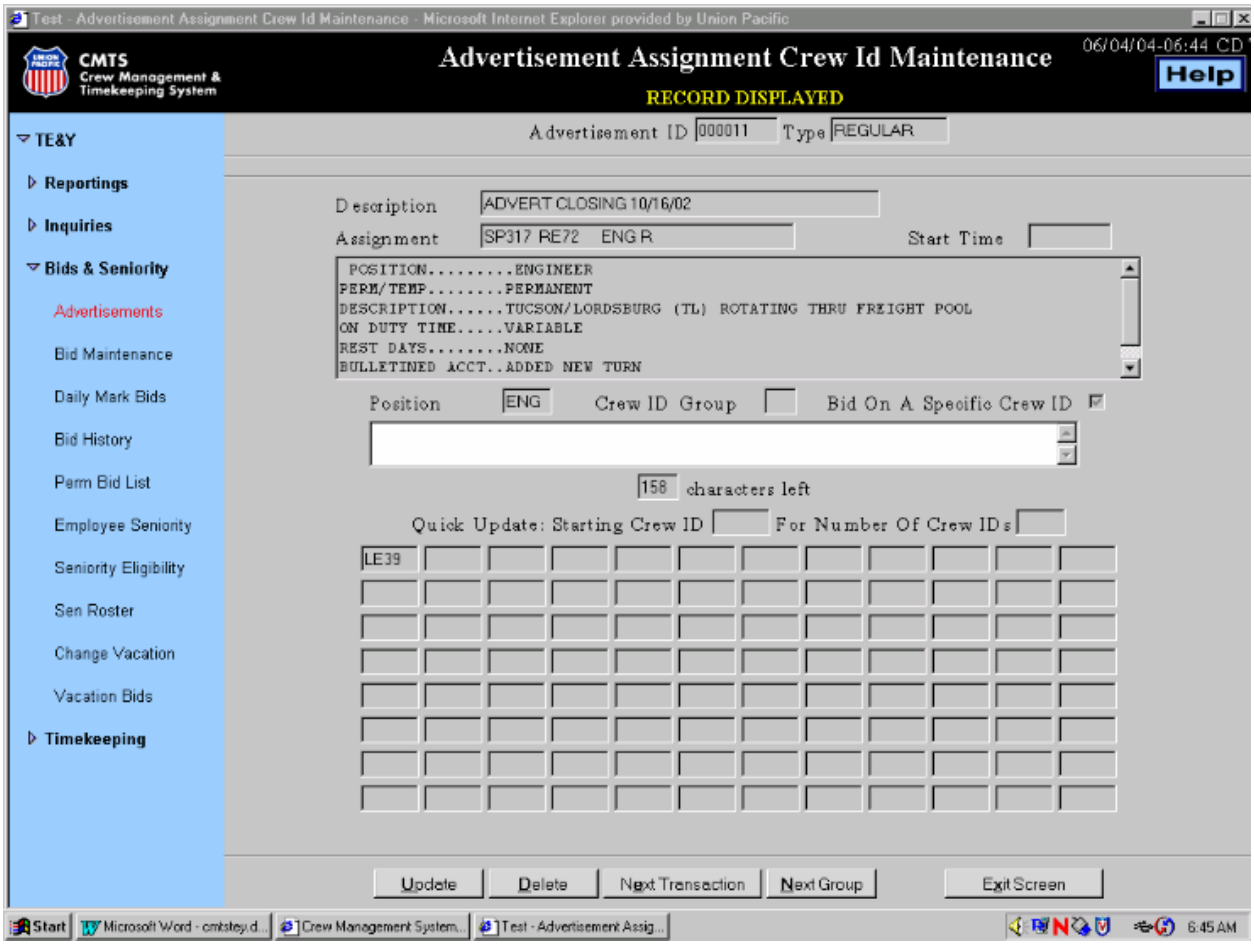
Example: Advertisement Inquiry Screen

Select INQUIRY from the drop-down box on the Advertisement Status screen and the bulletin information screen displays.

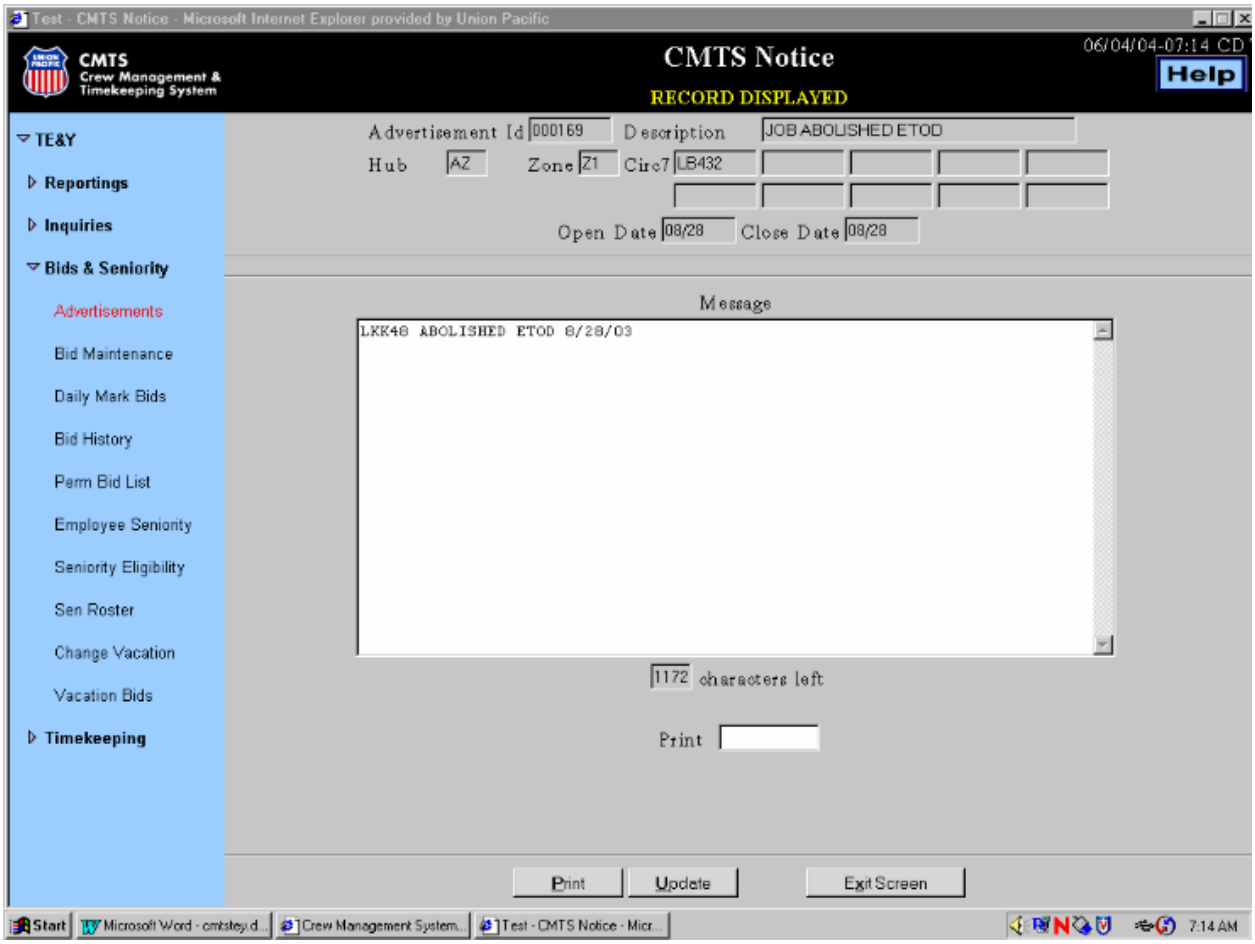


General Input Procedures

How to use the Advertisement Inquiry Screen	1. This screen is for TE&Y inquiry only use. All buttons on this screen are restricted from TE&Y except for the exit screen button. 2. Click on EXIT SCREEN to return to the previous screen.

Example: Advertisement Inquiry Screen

Select NOTICE from the drop-down box on the Advertisement Selection screen and the following type of screen returns.

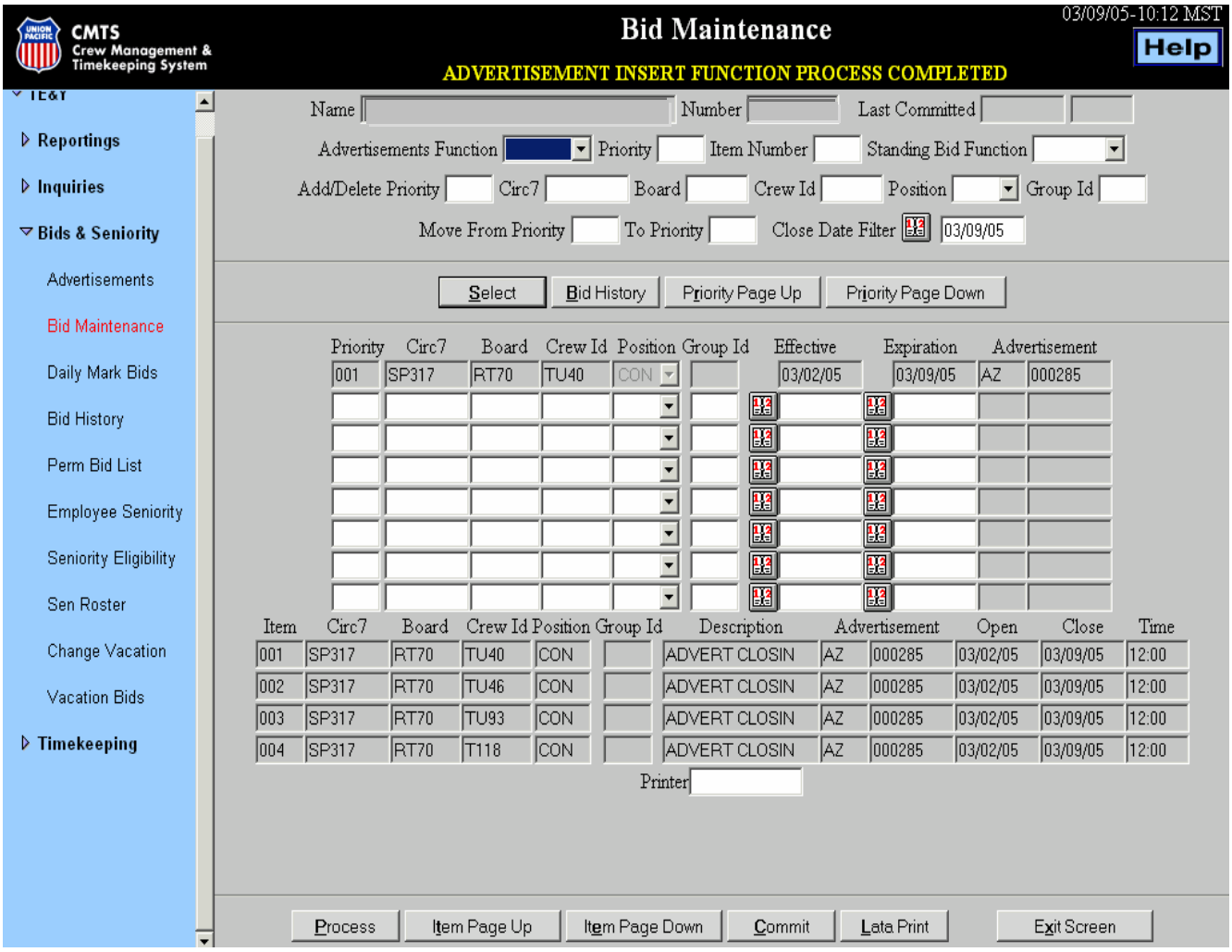


General Input Procedures

How to use the CMTS Notice Screen	1. To print the notice, type a printer LATA in the PRINT field. 2. Click on PRINT. 3. Click Exit Screen to return to the previous window.

Bid Maintenance

Purpose	TE&Y use the Bid Maintenance screen to maintain their bid card. The top part of the screen is used to add, delete, and change the priority of advertised and standing bids in the priority order the employee chooses. The middle area of the display is the bid card and shows your bids either advertised or standing in the order that you chose. The bottom portion of the display shows which current advertised/bulletined assignments you are eligible to bid.



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Bid Maintenance, Continued

General Input Procedures

How to view Advertised bulletins you may wish to bid on.	1. Select "VIEW" from the Advertisement Function drop-down box. 2. Type the item number you wish to see in the ITEM NUMBER field, for example 001. 3. Click SELECT. 4. The bulletin you requested will be returned.

How to Bid on a Job Advertisement	1. Tab to the **Advertisement Function** field and select "**Insert**" from the drop down box. 2. Type your **Priority Number** you want this bid to become on your bid card, example, 001, 002 or 003 etc. 3. Type in the **Item Number** of the job advertisement shown in the bottom portion of the screen. 4. Click the "**Select**" button to process and check your bid. 5. Repeat the above 4 steps to add more bids to your bid card. When finished click the "**Commit**" Button to commit to all your bids.

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Bid Maintenance, Continued

General Input Procedures

How to submit a Standing Bid	1. Tab to, or click on, the **Standing Bid Function** field. 2. Click on the down arrow to the right of the field. 3. Select **INSERT** from the drop down box. 4. Tab to the **Add/Delete Priority** field and enter the Priority Number for this bid. 5. Tab to the **Circ7** field and enter the Circ7 where you want to place the bid. 6. Tab to the **Board** field and enter the Board you want to bid on. 7. Tab to the **Crew ID** field and enter a specific Crew ID; or enter the word **ANY** to bid on any crew working this Board; or enter the word **NEW** to bid on any New crew added to this board. 8. Tab to the **Position** field and click on the down arrow to the right of the field. Then select the desired Position from the drop-down list. 9. Click on the **Select** button and check your bid card. Continue adding more bids if desired. 10. When satisfied with your Bid entries, you must then click on the **Commit** button at the bottom of the window to actually submit your bid.

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Bid Maintenance, Continued

General Input Procedures

How to Delete a Committed Bid	1. Click on the down arrow to the right of the **Standing Bid Function** field. 2. Select **DELETE** from the down box. 3. Tab to the **Add/Delete Priority** field and enter the Priority Number for the bid you want to delete. 4. Click on the **Select** button. 5. When finished, verify that the correct items/jobs have been removed from the Priority list. You must then click on the **Commit** button at the bottom of the window to actually submit your Delete Bid.

How to Move or Change the Priority of a Committed Bid	1. Click on the down arrow to the right of the **Standing Bid Function** field. 2. Select **MOVE** from the down box. 3. Tab to the **Move From Priority** field and enter the Priority Number of the bid you want to move/change 4. Tab to the **To Priority** field and enter the new Priority number for this bid. 5. Click on the **Select** button. 6. When finished, verify that the correct items/jobs have been moved on the Priority list. You must then click on the **Commit** button at the bottom of the window to actually submit your Move Bid.

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Bid Maintenance, Continued

On Screen Field Descriptions

Field	Description
Name	This field is used to identify the employee to be processed. The name of the employee who is logged on will be displayed here.
Number	This field is used to identify the Employee's ID Number.
Last Committed	This field allows a bid to be entered with a date prior to today's date in order to bypass the wait period from the time a bid on certain assignments is made effective. This allows the bid to be processed immediately. A date and time prior to the most recent bid's Last Committed Date and Time will not be accepted. These type fields are accessible to Crew Call personnel Only.

On Screen Descriptions Filter Fields	The following fields are used as filters on your Bid Maintenance screen.

Field	Description
Advertisement Function	This field will accept the following entries from the drop down menu. **INSERT:** Insert allows the employee to add a new bid, but will not save it. **VIEW:** To view the item assignment information by presenting the Advertisement Assignment Crew ID screen in inquiry mode. This will only be available for assignments currently displayed as being under bulletin.
Priority	This field is used to determine which choice a bid will become when inserting or which of the current choices will be deleted during the delete process.
Item Number	This field is used to identify the Item Number of the assignment, the employee wants to bid on. These bids are located on the bid listing on the lower half of the screen. Only advertised jobs will be displayed in the items area.

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Bid Maintenance, Continued

On Screen Field Descriptions

Field	Description
Standing Bid Function	This field accepts the following entries from the drop down menu. **INSERT:** Insert allows the employee to add a new bid to the bid card. **DELETE:** Allows the employee to delete a previously submitted bid from the bid card **MOVE:** Move allows employees to change the priority order of previously submitted bids on the bid card.
Add/Delete Priority	This field is used to determine which choice a bid will become when inserting or which of the current choices will be deleted during the delete process.
CIRC 7	This field is used to identify the Circ7 of the board the employee wants to make a standing bid on.
Board	This field is used to identify the Board ID the employee wants to make a standing bid on.
Crew ID	This field is use to identify the specific Crew ID the employee wants to bid on. Other valid entries for this field are: **ANY** – The employee wants to make a standing bid on any Crew ID that becomes available, including new Crew ID's. This entry is valid only for extraboards and pools. **NEW** – The employee wants to make a standing bid on any Crew IDs that are brand new. This entry is valid only for extraboards and pools.
Position	This field is used to identify the position the employee is making a standing bid on. Valid entries are found on the drop down menu. Required Field.
Group 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.

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Bid Maintenance, Continued

On Screen Field Descriptions

Priority (Move From)	This field is used to determine which choice a bid will move from when moving choices.
To Priority	This field is used to determine which choice a bid will become when moving choices.
Close Date Filter	Click on the calendar to select a close date for this priority bid.

On Screen Descriptions BIDS	This selection area is allowed for entering only standing bid type jobs. Bids made on advertised jobs will be inserted/displayed by the system. Bids on advertised jobs will be protected and the employee will be expected to use the delete function to remove these bid choices.

Priority (Bids)	This field is the selection the employee has made or is making their choice for a standing bid.
CIRC 7	This field is the Circ7 of the board the employee has made or wants to make a standing bid on.
Board	This field is the Board ID the employee has made or wants to make a standing bid on.
Crew ID	This field is the specific Crew ID the employee has made or wants to make a standing bid on. Other valid entries are: **ANY** – The employee wants to make a standing bid on any Crew ID that becomes available. This includes new Crew IDs. **NEW** – The employee wants to make a standing bid on any Crew IDs that are brand new.
Position	This field is the specific Position that the employee has made or wants to make a standing bid on. Required Field.
Group ID	This field is the specific rest day Group ID that the employee has made or is making a standing bid on. If this field is left blank, the employee is assumed to be bidding on all Group IDs.

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Bid Maintenance, Continued

On Screen Field Descriptions

Field	Description
Effective	This field is the date this line 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 is the date this line will no longer be effective. If left blank, the system will assume the line will never expire.
Advertisement	If the selection is part of an advertisement, the Hub and Advertisement ID will appear in this field.

On Screen Descriptions 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.

Field	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 Circ7 Location of the advertised job. Display Only
Board	This field will display the Board ID of the advertised job. Display Only.
Crew ID	This field will display the Crew ID of the advertised job. Display Only.
Position	This field will display the Position of the advertised job. Display Only.
Group ID	This field will display the specific rest day Group ID that the employee has made or is making a standing bid on. If this field is left blank the employee is assumed to be bidding on all Group IDs.
Description	This field will display the Description of the advertised job. Pool and extraboard assignments have additional information in this field such as Crew ID ranges or number of Crew IDs advertised. Display Only.

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Bid Maintenance, Continued

On Screen Field Descriptions

Field	Description
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 is used to identify the Printer Lata where the Advertisement Bid Report may be printed.

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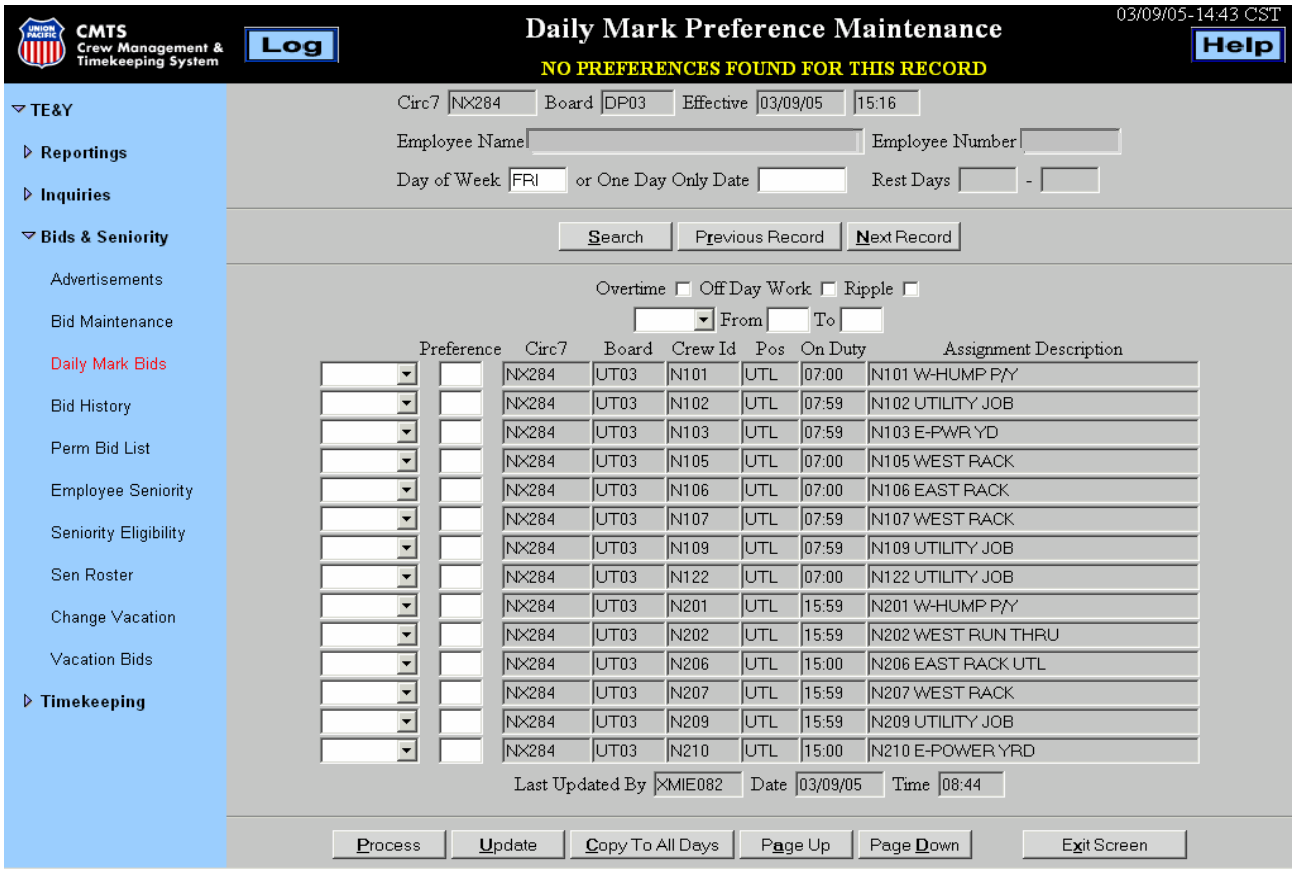
Bid Maintenance, Continued

Button Descriptions

Button	Description
Select	The Select button is used to return the database record to match the search criteria entered in the filter fields (top section of the screen).
Bid History	The Bid History button displays the employee's Bid History display screen.
Priority Page Up & Priority Page Down	If the employee has submitted more than 8 bids on his/her bid card, these buttons allow the user to scroll up or down the list of submitted bids.
Process	The Process button will process any selected information keyed in the Priority, Item number or Standing Bid Function fields for either inserting bids to your bid card, or viewing the itemized advertised bulletins. This button will also process the "Move From Priority / Move To Priority", if data was entered in these fields. Any information that is processed will not be permanently recorded in your bid history until you commit to the changes made on your bid card by clicking the **Commit Button**.
Item Page Up	The Item Page Up button back pages through the advertised item list, one page at a time.
Item Page Down	The Item Page Down button pages forward through the advertised item list one page at a time.
Commit	The Commit button when used, date stamps the changes you made to bid card and retains that information in your bid history. If any changes have been made to this screen, the system will issue a **Warning Message**, asking ***"If the user wants to use the Commit Button before exiting"***.
Lata Print	Click on the Lata Print button to print your Bid Card. The system then prints the Assignment Bid Report to the selected printer.
Exit Screen	The Exit Screen button is used to close this display.

Daily Mark Bids

Purpose	Employees assigned to Daily Mark Boards are eligible to submit choice/preferences for daily mark assignments from field terminals. The employees choose from a list of eligible assignments for their location and assign their preferences of those assignments in choice order (01, 02, etc.). This screen creates a preference list that remains on file (permanent) and will be used each time that employee participates in the daily mark at that location. This list is used for a given day unless, daily choice/preference list exists which will supersede this one. Employees are allowed to place choices on any assignment presented for daily mark up regardless of qualifications and/or restrictions however, employees will only be placed on the assignment if they have the necessary qualifications and are not restricted from working the assignment. When employees access this screen the system will present the day of the week that would be the next daily mark for the employee based on what time the board closes.



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Daily Mark Bids, Continued

General Input Procedures

How to Input a Daily Mark Bid	1. Under the menu category Bids and Seniority select **Daily Mark Bids**. 2. Click the drop down arrow next to any assignment listed and select "**Insert"**. 3. Tab to the **Preference** box and type in your priority for the job. 4. After selecting all assignments Click the "**Process"** button. 5. After checking your bids Click the **"Update"** button to submit. 6. To copy selections for all your work days click the **"Copy To All Days"** button 7. Click the **Update** to apply your selection.

On Screen Field Descriptions

Field	Description
CIRC 7	This field is the Circ7 of the assigned "Daily Mark" board. It must be a valid Circ7.
Board	This field is the unique board identifier of the "Daily Mark" board. It must be a valid Circ7/Board combination.
Effective	Displays the effective date of the assignment you're currently working, or is blank.
Employee Name	This field is used to identify the last name and initials of the logged on employee (i.e., GATE, HJ).
Employee Number	This field is used to identify the employee number.
Day of Week	Type a 3-character abbreviation for the day of the week, for example, MON, TUE, WED, THU, FRI, SAT, SUN.

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Daily Mark Bids, Continued

Field	Description
Or One Day Only Date	If you have not keyed in a day of the week, you may use this field to type a date if desired. For example 06/04/04.
Rest Days	The employees rest days will be displayed, or will be blank if none.
Overtime	Check the Overtime check box to indicate that you want to work overtime.
Off-Day Work	Check the Off-Day check box to indicate that you want to work your off days.
Ripple	If you want to participate in the ripple process, if necessary, click this box.
Swap/Move (uncaptioned)	This field is used to rearrange your displayed Mark preferences. Click the down-arrow in this field and select either Move or Swap your submitted preferences.
From	Use this field to enter the Preference number of the line you want to move/swap from.
To	Use this field to enter the Preference number of the line you want to move/swap to.
Insert/Delete (uncaptioned)	This drop down box field is used to select to; **Insert** or **Delete** a Preference.
Circ7	Displays the Circ 7 of the assignment.
Board	Displays the Board Id associated with the assignment.
Assignment Description	Displays a brief description of the assignment.

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Daily Mark Bids, Continued

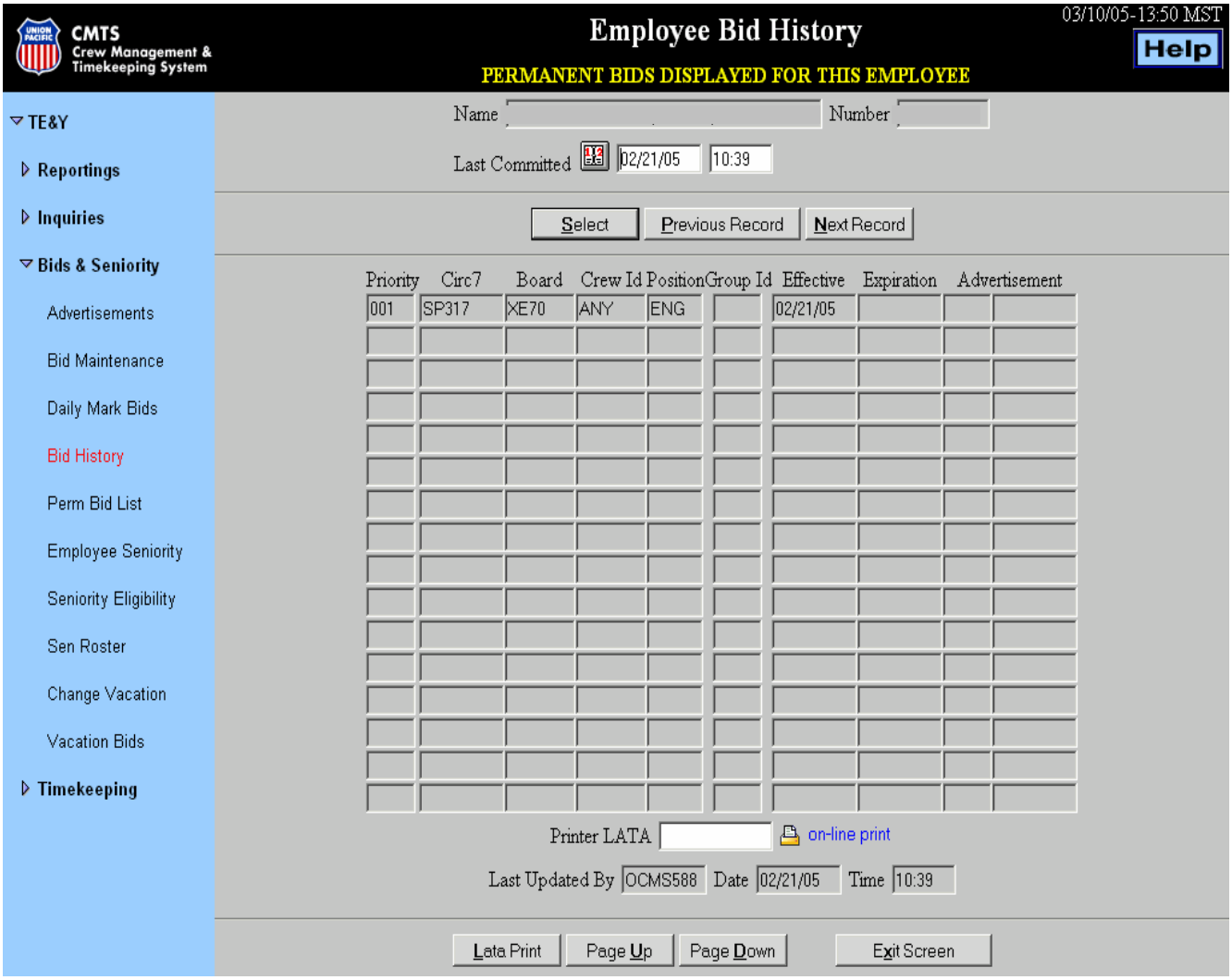
Field	Description
Crew ID	Displays the Crew ID associated with the assignment.
Pos	Displays the Crew position of the assignment.
On Duty	Displays the normal on duty time of the assignment.
Last Updated By	Displays the User ID of the last person to update this record.
Date/Time	Displays the date and time this record was last updated

Button Descriptions

Button	Description
Search	The Search button is used to return the data requested that match the search criteria entered in the filter fields.
Previous Record	Used to display the previous employee record.
Next Record	Used to display the next employee record.
Process	Click on the process button to process any changes that you have made first.
Update	Click on the update button to submit the bids.
Copy to All Days	Click on this button to copy your preferences to all days.
Page Up	Click on the page up button to page ahead one page at a time.
Page Down	Click on the page down button to page down one page at a time.
Exit Screen	The Exit Screen button is used to close the screen and take you back to the Navigation Menu.

Bid History

Purpose	The Employee Bid History screen is used to display previous bid cards for an employee including the date the bid card became effective and the date that it expired. This screen may be accessed through the main menu. This screen can also be accessed from the Bid Maintenance screen by clicking the Bid History button. Name and Number fields will be displayed when TE&Y are logged on.



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Bid History, Continued

General Input Procedures

How to Inquire on Bid History	1. Under the Menu category **Bids & Seniority**, Click on **Bid History**. 2. Your current bid card information automatically displays. 3. To see a previous bid card enter a date in the LAST COMMITTED field and click the **Select** button. **Or** 4. Click the **Previous Record** button to see the previous committed bid.

On Screen Field Descriptions

Field	Description
Name	This field is used to identify the employee to be processed. This field will be locked, if coming from the field menu. Any employee may be entered from the main menu.
Number	This field is used to identify the Employee's ID Number.
Last Committed	This field is used to identify the date and time this record was committed.
Priority	This field will display the selection the employee has made their choice for a standing bid.
CIRC 7	This field will display the Circ7 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	This field will display the specific Crew ID the employee has made a standing bid on. Other valid entries are: **ANY** – The employee made a standing bid on any Crew ID that becomes available, this includes new Crew IDs. **NEW** – The employee made a standing bid on any Crew IDs that are brand new.

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Bid History, Continued

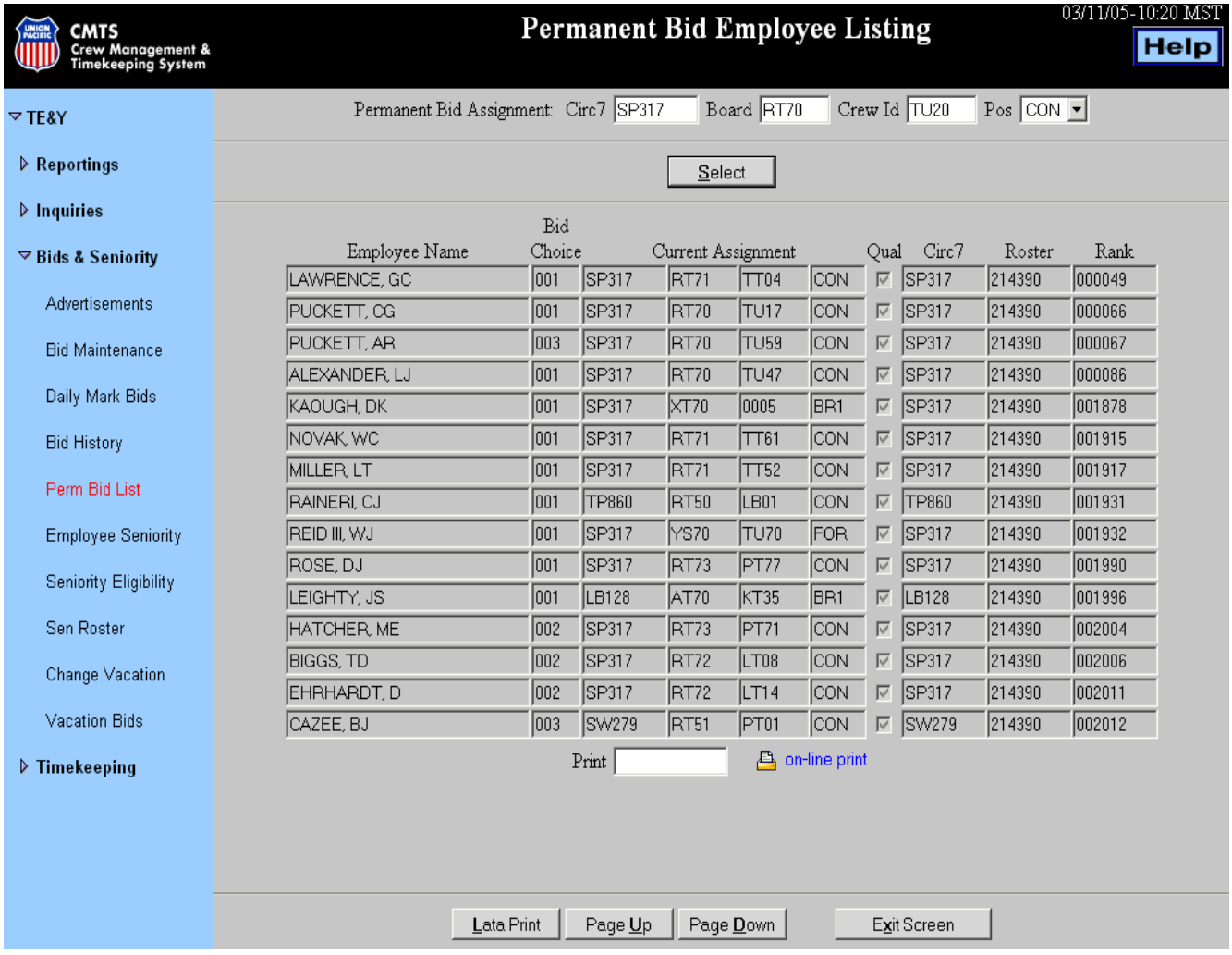
Field	Description
Position	This field will display the specific position that the employee has made a standing bid on.
Group ID	This field will display the specific rest day Group ID that the employee has made a standing bid on. If this field is blank, the employee is assumed to be bidding on all Group 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.
Printer LATA	This field is used to identify the Lata location of the hard copy document.

Button Descriptions

Button	Description
Select	The Select button is used to return the bid record for the date entered in the Last Committed field.
Previous Record	The Previous Record button is used to access the committed bid record previous to the date displayed in the Last Committed field
Next Record	The Next Record button is used to access the next committed bid record.
Lata Print	The Print button is used to print data to the specific Print Lata or Print ID in the Printer LATA field.
Page Up	The Page Up button will give you the previous page. The last entry displayed will always be the same as the first entry previously displayed.
Page Down	The Page Down button will give you the next page. The first entry displayed will always be the same as the last entry from the previous page.
Exit Screen	The Exit Screen button is used to close the screen.

Permanent Bid List

Purpose	The Permanent Bid Employee Listing displays by seniority order all employees that bid a certain assignment. This screen also displays what bid choice the assignment is for each bidder and the bidder's current assignment. The inquiry also displays the rank each bidder has on the current roster.



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Permanent Bid List, Continued

General Input Procedures

How to Inquire on a Bid List	1. Type the CIRC 7 where the assignment was created in the **CIRC 7** field. 2. Type the Board Id where the assignment is created in the **BOARD** field. 3. Type the word **ALL** in the **Crew ID** field to see a list of all bidders in seniority order. The word **ANY** will display all bidders alphabetically by employee name. 4. Click on the **Pos** drop-down and select a position corresponding to the board and Crew IDs I.e.; **Eng, Con, For,** etc. 5. Click the **SELECT** button and the inquiry information will populate the screen. 6. Press **Page Up** to page ahead, or Page Down pages back.

On Screen Field Descriptions

Field	Description
CIRC 7	This field is used to identify the Circ7 where the assignment is created. This is a required field.
Board	This field is used to identify the Board where the assignment is created. This is a required field.
Crew ID	This field identifies a specific Crew ID to inquire on. Type the word ALL in this field to display all employees with a bid on this board in seniority order. Type the word ANY and the bidders are displayed alphabetically by last name. Type the word NEW and the employees with bids for added or new crews will displayed alphabetically by last name.
Pos	This field is used to identify the Position to be inquired on. Valid entries are found in the drop down menu. This is a required field, if the board has more than one position associated to it.

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Permanent Bid List, Continued

On Screen Field Descriptions

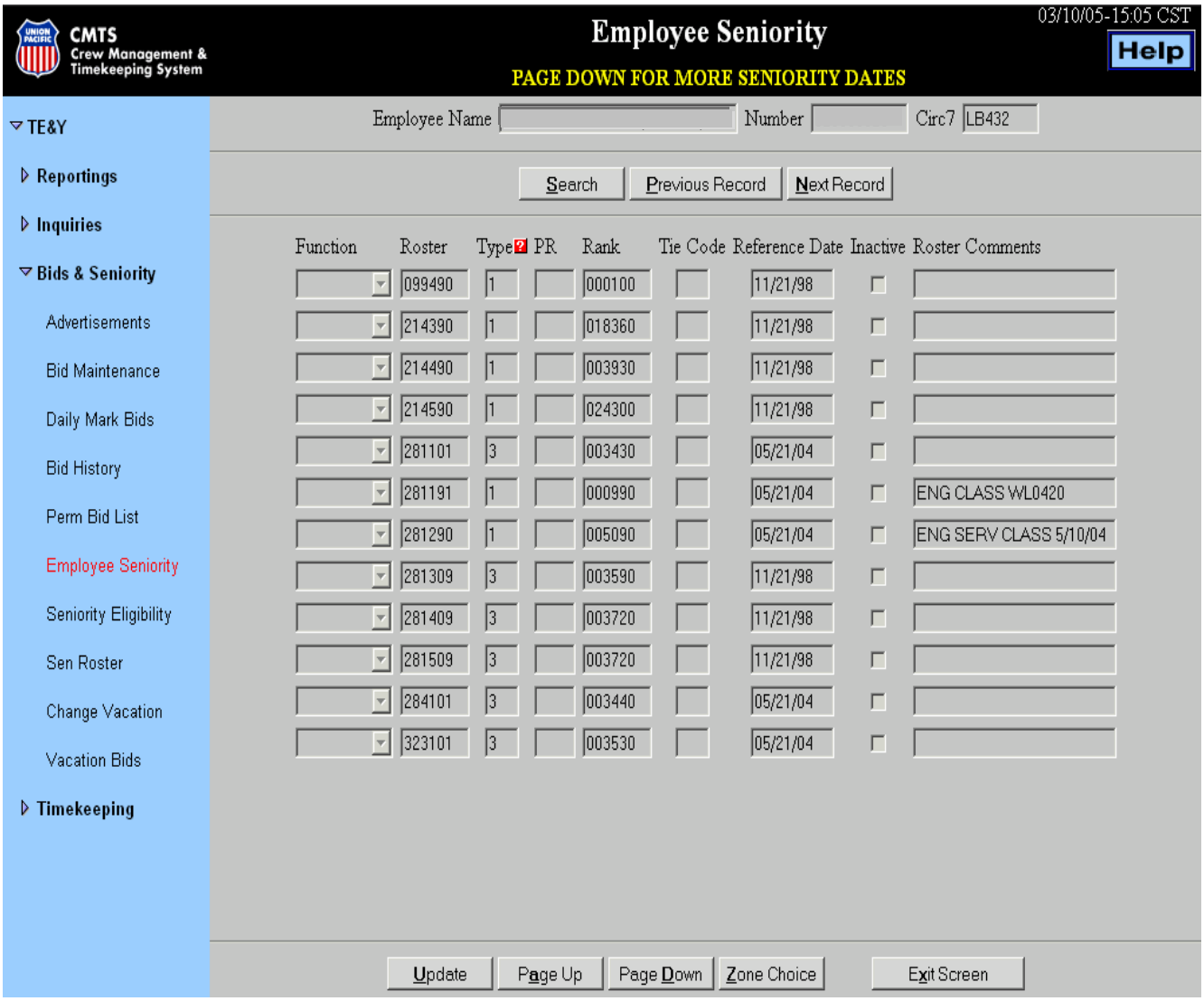
Field	Description
Employee Name	This field will display the name of the employee bidding on this assignment.
Bid Choice	This field will display the Bid Choice for the employee displayed.
Current Assignment	This field will display the Circ7, Board ID, Crew ID and Position of the employee displayed.
Qual	If checked, this field will indicate that the employee has all of the required qualifications.
CIRC 7	This field will display the Circ7 that this employee is currently assigned to.
Roster	This field will display the Roster that the employee would use when taking this assignment.
Rank	This field will display the employee's Relative Rank on the roster that is displayed.

Button Descriptions

Button	Description
Select	The Select button is used to return the database record to match the search criteria entered in the filter fields (top section of the screen).
Page Up	The Page Up button will give you the previous page. The last entry displayed will always be the same as the first entry previously displayed.
Page Down	The Page Down button will give you the next page. The first entry displayed will always be the same as the last entry from the previous page.
Exit Screen	The Exit Screen button is used to close the screen and take you back to the Navigation Menu.

Employee Seniority

Purpose	The Employee Seniority function displays a list of all seniority rosters the logged on employee has entitlement on.



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Employee Seniority, Continued

General Input Procedures

How to Inquire on Seniority rosters	1. On the Field Main Menu under the Bids & Seniority drop-down category, Click on **Employee Seniority**. 2. The Employee Seniority window returns with a list of seniority rosters you have entitlement on. 3. Click on EXIT SCREEN to return to the main menu.

On Screen Field Descriptions

Field	Description
Employee Name	Displays the employee name logged on to the CMTS system at this time.
Employee Number	Displays the employee number corresponding to the employee name.
CIRC 7	This field will display the Home Terminal Circ7 of the employee.
Function	This field is used to identify the operation requested by the user. Invalid function for TE&Y users.
Roster	This field is used to identify a valid Roster number that establishes the employee has entitlement on.
Type	This field will display as an informational item, which reference screen defined the roster type. Valid entries from the Pop-Up Help are: 1 = Standard 2 = Slotted Matrix 3 = Stacked Matrix 4 = Merged Matrix 5 = Assignment Roster
PR	This field will display the Prior Right Code associated with this roster.

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Employee Seniority, Continued

On Screen Descriptions

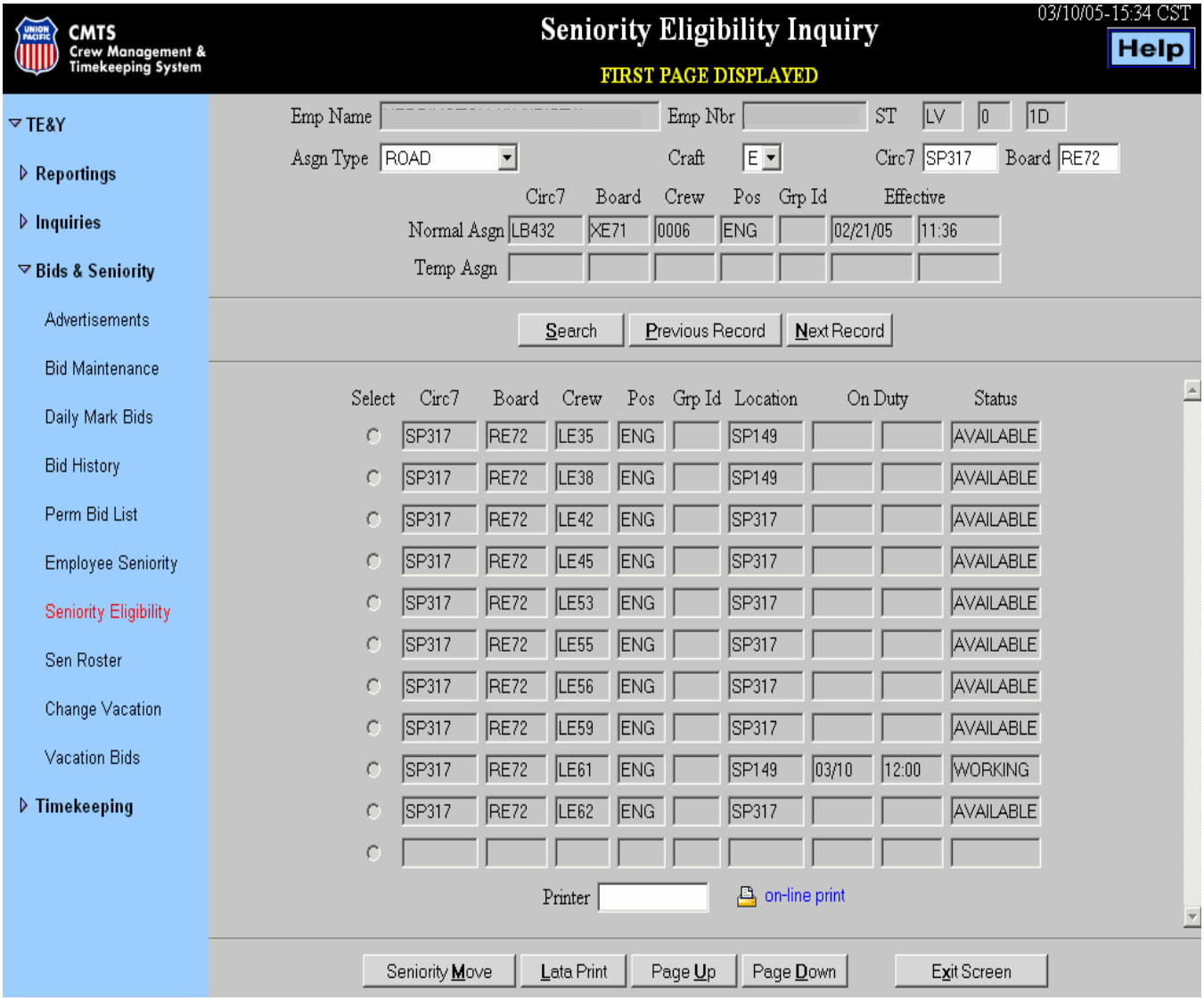
Field	Description
Rank	This field will display the established seniority ranking of the employee on the list.
Tie Code	Displays a tie code breaker number of 01 to 09 if the system finds a duplicate seniority ranking.
Reference Date	This field is used to enter a Reference Date. Generally, this date reflects when the employee gained entitlement to participate on the seniority list. A Pop-Up Calendar is available for assistance.
Inactive	This field displays an inactive roster. It is possible to establish a Roster Rank and Roster Slot on a Seniority List, but not to exercise any seniority rights associated with it.
Roster Comments	This field is used to identify freeform comments that may be used on printed rosters when selected

Button Descriptions

Button	Description
Update	The Update button is used to update the database with the data entered on the screen.
Page Up	The Page Up button will give you the previous set of records from the database. The last entry displayed will always be the same as the first entry previously displayed.
Page Down	The Page Down button will give you the next set of records from the database. The first entry displayed will always be the same as the last entry from the previous page.
Zone Choice	The Employee Zone Choice button returns the Zone choice screen but is restricted for TE&Y personnel.
Exit Screen	The Exit Screen button is used to close the screen.

Seniority Eligibility

Purpose	The Crew Dispatcher and TE&Y employees use this screen to identify all positions the employee may hold based on his/her current seniority. The display shows you what positions the employee has seniority to displace on as a permanent assignment. No attempt is made to determine that if the employee has a seniority move coming, but only if the employee has more seniority than the current owner of the position does.



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Seniority Eligibility, Continued

General Input Procedures

How to Inquire on Seniority Eligibility	1. Click on the **Asgn Type** drop-down and select an assignment type **Road, Yard,** or **Extraboard**. 2. Click on the **Craft** drop-down and select the craft, **E** or **T**. 3. Type the Circ 7 location where you want to inquire on seniority in the **Circ 7** field. 4. (Optional) Type the Board ID that you want to inquire upon in the **Board** field. 5. Click the **SELECT** button.

On Screen Field Descriptions

Field	Description
Employee Name	This field displays the TE&Y employee's name. Display Only.
Employee Number	This field displays the TE&Y employee's number. Display Only.
ST	This field will display the employee's Current Status and Reason code. Display Only.
Assign Type	A drop down field used to identify the Assignment Type to search for in the inquiry. Options are: **Road** **Yard** **Extraboard** Required Field, if no Board Id is entered.
Craft	A drop down field used to identify the Service Type of the Inquiry. Valid codes are: **E = Engine** **N = Non Ops** **T = Train** Required Field.
Circ 7	This field is used to identify the location Circ 7 that you wish to inquire on. Required Field.

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Seniority Eligibility, Continued

On Screen Field Descriptions

Field	Description
Board	This field is used to input a specific Board ID to limit the amount of data returned to the screen. Optional Field.
Normal Asgn	These fields will display the employee's Normal Assignment including the Date and Time of the move to this assignment. The following fields are included: CIRC 7 BOARD CREW POSITION GROUP ID EFFECTIVE DATE/TIME
Temp Asgn	This field will display the employee's Temporary Assignment, if applicable, including the Date and Time of the move to this assignment. The following fields are included: CIRC 7 BOARD CREW POSITION GROUP ID EFFECTIVE DATE/TIME
Select	The select radio button field is invalid for TE&Y.
Circ 7	This field will display the Circ 7 of the assignment being displayed
Board	This field will display the Board Id of the assignment being displayed.
Crew	This field will display the Crew ID of the assignment being displayed.
Pos	This field will display the POSITION of the assignment being displayed.
Grp Id	This field displays the Rest Day Group Id, if the assignment being displayed is associated to a rest day group.

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Seniority Eligibility, Continued

On Screen Field Description

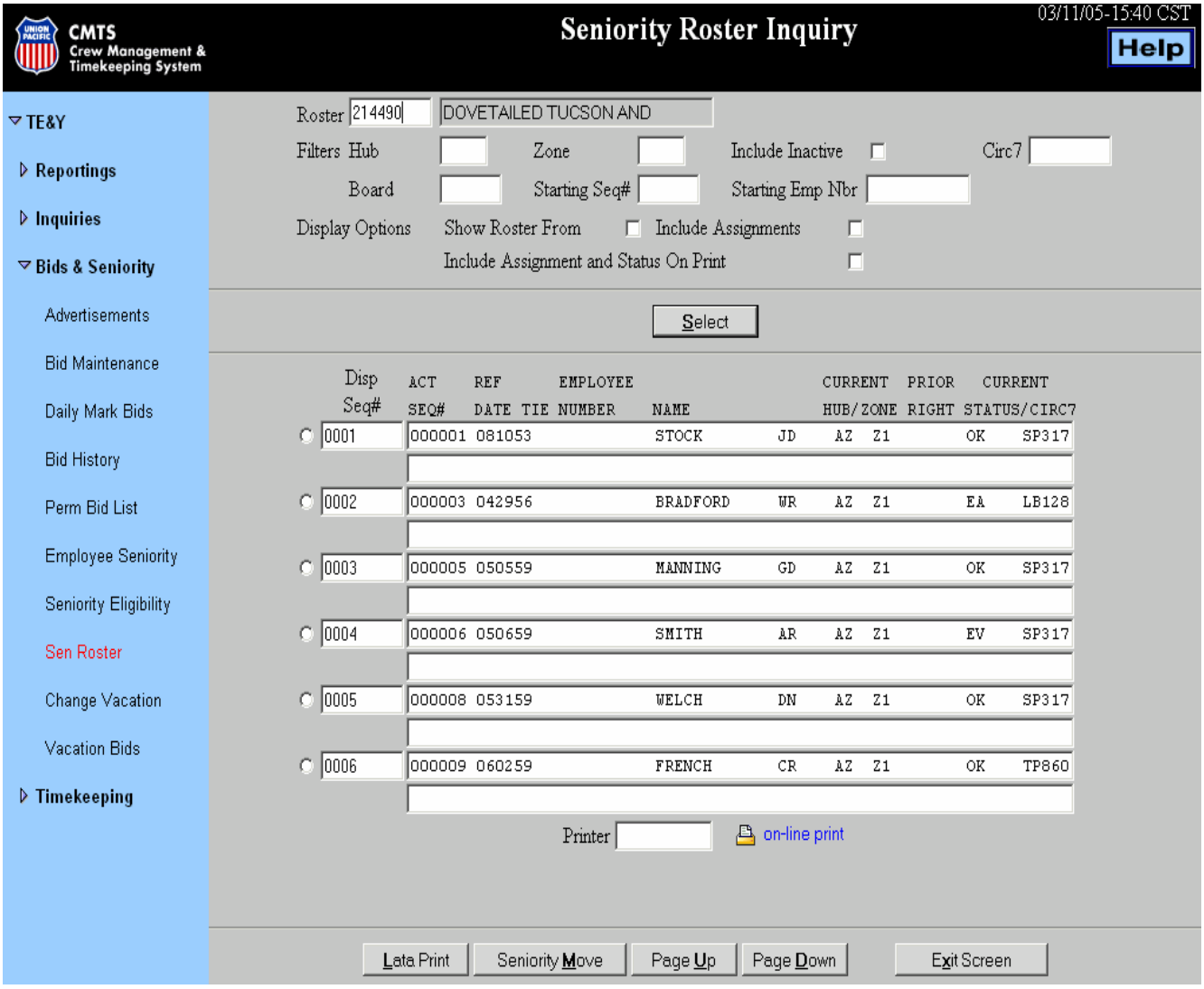
Field	Description
Location	This field will display the CIRC 7 where the assignment is currently, if the assignment is on the board. If the assignment is currently on duty, the Circ 7 where the assignment was placed on duty will be displayed.
On Duty	This field will display the scheduled On Duty Date/Time of the assignment, if applicable, or the last actual on duty date/time of the assignment, if currently on duty.
Status	This field will display one of the following statuses, depending on the current status of the assignment. Valid options that may display are: AVAILABLE REST DAY WORKING

Button Descriptions

Button	Description
Search	The Search button is used to process the information entered in the entry fields. Logged on TE&Y employee's name and number fields will be pre-filled and not updateable.
Previous Record	The Previous Record button is used to access the previous record in the system. Invalid Function for TE&Y
Next Record	The Next Employee button is used to scroll to the next employee in the system. Invalid Function for TE&Y
Seniority Move	This button does not work for TE&Y employees.
Page Up	The Page Up button will display the previous set of records. The last entry displayed will always be the same as the first entry previously displayed page.
Page Down	The Page Down button displays the next set of records. The first entry displayed will always be the same as the last entry from the previous page.
Exit Screen	The Exit Screen button is used to close the screen.

Seniority Roster Inquiry

Purpose	The Seniority Roster Inquiry function allows you to request a list of all employees by Rank on a specified Seniority Roster. This function also allows the user to filter an inquiry to a specific Hub, Hub and Zone, or Circ 7 and Board Id.



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Seniority Roster Inquiry, continued

General Input Procedures

How to Inquire on a Seniority Roster	1. Type the roster number in the **Roster** field. 2. You can enter additional information in the **Filters** fields to narrow your search. 3. Click on **SELECT** 4. The Seniority Roster is displayed. 5. To print, type a printer LATA in the **PRINTER** field and click on **PRINT**. 6. To print from home click on **on-line print**.

On Screen Field Descriptions

Filter Fields	Description
Roster	This field is used to enter the Seniority Roster Number to you want displayed. Required Field.
Hub	A filter field to limit the display to only those employees currently working within the Hub specified. Optional Field.
Zone	A filter field to limit the display to only those employees ranked on a particular roster with the hub and zone specified. A Hub is required if zone is entered. Optional Field.
Include/Inactive	Check this field to display a list of all employees having a rank on the seniority roster. Optional Field If unchecked the list will only display active employees.
Circ 7	A search filter field to limit the display to only those employees working at a specific CIRC 7. Optional Field
Board	A search filter field to limit the display to only those employees holding the board specified. Optional Field
Starting Seq #	A search filter to allow the user to define the sequence number the system should display first. Optional Field
Starting EMP Nbr	A filter field to limit the display to all employees junior to the Employee's Number entered. Optional Field.
Printer	This field is used to input a LATA for a printer. Use in conjunction with the print button.

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Seniority Roster Inquiry, continued

On Screen Descriptions - Display Option Fields

Option Fields	Description
Show Roster From	If the roster is a composite roster, by checking the box, the user can see what underlying roster each individual used to acquire a position on this roster. Optional Field.
Include Assignments	Check this field to display the employee's permanent and latest temporary assignments. The default is to not show assignments. Optional Field.
Include Assignment and Status on Print	If this box is checked, it will indicate to print the employees' assignments and status on a lata print report. Optional Field.

On Screen Descriptions - Returned Data Fields (display only)

Data Fields	Description
Selection Button	For CMS use only
DISP SEQ #	CMTS sequentially numbers the employees in the displayed list. If any filters have been applied this number may or may not match the employees' actual rank on the roster.
ACT SEQ #	Displays the rank number used by the system to determine who is senior on a particular roster.
Ref Date / Tie	Employee's reference date within the seniority roster, and any tie-breaker sequence number that may be applied.
Employee Number	Displays the employee number corresponding to the name.
Name	Displays the last name and initials of the ranked employee's.
Current Hub/Zone	If the ranked employee has declared his/her hub/zone choice it will be displayed.

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Seniority Roster Inquiry, continued

On Screen Descriptions – Returned Data Fields (Display Only)

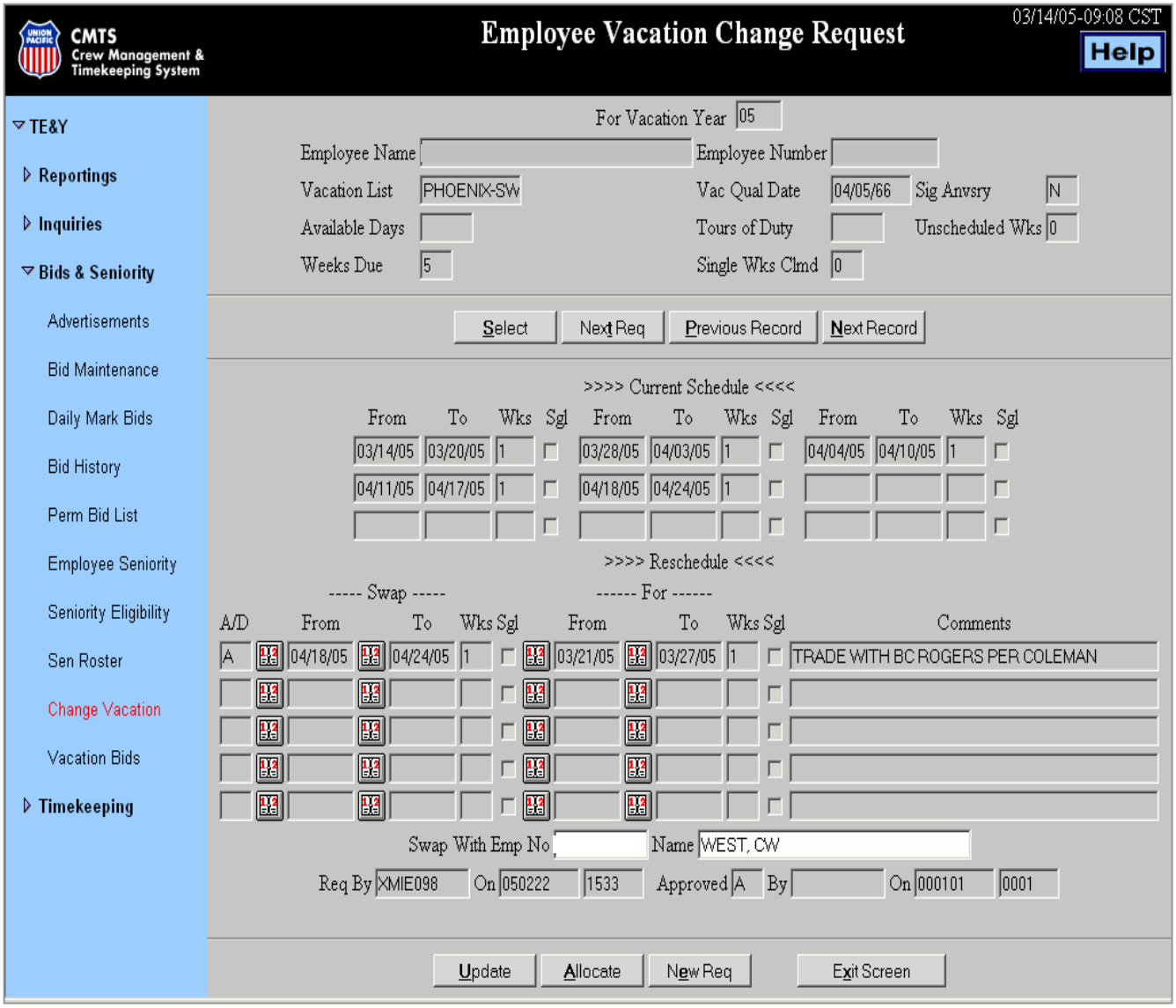
Data Field	Description
Prior Right	Displays the listed employee's prior right roster code used to entitle this employee to this slot. Both the roster code and a short description are provided. These codes are only displayed on rosters constructed from other rosters.
Current Status/Circ 7	Displays the listed employee's current status code and Circ 7 location.
Roster From	When the "Include Assignment" field is checked, the Roster From field may display the underlying roster number the employee used to acquire this position.
P)	This field displays when the "Include Assignment" field is checked, the listed employee's permanent board, Crew ID, and position assignment.
T)	This field displays when the "Include Assignment" field is checked, and if the listed employee has a temporary assignment the latest board, Crew ID, and position of the temporary assignment will be displayed.

Button Descriptions

Button	Description
Select	The Select button is used to process the information entered in the entry and filter option fields.
Lata Print	Use to obtain a printed copy of the roster list after entering a lata number in the Printer field.
Seniority Move	For CMS use only
Page Up	The Page Up button will return the previous page set of in the list. The last entry displayed will always be the same as the first entry previously displayed page.
Page Down	The Page Down button will give you the next set of records in the roster list. The first entry displayed will be the same as the last entry from the previous page
Exit Screen	The Exit Screen button is used to close the screen

Change Vacation

Purpose	The Employee Vacation Change Request screen is used to submit a request for a vacation change or to submit a vacation swap with another employee. Once a change or swap is requested the authorized reviewer will approve or deny the request. When TE&Y select this screen, all fields except the fields in the reschedule section are display only. **NOTE:** ***An Employee can change the single day indicator as long as all parameters are met***



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Change Vacation, Continued

General Input Procedures

How to Display your Current Vacation Schedule	1. Click on Change Vacation from the Bids and Seniority drop-down on the TE&Y Main Menu. 2. The Employee Vacation Change Request window is returned with your current vacation schedule displayed.

How to Change the dates of your vacation schedule.	1. Click the **Swap From** calendar drop-down and select the date that you want to Swap From. 2. Click the **Swap To** calendar drop-down and select the date that you want to Swap To 3. Click on the **For From** calendar drop-down and select the starting date of the new vacation period that you want to schedule. 4. Click on the **For To** calendar drop-down and select the date of the new vacation period that you want to schedule. 5. If you want to swap vacation with another employee, enter the employee's number in the **Swap With Emp No** field, or enter their name in the **Name** field. 6. When Click on the **Update** button. 7. The message **Record Updated** will be displayed at the top of the screen

Q&A

Q. Vacation - CMTS has a swap feature that Union Chairpersons can utilize when two employees are trading vacation weeks. Will this function work even where one or both of the persons are assigned to a week(s) that is over allocation?

A. This feature can only be utilized when the vacations being swapped fall within the allocation thresholds. Chairpersons must contact a Crew Manager for assistance when this condition occurs.

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Change Vacation, Continued

On Screen Field Description

On Screen	Description
For Vacation Year	This field is used for the year of the vacation schedule that is being displayed.
Employee Name	This field is used to identify the name of the employee who is signed on. If the employee signed on is also set up as an Authorized Reviewer, this field will be open to allow the input of another name.
Employee Number	This field is used to identify the Employee Number associated with the employee name field.
Vacation List	This field will display the Vacation List the employee is currently assigned to.
Vac Qual date	This field will display the Vacation Seniority Date for the craft that the specified employee is currently assigned.
Sig Anvsry	This field will display an indication that the employee is to qualify for additional week entitlement on this year.
Available Days	This field will display the total number of available days for qualifying purposes.
Tours of Duty	This field will display the Total Number of tie-ups for qualifying purposes.
Unscheduled Wks	This field will display the Number of Days that have not yet been scheduled. This is the sum of the Days Due and Carryover Days, minus the total number of days that have been scheduled for the vacation year.
Weeks Due	This field will display the number of weeks entitled for the year displayed.
Sgl Wks Clmd	Single weeks claimed field displays the number of weeks the employee has elected to take as Single Day Vacation.
From	This field will display the current scheduled vacation Start Date in (MMDD) format.
Wks	This field will display the current total scheduled vacation weeks associated with this vacation period.
Sgl	This field is an indicator the employee has declared this week as a week of Single Vacation Days.

Continued on next page

Change Vacation, Continued

On Screen Field Descriptions

Input Fields	Description
A/D	When an authorized reviewer has handled the change request, an "A" for Approved or "D" for Denied indicator, will be displayed in this field.
Swap From	This field is used to identify the current scheduled Vacation Start Date in the (MMDD) format that the employee wants to give up.
Swap To	This field is used to identify the current scheduled Vacation End Date in the (MMDD) format that the employee wants to give up.
Swap Wks	This field is used to identify the current total scheduled Vacation Days associated with this vacation period that the employee wants to give up.
Swap Sgl	If the week being given up is defined as a single day week, the requestor enters the indicator here. Note any single day vacation weeks that have any days already used cannot be swapped or changed to full week vacations.
For From	This field is used to identify the current scheduled Vacation Start Date in the (MMDD) format that the employee wants to get.
For To	This field is used to identify the current scheduled Vacation End Date in the (MMDD) format that the employee wants to get.
For Wks	This field is used to identify the current total scheduled vacation days associated with this vacation period, the employee wishes to get.
For Sgl	If the week being asked for is to be defined as a single day week, the requestor enters the indicator here. Note any single day vacation weeks that have any days already used cannot be swapped or changed to full week vacations.
Comments	This field is used to enter a brief comment about each change requested.

Continued on next page

Change Vacation, Continued

On Screen Field Descriptions

Input fields	Description
Swap with Emp No	This field is used to input the employee number that you want to swap with.
Name	This field is used to input the employee name that you want to swap with.
Req By / On	These fields will display the Top Secret User ID, Date and Time of who the request was submitted by.
Approved By / On	These fields will display the Top Secret User ID, Date and Time the request was last reviewed.

Button Descriptions

Button	Description
Select	The Select button is used to return the database record to match the search criteria entered in the filter fields (top section of the screen).
Search	The Search button is used to return the date requested that match the search criteria entered in the filter fields.
Next Req	The Next Request button is used to return the screen for another request.
Previous Record	The Previous Record button is used to access the previous record found in the database based upon the filter criteria.
Next Record	The Next Record button is used to access the next record found in the database based upon the filter criteria.
Update	The Update button is used to update any changes made to the current screen.
Allocate	The Allocate button displays the weeks allowed for a specified time period. TE&Y do not have access to this function.
New Request	The New Request button is used to add a new request.
Exit Screen	The Exit Screen button is used to close the screen.

Vacation Bids

Purpose	Annual vacation bids will be accepted based on an advertisement open and close date each year. TE&Y employees will have the ability to edit/update the bid during the application time period. A comment field is provided for the TE&Y employee to communicate to the person(s) approving the award of any special circumstances associated with the vacation bid.

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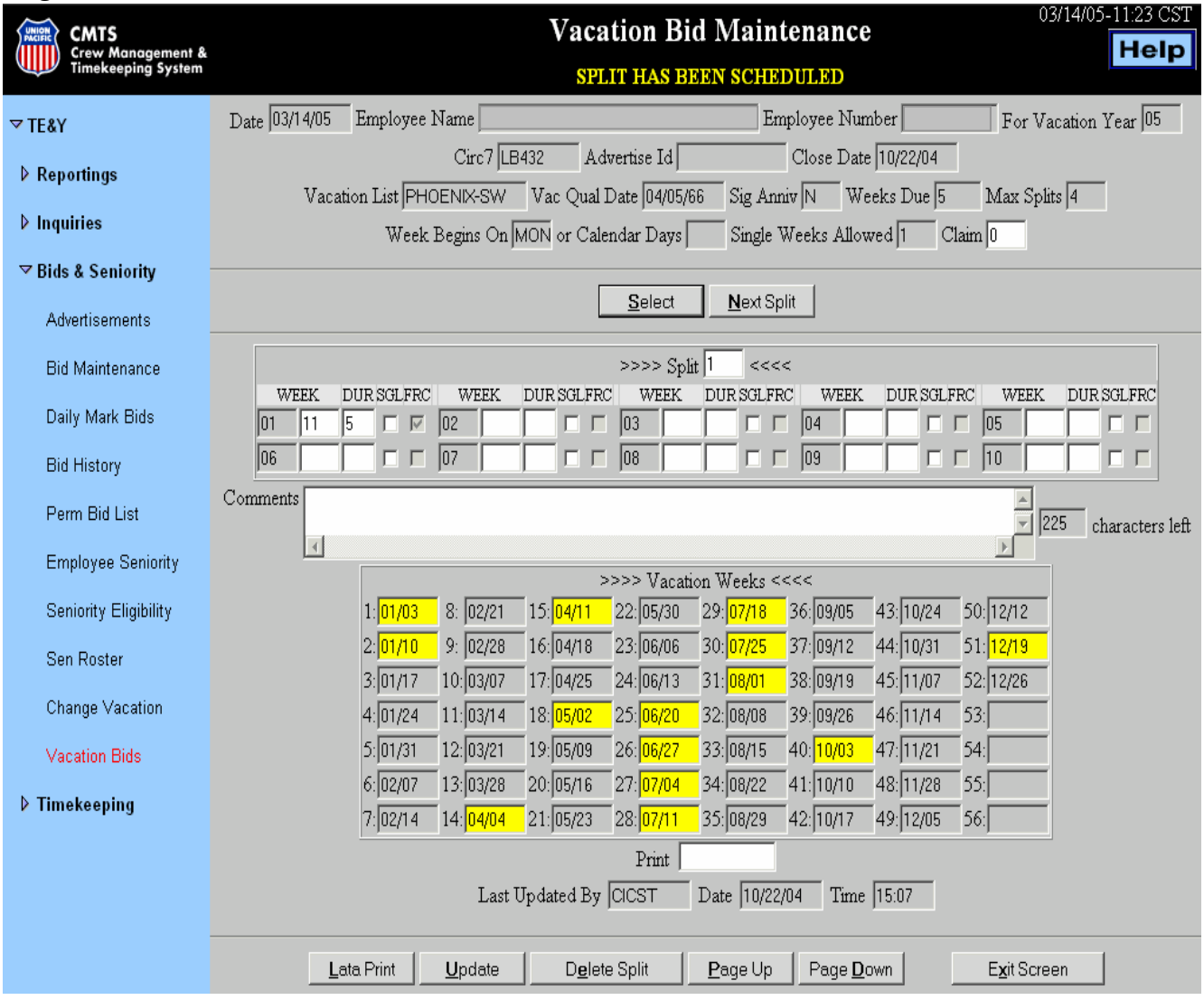

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Vacation Bids, Continued

General Input Procedures

How to Input a Vacation Bid	1. From the TE&Y Main Menu, click the Bids & Seniority drop-down category then click on **Vacation Bids.** 2. The **Vacation Bid Maintenance** screen returns. 3. Type the number of weeks that you want to claim as single day vacation days in the **Claim** field. For example, if you want to claim 1 week as a single day vacation week, type 1 in the CLAIM field. 4. Type the number of splits in the **Splits** field. 5. Type the week number from the display labeled Vacation Weeks the **Week** field. 6. Type the number of week's duration that you wish to bid on in the **DUR** field. 7. If you wish to declare this choice as a single day week, click on the white box to enter a check mark in the **SGL** (single days) field. 8. To send a note to the authorizer, type a short message in the **Comments** field. 9. Click the **Update** button to process your selection and request will be submitted. 10. Click on the **Next Split** button to display the next split screen and repeat steps 5 Thru 10 to submit your choice for your next split. 11. To print your request, type a printer LATA in the **Print** field and click the Lata Print button. Note A "check mark" displayed in the **FRC** field, indicates an insufficient number of bids were entered and the vacation week was forced assigned.

Continued on next page

Vacation Bids, Continued

On Screen Field Descriptions

Field	Description
Date	This field will display the date to be shown when the bid was submitted. Display Only.
For Vacation Year	This field will display the year the vacation bids are submitted. Display Only.
Employee Name	This field is used to identify the employee name.
Employee Number	This field is used to enter an employee number without entering a name.
CIRC 7	This field will display the Circ7 the employee is currently assigned to.
Advertise ID	This field will display the Bulletin Number for this vacation request. Display Only.
Close Date	This field will display a designated Close Date of this vacation circular. Once the Close Date has been reached, this screen may only be updated from a Crew Dispatcher's menu.
Vacation List	This field will display the designated Vacation List. Display Only.
Vac Qual Date	This field will display the Qualifying Date for entitlement of weeks the employee is applying towards this vacation assigning process. Display Only.
Sig Anniv	This field will display the date, if set up in the vacation profile, an employee may be entitled additional vacation week and may be scheduled after. Display Only.
Weeks Due	This field will display the total number of weeks that have been assigned to this employee based on the date found in the Employee Maintenance screen. Display Only.
Max Splits	This field will display the total number of splits allowable. Display Only.

Continued on next page

Vacation Bids, Continued

Field	Description
Week Begins On	This field will display the first day of the week for weekly vacation scheduling. Display Only.
OR Calendar Days	This field will indicate that the vacation begins on one of four days of the month. Display Only.
Single Weeks Allowed	This field will display the total number of weeks that can be claimed as Single Day Vacation Weeks. Display Only.
Claim	This field is used to designate how many weeks to be claimed as single days. The default is '0', if no entry is made.
Split	Up to the number of choices per split defined on vacation profile is allowed, only 10 are initially displayed. An individual screen for each split will be displayed to allow the employee to make requests up to the maximum number of splits allowable. Each split will be displayed and the employee can bid week number and number of weeks desired as their first choice, second choice, third choice on their first split, up to "XX" choices. The system will display caution messages to the employee, if all choices made do not exceed all weeks due to under scheduled errors. Weeks by individual days claimed by the employee and weeks due by scheduling will be the factor.
Week	This field is used to identify the week number from the display labeled Vacation Weeks. At least one entry is required.
DUR	This field is used to enter the number of weeks duration the employee wishes to bid on.
SGL	If the employee wishes to declare this choice as a single day week, enter a "Y" in this field.
FRC	When a insufficient amount of bids are entered by the employee, an authorizer may force assign the bids, and will be indicated with a check mark in this field.
Vacation Weeks	This field will list all weeks allowable by the first days of the week or the four calendar dates. Each week is numbered to aid the employee with their choices.

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Vacation Bids, Continued

Field	Description
Comments	This field is used to generate a message to the responsible authority concerning the vacation bidding process. One comment field will be displayed for the complete bidding process for that employee on each of the employee's splits. **Characters Left:** This field will display the number of characters left for input in the Comments field.
Print	This field is used to enter a lata to create a printed version of the Employee Vacation Bid screen. The report will list all bids for each split and as many splits as the employee has defined.
Last Updated By	This field will identify the User ID associated with the person that made the last update to this record.
Date	This field will identify the date of the last update.
Time	This field will identify the time of the last update.

Button Descriptions

Button	Description
Select	The Select button is used to return the database record to match the search criteria entered in the filter fields (top section of the screen).
Lata Print	Click on the print button to print the window.
Update	The Update button is used to update the database with the data entered on the screen.
Next Split	The Next Split button is used to return the screen for the next split, 1, 2, 3, 4 etc.
Page Up	The Page Up button will give you the previous set of records from the database. The last entry displayed will always be the same as the first entry previously displayed.
Page Down	The Page Down button will give you the next set of records from the database. The first entry displayed will always be the same as the last entry from the previous page.
Exit Screen	The Exit Screen button is used to close the screen.

End of Web CMTS Category
Bids & Seniority

See more information on other CMTS categories, in the Web CMTS Overview & Reportings, Inquiries, and Timekeeping manuals.