
WEB CMTS for TE&Y Personnel Bids & Seniority

*Prepared by
Union Pacific Technologies
1400 Douglas
Omaha, NE 68179*

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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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CMTS
 Crew Management &
 Timekeeping System

Advertisement Selection
02/28/05-14:02 CST
Help

Hub | AZ
Zone | Z1
Craft | E
Advert Id |
Start Date | 01/01/03

Func	Advertisement	T	Description	Open Date	Close Date	Time	Status
STATUS	000233	1	ADVERT CLOSING 05/17/04	05/12	05/17	10:00	NOT-EVAL
	000238	1	ADVERT CLOSING 06/09/04	06/04	06/09	10:00	NOT-EVAL
	000245	1	ADVERT CLOSING 06/10/04	06/10	06/10	10:00	AWARD-COMPL
	000248	1	ADVERT CLOSING 06/11/04	06/11	06/11	10:00	AWARD-COMPL
	000253	1	ADVERT CLOSING 07/07/04	07/02	07/02	10:00	AWARD-COMPL
	000256	1	ADVERT CLOSING 09/14/04	09/09	09/14	10:00	NOT-EVAL
	000257	1	ADVERT CLOSING 09/18/04	09/13	09/18	10:00	NOT-EVAL
	000260	1	ADVERT CLOSING 10/06/04	10/01	10/06	10:00	NOT-EVAL
	000264	1	CLASS RE70	10/26	10/26	13:15	AWARD-COMPL
	000265	1	JIM O TEST	10/27	11/01	13:01	NOT-EVAL
	000266	1	TESTING SCROLL FUNCTION	11/23	11/24	00:01	NOT-EVAL
	000267	1	ADVERT CLOSING 12/20/04	12/15	12/20	10:00	NOT-EVAL
	000270	1	ADVERT CLOSING 12/17/04	12/17	12/17	11:00	REEVAL REQD
	000271	1	ADVERT CLOSING 12/17/04	12/17	12/17	13:00	EVAL-RUN
	000275	3	TESTING DEFECT 6807	01/31	02/01	10:00	NOT-EVAL
	000276	3	TEST	02/02	02/03	00:01	NOT-EVAL

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Advertisement Selection, Continued

General Input Procedures

How to Inquire on an Advertisement	<ol style="list-style-type: none">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 Show 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.
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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.

Continued on next page

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 = Enginememen 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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Advertisement Selection, Continued

Button Descriptions

Button	Description
<u>S</u>elect	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).
<u>P</u>rocess	The Process button is used to process the data that was requested or updated on the associated screen.
<u>S</u>how 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 <u>U</u>p	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 <u>D</u>own	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.
<u>E</u>xit Screen	The Exit Screen button closes the current screen .

Continued on next page

Advertisement Selection, Continued

Advertisement Status - Microsoft Internet Explorer provided by Union Pacific

Advertisement Status 04/21/05-15:04 CDT [Help](#)

END OF RECORDS ON FILE

Advertisement Id: 000701 Type: REGULAR Description: ADVERT. CLOSING 04/24/05

Open Date: 04/19/05 Close Date/Time: 04/26/05 12:00

Circ 7: Assignment Type: Position/Craft:

Func	Item	Assignment	Employee Awarded Bid	Roster	Rank	Choice
INQUIRE	0001	SP317 XE12 0007 ENG X	NOT AWD YET - 0006 BDS			
INQUIRE						
BIDDERS						

General Input Procedures

<p>How to Inquire on the Status of an Advertisement</p>	<ol style="list-style-type: none"> 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

CMTS
Crew Management &
Timekeeping System

Advertisement Bidder

END OF RECORDS ON FILE

04/21/05-15:01 CDT

Help

Advertisement Id: Type:

Description:

Assignment:

Seq	Employee Name	Emp Number	Choice	Roster	Rank	Current Assignment
001	SCHLOTE, EG (ERIC)		004	281101	002140	SP317 RE71 TE05 ENG
002	SHINN, SC (SAMUEL)		003	281101	002780	SP317 XE70 0072 ENG
003	MCCARTY, MJ (MATTHEW)		001	281101	003640	LB432 XE71 0021 ENG
004	JONES, RN (NEIL)		001	281101	003690	SP317 YH70 H711 HHP
005	EPLING, JJ (JASON)		001	281101	003730	SP317 TF72 TF23 FIT

Print [on-line print](#)

Data Print

Page Up

Page Down

Exit Screen

General Input Procedures

<p>How to use the Advertisement Bidder screen.</p>	<ol style="list-style-type: none"> 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.

Test - CMTS Notice - Microsoft Internet Explorer provided by Union Pacific

CMTS Crew Management & Timekeeping System

CMTS Notice 06/04/04-07:14 CD Help

RECORD DISPLAYED

Advertisement Id: 000169 Description: JOB ABOLISHED ETOD

Hub: AZ Zone: Z1 Circ7: LB432

Open Date: 08/28 Close Date: 08/28

Message

LKK48 ABOLISHED ETOD 8/28/03

1172 characters left

Print

Print Update Exit Screen


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.



Bid Maintenance

ADVERTISMENT INSERT FUNCTION PROCESS COMPLETED

03/09/05-10:12 MST

Help

Name Number Last Committed

Advertisements Function Priority Item Number Standing Bid Function

Add/Delete Priority Circ7 Board Crew Id Position Group Id

Move From Priority To Priority Close Date Filter 03/09/05

Priority	Circ7	Board	Crew Id	Position	Group Id	Effective	Expiration	Advertisement
001	SP317	RT70	TU40	CON		03/02/05	03/09/05	AZ 000285
						<input type="button" value="12 03"/>	<input type="button" value="12 03"/>	
						<input type="button" value="12 03"/>	<input type="button" value="12 03"/>	
						<input type="button" value="12 03"/>	<input type="button" value="12 03"/>	
						<input type="button" value="12 03"/>	<input type="button" value="12 03"/>	
						<input type="button" value="12 03"/>	<input type="button" value="12 03"/>	
						<input type="button" value="12 03"/>	<input type="button" value="12 03"/>	

Item	Circ7	Board	Crew Id	Position	Group Id	Description	Advertisement	Open	Close	Time
001	SP317	RT70	TU40	CON		ADVERT CLOSIN	AZ 000285	03/02/05	03/09/05	12:00
002	SP317	RT70	TU46	CON		ADVERT CLOSIN	AZ 000285	03/02/05	03/09/05	12:00
003	SP317	RT70	TU93	CON		ADVERT CLOSIN	AZ 000285	03/02/05	03/09/05	12:00
004	SP317	RT70	T118	CON		ADVERT CLOSIN	AZ 000285	03/02/05	03/09/05	12:00

Printer

Continued On Next Page

Bid Maintenance, Continued

General Input Procedures

How to view Advertised bulletins you may wish to bid on.	<ol style="list-style-type: none">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.
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How to Bid on a Job Advertisement	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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.
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How to Move or Change the Priority of a Committed Bid	<ol style="list-style-type: none">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/change4. 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.
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Field	Description
Advertisement Function	<p>This field will accept the following entries from the drop down menu.</p> <p>INSERT: Insert allows the employee to add a new bid, but will not save it.</p> <p>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.</p>
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	<p>This field accepts the following entries from the drop down menu.</p> <p>INSERT: Insert allows the employee to add a new bid to the bid card.</p> <p>DELETE: Allows the employee to delete a previously submitted bid from the bid card</p> <p>MOVE: Move allows employees to change the priority order of previously submitted bids on the bid card.</p>
Add/Delete Priority	<p>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.</p>
CIRC 7	<p>This field is used to identify the Circ7 of the board the employee wants to make a standing bid on.</p>
Board	<p>This field is used to identify the Board ID the employee wants to make a standing bid on.</p>
Crew ID	<p>This field is use to identify the specific Crew ID the employee wants to bid on. Other valid entries for this field are:</p> <p>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.</p> <p>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.</p>
Position	<p>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.</p>
Group ID	<p>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.</p>

Continued on next page

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.
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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.

Continued on next page

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.
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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.

Continued on next page

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.

Continued on next page


Bid Maintenance, Continued

Button Descriptions

Button	Description
<u>S</u>elect	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).
<u>B</u>id History	The Bid History button displays the employee's Bid History display screen.
<u>P</u>riority Page Up & <u>P</u>riority 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.
<u>P</u>rocess	<p>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.</p> <p>This button will also process the "Move From Priority / Move To Priority", if data was entered in these fields.</p> <p>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.</p>
<u>I</u>tem Page Up	The Item Page Up button back pages through the advertised item list, one page at a time.
<u>I</u>tem Page Down	The Item Page Down button pages forward through the advertised item list one page at a time.
<u>C</u>ommit	<p>The Commit button when used, date stamps the changes you made to bid card and retains that information in your bid history.</p> <p>If any changes have been made to this screen, the system will issue a Warning Message, asking "<i>If the user wants to use the Commit Button before exiting</i>".</p>
<u>L</u>ata Print	<p>Click on the Lata Print button to print your Bid Card. The system then prints the Assignment Bid Report to the selected printer.</p>
<u>E</u>xit Screen	The Exit Screen button is used to close this display.

Daily Mark Bids

<p>Purpose</p>	<p>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.</p>
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CMTS
Crew Management &
Timekeeping System

Log

Daily Mark Preference Maintenance

NO PREFERENCES FOUND FOR THIS RECORD

03/09/05-14:43 CST

Help

Circ7 Board Effective

Employee Name Employee Number

Day of Week or One Day Only Date Rest Days -

Overtime Off Day Work Ripple

From To

Preference	Circ7	Board	Crew Id	Pos	On Duty	Assignment Description
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N101"/>	<input type="text" value="UTL"/>	<input type="text" value="07:00"/>	<input type="text" value="N101 W-HUMP PY"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N102"/>	<input type="text" value="UTL"/>	<input type="text" value="07:59"/>	<input type="text" value="N102 UTILITY JOB"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N103"/>	<input type="text" value="UTL"/>	<input type="text" value="07:59"/>	<input type="text" value="N103 E-PWR YD"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N105"/>	<input type="text" value="UTL"/>	<input type="text" value="07:00"/>	<input type="text" value="N105 WEST RACK"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N106"/>	<input type="text" value="UTL"/>	<input type="text" value="07:00"/>	<input type="text" value="N106 EAST RACK"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N107"/>	<input type="text" value="UTL"/>	<input type="text" value="07:59"/>	<input type="text" value="N107 WEST RACK"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N109"/>	<input type="text" value="UTL"/>	<input type="text" value="07:59"/>	<input type="text" value="N109 UTILITY JOB"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N122"/>	<input type="text" value="UTL"/>	<input type="text" value="07:00"/>	<input type="text" value="N122 UTILITY JOB"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N201"/>	<input type="text" value="UTL"/>	<input type="text" value="15:59"/>	<input type="text" value="N201 W-HUMP PY"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N202"/>	<input type="text" value="UTL"/>	<input type="text" value="15:59"/>	<input type="text" value="N202 WEST RUN THRU"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N206"/>	<input type="text" value="UTL"/>	<input type="text" value="15:00"/>	<input type="text" value="N206 EAST RACK UTL"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N207"/>	<input type="text" value="UTL"/>	<input type="text" value="15:59"/>	<input type="text" value="N207 WEST RACK"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N209"/>	<input type="text" value="UTL"/>	<input type="text" value="15:59"/>	<input type="text" value="N209 UTILITY JOB"/>
<input type="text"/>	<input type="text" value="NX284"/>	<input type="text" value="UT03"/>	<input type="text" value="N210"/>	<input type="text" value="UTL"/>	<input type="text" value="15:00"/>	<input type="text" value="N210 E-POWER YRD"/>

Last Updated By Date Time

Continued on next page

Daily Mark Bids, Continued

General Input Procedures

How to Input a Daily Mark Bid	<ol style="list-style-type: none"> 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.

Continued on next page

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.

Continued on next page

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
<u>S</u>earch	The Search button is used to return the data requested that match the search criteria entered in the filter fields.
<u>P</u>revious Record	Used to display the previous employee record.
<u>N</u>ext Record	Used to display the next employee record.
<u>P</u>rocess	Click on the process button to process any changes that you have made first.
<u>U</u>ppdate	Click on the update button to submit the bids.
<u>C</u>opy to All Days	Click on this button to copy your preferences to all days.
<u>P</u>age <u>U</u>p	Click on the page up button to page ahead one page at a time.
<u>P</u>age <u>D</u>own	Click on the page down button to page down one page at a time.
<u>E</u>xit Screen	The Exit Screen button is used to close the screen and take you back to the Navigation Menu.

Bid History, Continued

General Input Procedures

How to Inquire on Bid History	<ol style="list-style-type: none">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. <p style="text-align: center;">Or</p> <ol style="list-style-type: none">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.

Continued on next page

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
<u>S</u>elect	The Select button is used to return the bid record for the date entered in the Last Committed field.
<u>P</u>revious Record	The Previous Record button is used to access the committed bid record previous to the date displayed in the Last Committed field
<u>N</u>ext Record	The Next Record button is used to access the next committed bid record.
<u>L</u>ata Print	The Print button is used to print data to the specific Print Lata or Print ID in the Printer LATA field.
Page <u>U</u>p	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 <u>D</u>own	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.
<u>E</u>xit 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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CMTS
 Crew Management &
 Timekeeping System

Permanent Bid Employee Listing

03/11/05-10:20 MST

Help

Permanent Bid Assignment: Circ7 Board Crew Id Pos

Employee Name	Bid		Current Assignment				Qual	Circ7	Roster	Rank
	Choice									
LAWRENCE, GC	001	SP317	RT71	TT04	CON	<input checked="" type="checkbox"/>	SP317	214390	000049	
PUCKETT, CG	001	SP317	RT70	TU17	CON	<input checked="" type="checkbox"/>	SP317	214390	000066	
PUCKETT, AR	003	SP317	RT70	TU59	CON	<input checked="" type="checkbox"/>	SP317	214390	000067	
ALEXANDER, LJ	001	SP317	RT70	TU47	CON	<input checked="" type="checkbox"/>	SP317	214390	000086	
KAOUGH, DK	001	SP317	XT70	0005	BR1	<input checked="" type="checkbox"/>	SP317	214390	001878	
NOVAK, WC	001	SP317	RT71	TT61	CON	<input checked="" type="checkbox"/>	SP317	214390	001915	
MILLER, LT	001	SP317	RT71	TT52	CON	<input checked="" type="checkbox"/>	SP317	214390	001917	
RAINERI, CJ	001	TP860	RT50	LB01	CON	<input checked="" type="checkbox"/>	TP860	214390	001931	
REID III, WJ	001	SP317	YS70	TU70	FOR	<input checked="" type="checkbox"/>	SP317	214390	001932	
ROSE, DJ	001	SP317	RT73	PT77	CON	<input checked="" type="checkbox"/>	SP317	214390	001990	
LEIGHTY, JS	001	LB128	AT70	KT35	BR1	<input checked="" type="checkbox"/>	LB128	214390	001996	
HATCHER, ME	002	SP317	RT73	PT71	CON	<input checked="" type="checkbox"/>	SP317	214390	002004	
BIGGS, TD	002	SP317	RT72	LT08	CON	<input checked="" type="checkbox"/>	SP317	214390	002006	
EHRHARDT, D	002	SP317	RT72	LT14	CON	<input checked="" type="checkbox"/>	SP317	214390	002011	
CAZEE, BJ	003	SW279	RT51	PT01	CON	<input checked="" type="checkbox"/>	SW279	214390	002012	

Print [on-line print](#)

Continued on next page

Permanent Bid List, Continued

General Input Procedures

<p>How to Inquire on a Bid List</p>	<ol style="list-style-type: none"> 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.

Continued on next page

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
<u>S</u>elect	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 <u>U</u>p	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 <u>D</u>own	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.
<u>E</u>xit 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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CMTS
 Crew Management &
 Timekeeping System

Employee Seniority

03/10/05-15:05 CST

Help

PAGE DOWN FOR MORE SENIORITY DATES

Employee Name Number Circ7

Function	Roster	Type	PR	Rank	Tie Code	Reference Date	Inactive	Roster Comments
<input type="button" value="v"/>	099490	1		000100		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	214390	1		018360		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	214490	1		003930		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	214590	1		024300		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	281101	3		003430		05/21/04	<input type="checkbox"/>	
<input type="button" value="v"/>	281191	1		000990		05/21/04	<input type="checkbox"/>	ENG CLASS WL0420
<input type="button" value="v"/>	281290	1		005090		05/21/04	<input type="checkbox"/>	ENG SERV CLASS 5/10/04
<input type="button" value="v"/>	281309	3		003590		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	281409	3		003720		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	281509	3		003720		11/21/98	<input type="checkbox"/>	
<input type="button" value="v"/>	284101	3		003440		05/21/04	<input type="checkbox"/>	
<input type="button" value="v"/>	323101	3		003530		05/21/04	<input type="checkbox"/>	

Continued on next page

Employee Seniority, Continued

General Input Procedures

How to Inquire on Seniority rosters	<ol style="list-style-type: none">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.

Continued on next page

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
<u>U</u> ppdate	The Update button is used to update the database with the data entered on the screen.
P age U p	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.
P age D own	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.
<u>Z</u>one Choice	The Employee Zone Choice button returns the Zone choice screen but is restricted for TE&Y personnel.
<u>E</u>xit 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.



Seniority Eligibility Inquiry

FIRST PAGE DISPLAYED

03/10/05-15:34 CST

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TE&Y

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Employee Seniority

Seniority Eligibility

Sen Roster

Change Vacation

Vacation Bids

Timekeeping

Emp Name
Emp Nbr
ST
LV
0
1D

Asgn Type
Craft
Circ7
Board

	Circ7	Board	Crew	Pos	Grp Id	Effective	
Normal Asgn	LB432	XE71	0006	ENG		02/21/05	11:36
Temp Asgn							

Select	Circ7	Board	Crew	Pos	Grp Id	Location	On Duty	Status
<input type="radio"/>	SP317	RE72	LE35	ENG		SP149		AVAILABLE
<input type="radio"/>	SP317	RE72	LE38	ENG		SP149		AVAILABLE
<input type="radio"/>	SP317	RE72	LE42	ENG		SP317		AVAILABLE
<input type="radio"/>	SP317	RE72	LE45	ENG		SP317		AVAILABLE
<input type="radio"/>	SP317	RE72	LE53	ENG		SP317		AVAILABLE
<input type="radio"/>	SP317	RE72	LE55	ENG		SP317		AVAILABLE
<input type="radio"/>	SP317	RE72	LE56	ENG		SP317		AVAILABLE
<input type="radio"/>	SP317	RE72	LE59	ENG		SP317		AVAILABLE
<input type="radio"/>	SP317	RE72	LE61	ENG		SP149	03/10 12:00	WORKING
<input type="radio"/>	SP317	RE72	LE62	ENG		SP317		AVAILABLE
<input type="radio"/>								

Printer
 on-line print

Continued on next page

Seniority Eligibility, Continued

General Input Procedures

<p>How to Inquire on Seniority Eligibility</p>	<ol style="list-style-type: none"> 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.

Continued on next page

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.

Continued on next page

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
<u>S</u>earch	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.
<u>P</u>revious Record	The Previous Record button is used to access the previous record in the system. Invalid Function for TE&Y
<u>N</u>ext Record	The Next Employee button is used to scroll to the next employee in the system. Invalid Function for TE&Y
<u>S</u>eniority <u>M</u>ove	This button does not work for TE&Y employees.
<u>P</u>age <u>U</u>p	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.
<u>P</u>age <u>D</u>own	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.
<u>E</u>xit Screen	The Exit Screen button is used to close the screen.

Seniority Roster Inquiry, continued

General Input Procedures

<p>How to Inquire on a Seniority Roster</p>	<ol style="list-style-type: none"> 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.
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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.

Continued on next page

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.

Continued on next page

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
<u>S</u>elect	The Select button is used to process the information entered in the entry and filter option fields.
<u>L</u>ata Print	Use to obtain a printed copy of the roster list after entering a lata number in the Printer field.
Seniority <u>M</u>ove	For CMS use only
Page <u>U</u>p	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 <u>D</u>own	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
<u>E</u>xit 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**



Employee Vacation Change Request

03/14/05-09:08 CST

Help

▼ TE&Y

- ▶ Reportings
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 - Advertisements
 - Bid Maintenance
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 - Employee Seniority
 - Seniority Eligibility
 - Sen Roster
 - Change Vacation
 - Vacation Bids
- ▶ Timekeeping

For Vacation Year

Employee Name

Vacation List

Available Days

Weeks Due

Employee Number

Vac Qual Date Sig Anvry

Tours of Duty Unscheduled Wks

Single Wks Clmd

Select Next Req Previous Record Next Record

>>>> Current Schedule <<<<

From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
03/14/05	03/20/05	1	<input type="checkbox"/>	03/28/05	04/03/05	1	<input type="checkbox"/>	04/04/05	04/10/05	1	<input type="checkbox"/>
04/11/05	04/17/05	1	<input type="checkbox"/>	04/18/05	04/24/05	1	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

>>>> Reschedule <<<<

----- Swap -----
----- For -----

A/D	From	To	Wks	Sgl	From	To	Wks	Sgl	Comments
A	<input type="text" value="04/18/05"/>	<input type="text" value="04/24/05"/>	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text" value="03/21/05"/>	<input type="text" value="03/27/05"/>	<input type="text" value="1"/>	<input type="checkbox"/>	TRADE WITH BC ROGERS PER COLEMAN
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Swap With Emp No Name

Req By On Approved By On

Update Allocate New Req Exit Screen

Continued on next page

Change Vacation, Continued

General Input Procedures

How to Display your Current Vacation Schedule	<ol style="list-style-type: none">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.
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How to Change the dates of your vacation schedule.	<ol style="list-style-type: none">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 To3. 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
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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.

Continued on next page

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
<u>S</u>elect	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).
<u>S</u>earch	The Search button is used to return the date requested that match the search criteria entered in the filter fields.
<u>N</u>ext Req	The Next Request button is used to return the screen for another request.
<u>P</u>revious Record	The Previous Record button is used to access the previous record found in the database based upon the filter criteria.
<u>N</u>ext Record	The Next Record button is used to access the next record found in the database based upon the filter criteria.
<u>U</u>ppdate	The Update button is used to update any changes made to the current screen.
<u>A</u>llocate	The Allocate button displays the weeks allowed for a specified time period. TE&Y do not have access to this function.
<u>N</u>ew Request	The New Request button is used to add a new request.
<u>E</u>xit 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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Vacation Bid Maintenance

SPLIT HAS BEEN SCHEDULED

03/14/05-11:23 CST

Help

TE&Y

▶ Reportings

▶ Inquiries

▼ Bids & Seniority

Advertisements

Bid Maintenance

Daily Mark Bids

Bid History

Perm Bid List

Employee Seniority

Seniority Eligibility

Sen Roster

Change Vacation

Vacation Bids

▶ Timekeeping

Date Employee Name Employee Number For Vacation Year

Circ7 Advertise Id Close Date

Vacation List Vac Qual Date Sig Anniv Weeks Due Max Splits

Week Begins On or Calendar Days Single Weeks Allowed Claim

>>>> Split <<<<

WEEK	DUR	SGL	FRC	WEEK	DUR	SGL	FRC	WEEK	DUR	SGL	FRC	WEEK	DUR	SGL	FRC	WEEK	DUR	SGL	FRC
01	11	5	<input checked="" type="checkbox"/>	02			<input type="checkbox"/>	03			<input type="checkbox"/>	04			<input type="checkbox"/>	05			<input type="checkbox"/>
06			<input type="checkbox"/>	07			<input type="checkbox"/>	08			<input type="checkbox"/>	09			<input type="checkbox"/>	10			<input type="checkbox"/>

Comments

225 characters left

>>>> Vacation Weeks <<<<

1: 01/03	8: 02/21	15: 04/11	22: 05/30	29: 07/18	36: 09/05	43: 10/24	50: 12/12
2: 01/10	9: 02/28	16: 04/18	23: 06/06	30: 07/25	37: 09/12	44: 10/31	51: 12/19
3: 01/17	10: 03/07	17: 04/25	24: 06/13	31: 08/01	38: 09/19	45: 11/07	52: 12/26
4: 01/24	11: 03/14	18: 05/02	25: 06/20	32: 08/08	39: 09/26	46: 11/14	53:
5: 01/31	12: 03/21	19: 05/09	26: 06/27	33: 08/15	40: 10/03	47: 11/21	54:
6: 02/07	13: 03/28	20: 05/16	27: 07/04	34: 08/22	41: 10/10	48: 11/28	55:
7: 02/14	14: 04/04	21: 05/23	28: 07/11	35: 08/29	42: 10/17	49: 12/05	56:

Print

Last Updated By Date Time

Continued on next page

Vacation Bids, Continued

General Input Procedures

How to Input a Vacation Bid	<ol style="list-style-type: none">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. <p>Note A "check mark" displayed in the FRC field, indicates an insufficient number of bids were entered and the vacation week was forced assigned.</p>
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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.

Continued on next page

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 data 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
<u>S</u>elect	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).
<u>L</u>ata Print	Click on the print button to print the window.
<u>U</u>ppdate	The Update button is used to update the database with the data entered on the screen.
<u>N</u>ext Split	The Next Split button is used to return the screen for the next split, 1, 2, 3, 4 etc.
Page <u>U</u>p	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 <u>D</u>own	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.
<u>E</u>xit 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.**