



BUILDING AMERICA[®]



September
22nd, 2015

Pre-Arranged Layoffs

TE&Y User
Overview

Pre-Arranged Overview (TE&Y)



- New programming in EAMS has been developed, allowing for TE&Y to pre-arrange their PL and LV layoffs 120 days in the future
 - This logic will replace the controls in CMTS
- Your area is one of the first pilot locations to have the opportunity to use this new programming
- Engineers/Conductors in the pilot locations will be able to pre-arrange up to 6 PL or LV layoffs within a rolling 120 day period
 - Note: Each day is 1 request
- Pre-Arranged days are granted on a First Come-First Serve basis
- The pre-arranged layoff will be a placeholder for the day approved, but it is the employee's responsibility to "activate" the layoff by logging into EAMS via the web.
- Given the nature of an unscheduled workforce, employees will also be able to advance or defer their layoff up to 16 hours from the arranged start time of the LV/PL day



Pre-Arranged Overview: Change of Status Screen

Employee Details of 967171.05/01/2015.14:23

Crew

- Employee Availability

Name : 83 884JCR/S

Crc7 : RV185

Employee Rest Date Time : 08/11/2014 08:00 PDT

Limbo Time : 0 Hrs 0 Min

Personal Leave Remaining : 11

MBR Of Days : 11

Hold Turn : select

Effective Date : 05/07/2015

Action : select

Reason Code : select

Recent Transactions : select

Authorization ID : Status Code : Requested Status Code : Final Status Code : Last Updated Date : Recent Transaction Message

Current Status : OK

Next Periodic Status : RE14

Board : 0 Hrs 3 Min

Month To Date Work Time : 0

Consecutive Days Worked : 14

Single Vacation Days Remaining : 009

Status Change Effective : select

Due Back Date : 05/02/2015

Status : select

Pre-Arranged Requests : The Arranged Requests

- The interface used is the same “Employee Availability” screen employees should be familiar with
- The process starts with the new Pre-Arranged dropdown function
- This is also a request link that will show your current requests

Pre-Arranged Overview: Input Process



Employee : 967171 RJ BRAUCKS

Pre Arranged Wizard - Status selection

Step 1 Reason Code Step 2 Pre Arranged Dates Step 3 Pre Arranged Confirmation

Status code : PL

Back Next Cancel

- From the first screen, you choose the status you wish to pre-arrange
- From there, you can click on any day within the defined window and see a 14 day look of availability and select "Next"

Employee : 967171 RJ BRAUCKS

Pre Arranged Wizard - Date selection

Step 1 Reason Code Step 2 Pre Arranged Dates Step 3 Pre Arranged Confirmation

Status To Pre Arranged : PL

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Date	Status of the Day
05/09/2015	Not Available
05/10/2015	Not Available
05/11/2015	Available
05/12/2015	Available
05/13/2015	Available
05/14/2015	Available
05/15/2015	Available
05/16/2015	Available

Day Selection

Back Next Cancel



Pre-Arranged Overview: Request Review

Information: Notification Message
Pre Arranged Request successfully created. 1 Approved request and 0 Un-Approved request.

Employee : 967171 RJ BRAUCKS

Pre Arranged Requests

Step 1:

Create New Pre Arranged

From Date	To Date	Status	Request Status	Activate	Remove
05/02/2015 00:01	05/03/2015 00:01	LV	Approved Pending Activation	Activate	N/A
05/03/2015 00:01	05/04/2015 00:01	LV	Approved Pending Activation	Activate	N/A
05/11/2015 00:01	05/12/2015 00:01	PL	Approved Pending Activation	N/A	Delete

- Once you select the days from the calendar and hit next, you see a summary page. The info message above shows how many requests were approved or un-approved for the selection
- From here you can also activate a request (if within 16 hours of the start date/time), as well as delete upcoming requests



Pre-Arranged Overview: Activation

Employee : 967171 RJ BRADUCKS

Pre Arranged Requests

Step 1
Request Date

Step 2
Request Date

Step 3
Pre Arranged Confirmation

Create New Pre-Arranged

From Date	To Date	Status	Request Status	Activate	Remove
05/02/2015 00:01	05/03/2015 00:01	LV	Approved Pending Activation	Activate	NA
05/03/2015 00:01	05/04/2015 00:01	LV	Approved Pending Activation	Activate	NA
05/11/2015 00:01	05/12/2015 00:01	RL	Approved Pending Activation	NA	Delete

Hide Expired

Employee Details of 967171 05/01/2015 15:15

Name : RJ BRADUCKS

Current Status : LV

Next Pended Status : OK 05/03/2015 12:45:00

Board : R135

Month To Date Work Time : 9244

Consecutive Days Worked : 0

Single Vacation Days Remaining : 12

Times Out : 009

Hold Turn : select

Status Change Effective : select

Due Back Date : select

Status : select

Effective Date : 05/01/2015

Action : select

Reason Code : select

Recent Transactions

Authorization ID	Status Code	Requested Status Code	Final Status Code	Last Updated Date	Recent Transaction Message
OCH592E	LV	LV	LV	05/01/2015 15:14	LAVORF PROCESSED SUCCESSFULLY, YOUR TURN WILL BE

- You have the flexibility to activate early (up to 16 hours), or late (up to 16 hours) to better fit with your work schedule. Hit the "Activate" button
- If applicable, you will be prompted to choose whether you would like to hold turn
- Once activated, you may either put in a new request, or go back to the main menu in EAMS to see your current information

Pertinent Notes



- **Activation: Layoffs will not execute automatically in CMTS, it is up to the employee to activate them**
 - If additional information is needed (i.e. whether or not the employee wants to hold turn), this information will be asked at activation time and processed accordingly
 - If employee wants to activate and is outside of the 16 hour window, he/she will need to choose an immediate layoff
 - If you have consecutive layoffs, these will all be activated at one time once you activate the first layoff in the block
- **Feedback: Please give feedback on the system to your Local Chairperson, to give feedback to CMS. This could be an enhancement idea or a system issue**
- **EAMS Pre-Arranged & Immediate layoffs are synched up- If you have 2 PL's left and both are arranged in the future, you will need to resolve one of those before laying off in an immediate fashion**
- **Next Year PL/LV: The Pre-Arranged system will only be able to process requests based on the current availability of PL & LV days. So, for next years LV and PL, there may be a period of time while the system will not allow any layoffs because next years vacation & PL days have not been loaded**

