

CREW MANAGEMENT SYSTEM

Train & Engine Procedure Update

Layoff Request Feature

DATE: 10/01/2006

On the Train & Engine main menu, Option # 12 – LAYOFF REQUEST INQUIRY.

This screen accepts four (4) different types of 'Layoff Requests'. The four valid Status & Reason Codes combinations that will be allowed are;

STATUS CODES:

- 1) **H** = CHOICE HOLIDAY1
- 2) **H** = CHOICE HOLIDAY1
- 3) **P** = PERSONAL DAY
- 4) **V** = VACATION

REASON CODES:

- NW** = CHOICE HOLIDAY – OFF
WK = CHOICE HOLIDAY – WILL WORK
PD = PERSONAL DAY
SD = SINGLE DAY VACATION

This screen has many built-in security features & validation checks that may restrict data entry for one reason or another. Shown below is the screen layout, the steps required for submitting a request & a listing of the security or error messages that you may see displayed and their meaning;

NH NH	LAYOFF REQUEST	PSTS16A
EMPLOYEE NAME: (SMITH JOHN) NUMBER: (999999)		
STATUS-REASON CODE: (P - PD) CURRENT STATUS: TO-PLACE NORMAL		
START DATE-TIME : (110106 - 0001) END DATE TIME: (110206 - 0001)		
PL DAYS REQUESTED: (01) DUE:03 TAKEN:02 ←=== PERSONAL DAY		
REASON REMARKS : (FROM FIELD INQUIRY) COUNTERS ONLY!		
APPROVED-DENIED : () SUPV INIT: (FLD)		
NORMAL ASGN :		
TEMPORARY ASGN:		
ON DUTY ASGN :		
VALID STATUS & REASON CODES		
H	CHOICE HOLIDAY1	1 ===→ NW CHOICE HOL - OFF
		2 ===→ WK CHOICE HOL - WILL WORK
P	PERSONAL DAYS	3 ===→ PD PERSONAL DAY
V	VACATION	4 ===→ SD SINGLE DAY VACATION
ENTER=INQUIRE PF3=EXIT PF5=UPDATE PF6=ADD PF9=DELETE PF10=SHOW REQUESTS		
LAYOFF REQUEST HAS BEEN RECORDED		

To SUBMIT a NEW REQUEST – you must fill in the following 3 fields (see diagram above);

- 1: STATUS –REASON CODE: enter in a valid STATUS & REASON CODE combination from table.
- 2: START DATE: enter in the DATE you are requesting. The time of 0001 is already pre-populated.
- 3: PL DAYS REQUESTED: enter in the NUMBER of days you are requesting (1).

IMPORTANT NOTE – the screen allows for multiple days to be entered, but if multiple days are requested and only 1 out of the 2 days can be “approved” – the entire request will be DENIED. At this time, please make all requests individually by entering a number “1” in this field.

PRESS THE PF-6 KEY TO ADD THE RECORD.

To CHANGE or DELETE a PREVIOUSLY SUBMITTED REQUEST (see diagram below);

You must first determine if the request has been either APPROVED or DENIED - no action can be taken on a record if already approved or denied. To determine if the record has been Approved or Denied – check the **APP/DENY** column as highlighted below by pressing the PF-10 key, Show Requests. If an “A” or “D” is listed next to the record – **NO CHANGES OR DELETIONS** can be performed. You must call the Crew Management Center to make these changes.

If no “A” or “D” is listed – changes or deletions can be made as follows;

- 1: On screen PSTS16A, press the **PF-10 key - SHOW REQUESTS**.
- 2: On screen PSTS997, place an “X” in the extreme left-hand column & press the **ENTER KEY**.
- 3: To CHANGE: enter in new **START DATE** or **NUMBER** of days– press **PF-5 UPDATE key twice**.
- 4: To DELETE: press the **PF-9 key** once.

LAYOFF REQUESTS						PSTS997
EMP NUMBER	START DATE / TIME	END DATE / TIME	ST/RC	APP / DENY	REMARKS	
000123456		021002 0001	P PD	A	REQUESTED FROM	
000123456		021003 0001	P PD	D	REQUESTED FROM	
000123456		021004 0001	P PD	A	REQUESTED FROM	
X 000123456		021103 0001	P PD		FROM FIELD INQU	
000123456		021202 0001	P PD	D	REQUESTED FROM	

===> PLACE AN X NEXT TO THE RECORD TO BE SELECTED <===

ENTER=RESTART TO BEGINNING PF1=HELP PF3=EXIT PF7=PAGEUP PF8=PAGEDN
END OF DISPLAY

VALIDATION CHECKS, ERROR MESSAGES & OTHER NOTES:

- 1) **NOTE 1 - IS EXTREMELY IMPORTANT:** PLEASE READ THE BOTTOM OF THE SCREEN (S) FOR CONFIRMATION AND/OR ERROR MESSAGES BEFORE LEAVING THE TERMINAL.
- 2) **NOTE 2:** Remember – add all requests individually in the PL DAYS REQUESTED FIELD – “1”
- 3) **NOTE 3: NOTIFICATIONS** – the auto notification feature is used for this process. When the request is either Approved or Denied – you will be sent a automated broadcast message. IF you have submitted a request & have not received a broadcast message or the message was displayed but you missed it – you can review the status of the request on-line. You can go to the SHOW REQUEST SCREEN by pressing PF-10 & look at the APP/DENY column for the “A” or the “D”. If the space is BLANK – the request has not been acted on as of yet.
- 4) **NOTE 4: DUE & TAKEN COUNTERS** – these numbers represent “only” the number of PERSONAL DAYS that are DUE to an employee & TAKEN at the time of the request. It is extremely important to note – the DUE counter is not decreased and the TAKEN counter is not increased “until” the actual day it is taken. In other words, previously approved Personal Days that are ‘scheduled’ for the future, are not represented in these counters at the time the screen is viewed.
- 5) **NOTE 5:** All requests, either NEW, CHANGED, or DELETED – will be recorded in your Employee History file as such.
- 6) **NOTE 6:** To request a Single Day Vacation – you must have previously called the Crew Management Center & instructed an official to establish a Vacation “Draw-Week”. Failure to do this will restrict you from submitting a SDV request thru this process.
- 7) **NOTE 7:** Submission of a request is NOT an automatic approval of the request – you must verify.
- 8) CHOICE HOLIDAY –“ **WILL WORK**”: must be requested with a ‘future date’ , if not, this message will appear; **“START DATE & TIME MUST BE IN THE FUTURE”**
- 9) PF- 6 KEY is only used to ADD records. This confirmation message will be displayed; **“LAYOFF REQUEST HAS BEEN RECORDED”**
- 10) PF-5 key is used to CHANGE a previously submitted request, if another key is pressed, this message will appear **“MUST INQUIRE ON LAYOFF REQUEST BEFORE UPDATING”**
- 11) Requests can only be made in the current year. If an error is made, this error message will be displayed: **“LAYOFF REQUESTS CAN ONLY BE MADE FOR CURRENT YEAR”**
- 12) Changes or deletions cannot be made if already approved or denied. This error message will be displayed: **“CANNOT UPDATE THIS RECORD....APPROVED/DENIED COMPLETE”**
- 13) When a record is CHANGED, the PF-5 key must be pressed twice - this confirmation message will be displayed: **“PRESS PF5 KEY TO CONFIRM UPDATE”**
- 14) When a record is DELETED by pressing the PF9 key, this confirmation message will be displayed: **“LAYOFF REQUEST HAS BEEN DELETED”**
- 15) Single Day Vacation requests cannot be made more than 30 days in the future , this message will be displayed; **“START DATE CANNOT BE MORE THAN 30 DAYS IN THE FUTURE”**
- 14) If an employees Single Day Vacation taken allotment is at a maximum, , this error message will be displayed; **“SDV DAYS REQUESTED EXCEEDS TOTAL SDV DAYS DUE EMPLOYEE”**
- 15) Duplicate or overlapping date requests will not be allowed, the following error message will be displayed; **“LAYOFF REQUEST ALREADY EXISTS WITH SAME END DATE/TIME”**
- 16) If an employees Personal Day or Choice DUE counter is exhausted, this error message will be displayed; **“INADEQUATE DAYS LEFT (00)”**
- 17) When an incorrect STATUS / REASON code combination is used, this error message will be displayed; **“INVALID R.C. ENTERED, VALID CODES LISTED ABOVE”**