



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

☰ Crew

- Employee Availability ⓘ

Employee Details of 967171 05/01/2015 14:23

Name	: RJ BRAUCKS	Current Status	: OK
Circ7	: RV185	Next Pended Status	:
Employee Rest Date Time	: 08/11/2014 08:00 PDT	Board	: RE44
Limbo Time	: 0 Hrs 0 Min	Month To Date Work Time	: 0 Hrs 0 Min
Personal Leave Remaining	: 11	Consecutive Days Worked	: 0
NBR Of Days	: <input type="text"/>	Single Vacation Days Remaining	: 14
Hold Turn	: <input type="text"/>	Times Out	: 009
Effective Date	: 05/01/2015 12:23	Status Change Effective	: <input type="text"/>
Action	: <input type="text"/>	Due Back Date	: 05/02/2015 12:23
Reason Code	: <input type="text"/>	Status	: <input type="text"/>

Pre Arranged Requests

Recent Transactions

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

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

May 2015 June 2015 July 2015

Su	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	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

Day Selection	Date	Status of the Day
<input type="checkbox"/>	05/09/2015	Not Available
<input type="checkbox"/>	05/10/2015	Not Available
<input checked="" type="checkbox"/>	05/11/2015	Available
<input type="checkbox"/>	05/12/2015	Available
<input type="checkbox"/>	05/13/2015	Available
<input type="checkbox"/>	05/14/2015	Available
<input type="checkbox"/>	05/15/2015	Available
<input type="checkbox"/>	05/16/2015	Available

- 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”



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 Reason Code → Step 2 Pre Arranged Dates → 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	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

[Hide Expired](#)

- 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 BRAUCKS

Pre Arranged Requests



[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

Hide Expired

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

Name	: RJ BRAUCKS	Current Status	: LV
Circ7	: RV185	Next Pended Status	: OK 05/03/2015 12:45:00
Employee Rest Date Time	: 08/11/2014 08:00 PDT	Board	: RE44
Limbo Time	: 0 Hrs 0 Min	Month To Date Work Time	: 0 Hrs 0 Min
Personal Leave Remaining	: 11	Consecutive Days Worked	: 0
NBR Of Days	: <input type="text"/>	Single Vacation Days Remaining	: 12
Hold Turn	: <input type="text" value="select"/>	Times Out	: 009
Effective Date	: 05/01/2015 13:15	Status Change Effective	: <input type="text" value="select"/>
Action	: <input type="text" value="select"/>	Due Back Date	: <input type="text" value="MM/DD/YYYY"/> <input type="text" value="HH:MM"/>
Reason Code	: <input type="text" value="select"/>	Status	: <input type="text" value="select"/>

[Pre Arranged Requests](#)

Recent Transactions

Authorization ID	Status Code	Requested Status Code	Final Status Code	Last Updated Date	Recent Transaction Message
OCMS926	LV	LV	LV	05/01/2015 15:14	LAYOFF PROCESSED SUCCESSFULLY, YOUR TURN WILL BE HELD

- 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