



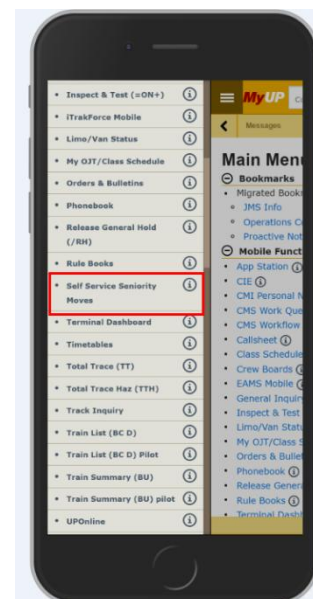
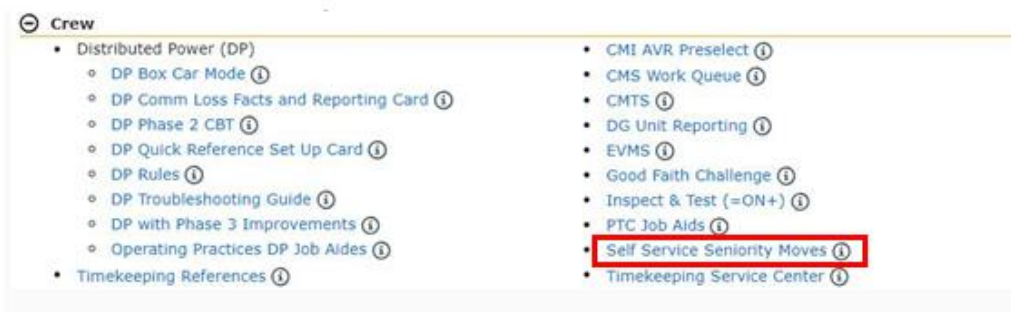
Self-Service Seniority Moves User Interface – TE&Y Reference Guide

What is the Self-Service Seniority Moves User Interface (SSSM UI)?

The Self-Service Seniority Move User Interface (SSSM UI) was designed for ease of use in completing seniority moves. All types of seniority moves will be completed using the SSSM UI. The SSSM UI was designed following the specifications previously defined in our EAMS system. The aesthetic and navigation of the SSSM UI will be very similar to what you will see and do in EAMS.

How do I access the SSSM UI?

The SSSM UI is found in the MyUP Portal. The SSSM UI will be housed in the MyUP Portal under the "Crew" section. The application can be found under "Self Service Seniority Moves".



What can I do in the SSSM UI?

The SSSM UI is used for all types of seniority moves a user can complete currently with a CMS Crew Dispatcher. These include:

- Permanent move**
- Temporary move (if allowed by agreement)**
- Give-up of a permanent (if allowed by agreement)**
- Give-up of a temporary (if allowed by agreement)**
- Ride a bulletin (if allowed by agreement)**

How do I complete a seniority move in the SSSM UI?

Upon accessing SSSM UI, users will be brought to the landing page. The landing page shows your information, including your permanent assignment, current assignment, and any temporary assignments (if applicable). An example is below:

<u>Permanent Information</u>	<u>Current Information</u>	<u>Temporary Information</u>
Circ7/Board: NZ335/XE30	Circ7/Board: NZ335/RE35	Circ7/Board: NZ335/RE35
Crew ID: 0013	Crew ID: P010	Crew ID: P010
Position: ENG	Position: ENG	Position: ENG
Assignment Length: 7 days	Board Standing: 999	Assignment Length: 6 days
	Assignment Length: 6 days	
	Rest Date: 09/17/2017 22:00:00	

[Refresh Employee Info](#)



Self-Service Seniority Moves User Interface – TE&Y Reference Guide

The landing page of the SSSM UI also presents you options for different types of moves that may be available for you in the Reason Code drop down menu.

Types of Seniority Moves

Below are the different types of seniority moves that exist and how they are defined.

Temporary Move: employee has a permanent assignment and is electing to take a temporary assignment on a temporarily job/position.

Permanent Move: employee has no permanent assignment (on the bump board) and is making a permanent move.

Give-up of a permanent (if allowed by agreement): employee has a permanent assignment and is electing to give-up that assignment for a different permanent assignment.

Give-up of a temporary (if allowed by agreement): employee has a temporary assignment and is electing to give-up that assignment prior to the end of the temporary vacancy.

Riding a bulletin: employee is electing to work a job that is bulletined until the bulletin is awarded.

Example of a Temporary Move in the UI

Below is an example of a temporary move within the UI system. To view what temps are available to you, complete the steps below:

1. Under "Reason Code", select "Exercised Seniority – Temp" from the drop-down options
2. You can view recent location searches in the "Recent Location Searches" field. If you would like to choose a different area, input the fields in the "New Location Search"
3. Select the following:
 - a. **Circ7** - required
 - b. **Board** – required
 - c. **Crew ID** – optional
 - d. **Position** – optional
4. Select "Next"



Self-Service Seniority Moves User Interface – TE&Y Reference Guide

Once the page loads, you will see a screen like the one below. This screen displays all of the temporary moves available to you from the location you searched.

1 Select Location 2 Choose Job 3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP **B 461 RE21 E**

Refresh [Side by Side...](#)

	Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
<input type="radio"/>	B 461 RE21 EP03 ENG	B 372	PERM: <u>IP</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP05 ENG	B 372	PERM: <u>VI</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP07 ENG	B 372	PERM: <u>LV</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP12 ENG	B 372	PERM: <u>IP</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP23 ENG	B 372	PERM: <u>LK</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP24 ENG	B 372	PERM: <u>IP</u> [redacted]	AVAIL			

Back ○ ● ○ Next

In order to complete your temporary move, follow the steps below:

1. Select the job you wish to take a temp on by selecting the radio button to the left of the "Job" column
2. Select "Next"

1 Select Location 2 Choose Job 3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP **B 461 RE21 E**

Refresh [Side by Side...](#)

	Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
<input checked="" type="radio"/>	B 461 RE21 EP03 ENG	B 372	PERM: <u>IP</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP05 ENG	B 372	PERM: <u>VI</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP07 ENG	B 372	PERM: <u>LV</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP12 ENG	B 372	PERM: <u>IP</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP23 ENG	B 372	PERM: <u>LK</u> [redacted]	AVAIL			
<input type="radio"/>	B 461 RE21 EP24 ENG	B 372	PERM: <u>IP</u> [redacted]	AVAIL			

Back ○ ● ○ Next

3. Review the information on this page, if the information showing is the job you wish to take a temp on, select "Submit" to process the move.

1 Select Location 2 Choose Job 3 Submit

Job Selected:
B 461 RE21 EP03 ENG

Job Owner:
PERM: IP [redacted]

Back ○ ○ ● Submit



Self-Service Seniority Moves User Interface – TE&Y Reference Guide

Once the temp move has been processed, you will be presented with a screen similar to the one below. The temporary information will be found on the right, along with your permanent information to the left.

✔ TEMPORARY MOVE COMPLETE

Permanent Information

Circ7/Board: B 461/XE21
 Crew ID: 0012
 Position: ENG
 Assignment Length: 560 days

Current Information

Circ7/Board: B 461/RE21
 Crew ID: EP03
 Position: ENG
 Board Standing: 019
 Assignment Length: 0 days
 Rest Date: 09/18/2017 20:20:00

Temporary Information

Circ7/Board: B 461/RE21
 Crew ID: EP03
 Position: ENG
 Assignment Length: 0 days

Denial Messages

The SSSM UI will deny any seniority move that is not allowed per the user’s collective bargaining agreement. If a move is not allowed per the user’s CBA, it will be grayed out and the “Rules Violated” column will be filled in. To view why the move is not allowed, hover over the rule listed in the “Rules Violated” column.

Below are some examples of denial messages you may see, however, please note that this list is not all inclusive.

Job must be vacant at least ___ number of days before a temp is allowed

In this example the job must be vacant for 5 days before a temp is allowed.

1 Select Location
2 Choose Job
3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP

B 461 AE21 LG16 ENG E

Side by Side...

Refresh
↻

Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
B 461 AE21 LG16 ENG	B 461: 09/27/2018 20:00:00	PERM: FL DUBREE, PM	AVAIL		T01	

Back

○

○
Next

1 Select Location
2 Choose Job
3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP

B 461 AE21 LG16 ENG E

Refresh
↻

Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
B 461 AE21 LG16 ENG	B 461: 09/27/2018 20:00:00	PERM: FL DUBREE, PM	AVAIL		T01	

VACANCY MUST BE AT LEAST 05 DAYS UNTIL 10/02/18 00:01

Back

○

○
Next



Self-Service Seniority Moves User Interface – TE&Y Reference Guide

Multiple rules violated

In the example below, there are multiple rules violated. In this case, the employee making the move must be fully rested (not in UDR) and in OK status.

1 Select Location 2 Choose Job 3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP **B 461 AE21 LG16 ENG**

Refresh Side by Side...

Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
B 461 AE21 LG16 ENG	B 461: 09/27/2018 20:00:00	PERM: FL DUBREE, PM	AVAIL		E01 E02	

Back ○ ● ○ Next

1 Select Location 2 Choose Job 3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP **B 461 AE21 LG16 ENG**

Refresh

Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
B 461 AE21 LG16 ENG	B 461: 09/27/2018 20:00:00	PERM: FL DUBREE, PM	AVAIL		E01 E02	

Back ○ ● ○ Next

EMPLOYEE IN STATUS "LS" NOT ALLOWED

1 Select Location 2 Choose Job 3 Submit

i SELECT JOB THEN CLICK NEXT

i Jobs are subject to change without notice.

EXERCISED SENIORITY TEMP **B 461 AE21 LG16 ENG**

Refresh

Job	On Duty Location	Owner	Status	Advert ID	Rules Violated	Assignment Message
B 461 AE21 LG16 ENG	B 461: 09/27/2018 20:00:00	PERM: FL DUBREE, PM	AVAIL		E01 E02	

Back ○ ● ○ Next

NOT ALLOWED, EMP IN LEGAL REST UNTIL 09/27/18 17:10