



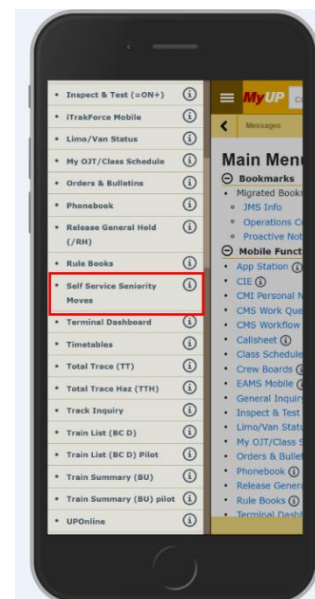
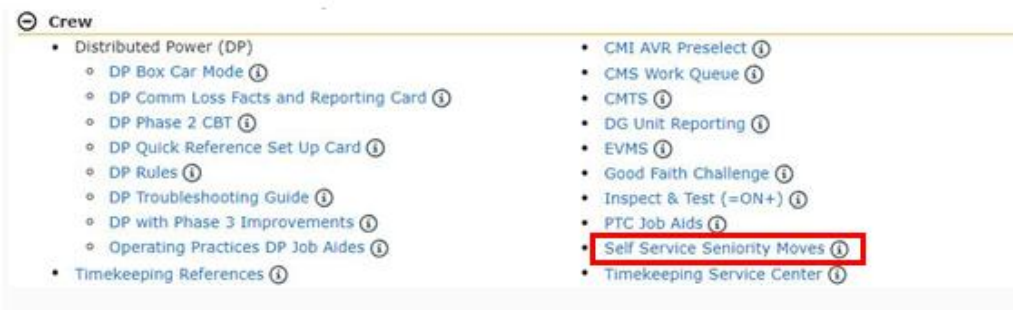
Self-Service Seniority Moves User Interface – TE&Y Reference Guide

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?

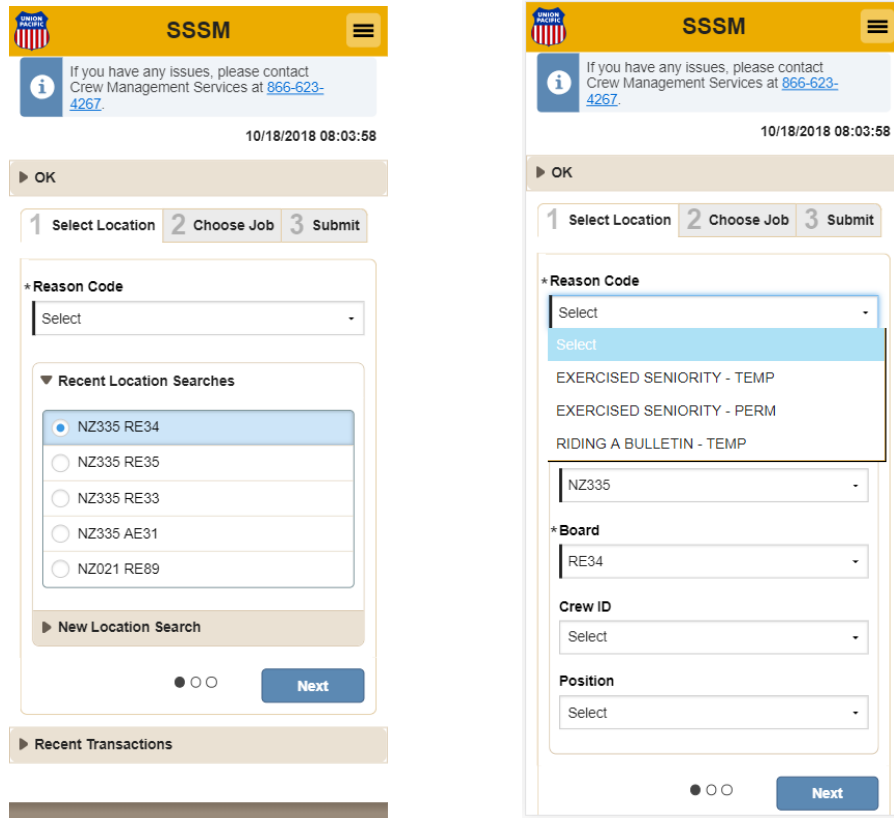
The SSSM UI is used for all types of seniority moves a user can complete currently with a CMS Crew Dispatcher. These include:

- 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)**

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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. 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.



The image displays two screenshots of the SSSM (Self-Service Seniority Moves) user interface. Both screenshots show a yellow header with the Union Pacific logo and the text 'SSSM'. Below the header is a blue information box with a white 'i' icon and the text: 'If you have any issues, please contact Crew Management Services at 866-623-4267.' The date and time '10/18/2018 08:03:58' are displayed below the information box. A '► OK' button is located below the information box. The main content area is divided into three steps: '1 Select Location', '2 Choose Job', and '3 Submit'. The 'Reason Code' dropdown menu is open, showing a list of options: 'Select', 'EXERCISED SENIORITY - TEMP', 'EXERCISED SENIORITY - PERM', and 'RIDING A BULLETIN - TEMP'. Below the dropdown menu, the 'Board' field is set to 'RE34'. The 'Crew ID' and 'Position' fields are both set to 'Select'. A 'Next' button is located at the bottom right of the form. The 'Recent Location Searches' section is visible in the left screenshot, showing a list of location codes: 'NZ335 RE34', 'NZ335 RE35', 'NZ335 RE33', 'NZ335 AE31', and 'NZ021 RE89'. The 'New Location Search' button is also visible.

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.

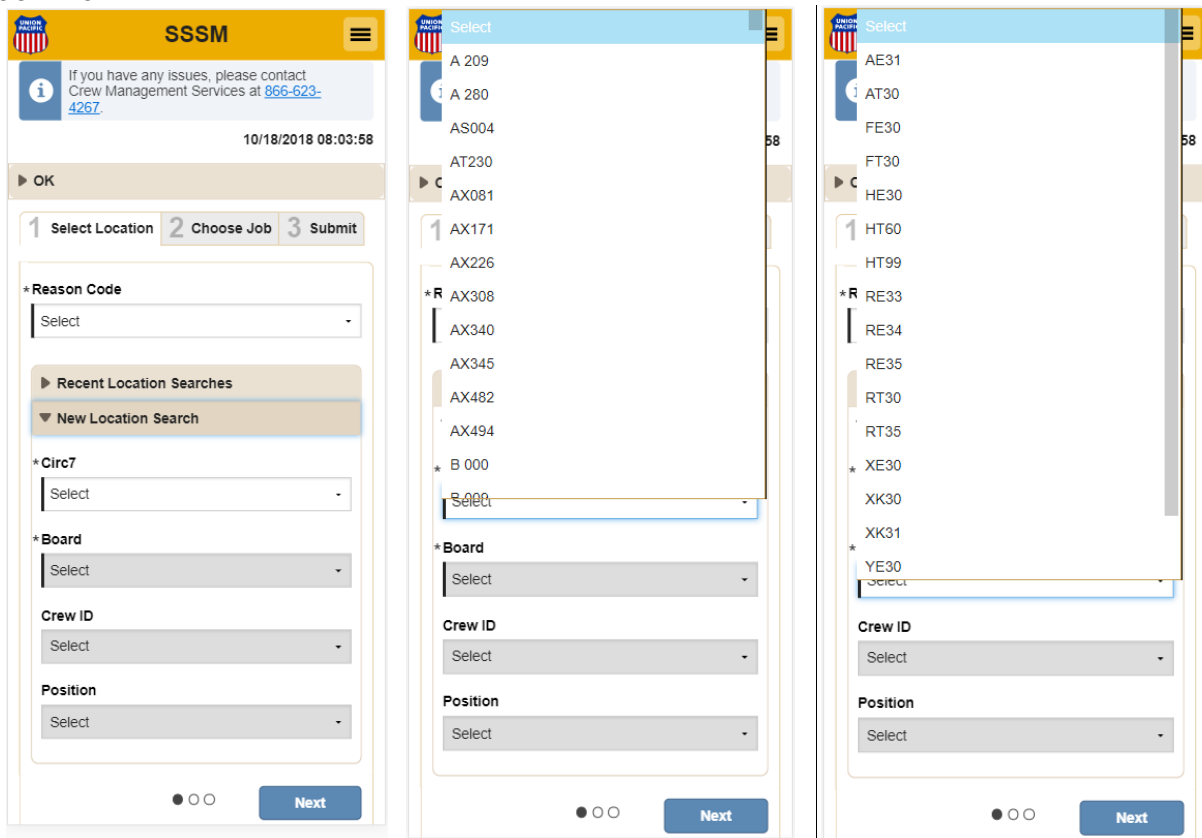


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Example of a Temporary Move in the UI

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"





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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.

NZ335 RE34 E

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

Job	On Duty Location	Owner	Status	Advert ID
<input type="radio"/> NZ335 RE34 P007 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P008 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P022 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P037 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P075 ENG	NZ335	PERM: LV RONCHETTO, BJ	AVAIL	
<input type="radio"/> NZ335 RE34 P003 ENG	NZ335	PERM: OK APANA, NB TEMP: OK CLAFLIN, JC	AVAIL	
<input checked="" type="radio"/> NZ335 RE34 P038 ENG	NZ140: 09/19/2018 06:30:00	PERM: << UNASSIGNED >>	WORK	

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

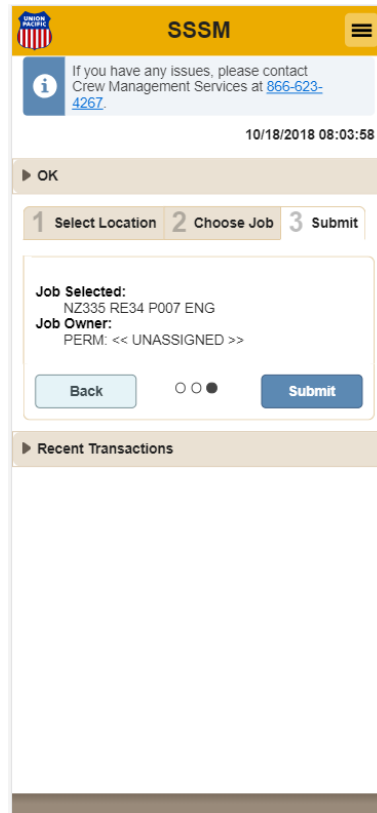
i Jobs are subject to change without notice.

NZ335 RE34 E

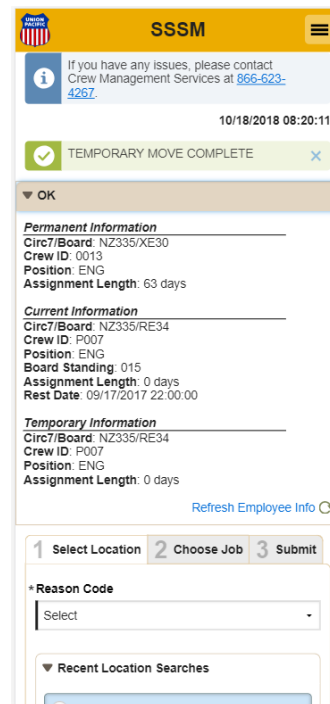
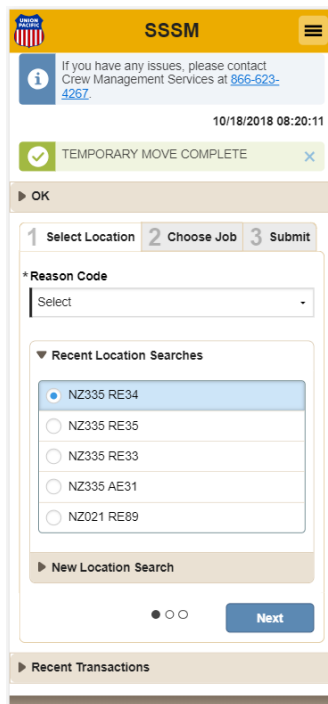
Refresh [Side by Side...](#)

Job	On Duty Location	Owner	Status	Advert ID
<input checked="" type="radio"/> NZ335 RE34 P007 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P008 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P022 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P037 ENG	NZ335	PERM: << UNASSIGNED >>	AV-OP	
<input type="radio"/> NZ335 RE34 P075 ENG	NZ335	PERM: LV RONCHETTO, BJ	AVAIL	
<input type="radio"/> NZ335 RE34 P003 ENG	NZ335	PERM: OK APANA, NB TEMP: OK CLAFLIN, JC	AVAIL	
<input type="radio"/> NZ335 RE34 P038 ENG	NZ140: 09/19/2018 06:30:00	PERM: << UNASSIGNED >>	WORK	

- 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.



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.





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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 required to be on duty to take temp

In this example, the job must be on duty in order for a temp to be allowed.

1 Select Location 2 Choose Job 3 Submit

SELECT JOB THEN CLICK NEXT

Jobs are subject to change without notice.

NZ335 RE34 E

Refresh Side by Side...

Owner	Status	Advert ID	Rules Violated	Assignment Message
PERM: << UNASSIGNED >>	AV-OP			
PERM: << UNASSIGNED >>	AV-OP			
PERM: << UNASSIGNED >>	AV-OP			
PERM: << UNASSIGNED >>	AV-OP			
PERM: LV RONCHETTO, BJ	AVAIL			
PERM: OK APANA, NB TEMP: OK CLAFLIN, JC	AVAIL			
PERM: << UNASSIGNED >>	WORK		J05	JOB REQUIRED TO NOT BE ON DUTY TO TAKE TEMP