



Vacation

Vacation Module T.E. and Y.



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Vacation Bids

- **Enter Bids**
- **Change Bids**
- **View Bid History**
- **Evaluation/Schedule**
- **Vacation Bid Maintenance**



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New options are available when entering vacation bids:

You can now enter **99** if you choose to have the system automatically assign the latest weeks that your seniority will allow you to hold.

and/or

You can enter **00** if you choose to have the system automatically assign the earliest weeks that your seniority will allow you to hold.

You have the option of up to five splits. You can enter **99** and / or **00** for the entire duration of your allotted vacation weeks (1-5) on one split or you can enter **99** and / or **00** for any or all your allotted weeks each week listed separately on various split choices.



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CREW MGMT & TIMEKEEPING SYSTEM (CMTS)

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Crew Mgmt & Timekeeping System (CMTS) Field Menu

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Bids

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Vacation Bids are located under Bids on the TE& Y Main Menu in CMTS . When clicking on Vacation Bids this Module will walk you through the process of entering and submitting your vacation bids.



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ACEDO, MJ #000001845

Date 09/23/08 For Vacation Year 09 Circ7 SP317 Advertise ID Close Date 12/10/08

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Significant Anniv N Weeks Due 5 Max Splits 5

Week Begins On MON or Calendar Days Single Weeks Allowed 3

Select

Previous Split

Next Split

Update

Delete Split

Page Up

Page Down

Exit Screen

Split 1 Of 5 Requested Choices This Split 01

Single Weeks Claimed 2 Max Choices Per Split 51

Vacation Split Choices

Week	Dur	Sgl	?	Individual Single Weeks			
01	99	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vacation Weeks

01	01/01	12	03/16	23	06/01	34	08/17	45	11/02
02	01/05	13	03/23	24	06/08	35	08/24	46	11/09
03	01/12	14	03/30	25	06/15	36	08/31	47	11/16
04	01/19	15	04/06	26	06/22	37	09/07	48	11/23
05	01/26	16	04/13	27	06/29	38	09/14	49	11/30
06	02/02	17	04/20	28	07/06	39	09/21	50	12/07
07	02/09	18	04/27	29	07/13	40	09/28	51	12/14
08	02/16	19	05/04	30	07/20	41	10/05	52	12/21
09	02/23	20	05/11	31	07/27	42	10/12	53	
10	03/02	21	05/18	32	08/03	43	10/19	54	
11	03/09	22	05/25	33	08/10	44	10/26	55	

Comments: 225 Characters Left

Last Updated By CICST Date/Time 09/20/08 14:20

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Lata Print

Update

Delete Split

Page Up

Page Down

Exit Screen

Previous Split and Next Split buttons are a means to toggle back and forth between splits. Delete Split, Page UP and Page Down buttons are self explanatory. In order to Page Down all 11 choices must filled with a bid choice.



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ACEDO, MJ #000001845

Date 09/23/08 For Vacation Year 09 Circ7 SP317 Advertise ID Close Date 12/10/08

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Significant Anniv N Weeks Due 5 Max Splits 5

Week Begins On MON or Calendar Days Single Weeks Allowed 3

Select Previous Split Next Split

Update Delete Split Page Up Page Down Exit Screen

Split 1 Of 5 Requested Choices This Split 01

Single Weeks Claimed 2 Max Choices Per Split 51

Vacation Split Choices				Individual Single Weeks			
Week	Dur	Sgl	<input type="checkbox"/>				
01	99	5	<input type="checkbox"/>	0			
02			<input type="checkbox"/>				
03			<input type="checkbox"/>				
04			<input type="checkbox"/>				
05			<input type="checkbox"/>				
06			<input type="checkbox"/>				
07			<input type="checkbox"/>				
08			<input type="checkbox"/>				
09			<input type="checkbox"/>				
10			<input type="checkbox"/>				
11			<input type="checkbox"/>				

Vacation Weeks									
01	01/01	12	03/16	23	06/01	34	08/17	45	11/02
02	01/05	13	03/23	24	06/08	35	08/24	46	11/09
03	01/12	14	03/30	25	06/15	36	08/31	47	11/16
04	01/19	15	04/06	26	06/22	37	09/07	48	11/23
05	01/26	16	04/13	27	06/29	38	09/14	49	11/30
06	02/02	17	04/20	28	07/06	39	09/21	50	12/07
07	02/09	18	04/27	29	07/13	40	09/28	51	12/14
08	02/16	19	05/04	30	07/20	41	10/05	52	12/21
09	02/23	20	05/11	31	07/27	42	10/12	53	
10	03/02	21	05/18	32	08/03	43	10/19	54	
11	03/09	22	05/25	33	08/10	44	10/26	55	

Comments: 225 Characters Left

COMMENTS

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Update Delete Split Page Up Page Down Exit Screen

Split 1 of 1 - this is the first of five splits you can enter up to 51 choices in each split
 Single Weeks Claimed - Number single weeks claimed this split. Maximum Choices Per
 Split is 51. T.E. and Y can enter comments for their local chairman. There are 51 bid
 weeks for 2009. The first bid week will be 1/5/09.



UPDATE WAS SUCCESSFUL

ACEDO, MJ #00001845 [✉](#)

Date 09/23/08 For Vacation Year 09 Circ7 SP317 Advertise ID Close Date 12/10/08

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Significant Anniv N Weeks Due 5 Max Splits 5

Week Begins On MON or Calendar Days Single Weeks Allowed 3

Split Of Requested Choices This Split

Single Weeks Claimed Max Choices Per Split

Vacation Split Choices				
Week	Dur	Sgl		Individual Single Weeks
01	99	3	<input type="checkbox"/>	E
02			<input type="checkbox"/>	
03			<input type="checkbox"/>	
04			<input type="checkbox"/>	
05			<input type="checkbox"/>	
06			<input type="checkbox"/>	
07			<input type="checkbox"/>	
08			<input type="checkbox"/>	
09			<input type="checkbox"/>	
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	

Vacation Weeks										
01	01/01	12	03/16	23	06/01	34	08/17	45	11/02	
02	01/05	13	03/23	24	06/08	35	08/24	46	11/09	
03	01/12	14	03/30	25	06/15	36	08/31	47	11/16	
04	01/19	15	04/06	26	06/22	37	09/07	48	11/23	
05	01/26	16	04/13	27	06/29	38	09/14	49	11/30	
06	02/02	17	04/20	28	07/06	39	09/21	50	12/07	
07	02/09	18	04/27	29	07/13	40	09/28	51	12/14	
08	02/16	19	05/04	30	07/20	41	10/05	52	12/21	
09	02/23	20	05/11	31	07/27	42	10/12	53		
10	03/02	21	05/18	32	08/03	43	10/19	54		
11	03/09	22	05/25	33	08/10	44	10/26	55		

Comments: 225 Characters Left

Last Updated By XMIE080 Date/Time 09/23/08 16:41

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The above example shows Week "99" enter for DUR of 3 weeks: This person wants 3 weeks scheduled as late into the year as their seniority will allow them. With the "99" enter it is not essential to enter any more choices on this split. The system will assign weeks accordingly to what the person can hold.




BIDS HAVE NOT BEEN AWARDED OR SCHEDULED FOR THIS SPLIT.

ACEDO, MJ #000001845

Date 09/23/08 For Vacation Year 09 Circ7 SP317 Advertise ID Close Date 12/10/08
 Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Significant Anniv N Weeks Due 5 Max Splits 5
 Week Begins On MON or Calendar Days Single Weeks Allowed 3
 [Select] [Previous Split] [Next Split]

[Update] [Delete Split] [Page Up] [Page Down] [Exit Screen]

Split 2 Of 5 Requested Choices This Split 01
 Single Weeks Claimed 2 Max Choices Per Split 51

Vacation Split Choices				
Week	Dur	Sgl		Individual Single Weeks
01	00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vacation Weeks									
01	01/01	12	03/16	23	06/01	34	08/17	45	11/02
02	01/05	13	03/23	24	06/08	35	08/24	46	11/09
03	01/12	14	03/30	25	06/15	36	08/31	47	11/16
04	01/19	15	04/06	26	06/22	37	09/07	48	11/23
05	01/26	16	04/13	27	06/29	38	09/14	49	11/30
06	02/02	17	04/20	28	07/06	39	09/21	50	12/07
07	02/09	18	04/27	29	07/13	40	09/28	51	12/14
08	02/16	19	05/04	30	07/20	41	10/05	52	12/21
09	02/23	20	05/11	31	07/27	42	10/12	53	
10	03/02	21	05/18	32	08/03	43	10/19	54	
11	03/09	22	05/25	33	08/10	44	10/26	55	

Comments: 225 Characters Left

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Printer Lata [] [Lata Print]

[Update] [Delete Split] [Page Up] [Page Down] [Exit Screen]



The letter "o" means that someone other than the employee has entered the bid. An "E" in this area would mean the employee entered the bid. The letter "F" appears in this field if the employee was forced to this week

This example in which "00" is used signifies that the employee wants to schedule weeks as early in the year as their seniority will allow them to hold and wants them scheduled consecutively.



Crew Mgmt & Timekeeping System (CMTS) Vacation Bids

Main Menu Bids ▾ Boards ▾ Inquiries ▾ Reportings ▾ Timekeeping ▾ Help

BIDS HAVE NOT BEEN AWARDED OR SCHEDULED FOR THIS SPLIT.

ACEDO, MJ #000001845 i

Date 09/23/08 For Vacation Year 09 Circ7 SP317 Advertise ID Close Date 12/10/08
 Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Significant Anniv N Weeks Due 5 Max Splits 5
 Week Begins On MON or Calendar Days Single Weeks Allowed 3
Select Previous Split Next Split

Update Delete Split Page Up Page Down Exit Screen

Split 3 Of 5 Requested Choices This Split 01
 Single Weeks Claimed 2 Max Choices Per Split 51

SGL

Vacation Split Choices				Individual Single Weeks			
Week	Dur	Sgl					
01	31	1	<input type="checkbox"/>	E			
02	22	1	<input type="checkbox"/>				
03	18	1	<input checked="" type="checkbox"/>				
04	17	1	<input type="checkbox"/>				
05	45	1	<input type="checkbox"/>				
06	10	1	<input type="checkbox"/>				
07	26	1	<input type="checkbox"/>				
08	34	1	<input type="checkbox"/>				
09	35	1	<input type="checkbox"/>				
10	36	1	<input type="checkbox"/>				
11	37	1	<input type="checkbox"/>				

Vacation Weeks									
01	01/01	12	03/16	23	06/01	34	08/17	45	11/02
02	01/05	13	03/23	24	06/08	35	08/24	46	11/09
03	01/12	14	03/30	25	06/15	36	08/31	47	11/16
04	01/19	15	04/06	26	06/22	37	09/07	48	11/23
05	01/26	16	04/13	27	06/29	38	09/14	49	11/30
06	02/02	17	04/20	28	07/06	39	09/21	50	12/07
07	02/09	18	04/27	29	07/13	40	09/28	51	12/14
08	02/16	19	05/04	30	07/20	41	10/05	52	12/21
09	02/23	20	05/11	31	07/27	42	10/12	53	
10	03/02	21	05/18	32	08/03	43	10/19	54	
11	03/09	22	05/25	33	08/10	44	10/26	55	

Comments: 225 Characters Left

COMMENTS

Last Updated By XMIE080 Date/Time 09/23/08 17:02
 Printer Lata Lata Print

Update Delete Split Page Up Page Down Exit Screen

Split 3 of 5 is another way to enter your bids by using the number that coincides with the week or weeks you wish to bid on. Such as week 18 (04/27) a check mark is placed in **SGL** column to request this as a single week. After entering remember to **UPDATE**. Also the example shows all 11 choices are completed which should be done to insure that you will be awarded at least one of your choices.



Crew Mgmt & Timekeeping System (CMTS) Vacation Bids

UPDATE WAS SUCCESSFUL

ACEDO, MJ #000001845

Date 09/23/08 **For Vacation Year** 09 **Circ7** SP317 **Advertise ID** **Close Date** 12/10/08
Vacation List TUCSON-TNM **Vac Qual Date** 12/01/97 **Significant Anniv** N **Weeks Due** 5 **Max Splits** 5
Week Begins On MON or Calendar Days **Single Weeks Allowed** 3

Split **Of** **Requested Choices This Split**
Single Weeks Claimed **Max Choices Per Split**

Vacation Split Choices				
Week	Dur	Sgl		Individual Single Weeks
01	<input type="text" value="15"/>	<input type="text" value="2"/>	<input type="checkbox"/>	E
02	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
03	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
04	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
05	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
06	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
07	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
08	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
09	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
11	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Vacation Weeks									
01	01/01	12	03/16	23	06/01	34	08/17	45	11/02
02	01/05	13	03/23	24	06/08	35	08/24	46	11/09
03	01/12	14	03/30	25	06/15	36	08/31	47	11/16
04	01/19	15	04/06	26	06/22	37	09/07	48	11/23
05	01/26	16	04/13	27	06/29	38	09/14	49	11/30
06	02/02	17	04/20	28	07/06	39	09/21	50	12/07
07	02/09	18	04/27	29	07/13	40	09/28	51	12/14
08	02/16	19	05/04	30	07/20	41	10/05	52	12/21
09	02/23	20	05/11	31	07/27	42	10/12	53	
10	03/02	21	05/18	32	08/03	43	10/19	54	
11	03/09	22	05/25	33	08/10	44	10/26	55	

Comments: 225 Characters Left

COMMENTS

Last Updated By XMIE080 **Date/Time** 09/23/08 17:45

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Remember if do not use the "99" and/or "00" the more choices you enter per split the more likely you are to be awarded a week of your choice. Here is another example with a choice for 2 consecutive weeks and week 15 (04/06) chosen as single week.



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VACATION BID MAINTENANCE

- Bids can be deleted by deleting the split
- Bid choices can be changed
- A split can hold several choices so enter as many as possible.
- Use 99 for the latest part of the year
- Use 00 for the earliest weeks in the year
- Enter choices by week number



Vacation Module

- **Vacation bids entered**
- **Vacation bids evaluated by Local Chairman and/or Manpower**
- **Evaluations completed**
- **Vacation change requests**



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VACATION CHANGE REQUEST / VACATION INQUIRY

- **Bidding period is closed**
- **Bids are awarded and scheduled**
- **Vacation change request is used to request a vacation change or swap**
- **Vacation inquiry screen is used to view scheduled vacations**



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Crew Mgmt & Timekeeping System (CMTS)

Bids & Seniority

Main Menu **Bids** ▾ Boards ▾ Inquiries ▾ Reportings ▾ Timekeeping ▾

Logged In As: XMIE080 [Log Out](#)

Bids

- Advertisements/Bulletins
View a list of Advertisements
- Bid History
View your previous bid card
- Bid Maintenance
Maintain your bid card
- Daily Preference Bids
Submit choice/preferences for daily mark assignments
- Daily Mark
View daily mark preferences and print daily mark reports
- Employee Seniority
List all your entitled seniority rosters
- Permanent Bid List
View all employees that bid a certain assignment
- Seniority Eligibility
View positions you may hold based on seniority
- Seniority Roster
View all employees on a Seniority Roster by rank
- Vacation Bids
Bid for your vacation
- Vacation Bid History
View vacation bid history
- Vacation Change Request
Request a vacation change or swap
- Vacation Inquiry
View scheduled and actual vacations

If you click on the word **BID** this screen appears

Reviewing the Vacation Change Request and Vacation Inquiry Screens



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VACATION CHANGE REQUEST

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Crew Mgmt & Timekeeping System (CMTS) Vacation Change Request

09/23/1

Main Menu Bids ▾ Boards ▾ Inquiries ▾ Reportings ▾ Timekeeping ▾ Help

With in this screen you can swap a week with for an open week or you can swap weeks with a co-worker.

Logged In As: XM

ACEDO, MJ #000001845

For Vacation Year
Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Sig Anniv N
Available Days Tours of Duty Unscheduled Wks 0
Weeks Due 5 Single Wks Clmd

This portion shows the employees schedule

Select Next Req

Update Allocate New Req Exit Screen

Current Schedule											
From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
09/01/08	09/07/08		<input checked="" type="checkbox"/>	09/08/08	09/14/08		<input checked="" type="checkbox"/>	10/06/08	10/12/08		<input type="checkbox"/>
11/03/08	11/09/08		<input type="checkbox"/>	11/10/08	11/16/08		<input checked="" type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

Reschedule													
A/D	From	Swap This To	Wks	Sgl	From	For This To	Wks	Sgl	Comments				
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					
		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					

Swap With Emp Name

Req By On Approved By On

Update Allocate New Req Exit Screen

When requesting an open week if you **CLICK** on the **ALLOCATE** button located at the bottom of the screen it will show which weeks are open. After viewing the allocation to return to the previous screen **CLICK** the **EXIT SCREEN** button also located at the bottom of each screen.



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Vacation Allocation

Help

[MORE >>>](#)

Vacation List Vac Year

Option

Start End Allocate

Vacation Week Begins On or Calendar Days (Marked with an *)

ALC	DATE	ASG	OPEN	ALC	DATE	ASG	OPEN	ALC	DATE	ASG	OPEN
005	01/01/08	000	005	005	03/24/08	001	004	005	06/16/08	003	002
005	01/07/08	002	003	005	03/31/08	000	005	005	06/23/08	002	003
005	01/14/08	001	004	005	04/07/08	003	002	005	06/30/08	003	002
005	01/21/08	000	005	005	04/14/08	004	001	005	07/07/08	005	
005	01/28/08	001	004	005	04/21/08	002	003	005	07/14/08	005	
005	02/04/08	002	003	005	04/28/08	001	004	005	07/21/08	004	001
005	02/11/08	002	003	005	05/05/08	001	004	005	07/28/08	003	002
005	02/18/08	002	003	005	05/12/08	001	004	005	08/04/08	003	002
005	02/25/08	002	003	005	05/19/08	004	001	005	08/11/08	003	002
005	03/03/08	001	004	005	05/26/08	001	004	005	08/18/08	005	
005	03/10/08	001	004	005	06/02/08	001	004	005	08/25/08	004	001
005	03/17/08	002	003	005	06/09/08	001	004	007	09/01/08	006	001

Total Allocated Total Assigned Total Employees Total Vacation Weeks

Last Updated By Date Time

[on-line print](#)

After a certain time of the year you will not be able to access Vacation Allocation screen. Above is a CMTS view of the screen. It shows number ALC (allocated) number ASG (Assigned) and what weeks are open.



After entering the week or weeks you wish to swap click the UPDATE button

ACEDO, MJ #000001845

For Vacation Year

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Sig Anniv N

Available Days Tours of Duty Unscheduled Wks 0

Weeks Due 5 Single Wks Clmd

Select Next Req

Update Allocate New Req Exit Screen

Current Schedule											
From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
09/01/08	09/07/08		<input checked="" type="checkbox"/>	09/08/08	09/14/08		<input checked="" type="checkbox"/>	10/06/08	10/12/08		<input type="checkbox"/>
11/03/08	11/09/08		<input type="checkbox"/>	11/10/08	11/16/08		<input checked="" type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

Reschedule												
A/D	Swap This				For This				Comments			
From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl	
	11/03/08	11/09/08	1		11/24/08	11/30/08	1					one way sway to and open week

Swap With Emp Name

Req By On Approved By On Update Allocate New Req Exit Screen

RECORD UPDATED

At this point contact your local Chairman to have SWAP approved

ACEDO, MJ #000001845

For Vacation Year

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Sig Anniv N

Available Days Tours of Duty Unscheduled Wks 0

Weeks Due 5 Single Wks Clmd

Select

Next Req

Update

Allocate

New Req

Exit Screen

Current Schedule

From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
09/01/08	09/07/08		<input checked="" type="checkbox"/>	09/08/08	09/14/08		<input checked="" type="checkbox"/>	10/06/08	10/12/08		<input type="checkbox"/>
11/03/08	11/09/08		<input type="checkbox"/>	11/10/08	11/16/08		<input checked="" type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

Reschedule

A/D	From	Swap This To	Wks	Sgl	From	For This To	Wks	Sgl	Comments
	11/03/08	11/09/08	1	<input type="checkbox"/>	11/24/08	11/30/08	1	<input type="checkbox"/>	ONE WAY SWAY TO AND OPEN WEEK
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	

Swap With Emp Name

Req By XMIE080 On 09/23/08 17:47 Approved By On

Update

Allocate

New Req

Exit Screen

To enter a new request click the **NEW REQ** at the bottom of screen this refreshes the screen allowing you to do another request.



ACEDO, MJ #000001845

For Vacation Year

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Sig Anniv N

Available Days Tours of Duty Unscheduled Wks 0

Weeks Due 5 Single Wks Clmd

Select Next Req

Update

Allocate

New Req

Exit Screen

Current Schedule

From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
09/01/08	09/07/08		<input checked="" type="checkbox"/>	09/08/08	09/14/08		<input checked="" type="checkbox"/>	10/06/08	10/12/08		<input type="checkbox"/>
11/03/08	11/09/08		<input type="checkbox"/>	11/10/08	11/16/08		<input checked="" type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

Reschedule

A/D	From	Swap This To	Wks	Sgl	For This From	To	Wks	Sgl	Comments
	11/10/08	11/16/08	1	<input type="checkbox"/>	10/13/08	10/19/08	1	<input type="checkbox"/>	swapping week with TF Allen
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	

Swap With Emp Name

Req By On Approved By On

Update

Allocate

New Req

Exit Screen

When requesting an employee to employee swap both employees must agree to the swap. The screen should be completed as above, then updated. The Local Chairman must be contacted For the final approval of the Swap.



RECORD UPDATED

ACEDO, MJ #000001845

For Vacation Year

Vacation List TUCSON-TNM Vac Qual Date 12/01/97 Sig Anniv N

Available Days Tours of Duty Unscheduled Wks 0

Weeks Due 5 Single Wks Clmd

Select

Next Req

Update

Allocate

New Req

Exit Screen

Current Schedule

From	To	Wks	Sgl	From	To	Wks	Sgl	From	To	Wks	Sgl
09/01/08	09/07/08		<input checked="" type="checkbox"/>	09/08/08	09/14/08		<input checked="" type="checkbox"/>	10/06/08	10/12/08		<input type="checkbox"/>
11/03/08	11/09/08		<input type="checkbox"/>	11/10/08	11/16/08		<input checked="" type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>

Reschedule

A/D	From	Swap This To	Wks	Sgl	From	For This To	Wks	Sgl	Comments
	11/10/08	11/16/08	1	<input type="checkbox"/>	12/15/08	12/21/08	1	<input type="checkbox"/>	SWAP WEEKS WITH ALLEN, TF
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	
				<input type="checkbox"/>				<input type="checkbox"/>	

Swap With Emp Name

Req By XMIE080 On 09/23/08 18:21 Approved By On

Update

Allocate

New Req

Exit Screen

When swapping a singles week the system will automatically make the week you are swapping to a singles week.
Contact Local Chairman to have SWAP Approved



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Crew Mgmt & Timekeeping System (CMTS)

Bids & Seniority

[Main Menu](#) | [Bids](#) ▼ | [Boards](#) ▼ | [Inquiries](#) ▼ | [Reportings](#) ▼ | [Timekeeping](#) ▼

Bids



- Advertisements/Bulletins
View a list of Advertisements
- Bid History
View your previous bid card
- Bid Maintenance
Maintain your bid card
- Daily Preference Bids
Submit choice/preferences for daily mark assignments
- Daily Mark
View daily mark preferences and print daily mark reports
- Employee Seniority
List all your entitled seniority rosters
- Permanent Bid List
View all employees that bid a certain assignment
- Seniority Eligibility
View positions your may hold based on seniority
- Seniority Roster
View all employees on a Seniority Roster by rank
- Vacation Bids
Bid for your vacation
- Vacation Bid History
View vacation bid history
- Vacation Change Request
Request a vacation change or swap
- Vacation Inquiry
View scheduled and actual vacations

VACATION INQUIRY

Crew Mgmt & Timekeeping System (CMTS) Vacation Inquiry

[Main Menu](#) [Bids](#) [Boards](#) [Inquiries](#) [Reportings](#) [Timekeeping](#) [Help](#)

Selection Criteria

Vacation List ID	<input type="text"/>
or Circ7 / Board	<input type="text"/> <input type="text"/>
or Desk ID	<input type="text"/>
Start Date	<input type="text"/> 
End Date	<input type="text"/> 
Cft/Pos	<input type="text"/> <input type="button" value="v"/> <input type="radio"/> Road <input type="radio"/> Yard
Order By	<input type="text"/> <input type="button" value="v"/>
<input type="button" value="Select"/>	

[[Main Menu](#) | [Bids](#) | [Boards](#) | [Inquiries](#) | [Reportings](#) | [Timekeeping](#) | [Help](#)]

There are various methods of accessing the Vacation Inquiry. Vacation List, Start Date, End Date and Order By need to be entered for all requests. When requesting by Circ7 and Board the Start/End date will automatically populate. Start and End Date can be changed to an earlier or later date. There are 5 choices in the Order By selection: By Date, By Seniority, By Alpha Name, By Employee Number and By Remaining Date.



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Crew Mgmt & Timekeeping System (CMTS)

Vacation Inquiry

Main Menu Bids ▾ Boards ▾ Inquiries ▾ Reportings ▾ Timekeeping ▾ Help

Selection Criteria

Vacation List ID

or Circ7 / Board

or Desk ID

Start Date End Date

Cft/Pos ▾ Road Yard

Order By ▾

Vacation List request:
Start Date is 08/01/08 and End Date is 12/31/08
Order By Alpha Name

CLICK SELECT



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Crew Mgmt & Timekeeping System (CMTS) Vacation Inquiry

Main Menu Bids ▼ Boards ▼ Inquiries ▼ Reportings ▼ Timekeeping ▼ Help

Selection Criteria

Vacation List ID
or Circ7 / Board
or Desk ID
Start Date **End Date**
Cft/Pos Road Yard
Order By

Results

Employee Name			ST	Start	End	WKS	S	Circ7	List ID	Curr Asgn
ACEDO	ME		OK	0825	0831	1	0	H 186	TUCSON-TNM	XE300003ENG
ACEDO	MJ		OK	0901	0907	1	0	SP317	TUCSON-TNM	YS70RU05CON
ACEDO	MJ		OK	0908	0914	1	0	SP317	TUCSON-TNM	YS70RU05CON
ACEDO	MJ		OK	1006	1012	1	N	SP317	TUCSON-TNM	YS70RU05CON
ACEDO	MJ		OK	1103	1109	1	N	SP317	TUCSON-TNM	YS70RU05CON
ACEDO	MJ		OK	1110	1116	1	7	SP317	TUCSON-TNM	YS70RU05CON
ALLEN	TF		OK	0825	0831	1	0	HV000	TUCSON-TNM	AT207236CON
ALLEN	TF		OK	0901	0907	1	N	HV000	TUCSON-TNM	AT207236CON
ALLEN	TF		OK	1006	1012	1	N	HV000	TUCSON-TNM	AT207236CON
ALLEN	TF		OK	1013	1019	1	N	HV000	TUCSON-TNM	AT207236CON
ALLEN	TF		OK	1215	1221	1	N	HV000	TUCSON-TNM	AT207236CON
CARPIO	RL		OK	0901	0907	1	0	SP317	TUCSON-TNM	RT71TT35CON
CARPIO	RL		OK	0908	0914	1	0	SP317	TUCSON-TNM	RT71TT35CON
CROLY	JM		OK	0818	0824	1	N	TP860	TUCSON-TNM	RT50LB03CON
DEAN	JK		EV	0901	0907	1	N	HV000	TUCSON-TNM	AT207237CON

Printer Lata

Vacation List is in Alphabetical Order. This view gives the current status, the number of weeks, type of week (single or solid), List Id and Current Assignment. You can Page UP to see more of the report. You can print the report two ways. The On-line Print can be printed from your home computer by clicking the On-Line Print button. The Lata Print can only be printed from a company printer by inserting the Printer Lata.



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If you experience problems with any of the screens presented in this module you can contact the help desk at company line 8-544-5555 Option 3 or (402)-544-5555 Option 3. You may also contact your Local Chairman.



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