



May 1st, 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 90 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 in the pilot locations will be able to pre-arrange up to 3 PL or LV layoffs within a rolling 90 day period
- 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 12 hours from the arranged start time of the LV/PL day



Pre-Arranged Overview: Change of Status Screen

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

Name : RJ BRAUCKS
Circ7 : RV185
Employee Rest Date Time : 08/11/2014 08:00 PDT
Limbo Time : 0 Hrs 0 Min
Personal Leave Remaining : 11
NBR Of Days :
Hold Turn :
Effective Date : 05/01/2015 12:23
Action :
Reason Code :

Current Status : OK
Next Pended Status :
Board : RE44
Month To Date Work Time : 0 Hrs 0 Min
Consecutive Days Worked : 0
Single Vacation Days Remaining : 14
Times Out : 009
Status Change Effective :
Due Back Date : 05/02/2015 12:23
Status :

[Pre Arranged Requests](#)

Recent Transactions

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

- 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 :

- 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”

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 |



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 12 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 <input type="text" value="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 12 hours), or late (up to 12 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 12 hour window, he/she will need to choose an immediate layoff
 - If you have consecutive layoffs, these have to be activated individually. Future enhancement request has been placed to treat any consecutive layoffs as a block, provided the status is the same
- 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