THE BNSF

“TY&E ATTENDANCE

USER GUIDE”
BNSF TY&E ATTENDANCE SYSTEM OVERVIEW

BNSF TY&E Attendance System (CPTAS) is a TSO mainframe application which tracks the availability of TY&E employees in a given period. The report data is drawn from TSS TEY event files regarding crew layoffs on a monthly basis.

The system allows access to four main categories:

**Administration - Monthly**
This option allows the user to access current or historical detail for an employee, for a desired month, by location. The main function of this option is for editing or excusing individual layoff events. The system will reflect the number of days each employee was in service during that month, the number of days available in service, the threshold for full-time attendance on weekends and weekdays, and the deviation from that threshold, if any. By drilling down to each individual displayed, the user can view detail layoff records, check 24-month history and modify current month records. *Modifications to historical records can be made as well, however, a confirmation will be required.*

**Administration - 3 Month**
This option identifies “candidate” employees who may not be in compliance with full time employment. The screens will reflect how the employee was measured for each month and will highlight all records that exceed the threshold. A status should be assigned to a 3-month “file” from this option.

**Executive Summary**
This view presents summary attendance information beginning in a high-level format (region, division and station), allowing the user to ‘drill down’ to a more detailed level as desired.

**Utilities**
This category contains an ‘Event Calculator’, which is useful for figuring availability exception scenarios, given the layoff date and time and the mark-up date and time. To access the calculator, see the section entitled ‘Accessing Attendance Data.’

**NOTE:** All system information, especially concerning individual employees, is strictly confidential. It should not be released to anyone without a verifiable “need to know.” You are responsible for following BNSF’s information security policy. Safeguard and dispose of hard copy reports properly.
LOGGING ON TO THE SYSTEM

(NOTE: Throughout this section, ‘<ENTER>’ shall mean the appropriate mainframe Enter key, which may not be the standard PC Enter key.)

1. Access the “VTAM” screen of a mainframe session. At the cursor, key in TSOB and press <ENTER>.

2. At the screen which appears, key in your user ID and press <ENTER>. The ‘TSO/E LOGON’ screen appears (as shown below), with the cursor in the ‘Password’ field:

```
> TSO/E LOGON

Enter LOGON parameters below: RACF LOGON parameters:

Userid ===> BL04170
Password ===> _ New Password ===> 
Procedure ===> TLSAS Group Ident ===> 
Acct Nmbr ===> 80620
Size ===> 32000
Perform ===> 
Command ===> 

Enter an 'S' before each option desired below:
-Nomail -Nonotice S -Reconnect -OIDcard

PF1/PF13 ===> Help PF3/PF15 ===> Logoff PA1 ===> Attention PA2 ===> Reshow
You may request specific help information by entering a '?' in any entry field
```

Figure 1. Logon Screen

3. Key in your mainframe password and press <ENTER>. TSO begins the logon process:

Note: TSO requires special access. If unable to log in you must request access from User Registration.
4. At the cursor, and any time TSO displays three asterisks (***), press <ENTER>.

5. At the ‘READY’ prompt, key in CPTAS (for production ONLY) and press <ENTER>. The initial Attendance System Screen is displayed.

NOTE: To access the Test System, key in CPTASTST instead of CPTAS at the ‘READY’ prompt.

Figure 2: Logon in Progress Screen

Upon logging on to the system, the first screen that appears (figure 2a) contains dated system messages that will identify:

- New codes, features or changes to the application
- Configuration Settings
- Notices applicable or affecting this application

PLEASE TAKE TIME TO LOOK AT THIS SCREEN FOR ANY NEW MESSAGES THAT MAY AFFECT YOU.
NOTE: Most screens in the Attendance System utilize function key to navigate through the system. They will be displayed at the top of the screen and refer to keys on the top bar of your PC keyboard. (If graphics is enabled (cursor displays as a crosshair), you can click on the menu items at the top of the screen instead of using the function keys)

Figure 3: Message Screen

6. From the initial screen (above) press the F3 key to enter the TYE Attendance System and display the ‘Main Menu’ screen:

Figure 4: Main Menu Screen
FUNCTION KEY AND GENERAL HELP DESCRIPTIONS

- You will use the **F3** function key more than any other function key in this system. Any time you are drilling down through screens, **F3** will always back up one screen at a time.

- Most input fields will display a selection list if clicked on with your mouse (one which contains green text, a green underline, or in which you can place the cursor using the ‘Tab’ key), such as the ‘Station’ field, and press **<ENTER>**. To exit any screen, press the **F3**.

- For general *screen* help, place the cursor away from an action button or input field and press **F1**.

- You may scroll forward by pressing **F8** (message area will indicate **NOTE: AT BOTTOM** when you have reached the bottom of the data)
  You may scroll backward by pressing **F7** (message area will indicate **NOTE: AT TOP** when you have reached the top of the data)

- If you get an error message because of a screen malfunction, press **F6** (SaveLog). This will send a copy of the error message to the programmer, who can research and correct the problem.

- To refresh the screen and see changes you have made, press **F9** (Reload) button.

**NOTE:** If the function keys fail to operate as stated above, try holding down the shift key and pressing the function key, ie; “shift” + **F3** to exit the screen.

SAVING QUERIES

Your query can be saved in the one month, three month and Executive summary screens by selecting **<SHIFT><F4>**.

After parameters have been entered, select one of the following:

- **<YES>** to automatically run query when window opens
- **<NO>** to retrieve parameters without running query
- **<CANCEL>** to delete saved query
ACCESSING THE 3-MONTH ROLLING DATA

1. On the ‘Main Menu’ screen: Click once with the left mouse button on the ‘ADMIN 3 MONTH’ button. The ‘Employee Summary Rolling 3 Month’ window appears (Figure 8: the system defaults to show only the exceptions – that is, those employees in violation of the Attendance Guideline; see below for steps to change settings):

   ![Figure 8: Rolling 3-Month Rolling Period Admin Screen](image)

   - To view specific occupation (craft) records, the options are: TYE=All TYE
   - ENG=Engineer Only
   - CON=Conductor Only

2. In the ‘Station’ field, type the three-character Station abbreviation if known, and press <ENTER>. Proceed to Step 3.

2a. If the Station abbreviation is not known, click on field to bring up selection list (Figure 9):

   ![Figure 9: Rolling 3-Month Screen with Station Selection display](image)

   For any scrolling list: Click arrow to scroll one line; click carat to scroll on page or scroll bar at approximate location to scroll that amount ie; click in middle to go to middle of list or click on end to go to end of list.

   For stations where multiple codes refer to same terminal, the selected station will be mapped to a unique identifier for that station ie; AMA, AML, AMT will all map to AMA (The original station will be displayed in the column labeled ‘STN’).
3. To select a location, place the cursor on the desired line using the arrow keys and press <ENTER>, or click once on the desired line with the left mouse button. The exception records for that location are displayed(Figure 10):

![Figure 10: Rolling 3-Month result display]

Note: By default, the above display (Figure 10) is sorted in alphabetical order by employee Name. You may sort any column by clicking once on the column heading. Click the heading again to reverse the order.

3a. **Note for Multiple Division Locations:** When selecting a location, such as Kansas City MO (KCM), which spans more than one division, you will receive the screen shown below after entering the station abbreviation:

![Figure 11: Multiple division selection screen]

To limit a station that crosses division boundaries, you can specify which division records you wish to see.

To select the division to be viewed, key in the three-character Division abbreviation in the ‘Limit by Div’ field and press <ENTER>. If the Division abbreviation is not known, press <ENTER> to display a list of divisions.
Explanation of ‘Employee Summary Rolling 3 Month View’ Screen

The **Input Options** on this screen are as follows:

**Excpn**  
Defaults to Exception (tells system to display only data for those employees in violation of the attendance guideline); can be changed to ‘All’ to display all employees at that location – not just employees in violation.

**Month**  
Two-digit numeric month for which employee data is displayed (may be changed as desired). Defaults to the ending month in current active rolling period.

**Year**  
Four-digit year for which employee data is displayed (may be changed as desired). Defaults to current active year.

**Assignment**  
Alpha-numeric job assignment (Tells system to display only data for those employees in designated service); options are ALL, ASSIGN5 ASSIGN6, ASSIGN7, ASSIGN14, OVERLAY, OVERLAY2, ALL-OVRLY, ASSIGNRST, ALL-ASGN, UNASSIGNED and MIXED. Defaults to ‘ALL’.

**Occ**  
Three character abbreviation for craft (TYE=All TYE, CON=Conductor, ENG=Engineer YDM=Yardmaster) *Will display ‘YDM’ only if user has access to Yardmaster data.*

**Station**  
Three-character station abbreviation for which records are to be displayed (may be changed as desired)

**Status**  
Status codes to display – Defaults exclude DLMO

The **Headings** on this screen are as follows:

**Number of People**  
Number of employees whose records are displayed (represents either ‘All’ employees or only ‘Excpn’ employees in the assignment identified above)

**Name**  
Self-explanatory

**Policy For:**  
Identifies assignment employee worked in most in the designated month being measured. *Note: an asterisk ‘*’ indicates employee worked in mixed assignments during the month being measured.*

**Total (WD, WE)**  
Total number of weekdays and weekend days in TYE measured period

**Excluded (WD, WE)**  
Weekdays and weekend days not to be counted for the measured period due to vacation, personal leave, excused, etc.

**Thrsh (WD, WE, ANY)**  
Threshold (number of weekdays, weekend days or ANY day) days allowed off before employee may be flagged by the computer.

**Unavl (WD, WE)**  
Number of weekdays and weekend days employee was unavailable during period.

**Stat**  
Handling Status for violation (NHDL=Not Handled; NDIS=Not Disciplined; EXCU=Excused; ALTH=Alternative Handling, etc).

**STN**  
Will display actual TSS station

**OCC**  
Occupation Code

*Note: By clicking on any of the above headings, you can sort the column in descending order, click again and the column will sort in ascending order.*

The **Action Buttons** on this screen are as follows:

**Print Detail**  
Action button – See page 31

**Search**  
Action button – See page 32
Printing and Print Detail Action Button

When the ‘Print Detail’ button is selected, the following LATA Screen will appear (Figure 12):

Click on the ‘Print Detail’ action button to print the Event detail for each individual in your selection. The LATA Screen Popup window will appear.

4. Press ‘Save’ to save the printer profile
5. Press ‘OK’ to print the report
6. Press ‘Cancel’ to cancel the print request

Enter your LATA number and:

If LATA field is blank, key in the LATA for your printer. You can save the LATA to your profile by clicking on the ‘SAVE’ button.

To print the report, click on the ‘OK’ button.

To cancel the print request, click on the ‘CANCEL’ button.
Performing a Search with the SEARCH button

You can perform searches for a particular record, either by Name, Social Security Number or Employee ID. To search for a specific record, click once with the left mouse button on the yellow-highlighted ‘Search’ button to display search alternatives:

The following screen will appear:

On the appropriate input line above, key in the characters to search for (follow the characters with an asterisk if not all characters are known i.e., ‘smith*’, ‘12346*’, etc.), and press <ENTER>. The search results will be displayed on the original screen.

After your search results are displayed, click once on the ‘Clear Search’ button to return to previous screen.

Click once with the left mouse button on ‘ALL’ to search **all employee records in the database** (not just the currently displayed records), or ‘Displayed’ to search only the currently displayed employee records.
Accessing a Rolling 3-Month File

4. To select an individual employee record, simply click **once** with the left mouse button on any character on the line containing the employee’s information.

5. The following screen is where an employee record is processed for the 3-month rolling period. This screen displays a monthly summary of selected employee’s attendance information.

Note: Processing a “file” is done on this screen, however, you may drill down to view event detail by clicking on any character on a line.

To view or modify an individual layoff event(s), click once on the line containing the month to be viewed or modified (Proceed to Page 36)
Explanation of ‘Employee View 3 Month Rolling Period’ Screen
The Headings on the screen are as follows:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>ID</td>
<td>Individual’s Employee ID number (NOT Social Security Number)</td>
</tr>
<tr>
<td>Last Asgn</td>
<td>Employee’s most recent job assignment (alpha-numeric) at the end of measured period. <em>This assignment determines employee’s location</em></td>
</tr>
<tr>
<td>Policy Asgn</td>
<td>Job assignment employee worked in most during measured period ending month (alpha-numeric). <em>This assignment determines the threshold</em></td>
</tr>
<tr>
<td>Pol Rest Cycle</td>
<td>Numeric value to display days on and days off (Assigned service only)</td>
</tr>
<tr>
<td>Pol Occupation (Craft)</td>
<td>Alpha character to reflect craft at time of measurement</td>
</tr>
<tr>
<td>Current Status</td>
<td>Handling Status of the “file” (See next page for explanation of Status Codes). <em>Note: This field will be blank if “file” is not in violation</em></td>
</tr>
<tr>
<td>Userid &amp; Process Time</td>
<td>Mainframe User ID of last person to make a Status entry or change for this employee and the date and time the change was made</td>
</tr>
<tr>
<td>NHDL</td>
<td>Recap of number of times employee’s status’ falls into each category during the past 24 periods (see the following Action Buttons Overview for instructions on displaying an employee’s detailed 24-month history)</td>
</tr>
<tr>
<td>DLMO</td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td></td>
</tr>
<tr>
<td>DISP</td>
<td></td>
</tr>
<tr>
<td>PEND</td>
<td></td>
</tr>
<tr>
<td>WAIN</td>
<td></td>
</tr>
<tr>
<td>EXCU</td>
<td></td>
</tr>
<tr>
<td>NDIS</td>
<td></td>
</tr>
<tr>
<td>ALTH</td>
<td></td>
</tr>
<tr>
<td>Loc</td>
<td>Three-character station abbreviation for which records are to be displayed</td>
</tr>
<tr>
<td>Year/Month</td>
<td>six-digit year and month of measurement period</td>
</tr>
<tr>
<td>Pol Used</td>
<td>Identifies assignment employee worked in most in the designated month being measured. <em>Note: an asterisk * indicates employee worked in mixed assignments during the month being measured.</em></td>
</tr>
<tr>
<td>Total (WD, WE)</td>
<td>Total number of weekdays and weekend days in month</td>
</tr>
<tr>
<td>Excluded (WD, WE)</td>
<td>Weekdays and weekend days not to be counted for month due to vacation, personal leave, excused, etc.</td>
</tr>
<tr>
<td>Thrsh (WD, WE, ANY)</td>
<td>Threshold (number of weekdays, weekend days or ANY day) days allowed off before employee may be flagged by the computer.</td>
</tr>
<tr>
<td>Unavl (WD, WE)</td>
<td>Number of weekdays and weekend days employee was unavailable during period.</td>
</tr>
<tr>
<td>Pct Avl (WD, WE)</td>
<td>Percent of total time available on weekdays and weekend days (shown for unassigned service employees only)</td>
</tr>
<tr>
<td>3 Month</td>
<td>A 3-month total line for this employee is provided (Percent Available summary available only when employee is in unassigned service in all three months.)</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>Drill down to display history of hours worked for selected month</td>
</tr>
</tbody>
</table>
Explanation of ‘Employee View 3 Month Rolling Period’ Screen (con’t)
The Action Buttons and Input Field on the screen are as follows (Page 33, Figure 17):

24 Months Displays a 24 period summary (by 3-month rolling periods) for the employee

Note: By clicking on any of the headings, you can sort the column in descending order, click again and the column will sort in ascending order.

Change Displays a screen for selection of the following handling options:

NDIS (No Discipline) This status means the employee was flagged in the computer, but was not disciplined. This status should be used when you decide NOT to discipline an employee that has been flagged. Please place appropriate explanation on the Comment line that defines why the file is marked as No Discipline.

DLMO (Disciplined Last Month) This status means the employee was flagged by the computer to show a previous month discipline, although it could also be applied to a file as a result of a discipline two periods back.

COUN (Counseled) used to indicate employee was coached and counseled. (Retained but no longer used eff. July 2005)

DISP (Discipline) used when an employee has been disciplined for attendance. This includes formal reprimands.

PEND (Discipline – Pending Investigation) used to indicate an investigation will be or has been scheduled. This status is expected to be updated to reflect outcome of investigation.

WAIN (Discipline – Waived Investigation) used when employee decides to waive the investigation and accept the formal reprimand or record suspension.

NHDL Used only when you want to reset a file status back to its original status of Not Handled. (This is the default).

ALTH (Alternative Handling) used when an employee requests it (AND is qualified for it).

Commit Transmits changes and updates to system, similar to the F5 ‘Commit’ key is TSS.

Comment Note: This field is required to ‘COMMIT’ (process) a “file.” Comments are very important and should be entered to explain handling of a file, especially to log information regarding your future expectations of the employee.

Note: The JOTH code (Just over threshold) has been retained for history, but is no longer used.
Modifying a Rolling 3-Month File

Since the guidelines are based on a 3-month rolling period, “files” are processed at the 3-month level. Some examples of modifying a 3-month “file” are:

- **NDIS** - When an employee is flagged by the computer but you have chosen not to discipline, which you will clearly identify your reason in the comment field.
- **PEND** - When a file has been reviewed and an investigation will be called. *This status should be changed pending result of investigation.*
- **WAIN** - When an employee decides to waive the investigation and accept the formal reprimand or record suspension.

6. From the following screen:

   a. Click once with the left mouse button on the ‘Change’ Button and select from list of valid status codes.
   b. Enter a comment into the ‘Comment’ field. *NOTE: Required to process a “file”*
   c. Click on the ‘Commit’ button when ready to transmit the changes

![Figure 18: 3-Month Rolling Update Screen](image)

The screen will update to display your Userid, Current Status, 24-Month History Recap and Comment:
NOTE:

- **ALL** changes must be **COMMITTED** for the change to take affect.

- The author can ‘**Reset**’ (clear any changes) to a current active “file” only. **NOTE**: when resetting a “file”, you must always use ‘**Commit**’ for the change to take affect.

- If it is determined that individual layoff event(s) in month 1 or month 2 should have been excused and would result in non-violation of the 3-month period:

  Use **NDIS** and clearly identify reason in the ‘**Comment**’ field

*To View or modify an individual layoff event(s) click once on the line containing the month to be viewed or modified (Proceed to Page 45).*
7. Display Author of Modification

Click on the UserID number to display the name, title and phone number of this user:

Figure 20: Author Identification

Figure 21: Author Information
ACCESSING MONTHLY EVENT DATA

Note: This is where you should go to edit/ excuse individual events. You cannot excuse “3-month files” at this level, just individual events.

1. On the ‘Main Menu’ screen: click once with the left mouse button on the “ADMIN MONTH” button. The ‘Employee Summary Monthly View’ window appears (the system defaults to show only the exceptions – that is, those employees exceeding monthly threshold; see below for steps to change settings):

![Employee Summary Monthly View](image)

1a. In the ‘Station’ field, type the three-character Station abbreviation if known, and press <ENTER>. Proceed to Step 2.

1b. If the Station abbreviation is not known, click on field to bring up selection list (Figure 23):

![Employee Summary Screen with Station Selection display](image)

For any scrolling list: Click arrow to scroll one line; click carat to scroll on page or scroll bar at approximate location to scroll that amount ie; click in middle to go to middle of list or click on end to go to end of list.

For stations where multiple codes refer to same terminal, the selected station will be mapped to a unique identifier for that station ie; AMA, AML, AMT will all map to AMA (The original station will be displayed in the column labeled ‘STN’).
2. To select a location, place the cursor on the desired line using the arrow keys and press <ENTER>, or click once on the desired line with the left mouse button. The exception records for that locations are displayed (Figure 24):

![Figure 24: Employee Summary Screen](image)

To view ALL records at this location (including those NOT in violation), click on the word EXCP TN, replace with the word ‘ALL’ and press the <ENTER> key.

To view a specific type of assignment, replace the word ‘ALL’ with a ‘?’ and press the <ENTER> key. A pop-up list of options will appear.

2a. Note for Multiple Division Locations: When selecting a location, such as Kansas City MO (KCM), which spans more than one division, you will receive the screen shown below after entering the station abbreviation:

![Figure 25: Multiple Division Locations; Limit by Division](image)

To select the division to be viewed, key in the three-character Division abbreviation in the ‘Limit by Div’ field and press <ENTER>. If the Division abbreviation is not known, key in a ‘?’ in the ‘Limit by Div’ field and press <ENTER> to display a list of divisions.

3. To access the event records for an individual, click on the employee name with the left mouse button (Proceed to Page 45)

![Figure 26: Station field entry](image)
Explanation of ‘Employee Summary Monthly View’ Screen (Figure 22)

The **Input Options** on this screen are as follows:

- **Excpn/All**: Defaults to Exception (Tells system to display only data for those employees exceed the monthly threshold of the attendance guideline); can be changed to ‘All’ to display all employee attendance data for a selected station.

- **Month**: Two-digit numeric month for which employee data is displayed (may be changed as desired) Defaults to current active Month.

- **Year**: Four-digit year for which employee data is displayed (may be changed as desired) Defaults to current active Year.

- **Asgnment**: Alpha-numeric job assignment (Tells system to display only data for those employees in designated service); options are ALL, ASSIGN5 ASSIGN6, ASSIGN7, ASSIGN14, OVERLAY, OVERLAY2, ASSIGNRST, ALL-ASGN, MIXED and UNASSIGNED. Defaults to ‘ALL’.

- **Occ**: Three character abbreviation for craft (TYE=All, CON=Conductor, ENG=Engineer, YDM=Yardmaster) *Will display ‘YDM’ only if user has access to Yardmaster data.*

- **Station**: Three-character station abbreviation for which records are to be displayed (may be changed as desired)

The **Headings** on this screen are as follows:

- **Name**: Self-explanatory

- **Measured as**: Identifies assignment employee worked in most in the designated month being measured. **Note**: *an asterisk ‘*’ indicates employee worked in mixed assignments during the month being measured.*

- **Total (WD, WE)**: Total number of weekdays and weekend days in month

- **Excluded (WD, WE)**: Weekdays and weekend days not to be counted for month due to vacation, personal leave, excused, etc.

- **Thrsh (WD, WE, ANY)**: Threshold (number of weekdays, weekend days or ANY-day) is the number of days exceeded before the employee is flagged in the computer for a review of attendance.

- **Unavl (WD, WE)**: Number of weekdays and weekend days employee was unavailable during month.

- **(Mth) Stat**: Monthly attendance status (MONV=Exceeds Monthly Threshold). **Note**: This field will be **blank** if employee is under the threshold for the designated month.

- **RC**: Recalculation indicator; Y = yes N = no

- **OCC**: Occupation Code

**Note**: *By clicking on any of the above headings, you can sort the column in descending order, click again and the column will sort in ascending order.*

The **Action Buttons** on this screen are as follows:

- **Print Detail**: Action button – See page 42

- **Search**: Action button – See page 32
**Printing and Print Detail Action Button**

**Step 1**  
Identify the Printer

- LATA SCREEN

Enter LATA and Press ENTER and Press PF3 OR OK BUTTON TO SAVE A PRINTER PRESS SAVE

LATA: LP400376

[OK]  [CANCEL]  [SAVE]

Figure 27: LATA input Screen

**Step 2**  
Select the People

- Figure 27a: Print People Option Screen

Do you wish to print all names (including people with no move events), or limit print to people with at least one move event?

[ALL]  [LIMITED]

**Step 3**  
Select the Page Layout

- Figure 27: Print Paper Option Screen

Print detail to printer: LP400376

Select number of employees to display per page:

- [MULTIPLE] Approximate page count: 1
- [ONE] Approximate page count: 3

[CANCEL PRINT] <PF3> to cancel and exit

If ‘EXCPTN/ALL’ is set to ‘EXCPTN’ skip this screen and continue to Step 3

If ‘EXCPTN/ALL’ is set to ‘ALL’, the following popup window will appear to allow you to limit the printed output to only those people with at least one layoff event. After you have made your selection, the screen in Step 3 will appear.

This screen provides the capability of reducing the hard copy output and estimating the number of printed pages based on your selection criteria.
Employee Detail View

1. The ‘Employee Detail View For One Month Period’ displays layoff events for the selected individual. To edit an event, click once with the left mouse button on the EDIT/VIEW button, highlighted in yellow:

![Figure 29: Edit/View Button](image)

Press the ‘F2’ function key to display a one month work history report for this employee (Defaults to current month)

Press here to Displays how Threshold was derived (Mixed assignment only)

For help, click the left mouse button on one of the Event Codes listed at the bottom of the screen (e.g. ‘SIF’) and press F1.

![Figure 29a: 24 Month View](image)
**Explanation of the ‘Employee Detail View For One Month’ screen (Figure 29)**

*Codes not previously explained*

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monv</td>
<td>Number of months (in last 24 months) exceeding monthly threshold.</td>
</tr>
<tr>
<td>Evt Cd</td>
<td>Three-character description of reason for absence (<a href="#">for code help</a>, place cursor on one of the codes and press F1.)</td>
</tr>
<tr>
<td></td>
<td><em>Note: NTF=Notification (If ‘Brd’ = ‘4’, this indicates the beginning of a Bump event.)</em></td>
</tr>
<tr>
<td>Begin Date</td>
<td>Date layoff began</td>
</tr>
<tr>
<td>Begin Time</td>
<td>Time layoff began</td>
</tr>
<tr>
<td>End Date</td>
<td>Date layoff ended</td>
</tr>
<tr>
<td>End Time</td>
<td>Time layoff ended</td>
</tr>
<tr>
<td>Excluded Wkhrs</td>
<td>Number of <a href="#"><em>weekday</em></a> hours in layoff period which are excluded from availability calculations</td>
</tr>
<tr>
<td>Excluded Wehrs</td>
<td>Number of <a href="#"><em>weekend</em></a> hours in layoff period which are excluded from availability calculations</td>
</tr>
<tr>
<td>Unavail Wkdy</td>
<td>Number of <a href="#"><em>weekdays</em></a> employee was unavailable during layoff period</td>
</tr>
<tr>
<td>Unavail Wedy</td>
<td>Number of <a href="#"><em>weekend</em></a> days employee was unavailable during layoff period</td>
</tr>
<tr>
<td>Excu Code</td>
<td>Four-character ‘Excused’ code for the absence (<a href="#">for code help</a>, place cursor on the code and press F1)</td>
</tr>
<tr>
<td>Process UserID</td>
<td>User ID of the person who last modified this record</td>
</tr>
<tr>
<td>Process Date</td>
<td>Date of the last modification to this record</td>
</tr>
<tr>
<td>Brd</td>
<td>Last Board employee worked on at time of event (<a href="#">for code help</a>, place cursor on the code and press F1)</td>
</tr>
</tbody>
</table>

*Note: If ‘Brd’ = ‘4’, this indicates the beginning of a Bump event.*

The **Action Buttons** on this screen are as follows:

- **Edit/View**: Provide additional options to edit layoff event (See Page 45)
- **Show Thrsh**: Threshold Calculation (Mixed assignment only)
- **History**: (F2) Displays work history for one month
Modifying Monthly Event Data

**Note**: Modification of historical events will require a confirmation before committing the record.

Some examples of modifying event data include:

- Correcting layoff or mark-up dates/times which were entered in error in TSS
- Excusing an absence for one of the following reasons –
  - Data Integrity Excuse (data is inaccurate)
  - Employee missed call; being handled through PEPA
- Recalculating an employee’s availability data to see if above changes result in non-violation of the 3-Month period.
- Inserting a comment (required) into the record to help explain modifications or excused events

2. **To EDIT an event(s)** – (modifications to individual events may or may not impact the threshold of a 3-month rolling file)

2a. Click once with the left mouse button on the event, the system will underline your selection.

2b. Next, click once with the left mouse button on the ‘EDIT RECORD’ button

![Figure 30: Layoff Event Screen](image)

**Note**: If the 3-month rolling period has been put in Pending Status and you are NOT the author of that change, you will be unable to modify any events and the yellow action buttons will not appear on the screen.
Modifying Monthly Event Data

3. **Modifying Date, Time or Move Code** - *(this step is currently the responsibility of the Crew Support, who will correct event dates and times in TSS when found to be in error)*

   - **3F.** For date / time / move code changes, **DO NOT** enter these codes.
   - **3B.** Event code changes are made here (type ‘?’ and press enter for a list).
   - **3C. & 3D.** These fields are required for **all** changes.

   ![Image of Excuse/Edit Template]

   **Figure 31: Excuse/Edit Template (Modifying Date, Time or Move Code)**

   A. Key in the corrected beginning and/or ending date/time in this format:

   - Date - DDMMYY (03Jun00)
   - Time - HH:MM (08:10)

   B. *If changing the layoff ‘Event Code,’* key in the appropriate code in the ‘Move Code’ field.
   
   For help in that field, type a ‘?’ and press the <ENTER> key.

   C. You must key in the name of the authorizing person in the ‘Auth By’ field.

   D. You must key in the desired comment in the ‘Comment’ field.

   E. To apply changes, press F3 in the popup window.

   F. **DO NOT** enter ‘EXCUSED’ or ‘REASON’ code when changes are made to Date, Time or Move codes only.

   **Note:** If **required** information is not completed the record will **not** be updated.

   *PROCEED TO ‘UPDATING DATABASE or CANCELLING CHANGES’ on Page 49*
Modifying Monthly Event Data

4. **Excusing an absence** – *(this step assumes you have discussed the absence with the employee, reviewed all supporting documentation and have been authorized to excuse the absence)*

   a. Key in one of the following codes in the ‘**Excused**’ field (for help, key a ‘?’ in the first position of the field and press **<ENTER>**):

      EXDI     Data Integrity Issues  
      PEPA     EMC (Employee Missed Call) handled by PEPA

   b. In the ‘Reason’ field, key in a ‘?’ in the first position of the field and press **<ENTER>** from the list which appears, select the appropriate code by clicking on it with the left mouse button (the list will differ according to which ‘Excused’ code you choose in the previous field). **NOT NEEDED FOR “PEPA”**

      *Note: When specifying “PEPA”, the MOVE CODE must be “EMC,” “LOC” or “NOS”*

   c. You must key in the name of the authorizing party in the ‘**Auth By**’ field.

   d. You must key in the desired comment in the ‘**Comment**’ field.

   e. To apply changes, press **F3** in the popup window.

      *Note: If **required** information is not completed the record will **not** be updated*

      **PROCEED TO ‘UPDATING DATABASE or CANCELLING CHANGES’ on Page 49**
Modifying Monthly Event Data

5. **Voiding an absence** which *did not occur* but has somehow been recorded in TSS and passed to CPTAS:

   a. Key in **EXDI** (Excused account bad data) in the ‘**Excused**’ field (for help, key a ‘?’ in the first position of the field and press `<ENTER>`)  

   b. In the ‘**Reason**’ field, key in a ‘?’ in the first position of the field and press `<ENTER>`. From the list which appears, select the appropriate code by clicking on it with the left mouse button (the list will differ according to which ‘**Excused**’ code you choose in the previous field.  

   c. You must key in the name of the authorizing party in the ‘**Auth By**’ field.  

   d. You must key in the desired comment in the ‘**Comment**’ field.  

   e. To apply changes, press **F3** in the popup window.

   **Note:** If **required** information is not completed the record will **not** be updated

**PROCEED TO ‘UPDATING DATABASE or CANCELING CHANGES’ on Page 49**
Updating Database or Canceling Changes

6. Update the Database or Cancel the changes you have made

   6a. To UNDO all changes to events in this record, press ‘UNDO ALL’

   6b. & 6c. Before the database is updated, you must click on ‘RECALC’.

   6a1. To UNDO changes made to an event, click on the line containing the change to be undone, Press ‘UNDO RECORD’

   6a1. To ADD an event record, click on the ‘Add Record’ button and proceed with entry into the pop-up screen.

   a. If an error is made, you may undo all or selected corrections by clicking the ‘Undo All’ or ‘Undo Records’ button as required. If ‘Undo Records’ is clicked, the changes made to the selected record will be undone.

   a1. To ADD an event record, click on the ‘Add Record’ button and proceed with entry into the pop-up screen.

   b. Click on the ‘Recalc’ button (you must perform this step for the ‘Commit’ button to activate).

   c. When ready to transmit the changes, you must click on the ‘Commit’ button for database to be updated.

Figure 34: Updating/Canceling Changes
USING THE EVENT CALCULATOR

This section covers the event days ‘calculator’, a tool you can use to figure unavailable hours, days and allocation based on known layoff and mark-up times and dates. Note: this applies to unassigned service only. If job hours are known, they will be used to determine day count. To access the calculator:

1. Click once with the left mouse button on the ‘UTILITIES’ button on the ‘Main Menu’ screen. The ‘BNSF TEY Attendance System Utilities’ Menu appears:

   ![Utilities Menu](Figure 5: Utilities Menu)

2. Click once with the left mouse button on the ‘Policy Calculator’ selection, or place the cursor on the ‘Policy Calculator’ line and press <ENTER> button. The Event Calculator is displayed(Figure 6):

   ![Calculator Screen](Figure 6: Calculator Screen)

3. Key in the Begin (layoff) Date in ‘DDMMMMYY’ format (30MAR00)
4. Key in the Begin Time in ‘HH:MM' format (23:15)
5. Key in the End (mark up) Date in ‘DDMMMMYY’ format (02APR00)
6. Key in the End Time in ‘HH:MM’ format (00:30)
7. Press <SUBMIT>; the system displays the distribution of event hours and weekend/weekday allocation (Figure 7):
To view days and minutes (in the circled area) for the month of April, change the measured month HERE.

8. To perform more calculations, key in the new information over the existing display and press the SUBMIT button. To exit the calculator and return to the Main Menu, press the F3 key twice.
ACCESSING THE EXECUTIVE SUMMARY

The Executive Summary screen provides availability statistics by Region, Division and Station. You may access current month or yearly data on this screen and you may determine ranking. This system allows you to use the “drill down” method to view these statistics, including the current active 3-month period statistics. Clicking on a ‘+’ mark allows you to drill down further, and clicking on a ‘-‘ (minus) allows you to “roll-up” the data.

1. Click once with left mouse on EXCU SUMMARY button.
2. The information on this screen comes in two pages:

Figure ES-2: Summary Listing  Page 1

Figure ES-2a: Summary Listing  Page 2

The screens offer drill down to the station level (explained on page 55)
Heading Definition – Summary Screen Page 1:

A – EMP TOTAL: Total employees measured in the month
TTL EXCP: Total employees that have been flagged by the computer for a review
PCT: Percentage of exceptions vs. total measured
RANK: This is a ranking of percentile, from 1 to 10. Divisions are ranked against divisions etc.

B – ASGN EXCPTNS AND C – UNASGN EXCPTNS
WKDY: Total unassigned employees that exceed the threshold on weekday only
WKED: Total unassigned employees that exceed the threshold on weekend only
BOTH: Total unassigned employees that exceed the threshold on both weekend and weekday
PCT EXCP: The percentage of exceptions vs. total measured

D – HANDLING
CMET: Total employees who met expectations for the most recent month of measurement (no longer used effective July 2005)
DLMO: Number of employees disciplined last month (or two periods back)
NHDL: Total employees who have been given no handling as yet
NDIS: Employees exceeding threshold, but there are no disciplinary actions being taken. This will include employees meeting expectations subsequent to a disciplinary or counseling event.
EXCU: Events excused for data errors (files excused account the data was erroneous in TSS)
COUN: Number of Coaching and Counseling events (FIRST offense only) No longer used – July 2005
ALTH: After an investigation, employees request and are qualified for alternative handling
PEND: WAIN: Total employees who waive an investigation and accept formal reprimand or record suspension.
DISP: Number of employees that have been disciplined for their attendance. This includes formal

Figure ES-3: Initial Summary Screen

Figure ES-3a: Initial Summary Screen
3. To **drill down** to the **Region**, **Division** and **Station**, click on the ‘+’ marks or collapse the selection by clicking on the ‘-’ (minus) marks.

4. To view Yearly Trends (at any level), the ‘BY YEAR’ button must be ‘ON’. This will provide a statistical summary of all the data in the system by year. (Note: Drill down does not work with ‘BY YEAR – ON’)

5. To view an employee’s individual 3-Month rolling period record, click on a name.
6. **Sorting** – click on any field name in white and the data will be sorted in that method.

   *(Note: There is no ranking at the REGION level)*

7. **Message Area** – The second line of the screen is reserved for application messages and will always appear in **RED**.
Heading Definition – By Year Screen:

Twelve Month Summary

F1-HELP F3-END F5-PRINT F7-BACKWARD F8-FORWARD F9-RELOAD
TWELVE MONTH SUMMARY ENDING: 200410 REGION: NO

CATEGORY NOV DEC 2003 2004 2005

Total Measured 3981 2987
Total Exceptions 49 17
Pct Exceptions 12 13
Total Assigned 1996 1994
WkDay Excp 18 24
WkEnd Excp 14 52
Both Excp 68 82
Pct 19 21
Total Unassigned 2028 1993
WkDay Excp 2 2
WkEnd Excp 10 83
Both Excp 16 14
Pct 6 5

CMET 35 34
JOTH 143 164
NHDL 4 30
NDIS 180 180
EXCU 26 22
COUN 43 66
ALTH 9 16
PEND 5 0
WAIN 0 0
DISP 2 9
DLMO

E – Tot Measured: Total employees measure in the month
Tot Exceptions: Total employees that have exceeded the threshold
Pct Exceptions: The percentage of exceptions vs. total measured

F – Tot Assigned: Total assigned employees exceeding threshold
WkDay Excp: Total assigned employees that exceed the threshold
on weekday only
WkEnd: Total assigned employees that exceed the threshold
on weekend only
Both: Total assigned employees that exceed the threshold
on both weekend and weekday
Pct: Percent of assigned exception vs. total assigned

G – Tot Unassigned: Total unassigned employees exceeding threshold
Wkday: Total unassigned employees that exceed the
threshold on weekday only
WkEnd: Total unassigned employees that exceed the
threshold on weekend only
Both: Total unassigned employees that exceed the
threshold on both weekend and weekday
Pct: Percent of unassigned exception vs. total unassigned

H – CMET: Total employees that met expectations. (Retained but
no longer used – July 2005)
JOTH: Total employees just over threshold. (Retained but
no longer used – April 2005)
NHDL: Total employees that have been given no handling.
NDIS: Employees exceeding the threshold but decision
made to forego discipline account improved behavior,
including employees meeting expectations
subsequent to a disciplinary or counseling event.
EXCU: Total employees whose violations have been
excused
COUN: Number of employees that have exceeded threshold
and received coaching and/or counseling (Retained
but no longer used – July 2005)
ALTH: Total employees with alternative handling.
PEND: Number of employees whose status is pending
investigation.
WAIN: Total employees who waived investigation,
accepting formal reprimand.
DISP: Total employees whose violations led to disciplinary
action (This includes formal reprimands).
DLMO: Total Employees disciplined last month (or two
periods back).

Figure ES-10: Statistical Overview
LOGGING OFF THE SYSTEM

1. Press **F3** repeatedly until you reach the CPTAS Main Menu.

2. Click once with the left mouse button on the ‘**Exit**’ button.

3. At the ‘**Ready**’ prompt, key in **logoff** and press **<ENTER>**. The ‘VTAM’ screen appears.