

CMTS Vacation Bid Maintenance

Union Pacific Railroad Information Services



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What does the Vacation Bid function allow me to do?

- Enter Bid Choices anytime during the bidding period.
- Adjust or change bid choices and/or splits as often as you like until the vacation bid closeout date.
- Leave a comment for your reviewer or Local Chairperson.
- Print copies of your bid card for your records.



The CMTS **Vacation Bid** card now has functionality that can make bidding vacation weeks easier.

- To help save time entering vacation bid choices you can now enter **99** and/or **00** as a biddable week number.
- A bid on week **99** means, CMTS, assesses your seniority on the vacation roster, and then assigns the number of weeks bid, **as late in the year as you can hold.**
- A bid on week **00** means, CMTS, **assigns the earliest vacation week(s) in the year** that your seniority allows.
- When week **99** or **00** is a bid choice enter the number of weeks (1-5) you want assigned to that choice in the duration (**DUR**) field.
- And as always if you prefer, you can bid on specific week numbers.



Crew Management and Timekeeping System Field Menu

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Crew Mgmt & Timekeeping System (CMTS) Field Menu

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To access the **Vacation Bids** function, from the CMTS **Field Menu** listed under the **Bids** category, click the **Vacation Bids** link.



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Let's review the **Vacation Bids** screen. Highlighted below are the **P**revious and **N**ext Split buttons. Also the **D**elete Split, **P**age Up and **D**own buttons are available. You must complete all 11 bid choices in order to page down to the enter more bid choices on each split

Crew Mgmt & Timekeeping System (CMTS)
Vacation Bids

09/23/08-14:51 MDT

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

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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				Vacation Weeks																
Week	Dur	Sgl	<input type="checkbox"/>	Individual Single Weeks																
01	99	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: 225 Characters Left

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Split 1 of 5 - this is the first of five possible vacation week splits available.
 Single Weeks Claimed – Enter the number of weeks you will claim as Single Vacation days.
 Then click the **Update** your to open the Bid Card.
 Maximum Choices Per Split – Displays the number of bid choices available that you can enter, this example shows 51 bid choice available to bid for each split.

Crew Mgmt & Timekeeping System (CMTS)
 Vacation Bids

09/23/08-14:51 MDT

Main Menu Bids Boards Inquiries Reportings Timekeeping Help

Logged In As: XMIE080 Log Out

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					
01	99	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
09		<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the # of weeks you want to claim as single days then click **Update**

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

Type your comments here

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Update Delete Split Page Up Page Down Exit Screen

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

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	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

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Update Delete Split Page Up Page Down Exit Screen

The above example shows **Week [99]** as choice #1 for a duration **DUR** of **[3]** solid weeks. This employee wants **3** weeks of his/her 5 weeks to be scheduled as late into the year as the employees seniority allows. When "99" is entered no further choices are needed on this split, just update and continue to the next split for the remaining 2 weeks of the total 5 weeks due.

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					Individual Single Weeks				
Week	Dur	Sgl	<input checked="" type="checkbox"/>						
01	00	2	<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

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Update Delete Split Page Up Page Down Exit Screen



The letter "O" in this column means someone other than the employee entered this bid. If it was the employee an "E" would appear if the Local Chairman or a reviewer had to FORCE a bid the letter "F" would appear in the field.

Split # 2 has been entered for Week number [00]. The employee is requesting the earliest weeks in the year he or she can possibly hold for a Dur (duration) of 2 consecutive weeks.



Crew Mgmt & Timekeeping System (CMTS) Vacation Bids

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

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

Vacation Split Choices				
Week	Dur	Sgl		Individual Single Weeks
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		

Week of Single Days


Comments: 225 Characters Left

COMMENTS

Last Updated By XMIE080 Date/Time 09/23/08 17:02
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In this example the individual week numbers are entered in priority order for each split. Highlighted above in choice number 3, the employee entered **Week 18** which starts on (04/27) and placed a check mark in the **SGL** column requesting this week to be used as single days. Completing all 11 lines helps insure that at least one of the choices be awarded for each split. After entering your choices remember to **Update** to save your bid.

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"/>	<input type="text" value="E"/> <input type="text" value="15"/> <input type="text"/> <input type="text"/>
02	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
03	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
04	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
05	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
06	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
07	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
08	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
09	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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 17:45

This example show how to bid consecutive weeks and apply only one of the weeks as single days
 Choice 1 shows Week 15 for a duration of 2 weeks and week 15 (04/06) to be used as single days.
 The previous page showed how to enter several choices when you need to bid specific weeks.
 Remember if you do not use the "99" and/or "00" week you should enter more choices per split to
 insure you are awarded the week(s) of your choice.

Vacation Bid Summary

- All bids choices on a split can be deleted using the delete split button.
- Bid choices or priorities can be changed and updated until the closeout date.
- Each split can hold several choices so when bidding specific weeks enter plenty of choices.
- Or use week **99** for the latest weeks in the year to be assigned.
- And week **00** for the earliest weeks in the year.
- Enter choices by week number not dates.



CMTS Vacation Bids

For more information on vacation bids see the online Quick Reference Guides and manuals at the UP employees sites' TE&Y web page.

