

Hours of Service Reporting: Seniority Moves

Quick Reference Guide



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For assistance, please contact Online System Services at 544-5555 (Opt.1, Opt.2) *Instructional Technologies & Implementation Services*

Overview

Each TE&Y employee may have only one Regular Reporting Point to which travel from home is commuting, not deadheading. Whenever this Regular Reporting Point is changed, either by placing a bump or becoming a senior bidder on a job with a new reporting point location, a **Seniority Move (SN) activity must be reported the first day you work a job at a new regular reporting point location.**

Scenario: Reporting a Seniority Move

Foreman D. Kelly had a regular reporting point of **Anna (AH001)**, prior to placing his bump on the YED22 job, which changed his regular reporting point to **Eden (AH049)**.

When Kelly ties-up after working the YED22-25, he reports a **Seniority Move in the Activity Reporting section on Line E** to change his new regular reporting point to Eden.

Indications:

1. Enter **FOR** (the Crew Position code for Forman) on Line E: Crew Pos.
2. Enter **2635** on Line E: Prev. Off (Previous Time Off), as displayed in the header area of the screen.
3. Enter **SN (Seniority Move)** on Line E: Act (Activity Code).
4. Leave the MT (Mode of Transportation) field blank.
5. Enter **AH001 (Anna)** on Line E: Activity Start Location, which reflects the previous tie-up Circ-7 or location.
6. Enter the start time of the current job, which is YED22-25 on Line: Activity Start Date/Time. **The date is 03/25 and the time is 0630.**
7. Enter **AH049 (Eden)** on Line E: Activity End Location, which reflects the new reporting point and tie-up location.
8. Enter the end date and time of the current job, which should match the start time of the new job. **The date is 03/25 and the time is 0630.**
9. Enter 0's into the Line A: PTO field.
10. Make sure that the Line A: Start Location matches the end Location on Line E.
11. Make sure that the correct job start date and time (03/25; 0630) is entered on Line A.

The screenshot shown below is a completed example of the Hours of Duty Reporting screen that demonstrates a proper FRA report in a delayed Tie-up.

The screenshot displays the Hours of Duty Reporting interface. At the top, it shows the location as AH001, Job/Train as YED22 25, Date/Time as 3/25 0630, and Page 1 OF 1. Below this, it identifies the crew as CON D KELLY with PTO 2635. There are buttons for 'Previous Train ID' and 'Next Train ID'. The main table shows a single activity row (Line E) for crew position FOR, previous off 2635, activity code SN, start location AH001, start time 0325 0630, end location AH049, and end time 0325 0630. The comment is 'BUMP ON TO JOB'. At the bottom, there are buttons for 'Update', 'Screen Capture', and 'Exit Screen'. A yellow callout bubble points to the 'Update' button with the text: 'Press <Update> and then press <Exit Screen> when complete.'

Crew Pos	Prev Off	Train ID	Day	Location	MMDD	HHMM	Location	MMDD	HHMM	Location	MMDD	HHMM	CM	
A	FOR	0000	YED22	12	AH049	0325	0630	AH0049	0325	1645	AH049	0325	1645	N
B														
C														
D														

Crew Pos	Prev Off	Act	MT	Location	MMDD	HHMM	Location	MMDD	HHMM	CM	Comments
E	FOR	2635	SN	AH001	0325	0630	AH049	0325	0630	N	BUMP ON TO JOB
F											
G											
H											
I											
J											
K											
L											