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# PREARRANGED LAYOFFS



Eric Dauner – Union Pacific

# Who Has Called A Crew?



# Who Has Laid Off a TE&Y Employee?



# Quality of Life

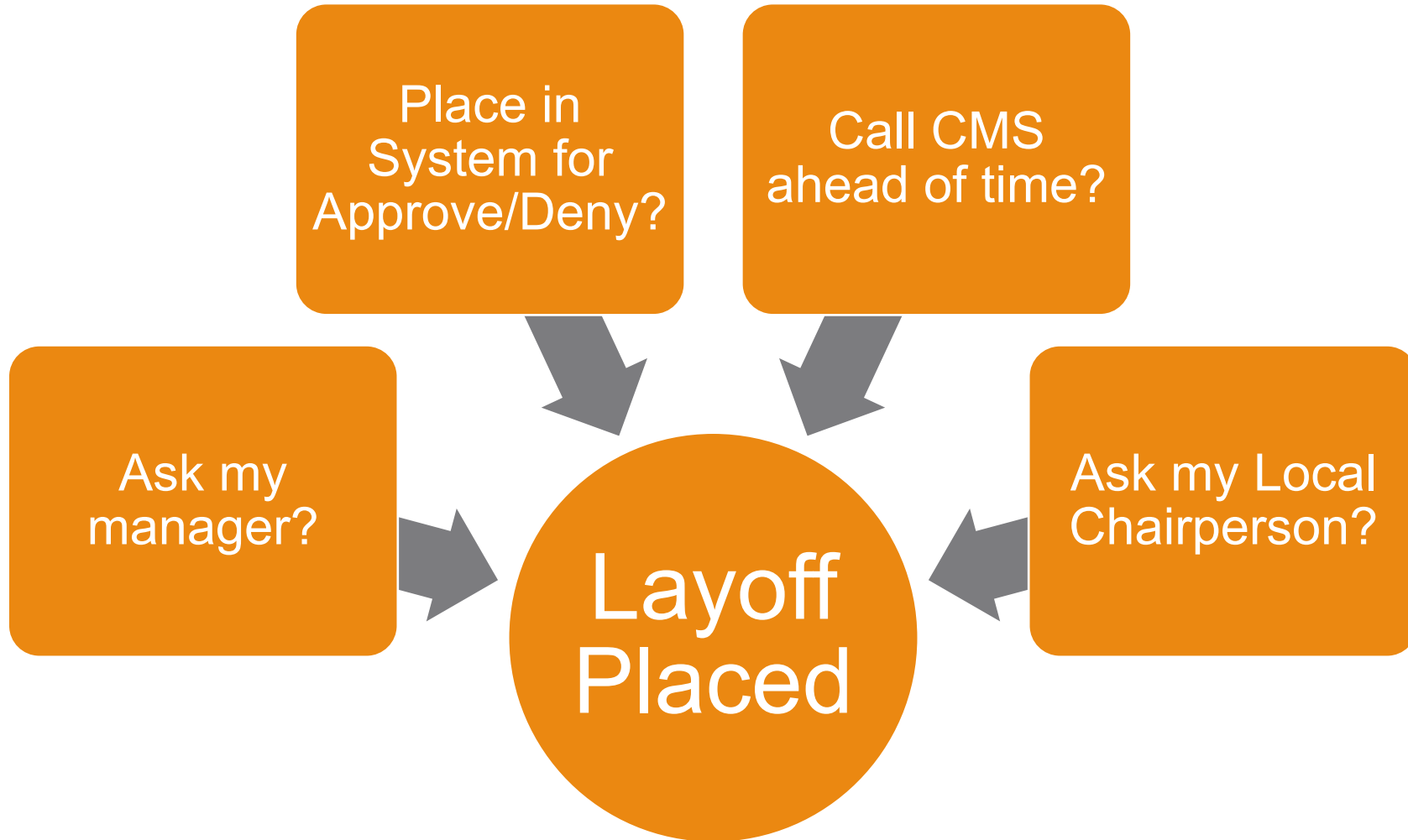


## Why do employee's want to schedule days?

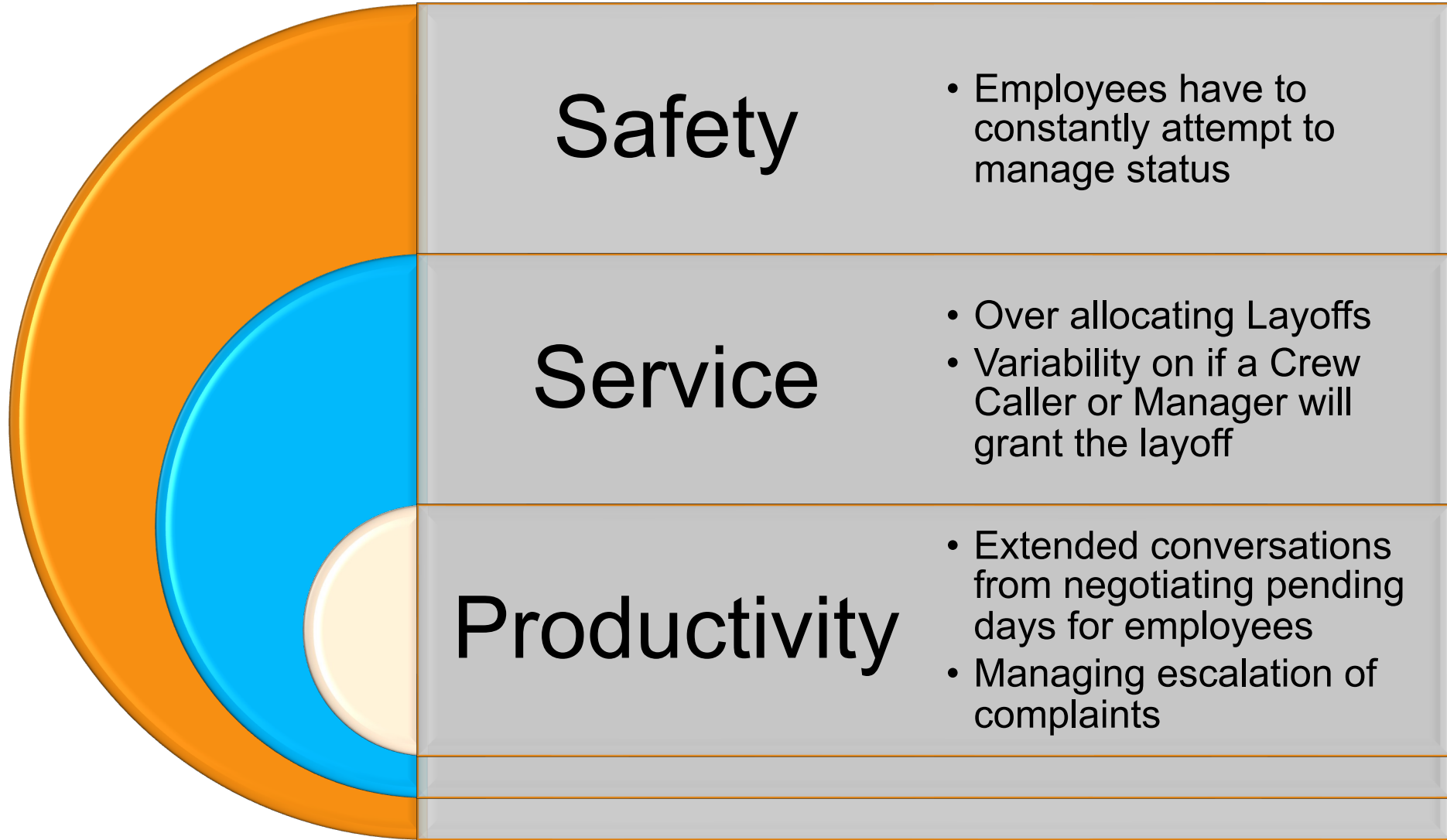
- Might not have a clear picture of vacation when they have to bid
- Do not have seniority to get the time they want
- High demand days can be difficult to get
- Events can come up through out the year



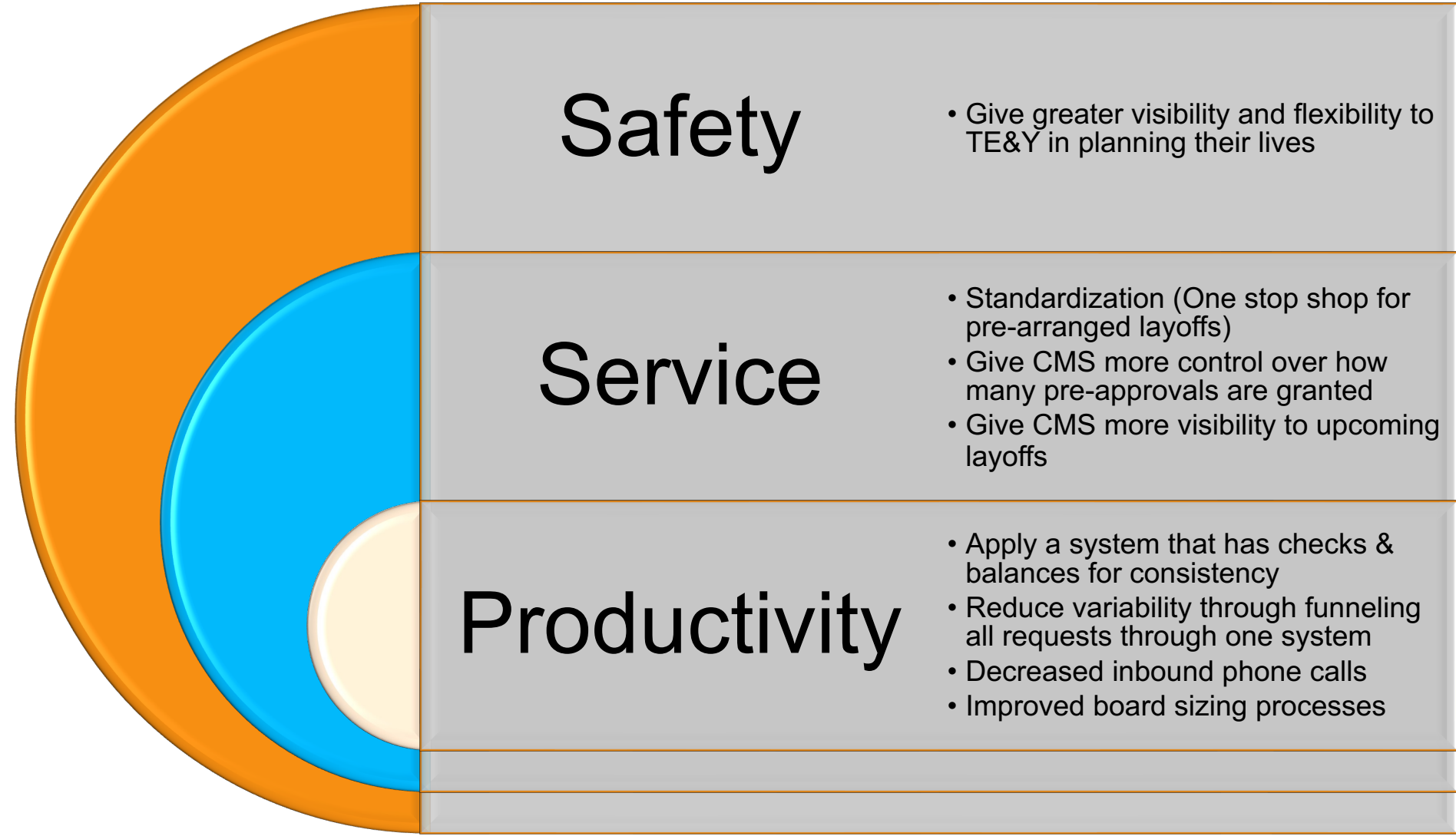
# History/Background



# Previous State



# Project Results





# How Do We Do This



- Built into our self-service tool for employee layoffs
- Can be applied to compensated and non compensated statuses
- First come first served process
- Cannot schedule more days than they have available to them
- Threshold controls to manage the number of employees who can take a given day off
  - Impacts the numbers for the on demand process for compensated layoffs
- Provide an allocation for maximum days an employee can schedule at a given time
- Has a cap for how far in the future it will allow for days to be scheduled in advance
- Can submit Unapproved Requests if maximum allocation is reached
  - Crew Management can override thresholds and approve these days
- Restrictions on when they can remove/delete a requested day





# How Do We Do This - Continued



- Block days will implement as a single multiple day layoff as long as it is the same status
- Allow for an activation window for the scheduled days.
  - Defaults to 00:01 and can adjust specified hours back or forward
- The system will Auto Execute the layoff at a scheduled time
  - Self Service Controls allow this to be edited prior to the activation
  - Have the option of manually triggering within the activation window
- When an employee trespasses into their layoff from working the system will auto execute on Tieup if it is in the activation threshold
  - If it is outside of the Threshold the request will expire and the day is returned to the employee
- Will allow for scheduling into the next calendar year
  - Additional rules exist for year over year processes



# Entry Process – Prearranged Landing Page



| Current Pre Arranged Requests         |                  |                     |        |                      |                                     |                |                              |   |            |
|---------------------------------------|------------------|---------------------|--------|----------------------|-------------------------------------|----------------|------------------------------|---|------------|
| From Date                             | To Date          | Actual Request Date | Status | CMTS Activation Date | Activation Window                   | Pended in CMTS | Request Status               | Options   | Exceptions |
| <a href="#">Create New</a>            |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 01/26/2020 09:30 - 01/27/2020 09:30 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 02/11/2020 00:01 - 02/12/2020 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 08/10/2020 00:01 - 08/12/2020 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 08/28/2020 08:19 - 08/30/2020 08:19 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 10/16/2020 15:00 - 10/17/2020 15:00 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 10/30/2020 00:01 - 10/31/2020 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 11/25/2020 00:01 - 11/27/2020 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 06/06/2021 07:17 - 06/07/2021 07:17 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 06/24/2021 00:01 - 06/25/2021 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 06/26/2021 00:01 - 06/27/2021 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 06/30/2021 12:00 - 07/01/2021 12:00 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 09/25/2021 00:01 - 09/27/2021 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 11/24/2021 00:01 - 11/26/2021 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▶ 08/20/2022 00:01 - 08/21/2022 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| ▼ 07/24/2023 00:01 - 07/26/2023 00:01 |                  |                     |        |                      |                                     |                |                              |   |            |
| 07/24/2023 00:01                      | 07/25/2023 00:01 | 07/24/2023          | PL     | 07/24/2023 00:01     | 07/23/2023 08:01 - 07/24/2023 16:01 | Yes            | Approved, Pending Activation | <a href="#">Activate</a>   <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Override</a> |            |
| 07/25/2023 00:01                      | 07/26/2023 00:01 | 07/25/2023          | PL     | 07/25/2023 00:01     | 07/24/2023 08:01 - 07/25/2023 16:01 | Yes            | Approved, Pending Activation | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Override</a>                            |            |



# Entry Process - Status Selection



1 Status Selection

Status Code:

Submit



# Entry Process – Calendar View



**1 Status Selection**   **2 Date Selection**

Status: LV

| July 2023 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
| 25        | 26  | 27  | 28  | 29  | 30  | 1   |
| 2         | 3   | 4   | 5   | 6   | 7   | 8   |
| 9         | 10  | 11  | 12  | 13  | 14  | 15  |
| 16        | 17  | 18  | 19  | 20  | 21  | 22  |
| 23        | 24  | 25  | 26  | 27  | 28  | 29  |
| 30        | 31  | 1   | 2   | 3   | 4   | 5   |

**Days Remaining (3)**

|                        |                   |                   |
|------------------------|-------------------|-------------------|
| <b>Single Vacation</b> | <b>Unselected</b> | <b>Use Before</b> |
| 0                      | 0                 | 12/04/2023        |
| 3                      | 3                 | 12/11/2023        |

**Master Control Data**

|  |     |
|--|-----|
| Maximum Compensated Request Count:     | 6   |
| Pre Arranged Consecutive Day Count:    | 6   |
| Pre Arranged Future Day Request Count: | 120 |



# Entry Process – Selection of Days



| Selection                | Date       | Status        |
|--------------------------|------------|---------------|
| <input type="checkbox"/> | 07/13/2023 | Available     |
| <input type="checkbox"/> | 07/14/2023 | Not Available |
| <input type="checkbox"/> | 07/15/2023 | Not Available |
| <input type="checkbox"/> | 07/16/2023 | Not Available |
| <input type="checkbox"/> | 07/17/2023 | Not Available |
| <input type="checkbox"/> | 07/18/2023 | Not Available |
| <input type="checkbox"/> | 07/19/2023 | Not Available |
| <input type="checkbox"/> | 07/20/2023 | Not Available |
| <input type="checkbox"/> | 07/21/2023 | Not Available |
| <input type="checkbox"/> | 07/22/2023 | Not Available |
| <input type="checkbox"/> | 07/23/2023 | Not Available |
| <input type="checkbox"/> | 07/24/2023 | Requested     |
| <input type="checkbox"/> | 07/25/2023 | Requested     |
| <input type="checkbox"/> | 07/26/2023 | Not Available |
| <input type="checkbox"/> | 07/27/2023 | Not Available |
| <input type="checkbox"/> | 07/28/2023 | Not Available |
| <input type="checkbox"/> | 07/29/2023 | Not Available |
| <input type="checkbox"/> | 07/30/2023 | Available     |
| <input type="checkbox"/> | 07/31/2023 | Available     |
| <input type="checkbox"/> | 08/01/2023 | Available     |

Back ○ ● Submit

# Entry Process – Confirmation and Activation Selection



1 Status Selection 2 Date Selection 3 Confirmation

Status: PL

| Date/Time Selection                 | Hold Turn Required | Status Change Effective | Status  |
|-------------------------------------|--------------------|-------------------------|---|
| ▼ 08/01/2023 00:01                  |                    |                         |   |
| 08/01/2023 00:01 - 08/02/2023 00:00 | N/A                | Immediately             | <input checked="" type="checkbox"/> Available |

Back ○ ○ ● Submit



# Reporting



**Search Reports**

Location:  Employee ID:

Approved
  Not Approved
  Both

Region: 
 Agreements: 
 Service Units / Hubs: 
 Circ7: 
 Board:

Exclude
  Exclude
  Exclude
  Exclude

Craft: 
 Date Range:

[View Report](#)

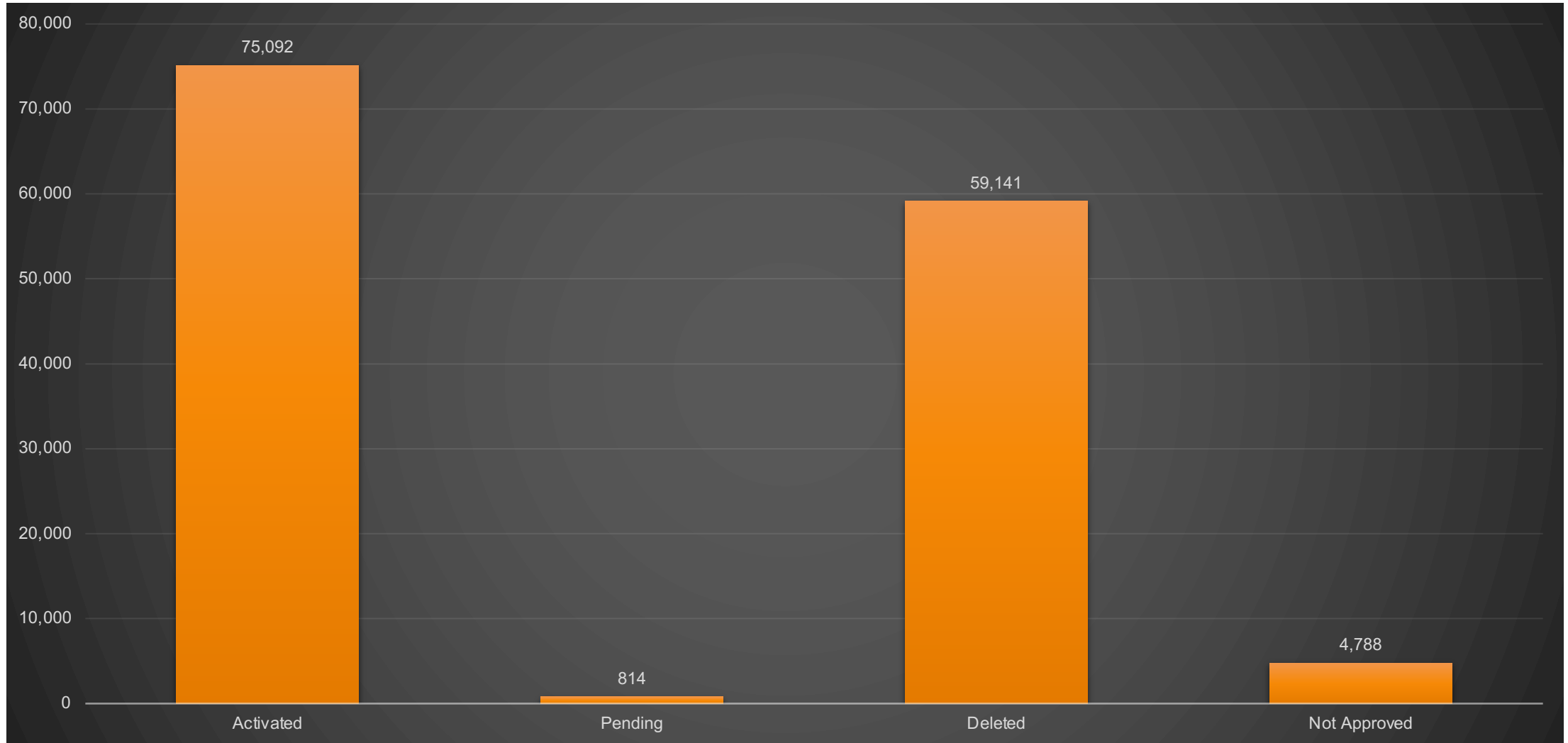
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Approved: 8      Approved-Activated: 0      Not Approved: 1      [Export](#)

| Employee ID | Name | Region | Service Unit   | Requested Date | Status | Layoff Request Status | Request Created | Permanent CIRC7 | Permanent Board | Pending/Not Pending | TimeZone |
|-------------|------|--------|----------------|----------------|--------|-----------------------|-----------------|-----------------|-----------------|---------------------|----------|
|             |      | N      | Salt Lake City | 07/05/2023     | PL     | Activated             | 03/22/2023      | CX236           | RE44            | Pending             | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | PL     | Activated             | 05/12/2023      | UY993           | RE30            | Pending             | P        |
|             |      | N      | Salt Lake City | 07/05/2023     | LV     | Deleted               | 06/13/2023      | UP076           | AE42            | Yes                 | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | LV     | Activated             | 06/16/2023      | UP076           | AE42            | Pending             | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | LV     | Deleted               | 06/24/2023      | UZ029           | RE51            | Yes                 | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | PL     | Deleted               | 06/25/2023      | WX510           | RE05            | Yes                 | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | LV     | Approved              | 05/11/2023      | UY993           | BE60            | Pending             | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | PL     | Deleted               | 05/11/2023      | UY993           | RE82            | Yes                 | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | LV     | Activated             | 06/20/2023      | UY993           | RE82            | Pending             | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | LV     | Not Approved          | 06/30/2023      | WX683           | RE80            | Not Pending         | M        |
|             |      | N      | Salt Lake City | 07/05/2023     | PL     | Deleted               | 03/31/2023      | IY061           | XE30            | No                  | M        |



# Year to Date Statistics







# Questions

