



FUTURE STATUS CHANGE REQUEST SCREEN – Job Aid for Train Crews

Figure 1: Future Status Change Request screen (CMA – MAC4 – screen 20)

4C CA	1	FUTURE STATUS CHANGE	PSTS16A
EMPLOYEE NAME:	(SYKES, D. (DAVE)	51) NUMBER:	(000555229)
STATUS-EDB CODES:	(W -)	CURRENT STATUS:	AVAILABLE NORMAL
START DATE-TIME :	(081008 - 0800)	END DATE TIME :	(-)
NUMBER OF DAYS	(01)		
REASON REMARKS	()		
APPROVED-DENIED :	()		
DENIAL REASON :			
()
()
NORMAL ASGN :	YCAS01FO		
TEMPORARY ASGN :			
ON DUTY ASGN :			
		VALID STATUS CODES	
W	PERSONAL LEAVE DAY		
		5	
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPD PF6=ADD PF9=DEL PF10=SHOW REQUESTS			

PROCEDURE STEPS:

1. Enter 'W' before the hyphen in the '**STATUS-EDB CODES**' field.
2. Enter the date (yymmdd) of your first EDO (before the hyphen) in the '**START DATE-TIME**' field.
3. Enter '0800' after the hyphen in the '**START DATE-TIME**' field.
4. Enter the number of total EDOs ('xx') to be taken in the '**NUMBER OF DAYS**' field. Note: there is a maximum of 3 days.
5. Press 'PF6' to submit request.



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If the request is successful, the screen will update as follows:

- The 'ED' code will automatically appear after the hyphen.
- Letter 'A' will appear in the 'APPROVED-DENIED' field.
- Further to the right-hand side of the 'A', a time stamp and user ID stamp will be added.
- The 'END DATE TIME' field will be filled in automatically.
- L005-1 Message will appear at the bottom of the screen.

Figure 2: Future Status Change Request screen (CMA – MAC4 – screen 20)

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4C CA                                FUTURE STATUS CHANGE                                PSTS16A

EMPLOYEE NAME: ( SYKES, D. (DAVE)          51 ) NUMBER: ( 000555229 )
STATUS-EDB CODES: ( W - ED )                CURRENT STATUS: AVAILABLE NORMAL
START DATE-TIME : ( 081008 - 0800 )        END DATE TIME : ( 081009 - 0800 )
NUMBER OF DAYS : ( 01 )
REASON REMARKS : (
APPROVED-DENIED : ( A )                                080930 1132 SYK0002
DENIAL REASON :
(
(
NORMAL ASGN : YC AS01FO
TEMPORARY ASGN :
ON DUTY ASGN :

VALID STATUS CODES
W PERSONAL LEAVE DAY

ENTER=INQ PF1=HELP PF3=EXIT PF5=UPD PF6=ADD PF9=DEL PF10=SHOW REQUESTS
LAYOFF REQUEST HAS BEEN RECORDED                                L005-1

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