Hours of Service Reporting:
Seniority Moves
Quick Reference Guide

For assistance, please contact Online System Services at 544-5555 (Opt.3, Opt.4)

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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 activity must be reported the first day you work a job at a new regular reporting point location.

A scenario is provided on the next page demonstrating how to enter a Seniority Move.

Report Seniority Moves

Seniority Moves are reported on the first line in the **Other Activity** section on the **Tie-Up Reporting – FRA Reporting** window.

1. In the **Other Activity** section, click <**Add**>.
2. Enter the **Previous Time Off** from the Header section in the **Previous Time Off** field.
3. Select **SN** for **Seniority Move** from the **Activity** dropdown.
4. Leave the **Mode of Transport** blank.
5. In the **Activity Start** area, enter the **Location Code** for the previous tie-up Circ-7 or location.
6. Enter the **Date** and **Time**. This is the same as the **Started Duty Date** and **Time** of the current job listed in the **Train Activity** area.
7. In the **Activity End** area, enter the **Location Code** for the new reporting and tie-up location.
8. Enter the **Date** and **Time** of the current job. This should be the same date and time entered in the **Activity Start Date** and **Time** fields.
9. Enter a comment. This is required when reporting a Seniority Move.
10. Click <**Next**>. The **Hours of Duty Certification** window appears.
11. Review the information. If it is correct, check the **I certify that the information I have entered is correct.** checkbox.
12. Click <**Finish**>.

> *Note:* **Never report Seniority Moves in the Train Activity section.**

Hours of Service Reporting:
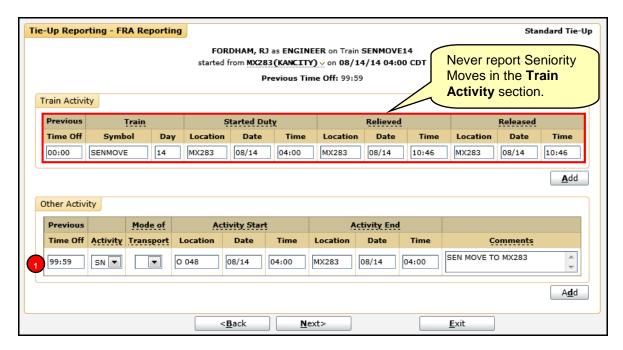## Seniority Moves
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Scenario: Reporting a Seniority Move

The screenshot shows a completed example based on the scenario.

Foreman R.J. Fordham had a regular reporting point of **ATCHISON (O048)**, prior to placing his bump on the **SENMOVE**, which changed his regular reporting point to **KANCITY (MX283)**. When Fordham ties-up after working the **SENMOVE**, he reports a **Seniority Move** on the first line in the **Other Activity** section to change his new regular reporting point to **KANCITY.**

Tie-Up Reporting - FRA Reporting   **Standard Tie-Up**

FORDHAM, RJ as ENGINEER on Train SENMOVE14
started from **MX283(KANCITY)** on 08/14/14 04:00 CDT
Previous Time Off: 99:59

Never report Seniority Moves in the **Train Activity** section.

Train Activity

Previous	Train		Started Duty			Relieved			Released		
Time Off	Symbol	Day	Location	Date	Time	Location	Date	Time	Location	Date	Time
00:00	SENMOVE	14	MX283	08/14	04:00	MX283	08/14	10:46	MX283	08/14	10:46

Add

Other Activity

Previous		Mode of	Activity Start			Activity End			
Time Off	Activity	Transport	Location	Date	Time	Location	Date	Time	Comments
99:59	SN		O 048	08/14	04:00	MX283	08/14	04:00	SEN MOVE TO MX283

(1)

Add

[<Back] [Next>] [Exit]

The following entries were made in the **Other Activity** section:

(1) **Line 1.** He enters a Seniority Move activity (**SN**) by entering his previous time off (**99:59**), **Mode of Transport** is left blank, his home terminal (**O048**), the date (**08/14**) and time (**04:00**) he started duty, the location he is bumping to (**MX283**), and the date (**08/14**) and time (**04:00**) he started duty. He also adds a comment (**SEN MOVE TO MX283**).