

Vacation bidding has begun. Please get your selection in as soon as possible and no later than Nov 13th. This will give me 2 days to get things corrected for anyone who has issues. Please use the comments box to let me know if there are certain weeks that are important to you. For instance, if you have a vacation booked for Feb and a wedding for June, tell me that. I can help you with what order to bid things in order to give you the best chance at getting both. Normally, I will tell you to bid the June vacation in split one and the Feb in split two, three or four. We are always at the mercy of waiting for everyone to get their selection in as one person can and does shake the entire rest of the roster.

## **HOW TO ENTER YOUR VACATION-**

**\*Log into the Workforce Hub.**

**\*Select TIME OFF**

**\*Select VACATION SCHEDULE**

**\*You must select the number of FLOAT weeks you would like first.**

**\*It will pop up a screen that tells you how many float weeks you chose and click OK.**

**\*The next screen comes up for split 1.**

**\*Where it says CLICK ON THE CALENDAR TO ADD WEEKS, click on the calendar icon just to the left of that text.**

**\*At that point, the calendar will come up and you simply click on the Monday of the week you are bidding.**

**\*Please remember that the first Split will be the first week of vacation that you are bidding. (Or group of weeks if you are bidding 2 or more weeks together). This bid will most likely be summer weeks and will most likely fill all the summer weeks before we get to Split 2. Choose wisely.**

**When you are done adding weeks in for your first split, click on RETURN TO LIST at the top of the screen.**

**\*You must click on the **SAVE** button at the top right of the screen before exiting this or it will not save your selections and you will have to reenter them.**

**\*Continue on to Split 2. You can select COPY SPLIT and a pop up will come up to copy from and just touch the blank line. Split 1 will come up and touch that and SAVE.**

**\*Continue adding in Splits for each week of vacation that you are bidding. Your float weeks and Split weeks should add up to the total number of weeks that you have earned.**

If you did not earn an Engineer Vacation, you will be on the trainman vacation roster. I do not do those vacations, and I cannot see the bidding process on it either. I can help with question that you have but Ryan Mickschl is in charge of trainman vacations.

**If you have any questions, PLEASE contact me before the bidding closes or you will most likely be forced to an early vacation if it is not correct.**

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