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  4   01 )
REASON REMARKS    (        2    3                           )
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.
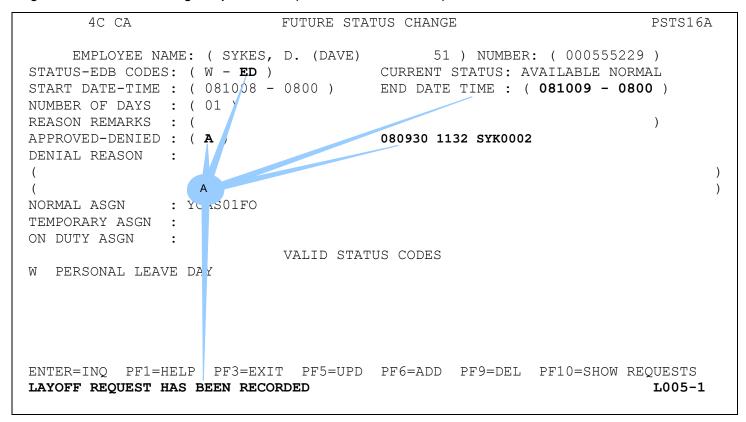5. Press 'PF6' to submit request.

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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)

```
    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     : YCAS01FO
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
```