



# FUTURE STATUS CHANGE REQUEST SCREEN – Job Aid for Train Crews

Figure 1: 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 - )	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		
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      : Y CAS01FO
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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