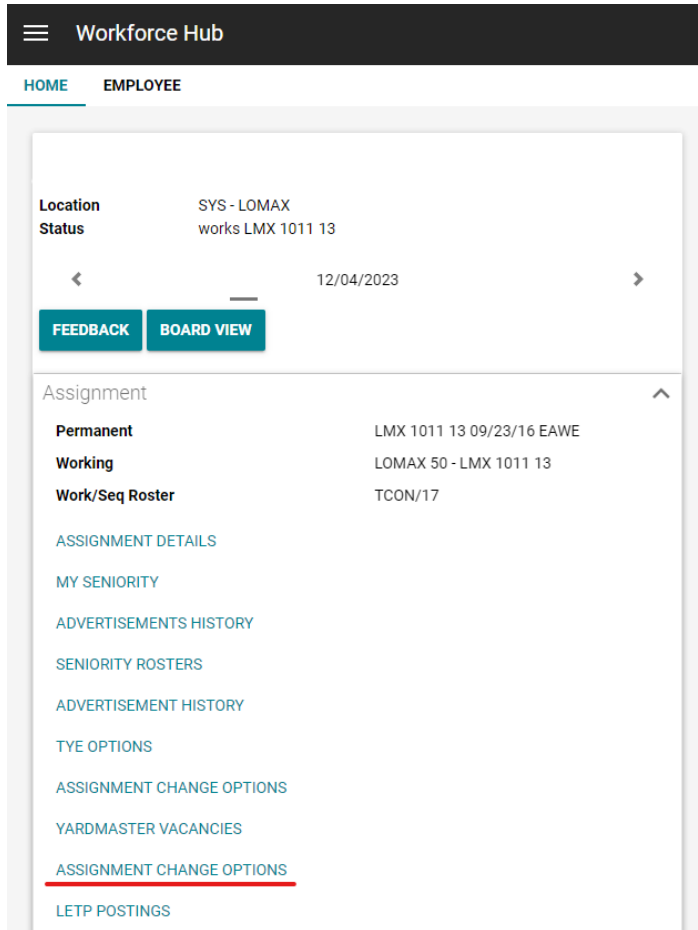


## How to enter Permanent Bids:

Log into the Workforce Hub: [www.bnsf.com/wfhub](http://www.bnsf.com/wfhub)

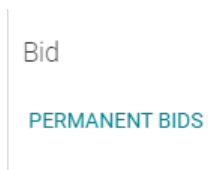
Select the Assignment drop down menu.



The screenshot shows the Workforce Hub interface. At the top, there is a navigation bar with a hamburger menu icon and the text "Workforce Hub". Below this, there are two tabs: "HOME" and "EMPLOYEE". The main content area displays the following information:

- Location:** SYS - LOMAX
- Status:** works LMX 1011 13
- Date:** 12/04/2023
- Buttons:** FEEDBACK and BOARD VIEW
- Assignment:** A dropdown menu is open, showing the following options:
  - Permanent: LMX 1011 13 09/23/16 EAW
  - Working: LOMAX 50 - LMX 1011 13
  - Work/Seq Roster: TCON/17
  - ASSIGNMENT DETAILS
  - MY SENIORITY
  - ADVERTISEMENTS HISTORY
  - SENIORITY ROSTERS
  - ADVERTISEMENT HISTORY
  - TYE OPTIONS
  - ASSIGNMENT CHANGE OPTIONS
  - YARDMASTER VACANCIES
  - ASSIGNMENT CHANGE OPTIONS (highlighted with a red underline)
  - LETP POSTINGS

Then select Permanent Bids under the Bid section of the view.



The screenshot shows a vertical list of options under the "Bid" section. The options are:

- Bid
- PERMANENT BIDS

Once selected you will see the below view where you can make your selections:

# Workforce Hub

Employee > Assignment Change Options

< PERMANENT BIDS

Employee Kelce, Travis T  
8787878

30 day bump  Eligible  TACOMA

ENGINEER BIDS TRAINMAN BIDS

[✖ CLEAR BIDS](#) [SAVE](#) [PDF](#) [HISTORY](#)

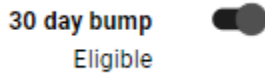
Current Bids Effective Date/Time: 03/09/24 1941 C

Loc/Job/Pos	Board	Rest Cycle	Turn Type		
1 TAC 6501 01	65			<a href="#">i</a>	<a href="#">🗑</a>
2 TAC 6503 01	65			<a href="#">i</a>	<a href="#">🗑</a>
3 TAC 6504 01	65			<a href="#">i</a>	<a href="#">🗑</a>
4 TAC 6502 01	65			<a href="#">i</a>	<a href="#">🗑</a>
5 TAC 6507 01	65			<a href="#">i</a>	<a href="#">🗑</a>
6 TAC RC04 01	65			<a href="#">i</a>	<a href="#">🗑</a>
7 TAC RC03 01	65			<a href="#">i</a>	<a href="#">🗑</a>
8 TAC RC02 01	65			<a href="#">i</a>	<a href="#">🗑</a>
9 TAC RC01 01	65			<a href="#">i</a>	<a href="#">🗑</a>

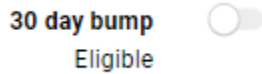
From the above view you will see many options on the view. At the top you will see options for 30-Day Bump and Location. How to use each field is below:

### 30-Day Bump:

If the selection is set to the right and showing in black, then it is 'On'.



If the selection is to the left and showing in white it is 'Off'.



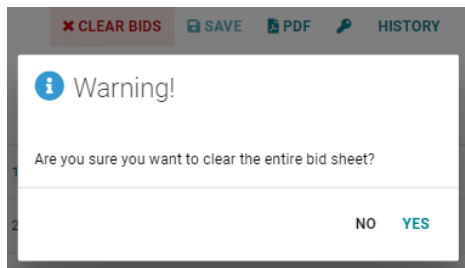
**Location:** You will see a spyglass icon and then a line to the right where you can type in the location for which you want to update your bids. The default for this will be your currently assigned location.

Next you will see two options Engineer Bids and Trainmen Bids. Each view will allow you to update your bid preferences for each craft. But views will work essentially the same way to input, modify and remove your bids.

Directly under the Engineer and Trainmen Bids you will see the following options:



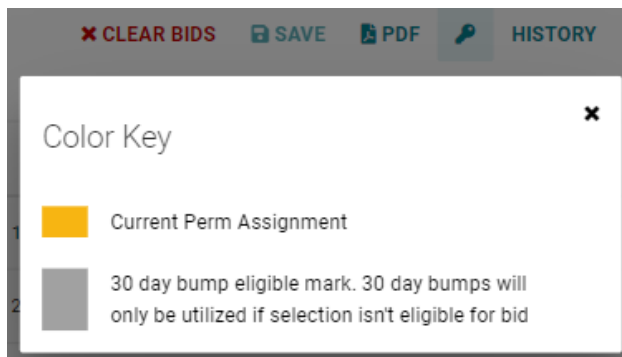
**Clear Bids:** When selected this will clear all your bids on the current view you have displayed. There will be a pop-up message to verify this selection.



**Save:** When selected this will save any inputs or modifications you have made to the displayed bid view.

**PDF:** When selected this will open a PDF file with the same information displayed on your view. Once opened you can save, send/email, etc. the PDF file.

**Key Icon:** When selected this will show you the color key for the coloring used on this view.



**History:** When selected this will show you your Bid History view. In the view you will also find controls to view all past bid records and a PDF option for each view.

The screenshot shows the 'Workforce Hub' interface. At the top, there is a navigation bar with a menu icon, the text 'Workforce Hub', and a user profile icon. Below this, a breadcrumb trail reads 'Employee > Assignment Change Options'. A back button labeled '< BACK TO PERMANENT ENGINEER BIDS' is visible. The main content area displays the following details:

- Employee:** Kelce, Travis T
- Employee ID:** B878787
- Cancel Date:** 03/07/24 1344 C
- Log Date:** 03/07/24 1344 C
- Log ID:** B878787
- Effective Date:** 03/07/24 1344 C (with a dropdown arrow and a PDF icon)

Below the details is a section titled 'BIDS' containing a table with the following data:

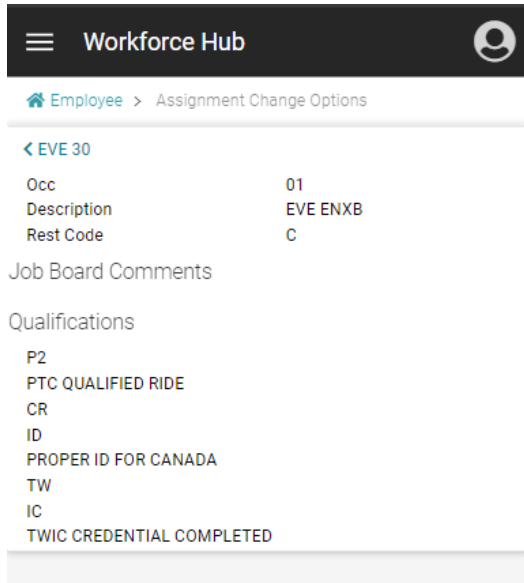
Prty	Loc/Job/Pos	Brd	Rest	Cycle	Turn	Type	Bid Type
1	EVE 30 01	30	A				Engineer
2	EVE 30 01	30	B				Engineer
3	EVE 30 01	30	C				Engineer
4	EVE 201 01	201					Engineer

From there you will see the list of your Current Bids. These will show in the priority order that you dictate. To change the order, you can drag and drop each one to the priority order you want. The far-left column shows what the number of each job/position is in your priority. Followed by further information on the job/position.

The screenshot shows the 'Current Bids' interface. At the top, it says 'Current Bids' and 'Effective Date/Time: 03/07/24 1344 C'. Below this is a table with the following data:

	Loc/Job/Pos	Board	Rest	Cycle	Turn	Type	
1	EVE 30 01	30	A				
2	EVE 30 01	30	B				
3	EVE 30 01	30	C				
4	EVE 201 01	201					
5	EVE C102 11	50					

If you select the small blue circle icon, you will see the pop-up information shown below for the job/position you selected.



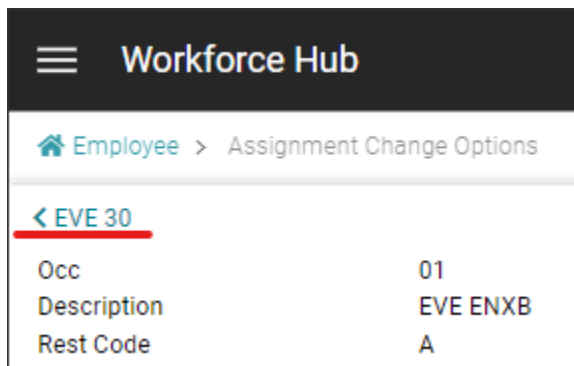
The screenshot shows the Workforce Hub interface. At the top, there is a dark header with a menu icon and the text "Workforce Hub". Below the header, there is a breadcrumb trail: "Employee > Assignment Change Options". A back arrow icon is visible next to "EVE 30". The main content area displays the following details:

Occ	01
Description	EVE ENXB
Rest Code	C

Below the details, there are sections for "Job Board Comments" and "Qualifications". The qualifications listed are:

- P2
- PTC QUALIFIED RIDE
- CR
- ID
- PROPER ID FOR CANADA
- TW
- IC
- TWIC CREDENTIAL COMPLETED

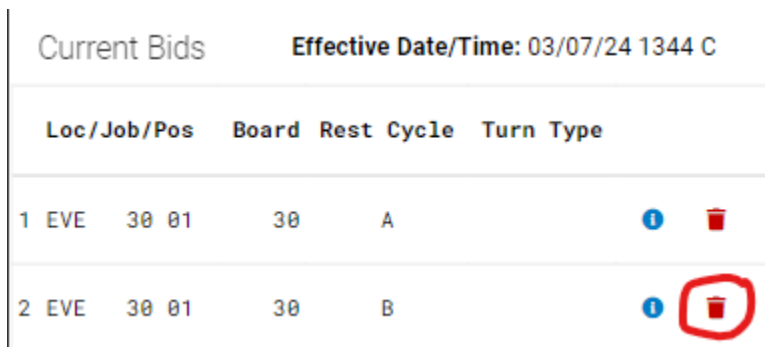
If you select the back arrow with the job/position you are currently viewing in the top left corner it will navigate you back to the main bid view.







This screenshot is similar to the previous one, but the back arrow icon next to "EVE 30" is highlighted with a red underline. The details shown are:

Occ	01
Description	EVE ENXB
Rest Code	A

If you select the red trash can icon it will then remove that job/position from your Current Bids. There is no pop-up validation on this selection so the job/position will just be removed from your current bid list. A verification will show when you go to save your selections.









The screenshot shows a table titled "Current Bids" with the effective date/time "03/07/24 1344 C". The table has the following columns: "Loc/Job/Pos", "Board", "Rest Cycle", "Turn Type", and two columns for icons (a blue circle with an 'i' and a red trash can). The data rows are:

Loc/Job/Pos	Board	Rest Cycle	Turn Type		
1 EVE 30 01	30	A			
2 EVE 30 01	30	B			


Next, you will see the Eligible to Bid section of the view. Here the jobs/positions that you are eligible to bid on will show under each of the designated drop downs: Road, Local, Yard & Extra Board. If you select one of these drop downs you will see all the jobs/positions you are eligible to bid for in each of those types.

Eligible to Bid			
Loc/Job/Pos	Board	Rest Cycle	Turn Type
Road			▼
Local			▼
Yard			▼
Extra Board			▼

When you select a drop-down menu, you will see the list of jobs/position that you are eligible to bid on. When expanded you will see two icons: small blue circle & blue plus icon.

Eligible to Bid			
Loc/Job/Pos	Board	Rest Cycle	Turn Type
Road			▲
EVE 401 01	401	A	 
EVE 401 01	401	B	 
EVE 401 01	401	C	 

If you select the small blue circle, you will see the below information for each job/position.

☰ Workforce Hub 

🏠 Employee > Assignment Change Options

< EVE 401

Occ	01
Description	EVE/NWE POOL - HOME ENGR (NORTH)
Rest Code	B

Job Board Comments

Qualifications

- TW
- IC
- TWIC CREDENTIAL COMPLETED
- CR
- ID
- PROPER ID FOR CANADA
- P2
- PTC QUALIFIED RIDE

If you select the back arrow with the job/position you are currently viewing in the top left corner it will navigate you back to the main bid view.

If you select the blue plus icon, then that job/position will then be added to your Current Bids at the bottom of your priority list. To move up/down on the priority list you can drag and drop in your desired order.

Eligible to Bid

Loc/Job/Pos	Board	Rest Cycle	Turn Type	
Road ^				
EVE 401 01	401	A		+
EVE 401 01	401	B		+

### **How to select/update your 30-Day Bump options:**

If you have your 30-Day Bump option set to 'Yes' (circle showing black) then your view will look like below.

The screenshot shows the 'Workforce Hub' interface for an employee named Kelce, Travis T (ID: B878787). The '30 day bump Eligible' toggle is turned on. Below, there are sections for 'ENGINEER BIDS' and 'TRAINMAN BIDS'. A table lists current bids with columns for Loc/Job/Pos, Board, Rest Cycle, and Turn Type. Bid 4 (TAC 6502 01) is highlighted in yellow, indicating it is the selected 30-day bump option. Other bids are in grey. Action icons for 'CLEAR BIDS', 'SAVE', 'PDF', and 'HISTORY' are visible. The effective date/time is 03/09/24 1941 C.

	Loc/Job/Pos	Board	Rest Cycle	Turn Type	
1	TAC 6501 01	65			
2	TAC 6503 01	65			
3	TAC 6504 01	65			
4	TAC 6502 01	65			
5	TAC 6507 01	65			
6	TAC RC04 01	65			
7	TAC RC03 01	65			
8	TAC RC02 01	65			
9	TAC RC01 01	65			

The job/position that shows highlighted in GREY indicates the single selection by the employee for their 30-Day Bump. An employee can only have one selection for their 30-Day Bump per Labor Relations.

*\*Question on this will need to be sent to [AskBNSF@bnsf.com](mailto:AskBNSF@bnsf.com)*

To move jobs/position within your list of current bids you can do so by dragging and dropping each job/position.

Anytime you make a change to your Current Bids please remember to select the SAVE option to save your most current selections. If you try to navigate away from the Permanent Bids view without saving your selections the below pop-up will show.

