

How to enter SMART-TD Permanent Bids:

Log into the Workforce Hub: www.bnsf.com/wfhub

Select the “Assignment” drop down menu.

The screenshot shows the Workforce Hub interface. At the top, there is a dark header with the Workforce Hub logo and a hamburger menu icon. Below the header, there are navigation tabs for 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 dropdown menu with 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
 - LETP POSTINGS

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

The screenshot shows a vertical list of bid options. The word "Bid" is at the top. Below it, the option "PERMANENT BIDS" is highlighted in blue.

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

Workforce Hub

HOME EMPLOYEE 04/04/24 13:48 P

< PERMANENT BIDS

Employee

30 day bump Not Eligible

ENGINEER BIDS TRAINMAN BIDS

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

Current Bids Effective Date/Time: 04/03/24 1225 C

Loc/Job/Pos Board	Rest Cycle	Turn Type
1 KLF 500 03 500		i 🗑️
2 KLF 0172 14 50		i 🗑️
3 KLF 0272 14 50		i 🗑️
4 KLF 720U 18 50		i 🗑️
5 KLF 740U 18 50		i 🗑️

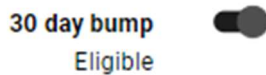
Eligible to Bid

Loc/Job/Pos	Board	Rest Cycle	Turn Type
-------------	-------	------------	-----------

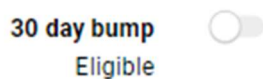
There are many options on this view. At the top you will see options for 30-Day Bump and Location. How to use each field is below:

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'.

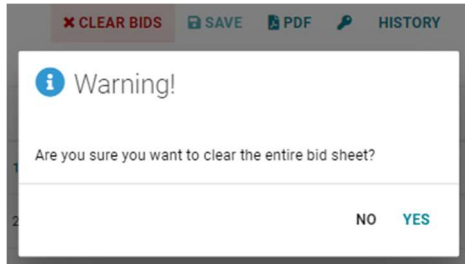


Location: You will see a spyglass icon and then a line to the right where you can type in the location for which you want to update your bids. The default for this will be your currently assigned location.

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

X CLEAR BIDS **SAVE** **PDF** **HISTORY**

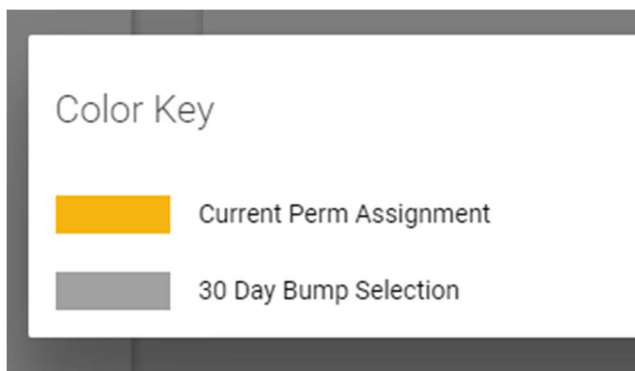
Clear Bids: When selected this will clear all your bids on the current view you have displayed. There will be a pop-up message to verify this selection.



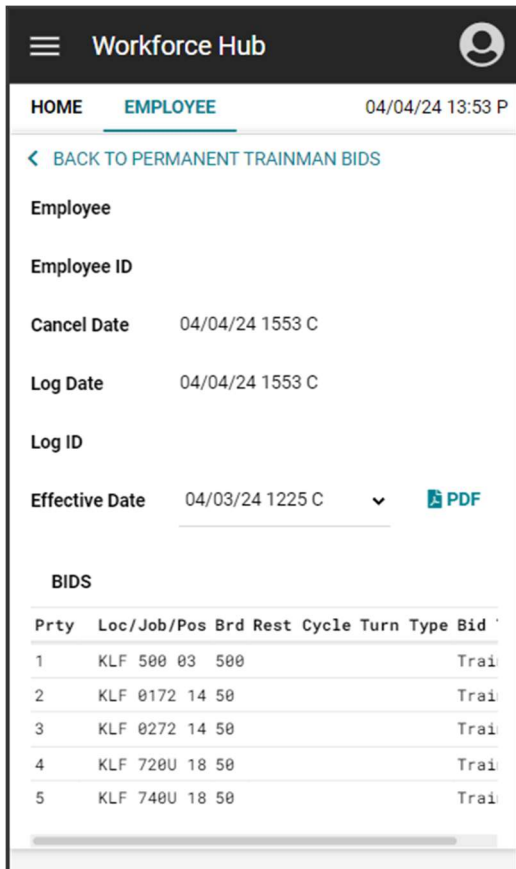
Save: When selected this will save any inputs or modifications you have made to the displayed bid view.

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.



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.

Current Bids **Effective Date/Time:** 04/04/24 1553 C

	Loc/Job/Pos	Board	Rest Cycle	Turn Type		
1	KLF 500 03	500				
2	KLF 0172 14	50				
3	KLF 0272 14	50				
4	KLF 720U 18	50				
5	KLF 740U 18	50				
6	KLF 8911 03	60				
7	KLF 8911 05	60				

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

[← KLF 720U](#)

Occ 18
Description UTILITY 0600 O/D
KLAFOR

Rest Code

Job Board Comments

Qualifications



NR
EMP RESTRICTED FROM CONDUCTOR SRV
NC
EMP RESTRICTED FROM CERTIFIED SRV
UV
UTILITY VEHICLE QUALIFIED

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.

[← KLF 720U](#)

Occ
Description





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.

Loc/Job/Pos	Board	Rest Cycle	Turn Type	
1 KLF 500 03	500			 

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
Yard			^
KLF 0172 13	50		 
KLF 0272 13	50		 
Extra Board			▼





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

← KLF 0272	
Occ	13
Description	CONV 1559 O/D KLAFOR
Rest Code	
Job Board Comments	
Qualifications	

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
Yard ^			
KLF 0172 13	50		 
KLF 0272 13	50		 

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.




Employee > Assignment Change Options

< PERMANENT BIDS



















Employee

30 day bump Eligible TACOMA

ENGINEER BIDS TRAINMAN BIDS

X CLEAR BIDS  SAVE  PDF  HISTORY

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

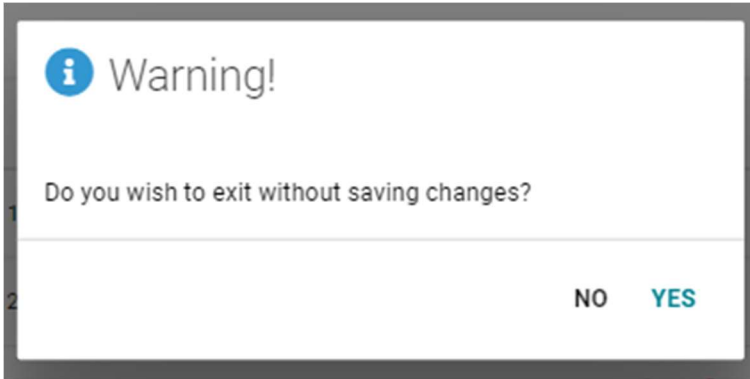
	Loc/Job/Pos	Board	Rest Cycle	Turn Type		
1	TAC 6501 01	65				
2	TAC 6503 01	65				
3	TAC 6504 01	65				
4	TAC 6502 01	65				
5	TAC 6507 01	65				
6	TAC RC04 01	65				
7	TAC RC03 01	65				
8	TAC RC02 01	65				
9	TAC RC01 01	65				

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 prevailing agreements.

**Questions on this will need to be sent to 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.



Note: Trainmen bids will only be looked at/run 1x a day. Below is the time that this will be done on for each time zone.

Central: 1100 CT

Mountain: 1000 CT

Pacific: 0900 CT