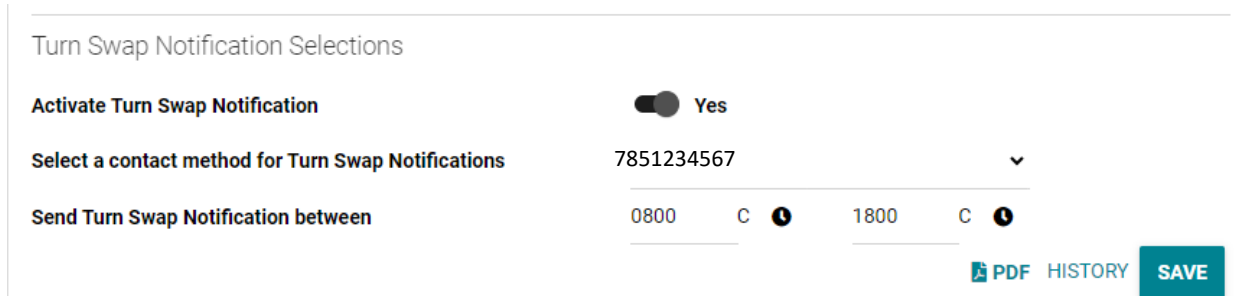## How to set Turn Swap Notification options:

Step #1 -

To activate/turn "on" Turn Swap options you will need to log into the Workforce Hub: www.bnsf.com/wfhub

Go to the Workforce Hub's Device Management menu:

- Contact Information → Device Management → Other Tab.


- To Activate/Turn "On" Your Turn Swap Notification:
  - o Move or verify your slider shows to the right so that this field is set to **Yes** and shows in black and click Save.
  - o If Yes (selected/on) then you will be listed as eligible for other employees to request a swap with.
    - ▪ You will need to select a TEXT method from the contact method drop down menu in order to Save.
    - ▪ You will need to input times in the Send Turn Swap Notification between field.
      - • Note – you can leave contact and time selections and turn "off" the Activate Turn Swap Notification selection and those values will be saved for future activation.
- When selecting a contact method for Turn Swap Notifications please note the following:
  - o This portion requires a TEXT option to be listed in the employee's Home Terminal section of Device Management.
  - o Notifications for this agreement will be sent via TEXT message and within the Workforce Hub.
  - o If no TEXT number is entered on the HT Device Management view, then you will need to add one before proceeding and committing your selection. The system will prompt you to do so.
- When setting the Send Turn Swap Notification between time please note the following:
  - o This allows you to determine when you can be asked by other employees if they wish to swap turns.
  - o Notifications of swap will only be sent to the user during the time frame entered.
  - o If no selection is made, 0001-2359 will be automatically input by the system when you save the selection.

Note: When the Turn Swap Notification Selections have been mapped and the selection is Yes ("on"), the user will appear on the Turn Swap menu for others to request a swap with.

Step #2 -

Once the Turn Swap selections have been made in the Device Management menu you are now set to view the Turn Swap menu in general and make Swap requests. To access this, select the small box icon next to your name – shown below.
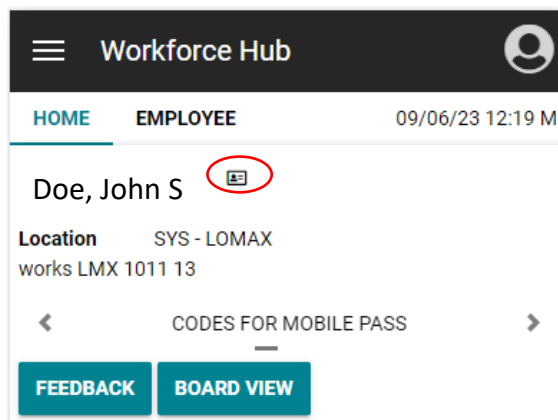
Once selected, you will see the view below. Under the TYE Options section you will see your Turn Swap selection you made on the Device Management view displayed.

You can also turn the Turn Swap option on/off from this view as well.

How to Request a Turn Swap:

Step #1 -

Select the Turn Swap link.

Rest/Avail/FRA   MORE ⌄

Strt Cnt	1
276 Time	00H 00M
Otb Cnt	0
Smrt Rst	No

Familiarization

Training Due	Yes

Qualifications

FB YM	QUALIFIED FOOTBOARD YARDMASTER
HH	HAMMERHEAD QUALIFIED
NL	NO CALL LIST
P1	PTC CLASSROOM TRAINED
UC	UTILITY CONDUCTOR

TYE OPTIONS

Turn Swap Selection

⬤▬   Yes

TURN SWAP

~~Rosters~~

From there you will see the menu below where a list of the employees who you are eligible to swap with will show. This will also show how many times out and the projection for those employee(s) if one exists.

You can then select whomever you wish to swap with by selecting the circle icon button to the left of the desired employees name under the Swap column.

Please note – you can only utilize the swap turn function once between working trips and only one swap request is permitted at any time. Additionally, moving up the board will not be available for employees with a pre-approved layoff or rest day scheduled within 24 hours of the swap request.

Turn Swap   ✖

Name	Jalen S Hurts	**Location**	TEAGUE
Board	501 - TEA/HOU/FWT/BNT HOME ENGR NC = 21 071723@0730		

Swap	Employee	Times Out	Projection
◯	Patrick L Mahomes II	2	09/05/23 2200 C HTEADYT105A
◯	Travis F Kelce	6	09/06/23 1201 C HTEAAMY106A

SAVE

Once you have selected the employee you wish to swap with, select Save. This will display another menu, seen below.

Step #2 -

 You will then see the below pop-up where you will select the response time you wish to give the selected employee to respond to your request. You will see option in the following time increments: 10, 20 and 30 minutes.

Once the selected time for the request has expired the Turn Swap request becomes expired as well and is no longer valid.

After you have made this selection, you will then select 'Send Swap Request' to send the request to that employee.

Or you can select 'Cancel Swap Request' and be navigated back to the previous view.

Swap Selection   ✖

You have chosen to swap with :   Travis F Kelce

Your new projection would be : 09/05/23 2200 C HTEADYT105A

Swap response time :
                        10 Minutes   ⌄

                 SEND SWAP REQUEST   CANCEL SWAP REQUEST

Once you have selected 'Send Swap Request' you will see the below success message. At this time, a notification will be sent to the employee who you have requested to turn swap with.

✔ Success

Swap request successfully sent to the selected employee.

                                                                        OK
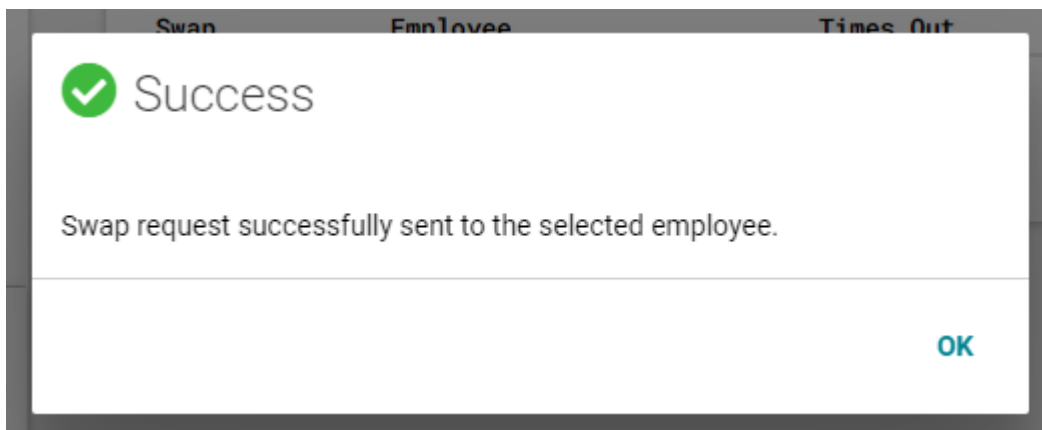
Step #3 -

The employee that you selected to request a turn swap with will then receive a TEXT notification on their selected TEXT device that prompts them to visit the Workforce Hub because there is a Swap Request active. Upon visiting the Workforce Hub, they will see the below pop-up notification:

❗ Notification   ✖
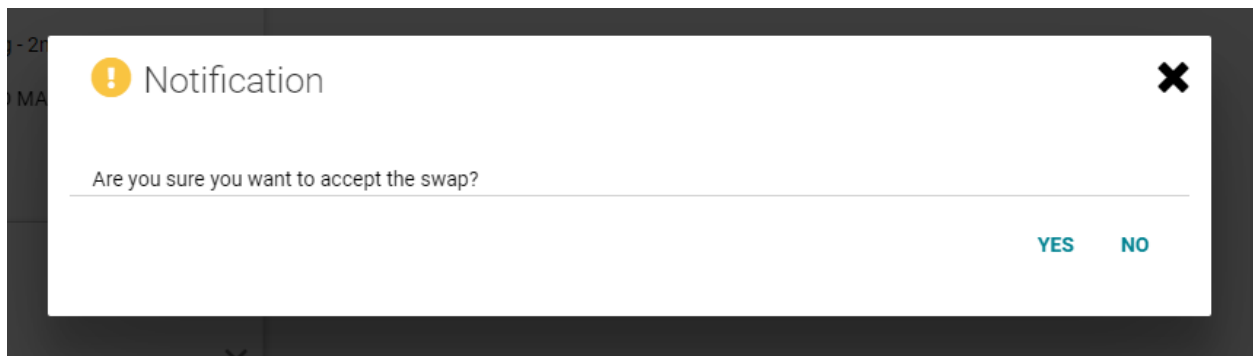
Turn Swap Request

    Jalen S Hurts, has requested to swap.

    Jalen S Hurts
Current Projection:
Projected on duty not within next 24 hours

Your Current Projection:
09/05/23 at 2200 C
On HTEADYT105A
2 Times Out

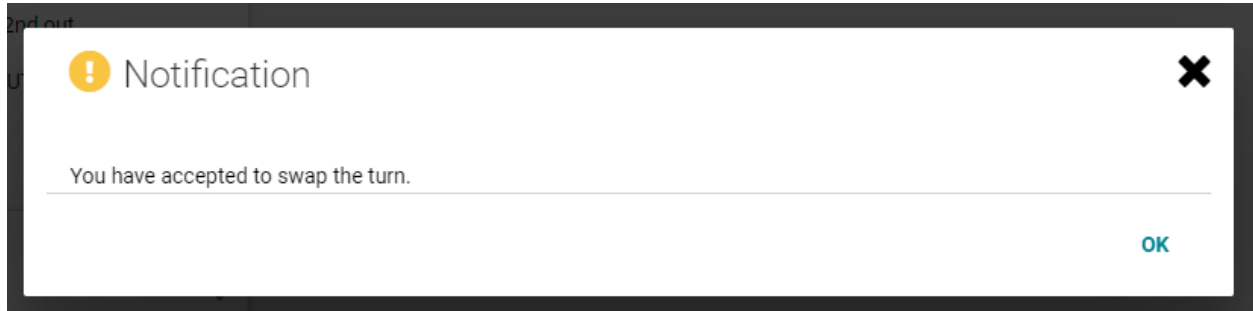   ACCEPT   REJECT

If that employee, then decided to Accept the Turn Swap request they will select 'ACCEPT' and see the below screen shot.

If that employee, then select 'YES' they have accepted the turn swap. A notification will then be sent to the employee who requested the swap. To exist this pop-up, you can select the 'OK' or the X.

If that employee, decides to select 'NO' then the Turn Swap request will be rejected, and a notification will be sent to the employee who initiated the request the swap was rejected.

Step #4 –

If your swap request were accepted, you would see the below screenshot when you log into the Hub.
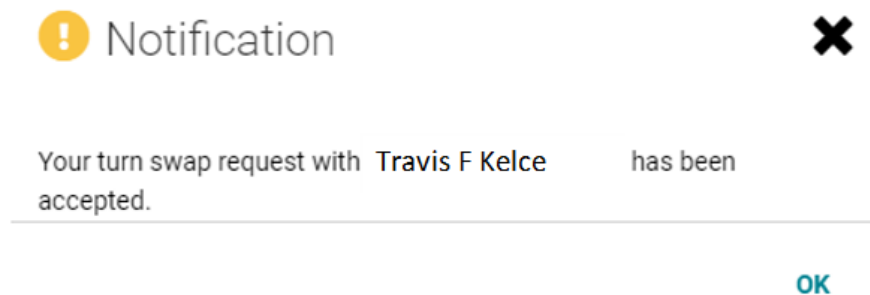
Projection will update accordingly when the next effective projection batch runs. Board Standing will reflect new positioning immediately, but projections will fall in accordance with the regular batch schedule.