



Around The Railroad

Effective June 18

TE&Y, Yardmasters: New CMTS Feature Secures Personal Information

June 16, 2009 | 12:10 p.m. CDT

To further secure train, engine and yard (TE&Y) and yardmaster employees' privacy and personal data, Union Pacific is giving these employees greater control on granting access to their payroll information.

Effective June 18, TE&Y and yardmaster employees must take the following steps to grant union local and general chairmen access:

- Log into CMTS
- Click on "Personal Information" under the "Reporting" column
- Check the box to the right of "Allow Chairman Access to Pay Screens"
- Type in the Chairman's CMTS/TCS User ID into the designated field
- Click the "Update" box located at the bottom of the page

The CMTS update feature will be available to employees after 6 p.m. on June 18, 2009. Employees can change individual access information at their discretion. Once a local and/or general chairman receives authorization, he or she will see the same content they do today.

General and local chairmen are responsible for communicating their CMTS/TCS User IDs to the appropriate individuals, so employees can update the system if necessary. In addition, it is important this information is promptly forwarded to Joe Sneed, assistant director-Labor Relations, at JESNEED@UP.COM so UP can update CMTS.

For more information, see "Allow Chairperson Access to Pay Screens" on the CMTS Reference Guides and Training Material Web page.

UPOnline is produced by Union Pacific, Employee Communications Department, 1400 Douglas St., STOP 1550, Omaha, NE 68179. Readers with story ideas or comments on published stories can contact the editors through the Story Comments/Ideas page. General comments about the railroad, its operations or policies should be submitted using the Feedback page.

Union Pacific Railroad stores, processes, and disseminates a tremendous amount of critical data. Loss, damage, or disclosure of this data could result in a significant business or monetary loss to the company. With a commitment to deliver high-quality products and services to our customers at a competitive price, it is imperative to ensure the integrity and confidentiality of data through the use of effective data-security controls.

TEY CMTS – Allow Chairperson Access to Pay Screens Quick Reference Guide



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For assistance, please contact Online System Services at 544-5555

Information Services - Information Technologies

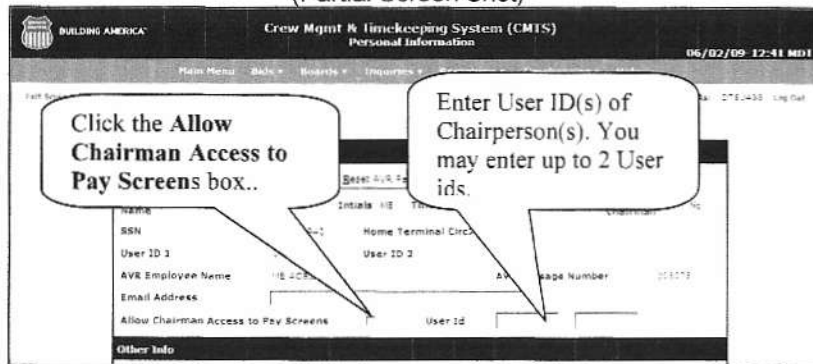
Introduction

If a TEY Employee desires their Chairperson(s) to view any of their pay screens they must grant this access through their Personal Information screen in the CMTS application. Updates, including removal of access can be made as often as necessary. Chairpersons will not be prohibited from submitting a claim for an employee when this feature is not utilized.

How to Allow a Chairperson Access to Pay Screens

1. Login to CMTS
2. Under Reportings select Personal Information

(Partial Screen Shot)



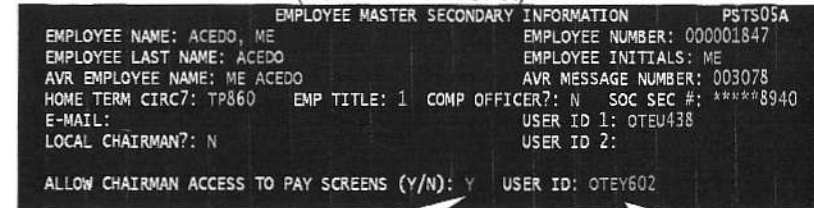
3. Click the **Allow Chairman Access to Pay Screens** box.

4. Enter User id(s) of Chairperson(s). You may enter up to 2 User id(s).
5. Click **Update**. Should receive Update Was Successful message.

How to Allow a Chairperson Access to Pay Screens from the Mainframe – 3270

1. Login to CMTS
2. From the Field menu select option 10 Change Address

(Partial Screen Shot)



In the Allow Chairman Access to Pay Screens field type a Y.

Enter User ID(s) of Chairperson(s). You may enter up to 2 User ids.

3. Enter a Y in the **Allow Chairman Access to Pay Screens** field.
4. Enter User ID(s) of Chairperson(s). You may enter up to 2 User id(s).
5. Press **F5=Update**. Should receive Update Was Successful message.