

Millwrights 1460 Online Dispatch System

Report Out of Work Status

Click on *Report Out of Work* on the left menu.

- If the page has a message “*Your current work status is: Out of Work.*”, you do not need to make any changes at this time.

If you have an open dispatch, you will be able to update your *Out of Work Status* using the following reasons: Layoff, Medical Layoff, Quit and Terminated. **Notify Local 1460 immediately online or by telephone following job completion to ensure you meet all the criteria of the 20 Calendar Day Work Rule.**

The online process is:

- Click on the *Report Out of Work* menu item on the left.
- Click on the *Arrow* on the drop-down box to display reasons for finishing the job.
- Click on: Layoff, Medical Layoff, Quit or Terminated.
- If your reason is not displayed here, please contact the Dispatcher using the Contact Us page.
- Your last day worked cannot be changed and will always be the current date.
- Once you have made your selection, click the “*Submit Out of Work Status*” button. A message “Your Report has been sent” will appear.
- Your Out of Work status will be updated during regular business hours.

If you have any questions regarding your Out of Work status, please contact the Dispatcher from the Contact Us page.

Job Postings

To view Job Postings click on *Job Postings* on the left menu. If there are jobs to be filled, they will appear in the centre area of the page or you will see a message “*No records to display*”. This message will also appear between 7 a.m. and 5 p.m. business days.

To view job details, click once on that job and the details will appear.

View the Member Skills area to confirm you have the required qualifications applicable to the posting; however, **all skills are not mandatory to bid as training can often be secured prior to start dates.**

Online Bid Process

Click on *Job Postings* on the left menu to view the available jobs. Place a check mark on the right hand side of each job posting you are interested in.

On the left menu, click on *Bid Sequence*. The jobs you selected on the Job Postings page will now be listed on the Bid Sequence page. If there is more than one job in the list, you can re-sequence them in order of preference. Highlight your preference then click on the up or down arrows to the right. Click on the “*Save Bid Sequence button*”. The message will read “*Your Bid Sequence has been updated.*” Your job selection and ordering sequence can be updated until the bid closes.

Removing A Bid

To remove your bid from a job, Click on *Job Postings* on the left menu. Uncheck the job or jobs you are no longer able to take. This will remove the job from the Bid Sequence page.

Member Skills

Click on *Members Skills* on the left menu. The records you have provided will appear on this page. If items are missing, please contact the Training department using the Contact Us page or call 780-730-2166 or Toll Free: 1-877-250-5079, Ext. 2166.

You may email copies of your certificates from the Contact Us page. The information submitted will updated within **three business days**.

Contact Us

Click on *Contact Us* on the left menu to send an email to Millwrights Local 1460.

- Select the appropriate department by clicking on the drop-down box arrow.
- Type your message in the Message box.
- If applicable, attach any files you wish to send by clicking on the Browse button.
- Once you have finished typing your message, click the Send button.

Millwrights 1460 Telephone Dispatch System

Millwrights Local 1460 Dispatch Bidding Phone Instructions

Call Toll Free: 1-844 306-7655 within the Edmonton area: 780-306-7655

Hours: Monday to Friday 5:00 pm - 7:00 am; Weekends and Statutory Holidays - 24 hours a day

Listen to the job postings and instructions, then leave a message including:

- Your UBC number
- Your name
- The job number you are interested in and the order of preference (example: 2, 3, 1)
- Your out of work status if you haven't already updated the dispatcher

Until the automated phone system is fully operational, only bid once per day or weekend. Bids will not be accepted during regular business hours.

Further detailed instructions will be available on the website on the "*Frequently Asked Questions*" (FAQ) page. A hard copy will be available at the Millwrights 1460 Union Hall as the changes come online.