



Hastus BidWeb  
December 8, 2022  
Service Planning Department

# Hastus BidWeb

- IndyGo has 11 Bids annually.
  - Three regular work Bids
  - Eight-holiday Bids
  - Annual vacation Bid
- Currently, during a Bid, the choices are posted on paper on rolling boards. Once chosen, the operator ID is added to the selection to indicate that it is no longer available. This is completed after each selection.
- Persistent problems-
  - Employees fail to provide six choices per run selection guidelines. This requires a Union Official to try and reach them or Bid for them during their allotted time.
  - Absenteeism increases during Bid time with employee health maintenance days and FMLA. While these employees are excused for this purpose, they come to Bid. Transportation has been tracking absentee data showing the increase in overtime and absence abuse by covering the increased amount of open work during the Bid process.

# Hastus BidWeb

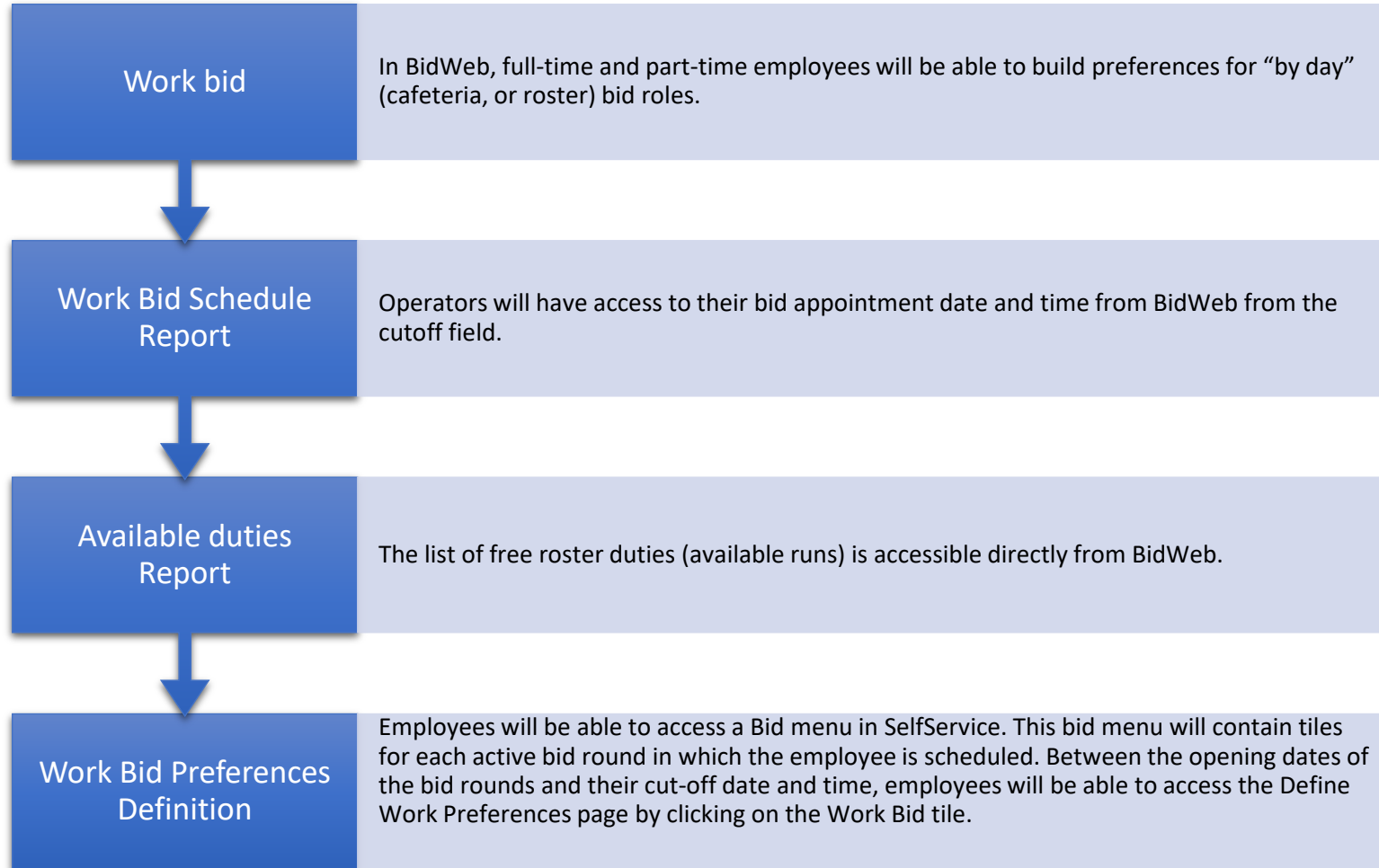
- BidWeb accessed through Hastus SelfService provides a web-based portal that allows employees to make their Bid selections via mobile smart phone or internet. Selections for assignments can be made in real-time and confirmation of selection within 5-10 minutes after submission.
- BidMonitor enables employees to electronically view available roster positions and vacation weeks. This will be visible on a TV in the South Lounge and CTC if desired.
- BidWeb allows staff to switch from manually managing the Bid process to automating. This reduces errors. Streamlining the process may cut the time and staffing required to do the Bid process and reduce human error.
- BidWeb will also be used for holiday picks, annual vacation assignments and change requests.
- With BidWeb, one group of employees is processed per day and positions are automatically assigned to employees based on their seniority within the group and other applicable rules.

# Hastus BidWeb

Operators will be able to bid for the following bid roles in **BidWeb** during a work bid:

Role	Description	Roster	Selection set	Style	Role type	Default assignment
08HR 10HR	8 hours duties 10 hours duties	08HR 10HR	8HOUR 10HOUR	By day	Unspecific with days off quota	
EXB	Extra board	EXB	EXB	By day	Regular position owner	EXB
VAC	Vacation replacements	VAC		By day		VEXB
PT1 to PT6	Part time (1 to 6 days off)			By day		

# Hastus BidWeb



# Hastus BidWeb



Session: **Work bid**  
 Division: **WWASH**  
 Period: **6/9/2019 to 10/12/2019**

Previous group's cutoff:  
 Cutoff: **5/6/2019 08:00 AM**

## Available Duties

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Duties  OFF

Available duties for Sunday (100/100)

Filter by:    
 Sort by:

302101	05:57 AM 01:12 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h15	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302102	06:57 AM 02:12 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h15	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302306	01:08 PM 08:33 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h25	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302307	01:53 PM 09:22 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h29	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302308	02:08 PM 09:27 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h19	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302403	07:08 AM 06:15 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 8h48	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302504	11:53 AM 09:22 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h44	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
302605	12:53 PM 10:02 PM	GAR	Sun.: Yes Qualif.: Yes	Mon.: No Work: 7h44	Tue.: No Crew Base: GAR	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆
.....	06:53 AM	GAR	Sun.: Yes	Mon.: No	Tue.: No	Wed.: No	Thu.: No	Fri.: No	Sat.: No	☆

GIRO SelfService Preferences

Bid ▾ Evans Brenda L. - 01590

### Work – Work bid

Division: WWASH  
 Period: 6/9/2019 to 10/12/2019  
 Cutoff: 5/17/2019 11:30 AM  
 Displayed until: 6/1/2019

### Vacation – Vacation

Period: 12/29/2019 to 12/26/2020  
 Cutoff: 4/16/2019 08:00 PM  
 Displayed until: 7/6/2019

# Hastus BidWeb

- Employees can view and modify their open assignment preferences until the cutoff for the current bid session is reached.
- Employees can use the **Existing Preferences** screen to view and modify their existing preferences for the current bid session.
- To access this screen, employees click *Existing Preferences* in the **Open Assignment Bid** screen.
- Employees can view the preferences they have entered during their previous open assignment bid.

SelfService | Open Assignment Bid | Jackson John - 1001

Existing Preferences | Define New Preferences | View Previous Bid

Division: 3 | Week: (35) 8/30/2015 | Cutoff: 8/27/2015 11:59 PM

Preferred open assignments

	Roster: B2	08/30 OFF	08/31: 43	09/01: 44	09/02: 46	09/03: 40	09/04: 45	09/05: OFF	
1	Id: 161	End: 12/2016	Qualif.: Yes	Prev. rest: Yes	Next rest: Yes	Status: OK			X
	Avail. weeks: 18/18	TFN: Yes							
2	Roster: B2	08/30 OFF	08/31: 32	09/01: 32	09/02: 34	09/03: 36	09/04: OFF	09/05: OFF	
	Id: 159	End: 12/2016	Qualif.: Yes	Prev. rest: Yes	Next rest: Yes	Status: OK			X
	Avail. weeks: 18/18	TFN: Yes							
3	Roster: B2	08/30 OFF	08/31: OFF	09/01: 20	09/02: 21	09/03: 31	09/04: 32	09/05: OFF	
	Id: 153	End: 12/2016	Qualif.: Yes	Prev. rest: Yes	Next rest: Yes	Status: OK			X
	Avail. weeks: 18/18	TFN: Yes							

Hold and drag to order.

Available open assignments

Filter: Saturday/Sunday OFF x Straight duties x Select filter

Order by: Roster x Select order

	Roster: B2	08/30 OFF	08/31: 37	09/01: 40	09/02: 38	09/03: 37	09/04: 47	09/05: OFF	
	Id: 157	End: 12/2016	Qualif.: Yes	Prev. rest: Yes	Next rest: Yes				👍
	Avail. weeks: 18/18	TFN: Yes							
	Roster: R1	08/30 OFF	08/31: OFF	09/01: AMRes	09/02: AMRes	09/03: AMRes	09/04: AMRes	09/05: OFF	
	Id: 712	End: 9/12/2015	Qualif.: No	Prev. rest: Yes	Next rest: Yes				👍
	Avail. weeks: 2/2	TFN: No							

Reset | Apply

SelfService | Open Assignment Bid | Jackson John - 1001

Existing Preferences | Define New Preferences | View Previous Bid

Division: 3 | Week: (8) 2/22/2015 | Cutoff: 2/19/2015 11:59 PM

Preferred open assignments

	Roster: A1	08/30 OFF	08/31: 37	09/01: 40	09/02: 38	09/03: 37	09/04: 47	09/05: OFF	
1	Id: 19	End: 12/2016	Qualif.: No	Prev. rest: Yes	Next rest: Yes	Status: No longer exist			

# Hastus BidWeb

- The VAC role will be changed to the *By day* style to allow operators to bid on this role during the regular work bid session.
- For any role, the first section shows the assignment selected for each day.
- To enter preferences, the employee will select a weekday by clicking on a tab on the bottom section.
- This page is a receipt for the preference submission. If this page is not displayed to the user, the preference is not saved. This page can be printed or emailed to any email address using the email button.

SelfService
Carpenter Andy - 00880

Session: **Work bid**  
 Division: **WWASH**  
 Period: **6/9/2019 to 10/12/2019**

Previous group's cutoff:  
 Cutoff: **5/6/2019 08:05 AM**

Rank in group: **2**  
 Rank among remaining: **1**

Role: Extra board

1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Work:	Rest Time:
	OFF	OFF	EXB	EXB	EXB	EXB	EXB	40h00	Yes
	Sunday	OFF	Remaining: 43 Total: 43						
	Monday	OFF	Remaining: 7 Total: 7						
	Tuesday	EXB	12:00 AM 05:00 AMx	Qualified: Yes	Work: 8h00				
	Wednesday	EXB	12:00 AM 05:00 AMx	Qualified: Yes	Work: 8h00				
	Thursday	EXB	12:00 AM 05:00 AMx	Qualified: Yes	Work: 8h00				
	Friday	EXB	12:00 AM 05:00 AMx	Qualified: Yes	Work: 8h00				
	Saturday	EXB	12:00 AM 05:00 AMx	Qualified: Yes	Work: 8h00				

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Duties
  OFF

**Available days off for Monday (1)**

Monday	Remaining: 7	Total: 7	
--------	--------------	----------	--

Cancel
Done

SelfService
Transaction Details
Smith Arthur - 05640

**The following vacation bid preferences have been modified:**

Employee: **Smith Arthur - 05640**  
 Transaction time: **4/17/2019 11:50:22 AM**  
 Transaction type: **Modification**  
 Bid session: **Vacation**  
 Division: **WWASH**  
 Period: **12/29/2019 to 12/26/2020**  
 Preferred vacation weeks:

Choices		
1: (2) 1/6/2020	2: (3) 1/12/2020	3: (4) 1/19/2020
4: (5) 1/26/2020		

Email
Print
Close





## Summary Benefits of BidWeb

- Automation of the bid process will reduce costs, errors, and create efficiency by reducing the staff time required to complete the process.
- Should reduce absentee abuse cases and the overtime incurred because of the bid process.



## Questions?

