



Work Instructions:
Rostering Module of MIS



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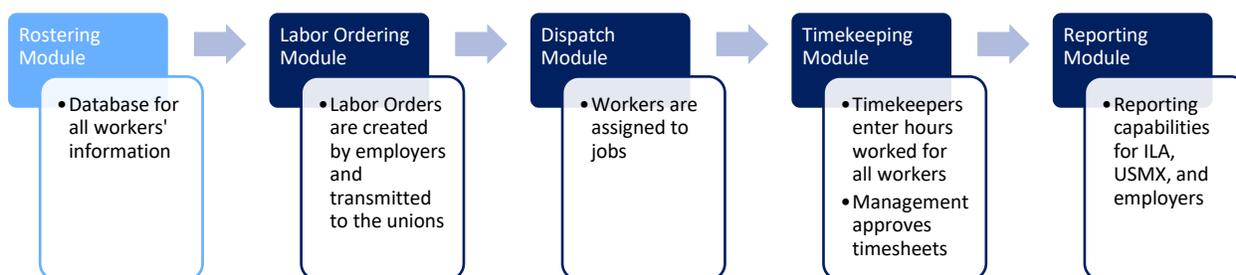
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Purpose

Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The employee roster of MIS will serve as a database of all workers. The roster will include a worker's personal information as well as work related information. Examples of personal information are the worker's address, telephone number, social security number, TWIC number, etc. Work related information will include years of service, certifications, withholding elections, etc. The information within the roster will allow MIS to determine the number of hours worked for a contract year, calculate years of service, and update worker wages accordingly.

This Work Instruction illustrates the adding of workers to the roster and maintaining worker information.



Getting Started

Log on to the MIS system by navigating to the following website:

<https://maritimeinformationsystem.com/users/login>. Enter Login and Password and click Log In.

MIS will display the worker roster, organized alphabetically.

Search Union Status

Roster

76 PROFILES + Add Worker

<input type="checkbox"/>	First Name	Last Name	Email Address	Union	Mobile Number	Home Phone Number	User Status	
<input type="checkbox"/>	Aaron	Aarons		Multiple			<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Adam	Adams					<input type="checkbox"/> Inactive	Send Message
<input type="checkbox"/>	Andy	Anderson	andy@anderson.com	Clerks and Checkers			<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Lucille	Ball	lucyball@lucy.com	Clerks and Checkers	9045555555	9045555585	<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Bill	Billson		Clerks and Checkers			<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Cory	Black	test@test.com	Clerks and Checkers	8437147034	8435551212	<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Blake	Bortles	blake@blake.com	Multiple	904229678	904229687	<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Brock	Brockerton		Clerks and Checkers			<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Karey	Brown	Karey@brownhouse.com	Multiple	9047654324	904229854	<input checked="" type="checkbox"/> Active	Send Message
<input type="checkbox"/>	Arya	Brown		Multiple	9045451102		<input checked="" type="checkbox"/> Active	Send Message

Items per page: 10 1-10 of 76 < >

There are search and filtering functions at the top of the screen.

The screenshot shows a light blue header bar. On the left, there is a 'Search' section with a text input field containing the word 'Search' and a magnifying glass icon. To the right of the search field are two dropdown menus: 'Union' with the text 'All Unions' and a downward arrow, and 'Status' with the text 'All Statuses' and a downward arrow. Below these elements, the word 'Roster' is displayed in a larger, bold font.

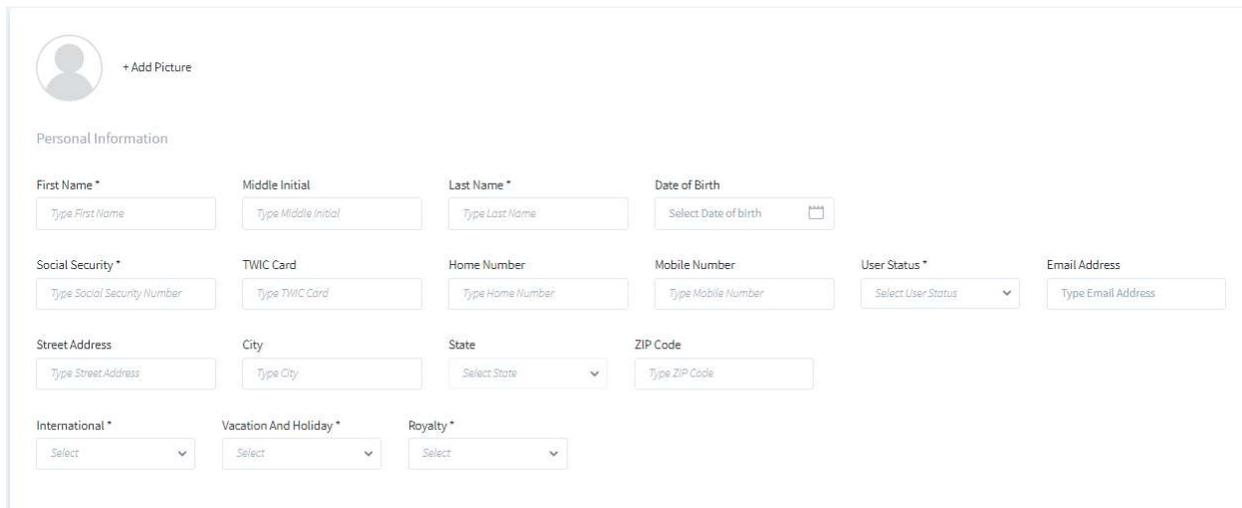
Clicking on a worker's name or email address will bring up the worker's profile.

The screenshot shows a worker's profile page for 'Jane Doe'. At the top left, there is a breadcrumb trail 'Roster > Jane Doe' and the name 'Jane Doe'. Below the name is a horizontal menu with tabs: 'PROFILE', 'PROFILE HISTORY', 'WORK HISTORY', 'WORKER INFORMATION', 'CERTIFICATIONS', 'SUSPENSIONS', 'COMMUNICATIONS', 'INCIDENTS', and 'AVAILABILITY'. The 'PROFILE' tab is selected. On the right side of the profile header, there are four action buttons: 'Change Status', 'Send Message', 'Edit', and 'Delete'. The main content area is titled 'Personal Information' and contains several form fields: 'First Name *' (Jane), 'Middle Initial' (Type Middle Initial), 'Last Name *' (Doe), 'Date of Birth' (1/1/1989), 'Social Security *' (*****1111), 'TWIC Card' (1234), 'Home Number' (Type Home Number), 'Mobile Number' (Type Mobile Number), 'User Status *' (Active), and 'Email Address' (jane@doe.com). Below these are fields for 'Street Address' (Type Street Address), 'City' (Type City), 'State' (Select State), and 'ZIP Code' (Type ZIP Code). At the bottom, there are three dropdown menus for 'International *' (No), 'Vacation And Holiday *' (No), and 'Royalty *' (No). At the very bottom left, there is a checkbox labeled 'Opt In Notifications'.

From this screen, all personal information and work-related information can be viewed/edited.

Adding a New Worker

From the Roster list of all workers, click  in the top right corner. This will bring up a blank Worker Profile.



The screenshot shows a worker profile form with the following fields:

- Profile Picture:** A placeholder icon with the text "+ Add Picture".
- Personal Information:**
 - First Name ***: Text input field with placeholder "Type First Name".
 - Middle Initial**: Text input field with placeholder "Type Middle Initial".
 - Last Name ***: Text input field with placeholder "Type Last Name".
 - Date of Birth**: Date picker field with placeholder "Select Date of birth".
 - Social Security ***: Text input field with placeholder "Type Social Security Number".
 - TWIC Card**: Text input field with placeholder "Type TWIC Card".
 - Home Number**: Text input field with placeholder "Type Home Number".
 - Mobile Number**: Text input field with placeholder "Type Mobile Number".
 - User Status ***: Dropdown menu with placeholder "Select User Status".
 - Email Address**: Text input field with placeholder "Type Email Address".
 - Street Address**: Text input field with placeholder "Type Street Address".
 - City**: Text input field with placeholder "Type City".
 - State**: Dropdown menu with placeholder "Select State".
 - ZIP Code**: Text input field with placeholder "Type ZIP Code".
 - International ***: Dropdown menu with placeholder "Select".
 - Vacation And Holiday ***: Dropdown menu with placeholder "Select".
 - Royalty ***: Dropdown menu with placeholder "Select".

Fill in the worker's personal information and click  at the bottom of the screen.

A green pop-up will appear indicating that the worker has been successfully created and MIS will show the Worker Information tab.

Worker Information

Clicking on the Worker Information tab will bring up the following screen:

PROFILE PROFILE HISTORY WORK HISTORY **WORKER INFORMATION** CERTIFICATIONS SUSPENSIONS COMMUNICATIONS INCIDENTS

UNION #1 (+)

Working Information [Edit](#)

Union * First Day Worked Default Job Type

Card Number *

Local Status * Local Rate

Cope * Contingency * Contingency Percentage

Class Seniority * Eligible Trainer Additional MPP

Glossary of Terms	
Field	Description
Union	Specific union the worker is affiliated with.
First Day Worked	Date of the worker's first day in the industry with this union.
Card Number	Union ID number
Local Status	Worker's membership status: Member / Nonmember
Cope	Whether the worker chooses to contribute to the COPE fund.
Contingency	Whether the worker chooses to contribute to the Contingency fund.
Contingency Percentage	Percentage of income worker chooses to contribute to the Contingency Fund. Input is numeric (no % sign).
Class	Worker's seniority class/group, if applicable.
Seniority	Worker's seniority position – numeric.
Eligible Trainer	Whether or not the worker is eligible to train others.
Additional MPP	A dollar amount the worker wishes to contribute to the Money Purchase Plan (supplemental retirement plan).

Years of Service

The worker's years of service are entered into MIS to allow for the calculation for tiered wages. Years of service are qualifying years of service on container vessels where the worker reached 700 hours during that contract year. The effective date and expiration date are the contract dates in which the worker earned the qualifying year of service. For a new worker, the years of service will be zero and effective date will be the current contract date. Additional years can be added by clicking [Add Worker Experience](#) on the right of the screen.

#	Years of Service *	Effective Date *	Expiration Date *
#1:	1	10/1/2014	9/30/2016
#2:	2	10/1/2016	9/30/2017
#3:	3	10/1/2017	9/30/2018

700 Hours Reached

700 Hours Reached is entered into MIS to allow for the calculation of high rate / low rate for auto vessels and breakbulk. Input is Yes or No based on whether the worker has reached 700 industry hours. Additional years can be added by clicking on [Add Worker Experience](#) on the right of the screen.

#	Yes or No *	Effective Date *	Expiration Date *
#1:	N	10/1/2014	9/30/2015
#2:	Y	10/1/2015	9/30/2016

When Worker Information is completed, click [Save Profile](#) at the bottom of the screen.

Making Changes to a Worker's Profile

From the Roster main page (list of workers), click on a worker's name or email address. The Worker Profile screen opens. In the top right of the screen, the following options appear:

[Change Status](#) [Send Message](#) [Edit](#) [Delete](#)

[Change Status](#) will change the worker's status to Active / Inactive.

[Send Message](#) will allow a message to be sent to a worker.

[Edit](#) will put the page in edit mode and all changes to be made.

[Delete](#) will delete the worker's profile entirely.

Profile History

Any changes made to the worker's profile, are captured in Profile History. No edits can be made to Profile History. It is record of changes made.

Roster > Jane Doe

Jane Doe

[PROFILE](#) [PROFILE HISTORY](#) [WORK HISTORY](#) [WORKER INFORMATION](#) [CERTIFICATIONS](#) [SUSPENSIONS](#) [COMMUNICATIONS](#) [INCIDENTS](#) [AVAILABILITY](#)

Event	Date & Time	Changed by	Changes
Profile was updated	01-22-2021 - 13:55	UnionAdmin Jhonson	The properties Email, Address 1, City, State Id, Zip Code, Mobile Number were changed.

Work History

Work History displays each time the worker has been entered into a timesheet.

Theo Von

PROFILE PROFILE HISTORY **WORK HISTORY** WORKER INFORMATION CERTIFICATIONS SUSPENSIONS COMMUNICATIONS INCIDENTS

Search

Terminal: Employer: Status: From Date: To Date:

TimeSheet Name	Employer	Location	Job Code	Vessel	Start Date	Start Time	Pay Rate	Wage	Hours	Status
AutoGen_Dispatch:Gang 1 - Order Test	Charleston Stevedoring Company	Charleston / Union Pier	1210-Gang Header - Container	CMA John Adams	01-15-2021	07:00			0	Draft
AutoGen_Dispatch:Big Gang	Charleston Stevedoring Company	Charleston / Wando Welch Terminal (WWT)	10204-Semi-Tractor Driver	CMA TEST	01-14-2021	07:00	36.50	401.50	10	Under Review
AutoGen_Dispatch:Green Gang - BG	Charleston Stevedoring Company	Charleston / Wando Welch Terminal (WWT)	10204-Semi-Tractor Driver	CMA Jacksonville	01-13-2021	19:00			0	Draft

Glossary of Terms

TimeSheet Name	Name of the timesheet where a worker was paid
Employer	The employer the worker was employed by
Location	Port and terminal where the worker was employed
Job Code	The job held by the worker
Vessel	Vessel associated to the timesheet (if applicable)
Start Date	Date of the timesheet
Start Time	Time the shift began
Pay Rate	Rate of pay the worker received
Wage	Total wage the worker was paid
Status	Status of the timesheet – Draft / Under Review / Approved / Rejected / Pending Reapproval / Exported

Certifications

MIS maintains worker certifications. To view worker certifications, click on the certifications tab. A list of all the certifications a worker has obtained will be displayed, including the expiration date.

Jane Doe

PROFILE PROFILE HISTORY WORK HISTORY WORKER INFORMATION **CERTIFICATIONS** SUSPENSIONS COMMUNICATIONS INCIDENTS AVAILABILITY

WORKER CERTIFICATIONS: 1 Add Certifications

Title	Certified Date	Expiration Date	Is Permanent
Hazardous	01-22-2021	01-22-2022	No

To add a certification to a worker's profile, click the Add Certifications button. A list of possible certifications as well as what job codes the certifications pertain to will appear. Click the **Add** button next to the certification to add it to the worker's profile. MIS will give dispatchers a warning message if a worker is dispatched to a job requiring a certification and the worker is not certified or if a worker's certification has expired.

Add Certifications to Worker

Title	Has Expiration	Expires in months	Job Codes	
▼ Cert Test	No		Bookmen, Chief Shipline Clerk (Head Checker), Gang Labor, Bulldozer Operator	Add
▼ Certification Bulldozer	Yes	1	Bulldozer Operator	Add
▼ Certification Test	Yes	5	Flagmen	Add

Once a certification has been added to a worker's profile, the certification date will default to today's date. To edit the date, click the pencil icon and change the certification and expiration dates, if applicable.

Title	Certified Date	Expiration Date	Is Permanent		
Hazardous	01-22-2019	01-22-2022	No		
Physical	10-01-2020		Yes		



Suspensions

MIS maintains workers' suspensions and will flag a suspended worker from being dispatched. To view past suspensions, click on the SUSPENSIONS tab of the worker's profile. All past suspensions display and can be edited or deleted.

To add a new suspension, click on the  button.



The screenshot shows a user interface for a worker's profile. At the top, there is a breadcrumb trail: "Router > Jane Doe". Below this, the name "Jane Doe" is displayed. A horizontal menu contains several tabs: PROFILE, PROFILE HISTORY, WORK HISTORY, WORKER INFORMATION, CERTIFICATIONS, SUSPENSIONS (which is highlighted), COMMUNICATIONS, INCIDENTS, and AVAILABILITY. Below the tabs, there is a section titled "SUSPENSIONS: 1". A blue arrow points to a button labeled "Add Suspensions" located in the top right corner of this section. Below the button is a table with the following columns: Effective Date, Expiration Date, Employee, Facility, and Comment. The table contains one row of data: Effective Date: 01-01-2021, Expiration Date: 01-01-2021, Employee: Charles Stewart Company, Facility: On Back, Comment: Involved in accident. At the end of the row are "Edit" and "Delete" links.

MIS will display the following window where a suspension can be added. After filling in the information, click ADD.

Create New Suspension

Employer *

Expiration Date *

Effective Date *

Comment

CANCEL ADD

Communications

MIS has the ability to send SMS text messages directly from the system. To send a text to a worker, search for his/her name on the roster menu screen and click Send Message.

The screenshot shows the MIS Roster interface. At the top, there is a search bar with 'doe' entered, and filters for Union (All Union) and Status (All Statuses). Below the search bar, there is a table of worker profiles. The table has columns for First Name, Last Name, Email Address, Union, Mobile Number, Home Phone Number, and Uber Status. The last row, for Jane Doe, has a blue background and a 'Send Message' button highlighted with a blue arrow.

First Name	Last Name	Email Address	Union	Mobile Number	Home Phone Number	Uber Status
John	Doe	JohnDoe@versant.com	Multiple	8436652909		Active
Mike	Doe	me@me.com	Clerks and Checkers	843 444 4444	843 555 5555	Active
Jim	Doe	me@me.com	Longshoreman	7775551212	8885551212	Active
James	Doe	Jimmy@Doe.com	Clerks and Checkers	8431234576	8435557890	Active
Jane	Doe	Janedoe@who.com	Multiple	8431234567		Active

To see all messages that have been previously sent to a worker, click on the workers name to open his/her profile and click on the Communications tab.

The screenshot shows the profile page for Jane Doe. The 'COMMUNICATIONS' tab is selected, displaying a list of messages. The table has columns for Message Type, Communication Type, Date / Time, Sender, and Message.

Message Type	Communication Type	Date / Time	Sender	Message
SMS	Text	01-19-2021 14:29	John McClane	You have a new Job Shipside Clerk from Union Clerks and Checkers.
SMS	Text	01-12-2021 20:59	John McClane	You have a new Job Checker from Union Clerks and Checkers.
SMS	Text	01-08-2021 21:03	John McClane	You have a new Job Shipside Clerk from Union Clerks and Checkers.
SMS	Text	12-28-2020 21:03	John McClane	You have a new Job Relief Checker from Union Clerks and Checkers.
SMS	Text	12-28-2020 21:00	John McClane	You have a new Job Tallymen from Union Clerks and Checkers.
SMS	Text	10-26-2020 18:25	John McClane	You have a new Job Checker from Union Clerks and Checkers.
SMS	Text	10-26-2020 16:57	John McClane	You have a new Job Chief Shipside Clerk (Head Checker) from Union Clerks and Checkers.
SMS	Text	10-26-2020 16:51	John McClane	You have a new Job Checker from Union Clerks and Checkers.

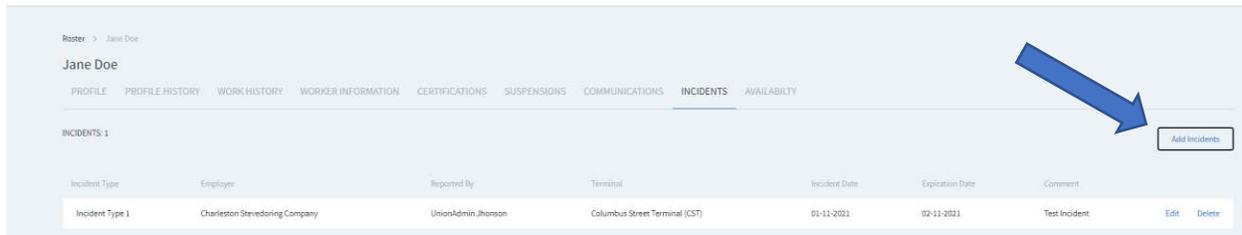
MIS displays a list off all previous communications including data/time and sender.

Incidents

MIS maintains incident data on workers. To view incidents in which a worker has been involved, click on the INCIDENT tab in the worker's profile.

To add a new incident, click

[Add Incidents](#)



The screenshot shows the worker profile for Jane Doe. The 'INCIDENTS' tab is selected. A table lists one incident:

Incident Type	Employer	Reported By	Terminal	Incident Date	Expiration Date	Comment	
Incident Type 1	Charleston Stevedoring Company	UnionAdmin Johnson	Columbus Street Terminal (CST)	01-11-2021	02-11-2021	Test Incident	Edit Delete

MIS will display the following window where incident details can be added:

Create New Incident

Employer * <input type="text" value="Select Employer"/>	Reported By <input type="text" value="Reported By"/>
Terminal * <input type="text" value="Select Terminal"/>	Incident Date * <input type="text" value="Select Incident Date"/>
Incident Type * <input type="text" value="Select Incident Type"/>	Expiration Date * <input type="text" value="Select Expiration Date"/>
Comment <input type="text" value="Type Comment"/>	
<input type="button" value="CANCEL"/> <input type="button" value="ADD"/>	

Once the details are entered, click ADD.