# RVB (Rail Vacation Bidding) – Bid Form Guide

Trainmen and Engineers can enter their annual vacation bids via Rail e-Claims. Follow the steps below to enter your vacation bids based on the number of weeks you are allotted for the upcoming year.

## Login:

Go to: https://railclaims.njtransit.com



**1:** Click on "here" to access the form.

## Fill Employee Information:



**ALL Required Fields are marked with \***
**2:** Enter *Employee Number*
**3:** Enter *Last Name (2-4 characters)* and press tab
**4:** *Name* gets auto populated based on 1 & 2
**5:** *NJT Email* gets auto populated based on 1 & 2
**6:** Select *Single Days* – "Yes/No" via dropdown.
**7:** Select *Division* – "Newark/Hoboken" via dropdown
**8:** Enter *Contact Phone #* – Format is 123-456-7890
**9:** Enter *Secondary Email* if desired

## Fill Bidding Information:



**10:** Instruction to fill the *Biding table*:
- If Single Days selection is "Yes", Vac 1 column is disabled and filled with "Single" in all the slots.
- Fill Vac columns in the bidding table based on how many weeks you are allotted.
- Each Vacation column must have a number filled in for all 53 weeks.
- Select your choice by clicking on the cell next to the week desired in priority order. Clicking on new cells under the same Vac column will automatically increment the number.
- A second click on the same cell will erase the value and allow you to adjust priorities.

**11:** Clear Column – Click on the "X" icon to clear all vacation priorities in the column
**12:** Autofill – Clicking on the buttons, after filling at least one vacation priority, will fill all the remaining blank slots with the remaining numbers from bottom to top.

## Comment, Sign, and Submit:



**13:** Comments – Add any special request/comment
**14:** Signature – Sign the form
**15:** Submit – Submit when ready

*** Once submitted, an email confirmation is sent to employee's NJT and Secondary Email (if entered)*

## Resubmissions:

- In case of multiple submissions (second attempt or more), when the bid form is opened, the form is pre-filled with latest submission's data.
- All data fields and selections are editable.

## To Avoid Errors:

- Incomplete Column: For every column, all 52 cells must have a priority value.
- Blank Column: All previous weeks (columns) must be filled before filling out the later weeks (columns) in the table.