

CMA HONOUR SYSTEM MANUAL



CMC Crew Resources

CANADIAN PACIFIC Ingenuity.

TABLE OF CONTENTS

INTRODUCTION	3
The CMA Honour System	3
ADJUSTING TIMESLIPS	4
AUDIT PROCEDURE	9
How Timeslips are Audited	9
Outcome of an Audit	9
Reasons for an Adjustment.....	9
If You Disagree	10
THE INTERPRETATION CODE (IP)	11
When to Use the Interpretation Code.....	11
Submitting an IP Claim	11
Auditor's Response	12
If You Disagree	12
CLAIMS INFORMATION	13
The Claim Codes List.....	13
Location Claim Codes.....	13
Non-Productive Wage Claims	14
Short Payments	14
Special List Claims.....	14
Furlough Board Payments	15
Annual Vacation Payments	15
MBR and SBG	15
Payroll Cut-Off	15
TOP 15 COMMON RTE QUESTIONS	16
GENERAL QUESTIONS & ANSWERS	18
HOW TO ENTER COPY CLAIMS	21
EXPANDED CREW POINT SCREENS	23
EXPANDED CREW CHANGE OPERATION EXAMPLES OF PAYMENT	28
RUN LONG TIE UP EXAMPLES	30
HOW TO CONTACT DEPARTMENTS THROUGH VRU	64
CMC PAYROLL ADMINISTRATION	65

TABLES

CLAIM CODES	32
NON-ADJUSTABLE CLAIM CODES*	53
CLAIM CODES ROUTED FOR APPROVAL*	54
LOCATION CODES FOR LOCAL AGREEMENTS*	55
TIME AND MILES EQUIVALENTS *	56
WORK HISTORY DEFINITIONS	59

INTRODUCTION

The CMA Honour System

Under the Crew Management Application (CMA) Honour System all Running Trade Employees are responsible for their own payroll.

Timeslips are automatically approved and paid, and may be subject to audit at a later date, by a specially trained team at the Crew Management Centre in Calgary. As your own timekeeper, you are responsible for your timeslips (even if submitted by a fellow employee), and you must make every effort to understand and apply your Collective Agreement, Method of Pay and Local Rules to them. There are certain screens in the CMA that allow you to make your own adjustments (see “Adjusting Timeslips”).

You are your own timekeeper.

ADJUSTING TIMESLIPS

The menu for MAC4 is shown below. The screen TIMESLIP ADJUSTMENT allows you to adjust any working and non working timeslips. If you wish to make an adjustment to one or more of your timeslips, select number 17.

```
FIELD INQUIRY                PSTS02
                                DISTRICT: 4C  SUB-DISTRICT: CA
01 ENGINE SERVICE            10 TIE-UP
02 SWITCH SERVICE           11 REVISE TIE-UP
03 TRAIN SERVICE            12 MISCELLANEOUS CLAIM
                            13 TRAIN LINE UP INQUIRY
                            14 TIMESLIP INQUIRY
                            15 MILEAGE INQUIRY
                            16 ADDRESS CHANGES
                            17 TIMESLIP ADJUSTMENT
                            18 EMPLOYEE HISTORY INQUIRY
                            19 EMPLOYEE MASTER INQUIRY
                            20 FUTURE STATUS CHANGE REQUEST
                            21 CDS1 DEADHEAD TIE-UP
                            22 ADVERTISEMENTS BY ADV ID
                            23 ADVERTISEMENTS BY ASSIGNMENT
                            24 AVAILABILITY LISTS
                                25 EMPLOYEE TELEPHONE INFORMATION
                                26 AFHT LODGING UPDATE
                                SELECTION: ( 17 )
ENTER=PROCESS SELECTION  PF1=HELP  PF3=EXIT  PF12=FRANCAIS
```

NOTES:

The CMA Honour System allows you to make adjustments to timeslips as far back as four months. Adjustments no longer have to be made within 24 hours of the original timeslip submission, except if you wish to defer or un-defer a timeslip.

See "Non-Adjustable Claim Codes" for a table of codes you will not be able to adjust in the CMA Honour System.

Using the TIMESLIP ADJUSTMENT screen, shown below, is exactly like using the TIMESLIP INQUIRY screen. Use the tab key to move down to the timeslip you wish to adjust. The timeslip you wish to adjust can be a working or non-working timeslip. Place an "X" next to the timeslip and press Enter.

TIMESLIP ADJUSTMENT											PSTS551	
EMPLOYEE NUMBER: (000123456)											START DATE: (000601)	
DOE, JOHN (EMP)												
DATE/TIME	MSC	T	CC	DIST	TRN/ASGN	STATUS	IN-BASKT	AMT/TYP	OT	AJ	EH	AMOUNT
X 000602	1038	BL	N	B1	4CCA OALT03B1	APP-TRND		0180	M	N		016000
000610	0800		W	B1	4CCA OLDS	APP-TRND		0125	M	N		017353
X 000611	0800		W	B1	4CCA ROAD07	APP-TRND		0113	M	N		016479
000612	0800		W	B1	4CCA ROAD07	TRANSMIT		0113	M	N		016479
PLACE AN 'X' NEXT TO THE RECORD TO BE SELECTED - PRESS ENTER												
TYPE: W =WORKING, N =NON-WORKING AMT TYPE: M =MILES, H =HOURS, \$ =DOLLARS												
ENTER=INQUIRE/RESTART F1=HELP F3=EXIT F8=SCROLL												
END OF TIMESLIP RECORDS FOR THIS EMPLOYEE											E100-1	

If you select a working timeslip, you are transferred to a SECONDARY TIE-UP screen, shown below. Please note these fields below as these are ones that may frequently need to be adjusted.

1. Run Mls: For adjusting your run miles
2. WKBG/DOMTS: To adjust your work began and/or DOMTS time(s)
3. AOMTS/RRESP: To adjust your relieved responsibility and/or AOMTS time(s)
4. SH@OT: To adjust your whole shift at overtime – Put Y
5. JOB TYPE: To adjust your pay if called under incorrect job type
6. WRK HRS To adjust your work service hours on work train

You cannot adjust the DEFER PAYMENT, CL PRM: and the LA PRM: fields. Any adjustments you make on this screen are automatically made on the timeslip (a credit and debit are created). **To add comments on your timeslip, you must select the PF4=More Info screen. You can enter up to five lines of comments.**

```

TRAIN:  &NO23T  -          SECONDARY TIE UP SCREEN  OF 05/03/15 1300  PST07E
EMPLOYEE NAME          CC  OC-PAID  TTOD MLG  GRANDFATHERED
DOE, JOHN              EN    75     0500

      PREP ORDR DOMTS INIT ACTUAL CONST  OT  AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK:      0700  0900                1200      1200
TIME : 00                0200                0000      0245      15
MILES: 00                025  001  037  000      034      03      0125

      <<<<< EMPLOYEE CLAIMS >>>>>
      WKBG/DOMTS AOMTS/RRESP  JOB TYP: @@  CO ONL: @  RUN MLS: @@@  FNL INS: @
ORDER -W @@@@ -A 050316 1200 OFF DTY: @@@@ REQ BK: @  WRK HRS: @@@@ WRK UNT: @@
      0700 -D 0900 -R @@@@  TRN LNG: @@@@ SH @OT: @  TRN MLS: @@@  HRS PWR: @
      CL PRM: @@@@ LA PRM: @@@@

      CLAIM AMOUNT TYPE  CLAIM AMOUNT TYPE  CLAIM AMOUNT TYPE  CLAIM AMOUNT TYPE
      ( - - ) ( - - ) ( - - ) ( - - )
      ( - - ) ( - - ) ( - - ) ( - - )
      DEFER PAYMENT? (Y/N): N

ENTER=PROCESS  PF1=HELP  PF3=NXT EMP/EXIT  PF4=MORE INFO  PF5=UPDATE  PF10=DELAYS
    
```

```

      SECONDARY TIE UP SCREEN(2)
      <<<<<<<< REMARKS >>>>>>>>
1 Trip information and supporting claim information
2 Trip information
3 Trip information
4 Trip information
5 Trip information
    
```

If you select a non-working timeslip, you are transferred to the NON-WORKING MISCELLANEOUS CLAIM screen, shown below. Please note these screen features below to assist you in making adjustments.

1. CANCEL/ADJUST (C/A): When you enter "C," the timeslip is credited. Press PF5 to submit. When you enter "A," the timeslip is credited and a new timeslip is created with your new values. Press PF5 to submit.
2. COPY CLAIM REQUESTED AMOUNT: This field is only accessible on copy claims where the claim to be copied could not be found by the system.

```

NON-WORKING MISCELLANEOUS CLAIM                PSTS570                00/06/14 16:28
      EMPLOYEE NUMBER: 000123456 DOE, JOHN
      CLAIM CODE       : AB  DESC: ARIZONA BOARD - MIN DAY
      START DATE/TIME  : 000601 - 0001
COPY CLAIM END DATE/TIME : 000601 - 2359                CANCEL/ADJUST: @ (C/A)
=====
      JOB TYPE: 04          JOB DESC: THROUGH FREIGHT
      CURRENT ASSIGNMENT:  DISTRICT   : 4C   SUB-DISTRICT: CA
                          ASGN TYPE  : P   (A=YARD/LOCAL P=POOL S=SPARE)
                          ASSIGNMENT: NONO50EN
      COPY CLAIM REQUESTED AMOUNT: @@@@ ( $$$$CC )
THE EMPLOYEE WHO REPLACED YOU IS :
YOUR CLAIM IS - AMOUNT:      50    TYPE: M ( $ = MONEY  M = MILES  T = TIME)
                          <<< REMARKS >>>

ENTER=INQUIRE  PF1=HELP  PF3=EXIT  PF5=UPDATE  PF10=LIST CLAIM CODES
  
```

NOTE:

CMA allows the assignment you owned on the date for which you are making the claim to appear on the timeslip when the ENTER key is pressed.

(DO NOT ATTEMPT TO FILL THE CURRENT ASSIGNMENT FIELDS OR THE CLAIM WILL REJECT FOR PAYMENT)

Any adjustments made to your non-working or working timeslip appear on your timeslip, as illustrated below (the original ticket is credited and the adjusted one is debited):

EMPLOYEE NUMBER: (000123456) START DATE: (000601)												
DOE, JOHN (EMP)												
DATE/TIME	MSC	T	CC	DIST	TRN/ASGN	STATUS	IN-BASKT	AMT/TYP	OT	AJ	EH	AMOUNT
X 000602	1038	BL	N	B1	4CCA OALT03B1	APP-TRND		0180	M	N		016000
	000602	1038	BL	N	B1 4CCA OALT03B1	APP-TRND		-0180	M	N		-016000
	000602	1038	BL	N	B1 4CCA OALT03B1	APP-TRND		0185	M	N		016700
	000610	0800		W	B1 4CCA OLDS	APP-TRND		0125	M	N		017353
X 000611	0800		W	B1	4CCA ROAD07	APP-TRND		0113	M	N		016479
	000611	0800		W	B1 4CCA ROAD07	APP-TRND		-0113	M	N		-016479
	000611	0800		W	B1 4CCA ROAD07	APP-TRND		0130	M	N		017565
	000612	0800		W	B1 4CCA ROAD07	TRANSMIT		0113	M	N		016479

PLACE AN 'X' NEXT TO THE RECORD TO BE SELECTED - PRESS ENTER
 TYPE: W =WORKING, N =NON-WORKING AMT TYPE: M =MILES, H =HOURS, \$ =DOLLARS
 ENTER=INQUIRE/RESTART F1=HELP F3=EXIT F8=SCROLL
 END OF TIMESLIP RECORDS FOR THIS EMPLOYEE E100-1

NOTE:

Adding comments to your non-working or working timeslips is to your benefit because it will assist the auditor in reviewing your claim. If comments are not provided, the auditor will request further information from you at the time of the audit, which could delay resolution of your claim.

You alone are responsible for your timeslips, even if submitted by a fellow employee.

Comments such as “please adjust” within a timeslip WILL NOT route your ticket to an Auditor for Review. If you have a non specific issue and want it reviewed, submit an “IP” claim for One mile which will cause it to route. The Auditor will review the claim and advise you accordingly.

AUDIT PROCEDURE

How Timeslips are Audited

Timeslips are subject to review by a specially trained team of auditors at the Crew Management Centre (CMC) in Calgary. There are two ways in which the audit is conducted:

1. A variety of reports are generated from submitted timeslip data that will reveal patterns in the data of individuals, trains, terminals, etc.
2. Employees' timeslips are chosen at random and interpreted in terms of the Collective Agreement, Method of Payment (MOP) and Local Rules.

Outcome of an Audit

An audit could result in an adjustment in your timeslip. If the audit shows you have been underpaid, you will receive the payment owing to you. If the audit shows you have been overpaid, a recovery of the funds will be authorized by the auditor.

In either case, the auditor will inform you of the adjustment. If you have been underpaid, you will be instructed to adjust your timeslip yourself. If you have been overpaid, your timeslip will be adjusted accordingly in order to recover the money owing to the Company (the full amount at once).

Reasons for an Adjustment

An adjustment is required under the following conditions:

1. If you submitted an incorrect code in CMA; for example, a CT (Terminal Work Allowance) instead of an EC (Enroute Work Allowance). *It is important from an accounting standpoint that all claims be properly submitted.* If the error resulted because CMA did not allow you to submit the code you wished to, then contact the auditor and they will advise what adjustment you will need to make.
2. If a payment made to you does not conform with the terms of the Collective Agreement, MOP and/or Local Rules you will be notified of the reason why your claim does not conform to the above agreements.
3. **If you are unsure of your claim, use the Interpretation Code (IP) to route directly to an auditor for interpretation (see "The Interpretation Code").**

If You Disagree

If you disagree with the auditor's decision, you are, of course, entitled to submit a grievance. You should refer to your Collective Agreement on how to properly submit a grievance and for the appropriate time limits within which a grievance must be submitted.

Your union, upon filing a grievance, may request any future claims be held in abeyance until the issue is adjudicated at a future date. See the IP procedure on the following pages for obtaining an abeyance code.

Please understand that any recovery of the original claim is made regardless of the grievance filed.

Please pay particular attention to these instructions, because once you have been notified that a claim has been disallowed (in the opinion of the Company, the claim does not conform with the Collective Agreement, MOP and/or Local Rules), any subsequent submission of a claim of the same type will be flagged and may be viewed as a false wage claim, which could result in a formal investigation and discipline, depending upon individual circumstances. To avoid making a claim that might be viewed by the Company as fraud, be sure you understand the foregoing instructions and apply them to the submission of your claims.

THE INTERPRETATION CODE (IP)

When to Use the Interpretation Code

1. You are unsure about interpreting the Collective Agreement, Method of Pay (MOP) or Local Rules regarding your claim.
2. The CMA system does not accept the code you wish to use.
3. You have been instructed to do so because your submission relates to an outstanding grievance. These timeslips are coded with a number and held in an abeyance in-basket in CMA until the grievance is resolved.
4. You have been called on an incorrect profile in the CMA system and it cannot be adjusted by yourself to pay the correct miles and/or wages.

Submitting an IP Claim

An IP claim can be submitted on a working or non-working timeslip. In either case, the timeslip is routed to an auditor.

If an IP claim is submitted on a working timeslip, the undisputed portion of the timeslip is approved for payment and the IP claim is re-created by the auditor as a non-working timeslip, and then reviewed.

Note: An IP claim can only be submitted as Miles (M) or Time (T).

If you submit an IP claim on a non-working timeslip, be sure the date, start time and end time match the original working timeslip.

Auditor's Response

IP claims are reviewed regularly, and a letter or screen comments is provided to you within 30 days of the day you submitted the claim. (In time, a communication screen in the CMA will replace delivery by Canada Post.)

In the opinion of the Auditor the claim is either deemed to be payable (approved) or not payable (disapproved) under the terms of your current Collective Agreement, MOP and Local Rules.

Approved

If the claim you submitted as an IP is payable, the IP claim is declined and the auditor will either inform you with comments on the PF11 screen or will send you a letter that informs you of your entitlement and instructs you to make an adjustment to the working or non-working timeslip on which the IP claim was originally submitted.

If you submitted an IP claim because the CMA did not accept the code you wished to use, then the auditor will either make the adjustment for you or will advise you the correct claim code to use. If necessary, the auditor will then update CMA to accept that code in the future.

Disapproved

If your claim is disapproved, the auditor will either send you a letter or provide screen comments that explains **the decision** in terms of your current Collective Agreement, MOP or Local Rules. The appropriate adjustment is made in your timeslip.

If You Disagree

If you disagree with the auditor's decision, you are, of course, entitled to submit a grievance. You should refer to your Collective Agreement on how to properly submit a grievance and for the appropriate time limits within which a grievance must be submitted.

Your union, upon filing a grievance, may request that the claims(s), any future claims, be held in abeyance until the issue is adjudicated at a future date. The process for setting up an abeyance code is stated below.

Process for Setting up an Abeyance Code:

- 1: Employee submits an IP claim code and/or other claim on his/her ticket.
- 2: Auditor reviews claim and declines with corresponding letter to employee
- 3: Employee disagrees with decision by auditor and brings this claim to local chairman
- 4: Local chairman decides whether or not to continue the process
- 5: Local chair brings claim code to the attention of his/her local manager
- 6: Local manager after consulting with IR and senior Auditor advise local chair claim is still declined
- 7: Local chair submits a grievance to local manager requesting to set up an abeyance code
- 8: Local manager advises IR of this request
- 9: IR advises Senior Auditor to set up abeyance code
- 10: Senior Auditor sets up abeyance code and sends out corresponding bulletin advising the particular terminal and the joint CMA Committee.

CLAIMS INFORMATION

The Claim Codes List

See “Claim Codes” for the master list of all claim codes available to running trade employees, including codes new to the CMA Honour System. *Additional codes are added on an ad hoc basis and these may be reviewed from the “PF10= LIST CLAIM CODES” on a Non_Working Miscellaneous Claim screen.*

Location Claim Codes

To enter claims for worked performed as per Local Agreements, the claim must be entered with the code pertaining to the location of your home terminal (see “Location Codes for Local Agreements”). For example, MI and XI are used if your home terminal is Minnedosa: MI is used for a miles or time claim (chargeable miles) and XI is used for a dollar claim (non-chargeable miles). The location codes also appear on the master list.

The location code is used for any local arrangements made between you and your manager and must include the Manager’s name who authorized this claim. These claims will be automatically approved, but later reviewed by your field area manager. These claims can be submitted on a working or non-working timeslip.

*Be sure to provide your reason for the claim, and the name of the manager who approved it, in the comments section of your claim. **Under no circumstances should a location claim code be used if an employee is either unsure of the claim code or whether such a claim is valid. An IP claim code must be used in these circumstances.***

Statutory Holiday Claims

The SH claim can be used by the employee under the following circumstances. If you don’t see your General Holiday (GH) timeslip on your screen and it’s more than four days after the General Holiday and you are entitled as per collective agreement provisions, then you can enter it as an “SH” claim. The SH claim is routed to an in-basket in which the Payroll Administration clerk will further investigate and either approve or decline as per provisions of the Collective Agreement.

Note: Do not enter SH claims as an LW or MW claim since these will be declined by the Claims Analyst.

Non-Productive Wage Claims

Non-productive wage claims continue to be handled by the claims analysts. You are unable to make any adjustments to these claims once submitted. (See “Non-Adjustable Claim Codes”.)

CC	= Call and Cancelled (RTE ordered then cancelled)
CR	= Cancel after Reporting for duty
CJ	= Cancelled Job (job not required)
RA	= Run Around
MW	= Missed Wage
OA	= Off Assignment (Conductor called as Engineer)
LM	= Lost Miles (RTE held off service)
LW	= Lost Wage (RTE held off service)

Short Payments

Short Payments should not occur using the CMA Honour System. However, if you do have a short payment, do not submit it as a lost wages (LW) or missed wages (MW) claim. These claims will be disapproved by the claims analyst because you now have the ability to adjust the underpaid timeslip yourself.

Special List Claims

The following special list claims are not generated automatically by the CMA system. You must submit individual timeslips for the following:

TY	Trainperson Trainee
PC	Pitch and Catch Training
MQ	Required Qualification class – Freight service
RQ	Required Qualification class – Roadswitcher service
YQ	Required Qualification class – Yard service
C2	Trainer Allowance Coach Qualified Trainperson
TT	Trainer Allowance Trainperson
TE	Trainer Allowance Engineers

If you are a trainee for a full pay period, 14 individual tickets must be submitted. They do not need to be submitted daily, but they must all be submitted by payroll cutoff—the Monday following pay-day. *Employees who have a trainee must submit the Trainer Allowance on their working ticket to ensure proper payment for the training portion.*

Furlough Board Payments

Furlough Board payments are automatically generated by the CMA system.
Can not be adjusted by the employee.

Annual Vacation Payments

Annual Vacation payments continue to be generated automatically by the CMA.
These tickets cannot not be adjusted by the employee.

MBR and SBG

Adjustments to your timeslips can affect the calculations of Maintenance of Basic Rate (MBR) and Spareboard Guarantee (SBG), as well as your monthly mileage period. If an MBR or SBG was paid based on timeslips you wish to later adjust, contact the auditor to determine whether your adjustments will affect the MBR or SBG payments. Audits will ensure overpayments are not being made on your MBR and SBG due to timeslip adjustments. The recovery process for SBGs remains the same. To avoid any recoveries of money, adjust your timeslips for the same pay period and avoid making adjustments to past pay periods.

Payroll Cut-Off

Adjustments/Approval: 23:59 Eastern Time Monday, following pay-day Thursday

MBR: 16:00 Friday Mountain Time, following pay-day Thursday

SBG: 23:59 Saturday Local Time, following pay-day Thursday

TOP 15 COMMON RTE QUESTIONS

1. **I submitted a miscellaneous claim code and it paid a zero amount.**
 - Employees must always hit the enter button before they PF5 a miscellaneous claim.
2. **I submitted a miscellaneous claim for the wrong date.**
 - Once a miscellaneous claim has been submitted and added to file, an employee cannot change the date. The claim with the erroneous date must be cancelled under screen 17, timeslip adjustment and a new claim entered for the correct date under screen 12.
3. **I submitted the same miscellaneous claim twice by accident.**
 - To remove the duplicate claim you must go to screen 17, timeslip adjustment and cancel the claim. If the claim in question is a Non – Adjustable claim (see list of Non – Adjustable Claim Codes) which goes into a particular inbasket, an employee will not be able to adjust the ticket.
4. **I submitted comments on the claim to be adjusted, but it wasn't adjusted. Why?**
 - Putting comments on either a miscellaneous or working ticket will NOT route the ticket to an Auditor to correct but it will be processed for payment as submitted. Employees must submit an IP claim for 1 run mile in addition to the remarks.
5. **Why wasn't my length of run allowance generated?**
 - Employees who do not complete a trip under the fixed method of pay must change their run miles from 001 to the actual track miles they ran on their tie up screen. Failure to do this will result in the length of run allowance not generating. (Note: Employees hired after Jan 1/08 are not entitled to length of run allowance).
6. **I submitted a TT claim for 2 hours but it didn't work.**
 - In order for employee to be eligible for the 2 hour trainer allowance the coach training course must be taken. If you are coach qualified, then a "C2" claim code must be entered for 2 hours. Employees who are NOT coach qualified enter a TT claim for the lump sum amount as per their Collective Agreement provisions.
7. **My General Holiday ticket is missing.**
 - In the event there is no General Holiday in the system on the 4th day after the General Holiday, employees can submit an "SH" claim for the amount of their previous working tour. There is no entitlement to the General Holiday if an employee is off for more than 12 hours on that date due to illness, personal or leave status. In addition, there is no entitlement if you are available for more than 12 hours but lose work at the home terminal on the General Holiday due to illness, personal or were unavailable when your turn was called.
8. **I forgot to put "Y" in for overtime on my yard shift.**
 - If within 24 hours, go to screen 11 (Revise Tie-up) and enter the "Y" to the right of the SH@OT field which is 3 lines down from the Employee Claims section. After 24 hours you must use screen 17 (Timeslip Adjustment) which will bring you to the same screen as Revise Tie-up.
9. **Can you increase or decrease my miles?**
 - Auditors do not handle an employee's mileage. RTEs need to contact either their mileage committee or the Assistant Manager CMC to have their miles adjusted.

10. Can you defer my ticket?

- *Employees have the option to defer their ticket up to 24 hours. Auditors cannot defer tickets for the employees since they do not have access to the deferral flag. When adjusting a ticket within the first 24 hours an employee should use the revised tie-up screen instead of timeslip adjustment. If timeslip adjustment is used in the first 24 hours, then you will not be able to defer your ticket.*

11. My AV rate is incorrect or my AV is missing.

- *For AV related issues, the AV clerk needs to be contacted. They can be reached through the VRU under the AV clerk option or directly at 403-319-6930.*

12. I'm having problems entering a copy claim.

- *Claims such as bereavement (BL), health and safety (HS), held off company business (HC) and Jury duty (JD) are all copy claims. Please refer to the section "How to enter copy claims" for further clarification.*

13. I'm missing a yard shift.

- *The most likely reason you are missing a yard shift is due to your working tour of the previous day not being tied up. Since the CMA system already shows you working, it will not generate the yard shift for today. Meanwhile you may tie up your shift thinking it was today's shift when in fact you were tying up yesterday's shift.*
- *Submit a dollar value location claim code (see Location Codes for Local Agreements) for the amount of your shift with detailed remarks since the Road Managers will be reviewing these claims.*

14. My Spareboard guarantee was declined. Why?

- *All employees can view the declination reason under Timeslip Inquiry by putting an "X" beside the ticket, hitting enter, then PF12 to view the reason as to why the claim was denied. If you required further clarification, you can contact the MBR/Spareboard guarantee clerk through the VRU.*

15. When should I use an IP claim?

- *An IP claim should be used if are unsure of whether the claim is eligible either under Collective Agreement or Local Rules provisions. Also, an IP claim can be used to advise the Auditor that your ticket is not correct or there is some problem with your timeslip.*

16. For further uses of an IP claim see section "The Interpretation Code (IP)".

GENERAL QUESTIONS & ANSWERS

Q: *I was paid at passenger rates when I am entitled to freight rates. How do I adjust my timeslip if I do not have access to change my rate?*

A: Change the job-type code to 04 on the REVISE TIE-UP screen, and your rate will be adjusted to freight rate.

Q: *I was called as a helper and then promoted to be foreman for the shift. The system generated helper rates when I'm entitled to foreman's rates. How do I adjust this?*

A: You do not have access to change your craft code on the REVISE TIE-UP screen. You must, therefore, submit a lost-wage claim (LW) for the difference. The claims analyst will investigate.

Q: *CMA did not generate my general holiday (GH). Do I submit a GH myself or contact the payroll administrative clerk?*

A: You will not be able to submit a GH. Instead, submit an SH, which will be routed to the payroll admin clerks in-basket to be verified.

Q: *My annual vacation daily rate is incorrect. Do I submit a claim for the difference?*

A: No. Please contact the annual vacation clerk, through the VRU, for verification. He or she will be sure that you receive the difference in entitlement.

Q: *Is assistance with tie-up and timeslip inquiries available? By whom? What will the hours be for this service?*

A: Auditors are on duty during normal business hours Monday through Friday. Messages and Internet E-Mails may be left should they be unable to take your call immediately.

Q: *If I am audited and an auditor feels I was not entitled to a payment that I received, will I be notified before a recovery is made?*

A: No, you will be notified either through a letter or comments made on the ticket advising you of the disputed payment and the pay period in which the recovery will be made. If you do not agree with the auditor's interpretation, you should review your Collective Agreement on how to properly submit a grievance and for the appropriate time limits within which a grievance can be submitted.

Q: *Can another employee make an adjustment to my timeslip?*

A: No. Only you have access to your TIMESLIP ADJUSTMENT screen.

Q: *How will the auditor determine if an invalid claim was just an “honest mistake” on my part (e.g., I meant to claim \$80.00, but claimed \$800.00 by adding an extra 0)?*

A: It will be up to the auditor to assess the circumstances and determine if further review or investigation is warranted.

Q: *What happens if I make a mistake on my tie-up and do not realize it?*

A: You should realize the mistake once you have received your pay stub, and you must correct it immediately.

Q: *Will I have the ability to un-defer my ticket past the 24-hour period?*

A: No. This can only be changed within the 24-hour period following your tie-up. Once your timeslip is deferred, you will not be able to un-defer it after that time.

Q: *If I want to make an adjustment to a timeslip that has been deferred, will the timeslip remain deferred?*

A: Yes, the deferred flag will remain on the adjusted ticket.

Q: *If I do not agree with a decision made by the auditor, and want to grieve it, will the money remain paid until the outcome of the grievance?*

A: No, the money will be recovered by the company when the discrepancy is found by the auditor. If the grievance is later resolved in your favour, the grievance resolve amount will be reimbursed.

Q: *If within the 24-hour period after tying up, an adjustment is needed, do I go to the TIMESLIP ADJUSTMENT screen or REVISE TIE-UP screen?*

A: It really doesn't matter which selection you make to do the adjustment. The only difference between the two is that in the REVISE TIE-UP screen you are able to un-defer and defer the timeslip. We suggest that if you are within the 24-hour period, to use the REVISE TIE-UP screen. This way you are not creating a credit and debit on your timeslip. Also, if you use TIMESLIP ADJUSTMENT to do the correction and miss something, you will need to wait another 24 hours to make the change while under REVISE TIE-UP you can make multiple changes within the 24-hour period.

Q: *Can I submit an IP claim on a working timeslip?*

A: Yes, an IP claim can be submitted on a working or non-working timeslip.

Q: *Can I submit a location claim code (e.g., MI or XI) on a working timeslip?*

A: Yes, a location claim code can be submitted on a working or non-working timeslip.

Q: *Will the local agreement claims be automatically paid?*

A: Yes, these claims will be automatically paid by the system and reviewed later by your field area manager.

Q: *How long will it take for the auditor to provide me with a response to my IP claim?*

A: IP claims will be reviewed on a regular basis. Depending on the number of IP claims awaiting review, you should receive a response either on the screen or by the letter within four to six days. The response time will never exceed 30 days from the day the claim was submitted.

Q: *Do the TIMESLIP INQUIRY and TIMESLIP ADJUSTMENT screens display the same information? What is the difference between the two?*

A: They are basically the same with a couple of notable differences. TIMESLIP INQUIRY shows all the information including debits and credits from adjustments and miscellaneous claims that have not been approved yet. TIMESLIP ADJUSTMENT does not show the debit and credit adjustments and claims that have not been approved. You can edit your claims under TIMESLIP ADJUSTMENT.

Q: *Will non-productive wage claims being handled by the claims analyst be audited within the Honour System?*

A: No, the auditors who are part of the Honour System will not audit these claims.

Q: *How many times can a timeslip be adjusted?*

A: There is no limit to the number of times a timeslip can be adjusted.

HOW TO ENTER COPY CLAIMS

The step by step procedure below applies to all copy claims such as bereavement, held for company business, held for health and safety, jury duty, etc.

Step One:

Under the Field inquiry screen, select function 18 (Employee History Inquiry) to find out your lost work. In the case below, Mr. Doe lost 3 trips while off on Company Business and will be entering an "HC" claim.

DIST: 4H SUB-DIST: CO EMPLOYEE WORK HISTORY PSTS18X											
EMPLOYEE NAME: DOE J.Z. (JOHN)					EMPLOYEE NUMBER: 000444444						
START DATE: 060506					CURRENT ASSIGNMENT: CF99EN						
X	DATE	TIME	FUNCTION	TRAIN/ASG	CC	EFF-TIME	EMP-AFF	LO	POOL	I-O	USERID
	0506	2334	CALL	VDP-06		EN 05/06-2300		B0	CF	0	
	0507	0609	TIE UP	VDP-06		EN 05/07-0300		A0	CF	0	
	0507	1303	CALL	824-075TCEN		05/07-1200		B0	CF	0	
	0508	0125	TIE UP	824-075TCEN		05/07-2230		A0	CF	0	
	0508	1426	CO BUSINE	4HCOCFCF99EN		05/08-1125		NO			
	0509	2025	LOST WORK	472-08		EN 05/09-1100	000510502	NO	CF	0	
	0511	0637	LOST WORK	802-060		EN 05/10-2000	000515683	NO	CF	8	
	0511	0641	LOST WORK	DH9707WT		EN 05/11-0130	000515683	NO	CF	0	
	0511	2254	BOOK-ON	4HCOCFCF99EN		05/11-1954		NO			
	0513	0610	CALL	V72-12		EN 05/13-0500		B0	CF	0	
	0513	1631	TIE UP	V72-12		EN 05/13-1330		A0	CF	0	
	0513	1900	REPOSITN	4HCOCFCF99EN		05/12-0445		A0	CF	0	
PLACE AN X NEXT TO THE RECORD TO BE VIEWED											
ENT=INQ F1=HELP F3=EXIT F4=USHR F6=MAXH F8=PGDN F10=RIGHT F11=PREV F12=NEXT EMP											
PRESS PF8 KEY TO CONTINUE											

Step Two:

To submit the copy claim, select function 12 (Miscellaneous Claim) under the Field inquiry screen. In the case below, Mr. Doe's is being paid for all his lost wages for the time he was on Company Business. His start date/time will be the time he booked off on Company Business and his end date/time will be the time he booked available from Company Business.

At this point the employee must only hit enter ONCE.

NON-WORKING MISCELLANEOUS CLAIM PSTS570									
06/06/22 12:41									
EMPLOYEE NUMBER: 000444444									
CLAIM CODE : HC					CLAIM DESC:				
START DATE/TIME: 060508 - 1125									
COPY CLAIM END DATE/TIME: 060511 - 1954									
=====									
JOB TYPE :					JOB DESC:				
CURRENT ASSIGNMENT: DISTRICT :					SUB-DISTRICT:				
ASGN TYPE :					(A=YARD/LOCAL P=POOL S=SPARE)				
ASSIGNMENT:									
COPY CLAIM REQUESTED AMOUNT:					(\$\$\$CC)				
THE EMPLOYEE WHO REPLACED YOU IS:									
YOUR CLAIM IS - AMOUNT:					TYPE: (\$ = MONEY M = MILES T = TIME)				
<<< REMARKS >>>									
ENTER=INQUIRE PF1=HELP PF3=EXIT PF5=UPDATE PF10=LIST CLAIM CODES									

Step Three:

The following screen appears after you have hit enter ONCE. You will notice some changes on the screen. Your start date/time has changed from 060508-1125 to 060509-2025 which is the system date and time the lost work record was created in CMA (see work history screen on previous page).

Also, the computer has filled in your current assignment information and the name of the employee who replaced you as well as your claim amount. **All copy claims must have remarks to validate the claim.** In the case below, Mr. Doe has provided reason why he was off on Company Business.

```

NON-WORKING MISCELLANEOUS CLAIM                                PSTS570
                                                                06/06/22 12:39
EMPLOYEE NUMBER: 000444444 DOE, J.Z. (JOHN)
CLAIM CODE       : HC          CLAIM DESC: HELD FOR COMPANY SERVICE
START DATE/TIME : 060509 - 2025
COPY CLAIM END DATE/TIME: 060511 - 1954          CANCEL/ADJUST (C/A):
=====
JOB TYPE       : 04      JOB DESC: THROUGH FREIGHT
CURRENT ASSIGNMENT: DISTRICT : 4H  SUB-DISTRICT: CO
ASN TYPE      : P      (A=YARD/LOCAL P=POOL S=SPARE)
ASSIGNMENT    : CFCF99EN
COPY CLAIM REQUESTED AMOUNT: ( $$$CC )
THE EMPLOYEE WHO REPLACED YOU IS: 000555555 ENGINEER JOE

YOUR CLAIM IS - AMOUNT: 135 TYPE: M ( $ = MONEY M = MILES T = TIME )
                <<< REMARKS >>>
As per approval from Road Manager Zack Zane, assisted with selection of new hires

ENTER=INQUIRE  PF1=HELP  PF3=EXIT  PF5=UPDATE  PF10=LIST CLAIM CODES

```

When the comments have been added, hit PF5 to add record to the file. Once the record has been added to file, **hit enter ONCE only again** which will bring up your next lost work record (see below).

Step Four:

Notice the start date/time has changed again to reflect the system date and time of your next lost work record. Since this ticket already contains your comments, you can hit PF5 to add this record to the file. Continue to hit enter only ONCE, then PF5 to add to file all remaining lost work records. The computer will advise you when you have reached the end of lost work records by telling you "No lost work history record available". *Check Timeslip Inquiry to verify that all copy claims have generated.*

```

NON-WORKING MISCELLANEOUS CLAIM                                PSTS570
                                                                06/06/22 12:39
EMPLOYEE NUMBER: 000444444 DOE, J.Z. (JOHN)
CLAIM CODE       : HC          CLAIM DESC: HELD FOR COMPANY SERVICE
START DATE/TIME : 060511 - 0637
COPY CLAIM END DATE/TIME: 060511 - 1954          CANCEL/ADJUST (C/A):
=====
JOB TYPE       : 04      JOB DESC: THROUGH FREIGHT
CURRENT ASSIGNMENT: DISTRICT : 4H  SUB-DISTRICT: CO
ASN TYPE      : P      (A=YARD/LOCAL P=POOL S=SPARE)
ASSIGNMENT    : CFCF99EN
COPY CLAIM REQUESTED AMOUNT: ( $$$CC )
THE EMPLOYEE WHO REPLACED YOU IS: 000555666 ENGINEER JOHN

YOUR CLAIM IS - AMOUNT: 129 TYPE: M ( $ = MONEY M = MILES T = TIME )
                <<< REMARKS >>>
As per approval from Road Manager Zack Zane, assisted with selection of new hires

ENTER=INQUIRE  PF1=HELP  PF3=EXIT  PF5=UPDATE  PF10=LIST CLAIM CODES

```

EXPANDED CREW POINT SCREENS

CMA screens have been changed to accommodate additional claims when running long/short at Expanded Crew Change Points.

For those areas where Expanded Crew Change Point does not apply, run long claim fields will not be displayed and are restricted from use to such employees. Some of the standard fields have been repositioned to accommodate the changes and the REMARKS normally on the Secondary Tieup screen have been allocated to a separate screen via a new PF4 MORE INFO option. In addition to the new REMARKS screen, a third PF7=SCREEN3 has been created for viewing run long data via Timeslip Enquiry.

In order for the application to work as intended it is important that run long information be entered on the tieup screen initially. Corrections can be performed on the secondary tieup screen when required.

The CABOOSE field has been moved from all screens, as it no longer has application. CREW INFORMATION screens will contain Run Long information for enabled locations.

Note: Additional Held Away cannot be claimed when Run Long at the start of a tour of duty.

**THE RUN LONG AGREEMENT IS CURRENTLY IN EFFECT FOR THE
AREAS OF MACTIER, CHAPLEAU, SCHREIBER, MOOSE JAW,
MEDICINE HAT, CALGARY, REVELSSTOKE AND KAMLOOPS.**

EXPANDED CREW CHANGE POINT SCREENS

PSTS07B TIE UP SCREEN (ECCP)

```

TIE UP SCREEN                                PSTS07B
TRAIN:( RUNLNG - ) OF: 050825 - 0100 JOB TYPE: 04 ROUTE: COND-ONLY: Y
METHOD OF PAY: FIXED
TRAIN ORIGIN STN: 08200          TURN OR WRK>DH STN:          TIEUP STN : 09500

DOMTS      :          HELD OUT:          AOMTS DATE-TIME      :          -
WRK BEGAN:          HELDAWAY:          RELVD RESP DATE-TIME:          -

  TRAIN  > 3000  WORK  FINAL  ACTUAL  START RL      RETURN RL      SWTCH  F-125
  LENGTH  HRS PWR  UNITS  INSPC  MILES   RM        RM        RM        RM        ENRTE  FAXED
(        ) (        ) (        ) ( N ) ( 166 ) (        ) (        ) (        ) (        ) (        ) (        )
START OMTS2 DEPT      ARR TURN      DEPT TURN      OMTS2 ARR
RETRN OMTS2 DEPT      ARR TURN      DEPT TURN      OMTS2 ARR      TAXI ARR
X      EMPLOYEE NAME      CC R  ORDR OFFD REST  H ST?  MLS  H/A  ROOM CALL
      DOE, J.B. (JOHN)      EN   0100
      SMITH, A.B. (ALLEN)   CO   0100

ENTER=INQUIRE/PROCESS  PF1=HELP  PF3=EXIT  PF4=RTE  PF5=TIEUP
                        PF10=DELAYS  PF11=CLAIMS
    
```

PSTS07E SECONDARY TIE UP SCREEN (ECCP)

```

TRAIN: RUNLNG -          SECONDARY TIE UP SCREEN  OF 05/08/25 0100  PSTS07E
EMPLOYEE NAME          CC  OC-PAID  T TOD MLG  GRANDFATHERED
DOE, J.B. (JOHN)      CO   69      1145
  PREP  ORDR  DOMTS  INIT  ACTUAL  CONST  OT  AOMTS  FNLT  OFFD  FNLI  BONUS  TOTAL
CLOCK:   0100  0205                1105      1245
TIME : 00                0000                0000      0000      00
MILES: 00                000  166  000  000                000      00      0188
<<<<< EMPLOYEE CLAIMS >>>>>
  WKBG/DOMTS  AOMTS/RRESP  JOB TYP: 04  CO ONL: Y  RUN  MLS: 166  FNL  INS:
ORDER -W      -A 050825 1105  OFF DTY: 1245  REQ BK:  WRK HRS:      WRK UNT: 03
0100 -D 0205 -R      TRN LNG: 05544 SH @OT:  TRN  MLS:      HRS PWR:
  START RL      RETURN RL
  RM        RM        RM        RM
(        ) (        ) ( 05 ) (        )
START OMTS2 DEPT      ARR TURN      DEPT TURN      OMTS2 ARR
RETRN OMTS2 DEPT 1120 ARR TURN 1125 DEPT TURN 1130 OMTS2 ARR      TAXI ARR 1210
  CL PRM: 00700 LA PRM: 01500
  CLAIM AMOUNT TYPE  CLAIM AMOUNT TYPE  CLAIM AMOUNT TYPE  CLAIM AMOUNT TYPE
( GP - 001 - M ) ( NR - 008000 - $ ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
    
```


PSTS07J SECONDARY TIE UP SCREEN (2) (ECCP)

```

TRAIN: RUNLNG - SECONDARY TIE UP SCREEN (2) OF 05/08/25 0100 PSTS07J
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
DOE, J.B. (JOHN) CO 69 1145
<<<<<<< REMARKS >>>>>>>
@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@
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ENTER=INQUIRE PF1=HELP PF3=EXIT PF5=UPDATE

```

PST568 SUPERVISOR APPROVAL SCREEN (3) (ECCP)

```

TRN/ASGN: RUNLNG SUPERVISOR APPROVAL SCREEN (3) OF 05/08/25 0100 PSTS568
EMPLOYEE: 000123456 DOE, J.B. (JOHN) TIMESLIP NUMBER: 001234567
ORDER: 050825 0100 DOMTS: 050825 0205 AOMTS: 050825 1115 OFFD: 050825 1245
WK BEGN: RELVD:

SYSTEM EMP SUPV
RUN LONG 1 (START) RUN LONG 1 MILES+TIME: 005 MILES
OMTS2 DEPT: 0000 00 0110 25 TIME ONLY: 006 MILES
RUN MILES : 00 01
ARR TURN : 0000 00 0115 25 PAID: 006 MILES
DEPT TURN : 0000 00 0120 25
RUN MILES : 00 01
OMTS2 ARR : 0000 00 0130 25
RUN LONG 2 (RETURN) RUN LONG 2 MILES+TIME: 019 MILES
OMTS2 DEPT: 1120 25 1120 25 TIME ONLY: 018 MILES
RUN MILES : 05 05
ARR TURN : 1125 25 1125 25 0000 PAID AT STRAIGHT TIME
DEPT TURN : 1130 25 1130 25 0000 PAID AT OVERTIME
RUN MILES : 00 05
OMTS2 ARR : 0000 00 1209 25
TAXI ARR : 1210 25 0000 00

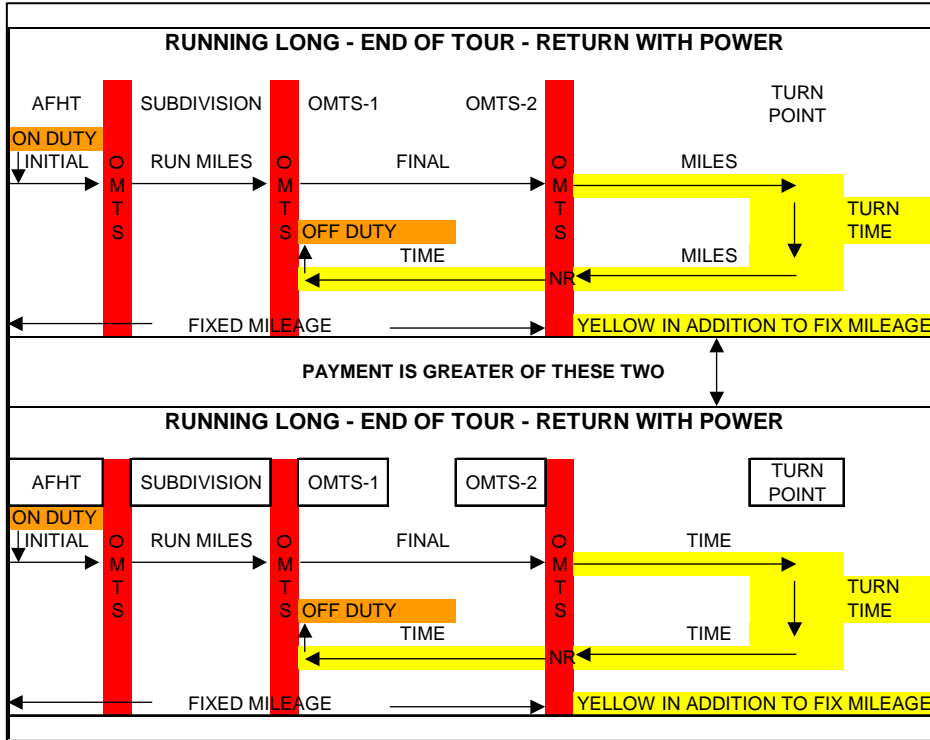
ENTER=INQUIRE F1=HELP F3=EXIT F5=UPDATE

```

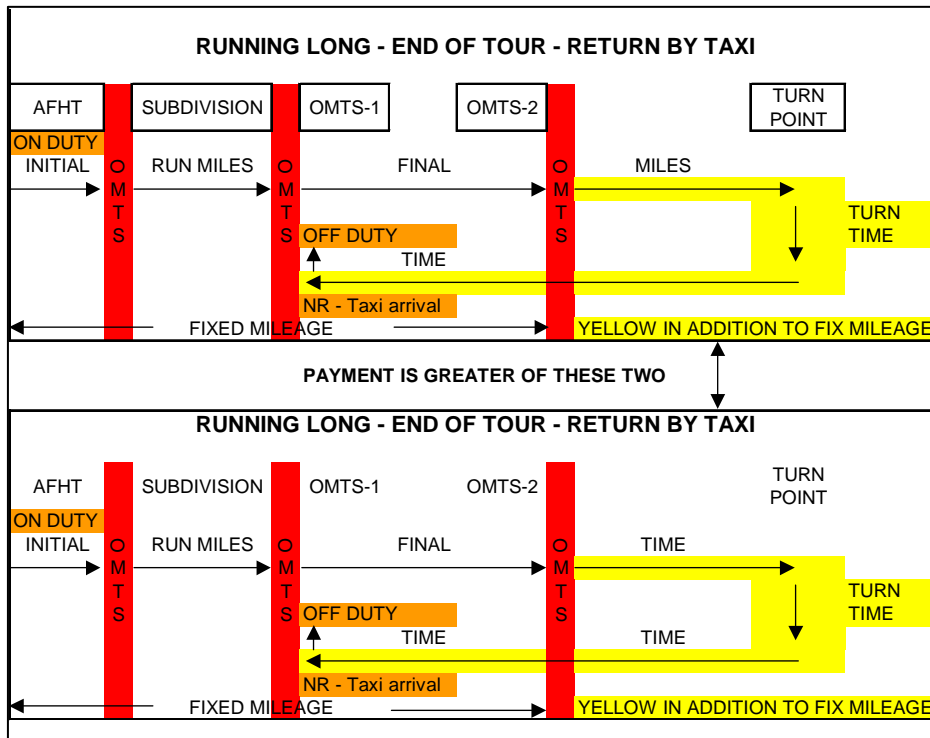

PSTS17B CREW INFORMATION (ECCP)

CREW INFORMATION										PSTS17B
DIST: 4C	SUB-DIST: CA			POOL/YARD: WEST POOL						
ASSIGNMENT: RUNLNG	OF 05/08/25 - 0100			DEP: 0205	ARR: 1105					
DEPART STN: 08200	ARR STN: 09500			INT STN:	ROUTE:					
PROFILE : 08200	&WP131			COND-ONLY: Y - CO TRAIN - 0 BK REQD						
TRAIN HELD	HELD	FINAL	WORK	RLVD	START RL	RETURN RL	ACT WRKG			
LENGTH OUT	AWAY	INSPCTN	BEGAN	RESPN	RM	RM	RM	RM	MLE UNTS	
05544		N				05			166 03	
START OMTS2	DEPT	ARR	TURN	DEPT	TURN	OMTS2	ARR			
RETRN OMTS2	DEPT 1120	ARR	TURN 1125	DEPT	TURN 1130	OMTS2	ARR TAXI ARR 1210			
FUNC NAME	TURN/ASGN		REQ	ORDR	OFFD	REST	HM	ST	MLE/TIME	
CALL DOE, J.B. (JOHN	CA11 EN			0100	1245	1003	N	N	0184	
CALL SMITH, A.B. (ALLEN)	LA99 CO			0100	1245	1030	N	N	0184	
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN										

EXAMPLE # 3



EXAMPLE # 4



RUN LONG TIE UP EXAMPLES

RUNNING LONG LITE ENGINES & LIFTING TRAIN

These field must have values for going out ---

```

TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0200 0000 0000 1030 1100
TIME : 00 0000 0000 0000 0000 00
MILES: 00 000 166 000 000 000 000 00 0011 0194
<<<< EMPLOYEE CLAIMS >>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019 1030 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0200 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( 05 ) ( 05 ) ( ) ( )
START OMTS2 DEPT 0115 ARR TURN 0130 DEPT TURN 0140 OMTS2 ARR 0145
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( EC - 0010 - T ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1
    
```

RUNNING LONG TAXI OUT HANDLE TRAIN

These field must be blank when you taxi out ---

```

TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0200 0000 0000 1030 1100
TIME : 00 0000 0000 0000 0000 00
MILES: 00 000 166 000 000 000 000 00 00 0179
<<<< EMPLOYEE CLAIMS >>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019 1030 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0200 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( ) ( 05 ) ( ) ( )
START OMTS2 DEPT ARR TURN 0130 DEPT TURN 0140 OMTS2 ARR 0145
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1
    
```

RUNNING LONG TRAIN OUT & TAXI BACK

These field must be blank when you taxi back ---

```

TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLC GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0130 1000 1100
TIME : 00 0000 0000 0000 00
MILES: 00 000 166 000 000 000 000 00 0180
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019 1000 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0130 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( ) ( ) ( 05 ) ( )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT 1010 ARR TURN 1015 DEPT TURN 1020 OMTS2 ARR TAXI ARR 1040
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

```

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1

RUNNING LONG TRAIN OUT & POWER BACK

These field must have values when returning with power ---

```

TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLC GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0130 1000 1100
TIME : 00 0000 0000 0000 00
MILES: 00 000 166 000 000 000 000 00 0012 0194
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019 1000 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0130 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( ) ( ) ( 05 ) ( 05 )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT 1010 ARR TURN 1015 DEPT TURN 1020 OMTS2 ARR 1040 TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( EC - 0005 - T ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

```

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1

CLAIM CODES

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
AC	Attending Court	<ul style="list-style-type: none"> Stand-alone claim Entitled to all lost work that turn made 	M/T	N	N
AI	Attending Investigation	<ul style="list-style-type: none"> Stand-alone claim Entitled to all lost work that turn made 	MT	N	N
AP	Employee Assistance Program	<ul style="list-style-type: none"> Stand-alone claim Critical stress from work or EFAP coordinator Entitled to all lost work that turn made 	M/T	N	Y
AT	Annual Vacation Top-Up	<ul style="list-style-type: none"> When Canada Labour Code guarantees a greater amount for annual vacation pay-out then actually paid by the Company 	\$	R Payroll Admin Clerk	N
AV	Annual Vacation	<ul style="list-style-type: none"> Auto-generated by CMA when booked off by crew dispatcher Based on previous year's earnings 	M/T	N	N
AX	Saskatoon Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
AZ	Alyth Run Long	<ul style="list-style-type: none"> Stand-alone claim or tie-up claim Operations of trains over more than one Subdivision at the Calgary Terminal. 	M/T	N	Y
BB	441/440 Tbay to Ignace Revelstoke & Golden	<ul style="list-style-type: none"> 38 Mile payment specific to this Assignment. Penalty Payment when crew used for train not applicable to them 	M	N	Y
BB	Sudbury Fixed Roadswitcher Agreement	<ul style="list-style-type: none"> Time beyond 8 hours as non-chargeable miles 	T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
BE	Bank Day	<ul style="list-style-type: none"> • \$ value claim based on RTE AV rate • Only payable in conjunction with EDOs 	\$	N	N
BL	Bereavement Leave	<ul style="list-style-type: none"> • Stand-alone claim • Article 19 ENG; 66 (West) 44 (East) TRN for details • Entitled to lost work that turn made • Payment: 3 or 5 consecutive calendar days as per Collective Agr. 	M/T	N	N
BM	Brandon & Minnedosa Local Agreement	<ul style="list-style-type: none"> • Brandon and Minnedosa work sharing agreement • Entitled to 25 mile claim • Stand-alone or tie-up claim 	M	N	Y
BN	Brandon Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles chargeable 	M/T	N	Y
BR	Material Change Guarantee	<ul style="list-style-type: none"> • Stand-alone claim • When a change is made in the operation <p>MBR clerk calculates based on average earnings from the last year</p>	\$	R MBR Clerk	N
BT	Bank Time At Year End	<ul style="list-style-type: none"> • RTE's Bank Time to be paid out at the end of the year 	\$	N	N
CB	Exceeding Threshold Value	<ul style="list-style-type: none"> • Tie-up claim auto-generated by CMA • MOP material change • When running on fixed mileage territory • Exceeding threshold account waiting for a second crew to taxi home 	T	N	Y
CC	Called and Cancelled	<ul style="list-style-type: none"> • Stand-alone claim • When crew cancelled BEFORE reporting for duty • Claims analyst to investigate 	M/T	R Claims Analyst	N
CD	Coal Detention	<ul style="list-style-type: none"> • Tie-up claim 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> Applicable to Cranbrook crews when turning train at Sparwood or time loading coal at mine 			
CE	Called and Cancelled	<ul style="list-style-type: none"> Stand-alone claim When crew is cancelled after work has been performed Claims analyst to investigate Entitled to minimum day 	M/T	R Claims Analyst	N
CG	Coal Train Guarantee	<ul style="list-style-type: none"> Tie-up claim Trains going into or coming out of Golden yard: 148 miles Local rule in Revelstoke 	M/T	N	Y
CH	Chapleau Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
CJ	Assignment Annulled	<ul style="list-style-type: none"> Stand-alone claim When scheduled assignment cancelled Entitled to minimum day 	M/T	N	Y
CK	Cranbrook Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
CL	Train Length Allowance	<ul style="list-style-type: none"> Normally auto-generated by CMA Submitted only when CMA does not generate payment RTEs after Jan 1/08 not entitled 	\$	N	Y
CN	CN Kamloops Only	<ul style="list-style-type: none"> Tie-up claim Entitled to 10 mile premium pymt when crew runs on CN track 	M	N	Y
CP	CN Detour London	<ul style="list-style-type: none"> Additional payment Used by London crews for CN detour trains 	\$	N	Y
CQ	Coquitlam	<ul style="list-style-type: none"> Stand-alone or tie-up claim 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
	Local Agreements	<ul style="list-style-type: none"> When Local Agreement is made between manager and employee Miles chargeable 			
CR	Called and Cancelled	<ul style="list-style-type: none"> Stand-alone claim When crew cancelled AFTER reporting for duty Claims analyst to investigate 	M/T	R Claims Analyst	N
CS	TCS DH Penalty	<ul style="list-style-type: none"> CMA auto-generated claim When on-duty time exceeds 12 hours MOP material change 	M/T	N	Y
CT	Terminal Work Allowance	<ul style="list-style-type: none"> Tie-up claim Work done by crew in yard Minimum payment : 1 hour CO-only premium not applicable if called in non-fixed service with a brakeman 	M/T	N	Y
CV	Current Vacation	<ul style="list-style-type: none"> Stand-alone claim Example: when an employee has resigned, all current vacation is paid out 	M/T	R Payroll Admin. Clerk	N
CY	Calgary Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
C2	Conductor Training Allowance	<ul style="list-style-type: none"> Tie-up claim When Conductor Coach is training a trainee Payment: fixed amount 2 hr 	T	N	Y
DB	Doubling or Assisting	<ul style="list-style-type: none"> Tie-up claim When train is re-marshalled outside terminal, crew has to get the balance of the train Pacific region Engineers are entitled to time and miles for assisting other trains enroute 	M/T	N	Y
DH	Deadheading	<ul style="list-style-type: none"> Auto-generated by CMA 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> When taxing between terminals 			
DM	Detour Miles	<ul style="list-style-type: none"> Tie-up claim Stand-alone claim <p>When CP's tracks are not accessible, therefore detoured to other tracks (e.g., CN).</p>	M/T	N	Y
D1	Deadheading to Relieve a Crew on a Train	<ul style="list-style-type: none"> CMA auto-generated once work began time entered on tie-up 	M/T	N	Y
D2	Deadheading Home After Being Relieved by Crew	<ul style="list-style-type: none"> CMA auto-generated once relieved responsibility time entered on tie-up 	M/T	N	Y
D3	Deadhead to Make Up Minimum Day	<ul style="list-style-type: none"> Tie-up claim Used to make up 100 miles for deadheading 	M/T	N	Y
DW	Difference in Wages	<ul style="list-style-type: none"> Claim Difference in Wages if paid at incorrect rate for craft worked 	M/T	N	Y
DX	Red Deer Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
EB	Engineer Training Bonus	<ul style="list-style-type: none"> \$1000 payment upon commencement of Phase 4 OJT employees only – submitted by payroll admin. 	\$	R Payroll Admin. Clerk	N
EC	En Route Work Allowance	<ul style="list-style-type: none"> Tie-up claim Work performed while en route CO-only territory EC claim not payable to crew if called in non-fixed with brakeman 	M/T	N	Y
ED	Edmonton Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
EH	Medicine Hat Local	<ul style="list-style-type: none"> Stand-alone or tie-up claim 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
	Agreements	<ul style="list-style-type: none"> When Local Agreement is made between manager and employee - Miles chargeable 			
EL	Extended Limits – Rev & Kamloops	<ul style="list-style-type: none"> Tie-up Claim Used for picking up or setting off trains in extended limits as per local agreements 	M	N	Y
EM	Engine Maintenance	<ul style="list-style-type: none"> EN only Time paid for adding water, sand, etc. to engine 	M/T	N	Y
ES	Additional Switching	<ul style="list-style-type: none"> Tie-up claim Engineer only Switching in yard by road crew when yard crew is not available Paid flat rate of 100 miles at yard rate 	M/T	N	Y
ET	Engineer Trainee	<ul style="list-style-type: none"> Stand-alone claim generated by payroll administrative clerk When employee is training to be an engineer Paid flat rate as per the TCRC agreement 	\$	R Payroll Admin Clerk	N
EX	Expanded Crew Change Payment	<ul style="list-style-type: none"> Top up to Fixed Mileage when run within 20 miles from terminal 	M/T	N	Y
FB	Furlough Board	<ul style="list-style-type: none"> Stand-alone claim generated by CMA when booked off on the furlough board by crew dispatcher 	M	N	N
FM	Familiarization Trip (Road or Yard)	<ul style="list-style-type: none"> Stand-alone claim When familiarizing in yard service or road service 	\$	N	Y
FT	Final Time	<ul style="list-style-type: none"> Applicable when running on non-fixed territory Employees entitled to Final Time only enter this claim when CMA system hasn't generated it. 	M/T	N	Y
G7	Training	<ul style="list-style-type: none"> GOI Sec. 7 instruction 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjust able
G8	Time on duty exceed 10 hours Only by Local Agreement	<ul style="list-style-type: none"> As per Local Agreement On duty more than 10 hours Terminal to Terminal including turned enroute. 	\$	N	Y
GH	General Holiday	<ul style="list-style-type: none"> Auto generated by CMA Entitled to wages earned on trip prior to the General Holiday 	M/T	N	N
GN	Non-Protected Spareboard Guarantee	<ul style="list-style-type: none"> Stand-alone claim Hired after June 18, 1990 Paid bi-weekly only – starts Monday 0001 to 2nd Sunday 2359 	\$	R MBR/SBG Clerk	N
GO	Golden Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
GP	MOP Material Change	<ul style="list-style-type: none"> CMA auto-generated on tie-up One mile goes to Buffer Fund when running on fixed territory 	M/T	N	N
GR	Roadswitcher Guarantee	<ul style="list-style-type: none"> Stand-alone claim Assigned roadswitcher will receive negotiated payment Paid monthly 	M/T	R MBR/SBG Clerk	N
GS	Protected Spareboard Guarantee	<ul style="list-style-type: none"> Stand-alone claim Hired before June 18, 1990 Paid bi-weekly only – starts Monday 0001 to 2nd Sunday 2359 	M	R MBR/SBG Clerk	N
GW	Bi-Weekly Guarantee	<ul style="list-style-type: none"> Stand-alone claim Guaranteed wages for all services 	M/T	R MBR/SBG Clerk	N
GY	Yard Spareboard Guarantee	<ul style="list-style-type: none"> Stand-alone claim Paid bi-weekly 	\$	R MBR/SBG Clerk	N
HA	Held Away From Home	<ul style="list-style-type: none"> CMA auto-generated claim 	T	N	N

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
	Terminal	<ul style="list-style-type: none"> Crews held away from home terminal over 10 hours Engineers paid for hours exceeding 10 at passenger rates Trainmen paid for hours exceeding 10 at freight rates 			
HB	Held Away Begin Service	<ul style="list-style-type: none"> Tie-up Claim Use for heldaway after service began 	T	N	Y
HC	Held For Company Service	<ul style="list-style-type: none"> Stand-alone claim When employee held in for providing service for the Company. Entitled to all lost work that turn made 	M/T	N	N
H2	Held for Company Service	<ul style="list-style-type: none"> Stand-alone claim When employee held in providing service for the Company. Claim monetary value when lost work not tracked. 	\$	N	Y
HM	Hamilton Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
HO	Toronto Work not pertaining	<ul style="list-style-type: none"> Work not pertaining to Honda Assignment only 	M/T	N	Y
HR	Handling Revenue Cars Work Train	<ul style="list-style-type: none"> Stand-alone claim Work train crews handling revenue cars not associated with the work service being performed. <p>Entitled to 100 miles at freight rate</p>	M/T	N	Y
HS	Health & Safety	<ul style="list-style-type: none"> Stand-alone claim When employee held in for Health & Safety activities. Entitled to lost work that turn made 	M/T	N	N

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
HT	Hold Time - Pre/Post Deadheading	<ul style="list-style-type: none"> • Tie-up claim • Revelstoke Local Agreement 	M/T	N	Y
HZ	Health & Safety	<ul style="list-style-type: none"> • Stand-alone claim • When employee he performing Health & Safety activities • Ad hoc payment as authorized by a Manager 	\$	N	Y
IN	Attend Investigation	<ul style="list-style-type: none"> • Total daily time held for Investigation. • Time used to compile Max Hours 	T	N	N
IP	Interpretive Code	<ul style="list-style-type: none"> • Used when uncertain about interpretation of Collective Agreement • Submitted when a claim is pertaining to a grievance • Routed to auditor for investigation 	M/T	R Auditor	Y
IT	Initial Time	<ul style="list-style-type: none"> • Normally auto-generated by CMA when running on non-fixed territory 	M/T	N	Y
IX	Windsor Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
JD	Jury Duty	<ul style="list-style-type: none"> • Stand-alone claim • When called for jury duty • Entitled to lost work that turn made 	M/T	N	N
KA	Kamloops Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles chargeable 	M/T	N	Y
KE	Kenora Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles chargeable 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
KI	Internal Shortline Nelson	<ul style="list-style-type: none"> • CMA auto-generated • Tie-up claim or stand-alone claim • All claims falling under Internal Shortline Agreement 	\$	N	Y
KT	Kit Time For ENG	<ul style="list-style-type: none"> • Tie-up claim • Edmonton engineers only 	T	N	Y
LA	Length of Run Allowance	<ul style="list-style-type: none"> • Normally auto-generated by CMA • Submitted only when CMA does not generate payment • RTEs after Jan 1/08 not entitled 	\$	N	Y
LD	Light Duties	<ul style="list-style-type: none"> • Stand-alone claim • Cannot perform regular assigned duties • Paid hours worked at rate of class of service (ie, return to work). 	\$	N	Y
LE	Lethbridge Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles chargeable 	M/T	N	Y
LF	Montreal Commuter Only	<ul style="list-style-type: none"> • Payment when commuter employees work through their lunch 	T	N	Y
LM	Lost Work Miles	<ul style="list-style-type: none"> • Stand-alone claim • Claims analyst to investigate 	M	R Claims Analyst	N
LN	London Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles chargeable 	M/T	N	Y
LW	Lost Wages	<ul style="list-style-type: none"> • Stand-alone claim • Claims analyst to investigate 	\$	R Claims Analyst	N
LX	Wilkie Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee 	\$	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> Miles non-chargeable 			
LZ	Loading Coal at Shantz	<ul style="list-style-type: none"> Tie-up claim Calgary Engineer employees only 	M/T	N	Y
M8	Top Up Code To Fixed Miles	<ul style="list-style-type: none"> Tie-up claim Used for local agreements where employee tops trip up to equal fixed miles when under dual method of pay. 	M	N	Y
MC	C-Only Premium with TRN on Non – Fixed Trips	<ul style="list-style-type: none"> Tie-up claim Minimum payment: 1 hour per event Same criteria as CT/EC claims in C-Only Applicable based on Local agreements. 	M/T	N	Y
ME	Medical Allowance	<ul style="list-style-type: none"> Stand-alone claim When medical examination is required by the Company 38 miles for road employees/3 hours for yard employees 	M/T	N	Y
MI	Minnedosa Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
MJ	Moose Jaw Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
MK	Moose Jaw Local Agreements Run off territory to Bienfeit	<ul style="list-style-type: none"> Stand-alone or tie-up claim 25 Miles chargeable 	M/T	N	Y
MM	Over Threshold	<ul style="list-style-type: none"> Payment for time over threshold time in the West Pool. 	T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
	4F-CR West Pool only				
MQ	Required Qualification Class	<ul style="list-style-type: none"> Stand-alone claim Freight service employees 	\$	N	Y
MT	Mactier Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
MW	Missed Wages	<ul style="list-style-type: none"> Stand-alone claim Claim analyst to investigate 	\$	R Claims Analyst	N
MX	Smiths Falls Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
NE	Nelson Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
NG	Notice Given & \$80.00 Penalty	<ul style="list-style-type: none"> \$80.00 penalty payment under the parameters of Appendix 9 of TCRC Collective agreement Must give notice of rest to be off in 10 hours and be relieved by taxi Auto-generated by CMA on tie-up 	\$	N	N
NN	Non-Chargeable Miles	<ul style="list-style-type: none"> Non-Chargeable Miles Location Specific Established by Local Agreements. 	M	N	Y
NR	Time on Duty Exceeds 10 Hours	<ul style="list-style-type: none"> Auto-generated by CMA on tie-up Fixed territory only Payment: fixed \$80.00 	\$	N	Y
NS	National Reserve Board	<ul style="list-style-type: none"> Stand-alone claim When an employee temporarily 	\$	R MBR Clerk	N

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjust able
		relocates on the account of short crews			
NX	London Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
OA	Working Off Own Assignment	<ul style="list-style-type: none"> Stand-alone claim When employee is held back to do an ad hoc assignment Paid difference in wages between the two assignments 	\$	R Claims Analyst	Y
OM	Running Off Main Line	<ul style="list-style-type: none"> Tie-up claim When an employee goes off the mainline onto a spur track for more than 1 mile 	M/T	N	Y
OS	Switching Outside Yard Limits	<ul style="list-style-type: none"> Stand-alone or tie-up claim When a yard crew is going on the mainline to perform switching usually done by road crew 	M/T	N	Y
OT	Sudbury Fixed Rate Agreement	<ul style="list-style-type: none"> Time beyond 8 hours as non chargeable miles. 	T	N	Y
OT	Vancouver Kamloops	<ul style="list-style-type: none"> Work Train time beyond 12 hours – chargeable miles Roadswitcher time beyond 12 hours – chargeable miles 	T	N	Y
OX	Roberts Bank Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
PC	Pitch and Catch Training	<ul style="list-style-type: none"> Stand-alone claim Local RCLS Agreements govern payment 	\$	N	Y
PG	Exceeding Threshold Value	<ul style="list-style-type: none"> Tie-up claim auto-generated by CMA MOP material change 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> When running on fixed mileage territory Paid from union buffer fund (GP) 			
PI	Piloting	<ul style="list-style-type: none"> Tie-up claim 	M/T	N	Y
PP	Premium Payment 4F-CR East Pool only	<ul style="list-style-type: none"> Lifting additional engines to assisting train up hill – can claim 16M or 25M depending on type of work. 	M	N	Y
PU	Pick Up/Set Out Diesel	<ul style="list-style-type: none"> Tie-up claim Applicable to assigned and unassigned freight only Involves setting off, picking up or switching locomotives Paid 10 miles 	M/T	N	Y
RA	Runaround	<ul style="list-style-type: none"> Stand-alone claim When an unassigned employee should have been called for a tour of duty and was not Claims analyst to investigate 	M	R Claims Analyst	N
RB	Roadswitcher Beyond Limits	<ul style="list-style-type: none"> Tie-up claim When roadswitcher goes beyond their 30-mile boundary 	M/T	N	Y
RD	Red Deer Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
RE	Rules Examination	<ul style="list-style-type: none"> Stand-alone claim Payment: 3 hours at class of service 	M/T	N	Y
RG	Regina Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
RL	Revelstoke Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> between manager and employee Miles chargeable 			
RN	Rest En Route	<ul style="list-style-type: none"> Tie-up claim When tour of duty is interrupted. 	M/T	N	Y
RO	Roberts Bank Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
RQ	Required Qualification Class	<ul style="list-style-type: none"> Stand-alone claim Roadswitcher service employees 	\$	N	Y
RU	Run Thru Over 59 Min	<ul style="list-style-type: none"> Tie-up claim Run Thru time over 59 minutes 	T	N	Y
RX	Toronto Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
R4	Chapleau Freight Assignments	<ul style="list-style-type: none"> C-Only premium for Initial Terminal Switching 	M/T	N	Y
SA	Saskatoon Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
SC	Safety Meeting Maximum 30 Minutes	<ul style="list-style-type: none"> Tie-up claim Safety meeting <u>prior to</u> or after tour of duty 	M/T	N	Y
SD	Shift Differential	<ul style="list-style-type: none"> Usually Auto-generated by CMA Submitted only if CMA does not generate shift differential 	\$	N	Y
SF	Switching at Final Time	<ul style="list-style-type: none"> Tie-up claim Train crews performing switching in yard when yard crew not available 	M/T	N	Y
SH	General Holiday Employee	<ul style="list-style-type: none"> Stand-alone claim When system does not generate the 	\$	R Payroll	N

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
	Generated	GH claim <ul style="list-style-type: none"> Employee submits an SH claim in order for payment 		Admin Clerk	
SL	St. Luc Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
SM	Smiths Falls Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
SP	Spareboard Premium	<ul style="list-style-type: none"> Stand-alone claim Spare yard employees in non CO-only territory called for road service Payment: fixed \$45.00 	\$	N	N
SR	Schreiber Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
SU	Sudbury Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
TA	Temporary Trainers Allowance	<ul style="list-style-type: none"> Stand-alone claim Amount locally agreed upon 	\$	N	Y
TD	Thunder Bay Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
TE	Engineman Trainer	<ul style="list-style-type: none"> Tie-up claim When engineman is training a trainee Payment: 2hours 	T	N	Y
TG	TGBO Trainer	<ul style="list-style-type: none"> 'Tabular General Bulletin Order' Instructor. 	\$	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjust able
TJ	Terminal Time and Junction Switching	<ul style="list-style-type: none"> • Tie-up claim • Non-fixed territory only Thunder Bay & West • When crew switches train at junction 	M/T	N	Y
TO	Miscellaneous 4 Hour Training	<ul style="list-style-type: none"> • Stand-alone claim • Payment: 4 hours at "other than MQ" 	M/T	N	Y
TR	Toronto Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles chargeable 	M/T	N	Y
TS	Transport Crew – Sparwood	<ul style="list-style-type: none"> • Tie-up claim • Lethbridge crews at Sparwood 	M/T	N	Y
TT	Trainman Trainer	<ul style="list-style-type: none"> • Tie-up claim or stand alone • Claim when Conductor/Foreman is training trainee and is NOT coach qualified • Payment: fixed amount 	\$	N	Y
TV	Travel Time	<ul style="list-style-type: none"> • Tie-up claim • Set claim amount for travel time to Yard as per Local Agreement 	M/T	M	Y
TW	Walking to the Train	<ul style="list-style-type: none"> • Tie-up claim • Used only in GO train operation • Payment: 5 miles 	M/T	N	Y
TX	Thunder Bay Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
TY	Trainman Trainee	<ul style="list-style-type: none"> • Stand-alone claim • Daily training to become a trainman • Rate is fixed amount – 75% of helper rate 	M	N	Y
UC	En Route Work Allowance	<ul style="list-style-type: none"> • Stand-alone claim • En route work performed by crew in 	M/T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
	(U.S.)	the U.S. - Hamilton employee only			
UE	Green Card Applicant	<ul style="list-style-type: none"> Stand-alone claim I 94 admission card that allows crews to travel into the United States 	M/T	N	Y
UM	Uniform Maintenance	<ul style="list-style-type: none"> Uniform maintenance payment – for Montreal CRS only 	\$	N	Y
UT	Terminal Work Allowance (U.S)	<ul style="list-style-type: none"> Tie-up claim Work done by crew in yard in US Minimum payment : 1 hour CO-only premium 	M/T	N	Y
WI	Windsor Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
WL	Wilkie Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
WM	Work Train	<ul style="list-style-type: none"> Work train miles – used to top up miles for fixed mileage agreements 	M	N	Y
WP	Winnipeg Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
WT	Wait Time	<ul style="list-style-type: none"> Tie-up claim Wait time account bad 2nd unit 	M/T	N	Y
WY	Wynyard Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles chargeable 	M/T	N	Y
W5	Assigned Service Claim	<ul style="list-style-type: none"> Tie-up claim Assigned service time exceeds 5 hours 	T	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjust able
XA	Kamloops Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XB	Lethbridge Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XC	Medicine Hat Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XD	Edmonton Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XE	Kenora Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XG	Regina Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XH	Chapleau Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XI	Minnedosa Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee • Miles non-chargeable 	\$	N	Y
XJ	Moose Jaw Local Agreements	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • When Local Agreement is made between manager and employee 	\$	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> Miles non-chargeable 			
XK	Cranbrook Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XL	St. Luc Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XM	Hamilton Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XN	Brandon Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XO	Golden Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XP	Winnipeg Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XQ	Coquitlam Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XR	Schreiber Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XS	Nelson Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made 	\$	N	Y

Claim Code	Definition	Features	Type	Routed=R Non-Rout.=N	Adjustable
		<ul style="list-style-type: none"> between manager and employee Miles non-chargeable 			
XT	Mactier Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XU	Sudbury Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XV	Revelstoke Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
XY	Calgary Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y
YQ	Required Qualification Class	<ul style="list-style-type: none"> Stand-alone claim Yard service employees 	\$	N	Y
YX	Wynyard Local Agreements	<ul style="list-style-type: none"> Stand-alone or tie-up claim When Local Agreement is made between manager and employee Miles non-chargeable 	\$	N	Y

NON-ADJUSTABLE CLAIM CODES*

Code	Description	Handled By
AT	Annual Vacation Top-Up	Payroll Administrative Clerk /AV Clerk
AV	Annual Vacation	Payroll Administrative Clerk /AV Clerk
BR	Material Change Agreement (MBR)	MBR Clerk
CC	Called and Cancelled	Claims Analyst
CE	Called and Cancelled	Claims Analyst
CJ	Called and Cancelled	Claims Analyst
CR	Called and Cancelled	Claims Analyst
CV	Current Vacation	Payroll Administrative Clerk
EB	Engineer Training Bonus	Payroll Administrative Clerk
ET	Engineer Trainee	Payroll Administrative Clerk
FB	Furlough Board	Payroll Administrative Clerk
GH	General Holiday	Payroll Administrative Clerk
GN	Non-Protected Spareboard Guarantee	SBG/MBR Clerk
GR	Roadswitcher Guarantee	SBG/MBR Clerk
GS	Protected Spareboard Guarantee	SBG/MBR Clerk
GY	Yard Spareboard Guarantee	SBG/MBR Clerk
LM	Lost Work Miles	Claims Analyst
LW	Lost Wages	Claims Analyst
MW	Missed Wages	Claims Analyst
NS	National Reserve Board	MBR Clerk
OA	Working Off Own Assignment	Claims Analyst
RA	Runaround	Claims Analyst
SH	General Holiday	Payroll Administrative Clerk
SI	Supplementary E.I. Payment	MBR Clerk

*These codes also appear on the master list (see "Claim Codes").

CLAIM CODES ROUTED FOR APPROVAL*

Code	Description	Handled By
AT	Annual Vacation Top-Up	Payroll Administrative Clerk
BR	Material Change Agreement (MBR)	MBR Clerk
CC	Called and Cancelled	Claims Analyst
CE	Called and Cancelled	Claims Analyst
CJ	Called and Cancelled	Claims Analyst
CR	Called and Cancelled	Claims Analyst
CV	Current Vacation	Payroll Administrative Clerk
EB	Engineer Trainee Bonus Payment	Payroll Administrative Clerk
GN	Non-Protected Spareboard Guarantee	SBG/MBR Clerk
GR	Roadswitcher Guarantee	SBG/MBR Clerk
GS	Protected Spareboard Guarantee	SBG/MBR Clerk
GY	Yard Spareboard Guarantee	SBG/MBR Clerk
IP	Interpretive Code	Auditor
LM	Lost Work Miles	Claims Analyst
LW	Lost Wages	Claims Analyst
OA	Off Own Assignment	Claims Analyst
MW	Missed Wages	Claims Analyst
NS	National Reserve Board	MBR Clerk
RA	Runaround	Claims Analyst
SH	General Holiday	Payroll Administrative Clerk
SI	Supplementary E.I. Payment	MBR Clerk

*These codes also appear on the master list (see "Claim Codes").

LOCATION CODES FOR LOCAL AGREEMENTS*

Location	Mileage and Time Claims (Chargeable Miles)	Dollar Claims (Non-Chargeable Miles)
Brandon	BN	XN
Chapleau	CH	XH
Cranbrook	CK	XK
Coquitlam	CQ	XQ
Calgary	CY	XY
Edmonton	ED	XD
Golden	GO	XO
Hamilton	HM	XM
Kamloops	KA	XA
Kenora	KE	XE
Lethbridge	LE	XB
London	LN	NX
Medicine Hat	EH	XC
Minnedosa	MI	XI
Moose Jaw	MJ	XJ
Mactier	MT	XT
Nelson	NE	XS
Red Deer	RD	DX
Regina	RG	XG
Roberts Bank	RO	OX
Revelstoke	RL	XV
Saskatoon	SA	AX
St. Luc	SL	XL
Smiths Falls	SM	MX
Schreiber	SR	XR
Sudbury	SU	XU
Thunder Bay	TD	TX
Toronto	TR	RX
Windsor	WI	IX
Wilkie	WL	LX
Winnipeg	WP	XP
Wynyard	WY	YX

*These codes also appear on the master list (see "Claim Codes").

TIME AND MILES EQUIVALENTS ***Time and Miles Equivalents**

Time	Miles	Time	Miles	Time	Miles	Time	Miles	Time	Miles
1 =	0	46 =	10	1.31 =	19	2.16 =	28	3.01 =	38
2 =	0	47 =	10	1.32 =	19	2.17 =	29	3.02 =	38
3 =	1	48 =	10	1.33 =	19	2.18 =	29	3.03 =	38
4 =	1	49 =	10	1.34 =	20	2.19 =	29	3.04 =	38
5 =	1	50 =	10	1.35 =	20	2.20 =	29	3.05 =	39
6 =	1	51 =	11	1.36 =	20	2.21 =	29	3.06 =	39
7 =	1	52 =	11	1.37 =	20	2.22 =	30	3.07 =	39
8 =	2	53 =	11	1.38 =	20	2.23 =	30	3.08 =	39
9 =	2	54 =	11	1.39 =	21	2.24 =	30	3.09 =	39
10 =	2	55 =	11	1.40 =	21	2.25 =	30	3.10 =	40
11 =	2	56 =	12	1.41 =	21	2.26 =	30	3.11 =	40
12 =	3	57 =	12	1.42 =	21	2.27 =	31	3.12 =	40
13 =	3	58 =	12	1.43 =	21	2.28 =	31	3.13 =	40
14 =	3	59 =	12	1.44 =	22	2.29 =	31	3.14 =	40
15 =	3	1.00 =	13	1.45 =	22	2.30 =	31	3.15 =	41
16 =	3	1.01 =	13	1.46 =	22	2.31 =	31	3.16 =	41
17 =	4	1.02 =	13	1.47 =	22	2.32 =	32	3.17 =	41
18 =	4	1.03 =	13	1.48 =	23	2.33 =	32	3.18 =	41
19 =	4	1.04 =	13	1.49 =	23	2.34 =	32	3.19 =	41
20 =	4	1.05 =	14	1.50 =	23	2.35 =	32	3.20 =	42
21 =	4	1.06 =	14	1.51 =	23	2.36 =	33	3.21 =	42
22 =	5	1.07 =	14	1.52 =	23	2.37 =	33	3.22 =	42
23 =	5	1.08 =	14	1.53 =	24	2.38 =	33	3.23 =	42
24 =	5	1.09 =	14	1.54 =	24	2.39 =	33	3.24 =	43
25 =	5	1.10 =	15	1.55 =	24	2.40 =	33	3.25 =	43
26 =	5	1.11 =	15	1.56 =	24	2.41 =	34	3.26 =	43
27 =	6	1.12 =	15	1.57 =	24	2.42 =	34	3.27 =	43
28 =	6	1.13 =	15	1.58 =	25	2.43 =	34	3.28 =	43
29 =	6	1.14 =	15	1.59 =	25	2.44 =	34	3.29 =	44
30 =	6	1.15 =	16	2.00 =	25	2.45 =	34	3.30 =	44
31 =	6	1.16 =	16	2.01 =	25	2.46 =	35	3.31 =	44
32 =	7	1.17 =	16	2.02 =	25	2.47 =	35	3.32 =	44
33 =	7	1.18 =	16	2.03 =	26	2.48 =	35	3.33 =	44
34 =	7	1.19 =	16	2.04 =	26	2.49 =	35	3.34 =	45
35 =	7	1.20 =	17	2.05 =	26	2.50 =	35	3.35 =	45
36 =	8	1.21 =	17	2.06 =	26	2.51 =	36	3.36 =	45
37 =	8	1.22 =	17	2.07 =	26	2.52 =	36	3.37 =	45
38 =	8	1.23 =	17	2.08 =	27	2.53 =	36	3.38 =	45
39 =	8	1.24 =	18	2.09 =	27	2.54 =	36	3.39 =	46
40 =	8	1.25 =	18	2.10 =	27	2.55 =	36	3.40 =	46
41 =	9	1.26 =	18	2.11 =	27	2.56 =	37	3.41 =	46
42 =	9	1.27 =	18	2.12 =	28	2.57 =	37	3.42 =	46
43 =	9	1.28 =	18	2.13 =	28	2.58 =	37	3.43 =	46
44 =	9	1.29 =	19	2.14 =	28	2.59 =	37	3.44 =	47
45 =	9	1.30 =	19	2.15 =	28	3.00 =	38	3.45 =	47

Time and Miles Equivalents

Time	Miles	Time	Miles	Time	Miles	Time	Miles	Time	Miles
3.46	= 47	4.31	= 56	5.16	= 66	6.01	= 75	6.46	= 85
3.47	= 47	4.32	= 57	5.17	= 66	6.02	= 75	6.47	= 85
3.48	= 48	4.33	= 57	5.18	= 66	6.03	= 76	6.48	= 85
3.49	= 48	4.34	= 57	5.19	= 66	6.04	= 76	6.49	= 85
3.50	= 48	4.35	= 57	5.20	= 67	6.05	= 76	6.50	= 85
3.51	= 48	4.36	= 58	5.21	= 67	6.06	= 76	6.51	= 86
3.52	= 48	4.37	= 58	5.22	= 67	6.07	= 76	6.52	= 86
3.53	= 49	4.38	= 58	5.23	= 67	6.08	= 77	6.53	= 86
3.54	= 49	4.39	= 58	5.24	= 68	6.09	= 77	6.54	= 86
3.55	= 49	4.40	= 58	5.25	= 68	6.10	= 77	6.55	= 86
3.56	= 49	4.41	= 59	5.26	= 68	6.11	= 77	6.56	= 87
3.57	= 49	4.42	= 59	5.27	= 68	6.12	= 78	6.57	= 87
3.58	= 50	4.43	= 59	5.28	= 68	6.13	= 78	6.58	= 87
3.59	= 50	4.44	= 59	5.29	= 69	6.14	= 78	6.59	= 87
4.00	= 50	4.45	= 59	5.30	= 69	6.15	= 78	7.00	= 88
4.01	= 50	4.46	= 60	5.31	= 69	6.16	= 78	7.01	= 88
4.02	= 50	4.47	= 60	5.32	= 69	6.17	= 79	7.02	= 88
4.03	= 51	4.48	= 60	5.33	= 69	6.18	= 79	7.03	= 88
4.04	= 51	4.49	= 60	5.34	= 70	6.19	= 79	7.04	= 88
4.05	= 51	4.50	= 60	5.35	= 70	6.20	= 79	7.05	= 89
4.06	= 51	4.51	= 61	5.36	= 70	6.21	= 79	7.06	= 89
4.07	= 51	4.52	= 61	5.37	= 70	6.22	= 80	7.07	= 89
4.08	= 52	4.53	= 61	5.38	= 70	6.23	= 80	7.08	= 89
4.09	= 52	4.54	= 61	5.39	= 71	6.24	= 80	7.09	= 89
4.10	= 52	4.55	= 61	5.40	= 71	6.25	= 80	7.10	= 90
4.11	= 52	4.56	= 62	5.41	= 71	6.26	= 80	7.11	= 90
4.12	= 53	4.57	= 62	5.42	= 71	6.27	= 81	7.12	= 90
4.13	= 53	4.58	= 62	5.43	= 71	6.28	= 81	7.13	= 90
4.14	= 53	4.59	= 62	5.44	= 72	6.29	= 81	7.14	= 90
4.15	= 53	5.00	= 63	5.45	= 72	6.30	= 81	7.15	= 91
4.16	= 53	5.01	= 63	5.46	= 72	6.31	= 81	7.16	= 91
4.17	= 54	5.02	= 63	5.47	= 72	6.32	= 82	7.17	= 91
4.18	= 54	5.03	= 63	5.48	= 73	6.33	= 82	7.18	= 91
4.19	= 54	5.04	= 63	5.49	= 73	6.34	= 82	7.19	= 91
4.20	= 54	5.05	= 64	5.50	= 73	6.35	= 82	7.20	= 92
4.21	= 54	5.06	= 64	5.51	= 73	6.36	= 83	7.21	= 92
4.22	= 55	5.07	= 64	5.52	= 73	6.37	= 83	7.22	= 92
4.23	= 55	5.08	= 64	5.53	= 74	6.38	= 83	7.23	= 92
4.24	= 55	5.09	= 64	5.54	= 74	6.39	= 83	7.24	= 93
4.25	= 55	5.10	= 65	5.55	= 74	6.40	= 83	7.25	= 93
4.26	= 55	5.11	= 65	5.56	= 74	6.41	= 84	7.26	= 93
4.27	= 56	5.12	= 65	5.57	= 74	6.42	= 84	7.27	= 93
4.28	= 56	5.13	= 65	5.58	= 75	6.43	= 84	7.28	= 93
4.29	= 56	5.14	= 65	5.59	= 75	6.44	= 84	7.29	= 94
4.30	= 56	5.15	= 66	6.00	= 75	6.45	= 84	7.30	= 94

Time and Miles Equivalents

Time	Miles	Time	Miles	Time	Miles	Time	Miles	Time	Miles
7.31	= 94	8.16	= 103	9.01	= 113	9.46	= 122	10.31	= 131
7.32	= 94	8.17	= 104	9.02	= 113	9.47	= 122	10.32	= 132
7.33	= 94	8.18	= 104	9.03	= 113	9.48	= 123	10.33	= 132
7.34	= 95	8.19	= 104	9.04	= 113	9.49	= 123	10.34	= 132
7.35	= 95	8.20	= 104	9.05	= 114	9.50	= 123	10.35	= 132
7.36	= 95	8.21	= 104	9.06	= 114	9.51	= 123	10.36	= 133
7.37	= 95	8.22	= 105	9.07	= 114	9.52	= 123	10.37	= 133
7.38	= 95	8.23	= 105	9.08	= 114	9.53	= 124	10.38	= 133
7.39	= 96	8.24	= 105	9.09	= 114	9.54	= 124	10.39	= 133
7.40	= 96	8.25	= 105	9.10	= 115	9.55	= 124	10.40	= 133
7.41	= 96	8.26	= 105	9.11	= 115	9.56	= 124	10.41	= 134
7.42	= 96	8.27	= 106	9.12	= 115	9.57	= 124	10.42	= 134
7.43	= 96	8.28	= 106	9.13	= 115	9.58	= 125	10.43	= 134
7.44	= 97	8.29	= 106	9.14	= 115	9.59	= 125	10.44	= 134
7.45	= 97	8.30	= 106	9.15	= 116	10.00	= 125	10.45	= 134
7.46	= 97	8.31	= 106	9.16	= 116	10.01	= 125	10.46	= 135
7.47	= 97	8.32	= 107	9.17	= 116	10.02	= 125	10.47	= 135
7.48	= 98	8.33	= 107	9.18	= 116	10.03	= 126	10.48	= 135
7.49	= 98	8.34	= 107	9.19	= 116	10.04	= 126	10.49	= 135
7.50	= 98	8.35	= 107	9.20	= 117	10.05	= 126	10.50	= 135
7.51	= 98	8.36	= 108	9.21	= 117	10.06	= 126	10.51	= 136
7.52	= 98	8.37	= 108	9.22	= 117	10.07	= 126	10.52	= 136
7.53	= 99	8.38	= 108	9.23	= 117	10.08	= 127	10.53	= 136
7.54	= 99	8.39	= 108	9.24	= 118	10.09	= 127	10.54	= 136
7.55	= 99	8.40	= 108	9.25	= 118	10.10	= 127	10.55	= 136
7.56	= 99	8.41	= 109	9.26	= 118	10.11	= 127	10.56	= 137
7.57	= 99	8.42	= 109	9.27	= 118	10.12	= 128	10.57	= 137
7.58	= 100	8.43	= 109	9.28	= 118	10.13	= 128	10.58	= 137
7.59	= 100	8.44	= 109	9.29	= 119	10.14	= 128	10.59	= 137
8.00	= 100	8.45	= 109	9.30	= 119	10.15	= 128	11.00	= 138
8.01	= 100	8.46	= 110	9.31	= 119	10.16	= 128	11.01	= 138
8.02	= 100	8.47	= 110	9.32	= 119	10.17	= 129	11.02	= 138
8.03	= 101	8.48	= 110	9.33	= 119	10.18	= 129	11.03	= 138
8.04	= 101	8.49	= 110	9.34	= 120	10.19	= 129	11.04	= 138
8.05	= 101	8.50	= 110	9.35	= 120	10.20	= 129	11.05	= 139
8.06	= 101	8.51	= 111	9.36	= 120	10.21	= 129	11.06	= 139
8.07	= 101	8.52	= 111	9.37	= 120	10.22	= 130	11.07	= 139
8.08	= 102	8.53	= 111	9.38	= 120	10.23	= 130	11.08	= 139
8.09	= 102	8.54	= 111	9.39	= 121	10.24	= 130	11.09	= 139
8.10	= 102	8.55	= 111	9.40	= 121	10.25	= 130	11.10	= 140
8.11	= 102	8.56	= 112	9.41	= 121	10.26	= 130	11.11	= 140
8.12	= 103	8.57	= 112	9.42	= 121	10.27	= 131	11.12	= 140
8.13	= 103	8.58	= 112	9.43	= 121	10.28	= 131	11.13	= 140
8.14	= 103	8.59	= 112	9.44	= 122	10.29	= 131	11.14	= 140
8.15	= 103	9.00	= 113	9.45	= 122	10.30	= 131	11.15	= 141

Time and Miles Equivalents

Time	Miles	Time	Miles	Time	Miles	Time	Miles	Time	Miles
11.16	= 141	12.01	= 150	12.46	= 160	13.31	= 169	14.16	= 178
11.17	= 141	12.02	= 150	12.47	= 160	13.32	= 169	14.17	= 179
11.18	= 141	12.03	= 151	12.48	= 160	13.33	= 169	14.18	= 179
11.19	= 141	12.04	= 151	12.49	= 160	13.34	= 170	14.19	= 179
11.20	= 142	12.05	= 151	12.50	= 160	13.35	= 170	14.20	= 179
11.21	= 142	12.06	= 151	12.51	= 161	13.36	= 170	14.21	= 179
11.22	= 142	12.07	= 151	12.52	= 161	13.37	= 170	14.22	= 180
11.23	= 142	12.08	= 152	12.53	= 161	13.38	= 170	14.23	= 180
11.24	= 143	12.09	= 152	12.54	= 161	13.39	= 171	14.24	= 180
11.25	= 143	12.10	= 152	12.55	= 161	13.40	= 171	14.25	= 180
11.26	= 143	12.11	= 152	12.56	= 162	13.41	= 171	14.26	= 180
11.27	= 143	12.12	= 153	12.57	= 162	13.42	= 171	14.27	= 181
11.28	= 143	12.13	= 153	12.58	= 162	13.43	= 171	14.28	= 181
11.29	= 144	12.14	= 153	12.59	= 162	13.44	= 172	14.29	= 181
11.30	= 144	12.15	= 153	13.00	= 163	13.45	= 172	14.30	= 181
11.31	= 144	12.16	= 153	13.01	= 163	13.46	= 172	14.31	= 181
11.32	= 144	12.17	= 154	13.02	= 163	13.47	= 172	14.32	= 182
11.33	= 144	12.18	= 154	13.03	= 163	13.48	= 173	14.33	= 182
11.34	= 145	12.19	= 154	13.04	= 163	13.49	= 173	14.34	= 182
11.35	= 145	12.20	= 154	13.05	= 164	13.50	= 173	14.35	= 182
11.36	= 145	12.21	= 154	13.06	= 164	13.51	= 173	14.36	= 183
11.37	= 145	12.22	= 155	13.07	= 164	13.52	= 173	14.37	= 183
11.38	= 145	12.23	= 155	13.08	= 164	13.53	= 174	14.38	= 183
11.39	= 146	12.24	= 155	13.09	= 164	13.54	= 174	14.39	= 183
11.40	= 146	12.25	= 155	13.10	= 165	13.55	= 174	14.40	= 183
11.41	= 146	12.26	= 155	13.11	= 165	13.56	= 174	14.41	= 184
11.42	= 146	12.27	= 156	13.12	= 165	13.57	= 174	14.42	= 184
11.43	= 146	12.28	= 156	13.13	= 165	13.58	= 175	14.43	= 184
11.44	= 147	12.29	= 156	13.14	= 165	13.59	= 175	14.44	= 184
11.45	= 147	12.30	= 156	13.15	= 166	14.00	= 175	14.45	= 184
11.46	= 147	12.31	= 156	13.16	= 166	14.01	= 175	14.46	= 185
11.47	= 147	12.32	= 157	13.17	= 166	14.02	= 175	14.47	= 185
11.48	= 148	12.33	= 157	13.18	= 166	14.03	= 176	14.48	= 185
11.49	= 148	12.34	= 157	13.19	= 166	14.04	= 176	14.49	= 185
11.50	= 148	12.35	= 157	13.20	= 167	14.05	= 176	14.50	= 185
11.51	= 148	12.36	= 158	13.21	= 167	14.06	= 176	14.51	= 186
11.52	= 148	12.37	= 158	13.22	= 167	14.07	= 176	14.52	= 186
11.53	= 149	12.38	= 158	13.23	= 167	14.08	= 177	14.53	= 186
11.54	= 149	12.39	= 158	13.24	= 168	14.09	= 177	14.54	= 186
11.55	= 149	12.40	= 158	13.25	= 168	14.10	= 177	14.55	= 186
11.56	= 149	12.41	= 159	13.26	= 168	14.11	= 177	14.56	= 187
11.57	= 149	12.42	= 159	13.27	= 168	14.12	= 178	14.57	= 187
11.58	= 150	12.43	= 159	13.28	= 168	14.13	= 178	14.58	= 187
11.59	= 150	12.44	= 159	13.29	= 169	14.14	= 178	14.59	= 187
12.00	= 150	12.45	= 159	13.30	= 169	14.15	= 178	15.00	= 188

WORK HISTORY DEFINITIONS

Code	Definition
ADD PHON	Add Temporary Phone Number
ADD XB##	Employee added to spareboard ##
AJ DEL	Assigned job shown in Train/Asgn was deleted
ANNU	Job annulled for day
ASSIGN FN	Employee assigned to job shown in Train/Asgn until further notice
ATMP NTFY	Attempt to notify employee re move
BEREAVEMT	Book off account Bereavement Leave
BOOK-ON	LO shows status booked on from
CALL	Decision rule used if FILL: Employee called
CAOT	Decision rule used if FILL: Yard employee called for full shift at overtime
CARRIED	Turn carried by employee
CNCL(CC)	Employee cancelled with CC payment
CNCL(CR)	Employee cancelled with CR payment
CNCL(RL)	Employee released from task with no payment required
CO BUSINE	Book-off account Company Business
CUT XB	Employee cut from spareboard
DECEASED	Book-off account
DEL PHON	Delete Temporary Phone Number
DEL XB	Delete spareboard turn
DHD(CALL)	Rule: decision rule #; Call for deadhead to local MOT: mode of transportation and assignment Time: normal elapsed DH time
DHD(HOME)	Rule: decision rule #; Call for deadhead to local MOT: mode of transportation and assignment Time: normal elapsed DH time
DISMISSED	Book-off, employee dismissed
DISP TEMP	Y if notification required Employee displaced from temporary assignment
FILL ##	## indicates decision rule employee was brought up during FILL process

Code	Definition
FINR ##	## indicates decision rule employee was brought up during FILL process for non-required brakeman's position
FIRQ ##	## indicates decision rule employee was brought up during FILL process for required brakeman's position
HOLD VCY	Book-off account Hold for Conductor Vacancy
INJURY-OF	Book-off account Off Duty Injury
INJURY-ON	Book-off On Duty Injury
INVESTIGA	Book-off account employee involved in investigation
JURY DUTY	Book-off account employee on jury duty
LAID OFF	Book-off account employee laid off
LEAVE ABS	Book-off account employee on leave of absence
LOST WORK	Employee turn worked with a spare while booked off
MASTER RC ADD	Employee added to CMA
MASTER RC ADD QUALFN #####	Qualification code ##### added to employee record
MASTER RC ADD SENIORITY ##	Seniority ## added to employee record
MASTER RC CHANGE ADDRESS	Employee address changed
MASTER RC CHANGE CLASS	Employee classification changed
MASTER RC CHANGE CRAFT	Employee craft changed
MASTER RC CHANGE DIST/SDIST	Employee district/subdistrict changed
MASTER RC CHANGE HOME ADDR1	Employee address changed
MASTER RC CHANGE APTNO	Employee apartment number changed
MASTER RC CHANGE HOME CITY	Employee city changed
MASTER RC CHANGE HOME POSTL	Employee postal code changed
MASTER RC CHANGE HOME PROV	Employee province or state changed
MASTER RC CHANGE MLE PERIOD	Start date of employee mileage period changed
MASTER RC CHANGE MQ DATE	Employee MQ expiry changed
MASTER RC CHANGE NAME	Employee name changed
MASTER RC CHANGE PERS REST #####	Employee personal rest changed to value shown #####
MASTER RC CHANGE SENIORITY ##	Employee seniority changed for seniority ##
MASTER RC CHANGE TELEPHONE #	Employee telephone number # changed

Code	Definition
MASTER RE CHANGE US RESTED #####	Employee US rested time changed to value shown #####
MASTER RC CHANGE YARDED #####	Not implemented
MASTER RC DELETE QUALFN #####	Employee qualification ##### deleted
MASTER RC DELETE SENIORITY #####	Employee seniority ## deleted
MISS CALL	Book-off account missed call
MOVE Y/R	Employee on road/yard spareboard changed to other half of board
NOTIFIED	Employee notified of seniority move
NTFY/HOLD	Employee notified of seniority move - not moved back to permanent position
OFF MILE	Book-off account Off for Miles
OFF SICK	Book-off account Sick
OUTSVC	Book-off account Out of Service
OVERRIDE	Use of HELP function to override the decision rules
PEND MOVE	Y if notification required Future seniority move recorded
PERSONAL	Book-off account Personal Leave
PNLTY MLS	Adjustment of penalty miles
REJ TURN ASGN: ZZAZDZ02EN	Turn rejected during Call process account not rested, MTOD etc. Turn is left in same position
REL ASSGN	Employee released from assignment
REPOSITN	Turn repositioned on board
RESIGNED	Book-off account employee resigned
RETIRED	Book-off account employee retired
RJNA(##)	Turn rejected during call process account No Answer. Employee has no contractual obligation to be available for call. ## indicates decision rule under which employee was brought up.
RJNW(##)	Turn rejected during call process account employee refused call. Employee under no contractual obligation to accept call. ## indicates decision rule under which employee was brought up.

HOW TO CONTACT DEPARTMENTS THROUGH VRU



Call the VRU

- Calgary – 1-888-225-5127
- Montreal – 1-877-279-0809



- Choose Option “6”
- Choose Option “1” – Staff Records
- Choose Option “2” – MBR/ Spareboard Guarantee
- Choose Option “3” - Auditor

CMC PAYROLL ADMINISTRATION

Suite 400, Gulf Canada Square 401 9 Ave SW Calgary AB T2P 4Z4 Fax Calgary 1-877-323-4056 VRU Calgary 1-888-225-5127 VRU Montreal 1-877-279-0809		
Hours of Operation	Monday – Friday 0800–1600 Calgary Time	
Auditor – B.C.	403-319-7341	CMC_Auditor_BC@cpr.ca
Auditor – AB and SK	403-319-7342	CMC_Auditor_Prairie@cpr.ca
Auditor – MB and Northern ON	403-319-7343	CMC_Auditor_MB_NOnt@cpr.ca
Auditor – Southern ON and QC	403-319-7349	CMC_Auditor_SOnt_Quebec@cpr.ca
Payroll Administrative Clerk	403-319-6954	Payroll_Admin_Clerk@cpr.ca
MBR/Spareboard Guarantee Clerk	403-319-6915	CMC_MBR_SBG@cpr.ca
MBR/Spareboard Guarantee Clerk	403-319-3621	
Staff Records, MB & BC	403-319-6967	CMC_Staff_Records@cpr.ca
Staff Records, AB & SK	403-319-6992	
Staff Records, PQ & ON	404-319-6991	
Other Departments:		
Pension Services	888-511-7557	Pension_Services_help@cpr.ca
Solium Capital	877-380-7793	help@solium.com

NOTE:

All telephone conversations to the auditors will be recorded for the protection of both parties.