



# **BLET Division 724**



# **Manpower Shortage War Chest**

*A guide to Timeclaims for likely violations that are to occur.*

*Version 1.1*

## “FR” Claims

Those of you on 6 and 7 Day assignments LSC01,LSC02, LSC04, LSG54, and members assigned to the Extra Boards please file the below listed claims when you are in “FR” status.

For 6 and 7 day TSE:

Claim basic day(s) account I am assigned to a (6) or (7) day TSE without a regular rest day. Per the HOS Act, I could not perform service on my regular assigned work day on (specify dates that you missed work).

For LSG54:

Claim basic day(s) account I am assigned to a 6 day assignment with a regular rest day. Per the HOS Act I could not perform service on a regular assigned work day on (specify dates that you missed work) in violation of the MPUL Local agreement.

Extra Boards:

Claim 130 mile prorated extra board day(s) on (dates) account I was observing the minimum Federal Rest mandated by the HOS Law and the Carrier improperly showed me in “unavailable” status. I did not lay off on my own accord, nor was I unavailable for service, as intended and described by the MPUL Guaranteed Extra Board Agreement.

Extra Boards (Bonus Day):

Claim 130 mile prorated Guaranteed Extra Board Bonus day for the pay half of (specify pay half) account I was observing the minimum Federal Rest mandated by the HOS Law and the Carrier improperly showed me in “unavailable” status on (Dates). I did not lay off on my own accord, nor was I unavailable for service, as intended and described by the MPUL Guaranteed Extra Board Agreement.

Remember to go back up to 60 days. Please include a copy of your job history and paystub/turndown.

# Dogcatching/Extra Boards

Remember the limits for the South Extra Board are MP303. Limits for the North Extra Board is St. Elmo. If required to go beyond these limits while dogcatching file a claim (using available claims in CMTS) for running off assigned territory.

In addition:

Article 4

## CALLING CREWS FOR STRAIGHT AWAY

### OR TURN-AROUND

“Men called in freight service must be notified at the time of call if they are in one—way or turn—around service. Call cannot be changed unless changed before crew arrives at destination or turning point. This does not in any way change side trip or lapback understandings.”

k. Engineers in pool or irregular freight service may be called to make short trips and turn-arounds with the understanding that one or more turn—around tries may be started out of the same terminal and paid actual miles with a minimum of 100 miles for a day, provided,

(1) that the mileage of all the trips does not exceed 100 miles,

(2) that the distance run from the terminal to the turning point does not exceed 25 miles, and

(3) that engineers shall not be required to begin work on a succeeding trip out of the initial terminal after having been on duty eight consecutive hours, except as a new day, subject to the first-in, first—out rule or practice.

Crews to be notified when called that they are to make short trips or turn—arounds as provided in this paragraph.

*If your day exceeds 100 miles (deadheading to or from the trains included), file a non-service claim for each and every train and deadhead you endure.*

*If you exceed 25 miles to the turning point (except where other limits are specified), file a claim under article 4 for every deadhead and train event you endure.*

*If not called for multiple trains, attempt to tie up after arriving the terminal. If you are instructed to stay and protect additional trains file a claim under Article 4. They must notify you at call time or before you arrive back at terminal.*

*If you depart the terminal via train or deadhead after 8 hrs, file a claim under Article 4 using the available claims on your tie up screen.*

*ALWAYS DOCUMENT ALL FRA REPORTING FOR EVERY TRAIN/DEADHEAD!!!!*

If called to go south to dogcatch south of MP303 be sure to get a snapshot of the xd024 re12 for your claim.

If called to go North of St. Elmo get snapshots of zc252 re20 and zb145 re20.

These would represent the primary boards to which this service should be protected.

## HOS Relief Using Pool Crews

An agreement was ratified in 2009 allowing pool crews to perform multiple hours of service relief under the following circumstances:

ALL EXTRA BOARDS FOR THE TERMINAL MUST BE EXHAUSTED!

1. At the home terminal, you may perform multiple HOS relief. When completed you will either be deadheaded to the AFHT OR TIED BACK UP AT HOME. In either case you are entitled to an additional trip rate. This must be claimed with a non-service claim.
2. At the AFHT you may perform multiple HOS relief. When completed YOU MUST BE DEADHEADED HOME (unless weather or service interruption prevents). You are entitled to an additional trip rate for the DH home. Also at the AFHT, once you arrive back at the AFHT with last train the Carrier has 1 hour to provide you with transportation back home. If after 1 hour transportation has not arrived you are entitled to “waiting on transportation pay”. There is a selection on the non-service claim screen specifically for this.

## Edgewood/Laclede, IL

CN Railroad

We DO NOT have any agreements that allow us to go to Laclede, IL on the CN. Continue to file “Run off Assigned Territory” claims. Timekeeping will decline them. However, in the Appeal/Conference process these claims have been yielding pay.

Continue to document all FRA HOS Reporting as it is essential in getting these claims paid.

CN only has trackage rights to MP252.96 and we have them to MP214.6 (North End of Laclede). **YOU ARE NOT TO PULL YOUR TRAIN NORTH OF EDGEWOOD/LACLEDE AND SHOVE INTO THE SIDING AT MANGO ON THE EDGEWOOD SUBDIVISION.** This is out of all trackage rights limits.

## **Qualifications**

If you are not qualified on a particular route when called, CMS has the obligation to call the next qualified person to pilot you. If they do not:

1. If you are the first out person, file a board run-around claim If they simply call the next person out for the job.
2. If you are called around a person that is not qualified for the job, file a mishandling claim for not being properly called to pilot the first out person.

## **Pickups, Setouts, and Switching**

At terminal with yard crews on duty you may make (3) moves at the initial, (3) moves between the initial and final terminals (en-route) and (3) moves at the final terminal. These moves must be “straight set-outs or pickups” not involving others cars that are not in you train or cars that will not be placed in you train. Doubling your train at the initial terminal counts as one move (regardless of the amount of tracks) and yarding your train in multiple tracks at your final terminal is (0) moves. However if building or yarding your train you see that you are making convenient switching moves as it pertains to blocking cars please give me a call. Always save your train list if you think you are being forced to violate and get job histories showing yard jobs on duty. Also if possible get a copy of the yard Bowl Turnover and list of any tracks you were involved with.

### ***Article 36: EATING AGREEMENT (ENROUTE)***

This Agreement is in full and final settlement of those portions of the following formal Notices as they relate to eating on line of road: September 1, 1977, served by General Chairman R. W. Windham (Upper Lines); April 21, 1978, served by General Chairman M. L. Royal (Former T&P); June 29, 1978, served by General Chairman A. J. Beavers (Former Gulf District) covered by 14MB Canes Nos. 10378 and 10408. (Also applies to former C&EI.)

1. Engineers in through and irregular freight service will be allowed time for a meal between terminals after being on duty five (5) hours or more when it is apparent the trip cannot be completed within eight (8) hours, provided they notify the dispatcher sufficiently in advance to avoid delay to other trains.
2. In the application of this Agreement, engineers will exercise prudence and good judgment in order to expedite the movement of trains, and Carrier officers and supervisors will honor requests to eat under the provisions of this Agreement.
3. Notwithstanding, and in addition to other provisions of this Agreement, where eating places are available, engineers will be allowed to eat on line of road when their train is being delayed to the extent that eating will not cause further delay to their train or work. This will also apply after arrival at the final terminal.

4. Engineers arriving at their final terminals without having stopped to eat within the last six hours and are then instructed to perform switching other than putting their train away (including the engine) will be allowed to eat, without deduction in pay, prior to performing such switching.
  
5. In local, traveling switcher, dodger, work and wrecker service, engineers will be allowed to stop work and eat during each tour of duty that cannot be completed in six (6) hours or less from time on duty, unless they waive the opportunity to do so. (This Section 5 does not change present rules or practices with respect to furnishing engineers on relief trains meals on commissary cars.) [\[Return to TSE Agreement\]](#)
  
6. There will be no requirement to allow engineers to stop and eat more than once during a single tour of duty. All employees eating on line-of-road or at the final terminal under Section 2 hereof, must do so with the least delay reasonably possible.
  
7. When engineers are tied up on line-of-road because of the Hours of Service Law, or any other reason, and are then transported by automobile or similar vehicle operated by an officer or employee of the Carrier, the engineers will be allowed to eat at the first reasonably convenient place on the way to the terminal, provided that the engineers have not stopped to eat within the last six (6) hours. This will also apply when engineers are transported by taxi cab.
  
8. The foregoing does not confer on any engineer the unilateral right to stop to eat without first notifying the dispatcher.
  
9. After engineers have been on duty ten (10) hours, they will not delay their trains to eat when to do so will result in their tying up under the Hours of Service Law or cause substantial delay to other trains.

This Agreement signed at St. Louis, Missouri, this 23rd day of July, 1981, to become effective August 16, 1981, as a separate agreement between the Carrier and each General Committee of Adjustment signatory hereto

Always ask the Dispatcher or an Official to eat. They will usually tell you "no". Document their name and the time and file a claim under this article. This agreement applies to all jobs at Salem.

# Extra Board Manning

The MPUL Extra Board agreement specifies that the Carrier will regulate the board, however there are minimum requirements that must be complied with. It also specifies sufficient personal will be available to permit reasonable layoff privileges for others.

File a claim for every day under the MPUL Agreement if you have:

1. Been denied a layoff account manpower reasons.
2. Have a standing bid in for the Extra Board and have not been added.
3. Are on an Extra Board that is undermanned.

My office will keep records of all the mileage for Salem. Simply give me your declines.

## ID Jobs

### Salem-Chicago

The Command Center and CMS love to use this pool as an additional Villa Grove Extra board. Not only is this not permitted by agreement but is very dangerous. The Carrier would rather badger our members about Total Safety Culture than address dangerous practices such as this. Under Award 553 which governs ID Service, all manpower sources must be exhausted before ID service is used in HOS Relief. If you are deadheaded from Salem to Villa Grove or worked a train from Yard Center to Villa Grove you need to file a claim as used improperly in ID service. In almost every occurrence there is an engineer available in either Villa Grove or Salem that could have been used prior to calling an ID crew.

# **=TL/CMS Code A Phone (Train Lineups)**

Trains must be on lineup for at least 4 hours prior to being called.

“Claim 130 miles account inaccurate AVR/=TL. When I tied up on (board) on (date) I was (times out) and stood for (train) for (date + Time). I was actually called for (train) at (date+time). This is not in compliance with the Code-a-Phone (or equivalent) Service agreement.”

The best way is to print line-ups at regular intervals. You will also need copies of board standings and job histories.

## **Dropping Turns**

“Claim 130 miles account CMS dropped (# of Pools) causing me to work sooner than I was supposed to without proper rest.”

Again Job Histories are needed to show which turns were dropped.

## **Why We Shouldn't Step Up**

Stepping up only helps the UPRR and does not benefit us as an Organization. When you step up the extra boards do not get the registered mileage to help show how many more men are needed (dropping pools does). If we can't make an argument with mileage that boards are undermanned because members are stepping up, it makes it extremely hard to process grievances against the Carrier. Another reason is (and I've seen it time and again) whatever motive a member has for stepping up is usually ruined by the Carrier having a “hay day” with your vacant pool after you have stepped up. It can be dropped multiple times, sent out, etc, you just never know. If everyone simply refuses CMS must go through whole vacancy procedure (which they love!) and eventually drop the pool which again, shows mileage for the protecting extra board and gives the person they force a good timeslip. Make them pay for their manpower issues. And when manpower is available and you're stepping up remember you may be keeping someone from having a job!

# Laying Off Miles

- Must work more than 3800 miles on a pool.
- Must work more than 3400 on an extra board.
- If allowed must stay off rest of month.

If not allowed claim the following:

“Allow 130 mile basic day account CMS would not allow me to lay off miles for the month of (month). I have accumulated (miles) for this month and was denied request in violation of National Agreement.”

Reference on how to determine your mileage will be included later.

## Not Allowed to Oldhead

If you are forced as an engineer away from Salem and which to oldhead Salem, call CMS. Remember job you are wanting to oldhead must be vacant for 5 days. If the caller refuses tell them to document the fact in your work history. Note the board and job id and file a claim.

“Claim 130 miles account the Carrier is restricting my seniority. On (date) I called CMS to oldhead temporary vacancy (zc252 re or ae ENxx or CPxx) which had been vacant 5 days. The caller refused. This is in violation of the MPUL Agreement regarding seniority. “

# REPORT A DEADHEAD WITHIN A DUTY TOUR

09/01/09 17:00-C EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH001 JOB/TRAIN ZSEME 11 DATE/TIME: 09/01/09 0600 PAGE: 01 OF 01  
 CON KELLY D PTO: 13:00

## EXPLANATION OF DATA FIELDS

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
POS		DY	LOC	MMDD/HMM	LOC	MMDD/HMM	LOC	MMDD/HMM	M	
CON	1300	ZSEME	11	AH001	09010600	AH108	09011700	AH108	09011700	N

22. ACTIVITY REPORTING

12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	
POS		T	LOC	MMDD/HMM	LOC	MMDD/HMM	M	COMMENTS	
CON	0000	DT	X	AH066	09011615	AH108	09011645	N	Admin duties

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates a crew that went on duty at AH001 Anna at 6:00 AM, and was relieved off the train at AH066 at Faye 16:15 and deadheaded to AH108 Hope.

Notice that on line A the RLVD/RLSD locations, dates and times are the same, and should always be the same when on duty 12 hours or less. The deadhead in this situation becomes embedded into the covered service trip.

## COVERED SERVICE REPORTING

1. CREW POS: Computer Generated.
2. PTO: In this scenario the PTO is 1300.
3. TRAIN: The Train in this scenario is ZSEME 11.
4. TR/DY: Is 11.
5. START LOC: ANNA AH001.
6. START DATE/TIME: 09010600.
7. RLVD LOC: Hope AH108.
8. RLVD DATE/TIME: 09011700.
9. RLSD LOC: Hope AH108.
10. RLSD DATE/TIME 09011700.
11. CM: N = Not commingled service

## ACTIVITY REPORTING

12. CREW POS: Enter The *Crew Position* code.
13. PTO (*Prior Time Off*): The employee entered 0000.
14. ACT: DT = *Deadheaded To*.
15. MT: Mode of Transportation X = Taxi. Other Modes of Transportation on page 21 of this guide.
16. START LOC: Faye AH066.
17. START DATE / TIME: 09011615.
18. END LOC: Hope AH108.
19. END DATE/TIME: 09011645.
20. CM: N = Not commingled service
21. COMMENTS: From the time the deadhead ended 09011645 to the final release on line "A" 09011700 the employee was doing Administrative Duties.
22. F5 = UPDATE: When all information is entered press the F5 key to update.

# REPORTING MULTIPLE TRAINS PAGE 1 OF 3

08/13/09 17:22-C DELAYED EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN ZSEME 11 DATE/TIME: 08/13/09 0640 PAGE: 01 OF 01  
 CON - D KELLY PTO: 13:00

## EXPLANATION OF DATA FIELDS

11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
POS		DY	LOC	MMDD/HMM	LOC	MMDD/HMM	LOC	MMDD/HMM	M	
CON	0000	ZSEME	11	AH049	08130730	AH108	08130915	AH108	08130915	N

22. ACTIVITY REPORTING

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	
POS		T	LOC	MMDD/HMM	LOC	MMDD/HMM	M	COMMENTS	
CON	1300	DT	X	AH108	08130640	AH049	08130730	N	DH TO TRAIN

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates page 1 of 1 of multiple trains or dog catch, where the individual went on duty at AH108 Hope at 0600 and was RLVD/RLSD off the first train (ZSEME 11) at 0640. Report the Deadhead information first on line "E". PREVIOUS OFF = 1300. ACT = DT. M/T = X. START LOCATION AH108 Anna. START DATE/TIME 08130640, END LOCATION AH049 Eden, END DATE/TIME 08130730 when DH ended. Reporting Covered Service on Line "A", PREV OFF = 0000, TRAIN ID (ZSEME), TR DATE 11, START LOCATION, DATE/TIME IS AH049, 08130730 same as the End Location Date/Time entered on line "E". RLVD/RLSD Location, Date/Time are the same. AH108, 08130915 when service ended on ZSEME train less than 12 hours on duty.

## ACTIVITY REPORTING

1. This scenario will start on line E under Activity Reporting. CREW POS: Enter your occupation.
2. PTO: 1300.
3. ACT: DT Deadhead To.
4. MT (Mode of Transportation): X = Taxi. Other MT are on page 21 of this guide.
5. START LOC: The Start Location of this trip is Hope AH108.
6. START DATE /TIME: The on duty date and time to start deadhead 08130640.
7. END LOC: The End Location of the deadhead is Eden AH049.
8. END DATE/TIME: The end date and time of the deadhead is 08130730
9. CM: N = Not commingled service
10. COMMENT: Optional.

## COVERED SERVICE REPORTING

11. CREW POS: This field is Computer Generated.
  12. PTO: 0000 Account the duty tour started with an Activity on line E.
  13. TRAIN: The train ID ZSEME Employee was called for. Computer Generated at top of screen.
  14. TR/DY TRAIN DAY: The Date of that Train, 11 Computer Generated at the top of screen.
  15. START LOC: The Location Employee deadheaded to train. Eden AH049.
  16. START DATE /TIME: Date and Time employee took charge of train ZSEME 11 08130730.
  17. RLVD LOC: Hope AH108.
  18. RLVD DATE/TIME: 08130915.
  19. RLSD LOC: AH108.
  20. RLSD DATE/TIME: 08130915.
  21. CM: N = Not commingled service.
  22. F7/F8: Multiple Trains or Dog Catching
- NOTE: Relieved Date and Time and Released Date and Time are the same. DO NOT UPDATE (F5) ! Press (F8), upper number keys at top of keyboard. This will take the employee to second FRA page 2 of 2.**

**REPORTING MULTIPLE TRAINS PAGE 2 OF 3**

08/13/09 17:25-C DELAYED EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN ZSEME 11 DATE/TIME: 08/13/09 0640 PAGE: 02 OF 02  
 CON - D KELLY PTO: 13:00

11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
POS		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
CON	0000	MESNP	11	123MP	08131025	AH108	08131230	AH108	08131230	N

A  
B  
C  
D

**ACTIVITY REPORTING**

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	COMMENTS
POS		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M		
CON	0030	DT	X	AH108	08130945	123MP	08131025	N	DH to MESNP

E  
F  
G  
H  
I  
J  
K  
L

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

LINE \*A\* TRNID NOT=CMS CALL ID. IF CORRECT HIT ENTER. IF NOT, REENTER CORRECT ID

**NOTE:** After completing the input on screen 1 of 1 you press F8 to report the second deadhead and train on screen 2 of 2. Notice that the train ID at the top of the screen is the same as screen one. Enter the correct ID you actually handled on your second train on line "A" (MESNP).

Enter the deadhead information on line "E". Previous off is 0030, DT for activity code (ACT) and X for the mode of transportation. Start Location is AH108. The Date/Time is the time DH started. The end location is 123MP a Mile Post Location, where you pick up MESNP 11 at 1025.

Report the covered service on line "A" with 0000 as the PTO, Start Location 123MP, Start Date and time 08131025 and the RLVD/RLSD Location is AH108, Date/Time is 08131230.

**EXPLANATION OF DATA FIELDS**

**ACTIVITY REPORTING**

1. CREW POS: Enter Occupation ( CON ). This is an open field.
2. PTO: 0030, That tells the FRA you waited for the other train or went to eat.
3. ACT: DT Deadhead To Employee is less than 12 hours. DF when over 12 hours.
4. MT = Mode of Transportation. Other modes are on page 21 of this guide.
5. START LOC: Hope AH108.
6. START DATE/TIME: 08130945 *NOTE:* The final release on page 1 of 1 was 08130915. That tells the FRA you waited for the other train or went to eat.
7. END LOC: In this scenario the location is a Mile Post 123MP. The Employee always enters the mile post Number first then the Initials. That way our system does not recognize it as a Circ-7.
8. END DATE/TIME: The date and time the deadhead ended.
9. CM=N: Not commingled service.
10. COMMENTS: Optional.

**COVERED SERVICE REPORTING**

11. CREW POS: This field is Computer Generated.
12. PTO: Enter the time
13. TRAIN: *NOTE:* The train ID at the top of the page is the first train on page 1 of 1 ZSEME 11. The second train is the MESNP and goes under TRAIN.
14. TRDY 11
15. START LOC: 123MP. The Mile Post the Employee Deadheaded out to.
16. START DATE/TIME: 08131025 when employee arrived at the Mile Post.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 08131230
19. RLSD LOC: Hope AH108.
20. RLSD DATE/TIME: 08131230
21. CM: N=Not commingled service.
22. ( F7/F8 ) Multiple Trains or Dog Catching

**NOTE:** Relieved Date and Time and Released Date and Time are the same DO NOT UPDATE (F5)! Press (F8), upper number keys at top of keyboard. This will take the employee to third FRA page 3 of 3.

**REPORTING MULTIPLE TRAINS PAGE 3 OF 3**

08/13/09 17:28 EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN ZSEME 11 DATE/TIME: 08/13/09 0640 PAGE: 03 OF 03  
 CON - D KELLY PTO: 13:00

11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RSLD D/T	C
POS		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
CON	0000	CRDRM	10	AH025	08131600	AH108	08131730	AH108	08131730	N

A  
B  
C  
D

**ACTIVITY REPORTING**

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	COMMENTS
POS		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M		
CON	0000	DT	X	AH108	08131230	AH025	08131600	N	

E  
F  
G  
H  
I  
J  
K  
L

22.

23.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

**NOTE:** After completing the input on screens 1 of 1 and 2 of 2 you enter F8 to report the third deadhead and train on page 3 of 3. Notice that the train ID at the top of the page is the same as page 1 of 1. Enter the correct train ID that you worked on page 3 of 3 on line "A" (CRDRM).

**REMEMBER:**

When on duty 12 Hours or Less, RLVD/RLSD Locations, Dates and Times are always the same.

When on duty over 12 hours, RLVD/RLSD Locations may or may not be the same. The RLSD Time will be later than RLVD Time, also enter a DF Activity Report.

**EXPLANATION OF FIELD DATA**

**ACTIVITY REPORTING**

1. CREW POS: Enter Crew Position (CON).
2. PTO: 0000
3. ACT: DT Deadhead To. Other codes are on page 21.
4. MT Mode of Transportation X = Taxi. Other codes are on page 21.
5. START LOC: Hope AH108.
6. START DATE/TIME: 08131230.
7. END LOC: Cloy AH025.
8. END DATE/TIME: 08131600.
9. CM = N No Commingled.
10. COMMENTS: Optional.

**COVERED SERVICE REPORTING**

11. CREW POS: (CON) Computer Generated.
12. PTO: 0000
13. TRAIN: CRDRM.
14. TRDY: 10.
15. START LOC: Cloy AH025.
16. START DATE/TIME: 08131730.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 08131730.
19. RLSD LOC: Hope AH108.
20. RLSD DATE/TIME: 08131730.
21. CM: N=No Commingled.
22. When all reporting is completed press the F5 key to update and continue with Tie-Up.
23. F7/F8 Prev/Next: Use F8 to go to the next FRA Hours of Duty page; F7 goes to the previous FRA page.

## FRA ACTIVITY REPORTING CODES

### Activities ( ACT )

DT.....Deadhead to Work  
 DF.....Deadhead from Work  
 ER.....Error  
 TS.....Testing  
 OT.....Other  
 SN.....Seniority Move  
 TN.....Training

### Mode of Transportation ( MT )

A....Employee Automobile  
 B....Bus (Commercial Operation)  
 T....Train  
 P....Plane  
 X....Taxi  
 O....Other  
 W....Walk-in

Electronic FRA Reporting, Rev 07/16/09, Page 21

## Job History

<b>Purpose</b>	This inquiry is similar to a TCS board transaction log it shows a list of all crew management transactions related to a specific board and its assigned employees. The display can be sorted and filtered by a range of dates, crew Id, type of computer transaction. A filter button is available to use to sort a boards job history for up to 6 specific type transactions for the selected date range requested.
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<b>How to display Job History Transactions</b>	<ol style="list-style-type: none"> <li>1. Type the home terminal Circ7 location in the 'Circ7' field.</li> <li>2. Type the Board Id in the 'Board' field.</li> <li>3. If inquiring on an away from home board, type the away Circ7 in the 'Terminal' field. (If this field is left blank the default will display the home terminal transactions.)</li> <li>4. Click the <b>Select</b> button. The default inquiry returns the transactions from the previous day to and including the current date and time. (When the display returns you can search for a specific transaction(s), using the filter button.)</li> </ol>
--	--

Continued on next page

## Job History, Continued

### On Screen Field Descriptions

Filter Fields	Description
<b>Circ 7</b>	This entry field is used to type in the home terminal Circ7.
<b>Board</b>	Entry field used type in the Board Id number to be searched. (Required field)
<b>Terminal</b>	This field is used to identify either the home or away from home terminal Circ7 to be used in the records search. If left blank the system defaults to the home terminal Circ7 for the board entered.
<b>Crew ID</b>	Use this filter to limit the display for a specific crew, enter the crew number in the Crew Id field. (Optional entry the system will display all Crew Ids if left blank).
<b>Position</b>	A filter to limit your display to a specific crew position, when searching transaction records. Use the drop down selection field for the desired position code. (Optional entry).
<b>Symbol</b>	To limit or search your display for a specific train/job, enter the train/job Id in the SYMBOL fields. The first field is used to enter the section number (if any). Enter the train/job symbol in the second field and enter the origin day in the third field. Train Symbol Example [2] [CPPCD] [13]
<b>Start Date</b>	The filter used to search for the board transaction records with a beginning date. If this field is left blank the display defaults to the previous days' records.
<b>End Date</b>	A filter that limits a search for records to an end date. If left blank the display defaults to the current days' date.

Continued on next page

## Job History, Continued

### Job History Results Displayed

Select	Local Effective	Function	Central Date/Time	Crew ID	Pos	Symbol	Status	RC	Employee
<input type="radio"/>	10/01-00:01	MARKUP	10/01-01:01	TR04	SW1		PL		OSBURN, PA (PATR)
<input type="radio"/>	10/01-00:06	TIE UP	10/01-01:08	RU22	FOR	YTU22R 30	OKD		GRADO, VM (VICTO)
<input type="radio"/>	10/01-00:06	TIE UP	10/01-01:08	RU22	SW1	YTU22R 30	OKD		MOSES, SL (SARA)
<input type="radio"/>	10/01-01:12	SEN-MOVE	10/01-01:12	TR05	UTL		OKD		WILSON, DG (DOMA)
<input type="radio"/>				RU20	FOR		PL		LEWIS, D (DOUG)
<input type="radio"/>						YUT05 01			
<input type="radio"/>						YUT05 01			
<input type="radio"/>	10/01-05:00	AV NKTRN	10/30-23:16			YUT05 01			
<input type="radio"/>	10/01-05:00	AV NKTRN	10/01-05:52			YUT05 01			
<input type="radio"/>	10/01-05:00	AV CSUSP	10/01-06:00	UT05	UTL	YUT05 01			
<input type="radio"/>	10/01-05:00	AV CSUSP	10/01-06:01			YUT05 01			
<input type="radio"/>	10/01-05:01	OUTB STR	10/01-06:01	UT05	UTL	YUT05 01	AVO		LANE, JM (JAMES)
<input type="radio"/>	10/01-05:29	AV ORD	10/29-12:03			YTU10R 01			
<input type="radio"/>	10/01-05:29	AV ORD	10/29-12:03			YTU11R 01			
<input type="radio"/>	10/01-05:29	AV DEL	10/01-05:45			YTU10R 01			
<input type="radio"/>	10/01-05:29	AV ORD	10/01-05:45			YTU10R 01			
<input type="radio"/>	10/01-05:29	AV NKTRN	10/01-06:01			YTU11R 01			

### On Screen Field Descriptions

Field	Description
<b>Select</b>	A column of radio button selection fields. Where, when one is selected and the Process button is clicked, a detail history of that function displays.
<b>Local Effective</b>	The local effective time of the history record. For a train call it would be the on-duty time, and for a seniority move it would be the time the move was initiated within the system. If the Seniority Move or Mark Off/Mark Up is a future Date/Time, this is the Date/Time that displays.

Continued on next page

## Job History continued

### On Screen Field Descriptions

Field	Description
<b>Function</b>	Displays the function used to create the record.
<b>Central Date and Time</b>	The system date and time that the record was last updated causing the history record to be written.
<b>Crew ID</b>	Shows the Crew ID effected by the history record function. If the history record function were for a Call or Tie Up, the train/assignment would be shown with the position. A Seniority Move would display the specific assignment and position to which moved.
<b>Pos</b>	Displays the Position abbreviation used in the record displayed.
<b>Symbol</b>	This field will display the Train Symbol of the history record written. If the history were for a Call or Tie Up, the train/assignment would be shown.
<b>Status</b>	The Status displays, if the function has an employee associated with it and that employee has changed status.
<b>RC</b>	A Reason Code for a status change may be displayed in this column.
<b>Employee</b>	The name of the employee who was effected by the transaction displayed..

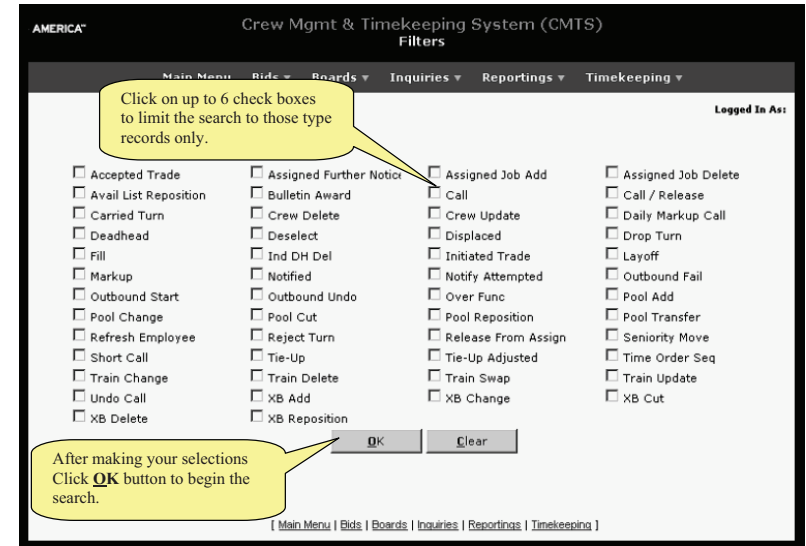
### Button Descriptions

Button	Description
<b>Select</b>	The Select button is used to return the transaction records that match the criteria entered in the search fields
<b>Filters</b>	The Filters button displays a list of the functions the user can select from to display that specific type record(s). Up to 6 different type functions can be selected to search for.
<b>Process</b>	The Process button is used to open the associated detail screen for the record selected.
<b>Page Up</b>	The Page Up button returns the previous set of records displayed.
<b>Page Down</b>	The Page Down button returns the next set of transactions records listed.
<b>on-line print</b>	A link that opens a new window displaying the information on the screen and allows printing from a PC.
<b>Exit Screen</b>	The Exit Screen button is used to return to the previous screen.

Continued on next page

## Job History, Continued

### Job History Filters selection screen



#### How to use Filters

Click the Filters button on the job history screen to display the list of available Activity / Event transactions for sorting. This allows the user to select the type of function and transaction records to display.

Click on a function's check box to limit the search results to that type record. Up to 6 types of transactions may be checked.

Click the 'OK' button to accept those functions selected in the Filter box and the selected record types will display.

Click the 'Clear' button to erase all of the functions checked. Then click on the 'OK' button and all the records display.

## Job Inquiry

<b>Purpose</b>	The Job Inquiry function will display specific information of assigned locals and yard jobs at a particular location. The system will search for information about all the assigned jobs originating at a Circ7, or all assigned jobs on a specific Board ID, or a specific Board and Crew ID . When all jobs at a location are requested, the jobs are listed alphabetically by their Job ID, first by letters, then by numbers in the response. All relief jobs are listed at the end of regularly scheduled jobs. Temporary and extra jobs or deadhead identities will not appear on this display.
----------------	---

Example: Job Inquiry display of all assigned jobs at a location.

**Selection Criteria**

Circ7  Board  Crew ID

ENG	CS720	AE10	0G42	0G42 HARBOR SWIT	06:00	CS720	CS720	08
TRN	CS720	AT10	0G42	0G42 HARBOR SWIT	06:00	CS720	CS720	08
		-MON-	-TUE-	-WED-	-THR-	-FRI-	-SAT-	-SUN-
ENG							OFF	OFF
CON							OFF	OFF
BRL							OFF	OFF
	LOCATION	BOARD	JOB	DESCRIPTION	ONDUTY TIME	ORIGIN	DESTIN	DESK
ENG	CS720	AE10	0G44	0G44 HEAD SWITCH	16:00	CS720	CS720	08
TRN	CS720	AT10	0G44	0G44 HEAD SWITCH	16:00	CS720	CS720	08
		-MON-	-TUE-	-WED-	-THR-	-FRI-	-SAT-	-SUN-
ENG							OFF	OFF
CON							OFF	OFF
BRL							OFF	OFF

Continued on next page

## Job Inquiry, Continued

### General Input Procedures

<b>How to use the Job Inquiry function.</b>	<ol style="list-style-type: none"> <li>To display all assigned jobs at a location: Type in the location's Circ7, then Click on the <b>Select</b> button. All information will display.</li> <li>To display all the jobs assigned on a specific board, type in the Circ7 and Board Id, then Click on the <b>Select</b> button. All the jobs assigned to that board display.</li> <li>To display information for a specific job, type in the location's Circ7, Board ID and Crew ID in the appropriate field, then Click on the <b>Select</b> button. The specific job information displays.</li> </ol>
---	---

### On Screen Field Descriptions

Field	Description
<b>Circ 7</b>	This field is used to input a valid Circ 7. Required Field.
<b>Board ID</b>	This field is used to identify a valid Board ID to display jobs for a specific Circ 7 and Board. Optional filters Field.  The associated engineman or trainman jobs for the same Crew ID will be displayed even if it differs from the Board ID entered. If left blank, jobs on all boards within the specified Circ7 will be displayed.
<b>Crew ID</b>	This field is used to enter a valid Crew ID to display only that Crew ID. Optional Field.  If a Crew ID is entered and the Board ID is left blank, all matching Crew IDs regardless of the Board ID will be displayed.

Continued on next page

## Job Inquiry, Continued

### On Screen Field Descriptions

Field	Description
<b>Non-captioned</b>	This field will display the Engine Service and Train Service position codes.
<b>Location</b>	This field will indicate the Board Location for the enginemen and trainmen on this working job.
<b>Board</b>	This field will indicate the four character Board ID for the enginemen and trainmen on this job.
<b>Job</b>	This field will indicate the four character Job ID.
<b>Description</b>	This field will indicate the Job Description of the job.
<b>On Duty Time</b>	This field will indicate the time the crews are scheduled to go on duty in a two-digit hour and minute format. It includes any preparatory time.
<b>Origin</b>	This field will indicate the Circ 7 Location where the job originates.
<b>Destin</b>	This field will indicate the Circ 7 Location where the job terminates.
<b>Desk</b>	This field will indicate the Crew Caller Desk ID that is responsible for the job.
<b>Mon-Tue-Wed-Thr-Fri-Sat-Sun</b>	These fields will indicate the days that the job works. If a position does not work on a particular day of the week and there is no relief job working in its place the word OFF will appear. If a relief job does work in place of a position, the Crew ID of that relief job will display.

### Button Descriptions

Button	Description
<b>Page Up</b>	The Page Up button will give you the previous set of records from the database. The last entry displayed will always be the same as the first entry previously displayed.
<b>Page Down</b>	The Page Down button will give you the next set of records from the database. The first entry displayed will be the same entry from the previous page.
<b>on-line print</b>	A link that enables the user to print the requested information to a PC associated printer.
<b>Exit Screen</b>	The Exit Screen button is used to close the screen.

## Mileage Inquiry

<b>Purpose</b>	This function is used to define to the system a time frame to generate a miles earned inquiry report for the selected board. NOTE: Maximum request for a report is 90 days in the past. Request in 31-day increments. A Pop-Up Calendar is available for date assistance.
----------------	--

The screenshot shows the 'Mileage Inquiry' screen in the 'Crew Mgmt & Timekeeping System (CMIS)'. The interface includes a navigation menu (Home, Boards, Inquiries, Reportings, Timekeeping, Help) and a main form area. Six numbered callouts provide instructions:

1. Select a starting date in the first Date Range field.
2. Select an ending date in the Date Range To field. Make request in 31 day increments.
3. Enter a Circ 7 and Board Id.
4. Select a position code to use from the drop down.
5. Select a report Type from the drop down window.
6. Click the Select button to view the report on screen.

Additional callouts include: 'Maximum request is 90 days in the past. Request in 31 day increments' and '6a. to make a printable report, click the on-line print link or enter a print lata instead.' The screen also features buttons for 'Printer Lata', 'Lata Print', 'on-line print', 'select', and 'Exit Screen'.

### On Screen Field Descriptions

Field	Description
<b>Date Range / To</b>	Use these two fields to select a Date Range that consists of the month, day, and year format.
<b>Circ 7 / Board</b>	Use these two fields to enter a valid Circ 7 and Board Id. The system will return all information on that Circ 7 Board combination.
<b>Craft</b>	If the Board ID has both engine service and train service employees assigned, an "E" for Engine Service or "T" for Train Service must be entered to limit the report to one craft group. Required field if the board has both crafts assigned.

Continued On Next Page

## Mileage Inquiry Continued

### On Screen Field Descriptions

Field	Description
<b>Position</b>	Select from the drop down box all positions to be included on the report. This field is not valid if the Craft field is used.
<b>Type</b>	This field is used to indicate if a Summary or Detailed Report is to be created. Valid Type entries from the drop down menu are: 'Summary' 'Detail' 'Detail with Names'
<b>Crew ID</b>	This field can be used to limit the report to a specific Crew ID. Optional Field.
<b>Deadhead Only</b>	If this field is checked, the report will be limited to only trips where the Crew Id was called to deadhead. Optional Field
<b>Start Printing on Page</b>	Allows you to specify what page to start printing on.
<b>Printer Lata</b>	Enter the printer Lata Id where to print the report.

### Button Descriptions

Button	Function
<b>Select</b>	Use the Select button to view the database record that matches the search criteria entered in the filter fields on screen.
<b>Lata Print</b>	Enter a printer Lata Id and click the Lata Print button to generate the report to the at the Printer Lata location.
<b>on-line print</b>	On-line print enables the user to view and print the result information to a PC associated printer.
<b>Exit Screen</b>	Returns to the previous screen

Continued On Next Page

## Mileage Inquiry Continued

### Pool Mileage Results Summary

Results										
Circ7 SP317 Board RT72 TRAINMEN										
From 07/01/05 To 07/31/05										
<input type="button" value="Page Up"/> <input type="button" value="Page Down"/> <input type="button" value="Exit Screen"/>										
Total	Crew	SA Trips	Turn Around	Deadhead Separate	Deadhead Combined	Multi Trmn	Basic Miles	Registered Miles	Paid Miles	
24	LT01	19	0	4	1	0	3864	3864	4838	
24	LT02	20	0	4	0	0	3959	2898	4671	
23	LT03 *	19	0	2	2	0	3703	3872	4537	
22	LT04	20	0	2	0	0	3552	3220	4377	
24	LT05	17	0	4	3	0	3864	3864	4761	
23	LT06	18	0	5	0	0	3703	3703	4480	
24	LT07	18	0	5	1	0	3864	3864	4662	
24	LT08	21	0	2	1	0	3880	3719	4615	
23	LT09	19	1	3	0	0	3672	3703	4558	
23	LT10	20	0	3	0	0	3703	3703	4755	
24	LT11	20	0	4	0	0	3864	3864	4878	
23	LT12	18	0	5	0	0	3703	3679	4351	
23	LT13	20	0	3	0	0	3703	3703	4489	

### Results Display Header Section Description

Header Fields	Description
Circ 7	Displays the Circ7 that was entered.
Board	Displays the board that was entered and if it is for Trainmen or Enginemen.
From / To	The result screen displays the date range entered.

Continued On Next Page

## Mileage Inquiry Continued

### Result Line Field Descriptions

Result Fields	Description
Total	This field will display the total trips accumulated by each crew id displayed.
Crew	The Crew Id labels for each line displayed.
Non Captioned	If an (*) is displayed after the Crew Id then this turn was not on the board for the entire period being reported on. To see when the crew id was added or cut a detail report would have to be requested.
Trips	The number of straight away trips the crew id reported during the time period.
Turn Around	The number of straight away trips the crew id reported during the time period.
Deathhead Separate	The number of deathhead separate and apart trips the crew id reported during the time period.
Deathhead Combined	The number of deathhead combination service trips the crew id reported during the time period.
Multiple Trainman	The number of trips the crew id worked with more than one trainmen position during the time period.
Basic Miles	The total basic miles the crew id reported for all trips during the time period.
Registered Miles	The total registered miles the crew id reported for all trips during the time period.
Paid Miles	The total miles the crew id was paid for all trips during the time period.
Totals	The grand totals for each column displayed.

## CMTS Non Service Claim Submission Quick Reference Guide



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For assistance, please contact [Online System Services](#) at 544-5555 (Opt.1, Opt.8) [Instructional Technologies & Implementation Services](#)

### Introduction to Non Service Claim Submission

The process TE&Y use via CMTS to submit claims for other than train related company business events like, Rules and Training Classes, Jury Duty, etc. A Non Service Claim can be submitted from any PC whether the employee is on or off duty. Once a date and time range is entered CMTS presents a list of various type claims to choose from. When a claim is selected and submitted, CMTS prompts the employee to validate the claim by keying in specific information and/or free form comments. When a claim is submitted, the monetary value displays on the screen and/or print-out, but this does not mean the claim will always be approved or, if approved, for the amount claimed. For example, a claim may require validation information from the employee to support the service performed, but if the validation information is incomplete or inaccurate the timekeeper may not authorize the payment. Also, the claimed value may change if the timekeeper adjusts the amount, service type, position, etc. All claims are subject to Timekeeping review. To assist in accurate payment of claims, please take special care to provide all the required validation information.

### Processing Notes:

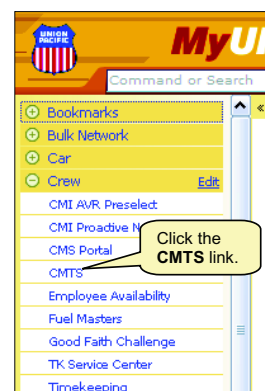
- Non Service Claims **cannot** be adjusted once they have been submitted. Resubmit the claim if necessary.
- Once a claim has been submitted it is listed by the date entered on the claim on the Timeslip Inquiry index.
- The claim Status on the Timeslip Inquiry index will show that it is Under Review until the Timekeeper processes it.
- A Non Service Claim can be submitted and will be processed by the timekeeping office until noon of the closeout date for that pay period.
- When a claim is submitted after the closeout date it will be processed in the next pay period.
- To print a copy of the claim including the validation remarks use the print function on the Timeslip Inquiry index.

### Accessing CMTS On The Web Via The TEY Portal

1. Log on to the Union Pacific Employee web site.
2. Click on the <MY UP> icon to open the NetControl Portal.



3. From the Side Bar Menu click on the **Crew** category.
4. Click on **CMTS** to open the Crew Management & Timekeeping application.



# CMTS Non Service Claim Submission

## Quick Reference Guide



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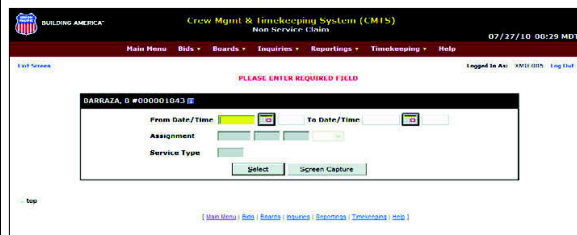
For assistance, please contact Online System Services at 544-5555 (Opt.1, Opt.8) Instructional Technologies & Implementation Services

### Accessing the CMTS Non Service Claim Function

1. Click the **Non Service Claim** link on the CMTS Field Menu listed under the **Timekeeping** category.



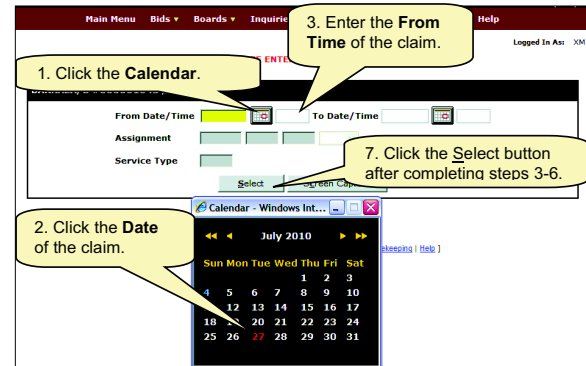
2. The Non Service Claim Screen displays.



### How to Submit a Non Service Claim

In this example a Non Service Claim for attending a training class will be submitted with a class of time for Company Business.

1. Click the **Calendar** button next to the **From Date/Time** field.
2. Click on the desired Calendar Day for the claim.



3. Enter the **From Time** [HHMM] of the claim. The from time defaults to 00:01 when left blank.
4. Click the **Calendar** button next to the **To Date/Time** field.
5. Click the end **Date** for the claim. When left blank and updated the Date will default to the selected From Date.
6. Enter the **To Time** [HHMM] for the claim. The Time defaults to 23:59 when left blank and updated.
7. Click the **Select** button to generate the selection list of claims.
8. The **Selection List of Non Service Claim** is generated.

# CMTS Non Service Claim Submission

## Quick Reference Guide

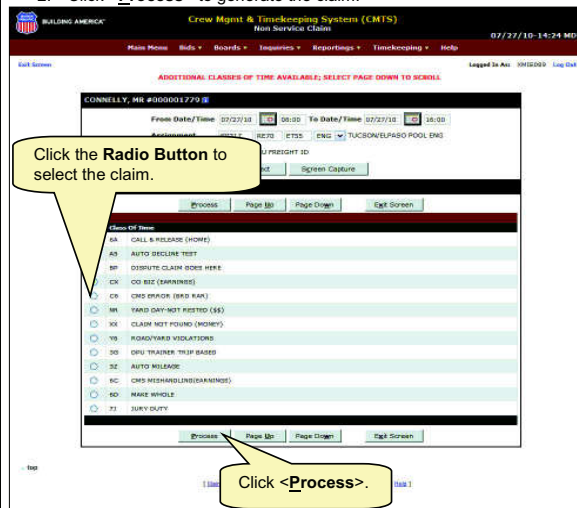


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CMTS will automatically generate from system records the employees' **Assignment** and **Service Type** information for the claim date selected.

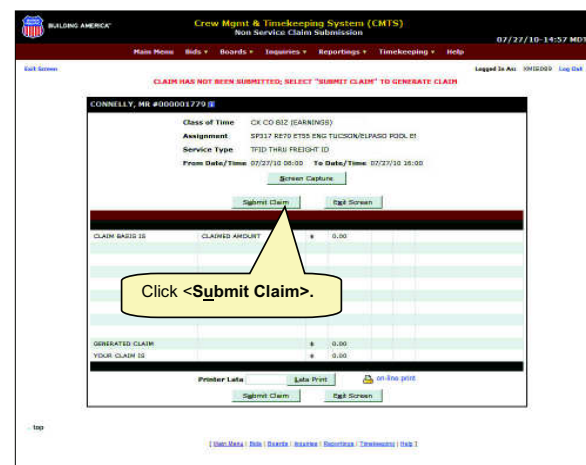
1. Click the **Radio Button** next to the selected Class of Time. (For this example CO BIZ will be used.)
2. Click **<Process>** to generate the claim.



### The Non Service Claim Submission Screen

This screen displays the system generated claim information including:

- **Class of Time**
- **Assignment**
- **Service Type**
- **From and To Date / Times (entered by employee)**
- **The Amount of the Claim (\$0.00) is generated until reviewed.**



1. Click **<Submit Claim>** to present and complete the validation/comments screen for this claim.

# CMTS Non Service Claim Submission

## Quick Reference Guide



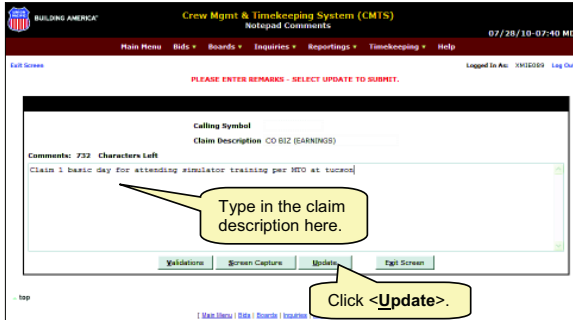
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### The Non Service Claim Validation Screen

The type of claim being submitted determines which type validation screen is presented. In this example of a Company Business claim, a free-form **Notepad Comments** screen is presented to the employee to describe the claim.

1. Type in a brief description of the claim in the **Comments** field.
2. Click **<Update>** to submit the claim.



### Processing Notes:

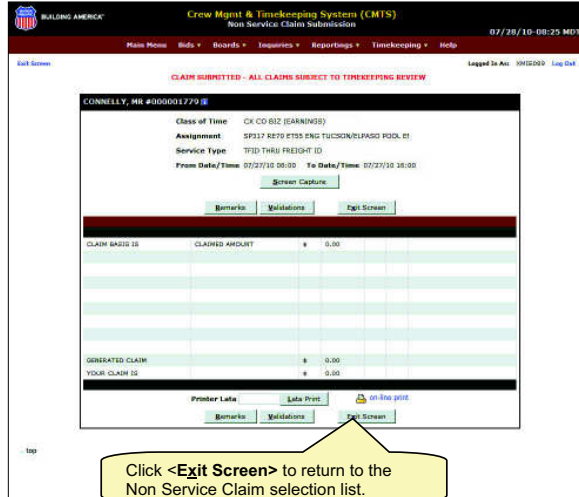
- Exiting the validation screen prior to updating will cause the claim to be declined.
- The **Claim Submission** screen returns with a confirmation message **Claim Submitted -- All Claims Subject To Timekeeping Review.**
- The claim is also added to the **Timeslip Inquiry** index and will be listed there by date of the claim.

### To submit another claim:

1. Click **<Exit Screen>** to return to the Non Service Claim selection screen.

Or to exit:

2. Click on a menu category on the **Menu Bar** for other functions.

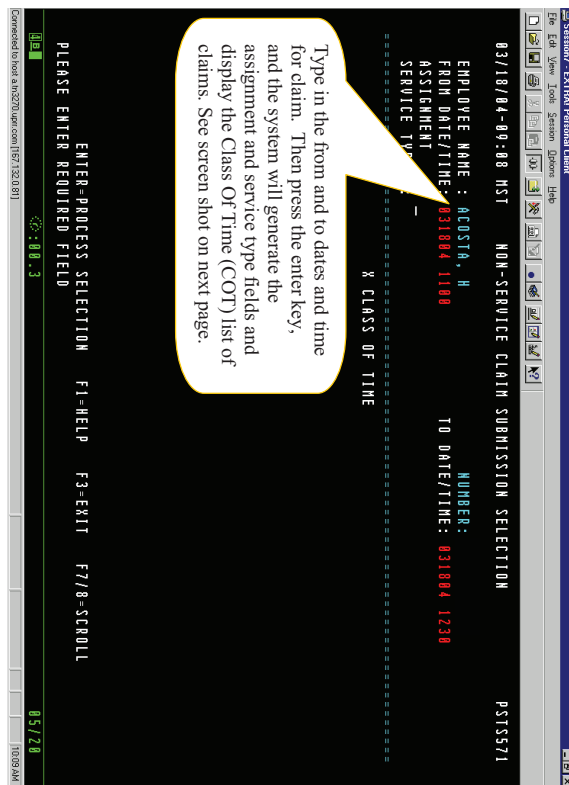


Want more information?

See the [Timekeeping FAQs](#) on the Timekeeping web page.

## Non-Service Claims

Purpose
The purpose of the Non-Service Claim screen is to allow you to request to get paid for an item that is not related to a tour of duty. Examples of Non-Service claims are: Call and Release at Home, Make Whole, Company Business, and more. Type option 30 on the Field Main Menu to select the Non-Service Claim screen. <b>Note:</b> Non-Service claims cannot be adjusted after being submitted.



Non-Service Claims, Continued

```

04/28/05-06:59 MDT      NON-SERVICE CLAIM SUBMISSION SELECTION      PST5571

EMPLOYEE NAME : ACEDO, ME          NUMBER: 626168940
FROM DATE/TIME: 040105 0001        TO DATE/TIME: 040205 2359
ASSIGNMENT    : SP317 RT70 T117 CON TUCSON/ELPASO POOL TNM
SERVICE TYPE : TFID THRU FREIGHT ID
=====
X CLASS OF TIME
- 6A CALL & RELEASE (HOME)
  A9 ANNULLED DAYS
  BP DISPUTE CLAIM GOES HERE
  CX CO BIZ (EARNINGS)
  CZ CO BIZ (BASIC DAY)
  C6 CMS ERROR (BRD RAR)
  J7 JURY DUTY (BASIC DAY)
  XX CLAIM NOT FOUND (MONEY)
  XY CLAIM NOT FOUND (MILES)
  XZ CLAIM NOT FOUND (TIME)
  Y6 ROAD/YARD VIOLATIONS
  3Z AUTO MILEAGE
  6C CMS MISHANDLING(EARNINGS)

ENTER=PROCESS SELECTION  F1=HELP  F3=EXIT  F4=SEND SCREEN  F7/8=SCROLL

ADDITIONAL CLASSES OF TIME AVAILABLE; SELECT PF8 TO SCROLL
    
```

Type "X" next to class of time. Press Enter to process the selection.

Continued on next page

Non-Service Claims, Continued

```

Session7 - EXTRAI Personal Client
File Edit View Tools Session Options Help
-----
03/18/04-08:54 MST      NON-SERVICE CLAIM SUBMISSION      PST5570

EMPLOYEE      : ACOSTA, H
CLASS OF TIME : J6 JURY DUTY (MONEY)
ASSIGNMENT    : SP317 RE70 TU33 ENG TUCSON/ELPASO POOL ENG
SERVICE TYPE : TFID THRU FREIGHT ID
FROM DATE/TIME : 031804 1100        TO DATE/TIME: 031804 1230
=====
CLAIM BASIS IS  CLAIMED AMOUNT      $ 000

GENERATED CLAIM      $ 000
YOUR CLAIM IS       $ 000_

F2=PRINT( )
F3=EXIT  F5-SUBMIT CLAIM  F6=REMARKS  F7=VALIDATIONS
CLAIM HAS NOT BEEN SUBMITTED; SELECT "SUBMIT CLAIM" TO GENERATE CLAIM

-----
19/51
    
```

Type in the claim amount if not correct. Note: Some claims are pre-populated and others are protected. Press F5 to submit claim

Continued on next page

## Non-Service Claims, Continued

### General Input Procedures

<b>How to use the Non-Service Claims Screen</b>	<ol style="list-style-type: none"><li>1. Type "30" in the SELECTION field of the Field Main Menu. &lt;ENTER&gt; The Non-Service Claim Submission screen returns.</li><li>2. Type a starting date and time in the FROM DATE/TIME field.</li><li>3. (Optional) Type an ending date and time in the TO DATE/TIME field. &lt;ENTER&gt;. The class of time display returns for your selection. If left blank will populate with the starting date and time of 2359.</li><li>4. Press &lt;ENTER&gt;</li><li>5. Type "X" next to the class of time for your claim. &lt;ENTER&gt;. The Non-Service Claim Submission screen returns.</li><li>6. Review the "YOUR CLAIM IS" field for accuracy, and input the value of the claim (example 0800 for hours, \$10 for money amount).</li><li>7. Press F5 to submit your claim. If required a validation screen will generate which you must complete.</li><li>8. Press F6 to add any personal remarks about the claim.</li><li>9. To print a receipt of the claim, enter the Lata Id. # then press F2.</li><li>10. After the claim is submitted, press the F3 key to exit to the previous screen.</li></ol>
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## Non-Service Claims, Continued

<b>How to submit a Make Whole claim</b>	<ol style="list-style-type: none"><li>1. Type "30" in the SELECT field on the FIELD MAIN MENU.</li><li>2. Type the date and time in the FROM DATE/TIME field.</li><li>3. Type the date and time in the TO DATE/TIME field. &lt;ENTER&gt;</li><li>4. Type "X" next to 6D MAKE WHOLE EARNINGS CLAIM.</li><li>5. Press &lt;ENTER&gt;.</li><li>6. A dollar amount is not required. Timekeeping will calculate claim.</li><li>7. Press F5 to submit and a comment / remarks screen will display</li><li>8. Type in the information needed to support your claim in the REMARKS field.</li><li>9. Press F5. The previous screen is returned with "claim submitted" at bottom left corner.</li><li>10. Press F3 to return to the previous screen.</li><li>11. Press F3 again. The Field Main Menu returns</li></ol>
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## Non-Service Claims, Continued

### How to enter a Board Run Around

1. Type "30" in the SELECT field of the FIELD MAIN MENU.
2. Type the date and time in the FROM DATE/TIME field.
3. Press <ENTER>.
4. Type "X" next to the C6 CMS MISHANDLING RAR (TIME) field.
5. If your claim is "T" 04:00, claim 04:00 hrs per run around, (you can claim all run arounds on one claim).
6. Press F5.
7. The remarks screen returns.
8. Type comments or remarks (four lines for information).
9. Press F5.
10. The previous screen returns with "Claim Submitted" at bottom left corner.
11. Press F3 to return to previous screen.
12. Press F3 again to return to main menu.

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## Non-Service Claims, Continued

### How to Input CZ Company Business Time

1. Type '30' in the SELECTION field of the FIELD MAIN MENU.
2. Press <ENTER>.
3. Type the date/time in the FROM DATE/TIME field.
4. Type the date/time in the TO DATE/TIME field. <ENTER> Note: Assignment and Service type not required
5. Type "X" in front of CZ COMPANY BUSINESS TIME. <ENTER>.
6. Type 0800. For example, your claim is T 0800. NOTE 0800 = 8 hours = one day = 130 miles.
7. Press F5 "Update".
8. Type comments/remarks in the COMMENTS/REMARKS area, you have 5 lines to type to explain what the claim is for.
9. Press F5 "Update"
10. The previous screen is returned with "Claim Submitted" displayed at bottom left corner.
11. Press F3 "Exit".
12. The previous screen returns.
13. Press F3 "Exit".
14. The previous screen, "Non-Service Claims" is returned.
15. Repeat steps 3 thru 17 for additional claims.
16. Press F3 "Exit"
17. The field Main Menu is returned.