

BULLETIN INFORMATION



DATE:	October 20, 2022	TYPE:	Information	NUMBER:	LR-021-22
SUBJECT:	Turned Enroute Tie-Up Procedure				

DETAILS

Attention: T&E Employees

When ordered in straight away service from the Home Terminal and subsequently turned.

- Show your Tie up station as "5555". This will cause the ticket to go from Fixed service to Non-Fixed.
- If notice was given, do not populate the RLVD RESP field on your tie-up. An arrival time needs to be entered to establish the start of the Final Time payment at the turn point.
- Enter an off duty time at the turn point that corresponds to when Deadheading commences.
- Adjust Run miles to reflect actual physical miles run in order to generate the correct length of run payment.

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ORGN STN: 07700 FINAL STN: 55555 INT STN:
SYSTEM EMP SUPV NON-FIXED SYSTEM EMP SUPV
ORDER TIME: 1600 02 1600 02 JOB TYPE : 04 04
CONTROL/DH: CRAFT CODE : EN EN
DEPRT OMTS: 1748 02 1748 02 WRKG UNITS : 02 02
WORK BEGAN: HP INDIC : Y Y
RELVD RESP: TRAIN LGTH: 02484 02484
HELD OUT : RUN LONG 1 : 000 000
ARRVL OMTS: 2320 02 2320 02 RUN LONG 2 : 000 000
OFF DUTY : 2320 02 2320 02 COND / RQBK: Y / Y / /
WORK-TRAIN: 0000 0000 OT? / TU CD: / / /
PREP TIME : 00 0 00 0 ROUTE CODE :
FINAL INSP: N 00 0 N 00 0 VIA CODES :
INITL TIME: 0000 000 0148 022 RUN MILES : 000 001
FINAL TIME: 0000 000 0000 000 ACT MLS RUN: 000 069
OVERTIME : 0000 000 0000 000 CONST MILES: 100 031
TOTAL MILES: 0100 0122
```

Contact the Crew Dispatcher **after you tie up**, and ask them to show you called on a DH home from Station# 55555 using your off duty time at the turning point for the order time. Once you tie that up you will have two straight-away trips, i.e. one from your origin location to Station "55555" and one from station "55555" back to your origin location.

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ORGN STN: 5555 FINAL STN: 07700 INT STN:
SYSTEM      EMP      SUPV      NON - FIXED      SYSTEM EMP      SUPV
ORDER TIME: 2320 02  2320 02  JOB TYPE   : 99    99
CONTROL/DH:
DEPRT OMTS:          2320 02  CRAFT CODE : EN    EN
WORK BEGAN:
RELVD RESP:
HELD OUT  :
ARRVL OMTS:          0040 03  WRKG UNITS :
HP INDIC  :
OFF DUTY  : 0040 03  0040 03  TRAIN LGTH:
COND / RQBK: Y /    Y /
OT? / TU CD: /      /
WORK-TRAIN: 0000      0000  ROUTE CODE : DH    DH
PREP TIME : 00 0      00 0  VIA CODES  :
INITL TIME: 0000 000  0000 000  RUN MILES  : 100   100
FINAL TIME: 0000 000  0000 000  ACT MLS RUN: 100   100
OVERTIME  : 0000 000  0000 000  CONST MILES: 000   000
TOTAL MILES: 0100   0100

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NOTE: You cannot enter 5555 in the field named INT STN to determine eligibility for an \$80 NG payment. If you think you are entitled to an \$80 NG payment based on the provisions of Article 18.17, enter a claim in the IP (Interpretive claims) system for \$80, and in the comments, advise if you gave notice, where you were relieved, what time you departed in taxi, and if your total duty time was over 10hrs.

Example of IP Claim in IP System

Requested

*Requested Claim Code

NG - NOTICE GIVEN & \$80.00 PENALTY

Rate Type

Lump Sum

Requested Quantity

80

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately. You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

Labour Relations
T&E Payroll Audit
Canadian Pacific