

HONOUR SYSTEM MANUAL

Canadian T&E Employees



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INTRODUCTION

The Honour System

Under the Honour System all Train & Engine Employees are responsible for their own payroll.

Most timeslips are automatically approved and paid, and are subject to audit at a later date by Audit Specialists. 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, this Manual and instructions provided by the Company from time to time. With CMA (Crew Management Application), you make your own adjustments (see "Adjusting Timeslips").

You are your own timekeeper.

ADJUSTING TIMESLIPS

The menu for MAC4 (the T&E employee view in CMA) is shown below. The screen TIMESLIP ADJUSTMENT allows you to adjust any working or non-working timeslip. If you wish to make an adjustment to one or more of your timeslips, select number 17.

```

CALGARY FIELD INQUIRIES                                PSTS02
DISTRICT: 4C  SUB-DISTRICT: CA
01 ENGINE SERVICE          19 EMPLOYEE MASTER INQ
02 SWITCH SERVICE         20 FUTURE STATUS CHG
03 TRAIN SERVICE          21 CDS1 DEADHEAD TIE-UP
                           22 ADVERTISEMENTS BY ID
                           23 ADVERTISEMENTS BY ASGN
                           24 AVAILABILITY LISTS
                           25 EMPLOYEE TELEPHONE
                           26 AFHT LODGING UPDATE

10 TIE-UP                  28 FRA OTHER SERVICES
11 REVISE TIE-UP          29 EMPLOYEE CALL/RELEASE
12 MISCELLANEOUS CLAIM
13 TRAIN LINE UP INQUIRY
14 TIMESLIP INQUIRY
15 MILEAGE INQUIRY

17 TIMESLIP ADJUSTMENT
18 EMPLOYEE HIST INQUIRY

SELECTION: ( _ )
ENTER=PROCESS SELECTION  PF1=HELP  PF3=EXIT  PF12=FRANCAIS

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NOTES:

CMA (Crew Management Application) 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 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. These fields are ones that are commonly 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 whole shift at OT – Put H for holiday. W for Non-holiday
- 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 flag. You cannot adjust the CL PRM: (Train Length Premium) and the LA PRM: (Length of Run Premium) fields directly, but you can adjust train length and run miles which would result in a change in these fields. Any adjustments you make on this screen are automatically made on the timeslip (a credit and debit are created) which you can view by selecting Timeslip Inquiries from the main menu. **When you make changes to your timeslip, you must add comments describing what you have changed. You can do so by selecting 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  PSTS07E
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

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```

      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. The following features assist you in making adjustments.

1. CANCEL/ADJUST (C/A):

When you enter "C," the timeslip is cancelled and 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.

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 displays the assignment you owned (on the date for which you are making the claim) 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 (indicated by a minus sign) 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 Audit Specialist in reviewing your claim. If comments are not provided, the Audit Specialist may require further information from you at the time of the audit, which could delay resolution of your claim.

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

IMPORTANT:

Comments such as "please adjust" within a timeslip WILL NOT route your ticket to an Audit Specialist for Review and it will not be considered an appropriate and justifiable manner with which to communicate a discrepancy in your wage claim.

In addition, if you are not sure of your entitlement to a claim submit an IP claim in the IP System to bring your issue to the attention of the Audit Specialist.

AUDIT PROCEDURE

Outcome of an Audit

An audit could result in an adjustment in your timeslip. If the audit shows you have been overpaid, a recovery of the funds will be authorized by the Audit Specialist.

The Audit Specialist will inform you of the adjustment through remarks included on the adjusted timeslip with reasons why the adjustment is necessary. If you have been overpaid, your timeslip will be adjusted accordingly in order to recover the money owing to the Company (it may be the full amount at once).

Important: Employees must remember that incorrect or inappropriate claims that require adjustment may also be subject to formal investigation if warranted.

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 that all claims be properly submitted.* If the error resulted because CMA did not allow you to submit the claim code you needed to enter, then contact the Audit Specialist and they will advise what adjustment you will need to make.
2. If your claim does not conform to the terms of the Collective Agreement, MOP and/or other agreements you will be notified of the reason why your claim does not conform to the above agreements.

Note: If you are unsure of entitlement to your claim, use the Interpretation Code (IP) System to create an IP claim which will route directly to an Audit Specialist for interpretation (see "The Interpretation Code").

If You Disagree

If you disagree with the Audit Specialist's decision, you may submit a grievance. Refer to your Collective Agreement on how to properly submit a grievance.

Recovery of the original claim is made regardless of the grievance filed.

Once you have been notified that a claim has been disallowed (e.g. in the opinion of the Company, the claim does not conform with the Collective Agreement), any subsequent submissions of a claim of the same type will be flagged and may be viewed as an inappropriate wage claim. This could result in a formal investigation and discipline, depending upon the circumstances. Govern yourself accordingly with the following exception:

Exception – Claims Held in Abeyance

Your Union, upon filing a grievance, may request any future claims of the same nature be held in abeyance until the dispute is resolved. If an Abeyance Code for your specific claim circumstance has been approved, an employee bulletin will be issued with instructions. See the IP procedure on the following pages for obtaining an abeyance code.

THE INTERPRETATION CODE (IP)

When to Use the IP Interpretation Code

1. You are unsure about your entitlement to a given claim.
2. The CMA system does not accept the code you need to use.
3. You have been instructed to do so by bulletin because your submission relates to an outstanding dispute/grievance with the Union. These timeslips are coded with a number and held in an abeyance until the grievance is resolved. You are entering a wage claim for a circumstance that relates to an approved Abeyance Code (these will be communicated by bulletin and reflected in the IP System drop down menu)

Submitting an IP Claim

An IP claim can be submitted through the IP System. Your IP Claim is automatically routed to an Audit Specialist for review.

If an IP claim is submitted via the IP System, your working ticket in CMA will still be processed for payment and the IP claim is reviewed as a separate process.

Note: When submitting an IP claim in the IP System it must contain a clear description of the issue and determination of the Miles (M) or Time (T) value associated with that claim.

With the IP System it is possible to add attachments to your claim that can help to explain your claim submission.

Audit Specialist's Response

IP claims are reviewed regularly. Response times will depend on volumes and the nature of the IP claim.

An IP claim is either deemed to be payable (Approved) or not payable (Denied) under the terms of your current Collective Agreement. The Audit Specialist may also request additional information from you.

Approved

If the IP claim you submitted is payable, the Audit Specialist may direct you with comments on the IP claim record. The remarks may instruct you to make an adjustment to the working or non-working timeslip on which the IP claim was originally submitted or in some cases the Audit Specialist may process the appropriate approved claim.

Denied

If your claim is disapproved, the Audit Specialist will provide comments in response to your claim in the IP System that explains the decision in terms of your current Collective Agreement. The appropriate adjustment is made in your timeslip if required.

CLAIMS INFORMATION

The Claim Codes List

See "Claim Codes" for the master list of all claim codes available to T&E employees, including codes new to CMA. *Codes may be reviewed from the "PF10= LIST CLAIM CODES" on a Non-Working Miscellaneous Claim screen in CMA or from the "Requested Claim Code" drop down menu in the IP System on the "Create New Claim" screen.*

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 the CMC Payroll Administration in-basket for handling.

Note: Do not enter General Holiday claims with LW, MW or IP claim codes as these will be declined by the CMC or Audit team.

Non-Productive Wage Claims

Non-productive wage claims are handled by the CMC (Crew Management Centre) Claims Analyst. You are unable to make any adjustments to these claims once submitted. (See "Non-Adjustable Claim Codes"). These claims are investigated and approved or declined by the CMC.

CC = Call and Cancelled (T&E employee 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)
LW = Lost Wage

Special List Claims

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

FM	Familiarization
ET*	Engineer Trainee
TY	Trainperson Trainee
PC	Pitch and Catch Training
MQ	Rules Qualification class – Freight service
RQ	Rules Qualification class – Roadswitcher service
YQ	Rules 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 are coaching a trainee must submit the correct Trainer Allowance code on their working ticket to ensure proper payment for the training portion. The C2 claim may only be claimed by those who have completed the coach training program.

Annual Vacation Payments

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

MBR and SBG (Maintenance of Basic Rates and Spare Board Guarantees)

Adjustments to your timeslips can affect the calculations of Maintenance of Basic Rate (MBR) and Spareboard Guarantee (SBG), as well as impacting your monthly mileage period. If an MBR or SBG was paid based on timeslips you wish to later adjust, it is your responsibility to advise the CMC Payroll Clerk otherwise you may be overpaying or underpaying yourself. You are accountable for this.

Payroll Cut-Off

<u>Adjustments/Approval:</u>	23:59 Eastern Time Monday, following pay-day Thursday
<u>SBG:</u>	23:59 Eastern Time Monday, following pay-day Thursday
<u>MBR:</u>	16:00 Friday Mountain Time, following pay-day Thursday

FREQUENTLY ASKED QUESTIONS

- 1. I submitted a miscellaneous claim code and it paid a zero amount.**
 - Employees must always hit the enter button before they hit PF5 to create 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) you will not be able to adjust the ticket. In this case contact the CMC or the Audit Specialist through the VRU or send a message to advise of the duplicate claim.
- 4. I submitted comments on the claim to be adjusted, but it wasn't adjusted.**

Why?

 - Putting comments on either a miscellaneous claim or within a working ticket will NOT route the ticket to anyone for correction. Therefore, it will be processed for payment as submitted. Employees must submit an IP claim in the IP System if there is any question regarding claim eligibility.
- 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 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 1/14 are entitled to a step-rated length of run allowance within the first 42 months of seniority).
- 6. I submitted a TT claim for 2 hours but it didn't work.**
 - In order for an 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 Collective Agreement provisions.
- 7. My General Holiday ticket is missing.**
 - In the event there is no General Holiday (GH) 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. Review the General Holiday eligibility requirements in your Collective Agreement.

8. I forgot to put “Y” in for overtime on my yard shift.

- If within 24 hours of your tie-up, 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 from tie-up 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?

- Audit Specialists do not handle an employee’s mileage. The CMC must be contacted for all approved adjustments.

10. Can you defer my ticket?

- Road Service employees have the option to defer their ticket to the following pay period for up to 24 hours following tie-up. Audit Specialists will not defer tickets for employees. 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 (Annual Vacation) 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.

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, which will copy lost work records from your CMA work history and create a claim accordingly. Please refer to the section “How to enter Copy Claims” for further clarification.

13. I’m missing a yard shift.

- It is imperative that you tie up each shift upon completion.
- If you are missing a yard shift, the most likely reason is your previous working tour 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. In the event this occurs, **do not enter an IP claim**, contact the CMC to rectify the missing shift.

14. When should I submit an IP claim?

An IP claim should be entered in the IP System if you are unsure of whether a claim is eligible to be paid under Collective Agreement provisions or you have been paid an incorrect amount and you cannot fix it yourself.

For further uses of an IP claim see section “The Interpretation Code (IP)”.

GENERAL QUESTIONS & ANSWERS

Q1: *I was paid at Roadswitcher rates when I am entitled to Yard rates. How do I adjust my timeslip if I do not have access to change my rate?*

A: Change the job-type code to 10 on the REVISE TIE-UP screen, and your rate will be adjusted to yard rate.

Q2: *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 Difference of Wages claim (DW) for the difference. Remember, all claims are subject to audit.

Q3: *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 claim (this code is system-generated only). Instead, if you do not see a General Holiday claim in your timeslip inquiry screen 4 days after the holiday, submit an SH claim, which will be routed to the Payroll Admin clerk's in-basket to be verified.

Q4: *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 assist you.

Q5: *If I am audited and an Audit Specialist determines that I was not entitled to a payment that I received, will I be notified before a recovery is made?*

A: Yes, you will be notified through comments made on the ticket in CMA advising you of the recovery. If you do not agree with the Audit Specialist's interpretation, you may review your Collective Agreement on how to properly submit a grievance.

Q6: *Can another employee make an adjustment to my timeslip?*

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

Q7: *How will the Company 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: The Company will assess the specific circumstances of your case and determine next steps accordingly.

Q8: *What happens if I make a mistake on my tie-up and do not realize it?*

A: You are responsible for your own timeslips. This includes timeslips created by tie-ups that may have been completed by another member of your crew. You are accountable for the accuracy of all of your timeslip entries and any errors must be corrected immediately.

Q9: *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. You will not be able to un-defer it after that time.

Q10: *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.

Q11: *If I do not agree with a decision made by the Audit Specialist, 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 . If the grievance is later resolved, you will receive instructions on how to proceed.

Q12: *If within the 24-hour period after tying up, an adjustment is needed, do I use the **TIMESLIP ADJUSTMENT** screen or **REVISE TIE-UP** screen?*

A: Either may be used however, with the REVISE TIE-UP screen you are able to un-defer and defer the timeslip. If you are within the 24-hour period following tie-up, use the REVISE TIE-UP screen. This way you are not creating a credit and debit on your timeslip.

Q13: *Can I submit an IP claim on a working timeslip?*

A: No. You must use the IP System to enter an IP Claim.

Q14: *How long will it take for the Audit Specialist to provide me with a response to my IP claim?*

A: IP claims are reviewed on a regular basis. Response time for your IP claim will depend on the volume and nature of IP Claims currently being reviewed.

Q15: *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 the following 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.

Q16: *Will non-productive wage claims be handled by the Audit Specialist within the Honour System?*

A: No, the Audit Specialists do not audit these claims. The CMC Supervisor will investigate and approve/decline non-productive wage claims.

Q17: *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 identified as such in the "Claim Code" table below. Common copy claims are 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: CFCF99EN					
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 is entitled to be 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		
=====			
CURRENT ASSIGNMENT:	JOB TYPE :	JOB DESC:	
	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, the name of the employee who replaced you, and your claim amount. **All copy claims must include remarks to validate your claim.** In the case below, Mr. Doe has provided the 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 correctly.

```

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

```

CLAIM CODES

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
AC	Attending Court	<ul style="list-style-type: none"> • Stand-alone claim • Copy Claim • Entitled to lost work that turn made 	M/T	N	N
AI	Attending Investigation	<ul style="list-style-type: none"> • Stand-alone claim • Copy Claim • Entitled to lost work that turn made 	M/T	N	N
AT	Annual Vacation Top-Up	<ul style="list-style-type: none"> • When Canada Labour Code guarantees a greater amount for annual vacation pay-out than actually paid by the Company • Payout of outstanding AV amount upon termination 	\$	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
BE	Bank Day	<ul style="list-style-type: none"> • \$ value claim based on T&E employee AV rate • Only payable in conjunction with EDOs and personal days 	\$	N	N
BL	Bereavement Leave	<ul style="list-style-type: none"> • Stand-alone claim • Copy 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 Agreement. 	M/T	R AUDIT	N
BR	Material Change Guarantee	<ul style="list-style-type: none"> • Stand-alone claim • When a change is made in the operation • CMC Coordinator calculates based on average earnings. 	\$	R CMC	N
B\$	Bank Time Payout At Year End	<ul style="list-style-type: none"> • T&E employee remaining Bank Time paid out after year end. Claim dated Feb. 1st. 	\$	N	N

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
CC	Called and Cancelled	<ul style="list-style-type: none"> Stand-alone claim When crew cancelled BEFORE reporting for duty CMC Coordinator to investigate 	M/T	R CMC	N
CE	Called and Cancelled	<ul style="list-style-type: none"> Stand-alone claim When crew is cancelled after work has been performed CMC Coordinator to investigate Entitled to minimum day 	M/T	R CMC	N
CJ	Assignment Annulled	<ul style="list-style-type: none"> Stand-alone claim When scheduled assignment cancelled CMC Coordinator to investigate Entitled to minimum day 	M/T	R CMC	N
CK	Sparwood Switcher Agreement	<ul style="list-style-type: none"> Stand-alone or tie-up claim 13 miles for road switchers Miles chargeable 	M/T	N	Y
CN	CN Kamloops Only	<ul style="list-style-type: none"> Tie-up claim Entitled to 10 mile premium when crew runs on CN track 	M	N	Y
CR	Called and Cancelled	<ul style="list-style-type: none"> Stand-alone claim When crew cancelled AFTER reporting for duty CMC Coordinator to investigate 	M/T	R CMC	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

Claim Code	Definition	Features	Type (Miles/ Time)	Routed=R Non- Rout.=N	Adjustable
CY	Calgary Local Manager Approved	<ul style="list-style-type: none"> Stand-alone or tie-up claim When a local agreement applies 	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 When taxing between terminals 	M/T	N	Y
DM	Detour Miles	<ul style="list-style-type: none"> Tie-up claim Stand-alone claim When CP's tracks are not accessible, therefore detoured to other tracks (e.g., CN). 	M/T	N	Y
D1	Taxi Time Before Working Service	<ul style="list-style-type: none"> CMA auto-generated once work began time entered on tie-up 	M/T	N	Y
D2	Taxi Time After Working Service	<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 Used when turned enroute. 	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
EB	Engineer Training Bonus	<ul style="list-style-type: none"> \$1000 payment upon commencement of Phase 4 OJT Engineer Trainees only 	\$	R Payroll Admin. Clerk	N

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
EC	Enroute Work Allowance	<ul style="list-style-type: none"> • Tie-up claim • Work performed while enroute • CO-only territory • EC claim not payable to crew if called in non-fixed with brakeman 	M/T	N	Y
EM	Engine Maintenance	<ul style="list-style-type: none"> • EN only • Time paid for adding water, sand, etc. to engine. • Only applies in work train service. 	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 available • Paid flat rate of 100 miles at yard rate 	M/T	R AUDIT	Y
ET	Engineer Trainee	<ul style="list-style-type: none"> • Daily stand-alone claim created by engineer trainee. • When employee is training to be an engineer • Paid flat rate as per the TCRC agreement 	\$	N	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

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
G8	Time on duty exceed 10 hours Only by Written Agreement	<ul style="list-style-type: none"> As per applicable agreement On duty more than 10 hours Terminal to Terminal including turned enroute. By written agreement only 	\$	R AUDIT	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 	\$	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 road switcher will receive negotiated payment Paid monthly 	M/T	R CMC	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	N	Y
GW	Monthly Guarantee	<ul style="list-style-type: none"> Stand-alone claim Guaranteed wages for all services 	M/T	R CMC	N
GY	Yard Spareboard Guarantee	<ul style="list-style-type: none"> Stand-alone claim Paid bi-weekly 	\$	N	Y
HA	Held Away From Home Terminal	<ul style="list-style-type: none"> CMA auto-generated claim Crews held away from home terminal over 10 hours 18.75 miles as per C/A auto calculates 	T	N	N

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
HC	Held For Company Service	<ul style="list-style-type: none"> • Copy claim entered as stand-alone • When employee held in for providing service for the Company. • Entitled to 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
HO	Toronto Work not pertaining	<ul style="list-style-type: none"> • Work not pertaining to Honda Assignment only 	M/T	R AUDIT	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. • Entitled to 100 miles at freight rate 	M/T	R AUDIT	Y
HS	Health & Safety	<ul style="list-style-type: none"> • Copy claim entered as stand-alone • When employee held in for Health & Safety activities. • Entitled to lost work that turn made 	M/T	N	N
HZ	Health & Safety	<ul style="list-style-type: none"> • Stand-alone claim • When employee is performing Health & Safety activities and turn is not tracked • Ad hoc payment as authorized by a Manager 	\$	N	Y
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 • Entered in IP System only • Routed to Audit Specialist for investigation 	M/T	R AUDIT	Y

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
IT	Initial Time	<ul style="list-style-type: none"> Normally auto-generated by CMA when running on non-fixed mileage territory Only employees entitled to Initial Time enter this claim when CMA system hasn't generated it. 	M/T	N	Y
JD	Jury Duty	<ul style="list-style-type: none"> Copy claim entered as stand-alone When called for jury duty Entitled to lost work that turn made 	M/T	N	N
KI	Internal Shortline Nelson & Havelock	<ul style="list-style-type: none"> Tie-up claim or stand-alone claim All claims falling under Internal Shortline Agreement 	\$	N	Y
LD	Light Duties	<ul style="list-style-type: none"> Stand-alone claim Used when claiming wages while on approved modified assignment on other than T&E duties Return to Work Agreement required Paid hours worked per Return to Work Agreement 	\$	N	Y
LM	Lost Work Miles	<ul style="list-style-type: none"> Stand-alone claim CMC Supervisor to investigate Off prior to MQ-RQ-YQ 	M	R Audit	N
LN	London Local Manager Approved	<ul style="list-style-type: none"> Stand-alone or tie-up claim Only when approved by Local Manager Miles chargeable 	M/T	N	Y
LW	Lost Wages	<ul style="list-style-type: none"> Stand-alone claim CMC Supervisor to investigate 	\$	R CMC Sup	N
M8	Top Up Code To Fixed Miles Only by Written Agreement	<ul style="list-style-type: none"> Tie-up claim As per applicable agreement where employee tops up trip ticket to equal fixed miles when under dual method of pay. 	M	N	Y

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
ME	Medical Allowance	<ul style="list-style-type: none"> • Stand-alone claim • When medical examination is required by the Company • Miles or hours as specified in Collective Agreement 	M/T	N	Y
MJ	Moose Jaw Local Manager Approved	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • Only when approved by Local Manager • Miles chargeable 	M/T	R AUDIT	Y
MK	Moose Jaw Local Manager Approved Run off territory to Bienfeit	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • 25 Miles chargeable 	M/T	N	Y
ML	Over Miles Premium	<ul style="list-style-type: none"> • Applies when called from Auxiliary Board or while off for miles. 	\$	R Audit	N
MM	Over Threshold 4F-CR West Pool only	<ul style="list-style-type: none"> • Payment for time over threshold time in the West Pool at Cranbrook. 	T	N	Y
MQ	Rules Qualification Class	<ul style="list-style-type: none"> • Stand-alone claim • Freight service employees 	\$	N	Y
MW	Missed Wages	<ul style="list-style-type: none"> • Stand-alone claim • CMC Supervisor to investigate 	\$	R CMC Sup	N
NG	Notice Given & \$80.00 Penalty	<ul style="list-style-type: none"> • \$80.00 penalty payment under the parameters of the collective agreement when notice of rest to be off in 10 hours given and crew is relieved by taxi • Auto-generated by CMA on tie-up 	\$	R AUDIT	N
NN	Non-Chargeable Miles	<ul style="list-style-type: none"> • Non-Chargeable Miles • Fort Steele Specific • As per applicable agreement 	M	N	Y

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
NR	Time on Duty Exceeds 10 Hours	<ul style="list-style-type: none"> Auto-generated by CMA on tie-up When on duty more than 10 hours upon arrival at OMTS Fixed mileage territory only Payment: fixed \$80.00 	\$	R AUDIT	Y
NS	National Reserve Board	<ul style="list-style-type: none"> Stand-alone claim When an employee temporarily relocates on the account of short crews	\$	R CMC	N
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 as EN Paid difference in wages between the two assignments 	\$	R CMC	N
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	Overtime on General Holiday	<ul style="list-style-type: none"> Roadswitchers that are claiming yard rates are entitled to time and a half on stat holidays. 	M/T	N	Y
PC	Pitch and Catch Training	<ul style="list-style-type: none"> Stand-alone claim Specific 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 when threshold time exceeded on fixed mileage run for specific subdivision. 	M/T	N	Y
PL	Paid Personal Leave Days	<ul style="list-style-type: none"> Paid leave under auspices of Canada Labour Code provisions Processed by CMC 	M/T	R CMC	N

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
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 CMC Supervisor to investigate 	M	R CMC	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
RQ	Rules Qualification Class	<ul style="list-style-type: none"> Stand-alone claim Road switcher service employees 	\$	N	Y
RU	Run Thru Over 59 Min	<ul style="list-style-type: none"> Tie-up claim for Belleville run through pool only. 	T	N	Y
SC	Safety Meeting Maximum 30 Minutes	<ul style="list-style-type: none"> Tie-up claim Safety meeting prior to 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 Terminal	<ul style="list-style-type: none"> Tie-up claim Train crews performing switching in yard when yard crew not available Only applies to CTY on non Conductor-only crew 	M/T	N	Y
SH	General Holiday Employee Generated	<ul style="list-style-type: none"> Stand-alone claim When system does not generate the GH claim within 4 days of GH. Employee submits an SH claim in order for payment 	\$	R Payroll Admin Clerk	N

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
SL	St. Luc Local Manager Approved	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • Only when approved by Local Manager • Miles chargeable 	M/T	N	Y
SM	Smiths Falls Local Manager Approved	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • Only when approved by Local Manager • Miles chargeable 	M/T	N	Y
SP	Spareboard Premium East Only	<ul style="list-style-type: none"> • Stand-alone claim • Spare yard employees in non CO-only territory called for road service • Amount specified in collective agreement 	\$	N	N
TE	Engineman Trainer	<ul style="list-style-type: none"> • Tie-up claim • When engineman is training an Engineer trainee • Payment: 2hours 	T	N	Y
TJ	Terminal Time and Junction Switching	<ul style="list-style-type: none"> • Tie-up claim • When crew switches train at junction • Time at turn or junction point 	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 rate" 	M/T	N	Y
TR	Toronto Local Manager Approved	<ul style="list-style-type: none"> • Stand-alone or tie-up claim • Only when approved by Local Manager • 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

Claim Code	Definition	Features	Type (Miles/Time)	Routed=R Non-Rout.=N	Adjustable
TV	Travel Time	<ul style="list-style-type: none"> • Tie-up claim • Set claim amount for travel time to Yard specific to Edmonton 	M/T	M	Y
TY	Trainman Trainee	<ul style="list-style-type: none"> • Stand-alone claim per day • Training rate as per collective agreement to become a trainman. 	\$	N	Y
WM	Work Train	<ul style="list-style-type: none"> • Work train miles – used to top up miles for fixed mileage agreements 	M	R AUDIT	Y
YQ	Rules Qualification Class	<ul style="list-style-type: none"> • Stand-alone claim • Yard service employees 	\$	N	Y

NON-ADJUSTABLE CLAIM CODES*

Once submitted, employee is unable to make changes to these claims

Code	Description	Handled By
AT	Annual Vacation Top-Up	Payroll Admin Clerk /AV Clerk
AV	Annual Vacation	Payroll Admin Clerk /AV Clerk
BR	Material Change Agreement (MBR)	CMC Coordinator
CC	Called and Cancelled	CMC Coordinator
CE	Called and Cancelled	CMC Coordinator
CJ	Called and Cancelled	CMC Coordinator
CR	Called and Cancelled	CMC Coordinator
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	CMC Coordinator
GR	Roadswitcher Guarantee	CMC Coordinator
GS	Protected Spareboard Guarantee	CMC Coordinator
GY	Yard Spareboard Guarantee	CMC Coordinator
LM	Lost Work Miles	Audit Specialist
LW	Lost Wages	CMC Supervisor
MW	Missed Wages	CMC Supervisor
NS	National Reserve Board	CMC Coordinator
OA	Working Off Own Assignment	CMC Coordinator
RA	Runaround	CMC Supervisor
SH	General Holiday	Payroll Administrative Clerk

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

CLAIM CODES ROUTED FOR APPROVAL***Note: OTHER CLAIM CODES MAY BE ROUTED AT ANY TIME FOR AUDIT PURPOSES**

Code	Description	Handled By
AT	Annual Vacation Top-Up	Payroll Administrative Clerk
BL	Bereavement Leave	Audit Specialist
BR	Material Change Agreement (MBR)	CMC Coordinator
CC	Called and Cancelled	CMC Coordinator
CE	Called and Cancelled	CMC Coordinator
CJ	Called and Cancelled	CMC Coordinator
CR	Called and Cancelled	CMC Coordinator
EB	Engineer Trainee Bonus Payment	Payroll Administrative Clerk
ES	Extra Switching	Audit Specialist
G8	ESR Over Ten	Audit Specialist
GN	Non-Protected Spareboard Guarantee	CMC Coordinator
GR	Roadswitcher Guarantee	CMC Coordinator
GS	Protected Spareboard Guarantee	CMC Coordinator
GY	Yard Spareboard Guarantee	CMC Coordinator
HO	Switching unrelated to Honda duties**	Audit Specialist
HR	Revenue Cars unrelated to work train	Audit Specialist
IH	Relocation Bonus	Payroll Administrative Clerk
IP	Interpretive Claim	Audit Specialist
LM	Lost Work Miles	Audit Specialist
LW	Lost Wages	CMC Supervisor
OA	Off Own Assignment	CMC Coordinator
MW	Missed Wages	CMC Supervisor
NB	New Hire Bonus	Payroll Administrative Clerk
NG	Notice Give Relieved Over Ten	Audit Specialist
NR	Arrived Over Ten	Audit Specialist
NS	National Reserve Board	CMC Coordinator
RA	Runaround	CMC Supervisor
SH	General Holiday	Payroll Administrative Clerk

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

** HO code only applicable within auspices of the *Spence Agreement*

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

HOW TO CONTACT DEPARTMENTS

Call the VRU • 1-888-225-5127

E-Mail

Audit – B.C.	OM02719@cpr.ca
Audit – AB and SK	OM02720@cpr.ca
Audit – MB and Northern ON	OM02721@cpr.ca
Audit – Southern ON and QC	OM02722@cpr.ca

Payroll Administrative Clerk	403-319-6954	CMC0027@cpr.ca
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Other Departments:

Employee Services 1-866-319-3900
Pension Services 1-888-511-7557 Pension_Services_help@cpr.ca

NOTE: All telephone conversations with Audit Specialists are recorded.