

BULLETIN INFORMATION



January 31, 2022

TYPE: Information

NUMBER: LR-001-22

SUBJECT: Adjusting Timeslips – Re-Issue

Attention – All Canadian T&E Employees

Please note timeslip adjustments can be done in CMA. If an adjustment needs to be made to one or more of your timeslips select number 17. The TIMESLIP ADJUSTMENT screen allows you to adjust working and non-working timeslips, which can be made as far back as four months.

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                                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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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. Place an "X" next to the timeslip and press Enter.

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                                TIMESLIP ADJUSTMENT                                PST551

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

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Make the adjustments to the correct values in the fields you want to change, then press F5. Check your timeslip after you have made the adjustment to ensure it is now accurate

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TRAIN: 6NO23T - SECONDARY TIE UP SCREEN OF 05/03/15 1300 PST507E
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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Please Note: 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 and Local Rules correctly.