



BULLETIN INFORMATION

May 15, 2020	TYPE: Information	NUMBER: LR-007-20
SUBJECT: How To Claim Overtime Correctly Tie-up Guide		

Attention – All Canadian T&E Employees

Below is a guide to assist crews when tying up tours of duty that are to be paid at overtime rates.

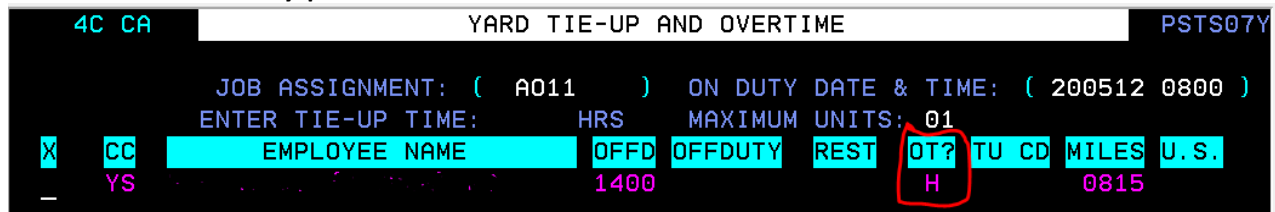
If you did not use the correct procedure to claim over time on your initial tie-up you can correct this on your secondary tie-up screen – instructions are below.

Note: Overtime pay for time worked in excess of, but continuous with a single shift is calculated by CMA automatically.

Yard Service

When claiming an entire yard shift at overtime rates use the following procedure.

“H” for General Holiday | “W” for Entire shift at OT on other than GH

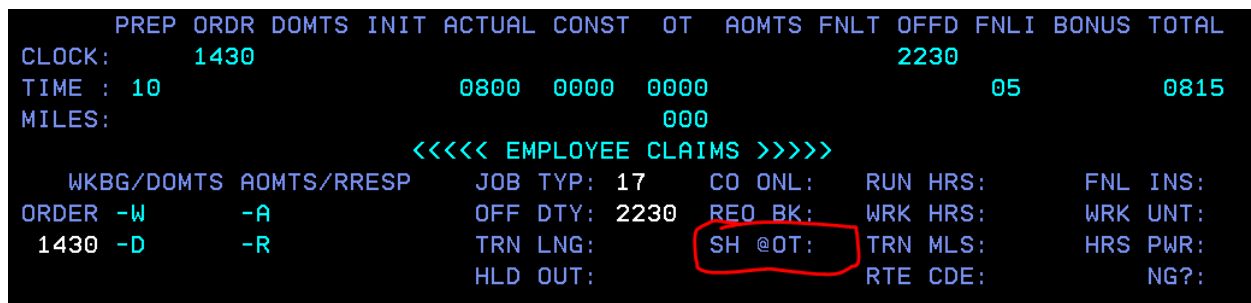


Under the “OT” field enter:

- “H” if working on a general holiday, or
- “W” if claiming entire shift at overtime rates.

Either method will result in pay for the entire shift at time and a half

To add overtime on a ticket after tie-up it can be adjusted from the main menu using the timeslip adjustment screen (#17). Enter the appropriate OT code (Either “H” or “W”) in the SH @ OT field.



Roadswitcher Service

When claiming the entire shift at overtime rates on a Road Switcher Assignment use the following procedure:

Upon tie-up in the PF11 claims screen, enter the claim code OT for the below mileage amount.

- 8 hour assignment = 50 miles
- 10 hour assignment = 63 miles
- 12 hour assignment = 75 miles

This can also be adjusted from the main menu using the timeslip adjustment screen (#17) after tie-up.

```
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0600 0600 0000 0000 0000 1400 1400
TIME : 00 0000 0000 0000 00
MILES: 00 000 100 000 000 000 00 0150
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 10 CO ONL: Y RUN MLS: 001 FNL INS: N
ORDER -W -A 200512 1400 OFF DTY: 1400 REQ BK: WRK HRS: WRK UNT: 01
0600 -D 0600 -R TRN LNG: 00001 SH @OT: TRN MLS: HRS PWR: N
HLD OUT: RTE CDE: NG?: N
CL PRM: 00000 LA PRM: 00000
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( OT - 050 - M ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
```

Important Note: You are your own timekeeper and therefore responsible for your timeslips (even if submitted by a fellow employee). You must make every effort to understand and correctly apply the Collective Agreement, Method of Pay and Local Agreements in effect.

Labour Relations
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