

	December 22nd, 2021	TYPE:	Information	NUMBER:	LR-025-21
SUBJECT:	Mileage Pay Correction (Glenboro and La Riviere Subdivision) – Ensure Correct Run Miles are Reflected in Your Tie-Up				

DETAILS

Attention – All T&E Employees at Winnipeg

It has come to the Company’s attention that Winnipeg crews called for P22 trains on the Glenboro Subdivision claimed and were paid 149 run miles however, CP no longer operates to Souris via Winnipeg.

It also has come to the Company’s attention that Winnipeg crews called for P18 trains on the La Riviere Subdivision claimed and were paid 111 run miles however, CP no longer operates to Morden.

If you have tied up incorrectly on such a trip it is your responsibility to **correct your tie-up immediately** by ensuring that the actual miles you operated your train is accurately reflected.

All timeslip adjustments must be completed by **December 31, 2021.**

Corrections can be made using menu option 17 TIMESLIP ADJUSTMENT in (CMA) MAC4:

```
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
```

Refer to bulletin LR-002-20 (Adjusting Timeslips) if needed.

Reminder:

All employees are reminded to be accurate and vigilant with their timeslips.

All claims associated to you are your sole responsibility. You are your own timekeeper.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately. Refer to your Honour System Manual and applicable Bulletins for proper claim submission.

It is not an acceptable defense to claim you did not have or were not familiar with this instruction or the Honour System Manual. You must know and apply its contents.

If you are unsure of your entitlement to a claim, you must use the Interpretative (IP) Claim Code within the "Interpretive Claims" System.

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