

	December 2nd, 2020	TYPE:	Information	NUMBER:	LR-029-20
SUBJECT:	Proper Claim Codes For Wage Claims				

DETAILS

Attention – Canadian TCRC T&E Employees

During a recent review it has been identified that a number of IP claims submitted in the Interpretive Claims System should have been entered directly in **CMA** as stand alone claims.

IP Claims must only be entered as indicated in the Honour System Manual, or as directed by future Bulletins.

Below is a list of these claim codes that employees must enter in CMA as indicated, and not as IP claims unless there is something specific about the particular claim that causes you to be unsure about your entitlement to it (see IP Claim instructions in the Honour System Manual).

- **CC** Claims: Cancel before reporting
- **CR** Claims: Cancel after reporting
- **CE** Claims: Cancelled after commencing duty
- **CJ** Claims: Cancelled assignment
- **RA** Claims: When called out of order as per article 71 and 72 of C/A
- **SH** Claims: When stat holiday does not auto generate 4 days after General Holiday
- **LW** Claims: Submit when calling exception occurs, and lost wages result
- **OA** claims: When held for EN work and CO turn earns more as per article 113.01 (6)
- **IH** Claims: Relocation Bonus
- **EB** Claims: Engineer Trainee bonus as per Article 25.11 (e)
- **GN** Claims: For road spareboard guarantee
- **GY** Claims: For yard spareboard guarantee as per articles 111 and 112
- **GR** Claims: For roadswitcher guarantee as per articles 52.03 and 76.04
- **PL** Claims: For approved paid personal leave day under the Canada Labour Code.
- **DW** Claims: Difference of wage claim when paid the wrong rate. E.g. RCLS conventionalized.
- **HC & H2** Claims: Enter when off on Company Business and are entitled to lost wages.
- **HS & HZ** Claims: Enter when off on Health and Safety

Remember, for changes to your tie-up and claims, you can do most of these yourself in the timeslip adjustment screen e.g. Job Type Change, OMTS or Off Duty Time Changes, and Overtime. Refer to the below bulletins for more information.

LR-002-20 - Adjusting Timeslips

LR-007-20 - Overtime Tie-up Guide

For further reference please see Honour System Manual issued June 29th, 2020 (Bulletin: LR-012-20).

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.

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