BULLETIN INFORMATION

CP

March 6, 2020	TYPE:	Information	NUMBER:	LR-002-20
SUBJECT:	Adjusting Timeslips			

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
```

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.

```
                        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
```

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:  &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
```

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.

Labour Relations
T&E Payroll Audit
Canadian Pacific