

February 10, 2021	TYPE: Information	NUMBER: LR-004-21
SUBJECT: Tie-up Guide - When a Road Switcher Does Not Leave the Yard		

DETAILS

**Attention – Canadian TCRC T&E Employees**

Employees on a Road Switcher that does not depart the yard must follow these tie-up procedures:

On the primary tie-up screen enter the departure (DOMTS) and arrival (AOMTS) time as follows:

- DOMTS Time: Same as your Order Time
- AOMTS Time: Same as your Off Duty Time

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TIE UP SCREEN
TRAIN:( X97-08 - ) OF: 210208 - 0900 JOB TYPE: 09 ROUTE: COND-ONLY: T PSTS07B
METHOD OF PAY: NON-FIXED
TRAIN ORIGIN STN: 03230 TURN OR WRK>DH STN: TIEUP STN : 03230
DOMTS : 0900 HELD OUT: AOMTS DATE-TIME : 210208 - 1700
WRK BEGAN: HELDAWAY: RELVD RESP DATE-TIME: -

TRAIN > 3000 WORK FINAL ACTUAL SWTCH F-125
LENGTH HRSPWR UNITS INSPC MILES ENRTE FAXED
( 01797 ) ( N ) ( ) ( Y ) ( 001 ) ( ) ( )

X EMPLOYEE NAME CC R ORDR OFFD REST H ST? MLS H/A ROOM CALL NG?
SMITH, (ROBERT) EN 0900 1700
DALES, (CHRIS) P3 CO 0900 1700
WILLIAMS, (GREG) B1 Y 0900 1700
    
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On the secondary tie-up screen adjust Job Type and Run Miles as follows:

- To Job Type 10 (Road Switcher Paid Yard Rates).
- Ensure your Run Miles reflect 1.

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TRAIN: X97-08 - SECONDARY TIE UP SCREEN OF 13/01/24 0900 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
SMITH, (ROBERT) C EN 75 0655
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0300 1330
TIME : 00 0000 0330 0000 00
MILES: 00 000 100 000 046 000 00 0146
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 10 CO ONL: Y RUN MLS: 001 FNL INS: N
ORDER -W -A OFF DTY: 1700 REQ BK: WRK HRS: WRK UNT: 02
0900 -D -R TRN LNG: 01797 SH @OT: TRN MLS: HRS PWR: N
START RL RETURN RL HLD OUT: RTE CDE:
RM RM RM RM
( ) ( ) ( ) ( )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
BANK AMT: 000000
ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS

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**Reminder:**

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

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, Instructional Bulletins, and Local Rules correctly.

Labour Relations  
T&E Payroll Audit  
**Canadian Pacific**