

March 29, 2022

TYPE: Information

NUMBER: LR-005-22

SUBJECT: Ensure Correct Run Miles Reflected in Your Tie-Up – Re-issue

DETAILS

Attention – Canadian TCRC T&E Employees

If you have worked in freight service and were relieved enroute, relieved another crew enroute or were called in turn service (other than TCS) you must ensure your Run Miles are accurately reflected in your tie-up i.e. the track miles you operated your train outside of the origin and destination terminals.

Refer to Bulletin LR-004-22 for more on tie-up information in combination or turn service.

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

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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
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Refer to bulletin LR-001-22 (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