BULLETIN INFORMATION



DATE:	October 20, 2022	TYPE:	Information	NUMBER:	LR-021-22
SUBJECT:	Turned Enroute Tie-Up Procedure				

DETAILS

Attention: T&E Employees

When ordered in straight away service from the Home Terminal and subsequently turned.

- Show your Tie up station as "55555". This will cause the ticket to go from Fixed service to Non-Fixed.
- If notice was given, do not populate the RLVD RESP field on your tie-up. An arrival time needs to be entered to establish the start of the Final Time payment at the turn point.
- Enter an off duty time at the turn point that corresponds to when Deadheading commences.
- Adjust Run miles to reflect actual physical miles run in order to generate the correct length of run payment.

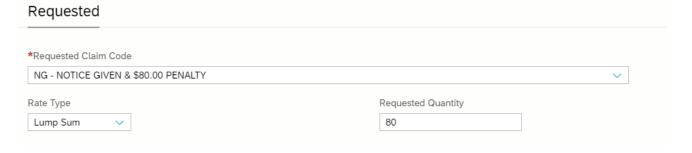
```
RGN STN: 07700 FINAL STN: 55555 INT STN:
                                          NON-FIXED
                                                        04
ORDER TIME: 1600 02
                      1600 02
                                                                  04
                                             CRAFT CODE : EN
                                                                  ΕN
DEPRT OMTS: 1748 02
                       1748 02
                                                          02
                                                                  02
                                                          Y
                                                                  Y
                                                          02484
                                                                 02484
                                                          000
                                                                  000
                                                                  000
                       2320 02
                                                          000
OFF DUTY : 2320 02
                       2320 02
                                             COND / RQBK: Y /
            0000
                       0000
              00 0
                         00 0
FINAL INSP: N 00 0
                      N 00 0
            0000 0000
                       0148 022
                                                          000
                                                                  001
            0000 000
                       0000 0000
                                                          000
                                                                  069
OVERTIME : 0000 000
                       0000 000
                                                          100
                                                                  031
                                             TOTAL MILES: 0100
                                                                 0122
```

Contact the Crew Dispatcher **after you tie up**, and ask them to show you called on a DH home from Station# 55555 using your off duty time at the turning point for the order time. Once you tie that up you will have two straight-away trips, i.e. one from your origin location to Station "55555" and one from station "55555" back to your origin location.

```
ORGN STN: 55555 FINAL STN:
                            07700 INT STN
                                                                             SUPV
                                             NON - FIXED
             2320 02
                                                              99
                                                                     99
                        2320 02
                                               CRAFT CODE : EN
                                                                     EN
                        2320 02
                                                             000
                                                                     000
                                                                     000
                        0040 03
                                                             000
             0040 03
                        0040 03
             0000
                        0000
               00 0
                          00 0
                                                             DH
                                                                     DH
             N 00 0
                        N 00 0
             0000
                  000
                        0000 0000
                                                              100
                                                                     100
FINAL TIME: 0000 000
                        0000 0000
                                                             100
                                                                     100
OVERTIME : 0000 000
                        0000 0000
                                               CONST MILES: 000
                                                                     000
                                               TOTAL MILES: 0100
                                                                     0100
```

NOTE: You cannot enter 55555 in the field named INT STN to determine eligibility for an \$80 NG payment. If you think you are entitled to an \$80 NG payment based on the provisions of Article 18.17, enter a claim in the IP (Interpretive claims) system for \$80, and in the comments, advise if you gave notice, where you were relieved, what time you departed in taxi, and if your total duty time was over 10hrs.

Example of IP Claim in IP System



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