

Extra Transfer Under 8 Hour Tie Up Procedure

1. Enter your DOMTS, AOMTS and Off Duty times as usual for proper board placement.

CREW INFORMATION										PSTS17B		
DIST: 4H		SUB-DIST: CO			POOL/YARD: SPARE EAST							
ASSIGNMENT: XTRSFR		OF 05/04/02 - 1200			DEP: 1200		ARR: 2030					
DEPART STN: 09684		ARR STN: 09684			INT STN:		ROUTE: FX					
PROFILE : 09684		XTRSFR			COND-ONLY: T - CO		TRAIN - 1 BK REQD					
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG					
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS					
09999		N			N	171	02					
FUNC NAME		TURN/ASGN			REQ	ORDR	OFFD	REST	HM	ST	MLE/TIME	
CALL	Engineer Joe	CR-A MU02			EN	1200	2035	2400	N	N	0171	
CALL	Conductor John	RCQ CF21			CO	1200	2035	1200	N	N	0171	
CALL	Brakeman Tom	()	RCQ	MU02	B1	Y	1200	2035	0600	N	N	0171
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN												

Extra Transfer Over 8 Hour Tie Up Procedure – Claiming Roadswitcher Rate

2. Enter your DOMTS, AOMTS and Off Duty times as usual for proper board placement.
 - Hit PF5 to complete your initial tie up.

CREW INFORMATION										PSTS17B		
DIST: 4H		SUB-DIST: CO			POOL/YARD: SPARE EAST							
ASSIGNMENT: XTRSFR		OF 05/04/02 - 1200			DEP: 1200		ARR: 2030					
DEPART STN: 09684		ARR STN: 09684			INT STN:		ROUTE: FX					
PROFILE : 09684		XTRSFR			COND-ONLY: T - CO		TRAIN - 1 BK REQD					
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG					
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS					
09999		N			N	171	02					
FUNC NAME		TURN/ASGN			REQ	ORDR	OFFD	REST	HM	ST	MLE/TIME	
CALL	Engineer Joe	CR-A MU02			EN	1200	2035	2400	N	N	0171	
CALL	Conductor John	RCQ CF21			CO	1200	2035	1200	N	N	0171	
CALL	Brakeman Tom	()	RCQ	MU02	B1	Y	1200	2035	0600	N	N	0171
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN												

Job
Type

3. On your secondary (revised) tie up screen, you need to do the following steps:
 - Under employee claims section of the secondary tie up screen, adjust job type to read 71
 - Make sure run miles read 171 to generate proper payment.
 - Hit PF5 to update all change(s)

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TRAIN: XTRSFR - SECONDARY TIE UP SCREEN OF 05/04/02 1200 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
Brakeman Tom B1 95 0835
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 1200 1200 2030 2035
TIME : 00 0000 0000 0000 00
MILES: 00 000 171 000 000 000 00 0171
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 71 CO ONL: T RUN MLS: 171 FNL INS:
ORDER -W -A 050402 2030 OFF DTY: 2035 REQ BK: Y WRK HRS: WRK UNT: 02
1200 -D 1200 -R TRN LNG: 09999 SH @OT: TRN MLS: HRS PWR:
CL PRM: 00000 LA PRM: 00000
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
<<<<<<<<<< REMARKS >>>>>>>>>

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF5=UPDATE PF10=DELAYS

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Tie Up Procedure For Extra Transfer Under 8 Hours If Job Type Is Incorrectly Shown As 04 Unassigned Freight

4. Enter your DOMTS, AOMTS and Off Duty times as usual for proper board placement.
 - Hit PF5 to complete your initial tie up.

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CREW INFORMATION PSTS17B
DIST: 4H SUB-DIST: CO POOL/YARD: SPARE EAST
ASSIGNMENT: XTRSFR OF 05/04/02 - 1200 DEP: 1200 ARR: 2030
DEPART STN: 09684 ARR STN: 09684 INT STN: ROUTE: FX
PROFILE : 09684 XTRSFR COND-ONLY: T - CO TRAIN - 1 BK REQ
TRAIN HELD FINAL WORK RLVD CAB ACT WRKG
LENGTH OUT INSPCTN BEGAN RESPN ? MLE UNTS
09999 N N 171 02
FUNC NAME TURN/ASGN REQ ORDR OFFD REST HM ST MLE/TIME
CALL Engineer Joe CR-A MU02 EN 1200 2035 2400 N N 0171
CALL Conductor John RCQ CF21 CO 1200 2035 1200 N N 0171
CALL Brakeman Tom ( ) RCQ MU02 B1 Y 1200 2035 0600 N N 0171
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN

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5. On your secondary (revised) tie up screen, you need to do the following steps:
- Under employee claims section of the secondary tie up screen, adjust job type from 04 to 70
 - Also, adjust your DOMTS to the same time as your order time and your AOMTS to the same time as the off duty time since initial and final may have generated.
 - If your run miles do not read 171, adjust to 171 accordingly. Hit PF5 to update all change(s).

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TRAIN: XTRSFR - SECONDARY TIE UP SCREEN OF 05/04/02 1200 PSTSO7E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
Brakeman Tom B1 95 0835
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 1200 1200 2030 2035
TIME : 00 0000 0000 0000 0000 00
MILES: 00 000 171 000 000 000 00 00 0171
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 70 CO ONL: T RUN MLS: 171 FNL INS:
ORDER -W -A 050402 2035 OFF DTY: 2035 REQ BK: Y WRK HRS: WRK UNT: 02
1200 -D 1200 -R TRN LNG: 09999 SH @OT: TRN MLS: HRS PWR:
CL PRM: 00000 LA PRM: 00000
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
<<<<<<<<< REMARKS >>>>>>>>

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF5=UPDATE PF10=DELAYS

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Tie Up Procedure For Extra Transfer Over 8 Hours If Job Type Is Incorrectly Shown As 04 Unassigned Freight

If extra transfer is over 8 hours and ordered under incorrect job type, pay will not be generated correctly when employee ties up. **CMA profiles only allow one alternate job type per job type.** Since alternate job type 70 has already been assigned to Job Type 4, CMA system will not allow an employee to change a job type 04 ticket to job type 71 for Extra Transfers Over 8 hours.

Employees must contact the Crew Dispatcher or CMC Assistant Manager to release them off the incorrect profile and to call them under the Transfer profile. The employee can then tie up and change the job type to 71 to generate their proper pay for Extra Transfer Over 8 hours. **If you have already tied up, your only option is to enter an IP claim for 1 mile to have working ticket routed to an Auditor with a detailed explanation.**