

## Assigned Road Switcher Tie Up Procedure

1. Enter your DOMTS, AOMTS and Off Duty Times as usual.

CREW INFORMATION										PSTS17B	
DIST: 4H		SUB-DIST: CO			POOL/YARD: COQUITLAM						
ASSIGNMENT: S14		OF 05/03/01 - 1000			DEP: 1200		ARR: 1815				
DEPART STN: 09684		ARR STN: 09685			INT STN:		ROUTE: RS				
PROFILE : 09684		S14			COND-ONLY: N - NON CO TERRITORY						
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG				
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS				
00001		N			N	178	02				
FUNC NAME				TURN/ASGN	REQ	ORDR	OFFD	REST	HM	ST	MLE/TIME
CALL Engineer Joe				OCOT14 EN		1000	1830		N	N	0178
CALL Conductor John				OCOT14 CO		1000	1830		N	N	0150
CALL Brakeman Tom				OCOT14 B1	N	1000	1830		N	N	0150
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN											

### **What Happens If I Was Called Under Incorrect Profile Or Job Type And Was Not Paid The Flat Rate For Roadswitcher?**

2. If job type is NOT either 9 or 69, please do not tie up. Contact Crew Dispatcher/CMC Assistant Manager to release you off the incorrect profile and show you on the correct one.
3. On your first tie up screen, enter your actual DOMTS, AOMTS and Off Duty times to ensure proper board placement.
  - Hit PF5 to complete initial tie up.

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4. On your secondary tie up (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 69.
  - 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 time may have generated.
  - If your run miles do not read 150, adjust to 150 miles for trainmen and 178 miles for engineers. Hit PF5 to update all changes.
  - These adjustments should now pay you the proper mileage and amount for the flat rate roadswitcher.

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TRAIN: S14      -      SECONDARY TIE UP SCREEN  OF 05/03/01 1000  PSTSO7E
EMPLOYEE NAME      CC  OC-PAID  TTOD MLG  GRANDFATHERED
Conductor John      CO    69    0830
  PREP ORDR DOMTS  INIT  ACTUAL  CONST  OT  AOMTS  FNLT  OFFD  FNLI  BONUS  TOTAL
CLOCK:      1000 1200
TIME : 00      0000
MILES: 00      000 150  000  000  0000  0000  00
                                     1815  1830
                                     000  000  000  000  000  0150
      <<<<< EMPLOYEE CLAIMS >>>>>
      WKBG/DOMTS AOMTS/RRESP  JOB TYP: 69  CO ONL: N  RUN MLS: 150  FNL INS:
ORDER -W      -A 050301 1830 OFF DTY: 1830  REQ BK:  WRK HRS:  WRK UNT: 02
 1000 -D 1000 -R      TRN LNG: 00001 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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**Note:** If the CMA system still prevents you from changing the job type to 69, then employee needs to contact the CMC (Auditor or CMC Assistant Manager) for further information. If you have already tied up, your only option is to enter an IP claim for 1 mile to have the working ticket routed to an Auditor with a detailed explanation.