

Work Train Flat Rate Tie Up Procedure

Scenario One: Flat Rate Work Train Less Than 12 Hours And Job Type Correctly Reads 72

1. Enter your DOMTS, AOMTS and Off Duty Times as usual to ensure proper board placement.

CREW INFORMATION								PSTS17B
DIST: 4H		SUB-DIST: CO		POOL/YARD: SPARE EAST				
ASSIGNMENT: 4WCA-07		OF 05/03/07 - 0830		DEP: 1440		ARR: 1920		
DEPART STN: 09684		ARR STN: 09655		INT STN:		ROUTE: FR		
PROFILE : 09684		&WT99T		COND-ONLY: T - CO		TRAIN - 1 BK REQD		
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG	
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS	
01809		N			Y	175	01	
FUNC NAME				TURN/ASGN	REQ	ORDR OFFD REST	HM ST MLE/TIME	
CALL Engineer Joe		()	YCQ MU03	EN		0830 2000	N N 0175	
CALL Conductor John		(C)	RCQ CF05	CO		0830 2000	N N 0175	
CALL Brakeman Tom		()	RCQ MU02	B1	Y	0830 2000	N N 0175	
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN								

2. On your secondary (revised) tie up screen, enter your NR claim as per provisions of the collective agreement (must be over 10 hours from order time to AOMTS time).

TRAIN: 4WCA-07 - SECONDARY TIE UP SCREEN OF 05/03/07 0830 PSTS07E											
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED											
Engineer Joe () YCQ EN 75 1130											
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL											
CLOCK: 0830 1440 0000 0000 0000 0000 1920 2000											
TIME : 00 0000 0000 0000 0000 00											
MILES: 00 000 175 000 000 000 000 00 0175											
<<<<< EMPLOYEE CLAIMS >>>>>											
WKBG/DOMTS AOMTS/RRESP JOB TYP: 72 CO ONL: T RUN MLS: 175 FNL INS: N											
ORDER -W -A 050307 1920 OFF DTY: 2000 REQ BK: WRK HRS: WRK UNT: 01											
0830 -D 1440 -R TRN LNG: 01809 SH @OT: TRN MLS: HRS PWR: N											
CL PRM: 00000 LA PRM: 00000											
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE											
(NR - 008000 - \$) (- -) (- -) (- -)											
(- -) (- -) (- -) (- -)											
DEFER PAYMENT? (Y/N): N											
<<<<<<<<< REMARKS >>>>>>>>>											
ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF5=UPDATE PF10=DELAYS											

Work Train Flat Rate Tie Up Procedure (Con't)

Scenario Two: Flat Rate Work Train More Than 12 Hours But Less Than 14 Hours And Job Type Correctly Reads 72

3. Enter your DOMTS, AOMTS and Off Duty Times as usual to ensure proper board placement
 - Hit PF5 to complete initial tie up.

CREW INFORMATION								PSTS17B	
DIST: 4H		SUB-DIST: CO			POOL/YARD: SPARE EAST				
ASSIGNMENT: 4WCA-07		OF 05/03/07 - 0830			DEP: 1440		ARR: 1920		
DEPART STN: 09684		ARR STN: 09655			INT STN:		ROUTE: FR		
PROFILE : 09684		&WT99T			COND-ONLY: T - CO TRAIN - 1 BK REQD				
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG		
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS		
01809		N			Y	175	01		
FUNC NAME		TURN/ASGN		REQ	ORDR	OFFD	REST	HM	ST MLE/TIME
CALL Engineer Joe		()YCQ MU03		EN	0830	2130		N	N 0175
CALL Conductor John		(C)RCQ CF05		CO	0830	2130		N	N 0175
CALL Brakeman Tom		() RCQ MU02		B1	Y 0830	2130		N	N 0175
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN									

4. On your secondary (revised) tie up screen, you need to do the following steps:
 - Enter your NR claim as per provisions of the collective agreement (must be over 10 hours from order time to AOMTS time).
 - Enter an OT claim for time greater than 12 hours. In the example above, crew would enter 1 hour of overtime as OT - 0100 - T. This will properly generate the overtime rate and miles.

TRAIN: 4WCA-07 -										SECONDARY TIE UP SCREEN										OF 05/03/07 0830		PSTS07E																	
EMPLOYEE NAME					CC		OC-PAID		TTOD		MLG		GRANDFATHERED																										
Engineer Joe					()YCQ		EN		75		1300																												
PREP		ORDR		DOMTS		INIT		ACTUAL		CONST		OT		AOMTS		FNLT		OFFD		FNLI		BONUS		TOTAL															
CLOCK:		0830		1440										1920				2130																					
TIME : 00				0000						0000				0000				00																					
MILES: 00				000		175		000		000				000				00						0194															
<<<<< EMPLOYEE CLAIMS >>>>>																																							
WKBG/DOMTS					AOMTS/RRESP					JOB TYP: 72					CO ONL: T					RUN MLS: 175					FNL INS: N														
ORDER -W					-A 050307 1920					OFF DTY: 2130					REQ BK:					WRK HRS:					WRK UNT: 01														
0830 -D 1440 -R										TRN LNG: 01809					SH @OT:					TRN MLS:					HRS PWR: N														
CL PRM: 00000 LA PRM: 00000																																							
CLAIM AMOUNT					TYPE					CLAIM AMOUNT					TYPE					CLAIM AMOUNT					TYPE					CLAIM AMOUNT					TYPE				
(NR - 008000					- \$)					(OT - 0100					- T)					(-					-)					(-					-)				
(-					-)					(-					-)					(-					-)					(-					-)				
DEFER PAYMENT? (Y/N): N																																							
<<<<<<<<< REMARKS >>>>>>>>>																																							
ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF5=UPDATE PF10=DELAYS																																							

Work Train Flat Rate Tie Up Procedure (Con't)

Scenario Three: Flat Rate Work Train More Than 14 Hours And Job Type Correctly Reads 72

5. Enter your DOMTS, AOMTS and Off Duty Times as usual to ensure proper board placement.

CREW INFORMATION								PSTS17B			
DIST: 4H		SUB-DIST: CO			POOL/YARD: SPARE EAST						
ASSIGNMENT: 4WCA-07		OF 05/03/07 - 0830			DEP: 1440		ARR: 2220				
DEPART STN: 09684		ARR STN: 09655			INT STN:		ROUTE: FR				
PROFILE : 09684		&WT99T			COND-ONLY: T - CO		TRAIN - 1 BK REQD				
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG				
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS				
01809		N			Y	188	01				
FUNC NAME		TURN/ASGN		REQ	ORDR	OFFD	REST	HM	ST	MLE/TIME	
CALL Engineer Joe		()YCQ MU03		EN	0830	2330		N	N	0188	
CALL Conductor John		(C)RCQ CF05		CO	0830	2330		N	N	0188	
CALL Brakeman Tom		() RCQ MU02		B1	Y	0830	2330	N	N	0188	
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN											

6. On your secondary (revised) tie up screen, you need to do the following steps:

- CMA system automatically generates 12.5 miles for every hour worked, which is hard coded in the system. An employee who works 15 hours – system will generate 188 miles (12.5 X 15).
- To overcome this problem, employees need to submit an IP claim to route the claim to the Auditor. In order to properly administer Transport Canada guidelines, the Auditor will adjust the claim after a week to reduce both their AOMTS and Off Duty times back to 14 hours total on duty time in order to give the crew 175 miles. This may result in a small recovery amount.
- If not generated, enter your NR claim as per provisions of the collective agreement (must be over 10 hours from order time to AOMTS time).
- Enter an OT claim for time greater than 12 hours. In the example above, crew would enter 3 hours of overtime as OT – 0300 – T. This will properly generate the overtime rate and miles.

TRAIN: 4WCA-07 -											SECONDARY TIE UP SCREEN											OF 05/03/07 0830				PSTS07E											
EMPLOYEE NAME											CC											OC-PAID				TTOD MLG				GRANDFATHERED							
Engineer Joe											()YCQ											EN				75				1500							
PREP		ORDR		DOMTS		INIT		ACTUAL		CONST		OT		AOMTS		FNLT		OFFD		FNLI		BONUS		TOTAL													
CLOCK:		0830		1440								2120				2230																					
TIME : 00				0000				0000				0000				00																					
MILES: 00				000		175		000		013				000		00						0244															
<<<<< EMPLOYEE CLAIMS >>>>>																																					
WKBG/DOMTS											AOMTS/RRESP											JOB TYP: 72				CO ONL: T				RUN MLS: 175				FNL INS: N			
ORDER -W											-A 050307 2120											OFF DTY: 2230				REQ BK:				WRK HRS:				WRK UNT: 01			
0830 -D 1440 -R																						TRN LNG: 01809				SH @OT:				TRN MLS:				HRS PWR: N			
																						CL PRM: 00000				LA PRM: 00000											
CLAIM AMOUNT		TYPE		CLAIM AMOUNT		TYPE		CLAIM AMOUNT		TYPE		CLAIM AMOUNT		TYPE		CLAIM AMOUNT		TYPE		CLAIM AMOUNT		TYPE															
(NR - 008000		- \$)		(OT - 0300		- T)		(-		-)		(-		-)		(-		-)		(-		-)															
(-		-)		(-		-)		(-		-)		(-		-)		(-		-)		(-		-)															
DEFER PAYMENT? (Y/N): N																																					
<<<<<<<<< REMARKS >>>>>>>>>																																					
ENTER=PROCESS											PF1=HELP											PF3=NXT EMP/EXIT				PF5=UPDATE				PF10=DELAYS							

Work Train Flat Rate Tie Up Procedure (Con't)

Scenario Four: Flat Rate Work Train Ordered Under Incorrect Profile And Job Type

7. Before tying up, check job type to see if it's a work train profile (Job type 11,12&13). If your ticket does not have a work train profile, see Scenario Six below.
8. Enter your DOMTS, AOMTS and Off Duty Times as usual to ensure proper board placement
 - Hit PF5 to complete initial tie up.

CREW INFORMATION								PSTS17B			
DIST: 4H		SUB-DIST: CO			POOL/YARD: SPARE EAST						
ASSIGNMENT: 4WCA-07		OF 05/03/07 - 0830			DEP: 1440		ARR: 1920				
DEPART STN: 09684		ARR STN: 09655			INT STN:		ROUTE: FR				
PROFILE : 09684		&WT99T			COND-ONLY: T - CO		TRAIN - 1 BK REQD				
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG				
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS				
01809		N			Y	175	01				
FUNC NAME		TURN/ASGN		REQ	ORDR	OFFD	REST	HM	ST MLE/TIME		
CALL Engineer Joe		()YCQ MU03		EN	0830	2130		N	N 0175		
CALL Conductor John		(C)RCQ CF05		CO	0830	2130		N	N 0175		
CALL Brakeman Tom		() RCQ MU02		B1	Y	0830	2130	N	N 0175		
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN											

9. On your secondary (revised) tie up screen, you need to do the following steps:
 - If job type reads 11, 12 or 13, then system will allow employee to change their ticket to job type 72.
 - Employee must change their DOMTS time to the same time as their Order Time and their AOMTS time must be changed to the same time as their Off Duty time in case Initial and/or Final Time has generated. Check to make sure Run Miles read 175 miles.
 - Enter applicable NR claim if more than 10 hours from your order time to your original AOMTS time on the first tie up screen
 - Enter an OT claim for any time greater than 12 hours. Hit PF5 to update changes

TRAIN: 4WCA-07 - SECONDARY TIE UP SCREEN OF 05/03/07 0830 PSTS07E											
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED											
Engineer Joe ()YCQ EN 75 1300											
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS ENLT OFFD FNLI BONUS TOTAL											
CLOCK: 0830 1440 1920 2130											
TIME : 00 0000 0000 0000 0000 00											
MILES: 00 000 175 000 000 000 00 0194											
<<<<< EMPLOYEE CLAIMS >>>>>											
WKBG/DOMTS AOMTS/RRESP JOB TYP: 72 CO ONL: T RUN MLS: 175 FNL INS: N											
ORDER -W -A 050307 2130 OFF DTY: 2130 REQ BK: WRK HRS: WRK UNT: 01											
0830 -D 0830 -R TRN LNG: 01809 SH @OT: TRN MLS: HRS PWR: N											
CL PRM: 00000 LA PRM: 00000											
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE											
(NR - 008000 - \$) (OT - 0100 - T) (- -) (- -)											
(- -) (- -) (- -) (- -)											
DEFER PAYMENT? (Y/N): N											
<<<<<<<< REMARKS >>>>>>>>											

DOMTS
AOMTS

Job
Type

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Scenario Five: Flat Rate Work Train Profile (Job Type 72) And Claiming Collective Agreement

10. Enter your DOMTS, AOMTS and Off Duty Times as usual to ensure proper board placement.

CREW INFORMATION								PSTS17B	
DIST: 4H		SUB-DIST: CO			POOL/YARD: SPARE EAST				
ASSIGNMENT: 4WCA-07		OF 05/03/07 - 0830			DEP: 1440		ARR: 1920		
DEPART STN: 09684		ARR STN: 09655			INT STN:		ROUTE: FR		
PROFILE : 09684		&WT99T			COND-ONLY: T - CO		TRAIN - 1 BK REQD		
TRAIN	HELD	FINAL	WORK	RLVD	CAB	ACT	WRKG		
LENGTH	OUT	INSPCTN	BEGAN	RESPN	?	MLE	UNTS		
01809		N			Y	175	01		
FUNC NAME		TURN/ASGN		REQ	ORDR	OFFD	REST	HM	ST MLE/TIME
CALL Engineer Joe		()YCQ MU03		EN	0830	2000		N	N 0175
CALL Conductor John		(C)RCQ CF05		CO	0830	2000		N	N 0175
CALL Brakeman Tom		() RCQ MU02		B1	Y 0830	2000		N	N 0175
ENT=NXT-REC F1=HELP F3=EXIT F4=DELAYS F5=ENGINES F6=PAYROLL F7/8=PGUP/DN									

11. On your secondary (revised) tie up screen, you need to do the following step:

- Change the Job Type from 72 to 12 in order to claim the work train as per collective agreement provisions.
- Enter your work train service time beside the “WRK HRS” field.
- Enter your total run miles to and from work train service.
- If initial and/or final time doesn't generate, enter an “IT” claim to claim the initial and a “FT” to claim the final time. Work Began and RRESP times will generate the applicable D1&D2 claims.
- Enter your NR claim as per provisions of the collective agreement (must be over 10 hours from order time to AOMTS time).

TRAIN: 4WCA-07 -		SECONDARY TIE UP SCREEN				OF 05/03/07 0830		PSTS07E	
EMPLOYEE NAME		CC OC-PAID		TTOD MLG		GRANDFATHERED			
Engineer Joe		()YCQ EN 75		1130					
PREP ORDR		DOMTS		INIT		ACTUAL		CONST	
CLOCK: 0830		1440		1920		2000			
TIME : 00		0610		0000		040		00	
MILES: 00		077		050		000		008 00 0173	
<<<<< EMPLOYEE CLAIMS >>>>>									
WKBG/DOMTS		AOMTS/RRESP		JOB TYP: 12		CO ONL: T		RUN MLS: 50	
ORDER -W		-A 050307		1920		OFF DTY: 2000		REQ BK: WRK HRS: 300	
0830 -D 1440		-R		TRN LNG: 01809		SH @OT: TRN MLS:		HRS PWR: N	
				CL PRM: 00000		LA PRM: 00000			
CLAIM AMOUNT		TYPE		CLAIM AMOUNT		TYPE		CLAIM AMOUNT	
(NR - 008000		- \$)		(- -)		(- -)		(- -)	
(- -)		(- -)		(- -)		(- -)		(- -)	
DEFER PAYMENT? (Y/N): N									
<<<<<<<< REMARKS >>>>>>>>									
ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF5=UPDATE PF10=DELAYS									

Work Train Flat Rate Tie Up Procedure (Con't)

Scenario Six: Flat Rate Work Train Ordered Under Incorrect Profile With A Non-Work Train Job Type:

Previous to tying up, employees must contact the Crew Dispatcher or CMC Assistant Manager to release them off the incorrect profile and to call them under the Fixed Rate Work train profile – Job Type 72.

If you have already tied up, your only option is to enter an IP claim for 1 mile to have working ticket routed too an Auditor with a detailed explanation.