

<u>Trip Claims</u>	<u>Comments Required?</u>	<u>Critical Information required</u>
Mileage (Route Available)^	No	
Mileage (No Route Available)^	Yes	Detailed description of how Mileage obtained including Mile Posts
Overtime (Casual)	No	
Overtime (Holiday)	No	
Overtime (Off Day)	No	
Overtime (any other penalty shift - Yard Svc)	Yes	State why Overtime is being claimed
Tow-In (Overtime after 12 hrs)	No	
Engineer Certification	No	
Engineer Productivity Pay	No	
Enroute meals (ID service)^	No	
AFHT meals	No (Unless extra at outside point)	
Held Away	No	
Initial Terminal Delay*^#	No	Do not claim if OT + Tow-in is greater than ITD/FTD (Applies to Pre-10/31/85)
Final Terminal Delay*^#	No	Do not claim if OT + Tow-in is greater than ITD/FTD (Applies to Pre-10/31/85)
Enroute Train Exchange*	Yes	Train ID exchanged to, Location, & Time
Local Conversion Rate^#	Yes	Enroute Location & Description of Work at each Location
Instructor Allowances	No	
Used in 25 mile Hub Zone	Yes (Applicable in Hubs only)	Location train obtained (preferably milepost), Time Departed terminal limits, time returned to terminal limits
Hours of Svc. Relief (Yard Svc)*	Yes	Train ID, Location Retrieved, Times outside Switching Limits (No comments if authorized by Yardmaster)
Daily TSE Guarantee	No	Be sure to claim proper Arbitrary Code on Tie Up Screen
Auto Mileage to Outside Point	Yes	Circ7 of Home Terminal, Circ7 of outlying point, number of miles being claimed and reason for claim. Do not claim on both Trip & PE.
More than one Class of Service	Yes	Describe Work Performed, Location, and Time Spent (Applies to Pre-10/31/85)
DH (To Outlying Point)	Yes	DH Times and Amount being claimed
DH (S&A Frt. Svc Term to Term)	No	Post 11/01/85 Enginemen should state how much additional time due if held at the Away From Home Terminal over 16' and Held Away time and Deadhead time does not combine to equal 8 hours or more
DH (Comb Svc Term to Term)	Yes	State actual mileage being claimed
Clean Shirt Agreement	Yes	Miles Claimed, Circ7 From and To
Second Trip Out of Terminal / Zone Rules Violations	Yes	Reason, Train ID, Turning point of first and second trip, Time departed on first and second trips
SLC Multiple Reporting Allowance!	Yes	Time train came to rest at final yard track

**Helpful Hints**

Do not type in unnecessary comments on working trips. This only delays your pay and that of the other crew members.

Do not submit a claim in the comments of your working trip and on an =PE as well. This only delays the payroll processes.

\* **Not applicable to post 10/31/85 Employees**

^ **Not applicable in Trip Rated Runs**

# **Except where UTU Trip Rates are not cut over.**

! **Not applicable to pre 10/31/85 Employees**

<u>PE Claims</u>	<u>Critical Information required</u>
Bonus Day	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Guarantee (Extra Board)	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Personal Leave Days	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Vacation	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Auto Miles to Outlying Points	Circ7 of Home Terminal, Circ7 of outlying point, number of miles being claimed and reason for claim. Do not claim on both Trip & PE.
Company Business	State specific Reason/Project, Who Authorized, Dates and Amount being claimed
Peer Trainers	State Specific Reason/Project, Daily Rate, Number of Days Available, and Request to be Made Whole (Paid Trips vs. Guaranteed Amount) - Submit once per half only (Not on Working Trip)
Borrow-out	State Location Borrowed From/To, Number of Days Available, and Request Payment for any Entitlements Due Such as Meals, Mileage, Guarantee, Bonus, etc. on one claim - Submit once per Half only
Peer Support (Critical Incident)	State Train Id/Date of Incident, Who authorized Time Off & How much Time, & Amount being claimed
Jury Duty	State Specific Days Summoned for Jury Duty, Dates being claimed, and Amount paid by Court for Services Fax Summons or Proof of Attendance to Company Number 402-591-2382
Bereavement	State relationship of Deceased Family Member, State the dates being claimed and dates that you would have performed service. Be sure to include Your Name and SS# on Obituary. Fax Obituary to Company Number 402-591-2382.
Holiday Pay (Basic Day)	No =PE or non service claim is required. Timekeeping generates these payments automatically. If no payment is generated within 3 business days of the actual Holiday please contact shortage line.
Annul Day	State what Day Job was annulled and Mileage being claimed along with reason for the Annulment
Call & Release	State Job called for, Time contacted, On Duty Time, Release Time, and what Service performed (If Applicable)
Departure Runaround(Hubs Only)^	Name, Train ID, On duty time, Departure time and track #. Claimant's name, claimant's Train ID, On duty time, Departure time and track #. Was Power attached to both Trains at time of Departure? Were both trains in same "yard"? Same destination? (Would transportation have been
Step-UP/Make-Whole	Provide Job/Date/Time of Job Worked, Who worked your Turn (if applicable) and when. State what is being claimed
Crew Dispatcher Errors	A very detailed Explanation of what occurred along with Boards, Trains/Jobs, Dates/Times, Employees affected/involved and amount being claimed. These claims cannot have too much information
Beyond Limits/Off Assignment	A very detailed Explanation of what occurred, Who authorized, Time Departed & Returned to Limits, and what is being claimed. These particular claims cannot have too much information. Do not claim on both Trip & PE.
Road/Yard Violations	A very detailed Explanation of what occurred along with Tracks, Times, and Who Authorized. These particular claims cannot have too much information. Do not claim on both working Trip & PE (use =PE)
Misc.	Working Trip Arbitraries not listed may be claimed in the normal manner with Explanation (If necessary) otherwise Submit =PE with detailed Explanation of facts.
FIT (Fireman-in-Training)	No claim necessary - automatically paid by timekeeping.
Familiarization Runs	If not put on duty by CMS, State job worked, date and time job went on and off duty, Engineer you worked with

**Helpful Hints**

Do not type in unnecessary comments on working trips. =PE's should be submitted on a timely basis.

Do not submit a claim in the comments of your working trip and a duplicate on =PE as well. This duplication delays the payroll processes.

Be sure =PE claims are dated the date of occurrence and not date you are submitting the claim.

^ **Not applicable in Trip Rated Runs**

**How to access and view the Timekeeping Customer Service Center web site (telephone shortage responses)**

1. Go to the Employees site
2. Click on "Departments"
3. Click on the "Timekeeping Operations link under the "Operating" section
4. Click on the "Operating Personnel" link
5. Click on the "Timekeeping Service Center" link.