



June 7, 2021

TYPE: Information

NUMBER: LR-012-21

SUBJECT: How To Claim Overtime Correctly Tie-up Guide Reminder

Attention – All Canadian T&E Employees

Below is a guide to assist crews when tying up tours of duty that are to be paid at overtime rates.

If you did not use the correct procedure to claim over time on your initial tie-up you can correct this on your secondary tie-up screen – instructions are below.

Note: Overtime pay for time worked in excess of, but continuous with a single shift is calculated by CMA automatically.

Yard Service

When claiming an entire yard shift at overtime rates use the following procedure.

“H” for General Holiday | “W” for Entire shift at OT on other than GH

4C CA		YARD TIE-UP AND OVERTIME										PSTS07Y	
		JOB ASSIGNMENT: (A011)				ON DUTY DATE & TIME: (200512 0800)							
		ENTER TIE-UP TIME: HRS				MAXIMUM UNITS: 01							
X	CC	EMPLOYEE NAME				OFFD	OFFDUTY	REST	OT?	TU	CD	MILES	U.S.
—	YS					1400			H			0815	

Under the “OT” field enter:

- “H” if working on a general holiday, or
- “W” if claiming entire shift at overtime rates.

Either method will result in pay for the entire shift at time and a half

To add overtime on a ticket after tie-up it can be adjusted from the main menu using the timeslip adjustment screen (#17). Enter the appropriate OT code (Either “H” or “W”) in the SH @ OT field.

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      PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK:      1430                                2230
TIME : 10              0800 0000 0000              05      0815
MILES:                                000

      <<<<< EMPLOYEE CLAIMS >>>>>

      WKBG/DOMTS AOMTS/RRESP JOB TYP: 17 CO ONL: RUN HRS: FNL INS:
ORDER -W      -A OFF DTY: 2230 REQ BK: WRK HRS: WRK UNT:
      1430 -D      -R TRN LNG: SH @OT: TRN MLS: HRS PWR:
      HLD OUT: RTE CDE: NG?:

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Roadswitcher Service

When claiming the entire shift at overtime rates on a Road Switcher Assignment use the following procedure:

Upon tie-up in the PF11 claims screen, enter the claim code OT for the below mileage amount.

8 hour assignment = 50 miles

10 hour assignment = 63 miles

12 hour assignment = 75 miles

This can also be adjusted from the main menu using the timeslip adjustment screen (#17) after tie-up.

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      PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK:      0600 0600                                1400 1400
TIME : 00              0000              0000 0000 00
MILES: 00              000 100 000 000 000 000 00      0150

      <<<<< EMPLOYEE CLAIMS >>>>>

      WKBG/DOMTS AOMTS/RRESP JOB TYP: 10 CO ONL: Y RUN MLS: 001 FNL INS: N
ORDER -W      -A 200512 1400 OFF DTY: 1400 REQ BK: WRK HRS: WRK UNT: 01
      0600 -D 0600 -R TRN LNG: 00001 SH @OT: TRN MLS: HRS PWR: N
      HLD OUT: RTE CDE: NG?: N

      CL PRM: 00000 LA PRM: 00000

      CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
      ( OT - 050 - M ) ( - - ) ( - - ) ( - - )
      ( - - ) ( - - ) ( - - ) ( - - )

      DEFER PAYMENT? (Y/N): N

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Important Note: You are your own timekeeper and therefore responsible for your timeslips (even if submitted by a fellow employee). You must make every effort to understand and correctly apply the Collective Agreement, Method of Pay and Local Agreements in effect.

Labour Relations
T&E Payroll Audit
Canadian Pacific

