Bulletin Information



	June 7, 2021	TYPE:	Information	NUMBER:	LR-012-21
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SUBJECT:	How To Claim Overtime Correctly Tie-up Guide Reminder			der	

<u>Attention – All Canadian T&E Employees</u>

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

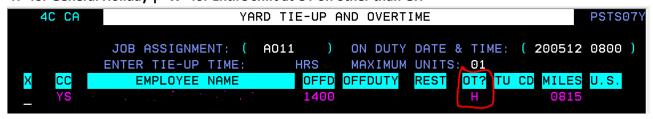
If you did not use the correct procedure to claim over time on your initial tie-up you can correct this on your secondary tie-up screen – instructions are below.

Note: Overtime pay for time worked in 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



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.

```
PREP ORDR DOMTS INIT ACTUAL CONST
                                            ОΤ
                                                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
                                               REO BK:
                                                          WRK HRS:
                                                                         WRK UNT:
 1430 -D
               -R
                               TRN LNG:
                                               SH @OT:
                                                          TRN MLS:
                                                                         HRS PWR:
                               HLD OUT:
                                                          RTE CDE:
                                                                             NG?:
```

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.

```
ORDR DOMTS INIT ACTUAL CONST
                                                          OFFD FNLI BONUS TOTAL
      PREP
                                           ОТ
                                               AOMTS FNLT
CLOCK:
           0600
                 0600
                                                1400
                                                           1400
TIME: 00
                       0000
                                          0000
                                                     0000
                                                                 00
MILES: 00
                                                      000
                                                                 00
                                                                             0150
                        000
                              100
                                    000
                                           000
                          <<<< EMPLOYEE CLAIMS >>>>>
   WKBG/DOMTS AOMTS/RRESP
                                              CO ONL: Y RUN MLS: 001
                              JOB TYP: 10
                                                                       FNL INS: N
                 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
                                                                CLAIM AMOUNT TYPE
( OT - 050
              - M )
                                                          DEFER PAYMENT? (Y/N):
```

<u>Important Note:</u> 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