

Brotherhood of Locomotive Engineers and Trainmen

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Brothers,

Below is a list of things needed for the processing of your claims.

1. If claiming, Used off Assignment, violation of Short Turnaround Agreement, Not Called to DH Combined, etc. the **FRA Report** must reflect the work done, mile post, town ran to and be attached to the Non Service claim when submitted to the organization for processing. Dates and Locations on your Non Service claim are a must.
2. All claims processed must have, when there is one, the Working Time Slip with the appeal.
3. All Short Turn Around claims must show the mile post with the cert 7 and how many miles each way each trip, again times are very important. This goes for Flip Rate and Lap Back claims too.
4. Switching Claims must show all of the moves performed. Please attach the switch lists with your time slips for appeal. You must include the location, tracks, yard and/or industry switched, along with the car identification numbers. The conductors work order is a big help.
5. If there is a claim for guarantee for a half or month please attach a copy of the work history for the period claimed. **This has changed account only those with "chairman access" have access to this now. We must have access to your time slips and guarantee info to appeal these claims. To do this one must go into "personal Information" under CMTS and put in the L/C's user ID under "Allow Local Chairman Access". Mine is OTED386 and Jeff's is OTSC857.**
6. All claims must also include a copy of the declination. (The detail portion of your check stub) **Under "epayroll" this is now called the "train slips" found by clicking on the tiny dark blue square in the upper left hand corner of the lower part of the screen when you are looking at your paystub.** At the bottom of your train slip, under "Declination Details", there should be a line that includes the "decline number" this number should correspond with your time slip or non-service time slip. It will be the same number less the last two digits. If it is not there, it was not declined during this half, check the pay periods fore and aft.

Remember: NON-SERVICE TIMESLIP: if one submitted.

WORKING TIMESLIP : a must if the event occurred during a tour of duty.

DECLINATION ON TRAINSLIP: a must.

THE APPROPRIATE SUPPORTING DOCUMENTS: these may include the FRA Report, Board Job History,(for runarounds, made whole, not called) switch lists, train lists, track warrants, etc, etc.

Thanks for Your Cooperation;

David G. Johnstone
L/C BLET Div. 333