

## CREATING A TIMEKEEPING INQUIRY

To create a timekeeping “ticket”, from the U.P. Homepage, click on **DEPARTMENTS** at the top. Under **OPERATING**, click on **TIMEKEEPING OPERATIONS**. On the **TIMEKEEPING OPERATIONS** page, click on **OPERATING PERSONNEL**. On the **OPERATING PERSONNEL** page, click on **TIMEKEEPING SERVICE CENTER**. Click on “[click here to initiate your inquiry](#)” and type in your message, the timeslip number in question, claim date, and select a category. If you want your local chairman to receive a copy of the ticket, click on the ► where it says “local chairman information . . .” in blue. When you open this up, click on “look up local chairman” and fill in his/her last name and first name and click **SEARCH**. At the bottom where it shows the name, click on the name and it will automatically enter all of this information on your ticket. When you have completed your ticket, click **SUBMIT**.


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Submit

Clear

**Submit Heat Ticket to Timekeeping**

**Claimant Information**

**Employee ID:** 36907 

**Name:** PETTY, RONALD M

**User ID:** 

**Ticket Information**

◇ **Message:**  
(2,500 characters)

[Empty text area for message input]

**Timeslip Number:**

◇ **Claim Date:**  

◇ **Category**

**Local Chairman Information**

▼ **If your Local Chairman would like to view this ticket, click the triangle to the left. Then select your Chairman's information by clicking the button after**

**Lookup a Local Chairman.**

**Lookup a Local Chairman:** 

**Local Chairman Employee ID:**

**Local Chairman Name:**

**Local Chairman User ID:**

**Requestor Information**



**UP: Timekeeping  
Timekeeping**

https://employees.www.uprr.com/emp/operating/timekeep/secure/tkH  
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**Inquiry Information**

**Ticket Detail**

**Ticket Number:** 01280816

**Claim Date:** 06/30/2007

**Received Date:** 09/07/2007 09:16 PM

**Claimant Name:** PETTY, RONALD M

**Claimant User ID:**

**Claimant Employee ID:**

**Type:** Timekeeping

**Status:** Open

**Source:** Internet

**Category:** Gu/Bonus Day

**Claimant Message:** Timeslip Number: 190444700 -- On 6/30/07, I received extra board guarantee of \$1290.85. On 9/10/07, my TE&Y Payroll Register showed that the \$1290.85 guarantee for 6/30/07 had been adjusted/revoked. During pay period 6/16/07 to 6/30/07, I had one unavailable occurrence and took three personal leave days. I worked actual trips on each side of the occurrence and personal leave days. Please provide me with a detailed explanation of why the guarantee for this pay period was revoked in its entirety. Thank you.

**Timekeeper Response:**

**Closed Date:**

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Note: "Reopen with Additional Comments" is only available for tickets created within



## UP: Timekeeping Timekeeping

<https://employees.www.uprr.com/emp/operating/timekeep/secure/tkHeat/tickethistory.cfm>

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You can now submit an inquiry ticket to Timekeeping via the web! This application is not intended to replace the necessity to submit a claim.

[Click here to initiate your inquiry.](#)

Ticket History							
Ticket Number	Claimant Name	Ticket Type	Status	Category	Claim Date	Received Date	Closed Date
<u>01280816</u>	PETTY, RONALD M	Timekeeping	Open	Guarantee / Bonus Day	06/30/2007	09/07/2007 09:16 PM	

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