

Accessing the Timekeeping Service Center

The following are instructions listing how to access the location for submitting and reviewing Timekeeping ticket(s).

From a machine within the company network...

1. Point your browser to home.www.uprr.com
2. Click on Departments
3. Click on Timekeeping Operations
4. Click on TEY
5. Click on Timekeeping Service Center
6. Login with your TCS username and password
7. This page provides a link for Open Tickets as well as Closed Tickets
8. Use the 'Click here to initiate your inquiry.' link to create a new inquiry.

From a machine outside the company network...

1. Point your browser to www.up.com
2. Click on Employees
3. Click on UP Employees Site
4. Login with your TCS username and password
5. Click on Departments
6. Click on Timekeeping Operations
7. Click on TEY
8. Click on Timekeeping Service Center
9. This page provides a link for Open Tickets as well as Closed Tickets
10. Use the 'Click here to initiate your inquiry.' link to create a new inquiry.