

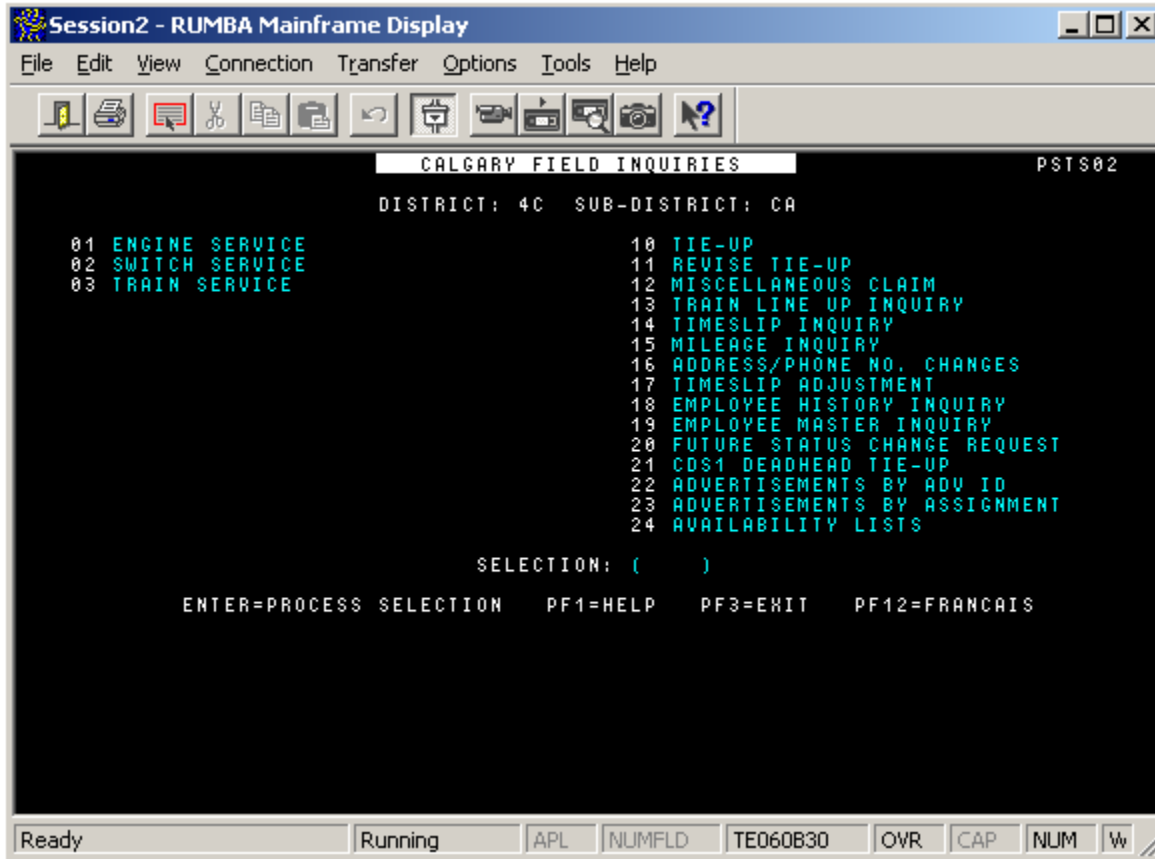


December 16, 2008

**SASK SERVICE AREA INFORMATION BULLETIN NO. CMC 082-08**

**SUBJECT: Tie Up Guide Job Aid**

**Tie Up Guide**



This guide will provide descriptions of common tie up situations, as well as point out some possible solutions to common problems.

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## Common Error Messages:

### Route Code Not Found

Error message – “Route Code Not Found” – means that the route code on the profile no longer exists on the run miles table.

Action - The crew can remove the route code, by using the space bar to blank the space. You should then be able to tie up.

### Job Type Not Found

Sometimes you may see the “Job Type not found” error. Some basic job types are listed below for your information:

Note: if you edit your job type, you may not be able to tie up, as all job types are generated with your ticket.

01 & 02-	Passenger	08	-	Yards		
04	-	Freight	09	-	Road Switcher	
05	-	Freight paid	Way freight	10	-	Roadswitcher paid Yard
06	-	Yardmaster	11 & 12-	Work Train		
07	-	Way freight				

### **Invalid Claim Code**

#### **Claim Code Not on Miscellaneous Profile**

#### **User-Entered ITD-FTD Threshold Claims Not Allowed**

If you are having problems with the claim codes, like the above messages, you should be entering an IP claim. This will route the ticket to the auditor who will review the ticket and correct any system problems with the claim code.

Also, if you feels that you have been over or under paid you should again be instructed to submit an IP claim. The auditor will review the claim accordingly.

**Note: There is the common misconception that IP claims take longer to route, or to be paid out. This is not the case. An IP claim goes to the auditor’s inbox directly for review, and this is the appropriate means of ensuring that you are getting your correct payment.**

**If you are in doubt or you cannot tie up, or the payment being generated does not look correct, you should always put in an IP claim with comments.**

Please refer to CMA MAT0 Guide for further instructions.

## **Always ensure that the tie up station is correct.**

### **Some explanations of service and examples:**

Through freight crews can be called in three ways:

- Straightaway
- Turn Service
- Turnaround Combination Service (TCS)

1) Straightaway indicates that a crew will complete their tour at the objective terminal – regardless of the mode of transportation between the originating terminal and the objective terminal. The only criteria in straightaway service are that the crew completes their trip at the objective terminal.

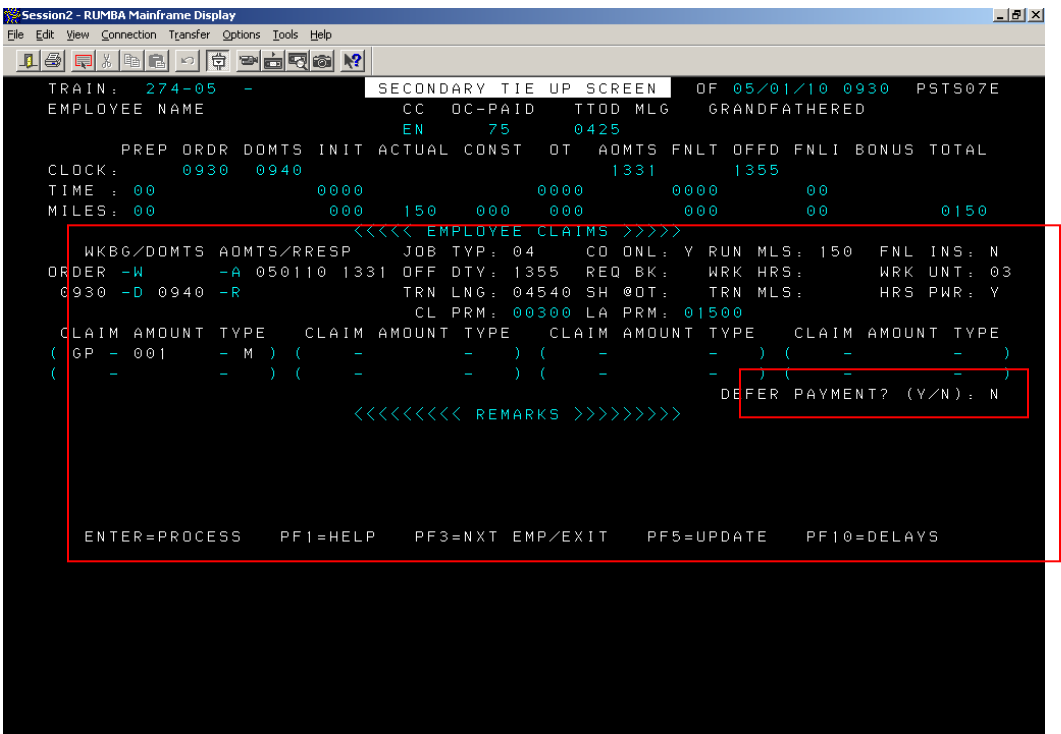
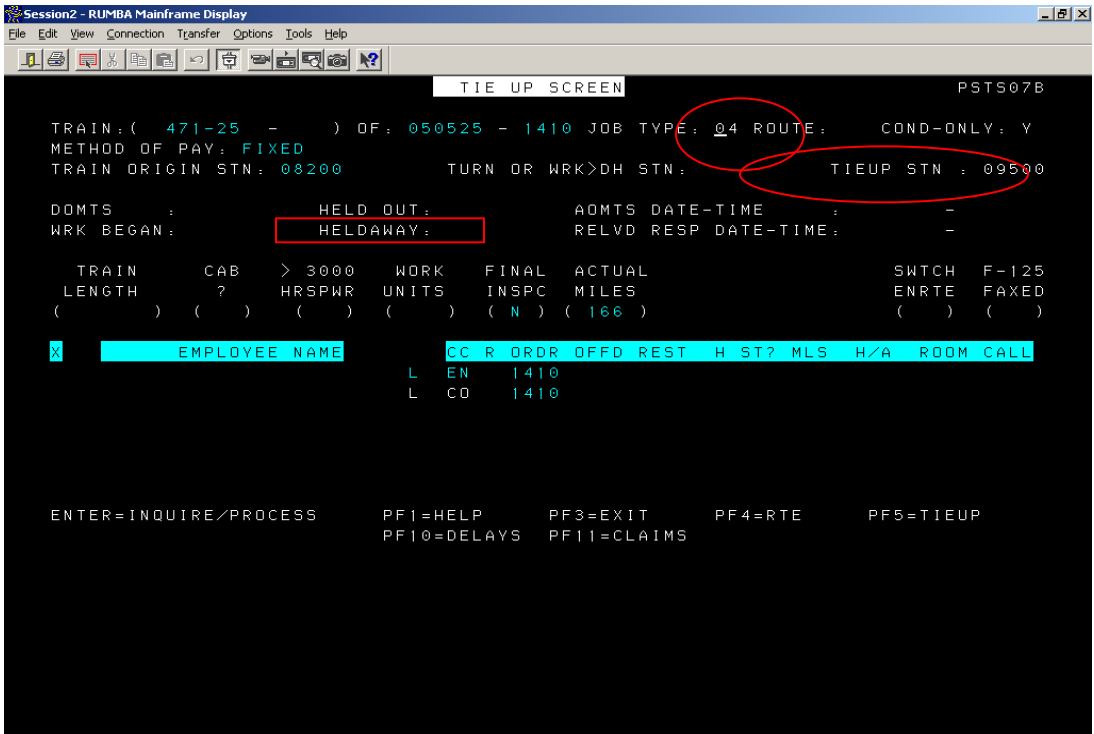
2) Turn service indicates that a crew will complete their tour at the originating terminal, without going to the objective terminal.

3) Turnaround Combination Service (TCS) indicates that a crew will begin at their home terminal, go to the away from home terminal, and arrive back at their home terminal. The criteria are:

1. Go all the way to the away terminal
2. Must be done in 12 hours
3. A single tour of duty.

Crews can deadhead, work a train, deadhead, and they still remain in TCS service. If the conditions are met, crews are still in TCS service

Everything on a tie up can be adjusted/changed on the secondary screen for up to four months, with the exception of Held Away Time, Tie up Station, Held Out, and deferral.



All changes on the secondary screen are made in the middle area underneath <Employee Claims>.

**The Deferral flag can only be accessed by the RTE and it must be done within the first 24 hours.**

## TIE UP EXAMPLES AND FIELDS THAT MUST BE COMPLETED

### STRAIGHTAWAY

#### 1. a) Straightaway Deadhead

You must have the following time fields filled in:

Ordered:

Off Duty:

#### b) Straightaway Service - Fixed C-Only Crew

You must have the following time fields filled in:

Ordered:

DOMTS:

AOMTS:

Off Duty:

#### c) Straightaway Service – Deadhead into service

You must have the following time fields filled in:

Ordered:

Work began:

AOMTS:

Off Duty:

#### d) Straightaway, Relieved Enroute

You must have the following time fields filled in:

Ordered:

DOMTS:

RRESP :

Off Duty:

#### e) Straightaway – Turned Enroute

(Take train from AFHT to intermediate location, relieved enroute and deadhead to the home terminal), C-only, Non-Fixed

You must have the following time fields filled in:

Ordered:

DOMTS:

AOMTS:

Off Duty:

- Tie up station will be "5555". This will cause the ticket to go from fixed service to Non-Fixed.
- AOMTS will be entered to establish the start of the Final Time payment at the turn point.
  - Time at the switch if turning from Siding or Yard.
  - Time train stopped if on Main Line.
- Off duty time will be when Deadheading commences.

- Run miles to be adjusted to the actual physical miles run in order to pay correct length of run.
- CD should then show the crew called on a DH profile (from 55555) back to their home/originating terminal.

**f) Deadhead Combination – Deadhead into service**

**You must have the following time fields filled in:**

(Called from AFHT, DH to intermediate point, work to home terminal), C-only, Non-Fixed

Ordered:  
Work Began:  
AOMTS:  
Off Duty:

**g) Deadhead Combination Service, Relieved Enroute**

**You must have the following time fields filled in:**

(Home terminal to AFHT), C-only, Non-Fixed

Ordered:  
DOMTS:  
RRESP:  
Off Duty:

**TURNAROUND**

**2 a) Deadhead Combination In Turnaround Service – Deadhead First**

**You must have the following time fields filled in:**

(From Home Terminal, DH to intermediate point, work back to Home Terminal),  
C- only, Non-Fixed

Ordered:  
Work Began:  
AOMTS:  
Off Duty:

**b) Deadhead Combination In Turnaround Service – Work First**

**You must have the following time fields filled in:**

(From Home Terminal, work to intermediate point, deadhead back to Home terminal),  
C-only, Non-Fixed

Ordered:  
DOMTS:  
Relieved:  
Off Duty:

## TCS SERVICE

**\*\*\*\*\*A TCS tie-up will always contain 5 times\*\*\*\*\***

### **Note: A “failed” TCS will still be tied up as a TCS**

- 3 a) TCS - Turnaround Combination Service (C-Only, Fixed) - Deadhead First**  
(Deadhead to AFHT, train to Home terminal, D1 Claim)  
**You must have the following time fields filled in:**

Ordered:  
Work Began:  
DOMTS:  
AOMTS:  
Off Duty:

- b) TCS - Turnaround Combination Service (C-Only, Fixed) - Reverse**  
(Train to AFHT, DH to Home terminal, D2)  
**You must have the following time fields filled in:**

Ordered:  
DOMTS:  
AOMTS:  
RRESP:  
Off Duty:

- c) TCS - Turnaround Combination Service (C-Only, Fixed) - Relieved**  
(Deadhead to AFHT, Work to intermediate point, Deadhead to home terminal)  
**You must have the following time fields filled in:**

Ordered:  
Work Began:  
DOMTS:  
RRESP:  
Off Duty:

**This tie up can also be used for when a TCS is cancelled in the yard, after commencing duty.**

**d) TCS - Turnaround Combination Service**

(Deadhead to AFHT – DO NOT take control of train - Deadhead to Home terminal)

**You must have the following time fields filled in:**

Ordered:

Work Began:

DOMTS:

RRESP:

Off Duty:

Crews must enter a train length of 0001.

Run miles must be 001

The crew must enter a D3 claim for 100 miles to top up the payment to 200 miles.

The relieved time is the time you get told you are going to be deadheading home. Any time waiting for a cab or for another crew is all calculated into the D2.

**e) TCS - Turnaround Combination Service**

(Deadhead to AFHT - TAKE CONTROL OF TRAIN - Deadhead to Home terminal)

**You must have the following time fields filled in:**

Ordered:

Work Began:

DOMTS:

RRESP:

Off Duty:

Crews must enter a train length of 0001.

Run miles must be 001

If a crew starts work, they will be paid their initial time, until they depart or are relieved. The relieved time is the time the crew gets off the engine (rather than the time they get into a cab).

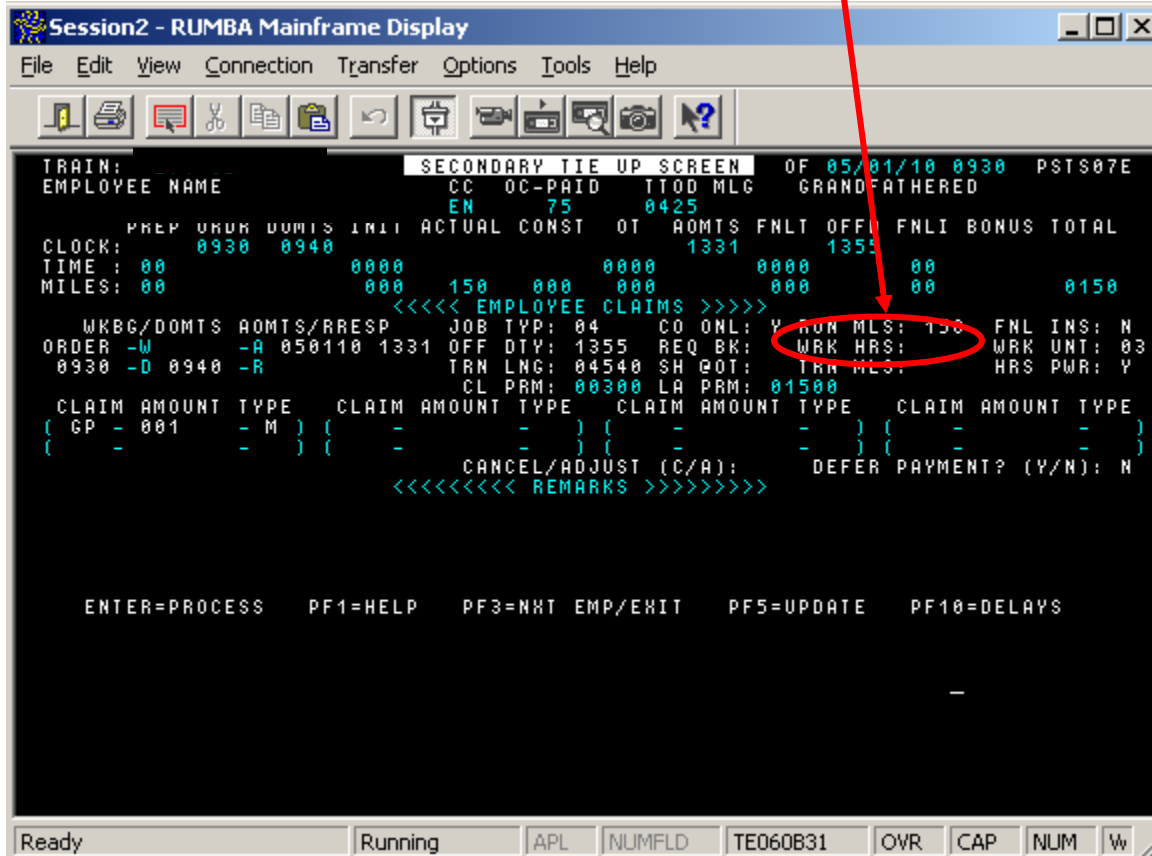


## WORK TRAIN SERVICE

- 4 a) Work Train  
C-only, Req'd BK, Non-Fixed  
**You must have the following time fields filled in:**

Ordered:  
DOMTS –and/or- Work began:  
Work Train Hours:  
AOMTS- and/or- RRESP  
Off Duty:

**Work hours are entered on the secondary tie up screen.**



## RUN LONG TIE UP EXAMPLES

### RUNNING LONG LITE ENGINES & LIFTING TRAIN

These field must have values for going out ---

```
TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0200 1030 1100
TIME : 00 0000 0000 0000 00
MILES: 00 000 166 000 000 000 00 0011 0194
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019/1030 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0200 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( 05 ) ( 05 ) ( ) ( )
START OMTS2 DEPT 0115 ARR TURN 0130 DEPT TURN 0140 OMTS2 ARR 0145
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( EC - 0010 - T ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1
```

### RUNNING LONG TAXI OUT HANDLE TRAIN

These field must be blank when you taxi out ---

```
TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0200 1030 1100
TIME : 00 0000 0000 0000 00
MILES: 00 000 166 000 000 000 00 00179
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019/1030 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0200 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( ) ( 05 ) ( ) ( )
START OMTS2 DEPT _____ ARR TURN 0130 DEPT TURN 0140 OMTS2 ARR 0145
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1
```

## RUNNING LONG TRAIN OUT & TAXI BACK

These field must be blank when you taxi back --

```

TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0130 0000 0000 1000 1100
TIME : 00 0000 0000 0000 0000 00
MILES: 00 000 166 000 000 000 000 00 0180
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019 1000 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0130 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( ) ( ) ( 05 ) ( )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT 1010 ARR TURN 1015 DEPT TURN 1020 OMTS2 ARR TAXI ARR 1040
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( - - ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
  
```

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS  
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1

## RUNNING LONG TRAIN OUT & POWER BACK

-- These field must have values when returning with power -

```

TRAIN: 562-01 - SECONDARY TIE UP SCREEN OF 05/10/19 0001 PSTS07E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
BRIAN MAGATON CO 69 1000
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0100 0130 0000 0000 1000 1100
TIME : 00 0000 0000 0000 0000 00
MILES: 00 000 166 000 000 000 000 00 0012 0194
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: Y RUN MLS: 166 FNL INS:
ORDER -W -A 051019 1000 OFF DTY: 1100 REQ BK: WRK HRS: WRK UNT: 05
0100 -D 0130 -R TRN LNG: 14001 SH @OT: TRN MLS: HRS PWR:
START RL RETURN RL
RM RM RM RM
( ) ( ) ( 05 ) ( 05 )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT 1010 ARR TURN 1015 DEPT TURN 1020 OMTS2 ARR 1040 TAXI ARR
CL PRM: 00000 LA PRM: 01500
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( EC - 0005 - T ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
  
```

ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS  
UPDATE WAS SUCCESSFUL. NOTIFY CMC IF UPDATE AFFECTS REST OR PLACEMENT U001-1