

Miscellaneous Claim Reporting

Accessing the T&E Employee Claims Screen

T&E Inquiry Menu

To access the T&E Employee Claims screen, type 03 in the selection field of the T&E Inquiry Selection Menu and press Enter.

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Misc Claims
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MCMU.MCAI          T&E INQUIRY SELECTION MENU          DATE MM/DD/YY
EMPLOYEE ID: ----- PIN: (CLEAR SCREEN WHEN FINISHED) TIME HH:MM
CHC MSG: DATE 031207 NO 02 DESC D021 HAGERSTOWN WORK TRAIN
SELECTION  SPLY PT ----- PF13 FOR T&E MISC FUNCTIONS
*****
01 - CONDUCTORS REGISTER          ----- MISCELLANEOUS -----
02 - EARNINGS STATEMENT          13 - TECS MENU
03 - T&E EMPLOYEE CLAIMS        14 - EMPLOYEE VACATION BIDS
04 - PRINT T&E DAILY CLAIMS     15 - EMPLOYEE VACATION DISPLAY
05 - YARD TIME RETURN           16 - EMPLOYEE WEEKLY SCHEDULE
06 - CONDUCTOR'S REGISTER SELECTION 17 - VACATION SCHEDULE DISPLAY
07 - DEADHEAD TIME RETURN       18 - VACATION ENTITLEMENT
08 - AUTOMATED GUARANTEE STATEMENTS 19 - PERSONAL LEAVE REQUESTS
09 - EMPLOYEE PIN UPDATES        20 - EMPLOYEE RETIREMENT PLAN
10 - PAYROLL : W4 INFO           21 - DAILY VACATION REQUESTS
                                  22 - PERSONAL LEAVE SCHEDULE
                                  23 - DAILY VACATION SCHEDULE
                                  24 - CREW MGT MESSAGES
                                  25 - DIVISION MESSAGES
                                  26 - ROSTERS
                                  27 - T&E MISC FUNCTIONS
                                  28 - PRINTER SETUP

GEN/LOC CHR.
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11 - MENU
12 - CLAIM APPEAL

PRESS PF18 FOR HELP
NEXT FUNCTION
MESSAGE MSG 000: SELECT DESIRED INQUIRY
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28 c 04/013

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Accessing the T&E Employee Claims Screen, Continued

T&E Employee Claims screen

The Employee Claims screen, shown below, is sometimes referred to as the "03" screen. **There are fields for 4 claims on each line.** There are also multiple lines for additional employees and claims so all claims can be entered for the entire crew on the same screen.

The screenshot shows a terminal window titled "Claims". The header displays "PRMU.PRCL.1 T&E EMPLOYEE CLAIMS MM/DD/YY HH:MM 1 OF 1". Below the header are several input fields: "EMPLOYEE ID", "PIN", "OPTION", and "PRINTER". A section for "TRAIN/JOB" includes "CLAIM DATE", "SUBDIV", "YARD", and "KS". The main data entry area is a table with columns: "OCC ID", "NAME", "CREW ID", and four "CD AMOUNT Q" columns. The "CD AMOUNT Q" columns are circled in red. Below the table are "MORE PAGES" and "NEXT FUNCTION MESSAGES" fields. The bottom status bar shows "28 c" and "03/014".

Inquire

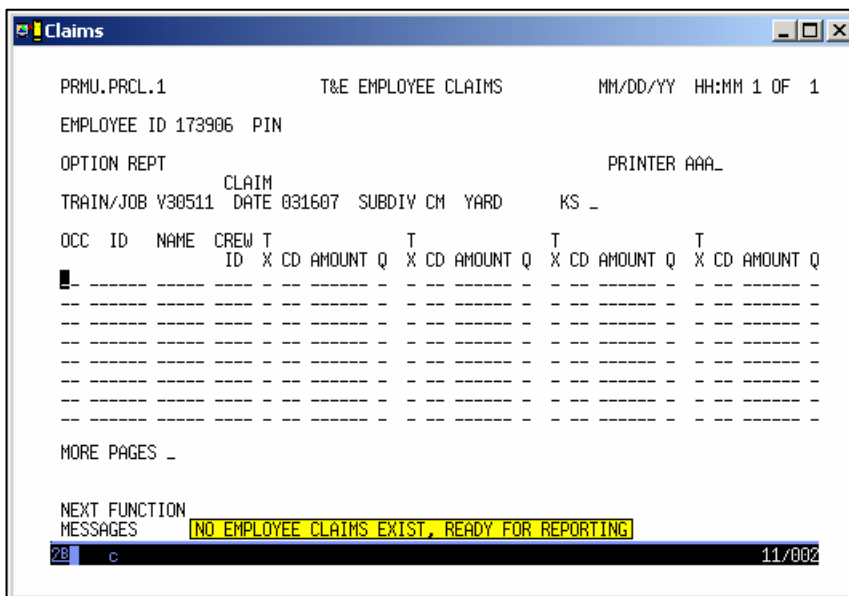
To report a claim, an Inquiry must be done first by entering the following:

1. Employee ID Number
2. PIN
3. Option INQU
4. Printer Address
5. If claim is trip related, enter the Train ID or Yard Job Number in the TRAIN/JOB field; otherwise, enter NONE
6. The Claim Date (Month, Day, Year) should be the actual date of the occurrence for which the claim is being filed
7. Enter your alpha-numeric Subdivision Code (or Trainmaster Code) in the SUBDIV field. This code routes your claim to the appropriate approving officer. If you do not know your Subdivision Code, ask your Trainmaster or RFE.
8. A three character Yard Code is required for Yard employees only.
9. A Kind of Service code is NOT required for an Inquiry

After keying the required data, press Enter.

Reporting Claims

Enter claims After inquiring, the system displays the message 'NO EMPLOYEE CLAIMS EXIST, READY FOR REPORTING.'



Follow the steps in the table below to report claims:

Step	Field	What to Enter
1	OCC	Two letter occupation code (conductor = CO, engineer = EN, etc.)
2	ID	Employee ID number
3	NAME	First five letters of employee last name
4	CREW ID	The crew ID can be same as the train or NONE
5	TX	Enter T in this field to get 6 blank lines for entry of free form claim text
6	CD	This field is for entry of the constructive code being claimed (for a list of constructive codes, place cursor in this field and press the F6 key while holding down the Shift key)
7	AMOUNT	The claim amount can be time, money or miles. Enter time as Hours and Minutes (8 hrs. = 800) Enter money as Dollars and Cents (\$50.00 = 5000)

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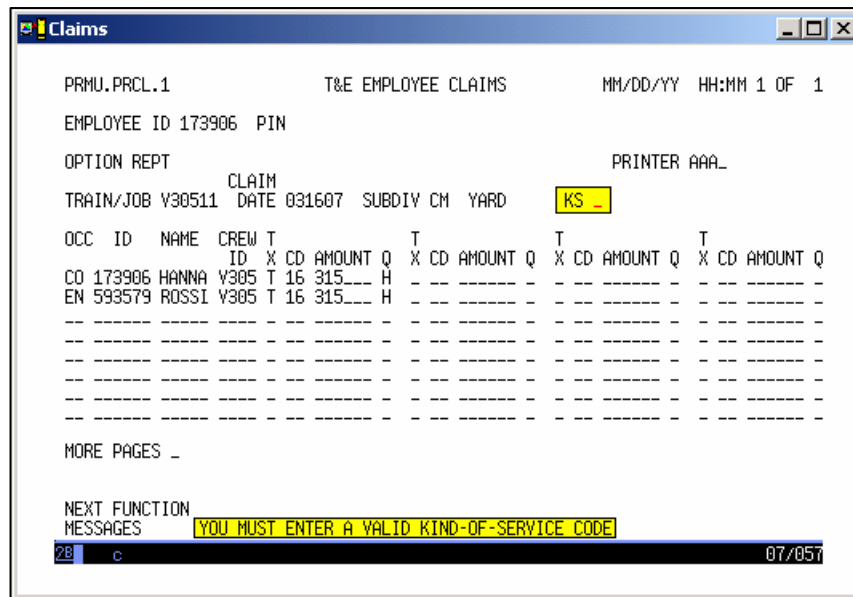
Reporting Claims, Continued

Enter claims (continued)

Step	Field	What to Enter
8	Q	The Qualifier defines what the amount represents. Valid entries are: H = Hours and Minutes \$ = Dollars and Cents M = Miles

System prompts for required entries

Once all entries are made, press the Enter key. The system prompts for entry of a valid Kind of Service code. Make the required entry and press Enter again.



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Reporting Claims, Continued

Claim text screen

Below is an example of the formatted claim text questions along with the free form text lines with additional claim information. All formatted text questions must be answered. After answering all questions and entering free form claim text, press the Enter key.

Remember, more claim text is always better than not enough.

The screenshot shows a terminal window titled 'Claims'. The header contains 'PRMU.PRCX', 'TEXT SCREEN', and 'MM/DD/YY HH:MM'. Below this, it displays 'DATE: 070316 TRAIN/JOB: Y30511 YARD/AUTH:'. The main body of the screen contains several lines of text, including 'CLAIM TEXT FOR CON CODE 16', 'MILEPOST ASSIST BEGAN: Z 173', 'MILEPOST ASSIST ENDED: Z 180', 'TIME ASSIST BEGAN: 2000', 'TIME ASSIST ENDED: 2315', 'TRAIN ASSISTED: Q69715', and 'REASON ASSIST WAS NECESSARY: Q69715 STRUCK TREE AND DAMAGED LEAD ENGINE 586.....'. It also includes a section for 'CLAIM TEXT FOR 16' with a detailed description of the incident: 'WAS ORDERED TO TIE DOWN OUR TRAIN AT Z 172 AND CUT OUR ENGINES OFF AND GO LITE ENGINES UP TO Z 180 TO GET TRAIN Q69715'S LEAD ENGINE CSXT 586 WHICH WAS DAMAGED AFTER STRIKING A TREE AND COUPLE TO ENGINE 586 AND TAKE IT BACK TO THE SPUR TRACK AT KONA SIDING AND THEN COUPLE BACK TO OUR TRAIN AT Z 172.'. At the bottom, there are instructions: 'MESSAGES ENTER TEXT' and 'NEXT FUNCTION'. The status bar at the very bottom shows '2B c A 18/071'.

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PRMU.PRCX          TEXT SCREEN          MM/DD/YY HH:MM

          DATE: 070316  TRAIN/JOB: Y30511  YARD/AUTH:

CLAIM TEXT FOR CON CODE 16
MILEPOST ASSIST BEGAN: Z 173
MILEPOST ASSIST ENDED: Z 180
TIME ASSIST BEGAN: 2000
TIME ASSIST ENDED: 2315
TRAIN ASSISTED: Q69715
REASON ASSIST WAS NECESSARY: Q69715 STRUCK TREE AND DAMAGED LEAD ENGINE 586.....
NAME/TITLE PERSON INSTRUCTING YOU TO ASSIST: AP DISPATCHER DLW.....
CLAIM TEXT FOR 16
WAS ORDERED TO TIE DOWN OUR TRAIN AT Z 172 AND CUT OUR ENGINES OFF AND GO LITE
ENGINES UP TO Z 180 TO GET TRAIN Q69715'S LEAD ENGINE CSXT 586 WHICH WAS
DAMAGED AFTER STRIKING A TREE AND COUPLE TO ENGINE 586 AND TAKE IT BACK TO THE
SPUR TRACK AT KONA SIDING AND THEN COUPLE BACK TO OUR TRAIN AT Z 172.

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MESSAGES ENTER TEXT
NEXT FUNCTION

2B c A 18/071

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Reporting Additional Claims

Trip and Non-Trip related codes

All constructive codes are defined as either Trip related or Non-Trip related codes. (Some are defined as 'Both'). Multiple Trip related codes can be entered on the same claim screen; and, multiple Non-Trip related codes can be entered on the same claim screen. **Trip related and Non-Trip related codes cannot be entered on the same claim screen.**

Additional claims

Follow the steps below to enter additional Trip or Non-Trip related claims on the same screen with previously reported claims:

Step	Action	Result
1	Access the '03' T&E Employee claims screen via the T&E Inquiry Selection Menu	The T&E Employee Claims screen displays
2	Inquire using the same TRAIN/JOB number (or NONE), the same CLAIM DATE, the same SUBDIV code and the same YARD (if applicable) that was entered on the previous claim.	The previously reported claim(s) are displayed and the message states 'INQUIRE COMPLETE'.
3	<ul style="list-style-type: none"> • In the Option field, type REPT to Report • Tab to the next available CD field and type in the Code, Amount and Qualifier and press Enter 	Claim text screen is presented if there are formatted text questions for the code(s) claimed; or, if the free form text lines were requested.
4	Enter text, if applicable and press Enter	System returns to Claims screen for finalization
5	Make sure all entries are correct and press Enter	Additional claim is submitted