

# BANK NON-CHARGEABLE MILES (NEW CMA SCREENS AND CHANGES TO CURRENT CMA SCREENS)



## JOB AID FOR TRAIN & YARD CREWS

### Notes – Banking Non-Chargeable Miles

Please note that banking non-chargeable miles is a self-serve option for RTEs. Any adjustments **must** be made by the employee himself/herself. **The CMC will not have access to banking information and therefore, will not be able to adjust banked miles amounts.**

### New Claim Codes

**BE** – Claiming Monies from the Bank – Earned by Banking Non-Chargeable Miles Amounts – Can only be taken during an EDO – Maximum Amount is employees daily AV rate. Also available to the full banked amount when on “Laid Off” status.

**B\$** - Payout of Banked Monies at Year End when all banked earnings are paid out (first pay period in February).

### Changes to ‘Employee Master Inquiry Secondary Information’ screen

A new PF7 key will be added to the Employee Master Secondary Information screen, which will transfer a user to the new ‘Employee Banking Period Maintenance’ screen.

Figure 1: ‘Employee Master Inquiry Secondary Information’ screen (CMA – MAC4 – screen 19 – F2)

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EMPLOYEE MASTER SECONDARY INFORMATION                                PSTS05A
EMPLOYEE NAME: ADAMS, W.R. (RANDY)      C      EMPLOYEE NUMBER: 000528977
DIST: 3E SUB-DIST: SA
----- ADDRESS INFORMATION -----
STREET: 123 MAIN ST                      APTNO:          POSTAL: A1A1A1
CITY : CALGARY                            PO BOX:         PROVINCE: AB
----- MISCELLANEOUS INFORMATION -----
SSN:          SIN:          BIRTH:          DOE: 860701
BASIC WEEKLY PAY : 00000000      CLASS: RE-      INDV RATE:          ( $/M )
MIN QUAL CODE   :                RULES CARD:      GUAR PAID:          ( M/F )
MIN QUAL EXPIRY DT:            RULES CARD EXPIRY DATE :
MEDICAL REQUIRED :                VISION/HEARING CODE :          BANK
LAST MEDICAL DATE :            VISION/HEARING EXAM DATE:          (HHH : MM)
CALL BGN/END/DUR :            ENTITLED TO DEFER PYMENT: Y          000 : 00
BUYOUT PHASE 1   : N            PAY CATEGORY OVERRIDE :
TRAINING COMPL: 030101 085% 721 05/04/11 090% 000 05/11/07 095% 000 06/06/05
ACCUM DAYS SVC: 0100
COMMENTS:
----- YEAR TO DATE OFF INFORMATION -----
SICK: 001 ( ON CALL:          ) PERSONAL: 001 MISSED CALLS:
PF1=HELP PF2=DAILY ASGN PF3=EXIT PF4=PIN CHG PF5=UPD PF6=MBRs PF7=BANK
```





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**Changes to 'Personal Leave/Holidays' sub-screen**

An employee's banked amount will be displayed on the 'Personal Leave/Holidays' screen in the new 'BANK AMOUNT' field (see Figure 2 – selection A). The new field is a sum of the current year and previous year's unpaid banked amount values.

The 'CLAIMED EDO \$' column (see Figure 2 – selection B) will identify the EDOs for which a given employee has submitted a claim for any banked money.

**The claim code to use when withdrawing money from the bank is 'BE'.**

**Figure 2 'Personal Leave/Holidays' sub-screen (CMA – MAC4 – screen 19 – F8)**

3E SA		PERSONAL DAYS / HOLIDAYS										PSTSO		
EMPLOYEE NAME : MCMILLAN, D.A. (DEAN)												NBR: 000507597	PREVIOUS YEAR(Y)	
												<b>BANK AMOUNT: @@@@</b>		
GENRL HOLIDAYS: 01												PERSONAL LEAVE DAYS - ALLOCATED: 72	TAKEN: 00	AVAILABLE: 71
FUNC	Y/N	P/H/E	COUNT	TYPE	DAYS	REQ.	EFFECTIVE	DATE	TIME	ASSIGNMENT	DATE	TIME	USERID	CLAIMED EDO \$
	Y	H	01		080101	0001		080101	0001	7GPOYPOS01FO	080101	0115	MAX0BQ	
	N	E	01		080310	0800		080301	0850		080301	0850	TMDXM	Y
FUNCTIONS: A=ADD; C=CHANGE														
ENTER=INQUIRE PF1=HELP PF3=EXIT PF8=PAGEDN PF12=NXT EMPLOYEE														
END OF HISTORY FOR THIS EMPLOYEE														





**New 'Employee Banking Information' sub-screen**

A new 'Employee Banking Information' screen will be added as an option from the 'Employee Master Secondary Information' screen. The new screen will enable employees to specify for which periods they would like non-chargeable miles banked.

To select a specific banking period, place an 'Y' in the 'BANK?' field (see Figure 3 – selection A). An employee has until 2359 the day previous to the period s/he wishes to bank.

**The decision CANNOT be reversed once the period has commenced.**

- (i.e., for the period commencing 080901, the decision to bank this period must be made by 2359 on 080831.

All MAC4 users (from the field) will only be able to use F12=NEXT (see Figure 3 – selection B) to see successive records for themselves.

**Figure 3: 'Employee Banking Information' sub-screen (CMA – MAC4 – screen 19 – F2 – F7)**

EMPLOYEE BANKING INFORMATION				PSTS05V
EMPLOYEE NAME: ADAMS, W.R. (RANDY)		EMPLOYEE NUMBER: 000512691		
YEAR: 2008				
BANK?	FROM YYMMDD HH:MM	TO YYMMDD HH:MM		
	080107 00:01	080203 23:59		
	080204 00:01	080302 23:59		
	080303 00:01	080406 23:59		
	080407 00:01	080504 23:59		
	080505 00:01	080601 23:59		
	080602 00:01	080706 23:59		
	080707 00:01	080803 23:59		
	080804 00:01	080831 23:59		
	080901 00:01	081005 23:59		
				LAST UPDATED: 081027 0918 BY FRE0010
ENTER=INQUIRE	F1=HELP	F3=EXIT	F5=UPDATE	<b>F12=NEXT</b>

*Note: In the original image, a circled 'A' points to the 'Y' in the 'BANK?' column for the first row, and a circled 'B' points to the 'F12=NEXT' key.*



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Change to 'Secondary Tie-Up' screen

The banked amount on each timeslip will be displayed as 'BANK AMT' on the Secondary Tie-up screen (see Figure 4 – selection A). The field is display-only and will be updated as a result of changing the values of bankable miscellaneous claims during either tie-up or revise tie-up activity.

Figure 4 'Secondary Tie-Up' screen (CMA – MAC4 – screen 10 – F2)

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TRAIN: &DP220 - SECONDARY TIE UP SCREEN OF 08/08/08 0200 PST507E
EMPLOYEE NAME CC OC-PAID TTOD MLG GRANDFATHERED
HUGHES, D.F. (DAVE) EN 75 1030
PREP ORDR DOMTS INIT ACTUAL CONST OT AOMTS FNLT OFFD FNLI BONUS TOTAL
CLOCK: 0200 0200 1200 1230
TIME : 00 0000 0000 0000 00
MILES: 00 000 166 000 000 000 00 00 0166
<<<<< EMPLOYEE CLAIMS >>>>>
WKBG/DOMTS AOMTS/RRESP JOB TYP: 04 CO ONL: N RUN MLS: 166 FNL INS: N
ORDER -W -A 080808 1200 OFF DTY: 1230 REQ BK: WRK HRS: WRK UNT: 03
0200 -D 0200 -R TRN LNG: 06500 SH @OT: TRN MLS: HRS PWR: Y
START RL RETURN RL HLD OUT: RTE CDE: DP
RM RM RM RM
( ) ( ) ( ) ( )
START OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR
RETRN OMTS2 DEPT ARR TURN DEPT TURN OMTS2 ARR TAXI ARR
CL PRM: 00000 LA PRM: 00000
CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE CLAIM AMOUNT TYPE
( GP - 001 - M ) ( - - ) ( - - ) ( - - )
( - - ) ( - - ) ( - - ) ( - - )
DEFER PAYMENT? (Y/N): N
BANK AMT: XXXXXXX
ENTER=PROCESS PF1=HELP PF3=NXT EMP/EXIT PF4=MORE INFO PF5=UPDATE PF10=DELAYS
    
```



This BANK AMT: is ONLY the banked amount for this ticket, not the total amount in your bank

For timeslips without any 'bank amount' data, the value '000000' will be displayed.

The update of bankable miscellaneous claims on this screen during tieup or revise tie-up will result in the redisplay of the revised 'bank amount' for the timeslip, as well as revising the employee's bank amount on his/her personal leave screen.

If a "bankable" claim is changed or added using timeslip adjustment (screen 17), this change will not effect the 'bank'. However, this change will be reflected on the employee's pay cheque.

- IE: Crew claims an EC claim of 1 hour on their tie up, 3 days later they notice the EC claim should have been 2 hours. Employee uses Screen 17 – Timeslip Adjustment to change their EC from 1 hour to 2 hours. Result: Only 1 hour will remain in the bank, the additional hour will be paid out on the next pay cheque.



**Bankable Non-Chargeable Miles – Claim Codes**  
**Please note that any other claim codes will not be honoured as Bankable Non-Chargeable Miles amounts.**

<b>CMA CLAIM CODE</b>	<b>CMA DESCRIPTION</b>
<b>AP</b>	Employee Assistance Program
<b>BB</b>	441/440 Thunder Bay To Ignace – 4FRE Golden Pool
<b>C2</b>	Coach Training Pay 2 Hours
<b>CC</b>	Call & Cancel Before Reporting for Duty
<b>CR</b>	Call & Cancel After Reporting/Pre Work
<b>CT</b>	Terminal Conditional Work Allowance
<b>EC</b>	Enroute Conditional Work Allowance
<b>EM</b>	Service Units – Engine Maintenance
<b>ES</b>	Additional Extended Switch
<b>G7</b>	CROR Updates – 4 Hour Class
<b>GH</b>	General Holiday All Service
<b>HA</b>	Held Away
<b>HB</b>	Held Away - Begin Service
<b>MC</b>	Saskatchewan Assignment EC Switching
<b>ME</b>	Medical Exam All Services
<b>NN</b>	Non-Chargeable Mile Special/Agreement
<b>OS</b>	Switch Outside Yard Limits
<b>PP</b>	Premium Payment
<b>PU</b>	Pick-up / Set-Out Diesel
<b>R1</b>	TGBO Rules Training
<b>RA</b>	Runaround
<b>RE</b>	Rules Exam All Services
<b>SC</b>	Safety Meeting- Combination Service
<b>TE</b>	Enginemen Trainer Allowance
<b>TO</b>	Miscellaneous 4 Hour Training
<b>TV</b>	Traveling Time
<b>UC</b>	Enroute Conductor Work Allowance US
<b>UE</b>	I 94 Green Card Application USA
<b>UT</b>	Terminal Conductor Work Allowance USA

## **Questions & Answers for Banking of Non-Chargeable Miles Amounts**

### **Q1. How do I bank my non chargeable miles Amounts?**

A1: From the 'Secondary Master Record' screen, press F7 and select the periods you desire to have non-chargeable miles amounts banked (see job aid for further details).

### **Q2. How do I withdraw from the bank?**

A2: Users must input a Miscellaneous Claim ('BE') that coincides with an EDO you have taken in the past.

The only exception is if an employee is laid off. In that case you can input a 'BE' Claim for the entire amount in the bank and it does not have to coincide with an EDO, provided your status is "Laid Off".

### **Q3. How much can I withdraw from the bank at any one time?**

A3: The maximum amount you can withdraw from the Bank at any one time is your maximum daily eligible AV rate.

### **Q4. How can I find out what my eligible rate is?**

A4: By accessing your Vacation maintenance screen from your 'Employee Master Inquiry' screen, press F6. It is the figure directly to the right of the eligible rate field.

### **Q5. How can I see how much is in my bank?**

A5: By accessing your 'Personal Leave/Holiday' sub-screen from your 'Employee Master Inquiry' screen. It appears to the right of the bank amount field (see job aid for further details).

### **Q6. How long can I keep money in the bank?**

A6: You can keep money in the bank until the end of the calendar year in which the miles were earned. Any remaining money in the Bank from the previous year will be automatically paid out in the first pay period in February as a B\$ claim.

### **Q7. What are considered non-chargeable miles?**

A7: Please refer to the Bank Non-Chargeable Miles – Claim Codes list on Job Aid.

### **Q8. Can I retrieve money from the bank without taking a EDO?**

A8: No. The only exception being if an employee is laid off.

**Q9. Can I reverse my choice to bank? If so how long do I have?**

A9: You have until the 2359 on the Sunday before the first Monday of the month to update your periods that you wish to have banked. Please note that this will only be done for current and future periods, not past periods. This cannot be reversed after 2359 on the Sunday – No Exceptions!

Also, please note: The Crew Management Centre (CMC) will not have access to banking information and therefore, will not be able to adjust banking miles.