

	March 23, 2023	TYPE:	Information	NUMBER:	LR-005-23
SUBJECT:	Proper and Improper Use of Remarks in CMA				

## DETAILS:

### Attention – All Canadian (TCRC) T&E Employees

The remarks you include with your wage claims are an essential part of the wage claim process.

Employee remarks with pertinent and complete information on a wage claim are required. The remarks you include are to explain and justify the wage submission type and amounts entered.

The CMA Claim Module and the Remarks field in particular, is not a messaging platform. It is a payroll tool within an Honour System in which you pay yourself and are responsible to do so honestly and correctly.

There must be no contradiction or ambiguity between the claim and the remarks you include with it.

Adding remarks that you are not certain of your claim entitlement or want someone to adjust your claim is improper and a violation of the Honour System Manual.

Remarks such as “please adjust” **WILL NOT** flag your ticket to an Audit Specialist for review and is not an appropriate and justifiable manner with which to communicate a discrepancy in your wage claim. Remarks will not prevent a claim from being paid or alter the amount of payment.

As such, remarks do not absolve you of your responsibility to make proper wage submissions and using them inappropriately can result in a formal investigation and discipline.

If you realize you made a mistake in your wage submission or otherwise determine that that an adjustment is needed you must correct your timeslip immediately.

The system allows you to access claims up to 4 months in the past however, this must not be mistaken as a grace period. You must correct a claim as soon as you determine an adjustment is required.

Reference Bulletin LR-001-23 (Adjusting Timeslips)

If there is any doubt about your entitlement to pay, you must enter your wage submission as an IP (Interpretive) claim. It is not acceptable to re-submit an IP claim with remarks that it was previously declined by an Audit Specialist. In addition, subsequent submissions of previously declined claims of the same type are also inappropriate.

All employees are reminded of their responsibility under the Honour System to ensure that their wage claims are submitted accurately.

You are your own timekeeper. You are responsible for your timeslips (even if submitted by a fellow employee).

You must make every effort to understand and apply your Collective Agreement, Method of Pay, Instructional Bulletins, and Local Rules correctly.

Labour Relations  
T&E Payroll Audit  
**Canadian Pacific**