

October 2, 2025

TYPE: Information

NUMBER: LR-009-25

SUBJECT: Proper Handling of Claims – Re-Issue

## DETAILS

**Attention – Canadian TCRC Represented T&E Employees**

This bulletin contains important information regarding your claims as follows:

**1. Claims to be entered into CMA (not the IP System)**

The following should be entered directly in **CMA** as stand-alone claims (not IP-Interpretive Claims) unless there is something specific about the particular claim that causes you to be unsure about your entitlement to it (see IP Claim instructions in the Honour System Manual).

- **CC Claims:** Cancel before reporting
- **CR Claims:** Cancel after reporting
- **CE Claims:** Cancelled after commencing duty
- **CJ Claims:** Cancelled assignment
- **RA Claims:** When called out of order as per article 71 and 72 of C/A
- **SH Claims:** When stat holiday does not auto generate 4 days after General Holiday
- **LW Claims:** Submit when calling exception occurs, and lost wages result
- **OA claims:** When held for EN work and CO turn earns more as per article 113.01 (6)
- **IH Claims:** Relocation Bonus
- **EB Claims:** Engineer Trainee bonus as per Article 25.11 (e)
- **GN Claims:** For road spareboard guarantee
- **GY Claims:** For yard spareboard guarantee as per articles 111 and 112
- **GR Claims:** For roadswitcher guarantee as per articles 52.03 and 76.04
- **PL Claims:** For approved paid personal leave day under the Canada Labour Code.
- **DW Claims:** Difference of wage claim when paid the wrong rate. E.g. RCLS conventionalized.
- **HC & H2 Claims:** Enter when off on Company Business and are entitled to lost wages.
- **HS & HZ Claims:** Enter when off on Health and Safety

**2. For queries related to the following topics, contact the appropriate department – the Audit Specialist does not oversee these areas:**

- Guarantees – Spareboard and Roadswitcher
- Lost Wages / Runarounds Claims
- Call and Cancels
- Stat Holidays
- Annual Vacation
- Off Assignment (OA) Claims
- Engineer and Conductor Trainee Claims
- Incentive / Relocation / Retro Payments
- Paid Personal and Sick Leave Days
- WCB / WIB payments
- Deferring / Undeferring Working tickets

- Providing Work Histories
- Mileage Adjustments

Remember, for changes to your tie-up and claims, you can do most of these yourself in the timeslip adjustment screen in CMA (Screen 17) e.g. Job Type Change, OMTS or Off Duty Time Changes, and Overtime. Refer to the below bulletin for more information.

#### LR-004-25 - Adjusting Timeslips

For further reference please see Honour System Manual re-issued July 22nd, 2022 (Bulletin: LR-014-22).

**Important Note:** You are your own timekeeper and therefore responsible for your timeslips (even if submitted by a fellow employee). You must make every effort to understand and correctly apply the Collective Agreement, Method of Pay and Local Agreements in effect.

Labour Relations  
T&E Payroll Audit  
Canadian Pacific