
Rail Verification Department

NJT Rail T& E Verification (TimeCards)

Located @ROC

- Verifying/Research Points on T&E TimeCards:
 - Signatures*
 - Assignments Worked/Codes/Project #s
 - Employee#, date, time, & location
 - Passenger Trains/Yard Specific Duties
 - Additional Detailed Notes & Information
- Main TimeCard Drop Locations: NY, HB, & ROC
- Phone#'s:
 - Attached Verification T&E Assignments List

***Signatures do not guarantee timecards passing for automatic payment.**

Rail T&E Verification Contacts

NEW - T & E DUTIES

Payroll Verification	Phone #	Assignments
Roticia	2608	Military – 927
	2666	BOR, Recert, FRA – 025, 010, Yard, Hostlers DO, MM, YH, YM, YN, YD, YR, YL, MMX1, MMX2, DOEX1, DOCX1, DOTX1, DOAX1, YMMH, AC91, AC94, AF90, AF91, AF94, BF91, DF90, DF91, GF90, GF93, HB90, HB94, HB97, HF90, HF92, HF94, HF95, HF96, HF99, LB92, LF90, RA92, RF92, SF90, SV90, SV91, SV92, SV93, UM81
Evelyn	2664	Guarantees - 018 CO, GL, UM, LB, NY, MV, TR, PJ, RA LBEX1, LBCX1, LBAX1, MVEX1, MVCX1, MVAX1 NYEX1, NYCX1, NYAX1, NYTX1, NYEX2, NYCX2, NYAX2 RAEX1, RACX1, RAAX1, TFTX1, TFTX4, GLEX1, GLCX1, GLAX1,
Demetrice	2665	All "XUE" (hxue, sxue, lxue, mxue) AC, BH, GN, HB, PO, SF, SV, BF01, LF01, DF01 ACEX1, ACCX1, ACAX1, ACEX2, ACCX2, ACAX2 BHEX1, BHCX1, BHAX1, SFEX1, SFCX1, SFAX1, SFTX1 YDEX1, YDCX1, YDAX1, YDEX2, YDCX2, YDAX2 YHEX1, YHCX1, YHAX1, YHEX2, YHCX2, YHAX2 YHEX3, YHCX3, YHAX3, LX52, LXC52, LXA52 RXE70, RXC70, FLGN, FLGH
Irma	2668	Vacation – 920, Personal – 988, Sick – 921, Jury Duty – 924, Bereavement – 926, Qualifying – 009 – 012, Cond OJT – 032, Cond Promo, Special Duty – 051, Safety Meeting 051, Investigation – 054, 053 (8 hrs) Not Rested – 013, Special Duty, LETP, ACTP, EAP
Dee	2610	Gas Mileage
Tisha	2609	Gas Mileage
Evelyn Lohier Maplewood - GOB	973.378.6585	Deductions from payroll checks (credit unions, insurance, etc.)
Tammy Davis-Brooks Maplewood - GOB	973.378.6528	Taxes Federal and State

NJT Payroll Maplewood

- Payroll Checks/PayStubs produced
- Assignment Sheets (list of jobs worked w/details)
- Other than T&E
- Uniform Allowance
- Retired or Retiring Pay Inquiries
- Vacation, Sick Days, Personal Days
 - Hours worked YTD (year to date)
 - Cash-Ins/Adjustments/Kept track of
- Contacts:
 - Manager Kate: 973-378-6185
 - Director Pradip: 973-378-6169
- Payroll Deductions:
 - Evelyn 973-378-6585
- Payroll Taxes Federal & State:
 - Tammy 973-378-6528

How to Submit T&E Pay Shortages

- Go to UTU or BLE website to submit claim
 - **UTU60.com or NJTBLE.com** Websites
 - Online Payroll Shortage Form (Fill it out & Hit Submit)
 - **Fastest Process** to resolve pay shortages
 - Union & Verification Collaborate
 - Both aware of inquiries & status
- Inquiries to Respective Union Reps.
 - Engineers Dan Feyjoo: 718-612-3830
 - Conductors: Debbie Krake: 973-214-0148