


## 013 Sample timecard

**NJ TRANSIT**  
The Way To Go.

Employee Information

☐ Are you re-submitting the claim?

Name:\*  
Scott Spratt

Employee Number:\*  
080860

Email:\*  
SSpratt@njtransit.com

CC Email:

Last Name (First 2-4 Char)\*  
SPRA

Claim Rate:\*  
Conductor

Job Information

Claim Type:\*  
☒ General Claim ☐ Penalty Claim ☐ Cash In

Division:\*  
Hoboken

Place First Went On Duty:\*  
Other

Specify Place First Went On Duty:\*  
NA

Time First Went On Duty (HHMM):

Date on Duty (MMDDYYYY):\*  
07/31/2023

Assignment Number:\*  
P003

Place Finally Went Off Duty:\*  
Other

Specify Place Finally Went Off Duty:\*  
NA

Time Finally Went Off Duty (HHMM):

Day of Week:\*  
Monday

Project Number:

Type of Service:\*  
Passenger

Total Elapsed Time On Duty (HHMM):

Claim Information

Claim Code 1:\*  
013-NOT RESTED PENALTY

Unit of Compensation 1:\*  
Hours

Constructive Allowance 1 (HHMM/Amount):\*  
08:00

Claim Detail 1:\*  
Pay eight hours for not being rested for my assignment worked YD-45 on 07/30/23 off duty at 5:00am on 07/31/23.

Approver 1:  
NA

ADD CLAIM CODE

Show assignment and off duty time the previous start which caused the 013

013 is paid at eight hours regardless if you are working relief day or were late on a regular assignment