


D&A 053 Sample Timecard

Employee Information			
<input type="checkbox"/> Are you re-submitting the claim?		Employee Number:*	Last Name (First 2-4 Char)*
		080860	SPRA
Name:*		Email:*	Claim Rate:*
Scott Spratt		SSpratt@njtransit.com	Conductor
		CC Email:	
Job Information			
Claim Type:*		Date on Duty (MMDDYYYY):*	Day of Week:*
<input checked="" type="radio"/> General Claim <input type="radio"/> Penalty Claim <input type="radio"/> Cash In		08/01/2023	Tuesday
Division:*		Assignment Number:*	Project Number:
Hoboken		P003	
Place First Went On Duty:*		Place Finally Went Off Duty:*	Type of Service:*
Port Jervis		Port Jervis	Passenger
Time First Went On Duty (HHMM):		Time Finally Went Off Duty (HHMM):	Total Elapsed Time On Duty (HHMM):
04:45		19:18	14:33
Claim Information			
Claim Code 1:*		Unit of Compensation 1:*	Constructive Allowance 1 (HHMM/Amount):*
053-Drug and Alcohol Testing		Hours	03:00
Claim Detail 1:*			
Pay two hours at time and a half subject to a random D&A test at the completion of my assignment.			
Approver 1:		97 / 500	
NA			
<input type="button" value="ADD CLAIM CODE"/>			
Attachments			
Upload Supporting Documents			
D&A SS 04252022.pdf			
Delay Information			
Was there a delay?*			
<input type="radio"/> Yes <input type="radio"/> No			
Details of Service			
Train No 1:	Engine 1:	Time On Duty 1 (HHMM):	Time Off Duty 1 (HHMM):
Station/Place From 1:	Time Departed 1 (HHMM):	Station/Place To 1:	Time Arrived 1 (HHMM):
<input type="button" value="ADD DETAILS OF SERVICE"/>			
Remarks			
Remarks:			
Would the provisions of Rule 23C apply whenever a person is required to submit to random and/or mandatory drug testing after completion of running the last train of their assignment?			
Answer An employee would be paid for actual time worked at the time and one-half rate with a minimum of two hours when called for random and/or mandatory drug testing after having earned compensation for the entire day or after completion of running the last train of his assignment.			
Kind of Service:			
Do you own the extra list and are claiming earnings of an assignment?			
<input type="checkbox"/> Yes			
Signature			
Employee Signature:*			
			
<input type="button" value="CLEAR SIGNATURE"/> <input type="button" value="SIGN"/>			
<input type="button" value="SUBMIT"/>			