

NJ TRANSIT Rail Operations

SUPPLEMENTAL DIVISION NOTICE 3-702

Effective: 12:01 A.M., TUESDAY JULY 2, 2024

Division Notices in effect 3-S323, 2-819, 2-923, 3-227, 3-626 (in effect thru 7/31) and 3-702 for both Divisions. 3-611 in effect for the Newark Division. All other Division Notices are cancelled.

INSTRUCTIONS FOR CORRECTLY COMPLETING T&E e-Claims

(1) ELECTRONIC TIMECARDS (e-Claims) T&E TIME RETURN & DELAY REPORT PASSENGER TRAIN SERVICE FORM (Effective 5/7/2024)

On May 7, 2024, we are introducing an Update to the Details of Service and Remarks Sections. If you are claiming 037 "Mentoring Students", 055 "Continuous time/ additional overtime" or 011 Irregular Service (3 hours), you **MUST** complete the Details of Service and Remarks sections. The "Details of Service" section **MUST** start with the first activity you start after your – **scheduled off-duty time**.

- The "Job Information" section needs to be completed for 055 & 011 with the "First went on Duty" and "Finally went off duty" – **Off-Duty including the time you're submitting for pay. Not the Scheduled Off-duty!**
- When asked to work trains, the train information must be completed for 055 & 011.
- If you are asked to work "Protect", then type "**Protect**" or "**Train No1**":
- If respited, type "Respite" for "**Train No1**".
 - You will need to add details for Train No 2 etc....
 - "Remarks" **MUST** be added for date and duration of respite.
 - Kind of Service perform **MUST** be added.
- The "Remarks" section **must** have students Name and Employee number when claiming 037.

1. Job Information Section

The "Time First Went on Duty" and "Time Finally Went Off Duty" fields **MUST** be completed.

Example: If your assignments On-Duty Time is 18:00 and your Off -Duty Time is 9:30 and is later than your normal Off-Duty time.

Job Information		
Claim Type:* <input checked="" type="radio"/> General Claim <input type="radio"/> Penalty Claim <input type="radio"/> Cash In	Date on Duty (MMDDYYYY):* 03/26/2024	Day of Week:* Tuesday
Division:* Newark	Assignment Number:* ▼BH08	Project Number:
Place First Went On Duty:* 3ay Head	Place Finally Went Off Duty:* ▼Bay Head	Type of Service:* ▼Passenger
Time First Went On Duty (HHMM): 18:00	Time Finally Went Off Duty (HHMM): 09:30	Total Elapsed Time On Duty (HHMM) 15:30

2. Details of Service

All “Details of Service” fields **MUST** be completed if applicable.

- Train No.1, Protect, Respite
- Engine 1
- Time on Duty
- Time Off duty
- Station /Place From
- Time Departed
- Station/Place to
- Time Arrived

Details of Service			
Train No 1: 3326	Engine 1: Diesel	Time On Duty 1 (HHMM): 06:13	Time Off Duty 1 (HHMM): 09:43
Station/Place From 1: BayHead	Time Departed 1 (HHMM): 06:53	Station/Place To 1: Sunnyside Yard	Time Arrived 1 (HHMM): 09:43
<input type="button" value="ADD DETAILS OF SERVICE"/>			

NOTE: FAILURE TO COMPLETE ANY “DETAILS OF SERVICE” WILL DELAY YOUR CLAIM FROM BEING PROCESSED.

The “Details of Service” section **MUST** start with the first activity you start after your – scheduled off-duty time.

If more than one “Details of Service” entry is needed, click on “ADD DETAILS OF SERVICE” button and enter the information. Repeat as needed.

3. Remarks & Kind of Service

You **MUST** put all “Details of Service” performed that you are claiming in the “Remarks”. Also add what “Kind of Service” you performed.

Remarks
Remarks: Was ordered by the Yard Master to Drill.
Kind of Service: Passenger

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Appendix A: Example of 011

Division:* Newark	Assignment Number:* ▼BH12	Project Number:
Place First Went On Duty:* Bay Head	Place Finally Went Off Duty:* ▼Bay Head	Type of Service:* ▼Passenger
Time First Went On Duty (HHMM): 14:22	Time Finally Went Off Duty (HHMM): 21:39	Total Elapsed Time On Duty (HHMM): 07:17

Claim Information		
Claim Code 1:* 011-Irregular Service Final Term	Unit of Compensation 1:* ▼Hours	Constructive Allowance 1 (HHMM/Amount):* ▼02:00
Claim Detail 1:* Ordered by the Bay Head Foreman to Drill		

Details of Service			
Train No 1: 4360	Engine 1: Diesel	Time On Duty 1 (HHMM): ▼14:22	Time Off Duty 1 (HHMM): 06:38
Station/Place From 1: Bay Head	Time Departed 1 (HHMM): 15:02	Station/Place To 1: Long Branch	Time Arrived 1 (HHMM): 23:00
Train No 2: 4351	Engine 2: Diesel	Time On Duty 2 (HHMM): ▼16:08	Time Off Duty 2 (HHMM):
Station/Place From 2: Long Branch	Time Departed 2 (HHMM):	Station/Place To 2: Bay Head	Time Arrived 2 (HHMM): 17:33
Train No 3: X434	Engine 3: Diesel	Time On Duty 3 (HHMM): ▼18:46	Time Off Duty 3 (HHMM):
Station/Place From 3: Bay Head	Time Departed 3 (HHMM): 18:46	Station/Place To 3: Long Branch	Time Arrived 3 (HHMM):
Train No 4: 4375	Engine 4: Diesel	Time On Duty 4 (HHMM): ▼	Time Off Duty 4 (HHMM):
Station/Place From 4: Long Branch	Time Departed 4 (HHMM): 20:00	Station/Place To 4: Bay Head	Time Arrived 4 (HHMM): 20:42
Train No 5: Drill	Engine 5: Diesel	Time On Duty 5 (HHMM): ▼	Time Off Duty 5 (HHMM): 22:42
Station/Place From 5:	Time Departed 5 (HHMM):	Station/Place To 5:	Time Arrived 5 (HHMM):

ADD DETAILS OF SERVICE REMOVE DETAILS OF SERVICE

Remarks

Remarks:
Ordered by the Bay Head Foreman to Drill

Kind of Service:
Covered

Appendix B: Example of 055

TASK:

Division:* Newark	Assignment Number:* MM92	Project Number:
Place First Went On Duty:* MMC	Place Finally Went Off Duty:* MMC	Type of Service:* Yard
Time First Went On Duty (HHMM): 15:00	Time Finally Went Off Duty (HHMM): 06:38	Total Elapsed Time On Duty (HHMM): 15:38

Claim Information

Claim Code 1:* 055-Continuous time	Unit of Compensation 1:* Hours	Constructive Allowance 1 (HHMM/Amoun...* 15:38
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Claim Detail 1:*
Allow Continuous time for the entire [assignment](#)

Details of Service

Train No 1: X1470	Engine 1: Electric	Time On Duty 1 (HHMM): 15:00	Time Off Duty 1 (HHMM): 06:38
Station/Place From 1: MMC	Time Departed 1 (HHMM): 21:00	Station/Place To 1: SSYD	Time Arrived 1 (HHMM): 23:00
Train No 2: Drill	Engine 2: Diesel	Time On Duty 2 (HHMM):	Time Off Duty 2 (HHMM):
Station/Place From 2: SSYD	Time Departed 2 (HHMM): 03:36	Station/Place To 2: Secaucus Upper	Time Arrived 2 (HHMM): 04:24
Train No 3: Extra	Engine 3: Diesel Electric	Time On Duty 3 (HHMM):	Time Off Duty 3 (HHMM):
Station/Place From 3: Secaucus Lower	Time Departed 3 (HHMM): 05:48	Station/Place To 3: MMC	Time Arrived 3 (HHMM): 06:00

ADD DETAILS OF SERVICE

REMOVE DETAILS OF SERVICE

Remarks

Remarks:

WAD MMC Yard Master
Relay equipment to SSYD DH back
No service performed after 23:00 hours DH back to the MMC

Kind of Service:

Covered

Appendix C: Example of 037

TASK:

Division: Newark	Assignment Number: ▼BH12	Project Number:
Place First Went On Duty: Bay Head	Place Finally Went Off Duty: ▼Bay Head	Type of Service: ▼Passenger
Time First Went On Duty (HHMM): 14:22	Time Finally Went Off Duty (HHMM): 21:39	Total Elapsed Time On Duty (HHMM): 07:17

Claim Information		
Claim Code 1: 037-Allowance trainmen Instructing	Unit of Compensation 1: ▼Hours	Constructive Allowance 1 (HHMM/Amount): ▼04:00
Claim Detail 1: Mentoring Students		
Approver 1: NA	18 / 500	
<input type="button" value="ADD CLAIM CODE"/>		

Remarks
Remarks: Mentoring student John Doe employee # 123456
Kind of Service: Passenger

**K.M. BEEJACK
DEPUTY GENERAL MANAGER
TRANSPORTATION**