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

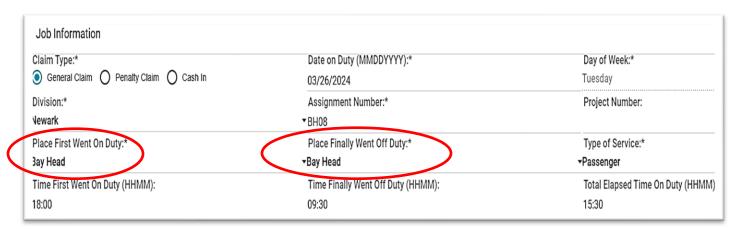
On May 7, 2024, we are introducing an Update to the Details of Service and Remarks Sections. If you are claiming 037 "Mentoring Students", 055 "Continuous time/ additional overtime" or 011 Irregular Service (3 hours), you **MUST** complete the Details of Service and Remarks sections. The "Details of 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.



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



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

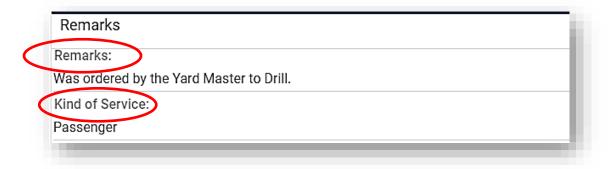
The "Details of Service" section **MUST** start with the first activity you start after your – scheduled off-duty time.

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

ADD DETAILS OF SERVICE

3. Remarks & Kind of Service

You MUST put all "Details of Service" preformed that you are claiming in the "Remarks". Also add what "Kind of Service" you preformed.



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Appendix A: Example of 011

Division:*	Assignment Number:*	Project Number:
Newark	▼BH12	
Place First Went On Duty:*	Place Finally Went Off Duty:*	Type of Service:*
Bay Head	▼Bay Head	▼ Passenger
Time First Went On Duty (HHMM):	Time Finally Went Off Duty (HHMM):	Total Elapsed Time On Duty (HHMM):
14:22	21:39	07:17
•		
Claim Information		
Claim Code 1:*	Unit of Compensation 1:*	Constructive Allowance 1 (HHMM/Amount):*
011-Irregular Service Final Term	▼Hours	▼02:00
Claim Detail 1:*		
Ordered by the Bay Head Foreman to Drill		

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

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Appendix B: Example of 055

TASK:

Division:*	Assignment Number:*	Project Number:
Newark	▼ MM92	
Place First Went On Duty:*	Place Finally Went Off Duty:*	Type of Service:*
ммс	→ MMC	→ Yard →
Time First Went On Duty (HHMM):	Time Finally Went Off Duty (HHMM):	Total Elapsed Time On Duty (HHMM):
15:00	06:38	15:38
Claim Information		
Claim Code 1:*	Unit of Compensation 1:*	Constructive Allowance 1 (HHMM/Amoun*
055-Continuous time	Unit of Compensation 1:* ▼Hours	Constructive Allowance 1 (HHMM/Amoun* *15:38
055-Continuous time Claim Detail 1:*	•	
055-Continuous time	•	

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

Remark	(S
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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

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Appendix C: Example of 037

TASK:

I		
Division:*	Assignment Number:*	Project Number:
Newark	▼BH12	
Place First Went On Duty:*	Place Finally Went Off Duty:*	Type of Service:*
Bay Head	▼Bay Head	▼Passenger
Time First Went On Duty (HHMM):	Time Finally Went Off Duty (HHMM):	Total Elapsed Time On Duty (HHMM)
14:22	21:39	07:17
Claim Information		
Claim Code 1:*	Unit of Compensation 1:*	Constructive Allowance 1 (HHMM/Amount)
037-Allowance trainmen Instructing	▼Hours	▼04:00
Claim Detail 1:*		
Mentoring Students		
Approver 1:	18 / 500	
NA		
400 OLANA GADE		
ADD CLAIM CODE		

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

K.M. BEEJACK DEPUTY GENERAL MANAGER TRANSPORTATION