How To File A Claim

EXACT STEPS SHOWN IN THE EMULATOR

CREDENTIALS SHOWN ARE EXAMPLES ONLY

Step 1: How is this a claim, What was the actual violation, When and where did this happen,

Example:

While working Houston board 600, on 1/22/26 I was denied a vacation lay-off when there were allocations for me to do so. Which is a clear violation of the 1992 crew consist agreement. The Memorandum of Agreement initialed December 18, 1991 concerning various agreement rules. It is the parties intent that reasonable layoffs by both unassigned and assigned employees be permitted.

Step 2: Login to emulator, enter your credentials. Press ENTER to continue.

```
                         IMPORTANT NOTICE
                   PLEASE READ BEFORE LOGGING ON


     This computer system is the property of Burlington Northern Santa Fe.  By
logging on, each user consents that the Company or its designees may inspect,
copy, or disclose any e-mail, electronic communications, or other Information
on this system at any time without further notice.
     All communications made through this system and all material placed on it
must conform with Burlington Northern Santa Fe Code of Conduct and Information
Systems Enterprise Security Policies and Procedures, including the Information
Management Electronic mail System Policy and Intranet/Internet Policy. These
policies can be obtained via the BNSF Intranet Home Page under "Policies" or
by contacting your supervisor.
     Only authorized users are allowed to access the system and any data on
it, and the system is to be used only for valid business purposes or as
authorized by management. Unauthorized access, use, dissemination may be
grounds for disciplinary action up to and including termination. Violations
of Company Policy, including use of this system to access inappropriate or
offensive material, should be reported to the Employee Hotline 800-533-2673.
Your IP Addr: 10.191.43.60                            TELNET Port: 51414


ENTER APPROPRIATE LOGON DATA BELOW                    TERMINAL ID: TNMH0312
```

Step 3: type in 15 tie-up/send ticket/report Activity from the main menu, and press Enter to continue.

```
CIQPUTEY              ***** BNSF Crew Management *****          01/23/26
BNSF HUDSCO                  - TEY Display Status -            21:19:23MT


Code System/Function/Explanation          Code System/Function/Explanation
---- ------------------------------       ---- ------------------------------
  1   Working Board                         14   General Orders/Supt. Notices
  2   Employee Inquiry                      15   Tieup/Send Ticket/Rpt Activity
  3   Assignment Board                      16   Change Verification Number
  4   Vacation Processing Menu              17   Daily Mark Bid Entry
  5   Attendance Guidelines                 18   Advertisement Bid Entry
  6   Display Roster/Seniority Move         19   Advertisement History
  7   Last Train Called                     20   History and Reports Menu
  8   Yard Inquiries                        21   Layoff/Markup Requests
  9   Monthly Safety Topic Scenario         22   Bids Selection Menu
 10   Train Lineups by Board Number         23   Display Scheduled Yard/Local
 11   Train Lineups by Direction            24   Employee Phone Menu
 12   Train Browse                          25   Job Rating Sheets
 13   General Track Bulletins (GTB)        PF8   For More Options>>
---- ------------------------------       ---- ------------------------------
 Code [    ]


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Exit                         Back  Fwrd
```

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Step 4: type in code 1 for timekeeping main menu/ tieup/send ticket and press, ENTER to continue.

```
CIQPRACT                    ***** BNSF Crew Management *****           01/23/26
BNSF HUDSCO                      - Report Activity -                  21:19:48MT


            Code  System/Function/Explanation
            ----  ----------------------------------------------
             1      Timekeeping Main Menu/Tieup/Send Ticket
             2      Report Service Activities
             ?      Help
             .      Terminate
            ----  ----------------------------------------------
        Code: ▢




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help   Main   Exit                                            Prev
```

Step 5: type in 1b for special claims and your 4-digit code to proceed and press ENTER to continue

```
CTTP0001              TYE & Yardmaster Employee Compensation System    01/23/26  PRDG
BNSF  HUDSCO                            Main Menu                          21:20:01MT
        1.  Input Trip Ticket Information
             a.   Train/Yard Trip Reporting              0  New Outbounded Tickets
             b.   Special Claims                         0  Pay Tickets to complete
             c.   Yard (Override)                        0  FRA reporting for DOL's
             d.   Road (Override)
             e.   Yardmaster Special Claims       g.   Dispatcher Special Claims
             f.   Yardmaster Override Screen
        2.  Print Trip Ticket Information
             a.   Trip Ticket Pick List
             b.   Ticket  [        ]  On Duty Date  [        ]
        3.  Decline Employee Pick List                   0  Decline(s) To Review
        4.  Local Chairman      a. Decline Pick List    15  Decline(s) To Review
                                b. Electronic Claims Conference Options
        5.  Print Payment Recap (816)    a.   Year  [      ]  Pay Period  [   ]
        6.  Current Pay Period Earnings
        7.  Ask Comp Systems                             0  Answer(s) To Review


                    Select Code:  [   ]         Employee
                  Verification Number:  [        ]
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help   Main                                                       Prev
```

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Step 6: select type of special claim category, in this case its miscellaneous/penalty/article IX (3ʳᵈ from the bottom) enter "S" then press ENTER to continue.

Step 7: enter "S" on line 73 miscellaneous agreement violation the press ENTER to continue

Select type of Special Claim Event

73 MISCELLANEOUS AGREEMENT VIOLATION
58 BALANCING OF POOLS
MG MERGER GUARANTEE
AN ASSIGNMENT ANNULLED
AT ASSISTING OTHER TRAINS ENROUTE
AS ASSISTING OTHER TRAINS ENROUTE (ATSF)
YV YARD DAY/WORKING HOURS RULE
FH FOREIGN LINE HELPER
A9 ARTICLE IX
37 MOVED AFTER MARK GN/NP/SPS/CBQ YARD ONLY

Step 8: enter the date, then "B" for basic day or "M" for make whole for your type of claim, followed by your employee number.

```
CTTP0010        Train, Engine and Yard Employee Timekeeping System    01/23/26
BNSF HUDSCO                    Special Claims Main Menu                21:21:13MT

Ticket  Report   Date of      Input by   Basic Day/
Number   Date    Occurrence     LChm     Make Whole
         012326  [          ]              [ ]      Date
                                 C R Oc R S  Prev    Yard Job No/    Home    Occur
    Empl ID   F M Last Name     O X Cd G D Worked    Turn No         Terml   Statn
[              ][             ] [ ][ ][ ][ ][ ][      ][              ][      ][      ]
[              ][             ] [ ][ ][ ][ ][ ][      ][              ][      ][      ]
[              ][             ] [ ][ ][ ][ ][ ][      ][              ][      ][      ]

                                                      CA Code: 73

                                                      Printer ID: [        ]




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Main                                                      Prev
```

Step 9: R/X = regular assigned or extra board, if the claim was a result of you working a regular job you put an "R" if you were on the extra board then an "X"

Step 10: Oc/Cd = occupation code chose one 03-conductor, 05-brakeman, 13-yard foreman or 14-yard helper.

Step 11: now enter date previously worked (can be skipped), followed by the yard job / road job symbol or number, you were working when the violation occurred.

Step 12: enter your home terminal (where you went on duty), then the occurrence station (where the claim happened), then press ENTER.

EXAMPLE of when steps 8 thru 12 are followed.


```
CTTP0010        Train, Engine and Yard Employee Timekeeping System      01/24/26
BNSF GLASGO                    Special Claims Main Menu                  12:24:48MT


Ticket   Report     Date of       Input by    Basic Day/
Number   Date       Occurrence    LChm        Make Whole
         012426     012226                 b   Date
                                C R Oc R S Prev   Yard Job No/     Home   Occur
   Empl ID   F M Last Name      O X Cd G D Worked Turn No          Terml  Statn
                                r  03 s h 012226  hou.6310         35100  35100




                                                          CA Code: 73

                                                          Printer ID:


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help   Main                                                        Prev
```

Step 13: input the miles for your claim, then enter your claim remarks. When finished inputting your information press PF5 to commit your claim.

```
CTTP0023      Train, Engine and Yard Employee Timekeeping System    01/23/26
BNSF HUDSCO                   Miscellaneous Special Claims            21:23:40MT
                                                                    CA Code 73
Ticket     Report    Date of      Input by    Basic Day/
Number     Date      Occurrence   LChm        Make Whole
           012326    012326                      B   Date
                                  C R Oc R S Prev    Yard Job No/   Home   Occur
Empl ID         F M Last Name     O X Cd G D Worked  Turn No        Terml  Statn Mls
▬▬▬▬▬▬▬       ▬▬▬▬▬▬▬▬▬           A R 03 S J 012226  GAT.7210       40000  40000 130.0


Remarks   (displaying lines - 01 thru 08)
I am claiming a 130-mile basic day account, on 01/22/2026 1 was denied a
a single vacation day. lay-off when there were two open lay-off allocations.
This is a violation of ATSF 1985 Crew Consist Agreement article III sec 1
and 1992 Crew Consist Agreement which states the carrier shall maintain a
sufficient number of employees to permit reasonable lay-off privileges


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Main              Comit       Rmks- Rmks+         Ssn-  Ssn+  Prev
```