

## Express Tie-Up Tutorial

The following pages include screens shots of the newly-revised TSS tie-up system, Express Tie-Up.

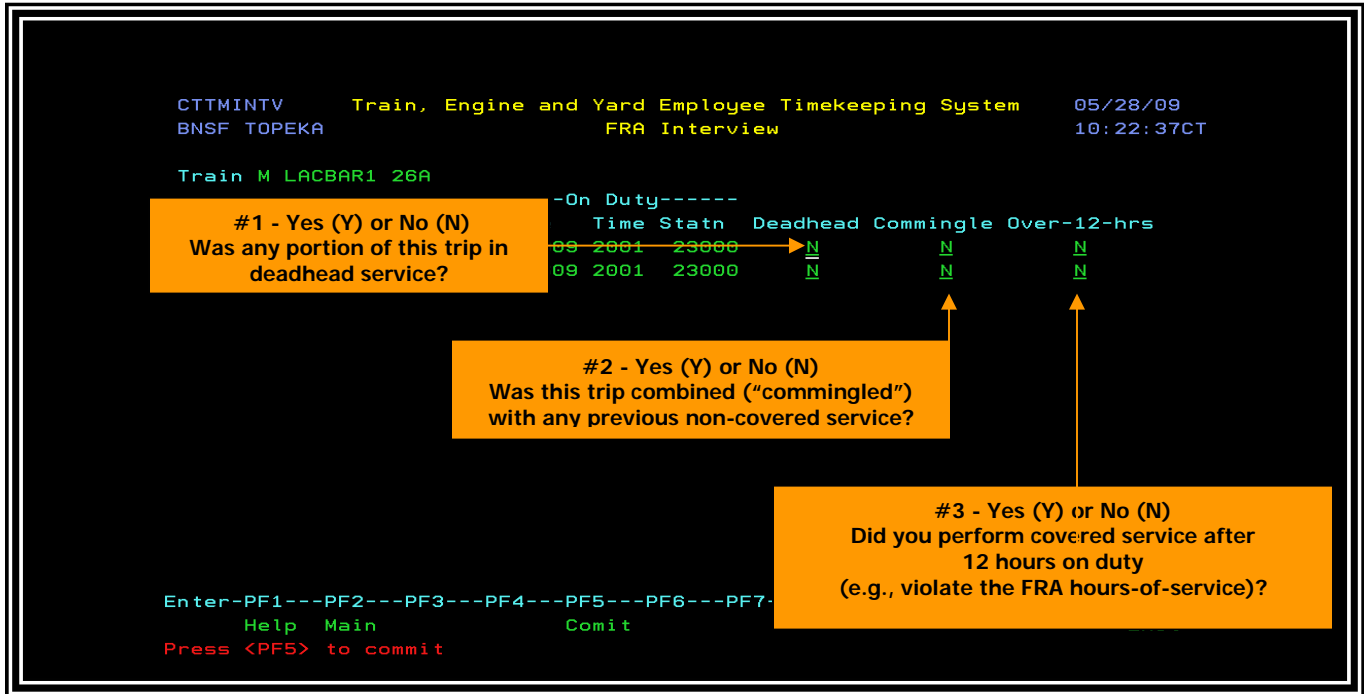
Effective July 15, 2009, Express Tie-Up will replace the multiple tie-up screens currently used. Express Tie-up meets the new tie-up requirements of the Rail Safety Improvement Act of 2008.

Express Tie-Up streamlines the tie-up process by pre-populating some of the hours-of-service fields and automatically calculates basic pay elements at the end of the tie-up session. Pre-populated fields are a good faith judgment as to the factual accuracy of data for a specific employee and employees are able to make any necessary changes to pre-populated data by simply typing into the data field.

### **Important:**

- All Transportation employees must tie-up at the end of their tour of duty.
- Federal regulations and BNSF General Notice require all train service employees to promptly and accurately report hours of service.
- Release times (tie-up times) must be within 30 minutes of the actual time.

## Federal Railroad Administration Interview Screen



The FRA Interview Screen appears only when the difference between the on duty date/time and the current date/time is less than 11 hours, 55 minutes. If the actual time is greater than 11 hours, 55 minutes, this screen will not appear until the next tie up.

Q #1: Was any portion of the tour of duty was spent waiting for or in deadhead service? If an employee deadheaded from the train or an assignment, the answer in this box should be "Y".

Q #2: Was this trip "commingled" with any previous non-covered service? For example, a yard crew member who attended alternative handling rules training from 1000 to 1200 and reported for service at 1430 had commingled service. The employee would only have 10 hours to perform covered service because of the 2 hours in the rules class commingled with the covered service. Deadheading to a train or assignment is considered commingled if there is not a 10 hour rest period prior to performing covered service.

Q #3: Was covered service performed after 12 hours on duty? Covered service is the portion of the employee's time on duty during which the employee is engaged in, or connected with, the movement of a train.

	Deadhead	Commingle	Over-12-Hours	Comments
1	Y	N	N	Y = indicates time was spent waiting for or in deadhead service after the crew was relieved from covered service
2	N	Y	N	Y = indicates an activity before the covered service that was not separated by 10' or more hours of rest
3	N	N	Y	Y = covered service was performed after 12' hours on duty

- Placing a "Y" in the Over-12-Hours field results the following additional questions and automatically generates a report to the BNSF Safety department:
  - o The time that transportation arrived
  - o Who approved the hours-of-service violation, and
  - o The reason for the violation

## Single Tie-Up Screen

This screen allows you to report all pertinent hours-of-service information – including relieved and released times – and basic pay information. Select CA codes will be calculated and paid automatically, if owed to you.

CTTREZCR Train, Engine and Yard Employee Timekeeping System  
BNSF TOPEKA Road Tie Up

Occupation 03 Conductor Previous Time Off 99 59  
Duty Station LOSANG LOS ANGELES, CA

Departure Time 2100 Car Count 75 Act Miles Run 150.0 Route Code 99  
Respites Time \_\_\_\_ To \_\_\_\_ Service Code 2 Crew Route Miles 149.0

----- On Duty ----- Arr Pos Relieved Arr Released Rs TieUp Total  
Oc Locatn Date Time Tz Time Time Date Time TZ Rq Locatn TOD

03 LOSANG 0526 2001 PT 0700 0527 0730 0527 0800 BARSCA 00 00

Below codes will be calculated & paid on your ticket if earned on this SVC trp  
07,09,24,25,30,32,41,72,91,IA,PD,CP,CS  
Additional codes may be added at the end of tie up  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---  
Help Main Comit  
What time did Transportation arrive?

**Released Time** = the tie up time  
The released time cannot be more than 30 minutes into the future.

**Relieved Time** = the actual time that a train employee stops performing a covered service assignment or commingled service.

If the **Relieved** and **Released** times are different, you must enter the time transportation arrived to transport you to your off-duty location.

## Reporting Time for Multiple TY&E Employees

CTTREZCR Train, Engine and Yard  
BNSF LOSANG Road

Employee Name Occupation  
YENCAL GAUBANG D 03 Conductor

CTTNRLXT  
Do you want to copy the Relieved & Relief times to the following employee  
VTKRAM M GANDHI 05 Y (Y/N)

If there are multiple employees, you can select "Y" to copy times into another employee's report.

On Duty 051703 2300 On Duty Station KANCKS KANSAS CITY, KS

Departure Time 2300 Car Count 12 Act Miles Run 12.0 Route Code 99  
Respites Time \_\_\_\_ To \_\_\_\_ Service Code 3 Crew Route Miles 12.0

Pay is automatically calculated, including select CA Codes if applicable.

----- On Duty ----- Arr Pos Relieved Arr Released Rs TieUp Total  
Oc Locatn Date Time Tz Time Time Date Time TZ Rq Locatn TOD

03 KANCKS 0517 2300 CT 2300 0517 2300 0517 2300 CT JOLIL 00 00

Below codes will be calculated & paid on your ticket if earned on this SVC trp  
07,09,24,25,30,32,41,72,91,IA,PD,CP,CS  
Additional codes may be added at the end of tie up.  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Main Comit Exit  
Press <PF5> to commit

