

SLIP NO. _____

DIVISION _____

DATE _____

Length of Time off duty previ- ous to this trip	FIRST WENT ON DUTY			FINALLY WENT OFF DUTY			Total Time on Duty		Identifi- cation Number	NAME	Occupa- tion
	Place	Date	Time	Place	Date	Time	Hrs.	Min.			
											Conductor
											Brakeman
											Brakeman
											Brakeman

DETAILS OF SERVICE

Train No.	Engine No.	Number Units	DEPARTURE			ARRIVAL			Actual Miles Run	Kind of Service (Pass. Frt. Work Yard D. H. Etc.)	TIME CLAIMED	
			STATION	Time Went on Duty	Train Ordered For	Time Train Departed	STATION	Time Train Arrived			Time Went off Duty	Miles
REMARKS:										Straight Time		
										Miles	Hours	
										Overtime		
										Miles	Hours	
										(Over)		

SPACES BELOW FOR USE OF TIMEKEEPER ONLY

SER/ICE		DETAIL OF COMPENSATION					Total Miles	TRIP	Rate Code	H W	EMPLOYEE NUMBER	H W	EMPLOYEE NUMBER	H W	EMPLOYEE NUMBER	H W	EMPLOYEE NUMBER
Class	Run	Str. Time Act. Work	Str. Time Paid For	Overtime	Constructive Code	Miles											

Name of Engineer _____

I certify this report to be correct:

Conductor Signature _____

INSTRUCTIONS

1. This report shall be rendered for all engine and train crews including yard and switching crews. Enginemen, Firemen, Conductors, Flagmen, Train Baggage-men and Trainmen shall also use this form when reporting individually. The report shall be rendered and signed by the engineer for the engine crew and by the conductor for the train crew. If there is no engineer or conductor it shall be rendered and signed by the ranking employee whose time is reported thereon. Reports shall be numbered consecutively for each month beginning with No. 1.

2. The report shall be dated as of the date on which the employe first goes on duty.

3. Under "remarks" shall be shown any irregularities of the hours of duty. If an employe is released from duty for any period between the time of first going on duty and the time finally relieved from duty, such fact must be shown under "Remarks", giving the place at which the release is given, the time at which it began, and the time at which it ended. Time off duty for meals taken by yard crews shall also be shown under "Remarks". If the whole or part of service is deadheading the place at which the deadheading began and ended and the train on which the employe deadheaded will be shown. When a crew or employe is relieved before the completion of a trip the name of the conductor or engineman of the crew relieving or the name of the employe relieving will be shown.

4. Wherever time is shown A. M. or P. M. shall be given.

5. In reporting delays the cause of each delay, the place at which it occurred, the time it began and the time ended shall be given. Delays due to different causes shall be shown separately.

6. All delays to passenger trains shall be shown. Delays to freight trains of less than 10 minutes at any one place need not be shown. Delays to yard and switching crews whose service is confined entirely to yard limits need not be shown.

DELAY REPORT

Place	Duration of Delay		CAUSE OF DELAY
	Time Began	Time Ended	

Show here any non-incident work performed on the trip with location and time

consumed: _____

Show here time and location loading and unloading Company material: _____

Show here total time consumed in train and station switching on trip: _____

REMARKS:
