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For assistance, please contact Online System Services at 544-5555 (Opt.3, Opt.4)

Overview

To achieve accurate Hours of Service Reports in compliance with the Railroad Safety Improvement Act (RSIA), any non-covered service activity that happens at the behest of Union Pacific Railroad must have a Tie-Up and FRA Hours of Duty Reporting completed by the employee at the end of service. Non-covered service includes, but is not limited to, rules classes, safety blitz training, simulator training, random or statutory drug/alcohol testing, etc.

Scenarios are provided on the next pages demonstrating how to enter training and testing activities. Scenarios B and C include entering a training activity and a deadhead at an outlying location. For more information on entering a deadhead, refer to the Hours of Service Reporting: Deadheads to Work at an Outlying Location Quick Reference Guide.

Report Training and Testing Activities

Training and testing activities are reported in the **Other Activity** section on the **Tie-Up Reporting – FRA Reporting** window.

- 1. In the Other Activity section, click < Add>.
- 2. Enter the Previous Time Off from the Header section.
- 3. Select one of the following activities from the **Activity** dropdown:
 - TN Training, Simulator, or Safety Blitz course
 - TS Random or statutory drug and/or alcohol test
- 4. Leave the **Mode of Transport** blank.
- 5. In the **Activity Start** area, enter the Location Code where the activity started, and the **Date** and **Time** when the activity started.
- 6. In the **Activity End** area, enter the Location Code where the activity ended, and the final release **Date** and **Time**.
- 7. Enter a comment if applicable.
- 8. If you need to add additional activities, repeat steps 1 through 7.
- 9. Click < Next>. The Hours of Duty Certification window appears.
- 10. Review the information. If it is correct, check the I certify that the information I have entered is correct. checkbox.
- 11. Click <Finish>.

Note: Never report training or testing activities in the Train Activity section.



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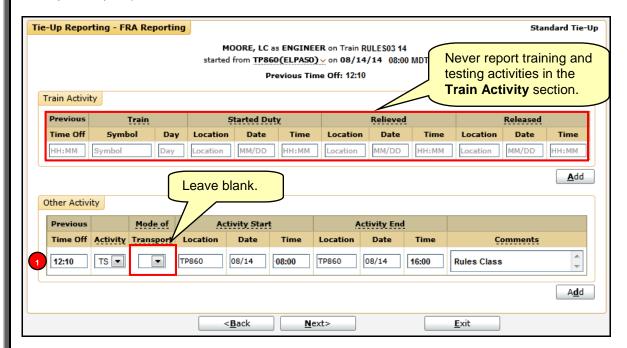
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Scenario A: Reporting a Rules Training Class

The screenshot shows a completed example based on the scenario.

On August 14th Engineer **L.C. Moore** attended a **Rules** class in **EL PASO** (**TP860**), and was placed on-duty at **08:00**. The class ended at **16:00**. At the end of his class, he completed a Tie-up and Hours of Duty Activity Report.



The following entry was made in the **Other Activity** section:

Line 1. He enters a training activity (TS) by entering his previous time off (12:10), the location of the training (TP860), the date (08/14) and time (08:00) the training started, the location (TP860), and the date (08/14) and time (16:00) the training ended. He also adds a comment (Rules Class).

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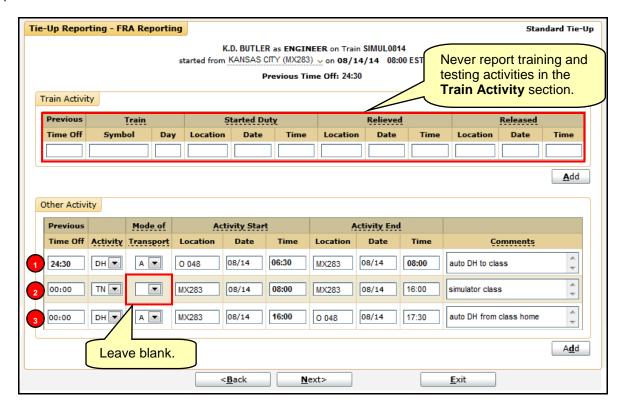
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Scenario B: Reporting Deadhead to and from Simulator

The screenshot shows a completed example based on the scenario.

On August 14th, Engineer **K.D Butler** goes to a **Simulator** class in **KANCITY** (**MX283**) that starts at **08:00**. His home is terminal **ATCHISON** (**O 048**). He travels by personal auto. He was placed on duty at **8:00**. The **Simulator** class lasts from **08:00** to **16:00**. He leaves **KANCITY** at **16:00** and travels by personal auto back to **ATCHISON**. He arrives at **17:30**.



The following entries were made in the **Other Activity** section:

- 1 Line 1. He enters a deadhead activity (DH) by entering his previous time off (24:30), his mode of transport (A), his home terminal (O 048), the date (08/14) and time (06:30) he left, the location he is traveling to (MX283), and the date (08/14) and time (16:00) he arrived. He also adds a comment (auto DH to class).
- Line 2. He enters a training activity (TN) by entering the location of the training (MX283), the date (08/14) and time (08:00) the training started, the location (MX283), and the date (08/14) and time (16:00) the training ended. He also adds a comment (simulator class).
- Line 3. He enters a deadhead activity (DH) by entering his mode of transport (A), the location he is leaving from (MX283), the date (08/14) and time (06:30) he left, his home terminal (O 048), and the date (08/14) and time (17:30) he arrived. He also adds a comment (auto DH to from class home).



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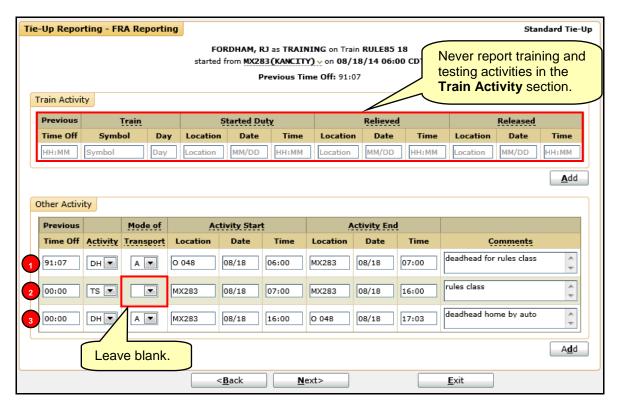
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Scenario C: Reporting Training/Testing with Deadhead

The screenshot shows a completed example based on the scenario.

On August 18th, Engineer **R.J. Fordham** goes to a **Rules** class at **07:00** in **KANCITY (MX283)**. His home terminal is **ATCHISON (O 048)**. He travels by personal auto. He was placed on duty at **06:00**. The **Rules** class lasts from **07:00** to **16:00**. He then leaves **KANCITY** at **16:00** and travels by car back to **ATCHISON**. He arrives at **17:03**.



The following entries were made in the **Other Activity** section:

- Line 1. He enters a deadhead activity (DH) by entering his previous time off (91:07), his mode of transport (A), his home terminal (O 048), the date (08/18) and time (06:00) he left, the location he is traveling to (MX283), and the date (08/18) and time (07:00) he arrived. He also adds a comment (deadhead for rules class).
- Line 2. He enters a training activity (TS) by entering the location of the training (MX283), the date (08/18) and time (07:00) the training started, the location (MX283), and the date (08/18) and time (16:00) the training ended. He also adds a comment (rules class).
- Line 3. He enters a deadhead activity (DH) by entering his mode of transport (A), the location he is leaving from (MX283), the date (08/18) and time (16:00) he left, his home terminal (O 048), and date (08/18) and time (17:03) he arrived. He also adds a comment (deadhead home by auto).