



JOB AID:

ONLINE UNION ALLOWANCE / EXPENSE TOOL

December 2018

Table of Contents

Logging on the CP Station	4
Opening the Expenses/Allowances Tool	5
Worklist Selection Screen	6
Create a New Claim	7
Header Data	9
Item Data	10
Entering: Allowances	12
Mileage	13
Miscellaneous Expenses	14
Claim Actions	15
Park, Back	15
Simulate, Print, Submit for Approval	16
Submit and Copy, Delete Trip	17
Attaching a File	18
Adding a Note	19
Copy a Trip to Create a New Claim	20
Correcting a Processed Claim	21
TD4 Form – MWED/IBEW (Canada only)	24
Submitting TD4's	25
Filling in the Form	26
TD4 Form Actions	28
Sample: Completed TD4 Form online	29
Approvals	31
Logging on SAP	32
Reviewing Expenses/Allowances for Approval	33
Approving & Rejecting	35
Viewing Attachments	36
Approving TD4 Forms	37
Appendix	39
Worklist Search Tips	39
Contacts	40
Policy 6309 - Business Expense Reimbursement	41

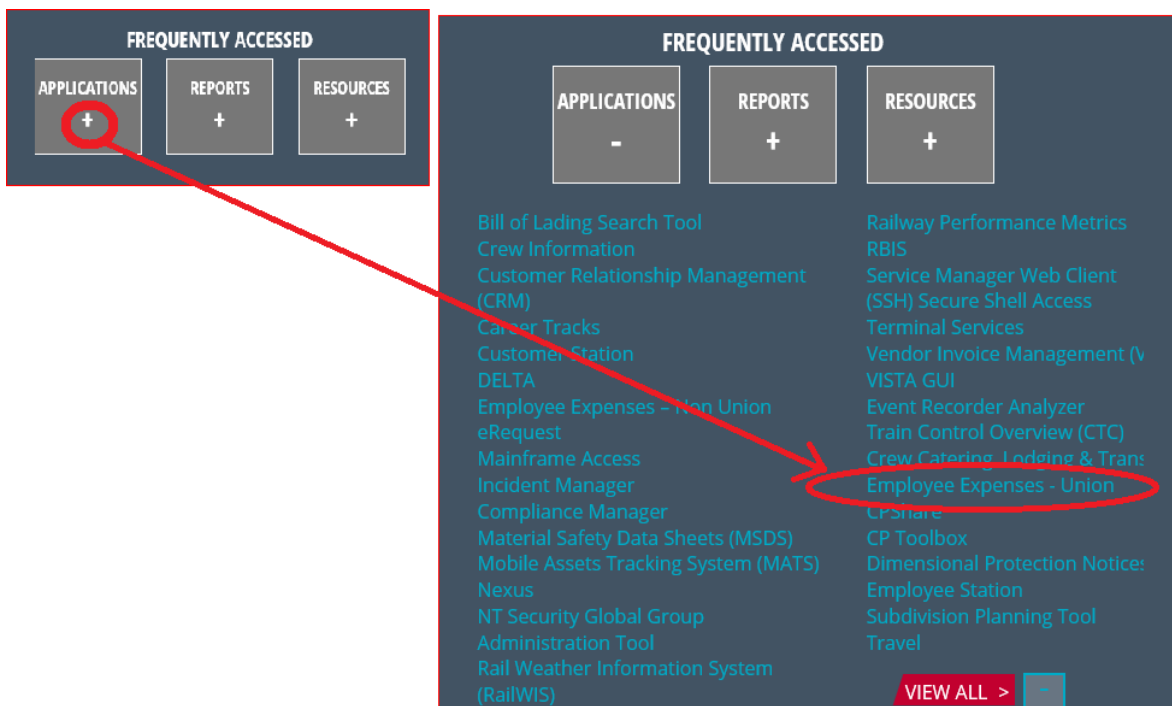
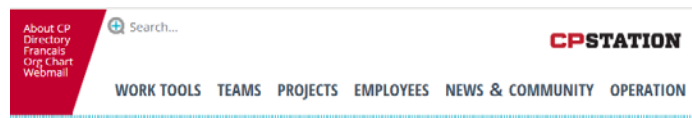
Before you Begin

You will need to know your User ID and Password

- This will be the same as you use to log on to Employee CP station
- **If you do not have your User ID and Password, or if you are unable to log into CP Station, please contact the Service Desk at 1-800-387-1833 for assistance**
- Additional information and Contacts can be found on Pg. 40 or on CP Station on the Employee Expenses – Union Employees page:
<http://intranet.cpr.ca/worktools/Pages/employee-expenses-union.aspx>

Logging on to CP Station

1. Open CPStation
 - This should be your default home page or you can type in your browser:
<http://intranet.cpr.ca/>
2. Below the 'Frequently Accessed' section, click the '+' in the Applications box to open it
3. Click on Employee Expenses - Union and a new window will open



4. Click on "Union Expense System" as circled below

EMPLOYEE EXPENSES - UNION EMPLOYEES

Published: January 24, 2017

All unionized employees who are processing their own expense claims, timekeepers or managers reviewing the unionized expense claims submitted to them should be using the following expense system.

- Unionized expense claim approval using SAP transaction ZEITRIPS
- Unionized expense claim creation. Click this link **Union Expense System** log in and direct yourself to the highlighted transaction.



5. If you have a dedicated computer, when you click on "Union Expense System" this will take you directly into your union Allowance Expense system. ...Skip to Page 6.

6. If you share the computer with other employees, then you will be required to log on to CP Station first by Clicking on to

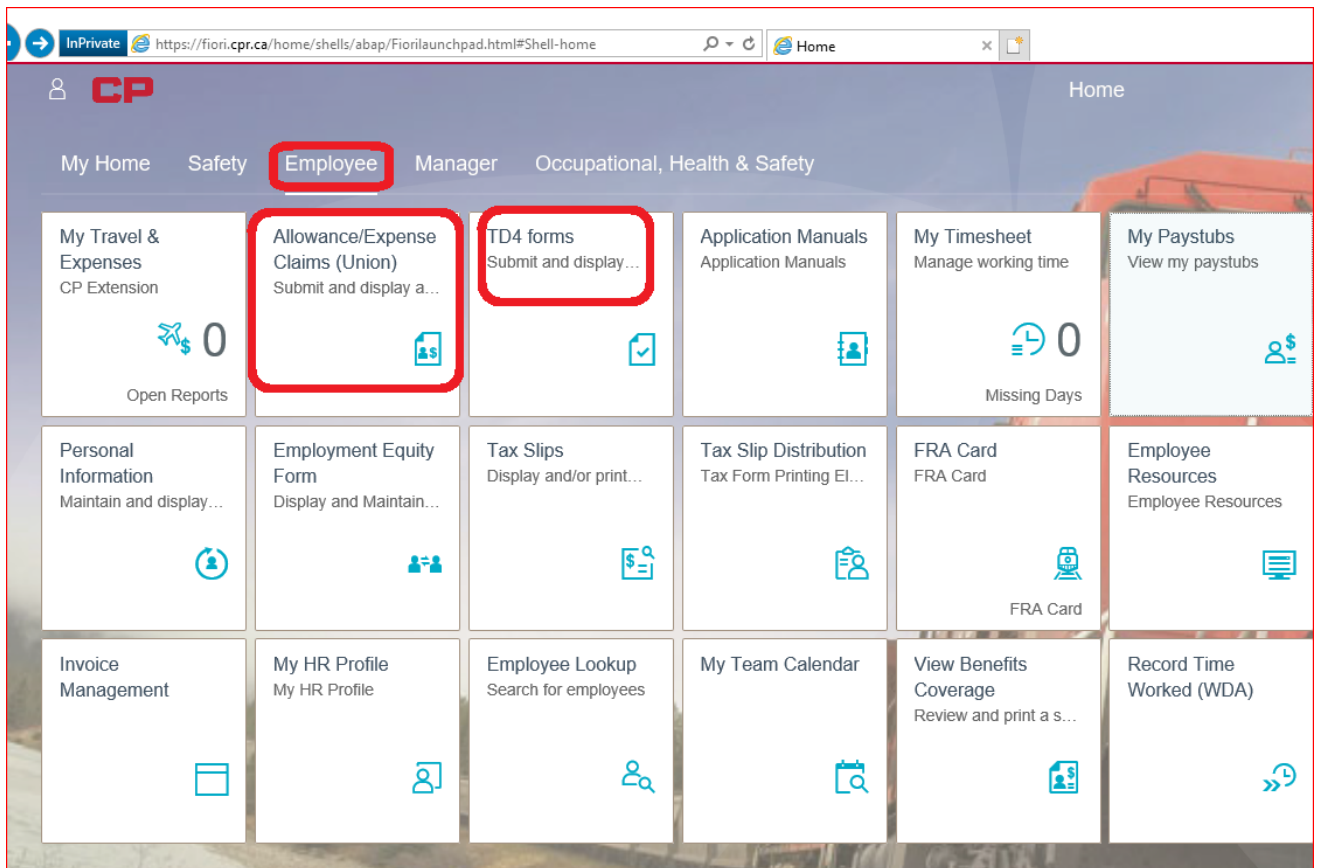
<https://fiori.cpr.ca/home>

7. Enter your user ID and password then click the Log On button to open the portal

A screenshot of a web portal for SAP. On the left is a photograph of a red train engine. On the right is a login form with fields for 'User *' (containing 'YOU1234') and 'Password *' (masked with dots). Below the password field is a 'Log On' button. At the bottom, there is a copyright notice 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

Opening the Expenses/Allowances Tile

1. In Employee Station/Fiori you will see "**Allowance/Expense Claims (Union)** " Tile under Employee tab
2. When you click on the Allowance/Expense Claims (Union) " Tile a new window will open with your Worklist Selection dashboard
3. It is important to note that you also have the TD4 Tile available on this page if you are entering your TD4. (For entering TD4, skip to page 24)



Worklist Selection Screen

The Worklist Selection screen is a dashboard where you can:

- ▶ Create a new claim
- ▶ Edit a parked or rejected claim
- ▶ View your claims and their current status
- ▶ Copy claims previously submitted

Viewing the Worklist

1. The Creation Dates are when the claims were submitted, not necessarily the date of the expense.
 - ▶ These will default to today’s date and 30 days prior, but can be changed as required.
 - ▶ A period of 90 days maximum may be viewed at one time.

The screenshot shows the 'Worklist Selection' form. At the top, there are buttons for 'Reset', 'Clear', 'Search My Worklist' (annotated with a circled 3), and 'Create New Claim'. The form fields include: 'Creation Date' with a date range from 2015/08/15 to 2015/09/14 (annotated with a circled 1), 'Created By(User)' with the value DEM1234 (annotated with a circled 2), 'Employee ID' with the value 00969329, and 'Status' and 'Trip No.' fields. Each field has a copy icon to its right.

2. The Created By (User) and Employee ID will default to yourself.

NOTE: If you enter claims on behalf of other employees, then only the User ID will default.
See appendix for additional search tips for the worklist.
3. Click the ‘Search My Worklist’ button
4. A list will open below showing the trips you have created with the trip number, creation dates, expense dates, current status , and total amounts of the trip.

The screenshot shows a table of worklist entries. The table has columns: Trip Number, Creation Date, Submitter (User ID), Employee ID, Employee Name, Start Date, End Date, Status, Miles/Km, Total Amount, and Currency. The first two rows are highlighted in blue. The second row is highlighted with a red arrow and a circled 5. Above the table, there are buttons for 'View: [Standard View]', 'Export', and 'Copy Trip' (annotated with a circled 6).

Trip Number	Creation Date	Submitter (User ID)	Employee ID	Employee Name	Start Date	End Date	Status	Miles/Km	Total Amount	Currency
120057280	2015/09/14	DEM1234	969329	EMPLOYEE 1	2015/07/13	2015/07/14	Approved	0	190.40	CAD
120057281	2015/09/14	DEM1234	969329	EMPLOYEE 1	2015/07/15	2015/07/16	Submitted	120	256.60	CAD

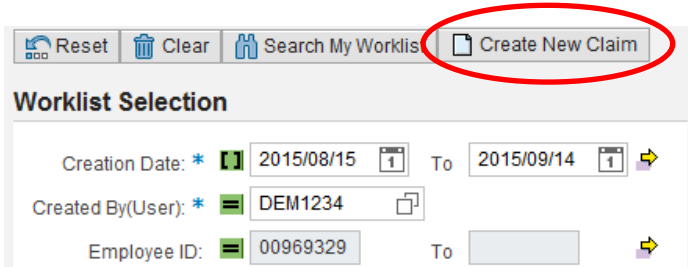
To view or edit the details of a trip:

5. Click on the line of the Trip you want to view so that it is highlighted
6. Click on the Edit/Display button

NOTE: Trips with a Parked, Rejected, or Max Escalations status may be edited and submitted
Trips with a status of Submitted or Approved are display only

Create a New Claim

On the Worklist Selection screen, click the 'Create New Claim' button



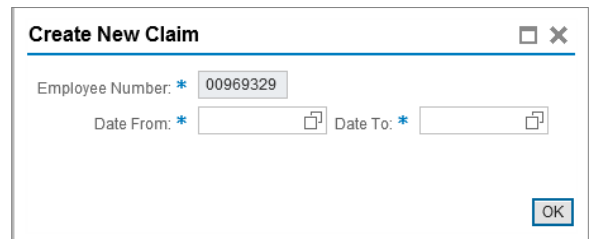
The screenshot shows the 'Worklist Selection' interface. At the top, there is a toolbar with buttons: 'Reset', 'Clear', 'Search My Worklist', and 'Create New Claim'. The 'Create New Claim' button is circled in red. Below the toolbar, the 'Worklist Selection' section contains three rows of input fields: 'Creation Date' with a date range from 2015/08/15 to 2015/09/14, 'Created By(User)' with the value DEM1234, and 'Employee ID' with the value 00969329. Each row has a 'To' field and a small icon to the right.

NOTE:

The Worklist Selection fields are for searching only. They do not need to be changed when creating a new claim.

A box will pop up where you will enter the employee number and date range for the new claim.

- ▶ All fields are mandatory
- ▶ As on the worklist, the Employee Number will default to yourself unless you enter on behalf of other employees



The screenshot shows a 'Create New Claim' dialog box. It has a title bar with a close button. Inside, there are three input fields: 'Employee Number' with the value 00969329, 'Date From' (empty), and 'Date To' (empty). Each field has a small icon to its right. An 'OK' button is located at the bottom right of the dialog.

Click OK to continue. A new window will open where you will enter your claim information.

IMPORTANT:

Once a trip is created with these dates, they will no longer be available for additional claims. Ensure you only enter dates for claims being submitted on this trip, even if it is only one day.

For example, if you are submitting expenses for Jul 13th, 14th, and 15th you would enter:

Date From: * 2015/07/13 Date To: * 2015/07/15

1. Trip Number

- ▶ This will show as zeros until a claim is Parked (saved) or Submitted
2. Header Data
 - ▶ Employee details, date range of the trip, cost allocation, approver information
 3. Action Buttons
 - ▶ Various actions for creating and submitting the trip, including attachments
 4. Item Data
 - ▶ List of business claims by expense date that will be submitted for this trip

[illegible]

NOTE: Fields with a * are mandatory and an error will occur if it has not been populated.

Header Data

Your employee number, name, union affiliation, country and currency will automatically be populated

- If your union or country is incorrect, please contact Employee Services @ 1-866-319-3900.

The screenshot shows the 'Business Allowances - Create trip' form. At the top, the 'Trip Number' is 0000000000. Below it is a 'Header Data' section. The 'Employee' section contains fields for 'Employee Number' (00969329), 'Name' (1 EMPLOYEE), 'Union' (CP - MWED), 'Province' (a dropdown menu with a red circle 1 next to it), 'Country' (CA), and 'Currency' (CAD). The 'Trip Dates and Cost Allocation' section has fields for '* Date From' (2015/07/13), '* Date To' (2015/07/15), 'Cost Center', 'Order', 'Network', and 'Activity'. A red bracket with a red circle 2 spans the date fields. Another red bracket with a red circle 3 spans the Cost Center, Order, Network, and Activity fields. The 'Approver' section has an 'Approver' field with 'HIC1234' and 'Approver 1', and a 'Comments' field with a red circle 5. A red bracket with a red circle 4 spans the Approver field. A red circle 3 is also next to the 'Network' field.

1. In the Province field, click the drop down to select your province
 - If you are a US employee, this field will be greyed out and is not required
2. The Trip Dates will be populated with the date range you entered on the previous screen
3. Enter one (1) cost allocation:
 - Cost Centre (or) Order Number (or) Network/Activity
 - Click Enter to populate this to the Item Data below

NOTE: Cost allocations can be edited or changed at the line item level if required
4. The approver field will default based on your SAP hierarchy
 - If this is not your approving manager or if another manager will be approving your claim in his absence, enter the new user ID and click enter to populate the manager name

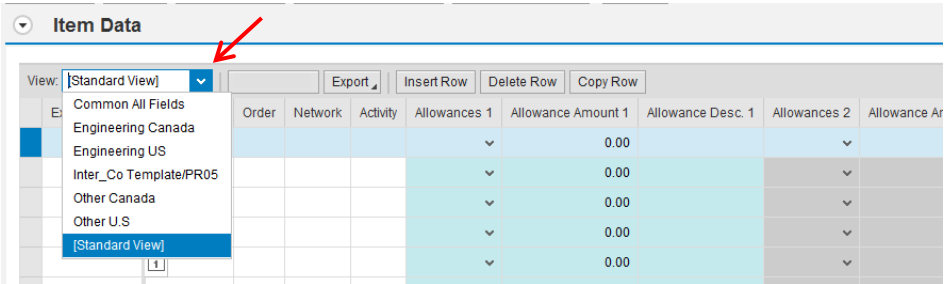
NOTE: Only managers with the proper approval access and authority will be accepted in this field
5. OPTIONAL: A brief description may be typed in the Comments field, however it will not be visible to your manager on the approval screen.
 - Only attached notes or descriptions in the line items will be visible on the manager approval screen
 - The Comments text may only be viewed in PR05 and is used primarily with correction claims

Item Data

Once all of your Header Data has been filled in, the claim details can be entered in the Item Data fields.

The Item Data list will default to the ‘Standard View’ which shows all of the columns available in the tool. These columns do not apply to every union, so pre-set layouts have been created to default to the columns common to your affiliation.

Click the drop down beside View to select the layout that best applies for you



The following layouts include these columns:

Engineering Canada	Engineering US	Inter_Co Template/PR05	Other Canada	Other US
Region	Misc. Expense (1)	Allowances	Region	Misc. Expense (1)
Allowances (1)	Misc. Expense (2)	Mileage	Misc. Expense (1)	Misc. Expense (2)
Allowances (2)	Mileage (1)	Misc. Expense	Misc. Expense (2)	Mileage
Mileage	Mileage (2)	Currency	Mileage	Currency
Misc. Expense	Currency	Cost Allocation	Currency	Cost Allocation
Currency	Cost Allocation		Cost Allocation	
Cost Allocation				

NOTE: Custom layouts may also be created for the individual user. See appendix for instructions.

Enter the Expense Date

Under the Expense Date column, enter the date of your claim. This is the date the allowance/expense was incurred.

Item Data				
View: Engineering Canada Export Insert Row Delete Row				
Expense Date	Region	Allowances 1	Allowance Amount 1	Allowance Amount 2
2015/07/13	ALTA		0.00	
	ALTA		0.00	

NOTES:

- Multiple allowances/expense/mileage entries may be entered for each date by filling in the appropriate columns on that row, or the date can be duplicated on a new row for additional claims
- Several dates may be submitted on the same trip, however they must fall within the date range indicated in the Header Data.

Item Data				
View: Engineering Canada Export Insert Row				
Expense Date	Region	Allowances 1	Allowance Amount 1	Allowance Amount 2
2015/07/13	ALTA			
2015/07/14	ALTA			
2015/07/15	ALTA			
	ALTA			

Trip Dates and Cost Allocation
* Date From 2015/07/13 * Date To 2015/07/15

Copy Row

If you will have similar claims for additional dates, you can also copy a row. All of the fields from the highlighted line will copy to a new row, and only the date will need to be updated.

- Highlight the row you wish to copy
- Click the Copy Row button
- Change the date accordingly

Item Data				
View: Engineering Canada Export Insert Row Delete Row Copy Row				
Expense Date	Region	Allowances 1	Allowance Amount 1	Allowance Amount 2
2015/07/13	ALTA	PDA PER DIEM AD HOC ALLOWANCES MoW	106.10	
2015/07/13	ALTA	PDA PER DIEM AD HOC ALLOWANCES MoW	106.10	
	ALTA		0.00	

NOTE: The items on a copied row may still be edited or changed before Parking or Submitting

Enter the Region



In Canada, you must specify if an expense occurred in a different region.

The regions column will default based on your Province selection in the Header Data.

- When required, click the drop down to change this at the line item when claiming an expense for a different region

View: Engineering Canada Export Insert Row				
Expense Date	Region	Allowances 1	Allowance	
2015/07/13	ALTA			
	ALTA			
	ALTA			
	ALTA			

Entering an Allowance



- Under the first Allowance column, click the drop down to select the allowance you are claiming
- In the Allowance Amount, enter the dollar amount of the allowance being claimed

If your collective agreement has a defined amount for this allowance it will populate automatically

E.g. MWED Laundry = \$ 7.00 (2015)

- Defined amounts may be edited however it is recommended you add a description indicating why the amount was changed

Expense Date	Region	Allowances 1	Allowance Amount 1	Allowance Desc. 1
2015/07/13	ALTA		0.00	
	ALTA	FMA 1st MONTH'S LODGING ALLOW MoW		
	ALTA	LAUN LAUNDRY		
	ALTA	MA MEAL ALLOWANCE/EXPENSE		
	ALTA	MLA MONTHLY LODGING ALLOWANCE MoW		
	ALTA	PDA PER DIEM AD HOC ALLOWANCES MoW		
	ALTA	RRDE REGION REST DAY EXPENSE		

3. OPTIONAL:

A brief description may be typed in the Allowance Desc column. This field will be displayed when your manager views the claim details in the approval process.

Additional allowances for this date may be entered by following the same process under the second set of Allowance columns.

Sample of multiple allowance entries on one date:

Expense Date	Region	Allowances 1	Allowance Amount 1	Allowance Desc. 1	Allowances 2	Allowance Amount 2	Allowance Desc. 2
2015/07/13	ALTA	MA MEAL ALLOWANCE/EXPENSE	43.00	Training Meals	LAUN LAUNDRY	7.00	

Entering Mileage

To submit a mileage claim, you must provide the start and end location, distance travelled, and mileage type. If you are claiming weekend/rest day mileage, you must also indicate your work schedule (MWED, IBEW) or rule identifier (SOO, D&H).

Start Location 2	End Location 2	Total Mileage 2	Mileage Comments 2
Alyth	Vulcan	120	

1. Type in your Start Location and End Location under the appropriate columns
2. Enter the mileage travelled between these locations
 - Decimals are not accepted and must be rounded up
 - Mileage units will default based on your country: Canada = km, US = mi
3. Mileage Comments are optional unless the mileage is greater than 750, then they are mandatory
4. Under the Mileage Type column, click the drop down to select the type of mileage being claimed

Par Mileage

If PAR mileage is selected, no other fields are required and the mileage claim is done

Mileage Type 2	Work Cycle/Rule 2
A PAR (Personal Auto)	
W Weekend Travel (M/W)	
I PAR2 (Pers. Auto)-DM02&4 only	

All other CAN/US DME – BMW, BRS

Weekend Travel (Rest Day) Mileage

If Weekend Travel is selected, the Work Cycle/Rule 21 column must also be populated:

Mileage Type 2	Work Cycle/Rule 2	Misc. Expens.
W Weekend Travel (M/W)		
V 5&2 OR 4&3 OR IBEW		
W REGIONAL CREW MILEAGE		
X 7&7 OR 8&6 OR 9&5		

MWED/IBEW

Work Cycle/Rule 2
X SO12 - BMW

SOO-BMW

Work Cycle/Rule 2
Y SO01 - BRS

SOO-BRS

Work Cycle/Rule 2
W D&H - BMW 21.6
Z D&H - BMW 21.2

D&H-BMW

NOTE:

- MWED/IBEW employees must have a valid, approved TD4 form before they may claim weekend mileage. (See Pg. 23 for TD4 instructions.)

Entering Miscellaneous Expenses

Miscellaneous expenses are typically claims when a receipt amount will be reimbursed. Depending on your bargaining agreement, this could include meals, cab fare, parking, flights, etc.

NOTE:

- › Crew hotels will continue to be booked and charged through the Hotels Group and will not be claimed as individual expenses.

All three (3) fields must be populated when entering a Misc. Expense

1. Under the Misc. Expense column, click the drop down and select the type of expense you are claiming
 - › See appendix for the full list of Misc. Expenses
2. Enter the amount of the expense in the Misc. Amount column
3. Type in a brief explanation in the Misc. Reason column

Misc. Expense 1	Misc. Amount 1	Misc. Reason 1
<div>▼</div> <div>AIR AIRFARE CAB CAB FARE CAR RENTAL CAR COUR COURSES/SEMINARS/CONFERENCES GAS AUTOMOTIVE FUEL HOME HOME RELOCATION-NO TRAVEL COST HTL HOTEL, APARTMENT ING INGENUITY AWARDS MISU MISCELLANEOUS UNION MOVE MOVEMENT OF HOUSEHOLD GOODS</div>	0.00	

IMPORTANT:

Many Miscellaneous Expense claims will require an attached receipt before you can to submit the Trip for approval.

Instructions for attaching receipts can be found in Claim Actions on page 19.

It is recommended that you scan any receipts you will be claiming before you begin your entries

- › See appendix for guidelines on scanning and saving files for attachment
- › Attachments can be in either PDF or JPG format, and each file cannot exceed 999KB
- › A standard 8 ½ x 11" black & white scanned document from a CP scanner is typically less then 100KB

Claim Actions

Once you have completed and reviewed your claim entries, there are several actions you may take before you submit your claim.

Business Allowances - Create trip

Trip Number 0000000000

Header Data

Employee







Employee Number 00069329 Name 1 EMPLOYEE Union CP - MWED Province Alberta Country CA Currency CAD

Trip Dates and Cost Allocation

* Date From 2015/07/13 * Date To 2015/07/15 Cost Center 1733 Order Network Activity

Approver

Approver HIC1234 Approver 1 Header Text

Item Data

Expense Date	Allowances 1	Allowance Amount 1	Allowance Desc. 1	End Location 2	Total Mileage 2	Mileage Comments 2	Mileage Region 2	Mileage Type 2	Misc. Expense 1	Misc. Amount 1	Misc. Reason 1	Currency	Cost Center
2015/07/13	MA MEAL ALLOWANCE (UNION)	82.50		Vulcan	120		ALTA Alberta	A PAR (Personal Auto)	CAR RENTAL CAR	124.00	Airport to office	CAD	1733
		0.00			0					0.00		CAD	1733
		0.00			0					0.00		CAD	1733
		0.00			0					0.00		CAD	1733





The Park button saves your Trip with the details you've entered and generates the Trip Number for this date range

- ▶ A parked trip has not yet been submitted and may still be edited or deleted
- ▶ It is also is used before adding attachments or additional comments

When you click Park:

- ▶ A confirmation message will appear at the top of your screen indicating the Trip has been created successfully
- ▶ The Trip Number will be populated

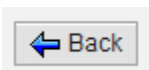
 Trip number 0120057282 created successfully

 There were no errors in validation

Business Allowances - Modify trip

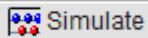
Trip Number 0120057282

Once the Trip number has been created, you can click the Back button to exit or continue with your next action.



The Back button closes the claim screen and returns you to your worklist.

- ▶ If you are on a new claim and have not parked it, any information you have entered will not be saved



The Simulate button shows a summary of the claims, by date, that have been entered on this trip

When you click Simulate:

- ▶ A new screen will open with the Travel Expense Statement

This statement will show the:

- ▶ Trip Number, Employee Name and Number
- ▶ Sub-total of Travel Costs (mileage) entered
- ▶ Sub-total of Other Receipts entered (allowances/expenses)
- ▶ Total amount that will be reimbursed for this Trip, pending manager approval

Travel Expense Statement

[Back](#)

Trip Number 0120057472 Employee Number 00969996 Name 10 EMPLOYEE

Travel Cost

Date	Mileage Type	Vehicle Class	Work Cycle/Rule	Rate	Mls/Km	Amount	Currency
20160104	A	002		37.00	50	18.50	CAD
20160105	A	002		37.00	50	18.50	CAD
Total Amount						37.00	CAD

Other Receipts

Date	Expense	Amount	Rate	Amount in CAD	Currency
20160104	MEAL ALLOWANCE (MoW)			20.00	CAD
20160104	LAUNDRY			7.00	CAD
20160104	PARKING			10.00	CAD
20160105	MEAL ALLOWANCE (MoW)			22.50	CAD
20160105	PARKING			10.00	CAD
Total Amount				69.50	CAD

Total Reimbursement Amounts

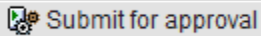
	Amount	Currency
Receipt Total:	69.50	CAD
Mileage Total:	37.00	CAD
Trip Total:	106.50	CAD

You can print this document by pressing CTRL-P. As a rule printing should only be done once approved

Printing:

- ▶ This screen may be printed for your records by pressing CTRL-P. It is strongly recommended you only print trips that have been approved.

Click the [Back](#) button to return to claim screen.



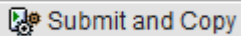
The Submit for approval button saves your Trip, generates the Trip Number (if was not already parked), and submits the Trip to your manager for approval.

When you click Submit for approval:

- ▶ A notification will be sent to your manager advising them your submission requires their approval
- ▶ You will be returned to your worklist

IMPORTANT:

- ▶ Once you Submit you will no longer be able to edit this Trip. It will be available on your worklist to display or simulate only.
- ▶ If you need to correct a submitted claim, you must have the manager reject it. This will allow you to open it from your worklist, make the correction, and resubmit the claim. PR05 must not be used to correct or delete a claim as this will cause an error and the claim will become locked out.
- ▶ If you are not ready to submit this claim, you can click Park to save the Trip and return to submit it another time.

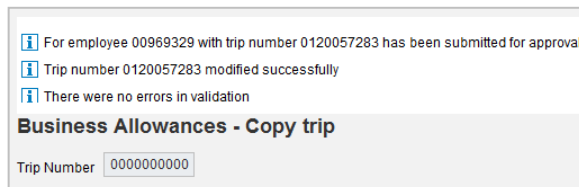


The Submit and Copy button saves your Trip, generates the Trip Number for the date range entered (if was not already parked), and submits the Trip to your manager for approval.

It also creates a new claim with all of the details from the Trip you just submitted, with the exception of the dates.

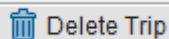
When you click Submit and Copy:

- › A confirmation of the submitted Trip will appear at the top of your screen
- › The new claim will show a blank Trip Number and the title will indicate 'Copy trip'
- › These fields can all be modified, deleted, or additional claims added before the new Trip is Parked or Submitted
- › The province, trip dates, and expense dates will need to be populated on the new Trip



NOTE:

- › Attachments will not be copied – new files must be attached if required
- › Trips may also be copied from your worklist. See page for details.

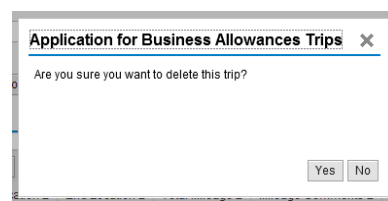


The Delete Trip button will delete a new or parked claim

- › Any information you have entered will not be saved
- › Only new (unsaved), Parked, or Rejected Trips can be deleted
- › The option to delete is useful so that you do not 'use' dates that you may need for other claims

When you click Delete:

- › A pop-up will open asking if you want to delete the Trip
 - Click Yes to continue or No to cancel
- › If you select Yes, you will be returned to your worklist and the Trip will have been deleted



The Attachments button will open a screen where you can attach copies of receipts and add additional notes directly to the Trip. Your manager will be able to view these when they approve the submission.

IMPORTANT:

You must Park the claim to save it and create the Trip Number before adding an attachment

Attaching a File

Before you begin, ensure your receipts have been scanned and saved as a JPG or PDF file

- See appendix for guidelines on scanning and saving files for attachment

1. Click the Attachments button
 - The Employee and Trip screen will open indicating your Employee Number and the Trip number
2. Click Browse to open your documents folder on your computer
 - If required, navigate to the folder where your attachment is saved
3. Click on the file you want to attach and then click Open. You will be returned to the Employee and Trip screen and the file path will be populated.
4. A description or name can be typed in the Description field to identify the attachment
 - This is useful if you are attaching multiple files
5. Click the Upload button to attach the file
6. A confirmation will be displayed at the top and the file will now show on the Trip Attachment List

Document stored successfully

Employee and Trip

Employee

Employee Number 00969329 Trip 0120057455

[Back](#)

Add Attachment

Type: ☒ Receipts ☐ Note


File Path: [Browse...](#)

Description:

[Upload](#)

Trip Attachment List

[Delete Attachment](#)


Title	Added By	Added On	Description	File Name
 Travel receipt - JPG	Mr Employee 1	2015/12/24	Car Rental	car rental receipt.jpg

When you have finished attaching your file(s), click the [Back](#) button to return to claim screen.

Adding a Note

If required, a more detailed note can be attached to a Trip

1. After you have parked your Trip, click the Attachments button
 - The Employee and Trip screen will open indicating your Employee Number and the Trip number
2. This screen will default to Receipts. Click the radio button beside Note to change this field
3. Type in the Title and Text of the note you wish to attach. Both fields are mandatory.
4. Click the Add button to attach the note
5. The note will now show on the Trip Attachments List

Trip Attachment List				
Delete Attachment 5				
Title	Added By	Added On	Description	File Name
 Car Rental due to Breakdown	Mr Employee 1	2015/12/24		

Employee and Trip

Employee

Employee Number 00969329 Trip 0120057282

Back

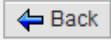
Add Attachment 2

Type: ☐ Receipts ☒ Note

Note Title: * Car Rental due to Breakdown 3

Note Text: * The CP fleet truck at the airport had a blown transmission and had to be towed to the shop. Another vehicle was not available so a car rental was required to get to the job sites.

Add 4

When you have finished attaching your note, click the  button to return to claim screen.

NOTES:

- Attachments and notes may be viewed by double-clicking on the title in the Trip Attachment List
- To delete a not or attachment, click on the on the line to highlight it and then select Delete Attachment

Copy a Trip to Create a New Claim

If you have similar expenses week-to-week, you can copy a previous Trip to create a new claim. All of the details from the copied Trip, including claim items, mileage, and cost allocation will transfer to the new claim except for the dates. You will still be able to edit any of these fields before submitting.

1. On your worklist, click on the line of the Trip you want to copy so that it is highlighted
2. Click the Copy Trip button

Worklist Selection

Creation Date: * 2015/08/20 To 2015/09/14
Created By(User): * DEM1234
Employee ID: 00969329 To
Status: To
Trip No.: To

View: [Standard View] Export % Copy Trip 2

Trip Number	Creation Date	Submitter (User ID)	Employee ID	Employee Name	Start Date	End Date	Status	Miles/Km	Total Amount	Currency
120057280	2015/09/14	DEM1234	969329	EMPLOYEE 1	2015/07/13	2015/07/14	Approved	0	190.40	CAD
120057281	2015/09/14	DEM1234	969329	EMPLOYEE 1	2015/07/15	2015/07/16	Submitted	120	256.60	CAD

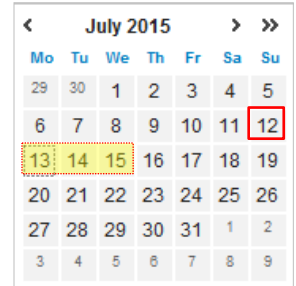
The claim screen will open with the copied trip data. A new date range will need to be entered.

Correcting a Processed Claim

If you identify an error on a claim after it has processed for payment, a credit must be submitted on a new claim to generate the correction.

Create a Correction Claim

1. On the Worklist Selection screen, click 'Create New Claim'
2. In the Trip Date Range, enter a date you will not need to claim any other expenses on
 - E.g. If your original claim was dated July 13 – 15, and you do not have any claims for July 12, you would enter July 12 in both the 'From' and 'To' dates
 - Always select a date as close as possible to the date of the error
3. Ensure all of the Header Data has been entered, including the cost allocation
4. On a correction claim, the Comments field must be entered with "correction" or "corrector" and the trip number and date of the claim error



< July 2015 > >>						
Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Comments Correction - Trip 120057282 - Jul 13, 2015

NOTE:

- This field only accepts a maximum of 40 characters. Additional information may be provided in an attached note.

Entering a Credit

To reverse the error you will first need to create a credit, and then enter the correct claim amount.

E.g. Your Meal Allowance claim was approved and processed for \$82.50 but it should have only been \$28.50

1. Credit Entry

- On the first row, enter the claim date for your correction
- Under the appropriate column, select the claim type you need to correct
- In the amount column, enter a negative amount of the claim that processed in error

In this example it would be: -\$82.50

Expense Date	Allowances 1	Allowance Amount 1
2015/07/12	MA MEAL ALLOWANCE (UNION) ▾	① -82.50

2. Entering the Correct Amount

- › On the next row, enter the same date you used for your credit entry
- › Under the appropriate column, select the claim type you need to re-enter
- › In the amount field, enter the correct amount that should have been submitted

In this example it would be: \$28.50

Expense Date	Allowances 1	Allowance Amount 1
2015/07/12	MA MEAL ALLOWANCE (UNION) ▾	-82.50
2015/07/12	MA MEAL ALLOWANCE (UNION) ▾	② 28.50

Once both your credit and correction claim amounts have been entered, proceed the same as you would with a regular claim. You can Park, add an Attachment or note, Simulate the amount, and Submit for Approval.

After your manager has approved it, this corrector claim will process on the next expense cycle.

NOTE:

- › If you were overpaid and will owe money following a correction claim, this amount will automatically be deducted from your next expense claim

Mileage Correction

The process for mileage correction is under development.

If you require a mileage correction for a claim that has already processed, please contact Accounts Payable with the following details:

- › Employee Number
- › Trip number
- › Date the mileage was claimed in error
- › Correct mileage that should have been claimed
- › Any other details pertaining to the error

Account Payable – Personal Expense Engineering

Email: fa00610@cpr.ca

The TD4 form is a Declaration of Exemption for Employment at a special work site.

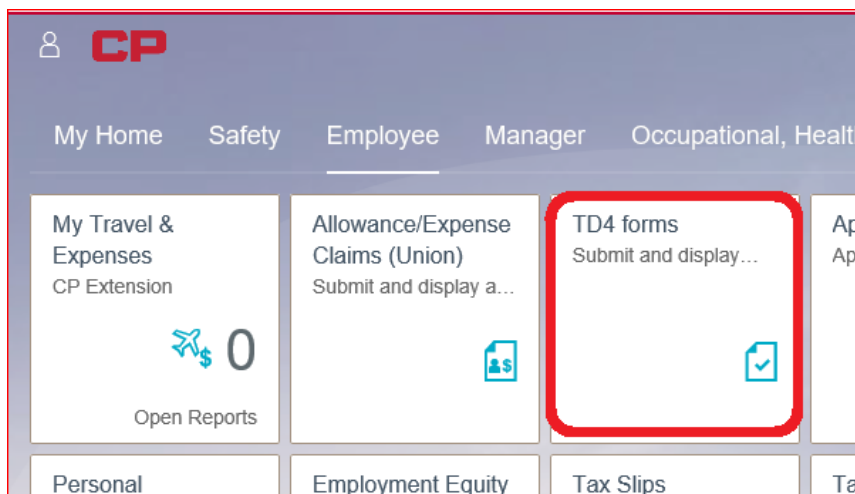
In order to claim weekend/rest day mileage, all MWED and IBEW employees must have this form submitted and approved by a manager. Once approved, the form will remain on the employee's record for the duration of the year.

Per the Canada Revenue Agency (CRA) regulatory requirements, this government form needs to be filled out and filed every calendar year, as well as anytime an individual's address changes. With this new tool, the form will now be filled out and submitted online.



Submitting TD4's

Like expenses, the TD4 forms are submitted through Employee Station and your manager will approve it in SAP. Follow steps on Page 1 to 5. Click on TD4 Form Tile.



TD4 Worklist Selection Screen

The TD4 Worklist Selection screen functions the same as it does for Expenses/Allowances, except:

- You will only be able to search your own TD4's or Create New TD4's
- Your previous year's TD4's are still active in SAP but will not show on this list. Only new TD4's created using this tool will be shown.

On the Worklist Selection screen, click on the 'Create New TD4 Request' button

- A new window will open where you will enter your TD4 information

IMPORTANT:

Employees accessing privileged information (personal addresses, etc.) without a business need will be subject to disciplinary action.

Create TD4 Request

If you had a TD4 submitted in previous years, many of these fields will automatically populate with your information. Please review to ensure this data is still correct.

All fields with a * are mandatory and an error message will occur if the field has not been populated. At any time you can click the 'Check Data' button to verify if you have missed any fields.

NOTE: Any field that is 'greyed out' cannot be edited

Filling in the Form

TD4: Declaration of Exemption

Create TD4 Request

[Back](#) [Check Data](#) [Submit for Approval](#)

Employee Details

Personnel No.: * 00969329 ①

Fiscal Year: * ②

Language Preference: * ③

Seniority Region: * ④

Seniority District: *

Last name: * Employee

First name: * 1

Start Date: * ⑤

End Date: *

1. If it has not already populated, type in your Personnel No and click Enter
 - Your name will populate
2. In the Fiscal Year field, enter the year you are submitting the form for and click Enter
 - The End Date will default to Dec 31 of that year
3. Click the drop down to select your language preference. This will be for the government form only.
4. The Seniority Region may already be populated. Click the drop down to change if required.
5. Enter the Start Date
 - When submitting a TD4 for a new year, enter Jan 1 as the start date
 - When updating throughout the year, enter the date you are declaring and submitting this information, typically today's date
 - As these forms are submitted yearly, the End Date will always default to Dec 31 of the fiscal year

Continued...

The screenshot shows a form with two main sections: **Principal Address** and **Secondary Address**.
Principal Address fields include: Address of your principal place of residence (line1), Address of your principal residence (line2), PPR City, Province, Postal Code, No. of KM between PPR and worksite (callout 7), and Location of stay at work site (callout 8).
Secondary Address fields include: Address of your secondary place of residence (line1), Address of your secondary place of residence (line2), SPR City, Province, Postal Code, and Country (set to CA).
 Red brackets on the left group the Principal Address fields under callout 6 and the Secondary Address fields under callout 9.

6. If it hasn't already populated, type in your Address, City, Province, and Postal Code for your principal place of residence (PPR)
 - PPR is defined by the CRA and in general is a self-contained domestic establishment. The term "self-contained domestic establishment" is a dwelling-house, apartment or other similar place of residence where a person generally sleeps and eats. A post office box will therefore not qualify
7. Enter the number of Kilometers between your PPR and the special work site (one way)
 - If your special work site moves frequently during a season, indicate the near and far limits
 - The distance between your PPR and special work site will be subject to audit
8. If applicable, type in where you will stay while employed at the special work site
 - As with step 7 above, this can be the distance between the near and far limits
9. If you have a Secondary Place of Residence (SPR), enter your address information in this section

The mandatory fields in the Employment Details and Employer Details of Benefits and Allowances sections will already be populated. The other fields in these sections do not need to be filled in at this time.

As with expenses, the approver field will default based on your SAP hierarchy

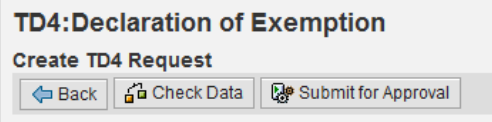
- If this is not your approving manager or if another manager will be approving your form in his absence, enter the new user ID and click enter to populate the appropriate manager

NOTE: Only managers with the proper approval access and authority will be accepted in this field

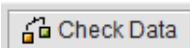
The **Approver Details** form contains the following fields:
 Approver Name: 1 MANAGER
 Approver Userid: HIC1234 (with a search icon)
 Submission Date: 2015/09/21
 Approver Personnel No.: 00552881 (with a search icon)
 Approved Date: (empty field)

TD4 Form Actions

Once you have filled in all of the required fields on this form, the following actions are available at the top of your screen:



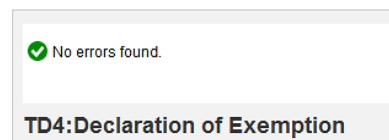
TD4: Declaration of Exemption
Create TD4 Request
[Back](#) [Check Data](#) [Submit for Approval](#)



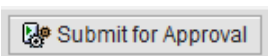
The Check Data button reviews your entries to ensure that all the mandatory fields have been entered, and that the information is in the correct format.

When you click Check Data:

- ▶ A message will appear at the top of your screen verifying if there are any errors

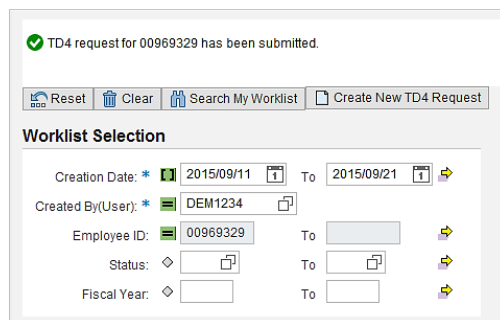


✓ No errors found.
TD4: Declaration of Exemption



When you click Submit for approval:

- ▶ A notification will be sent to your manager advising them your submission requires their approval
- ▶ You will be returned to your worklist and a confirmation will indicate your form has been submitted



✓ TD4 request for 00969329 has been submitted.

[Reset](#) [Clear](#) [Search My Worklist](#) [Create New TD4 Request](#)

Worklist Selection

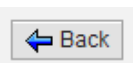
Creation Date: * 2015/09/11 To 2015/09/21

Created By(User): * DEM1234

Employee ID: 00969329 To

Status: To

Fiscal Year: To



The Back button closes the form screen and returns you to your worklist.

- ▶ If you are creating a new form, any information you have entered will not be saved
- ▶ If you are viewing a submitted or approved form the fields will be for display only. If any information needs to be updated or changed, a new form must be submitted for approval.

See next page for a sample of a completed online form.

NOTE:

Forms not approved within 120 hours will no longer be available for approval and must be re-submitted

SAMPLE: Completed TD4 Form

Employee Details					
Personnel No.: *	00969329		Fiscal Year: *	2015	
Language Preference: *	English				
Seniority Region: *	Prairie Region		Seniority District: *	Prairie Region	
Last name: *	Employee		First name: *	1	
Start Date: *	2015/01/06		End Date: *		
Principal Address					
Address of your principal place of residence (line1): *	1234 RAILWAY DRIVE		Address of your principal residence (line2):		
PPR City:	CALGARY		Province: *	AB	
Postal Code: *	T2C 4X9		Country: *	CA	
No. of KM between PPR and worksite:	0190		Location of stay at work site:	BROOKS	
Secondary Address					
Address of your secondary place of residence (line1):			Address of your secondary place of residence (line2):		
SPR City:			Province:		
Postal Code:			Country:	CA	
Employment Details					
Employer Name: *	Canadian Pacific		Address of Employer: *	7550 Ogden Dale Road SE Calgary AB T2C	
Type of Business: *	Transportation		Account Number: *	N.A.	
Name of Prop. Or Partner: *	N.A.		Exact work site location:		
Benefits are available under: *	Collective Agreement		Period for which the employee is away from PPR:		
Employer Details of Benefits or Allowances					
	Board	Lodging	Board and Lodging	Transportation	Other
Amount paid to employee:	0.00	0.00	0.00	0.00	0.00
Value of Free:	0.00	0.00	0.00	0.00	0.00
Approver Details					
Approver Name:	1 MANAGER				
Approver Userid: *	HIC1234	Submission Date:	2015/09/21		
Approver Personnel No.: *	00552881	Approved Date:			

NOTE: Once a TD4 is approved, the employee will receive an email notification with a printable PDF copy of the CRA document for their records. Forms not approved within 120 hours must be re-submitted.

Approvals

As a manager, you will now be required to approve your employee's expense/allowances claims directly in SAP. You will be able to view all of the details of the claim, including mileage and cost allocations, as well as attachments when receipts are required. In Canada, this will also be required for TD4 submissions.

You will receive an email indicating when an expense claim has been submitted for your approval.

- This email will only generate a few times every day, so whether you have one claim or several that require your approval, you will only receive one notification.
- A link or shortcut directly to the approval transaction in SAP will be included in the message.

If an Trip is not approved or rejected within 96 hours, it will escalate to the next manager in the employee's hierarchy. If a TD4 has not been approved or rejected within 120 hours, it must be resubmitted.

- Escalation will not exceed the GM level
- If a submission reaches the GM level and is still not approved or rejected, an email will be sent back to the employee who submitted the claim advising them to re-submit



Approval Logon

Logging in from the Email Shortcut

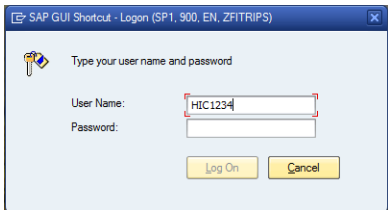
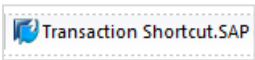
The transaction in SAP that will be used to approve expense claims is: **ZFITRIPS**

To go directly to this transaction from the email notification, double-click the Transaction Shortcut link

- ▶ An SAP Shortcut Logon will pop-up
- ▶ Enter your regular user ID and password

NOTE:

When you click the Transaction Shortcut link, you may receive a pop-up titled ‘SAP GUI Security’. Click Allow to continue to the logon shortcut.

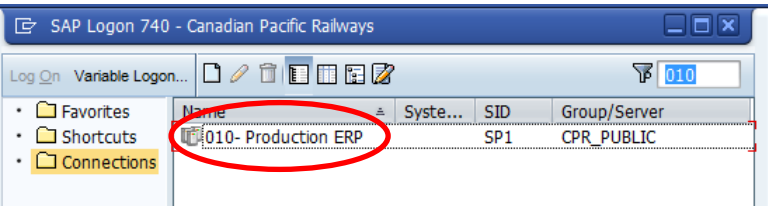


Logging on to SAP


1. Double-click the SAP Logon icon on your desktop
 - ▶ If this is not on your desktop, click on the Windows Start menu in the bottom left corner of your screen, go to All Programs, click on the ‘SAP Front End’ folder, and double-click ‘SAP Logon’ to open

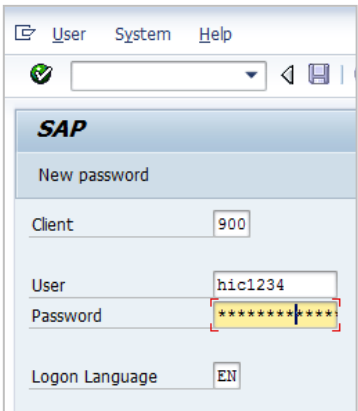


2. On the SAP Logon Pad, double-click on:
010 – Production ERP



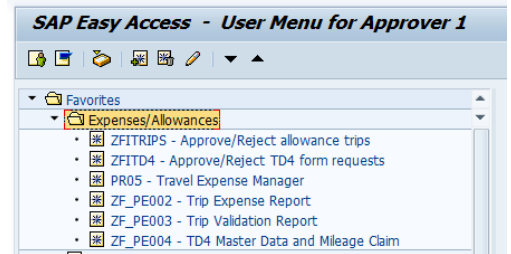
The SAP logon screen will open. Type in your User ID and Password then click Enter.

- ▶ The stars in the password field will always be shown to protect your password
- ▶ The green check button  is the same action as clicking Enter




Reviewing Expenses/Allowances for Approval

1. In the SAP command field type 'ZFITRIPS' and click Enter
 - See appendix for instructions on adding transactions to your SAP User Menu favorites



The 'Mass Approval of Trips' screen will open

- The approver ID will default to yourself
- Click the Execute button  to open the approval screen

NOTE:









This transaction will only show expense/allowance claims that require your approval. Unless you are looking for a specific employee or transaction, the search fields can be left blank

A screenshot of the 'Mass Approval of Trips' screen. It contains several sections: 'Selections' with fields for 'Personnel Number', 'Submitted by', and 'Approver' (defaulting to HIC1234); 'Basic Data' with fields for 'Trip Number', 'Trip begins on', 'Trip ends on', and 'Created on'; and 'Cost Assignment and Status' with fields for 'Order', 'Network / Activity', 'Cost Center', and a status field. Each field has a small icon to its right.

The Trip expenses for Approval screen will open listing all of the trips that require your approval.

A summary of the total allowance/expense amounts and mileage charged is shown in the header of each trip

- A user can define their own custom layout for this screen by clicking the layout button

Trip expenses for Approval											
      											
Trips to Approve	Pers.No.	EE name	Begins On	Ends On	Trip Amt	Attachnts	Trip Regio	Total M/Km	Milage Amt	Mile indic	VehicType
▸ 0120057281	969329	EMPLOYEE 1	2015/07/15	2015/07/16	256.60		ALTA	120	44.40		
▸ 0120057282	969329	EMPLOYEE 1	2015/07/17	2015/07/17	250.90		ALTA	120	44.40		
▸ 0120057286	969329	EMPLOYEE 1	2015/07/26	2015/07/27	256.60		ALTA	120	44.40		

Continued...

- To see the details of the claims submitted on a trip, click on the call-out arrow to the left of the trip number
 - This will show all of the entries by date, including mileage, allowance types, and associated comments
- The attachment icon indicates the employee has attached a file or note to the trip.
 - See Pg. 34 for instructions on viewing attachments

The screenshot shows the SAP ZFITRIPS approval interface. The top section displays a list of trips to be approved. The first trip, 0120057281, is highlighted. A red box and arrow indicate that clicking the call-out arrow next to the trip number leads to a detailed view of that trip. In the detailed view, the trip information is expanded, showing the employee (969329), dates (2015/07/15 to 2015/07/16), and amount (256.60). A red circle highlights the attachment icon (a document with a plus sign) next to the trip amount, indicating where to click to view attachments.

Viewing Full Trip Details (PR05)

While it will likely not be required often, you have the option to open the trip details in PR05.

- To view the full details of a trip, click on the line to highlight the trip you wish to view then click
 - This will open the trip in SAP transaction PR05
- Click the green 'Back' arrow at the top of the screen to return to the ZFITRIPS approval page

IMPORTANT:

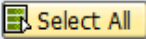
- PR05 must not be used to correct, approve, or delete a claim as this will cause an error and the claim will become locked out
- If a correction is required, you must reject the claim so that it may be resubmitted

The screenshot shows the SAP PR05 transaction for trip 120057282. The top section displays the trip title and employee information. Below this, there are tabs for 'General Trip Data', 'PD/FR Reimbursement', and 'Alternative Cost Assignment'. The 'General Trip Data' tab is active, showing trip details such as dates, reason (BUSINESS ALLOWANCE), location (CA), and region (ALTA). The 'PD/FR Reimbursement' tab shows the trip amount (120) and currency (CAD). The 'Alternative Cost Assignment' tab shows a table of cost distribution items.

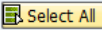
No	Date	ExpTy	Name	Rec...	Region	Amount	Currncy	Exch. Rate	Acc...
001	2015/07/17	MA	MEAL ALLOWANCE (U...	CA	ALTA	82.50	CAD	1.00000	CAD
002	2015/07/17	CAR	RENTAL CAR	CA	ALTA	124.00	CAD	1.00000	CAD
003	2015/07/17					0.00	CAD		CAD
004	2015/07/17					0.00	CAD		CAD
005	2015/07/17					0.00	CAD		CAD

Approving & Rejecting Trips

Click on the line you wish to approve or reject to highlight it

- Multiple lines may be selected by holding down CTRL while you click each line
- Or click  to highlight all of the lines
- Multiple lines may only be selected for approvals

1



Trips to Approve

Pers.No.

EE name

Begins On

Ends On

Trip Amt

Attachnts

Trip Re

0120057281

969329 EMPLOYEE 1

2015/07/15

2015/07/16

256.60

ALTA

0120057282

969329 EMPLOYEE 1

2015/07/17

2015/07/17

250.90

ALTA

0120057286

969329 EMPLOYEE 1

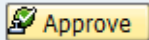

2015/07/26

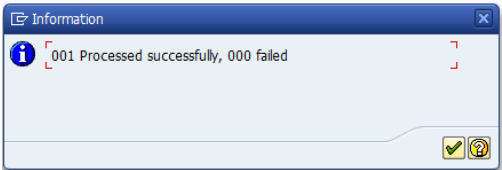
2015/07/27

256.60

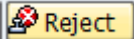


ALTA

Approving

- Once you've highlighted your line(s), click 
- A window will open confirming the number of trips that were approved successfully
- Click Enter  to close the confirmation
- These trips will now be removed from your list



Rejecting

- Once you've highlighted the line, click 
- A window will open where you must type in an explanation why you are rejecting this claim.
 - This field is mandatory and should include details of what must be corrected before the claim is resubmitted
 - This text will be displayed in the email sent to the submitter advising them of the rejection
- Click Enter  to submit the explanation
- A window will open confirming the trip was rejected successfully
- Click Enter  to close the confirmation
- This trip will now be removed from your list

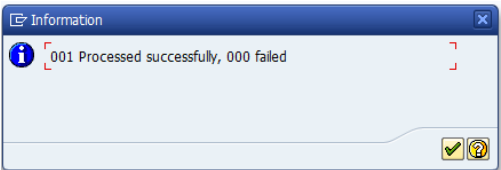
Reject explanation

Text line1


Text line2



Text line3

Wrong mileage entered - please correct to 115 km





Viewing Attachments

The attachment icon  indicates the employee has attached a file or note to the trip. To open the file:

1. Double-click on the summary line of the trip for which you want to view the attachment(s)
2. A window will pop-up showing the files and/or notes attached
 - An image file (receipt) will show a 'paper' icon 
 - A typed note will show a 'conversation bubble with glasses' 
3. Click on the Description to open the attachment

Attachments (2)

EMPLOYEE 1 , Trip Number 120057282

Item Description	Creator Name	Created On	Description
 Car Rental due to Break	Mr Employee 1	2015/09/17	
 Travel receipt - JPG	Mr Employee 1	2015/09/17	Enterprise Receipt

3



A note will open a pop-up window with the title and description entered by the employee.

- Click Enter  to close the window

Display note


Car Rental due to Breakdown

The CP fleet truck at the airport had a blown transmission and had to be towed to the shop. Another vehicle was not available so a car rental was required to get to the job sites.

A file will open the Document Viewer in a new window

- A JPG will open based on the size of the file
- A PDF will open larger, but can be minimized by using the Adobe toolbar near the bottom of the image
- See appendix for tips on viewing PDF files

Click the green 'Back' arrow  at the top of the screen to return to the ZFITRIPS approval page

Document Viewer Travel receipt - JPG

enterprise

Reservations Summary 80% Complete

Location Details change

Pick Up Location
CALGARY INTL ARPT
CALGARY, AB T2E6W5
Tel: (403) 233-8021

Dates & Times change

Pick Up
Sep 17, 2015 @ Noon

Return
Sep 18, 2015 @ Noon

Vehicle Class change

Full Size

Renter's Age change

25 and Up

Renter's Information
(not yet entered)

Method of Payment
Pay Later

Enterprise Location Details

One location was found for you:

☒ CALGARY INTL ARPT
2005 AIRPORT RD NE
CALGARY, AB T2E6W5

Tel: (403) 233-8021

Business Hours
(for the week of Sep 14, 2015)

Open	Close
Monday 7:00 am	11:30 pm
Tuesday 7:00 am	11:30 pm
Wednesday 7:00 am	11:30 pm
Thursday 7:00 am	11:30 pm
Friday 7:00 am	11:30 pm
Saturday 7:00 am	11:30 pm
Sunday 7:00 am	11:30 pm

Mileage Restrictions
This vehicle comes with unlimited mileage.

Shuttle Information
No shuttle required. The counter is located near the baggage claim in the main terminal. The vehicles are within walking distance.

Vehicle Class selected: Full Size

Pay Later Price Quote

1 Day @ \$40.21 CAD	\$40.21 CAD
Drop Charge	\$0.00 CAD
CUSTOMER FACILITY CHG	\$6.00 CAD
CONCESSION RECOVERY FEE 15.61 PCT	\$9.92 CAD
VEHICLE LICENSE FEE 75CAD	\$0.79 CAD
CA GOODS/SERVICE TAX ALBERTA	\$3.83 CAD
* Total Charges:	\$60.35 CAD

Additional surcharges, local taxes, etc. may apply.

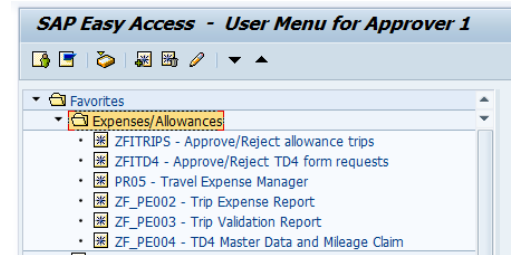
Approving TD4's

The process for approving TD4 forms is the same as expenses, only the transaction will be used is: **ZFITD4**


In the SAP command field type 'ZFITD4' and click Enter



- See appendix for instructions on adding transactions to your SAP User Menu favorites

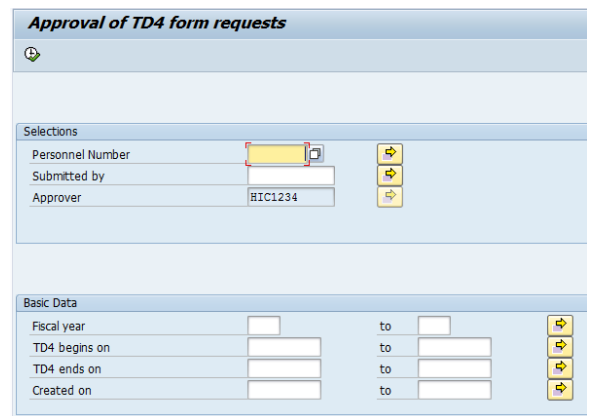


The 'Approval of TD4 form requests' screen will open

- The approver ID will default to yourself
- Click the Execute button  to open the approval screen

NOTE:

This transaction will only show TD4 forms that require your approval. Unless you are looking for a specific employee or transaction, the search fields can be left blank



Approval of TD4 form requests

Selections

Personnel Number:

Submitted by:

Approver: HIC1234

Basic Data

Fiscal year: to

TD4 begins on: to

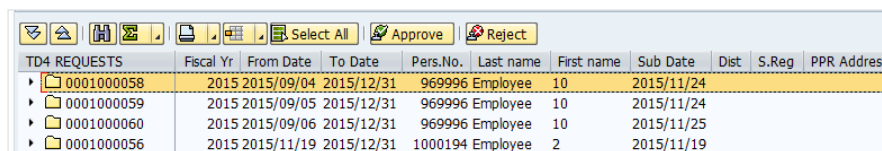
TD4 ends on: to

Created on:

The 'TD4 Requests for Approval' screen will open listing all of the TD4 forms that require your approval.

The Employee, Date Range, and Submissions Date is shown in the line item.

- Click the call-out arrow to the left of the request to view the address and mileage details



TD4 REQUESTS	Fiscal Yr	From Date	To Date	Pers.No.	Last name	First name	Sub Date	Dist	S.Reg	PPR Address
0001000058	2015	2015/09/04	2015/12/31	969996	Employee	10	2015/11/24			
0001000059	2015	2015/09/05	2015/12/31	969996	Employee	10	2015/11/24			
0001000060	2015	2015/09/06	2015/12/31	969996	Employee	10	2015/11/25			
0001000056	2015	2015/11/19	2015/12/31	1000194	Employee	2	2015/11/19			

Like expenses approvals, click the line to highlight it, then click on Approve or Reject

- Approved TD4 forms will be uploaded into SAP and a notification will be sent to the employee with an attached PDF of his Canada Revenue TD4 form

NOTE:

Forms not approved within 120 hours will no longer be available for approval and must be re-submitted

APPENDIX

Worklist Search Tips


If your claims are entered by a co-worker or timekeeper, or if you enter claims on behalf of others, the following tips can be used to search the worklist.

Search by Employee

1. Adjust the dates if required (90 day range max.)
2. In the Created By (User) field, type in a star: *
3. Enter the employee number in the Employee ID field
4. Click Search My Worklist

The screenshot shows the 'Worklist Selection' form. At the top, there are buttons for 'Reset', 'Clear', 'Search My Worklist' (annotated with a red circle and '4'), and 'Create New Claim'. Below the title bar, there are search criteria fields: 'Creation Date' (with a calendar icon and a yellow arrow), 'Created By (User)' (with a star icon and a yellow arrow), 'Employee ID' (with a magnifying glass icon and a yellow arrow), 'Status', and 'Trip No.'. Red arrows and numbers point to specific elements: '1' points to the 'Search My Worklist' button, '2' points to the 'Created By (User)' field, and '3' points to the 'Employee ID' field.

User or Employee ID Search


1. Click the drop down box  in the field you are searching. E.g. Employee ID
2. A pop-up will open where you can enter your search criteria
 - Each field may list different search criteria
3. Enter the name of the employee you are searching and click Start Search
 - If you do not know the exact spelling as shown in SAP, use a star to search different variationsE.g. Patrick could be searched by typing Pat*

The screenshot shows the 'Employee ID' field with a dropdown icon (a square with a downward arrow) circled in red.

The screenshot shows a pop-up window titled 'All Values: Last Name (Field for Search Help)'. It has a 'Search Criteria' section with two input fields: 'Last name' (containing 'Smith') and 'First name' (containing 'Pat*'). There are 'Start Search' and 'Reset' buttons at the bottom left, and 'OK' and 'Cancel' buttons at the bottom right. A 'Personal Value List' link and a 'Hide Search Criteria' link are also visible.

4. From the Results List, double-click on the employee name to select it

Multiple Selections

If there is a yellow arrow  beside a field, multiple items can be included in your search

- Click the arrow to add these items (e.g. employee ID's)
- The arrow will have a green highlight on it when multiple items have been added

CONTACTS

Further instructions and information about the Online Union Expense Tool is available on CP Station at:
<http://intranet.cpr.ca/worktools/Pages/employee-expenses-union.aspx>

For questions about:

- Online Union Allowances/Expenses Tool
- Reimbursements or deposits
- Approving submissions

Contacts	Phone	Email	Title
Accounts Payable	1-866-319-3900 Opt 2	fa00610@cpr.ca	AP – Personal Expense Engineering
Renee Schellenberg	204-947-8295	Renee_Schellenberg@cpr.ca	Accounts Payable Analyst
Parmeet Shaw	204-259-2573	Parmeet_shaw@cpr.ca	Mgr - Accounts Payable
Cindy Chic	204-944-7040	Cindy_Chic@cpr.ca	Director Car Accounting

For questions about:

- Employee data

Contacts	Phone	Email
Employee Services	1-866-319-3900 Opt 3	Employee_Services@cpr.ca

For assistance with:

- Logging into Employee Station
- User ID and Passwords

Contacts	Phone	Website
Service Desk	1-800-387-1833	http://teams.cpr.ca/IS/ServiceDesk/SitePages/Home.aspx

Policy 6309 - Business Expense Reimbursement

There are new revisions to Policy 6309 posted on CP Station. The changes include:

Employee Responsibility

- ▶ Employees must submit reimbursement claims within 90 days of the expense claim date. Claims submitted beyond 90 days will require VP approval.
- ▶ Employees must attach their receipts to their expense claim at the time of submission as the approving manager will have to review receipts PRIOR to approving the expense claim.
- ▶ Employees are to scan receipts and submit electronically. Receipts should be scanned chronologically (earliest to latest).

NOTE: The receipt must clearly indicate billable items – a credit card receipt by itself is not sufficient.

Employees must retain original miscellaneous expense receipts for the following:

- ▶ Canadian Employees : Retain paper receipts for 1 year (Policy 5100)
- ▶ United States Employees: Retain paper receipts and expenses for 3 years (Policy 5110)
- ▶ In addition, unionized allowance/expense forms for employees whose claims are submitted by other employees (timekeeper, foreman, manager, etc.) must be retained by the Timekeeper/Manager for 2 years

Approving Manager Responsibility

Accounts Payable and our audit teams carry out regular reviews of employee expense claims. Approvers are primarily responsible for ensuring the validity and accuracy of their employees' claims.

- ▶ Approvers must review receipts PRIOR to approving the expense claim.
- ▶ On the unionized allowance/expense tool, receipts must be attached to the expense claim before it can be submitted. These attachments will be visible directly from the approval screen.

Proper submission of expense claims is a key element of each employee's and approver's job responsibilities. If in doubt, please see the full policy details on CPStation under the Business Travel & Expenses category at:

<http://intranet.cpr.ca/employees/policies>

