



THE BELT RAILWAY COMPANY OF CHICAGO

TRANSPORTATION NOTICE

#2018-008

Effective 0001, Monday, January 1, 2018

To: ALL CONCERNED

Subject: Scanning of FRA Time Slips

Effective 0001 August 4, 2017, TY&E employees completing FRA Time Slips will arrange to scan the signed time slip as outlined below.

After scanning the document, place it in the time slip box located at on duty points.

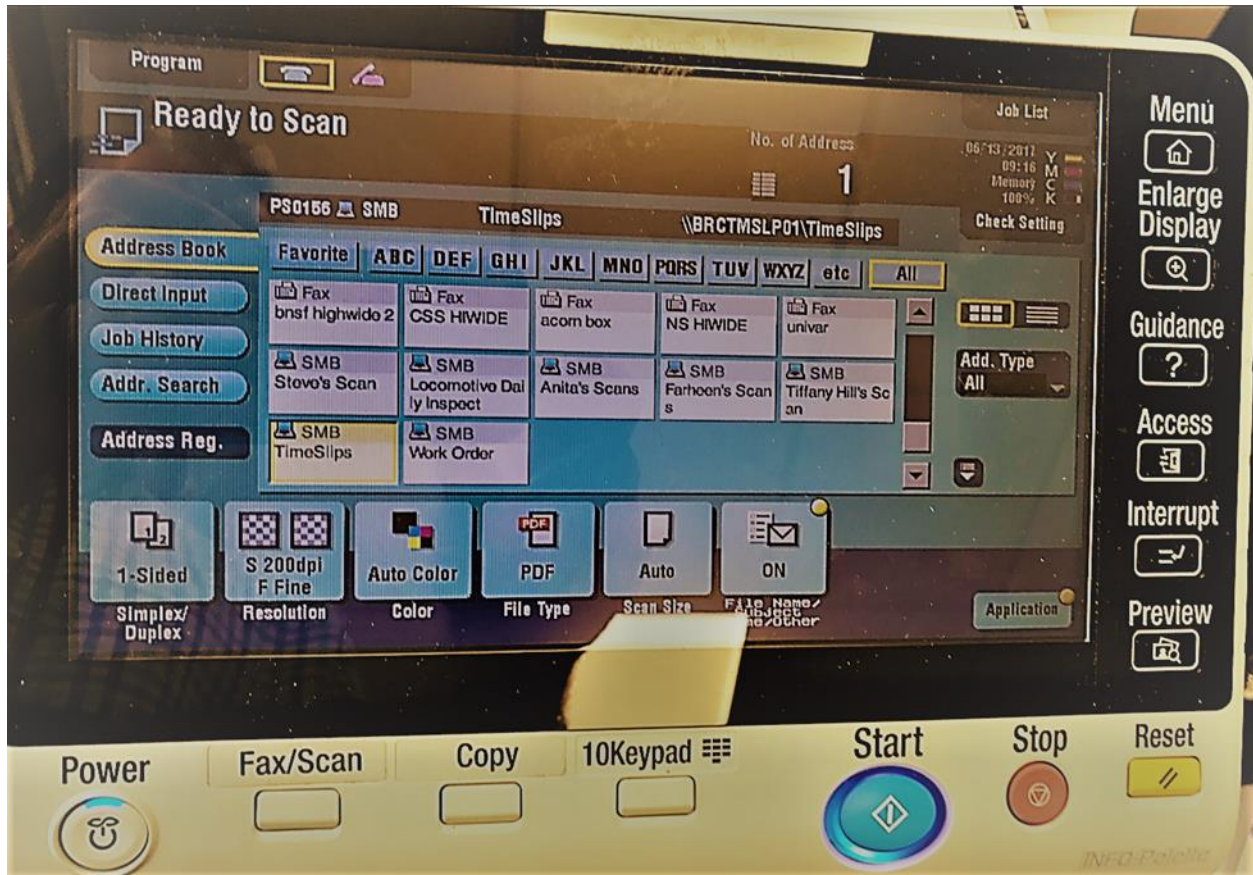
Note the work orders are scanned to a different scan folder, the time slip folder in the fax/scanners is for signed FRA Time Slips only.

Process:

- Select the **TIME SLIPS** Button on the MFP as shown.
- Scan the document.
- Deposit the signed document in the time slip box at on duty points.

Note: Work orders are not to be submitted using the TIME SLIPS button.

Screen Sample:



F. J. Izzo
 Superintendent Transportation
 Belt Railway Company of Chicago

Transportation Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	001
2017	001, 006, 029, 030
2018	001, 002, 003, 004, 005, 006, 007, 008