



THE BELT RAILWAY COMPANY OF CHICAGO
Office of the Engineering Department

ENGINEERING NOTICE

#21-EN004

Effective 0001, Monday, March 1, 2021

To: ALL ENGINEERING DEPARTMENT EMPLOYEES

Subject: Engineering Timekeeping Process Change

This Notice governs all employees working in the Engineering Department

Effective 0600, March 1, 2021, Track, Structures, Signal and Communications employees will record all timekeeping records using a new computer application.

Workstations have been set up at **all locations where you regularly report to start duty.**

Employees will be issued individual fobs, which will be utilized to record their time when a work shift begins and ends.

Employees may not use fobs belonging to other employees, or make reports using the fobs on another employee's behalf.

If an employee cannot use a fob successfully, a manager must be notified, and a paper timeslip must be completed.

Lost fobs will be replaced, with the employee charged for replacement and programming costs, by payroll deduction.

Employee payroll may be significantly delayed when an assigned fob is not utilized.

Time Reporting Instructions:

Employees are expected to stamp in using their fob at, or up to 30" before, their on-duty time.

Employees are required to stamp out using their fob within 5" of their off-duty time, unless previously instructed by a manager.

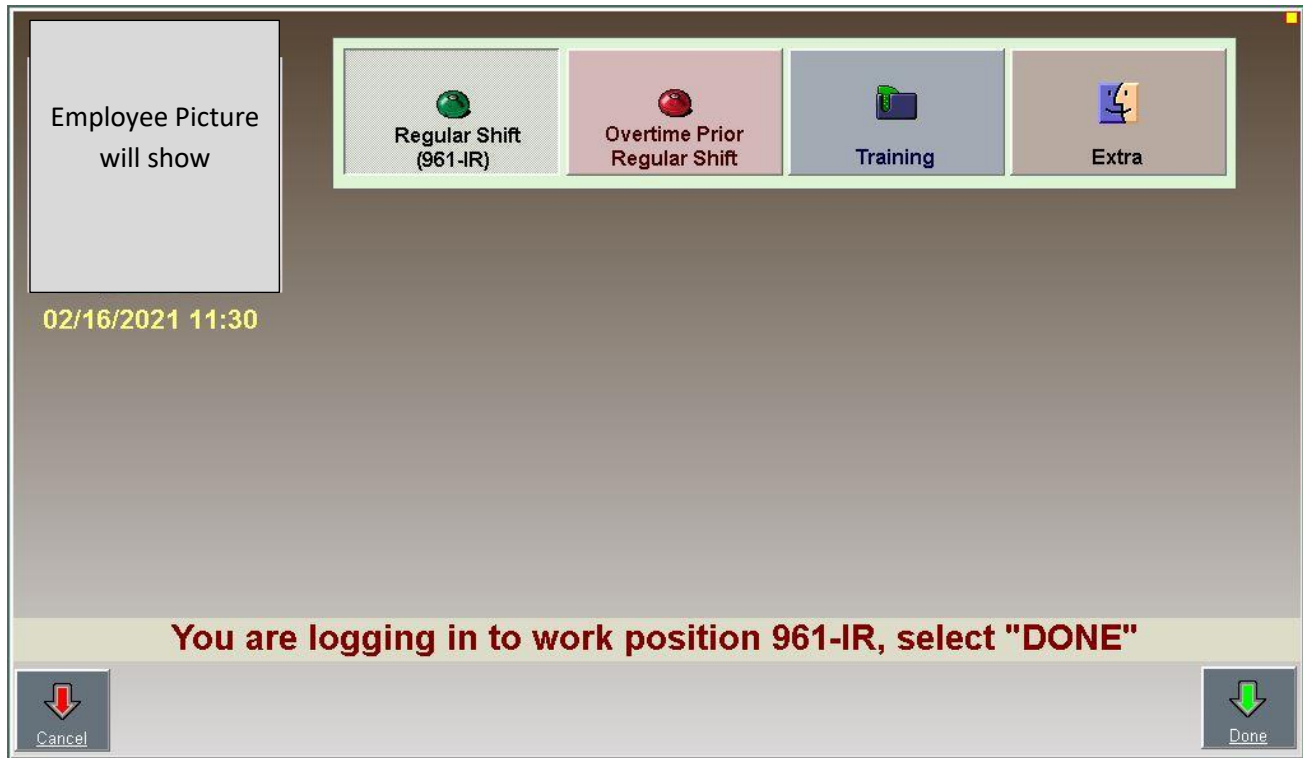
Employees who desire a printed copy of reports documenting their time, or who have questions on their timekeeping information should contact their manager for assistance.

Proper recording of time on duty is the employee's personal responsibility.

Employees recording time for Hours-of-Service Recordkeeping will do this separately using the existing Rail Docs application.

Screen Examples:

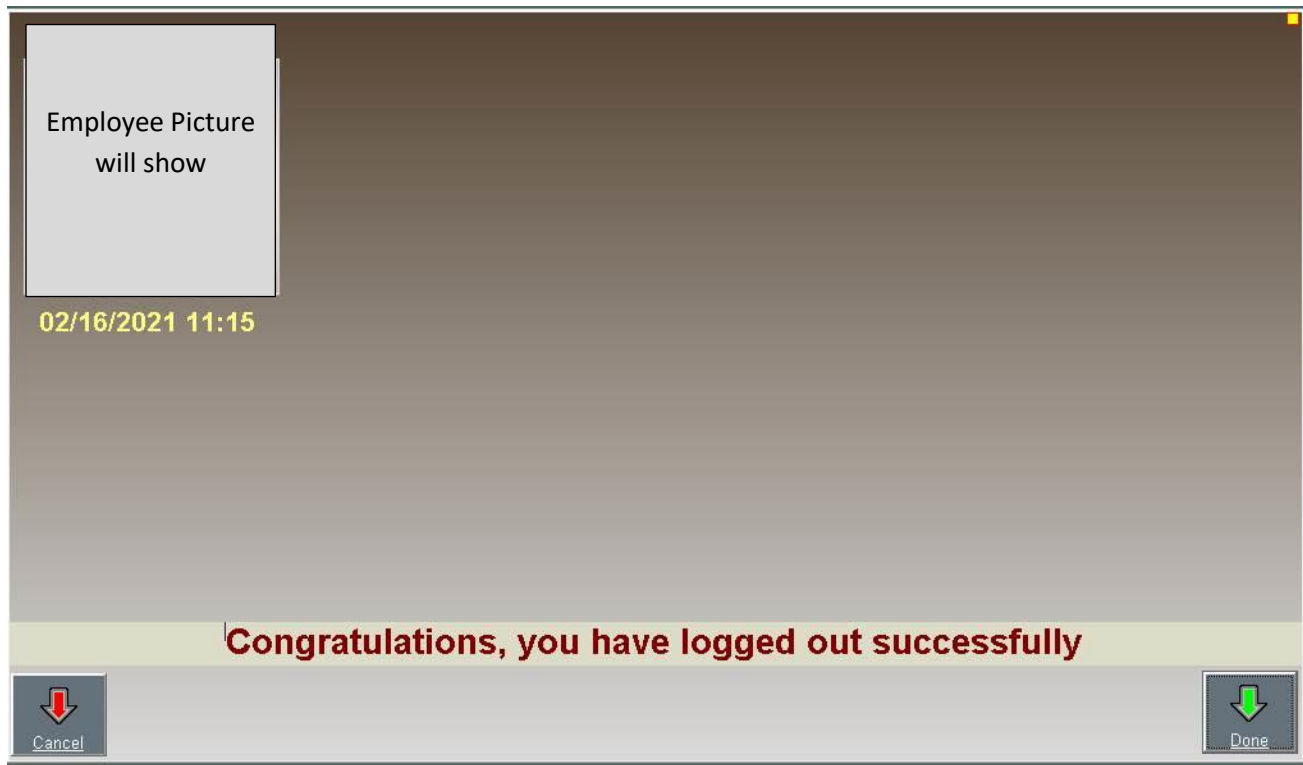
Stamp In Screen:



Stamp Out Screen:



Confirmation of Successful Stamp Out:



Scott Schiemann
Chief Engineer of Track & Structures

Engineering Notices in Effect:

2018	001, 003, 004, 005, 009
2019	004, 007, 010, 012, 013
2020	001, 011, 016
2021	001, 002, 003, 004