

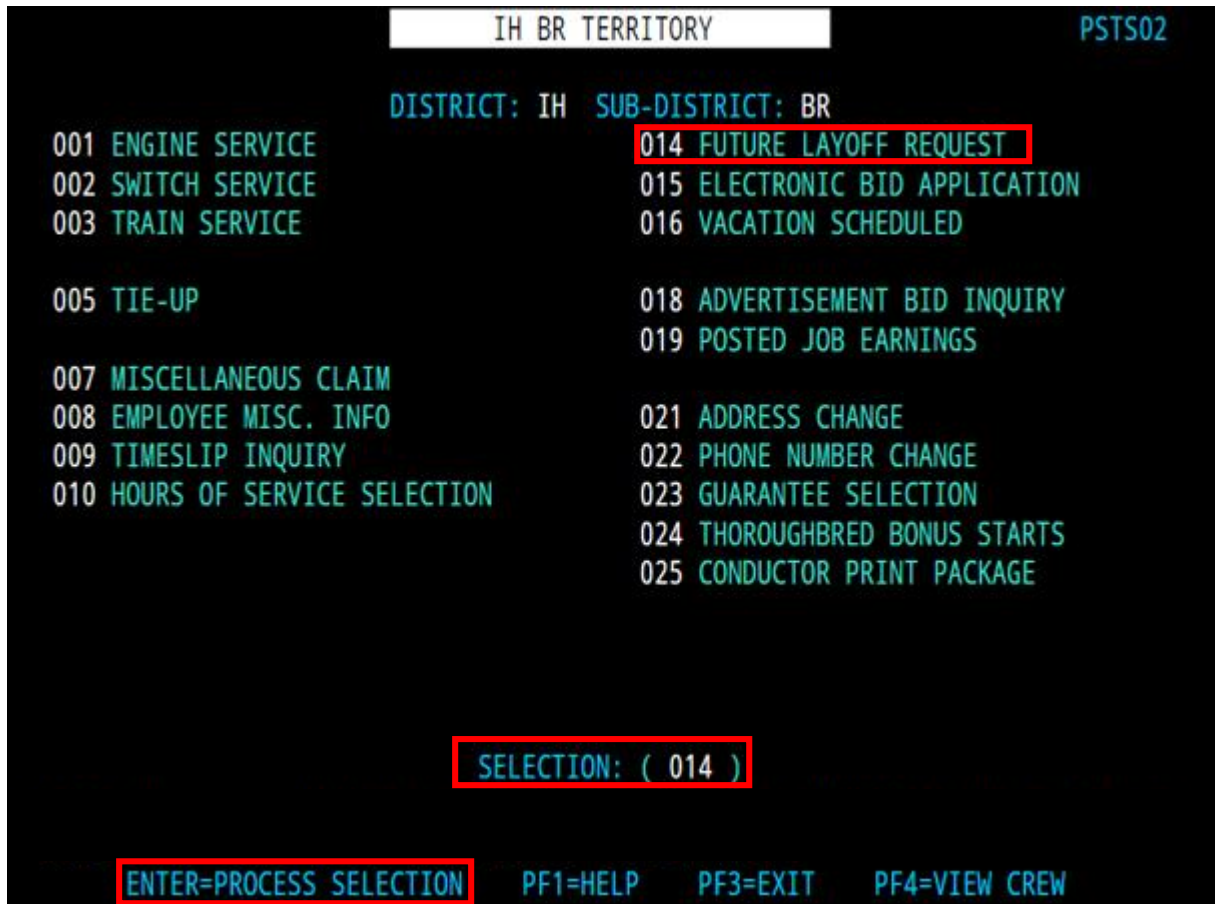


Indiana Harbor Belt Railroad
T&E Instructions Submitting LORQ Request

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Below are the instructions to submit a Layoff Request on the Crew Call System. Requests must be submitted as far in advance as possible but no later than 48 hours prior to the requested date. Any requests after the 48-hour time limit must be handled directly with the crew dispatcher's office.

From an authorized kiosk, web app, or home computer, login to the NS System with your RACF ID and Password. From the main NS selection screen, in the "SELECTION" field, input "014" to access "Future Layoff Request", and press "enter" to process.





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The "Layoff Request" screen will generate. At this screen you are able to submit future requests for time off. The following information must be completed in order for your request to be submitted:

- **Status-Reason Code** (See below list for valid status and reason codes)
- **Start Date-Time** (Date and Time you wish the LORQ to go into effect) **EXAMPLE DATE AND TIME: 082225 – 1201A**
- **End Date-Time** (Date and Time you wish the LORQ to end) **EXAMPLE DATE AND TIME: 082225 – 1159P**
- **D/W** (amount of days requested – should equal amount of days requested from start to end date entered)
- **Reason Remarks** (Reason for LORQ request, Doctors Appt., vacation add or swap, personal, etc.)
- **Delete Vac Schedule Starting** (this must be completed if you wish to change your vacation, must advise the week you wish to change)

```

IH BR          LAYOFF REQUEST          PST516A

EMPLOYEE NAME: (          ) NUMBER: (          )

STATUS-REASON CODE: ( - ) CURRENT STATUS:
START DATE-TIME : ( - ) END DATE TIME: ( - )
NUMBER OF DAYS REQ: ( ) D/W: ( ) PLD DUE: TKN: BAL: ACCUM
REASON REMARKS : (          )
DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): ( ) MMDDYY
VACATION YEAR : ( ) VAC LIST: DAYS DUE: TAKEN: BAL:
REQUEST STATUS : ( ) A=APPROVED D=DENIED C=CANCELLED SUPV INIT: ( )
NORMAL ASGN :
TEMPORARY ASGN:
ON DUTY ASGN :
FML INTERMITTENT: (Y/N)

VALID STATUS CODES
F OFF WITHOUT PRM O OFF UNION BUSINESS % DESIGNATED DAY OFF
G EARLY VAC/MED DAY P OFF BY PERMISSION
H RULES-TRAINING T OFF SAFETY MEETING
J PERS-LEAVE-DAY U LEAVE OF ABSENCE
M OFF INVESTIGATION V VACATION
N OFF JURY DUTY Z COMPANY BUSINESS
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE PF11=ALLOC
  
```

Valid Status-Reason Codes:

- **N – Off Jury Duty (Code to Enter): N - JU**
- **O – Off Union Business (Code to Enter): O – MU**
- **P – Off By Permission (Code to Enter): P – MP**
- **V – Vacation (Code to Enter):** Single Day Vacation: **V-DL**, Week Vacation: **V-VA**, Paid Personal Day: **V-AD**
- **Z - Company Business (Code to Enter):** Unpaid Vacation Day: **Z-BD** *Can only be used if using 1 week of vacation by days)



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Enter the necessary information as applicable and press "F6" to add the LORQ request. Below are examples of information needed to submit a LORQ request for a single day off with permission and the LORQ request successfully being submitted.

```
IH BR                LAYOFF REQUEST                PST516A

EMPLOYEE NAME: (    TEST                ) NUMBER: (                )

STATUS-REASON CODE: ( p - mp )          CURRENT STATUS: CO BUSINE NORMAL
START DATE-TIME   : ( 120423 - 1201a ) END DATE TIME: ( 120423 - 1159p )
NUMBER OF DAYS REQ: (    ) D/W: ( 1 ) PLD DUE: 000 TKN: 000 BAL: 000 ACCUM: 000
REASON REMARKS   : ( Doctor's Appointment                )
DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): (    ) MMDDYY
VACATION YEAR    : ( 23 ) VAC LIST:          DAYS DUE: 00 TAKEN: 00 BAL: 00
REQUEST STATUS   : (    ) A=APPROVED D=DENIED C=CANCELLED SUPV INIT: (    )
NORMAL ASGN      :
TEMPORARY ASGN   :
ON DUTY ASGN     :
FML INTERMITTENT: (Y/N)

VALID STATUS CODES
F OFF WITHOUT PRM      O OFF UNION BUSINESS      % DESIGNATED DAY OFF
G EARLY VAC/MED DAY   P OFF BY PERMISSION
H RULES-TRAINING      T OFF SAFETY MEETING
J PERS-LEAVE-DAY      U LEAVE OF ABSENCE
M OFF INVESTIGATION   V VACATION
N OFF JURY DUTY       Z COMPANY BUSINESS
ENTER=INQ PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE PF11=ALLOC
```



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IH BR          LAYOFF REQUEST          PSTS16A
EMPLOYEE NAME: ( TEST ) NUMBER: ( )
STATUS-REASON CODE: ( P - MP ) CURRENT STATUS: CO BUSINE NORMAL
START DATE-TIME : ( 120423 - 1201A ) END DATE TIME: ( 120423 - 1159P )
NUMBER OF DAYS REQ: ( 01 ) D/W: ( ) PLD DUE: 000 TKN: 000 BAL: 000 ACCUM: 000
REASON REMARKS : ( DOCTOR'S APPOINTMENT )
DELETE VAC SCHEDULE STARTING (VAC CHANGE ONLY): ( ) MMDDYY
VACATION YEAR : ( 23 ) VAC LIST: DAYS DUE: 00 TAKEN: 00 BAL: 00
REQUEST STATUS : ( ) A=APPROVED D=DENIED C=CANCELLED SUPV INIT: ( )
NORMAL ASGN :
TEMPORARY ASGN:
ON DUTY ASGN :
FML INTERMITTENT: (Y/N)
VALID STATUS CODES
F OFF WITHOUT PRM O OFF UNION BUSINESS % DESIGNATED DAY OFF
G EARLY VAC/MED DAY P OFF BY PERMISSION
H RULES-TRAINING T OFF SAFETY MEETING
J PERS-LEAVE-DAY U LEAVE OF ABSENCE
M OFF INVESTIGATION V VACATION
N OFF JURY DUTY Z COMPANY BUSINESS
ENTER=INO PF1=HELP PF3=EXIT PF5=UPDATE PF6=ADD PF9=DEL PF10=BROWSE PF11=ALLOC
LAYOFF REQUEST HAS BEEN RECORDED
```