# Maintenance of Way Pay Shortage Form

**Gang ID**: __________  
**Employee Name**: ____________________  
**Employee ID Number**: ____________________  

**DATE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PARS users:</th>
<th>Work Order #</th>
<th>PATS users:</th>
<th>POS #</th>
<th>Paycode</th>
<th>ST Time Total Hours</th>
<th>OT Start Time</th>
<th>OT End Time</th>
<th>OT Total Hours</th>
<th>OT Reason Code</th>
<th>Travel Start Time</th>
<th>Travel End Time</th>
<th>Travel Origin</th>
<th>Travel Destination</th>
<th>Travel Time Hours</th>
<th>Per Diem PC</th>
<th>PC55 - Weekend Mileage Hotel Zip</th>
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</table>

**ADD to next Paycheck** [ ]  
**Timecheck** [ ] (If qualifies)  
**YES**  
**NO**  

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Is this in response to a **DECLINE** letter that you received in the mail? [ ]  

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**REASON FOR SHORTAGE**  
- [ ] Input Error  
- [ ] Time input late/not input by field  
- [ ] Unable to Access PATS/Cost Center  
- [ ] Employee Not On Line Up  
- [ ] PARS - Unable to submit  

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**PREVENTATIVE ACTIONS TO ELIMINATE ANY FUTURE SHORTAGES**  
ALL TIME for gang / pay half should be entered no later than day after pay half ends (15th and last day of the month)  
Contact manpower immediately if employee is not on line up.  
Contact timekeeping immediately.  

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**Authorized by:** (printed) ______________________  
**TITLE:** ______________________  
**DATE:** ______________________  

**Roadmaster/Supervisor SIGNATURE:** ______________________  
**Contact Phone Number:** ______________________  

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**Your RDM or Supervisor at the time of the above date(s) MUST sign before FAXing back to us!**  

FAX back to **785-435-1180**