UTU Statement of facts covering time claims and/or grievances

Name_____ **Employee number**_____

Ticket number_____ **Claim date**_____

Detailed statement of facts_____

This statement of facts must be completely filled out for your claim to be processed. You must provide the ticket number, report date and claim date. You must attach a copy of the ticket, delay and complete earnings statement (816 report/white sheet) with the declination. You must use a separate statement of facts form for each claim. Due to the volume of claims, if you do not follow directions, your claim(s) will be sent back. You must forward all declines to the appropriate local chairman immediately.