UNITED STATES POSTAL SERVICE™

RMD

Resource Management Database

User Guide, Version 3.2.22 **March 2001**

Resource Management Database User Guide

In an effort to provide quality products and services, we solicit your comments about this guide. A User Comments form is provided as a convenience and is located at the back of this guide.

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Contents

Preface

About this Document....1
Who Should Use This Document 1
Overview of RMD 2
User Interface....2
Data Entry Window 3
Report Window....4
Navigating RMD Report Windows....4
Scrolling in Windows....4
Export Window (Saving Report Data) 6
Inactivity Timer Expired....7
Repairing Database 7

Chapter 1 - RMD Main Menu....8

Using RMD....9
Starting RMD....9
Message Escalation....10
Logging In....11
Logging Out....12
Checking Messages....12
Changing the Login Password 12
Help Desk....16
RMD Web Page....17

Chapter 2 - RMD User Setup Utility....18

Starting RMD User Setup Utility 18
Changing the RMD User Setup Login Password....19
Importing Information from Mainframe Files 22
Select Option Window....26
Add User 26
Edit User 29
Delete User 32
Lock User, Unlock User 34
Business Threshold Option....35
Print Message Flow Chart....36

Chapter 3 - Employee Management....38

Overview....41
Employee Information Management Window 41
Selecting an Employee Name....41
Selecting the View Mode....44
Employee Information Administrator....47
Data Fields....51
Create Employee Personnel Information 52
Edit Employee Personnel Information....53

Delete Employee Personnel Information 54
Manage Employee Schedules 55
Actions Mode 58
Enter Leave 61
Overview of the View/Enter Leave Window 62
View/Enter Leave (Single Day) Window to an unauthorized user 64
Change View 65
Enter Single-Day Leave 66
Enter Two Different Leave Types for a Single Day 78
Display Leave Entry Details 80
Enter Multi-Day Leave 80
Change or Delete a Leave Entry 82
Ctrl+S or Ctrl+H to Enter a Scheduled Day Off or Holiday 87
Printing Form 3972 89
System Generated Messages during Leave Entry 90
Attendance Review Notification. Message sent to SDO. 90
No FMLA on file for this employee. Message generated to FMLA Coordinator. 90
Insufficient work hours in past 26 pay periods! 90
Insufficient Leave Balance 91
Leave Entry - Attempting to Add more than 2 types of Leave on one day 91
Total Leave Hours cannot exceed 10.0 hours 91
3971 History Entry 92
Reports Mode 96
T/A Reconciliation Report 100
FMLA Data 102
On-the-Clock Analysis 106
Virtual ETC 107
Hours Type Inquiry 111
Attendance Analysis 113
3972 Report 114
Hrs Use Analysis 116
Parking Information 119
Supervisor Notes 120
Add New Note 121
View All Notes 121
Admin Action History 123

Chapter 4 - Scheduling and Staffing Management 127
Work Schedule Changes for Entire Shifts 130
View/Print Schedules 132
Call-In Log 134
Automatic Download of New Schedules 136

Chapter 5 - Time and Attendance 137
FMLA Message List 140
On-the-Clock Analysis 141
Virtual ETC 142
Hours Type Inquiry 147
Import Data 149
Leave Analysis 152
Sick Leave Reports: 152
LWOP (Leave Without Pay) Reports: 155

Sick Leave Reports 158
Leave Without Pay (LWOP) Reports 168
T/A Reconciliation Report 171

Chapter 6 - Plant Data Management (currently not available) 173

Chapter 7 - RMD FreeQUERY 174
Canned Reports Examples 180

Chapter 8 - RMD Messaging System 190

RMD User Generated Messages 190
To compose and send a message: 190
To read a message sent to you: 194

System Generated Messages 195
RMD Messaging Window 196
Any User Not Taking Action 198
Next Level of Management Receiving Failure to Take Action Message 199
SDO Receiving Take Action Message 201
Labor Relations Receiving a Message 204
FMLA Coordinator Receiving Message 206
Vacant Positions In Messaging System 209

Appendix
Roles and Responsibilities 211
Designation / Activity Codes 214
Acronyms, Terms and Definitions, Absence Codes 216
Acronyms, Terms and Definitions,Time and Attendance 217
Frequently Asked Questions 220

Windows

Data Entry Window 3
Report Window 4
RMD Main Menu Window 8
RMD Login Window 11
Change Password Utility Window 13
RMD User Setup Select Option Window 26
Employee Information Management Window 40
Employee Information Management Actions Window 45
Employee Information Management Reports Window 46
Employee Information Administrator Window 48
View/Enter Leave (Single Day) Window 61
Print 3972 Window 89
Scheduling & Staffing Management Menu Window 129
Time and Attendance Options Menu Window 139
RMD FreeQUERY Window 176
"Take Action" Message Window 196

Tables

RMD Main Menu Options 8

Employee Information Management Window 41
Employee Information Administrator Window 51
Employee Information Management - Actions Options 61
Enter Leave Fields Descriptions 63
Employee Management - Reports Options 99
FMLA Data Fields Descriptions 105
Scheduling & Staffing Management Options 129
Time & Attendance Options Menu 139
RMD FreeQUERY Canned Reports Descriptions 179

Reports & Graphs

Hours Use Summary (Work Hours Paid) 110
Hours Use Summary (All Hours Paid) 111
Hours Type Inquiry 112
Absence Analysis (Form 3972 page 1 of 2) 115
Absence Analysis (Form 3972 page 2 of 2) 116
Hours Use Analysis 117
Scheduling and Staffing 133
Call-In Log 135
FMLA Messages Report 141
Sick Leave Report Samples ..... 158 thru 167
LWOP Report Samples ..... 168 thru 170
T/A Reconciliation 172
Canned Report Samples ..... 180 thru 189

Graphs

Hours Comparison Graph 118
Sick Leave Super Chart - Hours Comparison by Percentage 161
Employee Averages only (Aggregate) - by Finance Number 167

Preface

About this Document

Who Should Use This Document

This User's Guide is for RMD Users, Attendance Control Office Personnel, and Managers of Postal Facilities.

This User's Guide assumes that the reader is familiar with PC usage and computer terminology, including:

- Powering on a Personal Computer (PC).
- Using a Windows Operating System (OS) (95/98/NT) (2000).
- Logging in to a network (LAN).
- Internet/WWW browsing/navigation via a Windows-based browser (Internet Explorer/Netscape Navigator).
- An understanding of general PC terminology (i.e. 'PC' is an acronym for 'Personal Computer').

This document contains some language speaking to non-computer related processes such as the Family and Medical Leave Act, the ELM, Postal document handling, etc. This User's Guide is not the authority on these items. Each reader/user should have prior training and experience before using RMD in these capacities. In addition, excerpts from official documents such as the ELM are subject to change. Please check your official document provider(s) often for any changes.

Overview of RMD

The Resource Management Database (RMD) is a tool used to:

- Help management record, track, and manage attendance.
- Identify attendance problems (evaluate individual pay location attendance trends; detect absence abuse; avoid vacation conflicts).
- Produce reports.
- The RMD application maintains and tracks employee data that relates to leave. Specific information gathered includes:
- Family Medical Leave Act (FMLA) absences, hours used, and work hours in the last 26 pay periods.
- Sick Leave/Dependent Care (SLDC) hours used in the leave year.
- Number of unscheduled absences in the last 90, 180 and 365 days.
- All scheduled and unscheduled leave.
- Administrative actions and grievance data related to attendance.

User Interface

The RMD user interface is comprised of multiple Windows that contain:

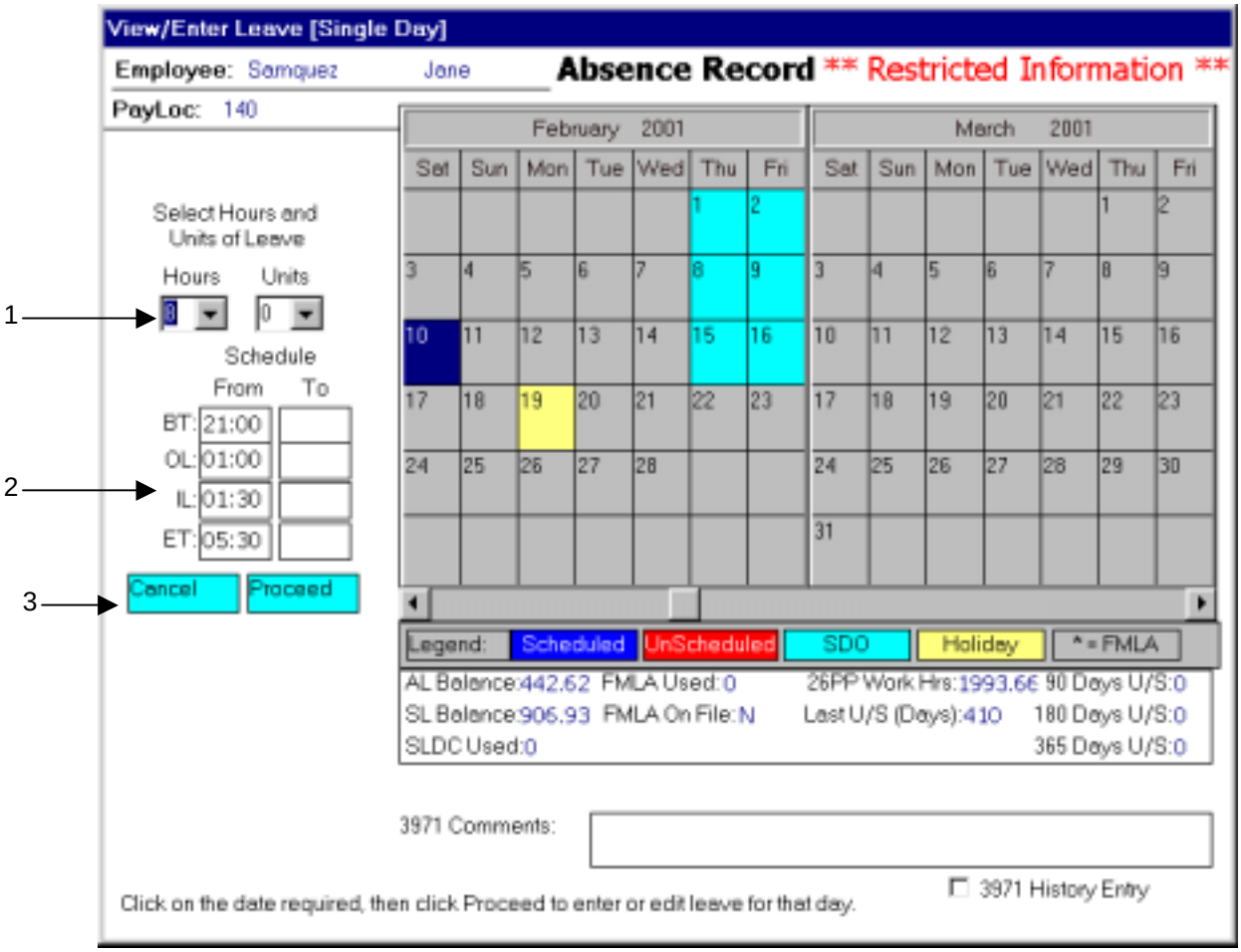
- Text.
- Required data entry fields.
- List boxes.
- Function buttons.
- Icons.
- Scroll bars.

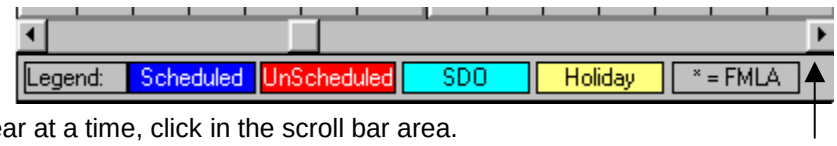
Data Entry Window

Data entry describes generic RMD Windows where data collected is used to update the database. The View/Enter Leave Window is an example of a Data Entry Window.

Typical input elements on RMD data Windows include:

- List boxes to select data. [Arrow 1]
- Text fields to type in data. [Arrow 2]
- Buttons to select functions. Click in box to select (or deselect) an entry. [Arrow 3]

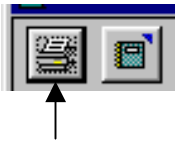




To scroll a year at a time, click in the scroll bar area.

To scroll forward or backward a month at a time, click the forward ▸ or back ◂ scroll button.

Report Window

A Report Window displays when you click the **Print**  icon on any RMD data Window.

RMD - 3972 PAGE 1

Zoom 100%

United States Postal Service
Absence Analysis

Employee's Name: **Samquez , Jane**
Employee ID: **982-82-9182**
Pay Location: **140**

Leave Year **2001**

Instructions

Using the codes below, and the hours involved, post current and previous quarters. Precede with letter "F" when absence is recorded as Family Medical Leave Act (FMLA) and with "U" when absence is recorded as unscheduled on Form 3971. Post additional quarters if curcumstances warrant. This form may also be used on an ongoing basis. On the reverse of this form, the employee's supervisor records attendance-related actions; e.g., review of attendance, commendations, restricted sick leave, Leatters of Warning, suspensions, etc. A running total of FMLA hours use may be kept on the reverse side of this form.

Absent from Schedule OT	AOT*	Emergency AL	EAL*	Sick Leave	SL
Absent Without Leave	AWOL*	Family Medical Leave Act	F	Sick Leave/Dependent Care	SLDC
Annual Leave	AL	Holiday Leave	H		
Annual Leave in Lieu of SL	SAL*	Late Reporting	L*	**Note: These are not separate leave categories, but a distinction is made for the purpose of analysis.*	
Administrative Leave	ADL	Leave Without Pay	LWOP		
Continuation of Pay	COP	LWOP in Lieu of SL	SWOP*ML		
Court Leave	CL	Military Leave			

Pay Period			Week 1							Week 2					
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur
2	Dec. 30	Jan. 12	30	31	1 H-0	2 AL-8	3 AL-8	4 SDO-0	5 SDO-0	6 AL-8	7 AL-8	8 AL-8	9 AL-8	10 AL-8	11 SDO-0
3	Jan. 13	Jan. 26	13 AL-8	14 AL-8	15 AL-8	16 AL-8	17 AL-8	18 SDO-0	19 SDO-0	20 AL-8	21 H-0	22 AL-8	23 AL-8	24 AL-8	25 SDO-0
4	Jan. 27	Feb. 9	27	28	29	30	31	1 SDO-0	2 SDO-0	3	4	5	6	7	8 SDO-0
5	Feb. 10	Feb. 23	10	11	12	13	14	15 SDO-0	16 SDO-0	17	18	19 H-0	20	21	22

Pages: 1

Page to Page navigation buttons.

Navigating RMD Report Windows

Scrolling in Windows

- To scroll up and down, use the vertical scroll bar on the right side of the Window.
- To scroll side to side, use the scroll bar at the bottom of the Window.

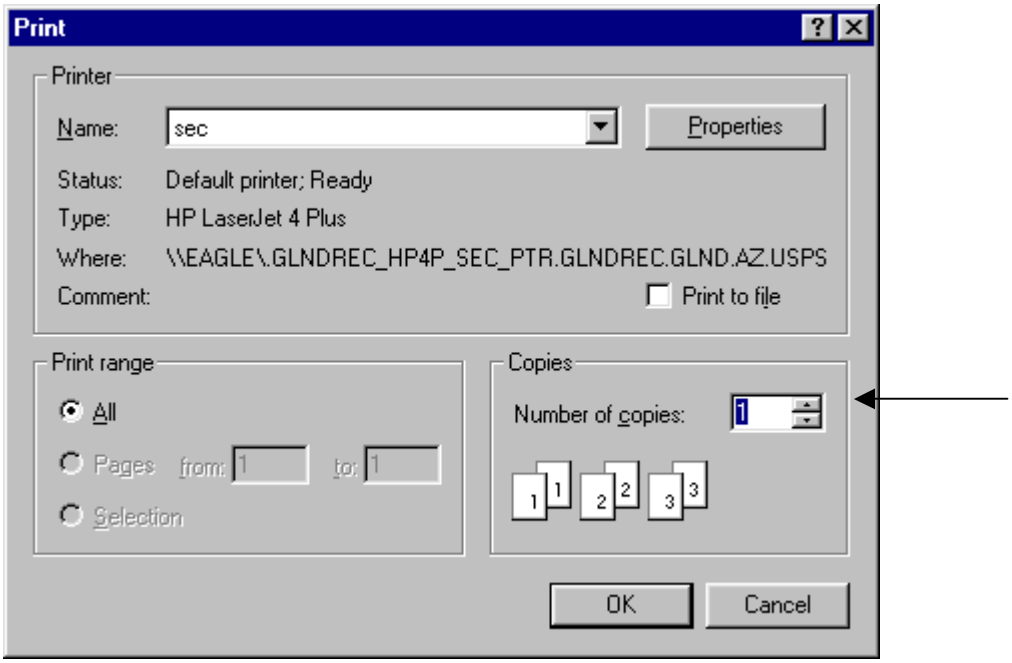
Moving from Page to Page

- To move to the first page of a report, press |◄ .
- To move to the last page of a report, press ►|.
- To move forward a single page, press ► .
- To move back one page, press ◄ .

Printing Reports

To print a report:

1. Click the icon or Click Print in the Window toolbar.
2. The Print Window displays.
3. Select the number of copies.



4. Click **OK**.

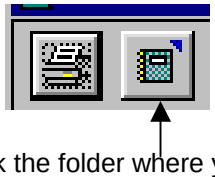
Export Window (Saving Report Data)

Saving (Exporting) Report Data

To **Save** report data, click the icon in the Window toolbar on any **Report** Window. The Export Window displays (see below.)

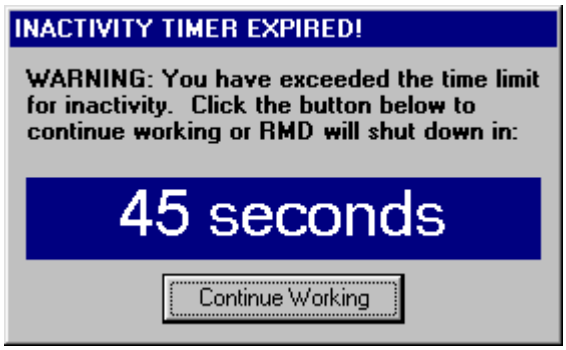
Use this Window to save data onto your hard drive or a floppy disk

To save report data:

1. Click the Save Report  icon on a Report Window.
2. In the Save in list, click the folder where you want to save your file. [Arrow 1]
3. Type a file name in the File name box. [Arrow 2]
4. In the Save as type list, select Text (*txt) or HTML (*.htm; *.html). [Arrow 3]
5. Click Save. [Arrow 4]

Inactivity Timer Expired

If RMD detects inactivity for 20 minutes, you will receive a warning that RMD will shut down in 1 minute. You have the option of continuing to work, or keep RMD open, but you must click **Continue Working** in order to do so.



RMD checks for Window changes once every minute when looking for inactivity. This method of checking for inactivity means that the timer could actually expire when you are physically working on RMD if the Window checks were done at times that the Window was the same for 19 checks (fairly unlikely).

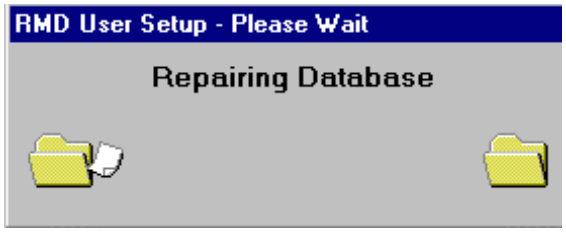
Click **Continue Working** and you will be able to continue working without the system shutting down. If the RMD system shuts down, any work that has not been submitted for finalization **will be** lost.

If you are working in another application (and cannot see RMD on your terminal), you may hear a rather distinctive “click” sound. Check RMD for the **Inactivity Timer Expired** Window when you hear this “click”.

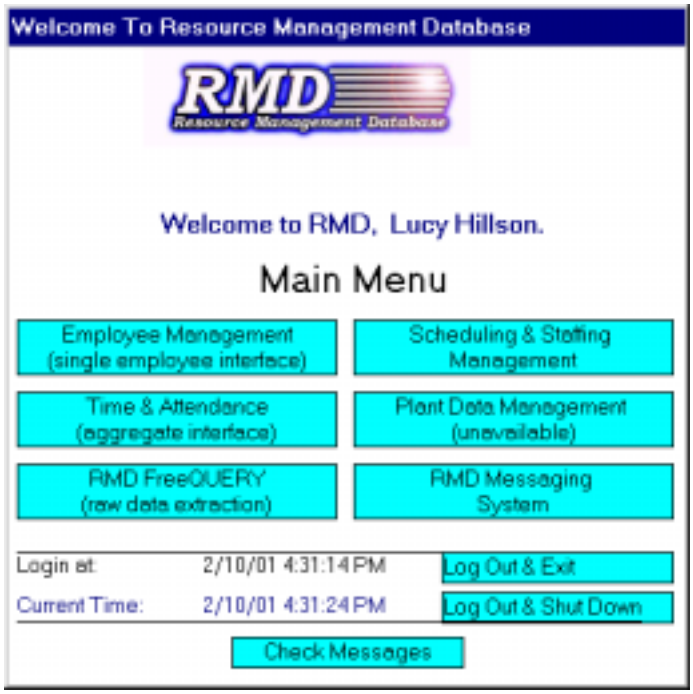
In a perfect world, an authorized user should **never** leave RMD open when not in use. The RMD System contains a wealth of “Restricted Information” on the employees of your facility and, as such, has been declared a sensitive system. All users of RMD must use due diligence in protecting sensitive personal information in accordance with the Privacy Act.

Repairing Database

If the database in either **RMD User Setup** or **RMD** itself becomes corrupt, immediately after login by any user, RMD will **automatically** repair the database. A **Repairing Database** will appear until this process is complete.



Chapter 1 - RMD Main Menu



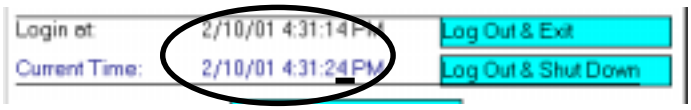
The RMD Main Menu offers the following functions to aid you in performing the tasks associated with your role and responsibilities:

Use this function…	on page	To perform these tasks …
Employee Management	**38**	Enter leave data and generate or review reports for a *single* employee.
Scheduling and Staffing	**127**	View and edit data for *multiple employees*; print schedules for all employees in a pay location range; determine how many employees will report to work at a specific time; generate the data that displays in the Call-In Log.
Time and Attendance	**137**	View various aggregate leave reports, work-hour reports, FMLA message reports; import data.
Plant Data Management	**173**	(currently not available)
RMD FreeQUERY	**174**	Generate any of numerous canned reports listing such items as FMLA re-certifications, employees without unscheduled absences, or a list of outstanding messages, by applicable name.
RMD Messaging System	**190**	Receive System Generated Messages; send a broadcast message to all RMD users, or send a message to a particular user.
Log Out & Exit	**12**	Log out of the RMD application.
Log Out & Shut Down	**12**	Log out of the RMD application and shut down the PC.
Check Messages	**12**	Check messages sent to you via the RMD User Generated Messages or check system generated messages.

Although they are not listed on the RMD Main Menu, RMD also contains two other functions that are essential to the success of the software and the attendance control process:

Use this function…	On page	To perform these tasks …
RMD User Set Up Utility	**18**	Maintain RMD User information. Add, update, delete and restrict RMD application access. Set message generation thresholds and update time parameters used to notify and remind specified users of outstanding tasks.
Employee Information Administrator	**47**	Create and maintain employee personnel information, including adding new employees and updating base, current and next week schedules.

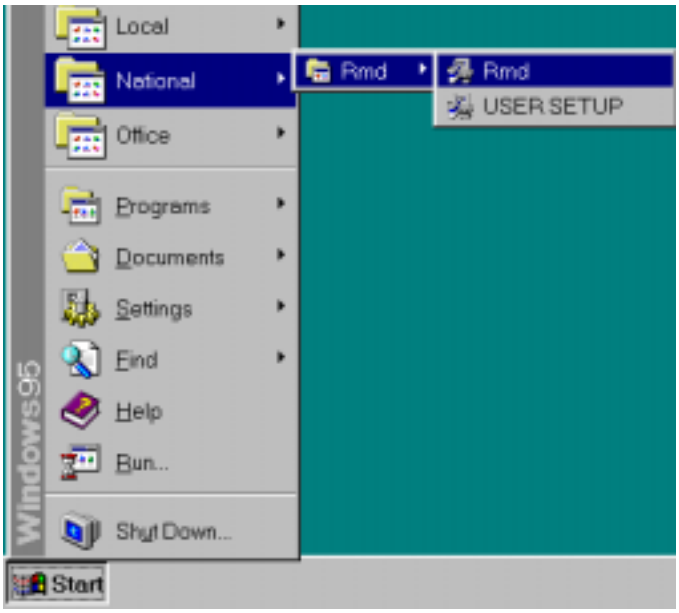
Note: When you click upon a function on the RMD Main Menu, it may appear that the system is not responding. As long as the Current Time clock has stopped counting the seconds, the system is responding; it is activating the function that you clicked on.



Using RMD

Starting RMD

To start RMD from your workstation:

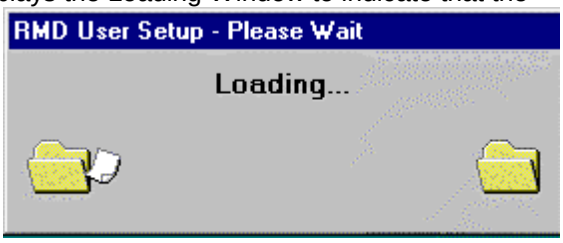


1. Click the Start button.

2. Go to the “National” option.

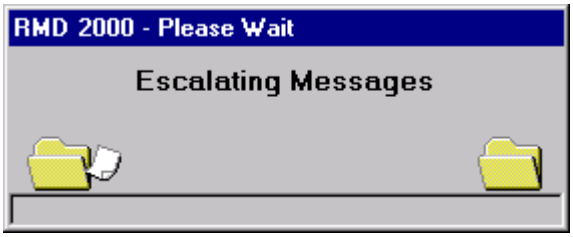
3. Select RMD – Click RMD.

This starts the application and displays the Loading Window to indicate that the application is starting.



Message Escalation

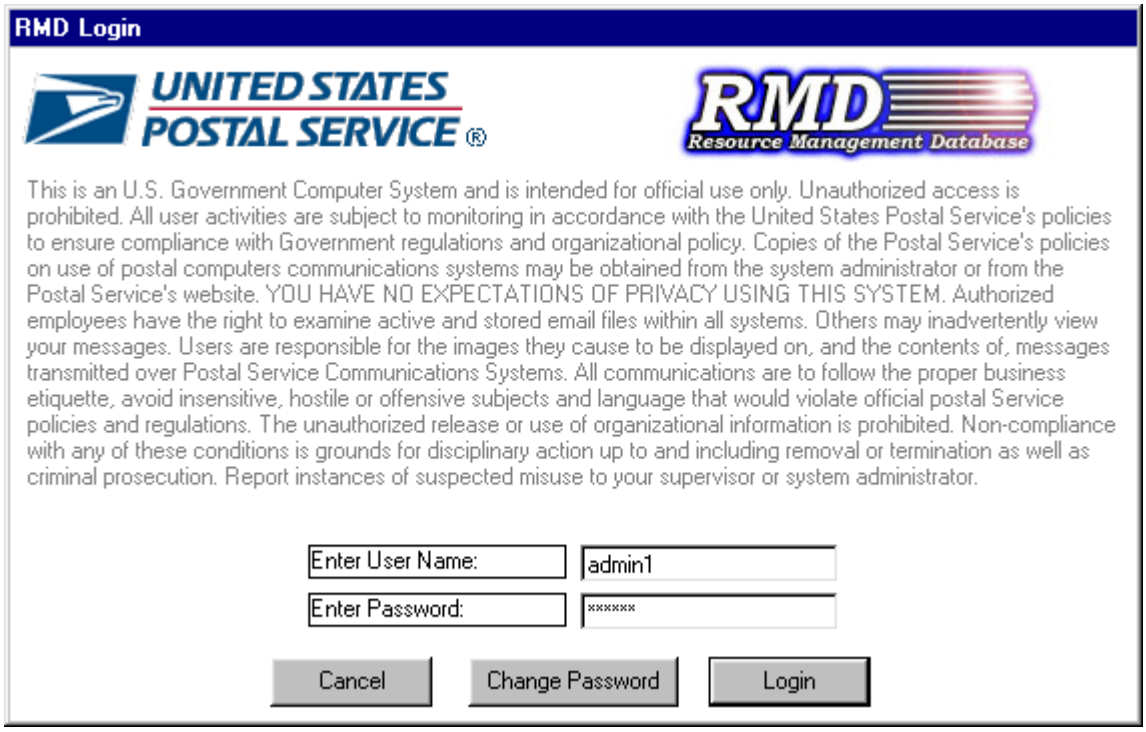
The first user to login **on any given day** will see the following Window immediately following the “**Loading…**” Window. The system is escalating messages that have reached the Business Threshold for escalation to the next management level.



The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download (further explained in Chapter 4, Scheduling and Staffing).

When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays. Users cannot begin the actual login process until the Login Window appears.

Logging In



At the **RMD Login** Window:

1. Type your assigned user name.
2. Tab to the password box.
3. Type your password.
4. Click **Login**.

Note: User names and passwords are **case sensitive**.

If you type your user name incorrectly, you will see the following error message.

You will need to click **OK** and **retype** your user name.

If you type your password incorrectly, you will see the following error message.

You will need to click **OK** and **retype** your user name.

If you enter the wrong user name and/or password or any combination of them three consecutive times, you will receive the following Login error message.

You will not be able to use RMD until the RMD Administrator unlocks your account.

Note: To avoid being locked out of RMD, click **Cancel** if you receive the error message on the second attempt to login. Start the entire Login process over. Your user name and password are **case sensitive**, so you must type it in the exact format in which it is assigned.

Logging Out

Click **Log Out & Exit** to return to the computer desktop, or
Click **Log Out & Shut Down** to exit RMD and *shut down* your computer.

Checking Messages

Click Check Messages to check messages sent via the RMD User Generated Messages or System Generated Messages. (More detailed information can be found in Chapter 8.)

Changing the Login Password

To change your password:

Start RMD from your workstation:

1. Click the Start button.

2. Go to the “National” option.

3. Select RMD – Click RMD.

This starts the application and displays the Loading Window. The first user to login on any given day will also see the Escalating Messages Window. The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download. When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays. Users cannot begin the actual login process until the Login Window appears.

At the RMD Login Window:

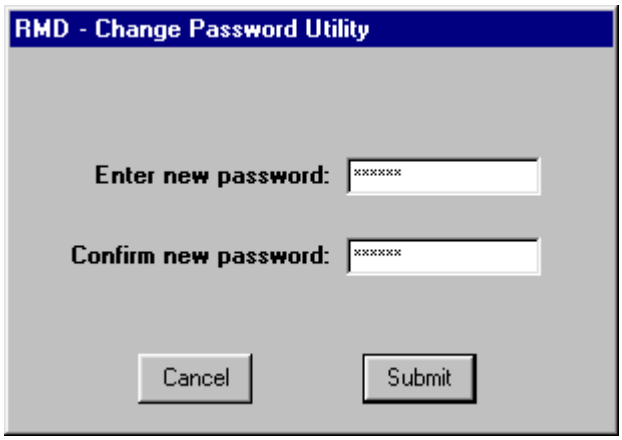
1. Type your assigned user name.

2. Tab to the password box.

3. Type your password.

4. Click **Change Password** in the RMD Login Window.

5. The RMD – Change Password Utility Window displays.



6. Enter the new password. (**Reminder: passwords are case sensitive)**

7. Tab to the “**Confirm new password**” entry box.

8. Type the new password exactly the same as you did in the “**Enter new password**” entry box.

9. Click **Submit**.

10. Password Successfully Changed window appears.

11. Click **OK** to continue Login process.

12. If messages are waiting for user review, the RMD Messaging Window displays (detailed information on dealing with Messaging Windows in Chapter 8). Otherwise, the RMD Main Menu displays.

Note: RMD **requires** that all users change passwords every thirty (30) days. When a user attempts to login with a password that is thirty days (or more) old, RMD will prompt the user to change the password. Follow the steps below to accomplish this system-forced password change.

---

1. Click **OK** to your **password has expired** message.

2. The R**MD – Change Password Utility** window appears.

3. Enter the new password. (**Reminder: passwords are case sensitive)**

4. Tab to the "Confirm new password" entry box.

5. Type the new password exactly the same as you did in the "Enter new password" entry box.

6. Click **Submit**.

7. Password Successfully Changed window appears.

8. Click **OK** to continue Login process.

9. If messages are waiting for user review, the RMD Messaging Window displays (detailed information on dealing with Messaging Windows in Chapter 8). Otherwise, the RMD Main Menu displays.

Help Desk

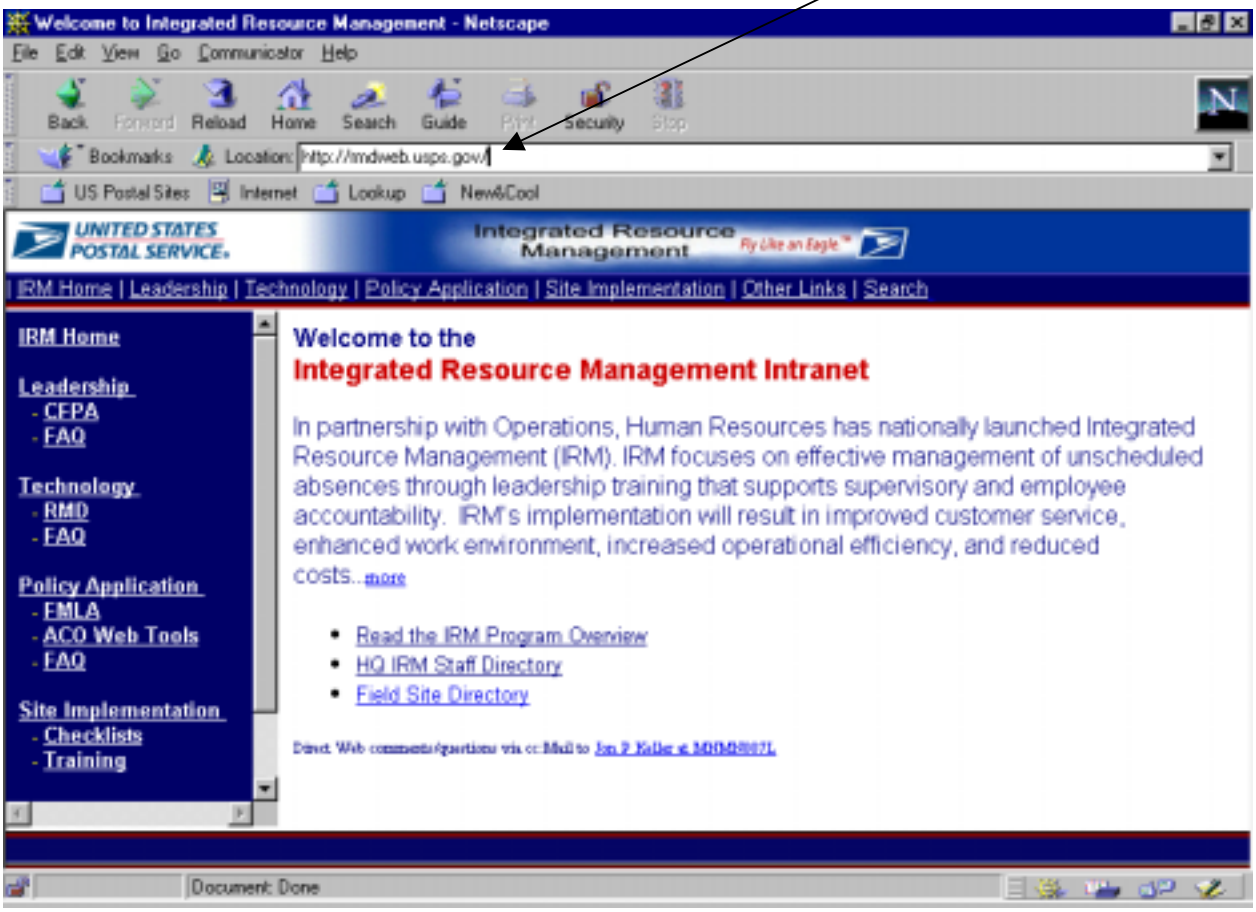
Should you experience problems using RMD, follow these steps to contact the Customer Support Services for assistance:

1. **Dial 1-800-USPS-HEL**(p) / (1-800 877-7435); then press
2. **Option 3** (AOI -Post Office Support); then press
3. **Option 5** (Human Resources Applications Support Services); then press
4. **Option 1** (Resource Management Database (RMD)).

Support services for this application are available 24 hours a day / 7 days a week.

RMD Web Page

RMD has it's own web page. It can be found by typing http://rmdweb.usps.gov in the location box on your web server.



From the RMD Web Site, some of the items you can access are:

- The RMD User's Guide
- Frequently Asked Questions
- Training Information
- Policy Application Information
- Site Implementation Checklists

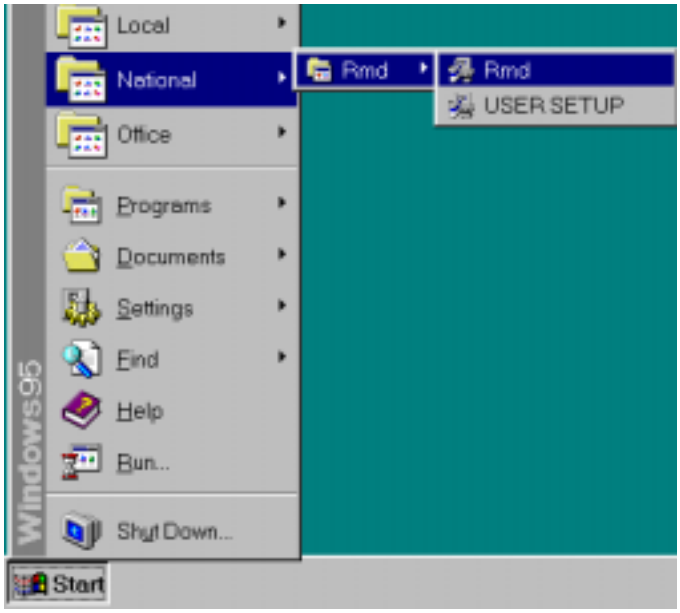
Chapter 2 - RMD User Setup Utility

The RMD User Setup utility allows the system administrator to:

- Manage user access to RMD data and functions.
- Establish business thresholds (including time parameters used to notify and remind specified users of outstanding tasks).
- Perform external downloads, i.e. the PSDS/TACS data and schedule and leave balance information from various mainframe files.

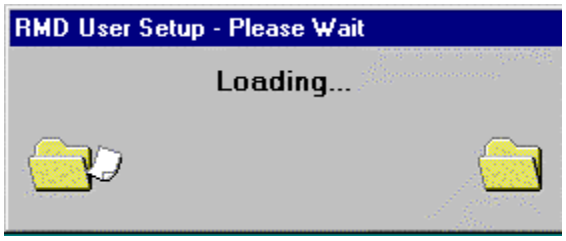
Starting RMD User Setup Utility

To start RMD User Setup from your workstation:

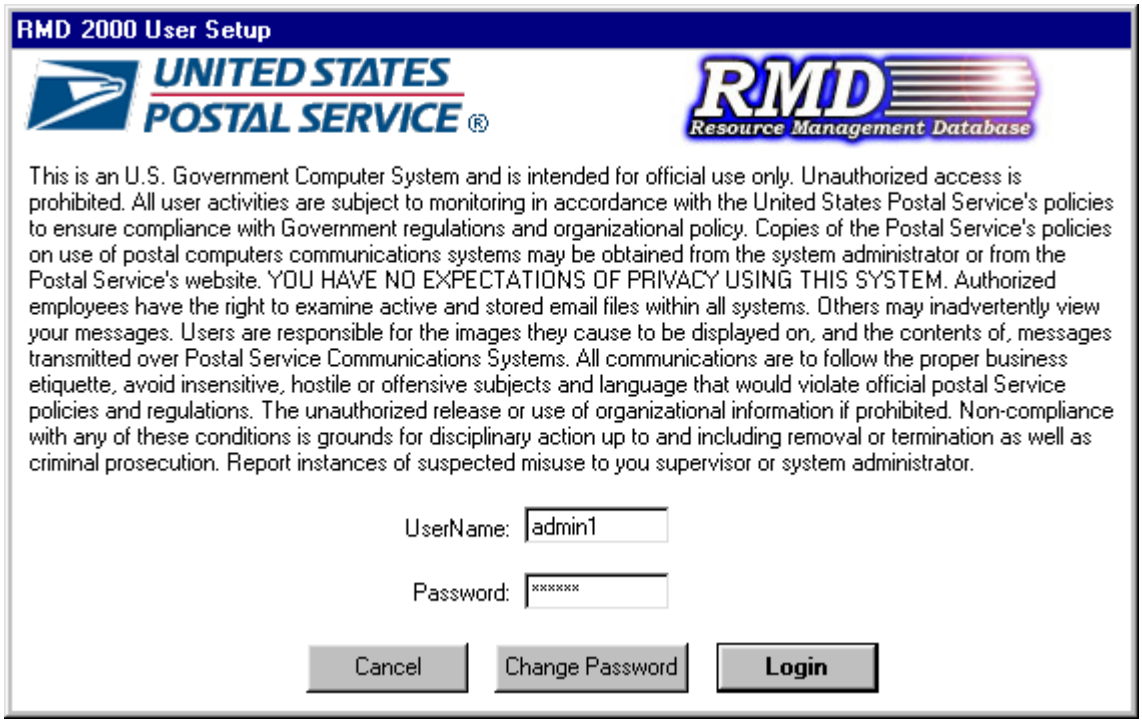


1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD User Setup.

This starts the application and displays the Loading Window.



The RMD 2000 User Setup Window will display.



1. Type your assigned user name.
2. Tab to the password box.
3. Type your password. **Reminder: user names and passwords are case sensitive.**
4. Click **Login**.

Changing the RMD User Setup Login Password

To change your password:

Start RMD User Setup from your workstation.

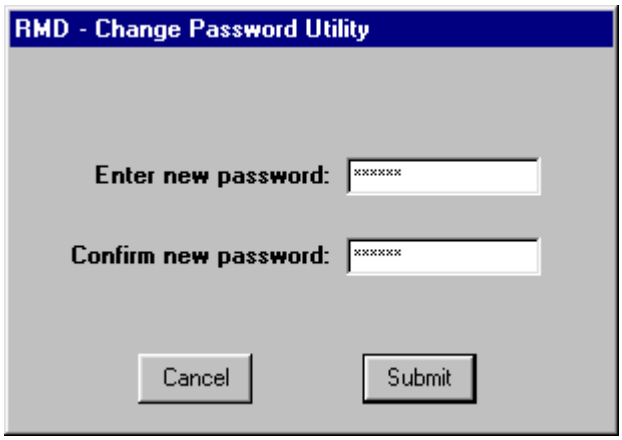
1. Click the Start button.
2. Go to the “National” option.

3. Select RMD – Click RMD User Setup.

This starts the application and displays the Loading Window. The RMD 2000 User Setup Window displays.

At the User Setup Window:

1. Type your assigned user name.
2. Tab to the password box.
3. Type your password.
4. Click **Change Password** in the RMD Login Window.
5. The RMD – Change Password Utility Window displays.



6. Enter the new password. (**Reminder: passwords are case sensitive)**
7. Tab to the "Confirm new password" entry box.
8. Type the new password exactly the same as you did in the "Enter new password" entry box.
9. Click **Submit**.
10. Password Successfully Changed window displays.

11. Click **OK** to finish the Login process.

Note: RMD User Setup **requires** that all users change passwords every thirty (30) days. When a user attempts to login with a password that is thirty days (or more) old, RMD will prompt the user to change the password. Follow the steps below to accomplish this system-forced password change.

---

1. Click **OK** to your **password has expired** message.

2. The R**MD – Change Password Utility** window appears.

3. Enter the new password. (**Reminder: passwords are case sensitive)**

4. Tab to the "Confirm new password" entry box.

5. Type the new password exactly the same as you did in the "Enter new password" entry box.

6. Click **Submit**.

7. Password Successfully Changed window appears.

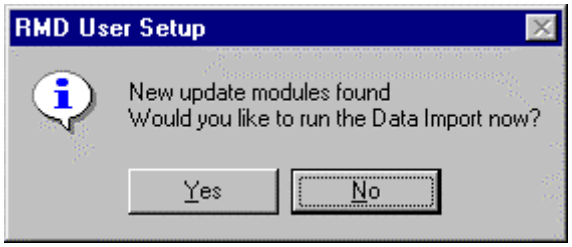
8. Click **OK** to continue Login process.

9. If messages are waiting for user review, the RMD Messaging Window displays (detailed information on dealing with Messaging Windows in Chapter 8). Otherwise, the RMD Main Menu displays.

Importing Information from Mainframe Files

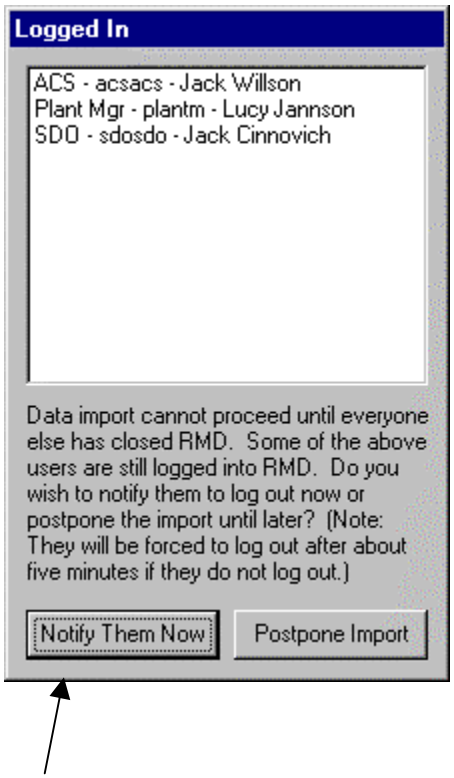
When the Site Administrator logs into the RMD User Setup Utility, an import data message may display. This is the opportunity to import PSDS/TACS, schedule, and leave balance information from external data sources. If there are no files awaiting download, the Select Option Window displays. (See page 26 for Select Option Window instruction).

If import data files are found, the Site Administrator will see:



To Run the Data Import Now:

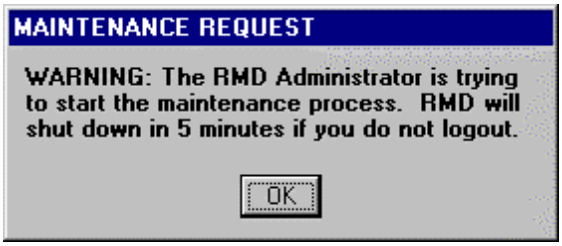
1. Click **Yes**.
2. **If users are logged in to RMD**, a Window reporting that users are logged in will appear at this time.



3. Click **Notify Them Now.**

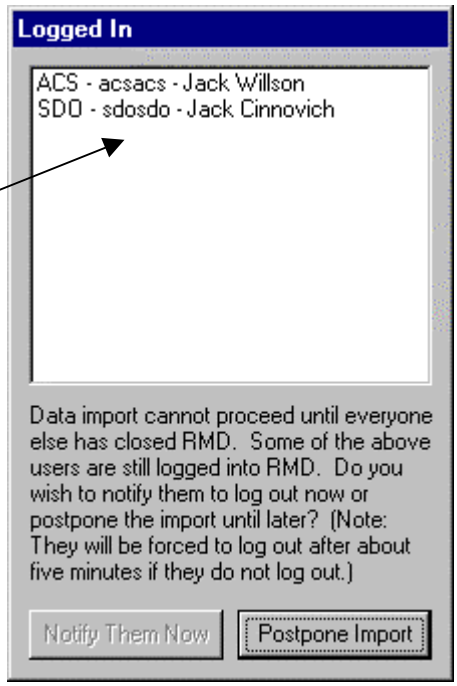
Note: The system administrator has the option to postpone the import data process. If the import is postponed, the New update modules found Window will appear every time the system administrator logs into the User Setup Utility until the import is done.

The "Maintenance Request Message" will be sent to all users currently logged into RMD.



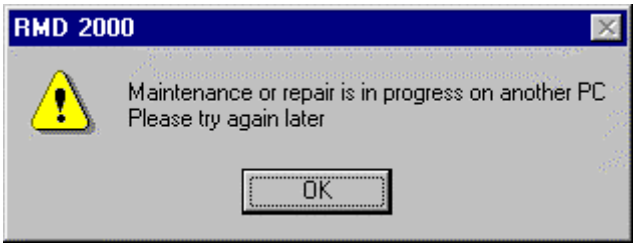
As users voluntarily log out of RMD, they will drop out of the Window on the Administrator's terminal. In the next window, the Plant Manager was the only user who clicked **OK** on the Maintenance Request and voluntarily logged out of RMD. The ACS and SDO clicked **OK** on the Maintenance Request but continued to remain logged into RMD. The Maintenance Request Message will reappear on the terminal of users who click **OK** but continue to work instead of logging out. The message will reappear every minute during the 5-minute countdown.

Plant manager voluntarily logged out after Maintenance Request Window presented. The ACS and SDO did not.

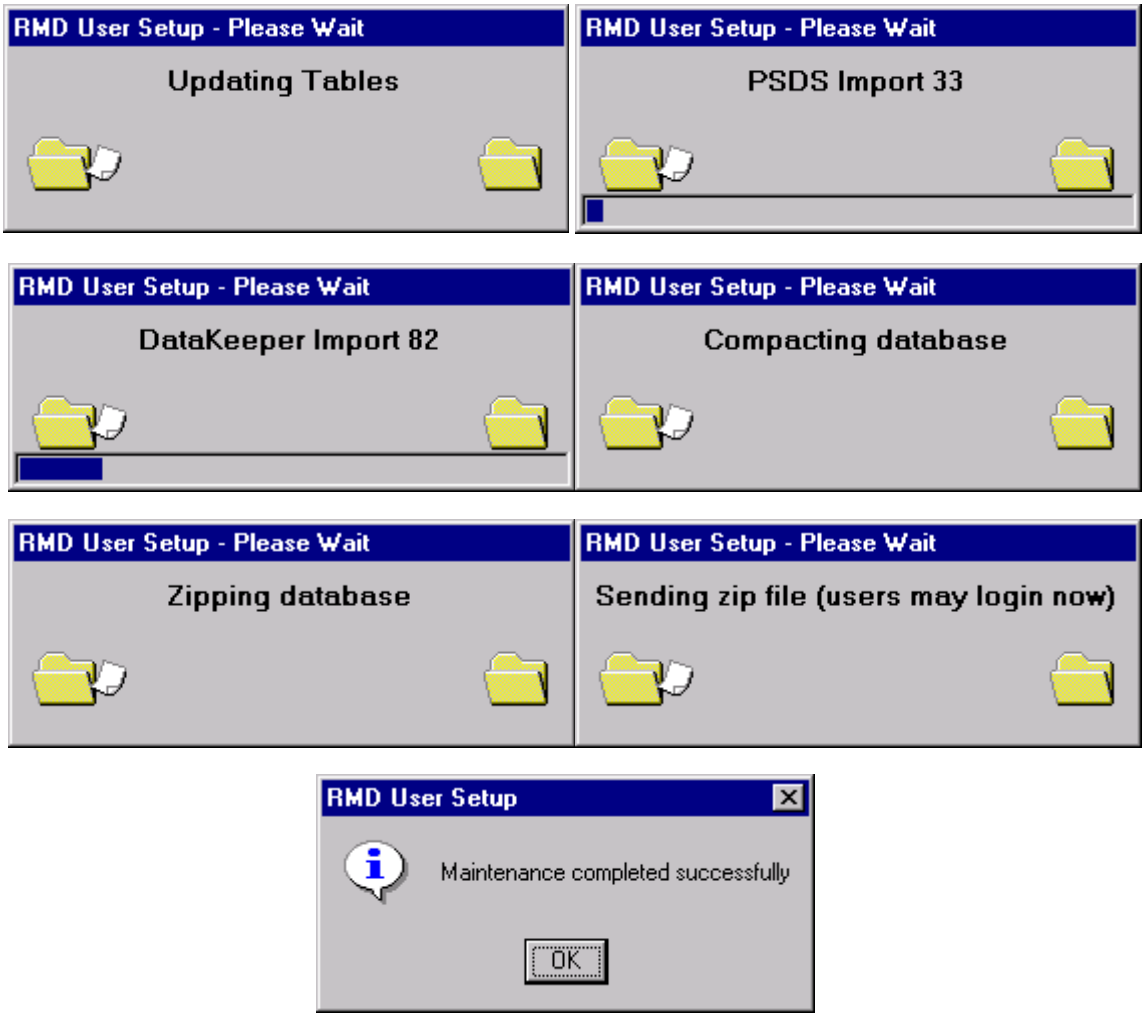


After 5 minutes, the ACS and SDO were forced out of RMD. If this occurs, anything that the user who is forced out is working on that **has not been submitted** will be lost.

The RMD system automatically begins the download of the files. During this time, users cannot log back into the system. They will receive a message that Maintenance is being done, try again later.



During the download, the following Windows will appear on the Site Administrator's terminal. In a TACS facility, the Window below that says PSDS Import will state TACS Import.



At this point, all users will be able to log in to RMD.

Note: The above process will only happen **if there are files to be downloaded** to the RMD system. If there are no files to be downloaded the **Select Option Window** (pictured on the next page) will appear instead.

Select Option Window

The Select Option Window presents the Administration Functions of the RMD User Setup Utility. This functionality allows the Site Administrator to maintain RMD User Information. The Administration Functions are as follows: (Complete instructions for use of each Administration Function can be found on the page indicated beside the function listed below.)

- **Add User –** page **26**
- **Edit User –** page **29**
- **Delete User –** page **32**
- **Lock User –** page **34**
- **Unlock User –** page **34**
- **Business Threshold Option** – page **35**
- **Print Message Flow Chart** – page **36**

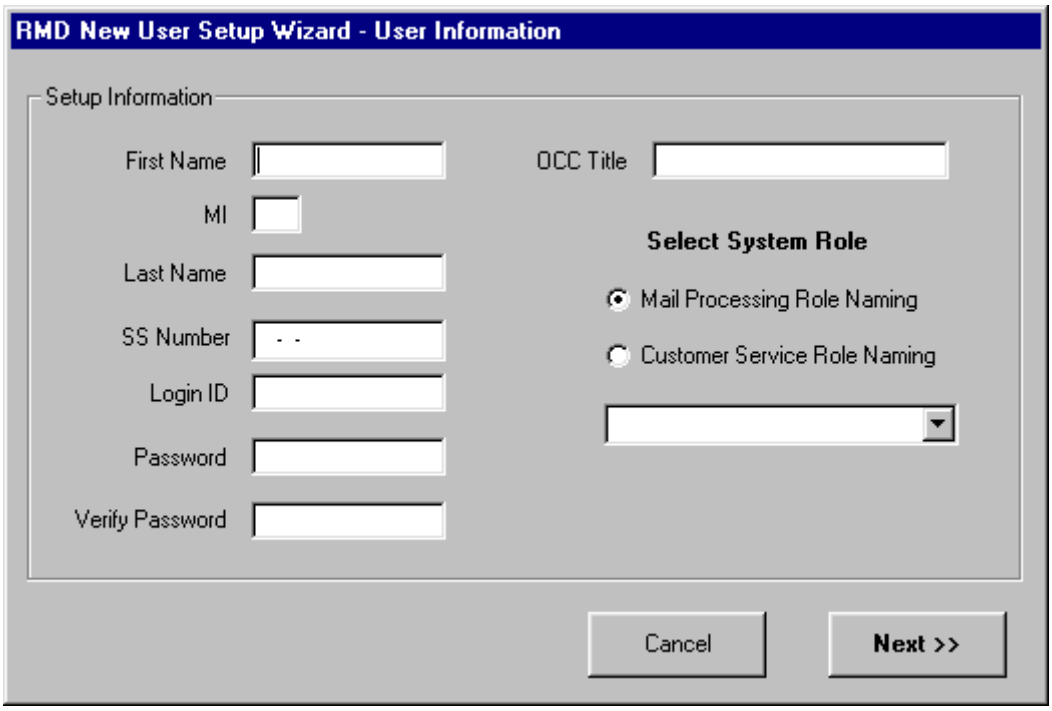
Add User

Use the setup wizard to add a new user to RMD.

Access the **Select Option Window** as described at the beginning of this chapter.

1. Click the **Add User radio button**.

2. Click **Okay**.
3. The **RMD New User Setup Wizard – User Information** Window will display.

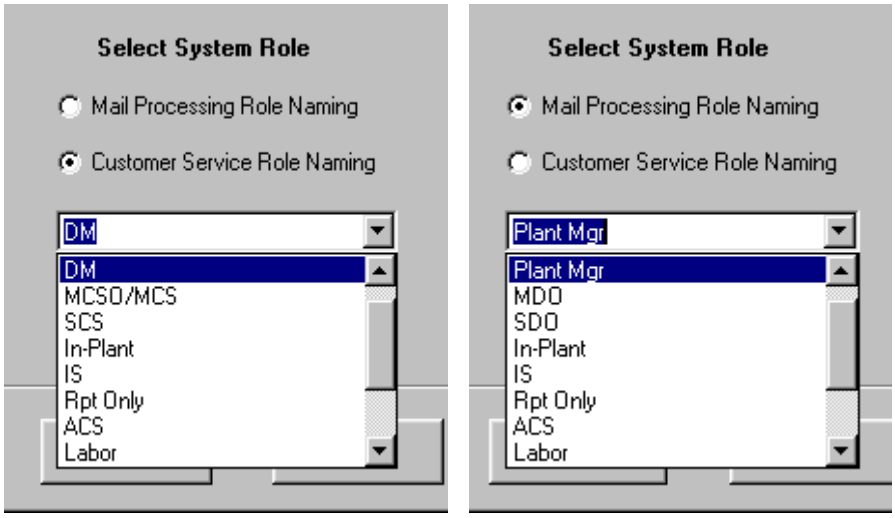


4. Type the setup information. **Tab** to move through the fields.

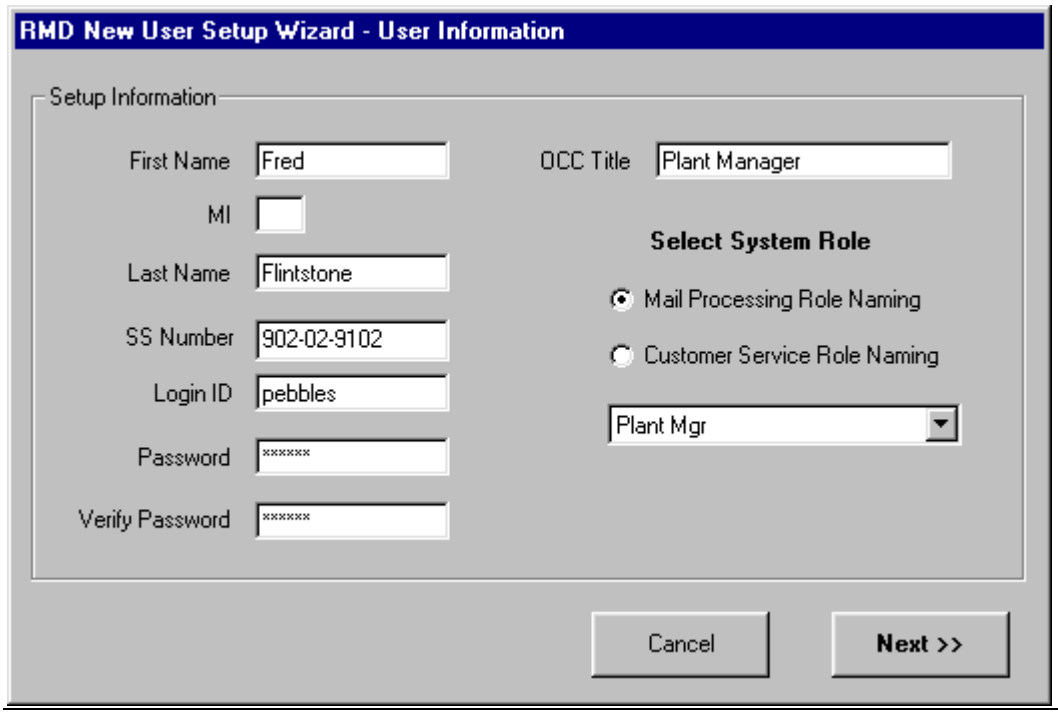
5. **Reminder: user names and passwords are case sensitive**. Be consistent in assigning them.

6. Click the radio button for the appropriate system from either Mail Process or the Customer Service naming conventions.

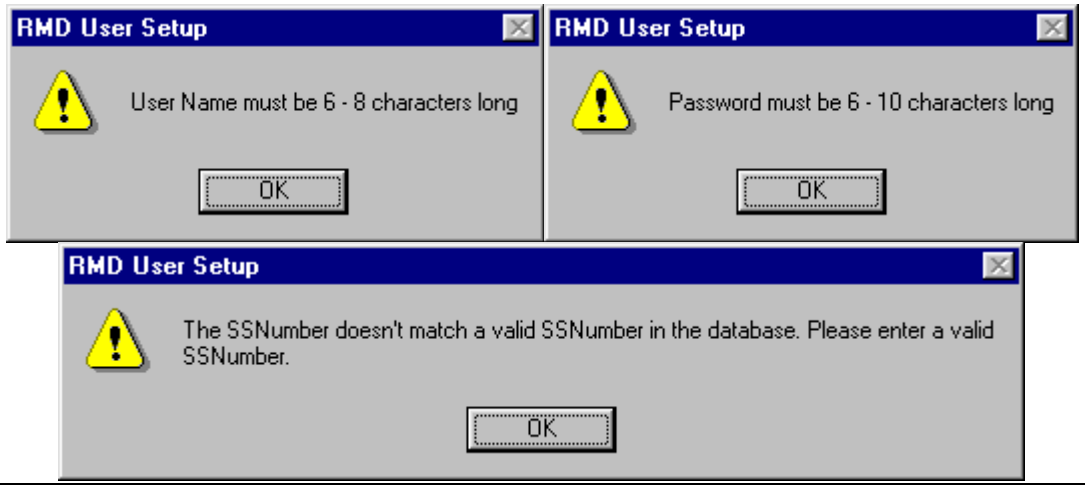
7. Select the appropriate role from the drop-down list (highlight and click).



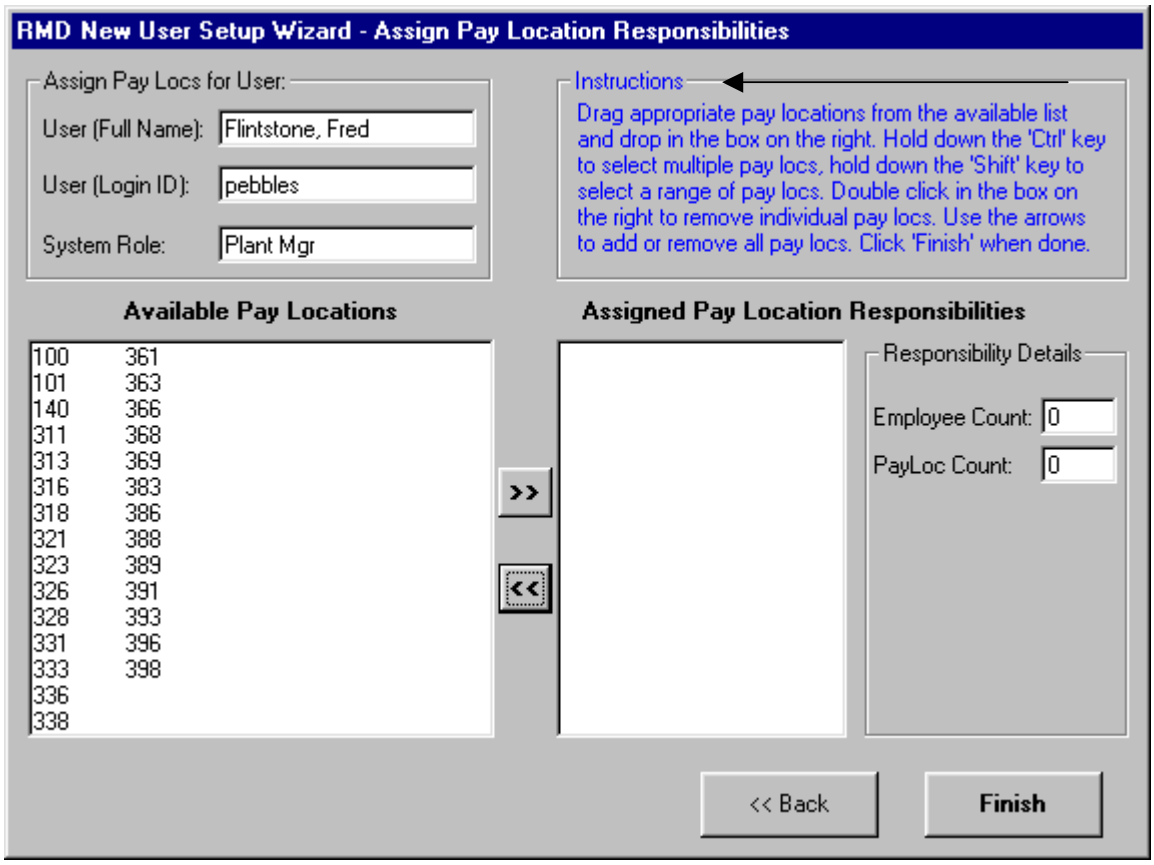
8. Click **Next** to assign pay location responsibilities, or **Cancel**, to exit without saving the data.



Note: When you click **Next>>,** RMD will alert you if you have failed to complete a field, improperly completed a field, or attempted to use an invalid social security number with the following types of alerts. Correct any incorrect entries and click **Next>>**.



9. Follow the instructions in the top right corner of the Assign Pay Location Responsibilities Window to assign pay locations to the new user. Be aware that the user will only be able to access the pay locations that you assign them.



10. Click **Finish**.

11. The User changes successful window will appear.
12. Click **OK**.
13. The Select Option Window displays.
14. To exit RMD User Setup, click **Cancel**.

Edit User

Use the setup wizard to edit a current user in RMD

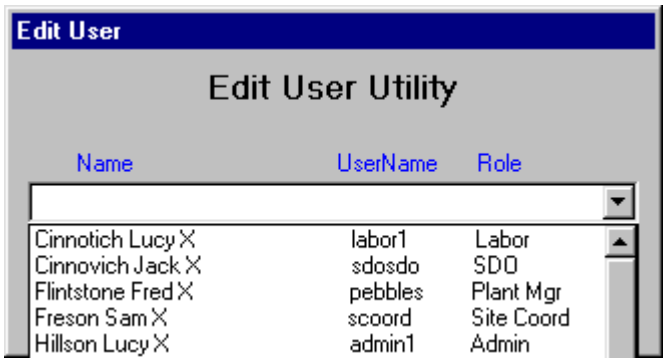
Access the **Select Option Window** as described at the beginning of this chapter.

To **edit a user:**

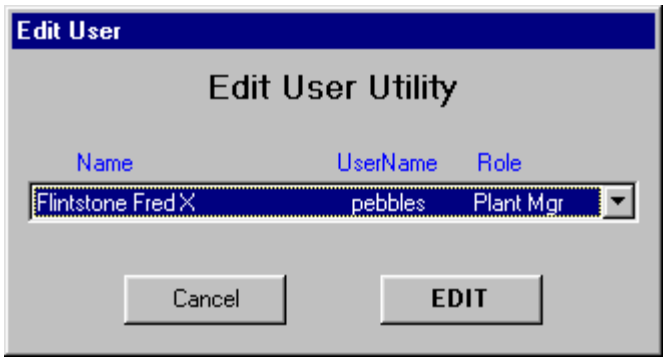
1. Click the **Edit User** radio button.

2. Click **Okay**.

3. Select a user name from the drop-down list. (Highlight and click.)

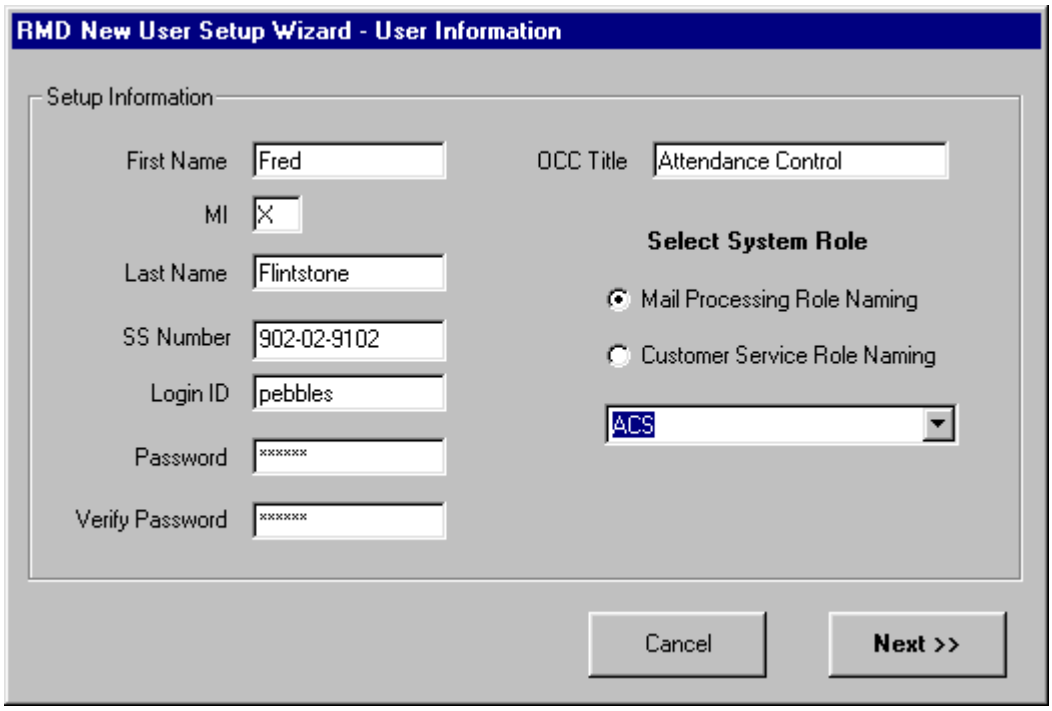


4. Click **Edit** to continue, or **Cancel** to return to the Select Option Window.



5. Make the necessary changes to the user information.

Note: The RMD New User Setup Wizard – User Information Window which displays during **Edit User Utility** will be completely populated with the current information of the user you are editing.



6. **Highlight** the field you want to change.

7. **Delete** the current information.

8. **Type** the new information.

9. If the user's **System Role** is changing:

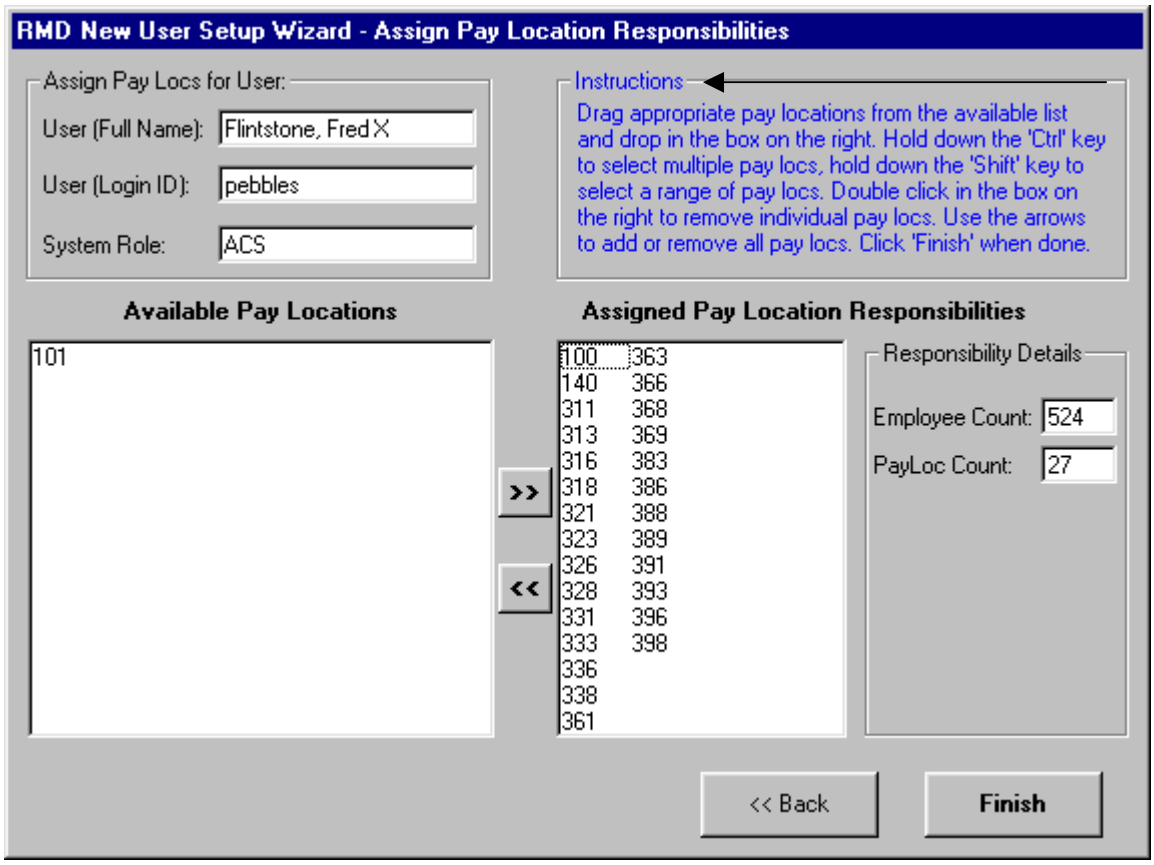
10. **Click** the radio button for the appropriate system from either Mail Process or the Customer Service naming conventions.

11. Select the appropriate role from the drop-down list (highlight and click).

12. Click **Next >>** to edit pay location responsibilities.

13. Click **Cancel** to return to the Select Option Window without changing existing information.

14. Follow the instructions in the top right corner of the Assign Pay Location Responsibilities Window to assign pay locations to the user you are editing. Be aware that the user will only be able to access the pay locations that you assign them.



15. To save the changes, click **Finish**.

16. Click **OK** on the User changes successful window.

17. To exit without saving changes, click **Back**, then click **Cancel**.

Note: Again, be aware, that the pay locations you assign to any particular user **limits** that user to viewing **only** the employees located in those pay locations. If new pay locations are added to your system, you must assign responsibility for them to all of the appropriate users, i.e. the appropriate ACS, SDO, Labor Relations, FMLA Coordinator, MDO, Site Admin users.

Delete User

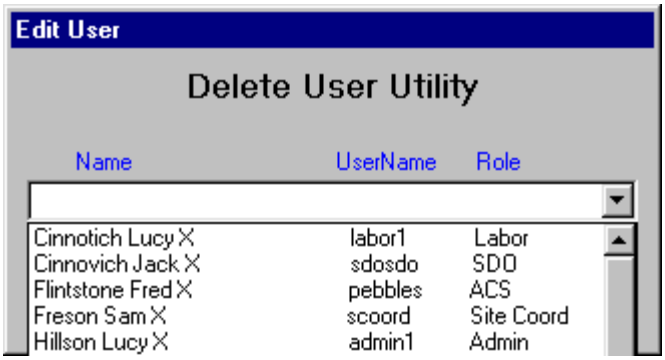
Use to delete a user ID and password from the database

Access **Select Option Window** as described at the beginning of this chapter:

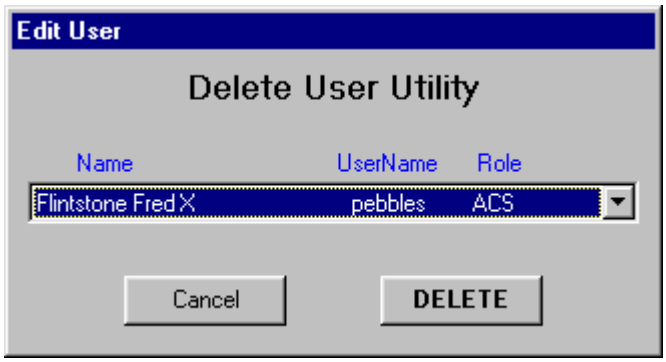
1. Click **Delete User** radio button.

2. Click **Okay**.

3. Select user from drop down list. (Highlight and click.)



4. Click **Delete** (or **Cancel** to return to the Select Option Window).



5. Click **OK**.

6. Click **Cancel** to return to the Select Option Window.

Lock User, Unlock User

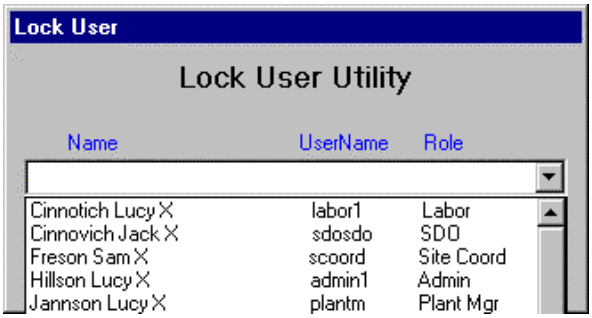
The Lock User and Unlock User functions allow the system administrator to prevent or permit a specified user access to the RMD system.

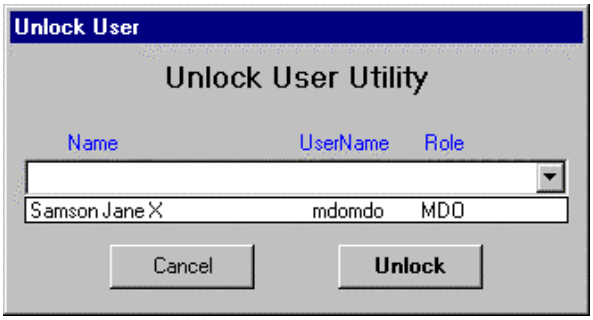
The Lock User and Unlock User Windows are similar in appearance and function.

To access Lock User, Unlock User:

Access the **Select Option Window** as described at the beginning of this chapter:

1. Click **Lock User** or **Unlock User** radio button.

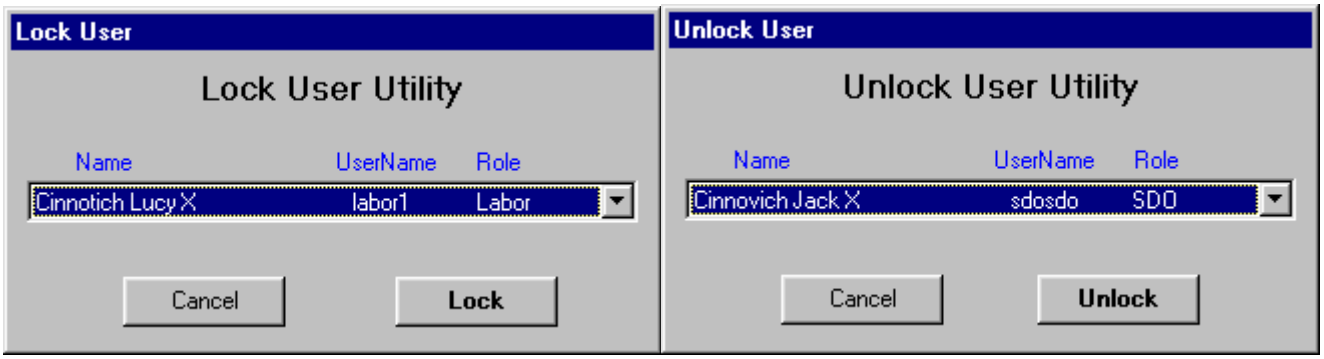




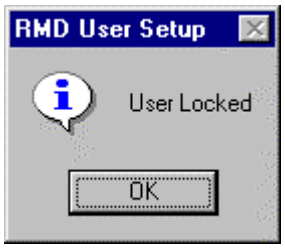
2. Select user (Highlight and click).

The **Lock User Utility** Window list contains names of users who are currently able to access RMD, i.e. currently **Unlocked**. The use of **Lock User Utility** will result in the user **not** being able to access RMD.

The **Unlock User Utility** Window list contains names of users who are currently **Locked out**; i.e. their access to the system is revoked (usually because of incorrect Login attempts). The use of **Unlock User Utility** will result in the user **being** able to access RMD.



3. Click **Lock** or **Unlock**. (Click **Cancel** to return to the Select Option Window.)

4. Click **OK** . 

.

5. Click **Cancel** to return to the Select Option Window.

Business Threshold Option

This option maintains business threshold parameters for a specified facility.

- Maintain and update the time parameters in the **Escalation Wait Time** box, which notifies and reminds specified users of outstanding tasks. This feature is for messaging escalation. When a user fails to act upon a "Take Action" message, RMD escalates the message to the next higher level of management. The number in the "**Escalation Wait Time**" field determine how long it takes before RMD escalates the "Failure to Take Action" message to the next higher level of management. Detailed explanation of the RMD Messaging System can be found in Chapter 8.
- Maintain and update the time parameters in the **Failure to Maintain Regular Attendance Parameters** box, which determines when an employee's attendance needs review. This feature is based upon a 90-day period of time. The number in the "**Failure to Maintain Regular Attendance Parameters**" field is the number of **unscheduled** employee absence occurrences (in any given 90-day period of time) for which an "Attendance Review Notification" message is automatically sent to the employee's supervisor (SDO, MDO, Plant Manager). The supervisor will receive a "Take Action" message for **every** violation of the **Failure to Maintain Regular Attendance Parameters** threshold. Detailed explanation of the RMD Messaging System can be found in Chapter 8.
- Maintain and update the **Facility Name** to reflect the RMD installation using RMD. This is used to populate fields on various forms such as the PS 3971.

This option also contains the **Facility Unique ID** field. This field is populated by the USPS National IT and used solely by the USPS National IT. It is used by the USPS National IT to facilitate the functionality of the RMD System. **You cannot type in this field and need not concern yourself with it**.

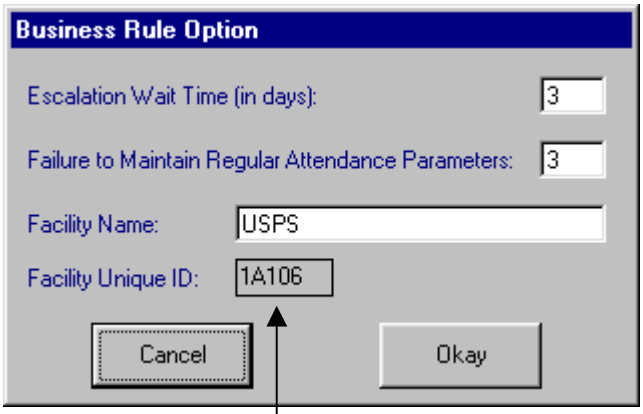
To access **Business Threshold Option**:

Access the **Select Option Window** as described at the beginning of this chapter:

1. Click Business Threshold Option radio button.

2. Enter the values for **Escalation Wait Time** (in days).

3. Tab.
4. Enter the values for **Failure to Maintain Regular Attendance Parameters**.
5. Tab.
6. Enter the **Facility Name**. (The Facility Unique ID will be completed by the USPS National IT.)
7. Click **OK**.
8. Click **OK**.
9. Click **Cancel** to return to the Select Option Window.



Facility Unique ID:
This field will be populated by, and used by, the USPS National IT. **Ignore it!**

Print Message Flow Chart

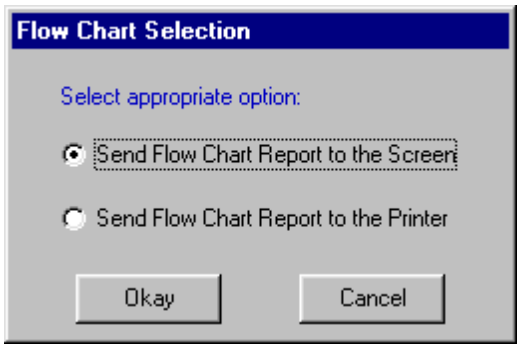
Use Print Message Flow Chart to print the flow chart of the RMD messaging system. The chart will display the occupants of the roles of RMD, the pay locations each occupant has been assigned responsibility for and both the Task Messaging (data input driven) and the Accountability Messaging (failure driven) directions of the RMD Messaging System. Detailed explanation of the RMD Messaging System can be found in Chapter 8.

To access **Print Message Flow Chart**:

Access the **Select Option Window** as described at the beginning of this chapter:

1. Click the **Print Message Flow Chart** radio button.

2. The Flow Chart Selection Window displays.



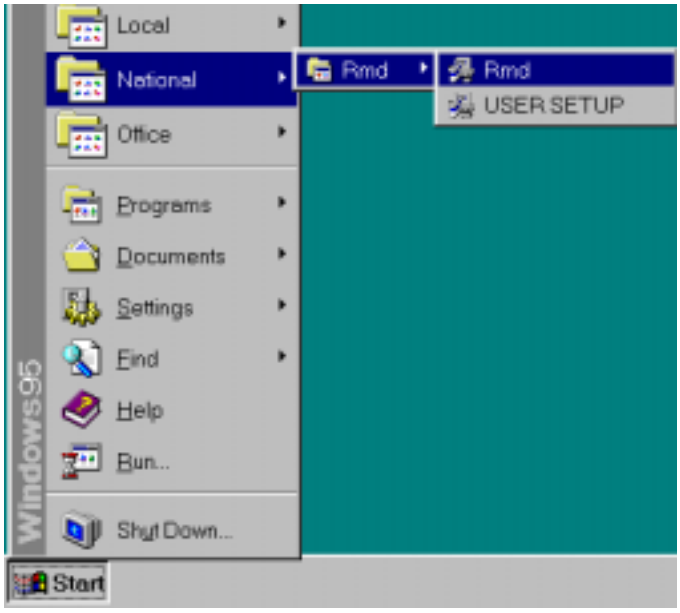
3. Click the option to send the **Flow Chart Report** to the terminal or to send the **Flow Chart Report** to the printer. If you choose to send the Flow Chart Report to the terminal, you will need to maneuver through each page of the report (one for each RMD role). If you choose to send the Flow Chart Report to a printer, the terminal will briefly flash for each page that it prints.

Chapter 3 - Employee Management

Use the Employee Management function to enter employee requested leave, add to or review an individual employee's attendance and administrative action history and generate individual employee reports.

To display the **Employee Information Management** Window:

Start RMD from your workstation:



1. Click the Start button.

2. Go to the "National" option.

3. Select RMD – Click RMD.

This starts the application and displays the Loading Window.

The first user to login on any given day will also see the Escalating Messages Window.

The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

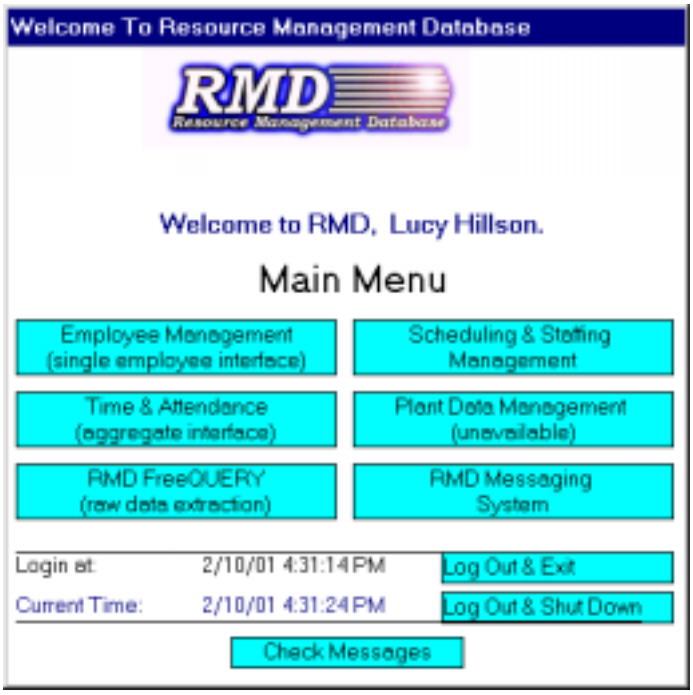
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

Users cannot begin the actual login process until the Login Window appears.

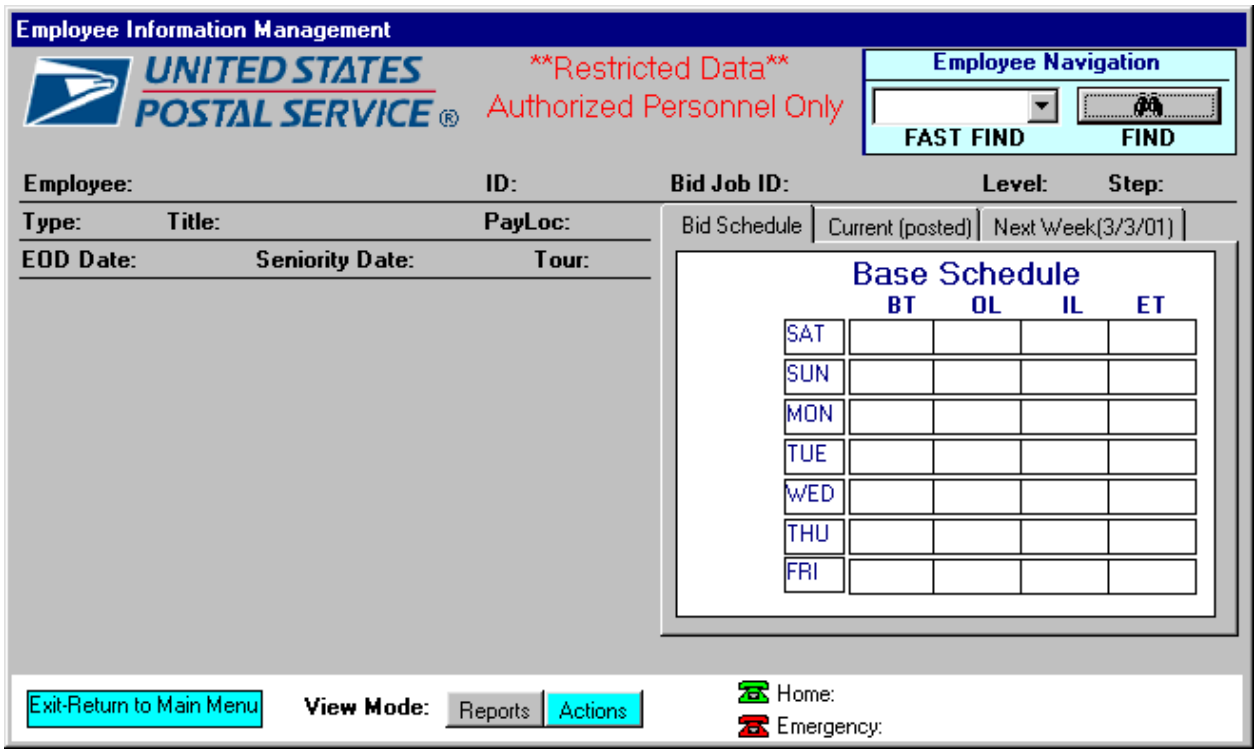
At the RMD Login Window:

1. Type your assigned user name.

2. Tab to the password box.
3. Type your password.
4. Click **Login**. **Reminder: user names and passwords are case sensitive**
5. The RMD Main Menu will appear.



6. Click **Employee Management**.
7. The **Employee Information Management** Window will appear.


Employee Information Management
UNITED STATES POSTAL SERVICE ®
Restricted Data
Authorized Personnel Only
Employee Navigation
FAST FIND
FIND
Employee:
ID:
Bid Job ID:
Level:
Step:
Type:
Title:
PayLoc:
EOD Date:
Seniority Date:
Tour:
Bid Schedule
Current (posted)
Next Week(3/3/01)
Base Schedule
BT
OL
IL
ET
SAT
SUN
MON
TUE
WED
THU
FRI
Exit-Return to Main Menu
View Mode:
Reports
Actions
Home:
Emergency:

Overview

Employee Information Management Window

The following information appears on the **Employee Information Management** Window. This information is updated during external downloads. It is essential for the functionality of RMD that the sources of this information be accurate. Work closely with your HR Representatives to ensure the accuracy of all employee information.

Table 3-1: Employee Information Management Window

Field	Description
Employee:	Employee name.
ID:	Social Security Number.
Bid Job ID:	The bid job identification number.
Level:	Current grade level.
Step:	Current step level.
Type:	Full time, Part time flexible, part time regular, casual, temporary.
Title:	Job Title.
PayLoc:	Current Pay Location.
EOD Date:	Entered on Duty Date.
Seniority Date:	Current seniority date within the bargaining craft.
Tour:	Normal hours, e.g., Tour 1: 2000-0400, Tour 2: 0400-1630, etc.
Schedules:	Bid, Current, Next week.
View Mode:	Toggle between actions (enter leave) and reports.
☎Telephone numbers:	Home and Emergency Note**:** This information is **not** overridden when updated from the HRIS legacy system download; it must be manually updated using the Employee Information Administration Window (page 47).

Selecting an Employee Name

To perform an employee management task, you must first select an **employee name**, then select a **view mode**.

Note: The RMD database will only present the employees that the user has been assigned responsibility for. This is determined in the **Add User** or **Edit User** of the **RMD User Setup**.

To select an employee:

Access the RMD **Employee Information Management** Window as described at the beginning of this chapter:

1. Use one of the following **Employee Navigation** options:

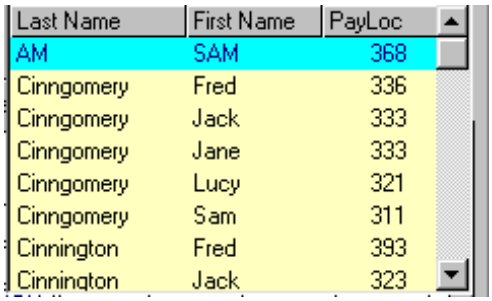
   Fast Find – steps 9 and 10

Find – Advanced Find – steps 11 thru 14

Find Social Security Number of Employee – steps 15 thru 18

1. Click the arrow on the **Fast Find** list box.

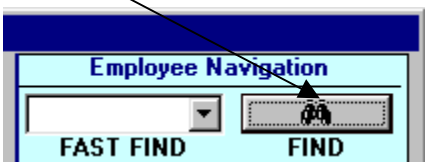
2. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.



Last Name	First Name	PayLoc
AM	SAM	368
Cinngomery	Fred	336
Cinngomery	Jack	333
Cinngomery	Jane	333
Cinngomery	Lucy	321
Cinngomery	Sam	311
Cinnington	Fred	393
Cinnington	Jack	323

OR

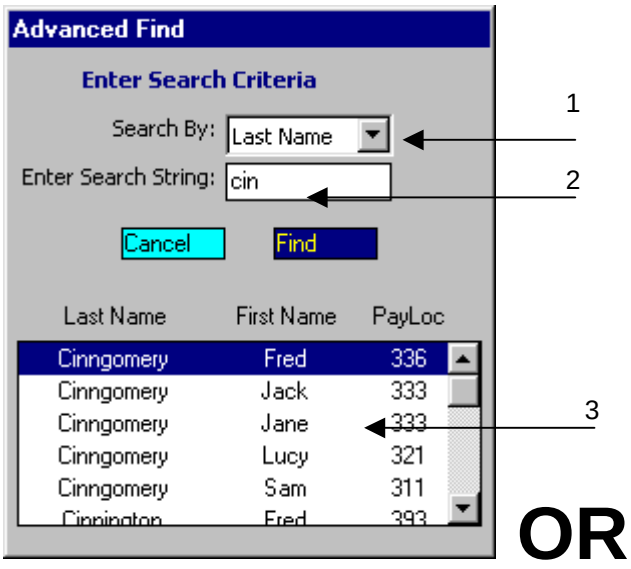
3. Left click the **Find** button to display the **Advanced Find** Window.



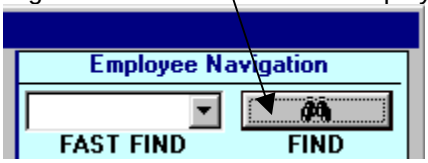
4. Select (highlight and click) the Search By criteria from the drop-down list (i.e. Last Name, First Name, SSN, OCC Title or License Plate). [Arrow 1]

5. Type your search criteria of one or more characters in the Enter Search String box. [Arrow 2]

6. Select a name from the list that displays by highlighting and **double clicking** the name. The Employee Information Management Window populates with the selected employee. [Arrow 3]



7. Right click the **Find** button to display the RMD SS Finder Window.

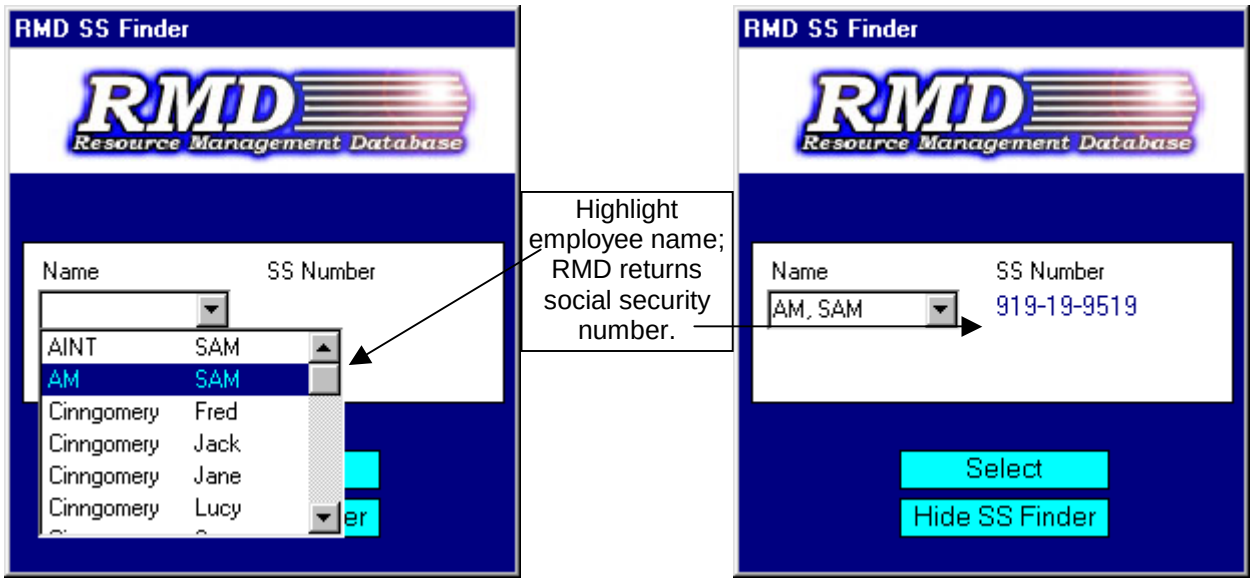


8. Select the name from the drop down (Highlight and click).

9. The social security number displays in the Window.

10. Click **Select**. The Employee Information Management Window populates with the employee selected.

11. Clicking the **Hide SS Finder** button returns you to the Employee Information Management Window without populating the Employee Information Management Window.



Selecting the View Mode

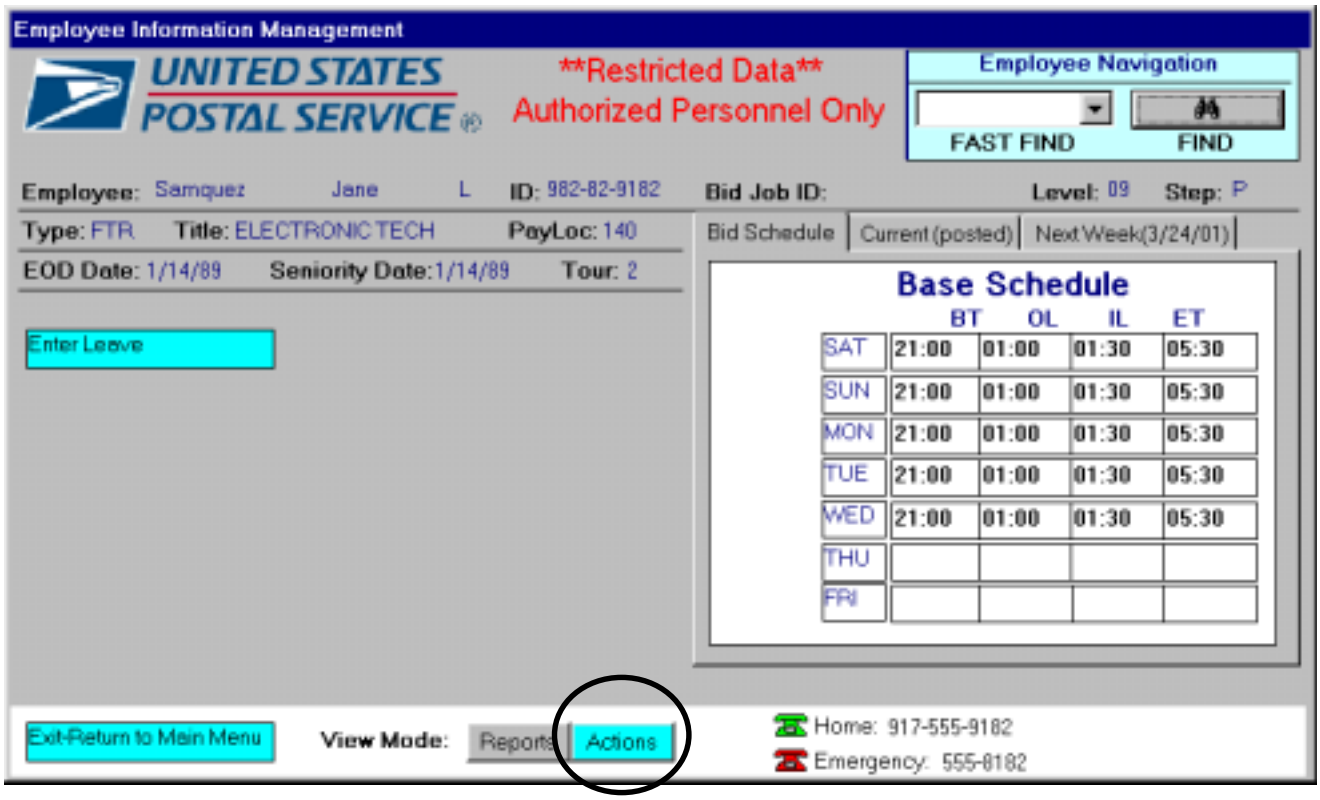
The **Reports** and **Actions** view buttons appear at the bottom of the Employee Information Management Window. After you select an employee name, you need to select a view mode. The list of tasks you can perform in that view mode appears at the left of that Window. You can toggle between the view modes.

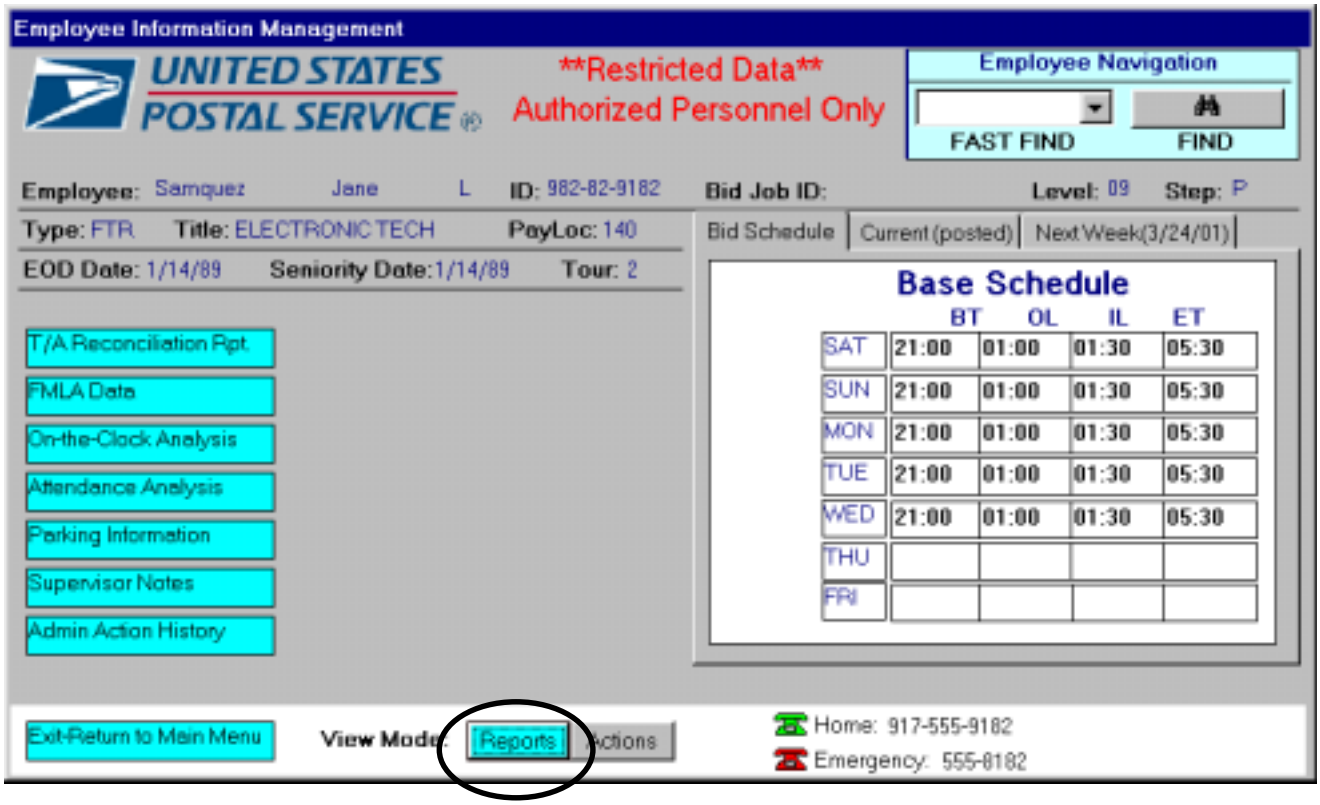
To select a **view mode**:

Access the **Employee Information Management** Window as described at the beginning of this chapter.

Select an Employee as described earlier in this chapter.

1. The **Actions** view mode is the default Window. To go to the **Reports** view mode, click **Reports**.


Employee Information Management
UNITED STATES POSTAL SERVICE
Restricted Data
Authorized Personnel Only
Employee Navigation
FAST FIND
FIND
Employee: Samquez Jane L ID: 982-82-9182
Bid Job ID:
Level: 09 Step: P
Type: FTR Title: ELECTRONIC TECH PayLoc: 140
EOD Date: 1/14/89 Seniority Date: 1/14/89 Tour: 2
Bid Schedule
Current (posted)
Next Week(3/24/01)
Enter Leave
Base Schedule
BT OL IL ET
SAT 21:00 01:00 01:30 05:30
SUN 21:00 01:00 01:30 05:30
MON 21:00 01:00 01:30 05:30
TUE 21:00 01:00 01:30 05:30
WED 21:00 01:00 01:30 05:30
THU
FRI
Exit-Return to Main Menu
View Mode:
Reports
Actions
Home: 917-555-9182
Emergency: 555-8182


Employee Information Management
UNITED STATES POSTAL SERVICE
Restricted Data
Authorized Personnel Only
Employee Navigation
FAST FIND
FIND
Employee: Sanquez Jane L ID: 982-82-9182 Bid Job ID: Level: 09 Step: P
Type: FTR Title: ELECTRONIC TECH PayLoc: 140
EOD Date: 1/14/89 Seniority Date: 1/14/89 Tour: 2
T/A Reconciliation Rpt
FMLA Data
On-the-Clock Analysis
Attendance Analysis
Parking Information
Supervisor Notes
Admin Action History
Bid Schedule
Current (posted)
Next Week(3/24/01)
Base Schedule
BT OL IL ET
SAT 21:00 01:00 01:30 05:30
SUN 21:00 01:00 01:30 05:30
MON 21:00 01:00 01:30 05:30
TUE 21:00 01:00 01:30 05:30
WED 21:00 01:00 01:30 05:30
THU
FRI
Exit-Return to Main Menu
View Mode
Reports
Actions
Home: 917-555-9182
Emergency: 555-8182

Employee Information Administrator

Use the Employee Information Administrator (EIA) Window to maintain (i.e., view, create, or delete) employee specific personnel information and work schedules. The default information in the Employee Information Administrator (EIA) Window is derived from the mainframe legacy systems. Actions performed in the Employee Information Administrator Window are intended to provide immediate access to the employee information. **The information will be overwritten during the next external download with the mainframe systems' information**.

Caution: All of the information, except for the telephone numbers, in the EIA Window is populated by the external data downloads. If you edit an employee in this mode, you must make sure that the Human Resources Department has the same information in their mainframe systems. Your entries **will be overwritten** during the next external download. Adding employees or editing employees in the EIA window is intended to give **immediate** access to the information. Any information entered through the EIA Window must match exactly the information in the mainframe systems because it will be repopulated with the mainframe systems' information during the next external download. Work closely with your Human Resources Department in order to minimize any discrepancies between RMD and the mainframe systems.

Employee Information Administrator Window

The EIA Window is accessible from the **RMD Main Menu** or the **Employee Information Management** Window.

Note: Only authorized users can edit employee information. Check with your RMD administrator if you need to make changes to employee personnel information.

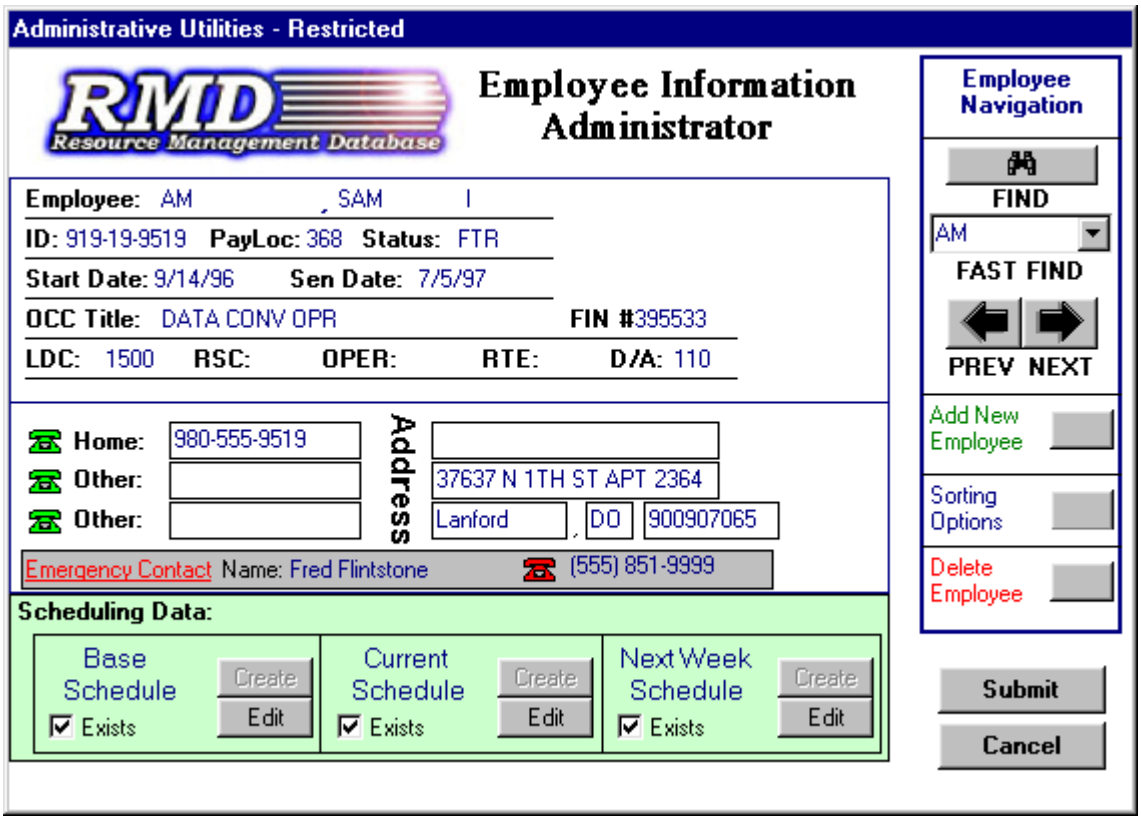
To access the **Employee Information Administrator** Window:

Access the **RMD Main Menu or Employee Information Management** Window as described at the beginning of this chapter:

1. At either the **RMD Main Menu** Window or the **Employee Information Management** Window, hold the **Ctrl+A** keys down together.

2. The **Employee Information Administrator** Window will appear.

WARNING: The Employee Information Administrator will **default** alphabetically to the first employee in the RMD database. You will need to **select an employee** before proceeding.



To select an employee in the **Employee Information Administrator** Window:

1. Use one of the following **Employee Navigation** options:

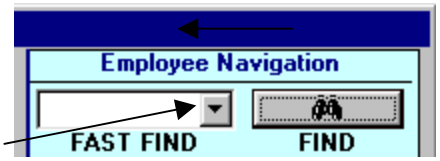
   Fast Find – steps 2 and 3

   Find – Advanced Find – steps 4 thru 7

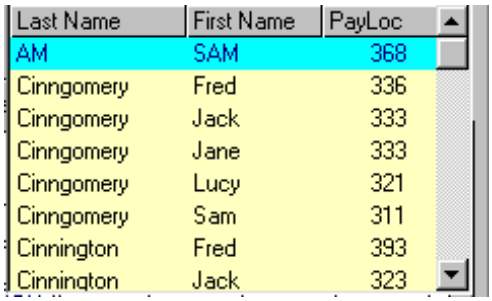
   Prev Next – step 8

   Sorting Options – step 9

2. Click the arrow on the **Fast Find** list box.

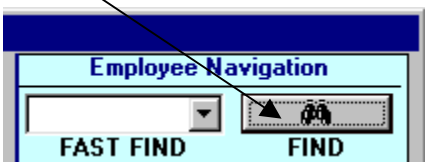


3. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.



OR

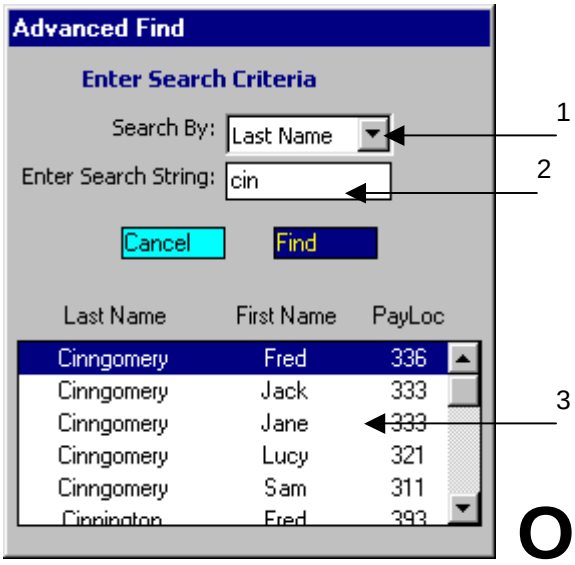
4. Left click the **Find** button to display the **Advanced Find** Window.



5. Select (highlight and click) the Search By criteria from the drop-down list (i.e. Last Name, First Name, SSN, OCC Title or License Plate). [Arrow 1]

6. Type your search criteria of one or more characters in the Enter Search String box. [Arrow 2]

7. Select a name from the list that displays by highlighting and **double clicking** the name. The Employee Information Management Window populates with the selected employee. [Arrow 3]



OR

8. Use the **Prev** and **Next** buttons to advance forward or backward by one employee, in the order in which the employees are sorted.

9. Use the **Select Sort Field** to change the order in which the employees are displayed. The Employee Information Administrator Window defaults to an alphabetical listing of employees. You can sort the employees in the Employee Information Administrator Window **only** by Last Name, Social Security Number, Pay Location or Status.

> **WARNING:** If you use the **Select Sort Field** to change the order in which the employees are displayed, you will need to use the **Find** button to select the first employee in your new sort. The Employee Information Administrator Window **does not** populate the Window with the result of the new sort.

The employee navigation options of the **Prev** and **Next** buttons, as well as the **Select Sort Field**, are only applicable to the Employee Information Administrator Window.

Data Fields

The following table describes the data fields in the EIA Window.

Table 3.2: Employee Information Administrator Window

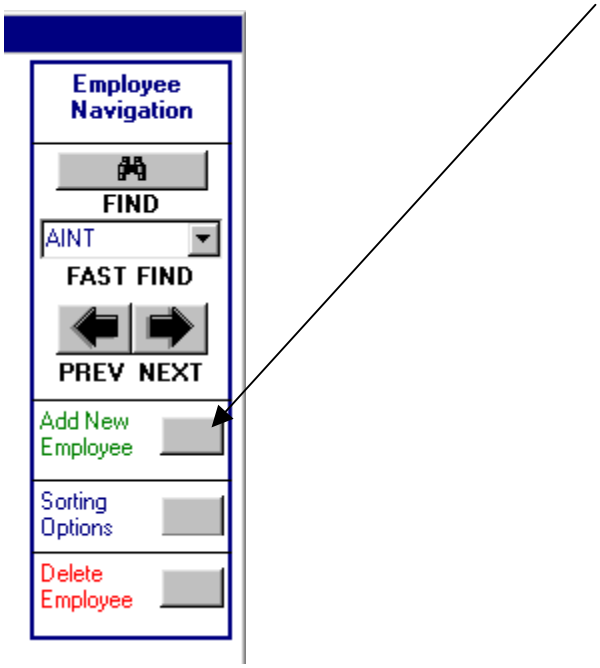
Data Field	Description
Employee:	Employee name.
ID:	Social Security Number.
PayLoc:	Current Pay Location.
Status:	The bid job identification number.
Start Date:	Date Entered On Duty (EOD).
Sen Date:	Seniority Date within the bargaining craft.
OCC Title:	Occupation Title.
Fin #:	Finance Number.
LDC:	Labor Distribution Code.
RSC:	Rate Schedule Code.
OPER:	Operation Number.
RTE:	Route.
D/A:	Refer to the Designation / Activity Codes table on page 214 for the list of D/A codes.
☎Telephone numbers:	Home and Emergency telephone numbers. **Note:** This information is **not** overridden when updated from the external data. It must be manually updated in this EIA Window.
Address:	Home address.

Create Employee Personnel Information

To create employee personnel information, perform these steps:

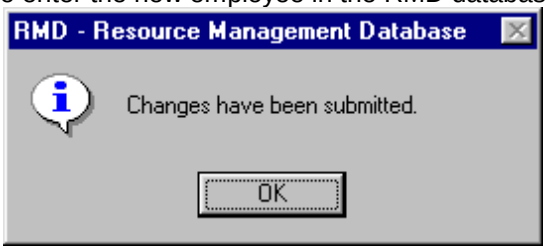
Access the **Employee Information Administration** Window as described at the beginning of this chapter.

1. To **create** a new employee in the RMD database, click the **Add New Employee** button.



2. Fill in the fields to create a new employee information record. You must complete the following fields in order to save the record in RMD: Employee (Last Name, First Name, MI; ID (Social Security Number); PayLoc; Status; Start Date; Sen Date; OCC Title; and Finance #. If any of these fields are left blank, when you attempt to Submit the changes, you will be prompted by the system to complete them. To move from field to field, use the Tab button.

3. Click **Submit** to enter the new employee in the RMD database.



4. Click **OK** to return to the Employee Information Administrator Window.

Edit Employee Personnel Information

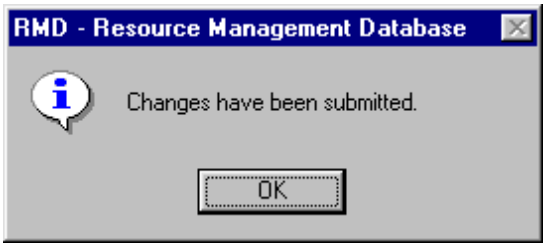
To edit employee personnel information, perform these steps:

Access the **Employee Information Administration** Window as described at the beginning of this chapter.

1. To **edit** employee information, **select an employee** as described earlier in this chapter.

2. Edit the fields in the employee information record. You **must** complete the following fields in order to save the record in RMD: Employee (Last Name, First Name, MI; ID (Social Security Number); PayLoc; Status; Start Date; Sen Date; OCC Title; and Finance #. If any of these fields are left blank, when you attempt to **Submit** the changes, you will be prompted by the system to complete them. To move from field to field, use the **Tab** button.

3. Click **Submit** to enter the changes in the RMD database.



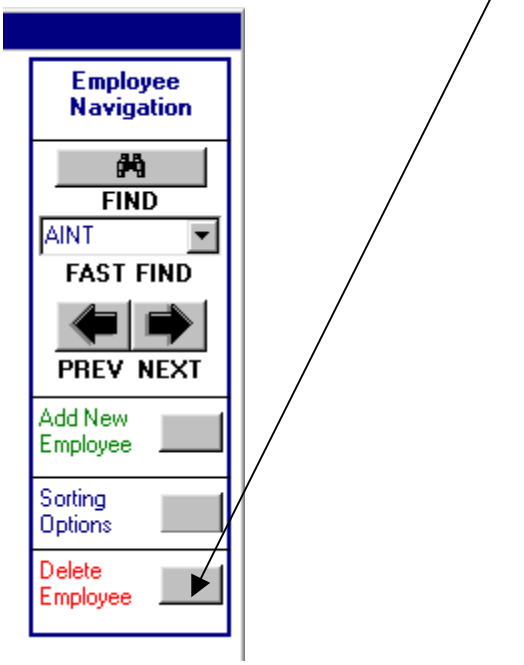
4. Click **OK** to return to the Employee Information Administrator Window.

Delete Employee Personnel Information

To delete an employee from the RMD database, perform these steps:

Access the **Employee Information Administration** Window as described at the beginning of this chapter.

1. To **delete** an employee's record from the RMD database, click the **Delete Employee** button. The **Delete Employee** Window will display.



2. Type in the employee's Social Security Number.

3. Click **Proceed**. The employee will be **permanently** removed from the RMD database and the Employee Information Administrator Window will reappear.

4. To **cancel** the delete employee process, click **Done**.

Manage Employee Schedules

Perform the following tasks from the Scheduling Data area in the Employee Information Administrator Window to create or update employee schedules:

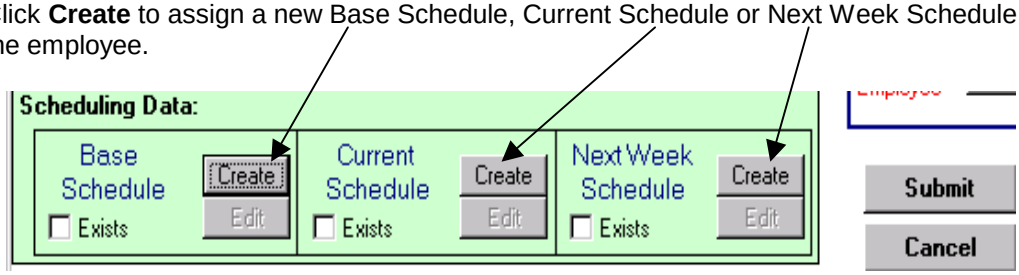
- Create, edit or view a base schedule.
- Create, edit or view a current week schedule.
- Create, edit or view the next week schedule.

Note: Any employee with a job bid ID in the mainframe systems that **does not** have a base schedule assigned to it (Casual's, TE's, PTF's, EAS's) will not populate the schedules during the external downloads. For these employees, you can use the "**Long Term Custom**" option described at the end of this section.

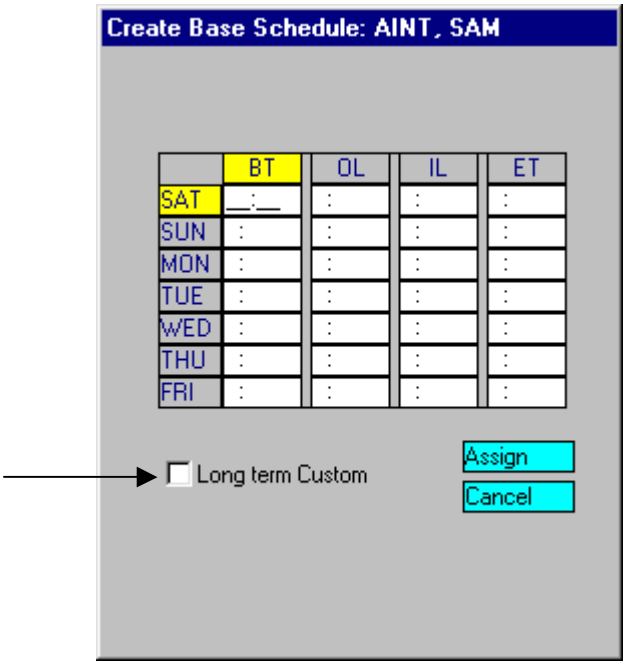
To assign a schedule:

Access the **Employee Information Administration** Window as described at the beginning of this chapter.

1. Click **Create** to assign a new Base Schedule, Current Schedule or Next Week Schedule to the employee.



2. The **Create schedule** window appears



3. **Type** in the appropriate times. **Tab** to maneuver through the boxes.

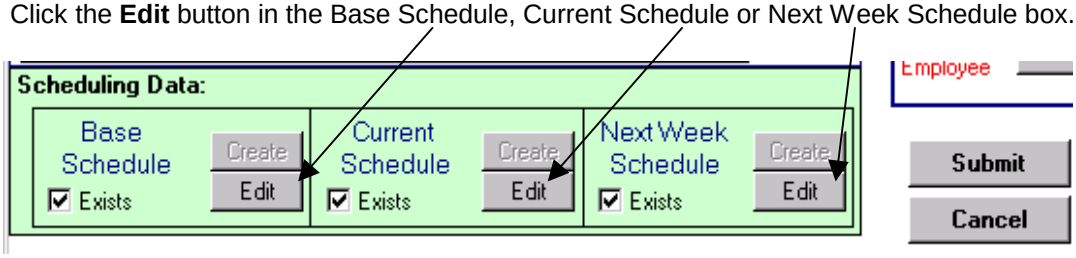
4. Click **Assign** to create the schedule, or **Cancel** to exit without saving the schedule.

Note: To alter an employee's *base schedule* for an extended period of time (i.e. a detail assignment), click the **Long Term Custom** check box. This prevents the customized base schedule from being lost when RMD downloads the base scheduled attached to the employee's bid job ID from the external data. **Long Term Custom** is not available under the Current Schedule or the Next Week Schedule.

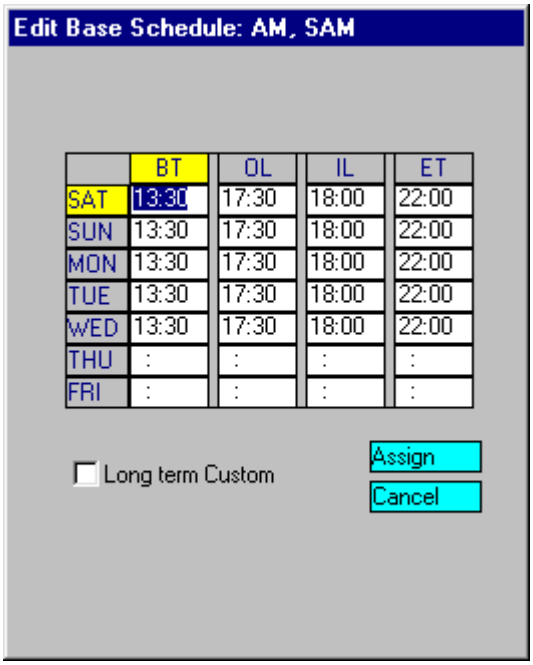
To edit a schedule:

Access the **Employee Information Administration** Window as described at the beginning of this chapter.

1. Click the **Edit** button in the Base Schedule, Current Schedule or Next Week Schedule box.



2. The Edit Schedule Window displays.



3. Change the appropriate times. Place cursor in the box, highlight the entry, type the new times.

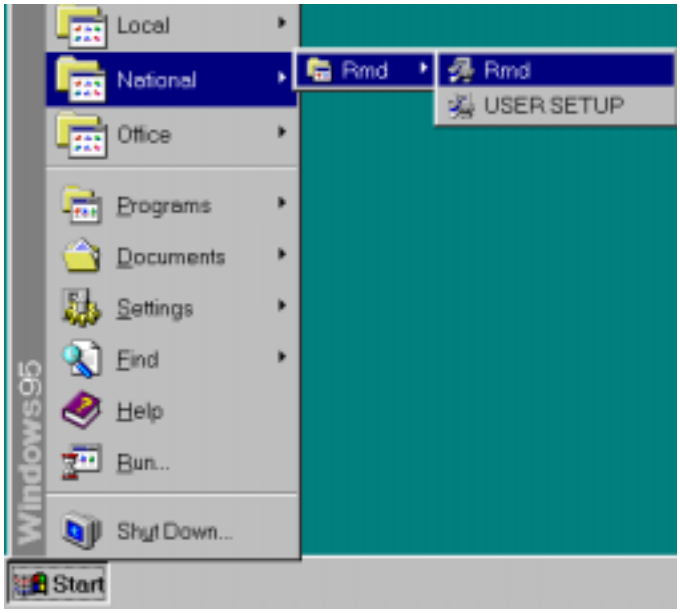
4. Click **Assign** to complete the update, or **Cancel** to exit without saving the change.

5. The base schedule will revert to the schedule attached to the employee's bid job during the next external download **unless** you use the long term custom option.

Actions Mode

To access the RMD Actions Mode options:

Start RMD from your workstation:



1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD.

This starts the application and displays the Loading Window.

The first user to login on any given day will also see the Escalating Messages Window.

The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

Users cannot begin the actual login process until the Login Window appears.

At the RMD Login Window:

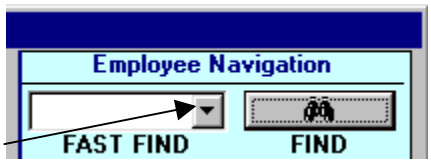
1. Type your assigned user name.
2. Tab to the password box.
3. Type your password.

4. Click **Login**. **Reminder: user names and passwords are case sensitive.**
5. The RMD Main Menu will appear.
6. Click **Employee Management**.
7. The Employee Information Management Window will appear.
8. Use one of the following **Employee Navigation** options:

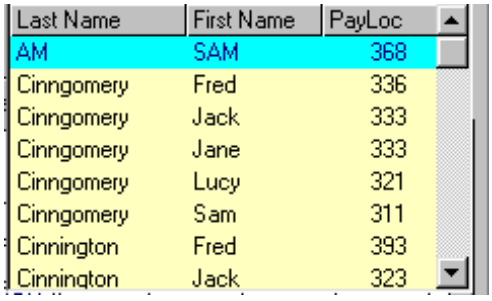
   Fast Find – steps 9 and 10

   Find – Advanced Find – steps 11 thru 14

9. Click the arrow on the **Fast Find** list box.



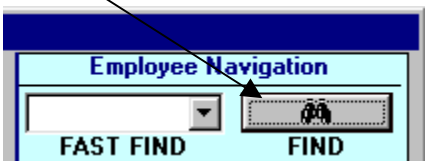
10. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.



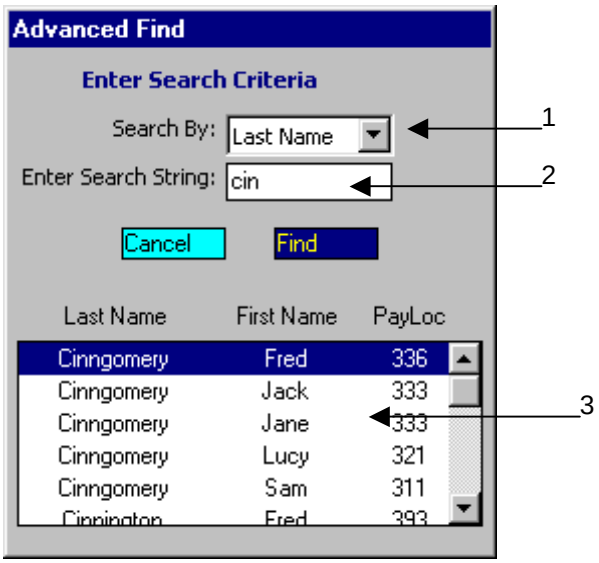
Last Name	First Name	PayLoc
AM	SAM	368
Cinngomery	Fred	336
Cinngomery	Jack	333
Cinngomery	Jane	333
Cinngomery	Lucy	321
Cinngomery	Sam	311
Cinnington	Fred	393
Cinnington	Jack	323

OR

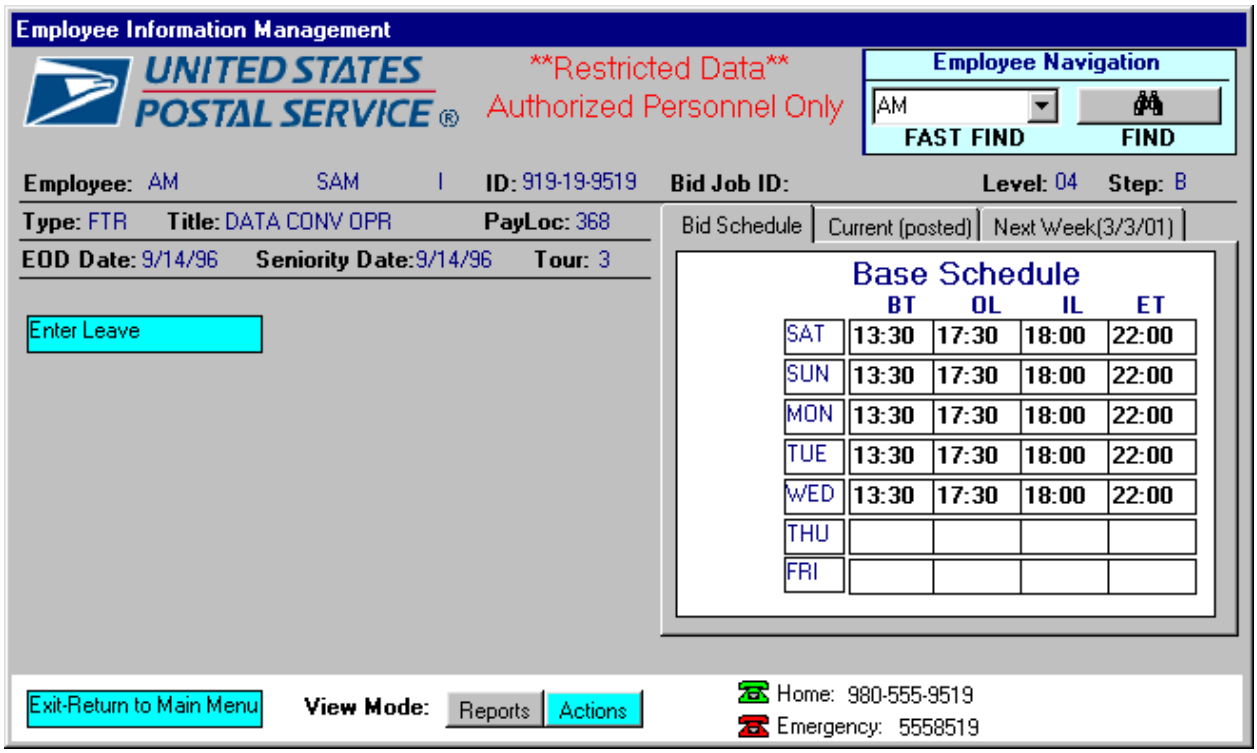
11. Left click the **Find** button to display the **Advanced Find** Window.



12. Select (highlight and click) the Search By criteria from the drop-down list (i.e. Last Name, First Name, SSN, OCC Title or License Plate). [Arrow 1]
13. Type your search criteria of one or more characters in the Enter Search String box. [Arrow 2]
14. Select a name from the list that displays by highlighting and **double clicking** the name. The Employee Information Management Window populates with the selected employee. [Arrow 3]



15. The **Actions** view mode is the default Window. To go to the **Reports** view mode, click **Reports**.



Click the Enter Leave Button to maintain employee leave and absence data or review an employee's leave history.

Table 3-3: Employee Information Management – Actions Options

Use this option…	on page	To do this…
Enter Leave	**61**	Enter one or more days of leave; review an employee's leave history.

Enter Leave

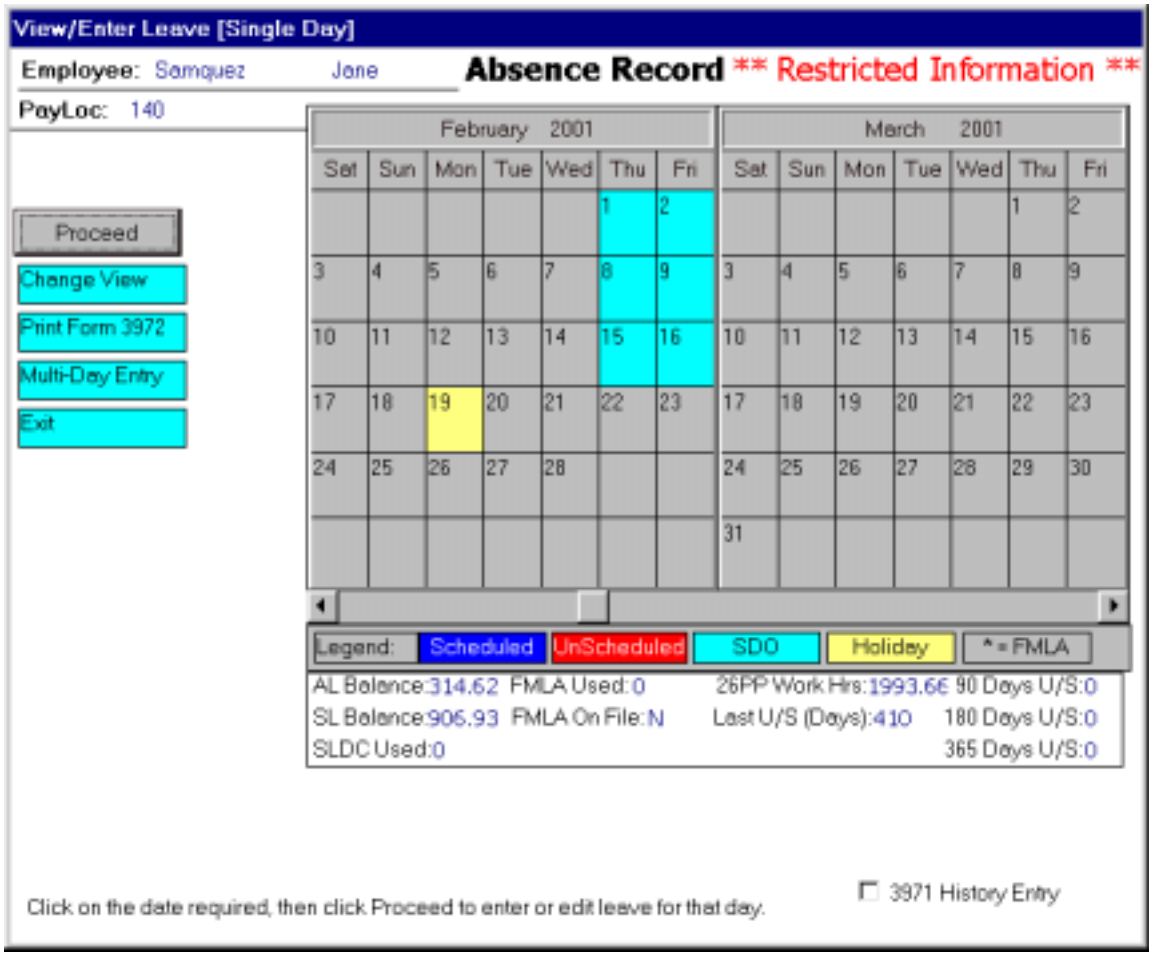
Use the Enter Leave option to review leave history, enter leave for a single day or multiple days. If entering leave for multiple days, all leave must be for the same leave type and for the same number of hours for each day.

Note: Only authorized users have this capability. Please check with your RMD administrator if you need to enter employee leave.

Access the **Actions** mode Window as described at the beginning of this section.

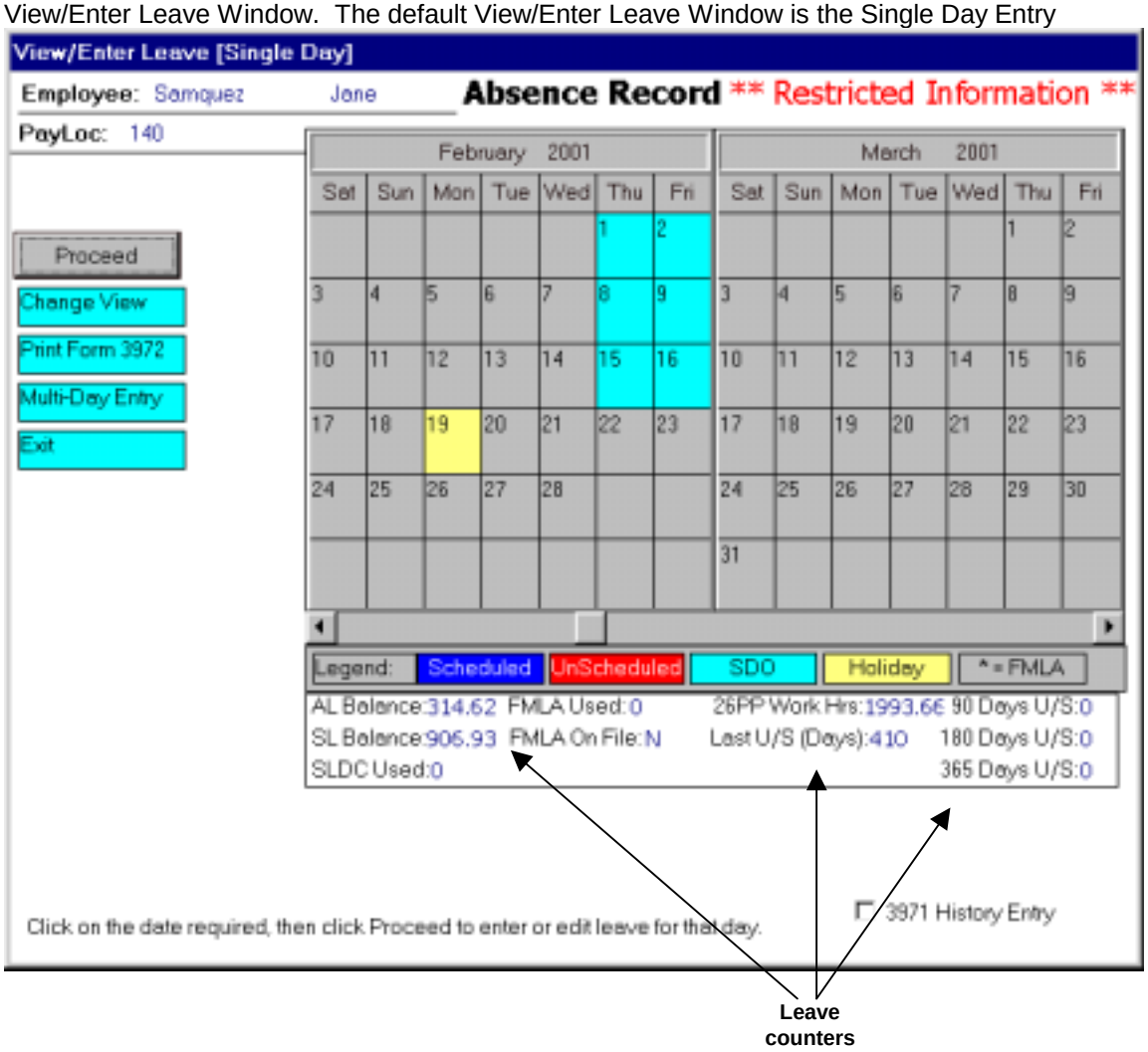
1. Click **Enter Leave**.

2. The **View/Enter Leave Window (Single Day)** Window displays.



Overview of the View/Enter Leave Window

Click the **Enter Leave** option on the Employee Information Management Window to display the View/Enter Leave Window. The default View/Enter Leave Window is the Single Day Entry



The leave counters change as the leave entry process is completed. This information is also updated during the external downloads.

Note: To enter leave for a previous pay period **without** affecting any leave balances or generating messages to the Supervisor or FMLA Coordinator click in the **3971 History Entry** check box prior to the leave entry process

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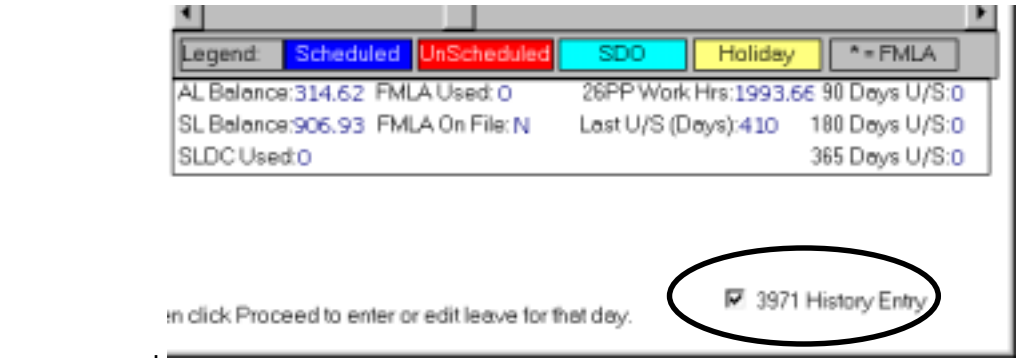
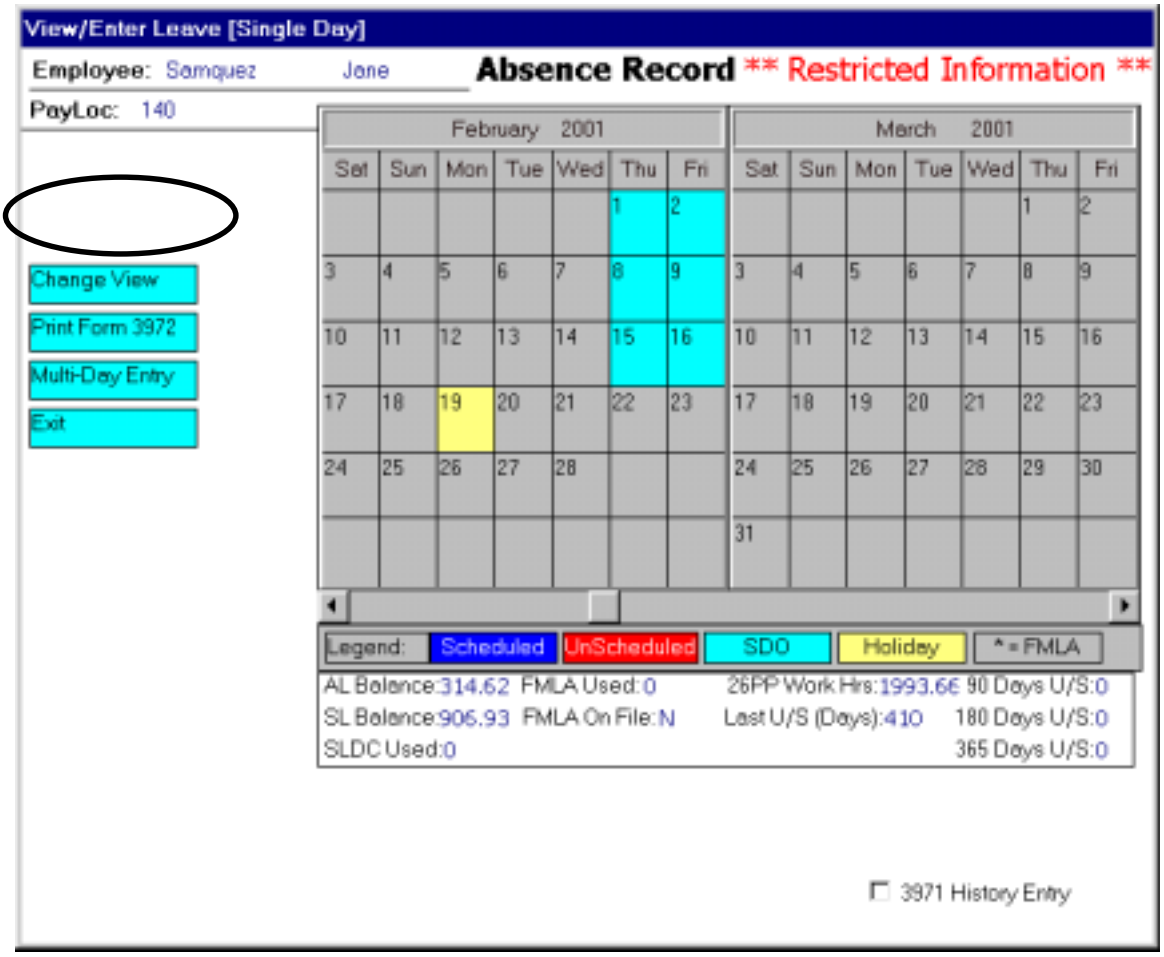


The table below describes the information on the View/Enter Leave Window:

Table 3-4: View/Enter Leave Window Contents

Field	Description
Employee:	Employee name.
PayLoc:	Currently assigned pay location.
Legend:	Color-coded to identify the type of leave (Scheduled, UnScheduled, SDO, Holiday, *=FMLA) entered for the calendar day.
SL Balance:	Current sick leave hours available to the employee.
AL Balance:	Current annual leave hours available to employee.
SLDC Used:	The number of sick leave dependent care hours used during the current leave year (can not exceed eighty (80) hours).
FMLA Used:	The number of FMLA hours used (AL, SL, LWOP) during the current leave year (can not exceed 12 weeks / 480 hours).
26PP Work Hours:	The number of hours worked in the last 26 pay periods.
Last U/S Days:	The number of days since the last unscheduled absence.
FMLA On File:	Denotes if FMLA certification is currently on file with the FMLA Coordinator.
Days U/S:	The number of unscheduled absences in the last 90,180, 365 days.
FMLA SPEC:	The code, frequency and duration of FMLA certification currently on file for the employee.

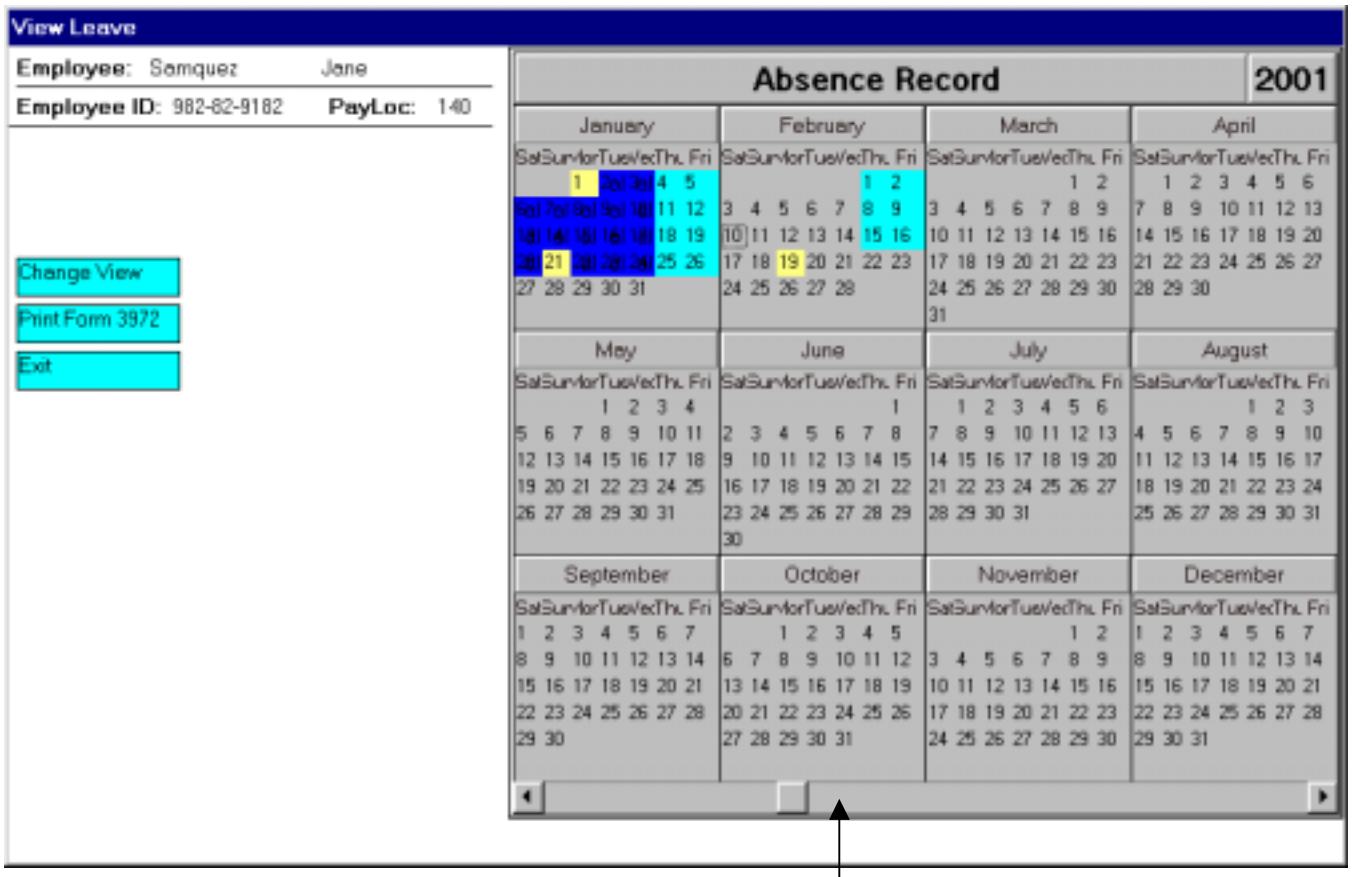
View/Enter Leave (Single Day) Window to an unauthorized user



A user who is not authorized to **enter leave** will not have a **proceed** button on the View/Enter Leave Window. The user can change views, print a Form 3972 and view the employee's attendance history and leave counter information.

Change View

Click Change View to display a 12-month View Leave Employee Absence Record Window



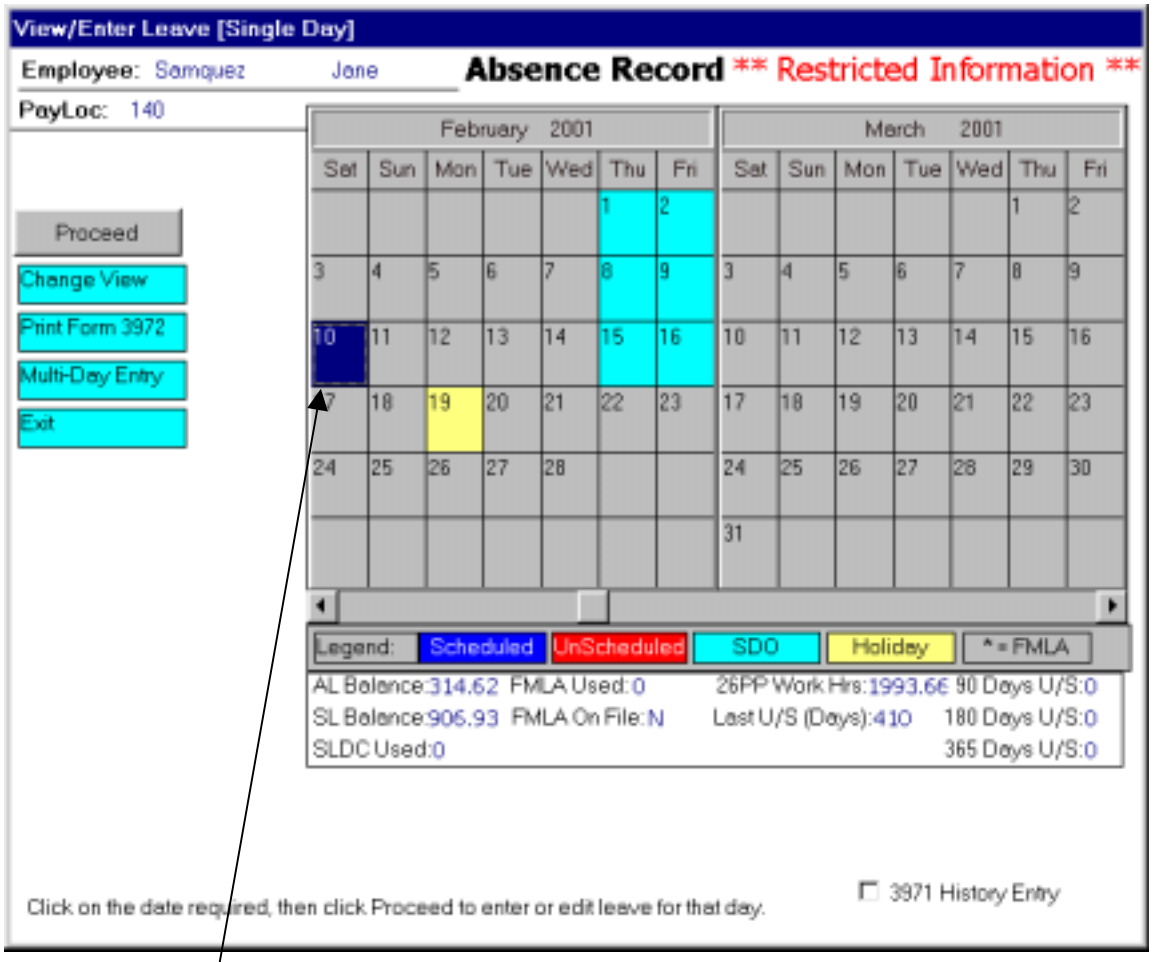
To enter leave, click **Change View** to return to the View/Enter Leave Window.

To scroll a year at a time, click in the Scroll Bar area.

Enter Single-Day Leave

Access the **Actions Mode** Window as described at the beginning of this section.

1. Click Enter Leave.
2. The **View/Enter Leave (Single Day)** Window displays.



3. Click the appropriate day of leave on the calendar. The calendar day changes to dark blue when selected.

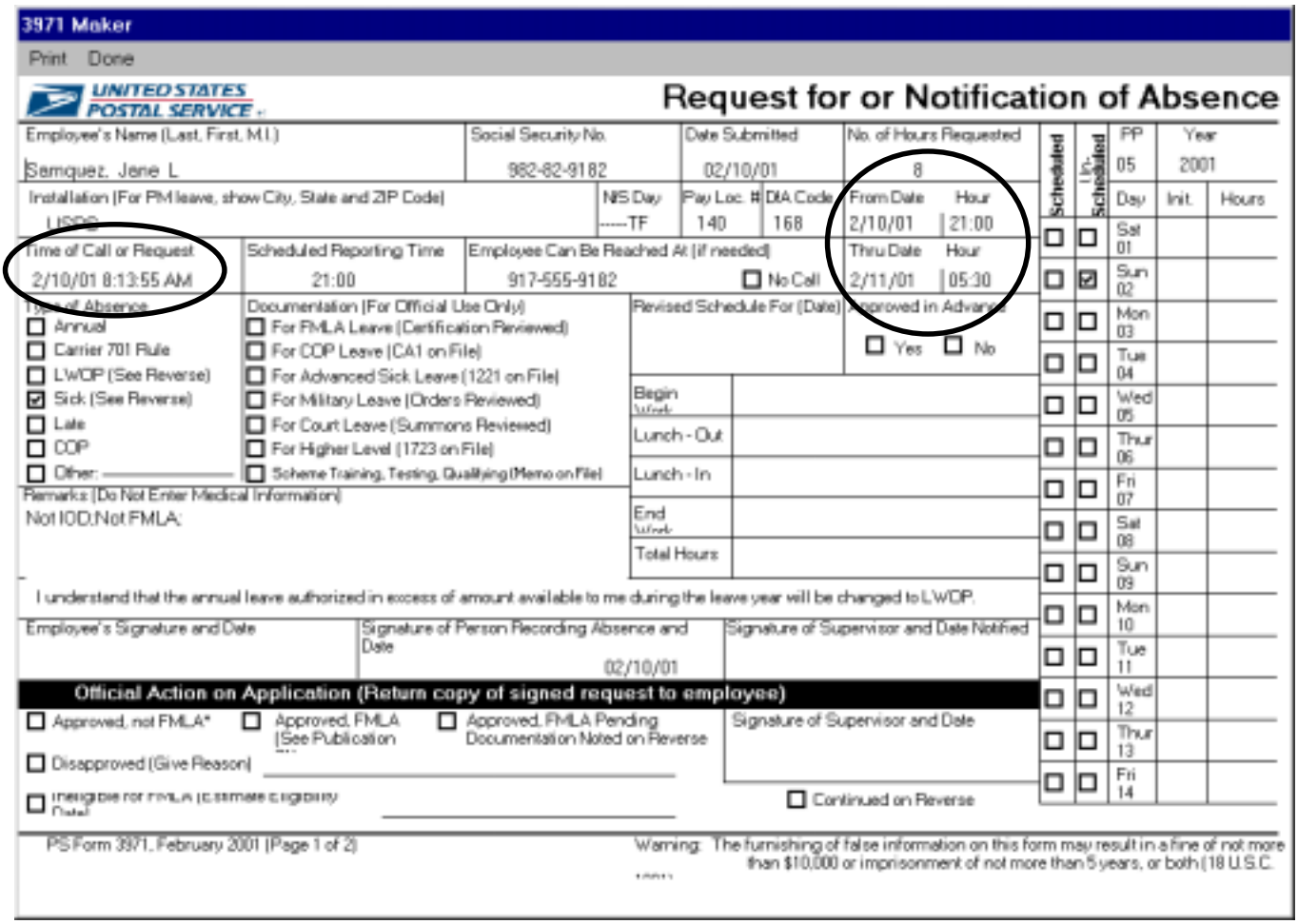
4. If you do not select a calendar day, an error message displays reminding you to do so.

5. Click **Proceed**.

Note: **Leave is entered on the employee's service day:** According to 432.43 of the Elm, a **service day = a calendar day**, 12:01 a.m. to 12 midnight. **An employee's service day depends on his/her schedule**, as follows: If an employee's work schedule begins at **8:00 p.m. or later**, the employee's **service day is the next calendar day**. This means that all work hours (including any pre-shift work hours) and leave hours are recorded **on the next calendar day (the employee's service day)**. If an employee's work hours **begin prior to 8:00 p.m.** the **service day is the calendar day on which the schedule begins** and all work or leave hours are recorded on that calendar day.

Scenario 1: A Tour 1 employee calls in on Saturday Feb 10th for a scheduled begin tour of 2100. The ACS would click **Sunday, Feb 11th** as the **appropriate** day of leave (**the employee's service day**) on the calendar. The PS Form 3971 will populate correctly to reflect that the employee will not be at work from 2100 Saturday until 0530 on Sunday. See the Tour 1 Employee Leave Form 3971 that would result from this scenario on the next page.

Scenario 2: A Tour 1 employee completes a 3971 requesting an entire week between his SDOs off. The **appropriate** day to **start** that selection is the day **after** his SDO even though the SDO date is the one the employee listed on the **from date** box on the 3971. Tour 1's **service day** is the next calendar day. In this type of scenario, the employee completes the 3971 requesting **February 9th at 21:00 through February 14th at 05:30**; the **SDO**s are **Thursday February 8th and Friday February 9th and Thursday February 15th and Friday February 16th** ; the **entry of the leave** would **start** on **Saturday February 10th** and go through **Wednesday February 14th** The View/Enter Leave Window on the page after next shows that the ACS **clicked** Sat, Sun, Mon,Tues and Wed for this employee's requested leave.



3971 Maker

Print Done

UNITED STATES POSTAL SERVICE

Request for or Notification of Absence

Employee's Name (Last, First, M.I.)	Social Security No.	Date Submitted	No. of Hours Requested
Samquez, Jane L	982-82-9182	02/10/01	8

Installation (For PM leave, show City, State and ZIP Code): USPS

NIS Day	Pay Loc. #	DIA Code	From Date	Hour
-----TF	140	168	2/10/01	21:00

Time of Call or Request	Scheduled Reporting Time	Employee Can Be Reached At (if needed)		Thru Date	Hour
2/10/01 8:13:55 AM	21:00	917-555-9182	☐ No Call	2/11/01	05:30

Type of Absence
- ☐ Annual
- ☐ Carrier 701 Rule
- ☐ LWOP (See Reverse)
- ☑ Sick (See Reverse)
- ☐ Late
- ☐ COP
- ☐ Other: _____

Documentation (For Official Use Only)
- ☐ For FMLA Leave (Certification Reviewed)
- ☐ For COP Leave (CA1 on File)
- ☐ For Advanced Sick Leave (1221 on File)
- ☐ For Military Leave (Orders Reviewed)
- ☐ For Court Leave (Summons Reviewed)
- ☐ For Higher Level (1723 on File)
- ☐ Scheme Training, Testing, Qualifying (Memo on File)

Revised Schedule For (Date)

Approved in Advance: ☐ Yes ☐ No

Remarks (Do Not Enter Medical Information)
Not IOD;Not FMLA;

Begin Work	
Lunch - Out	
Lunch - In	
End Work	
Total Hours	

I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.

Employee's Signature and Date	Signature of Person Recording Absence and Date	Signature of Supervisor and Date Notified
	02/10/01	

Official Action on Application (Return copy of signed request to employee)

- ☐ Approved, not FMLA*
- ☐ Approved, FMLA (See Publication ---)
- ☐ Approved, FMLA Pending Documentation Noted on Reverse
- ☐ Disapproved (Give Reason) _____
- ☐ Ineligible for FMLA (Estimate Eligibility Date) _____

Signature of Supervisor and Date

☐ Continued on Reverse

Scheduled	Un-Scheduled	Day	Init.	Hours
☐	☐	Sat 01		
☐	☑	Sun 02		
☐	☐	Mon 03		
☐	☐	Tue 04		
☐	☐	Wed 05		
☐	☐	Thur 06		
☐	☐	Fri 07		
☐	☐	Sat 08		
☐	☐	Sun 09		
☐	☐	Mon 10		
☐	☐	Tue 11		
☐	☐	Wed 12		
☐	☐	Thur 13		
☐	☐	Fri 14		

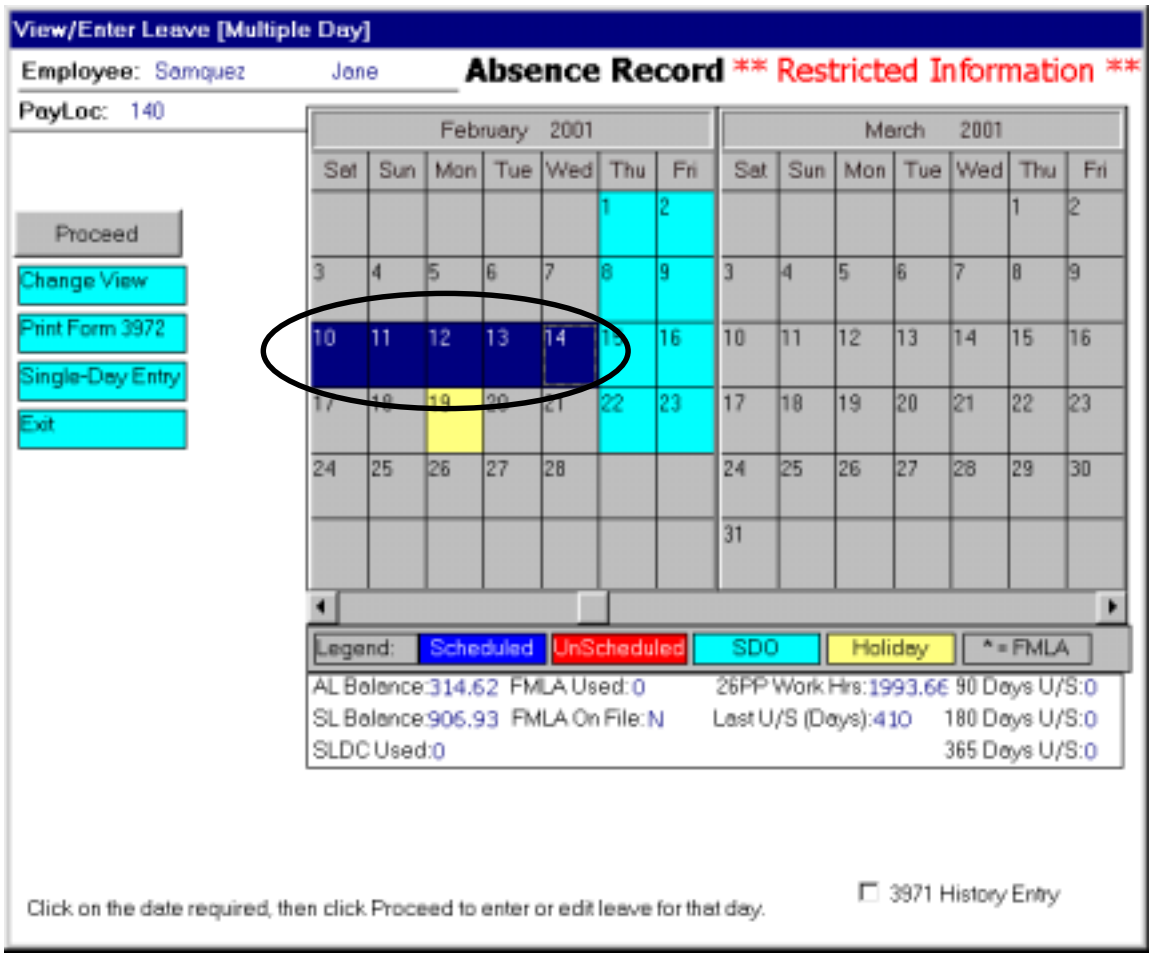
PP: 05 Year: 2001

PS Form 3971, February 2001 (Page 1 of 2)

Warning: The furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both (18 U.S.C.

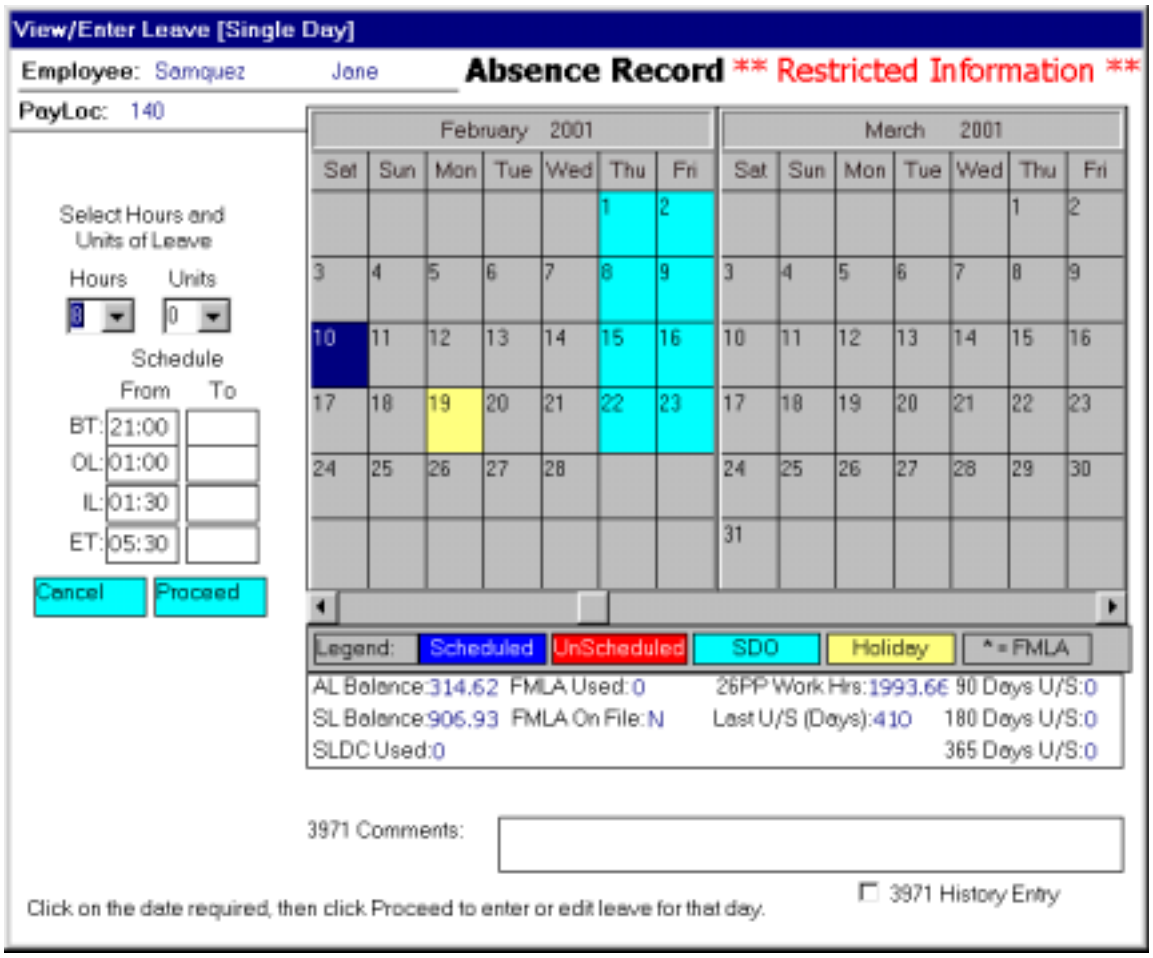
3971 for Scenario 1 of Tour 1 Leave Descriptions

Employee called on Saturday February 10th, the ACS selected Sunday February 11th as the appropriate day; the 3971 populated correctly with the employee's Tour 1 schedule to indicate that she would not be reporting to work on the night of the 10th.



View/Enter Leave Window for Scenario 2 of Tour 1 Leave Descriptions

The employee completed her 3971 requesting a week off from the 9th through the 14th; because this is a Tour 1 employee, the appropriate dates to choose are indicated above.



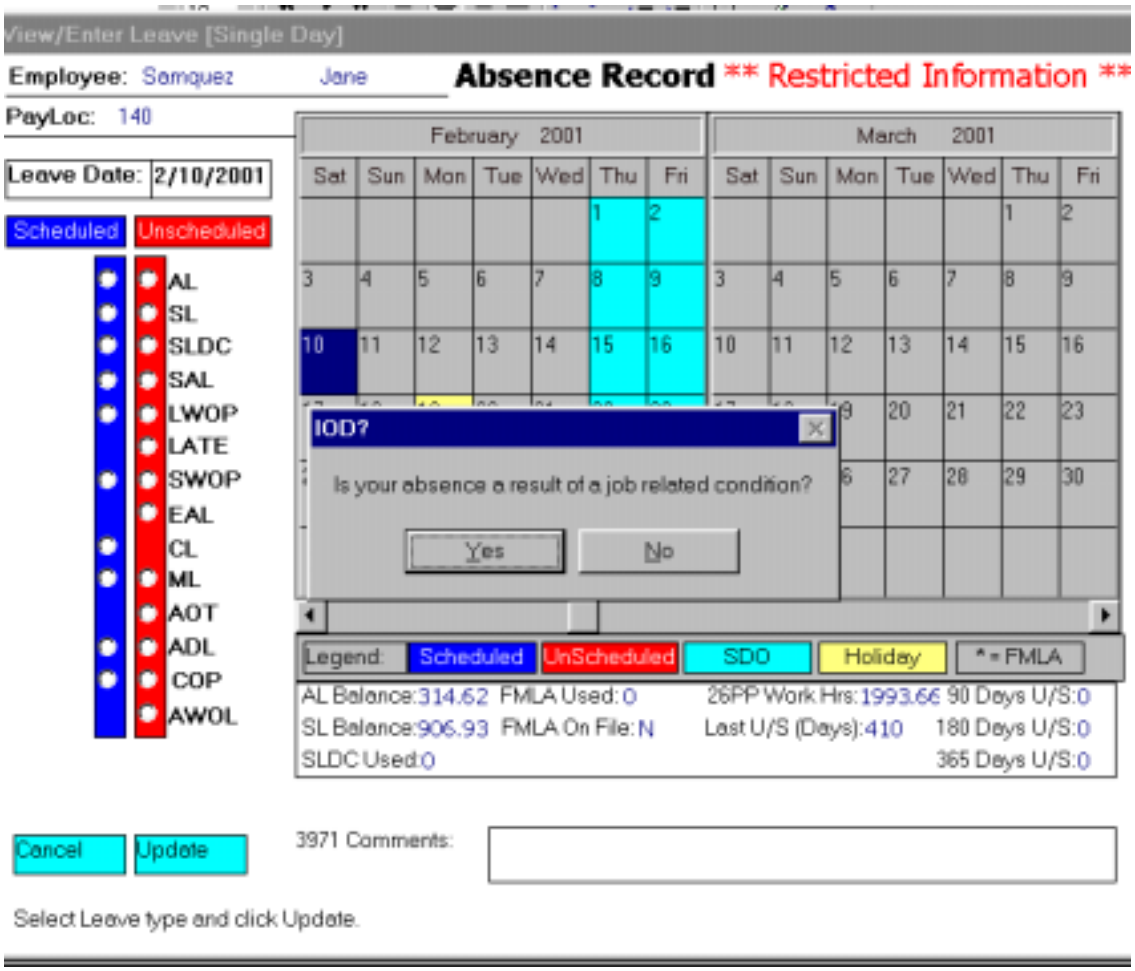
6. Enter the leave time. Eight hours is the default. To enter less than eight hours of leave, or up to 10 hours of leave, use the pull-down menus to click hours and units or use the keyboard and type the values.

7. Click Proceed.

8. The leave options display under the Scheduled and Unscheduled columns.

9. You are prompted to answer **Yes** or **No** to a set of questions. Based on the answers to the questions (in addition to available leave balances), the acceptable leave codes for this particular employee display.

Note: To cancel the procedure, first reply to all questions, then click **Cancel**.

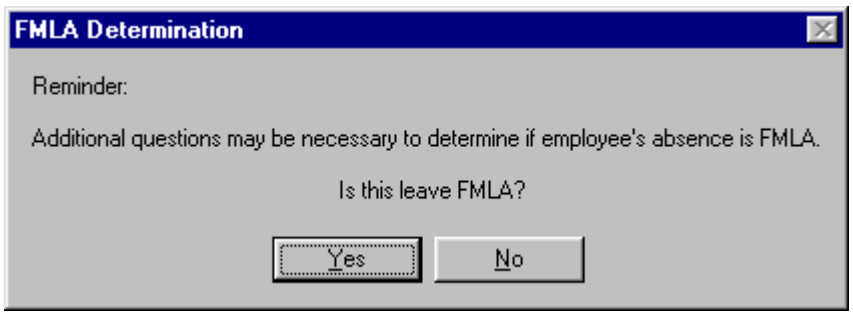


10. Enter the **employee's response** to the following questions:
    a. Is your absence a result of a job-related condition?

       If the employee answers "Yes", apply your local standard operating procedure for reporting job-related injuries.

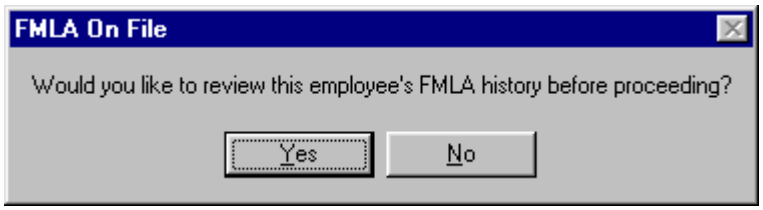
Note: The FMLA statute may also cover an absence due to a job-related condition.

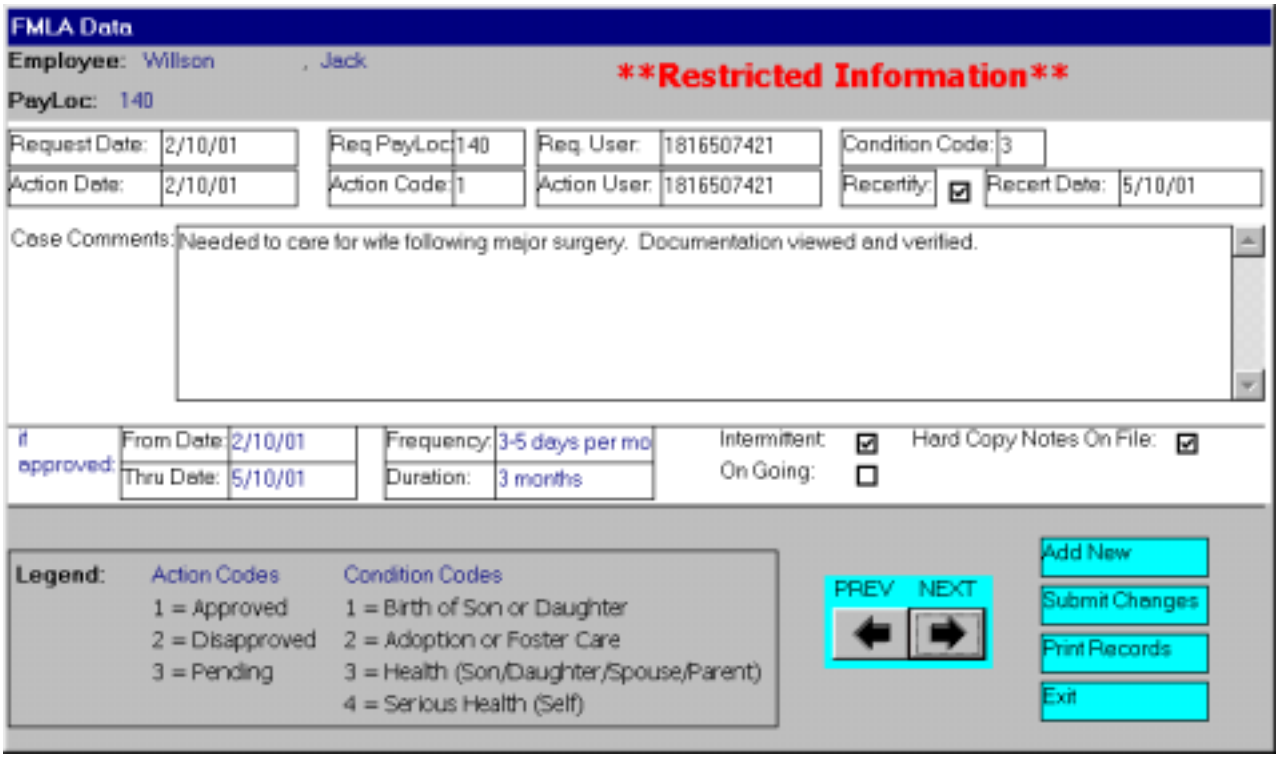
    b. Is this leave FMLA? Further questions may be necessary to determine whether an absence has the potential for protection under the FMLA statute. It is essential that the Attendance Control Supervisor gather enough information about the absence to meet the statutory obligations defined by the law.

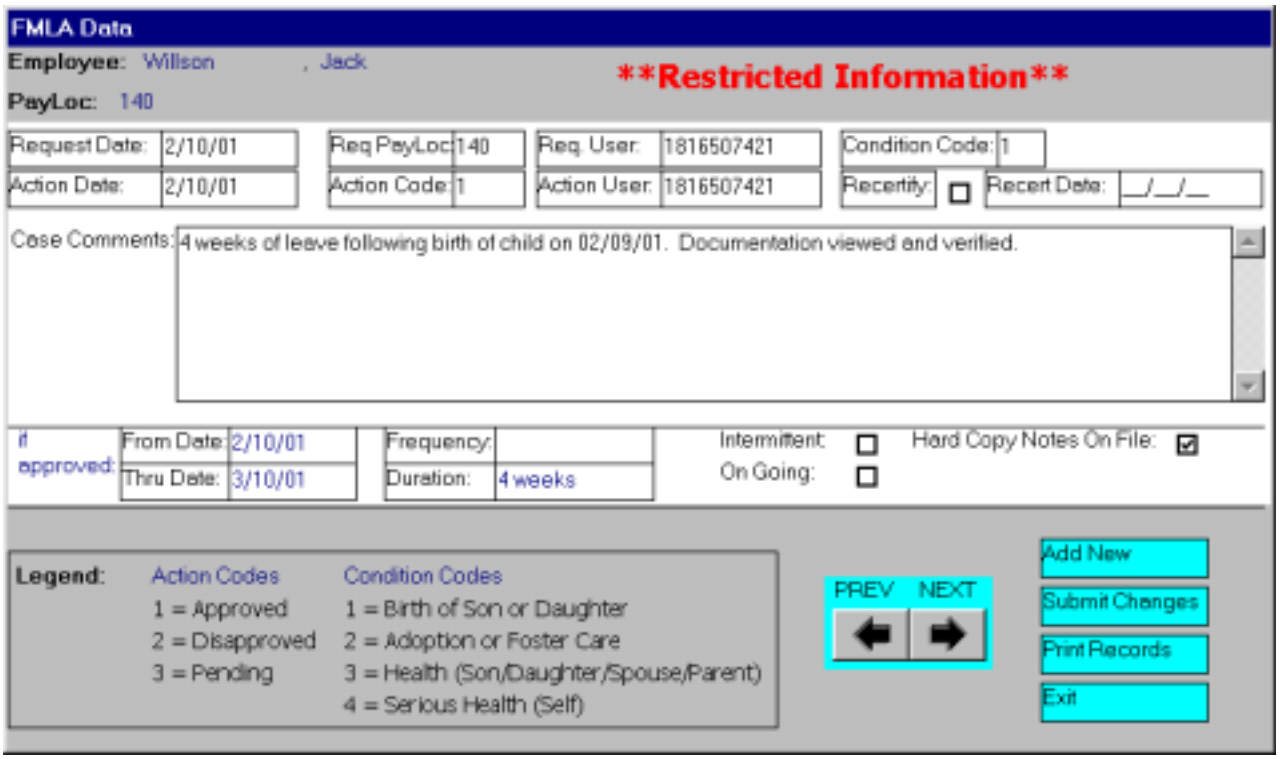


If the answer is “yes”, follow the prompts on the Window.

If the employee has FMLA certification on file (Indicated by the FMLA Spec Information, you are given the opportunity to review the FMLA certification history before proceeding. The FMLA Spec Information only lists one certification; the employee may have multiple certifications. You may use the Prev and Next buttons to review all FMLA certifications that the employee has on file in order to facilitate the decision as to which FMLA certification this absence applies to.





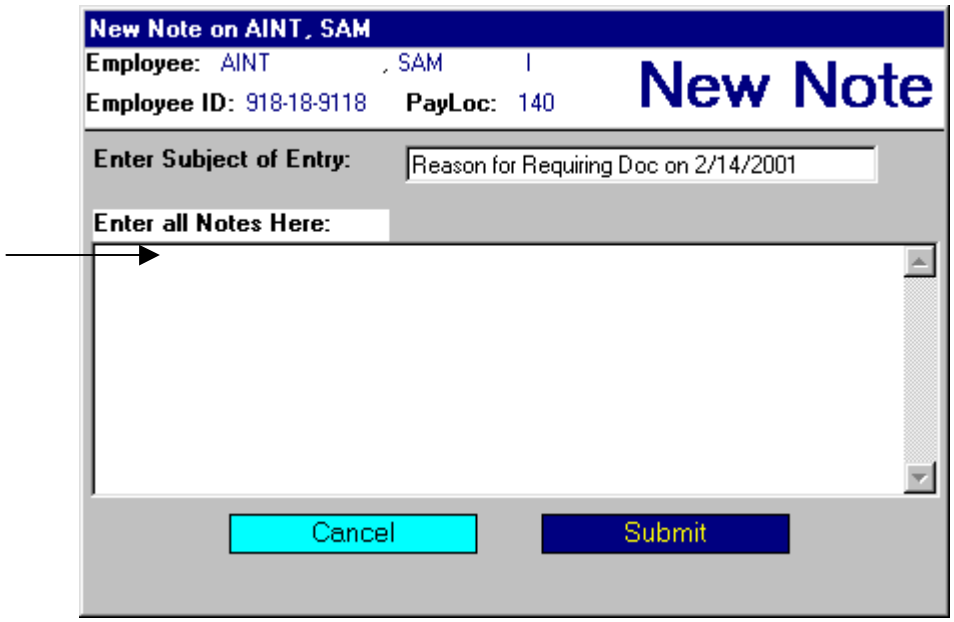


11. Enter **your (the user)** response to the following question:

    Are you requiring documentation for this absence?

    If the answer is yes, the **Doc Req** check box appears on the Window and **Doc Req** is typed into the Form 3971 comments field, and the New Note Window displays. Type the nature of documentation requested (i.e. sick leave) and reason for requiring documentation.

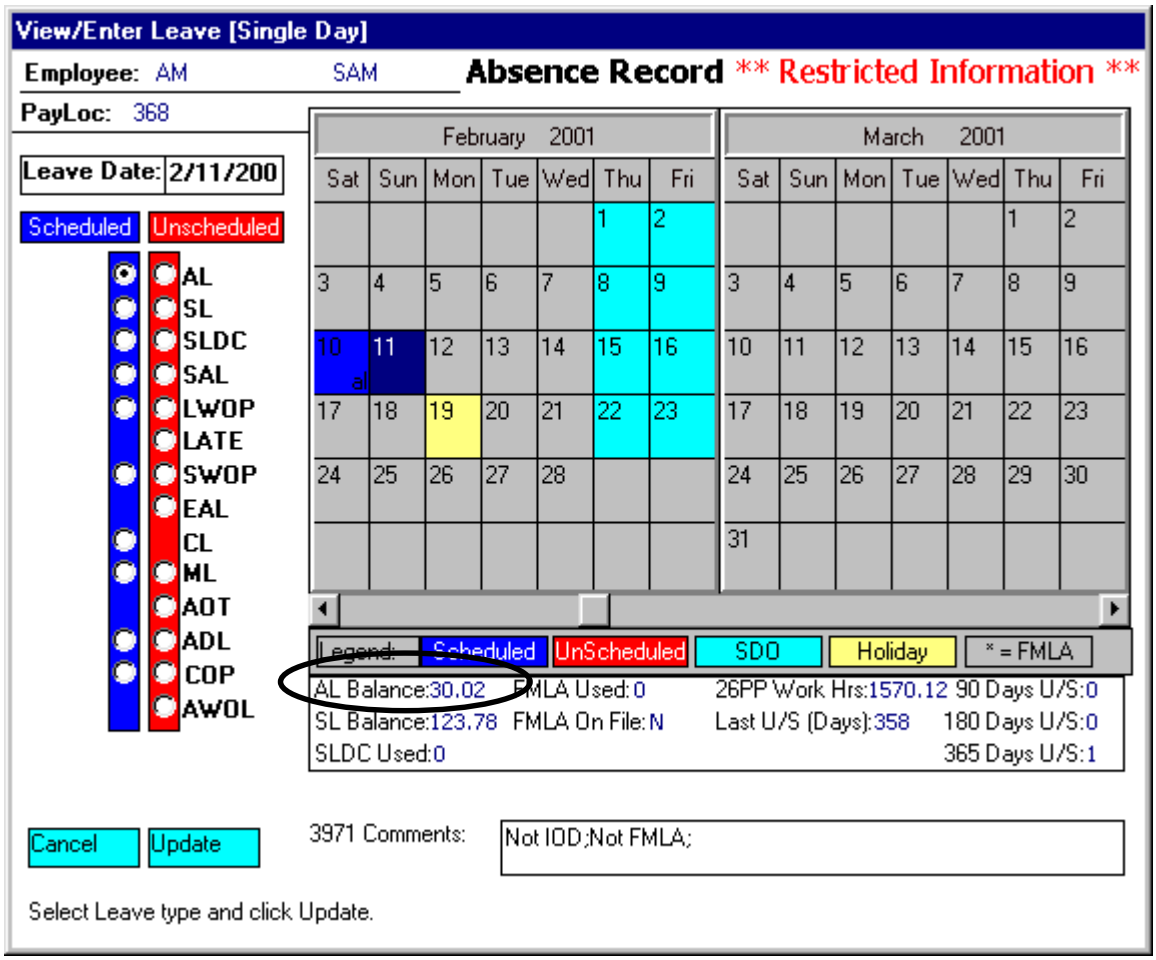
Do not enter restricted medical information into the RMD system.



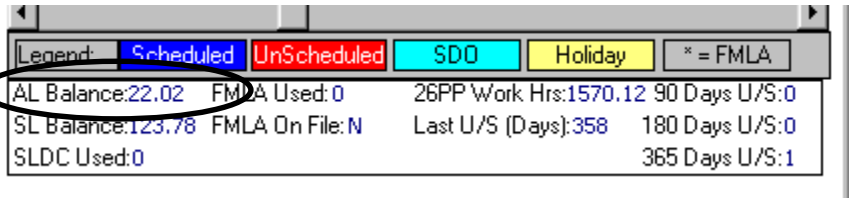
12. Click the appropriate leave type radio button from the **Absence Codes** list. The leave type you select appears on the calendar day selected.

Note: If you are answering yes to "Is this leave FMLA?" on an employee who does not have FMLA certification on file, the **Doc Req** is assumed and the New Note Window, **is not** presented.

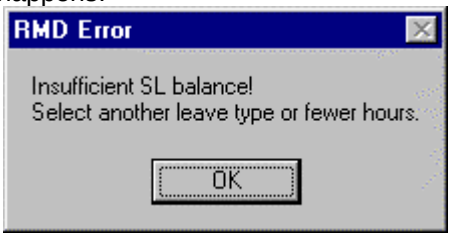
Note: The leave requested, in addition to leave balances, determine acceptable leave types.



Select leave type, click update, check leave counter for change in hours (partial figure below shows leave counters after the update has taken effect – note the change in the AL balance on the employee.)



13. Click **Update**. The leave type counters update to reflect the leave time just entered.
14. If the employee has an insufficient amount of the leave chosen, a message will appear stating so and directing you to choose another leave type. You will need to **begin** the entire enter leave process over if this happens.

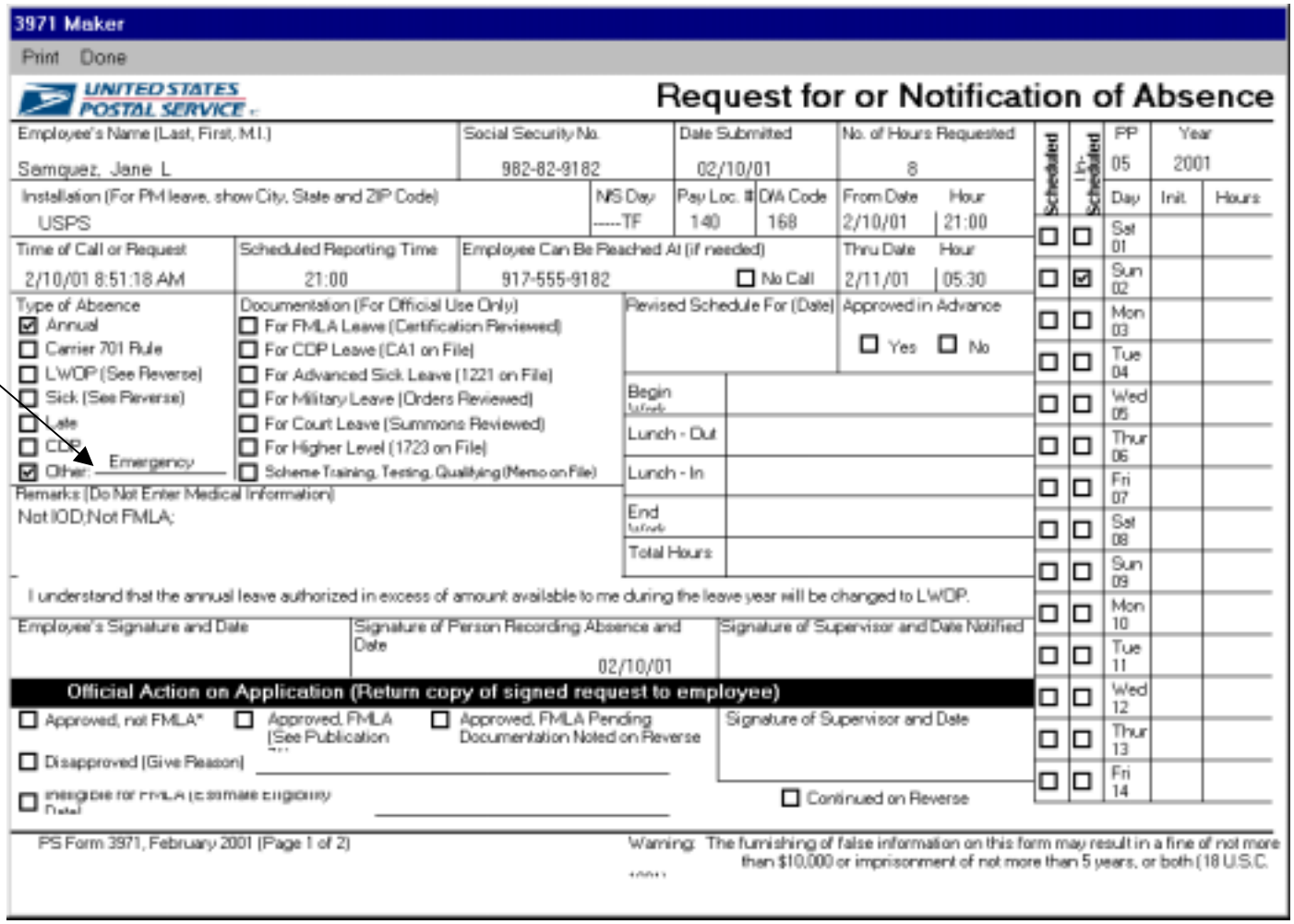


Hint: To avoid having to process the entire leave request a second time, **note** the employee's leave balances in the Leave Counters **prior** to selecting the leave and updating the entry. If insufficient hours of the leave requested by the employee are available, inform the employee and request that the employee select another type of leave for this date.

15. Click **Yes** to display Form 3971 populated with the employee's data.

Make changes directly on the form 3971 i.e. click in the other check box and also indicate on 'Other Line' that this was Emergency AL

Note: *Changes made directly on this form are not saved in the RMD database*



3971 Maker

Print Done

UNITED STATES POSTAL SERVICE

Request for or Notification of Absence

Employee's Name (Last, First, M.I.)	Social Security No.	Date Submitted	No. of Hours Requested
Semquez, Jane L	982-82-9182	02/10/01	8

Installation (For PM leave, show City, State and ZIP Code)	NS Day	Pay Loc. #	DIA Code	From Date	Hour
USPS	-----TF	140	168	2/10/01	21:00

Time of Call or Request	Scheduled Reporting Time	Employee Can Be Reached At (if needed)	Thru Date	Hour
2/10/01 8:51:18 AM	21:00	917-555-9182 ☐ No Call	2/11/01	05:30

Type of Absence
- ☑ Annual
- ☐ Carrier 701 Rule
- ☐ LWOP (See Reverse)
- ☐ Sick (See Reverse)
- ☐ Late
- ☐ CDL
- ☑ Other: Emergency

Documentation (For Official Use Only)
- ☐ For FMLA Leave (Certification Reviewed)
- ☐ For COP Leave (CA1 on File)
- ☐ For Advanced Sick Leave (1221 on File)
- ☐ For Military Leave (Orders Reviewed)
- ☐ For Court Leave (Summons Reviewed)
- ☐ For Higher Level (1723 on File)
- ☐ Scheme Training, Testing, Qualifying (Memo on File)

Revised Schedule For (Date)

Approved in Advance ☐ Yes ☐ No

Begin
Lunch - Out
Lunch - In
End
Total Hours

Remarks: (Do Not Enter Medical Information)
Not IOD;Not FMLA;

I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.

Employee's Signature and Date	Signature of Person Recording Absence and Date	Signature of Supervisor and Date Notified
	02/10/01	

Official Action on Application (Return copy of signed request to employee)

☐ Approved, not FMLA* ☐ Approved, FMLA (See Publication ☐ Approved, FMLA Pending Documentation Noted on Reverse

☐ Disapproved (Give Reason)

☐ Ineligible for FMLA (Estimate Eligibility Date)

Signature of Supervisor and Date

☐ Continued on Reverse

Scheduled	Un-Scheduled	Day	Init.	Hours
☐	☐	Sat 01		
☐	☑	Sun 02		
☐	☐	Mon 03		
☐	☐	Tue 04		
☐	☐	Wed 05		
☐	☐	Thur 06		
☐	☐	Fri 07		
☐	☐	Sat 08		
☐	☐	Sun 09		
☐	☐	Mon 10		
☐	☐	Tue 11		
☐	☐	Wed 12		
☐	☐	Thur 13		
☐	☐	Fri 14		

PP 05 Year 2001

PS Form 3971, February 2001 (Page 1 of 2)

Warning: The furnishing of false information on this form may result in a fine of not more than $10,000 or imprisonment of not more than 5 years, or both (18 U.S.C.

16. Review or edit the form by clicking the appropriate check boxes.

Caution: Changes made directly to this display are ***not*** stored in the RMD database.

17. You can select any of the approved or disapproved check boxes simply by clicking in them prior to selecting Print. **None** of the boxes will be automatically checked by the RMD system.

18. Click **Print** to print to the local printer and exit (at which time you may request more than one copy to print), or **Done** to exit Form 3971 and return to the Employee Information Window. See page 5 for additional information about printing reports.

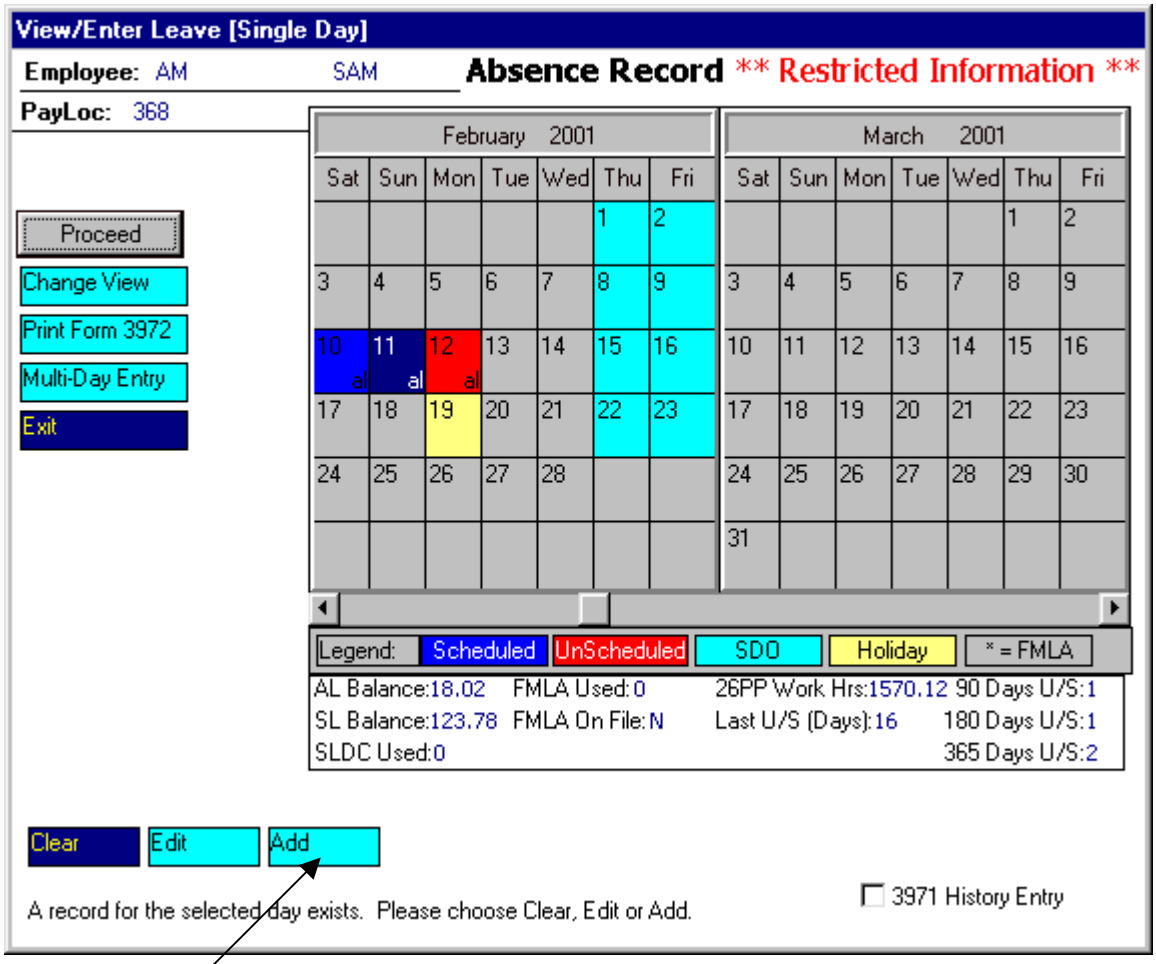
Enter Two Different Leave Types for a Single Day

You can enter a maximum of **two** leave types for a single day:

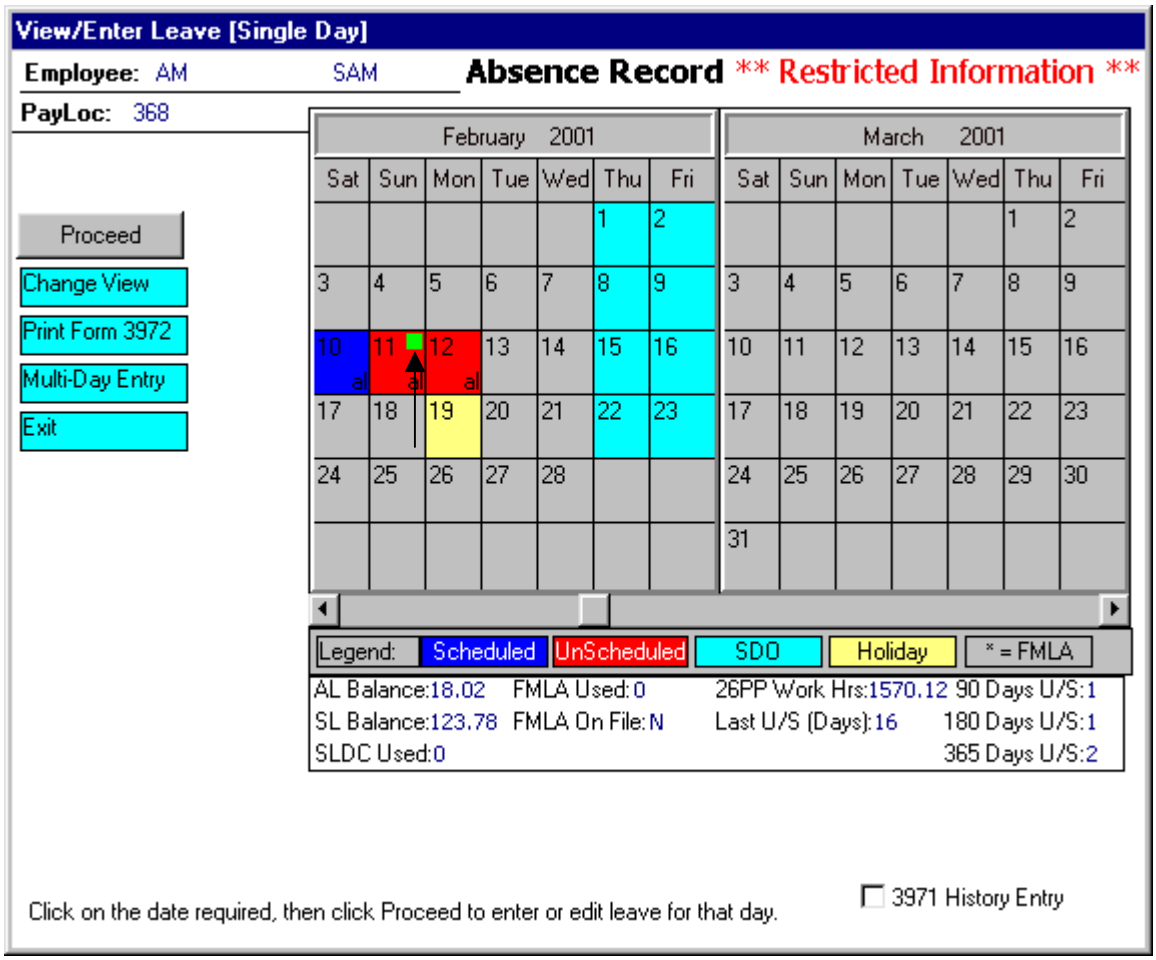
1. Click the calendar day to enter an additional leave type.

Note: The procedure of adding an additional leave type can only be done in the Single Day Entry mode.

2. Click **Proceed**. The Single-Day Window redisplays, showing the option to **Add** an additional leave type.



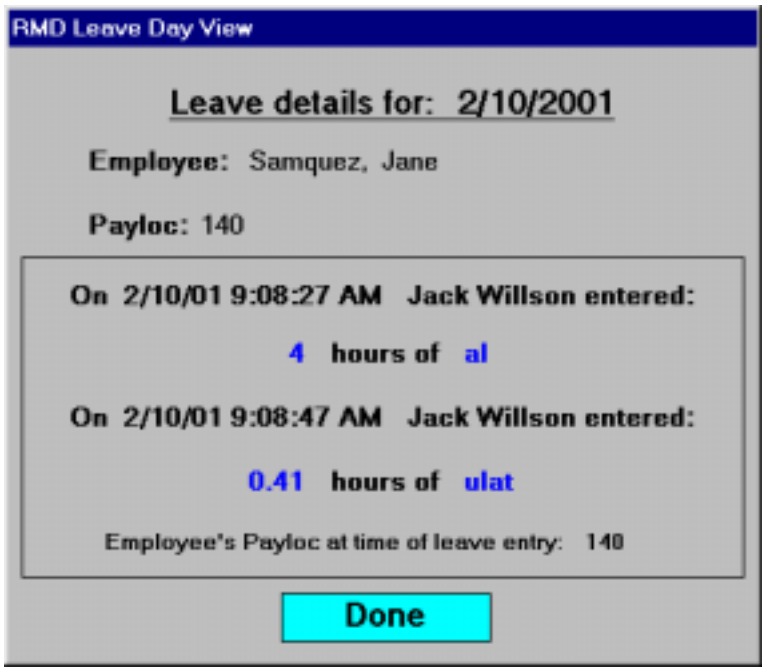
3. Click **Add**.
4. Follow steps 1-13, beginning on page 66, to complete the procedure to enter an additional leave type.
5. If either one of the leave types is unscheduled, the date box will color code to red automatically to indicate the unscheduled leave.
6. The calendar day box will have a small green square in the upper right corner to indicate that there are 2 types of leave entered on the same day.



Note that the Feb 11 entry has now color-coded to red; the second entry was for a late arrival at work (the first entry was scheduled annual leave). The green box in the corner indicates that there have been 2 different leaves entered on the same day.

Display Leave Entry Details

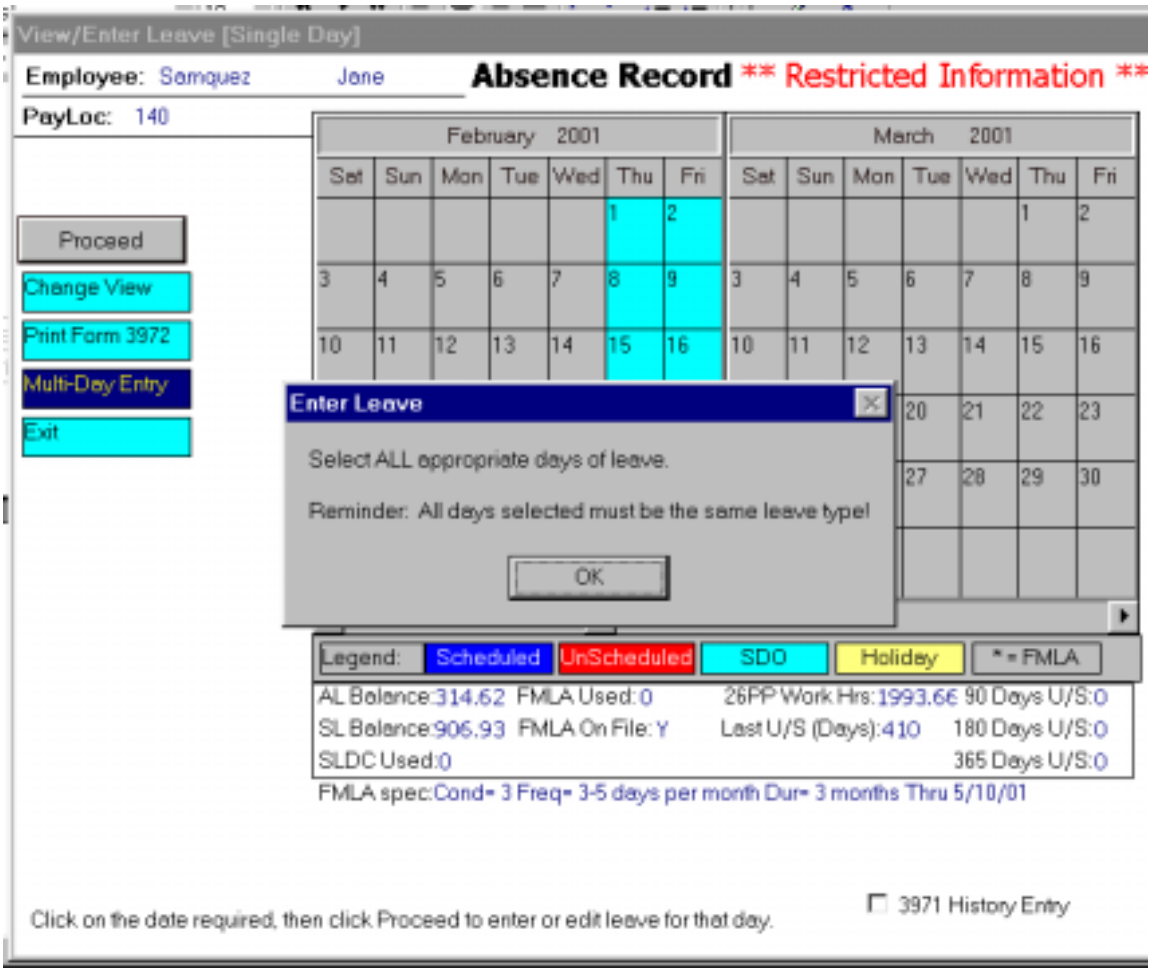
To view the details about a particular date's entry, click the calendar day and then right click the leave entry date. The **RMD Leave Day View** displays, showing you who entered what leave and when it was entered. It also indicates the employee's current pay location as well as the pay location the employee was in at the time of the leave entry.



Enter Multi-Day Leave

1. Access the Enter Leave as described on at the beginning of this section.
2. From the default View/Enter Leave (Single Day) Window, click the **Multi-Day Entry** button.
3. Click **OK** when prompted to select all appropriate days of leave.

Note: When the multi-day entry button is used to enter historical data, please check that the appropriate month and days are selected, as RMD will default to show the current and next month on the calendar when the Window is refreshed.



4. Click each day of leave. The days you click change to dark blue. The days that you select in Multi-Day Entry **do not** have to be successive or even within the same week or month. In the Window above, the employee could be granted leave for every Wednesday for the next 6 weeks, making for six 3-day weekends. In Multi-Day Entry, you would click Feb 14, 21, 28 and Mar 7, 14 and 21 in order to apply the 8 hours of leave on each day at the same time.

Note: If you enter leave that covers 2 pay periods, a message Window will appear "The dates do not fall within 1 pay period, do you still want to print the 3971?". The answer, of course, should still be **yes**; **however**, you will have to **manually** insert the check marks under the scheduled or unscheduled columns before you continue with the printing of the 3971.

5. Click **Proceed.**

6. Follow steps 1-13 starting on page 66 to enter the leave time.

7. All leave entered in Multi-Day Entry mode **must** be the same type of leave and the same number of hours of leave per each day chosen.

Note: You cannot Add more than 1 Leave type in Multi-Day Entry mode.

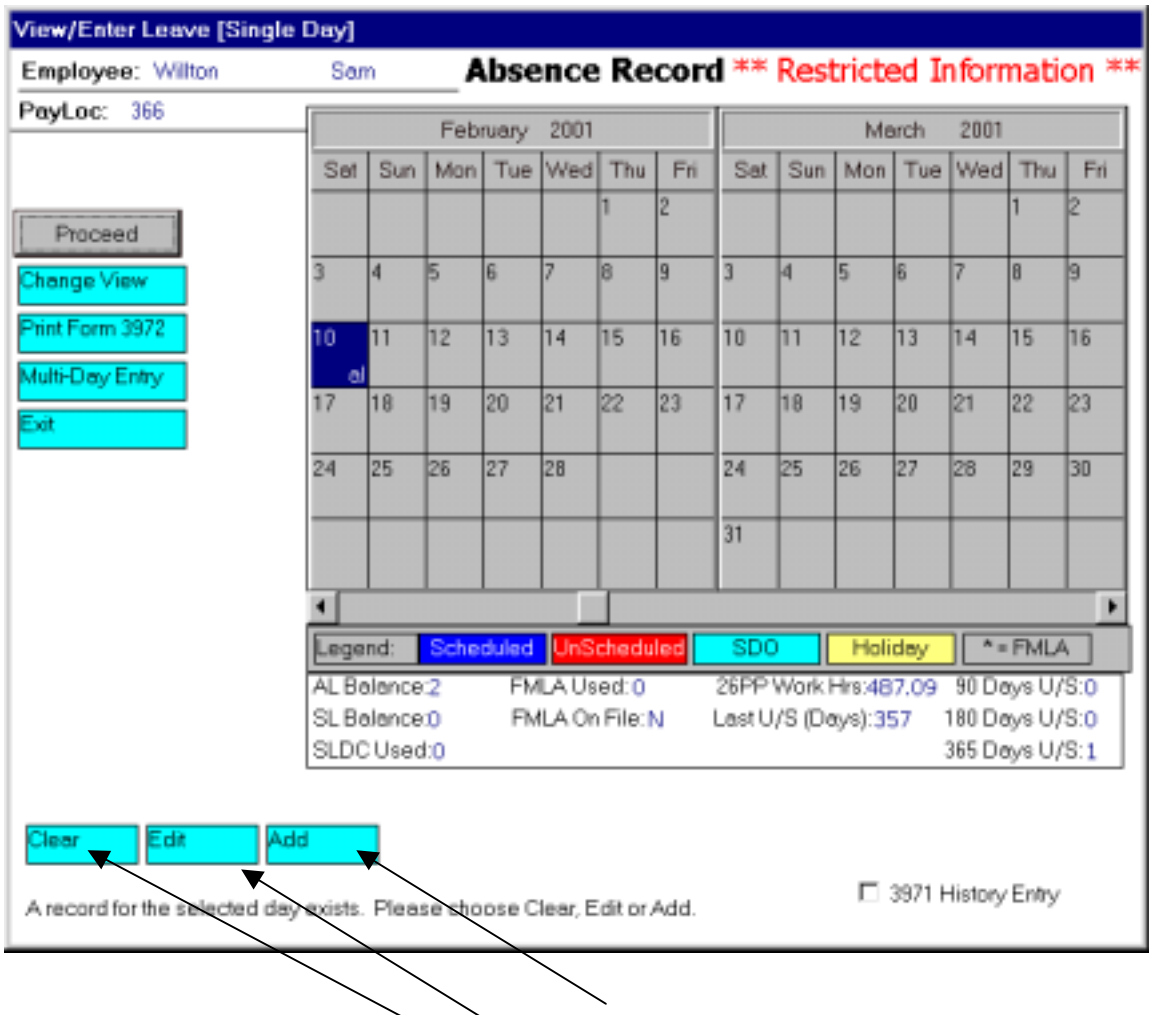
Change or Delete a Leave Entry

Use the View/Enter Leave Absence Record Window to **Clear** (delete) or **Edit** (change) a leave entry.

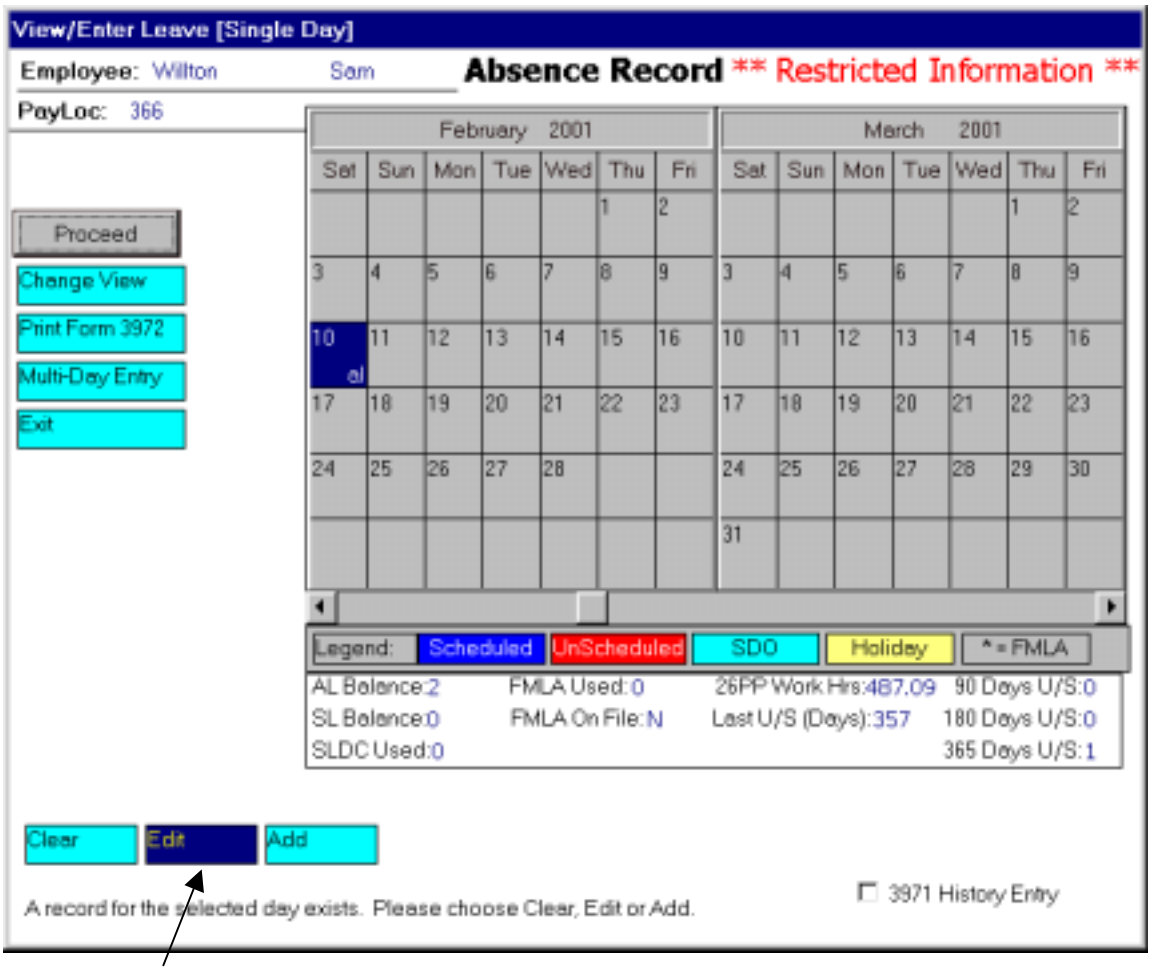
1. Access the Enter Leave option and select an employee as described at the beginning of this section.

Hint: To confirm the amount of leave that you are changing from one type to another, it is suggested that you do a Display Leave Entry as described above prior to editing the entry.

2. Click the leave entry date you want to change. In this example, the Feb 10th al absence code will be edited to an absence code of **FMLA protected sldc**.



3. Click **Proceed**. The **Clear, Edit** and **Add** buttons appear at the bottom of the Window.

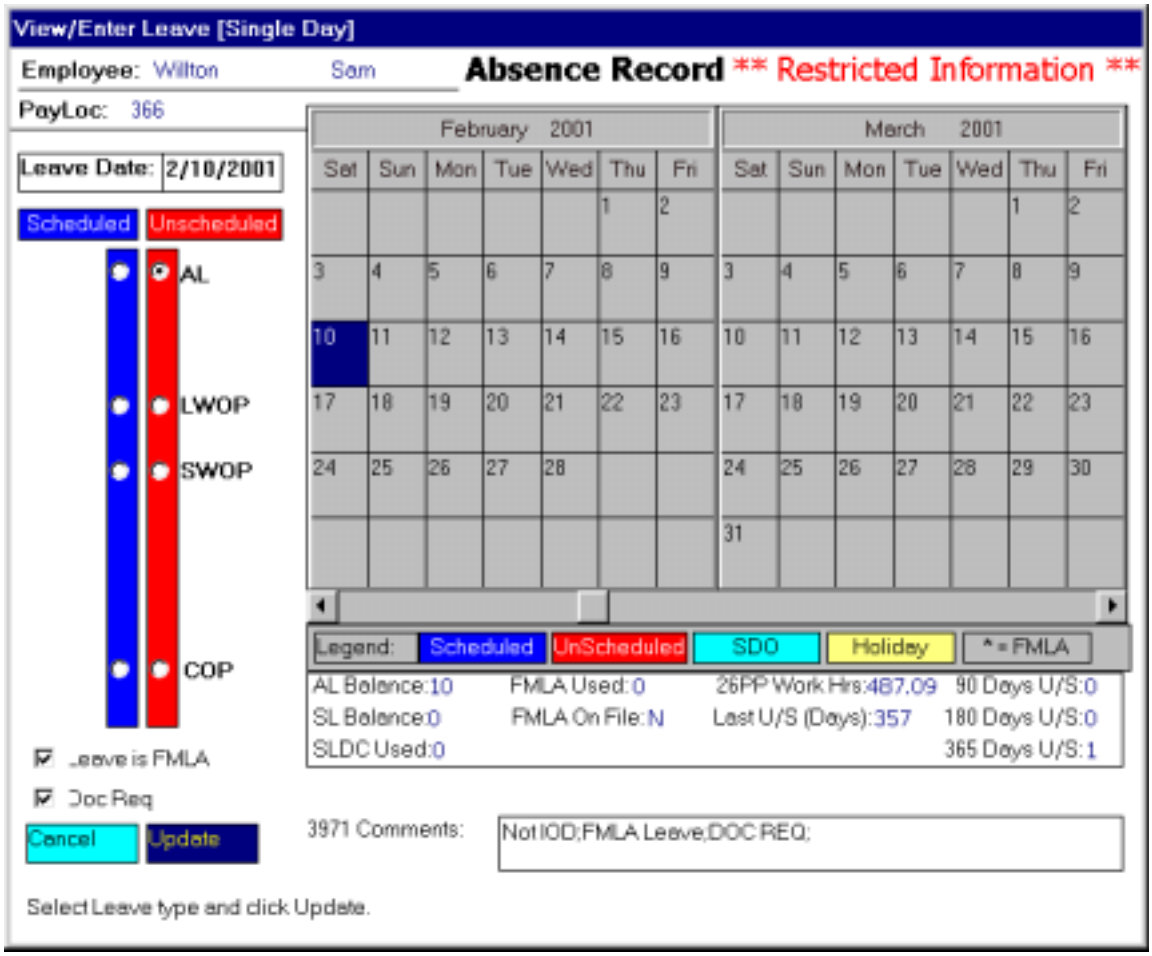


4. Click **Edit** to change the entry to another type of leave. To change the scheduled leave back to a workday click the **Clear** button.

5. Answer the three questions regarding the absence and documentation. Refer to steps 9-11 starting on page 70.

In this example, the leave for February 10th is being changed to FMLA protected leave because the employee indicated that the leave may be FMLA **or** the employer determined that it may be FMLA leave after the initial entry was completed. If there were no FMLA certification on file, RMD would send a system-generated message to the FMLA Coordinator as shown below.

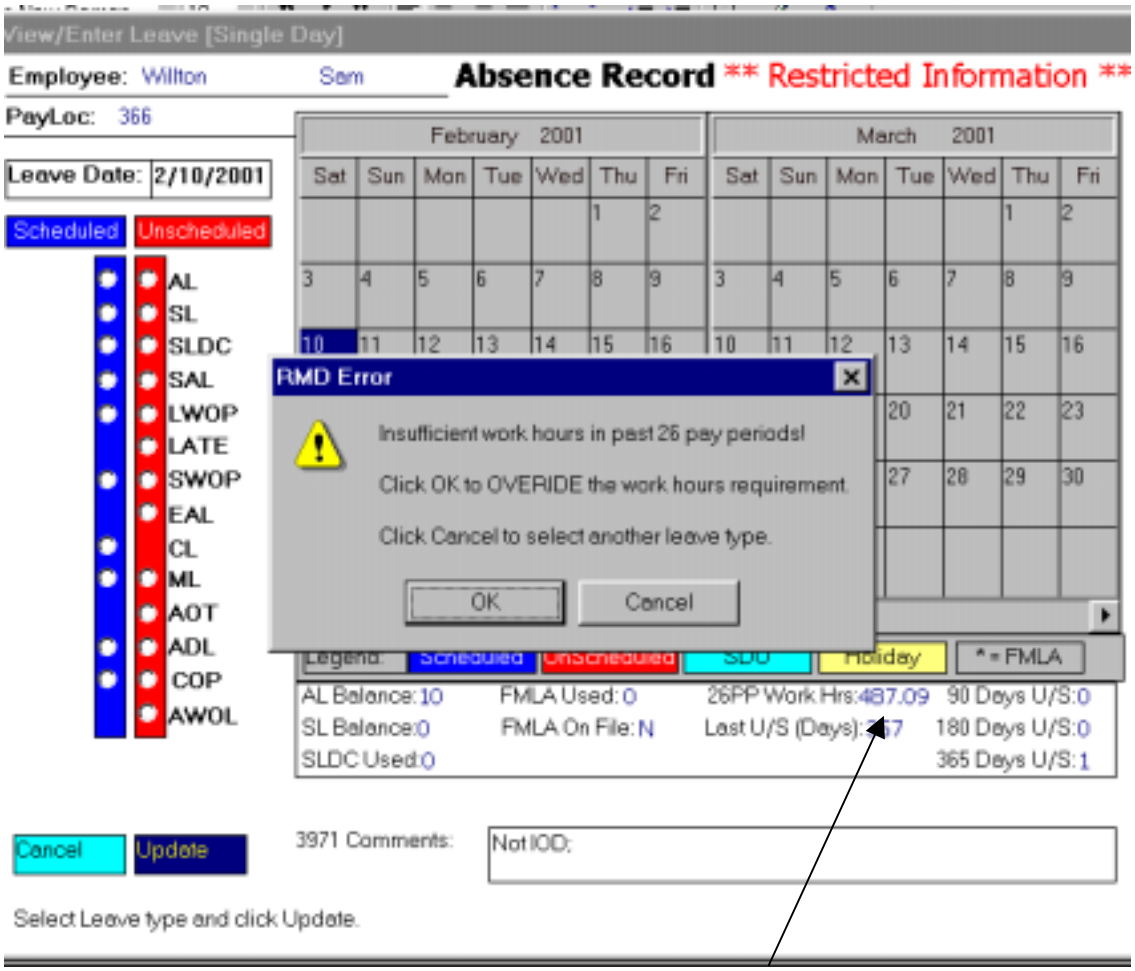
6. Click **OK**. The **Leave is FMLA** and **Doc Required** boxes are checked on the Window.



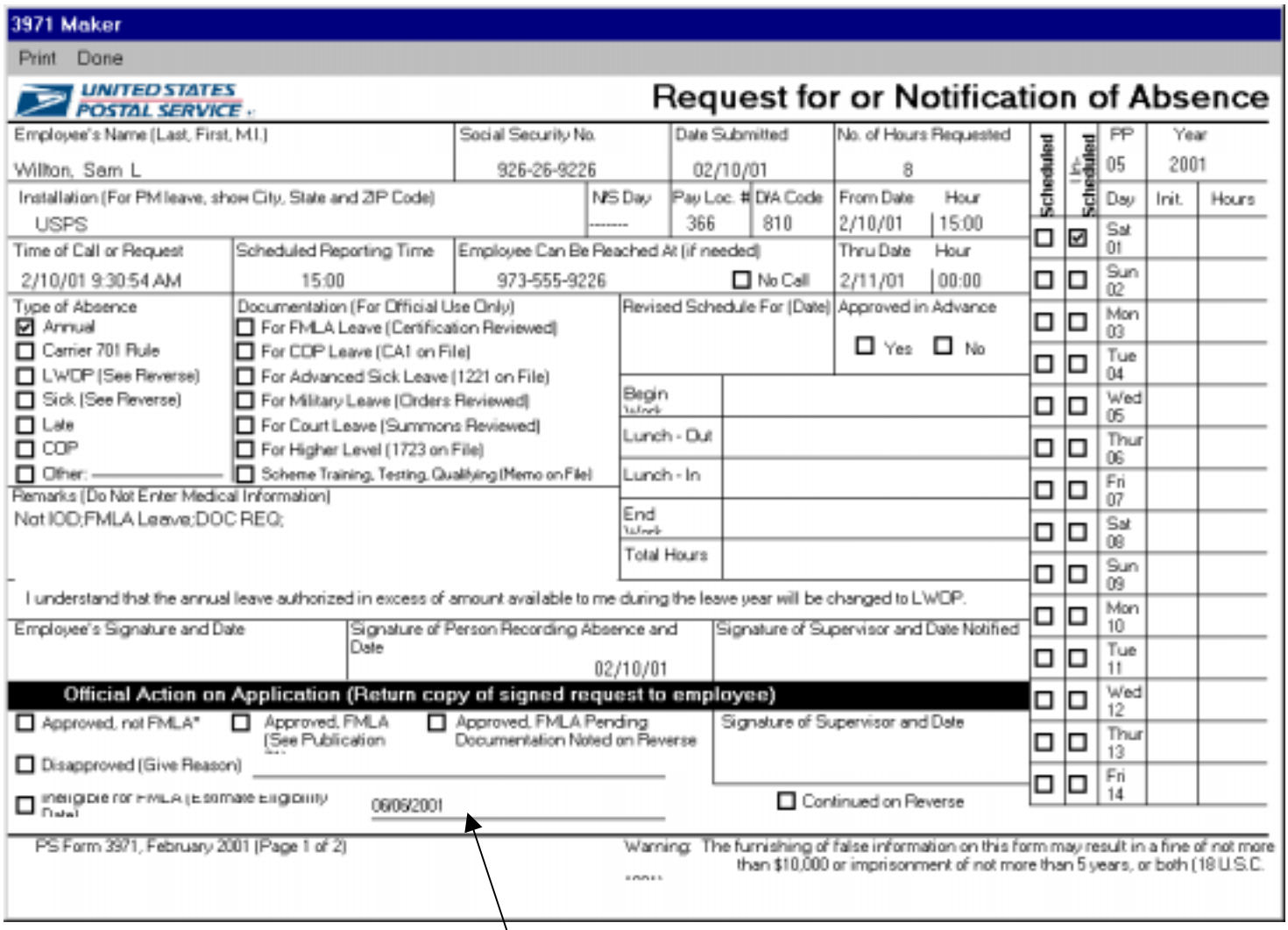
7. Click the leave type radio button, and click **Update.**
8. If an employee has insufficient work hours for the last 26 pay periods prior to a request for FMLA leave, the system will generate a message asking if you want to override the hours' requirement.

Note: The override function is intended for use when entering 3971 history data or when an employee has already met the 1250 work-hour requirement for the same condition in the same leave year.

RMD will also populate the field with a date for "Ineligible for FMLA (Estimate Eligibility Date)" on Form 3971, as shown on page 87, based upon the employee's average work hours for the prior 12 weeks. The population of the field "Ineligible for FMLA (Estimate Eligibility Date)" will occur on **any** leave entry that occurs on an employee with under 1250 work hours in the past 26 pay periods, even if that leave entry is not for FMLA protected leave.



Employee only has 487.09 work hours in the past 26 pay periods.



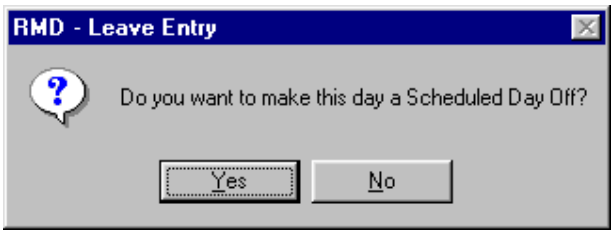
Population of Ineligible for FMLA (Estimate Eligibility Date)

Ctrl+S or Ctrl+H to Enter a Scheduled Day Off or Holiday

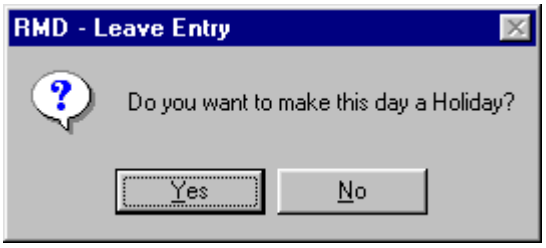
Quickly schedule a day off or a holiday for an employee:

Access the employee's View/Enter Leave Window as described on at the beginning of this section.

1. Click the appropriate calendar day.
2. To schedule a day off (SDO), press **Ctrl+S**.
3. Click Yes when the message box appears.



4. To schedule a holiday, press **Ctrl+H**.
5. Click **Yes** when the message box appears:

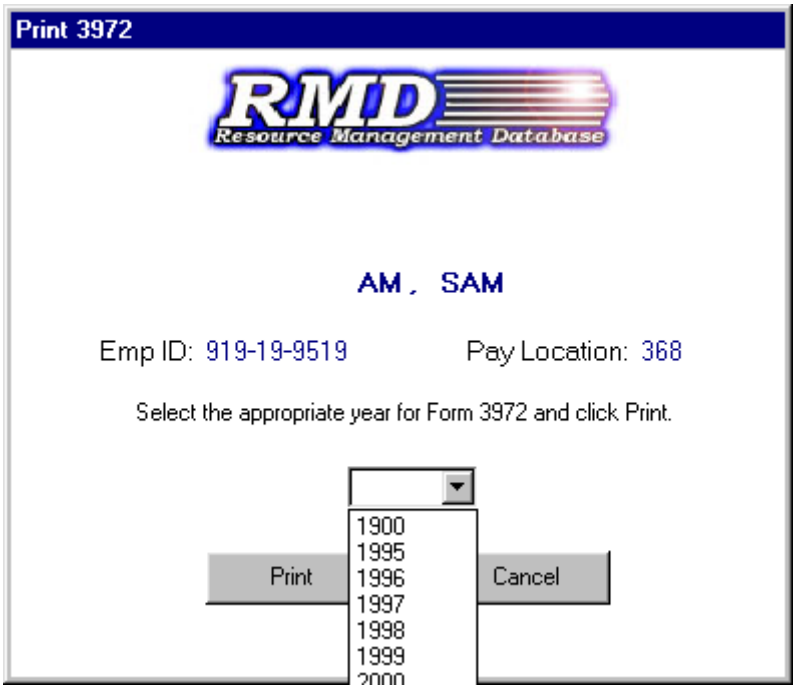


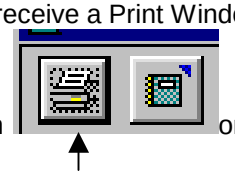
To clear a day scheduled as a holiday or a day off (SDO):

1. Click the appropriate day.
2. Click **Proceed**.
3. Click **Clear**.

Printing Form 3972

Click **Print Form 3972** to generate a report that shows employee absence data for the year you choose. A sample report can be found on pages 115 and 116.



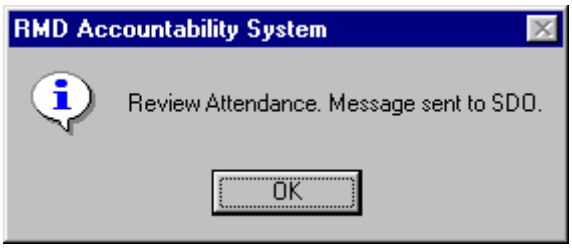
You will receive a Print Window of both Page 1 and Page 2 of the requested Form 3972. Click the print icon  on each page to print a hard copy of Form 3972.

System Generated Messages during Leave Entry

When employee leave is entered, RMD may generate a message to the supervisor or FMLA Coordinator if a business threshold limit is reached, or specific documentation is not on file.

Attendance Review Notification. Message sent to SDO.

When an ACS enters employee leave and that employee has reached the business threshold limit for unscheduled absences, RMD automatically displays the following message to the ACS.

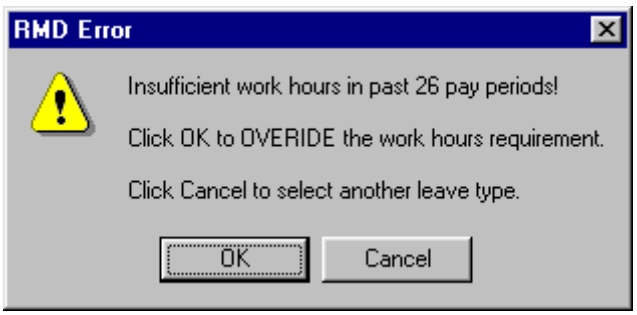


No FMLA on file for this employee. Message generated to FMLA Coordinator.

When an ACS designates employee leave as FMLA and no FMLA certification is on file, RMD automatically displays the following message to the ACS:

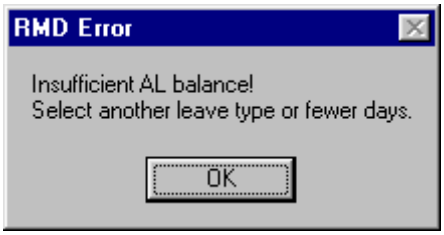
Insufficient work hours in past 26 pay periods!

When an ACS designates employee leave as FMLA and the employee has insufficient work hours in the past 26 pay periods to qualify for FMLA protection, the following warning will appear.



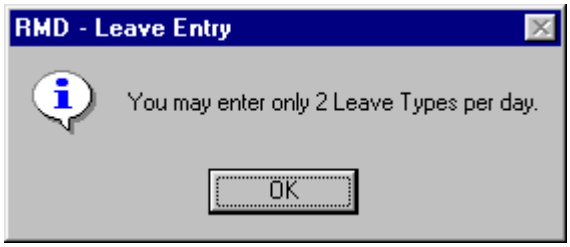
Insufficient Leave Balance

When an ACS designates an amount of leave over and above the amount available to the employee of the specified leave type, the following warning will appear.



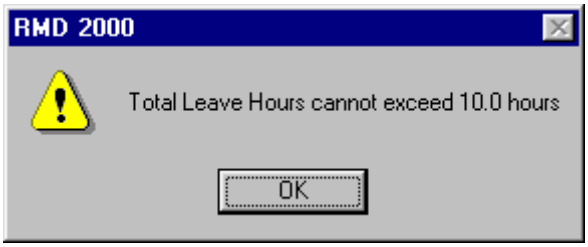
Leave Entry - Attempting to Add more than 2 types of Leave on one day

When an ACS attempts to add a 3rd type of leave on the same day, the following error message will appear.



Total Leave Hours cannot exceed 10.0 hours

When an ACS attempts to enter a single entry greater than 10.0 hours, the following error message will appear.



There are many more messages that may appear during Leave Entry process.

3971 History Entry

History entry is intended for use when you need to enter leave from a **prior** pay period. This form of entry will not affect any of the leave counters or generate any messages due to business threshold limitations being breached or documentation not being on file. Leave entry is performed as has been described throughout this chapter, in either Single-Day or Multi-Day Entry mode. Prior to clicking on proceed, click in the 3971 History Entry check box to disable the leave counters and messaging system. Be aware that the calendar defaults to the current and upcoming month so you will probably have to scroll backwards to get to the appropriate month for the 3971 History Entry.

In the example that follows, a T/A Reconciliation Report (Chapter 5, Page 172), showed that the employee was paid for 24 hours of Sick Leave, from Dec 4th through 6th, 2000 but that the 3972 entries showed work hours for those days. Therefore, after investigation was completed and it was proved that the employee **was** on sick leave for those 3 days, a 3971 History Entry is now necessary in order to reconcile the Time and Attendance System with the 3972.

1. Access the employee View/Enter Leave Window as described on at the beginning of this section.

2. Click Multi-Day Option.

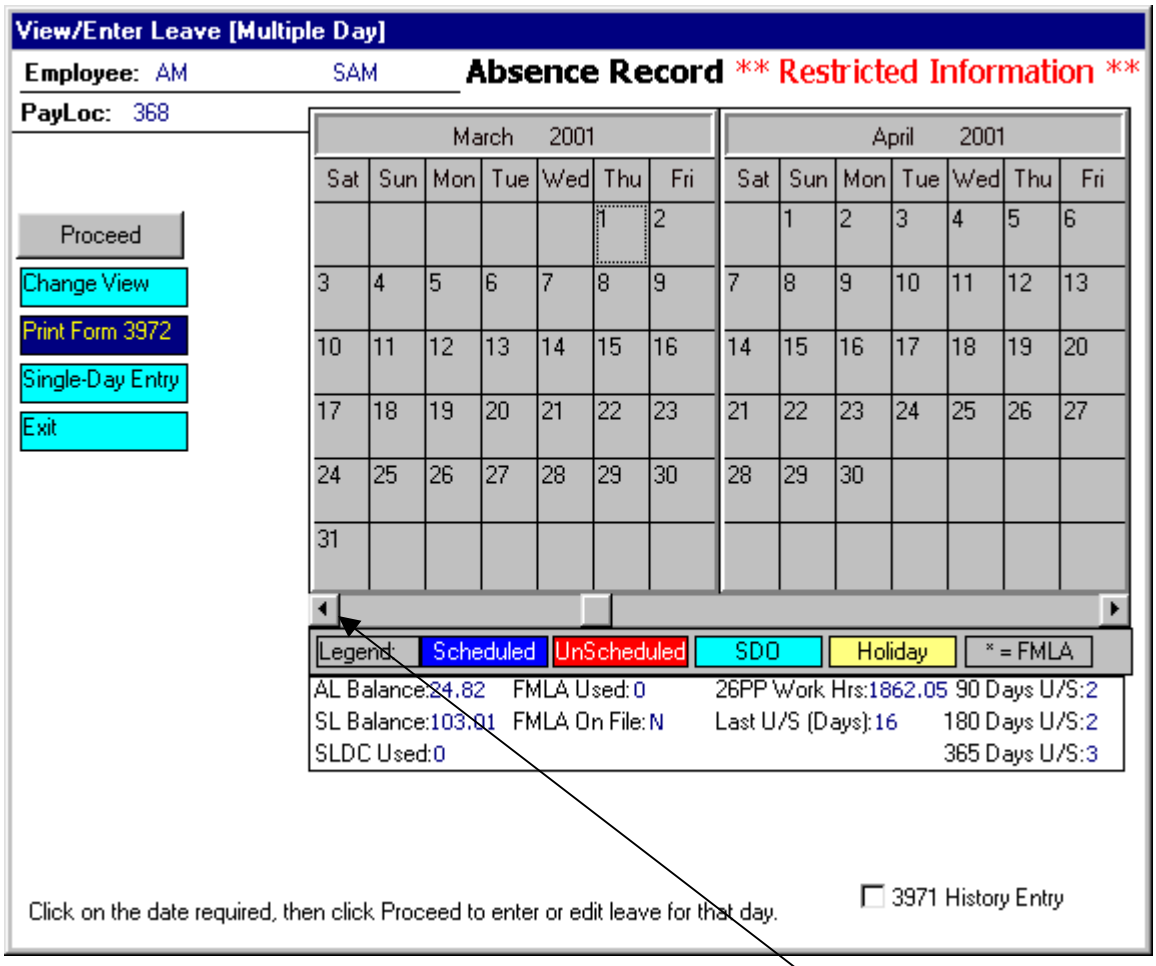
Note: The calendar defaults to the current and next month. Use the scroll button to move backwards to December, 2000.

3. Click in the **3971 History Entry** check box.

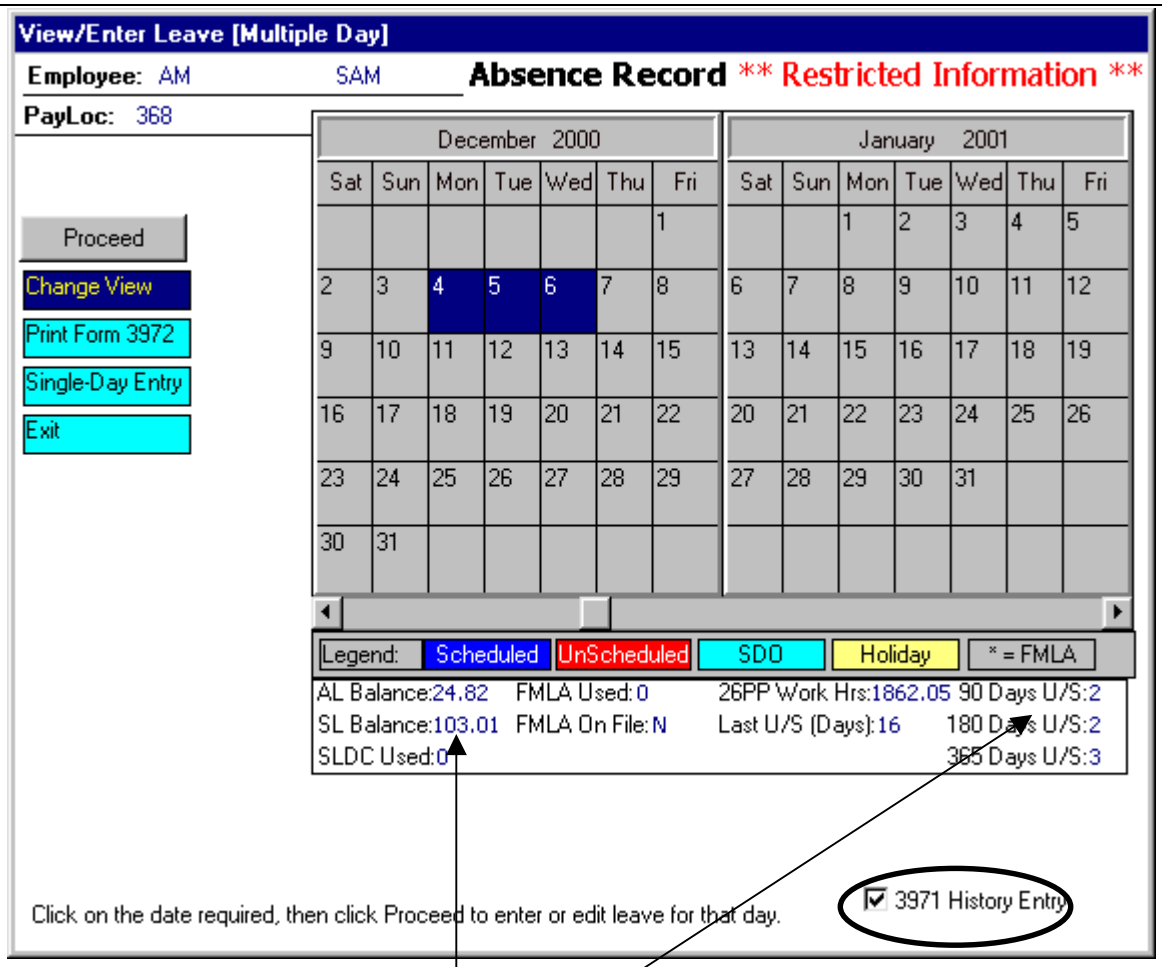
4. Click Dec 4th through 6th and proceed with the leave entry as described in steps 9-13 starting on page 66 to enter the leave time.

Note: The leave counters for leave balances **do not** change and the Attendance Review Message is **not** generated to the SDO. The total of unscheduled absences does change to correctly reflect the attendance history of the employee.

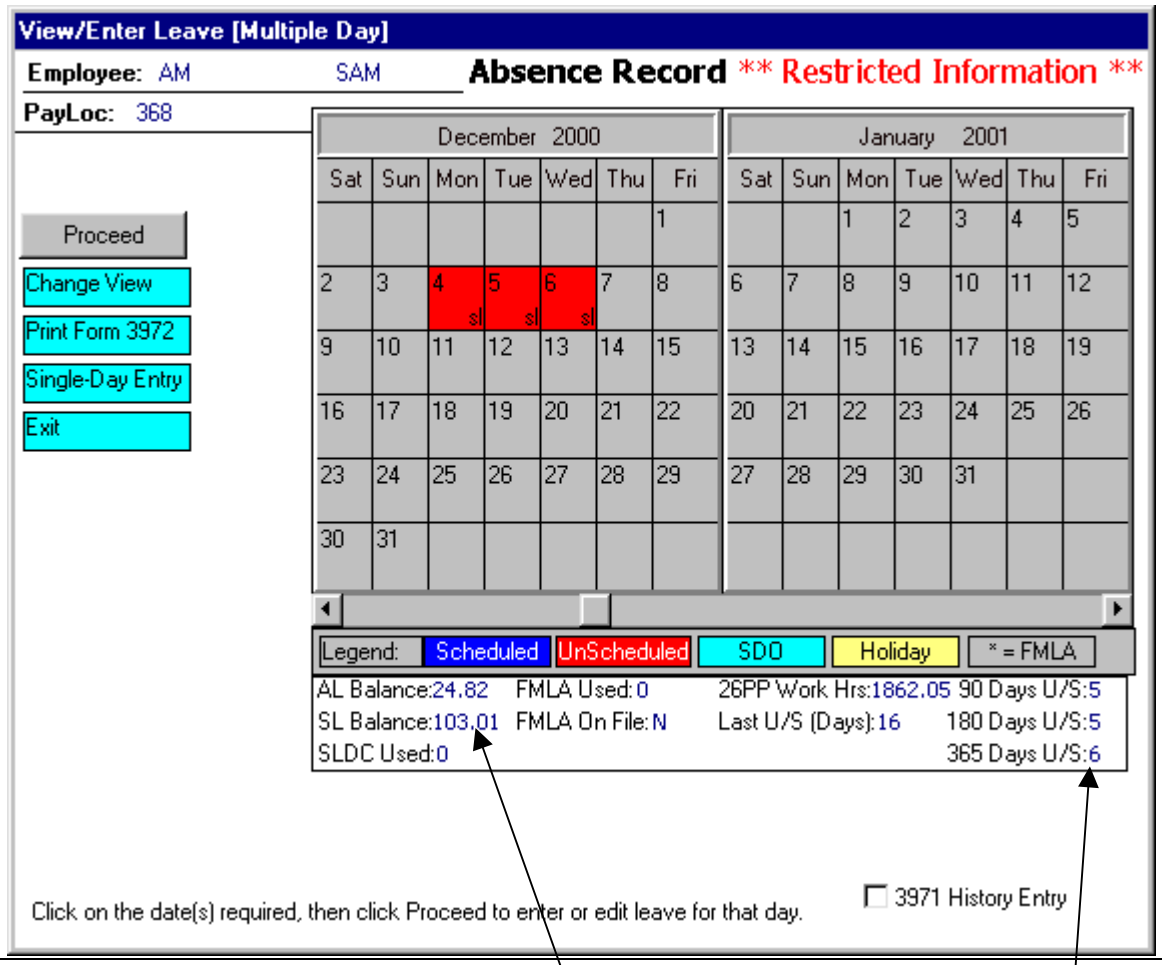
See the next 3 View/Enter Leave Windows as a 3971 History Entry is processed.



Note: The calendar defaults to the current and next month. Use the scroll button to go backwards to December 2000.



Note: Note the SL Balance and the U/S days in the Leave Counters.

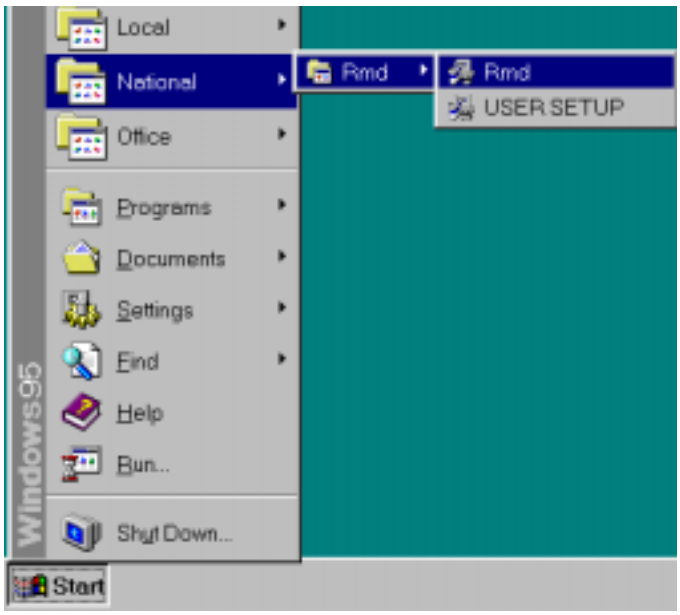


Note: There was no change in the SL balance nor were any messages generated due to the breach of the Business Threshold of 3 absences in any given 90-day period. **However**, the U/S days **did** change to indicate the correct amount of unscheduled during the time frames listed.

Reports Mode

To access the **RMD Reports** mode options**:**

Start RMD from your workstation:



1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD.

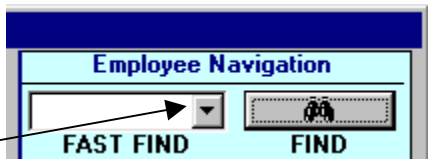
At the RMD Login Window:

1. Type your assigned user name.
2. Tab to the password box.
3. Type your password.
4. Click **Login**. **Reminder: user names and passwords are case sensitive.**
5. The RMD Main Menu will appear.
6. Click **Employee Management**.
7. The Employee Information Management Window will appear.
8. Use one of the following **Employee Navigation** options:

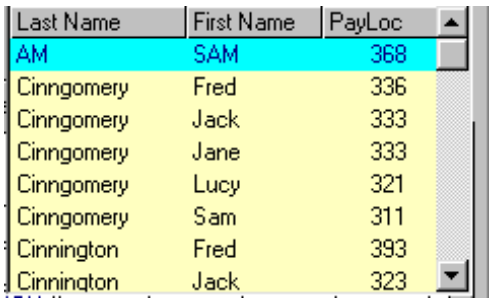
   Fast Find – steps 9 and 10

   Find – Advanced Find – steps 11 thru 14

9. Click the arrow on the **Fast Find** list box.



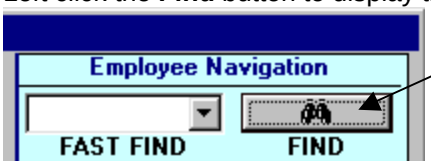
10. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.



Last Name	First Name	PayLoc
AM	SAM	368
Cinngomery	Fred	336
Cinngomery	Jack	333
Cinngomery	Jane	333
Cinngomery	Lucy	321
Cinngomery	Sam	311
Cinnington	Fred	393
Cinnington	Jack	323

OR

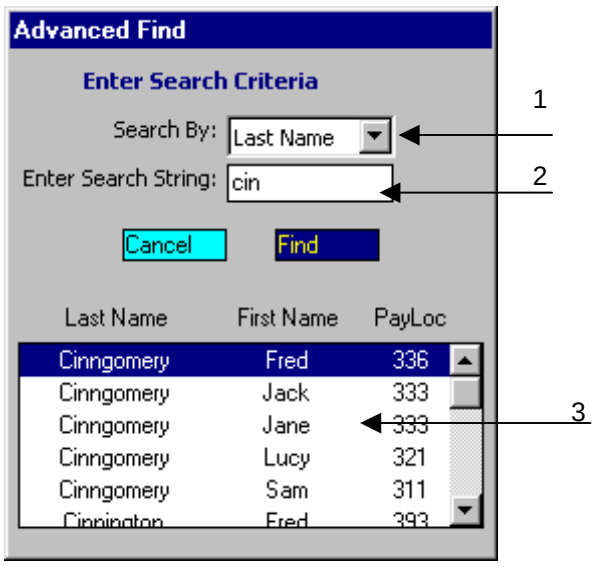
11. Left click the **Find** button to display the **Advanced Find** Window.



12. Select the Search By (highlight and click) criteria from the drop-down list (i.e. Last Name, First Name, SSN, OCC Title or License Plate). [Arrow 1]

13. Type your search criteria of one or more characters in the Enter Search String box. [Arrow 2]

14. Select a name from the list that displays by highlighting and **double clicking** the name. The Employee Information Management Window populates with the selected employee. [Arrow 3]



15. The **Actions** view mode is the default Window. To go to the **Reports** view mode, click **Reports**.

16. Click the appropriate Reports mode options to perform tasks listed in Table 3-5: Employee Management - Reports Options.

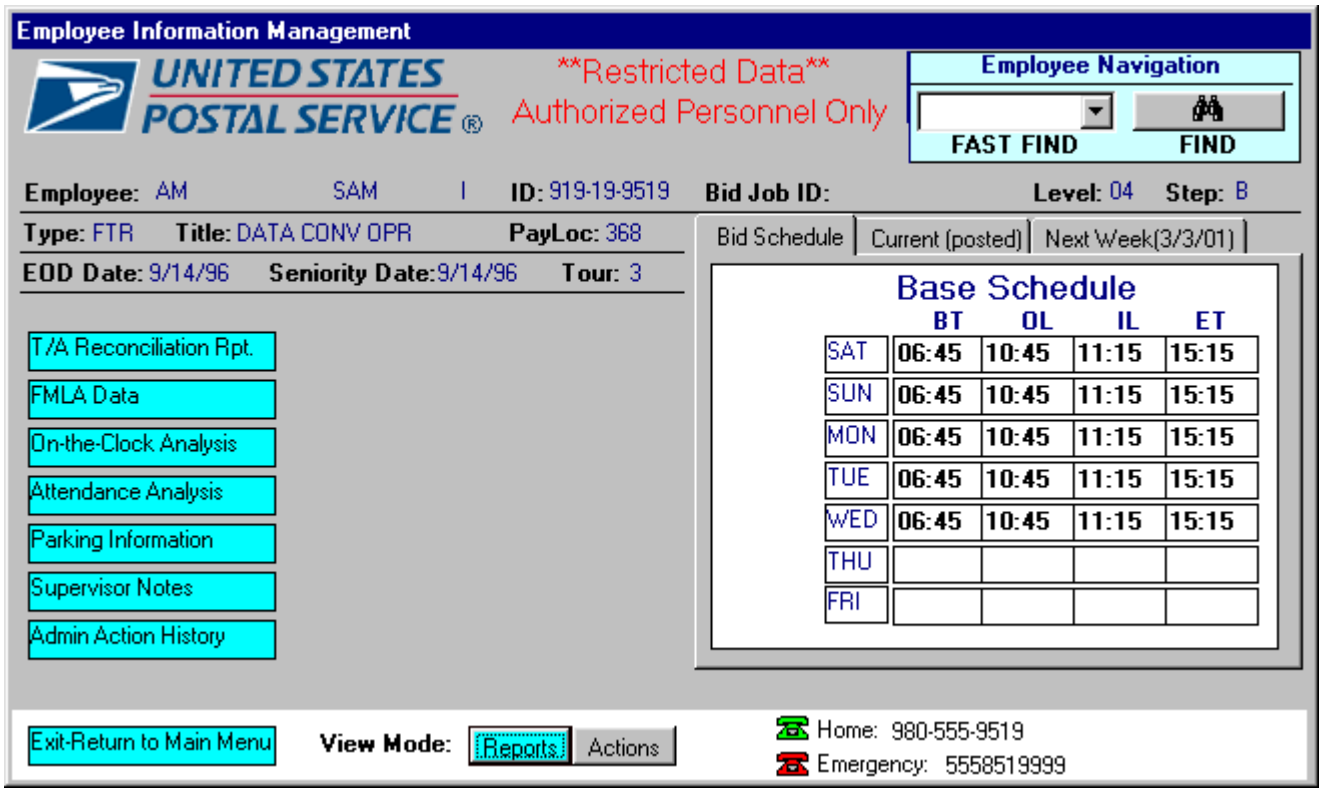


Table 3-5: Employee Management - Reports Options

Use this option…	on page	To do this…
T/A Reconciliation Report	**100**	Compare leave entered on the Form 3972 with payroll/timekeeping data.
FMLA Data	**102**	Create or view employee FMLA data. FMLA data includes information about the date, duration, reason and disposition of an employee's family and medical leave.
On-the-Clock Analysis	**106**	Generate reports detailing the work hours, operations, and leave hours in various formats for an individual employee.
Attendance Analysis	**113**	Generate Form 3972 report, or view hours types by employee and pay location.
Parking Information	**119**	Record employee vehicle information.
Supervisor Notes	**120**	Add or view miscellaneous notes concerning an individual employee.
Admin Action History	**123**	Create or review employee administrative action records.

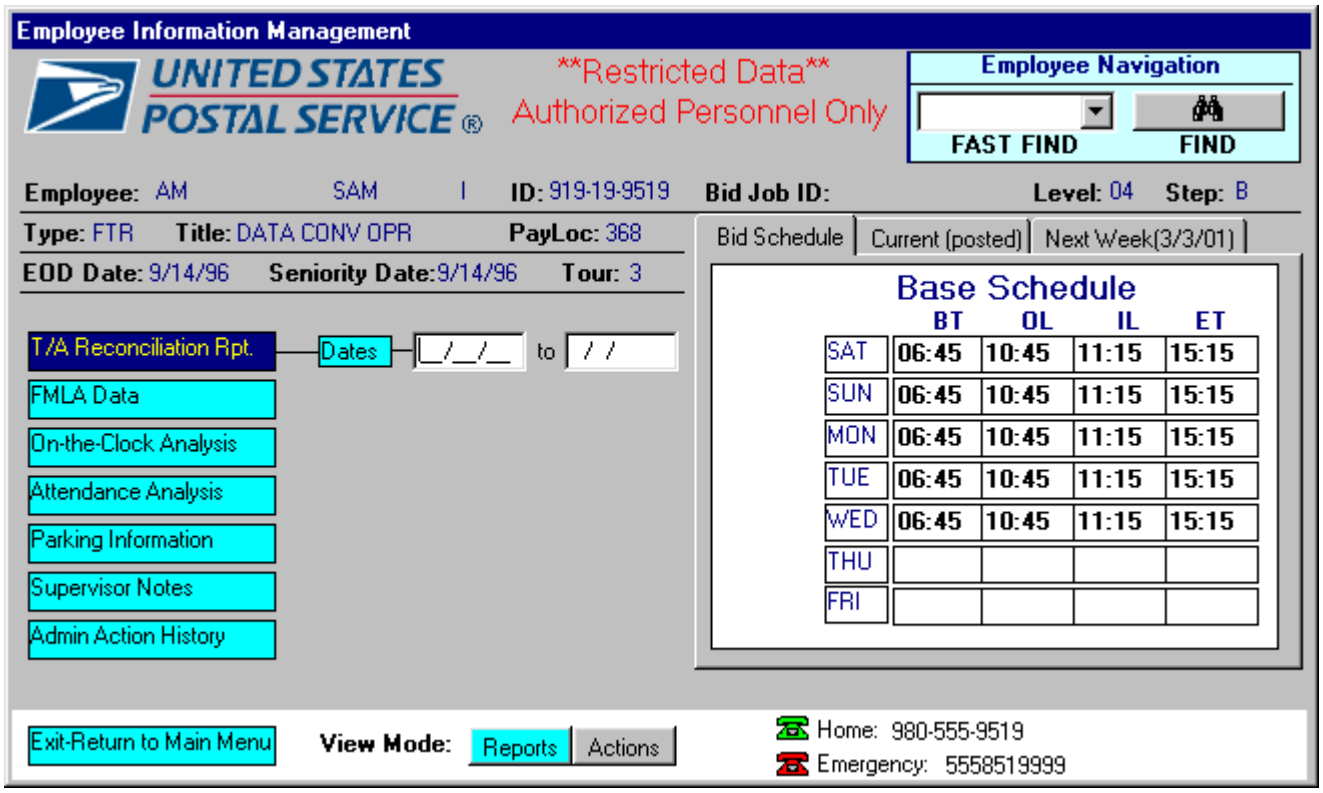
T/A Reconciliation Report

The T/A Reconciliation Rpts option compares leave entered on the Form 3972 with payroll and generates a report that displays any differences. It provides an exception report identifying those employees with discrepancies between timekeeping and leave entered on the Form 3972.

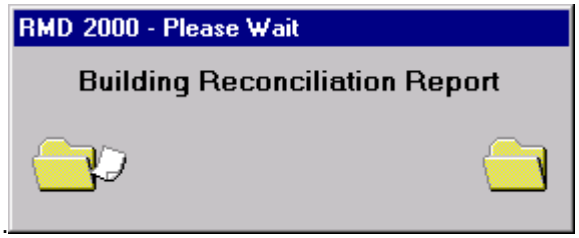
Use the report to ensure accuracy between timekeeping data and the Form 3972 data and to determine the source of the error and make adjustments in the appropriate system.

To generate a reconciliation report:

1. Follow steps to access RMD Reports mode options as described at the beginning of this chapter.



2. Move the cursor over the **T/A Reconciliation** option to display the from and to date boxes.
3. Enter date range.
4. Press **<Enter>** or double click the date button to display the report.
5. As the report is being prepared, the following window will appear.



RMD Reconciliation Report

Zoom 100%

RMD Resource Management Database

Time & Attendance Reconciliation Report

Last Name	First Name	PL	SSNumber	LV Date	Payroll Type	Payroll Hrs	3972 Type	3972 Hrs
Cinngomery	Jane	333	999-99-9199	1/7/01	Sick Lv	8.00	al	8.00
Cinngomery	Jane	333	999-99-9199	1/8/01	Sick Lv	8.00	al	8.00
Cinnquez	Fred	393	989-89-9389	1/5/01	Sick Lv	8.00	al	4.62
Cinnquez	Fred	393	989-89-9389	1/11/01	Work Hrs	8.00	lwp	8.00
Montstien	Jane	318	945-45-9145	1/6/01	Annual Lv	8.00	usl	8.00
Montstien	Jane	318	945-45-9145	1/7/01	Annual Lv	8.00	usl	8.00
Willton	Fred	398	926-26-9326	1/4/01	Annual Lv	8.00	usl	10.00

Pages: 1

Note: None of the employees listed on this T/A Reconciliation Report reconcile; payroll says sick leave paid, 3972 says annual leave; payroll says work hours, 3972 says lwop, etc.

FMLA Data

Use this option to add, edit, view, and print FMLA data for a specific employee. FMLA data includes information about the date, duration, frequency, condition code and disposition of an employee's family and medical leave.

When an employee requests FMLA leave, or an ACS determines from the information garnered during the telephone call that the potential for FMLA protection for this absence exists and designates the leave as FMLA leave, and no corresponding FMLA documentation is on file, RMD automatically generates a message to the FMLA Coordinator. When an FMLA Coordinator receives notification that an employee may have a potential FMLA condition or employee's existing FMLA condition has changed, the FMLA Coordinator enters the necessary information to create a new record or update an existing one. The FMLA Coordinator interacts with the employee to request and obtain the FMLA documentation and determine whether an employee's condition qualifies for FMLA protection.

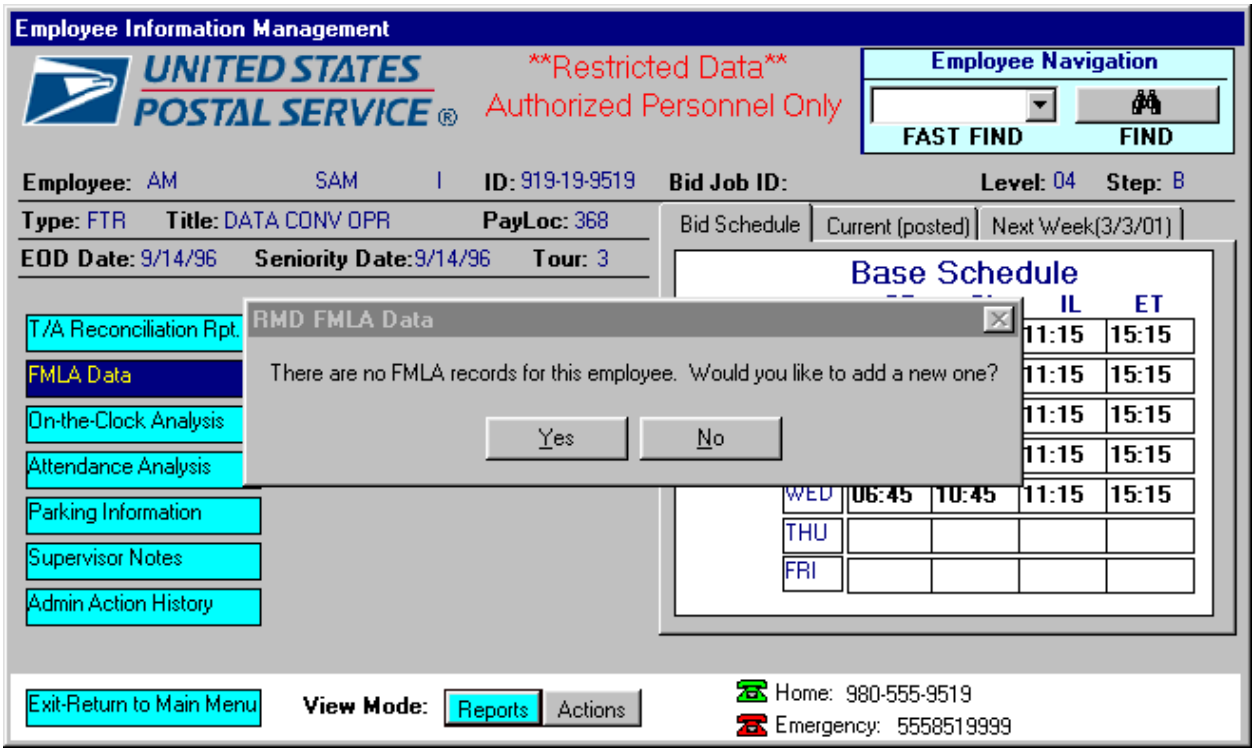
The ACSs also use this Window to review the FMLA information while an employee is on the telephone during the call-in process.

To access the FMLA Data option:

Access the RMD Reports mode options as described at the beginning of this section.

1. Click the **FMLA Data** option.

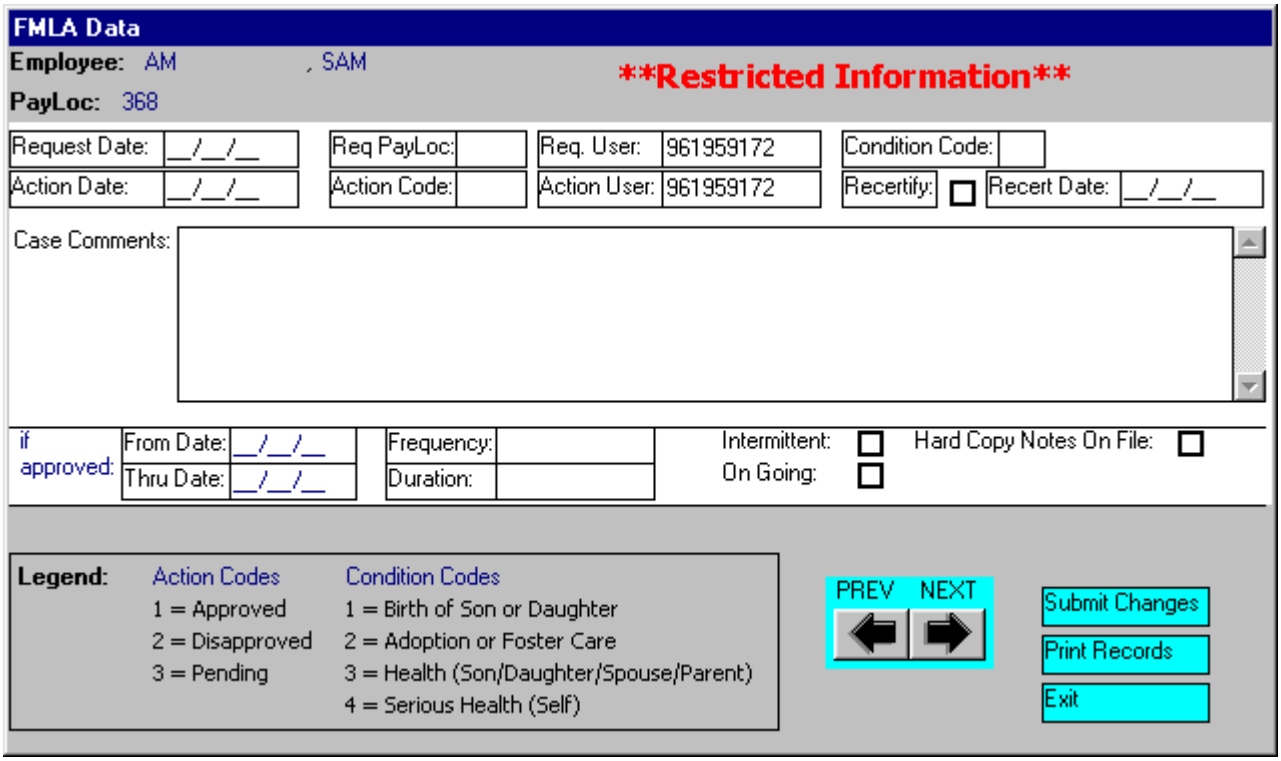
   If there is no FMLA data for the employee, a message displays. Click **Yes** to create an FMLA record. Click **No** to return to Reports view mode options Window.



2. When you **create** a new record, the FMLA Data Window displays with the *Req. User* and the *Action User* fields filled in. RMD assigns this unique number to the user entering the data.

   If you are **updating** existing information, use **Prev** and **Next** arrows to scroll to find the appropriate record.

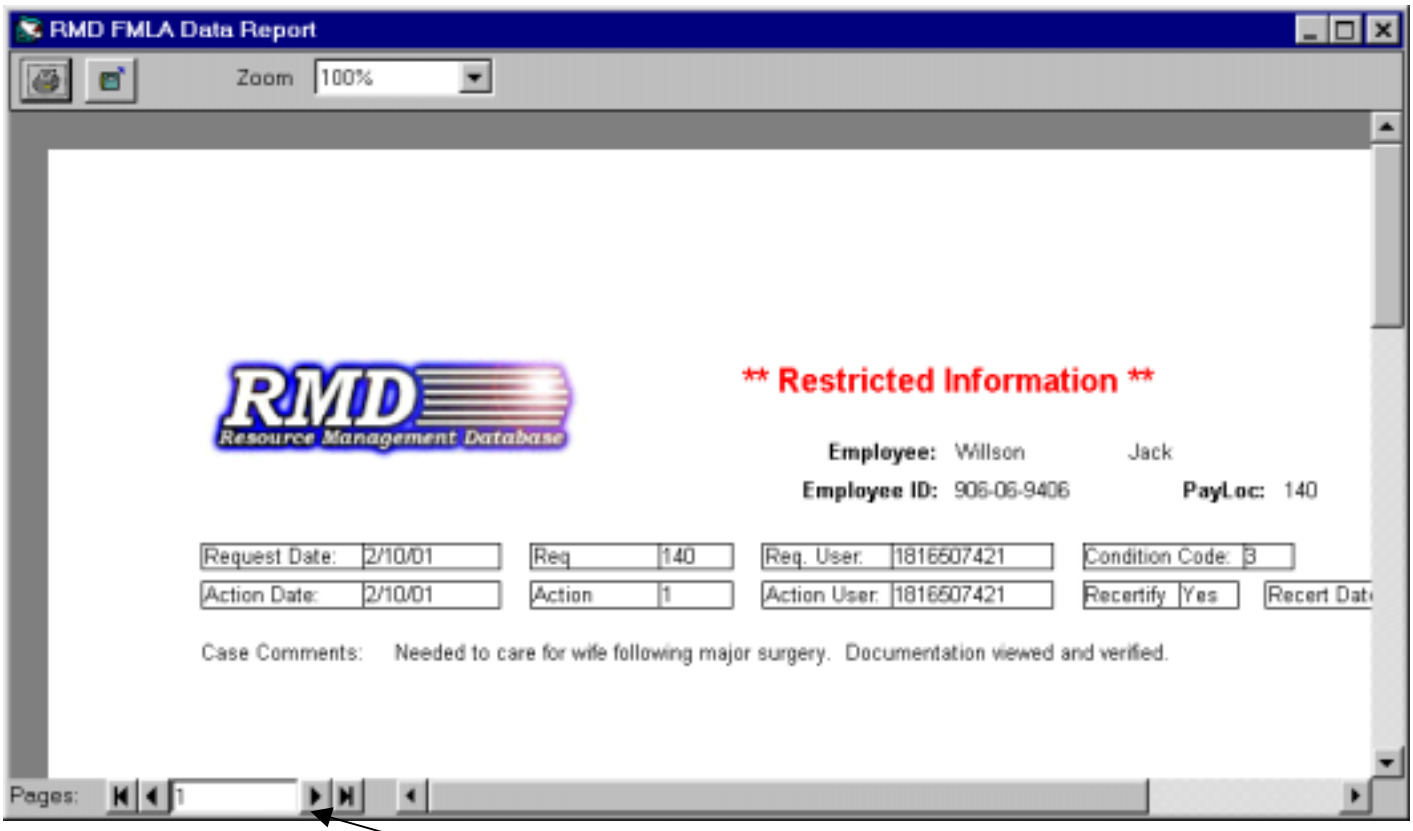
> **WARNING:** When **updating** an FMLA certification, to change dates, you need to **delete** the current date entry first and then enter the new date, **using the slashes**, between month, day, and year.



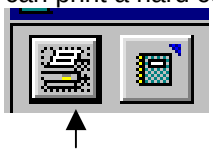
For a description of the FMLA Data fields, refer to Table 3:6 FMLA Data Fields Descriptions on page 105.

3. An employee may have more than one FMLA record. Use **Prev** and **Next** arrows to scroll.

4. Click **Submit Changes** to add the information to the database. Click **Print Records** to get a printout of the information.



5. You can scroll through the different records on an employee by advancing the page of the report on your Window.

6. You can print a hard copy of the FMLA Data Report by clicking the Print Icon  (refer to page 5 for complete Report Printing instructions).

The following table describes fields in the FMLA Data Window:

Table 3-6: FMLA Data Fields Descriptions

Field	Description
Employee:	Employee name.
PayLoc:	Currently assigned pay location from CMS mainframes.
Request Date:	The date a potential FMLA condition is identified.
Req Pay Location:	The employee's current pay location.
Req User:	A unique number assigned to the database to identify the user entering data.
Condition Code:	Assigned by the FMLA coordinator –Legend in appears in the FMLA Data Window.
Action Date:	The date the FMLA leave will begin.
Action Code:	Whether the FMLA request is approved disapproved or pending – see legend.
Action User:	A unique number assigned to the database to identify the user entering data.
Recertify:	Whether this FMLA condition will require re-certification.
Recert Date:	The date when re-certification should be obtained.
Case Comments:	Information regarding the case.
From Date:	The date when a certified FMLA condition begins.
Thru Date:	The date when a certified FMLA condition ends.
Frequency:	How often employee will need leave, e.g., one time per week.
Duration:	How long the leave will last, e.g., two days.
Intermittent:	Whether the condition may occur irregularly hence requiring leave (e.g., asthma).
On Going:	The FMLA condition has no definitive end (e.g., an asthmatic condition, which requires treatment over an indeterminate period).
Hard Copy Notes on File:	The FMLA Coordinator does or does not have a certification on file.
Legend:	Located at the bottom of the Window.

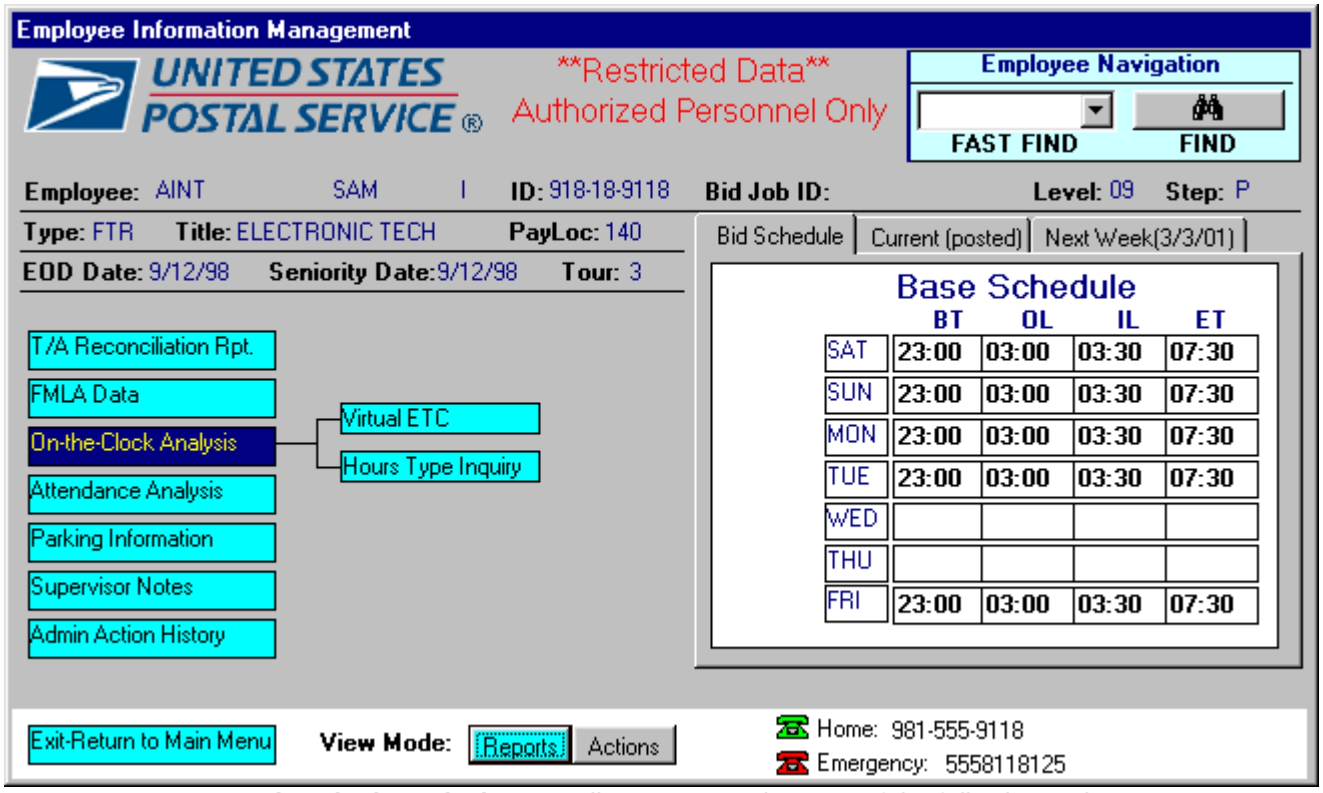
On-the-Clock Analysis

Generate reports detailing the work hours, operations, and leave hours in various formats for an individual employee.

To access On-the-Clock-Analysis options:

Access the RMD Reports mode options as described on at the beginning of this section.

1. Click **On-the-Clock-Analysis**.



On-the-Clock Analysis entry allows you to select one of the following options:

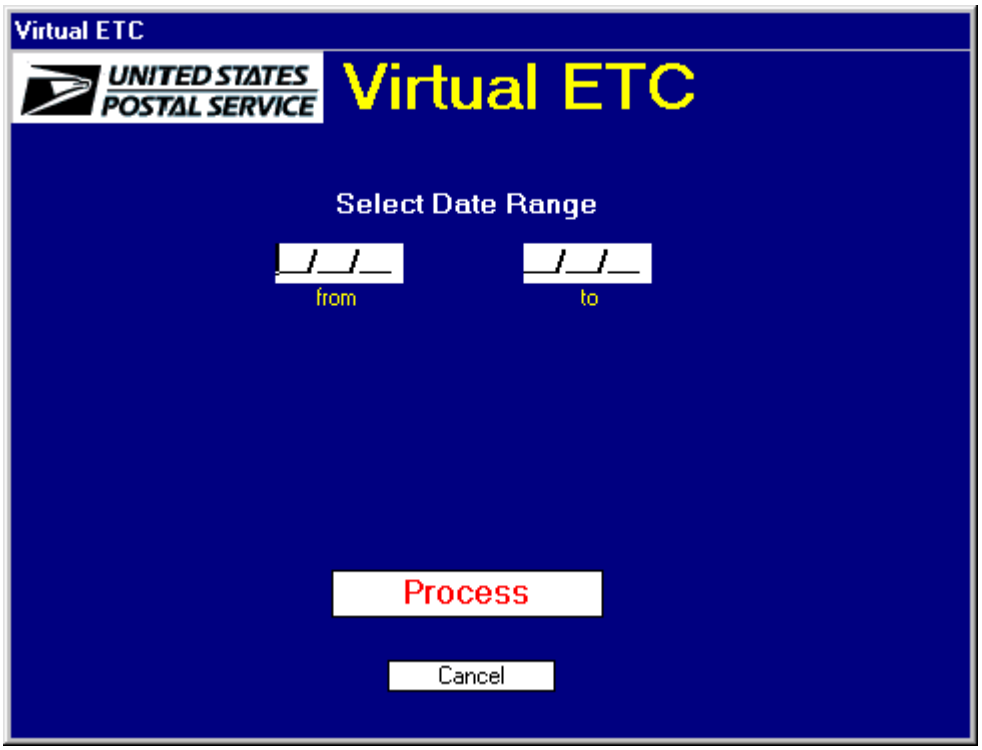
- **Virtual ETC** (page 107) Virtual Electronic Time Clock (ETC) is a read-only interface to your timekeeping system (ETC, PSDS, TACS).
- **Hours Type Inquiry** (page 111).

Virtual ETC

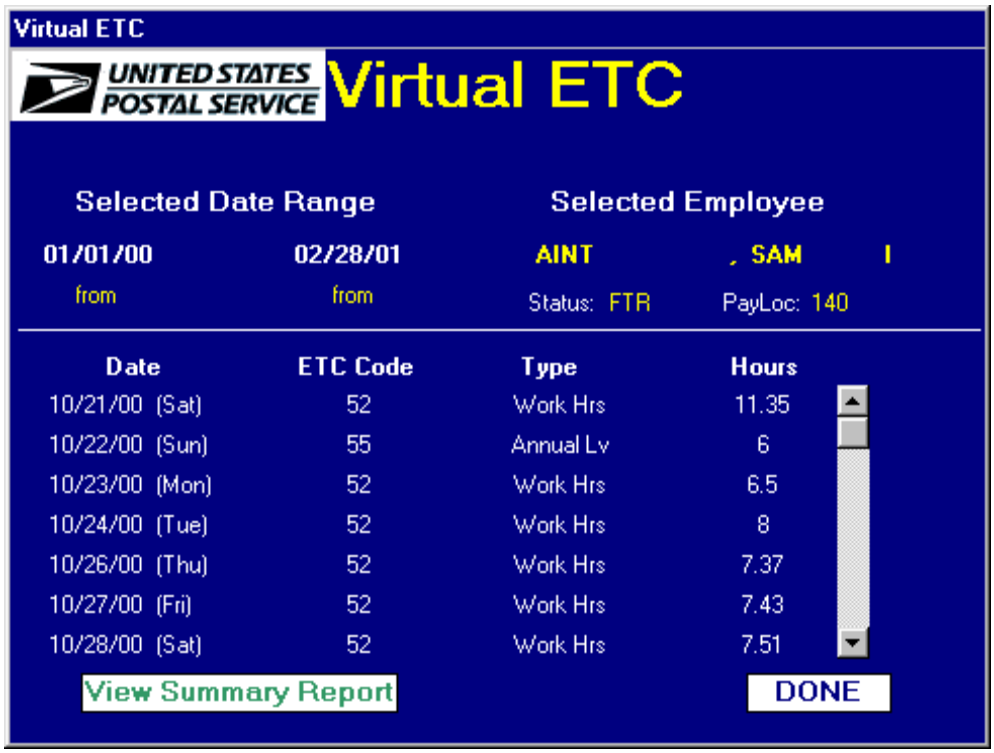
The Virtual ETC option retrieves data about a specified employee for each day in the timeframe you select.

From the **On-The-Clock Analysis** option:

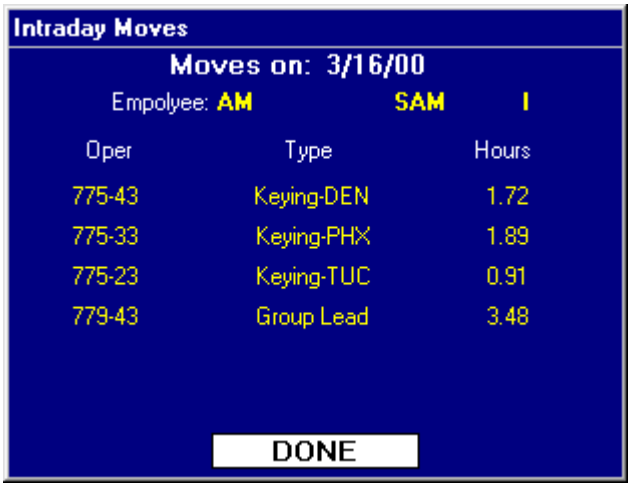
1. Click Virtual ETC.
2. Enter the Date Range (From/To).



3. Click **Process**.
4. The Virtual ETC Data Window displays.

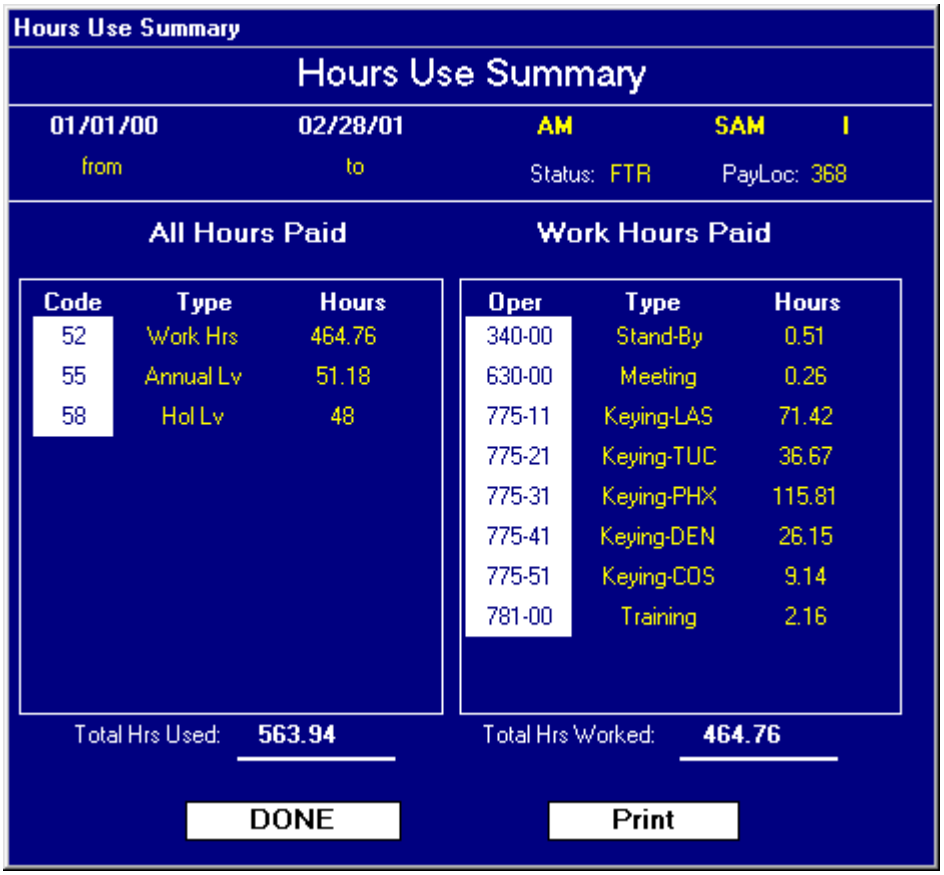


5. Double-click a date to view date details in the Intra-day Moves Window.

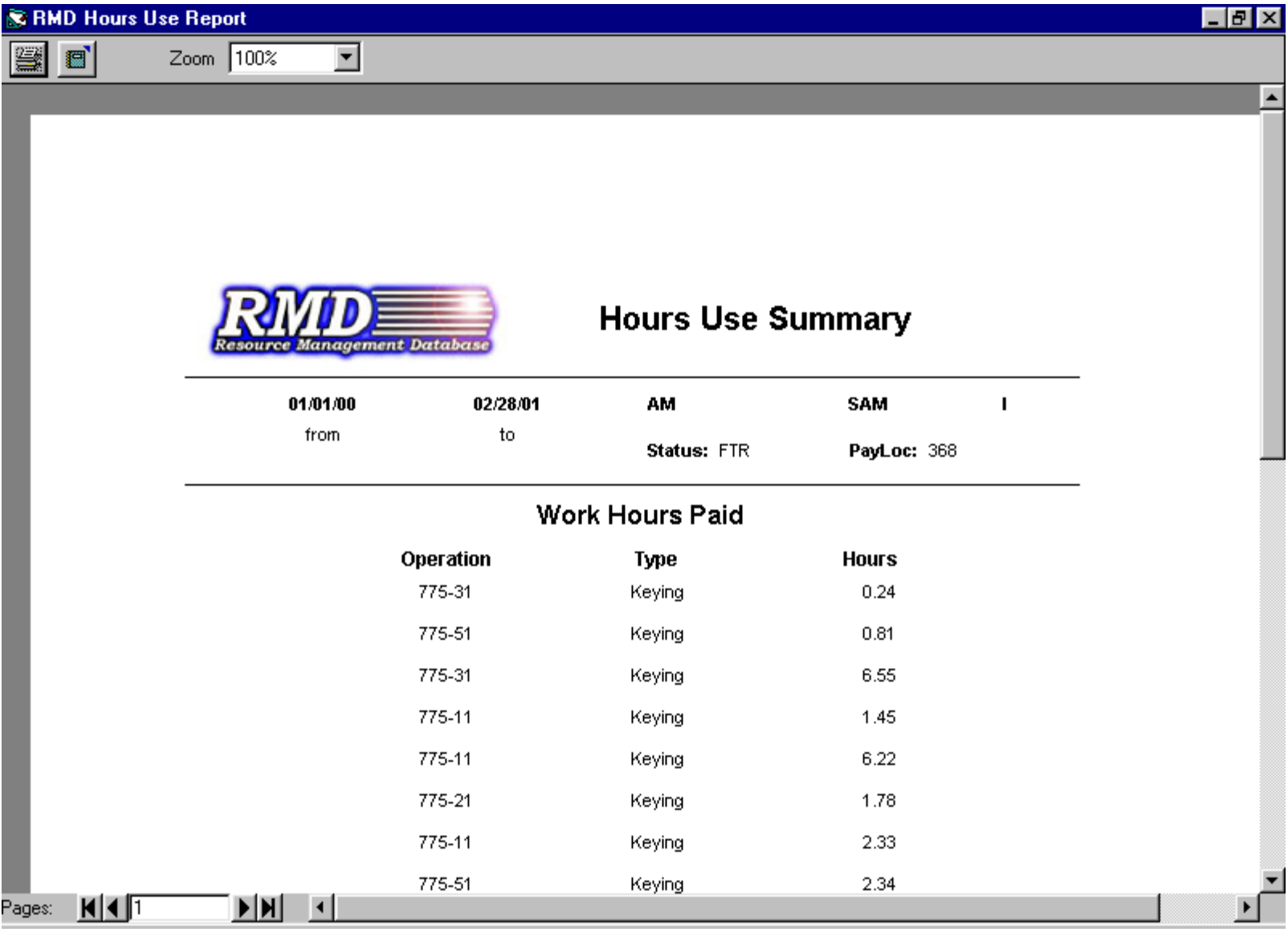


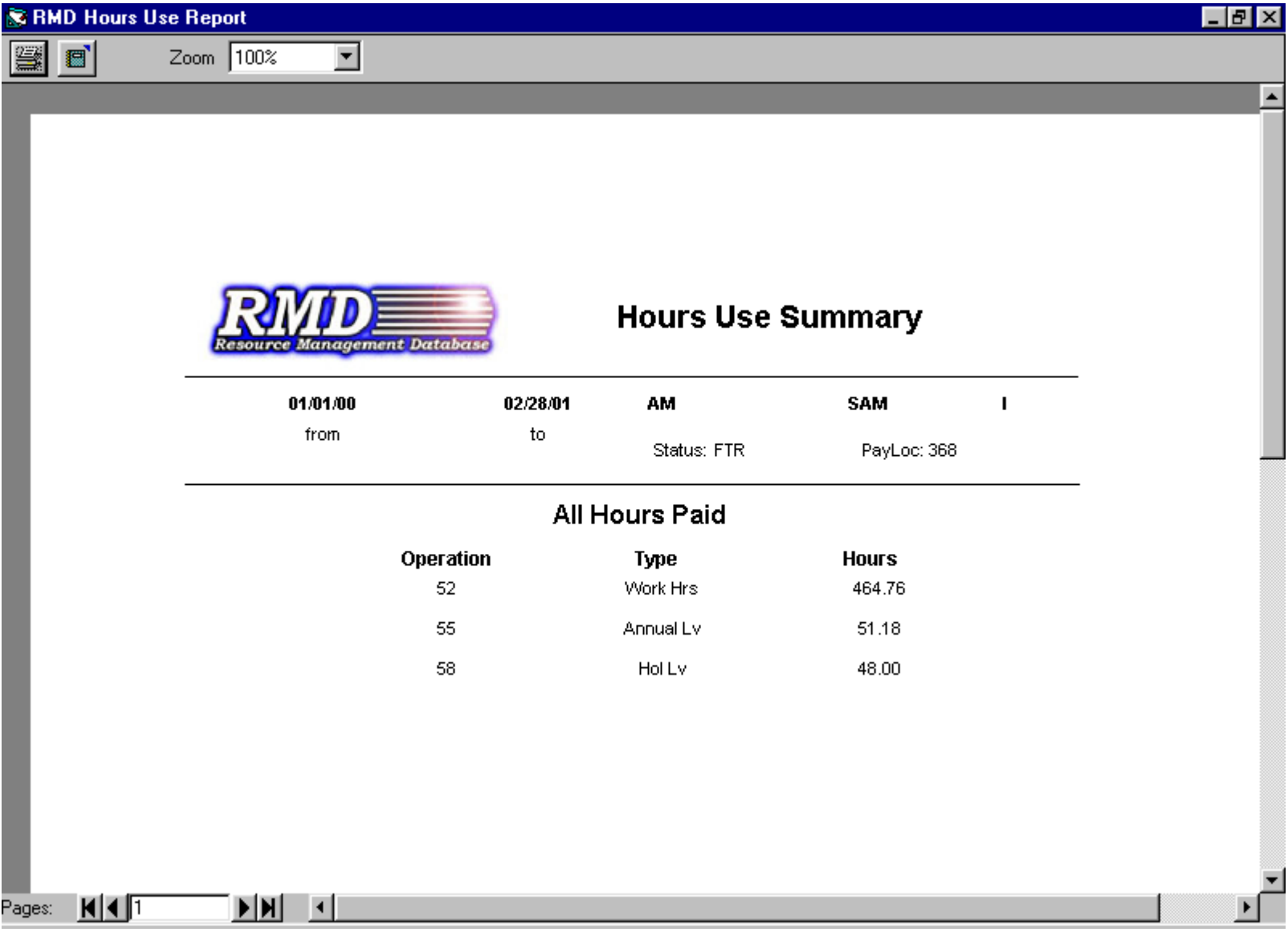
6. Click **Done** to return to the Virtual ETC data Window.

7. On the Virtual ETC data Window, click **View Summary Report** to see the Hours Use Summary Window. The **Summary Report** shows an aggregation for the entire timeframe and reflects the data reported in your timekeeping system (i.e., PSDS, ETC, or TACS).



8. Click **Done** to return to the Employee Management Window or **Print** to generate a 2-page report.


RMD Hours Use Report
Zoom 100%
RMD
Resource Management Database
Hours Use Summary
01/01/00
from
02/28/01
to
AM
SAM
I
Status: FTR
PayLoc: 368
Work Hours Paid
Operation
Type
Hours
775-31 Keying 0.24
775-51 Keying 0.81
775-31 Keying 6.55
775-11 Keying 1.45
775-11 Keying 6.22
775-21 Keying 1.78
775-11 Keying 2.33
775-51 Keying 2.34
Pages: 1

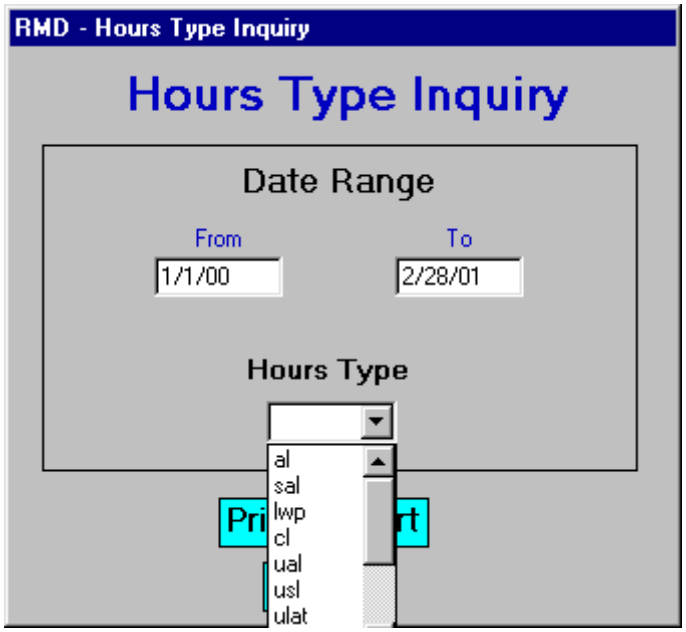


Hours Type Inquiry

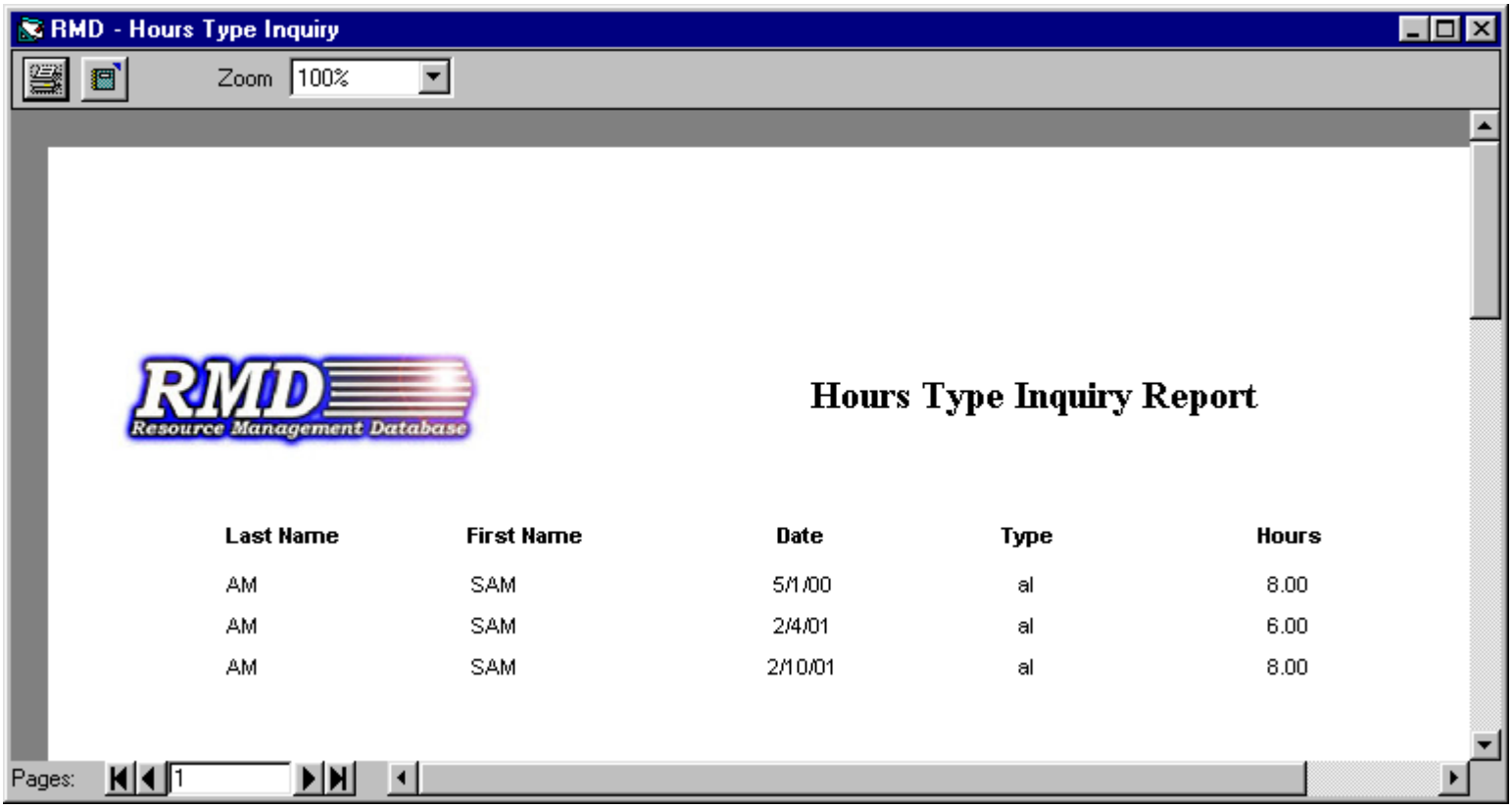
Use this option to generate a report showing hours of leave by an employee by the leave type you select.

From the **On-The-Clock Analysis** option:

1. Click **Hours Type Inquiry**.
2. The **Hours Type Inquiry** Window displays.



3. Enter **From** and **To** Date Range**.**
4. Click an **Hours Type** from drop down list. The leave types that appear in the drop down list are limited to those that have actually been used at some time during this employee's history.
5. Click **Print Report** to display the **Hours Type Inquiry** Report Window.



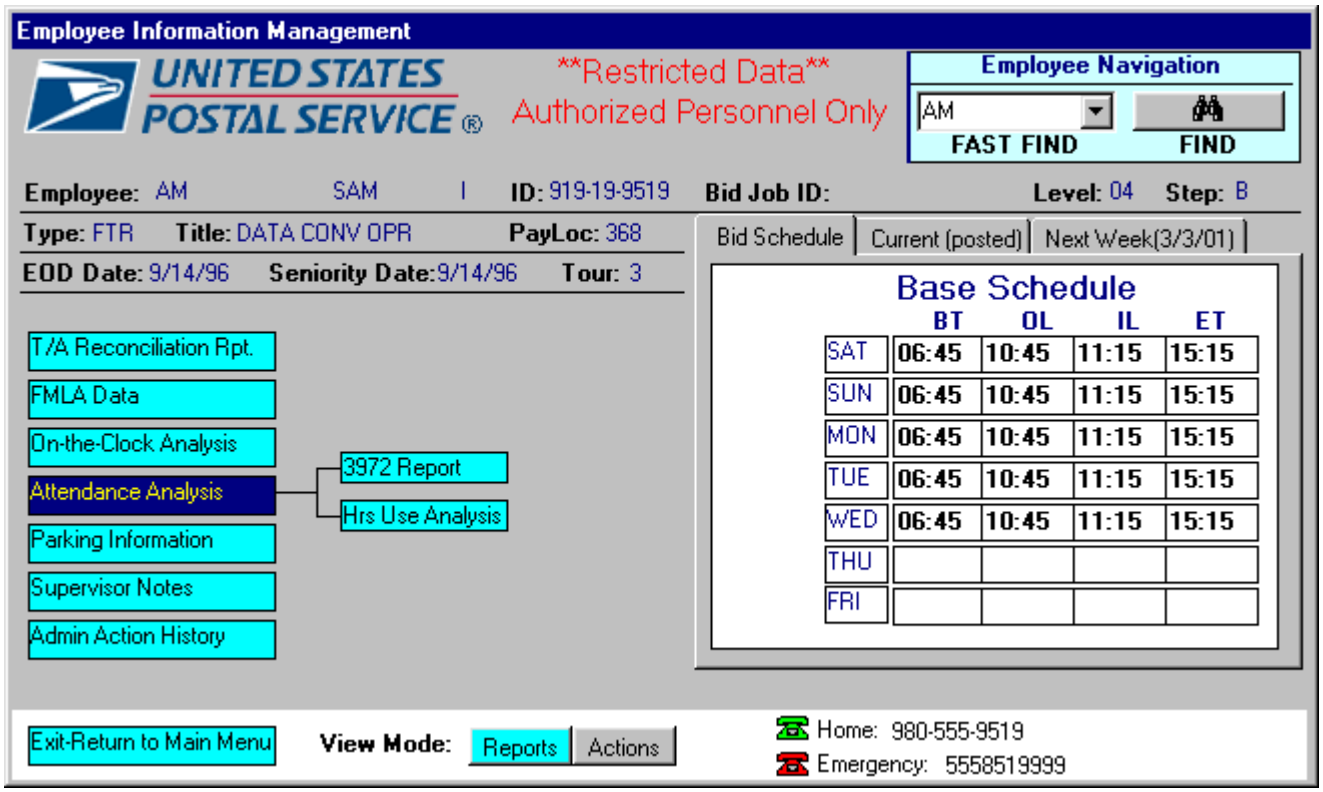
6. Print the report or click **Done** to return to the Reports View Window.

Attendance Analysis

Generate absence analysis reports and leave reports showing hours of leave and hours worked.

To access Attendance Analysis options:

1. Access RMD Reports mode options as described at the beginning of this section.
2. Click Attendance Analysis.
3. Click **3972 Report** (page 114) or **Hrs Use Analysis** (page 116).

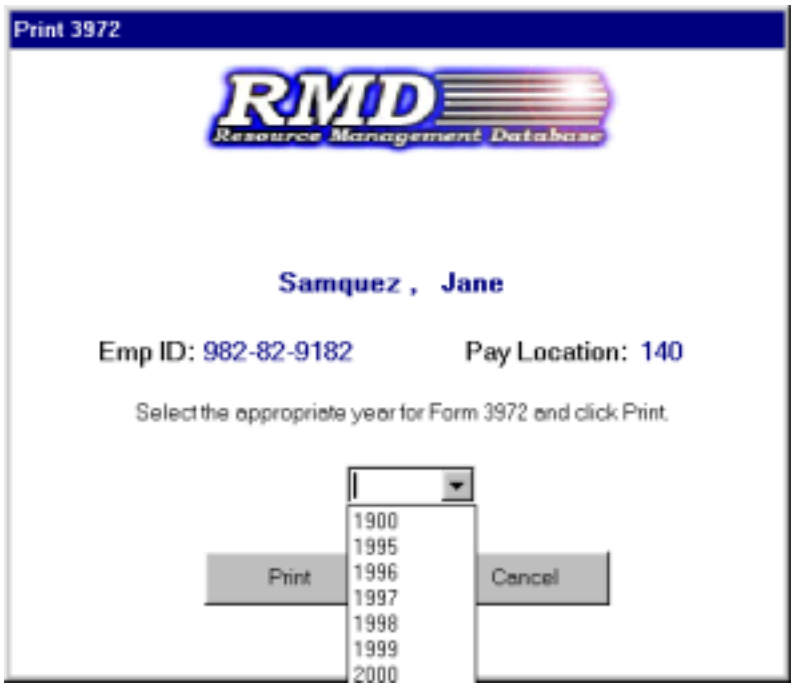


3972 Report

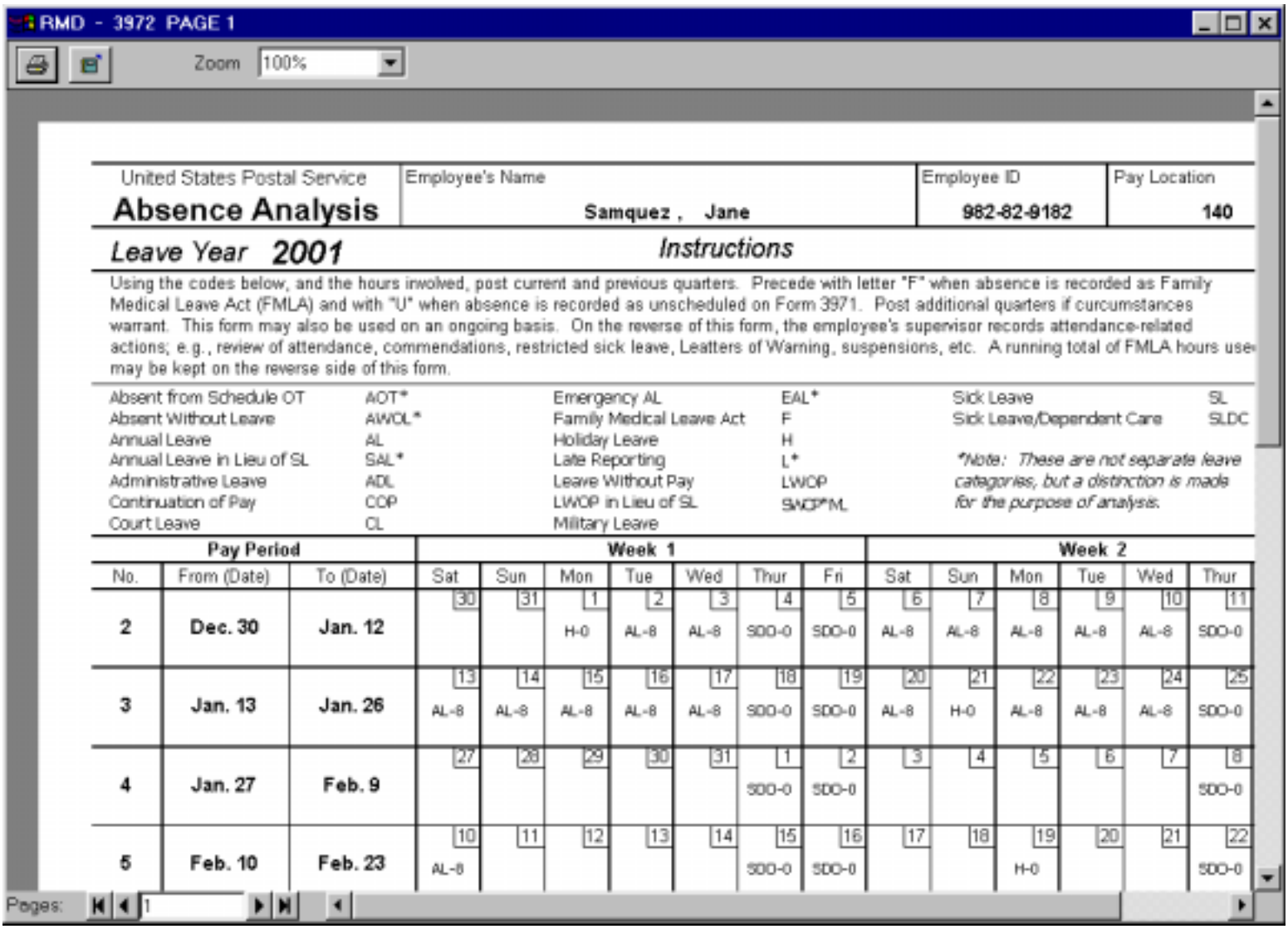
Use this option to generate an employee Absence Analysis Report for a specified year.

From the **Attendance Analysis** option:

1. Click **3972 Report**.
2. Click a year from the drop down list.



3. Click **Print** to display the **Absence Analysis Report** on your terminal. Use the Print Icon to print the hardcopy of the Form 3972. You **must** print both pages separately.
4. Click **Cancel** to return to the Employee Information Window.



RMD - 3972 PAGE 1

Zoom 100%

United States Postal Service

Absence Analysis

Employee's Name	Employee ID	Pay Location
Samquez , Jane	982-82-9182	140

Leave Year **2001**

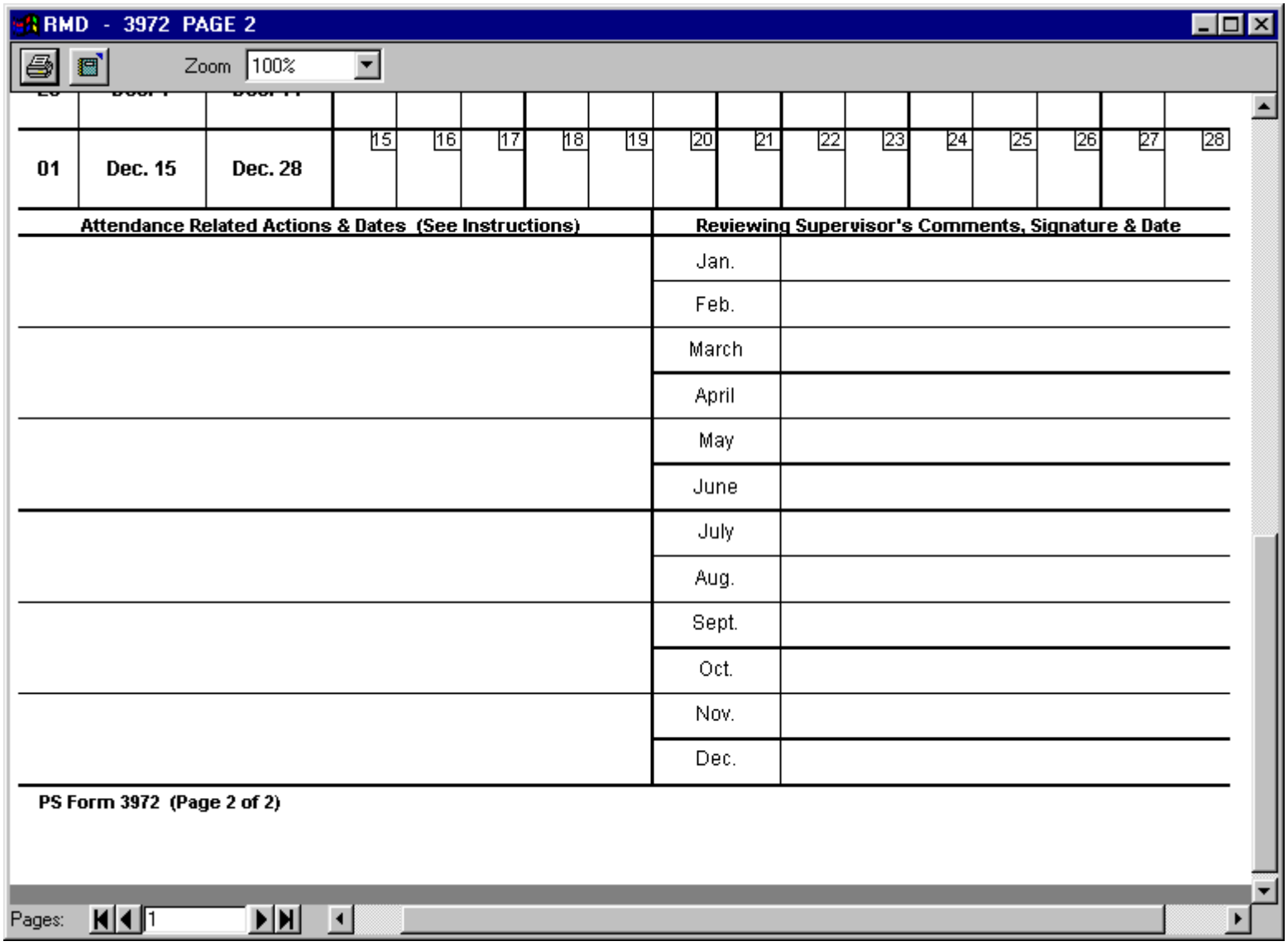
Instructions

Using the codes below, and the hours inwolved, post current and previous quarters. Precede with letter "F" when absence is recorded as Family Medical Leave Act (FMLA) and with "U" when absence is recorded as unscheduled on Form 3971. Post additional quarters if curcumstances warrant. This form may also be used on an ongoing basis. On the reverse of this form, the employee's supervisor records attendance-related actions; e.g., review of attendance, commendations, restricted sick leave, Leatters of Warning, suspensions, etc. A running total of FMLA hours use may be kept on the reverse side of this form.

Absent from Schedule OT	AOT*	Emergency AL	EAL*	Sick Leave	SL
Absent Without Leave	AWOL*	Family Medical Leave Act	F	Sick Leave/Dependent Care	SLDC
Annual Leave	AL	Holiday Leave	H		
Annual Leave in Lieu of SL	SAL*	Late Reporting	L*	**Note: These are not separate leave*	
Administrative Leave	ADL	Leave Without Pay	LWOP	*categories, but a distinction is made*	
Continuation of Pay	COP	LWOP in Lieu of SL	SWOP*ML	*for the purpose of analysis.*	
Court Leave	CL	Military Leave			

Pay Period			Week 1							Week 2					
No.	From (Date)	To (Date)	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur
2	Dec. 30	Jan. 12	30	31	1 H-0	2 AL-8	3 AL-8	4 SDO-0	5 SDO-0	6 AL-8	7 AL-8	8 AL-8	9 AL-8	10 AL-8	11 SDO-0
3	Jan. 13	Jan. 26	13 AL-8	14 AL-8	15 AL-8	16 AL-8	17 AL-8	18 SDO-0	19 SDO-0	20 AL-8	21 H-0	22 AL-8	23 AL-8	24 AL-8	25 SDO-0
4	Jan. 27	Feb. 9	27	28	29	30	31	1 SDO-0	2 SDO-0	3	4	5	6	7	8 SDO-0
5	Feb. 10	Feb. 23	10 AL-8	11	12	13	14	15 SDO-0	16 SDO-0	17	18	19 H-0	20	21	22 SDO-0

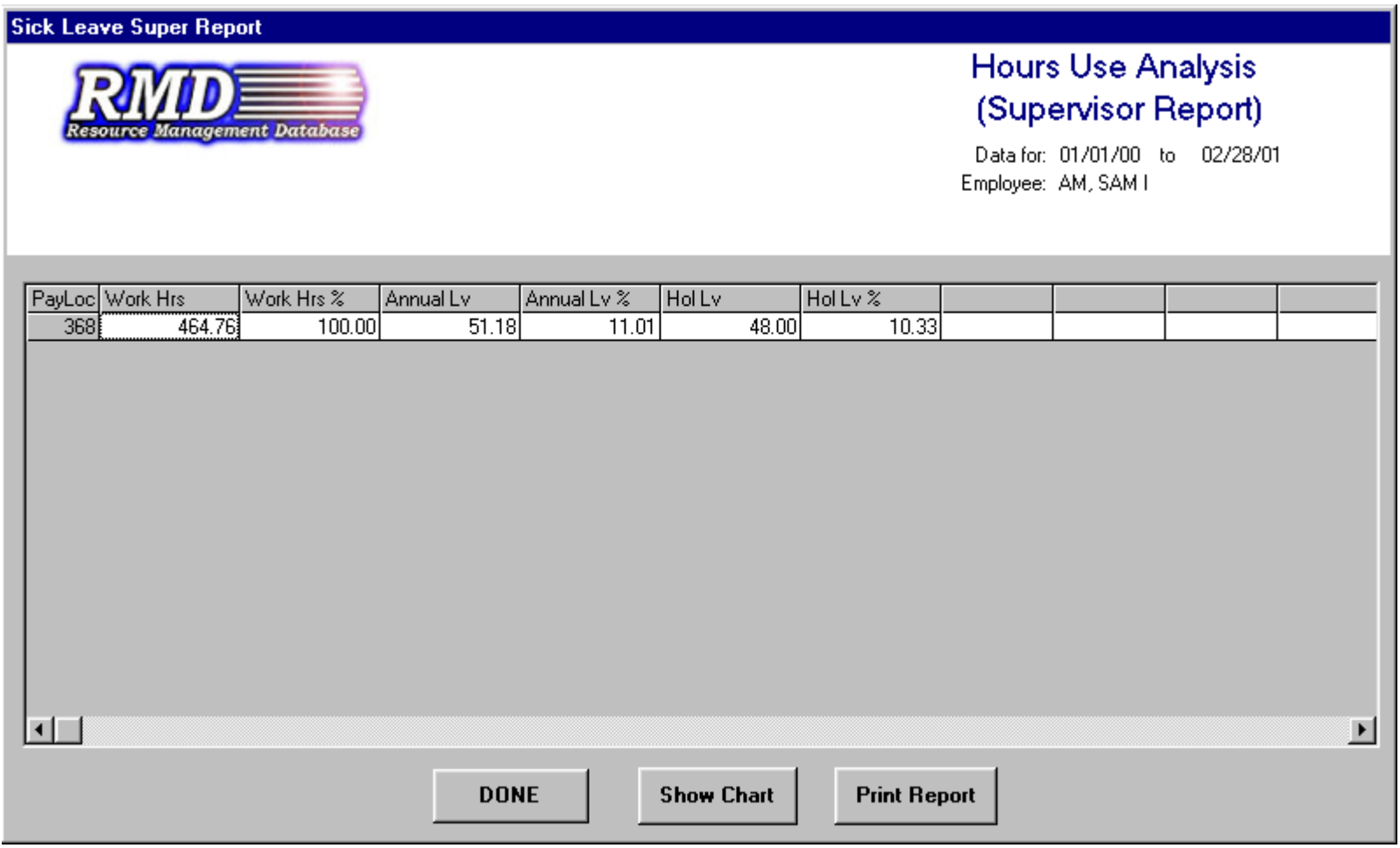
Pages: 1

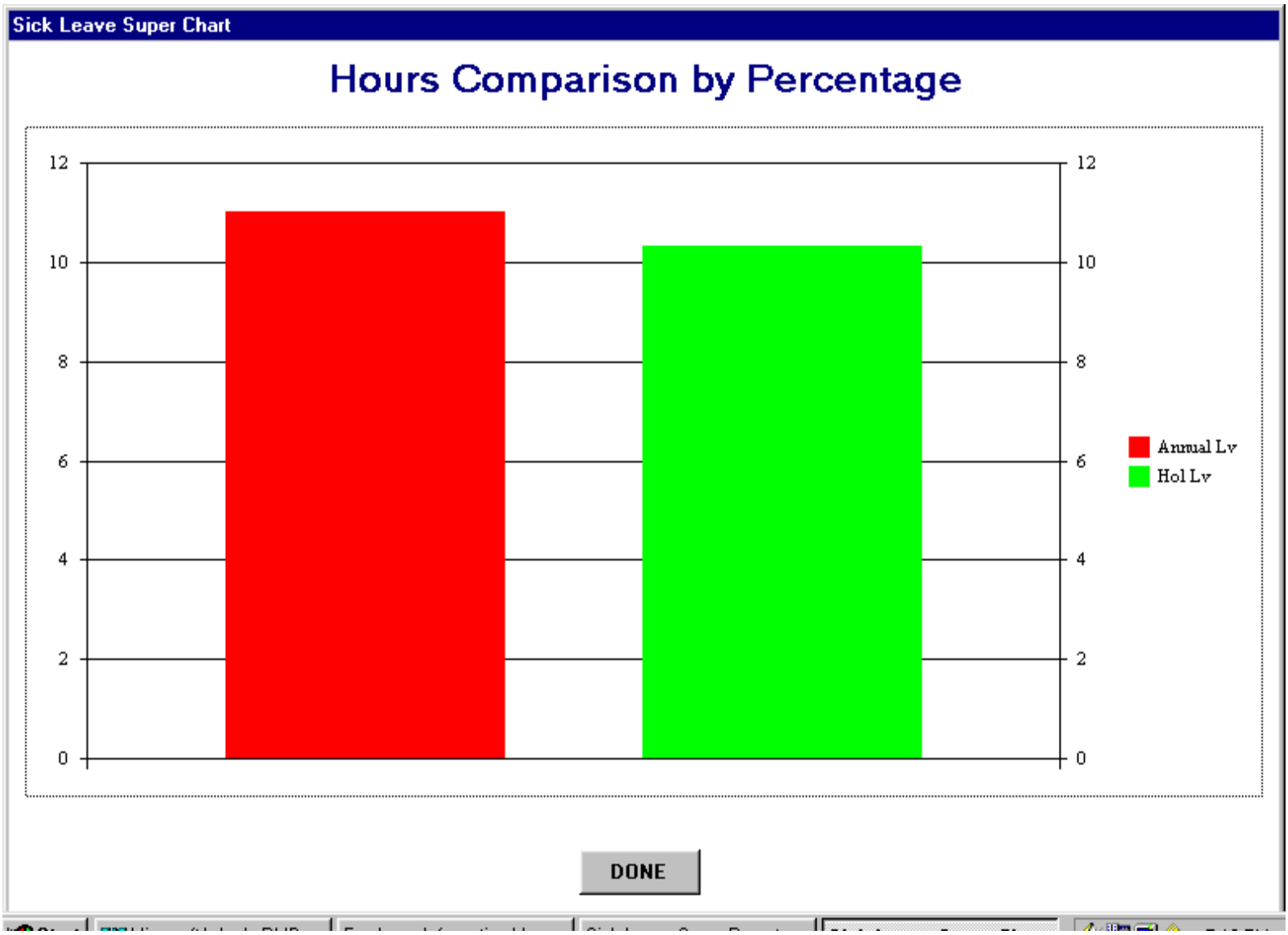


Hrs Use Analysis

From the **Attendance Analysis** Option:

1. Click **Hrs Use Analysis**.
2. Enter dates in the two date fields
3. Click **<Enter>** to display the Hours Use Analysis (Supervisor Report).
4. Click **Show Chart** button to display the Hours Comparison by Percentage.


Sick Leave Super Report
RMD
Resource Management Database
Hours Use Analysis
(Supervisor Report)
Data for: 01/01/00 to 02/28/01
Employee: AM, SAM I
PayLoc
Work Hrs
Work Hrs %
Annual Lv
Annual Lv %
Hol Lv
Hol Lv %
368
464.76
100.00
51.18
11.01
48.00
10.33
DONE
Show Chart
Print Report


Sick Leave Super Chart
Hours Comparison by Percentage
12
10
8
6
4
2
0
Annual Lv
Hol Lv
DONE

Parking Information

Use this option to view or update employee vehicle information.

To access Parking Information option:

1. Access RMD Reports mode options as described at the beginning of this section.
2. Click **Parking Information**.
3. The **Parking Information** Window displays.

4. Click **Add** to enter vehicle information.
5. Enter Tag Code, Lic Plate, and Vehicle Description/Carpool Info.

6. Click **Submit,** to update the data, or **Cancel** to return to the **Parking Information** Window.

7. To **update** an existing entry, double click an entry in the information Window and edit the information. Click **Submit** to update the data.

8. Click **Print** to display a report. Click **Done** to return to the Employee Information Management Window.

Supervisor Notes

Use this option to document and review attendance related actions; e.g. review of attendance, commendations, restricted sick leave, etc.

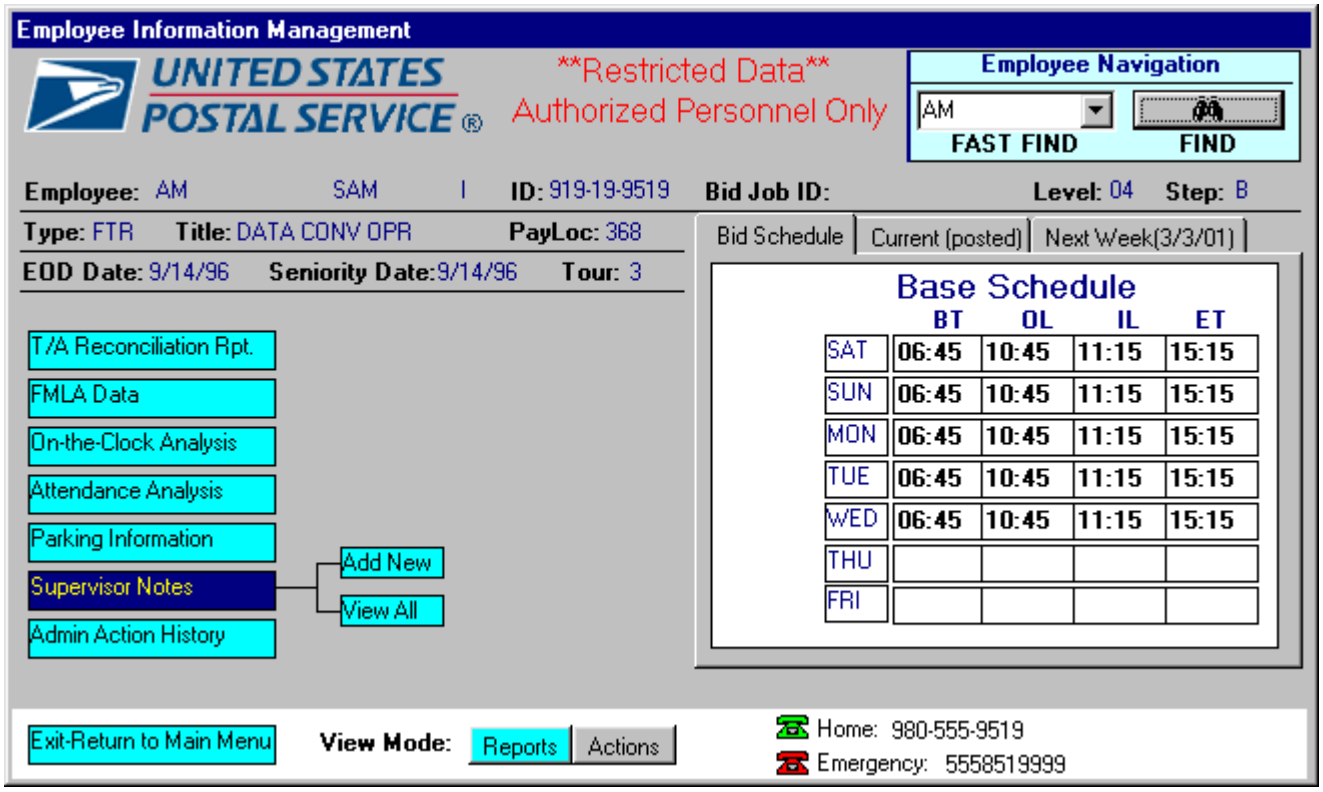
Note: Employees with FMLA protected leave **must** be eligible for any commendations if no other absences appear on record.

To access Supervisor Notes:

Access RMD Reports mode options as described at the beginning of this section.

1. Click **Supervisor Notes** to display additional options.

2. Click the option to **Add New Note** or **View All Notes**.



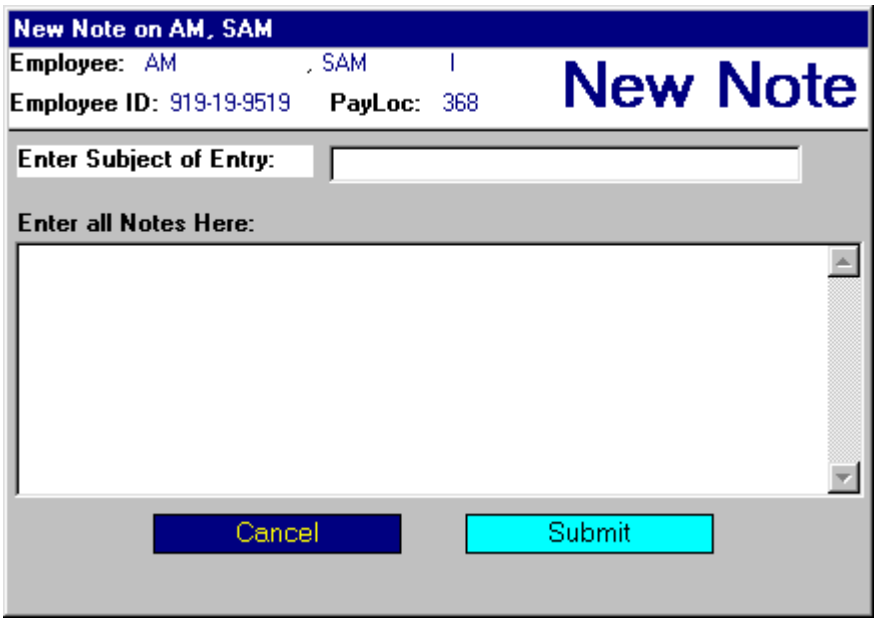
Add New Note

Generate a new Supervisor note. The user is assigned as the originator of the note.

Note: The information you write using the New Note option is **public information**. You are responsible for insuring that all information entered in the Supervisor Notes is professional and appropriate in style and content. **Article 16.2 discussions may NOT be recorded in this section.**

1. Click **Add New** under the Supervisor Notes option in the Employee Information Management Window.

2. The New Note Window will display:



3. Fill in the information.

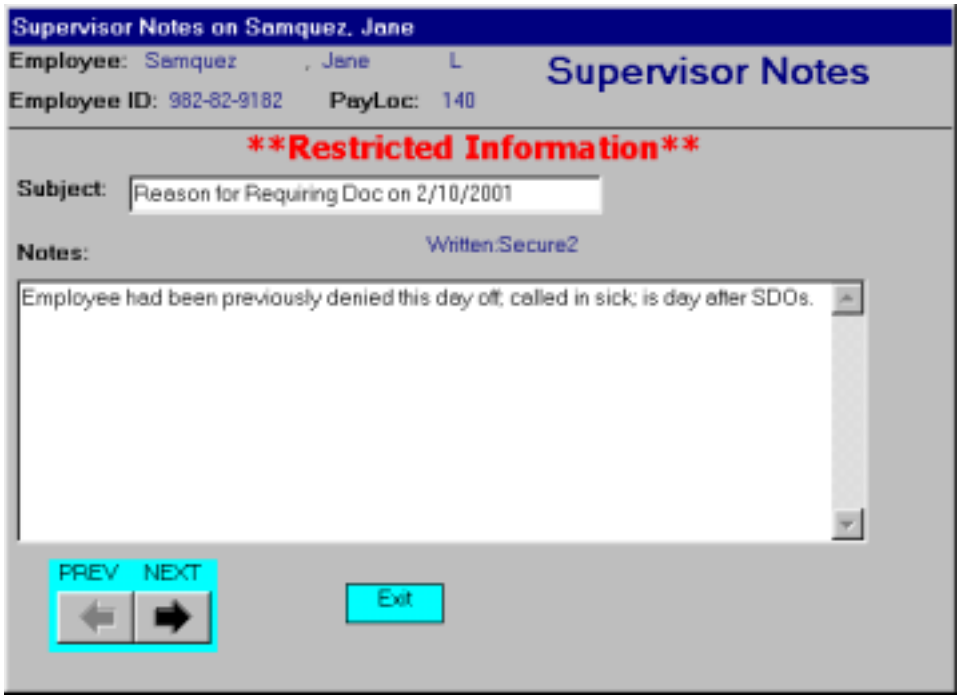
4. Press **Submit** to save the data, or **Cancel** to discard the note.

View All Notes

View notes recorded by RMD users and notes generated by RMD concerning a specified employee.

1. Click **View All** under the Supervisor Notes option in the Employee Information Management Window.

2. The **Supervisor Notes** window displays.



3. Click **Prev** or **Next** to view notes.

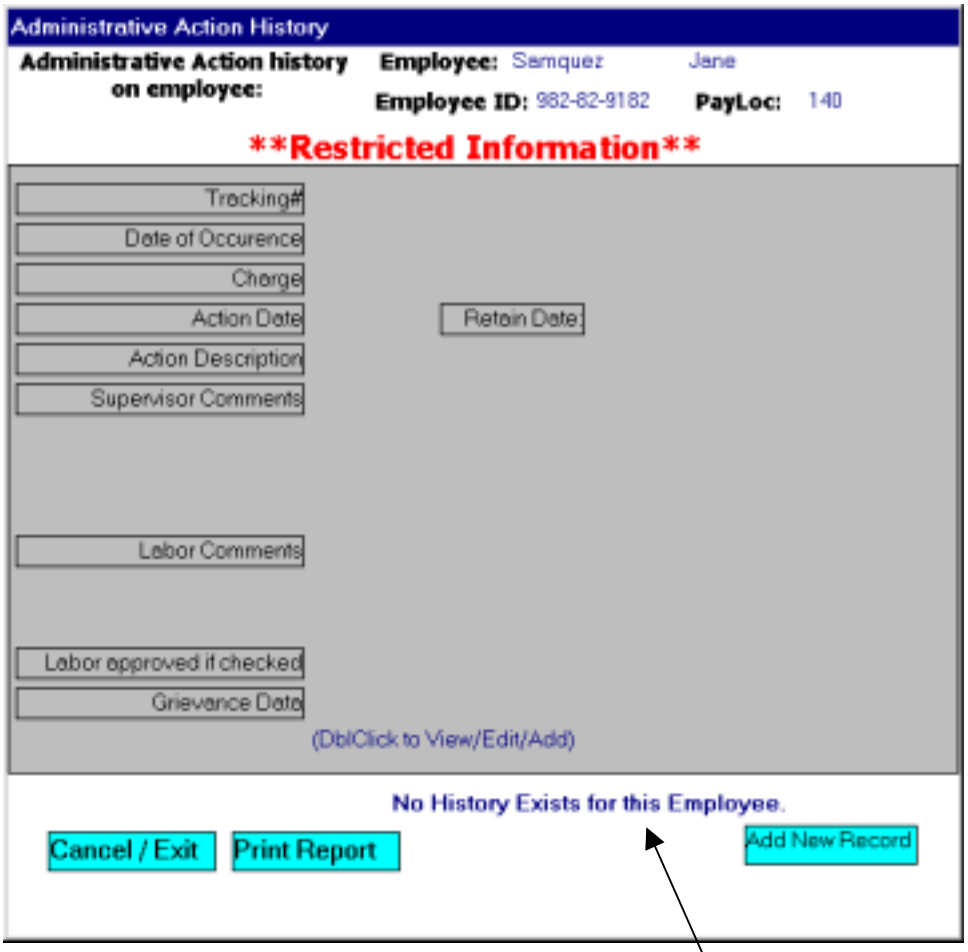
4. Click **Exit** to return to the Employee Information Management Window.

Admin Action History

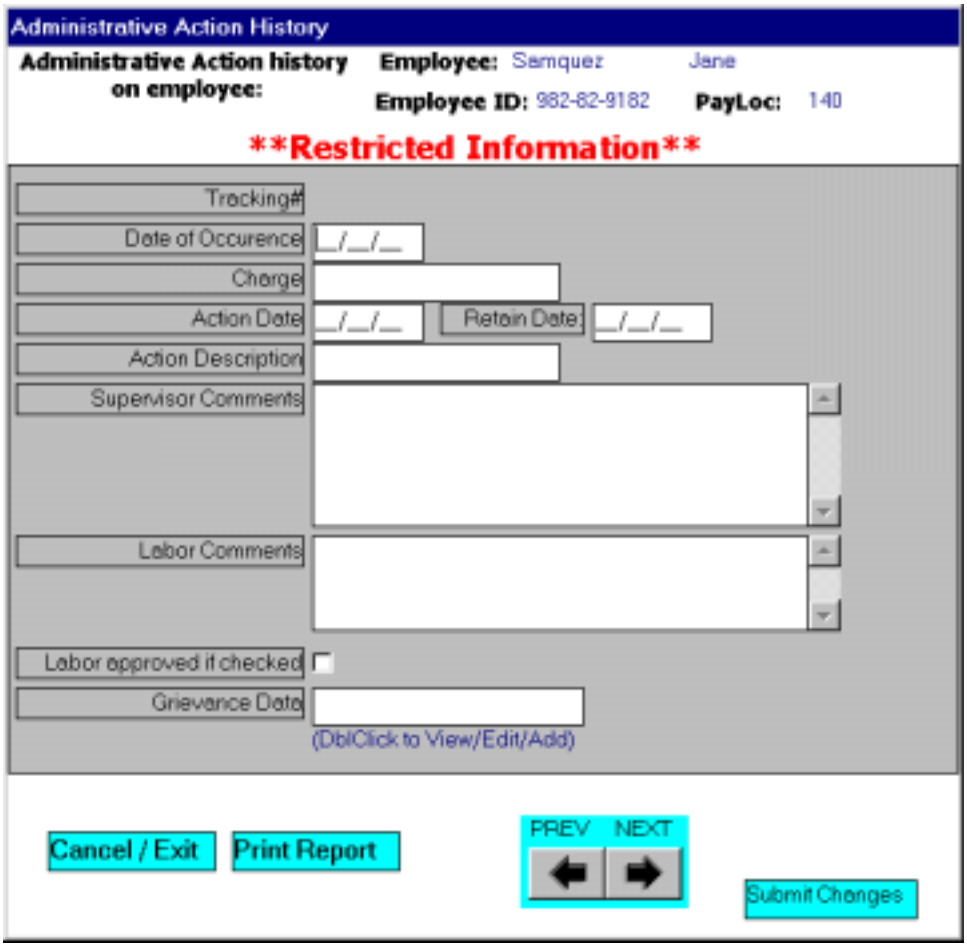
Use this option to view or document administrative actions regarding a specific employee.

To access Admin Action History option:

1. Access RMD Reports mode options as described at the beginning of this section.
2. Click **Admin Action History**.
3. The **Administrative Action History** Window displays.

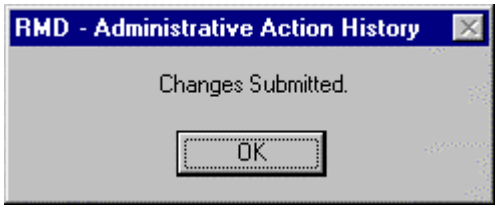


4. When you click the Admin Action History button, and no data exists on the employee, a message displays at the bottom of the Administrative Action History Window.
5. To **add** an administrative action record:
6. Click **Add New Record.** The **Administrative Action History** Window displays.



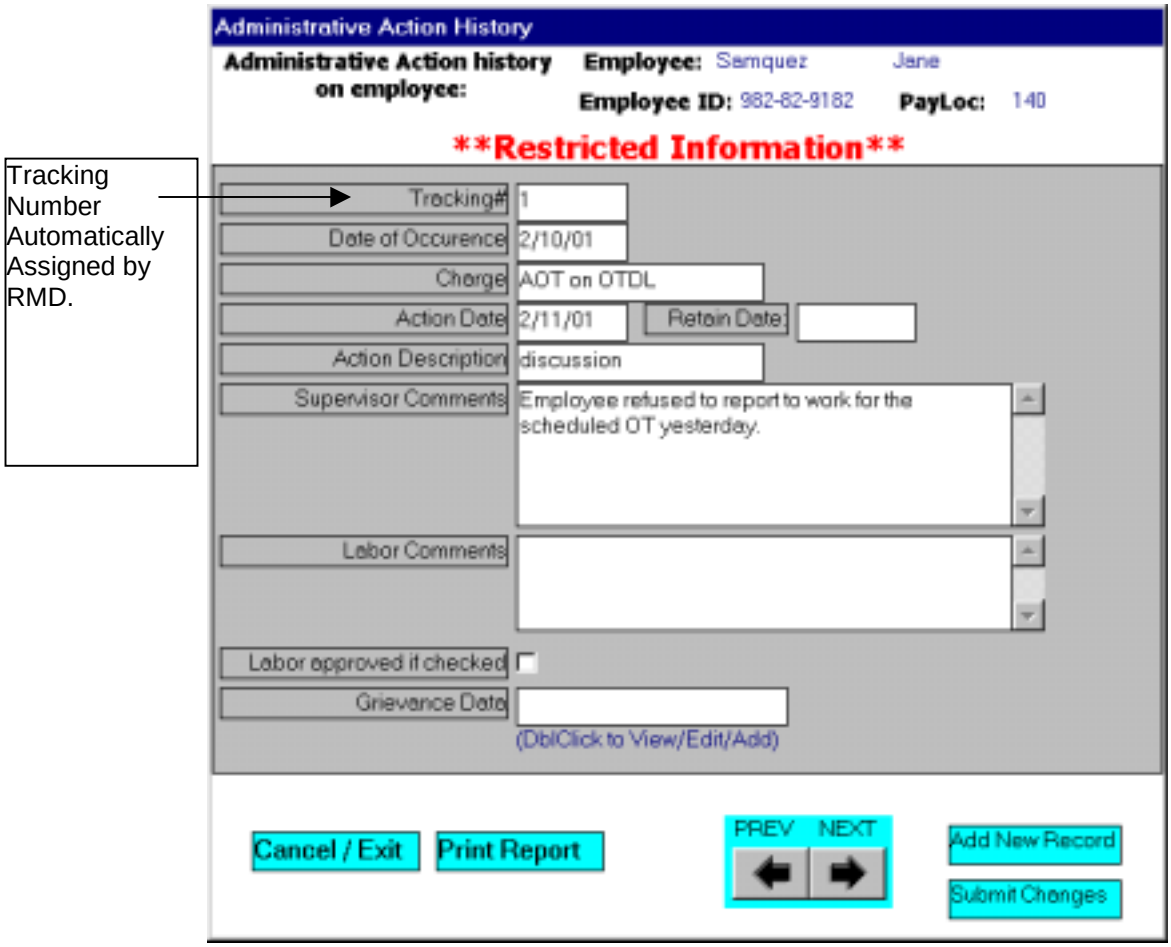
7. Type the appropriate information and Click **Submit Changes**.

8. The **changes submitted** window displays.



9. Click **OK**.

10. The **Administrative Action History** Window redisplays. The RMD System has added a Tracking number.



To **update** an administrative action record:

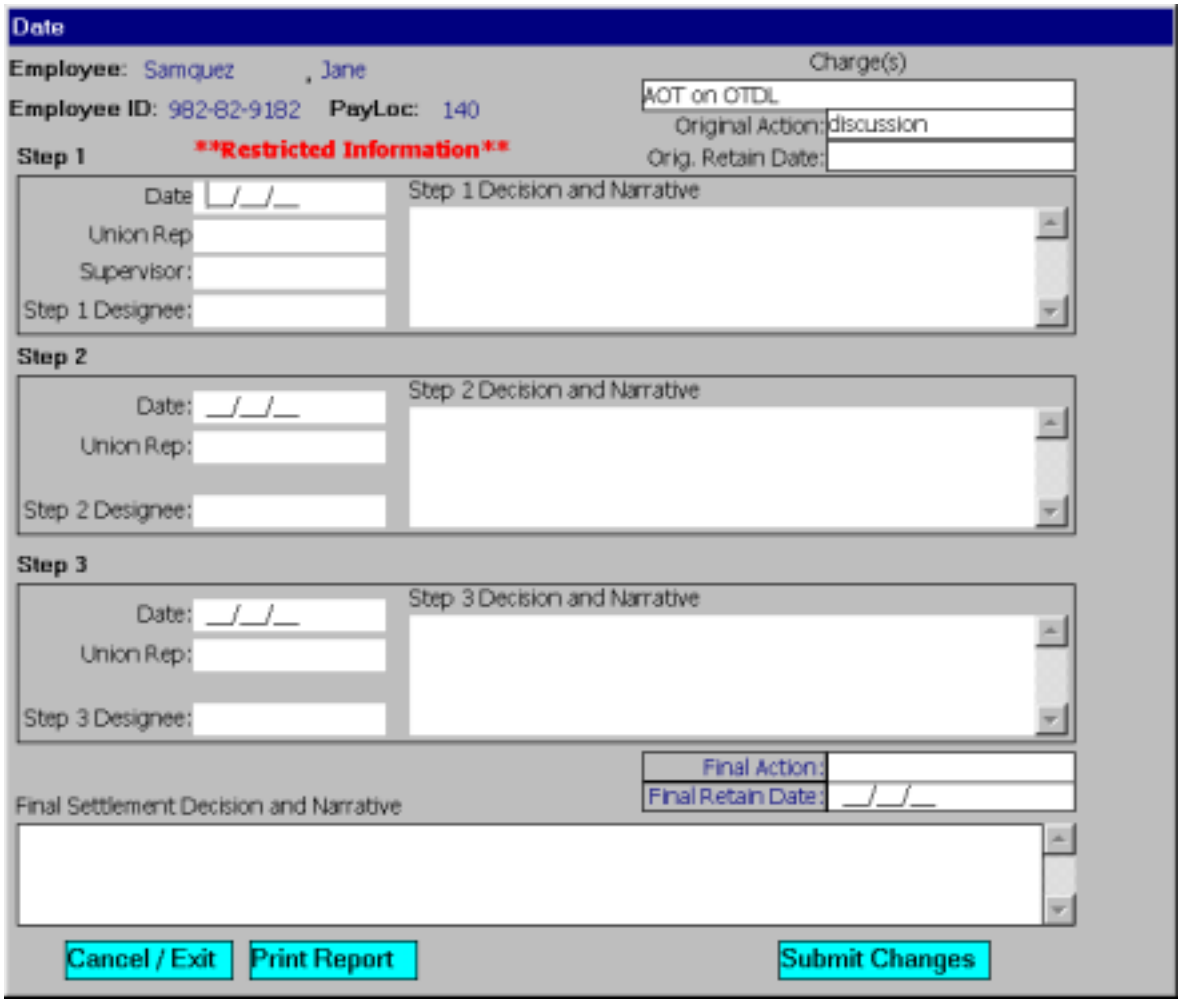
1. Click **Prev** or **Next** to display the record to update.

2. Type changes in the Administrative Action Window.

3. Click **Submit Changes**. (You can click Cancel/Exit to return to the Employee Information Management Window without saving the changes you have made or click Print Report to print a hardcopy of the Administrative Action.)

4. To **add grievance information**, double click within the Grievance Data box.

5. The Date Window (grievance information) displays.



6. After completion of Grievance Data, click **Submit Changes**.

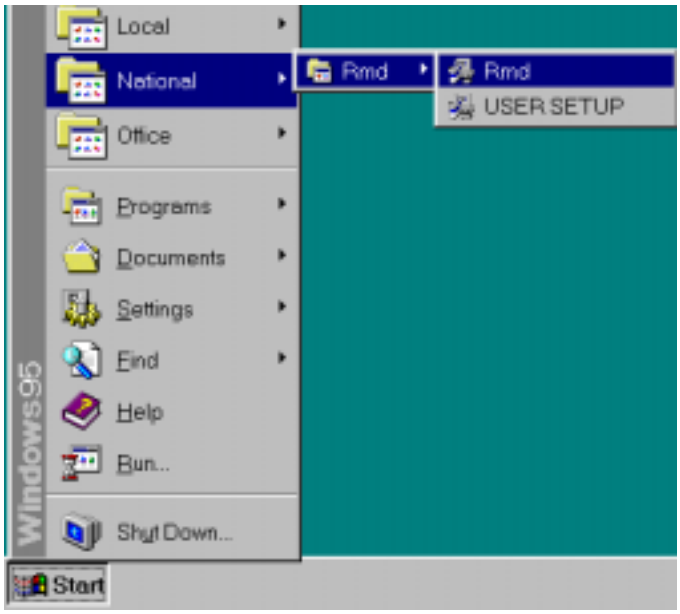
7. The Grievance Data field of the Administrative Action History Window will then populate with “Grievance Data Exists”.

Note: To maintain accurate information, the labor representative, the supervisor, or the Attendance Control Office must update the administrative action and Grievance Data information during the process.

Chapter 4 - Scheduling and Staffing Management

To access **Scheduling and Staffing Management**:

Start RMD from your workstation:



1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD.

This starts the application and displays the Loading Window.

The first user to login on any given day will also see the Escalating Messages Window.

The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

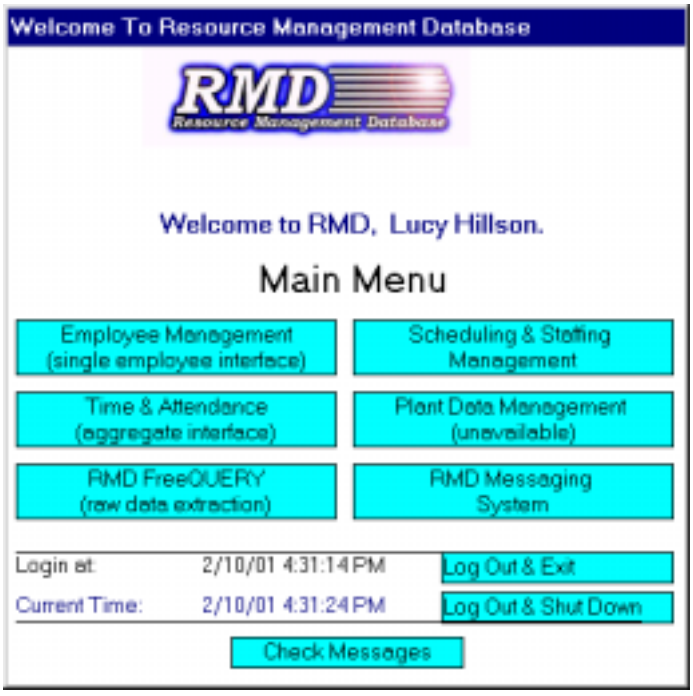
Users cannot begin the actual login process until the Login Window appears.

At the RMD Login Window:

1. Type your assigned user name.
2. Tab to the password box.
3. Type your password.

4. Click **Login**. **Reminder: user names and passwords are case sensitive.**

5. The RMD Main Menu will appear.



6. Click **Scheduling & Staffing Management**.

7. The **Scheduling & Staffing Management** Menu Window will appear.

Use the Scheduling & Staffing Management options to perform a variety of tasks for multiple employees (change entire shifts at one time). The following table lists the options:

Table 4-1: Scheduling & Staffing Management Options

Use this option…	on page	To do this…
Current Week	**130**	Change work schedule for the current week only for an entire shift of employees at one time.
In Progress	**130**	Change work schedule for the next week only for an entire shift of employees at one time.
Base Schedules	**130**	Change base work schedule for an entire shift of employees at one time.
View/Print Schedules	**132**	Display 7 day work schedules (Saturday – Friday) for each employee within a specified pay location range.
Call-In Log	**135**	Generate a report, by date of call-in, of employees, payloc, amount of leave, type of leave and whether documentation was required.

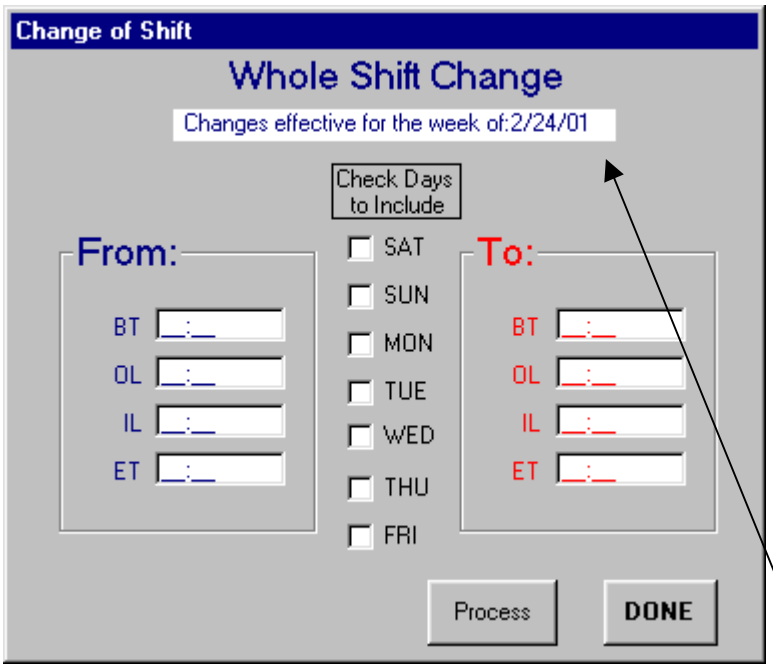
Work Schedule Changes for Entire Shifts

Use the RMD Grouped Employee Adjustments' work schedule change options to make changes to **Current Week, In-Progress**, and **Base Schedules.**

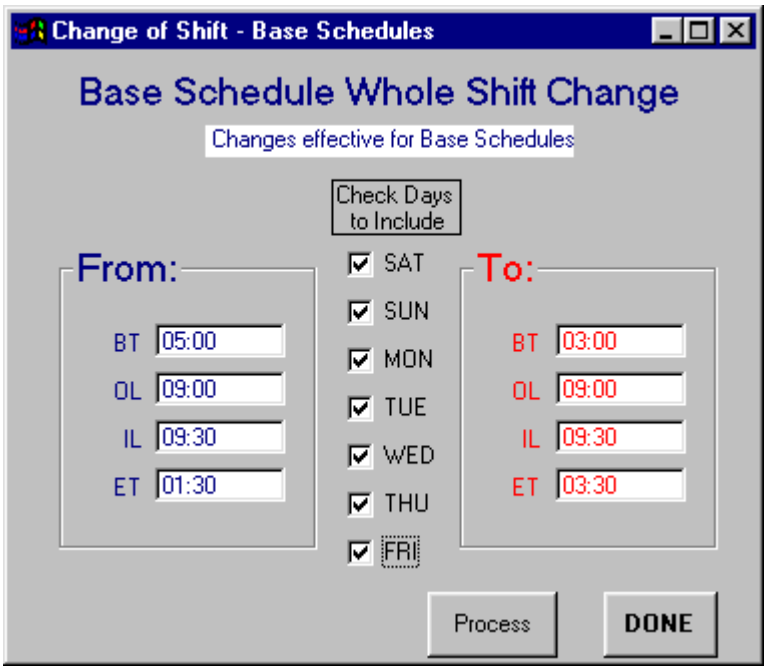
Note: Sites can use this function to change work schedules during the Christmas Holidays for a group of employees.

From the **Scheduling & Staffing Management** Window (to access, see instructions at beginning of this chapter):

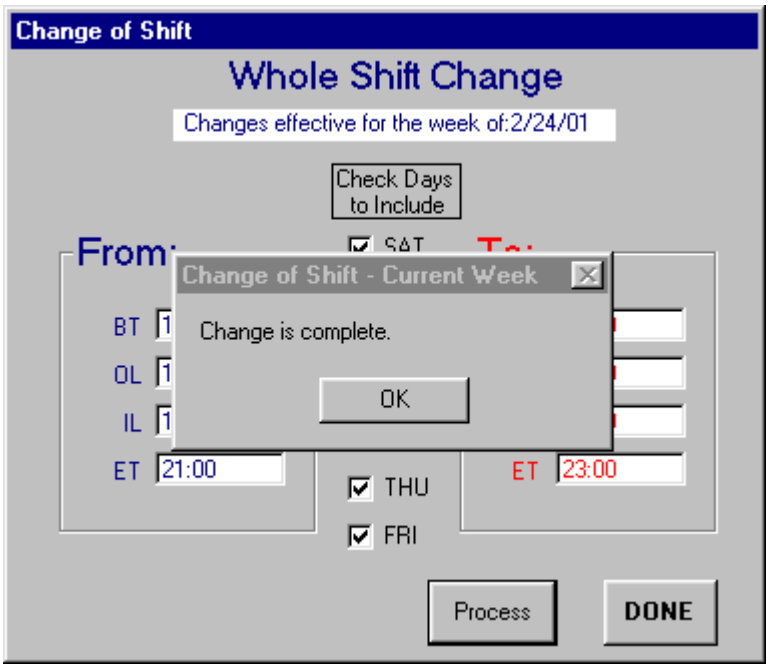
1. Click the working schedule to change (**Current, In Progress,** or **Base**).
2. The **Whole Shift Change** Window displays.



3. The Whole Shift Change Window displays with the effective date of the change (i.e. the current week, the next week, or a message that the change is effective for base schedule changes.
4. Type the BT, OT, IL and ET of the shift you wish to change in the **From** fields.
5. Type the BT, OT, IL and ET of the **new** shift you wish to implement in the **To** fields.
6. Click the corresponding days of the week (in the center column) for which you want this schedule change to be effective.



7. Click **Process**.

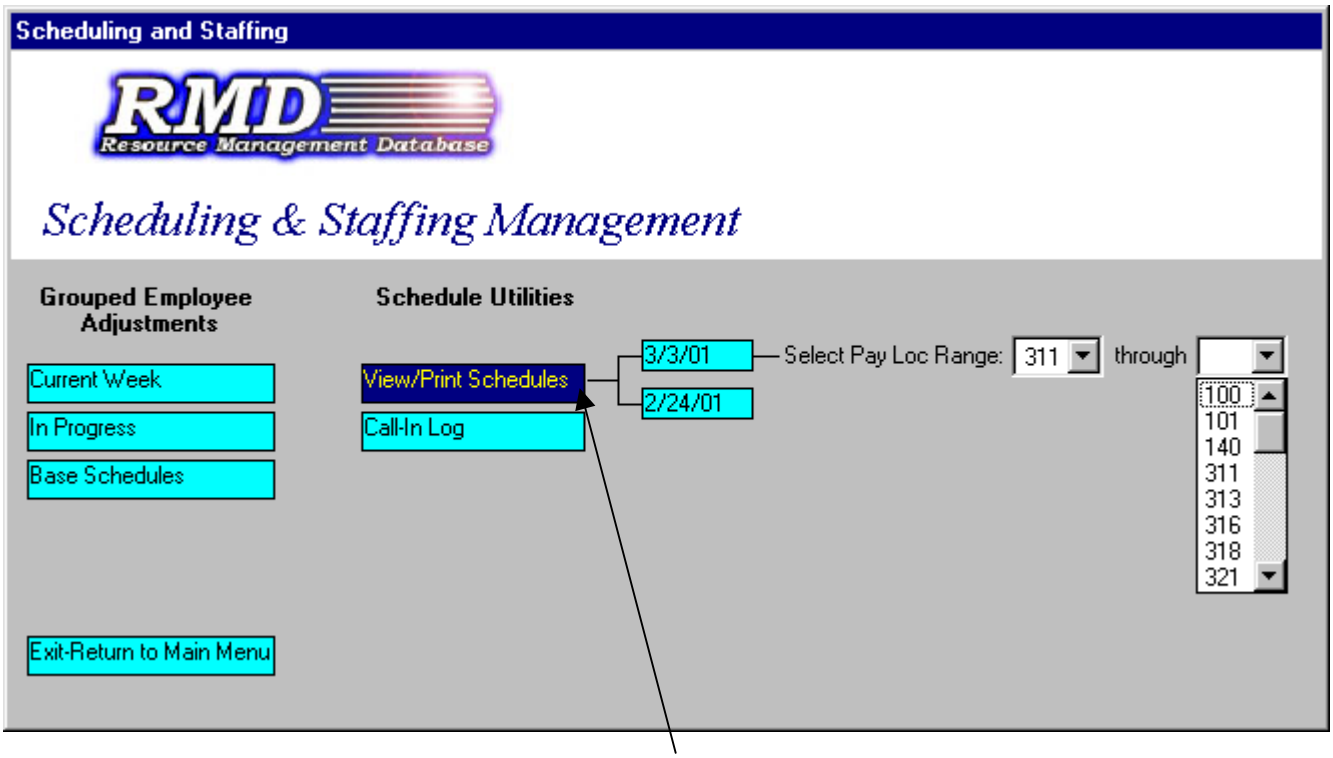


8. Click **OK** on the **Change of Shift** Window.
9. Click **Done** to return to the **Scheduling & Staffing Management** Window.

View/Print Schedules

View or Print the Schedule for either the current or next week for a specified range of pay locations.

Access **Scheduling & Staffing Management** Window as described at the beginning of this chapter.



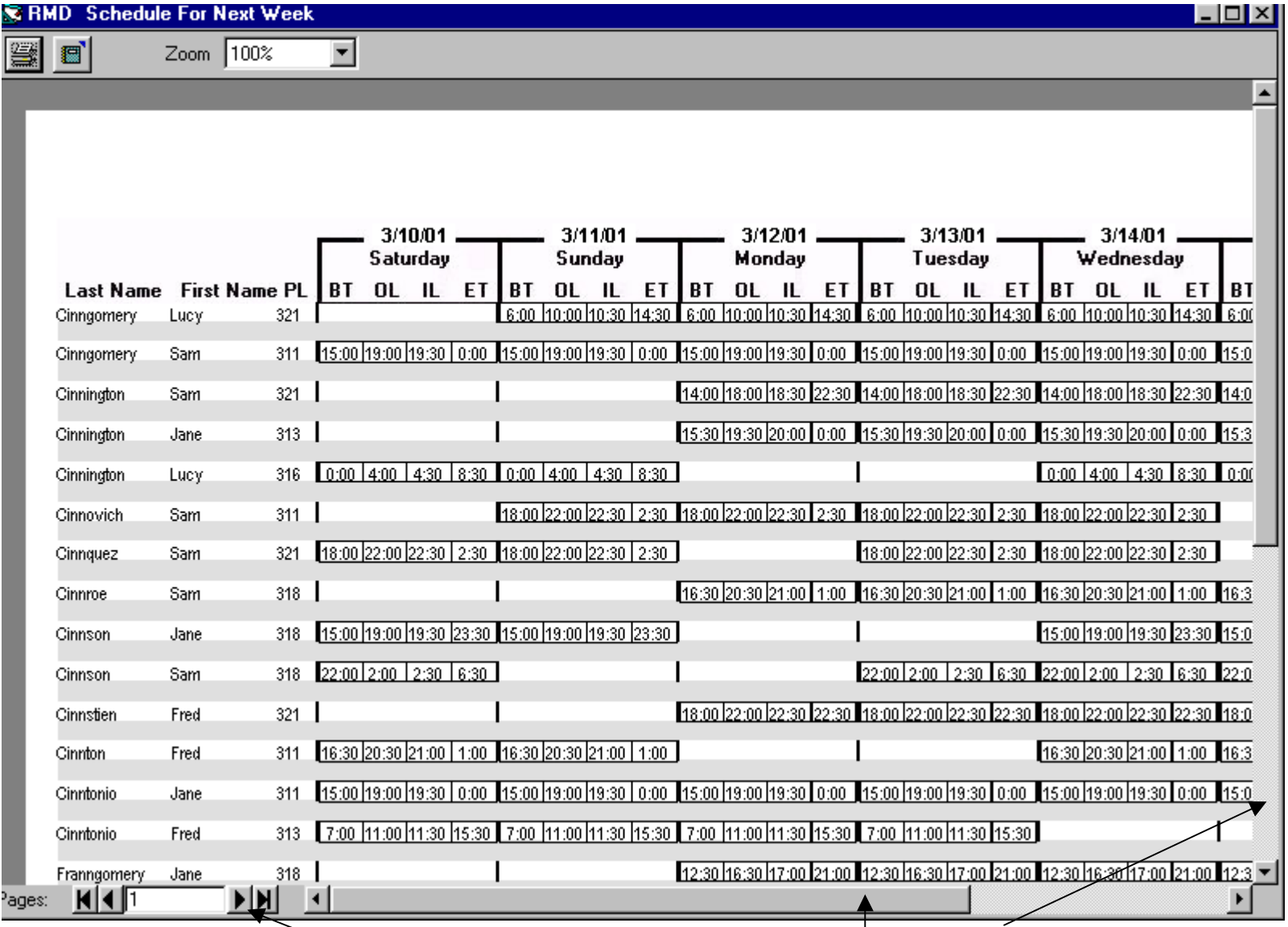
1. Under **Schedule Utilities,** place Cursor over **View/Print Schedules** to present options of the current week's schedule or the next week's schedule.

2. Place cursor over the week you want to present the **Select Pay Loc Range** drop down boxes.

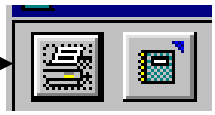
3. Click the Pay Loc Range you wish to view.

4. If you **click** the week you want to view, the error message that you forgot to enter the PayLocs will appear.

5. Click the pay-location range from the drop-down lists. Report 4-1 displays on your terminal.



6. To maneuver through the schedule, use the scroll bars or the page scroll buttons.

7. To **Print** the file**,** click the printer icon  - refer to printing reports on page 5 for additional information. To **Save** the file, click the save icon – refer to saving files on page 5 for additional information.

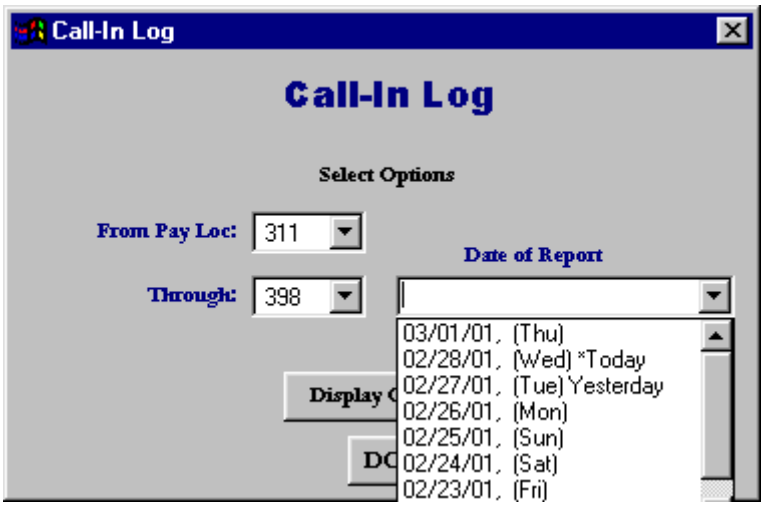
Call-In Log

This log keeps track of the daily call-ins to the Attendance Control Office. On a daily basis, supervisors can review the call-in log at the beginning of the tour to see the names of his/her employees who will be absent that day (and for what type of leave). A user with access to all pay locations can access this option to print a report of all employees with leave for a given day.

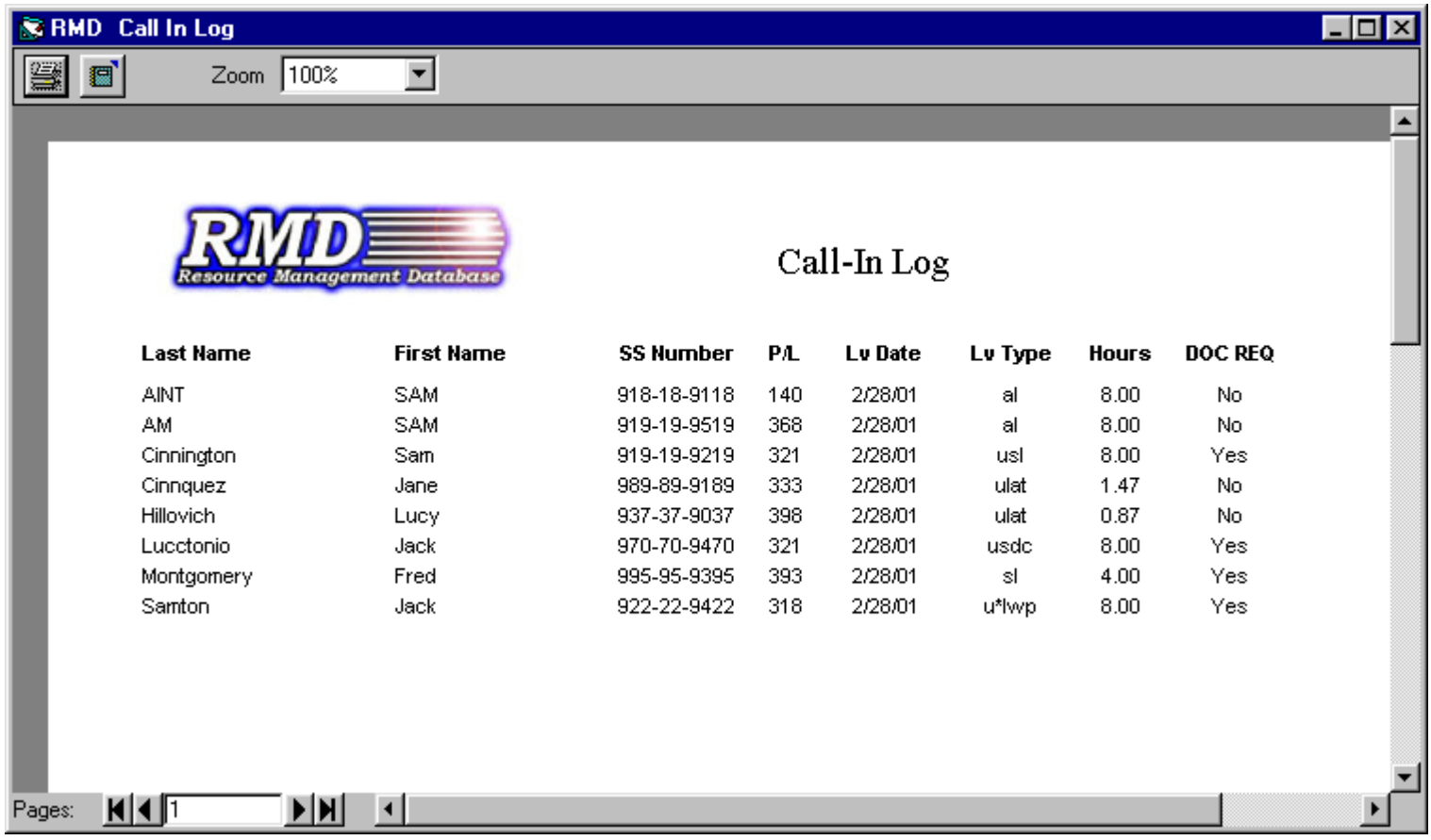
To access the **Call-In Log** option:

1. Access the **Staffing & Scheduling Management** Window as described at the beginning of this chapter.
2. Click **Call-In Log**.

3. The **Call-In Log** Window displays.



4. Use the drop-down boxes to enter the **From Pay Loc/Through** options.
5. Use the drop-down box under **Date of Report** to click the date for which you want the report. The options are tomorrow, today, yesterday and every day back to a week ago today.
6. The **Call-In Log** will display on your terminal.



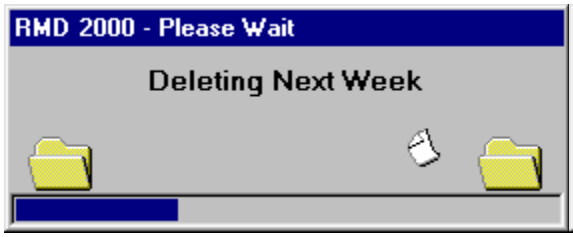
Last Name	First Name	SS Number	P/L	Lv Date	Lv Type	Hours	DOC REQ
AINT	SAM	918-18-9118	140	2/28/01	al	8.00	No
AM	SAM	919-19-9519	368	2/28/01	al	8.00	No
Cinnington	Sam	919-19-9219	321	2/28/01	usl	8.00	Yes
Cinnquez	Jane	989-89-9189	333	2/28/01	ulat	1.47	No
Hillovich	Lucy	937-37-9037	398	2/28/01	ulat	0.87	No
Lucctonio	Jack	970-70-9470	321	2/28/01	usdc	8.00	Yes
Montgomery	Fred	995-95-9395	393	2/28/01	sl	4.00	Yes
Samton	Jack	922-22-9422	318	2/28/01	u*lwp	8.00	Yes

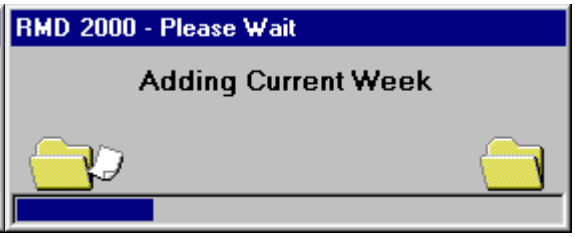
7. Use the scroll bars or buttons to maneuver through the **Call-In Log**.
8. Refer to page 5 for complete instructions for **Printing** or **Saving**.

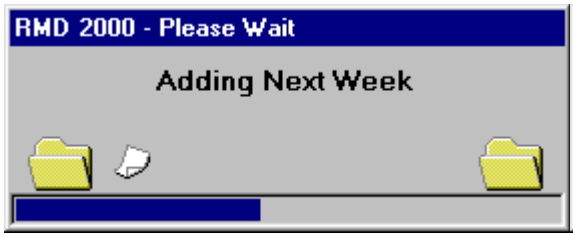
9. Click the **X** box to **Close** the Window, and return to the **Scheduling and Staffing Management** Window.

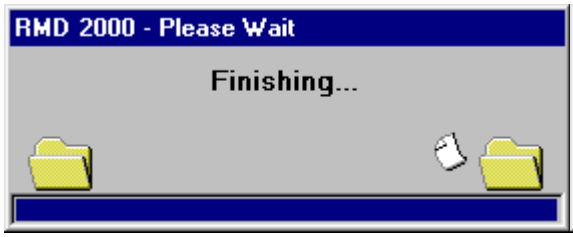
Automatic Download of New Schedules

The first user to activate the RMD system **after 00:00:01 on Saturday** will initiate the Schedule download process. This process automatically deletes the past week schedule, downloads the current week schedule and updates the scheduled days off for all employees. This user will see the following Windows as this process is occurring **prior** to the RMD Login Window presenting for the login process.

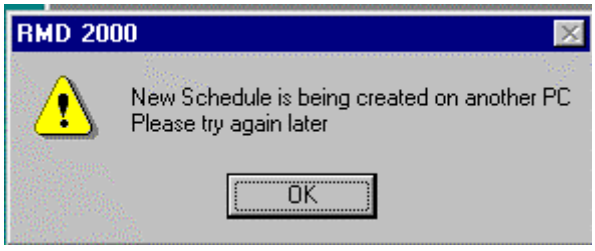








If any user attempts to login during this process, they will see the following window.

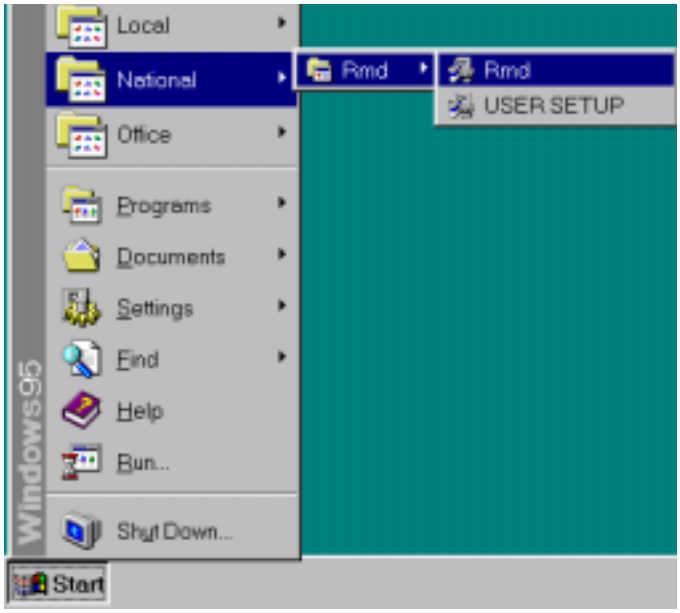


Chapter 5 - Time and Attendance

View various aggregate leave reports, work-hour reports, FMLA message reports, import data.

To access **Time and Attendance**:

Start RMD from your workstation:



1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD.

This starts the application and displays the Loading Window.

The first user to login on any given day will also see the Escalating Messages Window.

The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

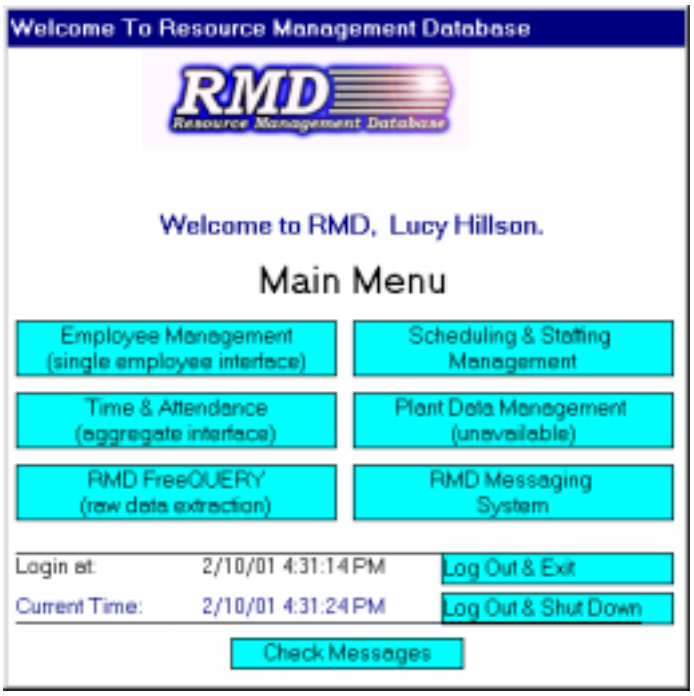
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

Users cannot begin the actual login process until the Login Window appears.

At the RMD Login Window:

1. Type your assigned user name.
2. Tab to the password box.

3. Type your password.
4. Click **Login**. **Reminder: user names and passwords are case sensitive.**
5. The RMD Main Menu will appear.



6. Click **Time and Attendance**.
7. The Time and Attendance Menu Window will appear.

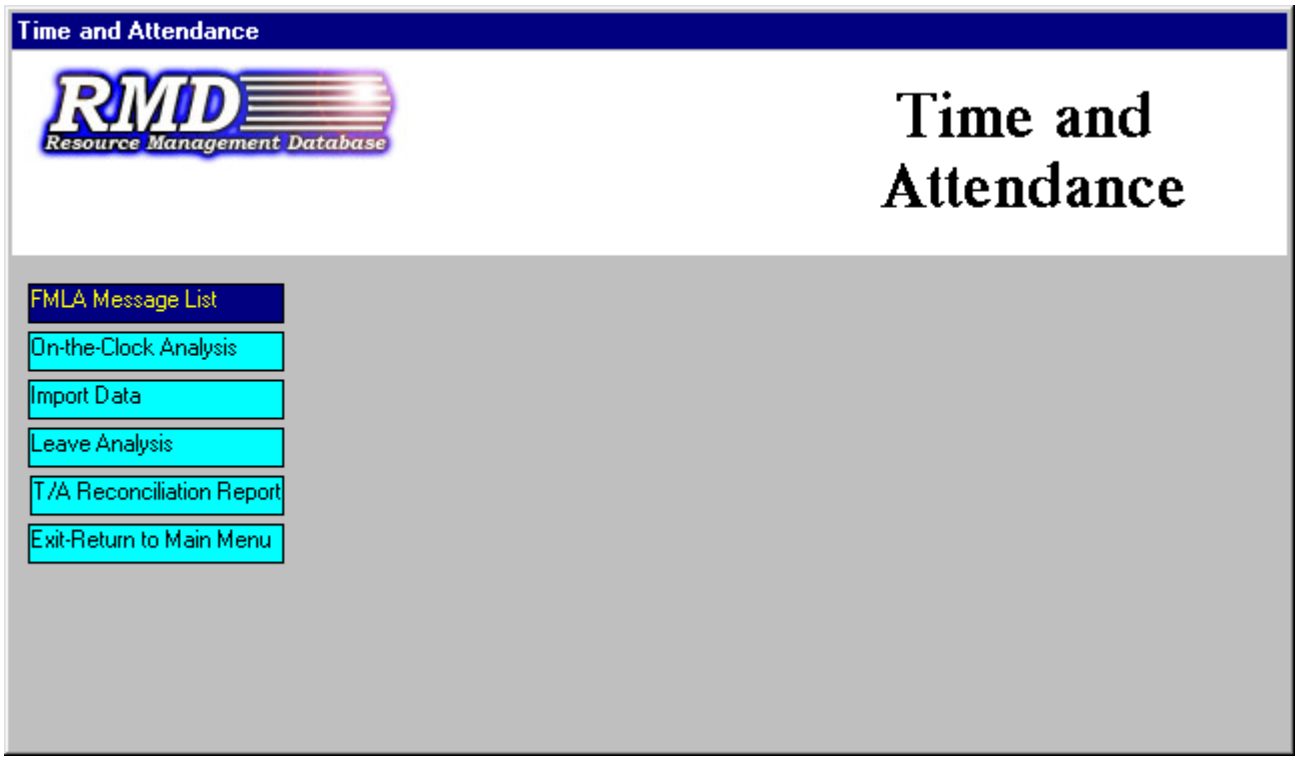


Table 5-1 describes the **Time and Attendance** Options.

Table 5-1: Time & Attendance Options

Use this option…	on page	To do this…
FMLA Message List	**140**	Generate a report listing all FMLA messages automatically generated by RMD.
On-the-Clock Analysis	**141**	Virtual ETC, Hours Type.
Import Data	**149**	Import leave, schedules and clock rings from the ETC timekeeping system.
Leave Analysis	**152**	Generate reports showing the number of employee hours of paid and unpaid leave by type, pay location, and within a specified date range.
T/A Reconciliation Report	**171**	Generate a report comparing leave entered on Form 3972 with information generated in payroll system.

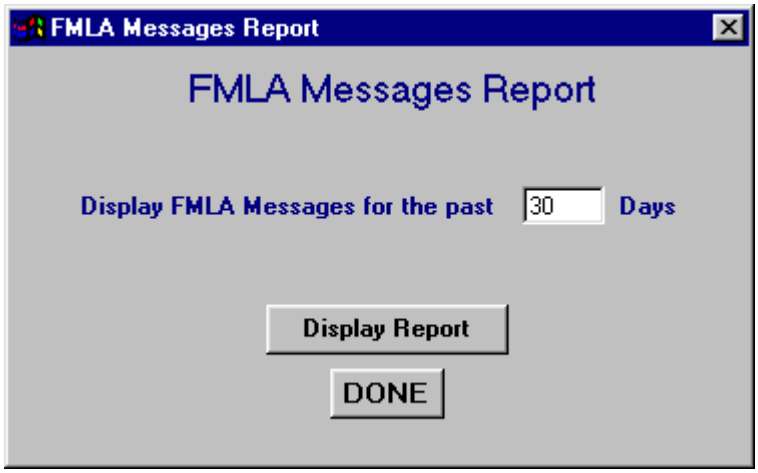
FMLA Message List

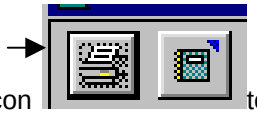
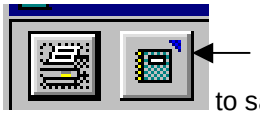
Use this option to create a report listing all FMLA messages automatically generated by RMD.

To access FMLA Message List:

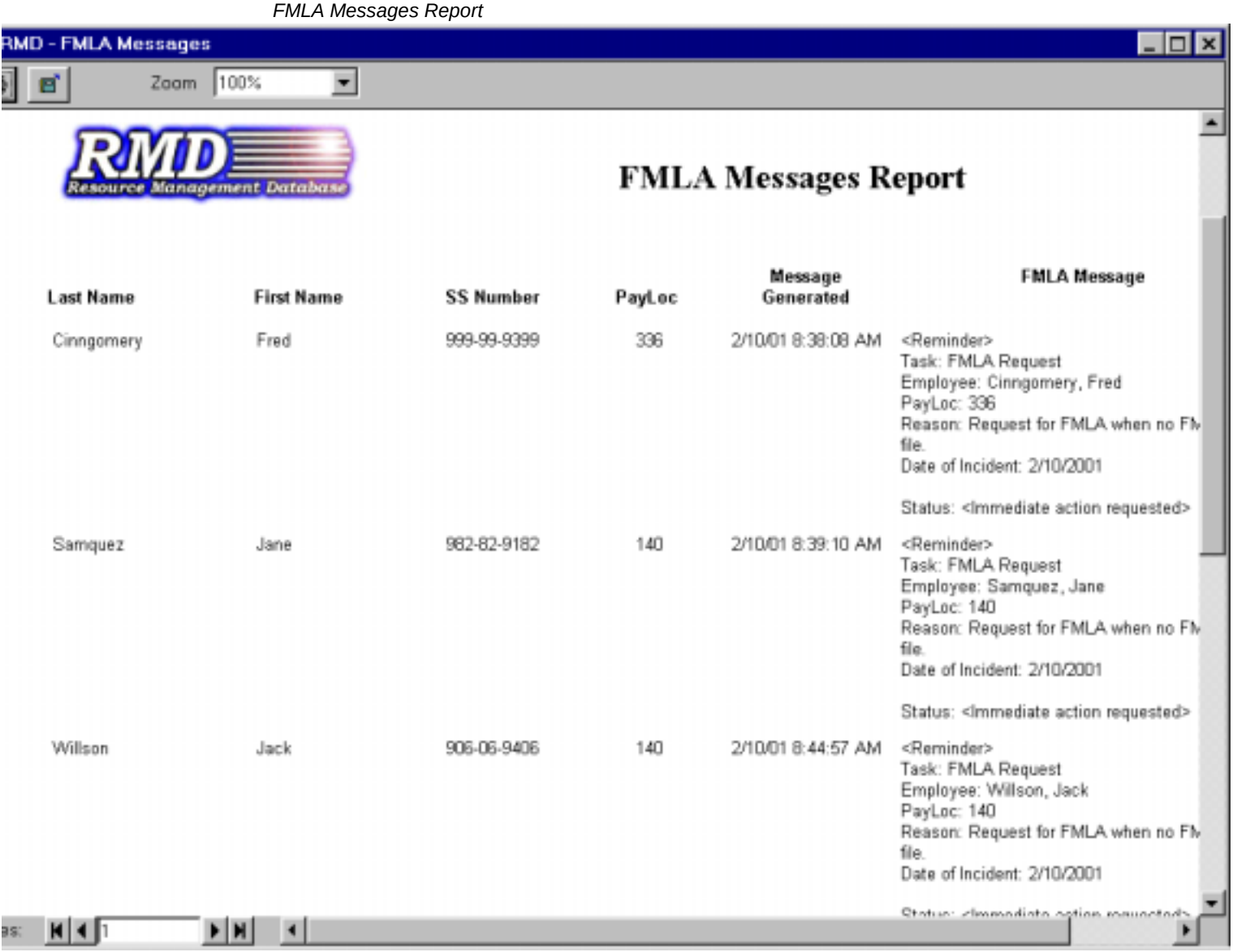
Access the **Time and Attendance** Menu as described at the beginning of this chapter.

1. Click the **FMLA Message List** button.
2. The **FMLA Messages Report** Window displays.



3. Enter the number of days' worth of messages you want to display.
4. Click **Display Report** to generate the report.
5. Click the **Print** icon  to route the report to a printer or the **Save** icon  to save the report.
6. Click the **X** box to **Close** the Window, and return to the **FMLA Messages Report** window.
7. Click **Done** to return to the **Time and Attendance** Window.

FMLA Messages Report



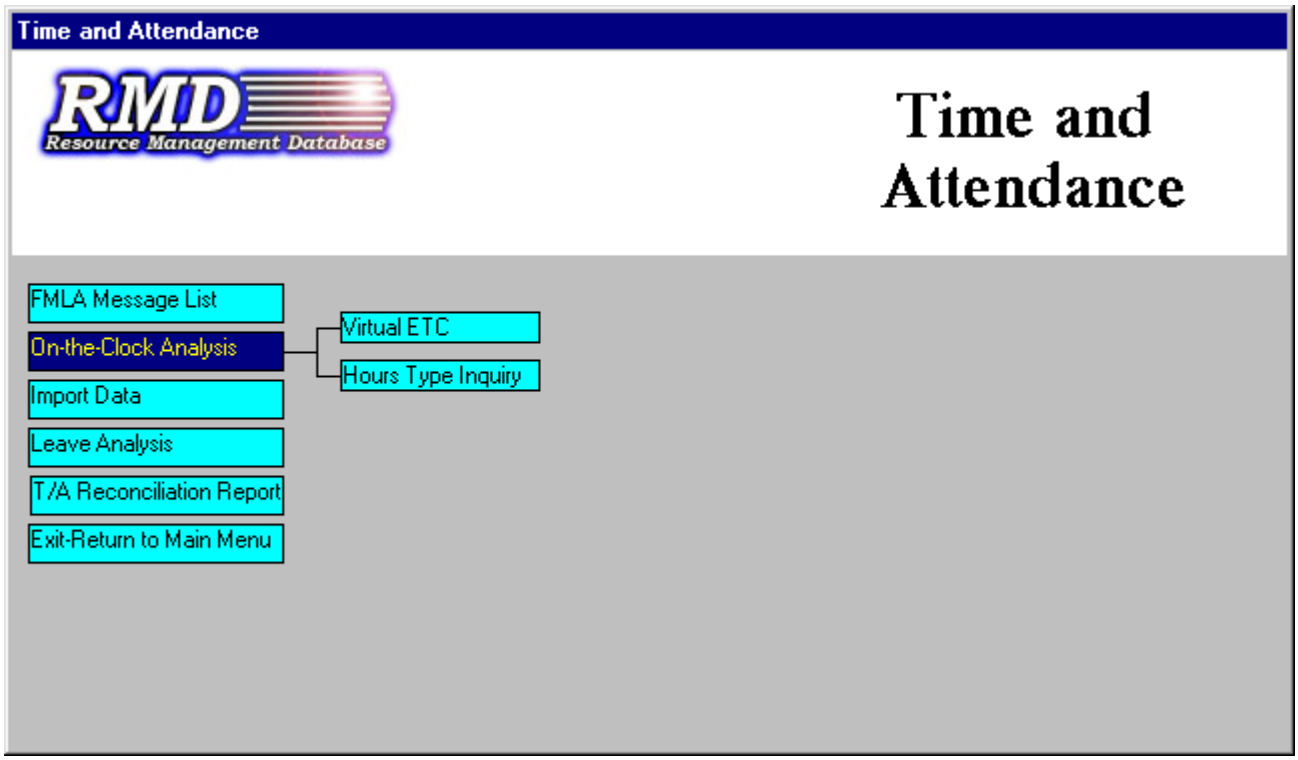
On-the-Clock Analysis

Use the On-the-Clock Analysis options to generate reports detailing the work hours, operations, and leave hours in various formats for a specific employee.

To access **On-the-Clock-Analysis** options:

Access the **Time and Attendance** Window as described at the beginning of this chapter.

1. Click**-the-Clock Analysis** to display the options, **Virtual ETC** (page 142) or **Hours Type Inquiry** (page 147).

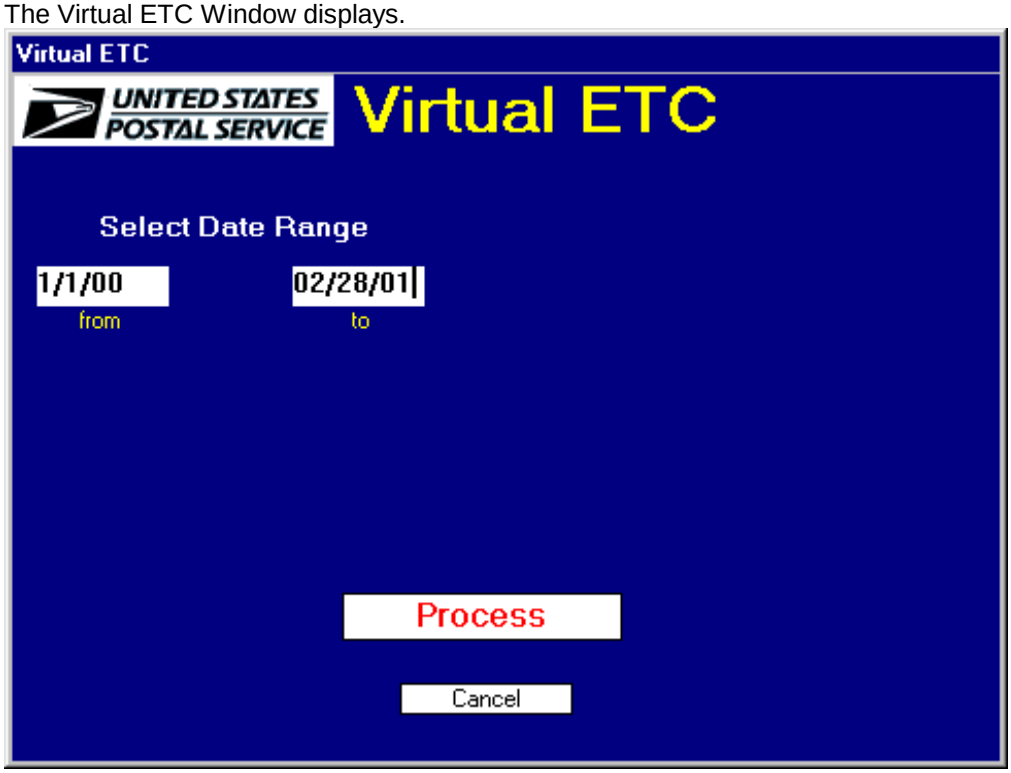


Virtual ETC

Access **Time and Attendance** as described at the beginning of this chapter.

1. Click**-the-Clock Analysis**.
2. Click **Virtual ETC**.

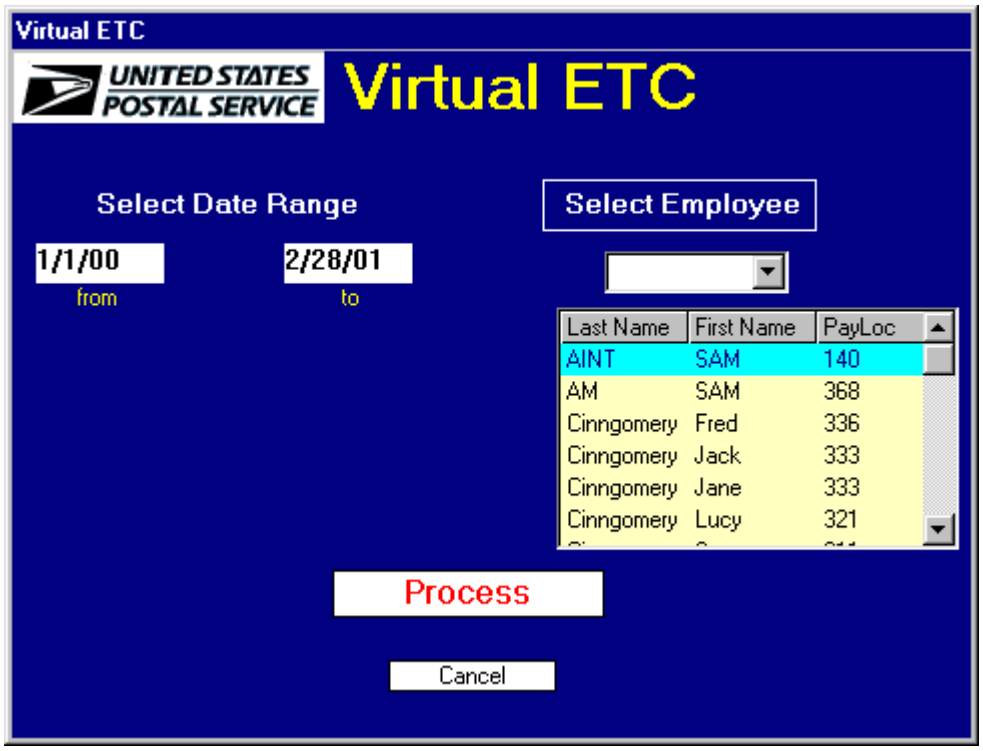
3. The Virtual ETC Window displays.



4. Enter the **from/to** dates in the **Select Date Range** boxes.

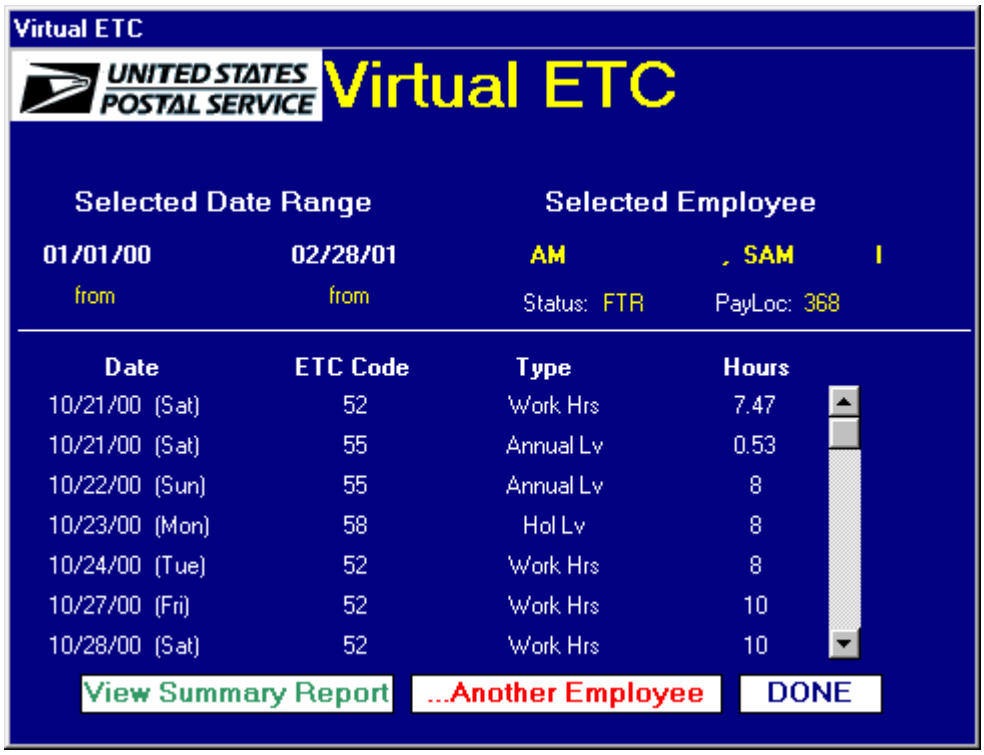
5. Press **<<Enter>>** to display the **Select Employee** drop down window. **Or**

6. Press **<<Tab>>** to display the **list of employees** in the Select Employee drop down window.

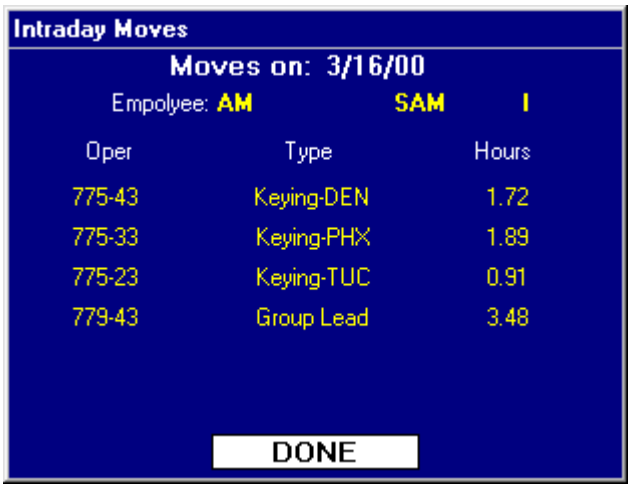


7. Select an employee (highlight and click).

8. Click **Process** to display the employee's data for the date range you selected.

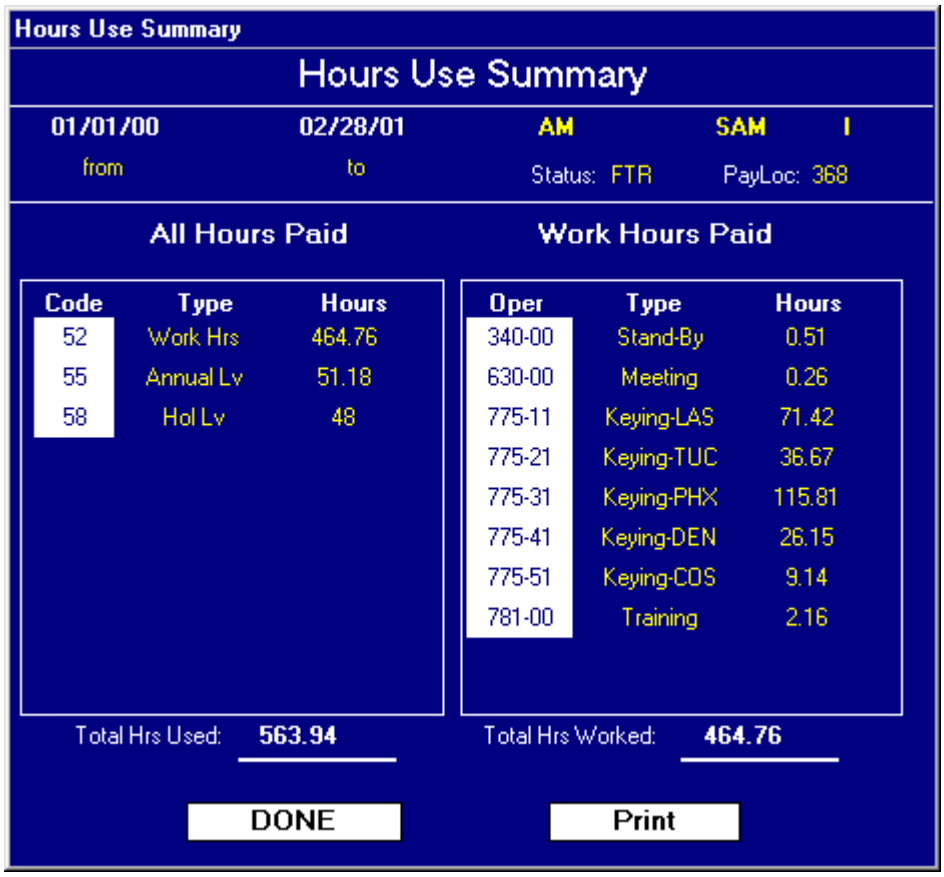


9. **Double-click** a date to view date details in the Intra-day Moves Window.



10. Click **Done** to return to the Employee Data Window.

11. Click **View Summary Rpt** to see the **Hours Use Summary Window**.



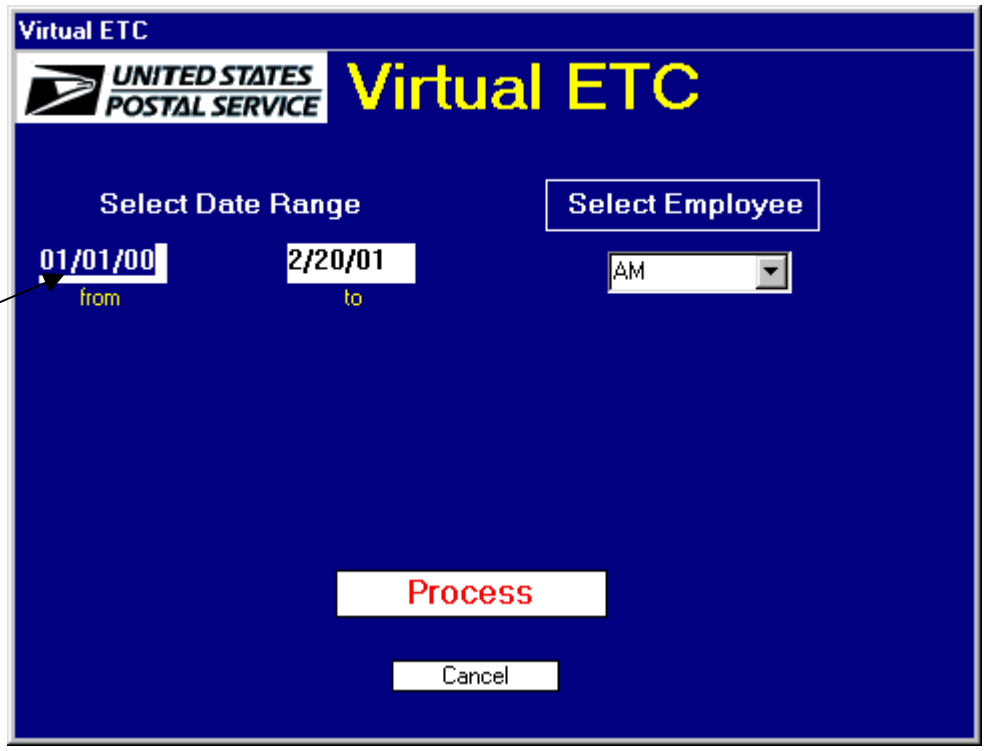
12. Click **Print** to view the reports this information generates. (Samples of the Reports that can be printed from this information, Hours Use Summary – Work Hours Paid and Hours Use Summary – All Hours Paid, can be found on pages 110 and 111.

13. Click **Done** to return to the Employee Data Window.

14. Click **… Another Employee** to view another employee's data.

Note: If you select another employee in the Employee Data Window and click **Process**, the data you see for that employee will cover the same time frame as for the first employee. If you wish to view a different time frame, you will need to **delete** the current date entries in the **from/to** boxes (**highlight** and retype new date).

Highlight the current date entry before typing the new one in order to delete the first entry.



15. Click **Done** to return to the Virtual ETC Window.

16. Click **Cancel** to return to the Time and Attendance Window.

Hours Type Inquiry

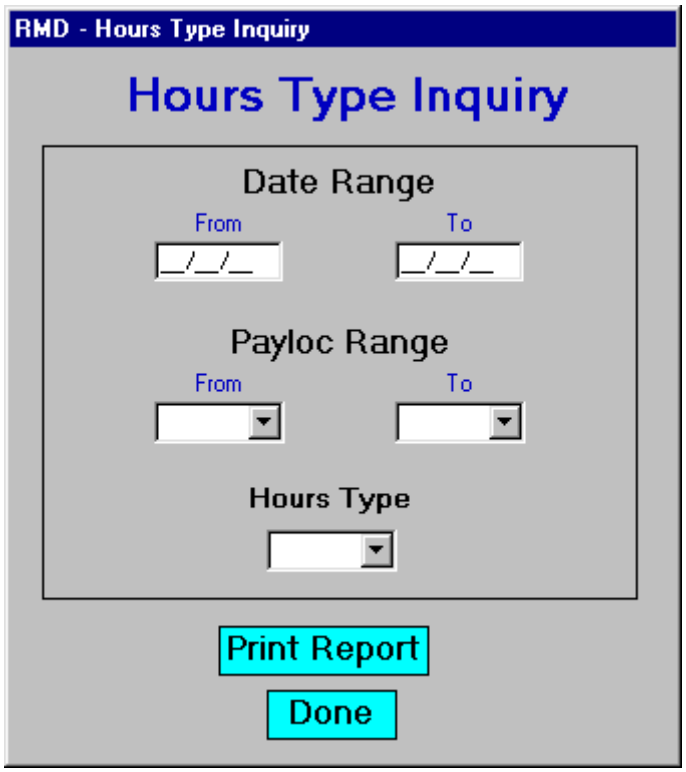
Generate a report showing hours of a specified leave type by employees within specified pay location and date range.

Access **Time and Attendance** as described at the beginning of this chapter.

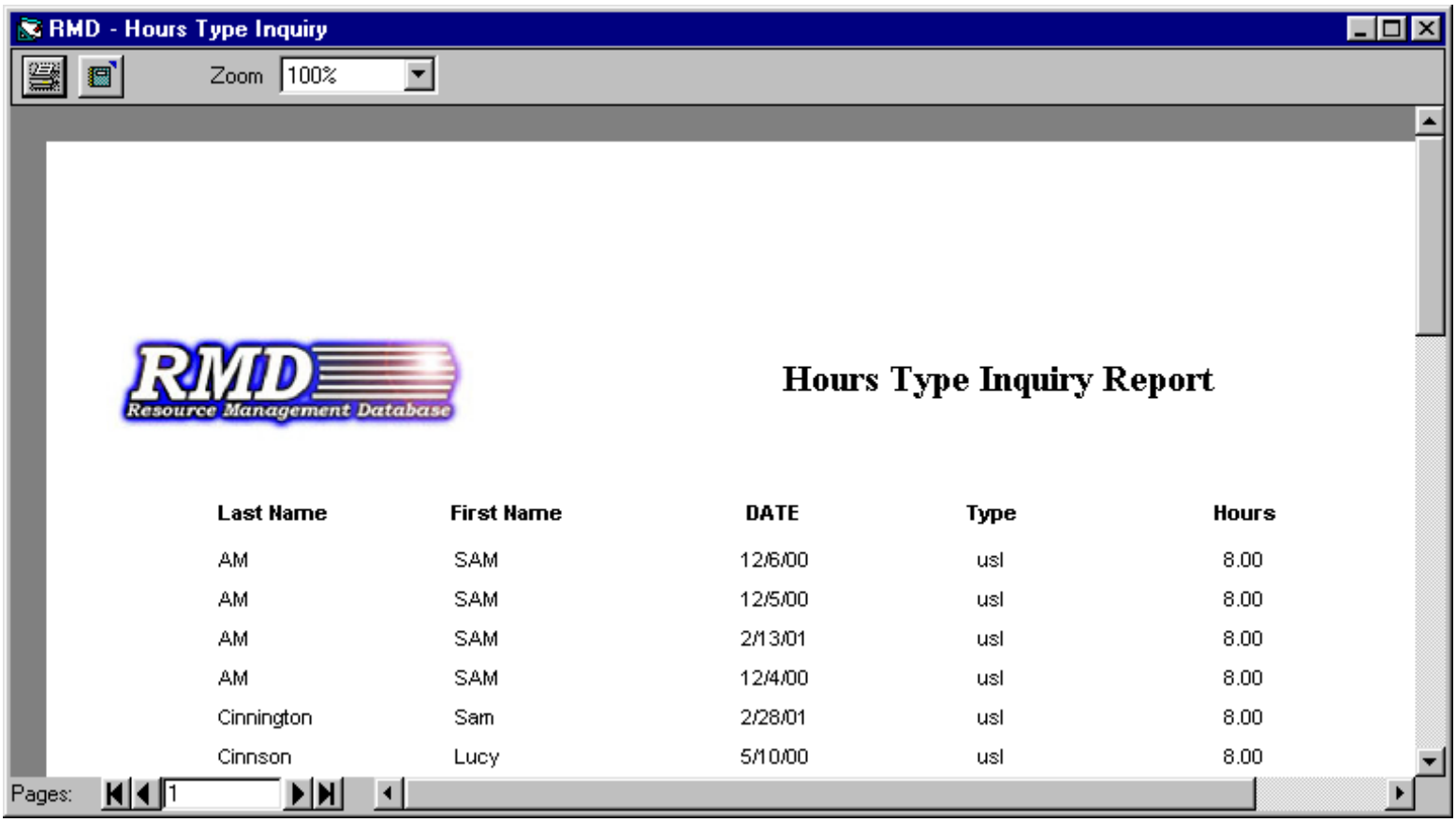
1. Click**-the-Clock Analysis**.

2. Click **Hours Type Inquiry**.

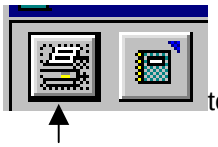
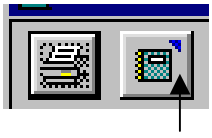
3. The **Hours Type Inquiry** Window displays.



4. Type **from/to** date range.
5. Use the drop down windows to select the **from/to** PayLoc Range.
6. Use the drop down window to select the **Hours Type** you wish to view.
7. Click **Print Report** to generate the **Hours Type Inquiry** report to your terminal.



Last Name	First Name	DATE	Type	Hours
AM	SAM	12/6/00	usl	8.00
AM	SAM	12/5/00	usl	8.00
AM	SAM	2/13/01	usl	8.00
AM	SAM	12/4/00	usl	8.00
Cinnington	Sam	2/28/01	usl	8.00
Cinnson	Lucy	5/10/00	usl	8.00

8. Click the **Print icon**  to print the hard copy of the report.
9. Click the **Save icon**  to save the report.
10. Click the **X** in the corner to close the window and return to the **Hours Type Inquiry** Window.
11. Click **Done** to return to the Time and Attendance Window.

Import Data

This utility is used to import schedules, clock rings and leave balances from the ETC timekeeping system. Import reports include:

Employees on the Clock: ETC27501.RPT through ETC 27514.RTP

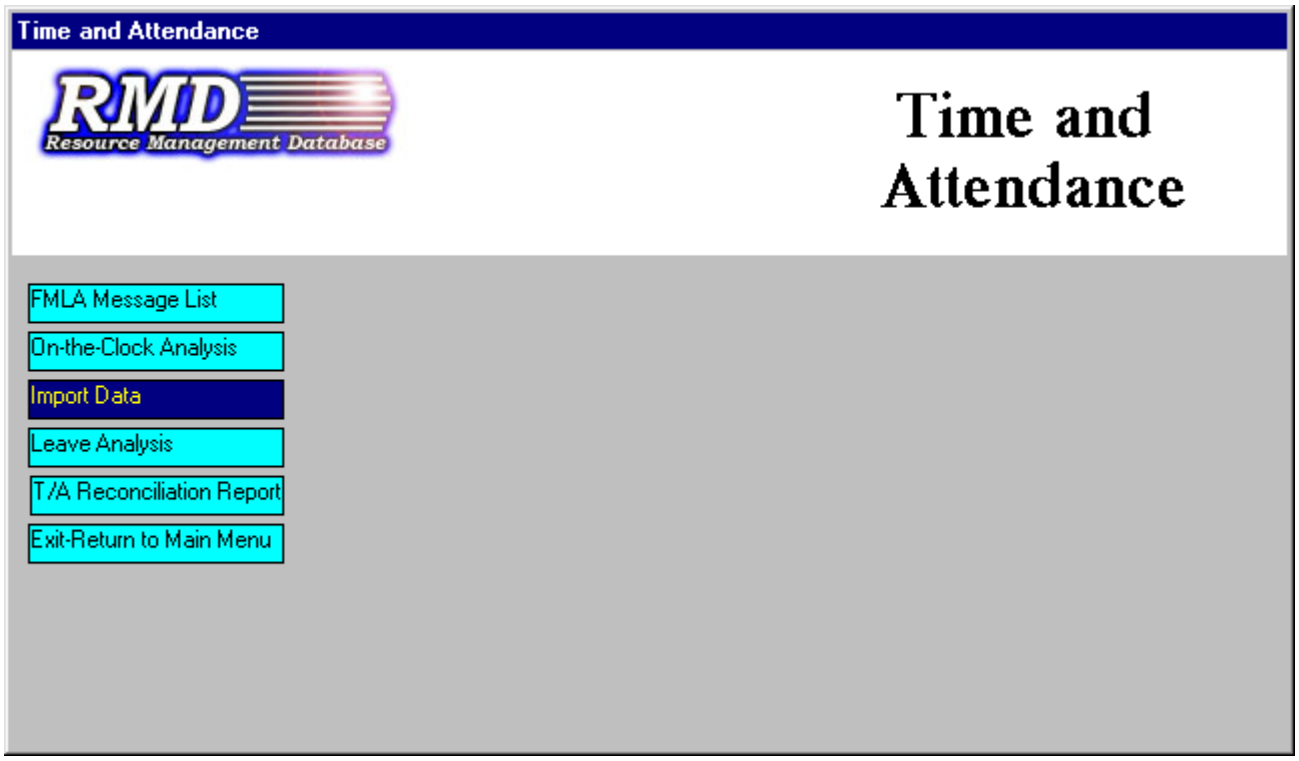
LATS: ETC3972.RPT

Employee Moves: ETC270p1.RPT

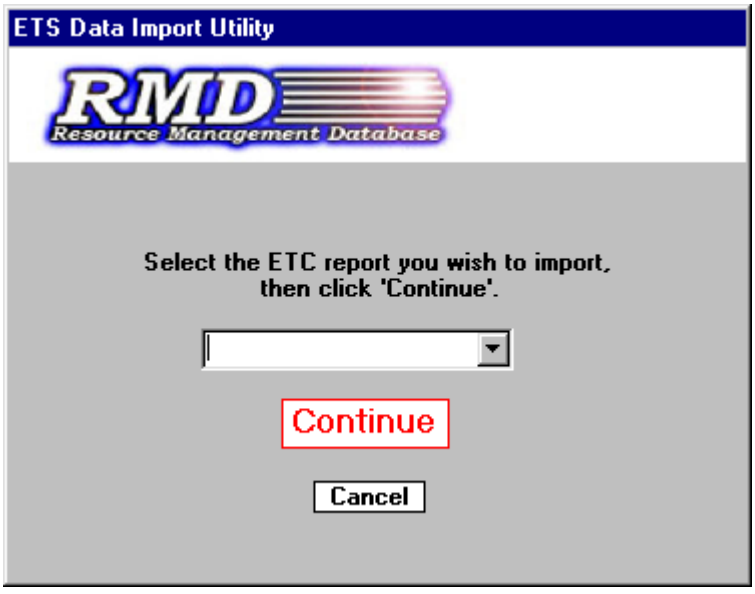
To access Import Data options:

Access **Time and Attendance** Window as described at the beginning of this chapter.

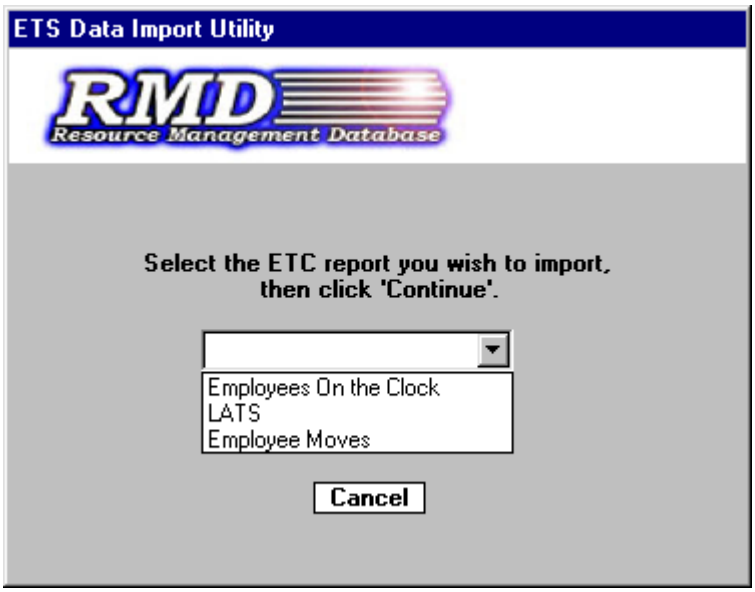
1. Click **Import Data**.



2. The **ETS Data Import Utility** Window displays.



3. Insert a floppy disk containing the relevant files from the ETC timekeeping system
4. Click arrow of drop down window to display list of ETC report options.



5. Select a report option (highlight and click).
6. Click **Continue**. A message displays "**Calculating ETC data. Please wait.**"

7. When this process is complete, the message disappears.
8. If you forget to insert the floppy disc, the following error message will appear.

9. Repeat this process for all 3 reports.
10. Click **Cancel** to return to the Time and Attendance Window.

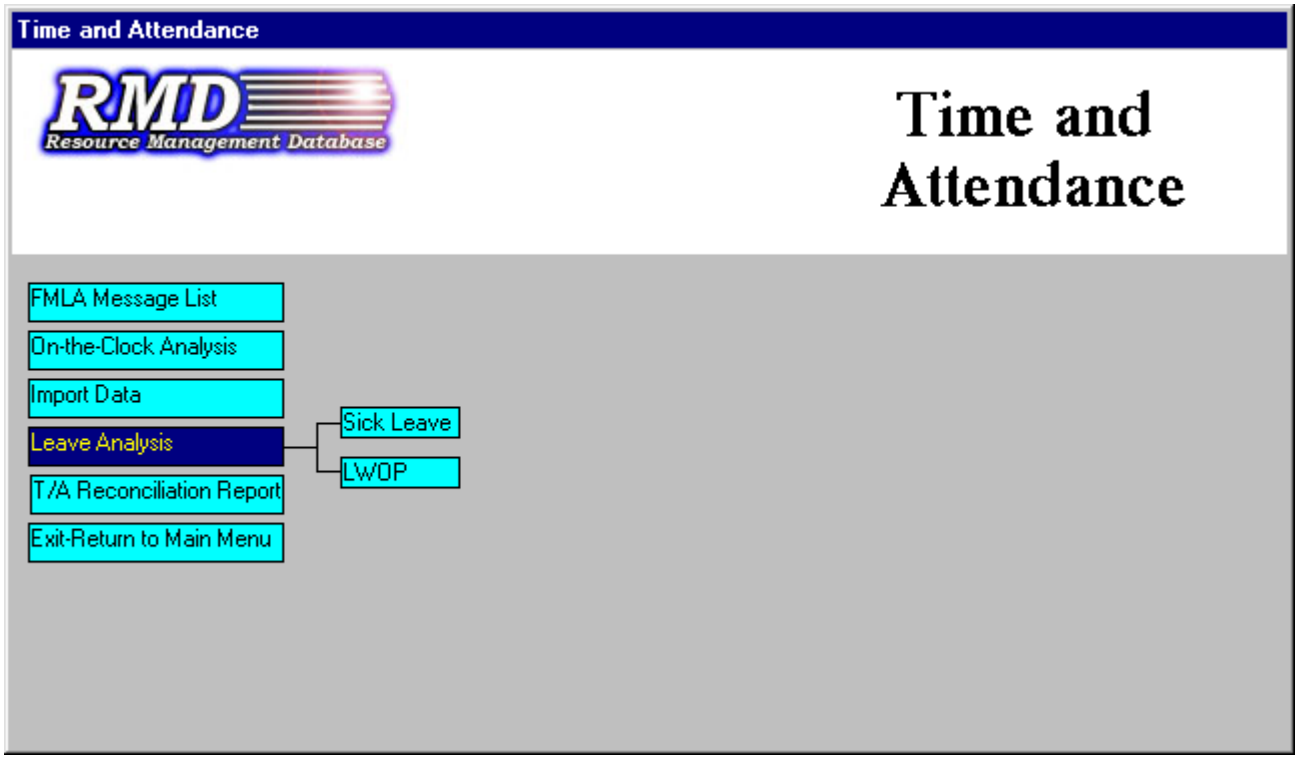
Leave Analysis

Use **Leave Analysis** options to generate reports showing the number of employee hours of paid and unpaid leave by type, pay location, and within a specified date range. Samples of the reports generated with this option follow the instructions.

Access the **Time and Attendance** Window as described at the beginning of this chapter.

1. Click **Leave Analysis**.

2. The **Leave Analysis** options (**Sick Leave** and **LWOP** {Leave Without Pay}) display.

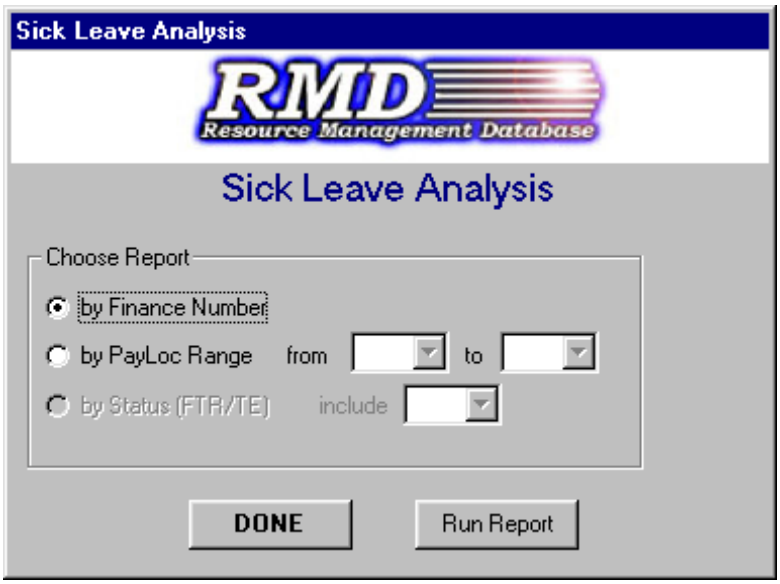


Sick Leave Reports:

1. Click **Sick Leave**.

2. The **Sick Leave Analysis** Window displays.

3. Click the radio button for the type of report you want (**by Finance Number** or **by Pay Location Range**). If you choose **by PayLoc Range**, you will need to use the drop down windows to fill in the **from/to** PayLoc choices.

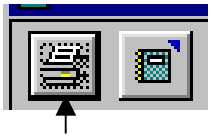
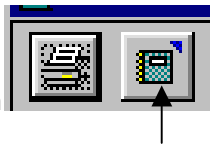


4. Click **Run Report**.

5. The **Select Report Options** Window Displays.

- List Employees w/ Daily Numbers:
- Report sorted by PayLoc, lists employees of each PayLoc alphabetically, showing the numbers for each employee.
- List Employees – Aggregate: Lists employees alphabetically, showing the numbers for each employee
- Employee Averages only – w/Daily Numbers:

- Employee Averages only – Aggregate
- Sick Leave Super Report (applies to Sick Leave option only)

1. Enter the **from/to** date range.
2. Click the radio button for the report you desire.
3. Click **Continue** to generate the report to your terminal.
4. Click the **Print icon**  to route the report to a printer.
5. Click the **Save icon**  to save the report.
6. Click the **X** button to close the window and return to the **Select Report Options** Window.
7. Click **Cancel** to return to the **Sick Leave Analysis** Window.
8. Click **Done** to return to the **Time and Attendance** Window.

LWOP (Leave Without Pay) Reports:

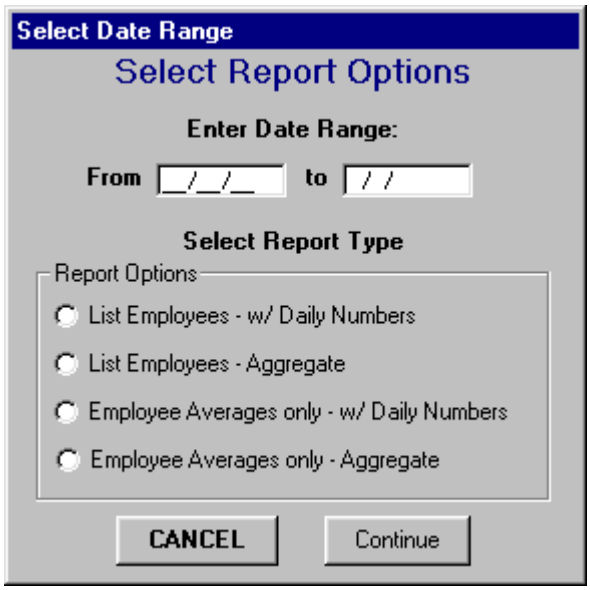
1. Click **LWOP**.

2. The **Leave Without Pay Analysis** Window displays.

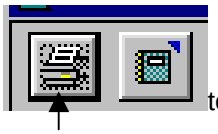
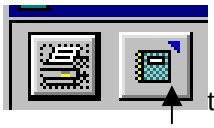
3. Click the radio button for the type of report you want (**by Finance Number, by Pay Location Range or by Status**). If you choose **by PayLoc Range**, you will need to use the drop down windows to fill in the **from/to** PayLoc choices. If you choose **by Status (FTR/TE)**, you will need to use the drop down windows to fill in the **include** choice.

4. Click **Run Report**.

5. The **Select Report Options** Window Displays.



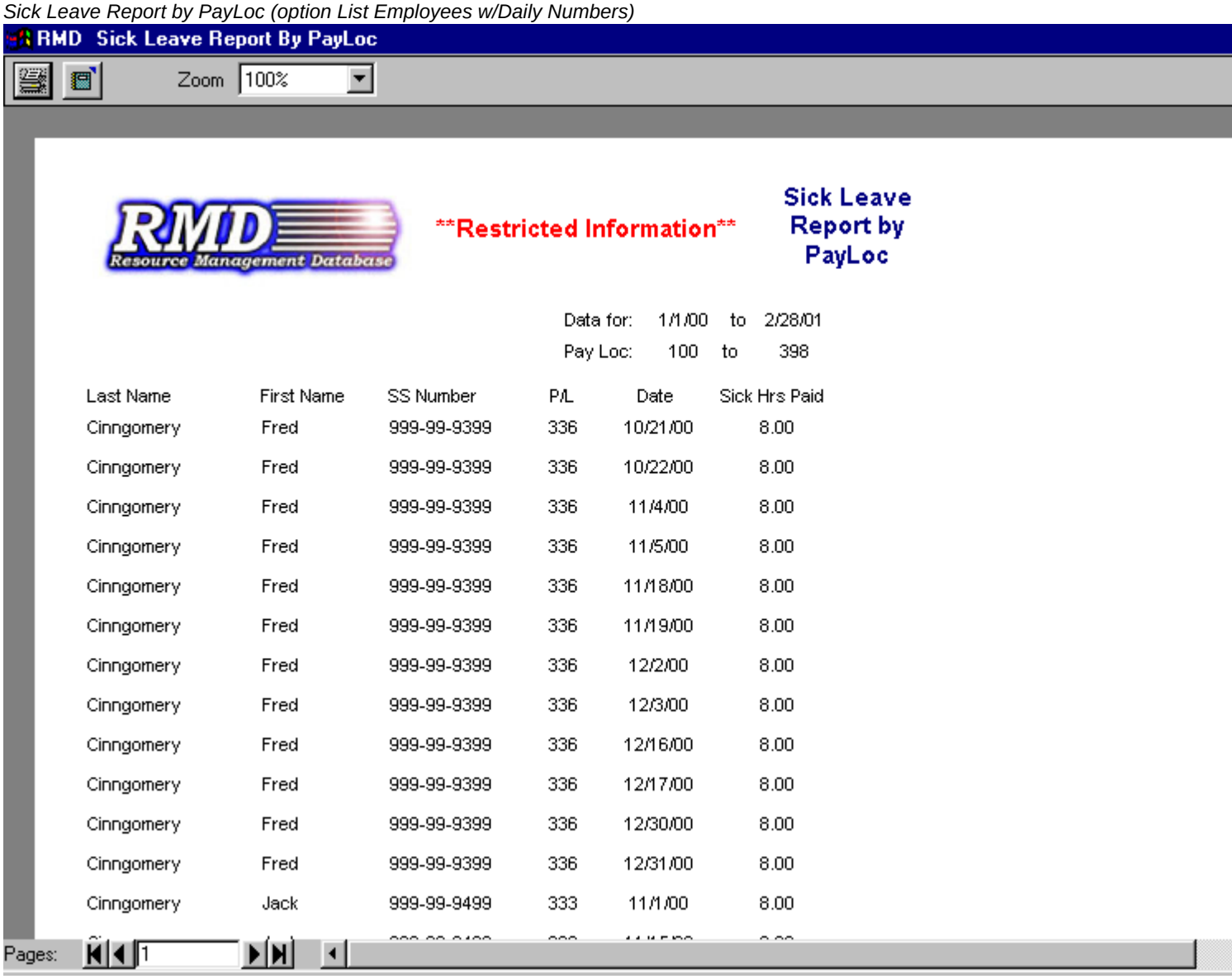
- List Employees w/ Daily Numbers:
- Report sorted by PayLoc, lists employees of each PayLoc alphabetically, showing the numbers for each employee.
- List Employees – Aggregate: Lists employees alphabetically, showing the numbers for each employee
- Employee Averages only – w/Daily Numbers:
- Employee Averages only – Aggregate

1. Enter the **from/to** date range.
2. Click the radio button for the report you desire.
3. Click **Continue** to generate the report to your terminal.
4. Click the **Print icon**  to route the report to a printer.
5. Click the **Save icon**  to save the report.
6. Click the **X** button to close the window and return to the **Select Report Options** Window.
7. Click **Cancel** to return to the **Leave Without Pay Analysis** Window.
8. Click **Done** to return to the **Time and Attendance** Window.

For sample reports, see **Sick Leave** (pages 158-167) and **Leave Without Pay (LWOP)** (pages 168-170).

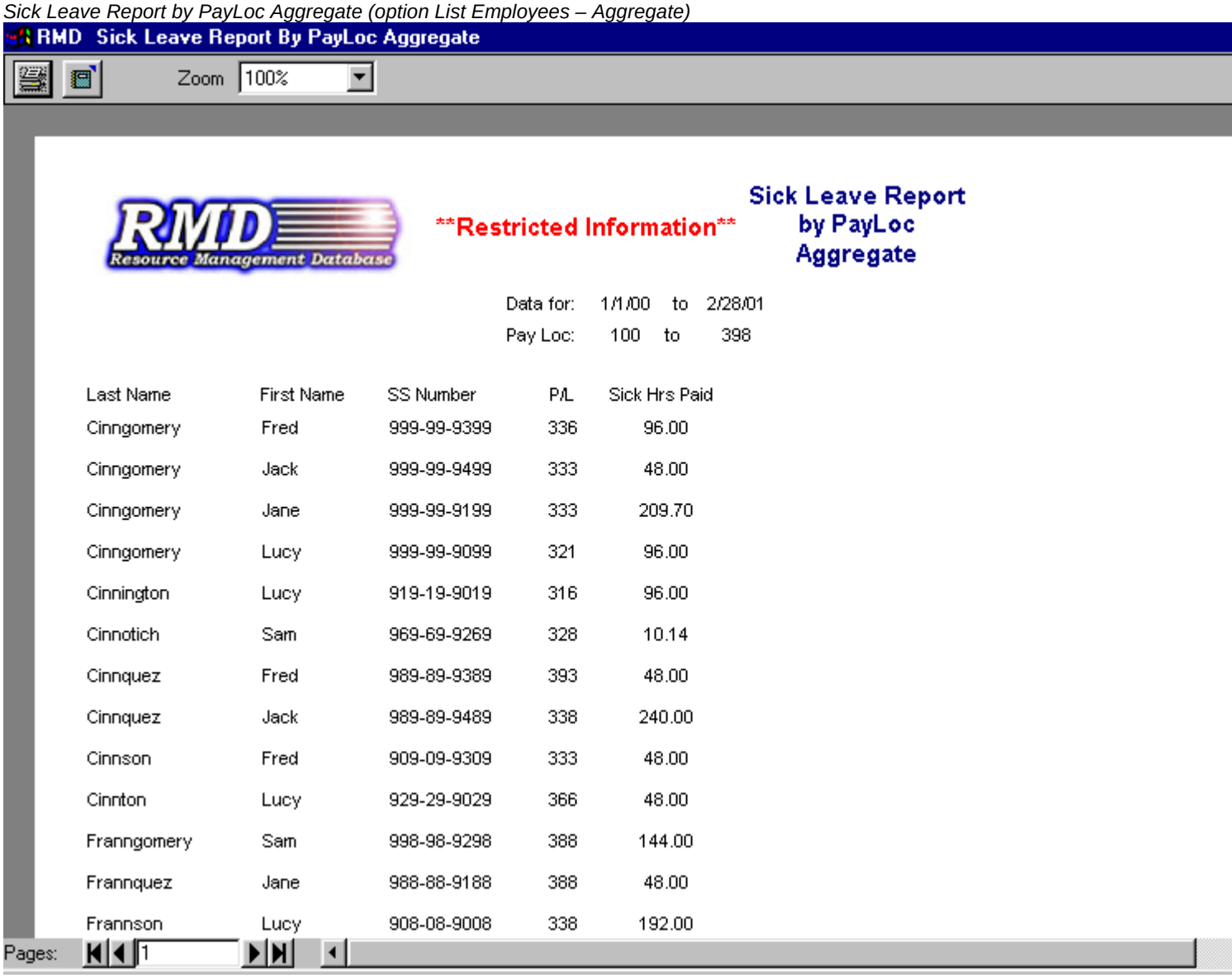
Sick Leave Reports

Sick Leave Report by PayLoc (option List Employees w/Daily Numbers)



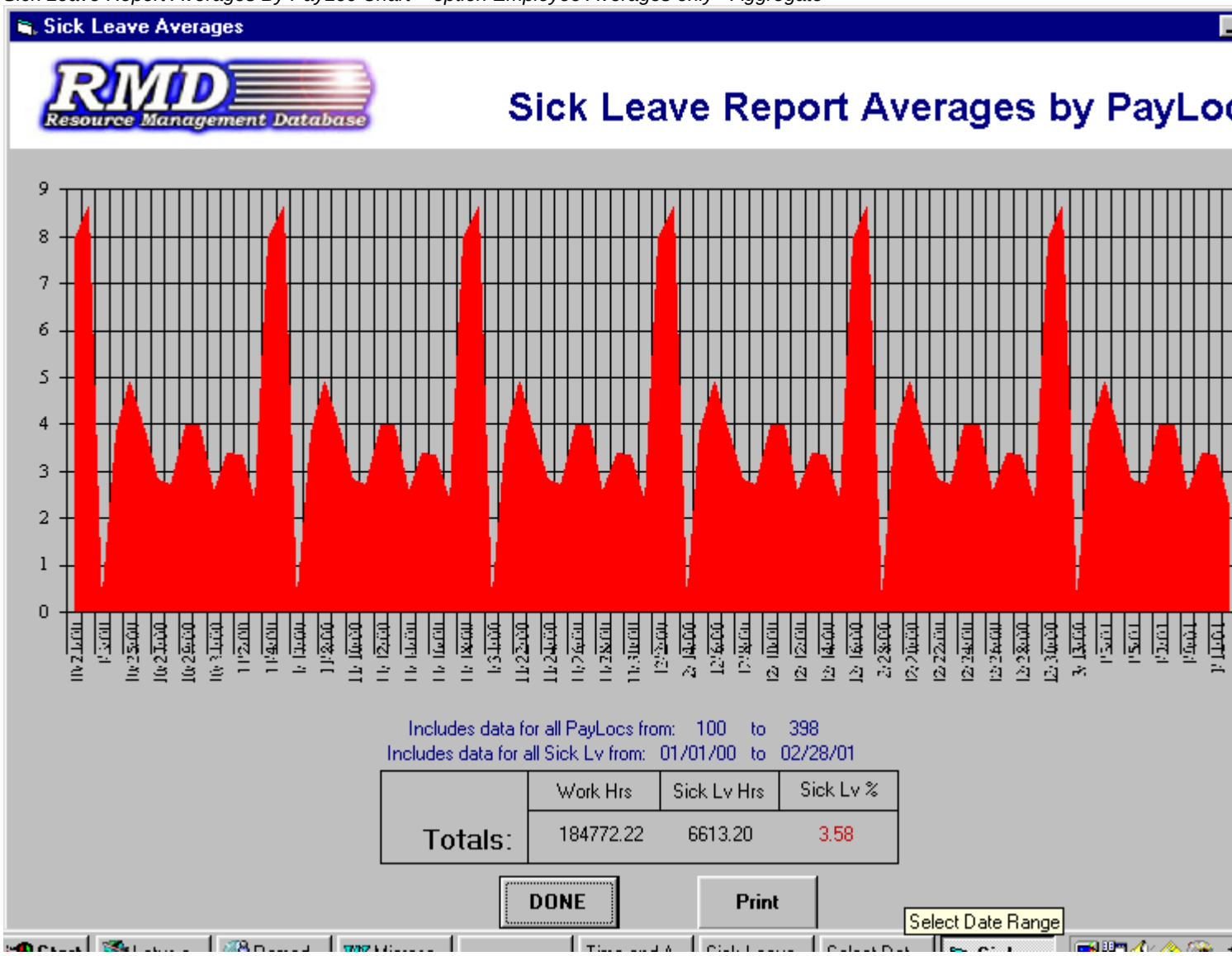
Last Name	First Name	SS Number	P/L	Date	Sick Hrs Paid
Cinngomery	Fred	999-99-9399	336	10/21/00	8.00
Cinngomery	Fred	999-99-9399	336	10/22/00	8.00
Cinngomery	Fred	999-99-9399	336	11/4/00	8.00
Cinngomery	Fred	999-99-9399	336	11/5/00	8.00
Cinngomery	Fred	999-99-9399	336	11/18/00	8.00
Cinngomery	Fred	999-99-9399	336	11/19/00	8.00
Cinngomery	Fred	999-99-9399	336	12/2/00	8.00
Cinngomery	Fred	999-99-9399	336	12/3/00	8.00
Cinngomery	Fred	999-99-9399	336	12/16/00	8.00
Cinngomery	Fred	999-99-9399	336	12/17/00	8.00
Cinngomery	Fred	999-99-9399	336	12/30/00	8.00
Cinngomery	Fred	999-99-9399	336	12/31/00	8.00
Cinngomery	Jack	999-99-9499	333	11/1/00	8.00

Sick Leave Report by PayLoc Aggregate (option List Employees – Aggregate)

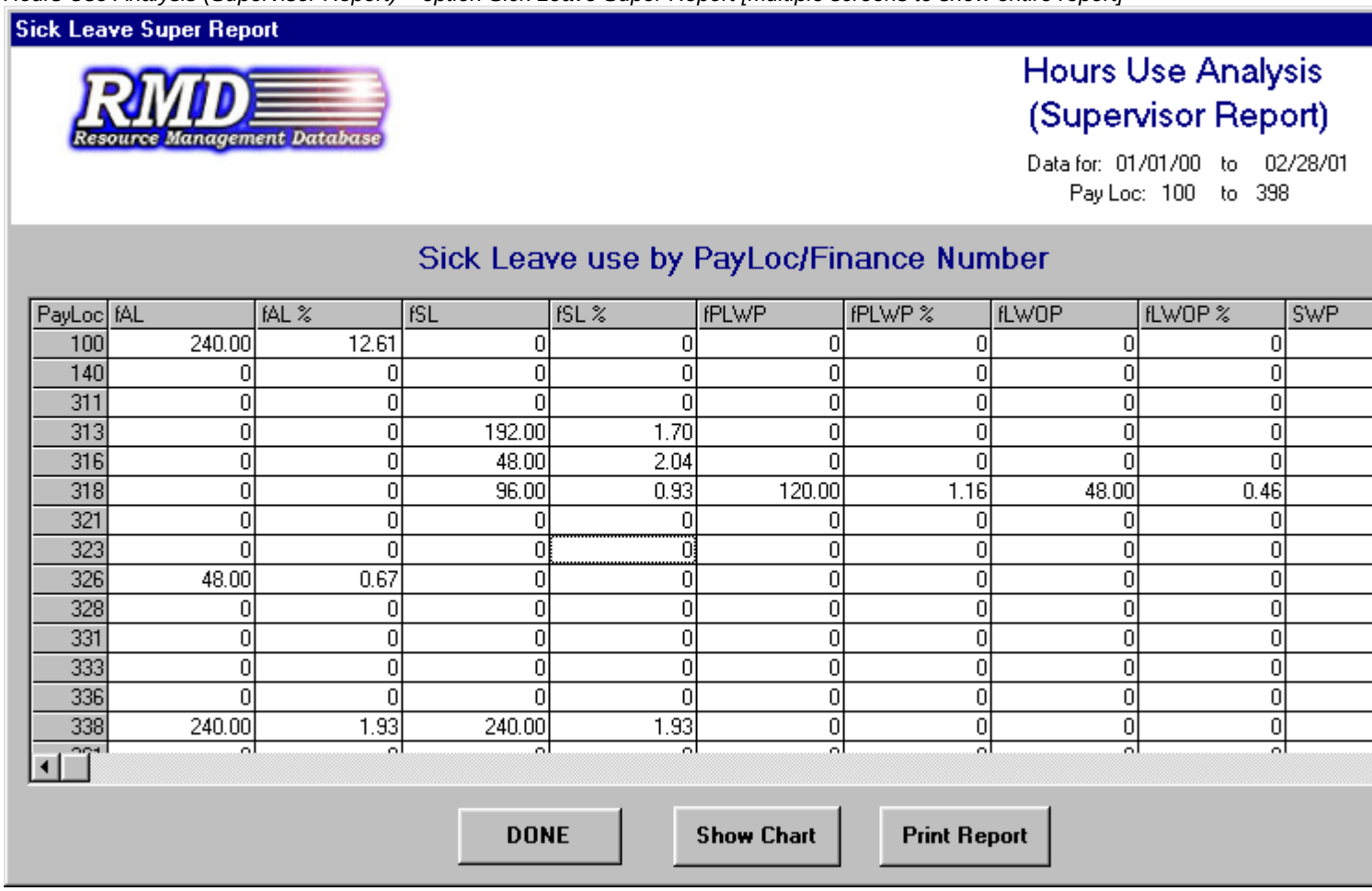


Sick Leave Report by PayLoc – Option Employee Averages only w/Daily Numbers

Sick Leave Report Averages By PayLoc Chart – option Employee Averages only - Aggregate



Hours Use Analysis (Supervisor Report) – option Sick Leave Super Report [multiple screens to show entire report]



Sick Leave Super Report

RMD Resource Management Database

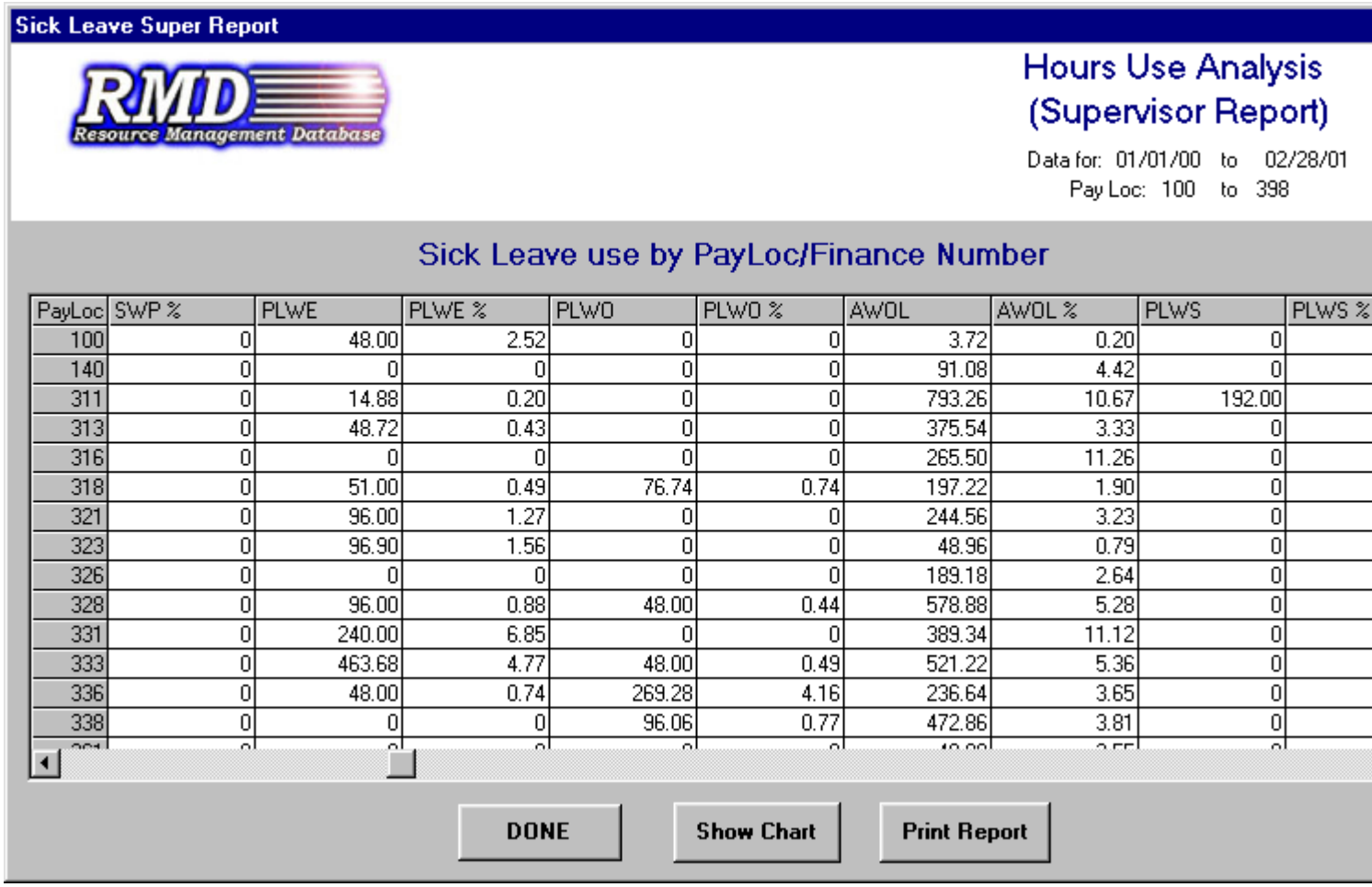
Hours Use Analysis (Supervisor Report)

Data for: 01/01/00 to 02/28/01
Pay Loc: 100 to 398

Sick Leave use by PayLoc/Finance Number

PayLoc	fAL	fAL %	fSL	fSL %	fPLWP	fPLWP %	fLWOP	fLWOP %	SWP
100	240.00	12.61	0	0	0	0	0	0	
140	0	0	0	0	0	0	0	0	
311	0	0	0	0	0	0	0	0	
313	0	0	192.00	1.70	0	0	0	0	
316	0	0	48.00	2.04	0	0	0	0	
318	0	0	96.00	0.93	120.00	1.16	48.00	0.46	
321	0	0	0	0	0	0	0	0	
323	0	0	0	0	0	0	0	0	
326	48.00	0.67	0	0	0	0	0	0	
328	0	0	0	0	0	0	0	0	
331	0	0	0	0	0	0	0	0	
333	0	0	0	0	0	0	0	0	
336	0	0	0	0	0	0	0	0	
338	240.00	1.93	240.00	1.93	0	0	0	0	

DONE | Show Chart | Print Report



Sick Leave Super Report

RMD Resource Management Database

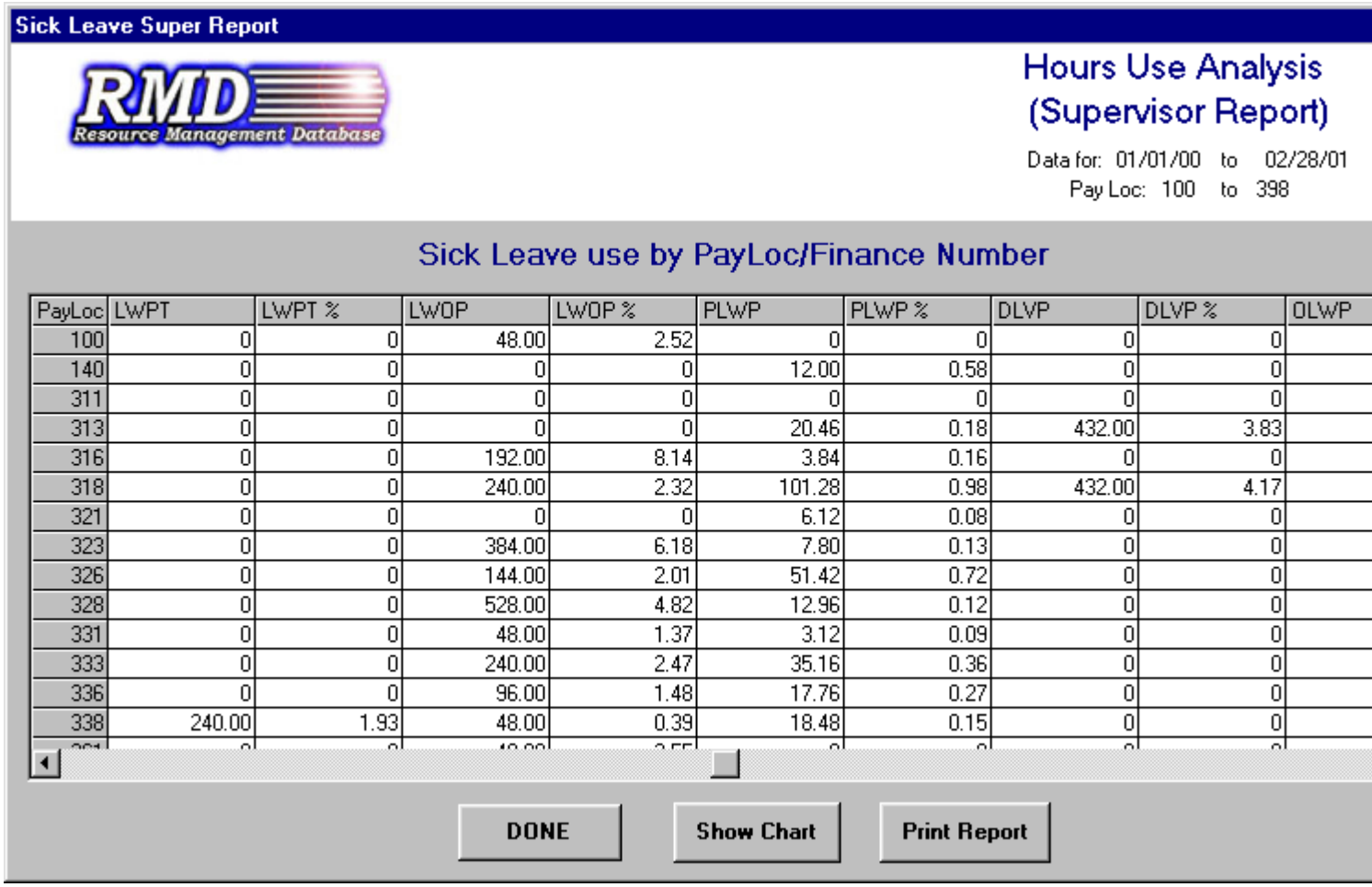
Hours Use Analysis
(Supervisor Report)

Data for: 01/01/00 to 02/28/01
Pay Loc: 100 to 398

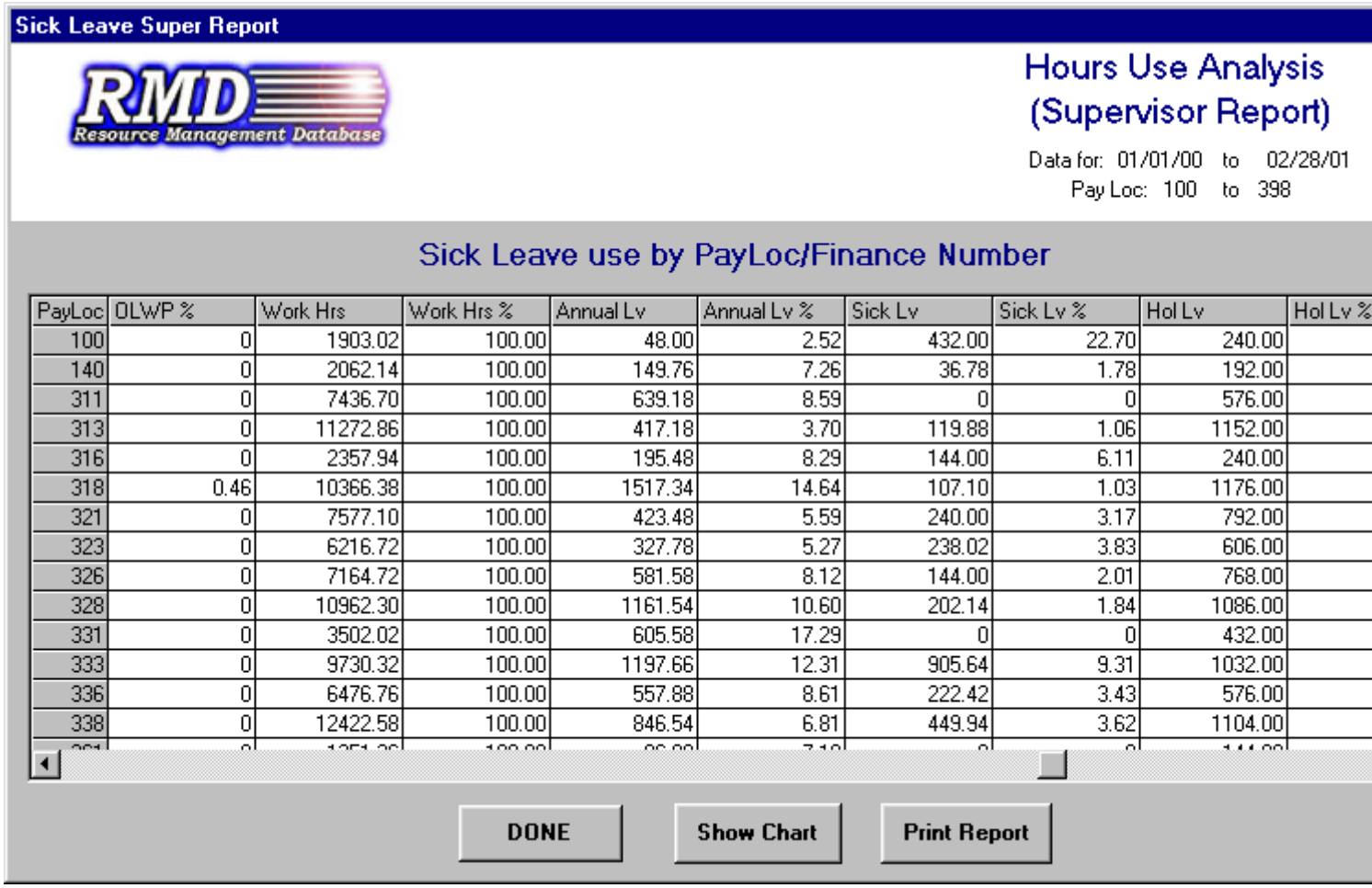
Sick Leave use by PayLoc/Finance Number

PayLoc	SWP %	PLWE	PLWE %	PLWO	PLWO %	AWOL	AWOL %	PLWS	PLWS %
100	0	48.00	2.52	0	0	3.72	0.20	0	
140	0	0	0	0	0	91.08	4.42	0	
311	0	14.88	0.20	0	0	793.26	10.67	192.00	
313	0	48.72	0.43	0	0	375.54	3.33	0	
316	0	0	0	0	0	265.50	11.26	0	
318	0	51.00	0.49	76.74	0.74	197.22	1.90	0	
321	0	96.00	1.27	0	0	244.56	3.23	0	
323	0	96.90	1.56	0	0	48.96	0.79	0	
326	0	0	0	0	0	189.18	2.64	0	
328	0	96.00	0.88	48.00	0.44	578.88	5.28	0	
331	0	240.00	6.85	0	0	389.34	11.12	0	
333	0	463.68	4.77	48.00	0.49	521.22	5.36	0	
336	0	48.00	0.74	269.28	4.16	236.64	3.65	0	
338	0	0	0	96.06	0.77	472.86	3.81	0	

DONE | Show Chart | Print Report



PayLoc	LWPT	LWPT %	LWOP	LWOP %	PLWP	PLWP %	DLVP	DLVP %	OLWP
100	0	0	48.00	2.52	0	0	0	0	
140	0	0	0	0	12.00	0.58	0	0	
311	0	0	0	0	0	0	0	0	
313	0	0	0	0	20.46	0.18	432.00	3.83	
316	0	0	192.00	8.14	3.84	0.16	0	0	
318	0	0	240.00	2.32	101.28	0.98	432.00	4.17	
321	0	0	0	0	6.12	0.08	0	0	
323	0	0	384.00	6.18	7.80	0.13	0	0	
326	0	0	144.00	2.01	51.42	0.72	0	0	
328	0	0	528.00	4.82	12.96	0.12	0	0	
331	0	0	48.00	1.37	3.12	0.09	0	0	
333	0	0	240.00	2.47	35.16	0.36	0	0	
336	0	0	96.00	1.48	17.76	0.27	0	0	
338	240.00	1.93	48.00	0.39	18.48	0.15	0	0	



Sick Leave Super Report

RMD Resource Management Database

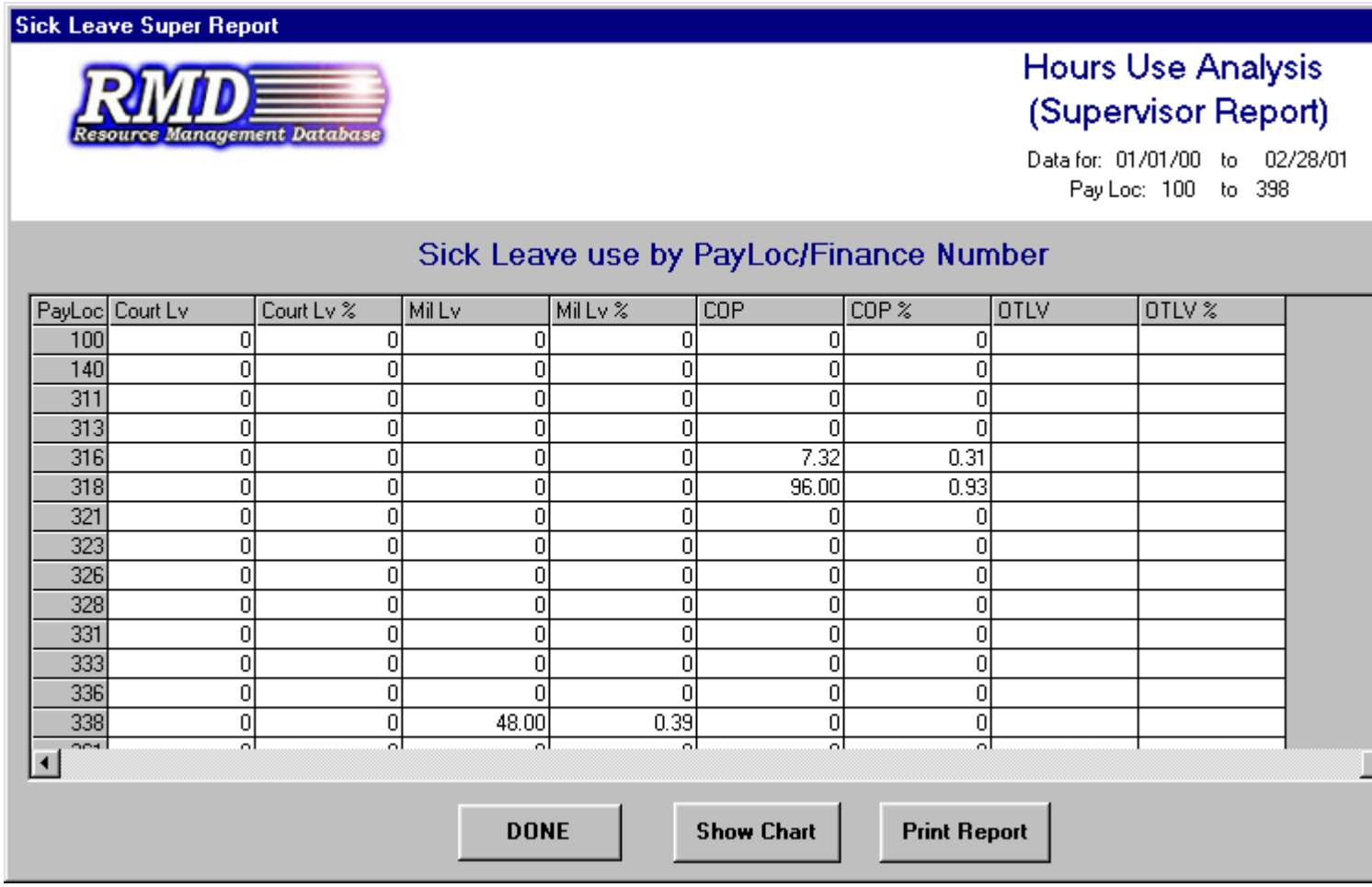
Hours Use Analysis
(Supervisor Report)

Data for: 01/01/00 to 02/28/01
Pay Loc: 100 to 398

Sick Leave use by PayLoc/Finance Number

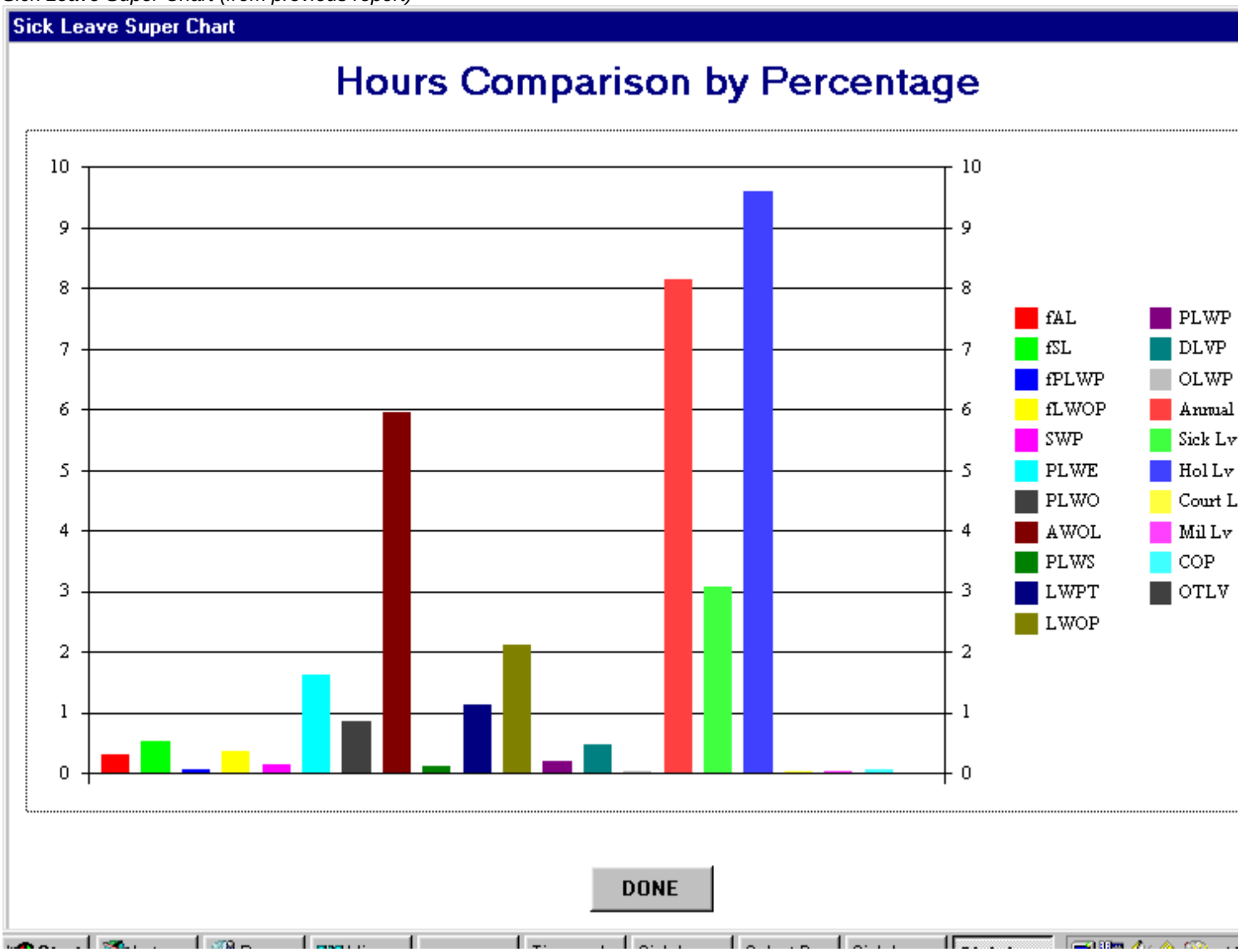
PayLoc	OLWP %	Work Hrs	Work Hrs %	Annual Lv	Annual Lv %	Sick Lv	Sick Lv %	Hol Lv	Hol Lv %
100	0	1903.02	100.00	48.00	2.52	432.00	22.70	240.00	
140	0	2062.14	100.00	149.76	7.26	36.78	1.78	192.00	
311	0	7436.70	100.00	639.18	8.59	0	0	576.00	
313	0	11272.86	100.00	417.18	3.70	119.88	1.06	1152.00	
316	0	2357.94	100.00	195.48	8.29	144.00	6.11	240.00	
318	0.46	10366.38	100.00	1517.34	14.64	107.10	1.03	1176.00	
321	0	7577.10	100.00	423.48	5.59	240.00	3.17	792.00	
323	0	6216.72	100.00	327.78	5.27	238.02	3.83	606.00	
326	0	7164.72	100.00	581.58	8.12	144.00	2.01	768.00	
328	0	10962.30	100.00	1161.54	10.60	202.14	1.84	1086.00	
331	0	3502.02	100.00	605.58	17.29	0	0	432.00	
333	0	9730.32	100.00	1197.66	12.31	905.64	9.31	1032.00	
336	0	6476.76	100.00	557.88	8.61	222.42	3.43	576.00	
338	0	12422.58	100.00	846.54	6.81	449.94	3.62	1104.00	

DONE | Show Chart | Print Report



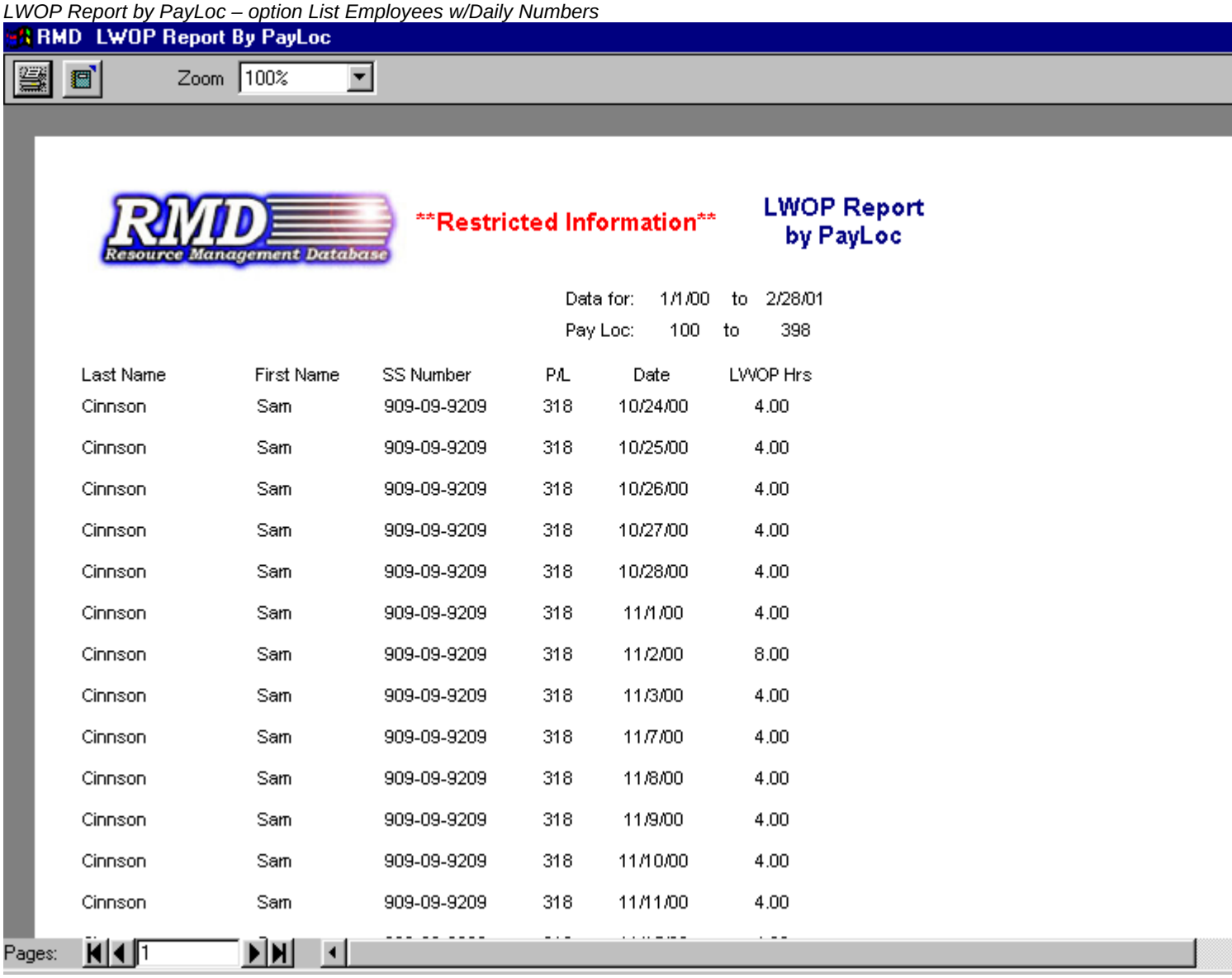
PayLoc	Court Lv	Court Lv %	Mil Lv	Mil Lv %	COP	COP %	OTLV	OTLV %
100	0	0	0	0	0	0		
140	0	0	0	0	0	0		
311	0	0	0	0	0	0		
313	0	0	0	0	0	0		
316	0	0	0	0	7.32	0.31		
318	0	0	0	0	96.00	0.93		
321	0	0	0	0	0	0		
323	0	0	0	0	0	0		
326	0	0	0	0	0	0		
328	0	0	0	0	0	0		
331	0	0	0	0	0	0		
333	0	0	0	0	0	0		
336	0	0	0	0	0	0		
338	0	0	48.00	0.39	0	0		

Sick Leave Super Chart (from previous report)

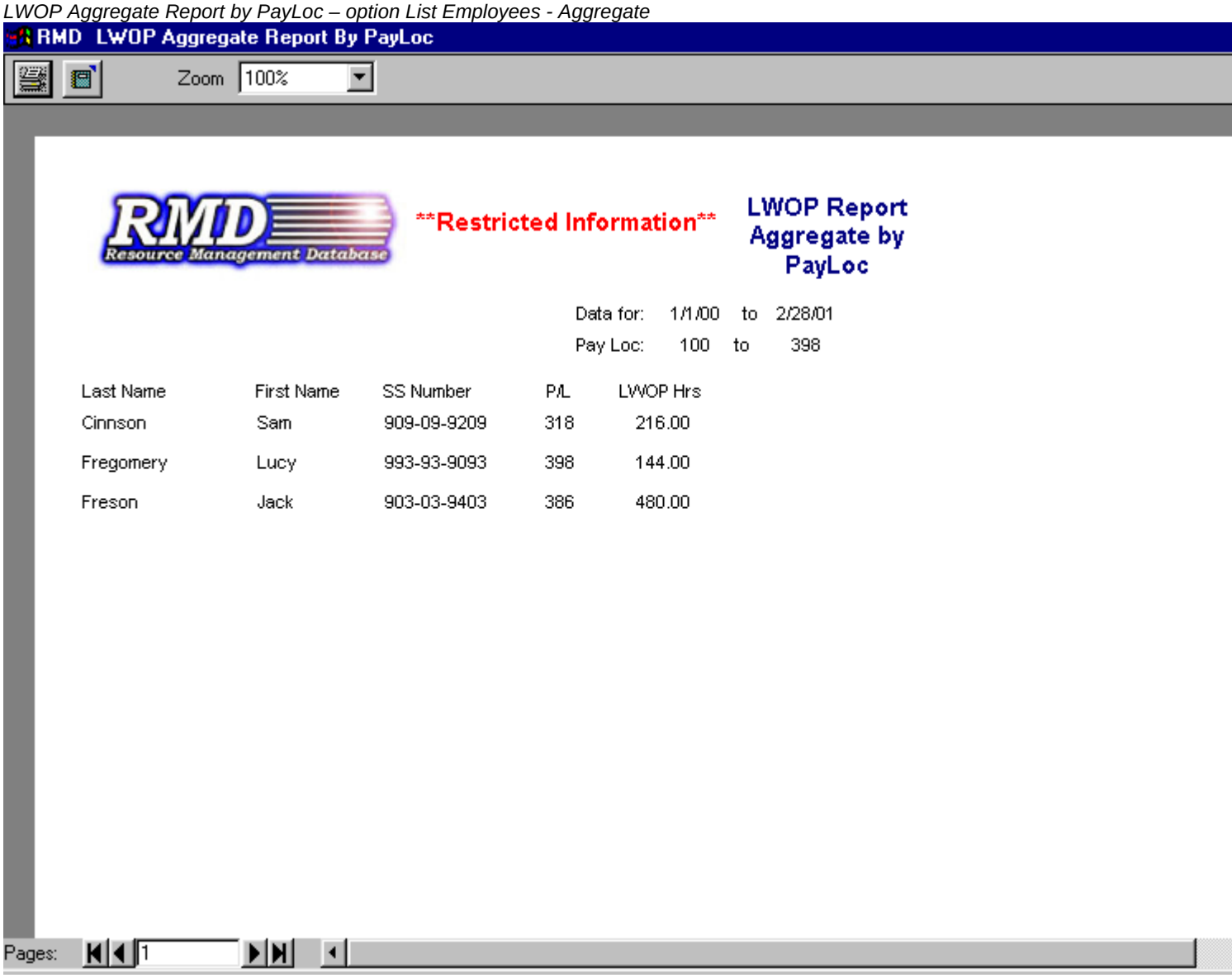


Leave Without Pay (LWOP) Reports

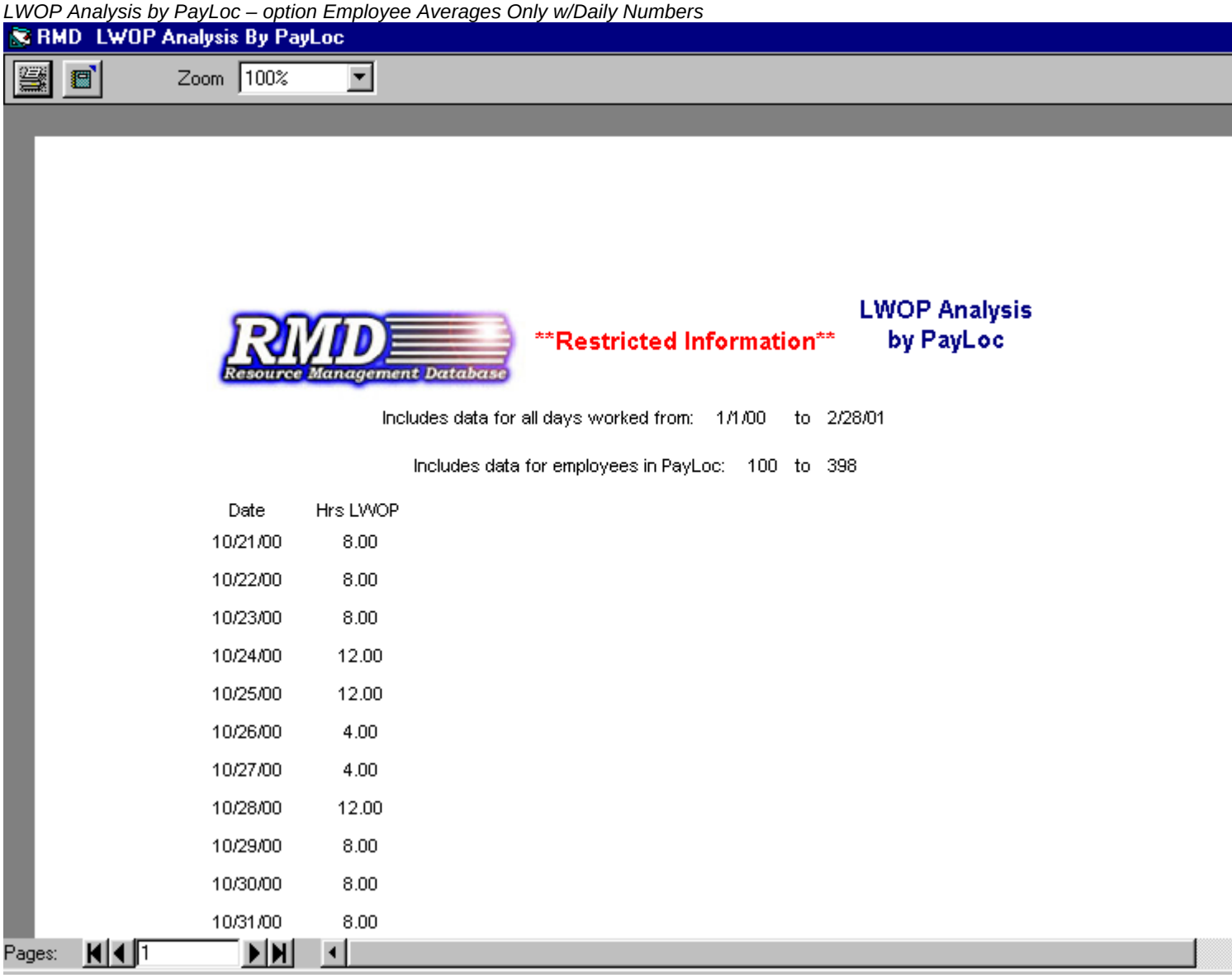
LWOP Report by PayLoc – option List Employees w/Daily Numbers



LWOP Aggregate Report by PayLoc – option List Employees - Aggregate

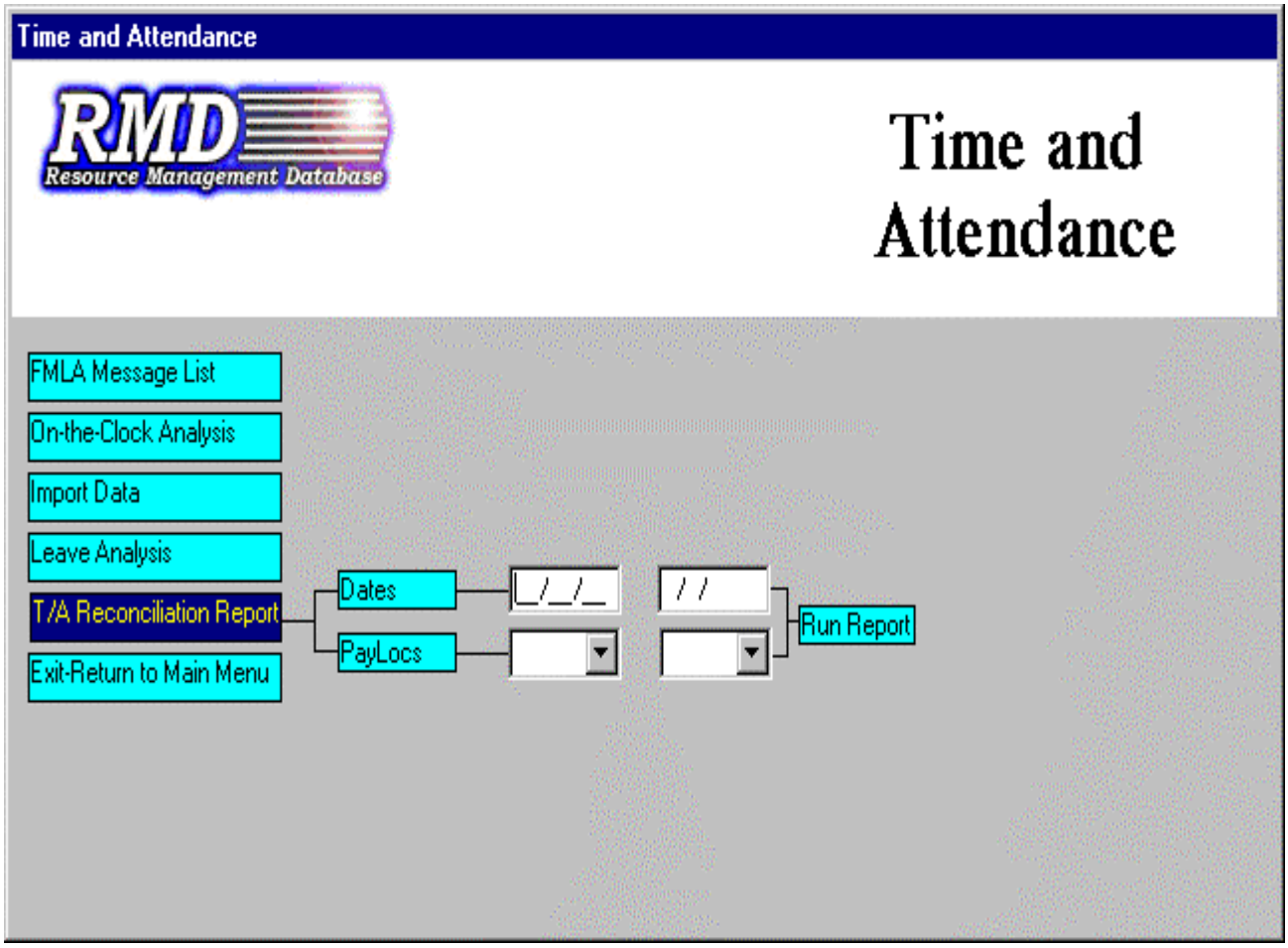


LWOP Analysis by PayLoc – option Employee Averages Only w/Daily Numbers



T/A Reconciliation Report

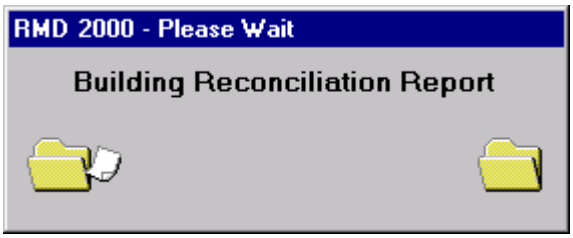
Use this option to generate reports showing a comparison of leave entered on Form 3972 and information generated in payroll system.



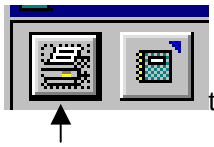
To generate a reconciliation report for all employees within a specified pay location range:

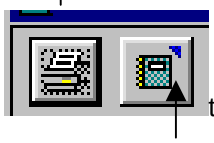
Access the **Time and Attendance** Window as described at the beginning of this chapter.

1. Click **T/A Reconciliation Report**.
2. Fill in the **from/to Dates** range.
3. Use the drop down lists to click the **PayLocs**.
4. Click **Run Report**.
5. The building reconciliation report window displays.



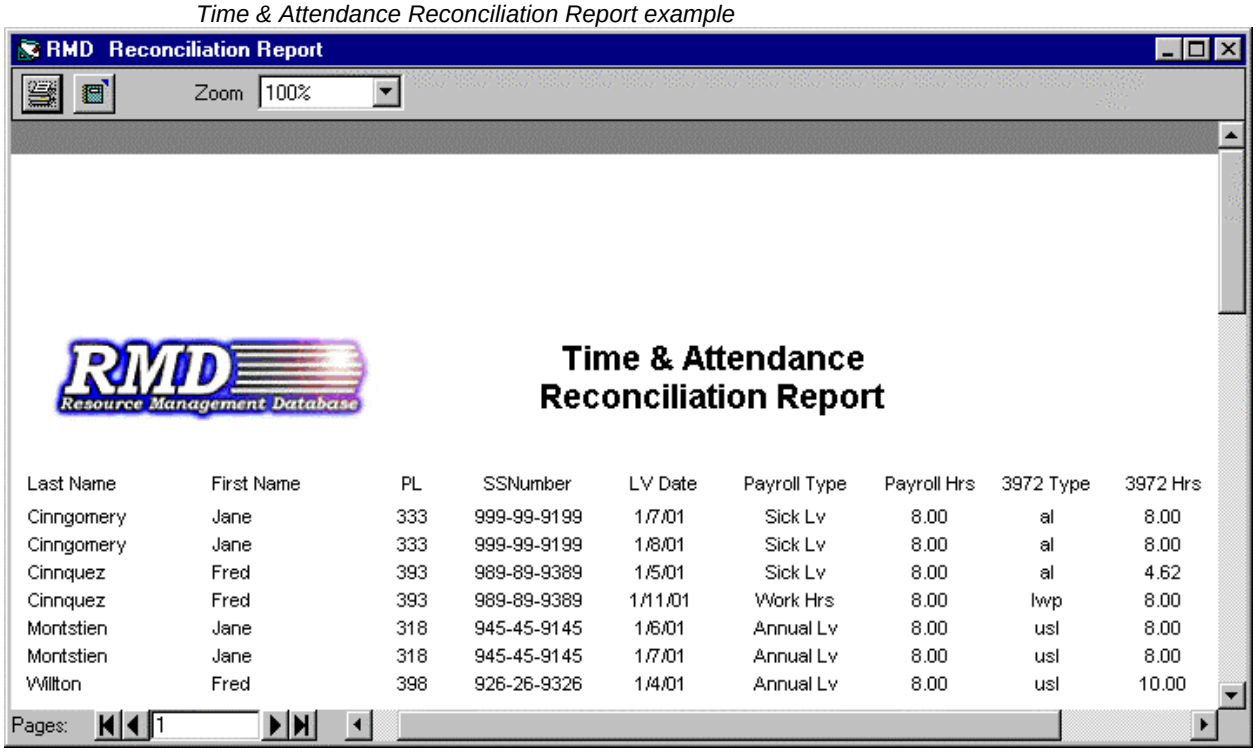
6. The **T/A Reconciliation Report** displays on your terminal.

7. Click the **print icon**  to route the report to a printer.

8. Click the **save icon**  to save the report.

9. Click the **X** button to close the window and return to the **Time and Attendance** window.

Time & Attendance Reconciliation Report example



Last Name	First Name	PL	SSNumber	LV Date	Payroll Type	Payroll Hrs	3972 Type	3972 Hrs
Cinngomery	Jane	333	999-99-9199	1/7/01	Sick Lv	8.00	al	8.00
Cinngomery	Jane	333	999-99-9199	1/8/01	Sick Lv	8.00	al	8.00
Cinnquez	Fred	393	989-89-9389	1/5/01	Sick Lv	8.00	al	4.62
Cinnquez	Fred	393	989-89-9389	1/11/01	Work Hrs	8.00	lwp	8.00
Montstien	Jane	318	945-45-9145	1/6/01	Annual Lv	8.00	usl	8.00
Montstien	Jane	318	945-45-9145	1/7/01	Annual Lv	8.00	usl	8.00
Willton	Fred	398	926-26-9326	1/4/01	Annual Lv	8.00	usl	10.00

In this report, there are 7 instances of discrepancies between the payroll entry and the RMD entry; sick leave vs annual leave, work hours vs lwop, amount of hours entered different. In each instance, investigation must be done to reconcile the timekeeping and the RMD systems. In some of these examples, a payroll adjustment may be necessary, depending upon the outcome of the investigation as to which system has the incorrect information.

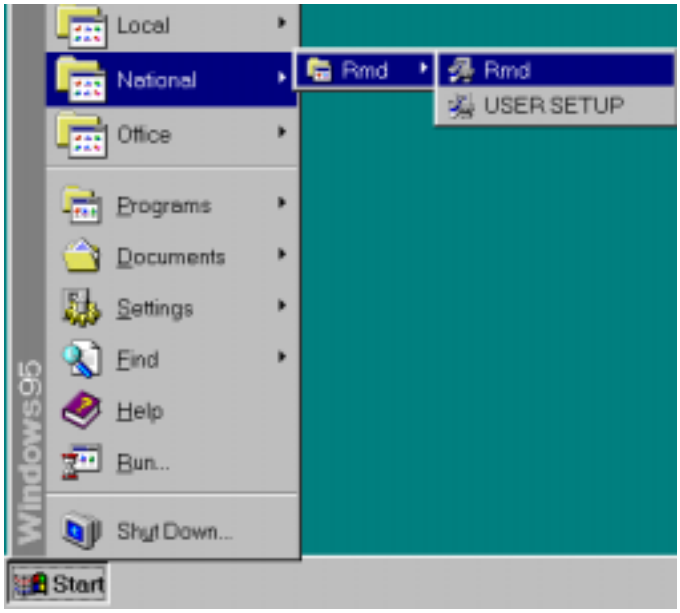
Chapter 6 - Plant Data Management (currently not available)

Chapter 7 - RMD FreeQUERY

Use RMD FreeQUERY to generate canned reports.

To display the FreeQUERY Management Window:

Start RMD from your workstation:



1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD.

This starts the application and displays the Loading Window.

The first user to login on any given day will also see the Escalating Messages Window.

The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

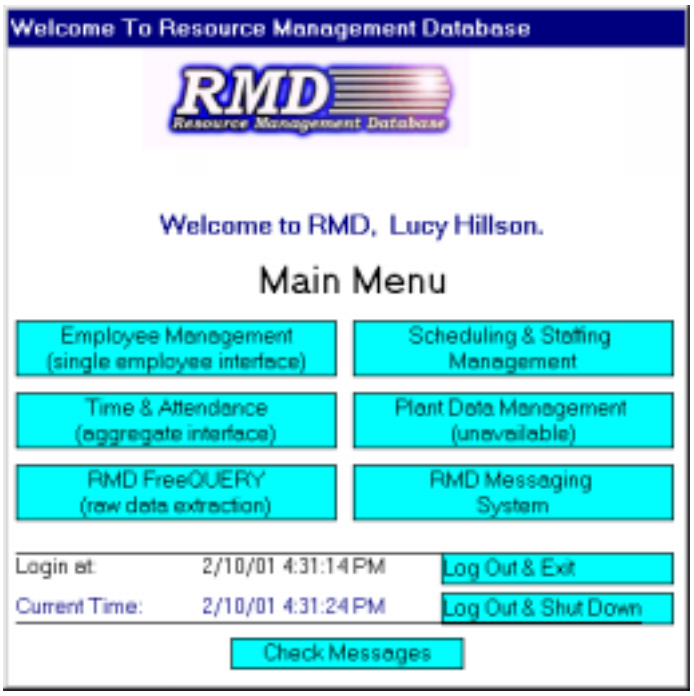
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

Users cannot begin the actual login process until the Login Window appears.

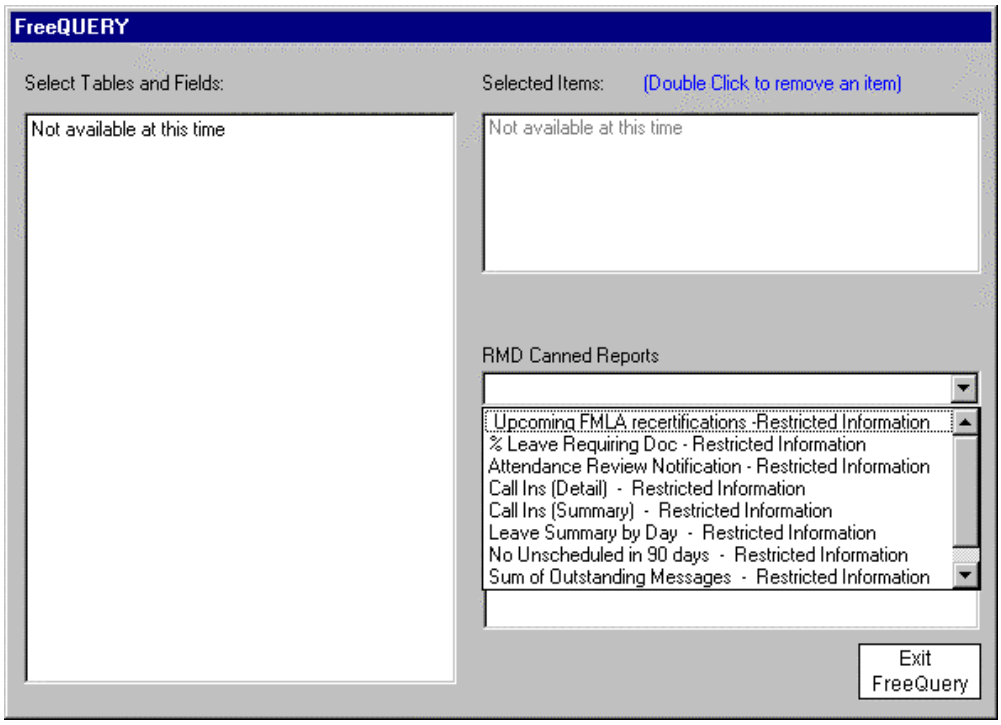
At the RMD Login Window:

1. Type your assigned user name.
2. Tab to the password box.

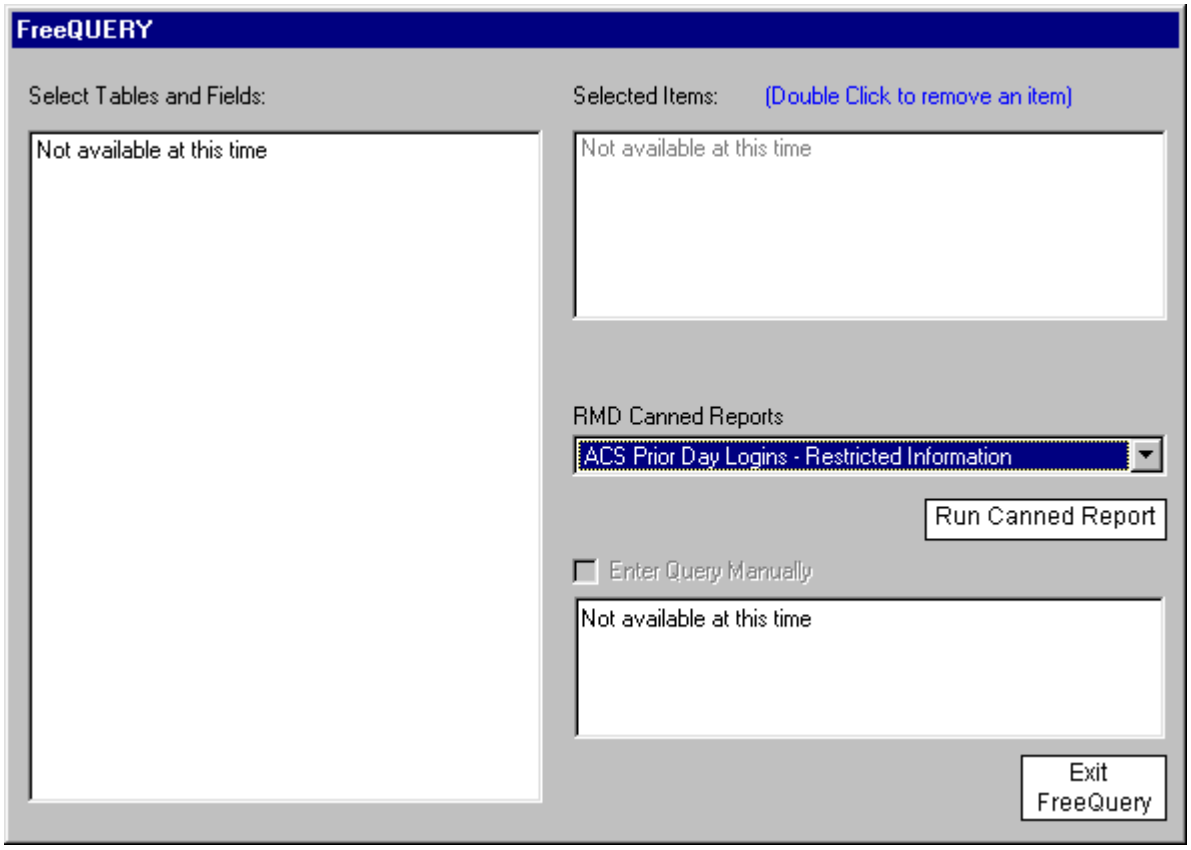
3. Type your password.
4. Click **Login**. **Reminder: user names and passwords are case sensitive.**
5. The RMD Main Menu will appear.



6. Click **RMD FreeQUERY**.
7. The **RMD FreeQUERY** Window will appear.

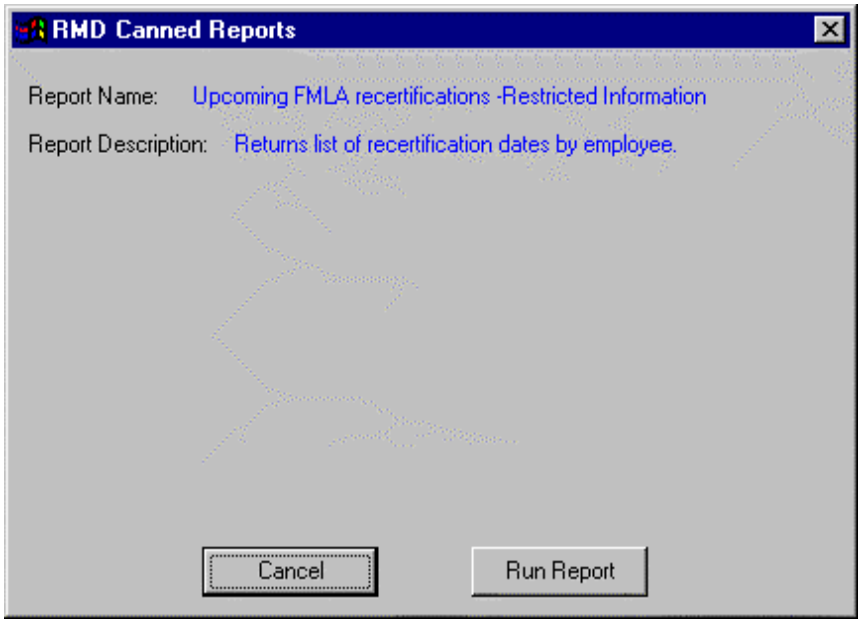


8. Select a report from the drop-down list (highlight and click).



9. Click **Run Canned Report**.

10. A message Window displays the report name and description.



11. Click **Run Report**.

12. Some reports will require further parameters. An **RMD Canned Reports – Parameter(s) Required** window will display requesting you to complete **from/to date range**, **pay loc range**, or other information depending on the particular report requested. Complete the necessary parameters.

Note: If a date is requested in this window, you **will** need to type the slashes between the month, day, year.

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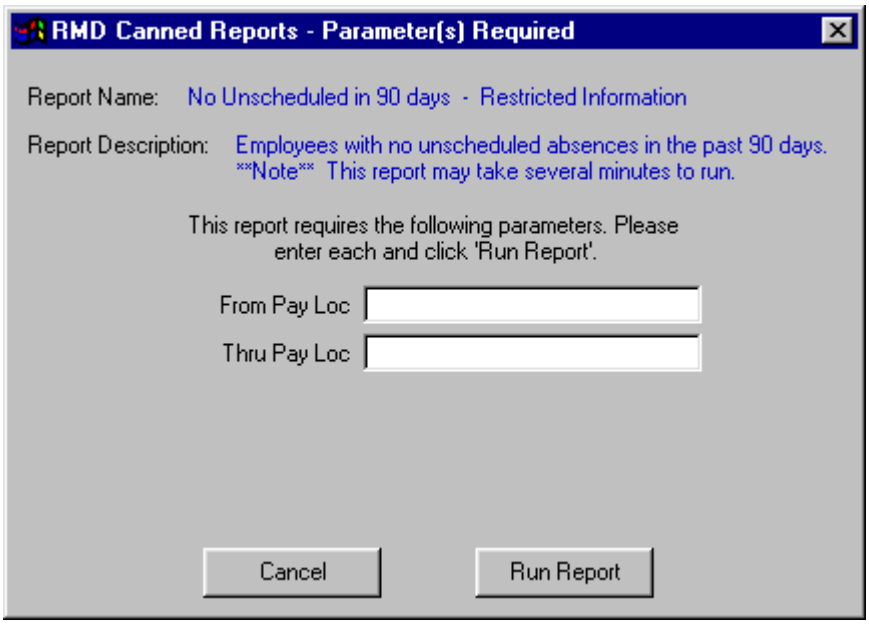
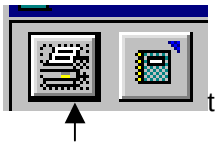
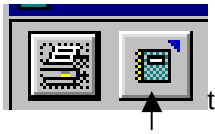
13. Click **Run Report**.



14. The report will display on your terminal.

15. Click **print icon**  to route the report to a printer.

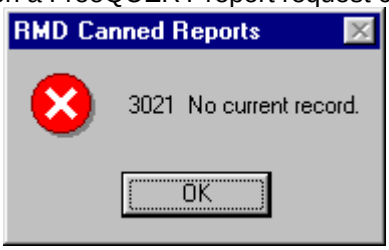
16. Click **save icon**  to save the report.

17. Click the **X** to close the window and return to the FreeQUERY Window.

18. Click **Cancel** to return to the previous window.

19. Click **Cancel** until you return to the **FreeQUERY** Window.

20. Click **Exit FreeQUERY** to return to the RMD Main Menu.

Note: If the parameters that you specify on a FreeQUERY report request contain **no data** to report, the following message will appear. 

Click **OK** to return to the previous window. You can then change the parameters.

Note: You can click **Cancel** at any point of the FreeQUERY Windows to return to the previous window. Continue to click **cancel** to return all the way back to the **FreeQUERY** Window.

Additional reports may be available after contacting your technical support team with report requests.

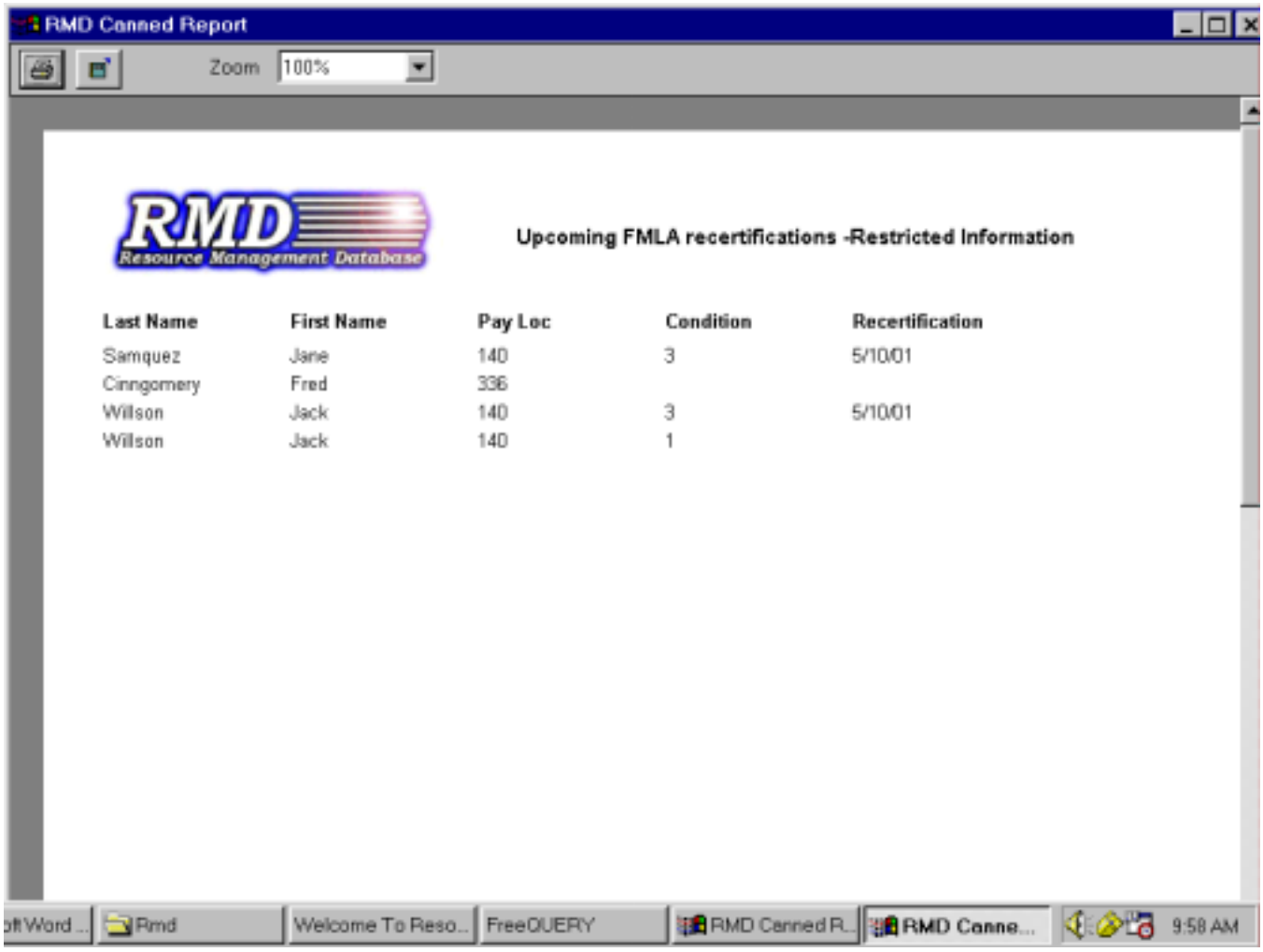
Some examples of RMD FreeQUERY canned reports:

Table 7-1: Samples of RMD FreeQUERY Canned Reports

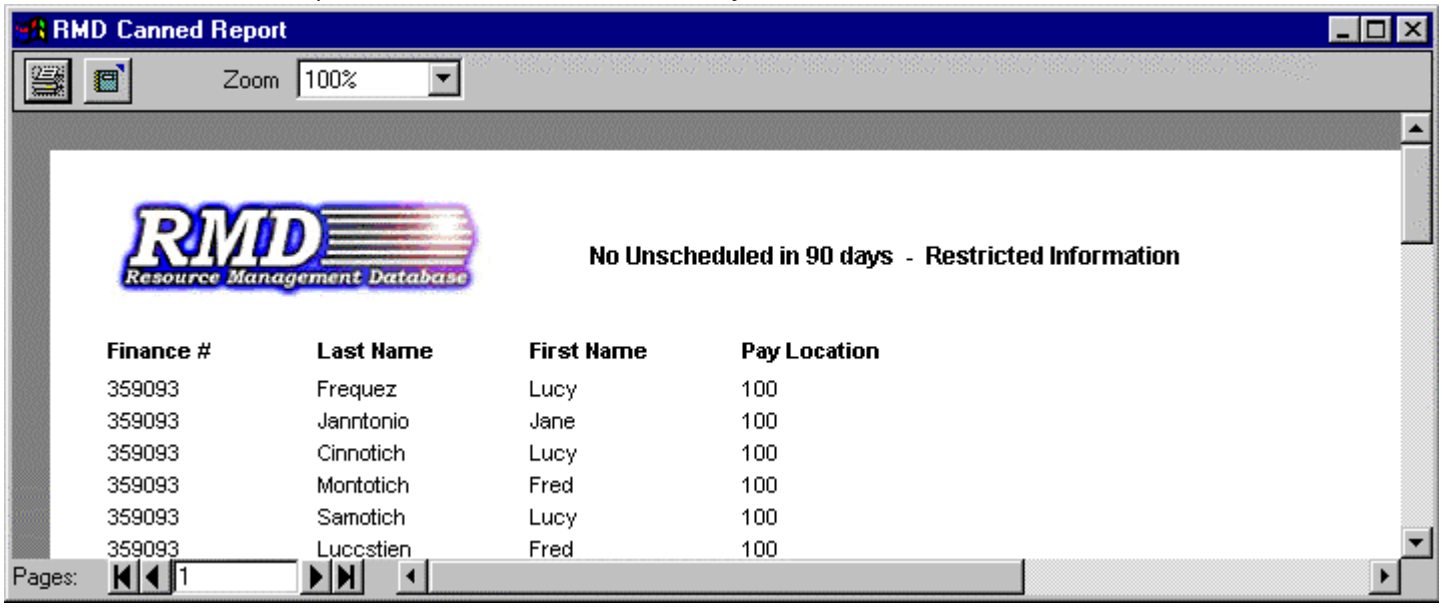
Report Name	Description
Upcoming FMLA recertifications	Lists recertification due dates (where FMLA Coordinator has determined that recertification is appropriate) by employee name.
% Leave Requiring Doc	Lists percentage of leave requiring documentation.
Attendance Review Notification	Lists the number of attendance review notifications generated, by pay location, and the number of those that have been escalated.
Call Ins (Detail)	Lists number of Call-Ins grouped by date, finance number and pay location.
Call Ins (Summary)	Lists number of Call-Ins summarized by the date range requested.
Leave Summary by Day	Lists leave type, number of entries and leave hours by day.
No Unscheduled Leave in 90 Days	Lists names of employees with zero unscheduled absences in the past 90 days
Summary of Outstanding Messages	Lists the number of outstanding messages by RMD user name.
Unscheduled in 90 days	Lists employees with 3 or more unscheduled absences in the last 90 days.

Canned Reports Examples

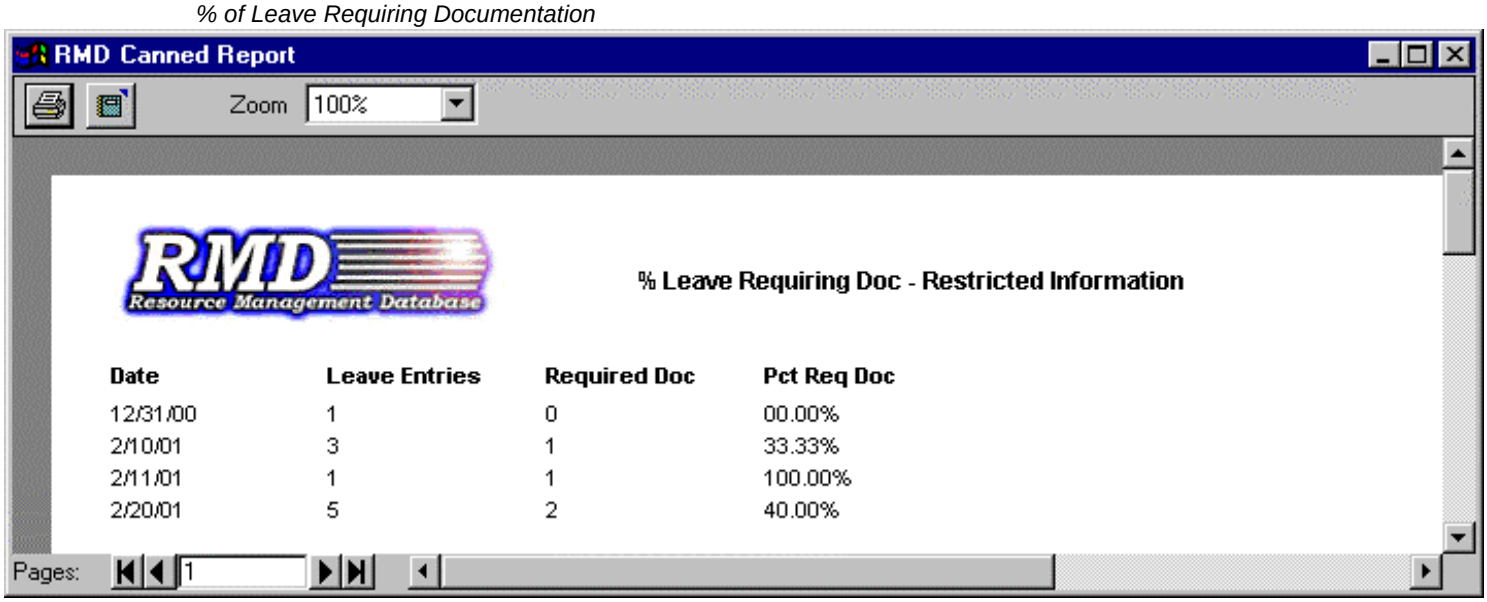
Canned Report – Upcoming FMLA Recertifications



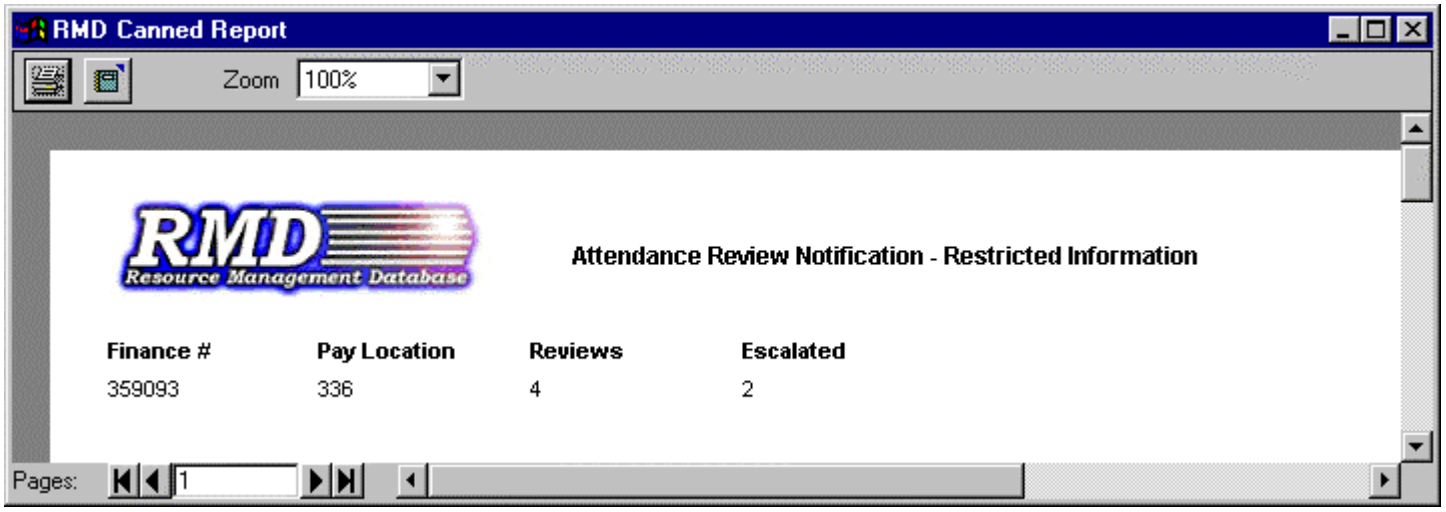
Canned Report – No Unscheduled Leave in 90 Days



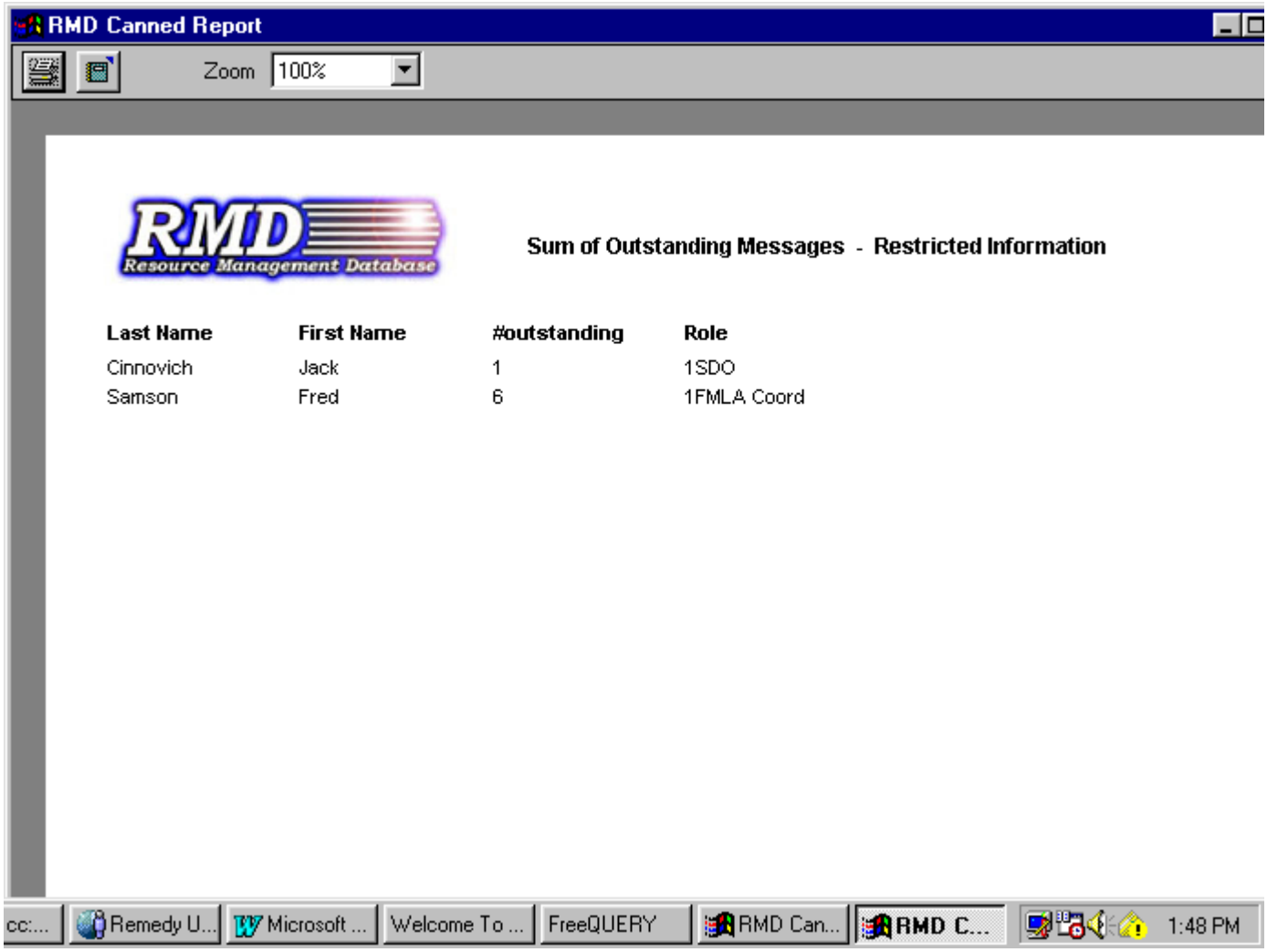
% of Leave Requiring Documentation



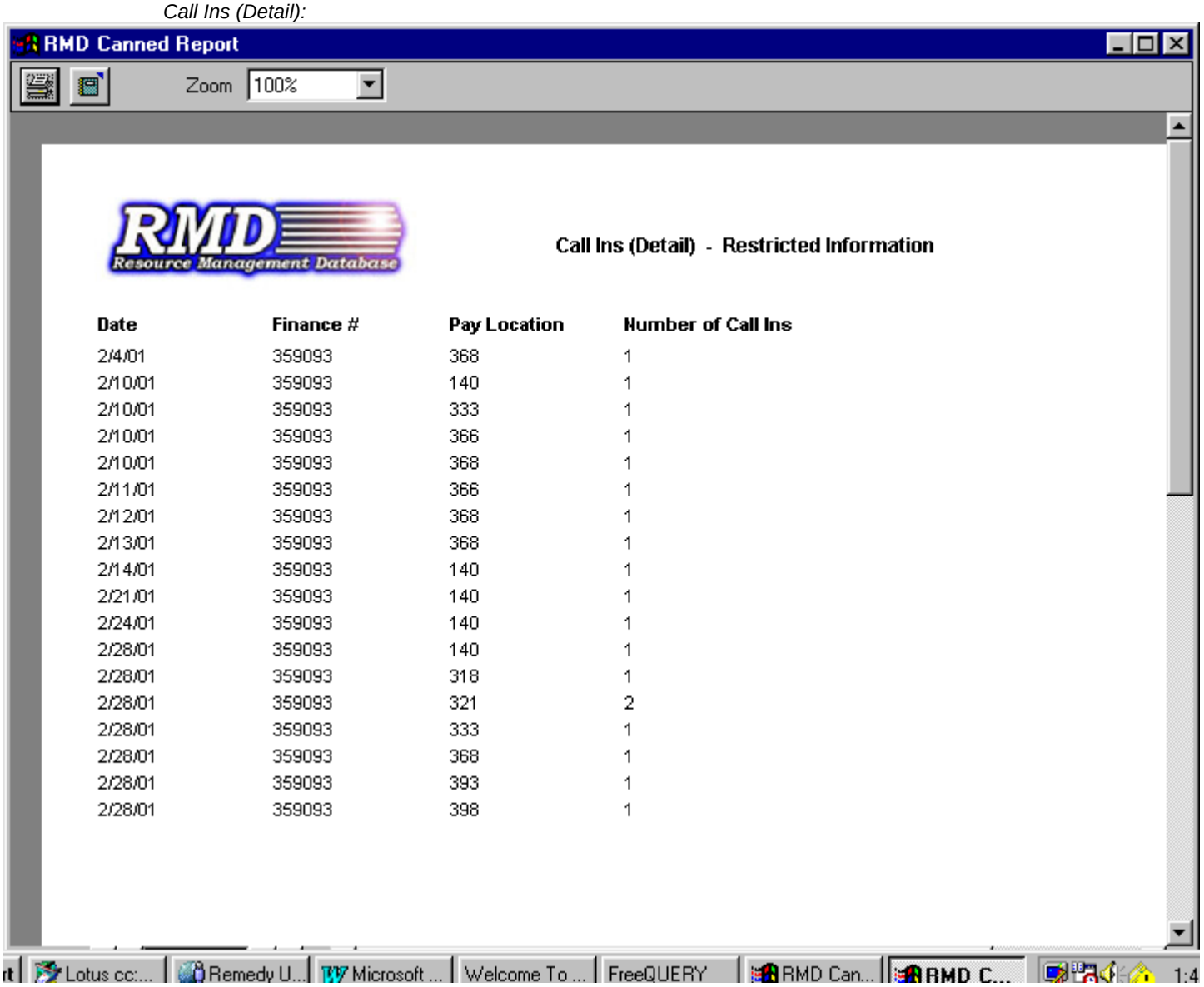
Attendance Review Notification:



Canned Report – Summary of Outstanding Messages

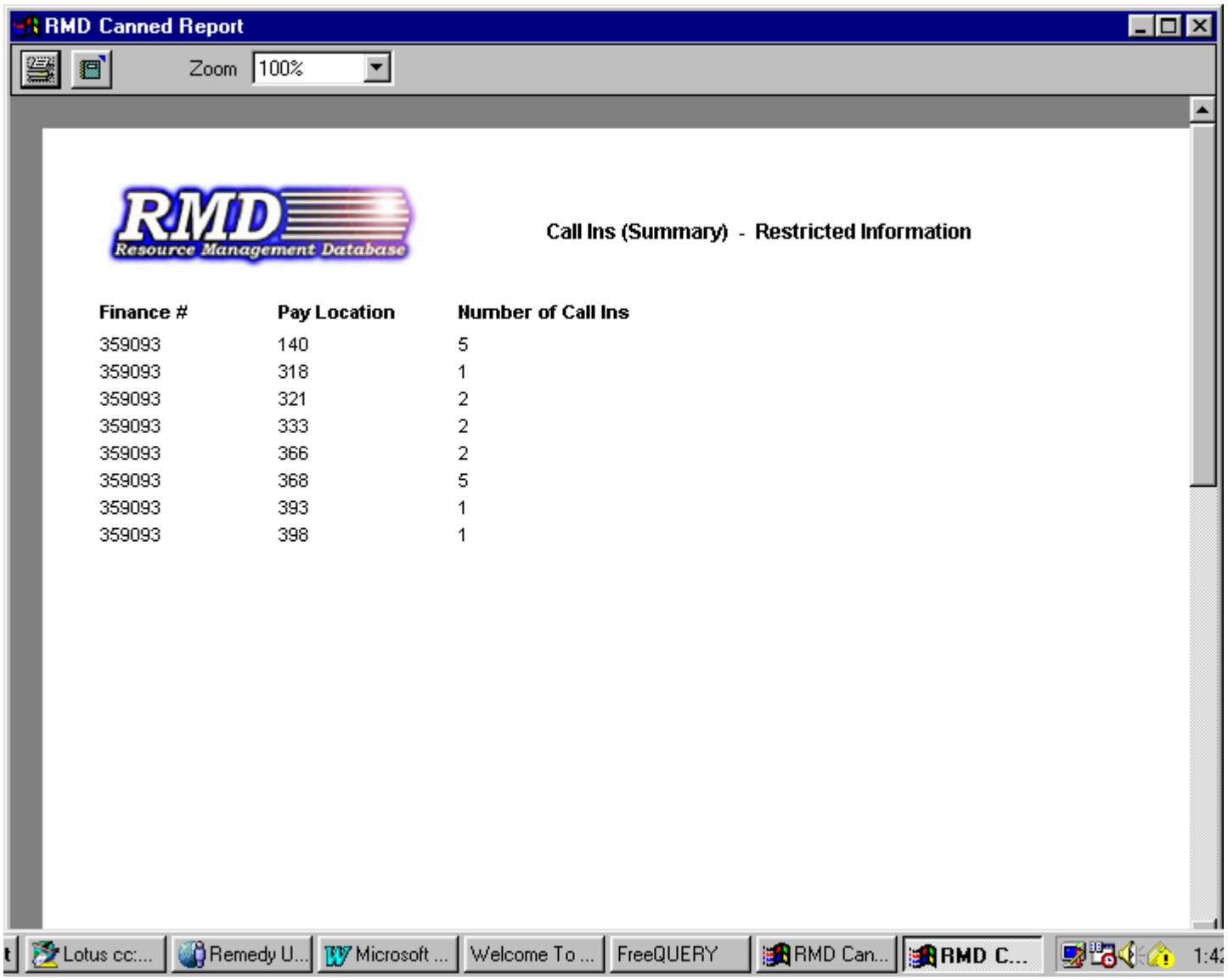


Call Ins (Detail):

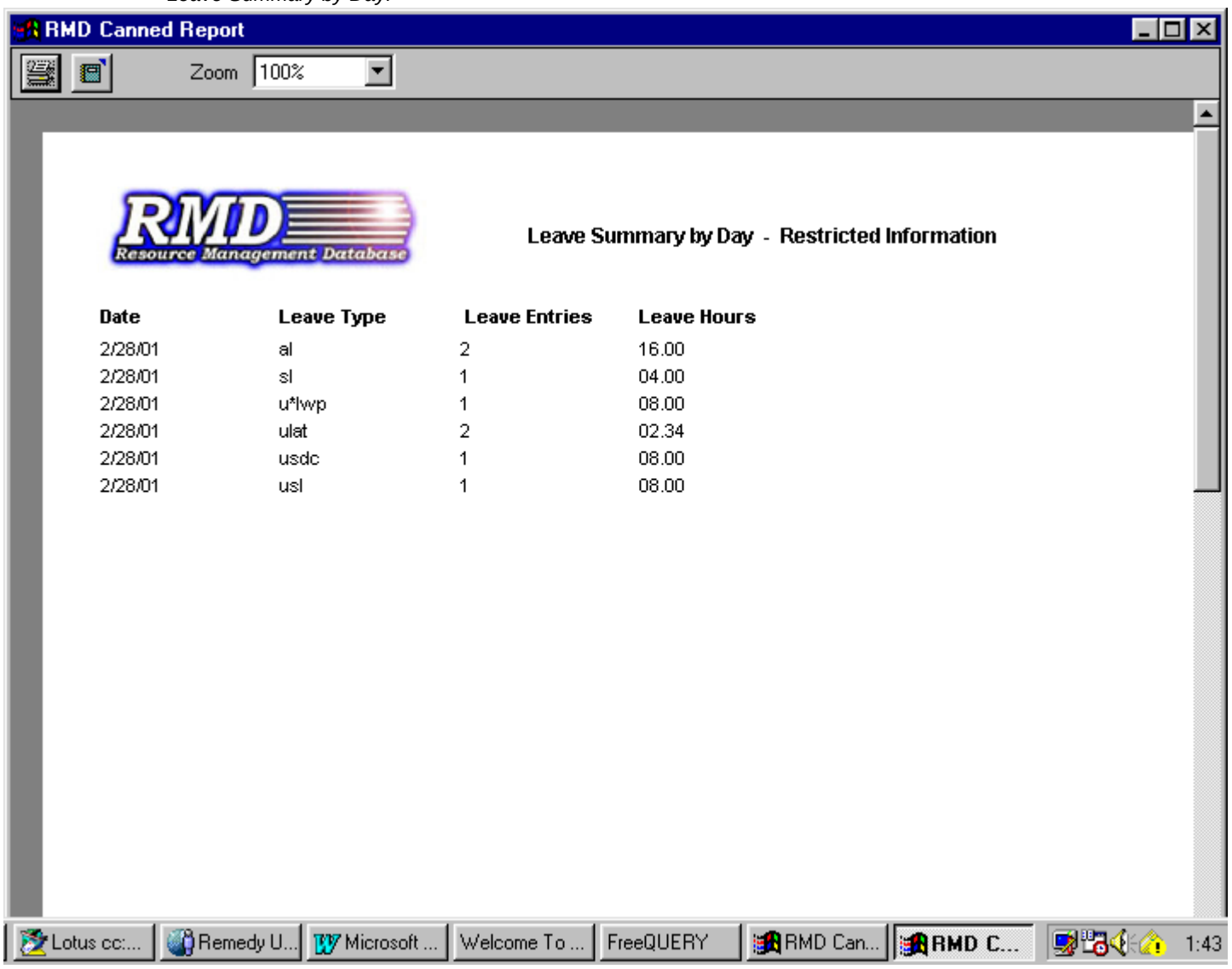


Date	Finance #	Pay Location	Number of Call Ins
2/4/01	359093	368	1
2/10/01	359093	140	1
2/10/01	359093	333	1
2/10/01	359093	366	1
2/10/01	359093	368	1
2/11/01	359093	366	1
2/12/01	359093	368	1
2/13/01	359093	368	1
2/14/01	359093	140	1
2/21/01	359093	140	1
2/24/01	359093	140	1
2/28/01	359093	140	1
2/28/01	359093	318	1
2/28/01	359093	321	2
2/28/01	359093	333	1
2/28/01	359093	368	1
2/28/01	359093	393	1
2/28/01	359093	398	1

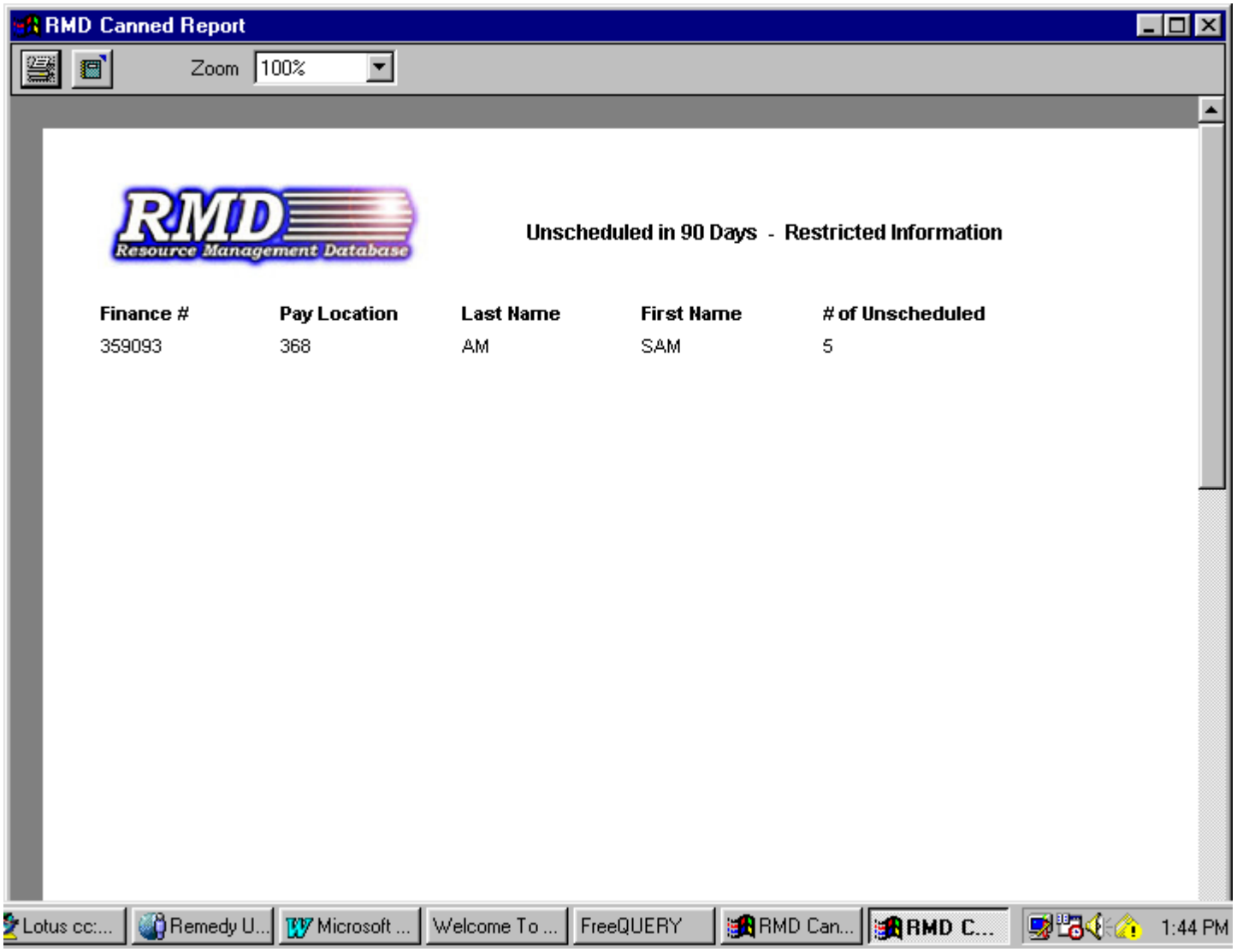
Call Ins (Summary).


RMD Canned Report
Zoom 100%
RMD
Resource Management Database
Call Ins (Summary) - Restricted Information
Finance # Pay Location Number of Call Ins
359093 140 5
359093 318 1
359093 321 2
359093 333 2
359093 366 2
359093 368 5
359093 393 1
359093 398 1
Lotus cc:...
Remedy U...
Microsoft ...
Welcome To ...
FreeQUERY
RMD Can...
RMD C...

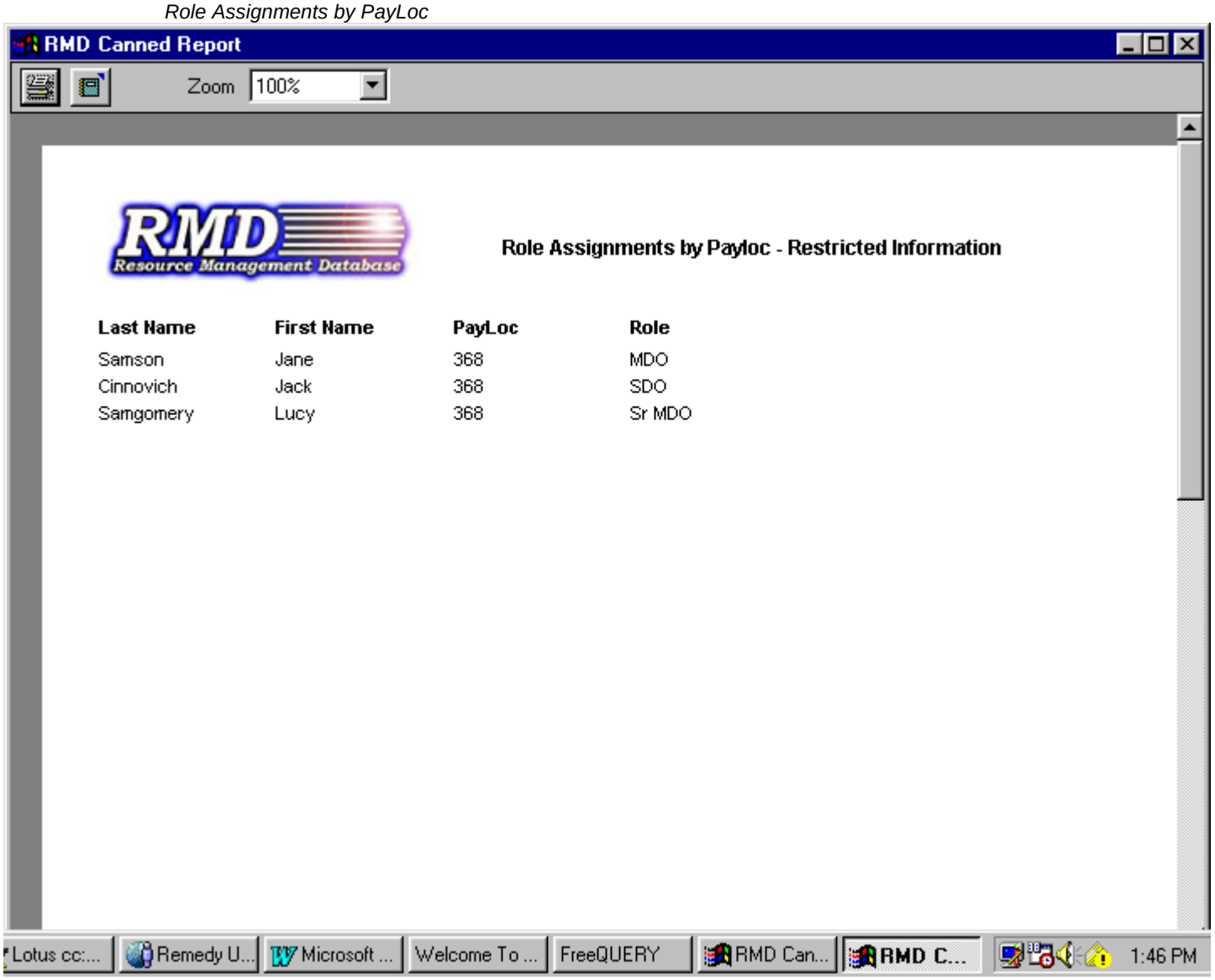
Leave Summary by Day:



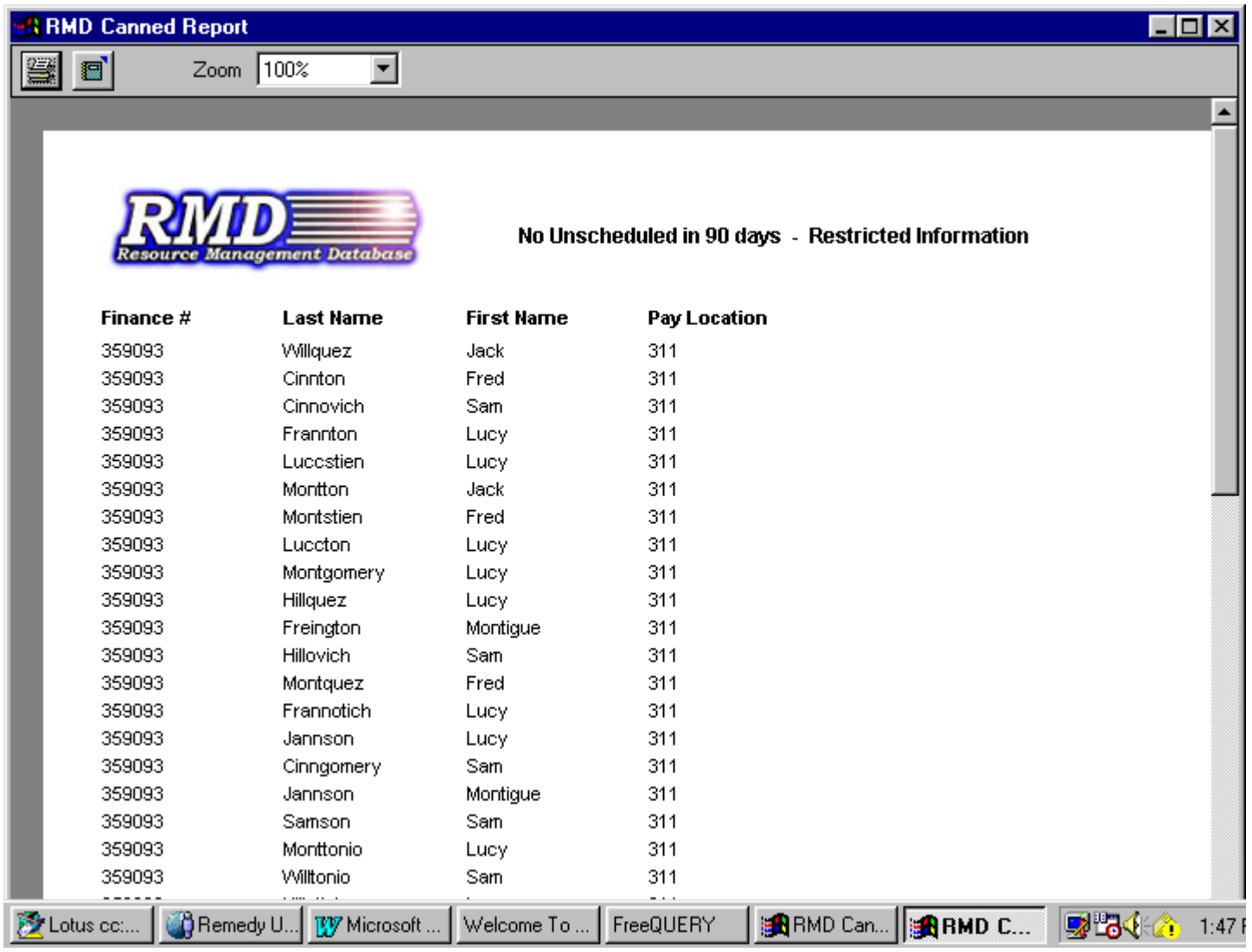
Unscheduled in 90 Days:



Role Assignments by PayLoc



No Unscheduleds for Specific Date Range:


RMD Canned Report
Zoom 100%
RMD
Resource Management Database
No Unscheduled in 90 days - Restricted Information
Finance # Last Name First Name Pay Location
359093 Willquez Jack 311
359093 Cinnton Fred 311
359093 Cinnovich Sam 311
359093 Frannton Lucy 311
359093 Luccstien Lucy 311
359093 Montton Jack 311
359093 Montstien Fred 311
359093 Luccton Lucy 311
359093 Montgomery Lucy 311
359093 Hillquez Lucy 311
359093 Freington Montigue 311
359093 Hillovich Sam 311
359093 Montquez Fred 311
359093 Frannotich Lucy 311
359093 Jannson Lucy 311
359093 Cinngomery Sam 311
359093 Jannson Montigue 311
359093 Samson Sam 311
359093 Monttonio Lucy 311
359093 Willtonio Sam 311
Lotus cc:...
Remedy U...
Microsoft ...
Welcome To ...
FreeQUERY
RMD Can...
RMD C...
1:47

Chapter 8 - RMD Messaging System

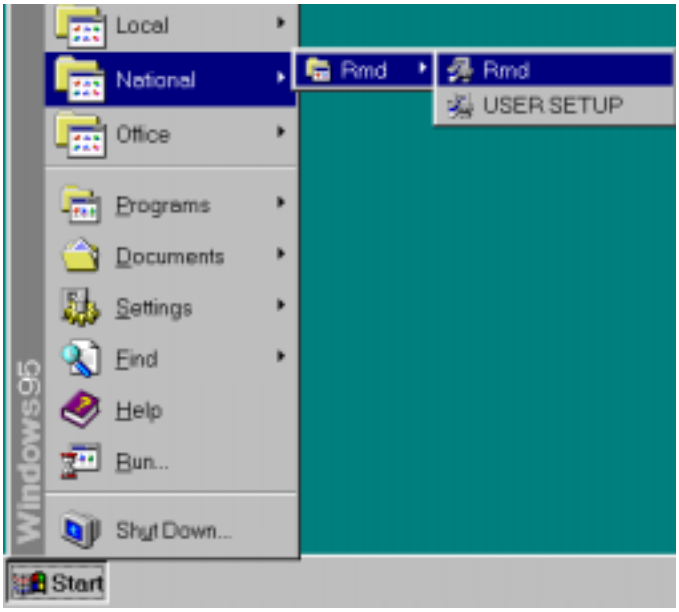
RMD User Generated Messages

Use the **RMD Messaging System** option to compose and send messages to other RMD users. Use the **Check Message** option to read messages sent to you by other RMD users.

Messages automatically generated by the RMD system display when the recipient logs onto the RMD system. Refer to System Generated Messages on page 195 for additional information.

To compose and send a message:

Start RMD from your workstation:



1. Click the Start button.
2. Go to the “National” option.
3. Select RMD – Click RMD.

This starts the application and displays the Loading Window.

The first user to login on any given day will also see the Escalating Messages Window.

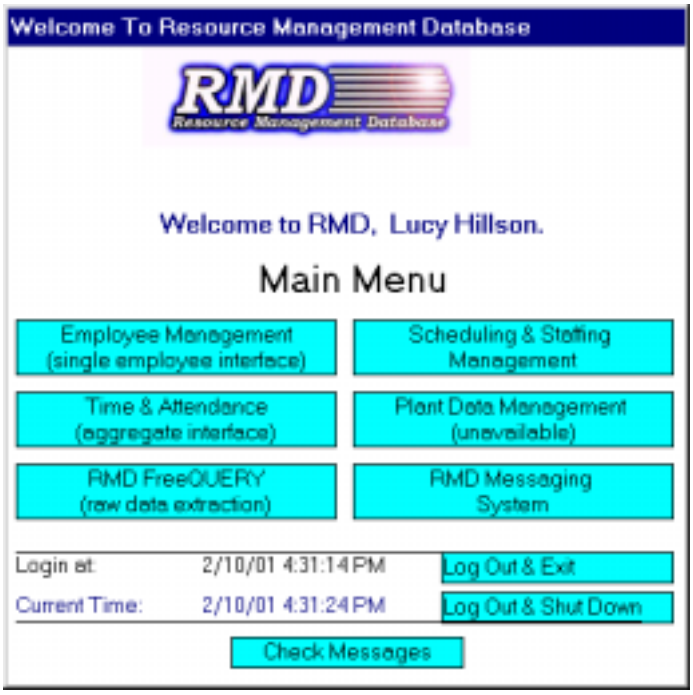
The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

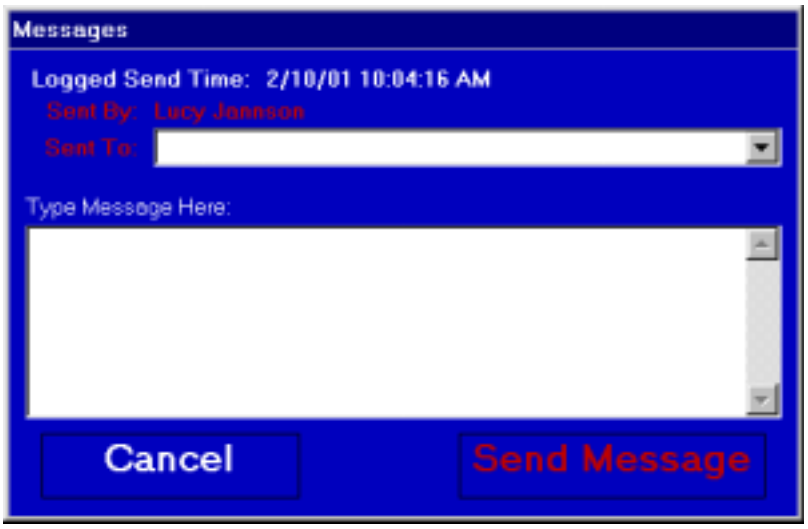
Users cannot begin the actual login process until the Login Window appears.

At the RMD Login Window:

1. Type your assigned user name.
2. Tab to the password box.
3. Type your password.
4. Click **Login**. **Reminder: user names and passwords are case sensitive.**
5. The RMD Main Menu will appear.

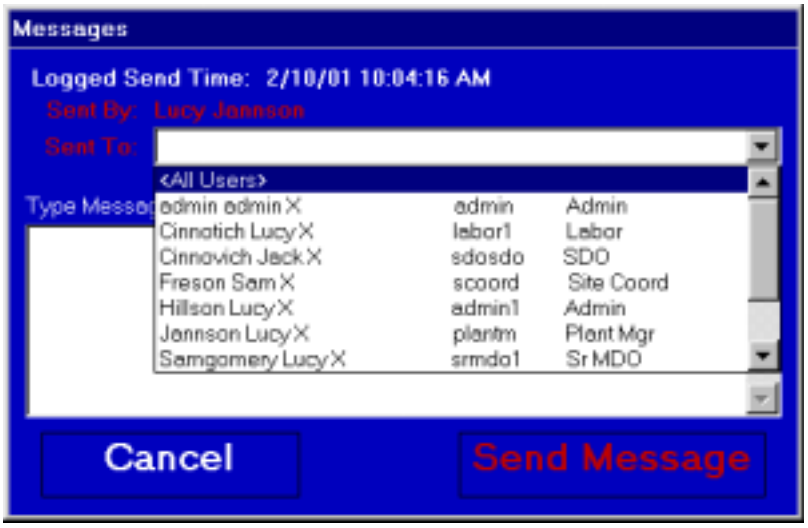


6. Click **RMD Messaging System**.
7. The Messages Window will appear.



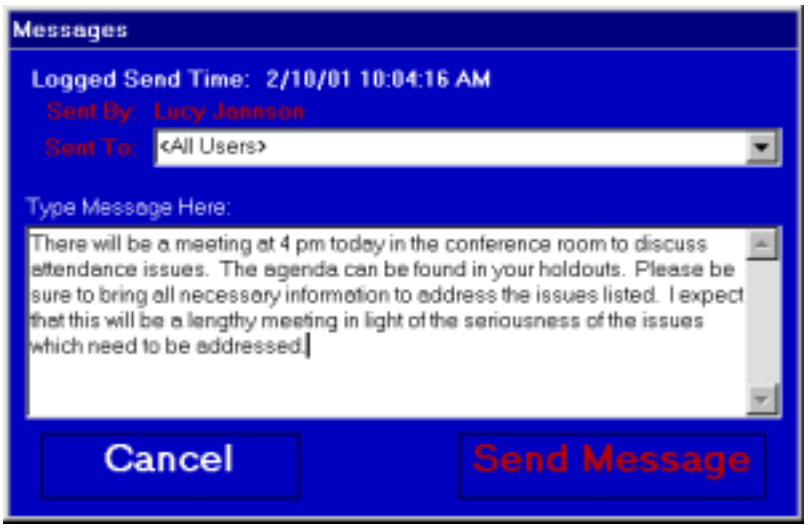
Note: The information you write using the Messages option is **public information**. You are responsible for insuring that all information entered in your messages is professional and appropriate in style and content. **Article 16.2 discussions may NOT be recorded in this section.**

8. Use the drop down window to choose a user (or all users) to send the message to (highlight and click).



9. **Tab** to the **Type Message Here** box.

10. Type your message. (**Do not enter restricted medical information**.)



11. Click **Send Message**. The RMD Main Menu reappears.

12. Click **Cancel** to return to the RMD Main Menu without sending the message.

To read a message sent to you:

Access the **RMD Main Menu** as described at the beginning of this chapter.

1. Any **User Generated Messages** for you will appear immediately following a successful Login.

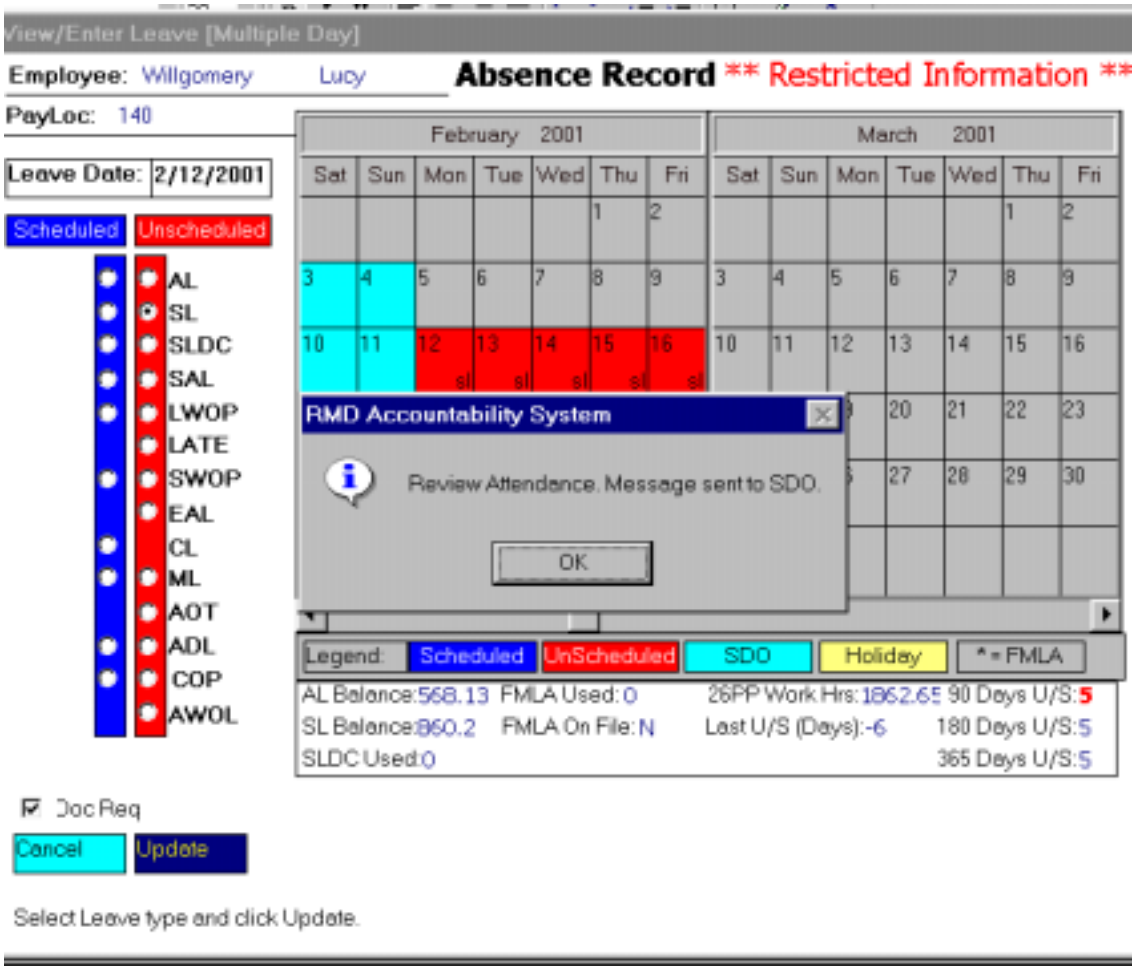
2. Use the **<<Prev** or **Next>>** buttons to scroll through multiple messages.
3. Click **Delete Message** to delete the message from the RMD System.
4. Click **Exit** to maintain the message in the RMD System.
5. To check messages remaining in the RMD System:
6. Access the RMD Main Menu.
7. Click **Check Messages**.
8. Message Window appears if you have messages remaining in the RMD System.

System Generated Messages

System generated messages are **Take Action** messages RMD automatically generates based on the business thresholds assigned using the RMD User Setup Utility. When a message requiring action is not appropriately acted upon, RMD generates additional message(s) to successive levels of management until a response is recorded.

Note: If a user fails to log in to the RMD system in order to retrieve messages that require action be taken, and does so long enough to breach the business threshold for message escalation, the 'Failed to Take Action' message **will be generated** to the next level of management.

When a business threshold for attendance is breached, the entry by the ACS generates a message to the SDO of the employee. The **Review Attendance Message Sent to SDO** Window presents to the ACS. **Note**: The Last U/S (Days) is **–6** because the ACS entered the entire week that the employee would be absent at one time, so the **last** unscheduled day is actually **six days** in the future.



RMD Messaging Window

When the RMD system generates a **Take Action** message to a user, such as a Supervisor of Distributions Operations (SDO), an FMLA Coordinator or an MDO, the RMD Messaging Window displays immediately when that user logs into RMD.

The RMD **Messaging Window** offers the following:

- Displays the total number of messages/tasks.
- Allows you to retrieve new messages and saved messages by using the **<<Prev** and **Next>>** buttons.
- For messages generated by the Business Thresholds set in the RMD User Setup Utility, or generated because necessary data was not on file, the window lists the name, in the **Sent By** field, of the administrative user (ACS, SDO, Labor, FMLA Coordinator) who's action generated the **Take Action** for the other user. For example, the ACS enters an unscheduled absence that breaches the Business Threshold; the SDO receives the **Take Action** message to Review Attendance on the employee; the **Sent By** field will be populated with the ACS's name. **Note**: In the above window, the message was **sent** on February 10th with an **incident** date of February 12th because the employee called immediately following her surgical procedure because she knew she would not be able to work for the entire week.

- For messages generated due to the failure of an administrative user to take action in a timely manner, it Lists the name, in the **Sent By** field**,** of the administrative user (SDO, FMLA Coordinator) who **failed** to take the action in a timely manner.

- Lists the date and time RMD generated the message.

To respond to **Take Action** messages:

1. Click the **<<Prev** or **Next>>** button, when necessary, to find the correct **Take Action** message.
2. Click **Take Action**. The following Windows display, based on the RMD user to whom the message is sent:

- **Message sent to SDO:** Three RMD Windows display – the Administrative Action Window, The View/Enter Leave (Single Day) Window and Employee Information Management Window.

- **Message sent to Labor:** Two RMD Windows display – the Administrative Action Window and the Employee Information Management Window.

- **Message sent FMLA Coordinator:** Two RMD Windows display - FMLA Data Window displays along with the Employee Information Management Window. RMD automatically generates a message to the FMLA Coordinator when no FMLA certification is on file and the employee states that the absence is covered by FMLA or the ACS determines that the absence may be covered by FMLA.

- Message **sent to MDO**: Two RMD Windows display - the New Note Window and the Employee Information Management window display.

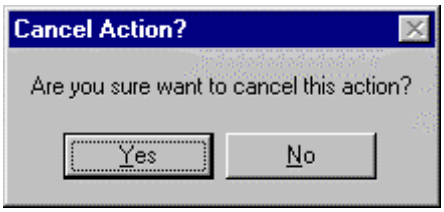
Any User Not Taking Action

There are three ways for a User to **not take action** on a system-generated message.

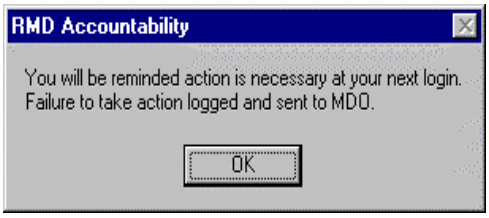
1. Don't login to the RMD System in order to receive the message in the first place. If a User does this for enough days in a row that the Business Threshold for Escalating Messages is breached, **the next level of management will be advised of the user's failure to take action.**

2. Login to the RMD System. When the Messaging Window appears, click **exit**. Again, if this continues beyond the Business Threshold for Escalating Messages, **the next level of management will be advised of the user's failure to take action.**

3. Click **Take Action** and **then** click the **Cancel/Exit** button in the RMD Administrative Action Window (to exit the window without taking any action). If a user does this, the following message will appear to confirm the request.



If the user clicks **Yes**, an **RMD Accountability** message advises the user **that failure to take action is logged and sent to the next level of management.**

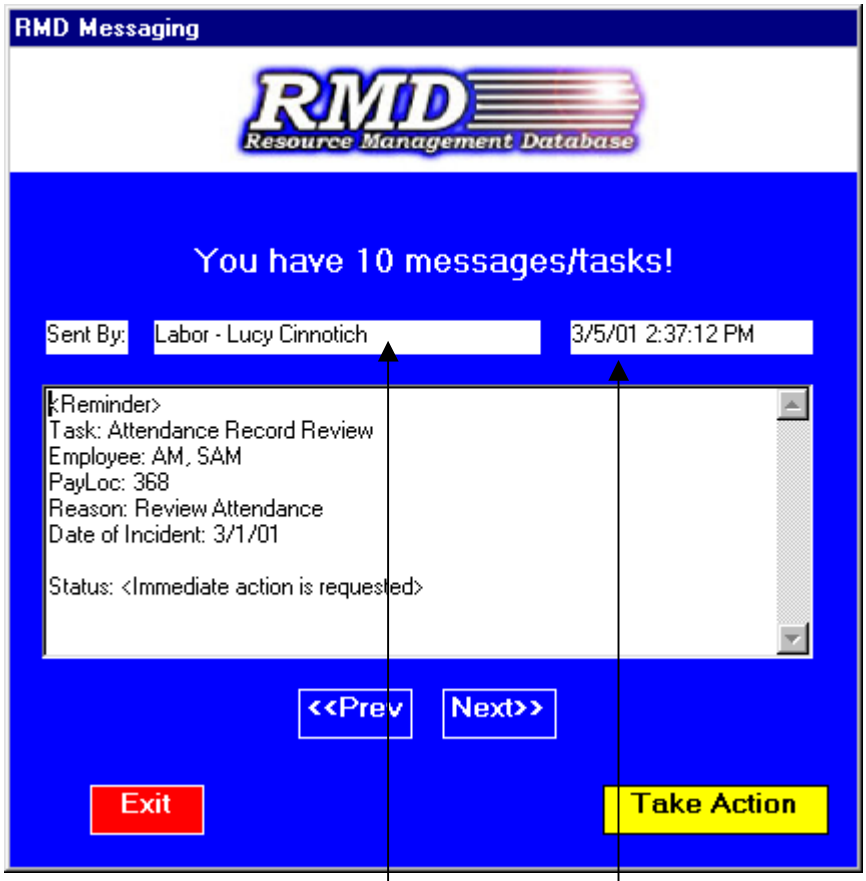


Click **OK** to exit without taking action.

Next Level of Management Receiving Failure to Take Action Message

When any user fails to take action in a timely fashion, the next level of management is advised.

The MDO completes the login process and messages immediately appear, as with all users.

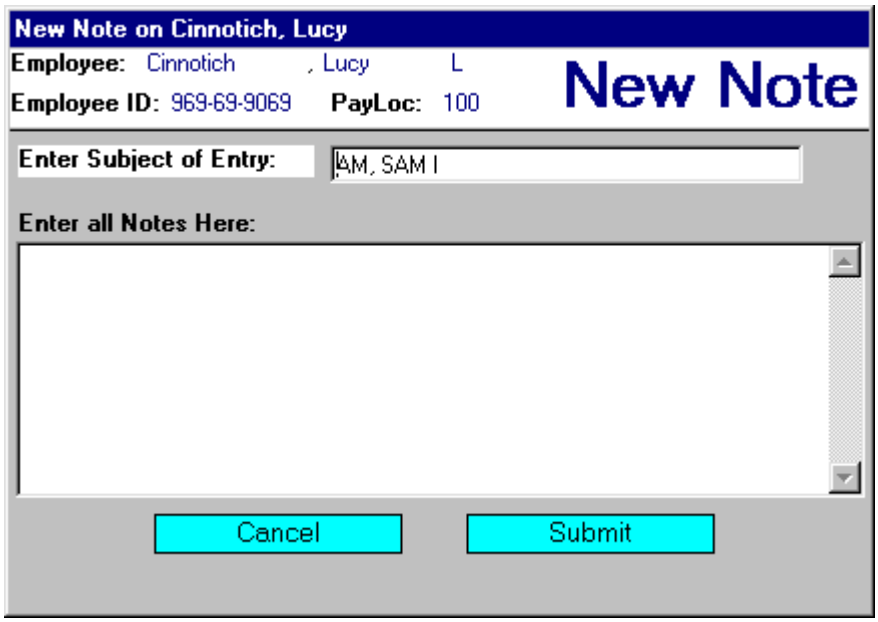


This message is **Sent By** the Labor Relations User. The message is identical to the one that the Labor Relations User received on 3/1/01. The Labor Relations User **failed** to take action on this message/task beyond the Business Threshold for Escalating Messages. Therefore, on 3/5/01, RMD **automatically** generated a message to the MDO regarding this failure to take action.

The MDO clicks **Take Action**. The New Note Window, as well as the Employee Information Management Window, that display are those of the **Labor Relations User**.

The Employee Information Management Window displays in order to allow the MDO the opportunity to review all necessary information on the **Labor Relations User** (Administrative Action History and Supervisor's Notes) before completing the New Note Window. The New Note becomes a part of the **Supervisor's Notes** on the Labor Relations User. The MDO also has the capability, because the Employee Information Management Window is present, to create a new **Administrative Action** on the Labor Relations User at this time. (The **Enter Subject of Entry** field is the employee's name upon whom the Labor Relations User failed to take appropriate action.)

Note: If the MDO were to click **Cancel** on the New Note Window, RMD would generate a message to the **next level of management** (Plant Manager) that the MDO **failed to take action**.



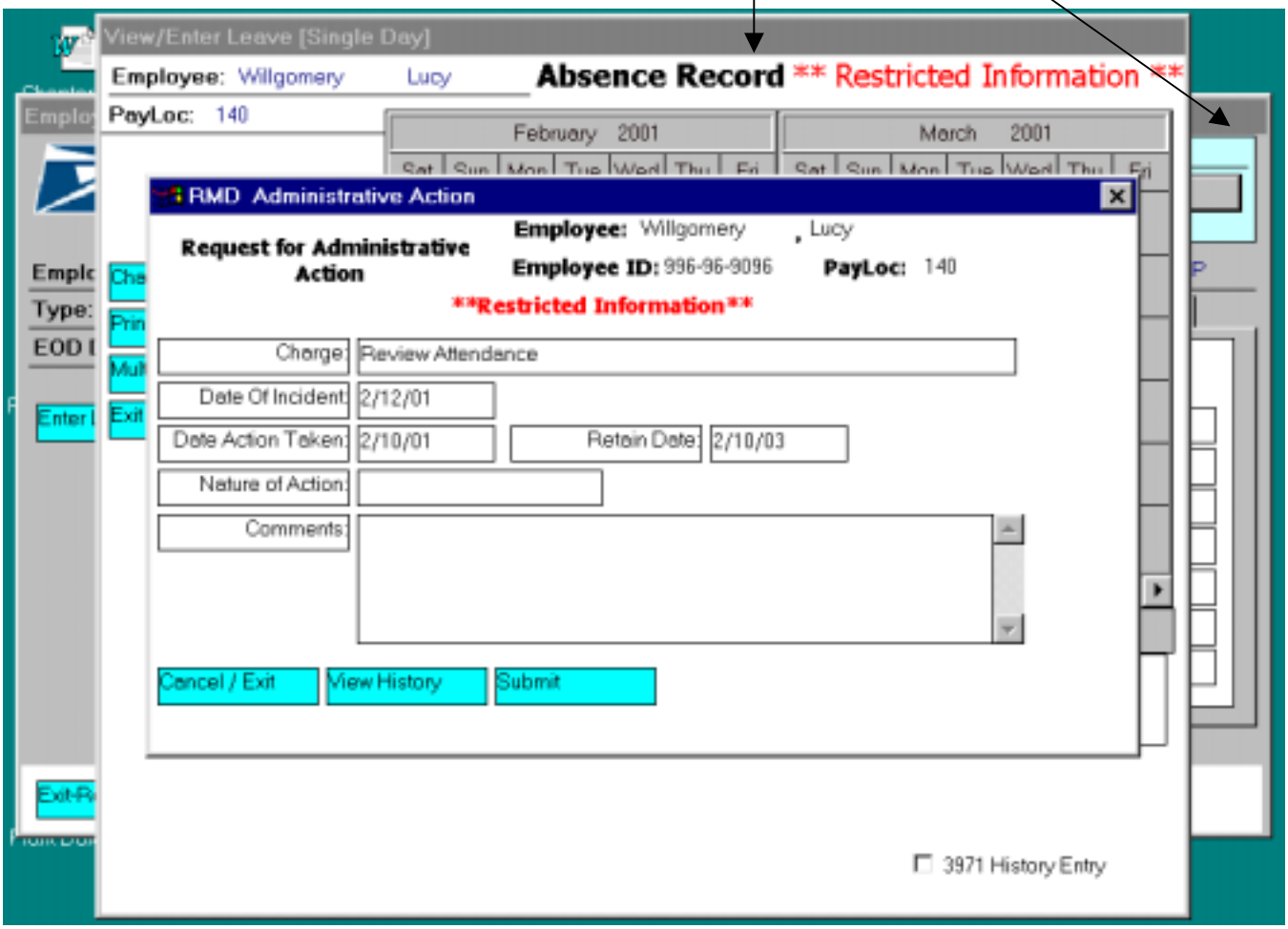
Note: The information you write using the New Note option is **public information**. You are responsible for insuring that all information entered in the Supervisor Notes is professional and appropriate in style and content. **Article 16.2 discussions may NOT be recorded in this section.**

SDO Receiving Take Action Message

When an SDO clicks **Take Action**, the following windows present:

To **Activate** the **View/Enter Leave (Single Day)** or the **Employee Information Management** window, click in the appropriate **title bar**.

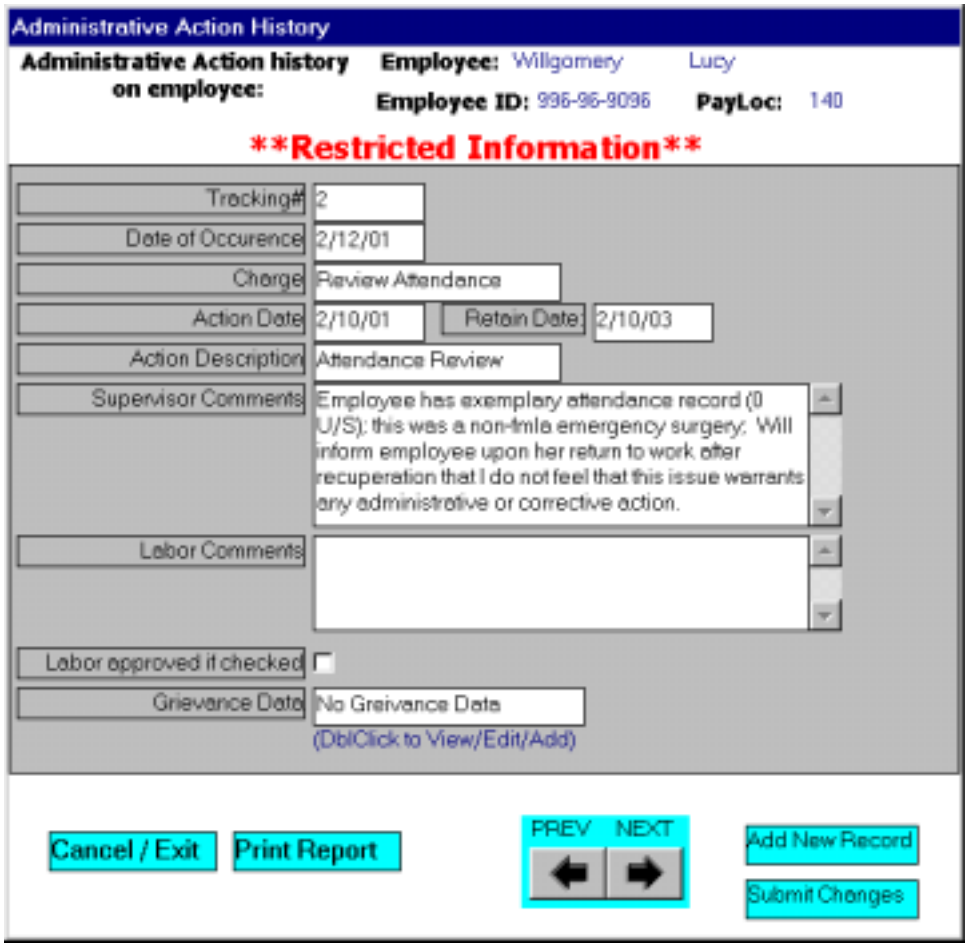
These windows allow the SDO to review the employee's attendance history, supervisor notes, base schedule and anything else that may be necessary in order to proceed with the proper administrative action. Maneuver through these windows using the same processes described in detail earlier in this guide.



Note: This sample has a date action taken which is **prior** to the actual date of incident because the employee called immediately upon knowing that she would not be able to work for the entire upcoming week due to the emergency surgery she had undergone.

1. To review any existing Admin Action History for the employee, click **View History**.

2. If Administrative Action History exists, the window will display.



3. Use the **Prev/Next** arrows to view other records on the employee.

4. Click **Cancel/Exit** to return to the Administrative Action Window for this message.

5. Enter the necessary information in the Administrative Action Window.

6. Click **Submit** to update the employee data.

7. Click **OK** to the Action Submitted message.

The **OK** on the Action Submitted Message generates a message to the Labor Relations User. When the Labor Relations User executes their next login to RMD, they will receive a message sent by the SDO regarding this employee. The purpose of this message is for Labor Relations to be able to concur (or not) with the Administrative Action taken by the SDO. The Labor Relations User is presented with the Administrative Action and Employee Information Management Windows of the employee involved. More detailed explanation of Labor Relations User taking and not taking action on messages on page 204.

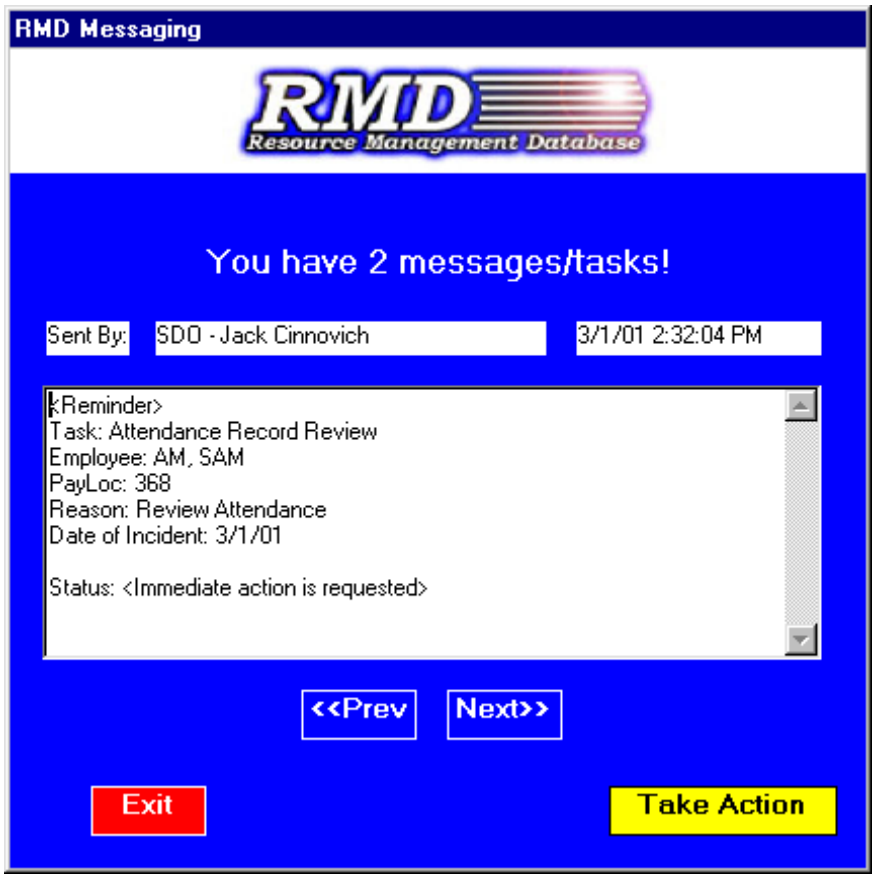
8. The **RMD Messaging** Window redisplays if you have more messages to deal with.

9. The RMD Main Menu Window displays if you do not have any more messages to deal with.

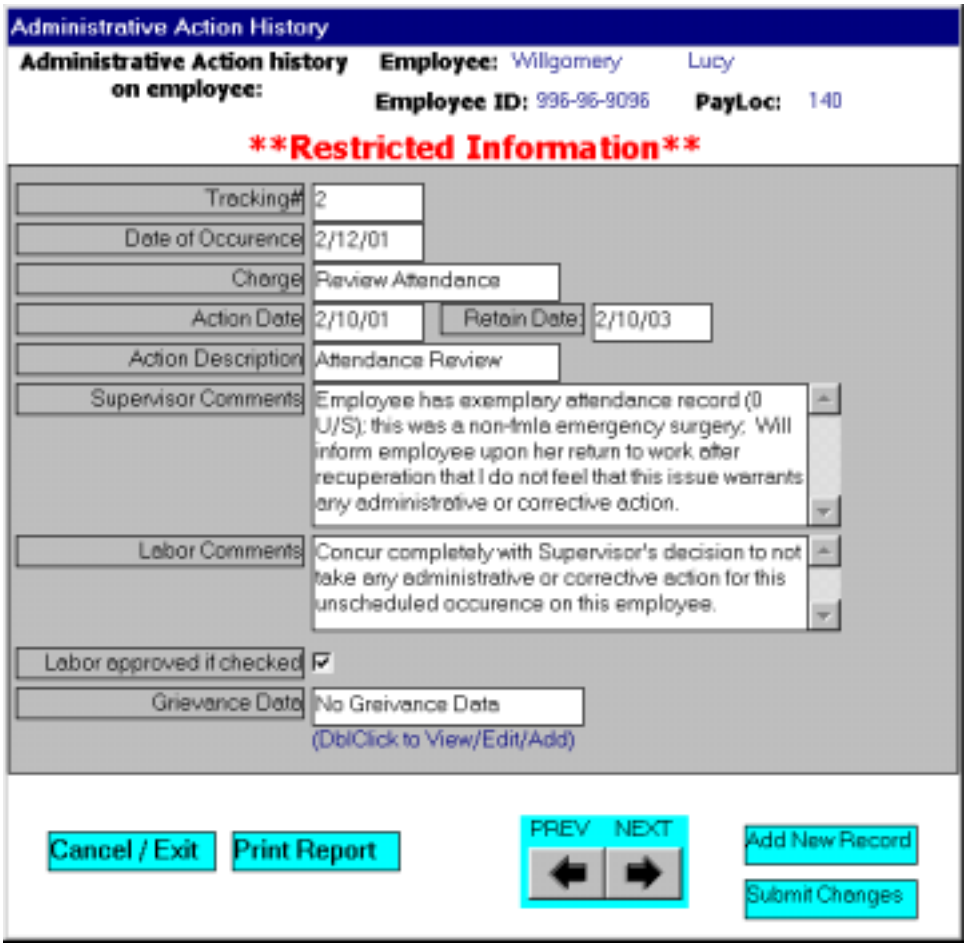
Labor Relations Receiving a Message

When the SDO submits the action, RMD automatically generates a message to Labor Relations. When the Labor Relations user completes their login, they will be presented with any messages needing action taken immediately.

1. Click **Take Action**. (Notice that the **Sent By** field is the SDO and the message is the same one the SDO originally received on the employee.)



2. The Administrative Action Window and the Employee Information Management Window on the employee in question display. These Windows allow the Labor Relations person to review the action taken by the SDO, as well as the employee's record. They can indicate their concurrence with the proposed administrative action by clicking in the appropriate check box and writing comments or, if they don't concur, they type the appropriate remarks in the comment box.



3. Use the **Prev** or **Next** buttons to review any other Administrative Action on the employee.

4. Click the **Labor approved if checked** check box to approve the Administrative Action taken by the SDO. You can also enter comments in the **Labor Comments** field if you wish.

5. Complete the **Labor Comments** field if you **disapprove** of the Administrative Action taken by the SDO.

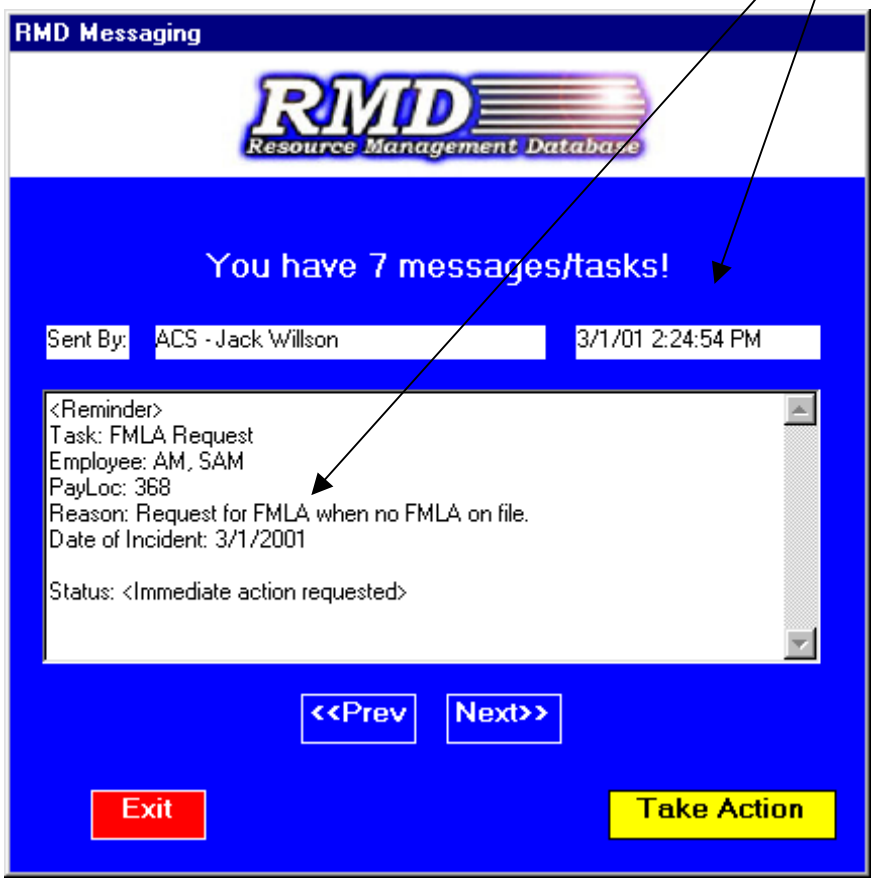
6. Click **Submit Changes** to complete this action.

7. If you click **Cancel/Exit** to the same message enough times to breach the Business Threshold for Escalating Messages, the **next higher level of management (MDO) will be advised of your failure to take action**.

8. The Labor Relations User's action can be **viewed** by the SDO of the employee by reviewing the employee's Administrative Action History. The Labor Relations User's action **does not** generate a message back to the SDO.

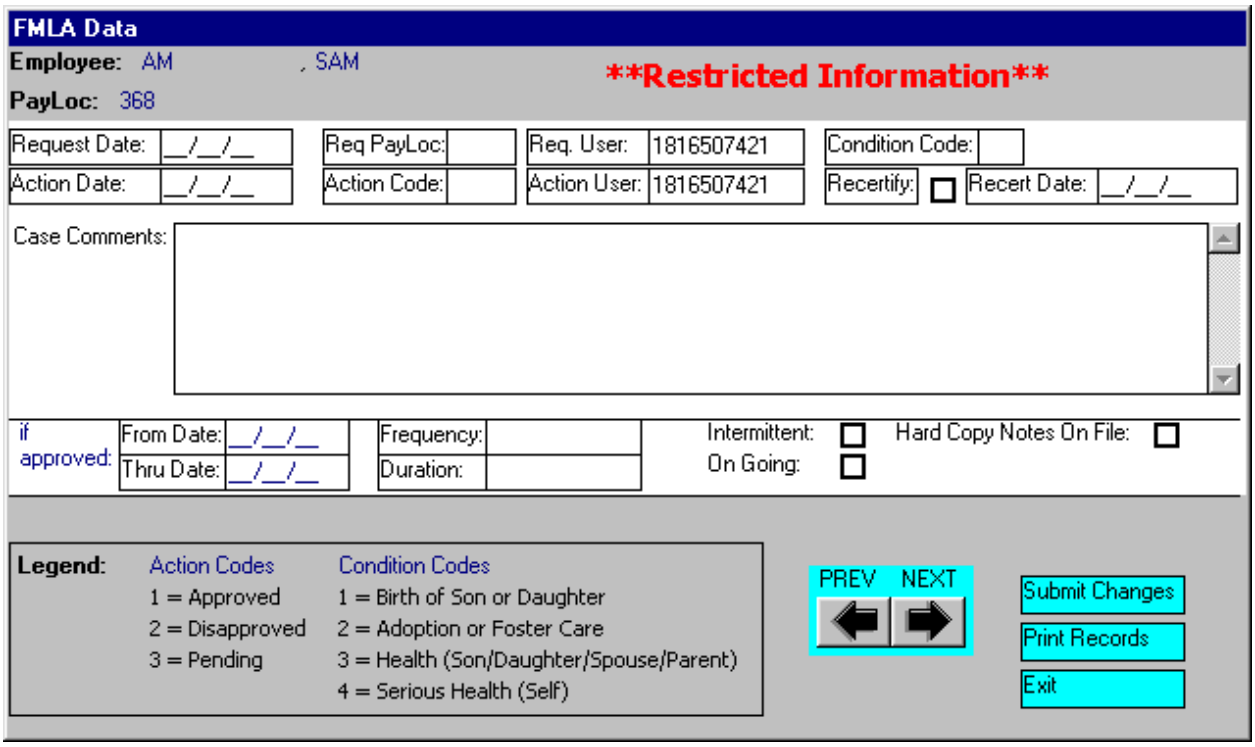
FMLA Coordinator Receiving Message

When an ACS records an absence for which there is **no FMLA certification on file**, the FMLA Coordinator will receive a message immediately upon login similar to the one below. The **Sent By** field is the ACS who recorded the absence. You can see that this message was generated immediately upon the completion of the absence recording process.

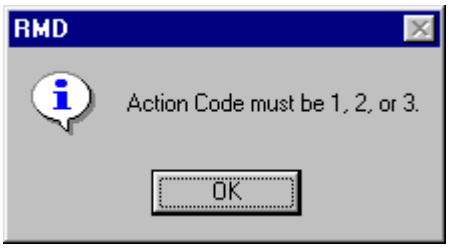


1. Click **Take Action**.

2. A new **FMLA Data** Window, as well as the employee's Employee Information Management Window, display.



3. Complete the FMLA Data information. You **must** complete the **Action Date**, **Action Code** and **Thru Date** before you **Submit Changes**. If you mistype the **Action Code**, you will receive the following error message. Click **OK** and correct your entry.



4. If you did not make note of the date of the absence for which this message was generated, you have 2 ways to determine that from this window.

- Click **Exit**. The Employee Information Management Window is now displayed. Click **Exit – Return to Main Menu**. The RMD Main Menu Window is now displayed. Click **Check Messages**. The message you were working on displays and you can now make note of the date of the absence.

- Activate the Employee Information Management Window. (Click in the title bar.) Click **Enter Leave**. The View/Enter Leave (Single Day) Window displays. Make note of the date of the absence which is designated as FMLA (indicated by * in front of the type of leave used).

5. Use **Prev** or **Next** to view any other FMLA certifications this employee may have.

6. After completion of the FMLA Data Window, click **Submit**.

7. You can click **exit** to exit the window without submitting any changes. This will generate a message to the **next higher level of management** of **failure to take action** if you do this enough days in a row to breach the Business Threshold for Escalating of Messages.

Vacant Positions In Messaging System

When any of the positions of the messaging system is vacant (SDO, Labor Relations, FMLA Coordinator, MDO, Plant Manager), a message is sent to the Site Coordinator to notify them of the vacancy. The Business Threshold for Escalation of Messages stops counting at this point until the vacancy is filled and the message is reassigned to the new occupant of the position.

1. Click **OK**.

2. The following **Remove System Message** window will appear.

3. Click **OK** to return to messages if you have more to deal with or the RMD Main Menu Window if you are finished with your messages.

Appendix

Roles and Responsibilities

Table 1: Roles & Responsibilities

ACS	Attendance Control Supervisor	**MCS**	Mgr., Customer Services	**PM**	Post Master
DM	District Manager	**MCSO**	Mgr., Customer Service Operations	**SCS**	Supervisor, Customer Services
FMLA	FMLA Coordinator	**MDO**	Mgr., Distribution Operations	**SDO**	Supervisor, Distribution Operations
HR	Human Resources	**MPOO**	Mgr., Post Office Operations	**Site Admin**	Site Administrator
Labor	Labor Representative	**Plt Mgr.**	Plant Manager	**Site Coord**	Site Coordinator
				Sr. MDO	Senior MDO

Note:	**1**: Plant Manager, DM, MDO/MCSO/MCS, SDO/SCS	**r**: Read only **w**: Write only
	2: In-Plant, Report Only	**rw** : Read and Write
	3: Sr. MDO, MPOO, PM	**na**: Not authorized access

Function	Task	Role→	SDO Attend	Note #1	FMLA Coord	Labor	HR	Site Coord	Note #2	Note #3	Site Admin
Employee Mgmt Actions	Enter (Review) Leave (page 61)		rw	r	r	r	r	rw	r	r	rw
	Add a Holiday (Ctrl+H) (page 87)		rw	na	na	na	na	na	na	na	rw
	Change a Scheduled day off (Ctrl+S) (page 87)		rw	na	na	na	na	na	na	na	rw
Employee Mgmt Reports	T/A Reconciliation (page 100)		r	r	r	r	r	r	r	r	r

Note:	**1**: Plant Manager, DM, MDO/MCSO/MCS, SDO/SCS	**r**: Read only **w**: Write only
	2: In-Plant, Report Only	**rw** : Read and Write
	3: Sr. MDO, MPOO, PM	**na**: Not authorized access

Function	Task	Role→	SDO Attend	Note #1	FMLA Coord	Labor	HR	Site Coord	Note #2	Note #3	Site Admin
	Maintain employee FMLA documentation (page 102)		r	r	rw	r	r	r	r	r	rw
	On-the-Clock Analysis Reports (page 106)		r	r	r	r	r	r	r	r	r
	Review Attendance Analysis Reports (page 113)		r	r	r	r	r	r	r	r	r
	Maintain Employee Vehicle Info (page 119)		rw	rw	rw	rw	rw	rw	rw	rw	rw
	Send or Review Supervisor Notes (page 120)		rw	rw	rw	rw	rw	rw	rw	rw	rw
	Document or review Administrative Action History (page 123)		rw	rw	rw	rw	rw	rw	rw	rw	rw
Scheduling & Staffing Management	Maintain department work schedules (page 130)		rw	rw	rw	rw	rw	rw	rw	rw	rw
	View/Print Schedules (page 132)		r	r	r	r	r	r	r	r	r
	Review Call-In Log (page 134)		r	r	r	r	r	r	r	r	r
Time & Attendance	Review FMLA Message Lists (page 140)		r	r	r	r	r	r	r	r	r
	On-the-Clock Analysis (page 141)		r	r	r	r	r	r	r	r	r
	Import Data (page 149)		w	w	w	w	w	w	w	w	w
	Leave Analysis (page 87)		r	r	r	r	r	r	r	r	r

Note:	**1**: Plant Manager, DM, MDO/MCSO/MCS, SDO/SCS	**r**: Read only **w**: Write only
	2: In-Plant, Report Only	**rw** : Read and Write
	3: Sr. MDO, MPOO, PM	**na**: Not authorized access

Function	Task	Role→	SDO Attend	Note #1	FMLA Coord	Labor	HR	Site Coord	Note #2	Note #3	Site Admin
	T/A Reconciliation Report by PayLoc (page 96)		r	r	r	r	r	r	r	r	r
Miscellaneous	Plant Data Management		*currently not available*								
	RMD FreeQuery (page 174)		r	r	r	r	r	r	r	r	r
	RMD User Generated Messages (page 190)		rw	rw	rw	rw	r	rw	r	rw	rw
	System Generated Messages – Response Required (page 195)		w	rw	rw	r	na	na	na	na	na
	Manage User Setup (page 18)		na	na	na	na	na	na	na	na	rw
	Employee Information Administrator (page 47)		rw	na	rw	na	rw	na	na	na	rw

Designation / Activity Codes

The following table interprets the designation / activity (D/A) code in the D/A field on the Employee Information Administrator Window on page 25.

Employee Category	Mgmt Craft	Supv	Full Time	P-T Reg	P-T Flex	Temp	Casual	Relief	Transitional
FIELD OFFICES									
Postmasters	Mgmt	080		380		589		580	
Managers & Supervisors	Mgmt	090							
▪ VMF Supervisors		053							
▪ Maint/Bldg Svs		066							
▪ Maint/Plant & Equipment		067							
▪ Maint/Postal Operating Equipment		068							
▪ Maint/Administrative		069							
Non-bargaining Prof/Tech/Admin Staff	Mgmt		190	390	490	590			
Medical Officers & Head Nurses	Mgmt	090		390					
Nurses	NPPN		111		411				
Clerks	APWU		110	310	410		610		810
Mail Handler	NPMHU		120	320	420		620		
City Delivery Carriers	NALC		134	334	434		634		834
Vehicle Operators	APWU		135	335	435		635		835
Special Delivery Messengers	APWU		140	340	440		640		840
VMF Mechanics & Analysts	APWU		151	351	451		651		851
VMF Garagemen & Jr. Mech.	APWU		152	352	452		652		852
VMF Administrative	APWU		153	353	453		653		853
Main/Bldg. Svc	APWU		166	366			666		866
Main/Bldg. & Plant Equip	APWU		167	367			667		867
Maint/Postal Operating Equip	APWU		168	368			668		868
Maintenance-Administrative	APWU		169	369			669		869
Regular Rural Carrier	NRLCA		710						
Temp Relief Carrier	NRLCA							700	
Temp Relief Carrier (1)	NRLCA							701	
Sub RC Serving Vacant Rt	NRLCA							720	
Substitute Rural Carrier	NRLCA							730	
RCA Serving Vacant Route	NRLCA							740	
Rural Relief Carrier	NRLCA							750	

Employee Category	Mgmt Craft	Supv	Full Time	P-T Reg	P-T Flex	Temp	Casual	Relief	Transitional
Auxiliary Rural Carrier	NRLCA							770	
Rural Carrier Associate	NRLCA							780	
RCA Serving Auxiliary Rt	NRLCA							790	
HQ & RELATED OFFICES: CAG M-Z (excluding CAG 'S')									
All Employees	Mgmt	119	119	319	419	519	619		819
HQ & RELATED OFFICES CAG S									
Postal Inspector	Mgmt	089	08-9						
Non-inspectors	Mgmt	119	119	319	419	519			
Postal Police Officers	Mgmt	179	179		479				

Acronyms, Terms and Definitions

Absence Codes

Code	Definition	Code	Definition
AOT*	Absent from Schedule OT	**F***	FMLA
AWOL*	Absent without Leave	**CL**	Court Leave
AL	Annual Leave	**EAL***	Emergency Annual Leave
SAL*	Annual Leave in Lieu of Sick Leave	**H**	Holiday Leave
ADL	Administrative Leave	**L***	Late Reporting
COP	Continuation of Pay	**SWOP***	Leave Without Pay (LWOP) in lieu of Sick Leave (SL)
LWOP	Leave Without Pay	**ML**	Military Leave
SL	Sick Leave	**SLDC***	Sick Leave Dependent Care
Ual*	Unscheduled Annual Leave	**Uswp***	Unscheduled sick without pay
*** Note**	**These are not separate leave categories, but a distinction is made for purposes of analysis**		

Acronyms, Terms and Definitions

Time & Attendance

Description	TACS Hour Code	TACS Reason Code	PSDS	ETC	Abbreviation
Full Time LWOP – Proffered	060	02	21		LWPR
Full Time LWOP – Personal	060	03	22		LWPE
Full Time LWOP – Other	060	04	23		LWPO
Full Time LWOP – Maternity	060	05	26		LWPM
Full Time LWOP – Suspension	060	06	27		LWPS
Full Time LWOP – Pending Termination	060	08	29		LWPT
Full Time LWOP – Late	060	09			LWPL
Full Time Union Official Leave	060	07	28	84	LWPU
Telephone Time				32	
Guarantee Telephone Time				33	
Beeper Time				34	
Extra Straight Time	035	00		35	
Guarantee Telephone Overtime				36	
Penalty Overtime Payment	043	00		43	
Military LWOP	044	00	44	44	MLWP
Military Leave	067	00	05	67	ML
Donated Leave – Personal	046	00	46	46	DLVP
Rural Free Saturday				47	
Holiday Schedule Premium				48	
Rural Carrier Trips				50	
Rural Carrier Actual Hours				51	
Work Hours	052	00		52	
Overtime Hours	053	00		53	
Night Work Premium Hours				54	
Annual Leave	055	00	01	55	AL
Annual Leave Late	055	09			ALL
Annual Leave Emergency	055	10			EAL
Holiday Work	057	00		57	
Holiday Leave	058	00	11	58	HOL
Court Leave	061	00	04	61	CTLV

Description	TACS Hour Code	TACS Reason Code	PSDS	ETC	Abbreviation
Guarantee Time				62	
TE Crossfoot				63	
Meeting Time				65	
Convention Leave	066	00	12	66	CNVL
Guarantee Overtime	068	00	07	68	
Blood Donor Leave	069	00	09	69	BDLV
Stewards Duty Time	070	00		70	
Continuation of Pay	071	00	03	71	
Sunday Premium				72	
Out of Schedule Premium				73	
Christmas Work	074	00		74	
Non-Scheduled Cross-Foot				76	
Civil Defense Leave	077	00	16	77	CDLV
Act of Nature Leave	078	00	13	78	ANLV
Natl/Local Admin Leave	079	00	14	79	ADLV
Relocation Leave	080	00	15	80	RLLV
Civil Disorder Leave	081	00	17	81	CVLV
Travel Within Schedule				82	
Travel Outside Schedule				83	
Union Official Leave	084	00	28	84	UNLV
Voting Leave	085	00	18	85	VTLV
Other Paid Leave	086	00	10	86	OTLV
NonBargain Reschedule Premium				88	
Postmaster Org. Leave	089	00	08	89	PMLV
Higher Level Eligibility				90	
OT Authorization				91	
Disallow Guarantee Time				92	
No Lunch Taken				93	
Late No Leave Used	000	09			LATE
Absent from Overtime	000	12			AOT
Absent from Holiday Work	000	13			AHOL
Family Leave Share	045	00	045		
FMLA Annual Leave	055	99	32	01	f.AL
FMLA Sick Leave	056	99	33	02	f.SL
FMLA Cont. of Pay	071	99	34	03	f.COP

Description	TACS Hour Code	TACS Reason Code	PSDS	ETC	Abbreviation
FMLA IOD/OWCP	049	99	35	04	f.WCP
FMLA LWOP Part Day	059	99	36	05	f.PLWP
FMLA LWOP Full Day	060	99	37	06	f.LWOP
FMLA Sick Leave Dep. Care	056	98	38	07	f.SLDC
FMLA OWCP WOP Hours	004	00			f.WCP
Sick Leave	056	00	02	56	SL
Sick Leave – Restricted	056	11			SL.r
Sick Leave Dep. Care	056	97	39	08	SLDC
AWOL	024	00	24	24	AWOL
OWCP LWOP Hours	049	00	25	49	OLWP
Partial LWOP Hours (generated by main frame when time missing for a regular employee)	031	00		31	PLWP
Part Day LWOP	059	00	31	59	PLWP
PT LWOP – In Lieu of Sick Leave	059	01	20		PSWP
PT LWOP – Proffered	059	02	21		PLWR
PT LWOP – Personal	059	03	22		PLWE
PT LWOP – Other	059	04	23		PLWO
PT LWOP – Maternity	059	05	26		PLWM
PT LWOP – Suspension	059	06	27		PLWS
PT LWOP – Pending Termination	059	08	29		PLWT
PT LWOP – Late	059	09			PLWL
PT Union Official Leave	059	07			PLWU
Full LWOP Hours (generated by main frame when time missing for a regular employee)	030	00	30		LWOP
Full Day LWOP	060	00	30	60	LWOP
Full Time LWOP – In Lieu of Sick Leave	060	01	20		SWP

Frequently Asked Questions

?Source	What should I do if….?	Answer….
	No information listed for employee name	
	Employee schedule is incorrect	

USER COMMENTS: RMD User Guide, Version 3.2.22 March 2001

If you would like to comment on this guide, send or fax this form to the following:

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What I like best about this guide is:

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