



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.

Copyright © 2000 United States Postal Service, RA IBSSC
4200 Wake Forest Road
Raleigh, NC 27668-9200
Fax: (919) 786-2100

No part of this software or corresponding documentation may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the U.S. Postal Service.

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]

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

Select Hours and Units of Leave

Hours: Units:

Schedule

From To

BT: 21:00

OL: 01:00

IL: 01:30

ET: 05:30

Cancel Proceed

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

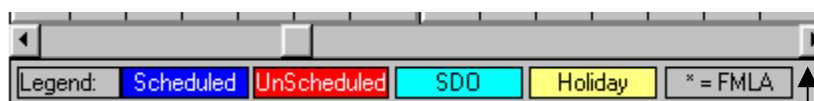
AL Balance: 442.62 FMLA Used: 0 26PP Work Hrs: 1993.66 90 Days U/S: 0

SL Balance: 906.93 FMLA On File: N Last U/S (Days): 410 180 Days U/S: 0

SLDC Used: 0 365 Days U/S: 0

3971 Comments:

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry



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 | | Employee's Name | Employee ID | Pay Location |
| Absence Analysis | | Samquez, Jane | 982-82-9182 | 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 circumstances 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, Letters of Warning, suspensions, etc. A running total of FMLA hours used may be kept on the reverse side of this form. | | | | |
| Absent from Schedule OT | AOT* | Emergency AL | EAL* | Sick Leave |
| Absent Without Leave | AWOL* | Family Medical Leave Act | F | Sick Leave/Dependent Care |
| Annual Leave | AL | Holiday Leave | H | SLDC |
| Annual Leave in Lieu of SL | SAL* | Late Reporting | L* | |
| Administrative Leave | ADL | Leave Without Pay | LWOP | |
| Continuation of Pay | COP | LWOP in Lieu of SL | SNOPML | |
| Court Leave | CL | Military Leave | | |
| *Note: These are not separate leave categories, but a distinction is made for the purpose of analysis. | | | | |

| 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 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | | | | | H-0 | AL-8 | AL-8 | SDO-0 | SDO-0 | AL-8 | AL-8 | AL-8 | AL-8 | AL-8 | SDO-0 | |
| 3 | Jan. 13 | Jan. 26 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | | | AL-8 | AL-8 | AL-8 | AL-8 | AL-8 | SDO-0 | SDO-0 | AL-8 | H-0 | AL-8 | AL-8 | AL-8 | SDO-0 | |
| 4 | Jan. 27 | Feb. 9 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | | | | | | | | SDO-0 | SDO-0 | | | | | | SDO-0 | |
| 5 | Feb. 10 | Feb. 23 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | | | | | | | | SDO-0 | SDO-0 | | | H-0 | | | | |

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.

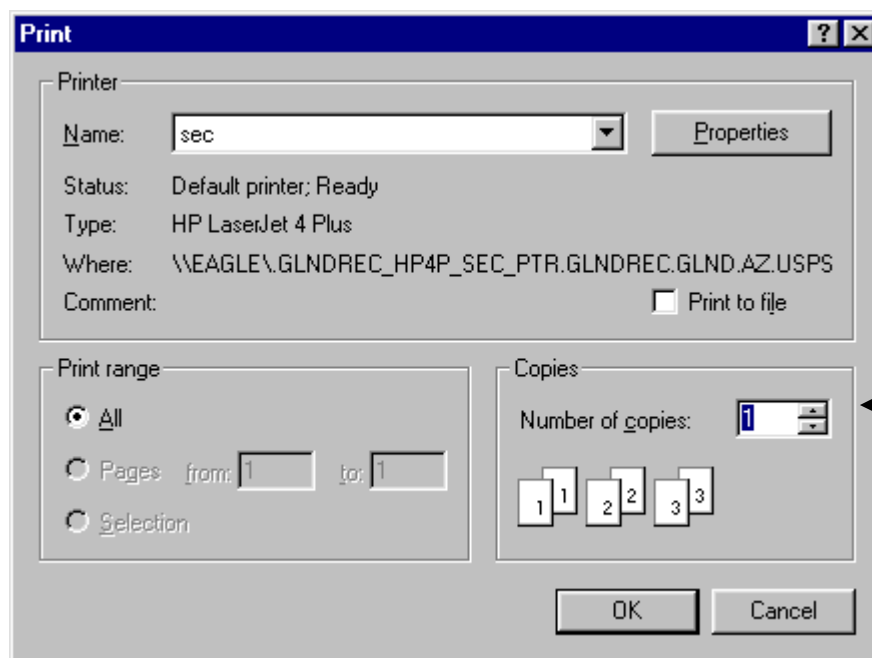
Moving from Page to Page

- 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:

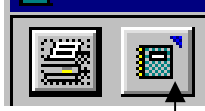
1. Click the  icon or Click Print in the Window toolbar.
2. The Print Window displays.
3. Select the number of copies.



4. Click **OK**.

Export Window (Saving Report Data)

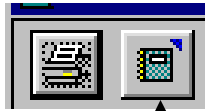
Saving (Exporting) Report Data




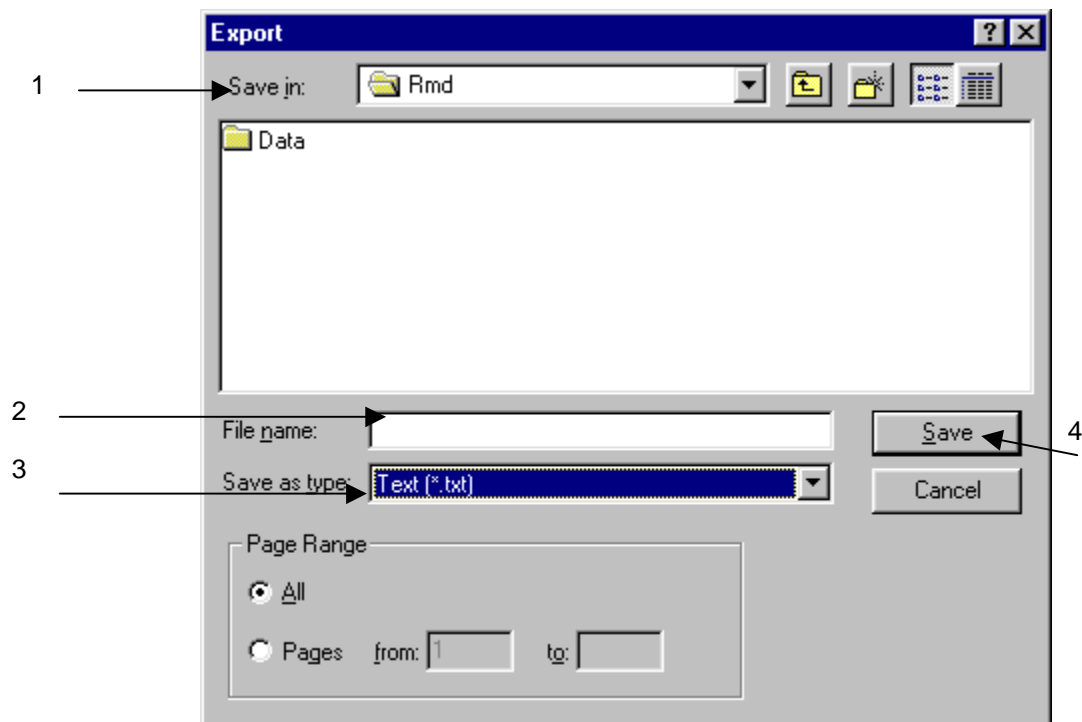
To **Save** report data, click the  icon in the Window toolbar on any **Report** Window. The Export Window displays (see below.)

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).

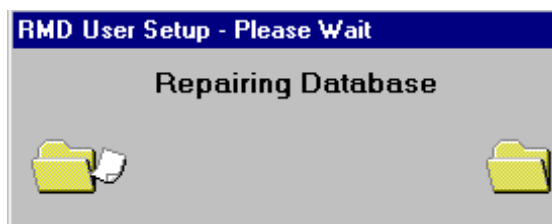
Click **Continue Working** and you will be able to continue working without the system shutting down. If the RMD system shuts down, any work that has not been submitted for finalization **will be** lost.

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”.

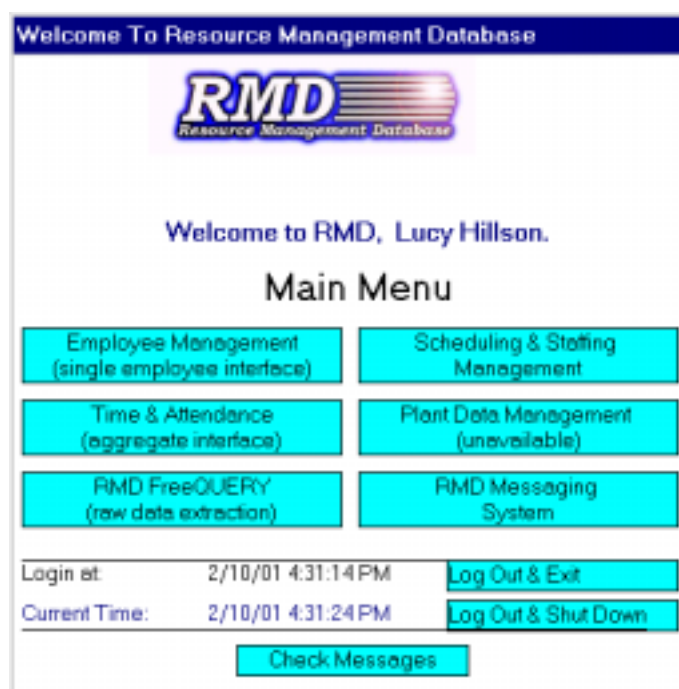
In a perfect world, an authorized user should **never** leave RMD open when not in use. The RMD System contains a wealth of “Restricted Information” on the employees of your facility and, as such, has been declared a sensitive system. All users of RMD must use due diligence in protecting sensitive personal 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 <i>single</i> employee. |
| Scheduling and Staffing | 127 | View and edit data for <i>multiple employees</i> ; 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. |

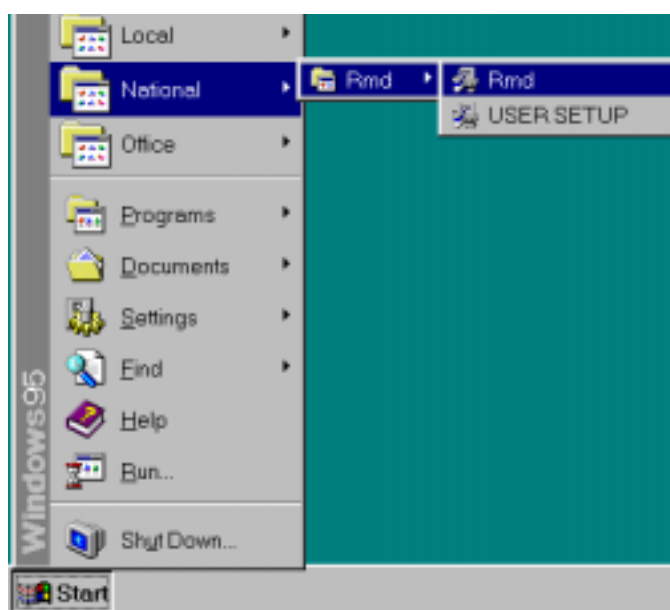
Note: When you click upon a function on the RMD Main Menu, it may appear that the system is not responding. As long as the Current Time clock has stopped counting the seconds, the system is responding; it is activating the function that you clicked on.



Using RMD

Starting RMD

To start RMD from your workstation:

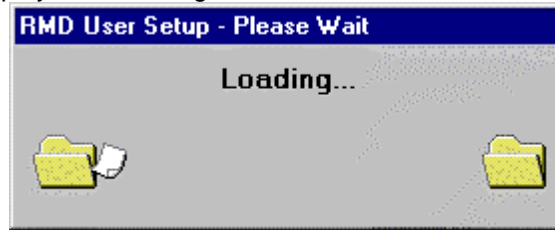


1. Click the Start button.

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

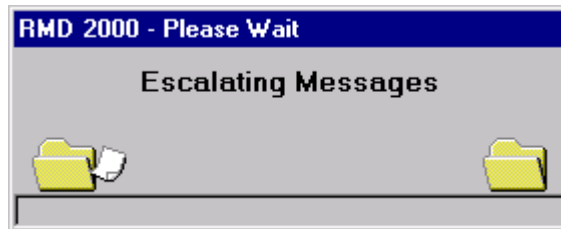
This starts the application and displays the Loading Window to indicate that the

application is starting. →



Message Escalation

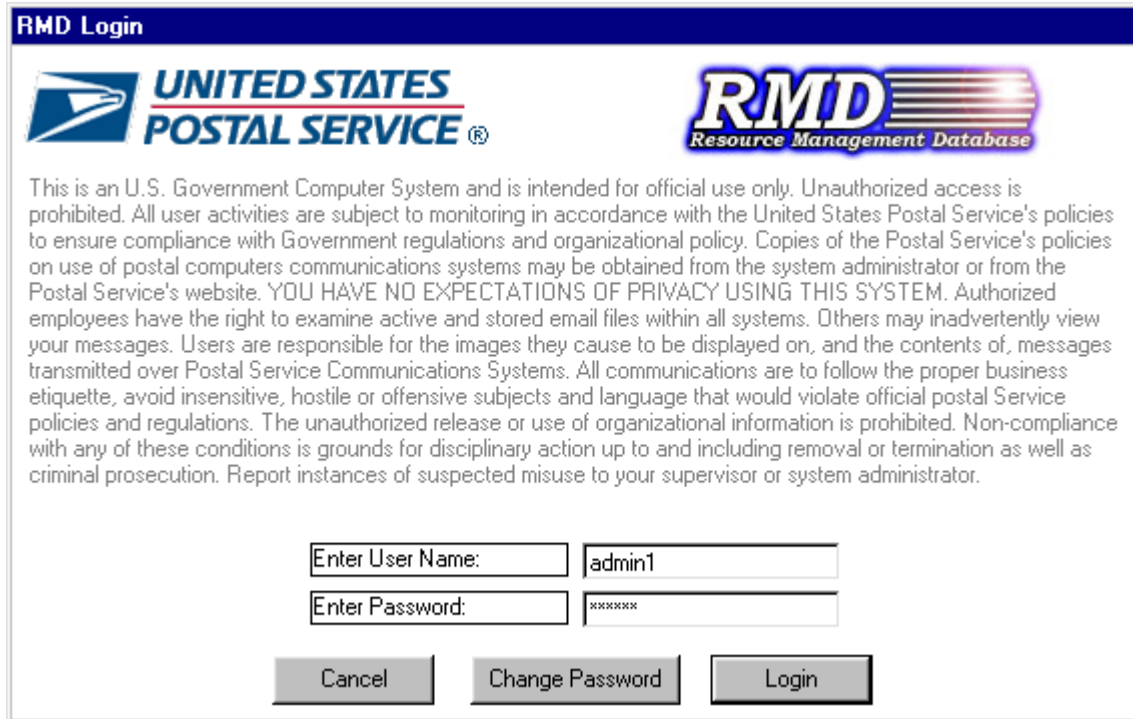
The first user to login **on any given day** will see the following Window immediately following the “**Loading...**” Window. The system is escalating messages that have reached the Business Threshold for escalation to the next management level.



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



RMD Login

UNITED STATES POSTAL SERVICE®

RMD
Resource Management Database

This is an U.S. Government Computer System and is intended for official use only. Unauthorized access is prohibited. All user activities are subject to monitoring in accordance with the United States Postal Service's policies to ensure compliance with Government regulations and organizational policy. Copies of the Postal Service's policies on use of postal computers communications systems may be obtained from the system administrator or from the Postal Service's website. YOU HAVE NO EXPECTATIONS OF PRIVACY USING THIS SYSTEM. Authorized employees have the right to examine active and stored email files within all systems. Others may inadvertently view your messages. Users are responsible for the images they cause to be displayed on, and the contents of, messages transmitted over Postal Service Communications Systems. All communications are to follow the proper business etiquette, avoid insensitive, hostile or offensive subjects and language that would violate official postal Service policies and regulations. The unauthorized release or use of organizational information is prohibited. Non-compliance with any of these conditions is grounds for disciplinary action up to and including removal or termination as well as criminal prosecution. Report instances of suspected misuse to your supervisor or system administrator.

Enter User Name:

Enter Password:

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.



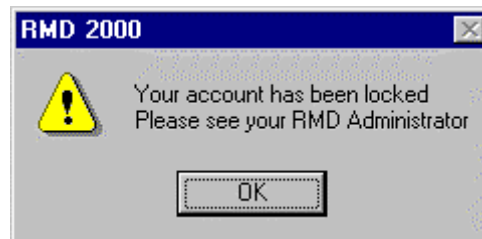
You will need to click **OK** and **retype** your user name.

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:

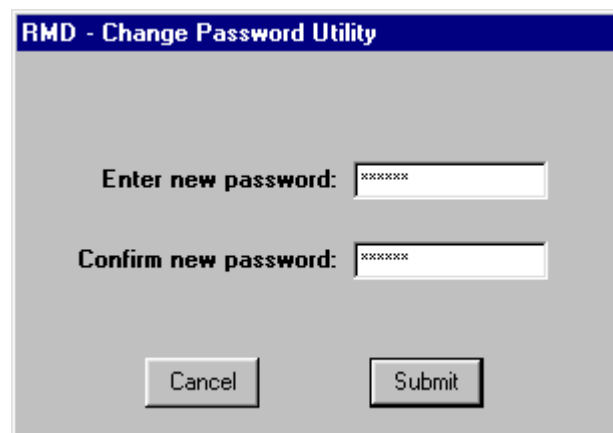
1. Click the Start button.

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.



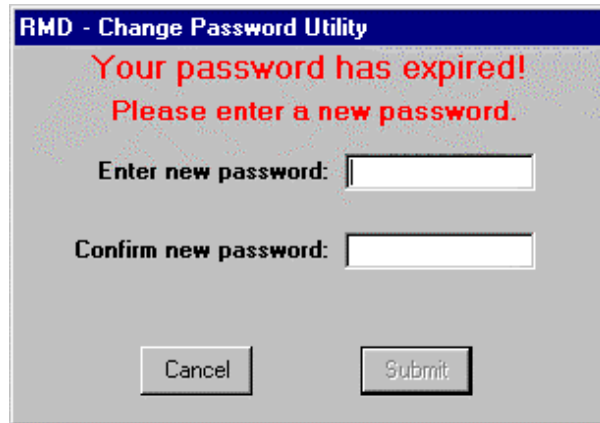
11. Click **OK** to continue Login process.
12. If messages are waiting for user review, the RMD Messaging Window displays (detailed information on dealing with Messaging Windows in Chapter 8). Otherwise, the RMD Main Menu displays.

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 **RMD – 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

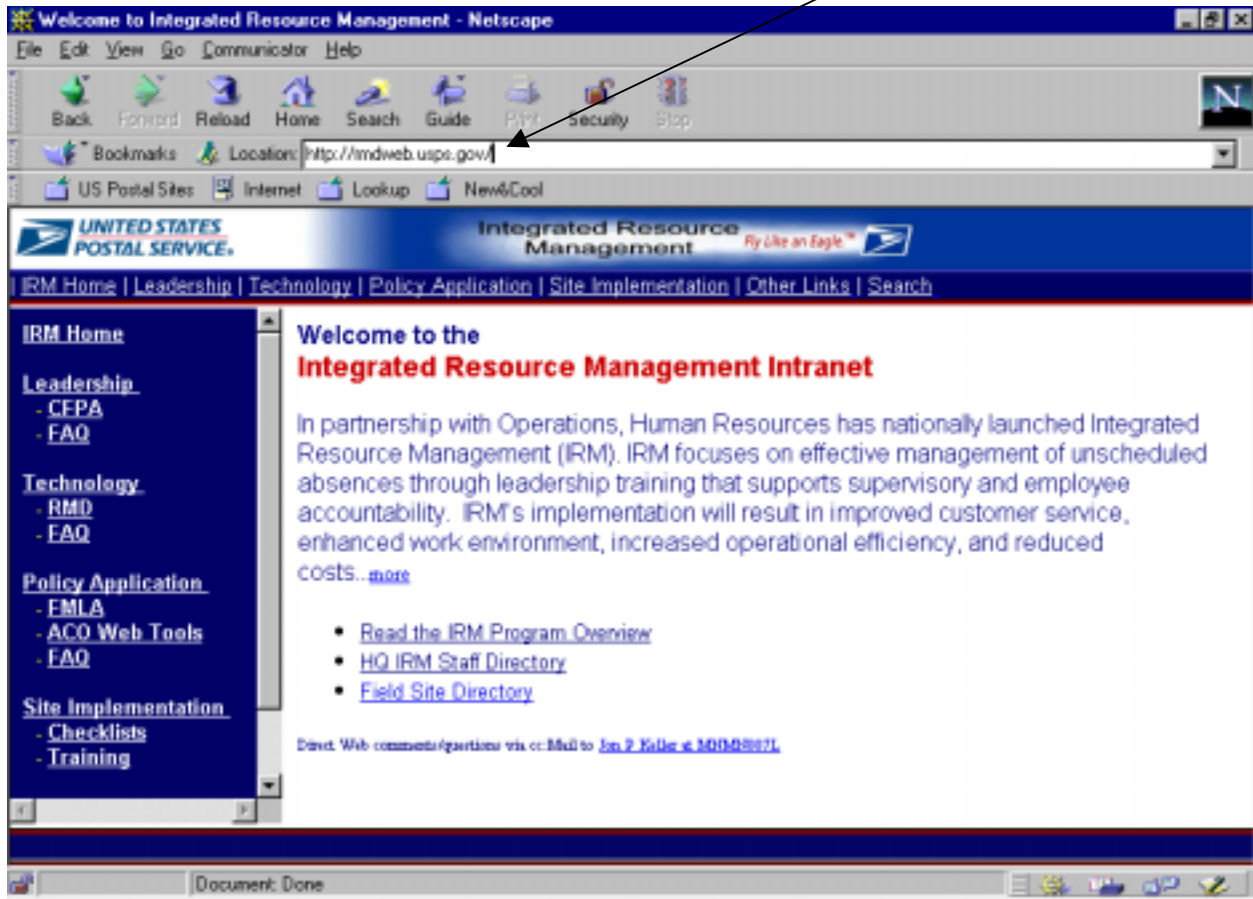
Should you experience problems using RMD, follow these steps to contact the Customer Support Services for assistance:

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

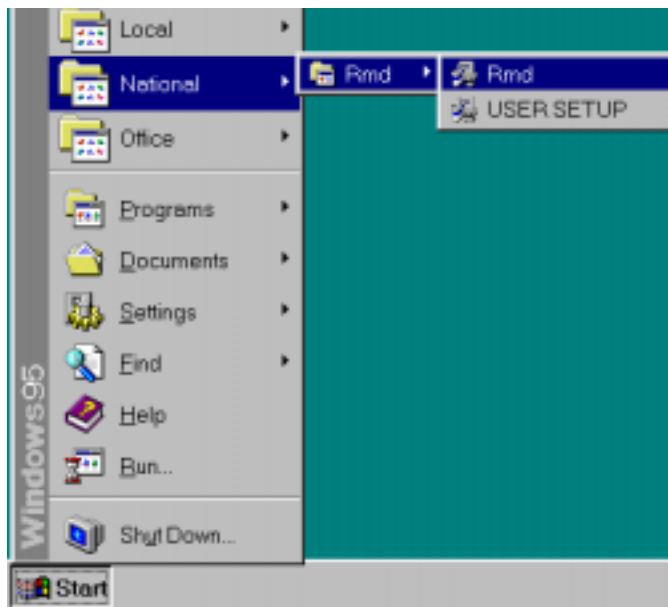
Chapter 2 - RMD User Setup Utility

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.

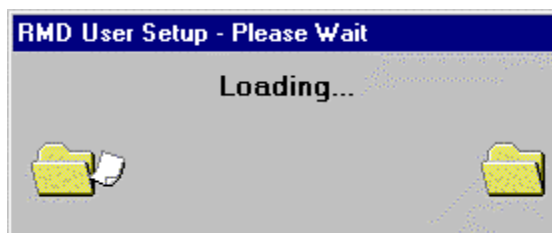
Starting RMD User Setup Utility

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.

 The "RMD 2000 User Setup" window has a blue title bar. Below the title bar, on the left, is the United States Postal Service logo. On the right is the "RMD Resource Management Database" logo. The main area contains a disclaimer text: "This is an U.S. Government Computer System and is intended for official use only. Unauthorized access is prohibited. All user activities are subject to monitoring in accordance with the United States Postal Service's policies to ensure compliance with Government regulations and organizational policy. Copies of the Postal Service's policies on use of postal computers communications systems may be obtained from the system administrator or from the Postal Service's website. YOU HAVE NO EXPECTATIONS OF PRIVACY USING THIS SYSTEM. Authorized employees have the right to examine active and stored email files within all systems. Others may inadvertently view your messages. Users are responsible for the images they cause to be displayed on, and the contents of, messages transmitted over Postal Service Communications Systems. All communications are to follow the proper business etiquette, avoid insensitive, hostile or offensive subjects and language that would violate official postal Service policies and regulations. The unauthorized release or use of organizational information is prohibited. Non-compliance with any of these conditions is grounds for disciplinary action up to and including removal or termination as well as criminal prosecution. Report instances of suspected misuse to you supervisor or system administrator." Below the text are two input fields: "UserName: admin1" and "Password: xxxxxx". At the bottom are three buttons: "Cancel", "Change Password", and "Login".

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.

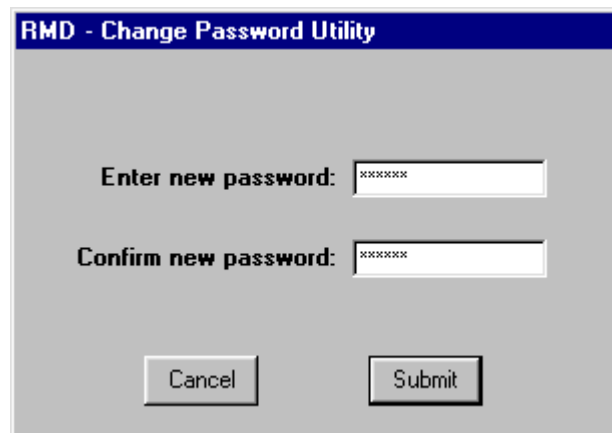
1. Click the Start button.
2. Go to the "National" option.

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.

A screenshot of the 'RMD - Change Password Utility' window. The window has a blue title bar with the text 'RMD - Change Password Utility'. The main area is gray and contains two text input fields. The first field is labeled 'Enter new password:' and the second is labeled 'Confirm new password:'. Both fields contain six asterisks (xxxxxx). Below the fields are two buttons: 'Cancel' and 'Submit'.

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 RMD – **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.

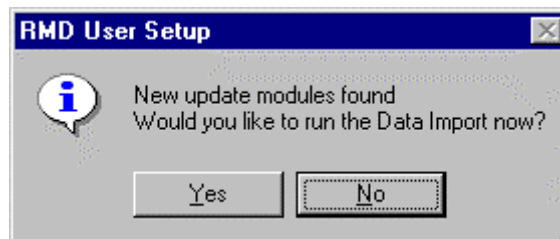


8. Click **OK** to continue Login process.
9. If messages are waiting for user review, the RMD Messaging Window displays (detailed information on dealing with Messaging Windows in Chapter 8). Otherwise, the RMD Main Menu displays.

Importing Information from Mainframe Files

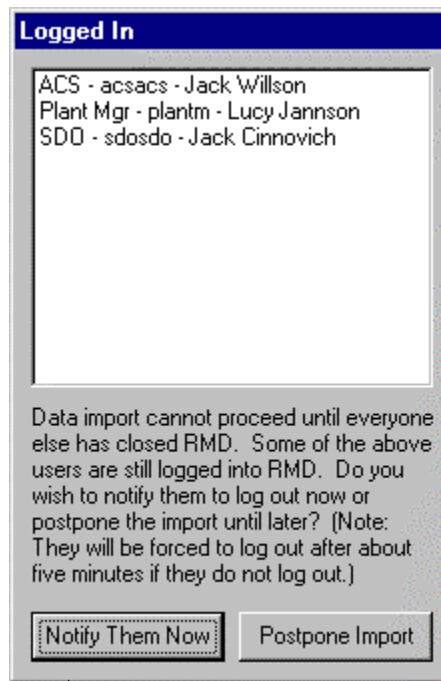
When the Site Administrator logs into the RMD User Setup Utility, an import data message may display. This is the opportunity to import PSDS/TACS, schedule, and leave balance information from external data sources. If there are no files awaiting download, the Select Option Window displays. (See page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

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



To Run the Data Import Now:

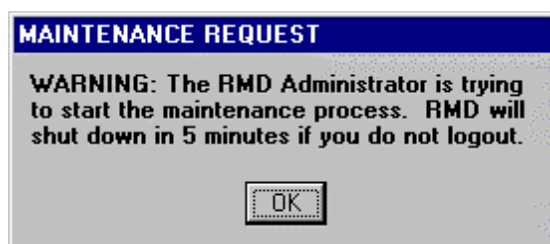
1. Click **Yes**.
2. **If users are logged in to RMD**, a Window reporting that users are logged in will appear at this time.



3. Click **Notify Them Now**.

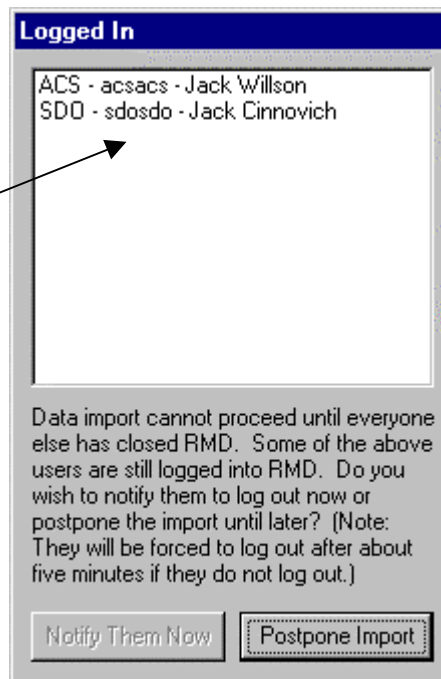
Note: The system administrator has the option to postpone the import data process. If the import is postponed, the New update modules found Window will appear every time the system administrator logs into the User Setup Utility until the import is done.

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



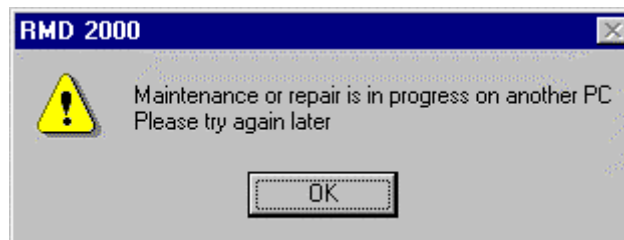
As users voluntarily log out of RMD, they will drop out of the Window on the Administrator's terminal. In the next window, the Plant Manager was the only user who clicked **OK** on the Maintenance Request and voluntarily logged out of RMD. The ACS and SDO clicked **OK** on the Maintenance Request but 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.

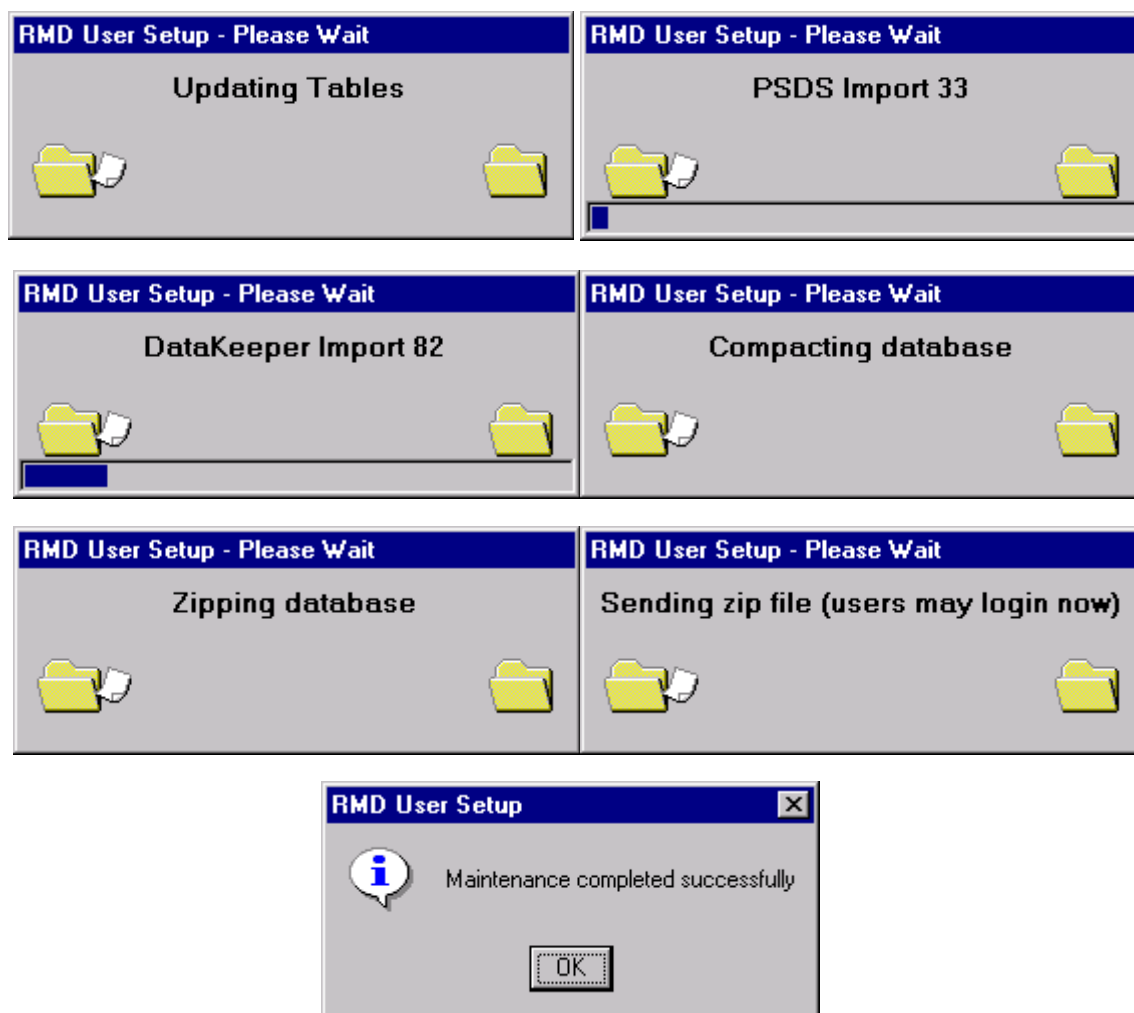


After 5 minutes, the ACS and SDO were forced out of RMD. If this occurs, anything that the user who is forced out is working on that **has not been submitted** will be lost.

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.)

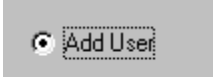


- **Add User** – page 26
- **Edit User** – page 29
- **Delete User** – page 32
- **Lock User** – page 34
- **Unlock User** – page 34
- **Business Threshold Option** – page 35
- **Print Message Flow Chart** – page 36

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.

RMD New User Setup Wizard - User Information

Setup Information

First Name OCC Title

MI

Last Name

SS Number

Login ID

Password

Verify Password

Select System Role

☒ Mail Processing Role Naming

☐ Customer Service Role Naming

Cancel Next >>

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).

Select System Role

☐ Mail Processing Role Naming

☒ Customer Service Role Naming

DM

DM

MCSO/MCS

SCS

In-Plant

IS

Rpt Only

ACS

Labor

Select System Role

☒ Mail Processing Role Naming

☐ Customer Service Role Naming

Plant Mgr

Plant Mgr

MDO

SDO

In-Plant

IS

Rpt Only

ACS

Labor

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

RMD New User Setup Wizard - User Information

Setup Information

First Name: OCC Title:

MI:

Last Name:

SS Number:

Login ID:

Password:

Verify Password:

Select System Role

☒ Mail Processing Role Naming

☐ Customer Service Role Naming

▼

Cancel Next >>

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>>**.

RMD User Setup

! User Name must be 6 - 8 characters long

OK

RMD User Setup

! Password must be 6 - 10 characters long

OK

RMD User Setup

! The SSNumber doesn't match a valid SSNumber in the database. Please enter a valid SSNumber.

OK

- 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.

RMD New User Setup Wizard - Assign Pay Location Responsibilities

Assign Pay Locs for User:

User (Full Name):

User (Login ID):

System Role:

Instructions

Drag appropriate pay locations from the available list and drop in the box on the right. Hold down the 'Ctrl' key to select multiple pay locs, hold down the 'Shift' key to select a range of pay locs. Double click in the box on the right to remove individual pay locs. Use the arrows to add or remove all pay locs. Click 'Finish' when done.

Available Pay Locations

| | |
|-----|-----|
| 100 | 361 |
| 101 | 363 |
| 140 | 366 |
| 311 | 368 |
| 313 | 369 |
| 316 | 383 |
| 318 | 386 |
| 321 | 388 |
| 323 | 389 |
| 326 | 391 |
| 328 | 393 |
| 331 | 396 |
| 333 | 398 |
| 336 | |
| 338 | |

Assigned Pay Location Responsibilities

Responsibility Details

Employee Count:

PayLoc Count:

<< Back **Finish**

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

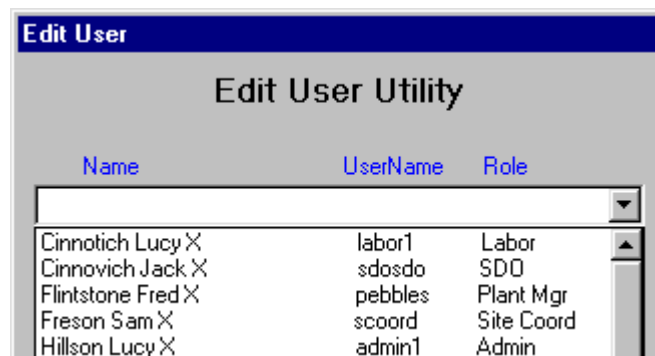
Use the setup wizard to edit a current user in RMD

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

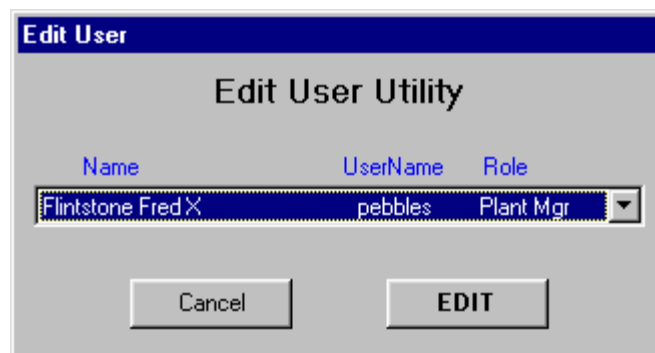
To **edit a user**:



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.

RMD New User Setup Wizard - User Information

Setup Information

First Name: Fred

MI: X

Last Name: Flintstone

SS Number: 902-02-9102

Login ID: pebbles

Password: *****

Verify Password: *****

OCC Title: Attendance Control

Select System Role

☒ Mail Processing Role Naming

☐ Customer Service Role Naming

ACS

Cancel Next >>

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.

RMD New User Setup Wizard - Assign Pay Location Responsibilities

Assign Pay Locs for User:

User (Full Name):

User (Login ID):

System Role:

Instructions

Drag appropriate pay locations from the available list and drop in the box on the right. Hold down the 'Ctrl' key to select multiple pay locs, hold down the 'Shift' key to select a range of pay locs. Double click in the box on the right to remove individual pay locs. Use the arrows to add or remove all pay locs. Click 'Finish' when done.

Available Pay Locations

101

Assigned Pay Location Responsibilities

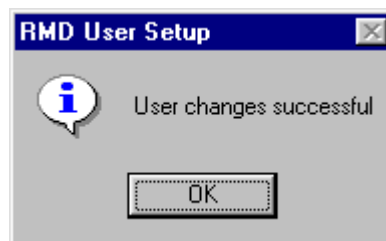
| | |
|-----|-----|
| 100 | 363 |
| 140 | 366 |
| 311 | 368 |
| 313 | 369 |
| 316 | 383 |
| 318 | 386 |
| 321 | 388 |
| 323 | 389 |
| 326 | 391 |
| 328 | 393 |
| 331 | 396 |
| 333 | 398 |
| 336 | |
| 338 | |
| 361 | |

Responsibility Details

Employee Count:

PayLoc Count:

<< Back Finish



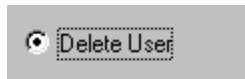
15. To save the changes, click **Finish**.
16. Click **OK** on the User changes successful window.
17. To exit without saving changes, click **Back**, then click **Cancel**.

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.

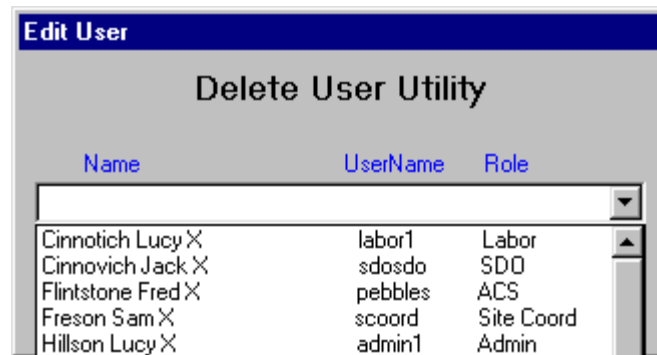
Delete User

Use to delete a user ID and password from the database

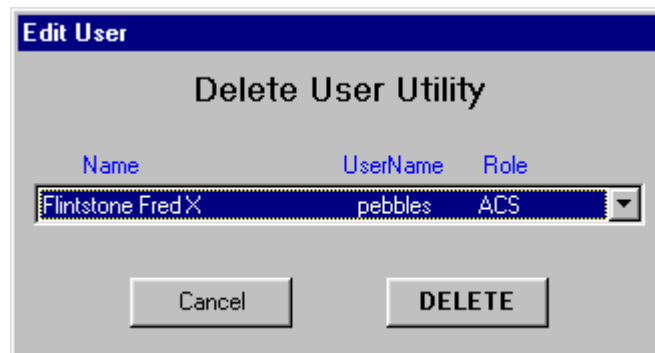
Access **Select Option Window** as described at the beginning of this chapter:



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.

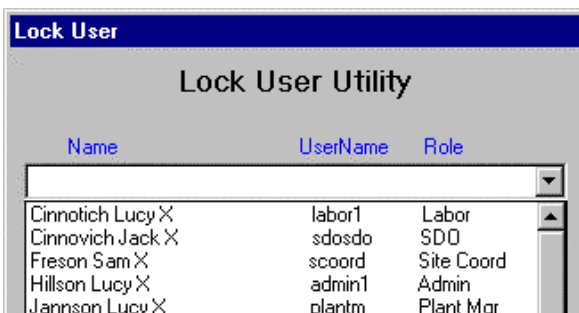
The Lock User and Unlock User Windows are similar in appearance and function.

To access Lock User, Unlock User:

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



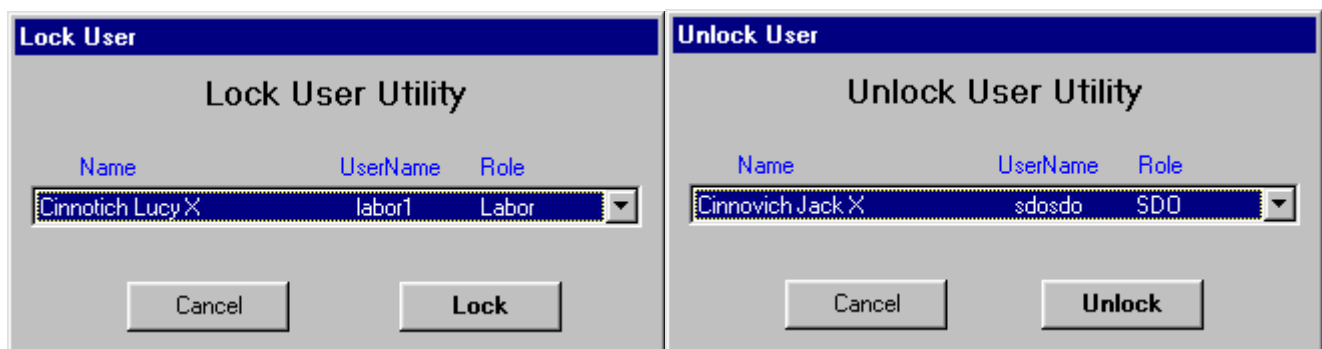
1. Click **Lock User** or **Unlock User** radio button.



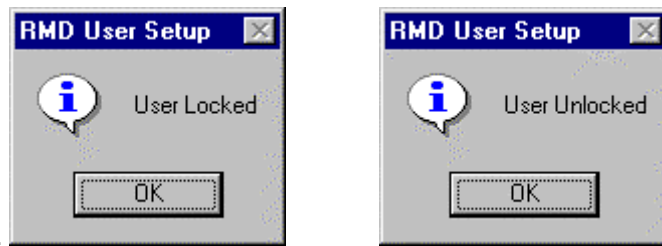
2. Select user (Highlight and click).

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

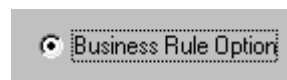
This option maintains business threshold parameters for a specified facility.

- 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.**

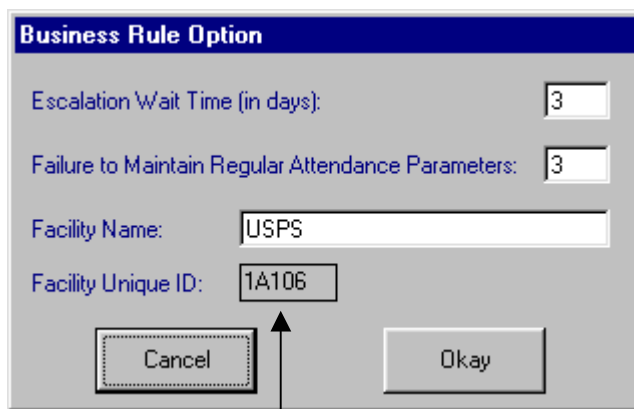
To access **Business Threshold Option**:

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.



Business Rule Option

Escalation Wait Time (in days):

Failure to Maintain Regular Attendance Parameters:

Facility Name:

Facility Unique ID:



Facility Unique ID:

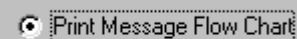
This field will be populated by, and used by, the USPS National IT. **Ignore it!**

Print Message Flow Chart

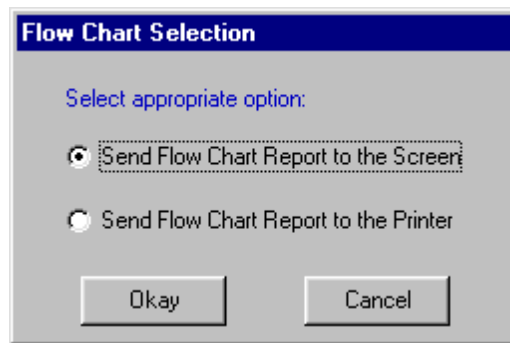
Use Print Message Flow Chart to print the flow chart of the RMD messaging system. The chart will display the occupants of the roles of RMD, the pay locations each occupant has been assigned responsibility for and both the Task Messaging (data input driven) and the Accountability Messaging (failure driven)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



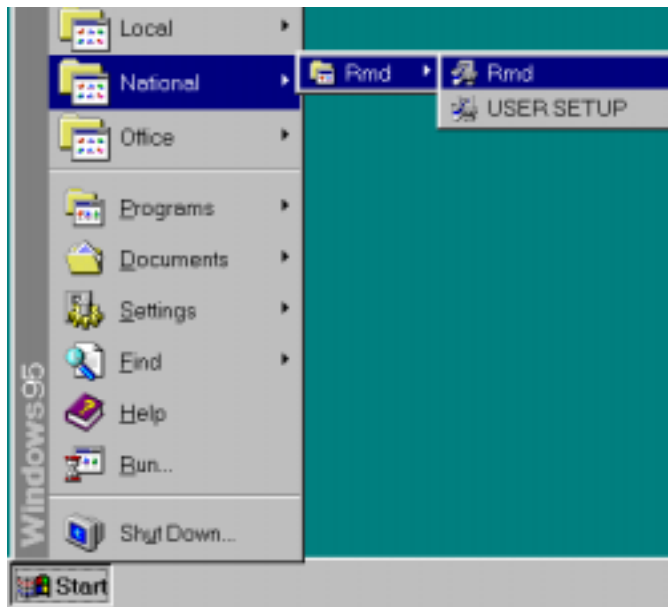
3. Click the option to send the **Flow Chart Report** to the terminal or to send the **Flow Chart Report** to the printer. If you choose to send the Flow Chart Report to the terminal, you will need to maneuver through each page of the report (one for each RMD role). If you choose to send the Flow Chart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

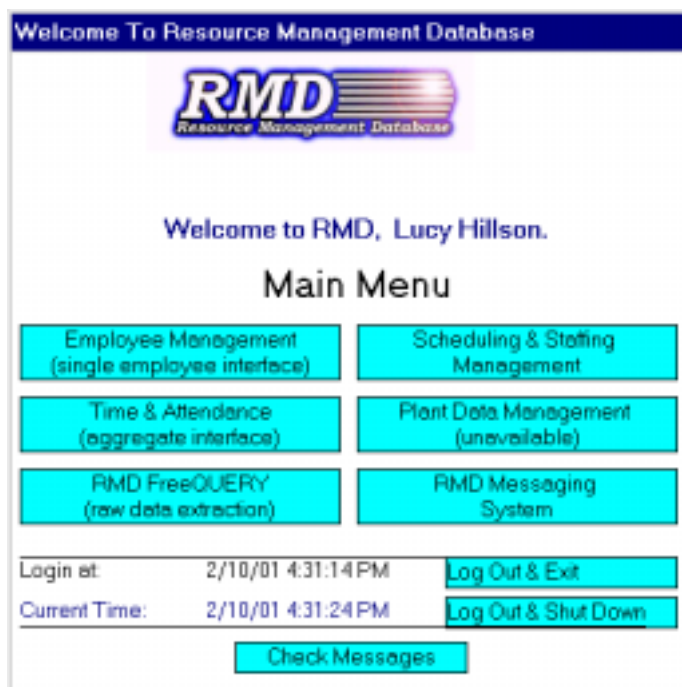
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

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 <input type="text"/> <input type="button" value="FAST FIND"/> <input type="button" value="FIND"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee: | ID: | Bid Job ID: | Level: | Step: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type: | Title: | PayLoc: | Bid Schedule Current (posted) Next Week(3/3/01) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EOD Date: | Seniority Date: | Tour: | Base Schedule <table border="1"> <thead> <tr> <th></th> <th>BT</th> <th>OL</th> <th>IL</th> <th>ET</th> </tr> </thead> <tbody> <tr><td>SAT</td><td></td><td></td><td></td><td></td></tr> <tr><td>SUN</td><td></td><td></td><td></td><td></td></tr> <tr><td>MON</td><td></td><td></td><td></td><td></td></tr> <tr><td>TUE</td><td></td><td></td><td></td><td></td></tr> <tr><td>WED</td><td></td><td></td><td></td><td></td></tr> <tr><td>THU</td><td></td><td></td><td></td><td></td></tr> <tr><td>FRI</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | | | BT | OL | IL | ET | SAT | | | | | SUN | | | | | MON | | | | | TUE | | | | | WED | | | | | THU | | | | | FRI | | | | |
| | BT | OL | IL | ET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MON | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TUE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| THU | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FRI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Exit-Return to Main Menu"/> | | View Mode: <input type="button" value="Reports"/> <input type="button" value="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

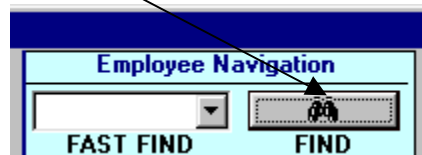


1. Click the arrow on the **Fast Find** list box.
2. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.

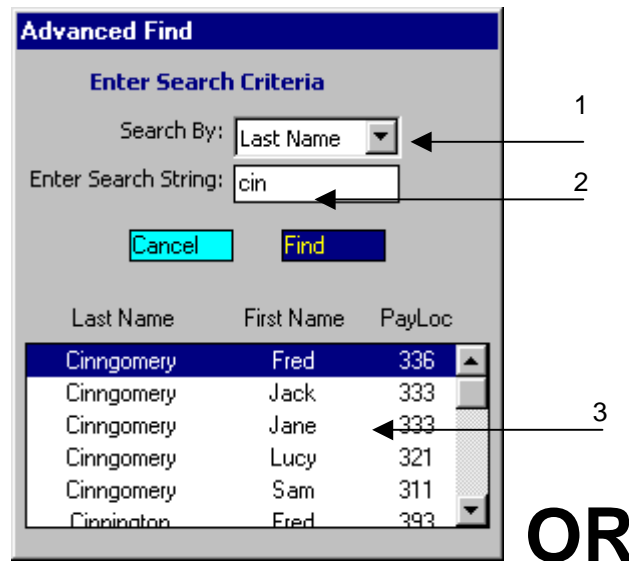
| Last Name | First Name | PayLoc |
|-------------|------------|--------|
| AM | SAM | 368 |
| Cinngomery | Fred | 336 |
| Cinngomery | Jack | 333 |
| Cinngomery | Jane | 333 |
| Cinngomery | Lucy | 321 |
| Cinngomery | Sam | 311 |
| Cinngington | Fred | 393 |
| Cinngington | Jack | 323 |

OR

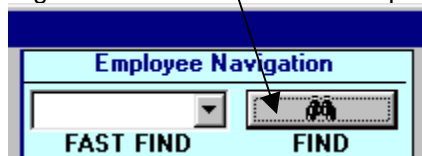
3. Left click the **Find** button to display the **Advanced Find** Window.



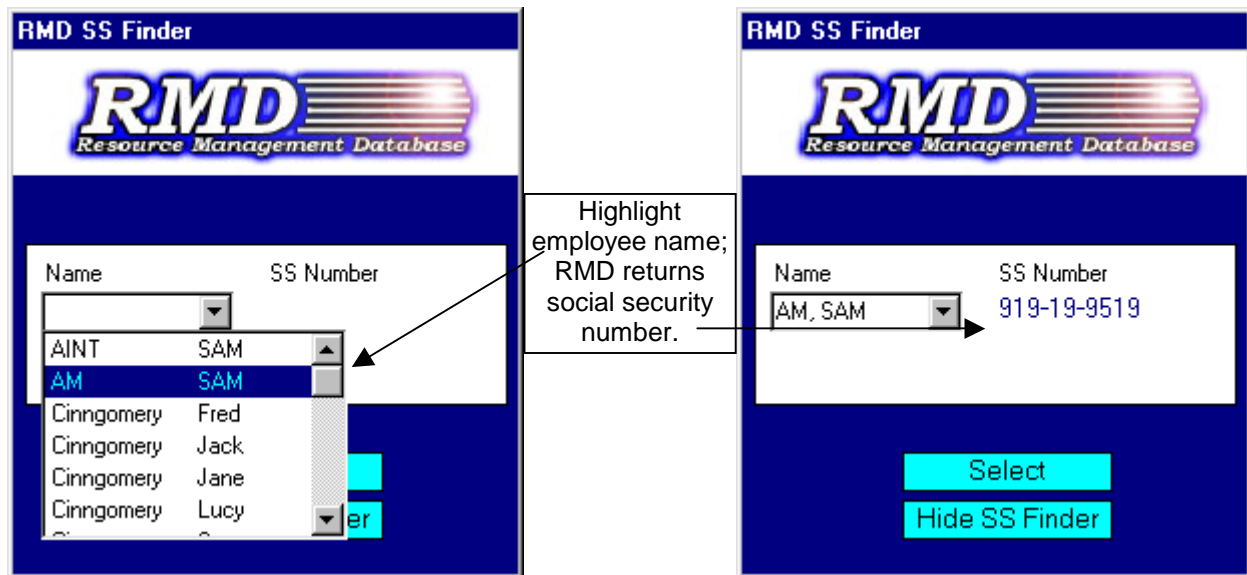
4. Select (highlight and click) the Search By criteria from the drop-down list (i.e. Last Name, First Name, SSN, OCC Title or License Plate). [Arrow 1]
5. Type your search criteria of one or more characters in the Enter Search String box. [Arrow 2]
6. Select a name from the list that displays by highlighting 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

Employee: Samquez Jane L ID: 982-82-9182 Bid Job ID: Level: 09 Step: P

Type: FTR Title: ELECTRONIC TECH PayLoc: 140 Bid Schedule: Current (posted) Next Week(3/24/01)


EOD Date: 1/14/89 Seniority Date: 1/14/89 Tour: 2

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 | | | | |

View Mode: 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: **Samquez** **Jane** **L** ID: **982-82-9182** Bid Job ID: **Level: 09** Step: **P**



Type: **FTR** Title: **ELECTRONIC TECH** PayLoc: **140** Bid Schedule: **Current (posted)** **Next Week(3/24/01)**

EOD Date: **1/14/89** Seniority Date: **1/14/89** Tour: **2**

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 | | | | |

View Mode:

 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.

Administrative Utilities - Restricted

RMD
Resource Management Database

Employee Information Administrator

Employee: AM SAM I
 ID: 919-19-9519 PayLoc: 368 Status: FTR
 Start Date: 9/14/96 Sen Date: 7/5/97
 OCC Title: DATA CONV OPR FIN #395533
 LDC: 1500 RSC: OPER: RTE: D/A: 110

Home: 980-555-9519
 Other:
 Other:

Address
 37637 N 1TH ST APT 2364
 Lanford DO 900907065

Emergency Contact Name: Fred Flintstone (555) 851-9999

Scheduling Data:

| | | |
|--|---|---|
| Base Schedule <input checked="" type="checkbox"/> Exists Create Edit | Current Schedule <input checked="" type="checkbox"/> Exists Create Edit | Next Week Schedule <input checked="" type="checkbox"/> Exists Create Edit |
|--|---|---|

Employee Navigation

FIND
 AM
FAST FIND
 PREV NEXT
 Add New Employee
 Sorting Options
 Delete Employee
 Submit
 Cancel

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

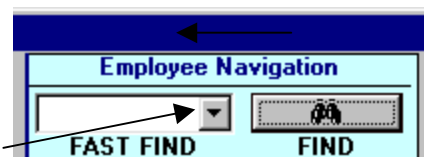
1. Use one of the following **Employee Navigation** options:

Fast Find – steps 2 and 3

Find – Advanced Find – steps 4 thru 7

Prev Next – step 8

Sorting Options – step 9

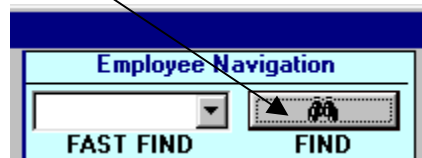


2. Click the arrow on the **Fast Find** list box.
3. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.

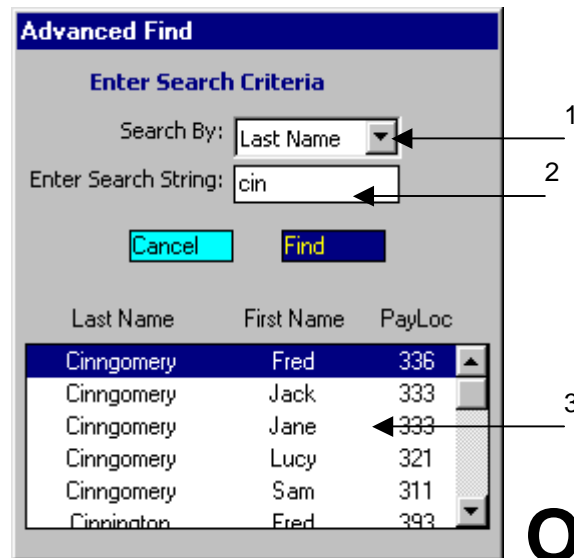
| Last Name | First Name | PayLoc |
|-------------|------------|--------|
| AM | SAM | 368 |
| Cinngomery | Fred | 336 |
| Cinngomery | Jack | 333 |
| Cinngomery | Jane | 333 |
| Cinngomery | Lucy | 321 |
| Cinngomery | Sam | 311 |
| Cinngington | Fred | 393 |
| Cinngington | Jack | 323 |

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]



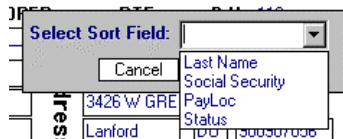
OR

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

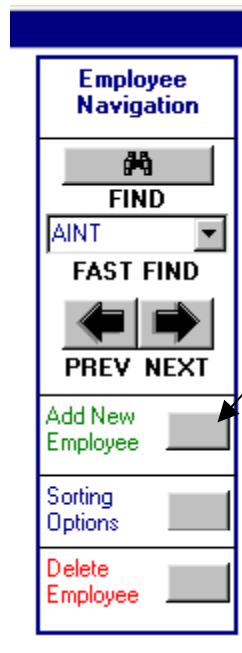
| Data Field | Description |
|----------------------------|--|
| Employee: | Employee name. |
| ID: | Social Security Number. |
| PayLoc: | Current Pay Location. |
| Status: | The bid job identification number. |
| Start Date: | Date Entered On Duty (EOD). |
| Sen Date: | Seniority Date within the bargaining 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

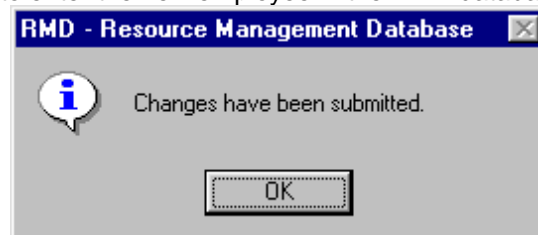
To create employee personnel information, perform these steps:

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.



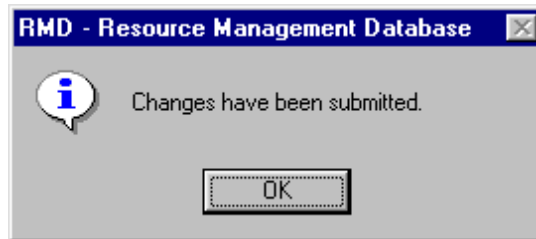
4. Click **OK** to return to the Employee Information Administrator Window.

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.



 A screenshot of the 'Delete Employee' window. The title bar says 'Delete Employee'. The main heading is 'Delete Employee' in large blue letters. Below it, a red warning message reads: 'This action will permanently remove the selected employee. If unsure, click DONE!'. There is a text input field labeled 'Enter SS Number:' with a white background and a black border. At the bottom, there are two buttons: a red 'Proceed' button and a gray 'DONE' button.

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.

Scheduling Data:

| Base Schedule | Current Schedule | Next Week Schedule |
|---------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> Exists | <input type="checkbox"/> Exists | <input type="checkbox"/> Exists |
| Create | Create | Create |
| Edit | Edit | Edit |

Submit
Cancel

2. The **Create schedule** window appears

Create Base Schedule: AINT, SAM

| | BT | OL | IL | ET |
|-----|----|----|----|----|
| SAT | __ | : | : | : |
| SUN | : | : | : | : |
| MON | : | : | : | : |
| TUE | : | : | : | : |
| WED | : | : | : | : |
| THU | : | : | : | : |
| FRI | : | : | : | : |

☐ Long term Custom

Assign
Cancel

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.

The screenshot shows a window titled 'Scheduling Data:'. It contains three main sections: 'Base Schedule', 'Current Schedule', and 'Next Week Schedule'. Each section has a 'Create' button and an 'Edit' button. The 'Edit' button for the 'Base Schedule' is highlighted with an arrow. To the right of these sections are 'Submit' and 'Cancel' buttons. There is also an 'Employee' label with a dropdown arrow.

2. The Edit Schedule Window displays.

The screenshot shows a window titled 'Edit Base Schedule: AM, SAM'. It contains a table with the following data:

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 13:30 | 17:30 | 18:00 | 22:00 |
| SUN | 13:30 | 17:30 | 18:00 | 22:00 |
| MON | 13:30 | 17:30 | 18:00 | 22:00 |
| TUE | 13:30 | 17:30 | 18:00 | 22:00 |
| WED | 13:30 | 17:30 | 18:00 | 22:00 |
| THU | : | : | : | : |
| FRI | : | : | : | : |

Below the table is a checkbox labeled 'Long term Custom' and two buttons: 'Assign' and 'Cancel'.

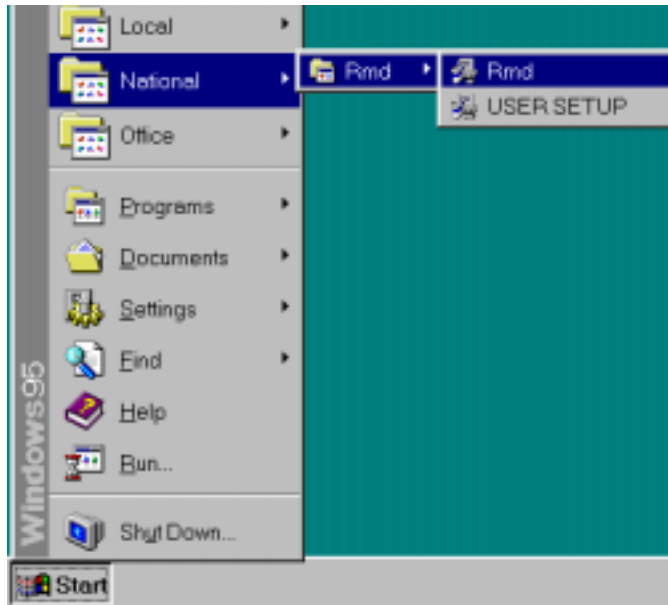
3. Change the appropriate times. Place cursor in the box, highlight the entry, type the new times.
4. Click **Assign** to complete the update, or **Cancel** to exit without saving the change.

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.

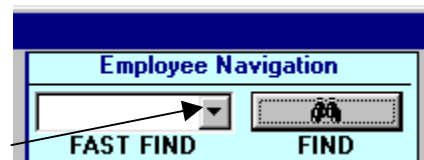
At the RMD Login Window:

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

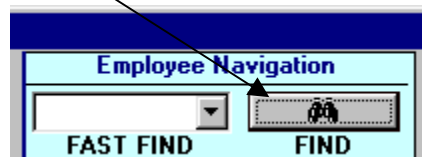


9. Click the arrow on the **Fast Find** list box.
10. Select an employee name from the list. (Highlight and click.) The Employee Information Management Window populates with the selected employee.

| Last Name | First Name | PayLoc |
|-------------|------------|--------|
| AM | SAM | 368 |
| Cinngomery | Fred | 336 |
| Cinngomery | Jack | 333 |
| Cinngomery | Jane | 333 |
| Cinngomery | Lucy | 321 |
| Cinngomery | Sam | 311 |
| Cinngington | Fred | 393 |
| Cinngington | 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]

Advanced Find

Enter Search Criteria

Search By: Last Name 1


Enter Search String: cin 2

| Last Name | First Name | PayLoc |
|------------|------------|--------|
| Cinngomery | Fred | 336 |
| Cinngomery | Jack | 333 |
| Cinngomery | Jane | 333 |
| Cinngomery | Lucy | 321 |
| Cinngomery | Sam | 311 |
| Cinngomery | Fred | 393 |

3

15. 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
AM



Employee: AM **SAM** **I** **ID:** 919-19-9519 **Bid Job ID:** **Level:** 04 **Step:** B

Type: FTR **Title:** DATA CONV OPR **PayLoc:** 368

EOD Date: 9/14/96 **Seniority Date:** 9/14/96 **Tour:** 3

Base Schedule

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 13:30 | 17:30 | 18:00 | 22:00 |
| SUN | 13:30 | 17:30 | 18:00 | 22:00 |
| MON | 13:30 | 17:30 | 18:00 | 22:00 |
| TUE | 13:30 | 17:30 | 18:00 | 22:00 |
| WED | 13:30 | 17:30 | 18:00 | 22:00 |
| THU | | | | |
| FRI | | | | |

 View Mode:  Home: 980-555-9519
 Emergency: 5558519

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.

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday ^ = FMLA

AL Balance:314.62 FMLA Used:0 26PP Work Hrs:1993.66 90 Days U/S:0
 SL Balance:906.93 FMLA On File:N Last U/S (Days):410 180 Days U/S:0
 SLDC Used:0 365 Days U/S:0

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

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

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday ^ = FMLA

AL Balance: 314.62 FMLA Used: 0 26PP Work Hrs: 1993.66 90 Days U/S: 0
 SL Balance: 906.93 FMLA On File: N Last U/S (Days): 410 180 Days U/S: 0
 SLDC Used: 0 365 Days U/S: 0

☐ 3971 History Entry

Click on the date required, then click Proceed to enter or edit leave for that day.

Leave counters

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

The screenshot shows a software window titled "View/Enter Leave Window". At the top is a legend bar with five buttons: "Scheduled" (blue), "UnScheduled" (red), "SDO" (cyan), "Holiday" (yellow), and "* = FMLA" (grey). Below the legend, the following data is displayed:

| | | | |
|--------------------|-----------------|------------------------|-----------------|
| AL Balance: 314.62 | FMLA Used: 0 | 26PP Work Hrs: 1993.66 | 90 Days U/S: 0 |
| SL Balance: 906.93 | FMLA On File: N | Last U/S (Days): 410 | 180 Days U/S: 0 |
| SLDC Used: 0 | | | 365 Days U/S: 0 |

At the bottom of the window, there is a text prompt: "in click Proceed to enter or edit leave for that day." To the right of this prompt is a checkbox labeled "3971 History Entry", which is currently checked and circled in black.

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

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday ^ = FMLA

AL Balance: 314.62 FMLA Used: 0 26PP Work Hrs: 1993.66 90 Days U/S: 0
 SL Balance: 906.93 FMLA On File: N Last U/S (Days): 410 180 Days U/S: 0
 SLDC Used: 0 365 Days U/S: 0

☐ 3971 History Entry

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

View Leave

Employee: Samquez Jane
Employee ID: 982-82-9182 PayLoc: 140

Absence Record 2001

| January | February | March | April |
|---|---|--|---|
| SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| May | June | July | August |
| SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| September | October | November | December |
| SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | SatSunMonTueWedThu.Fri 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

Change View
Print Form 3972
Exit

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.

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** ** Restricted Information **

PayLoc: 140

Proceed

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday ^ = FMLA

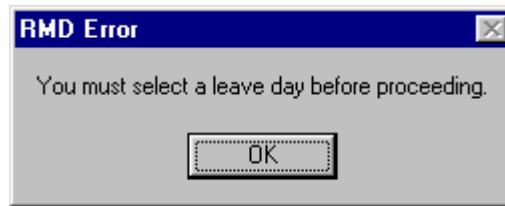
AL Balance:314.62 FMLA Used:0 26PP Work Hrs:1993.66 90 Days U/S:0

SL Balance:906.93 FMLA On File:N Last U/S (Days):410 180 Days U/S:0

SLDC Used:0 365 Days U/S:0

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

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 **SDOs** 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.

| Employee's Name (Last, First, MI) | | Social Security No. | Date Submitted | No. of Hours Requested | Scheduled | Un-Scheduled | PP | Year |
|--|--|---|----------------|---|-----------|----------------------------------|---------|-------|
| Samquez, Jene L | | 982-82-9182 | 02/10/01 | 8 | | | 05 | 2001 |
| Installation (For PM leave, show City, State and ZIP Code) | | NIS Day | Pay Loc. # | DIA Code | From Date | Hour | Day | Init. |
| USDP | | -----TF | 140 | 168 | 2/10/01 | 21:00 | Sat 01 | |
| Time of Call or Request | Scheduled Reporting Time | Employee Can Be Reached At (if needed) | | Thru Date | Hour | | Sun 02 | |
| 2/10/01 8:13:55 AM | 21:00 | 917-555-9182 <input type="checkbox"/> No Call | | 2/11/01 | 05:30 | | Mon 03 | |
| Type of Absence | Documentation (For Official Use Only) | Revised Schedule For (Date) | | Approved in Advance | | | Tue 04 | |
| <input type="checkbox"/> Annual | <input type="checkbox"/> For FMLA Leave (Certification Reviewed) | Begin Week | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Wed 05 | |
| <input type="checkbox"/> Carrier 701 Rule | <input type="checkbox"/> For COP Leave (CA1 on File) | Lunch - Out | | | | | Thur 06 | |
| <input type="checkbox"/> LWOP (See Reverse) | <input type="checkbox"/> For Advanced Sick Leave (1221 on File) | Lunch - In | | | | | Fri 07 | |
| <input checked="" type="checkbox"/> Sick (See Reverse) | <input type="checkbox"/> For Military Leave (Orders Reviewed) | End Week | | | | | Sat 08 | |
| <input type="checkbox"/> Late | <input type="checkbox"/> For Court Leave (Summons Reviewed) | Total Hours | | | | | Sun 09 | |
| <input type="checkbox"/> COP | <input type="checkbox"/> For Higher Level (1723 on File) | | | | | | Mon 10 | |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Scheme Training, Testing, Qualifying (Memo on File) | | | | | | Tue 11 | |
| Remarks (Do Not Enter Medical Information) | | | | | | | Wed 12 | |
| Not IOO, Not FMLA: | | | | | | | Thur 13 | |
| | | | | | | | Fri 14 | |
| 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) | | | | | | | | |
| <input type="checkbox"/> Approved, not FMLA* | | <input type="checkbox"/> Approved, FMLA [See Publication] | | <input type="checkbox"/> Approved, FMLA Pending Documentation on Noted on Reverse | | Signature of Supervisor and Date | | |
| <input type="checkbox"/> Disapproved (Give Reason) _____ | | | | | | | | |
| <input type="checkbox"/> Ineligible for FMLA (estimate eligibility) _____ | | | | <input type="checkbox"/> Continued on Reverse | | | | |

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 [Multiple Day]

Employee: Sarmquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

Proceed

Change View

Print Form 3972

Single-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

AL Balance:314.62 FMLA Used:0 26PP Work Hrs:1993.66 90 Days U/S:0
 SL Balance:906.93 FMLA On File:N Last U/S (Days):410 180 Days U/S:0
 SLDC Used:0 365 Days U/S:0

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

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.

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 | <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> UnScheduled | PP | Year |
| Sarmquez, Jane L. | 982-82-9182 | 02/10/01 | 40 | | 05 | 2001 |
| Installation (For PM leaves, show City, State and ZIP Code) | NIS Day | Pay Loc. # | DIA Code | From Date | Hour | Day |
| USPS | -----TF | 140 | 168 | 2/9/01 | 21:00 | Init. |
| Time of Call or Request | Scheduled Reporting Time | Employee Can Be Reached At (if needed) | Thru Date | Hour | | Hours |
| 2/10/01 8:28:40 AM | 21:00 | 917-555-9182 <input type="checkbox"/> No Call | 2/14/01 | 05:30 | | |
| | | | | | Sat 01 | |
| | | | | | Sun 02 | |

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

Select Hours and Units of Leave

Hours: Units:

Schedule From To

BT:

OL:

IL:

ET:

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

AL Balance: 314.62 FMLA Used: 0 26PP Work Hrs: 1993.66 90 Days U/S: 0
SL Balance: 906.93 FMLA On File: N Last U/S (Days): 410 180 Days U/S: 0
SLDC Used: 0 365 Days U/S: 0

3971 Comments:

☐ 3971 History Entry

Click on the date required, then click Proceed to enter or edit leave for that day.

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**.

View/Enter Leave [Single Day]

Employee: **Samquez Jane** **Absence Record ** Restricted Information ****

PayLoc: 140

Leave Date: 2/10/2001

Scheduled **Unscheduled**

☐ AL
☐ SL
☐ SLDC
☐ SAL
☐ LWOP
☐ LATE
☐ SWOP
☐ EAL
☐ CL
☐ ML
☐ AOT
☐ ADL
☐ COP
☐ AWOL

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | | | | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

IOD?

Is your absence a result of a job related condition?

Legend: **Scheduled** **UnScheduled** **SDO** **Holiday** * = FMLA

AL Balance: 314.62 FMLA Used: 0 26PP Work Hrs: 1993.66 90 Days U/S: 0
 SL Balance: 906.93 FMLA On File: N Last U/S (Days): 410 180 Days U/S: 0
 SLDC Used: 0 365 Days U/S: 0

3971 Comments:

Select Leave type and click Update.

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.

FMLA Determination

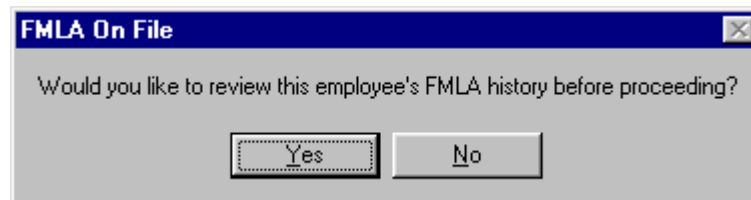
Reminder:

Additional questions may be necessary to determine if employee's absence is FMLA.

Is this leave FMLA?

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

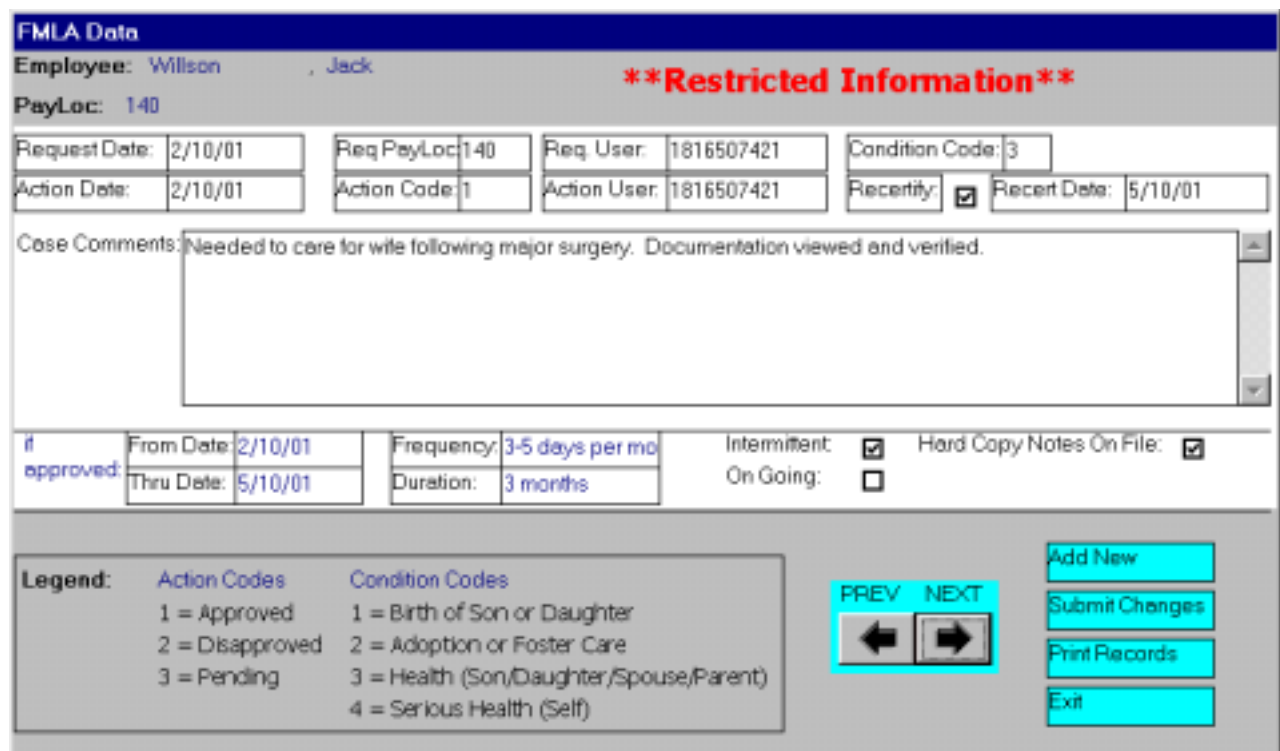
If the employee has FMLA certification on file (Indicated by the FMLA Spec Information, you are given the opportunity to review the FMLA certification history before proceeding. The FMLA Spec Information only lists one certification; the employee may have multiple certifications. You may use the Prev 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.



FMLA On File

Would you like to review this employee's FMLA history before proceeding?

Yes No



FMLA Data

Employee: Willson, Jack ****Restricted Information****

PayLoc: 140

| | | | |
|-----------------------|-----------------|-------------------------|---|
| Request Date: 2/10/01 | Req PayLoc: 140 | Req User: 1816507421 | Condition Code: 3 |
| Action Date: 2/10/01 | Action Code: 1 | Action User: 1816507421 | Recertify: <input checked="" type="checkbox"/> Recert Date: 5/10/01 |

Case Comments: Needed to care for wife following major surgery. Documentation viewed and verified.

| | | | | |
|--------------|--------------------|----------------------------|---|--|
| if approved: | From Date: 2/10/01 | Frequency: 3-5 days per mo | Intermittent: <input checked="" type="checkbox"/> | Hard Copy Notes On File: <input checked="" type="checkbox"/> |
| | Thru Date: 5/10/01 | Duration: 3 months | On Going: <input type="checkbox"/> | |

Legend:

| Action Codes | Condition Codes |
|-----------------|---|
| 1 = Approved | 1 = Birth of Son or Daughter |
| 2 = Disapproved | 2 = Adoption or Foster Care |
| 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) |
| | 4 = Serious Health (Self) |

PREV NEXT

Add New
Submit Changes
Print Records
Exit

| FMLA Data | | | | | | | | | | | | | | | | | |
|---|---|--------------|---------|-----------------------------------|--------------------------|--|--|-----------------|-----------------------------|-------------|---|--|---------------------------|--|--|--|--|
| Employee: Willson, Jack | | | | **Restricted Information** | | | | | | | | | | | | | |
| PayLoc: 140 | | | | | | | | | | | | | | | | | |
| Request Date: | 2/10/01 | Req PayLoc: | 140 | Req User: | 1816507421 | Condition Code: | 1 | | | | | | | | | | |
| Action Date: | 2/10/01 | Action Code: | 1 | Action User: | 1816507421 | Recertify: | <input type="checkbox"/> Recert Date: __/__/__ | | | | | | | | | | |
| Case Comments: 4 weeks of leave following birth of child on 02/09/01. Documentation viewed and verified. | | | | | | | | | | | | | | | | | |
| if approved: | From Date: 2/10/01 | Frequency: | | Intermittent: | <input type="checkbox"/> | Hard Copy Notes On File: <input checked="" type="checkbox"/> | | | | | | | | | | | |
| | Thru Date: 3/10/01 | Duration: | 4 weeks | On Going: | <input type="checkbox"/> | | | | | | | | | | | | |
| Legend: <table border="0"> <tr> <td>Action Codes</td> <td>Condition Codes</td> </tr> <tr> <td>1 = Approved</td> <td>1 = Birth of Son or Daughter</td> </tr> <tr> <td>2 = Disapproved</td> <td>2 = Adoption or Foster Care</td> </tr> <tr> <td>3 = Pending</td> <td>3 = Health (Son/Daughter/Spouse/Parent)</td> </tr> <tr> <td></td> <td>4 = Serious Health (Self)</td> </tr> </table> | | | | Action Codes | Condition Codes | 1 = Approved | 1 = Birth of Son or Daughter | 2 = Disapproved | 2 = Adoption or Foster Care | 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) | | 4 = Serious Health (Self) | PREV NEXT <input type="button" value="←"/> <input type="button" value="→"/> | | <input type="button" value="Add New"/> <input type="button" value="Submit Changes"/> <input type="button" value="Print Records"/> <input type="button" value="Exit"/> | |
| Action Codes | Condition Codes | | | | | | | | | | | | | | | | |
| 1 = Approved | 1 = Birth of Son or Daughter | | | | | | | | | | | | | | | | |
| 2 = Disapproved | 2 = Adoption or Foster Care | | | | | | | | | | | | | | | | |
| 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) | | | | | | | | | | | | | | | | |
| | 4 = Serious Health (Self) | | | | | | | | | | | | | | | | |

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.

New Note on AINT, SAM

Employee: AINT, SAM
Employee ID: 918-18-9118 PayLoc: 140

New Note

Enter Subject of Entry: Reason for Requiring Doc on 2/14/2001

Enter all Notes Here:

Cancel Submit

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.

View/Enter Leave [Single Day]

Employee: AM SAM **Absence Record** ** Restricted Information **

PayLoc: 368

Leave Date: 2/11/2001

Scheduled **Unscheduled**

☒ AL
☐ SL
☐ SLDC
☐ SAL
☐ LWOP
☐ LATE
☐ SWOP
☐ EAL
☐ CL
☐ ML
☐ AOT
☐ ADL
☐ COP
☐ AWOL

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: **Scheduled** **UnScheduled** SDO Holiday * = FMLA

AL Balance:30.02 FMLA Used:0 26PP Work Hrs:1570.12 90 Days U/S:0
 SL Balance:123.78 FMLA On File:N Last U/S (Days):358 180 Days U/S:0
 SLDC Used:0 365 Days U/S:1

Cancel Update 3971 Comments: Not IDD;Not FMLA;

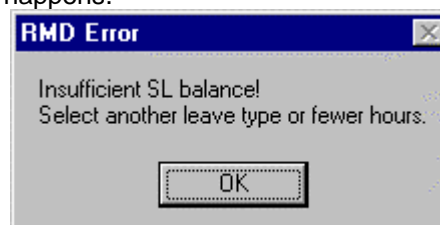
Select Leave type and click Update.

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.)

Legend: **Scheduled** **UnScheduled** SDO Holiday * = FMLA

AL Balance:22.02 FMLA Used:0 26PP Work Hrs:1570.12 90 Days U/S:0
 SL Balance:123.78 FMLA On File:N Last U/S (Days):358 180 Days U/S:0
 SLDC Used:0 365 Days U/S:1

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.

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 | <input type="checkbox"/> Scheduled <input type="checkbox"/> Int-Scheduled | PP 05 | Year 2001 |
| Samquez, Jane L. | | 982-82-9182 | 02/10/01 | 8 | | | |
| Installation (For PM leave, show City, State and ZIP Code) | | NIS Day | Pay Loc. # | DVA 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 <input type="checkbox"/> No Call | | 2/11/01 | 05:30 | | |
| Type of Absence | Documentation (For Official Use Only) | | Revised Schedule For (Date) | | Approved in Advance | | |
| <input checked="" type="checkbox"/> Annual | <input type="checkbox"/> For FMLA Leave (Certification Reviewed) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| <input type="checkbox"/> Carrier 701 Rule | <input type="checkbox"/> For CDP Leave (CA1 on File) | | | | | | |
| <input type="checkbox"/> LWOP (See Reverse) | <input type="checkbox"/> For Advanced Sick Leave (1221 on File) | | | | | | |
| <input type="checkbox"/> Sick (See Reverse) | <input type="checkbox"/> For Military Leave (Orders Reviewed) | | | | | | |
| <input type="checkbox"/> Late | <input type="checkbox"/> For Court Leave (Summons Reviewed) | | | | | | |
| <input type="checkbox"/> CDP | <input type="checkbox"/> For Higher Level (1723 on File) | | | | | | |
| <input checked="" type="checkbox"/> Other - Emergency | <input type="checkbox"/> Scheme Training, Testing, Qualifying (Memo on File) | | | | | | |
| Remarks (Do Not Enter Medical Information) | | Begin | | | | | |
| Not IOD/Not FMLA; | | Lunch - Out | | | | | |
| | | Lunch - In | | | | | |
| | | End | | | | | |
| | | 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) | | | | | | | |
| <input type="checkbox"/> Approved, not FMLA* | | <input type="checkbox"/> Approved, FMLA (See Publication) | | <input type="checkbox"/> Approved, FMLA Pending Documentation Noted on Reverse | | Signature of Supervisor and Date | |
| <input type="checkbox"/> Disapproved (Give Reason) | | | | | | | |
| <input type="checkbox"/> Ineligible for FMLA (certain eligibility) | | | | | | <input type="checkbox"/> Continued on Reverse | |

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. 494)

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

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 redisplay, showing the option to **Add** an additional leave type.

View/Enter Leave [Single Day]

Employee: AM SAM **Absence Record** ** Restricted Information **

PayLoc: 368

Proceed

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: **Scheduled** **UnScheduled** **SDO** **Holiday** * = FMLA

AL Balance:18.02 FMLA Used:0 26PP Work Hrs:1570.12 90 Days U/S:1
SL Balance:123.78 FMLA On File:N Last U/S (Days):16 180 Days U/S:1
SLDC Used:0 365 Days U/S:2

Clear **Edit** **Add**

A record for the selected day exists. Please choose Clear, Edit or Add.

☐ 3971 History Entry

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.

View/Enter Leave [Single Day]

Employee: AM SAM **Absence Record** ** Restricted Information **

PayLoc: 368

Proceed

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

AL Balance:18.02 FMLA Used:0 26PP Work Hrs:1570.12 90 Days U/S:1
 SL Balance:123.78 FMLA On File:N Last U/S (Days):16 180 Days U/S:1
 SLDC Used:0 365 Days U/S:2

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

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.

The screenshot shows a window titled "RMD Leave Day View". Inside, it displays "Leave details for: 2/10/2001". Below this, it lists "Employee: Samquez, Jane" and "Payloc: 140". A central box contains two entries: "On 2/10/01 9:08:27 AM Jack Willson entered: 4 hours of al" and "On 2/10/01 9:08:47 AM Jack Willson entered: 0.41 hours of ulat". At the bottom of this box, it says "Employee's Payloc at time of leave entry: 140". A blue "Done" button is at the bottom of the window.

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.

View/Enter Leave [Single Day]

Employee: Samquez Jane **Absence Record** **** Restricted Information ****

PayLoc: 140

Proceed

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | 20 | 21 | 22 | 23 | | | |
| | | | | | | | 27 | 28 | 29 | 30 | | | |

Enter Leave

Select ALL appropriate days of leave.

Reminder: All days selected must be the same leave type!

OK

Legend: **Scheduled** **UnScheduled** **SDO** **Holiday** * = FMLA

AL Balance: 314.62 FMLA Used: 0 26PP Work Hrs: 1993.66 90 Days U/S: 0
 SL Balance: 906.93 FMLA On File: Y Last U/S (Days): 410 180 Days U/S: 0
 SLDC Used: 0 365 Days U/S: 0
 FMLA spec: Cond= 3 Freq= 3-5 days per month Dur= 3 months Thru 5/10/01

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

- 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.

- Click **Proceed**.
- Follow steps 1-13 starting on page 66 to enter the leave time.
- 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.

The screenshot shows a window titled "RMD Leave Day View". Inside, it displays "Leave details for: 2/10/2001". Below this, it lists "Employee: Willton, Sam" and "Payloc: 366". A central box contains the text "On 2/10/01 9:35:14 AM Jack Willson entered:" followed by "8 hours of al" in blue. At the bottom of this box, it says "Employee's Payloc at time of leave entry: 366". A blue "Done" button is located at the bottom center of the window.

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**.

View/Enter Leave [Single Day]

Employee: Wilton Sam **Absence Record ** Restricted Information ****

PayLoc: 366

Proceed

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday ^ = FMLA

AL Balance:2 FMLA Used:0 26PP Work Hrs:487.09 90 Days U/S:0
 SL Balance:0 FMLA On File:N Last U/S (Days):357 180 Days U/S:0
 SLDC Used:0 365 Days U/S:1

Clear Edit Add

A record for the selected day exists. Please choose Clear, Edit or Add.

☐ 3971 History Entry

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

View/Enter Leave [Single Day]

Employee: Wilton Sam **Absence Record ** Restricted Information ****

PayLoc: 366

Proceed

Change View

Print Form 3972

Multi-Day Entry

Exit

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday ^ = FMLA

AL Balance:2 FMLA Used:0 26PP Work Hrs:487.09 90 Days U/S:0
 SL Balance:0 FMLA On File:N Last U/S (Days):357 180 Days U/S:0
 SLDC Used:0 365 Days U/S:1

Clear Edit Add

A record for the selected day exists. Please choose Clear, Edit or Add.

☐ 3971 History Entry

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

FMLA On File

There is no FMLA on file for this employee. Message generated to FMLA Coordinator.

OK

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

View/Enter Leave [Single Day]

Employee: Wilton Sam **Absence Record ** Restricted Information ****

PayLoc: 366

Leave Date: 2/10/2001

Scheduled **Unscheduled**

☒ AL ☐ LWOP ☐ SWOP ☐ COP

☒ Leave is FMLA ☒ Doc Req

Cancel **Update**

3971 Comments: Not IOD; FMLA Leave; DOC REQ;

Select Leave type and click Update.

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | 31 | | | | | | |

Legend: **Scheduled** **UnScheduled** **SDO** **Holiday** *** = FMLA**

AL Balance: 10 FMLA Used: 0 26PP Work Hrs: 487.09 90 Days U/S: 0
 SL Balance: 0 FMLA On File: N Last U/S (Days): 357 180 Days U/S: 0
 SLDC Used: 0 365 Days U/S: 1

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.

View/Enter Leave [Single Day]

Employee: Willton Sam **Absence Record** ** Restricted Information **

PayLoc: 366

Leave Date: 2/10/2001

Scheduled **Unscheduled**

| February 2001 | | | | | | | March 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | | | | | | 20 | 21 | 22 | 23 | | | |
| | | | | | | | 27 | 28 | 29 | 30 | | | |

RMD Error

Insufficient work hours in past 26 pay periods!

Click OK to **OVERIDE** the work hours requirement.

Click Cancel to select another leave type.

Legend: **Scheduled** **Unscheduled** **SDO** **Holiday** ^ = FMLA

AL Balance: 10 FMLA Used: 0 26PP Work Hrs: 487.09 90 Days U/S: 0
SL Balance: 0 FMLA On File: N Last U/S (Days): 17 180 Days U/S: 0
SLDC Used: 0 365 Days U/S: 1

3971 Comments: Not IOD:

Select Leave type and click Update.

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

| 3971 Maker | | | | | | | | | | | | | |
|---|--|--|---------------------|--|---------------------|--|------------------------|---------|------------|------|------|-------|-------|
| Print Done | | | | | | | | | | | | | |
| UNITED STATES POSTAL SERVICE | | | | | | | | | | | | | |
| Request for or Notification of Absence | | | | | | | | | | | | | |
| Employee's Name (Last, First, MI.) | | | Social Security No. | | Date Submitted | | No. of Hours Requested | | Schedul | | PP | Year | |
| Wilton, Sam L | | | 926-26-9226 | | 02/10/01 | | 8 | | 05 | | 2001 | | |
| Installation (For PM leave, show City, State and ZIP Code) | | | NS Day | | Pay Loc. # DIA Code | | From Date Hour | | In Schedul | | Day | Init. | Hours |
| USPS | | | ----- | | 366 810 | | 2/10/01 15:00 | | Schedul | | Sat | | |
| Time of Call or Request | | Scheduled Reporting Time | | Employee Can Be Reached At (if needed) | | Thru Date Hour | | Schedul | | Sun | | | |
| 2/10/01 9:30:54 AM | | 15:00 | | 973-555-9226 | | 2/11/01 00:00 | | Schedul | | Mon | | | |
| Type of Absence | | Documentation (For Official Use Only) | | Revised Schedule For (Date) | | Approved in Advance | | Schedul | | Tue | | | |
| <input checked="" type="checkbox"/> Annual | | <input type="checkbox"/> For FMLA Leave (Certification Reviewed) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Schedul | | Wed | | | |
| <input type="checkbox"/> Carrier 701 Rule | | <input type="checkbox"/> For CDP Leave (CA1 on File) | | | | | | Schedul | | Thur | | | |
| <input type="checkbox"/> LWOP (See Reverse) | | <input type="checkbox"/> For Advanced Sick Leave (1221 on File) | | | | | | Schedul | | Fri | | | |
| <input type="checkbox"/> Sick (See Reverse) | | <input type="checkbox"/> For Military Leave (Orders Reviewed) | | | | | | Schedul | | Sat | | | |
| <input type="checkbox"/> Late | | <input type="checkbox"/> For Court Leave (Summons Reviewed) | | | | | | Schedul | | Sun | | | |
| <input type="checkbox"/> CDP | | <input type="checkbox"/> For Higher Level (1723 on File) | | | | | | Schedul | | Mon | | | |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Scheme Training, Testing, Qualifying (Memo on File) | | | | | | Schedul | | Tue | | | |
| Remarks (Do Not Enter Medical Information) | | | | Begin | | | | Schedul | | Wed | | | |
| Not IOD; FMLA Leave; DOC REQ; | | | | Lunch - Out | | | | Schedul | | Thur | | | |
| | | | | Lunch - In | | | | Schedul | | Fri | | | |
| | | | | End | | | | Schedul | | Sat | | | |
| | | | | Total Hours | | | | Schedul | | Sun | | | |
| I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP. | | | | | | | | Schedul | | Mon | | | |
| Employee's Signature and Date | | Signature of Person Recording Absence and Date | | Signature of Supervisor and Date Notified | | | | Schedul | | Tue | | | |
| | | 02/10/01 | | | | | | Schedul | | Wed | | | |
| Official Action on Application (Return copy of signed request to employee) | | | | | | | | | | | | | |
| <input type="checkbox"/> Approved, not FMLA* | | <input type="checkbox"/> Approved, FMLA (See Publication) | | <input type="checkbox"/> Approved, FMLA Pending Documentation Noted on Reverse | | Signature of Supervisor and Date | | Schedul | | Thur | | | |
| <input type="checkbox"/> Disapproved (Give Reason) | | | | | | | | Schedul | | Fri | | | |
| <input type="checkbox"/> Ineligible for FMLA (Estimate Eligibility Date) | | 06/09/2001 | | <input type="checkbox"/> Continued on Reverse | | | | Schedul | | | | | |
| 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. 1001) | | | | | | | | | | | | | |

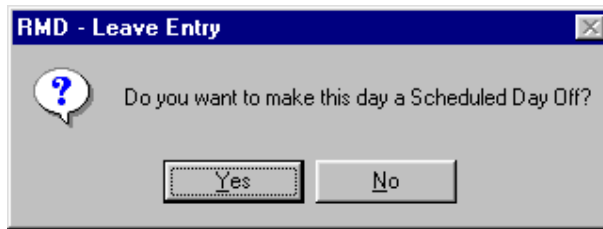
Population of Ineligible for FMLA (Estimate Eligibility Date)

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

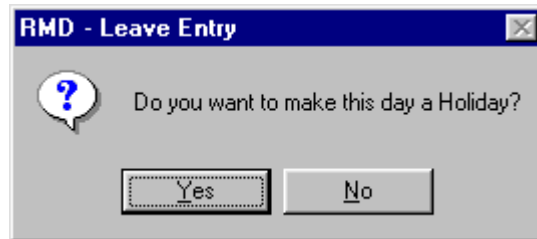
Quickly schedule a day off or a holiday for an employee:

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:

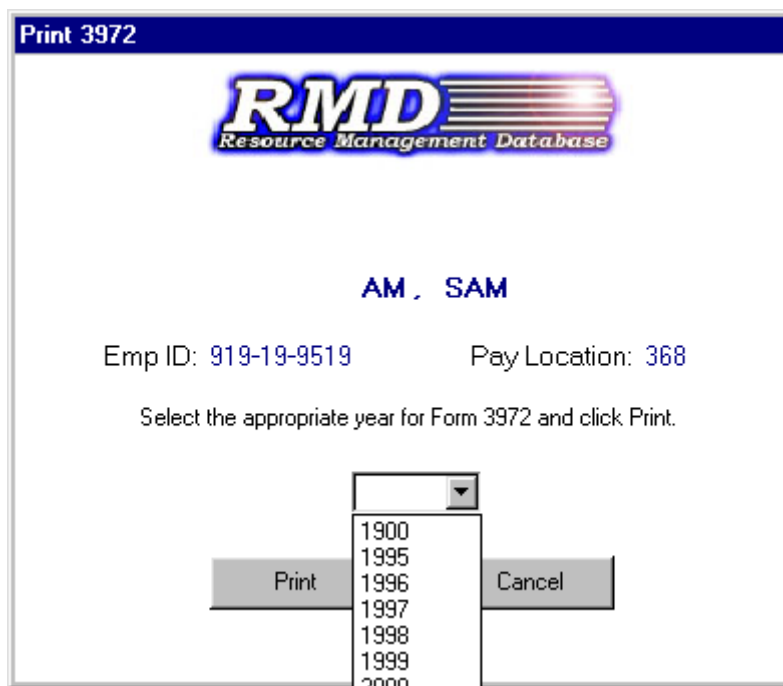


To clear a day scheduled as a holiday or a day off (SDO):


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

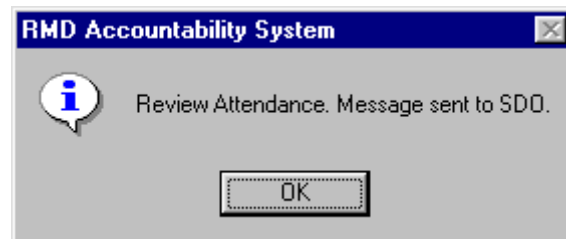
print icon  on each page to print a hard copy of Form 3972.

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.



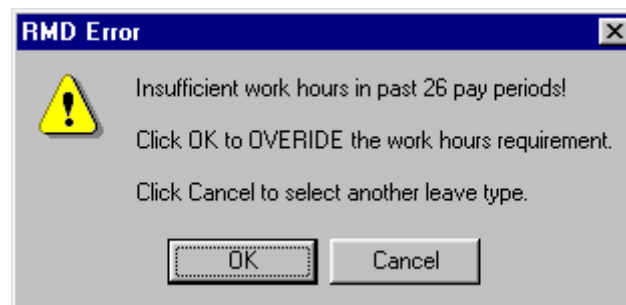
No FMLA on file for this employee. Message generated to FMLA Coordinator.

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



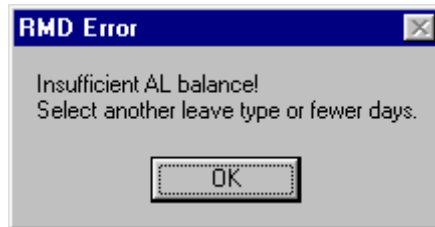
Insufficient work hours in past 26 pay periods!

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.



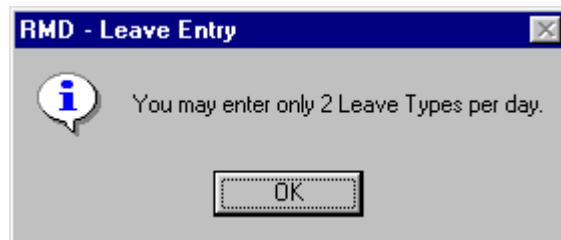
Insufficient Leave Balance

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.



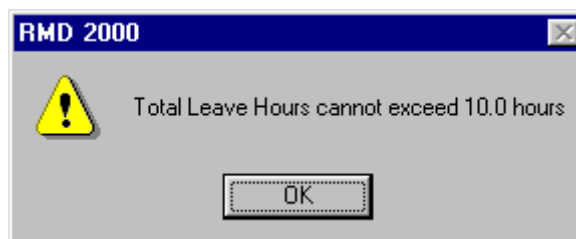
Leave Entry - Attempting to Add more than 2 types of Leave on one day

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.

View/Enter Leave [Multiple Day]

Employee: AM SAM **Absence Record** ** Restricted Information **

PayLoc: 368

Proceed

Change View

Print Form 3972

Single-Day Entry

Exit

| March 2001 | | | | | | | April 2001 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| 31 | | | | | | | | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

AL Balance: 24.82 FMLA Used: 0 26PP Work Hrs: 1862.05 90 Days U/S: 2
 SL Balance: 103.01 FMLA On File: N Last U/S (Days): 16 180 Days U/S: 2
 SLDC Used: 0 365 Days U/S: 3

Click on the date required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

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

View/Enter Leave [Multiple Day]

Employee: AM SAM **Absence Record ** Restricted Information ****

PayLoc: 368

Proceed

Change View

Print Form 3972

Single-Day Entry

Exit

| December 2000 | | | | | | | January 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |
| 30 | 31 | | | | | | | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

AL Balance:24.82 FMLA Used:0 26PP Work Hrs:1862.05 90 Days U/S:2
 SL Balance:103.01 FMLA On File:N Last U/S (Days):16 180 Days U/S:2
 SLDC Used:0 365 Days U/S:3

Click on the date required, then click Proceed to enter or edit leave for that day.

☒ 3971 History Entry

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

View/Enter Leave [Multiple Day]

Employee: AM SAM **Absence Record ** Restricted Information ****

PayLoc: 368

Proceed

Change View

Print Form 3972

Single-Day Entry

Exit

| December 2000 | | | | | | | January 2001 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|
| Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | sl | sl | sl | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | |
| 30 | 31 | | | | | | | | | | | | |

Legend: Scheduled UnScheduled SDO Holiday * = FMLA

AL Balance:24.82 FMLA Used:0 26PP Work Hrs:1862.05 90 Days U/S:5
 SL Balance:103.01 FMLA On File:N Last U/S (Days):16 180 Days U/S:5
 SLDC Used:0 365 Days U/S:6

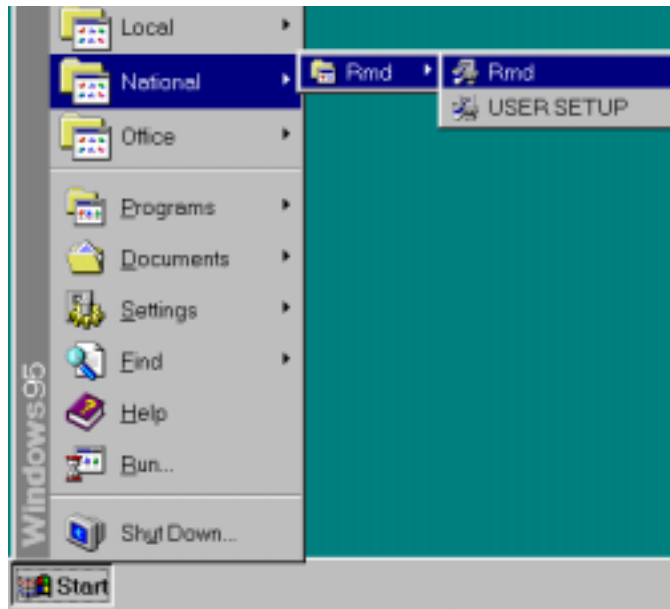
Click on the date(s) required, then click Proceed to enter or edit leave for that day. ☐ 3971 History Entry

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:



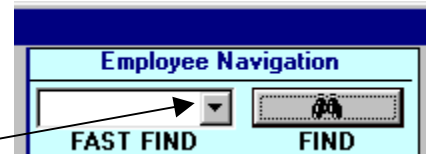
1. Click the Start button.
2. Go to the "National" option.
3. Select RMD – Click RMD.

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]

Advanced Find

Enter Search Criteria

Search By: Last Name ▼ 1

Enter Search String: cin 2


Cancel Find

| Last Name | First Name | PayLoc |
|------------|------------|--------|
| Cinngomery | Fred | 336 |
| Cinngomery | Jack | 333 |
| Cinngomery | Jane | 333 |
| Cinngomery | Lucy | 321 |
| Cinngomery | Sam | 311 |
| Cinngomery | Fred | 393 |

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.

Employee Information Management

 **UNITED STATES POSTAL SERVICE®** **Restricted Data**
Authorized Personnel Only

Employee: AM SAM I **ID:** 919-19-9519 **Bid Job ID:** **Level:** 04 **Step:** B

Type: FTR **Title:** DATA CONV OPR **PayLoc:** 368

EOD Date: 9/14/96 **Seniority Date:** 9/14/96 **Tour:** 3

Employee Navigation

FAST FIND FIND

T/A Reconciliation Rpt.

FMLA Data

On-the-Clock Analysis

Attendance Analysis

Parking Information

Supervisor Notes

Admin Action History

Base Schedule

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 06:45 | 10:45 | 11:15 | 15:15 |
| SUN | 06:45 | 10:45 | 11:15 | 15:15 |
| MON | 06:45 | 10:45 | 11:15 | 15:15 |
| TUE | 06:45 | 10:45 | 11:15 | 15:15 |
| WED | 06:45 | 10:45 | 11:15 | 15:15 |
| THU | | | | |
| FRI | | | | |

Exit-Return to Main Menu **View Mode:** Reports Actions



 Home: 980-555-9519
 Emergency: 5558519999

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.

Employee Information Management

UNITED STATES POSTAL SERVICE® ****Restricted Data****
Authorized Personnel Only

Employee Navigation

Employee: AM SAM I ID: 919-19-9519 Bid Job ID: Level: 04 Step: B

Type: FTR Title: DATA CONV OPR PayLoc: 368

EOD Date: 9/14/96 Seniority Date: 9/14/96 Tour: 3

T/A Reconciliation Rpt. Dates: ___/___/___ to ___/___/___

FMLA Data

On-the-Clock Analysis

Attendance Analysis

Parking Information

Supervisor Notes

Admin Action History

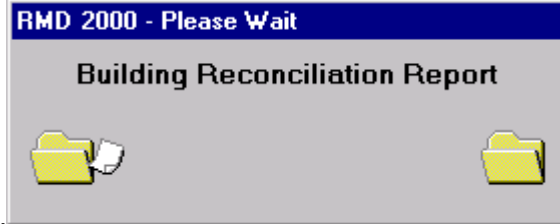
Base Schedule

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 06:45 | 10:45 | 11:15 | 15:15 |
| SUN | 06:45 | 10:45 | 11:15 | 15:15 |
| MON | 06:45 | 10:45 | 11:15 | 15:15 |
| TUE | 06:45 | 10:45 | 11:15 | 15:15 |
| WED | 06:45 | 10:45 | 11:15 | 15:15 |
| THU | | | | |
| FRI | | | | |

Exit-Return to Main Menu View Mode: Reports Actions

Home: 980-555-9519
Emergency: 5558519999

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 |
| Cinunquez | Fred | 393 | 989-89-9389 | 1/5/01 | Sick Lv | 8.00 | al | 4.62 |
| Cinunquez | 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 |
| Wilton | 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.

Employee Information Management

UNITED STATES POSTAL SERVICE® ****Restricted Data****
Authorized Personnel Only

Employee Navigation

Employee: AM SAM I ID: 919-19-9519 Bid Job ID: Level: 04 Step: B

Type: FTR Title: DATA CONV OPR PayLoc: 368

EOD Date: 9/14/96 Seniority Date: 9/14/96 Tour: 3

Base Schedule

| | IL | ET |
|-----|-------|-------|
| | 11:15 | 15:15 |
| | 11:15 | 15:15 |
| | 11:15 | 15:15 |
| | 11:15 | 15:15 |
| WED | 06:45 | 10:45 |
| THU | | |
| FRI | | |

RMD FMLA Data

There are no FMLA records for this employee. Would you like to add a new one?

Yes No

Exit-Return to Main Menu View Mode: Reports Actions

Home: 980-555-9519
Emergency: 5558519999

- 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.

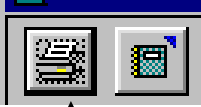
WARNING: When **updating** an FMLA certification, to change dates, you need to **delete** the current date entry first and then enter the new date, **using the slashes**, between month, day, and year.

| FMLA Data | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------|---|--|---|--|--|--|---------|--------------|-----------------|--|--------------|------------------------------|--|-----------------|-----------------------------|--|-------------|---|--|--|---------------------------|
| Employee: AM | | , SAM | | **Restricted Information** | | | | | | | | | | | | | | | | | | |
| PayLoc: 368 | | | | | | | | | | | | | | | | | | | | | | |
| Request Date: __/__/__ | Req PayLoc: | Req. User: 961959172 | Condition Code: | | | | | | | | | | | | | | | | | | | |
| Action Date: __/__/__ | Action Code: | Action User: 961959172 | Recertify: <input type="checkbox"/> | Recert Date: __/__/__ | | | | | | | | | | | | | | | | | | |
| Case Comments: <div></div> | | | | | | | | | | | | | | | | | | | | | | |
| if approved: | From Date: __/__/__ | Frequency: | Intermittent: <input type="checkbox"/> | Hard Copy Notes On File: <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| | Thru Date: __/__/__ | Duration: | On Going: <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Legend:</th> <th>Action Codes</th> <th>Condition Codes</th> </tr> </thead> <tbody> <tr> <td></td> <td>1 = Approved</td> <td>1 = Birth of Son or Daughter</td> </tr> <tr> <td></td> <td>2 = Disapproved</td> <td>2 = Adoption or Foster Care</td> </tr> <tr> <td></td> <td>3 = Pending</td> <td>3 = Health (Son/Daughter/Spouse/Parent)</td> </tr> <tr> <td></td> <td></td> <td>4 = Serious Health (Self)</td> </tr> </tbody> </table> | | | | | | | | Legend: | Action Codes | Condition Codes | | 1 = Approved | 1 = Birth of Son or Daughter | | 2 = Disapproved | 2 = Adoption or Foster Care | | 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) | | | 4 = Serious Health (Self) |
| Legend: | Action Codes | Condition Codes | | | | | | | | | | | | | | | | | | | | |
| | 1 = Approved | 1 = Birth of Son or Daughter | | | | | | | | | | | | | | | | | | | | |
| | 2 = Disapproved | 2 = Adoption or Foster Care | | | | | | | | | | | | | | | | | | | | |
| | 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) | | | | | | | | | | | | | | | | | | | | |
| | | 4 = Serious Health (Self) | | | | | | | | | | | | | | | | | | | | |
| | | | <div>PREV NEXT</div> <div>← →</div> | | <div>Submit Changes</div> <div>Print Records</div> <div>Exit</div> | | | | | | | | | | | | | | | | | |

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

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

The screenshot displays the 'Employee Information Management' interface for the United States Postal Service. The header includes the USPS logo, the text 'UNITED STATES POSTAL SERVICE', and a red warning: '**Restricted Data** Authorized Personnel Only'. The 'Employee Navigation' section contains a dropdown menu and 'FAST FIND' and 'FIND' buttons. Employee details are shown: Employee: AINT SAM I, ID: 918-18-9118, Bid Job ID: , Level: 09, Step: P. Below this, Type: FTR, Title: ELECTRONIC TECH, PayLoc: 140, EOD Date: 9/12/98, Seniority Date: 9/12/98, and Tour: 3 are listed. A left-hand menu contains options: T/A Reconciliation Rpt., FMLA Data, On-the-Clock Analysis (highlighted), Attendance Analysis, Parking Information, Supervisor Notes, and Admin Action History. To the right of 'On-the-Clock Analysis' are sub-options: Virtual ETC and Hours Type Inquiry. The 'Base Schedule' table is shown on the right, and the bottom status bar includes 'Exit-Return to Main Menu', 'View Mode: Reports', and contact information.

Employee Information Management

UNITED STATES POSTAL SERVICE ****Restricted Data****
Authorized Personnel Only

Employee Navigation

Employee: AINT SAM I ID: 918-18-9118 Bid Job ID: Level: 09 Step: P

Type: FTR Title: ELECTRONIC TECH PayLoc: 140

EOD Date: 9/12/98 Seniority Date: 9/12/98 Tour: 3

On-the-Clock Analysis

Virtual ETC

Hours Type Inquiry

Base Schedule

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 23:00 | 03:00 | 03:30 | 07:30 |
| SUN | 23:00 | 03:00 | 03:30 | 07:30 |
| MON | 23:00 | 03:00 | 03:30 | 07:30 |
| TUE | 23:00 | 03:00 | 03:30 | 07:30 |
| WED | | | | |
| THU | | | | |
| FRI | 23:00 | 03:00 | 03:30 | 07:30 |

Exit-Return to Main Menu View Mode: Reports Actions Home: 981-555-9118 Emergency: 5558118125

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

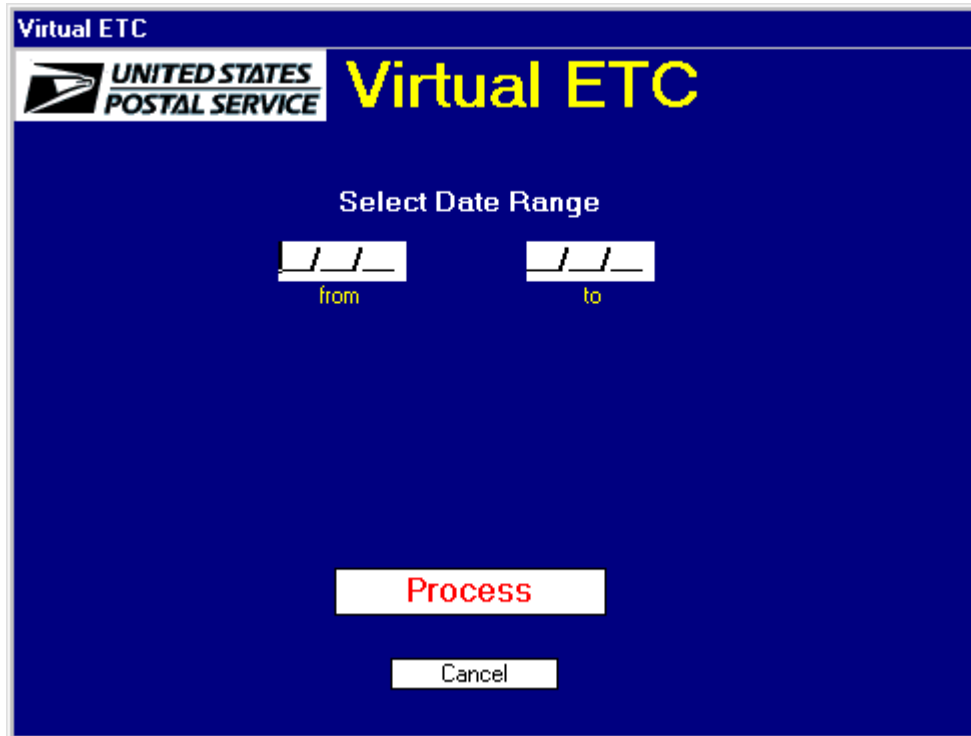
- **Virtual ETC** (page 107) Virtual Electronic Time Clock (ETC) is a read-only interface to your timekeeping system (ETC, PSDS, TACS).
- **Hours Type Inquiry** (page 111).

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.

Virtual ETC

 **UNITED STATES POSTAL SERVICE** **Virtual ETC**

Selected Date Range **Selected Employee**

01/01/00 02/28/01 **AINT** **SAM** **I**

from from Status: FTR PayLoc: 140

| Date | ETC Code | Type | Hours |
|----------------|----------|-----------|-------|
| 10/21/00 (Sat) | 52 | Work Hrs | 11.35 |
| 10/22/00 (Sun) | 55 | Annual Lv | 6 |
| 10/23/00 (Mon) | 52 | Work Hrs | 6.5 |
| 10/24/00 (Tue) | 52 | Work Hrs | 8 |
| 10/26/00 (Thu) | 52 | Work Hrs | 7.37 |
| 10/27/00 (Fri) | 52 | Work Hrs | 7.43 |
| 10/28/00 (Sat) | 52 | Work Hrs | 7.51 |

View Summary Report **DONE**

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

Intraday Moves

Moves on: 3/16/00

Employee: **AM** **SAM** **I**

| Oper | Type | Hours |
|--------|------------|-------|
| 775-43 | Keying-DEN | 1.72 |
| 775-33 | Keying-PHX | 1.89 |
| 775-23 | Keying-TUC | 0.91 |
| 779-43 | Group Lead | 3.48 |

DONE


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).

| Hours Use Summary | | | | |
|--------------------------|-------------|------------------------|-------------------|-------------|
| Hours Use Summary | | | | |
| 01/01/00 | 02/28/01 | AM | SAM | I |
| from | to | Status: FTR | PayLoc: 368 | |
| All Hours Paid | | Work Hours Paid | | |
| Code | Type | Hours | Oper | Type |
| 52 | Work Hrs | 464.76 | 340-00 | Stand-By |
| 55 | Annual Lv | 51.18 | 630-00 | Meeting |
| 58 | Hol Lv | 48 | 775-11 | Keying-LAS |
| | | | 775-21 | Keying-TUC |
| | | | 775-31 | Keying-PHX |
| | | | 775-41 | Keying-DEN |
| | | | 775-51 | Keying-COS |
| | | | 781-00 | Training |
| Total Hrs Used: | | 563.94 | Total Hrs Worked: | |
| | | | 464.76 | |
| DONE | | Print | | |

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

RMD Hours Use Report

Zoom 100%



Hours Use Summary

| | | | | |
|-----------------|-----------------|--------------------|--------------------|----------|
| 01/01/00 | 02/28/01 | AM | SAM | I |
| from | to | | | |
| | | 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

RMD Hours Use Report

Zoom 100%



Hours Use Summary

| | | | |
|-----------------|-----------------|-------------|-------------|
| 01/01/00 | 02/28/01 | AM | SAM |
| from | to | Status: FTR | PayLoc: 368 |

All Hours Paid

| Operation | Type | Hours |
|-----------|-----------|--------|
| 52 | Work Hrs | 464.76 |
| 55 | Annual Lv | 51.18 |
| 58 | Hol Lv | 48.00 |

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.

RMD - Hours Type Inquiry

Hours Type Inquiry

Date Range

From To

Hours Type


al
sal
lwp
cl
ual
usl
ulat

Print
Report

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.

RMD - Hours Type Inquiry

Zoom 100%



Hours Type Inquiry Report

| Last Name | First Name | Date | Type | Hours |
|-----------|------------|---------|------|-------|
| AM | SAM | 5/1/00 | al | 8.00 |
| AM | SAM | 2/4/01 | al | 6.00 |
| AM | SAM | 2/10/01 | al | 8.00 |

Pages: 1


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).

Employee Information Management

UNITED STATES POSTAL SERVICE®

****Restricted Data****
Authorized Personnel Only

Employee Navigation
 
FAST FIND **FIND**

Employee: AM **SAM** **I** **ID:** 919-19-9519 **Bid Job ID:** **Level:** 04 **Step:** B
Type: FTR **Title:** DATA CONV OPR **PayLoc:** 368
EOD Date: 9/14/96 **Seniority Date:** 9/14/96 **Tour:** 3

T/A Reconciliation Rpt.
FMLA Data
On-the-Clock Analysis
Attendance Analysis
Parking Information
Supervisor Notes
Admin Action History



3972 Report
Hrs Use Analysis

Base Schedule

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 06:45 | 10:45 | 11:15 | 15:15 |
| SUN | 06:45 | 10:45 | 11:15 | 15:15 |
| MON | 06:45 | 10:45 | 11:15 | 15:15 |
| TUE | 06:45 | 10:45 | 11:15 | 15:15 |
| WED | 06:45 | 10:45 | 11:15 | 15:15 |
| THU | | | | |
| FRI | | | | |

Exit-Return to Main Menu

View Mode: Reports Actions

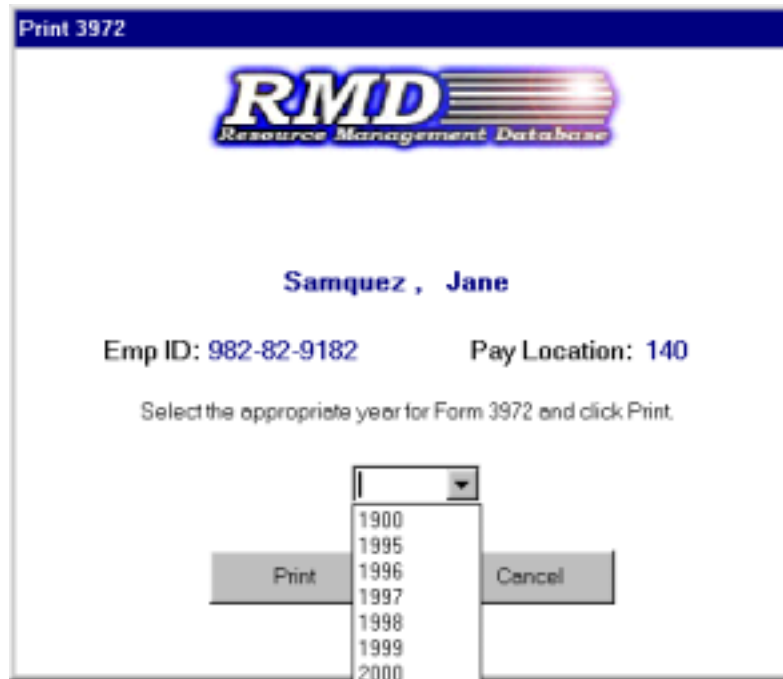
 Home: 980-555-9519
 Emergency: 5558519999

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 | Employee's Name | Employee ID | Pay Location |
| Absence Analysis | Samquez, Jane | 982-82-9182 | 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 circumstances 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, Letters of Warning, suspensions, etc. A running total of FMLA hours used 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* | <i>*Note: These are not separate leave categories, but a distinction is made for the purpose of analysis.</i> | |
| Administrative Leave | ADL | Leave Without Pay | LWOP | | |
| Continuation of Pay | COP | LWOP in Lieu of SL | SNCP*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 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | | | | | H-0 | AL-8 | AL-8 | SDO-0 | SDO-0 | AL-8 | AL-8 | AL-8 | AL-8 | AL-8 | SDO-0 | |
| 3 | Jan. 13 | Jan. 26 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | | | AL-8 | AL-8 | AL-8 | AL-8 | AL-8 | SDO-0 | SDO-0 | AL-8 | H-0 | AL-8 | AL-8 | AL-8 | SDO-0 | |
| 4 | Jan. 27 | Feb. 9 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | | | | | | | | SDO-0 | SDO-0 | | | | | | SDO-0 | |
| 5 | Feb. 10 | Feb. 23 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | | | AL-8 | | | | | SDO-0 | SDO-0 | | | H-0 | | | SDO-0 | |

Pages: 1

RMD - 3972 PAGE 2

Zoom 100%

| 01 | Dec. 15 | Dec. 28 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|---------|---------|----|----|----|----|----|----|---|----|----|----|----|----|----|----|
| Attendance Related Actions & Dates (See Instructions) | | | | | | | | | Reviewing Supervisor's Comments, Signature & Date | | | | | | | |
| | | | | | | | | | Jan. | | | | | | | |
| | | | | | | | | | Feb. | | | | | | | |
| | | | | | | | | | March | | | | | | | |
| | | | | | | | | | April | | | | | | | |
| | | | | | | | | | May | | | | | | | |
| | | | | | | | | | June | | | | | | | |
| | | | | | | | | | July | | | | | | | |
| | | | | | | | | | Aug. | | | | | | | |
| | | | | | | | | | Sept. | | | | | | | |
| | | | | | | | | | Oct. | | | | | | | |
| | | | | | | | | | Nov. | | | | | | | |
| | | | | | | | | | Dec. | | | | | | | |

PS Form 3972 (Page 2 of 2)

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

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 | | | | |

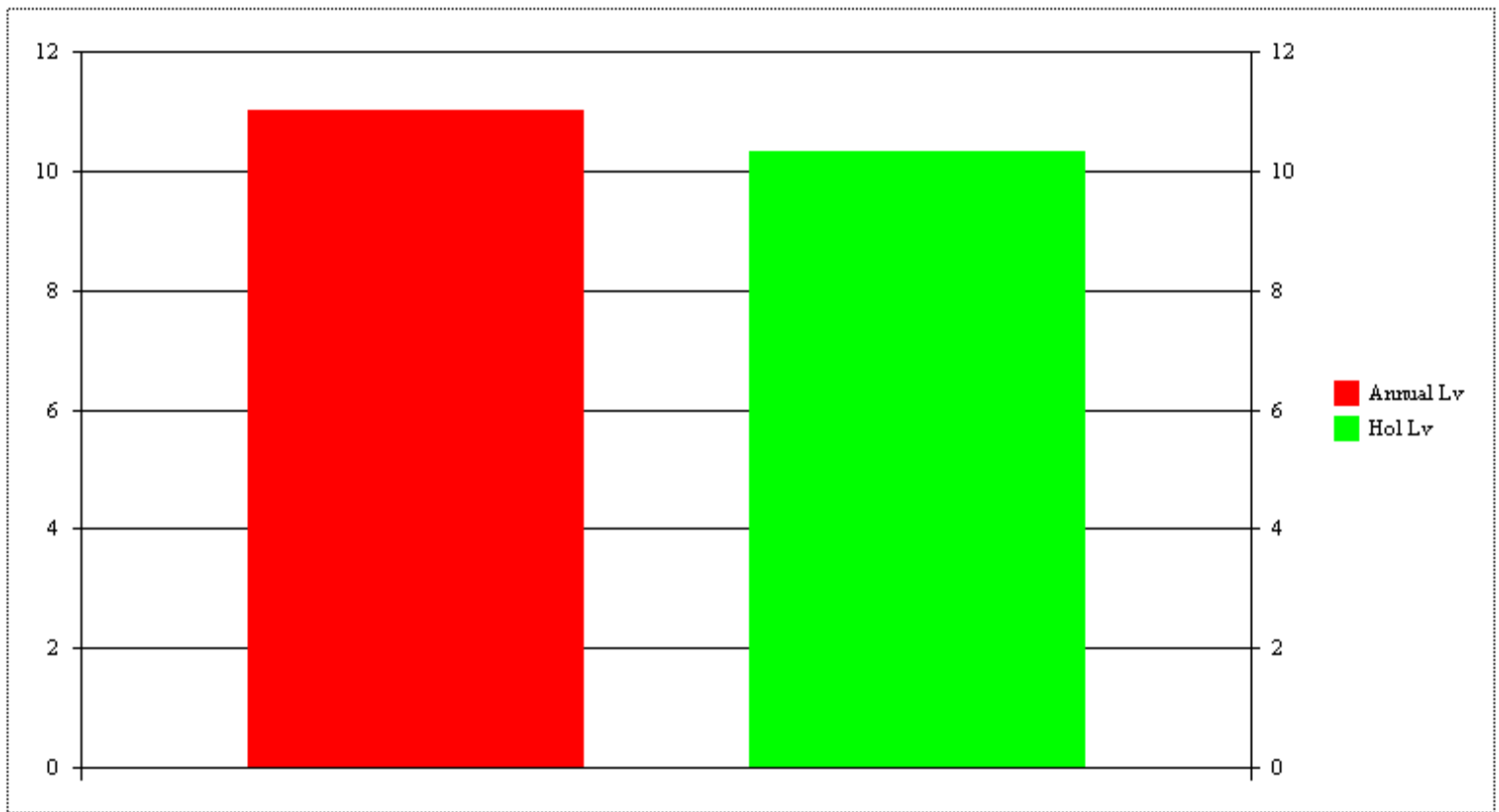
DONE

Show Chart

Print Report

Sick Leave Super Chart

Hours Comparison by Percentage



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.

The screenshot shows a window titled "RMD Employee Parking Information". Inside, there is a sub-header "Employee Parking Information". Below this, the text "Employee: AM" and "SAM" is displayed. Underneath, there are three columns: "Tag Code", "Lic. Plate", and "Vehicle Description/Carpool Info". The "Tag Code" column contains the text "CYAN 00001" and the "Lic. Plate" column contains "EF9-520". At the bottom of the window, there are three buttons: "Print", "Done", and "Add".

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

This screenshot shows the same "RMD Employee Parking Information" window, but with input fields. The "Employee: AM" and "SAM" text remains. Below the column headers, there are three empty input fields corresponding to "Tag Code", "Lic. Plate", and "Vehicle Description/Carpool Info". At the bottom, the buttons are "Cancel" and "Submit".

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**.

**UNITED STATES
POSTAL SERVICE®**

****Restricted Data**
Authorized Personnel Only**

Employee Navigation

Employee: AM SAM I ID: 919-19-9519 Bid Job ID: Level: 04 Step: B

Type: FTR **Title:** DATA CONV OPR **PayLoc:** 368
EOD Date: 9/14/96 **Seniority Date:** 9/14/96 **Tour:** 3

Bid Schedule | Current (posted) | Next Week(3/3/01)

T/A Reconciliation Rpt.

FMLA Data

On-the-Clock Analysis

Attendance Analysis

Parking Information

Supervisor Notes

Admin Action History

Base Schedule

| | BT | OL | IL | ET |
|-----|-------|-------|-------|-------|
| SAT | 06:45 | 10:45 | 11:15 | 15:15 |
| SUN | 06:45 | 10:45 | 11:15 | 15:15 |
| MON | 06:45 | 10:45 | 11:15 | 15:15 |
| TUE | 06:45 | 10:45 | 11:15 | 15:15 |
| WED | 06:45 | 10:45 | 11:15 | 15:15 |
| THU | | | | |
| FRI | | | | |

View Mode:

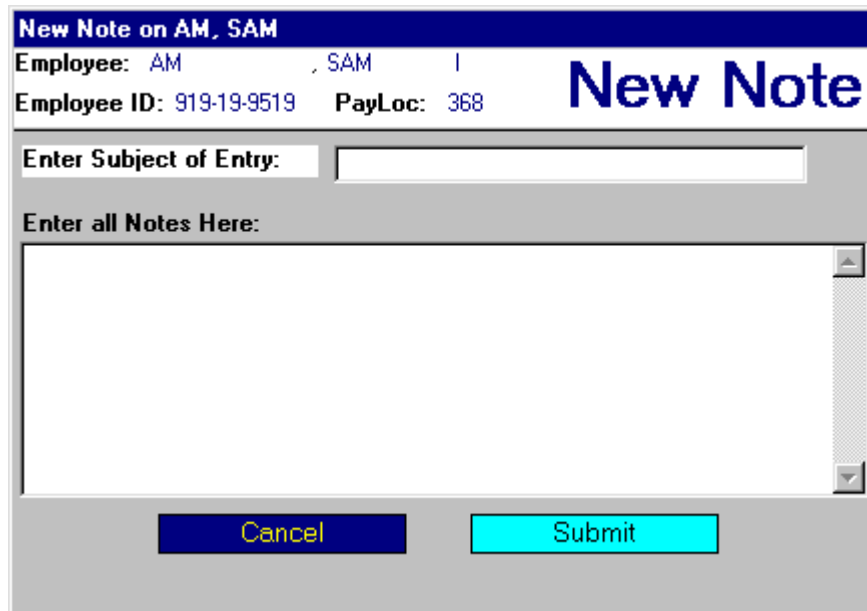
Home: 980-555-9519
 Emergency: 5558519999

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:



The screenshot shows a window titled "New Note on AM, SAM". Inside the window, there is a header section with the text "Employee: AM, SAM" and "Employee ID: 919-19-9519 PayLoc: 368". To the right of this header is the title "New Note". Below the header is a text input field labeled "Enter Subject of Entry:". Below that is a large text area labeled "Enter all Notes Here:". At the bottom of the window are two buttons: "Cancel" and "Submit".

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.

The screenshot shows a window titled "Supervisor Notes on Samquez, Jane". At the top, it displays "Employee: Samquez, Jane L" and "Employee ID: 982-82-9182 PayLoc: 140". The title "Supervisor Notes" is on the right. Below this is a red warning: "**Restricted Information**". The "Subject:" field contains "Reason for Requiring Doc on 2/10/2001". The "Notes:" section, labeled "Written: Secure2", contains a text box with the text "Employee had been previously denied this day off; called in sick; is day after SDOs." At the bottom, there are three buttons: "PREV" with a left arrow, "NEXT" with a right arrow, and "Exit".

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.

Administrative Action History

Administrative Action history on employee: Employee: Samquez Jane
Employee ID: 982-82-9182 PayLoc: 140

****Restricted Information****

Tracking#
Date of Occurrence
Charge
Action Date
Action Description
Supervisor Comments
Retain Date:
Labor Comments
Labor approved if checked
Grievance Date
(DoubleClick to View/Edit/Add)

No History Exists for this Employee.

Cancel / Exit **Print Report** **Add New Record**

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.

Administrative Action History

Administrative Action history on employee: Employee: Samquez Jane
Employee ID: 982-82-9182 PayLoc: 140

****Restricted Information****

Tracking# _____

Date of Occurrence: __/__/__

Charge: _____

Action Date: __/__/__ Retain Date: __/__/__

Action Description: _____

Supervisor Comments: _____

Labor Comments: _____

Labor approved if checked: ☐

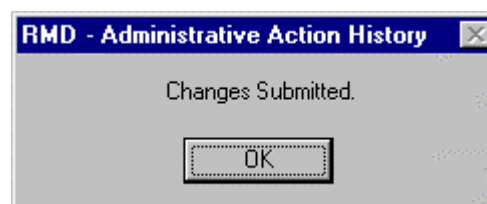
Grievance Date: _____

(DoubleClick to View/Edit/Add)

Cancel / Exit Print Report PREV NEXT

Submit Changes

7. Type the appropriate information and Click **Submit Changes**.
8. The **changes submitted** window displays.



9. Click **OK**.
10. The **Administrative Action History** Window redisplay. The RMD System has added a Tracking number.

Administrative Action History

Administrative Action history on employee: Employee: Samquez Jane
Employee ID: 982-82-9182 PayLoc: 140

****Restricted Information****

Tracking# 1

Date of Occurrence 2/10/01

Charge AOT on OTDL

Action Date 2/11/01 Retain Date

Action Description discussion

Supervisor Comments Employee refused to report to work for the scheduled OT yesterday.

Labor Comments

Labor approved if checked ☐

Grievance Date

(DoubleClick to View/Edit/Add)

Cancel / Exit Print Report PREV NEXT Add New Record Submit Changes

Tracking Number Automatically Assigned by RMD.

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.

| Date | |
|--|-------------------------------|
| Employee: Samquez, Jane | Charge(s) |
| Employee ID: 982-82-9182 PayLoc: 140 | AOT on OTDL |
| | Original Action: discussion |
| | Orig. Retain Date: |
| Step 1 ***Restricted Information*** | |
| Date: _/_/_ | Step 1 Decision and Narrative |
| Union Rep: | |
| Supervisor: | |
| Step 1 Designee: | |
| Step 2 | |
| Date: _/_/_ | Step 2 Decision and Narrative |
| Union Rep: | |
| Step 2 Designee: | |
| Step 3 | |
| Date: _/_/_ | Step 3 Decision and Narrative |
| Union Rep: | |
| Step 3 Designee: | |
| Final Settlement Decision and Narrative | Final Action: _/_/_ |
| | Final Retain Date: _/_/_ |
| <input type="button" value="Cancel / Exit"/> <input type="button" value="Print Report"/> <input type="button" value="Submit Changes"/> | |

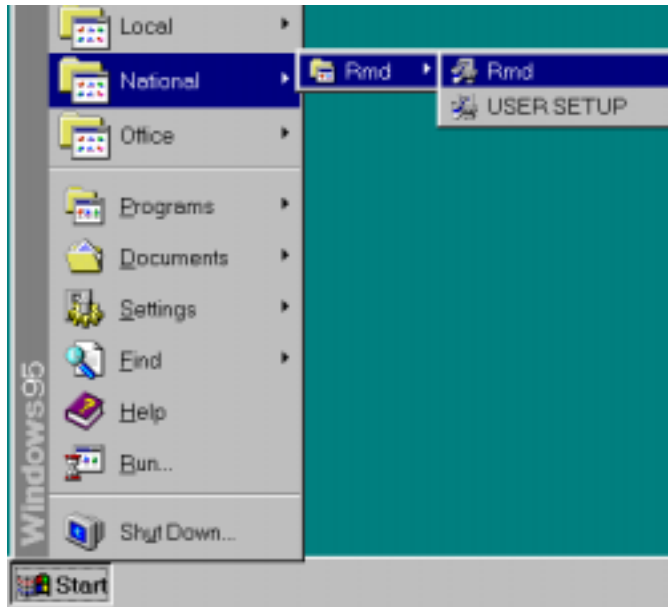
6. After completion of Grievance Data, click **Submit Changes**.
7. The Grievance Data field of the Administrative Action History Window will then populate with "Grievance Data Exists".

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.

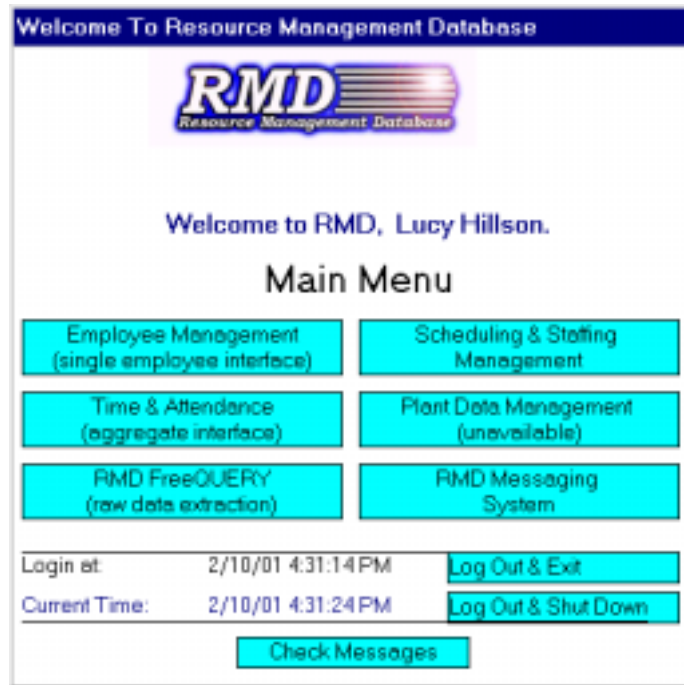
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

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.

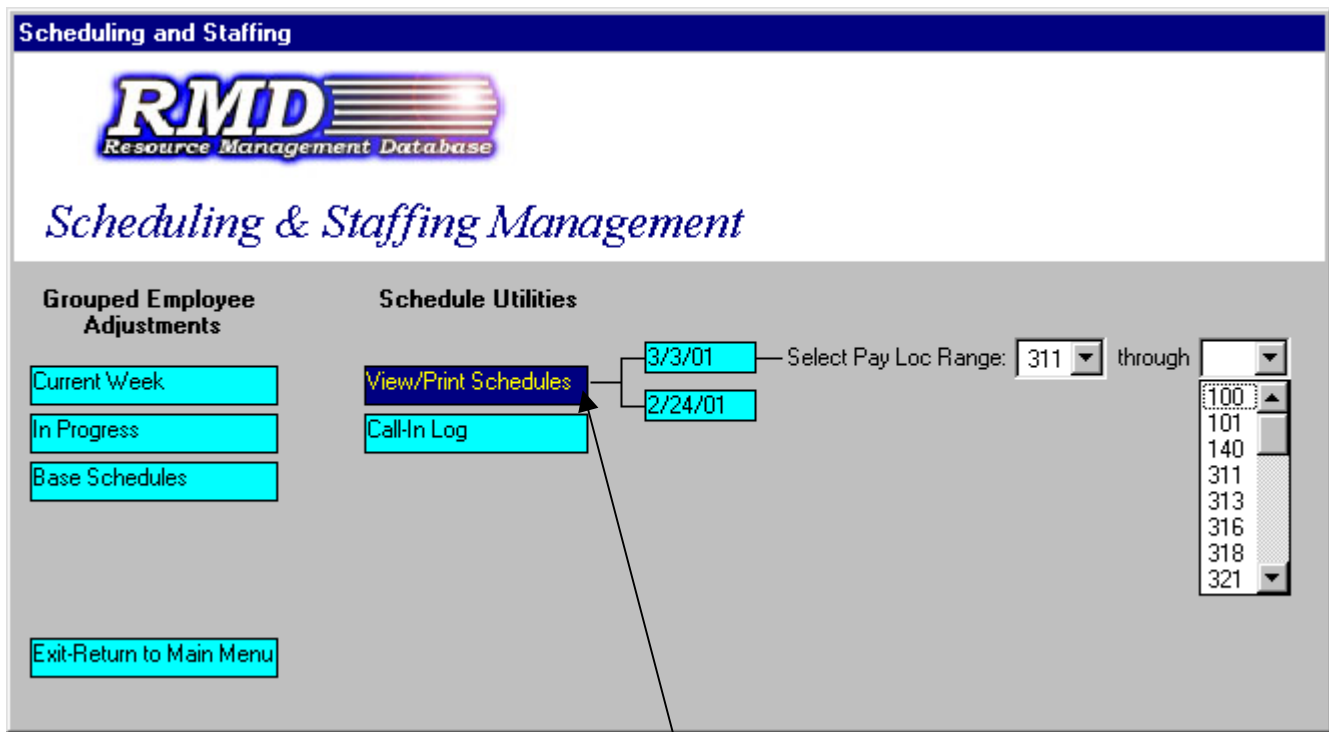
7. Click **Process**.

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.

RMD Schedule For Next Week

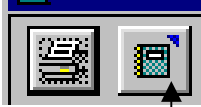
Zoom 100%

| Last Name | First Name | PL | 3/10/01 Saturday | | | | 3/11/01 Sunday | | | | 3/12/01 Monday | | | | 3/13/01 Tuesday | | | | 3/14/01 Wednesday | | | | BT |
|-------------|------------|-----|---------------------|-------|-------|-------|-------------------|-------|-------|-------|-------------------|-------|-------|-------|--------------------|-------|-------|-------|----------------------|-------|-------|-------|------|
| | | | BT | OL | IL | ET | BT | OL | IL | ET | BT | OL | IL | ET | BT | OL | IL | ET | BT | OL | IL | ET | |
| Cinngomery | Lucy | 321 | | | | | 6:00 | 10:00 | 10:30 | 14:30 | 6:00 | 10:00 | 10:30 | 14:30 | 6:00 | 10:00 | 10:30 | 14:30 | 6:00 | 10:00 | 10:30 | 14:30 | 6:00 |
| Cinngomery | Sam | 311 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:0 |
| Cinngington | Sam | 321 | | | | | | | | | 14:00 | 18:00 | 18:30 | 22:30 | 14:00 | 18:00 | 18:30 | 22:30 | 14:00 | 18:00 | 18:30 | 22:30 | 14:0 |
| Cinngington | Jane | 313 | | | | | | | | | 15:30 | 19:30 | 20:00 | 0:00 | 15:30 | 19:30 | 20:00 | 0:00 | 15:30 | 19:30 | 20:00 | 0:00 | 15:3 |
| Cinngington | Lucy | 316 | 0:00 | 4:00 | 4:30 | 8:30 | 0:00 | 4:00 | 4:30 | 8:30 | | | | | | | | | 0:00 | 4:00 | 4:30 | 8:30 | 0:00 |
| Cinnovich | Sam | 311 | | | | | 18:00 | 22:00 | 22:30 | 2:30 | 18:00 | 22:00 | 22:30 | 2:30 | 18:00 | 22:00 | 22:30 | 2:30 | 18:00 | 22:00 | 22:30 | 2:30 | |
| Cinunquez | Sam | 321 | 18:00 | 22:00 | 22:30 | 2:30 | 18:00 | 22:00 | 22:30 | 2:30 | | | | | 18:00 | 22:00 | 22:30 | 2:30 | 18:00 | 22:00 | 22:30 | 2:30 | |
| Cinnroe | Sam | 318 | | | | | | | | | 16:30 | 20:30 | 21:00 | 1:00 | 16:30 | 20:30 | 21:00 | 1:00 | 16:30 | 20:30 | 21:00 | 1:00 | 16:3 |
| Cinnsion | Jane | 318 | 15:00 | 19:00 | 19:30 | 23:30 | 15:00 | 19:00 | 19:30 | 23:30 | | | | | | | | | 15:00 | 19:00 | 19:30 | 23:30 | 15:0 |
| Cinnsion | Sam | 318 | 22:00 | 2:00 | 2:30 | 6:30 | | | | | | | | | 22:00 | 2:00 | 2:30 | 6:30 | 22:00 | 2:00 | 2:30 | 6:30 | 22:0 |
| Cinnstien | Fred | 321 | | | | | | | | | 18:00 | 22:00 | 22:30 | 22:30 | 18:00 | 22:00 | 22:30 | 22:30 | 18:00 | 22:00 | 22:30 | 22:30 | 18:0 |
| Cinnton | Fred | 311 | 16:30 | 20:30 | 21:00 | 1:00 | 16:30 | 20:30 | 21:00 | 1:00 | | | | | | | | | 16:30 | 20:30 | 21:00 | 1:00 | 16:3 |
| Cinntonio | Jane | 311 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:00 | 19:00 | 19:30 | 0:00 | 15:0 |
| Cinntonio | Fred | 313 | 7:00 | 11:00 | 11:30 | 15:30 | 7:00 | 11:00 | 11:30 | 15:30 | 7:00 | 11:00 | 11:30 | 15:30 | 7:00 | 11:00 | 11:30 | 15:30 | | | | | |
| Franngomery | Jane | 318 | | | | | | | | | 12:30 | 16:30 | 17:00 | 21:00 | 12:30 | 16:30 | 17:00 | 21:00 | 12:30 | 16:30 | 17:00 | 21:00 | 12:3 |

Pages: 1

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

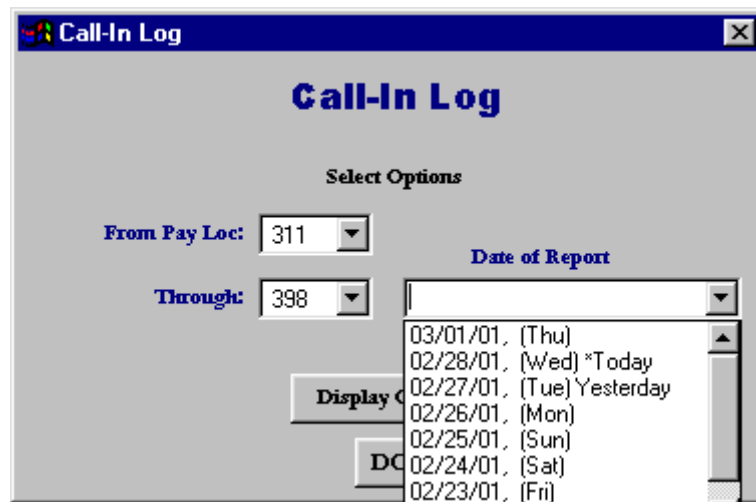
This log keeps track of the daily call-ins to the Attendance Control Office. On a daily basis, supervisors can review the call-in log at the beginning of the tour to see the names of his/her employees who will be absent that day (and for what type of leave). A user with access to all pay locations can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



Call-In Log

Select Options

From Pay Loc: 311

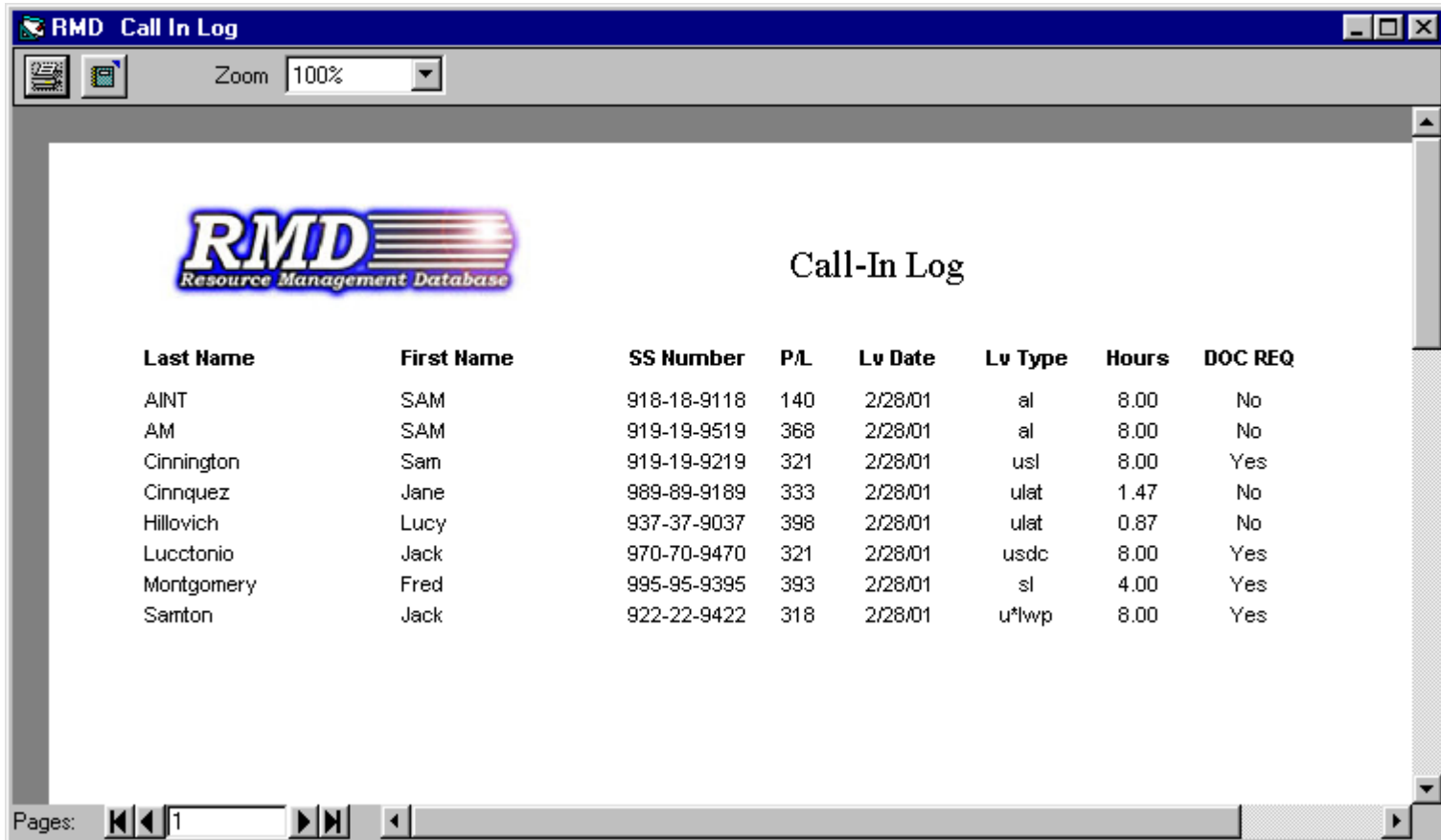
Through: 398

Date of Report: 03/01/01, (Thu)
02/28/01, (Wed) *Today
02/27/01, (Tue) Yesterday
02/26/01, (Mon)
02/25/01, (Sun)
02/24/01, (Sat)
02/23/01, (Fri)

Display C

DC

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.



RMD Call In Log

Zoom 100%

RMD
Resource Management Database

Call-In Log

| Last Name | First Name | SS Number | P/L | Lv Date | Lv Type | Hours | DOC REQ |
|------------|------------|-------------|-----|---------|---------|-------|---------|
| Alnt | 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 |
| Cinington | Sam | 919-19-9219 | 321 | 2/28/01 | usl | 8.00 | Yes |
| Cinquez | 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*lwip | 8.00 | Yes |

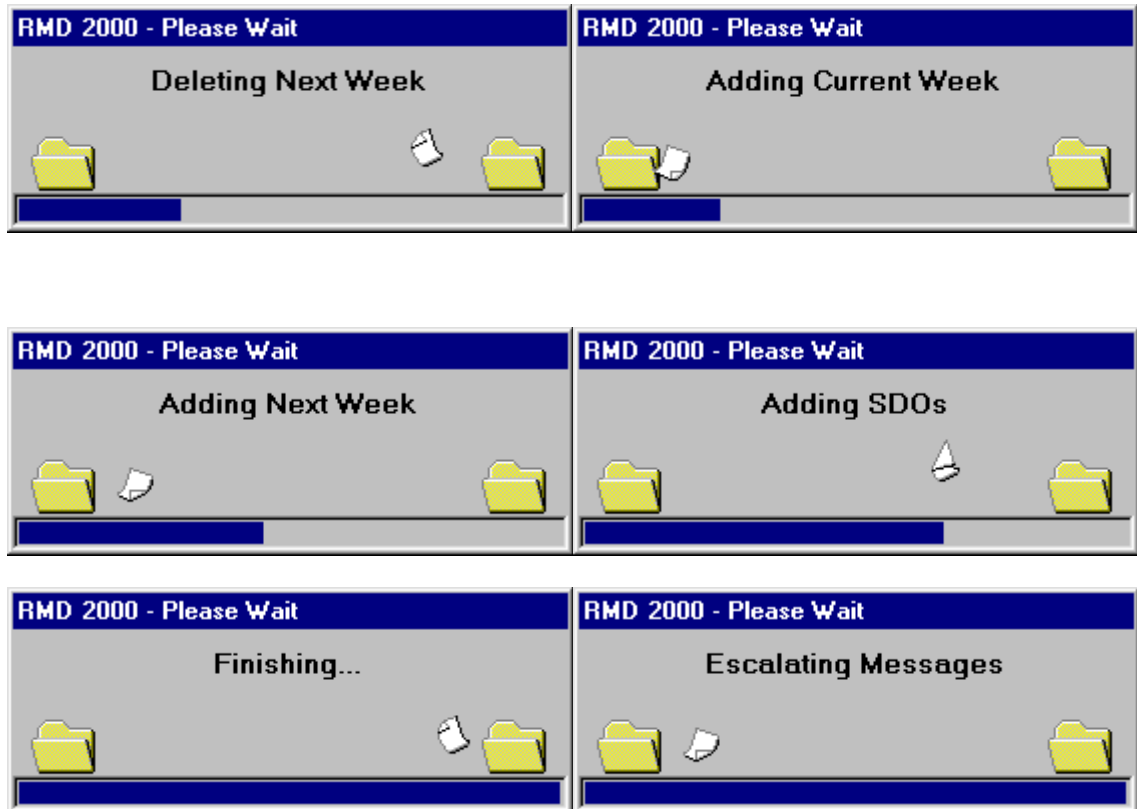
Pages: 1

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**.

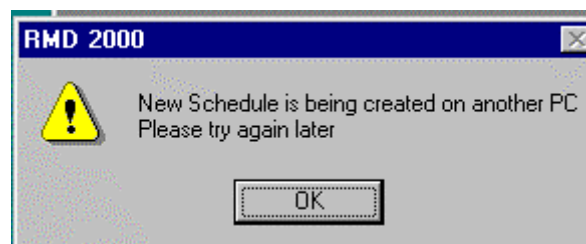
9. Click the **X** box to **Close** the Window, and return to the **Scheduling and Staffing Management** Window.

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.

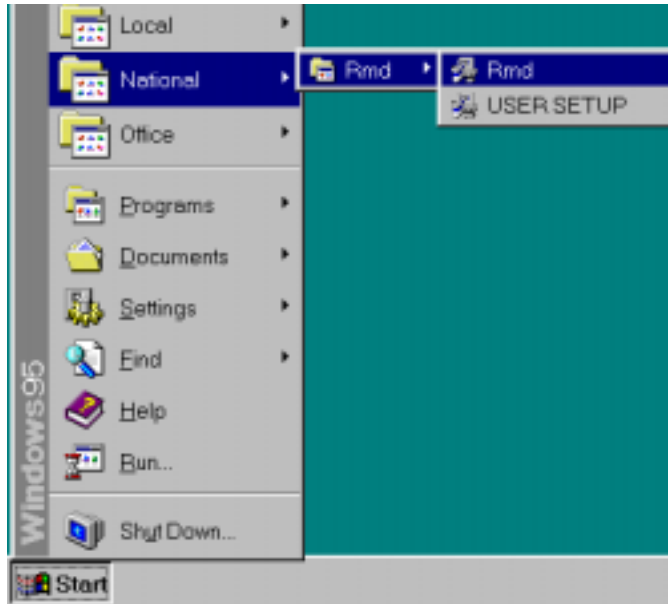


Chapter 5 - Time and Attendance

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.

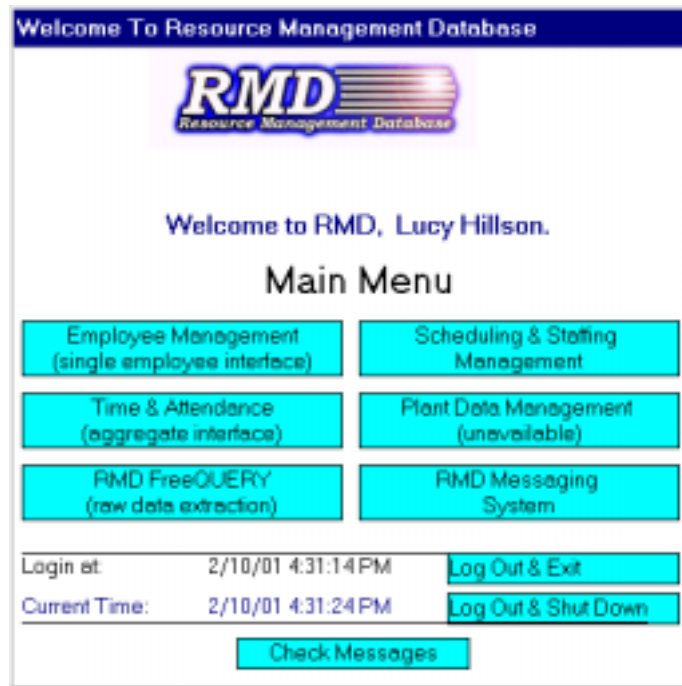
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

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.

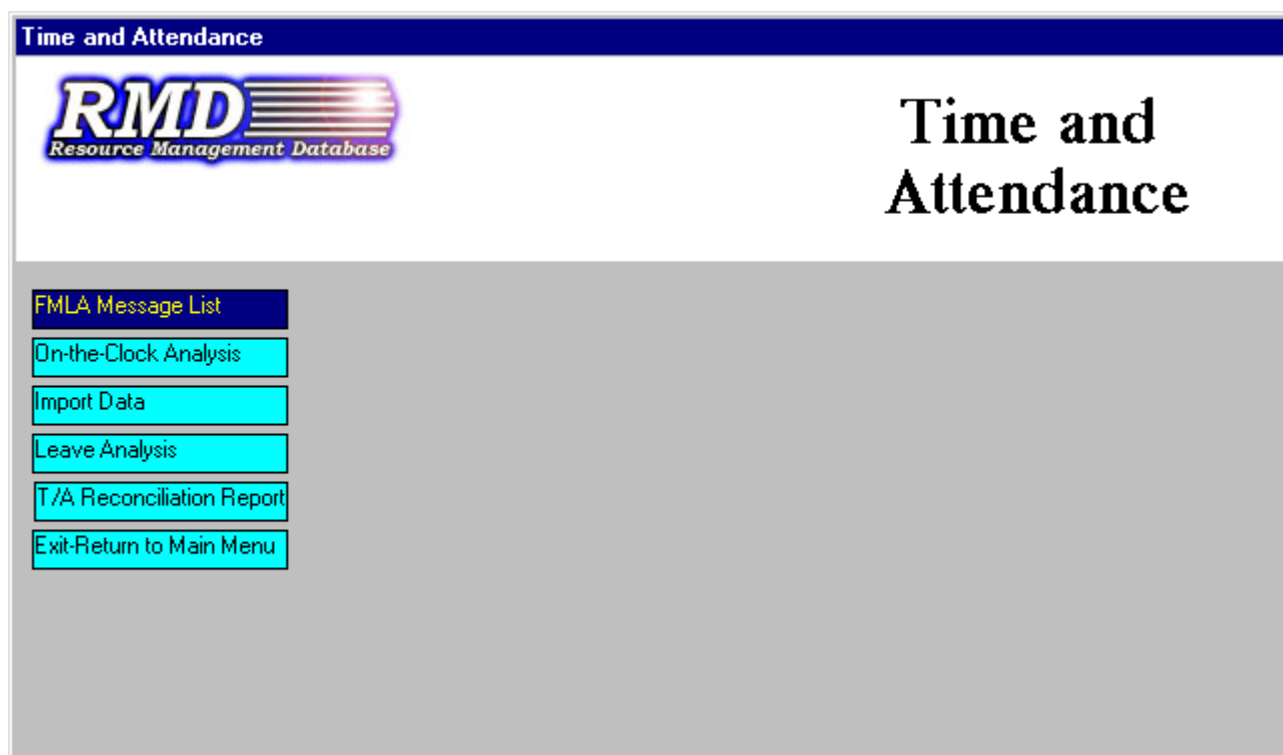


Table 5-1 describes the **Time and Attendance** Options.

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. |

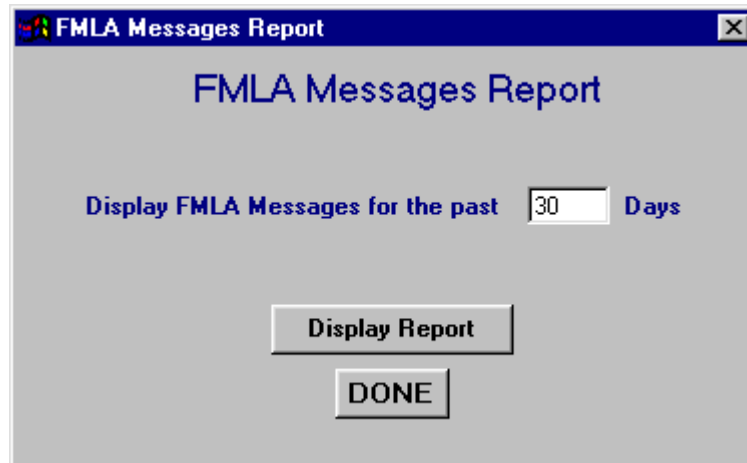
FMLA Message List

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

To access FMLA Message List:

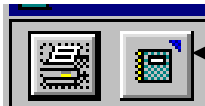
Access the **Time and Attendance** Menu as described at the beginning of this chapter.

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

| RMD - FMLA Messages | | | | | |
|--|------------|----------------------|--------|--------------------|---|
| Zoom 100% | | | | | |
|  | | FMLA Messages Report | | | |
| Last Name | First Name | SS Number | PayLoc | Message Generated | FMLA Message |
| Cinngomery | Fred | 999-99-9399 | 336 | 2/10/01 8:38:08 AM | <Reminder> Task: FMLA Request Employee: Cinngomery, Fred PayLoc: 336 Reason: Request for FMLA when no Fv file. Date of Incident: 2/10/2001 Status: <Immediate action requested> |
| Samquez | Jane | 982-82-9182 | 140 | 2/10/01 8:39:10 AM | <Reminder> Task: FMLA Request Employee: Samquez, Jane PayLoc: 140 Reason: Request for FMLA when no Fv file. Date of Incident: 2/10/2001 Status: <Immediate action requested> |
| Willson | Jack | 906-06-9406 | 140 | 2/10/01 8:44:57 AM | <Reminder> Task: FMLA Request Employee: Willson, Jack PayLoc: 140 Reason: Request for FMLA when no Fv file. Date of Incident: 2/10/2001 Status: <Immediate action requested> |

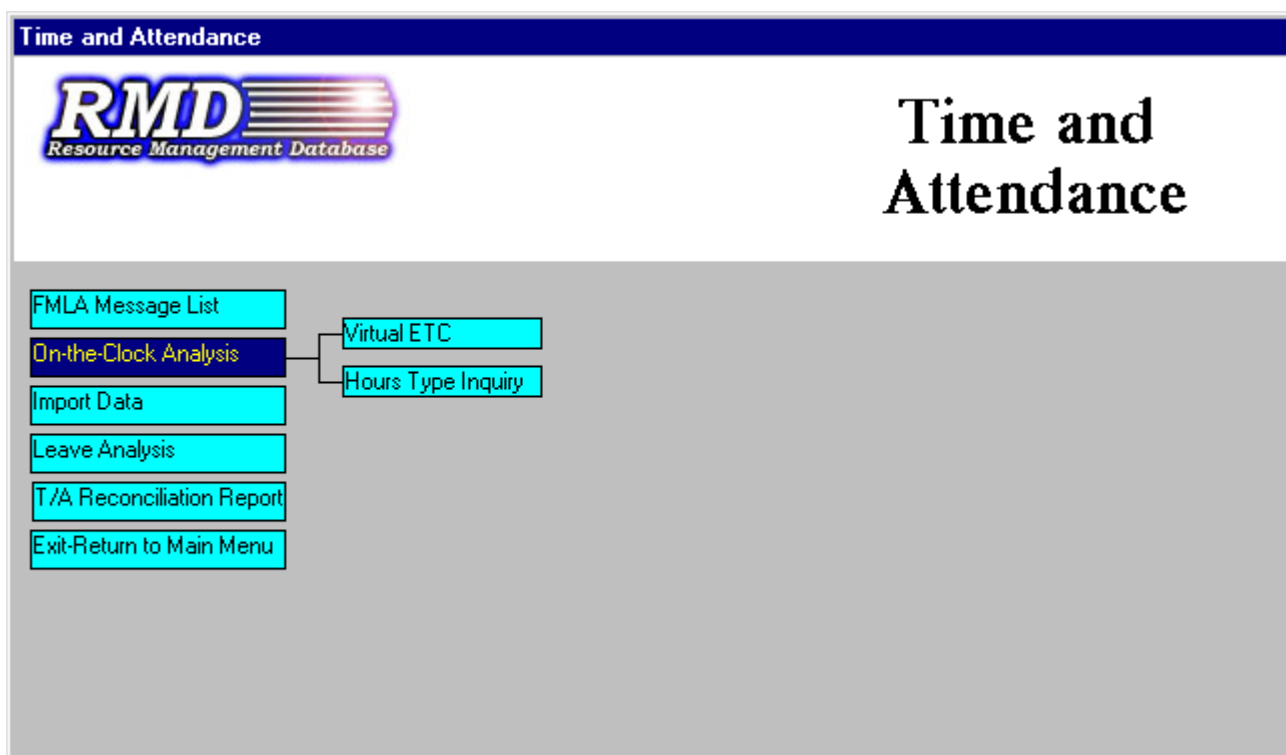
On-the-Clock Analysis

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

3. The Virtual ETC Window displays.

Virtual ETC

UNITED STATES
POSTAL SERVICE

Virtual ETC

Select Date Range

1/1/00 02/28/01


from to

Process

Cancel

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.

Virtual ETC

 **UNITED STATES POSTAL SERVICE** **Virtual ETC**

Select Date Range

1/1/00 2/28/01
from to

Select Employee


| Last Name | First Name | PayLoc |
|------------|------------|--------|
| AMT | SAM | 140 |
| AM | SAM | 368 |
| Cinngomery | Fred | 336 |
| Cinngomery | Jack | 333 |
| Cinngomery | Jane | 333 |
| Cinngomery | Lucy | 321 |

Process

Cancel

7. Select an employee (highlight and click).
8. Click **Process** to display the employee's data for the date range you selected.

Virtual ETC

 **UNITED STATES POSTAL SERVICE** **Virtual ETC**

Selected Date Range **Selected Employee**

01/01/00 **02/28/01** **AM** **SAM** **I**

from from Status: FTR PayLoc: 368

| Date | ETC Code | Type | Hours |
|----------------|----------|-----------|-------|
| 10/21/00 (Sat) | 52 | Work Hrs | 7.47 |
| 10/21/00 (Sat) | 55 | Annual Lv | 0.53 |
| 10/22/00 (Sun) | 55 | Annual Lv | 8 |
| 10/23/00 (Mon) | 58 | Hol Lv | 8 |
| 10/24/00 (Tue) | 52 | Work Hrs | 8 |
| 10/27/00 (Fri) | 52 | Work Hrs | 10 |
| 10/28/00 (Sat) | 52 | Work Hrs | 10 |

[View Summary Report](#) [...Another Employee](#) [DONE](#)

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

Intraday Moves

Moves on: 3/16/00

Employee: **AM** **SAM** **I**

| Oper | Type | Hours |
|--------|------------|-------|
| 775-43 | Keying-DEN | 1.72 |
| 775-33 | Keying-PHX | 1.89 |
| 775-23 | Keying-TUC | 0.91 |
| 779-43 | Group Lead | 3.48 |

[DONE](#)


10. Click **Done** to return to the Employee Data Window.
11. Click **View Summary Rpt** to see the **Hours Use Summary Window**.

| Hours Use Summary | | | | | |
|-------------------------------|-------------|--------------|---------------------------------|-------------|--------------|
| Hours Use Summary | | | | | |
| 01/01/00 | 02/28/01 | AM | SAM | I | |
| from | to | Status: FTR | PayLoc: 368 | | |
| All Hours Paid | | | Work Hours Paid | | |
| Code | Type | Hours | Oper | Type | Hours |
| 52 | Work Hrs | 464.76 | 340-00 | Stand-By | 0.51 |
| 55 | Annual Lv | 51.18 | 630-00 | Meeting | 0.26 |
| 58 | Hol Lv | 48 | 775-11 | Keying-LAS | 71.42 |
| | | | 775-21 | Keying-TUC | 36.67 |
| | | | 775-31 | Keying-PHX | 115.81 |
| | | | 775-41 | Keying-DEN | 26.15 |
| | | | 775-51 | Keying-COS | 9.14 |
| | | | 781-00 | Training | 2.16 |
| Total Hrs Used: 563.94 | | | Total Hrs Worked: 464.76 | | |
| DONE | | | Print | | |

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).

Virtual ETC

 **UNITED STATES POSTAL SERVICE** **Virtual ETC**

Select Date Range

01/01/00 from 2/20/01 to

Select Employee

AM

Process

Cancel

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.

The screenshot shows a software window titled "RMD - Hours Type Inquiry". Inside the window, the main heading is "Hours Type Inquiry". Below this heading is a large rectangular box containing three sections: "Date Range", "Payloc Range", and "Hours Type". The "Date Range" section has two input fields labeled "From" and "To", each with a date mask of __/__/__. The "Payloc Range" section has two dropdown menus labeled "From" and "To". The "Hours Type" section has a single dropdown menu. Below the large box are two buttons: "Print Report" and "Done".

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.

RMD - Hours Type Inquiry



Zoom 100%

RMD
Resource Management Database

Hours Type Inquiry Report

| Last Name | First Name | DATE | Type | Hours |
|-----------|------------|---------|------|-------|
| AM | SAM | 12/6/00 | usi | 8.00 |
| AM | SAM | 12/5/00 | usi | 8.00 |
| AM | SAM | 2/13/01 | usi | 8.00 |
| AM | SAM | 12/4/00 | usi | 8.00 |
| Cinington | Sam | 2/28/01 | usi | 8.00 |
| Cinnsion | Lucy | 5/10/00 | usi | 8.00 |

Pages: 1

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

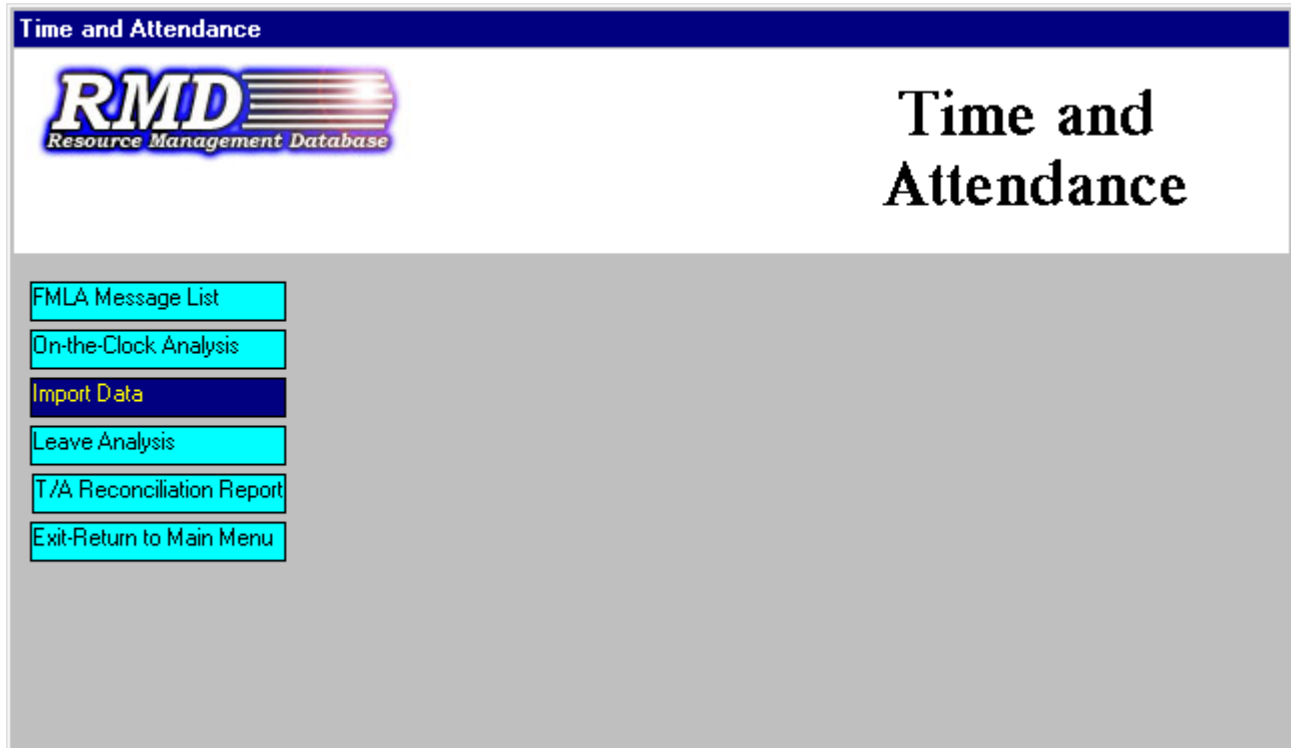
LATS: ETC3972.RPT

Employee Moves: ETC270p1.RPT

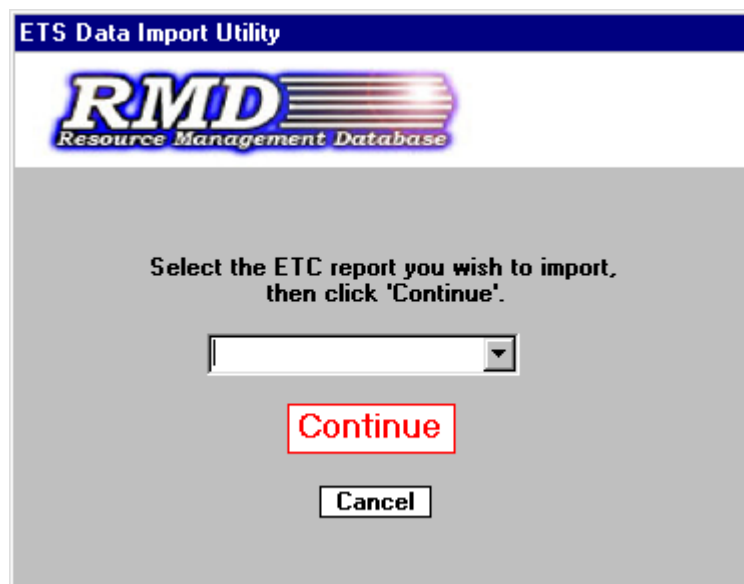
To access Import Data options:

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

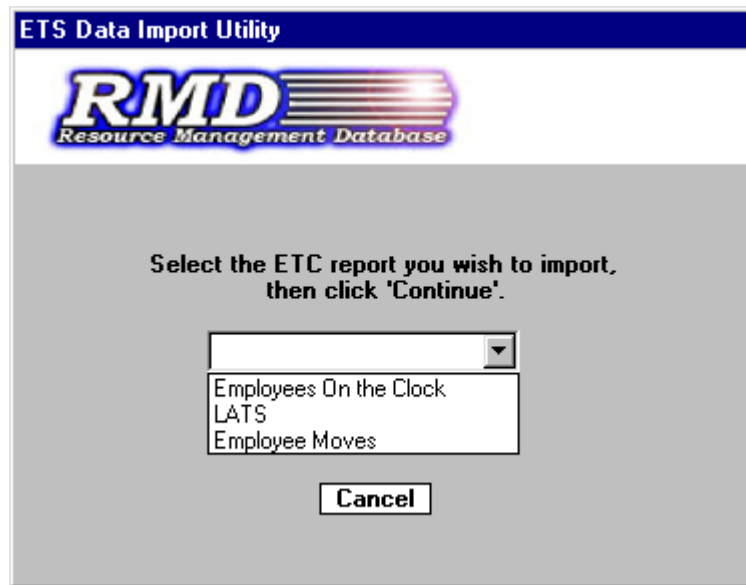
1. Click **Import Data**.



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



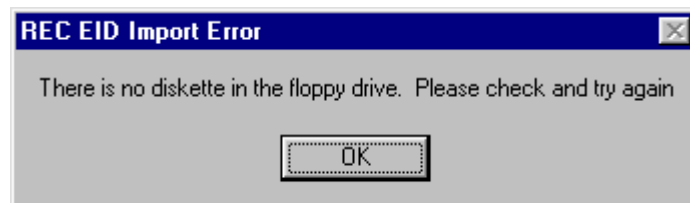
3. Insert a floppy disk containing the relevant files from the ETC timekeeping system
4. Click arrow of drop down window to display list of ETC report options.



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.



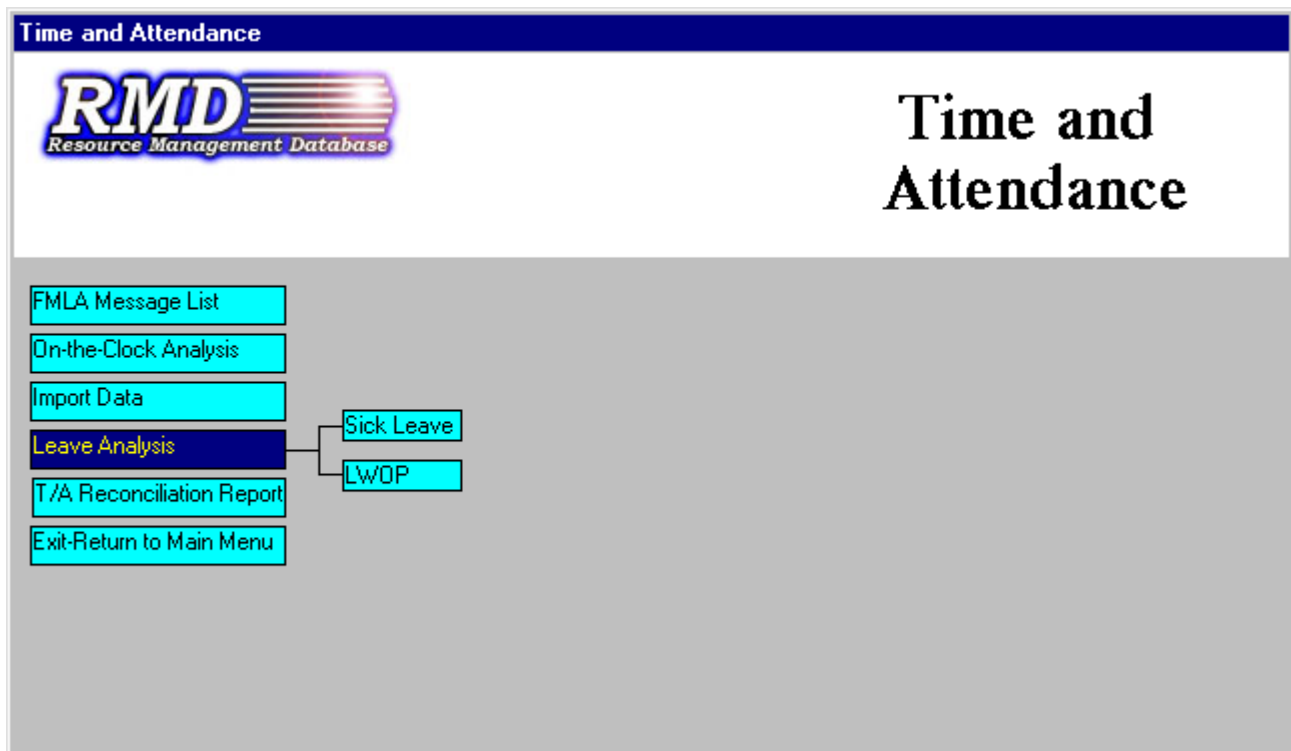
9. Repeat this process for all 3 reports.
10. Click **Cancel** to return to the Time and Attendance Window.

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.

Sick Leave Analysis

RMD
Resource Management Database

Sick Leave Analysis

Choose Report

☒ by Finance Number

☐ by PayLoc Range from to

☐ by Status (FTR/TE) include

DONE **Run Report**

4. Click **Run Report**.
5. The **Select Report Options** Window Displays.

Select Date Range

Select Report Options

Enter Date Range:

From to

Select Report Type

Report Options

☐ List Employees - w/ Daily Numbers

☐ List Employees - Aggregate

☐ Employee Averages only - w/ Daily Numbers

☐ Employee Averages only - Aggregate

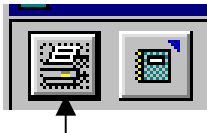
☐ Sick leave Super Report

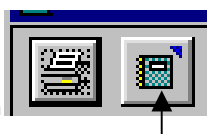
CANCEL **Continue**

- 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.

Leave Without Pay Analysis

RMD
Resource Management Database

Leave Without Pay Analysis

Choose Report

☒ by Finance Number

☐ by PayLoc Range from to

☐ by Status (FTR/TE) include

DONE Run Report

4. Click **Run Report**.
5. The **Select Report Options** Window Displays.



The dialog box is titled "Select Date Range" in a blue header bar. Below the header, the title "Select Report Options" is centered. The "Enter Date Range:" section contains two date input fields labeled "From" and "to", each with a placeholder of "/ /". The "Select Report Type" section contains a "Report Options" box with four radio button options. At the bottom are "CANCEL" and "Continue" buttons.

Select Date Range

Select Report Options

Enter Date Range:

From to

Select Report Type

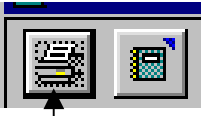
Report Options

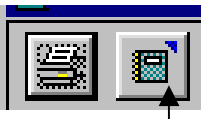
- ☐ List Employees - w/ Daily Numbers
- ☐ List Employees - Aggregate
- ☐ Employee Averages only - w/ Daily Numbers
- ☐ Employee Averages only - Aggregate

CANCEL **Continue**

- 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)

RMD Sick Leave Report By PayLoc

Zoom 100%

RMD Resource Management Database

****Restricted Information****

Sick Leave Report by PayLoc

Data for: 1/1/00 to 2/28/01
Pay Loc: 100 to 398

| 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 |

Pages: 1

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

RMD Sick Leave Report By PayLoc Aggregate

Zoom 100%

****Restricted Information******Sick Leave Report
by PayLoc
Aggregate**

Data for: 1/1/00 to 2/28/01

Pay Loc: 100 to 398

| Last Name | First Name | SS Number | P/L | Sick Hrs Paid |
|--------------|------------|-------------|-----|---------------|
| Cinngomery | Fred | 999-99-9399 | 336 | 96.00 |
| Cinngomery | Jack | 999-99-9499 | 333 | 48.00 |
| Cinngomery | Jane | 999-99-9199 | 333 | 209.70 |
| Cinngomery | Lucy | 999-99-9099 | 321 | 96.00 |
| Cinngington | Lucy | 919-19-9019 | 316 | 96.00 |
| Cinnotich | Sam | 969-69-9269 | 328 | 10.14 |
| Cinunquez | Fred | 989-89-9389 | 393 | 48.00 |
| Cinunquez | Jack | 989-89-9489 | 338 | 240.00 |
| Cinnsion | Fred | 909-09-9309 | 333 | 48.00 |
| Cinnton | Lucy | 929-29-9029 | 366 | 48.00 |
| Frannngomery | Sam | 998-98-9298 | 388 | 144.00 |
| Frannqueuz | Jane | 988-88-9188 | 388 | 48.00 |
| Frannson | Lucy | 908-08-9008 | 338 | 192.00 |

Pages:

1

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

RMD Sick Leave Report By PayLoc

Zoom 100%

****Restricted Information******Sick Leave
Report by
PayLoc**

Includes data for all days worked from: 1/1/00 to 2/28/01

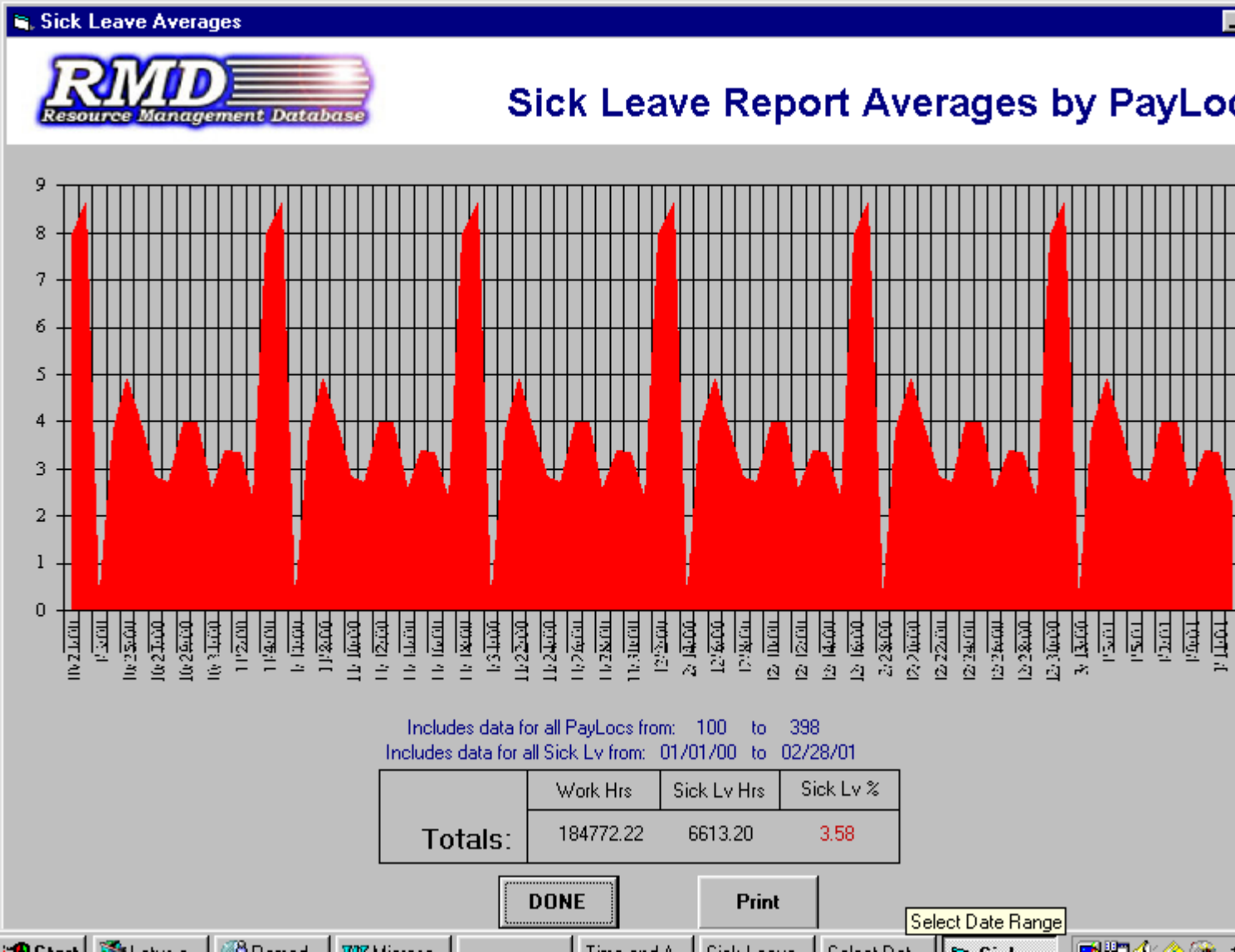
Includes data for employees in PayLoc: 100 to 398

| Date | Hrs Paid |
|----------|----------|
| 10/21/00 | 55.55 |
| 10/22/00 | 58.99 |
| 10/24/00 | 81.23 |
| 10/25/00 | 107.67 |
| 10/26/00 | 90.49 |
| 10/27/00 | 59.54 |
| 10/28/00 | 50.45 |
| 10/29/00 | 62.00 |
| 10/30/00 | 81.90 |
| 10/31/00 | 65.99 |
| 11/1/00 | 87.06 |
| 11/2/00 | 81.85 |
| 11/3/00 | 63.48 |
| 11/4/00 | 55.55 |

Pages:

1

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



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

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 | |
| 398 | 0 | 0 | 0 | 0 | 0 | 48.00 | 0.55 | 0 | |

DONE

Show Chart

Print Report

Sick Leave Super Report

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 | 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 | |
| 398 | 0 | 0 | 48.00 | 2.55 | 0 | 0 | 0 | 0 | |

DONE

Show Chart

Print Report

Sick Leave Super Report

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 | |
| 398 | 0 | 1251.38 | 100.00 | 86.88 | 7.18 | 0 | 0 | 144.00 | |

DONE

Show Chart

Print Report

Sick Leave Super Report

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

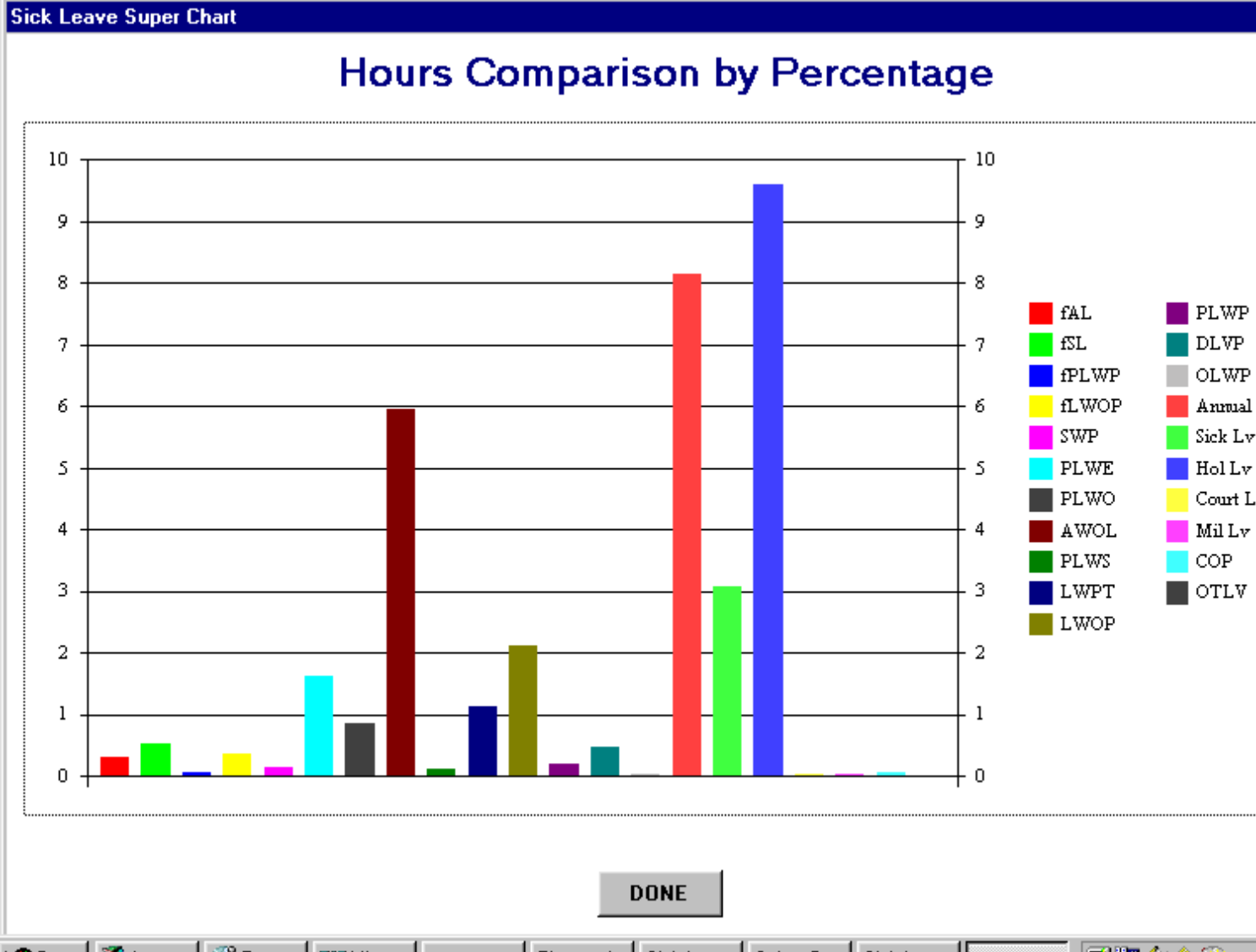
| PayLoc | Court Lv | Court Lv % | Mil Lv | Mil Lv % | COP | COP % | OTLV | OTLV % |
|--------|----------|------------|--------|----------|-------|-------|------|--------|
| 100 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 140 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 311 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 313 | 0 | 0 | 0 | 0 | 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 | | |
| 398 | 0 | 0 | 0 | 0 | 0 | 0 | | |

DONE

Show Chart

Print Report

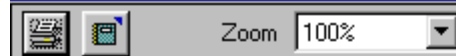
Sick Leave Super Chart (from previous report)



Leave Without Pay (LWOP) Reports

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

RMD LWOP Report By PayLoc



Zoom 100%



****Restricted Information****

**LWOP Report
by PayLoc**

Data for: 1/1/00 to 2/28/01

Pay Loc: 100 to 398

| Last Name | First Name | SS Number | P/L | Date | LWOP Hrs |
|-----------|------------|-------------|-----|----------|----------|
| Cinnson | Sam | 909-09-9209 | 318 | 10/24/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 10/25/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 10/26/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 10/27/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 10/28/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/1/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/2/00 | 8.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/3/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/7/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/8/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/9/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/10/00 | 4.00 |
| Cinnson | Sam | 909-09-9209 | 318 | 11/11/00 | 4.00 |

Pages:

1

LWOP Aggregate Report by PayLoc – option List Employees - Aggregate

RMD LWOP Aggregate Report By PayLoc



Zoom 100%



****Restricted Information****

**LWOP Report
Aggregate by
PayLoc**

Data for: 1/1/00 to 2/28/01

Pay Loc: 100 to 398

| Last Name | First Name | SS Number | P/L | LWOP Hrs |
|-----------|------------|-------------|-----|----------|
| Cinnson | Sam | 909-09-9209 | 318 | 216.00 |
| Fregomery | Lucy | 993-93-9093 | 398 | 144.00 |
| Freson | Jack | 903-03-9403 | 386 | 480.00 |


Pages:

1

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

RMD LWOP Analysis By PayLoc

Zoom 100%



****Restricted Information****

LWOP Analysis by PayLoc

Includes data for all days worked from: 1/1/00 to 2/28/01

Includes data for employees in PayLoc: 100 to 398

| Date | Hrs LWOP |
|----------|----------|
| 10/21/00 | 8.00 |
| 10/22/00 | 8.00 |
| 10/23/00 | 8.00 |
| 10/24/00 | 12.00 |
| 10/25/00 | 12.00 |
| 10/26/00 | 4.00 |
| 10/27/00 | 4.00 |
| 10/28/00 | 12.00 |
| 10/29/00 | 8.00 |
| 10/30/00 | 8.00 |
| 10/31/00 | 8.00 |

Pages: 1

T/A Reconciliation Report

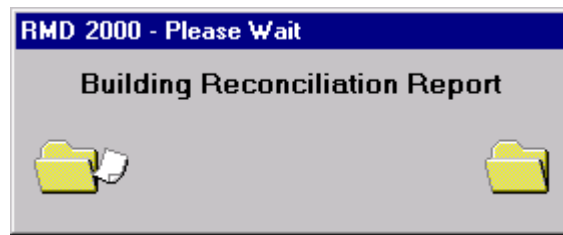
Use this option to generate reports showing a comparison of leave entered on Form 3972 and information generated in payroll system.

The screenshot shows a software window titled "Time and Attendance" with a blue header bar. Below the header is the "RMD Resource Management Database" logo on the left and the text "Time and Attendance" on the right. A vertical menu on the left contains the following options: "FMLA Message List", "On-the-Clock Analysis", "Import Data", "Leave Analysis", "T/A Reconciliation Report" (highlighted in blue), and "Exit-Return to Main Menu". To the right of the menu, there are two rows of input fields. The first row is labeled "Dates" and contains two date pickers, each showing "___/___/___". The second row is labeled "PayLocs" and contains two dropdown menus. A "Run Report" button is positioned to the right of the "PayLocs" dropdowns.

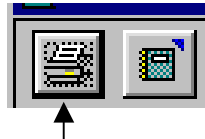
To generate a reconciliation report for all employees within a specified pay location range:

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

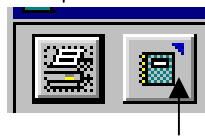
1. Click **T/A Reconciliation Report**.
2. Fill in the **from/to Dates** range.
3. Use the drop down lists to click the **PayLocs**.
4. Click **Run Report**.
5. The building reconciliation report window displays.



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

| RMD Reconciliation Report | | | | | | | | |
|--|------------|-----|-------------|---------|--------------|-------------|-----------|----------|
|  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 |
| Cinunquez | Fred | 393 | 989-89-9389 | 1/5/01 | Sick Lv | 8.00 | al | 4.62 |
| Cinunquez | 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 lwp, 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.

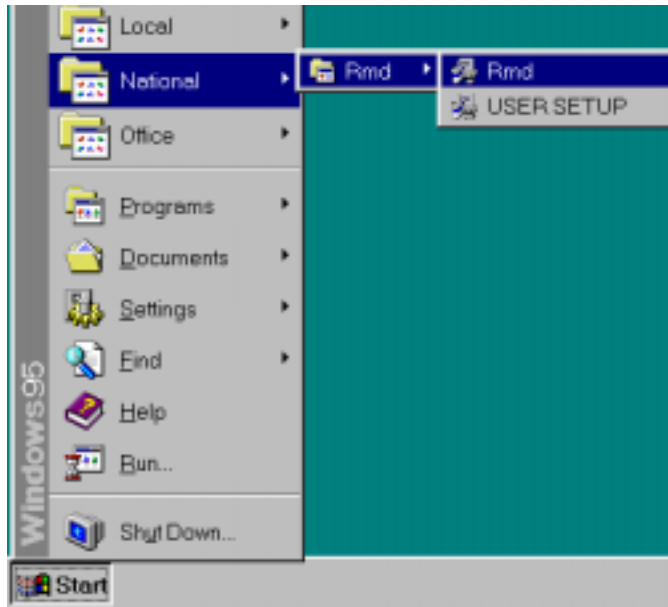
Chapter 6 - Plant Data Management (currently not available)

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.

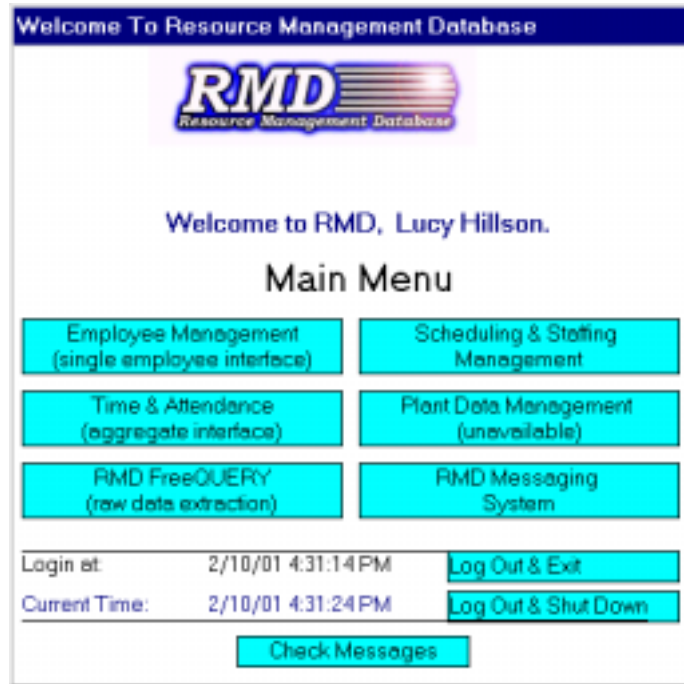
When the application has completed loading, escalating messages and/or downloading the schedules, the RMD Login Window displays.

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.



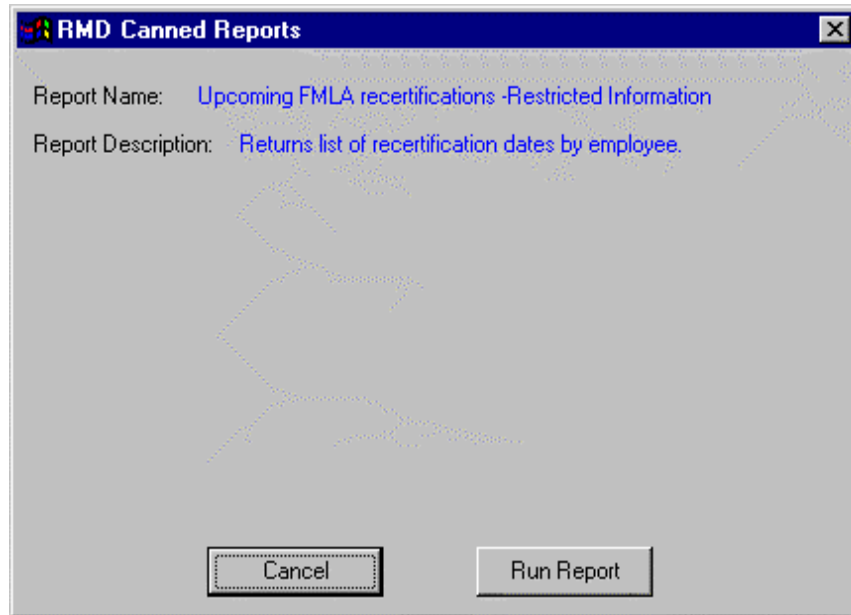
6. Click **RMD FreeQUERY**.
7. The **RMD FreeQUERY** Window will appear.

The screenshot shows the 'FreeQUERY' application window. It has a title bar with the text 'FreeQUERY'. Inside, there are two main panels. The left panel is labeled 'Select Tables and Fields:' and contains a text box with the message 'Not available at this time'. The right panel is labeled 'Selected Items: (Double Click to remove an item)' and also contains a text box with 'Not available at this time'. Below the 'Selected Items' panel is a section titled 'RMD Canned Reports' which contains a list box. The list box has a dropdown arrow and contains the following items: 'Upcoming FMLA recertifications - Restricted Information', '% Leave Requiring Doc - Restricted Information', 'Attendance Review Notification - Restricted Information', 'Call Ins (Detail) - Restricted Information', 'Call Ins (Summary) - Restricted Information', 'Leave Summary by Day - Restricted Information', 'No Unscheduled in 90 days - Restricted Information', and 'Sum of Outstanding Messages - Restricted Information'. At the bottom right of the window is a button labeled 'Exit FreeQuery'.

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

This screenshot shows the 'FreeQUERY' application window after a report has been selected. The 'Select Tables and Fields:' and 'Selected Items:' panels remain empty with the 'Not available at this time' message. The 'RMD Canned Reports' list box now has 'ACS Prior Day Logins - Restricted Information' highlighted in blue. Below the list box is a button labeled 'Run Canned Report'. There is also a checkbox labeled 'Enter Query Manually' which is currently unchecked. Below the checkbox is another text box with the message 'Not available at this time'. At the bottom right, the 'Exit FreeQuery' button is still present.

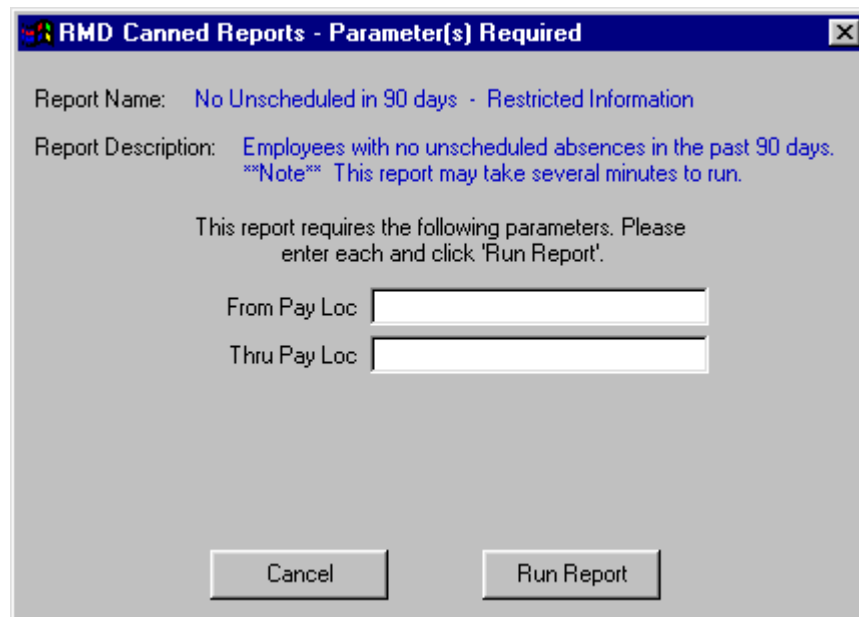
9. Click **Run Canned Report**.
10. A message Window displays the report name and description.



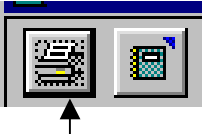
11. Click **Run Report**.
12. Some reports will require further parameters. An **RMD Canned Reports – Parameter(s) Required** window will display requesting you to complete **from/to date range, pay loc range,** or other information depending on the particular report requested. Complete the necessary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

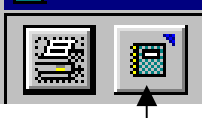
Note: If a date is requested in this window, you **will** need to type the slashes between the month, day, year.

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.

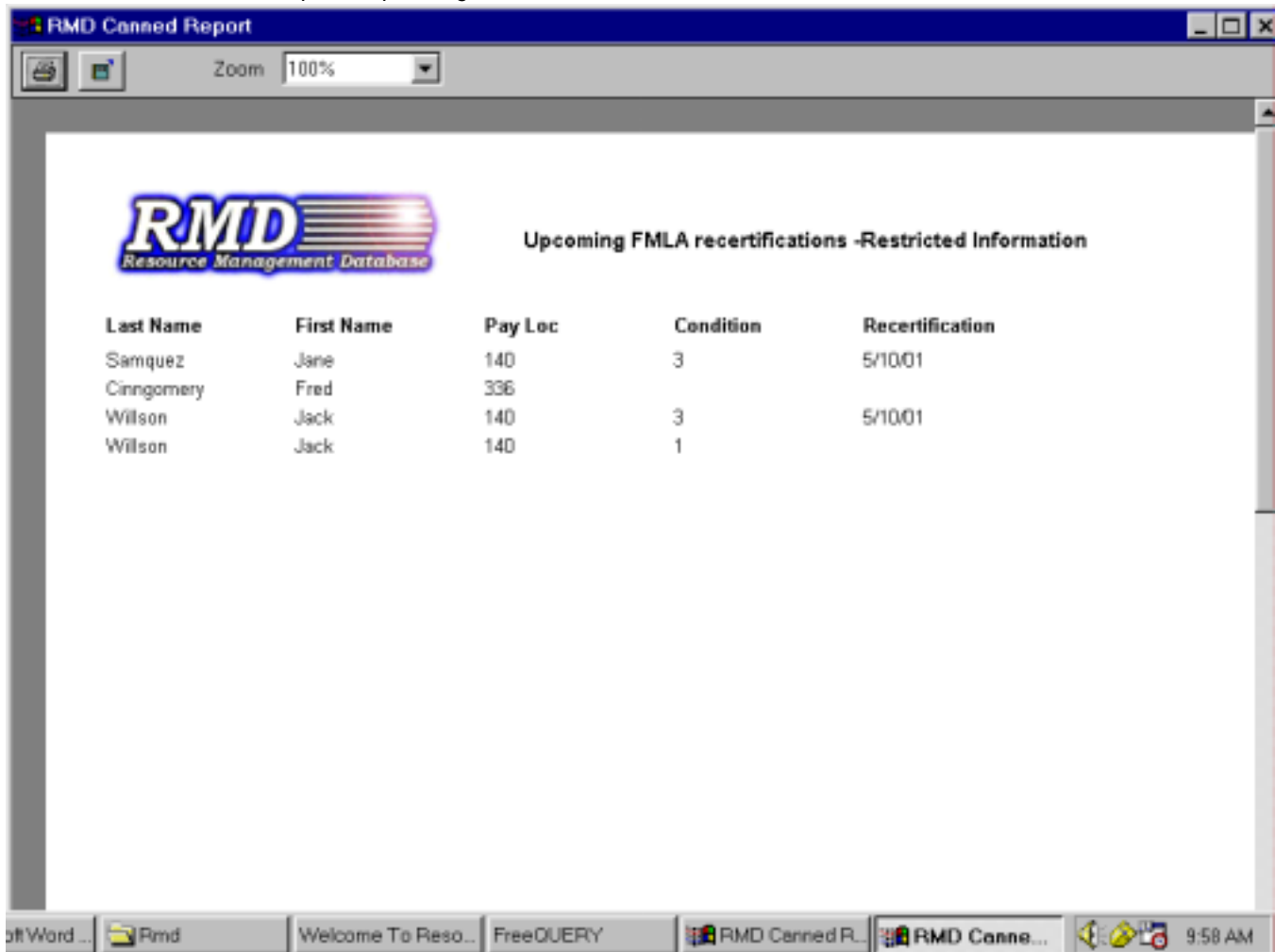
Some examples of RMD FreeQUERY canned reports:

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



RMD
Resource Management Database

Upcoming FMLA recertifications -Restricted Information

| Last Name | First Name | Pay Loc | Condition | Recertification |
|------------|------------|---------|-----------|-----------------|
| Samquez | Jane | 140 | 3 | 5/10/01 |
| Cinngomery | Fred | 336 | | |
| Wilson | Jack | 140 | 3 | 5/10/01 |
| Wilson | Jack | 140 | 1 | |

Taskbar: Microsoft Word..., Rmd, Welcome To Reso..., FreeQUERY, RMD Canned R..., RMD Conne..., 9:58 AM

Canned Report – No Unscheduled Leave in 90 Days

RMD Canned Report

Zoom 100%

RMD
Resource Management Database

No Unscheduled in 90 days - Restricted Information

| Finance # | Last Name | First Name | Pay Location |
|-----------|-----------|------------|--------------|
| 359093 | Frequerz | Lucy | 100 |
| 359093 | Janntonio | Jane | 100 |
| 359093 | Cinnotich | Lucy | 100 |
| 359093 | Montotich | Fred | 100 |
| 359093 | Samotich | Lucy | 100 |
| 359093 | Luccstien | Fred | 100 |

Pages: 1

% of Leave Requiring Documentation

RMD Canned Report

Zoom 100%

RMD
Resource Management Database

% Leave Requiring Doc - Restricted Information

| Date | Leave Entries | Required Doc | Pct Req Doc |
|----------|---------------|--------------|-------------|
| 12/31/00 | 1 | 0 | 00.00% |
| 2/10/01 | 3 | 1 | 33.33% |
| 2/11/01 | 1 | 1 | 100.00% |
| 2/20/01 | 5 | 2 | 40.00% |

Pages: 1

Attendance Review Notification:

RMD Canned Report

Zoom 100%

RMD
Resource Management Database

Attendance Review Notification - Restricted Information

| Finance # | Pay Location | Reviews | Escalated |
|-----------|--------------|---------|-----------|
| 359093 | 336 | 4 | 2 |

Pages: 1

Canned Report – Summary of Outstanding Messages

RMD Canned Report


Zoom 100%

RMD
Resource Management Database

Sum of Outstanding Messages - Restricted Information

| Last Name | First Name | #outstanding | Role |
|-----------|------------|--------------|-------------|
| Cinnovich | Jack | 1 | 1SDO |
| Samson | Fred | 6 | 1FMLA Coord |

cc:... Remedy U... Microsoft ... Welcome To ... FreeQUERY RMD Can... RMD C... 1:48 PM

Call Ins (Detail):


Call Ins (Detail) - Restricted Information

| 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).

Resource Management Database User Guide, Version 3. 2.22, March 2001

Print Date/Time - 03/27/01 7:20 AM Date last updated - 03/27/01

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..., 1:4

Leave Summary by Day:

RMD Canned Report

Zoom 100%

RMD
Resource Management Database

Leave Summary by Day - Restricted Information

| Date | Leave Type | Leave Entries | Leave Hours |
|---------|------------|---------------|-------------|
| 2/28/01 | al | 2 | 16.00 |
| 2/28/01 | sl | 1 | 04.00 |
| 2/28/01 | u*lwp | 1 | 08.00 |
| 2/28/01 | ulat | 2 | 02.34 |
| 2/28/01 | usdc | 1 | 08.00 |
| 2/28/01 | usl | 1 | 08.00 |

Lotus cc:... Remedy U... Microsoft ... Welcome To ... FreeQUERY RMD Can... RMD C... 1:43

Unscheduled in 90 Days:

The screenshot shows a window titled "RMD Canned Report" with a zoom level of 100%. The main content area displays the RMD Resource Management Database logo and the title "Unscheduled in 90 Days - Restricted Information". Below this, a table lists data for Finance # 359093.

| Finance # | Pay Location | Last Name | First Name | # of Unscheduled |
|-----------|--------------|-----------|------------|------------------|
| 359093 | 368 | AM | SAM | 5 |

The taskbar at the bottom shows several open applications: Lotus cc..., Remedy U..., Microsoft ..., Welcome To ..., FreeQUERY, RMD Can..., and RMD C... The system clock indicates 1:44 PM.

Role Assignments by PayLoc

RMD Canned Report

Zoom 100%

RMD
Resource Management Database

Role Assignments by Payloc - Restricted Information

| Last Name | First Name | PayLoc | Role |
|-----------|------------|--------|--------|
| Samson | Jane | 368 | MDO |
| Cinnovich | Jack | 368 | SDO |
| Samgomery | Lucy | 368 | Sr MDO |

Lotus cc:... Remedy U... Microsoft ... Welcome To ... FreeQUERY RMD Can... RMD C... 1:46 PM

No Unscheduleds for Specific Date Range:

Resource Management Database User Guide, Version 3. 2.22, March 2001

Print Date/Time - 03/27/01 7:20 AM Date last updated - 03/27/01

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 |

Taskbar: Lotus cc..., Remedy U..., Microsoft ..., Welcome To ..., FreeQUERY, RMD Can..., RMD C..., 1:47 PM

Chapter 8 - RMD Messaging System

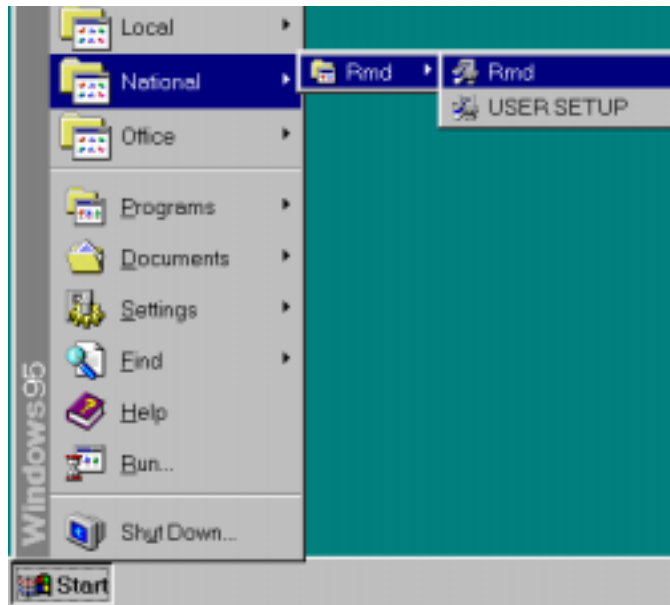
RMD User Generated Messages

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.

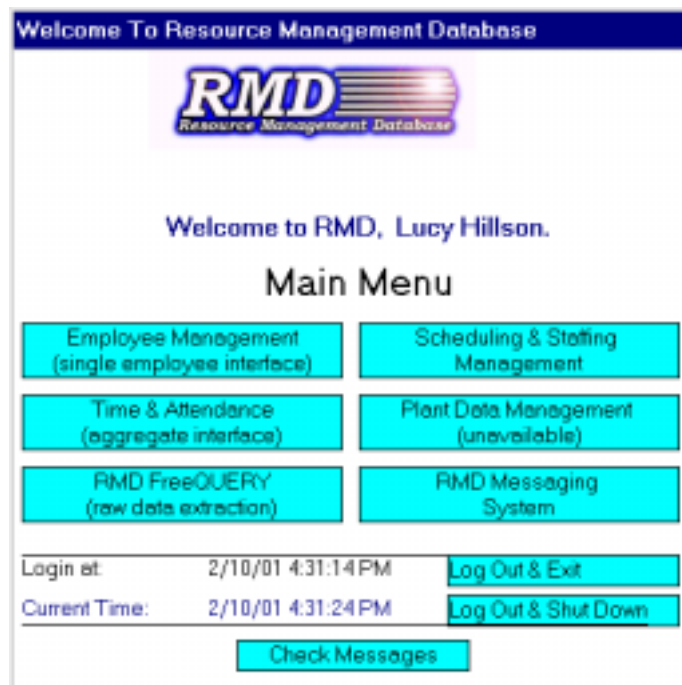
The first user to activate the RMD system **after 00:00:01 on Saturdays** will see a number of Windows related to the schedule download.

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.**)

The screenshot shows a 'Messages' dialog box with a blue background. At the top, it displays 'Logged Send Time: 2/10/01 10:04:16 AM'. Below this, 'Sent By: Lucy Jansson' is shown in red text. The 'Sent To:' field is a dropdown menu currently set to '<All Users>'. A text area labeled 'Type Message Here:' contains the following text: 'There will be a meeting at 4 pm today in the conference room to discuss attendance issues. The agenda can be found in your holdouts. Please be sure to bring all necessary information to address the issues listed. I expect that this will be a lengthy meeting in light of the seriousness of the issues which need to be addressed.' At the bottom, there are two buttons: 'Cancel' and 'Send Message' (in red text).

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.

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.

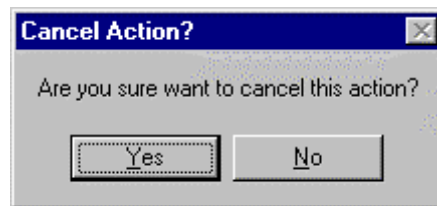
To respond to **Take Action** messages:

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.

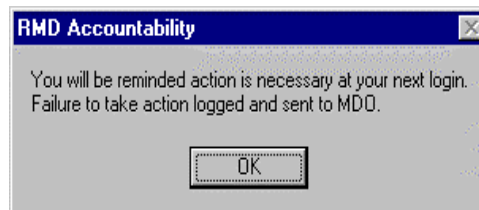
Any User Not Taking Action

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**.

New Note on Cinnotich, Lucy

Employee: Cinnotich, Lucy L
Employee ID: 969-69-9069 PayLoc: 100

New Note

Enter Subject of Entry: AM, SAM I

Enter all Notes Here:

Cancel Submit

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.

The screenshot shows a software interface with a main window titled "View/Enter Leave [Single Day] Absence Record ** Restricted Information **". Inside this window, there is a smaller window titled "RMD Administrative Action" which contains a "Request for Administrative Action" form. The form is for Employee: Willgomery, Lucy, Employee ID: 996-96-9096, and PayLoc: 140. The form includes the following fields and buttons:

- Charge:** Review Attendance
- Date Of Incident:** 2/12/01
- Date Action Taken:** 2/10/01
- Retain Date:** 2/10/03
- Nature of Action:** (empty field)
- Comments:** (empty text area)
- Buttons:** Cancel / Exit, View History, Submit

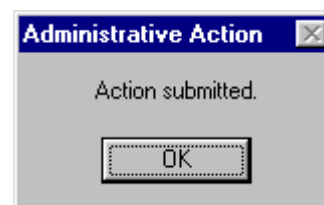
At the bottom right of the main window, there is a checkbox labeled "3971 History Entry".

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.

| Administrative Action History | |
|---|--|
| Administrative Action history on employee: | Employee: Willgomery Lucy Employee ID: 996-96-9096 PayLoc: 140 |
| **Restricted Information** | |
| Tracking# | 2 |
| Date of Occurrence | 2/12/01 |
| Charge | Review Attendance |
| Action Date | 2/10/01 |
| Retain Date | 2/10/03 |
| Action Description | Attendance Review |
| Supervisor Comments | Employee has exemplary attendance record (0 U/S); this was a non-fatal emergency surgery. Will inform employee upon her return to work after recuperation that I do not feel that this issue warrants any administrative or corrective action. |
| Labor Comments | |
| Labor approved if checked | <input type="checkbox"/> |
| Grievance Date | No Grievance Date |
| (DblClick to View/Edit/Add) | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div> Cancel / Exit Print Report </div> <div> PREV NEXT <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 5px;"></div> </div> </div> <div> Add New Record </div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> Submit Changes </div> | |

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 redisplay 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.)

RMD Messaging

RMD
Resource Management Database

You have 2 messages/tasks!

Sent By: SDO - Jack Cinnovich 3/1/01 2:32:04 PM

Reminder>
Task: Attendance Record Review
Employee: AM, SAM
PayLoc: 368
Reason: Review Attendance
Date of Incident: 3/1/01
Status: <Immediate action is requested>

<<Prev Next>>

Exit Take Action

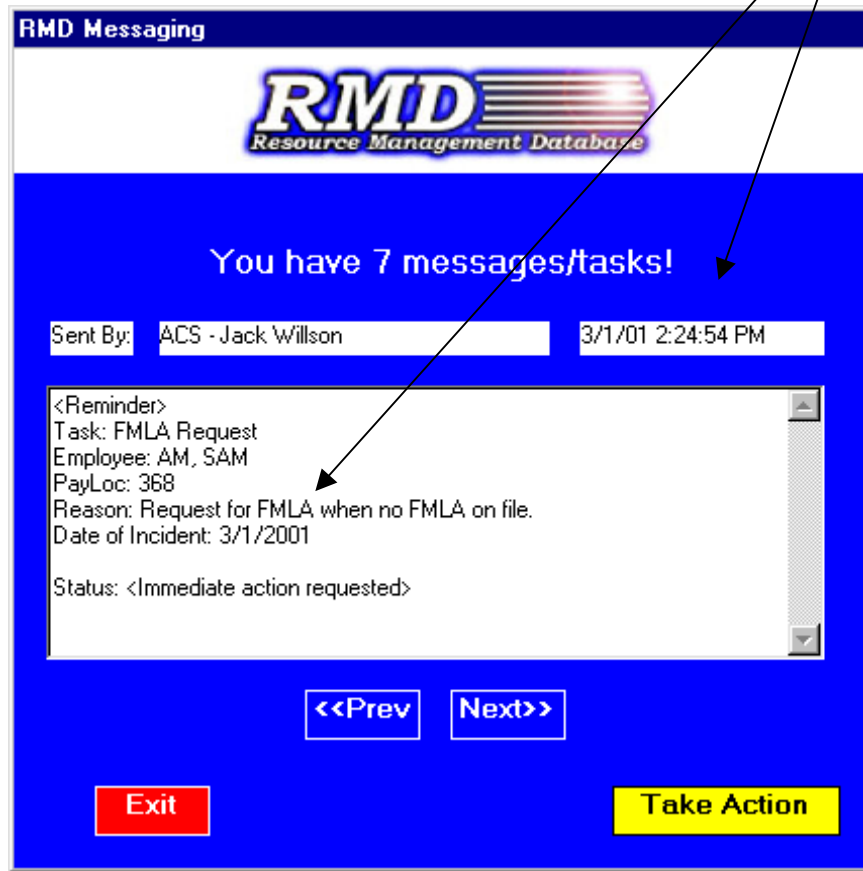
2. The Administrative Action Window and the Employee Information Management Window on the employee in question display. These Windows allow the Labor Relations person to review the action taken by the SDO, as well as the employee's record. They can indicate their concurrence with the proposed administrative 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.

| Administrative Action History | |
|--|--|
| Administrative Action history on employee: | Employee: Willgamery Lucy Employee ID: 996-96-9096 PayLoc: 140 |
| **Restricted Information** | |
| Tracking# | 2 |
| Date of Occurrence | 2/12/01 |
| Charge | Review Attendance |
| Action Date | 2/10/01 |
| Retain Date | 2/10/03 |
| Action Description | Attendance Review |
| Supervisor Comments | Employee has exemplary attendance record (0 U/S); this was a non-fatal emergency surgery. Will inform employee upon her return to work after recuperation that I do not feel that this issue warrants any administrative or corrective action. |
| Labor Comments | Concur completely with Supervisor's decision to not take any administrative or corrective action for this unscheduled occurrence on this employee. |
| Labor approved if checked | <input checked="" type="checkbox"/> |
| Grievance Date | No Grievance Date |
| (DblClick to View/Edit/Add) | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div> Cancel / Exit Print Report </div> <div> PREV NEXT </div> <div> Add New Record Submit Changes </div> </div> | |

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

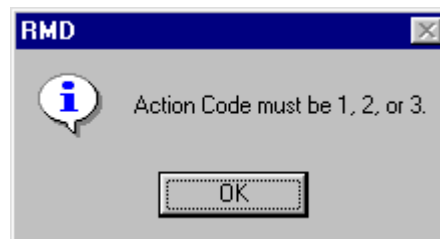
When an ACS records an absence for which there is **no FMLA certification on file**, the FMLA Coordinator will receive a message immediately upon login similar to the one below. The **Sent By** field is the ACS who recorded the absence. You can see that this message was generated immediately upon the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

| FMLA Data | | | | | | | | | | | | | | | |
|---|---|-------------------------|--|---|--------------|------------------------------|-----------------|-----------------------------|-------------|---|--|---------------------------|--|--|--|
| Employee: AM | | , SAM | | **Restricted Information** | | | | | | | | | | | |
| PayLoc: 368 | | | | | | | | | | | | | | | |
| Request Date: __/__/__ | Req PayLoc: | Req. User: 1816507421 | Condition Code: | | | | | | | | | | | | |
| Action Date: __/__/__ | Action Code: | Action User: 1816507421 | Recertify: <input type="checkbox"/> | Recert Date: __/__/__ | | | | | | | | | | | |
| Case Comments: <div style="border: 1px solid black; height: 60px; width: 100%;"></div> | | | | | | | | | | | | | | | |
| if approved: | From Date: __/__/__ | Frequency: | Intermittent: <input type="checkbox"/> | Hard Copy Notes On File: <input type="checkbox"/> | | | | | | | | | | | |
| | Thru Date: __/__/__ | Duration: | On Going: <input type="checkbox"/> | | | | | | | | | | | | |
| Legend: <table border="0"> <tr> <td>Action Codes</td> <td>Condition Codes</td> </tr> <tr> <td>1 = Approved</td> <td>1 = Birth of Son or Daughter</td> </tr> <tr> <td>2 = Disapproved</td> <td>2 = Adoption or Foster Care</td> </tr> <tr> <td>3 = Pending</td> <td>3 = Health (Son/Daughter/Spouse/Parent)</td> </tr> <tr> <td></td> <td>4 = Serious Health (Self)</td> </tr> </table> | | | Action Codes | Condition Codes | 1 = Approved | 1 = Birth of Son or Daughter | 2 = Disapproved | 2 = Adoption or Foster Care | 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) | | 4 = Serious Health (Self) | <div style="display: flex; justify-content: space-around;"> <div> PREV NEXT <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> ◀ ▶ </div> </div> <div> <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">Submit Changes</div> <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">Print Records</div> <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">Exit</div> </div> </div> | | |
| Action Codes | Condition Codes | | | | | | | | | | | | | | |
| 1 = Approved | 1 = Birth of Son or Daughter | | | | | | | | | | | | | | |
| 2 = Disapproved | 2 = Adoption or Foster Care | | | | | | | | | | | | | | |
| 3 = Pending | 3 = Health (Son/Daughter/Spouse/Parent) | | | | | | | | | | | | | | |
| | 4 = Serious Health (Self) | | | | | | | | | | | | | | |

- 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.



- 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).
- Use **Prev** or **Next** to view any other FMLA certifications this employee may have.
- 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 | | <i>currently not available</i> | | | | | | | | |
| | 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 |

Resource Management Database User Guide, Version 3.2.22, March 2001

Print Date/Time - 03/27/01 6:14 AM Date last updated - 03/27/01

| 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:

Resource Management Database Project Manager
Raleigh Information Business Systems Service Center
US Postal Service
4200 Wake Forest Road
Raleigh, NC 27668-9000 FAX (919) 786-2100

What I like best about this guide is:

What I like least about this guide is:

I found the following errors in this guide (cite page number with a description of the error):

Additional comments or suggestions to improve this guide:

| | |
|------------------------|--|
| Name and Title | |
| Mailing address | |
| | |
| | |
| Phone/FAX | () / () |
| Date | |
