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UNITED STATES POSTAL SERVICE.

TACS:
Time and Attendance
Collection System

Tier 1

Participant's Workbook
TD-00A
Course 31267-00
April 7, 2000

Finance
Payroll

Use of Training Materials

These training course materials are intended to be used for training purposes only. They have been prepared in conformance with existing USPS policies and standards and do not represent the establishment of new regulations or policies.

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MODULE ONE -- INTRODUCTION

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PARTICIPANT INTRODUCTIONS

Position
HR Spec

Years in position
5 ½

Years of service
14

Own a personal computer at home?
No

How do you use the internet?
work use
research

ABOUT TACS

The USPS Payroll System, supported and processed at the Minneapolis Business Information Systems Service Center, currently has five applications that collect time and attendance information for payroll purposes. These applications are:

City T&A Processing System	CTAPS	Time Cards - Mainframe Based
PC City T&A Processing System	PCCTAPS	Time Cards - PC Based
Rural T&A Processing System	RTAPS	Time Cards - Mainframe Based
Electronic Time Clock System	ETC	Automated - PC or LAN Based
Postal Source Data System	PSDS	Automated Mainframe Based

The Time & Attendance Collection System combines the functionality of the ETC, CTAPS, PC-CTAPS & PSDS systems into one standard and automated time & attendance system for all Postal Service offices. The hardware and software of TACS is highly reliable and similar in configuration in all sites so centralized support units can maintain the application. In a later

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phase of TACS, rural timekeeping will also be performed in the TACS application.

As in all timekeeping systems, payroll data is considered sensitive and must be secured from unauthorized access. TACS does not change timekeeping policies and procedures: it rather provides a more efficient, less expensive vehicle for the execution of those policies and procedures.

FUNCTIONALITY & BENEFITS OF TACS:

1. System of national scope.
- Improved functionality over current systems.
- ETC will not support the 20 largest postal sites.
- Capable of standardizing data collection and Time & Attendance across the country. TACS will support every office in the Postal Service replacing all timekeeping systems except rural delivery.

2. Improved Security
- Larger number of data access authorization levels: 110 in TACS, 49 in ETC, none in PSDS.
- Badge control built in to prevent employees from having multiple badges used for time clocks.
- Instant deactivation of lost or terminated badges.
- Prior authorizations for future actions (e.g., higher level work authorizations).

3. Access to information.
- Data can be input and retrieved from any Postal computer workstation, anywhere.
- Two weeks of information on-line between Thursdays and Sundays.

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- When transferring hours to different finance numbers, all (37,000) finance numbers are available on-line.

4. Automated Close out.
- TACS automatically closes out the payroll week.
- In ETC, a timekeeper must manually close out the week every Saturday morning.

5. Reporting.
- 52 On-Demand Reports vs. 42 for ETC.
- Real time reporting. PSDS reports may take hours to print due to the nature of a mainframe application.
- Employee Leave balances current to the pay period.
- Salaries and benefits by Pay Location and Employee Type. ETC can only support Employee Type.

6. Minimize paperwork
- City Time Card Entry built into TACS application.
- Ability to place employees' time on hold through Monday. This will reduce payroll adjustments. (ETC does a final upload on Saturdays).

7. Can provide real-time data to other National Applications
- Activity-Based Costing requires information at the two-digit local unit code level. No other system can provide the information.
- Commitment Management (CM-IOM) listed TACS as critical to a successful implementation of the CM application, since PSDS cannot support CM-IOM data requirements.

8. Improved Lower Network
- Data Collector can support multiple data collection requirements.
- Smaller network with increased functionality.
- Better control and maintenance of the poller.

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- Reduced complexity; MFDC has 500 modules, TACS data collector has 50.
- Reduced number of phone lines at the District Offices because there is no need for downloads and uploads every week.

9. Current T&A Platforms are out-dated
- PSDS hardware is obsolete, needs to be replaced, and has a high cost of maintenance.
- Increasing difficulty to support DOS-based applications (ETC) within the current Postal infrastructure.
- Maintaining 1 system instead of 3 will save about 3 million dollars every year.

10. Payroll adjustments cost the postal service about 70 million dollars per year. TACS reduces the number of document handlings.

BUSINESS FUNCTION

The TACS system provides supervisors and managers with actual work hour data used in monitoring their labor hours and dollars at the local level. The system will transmit summarized data of the actual payroll hours to the Payroll System at the Minneapolis ISC. The primary business function of this system is to collect and calculate time and attendance information needed by the Payroll System so city employees are paid accurately and timely.

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SYSTEM USE

The TACS system is used by postal installations to collect employee time and attendance information. There are many users of the Time & Attendance Collection System because of the corporate value of its data. The information collected and processed is beneficial for the postmasters of the smallest offices all the way to the national reports reviewed by the Postmaster General.

Many information systems now interface with ETC and PSDS. TACS will continue to provide information to these systems. It will allow read only access to its employee and work hour information for systems like Plant Information Management System (PIMS), Delivery Services Information System (DSIS), Management Operating Data System (MODS), Performance Cluster and National FLASH, Leave Analysis Tracking (LATS) and Automated Vehicle Utilization System (AVUS).

The most common users at the local level will be managers, support personnel, supervisors and timekeepers. Managers and support personnel will use the system to monitor aspects of operational performance, i.e., for reviewing facility, pay location, finance number, or LDC work hour, leave and overtime usage. Supervisors will use TACS to enter and monitor unit employee overtime, leave, and higher level assignments. The timekeepers will use the system to maintain employee data, and will ensure that all performance cluster employees are paid correctly.

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TACS ASSISTANCE

You may run into occasional difficulty when using TACS, as you would with any new piece of computer hardware or new application. Your first recourse, if you are unable to resolve a problem on your own, is to contact your TACS Coordinator. If the TACS Coordinator is unavailable, contact your data site.

If local personnel are unable to resolve the problem, a call should be placed to the Customer Support Branch in Eagan (1-800-USPS HEL). The operator who takes your call will ask a series of questions to identify the problem, and, if unable to resolve the problem alone, will open up a remedy ticket and direct the problem to the appropriate personnel.

There are standard maintenance windows for TACS during which the application may be unavailable.
✓ Every Wednesday, 0100-0500 CST (database backup)
✓ Every 2nd and 4th Sunday of each AP, 0400-1100 CST (Unix Maintenance)
If additional or optional maintenance is scheduled, users will be notified in advance, probably in "TACS Updates" found on the TACS home page.

TIER 1 OBJECTIVES

Upon completion of Tier 1 you will be able to:

✓   log-into the TACS application,
✓   navigate in the application
✓   select and print reports

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MODULE TWO -- LOGGING IN AND NAVIGATING IN THE TACS APPLICATION
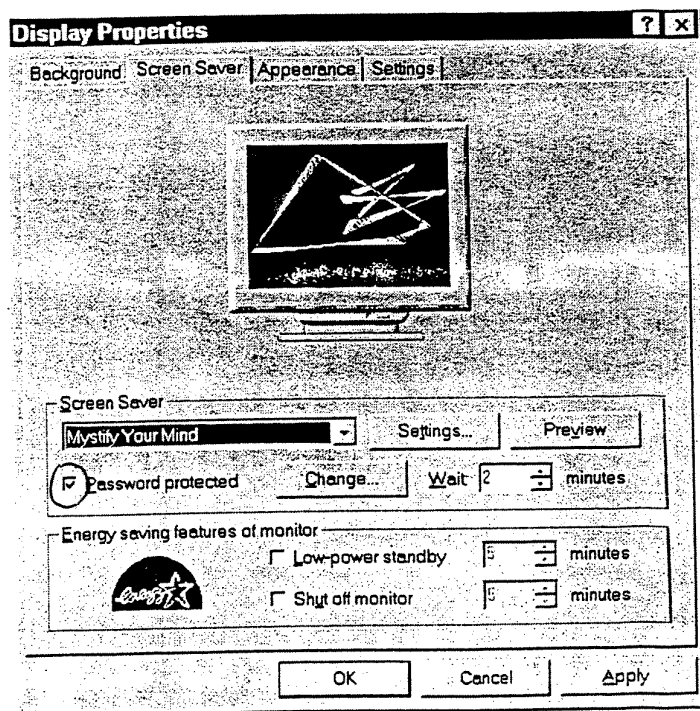
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SECURITY

Because TACS data is considered sensitive, every effort must
be made to safeguard TACS access and information. When
you print reports, make sure they are kept secure: do not leave
them at the printer for any length of time, and we recommend
you shred them, if at all possible, when discarded.

The TACS application will employ the Windows screen saver
password feature to shut down if you do not enter keystrokes for
a set period of minutes. If TACS does shut down, you will need
to log back in when you are ready to use it again. We
encourage all users to log off if not using TACS for awhile, or if
away from the desk.

To set the screen saver password:
1. Use the mouse to right click on the desktop.

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2. Click on Properties, the last item in the menu.
3. Click on the Screen Saver tab. Select a screen saver from the drop down menu.
4. Click on the Password protected check box.
5. Click on Change. Enter your new password and confirm it.
6. Click on Wait. We suggest you set the wait period at 2 minutes. That would result in the screen-saver appearing after 2 minutes without system activity, and would require the retyping of your password to get back into the application.
7. Click on OK.

FINDING TACS IN NETSCAPE

From the postal intra-net blue page, add the word "tacs" to the Uniform Resource Locator (URL) address (http://blue/tacs). When the TACS web page appears, identify it as a "favorite." By adding it as a favorite, you will be able to go directly to the TACS home page without having to type a URL address.

Let's take a few minutes to look at the TACS web page.
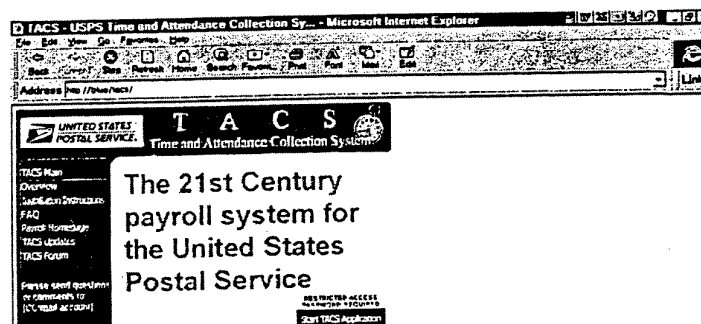
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- "TACS Main" is the TACS home page, pictured above.
- "Overview" provides a description of TACS, much like what's in pages 8-10 of your Participant's Workbook.
- "FAQ" contains answers to some frequently asked questions.
- "Payroll Homepage," currently under construction, will provide a link to the Headquarters Payroll web site.
- "TACS Updates" will provide information about changes to the TACS application.
- "TACS Forum" will provide a vehicle for you to communicate (ask questions, make suggestions, etc.) with Headquarters about TACS.

There is also a TACS cc:mail address. If you wish to send cc:mail about TACS, and have it answered by Headquarters, the address is TACS, Headquarters.
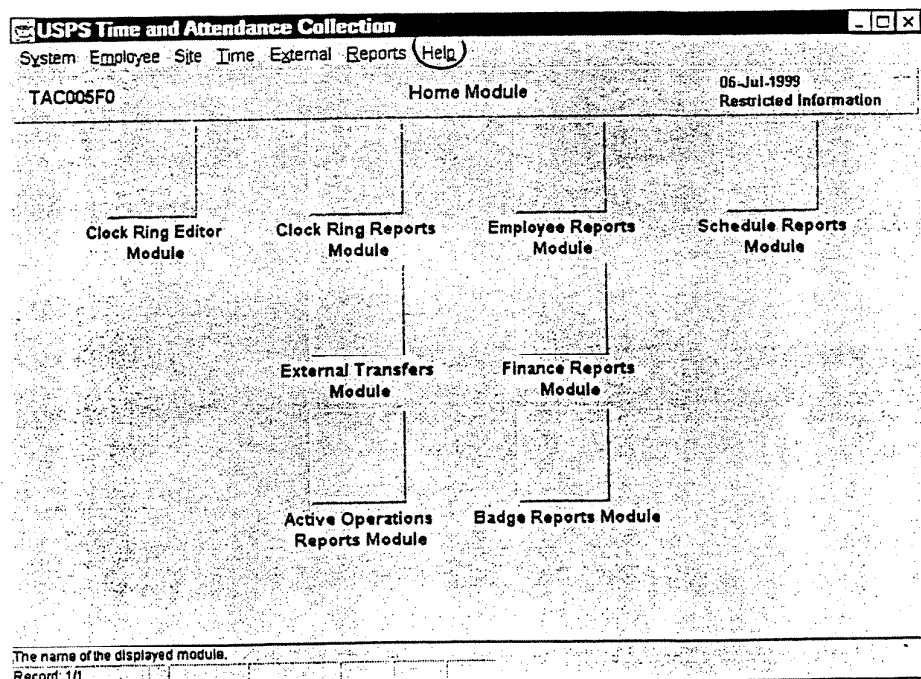
LOGGING INTO THE TACS APPLICATION

1. From the TACS Web page, click on the box "Start TACS Application" and the Logon screen will be displayed.

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2. The user's ID will have to be entered into the first field on the screen. (All users must submit a 1357 to receive an ID.)
3. Enter the required TACS Logon password. It will be easier to remember if you make your TACS logon password the same as your Windows screen saver password.
4. Enter the database name. For training, we will use database TACSTRN. When the entries have been verified, the TACS Home Menu will be displayed.
5. To change the password, type the new password in the "Change Password" box, press <Enter>, and then confirm it by typing the new password again.

NAVIGATING IN TACS

The screen below is a sample of how your TACS screen can look. The District Coordinator is able to customize as many as

twelve buttons on this screen to make short cuts to the most frequently used areas within the TACS application. This is

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accomplished in the User Maintenance Module in the Icon Sequence Tab.

Your local TACS Coordinator will assign levels of access to TACS users. If you do not have access to a module, the module will be "grayed out" when you pull down the menu.

If you were able to pull down all of the menus at the same time, you would see this.

System	Employee	Site	Time	External	Reports	Help
Template Maintenance	Badge Maintenance	Finance Maintenance	Clock Ring Editor	External Transfers	User Reports	Contents
User Maintenance	Employee Maintenance	Misc. Site Information	Time Card Entry		Valid Code Reports	Display Errors
User Reports	Badge Reports	Poller Configuration Maintenance	LATS Entry		Badge Reports	Show Keys
Exit	Employee Reports	EBR Network Maintenance	PPWK Holds		Finance Reports	About TACS
		Time Clock Maintenance	Clock Ring Reports		Schedule Reports	
		Master Schedule Maintenance	Timecard Entry Reports		Active Operations Reports	
		Active Operations Maintenance	PPWK Reports		Misc. Site Reports	
		Finance Reports	LATS Reports		Employee Reports	
		Misc. Site Reports			EBR Network Reports	
		EBR Network Reports			Clock Ring Reports	
		Schedule Reports			Timecard Entry Reports	
		Active Operations Reports			PPWK Reports	
		Clock Ring Reports			LATS Reports	
		Timecard Entry Reports			Generate HTML Output	
					Generate PDF Output	

You will note that there are multiple ways of getting to some of the modules. The menus are logically laid out. You will spend your time in columns 2 (Employee), 4 (Time) & 6 (Reports).

The very first item in the Reports column is "Report Queue." All reports are viewed from this queue. We will see how it works when we generate our first report. At the bottom of the "Reports" menu, you will see two options. "Generate PDF (Portable Document Format) Output" produces a snapshot which is more pleasing to the eye, but not a text file which can be manipulated. We suggest you use PDF format when running reports.

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"Generate HTML (Hyper Text Markup Language) Output" will produce the report as a text file. When saved as text, the data can be exported into other applications, like Excel or Word.

To Export a Text File

- Make sure that the HTML (not PDF) format is checked at the bottom of the pull-down menu accessed when you click on Reports.
- Run the report.
- In File, when you "Save As," you identify the name of the file and the directory in which you want the file saved.
- In addition, in the "Save as type" box, select text (".txt") as the file extension. You will need to manually change the document extension to ".txt."
- Then open up the application in which you wish to export the document, and open the text file.
- If you are in Excel, a "wizard" will assist you in formatting the page for the application.

TACS HELP

We encourage you to use TACS Help as your first recourse when you run into a snag. Unfortunately, some of the TACS Help screens are still under construction and revision, so it is not always very helpful.

Click on Help.

Contents
Display Error
Show Keys...
Button Short Cuts...
About TACS...
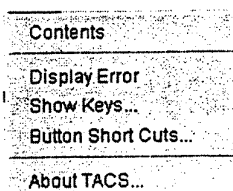
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Two lists of keyboard shortcuts are contained within TACS Help, and are called "Show Keys," and "Button Short Cuts." These provide a list of keystrokes for those who find switching between mouse and keyboard slow or cumbersome. Appendix 1 has a list of keyboard shortcuts in Windows.

"About TACS" simply displays the current user and version of TACS. "Display Error" contains nothing when accessed from the main TACS page, but will assist in diagnosing problems and troubleshooting if you experience an error while working in a module.

When you click on the first item in help, "Contents," you get the following pull-down menu.
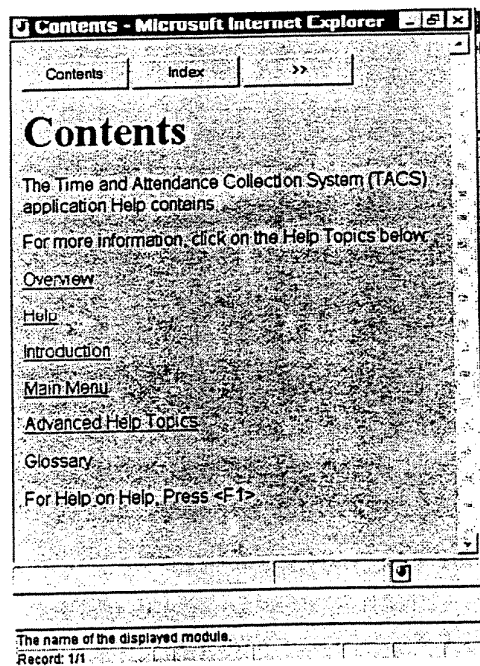
"Overview" provides a description of TACS.

"Help" explains how help works in TACS. It defines Contents Help vs. Context-sensitive Help, and explains how to access

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different kinds of Help. In a nutshell, the Help menus at the top of the screen provides Contents help, which consists of general information. When in a module or form, the "Help" button on the right side of the Form provides Context-sensitive or field level help.

Most of the Contents Help is under revision. It was written originally for a previous version of TACS (client/server) and is in the process of being rewritten.

We will look at Context-sensitive help as we learn the specific modules within the TACS application. We cannot stress enough the importance of utilizing Help when questions arise when you are doing your job. Think of it as a performance support system: it exists solely to ensure that you are able to do your job. And you have immediate access to it.

One particularly important and useful kind of kind of assistance in TACS is "Hint text," found on the bottom bar of the TACS screens. Hint text provides messages meant to assist you in completing your work, an important example of which is the phrase "List of Values." Whenever a field has multiple options, the phrase "List of Values" appears on the bottom bar. When that phrase occurs, the F9 key will generate a menu list of options available for that particular field.

We will see how hint text prompts the user in the next module.

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MODULE THREE – SELECTING AND RUNNING TACS REPORTS

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TACS REPORT PARAMETERS

The block outlined below shows parameters that can be set on most reports.

Finance Numbers	Finance Units	Pay Locations
⦿ All Finance Numbers	⦿ All Finance Units	◯ All Pay Locations
◯ Single Finance Number	◯ Single Finance Unit	◯ Single Pay Location
[ ]	[ ]	[ ]
◯ Finance List Selection	◯ F/U List Selection	◯ P/L List Selection
[▲ ▼]	[▲ ▼]	[▲ ▼]

YrPPW (Online)	Week Period		Page Breaks
⦿ Single	⦿ Entire Week ◯ Tuesday		⦿ Finance Level
[1999-06-2]	◯ Saturday ◯ Wednesday		◯ Finance/Sub-Unit
◯ Range	◯ Sunday ◯ Thursday		Number of Copies
[ ] - [ ]	◯ Monday ◯ Friday		[1]

1. Finance Number - An assigned six-digit number that identifies an installation for processing its financial data. You may press one of three radio buttons: all, single or selection. (Selection allows you to identify as many as six pay locations using the arrow keys on screen or your keyboard to scroll.) If you do not specify pay locations, the report will not break the data down from the finance number level.
2. Finance Units- not used at this time. Will be used to track finance number sub-unit budgets.
3. Pay Locations - As for finance number, you may press one of three radio buttons: all, single or selection.
4. YrPPW- Single Week/Range - Year, Pay Period, Week. You may select a single week, or a range of weeks.
5. Week Period - Entire Week/Single Day. You may select a single day or entire week. *always choose entire week for choice X over view*
6. Page Breaks - Separate finance numbers by page breaks by clicking the first radio button, or finance units/pay locations by page breaks by clicking on the second button.
7. Number of Copies.

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Reports will also contain some additional, different elements. The Clock Ring Error Report, for example, contains an additional parameter called "Error Level Selection."

	Error Level Selection	
(• Detailed Reporting	◦ Skip Warnings	◦ Minimal Reporting
◦ Skip Deleted Rings	◦ Skip Non-Scheduled BT/ET	

The parameters we set act like filters for the data contained in TACS, and allow us to refine our reporting precision. As you use and familiarize yourselves with TACS, you should explore how different parameter settings affect the reports you generate.

Other reports, like the LDC/Operations Summary Report, contain "Summarize By" and "All Pick" sections.

Summarize By		All Pick	
(• LDC Only	◦ Operation Only	LDC: (• ◦	
◦ LDC/Operation	◦ Operation/Local Unit Code	Oper: (• ◦	
◦ LDC/Operation/Local Unit Code		LUC: (• ◦	

The "Summarize By" section would allow you to get totals and sub-totals on the items listed below. The "All Pick" section would allow you to filter your data to specific LDCs, Operations, or LUs that you want. Again, you may "pick" up to six selections, and you use the arrow keys, on screen or your keyboard, to scroll.

THE FIND FEATURE

Built into TACS are menu lists that facilitate the filling in of certain fields on TACS Forms. Any time you place your cursor in a field and the phrase "List of Values" appears as hint text, a menu is available. The menu can be accessed in three ways:

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you may click on the Find button on the right side of the form; you may strike the "F9" key on your keyboard; or you may use the keyboard shortcut <Alt><f>.

THE REPORT QUEUE

The Report Queue Module is used to View, Delete and Re-Run reports that were run from the various Report Modules. Instead of the reports displaying immediately to the user, the user now will view the report from the Report Queue Module.

After selecting a report to run and setting the parameters (i.e. pay location, finance number. PP and week), click on the run button (or press <Enter>). It will seem like nothing has happened, but a hint text message about the report running will appear.

Click on Reports from the drop down menu, and click on Report Queue. A screen will appear showing the report you just ran.

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If the report is not listed or the status displayed is "running," click on the Refresh button to see the status of the report you just ran. If the status says 'complete', click on the View button and the report will be displayed.

Button Functions:
- Refresh – Updates the queue with the report's latest status.
- Stats – Displays a Statistics window that gives certain statistics about the report and displays any errors that may have occurred. This window can be used to see if the report is still running.
  - Refresh – Updates the statistics in the Statistics window.
  - Close – Closes the Statistics window.
- View – Views a Completed report.
- Delete – Deletes the report from the Report Queue Module.
- Re-Run – Executes the selected report again using the same parameters that were used in the initial execution. This will cause the creation of another report in the report queue.
- Close – Closes the Report Queue Module.

The reports that you run will remain in the Report Queue for 7 days before the system deletes them. If you run the same reports during a week, you may run these reports from the Report Queue by highlighting the report you want and clicking on the Re-run button. Of course it will give you the same parameters you requested from the particular Report Module when you first ran it.

Once the new week has opened and you need reports for that week, you must again set up the parameters from each Report module parameter screen indicating the particular PP and week you want.
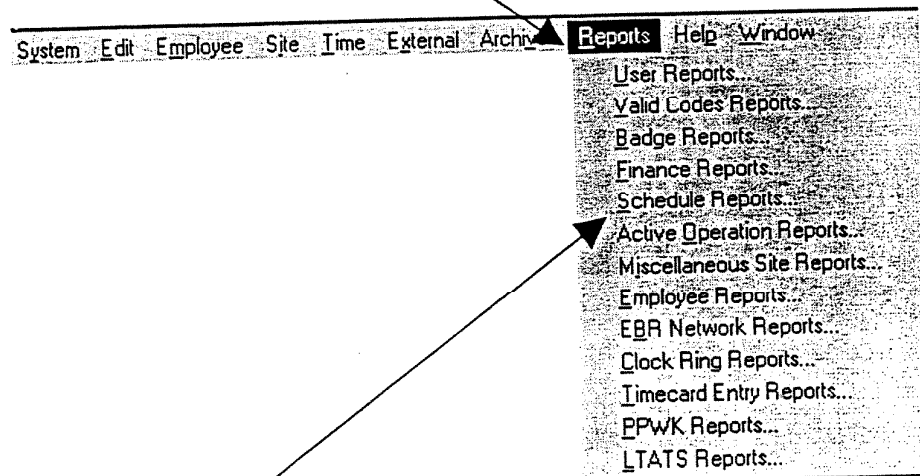
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While in the Report Queue module, the Status column will display one of three messages.

- Starting – After clicking on the Refresh button the message should change to 'running' or 'complete'. If the message stays on starting, after clicking on 'Refresh' a few times, you may need to re-run the report.
- Running – After clicking on the Refresh button this message should change to "Complete." If not, click on the Refresh button again for an update.
- Complete – The report has finished and you may view the report by clicking on the "View" button.

RUNNING SCHEDULE REPORTS

The Hours Inquiry Report

From the main menu select Reports.

System Edit Employee Site Time External Archiv **Reports** Help Window

User Reports...
Valid Codes Reports...
Badge Reports...
Finance Reports...
Schedule Reports...
Active Operation Reports...
Miscellaneous Site Reports...
Employee Reports...
EBR Network Reports...
Clock Ring Reports...
Timecard Entry Reports...
PPWK Reports...
LTATS Reports...

Then select Schedule Reports.

Participant's Workbook

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The Tabs along the top of the screen will take you to the different types of schedule reports. Let's double click on the **Hours Type Inquiry** Report.

The hint text provides a message about how to proceed.

The Hours Type Inquiry Report has room to select 5 different codes. After selecting the filters you wish to employ, (finance number 47-4632, pay location 980), you may select either the Hours Code or the Hours Code/Reason Code by clicking on the appropriate radio button.

Let's look at the Hours Codes first, so click on that button. If you already know the codes you wish to query, you may simply type in the numbers in the boxes. Note that the hint text "List of Values" appears, so, after positioning the cursor in the first box, press <F9> or click on the Find button.

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The first thing to note is that all of the codes now have three digits, not two. Expanding to three digits makes possible the future addition of more codes. To select from the list, use the scroll bar on the right and highlight the code you want. Then click on the OK button, or press <Enter>. Appendix 3 contains complete lists of Hours Codes and Reason Codes.

Note that the "Find" field at the top of the screen reads 0%. The 0 appears because all of the values in the list begin with 0. If you remember some of the code but are not sure, you may type in the second digit without positioning the cursor, and the list will narrow to those items beginning with the first 2 digits designated. For example, if you remembered that the code for overtime is fifty-something, you just type a 5 and the list of values narrows to items beginning with 05.

Let's take a look at the Hours Code/Reason Code list by clicking on the appropriate radio button, and then striking <F9>.

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Hours/Reason Co<!Description		
01000	BEGIN TOUR	
01100	OPERATION MOVE	
01200	OUT TO LUNCH	
01300	IN FROM LUNCH	
01400	END OF TOUR	
02400	AWOL	
02409	AWOL-LATE	
03200	TELETIME	
03300	GUARANTEE TELETIME	
03400	BEEPER TIME	
03500	EXTRA STRAIGHT TIME	

Find   OK   Cancel

Note that these are 5-digit numbers. Most of the codes are
hours codes with a 00 on the end. However, look at code 024.
Note that there are now two codes for AWOL. Primarily for
leave usage, reason codes provide a finer breakdown then was
previously available. (Appendix 3 contains listings of the Hours
Codes and the Hours Codes/Reason Codes.) Within code 056,
for example, there are now six reasons for sick leave.

The value of Hours Inquiry Report is that it can show you the
number of hours of a particular type incurred within a finance
number, pay location, etc.

Let's run a sample report on some of your favorite hours codes.

After generating a report on screen, the report needs to be
printed, minimized (if needed again shortly), saved as a PDF
file, or closed. The report is closed by clicking on the "X" button
in the uppermost right corner of your screen.

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UNITED STATES
POSTAL SERVICE

Report	TAC120R3	Restricted USPS T&A Information	Date 0201/00
Version	1999.20.1	KNOXVILLE	Time 01:01 PM
Fin #	47-4632	Hours Type Inquiry Report	Page 1

Sub-Unit 390

Weekly Summary

Selection	Hours Code	Description
	040	PENALTY OVERTIME
	050	OVERTIME
	055	SICK LEAVE-REGULAR
	062	GUARANTEE TIME
	069	GUARANTEE OVERTIME

Employee ID	Employee Last Name	Fi	M	DA	RSC	040 Hours	050 Hours	055 Hours	062 Hours	069 Hours
095-44-2269	HOMME	E	M	40-4	CO	0.45	2.00	0.00	0.00	0.00
191-46-1679	MORTON	J	D	40-4	CO	0.46	2.00	0.00	0.00	0.00
192-17-5299	THORNTON	C	A	13-4	CO	0.13	2.00	0.00	0.00	0.00
192-91-7509	MCCANN	L	L	13-4	CO	0.13	2.00	0.00	0.00	0.00
192-44-6959	COMPTON	W	E	13-4	CO	0.13	2.00	0.00	0.00	0.00
195-24-4451	GYNT	P	J	13-4	CO	0.13	2.00	0.00	0.00	0.00
198-06-9035	WANG	J	D	13-4	CO	0.13	2.00	0.00	0.00	0.00
198-16-1294	VAN METER	D	A	13-4	CO	0.13	2.00	0.00	0.00	0.00
198-24-0564	ROPEKITCHEN	S		40-4	CO	0.45	2.00	0.00	0.00	0.00
198-92-0555	SMITH	A	C	13-4	CO	2.13	8.00	0.00	0.00	0.00
199-00-2031	DAVIDSON	R	P	13-4	CO	0.13	2.00	0.00	0.00	0.00
199-07-1111	LYONS	J	F	13-4	CO	0.13	2.00	0.00	0.00	0.00
203-46-1946	WALDOON	L	L	40-4	CO	0.45	2.00	0.00	0.00	0.00
907-16-5772	AUSTIN	M	W	40-4	CO	0.45	2.00	0.00	0.00	0.00
917-16-7797	POWELL	E	D	13-4	CO	0.13	2.00	0.00	0.00	0.00
	Total T&A Hours					5.55	36.00	0.00	0.00	0.00
	Total Borrowed					0.00	0.00	0.00	0.00	0.00
	Total Finance Unit ID					5.55	36.00	0.00	0.00	0.00

Other Schedule Reports include:

- **Guarantee Waivers/No Lunch Report**, which displays authorizations for Guaranteed Time Waivers (Transaction Code 092), and No Lunch (Transaction Code 093);

- **Hours Analysis Report**, which displays work, overtime, sick leave and annual leave hours for each employee;

- **Master Schedule Report**, which describes the 23 predefined schedules contained in TACS;

- **Rehab/PTR Holidays Report** is designed to list REHAB (LDC 6900) and Part Time Regular employees (designation 3XX) who may be entitled to holiday leave, but, due to their work schedules, do not have holiday pay automatically generated by the system. This report is only available during weeks that contain a holiday.

- **Daily Hours Report** shows the hours employees have worked in their base jobs. Subsequent lines reflect any hours worked in higher level positions. All data displayed is edited data and does not reflect rings in error. **Schedule Report** lists employees that are in a selected schedule.

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RUNNING EMPLOYEE REPORTS

Employee Moves Report

From the main menu select Reports.

System Edit Employee Site Time External Archi▶ **Reports** Help Window

> User Reports...
> Valid Codes Reports...
> Badge Reports...
> Finance Reports...
> Schedule Reports...
> Active Operation Reports...
> Miscellaneous Site Reports...
> Employee Reports...
> EBR Network Reports...
> Clock Ring Reports...
> Timecard Entry Reports...
> PPWK Reports...
> LTATS Reports...
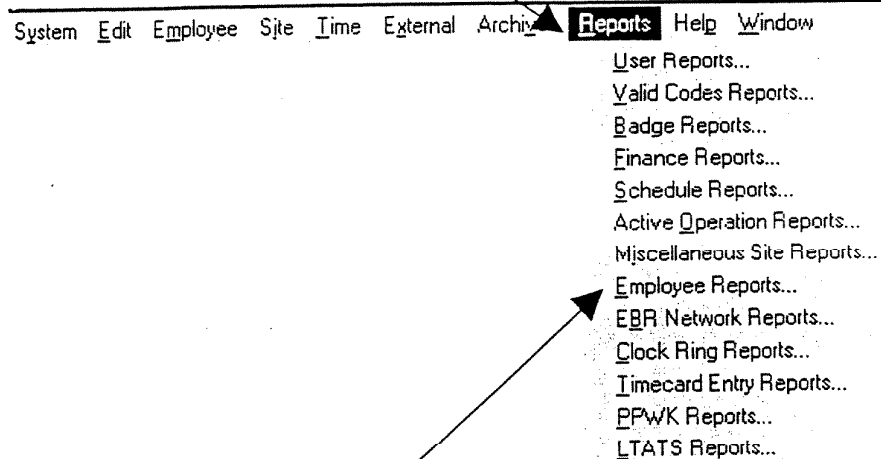
Then select Employee Reports.

In the Employee Reports Module, click on "Emp List."

Employee Reports Module   _ □ x

System Employee Site Time External Reports Help

TAC500R0   Employee Reports Module   01-Feb-2000
                                                         Restricted Information

| Auth H/L | Auto H/L | Emp All | Emp Comp | Emp List | Emp Move | Emp On Clock | H/L Dtl | ◄ ► |

Finance Numbers   **Finance Units**   **Pay Locations**   Clear
 ⊙ All Finance Numbers   ⊙ All Finance Units   ○ All Pay Locations
 ○ Single Finance Number   ○ Single Finance Unit   ○ Single Pay Location   Find

                                                                                         Add
 ○ Finance List Selection   ○ F/U List Selection   ○ P/L List Selection   Delete

YrPPW (Online)   **Week Period**   **Page Breaks**
 ⊙ Single   ⊙ Entire Week ○ Tuesday ⊙ Finance Level
  1999-22-1   ○ Saturday ○ Wednesday   ○ Finance/Sub-Unit
 ○ Range   ○ Sunday   ○ Thursday
                                     ○ Monday   ○ Friday   **Number of Copies**
  [   ]-[   ]   1   Run

                                                                                         Close
                                    Selection
 ⊙ All Employees   ○ Flexible Employees   ○ Transitional Employees
 ○ FT Regular Employees   ○ Temporary Employees   ○ Single D/A
 ○ PT Regular Employees   ○ Casual Employees   Help

Select finance number option.
Record: 1/1

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The Employee Listing Report provides a list of employees in a designated unit, whether it be finance number(s) or pay location(s). As you can see in the Selection portion of the report screen, you can designate all employees or particular types, like PTFs or Casuals.

UNITED STATES POSTAL SERVICE											
Report TAC500FS			Restricted USPS T&A Information					Date 02/01/00			
Y/PPWk 1999-22-1			KNOXVILLE P&DC					Time 01:44 PM			
Fin #: 47-4634			Employee Listing Report					Page 1			
Y/PPWk 1999-22-1			All Employees								
Sub Unit 980											

Employee ID	Employee Last Name	F/I	M/I	RSC	BA	LDC	Oper.U	Route	Begin Tour	End Tour	Schedule	Sch Week	Lunch Amount
081-16-1506	HAUB	K	M	P	41-0	1400	0200-00	000000	14.00	22.50	SSMTWTF	01	0.50
100-14-6962	SIMON	E	D	E	09-0	1000	7000-00	000000	22.00	07.00	S--TWTF	01	1.00
124-09-9664	CLARK	T	D	P	41-0	1400	0200-00	000000	14.00	22.50	SSMTWTF	01	0.50
190-03-4116	SATO	E	L	P	11-0	1400	0200-00	000000	14.00	22.50	SSM--TF	01	0.50
190-17-5351	MADISON	S	P	P	41-0	1400	0200-00	000000	14.00	22.50	SSMTWTF	01	0.50
190-21-9513	BIGELOW	M	D	P	41-0	1400	0200-00	000000	14.00	22.50	SSMTWTF	01	0.50
190-29-9005	PIERCE	D	R	E	09-0	1000	7000-00	000000	22.00	07.00	S--TWTF	01	1.00
190-91-5461	LOYOLA	T	D	P	41-0	1400	0200-00	000000	14.00	22.50	SSMTWTF	01	0.50
191-92-9413	WADE	G	M	E	09-0	1000	7000-00	000000	22.00	07.00	-MTWTF	01	1.00
192-09-6990	TUCKER	L	E	M	12-0	1700	2100-00	000000	22.50	07.00	-MTWTF	01	0.50
192-17-4079	PAYNE	T	A	M	12-0	1700	2100-00	000000	22.50	07.00	-MTWTF	01	0.50
192-90-1900	RIPLEY	R	D	E	09-0	1000	7000-00	000000	22.00	07.00	S--TWTF	01	1.00
195-06-0029	DINER	D	L	M	12-0	1700	2100-00	000000	22.50	07.00	-MTWTF	01	0.50
199-19-0590	STERLING	A	R	P	11-0	1400	0200-00	000000	14.00	22.50	SSM--TF	01	0.50
611-90-4298	BUSH	G	J	M	12-0	1700	2100-00	000000	22.50	07.00	-MTWTF	01	0.50
913-92-9871	BANKHEAD	S		E	09-0	1000	7000-00	000000	22.00	07.00	-MTWTF	01	1.00
914-26-4959	BOWERS	C	N	P	11-0	1400	0200-00	000000	14.00	22.50	SSM--TF	01	0.50
917-93-9060	TALIAFERO	L	T	P	11-0	1400	0200-00	000000	14.00	22.50	SSM--TF	01	0.50
925-26-0669	LANGSTON	M	N	M	12-0	1700	2100-00	000000	22.50	07.00	-MTWTF	01	0.50
980-16-2975	MCGEE	D	W	P	11-0	1400	0200-00	000000	14.00	22.50	SSM--TF	01	0.50

The above example lists all employees in pay location 980 in Finance Number 47-4634. A week or two before cutting over to TACS, this report will be generated for all pay locations and circulated to all supervisors for verification. It is critical that the information about each employee is correct: the base operation, route number (if applicable), schedule, etc. If this information is incorrect at cut over time, it will multiply the amount of corrections needed each day. For example, if an individual actually has Tu-We as non-scheduled days, but the TACS system shows We-Th as non-scheduled, it will produce time missing errors for Tuesday, and will pay OT for all day Thursday.

We recommend that the Employee Listing Report be the first report you run when TACS is in production so you can verify again that the information for each employee is correct.
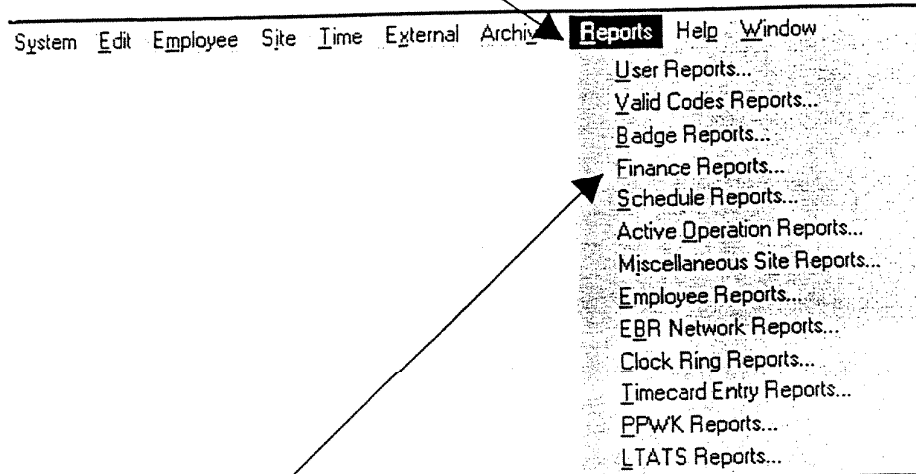
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Other Employee Reports include:

- **Authorized Higher Level Report**, which lists employees who have been authorized Higher Level;
- **Automatic Higher Level Report**, which lists employees who have worked an operation which entitles them to automatic higher level;
- **Employee Everything Report**, which lists almost everything in the TACS database for a particular employee for a particular year, pay period and week;
- **Employee Moves Report** displays the operations an employee has worked during the week.
- **Employee File Comparison Report**, which lists TACS employees found with differences between what is in the master file in Minneapolis and TACS.
- **Employees on the Clock Report**, which displays all employees currently on the clock. An employee is determined to be on the clock if:
  - she has a begin tour ring and no out to lunch or no end of tour ring.
  - she has an in from lunch ring and no end of tour ring.
- **Higher Level Details Report**, which lists those employees on long term higher level details;
- **LTD Duty/REHAB Report**, which displays for each person on limited duty or rehabilitation, total hours to date for each operation. These are persons doing Operation 959, or whose base Labor Distribution Code is 69.
- **Carrier Moves**, which displays moves for letter carriers only.

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RUNNING FINANCE REPORTS

The Station Summary Report

From the main menu select Reports.

System Edit Employee Site Time External Archiv **Reports** Help Window

- User Reports...
- Valid Codes Reports...
- Badge Reports...
- Finance Reports...
- Schedule Reports...
- Active Operation Reports...
- Miscellaneous Site Reports...
- Employee Reports...
- EBR Network Reports...
- Clock Ring Reports...
- Timecard Entry Reports...
- PPWK Reports...
- LTATS Reports...

Then select Finance Reports.

Click on "Station Sum"

Finance Reports Module

System Employee Site Time External Reports Help

TAC100R0   Finance Reports Module   29-Jul-1999
                                                                  Restricted Information

Hours/Dollars \ LDC/Oper Sum \ Station Sum \ Finance Desc \ Flash Ref \ Finance Unit Desc

Finance Numbers	Finance Units	Pay Locations	Clear
All Finance Numbers	All Finance Units	All Pay Locations	Find
Single Finance Number	Single Finance Unit	Single Pay Location	Add
Finance List Selection	F/U List Selection	P/L List Selection	Delete

YrPPW (Online)   Week Period   Page Breaks
Single   Entire Week   Tuesday   Finance Level
  1999-06-2   Saturday   Wednesday Finance/Sub-Unit
Range   Sunday   Thursday   Number of Copies
                      Monday   Friday   1   Run
                                                                   Close
                         Summarize By
                      Pay Location   Local Unit
                         List   Help
                         Between

Select finance number option.
Record: 1/1

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Note that the Pay Locations parameter is grayed out in the upper right section of the form. Instead, on the bottom of the form, in the Summarize By section, a window is displayed which asks you for the list or range of pay locations you wish to report on. If you want a single pay location, enter it as a one-item list with the List radio button turned on.

UNITED STATES POSTAL SERVICE ⚡

Report	TAC100R3	Restricted USPS T&A Information	Date	02/02/00
Yr/PPWk	1999-22-1	KNOXVILLE	Time	07:03 AM
Fin. #	47-4602	Station Summary Report	Page	1

Weekly Summary

Yr/PPWk 1999-22-1
Pay Location: 990

LDC	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKLY
OFFICE 21	94.40		0.50	105.75	22.00	15.85	90.30	319.90
ROUTER 29								0.00
STREET 22	54.40				38.00	33.15	46.30	171.85
OTHER 23								0.00
CARR CS 26								0.00
COLLECT 27								0.00
TERTIARY 29								0.00
SUB-TOTAL	148.90	0.00	0.50	105.75	60.00	49.00	126.60	490.65

CARRIER OT	76.52			5.00		12.25	46.30	140.07
CARRIER OL								0.00
SUPV WK 20				72.00	72.00	72.00	72.00	288.00
SUPV OT 20								0.00
TRNG 792								0.00
SPC DEL 24								0.00
SUPV WK 40								0.00
SUPV OT 40								0.00
TRNG 794								0.00
AUTO 41								0.00
MECH 42								0.00
UNT DST 43			53.50		17.36	19.25	15.90	105.91
BOX DST 44								0.00
WINDOW 45			14.00		17.26	16.00	15.90	63.16
SSFC 46								0.00
OTHER 49								0.00
CFS 49								0.00
SUB-TOTAL	0.00	0.00	67.50	0.00	34.72	35.25	31.80	169.07

CLK/MH OT						19.12		19.12
CLK/MH SL								0.00

FUNCTION	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKLY
0								0.00
1								0.00
2	148.90		0.50	177.75	132.00	121.00	198.80	778.65
3								0.00
4			67.50		34.72	35.25	31.60	169.07
5								0.00
6								0.00
7								0.00
8								0.00
9								0.00
TOTAL	148.90	0.00	68.00	177.75	166.72	156.25	230.20	947.72

The Hour Amounts reported above reflect ALL Work, Overtime And Sick Leave Hours credited to Employees ASSIGNED to the Sub-Unit assigned to the Employee Base Job Assignment.

The Station Summary Report lists work hours by LDC, as well as overtime and sick leave hours. The hours are reported by day of the week and a weekly total column is also provided.

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This report, as all TACS reports, is only as good as the data feeding it. If employees are in error, their hours will not be counted. Likewise, if they used erroneous operation numbers, the report will be skewed.

LDC/Operation Summary Report

Click on "LDC/Oper Sum."

This report offers several reporting options in the "Summarize By" section on the bottom of the form. The user can pick the LDC's, Operations and Local Units desired to see on the report. The default will be all LDC's and/or all Operations and Local Units. All of the reports total work hours, overtime hours and sick leave hours by LDC and/or by Operation. These reports are based on operation hours attributed to the finance number and/or pay location you select. Again the data is only as good as the inputs: EBR errors will produce erroneous reports ("Garbage in, garbage out!")

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	UNITED STATES POSTAL SERVICE							
Report	TAC100R2		Restricted USPS T&A Information			Date	02/02/00	
T/PPWk	1999-22-1		KNOXVILLE P&DC			Time	07:49 AM	
Fin. #:	47-4634		LDC/Operation Summary Report			Page	1	

T/PPWk	1999-22-1			Weekly Summary				
Sub Unit	990							

LDC	Operation	Work Hrs	Overtime Hrs	% OT	Pens by Hrs	% Penalty	Sick Leave	% SL
1000	7000	160.00	0.00	0.00	0.00	0.00	0.00	0.00
1400	0300	166.90	11.75	7.04	0.65	0.39	0.00	0.00
1400	0740	26.00	26.00	100.00	0.00	0.00	0.00	0.00
1700	2100	283.95	130.60	46.01	0.00	0.00	0.00	0.00
1700	2250	40.40	21.40	52.97	0.00	0.00	0.00	0.00

The above example shows all LDCs and operations used in a particular pay location for a week.

Note that the operations are printed as four-digit numbers. Just as the hours codes increased to three digits (leading "0"), so operation numbers have increased to four digits (trailing "0"). The expansion of these numbers will allow a finer breakdown of information in the future.

Other Finance Reports include:
• **Hours and Dollars Report**, which displays the hours estimated to be paid to the employee for hours worked. The dollars are an approximation of the cost that a finance unit or finance/sub-unit may be charged and the amount is based on the actual pay of the individual employees. This application does not have the final edits that are made before employees are actually paid, nor does it include higher level assignments.
• **Finance Description Report**, which displays information on finance number(s) selected, including ROG (Reporting Organizational Group) codes, CAG and office type.
• **Flash Reference Report**, which provides line item information totaling hours by LDC within function.
• **Finance Unit Description Report**, which provides descriptions of finance units and pay locations.

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The Valid Codes Report

Another report of interest is the **Valid Codes Report** which provides 38 listings of valid national codes.

AREA	EMP STATUS	NETWORK TYPE	ROG
BADGE TYPE	EMPLOYEE TYPE	OFFICE CAT	RSC
BAUD RATE	FLSA EXEMPT	OFFICE TYPE CAG	RSC LEVEL
BUDGET ACCT	FUNCTIONAL AREA	OFFICE TYPE CODI	TAC800FOMAX
CLOCK FUNC	GUARANTEE	PERF CLUSTER	TZ-ALPHA
CLOCK TYPE	HRS SOURCE	POLL MODE	TZ-NUMERIC
COLLECTION	HRS LIMIT	PP WK STATUS	WEEK DAYS
DA	JOB ASSN TYPE	REASON	WEEKLY TIME
DAROGLDC	LAST POLL	RING ASSN	WORK WEEK
DARSC	LDC		

If you ran "All Code Types," the report would be over 100 pages long. However, the "Single Code" radio button and the F9 key allow you to select any one code category. For example, you can run all D/A codes or all LDCs.

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EXERCISE (20 MINUTES)

Clock Ring Reports
> Clock Ring Errors
> Missing Time
> Overtime Alert
> Tour Deviations
> Unauthorized Overtime

Schedule Reports and PPWk Reports,
> Hours Analysis
> Hours Type Inquiry
> Daily Hours
> Non-Crossfoot Errors
> Weekly Total Hours

Employee Reports
> * Employee Everything *15 23*
> Employee Listing *79 24*
> Employee Moves
> Employees on the Clock *26*
> Carrier Moves *27*

Finance Reports
> Hours and Dollars *28*
> LDC/Operation Summary (one of each) *29*
> Station Summary *30*
> FLASH Reference *33*

For your assigned group, run and discuss all of the assigned reports, using Finance Number 47-4632, pay location 980 (Customer Service) or 47-4634, p/l 980 (Processing & Distribution), and prioritize them. If you will want to refer again to the report, be sure to minimize it rather than close it. If there

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is no data in the report, use the sample reports in Appendix 4. (15 minutes)

After each report has been reviewed, identify which two reports will be most helpful and/or most widely used at your workplace, and why. Each group reports out to the class. (5-10 minutes)

There are other valuable reports that we will not look at because they are more easily available in a production database. For example, Raw Ring Errors and Automatic Higher Level Reports both depend on rings from time clocks; Overtime and Leave and Higher Level Details Reports are both relatively rare; and the Time Certification Report is generated from offices that use time cards.

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APPENDICES

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04/07/00

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Appendix 1

KEYBOARD SHORTCUTS

SHOW KEYS

Function	Keys
Display Error	Shift+Ctrl+E
Down	Down
Edit	Ctrl+E
List of Values	F9
Next Field	Tab
Next Record	Down
Previous Field	Shift+Tab
Previous Record	Up
Print	Ctrl+P
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up

BUTTON SHORTCUTS

Button Name	Short-Cut
Clear	Alt-l
Find	Alt-f
Add	Alt-a
Delete	Alt-d
Change	Alt-h
Save	Alt-s
Close	Alt-c
Help	Alt-p
Duplicate	Alt-u
Calc	Alt-l
PreProc	Alt-o
Job Assgn	Alt-g
Add -CANCEL	Alt-l
Change -CANCEL	Alt-l
Next Emp	Alt-n
Conv Table	Alt-o
Run	Alt-u

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Appendix 2

TACS Reports

Active Operations Reports (TAC140R0)

- **Active Operations Report** is a listing of operations and local units that have been "turned on" or made valid for a particular finance number.
- **National Authorized Operations Report** provides a listing of nationally authorized operations, and CAG office and LDC Codes for which they are authorized.

Badge Reports (TAC050R0)

Badge Reports Module allows you to create and run 3 reports: for Badge Assignment, Unassigned Badges, and Badge Type Listing.

Clock Ring Reports (TAC800R0)

- **Clock Ring Errors Report** will display errors on a clock ring or set of clock rings that can not be posted for an employee. The report will also show employees who do not have time posted for a scheduled day or who do not crossfoot any day.
- **Missing Time Report** will show employees who do not have time posted for a scheduled day or who do not crossfoot on any day.
- **Overtime Alert Report** lists employees in an overtime status for the week or who are approaching overtime for the week.
- **Overtime and Leave Report** will list employees who have both overtime and leave on the same day.
- **Raw Ring Errors Report** shows raw ring errors.

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- **Ring Disallowance Report** lists employee clock-generated badge swipes that have been changed by a supervisor or timekeeper so that time is, in effect, "disallowed."
- **Self-Adjustment Report** lists all the users who made any type of change to their own clock rings.
- **Tour Deviations Report** is designed to allow the user the ability to select employees who deviate from their assigned schedule and/or lunch amounts.
- **Unauthorized Overtime Report** lists employees with overtime worked which exceeds the amount of overtime authorized.

EBR Network Reports (TAC620R0)

- **Collector/Poller Report** provides summary collector data for pollers, networks, and time clocks.
- **EBR Network Report** provides EBR network information.
- **EBR Time Clock Report** provides EBR Time Clock information.
- **Poller Log Report** provides poller information.

Employee Reports (TAC500R0)

- **Authorized Higher Level Report** lists employees who have been authorized Higher Level.
- **Automatic Higher Level Report** lists employees who have worked an operation that entitles them to automatic higher level.
- **Employee Everything Report** lists almost every thing in the TACS database for a particular employee for a particular year, pay period and week.
- **Employee File Comparison Report** lists TACS employees found with differences between what is in the master file in Minneapolis and TACS.

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- **Employee Listing Report** lists the employees within the office.

- **Employee Moves Report** displays the operations an employee has worked during the week.

- **Employees on the Clock Report** will display all employees currently on the clock.

- **Higher Level Details Report** will generate a report listing those employees on long term higher level details.

- **LTD Duty/REHAB Report** displays for each person on limited duty or rehabilitation, total hours to date for each operation. These are persons on Operation 959, or for whom the base Labor Distribution Code is 6900.

- **Carrier Moves Report** displays moves for letter carriers only.

Finance Reports (TAC100R0)

.• **Hours and Dollars Report** displays the hours worked and an approximation of the cost, in dollars, for the selected criteria: pay location, finance unit finance number, weekly or range of weeks.

- **LDC/Operation Summary Report**
  -- **The Operation Summary Report** totals work hours, overtime hours and sick leave hours by Operation or Operation/Local Unit code. These reports are based on operation hours attributed to the finance number you have selected.
  -- **The LDC Summary Report** totals work hours, overtime hours and sick leave hours by LDC, LDC/Operation, or LDC/Operation/Local Unit code.

- **Station Summary Report** lists work, overtime and sick leave hours by LDC for carrier stations.

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- **Finance Description Report** will display information on finance number(s) selected, including ROG codes, CAG and office type.
- **Flash Reference Report** provides line item data totaling hours by LDC within function.
- **Finance Unit Descriptions Report** provides descriptions of finance units and pay locations.

LTATS Reports (TAC860R0)

- **LTATS - Loaned Employee Report** displays those employees 'loaned to' another office. It displays work hours, overtime, and Penalty Overtime.
- **LTATS - Missing CAG A to G Report displays missing LTATS (1236s)** for small offices on timecards.
- **LTATS - Summary Report** displays work and overtime hours that have been transferred to a different LDC/DA or loaned to another office.

Miscellaneous Site Report (TAC160R0) provides site descriptions and Finance and IS contacts for that site.

PPWk Reports (TAC840R0)

- **Non-Crossfoot Errors Report** lists employees who do not crossfoot for the week. This report is designed to be a tool at the end of the week, and it is recommended that it not be used until you are ready to release T&A data.
- **Pay Week Status Report** provides information regarding time transmitted to Minneapolis.
- **Weekly Form 1261 Report** provides employee clock rings in 1261 format.
- **Weekly Total Hours Report** provides the total amount of hours of each hours code and reason type recorded for the week.

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- **Pay Period Report** provides the status of aggregate pay period clock ring data.
- **Pay Week Status Detail Report** provides pay period status for individual employees: on hold, ready to upload, or closed.

Schedule Reports (TAC120R0)

- **Guarantee Waivers/No Lunch Report** will display authorizations for Guaranteed Time Waivers (Transaction Code 092), and No Lunch (Transaction Code 093).
- **Hours Analysis Report** displays work, overtime, sick leave and annual leave hours for each employee.
- **Hours Type Inquiry Report** lists employees with a specific hours type and/or the hours reason codes.
- **Master Schedule Report** identifies 23 predefined schedules.
- **REHAB/PTR Holidays Report** is designed to list REHAB (LDC 6900) and Part Time Regular employees (designation 3XX) who may be entitled to holiday leave but due to their work schedules the system does not automatically generate the holiday leave. This report is only available during weeks that contain a holiday.
- **Daily Hours Report** lists employees in performance cluster, finance number, sub-unit and employee order. The first line for each employee is the indicative data (Employee Id, Name, RSC, LDC, etc.). The next line will be the hours the employee has worked in his/her base job. Subsequent lines will reflect any hours worked in higher level positions.
- **Schedule Report** lists employees that are in a selected schedule.

Timecard Entry Report (TAC820R0)

Time Certification Report consists of "FRONT of TIMECARD" data. The employees are listed in: Performance cluster, Finance

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number, Sub-unit, and Employee order. This report must be generated weekly and saved for three years.

User Reports (TAC010R0)

- **The User Access Report** shows users who have access to the system.
- **The User Log Report** shows users who have logged on and off of TACS.

Valid Codes Report (TAC940R0)

Valid Codes Report provides a listing of valid national codes.

Archive Reports

The following 7 reports will be able to retrieve archive data in version 1 of TACS. Data that is archived is available for three years before being dropped.

Employee Reports

- Employee Everything Report
- Employee Listing Report
- Employee Moves Report

Finance Reports

- LDC/Operation Summary Report
- Station Summary

Schedule Reports

- Hours Analysis Report
- Daily Hours Report

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APPENDIX 3

Hours Codes/Reason Codes

HOURS CODES

The hours code is sometimes referred to as the payroll code.

010 - Begin Tour

011 - Move

012 - Out to Lunch

013 - In from Lunch

014 - End Tour

024 - AWOL

030 - Full LWOP Hours (Generated at mainframe)

031 - Partial LWOP Hours (Generated at mainframe)

032 - Telephone time

033 - Guarantee Telephone time

034 - Beeper Time

035 - Extra straight time

036 - Guarantee telephone overtime

043 - Penalty Overtime Payment (POP)

044 - Military LWOP

046 - Donated Leave - Personal

047 - Rural Free Saturday

048 - Holiday Schedule Premium

049 - OWCP LWOP Hours

050 - Rural Carrier Trips

051 - Rural carrier actual hours

052 - Work Hours

053 - Overtime Hours

054 - Night Work premium hours

055 - Annual Leave

056 - Sick Leave

057 - Holiday work

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058 - Holiday Leave
059 - Part Day LWOP
060 - Full Day LWOP
061 - Court Leave
062 - Guarantee time
063 - TE cross-foot (also for code 035)
065 - Meeting time
066 - Convention leave
067 - Military leave
068 - Guarantee overtime
069 - Blood donor leave
070 - Stewards duty time
071 - Continuation of pay leave
072 - Sunday Premium
073 - Out of schedule premium
074 - Christmas work
076 - Non-scheduled cross-foot
077 - Civil defense leave
078 - Act of nature leave
079 - Veterans funeral leave
080 - Relocation leave
081 - Civil disorder leave
082 - Travel within schedule
083 - Travel outside schedule
084 - Union official leave
085 - Voting leave
086 - Other paid leave
088 - Non-bargain reschedule premium
089 - Postmaster Org. leave
090 - Higher level authorization
091 - Overtime authorization
092 - Disallow guarantee time
093 – No lunch punch

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REASON CODES

The following are payroll codes with corresponding reason codes:

024	00	AWOL
024	09	AWOL - Late
049	00	OWCP - Regular
049	99	IOD/OWCP - Family Medical Leave
055	00	Annual leave - Regular
055	01	Annual leave - Emergency
055	09	Annual leave - Late
055	99	Annual leave - Family Medical Leave
056	00	Sick leave – Regular
056	09	Sick leave - Late
056	11	Sick leave - Restricted
056	97	Sick leave - Dependent care
056	98	Sick leave - FMLA Dependent care
056	99	Sick leave - Family Medical Leave
059	00	Part Day LWOP
059	01	Part Day LWOP - in lieu of sick leave
059	02	Part Day LWOP - Proffered
059	03	Part Day LWOP - Personal
059	04	Part Day LWOP - Other
059	05	Part Day LWOP - Maternity
059	06	Part Day LWOP - Suspension
059	07	Part Day LWOP - Union Official
059	08	Part Day LWOP – Suspending term
059	09	Part Day LWOP - Late
059	99	Part Day LWOP - Family Medical leave
060	00	Full day LWOP
060	01	Full day LWOP - in lieu of sick leave
060	02	Full day LWOP - Proffered
060	03	Full day LWOP - Personal
060	04	Full day LWOP - Other

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060 05 Full day LWOP - Maternity

060 06 Full day LWOP - Suspension

060 07 Full day LWOP - Union official

060 08 Full day LWOP - Suspending term

060 09 Full day LWOP - Late

060 99 Full day LWOP - Family Medical Leave

071 00 COP - Regular

071 99 COP - Family Medical Leave

091 00 Overtime Authorization

091 01 OT Auth - Before Scheduled Tour

091 02 OT Auth - After Scheduled Tour

091 03 OT Auth - Full Tour

091 04 OT Auth - Before Scheduled Tour – Out of Schedule

091 05 OT Auth - After Scheduled Tour – Out of Schedule

091 06 OT Auth - Full Tour – Out of Schedule

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