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UNITED STATES POSTAL SERVICE

TACS
Time and Attendance Collection System

Tier 3

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

Finance
Payroll

Use of Training Materials

These training course materials are intended 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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TIER 3 – INTRODUCTION

Tier 3 is intended for those employees who have plant- or district-wide timekeeping responsibilities. Conversion to TACS will change the nature of the work done by craft timekeeping employees. Because TACS allows supervisors to have immediate access to employee time records, the amount of data entry and the degree of support required from timekeeping personnel will diminish. The role of timekeepers will change to a more advisory role: they will assist supervisors in complying with timekeeping rules, and will monitor employee clock rings to ensure that all employees are paid accurately, i.e., in accordance with timekeeping rules, and without recourse to payroll adjustments.

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TIER 3 OBJECTIVES

At the conclusion of Tier 3 training, participants will be able to:

- Use the Employee Maintenance Module to add and delete employees, create temporary job assignments, and keep employee master files current.
- Use the Badge Maintenance Module to create and assign badge IDs, and Badge reports to track badges.
- Use the Timecard Entry module to input timecard data, including higher level cards, and run required Time Certification reports.
- Use LTATS Reports and the LTATS Entry Module to ensure training, loaned & transferred hours are properly allocated.
- Place an employee on hold using the PPWk Holds module.
- Describe how work hour information is transferred to other information systems, like DSIS, AVUS, PC-MODS, LTATS, and FLASH.

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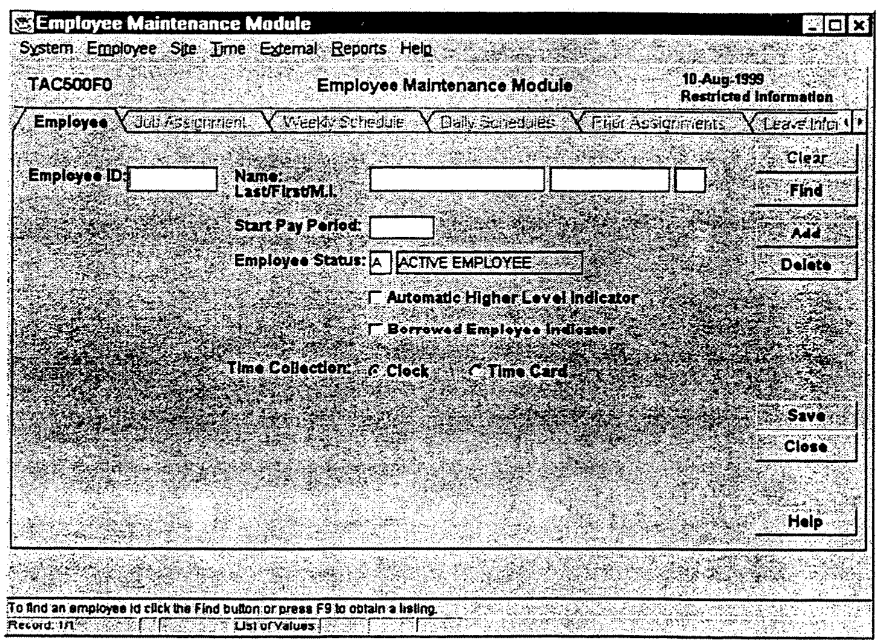
EMPLOYEE MAINTENANCE MODULE

We have already reviewed the different tabs in the Employee Maintenance Module in Tier 2. However, unlike supervisors who have only query access to this module, you will have update access. This module will focus on how to accomplish certain tasks using this module.

THE EMPLOYEE TAB

As you recall from Tier 2, when you first enter the Employee Maintenance Module, the Employee Tab screen will appear. An employee ID must be entered before other tabs can be used.



Users must either click the Find button, hit the "F9" key, or key <Alt> and the letter "F," all of which display a list of employees,

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or type in the Employee ID, before any access to the other tabs is available.

With security permission, the User may access the other screens by clicking a tab. All accessible data displays only one employee ID at a time. If a User has multiple employees to change she/he will need to return to the Employee Tab screen for each new employee ID.

The Automatic Higher Level Indicator must be checked for TACS to automatically pay an individual higher level: when warranted, automatic higher level is triggered by the operation number used. The Borrowed Employee Indicator must be checked whenever an employee is borrowed from another district and added to the local TACS instance. This will allow that employee's time to be tracked.

JOB ASSIGNMENT/WEEKLY SCHEDULE TAB

Each employee MUST have at least one base job assignment active for any given year, pay period and week, unless the employee's status is "deleted". This screen comes up when the User has clicked on the Job Assignment/Weekly Schedule Tab from the Employee Maintenance module. The Add button, Update button, and Delete button are available only when the User has permissions for these.

The Employee ID and Name boxes are carried over from the Employee Tab, and the User cannot move into or click on these items.

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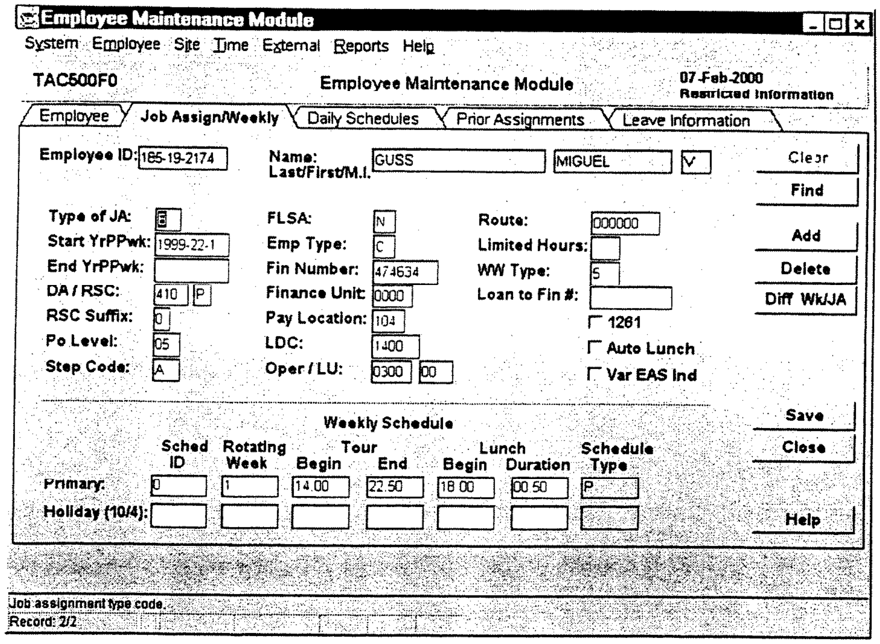

Temporary assignments of a week or longer are entered here with a "T" in the "Type of Job Assignment" box. The arrow keys on the keyboard, or the "Diff WK/JA" button will move you from the Base assignment to the temporary, or between dual assignments. If the job assignment is a Temporary job, it may be deleted. Base and Dual assignments may not be deleted.

When only one week is open, changes made to the Employee Maintenance file will affect both weeks. **However, during the time that 2 weeks are open in TACS, changes must be entered and saved in both weeks**. The "Diff WK/JA" button is used to toggle between weeks. This button, then, toggles between open weeks as well as between multiple job assignments (if applicable).

The Weekly Schedule is populated weekly from the download procedure, but if the User has made modifications or added new schedules for an employee, the most recent record will be used.

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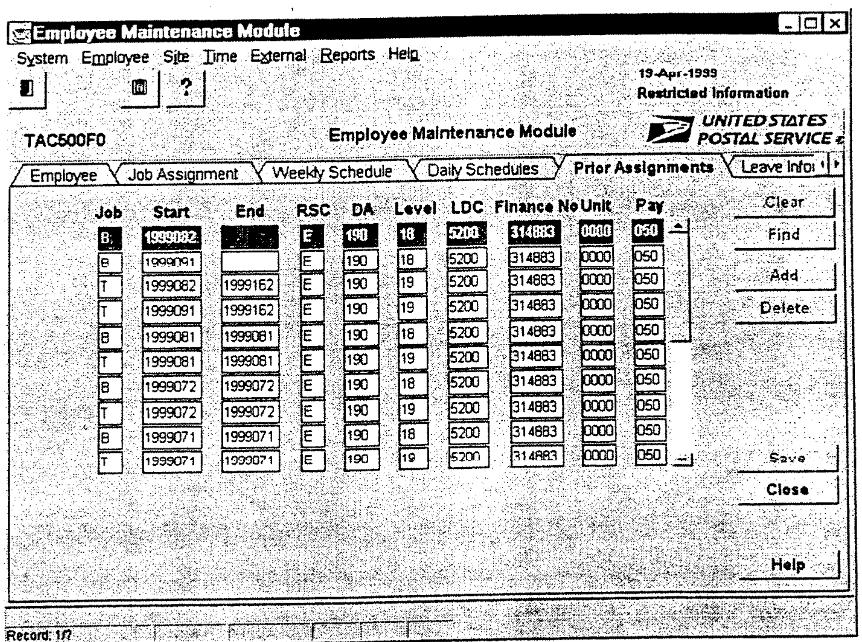
PRIOR ASSIGNMENTS TAB

Any assignments the employee has held over the previous six pay periods would be listed here.



Unless an employee has had a temporary job assignment (i.e. detail H/L), or has moved into a different position, the job would remain the same each week. "B" in the "Job" column indicates base job and "T" indicates temporary.

ADD A NEW EMPLOYEE (CASUAL)

1. Open the Employee Maintenance Module, Employee Tab. Press the "Add" button.
2. Key in the new employee's "Employee ID," or social security number. You do not need to use dashes (-) between the numbers of the ID.
3. Press <Enter>, <Tab>, or Click on the "Name" box.

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4. Key in the Employee's last name and press <Enter>, <Tab>, or click on the "First Name" box.
5. Key in the Employee's first name and press <Enter>, <Tab> or click on the Middle Initial" box and input the initial.
6. Press <Enter>, <Tab>, or click on "Start Pay Period." Key in the year, pay period and week. Use the four-digit year (i.e., 1999-07-1). **An employee must start in the current week or within one pay period.**
7. Click on the Job Assign/Weekly Tab. The cursor will be located at the "Type of Job Assignment" field. Either press the <F9> key for a list of values, or key in the letter "B" for Base.
8. Press <Enter>, <Tab>, or click in the "Start YrPPWk" field. Press <F9>and select the appropriate start date (i.e, 1999071) and press <Enter> or <Tab>. (O = open F = future)
9. Skip "End YrPPWk" by pressing <Enter> or <Tab>.
10. Enter the appropriate assignment information. For a casual, the following information would be appropriate:

    D/A type = 610;
    RSC = E;
    Position Level = 07;
    Step Code just <Enter> or <Tab> (not needed);
    FLSA = n;
    Default SRF (may be necessary for your site when in production);
    Employee Type, <F9> and select Craft;
    Fin number =474634;
    Fin Unit = 0000;
    Pay location = 017;
    LDC, press <F9> and select 1400;
    Oper/LU, press <F9> and select 0300;
    LU is 00;
    Work Week Type = 5.

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11. Click on "Schedule ID" at the bottom of the screen, and select a schedule (it is set to '0' which is a default schedule).
12. Click on Daily Schedule, which is by default set to 0800 to 1650. If this is correct, click on "Save." (In production the Daily Schedules may be changed, but even if they are left at the default settings, the employee's clock rings dictate the Casual and PTF employee's schedule).

Note: Scheduled days off and schedule times are allowed by the system even if the employee is a casual, Part Time Flex (PTF) or Temporary (TE).

After adding a new employee, you must assign a badge to this employee using the Badge Maintenance Module.

EXERCISE 1

Follow the steps above and add yourself as a new casual time card employee in Alcoa, TN., Finance Number 47-0084. Use LDC 8000, Operation 6710.

CREATE A DUAL ASSIGNMENT

Before you can create a Dual employee, personnel must cut a form 50 assigning the employee to 2 separate finance numbers and 2 separate job assignments.

1. Select an employee by either keying in the employee's ID or using Find. When the employee is displayed, click on the Job Assignment Tab. Click on the "Add" button or press <Alt> <A> on your keyboard.

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2. Press the <F9> key to provide a list of variables. Select the 'D' and double click or hit <Enter>.
3. Input the necessary data. Since the previous employee was added as a casual, we'll give him a dual assignment as a Postmaster Relief for Alcoa, TN. (D/A=580; RSC=L; Po Level=11; Fin. Num.=470084; PL=001; LDC=8000; Op/LU=6710-00.)
4. Click on the appropriate Tabs to provide a Weekly Schedule and a Daily Schedule.
5. Click on the "Save" button or use <Alt> <S> from your keyboard when you are finished.

CHANGE/DELETE AN EXISTING EMPLOYEE

Temporary Schedule Change

1. Call up an employee on the Employee Tab. When the employee is displayed, click on the Daily Schedules Tab.
2. Use your mouse to click on the '√ ' to make the box blank so you can change days off temporarily. (You can only change the current, open week).
3. Click on the day of the week you want the non-scheduled day to be.
4. Click on the "Save" button, or press <Alt> <S> on your keyboard when you are finished.

Change Pay Locations

1. Click on the Job Assign/Weekly Tab.
2. Highlight the Pay location using the mouse and press the <F9> key.
3. Select the new pay location, and Press <Enter>. Then "Save."
4. When you change the pay location in TACS, it will also be changed on the main frame in Minneapolis.

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Delete an Employee

1. Display an employee's record.
2. Click on the "Delete" button to remove this employee record from the file. The "Active" status will change to "Terminated."
3. Click on the "Status" box, then the <F9> key, to display options and to mark the record as "Deleted."
4. If left as terminated or deleted, the employee record will be eliminated from TACS at the next weekly close-out.
5. Click on the "Save" button.

Note: You cannot delete an employee if the employee has rings for the current week.

GIVE AN EMPLOYEE A HIGHER LEVEL ASSIGNMENT / LOAN AN EMPLOYEE

1. After displaying the employee on the Employee Tab in the Employee Maintenance Module, click on the Job Assign/Weekly Tab.
2. Click on the "Add" button, or press <Alt> <A> on your keyboard.
3. Key in the letter 'T' for Temporary, or press the <F9> key to list the options and select "Temporary Assignment."
4. Press <Enter> or <Tab> to get to "Start YrPPWk." Press the <F9> key, select a start date of 1999-22-1, and then press <Enter>. **Note: If the YrPPWk is in the future, the system will not automatically fill in the base job information.**
5. From the "Start Date," use <Tab> or <Enter> to move down to "End Date." Key in the "End Date" of 2000-04-2 and press <Tab> or <Enter>. (An end date is required for a

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temporary assignment. This end date cannot be longer than one year from the start date.)

6. The information from the base job will be automatically filled in, with the Rate Schedule Code (RSC), PO Level and Work Week fields blank. Change the indicative information according to the temporary assignment (i.e., D/A = 090, RSC = E, RSC Suffix = 0, Level = 16, , LDC = 2000, Oper/LU = 7050, Work Week Type = 5.) If you are changing a carrier, be sure the route is blank.
7. If you are loaning an employee, enter the finance number of the temporary assignment in **BOTH** the Fin No block and the Loan To Fin # block. Otherwise, leave the Fin No field filled in with the base finance number, and the Loan To Fin # block blank.
8. If you are loaning an employee to an active Finance number in your TACS instance, you must change the pay location, LDC, and operation number according to the temporary assignment. If you are loaning an employee to a Finance number not active in your TACS instance, you can only use operation numbers 9880-9970 and the corresponding LDC.
9. Click on the appropriate radio buttons to indicate whether the temporary assignment will entail use of a 1261, will have lunch automatically entered, and will be subject to variable EAS conditions.
10. Click on the "Sched ID" field. The schedule will be set to the employee's current schedule. You may change the schedule if the temporary assignment so requires.
11. Save your work.
12. Click on the Daily Schedule Tab (this could be changed but just click on "Save" or <Alt> <S>).

Note: After the temporary assignment is saved, and any time an employee has more than one job assignment, the "Diff Wk/JA" button allows you to toggle from one assignment to another.

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EXERCISE 2

Add a week-long higher level assignment to yourself in Alcoa using the information from above.

EMPLOYEE REPORTS

Some employee reports will be run primarily by timekeepers.

Employee File Comparison Report, lists TACS employees found with differences between what is in the master file in Minneapolis and TACS.
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.

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BADGE MAINTENANCE MODULE

The software in your badge making equipment is able to assign a badge type and sequence number to a particular badge. You are able to assign a Badge ID to an employee. For the most part the Badge ID will match the Employee ID or Social Security Number (SSN). Exceptions may occur when you assign an Authorizing, Dual, Temporary or Vehicle badge to an employee.

There are six types of badges that can be assigned to an employee. All badge types in existence will be badge type '0' when you start using TACS. If an employee loses a permanent or any other type of badge you can assign a sequence number to the badge ID. This will identify the badge to the TACS system and if the employee uses a badge that does not have the sequence number that you assigned you will see an error in the Clock Ring error report. This will help prevent employees from using more than one badge.

Type 1: Permanent Regular Badge
Type 2: Permanent Authorizing Badge
Type 3: Permanent Dual Badge
Type 4: Temporary Employee Badge
Type 5: Temporary Authorizing Badge
Type 9: Vehicle Badge

The Badge Maintenance screen is displayed upon entering the Badge Maintenance module. When a badge ID is entered, the employee file or table will be searched for a matching SSN and if found, the SSN will be inserted into the Employee ID field and the employee Last Name, First Name, and Middle Initial will be displayed on the Assign Tab. If a match is not found, or a duplicate badge ID is found, these fields will not be filled in. The Badge Description Field will be filled in with a Vehicle Description if this is a Vehicle Badge. The Finance Number and

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Local Unit fields will be filled in with information from the employee if the Employee ID was found in the employee table.

ASSIGN TAB

The Assign Tab is used to assign badges to employees. An employee should generally have only one badge assigned to them at any given time. An exception to this rule would be temporary authorizing badges that are needed for 204-B employees (acting supervisors). Generally, only a few people within the office will be responsible for creating, maintaining and assigning badges to the employees.

HISTORY TAB

The History Tab provides information on the types and number of badges used by an employee over the years.

CREATE A BADGE

1. Go to the Badge Maintenance Module under the Employee menu.
2. Enter the employee ID into the "Employee ID" field.
3. Click on "Add." The cursor will move to the "Badge Type" field.
4. Enter a badge type, (you can use <F9> or "Find"), press <Enter> or <Tab>. The "Badge Description" and "Sequence Number" will fill in automatically. You will need to enter a finance number. Comments are optional.
5. Click on "Save," and then on the Assign tab.
6. Press the "Assign" button on the Assign tab.

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BADGE REPORTS

The Badge Reports Module allows you to create and run 3 reports.

The **Badge Assignment Report** shows for all badges, or a particular type of badge, which are currently active or which were active for a given time frame.

The **Unassigned Badges Report** shows badges that were assigned but have been deactivated either currently or for a particular time frame.

The **Badge Type Listing Report** lists the 6 different types of badges.

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TIMECARD ENTRY MODULE

The Timecard Entry Module enables a user to key in total hours for a particular week from timecard offices. The Timecard Entry Module contains two tabs or screens: Base Tab and H/L Tab.

Shortcut Hours Codes

We know hours codes classify hours for pay calculation. Hours code shortcuts (W, A, S, X, L, H, T) are short cuts in this module for entering hours in the data entry screen. These short cut codes automatically calculate and classify hours in the data entry process. The short cuts fill in 40 hours unless the week contains a holiday. The system recognizes if the week has a holiday and puts holiday hours in the holiday slot, if valid for an employee, when one of these (W, A, S) codes is chosen.

W = Work	code 052
A = Annual Leave	code 055
S = Sick Leave	code 056
X = Non-sched Xft	code 076
L = Leave W/O pay	code 060
H = Holiday	code 058
T = Other Leave	code 086

The newly added RSC suffix (default is 0) will be used in the future in conjunction with the Rate Schedule Code to identify the salary table in which to pay the employee.

The **Conv. Table** button provides a conversion table to help you convert minutes into hundredths of minutes.

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KEY IN TIMECARD DATA

1. Click on the Timecard Entry Module. The Module opens to the Base Tab, and the current pay period automatically fills in. The cursor will be in the "Finance Number" field: press the <F9> key, or key in 47-0084 (or 47-1752).
2. After the finance number is entered, use <Tab> or your mouse to go to the "Employee ID" block. Press <F9> or click on "Find" for a list of values, or you may key in the numbers (SSN) with or without the dashes.
3. After selecting the employee, the Base Tab screen fills in, and the cursor will be at the "Shortcut Code" block.
4. Use one of the codes described at the "Hrs Code" block if the time amount matches one of these options. For instance, using the 'W' would provide 40.00 hours of code 52 automatically. If this is a Holiday week it would be 32.00 hours of code 52 and 08.00 hours of code 58.
5. Use the <Tab> key or your mouse to move to the "Hours Code" box to enter time. The hours codes are listed for you if you click on "Find" or press <F9>. As you input, you will notice that the cross-foot amount changes.
6. Click on the H/L tab to provide a screen for inputting higher level information, hours codes and hours if you have a H/L (Higher Level) card(s) to input
7. Click on the "Save" button when the hours have been entered for a particular employee. Click on the "Next Emp" button to bring up the next employee in SSN order. You will have to enter the last four digits of the SSN for the next employee.

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TIME CARD ENTRY REPORTS

The only Time Card Entry Report is the **Time Certification Report**. After TACS closes out each week, this report must be run, printed, filed, and retained for 3 years.

EXERCISE 1

Call up the new casual employee (yourself) that you added in the Employee Maintenance Module. Give yourself 1 day of sick leave or LWOP, 4 hours of emergency annual or LWOP, and 3 ½ days of regular work, working 10 hours per day on each of the 3 days.

EXERCISE 2

From the handout, enter the timecard data into TACS.

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LTATS ENTRY MODULE

The TACS system will automatically create Loan, Training and Transfer (LTATS) hours based on employee moves. If there are 1236 adjustments for prior pay periods or smaller offices that are not in this TACS system they would be entered in this module. There are two weeks of information on-line with the final close out for a previous week being Tuesday.

HOW TO ADD A 1236

1. After reaching the LTATS Entry module, click on Find for a list of finance numbers in your jurisdiction and double click or press <Enter> when highlighted.
2. From Form 1236A, key in the data required using the <Tab> or <Enter> key to navigate.
3. When finished click on Save or <Alt> S on your keyboard.

LTATS REPORTS

The **Loaned Employee Report** displays those employees 'loaned to' another office. It displays work hours, overtime, and Penalty Overtime.

The **Missing CAG A to G Report** displays missing LTATS (1236s) for small offices on timecards.

The **Summary Report** displays work and overtime hours th: have been transferred to a different LDC/DA or loaned to another office.

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PPWK HOLDS MODULE

The PPWk Holds module is used for keeping an employee's time record locked so it does not get pulled up to the Minneapolis mainframe during the first few passes. Whether you release the hold or not, the record will be pulled into Minneapolis directly prior to the 6:00 PM Central time close-out on Mondays. If the employee's time is in error, the system will generate either LWOP or Non-scheduled time for the time missing.

You would use this module, for example, when an employee turned in a 3971 for Annual Leave and, after looking in the employee file, you saw the employee did not have enough leave. If you could not get in touch with the employee immediately to discuss his or her options, then you might want to lock the record until it can be determined which course to take.

In the PPWk Holds Module, Year-PP-Wk tabs at the top of the screen reflect the pay period and week, either past or present. Make certain you choose the current one.

The Hold Indicator indicates the employee's weekly time will be held until the final release of time. You may key in the Employee ID or click on the "Find" button to select the employee you want to hold. Once the employee's name appears next to the "Employee ID" box, click on the box next to the "Hold Ind." Description and an '√' will appear. Checked (√) equals Yes, unchecked ( ) equals No.

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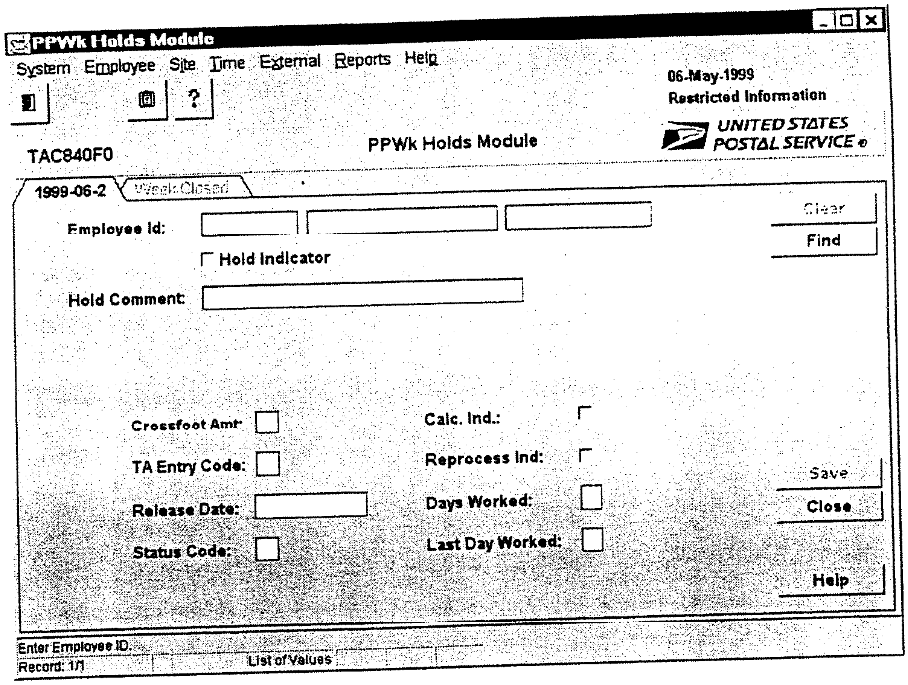

After filling in the information regarding the Hold Indicator, you have the option to key in a Hold Comment, which can be used to describe why this employee is in 'Hold' status. Be sure to click on the Save button or press <Alt> S on your keyboard.

"Crossfoot Amt" displays the number of hours that have been calculated up to this point in time for the current week.

"TA Entry Code" tells whether the employee's time is entered via timecards or automatically calculated from clock rings.

"Release date" provides a time-stamp of when this employee's time was released to Minneapolis for mainframe processing. If the employee record is ready to go on Friday evening, this box will reflect that date. If the employee's record is not ready but is in the last run on Monday, then the date will reflect Monday.

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The "Status Code" will be set to either an 'I,' an 'R' or a 'C.' An 'I' indicates 'Incomplete,' which means the employee's record is not ready to be pulled into Minneapolis. The 'R' indicates 'Ready,' which means the employee's record will be uploaded Friday evening or the next pass. The 'C' indicates 'Closed,' which means the record cannot be held or changed and has been or will be uploaded to Minneapolis shortly.

The "Calc Ind." shows that the employee is ready to calc for this pay period week. The Calc Indicator means that the Time and Attendance Collection System (TACS) will calculate this employee's time as clock rings are polled or time is entered.

The "Reprocess Indicator," when set with an 'X,' will reprocess this employee's time if changes are made throughout the week.

"Days worked" indicates the number of days this employee has worked in the current week, based on the number of hours processed and other calculations.

"Last day worked" reflects the T&A day that this employee last worked in the current week. This number will be selected from one (1) through seven (7).

PLACE AN EMPLOYEE ON HOLD

1. Find an employee.
2. Click on the "Hold Indicator" box.
3. Key in a description of why the employee is on hold.
4. Click on "Save."

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PPWK REPORTS

The **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.

The **Pay Week Status Report** provides information regarding time transmitted to Minneapolis.

The **Weekly Form 1261 Report** provides employee clock rings in 1261 format.

The **Weekly Total Hours Report** provides the total amount of hours of each hours code and reason type recorded for the week.

The **Pay Period Report** provides the status of aggregate pay period clock ring data.

The **Pay Week Status Detail Report** provides pay period status for individual employees: on hold, ready to upload, or closed.

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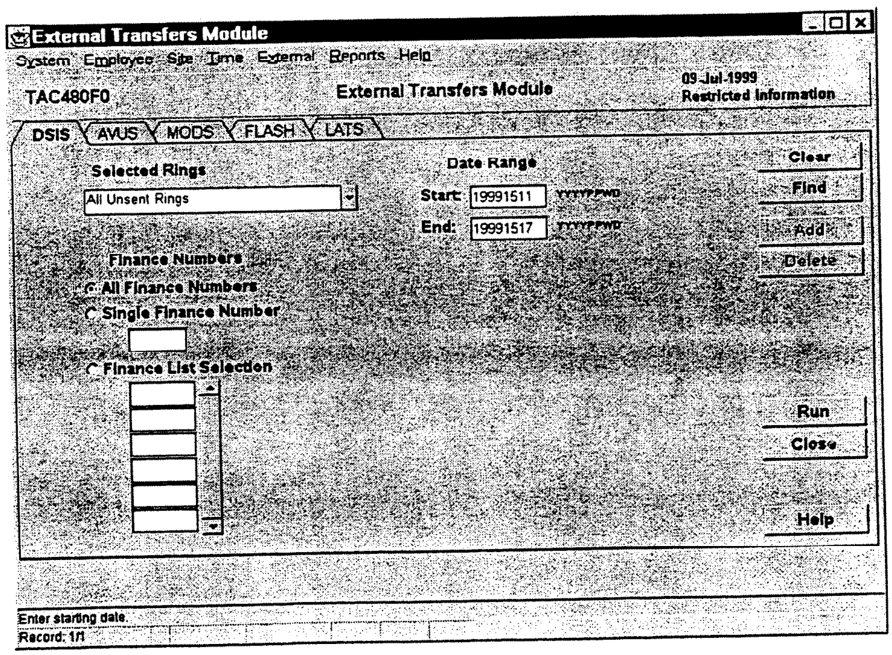
External Transfers

TACS will interface with other operations information systems, and provide them with work hour information. Interfaces will be provided for:

- Delivery Services Information System (DSIS)
- Automated Vehicle Utilization System (AVUS)
- Performance Cluster Management Operating Data System (PC-MODS)
- Performance Cluster Flash (PC-FLASH)
- Leave Analysis Tracking System (LATS)
- Plant Information Management System (PIMS)

The TACS screens for DSIS, AVUS, and PC-MODS are the same. Later in this section, we will describe each of the external interfaces. The instructions below are specifically for DSIS, but apply to AVUS and MODS as well.



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- From the Main Menu, select Externals, and then External Transfers. (The first tab is DSIS.)
- From the drop down menu under "Selected Rings," choose among the three options: "all unsent rings," "all rings for the week," or "rings in a selected date range."
- The default "Date Range" is the current week. If rings from a different time period are desired, change the date range following the format YYYYPPWD.
- Select "Finance Number": "all," "single," or "list."
- Click on the "Run" button. (A message appears stating the number of rings processed.) This may take several minutes depending on the amount of data you request.

When these reports are generated, the result consists of two text files: a raw rings file, and an employee file. Both files must be saved to a disk to export to the external interface.

To Export a Text File

- In the top left corner of the browser window, click on "File."
- Then "Save As," and identify the name of the file and the directory in which you want the file saved. You may want to change the name of the file to the name required by the external interface.
- 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."

The screens for FLASH and LATS are slightly different but similar enough that no further explanation is necessary. FLASH and LATS do not produce a second (Employee) file.

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DELIVERY SERVICES INFORMATION SYSTEM (DSIS)

The DSIS application will extract all clock ring data (Adds, Changes and Deletes) that has not been sent since the last extract each day of the week. Generally, this extract process is done at 9:00 am after the previous day's corrections have been completed.

Delivery units (post offices with carriers who deliver mail to postal customers) use DSIS to track and manage mail volume and the work hours needed to deliver that volume in a timely manner. In addition, these units also use DSIS to help them in the performance of their daily duties. DSIS is an Oracle RDMS based system running under Windows 95/NT.

DSIS is currently used by approximately 6,500 delivery units with 10 or more city routes. With the acquisition of more personal computers, all delivery units with at least 1 city route (approximately 11,000 sites) will eventually be using this system, which is to be converted to DOIS (Delivery Operations Information System).

Daily transfers of new/changed/deleted employee and clock ring data, since the last extract, would be retrieved by the DSIS Host Utilities process. The Host Utilities process will still have a one to one relationship to each timekeeping site that houses the data but the number of timekeeping sites will drop from 1,876 to 85. Each District TACS site will be considered one timekeeping site, even though the entire District has access to the data. The transfer of this data would be normally performed at 8:00 am after the previous day's adjustments and corrections are made.

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AUTOMATED VEHICLE UTILIZATION SYSTEM (AVUS

The AVUS application will extract data once each week after the T&A data for that week has been closed. Generally, this extract process will be performed each Wednesday .

The purpose of the AVUS program is two-fold. First, information pertinent to the postal vehicles needs to be automated and tracked to provide meaningful information to the managers or supervisors. Second, since information for each of the station's vehicles is to be reported to the Vehicle Maintenance Facility (VMF) at the end of each AP; AVUS consolidates information for all of its vehicles and reports this information electronically to the VMF. AVUS:

- Automates daily vehicle utilization.
- Tracks usage of vehicles on a day to day or AP basis.
- Tracks vehicles going to the VMF and back again.
- Electronically transmits vehicle information to the VMF.

AVUS is used primarily at the delivery stations. While it is not known how many stations are using AVUS, it may be guessed at between 3000 to 5000 different sites. This system provides a link of communication from the delivery station to the VMF to the mainframe computer in San Mateo where all vehicle information for the country is sent.

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PERFORMANCE CLUSTER MANAGEMENT OPERATING DATA SYSTEM MODULE (PC-MODS)

Everyday, the PC-MODS application will extract all data, adds, changes, and deletes, not transferred since the last extract. This extract process is done at 8:30 am after completion of the previous day's corrections.

The PC-MODS application will:

- Provide local management with "Customer Perfect" information by calculating the cost and other "Customer Perfect" indicators associated with the operation.
- Designate all activities performed in post offices with three digit operation numbers.
- Allow sites to use a two digit local unit to track local activities. The local unit may be used however a site desires.
- Use two-digit source type code, along with mail distribution and handling operation numbers, to identify the origin, type, destination, and other characteristics of mail.
- Record mail volume by machine meter, machine printouts, actual piece counts or, if these methods are not feasible, by weight, containers, or feet.
- Use national conversion rates to convert mail weight, containers, or feet into pieces of mail.
- Provide mail volume projections of first handling pieces (FHP) and the projection of subsequent handling pieces (SHP) using mail flow densities or actual pieces.
- Provide workload units in non-distribution operations.
- Use national factor rates to convert workload units, letters, flats, parcels, and mixed volumes to work credits.
- Record actual work hours by operation.
- Provide planning of hours by labor distribution code, and operational planning of hours by operation.

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- Provide optional planning of FHP volumes by letters, flats and parcels.

Daily calculations of work hours within operation numbers, will be performed by TACS. This will allow the actual T&A calculation to transfer rather than the PC-MODS application trying to mimic the calculations. The PC-MODS application will have a one to one relationship to each timekeeping site that houses the data, but the number of timekeeping sites will drop from 300 to 85. Each District TACS site is considered one time keeping site, even though the entire District has access to the data. The transfer of this data is performed at 8:30 am, after the previous day's adjustments and corrections are made. The PC-MODS process is housed on the LAN and will be automatically scheduled each day, instead of requiring manual intervention.

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NATIONAL FLASH MODULE

The FLASH application extracts data each week, after closing the T&A data. The extract process occurs on Sunday, and is updated on Monday for week 1, and again on Tuesday. In week 2, Saturday, Sunday, and Tuesday are days the data is extracted to get a Wednesday reconciled report.

The Flash application gathers input from various sources, including payroll and non-payroll data, at a pay location level. This is reported to field budget personnel, as well as various parts of the Postal Service organization, to track trends and budget line items. The non-payroll application allows manual data input, and when combined with payroll data, the FLASH system provides financial reports and data to end-users at the finance number, performance cluster, area, and national levels.

TACS will calculate the payroll data for the Flash application at the final close out. The customer and Areas will require the field to adhere to an ETC-type schedule, rather than a PSDS. In TACS close out, this data extract is done automatically by the Flash application. The District will review the non-payroll data forwarded to the San Mateo ISC prior to the Monday unreconciled report to obtain an accurate FLASH.

PC-FLASH

PC-FLASH is similar to the National FLASH and is used by processing and distribution centers in several areas. It provides an in-depth look at the operations within a plant, or AMF and, unlike National FLASH, may be broken down to LDC's, pay locations or operations. PC-FLASH is customized by each site for its own use.

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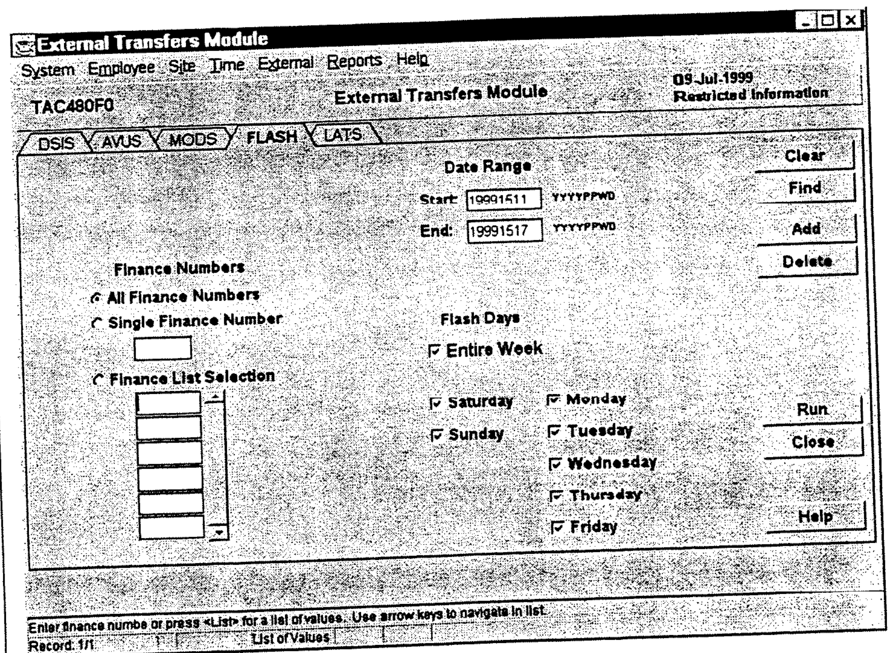
In-Plant support, assisted by the district budget staff in many cases, is responsible for extracting the T&A data each Saturday for the prior week. It is reconciled on Wednesday after week 2.

TACS will calculate the payroll data for the PC-FLASH application at the final close out, as it does for National FLASH. The extract of the data is done manually.



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LEAVE ANALYSIS TRACKING SYSTEM (LATS)

The LATS application will extract data once each week after the T&A data for that week has been closed. Generally, this extract process will be done each Saturday for week one and week two data.

LATS, Leave Analysis Tracking System, is an automated absence analysis tool that provides supervisors and managers with employee leave history data. LATS provides information on employee leave balances, allows supervisors to adjust leave hours and codes, generates Forms 3972 (Daily Leave Activity), and produces several absence reports.

The business processes performed by the LATS application are updating leave balances, updating leave history, adjusting leave hours information, viewing employee records, and producing reports.

TACS will extract the payroll data for the LATS application once per week at the final close out. This extract will be done automatically by the LATS application rather than by the timekeepers. This application is written in Oracle and consolidated at the Districts. The application is sponsored by the Western and Great Lakes Area Offices. If TACS resides at the District, the data would be transferred directly to the LATS workstation/application.

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PLANT INFORMATION MANAGEMENT SYSTEM (PIMS)*

The PIMS application will extract all data—adds, changes and deletes—that has not been sent since the last extract. This extract process will occur every 15 minutes and must complete before the next process cycle is scheduled to start.

The PIMS application will:

- Access actual and planned work hour data on a real-time basis by selected time periods such as hour, day, week, accounting period, year.
- Access actual and planned volume data for each piece of mail processing equipment and for each group of mail processing equipment by selected time periods.
- Access same-period-last-year data (SPLY) if available.
- Access exception data at all management levels.
- Uniquely identify by number the type of operation and/or the specific equipment associated with the volume and work hours data.
- Display and print both pre-designed and ad-hoc reports.
- Access Non-Zip lookup systems and provide local zip code density analysis.
- Provide communication access via the Postal Routed Network (PRN) to Headquarters and other BMCs.

* PIMS is an enhancement that will be added to the External Transfers Module shortly.

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CLOSE-OUT TACS

The TACS system will close weekly, just like all of the Postal timekeeping systems. Here are the time frames:

Week 1 - A batch program will run that will create the hours totals and the LTATS entries for the week. The file will be captured by Minneapolis on Monday, day 10 of the pay period, after 1800 hours Central Time. One pass only.

Week 2 - A batch program will run that will create the hours totals and the LTATS entries for the week. This program will run several times starting on Friday, day 14, after 1800 hours Central Time. There will be multiple passes:

Day 14 - After 1800 hours Central time
Day 01 - Later in the day
Day 02 - Later in the day
Day 03 - This will be the 'final' close-out; after 1800 Central time.

The close-out will take place automatically. A Time Certification for Timecard employees will be created which you can look at and print under Reports. **This Time Certification must be saved for at least 3 years.** The system will pull all employees at the final close out for both weeks whether the clock rings are corrected or not (or if an employee is put in a 'Hold' status).

Even though the transmission of rings to Minneapolis is an automated process, there are important local activities which need to be performed just prior to that transmission. It is very important that all employees crossfoot before their rings are transmitted, and it is the responsibility of the data site to monitor

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employee clock rings and ensure that all employees do crossfoot. If an employee is out of crossfoot when the week is closed, it is likely that a payroll adjustment will be required.

Four reports need to be used at the end of the week to ensure that all employees crossfoot: the Clock Ring Error Report, Missing Time Report, Employees Out of Crossfoot Report, and Pay Week Status Detail Report.

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APPENDICES

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APPENDIX 1 – SUPERVISOR TEMPLATE

Application Template Id: SUPERVISORS

Template Description: TEMPLATE TO BE USED FOR SUPERVISORS

Module Name	Module Id	Mand.	Tab Name	Qry	Upd
Active Operations Reports Module	TAC140R0	N	Active Operations	✓	✓
Clock Ring Editor Module	TAC800F0	Y	Week 1 Clock Rings	✓	✓
Clock Ring Editor Module	TAC800F0	N	Week 2 Clock Rings	✓	✓
Clock Ring Editor Module	TAC800F0	N	Future	✓	✓
Clock Ring Editor Module	TAC800F0	N	Show Assignment	✓	✓
Clock Ring Editor Module	TAC800F0	N	Pre-Process	✓	✓
Clock Ring Reports Module	TAC800R0	N	Clock Ring Errors	✓	✓
Clock Ring Reports Module	TAC800R0	N	Missing Time	✓	✓
Clock Ring Reports Module	TAC800R0	N	Overtime Alert	✓	✓
Clock Ring Reports Module	TAC800R0	N	Overtime and Leave	✓	✓
Clock Ring Reports Module	TAC800R0	N	Raw Ring Errors	✓	✓
Clock Ring Reports Module	TAC800R0	N	Ring Disallowance	✓	✓
Clock Ring Reports Module	TAC800R0	N	Self Adjustment	✓	✓
Clock Ring Reports Module	TAC800R0	N	Tour Deviations	✓	✓
Clock Ring Reports Module	TAC800R0	N	Unauthorized Overtime	✓	✓
Employee Maintenance Module	TAC500F0	Y	Employee	✓	
Employee Maintenance Module	TAC500F0	N	Job Assign/Weekly	✓	
Employee Maintenance Module	TAC500F0	N	Daily Schedules	✓	
Employee Maintenance Module	TAC500F0	N	Prior Assignments	✓	
Employee Maintenance Module	TAC500F0	N	Leave Information	✓	
Employee Reports Module	TAC500R0	N	Authorized Higher Level	✓	✓
Employee Reports Module	TAC500R0	N	Automatic Higher Level	✓	✓
Employee Reports Module	TAC500R0	N	Employee Everything	✓	✓
Employee Reports Module	TAC500R0	N	Employee Comparison	✓	✓
Employee Reports Module	TAC500R0	N	Employee Listing	✓	✓
Employee Reports Module	TAC500R0	N	Employee Moves	✓	✓
Employee Reports Module	TAC500R0	N	Employees On The Clock	✓	✓
Employee Reports Module	TAC500R0	N	Higher Level Details	✓	✓
Employee Reports Module	TAC500R0	N	LTD Duty/Rehab.	✓	✓
Employee Reports Module	TAC500R0	N	Carrier Moves	✓	✓
Finance Reports Module	TAC100R0	N	Hours And Dollars	✓	✓
Finance Reports Module	TAC100R0	N	LDC/Operation Summary	✓	✓
Finance Reports Module	TAC100R0	N	Station Summary	✓	✓
Finance Reports Module	TAC100R0	N	Finance Description	✓	✓
Finance Reports Module	TAC100R0	N	Flash Reference	✓	✓
Finance Reports Module	TAC100R0	N	Finance Unit Description	✓	✓
PPWk Holds Module	TAC840F0	Y	Week 1 Holds	✓	
PPWk Holds Module	TAC840F0	Y	Week 2 Holds	✓	
PPWk Reports Module	TAC840R0	N	Non-Crossfoot Errors	✓	✓
PPWk Reports Module	TAC840R0	N	Pay Week Status Total	✓	✓
PPWk Reports Module	TAC840R0	N	Weekly Form 1261	✓	✓
PPWk Reports Module	TAC840R0	N	Weekly Total Hours	✓	✓
PPWk Reports Module	TAC840R0	N	Pay Period	✓	✓
PPWk Reports Module	TAC840R0	N	Pay Week Status Detail	✓	✓
Schedule Reports Module	TAC120R0	N	Guarantee Waivers/No Lunch	✓	✓
Schedule Reports Module	TAC120R0	N	Hours Analysis	✓	✓
Schedule Reports Module	TAC120R0	N	Hours Type Inquiry	✓	✓
Schedule Reports Module	TAC120R0	N	Master Schedule	✓	✓
Schedule Reports Module	TAC120R0	N	Holiday Report	✓	✓
Schedule Reports Module	TAC120R0	N	Daily Hours	✓	✓
Schedule Reports Module	TAC120R0	N	Schedule Report	✓	✓
Valid Codes Reports Module	TAC940R0	N	Valid Codes	✓	✓

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