UNITED STATES POSTAL SERVICE

TACS: Time and Attendance Collection System

Tier 2

Facilitator's Guide

TD-00A

Course 31267-00

March 9, 2000

Finance

Payroll

Use of Training Materials

These 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.

CONTENTS

TACS TRAINING GUIDELINES

Time and Attendance Collection System (TACS) training is intended to facilitate the activation of TACS as it is deployed. It consists of 4 tiers, each tier delivered in a computer lab and addressed to a particular group of users.

Tier 1, course number 31267-01, is intended for users who need to use TACS reporting features. It introduces the timekeeping system, explains how to log-on and navigate in the web environment, and walks through some of the varied reports available from TACS. Users who will only print and read reports, and who will not need write access to TACS, will need only tier 1 training.

Tier 2, course number 31267-02, is intended for supervisors and other personnel who will need access to the Clock Ring Editor. Changing technology provides the opportunity for supervisors to more easily monitor their employee work hour and leave usage. In addition to showing particular reports that will provide them with near real-time data that will facilitate supervision, tier 2 provides supervisors practice in using the Clock Ring Editor module, and in using the Electronic Badge Reader (EBR) for data input. It will also provide supervisors with information about TACS that they will need to share with their employees.

Tier 3, course number 31267-03, is intended for timekeeping employees who have completed tier 2. These users will have update access to many TACS modules, in addition to the clock ring editor, so that they can continue to support performance cluster timekeeping activities.

Tier 4 training, intended for district TACS Coordinators, encompasses the previous 3 tiers plus some additional time to learn how to set up user accounts, control access, and learn all of the TACS modules. In addition to the 4 tiers of user training, TACS Coordinators will also receive poller training from the maintenance training organization.

Pre-TACS Training

Since the TACS application is web-based, it is very important that trainees have a fundamental understanding of how to navigate in the world wide web prior to TACS training. Many postal employees are computer literate, and already possess this fundamental understanding. Nevertheless, it is recommended that prospective TACS users, especially in districts that are still supported by PSDS, be offered an opportunity, based on self-assessment, to attend overview training in Windows '95 and in Netscape prior to attendance in TACS training. This training should be arranged and paid for locally.

In addition to basic computer skills training, Course 21564-00, Time is Money: Time and Attendance for Supervisors, should be delivered to TACS users prior to TACS training. The delineation of supervisory responsibility for timekeeping in Time is Money effectively sets up a context for the supervisors' assumption of TACS duties.

TACS Trainers

TACS training is delivered through local trainers. The trainers should be recruited primarily from the two large pools of users—Customer Service and Plant Supervisors. All local trainers should be certified in the two-day Facilitative Instructor Workshop (FIW) course. TACS training is intended to be delivered by two instructors: one delivers the information while the other circulates around the room assisting users. As much as possible, customer service and P&D classes should be offered independently.

Training hours and travel expenses incurred in delivering any of the tiers of course 31267 during the pilot phase (through FY 2000) may be charged to Headquarters finance number 66-0475. However, expenses incurred in providing overview training in Windows '95 and Netscape, in delivering Time is Money training, and in certifying instructors may not be charged to that number.

Training Times

Training time in ETC sites will be shorter than in PSDS sites. The following matrix may be used to estimate training times.

	ETC	PSDS
Tier 1	3 hours	3.5 hours
Tier 2	7 hours	8 hours
Tier 3	2 hours	4 hours
Tier 4	2 hours	4 hours

*Note that these times are estimates and will be more firmly established after piloting is completed.

Course Summary

Tier 1 begins with a brief overview of TACS and why the Postal Service is implementing it. Then, as it is explained to them, participants will log on and navigate around the training database, accessing Help and other key TACS screens. Different report parameters by which information can be sorted are identified, and a few reports are examined in some detail. The Hours Inquiry Report, the Employee Listing Report, and the Station Summary and LDC/Operation Summary Reports are accessed and discussed.

Tier 2 equips supervisors to use TACS to discharge their timekeeping responsibilities. The Clock Ring Editor is introduced, and, after explanation about how to navigate within the Editor, supervisors are led through exercises which demonstrate how to add clock rings, change clock rings, add higher level, authorize overtime, and add annual leave and sick leave. After completing some additional exercises designed to familiarize them with frequently used reports and the Clock Ring Editor, participants are shown how to enter data into TACS using an Electronic Badge Reader. They are also provided with information to share with their employees regarding changes to the EBR.

Workshop Materials

TD - TACS Tiers 1 & 2 Facilitator's Guide
TD - TACS Tiers 1 & 2 Participant Workbook
Draft copy of the revised F-401.
Report packet.

Facilities and Equipment Needs

- Training should be delivered in a computer lab environment, with a minimum of 16 terminals.
- Minimum computer requirements are pentium 90 with at least 32 mgs of RAM (64 mgs preferred).
- Each terminal must have LAN access, access to a web browser, and have Oracle Jinitiator loaded on it.
- No more than two trainees should share a terminal, although one per terminal is best.
- Electronic badge reader with TACS software loaded
- At least one rip chart
- 1 computer screen projector
- Local network printer

Recommendations for Trainers

It is strongly recommended that class size be limited to 16 trainees, and that two facilitators share the instruction. One of the facilitators will be the main presenter who will deliver information and instructions, and pace the training ensuring that all of the modules are covered. The other facilitator will circulate among trainees providing technical assistance and coaching slower learners. The second facilitator should also identify trainees who already have good computer skills so that they can be a resource to slower learners.

On Day One, the facilitators need to arrive at least 45 minutes before class begins to ensure computers are working, and can launch TACS, and to set up the computer projector.

Throughout this Guide, page references to the Participant's Workbook are included, i.e., *(PW,3). Notes addressed to the* *facilitator are italicized and do not appear in the Participant's Workbook.* Instructors should avoid reading from the Facilitator's Guide, but should make sure the information is delivered, preferably in the instructor's own words.

MODULE ONE -- INTRODUCTION

Have rip chart near door of classroom with "Welcome to TACS Training," neatly written on it along with instructors' names.

- ✓ *Welcome students*
- ✓ *Facilitator Introduces Self*
- ✓ *Ask participants to briefly introduce themselves.*

Do a quick needs assessment by asking participants to complete page 5 in their Participant Workbook to identify position, years in position, whether they have a personal computer (pc) at home, and how they use the internet. Pay attention to computer experience of participants as this will help identify individuals who may be able to help others and others who may need help themselves. Optional: On a rip chart, record pc ownership and internet use.

Option: Pairing participants and having them introduce one another helps break the ice. (15 minutes)

PARTICIPANT INTRODUCTIONS *(PW,5)*

Position
Years in position
Years of service
Own a personal computer at home?
How do you use the internet?

After introductions have taken place, the instructor gives an overview of TACS.

ABOUT TACS *(PW,5)*

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

TACS is a web-based system: it provides access to an Oracle database through the USPS intranet. By converting TACS from a client server environment to web-based, the Postal Service is on the cutting edge of technology. The only sacrifice in converting to the web is the loss of some processing speed exhibited by programs which exists in a client server environment, like ETC. However, as web technology continues to improve, TACS processing speed will improve as well.

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.

After giving a brief overview of TACS, ask "Why Move to TACS?" Rip chart responses. Afterwards, ask students to turn to their workbook for a description of the functionality and benefits of TACS. (15 minutes)

FUNCTIONALITY & BENEFITS OF TACS: *(PW,6)*

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.
- 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.
- 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 *(PW,8)*

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.

SYSTEM USE *(PW,9)*

The TACS system is used by postal installations to collect city 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 (PC-MODS), Performance Cluster FLASH, Leave Analysis Tracking (LATS) and Automated Vehicle Utilization System (AVUS).

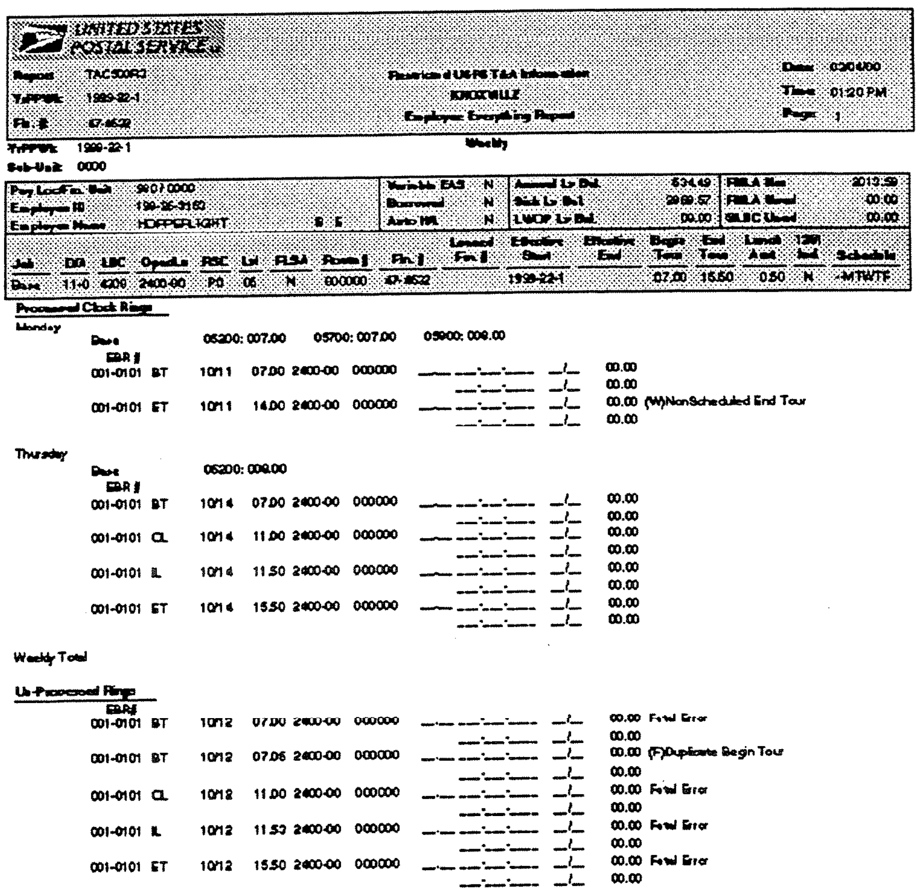
The most common users at the local level will be managers, support personnel, supervisors and timekeepers. Managers and support personnel will use the system to monitor aspects of operational performance, i.e., for reviewing facility, pay location, finance number, or LDC work hour, leave and overtime 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.

SAMPLE REPORTS (PW,10)

The report packet contains samples of 42 of the 57 reports currently available in TACS. In it, you will find useful, real-time information about your operations, presented in a variety of pre-set formats, that you will be able to generate for yourself at your personal computer.

Direct participants to the report packet, and have them find the following reports.

One such report is the Employee All Report.



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Report: TACS00R3 | Time: 01:20 PM | Page: 1

YrPPWk: 1999-22-1

Employee Everything Report

Weekly

YrPPWk: 1999-22-1

Sub-Unit: 0000

Employee Name: HOPPERLIGHT

Base	11-0	4200	2400-00	P0	05	N	000000	47-4522		1999-22-1		07.00	15.50	0.50	N	-MTWTF

Processed Clock Rings

Monday

Base 05200: 007.00 05700: 007.00 05900: 009.00

EBR #

001-0101 BT 10/11 07.00 2400-00 000000 00.00 / 00.00

001-0101 ET 10/11 14.00 2400-00 000000 00.00 (W)NonScheduled End Tour / 00.00

Thursday

Base 05200: 009.00

EBR #

001-0101 BT 10/14 07.00 2400-00 000000 00.00 / 00.00

001-0101 CL 10/14 11.00 2400-00 000000 00.00 / 00.00

001-0101 IL 10/14 11.50 2400-00 000000 00.00 / 00.00

001-0101 ET 10/14 15.50 2400-00 000000 00.00 / 00.00

Weekly Total

Un-Processed Rings

EBR#

001-0101 BT 10/12 07.00 2400-00 000000 00.00 Fatal Error / 00.00

001-0101 BT 10/12 07.06 2400-00 000000 00.00 (F)Duplicate Begin Tour / 00.00

001-0101 CL 10/12 11.00 2400-00 000000 00.00 Fatal Error / 00.00

001-0101 IL 10/12 11.53 2400-00 000000 00.00 Fatal Error / 00.00

001-0101 ET 10/12 15.50 2400-00 000000 00.00 Fatal Error / 00.00

In the Employee All Report, Processed Rings are good rings and Un-Processed Rings are rings that are in error. One fatal error will prevent rings from processing for the entire day.

Another useful report is the Overtime Alert report. This report shows the overtime worked by each employee in the pay location.

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Report: TACR0DR3 | Restricted USPS T&A Information | Date: 03/04/00

YrPPWk: 1999-22-1 | KNOXVILLE P&DC | Time: 01:16 PM

Fin. #: 47-4504 | Overtime Alert Report | Page: 1

Weekly

Sub-Unit: 990

Employee ID	Employee Last Name	F I	M I	D/A	Schedule	Hours	SAT	SUN	MON	TUE	WED	THU	FRI	Total
091-16-1506	HAUS	K	M	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	26.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
124-09-9664	CLARK	T	D	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	26.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
190-03-4116	SATO	E	L	11-0	SSM--TF	WK	10.13	0.00	0.00	0.00	0.00	0.00	0.00	10.13
						OT	2.13	0.00	0.00	0.00	0.00	0.00	0.00	2.13
190-17-5351	MADISON	S	P	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	26.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
190-21-9612	BIGELOW	M	D	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	26.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
190-81-5461	LOYOLA	T	D	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	26.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
193-09-6990	TUCKER	L	E	12-0	--MTWTF	WK	0.00	0.00	6.50	0.00	0.00	8.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
190-17-4079	PAYNE	T	A	12-0	--MTWTF	WK	0.00	0.00	6.50	0.00	0.00	8.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
195-96-9029	JOINER	D	L	12-0	--MTWTF	WK	0.00	0.00	6.50	0.00	0.00	8.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
199-19-0590	STERLING	A	R	11-0	SSM--TF	WK	10.13	0.00	0.00	0.00	0.00	0.00	0.00	10.13
						OT	2.13	0.00	0.00	0.00	0.00	0.00	0.00	2.13
611-90-4299	BUSH	G	J	12-0	--MTWTF	WK	0.00	0.00	6.50	0.00	0.00	8.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
914-26-4959	BOWERS	C	N	11-0	SSM--TF	WK	10.13	0.00	0.00	0.00	0.00	0.00	0.00	10.13
						OT	2.13	0.00	0.00	0.00	0.00	0.00	0.00	2.13
917-93-5063	TALIAFERO	L	T	11-0	SSM--TF	WK	10.13	0.00	0.00	0.00	0.00	0.00	0.00	10.13
						OT	2.13	0.00	0.00	0.00	0.00	0.00	0.00	2.13
925-26-0569	LANGSTON	M	N	12-0	--MTWTF	WK	0.00	0.00	6.50	0.00	0.00	8.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
990-16-2975	MCGEE	D	W	11-0	SSM--TF	WK	10.13	0.00	0.00	0.00	0.00	0.00	0.00	10.13
						OT	2.13	0.00	0.00	0.00	0.00	0.00	0.00	2.13

By the conclusion of today's training, you will know how to generate these reports for yourselves.

TACS ASSISTANCE *(PW,12)*

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.

COURSE OBJECTIVES *(PW,13)*

Upon completion of this training, you will be able to:

- ✓ log-into the TACS application,
- ✓ navigate in the application,
- ✓ use the clock ring editor to add, change, delete, and duplicate clock rings to ensure your employees work hours are correct;
- ✓ use the clock ring error report to identify fatal and warning messages, and then eliminate fatal error messages in the clock ring editor;
- ✓ use reports to monitor employee clock rings to ensure employee adherence to postal standards; and to monitor unit productivity to ensure achievement of postal service targets and goals;
- ✓ use the EBR to input leave, authorize overtime, input higher level information and add or delete clock rings;
- ✓ explain, to employees who use badges, the changes to the EBR, including the different tone and different button names.

MODULE TWO - LOGGING IN AND NAVIGATING IN THE TACS APPLICATION

SECURITY (PW,17)

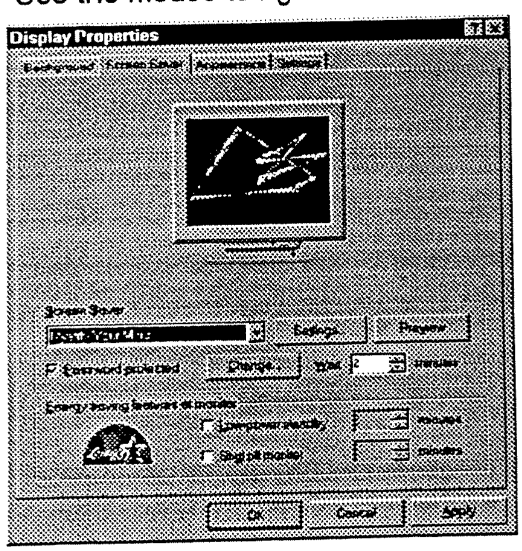
Because TACS data is considered sensitive, every effort must be made to safeguard TACS access and information. When you print reports, make sure they are kept secure: do not leave them at the printer for any length of time, and we recommend you shred them, if at all possible, when discarded.

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.

Have participants follow the steps below, but warn them not to actually set passwords. Have them do what the instructor does throughout this section.

To set the screen saver password: *(PW,15)*

1. Use the mouse to right click on the desktop.

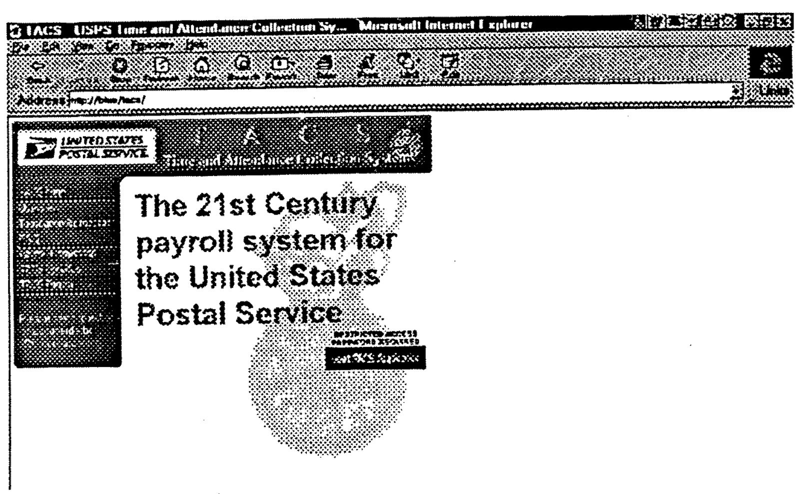


2. Click on Properties, the last item in the menu.
3. Click on the Screen Saver tab. Select a screen saver from the drop down menu.
4. Click on the Password protected check box.
5. Click on Change. Enter your new password and confirm it.
6. Click on Wait. We suggest you set the wait period at 2 minutes. 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 INTERNET EXPLORER *(PW,18)*

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.



Open each of the links, and briefly explain each one.

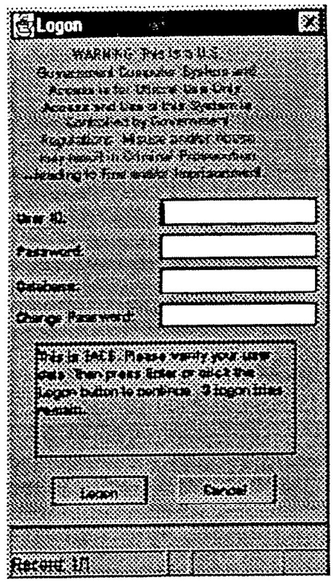
- "TACS Main" is the TACS home page, pictured above.
- "Overview" provides a description of TACS, much like what's in pages 8-10 of your Participant's Workbook.
- "FAQ" contains answers to some frequently asked questions.
- "Payroll Homepage," currently under construction, will provide a link to the 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.

For training, we will be logging into the TACS training database. In the training database, we can experiment and practice without affecting the pay of district employees. In contrast, when you access TACS from your workstation, your keystrokes, when they are saved, will have consequences for employees' pay.

LOGGING INTO THE TACS APPLICATION *(PW,19)*

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



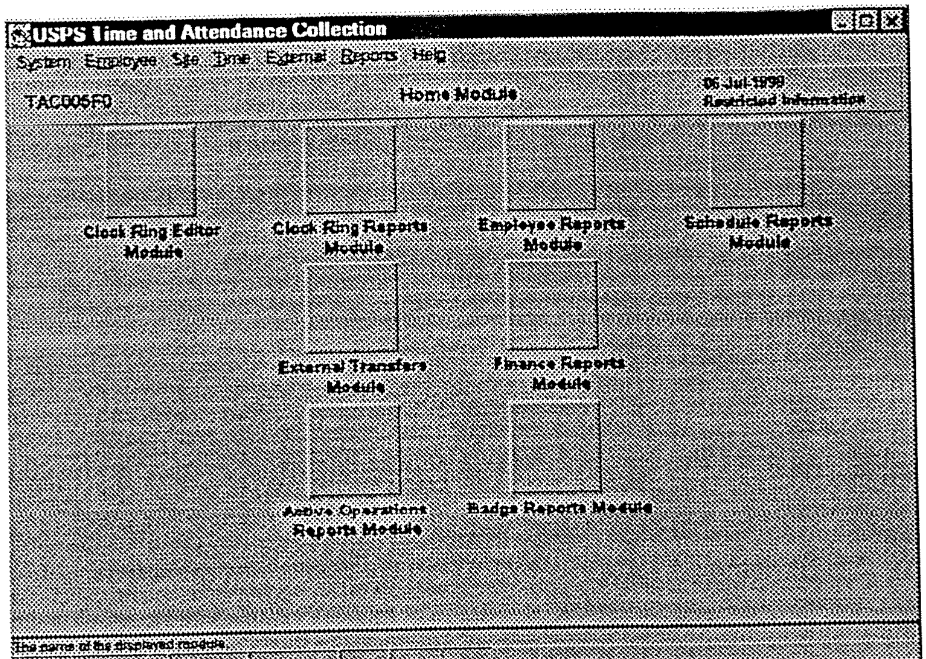
3. Enter the required TACS Logon password. It will be easier to remember if you make your TACS logon password the same as your Windows screen saver password.
4. Enter the database name. For training, we will use database TACSTRN. When the entries have been verified, the TACS Home Menu will be displayed.
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. *(Do not change the password!)*

NAVIGATING IN TACS *(PW,18)*

The District TACS Coordinator will designate levels of access to TACS. Some district employees will have read-only access (also known as query or browsing) to specific reports. Supervisors, in addition to read access to reports, will have write (also known as update) privileges to the Clock Ring Editor.

Timekeepers will have write privileges to other TACS modules, like Employee Maintenance, so that they can continue to properly support the performance cluster.

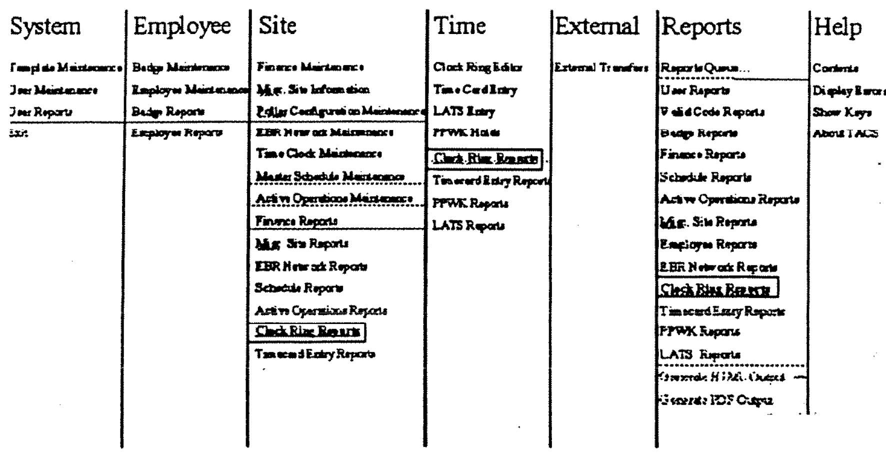
The screen below is a sample of how your TACS screen can look. The District Coordinator is able to customize as many as twelve buttons on this screen to make short cuts to the most



frequently used areas within the TACS application. This is 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. Click on "System" now to check if you have access to User Maintenance.

If you were able to pull down all of the menus at the same time, you would see this. *(PW,21)*



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.

"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.

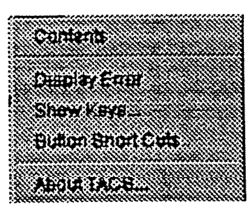
To Export a Text File *(PW,22)*

- 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 *(PW, 22)*

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.

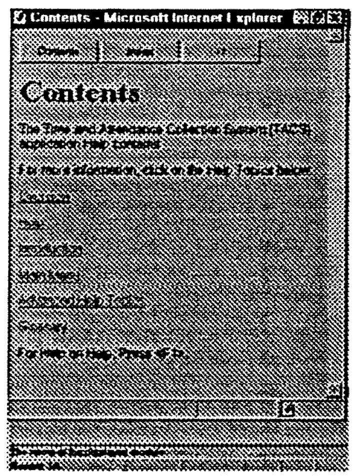
Click on Help.



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. *Have participants click on each one. Then have them turn to Appendix 1.* 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 double-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 different kinds of Help. In a nutshell, the Help menu at the top of the screen provides Contents help, which provides 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.

Briefly show participants what lies behind Introduction, Main Menu, Advanced Help Topics, and Glossary.

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.

MODULE THREE – THE CLOCK RING EDITOR

INTRODUCTION TO MODULE THREE (PW,27)

As a supervisor, you are responsible for your employees' time and attendance. Scheduling, leave and tardiness, higher level authorization, overtime--and pay adjustments if mistakes are made--all of these employee activities are your concern and responsibility.

TACS is a tool that will assist you, by incorporating the latest computer technology, in discharging these responsibilities. It will provide you with up to the minute information about your employees (near real-time), and allow you to make changes to employee records in the Clock Ring Editor easily, quickly, and without the intervention of other employees. TACS will enable you to use the Clock Ring Error Report to monitor each of your employee's clock rings. By identifying and correcting clock ring errors, you will ensure that your employees are paid properly and on time. In addition, you will be able to provide employees with timely feedback regarding behaviors which need to be addressed, like frequent appearances of creep overtime, tardiness, and incorrect use of the EBR.

In this module you will learn to use the clock ring editor to:

- ✓ add, change, delete, and duplicate clock rings;
- ✓ enter higher level information for employees when less than 40 hours in a particular week;
- ✓ assign appropriate reason codes and input leave for employees;
- ✓ monitor and authorize overtime;
- ✓ disallow guaranteed time, when appropriate.

INTRODUCTION TO THE CLOCK RING EDITOR

(PW,28)

Normally speaking, craft employees record four basic clock rings daily—BT, OL, IL, ET—on an Electronic Badge Reader (EBR). In addition, employees record their time spent on various operations by using the MV transaction on the EBR. The information recorded by the EBR is polled by TACS (continually if you are in the plant; on a regular basis—at 12 set intervals--if you are connected to TACS via modem). The polled clock rings are displayed in the Clock Ring Editor.

The Clock Ring Editor module is where you are provided access to employee clock rings to ensure that all employees crossfoot to eight hours per day, 40 hours per week. You fix clock rings by adding, changing and deleting clock rings, as appropriate. You would add rings when an employee forgets to swipe his badge at the EBR, or loses his badge, or takes leave. You would change rings when an employee uses an incorrect operation number, when you wish to transfer hours from one local unit to another, or when you document an employee not working on overtime and you disallow the OT. You would delete a clock ring if it's erroneous, i.e., a duplicate BT or IL, or a move to an inactive operation.

Any time a ring is changed, TACS records the social security number of the individual who changed it. **NOTE: The Inspection Service audits timekeeping records, and changing clock rings without appropriate cause and documentation is illegal.**

Payroll follows a weekly cycle. We all know that day 1 of the pay week is Saturday, which makes day 7 Friday. When the week is complete, the employee clock rings are uploaded to the mainframe in Minneapolis. In order for employees to be paid properly, their rings must crossfoot before they are uploaded to Minneapolis. If employee clock rings do not crossfoot, they are in error and it is likely that a payroll adjustment will be necessary. As you may recall from Time is Money training, the average cost of a single payroll adjustment is @$75. The cost of payroll adjustments can be avoided if all employee rings were correct.

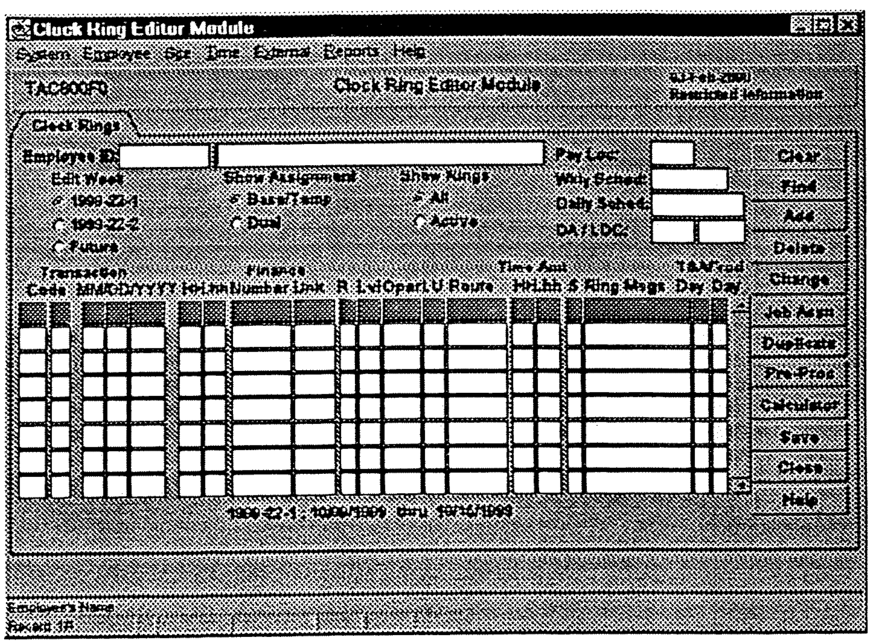
Thus at the end of every week, it is incumbent upon you to ensure that your employee rings for the week are correct. The rings for the week are uploaded to the mainframe every Monday. You thus have Saturday, Sunday, and most of Monday to ensure that your employees' rings are correct. To avoid scrambling at the end of every week, it is critical that you run a Clock Ring Error report EVERYDAY--at the beginning of your tour--to identify ring errors from the day before. You then use the Error report to fix the rings in the Clock Ring Editor. If you follow this practice, you will not have to spend much time at the end of the week correcting rings, and the reports you run will be accurate.

On the Monday after the end of week one of the pay period, all of the employee clock rings are pulled at once—at @6:00PM Central Standard Time. However, after the end of week two of the pay period, employee clock rings are reviewed four times—at 6:00PM Friday, Saturday, Sunday, and finally on Monday. Only the employees who crossfoot—whose rings are in a "ready" status--are pulled on Friday, Saturday, and Sunday. On Monday, all of the remaining employees' rings are pulled, whether fixed and ready, or not. Pulling the rings multiple times at the end of the pay period allows the printing of checks to be spread out.

There are potentially two weeks of information displayed for each employee. Each week opens on Thursday. Since the rings are pulled on Monday, from Friday to Monday TACS will have 2 weeks open. If the employee's time has been sent to Minneapolis, TACS will show you the information but will not allow you to change any clock rings.

NAVIGATING IN THE CLOCK RING EDITOR (PW,30)

Use your mouse and click on "Time" from the menu, and then on the Clock Ring Editor.



The Clock Ring Editor has only one tab. Throughout TACS, you may use a combination of your mouse and keyboard, or just your keyboard providing you know the short cuts.

Instruct participants to do nothing while you explain the buttons.

Radio Buttons (PW,30)

It is important to check "Edit Week," located right under "Employee ID," to make sure you are working in the correct week. One of three radio buttons in this column must be selected. "Current week," in the format of YYYY-PP-WK, allows you to enter and change rings for the current week. "Previous week," or "week closed," if not grayed out, allows you to see the rings, but prevents you from changing them once the week's data is uploaded to Minneapolis. "Future" allows you to enter leave three weeks in advance.

Next to "Edit Week" is "Show Assignment." The first radio button, "Base/Temp," is the default and displays the base or temporary assignment of the employee. The other radio button, "Dual," applies only to those employees that have a dual assignment in the Employee Maintenance File.

Next to "Show Assignment" is "Show Rings." The two radio buttons, "All" and "Active," are used when viewing rings in the editor: "All," the default, displays all rings, even deleted rings; "Active" does not display deleted rings.

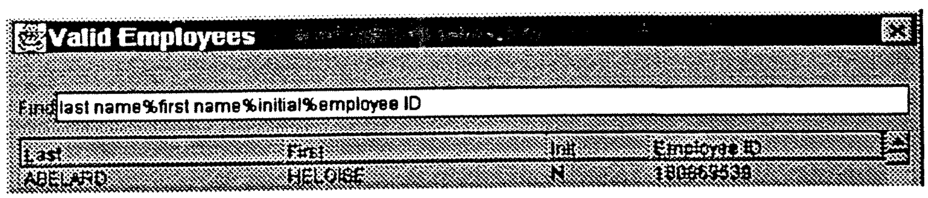
The last column above the editor screen displays information about the employee, specifically pay location, schedule, DA, and LDC.

The training database is frozen on pay period 22. Note that the range of dates in that pay period and week are shown at the bottom of the screen.

Other Buttons (PW,31)

To pull up an employee's record, you may simply type in the employee ID (dashes will be filled in automatically). If you only have the employee's name, with your cursor in the Employee ID field, you may click on the **"Find"** button with your mouse, or press the <Alt> key and the letter F at the same time, or press the F9 key to obtain a list of employees.

When the list of values appears, you may immediately, without clicking or positioning your cursor, begin typing the last name. As you type, the letters are filled in to the left of the percent sign and your list narrows.



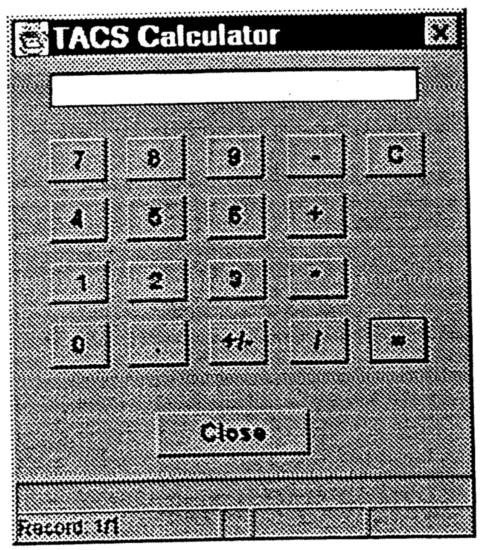
The percent sign identifies a column within the list of employees. There are 4 columns: the last name, the first name, the middle initial and the employee ID. The first column, last name, is to the left of the percent sign.

The second column, employee first name, is to the right of the percent sign. To find an employee by the first name, position the cursor to the right of the % sign and type the first name.

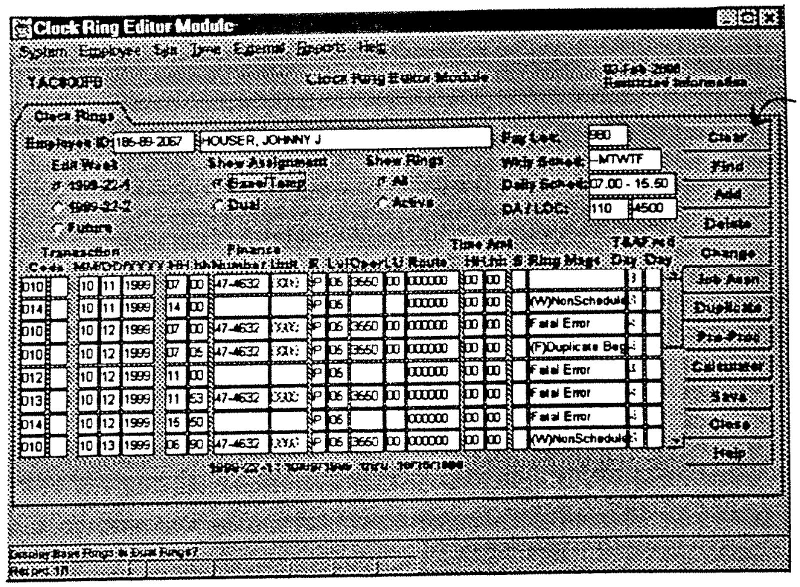
When you click on the "find" button at the bottom of the window, or press <Enter>, all employees with that first name (or something close to it) will appear.

To find an employee by a part of the ID number, type in two more "%" sign (shift 5). The right side of the third per cent sign represents the fourth column. Then key in the part of employee ID you know to the right of the third % sign, and click on the "find" button or press <Enter>.

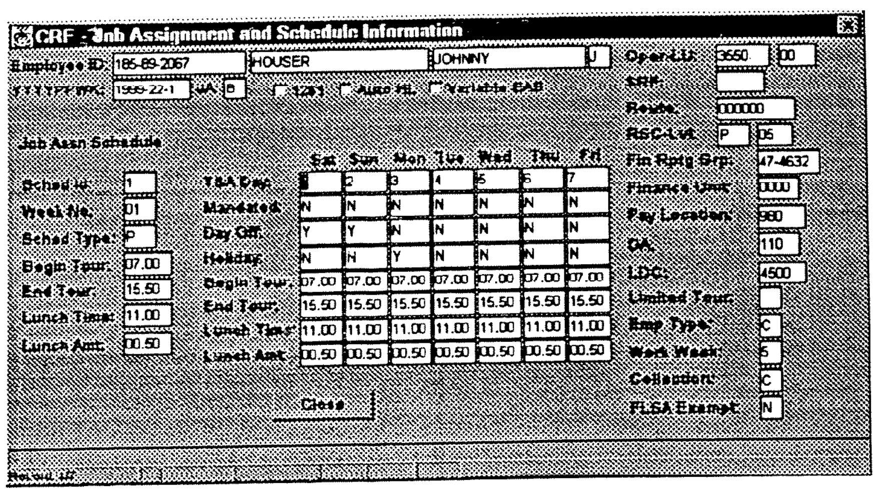
There is a "**Calculator**" button, which provides an on-line calculator, should you need one.



When you call up an employee, the employee's schedule is filled in, and all of the buttons function.

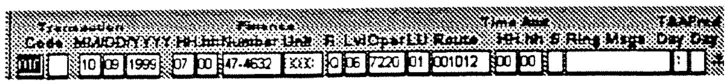


The "**Job Assn**" button on the left side of the screen displays additional information about the particular employee's job assignment. You cannot change any information about the job assignment here: those changes can only be made in the Employee Maintenance module.



We will discuss the other buttons as we use them.

Before adding rings, let's look at the columns in the editor. *The instructor should call up an employee to fill in the top row so the headings are more meaningful. Participants are still only watching.*



HEADINGS (PW,34)

Code – 3-digit hours code, leading 0, plus 2-digit reason code
Date – date of clock rings
HH hh - the time of punch, in hundredths
Finance Number - can be changed
Unit – Not in use at this time
R - Rate Schedule code
Lvl - indicates H/L if input
Oper - Operation number
LU - Local unit
Route - If carrier, route number
Time Amt - total hours; i.e. H/L < Leave / OT
S - Was leave scheduled or not "F" errors must be corrected.
Ring message - W warning, F fatal "W" errors should be reviewed.
T&A day - 0 means calculated by TACS based on clock rings
Forced T&A day - 16 hour problem

If the T&A day were changed by a user, the last column would be filled in with the T&A day that was forced. When would you need to force a change to the T&A day? The T&A day begins and ends at 20:00 hours. If an employee is scheduled to work on or about 20:00 hours, and is asked to come in early 2 days in a row, the system may calculate 16 hours for the employee and assign the hours to one T&A day. To assign the correct T&A day to the rings of a regular employee, you need to authorize overtime for the exact number of overtime hours. If the employee is not a regular, change the T&A day to reflect the correct day for the clock rings.

At this point, the instructor should assign participants an employee from the class pay location: the employee should be DA 11-0 if from a pay location in the plant finance number (47-4634), or a DA 13-4 if from a pay location in Customer Service (47-4632). The assignment may be done by preparing in advance: run an Employee Listing Report for the class pay location; make 15 copies; highlight a different 11-0 or 13-4 employee on each sheet. Alternatively, you can project an Employee Listing Report and have participants write down their assigned employee.

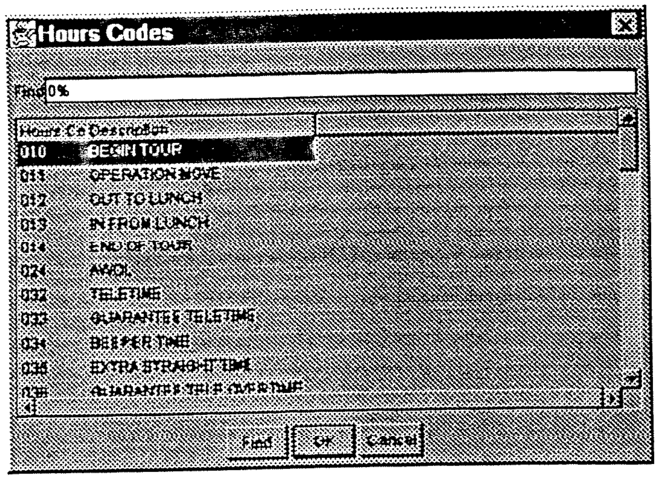
After the assignment is made, have employees use the Find feature to call up their assigned employees in the Editor.

ADDING CLOCK RINGS (PW,35)

Demonstrate the following to the class. Tell them they will have a chance to enter rings in a few minutes, but that you need their undivided attention so they will know how it's done.

Click on the Add button or press <Alt> A on your keyboard, and your cursor goes to the first box – "Transaction," "Code" – on a new line. If you already know the code, you may position your cursor in the first field of a blank line and begin typing.

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.

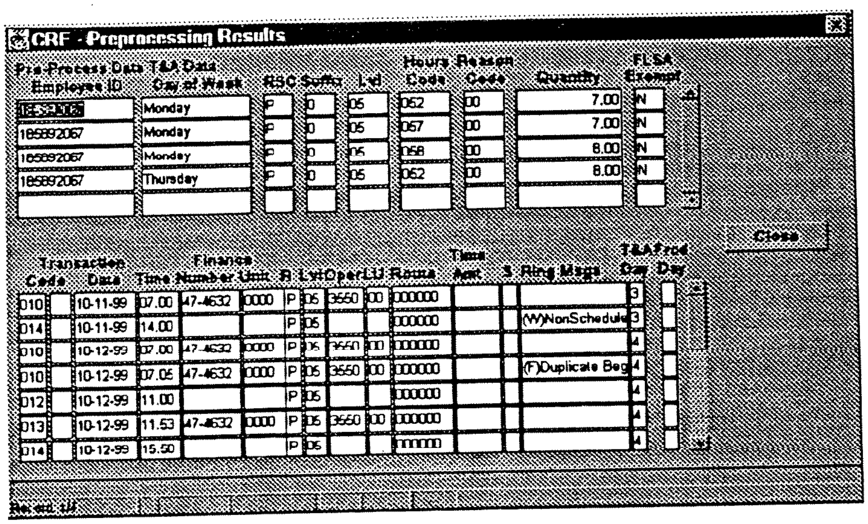


The first thing to note is that all of the codes now have three digits, not two. Expanding to three digits makes possible the future addition of more codes. To select from the list, use the scroll bar on the right and highlight the code you want. Then click on the OK button, or press <Enter>. Appendix 3 contains complete lists of Hours Codes and Reason Codes. *Have participants turn to Appendix 3. (PW, 114-117)*

Key a 010 and press <Tab>. Use <Tab> or <Enter> to advance to the next field: <Shift><Tab> moves to the previous field.

After you key the hours code and press <Tab> or <Enter>, the rest of the line fills in automatically, reflecting the employee's base schedule, and the date field is highlighted. Change it and/or whatever needs to be changed by hitting Tab or Enter to advance to the next field. When you advance through all the fields, the cursor will move to the next blank line for additional ring entry. If you wish to escape from tabbing through the fields, you can click on the Add button (Alt A on keyboard) to begin a new line. Or you can position your cursor in the Hours Code field and begin entering.

Rings can be entered in any sequence, and will not be sorted during data entry. After you enter your rings, the "Pre-Process" button will show you if there are any problems with your entries and will sort them into sequence. The 'pre-process' functionality includes processing rings as the programmed TA_CALC (Time & Attendance calculation) routine would, and reporting the outcome to the user. The user can then determine if the entered or modified clock rings should be saved to the database. The Clock Rings are posted to the database only when you click on the "Save" button. Only when rings are saved to the database will they appear in Clock Ring Error



reports.

The Pre-Process button will show the hours that have been posted, so far, for the week. You cannot make any changes on this tab. You make changes by closing the pre-process screen, and going back into the Editor. If you click on the Pre-Process button and nothing happens, check to see if your cursor is on a blank line in the editor. The Pre-Process button only works when the cursor is on a line with data in it. If you are on a blank line, click on the "delete" button to get rid of the empty line, and then try the Pre-Process button again.

Use the "Change" button when you need to change a ring. If you want to change an entry before you save it, you may simply position your cursor in the field you wish to change, and make the change. Once you save the entry, however, you must use the Change button (Alt H on keyboard). The initial, saved ring will be marked as deleted, and a new ring will be generated in which you make the change.

INTRODUCTION TO EXERCISES (PW,38)

In these exercises, we will enter three days of clock rings. Rings normally come from the Electronic Badge Readers (EBR), so you would enter rings like this on the workroom floor only when you were entering rings from a 1260 or 1261.

The exercises are designed to increase your ability to use TACS step-by-step, so it is important to watch the instructor demonstrations and to follow the instructions in this workbook carefully. We will enter some errors only so we can learn how to correct them in a later exercise.

Instruct participants to watch you do the exercise before trying it themselves.

EXERCISE 1 – ADDING RINGS (PW,38)

After demonstrating Exercise 1, allow participants to enter the three days of rings. Emphasize the importance of following directions carefully, step-by-step. Both instructors should circulate, helping participants as necessary.

Note: Lunch is automatically deducted when the carrier moves to the street. For this exercise, if you are working with carriers, enter lunch rings anyway.

- On your handout is an employee assigned to you. Find that employee and bring him or her up on your screen.
- Make sure that the correct PP and week is indicated in the Edit Week column. (Notice that in the Training database, PP and week are frozen at 1999-22. We will enter rings in week 2.)
- Check the employee's schedule and determine what are the days off (indicated by dashes).
- For the first scheduled workday, enter normal rings at the employee's scheduled times, i.e., BT (010), OL (012), IL (013) and ET (014). (To erase a line, click on the "Delete" button; to move backwards, <Shift> <Tab>.) Note that the line fills in automatically when you press <Enter> or <Tab> after filling in the Hours Code.
- Then click on the "Pre-Process" button, and examine the results. The day should post without errors.

- For the next scheduled workday, add a normal BT and OL, but give your employee a long lunch (.60) and a short ET (.10 early).
- Click on the "Pre-Process" button, and note the result. If you are working with a PTF, a casual (neither of which are guaranteed 8 hours), or a carrier (where the 701 rule will apply), the day will post for less than 8 hours and a Warning message will appear below. For virtually all other FTR employees, a "Fatal" message will appear and the ring will not post.

- For the next scheduled workday, add a second BT .05 after the normal BT, add a normal OL and IL, and add an ET 1 hour after normal.
- Click on the "Pre-Process" button. Note that a "Fatal" message kept this day's ring from posting. Employees who do not crossfoot to eight hours, and erroneous duplicate rings are typical errors you will encounter at your workplace.
- Save your rings even though two days have fatal messages. We will fix these errors by the end of exercise 3.

Have participants stop after exercise 1.

AUTHORIZING OVERTIME AND HIGHER LEVEL

(PW,40)

Overtime and higher level assignment are authorized by selecting the appropriate hours codes and adding them in the same way you added clock rings. Code 090 authorizes higher level, and code 091 authorizes overtime.

Authorize overtime in increments of 1 hour: the system will pay overtime according to clock rings. For example, if you authorize 1 hour of overtime and the employee works .50, he/she will be paid .50 overtime. Overtime that is at the end of a regular employee's tour starts at the scheduled End tour. Overtime for employees that came in before their tour starts at the scheduled Begin Tour.

Reason codes are now used to track the type of overtime authorized. Appendix 3 has a list of all reason codes, including the six codes used for overtime authorization.

Note: See pages 93-96 for a list of positions for which TACS pays automatic higher level.

EXERCISE 2 - CHANGING AND DELETING RINGS; ADDING HIGHER LEVEL; AUTHORIZING OVERTIME (PW, 40)

Again, first demonstarte the exercise, then let participants try. Both instructors should assist participants, as necessary.

- Using the same employee, use the mouse to place the cursor on the End Tour (code 014) you entered for the first workday. (Click on the "Change" button or press <Alt> H on your keyboard.)
- Change the time of the ET to 1 hour later.
- Place the cursor on the second BT you entered for the third workday. Click on the "Delete" button. (You must delete the second begin tour, not the first, because the employee was in fact on the clock at the time of the first, wrong, begin tour.)
- Click on the "Pre-Process" button. Note that the "Fatal" message for the third day has disappeared, and two days' rings have been posted despite "Warning" messages.
- Go back to the editor and authorize OT for one hour starting at your employee's normally scheduled ET (use code 091) for both days 1 and 3. Use the <F9> key or "Find" or <Alt><f> to select the correct reason code. Use <Shift> <Tab> to move to the previous field.
- Click on the Add button and authorize Higher Level (code 090) as E-16 for the entire second workday, and the first four hours of the third day.
- Click on the Pre-Process button and examine the results.
- Click on the "Save" button.

Have participants stop after exercise 2.

TACS will pay overtime for employees whether it is authorized or not. But, all overtime should be authorized for 2 reasons. The Plant will have a new program installed called PC-MODS. PC-MODS is an application that gets volume data from the scales and employee clock rings from TACS. When overtime is authorized a code is sent to PC-MODS indicating that certain hours are in fact overtime. If the overtime is not authorized, the PC-MODS system treats these hours as straight time. So, if an employee worked 10 hours on a particular day and the OT was not authorized it would be treated as 10 hours of straight time making production reports incorrect.

The other important reason is the prevention of 'creep" overtime. Creep overtime occurs when employees are lax about the timeliness of their rings. If their time on the clock exceeds the 5-minute leeway, they will be paid overtime. The Postal Service must control overtime costs and you must ensure that employee overtime is paid for time worked. You should pay attention to the Warning message "overtime not authorized," and take steps to deal with employees who are getting overtime pay for untimely rings.

If an employee's rings generate overtime, we have to pay that overtime. The only way not to pay the overtime is if you observe the employee not working the overtime, document it on Form 1017A, and obtain the employee's signature on that form. If the 1017A is properly completed, you would actually change the ring to eliminate that instance of overtime. If the Form

1017A were not properly completed and filed and you changed the ring anyway, you would be committing fraud.

ADDING LEAVE (PW,42)

Leave entry follows the same procedure as adding clock rings and authorizing higher level and overtime. You select the appropriate hours code and add a line in the Clock Ring Editor. As in authorizing overtime, use increments of an hour or ½ hour: the system will take only the time it needs.

Note: The only time you need to specify exactly the amount of leave, as well as the exact amount of overtime, is when overtime and leave are used on the same day.

The "Future" radio button is used for inputting leave for employees beyond the current week that you are in. You may enter leave up to 21 days in advance. The Add, Delete, Change, Duplicate, and Calculator buttons are available when entering future rings; the Pre Process button is not. Make sure you click on the Save button or press <Alt> S on your keyboard when finished.

The way leave is reported and coded has changed. Reason codes are now used, which specify why the leave was used. Appendix 3 has a full list of reason codes.

EXERCISE 3 - ADD ANNUAL LEAVE AND SICK LEAVE; USE THE FUTURE BUTTON AND DUPLICATE OPTION (PW,43)

FREQUENTLY USED HOURS CODES (sometimes referred to as payroll code)

010 Begin Tour
011 Move
012 Out to Lunch
013 In from Lunch
014 End Tour
024 AWOL
035 Extra Straight Time
043 Penalty Overtime Payment (POP)
044 Military LWOP
046 Donated Leave - Personal
048 Holiday Schedule Premium
052 Work Hours
053 Overtime Hours
054 Night Work premium hours
055 Annual Leave
056 Sick Leave
057 Holiday Work
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)
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
082 Travel Within Schedule
083 Travel Outside Schedule
084 Union Official Leave
085 Voting Leave
086 Other Paid Leave
088 Non-bargain Reschedule Premium
090 Higher Level Authorization
091 Overtime Authorization
092 Disallow Guarantee Time
093 No Lunch Punch

REASON CODES (The following lists Hours Codes/Payroll Codes with corresponding Reason Codes)

024 00 AWOL
024 09 AWOL - Late
049 00 OWCP - Regular
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
060 05 Full Day LWOP - Maternity
060 06 Full Day LWOP - Suspension
060 07 Full Day LWOP - Union Official

Again, first demonstarte the exercise, then let participants try. Both instructors should assist participants, as necessary.

- Before adding future leave, let's clean up your employee's remaining Fatal error (or eliminate the guarantee time if a carrier). We would need to get a signed 3971 from the employee specifying what kind of leave will be used to make up the missing .20 for the second day.
- We will charge the employee annual leave, so Add a ring charging .50 of AL, starting at the actual time of the ET on the second day.
- Hit the Pre Process button to see that the Fatal error has disappeared, and to see exactly how much leave was used. Then hit the Save button

- This same employee is taking a full week of scheduled sick leave during the week beginning 10/30. Click on the 'Future' check box.
- Position your cursor in the first hours code box.
- Type 056 (S/L) and make sure the information you enter accords with the employee's schedule. Giving 8 hours of leave means the time of the ring will be the employee's begin tour.
- The reason code field will be highlighted. Press your <F9> key.
- Highlight the code you want and press enter.
- When one day is complete, click on the Duplicate button (or Alt U). Change the date to the next day and so on until 5 days are complete.
- You cannot use the Pre-Process for future rings. Save the data you entered.

Have participants stop after exercise 3.

MOVING HOURS FROM ONE STATION TO ANOTHER (PW,44)

A question delivery supervisors always ask: "How can I move work hours when I borrow/lend a carrier to/from another station." The local unit add-on to the operation number reflects the pay location in delivery units. By simply changing the LU to another pay location, you transfer the hours. For this demonstration, we will use FTR Annie Smith, 198-92-0556, who normally works on operation/LU 721-00/722-00. We will move the hours to 721-12/722-12.

- In order to move the hours to another station, all we need to do is change the LU on the operation numbers from 00 to 12.
- Highlight the first BT on the screen with your mouse.
- Click on the change button or <Alt> U on your keyboard.
- When the box moves to LU just type over 00 with 12 and do this for all rings with operation numbers.
- A simpler way would be to ask the employee to use LU 12 at the time she is clocking in at the EBR.

MODULE FOUR -- USING TACS TO MONITOR EMPLOYEE PERFORMANCE

INTRODUCTION TO MODULE FOUR (PW, 47)

Generally speaking, most of your work in TACS will be done early in your tour. This way you can review yesterday's performance and identify positive and negative trends. In order for the reports you run to have valid information, the clock ring errors of your employees need to be identified and corrected.

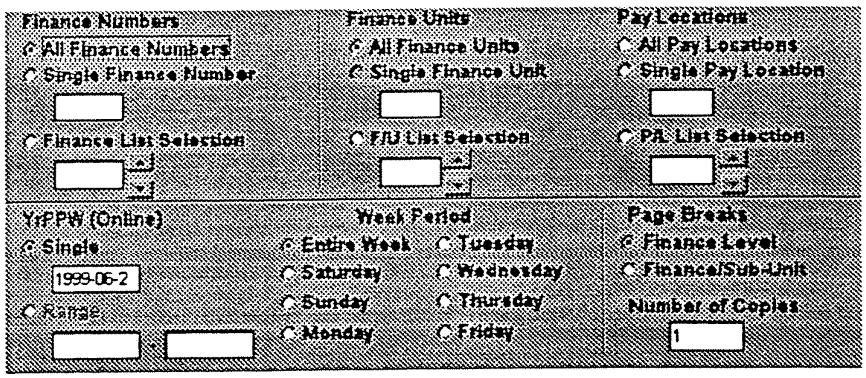
On a daily basis, you will find it most useful to run a Clock Ring Error report for the entire week to identify errors and problems. If you make a habit of fixing the previous day's errors everyday, your work will not take long. You will be able to fix many of these errors immediately, by yourself, while others may require discussion with individual employees.

In order to run a Clock Ring Error Report, we need to take a few minutes to discuss how to run reports in TACS.

TACS contains lots of data about employees, including their master file records, clock rings, leave balances, etc. Appendix 3 lists all of the 57 reports available from TACS. This amount of data is overwhelming in its entirety: it must be filtered so we get only the information we need. For each report you run you must set parameters so that you get the information you are looking for.

TACS REPORT PARAMETERS *(PW,47)*

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

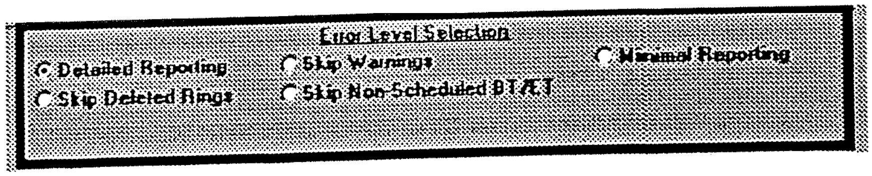


1. Finance Number - An assigned six-digit number that identifies an installation for processing its financial data. You may press one of three radio buttons: all, single or selection. (Selection allows you to identify as many as six pay locations using the arrow keys on screen or your keyboard to scroll.) 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.
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.

DRAFT

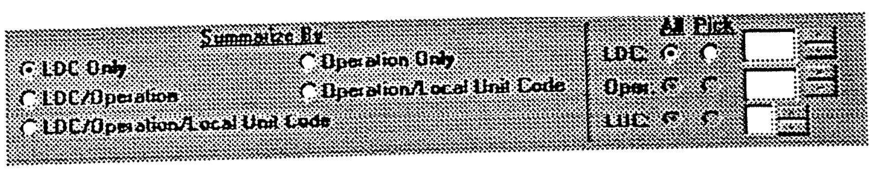
7. Number of Copies.

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



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.



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 *(PW,49)*

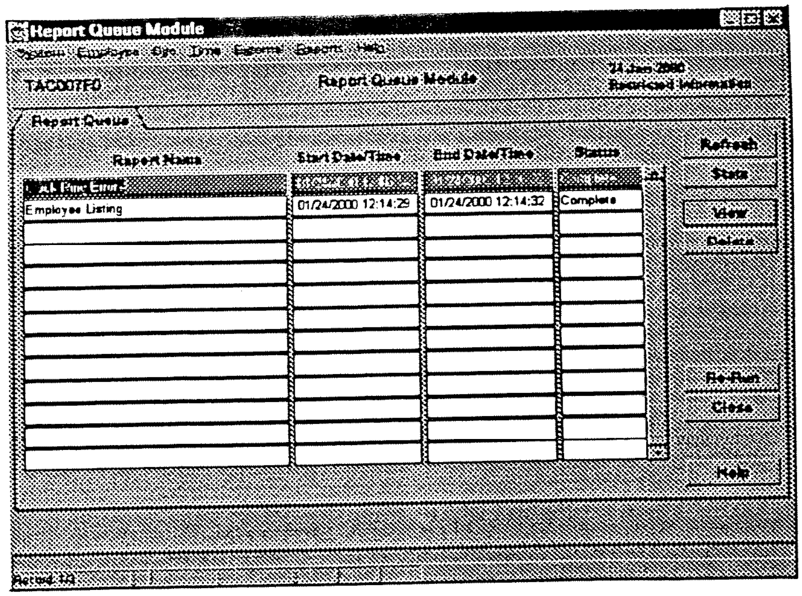
Built into TACS are menu lists that facilitate the filling in of certain fields on TACS Forms. Any time you place your cursor in a field and the phrase "List of Values" appears as hint text, a menu is available. The menu can be accessed in three ways: you may click on the Find button on the right side of the form; you may strike the "F9" key on your keyboard; or you may use the keyboard shortcut <Alt><f>.

THE REPORT QUEUE *(PW,49)*

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--"Report Executed. Check Report Queue"-- 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.



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.

While in the Report Queue module, the Status column will display one of three messages.

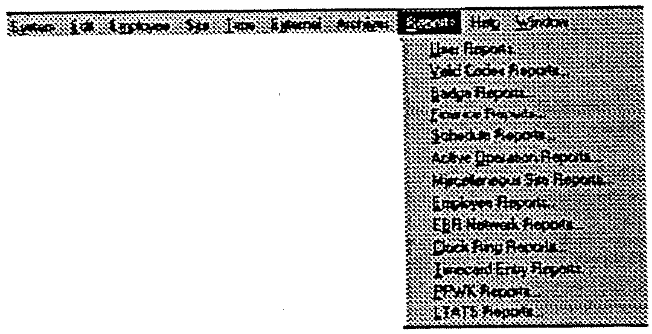
- Starting – After clicking on the Refresh button the message should change to 'running' or 'complete'. If the message stays on starting, after clicking on 'Refresh' a few times, you may need to re-run the report.
- Running – After clicking on the Refresh button this message should change to "Complete." 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.

Now that we can run reports, let's go back to the Clock Ring Error Report, which we already identified as an important report that you would run everyday at the beginning of your Tour.

THE CLOCK RING ERROR REPORT (PW,52)

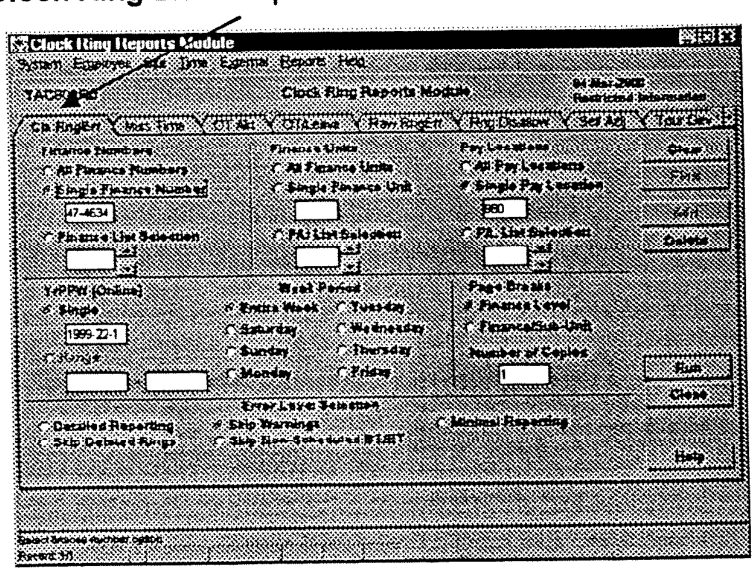
The Clock Ring Error Report will show employees who do not have time posted for a scheduled workday or who do not crossfoot any day. The report shows all employees who are missing time through the date and time on the PC.

From the main menu select Reports.



Then select Clock Ring Reports.

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



Exercise 4 (PW,53)

Run a Clock Ring Error Report for the class pay location. Set it for a single finance number (47-4632 Customer Service or 47-4634 Plant) and a single pay location (i.e., 001 CS, 101 P&D). Run it for the entire week 1999-22-1. Set the Error Level Selection at the ~~default~~ setting, Skip Warnings.

Find the employee you have been working on. What are the errors you see? (The first graphic is a 13-4 employee from 47-4632; the second an 11-0 employee from Finance Number 47-4634.)

The instructor should demonstrate how to draw lines on the report to separate work days. Then let the participants identify the errors for each day as the instructor records on a rip chart.

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
192-17-6399	THORNTON	C	A	13-4	Q0	N	07.00	15.50	S-MTW-F	0.50

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth	Date	Time	Delete Auth	Date	Time
10/12	07.00	BEGIN TOUR		Fatal Error	7220-00	099001			00.00			00.00
10/12	15.50	END OF TOUR		(F)Missing Lunch Punch	7220-00	099001			00.00			00.00
10/13	10.00	BEGIN TOUR		Has 05.00 needs 02.00	7220-00	099001			00.00			00.00
10/13	11.00	OPERATION MOVE		(F)Not Full Day On Clock	7210-00	099001			00.00			00.00
10/13	15.30	OPERATION MOVE		(F)Not Full Day On Clock	7220-00	099001			00.00			00.00
10/13	16.60	END OF TOUR		(W)NonScheduled End Tour	7220-00	099001			00.00			00.00
10/15	07.12	BEGIN TOUR		(W)NonScheduled Begin Tour	7220-00	099001			00.00			00.00
10/15	11.15	OPERATION MOVE		Fatal Error	7210-00	099001			00.00			00.00
10/15	15.50	END OF TOUR		Fatal Error	7220-00	099001			00.00			00.00
10/15	16.29	OPERATION MOVE		(F)Activity Outside Tour	7220-00	099001			00.00			00.00

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
190-03-4116	SATO	E	L	11-0	P0	N	14.00	22.60	SSM-TF	0.60

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth	Date	Time	Delete Auth	Date	Time
10/10	14.15	BEGIN TOUR		Has 07.96 needs 00.16	0300-00	000000			00.00			00.00
10/10	22.00	END OF TOUR		(W)NonScheduled End Tour	0200-00	000000			00.00			00.00
10/14	17.00	BEGIN TOUR		Has 07.00 needs 01.00	0300-00	000000			00.00			00.00
10/14	19.50	OUT TO LUNCH		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00
10/14	19.00	IN FROM LUNCH		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00
10/15	00.50	END OF TOUR		(W)NonScheduled End Tour	0300-00	000000			00.00			00.00
10/15	14.12	BEGIN TOUR		Has 07.99 needs 00.12	0300-00	000000			00.00			00.00
10/16	19.00	OUT TO LUNCH		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00
10/15	19.50	IN FROM LUNCH		(F)Not Full Day On Clock	0200-00	000000			00.00			00.00
10/15	22.50	END OF TOUR		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00

Now that we have identified the errors, you fix them for your employee. (15 min)

Exercise 5 (PW,54)

For this exercise, divide the class into groups of 3. Each group is assigned 2 other types of employees. CS has been working on a 13-4 employee: in this exercise, they will work on an 11-0 and a 43-4. P&D has been working on an 11-0 employee; in this exercise, they will work on a 12-0 and a 41-0. The class pay location will have 5 employees of these other types. To make the assignment, either prepare copies of the class pay location in advance, with two employees highlighted on each handout, that the group will fix. Or, you may project the Employee Listing Report for the class pay location and have each group write down the employees they will fix.

We will now split into groups of 3. Each group will be assigned a PTF and another employee type. For each of these 2 employees, identify the errors and then fix them. Run a Clock Ring Error Report to identify the errors.

When you believe you have fixed all the errors, run a Clock Ring Error Report for the class pay location. If your employees do not appear on that report, then they have no errors.

We will discuss any problems after the exercise (30 min).

These exercises you have just completed are exactly what you will be doing when TACS is in production. The differences are that you will be working on your own employees, you will be working alone, and the errors will not be so numerous.

Remember that you can ask for assistance from your peers, the data site, the TACS Coordinator, TACS instructors and coaches. The way to make sure the errors are few is to ensure that your employees use the EBR correctly.

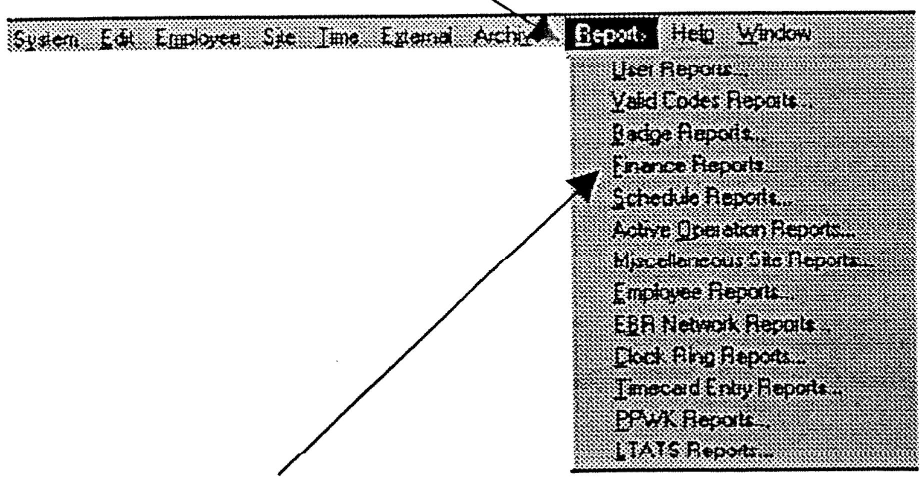
EARLY REPORTS (PW,55)

After you have gone into the Clock Ring Editor and made appropriate changes based on the errors you identified from the Clock Ring Errors Report, wait a short while (10 minutes in the plant; 1 hour, or a different pre-set interval, at a station using a modem connection) and run either the Station Summary Report or LDC/Operation Summary Report. These reports will provide summary information incorporating the changes you entered and are used to check that your employees' hours are now correct. In delivery units, if employee clock rings are fixed by the time the daily DSIS report is run, employee rings will not need to be fixed in DSIS.

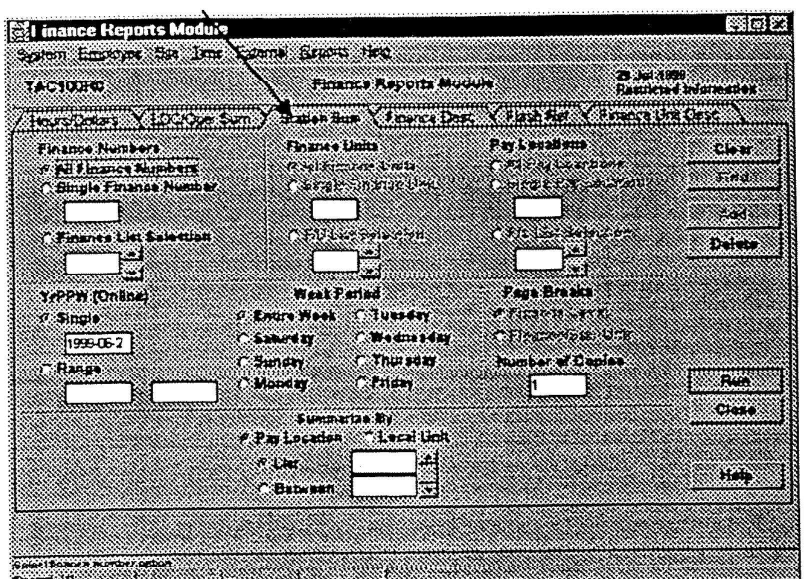
NOTE: Do not run reports until you have fixed the rings for the day: if you run reports for employees with errors in their rings, the report will incorporate the errors and the results will be inaccurate. Remember, garbage in, garbage out.

The Station Summary Report (PW,55)

From the main menu select Reports.



Then select Finance Reports.
Click on "Station Sum"



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.

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. 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.

UNITED STATES POSTAL SERVICE

Report: TAC100R3 | Restricted USPS T&A Information | Date: [illegible]
YrPPWk: 1999-20-1 | [illegible] | Time: 07:03 AM
Fin. #: [illegible] | Station Summary Report | Page: 1

Weekly Summary

YrPPWk: 1999-20-1
Pay Location: 900

LDC	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKLY
OFFICE 21	94.40		0.50	106.75	22.00	18.96	80.30	310.90
ROUTER 29								0.00
STREET 22	64.40				38.00	20.16	46.30	171.96
OTHER 20								0.00
CARR CS 26								0.00
COLLECT 27								0.00
TERTIARY 29								0.00
SUB-TOTAL	148.90	0.00	0.50	106.75	60.00	40.00	126.60	490.66

CARRIER OT	76.52			6.00		12.26	46.30	140.07
CARRIER SL								0.00
SUPV WK 20				72.00	72.00	72.00	72.00	288.00
SUPV OT 20								0.00
TRNG 7??								0.00
SPC DEL 24								0.00
SUPV WK 40								0.00
SUPV OT 40								0.00
TRNG 784								0.00

AUTO 41								0.00
MECH 42								0.00
UNT DST 43			60.80		17.36	13.26	15.80	106.91
BOX DST 44								0.00
WINDOW 45			14.00		17.36	16.00	15.80	63.16
SSPC 46								0.00
OTHER 48								0.00
CFS 49								0.00
SUB-TOTAL	0.00	0.00	67.80	0.00	34.72	36.26	31.80	169.07

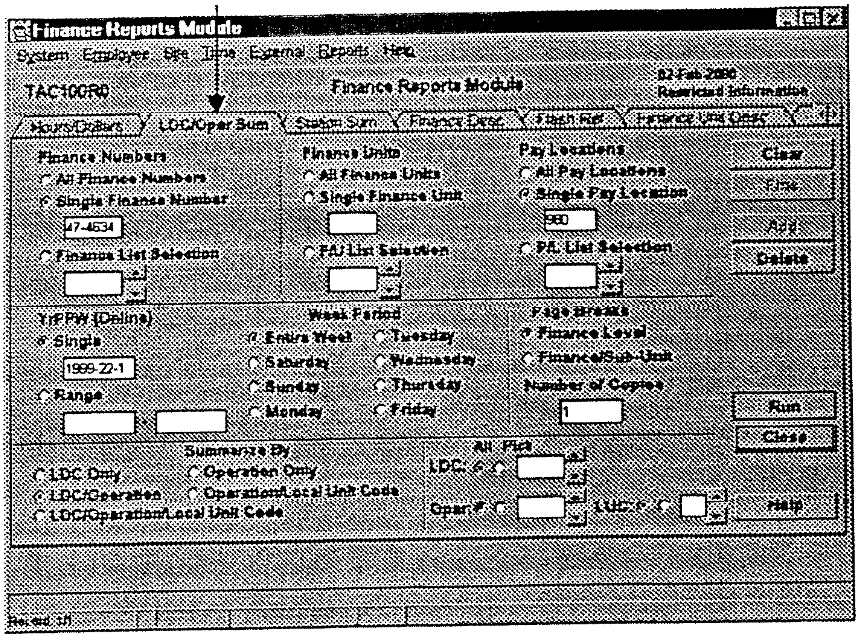
CLK/MH OT					19.12			19.12
CLK/MH SL								0.00

FUNCTION	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKLY
0								0.00
1								0.00
2	148.90		0.50	177.75	122.00	121.00	198.80	770.85
3								0.00
4			67.80		34.72	36.26	31.80	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	156.72	164.26	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.

LDC/Operation Summary Report (PW,58)

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!")

UNITED STATES POSTAL SERVICE

Report: TAC 100R2

Date: 020209

Page: 1

LDC/Operation Summary Report

Weekly Summary

PP PWk: 1999-22-1

Sub Unit: 980

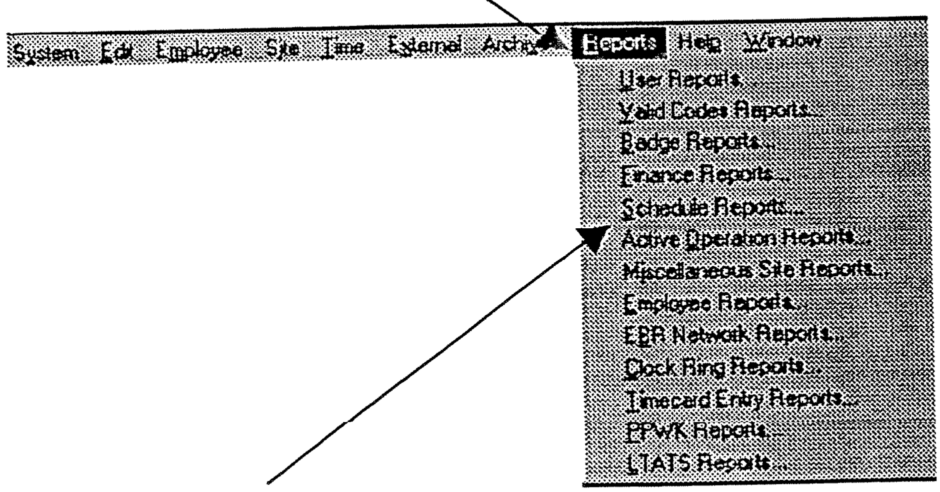
LDC	Operation	Work Hrs	Overtime Hrs	% OT	Penalty Hrs	% Penalty	Sick Leave	% SL
1000	7000	160.00	0.00	0.00	0.00	0.00	0.00	0.00
1400	0200	166.90	11.76	7.04	0.65	0.39	0.00	0.00
1400	0740	26.00	26.00	100.00	0.00	0.00	0.00	0.00
1700	2100	283.95	130.80	46.01	0.00	0.00	0.00	0.00
1700	2260	40.40	21.40	62.97	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.

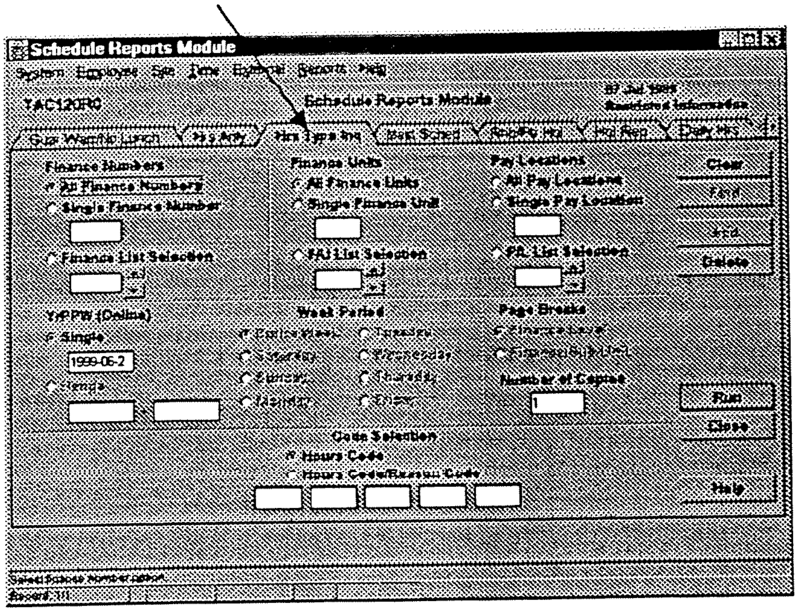
The Hours Inquiry Report (PW,59)

From the main menu select Reports.



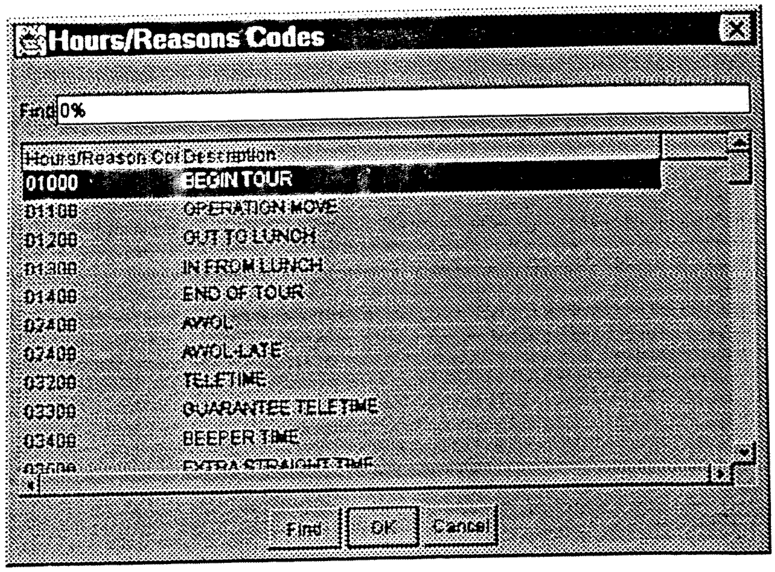
Then select Schedule Reports.

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

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

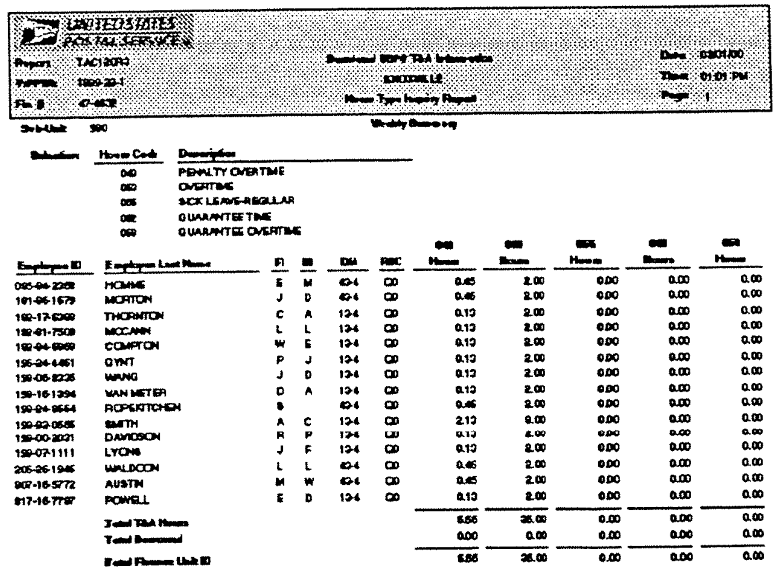


Note that these are 5-digit numbers. Most of the codes are hours codes with a 00 on the end. However, look at code 024. Note that there are now two codes for AWOL. Primarily for leave usage, reason codes provide a finer breakdown then was previously available. (Appendix 3 contains listings of the Hours 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. *Solicit hours codes from participants.*

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



UNITED STATES POSTAL SERVICE

Report: TAC120R3

Date: [illegible]

Time: 01:01 PM

Page: 1

Hours Type Inquiry Report

Weekly Summary

Sub-Unit: 590

Hours Code	Description
040	PENALTY OVERTIME
[illegible]	OVERTIME
055	SICK LEAVE-REGULAR
[illegible]	GUARANTEE TIME
[illegible]	GUARANTEE OVERTIME

Employee ID	Employee Last Name	FI	MI	D/A	RSC	[illegible] Hours	[illegible] Hours	[illegible] Hours	[illegible] Hours	[illegible] Hours
095-94-2268	HOMME	E	M	40-4	Q0	0.45	2.00	0.00	0.00	0.00
101-96-1679	MORTON	J	D	40-4	Q0	0.46	2.00	0.00	0.00	0.00
192-17-6369	THORNTON	C	A	13-4	Q0	0.13	2.00	0.00	0.00	0.00
192-91-7509	MCCANN	L	L	13-4	Q0	0.13	2.00	0.00	0.00	0.00
192-94-6969	COMPTON	W	E	13-4	Q0	0.13	2.00	0.00	0.00	0.00
196-24-4461	GYNT	P	J	13-4	Q0	0.13	2.00	0.00	0.00	0.00
199-06-8226	WANG	J	D	13-4	Q0	0.13	2.00	0.00	0.00	0.00
199-16-1394	VAN METER	D	A	13-4	Q0	0.13	2.00	0.00	0.00	0.00
199-94-9664	ROPERTCHEN	B		40-4	Q0	0.46	2.00	0.00	0.00	0.00
199-92-0565	SMITH	A	C	13-4	Q0	2.13	9.00	0.00	0.00	0.00
199-00-2091	DAVIDSON	R	P	13-4	Q0	0.13	2.00	0.00	0.00	0.00
199-07-1111	LYONS	J	F	13-4	Q0	0.13	2.00	0.00	0.00	0.00
205-26-1945	WALDOON	L	L	40-4	Q0	0.46	2.00	0.00	0.00	0.00
907-16-5772	AUSTIN	M	W	40-4	Q0	0.45	2.00	0.00	0.00	0.00
817-16-7797	POWELL	E	D	13-4	Q0	0.13	2.00	0.00	0.00	0.00
	Total T&A Hours					6.66	36.00	0.00	0.00	0.00
	Total [illegible]					0.00	0.00	0.00	0.00	0.00
	Total [illegible] Unit ID					6.66	36.00	0.00	0.00	0.00

MORE REPORTS (PW,62)

The Employee All Report, which we looked at at the beginning of the class will give you all rings for a pay location or a single employee.

The Employees on the Clock Report can tell you who is still out on the street (in delivery units) or who is working at a given time.

One very useful report will be the Overtime Alert Report, which will assist you in maintaining the Overtime Desired List. It will help you monitor employees, including PTF's and casuals, who have worked overtime on consecutive days. An employee will show up on this report if

- S/he has worked more than 8 hours for any day of the week;
- S/he has worked both scheduled days off;
- S/he has worked more than 32 hours for the week and also worked a scheduled day off;
- S/he has already worked overtime;
- S/he is still on the clock and the projected time remaining on her/his schedule will take her/him into overtime;
- His/her cumulative work, plus his/her remaining schedule will take him/her into overtime for the week.

The Overtime and Leave Report will allow you to check if anyone has leave and overtime on the same day.

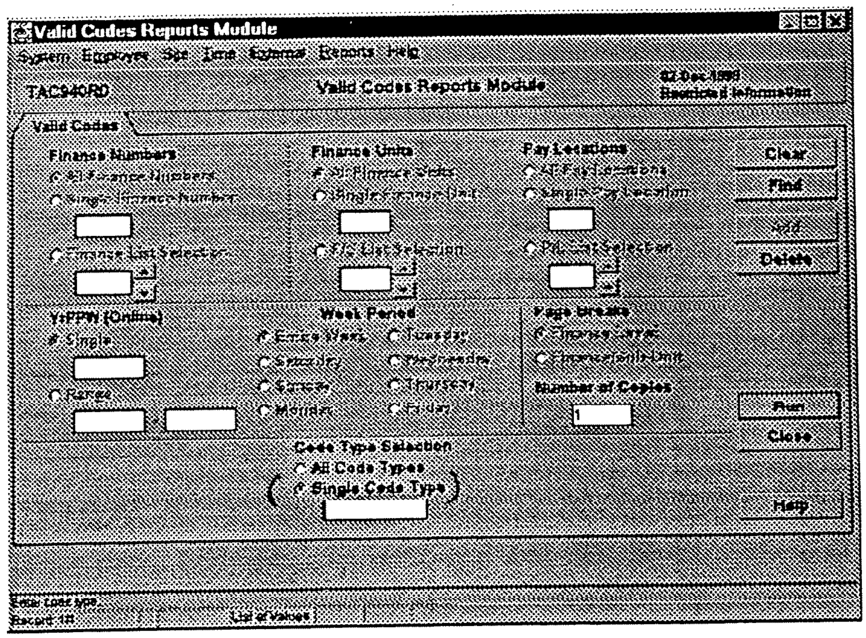
The Carrier Moves report will show when carriers left and returned to the office.

If time permits, it will help the next day's timekeeping if you enter 1260s, 3971s, 3996s, into the Clock Ring Editor. Note: You may enter same day data only after the employee's scheduled ring time. If time permits, you may begin correcting same day rings for employees who have already badged out.

The Valid Codes Report (PW,64)

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	RSCLEVEL
BUDGET ACCT	FUNCTIONAL AREA	OFFICE TYPE CODI	TAC800F0MAX
CLOCK FUNC	GUARANTEE	PERF CLUSTER	TZ-ALPHA
CLOCK TYPE	HRS SOURCE	POLL MODE	TZ-NUMERIC
COLLECTION	HRSLIMIT	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.

Exercise 6 (20 minutes) (PW,65)

Divide the class into 3 groups. Assign each group one of the groupings of reports.

Clock Ring Reports
- Missing Time
- Tour Deviations
- Unauthorized Overtime

Schedule Reports and Finance Reports
- * Hours Analysis -
- Daily Hours -
- Hours and Dollars
- FLASH Reference

Employee Reports
- Employee Listing *
- Employee Moves
- Employees on the Clock
- Carrier Moves

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

After each report has been reviewed, identify which 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.

OTHER OPTIONS/BENEFITS IN TACS

Badge Control (PW,66)

The new software in your Badge Making Equipment is able to assign a badge type and sequence number to a particular badge.

There are six types of badges that can be created for employees. 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, a sequence number can be assigned to the new badge. This will identify the badge to the TACS system and, if an employee uses a badge that does not have this sequence number, there will be an error on the clock ring error report. This will just be a 'warning' and will not prevent an employee from getting paid. But, at least you will know when an employee has 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

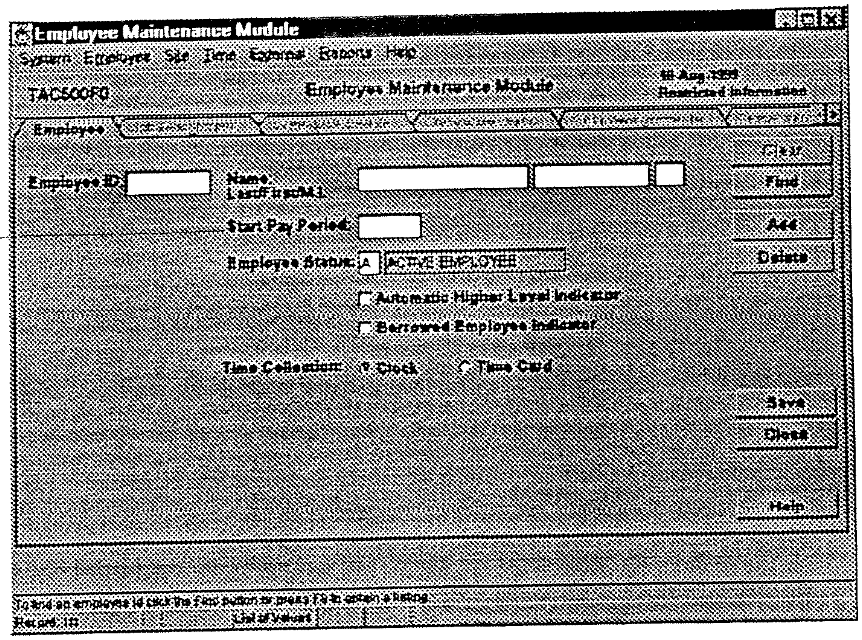
THE EMPLOYEE MAINTENANCE MODULE (PW,67)

The Employee Maintenance Module contains information on each employee in TACS. This information is updated from the Minneapolis Mainframe each week. When Employee Maintenance is selected, the User, providing he has update access, may add, change or delete (remove) employees from the TACS application.

Unless changed by the District Coordinator, you will have query only access to most of the Employee File Maintenance module. Any changes that need to be made to Employee files will be made by the Data Site personnel (timekeepers). Since the Data Site has established a rapport with Human Resources, it is better to centralize any changes, additions or deletions as far as employees are concerned.

Other employee information can be accessed from this screen. By selecting a Tab on the top of the screen the User may select Job Assignment/Weekly Schedule Tab, Daily Schedules Tab, Prior Assignments Tab, or Leave Information Tab. We will briefly discuss these tabs.

When the User first enters the Employee Maintenance Module, the Employee Tab screen will appear. An employee ID must be entered before any other tabs can be used.

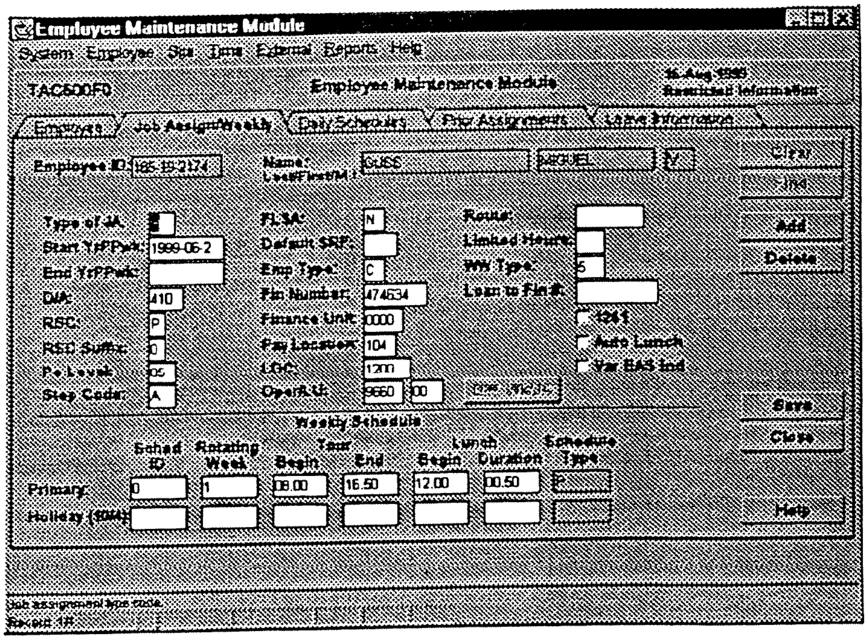


All tabs and buttons not available for use will appear grayed out. After the data is retrieved from the tables, these tabs and buttons will be available, based on the User's permissions. Users must either click the Find button, which displays a list of employees, or type in the Employee ID, before any access to the other tabs is available. With security permission, the User may access the other screens by clicking a selected 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. (See PW,93-96)

JOB ASSIGNMENT/WEEKLY SCHEDULE TAB

(PW,69)



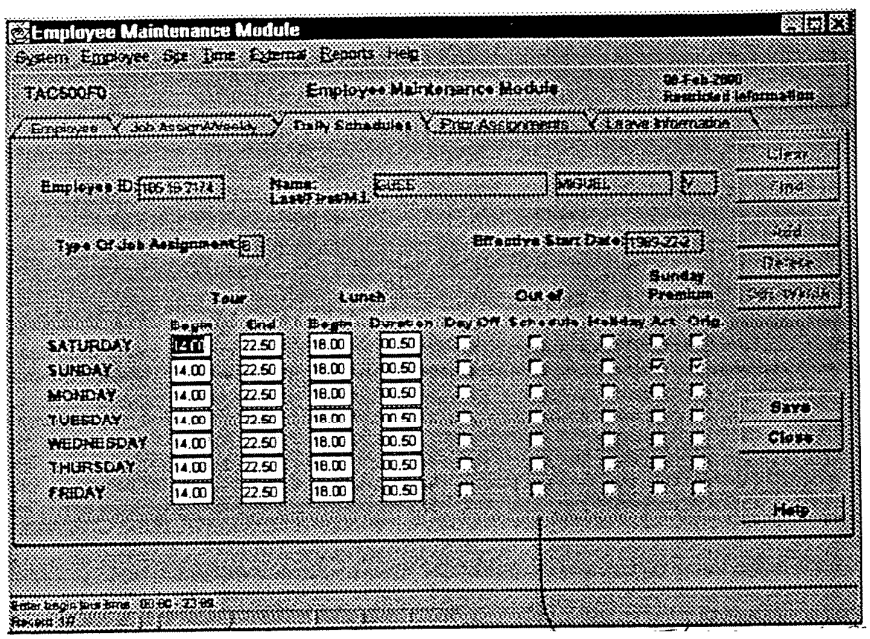
Each employee MUST have at least one base job assignment active for any given year, pay period and week, unless the employee's status is "deleted". This screen comes up when the User has clicked on the Job Assignment/Weekly Schedule Tab from the Employee Maintenance module. Much of the information on this screen is summarized in the Clock Ring Editor when you click on the "Job Assn" button.

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.

Temporary assignments of a week or longer are entered here with a "T" in the "Type of Job Assignment" box. If the job assignment is a Temporary job, it may be deleted. Base and Dual assignments may not be deleted.

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.

DAILY SCHEDULES TAB (PW,70)



The purpose of the Daily Schedules Tab is to allow modifications to be made, on a day to day basis, for the employee's schedule. It is only accessible after the User has brought up an employee on the Employee Tab. It is populated with the schedule information from the most current base assignment and weekly schedule.

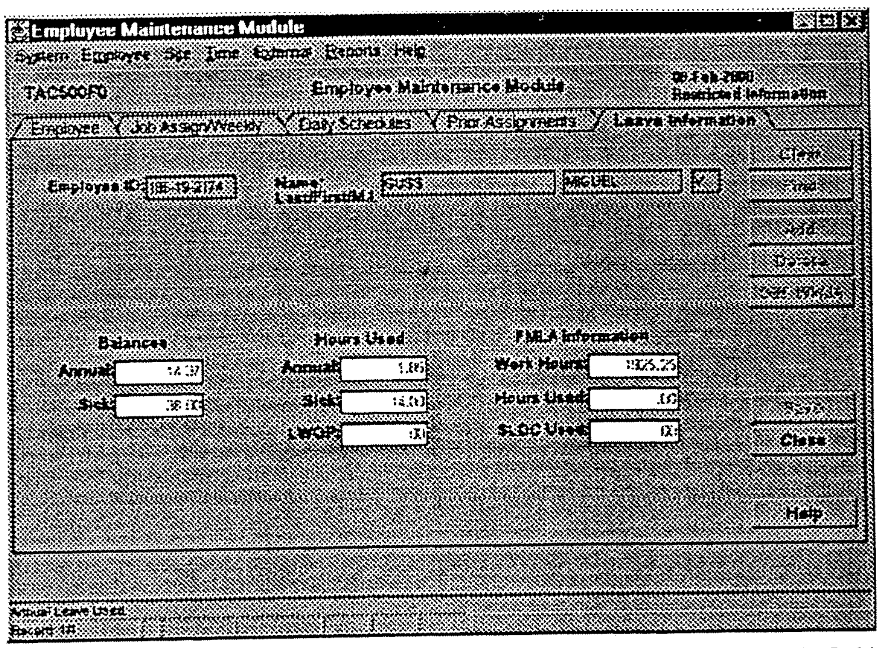
Supervisors have access to make temporary schedule changes for their employees.

TEMPORARY SCHEDULE CHANGE (PW,71)

In the Employee Maintenance Module, call up the employee you were previously assigned. Move to the Daily Schedules Tab. Click on the 'x' in one of the boxes in the "Day Off" column to turn it off, and click on another box (any day) to make the 'x' appear.

You have now changed someone scheduled day off for the current week. Make sure you're in the correct PP and week. Also, be very careful as to which day you change: if the wrong day is indicated, the employee could get LWOP for one day and OT for the other day.

LEAVE INFORMATION TAB (PW,71)



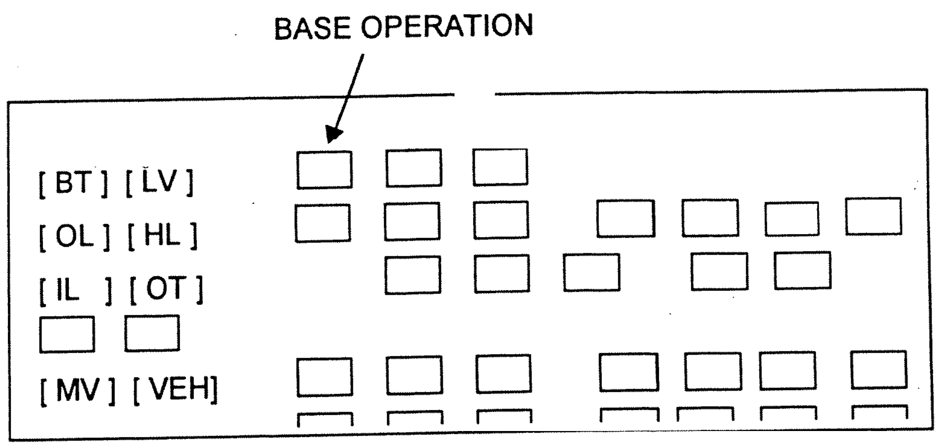
The Leave Information Tab, in the Employee Maintenance Module, is populated from the Employee Tab, based on the employee ID. Leave balances are downloaded from the Payroll System on the Minneapolis mainframe each Thursday. The leave totals are based on paid hours and even though they are downloaded each week they are not updated until after an employee is paid and updates to the main frame are complete (biweekly).

The Leave information is for display purposes only and is not changed during the week. The Leave information is based on the Leave Year. (FMLA is calculated on the previous 12 months.) The security access is checked before allowing users access to this information.

MODULE FIVE -- TACS AND THE ELECTRONIC BADGE READER

INTRODUCTION *(PW,75)*

The major difference for badge users in PSDS offices is that the upper left button on the Operations portion of the EBR is now referred to as the Base operation. If a user wants to clock in on his/her Base operation, all s/he needs to do is press the BT button and swipe the badge. Unless a user chooses otherwise, the base operation button will be active. If a user wants to clock in on a different operation, then it is business as usual and s/he presses BT and the appropriate operation button.



When badge users Move, the base operation will be lit and the employee must press the operation number to which they are to move.

The other changes to the EBR concern the functionality of the second row of preprogrammed codes. Authorization of leave, higher level, and overtime have been assigned buttons, in addition to entry of vehicle information and transfer of employee hours. Use of these buttons is explained in the succeeding pages.

STAND UP TALK FOR ALL EBR USERS *(PW,76)*

We are cutting over to a new timekeeping system called TACS (Time and Attendance Collection System). The Electronic Badge Readers (EBR) have been slightly modified to work with this new system.

The first change you will notice is the Base Operation button. You have been assigned to a particular operation to which all of your hours are charged, unless you MV to a different operation. When clocking into the base operation, the system will allot your hours to your base operation—which may be different than the base operations of the persons ahead and behind you. As long as the base operation button is depressed, each person's hours will be charged to his/her particular base operation. You can of course clock in to a different operation than your base by selecting that operation number.

Be aware that the new EBR is faster and makes a different tone when it accepts your badge. If it doesn't accept the badge, it makes a squawk. Unless you hear a squawk, assume your badge was accepted. Don't keep swiping your badge because you don't hear the sound you used to hear.

You also need to be aware of the lower two buttons in the second column of buttons. The Vehicle (VEH) button is used when you need to enter vehicle information because a vehicle badge is not available. The Transfer (TR) button is used only when your time is being charged to a different Finance Number.

LETTER CARRIER NOTE *(PW,77)*

The move ring is utilized to change route numbers when serving different routes on the same day. The carrier utilizes the MOVE, and selects the OPR Code. The carrier can key in the 3-digit OPR or 5-digit OPR-LU code, if the LU is applicable. If the carrier is using the numeric keypad to key in the operation number and is required to enter the LU, the carrier must press the SEL key, prior to entering the LU. The Route Number will be the number to which the carrier is moving.

The MOVE ring is also used when the carrier leaves the office to a street operation, and when the carrier returns to the office from the street. It can also be used to enter route changes (moves) after the fact when the EBR is unavailable or malfunctioning. When it is used after the fact to enter prior data for that day, the route number must be entered.

Once the route number has been entered, the EBR screen will display:

```
Move -> OPR: 721-00 RT:00014
enter TIME or swipe VEH/EMP BADGE
```

The employee will then enter the time that the employee moved to that route and/or operation. For example, if the employee enters 1392 (hours and hundredths), the EBR screen will display:

```
Move -> OPR: 721-00 RT:000014 13.92
swipe VEHICLE or EMPLOYEE BADGE
```

USING VEHICLE BADGES

Carriers *(PW,78)*

When carriers record vehicle information, the vehicle badge is always swiped first, prior to swiping the employee badge. If the vehicle badge is unavailable, the employee presses the VEH key and enters the 9-digit vehicle ID number. If the carrier presses the VEH key, the screen prompts:

Move -> OPR- 721 Rte:00014 enter VEHICLE

The carrier enters the vehicle number using the numeric keypad (i.e. 123456789).

Once the vehicle badge is swiped or the vehicle ID number is entered and the carrier is leaving for the route (OPR code 721), the screen prompts the carrier to swipe the employee badge.

Move -> OPR: 721-03 Rte:00014 VEH OUT swipe EMPLOYEE BADGE

When the vehicle badge is swiped or the vehicle ID number is entered and the carrier is returning to the office (OPR code 722), the screen prompts the carrier to enter the Odometer reading.

Move -> OPR: 721-03 Rte:00014 VEH IN ENTER ODOMETER:

The carrier can enter up to six digits on the EBR for the odometer reading. Once the carrier has entered the odometer reading, the carrier must press ENTER. If for example, the odometer reading is 321, the 321 is keyed in and the carrier presses ENTER. The EBR will automatically insert the leading zeroes. The screen then prompts the carrier to swipe the employee badge.

```
Move > OPR. 722 03 Rte:00014 VEH IN
swipe EMPLOYEE BADGE   ODOMETER:000321
```

The carrier swipes the employee badge.

USING VEHICLE BADGES

Other Employees *(PW,79)*

When an employee is required to record vehicle information on the EBR, the employee performs the same procedures as a carrier. For example, after entering OPR Code 760-01, the employee swipes the vehicle badge or presses the VEH key to enter the 9-digit vehicle ID number, if the vehicle badge is unavailable.

Note: **The screen does not prompt the employee to swipe the vehicle badge because it does not recognize the OPR code as requiring a vehicle.**

If the employee presses the VEH key, the screen prompts:

```
Move -> OPR: 760-01
enter VEHICLE #:
```

The employee enters the 9-digit vehicle number using the numeric keypad (i.e. 123456789).

Once the vehicle badge is swiped or the vehicle ID number is entered, the **screen** prompts the employee to indicate the departure {(2) OUT} or return {(I) IN} of the vehicle. The employee will be required to enter the odometer reading when the employee returns {(I) IN) to the office.

```
Move      OPR; 760        VEH
Press (1) In or (2) Out  with Vehicle
```

If departing, the employee presses (2), and the screen prompts the employee to swipe employee badge.

```
Move -> OPR: 760-01   VEH OUT
swipe EMPLOYEE BADGE
```

If returning, the employee presses (1), and the screen prompts the employee to enter the Odometer reading.

```
Move -> OPR: 760-01   VEH IN
ENTER ODOMETER:
```

The employee can enter up to six digits on the EBR for the odometer reading. Once the employee has entered the odometer reading, the employee must press ENTER. If, for example, the odometer reading is 321, the 321 is keyed in and the employee presses ENTER. The EBR will automatically insert the leading zeroes. The screen then prompts the employee to swipe the employee badge.

```
Move ->    OPR: 760 1    VEH IN
swipe EMPLOYEE BADGE   Odometer 000321
```

The employee swipes the employee badge.

Special note: before a badge is swiped, the employee must make sure, the correct clock ring type (function) and opr keys (if applicable) are lit.

AUTHORIZATION CLOCK RINGS *(PW,81)*

There is one password for all authorizations. Authorizations must be input for each day separately, not the entire week in one clock ring. For example, if an employee is scheduled for 40 hours of leave for the week, you must input the leave to be taken each day. You cannot input the 40 hours as one authorization. The system will reject it. When the EBR prompts you for the employee badge, you can either swipe the badge or enter the SSN of the employee on the numeric key pad.

OT – Overtime *(PW,81)*

Supervisors who are authorized to input Overtime authorizations may do so at the EBR. The password is needed for this type of authorization. The following is an example of how to authorize 2 hours OT beginning at 1500 on March 2l.

The first step of the authorization for overtime is pressing the OT key. The clock ring type (transaction) keys are located on the left side of the EBR keyboard.

When OT is selected, the EBR displays the following screen:

```
OT Auth
swipe AUTHORIZER BAGDE
```

When the supervisor swipes his or her badge through the EBR, the screen prompts:

```
OT Auth
Enter PASSWORD
```

When the four-digit password has been entered correctly, the screen prompts:

```
OT
enter EMPLOYEE # from pad or swipe BADGE
```

When the employee's badge has been swiped through the EBR or the ID number is entered from the numeric keypad, the screen will display the employee's social security number as follows:

```
OT  123-45-6789
enter OT HOURS Authorized
```

After the number of hours of overtime (0200) are entered from the numeric keypad in Hours and hundredths, the screen display prompts:

```
OT  123-45-6789  02:00
Month:
```

Enter the calendar month in two digits (03) from the numeric keypad, the screen display prompts:

```
OT  123-45-6789  02:00  03
Day:
```

Enter the calendar day (21) the Over-time is scheduled to begin, not necessarily the tour day. After the day is entered from the numeric keypad, the display prompts:

```
OT  123-45-6789  02:00  03/21
enter START TIME  (HH:hh):
```

After start time (1500) is entered from the numeric keypad, the screen display prompts:

```
OT  123-45-6789  02:00  03/21  15:00
enter Acc to accept – Clear to reject
```

If data is correct, press the "ACC" key to process the transaction. The screen will remain locked/latched in for the next OVERTIME transaction. Swipe the next employee badge if the data is the same, and press the "ACC" key to process/complete that transaction. Continue this process until all employees have been authorized.

If data for the next employee or group of employees is different, press the "CLEAR" key, enter the new information and start again. You must press the "CLEAR" key after the last transaction has been completed. If you do not enter a transaction within a short period of time, the system will automatically clear the screen.

Note: Supervisors are not allowed to input overtime authorizations for themselves.

Overtime Authorization Input Overview: *(PW,84)*

1. **Press the "OT' key**
2. **Swipe Authorizer Badge**
3. **Enter Password**
4. **Swipe Employee Badge or enter ID number**
5. **Enter Number of Overtime Hours Authorized (4 digits - Hours and hundredths)**
6. **Enter Month (2 digits)**
7. **Enter Calendar Day Overtime is to Begin (2 digits)**
8. **Enter Time Overtime is to Start (4 digits - Hour and Hundredths)**
9. **Press the "ACC" key to complete the transaction (or CLEAR/EXIT to start over)**
10. **If authorizing a group of employees for the same date, amount and start time, swipe the next employee badge then press the "ACC" key. Continue this process until all employees have been authorized.**
11. **Press the 'CLEAR" or "EXIT" key after the LAST transaction has been completed**

Authorizing Leave *(PW,85)*

Supervisors are authorized to input leave authorizations via the EBR. The password is needed for this type of authorization.

The following is an example of how to input an authorization for 8 hours of sick leave (code 056) beginning at 0700 on March 21:

The first step of the input for Leave is pressing the LV key, which is located on the left side of the EBR keyboard.
When LV is selected, the EBR displays the following screen:

Leave swipe AUTHORIZER BADGE

When the supervisor swipes his or her badge through the EBR, the screen prompts:

Leave enter PASSWORD:

When the four digit password has been entered correctly, the screen prompts:

LV enter EMPLOYEE # from pad or swipe BADGE

When the employee's badge has been swiped through the EBR, or the ID number is entered from the numeric keypad, then the screen will display the employee's social security number as follows:

```
LV 123-45-6789
enter LEAVE CODE from numeric key pad
```

When the 2-digit leave code (56) has been entered from the numeric keypad, the screen displays:

```
LV 123-45-6789 [56]
enter LEAVE HRS Authorized (HH.hh):
```

After the total number of leave hours are entered from the numeric keypad in hours and hundredths, the screen display prompts:

```
LV 123-45-6789 [56] 08.00
Month:
```

After the calendar month (03) is entered from the numeric keypad, the screen display prompts:

```
LV 123-45-6789 [56] 08.00 03
Day:
```

Enter the actual calendar day (21) the leave is scheduled to begin (not necessarily the tour day). After the day has been entered from the numeric keypad, the screen display prompts:

```
LV 123-45-6789 [56] 08.00 03/21
enter START TIME (HH.hh):
```

After start time for Leave (Hours and hundredths) is entered (0700) from the numeric keypad, the screen display prompts:

```
LV 123-45-6789 [56]  08.00  03/21  07.00 S
ACC >Accept ENTER>Reason SEL>Unsched/Sched
```

If the reason code for the leave entered is "00," just press ACC(ept). If the reason code for the leave entered is other than "00," press the ENTER button and input the 2-digit reason code. You may change the "S" (scheduled) to "U" (unscheduled) prior to ACC(ept) by pressing the SEL(ect) button. NOTE: A list of applicable Reason Codes may be found in Appendix 3.

If data is incorrect, press the CLEAR or EXIT key and start again.

After the "ACC" key is pressed to process the transaction, the screen will remain locked in for the next identical LEAVE transaction. You must press "CLEAR" after the last transaction has been completed.

Note: all leave transactions must be supported by form 3971.

No Lunch *(PW,87)*

When NO LUNCH is approved, the authorization can be entered at the EBR. Follow the instructions for LEAVE and use Code 93 (No Lunch Authorized).

Leave Authorization Input Overview: *(PW,88)*

1. Press the "LV" key
2. Swipe Authorizer Badge
3. Enter Password
4. Swipe Employee Badge or enter ID number
5. Enter Leave Code
6. Enter Number of Hours Authorized (4 digits - Hours and hundredths)
7. Enter Month (2 digits)
8. Enter Calendar Day Leave is to Begin (2 digits)
9. Enter Time Leave is to Start (4 digits - Hours and hundredths)
10. Enter Reason Code and select Scheduled or Unscheduled.
11. Press the "ACC" key to complete the transaction (or CLEAR/EXIT to start over)
12. Press the "CLEAR" or "EXIT" key after the LAST transaction has been completed

Authorizing Higher Level *(PW,89)*

Supervisors who are authorized to input Higher Level authorizations may do so at the EBR. The password is needed for this type of authorization. In the following example, 8 hours of higher level are authorized for Level 15, RSC E, beginning at 1000 on March 21.

Note: Higher Level authorization inputs are not required for qualified employees moving to selected operation numbers (see automatic higher level) provided they meet the base criteria established for those operation numbers.

The first step of the input for the authorization of HL is pressing the HL button. The clock ring keys are located on the left side of the EBR keyboard.

When HL is selected, the EBR displays the following screen:

```
Higher Level
swipe AUTHORIZER BADGE
```

When the supervisor swipes his or her badge through the EBR, the screen prompts:

```
Higher Level
enter PASSWORD:
```

When the four digit password has been entered correctly, the screen prompts:

```
HL
Enter EMPLOYEE # from pad or swipe BADGE
```

When the employee's badge has been swiped through the EBR or the ID number is entered from the numeric keypad, the screen will display the employee's social security number as follows:

```
HL 123-45-6789 E-
use SEL to select RSC – use ACC to accept
```

If E is not the Rate Schedule Code (RSC) you want, use the SEL key to scroll through the valid RSC listing. When the desired RSC is displayed, press the ACC key. The screen prompts:

```
HL 123-45-6789 E-
enter LEVEL from numeric keypad
```

After the level (15) is entered from the numeric keypad, the screen display prompts:

```
HL 123-45-6789 E-15
enter HL HOURS Authorized (HH.hh):
```

After the hours authorized (0800) have been entered from the numeric keypad, the screen display prompts:

```
HL 123-45-6789 E-15 08.00
Month:
```

Enter the calendar month (03) in two digits from the numeric keypad. The screen display prompts:

HL 123-45-6789 E-15 08.00 03
Day:

Enter the calendar day (21) the higher level is scheduled to begin, not necessarily the tour day. After the day is entered from the numeric keypad, the display prompts:

HL 123-45-6789 E-15 08.00 03/213-27
enter START TIME (HH.hh):

Enter the time the higher Level is to BEGIN (Hours and hundredths). After the start time (1000) has been entered from the numeric keypad, the screen display will prompt:

HL 123-45-6789 E-15 08.00 03/21 10.00
enter ACC to accept – Clear to reject

If data is correct, press the "ACC" key to process the transaction. The screen will remain locked in for the next identical HIGHER LEVEL transaction. You must press "CLEAR" after the last transaction has been completed.

If data is incorrect, press the CLEAR key and start again.

Note: all higher level must be supported by an approved assignment order (1723).

Higher Level Authorization Input Overview: *(PW,92)*

1. Press the "HL' key
2. Swipe Authorizer Badge
3. Enter Password
4. Swipe Employee Badge or enter ID number
5. Press the "SEL" key to select the RSC (Rate Schedule Code)
6. Press the "ACC" key to accept the RSC selected
7. Enter the Level (2 digits)
8. Enter Number of Higher Level Hours Authorized (4 digits Hour and hundredths)
9. Enter Month (two digits)
10. Enter Calendar Day I-Higher Level is to Begin (2 digits)
11. Enter Time Higher Level is to Start (4 digits Hours and hundredths)
12. Press the "ACC" key to complete the transaction (or CLEAR/EXIT) to start over)
14. Press the "CLEAR" or "EXIT" key after the LAST transaction has been completed

Note: In the event more hours are worked at the higher level than were originally authorized, a second HL authorization must be made for the additional hours, or change the original authorization in the clock ring editor.

AUTOMATIC HIGHER LEVEL *(PW,93-96)*

TACS will automatically credit higher level hours for specific categories of working certain positions, once the employee selects the operation number. The employee must have the proper LDC and D/A code in the Employee Master File for the system to generate the higher level. For example, a manual clerk, level 5 with an LDC 13 and a D/A 41-0, who is assigned to an LSM and instructed to move to operation 080 is paid level 6 for the amount of time the employee is in that operation. The higher level will automatically end whenever the employee moves to an operation number for which higher level is not payable, or punches OL or ET.

Automatic Higher Levels are generated for the following positions:

1. **Manual Clerk - LSM "Qualified" to LSM Operations**

   Employee's Base Criteria:
   Level =P-05
   LDC = 14
   D/A =11-0, 31-0, 41-0, or 8l-0
   Automatic higher- level as P-06 for hours in
   Operation Numbers: 080-087, 090-097

2. **OCR Operator (Mail Processor) to Manual**

   Employee's Base Criteria:
   Level = P-04
   LDC = 11
   D/A = 11-0, 31-0, or 4l-0
   Automatic higher level as P-05 for hours in
   Operation Numbers: 030-079, 100-104,
   110-130, 150-179

3. Mailhandler to "Mark," Tow (Mule) or Forklift Operator

Employee's Base Criteria:
Level = M-04
LDC = 17
D/A = 12-0, 32-0, 42-0
Automatic higher level as M-05 for hours in Operation Numbers: Oll-016, 225, 229

4. CFS Clerks to Mail Processing

Employee's Base Criteria:
Level = P-04
LDC = 49
D/A = 11-0, 31-0, or 4l-0
Automatic higher level as P-05 for hours in Operation Numbers: 030-038, 040-044, 797

5. Motor Vehicle Operator

Employee's Base Criteria:
Level = P-05
LDC = may vary
D/A = 13-5, 33-5, 43-5
Automatic higher level as P-06 for hours in Operation Number 766

SPECIAL NOTE:

DO NOT assign Operation Numbers 080-087, and 090-097 to Manual Clerks (level P-05) that are LSM Qualified "Base".

DO NOT assign Operation Numbers 011 through 016 to Mailhandlers (Level M-04) "Base".

Automatic Higher Level - Bulk Mail Centers

1. **Clerk to Trainer - On the Job, Clerk Keying**

   Employee's Base Criteria:
   Level =P-04 or P-05
   LDC = 12, 13, 14, 15
   D/A =11-0, 31-0, 41-0, 81-0
   Automatic higher level as P-06 for hours in
   Operation Number 197 or 198

2. **Mail Flow Controller - Intermittent**

   Employee's Base Criteria:
   Level =P-05 or P-06, M-04 or M-05
   LDC = 12, 13, 14
   D/A=11-0, 31-0, 41-0, 81-0, 12-0, 32-0, 42-0
   Automatic higher level as E-14 for hours in
   Operation Number 119.

3. **Dock Clerk**

   Employee's Base Criteria:
   Level = P-05
   LDC = 12, 13, 14
   D/A = 11-0, 31-0, 41-0
   Automatic higher level as P-06 for hours in
   Operation Number 540-549.

4. **Bulk Mail Technician**

   Employee's Base Criteria
   Level = P-05
   LDC = 12, 13, 14, 17,18
   D/A = 11-0, 3 1-0, 41-0, 81 -0
   Automatic higher level as P-06 for hours in
   Operation Numbers 563, 569.

5 **Mailhandler to Sack Sorter**

Employee's Base Criteria:
Level =M-04
LDC =13, 14
D/A =12-0,32-0,42-0
Automatic higher level as M-05 for hours in Operation Number 140-143.

6\. **Mailhandler to Tow (Mule) or Fork Lift Operator**

Employee's Base Criteria:
Level =M-04
LDC = 12, 13, 14, 17
D/A =12-0,32-0,42-0
Automatic higher level as M-05 for hours in Operation Numbers 220-229.

7\. **Mailhandler to Trainer - On The Job Keying**

Employee's Base Criteria:
Level =M-04
LDC = 12, 13, 14, 15
D/A =12-0,32-0,42-0
Automatic higher level as M-05 for hours in Operation Number 197 and 198.

Authorizing Missing Clock Rings *(PW,97)*

When an employee is missing a basic Clock Ring(s), the employee is in an error status and will be listed on the Clock Ring Error Report. If the supervisor inputs the missing ring, a Form 1260 or 1261 is not required. However, if the timekeeper is inputting the clock rings, a Form 1260 or 1261 must be submitted to the timekeeper for the missing ring as documentation and authorization. Not all "missing ring" conditions cause an error report. For example, a carrier moves to another route while on the street. Such rings should be input at the EBR as soon as the data is available to the supervisor.

A supervisor can enter the missing clock ring(s) at the EBR or add the missing ring to the employee's record (from the 1260 or 1261) using the "Add' option on the Transaction Editor.

The Missing Ring Mode allows supervisors to enter missing clock rings at the EBR. The following is an example of how to input a missing Begin Tour for an employee on March 22 at 0850 in Operation 130.

The first step for entering the missing clock ring at the EBR is to press the 'Clear" key to clear- the screen When the supervisor swipes his or her Authorizer badge through the EBR, the screen prompts:

—— USPS Tue Mar 2001 enter PASSWORD

When the four digit password has been entered correctly, the screen prompts:

```
Add Missing Ring        (3) Volume Data
Delete Bad Ring         Select
```

When (1) Add Missing Ring is selected the screen prompts:

```
Add Missing Ring For  00/00  0000
Month --
```

When the two code digit for the Month (03) has been entered correctly, the screen prompts:

```
Add Missing Ring For  03/00  0000
Day:
```

Enter the calendar day (22) that the missing clock rings is for. Remember, midnight (0000) starts the new calendar day. After the day has been entered, the screen prompts:

```
Add Missing Ring For  03/22  0000
Hour:
```

Enter the actual time in hours and hundredths (0850) for the missing clock ring from the numeric keypad. After the time for the missing clock ring has been entered, the screen prompts:

```
Add Missing Ring For  03/22  0850
enter FUNCTION
```

Press the appropriate Function key for the missing clock ring. Remember to enter the Operation number when selecting "BT", "EL" and "MV" functions. Operation numbers are not used when selecting "OL" and "ET" functions. After the function has been selected (BT), the screen prompts:

Begin Tour Oper:000-LU
enter OPR or SEL LU or swipe BADGE:

After the operation number (130) has been entered, the screen prompts:

Begin Tour Oper:130
enter Local Unit or swipe BADGE

Swipe the employee's badge to complete the transaction. The screen will remain locked in for the next MISSING CLOCK RING transaction. You must press "CLEAR" after the last transaction has been completed.

Missing Clock Ring Authorization Input Overview: *(PW,100)*

1. Press the "CLEAR" key, then Swipe Authorizer Badge
2. Enter Password
3. Select (1) Missing Clock Ring
4. Enter Month (2 digits) of Missing Clock Ring
5. Enter Day for the Missing Clock Ring (2 digits)
6. Enter Time for the Missing Clock Ring (4 digits - Hour and hundredths)
7. Press the appropriate Function Key for the Missing Clock Ring (BT, OL, EL, W or ET)
8. Enter the appropriate Operation Number if Missing Clock Ring is for a BT, IL or NW
9. Swipe Employee Badge or enter ID number
10. Press the "CLEAR" key after the LAST transaction has been completed

Deletion of Erroneous Clock Rings *(PW,101)*

When an employee has erroneous clock ring(s), the employee will be listed on the Clock Ring Error Report. If the supervisor deletes the ring(s), no documentation is required. However, if a timekeeper deletes the clock ring(s), documentation is required to authorize the timekeeper to do so. Not all erroneous rings cause an error report. For example, a clerk clocked on a carrier's operation in error will not show up as an error. When erroneous ring(s) are discovered, they should be deleted and the correct ring(s) entered.

The Delete Bad Ring Mode allows supervisors to delete the rings at the EBR. It is the same as the Missing Clock Ring Mode except, after entering the password, select (2) Delete Bad ring when prompted. The following is an example of how to delete a bad begin tour ring for an employee on March 22 at 0850 in Operation 130.

The first step for deleting bad ring(s) at the EBR is to press the "Clear" key to clear the screen. When the supervisor swipes his or her Authorizer badge through the EBR, the screen prompts:

——— USPS ETC Tue Mar 22,2001 enter PASSWORD.

When the four-digit password has been entered correctly, the screen prompts:

```
Add Missing Ring
Delete Bad Ring                 Select
```

When (2) Delete Bad Ring is selected, the screen prompts:

```
Delete Bad Ring For  00/00  0000
Month –
```

When the two digit code for the Month (03) has been entered correctly, the screen prompts:

```
Delete Bad Ring For  03/00  0000
Day:
```

Enter the calendar day (22) of the bad clock ring. (Remember, midnight 0000} starts the new calendar day). After the day has been entered, the screen prompts:

```
Delete Bad Ring For  03/22  0000
Hour:
```

Enter the actual time in Hours and hundredths (0850) for the bad clock ring from the numeric keypad. After the time for the bad clock ring has been entered, the screen prompts:

```
Delete Bad Ring For  03/22  0850
enter FUNCTION
```

Press the appropriate Function key for the bad clock ring. Remember to enter the operation number when selecting "BT", "OL" and "MV" functions. Operation numbers are not used when selecting "OL" and "ET" functions. After the function has been selected (BT), the screen prompts:

Begin Tour Oper:000-LU enter OPR or SEL LU or swipe BADGE:

After the operation number (130) has been entered, the screen prompts:

Begin Tour Oper:130 enter Local Unit or swipe BADGE

Swipe the employee's badge to complete the transaction. The screen will return to the menu screen to select your next entry. You must press "CLEAR" after the last transaction has been completed.

Delete Bad Clock Ring Authorization Input Overview:
(PW,104)

1. Press the "CLEAR" key, then Swipe Authorizer Badge
2. Enter Password
3. Select (2) Delete Bad Clock Ring
4. Enter Month (2 digits) of Bad Clock Ring
5. Enter Day for the Bad Clock Ring (2 digits)
6. Enter Time for the Bad Clock Ring (4 digits - Hour and hundredths)
7. Press the appropriate Function Key for the Bad Clock Ring (13T, OL, IL, MV or ET)
8. Enter the appropriate Operation Number if Bad Clock Ring is for a BT, U, or MV
9. Swipe Employee Badge or enter ID number
   Press the "CLEAR" key after the LAST transaction has been completed

APPENDICES

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 Assign	Alt-g
Add -CANCEL	Alt-l
Change -CANCEL	Alt-l
Next Emp	Alt-n
Conv Table	Alt-o
Run	Alt-u

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.
- **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.
- **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.
- **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.
- **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 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

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

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

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
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