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TACS



**TACS:
Time and Attendance
Collection System

Supervisor Training**

Participant's Workbook

**Course 31267-01
February 23, 2001**

Finance
Payroll

Use of Training Materials

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MODULE ONE -- INTRODUCTION

PARTICIPANT INTRODUCTIONS

Position

Years in position

Years of service

Do you use a computer, either at work or at home?

How?

ABOUT TACS

The USPS Payroll System, supported and processed at the Minneapolis Information Systems and Accounting 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 are 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.

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

FUNCTIONALITY & BENEFITS OF TACS:

1. System of national scope.
 - Improved functionality over current systems.
 - ETC will not support the 20 largest postal sites.
 - Capable of standardizing data collection and Time & Attendance across the country. TACS will support every office in the Postal Service replacing all timekeeping systems. *(except Rural Carriers)*
2. Improved Security
 - Larger number of data access authorization levels: 110 in TACS, 49 in ETC, none in PSDS.
 - Badge control built in to identify employees having multiple EBR badges.
 - Instant deactivation of lost or terminated badges.
 - Authorizations for future actions (e.g., higher level, scheduled leave) up to three weeks in advance.
3. Access to information.
 - Data can be input and retrieved from any Postal computer workstation, anywhere, that has access to the postal intra-net.
 - Two open weeks on-line in the Clock Ring Editor between Thursdays and Mondays.
 - Four weeks of information on-line, available for reports.
 - 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.
 - 54 On-Demand Reports vs. 42 for ETC.
 - Near 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

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

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 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 help maintain employee data, and will ensure that all performance cluster employees are paid correctly.

SAMPLE REPORTS

The report packet contains samples of most of the 54 reports currently available in TACS. In TACS reports, you will find useful, near 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.

One such report is the Employee All Report.

UNITED STATES POSTAL SERVICE		Restricted USPS T&A Information		Date: 03/04/00												
Report: TAC300R3		INDEXVILLE		Time: 01:20 PM												
TAPPS#: 1999-22-1		Employee Exceptioning Report		Page: 1												
Fin. #: 47-4632																
TAPPS#: 1999-22-1		Weekly														
Sub-Week: 0000																
Pay Loc/Fn. Unit	9907 0000	Variable EMB	N	Annual Lr Bal.	634.45											
Employee ID	199-25-0152	Shoreland	N	Sick Lr Bal.	2908.57											
Employee Name	HOPPERLIGHT	Auto RPL	N	LSDP Lr Bal.	00.00											
				FIRLA Bm	2013.89											
				FIRLA Bm	00.00											
				SUBC Used	00.00											
Job	DIA	LIC	Opnd/La	PSC	Lr	FLSA	Routing	Fin. #	Lowest Fin. #	Effective Date	Effective End	Single Time	End Time	Lowest Amt	End Amt	Schedule
Base	11-0	4200	2400-00	P0	05	N	000000	47-4632		1999-22-1		07.00	15.50	0.50	N	-MTWTF
Processed Clock Rings																
Monday																
Base																
EBR #																
001-0101	BT	10P11	07.00	2400-00	000000											00.00
001-0101	ET	10P11	14.00	2400-00	000000											00.00
																(M)NonScheduled End Tour
																00.00
Thursday																
Base																
EBR #																
001-0101	BT	10P14	07.00	2400-00	000000											00.00
001-0101	CL	10P14	11.00	2400-00	000000											00.00
001-0101	IL	10P14	11.50	2400-00	000000											00.00
001-0101	ET	10P14	15.50	2400-00	000000											00.00
																00.00
Weekly Total																
Un-Processed Rings																
EBR #																
001-0101	BT	10P12	07.00	2400-00	000000											00.00 Fatal Error
001-0101	BT	10P12	07.05	2400-00	000000											00.00 (F)Duplicate Begin Tour
001-0101	CL	10P12	11.00	2400-00	000000											00.00 Fatal Error
001-0101	IL	10P12	11.50	2400-00	000000											00.00 Fatal Error
001-0101	ET	10P12	15.50	2400-00	000000											00.00 Fatal Error

In the Employee All Report, Processed Rings are good rings and Un-Processed Rings are rings that are in error. One fatal error will

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prevent rings from processing for the entire day. This report provides great detail about each ring. The header information includes leave balances, current to the previous pay period. The ssn column provides a trail of who added or deleted rings.

Another useful report is the Overtime Alert report, which is similar to the Scheduled Assistance Report from PSDS. This report shows the overtime worked by each employee in the pay location by day, with an individual total for the week on the right.

UNITED STATES
POSTAL SERVICE®

Report: TAC000R3
Version: 1999-22-1
File # 47-4624

Restricted USPS TBA Information
KNOXVILLE PSOC
Overtime Alert Report

Date: 03/04/00
Time: 01:15 PM
Page: 1

Sub-Unit: 900

Weekly

Employee #	Employee Last Name	F	M	BA	Schedule	Hours	SAT	SUN	MON	TUE	WED	THU	FRI	Total
		I												
		K	M	41-0	SSMTWTF	WK	OT							
091-161506	HAUS					WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	25.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
124-99-8554	CLARK	T	D	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	25.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
100-03-4116	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	25.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
190-21-9613	BIGELOW	M	D	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	25.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
190-01-5451	LOYOLA	T	D	41-0	SSMTWTF	WK	0.00	0.00	9.00	0.00	0.00	10.50	9.00	25.50
						OT	0.00	0.00	0.00	0.00	0.00	2.50	0.00	2.50
190-09-8930	TUCKER	L	E	12-0	-MTWTF	WK	0.00	0.00	6.50	0.00	0.00	9.50	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	9.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
195-96-9029	JONER	D	L	12-0	-MTWTF	WK	0.00	0.00	6.50	0.00	0.00	9.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
190-19-0590	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
611-00-4250	BLUSH	G	J	12-0	-MTWTF	WK	0.00	0.00	6.50	0.00	0.00	9.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
914-26-4989	BOWERS	C	H	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
917-03-8083	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
925-06-0599	LANGSTON	M	N	12-0	-MTWTF	WK	0.00	0.00	6.50	0.00	0.00	9.50	0.00	15.00
						OT	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50
940-16-2976	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

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 using the Participant's Workbook, the TACS User's Guide, or on-screen help, is to contact your TACS Control Site. If the Control Site is closed, contact maintenance to see if the Electronic Technician responsible for TACS can assist.

Should you experience a problem with an employee's rings, or if you notice an anomaly in TACS, write down the social security number of the individual in whose record it occurred as well as the week and T&A day in which the problem/anomaly appears. Specific information is needed if the problem is to be researched.

If local personnel (TACS Control site, TACS Coordinator, Maintenance, LAN team) are unable to resolve the problem, a call should be placed to the Customer Support Branch in Eagan (1-800-USPS HELP). 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. Make sure you inform the TACS Coordinator of any remedy tickets you open.

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 whenever possible, in "TACS Updates" found on the TACS home page.

COURSE OBJECTIVES

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

- ✓ log-in and -out of 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 the hours inquiry report to identify instances of guarantee time and guarantee overtime, and the unauthorized overtime report to ensure overtime is authorized;
- ✓ 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.

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

SECURITY

Because TACS data is considered sensitive, every effort must be made to safeguard TACS access and information. When you print reports, make sure they are kept secure: do not leave them at the printer for any length of time, and we recommend that you shred them, if at all possible, when discarded. It is mandatory that all users log out of the TACS application if not using TACS for awhile, or if called away from the desk. As much as feasible, avoid printing hard copy reports. If you run a report and wish to refer to it on screen, you can toggle back and forth

between the TACS module and the Acrobat Reader report by using <Alt><Tab>. Hold down the <Alt> key and use the <Tab> key to move from icon to icon.

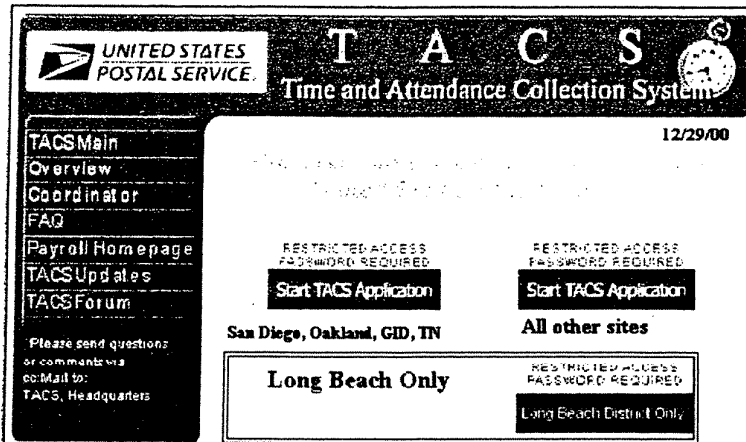
FINDING TACS IN INTERNET EXPLORER

From the desktop, single left click on "Start" at the lower left-hand quarter of your screen. Then move up to "Office" and, when the menu appears, slide to the right to "web browsers." Click on Internet Explorer, the postal web browser of choice.

From the postal intra-net blue page, add the word "tacs" to the Uniform Resource Locator (URL) address (<http://blue/tacs>). While it is tempting to identify the TACS home page as a "favorite," we do not recommend it. In order to get the latest TACS updates in as timely a manner as possible, you should always start from the "Start" box.

→ (usps.gov/tacs)

Let's take a few minutes to look at the TACS web page.



- "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.
- "Coordinator" contains downloadable files of interest to the TACS Coordinators and other users. All training materials are found here in the "Downloads" link.
- "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 once the local TACS instance is activated, your keystrokes, when they are saved, will have consequences for employees' pay.

LOGGING INTO THE TACS APPLICATION

Since the TACS application is accessed through the local LAN, all users need a LAN account, obtained by submitting PS Form 1357.

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.)

Logon

WARNING: This is a U.S. Government Computer System and Access to this System is Controlled by Government Regulations. Misuse and/or Abuse may result in Criminal Prosecution leading to fine and/or imprisonment.

User ID:

Password:

Database:

Change Password:

This is TACS. Please verify your user data. Then press Enter or click the Logon button to continue. 3 logon tries remain.

Logon Cancel

3. Enter the required TACS Logon password (Train). When you get your user ID from the TACS Coordinator, you will also

receive a generic password. You will need to change that generic password (see step 5).

4. Enter the database name. For training, we will use database TACSTRN8. 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 in the training class!)**

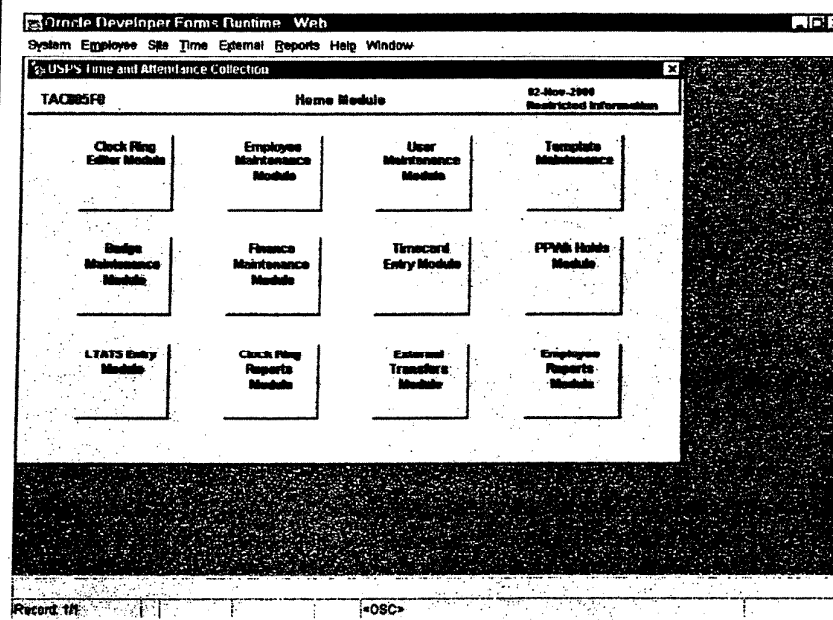
LOGGING OUT OF THE TACS APPLICATION

The proper way of exiting TACS is by pulling down the menu under "System, and left clicking on "Exit." This will return you to the TACS Home page. Once at the TACS home page, you may pull down the menu under "File" in the upper left hand corner of your screen and left clicking on "Close." Or, you may simply left click on box with "x" in it on the upper right corner of your screen. Improper exiting from the TACS application results in your connection not ending. Inactive connections affect the speed and functionality of the application.

Of course, if your PC locks up or if the application freezes, you will have to use <Control><Alt><delete>.

NAVIGATING IN TACS

The screen below is a sample of how your TACS home module 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.

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

System	Employee	Site	Time	External	Reports	Help	Window
Template	Badge Maintenance	Finance Maintenance	Clock Ring Editor	External Transfer	Reports Queue...	Contents	Cascade
Maintenance	Employee Maintenance	Misc Site Information	Time Card Entry		User Reports	Display Errors	Tile Horizontal
User	Badge Reports	Master Schedule Maintenance	LATS Entry		Valid Code Report	Show Keys	Tile Vertical
Maintenance	Employee Reports	Active Operations Maintenance	PPWK Holds		Badge Reports	About TACS	
User Reports		Finance Reports	Clock Ring Reports		Finance Reports		
Exit		Misc Site Reports	Timecard Entry Reports		Schedule Reports		
		EBR Network Reports	PPWK Reports		Active Operations Reports		
		Schedule Reports	LATS Reports		Misc Site Reports		
		Active Operations Reports			Employee Reports		
		Clock Ring Reports			EBR Network Reports		
		Timecard Entry Reports			Clock Ring Reports		
					Timecard Entry Reports		
					PPWK Reports		
					LATS Reports		

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).

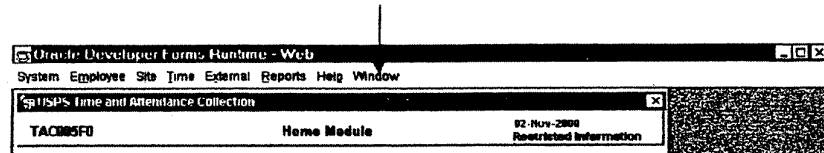
The very first item in the Reports column is "Report Queue." All reports are viewed from this queue. We will see how it works when we generate our first report.

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.

You may keep several TACS modules open at the same time (as many as 6) and toggle back and forth between the open screens. You do this by using the "Window" pull-down menu.

The instructor should demonstrate by clicking on the "Window" menu.



TACS HELP

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

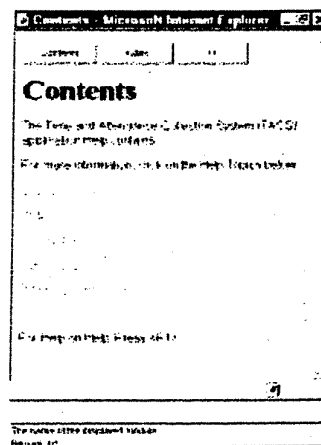
Click on Help.

Contents
Display Error
Show Keys...
Button Short Cuts...
About TACS...

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

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

When you 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.

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 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 (or Find button, or <Alt><F>) will generate a menu list of options available for that particular field. We will see how hint text prompts the user in the next module.

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MODULE THREE – THE CLOCK RING EDITOR

INTRODUCTION TO MODULE THREE

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.

* You will also learn how to use the Clock Ring Error report, the Hours Inquiry report and the Unauthorized Overtime report to assist you in identifying problems that require your attention.

Missing Times Report

INTRODUCTION TO THE CLOCK RING EDITOR

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 have the correct combination of work and leave hours as dictated by their schedules. 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 transferred to the mainframe in Eagan. In order for employees to be paid properly, their rings must be accurate before they are transferred to Eagan. If employee clock rings are not accurate, 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, it is incumbent upon you to ensure that your employees' rings are correct each and every day. 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 identify those employees whose rings need to be fixed 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, more importantly, the daily and weekly TACS reports you and higher level management run will be accurate. **If your employees use the EBR correctly, there will be very few rings to fix.**

On the Monday after the end of week one of the pay period, all of the employee clock rings are transferred at once—at @6:00PM local 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 whose rings are in a "ready" status are transferred on Friday, Saturday, and Sunday. On Monday, all of the remaining employees' rings are transferred, whether fixed and ready, or not.

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

Use your mouse and click on the “Time” pull-down 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 (see Appendix 1, or click on the "Help" pull-down menu in TACS, and select "Show Keys" and "Button Shortcuts").

Radio Buttons

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 authorizations (i.e., leave, higher level) three weeks in advance.

The training database is frozen on pay period 05, 2000. Note that the range of dates in that pay period and week are shown at the bottom of the screen.

Next to "Edit Week" is "Show Assignment." The radio button, "Base/Temp," is the default and will always be on.

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.

Next to "Show Rings" is "Ring Coloring." Originally, the Clock Ring Editor did not use color. The fact that it uses color now demonstrates the continual improvements that we are making to TACS based on user feedback.

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.

How the Find Feature Works

There are 4 columns in Find: 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 other three columns are 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, key in the part of employee ID you know to the right of the % sign, and click on the "find" button or press <Enter>.

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

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Oracle Developer Forms Runtime - Web
System Employee Site Time External Reports Help Window

Clock Ring Editor Module

TACB00F0 Clock Ring Editor Module 22-Feb-2001
Restricted Information

Clock Rings

Employee ID: Z26-02-5833 ELIAS, JAMES J Pay Loc: 014 Clear
Edit Week Show Assignment Show Rings Ring Coloring Wkly Sched: S-MTWF-F Find
2000-05-1 Base/Temp All ON Daily Sched: 07:00 - 15:50 Add
2000-05-2 Active OFF DA / LDC: 134 2100 Delete
Future

Transaction Code	MM/YY	HH/HH	Finance Number	Unit	R	Lvl/Oper	LU Route	HH/HH	S	Ring	Msgs	T&A Frcd	Day/Day	Change			
010	00	02	12	2000	07	00	47-4632	0000	G	01	7220	14	014010	00	00	1	Job Asgn
011	00	02	12	2000	11	00	47-4632	0000	G	01	7210	00	014010	00	00	1	Duplicate
011	00	02	12	2000	15	00	47-4632	0000	G	01	7220	00	014010	00	00	1	Pre-Prge
014	00	02	12	2000	15	50			G	01		00	014010	00	00	1	Calculator
010	00	02	14	2000	07	00	47-4632	0000	G	01	7220	14	014010	00	00	1	Save
014	00	02	14	2000	15	50			G	01		00	014010	00	00	1	Close
010	00	02	15	2000	07	00	47-4632	0000	G	01	7220	14	014010	00	00	1	Help
010	00	02	15	2000	07	01	47-4632	0000	G	01	7220	14	014010	00	00	1	

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

Other Buttons

There is a "Calculator" button, which provides an on-line calculator, should you need one. (PW,36)

TACS Calculator

7 8 9 - C
4 5 6 +
1 2 3 *
0 . +/- / =

Close

Record: 1/1

The "Job Assignment" button on the left side of the screen displays additional information about the particular employee's job assignment. It also includes leave balances. It pulls this information from 2 Tabs in the Employee Maintenance Module: the "Job Assign/Weekly" and the "Daily Schedules" tabs. You cannot change any information about the job assignment here: those changes can only be made in the Employee Maintenance module.

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CRE Job Assignment and Schedule Information

Employee ID: 226-02-5833 ELIAS JAMES Oper Lvl: 7220 14
 YYYYPPWK: 2000-05-1 JA: P 1261 Auto HL Variable EAS SRF: 014010
 Route: 014010
 RSC Lvl: 01
 Fin Rptg Grp: 47-4632
 Finance Unit: 0000
 Pay Location: 014
 Dlc: 134
 LDC: 2100
 Limited Tour: 0
 Emp Type: C
 Work Week: 5
 Collection: C
 FLSA Exempt: N

Job Assn Schedule

Sched Id: 22
 Week No: 05
 Sched Type: P
 Begin Tour: 07.00
 End Tour: 15.50
 Lunch Times: 11.00
 Lunch Amt: 00.50

Leave Balances

Amount: 1261
 Sick: 1261

Close

	Sat	Sun	Mon	Tue	Wed	Thurs	Fri
T&A Day:	1	2	3	4	5	6	7
Out of Sched:	N	N	N	N	N	N	N
Day Off:	N	N	N	N	N	N	N
Holiday:	N	N	N	N	N	N	N
Begin Tour:	07.00	07.00	07.00	07.00	07.00	07.00	07.00
End Tour:	15.50	15.50	15.50	15.50	15.50	15.50	15.50
Lunch Time:	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Lunch Amt:	00.50	00.50	00.50	00.50	00.50	00.50	00.50

2000-05-1: 02/12/2000 thru 02/18/2000

We will discuss the other buttons as we use them.

Headings

Before we begin working on clock rings, let's look at the columns in the editor.

Transition	Finance	Time Amt	T&A/Fred
Code	MMDDYYYY HHhhNumber Unit R LvlOperLU Route HHhh S Ring Mags Day Day		
01	02	02	02

- Code – 3-digit hours code, leading 0, plus 2-digit reason code
(See Appendix 3.)
- Date – date of the clock ring
- HH hh - the time of punch, in hundredths
- Finance Number - can be changed
- Unit – Not in use at this time
- R - Rate Schedule Code: Normally, you will use only 4 RSC codes—M=Mail Handlers, P=Clerks, Q=City Letter Carriers, and E=Executive and Administrative/Casuals
- Lvl – employee's level: will indicate Higher Level if input
- Oper - Operation number: note 4 digits with trailing 0. Just as the hours codes increased to three digits (leading "0"), so operation numbers have increased to four digits (trailing "0").
Unlike the Hours Codes, which will accept a two-digit number, this field requires four digits. The expansion of these numbers will allow a finer breakdown of information in the future.
- LU - Local unit
- Route - If carrier, route number
- Time Amt - total hours; i.e. duration of H/L, OT, leave
- S - Was leave scheduled (Y) or not (N)
- Ring message - There are two kinds of error message, and you need to pay attention to both kinds. **Fatal errors** appear in red and they keep the employee from getting paid correctly for that day. When there is a Fatal error, all of the rings show the message "Fatal Error," but the ring that is actually in error will be have red coloring and will show the entire message. These errors must be fixed in as timely a manner as possible so that management reports have accurate data. **Warning messages** point out that something out of the ordinary is going on, but the employee will be paid for that day, although perhaps incorrectly. Sometimes action is required for warning messages; sometimes they are just informational (i.e.,

"Nonscheduled Begin Tour" may or may not mean that you need to authorize overtime). Unlike Fatal errors, which disappear when the error is fixed, most warning messages don't disappear (i.e., "Nonscheduled Begin Tour").

- T&A day – There are 7 days each week. 0 means calculated by TACS based on clock rings. The zero changes to the correct T&A day when the ring is saved.
- 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.

When you click on the double arrows on the lower right, four additional columns in the Clock Ring Editor are displayed.

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System Employee Site Time External Reports Help Window

Clock Ring Editor Module

22-Feb-2001
Restricted Information

TAC00001 Clock Ring Editor Module

Clock Rings

Employee ID: 226-02-5833 ELIAS, JAMES J Pay Loc: 014 Clear

Edt Week: 2000-05-1 Show Assignment: Base/Temp Show Rings: All Ring Coloring: ON Widely Sched: S-MTW-F Final

2000-05-2 Active OFF Daily Sched: 07.00 - 15.50 Add

Future DA / LDC: 134 2100 Delete

Transaction Code	MMDDYYYY	HHhh	Number	Unit	R	Lvl	Oper	TZ	Source	Delete	Input	Change		
010	01	02	02	2000	07	00	47-4632	0000	G	01	7220	CST	EBR 1 Clock	Job Assign
011	00	02	02	2000	14	00	47-4632	0000	G	01	7210	CST	EBR 1 Clock	Duplicate
011	00	02	02	2000	15	00	47-4632	0000	G	01	7220	CST	EBR 1 Clock	Pre-Prgc
014	00	02	02	2000	15	00			G	01		CST	EBR 1 Clock	Calculator
010	00	02	14	2000	07	00	47-4632	0000	G	01	7220	CST	EBR 1 Clock	Save
014	00	02	14	2000	15	00			G	01		CST	EBR 1 Clock	Close
010	00	02	15	2000	07	00	47-4632	0000	G	01	7220	CST	EBR 1 Clock	Help
010	00	02	15	2000	07	00	47-4632	0000	G	01	7220	CST	EBR 1 Clock	

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- **TZ – Time Zone. This is not to be manipulated when moving in and out of Daylight Savings Time: Eagan will adjust those time shifts.** This is to be used only in those instances where an employee works in two facilities in a given day in different time zones. This will be used rarely, and, generally speaking, only in sites that are geographically located near different time zones.
- **Source –** Indicates whether the ring came from an EBR or a personal computer.
- **Delete Authorizer –** Social security number of the individual who deleted the ring.
- **Input Authorizer –** Social security number of the individual who added the ring.

Week 1, First Work Day – “Pre-Process” Button

Now that we have examined the header information and the first clock ring for this employee for week 1, let's look at the remaining clock rings for that first day.

The **Pre-Process** button is a handy tool, especially when learning the TACS application. 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. When you do use the “Save” button, the Editor clears. Use the Pre-Process button to check your work; use the “Save” button when you have finished making all changes to that employee's

time. Only when rings are saved to the database will they appear in the Clock Ring Editor and in reports.

Click on the Pre-Process button.

Oracle Developer Forms Runtime - Web

Window

CRE - Preprocessing Results

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
226-02-5833	Saturday	02-12-00	Q	0	01	052	00	8.00	N
226-02-5833	Wednesday	02-16-00	Q	0	01	052	00	7.89	N
226-02-5833	Wednesday	02-16-00	Q	0	01	062	00	.11	N
226-02-5833	Friday	02-18-00	Q	0	01	052	00	8.00	N

Transaction Code Date Time Finance Number Unit R Lvl Oper LU Route Time Amt S Ring Msgs T&A Frcal Day Day

010	00	02-12-00	07.00	47-4632	0000	Q	01	7220	14	014010		Y			1	
011	00	02-12-00	11.00	47-4632	0000	Q	01	7210	00	014010		Y			1	
011	00	02-12-00	15.00	47-4632	0000	Q	01	7220	00	014010		Y			1	
014	00	02-12-00	15.50			Q	01			014010		Y			1	
010	00	02-14-00	07.00	47-4632	0000	Q	01	7220	14	014010		Y			3	
014	00	02-14-00	15.50			Q	01			014010		Y			3	
010	00	02-15-00	07.00	47-4632	0000	Q	01	7220	14	014010		Y			3	

2000-05-1: 02/12/2000 thru 02/18/2000

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.

Note that there are two sections in the Pre-processor. The top portion shows what days have posted for the week, and identifies, by hours code and time amount, what the employee will be paid. Days show up in this upper section only after fatal errors have been fixed.

The bottom section shows the actual rings in the Editor, but it incorporates whatever changes were made. Thus, if a ring is fixed in the Clock Ring Editor but not saved, the Pre-Processor will show you what the editor will look like when the ring is saved. In

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TACS TRAINING

other words, it will show you whether or not you have fixed the error.

Note that, because we have 4 good rings on the first day and no fatal errors, the day posts in the top section.

Close the Pre-Processor.

We mentioned earlier that the **Clock Ring Error Report** will assist you in identifying errors that need your attention. 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.

Below are excerpts from the Clock Ring Error Report for the finance number and pay location of the employee we are in the process of fixing. J.F. Lyons is a letter carrier from finance number 47-4632. D.W. McGee is a clerk from finance number 47-4634. *Focus the class on the appropriate employee.*

Employee ID	Employee Last Name	F	M	Base DIA	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch		
199-07-1111	LYONS	J	F	13-4	CG	N	07.00	15.50	S-MTW-F	0.50		
Date	Time	Transaction	Amount	Message(s)	OpenLU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/14	07.00	BEGIN TOUR		Fatal Error	7220-00	098007			00.00			00.00
02/14	15.50	END OF TOUR		(F)Missing Lunch Punch	7220-00	098007			00.00			00.00
02/15	07.00	BEGIN TOUR		Fatal Error	7220-00	098007			00.00			00.00
02/15	07.01	BEGIN TOUR		(F)Duplicate Begin Tour	7220-00	098007			00.00			00.00
02/15	11.00	OPERATION MOVE		Fatal Error	7210-00	098007			00.00			00.00
02/15	15.00	OPERATION MOVE		Fatal Error	7220-00	098007			00.00			00.00
02/15	17.50	END OF TOUR		(W)NonScheduled End Tour	7220-00	098007			00.00			00.00

Employee ID	Employee Last Name	F	M	Base DIA	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch		
083-16-2975	MCGEE	D	W	11-0	PD	N	14.00	22.50	SSM-TF	0.50		
Date	Time	Transaction	Amount	Message(s)	OpenLU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/13	14.00	BEGIN TOUR		Fatal Error	0300-00	000000			00.00			00.00
02/13	22.50	END OF TOUR		(F)Missing Lunch Punch	0300-00	000000			00.00			00.00
02/14	14.00	BEGIN TOUR		Fatal Error	0300-00	000000			00.00			00.00
02/14	14.01	BEGIN TOUR		(F)Duplicate Begin Tour	0300-00	000000			00.00			00.00
02/14	18.00	OUT TO LUNCH		Fatal Error	0300-00	000000			00.00			00.00
02/14	18.50	IN FROM LUNCH		Fatal Error	0300-00	000000			00.00			00.00
02/15	00.50	END OF TOUR		(W)NonScheduled End Tour	0300-00	000000			00.00			00.00
02/17	14.11	BEGIN TOUR		Has 07.89 needs 00.11	0300-00	000000			00.00			00.00
02/17	18.00	OUT TO LUNCH		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00
02/17	18.50	IN FROM LUNCH		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00
02/17	22.50	END OF TOUR		(F)Not Full Day On Clock	0300-00	000000			00.00			00.00

"Input Auth." and "Date" and "Delete Auth." and "Date" will show the social security number of the individual that input or deleted the ring when it is someone other than the badge owner, whether the rings were input or deleted at an EBR or personal computer.

Note that, like in the Clock Ring Editor, when there is a "Fatal" error, all of the rings for that day have a "Fatal Error" warning. The ring that contains an explanation of the error is actually the only one in error. If the explanation appears on each ring, the system cannot determine which ring is in error. When that error is corrected, all of the "Fatal Error" messages for that day will disappear.

Week 1, Second Workday --Adding Rings

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, with the cursor positioned in the first field of the blank line, type it in.

But what if you don't know the code? Note that with the cursor positioned in the first field, hint text "List of Values" appears, so press <F9> or click on the "Find" button.

Code	Description
010	BEGIN TOUR
011	OPERATION MOVE
012	OUT TO LUNCH
013	IN FROM LUNCH
014	END OF TOUR
024	AWOL
043	PENALTY OVERTIME

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.

Add an OL ring (clerks) or a MV ring to operation 7210 at 10:30 (carriers) and press <Tab>. Use <Tab> or <Enter> to advance to the next field: <Shift><Tab> moves back 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 whatever else 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 line. 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 use your mouse to position your cursor on another line.

Click on the Pre-Process button again.

Note that day 2 has now posted in the top portion and the fatal error message has disappeared from the bottom section.

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.

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.

Week 1, Third Work day**"Delete" Button and Authorizing Overtime**

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 come in before their tour starts at the actual time of the 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.

TACS will pay overtime for employees whether it is authorized or not. But, 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 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 and not properly assigned as before or after tour, PC-MODS may

attribute these hours to incorrect operations thereby skewing plant reports.

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.

Week 1, Fourth Work Day

"Duplicate" Button and Entering Leave

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, you may use increments of an hour or 1/2 hour: the system will take only the time it needs. However, **since the Clock Ring Error Report specifies exactly how much leave is missing, you should get into the habit of using exact amounts.**

Note: You must specify the exact amount of leave when

- overtime and leave are used on the same day;
- two types of leave are used on the same day;
- two different reason codes are used for 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 dates for which leave can be entered is specified at the bottom of the screen.

When entering leave in the future, use the weekly schedule and a calendar to determine which are the non-scheduled days for the leave week. If leave is entered for the wrong day, the employee's clock rings will supersede the leave entry, and/or the error message "Leave on Off Day" will appear.

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.

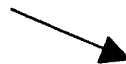
Day 5, Fifth Workday

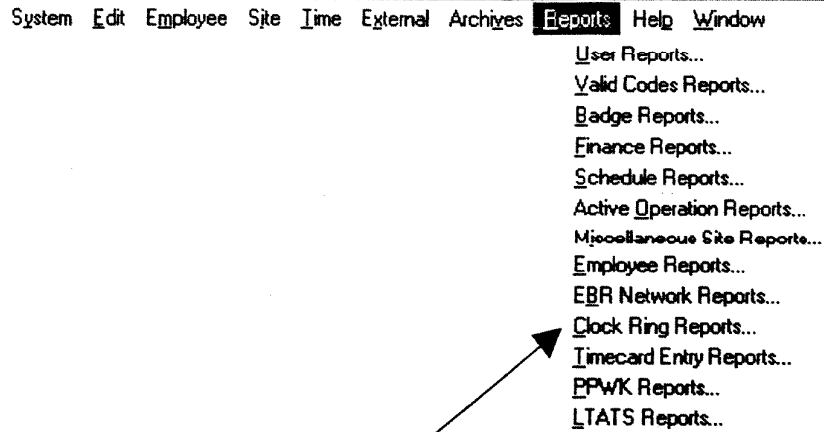
Authorizing Higher Level and the "Change" Button

Use the "Change" button when you need to change a ring. The initial, saved ring will be marked as deleted, and a new ring will be generated in which you make the change. 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 Clock Ring Error Report

From the main menu select Reports.





Then click on clock ring reports.

The Clock Ring Error Report is the first tab, and the default tab, in the Clock Ring Reports Module.

The screenshot shows the Oracle Developer Forms Runtime - Web window. The title bar reads 'Oracle Developer Forms Runtime - Web'. The menu bar includes System, Employee, Site, Time, External, Reports, Help, and Window. The main window is titled 'Clock Ring Reports Module' and contains the following sections:

- TABBERS:** Clock Ring Reports Module, 07-Nov-2008, Restricted Information
- Navigation Tabs:** Clock Ring Err, Miss Time, OT Abs, OT Leave, Raw Rng Err, Rng Disallow, Self Adj, Tour Dev, Unauth OT
- Finance Numbers:**
 - ☐ All Finance Numbers
 - ☒ Single Finance Number
 - ☐ Finance List Selection
- Finance Units:**
 - ☐ All Finance Units
 - ☐ Single Finance Unit
 - ☐ FAI List Selection
- Pay Locations:**
 - ☐ All Pay Locations
 - ☒ Single Pay Location
 - ☐ PL List Selection
- Buttons:** Clear, Find, Add, Delete
- YrPPW (Online):**
 - ☒ Single
 - ☐ Range
- Week Period:**
 - ☒ Entire Week
 - ☐ Saturday
 - ☐ Sunday
 - ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
- Page Breaks:**
 - ☒ Finance Level
 - ☐ Finance/Sub-Unit
- Number of Copies:** [Field]
- Buttons:** Run, Close
- Error Level Selection:**
 - ☐ Detailed Reporting
 - ☐ Skip Deleted Rows
 - ☒ Skip Warnings
 - ☐ Skip Non-Scheduled BT/ET
 - ☐ Minimal Reporting
- Buttons:** Help

TACS REPORT PARAMETERS

TACS contains an abundance of data about employees, including their master file records, clock rings, leave balances, etc.

Appendix 3 lists all of the 54 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 for which you are looking.

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

Finance Numbers <input type="radio"/> All Finance Numbers <input checked="" type="radio"/> Single Finance Number <input type="text"/> <input type="radio"/> Finance List Selection <input type="text"/>	Finance Units <input type="radio"/> All Finance Units <input checked="" type="radio"/> Single Finance Unit <input type="text"/> <input type="radio"/> FAU List Selection <input type="text"/>	Pay Locations <input type="radio"/> All Pay Locations <input checked="" type="radio"/> Single Pay Location <input type="text"/> <input type="radio"/> PL List Selection <input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Find"/> <input type="button" value="Exit"/> <input type="button" value="Delete"/>
YrPPW (Online) <input checked="" type="radio"/> Single <input type="text" value="2000-05-1"/> <input type="radio"/> Range <input type="text"/> - <input type="text"/>	Week Period <input checked="" type="radio"/> Entire Week <input type="radio"/> Tuesday <input type="radio"/> Saturday <input type="radio"/> Wednesday <input type="radio"/> Sunday <input type="radio"/> Thursday <input type="radio"/> Monday <input type="radio"/> Friday	Page Breaks <input checked="" type="radio"/> Finance Level <input type="radio"/> Finance/Sub-Unit Number of Copies <input type="text" value="1"/>	<input type="button" value="Run"/> <input type="button" value="Close"/>

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.
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."

<u>Error Level Selection</u>		
<input checked="" type="radio"/> Detailed Reporting	<input type="radio"/> Skip Warnings	<input type="radio"/> Minimal Reporting
<input type="radio"/> Skip Deleted Rings	<input type="radio"/> Skip Non-Scheduled BT/ET	

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

THE REPORT QUEUE

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

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

Report Name	Start Date/Time	End Date/Time	Status
Clock Find Error			

If the status displayed is "starting" or "running," click on the "Refresh" button to change the status of the report you just ran. When 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 4 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.

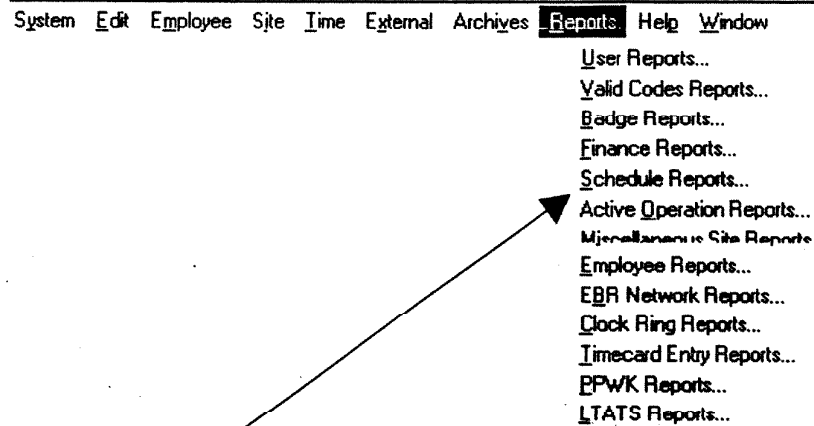
- **Starting** – After clicking on the Refresh button the message should change to 'running' or 'complete'. If the message stays on starting, after clicking on 'Refresh' a few times, you may need to re-run the report.
- **Running** – After clicking on the Refresh button this message should change to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

Note that it does not take long for the list of reports in the report queue to grow. You need to delete reports from the queue if you will not rerun them.

Now that we can run reports, let's go back and run 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 Hours Inquiry Report

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 click on the Hours Type Inquiry Report.

The screenshot shows the Oracle Developer Forms Runtime - Web Schedule Reports Module. The title bar is 'Oracle Developer Forms Runtime - Web'. The menu bar is 'System Employee Site Time External Reports Help Window'. The window title is 'Schedule Reports Module'. The main area has tabs: 'Our Want No Lunch', 'Hrs Only', 'Hrs Type Inq', 'Mast Sched', 'Hot Rep', 'Daily Hrs', and 'Sched Rep'. The 'Hrs Type Inq' tab is selected. The form contains several sections: 'Finance Numbers' with radio buttons for 'All Finance Numbers' (selected), 'Single Finance Number', and 'Finance List Selection'; 'Finance Units' with radio buttons for 'All Finance Units' (selected), 'Single Finance Unit', and 'F/U List Selection'; 'Pay Locations' with radio buttons for 'All Pay Locations' (selected), 'Single Pay Location', and 'P/L List Selection'; 'YRPPW (Online)' with radio buttons for 'Single' (selected) and 'Range'; 'Week Period' with radio buttons for 'Entire Week' (selected), 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Monday'; 'Page Breaks' with radio buttons for 'Finance Level' (selected) and 'Finance/Sub Unit'; 'Number of Copies' with a text input field; and 'Code Selection' with radio buttons for 'Hours Code' (selected) and 'Hours Code/Reason Code'. There are buttons for 'Clear', 'Find', 'Add', 'Delete', 'Run', 'Close', and 'Help'.

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>.

The screenshot shows a window titled "Hours Reasons Codes" with a search bar at the top containing "Find 0%". Below the search bar is a table with two columns: "Hours/Rea..." and "Description". The table contains the following data:

Hours/Rea...	Description
01400	END OF TOUR
02400	AWOL
02409	AWOL-LATE
03200	TELETIME
03300	GUARANTEE TELETIME

At the bottom of the window are three buttons: "Find", "OK", and "Cancel".

Note that these are 5-digit numbers. Most of the codes are hours codes with a 00 on the end. However, look at code 024. Note that there are now two codes for AWOL. Primarily for leave usage, reason codes provide a finer breakdown than 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 hours codes.

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.

The Unauthorized Overtime Report

Another report that you should run daily is the **Unauthorized Overtime Report** which is found in the Clock Ring Reports Module. In PC-MODS, if overtime is not authorized, it may not be credited to the correct operation. Unauthorized overtime may skew the PC-MODS data and undermine the validity of PC-MODS reports.

Additionally, you need to control the expense of overtime. When you assign a given amount of overtime to an employee, you expect the employee to work within that timeframe. Creep overtime, which occurs when employees exceed the amount of authorized overtime by a few clicks or a few minutes, is an unnecessary expense to the Postal Service. The Unauthorized Overtime Report will show you how much overtime was used by employees in a given pay location, and how much was authorized.

First Group Exercise

We will now split into groups of 3. Each group will be assigned a PTF and another employee type. Correct all of the errors that appear on the Clock Ring Error Report for your assigned employees for week 1.

Individual Exercise

There is a holiday in week 2, so their employees get 8 hours of holiday pay. In addition, they worked one of their off days. On the off day worked, they are guaranteed 8 hours. Their rings for the day add up to 7.95, so they are paid .05 guarantee overtime (068).

On the fourth workday, your employee came in .15 late, had a scheduled doctor's appointment at lunch, and had to work 2 hours of overtime.

Second Group Exercise

We will now split up into the same groups of 3 we did earlier. For the same 2 employees your group was previously assigned, identify the week 2 errors and then fix them.

When you believe you have fixed all the errors, run a Clock Ring Error Report for week 2 for the class pay location. If the errors are fixed, your employees will not appear on that report.

Then run an Hours Inquiry Report to check guarantee time and guarantee overtime for week 2. After you have finished correcting any guarantee time for your assigned employees, run an Unauthorized Overtime Report, and authorize any OT worked by your assigned employees that has not yet been authorized.

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.

MOVING HOURS FROM ONE STATION TO ANOTHER (For Customer Service and others, if appropriate.)

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.

Hours can also be transferred between finance numbers in the Clock Ring Editor, as long as the user has access to both finance numbers involved.

Customer Service supervisors have instructions, in Appendix 4, for uploading TACS work hour information to DSIS.

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TACS TRAINING

**MODULE FOUR -- USING TACS
TO MONITOR EMPLOYEE
PERFORMANCE**

INTRODUCTION TO MODULE FOUR

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 as you review and correct your employees' clock rings.

After you have made appropriate changes in the Clock Ring Editor based on the errors you identified from the Clock Ring Error Report, the Hours Inquiry Report, and the Unauthorized Overtime 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 reports will incorporate the errors and the results will be inaccurate. Remember, garbage in, garbage out.

If time permits, it will help the next day's timekeeping if you enter 1260s and 1261s, 3971s, 3189s, etc. into the Clock Ring Editor before you leave for the day. **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 ended tour.

In Module 4 we will look at and discuss some additional reports as well as some other features of TACS that you will find useful.

ARCHIVE REPORTS

In general, 2 pay periods or 4 weeks of information remains available for TACS reports. After 4 weeks, the information is no longer available, except for archive reports. The following 9 reports will be able to retrieve archive data in 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

Clock Ring Reports

- Ring Disallowance Report

Timecard Entry Reports

- Time Certification Report

Reports Exercise

LDC/Operation Summary (P&D) or Station Summary (CS)

Daily Hours

Employee Listing

Employee All
Employee Moves
Missing Time

Overtime Alert
Hours and Dollars
Employees on the Clock

For your assigned group of reports, run each report at least twice using different parameters, 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). Discuss the value of each report with your group, and identify which reports will be most helpful and/or most widely used at your workplace, and why.

Each group will identify 3 spokespersons, and each spokesperson will explain one of the 3 assigned reports to the rest of the participants, using the sample report in the report packet for illustration.

If you will want to refer again to the report after viewing it, be sure to minimize it rather than close it. If there is no data in the report, use the sample reports in the report packet.

There are other valuable reports that we will not look at because they are not available in our training database. For example, Raw Ring Errors and Automatic Higher Level Reports both depend on rings from time clocks; and the Time Certification Report and the FLASH Reference Report require that the week be closed.

OTHER OPTIONS/BENEFITS IN TACS

Badge Control

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

All badge types currently in use will be recognized as sequence number "0" when you start using TACS. If an employee loses a badge, the badge is deactivated in TACS, and the next sequence number (i.e., "1") is assigned to the new badge. If the employee uses a badge that does not have this "active" sequence number, the employee's rings will not process. These unprocessed rings will be found only in the Raw Ring Error Report. We hope to see an enhancement shortly which will have employee use of an unassigned badge appear as an error in the Clock Ring Error Report.

There are six types of badges that can be created for employees.

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

While your employees will have one, and only one, Type 1 badge, supervisors will be issued a Type 2, authorizer, badge. This badge serves a triple purpose.

In the next module, we will see how to use the EBR to enter data in TACS. The Authorizing Badge will enable you to work on your employees' time at the EBR. It is possible to do just about everything you can do in the Clock Ring Editor on the EBR.

Authorizing overtime on the EBR in fact can be easier than doing it on a personal computer.

It will also enable you to restart an EBR should one lose power.

Finally, you can use it as a badge to record your own time. You can swipe an authorizer badge in the same way a craft employee swipes a Type 1 badge.

The TACS Coordinator will not normally provide any postal employee with update access to his/her own employee record.

All EAS employees can be paid automatically and by exception. When the 1261 indicator is checked in the job assignment tab of the employee's maintenance file, clock rings are automatically generated by TACS. EAS exempt employees do not qualify for overtime or other premiums, so their timekeeping amounts to entering leave when appropriate.

Special Exempt employees do qualify for extra straight time when they work more than 8.5 hours. The supervisor can swipe the ET with the authorizer badge, and it will override automatic generation of the ET. If the extra work is before tour, the supervisor should swipe the BT and the ET. Alternatively, the supervisor can provide a 1260 to his manager who can enter the ET for the supervisor in the Clock Ring Editor and authorize the additional work time.

Because the automatically generated rings are always swept first on Friday of week 2 of the pay period, the inputs for additional supervisory work on Fridays need to be timely. If a supervisor is working extra straight time on day 7 of week 2, he should ask the data site to put his rings on "hold."

THE EMPLOYEE MAINTENANCE MODULE

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.

You will have query only access to most of the Employee File Maintenance module. All changes to Employee Master files will be made by TACS Control Site personnel, with the exception of Daily Schedule changes.

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.

- "Start Pay period" indicates the pay period during which the employee started in the Postal Service.
- "Start Date" gives the actual date of hiring, useful for determining seniority, and is downloaded from the mainframe.

- "Employee Status" indicates if the employee is active, pending, terminated, or deleted.
- "LATS Access Level" will indicate the particular user's level of access in LATS.
- "Automatic Higher Level Indicator" must be checked for the employee to be paid higher level automatically when using certain operation numbers, as long as he/she is of the correct DA Code and LDC. (See pp 93-96.)
- "Borrowed Employee Indicator" is checked only when the employee is on loan from another performance cluster and is being paid out of the other performance cluster. If this box is erroneously checked for a performance cluster employee, the employee will get LWOP for that period of time.
- "Time Collection" indicates whether the employee is in a time clock (EBR) or time card office.

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.

JOB ASSIGNMENT/WEEKLY SCHEDULE TAB

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

Oracle Developer Forms Runtime - Web

System Employee Site Time External Reports Help Window

Employee Maintenance Module

TAC500F0 Employee Maintenance Module 13-Nov-2000 Restricted Information

Employee Job Assign/Weekly Daily Schedules Prior Assignments Leave Information

Employee ID: 185-19-2174 Name: GUES MICHEL IV 11/13/00

Type of JA: B FLSA: N Route: 000000

Start mmm-yy: 2000-05-2 Emp type: C Limited Hours:

End YrPpWk: DA/RSC: 410 P Fin Number: 474634 WW Type: 5

RSC Suffix: 0 Pay Location: 104 1261

Pe Level: DS LDC: 1400 Auto Lunch

Step Code: A Oper / Llt: 0300 00 Var EAS Ind

Weekly Schedule

	Sched ID	Rotating Week	Tour	Begin	End	Lunch	Duration	Schedule Type
Primary:	0	1	14.00	22.50	18.00	00.50	P	
Holiday (10/4):								

Buttons: End, Add, Delete, DRY YrkJA, Save, Close, Help

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.

On the right side of the form, there are three boxes. "1261," when checked, will automatically generate rings. "Auto lunch," when checked, will automatically generate lunch rings based on the employee's schedule. "Variable EAS Indicator" allows eligible EAS employees to be paid premiums to which they may be eligible if their schedule is temporarily changed. When this box is checked the employee will be held until the final upload on Monday so that any premium worked may be adjusted before upload.

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

Oracle Developer Forms Runtime - Web
System Employee Site Time External Reports Help Window

Employee Maintenance Module

TACS00F0 Employee Maintenance Module 13-Nov-2000
Restricted Information

Employee Job Assign/Weekly Daily Schedules Prior Assignments Leave Information

Employee ID: 186-82-0556 Name: SMITH ANNE C
Last/First/MI

Type Of Job Assignment: B Effective Start Date: 2000-05-2

Tour Lunch Out of Sunday Premium

	Begin	End	Begin	Duration	Day Off	Schedule	Holiday	Act.	Orig.
SATURDAY	07.00	15.50	11.00	00.50					
SUNDAY	07.00	15.50	11.00	00.50					
MONDAY	07.00	15.50	11.00	00.50					
TUESDAY	07.00	15.50	11.00	00.50					
WEDNESDAY	07.00	15.50	11.00	00.50					
THURSDAY	07.00	15.50	11.00	00.50					
FRIDAY	07.00	15.50	11.00	00.50					

Save Close Help

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.

In the "Type of Job Assignment," you will see a "B" for Base assignment or a "T" for a temporary job assignment. You can toggle back and forth between the base and temporary assignment by clicking into the Job Assignment Tab and clicking on the "Diff Wk/JA" button.

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

TEMPORARY SCHEDULE CHANGE

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.

The TACS system will re-compute for the employee which day is the holiday if there is a change of days off in a holiday week. It will also re-compute the Sunday premium if it is affected by a change of off days. **NOTE: If an employee requests the change (3189) for personal convenience, he/she is not entitled to Sunday premium even if the employee works on Sunday. The supervisor should uncheck the Sunday Actual Box.**

Unless the change is for personal convenience, a change in starting time could result in the employee becoming eligible for out-of-schedule premium. When management changes the employee's bid schedule, the Out of Schedule box must be checked, and form 1723 completed, for the employee to receive this premium. (Out of schedule premium may also be entered using code 073 in the Clock Ring Editor.)

LEAVE INFORMATION TAB

The screenshot shows the 'Employee Maintenance Module' window with the 'Leave Information' tab selected. The window title is 'Oracle Developer Forms Runtime - Web'. The menu bar includes 'System', 'Employee', 'Site', 'Time', 'External', 'Reports', 'Help', and 'Window'. The window contains the following fields and buttons:

TACS00F0		Employee Maintenance Module		13-Nov-2000 Restricted Information	
Employee		Job Assign/Weekly		Daily Schedules	
Employee ID: 196-92-0556		Name: SMITH ANNE C		Last/First/MI	
Balances		Hours Used		FMLA Information	
Annual: 1200		Annual: 0		Work Hours: 1200	
Sick: 1200		Sick: 0		Hours Used: 0	
		LWOP: 0		SLDC Used: 0	
				Save	
				Close	
				Help	

The Leave Information Tab, in the Employee Maintenance Module, is populated from the Employee Tab, based on the employee ID. The user's security clearance is checked before access to this information is allowed. Leave balances are downloaded from the Payroll System on the Eagan 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. SLDC cannot exceed 80 hours in a calendar year. In order to be eligible for FMLA, a minimum of 1250 hours must have been worked over the past 12 months. No more than 480 hours of FMLA leave may be used in a calendar year.

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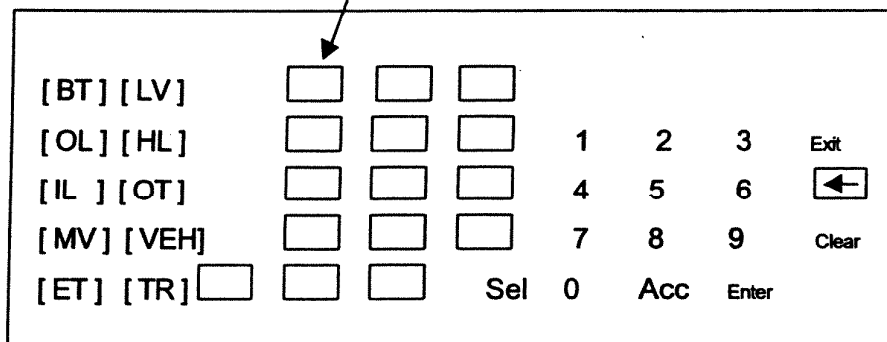
TACS TRAINING

**MODULE FIVE -- TACS AND THE
ELECTRONIC BADGE READER**

INTRODUCTION

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.

BASE OPERATION



The diagram shows a keypad layout for the EBR. An arrow points to the first button in the first row, which is labeled [BT] [LV]. The keypad is organized as follows:

[BT] [LV]	<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>				
[OL] [HL]	<input type="button" value="4"/>	<input type="button" value="5"/>	<input type="button" value="6"/>	1	2	3	Exit
[IL] [OT]	<input type="button" value="7"/>	<input type="button" value="8"/>	<input type="button" value="9"/>	4	5	6	<input type="button" value="←"/>
[MV] [VEH]	<input type="button" value="0"/>	<input type="button" value="Sel"/>	<input type="button" value="Acc"/>	7	8	9	Clear
[ET] [TR]	<input type="button" value="Enter"/>						

When badge users Move, the base operation will be lit and the employee must choose an operation if different from base.

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

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. When you hear a beep, 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.

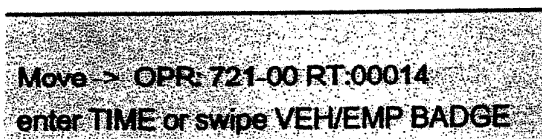
Remember, you are your own best timekeeper. You can guarantee that you are paid correctly if you use your badge to discharge your timekeeping responsibility correctly.

LETTER CARRIER NOTE

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

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

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 {(1) IN} of the vehicle. The employee will be required to enter the odometer reading when the employee returns {(1) 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

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

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 21.

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. If the data is the same for subsequent employees, swipe the employee's badge 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:

- 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**

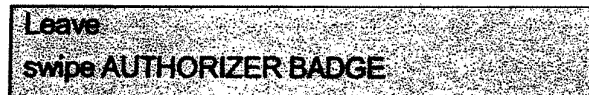
Authorizing Leave

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:

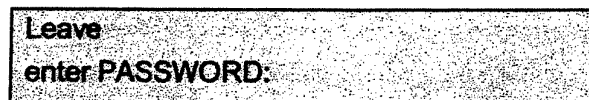
The first step of the input for Leave is pressing the LV key, which is located on the left side of the EBR keyboard.

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



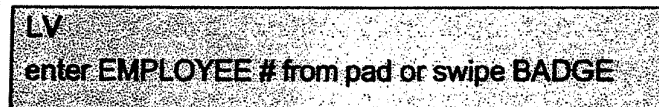
Leave
swipe AUTHORIZER BADGE

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

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:

- 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

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. Normally, you will use only 4 RSC codes—M=Mail Handlers, P=Clerks, Q=City Letter Carriers, and E=Executive and Administrative/Casuals. 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:

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

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 mail processor, level 4 with an LDC 11 and a D/A 41-0, who is assigned to manual cases and instructed to move to operation 030 is paid level 5 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. OCR Operator (Mail Processor) to Manual

Employee's Base Criteria:

Level = P-04

LDC = 11

DIA = 11-0, 31-0, or 41-0

*Automatic higher level as P-05 for hours in
Operation Numbers: 030-079, 100-104,
111-130, 150-179*

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

Employee's Base Criteria:

Level = M-04

LDC = 17

DIA = 12-0, 32-0, 42-0

Automatic higher level as M-05 for hours in

Operation Numbers: OII-016, 225, 229

3. CFS Clerks to Mail Processing

Employee's Base Criteria:

Level = P-04

LDC = 49

DIA = 11-0, 31-0, or 4I-0

Automatic higher level as P-05 for hours in

Operation Numbers: 030-038, 040-044

SPECIAL NOTE: 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

DIA = 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

DIA = 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

DIA = 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

DIA = 11-0, 31-0, 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

DIA =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

DIA =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

DIA =12-0,32-0,42-0

*Automatic higher level as M-05 for hours in
Operation Number 197 and 198.*

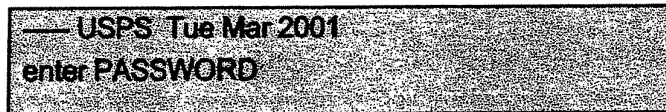
Authorizing Missing Clock Rings

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:



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:

- 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, MV 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**

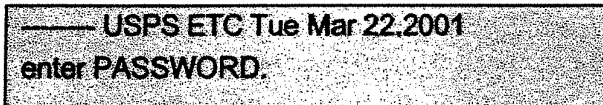
Deletion of Erroneous Clock Rings

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.

Note: To delete a ring, all of the information, including the date, month, hour, function, and operation number must be entered exactly as listed on the error report.

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:

The EBR will only accept a 5-digit number. DO NOT enter the trailing zero for the operation number. Instead of entering 1300-00, enter 130-00. 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:

- 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 (BT, OL, IL, MV or ET)**
- 8. Enter the appropriate Operation Number if Bad Clock Ring is for a BT, IL, or MV**
- 9. Swipe Employee Badge or enter ID number**
Press the "CLEAR" key after the LAST transaction has been completed

Restarting the EBR with an Authorizer Badge

- 1. Swipe the Authorizer badge.**
- 2. Press the (SEL) key until the correct calendar day of the week appears. Then press the (ACC) key.**
- 3. Enter the 2-digit numeric code for the month.**
- 4. Enter the 2-digit numeric code for the day.**
- 5. Enter the 2-digit numeric code for the year.**
- 6. Enter the 2-digit numeric code for the hour.**
- 7. Enter the 2-digit numeric code for the minute.***
- 8. Enter the 2-digit numeric code for seconds.**
- 9. If all parameters are correct, press the (ACC) key to accept the setting. If the setting is incorrect, press the (Clear) key to reject.**

Setting Clock	Fri	11/27/00	10:05:00
Enter ACC to Accept	CLEAR to Reject		

***Minutes are used for manual resetting. The clock will automatically convert to hundredths upon pressing the (ACC) key.**

DRAFT

TACS TRAINING

APPENDICES

Appendix 1

KEYBOARD SHORTCUTS

SHOW KEYS

Function

Keys

Function

Keys

Keys	
Function	Key
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-I
Find	Alt-F
Add	Alt-S
Delete	Alt-D
Change	Alt-H
Save	Alt-S
Close	Alt-C
Help	Alt-P

Button Name	Short-Cut
Duplicate	Alt-U
Calc	Alt-I
PreProc	Alt-O
Job Assign	Alt-G
Add -CANCEL	Alt-N
Change -CANCEL	Alt-N
Next Emp.	Alt-N
Conv Table	Alt-O

Button Name	Short-Cut
End-CANCEL	Alt-N
Change -CANCEL	Alt-N
Next Emp.	Alt-N
Conv Table	Alt-O
Run	Alt-U
Diff V&NA	Alt-W
Add All Fin	Alt-N
Force Save	Alt-V

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.
- **Operation Errors** provides a list of employees who are assigned to base operations that have been deactivated. This report should be run in the TACS Control Site when changes to operation numbers are announced.

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.

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.
- **Non-Mail Handler Casual Report** provides, for the Mail Handler's Union, a report of non-mail handler employees who worked in specified mail handler operations.

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.

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 9 reports will be able to retrieve archive data in 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

Clock Ring Reports

- Ring Disallowance Report

Timecard Entry Reports

- Time Certification Report

APPENDIX 3

Hours Codes/Reason Codes

* Indicates system-generated rings, not input in the Clock Ring Editor or EBR.

HOURS CODES (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 – In lieu of sick

055 09 Annual leave – Late

055 10 Annual leave – Emergency

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 59 Part Day LWOP – System-generated

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

APPENDIX 4 –**EXTERNAL TRANSFER – DSIS****Background....**

The TACS system is an Oracle based system. The Employee file that is resident on the database is not in the correct format for DSIS Host Utilities. In order to make it compatible a conversion program must be executed after the employee file and ring file is extracted from TACS. This conversion program, along with a Batch job called DSIS.BAT, will be installed on several workstations (local drive) in the Data Site. By so doing, several of the data techs will have the capability to extract the rings and the employee file from TACS and load these files into the DSIS Host Utilities PC.

Installing....

The DSIS.bat file must be edited to change the 3-digit database number to reflect the database being used. You will receive this file and Empcvnt.exe from Minneapolis with instructions. On the root of C create a folder called DSIS (or from a DOS prompt (C:\) type MD DSIS <ENTER>). Copy the EMPCVNT.EXE file into this folder/directory. Copy the DSIS.bat file to the root directory (C).

Instructions for Transferring to DSIS....

- Choose Externals; External Transfers from the drop down menu on the Home Page. The first Tab will be DSIS.
- All Unsent Rings will be highlighted; leave as is.
- Click on Single Finance Number and either key in the finance number needed or press <F9> for a list and select the finance number.
- Click on the 'RUN DSIS' button. TACS will retrieve the rings and the employee file.
- A window appears with the heading 'Save As...'. The file name will be DSISRAW_XXX_DAT.exe (where XXX is the database number)

- Choose the DSIS folder on the 'C' drive and click on Save.
Note: After the first time these procedures are followed the system will ask if you want to over-write the existing files – click on Yes.
- Another file appears EMPLOYEE.XXX_TXT.exe. Click Save again.
- Click on Start on the bottom left of the screen. Then click on RUN.
- Insert a diskette in Drive A.
- Type C:\DSIS and click OK or press <Enter>. The 2 files will be copied to the diskette. Load the files from the diskette into DSIS host utilities.