3-4.4 Stand By Operations

For personnel in mail processing, customer services, and delivery services who cannot be gainfully employed, report workhours in the appropriate stand by operation number defined in Appendix A. This does not apply to temporary equipment breakdowns of ten minutes or less.

3-4.5 MODS Overtime

MODS overtime hours are included in workhours and are reported separately for informational purposes. MODS does not distinguish:

- regular overtime from penalty overtime
- out-of-schedule premium
- supervisory extra straight time hours authorized

Penalty overtime, out-of-schedule premium, and supervisory over-forty hours are reported as overtime on the MODS.

MODS overtime hours should be reconciled with paid overtime hours (NWRS) within a tolerance of 5% per pay period.

3-5 PSDS Authorizations

3-5.1 MODS Overtime Adjustment

Hours worked over 8 hours in a day or 40 hours in a week are not reported as overtime on MODS unless PSDS timely overtime authorizations are entered. Time and Attendance overtime authorizations (TR 2-9), in conjunction with employee clock rings, provide overtime hours on MODS in the operation where the overtime hours are worked. Incorrect overtime authorizations distort overtime hours on the MODS.

Example: An employee begins two hours after tour overtime at 1500. If you enter 1400 for the after-tour overtime authorization, the overtime will be reported on MODS in the operations worked from 1400-1600—not 1500-1700.

If overtime hours for an employee cross two MODS days, enter the overtime authorization before the MODS split time for the first day. This ensures that the overtime is reported correctly on both MODS days.

Example: The office MODS day ends at 0800 a.m. An employee is on two hours after-tour overtime beginning at 0700 a.m. For MODS to report 1 hour overtime for each day, the overtime authorization must be entered before the 0900 a.m. MODS daily adjustment cutoff time.

When PSDS (paid) overtime hours are reported incorrectly, MODS overtime hours are also reported incorrectly. Note, however, that two separate transactions are required to correct overtime hours:

- For paid hours, use PSDS TR 6, Total Hours Adjustment.
- For MODS overtime hours, use TR 79, Overtime Estimate.