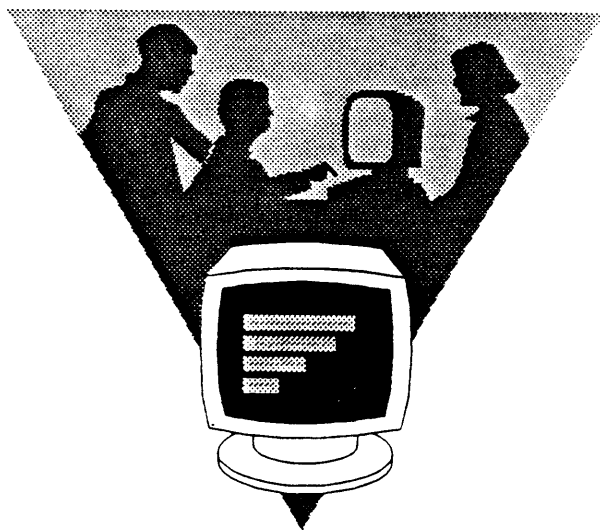


FMLA AND SICK LEAVE FOR DEPENDENT CARE



Simplified
Instructions for
use of DDE and
DATAKEEPER
Computer
Systems for
Determining if
Thresholds
Have Been Met
for Eligibility

ISSUE: Computer System Assistance for Determining if Thresholds Have Been Met for Eligibility for Leave under the Family Medical Leave Act (FMLA)

BACKGROUND:

An employee is eligible for FMLA leave if he or she has been on the Postal Service rolls for a total of 12 months and has worked for at least 1,250 hours during the 12 months immediately preceding the start of the leave - the 1,250 hours must be actual work, and not include time on any type leave.

Determining whether or not employees have worked 1,250 hours has proven to be a laborious task and in many cases prevented supervisors from providing employees a timely response concerning their eligibility for FML.

DISCUSSION:

Human Resources and Finance personnel as well as others with computer access to the Minneapolis Information Service Center may utilize either the DDE or DATAKEEPER systems to easily obtain an employee's entered on duty date and work hours during the 26 pay periods immediately prior to the start of the requested leave.

Those supervisors and/or managers responsible for approving leave requests who do not have computer clearance to access the DDE or DATAKEEPER systems will need to process through their local approval channels a PS Form 1357, "Request for Computer Access". In item 13a for DDE access code, enter "K" and for user type, Headquarters supervisors enter "S", Area supervisors enter "A", and others enter "D". In item 14b enter, "Need access to D385 and to DATAKEEPER." Since no changes to the file information will be made by individual users, "Read Only" access should be requested.

Detailed instructions (with example computer screen printouts) for accessing both the DDE and DATAKEEPER systems are attached. Information from only DDE is sufficient in most cases for decision making purposes when an individual leave request is being considered.

Use DDE when you need:

- Fast response to request
- Reports for individual employees
- Summary information
 - Entered on duty date (to determine length of employment - at least 12 months)
 - Hours worked (to determine if 1,250 threshold has been met)
 - Hours available for FMLA (maximum per year - 480)
 - Hours available for Dependent Care - not FMLA - (maximum per year - 80)

Use DATAKEEPER when you need:

- A breakdown of employee hours by Pay Period
- Expanded Reports - Numerous Options
 - Individual employee
 - All employees in a pay location
 - All employees in a finance number, etc.
 - Comparison Reports (% of leave to workhours, etc.)

Misuse Of A USPS ADP Computer System May Result In Disciplinary Action And Criminal Prosecution. Any Detected Misuse Of An ADP System Will Be Reported To The Inspection Service For Investigation.

FOR ASSISTANCE CALL INFORMATION SYSTEMS SUPPORT >> COMMERCIAL << 1-800-USPSHELP 1-800-877-7435

A

A. MNTPX - Minneapolis, MN B. SMTPX - San Mateo, CA

==> Enter request : a

Information Service Center
Minneapolis, Minnesota

Logon ID: x xxxxx 14:21:57
Password: 09/14/98
New Password: TM071375
Account: 3279-2
Transfer: SMRTUSPS

TO REACH MINNEAPOLIS AT THEIR NEW FACILITY PLEASE CALL 1-800-877-7435 OPTION 1. PLEASE LISTEN FOR THE NEW MENU SELECTIONS. THANK YOU. MPLS CSB

PF1=Help PF3=Logoff

B

MSGID: TEN0025

WARNING! FOR OFFICIAL USE ONLY
THIS IS A U.S. GOVERNMENT COMPUTER SYSTEM AND IS INTENDED FOR OFFICIAL USE ONLY. UNAUTHORIZED ACCESS IS PROHIBITED. ALL USER ACTIVITIES ARE SUBJECT TO MONITORING IN ACCORDANCE WITH THE UNITED STATES POSTAL SERVICE'S POLICIES TO ENSURE COMPLIANCE WITH GOVERNMENT REGULATIONS AND ORGANIZATIONAL POLICY. YOU HAVE NO EXPECTATIONS OF PRIVACY USING THIS SYSTEM.
AUTHORIZED EMPLOYEES HAVE THE RIGHT TO EXAMINE ACTIVE AND STORED E-MAIL AND FILES WITHIN ALL SYSTEMS. OTHERS MAY INADVERTENTLY VIEW YOUR MESSAGES. USERS ARE RESPONSIBLE FOR THE IMAGES THEY CAUSE TO BE DISPLAYED ON, AND THE CONTENTS OF, MESSAGES TRANSMITTED OVER POSTAL SERVICE COMMUNICATION SYSTEMS. ALL COMMUNICATIONS ARE TO FOLLOW THE PROPER BUSINESS ETIQUETTE, AVOID INSENSITIVE, HOSTILE, OR OFFENSIVE SUBJECTS AND LANGUAGE THAT WOULD VIOLATE OFFICIAL POSTAL SERVICE POLICIES AND REGULATIONS.
NON-COMPLIANCE WITH ANY OF THESE CONDITIONS IS GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING REMOVAL OR TERMINATION, AS WELL AS CRIMINAL PROSECUTION. REPORT INSTANCES OF SUSPECTED MISUSE TO YOUR SUPERVISOR OR SYSTEMS ADMINISTRATOR.

C

TPX MENU FOR H20422

Panelid - TEN0041
Terminal - TM071375
Model - 3279-2
System - MN03TPX

Cmdkey=PF12/24 Jump=PF2 Menu=PF3
Print=PF4 Cmdchar=\

Table with 4 columns: Session Description, Sesskey, Sessid, Status. Lists various system options like MN IDMS20 HT/SH/WCI, MN IDMS21 CMS E Region Seg A, etc.

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

D

DATAKEEPER

How you enter the TPX screen will depend on how your terminal is connected to the mainframe. Minneapolis has more than one mainframe (computer) but DATAKEEPER is installed only on system MN03. You may need to enter 'LOG MN03' or 'MN03'. Check with your MIS manager or contact the Minneapolis Customer Support Branch if you can't reach the system files using the instructions below.

Seasoned operators will be able to implement previously learned shortcuts to access information and should be able to start at STEP 2. Beginning users of Windows 95 systems will quickly become successful using the following process.

INSTRUCTIONS

STEP 1:

- A. Place cursor over "Start" on computer desktop screen.
- B. Click (and hold) left mouse key.
- C. With left mouse key depressed scroll up computer desktop screen to "Office".
- D. Still depressing - scroll across and up to "PCTCPWIN".
- E. Still depressing - scroll across and down to "TN3270".
- F. Release left mouse key.
- G. Once TN3270 screen appears - Point and click on "File" "Open" "mn03.cf4"

STEP 2: Follow screen prompt. Enter Request. Type "a" - then ENTER. (See Example A).

STEP 3: Type in Logon I.D. Tab. Type in Password - then ENTER. (See Example B).

STEP 4: Read warning. (See Example C.)

STEP 5: Hit ENTER. This takes you to the TPX Menu for your I.D. number. (See Example D. Your screen will describe different sessions depending on the level of access you have been given.)

STEP 6: From the TPX screen, move cursor (by using the up arrow on key pad) to select "MN SYS-2 TSO". (See Example D)

STEP 7: Follow screen instructions until READY appears on the left side of the screen. (See Example E.)

STEP 8: At READY - type FLD, and press ENTER. (See Example E.)

STEP 9: Follow screen instructions to the Menu Screen (FLD090S1). You are now in the DATAKEEPER system. Type "331". Press ENTER to move to next screen (FLD104S1). (See Example F.)

STEP 10. Tab cursor down to right of arrow at selection - To narrow report to specific employee, type in Social Security Number and press ENTER. (See Example G.)

STEP 11: Print report - either of two ways. (1. After report appears on screen, press "F4". This will bring up several options - select "1" to print report. When you exit out of Datakeeper, the report will print neatly on one page from your network printer. 2. To print on your computer's local printer - Point and click on print icon for screen print. Will need to scroll to next screen (F11 to go forward; F9 to go back) and point and click on print icon for screen print of the other half. Prints will overlap data, but pages are easy to tape together if needed.)

On the report above the pay period by pay period details, the "Total Work Hours" are provided. This is a total of the WORK HOURS and OVERTIME HOURS listed in the details. Since the "Total Work Hours" provided are for the 26 pay period prior to the inquiry, this total may need to be adjusted to include hours for the 26 pay periods immediately prior to the start of the requested leave. (See Example H.) **NOTE:** If information for less than 26 pay periods is generated, verify if employee has transferred to your Area (not work assignment area) from another Area within the past 26 pay periods.

STEP 12: To EXIT DATAKEEPER, PF03 to menu screen FLD330S1. Select option 999 (by using the down arrow key on the key pad) and press ENTER. (See Example I.) This will cause you to exit FOCUS, release all allocated files and return to the TSO ready screen. When the READY prompt appears, type Z and press enter. (See Example J.) Point and click on Connection/Disconnect/File/Exit.

September 18, 1998

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A. MNTPX - Minneapolis, MN

B. SMTPX - San Mateo, CA

==> Enter request : a

Grid of asterisks representing a terminal screen layout.

Information Service Center Minneapolis, Minnesota

Logon ID: x xxxxx Password: 09/14/98 New Password: TM071375 Account: 3279-2 Transfer: SMRTUSPS

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PF1=Help PF3=Logoff

MSGID: TEN0025

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TPX MENU FOR H20422

Cmdkey=PF12/24 Print=PF4

Jump=PF2 Cmdchar=\

Menu=PF3

Panelid - TEN0041 Terminal - TM071375 Model - 3279-2 System - MN03TPX

Table with columns: Session Description, Sesskey, Sessid, Status. Lists various system sessions like MN IDMS20, MN Sys-2 TSO, etc.

Command ==>

PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right M =Cmd Help

USPS LID M20422
MINNEAPOLIS ISSC
DATAKEEPER FLDJ31P1

UNITED STATES POSTAL SERVICE
EMPLOYEE HOURS USAGE OF AL, SL, WK, OT, PT AND LW
FOR PAST 26 PAY PERIODS

PAGE 1
DATE 09/18/98

OFFICE: COMPENSATION & BENEFITS

PAY LOCATION 026

9819 9818 9817 9816 9815 9814 9813 9812 9811 9810 9809 9808 9807 9806 9805 9804 9803 9802 9801 9726 9725 9724 9723 9722 9721 9720

MOORE, JAMES L 119 AL BAL: 604.00 SL BAL: 1628.00 TOTAL WORK HOURS 1856.00
AL 40.0 32.0 24.0 40.0 8.0 24.0 8.0 8.0
WK 72.0 40.0 80.0 80.0 80.0 40.0 80.0 72.0 80.0 56.0 80.0 80.0 80.0 80.0 72.0 80.0 72.0 80.0 64.0 72.0 72.0 48.0 72.0 64.0 80.0 80.0

HOURS WK-WORK HOURS(52*35), AL-ANNUAL LEAVE(55), SL-SICK LEAVE(56), OT-OVER TIME(53+68), PT-PENALTY OT(43), LW-LWOP(30+31+59+60)

H

FLD3906S: UNITED STATES POSTAL SERVICE 09/14/98
MINNEAPOLIS INFORMATION SYSTEMS SERVICE CENTER
-- DATAKEEPER --

PLACE CURSOR AT DESIRED CHOICE (OR ENTER VALID MENU CHOICE) AND PRESS ENTER

- 000 RETURN TO MAIN MENU
- 310 HOURS FILE REPORT SELECTIONS 211 - 219
- 320 HOURS FILE REPORT SELECTIONS 221 - 229
- 330 HOURS FILE REPORT SELECTIONS 231 - 239
- 340 HOURS FILE REPORT SELECTIONS 241 - 249
- 350 HOURS FILE REPORT SELECTIONS 251 - 259
- 360 HOURS FILE REPORT SELECTIONS 261 - 269
- 370 OPEN
- 360 FISCAL YTD HOURS FILE SELECTIONS 281 - 289
- 390 FISCAL YTD HOURS FILE SELECTIONS 291 - 299
- 999 EXIT FROM FOCUS

I

PF03 ==> EXIT

READY

J