

STD POSITION DESCRIPTION

U. S. Postal Service

TIME AND ATTENDANCE CLERK, PS-05

FUNCTIONAL PURPOSE

Manually or using an electronic time and attendance system, ascertains the number of hours worked and absent by each employee in an assigned group; distributes these hours among the significant categories of time and leave to which they are chargeable, and totals this data for reporting purposes; provides information to employees on rules, regulations and policies concerning leave and pay matters; maintains master time and attendance records; makes studies relating to time and attendance.

OPERATIONAL REQUIREMENTS

Clerk craft if in post office branch; maintenance craft if in maintenance branch; motor vehicle craft if in motor vehicle branch.

DUTIES AND RESPONSIBILITIES

1. Examines the card, report, or other record on which there have been mechanically or manually recorded the times at which each employee who was present during any tour reported for and left work, and the employee tour schedule records; resolves any incorrect time entries with the appropriate supervisor; ascertains the number of hours worked during and absent from each tour by each employee.
2. Breaks down, by the applicable salary level, the hours of work into such categories as straight time, overtime, night work, Saturday, Sunday, or holiday time and the hours of absence into such categories as annual leave, sick leave, administrative and leave without pay, examining, as necessary, records of the balances of accrued and accumulated leave and overtime and of approved applications for types of leave; records these numbers of hours in appropriate places on each card or other time record for each day during each pay period.
3. Adds, or uses an electronic time and attendance system to calculate, the number of hours in each category at the end of each pay period for each employee; verifies that at least as many hours are accounted for concerning each employee as are shown in the records of employee tour.
4. Manually or using an electronic time and attendance system, assembles the computed time records in form appropriate for supervisor's approval; forwards records for payroll processing, and maintains files of time and attendance records in accordance with applicable procedures.

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SPD Number: SP-1029

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5. Receives and answers questions from employees concerning the hours they worked or were absent and the relationships of these matters to their pay and their balances of leave; serves as a liaison with personnel and finance offices on more complex employee questions and answers.
6. Receives preprinted time cards, badges, or other records from the accounting organization; distributes them into racks or other designated accessible places and collects them at the conclusion of tours.
7. Compiles data from available information for use in studies in progress relative to leave, punctuality of employees, and similar matters.
8. In addition, may perform any of the following duties: compile records and reports on such subjects as workhours and units of work, distribute mail of the office in which employed, and file correspondence of the office.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when utilized within the Clerk craft. Best Qualified when utilized within any other craft.

BARGAINING UNIT

CLERK
BLDG/EQUIP MAINT
MOTOR VEHICLE

KEY POSITION REFERENCE

KP-0012

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