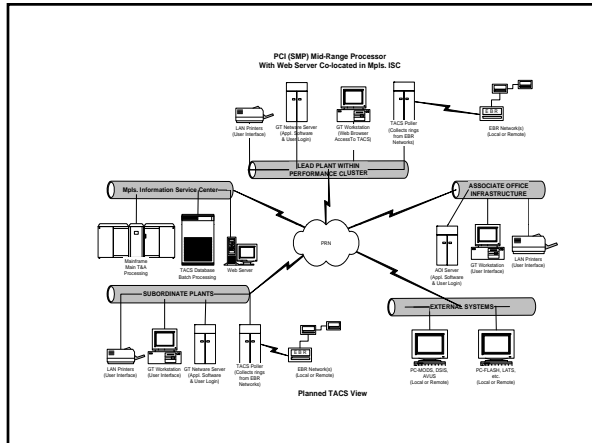


Role of Steward in the Information Age

(Articles 17 & 31)





TACS Issues and Objectives of Class

- What Reports Are Available?
- Which Report Do I Need?
- How Do I Read It?
- Now What Do I Do With It?

JCIM Article 17, Q&A No. 21

21. What information is the Union entitled to when investigating a grievance or a possible grievance?

Response. Articles 15, 17, and 31 intend that any and all information which the parties rely on to support their positions in a grievance is to be furnished and exchanged (with the exception of certain medical records). This will foster maximum resolution at the lowest level.

Information requests for timekeeping records, leave records, prior discipline records, staffing records, and work schedule records **are normally regarded as relevant** with respect to the union's determination whether or not to file a grievance concerning those matters. For such routine requests, no specific explanation of relevancy is required on the union's request form. Requests for other types of information require the union to show the basis of the information's relevancy. [emphasis added]



Information Requests from 4-7.4.b of Handbook AS-353



◆ **Costs:**

❖ Free for the *first 100 pages of duplication and the first 2 hours of search time.*

❖ **After that** 15 cents per page and additional search time @ \$32/hour.

ARTICLE 17, Section 3

The steward, chief steward or other Union representative...may request and shall obtain access through the appropriate supervisor to review the documents, files and other records necessary for processing a grievance or determining if a grievance exists...Such requests shall not be unreasonably denied.



ARTICLE 31, Section 3

The Employer will **make available for inspection** by the Union all relevant information necessary for collective bargaining or the enforcement, administration or interpretation of this Agreement, including information necessary to determine whether to file or to continue the processing of a grievance under this Agreement. Upon request of the Union, the Employer will furnish such information, provided, however, that the Employer may require the Union to reimburse the USPS for any costs reasonably incurred in obtaining the information.



WHAT IS AVAILABLE?

61 78 78 71 77 78 80
60 70 68 33 57 86 56 69 2

- At least **82 different** reports!
- At least **9** are "**archived**"*



* Retrievable for 3 years

TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



EMPLOYEE EVERYTHING REPORT

TAC500R3

- Lists almost every thing in the TACS database for a particular employee for a particular year, pay period and week.



ARCHIVED

TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



HOURS ANALYSIS REPORT

TAC120R2

- Displays work, overtime, sick leave and annual leave hours for each employee.



ARCHIVED

TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



EMPLOYEE MOVES REPORT

TAC500R6

- **Displays the operations an employee has worked during the week.**



TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



HOURS TYPE INQUIRY REPORT

TAC120R3

- Lists employees with a specific hours type and/or the hours reason codes.



TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



AUTHORIZED HIGHER LEVEL REPORT

TAC500R1

- Lists employees who have been authorized higher level.



TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



GUARANTEE WAIVERS / NO LUNCH REPORT

TAC120R1

- **Will display authorizations for Guaranteed Time Waivers (Transaction Code 092) and No Lunch (Transaction Code 093).**



TACS REPORTS

- Employee Everything Report
- Hours Analysis Report
- Employee Moves Report
- Hours Type Inquiry Report
- Higher Level Authorized Report
- Guarantee Waivers/No Lunch Report
- Tour Deviations Report



TOUR DEVIATIONS REPORT

TAC800R8

- **Is designed to allow the user the ability to select employees who deviate from their assigned schedule and/or lunch amounts.**



TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



EMPLOYEES ON THE CLOCK REPORT

TAC500R7

- **Will display all employees currently on the clock.**



PROBLEM:

July 27, 2005

- Clerk Brad Jacobs was interviewed by the Station Manager this morning. The SM advised that SCS Linda Roberts reported that Jacobs "cursed" at her and shouted various threats. She says that this event took place at about 9:09 AM. FTR Letter Carrier Alton and PTF Letter Carriers Brock and Wise are reported to have witnessed the event.
- Jacobs tells you that Roberts confronted him while he was preparing to distribute accountables. He says she verbally abused him and that he did not raise his voice. He remembers several other employees in the area but does not remember who specifically was present.
- You have previously been advised that Brock and Wise are close personal friends of SCS Roberts.



TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



DAILY HOURS REPORT

TAC120R7

- 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.



ARCHIVED

TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



HIGHER LEVEL DETAILS REPORT

TAC500R8

- **Will generate a report listing those employees on long term higher level details.**



TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



LTATS – LOANED EMPLOYEE REPORT

TAC860R1

- **Displays those employees 'loaned' to another office. It displays work hours, overtime, and penalty overtime.**



TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



OVERTIME ALERT REPORT

TAC800R3

- **Lists employees in an overtime status for the week or who are approaching overtime for the week.**



ARCHIVED

TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



OVERTIME AND LEAVE REPORT

TAC800R4

- **Will list employees who have both overtime and leave on the same day.**



TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



UNAUTHORIZED OVERTIME REPORT

TAC800R9

- Lists employees with overtime worked which exceeds the amount of overtime authorized.



Supervisor's Guide to Scheduling and Premium Pay

USPS Handbook F-401

2) Unauthorized Overtime

Postal Service payroll policy requires time worked in excess of 8 hours in a service day or 40 hours in a service week to be paid at an overtime rate to eligible employees. Unauthorized overtime occurs when an employee's clock time exceeds 8 hours in a day or 40 hours in a week without prior authorization from a supervisor. That time must be paid unless the employee's supervisor observed, or had reason to know, that the employee did not work during the period in question.

Supervisor's Guide to Scheduling and Premium Pay

USPS Handbook F-401

- a. Employees must be paid for all work performed, even if the employee works overtime that was not authorized. When this occurs, supervisors must document the incident and take appropriate disciplinary action. *Unauthorized overtime may not be disallowed simply because it is unauthorized. Penalty overtime may not be disallowed simply because it is unauthorized or because of local restrictions on the use of penalty overtime.*

TACS REPORTS

- Employees on the Clock Report
- Daily Hours Report
- Higher Level Detail Report
- LTATS – Loaned Employee Report
- Overtime Alert Report
- Overtime and Leave Report
- Unauthorized Overtime Report
- Ring Disallowance Report



RING DISALLOWANCE REPORT TAC800R6

- Lists employee clock-generated badge swipes that have been changed by a supervisor or timekeeper so that time is, in effect, "disallowed."



ARCHIVED

Supervisor's Guide to Scheduling and Premium Pay

USPS Handbook F-401

K. Disallowed Time and Unauthorized Overtime

Supervisors must be able to determine when time may be disallowed and when unauthorized overtime is documented. Whenever an employee clocks in early or clocks out late without authorization, the employee's supervisor must perform one of these two functions. If the supervisor has direct knowledge that the employee did not perform any work during the time in question, the time is disallowed. If the employee actually works, but the additional work was not authorized, the supervisor must document the incident and follow up as necessary.

**Supervisor's Guide to Scheduling
and Premium Pay**

USPS Handbook F-401

1) Disallowed Time

- a. When a supervisor observes, or has reason to know, that an employee did not work while "on the clock," the supervisor may disallow any such time that the employee recorded. The supervisor disallowing time must document the factual basis for his or her knowledge, or his or her reason to know, that the employee was not working during the period disallowed.

**Supervisor's Guide to Scheduling
and Premium Pay**

USPS Handbook F-401

- b. Whenever time is disallowed for a nonexempt, bargaining unit employee, the supervisor must complete PS Form 1017-A, *Time Disallowance Record*. This form is designed to serve as a cumulative record of disallowed time. If it is the first incidence of disallowed time for the employee, the manager must establish a new PS Form 1017-A, by completing the name and social security number blocks. Subsequent incidences are documented on the established

**Supervisor's Guide to Scheduling
and Premium Pay**

USPS Handbook F-401

PS Form 1017-A, *Time Disallowance Record*

Date		Pay Period	Day	Total Disallowance Time	Total Employee Time	Supr's Initials	DOB Employee	SSN Employee	Code	Remarks

PS Form 1017-A, October 1988 (11-82 Edition) USEPS

TACS: Time and Attendance
Collection System

Supervisor Training
Participant's Workbook
Page 46

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.

RING DISALLOWANCE
REPORT
TAC800R6

- Lists employee clock-generated badge swipes that have been changed by a supervisor or timekeeper so that time is, in effect, "disallowed."



ARCHIVED

TACS REPORTS

- User Log Report
- Self Adjustment Report
- Employee Listing Report
- Clock Ring Error Report
- Missing Time Report
- LTATS Weekly Summary Report



USER LOG REPORT
TAC010R2

- Shows users who have logged on and off of TACS.



ARCHIVED

TACS REPORTS

- User Log Report
- Self Adjustment Report
- Employee Listing Report
- Clock Ring Error Report
- Missing Time Report
- LTATS Weekly Summary Report



**SELF-ADJUSTMENT
REPORT**
TAC800R7

- Lists all the users who made any type of change to their own clock rings.



TACS REPORTS

- User Log Report
- Self Adjustment Report
- Employee Listing Report
- Clock Ring Error Report
- Missing Time Report
- LTATS Weekly Summary Report



EMPLOYEE LISTING REPORT

TAC500R5

- Lists the employees within the office.



TACS REPORTS

- User Log Report
- Self Adjustment Report
- Employee Listing Report
- Clock Ring Error Report
- Missing Time Report
- LTATS Weekly Summary Report



CLOCK RING ERRORS REPORT

TAC800R1

- 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 on any day.



TACS REPORTS

- User Log Report
- Self Adjustment Report
- Employee Listing Report
- Clock Ring Error Report
- Missing Time Report
- LTATS Weekly Summary Report



MISSING TIME REPORT

TAC800R2

- Will show employees who do not have time posted for a scheduled day or who do not crossfoot on any day.



TACS REPORTS

- User Log Report
- Self Adjustment Report
- Employee Listing Report
- Clock Ring Error Report
- Missing Time Report
- LTATS Weekly Summary Report



LTATS - WEEKLY SUMMARY REPORT

TAC860R3

- **Displays work and overtime, hours that have been transferred to a different LDC/DA or loaned to another office.**



TACS REPORTS

- Weekly Hour Total Report
- Master Schedule Report
- Schedule Report
- LDC Summary Report
- Station Summary Report
- Estimated Employee Dollars Report



WEEKLY TOTAL HOURS
REPORT
TAC840R4

- Provides the total amount of hours of each hours code and reason type recorded for the week.



TACS REPORTS

- Weekly Hour Total Report
- Master Schedule Report
- Schedule Report
- LDC Summary Report
- Station Summary Report
- Estimated Employee Dollars Report



MASTER SCHEDULE REPORT
TAC120R4

- Identifies 23 predefined schedules.



TACS REPORTS

- Weekly Hour Total Report
- Master Schedule Report
- Schedule Report
- LDC Summary Report
- Station Summary Report
- Estimated Employee Dollars Report



SCHEDULE REPORT

TAC120R8

- Lists employees that are in a selected schedule.



TACS REPORTS

- Weekly Hour Total Report
- Master Schedule Report
- Schedule Report
- LDC Summary Report
- Station Summary Report
- Estimated Employee Dollars Report



LDC / OPERATIONS SUMMARY REPORT

TAC100R2

Totals work hours, overtime hours and sick leave hours by LDC, LDC/Operation, LDC/Operation/Local Unit code, Operation, or Operation/Local Unit code.



ARCHIVED

TACS REPORTS

- Weekly Hour Total Report
- Master Schedule Report
- Schedule Report
- LDC Summary Report
- Station Summary Report
- Estimated Employee Dollars Report



STATION SUMMARY REPORT

TAC100R3

Lists work, overtime and sick leave hours by LDC for carrier stations



ARCHIVED

TACS REPORTS

- Weekly Hour Total Report
- Master Schedule Report
- Schedule Report
- LDC Summary Report
- Station Summary Report
- Estimated Employee Dollars Report



HOURS AND DOLLARS REPORT

TAC100R1

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.



WEEKLY FLASH REPORT

Shows weekly, accounting period, and year-to-date, work hours, revenue, and mail volumes.

