

RECEIVED

JAN 17 2023

LABOR RELATIONS



January 13, 2023

Mr. Ivan D. Butts  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service intends to add two new report functions to the Enterprise Resource Management System (eRMS) in addition to modifying one existing report within eRMS.

The new reports are called Return to Work Meeting and Quarterly Reviews. Both new reports will show the employee's name and the logon id of the person who entered the information into the system and when the reviews were held.

The Employee Ready to Review report will be modified to include the date the last review was completed.

Updates are being made to increase tracking capability and ensure compliance with Attendance Control Policies.

These new features are scheduled to be available by early February. Local eRMS Administrator will complete training for anyone who currently has Supervisor or Attendance Control Supervisor roles within the Enterprise Resource Management System.

Enclosed is the slide deck which will be used to train employees on the new eRMS features.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

for James Lloyd  
Director  
Labor Relations Policies and Programs

Enclosures

AJWDO



**ATTENDANCE REVIEW  
AND RETURN -TO WORK  
MEETING CHANGES IN  
ERMS (ENTERPRISE  
RESOURCE  
MANAGEMENT SYSTEM)**

December 2022



**Slide 1**

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**AJWDO** A lot of the graphics throughout are very small and hard to read, is it possible to stretch them out a little without distorting the image?

Augustin, Joy - Washington, DC, 2022-11-02T19:28:34.121

**DTAMW00** Will review and adjust when we can

Day, Timothy A - Milwaukee, WI, 2022-11-16T15:51:05.245

## Quarterly Attendance Review Changes in eRMS

What is new:

- The Employee Management screen allows the user to annotate dates of Quarterly Attendance Review
- No comments can be added, only dates
- There will be new reports available to display:
  - Quarterly reviews due
  - Completed quarterly reviews
  - Identity of user entering quarterly review – based on Logon ID

# Recording Quarterly Attendance Reviews

How do I record an Attendance Review?

- Logon to eRMS
- Select the EMPLOYEE menu item
- Select Employee Management
- Enter the EIN of employee being reviewed, or use the FIND option
- When the employee's information populates, select the new "Att Rev" button located on the right side, half way down the page

The screenshot shows the 'Employee Management v4.002 - Restricted Information' window. The 'Job Characteristics' section is visible, containing fields for Employee ID (05179768), Last Name (LAST9812), First Name (FRST9812), and various codes. A red box highlights the 'Att Rev.' button in the top right corner, with a red arrow pointing to it. Other buttons like 'Clear', 'Find', 'Rel. Work', 'Save', and 'Close' are also visible.

## How do I record a Quarterly Attendance Review?

- A window will display where you can:
  - Annotate the Quarterly Review
    - Select the COMPLETED button
    - Enter the Next Review Date
    - Select CLOSE
    - Save changes as appropriate
  - Change the NEXT REVIEW DATE
    - Enter the Date
    - Select UPDATE DATE
    - Select CLOSE

**Note:** eRMS will allow dates to be entered up to 2 weeks in the past in the event the recording of the review is inadvertently missed. If recording the review is later than that you will need to select the COMPLETED button and it will be as if you did the review that day.

# How do I record a Quarterly Attendance Review?

ERM260F0 - 02 Employee Management v4.002 - Restricted Information

Job Characteristic  
Employee ID: 05179756  
Last Name: LAST9812  
Employee Status: A  
First Name: FRST9812  
MM/A

Final  
Occupation C  
DIA C

Current Attendance Review  
Employee ID: 05179756  
Name: LAST9812, FRST9812 A  
Date of Review: 01/21/2022  
Next Review Date: 04/21/2022  
Update Date  
Completed

Light Duty Request  
Deems Desirable Documentation Re

Address/Phone  
Home Phone:  
Street: 514  
City: DEI

State Code: IN  
Zipcode: 46310 - 7001  
Personal Emergency Contact:  
Personal Emergency Phone:  
Long Term Customs:

Days On Duty:  
Date Through:  
Cell Phone 2:

Att. Rev.  
Ret. Work

Clear Find  
Save Close



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# How do I record a Quarterly Attendance Review?

## How do I record an Attendance Review?(con.t)

- After you completed the Quarterly Reviews a pop-up will display with your chance to SAVE the information or cancel it, so you can redo it.
  - If you press OK, the Attendance Review will be saved
    - Dates will be updated
  - If you select CANCEL, the attendance review information will not save.
    - Dates will not update

The screenshot shows the 'Employee Management V.002 - Restricted Information' window. A pop-up dialog box is displayed in the center, titled 'Attendance Review'. The dialog contains the following text: 'Please ensure date and employee are both correct before pressing OK to save Attendance Review.' Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box. The background window shows various fields for employee information, including 'Employee ID: 05179755', 'Last Name: LAST9812', 'First Name: FRST9812', 'Employee Status: A', 'Current Attendance Review', 'Date of Review: 01/27/2022', and 'Next Review Date: 01/27/2022'. There are also buttons for 'All Rev.', 'Ret. Work', 'Save', and 'Close'.



## Return-to-Work Meeting changes in eRMS

### What is new?

- The Employee Management screen has changed to allow you to annotate when you conducted a Return-to-Work Meeting
  - These meeting should be held in accordance with the Attendance Control Process in place since 2017
- You will annotate the dates only – no comments can be added
- There will be reports available to display:
  - Which employees had a Return-to-Work Meeting
  - Who conducted the Return-to-Work meeting based on the Logon ID of the user entering the dates

## How do I record a Return-to-Work Meeting?

- Logon to eRMS
- Select the EMPLOYEE menu item
- Select Employee Management
- Enter the employee to be reviewed EIN or select FIND the employee
- When the employee's information populates select the new "Att Rev" button
  - Located on the right side, halfway down the page
- A window will display where you can:
  - Annotate the Return-to-Work Meeting
    - Enter the date the Return-to-Work Meeting was conducted
    - Select the COMPLETED button Select CLOSE
    - Save changes as appropriate.

# How do I record a Return-to-Work Meeting

ERIM260F0 - 02 Employee Management v4.002 - Restricted Information

Job Characteristic

Employee ID: 55179756 **READ ONLY** Employee Status: A

Last Name: LAST9812 First Name: FRST9812 Mtl: A

Finance #: 01-0779 SALES-BIRMINGHAM AL DISTRK Pay Location: 000 DEFAULT

Occupation Code: 23700636 SR TERRITORY EXECUTIVE EOD Date: 09/20/1980

D/A Code: 119 SUPPLY CENTER CLERK Employee Type: FTR

LDC: 8700 Level: 23 Steps: 00

RSC: E RSC Suffix: 0

FMLA Entitlement: 480.00 FMLA Entitlement Calc Date: 01/01/2022

Svc Mem FMLA Entitlement: Svc Mem FMLA Entitlement Calc Date:

Next Review: 04/21/2022

Light Duty Request ID: Initial Start Date: Days On Duty:

Deems Desirable Documentation Required: Date From: Date Through:

Address/Phone Home Phone: Other Phone 1: Other Phone 2:

Street: 518 FR ST SW City: DEMOTTE

State Code: IN Personal Emergency Contact: Personal Emergency Phone: Long Term Custom:

Zipcode: 46310 - 7001

Clear Find

Atl. Rev. Ret. Work

Save Close



# How do I record a Return-to-Work Meeting

ERM260F0 - 02 Employee Management v4.002 - Restricted Information

Job Characteristic  
Employee ID: 05179756  
Last Name: LAST9812  
Employee Status: A  
First Name: FRST9812  
Mi: A

Final Occupation (DIA C)  
Steps: 00  
Date: 01/01/2022

FMLA E  
Svc Mem FMLA E

Light Duty Request  
Deems Desirable Documentation Re

Address: Phone  
Home Phone:  
Street: 51E  
City: DEI  
State Code: IN  
Zip Code: 46310 - 7001

Personal Emergency Contact:  
Personal Emergency Phone:  
Long Term Custom:

Clear Find  
Att. Rev.  
Ret. Work  
Save Close

Current Return to Work Meeting  
Employee ID: 05179756  
Date of Meeting: 01/21/2022  
Meeting Held By: DT0006  
Completed

Meeting Date	Meeting Held By
01/11/2022	DT0006

Close



## How do I record a Return-to-Work Meeting

- After you selected Completed button a pop-up will display giving you the chance to SAVE or CANCEL it, so you can redo it.
  - If you press OK, the Return-to-Work Meeting information will be saved
    - Dates will be updated
  - If you select CANCEL, the Return-to-Work Meeting information will not save.
    - Dates will not update
  
- **NOTE:** You should be entering the Return-to-Work Meeting info the date it is conducted however; eRMS will allow the meeting to be recorded up to 2 weeks past the Return-to-Work Meeting date. If recording the Return-to-Work Meeting is later than that you will need to select the COMPLETED button and it will be as if you did the Return-to-Work Meeting on that day. You will not be able to correct any Return-to-Work meetings entry errors. You will need to make another entry.

# How do I record a Return-to-Work Meeting

ERM260F0 - 02 Employee Management v4.002 - Restricted Information

Job Characteristic  
Employee ID: 05179756  
Last Name: LAST9812  
Employee Status: A  
First Name: FRST9812  
Mkt: A

Current Attendance Review  
Employee ID: 05179756  
Name: LAST9812, FRST9812 A  
Date of Review: 01/21/2022  
Next Review Date: 01/21/2022  
Update Date

Review Date: 01/21/2022

Att. Rev.  
Ret. Work

Save  
Close

Clear  
Find

Att. Rev.  
Ret. Work

Save  
Close

Employee ID: 05179756  
Last Name: LAST9812  
First Name: FRST9812  
Mkt: A  
Employee Status: A  
Current Attendance Review  
Employee ID: 05179756  
Name: LAST9812, FRST9812 A  
Date of Review: 01/21/2022  
Next Review Date: 01/21/2022  
Update Date  
Review Date: 01/21/2022  
Att. Rev.  
Ret. Work  
Save  
Close  
Clear  
Find

Job Characteristic  
Employee ID: 05179756  
Last Name: LAST9812  
Employee Status: A  
First Name: FRST9812  
Mkt: A  
Current Attendance Review  
Employee ID: 05179756  
Name: LAST9812, FRST9812 A  
Date of Review: 01/21/2022  
Next Review Date: 01/21/2022  
Update Date  
Review Date: 01/21/2022  
Att. Rev.  
Ret. Work  
Save  
Close  
Clear  
Find

Job Characteristic  
Employee ID: 05179756  
Last Name: LAST9812  
Employee Status: A  
First Name: FRST9812  
Mkt: A  
Current Attendance Review  
Employee ID: 05179756  
Name: LAST9812, FRST9812 A  
Date of Review: 01/21/2022  
Next Review Date: 01/21/2022  
Update Date  
Review Date: 01/21/2022  
Att. Rev.  
Ret. Work  
Save  
Close  
Clear  
Find

eRMS - 0224  
Please ensure date and employee are both correct before pressing OK to save Attendance Review.

OK

Cancel

NOTE: You will not be able to correct any Return-to-Work meetings entry errors.



## **Reports for the Attendance Review**

- **The Ready to Review Report**
  - Identifies who has an Attendance Review due on the timeframe listed
  - Identifies who had an Attendance Review during that timeframe and when it was completed
- **Select the REPORTS menu item**
- **Select EMPLOYEE REPORTS**
- **Enter the date range**
- **Select the REVIEW tab**
- **Select READY to REVIEW or REVIEW COMPLETED**
- **Select RUN**

# Reports for the Attendance Review

ERM800R0 - 02 Employee Reports Parameters v4.001 - Restricted Information

**Employees**

Finance #: 01-0779 SALES-BIRMINGHAM AL DISTRICT  
\*\*Blank Finance Number returns ALL Finance Numbers

Pay Location From: \_\_\_\_\_  
Pay Location Through: \_\_\_\_\_  
\*\* Blank Pay Location returns ALL Pay Locations  
OR  
SubGroup: \_\_\_\_\_

**Date Range**  
Date From: 01/01/2022  
Date Through: 01/21/2023

**Roles**  
All Roles

**Output as**  
 PDF  
 CSV

**Attendance Review Report Type**  
 Ready To Review  
 Reviews Complete

Emp Leave | PS 3971 | PS 3972 | Emp Key Ind | Unsched Occ | Schedules | Review | Admin Action | Grievance

Clear | Find | Run | Close



# Reports for the Attendance Review

<< RESTRICTED INFORMATION >>  
United States Postal Service  
Employees Ready For Review Report

Report: ERN807R1 v4.002  
Current as of: PP 02 Week 02 of 2022  
Page 1 of 1  
Report run on: 01/21/22 06:00:03

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**Your Selection Criteria:** Fin #: 01-0779 SALES-BIRMINGHAM AL DISTRICT All Pay Locations All Roles Date From: 01/01/2022  
Through: 01/21/2023

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Finance Number: 01-0779 SALES-BIRMINGHAM AL DISTRICT

Pay Location: 000 DEFAULT

Employee Name	Next Review Date	Review Complete Date
LAST0100, FIRST0100 M	04/07/2022	
LAST0627, FIRST0627 L	04/07/2022	
LAST3907, FIRST3907 L	04/07/2022	
LAST5142, FIRST5142	04/10/2022	
LAST6156, FIRST6156 W	04/07/2022	
LAST9812, FIRST9812 A	04/21/2022	01/21/2022



# Reports for the Attendance Review

<< RESTRICTED INFORMATION >>  
United States Postal Service  
Employee Attendance Reviews Complete Report

Report: ERM807R2 v4.001  
Current as of: PP 02 Week 02 of 2022

Page 1 of 1  
Report run on: 01/21/22 08:00:03

Your Selection Criteria: Fin #: 01-0779 SALES-BIRMINGHAM AL DISTRICT All Pay Locations All Roles Date From: 01/01/2022  
Through: 01/21/2023

Finance Number: 01-0779 SALES-BIRMINGHAM AL DISTRICT

Pay Location: 000 DEFAULT

Employee Name: LAST9812, FIRST9812 A

Review Date:  
01/21/2022

Review Held By:  
DT0008



# Run the Return-to-Work Reports

ERM820R0 - 02 Leave Summary Reports Parameters v4.002 - Restricted Information

**Employees**

Finance #: 01-0779 SALES-BIRMINGHAM AL DISTRICT  
\*\*Blank Finance Number returns ALL Finance Numbers

Pay Location From:   
Pay Location Through:   
\*\* Blank Pay Location returns ALL Pay Locations  
OR  
SubGroup:

**Date Range**

Date From: 01/01/2022  
Date Through: 01/21/2023

**Roles**

All Roles

**Leave Sum By Day**    **% Leave Req Doc**    **Payroll Reconciliation**    **Employee Leave Audit**    **Return to Work**

**Employee Information**

Employee ID:     Finance #:   
Employee Name:     Pay Location:

**Report Selection**

All Employees  
 Single Employee

Clear    Find    Output as:  PDF     CSV    Run    Close

# Return-to-Work Reports

ERM820R0 - 02 Leave Summary Reports Parameters v4.002 - Restricted Information

**Employees**

Finance #:

\*\*Blank Finance Number returns ALL Finance Numbers

Pay Location From:

Pay Location Through:

\*\* Blank Pay Location returns ALL Pay Locations

OR

SubGroup:

**Date Range**

Date From:

Date Through: 01/21/2022

**Roles**

All Roles

**Leave Sum By Day** | **% Leave Req Doc** | **Payroll Reconciliation** | **Employee Leave Audit** | **Return to Work**

**Employee Information**

Employee ID: 05179756

Employee Name: LAST9812, FIRST9812 A

Finance #: 01-0779 SALES-BIRMINGHAM AL DISTRIC

Pay Location: 000 DEFAULT

**Report Selection**

All Employees

Single Employee

Output as:  PDF  CSV

Clear Find Run Close



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# Return-to-Work Reports

<< RESTRICTED INFORMATION >>  
United States Postal Service  
Employee Return to Work Meetings Complete Report

Report: ERM824R2 v4.001  
Current as of: PP 02 Week 02 of 2022

Page 1 of 1  
Report run on: 01/21/22 08:00:03

Your Selection Criteria: Fin #: 01-0779 SALES-BIRMINGHAM AL DISTRICT All Pay Locations All Roles Date From: 01/01/2022  
Through: 01/21/2023

Finance Number: 01-0779 SALES-BIRMINGHAM AL DISTRICT

Pay Location: 000 DEFAULT

Employee Name: LAST9812, FIRST9812 A

Meeting Date:  
01/11/2022

Meeting Held By:  
DT0008



# Questions and Answers



August 13, 2021

TO REVIEWERS:

- David Ellis, Managing Council, Employment Law
- Ray Donahue, Managing Counsel, Labor Law
- David Mills, Manager Labor Relations Policies & Programs
- Tanya Lyle, Manager, Brand & Policy

Attached is a draft of the Proposed Revised **PS Form 2488 (2009), *Authorization to Use or Disclose Protected Health Information***. The proposed revisions result from a settlement agreement reached in class litigation under which the Postal Service agreed to propose the revisions, subject to the required clearance process. The proposed revisions are intended to clarify the nature, extent, and purpose for an employee's authorization for release of protected health information to the Postal Service and the parameters for use and disclosure of the information.

Please review the  **Entire document**. Provide your edits or comments by using the track changes feature in Microsoft Word or by marking on a hard copy. The primary contact for this review is:

Helen-Mae Reisner RN, Medical Program Analyst, [HelenMae.Reisner@usps.gov](mailto:HelenMae.Reisner@usps.gov), 202-748-7222.

I will expect to receive the reviewed document by **August 31, 2021** unless you contact me to ask for more time to complete the review.

After you finish your review, complete the clearance memo, and return it to me with the reviewed document.

To meet SOX (Sarbanes Oxley Act) requirements, you must check a response box below, and sign and date the clearance memo even if you have no comments or changes or decline to review the document.

If you are signing as an authorized designee, you must type on or above the Signature of Reviewer line, *acting for, on behalf of or for* and write the name of stakeholder who has authorized you to sign.

- |   |  |
|---|--|
| <input type="checkbox"/> Decline to review  | <input type="checkbox"/> See changes on draft ( <i>select one</i> ): |
| <input type="checkbox"/> Received, but have no comments or changes                                      | <input type="checkbox"/> Want to review a second draft               |
| <input type="checkbox"/> Overall comment(s) but no changes to draft<br>( <i>see back for comments</i> ) | <input type="checkbox"/> Do not want to review a second draft        |

---

Name and **Signature of Reviewer**

Date Returned

X

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Linda DeCarlo  
Senior Director, Occupational Safety and Health

Simon M. Storey, Vice President, Employee Resource Management

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WASHINGTON DC 20280