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JAN 31 2022

LABOR RELATIONS



January 21, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service will be updating the onboarding process to allow our new employees to gain access to LiteBlue prior to their effective date. This update will provide new employees the opportunity to sign up for benefits, enter their net-to-bank information, and access a wealth of other HR and Payroll related information, which will improve their onboarding experience.

Starting in February 2022, all new employees will receive their temporary password and PIN prior to their effective date via an encrypted email, allowing them the ability to complete the following activities:

- Access to information about their districts and the Postal Service
- Access to HERO
- Employee Discounts
- Update address and emergency contact information
- And many other features available via LiteBlue

Later this year, Net-To-Bank will be changed to allow new employees to enter their information on their effective date, which will enable them to receive their payroll information electronically.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills
Director
Labor Relations Policies and Programs