NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

September 9, 2021

Board Memo 065-2021: eRMS-TACS Leave Change Notice to Officers_2021-09-02_v2

Executive Board,

Please find the attached USPS memorandum regarding changes to the eRMS and TACS system platforms. Starting October 13, 2021, Headquarters/Headquarters-related, OIG and Inspection Service finance numbers will no longer be able to enter, change, or delete leave in TACS. The same will apply to all other offices in Fiscal Year 2022 after peak season.

Please share this information with your membership.

Thank you and be safe.

NAPS Headquarters

September 7, 2021

OFFICERS
PCES MANAGERS

SUBJECT: Use of the Enterprise Resource Management System Platform for All Leave
              Entry

The Enterprise Resource Management System (eRMS) is the USPS official source system for
managing employee leave. In support of the USPS initiative to ensure that eRMS is the sole
point of entry for current and future leave, the eRMS and Time and Attendance Collection System
(TACS) system platforms will be undergoing changes. These changes will help to ensure better
data integrity and adherence to Postal Service leave policies.

All leave entry capabilities in TACS will be disabled based on office type. Users will not be able
to enter, change, or delete leave in TACS after the dates noted below:

- October 13, 2021: Headquarters/Headquarters- related, OIG, and Inspection Service finance
  numbers.

- Fical Year 2022 after peak season: All other offices (the exact dates will be communicated
  prior to the change).

eRMS has been expanded to activate all finance numbers in the application, enabling the entry of
leave. Supervisors and managers who currently do not have eRMS access, will need to request
access by submitting a request in eAccess. A comprehensive training course is available in
HERO, titled "Enterprise Resource Management System." You can also find the course by typing
"eRMS" in the HERO search bar. Users will need to complete this course prior to access being
granted.

Employees will continue to have the ability to request leave in the Enterprise Leave Request
Application (eLRA). Employees can access eLRA through LiteBlue. Leave requested in eLRA
will still need to be approved in eRMS by the manager or supervisor.

Questions related to eRMS, should be directed to the eRMS Questions Outlook mailbox.

Questions related to TACS, should be directed to the appropriate TACS Coordinator which is
available on the TACS website.

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