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LABOR RELATIONS

UNITED STATES
POSTAL SERVICE

March 22, 2022

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

Sent via FAX

Dear Mr. Butts:

This is in further reference to our February 2, notice related to the Postal Service replacing the Hyper Electronic Badge Reader (HEBR) devices used for Time and Attendance Collections System (TACS) in delivery units with city carriers with timekeeping applications on their Mobile Delivery Device - Technical Refresh (MDD-TR) and the MDD In Office Scanner (MIO) devices.

The Postal Service has updated the pilot locations and scheduled national implementation dates (See enclosed).

The revised pilot is scheduled to resume on March 26 and continue for two pay periods at which time the office will be reverted back to the HEBR timekeeping until such time as their District/Area is scheduled for actual implementation based on the national implementation schedule.

Also enclosed is an updated training deck.

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

Sincerely,

David E. Mills
Director
Labor Relations Policies and Programs

Enclosures

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

MDD-TR/MIO Timekeeping Rollout Timeline

MDD Roll Out Schedule Summary		
Task Name	Start	Finish
Deployment to Production	**Mon 2/7/22**	**Fri 9/23/22**
Pilot Sites *	Sat 3/26/22	Fri 4/22/22
Phase 1 (North Carolina)	Sat 5/21/22	Fri 6/17/22
Phase 2 (Half of Atlantic)	Sat 6/18/22	Fri 7/15/22
Phase 3 (Remaiming Atlantic)	Sat 7/16/22	Fri 4/8/22
Phase 4 (Half of Southern)	Sat 8/13/22	Fri 9/9/22
Phase 5 (Other Half of Southern)	Sat 9/10/22	Fri 10/7/22
Stop for Peak Season	Sat 10/8/22	Fri 1/27/23
Phase 6 (Half of Central)	Sat 1/28/23	Fri 2/24/23
Phase 7 (Other Half of Central)	Sat 2/25/23	Fri 3/24/23
Phase 8 (Half of WestPac)	Sat 3/25/23	Fri 4/21/23
Phase 9 (Other Half of WestPac)	Fri 4/22/23	Fri 5/19/23
Rollout Complete	Fri 5/20/23	Fri 5/20/23

*** Note: The pilot sites will be reclassified to the correct phase once the pilot has ended.**

MDD-TR/MIO Timekeeping Pilot Site Rollout

Phase	Area Name	District Name	Facility Name
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-SPRINGFIELD AVE S
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-VAILSBURG STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	EDI-MENLO PARK STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	EDISON NJ
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NEWARK
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-IRVINGTON BR
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	EDI-NIXON STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-BELLEVILLE CARRIE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-SOUTH STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-ROSEVILLE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GASTONIA PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-NORTH RIDGE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	NEW HOPE CARRIER ANNEX
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-AVENT FERRY STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-MAIN OFFICE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-HILBURN STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-WESTSIDE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	NEW BERN PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-BRENTWOOD STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	JAX-BRYNN MARR ANX
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-SUNNYBROOK STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	MORGANTON PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GREENVILLE PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-SPRING VALLEY STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GRN-SOUTH MEMORIAL
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	JACKSONVILLE PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	ELIZABETH CITY PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-CAPITOL STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-SUMMIT STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-P&DC (PLEASANT RIDGE CARRIER ANNEX)
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-BATTLEGROUND STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-FOUR SEASONS STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-FRIENDLY STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-GUILFORD STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-HILLTOP FINANCE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-MILLBROOK STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-WESTGATE STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-CAMERON VILLAGE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-FIVE POINTS FINACE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-NEUSE FINANCE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-CENTURY FINANCE
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-MALLORY
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-RIVERSIDE FINANCE
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HACKS CROSS FINAN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-PEABODY PLACE FIN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-WOODBINE STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-DESOTO/FRONT ST C
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-MENDENHALL
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HICKORY HILL
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-BARTLETT
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-BELLEVUE BR
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-EAST/LAMAR CARR A

MDD-TR/MIO Timekeeping Pilot Site Rollout

Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-BELLE MEADE STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-WEST STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-METRO STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-CROSSTOWN CARR AN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-WHITE STATION
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-GREEN HILLS STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-MELROSE STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-EAST STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HOLIDAY CITY
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-NORTHEAST STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HOLLYWD/BINGHMPTN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-WHITEHAVEN STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-DONELSON STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-CHURCH STREET STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-RALEIGH
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-FRAYSER
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-GLENVIEW STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-HIGHLAND HEIGHTS
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-ACKLEN STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-SOUTH STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-NORTH
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-JERE BAXTER BR
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-ARCADE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-GMF WINDOW-
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-BROADWAY STA-
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-COLONIAL FIN UNIT
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-EAST FINANCE UNIT
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-MAIN OFC WNDW SVC
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-OAKRIDGE MALL
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-WILLOW GLEN STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-WESTGATE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-HILLVIEW STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-BLOSSOM HILL STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-ST JAMES PARK STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-ROBERTSVILLE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-FOOTHILL STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-SEVEN TREES STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-BAYSIDE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-CAMBRIAN PARK STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-BERRYESSA STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-ALMADEN VALLEY ST
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-PARKMOOR STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-SAN JOSE PO
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-GARDEN STATION
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-EASTRIDGE MALL

MDD-TR/MIO Timekeeping National Rollout

Phase	Area Name	District Name
Phase 1	ATLANTIC RETAIL & DELIVERY	NORTH CAROLINA DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW JERSEY DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW YORK 1 DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW YORK 2 DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW YORK 3 DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	VIRGINIA DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	CONNECTICUT DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	DE-PA2 DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	MA-RI DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	MARYLAND DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	ME-NH-VT DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	PENNSYLVANIA 1 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	FLORIDA 1 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	FLORIDA 2 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	FLORIDA 3 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	GEORGIA DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	PUERTO RICO DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	SOUTH CAROLINA DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	TENNESSEE DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	AL-MS DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	AR-OK DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	LOUISIANA DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	TEXAS 1 DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	TEXAS 2 DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	TEXAS 3 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	ILLINOIS 1 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	ILLINOIS 2 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	INDIANA DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	KY-WV DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	OHIO 1 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	OHIO 2 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	IA-NE-SD DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	KS-MO DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MICHIGAN 1 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MICHIGAN 2 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MICHIGAN 2 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MN-ND DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	WISCONSIN DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	ALASKA DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	AZ-NM DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	CO-WY DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	ID-MT-OR DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	NV-UT DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	WASHINGTON DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 1 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 2 DISTRICT

MDD-TR/MIO Timekeeping National Rollout

Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 3 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 4 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 5 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	HAWAII DISTRICT

MDD-IO & MDD-TR Scanners
Functions 2 & 4
Timekeeping

March 22, 2022

UNITED STATES POSTAL SERVICE®

F2 & F4 Timekeeping

Background

- The vendor that supplied Hyper Electronic Badge Readers (HEBR) went out of business in August of 2018.
- The HEBRs are over 25 years old, and some replacement parts are in short supply, especially the motherboards.
- Current projections have the supply of HEBRs being exhausted in FY2023.
- Developing a new process for time keeping purposes has become necessary.
- The Postal Service will utilize existing technology (MDD-IO and MDD-TR scanners) to transmit clock rings to Time and Attendance Control System (TACS)

MDD-IO

Employees performing Function 4 duties must utilize MDD-IO (MIO) scanners for time keeping.

Employees performing Function 2 duties must utilize MDD-TR scanners for time keeping.

MDD-TR

Work hours for each employee will be transmitted from the MDD-IO and MDD-TR devices to Regional Intelligent Mail Servers (RIMS), and then reported to the Time and Attendance Control System (TACS).

MDD-TR Scanner Function 2 Timekeeping

Sensitive Commercial Information – Do Not Disclose / Attorney-Client Privileged / Attorney Work Product

F2 Timekeeping: RIMS – Mobile Delivery Device (MDD-TR)

Changes on MDD-TR

- MDD-TR Application is modified to accept City Carriers clock rings, Carriers time can be posted in the TACS application from RIMS
- AMS Route Drop-down box added to reduce manual entries
- Carriers must scan their badge prior to recording the rings

Five clock rings are available:

1. Begin Tour
2. Out for Lunch
3. Return from Lunch
4. Move
5. End Tour

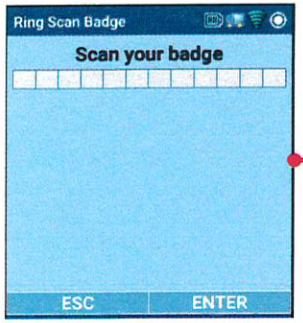
- Once DEPART2ROUTE scan is performed or the facility shape of the office is broken, the scanner will automatically suppress "Out for Lunch" and "Return from Lunch" rings, until a RETURN2DU is scanned.
- "Move" ring requests carrier to enter the operation ID, and the scanner will provide a list of available IDs to select from. For other ring types operation ID is not mandatory.

F2 Timekeeping: RIMS – Mobile Delivery Device (MDD-TR)

Pre-Implementation Checklist

- All carriers must have a current barcoded ID badge.
- All offices must ensure they have MDD-TRs for each of their AMS routes and any Full-Time Non-AMS routes. The number of the spare MDD-TRs on hand must be equal to the combined total of AMS and Full-Time Non-AMS routes times 10%.
- MDD-TRs that are Lost, Damaged or Not Working must be reported to the Helpdesk.
- Offices must verify via **RIMS-Tracking-Device Asset Summary** that the latest Software Version (7.50) is used.
- All MDD-TRs must be accessible in the morning, so carriers can record their Begin Tours.
  The location surrounding the MDD-TRs will become a new area where carriers will gather to pick-up their scanners. Each site needs to GEMBA to ensure no safety hazard exist.
- Supervisors must review clock ring daily and notify carriers if clock-ring errors are observed.

- ## Timekeeping for City Carriers: "Begin Tour" Clock Ring

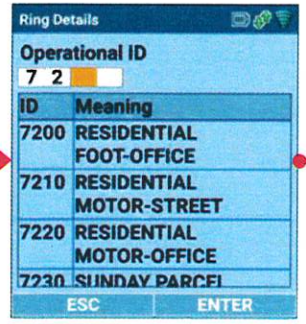


Scan your badge

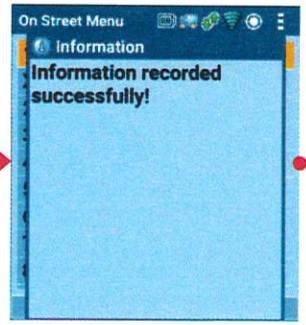
Select Ring type "Begin Tour"

Verify pre-populated data and modify as necessary, press ENTER

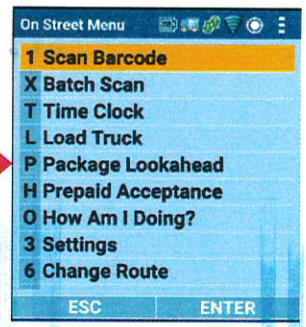
Note: Finance # is greyed out. Route ID displays as Login Route ID.



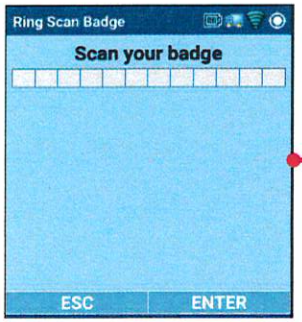
Press Enter to move forward or enter/select Operational ID. For this clock ring, the Operational field is optional



"Information recorded successfully!" briefly appears then exit out of the Time Clock application and return user to the previous screen



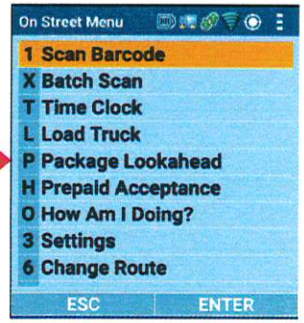
- ## Timekeeping for City Carriers: "End Tour" Clock Ring



Scan your badge

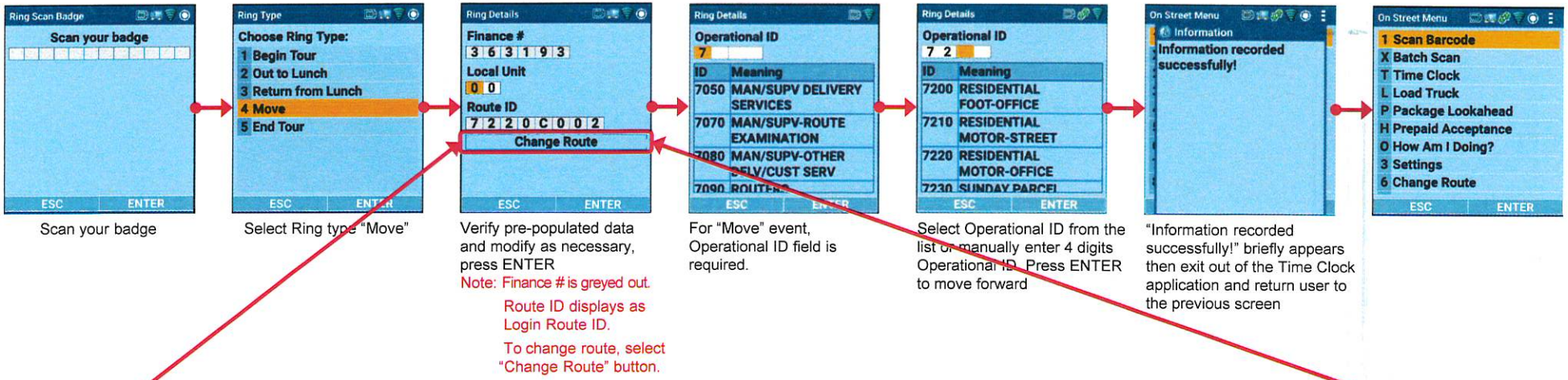
Select Ring type "End Tour"

Information recorded successfully!" briefly appears

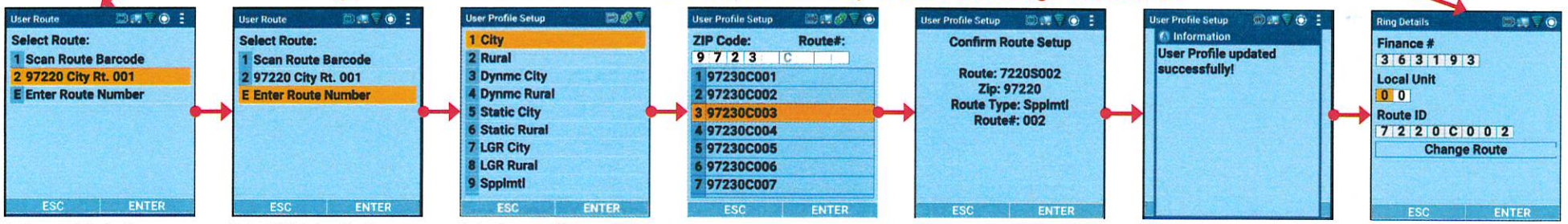


Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

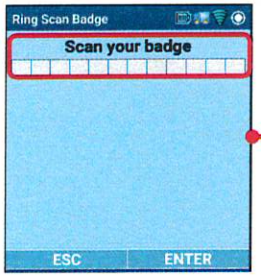
• Timekeeping for City Carriers: "Move" Clock Ring



Change Route workflow if carrier needs to perform duty in different assigned route ID



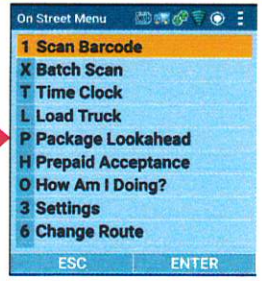
• Timekeeping for City Carriers: "Out to Lunch" & "Return from Lunch" Clock Rings



Scan your badge

Select "Out to Lunch"

"Information recorded successfully!" briefly appears



Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

Select "Begin Tour"

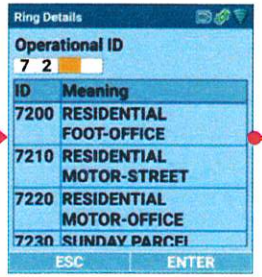
Note: User may see the Ring Menu without Lunch option if the scanner is detected outside of the facility (based on Geo coordinates of the facility with buffer)

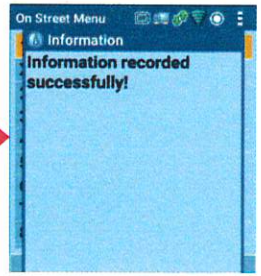
Finance # is greyed out

Route ID displays as Login Route ID.

Select "Return from Lunch"

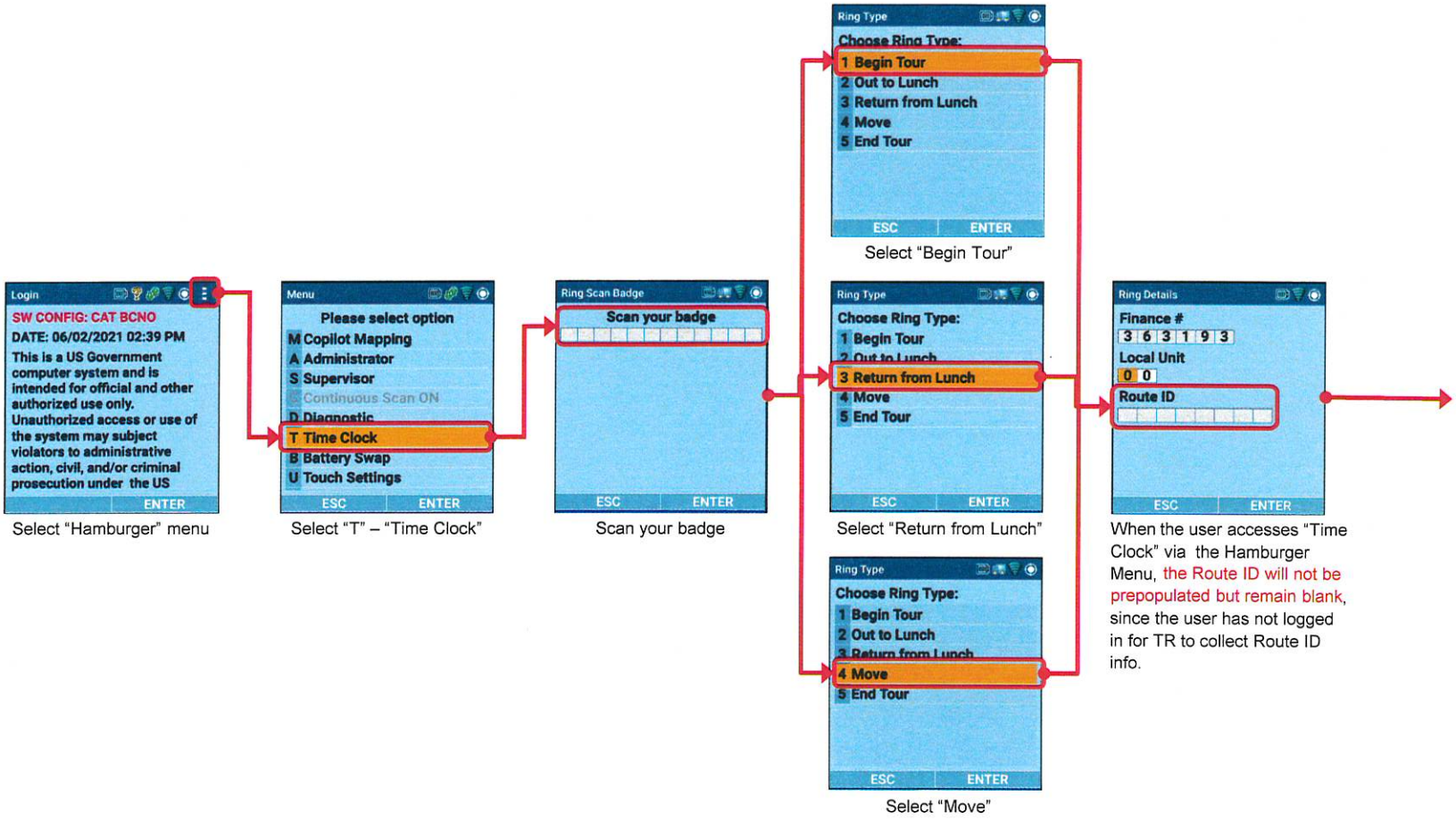
Verify pre-populated data and modify as necessary, press ENTER





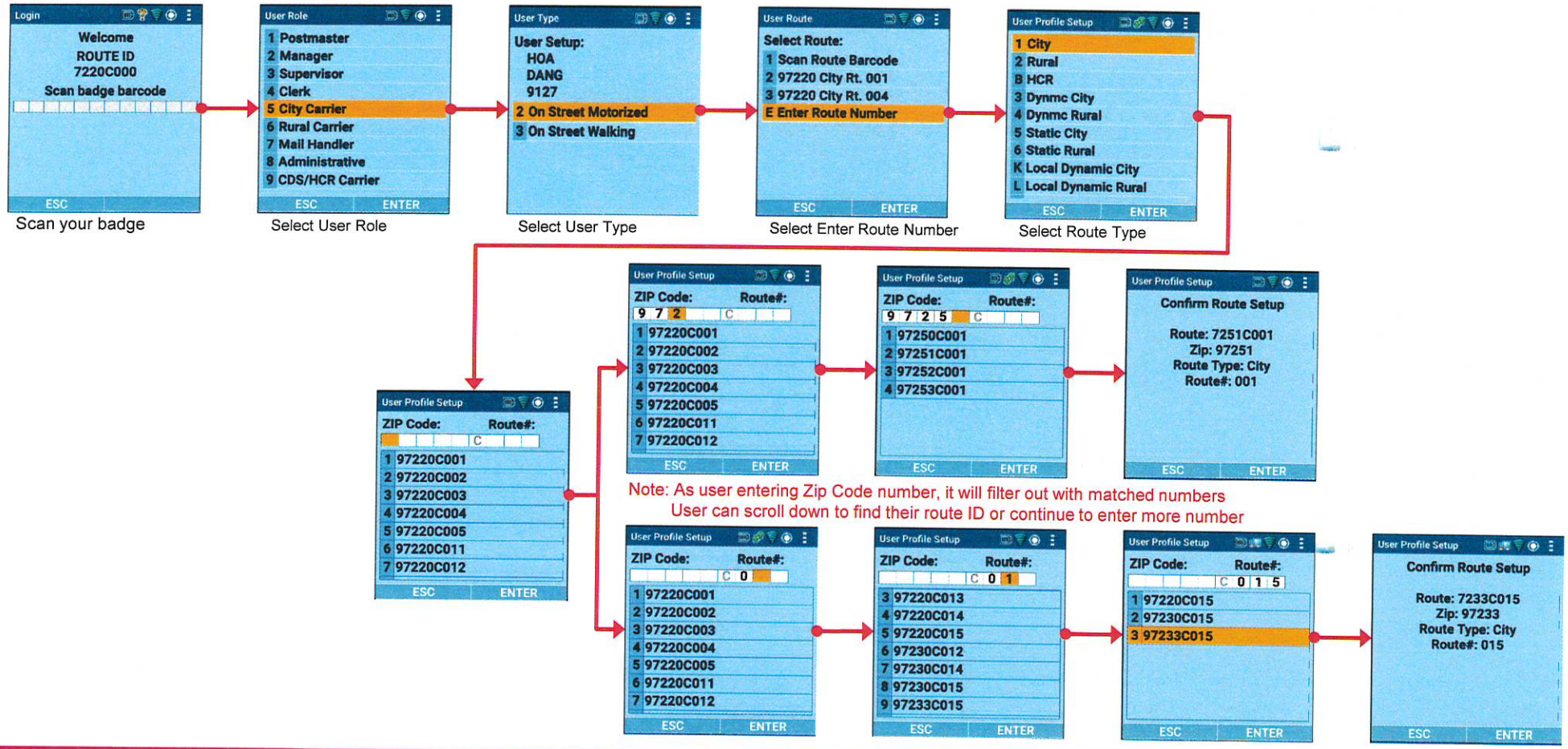
Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

- # Timekeeping for City Carriers: Using Time Clock via Hamburger Menu

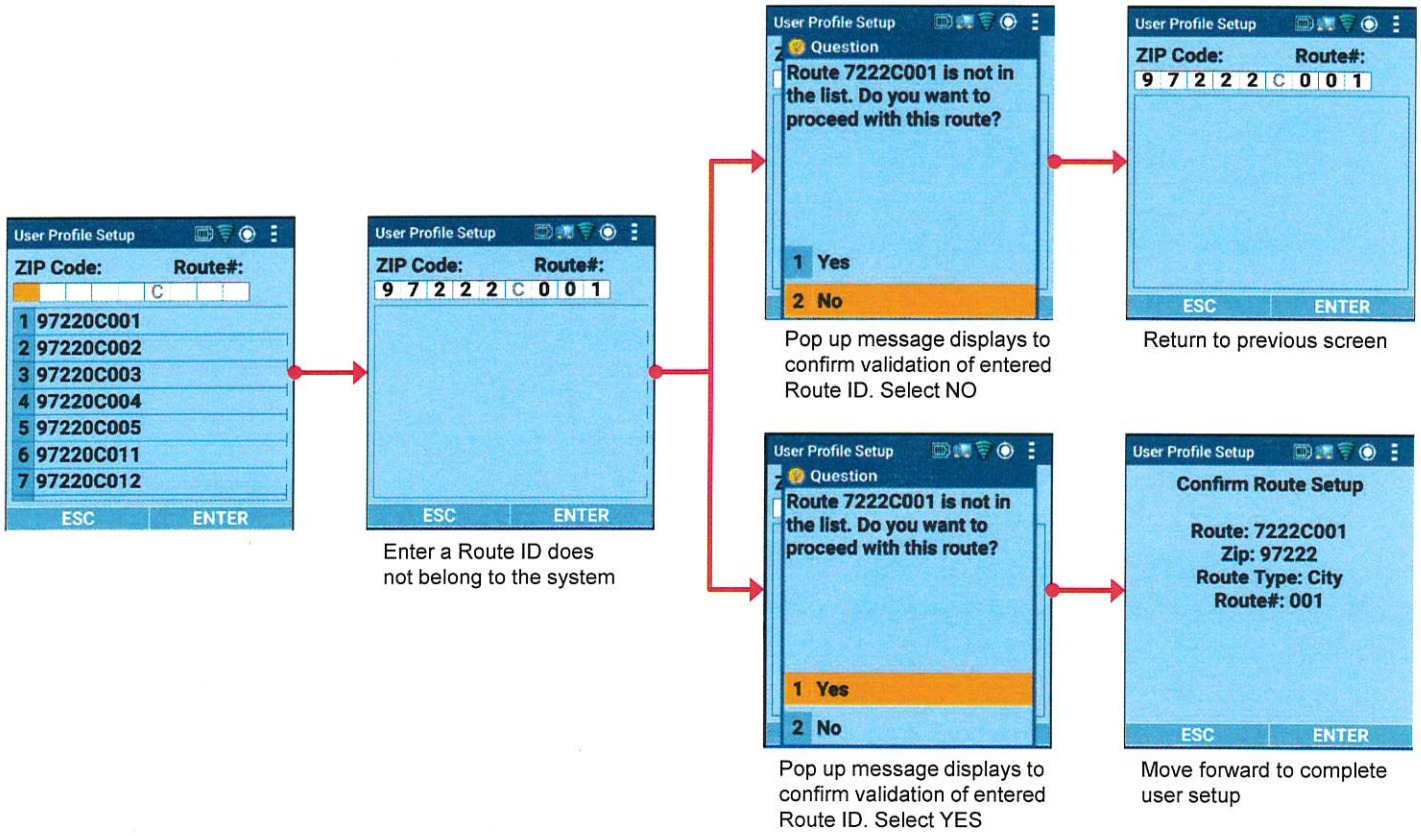


The following screens will display the same sequence as in "normal" workflow.
Once clock ring recording is complete, the scanner returns to the login screen.

- # Timekeeping for City Carriers: Using Dropdown Box



- **Timekeeping for City Carriers: Using Dropdown Box for Manual Entry**



MDD- In Office (MDD-IO)
Function 4
Timekeeping

Sensitive Commercial Information – Do Not Disclose / Attorney-Client Privileged / Attorney Work Product

F4 Timekeeping: RIMS – Mobile Delivery Device In-Office Scanner (MIO)

Processual Changes

- The new time keeping process will utilize operational move placards placed in work locations throughout the office which employees will scan.
- MIO scanner will record Retail & Customer Service employees' clock rings, and work hours will be posted in the TACS application from RIMS.
- Employees can access Time Keeping workflow by pressing hot key combination "Red" + "F" and scan their badge prior to recording the rings.

Pre-Implementation Checklist

- All employees must have a current barcoded ID badge
- EAS staff must have required access to RIMS and TACS for the Proof-of-Concept facility
- Print and post all applicable placards; ensure they are easily accessible in each operational area
- All MIO scanners must be available and configured to the correct finance number
- All clerks must log into MIO scanners
- Print and post SWIs and SOPs for reference
- Ensure all employees have been properly trained
- Ensure PS1260s are available (for back-up purposes)

F4 Timekeeping: RIMS – TACS Creating and Printing Placards

Placard Procedures

To create placards **log into Regional Intelligent Mail Servers (RIMS)**
https://rims-imdas.usps.com/login.php

RIMS/TACS Operations

In RIMS navigate to the TACS operations screen. This allows management to create, edit, delete, and print TACS placards that can be scanned by employees when performing work that falls under a specific operation code.

When first displayed, the TACS operations list is sorted in ascending order based on operation description, but it can be sorted by any field where the column title is underlined. The list can be searched by finance number, operation description, and operation code, and can be exported to an Excel or CSV formatted file for reference.

The list currently supports only In-office operations but may be enhanced at a later date to include On-street operations as well.

The data in the list is stored in RIMS for an indefinite time period and can be modified or deleted at any time.

List of TACS operations:

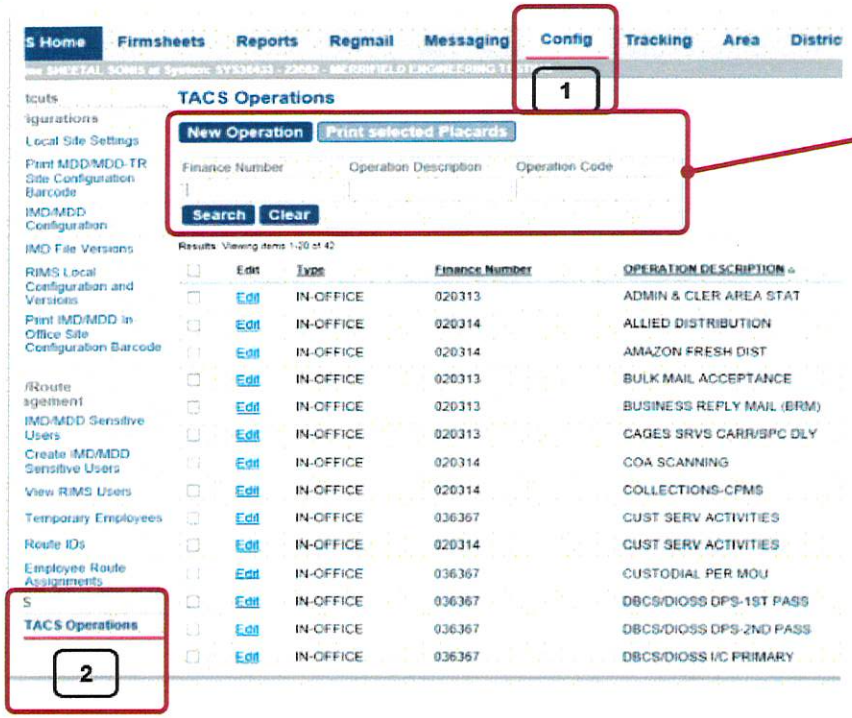
- Edit *(hyperlink used to modify an entry)*
- Type *(In-office is currently the only option)*
- Finance Number
- Operation Description
- Operation Code
- LDC Code (Labor Description Code)
- Created Datetime (CST)

Sensitive Commercial Information – Do Not Disclose / Attorney-Client Privileged / Attorney Work Product

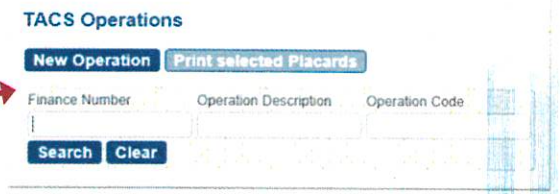
F4 Timekeeping: RIMS – TACS Creating and Printing Placards

TACS operations screen sample: step-by-step instructions

1 Config Tab – TACS Operations

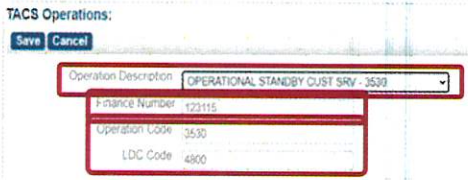


2 To Add a New Operation

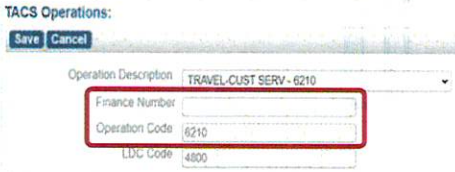


- Select an Operation Description from the dropdown list
- Finance Number *(Default Finance#)*
- The Operation code and LDC code are populated automatically
- Click on the Save button

For most Op. Codes Finance# defaults to the site Finance#, and user can't modify it.



For Op. Code 6210 Finance# doesn't defaults to the site Finance#, and user can enter one.

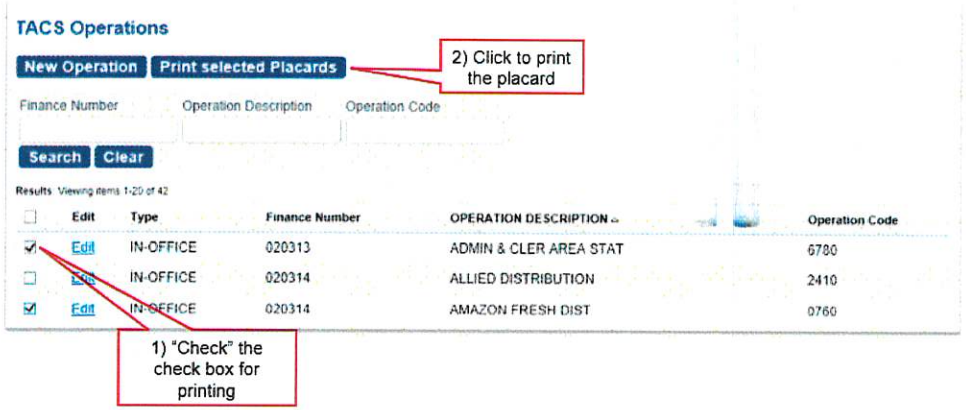


F4 Timekeeping: RIMS – TACS Creating and Printing Placards

TACS operations screen sample: step-by-step instructions

3 To Print a Placard

1. Select the placard(s) to be printed by checking the box next to the desired operation
2. Click the Print Placards button
3. The placard is printed in PDF, one placard per page, showing the facility description for the current office followed by the finance number, the operation description, the LDC and a barcode that captures the information.



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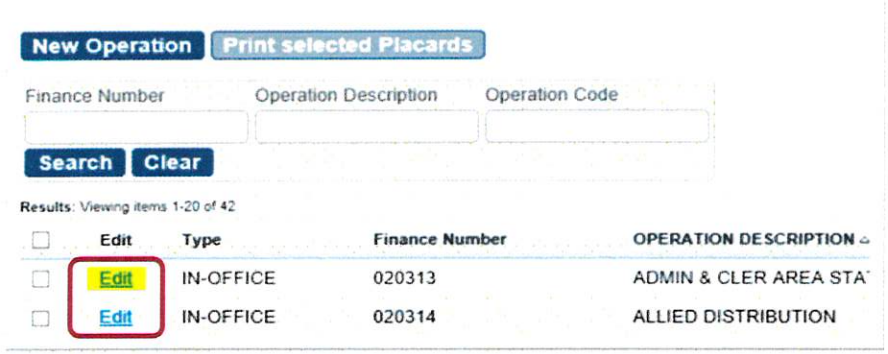
F4 Timekeeping: RIMS – TACS Creating and Printing Placards

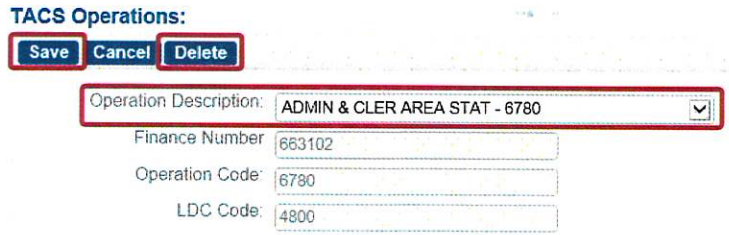
TACS operations screen sample: step-by-step instructions

4 To Edit or Delete an Operation Entry

- Click on the Edit hyperlink next to the entry to be edited or deleted



- Select an Operation Description from the dropdown list
- To save the changes, click Save
- To delete the entry, click Delete



- Once all placards have been printed for the facility, they should be displayed in or nearest the workstation.
- Placards should be easily accessible for employee to reach.
- If the office requires employees to travel to various locations, placards for these finance numbers should be displayed in a segregated area as to not be confused with the primary office placards.

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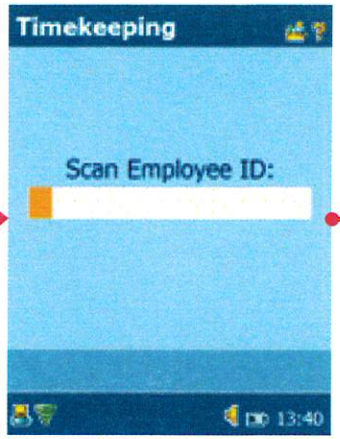
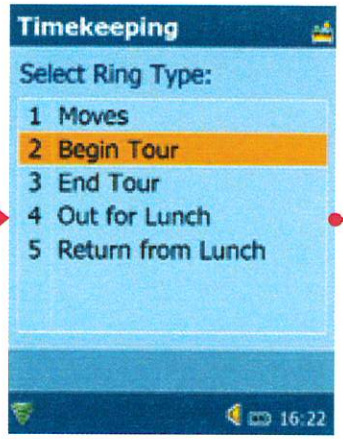
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee begins work for the day

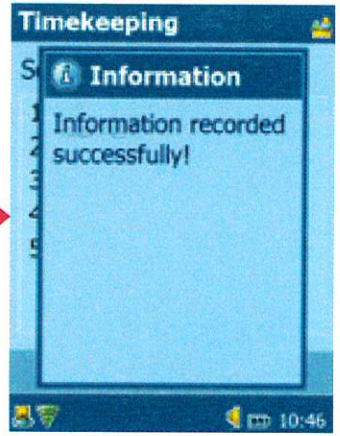
Press **RED+F**



Scan your badge



Select "Begin Tour"

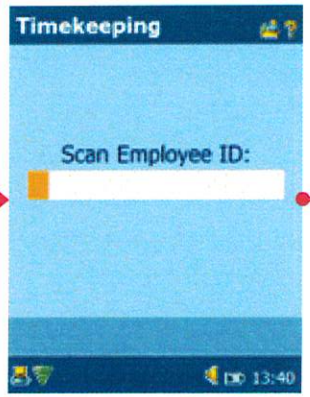


Sensitive Commercial Information – Do Not Disclose / Attorney-Client Privileged / Attorney Work Product

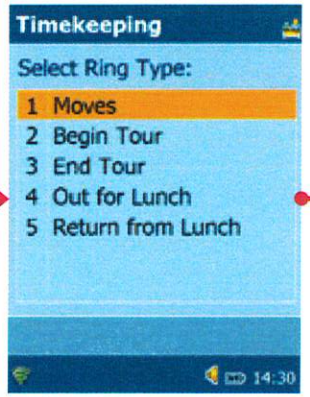
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee starts assignment

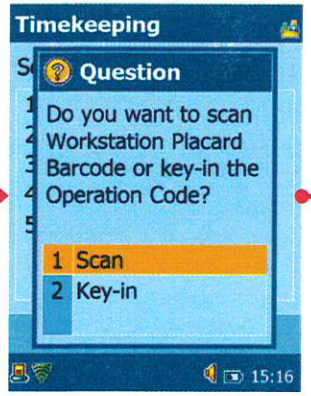
Press **RED+F**



Scan your badge

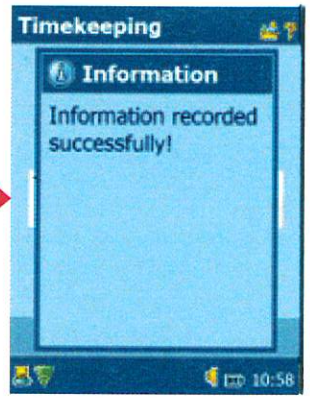


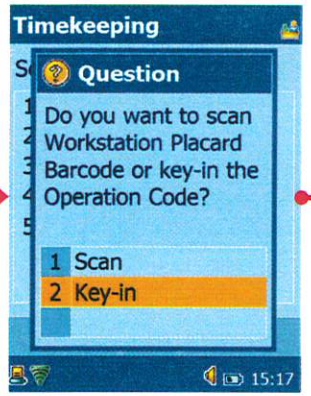
Select "Move"



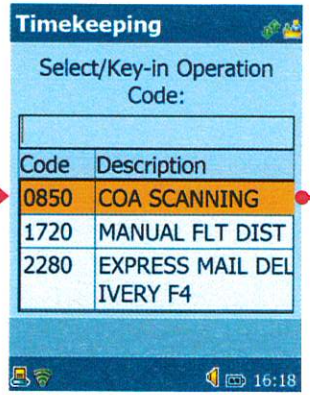
Select "Scan"

Scan Placard

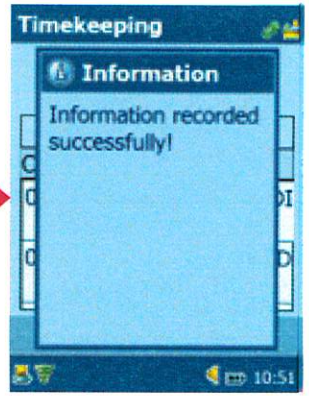




Select Key-in Placard



Select/Key-in Operation Code



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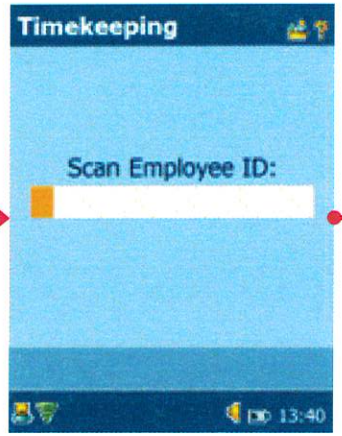
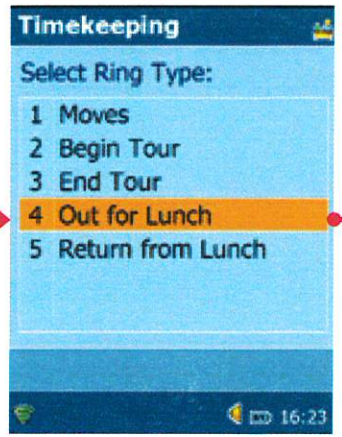
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee takes lunch break

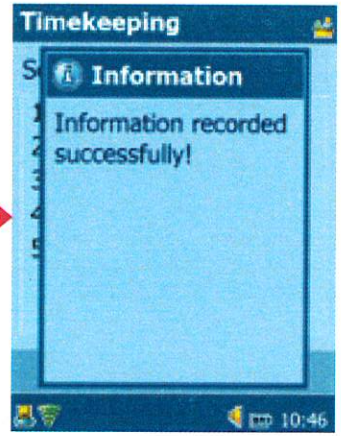
Press **RED+F**



Scan your badge



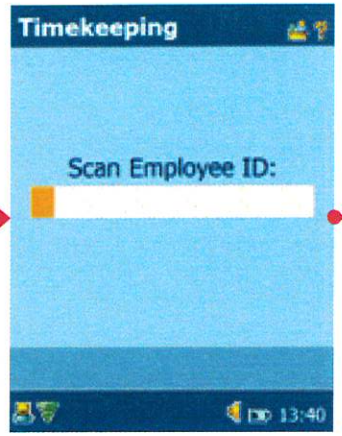
Select "Out for Lunch"



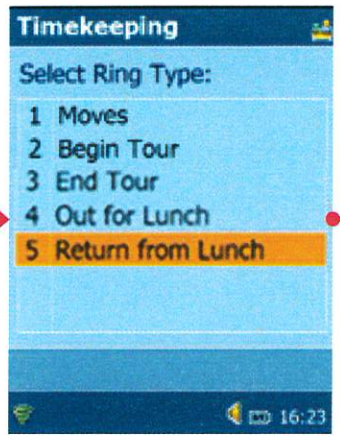
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee returns from lunch break

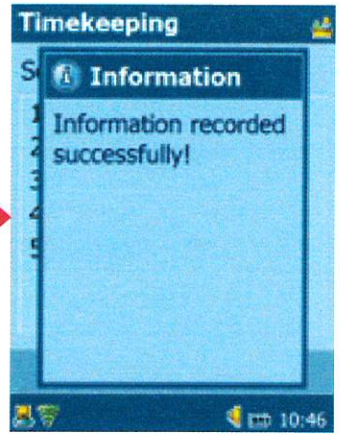
Press **RED+F**



Scan your badge



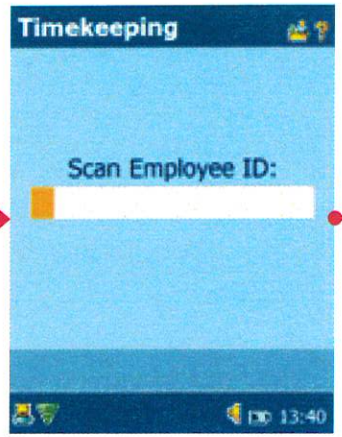
Select "Return from Lunch"



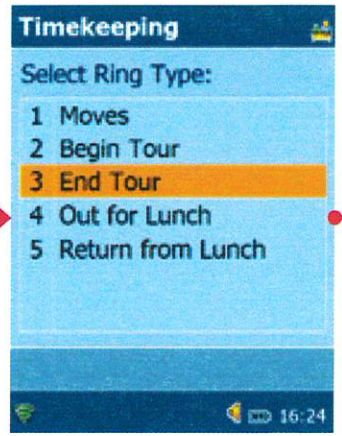
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee ends work for the day

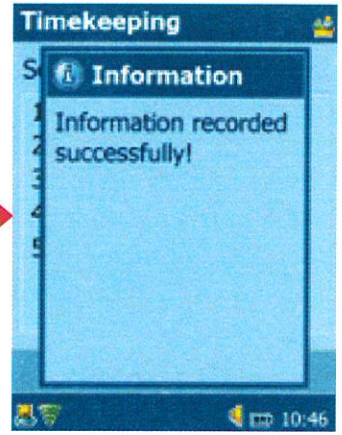
Press **RED+F**



Scan your badge



Select "End Tour"



Questions?

MDD Roll Out Schedule Summary		
Task Name	Start	Finish
Deployment to Production	**Mon 2/7/22**	**Fri 9/23/22**
Pilot Sites	Sat 3/26/22	Fri 4/22/22
Phase 1 (North Carolina)	Sat 5/21/22	Fri 6/17/22
Phase 2 (Half of Atlantic)	Sat 6/18/22	Fri 7/15/22
Phase 3 (Remaiming Atlantic)	Sat 7/16/22	Fri 4/8/22
Phase 4 (Half of Southern)	Sat 8/13/22	Fri 9/9/22
Phase 5 (Other Half of Southern)	Sat 9/10/22	Fri 10/7/22
Stop for Peak Season	Sat 10/8/2022	Fri 1/27/23
Phase 6 (Half of Central)	Sat 1/28/23	Fri 2/24/23
Phase 7 (Other Half of Central)	Sat 2/25/23	Fri 3/24/23
Phase 8 (Half of WestPac)	Sat 3/25/23	Fri 4/21/23
Phase 9 (Other Half of WestPac)	Fri 4/22/23	Fri 5/19/23
Rollout Complete	Fri 5/20/23	Fri 5/20/23

Note: The pilot sites will be reclassified to the correct phase once the pilot has ended.

MDD-TR/MIO Timekeeping Rollout Timeline

MDD Roll Out Schedule Summary		
Task Name	Start	Finish
Deployment to Production	**Mon 2/7/22**	**Fri 9/23/22**
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Phase 5 (Other Half of Southern)	Sat 9/10/22	Fri 10/7/22
Stop for Peak Season	Sat 10/8/22	Fri 1/27/23
Phase 6 (Half of Central)	Sat 1/28/23	Fri 2/24/23
Phase 7 (Other Half of Central)	Sat 2/25/23	Fri 3/24/23
Phase 8 (Half of WestPac)	Sat 3/25/23	Fri 4/21/23
Phase 9 (Other Half of WestPac)	Fri 4/22/23	Fri 5/19/23
Rollout Complete	Fri 5/20/23	Fri 5/20/23

*** Note: The pilot sites will be reclassified to the correct phase once the pilot has ended.**

MDD-TR/MIO Timekeeping Pilot Site Rollout

Phase	Area Name	District Name	Facility Name
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-SPRINGFIELD AVE S
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-VAILSBURG STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	EDI-MENLO PARK STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	EDISON NJ
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NEWARK
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-IRVINGTON BR
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	EDI-NIXON STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-BELLEVILLE CARRIE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-SOUTH STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	New Jersey	NWK-ROSEVILLE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GASTONIA PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-NORTH RIDGE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	NEW HOPE CARRIER ANNEX
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-AVENT FERRY STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-MAIN OFFICE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-HILBURN STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-WESTSIDE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	NEW BERN PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-BRENTWOOD STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	JAX-BRYNN MARR ANX
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-SUNNYBROOK STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	MORGANTON PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GREENVILLE PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-SPRING VALLEY STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GRN-SOUTH MEMORIAL
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	JACKSONVILLE PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	ELIZABETH CITY PO
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-CAPITOL STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-SUMMIT STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-P&DC (PLEASANT RIDGE CARRIER ANNEX)
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-BATTLEGROUND STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-FOUR SEASONS STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-FRIENDLY STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-GUILFORD STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	GSO-HILLTOP FINANCE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-MILLBROOK STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-WESTGATE STATION
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-CAMERON VILLAGE STA
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-FIVE POINTS FINACE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-NEUSE FINANCE
Initial Pilot	ATLANTIC RETAIL & DELIVERY	North Carolina	RAL-CENTURY FINANCE
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-MALLORY
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-RIVERSIDE FINANCE
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HACKS CROSS FINAN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-PEABODY PLACE FIN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-WOODBINE STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-DESOTO/FRONT ST C
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-MENDENHALL
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HICKORY HILL
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-BARTLETT
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-BELLEVUE BR
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-EAST/LAMAR CARR A

MDD-TR/MIO Timekeeping Pilot Site Rollout

Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-BELLE MEADE STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-WEST STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-METRO STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-CROSSTOWN CARR AN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-WHITE STATION
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-GREEN HILLS STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-MELROSE STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-EAST STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HOLIDAY CITY
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-NORTHEAST STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-HOLLYWD/BINGHMPTN
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-WHITEHAVEN STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-DONELSON STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	NAS-CHURCH STREET STA
Initial Pilot	SOUTHERN RETAIL & DELIVERY	Tennessee	MEM-RALEIGH
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-FRAYSER
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-GLENVIEW STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-HIGHLAND HEIGHTS
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-ACKLEN STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-SOUTH STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-NORTH
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-JERE BAXTER BR
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-ARCADE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-GMF WINDOW-
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	NAS-BROADWAY STA-
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-COLONIAL FIN UNIT
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-EAST FINANCE UNIT
Initial Pilot	WESTPAC RETAIL & DELIVERY	Tennessee	MEM-MAIN OFC WNDW SVC
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-OAKRIDGE MALL
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-WILLOW GLEN STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-WESTGATE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-HILLVIEW STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-BLOSSOM HILL STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-ST JAMES PARK STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-ROBERTSVILLE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-FOOTHILL STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-SEVEN TREES STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-BAYSIDE STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-CAMBRIAN PARK STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-BERRYESSA STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-ALMADEN VALLEY ST
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-PARKMOOR STA
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-SAN JOSE PO
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-GARDEN STATION
Initial Pilot	WESTPAC RETAIL & DELIVERY	California	SJC-EASTRIDGE MALL

MDD-TR/MIO Timekeeping National Rollout

Phase	Area Name	District Name
Phase 1	ATLANTIC RETAIL & DELIVERY	NORTH CAROLINA DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW JERSEY DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW YORK 1 DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW YORK 2 DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	NEW YORK 3 DISTRICT
Phase 2	ATLANTIC RETAIL & DELIVERY	VIRGINIA DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	CONNECTICUT DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	DE-PA2 DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	MA-RI DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	MARYLAND DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	ME-NH-VT DISTRICT
Phase 3	ATLANTIC RETAIL & DELIVERY	PENNSYLVANIA 1 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	FLORIDA 1 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	FLORIDA 2 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	FLORIDA 3 DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	GEORGIA DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	PUERTO RICO DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	SOUTH CAROLINA DISTRICT
Phase 4	SOUTHERN RETAIL & DELIVERY	TENNESSEE DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	AL-MS DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	AR-OK DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	LOUISIANA DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	TEXAS 1 DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	TEXAS 2 DISTRICT
Phase 5	SOUTHERN RETAIL & DELIVERY	TEXAS 3 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	ILLINOIS 1 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	ILLINOIS 2 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	INDIANA DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	KY-WV DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	OHIO 1 DISTRICT
Phase 6	CENTRAL RETAIL & DELIVERY	OHIO 2 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	IA-NE-SD DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	KS-MO DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MICHIGAN 1 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MICHIGAN 2 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MICHIGAN 2 DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	MN-ND DISTRICT
Phase 7	CENTRAL RETAIL & DELIVERY	WISCONSIN DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	ALASKA DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	AZ-NM DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	CO-WY DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	ID-MT-OR DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	NV-UT DISTRICT
Phase 8	WESTPAC RETAIL & DELIVERY	WASHINGTON DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 1 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 2 DISTRICT

MDD-TR/MIO Timekeeping National Rollout

Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 3 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 4 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	CALIFORNIA 5 DISTRICT
Phase 9	WESTPAC RETAIL & DELIVERY	HAWAII DISTRICT

MDD-IO & MDD-TR Scanners Functions 2 & 4 Timekeeping

March 22, 2022

UNITED STATES POSTAL SERVICE®

F2 & F4 Timekeeping

Background

- The vendor that supplied Hyper Electronic Badge Readers (HEBR) went out of business in August of 2018.
- The HEBRs are over 25 years old, and some replacement parts are in short supply, especially the motherboards.
- Current projections have the supply of HEBRs being exhausted in FY2023.
- Developing a new process for time keeping purposes has become necessary.
- The Postal Service will utilize existing technology (MDD-IO and MDD-TR scanners) to transmit clock rings to Time and Attendance Control System (TACS)

MDD-IO

Employees performing Function 4 duties must utilize MDD-IO (MIO) scanners for time keeping.

Employees performing Function 2 duties must utilize MDD-TR scanners for time keeping.

Work hours for each employee will be transmitted from the MDD-IO and MDD-TR devices to Regional Intelligent Mail Servers (RIMS), and then reported to the Time and Attendance Control System (TACS).

MDD-TR

MDD-TR Scanner Function 2 Timekeeping

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F2 Timekeeping: RIMS – Mobile Delivery Device (MDD-TR)

Changes on MDD-TR

- MDD-TR Application is modified to accept City Carriers clock rings, Carriers time can be posted in the TACS application from RIMS
- AMS Route Drop-down box added to reduce manual entries
- Carriers must scan their badge prior to recording the rings

Five clock rings are available:

1. Begin Tour
2. Out for Lunch
3. Return from Lunch
4. Move
5. End Tour

- Once DEPART2ROUTE scan is performed or the facility shape of the office is broken, the scanner will automatically suppress “Out for Lunch” and “Return from Lunch” rings, until a RETURN2DU is scanned.
- “Move” ring requests carrier to enter the operation ID, and the scanner will provide a list of available IDs to select from. For other ring types operation ID is not mandatory.

F2 Timekeeping: RIMS – Mobile Delivery Device (MDD-TR)

Pre-Implementation Checklist

- All carriers must have a current barcoded ID badge.
- All offices must ensure they have MDD-TRs for each of their AMS routes and any Full-Time Non-AMS routes. The number of the spare MDD-TRs on hand must be equal to the combined total of AMS and Full-Time Non-AMS routes times 10%.
- MDD-TRs that are Lost, Damaged or Not Working must be reported to the Helpdesk.
- Offices must verify via **RIMS-Tracking-Device Asset Summary** that the latest Software Version (7.50) is used.
- All MDD-TRs must be accessible in the morning, so carriers can record their Begin Tours.
  The location surrounding the MDD-TRs will become a new area where carriers will gather to pick-up their scanners.
  Each site needs to GEMBA to ensure no safety hazard exist.
- Supervisors must review clock ring daily and notify carriers if clock-ring errors are observed.

- ## Timekeeping for City Carriers: “Begin Tour” Clock Ring

Scan your badge

Select Ring type “Begin Tour”

Verify pre-populated data and modify as necessary, press ENTER

Note: Finance # is greyed out. Route ID displays as Login Route ID.

Press Enter to move forward or enter/select Operational ID. For this clock ring, the Operational field is optional

“Information recorded successfully!” briefly appears then exit out of the Time Clock application and return user to the previous screen

- ## Timekeeping for City Carriers: “End Tour” Clock Ring

Scan your badge

Select Ring type “End Tour”

Information recorded successfully!” briefly appears

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

• Timekeeping for City Carriers: “Move” Clock Ring

Scan your badge

Select Ring type “Move”

Verify pre-populated data and modify as necessary, press ENTER

Note: Finance # is greyed out.

Route ID displays as Login Route ID.

To change route, select “Change Route” button.

For “Move” event, Operational ID field is required.

Select Operational ID from the list or manually enter 4 digits Operational ID. Press ENTER to move forward

“Information recorded successfully!” briefly appears then exit out of the Time Clock application and return user to the previous screen

Change Route workflow if carrier needs to perform duty in different assigned route ID

Auto populated with assigned route from RIMS

Select “E-Enter Route Number” to manually change Route ID

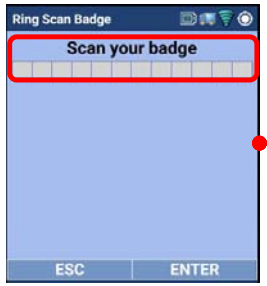
Select appropriate route type

Confirm entered Route info and Press “Enter”

Pop up message displays briefly to confirm Route ID has been changed

Route ID change should reflect on TACS Route ID

• Timekeeping for City Carriers: “Out to Lunch” & “Return from Lunch” Clock Rings



Scan your badge

Select “Out to Lunch”

“Information recorded successfully!” briefly appears

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

Select “Begin Tour”

Note: User may see the Ring Menu without Lunch option if the scanner is detected outside of the facility (based on Geo coordinates of the facility with buffer)

Finance # is greyed out

Route ID displays as Login Route ID.

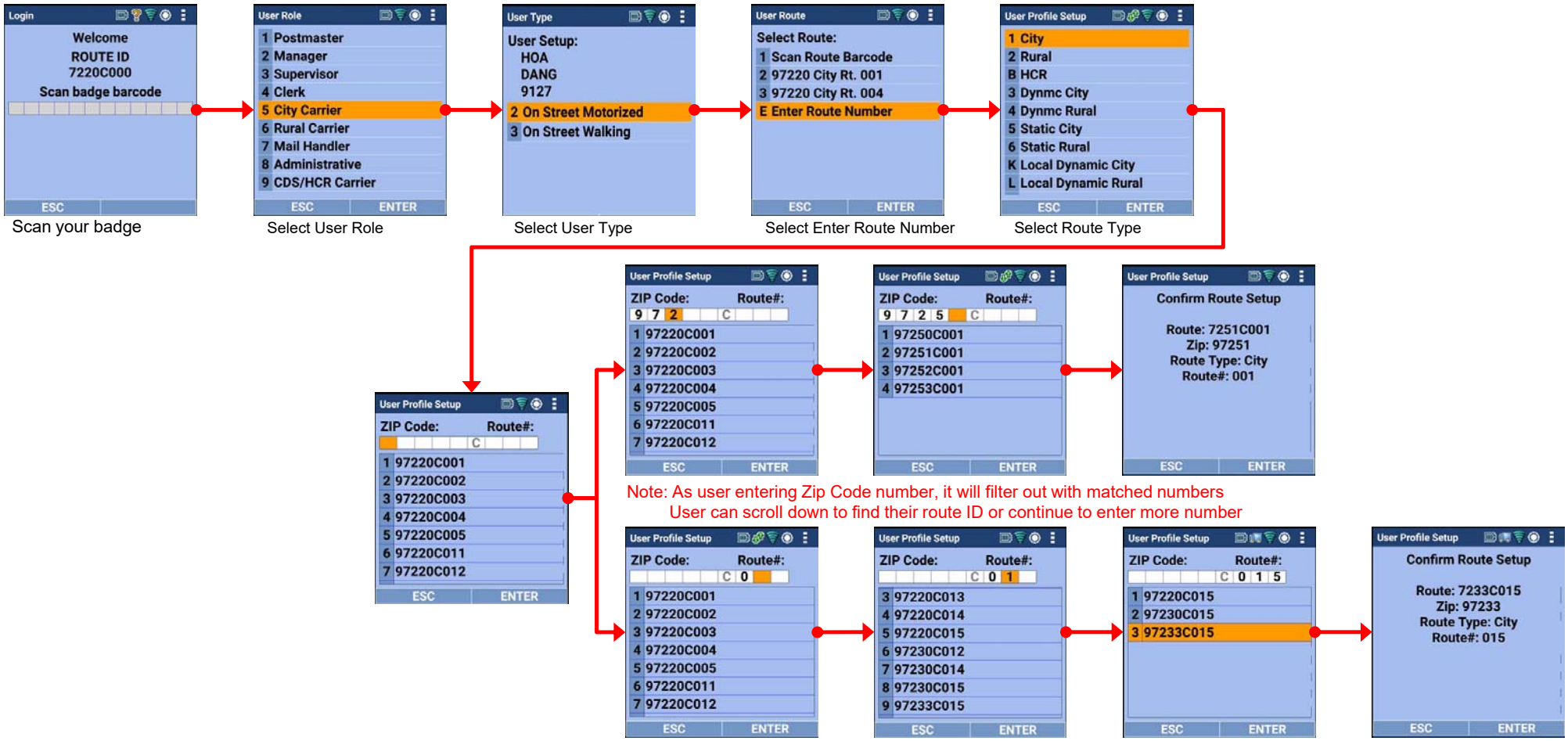
Select “Return from Lunch”

Verify pre-populated data and modify as necessary, press ENTER

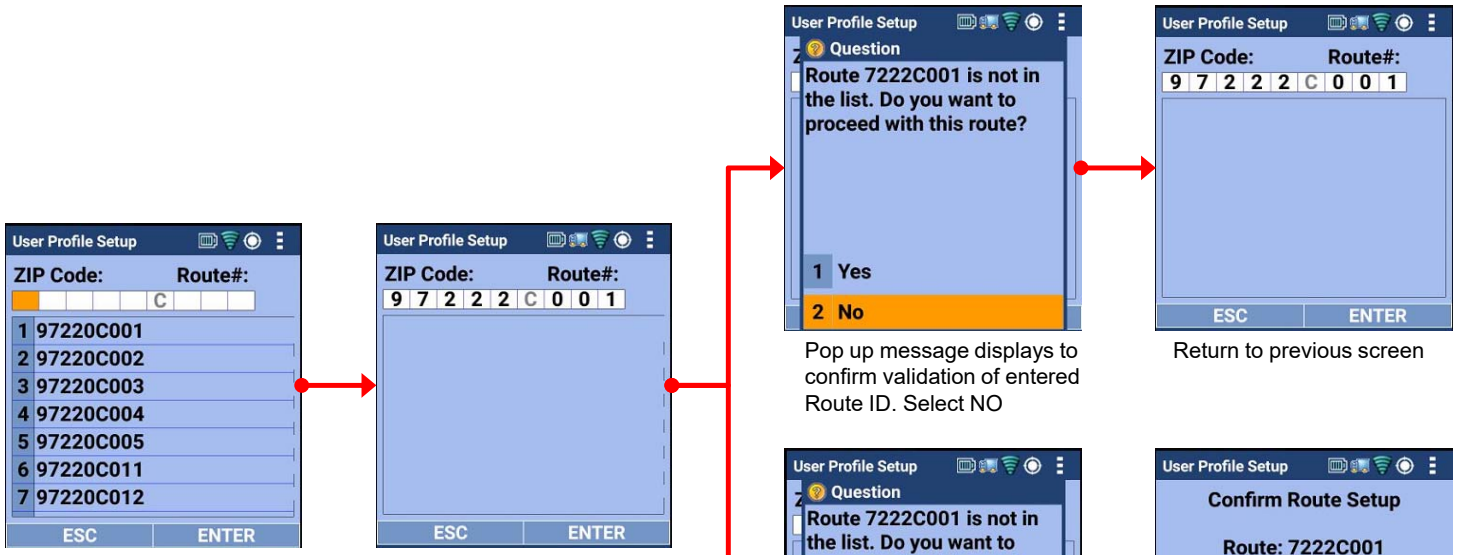
Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

- # Timekeeping for City Carriers: Using Time Clock via Hamburger Menu

- # Timekeeping for City Carriers: Using Dropdown Box



- # Timekeeping for City Carriers: Using Dropdown Box for Manual Entry



MDD- In Office (MDD-IO)
Function 4
Timekeeping

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F4 Timekeeping: RIMS – Mobile Delivery Device In-Office Scanner (MIO)

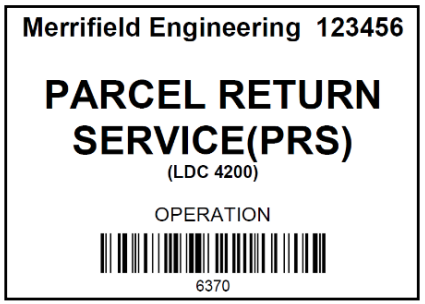
Processual Changes

- The new time keeping process will utilize operational move placards placed in work locations throughout the office which employees will scan.
- MIO scanner will record Retail & Customer Service employees' clock rings, and work hours will be posted in the TACS application from RIMS.
- Employees can access Time Keeping workflow by pressing hot key combination “Red” + “F” and scan their badge prior to recording the rings.

Pre-Implementation Checklist

- All employees must have a current barcoded ID badge
- EAS staff must have required access to RIMS and TACS for the Proof-of-Concept facility
- Print and post all applicable placards; ensure they are easily accessible in each operational area
- All MIO scanners must be available and configured to the correct finance number
- All clerks must log into MIO scanners
- Print and post SWIs and SOPs for reference
- Ensure all employees have been properly trained
- Ensure PS1260s are available (for back-up purposes)

F4 Timekeeping: RIMS – TACS Creating and Printing Placards



Placard Procedures

To create placards **log into Regional Intelligent Mail Servers (RIMS)**
https://rims-imdas.usps.com/login.php

RIMS/TACS Operations

In RIMS navigate to the TACS operations screen. This allows management to create, edit, delete, and print TACS placards that can be scanned by employees when performing work that falls under a specific operation code.

When first displayed, the TACS operations list is sorted in ascending order based on operation description, but it can be sorted by any field where the column title is underlined. The list can be searched by finance number, operation description, and operation code, and can be exported to an Excel or CSV formatted file for reference.

The list currently supports only In-office operations but may be enhanced at a later date to include On-street operations as well.

The data in the list is stored in RIMS for an indefinite time period and can be modified or deleted at any time.

List of TACS operations:

- Edit *(hyperlink used to modify an entry)*
- Type *(In-office is currently the only option)*
- Finance Number
- Operation Description
- Operation Code
- LDC Code (Labor Description Code)
- Created Datetime (CST)

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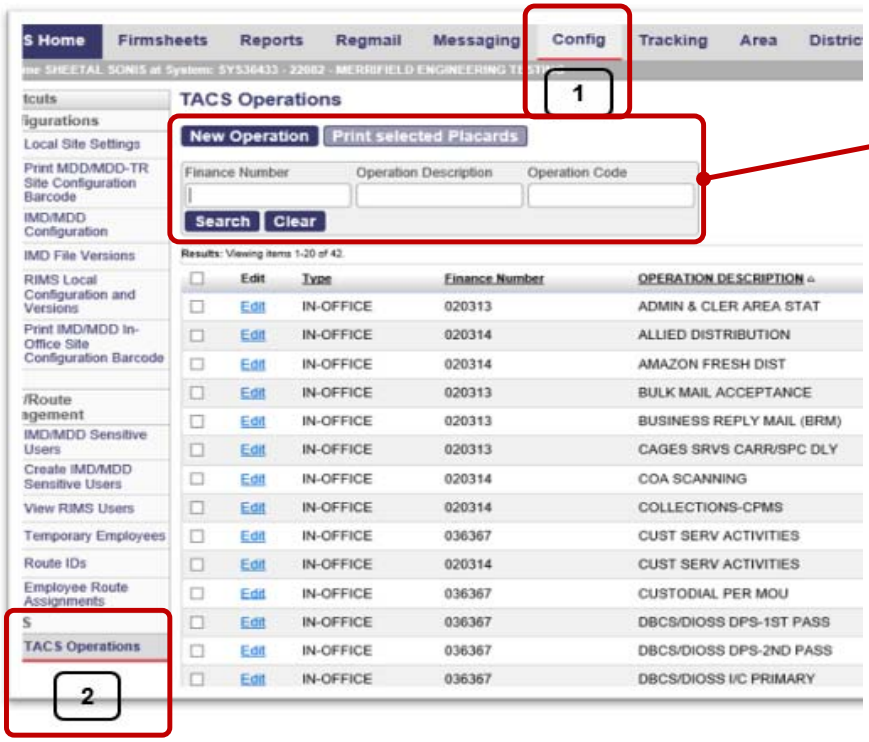
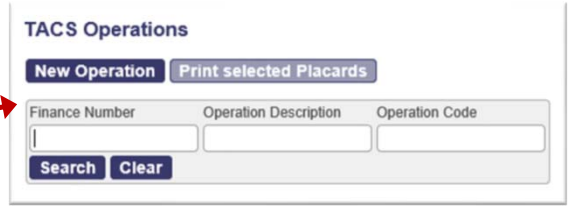
F4 Timekeeping: RIMS – TACS Creating and Printing Placards

TACS operations screen sample: step-by-step instructions

1 Config Tab – TACS Operations

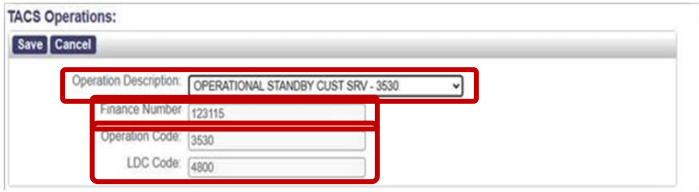


2 To Add a New Operation



- Select an Operation Description from the dropdown list
- Finance Number *(Default Finance#)*
- The Operation code and LDC code are populated automatically
- Click on the Save button

For most Op. Codes Finance# defaults to the site Finance#, and user can't modify it.



For Op. Code 6210 Finance# doesn't defaults to the site Finance#, and user can enter one.

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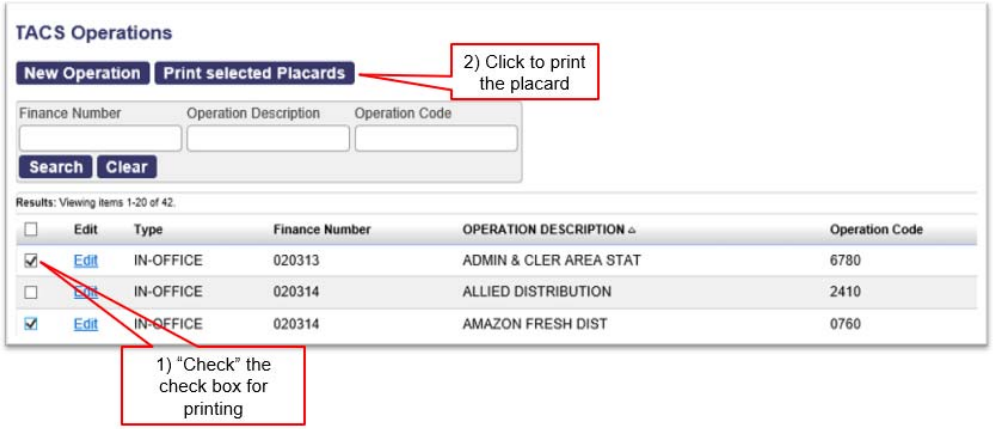
F4 Timekeeping: RIMS – TACS Creating and Printing Placards

TACS operations screen sample: step-by-step instructions

3 To Print a Placard

1. Select the placard(s) to be printed by checking the box next to the desired operation
2. Click the Print Placards button
3. The placard is printed in PDF, one placard per page, showing the facility description for the current office followed by the finance number, the operation description, the LDC and a barcode that captures the information.



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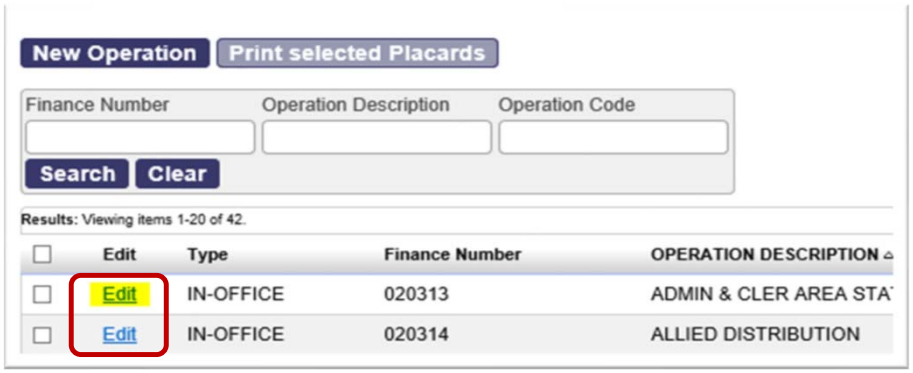
F4 Timekeeping: RIMS – TACS Creating and Printing Placards

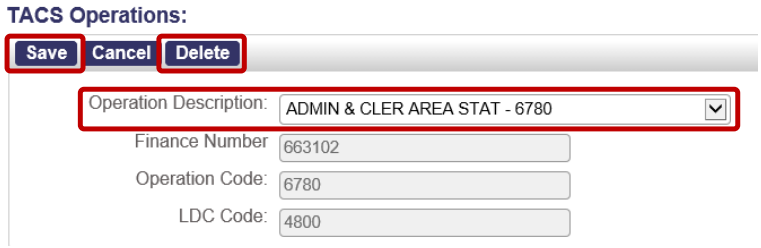
TACS operations screen sample: step-by-step instructions

4 To Edit or Delete an Operation Entry

- Click on the Edit hyperlink next to the entry to be edited or deleted



- Select an Operation Description from the dropdown list
- To save the changes, click Save
- To delete the entry, click Delete



- Once all placards have been printed for the facility, they should be displayed in or nearest the workstation.
- Placards should be easily accessible for employee to reach.
- If the office requires employees to travel to various locations, placards for these finance numbers should be displayed in a segregated area as to not be confused with the primary office placards.

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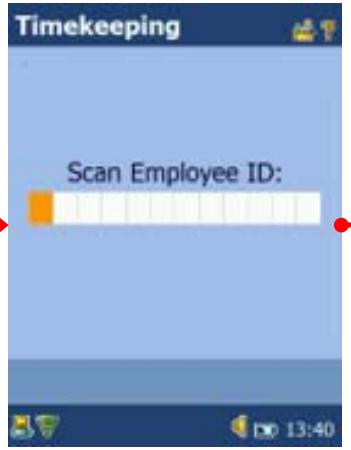
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

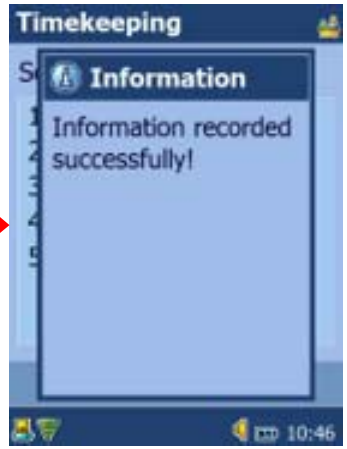
Employee begins work for the day

Press **RED+F**



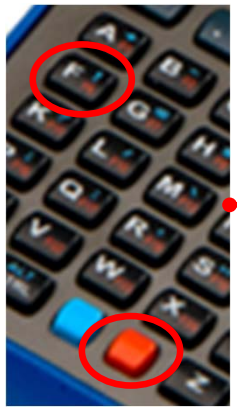
Scan your badge

Select “Begin Tour”

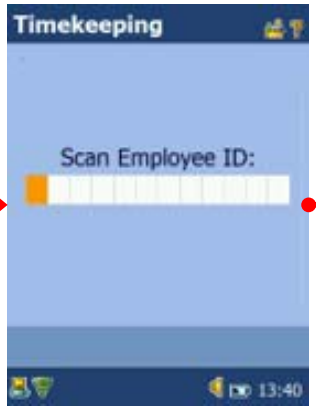


F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

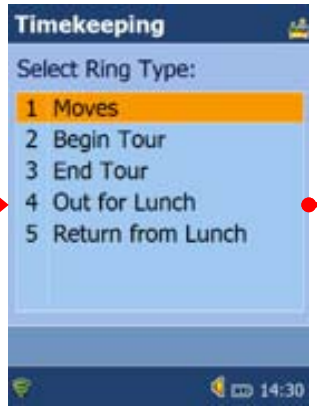
Employee starts assignment



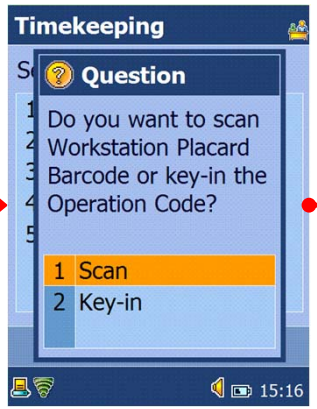
Press **RED+F**



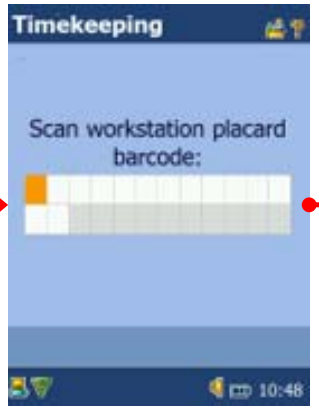
Scan your badge



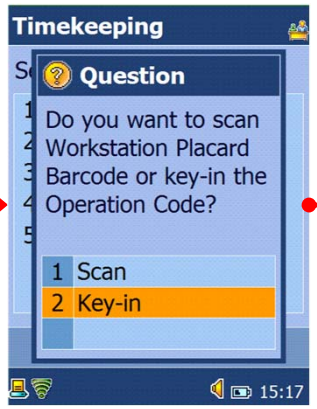
Select “Move”



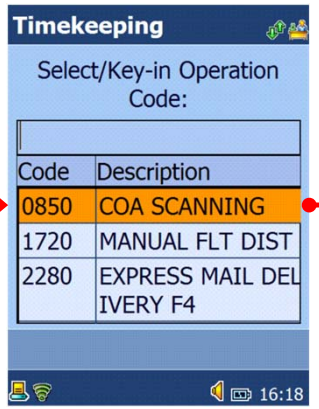
Select “Scan”



Scan Placard



Select Key-in Placard



Select/Key-in Operation Code

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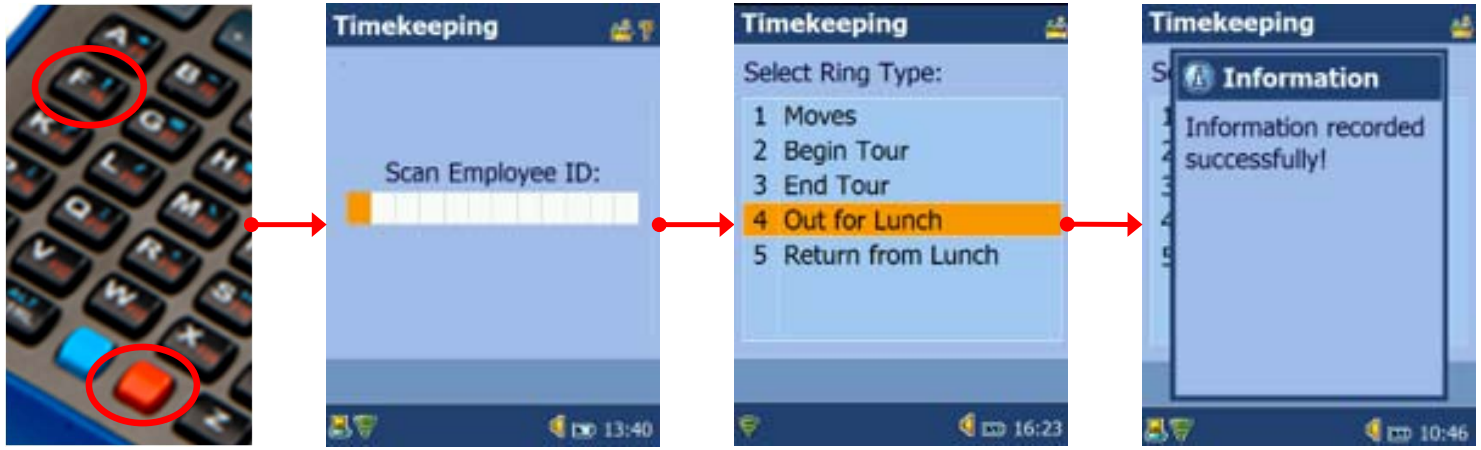
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee takes lunch break



Press **RED+F**

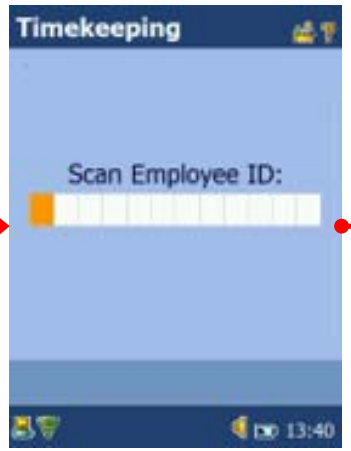
Scan your badge

Select “Out for Lunch”

F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

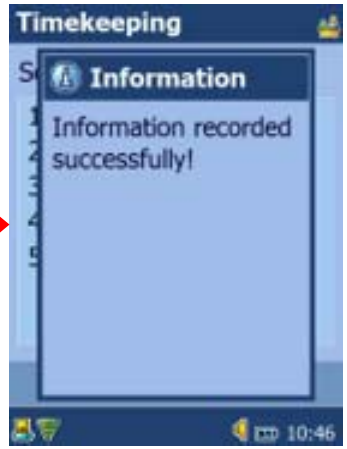
Employee returns from lunch break

Press **RED+F**



Scan your badge

Select “Return from Lunch”



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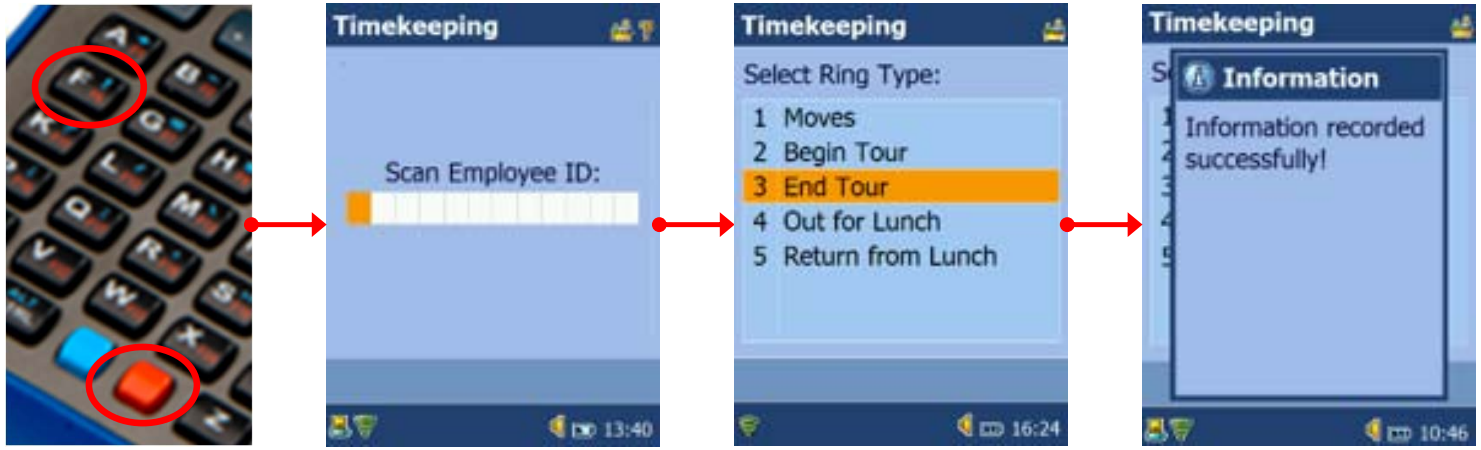
F4 Timekeeping: RIMS – Utilizing the MDD In-Office Scanner (MIO)

Employee ends work for the day



Press **RED+F**

Scan your badge

Select “End Tour”

Questions?