LABOR RELATIONS

UNITED STATES POSTAL SERVICE

December 20, 2023

RECEIVED
DEC 21 2023

Mr. Ivan 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 is revising TACS training for supervisors with the following online courses.

- *6313 TACS Refresher*
- *6316 TACS Transition from Lead Clerk to Supervisor (online)*
- *6339 TACS for Supervisor (online)*

The courses consist of multiple modules which include activities, videos, and scripts.

These courses will be uploaded into HERO for the target audience (Supervisors) to take as a replacement for of the instructor-led courses. The enclosed compact disc contains the referenced training materials.

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

Sincerely,

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

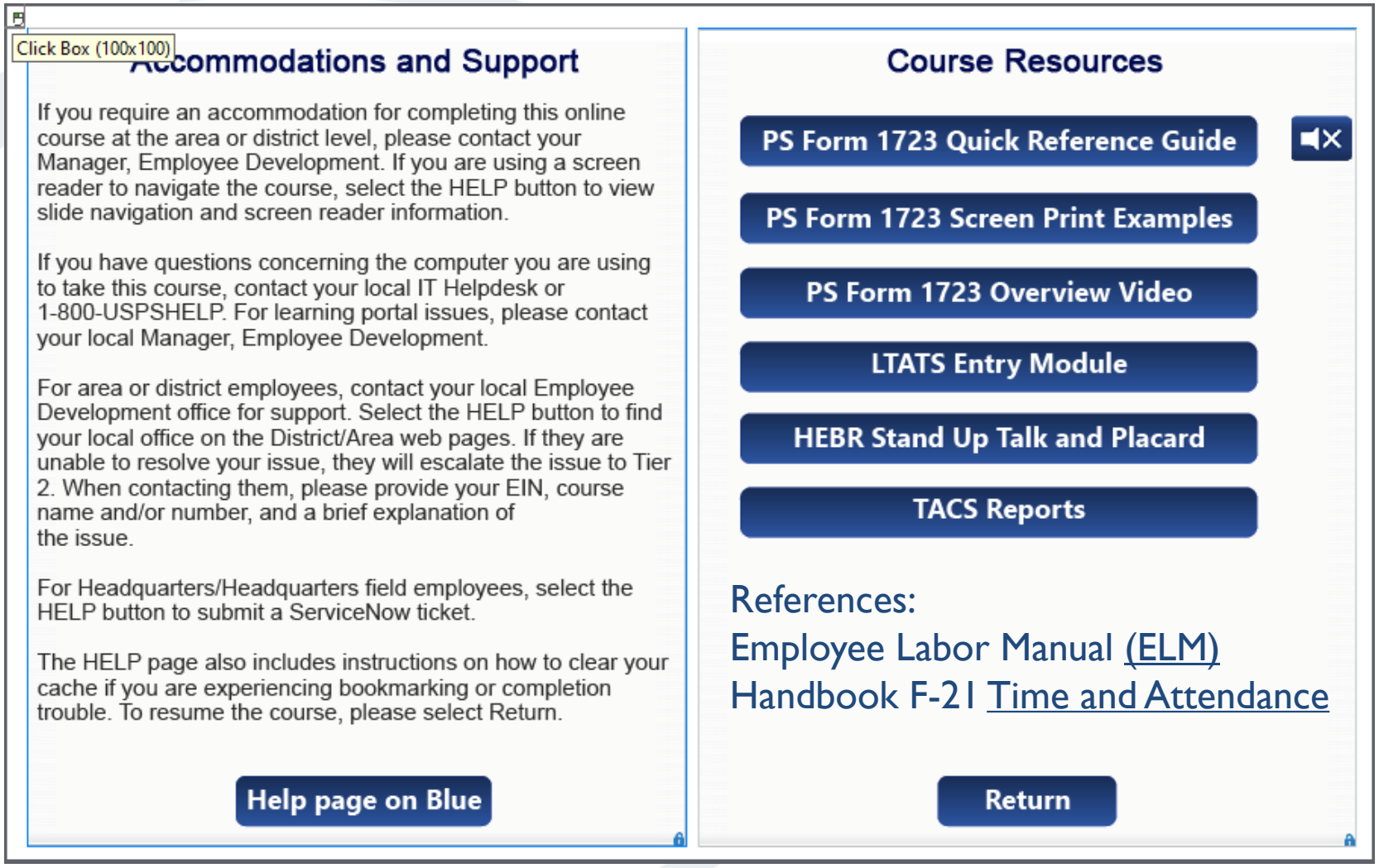
Enclosure

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

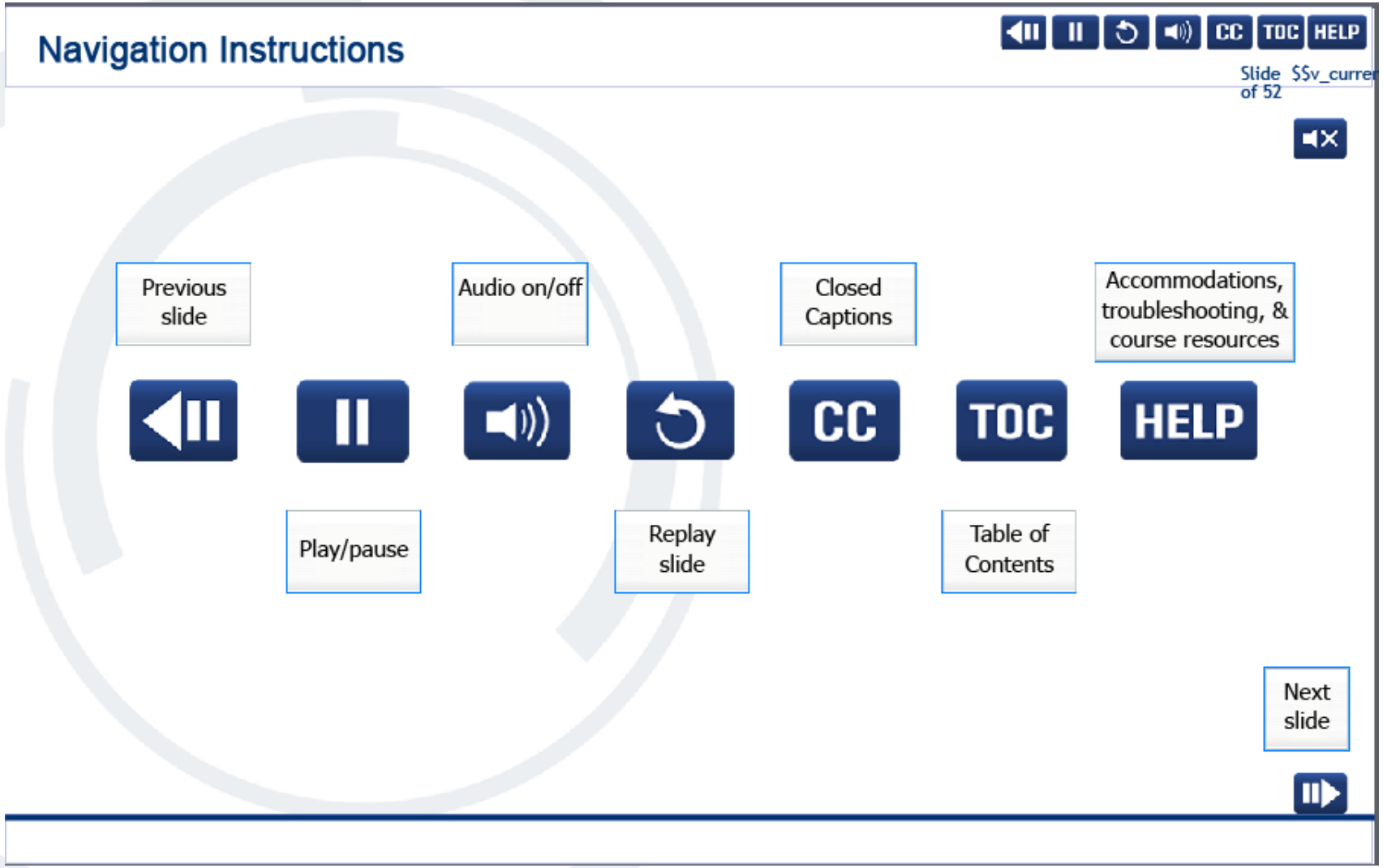
TACS Refresher Course
Module 1: Clock Ring Editor

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

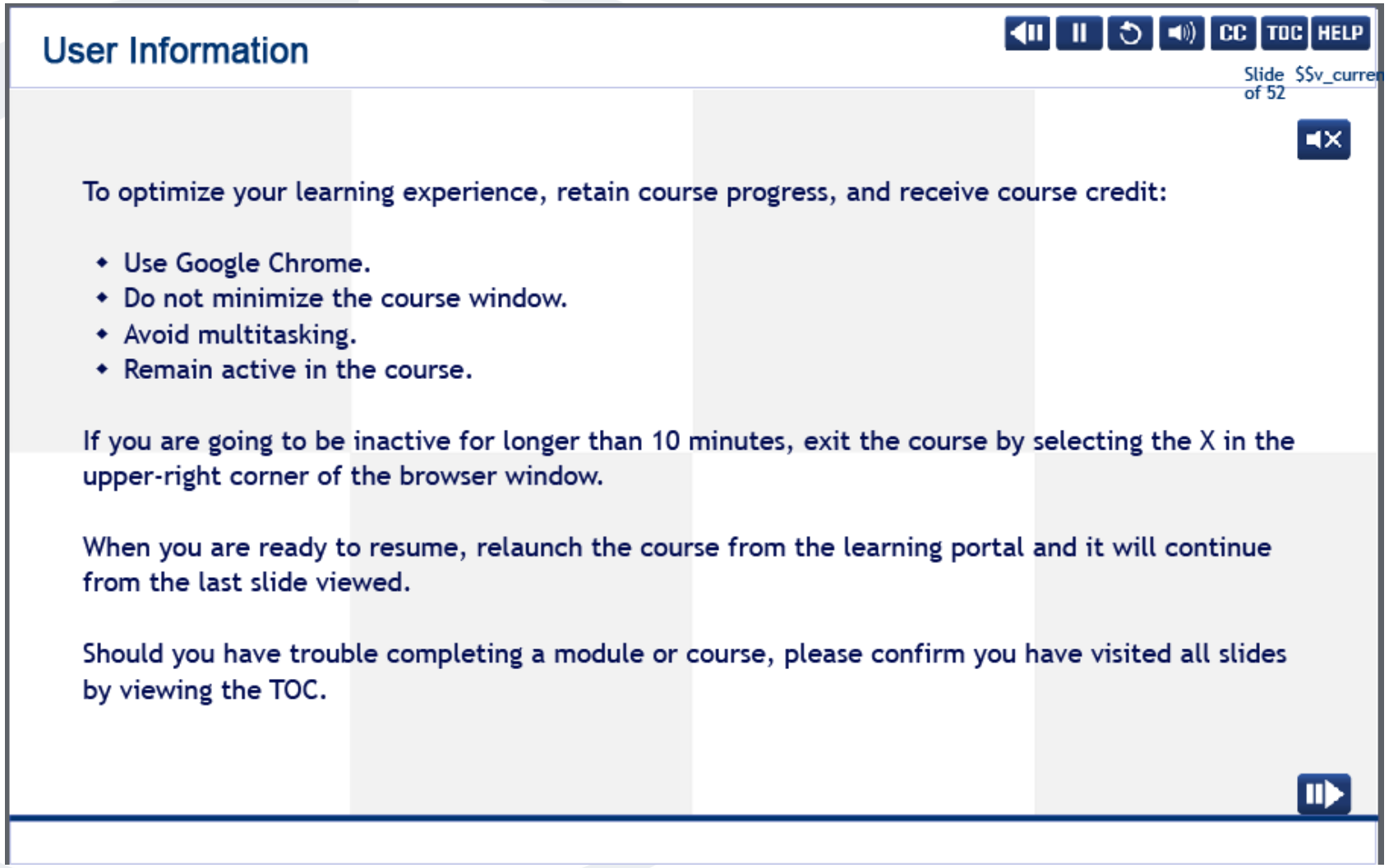
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
PS Form 1723 Quick Reference Guide
PS Form 1723 Screen Print Examples
PS Form 1723 Overview Video
LTATS Entry Module
HEBR Stand Up Talk and Placard
TACS Reports
References:
Employee Labor Manual (ELM)
Handbook F-21 Time and Attendance
Return

Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



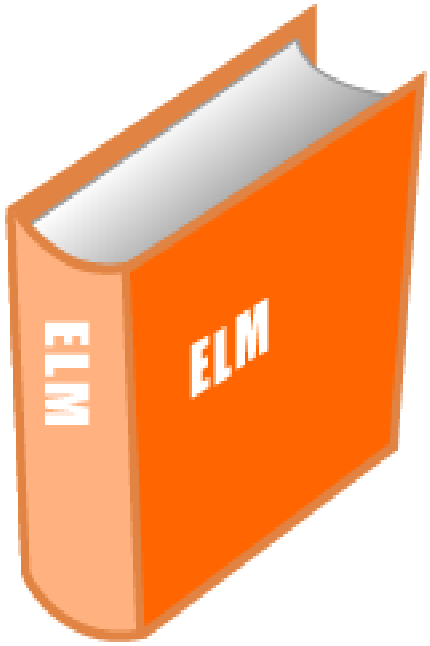
Objectives

Policy

Policy

The postal policy and federal law (Fair Labor Standards Act or FLSA) states that if an employee's clock rings generate workhours and the time was worked, the time must be paid.

Managers and Supervisors are responsible for authorizing/certifying the time of subordinate employees to ensure that it is accurate and in accordance with postal policies, national contracts, and federal law. Timely action by all timekeepers helps to avoid costly and preventable payroll adjustments.



References:
Employee Labor Manual (ELM)
Handbook F-21 Time and Attendance

What Should You Do?

The following slides present scenarios about using the Clock Ring Editor. After reading the scenario, choose the selection that represents what you should do.

What Should You Do? 1 of 4

After reviewing the Clock Ring Error Report, Manager Tyrone Christopher identified several employees with missing clock rings and invalid operation numbers. These rings will need to be added or changed to accurately reflect the employee's time. Which of the following is true?

A. If a clock ring is added, deleted, or changed in any way, a signed PS Form 1260/1261 is not required.

B. If a clock ring is added, deleted, or changed in any way, a signed PS Form 1723/3189 is required.

C. If a clock ring is added, deleted, or changed in any way, a signed PS Form 1260/1261 is required.

What Should You Do? 2 of 4

Unfortunately, Mailhandler Tom Yellowstone had a recent death in his immediate family. Tom has exhausted his 80 hours of Sick Leave Dependent Care (SLDC) for the year. He requested 40 hours of sick leave bereavement code 056-14. Which of the following is true?

a. Tom may use up to 5 workdays of leave for bereavement.

b. Tom may use up to 3 workdays of leave for bereavement.

c. Tom is not entitled to any bereavement leave.

What Should You Do? 3 of 4

CCA Cara Blue works at the Cherry Blossom Station, which is a 100-man year office. Cara worked 53 hours through Thursday. Cara's Supervisor scheduled her to work Friday for a parcel run. She was sent home after one hour's work. Cara's workhours will reflect as a clock ring error on Friday. Which of the following is true?

a. Cara's Supervisor should enter Leave Without Pay (LWOP) code 060 for one hour.

b. Cara's Supervisor should enter disallow code 092 for one hour.

c. Cara's Supervisor should enter guarantee time code 062 for one hour.

What Should You Do? 4 of 4

New PSE Gary Ruby did not receive his timecard badge to swipe his clock rings for his first week of training. Which report is the best to run for identifying noncareer employees missing time. Which of the following is true?

a. Gary's Supervisor should run the Daily Hours Report to validate leave and workhours for all noncareer employees.

b. Gary's Supervisor should run the Missing Time Report to validate leave and workhours for all noncareer employees.

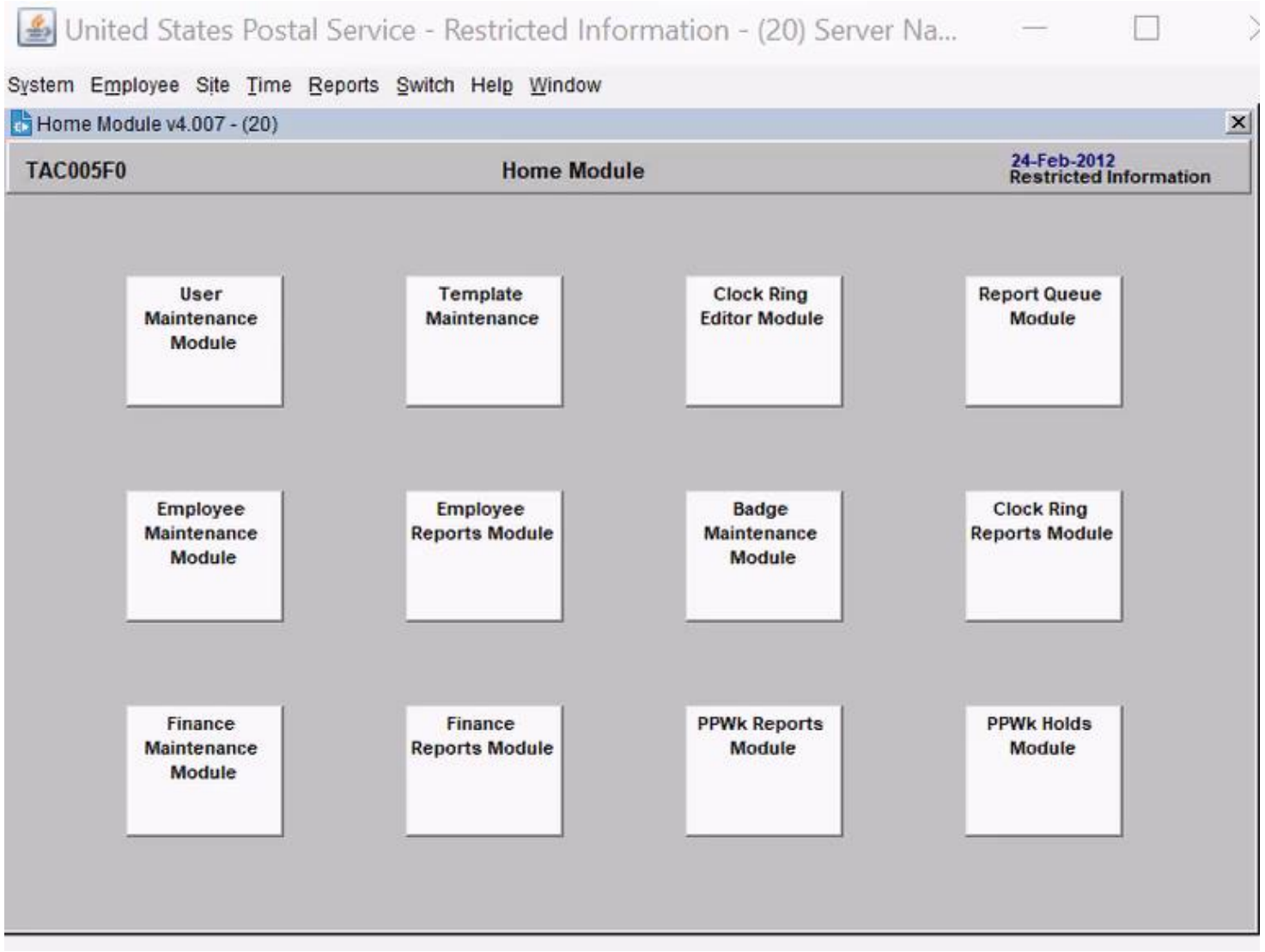
c. Gary's Supervisor should run the Clock Ring Error Report to validate leave and workhours for all noncareer employees.

Reports

The BIG 4

- Clock Ring Error
- Missing Time
- Daily Hours
- OT-Missing 091 Transaction

Video 1


United States Postal Service - Restricted Information - (20) Server Na...
System Employee Site Time Reports Switch Help Window
Home Module v4.007 - (20)
TAC005F0
Home Module
24-Feb-2012
Restricted Information
User Maintenance Module
Template Maintenance
Clock Ring Editor Module
Report Queue Module
Employee Maintenance Module
Employee Reports Module
Badge Maintenance Module
Clock Ring Reports Module
Finance Maintenance Module
Finance Reports Module
PPWk Reports Module
PPWk Holds Module

Process

Navigating and Correcting Time in the Clock Ring Editor

The Clock Ring Editor provides users with up to the minute information about employees' time and allows users to make changes to employee records easily, quickly, and to monitor employees' clock rings. Identifying and correcting clock ring errors daily ensures that employees are paid properly and on time.

Manual Entry of Clock Rings & Documentation

- PS Form1260
- PS Form1261
- PS Form 3971

Navigating Tools

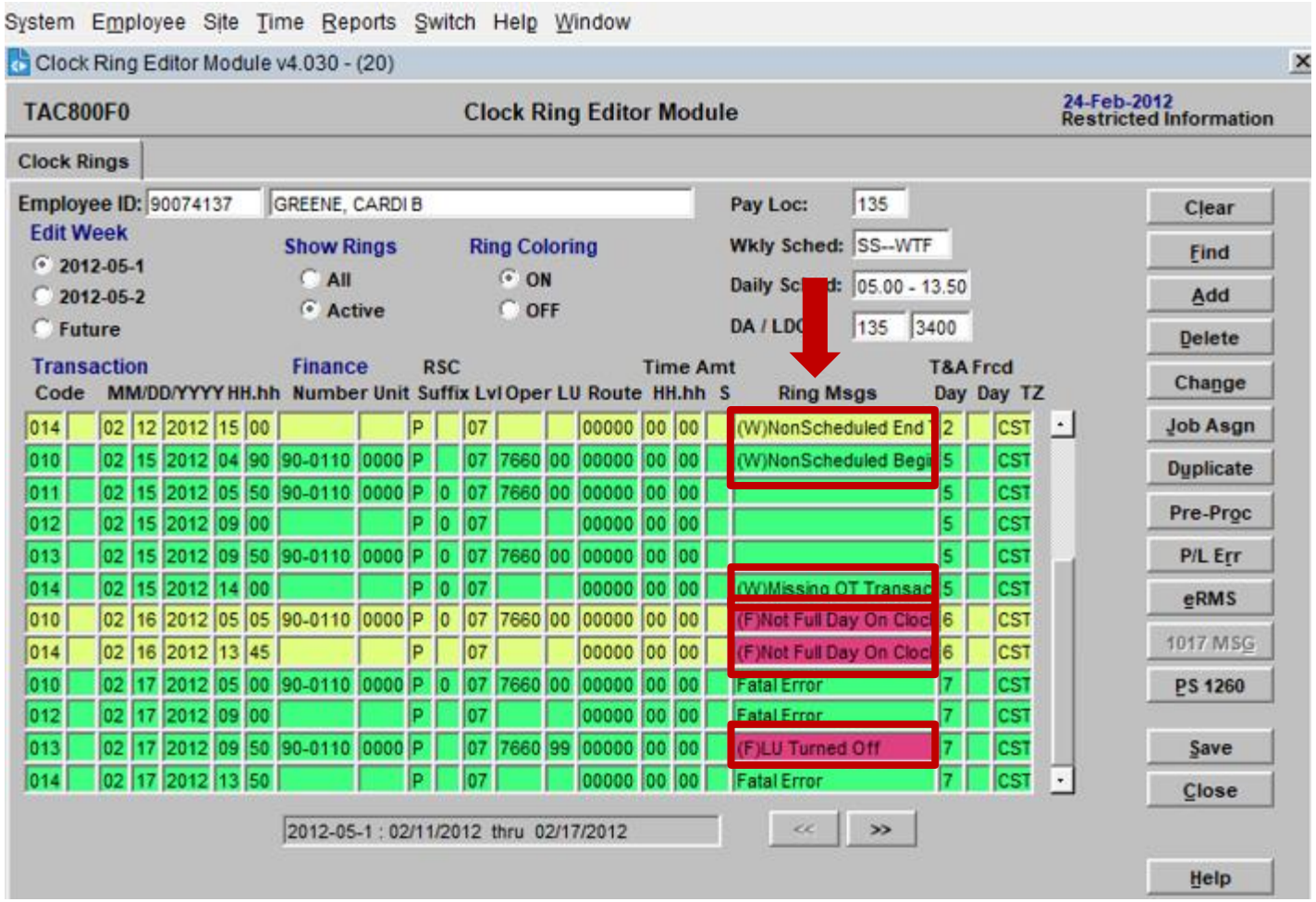
- Ring Messages
- Correct Week
- Pre-Process
- Hint Text

Clearing Errors

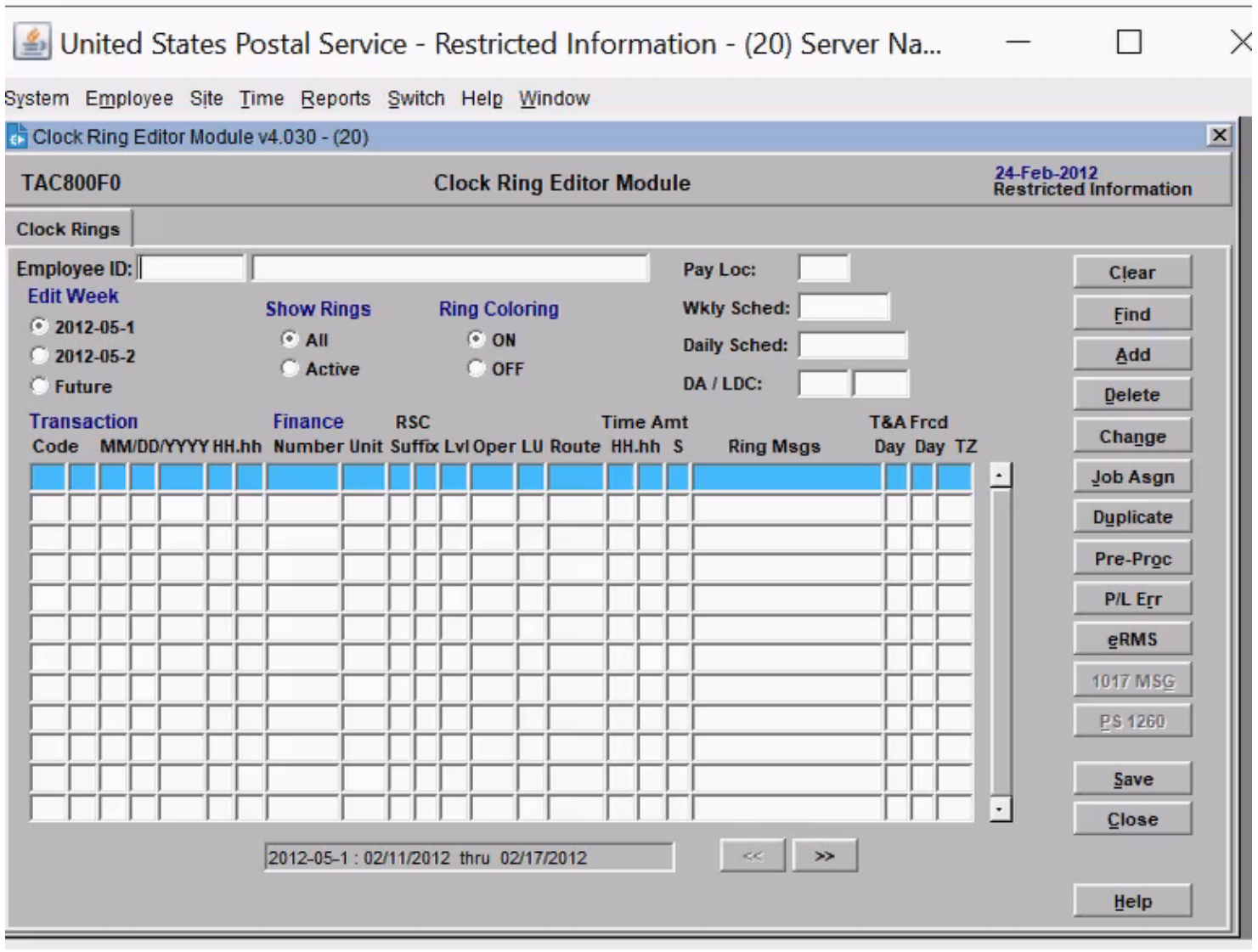
- Bereavement
- Guarantee Time
- Training

Ring Messages

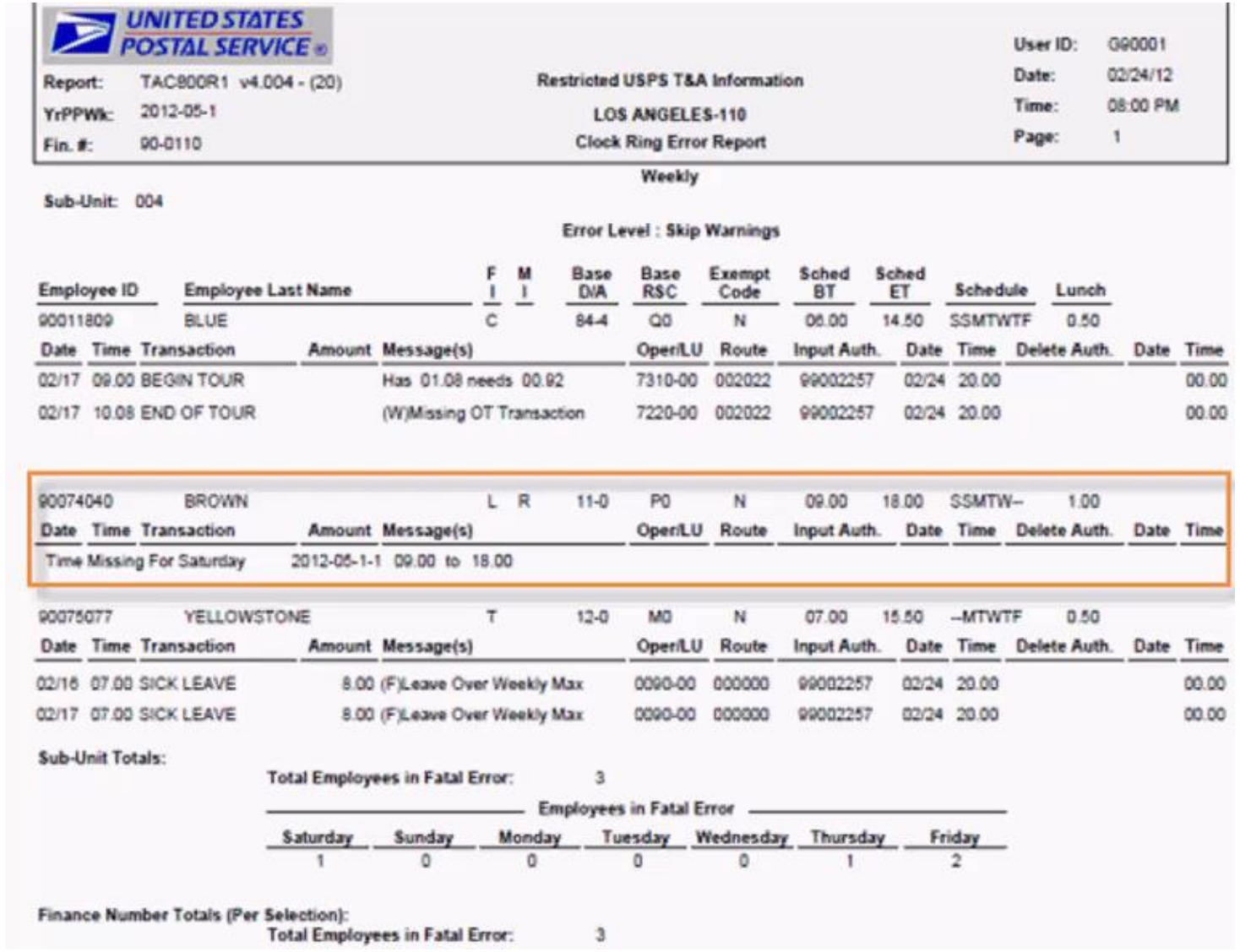
(F) Fatal
vs
(W) Warning



Video 2


United States Postal Service - Restricted Information - (20) Server Na...
System Employee Site Time Reports Switch Help Window
Clock Ring Editor Module v4.030 - (20)
TAC800F0
Clock Ring Editor Module
24-Feb-2012
Restricted Information
Clock Rings
Employee ID:
Edit Week
2012-05-1
2012-05-2
Future
Show Rings
All
Active
Ring Coloring
ON
OFF
Pay Loc:
Wkly Sched:
Daily Sched:
DA / LDC:
Transaction Code
MM/DD/YYYY HH.hh
Finance Number
Unit
RSC Suffix
Lvl
Oper
LU
Route
Time Amt HH.hh
S
Ring Msgs
T&A Frcd Day
Day
TZ
2012-05-1 : 02/11/2012 thru 02/17/2012
<<
>>
Clear
Find
Add
Delete
Change
Job Asgn
Duplicate
Pre-Proc
P/L Err
eRMS
1017 MSG
PS 1260
Save
Close
Help

Video 3



UNITED STATES POSTAL SERVICE

Report: TAC900R1 v4.004 - (20)
YrPPWk: 2012-05-1
Fin. #: 90-0110

Restricted USPS T&A Information
LOS ANGELES-110
Clock Ring Error Report

User ID: G90001
Date: 02/24/12
Time: 08:00 PM
Page: 1

Weekly

Sub-Unit: 004

Error Level : Skip Warnings

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
90011809	BLUE	C		84-4	Q0	N	06.00	14.50	SSMTWTF	0.50

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/17	09.00	BEGIN TOUR		Has 01.08 needs 00.92	7310-00	002022	99002257	02/24	20.00			00.00
02/17	10.08	END OF TOUR		(W)Missing OT Transaction	7220-00	002022	99002257	02/24	20.00			00.00

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
90074040	BROWN	L	R	11-0	P0	N	09.00	18.00	SSMTW--	1.00

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
Time Missing For Saturday				2012-05-1-1 09.00 to 18.00								

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
90075077	YELLOWSTONE	T		12-0	M0	N	07.00	15.50	--MTWTF	0.50

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/16	07.00	SICK LEAVE	8.00	(F)Leave Over Weekly Max	0090-00	000000	99002257	02/24	20.00			00.00
02/17	07.00	SICK LEAVE	8.00	(F)Leave Over Weekly Max	0090-00	000000	99002257	02/24	20.00			00.00

Sub-Unit Totals:

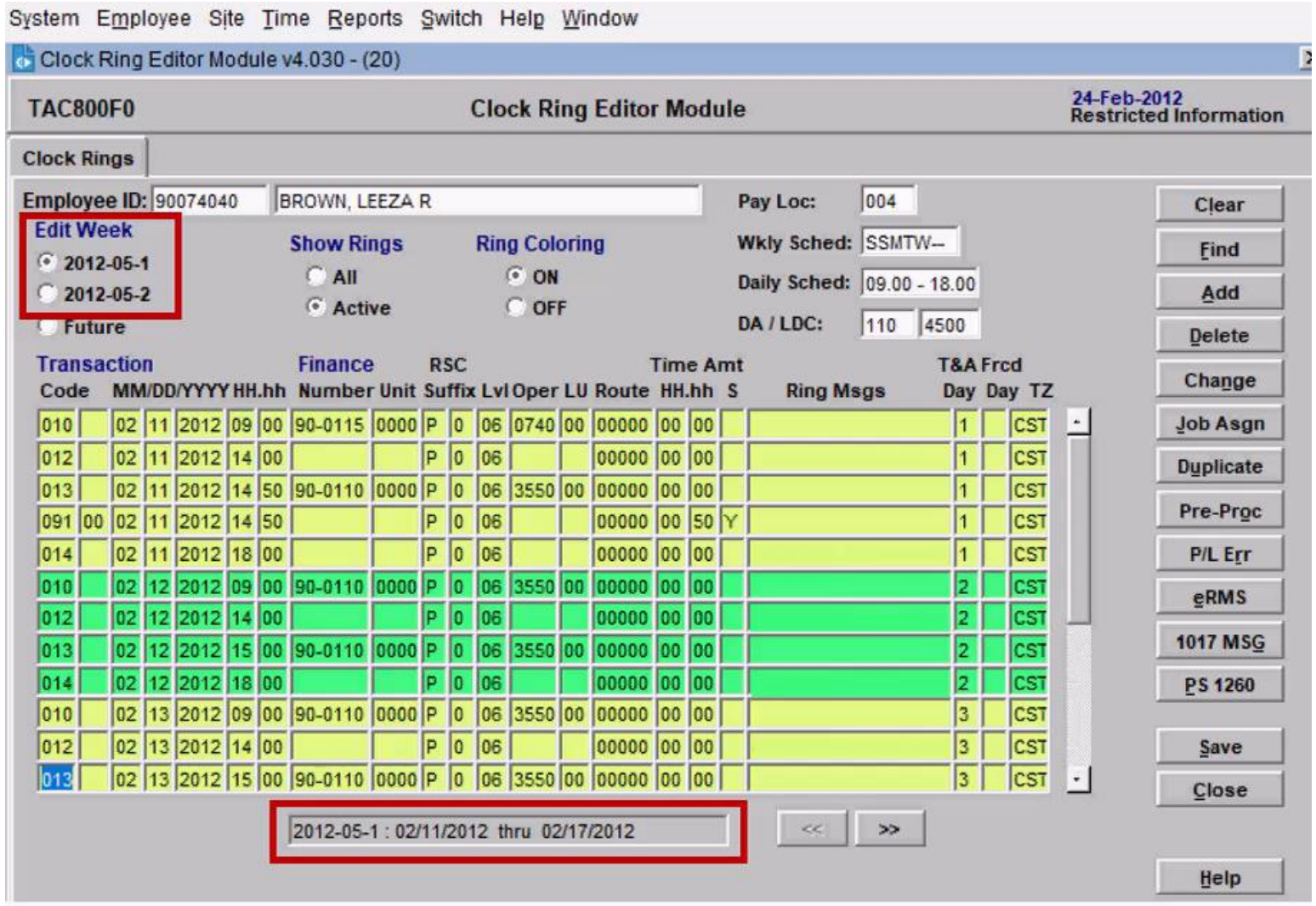
Total Employees in Fatal Error: 3

Employees in Fatal Error

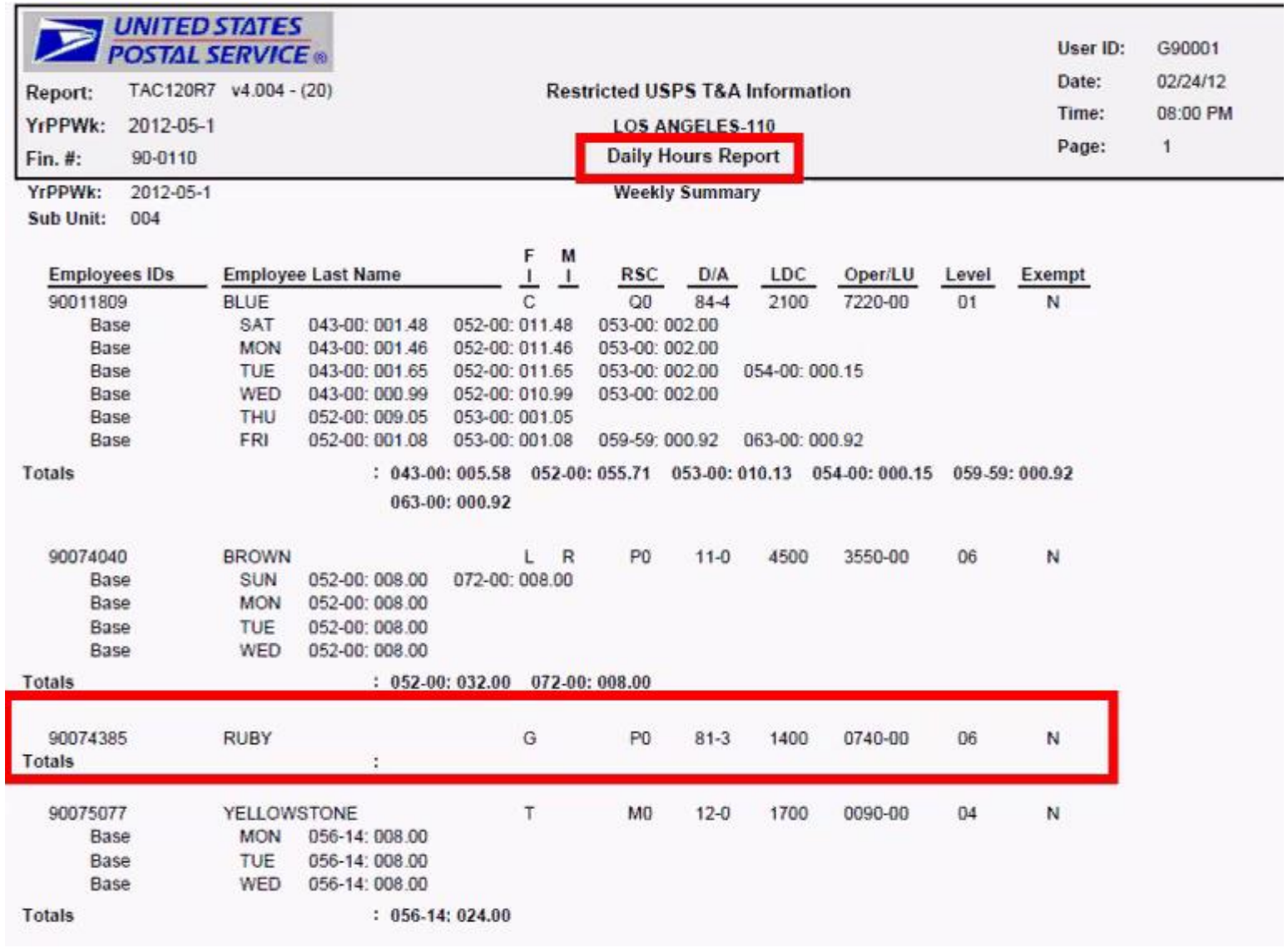
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	0	0	0	0	1	2

Finance Number Totals (Per Selection):
Total Employees in Fatal Error: 3

Video 4


System Employee Site Time Reports Switch Help Window
Clock Ring Editor Module v4.030 - (20)
TAC800F0
Clock Ring Editor Module
24-Feb-2012
Restricted Information
Clock Rings
Employee ID: 90074040 BROWN, LEEZA R
Pay Loc: 004
Edit Week
2012-05-1
2012-05-2
Future
Show Rings
All
Active
Ring Coloring
ON
OFF
Wkly Sched: SSMTW--
Daily Sched: 09.00 - 18.00
DA / LDC: 110 4500
Clear
Find
Add
Delete
Change
Job Asgn
Duplicate
Pre-Proc
P/L Err
eRMS
1017 MSG
PS 1260
Save
Close
Help
Transaction Code
MM/DD/YYYY
HH.hh
Finance Number
Unit
RSC Suffix
Lvl
Oper
LU
Route
Time Amt HH.hh
S
Ring Msgs
T&A Day
Frcd Day
TZ
010 02 11 2012 09 00 90-0115 0000 P 0 06 0740 00 00000 00 00 1 CST
012 02 11 2012 14 00 P 0 06 00000 00 00 1 CST
013 02 11 2012 14 50 90-0110 0000 P 0 06 3550 00 00000 00 00 1 CST
091 00 02 11 2012 14 50 P 0 06 00000 00 50 Y 1 CST
014 02 11 2012 18 00 P 0 06 00000 00 00 1 CST
010 02 12 2012 09 00 90-0110 0000 P 0 06 3550 00 00000 00 00 2 CST
012 02 12 2012 14 00 P 0 06 00000 00 00 2 CST
013 02 12 2012 15 00 90-0110 0000 P 0 06 3550 00 00000 00 00 2 CST
014 02 12 2012 18 00 P 0 06 00000 00 00 2 CST
010 02 13 2012 09 00 90-0110 0000 P 0 06 3550 00 00000 00 00 3 CST
012 02 13 2012 14 00 P 0 06 00000 00 00 3 CST
013 02 13 2012 15 00 90-0110 0000 P 0 06 3550 00 00000 00 00 3 CST
2012-05-1 : 02/11/2012 thru 02/17/2012
<< >>

Video 5



UNITED STATES POSTAL SERVICE

Report: TAC120R7 v4.004 - (20)
YrPPWk: 2012-05-1
Fin. #: 90-0110

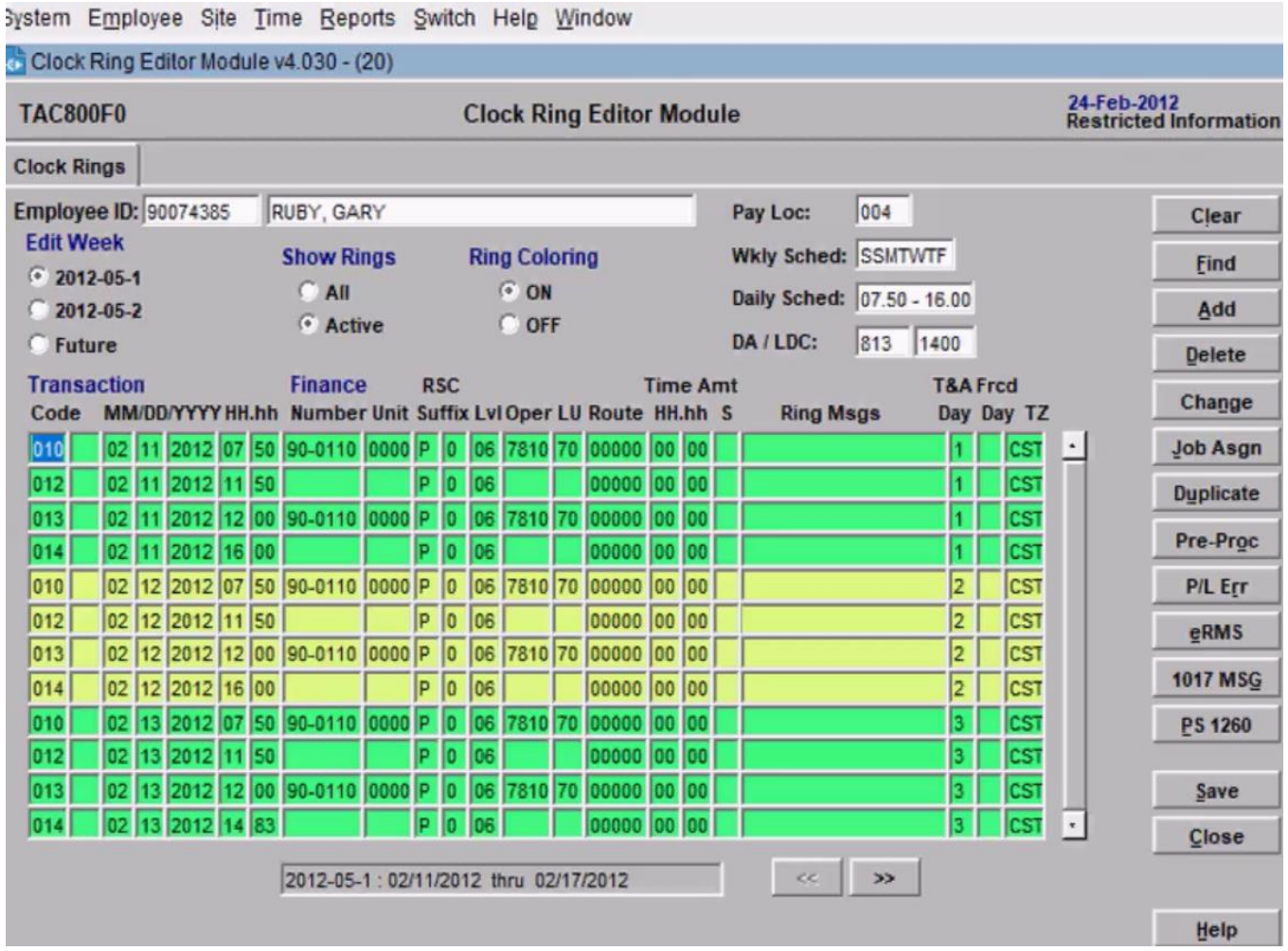
Restricted USPS T&A Information
LOS ANGELES-110
Daily Hours Report
Weekly Summary

User ID: G90001
Date: 02/24/12
Time: 08:00 PM
Page: 1

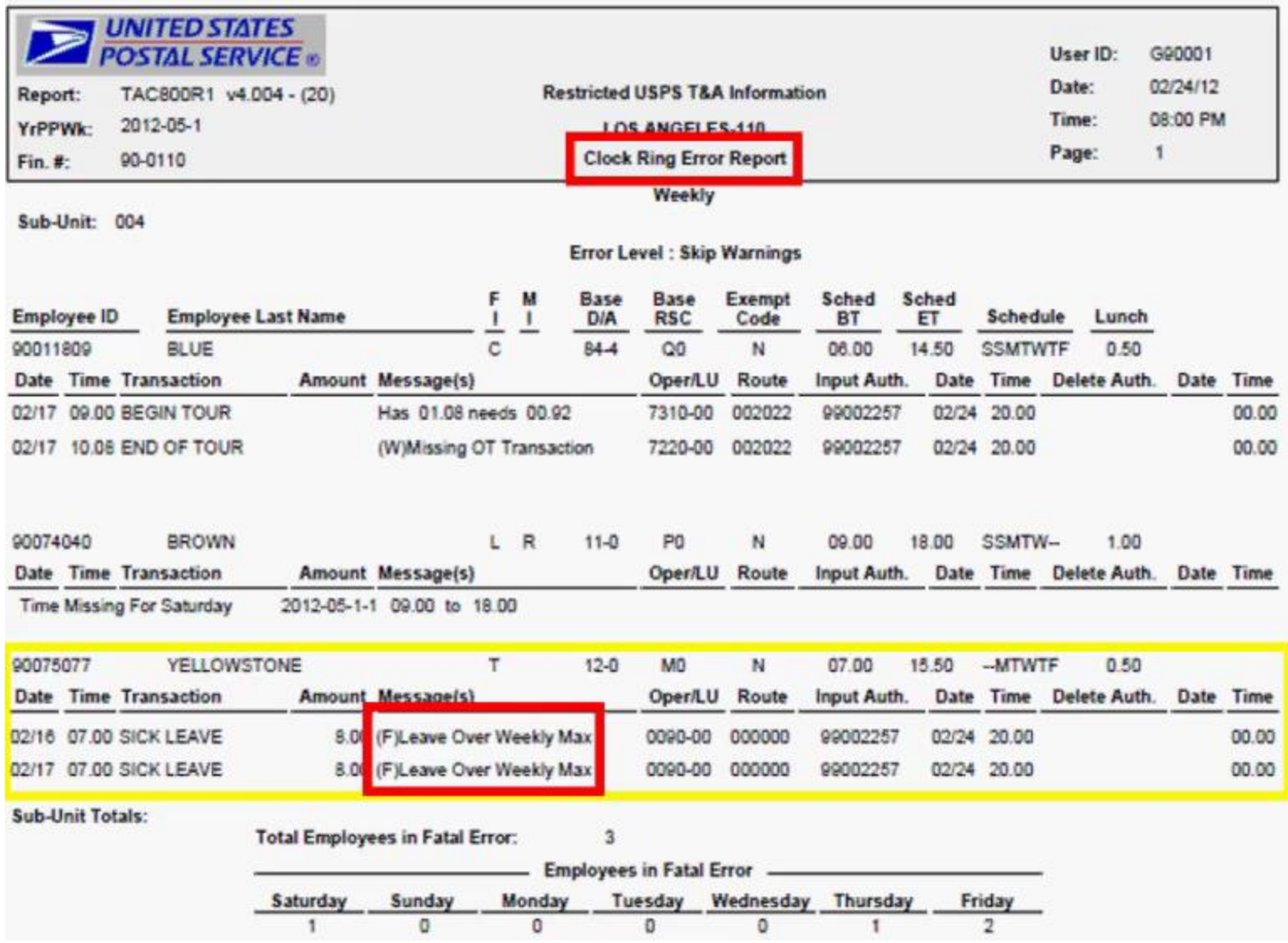
YrPPWk: 2012-05-1
Sub Unit: 004

Employees IDs	Employee Last Name	F I	M I	RSC	D/A	LDC	Oper/LU	Level	Exempt
90011809	BLUE	C		Q0	84-4	2100	7220-00	01	N
Base	SAT 043-00: 001.48	052-00: 011.48	053-00: 002.00						
Base	MON 043-00: 001.46	052-00: 011.46	053-00: 002.00						
Base	TUE 043-00: 001.65	052-00: 011.65	053-00: 002.00	054-00: 000.15					
Base	WED 043-00: 000.99	052-00: 010.99	053-00: 002.00						
Base	THU 052-00: 009.05	053-00: 001.05							
Base	FRI 052-00: 001.08	053-00: 001.08	059-59: 000.92	063-00: 000.92					
Totals	**: 043-00: 005.58**	**052-00: 055.71**	**053-00: 010.13**	**054-00: 000.15**	**059-59: 000.92**				
	063-00: 000.92								
90074040	BROWN	L	R	P0	11-0	4500	3550-00	06	N
Base	SUN 052-00: 008.00	072-00: 008.00							
Base	MON 052-00: 008.00								
Base	TUE 052-00: 008.00								
Base	WED 052-00: 008.00								
Totals	**: 052-00: 032.00**	**072-00: 008.00**							
90074385	RUBY	G		P0	81-3	1400	0740-00	06	N
Totals	**:**								
90075077	YELLOWSTONE	T		M0	12-0	1700	0090-00	04	N
Base	MON 056-14: 008.00								
Base	TUE 056-14: 008.00								
Base	WED 056-14: 008.00								
Totals	**: 056-14: 024.00**								

Video 6


System Employee Site Time Reports Switch Help Window
Clock Ring Editor Module v4.030 - (20)
TAC800F0
Clock Ring Editor Module
24-Feb-2012
Restricted Information
Clock Rings
Employee ID: 90074385 RUBY, GARY
Pay Loc: 004
Edit Week
2012-05-1
2012-05-2
Future
Show Rings
All
Active
Ring Coloring
ON
OFF
Wkly Sched: SSMTWTF
Daily Sched: 07.50 - 16.00
DA / LDC: 813 1400
Clear
Find
Add
Delete
Change
Job Asgn
Duplicate
Pre-Proc
P/L Err
eRMS
1017 MSG
PS 1260
Save
Close
Help
Transaction Code
MM/DD/YYYY HH.hh
Finance Number Unit
RSC Suffix Lvl Oper LU Route
Time Amt HH.hh S
Ring Msgs
T&A Day
Frcd Day
TZ
2012-05-1 : 02/11/2012 thru 02/17/2012
<< >>

Video 7



UNITED STATES POSTAL SERVICE

Report: TAC800R1 v4.004 - (20)
YrPPWk: 2012-05-1
Fin. #: 90-0110

Restricted USPS T&A Information

LOS ANGELES-110

Clock Ring Error Report

Weekly

User ID: G90001
Date: 02/24/12
Time: 08:00 PM
Page: 1

Sub-Unit: 004

Error Level : Skip Warnings

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
90011809	BLUE	C		84-4	Q0	N	06.00	14.50	SSMTWTF	0.50

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/17	09.00	BEGIN TOUR		Has 01.08 needs 00.92	7310-00	002022	99002257	02/24	20.00			00.00
02/17	10.08	END OF TOUR		(W)Missing OT Transaction	7220-00	002022	99002257	02/24	20.00			00.00

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
90074040	BROWN	L	R	11-0	P0	N	09.00	18.00	SSMTW--	1.00

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
Time Missing For Saturday			2012-05-1-1	09.00 to 18.00								

Employee ID	Employee Last Name	F I	M I	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
90075077	YELLOWSTONE	T		12-0	M0	N	07.00	15.50	--MTWTF	0.50

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/16	07.00	SICK LEAVE	8.00	(F)Leave Over Weekly Max	0090-00	000000	99002257	02/24	20.00			00.00
02/17	07.00	SICK LEAVE	8.00	(F)Leave Over Weekly Max	0090-00	000000	99002257	02/24	20.00			00.00

Sub-Unit Totals:

Total Employees in Fatal Error: 3

Employees in Fatal Error

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	0	0	0	0	1	2

Knowledge Check Instructions

Select Start to begin.

Now that you have learned the proper process for identifying, recording, and correcting clock ring errors, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to get each knowledge check question correct.

Good Luck!

Start

Knowledge Check 1 of 5

Which reports are recommended to run daily to assist you in your efforts of ensuring employees are paid accurately and timely every pay period?

Select the best answer.

A. Missing Time.

B. Daily Hours.

C. Clock Ring Error.

D. Missing 091 Transaction.

E. A, B, C, and D.

Knowledge Check 2 of 5

What handy tool is used to view the outcome of any edits users make in the Clock Ring Editor prior to saving?

Select the best answer.

A. Job Assignment Button.
B. Pre-Process Button.
C. P/L Error Feature.
D. Hint Text Feature.

Knowledge Check 3 of 5

There are two types of Ring messages in the Clock Ring Editor. What is the difference between (F) Fatal errors and (W) Warning messages?

Select all that apply.

A. (F) Fatal errors prevent employees from being paid, while (W) Warning messages can be informational or require action.
B. (F) Fatal errors are displayed in red, and (W) Warning messages are displayed green or yellow.
C. (F) Fatal errors disappear when the error is corrected, but most (W) Warning messages do not disappear.
D. A, B, and C.

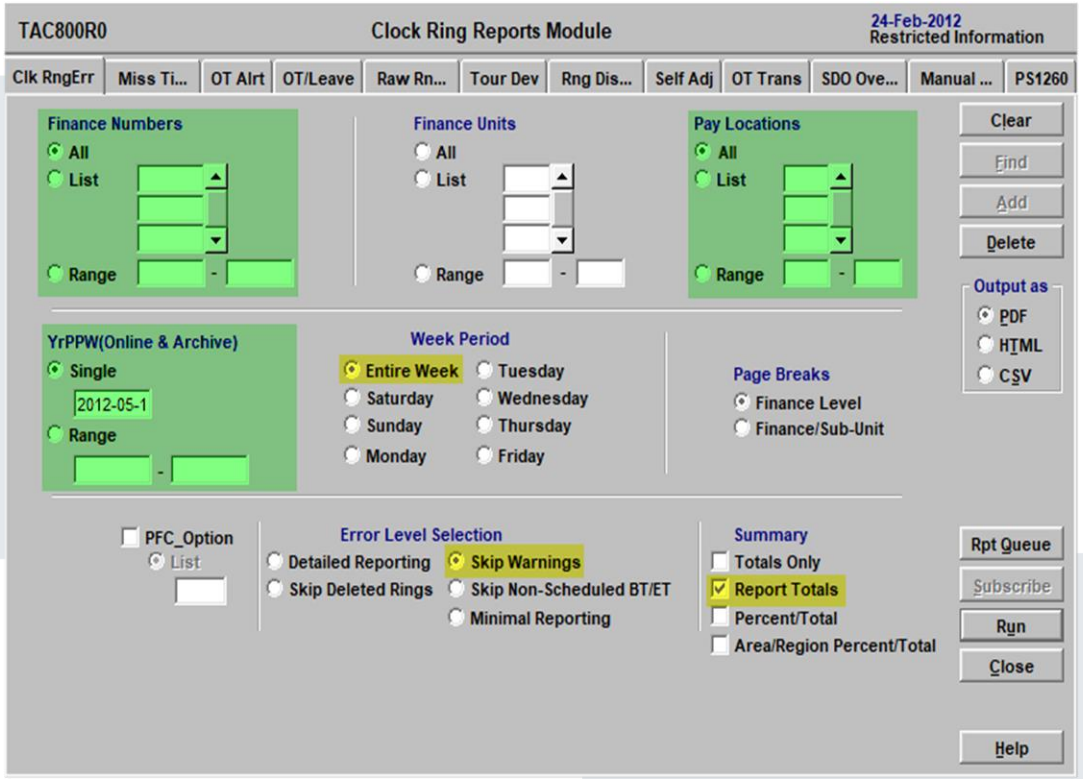
Knowledge Check 4 of 5

Where in the Clock Ring Editor Module can you find the Hint Text?

Select the best answer.

A. Top Left Corner.
B. Top Right Corner.
C. Bottom Left Corner.
D. Bottom Right Corner.

Knowledge Check 5 of 5



What parameters should you use to capture clock ring errors for the entire week for all employees assigned to your area of responsibility?

Select the best answer.

A. Select a single finance number and pay location.
B. Select a single finance number only.
C. Select a single pay location only.
D. Set parameters to all your finance numbers and pay locations.

Summary

Changing clock rings without appropriate cause and documentation **can lead to corrective action up to and including removal from USPS.**

Resources

- Web page: TACS Help Desk
- Hours: 6:00am - 6:00pm CT, Mon – Fri
- Email: TACS@usps.gov
- Phone: 1.855.411.8227

Web link: Timekeeping Toolkit

Web link: Time & Attendance Compliance Team Contact List

Module 1 Completion

You have completed Module 1: Clock Ring Editor.

Please return to the learning portal and review Module 2 through 6 to complete the Time and Attendance Collection System (TACS) Refresher training.

Close this window by selecting Exit or by pressing <Alt> + <F4>.

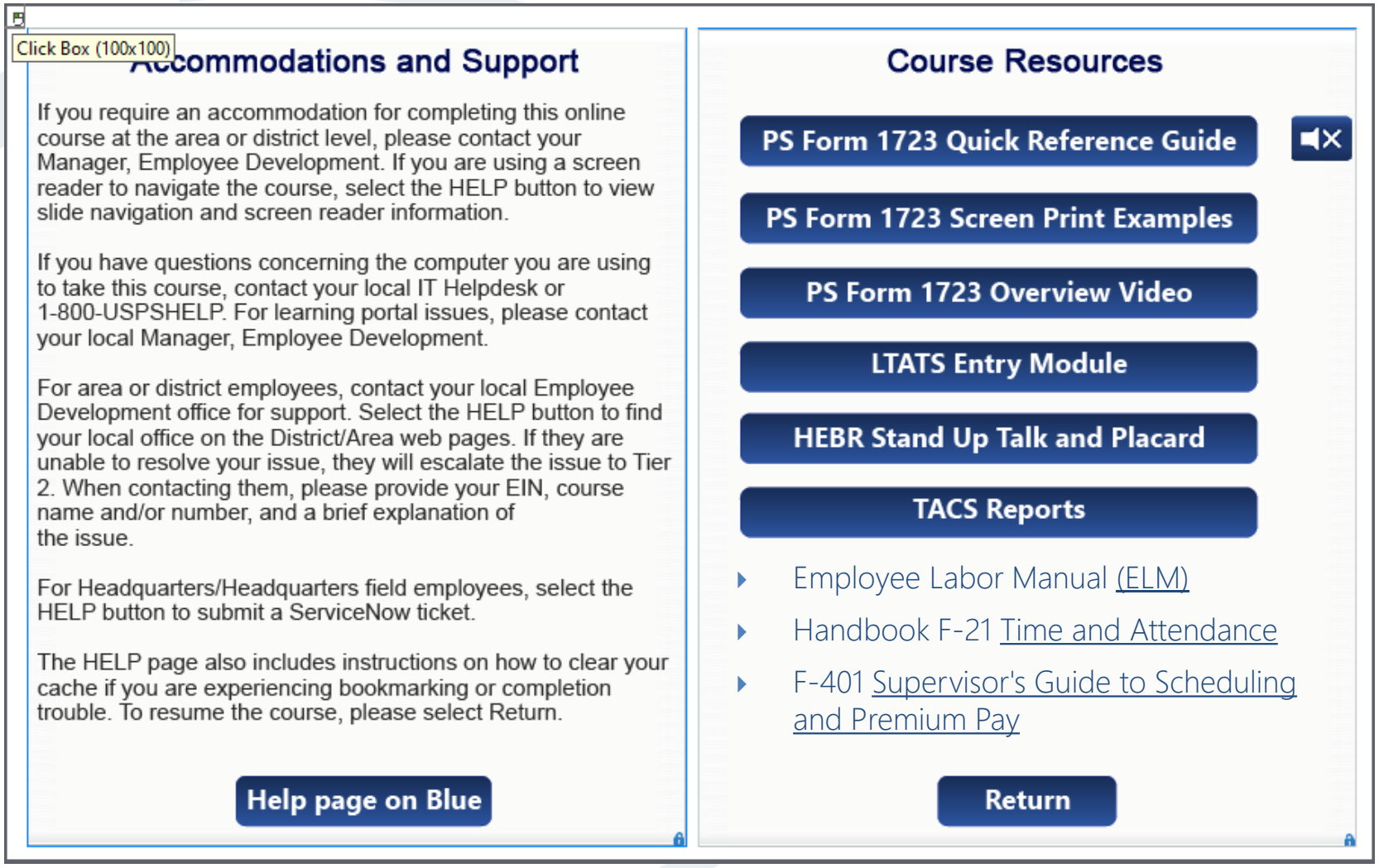
NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s) and the module will complete.

TACS Refresher Course
Module 2: Disallowed Time

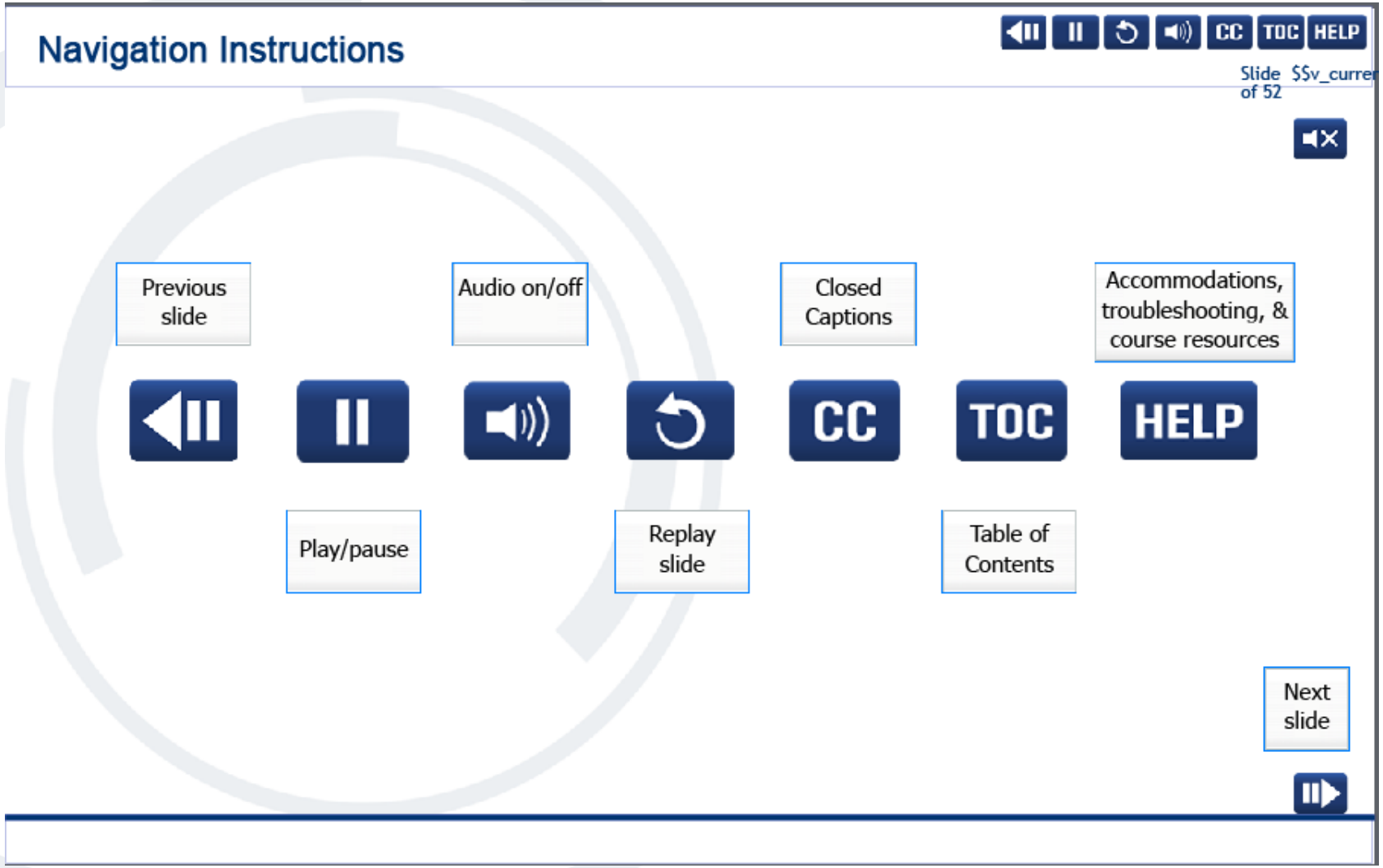
TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

TACS PS Form 1017 Module-PS Form 1017-A, *Time Disallowance Record*

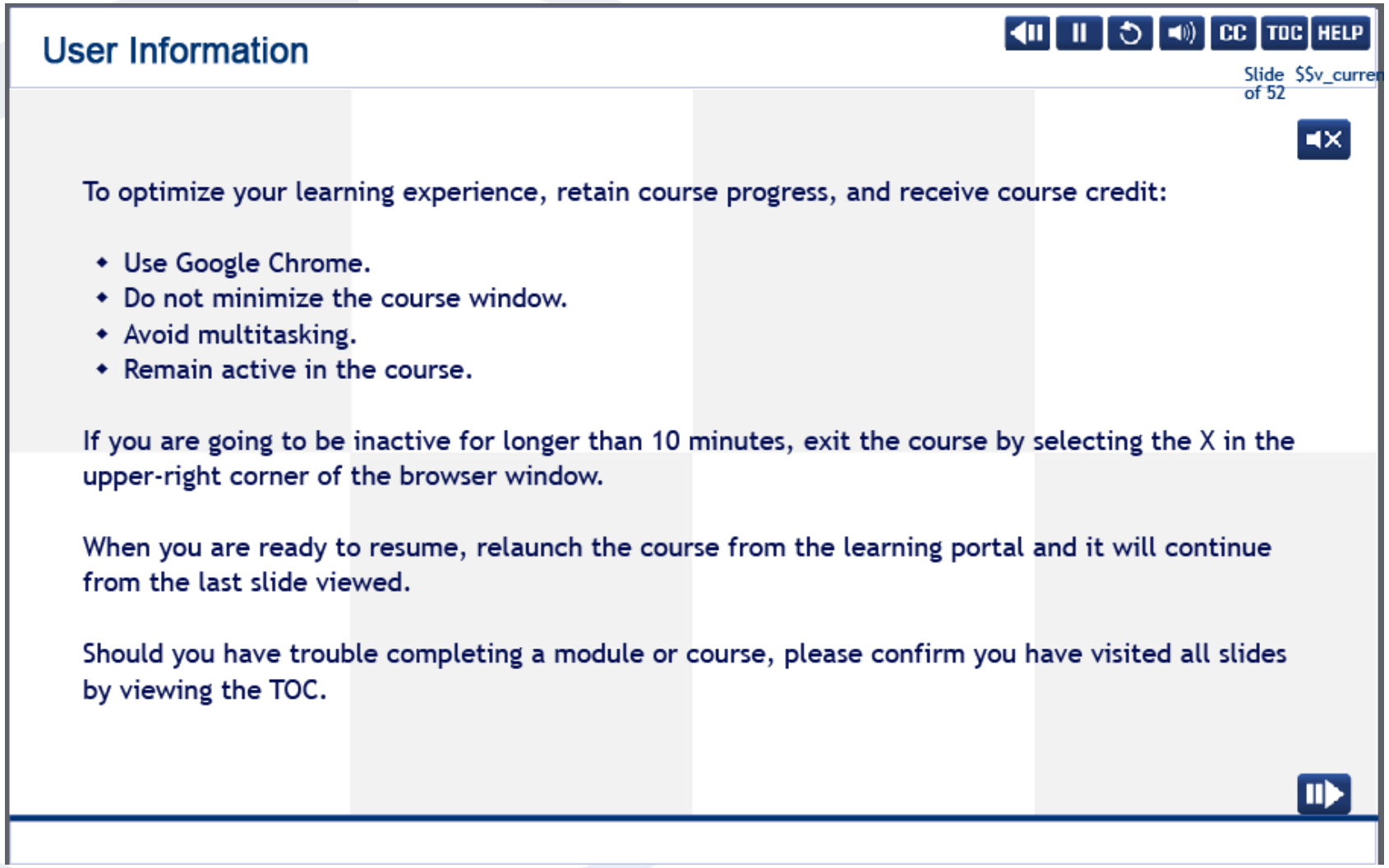
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
PS Form 1723 Quick Reference Guide
PS Form 1723 Screen Print Examples
PS Form 1723 Overview Video
LTATS Entry Module
HEBR Stand Up Talk and Placard
TACS Reports
Employee Labor Manual (ELM)
Handbook F-21 Time and Attendance
F-401 Supervisor's Guide to Scheduling and Premium Pay
Return

Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Objectives

Policy

Requirements Needed to Disallow Time

Supervisors are responsible for authorizing and certifying the time of subordinate employees to ensure that it is accurate and in accordance with postal policies, national contracts, and federal law (Fair Labor Standards Act or FLSA).

Disallowed time is created when an employee's clock rings are adjusted, resulting in workhours being reduced.

- Personal Knowledge
- Employee Notification
- Documentation
  PS Form 1017-A, *Time Disallowance Record*

Postal Policy and Federal Law

Postal policy and federal law states that if an employee's clock rings generate workhours and the time was worked, the time must be paid.

Under the Fair Labor Standards Act (FLSA), all time worked, whether or not it was authorized ahead of time by the Supervisor, must be paid. Additionally, the policy requires you have personal knowledge or reason to believe that the time was not worked in order to disallow it.

References:
Employee Labor Manual (ELM) 432.7
Handbook F-21 Time and Attendance 146.251
F-401 Supervisor's Guide to Scheduling and Premium Pay 5.K.1

What Should You Do?

The following slides present scenarios about disallowing time. After reading the scenario, choose the selection that represents what you should do.

What Should You Do? 1 of 5

Marianne Hemming was observed entering the locker room for her authorized wash-up time at 1542. Since Marianne was planning to go directly to happy hour from work, she wanted to make sure she changed out of uniform. Marianne did not swipe her End Tour until 1600. No work was performed between 1550 and 1600. Which of the following is true?

a. You can Ignore the extended wash-up time since you have personal knowledge.
b. The employee's time can be disallowed since the Supervisor has personal knowledge of the employee extending their authorized wash-up time.
c. The employee's time cannot be disallowed even though you have personal knowledge.

What Should You Do? 2 of 5

You observed Charlie Tytka and Angelet Bosley standing at the timeclock around 0675 discussing their weekend activities. They reported to their designated work areas at 0700. While performing timekeeping duties at the end of the day, you noticed both employees clocked in at 0675. This activity resulted in both employees incurring overtime.
Which of the following is true?

a. No time can be disallowed.

b. Only Charlie's time can be disallowed.

c. 15 minutes can be disallowed for both Charlie and Angelet.

What Should You Do? 3 of 5

City Carrier Zana Carvey rushed in the building and immediately clocked out to make sure she had her basic clock rings for the day. She went to the PM Supervisor in a panic, stating, "I just clocked out. If I went over, just disallow my time to fix it. I'm not worried about being paid the extra time. I was stuck behind a passing train. The AM Supervisor told me I needed an 8-hour day. I don't want to be in trouble or get anyone else in trouble." Which of the following is true?

a. Time in excess of 8 workhours can be disallowed since the employee gave you permission to adjust her clock ring.

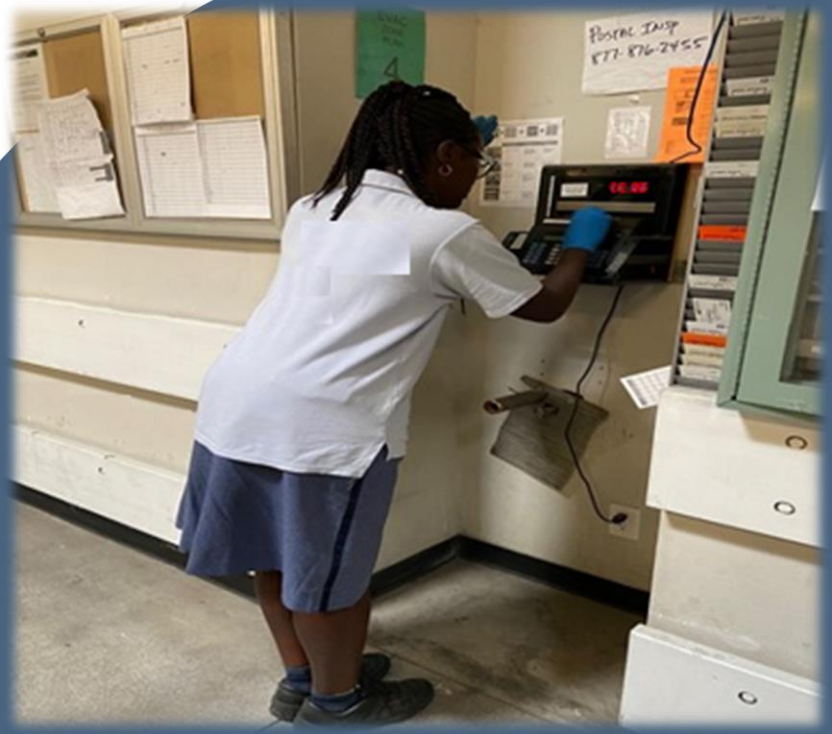
b. Time in excess of 8 workhours can be disallowed because the morning Supervisor provided timekeeping instructions.

c. The employee was performing postal work. The Supervisor CANNOT disallow time in this situation.

What Should You Do? 4 of 5

Susan Special reached for her timecard on the rack to Begin Tour at 0200. She always keeps it in a "special" location. What she did not realize was the new PSE Michelle Bueller placed her timecard in Susan's slot. Michelle began her tour at 0700 and used her correct timecard to clock in. This resulted in Michelle having two Begin Tours and Susan with no Begin Tour. During lunch, Susan checked her virtual timecard and noticed she was missing her Begin Tour. She immediately notified the Supervisor. After pulling the Clock Ring Error Report, the Supervisor verified Michelle had two begin tours and Susan was missing her begin tour. Which of the following is true?

a. You can disallow Michelle's first Begin Tour clock ring.
b. You can disallow Michelle's second Begin Tour clock ring.
c. You can disallow Susan's Begin Tour clock ring.



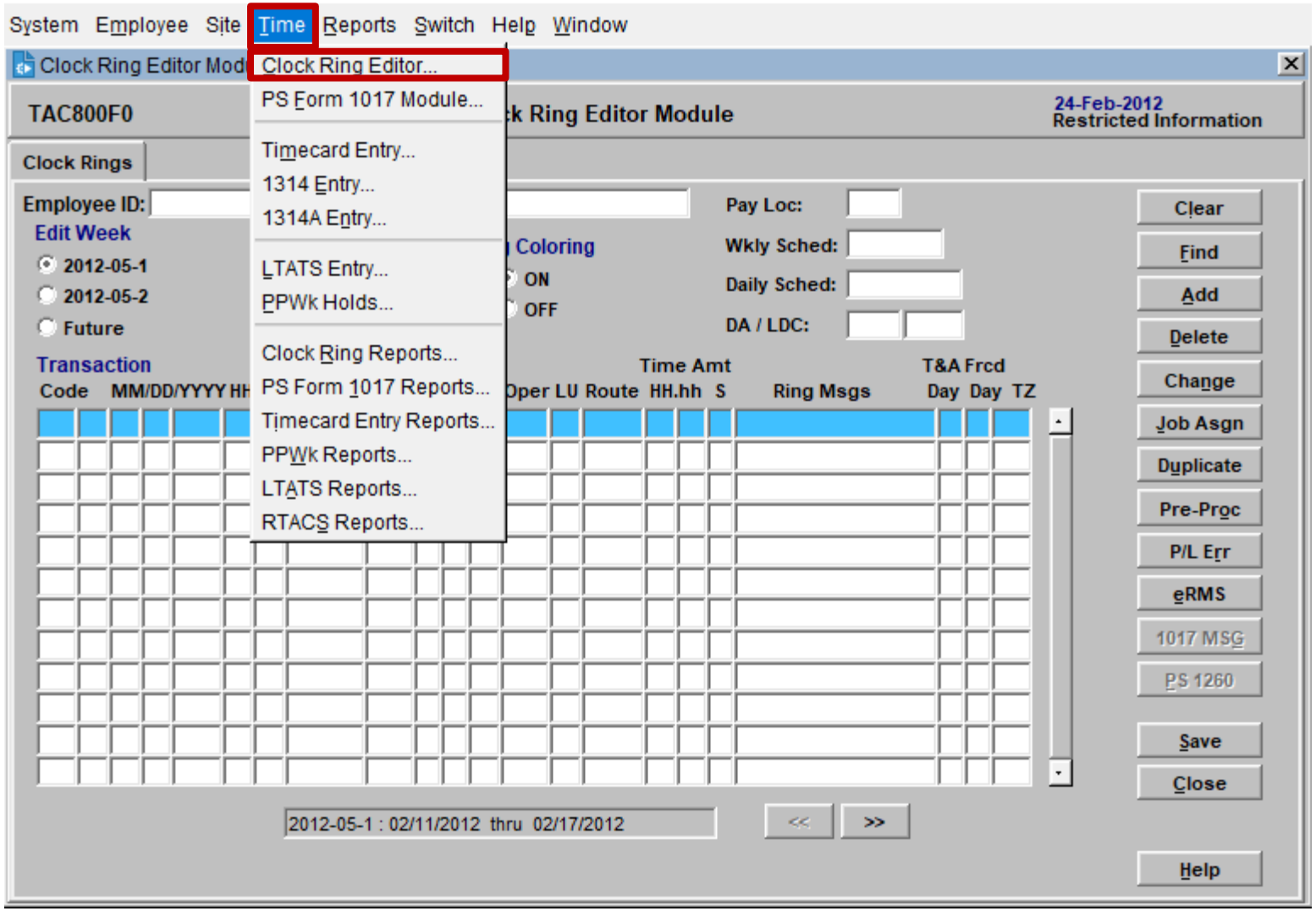
What Should You Do? 5 of 5

Retail associate Cheryl Airbus was scheduled to work ten hours. She went over her authorized overtime due to a lengthy transaction at the end of the day, resulting in penalty overtime. Supervisor, Monica Toothe previously instructed Cheryl, "Under no circumstance can you incur penalty overtime. Make sure to call for backup to avoid penalty overtime." Cheryl ignored these instructions since this was her favorite customer. Which of the following is true?

a. Supervisor Monica can change Cheryl's End Tour to eliminate POT.
b. Supervisor Monica gave Cheryl clear instructions not to work penalty overtime, but time can be disallowed if PS Form 1017-A is completed.
c. The employee was performing postal work. The Supervisor CANNOT disallow time in this situation.

Process to Disallow Time

Disallowed time is created when an employee's clock rings are adjusted in the **Clock Ring Editor,** resulting in workhours being reduced.



Error Identified as Two Begin Tours (Code 010) on July 12th.

Name (Last, First, MI)			EIN (8 digits)		Pay Loc.
Rodgers, Donnatella			98765432		003
Date (MM/DD/YYYY)	Ring Type (BT, OL, IL, MV, ET)	OPN-LU (6 digits)	Route (6 digits)	Finance No. (6 digits)	Time Hrs/100's
07 12 2022	BT	7 2 2 0 0 0	1 2 0 2 0	0 1 2 3 4 5	0 7 5 0

Supervisor Name (Print)	Comment(s):
Monica Toothe	Delete BT at 0202 1017-A reason code 95: Incorrect Timecard used Discussion 07-13-2022
Supervisor Signature & Date: Monica Toothe 07-12-2022	

PS Form **1260**, July 2012, *(Page 1 of 2)* PSN 7530-01-000-9268 **NON-EBR CARD**

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028

TAC800F0 — Clock Ring Editor Module — 14-Jul-2022 Restricted Information

Clock Rings

Employee ID 98765432 Rodgers, Donnatella

Pay Loc: 003

Wkly Sched: S-MTWT-

Daily Sched: 06.50 - 15.00

DA / LDC: 134 2100

Edit Week: 2022-15-2 / 2022-16-1 / Future

Show Rings: All / Active

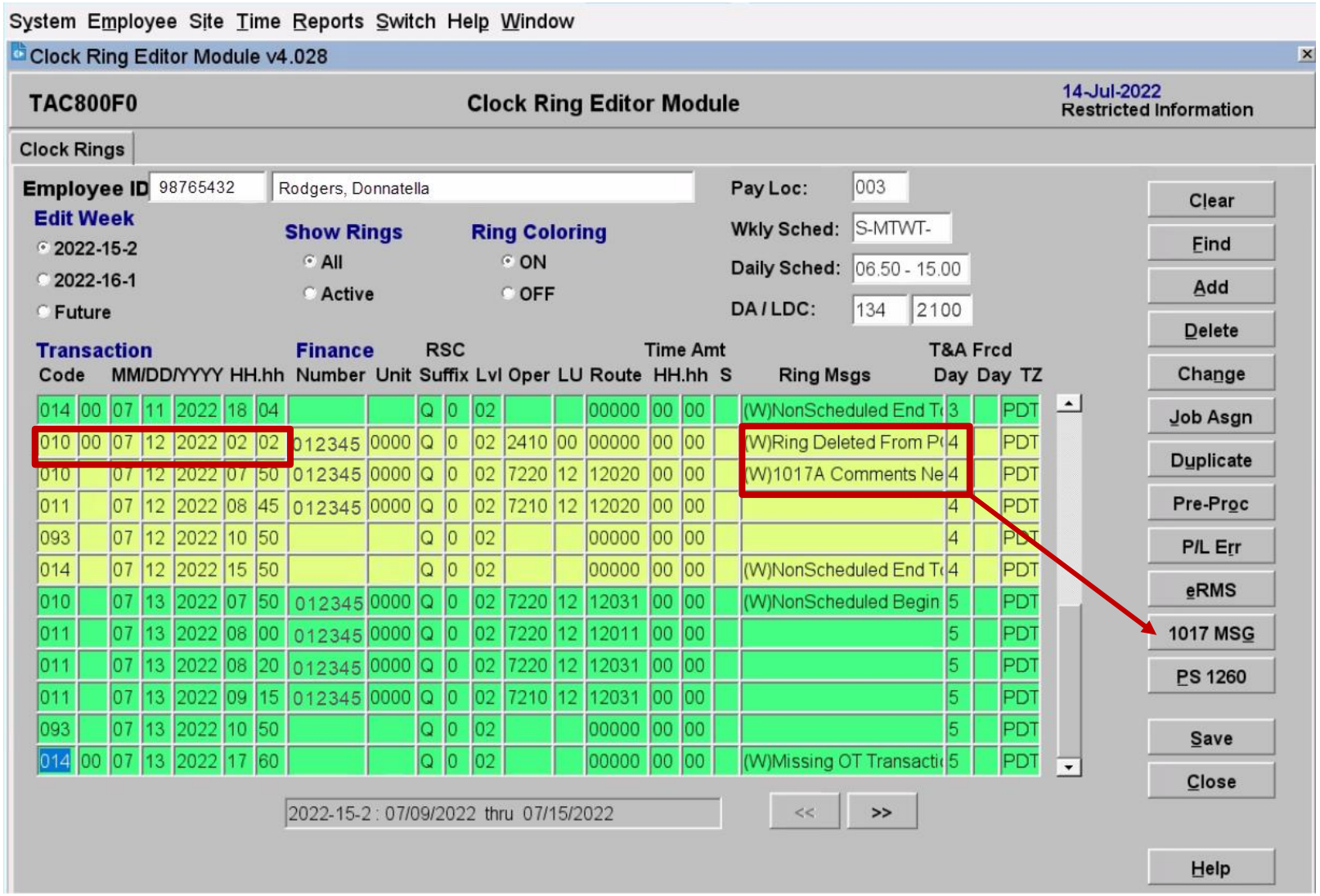
Ring Coloring: ON / OFF

Transaction Code	MM/DD/YYYY	HH.hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt HH.hh	S	Ring Msgs	T&A Fred Day	Day	TZ
014	00 07 11 2022	18 04			Q	0	02		00000	00	00	(W)NonScheduled End T	3		PDT
010	00 07 12 2022	02 02	012345	0000	Q	0	02	2410	00000	00	00	(F)Duplicate Begin Tour	4		PDT
010	07 12 2022	07 50	012345	0000	Q	0	02	7220	12020	00	00	(F)Duplicate Begin Tour	4		PDT
011	07 12 2022	08 45	012345	0000	Q	0	02	7210	12020	00	00		4		PDT
093	07 12 2022	10 50			Q	0	02		00000	00	00		4		PDT
014	07 12 2022	15 50			Q	0	02		00000	00	00	(W)NonScheduled End T	4		PDT
010	07 13 2022	07 50	012345	0000	Q	0	02	7220	12031	00	00	(W)NonScheduled Begin	5		PDT
011	07 13 2022	08 00	012345	0000	Q	0	02	7220	12011	00	00		5		PDT
011	07 13 2022	08 20	012345	0000	Q	0	02	7220	12031	00	00		5		PDT
011	07 13 2022	09 15	012345	0000	Q	0	02	7210	12031	00	00		5		PDT
093	07 13 2022	10 50			Q	0	02		00000	00	00		5		PDT
014	00 07 13 2022	17 60			Q	0	02		00000	00	00	(W)Missing OT Transacti	5		PDT

2022-15-2 : 07/09/2022 thru 07/15/2022 << >>

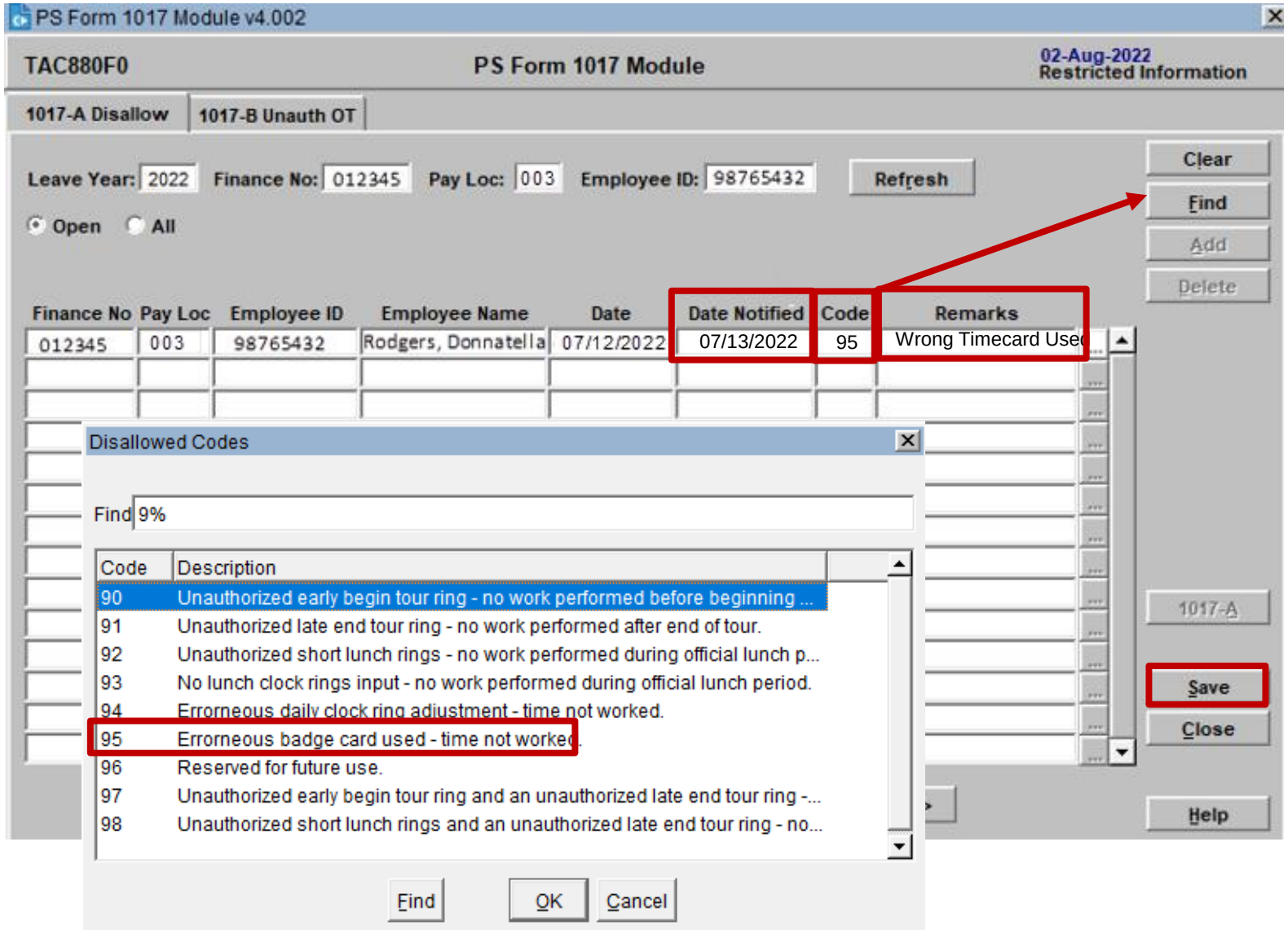
Clear | Find | Add | Delete | Change | Job Asgn | Duplicate | Pre-Proc | P/L Err | eRMS | 1017 MSG | PS 1260 | Save | Close | Help

- Deleting BT Created Ring Messages.
- **1017 MSG** Button Illuminated.
- Ability to Access **1017 Module.**



Populating an Open 1017-A Disallow Record

- Enter Date Notified.
- Locate/Enter Correct Code.
- Enter Remarks.



The PS Form 1017 Module

- Opens on **1017-A** Disallow Tab.
- Prepopulated from Clock Ring Editor Transaction.
- After Employee Discussion, Enter Remaining Data.

PS Form 1017 Module v4.002

TAC880F0 — PS Form 1017 Module — 02-Aug-2022 Restricted Information

1017-A Disallow | 1017-B Unauth OT

Leave Year: 2022 Finance No: 012345 Pay Loc: 005 Employee ID: 98765432 Refresh

Open All

Clear | Find | Add | Delete

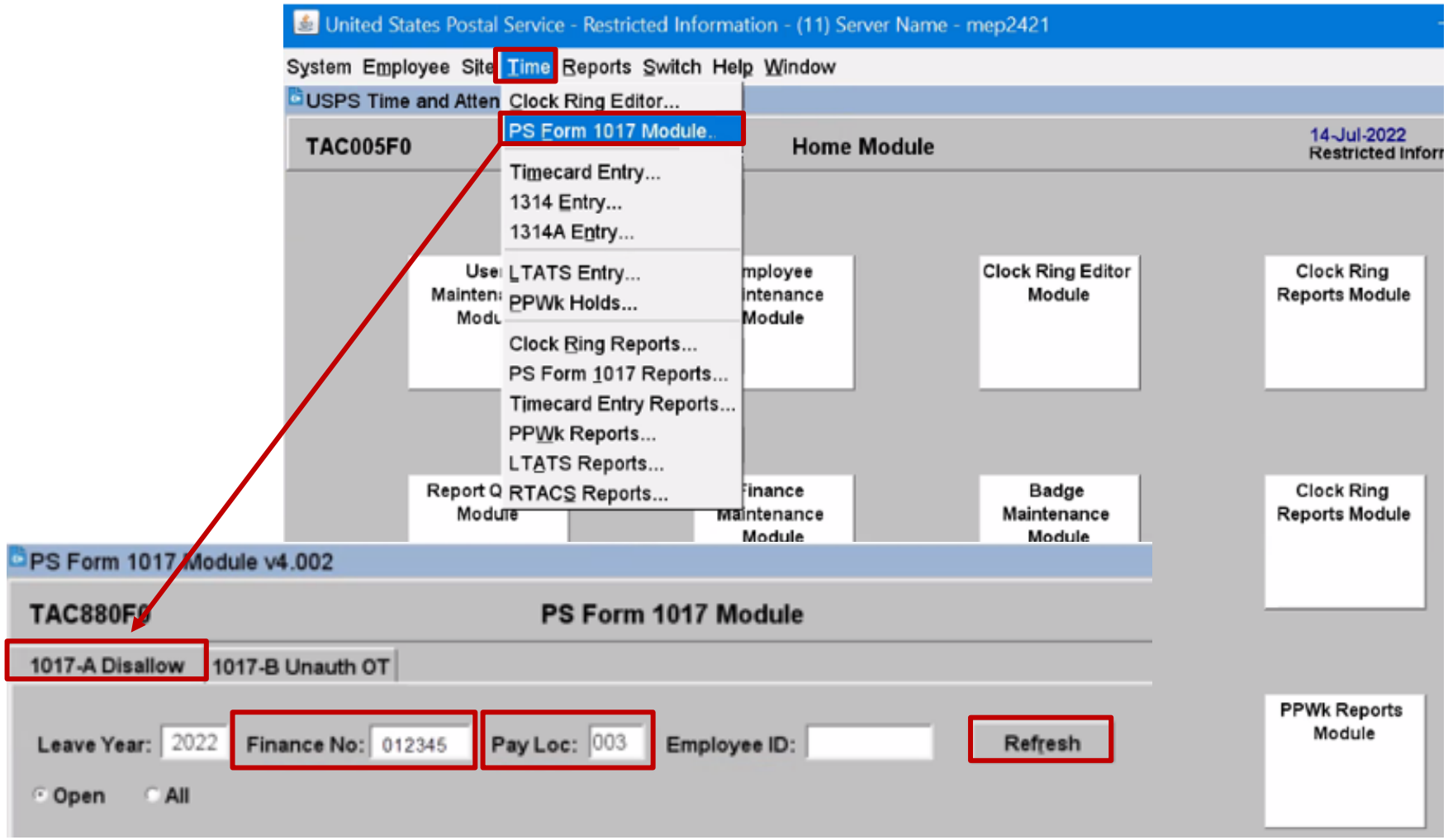
Finance No	Pay Loc	Employee ID	Employee Name	Date	Date Notified	Code	Remarks
012345	005	98765432	Rodgers, Donnatella	07/12/2022			

1017-A | Save | Close | Help

Recording **PS Form 1017-A** When Discussion Occurs After **TACS** Closeout

Access the PS Form 1017 Module Using the Time Drop-Down Menu.

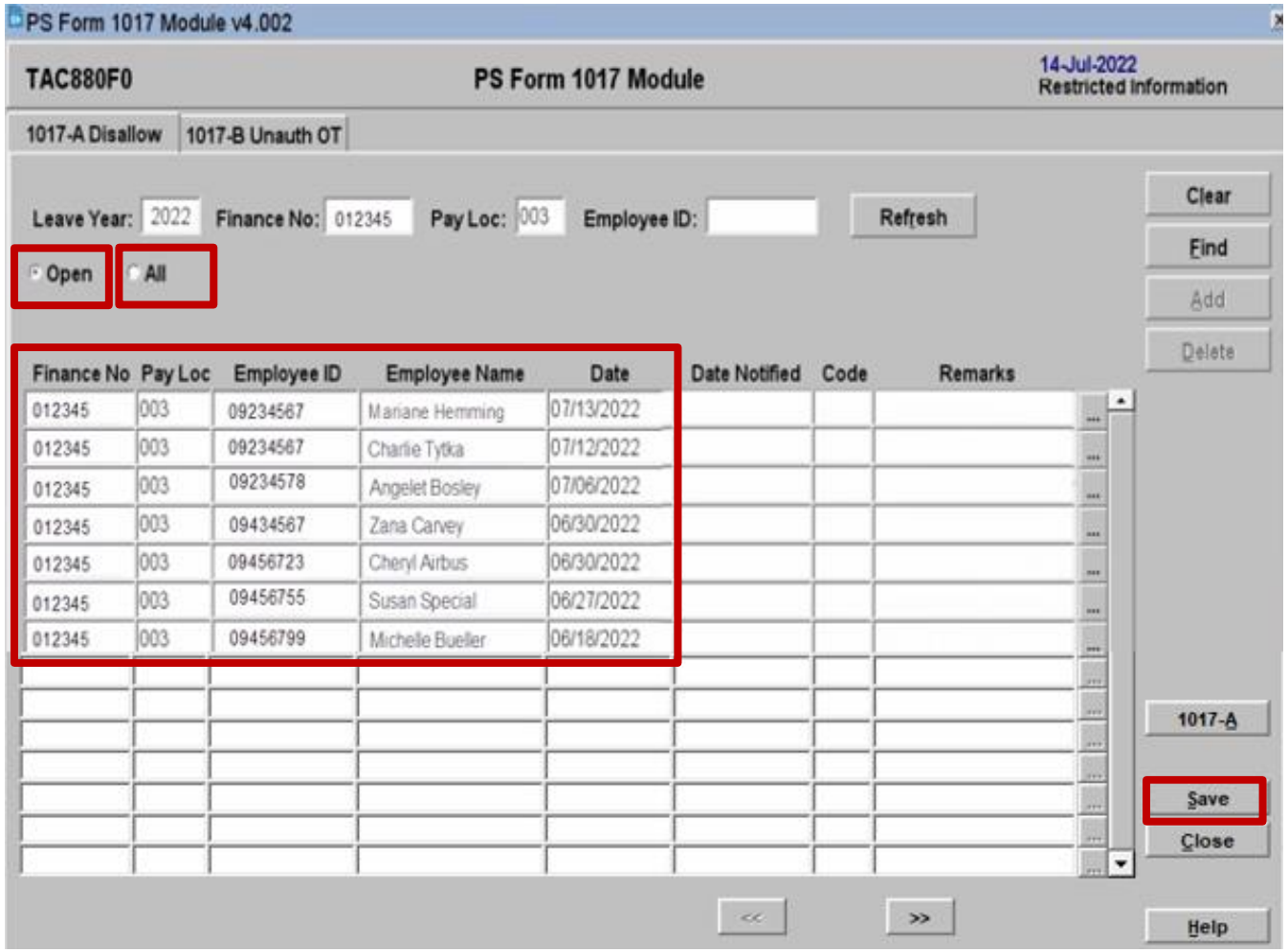
To Identify Incomplete Disallowed Time Occurrences, Enter Applicable Finance Number and Pay Location.



Use Open Radio Button to Show All Unresolved Disallowed Time Occurrences.

Once the Transaction is Saved, the Entry Will Disappear.

All Open Occurrences Must Be Addressed.

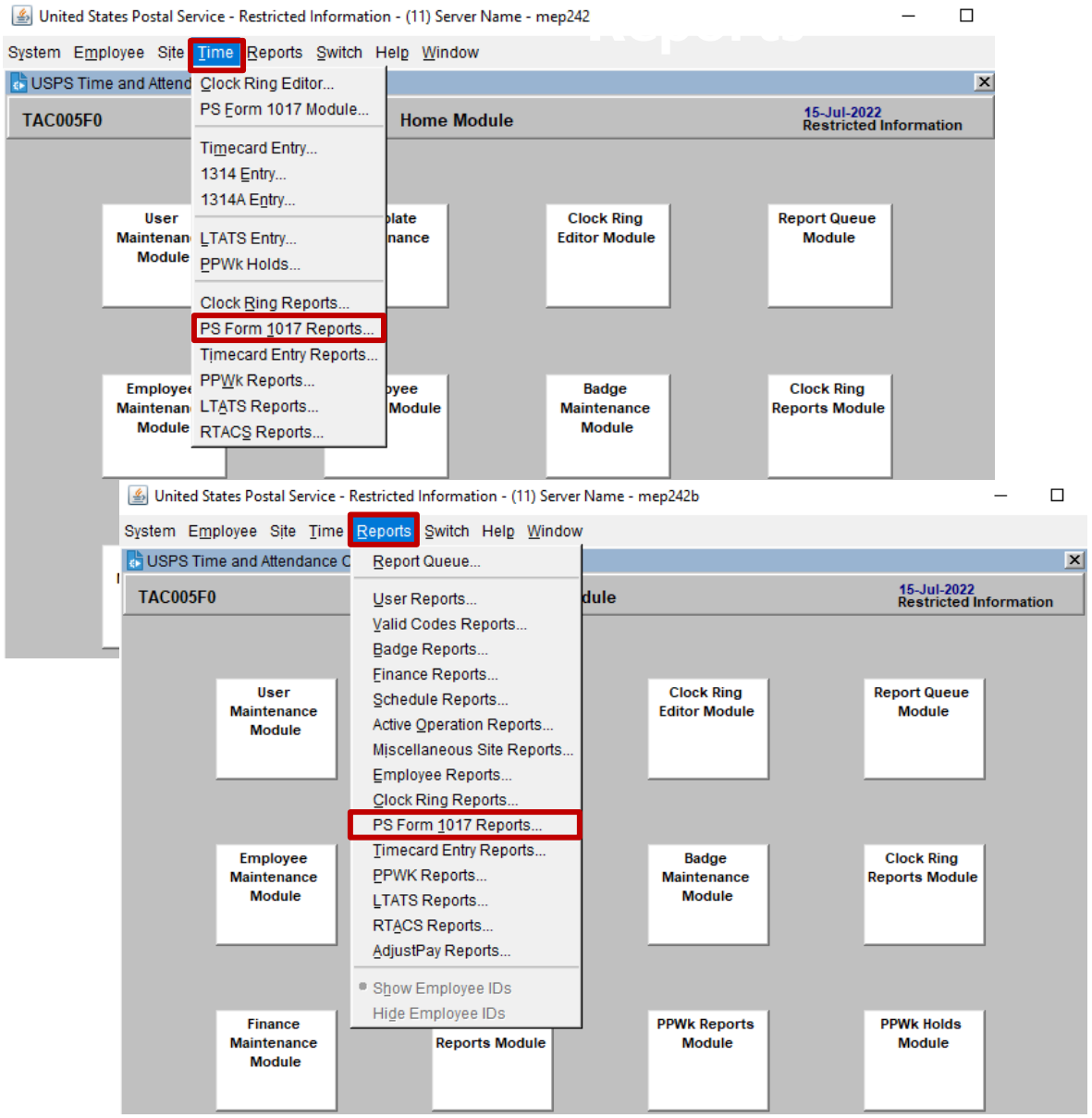


Reports

Finding Reports

Access
1017-A Reports

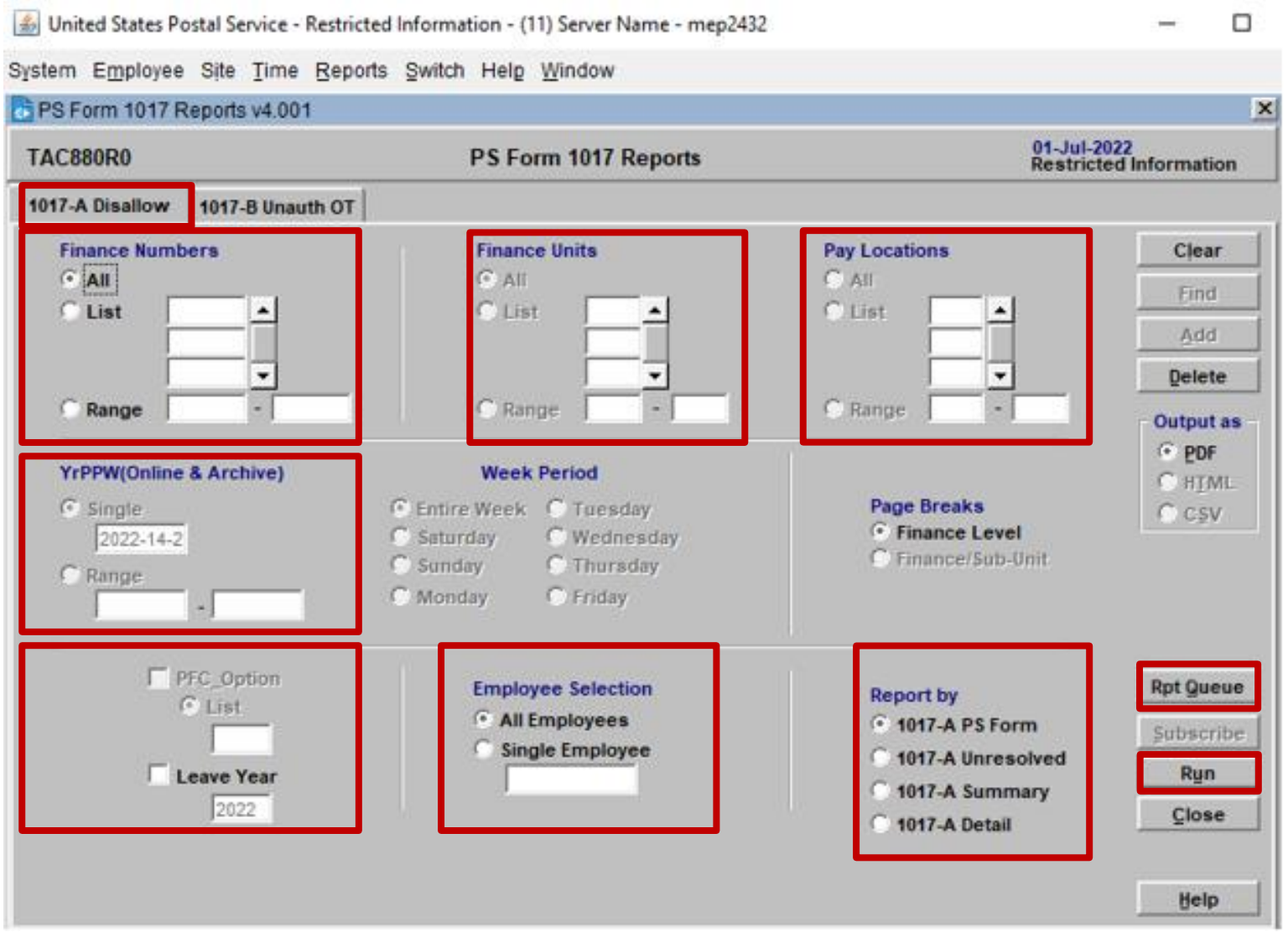
- Time Menu
- Reports Menu



1017-A Disallow Reports

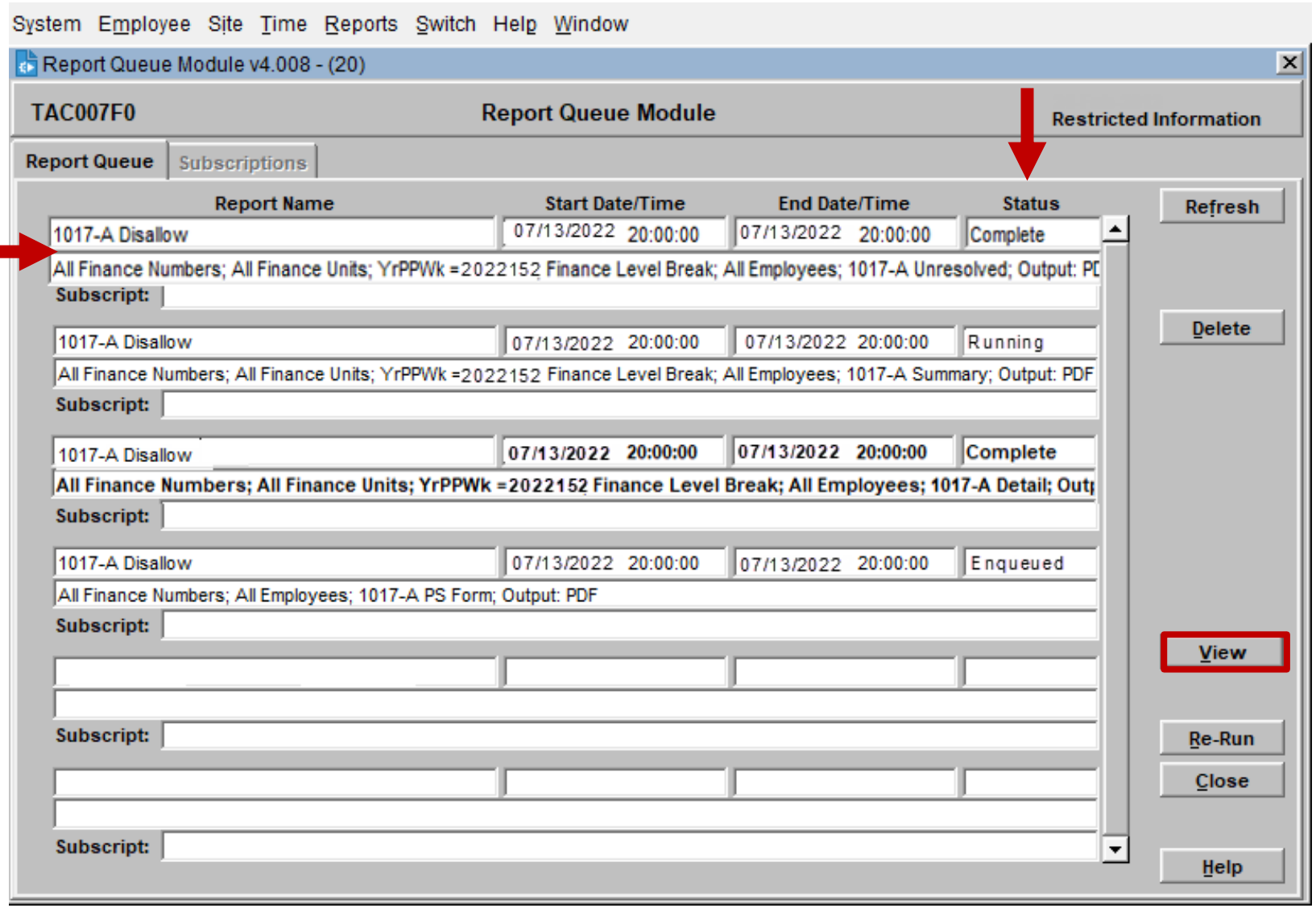
Parameters

- Report by
- Finance Number
- Finance Unit
- Pay Location
- YrPPW
- Leave Year
- Employee Selection



Report Queue Module

- Check Report Status.
- Select Report.
- View/Print Report.



1017-A Unresolved Disallowed Time Report

All unresolved disallowed time records listed on this report must be addressed and properly recorded.

UNITED STATES POSTAL SERVICE

Report: TAC880R2 v4.003
YrPPWk: 2022-15-2
Fin. #: 12-3456

Restricted USPS T&A Information
Toy Box PO
Unresolved Disallowed Time Report

User ID: R46JBC
Date: 07/12/2022
Time: 11:40 AM
Page: 1

Sub-Unit: 0000

Employee ID	Last Name	First Name	MI	Transaction Date	TA Day	Total Clock Time	Disallowed Time	Supv's Initials
98765432	Rodgers	Donnatella		07/12/2022	2022-15-2	11.30	01.30	

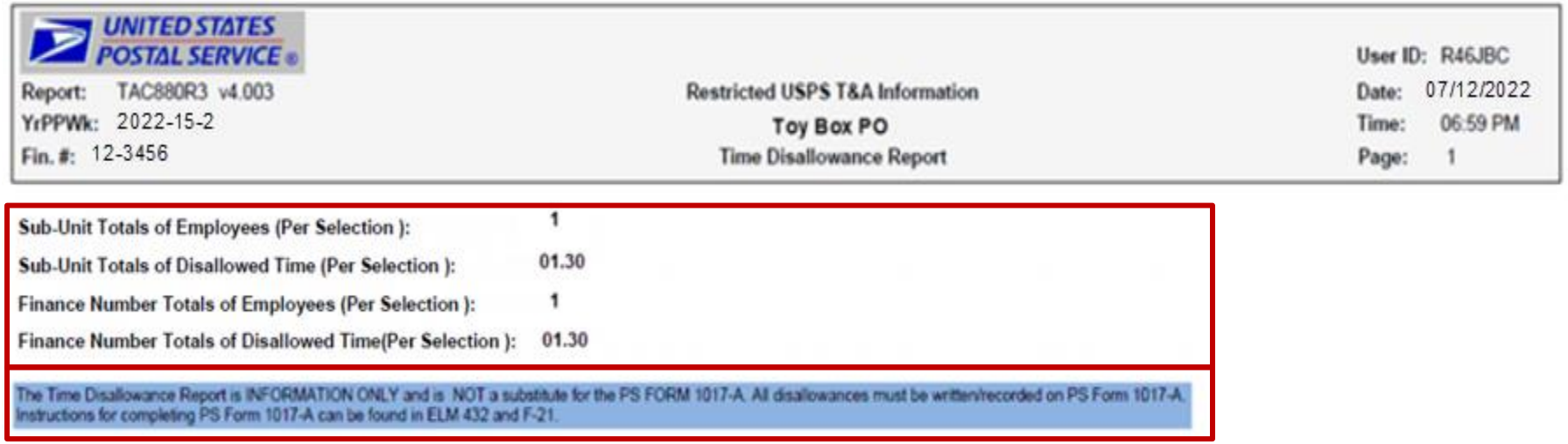
Total Employees in Sub-Unit (Per Selection):

Total Employees in Finance (Per Selection):

Supervisor/Manager Signature: _____ Date: _____

1017-A Time Disallowance Summary Report

Summary of Sub-Unit and Finance Number Totals.



UNITED STATES POSTAL SERVICE

Report: TAC880R3 v4.003
YrPPWk: 2022-15-2
Fin. #: 12-3456

Restricted USPS T&A Information
Toy Box PO
Time Disallowance Report

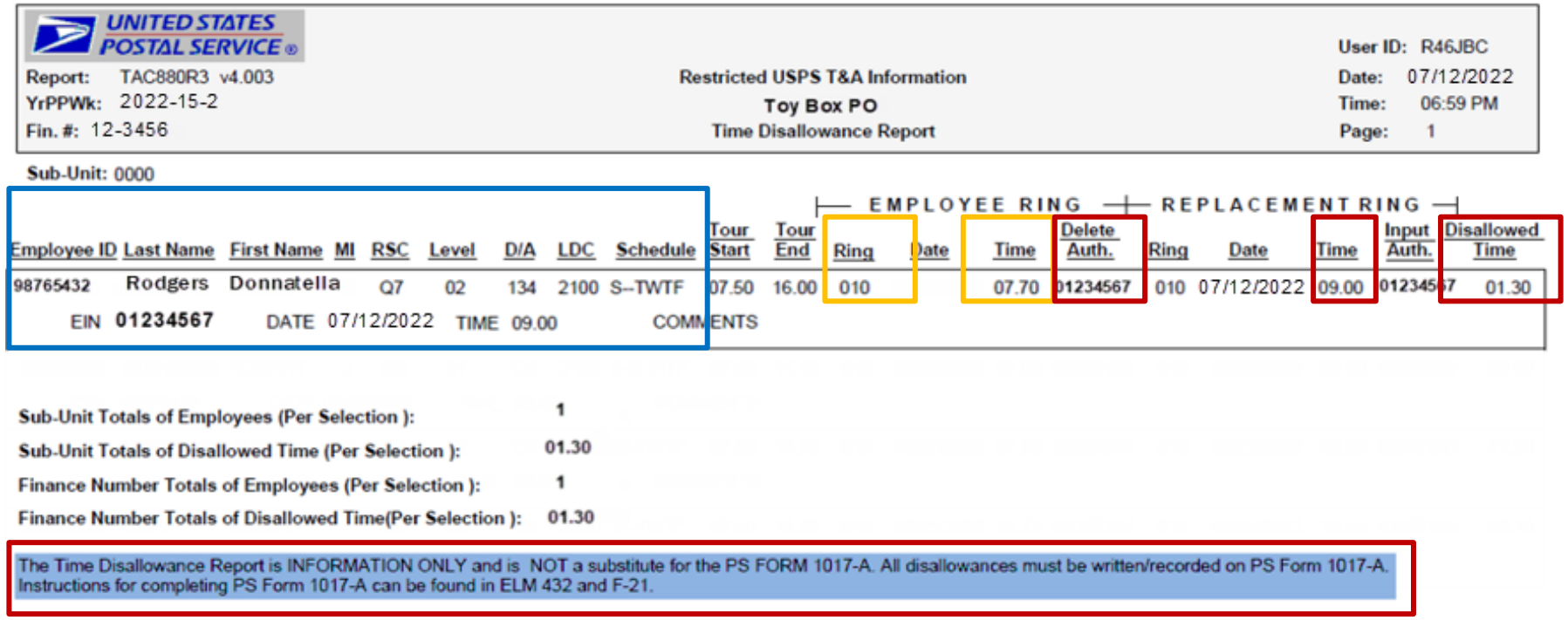
User ID: R46JBC
Date: 07/12/2022
Time: 06:59 PM
Page: 1

Sub-Unit Totals of Employees (Per Selection):	1
Sub-Unit Totals of Disallowed Time (Per Selection):	01.30
Finance Number Totals of Employees (Per Selection):	1
Finance Number Totals of Disallowed Time(Per Selection):	01.30

The Time Disallowance Report is INFORMATION ONLY and is NOT a substitute for the PS FORM 1017-A. All disallowances must be written/recorded on PS Form 1017-A. Instructions for completing PS Form 1017-A can be found in ELM 432 and F-21.

1017-A Time Disallowance Detail Report

Provides All Disallowed Transaction Information by Employee.



UNITED STATES POSTAL SERVICE

Report: TAC880R3 v4.003
YrPPWk: 2022-15-2
Fin. #: 12-3456

Restricted USPS T&A Information
Toy Box PO
Time Disallowance Report

User ID: R46JBC
Date: 07/12/2022
Time: 06:59 PM
Page: 1

Sub-Unit: 0000

										EMPLOYEE RING			REPLACEMENT RING				
Employee ID	Last Name	First Name	MI	RSC	Level	D/A	LDC	Schedule	Tour Start	Tour End	Ring	Date	Time	Delete Auth.	Ring	Date	Time	Input Auth.	Disallowed Time
98765432	Rodgers	Donnatella		Q7	02	134	2100	S--TWTF	07.50	16.00	010		07.70	01234567	010	07/12/2022	09.00	01234567	01.30
EIN 01234567		DATE 07/12/2022		TIME 09.00				COMMENTS											

Sub-Unit Totals of Employees (Per Selection): 1
Sub-Unit Totals of Disallowed Time (Per Selection): 01.30
Finance Number Totals of Employees (Per Selection): 1
Finance Number Totals of Disallowed Time(Per Selection): 01.30

The Time Disallowance Report is INFORMATION ONLY and is NOT a substitute for the PS FORM 1017-A. All disallowances must be written/recorded on PS Form 1017-A. Instructions for completing PS Form 1017-A can be found in ELM 432 and F-21.

PS Form 1017-A, *Time, Disallowance Record*

Complete in Its entirety.

Remarks Should Include:

- Reason for disallowance.
- Comments employee provides.
- Management's knowledge of the incident.

United States Postal Service
Time Disallowance Record

Post Office	Employee ID No.	Employee Name
Toy Box	98765432	Rodgers, Donnatella

Date	Year	Pay Period	Week	Day	Total Clock Time	Total Disallowed Time	Supv's Initials	Date Employee Notified	Code	Remarks
1	2	3	4	5	6	7	8	9	10	11
07/12	22	15	2	4	11.30	01.30	WD	07/12/22	95	Wrong Timecard Used

PS Form **1017-A**, October 1988 (11/82 Edition Usable)

As of December 2022, there is an indefinite retention period for all PS Forms related to timekeeping.

Knowledge Check Instructions

Now that you have learned how to identify disallowed time situations, the process to record and run the necessary reports, and proper completion of PS Form 1017A, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to get each knowledge check question correct.

Good Luck!

Select Start to begin.

Start

Knowledge Check 1 of 6

Under the Fair Labor Standards Act (FLSA), all time worked, whether or not it was authorized ahead of time by the Supervisor _____.

a. Must be disallowed.
b. Must be documented on a 1017-B, *Unauthorized OT Record.*
c. Must be paid.

Which requirements are needed to disallow time?

Select the best answer.

A. Employee permission.
B. Personal knowledge or reason to believe that the time was not worked.
C. Employee notification.
D. Proper documentation (PS Form 1017-A).
E. Selections B, C, and D.

Where can you locate the policy for disallowed time?

A. Employee Labor Manual (ELM).
B. Domestic Mail Manual (DMM).
C. Handbook F-21, Time and Attendance.
D. Handbook F-401, Supervisor's Guide to Scheduling and Premium Pay.
E. Selections A, C, and D.

Who is authorized to disallow an employee's time?

A. Lead Clerk.
B. The Employee.
C. The Supervisor/Manager.
D. The Attendance Control Officer.

Knowledge Check 5 of 6

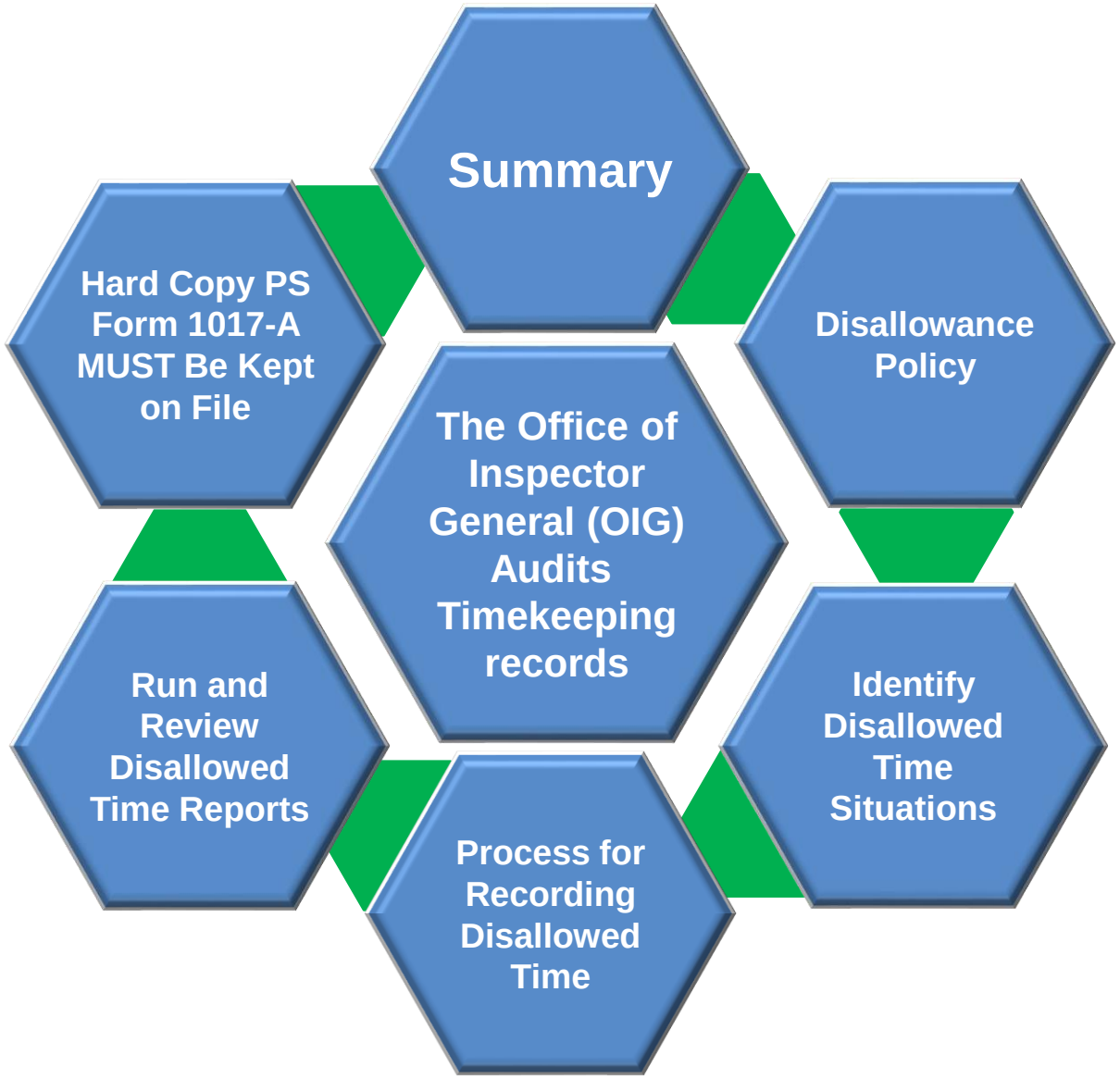
Disallowed time is created when an employee's clock rings are adjusted, resulting in workhours being _____.

a. Disallowed.
b. Increased.
c. Recorded in OT Admin.
d. Reduced.

Which report reflects unresolved disallowed time?

A. Clock Ring Error Report.
B. Missing Time Report.
C. Unauthorized Overtime Report.
D. Unresolved Disallowed Report.

Summary



Changing clock rings without appropriate cause and proper documentation can lead to corrective action up to and including removal from USPS.

Helpful Resources

- Web page: TACS Help Desk
- Hours: 6:00am - 6:00pm CT, Mon – Fri
- Email: TACS@usps.gov
- Phone: 1.855.411.8227

Web link: Timekeeping Toolkit

Web link: Time & Attendance Compliance Team Contact List

Module 2 Completion

You have completed Module 2: Disallowed Time.

Please return to the learning portal and review Module 3 through 6 to complete the Time and Attendance Collection System (TACS) Refresher training.

Close this window by selecting Exit or by pressing <Alt> + <F4>.

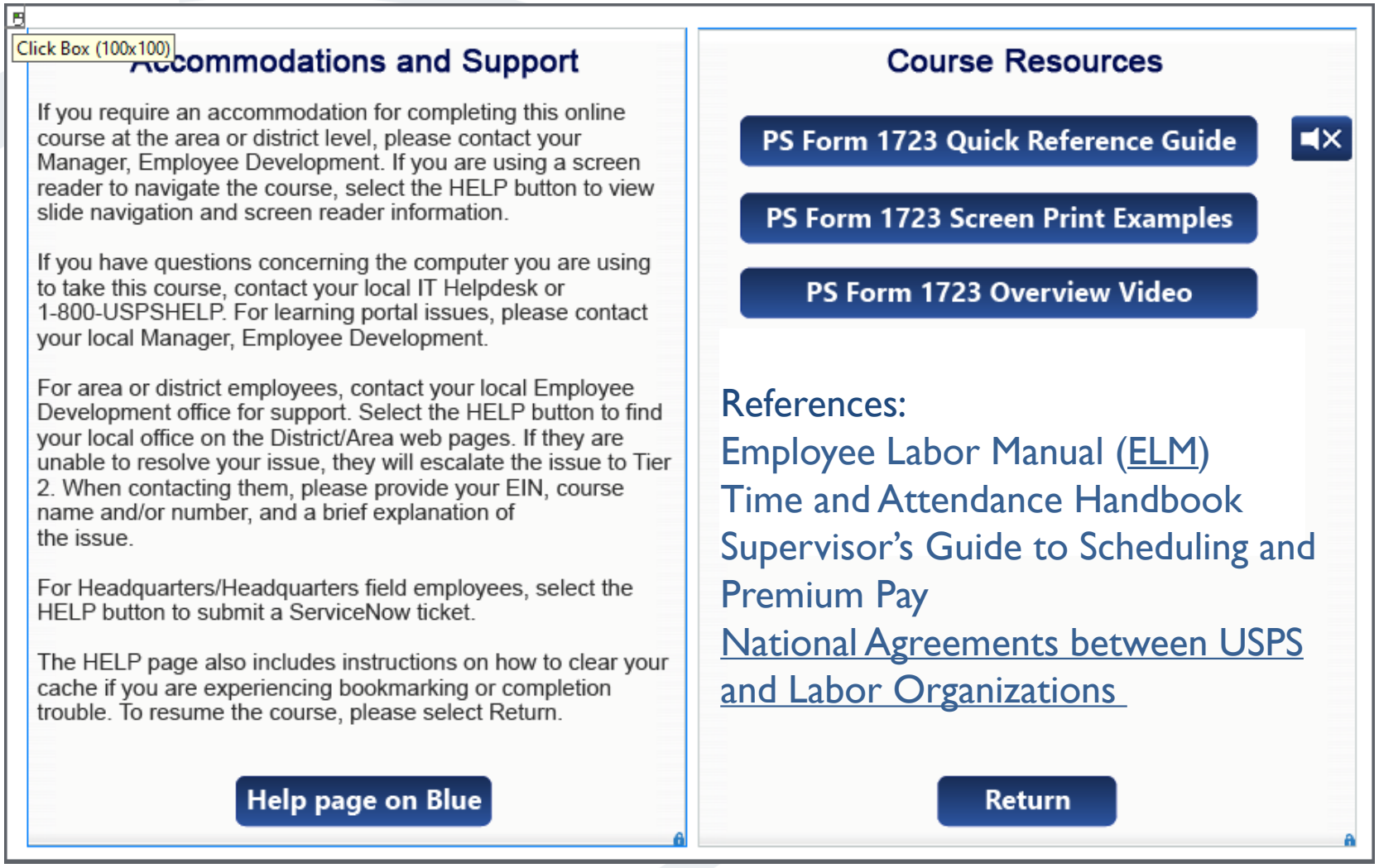
NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s) and the module will complete.

TACS Refresher Course

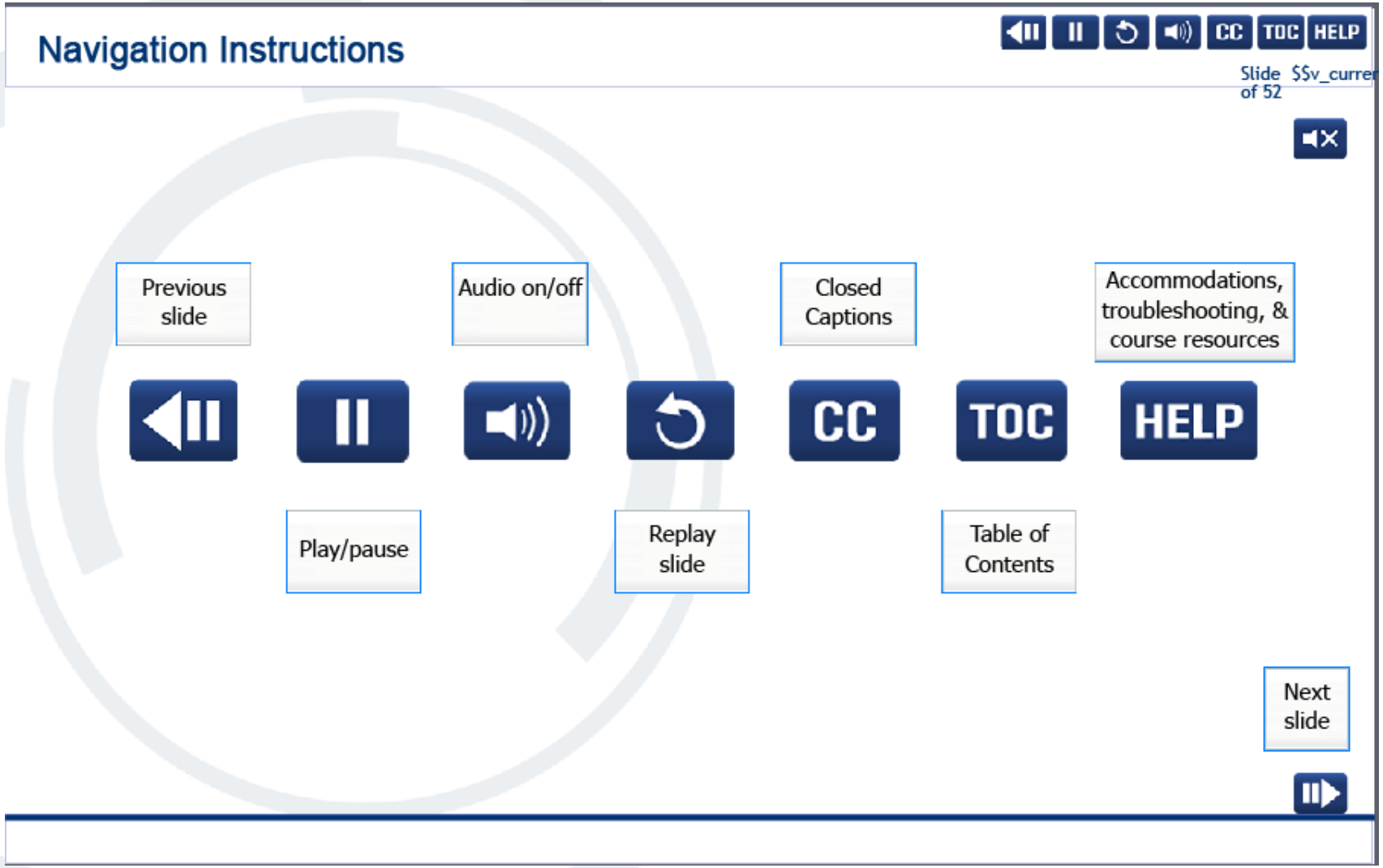
Module 3: Overtime Authorization

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

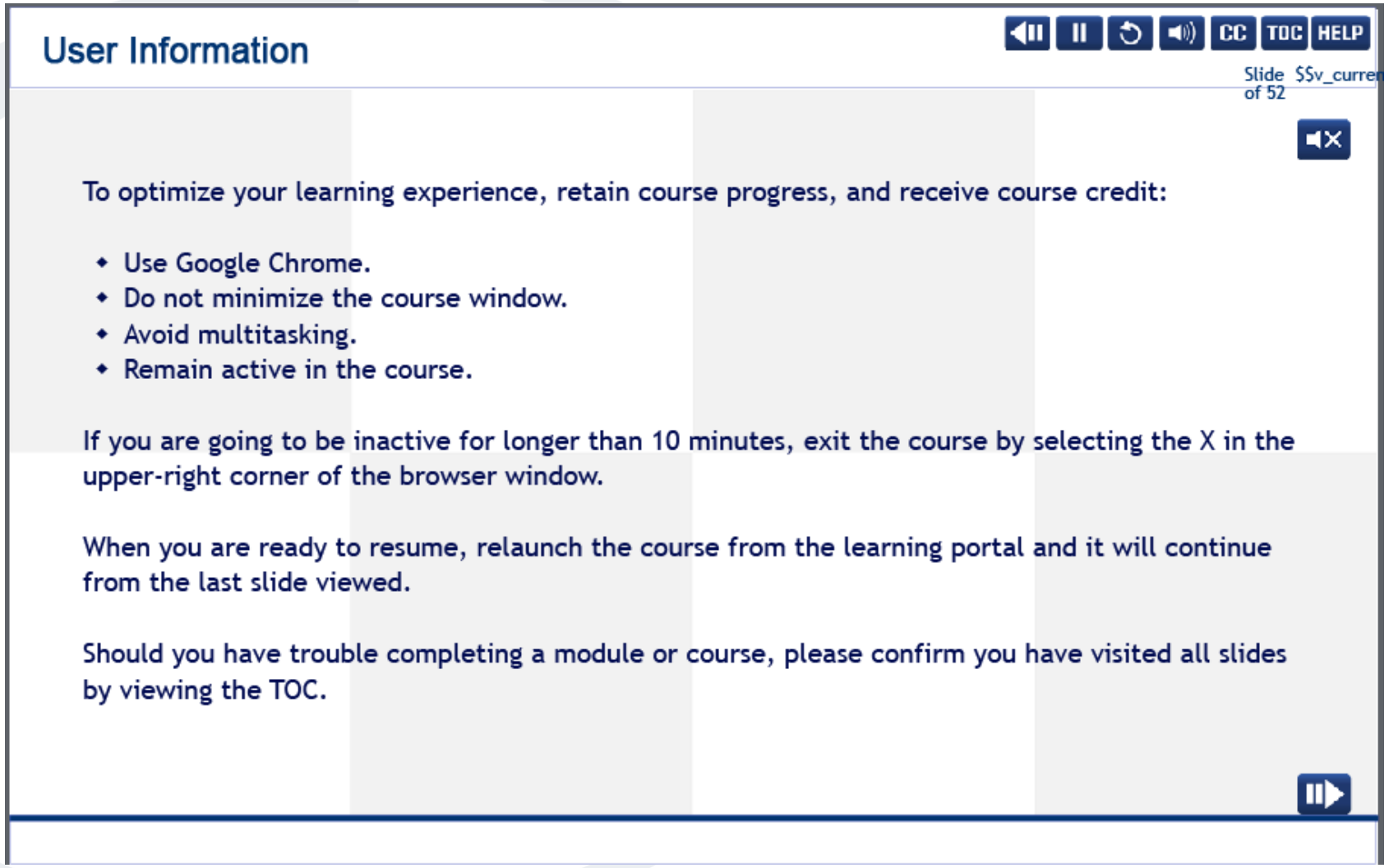
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
PS Form 1723 Quick Reference Guide
PS Form 1723 Screen Print Examples
PS Form 1723 Overview Video
References:
Employee Labor Manual (ELM)
Time and Attendance Handbook
Supervisor's Guide to Scheduling and Premium Pay
National Agreements between USPS and Labor Organizations
Return

Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Objectives

Policy

Policy

The postal policy and federal law (Fair Labor Standards Act or FLSA) states that if an employee's clock rings generate workhours and the time was worked, the time must be paid.

Managers and Supervisors are responsible for authorizing/certifying the time of subordinate employees to ensure that it is accurate and in accordance with postal policies, national contracts, and federal law. Timely action by all timekeepers helps to avoid costly and preventable payroll adjustments.

References:
Employee Labor Manual ELM
Time and Attendance Handbook F-21
Supervisor's Guide to Scheduling and Premium Pay F-401
National Agreements between USPS and Labor Organizations

What Should You Do?

The following slides present scenarios about overtime authorizations. After reading the scenario, choose the selection that represents what you should do.

What Should You Do? 1 of 4

Marianne Hemming clocked in ten minutes prior to her scheduled Begin Tour and clocked out one hour after her scheduled End Tour. Which of the following is true?

a. Enter one Code 091 Overtime Transaction at the Begin Tour for total hours worked.
b. Enter one Code 091 Overtime Transaction at the End Tour for total hours worked.
c. Enter each Code 091 Overtime Transaction where and when the employee works in an overtime status. This will require two overtime transactions.

What Should You Do? 2 of 4

Regular clerk, Michelle Bueller, requested and was approved in advance for one hour of sick leave starting at her scheduled Begin Tour. She was then required to work one hour past her scheduled End Tour. Which of the following is true?

a. Michelle cannot have overtime and leave in the same day.
b. Since Michelle was approved for leave during her regular schedule, any hours worked outside of and in addition to her regular schedule becomes overtime hours.
c. Michelle's Supervisor should remove the sick leave to avoid overtime.

What Should You Do? 3 of 4

Mailhandler Susan Special was instructed by her Supervisor to have an eight-hour day. However, Susan continued to move empty equipment and went into an overtime status. Which of the following is true?

a. Susan's overtime must be paid.
b. Susan's Supervisor should change the End Tour to eight hours to avoid overtime and record it on PS Form 1260.
c. Since Susan worked and is entitled to the overtime, the Supervisor should take no action.

What Should You Do? 4 of 4

Supervisor, Mark Emerald, is short-staffed, so he enters four one-hour code 091 overtime transactions in advance for every carrier in the office. Which of the following is true?

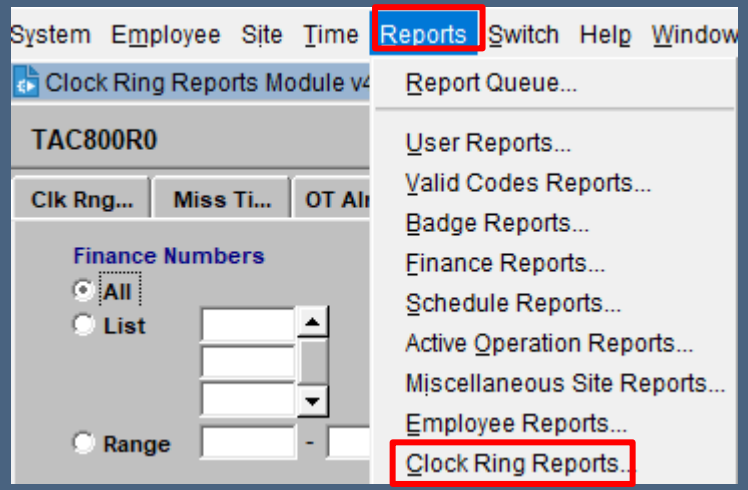
a. To save time supervisor, Mark Emerald, should enter four one-hour overtime authorizations for all employees daily.
b. Supervisor, Mark Emerald, should enter overtime authorizations based on earned workhour/workload.
c. Supervisor, Mark Emerald, should not enter any overtime authorization since the employees will be paid anyway.

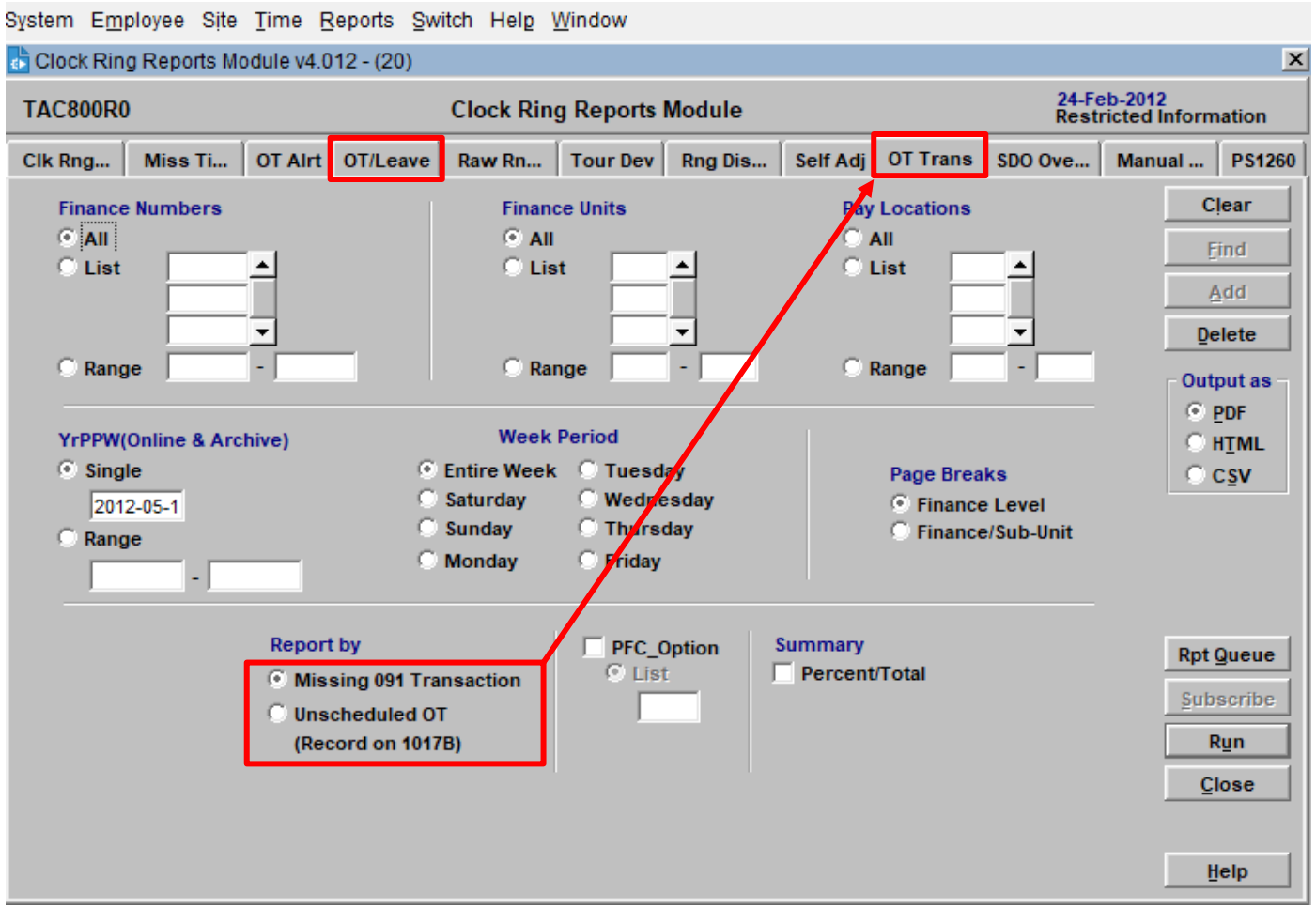
Reports

Overtime Reports

- Missing 091 Transaction.
- Unscheduled Overtime (OT) (Record on 1017-B).
- Overtime/Leave.

Accessing Overtime Reports





Missing 091 Transaction Report

UNITED STATES POSTAL SERVICE ®

Report: TAC800R9 v4.004 - (20)
YrPPWk: 2012-05-1
Fin. #: 90-0140

Restricted USPS T&A Information

LOS ANGELES-140
Missing 091 Transaction Report
Weekly

User ID: G90002
Date: 02/24/12
Time: 08:00 PM
Page: 1

SubUnit: 004

Employee ID	Employee Last Name	F I	M I	Base D/A	Base LDC	Base Oper.	Route	Sched BT	Sched ET	Schedule	Lunch
90095483	SPECIAL	S		12-0	1700	100-00	000000	22.50	07.00	SSM--TF	0.50

Sun	Base M0-04	052	08.25	053	00.25	054	07.00	072	08.00
2012-05-1-2 (2/12)		BT	22.50	OL	02.50	IL	03.00	ET	07.25

Sub-Unit Totals of Employees (Per Selection): 1

Sub-Unit Totals of Missing 091 Trans (Per Selection) :	**043**	00.00
	053	00.25
		00.25

Finance Number Totals of Employees (Per Selection): 1

Finance Number Totals of Missing 091 Trans (Per Selection) :	**043**	00.00
	053	00.25
		00.25

Unscheduled 091 Transaction Report

UNITED STATES POSTAL SERVICE

Report: TAC800R9b v4.002 - (20)
YrPPWk: 2012-05-1
Fin. #: 90-0110

Restricted USPS T&A Information

LOS ANGELES-110

Unscheduled 091 Transaction Report

Weekly

User ID: G90002
Date: 02/24/12
Time: 08:00 PM
Page: 1

SubUnit: 004

Employee ID	Employee Last Name	F I	M I	Base D/A	Base LDC	Base Oper.	Route	Sched BT	Sched ET	Schedule	Lunch
90071097	HEMMING	M		13-4	2100	7220-00	000001	07.00	15.50	S-MTW-F	0.50

Mon	Base Q0-01	052 09.10		053 01.10			
2012-05-1-3	(2/13)	BT 06.90	ET 16.50	Unsched 091 Trans at	06.90 for 00.10		

Sub-Unit Totals of Employees (Per Selection): 1

Sub-Unit Totals of Unsched 091 Trans (Per Selection) :		
	043	00.00
	053	00.10
		00.10

Finance Number Totals of Employees (Per Selection): 1

Finance Number Totals of Unsched 091 Trans (Per Selection) :		
	043	00.00
	053	00.10
		00.10

This report is NOT a substitute for the PS Form 1017-B. All 'unauthorized' overtime must be recorded on PS Form 1017-B. Unauthorized overtime is time that an employee, **without prior authorization from a supervisor**, works in excess of the scheduled tour.

OT/Leave Report

UNITED STATES POSTAL SERVICE ®

Report: TAC800R4 v4.002 - (20)

YrPPWk: 2012-05-1

Fin. #: 90-0110

Restricted USPS T&A Information

LOS ANGELES-110

Overtime and Leave Report

User ID: G90002

Date: 02/24/12

Time: 08:00 PM

Page: 1

Weekly

Sub-Unit: 004

Employee ID	Employee Last Name	F I	M I	Base D/A	Base LDC	Base Oper.	Route	Sched BT	Sched ET	Schedule	Lunch
90071097	HEMMING	M		13-4	2100	7220-00	000001	07.00	15.50	S-MTW-F	0.50

Base Q0-01 SAT 04300 02.00 05500 04.00 05300 02.00 05200 08.00

BT 07.00 ET 15.50 OT Authorized 04.00

ANNUAL LEAVE-REGULAR at 07.00 for 08.00 Hundreths

90074037	BUELLER	M		11-0	4500	3550-00	000000	14.00	22.50	SSMTW--	0.50

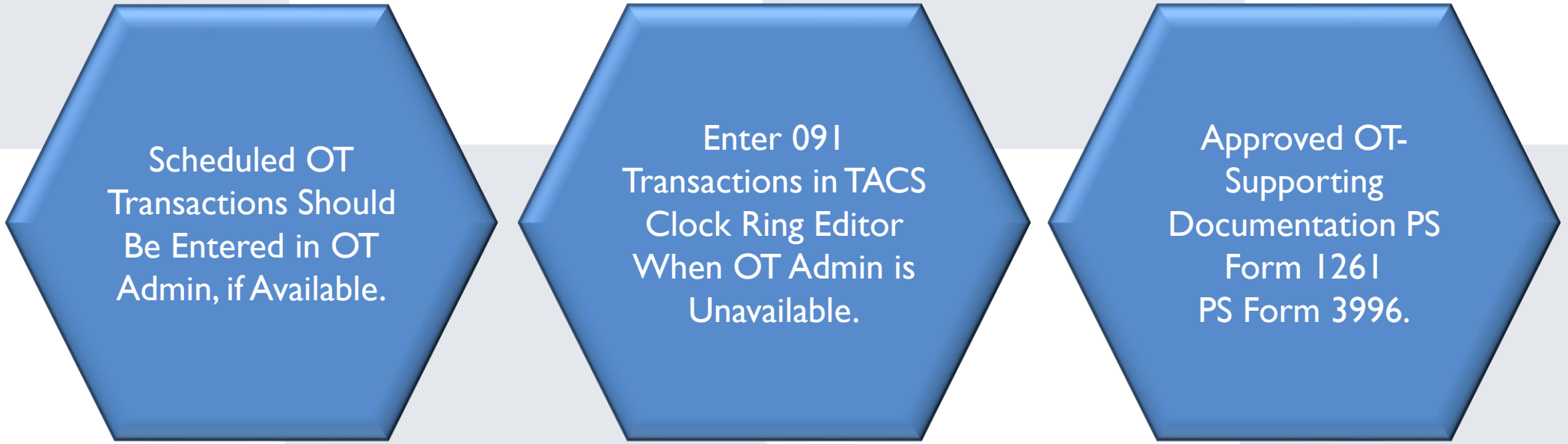
Base P0-06 MON 05200 08.00 05600 01.00 05400 05.00 05300 01.00

OL 18.00 BT 15.00 IL 18.50 ET 23.50 OT Authorized 01.00

SICK LEAVE-REGULAR at 13.00 for 01.00 Hundreths

Process

Entering Overtime Transactions and Documentation



Entering the Overtime Transactions in the Clock Ring Editor

Avoid Fatal Errors by Entering 091 Transactions at the Time the Employee Actually Starts the Overtime

TAC800F0 — Clock Ring Editor Module — 24-Feb-2012 Restricted Information

Clock Rings

Employee ID: 90095483 SPECIAL, SUSAN — Pay Loc: 004

Edit Week: 2012-05-1 / 2012-05-2 / Future

Show Rings: All / Active

Ring Coloring: ON / OFF

Wkly Sched: SSM--TF

Daily Sched: 22.50 - 07.00

DA / LDC: 120 1700

Transaction Code	MM/DD/YYYY	HH.hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt HH.hh	S	Ring Msgs	T&A Day	Frcd Day	TZ
010	02/10/2012	22.50	90-0110	0000	M	0	04	0100	00	00000	00.00		1		CST
014	02/11/2012	05.00			M	0	04			00000	00.00	(W)NonScheduled End T	1		CST
055 00	02/11/2012	05.00			M	0	04			00000	01.50	Y	1		CST
010	02/11/2012	22.50	90-0110	0000	M	0	04	0100	00	00000	00.00		2		CST
012	02/12/2012	02.50			M	0	04			00000	00.00		2		CST
013	02/12/2012	03.00	90-0110	0000	M	0	04	0100	00	00000	00.00		2		CST
091 00	02/12/2012	07.00			M	0	04			00000	00.25	Y	2		CST
014	02/12/2012	07.25			M	0	04			00000	00.00	(W)NonScheduled End T	2		CST
010	02/12/2012	22.40	90-0110	0000	M	0	04	0100	00	00000	00.00	(W)NonScheduled Begir	3		CST
091 00	02/12/2012	22.50			M	0	04			00000	01.00	Y	3		CST
012	02/13/2012	02.50			M	0	04			00000	00.00		3		CST
013	02/13/2012	03.00	90-0140	0000	M	0	04	0100	00	00000	00.00		3		CST
014	02/13/2012	07.25			M	0	04			00000	00.00	(W)NonScheduled End T	3		CST

2012-05-1 : 02/11/2012 thru 02/17/2012 << >>

Clear | Find | Add | Delete | Change | Job Asgn | Duplicate | Pre-Proc | P/L Err | eRMS | 1017 MSG | PS 1260 | Save | Close | Help

Entering Multiple Overtime Transactions on the Same Day

Overtime Generated

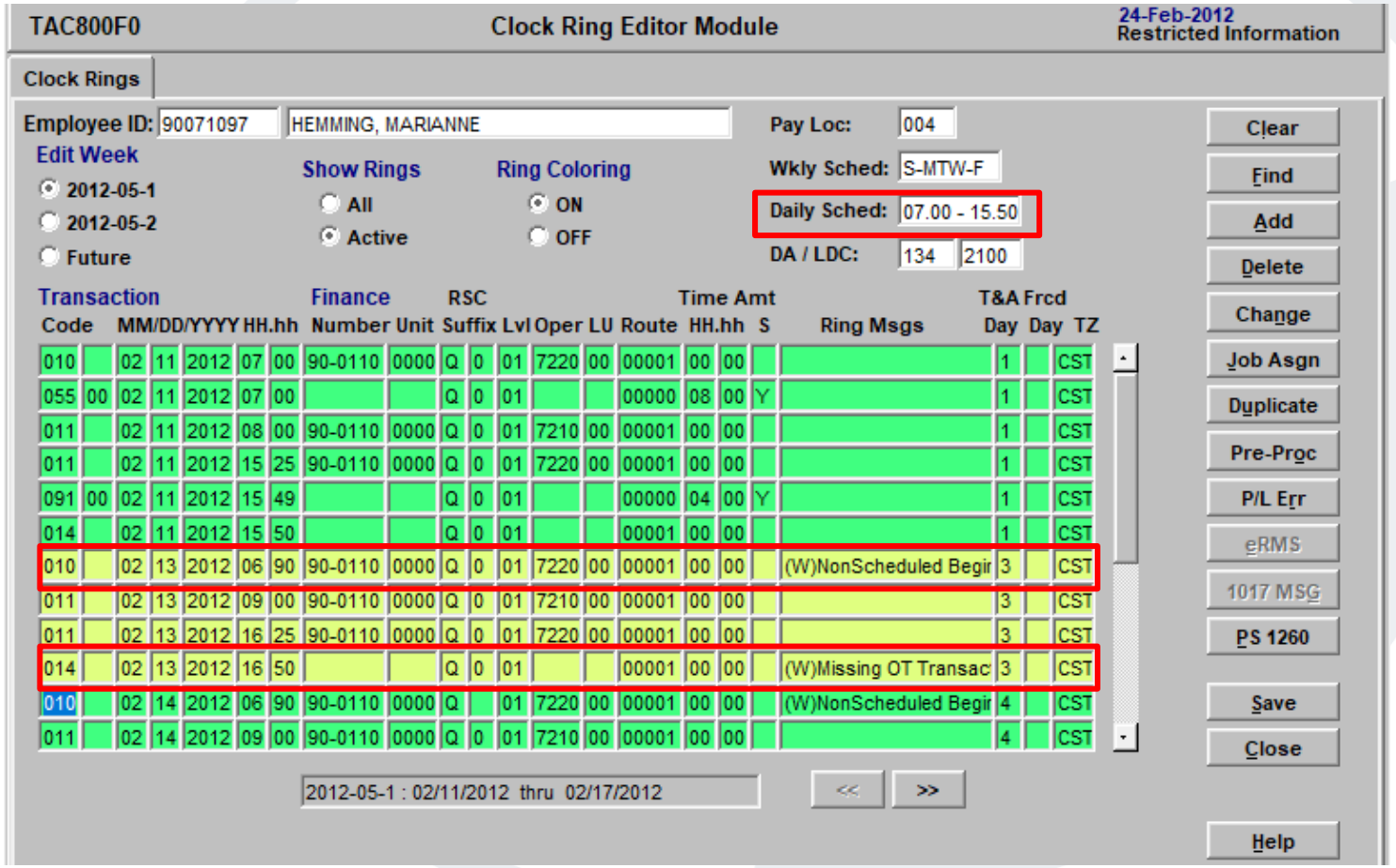
0.10 Prior to Scheduled BT
1.00 After Schedule ET

Two OT 091 Transactions Required

Document Nonscheduled (N) Scheduled (Y)

Charge OT Hours to Correct:

- Finance #
- LDC
- Operation

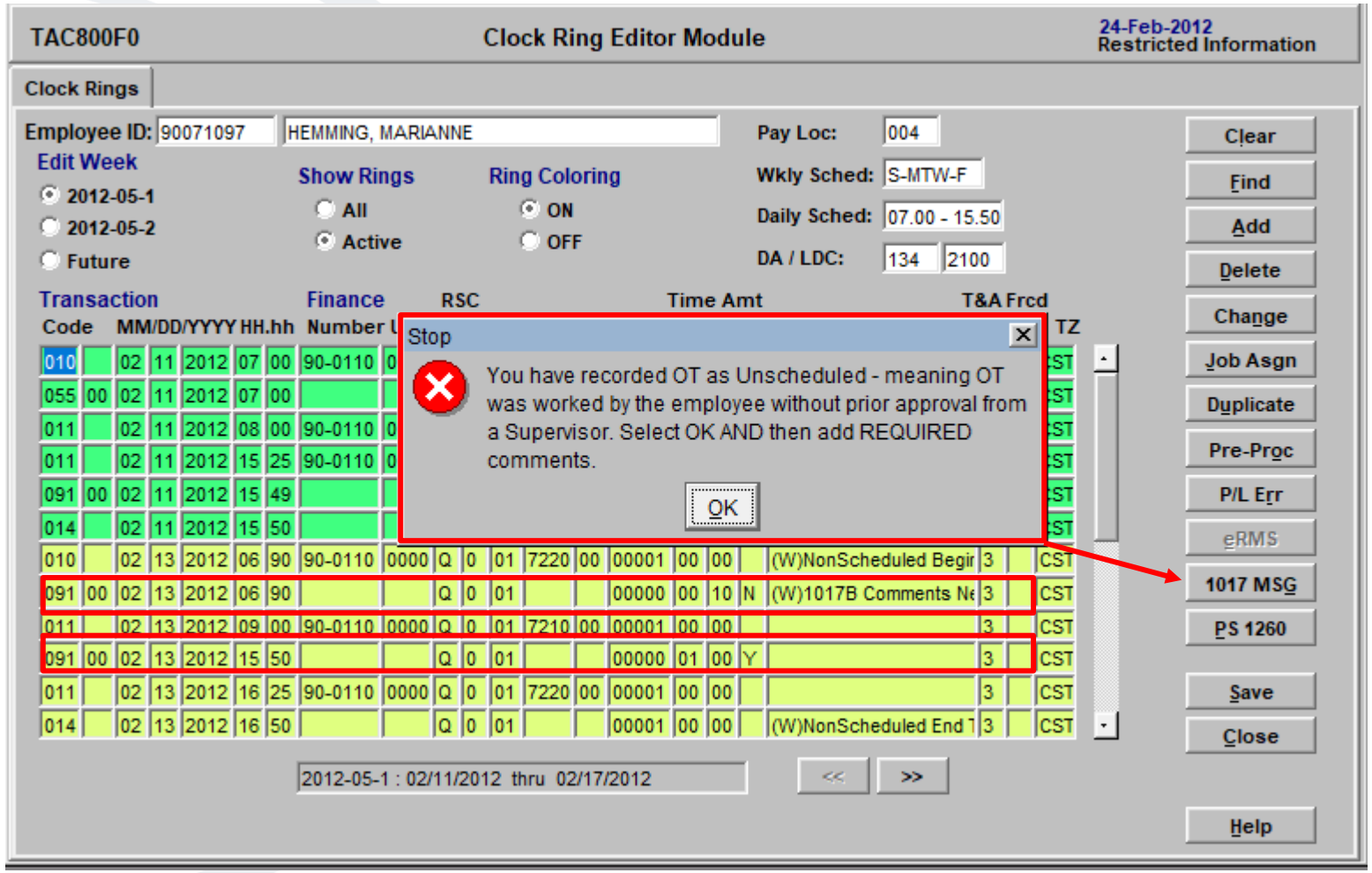


Requirements for Entering Overtime As Unscheduled

Employee Worked Overtime Without Prior Approval.

Entries Required

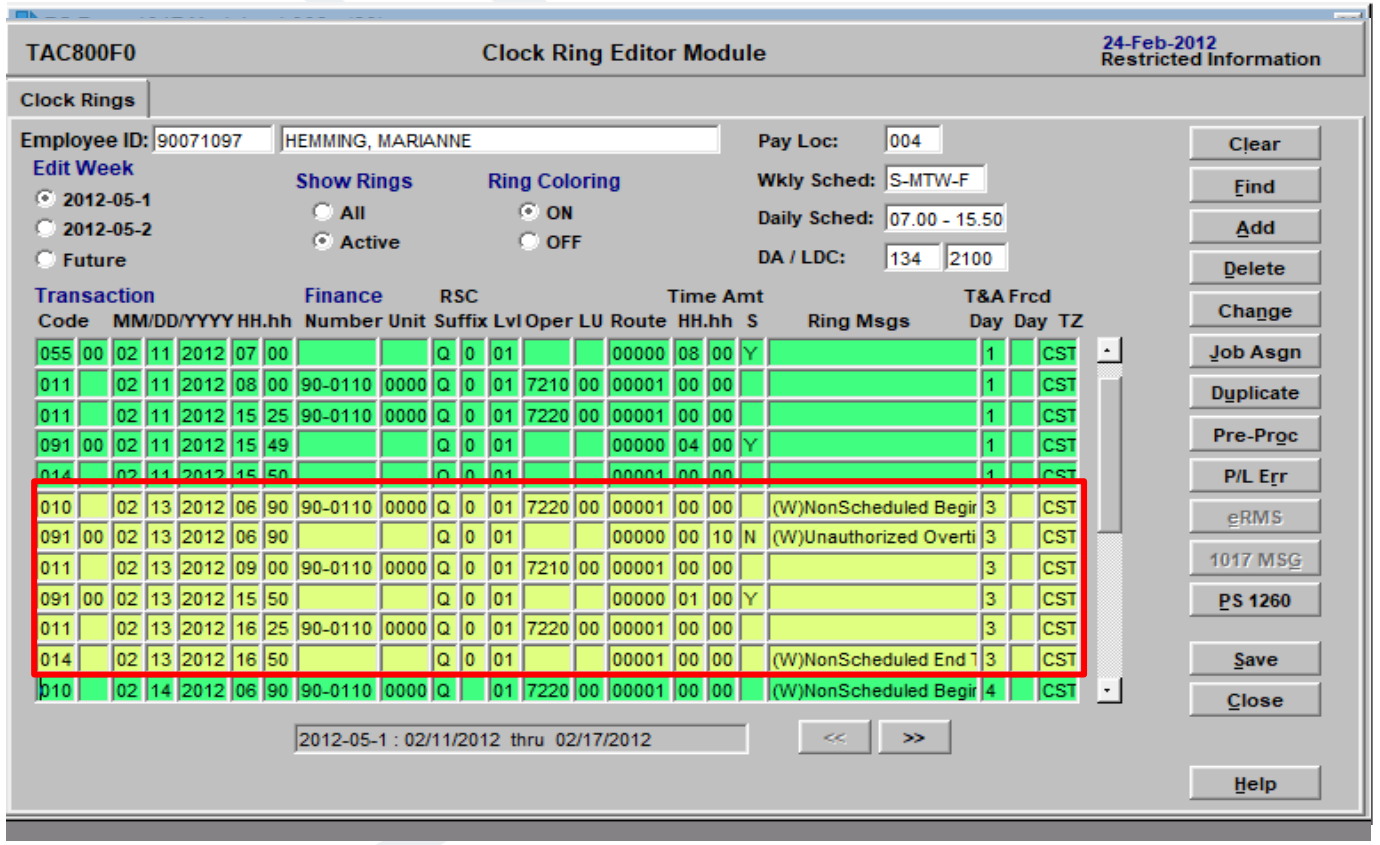
- **091 Transaction** with (N)
- **1017-B** Comments



PS Form 1017 Module Entries

Management is Required to Discuss Unauthorized OT with Employee.

Record Date Notified and Remarks Regarding OT Occurrence.



Hard Copy PS Form 1017-B, Unauthorized Overtime Record Must Be Printed and Kept on File Locally.

Consequences of Blanket OT Authorizations

TAC803F0 — Clock Ring Pre-Process Module

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90071097	Saturday	02-11-12	Q	0	01	052	00	8.00	N
90071097	Monday	02-13-12	Q	0	01	052	00	9.10	N
90071097	Monday	02-13-12	Q	0	01	053	00	1.10	N
90071097	Tuesday	02-14-12	Q	0	01	052	00	8.00	N
90071097	Wednesday	02-15-12	Q	0	01	052	00	7.90	N
90071097	Wednesday	02-15-12	Q	0	01	055	09	.10	N
90071097	Friday	02-17-12	Q	0	01	052	00	8.00	N

Costly Overpayment of Premium Hours

TAC800F0 — Clock Ring Editor Module — 24-Feb-2012 Restricted Information

Clock Rings

Employee ID: 90071097 HEMMING, MARIANNE — Pay Loc: 004

Edit Week: 2012-05-1 / 2012-05-2 / Future

Show Rings: All / Active

Ring Coloring: ON / OFF

Wkly Sched: S-MTW-F

Daily Sched: 07.00 - 15.50

DA / LDC: 134 2100

Transaction Code	MM/DD/YYYY HH.hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt HH.hh	S	Ring Msgs	T&A Day	Frcd Day	TZ
010	02 11 2012 07 00	90-0110	0000	Q	0	01	7220	00	00001	00	00			1		CST
055 00	02 11 2012 07 00			Q	0	01			00000	08	00	Y		1		CST
011	02 11 2012 08 00	90-0110	0000	Q	0	01	7210	00	00001	00	00			1		CST
011	02 11 2012 15 25	90-0110	0000	Q	0	01	7220	00	00001	00	00			1		CST
091 00	02 11 2012 15 49			Q	0	01			00000	04	00	Y		1		CST
014	02 11 2012 15 50			Q	0	01			00001	00	00			1		CST
010	02 13 2012 06 90	90-0110	0000	Q	0	01	7220	00	00001	00	00		(W)NonScheduled Begir	3		CST
011	02 13 2012 09 00	90-0110	0000	Q	0	01	7210	00	00001	00	00			3		CST
011	02 13 2012 16 25	90-0110	0000	Q	0	01	7220	00	00001	00	00			3		CST
014	02 13 2012 16 50			Q	0	01			00001	00	00		(W)Missing OT Transac	3		CST
010	02 14 2012 06 90	90-0110	0000	Q		01	7220	00	00001	00	00		(W)NonScheduled Begir	4		CST
011	02 14 2012 09 00	90-0110	0000	Q	0	01	7210	00	00001	00	00			4		CST

2012-05-1 : 02/11/2012 thru 02/17/2012 << >>

Clear | Find | Add | Delete | Change | Job Asgn | Duplicate | Pre-Proc | P/L Err | eRMS | 1017 MSG | PS 1260 | Save | Close | Help

Overtime and Leave Warranted

Clock Ring Pre-Process Module v4.002 - (20)

TAC803F0 — Clock Ring Pre-Process Module

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Sunday	02-12-12	P	0	06	054	00	4.00	N
90074037	Sunday	02-12-12	P	0	06	072	00	8.00	N
90074037	Monday	02-13-12	P	0	06	052	00	8.00	N
90074037	Monday	02-13-12	P	0	06	053	00	1.00	N
90074037	Monday	02-13-12	P	0	06	054	00	5.00	N
90074037	Monday	02-13-12	P	0	06	056	00	1.00	N
90074037	Tuesday	02-14-12	P	0	06	052	00	7.90	N
90074037	Tuesday	02-14-12	P	0	06	054	00	3.95	N

TAC800F0 — Clock Ring Editor Module — 24-Feb-2012 Restricted Information

Clock Rings

Employee ID: 90074037 BUELLER, MICHELLE — Pay Loc: 004

Edit Week: 2012-05-1 / 2012-05-2 / Future

Show Rings: All / Active

Ring Coloring: ON / OFF

Wkly Sched: SSMTW--

Daily Sched: 14.00 - 22.50

DA / LDC: 110 4500

Transaction Code	MM/DD/YYYY	HH.hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt HH.hh	S	Ring Msgs	T&A Frcd Day	Day	TZ
014	02/11/2012	20:50			P	06			00000	00:00		(W)NonScheduled End T	1		CST
055 00	02/11/2012	20:50			P	06			00000	01:50	Y		1		CST
010	02/12/2012	14:00	90-0110	0000	P	06	3550	00	00000	00:00			2		CST
012	02/12/2012	18:00			P	06			00000	00:00			2		CST
013	02/12/2012	18:50	90-0110	0000	P	06	3550	00	00000	00:00			2		CST
014	02/12/2012	22:50			P	06			00000	00:00			2		CST
056 00	02/13/2012	13:00			P	06			00000	01:00	Y		3		CST
010	02/13/2012	15:00	90-0110	0000	P	06	3550	00	00000	00:00			3		CST
012	02/13/2012	18:00			P	06			00000	00:00			3		CST
013	02/13/2012	18:50	90-0110	0000	P	06	3550	00	00000	00:00			3		CST
091 00	02/13/2012	22:50			P	06			00000	01:00	Y		3		CST
014	02/13/2012	23:50			P	06			00000	00:00		(W)NonScheduled End T	3		CST

2012-05-1 : 02/11/2012 thru 02/17/2012 — << >>

Clear | Find | Add | Delete | Change | Job Asgn | Duplicate | Pre-Proc | P/L Err | eRMS | 1017 MSG | PS 1260 | Save | Close | Help

Knowledge Check Instructions

Select Start to begin.

Now that you have learned the process for entering 091 transactions and the importance of being diligent with time entries, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to get each knowledge check question correct.

Good Luck!

Start

Knowledge Check 1 or 3

Overtime that will be paid and was deemed as unauthorized should be documented on what form?
Select the best answer.

A. PS Form 1017-A, *Time Disallowance Record.*
B. PS Form 1017-B, *Unauthorized Overtime Record.*
C. PS Form 1723, *Assignment Order.*
D. PS Form 3971, *Request for or Notification of Absence.*

Knowledge Check 2 or 3

This is one of the Big Four Reports that should be run daily.

Select the best answer.

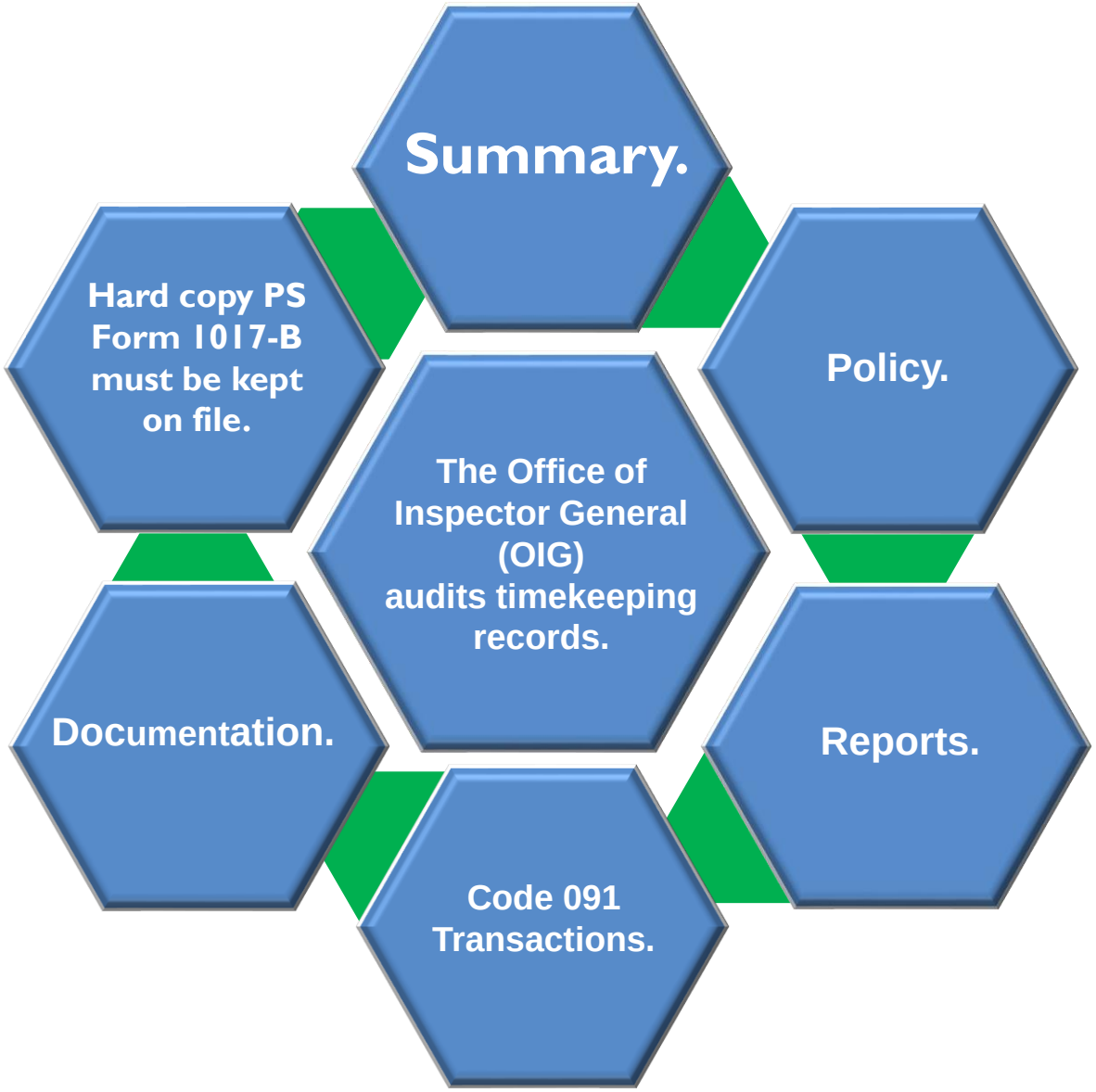
A. Tour Deviations.
B. Manual Transactions.
C. Missing 091 Transactions.
D. None of the above.

Knowledge Check 3 of 3

Documentation that is used to support approved **code 091 overtime transactions** are: Select all that apply.

A. PS Form 3972, *Absence Analysis*.
B. PS Form 3996, *Carrier Auxiliary Control*.
C. PS Form 1261, *Non-EBR Report*.
D. Selections B and C.

Summary



Intentional misappropriation of premium hours can lead to corrective action up to and including removal from the USPS.

Helpful Resources

- Web page: TACS Help Desk
- Hours: 6:00am - 6:00pm CT, Mon – Fri
- Email: TACS@usps.gov
- Phone: 1.855.411.8227

Web link: Timekeeping Toolkit

Web link: Time & Attendance Compliance Team Contact List

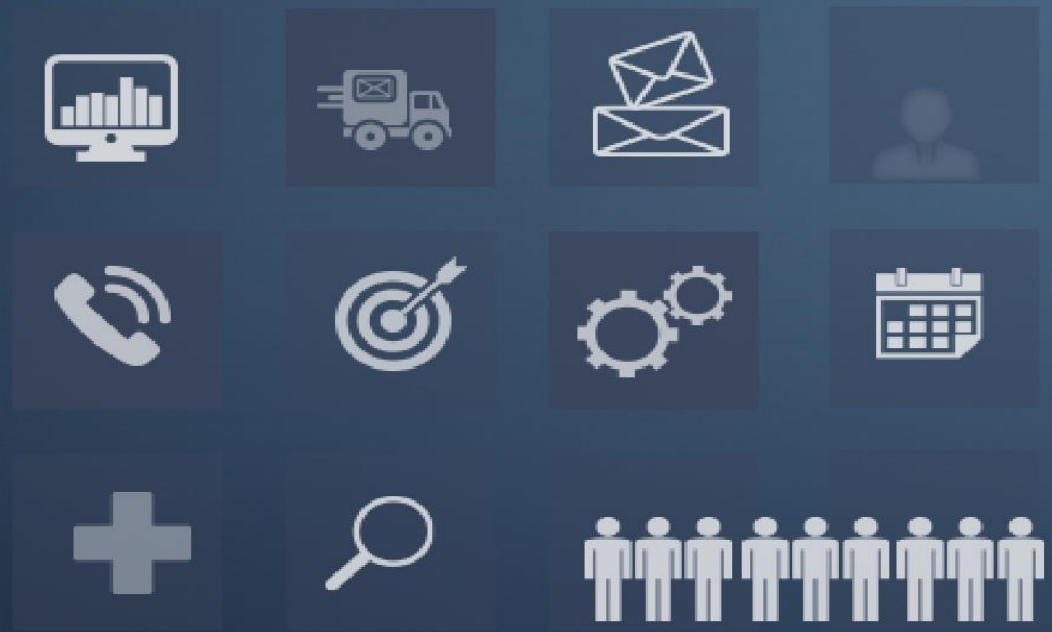
Module 3 Completion

You have completed Module 3: Overtime Authorization.

Please return to the learning portal and review Module 4 through 6 to complete the Time and Attendance Collection System (TACS) Refresher training.

Close this window by selecting Exit or by pressing <Alt> + <F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s) and the module will complete.

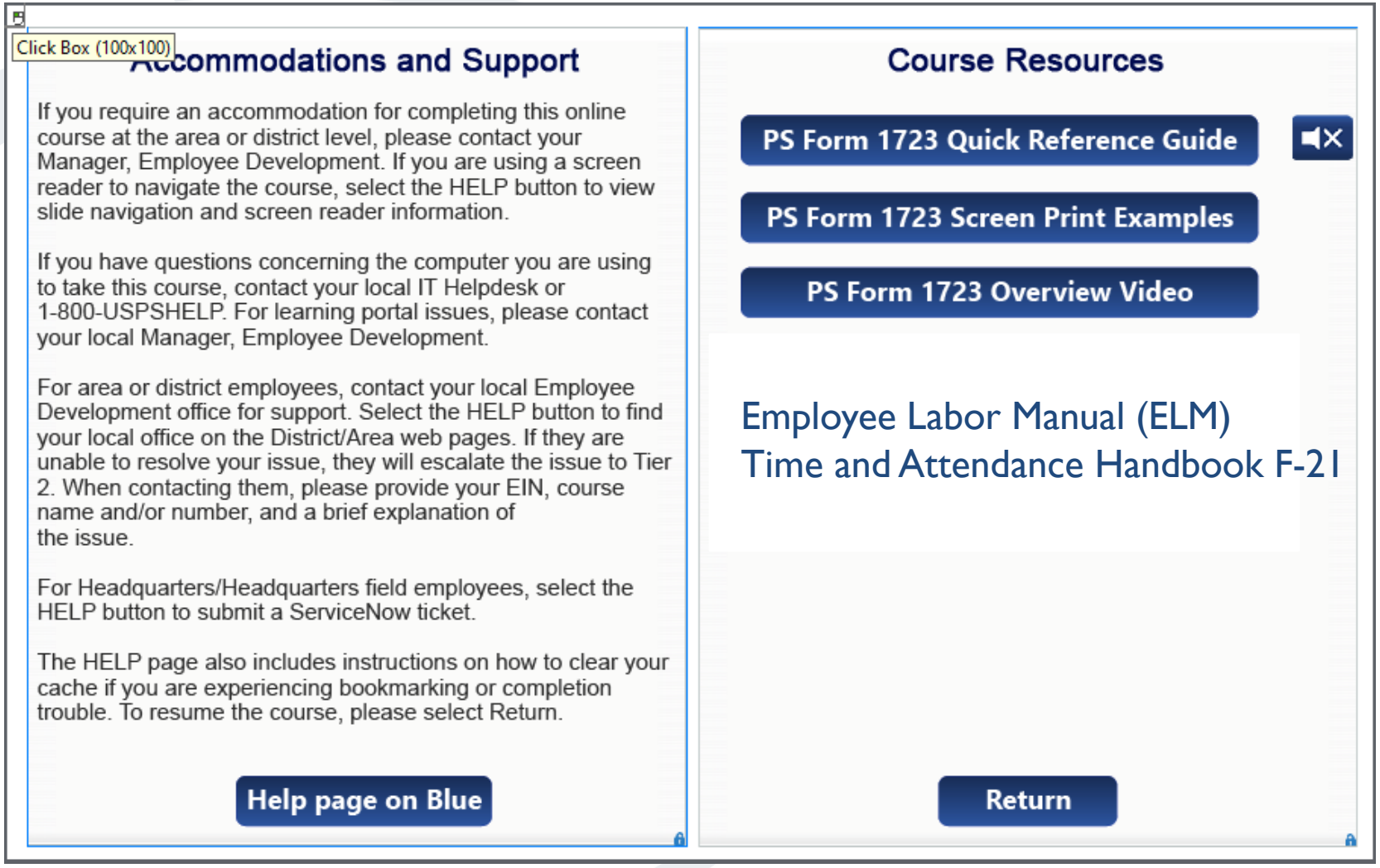


TACS Refresher Course

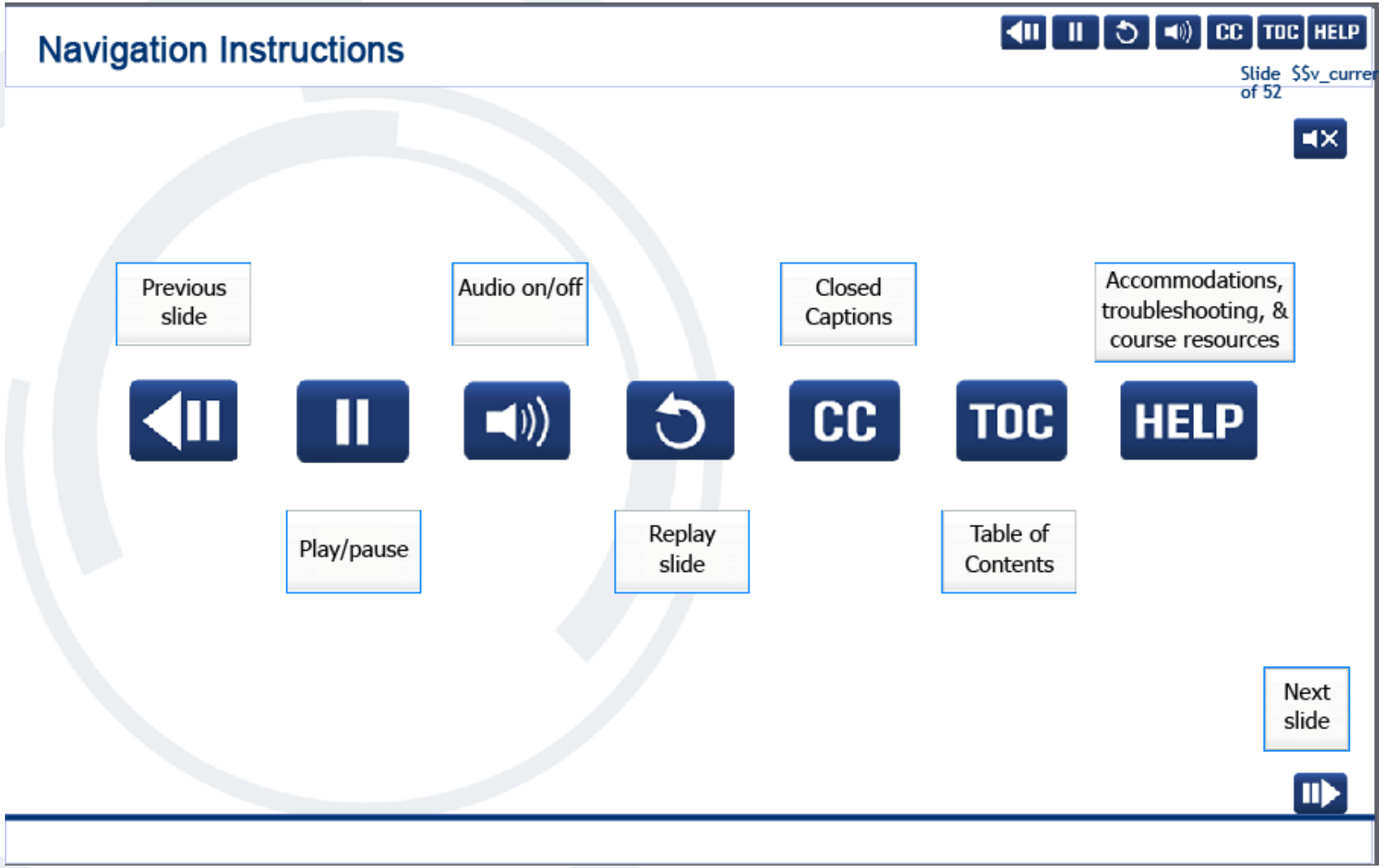
Module 4: PS Form 1723, Assignment Order

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

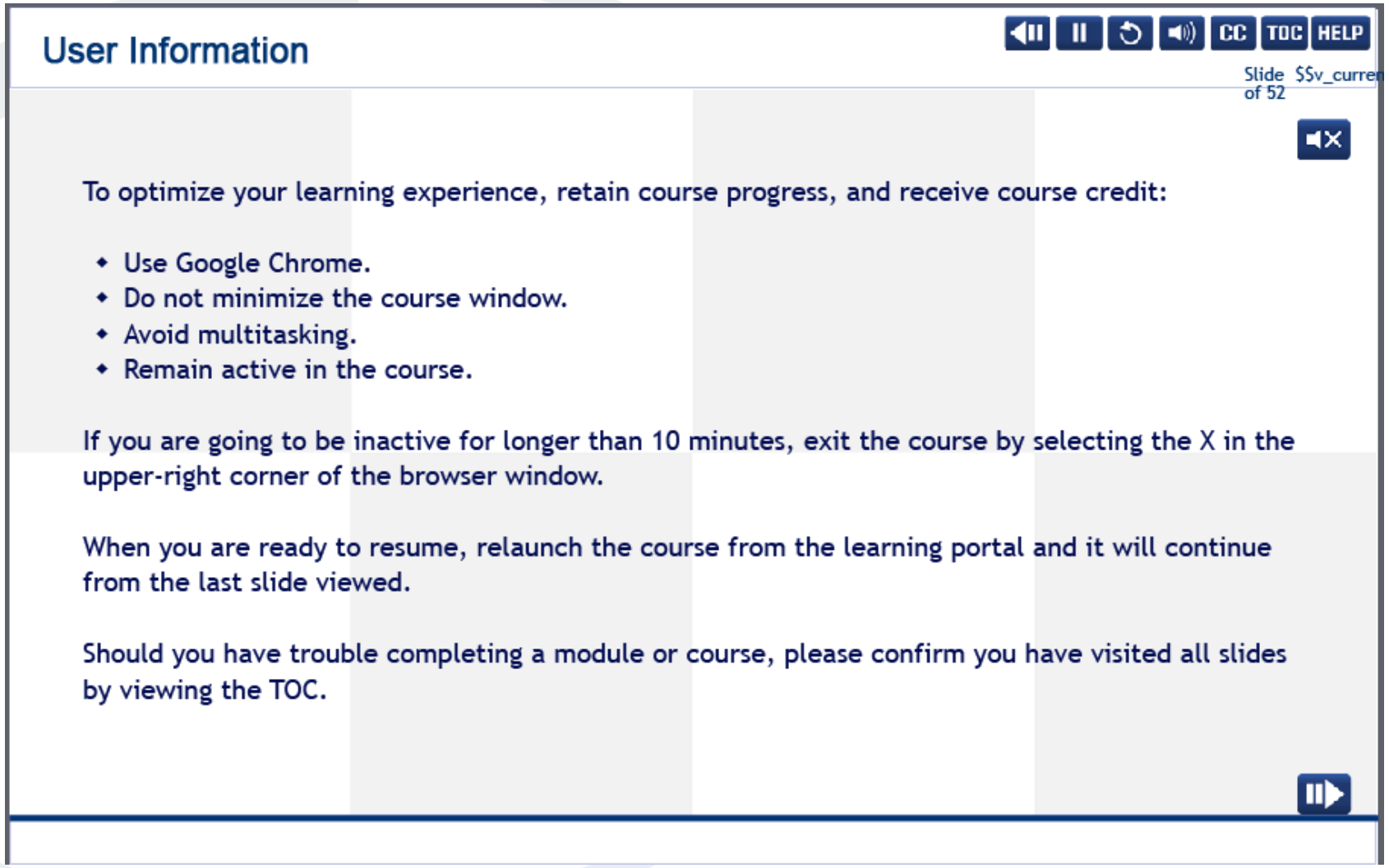
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
PS Form 1723 Quick Reference Guide
PS Form 1723 Screen Print Examples
PS Form 1723 Overview Video
Employee Labor Manual (ELM)
Time and Attendance Handbook F-21
Return

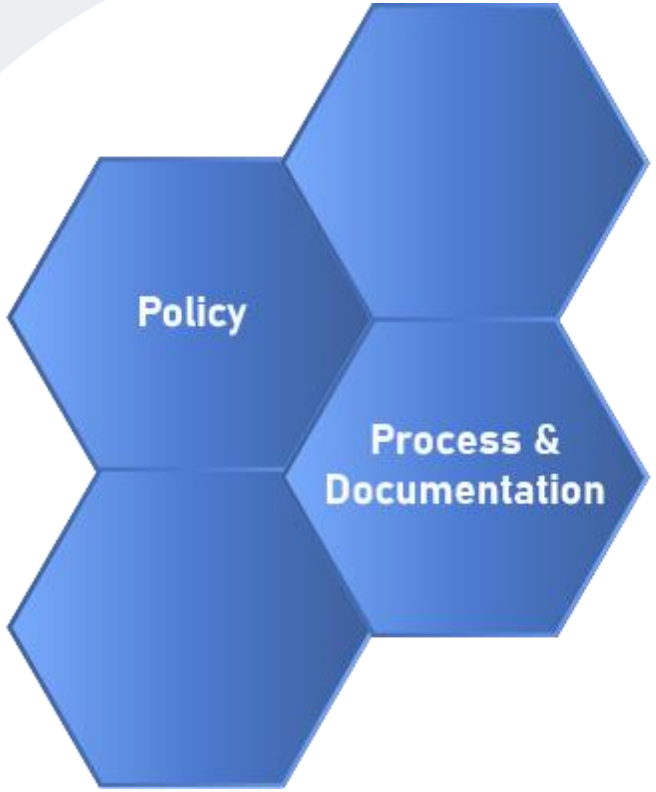
Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Objectives



Policy

Conditions Requiring a PS Form 1723, *Assignment Order*

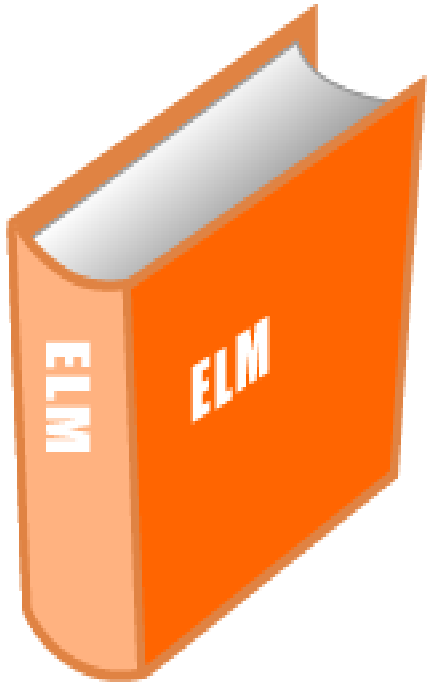
Postal policy requires PS Form 1723, *Assignment Order,* to be completed to record management-directed assignments.

Bargaining Unit Employee – Notification must be made by Wednesday of week preceding change (notification not required for clerk craft if detailed to a nonbargaining position).

Nonbargaining Employee – Provide 4 days notice.

Retention – As of December 2022, there is an indefinite retention period for all PS Forms related to timekeeping.

- Temporary Assignment Other Than Official Job Description, Including Higher Level
- Scheduled Hours and/or Days Off
- Temporarily Assigned to Another Facility and Training Assignments



References:
Employee Labor Manual (ELM)
Time and Attendance Handbook F-21

What Should You Do?

The following slides present scenarios that may or may not require a PS Form 1723, *Assignment Order*. After reading the scenario, choose the selection that represents what you should do.

What Should You Do? 1 of 4

Cherry Armbroise requested to change her nonscheduled days from Monday/Tuesday to Saturday/Sunday for the holiday week. Which of the following is true?

a. The employee requested the change of schedule for personal convenience, which requires a PS Form 1723.
b. The employee requested the change of schedule for personal convenience, which requires a PS Form 3189.
c. No form is needed.

What Should You Do? 2 of 4

Manager Michael Michelle notified mail processing clerk Angela Moses on Wednesday of the prior service week that she would be temporarily detailed into the vacant higher-level lead clerk position. Her current hours are 0800-1650 and will be changed to 0400-1250. Which of the following is true?

a. PS Form 1723 must be completed to record management-directed assignment changes and pay the out of schedule (OOS) premium.

b. PS Form 3189 must be completed to record management-directed assignment changes and pay the out of schedule (OOS) premium.

c. PS Form 3971 must be completed to record management-directed assignment changes and pay the out of schedule (OOS) premium.

What Should You Do? 3 of 4

City Carrier Leah Liu is scheduled to attend three days of driver training at the training academy. Leah's assigned schedule is 0700 to 1600. Training is scheduled from 0800 to 1650. Which of the following is true?

a. A PS Form 3971, *Request For or Notification of Absence*, is completed to record management-directed assignment changes.
b. A PS Form 1723, a*ssignment order*, is completed to record management-directed assignment changes.
c. No form is needed to attend training academy.

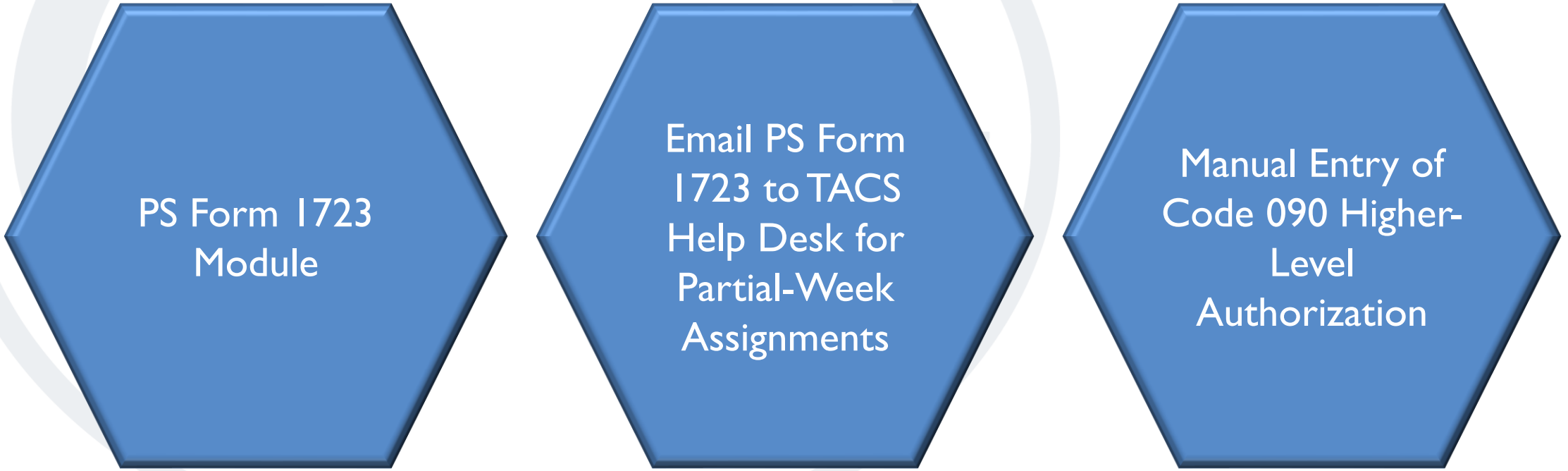
What Should You Do? 4 of 4

Tina Van Garden will be detailed to a higher-level Supervisor, Distribution Operations position. This assignment will cover weekends only. Which of the following is true?

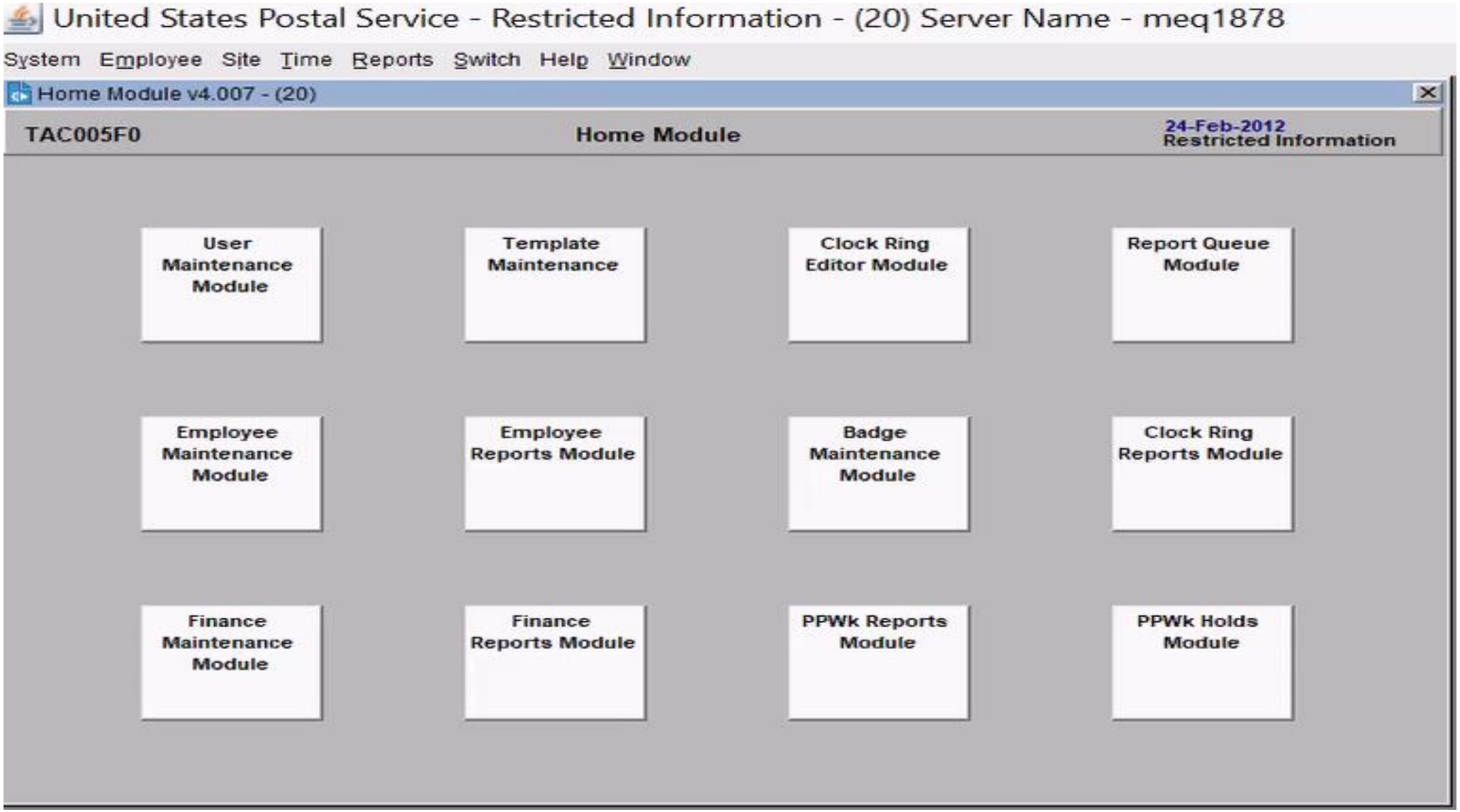
a. Intermittent higher-level assignments require code 090, higher-level authorization.
b. Intermittent higher-level assignments require code 091, overtime authorization.
c. Intermittent higher-level assignments require code 093, no lunch punch.

Process and Documentation

Three Ways to Enter PS Form 1723 Information in TACS



Video

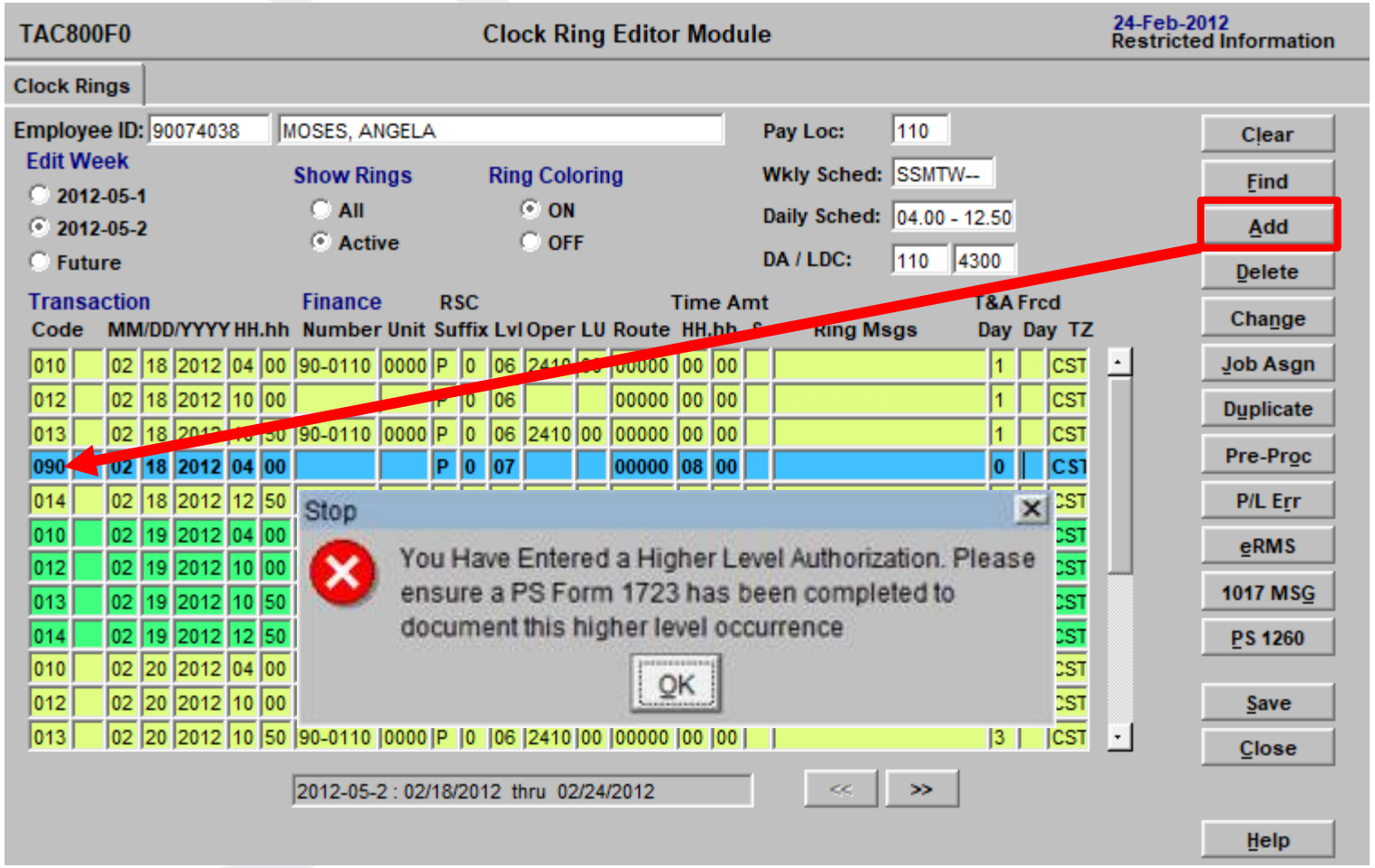

United States Postal Service - Restricted Information - (20) Server Name - meq1878
System Employee Site Time Reports Switch Help Window
Home Module v4.007 - (20)
TAC005F0
Home Module
24-Feb-2012
Restricted Information
User Maintenance Module
Template Maintenance
Clock Ring Editor Module
Report Queue Module
Employee Maintenance Module
Employee Reports Module
Badge Maintenance Module
Clock Ring Reports Module
Finance Maintenance Module
Finance Reports Module
PPWk Reports Module
PPWk Holds Module

Manual Entry - Code 090, Higher-Level Authorization

Code 090 Higher-Level Authorization Required for Partial-Week Details

Add

- Date
- Time
- Level
- Duration of Higher-Level Detail



A separate code 090 is required for each detail day.

Knowledge Check Instructions

Select Start to begin.

Now, let's test your knowledge of what you have learned in this module.

Select the correct answer and select the Submit button. You have three attempts to get each knowledge check question correct.

Good Luck!

Start

Knowledge Check 1 of 4

When is the PS Form 1723, *Assignment Order*, required?

Select the best answer.

A. Higher-level assignments.
B. Tardiness.
C. Temporary assignments to perform duties other than those in an employee's official job description.
D. Training.
E. Selections A, C, and D.

Knowledge Check 2 of 4

Where can you access the **PS Form 1723 Module**?

A. TACS Employee drop-down menu.
B. TACS Reports drop-down menu.
C. TACS System drop-down menu.
D. TACS Time drop-down menu.

Knowledge Check 3 of 4

Manually entered higher-level authorizations are processed in the **Clock Ring Editor** with which authorization code?

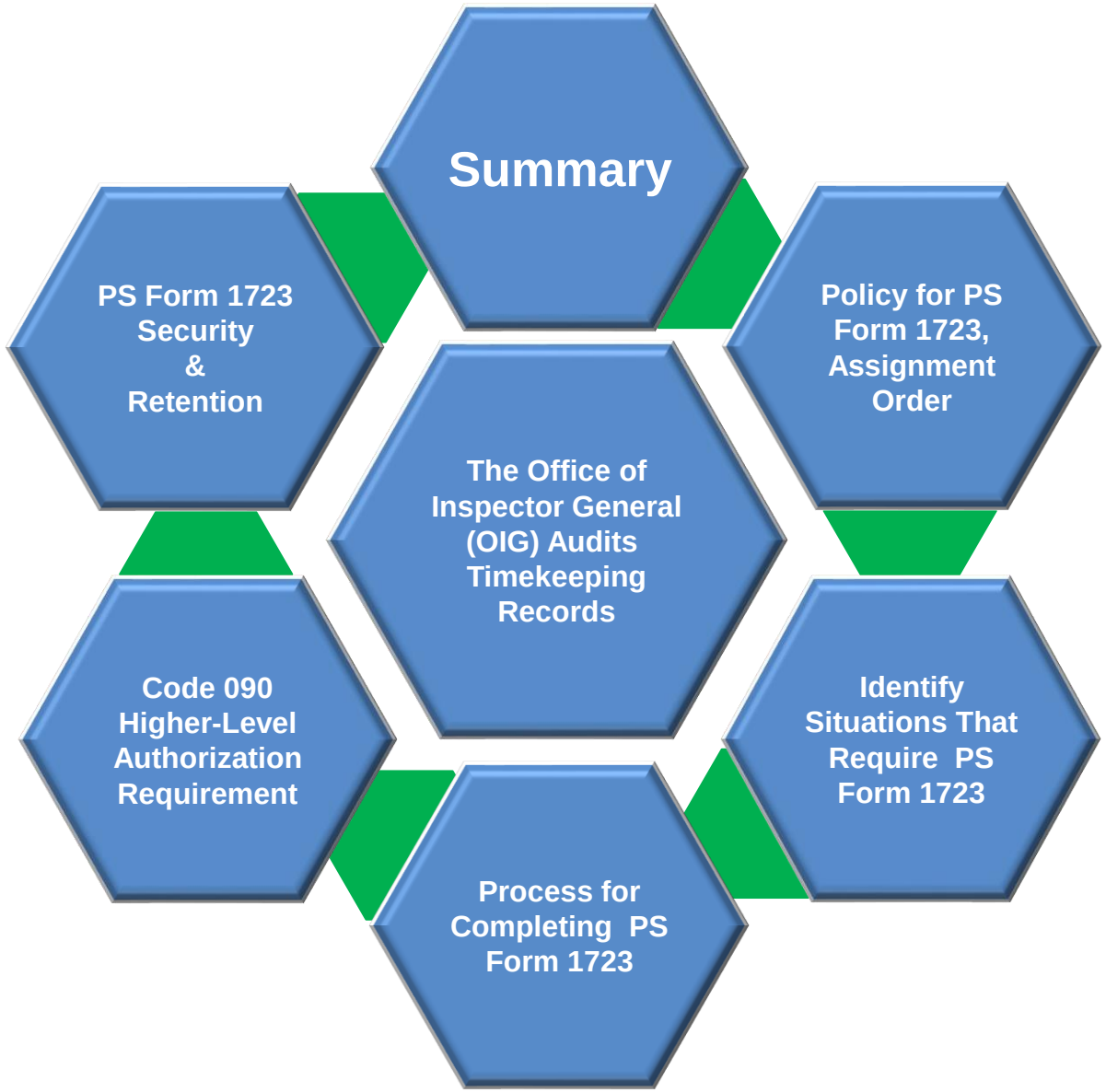
A. Code 090 – **Higher-Level Authorization.**
B. Code 091 – **OT Authorization.**
C. Code 092 – **Disallow Guarantee Time.**
D. None of the above.

Knowledge Check 4 of 4

Which button in the PS Form 1723 Module is used to submit the temporary job assignment for management-directed changes of schedule of a full week or more?

A. Save button.
B. Print button.
C. Create JA button.
D. Clear button.

Summary



Management-directed temporary job assignments, regardless of the time frame, require a signed PS Form 1723, *Assignment Order*.

Resources

- Web page: TACS Help Desk
- TACS Help Desk Home Page-Forms
- Hours: 6:00am - 6:00pm CT, Mon – Fri
- Email: TACS@usps.gov
- Phone: 1.855.411.8227

Web link: Timekeeping Toolkit

Web link: Time & Attendance Compliance Team Contact List

Module 4 Completion

You have completed Module 4: PS Form 1723, *Assignment Order*.

Please return to the learning portal and review Modules 5 and 6 to complete the Time and Attendance Collection System (TACS) Refresher training.

Close this window by selecting Exit or by pressing <Alt> + <F4>.

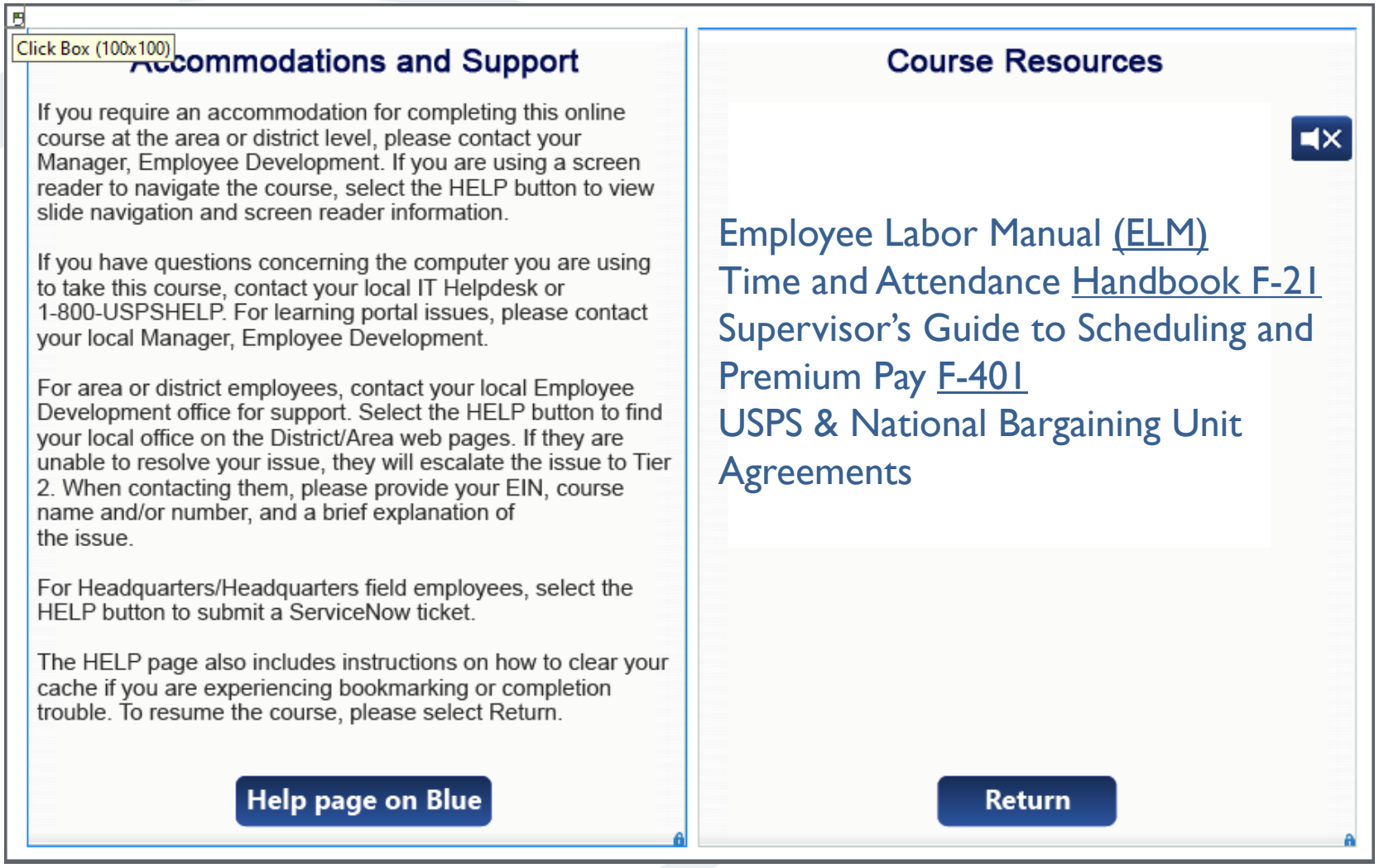
NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

TACS Refresher Course

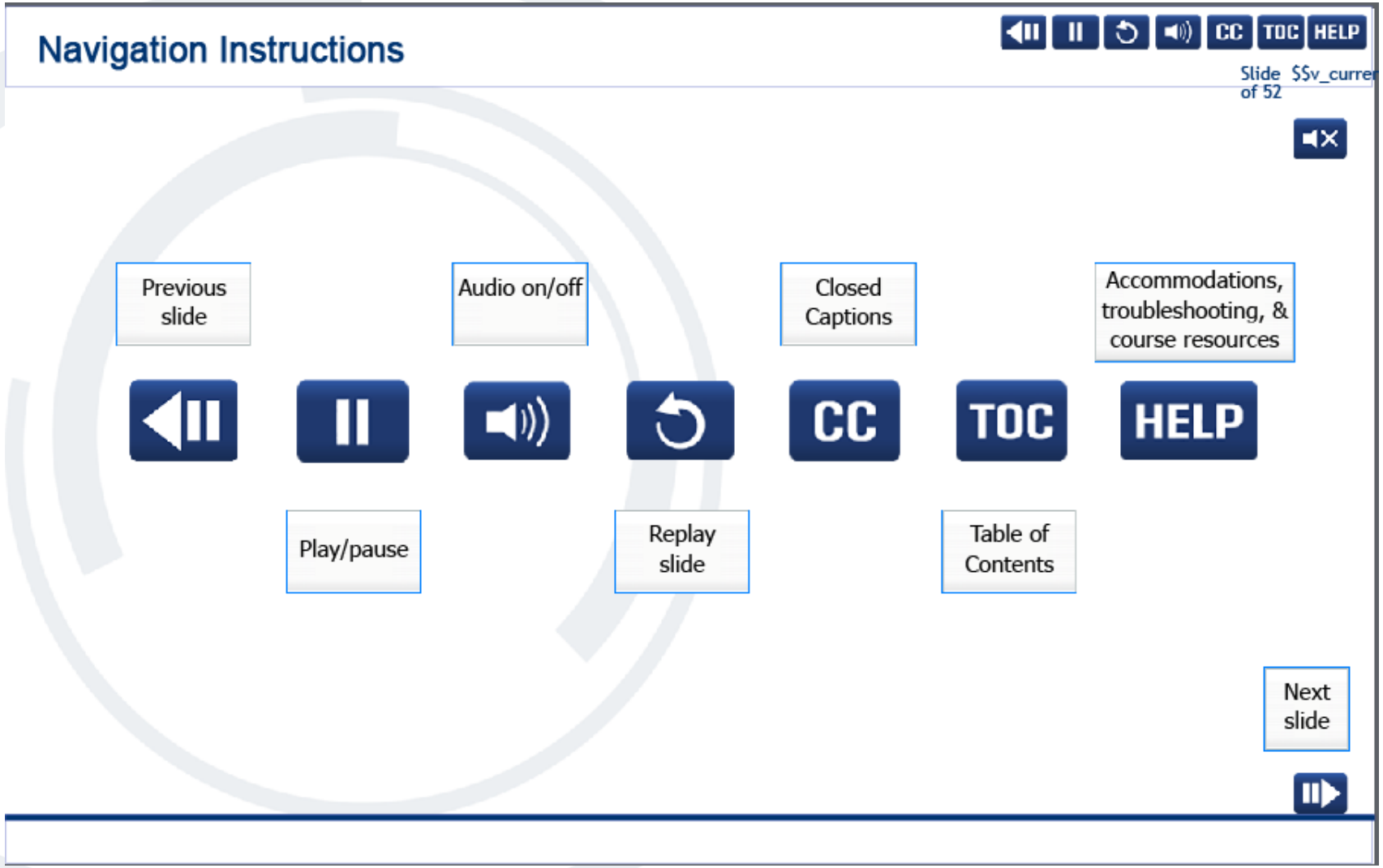
Module 5: Out-of-Schedule (OOS) Premium

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

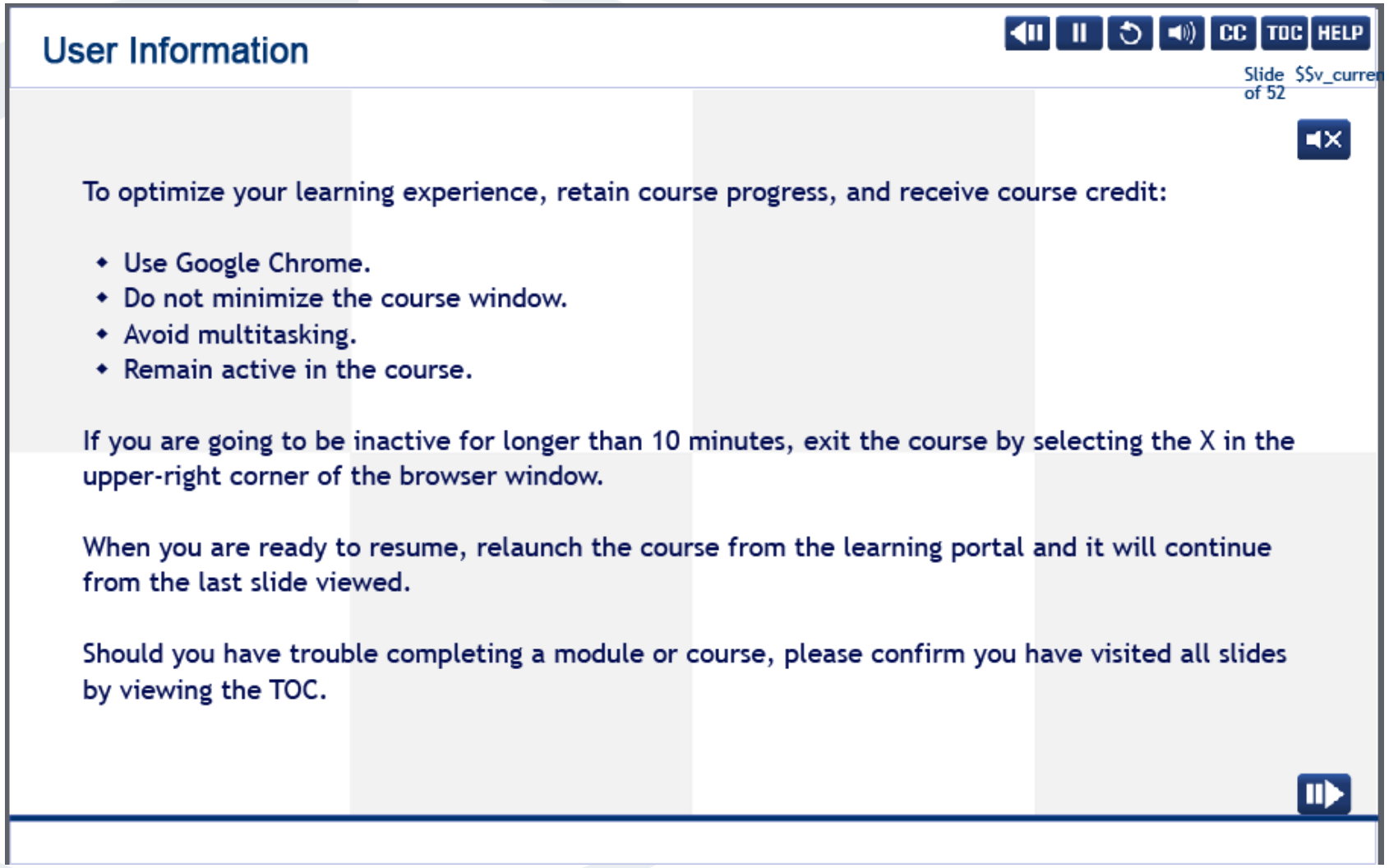
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
Employee Labor Manual (ELM)
Time and Attendance Handbook F-21
Supervisor's Guide to Scheduling and Premium Pay F-401
USPS & National Bargaining Unit Agreements
Return

Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Objectives

Policy

Policy Components

Out-of-schedule (OOS) premium is paid to eligible full-time bargaining unit employees for time worked **outside of,** and **instead of**, their regularly scheduled workday or workweek when working on a temporary schedule at the request of management.

Employees can be eligible for more than one premium. However, payment of more than one premium for the same hours worked would, in some cases, violate the pyramiding provision of the National Agreements and postal policy.

- Notification
- Documentation
- Exceptions

Notification Requirement

- Employees must be notified by Wednesday of the preceding service week.
- Work can be limited to the hours of the revised schedule.

Noncompliance of Notification Requirement

- Employees are entitled to work their regular schedules.
- Any hours worked in addition to an employee's regular schedule are paid at 150% of the employee's basic hourly rate.

Documentation

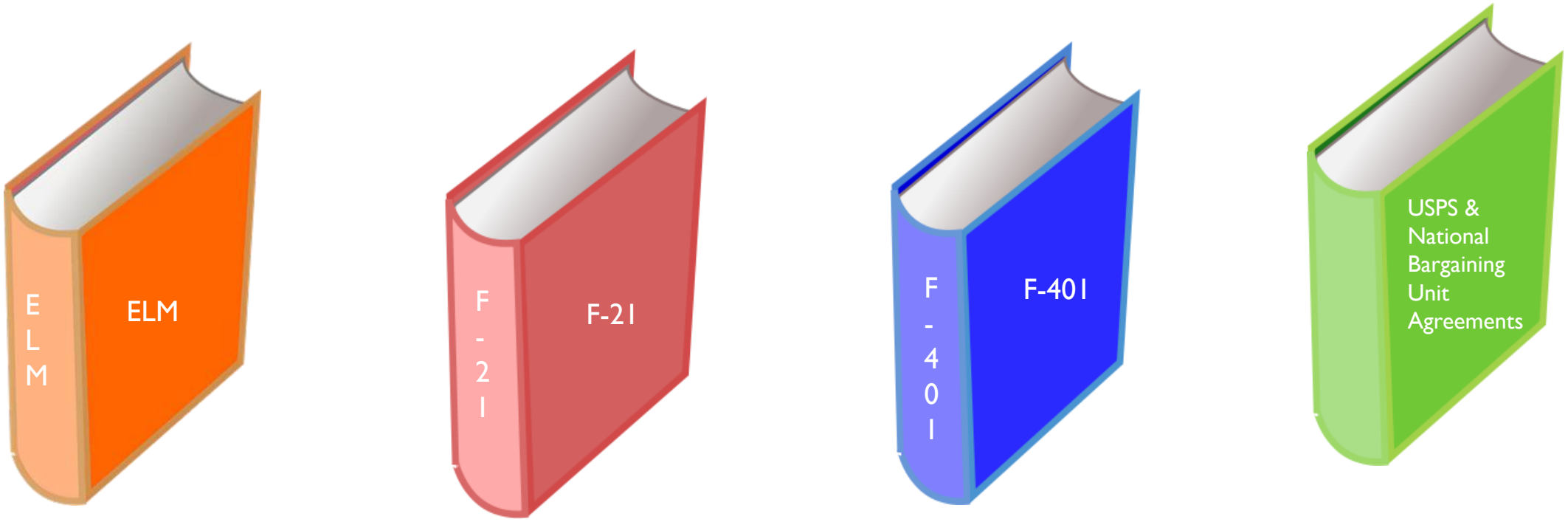
- **PS Form 1723,** *Assignment Order,* required.

Exceptions

Employees are not entitled to out-of-schedule premium under the following conditions:

- Training
- Employee-Request Schedule Changes PS Form 3189
- Intermittent Leave Requests
- Tardiness
- Select Detail Assignments and Ad Hoc Positions
- Bids
- Relief Pool Assignments
- Holidays/Designated Holidays
- Light Duty/Limited Duty Assignments
- Nonscheduled Days

References



Employee Labor Manual (ELM)
Time and Attendance Handbook F-21
Supervisor's Guide to Scheduling and Premium Pay F-401
USPS & National Bargaining Unit Agreements

What Should You Do?

The following slides present scenarios that may or may not warrant out-of-schedule premium. After reading the scenario, choose the selection that represents what you should do.

What Should You Do? 1 of 5

Marianne Hemming is a regular city carrier assigned to Route 10. Her assigned schedule is 0700-1550. Supervisor Monica Toothe informed Marianne on Wednesday of the previous week that she would be assigned to Route 05 instead of her regular Route 10. Marianne worked Route 05 during her regular scheduled time of 0700-1550.

Which of the following is true?

a. Since Marianne worked a different route, the out-of-schedule (OOS) premium should be paid.
b. Marianne worked her normal scheduled workhours. The out-of-schedule (OOS) premium **cannot** be paid.
c. Marianne worked her normal scheduled workhours. Out-of-schedule (OOS) premium should be paid.

What Should You Do? 2 of 5

Electronic Technician Charlie Tytka attended Certification Training in Norman, OK. He was given notification a month in advance. His regular workhours are 2000-0450 with Monday and Tuesday as his nonscheduled days. His schedule was changed to 0800-1650 with Saturday and Sunday as his nonscheduled days to accommodate the required classroom training.

Which of the following is true?

a. Employees attending a recognized training session are not entitled to OOS premium.

b. An employee attending a recognized training session is entitled to OOS premium only for the hours changed and not days off.

c. The employee is only entitled to OOS premium on their scheduled days off.

What Should You Do? 3 of 5

Automotive Technician Zana Carvey, whose regular workhours are 0800-1650, was notified by her Supervisor the Wednesday prior to the service week to work a temporary schedule from 0600-1450. Zana worked the eight-hour temporary schedule.

Which of the following is true?

a. Zana is not entitled to out-of-schedule (OOS) premium.

b. Zana is entitled to eight hours of out-of-schedule (OOS) premium.

c. Zana is entitled to two hours of out-of-schedule (OOS) premium.

What Should You Do? 4 of 5

Mailhandler Susan Special, whose regular workhours are 0800-1650, was notified by her Supervisor the Wednesday prior to the service week to work a temporary schedule from 0600-1450. Prior to her end of tour, Susan was notified to work an additional two hours from 1450-1650.

Which of the following is true?

a. Susan is not entitled to two hours of out-of-schedule (OOS) premium. She is only entitled to two hours of overtime due to the compounding of premium pay rule.

b. Susan is only entitled to eight hours of overtime.

c. Susan is entitled to two hours of out-of-schedule (OOS) premium.

What Should You Do? 5 of 5

Donnatella Rodgers was properly notified prior to the service week of a temporary schedule change. Her regular nonscheduled days off will be changed from Saturday/Wednesday to Saturday/Sunday.
On Friday, Supervisor Monica realized she no longer needed Donnatella to work on Wednesday and rescinded the schedule change.

Which of the following is true?

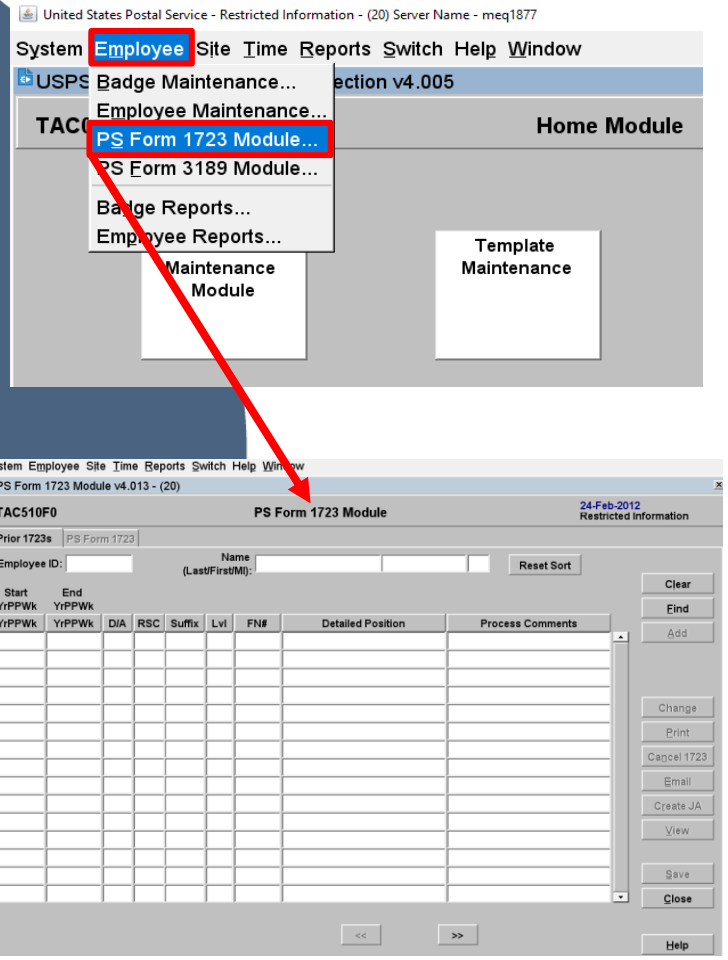
a. Temporary changes in schedule cannot be rescinded at any time. Out – of-schedule (OOS) premium must be paid.

b. Temporary changes in schedule can be rescinded at any time up to the day before the schedule change without incurring out-of-schedule liability.

c. Donnatella must be paid out -of-schedule (OOS) premium through a grievance procedure.

Process

Record Employee Notification on PS Form 1723, *Assignment Order*



UNITED STATES POSTAL SERVICE — TACS 20 — **Assignment Order**

Instructions - (Please Provide a Copy to the Employee)

Purpose Complete this form to record management-directed assignment changes involving:
a. Temporary assignments to perform duties other than those in employee's official job description, including higher level and training assignments.
b. Scheduled hours and/or days off when schedule change is not posted.

Frequency Form is valid up to 6 months (180 days). A new form is required for assignments exceeding 180 days, or subject to local management discretion.

Approvals Assignments and changes must be approved by immediate supervisor or the manager. (If assignment is expected to exceed 1 year, approval is required from area vice president or officer.)

Signatures If employee is unable to sign the form, the supervisor must indicate how the employee was notified in the employee signature space. Details of notification are to be provided in the form's Justification for Detail Assignment Box.

Current Assignment

To (Name)	Position Title
MICHELLE BUELLER	MAIL PROCESSING CLERK
Home Installation: 85-2110	Employee ID: 85274037

Employee Official Tour: Begin Tour 14.00 — End Tour 22.50 — Lunch Out 18.00 — Lunch Return 18.50

Scheduled Days Off: ☐ Saturday ☐ Monday ☐ Wednesday ☒ Friday ☐ Sunday ☐ Tuesday ☒ Thursday — Sch ID : 21 — Rot Wk : 1

Des/Act Code	LDC	OPER-LU	Rate Schedule	Level	Pay Location	FLSA
110	1800	2320-00	P	06	110	☐ Exempt ☒ Nonexempt

New Directed Assignment

Position Title: MAIL PROCESSING CLERK

FLSA Worksheet (If temporary assignment includes hours outside of (paid) FLSA work week, enter FLSA work week and send copy to FLSA coordinator) ☐ Friday ☒ Saturday

Des/Act Code	LDC	OPER-LU	Rate Schedule	Level	Pay Location	FLSA Exempt to Nonexempt Position
110	1800	2320-00	P	06	110	☐ Yes ☒ No

Location (Give exact worksite, if route, give number): ARIZONA-110

Employee Type: ☒ **Bargaining Unit Employee** - Notify by Wednesday of week preceding change (Not required for clerk craft if detailed to a nonbargaining position)
☐ **Nonbargaining Unit Employee** - Provide 4 days notice

Finance Number: 85-2110 — General Ledger Number

☐ Associated travel expenses are authorized

Higher Level Authorization Method: ☐ Auto Higher Level ☐ Daily Authorization ☐ Temporary Job Assignment ☐ Timecard 1230-C

Employee Assigned Tour: Begin Tour 17.00 — End Tour 01.50 — Lunch Out 21.00 — Lunch Return 21.50

Scheduled Days Off: ☐ Saturday ☐ Monday ☐ Wednesday ☒ Friday ☐ Sunday ☐ Tuesday ☒ Thursday — Sch ID : 21 — Rot Wk : 1

Assignment Start Date 02/18/2012 — Time 14.00 ☐ AM ☒ PM
Assignment End Date 02/24/2012 — Time 22.50 ☐ AM ☒ PM

Start Date for RSC E or V to E or V Higher Level (5 days after assignment start date) — Date (MM/DD/YYYY)

Supervisor Name (Print): MONICA TOOTHE — Supervisor Signature — Date (MM/DD/YYYY): 02/14/2012

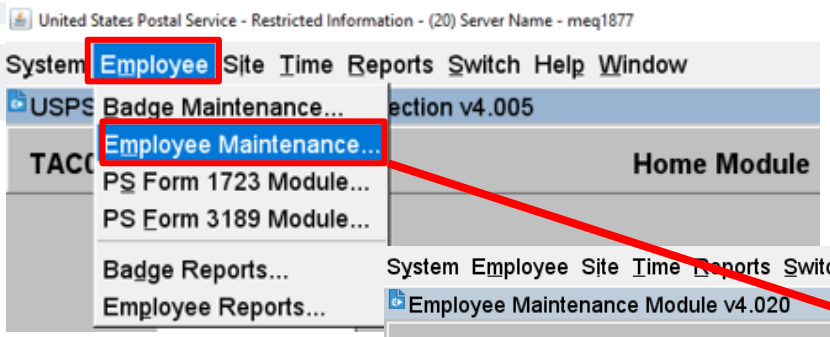
Employee Signature — Date (MM/DD/YYYY): 02/15/2012

Justification for Detail Assignment: Cover vacation. OOS premium.

Date Employee Was Notified (MM/DD/YYYY): 02/15/2012

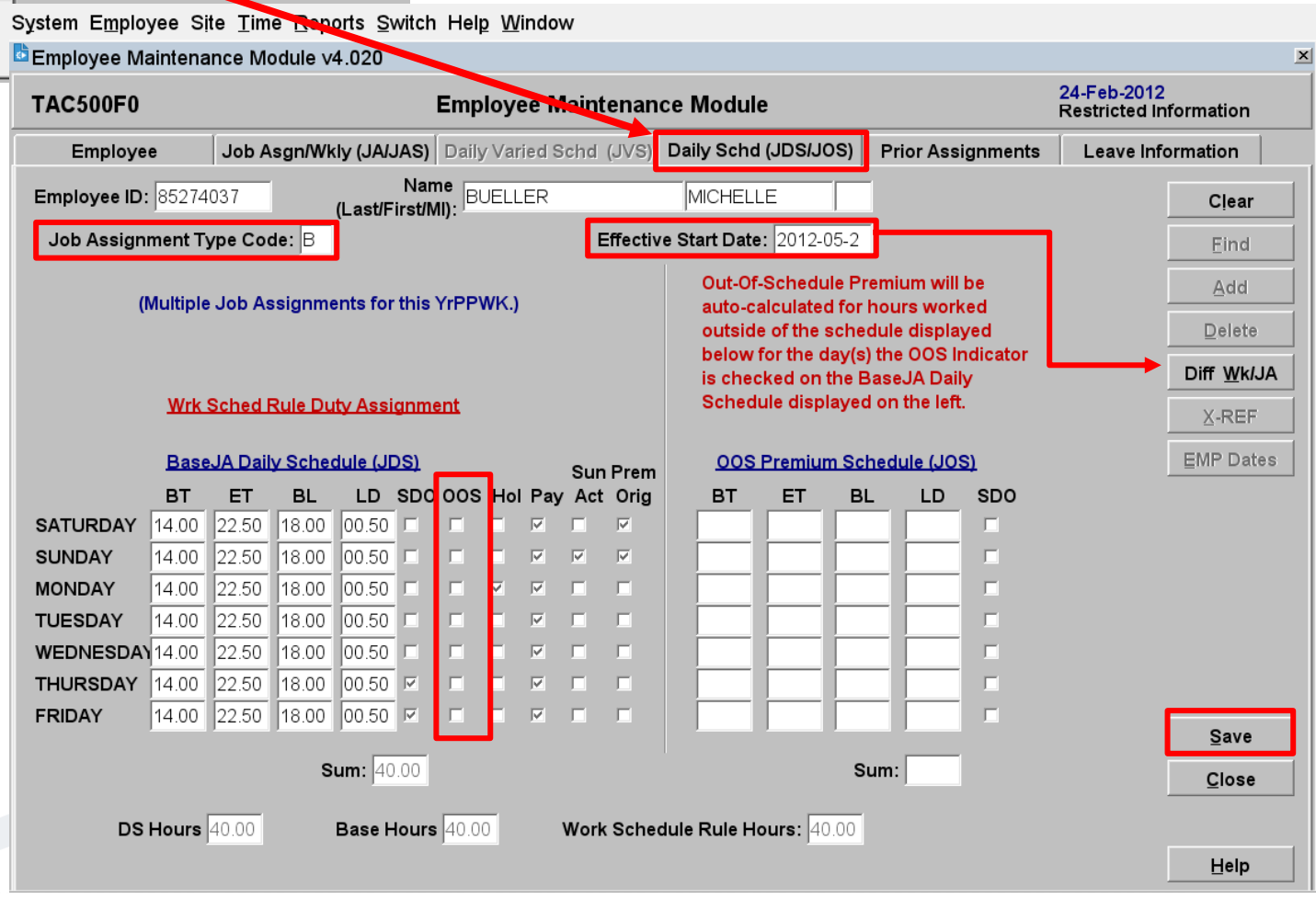
PS Form **1723**, September 2013 PSN 7530-02-000-7366

Access Employee Maintenance Module to Activate the OOS Indicator



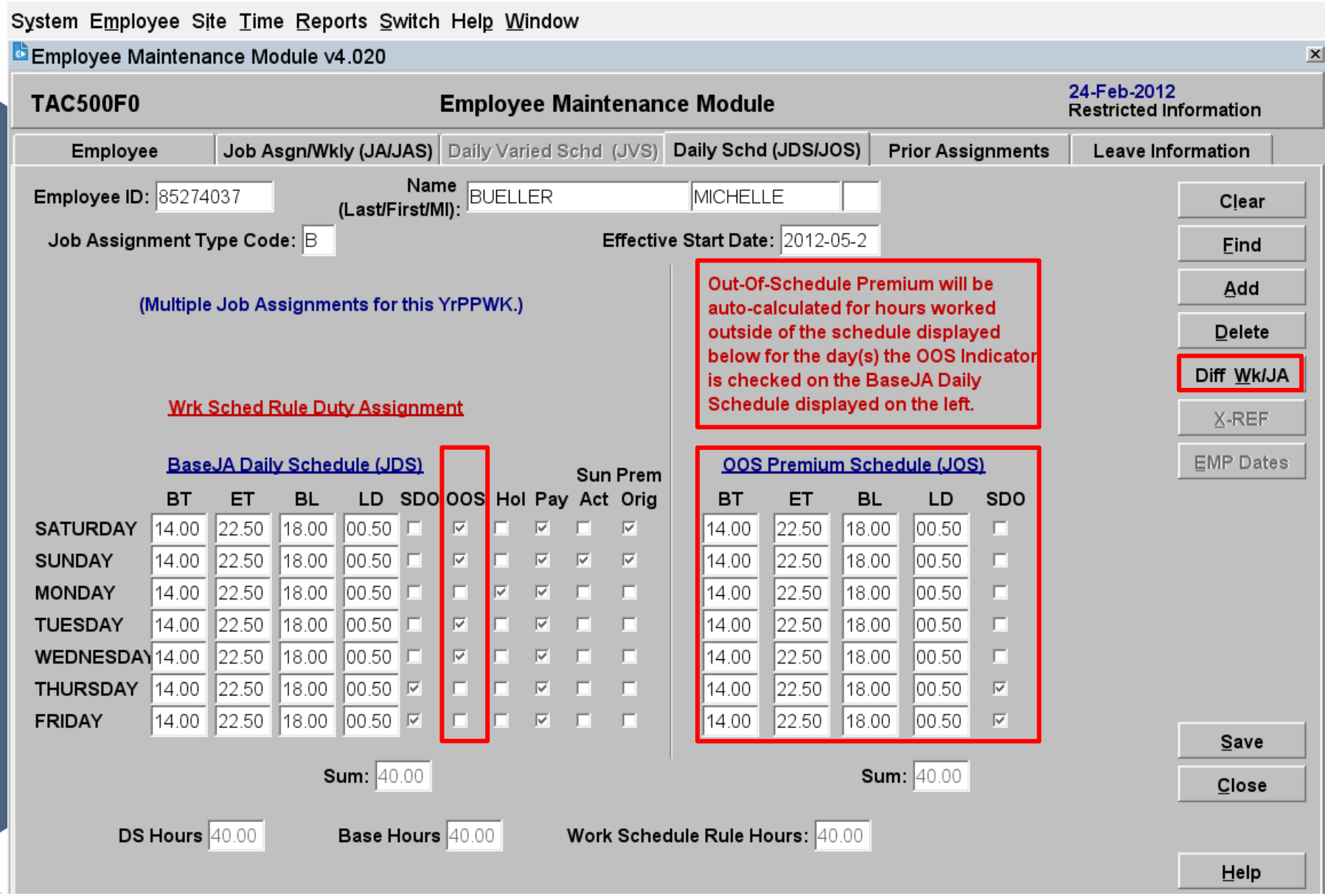
Once in the Module:

- Select Daily Schd (JDS/JOS) Tab.
- Verify J/A Type Code.
- Verify Effective Date.
- Change to Diff Wk/JA, if Applicable.
- Select OOS Radio Buttons for Correct Days.
- Select Save.



Out-of-Schedule Premium Autocalculated

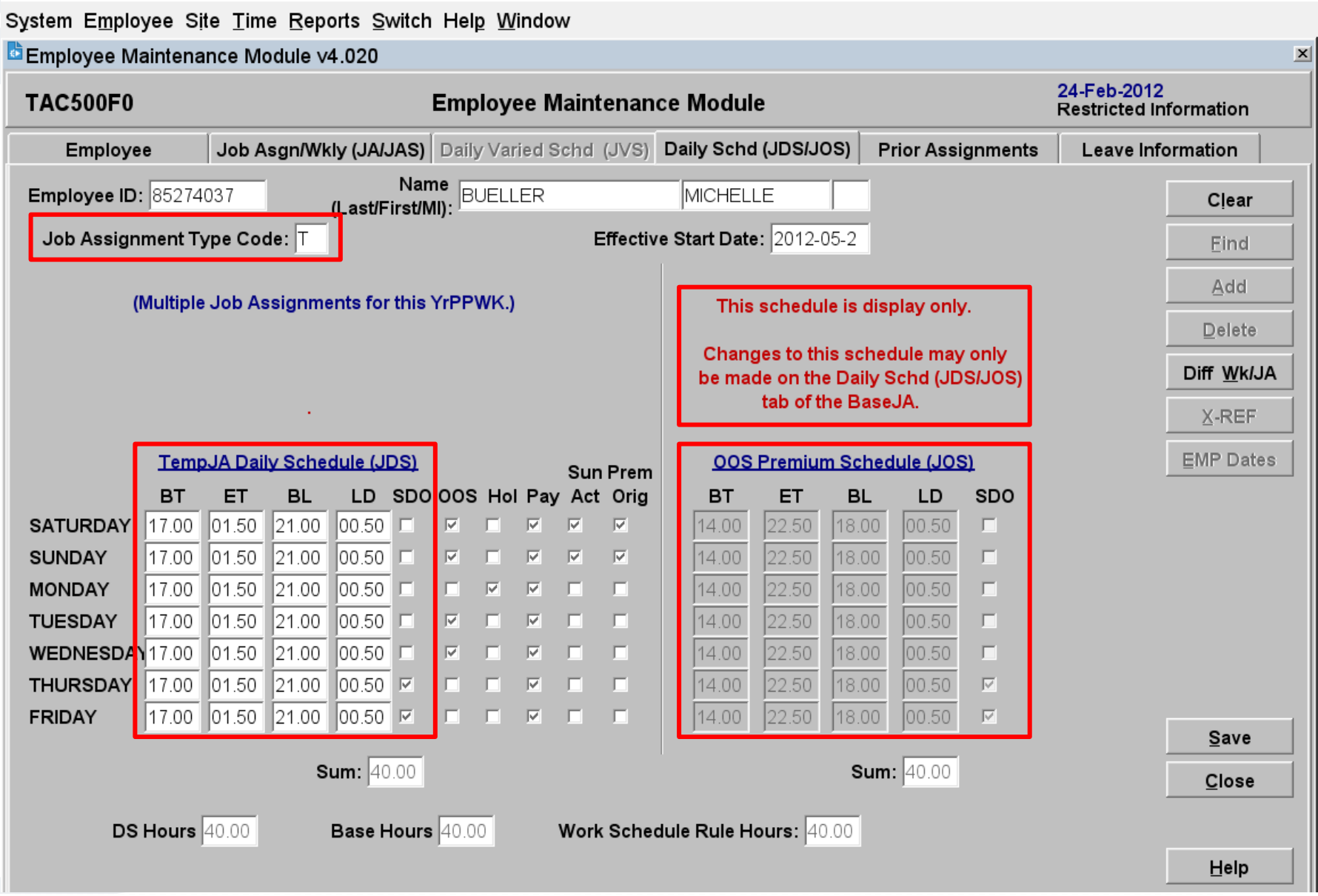
- Base Hours Display Under OOS Premium Schedule (JOS)
- TACS Autocalculates OOS Hours Worked Outside of the Schedule Displayed
- Select Diff Wk/JA to Verify Temporary Assignment



Temporary Job Assignments

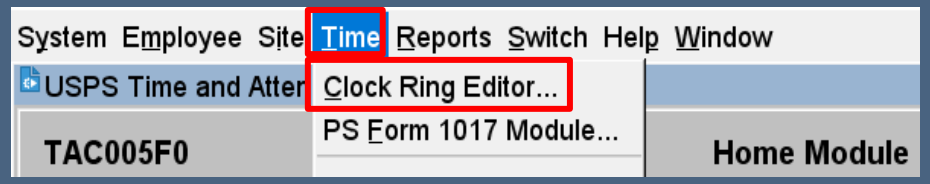
Properly Applying OOS Indicator:

- Prevents the Pyramiding of Premium Pay.
- Pays OOS According to Bargaining Unit. Agreements and Postal Policy.



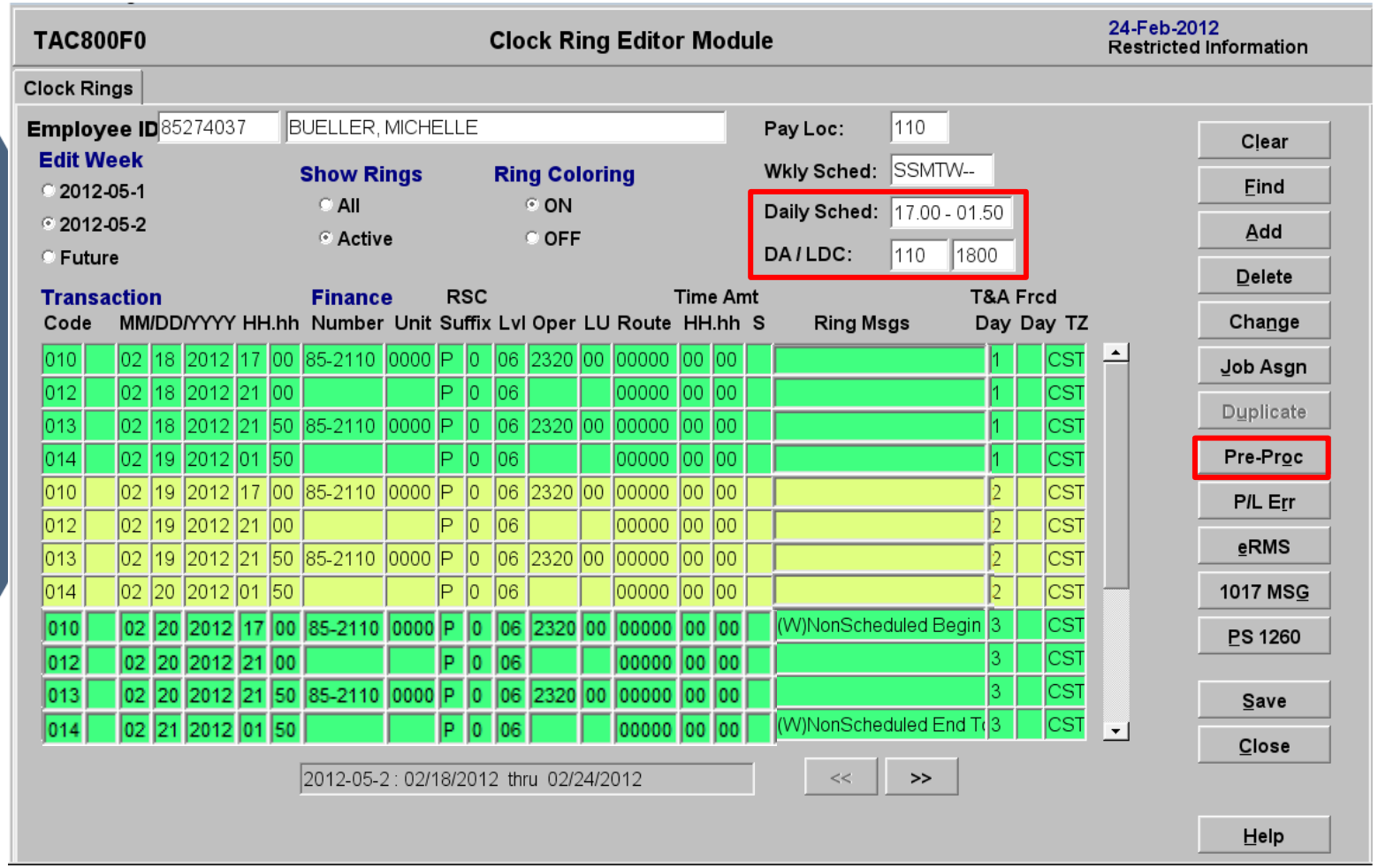
Verifying the New Temporary Assignment and OOS Premium Hours

Clock Ring Editor Module



Base Assignment
1400-2250

Temporary
Assignment
1700-0150



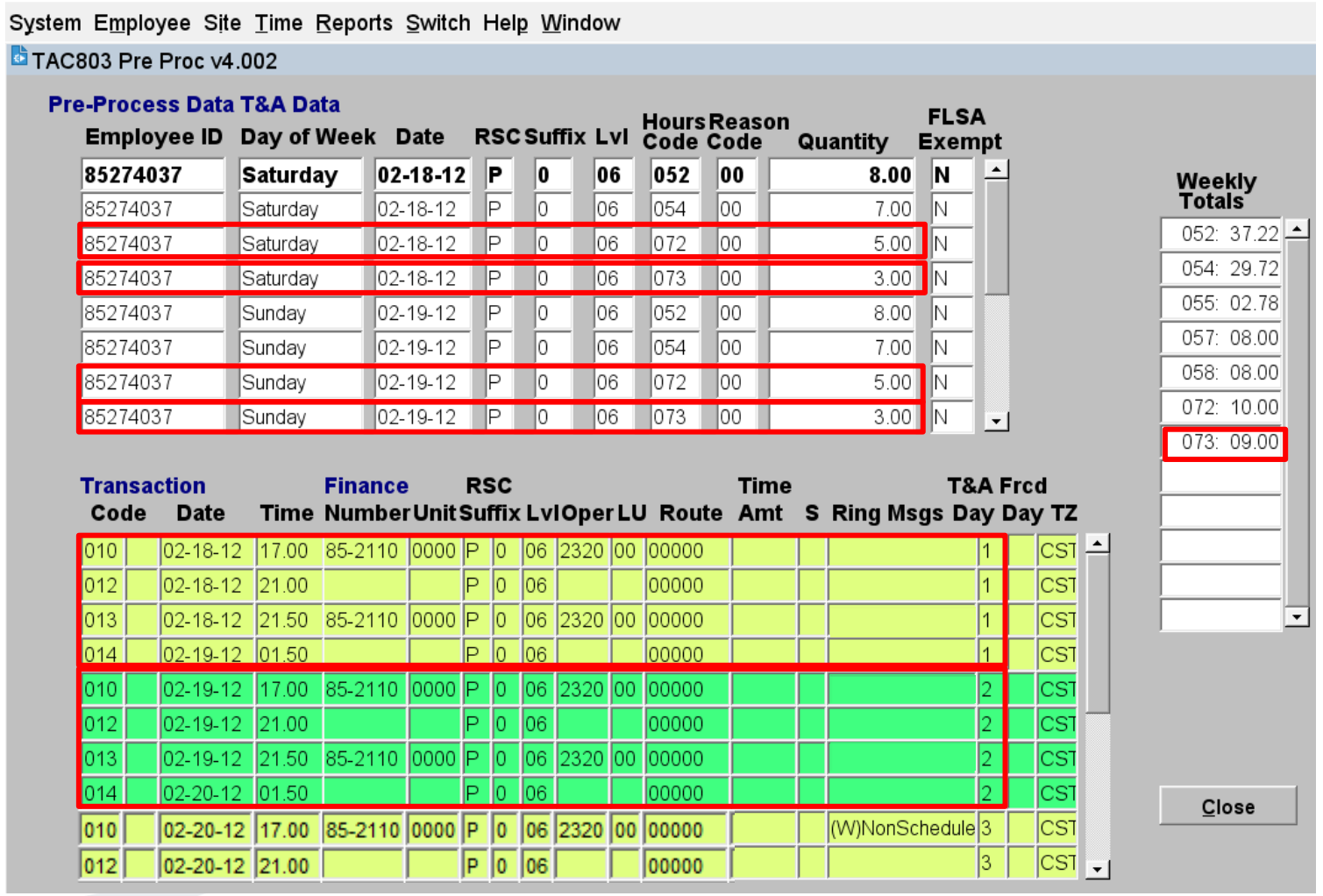
OOS Weekly Totals and Calculation of Premium Pay

Saturday & Sunday

- 3 Hours 073
- Base Assignment 1400-2250
- OOS Premium Hours 2250-0150
- 5 Hours 072

Pyramiding Provision

- Sunday Premium Hours Reduced By OOS Hours Worked
- 3 Hours OOS Premium



OOS Calculations Can Affect Other Premiums

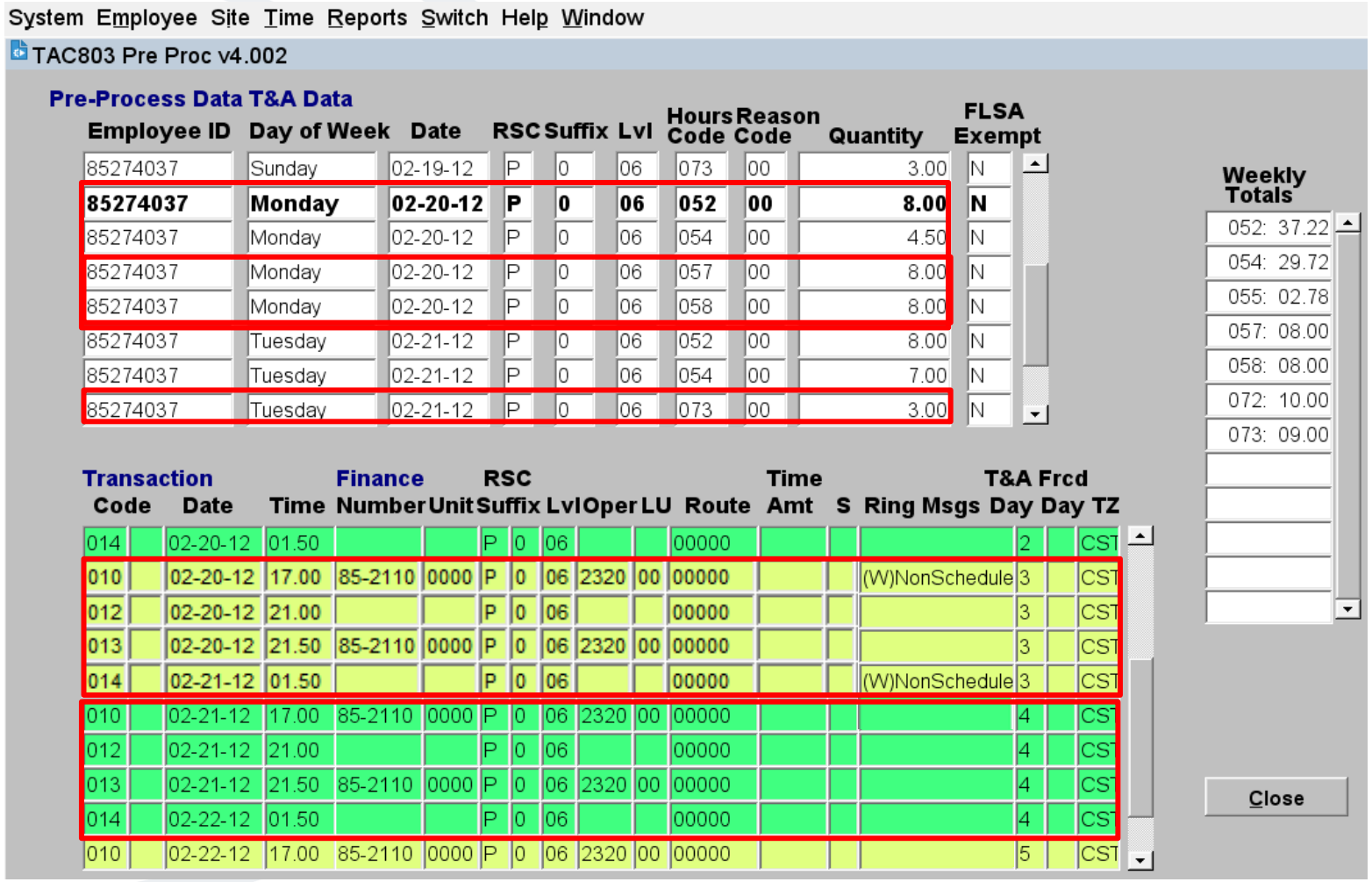
OOS Calculations and Holiday Hours Codes

Monday Holiday

- No OOS Premium Hours Paid
- Full Day of Holiday Leave and Holiday Work Paid

Tuesday

- 3 Hours OOS Paid
- Base Assignment 1400-2250
- Temp Assignment 1700-0150
- OOS Hours 2250-0150



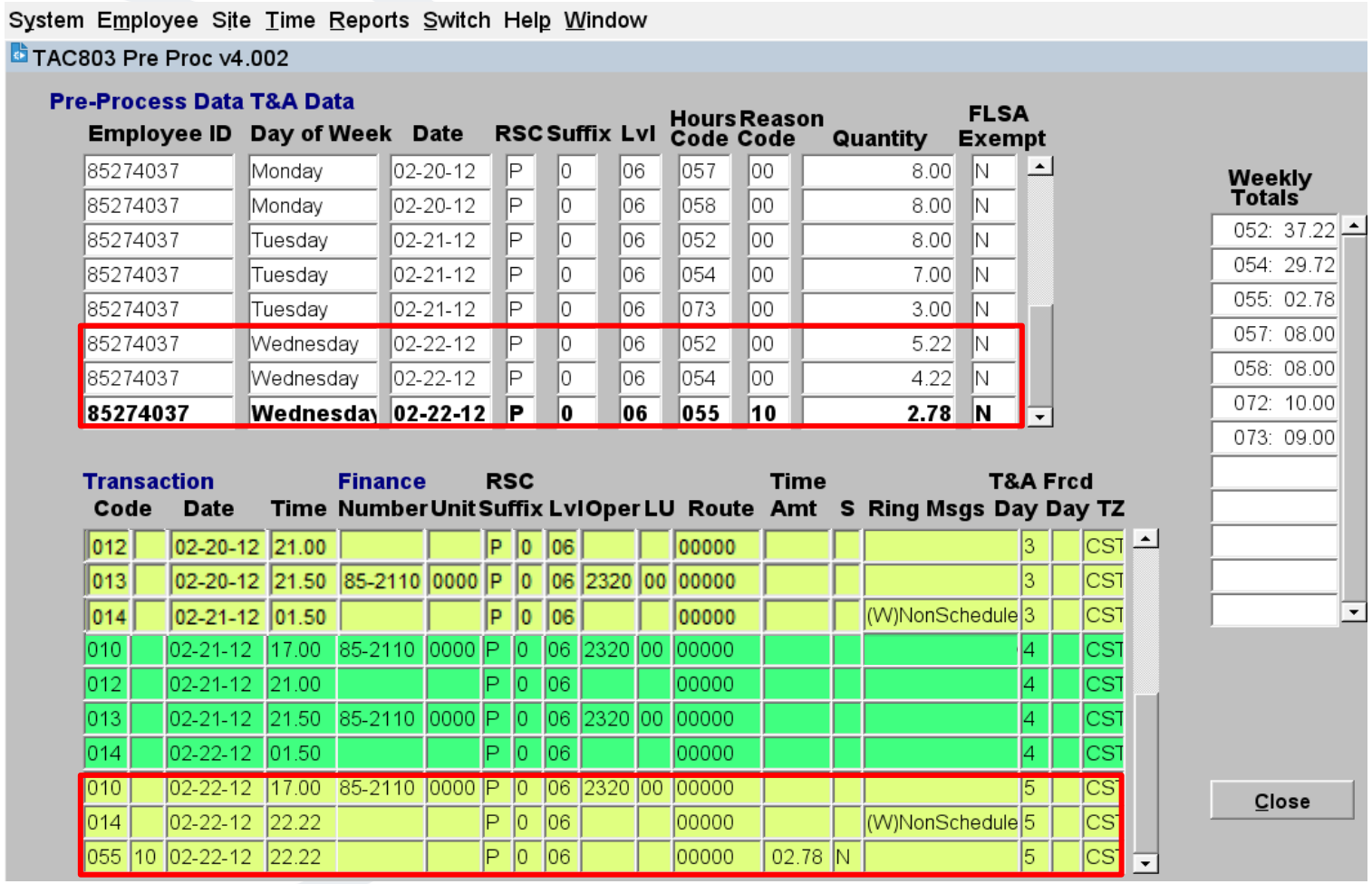
OOS Calculations and Leave Hours Codes

Base Assignment
1400-2250

Temporary Assignment
1700-0150

Wednesday

- No OOS Premium Hours Paid
- Hours Worked 1700-2222
- Annual Leave Hours 2222-0100

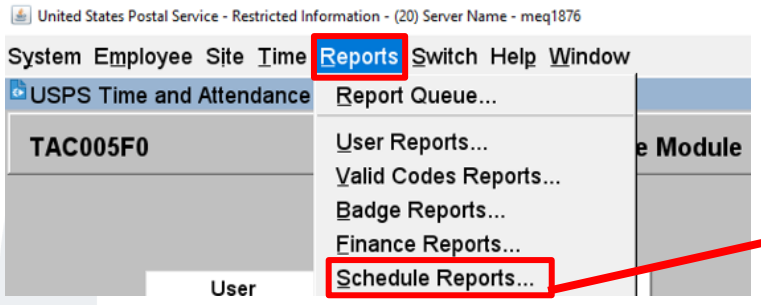


Avoid Entering Manual OOS Code 073 Transactions in the Clock Ring Editor

Reports

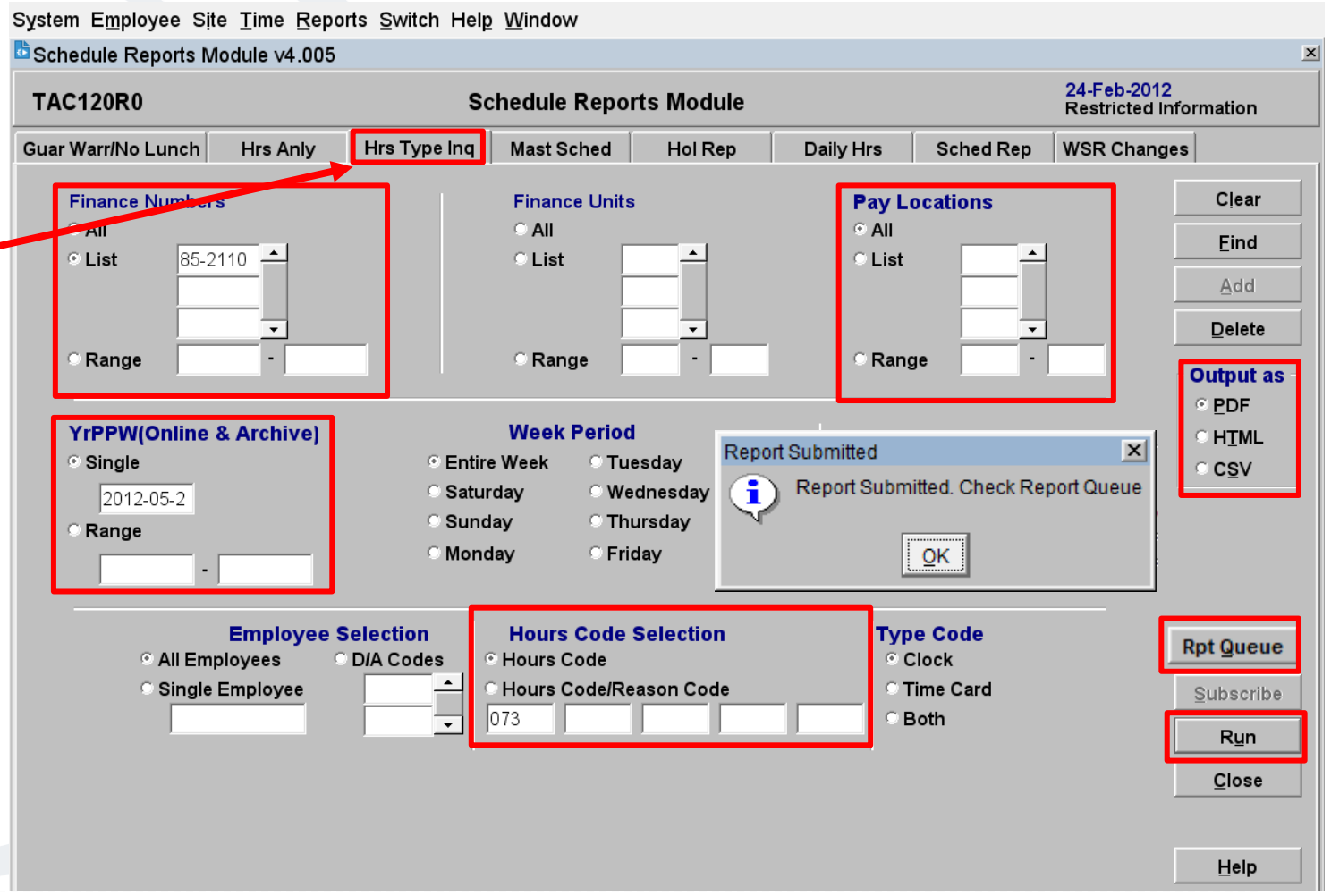
Hours Type Inquiry Report

Verify Out-of-Schedule Hours for a Specific Time Frame



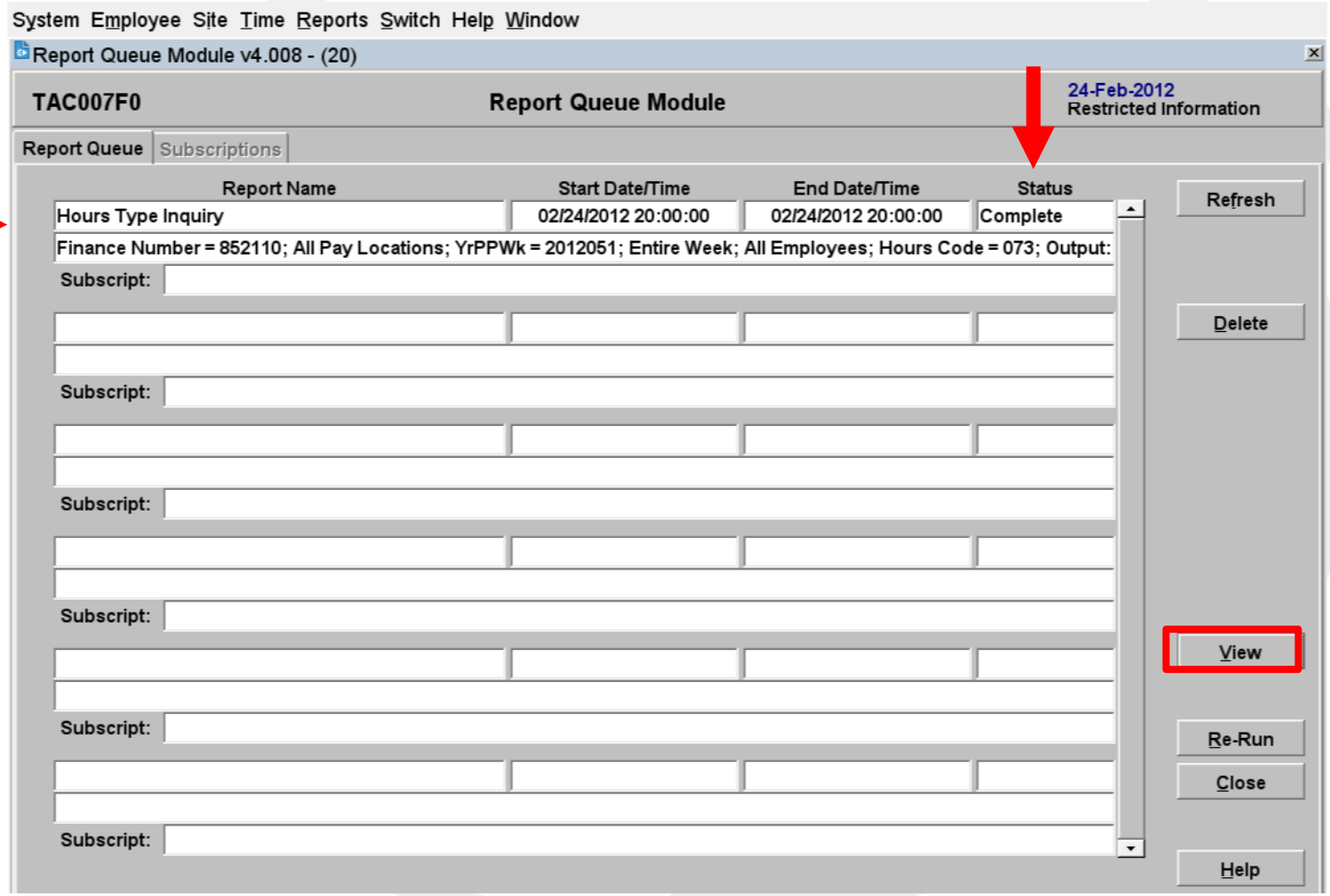
Report Parameters

- Finance Number
- Pay Locations
- YrPPW
- Hours Code Selection
- Output as



Report Queue Display

- Check Report Status
- Select Report
- View/Print Report



Hours Type Inquiry Report

Time Frame Totals

- Employee
- Finance Unit
- Report

UNITED STATES POSTAL SERVICE®

Report: TAC120R3 v4.003
YrPPWk: 2012-05-2
Fin. #: 85-2110

Restricted USPS T&A Information
ARIZONA-110
Hours Type Inquiry Report

User ID: G85201
Date: 02/24/12
Time: 08:00 PM
Page: 1

Sub-Unit: 110 Weekly
YrPPWk: 2012-05-2

Selection:

Hours Code	Description
073	OUT OF SCHEDULE PREMIUM

Employee ID	Employee Last Name	FI	MI	D/A	RSC	073 Hours
85274037	BUELLER	M		11-0	P0	9.00

Summary

Total T&A Hours	9.00
Total Borrowed	0.00
Total Finance Unit ID	9.00

Total # of Employees with code 073 = 1

Report Total T&A Hours 9.00
Report Total # of Employees with code 073 = 1

Knowledge Check Instructions

Select Start to begin.

Now that you have learned the proper usage of out-of-schedule premium, the process to record it, how to run the necessary reports, and how to properly complete PS Form 1723, let's test your knowledge of what you have learned in this module.

Select the correct answer and select the Submit button. You have three attempts to get each knowledge check question correct.

Good Luck!

Start

Out-of-schedule premium (OOS) is paid for hours worked_____.
Select the best answer.

A. In addition to an eligible employee's regular schedule.
B. Outside of and in addition to an eligible employee's regular schedule.
C. Outside of, and instead of, an eligible employee's regular schedule.
D. When there is no regular schedule.

Who is authorized to receive out-of-schedule premium?
Select the best answer.

A. Full-time bargaining Unit employees.
B. Nonbargaining EAS employees.
C. Noncareer employees.
D. Only employees on higher-level assignments.
E. All the above.

Notice of a temporary schedule change must be given to a bargaining unit employee by _____.
Select the best answer.

A. Monday of the preceding service week.

B. Tuesday of the preceding service week.

C. Thursday of the preceding service week.

D. Wednesday of the preceding service week.

Which form is required to document temporary schedule changes initiated by management that include out-of-schedule premium.

A. PS Form 1017-A.
B. PS Form 1017-B.
C. PS Form 1261.
D. PS Form 1723.

What is the preferred method for activating OOS premium payment? Select the best answer.

A. Checking the OOS indicator in the TACS Employee Maintenance JDS/JOS Module.
B. Entering a code 073 transaction in the TACS Clock Ring Editor.
C. Processing a PS Form 2240, *Payroll Adjustment*.
D. None of the above.

Which code do you look for in **Pre-Process** to check for out-of-schedule premium pay?
Select the best answer.

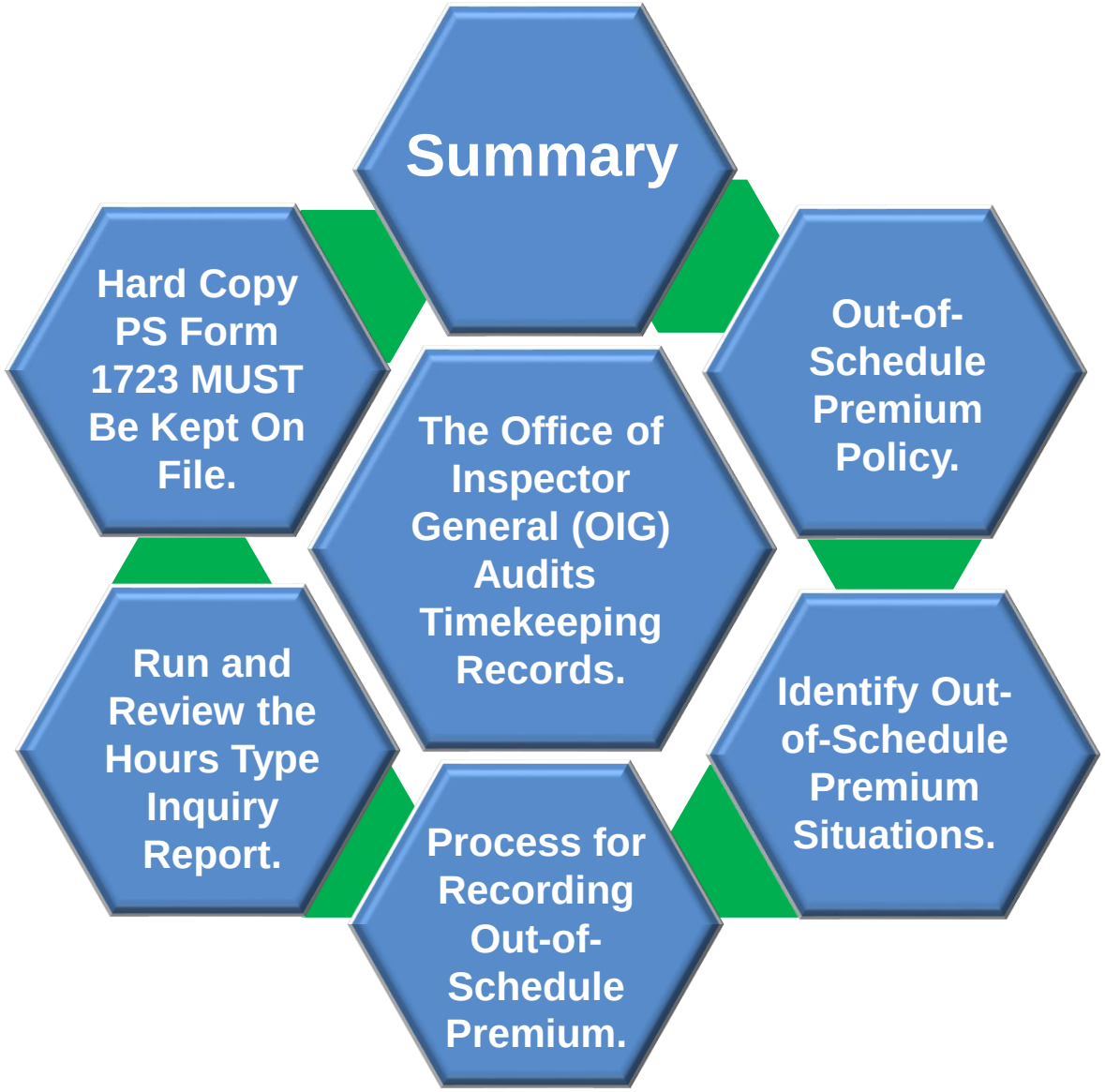
A. 043
B. 053
C. 073
D. 093
E. All the above

Where can you access the **Hours Type Inquiry Report**?

Select the best answer.

A. TACS Employee drop-down menu
B. TACS LTATS Entry Module
C. TACS Reports drop-down menu: Schedule Reports
D. TACS Timecard Entry Module
E. TACS Time drop-down menu

Summary



Intentional improper payment of premium hours can lead to corrective action up to and including removal from USPS.

Helpful Resources

- Web page: TACS Help Desk
- Hours: 6:00am - 6:00pm CT, Mon – Fri
- Email: TACS@usps.gov
- Phone: 1.855.411.8227

Web link: Timekeeping Toolkit

Web link: Time & Attendance Compliance Team Contact List

Module 5 Completion

You have completed Module 5: Out-of-Schedule (OOS) Premium

Please return to the learning portal and review Module 6 to complete the Time and Attendance Collection System (TACS) Refresher training.

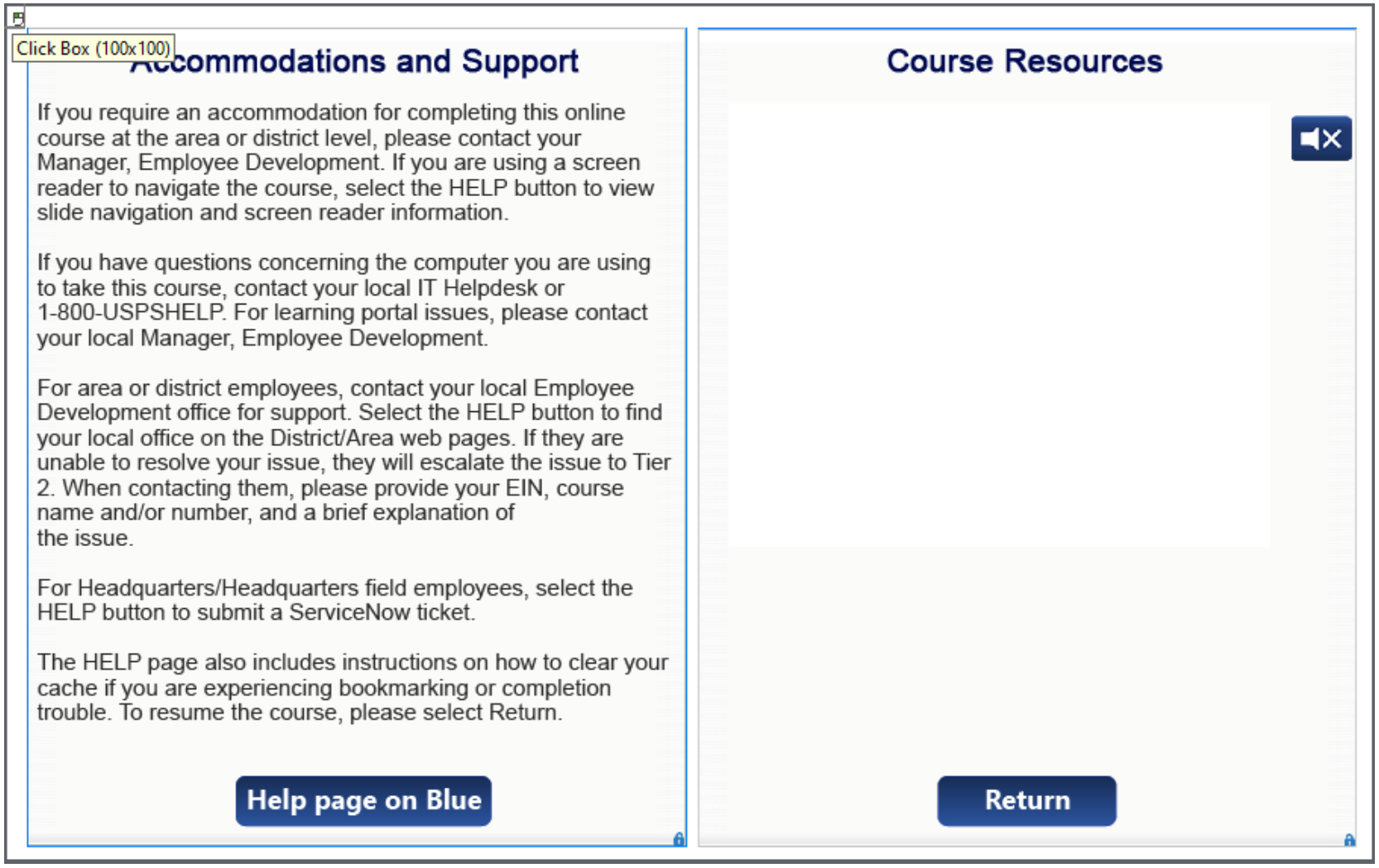
Close this window by selecting Exit or by pressing <Alt> + <F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

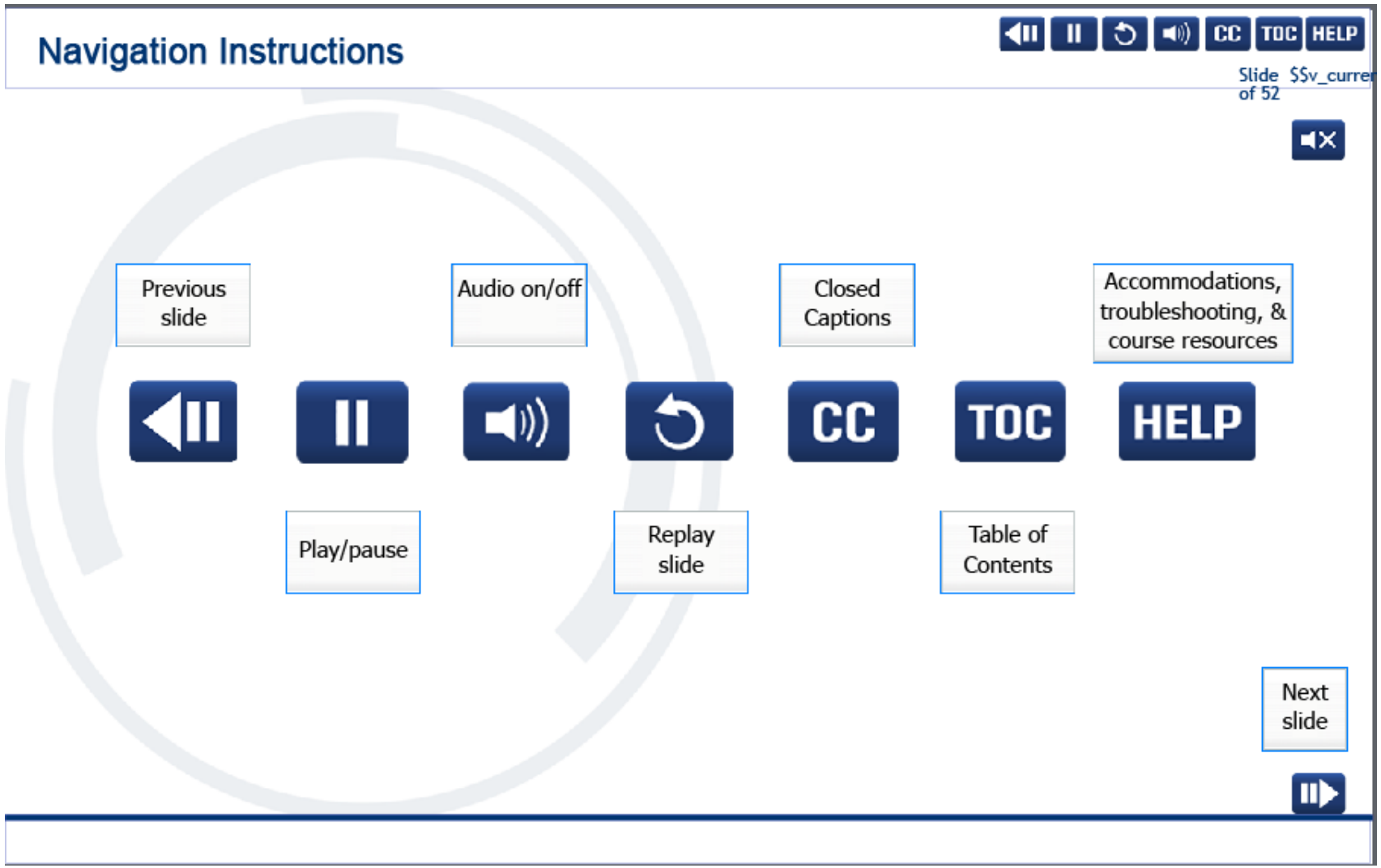
TACS Refresher Course
Module 6: Assessment

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

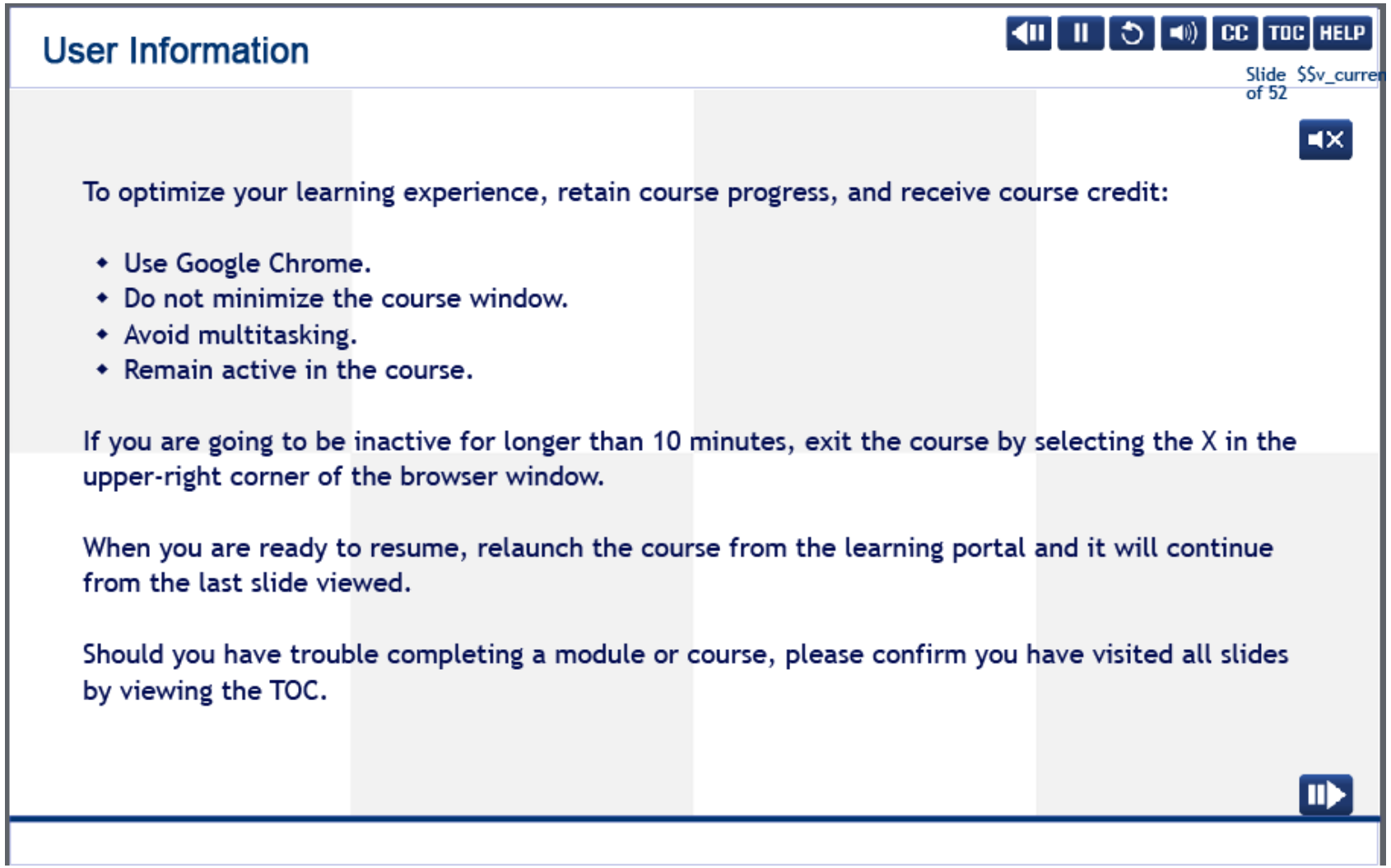
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
Return

Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Question 1 of 10

Which reports are recommended to be run daily to assist you in your efforts to ensure employees are paid accurately and timely every pay period.

Select the best answer.

A. Missing Time.

B. Daily Hours.

C. Clock Ring Error.

D. Missing 091 Transaction.

E. All of the above.

Question 2 of 10

What handy tool is used to view the outcome of any edits users make in the Clock Ring Editor prior to saving?

Select the best answer.

A. Job Assignment Button.
B. Pre-Process Button.
C. P/L Error Feature.
D. Hint Text Feature.

Question 3 of 10

There are two types of Ring messages in the Clock Ring Editor. What is the difference between (F) Fatal errors and (W) Warning messages?

Select the best answer.

A. (F) Fatal errors prevent employees from being paid, while (W) Warning messages can be informational or require action.
B. (F) Fatal errors are displayed in red, and (W) Warning messages are displayed in green or yellow.
C. (F) Fatal errors disappear when the error is corrected, but most (W) Warning messages do not disappear.
D. All of the above.

Question 4 of 10

Under the Fair Labor Standards Act (FLSA), all time worked, whether or not it was authorized ahead of time by the Supervisor, _____.

a. Must be disallowed.
b. Must be documented on a 1017-B, *Unauthorized OT Record.*
c. Must be paid.

Question 5 of 10

Which requirement is NOT needed to disallow time?

Select the best answer.

A. Employee permission.
B. Personal knowledge or reason to believe that the time was not worked.
C. Employee notification.
D. Proper documentation (PS Form 1017-A).

Question 6 of 10

Where can you locate the policy for disallowed time?

A. Employee Labor Manual (ELM).
B. Domestic Mail Manual (DMM).
C. Handbook F-21, *Time and Attendance*.
D. Handbook F-401, *Supervisor's Guide to Scheduling and Premium Pay*.
E. Selections A, C, and D.

Question 7 of 10

Overtime that will be paid but was deemed as unauthorized should be documented on what form?
Select the best answer.

A. PS Form 1017-A, *Time Disallowance Record.*
B. PS Form 1017-B, *Unauthorized Overtime Record.*
C. PS Form 1723, *Assignment Order.*
D. PS Form 3971, *Request for or Notification of Absence.*

Question 8 of 10

Documentation used to support approved **code 091 overtime transactions** are:
Select all that apply.

A. PS Forms 3972, *Absence Analysis.*
B. PS Forms 3996, *Carrier Auxiliary Control.*
C. PS Forms 1261, *Non-EBR Report.*
D. Selections B and C.

Question 9 of 10

When is the PS Form 1723, *Assignment Order,* required?

Select all that apply.

A. Higher Level assignments.
B. Tardiness.
C. Temporary assignments to perform duties other than those in an employee's official job description.
D. Training.
E. Selections A, C, and D.

Question 10 of 10

What is the preferred method for activating OOS premium payment? Select the best answer.

A. Checking the OOS indicator in the TACS Employee Maintenance JDS/JOS Module.
B. Entering code 073 transactions in the TACS Clock Ring Editor.
C. Processing a PS Form 2240, *Payroll Adjustment*.
D. None of the above.

Course Completion

You have completed Module 6: Assessment.

You have now completed the
Time and Attendance Collection System (TACS) Refresher training.

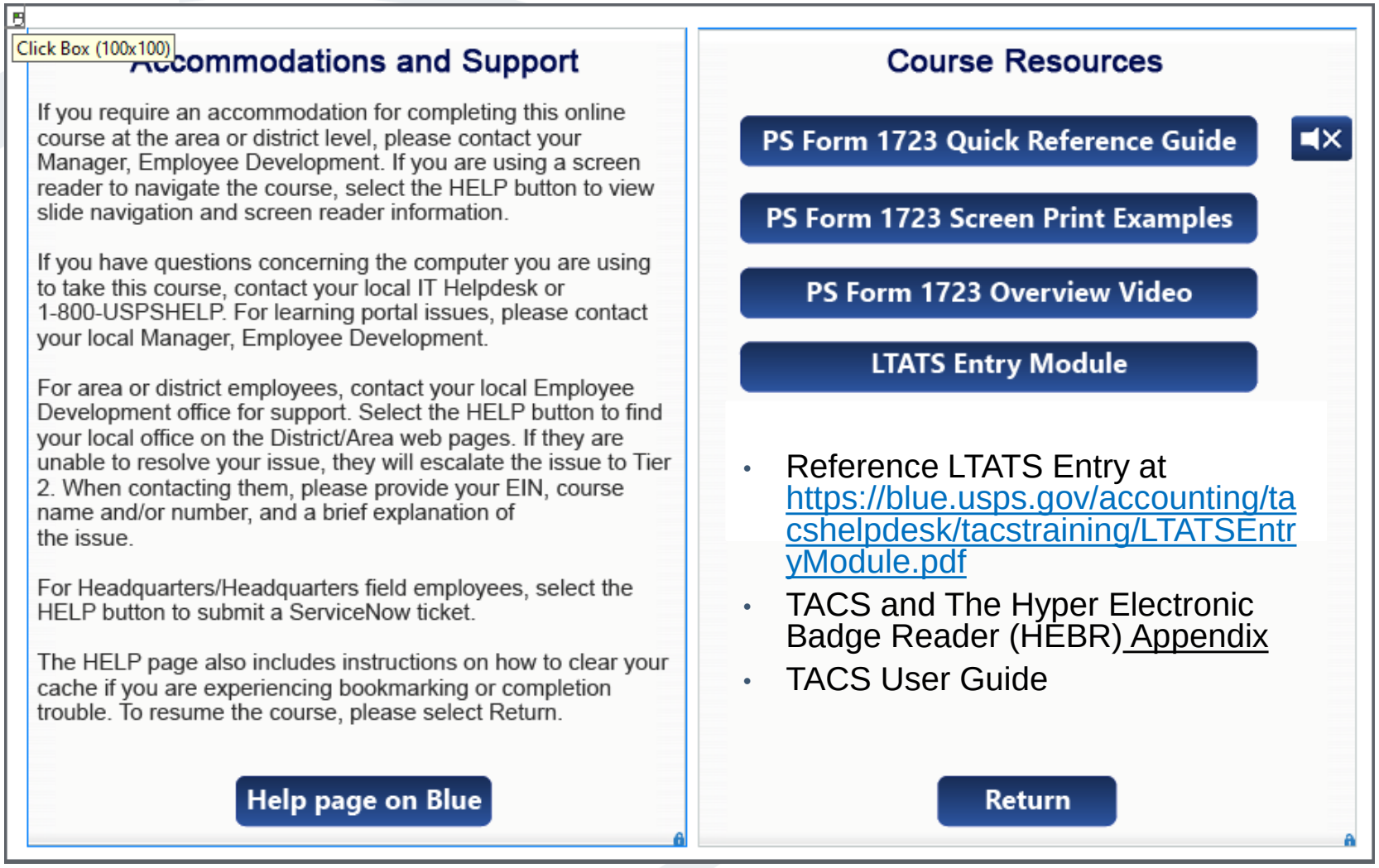
Close this window by selecting Exit or by pressing <Alt> + <F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s) and the module will complete.

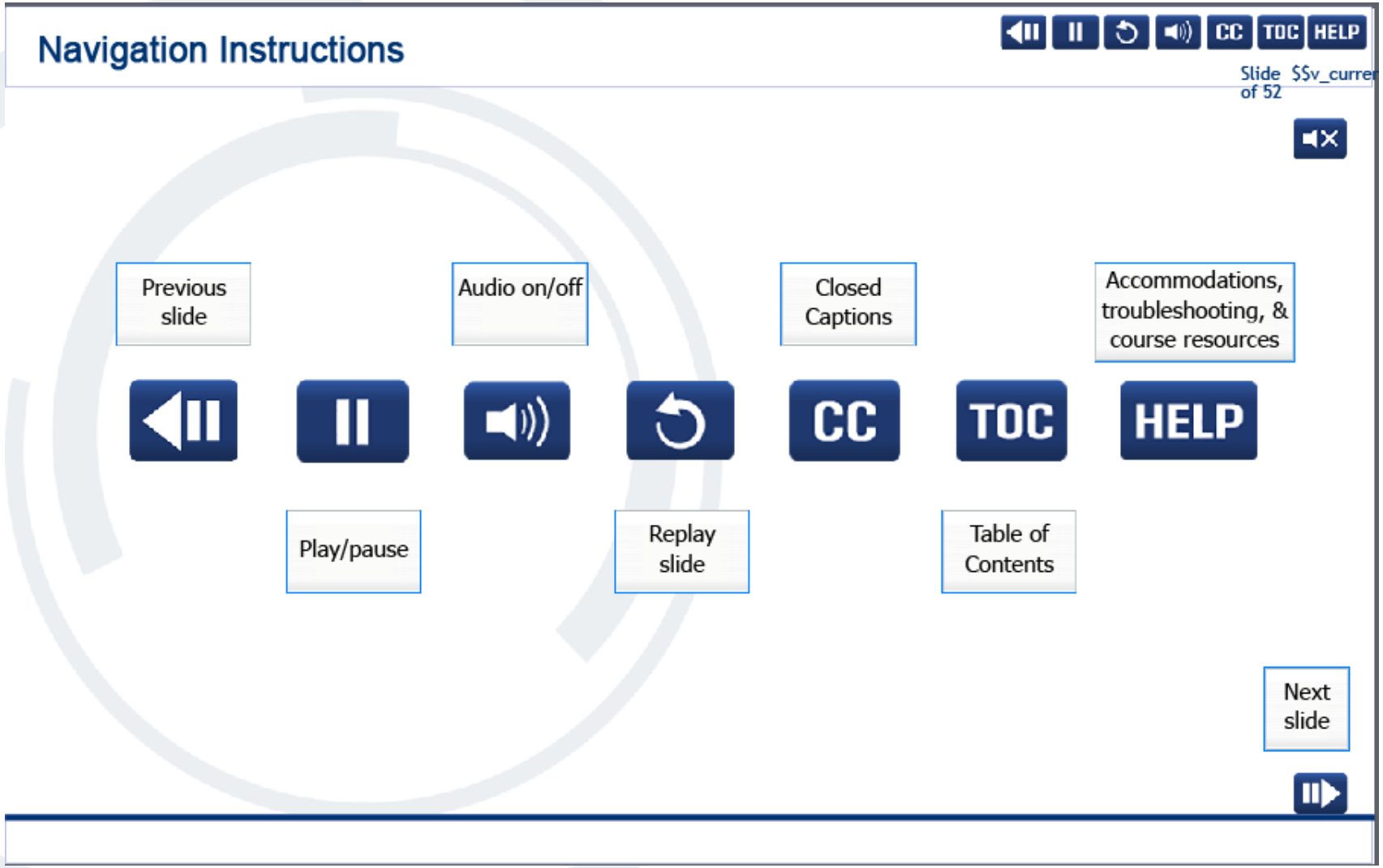
TACS Lead Clerk to Supervisor Course
Module 1: Policy and Procedures

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

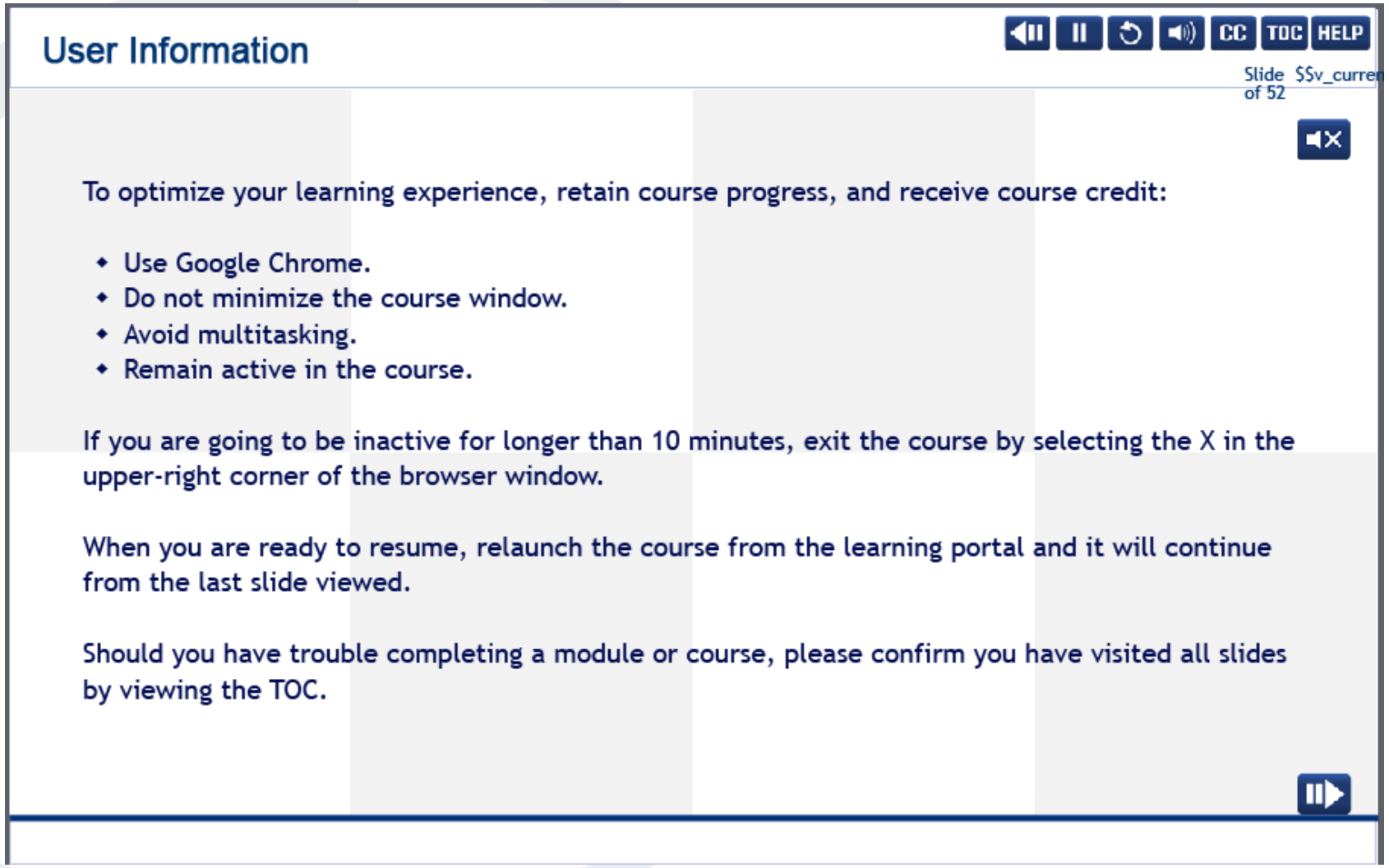
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
PS Form 1723 Quick Reference Guide
PS Form 1723 Screen Print Examples
PS Form 1723 Overview Video
LTATS Entry Module
Reference LTATS Entry at https://blue.usps.gov/accounting/tacshelpdesk/tacstraining/LTATSEntryModule.pdf
TACS and The Hyper Electronic Badge Reader (HEBR) Appendix
TACS User Guide
Return

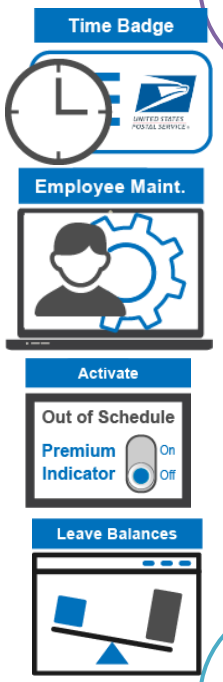
Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
CC
TOC
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Module Objectives



- Obtain a time badge for an employee.
- Navigate in the Employee Maintenance Module.
- Activate the Out-of-Schedule Premium Indicator.
- View employee leave balances and usage.

ABOUT TACS

Collects & Calculates Time for Payroll System to Pay Employees

Role Based Application

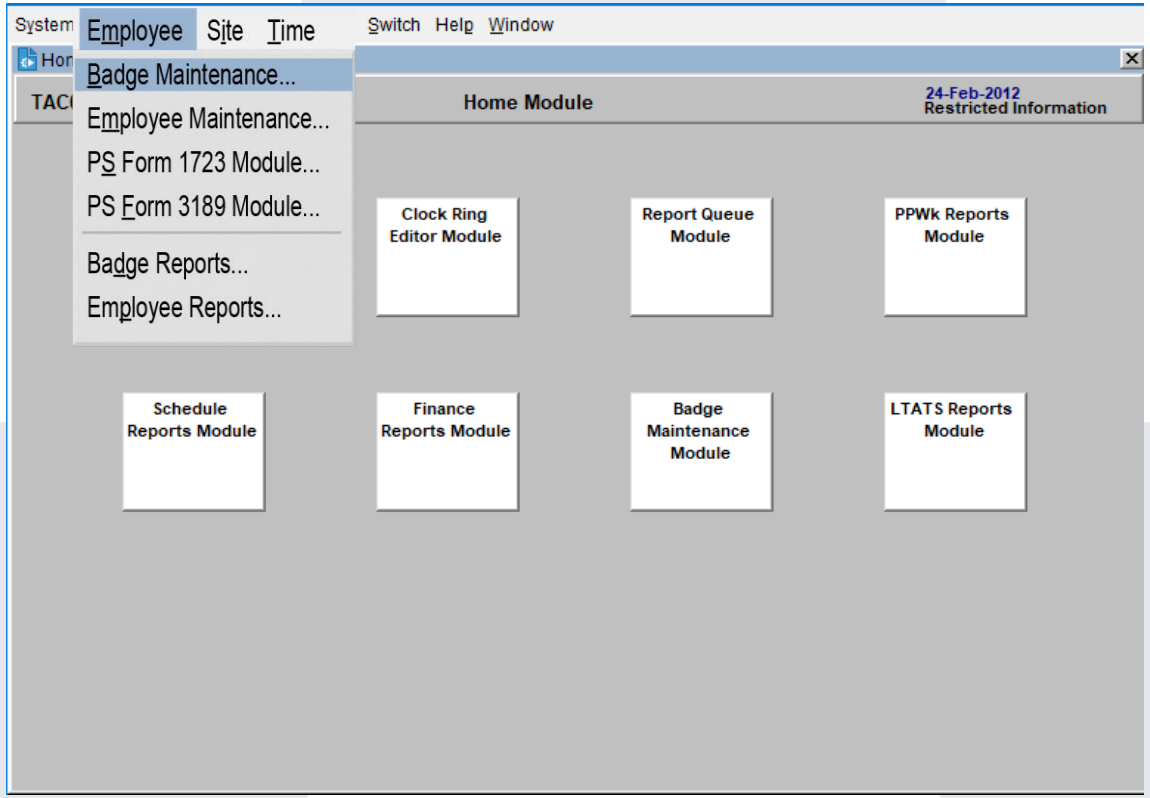
User Role Determines Functions Accessed

Timekeeping References – Policy Net

Employee and Labor Relations Manual (ELM)	Employee Responsibilities
Handbook F-21, Time and Attendance	Timekeeping Policies & Procedures
Handbook F-401, Supervisor's Guide to Scheduling and Premium Pay	Guidelines for Supervisors

Badge Maintenance Module

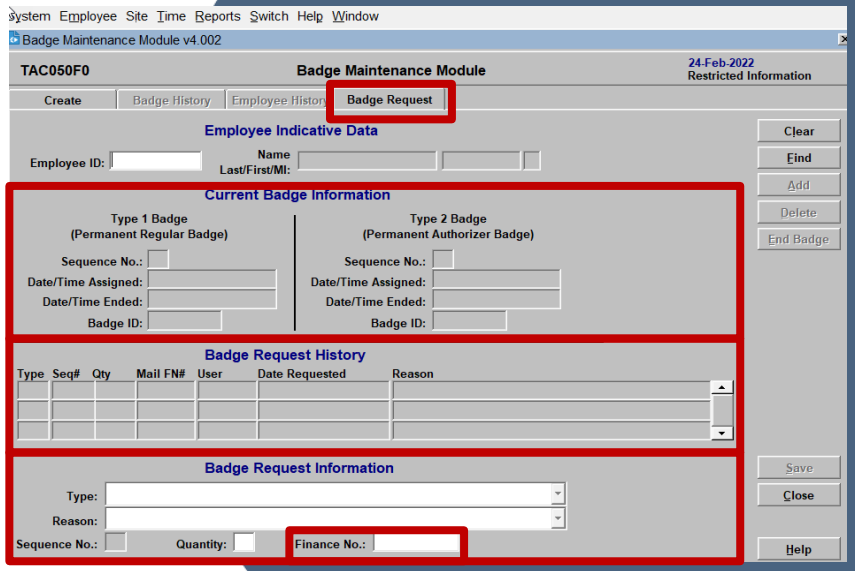
- Select Employee drop-down menu.
- Select Badge Maintenance.



Badge Request

Capability:

- Request badges.
- Review badge history.
- View active and deactivated badge information.
- Determine employee badge type and sequence number.



Badge Types

Badge Types:

- Type 1 – Permanent Regular Badge (Employee).
- Type 2 – Permanent Authorizer Badge (Supervisor).

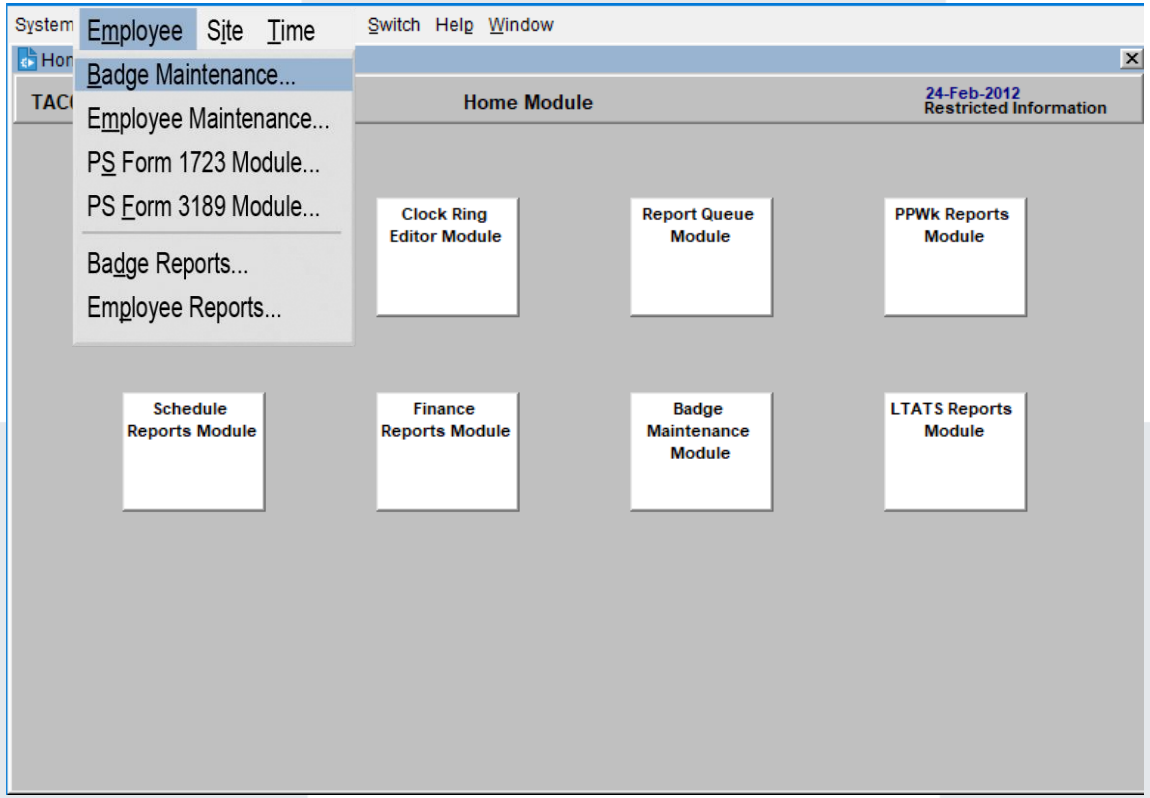
Select each tile to learn more

Reasons for Badge Request:

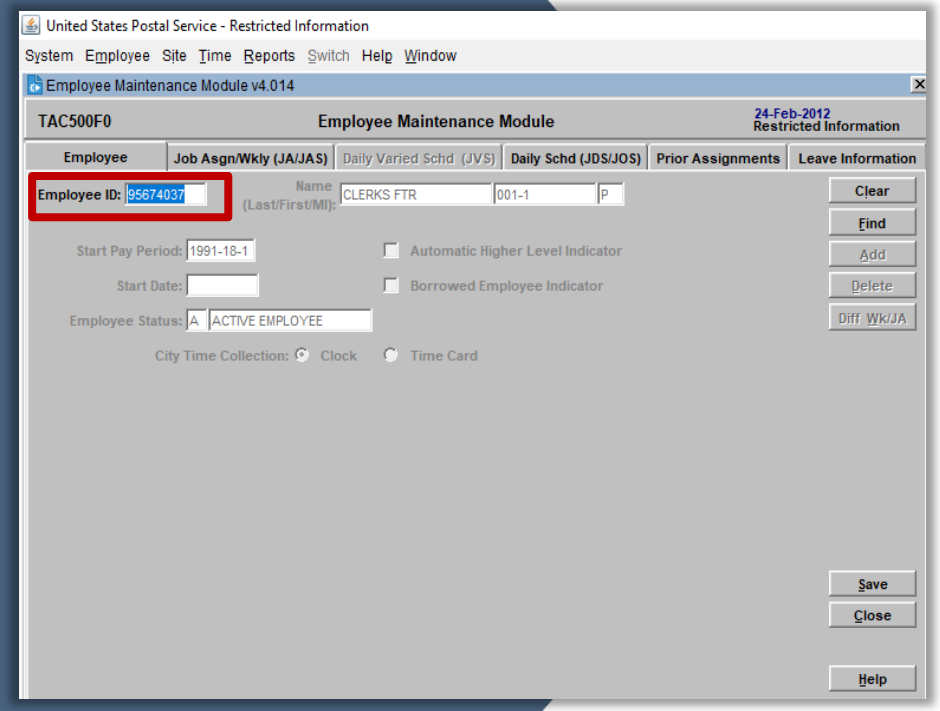
- New hire.
- Lost badge.
- Replacement badge.
- Duplicate badge.

Employee Maintenance Module

- Select Employee drop-down menu.
- Select Employee Maintenance.

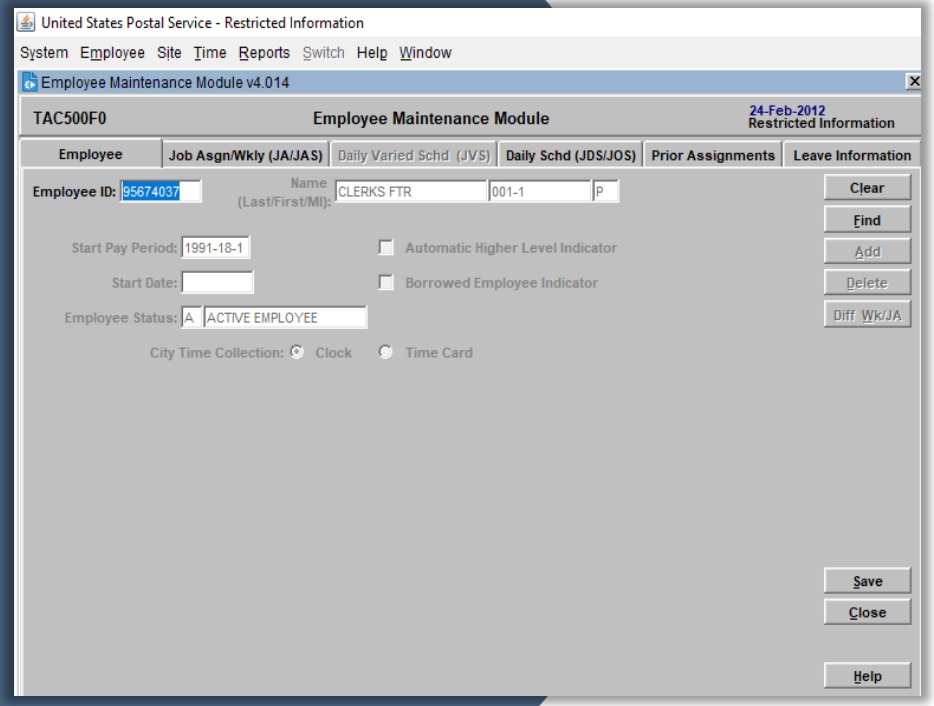


Employee Identification Number (EIN)



- Information is updated daily, except Sundays.
- All tabs and buttons not available for use appear greyed out.
- Type in the employee identification number (EIN) and push <Enter> or <Tab> on your keyboard.
- Search by name using the F-9 function key or use <Alt> F or the Find button to obtain a list of employees.

Employee Maintenance Module – Employee Tab



Start Pay Period

- Indicates the year/pay period during which the employee started in the Postal Service.

Start Date

- Provides the actual date of hire,. This is useful when determining seniority and is downloaded form the mainframe.

Employee Status

- Indicates if the employee is (**A**)ctive, (**P**)ending, or (**T**)erminated.

Automatic Higher-level Indicator

- Must be checked for the employee to be paid higher level automatically when using certain operation numbers, if they are the correct DA Code and LDC.

City Time Collection

- Denotes whether the employee is in a clock (HEBR) or timecard office

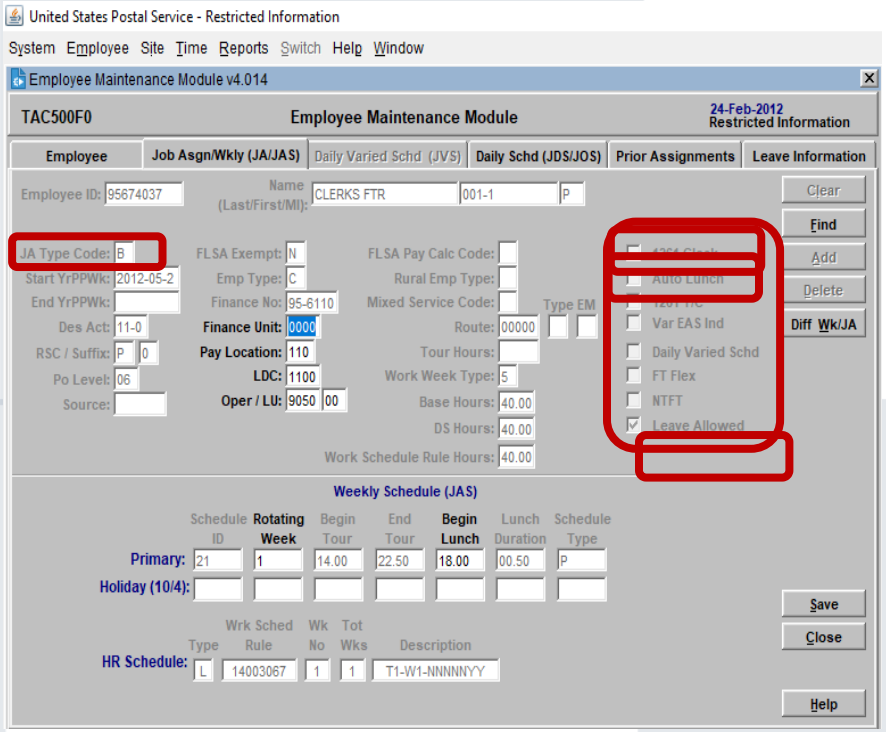
Employee Maintenance Module – Job Asgn/Wkly (JA/JAS) Tab

Job Assignment (JA) Type Code

- B - Base Assignment
- T - Temporary Assignment
- R - Rural Assignment

Indicator Boxes

- 1261 Clock
- Auto Lunch
- 1261 T/C
- Var EAS Indicator
- Daily Varied Schd
- FT Flex
- NTFT
- Leave Allowed



Employee Maintenance Module – Daily Varied Schedule (JVS) Tab

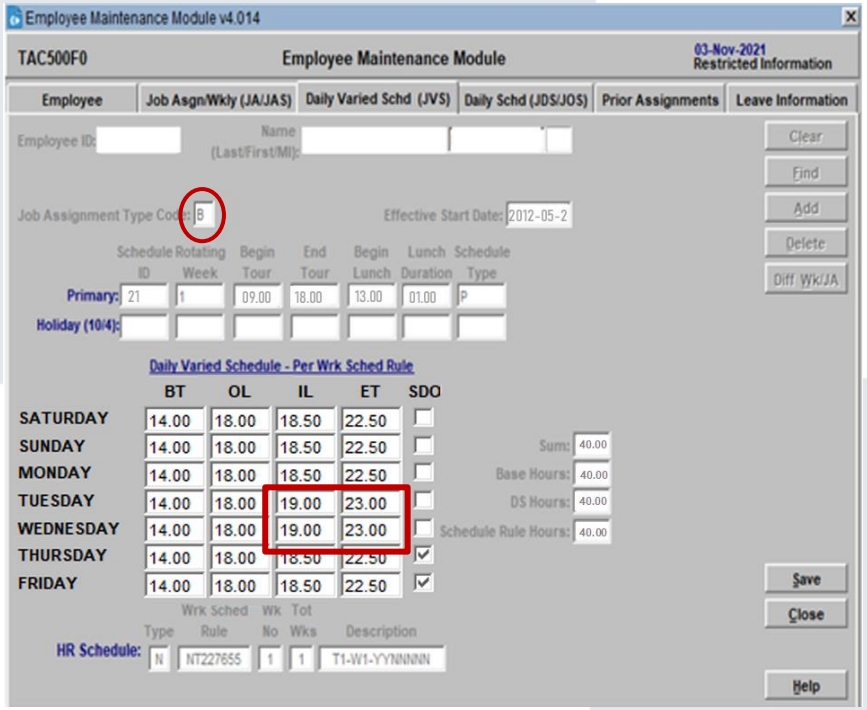
- Modified schedule.
- Could be different each day.
- Based on employee's permanent assignment.

Can you find the variance in the schedule to the right?

The employee's In Lunch and End Tour schedule changed:

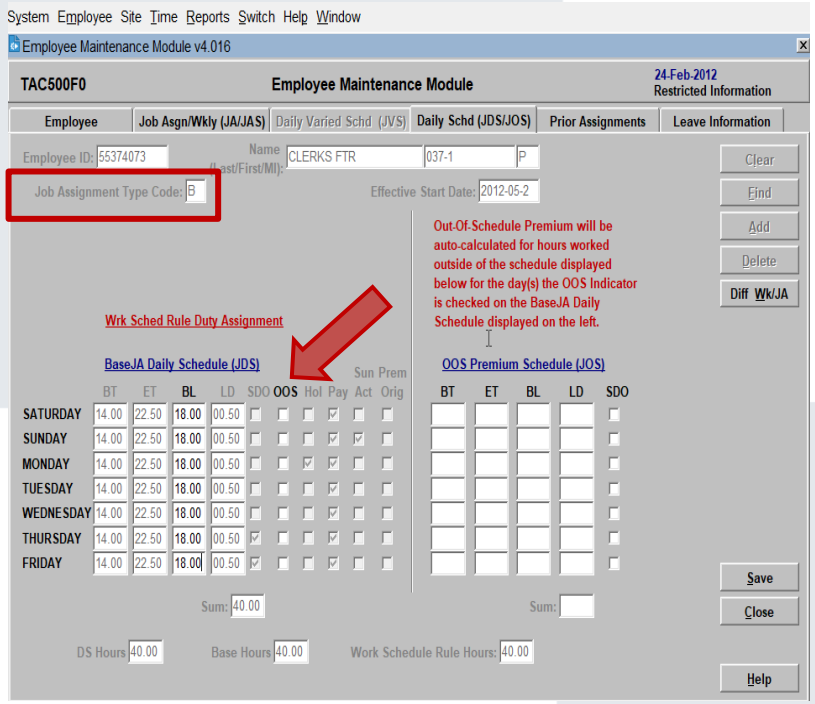
IL from 18.50 to 19.00.

ET from 22.50 to 23.00.



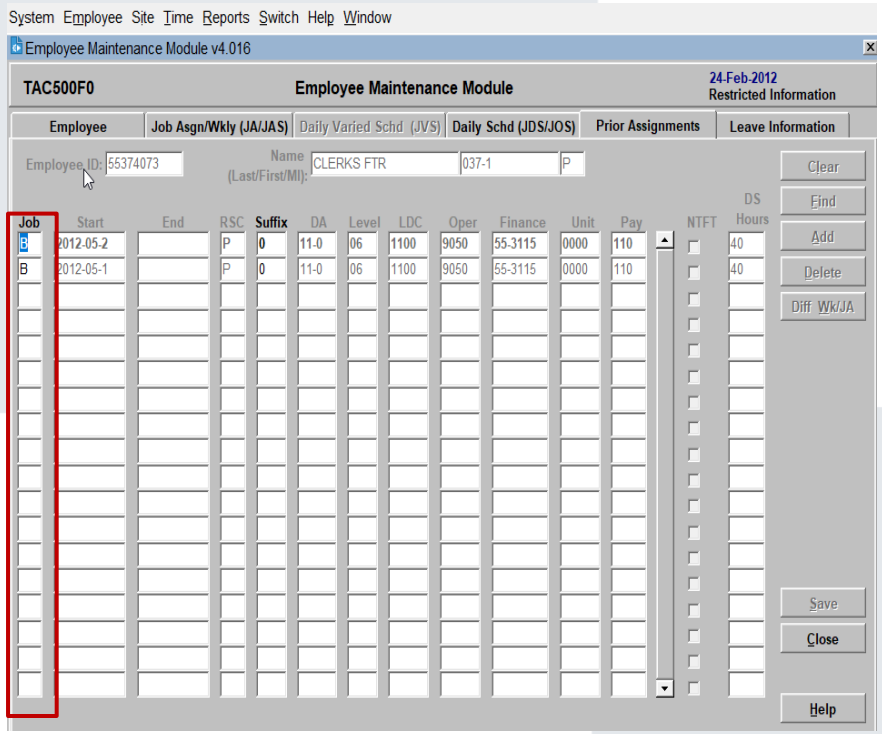
Employee Maintenance Module – Daily Schedule (JDS/JOS) Tab

- View the active Job Daily Schedule (JDS) – Base or Temporary.
- Activate the Out-Of-Schedule (OOS) Premium Indicator.



Employee Maintenance Module – Prior Assignment Tab

- Any prior assignments employee has held are listed here.
- Displays a running history of employee's base and temporary job assignments.
- **B** represents Base or PS Form 50 Assignments.
- **T** represents temporary or PS Form 1723 assignments.



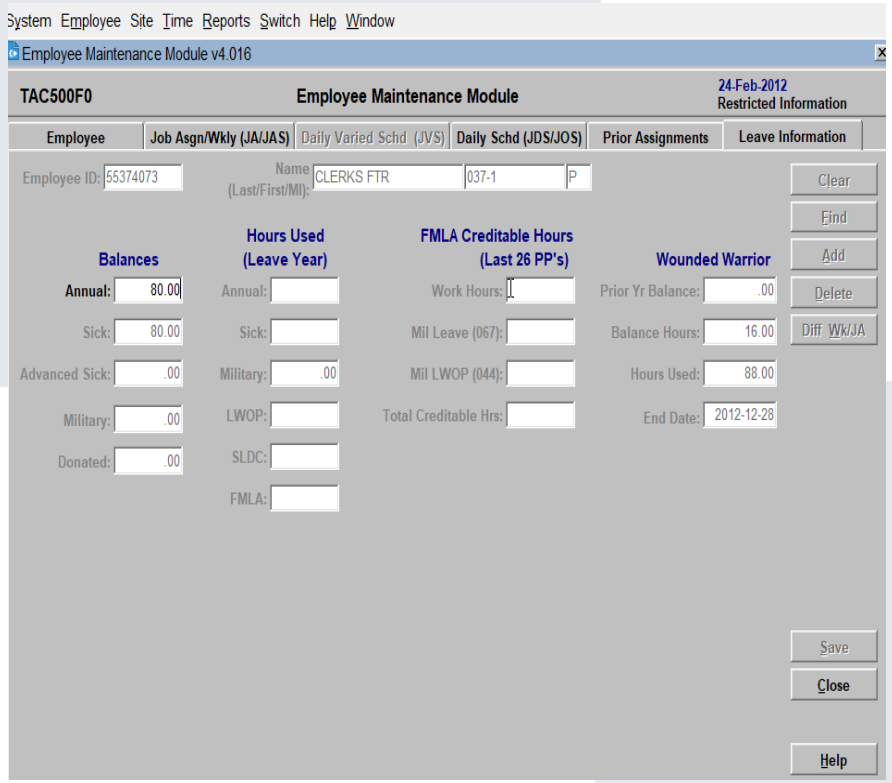
Employee Maintenance Module – Leave Information Tab

TACS

- Leave balances displayed are current from close of the prior pay period.
  Updates occur on Thursdays after the close of the pay period and include processed payroll adjustments.

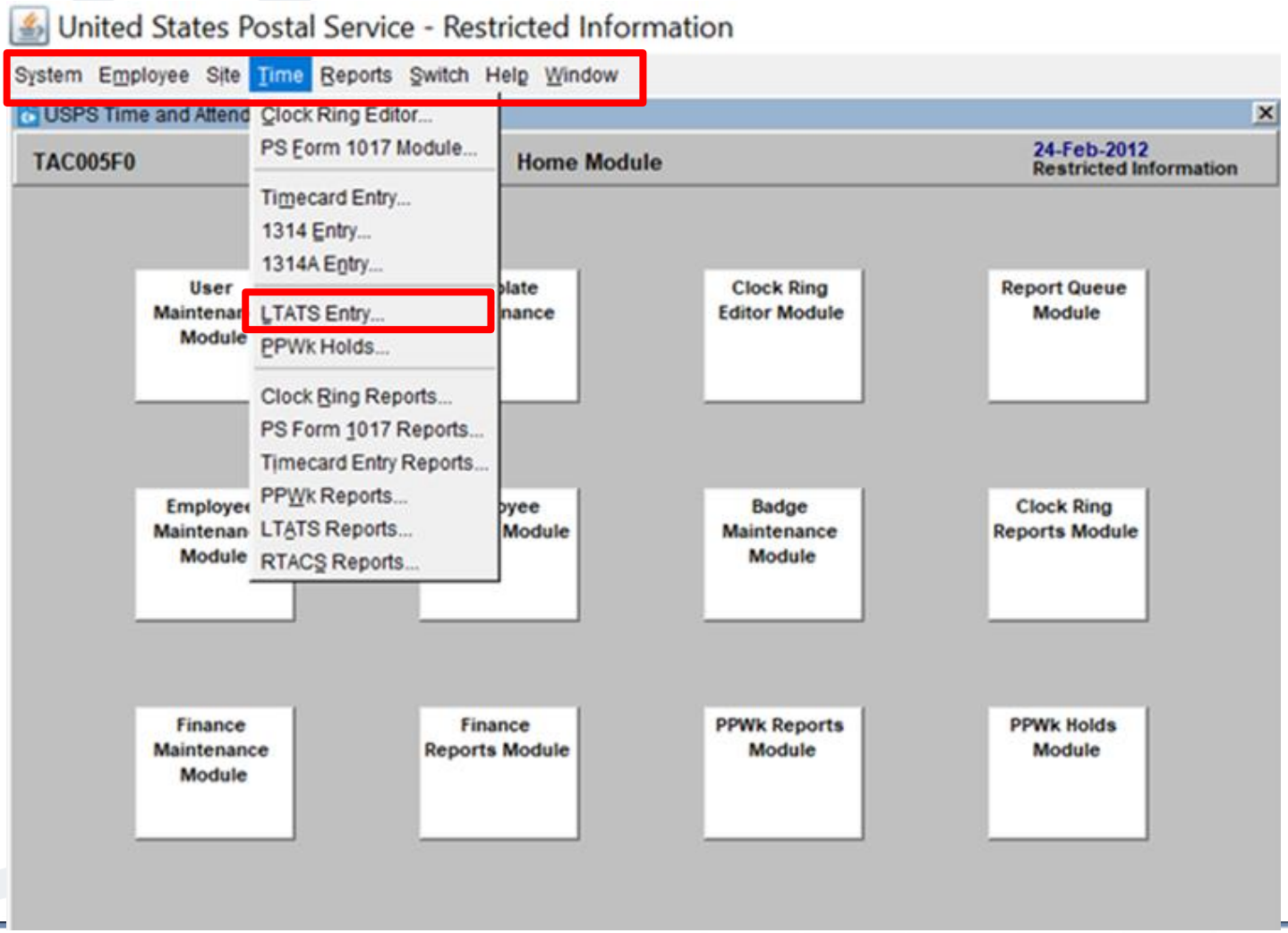
eRMS

- Leave balances update immediately after leave entries are made including future entries.
- eRMS balances do not reflect payroll adjusted leave and must be corrected manually.
- Donated and Military leave balances are not displayed.



Navigating to LTATS Entry Module

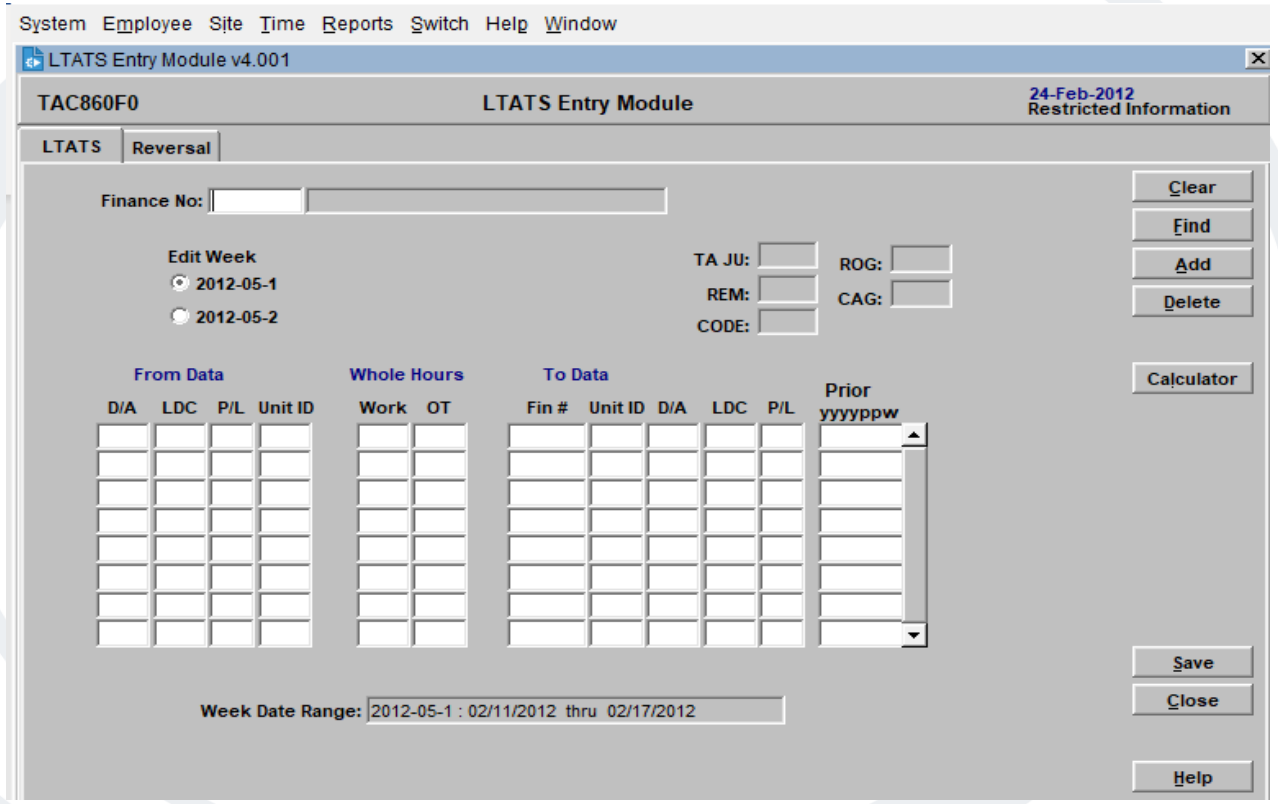
LTATS Entry Module



Transferring Hours – LTATS Entry Module

Use the **LTATS Entry Module as a last resort** to transfer hours between Finance Numbers

Allows manual entry for current and previous pay periods



Module 2 Summary

In this module, you learned how to obtain an employee badge using the Badge Maintenance module, navigate the Employee Maintenance module to review employee Information and activate the OOS Indicator, where to view employee leave balances and usage, and how to transfer work and training hours using the LTATS Entry Module if all other avenues have been exhausted.

Knowledge Check Instructions

Now, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to get each knowledge check question correct.

Good Luck!

Select Start to begin.

Start

Knowledge Check 1 of 3

Which is **NOT** a valid reason for ordering a Time Badge?

Select the best answer.

A. Duplicate (Works in multiple offices. Sequence number remains the same).

B. Conversion (Non-Career Employee converted to Career Employee. Sequence number remains the same).

C. Lost (Badge cannot be found. Sequence number will change).

D. Replacement (Defective badge. Sequence number remains the same).

Knowledge Check 2 of 3

Where do you activate the Out-of-Schedule (OOS) Premium Indicator?

Select the best answer.

A. Employee Maintenance Module – Daily Schedule Tab.

B. Job Daily Schedule (JDS) – Base or Temporary

C. PS Form 1723 Module.

D. Ps Form 3189 Module.

Knowledge Check 3 of 3

What is the preferred method for employees to transfer work hours?

Select the best answer.

A. Modify the finance number field in the Clock ring Editor.

B. Use the Enterprise Resource Management System.

C. Use the Transfer feature and HEBR and swipe the badge correctly.

D. Use the LTATS module in TACS.

Module 1 Completion

You have completed Module 1: Policy and Procedures

Please return to the learning portal and review Module 2 complete the Time and Attendance Collection System (TACS) Lead Clerk to Supervisor training.

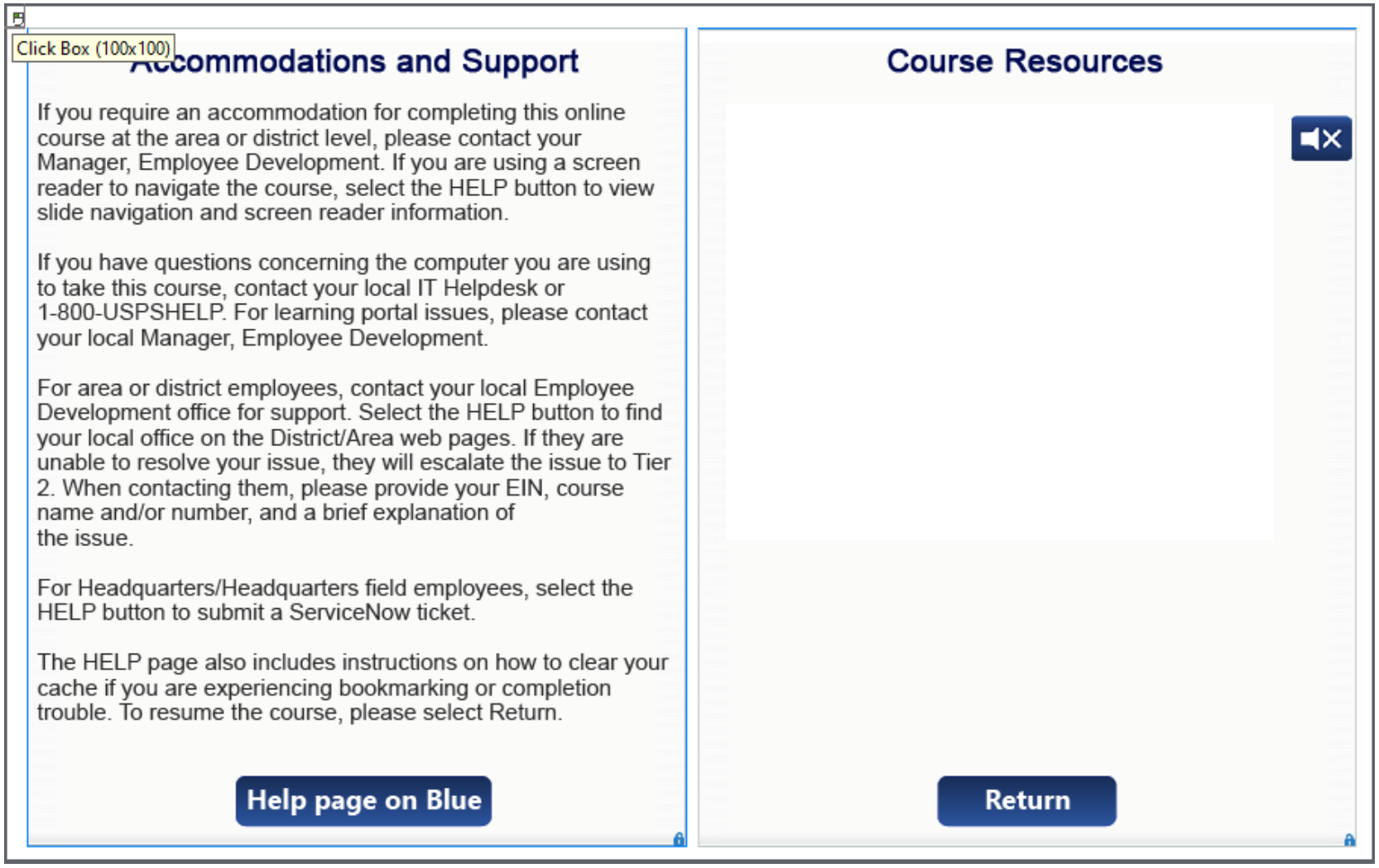
Close this window by selecting Exit or by pressing <Alt> + <F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s) and the module will complete.

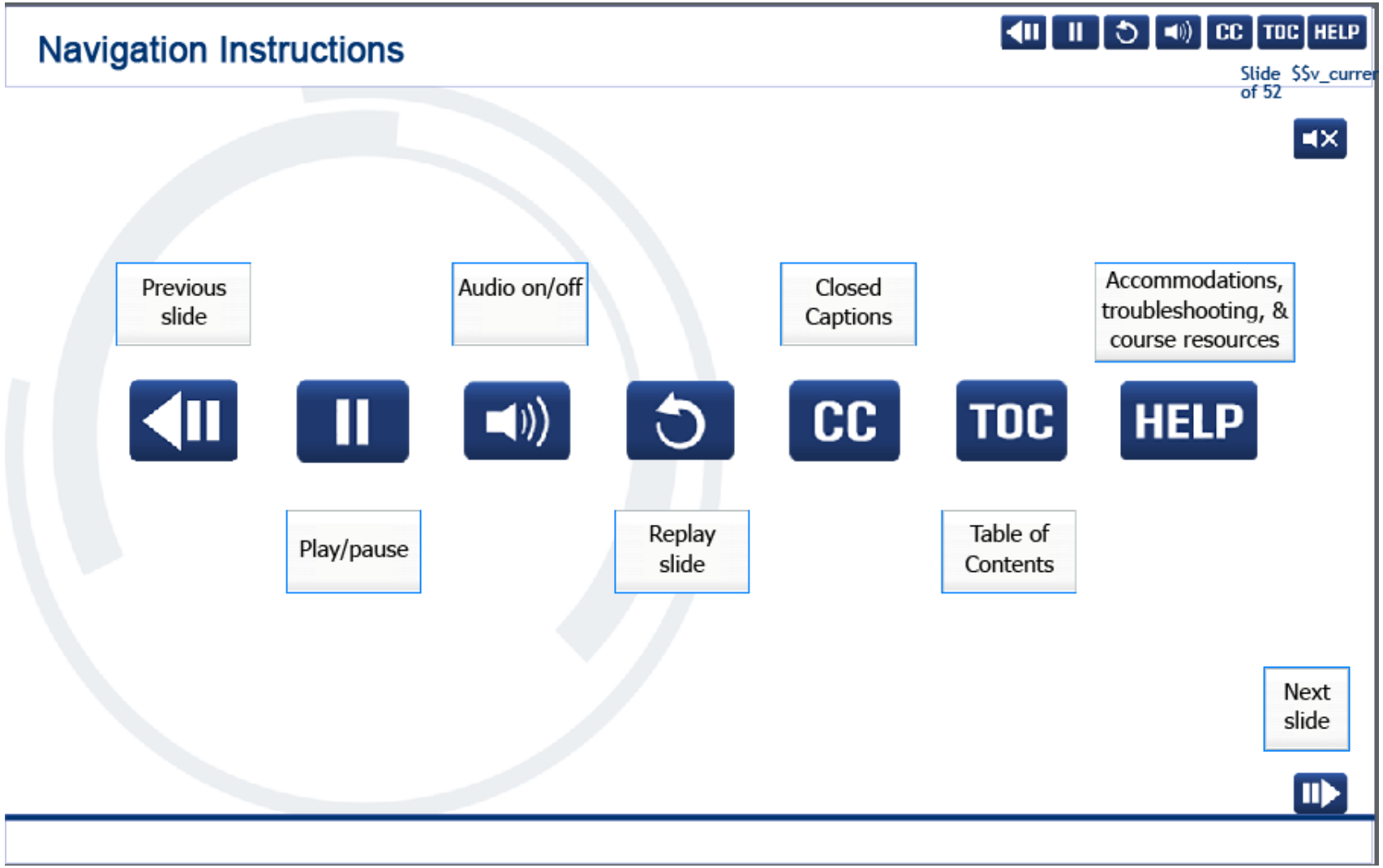
TACS Lead Clerk to Supervisor Course
Module 2: Assessment

TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)

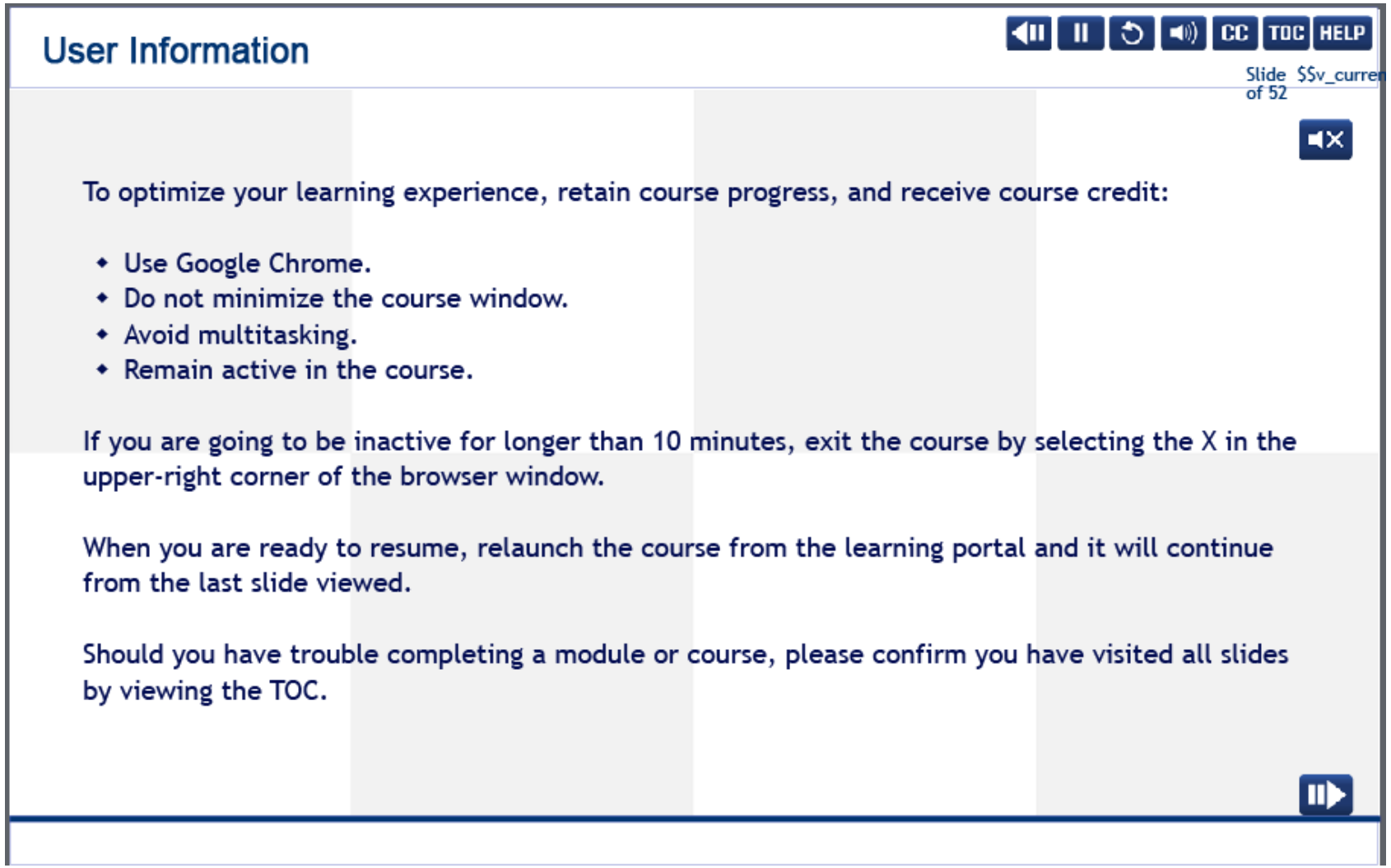
Help


Click Box (100x100)
Accommodations and Support
If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.
If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.
For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.
For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.
The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.
Help page on Blue
Course Resources
Return

Navigation


Navigation Instructions
CC
TOC
HELP
Slide $$v_curre
of 52
Previous slide
Audio on/off
Closed Captions
Accommodations, troubleshooting, & course resources
HELP
Play/pause
Replay slide
Table of Contents
Next slide

User Information



Knowledge Check 1 of 4

Which is **NOT** a valid reason for ordering a Time Badge?

Select the best answer.

A. Duplicate (Works in multiple offices. Sequence number remains the same).

B. Conversion (Non-Career Employee converted to Career Employee. Sequence number remains the same).

C. Lost (Badge cannot be found. Sequence number will change).

D. Replacement (Defective badge. Sequence number remains the same).

Knowledge Check 2 of 3

Where do you activate the Out-of-Schedule (OOS) Premium Indicator?

Select the best answer.

A. Employee Maintenance Module – Daily Schedule Tab.

B. Job Daily Schedule (JDS) – Base or Temporary

C. PS Form 1723 Module.

D. Ps Form 3189 Module.

Knowledge Check 3 of 3

What is the preferred method for employees to transfer work hours?

Select the best answer.

A. Modify the finance number field in the Clock ring Editor.

B. Use the Enterprise Resource Management System.

C. Use the Transfer feature and HEBR and swipe the badge correctly.

D. Use the LTATS module in TACS.

Course Completion

You have completed Module 2: Assessment.

You have now completed the
Time and Attendance Collection System (TACS) Lead Clerk to Supervisor training.

Close this window by selecting Exit or by pressing <Alt> + <F4>.

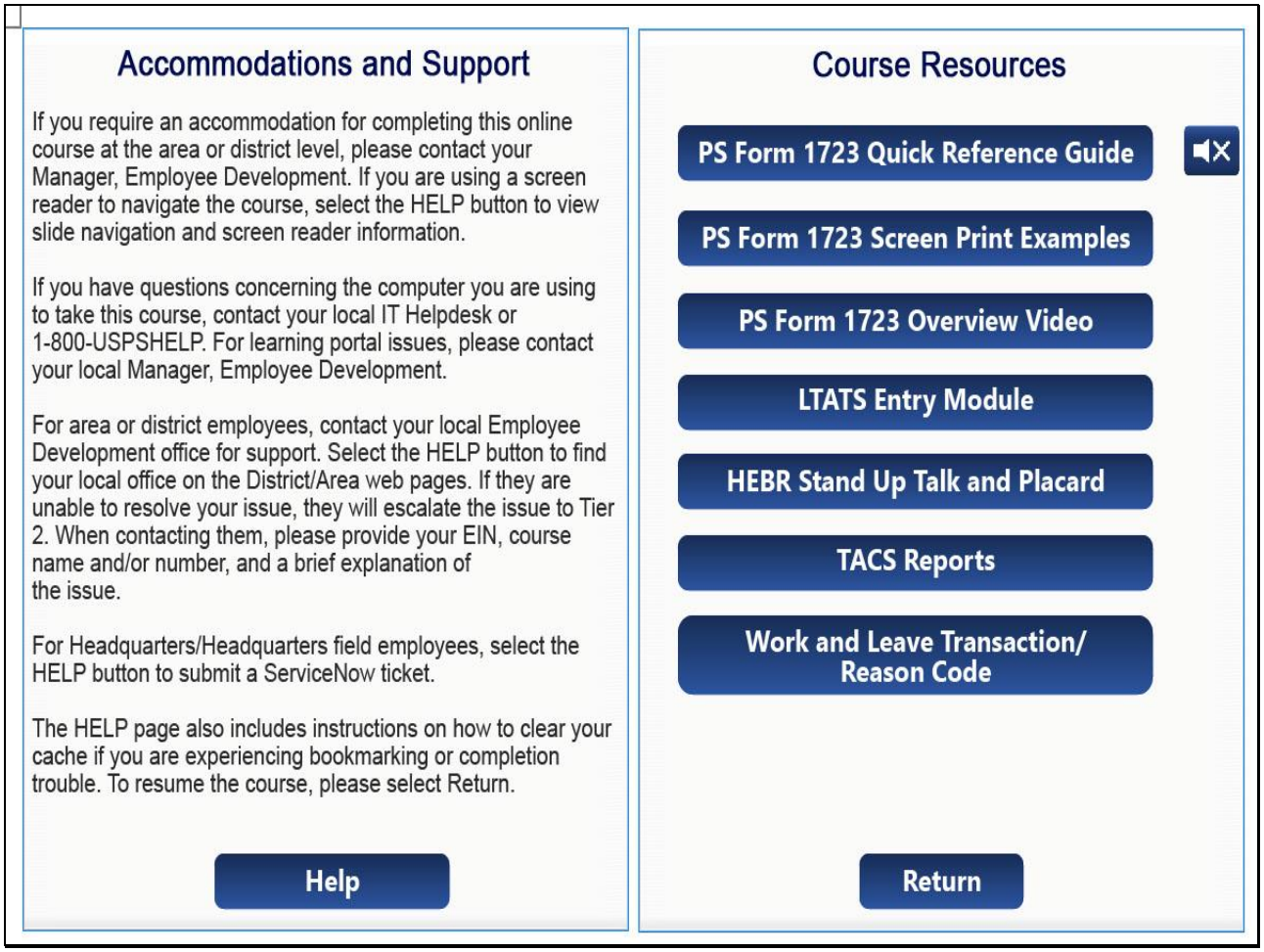
NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s) and the module will complete.

Slide 1 - Welcome

Slide notes

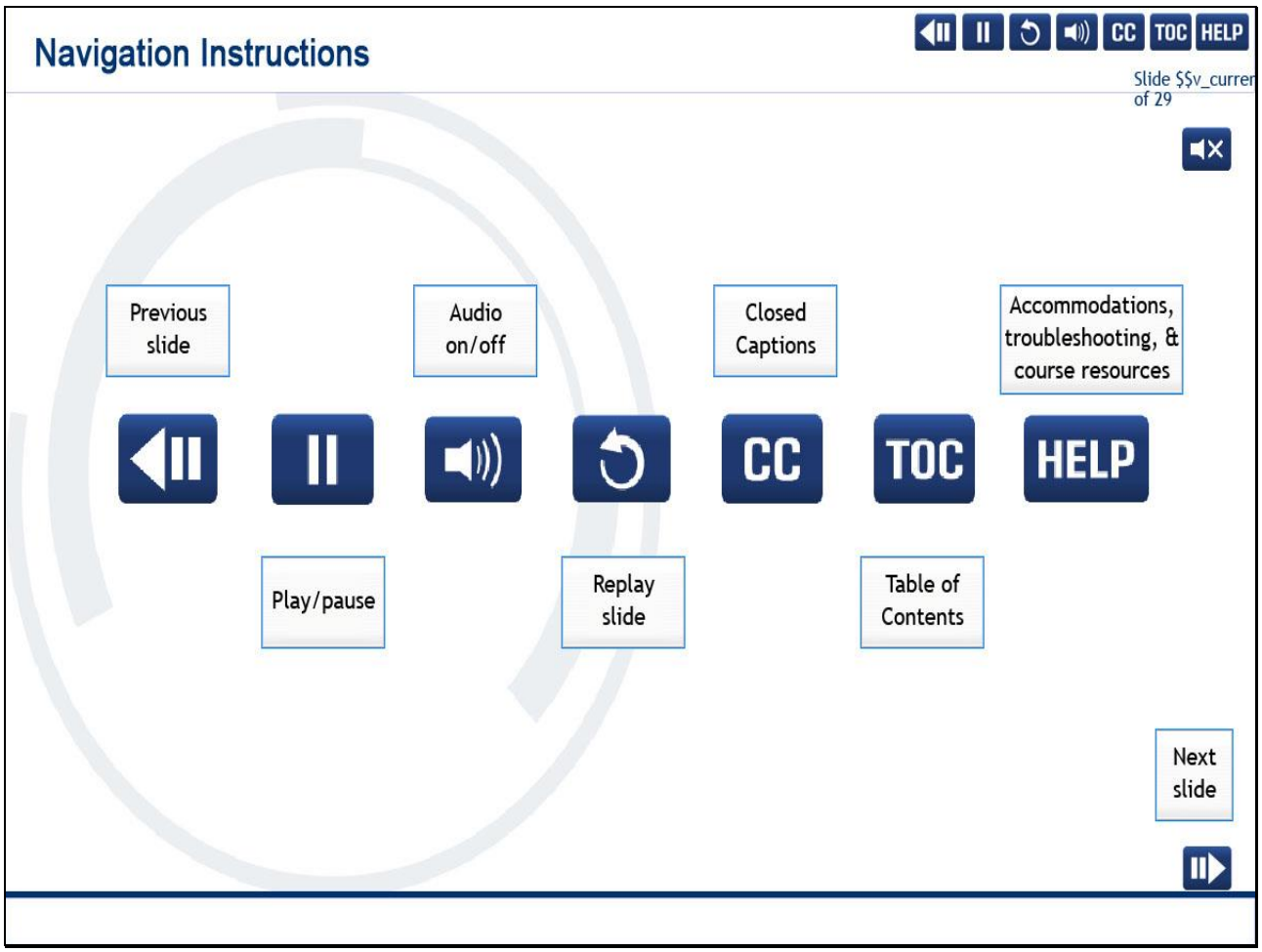
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 1, Logging In and Navigating in TACS.

Slide 2 - Help



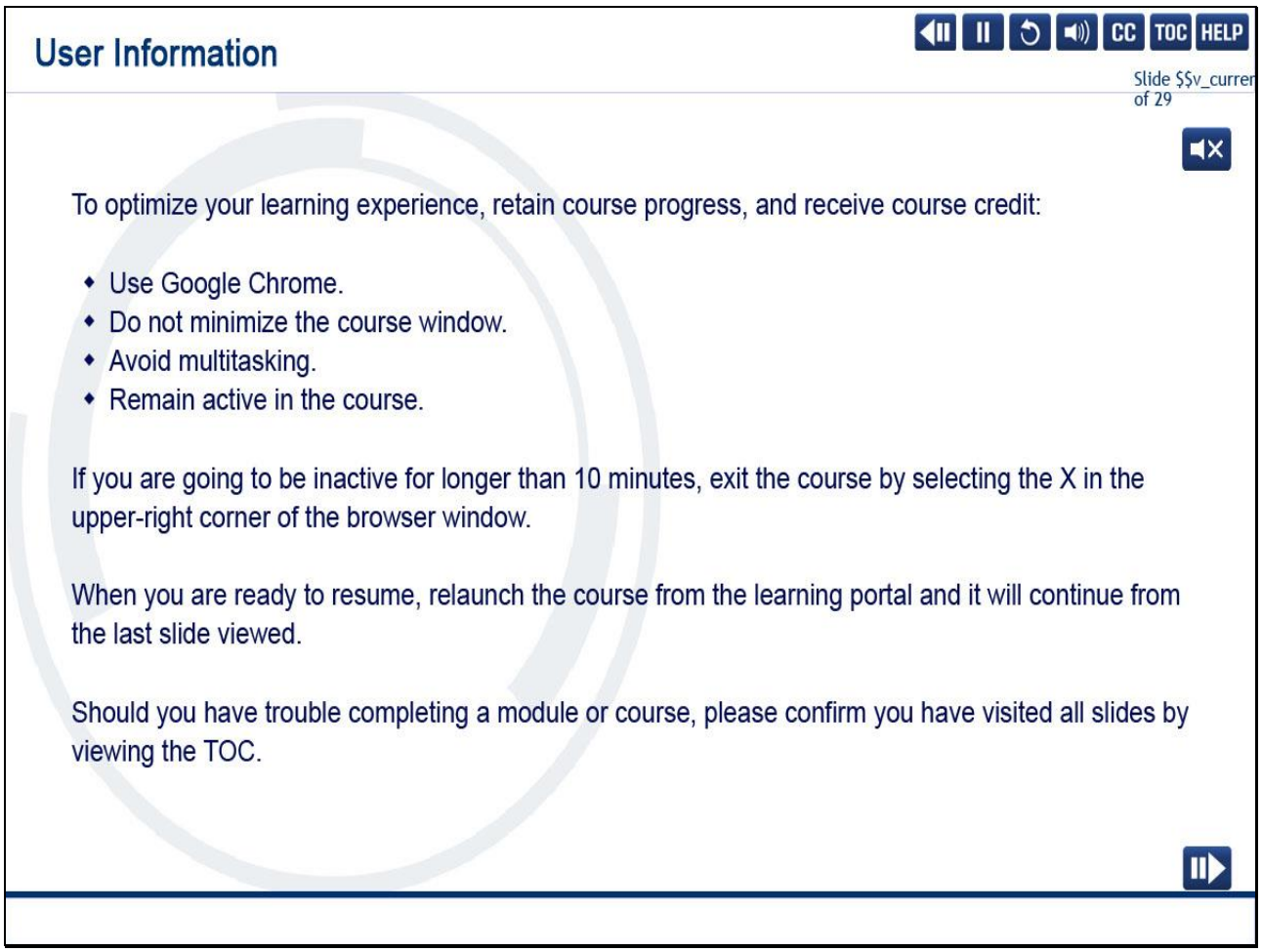
Slide notes

Slide 3 - Navigation Instructions



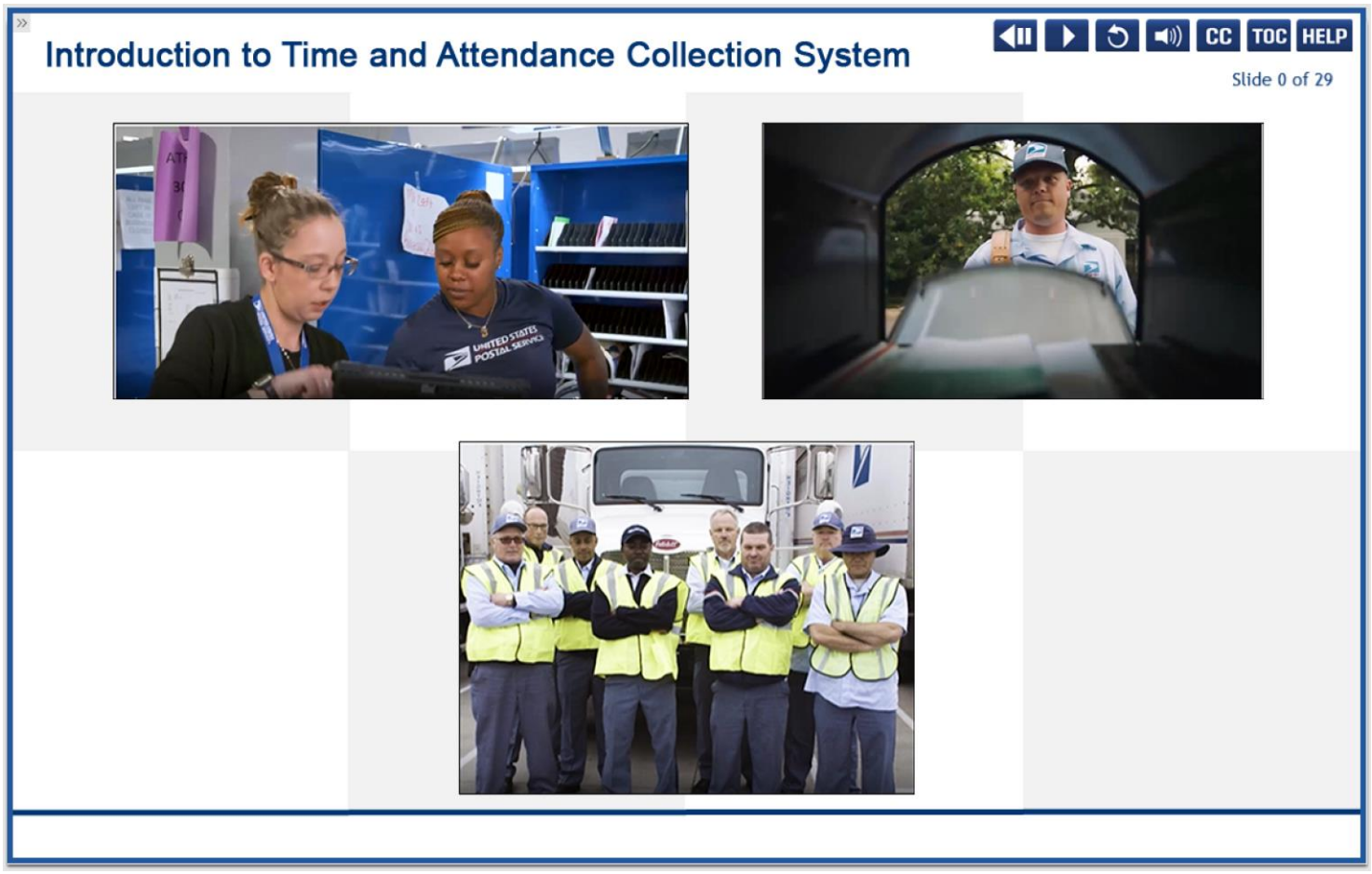
Slide notes

Slide 4 - User Information



Slide notes

Slide 5 - Introduction to Time and Attendance Collection System



Slide notes

The Postal Service is one of the nation’s largest employers.

Every two weeks, Eagan Payroll processes payroll checks for over six hundred thousand employees.

TACS is the web-based application that collects and calculates time for Payroll to pay all employees accurately and timely.

The most common system users and those who benefit the most from this application are postmasters, supervisors,

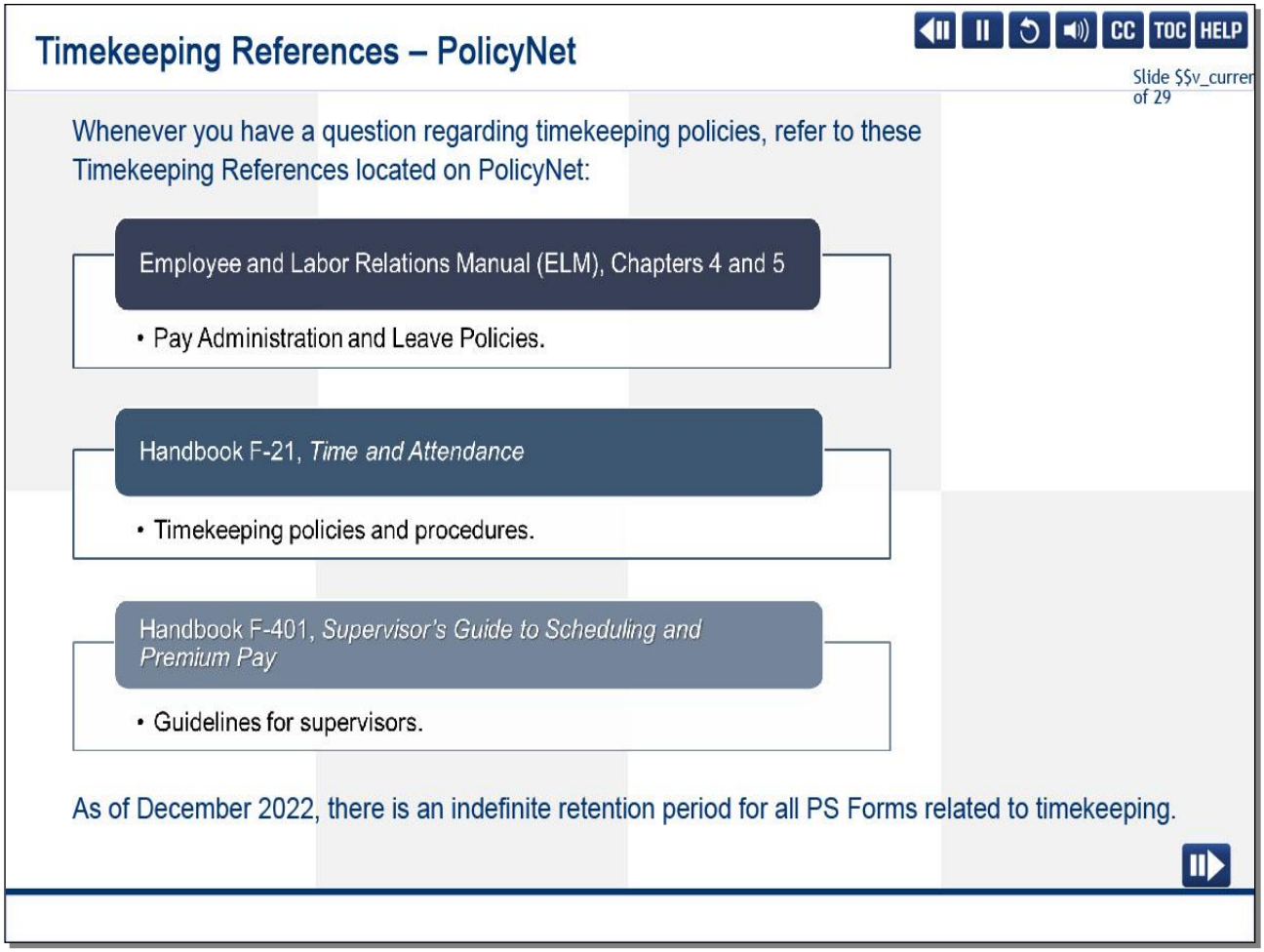
managers, lead clerks, timekeepers, and support personnel.

Access to TACS is restricted.

TACS contains Personally Identifiable Information (PII).

An ACE ID and password are required.

Slide 6 - Timekeeping References – PolicyNet



Slide notes

This course is designed to provide basic information on how to navigate in TACS.

It is not a timekeeping policy course.

Whenever you have a question regarding timekeeping policies, refer to these Timekeeping References located on PolicyNet:

Employee and Labor Relations Manual (ELM), Chapters 4 and 5, which outline pay administration and leave Policies,

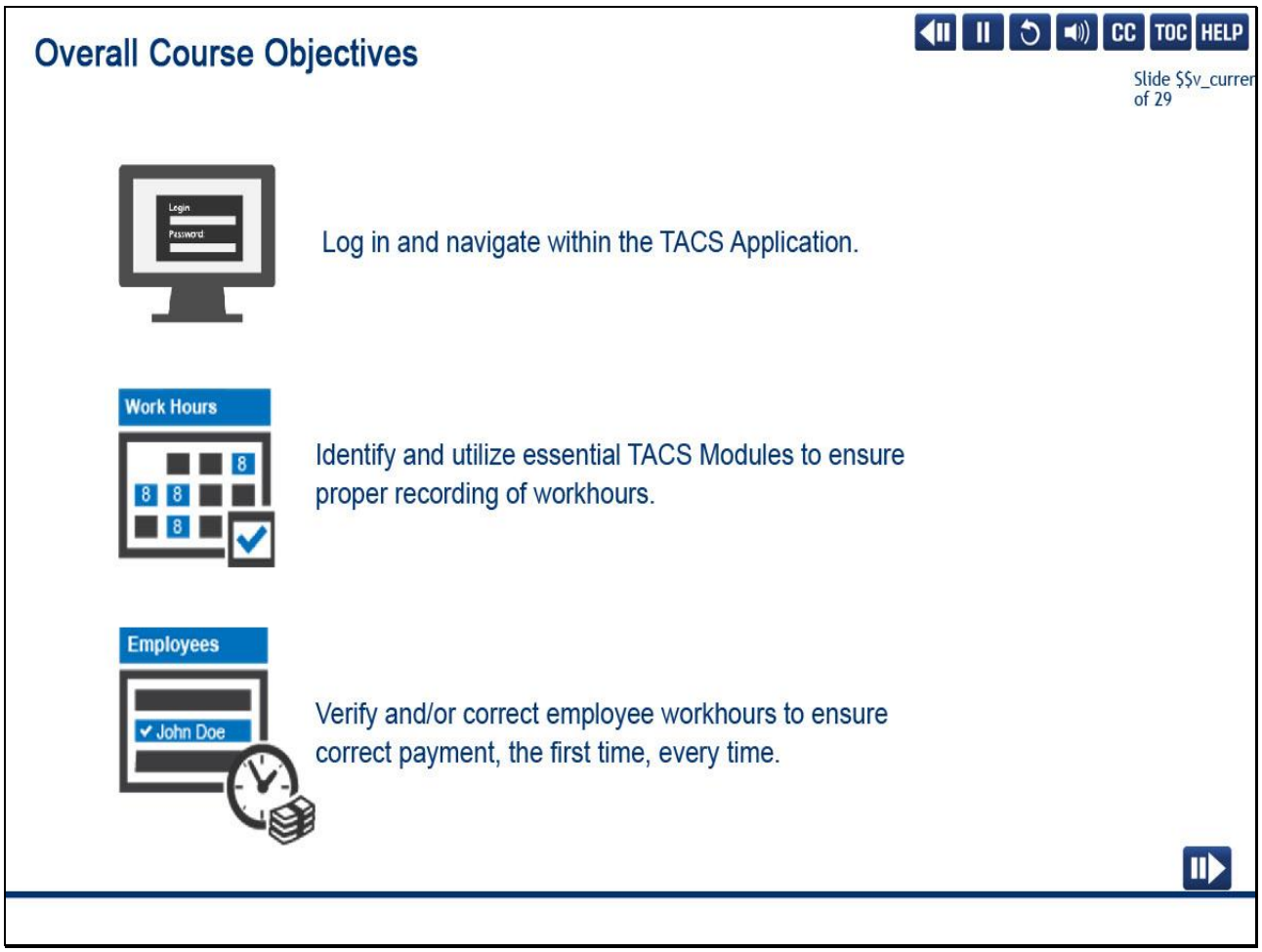
Handbook F-21, *Time and Attendance*, which details timekeeping policies and procedures,

and Handbook F-401, *Supervisor's Guide to Scheduling and Premium Pay*, which provides guidelines for supervisors.

As of December 2022, PS Forms addressed in this course are under indefinite litigation hold.

Therefore, all payroll forms must be locally retained until further notice.

Slide 7 - Overall Course Objectives



Slide notes

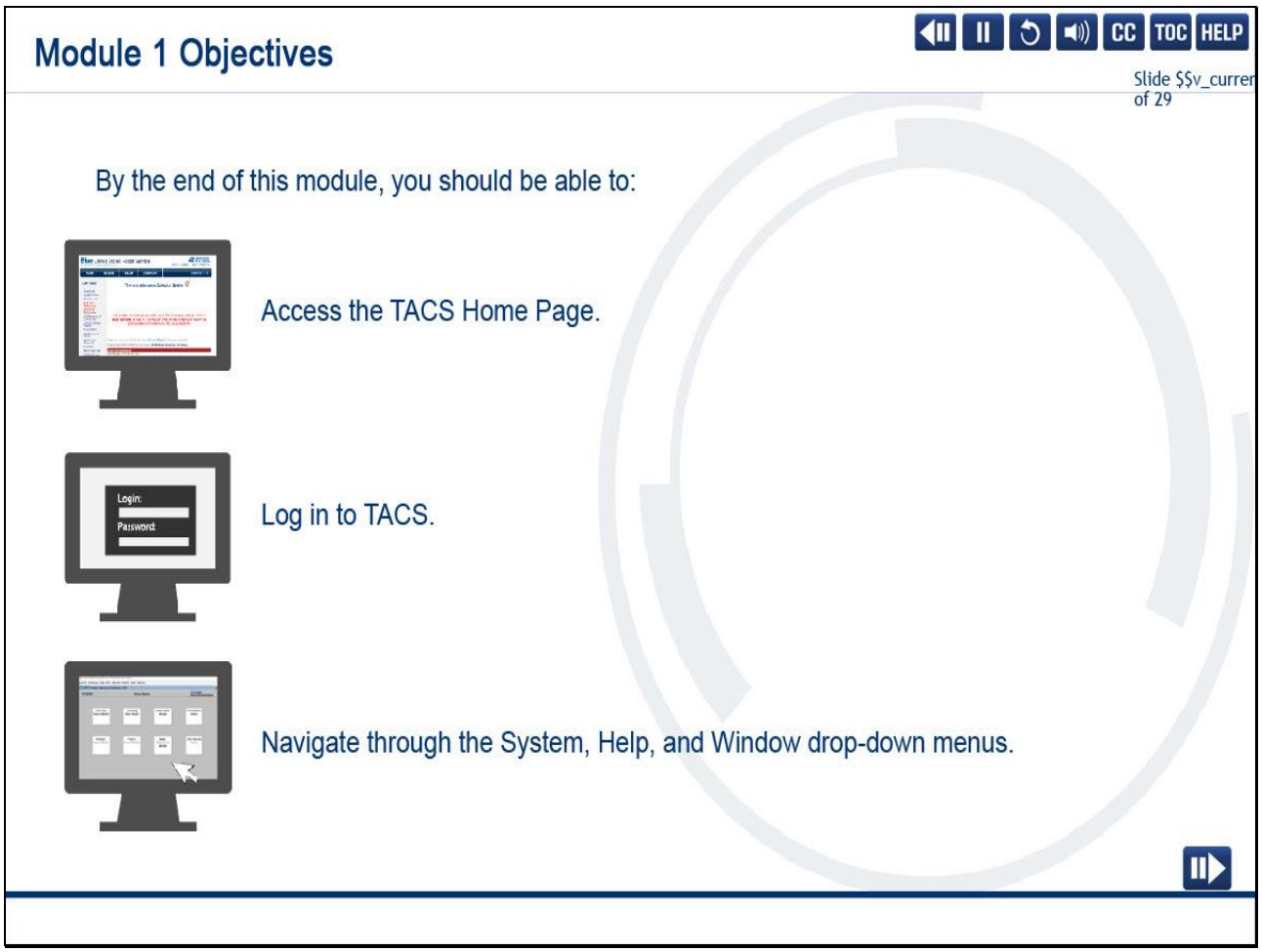
This course is comprised of eight modules, each with its own set of objectives, knowledge checks, and activities.

Upon completion of this course, you should be able to log in and navigate within the TACS application,

identify and utilize essential TACS modules to ensure proper recording of work hours,

and verify and correct employee workhours to ensure correct payment, the first time, every time.

Slide 8 - Module 1 Objectives



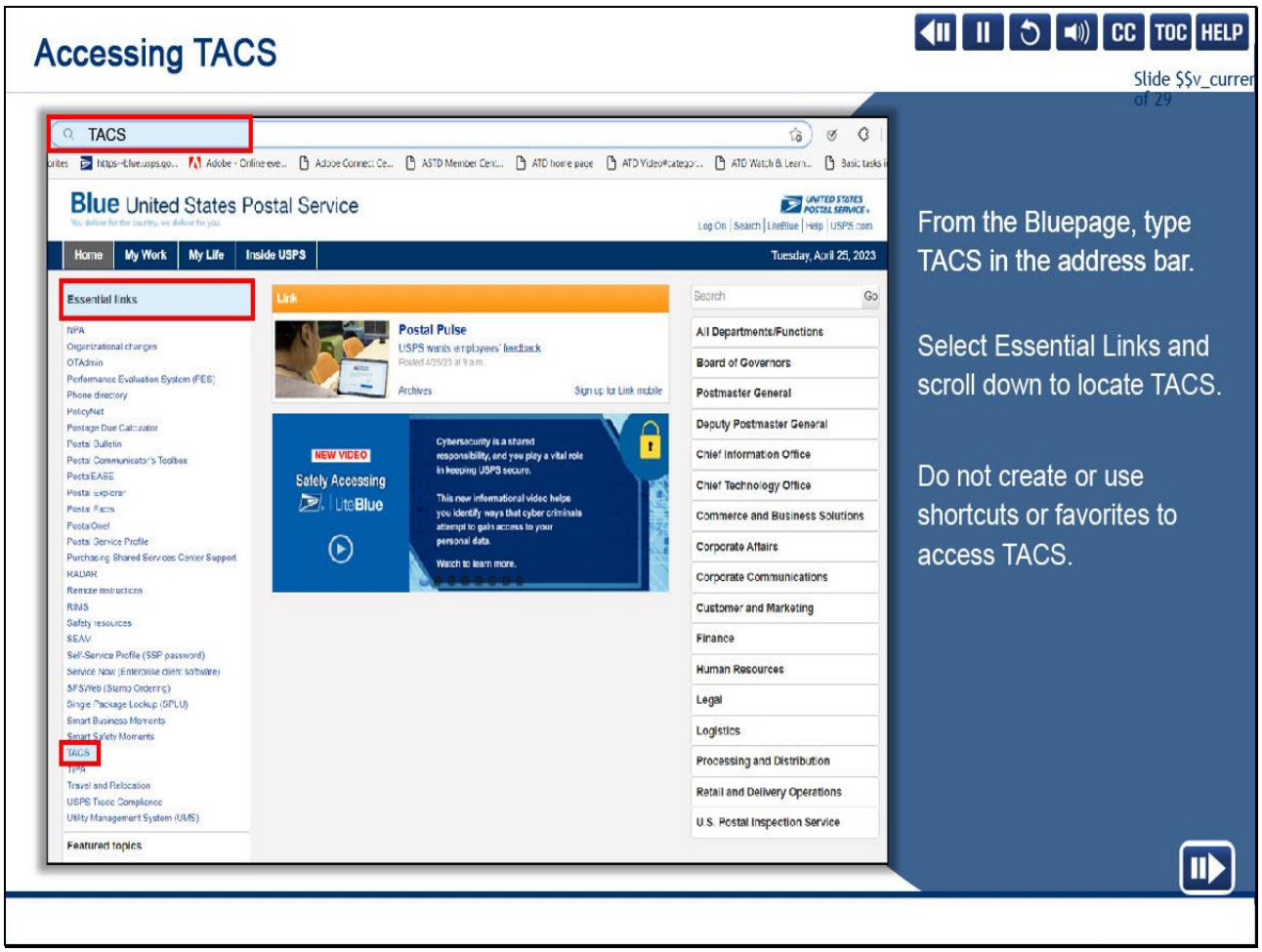
Slide notes

We will start with the Module 1 Objectives.

By the end of this module, you should be able to

access the TACS Home Page, log in to TACS, and navigate through the System, Help, and Window drop-down menus.

Slide 9 - Accessing TACS



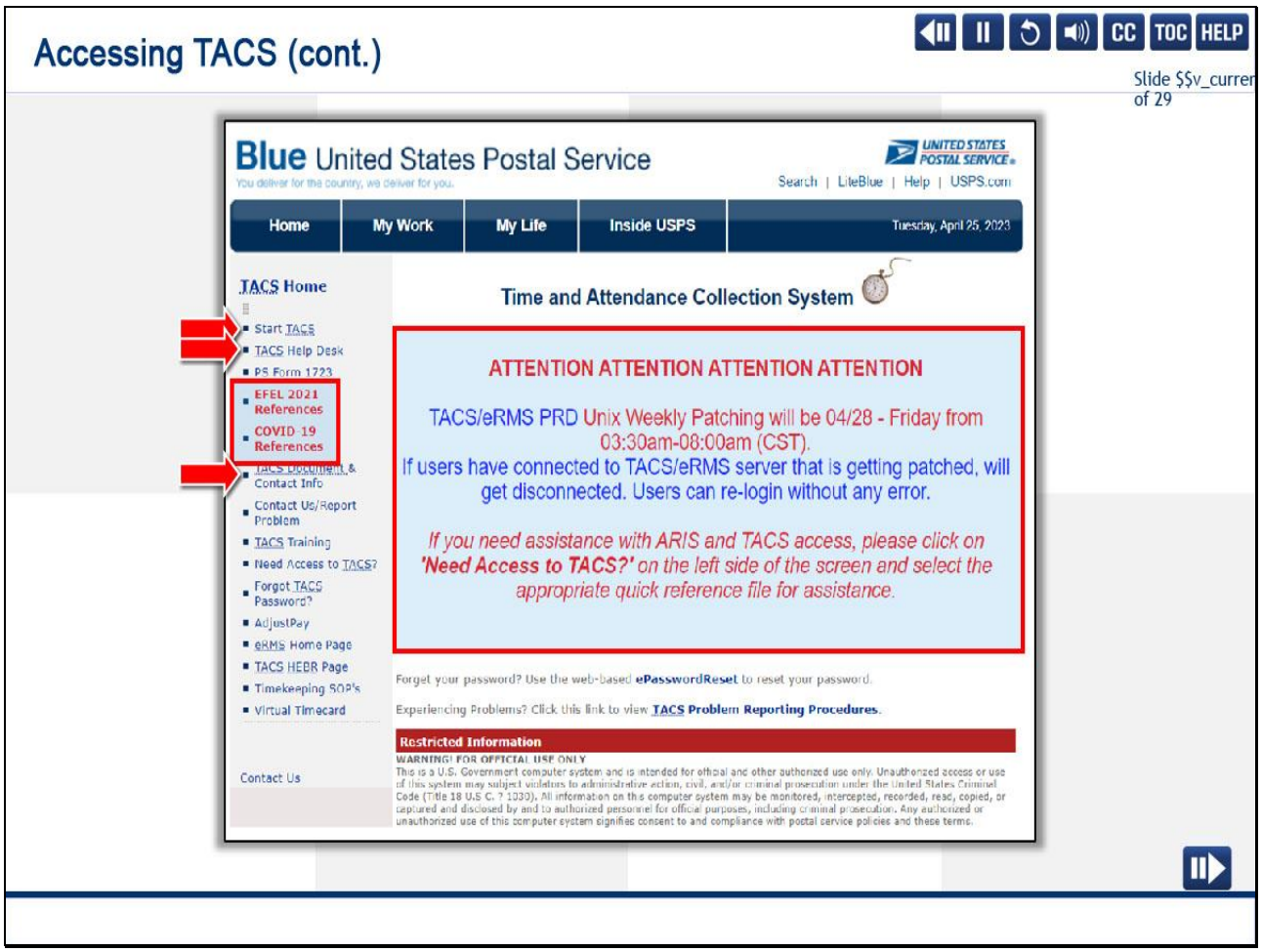
Slide notes

To access TACS, access the Bluepage and type TACS in the address bar.

Alternatively, you may select Essential Links on the upper left side of the Bluepage home screen and scroll down to the bottom of the list to locate TACS.

Do not use shortcuts or favorites to access TACS.

Slide 10 - Accessing TACS (cont.)



Slide notes

The TACS home page contains many helpful links.

We will only focus on three main links: Start TACS, TACS Help Desk, and TACS Document and Contact Information.

Start TACS routes you to the TACS Login screen.

This is the link you will use to access the application.

TACS Help Desk provides links to step-by-step resources for various TACS modules.

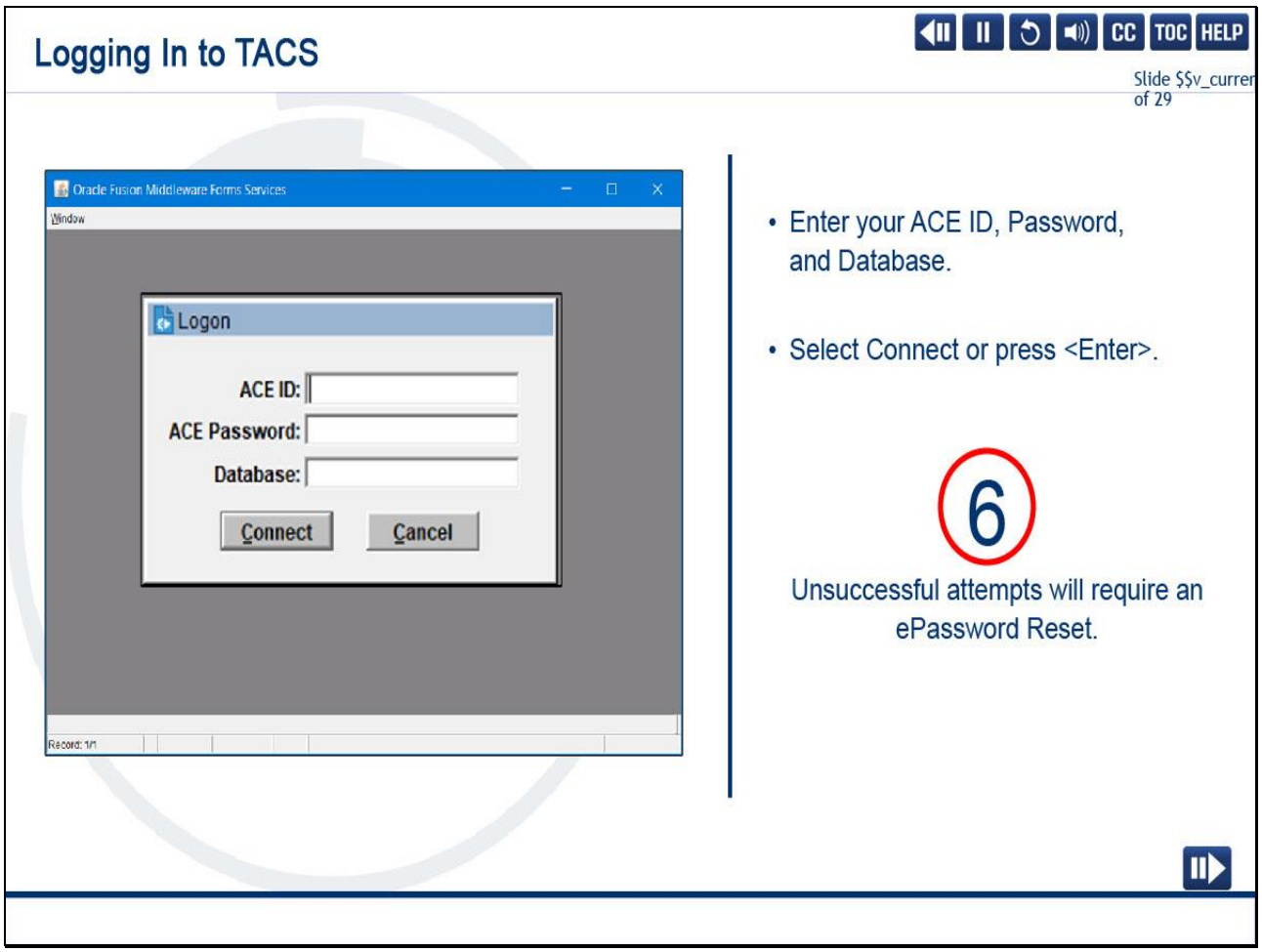
TACS Documents and Contact Info routes you to the Time and Attendance Compliance Specialist web page.

There you will find a contact list and other helpful links.

Special Payroll messages are on the TACS home page.

Links bulleted in red could change at any time to reflect special timekeeping programs, such as COVID-19.

Slide 11 - Logging In to TACS

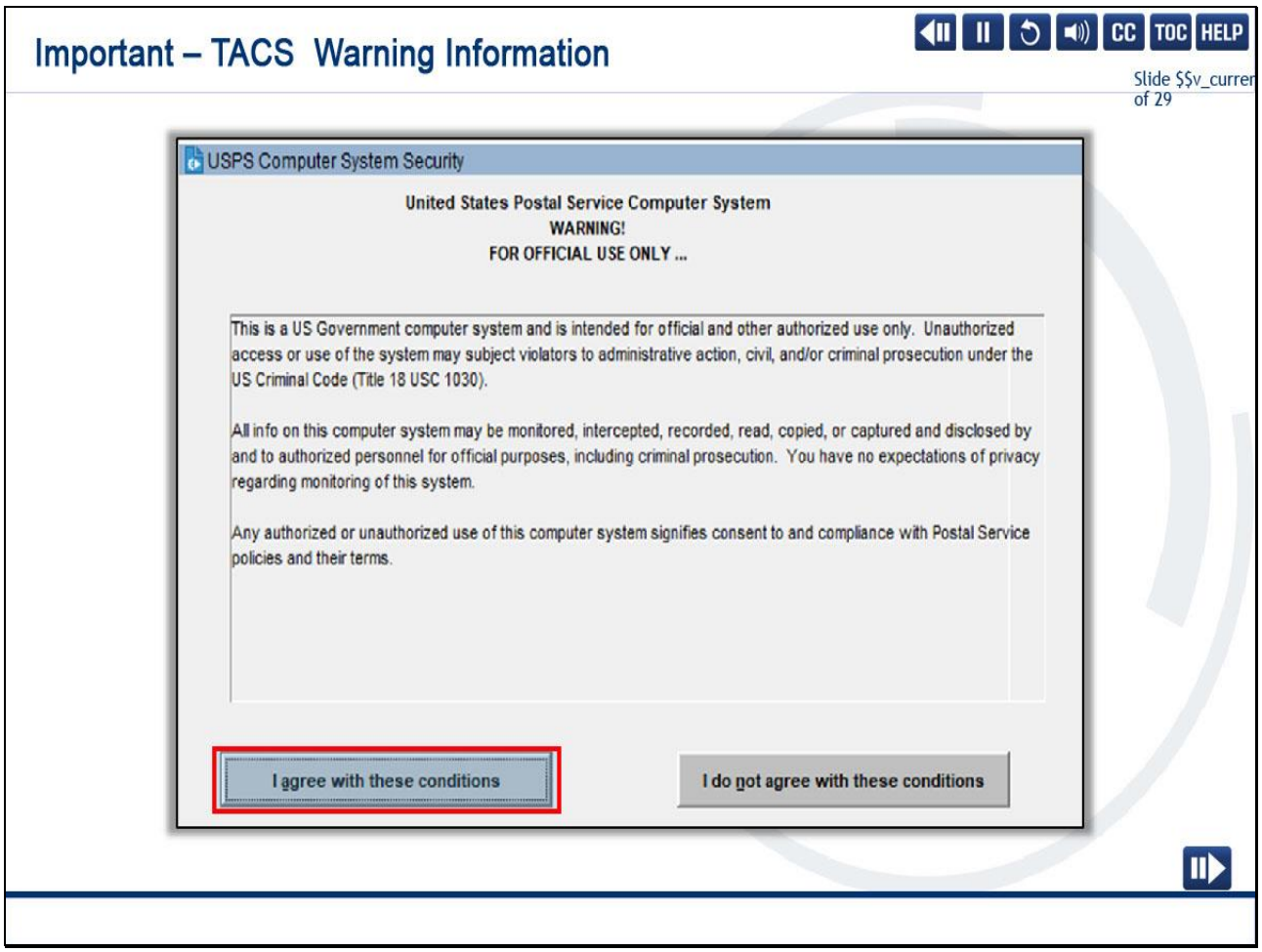


Slide notes

To log in, enter your ACE ID, password, and database and select the Connect button or press <Enter> on your keyboard.

Six unsuccessful attempts to log in will require you to use ePassword Reset to unlock or change your password.

Slide 12 - Important – TACS Warning Information



Slide notes

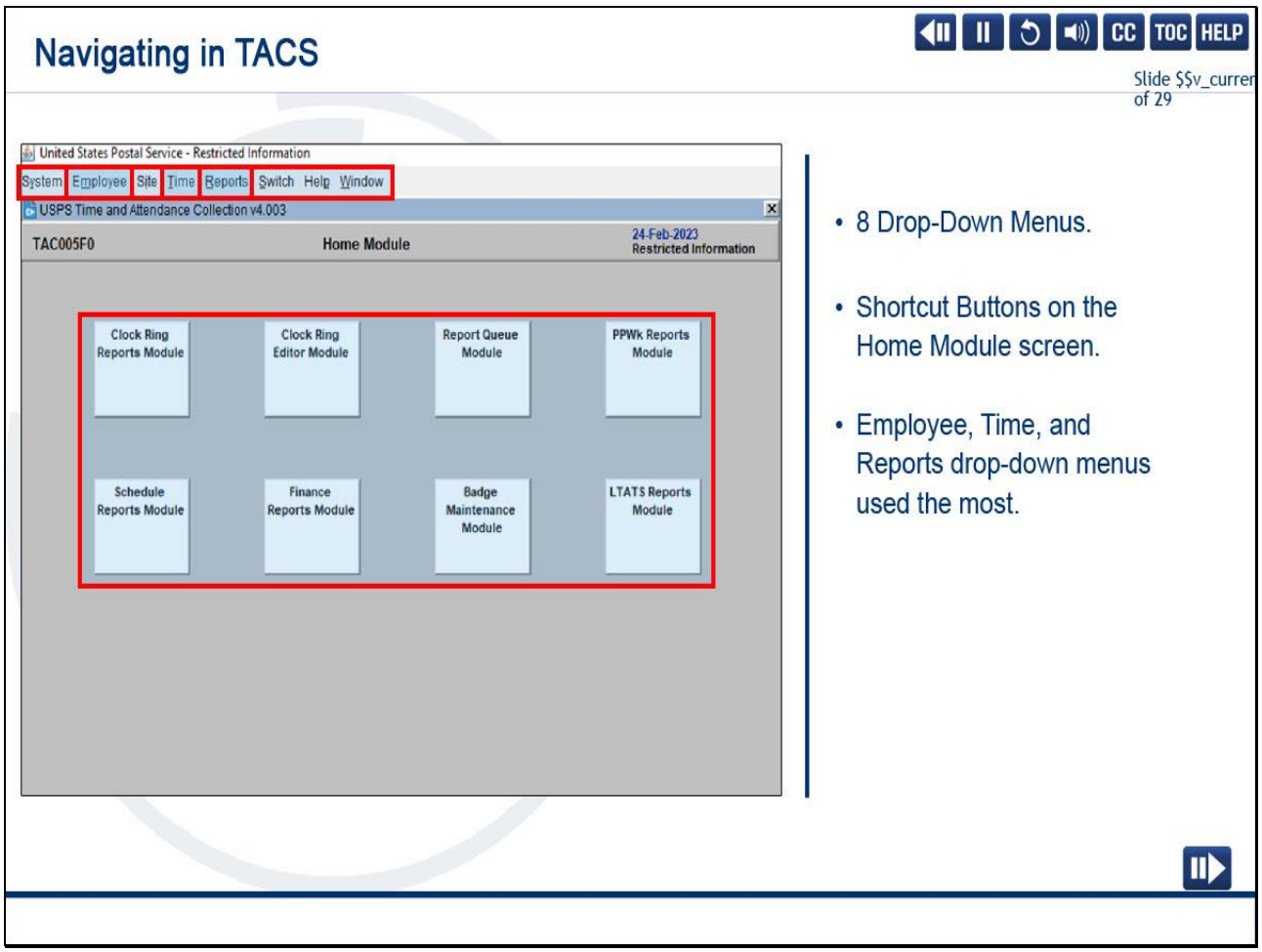
TACS users have no expectation of privacy.

Use of the TACS application signifies your consent to and compliance with postal policies.

Any entries or deletions made in the system can be tracked using your ACE ID.

To continue, you must agree with the TACS warning statement.

Slide 13 - Navigating in TACS



Slide notes

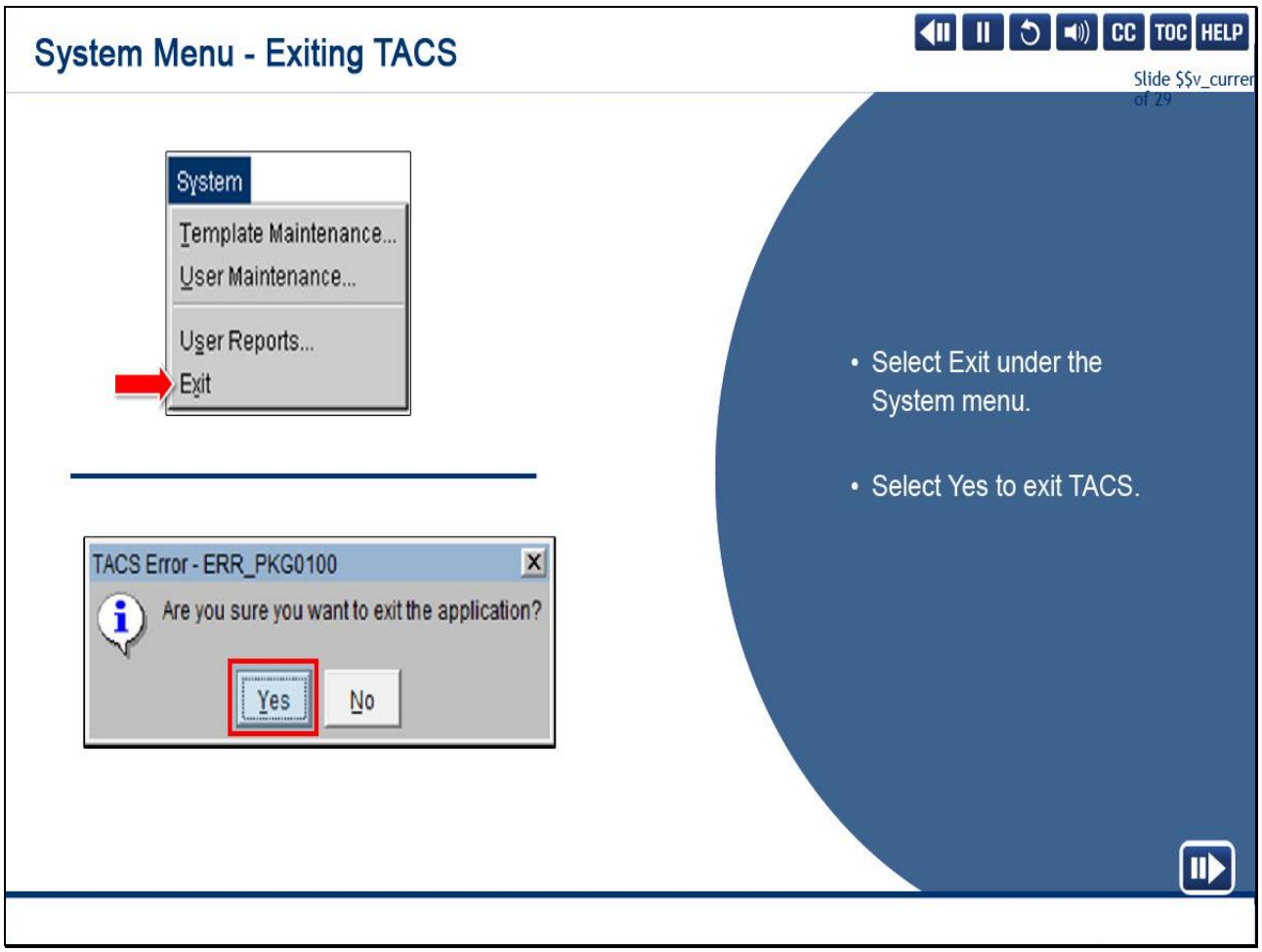
There are two preferred ways to navigate in TACS:

using the eight drop-down menus or the shortcut buttons on the Home Module screen.

Most of your time will be spent in the Employee, Time, and Reports drop-down menus.

Each of these drop-down menus will be covered in later modules, so we will begin by reviewing the other areas where you will have access.

Slide 14 - System Menu - Exiting TACS



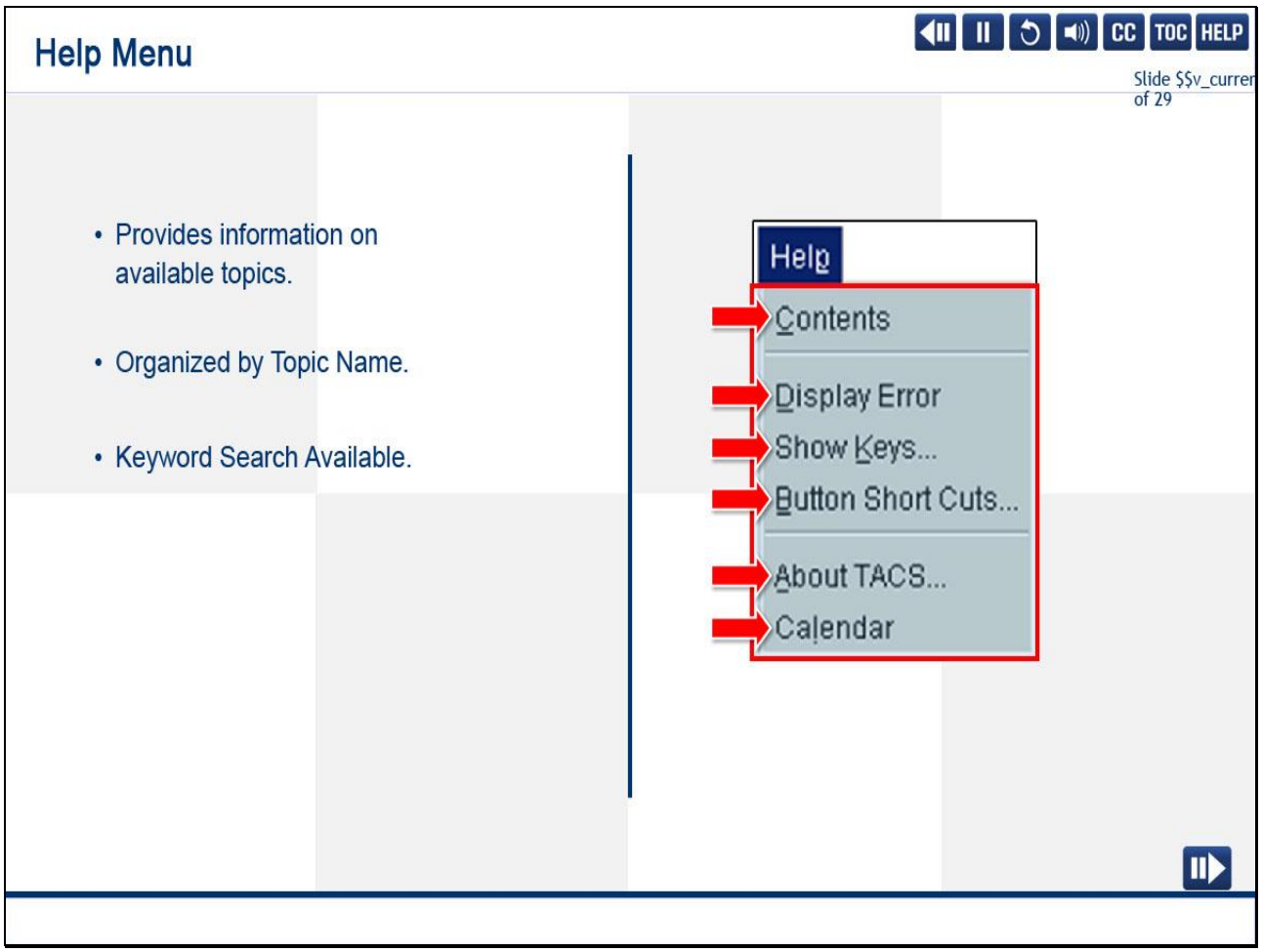
Slide notes

The Exit feature can be found under the System Menu.

This is the appropriate way of exiting TACS.

You must select Yes to continue your exit of the system.

Slide 15 - Help Menu



Slide notes

Use the Help Menu as your first recourse to find an answer to a TACS question.

The Help Menu provides information on available topics, is organized by topic name, and allows the ability to search by keyword.

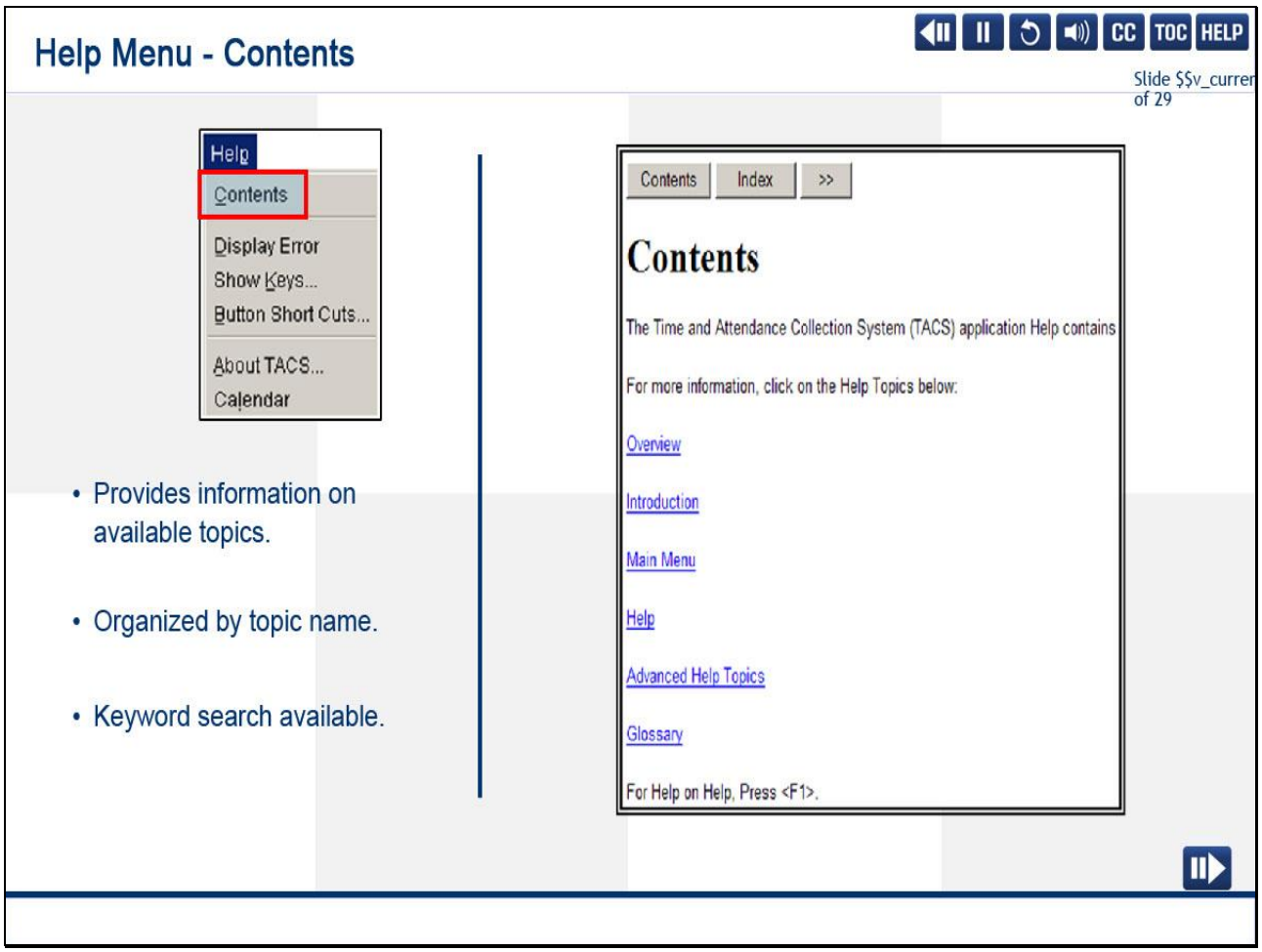
When you select Help, a drop-down appears with the following selections:

Contents, Display Error, Show Keys, Button Short Cuts, About TACS, and Calendar.

Help is a performance support system.

Its sole purpose is to help you do your job.

Slide 16 - Help Menu - Contents

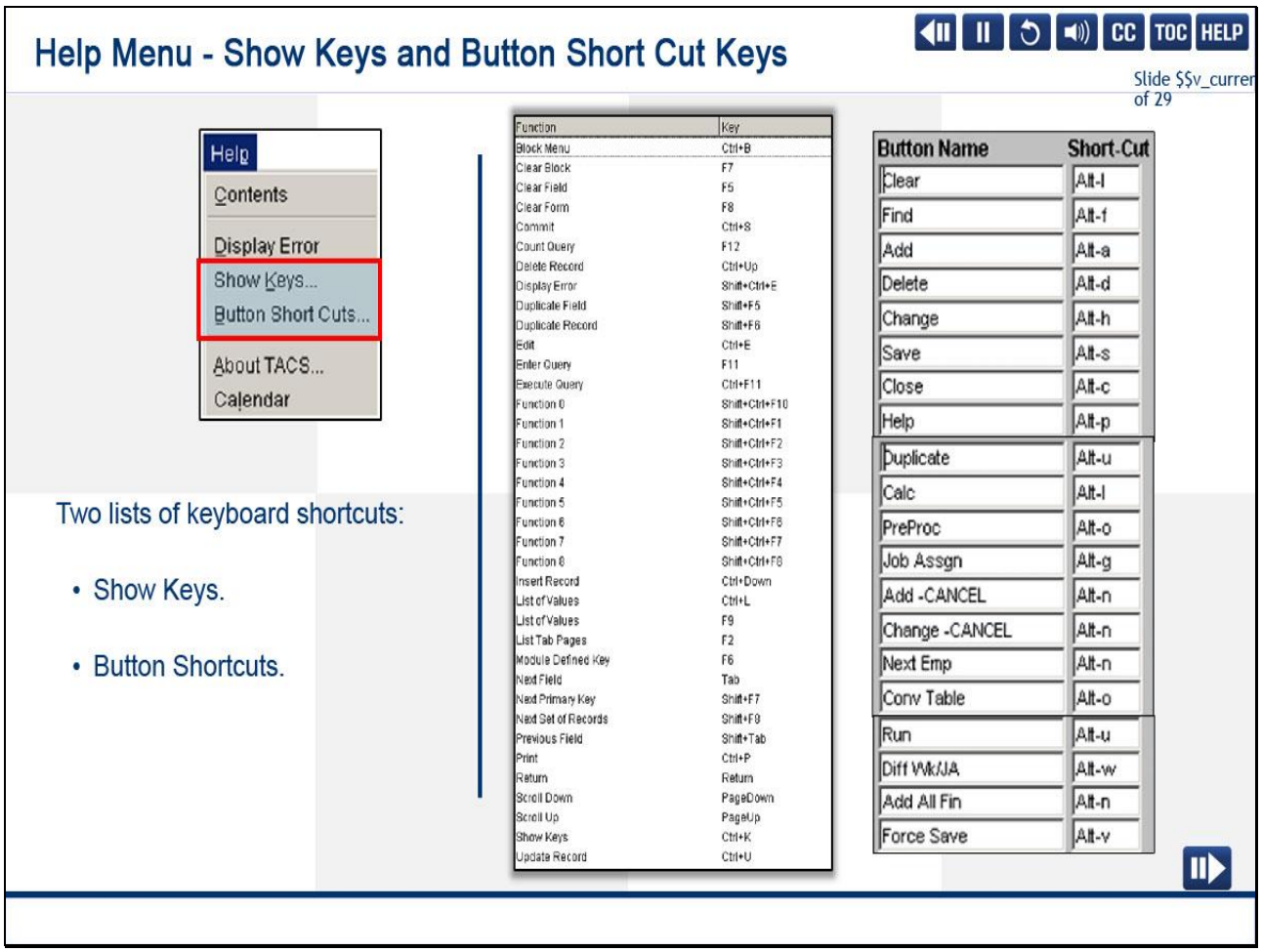


Slide notes

Contents provides information on all available topics and is arranged in order by topic name.

You can also search by keyword or topic.

Slide 17 - Help Menu - Show Keys and Button Short Cut Keys



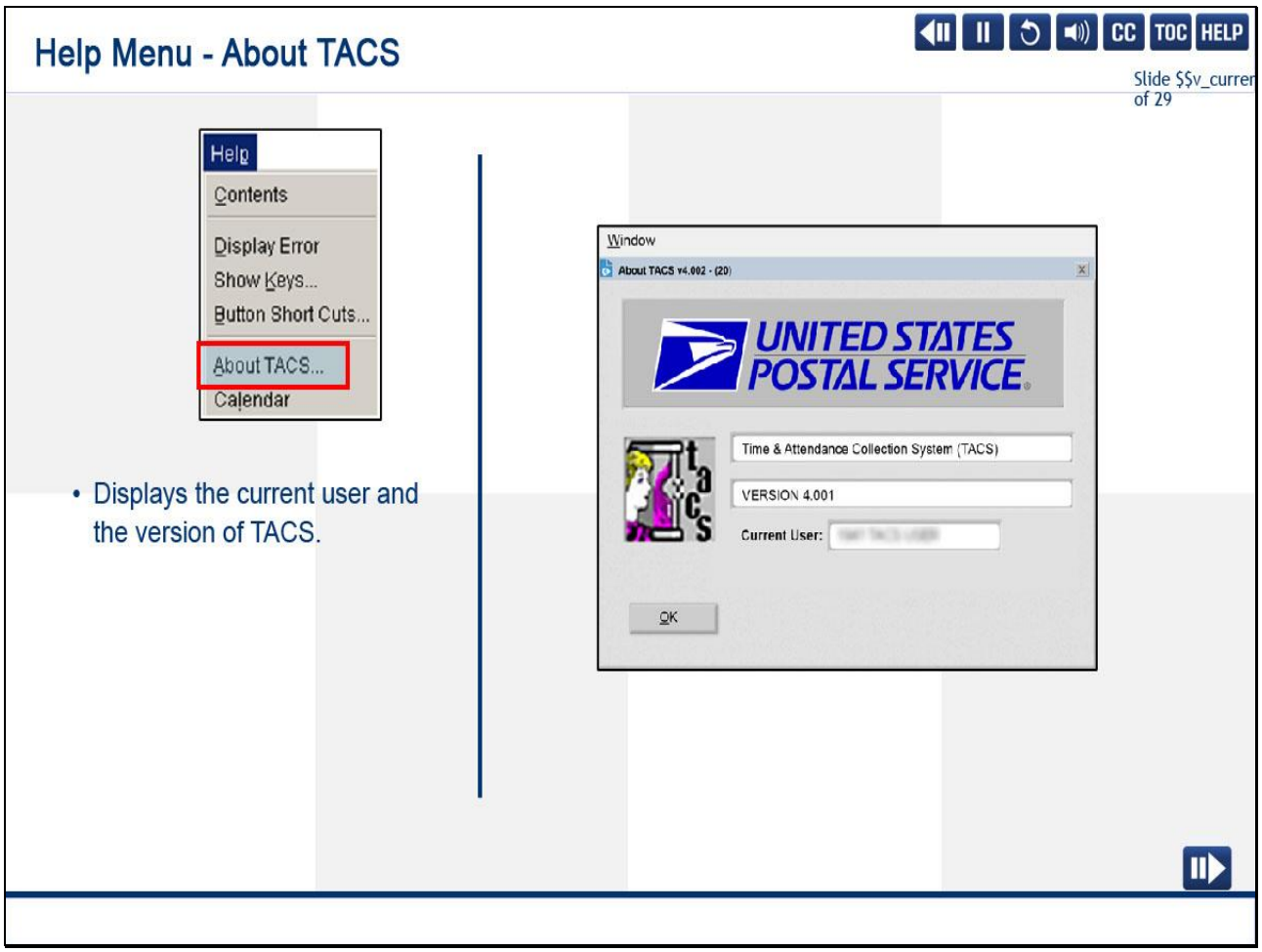
Slide notes

Two lists of keyboard shortcuts are located within the TACS Help drop-down menu.

They are Show Keys and Button Shortcuts.

Show Keys and Button Short Cuts provide a list of keystrokes for those who prefer those methods over the mouse.

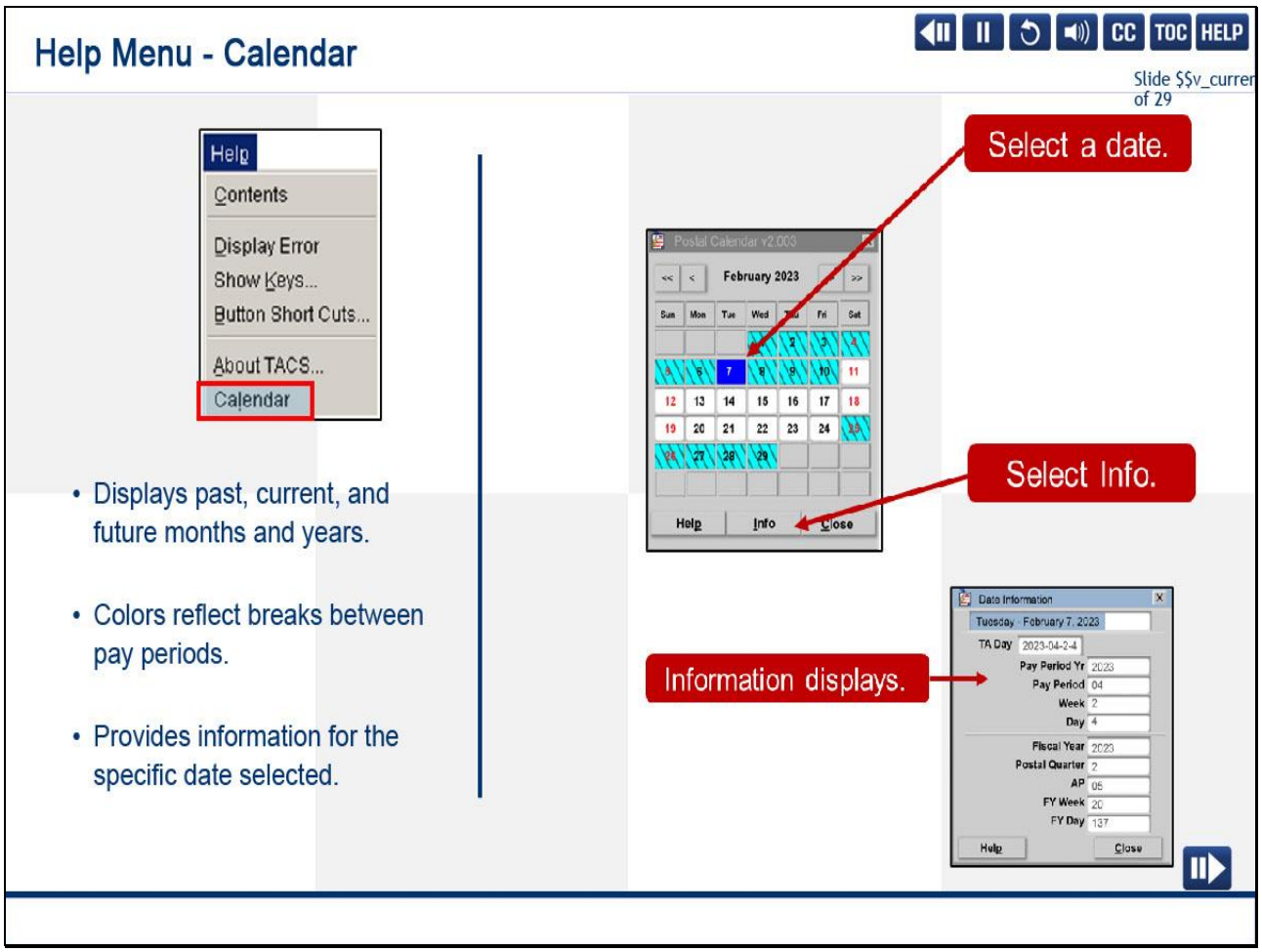
Slide 18 - Help Menu - About TACS



Slide notes

About TACS displays the current user and the version of TACS.

Slide 19 - Help Menu - Calendar



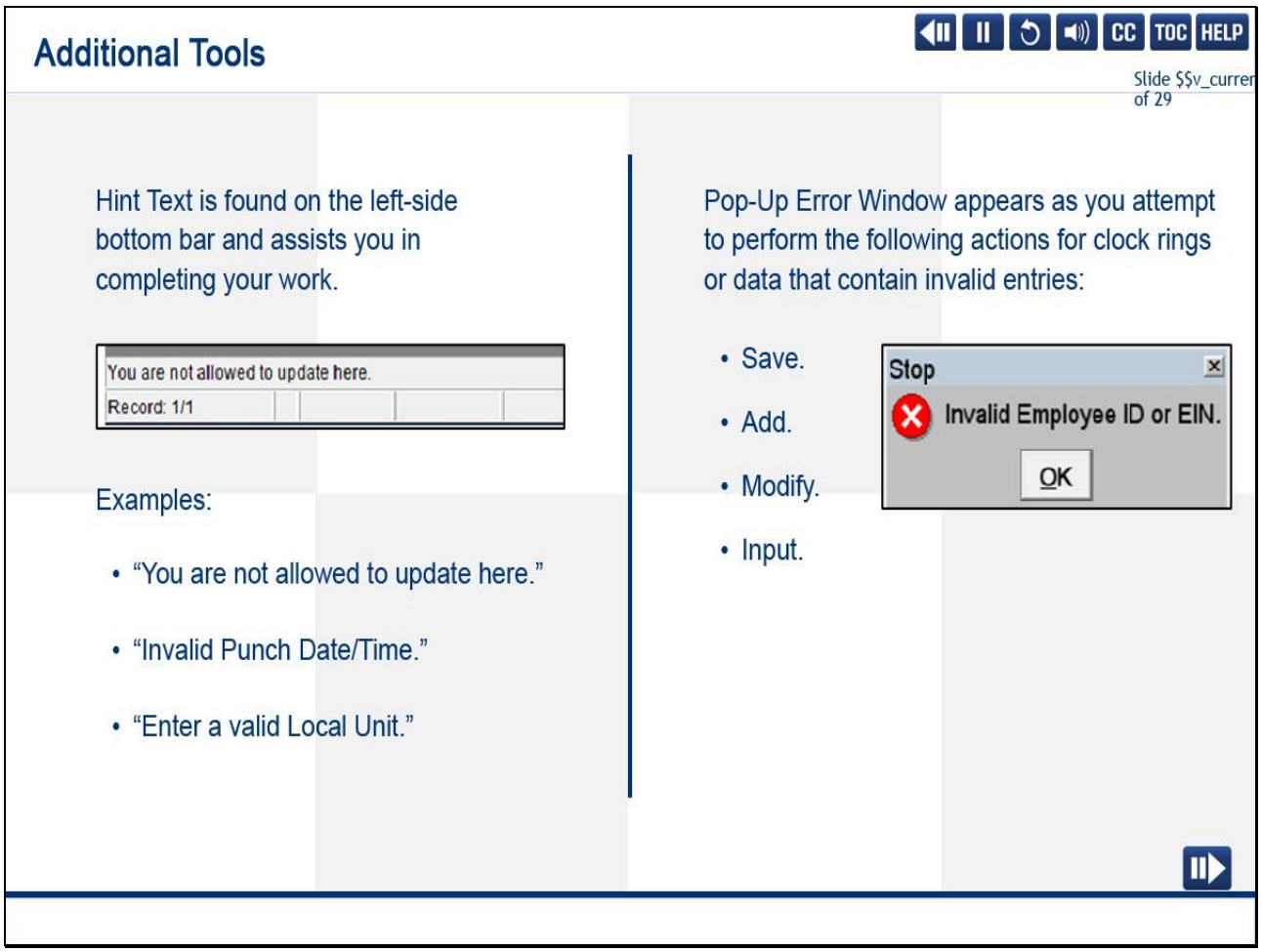
Slide notes

When selected, a calendar appears in a new window that displays past, current, and future months and years.

Colors reflect breaks between pay periods.

If you select a specific date and then the Info button, a new window provides additional information relative to that specific date.

Slide 20 - Additional Tools



Slide notes

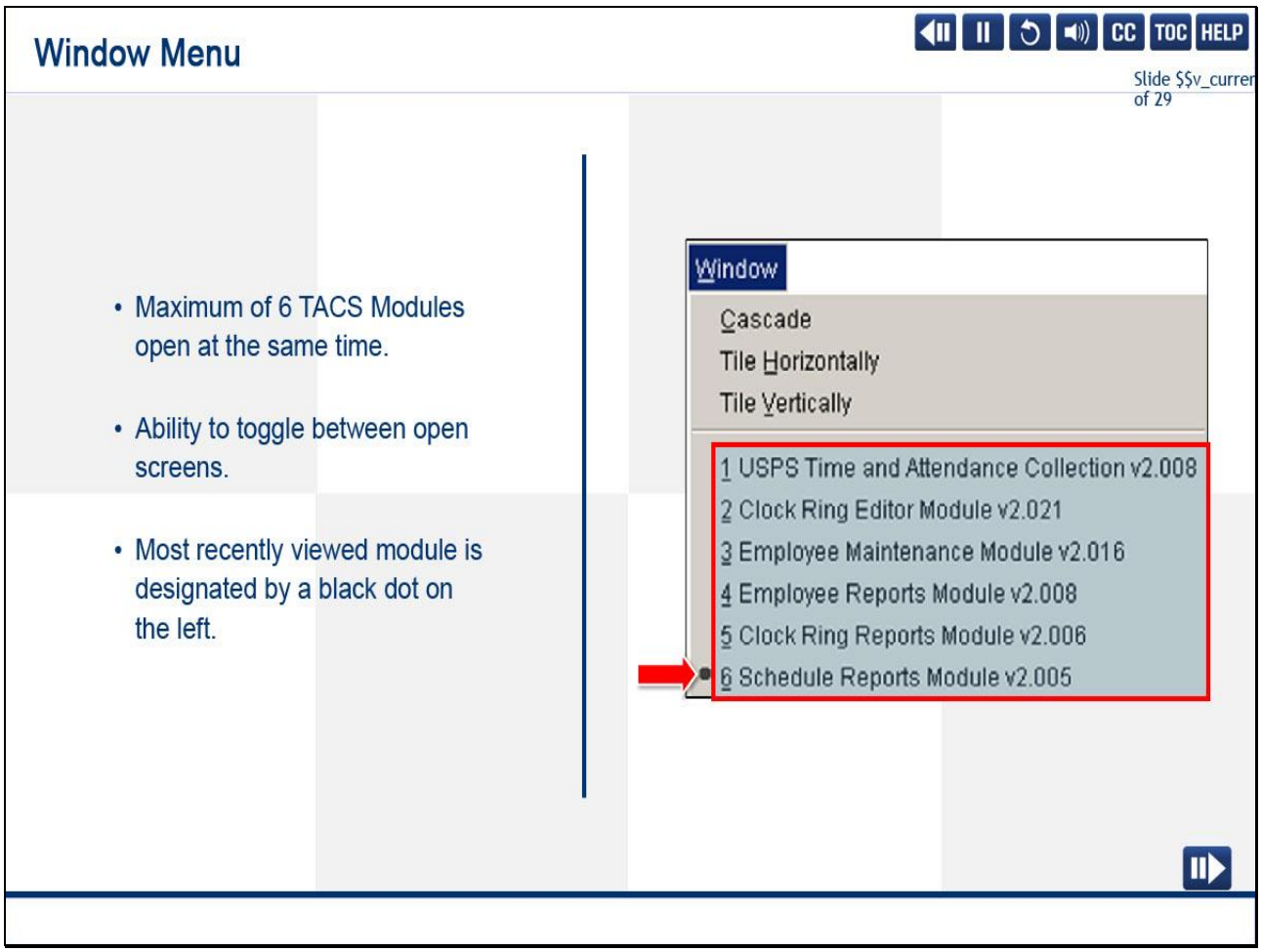
Hint Text and Pop-Up Error Windows are additional tools to help you.

Hint Text is displayed automatically on the left side of the bottom bar when the application detects that you have removed

a required field or are attempting to update a locked field that cannot be modified.

A Pop-Up Error Window appears as you attempt to perform save, add, modify, or input actions for clock rings or data that contain invalid entries.

Slide 21 - Window Menu



Slide notes

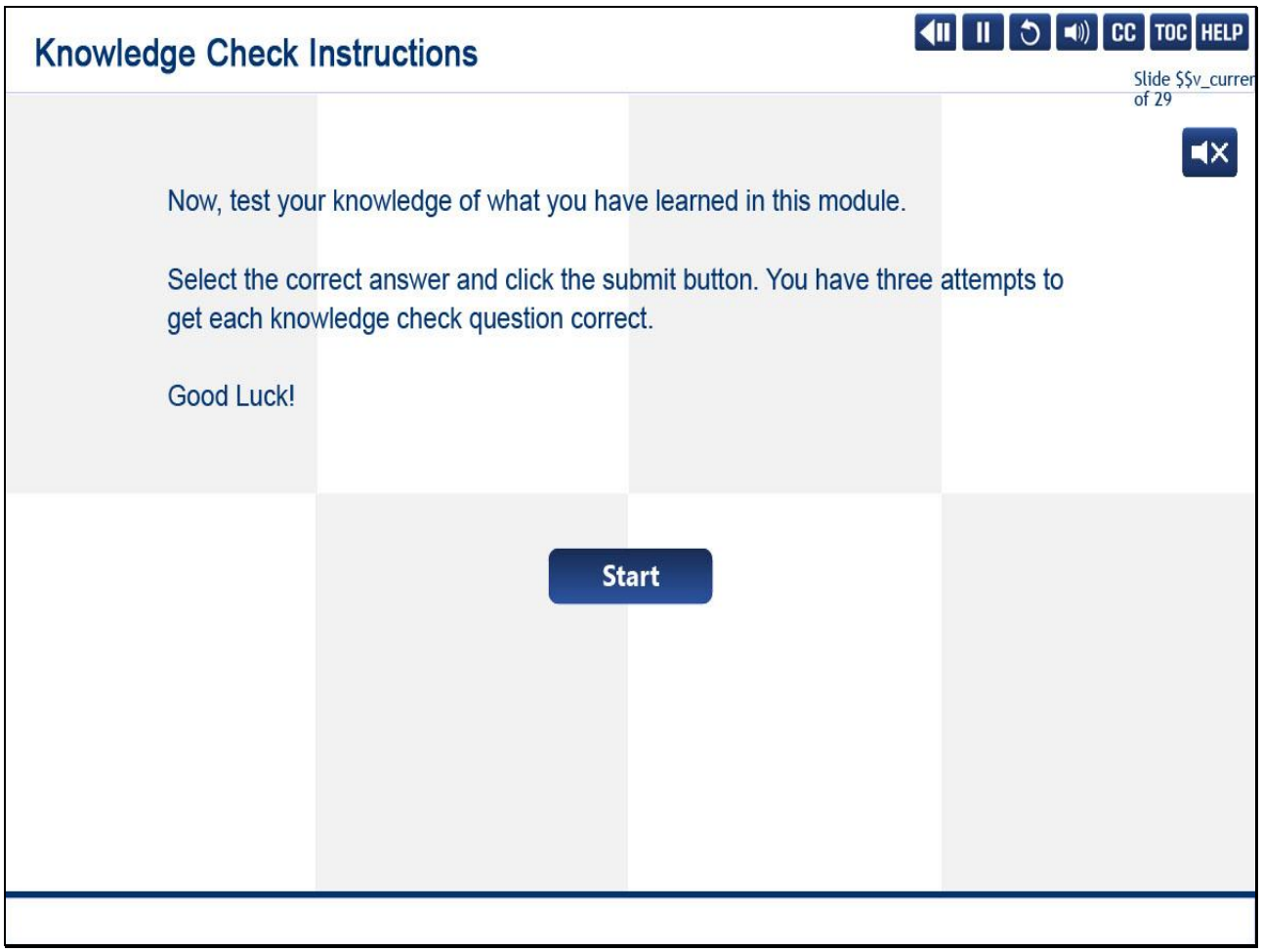
You may have as many as six TACS modules open at the same time and use the Window menu to toggle back and forth between the open screens.

The module currently being used displays a black dot to the left.

In this example, the user is in the Schedule Reports Module.

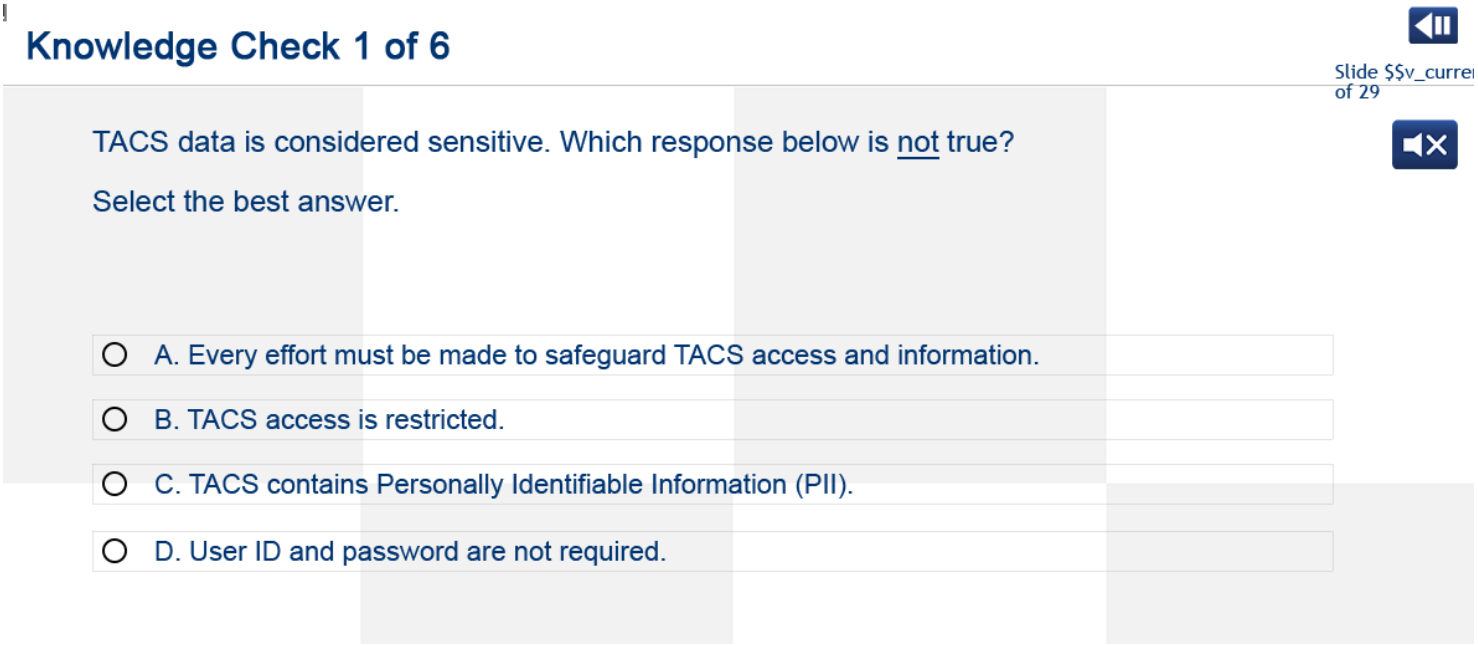
Toggle between modules displayed on the Window drop-down to keep the modules you want to use open while accessing a different module.

Slide 22 - Knowledge Check Instructions



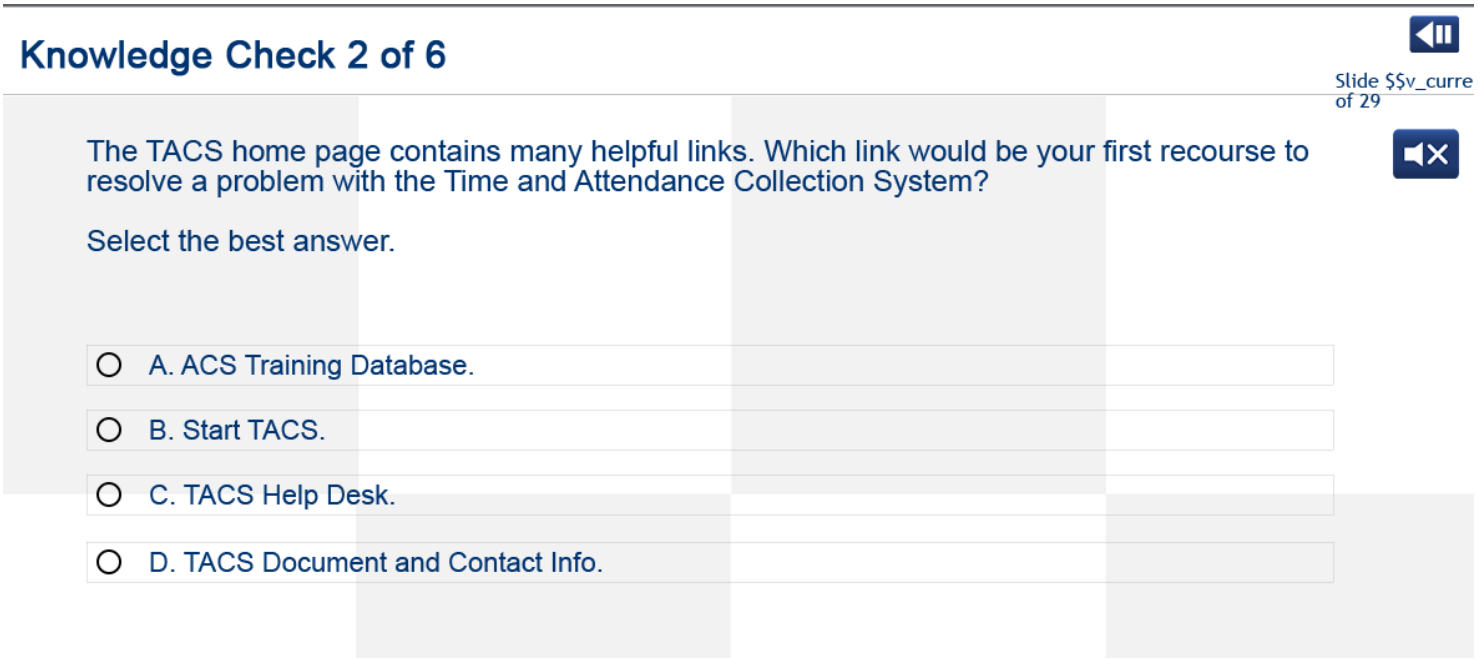
Slide notes

Slide 23 - Knowledge Check 1 of 6



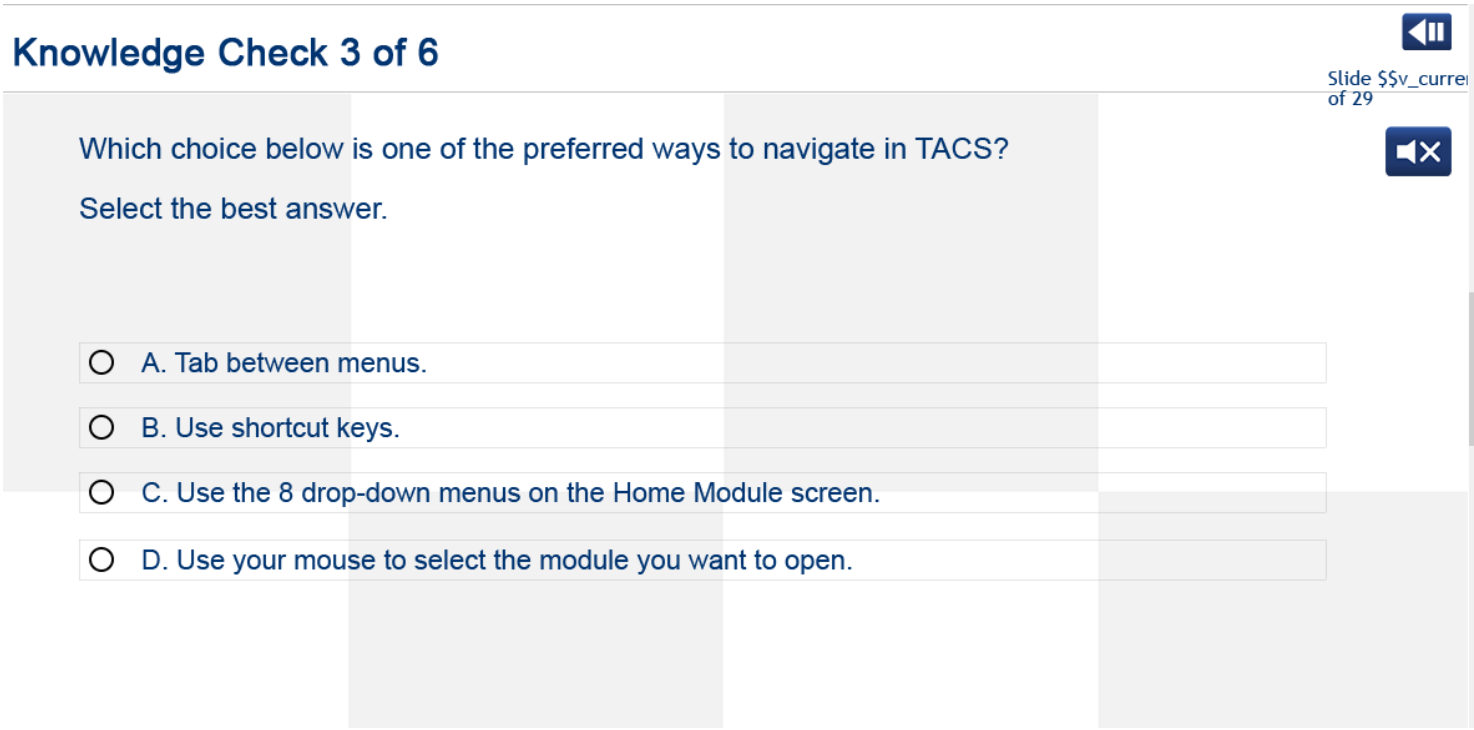
Slide notes

Slide 24 - Knowledge Check 2 of 6



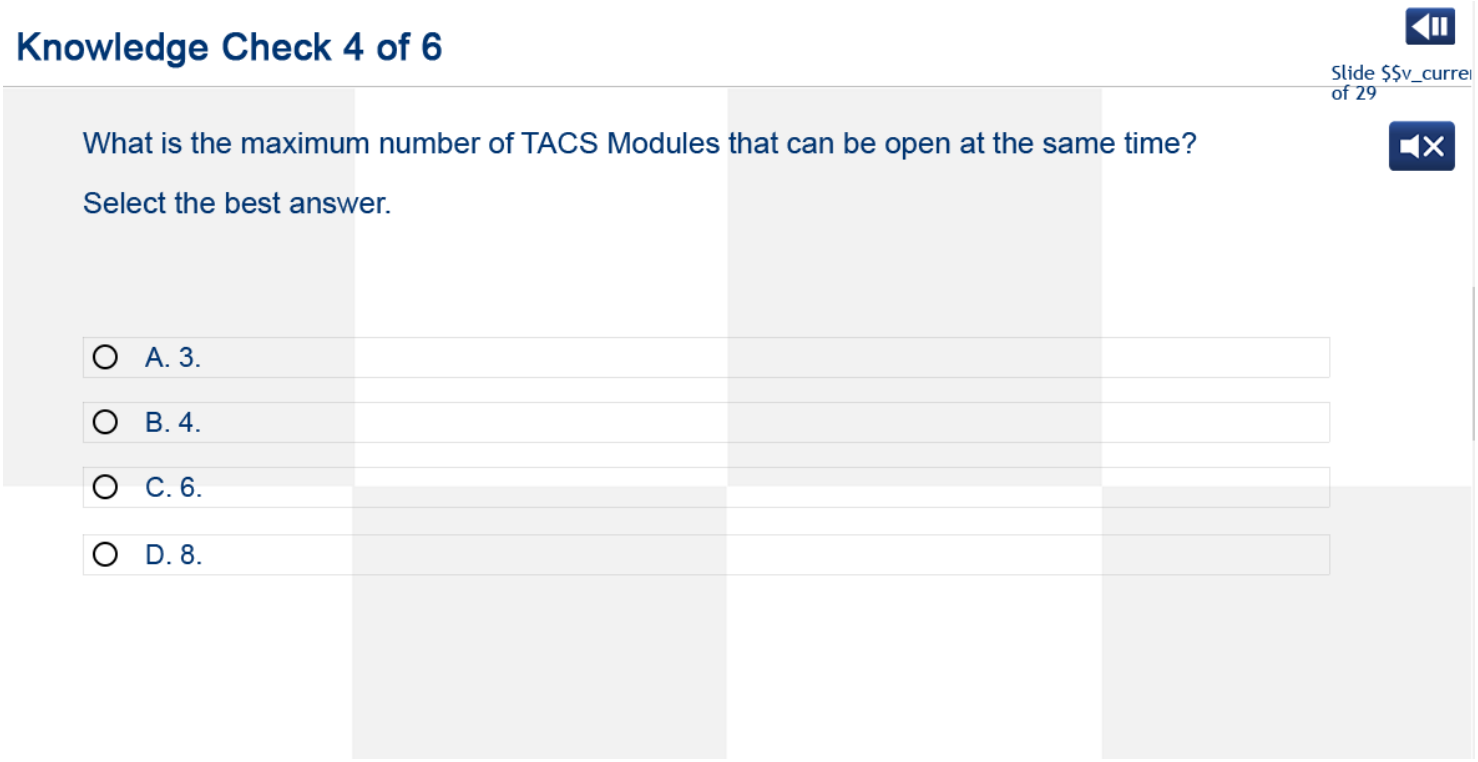
Slide notes

Slide 25 - Knowledge Check 3 of 6



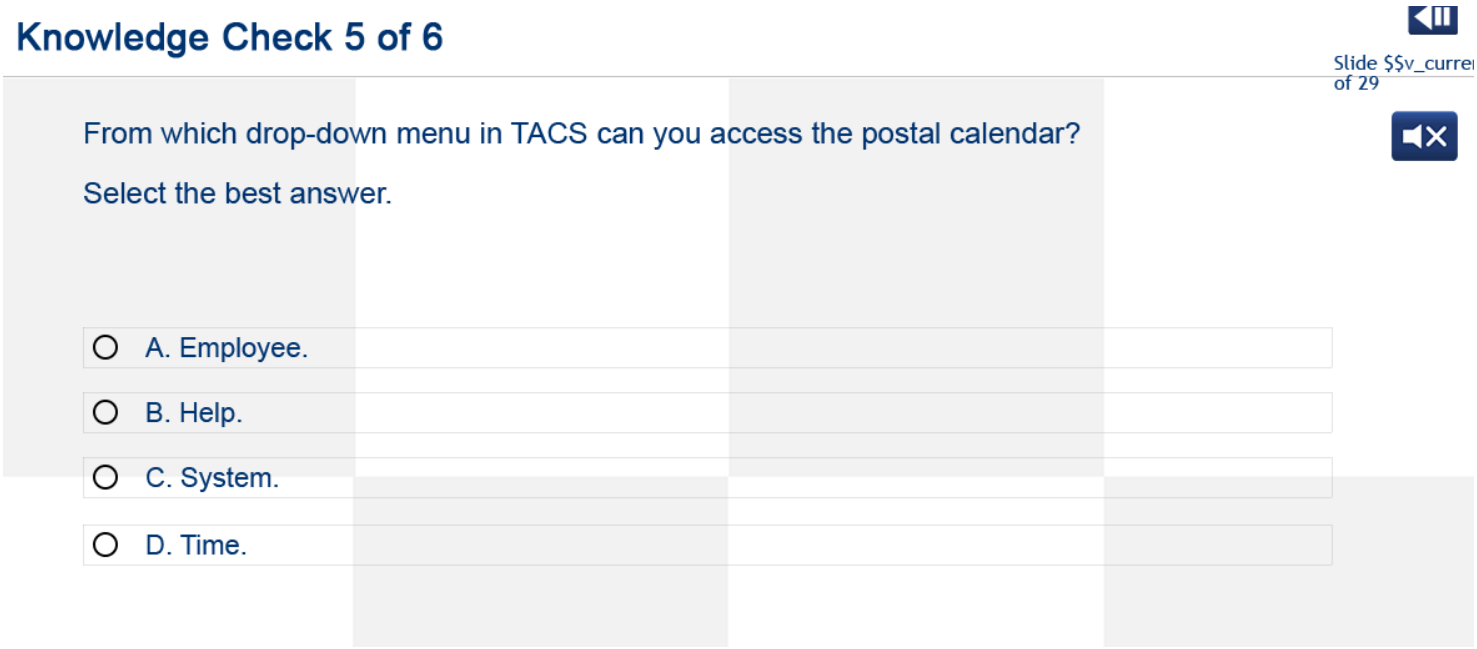
Slide notes

Slide 26 - Knowledge Check 4 of 6



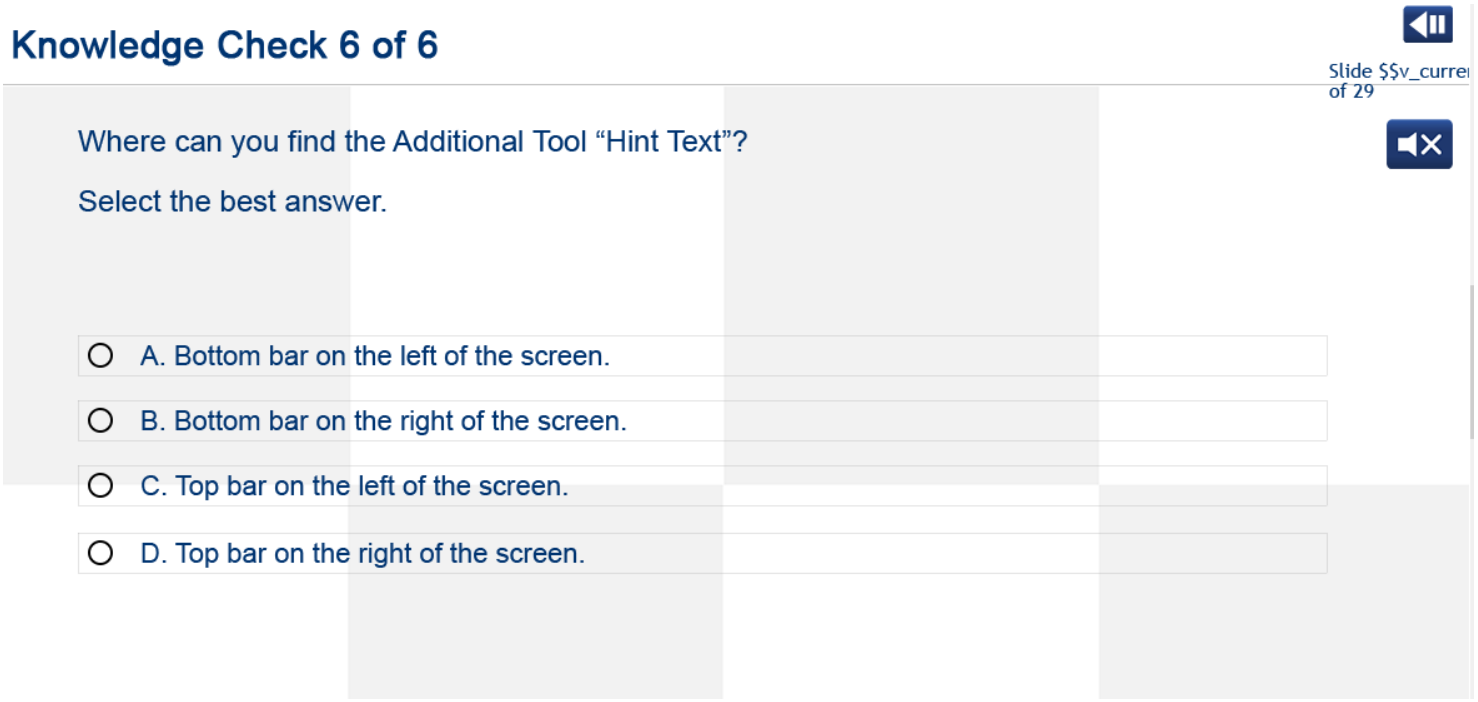
Slide notes

Slide 27 - Knowledge Check 5 of 6



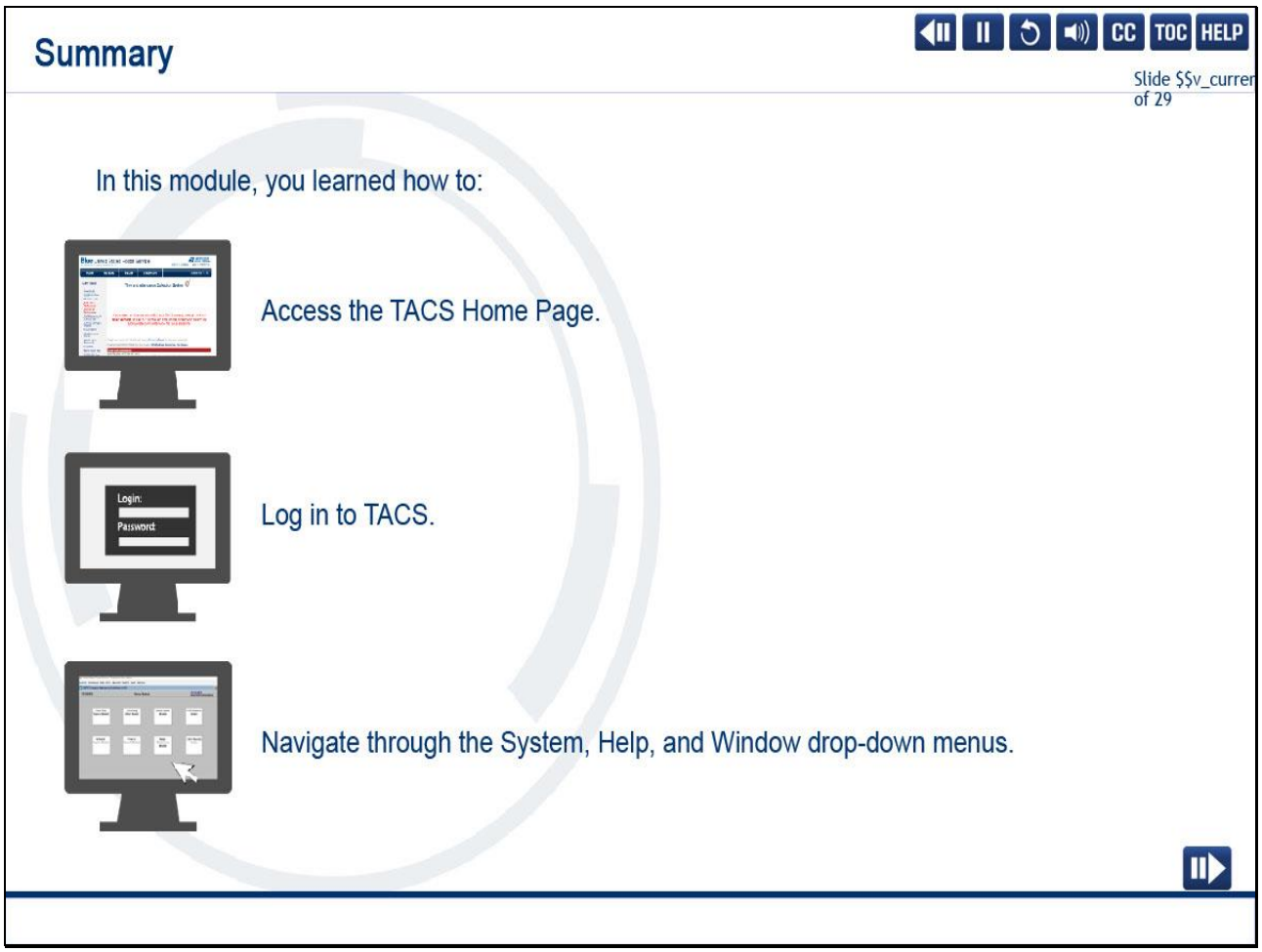
Slide notes

Slide 28 - Knowledge Check 6 of 6



Slide notes

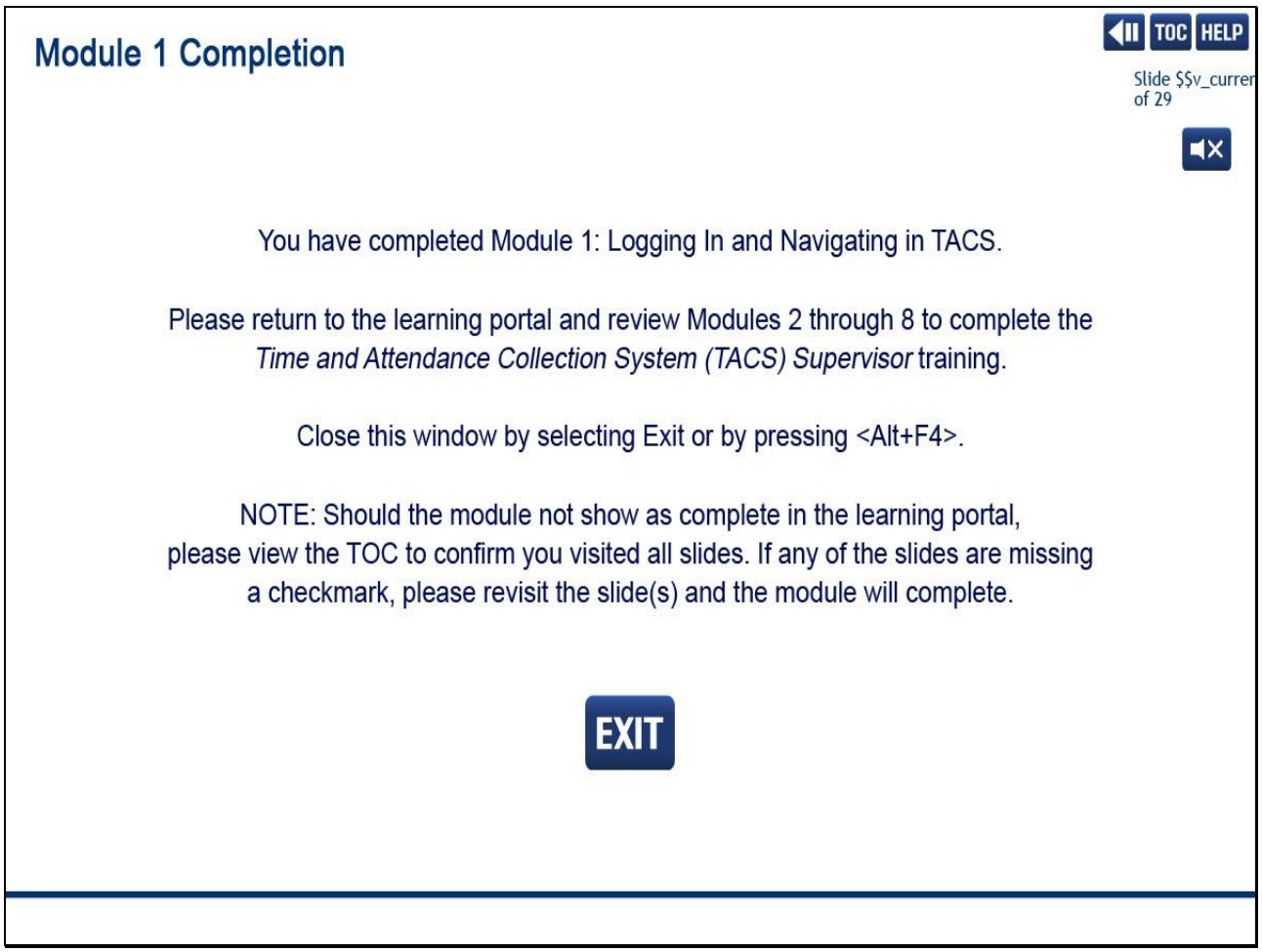
Slide 29 - Summary



Slide notes

In this module, you learned how to access the TACS Home Page, log in to TACS, and navigate through the System, Help, and Window drop-down menus.

Slide 30 - Module 1 Completion



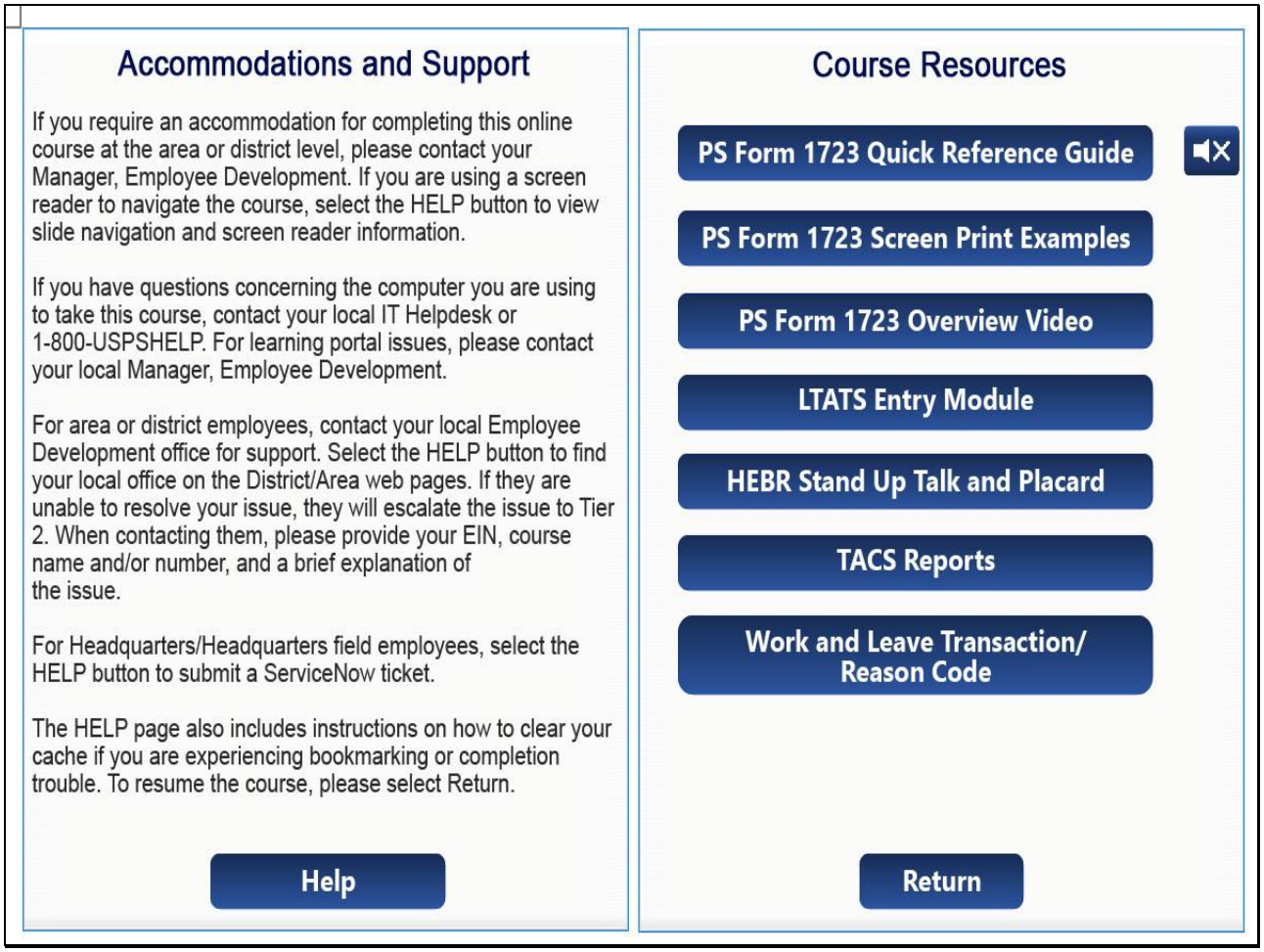
Slide notes

Slide 1 - Welcome

Slide notes

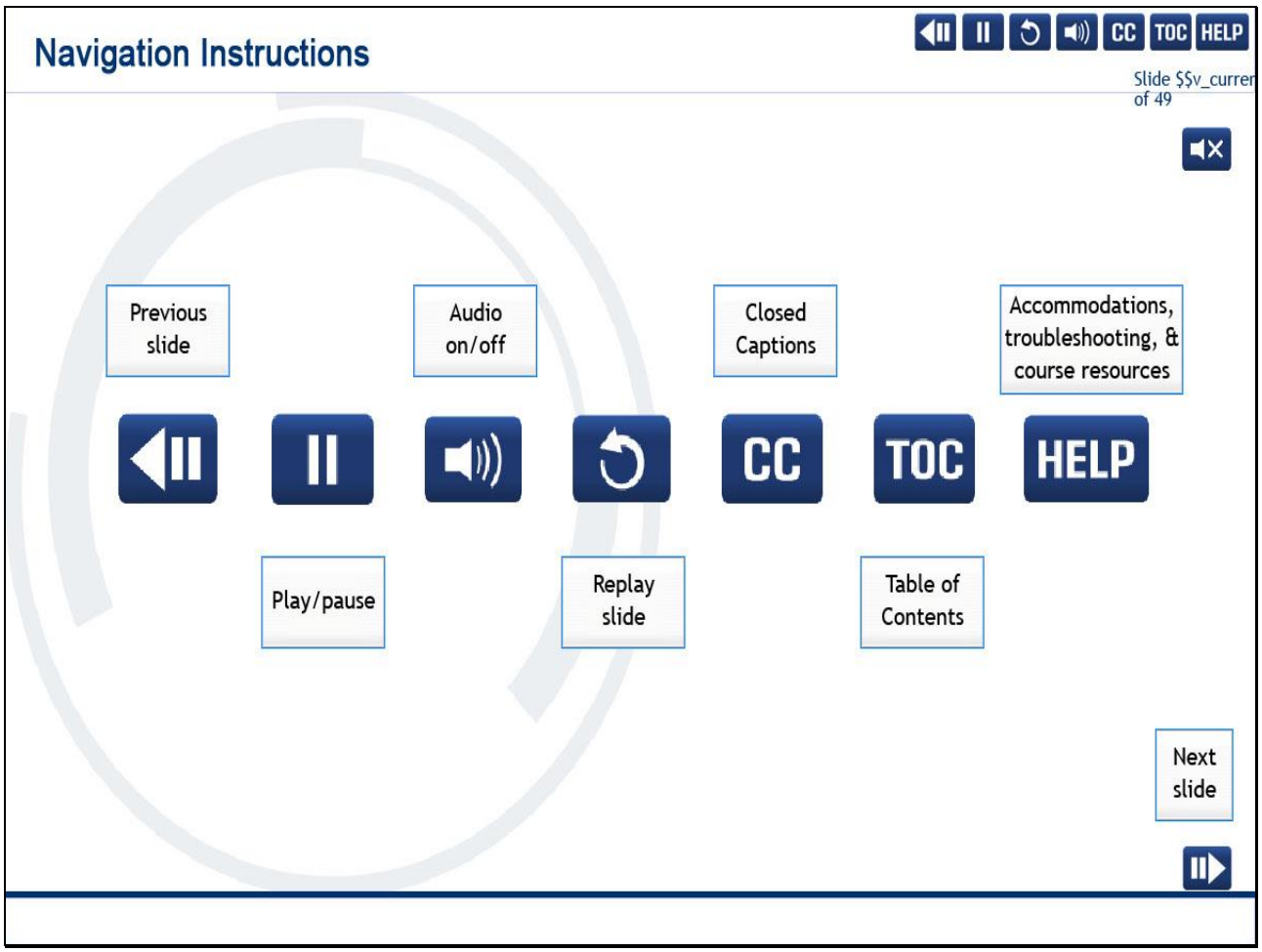
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 2, The Employee Menu.

Slide 2 - Help



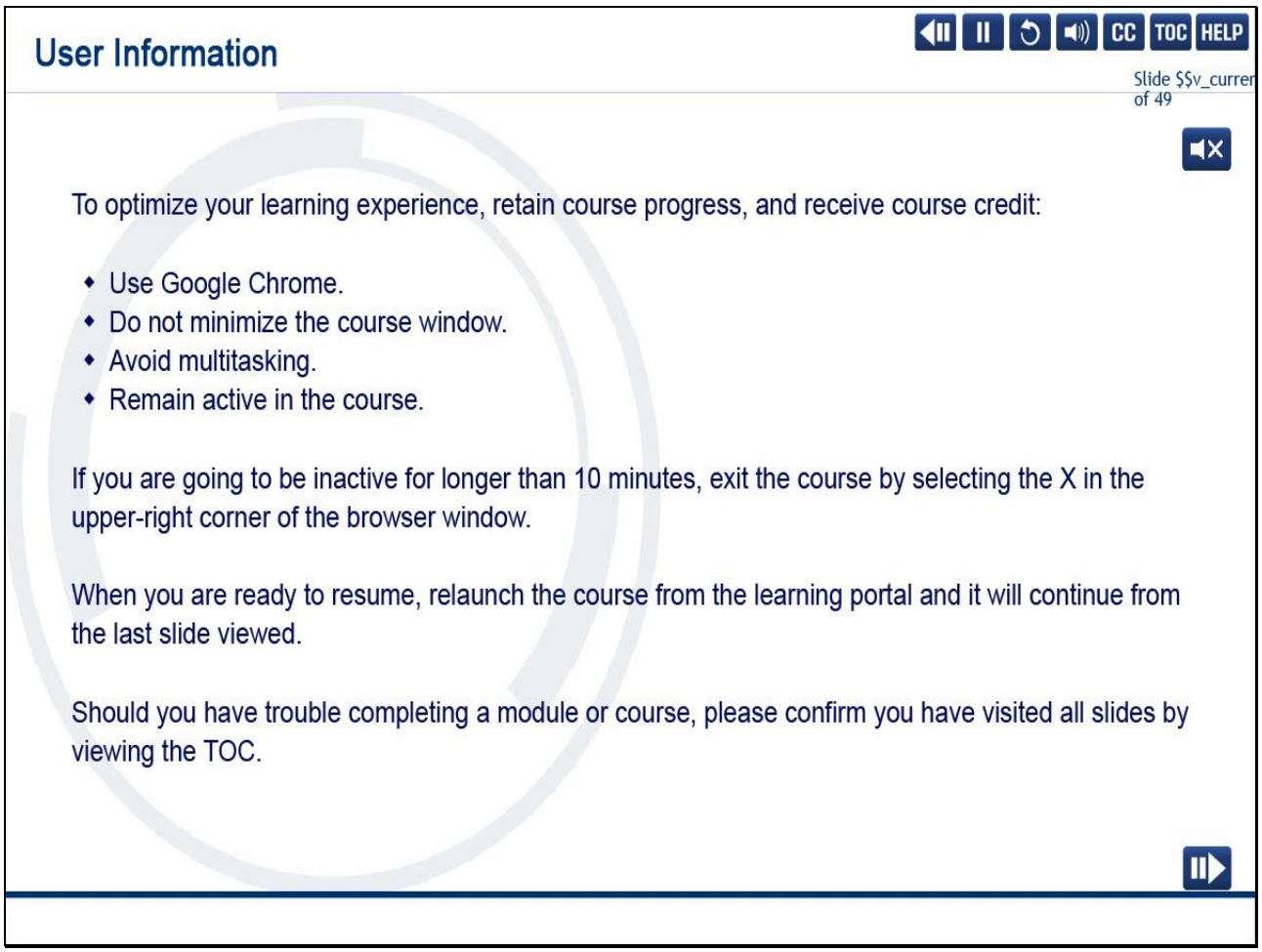
Slide notes

Slide 3 - Navigation Instructions



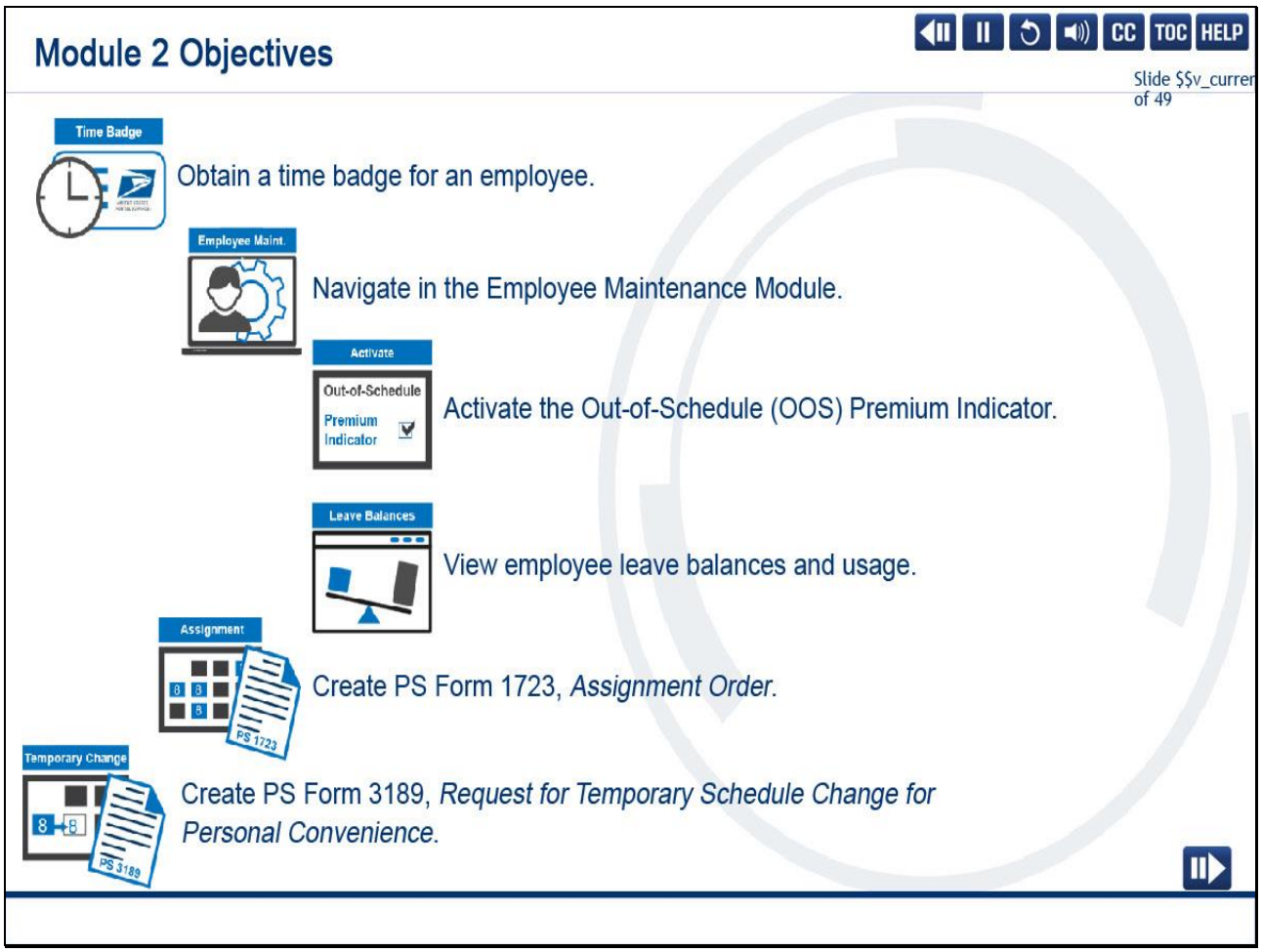
Slide notes

Slide 4 - User Information



Slide notes

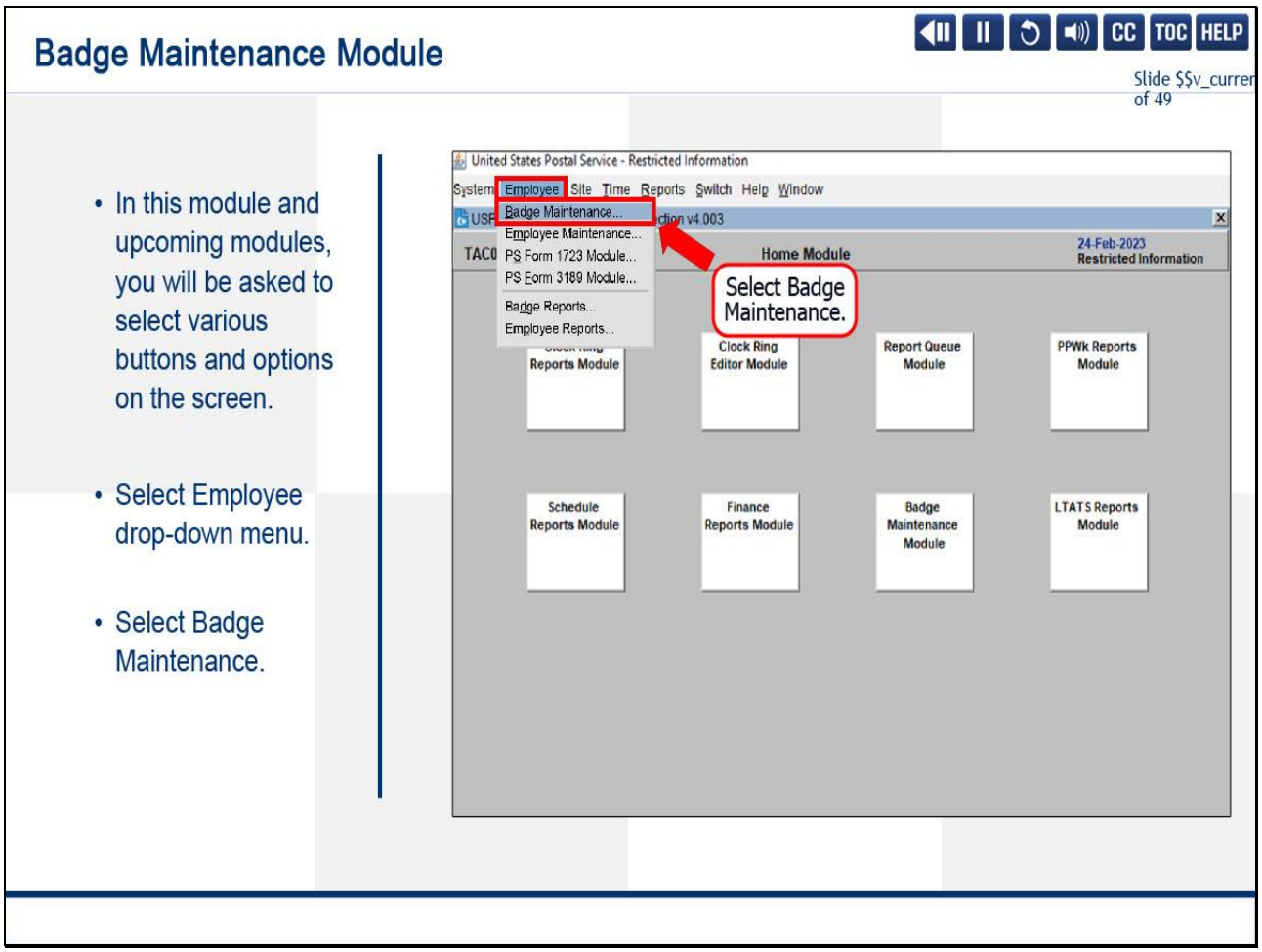
Slide 5 - Module 2 Objectives



Slide notes

Upon completion of this module, you should be able to obtain an employee time badge, navigate the Employee Maintenance Module, activate the Out-of-Schedule Premium Indicator, view employee leave balances and usage, create a PS Form 1723, *Assignment Order*, and create a PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience*.

Slide 6 - Badge Maintenance Module



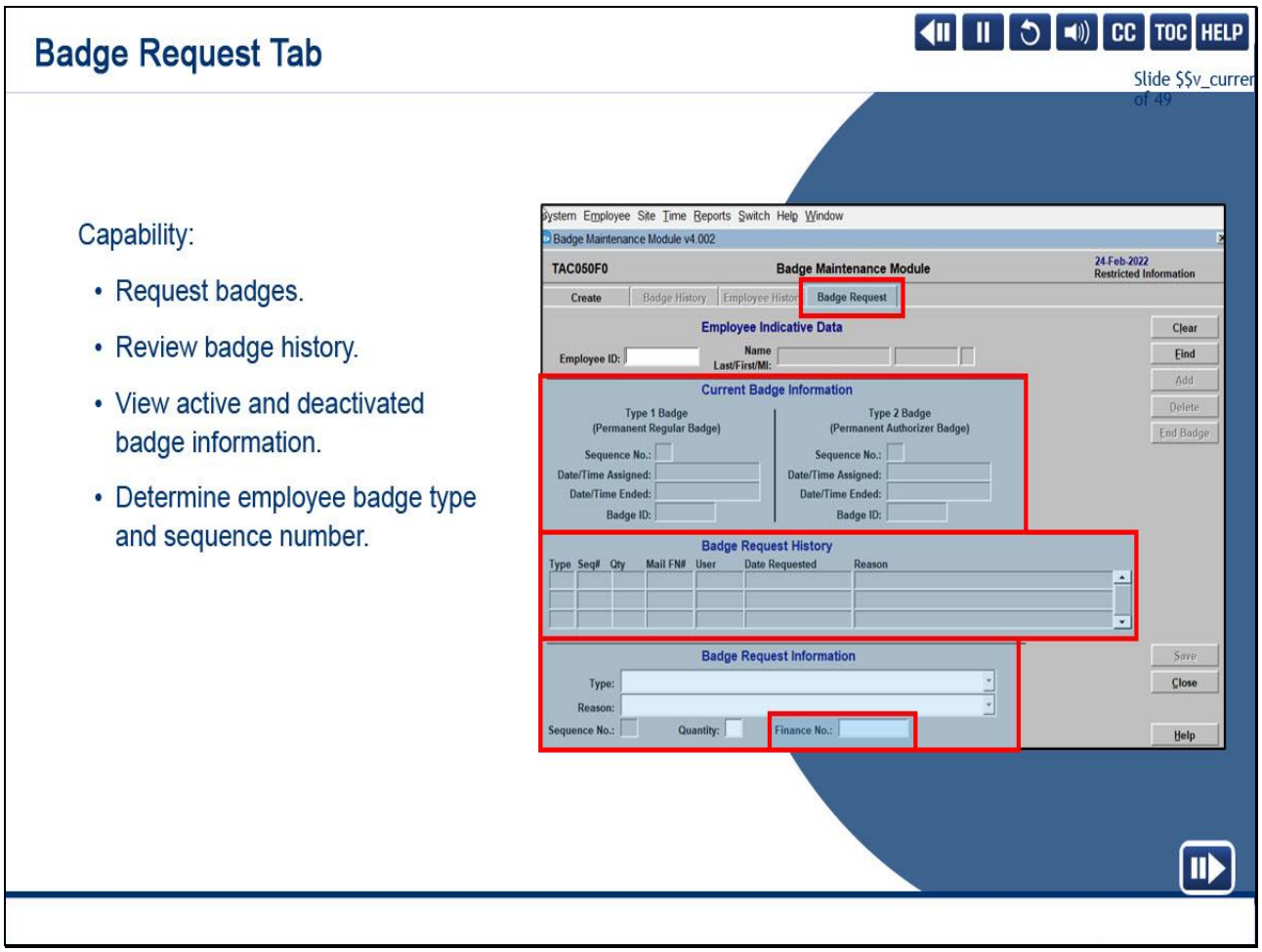
Slide notes

In this module and upcoming modules, you will be asked to select various buttons and options on the screen.

To obtain a time badge for an employee, you will access the Badge Maintenance Module.

To access this module, select the Employee drop-down menu and select Badge Maintenance.

Slide 7 - Badge Request Tab



Slide notes

In the Badge Request tab, you can request badges, review badge history, view active and deactivated badge information,

and determine employee badge type and sequence number.

The finance number field allows the badge to be sent to where the badge may be needed.

If no finance number is entered, the badge is sent to the employee’s Form 50 office.

Slide 8 - Types of Badges

On Screen Text

New Hire

Duplicate badges may also be requested. Duplicates may be needed for an employee who works in multiple facilities every day. Duplicate badges allow for a badge to be placed in a rack in every office they work.

Lost Badge

If a badge is requested due to loss, the original badge is deactivated, and the next sequential number is assigned to the new badge. If the old badge is found, it should be destroyed. It will not record any time for the employee.

Replacement Badge

You can request a replacement badge if a badge is damaged and no longer works. The sequence number will remain the same. The damaged badge should be destroyed.

Duplicate Badge

Duplicate badges may also be requested. Duplicates may be needed for an employee who works in multiple facilities every day. Duplicate badges allow for a badge to be placed in a rack in every office they work.

Slide notes

There are two types of badges.

Type 1 is the Employee Badge.

This badge is used to record employee time at the Hyper Electronic Badge Reader, or HEBR, otherwise known as the time clock.

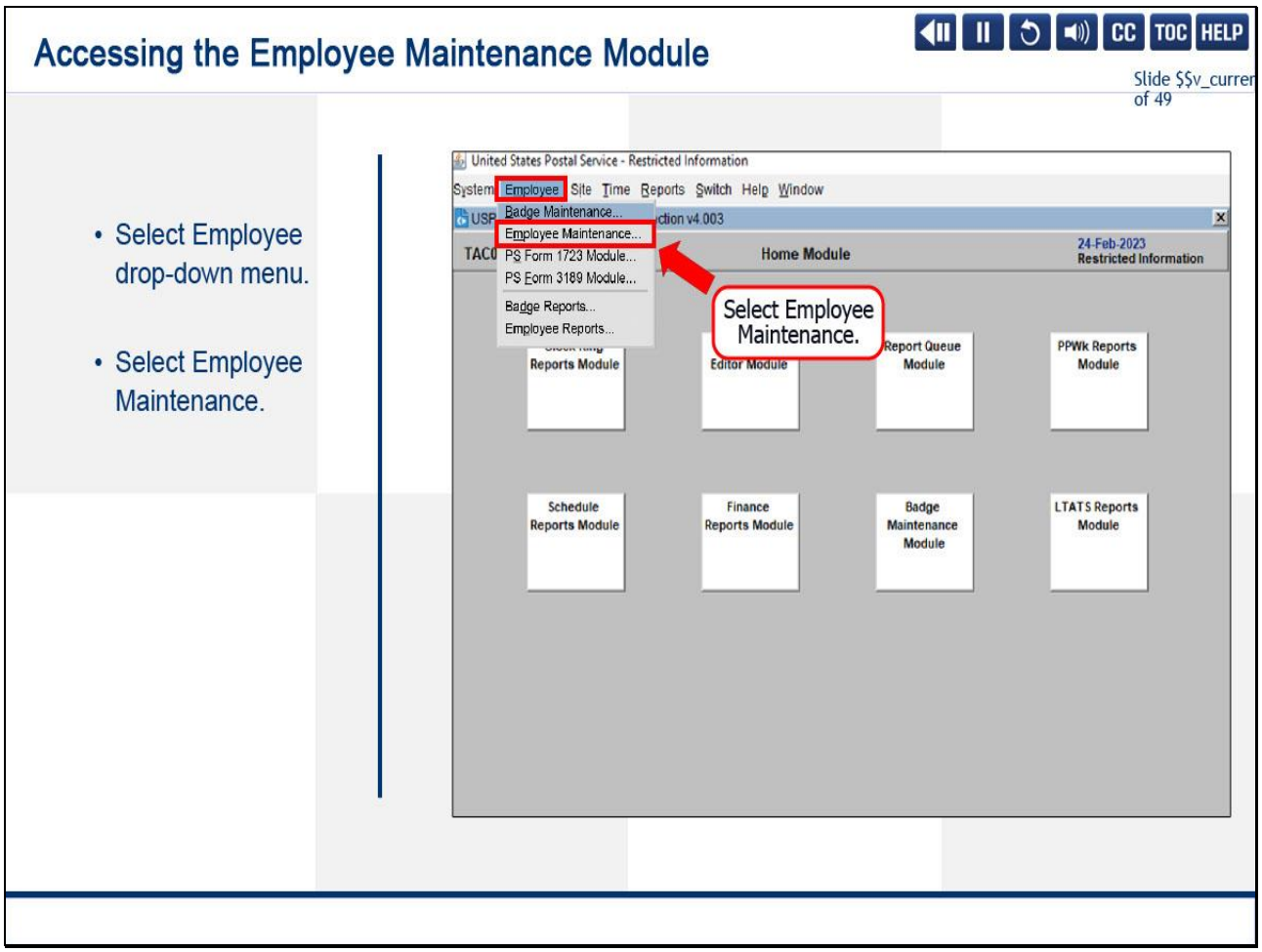
Type 2 is the Supervisor or Authorizer Badge.

This type of badge can be used at the HEBR to authorize overtime, restart the HEBR, or to record the supervisor’s clock rings.

Badge requests must meet one of the four reason criteria: new hire, lost badge, replacement badge, or a duplicate badge.

Select each tile to learn more.

Slide 9 - Accessing the Employee Maintenance Module

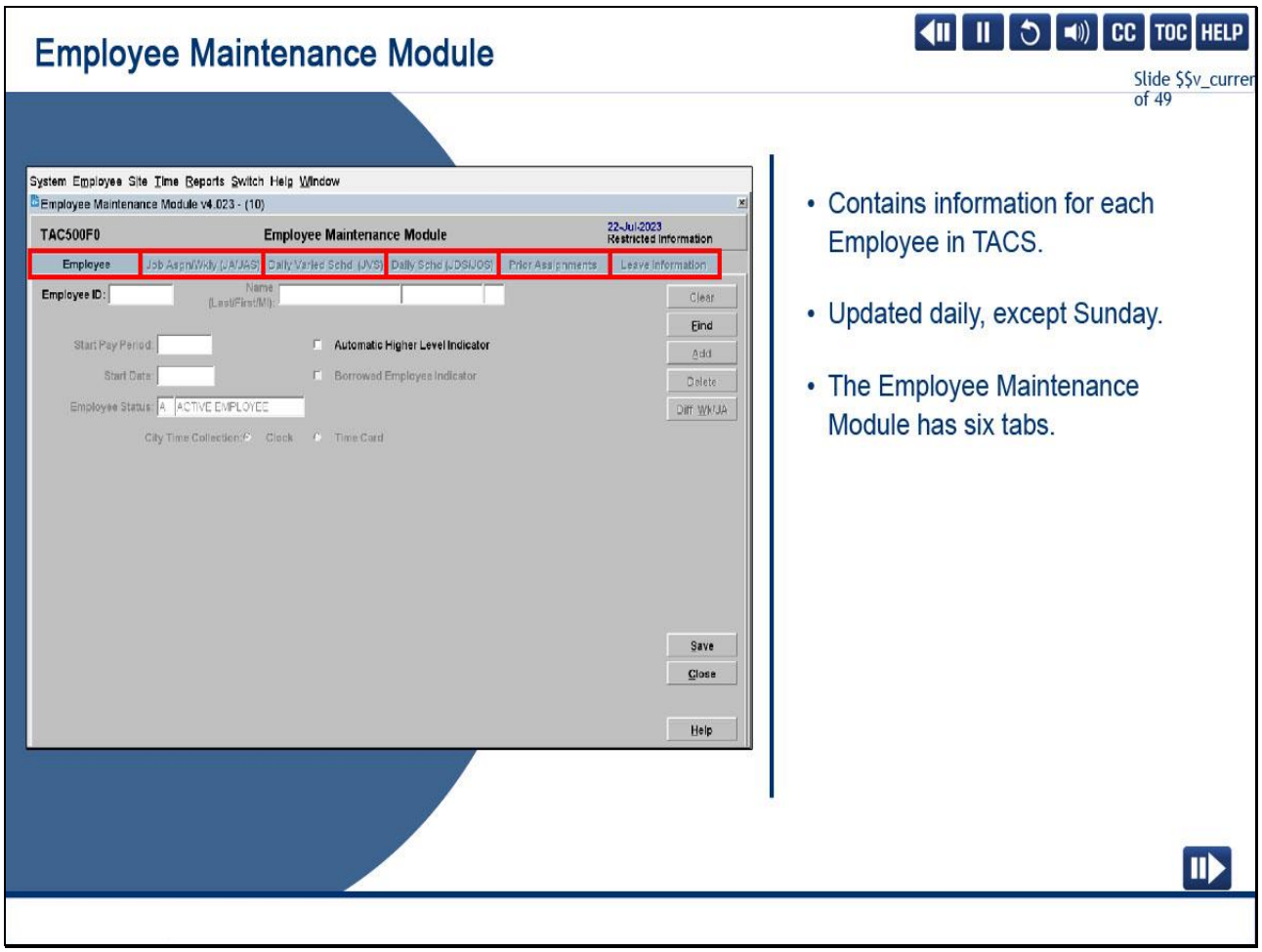


Slide notes

The second item on the Employee Menu is the Employee Maintenance Module.

To access the Employee Maintenance Module, select the Employee drop-down menu and select Employee Maintenance.

Slide 10 - Employee Maintenance Module



Slide notes

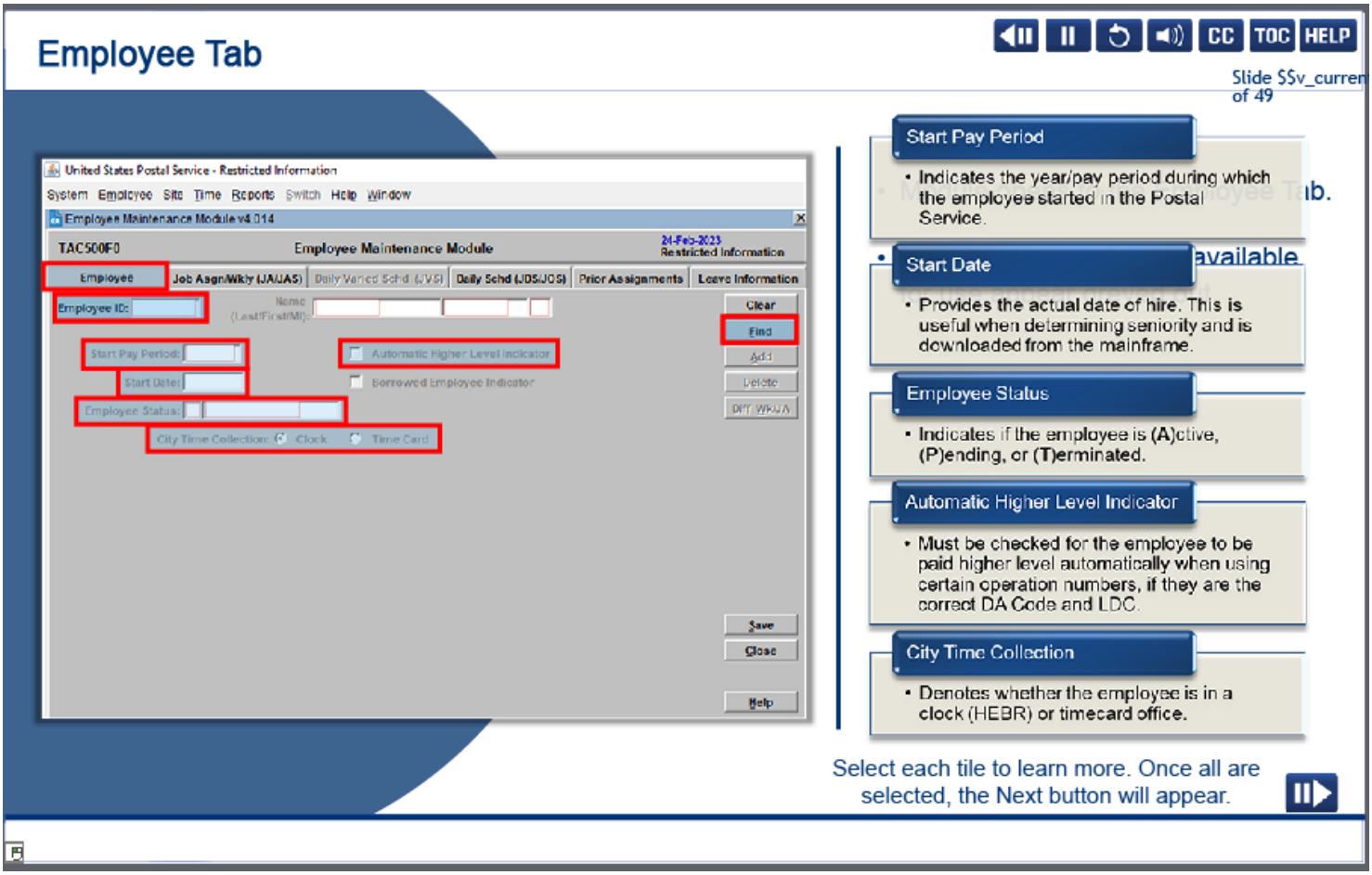
The Employee Maintenance Module contains information for each employee in TACS.

The data in this module is updated daily (except Sundays) by the HR-to-TACS process and is housed under the following six tabs:

Employee, Job Assignment or Weekly Schedule (JA/JAS), Daily Varied Schedule (JVS),

Daily Schedule (JDS/JOS), Prior Assignments , and Leave Information.

Slide 11 - Employee Tab



Slide notes

The Employee Maintenance Module opens defaulted to the Employee tab, and all tabs and buttons not available for use will appear greyed out.

To pull up an employee's record, you may simply type in the employee identification number (EIN) and select <Enter> or <Tab> on your keyboard.

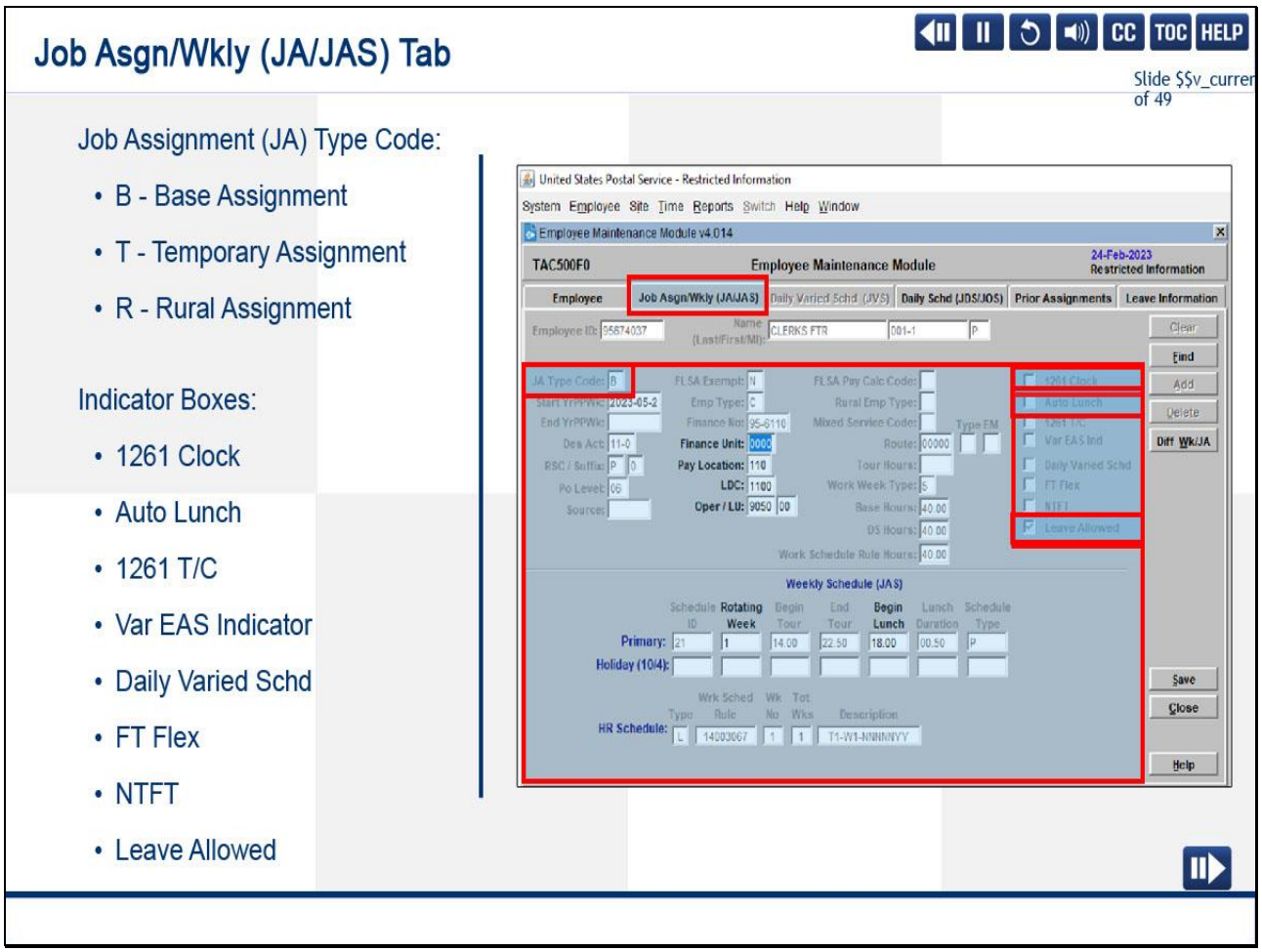
If you do not have the EIN, you may search by name using the <F9 > function key, <Alt>+<F>, or the Find button to obtain a list of employees.

In this example ,we will enter the employee ID to populate the employee's name and other fields.

We will demonstrate the Find feature in Modules 3 & 4.

Select each tile to learn more about the fields on the Employee tab.

Slide 12 - Job Asgn/Wkly (JA/JAS) Tab



Slide notes

Under the Job Assignment (JA)/Weekly (Wkly) Schedule tab, you can view all information associated

with the employee's Job Assignment, whether it is their Base (Form 50 Assignment),

a Temporary (PS Forms 1723, *Assignment Form*, or 3189, *Request for Temporary Schedule Change for Personal Convenience*) Assignment, or a Rural Assignment.

In the column on the right, there are several indicator boxes that only authorized users can update.

Indicator boxes are checked to add automatic or other functions.

For example, when 1261 Clock is checked, it will automatically generate the four basic clock rings.

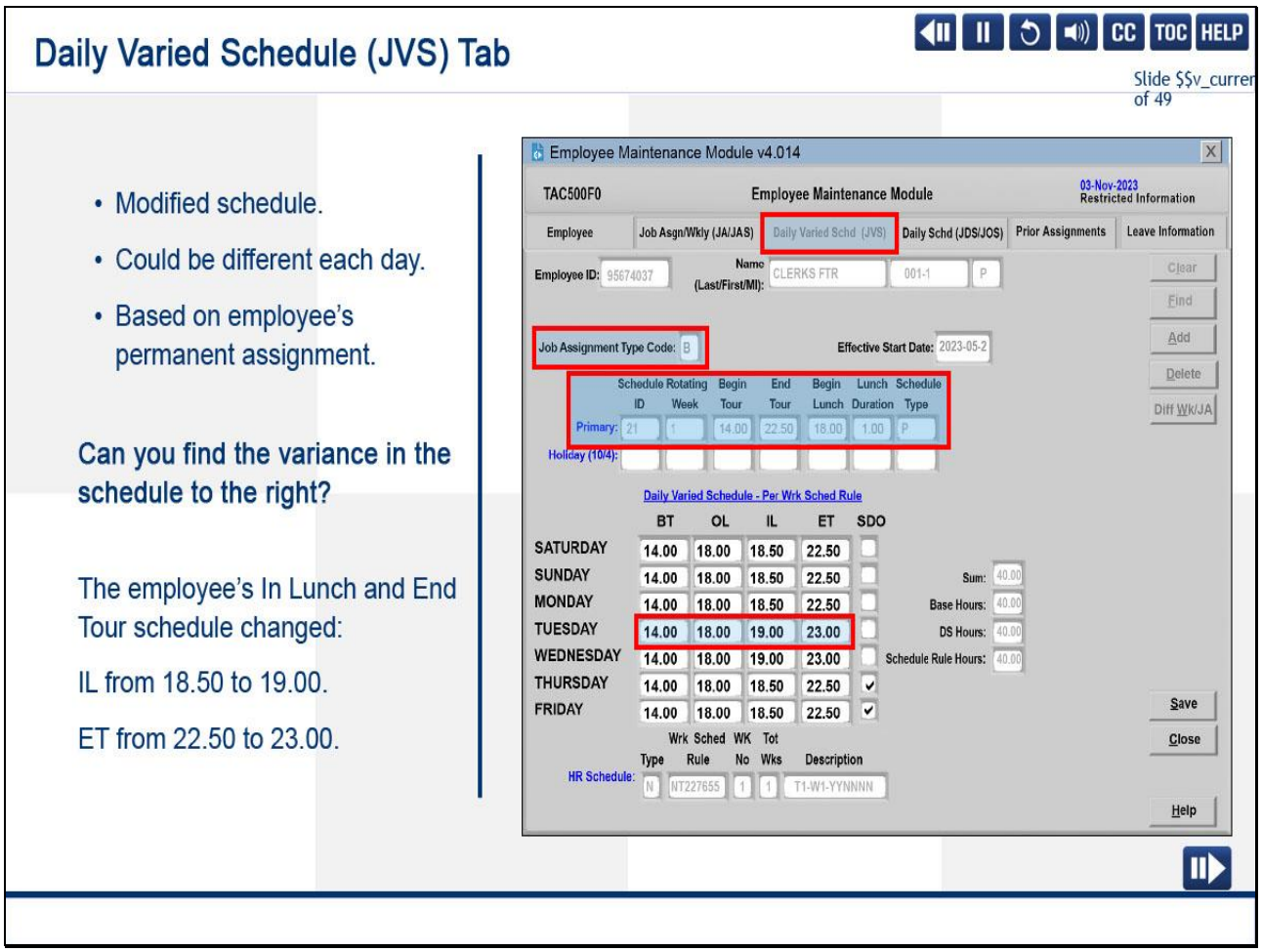
When Auto Lunch is checked, it will automatically generate lunch rings, based on the employee's schedule for scheduled workdays provided

the employee has a begin tour for the day.

When Leave Allowed is checked, leave for the employee can be entered in the Clock Ring Editor without being routed to eRMS to enter leave.

However, eRMS is the primary application for entering all leave.

Slide 13 - Daily Varied Schedule (JVS) Tab



Slide notes

The Daily Varied Schedule (JVS) tab displays if the employee has a modified schedule.

The schedule could be different each day and is based on the employee's permanent assignment.

This information reflects a modified schedule that may be different on each day of the week based on the employee's permanent assignment.

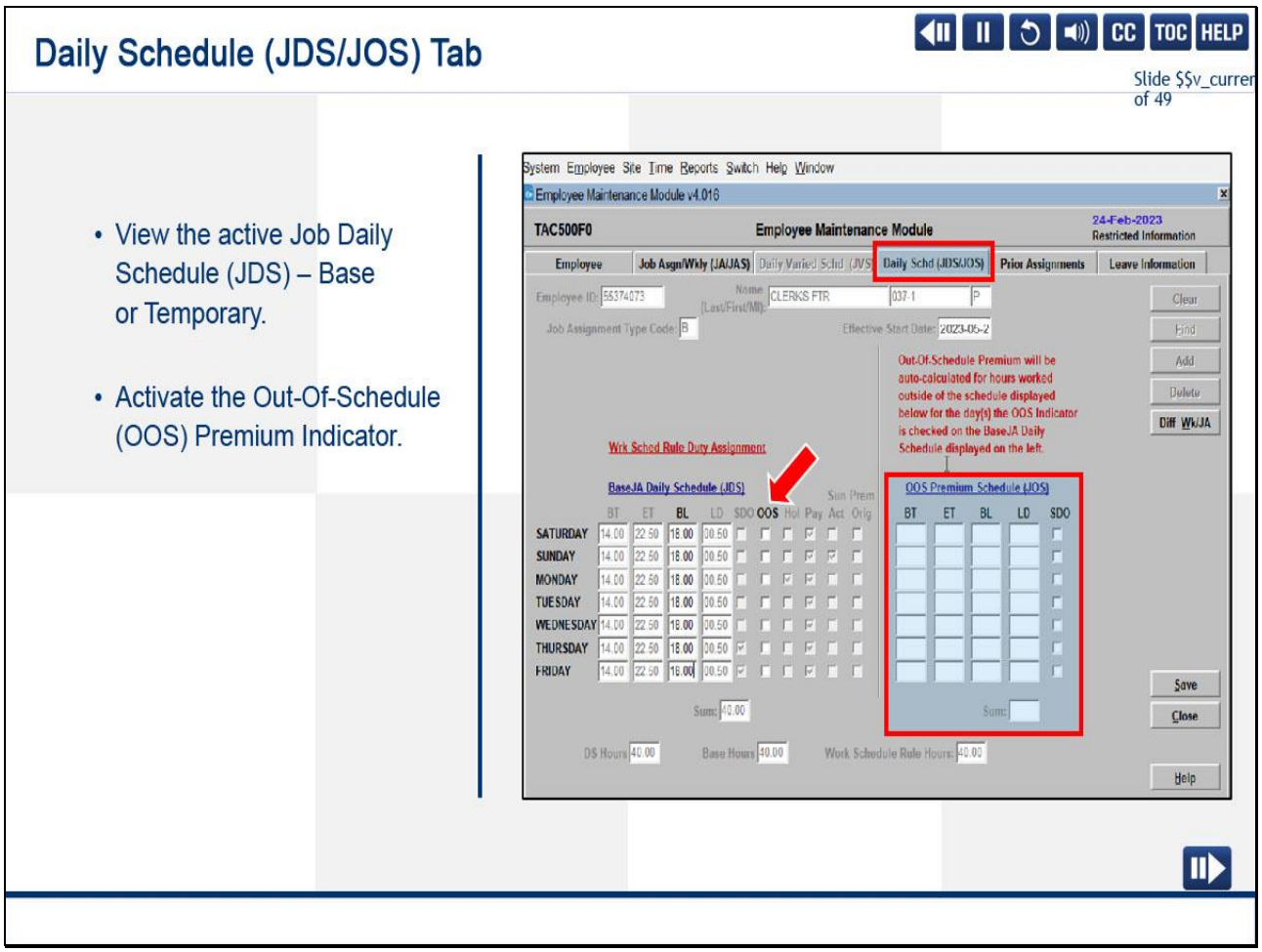
Can you find the variance in the schedule to the right?

The employee's In Lunch and End Tour schedule changed:

In Lunch from 18.50 to 19.00 and

End Tour from 22.50 to 23.00.

Slide 14 - Daily Schedule (JDS/JOS) Tab



Slide notes

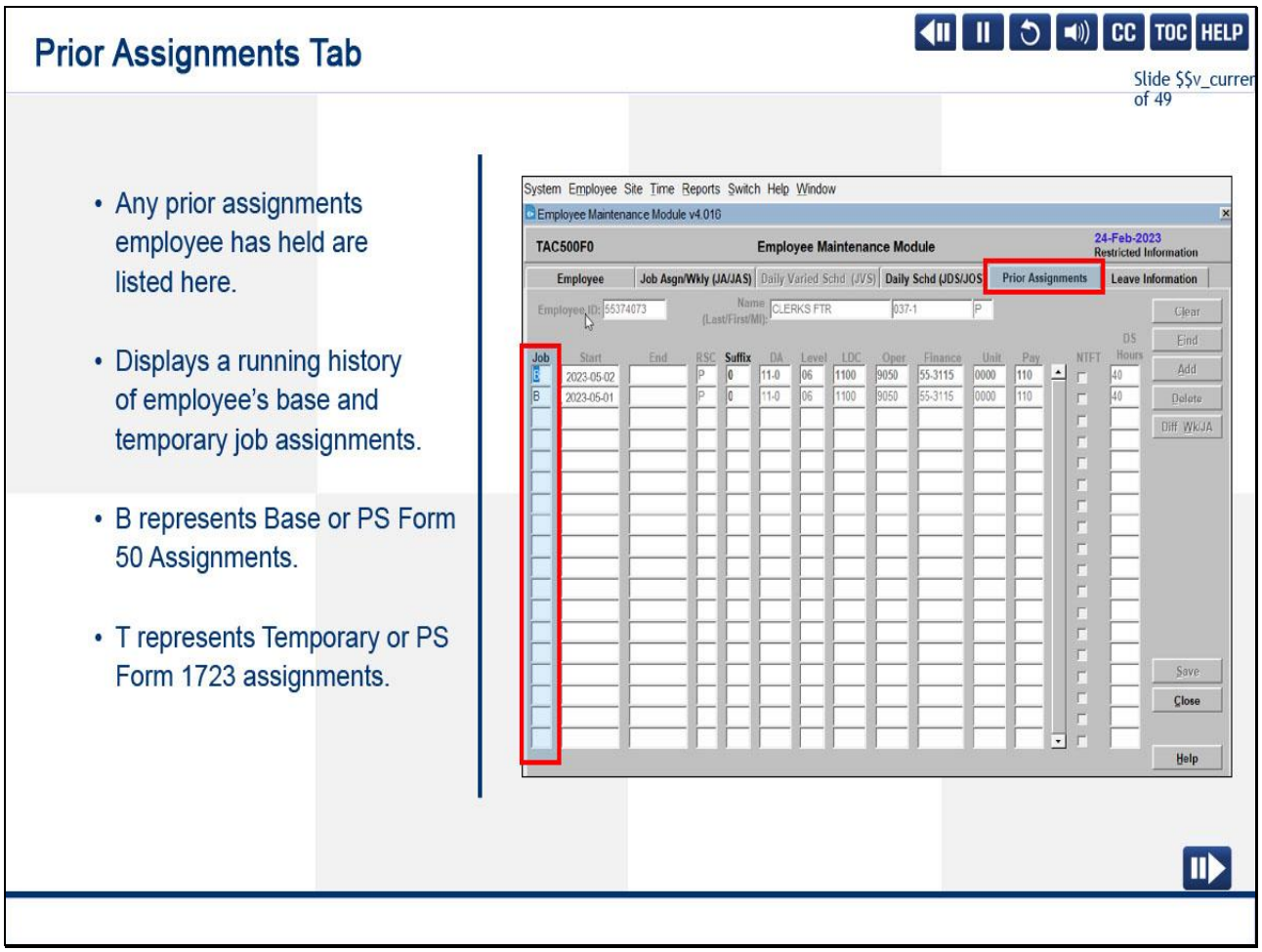
Users can view the active daily schedule, whether the Base or a Temporary Assignment,

and activate the Out-of-Schedule Premium Indicator in the Daily Schedule (JDS/JOS) tab.

To change the Base schedule to a Temporary schedule requires either PS Form 3189 or PS Form 1723.

If an employee is entitled to the OOS premium, check the OOS Indicator on the Base JA Daily Schedule, and Out-of-Schedule Premium will be autocalculated for hours worked outside of the daily schedule and displayed on the OOS Premium Schedule (JOS).

Slide 15 - Prior Assignments Tab



Slide notes

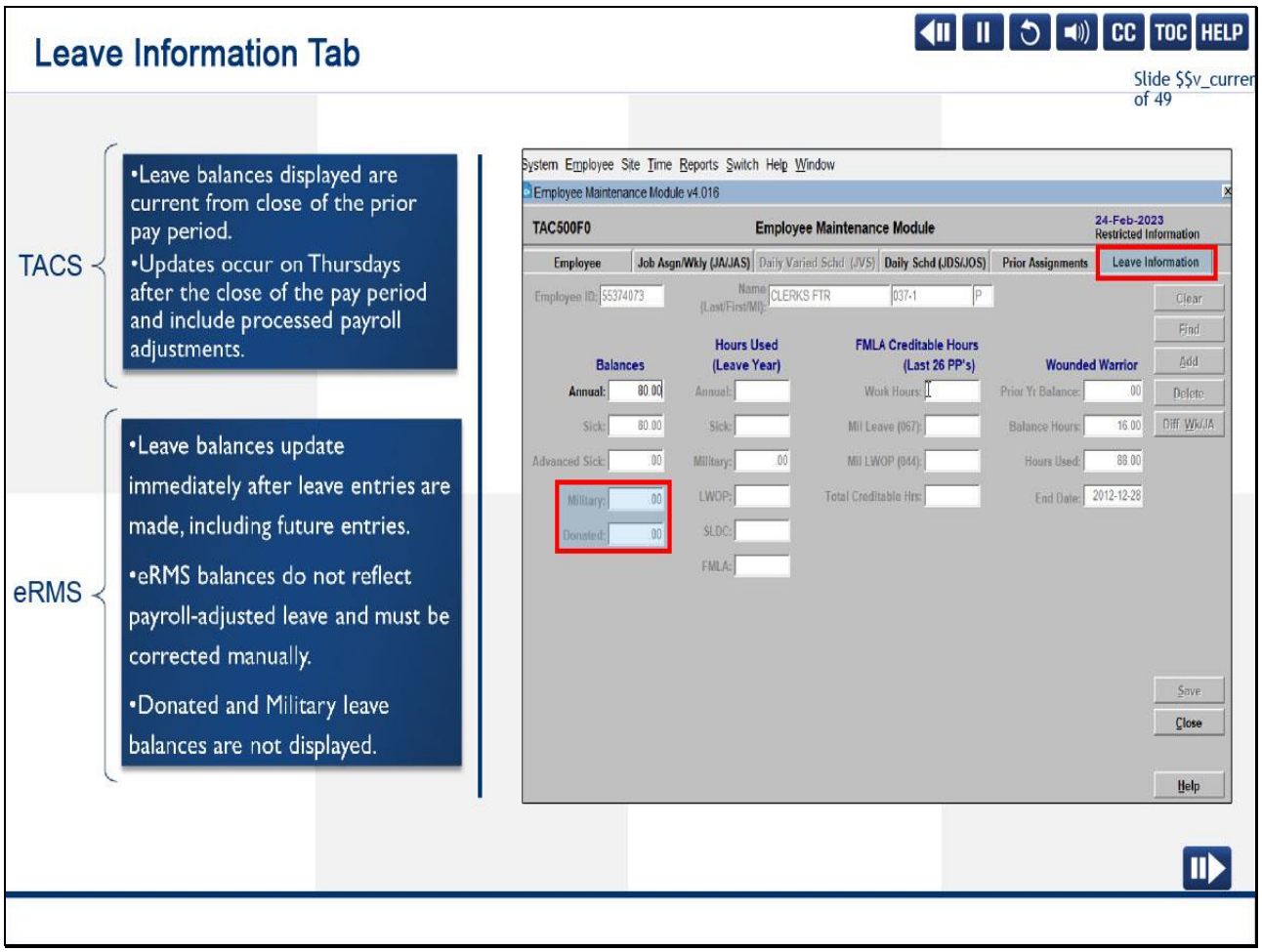
The Prior Assignments tab displays a running history of all assignments, whether they are Base or Temporary.

If the employee had any temporary job assignments, they would be listed with a “T” in the Job column.

B is for Base or PS Form 50 Assignments.

T is for temporary or PS Form 1723 assignments.

Slide 16 - Leave Information Tab



Slide notes

Leave balances in TACS are downloaded from the payroll system on the Eagan mainframe each Thursday.

The Leave Information tab displays the leave available to each employee.

eRMS balances update immediately after leave entries are made, including future entries.

TACS balances are only current from the close of the prior pay period.

They are only updated on the Thursday after the close of a pay period and include processed payroll adjustments.

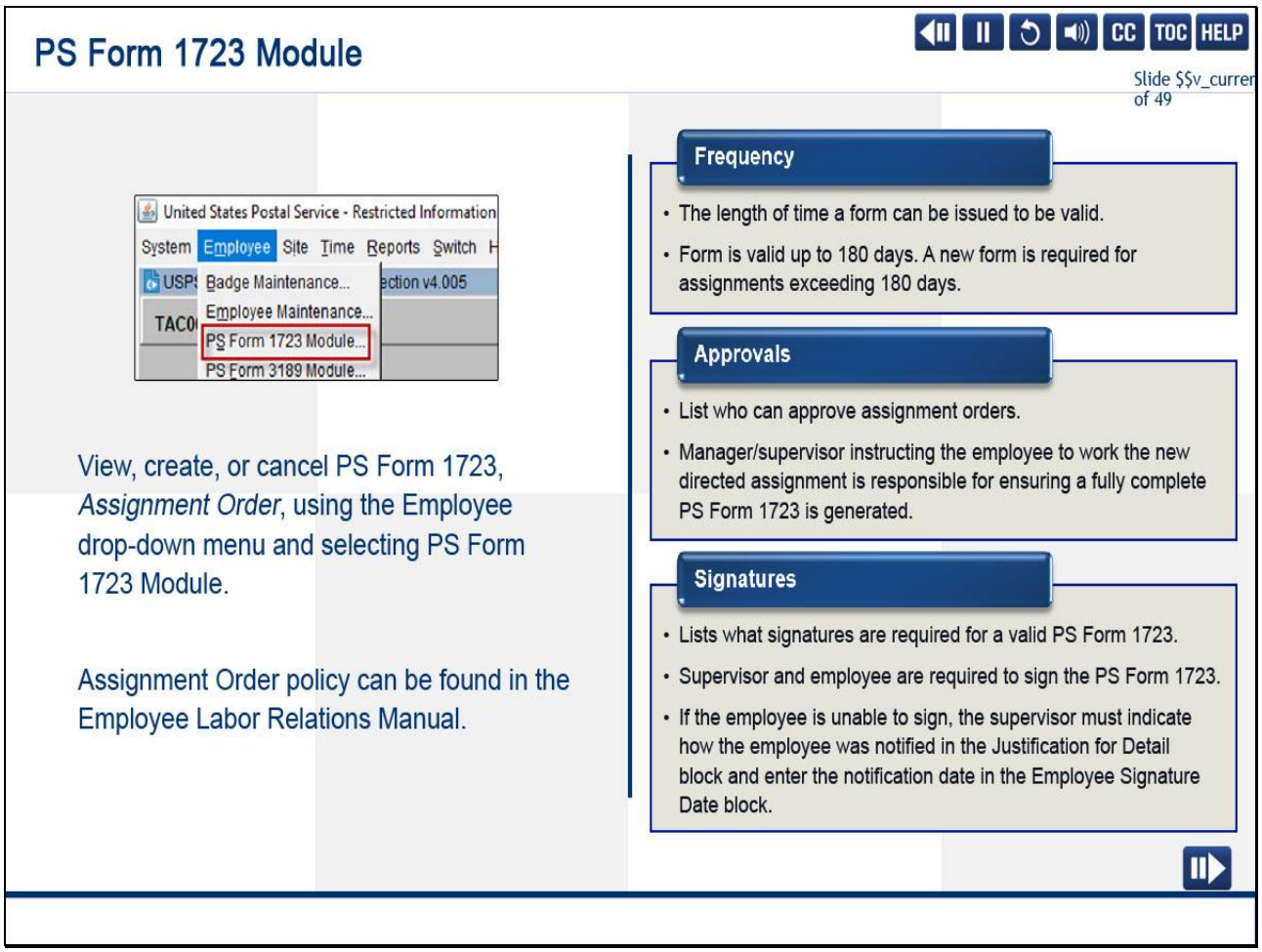
Donated Leave and Military Leave are only shown in TACS.

They will not be reflected in eRMS.

The Leave Information tab concludes instruction on the Employee Maintenance Module.

We will now move to the next item under the Employee drop-down menu: PS Form 1723 Module.

Slide 17 - PS Form 1723 Module



Slide notes

By selecting the PS Form 1723 Module from the Employee drop-down menu, TACS users can view, create, and/or cancel a PS Form 1723.

Although the 1723 Module is one of the newer features in TACS, the policy regarding frequency, approvals, and signatures required for this form has not changed.

Frequency is the length of time a form can be issued to be valid.

The form is valid up to 180 days.

A new form is required for assignments exceeding 180 days.

Approvals list who can approve assignment orders.

The manager or supervisor instructing the employee to work the new directed assignment is responsible for ensuring a fully complete PS Form 1723 is generated.

This is created by the loaning or borrowing manager or supervisor.

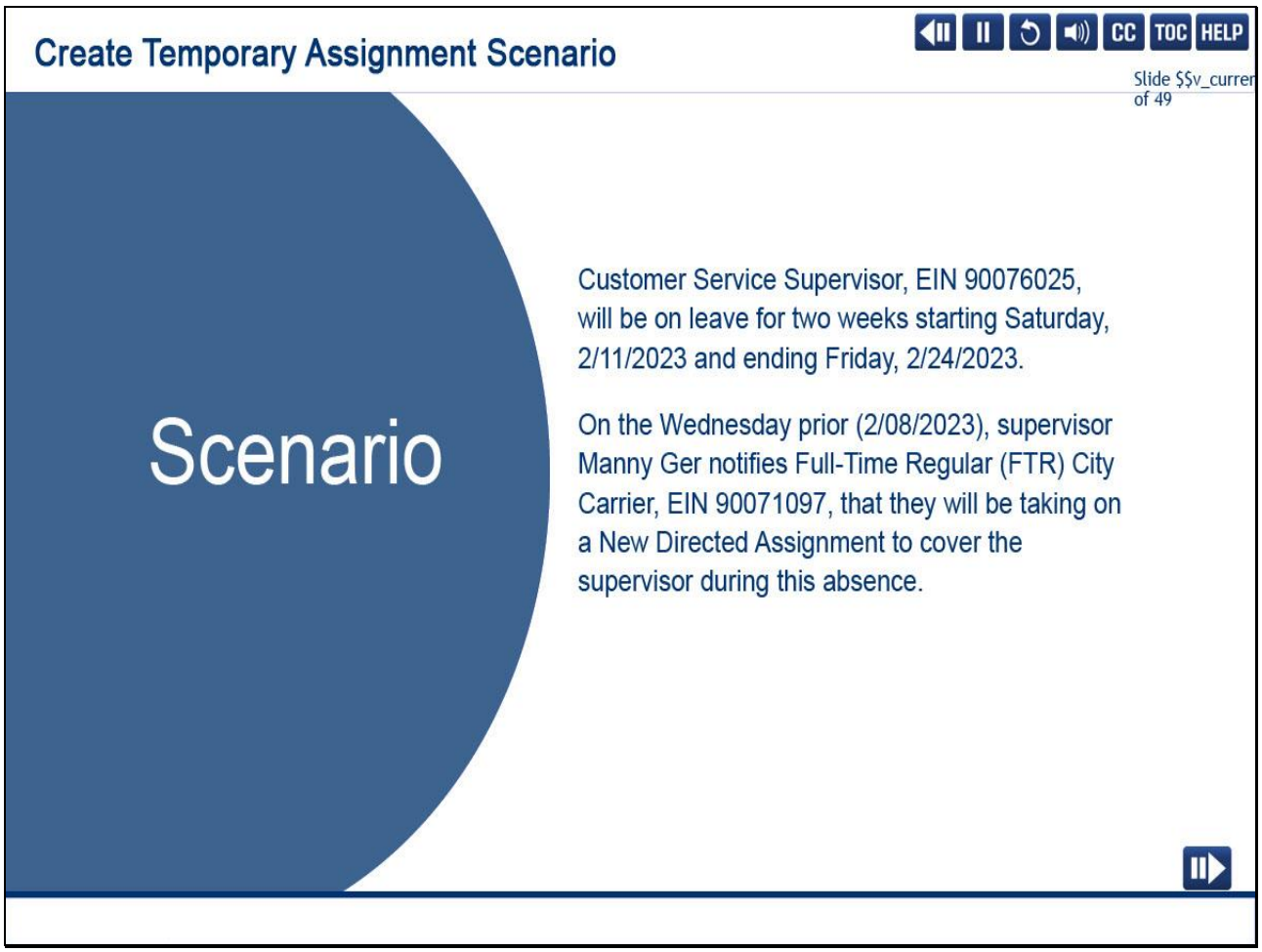
Signatures list the required signatures for a valid PS Form 1723.

The manager or supervisor and the employee are required to sign the PS Form 1723.

If the employee is unable to sign, the supervisor must indicate how the employee was notified in the Justification for Detail block

and enter the notification date in the Employee Signature Date block.

Slide 18 - Create Temporary Assignment Scenario



Slide notes

In the next few slides, we are going to walk through the steps to create a temporary assignment for the carrier in this scenario.

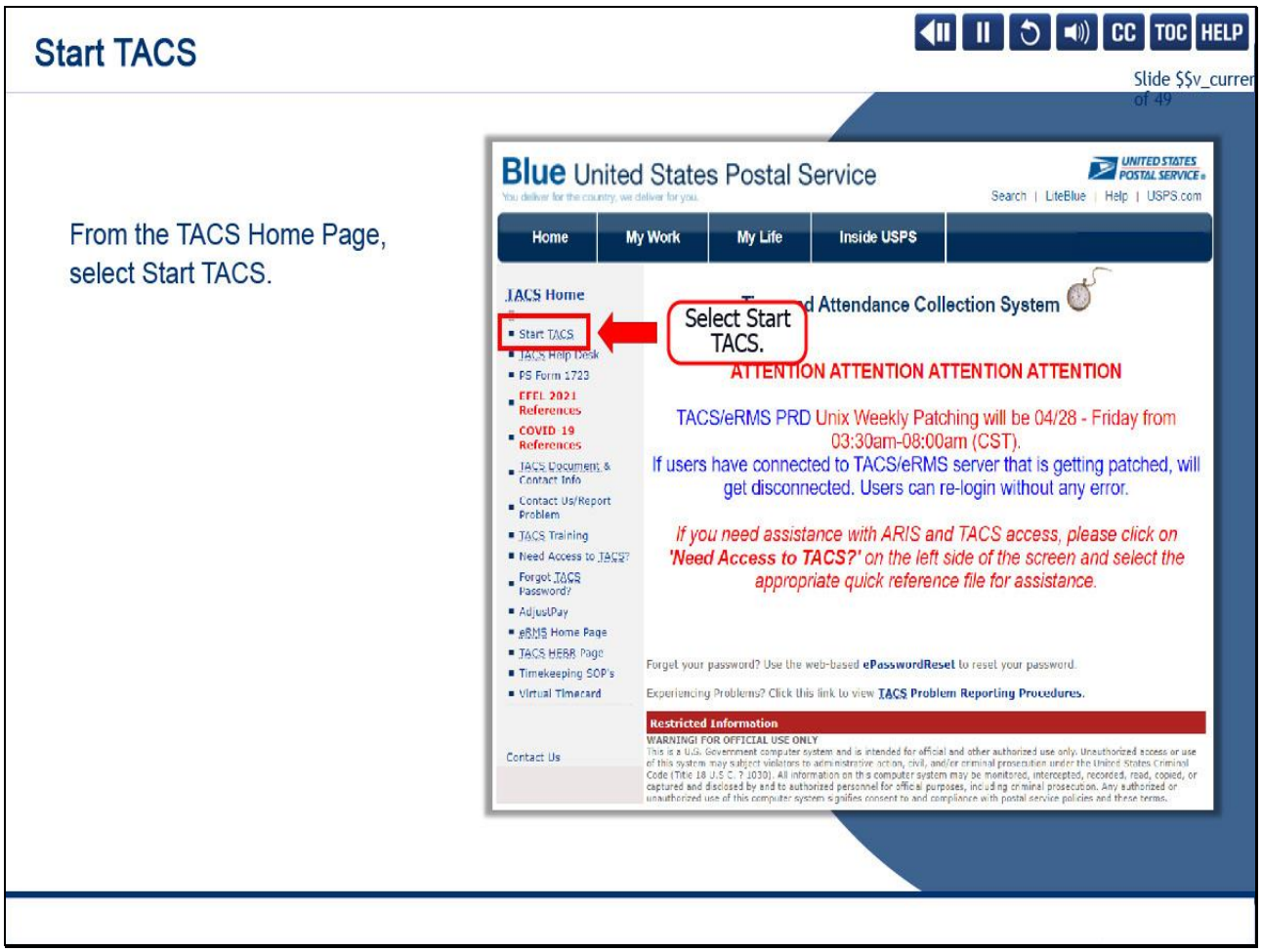
Here is the background for the scenario.

Customer Service Supervisor, EIN 90076025, will be on leave for two weeks starting Saturday, 2/11/2023 and ending Friday, 2/24/2023.

On the Wednesday prior (2/08/2023), supervisor Manny Ger notifies Full-Time Regular (FTR) City Carrier, EIN 90071097,

that they are taking on a New Directed Assignment to cover the supervisor during this absence.

Slide 19 - Start TACS

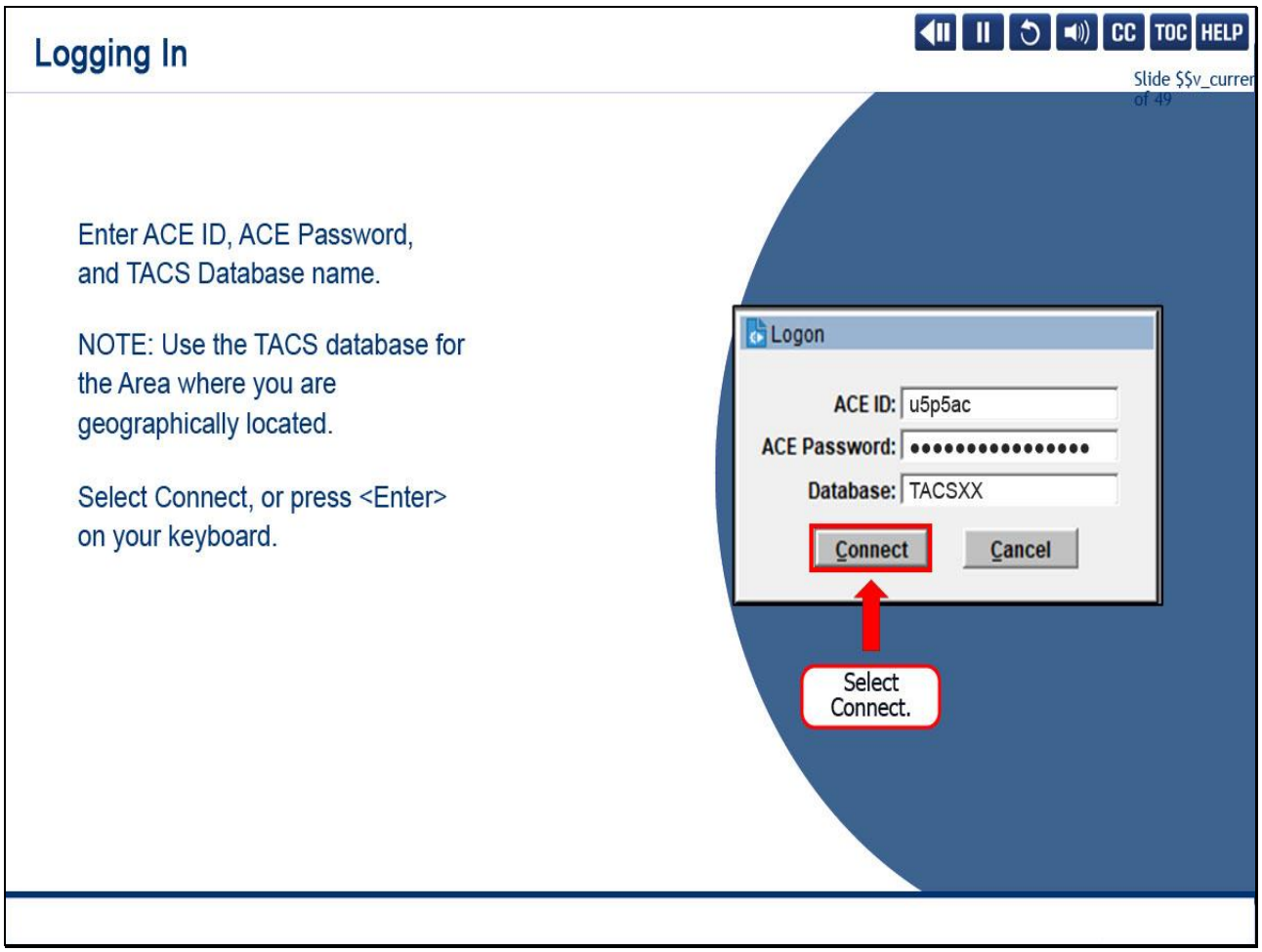


Slide notes

Before we can create the PS Form 1723, we must log in to TACS.

From the TACS Home Page, select Start TACS.

Slide 20 - Logging In



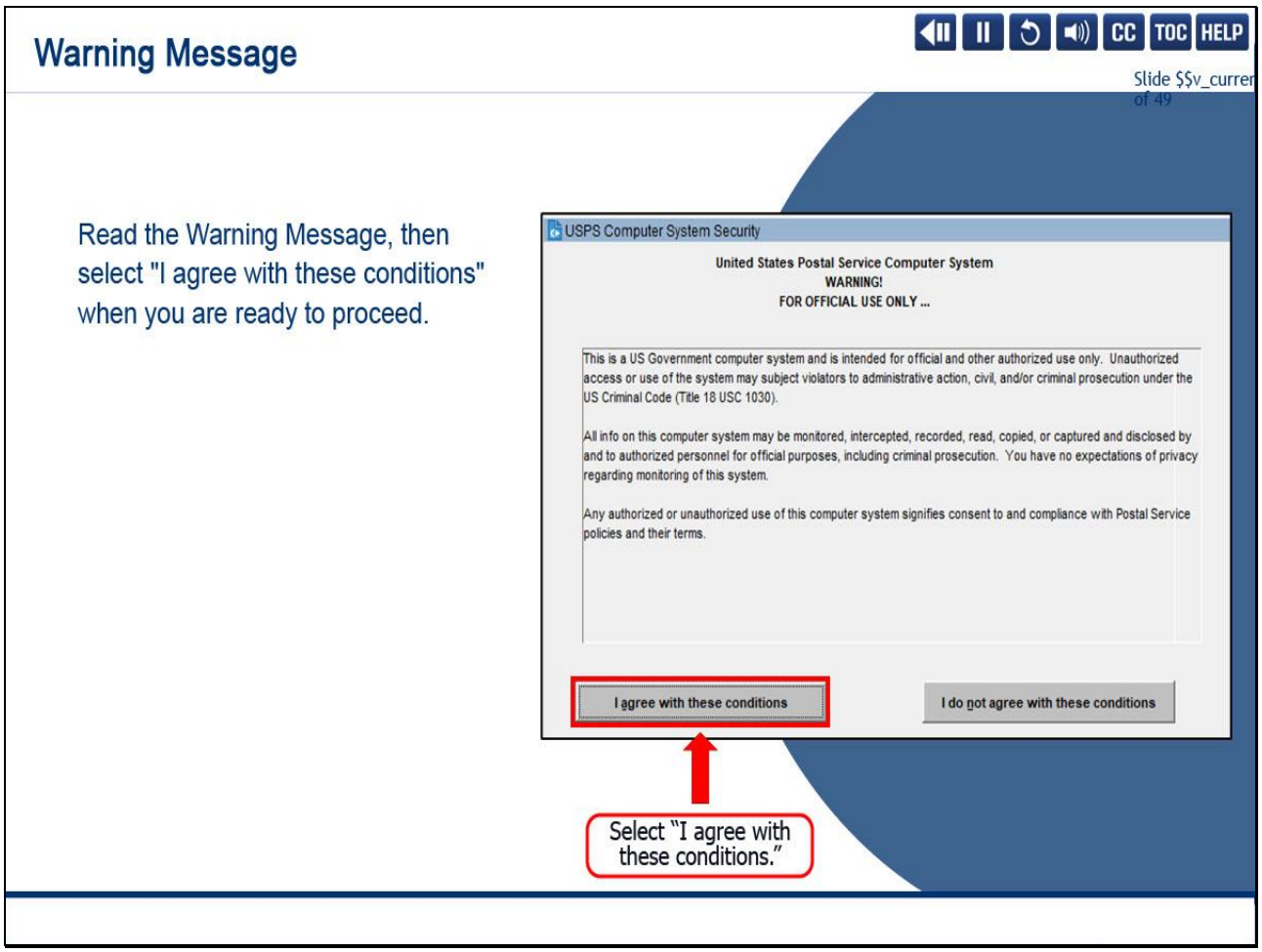
Slide notes

You will enter your six-digit alphanumeric ACE ID, ACE Password, and the TACS Database.

Note: Use the TACS database for the Area where you are geographically located.

Select Connect, or press <Enter> on your Keyboard.

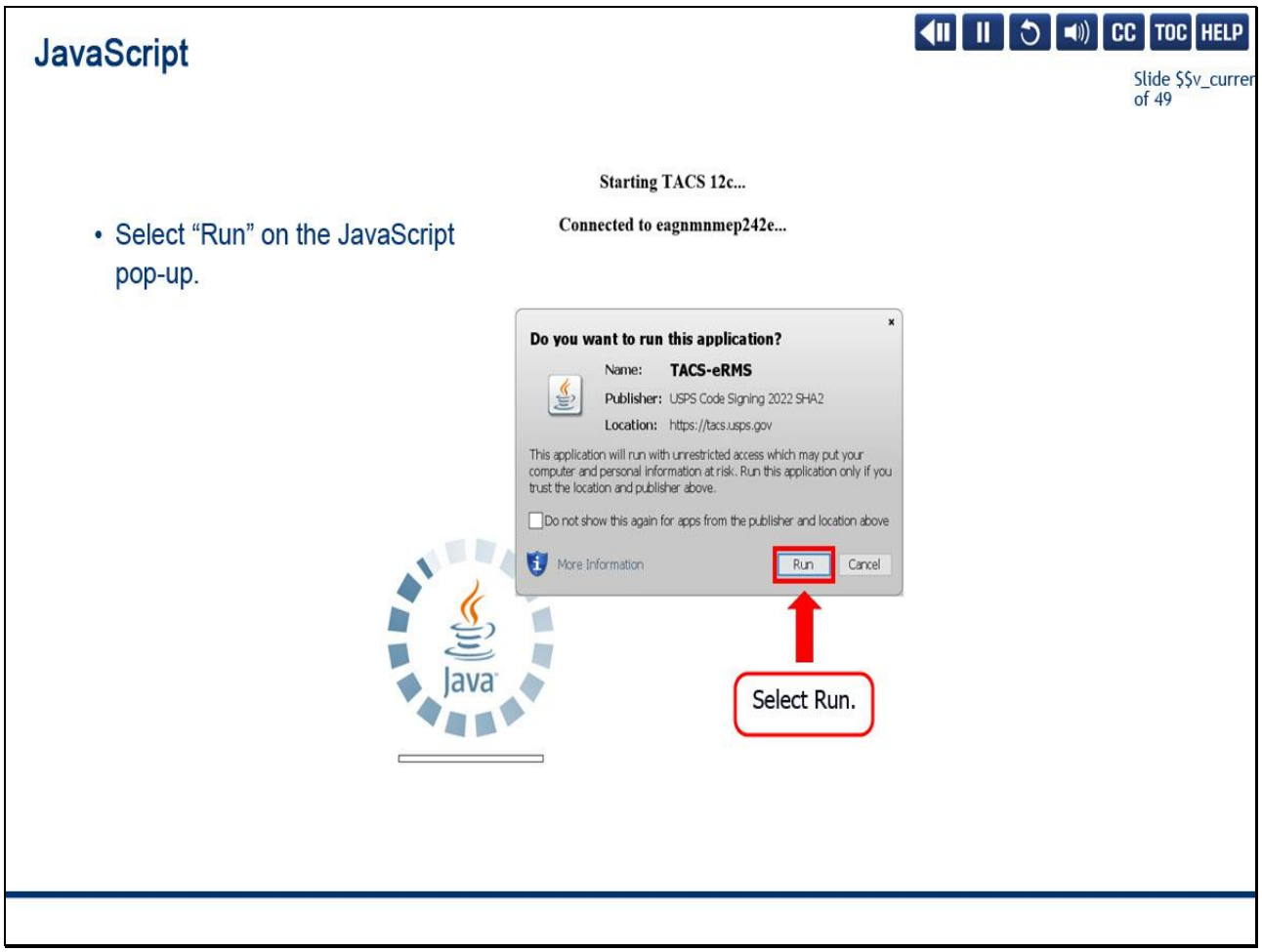
Slide 21 - Warning Message



Slide notes

Read the warning message, then select “I agree with these conditions” when you are ready to proceed.

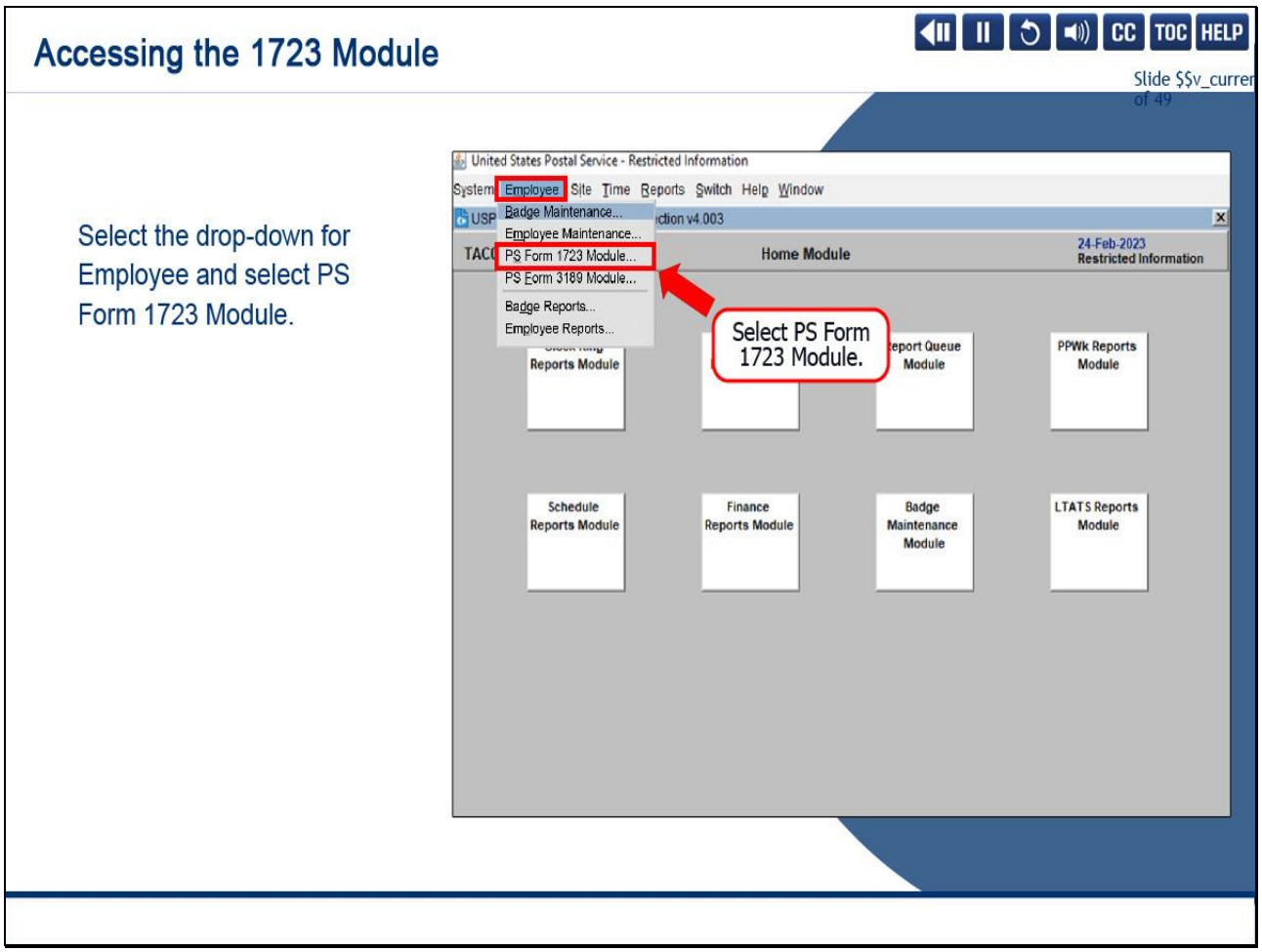
Slide 22 - JavaScript



Slide notes

When the JavaScript pop-up appears, select “Run.”

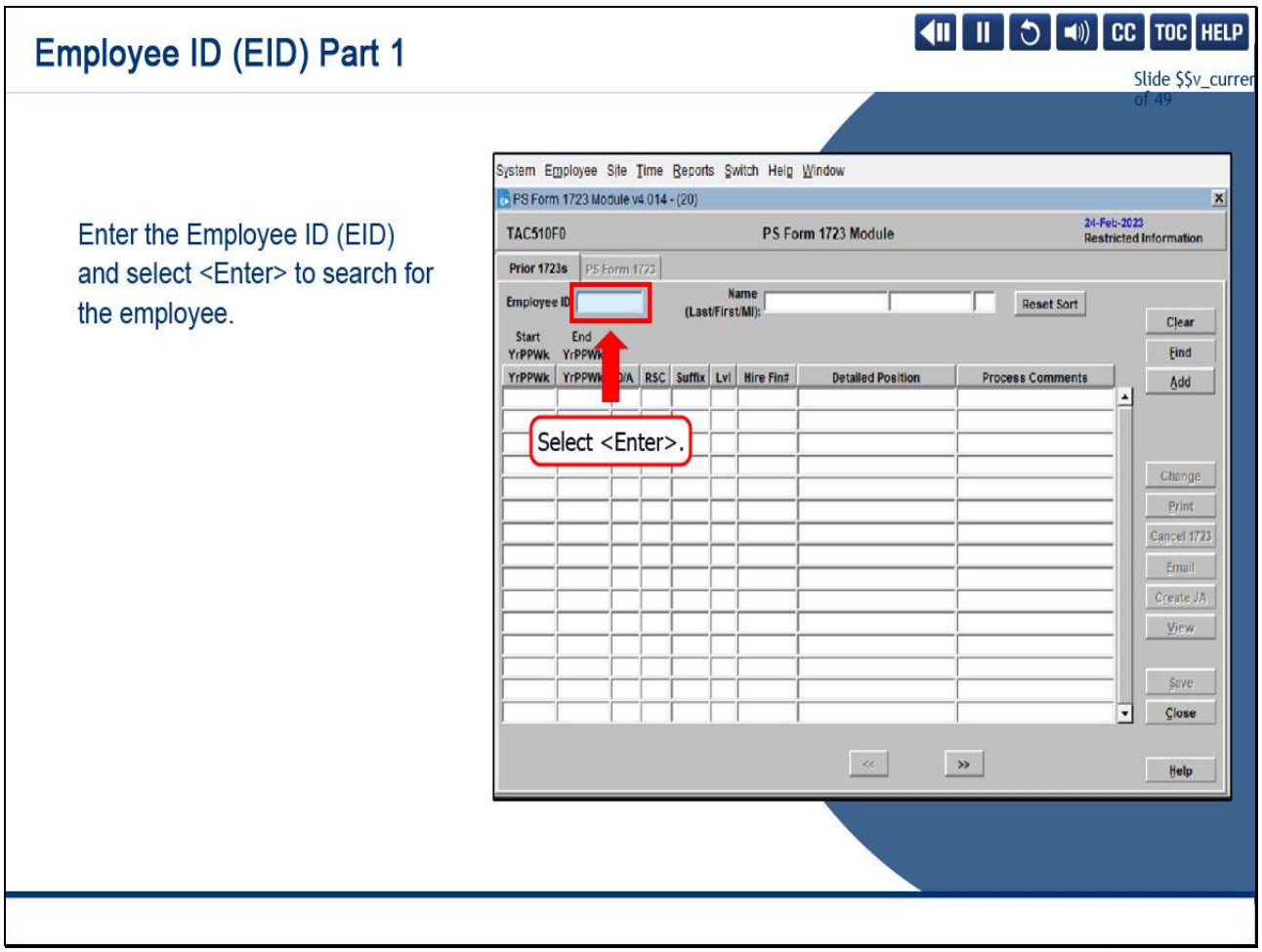
Slide 23 - Accessing the 1723 Module



Slide notes

Once in TACS, we want to select the drop-down for Employee and select PS Form 1723 Module.

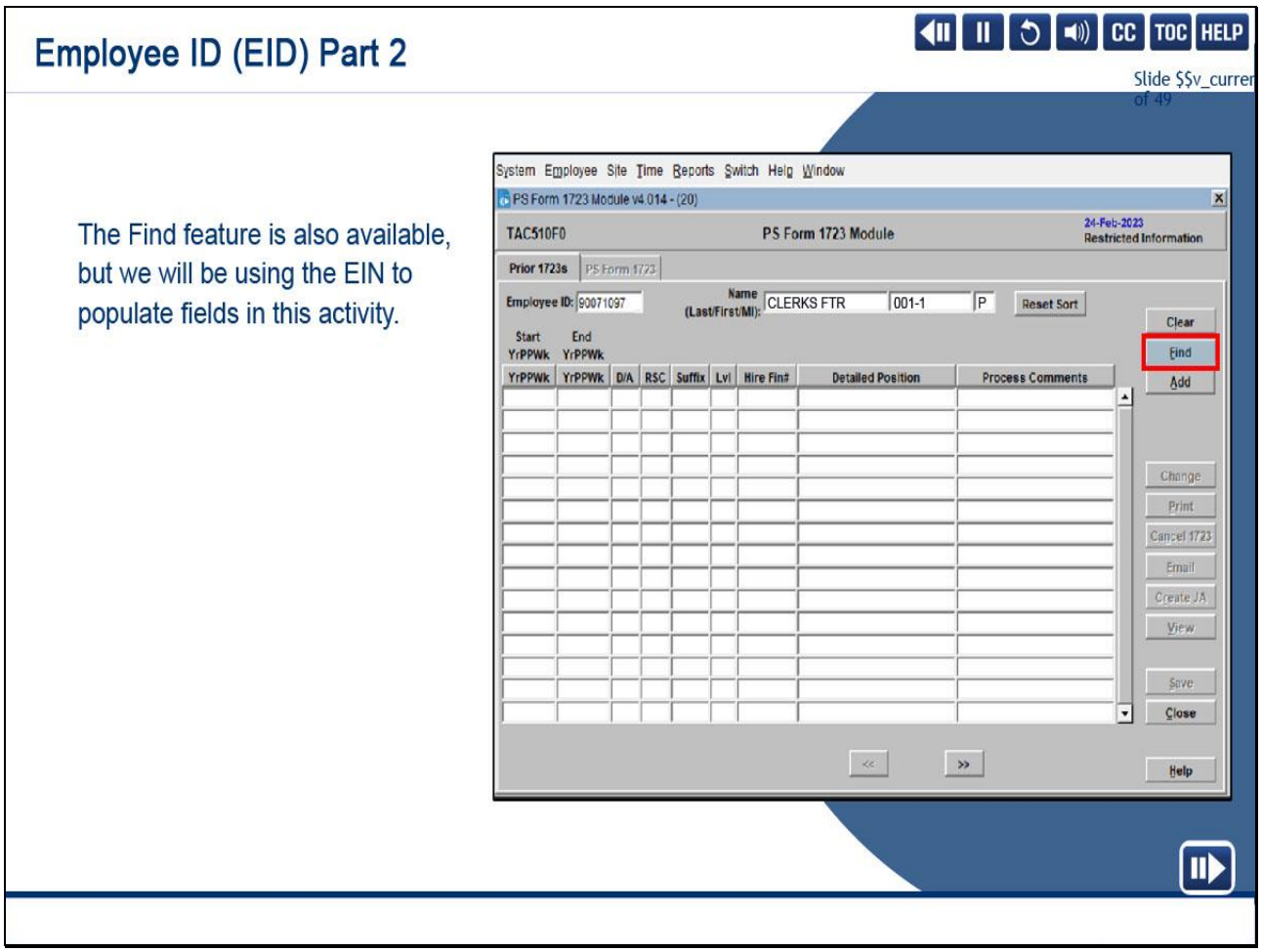
Slide 24 - Employee ID (EID) Part 1



Slide notes

This brings us to the history screen where we will enter the Employee ID as 90071097 and select <Enter> to populate the employee name and prior 1723 fields.

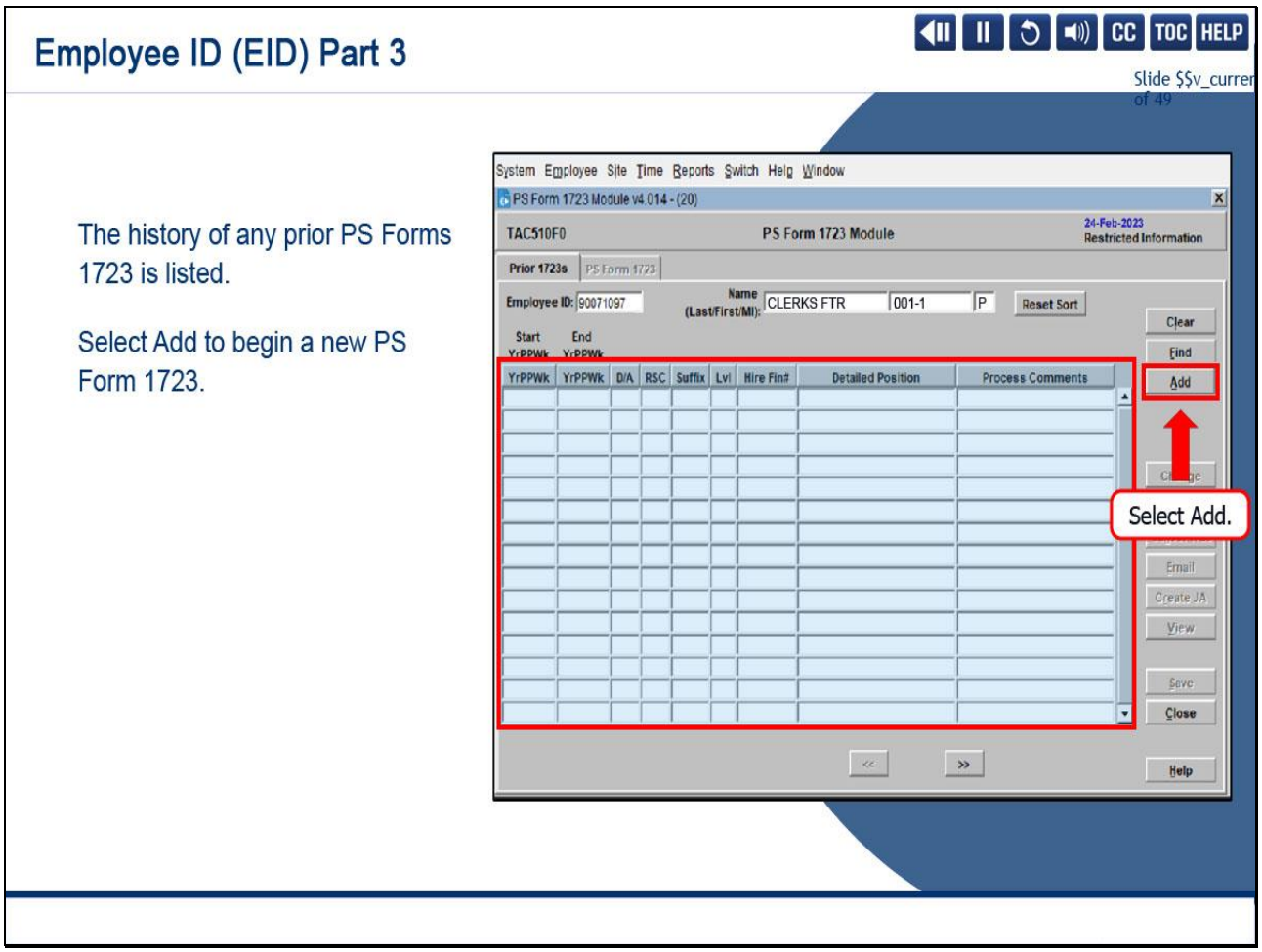
Slide 25 - Employee ID (EID) Part 2



Slide notes

The Find feature is also available, but we will be using the EIN to populate fields in this activity.

Slide 26 - Employee ID (EID) Part 3



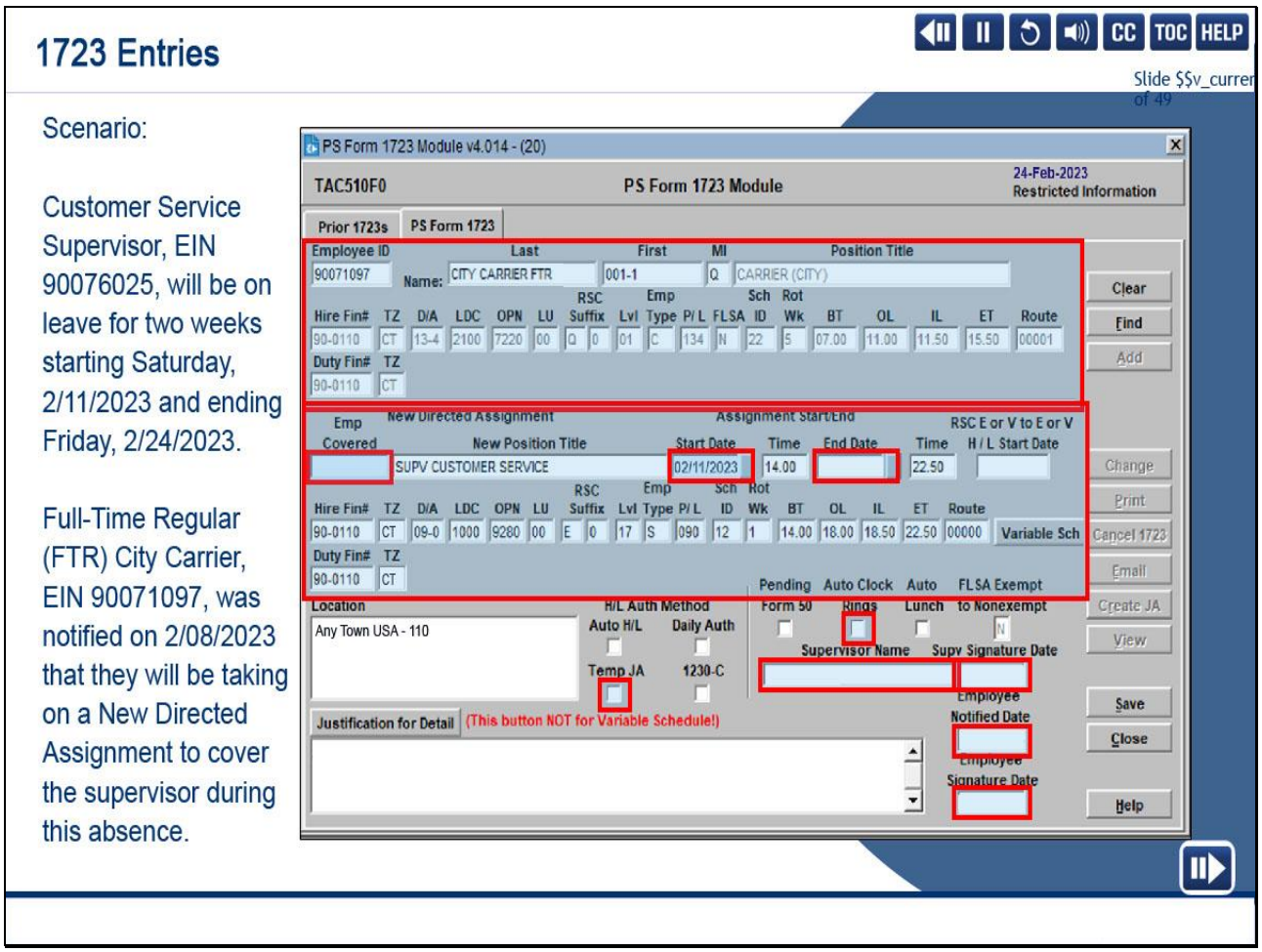
Slide notes

When the employee is located, the history of any prior PS Forms 1723 will be listed here.

There are no prior PS Forms 1723 for this employee.

Select Add to begin a new PS Form 1723.

Slide 27 - 1723 Entries



Slide notes

Once you select the employee, the screen will autopopulate with the employee's Name and Form 50 position information.

Next, enter EID 90076025 for the Supervisor that the City Carrier is replacing in the Employee Covered field.

Once you hit <Enter>, the system autopopulates the information for the new assignment based on the Supervisor's Form 50.

There are still a few fields that require manual input:

Start Date, 2/11/2023;

End Date, 2/24/2023;

Higher Level Authorization Method, Temporary JA checked;

Auto Clock Rings checked;

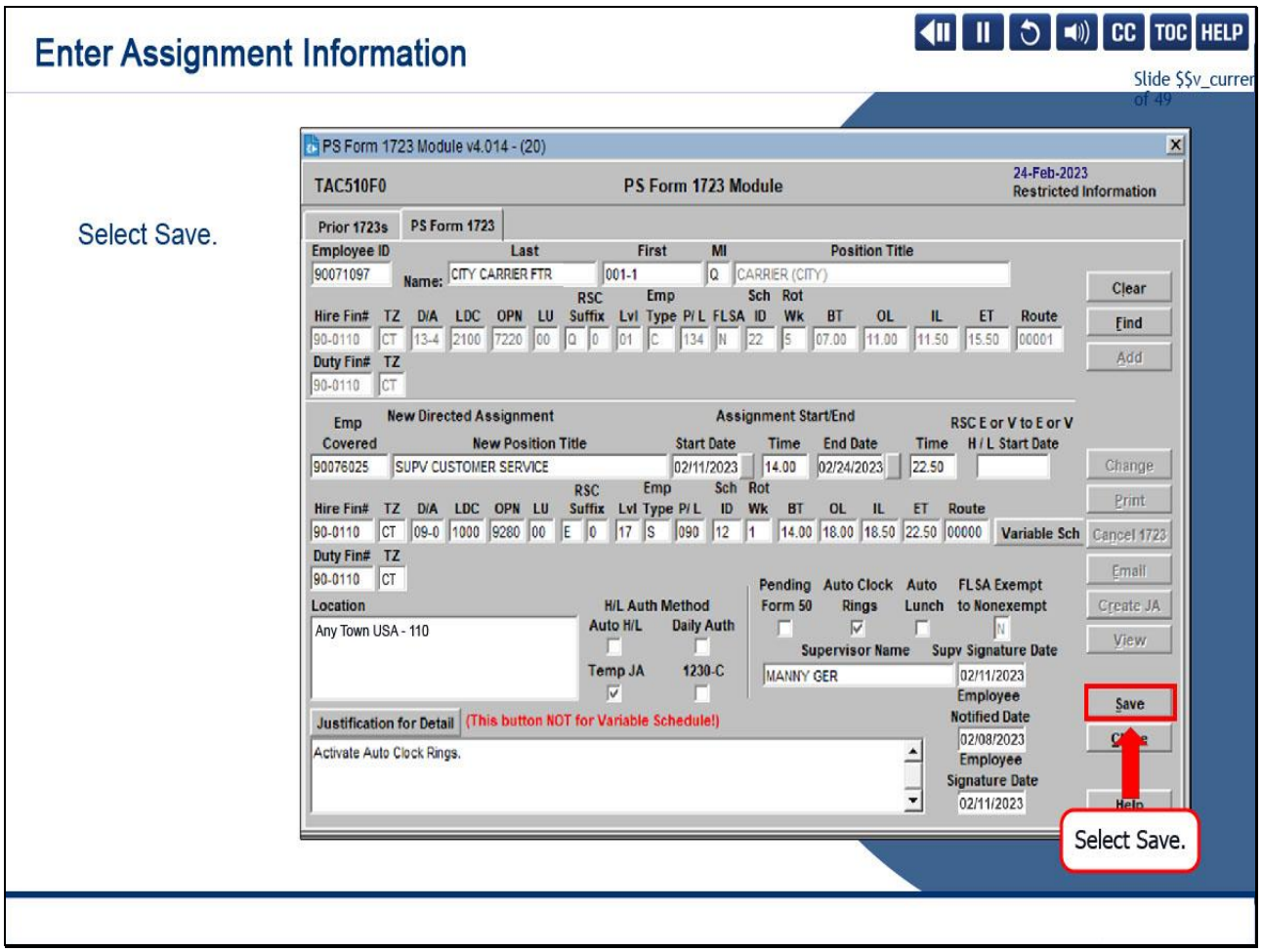
Supervisor Name, Manny Ger;

Supervisor Signature Date, 02/11/2023;

Employee Notified Date, 02/08/2023;

and Employee Signature Date, 02/11/2023.

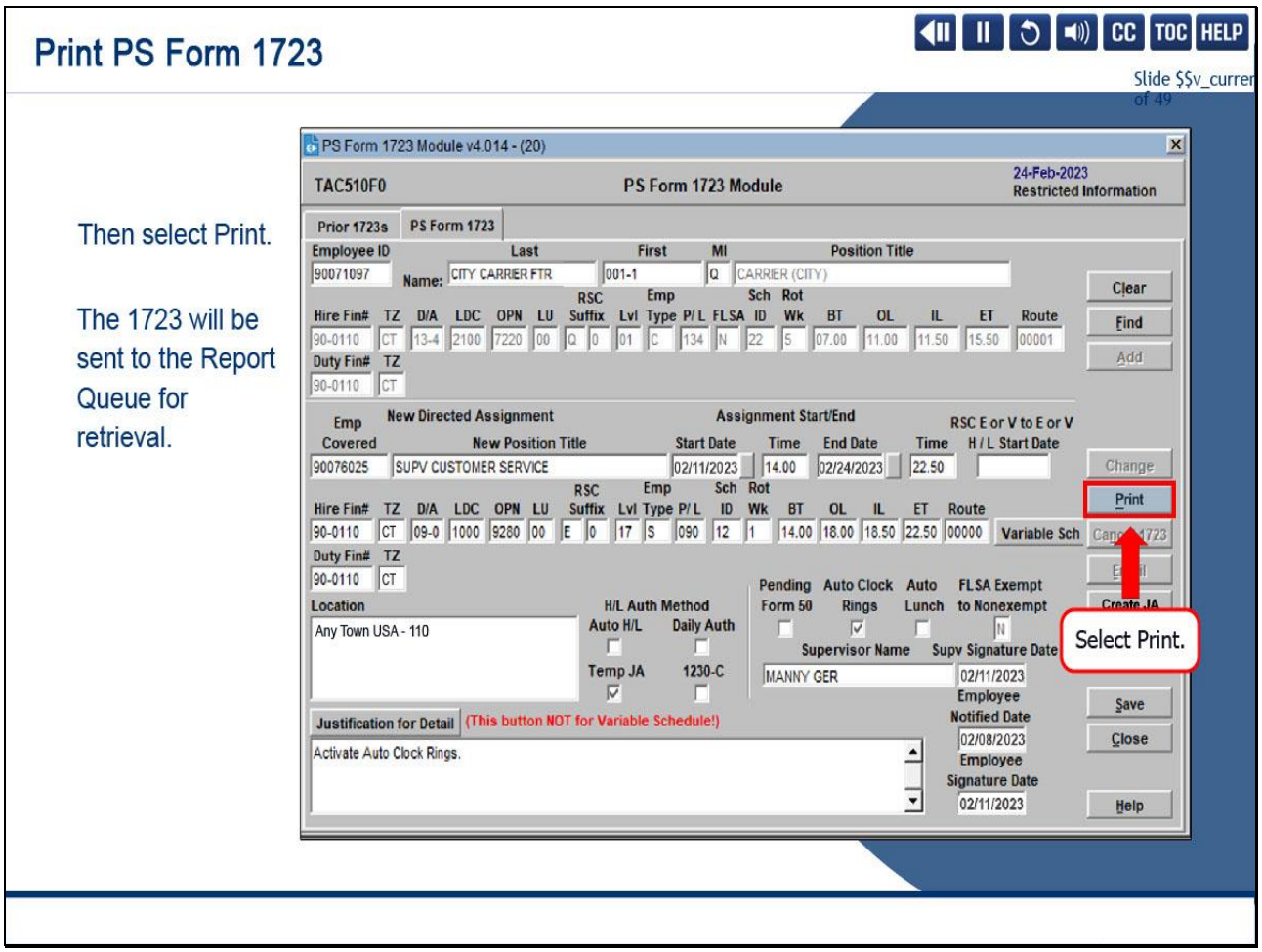
Slide 28 - Enter Assignment Information



Slide notes

Once your entries are complete, select Save.

Slide 29 - Print PS Form 1723

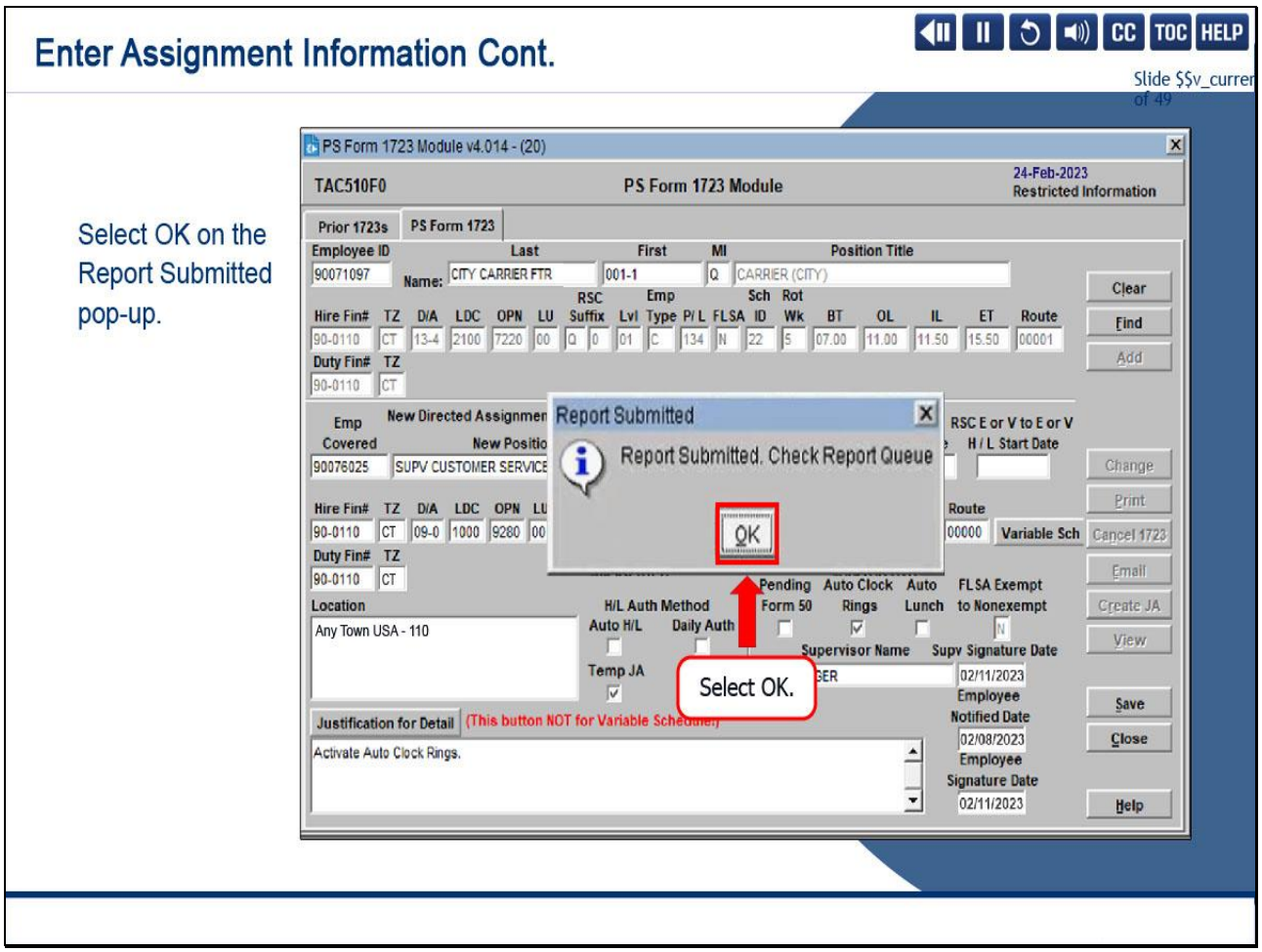


Slide notes

Then select Print.

The 1723 will be sent to the Report Queue for retrieval.

Slide 30 - Enter Assignment Information Cont.

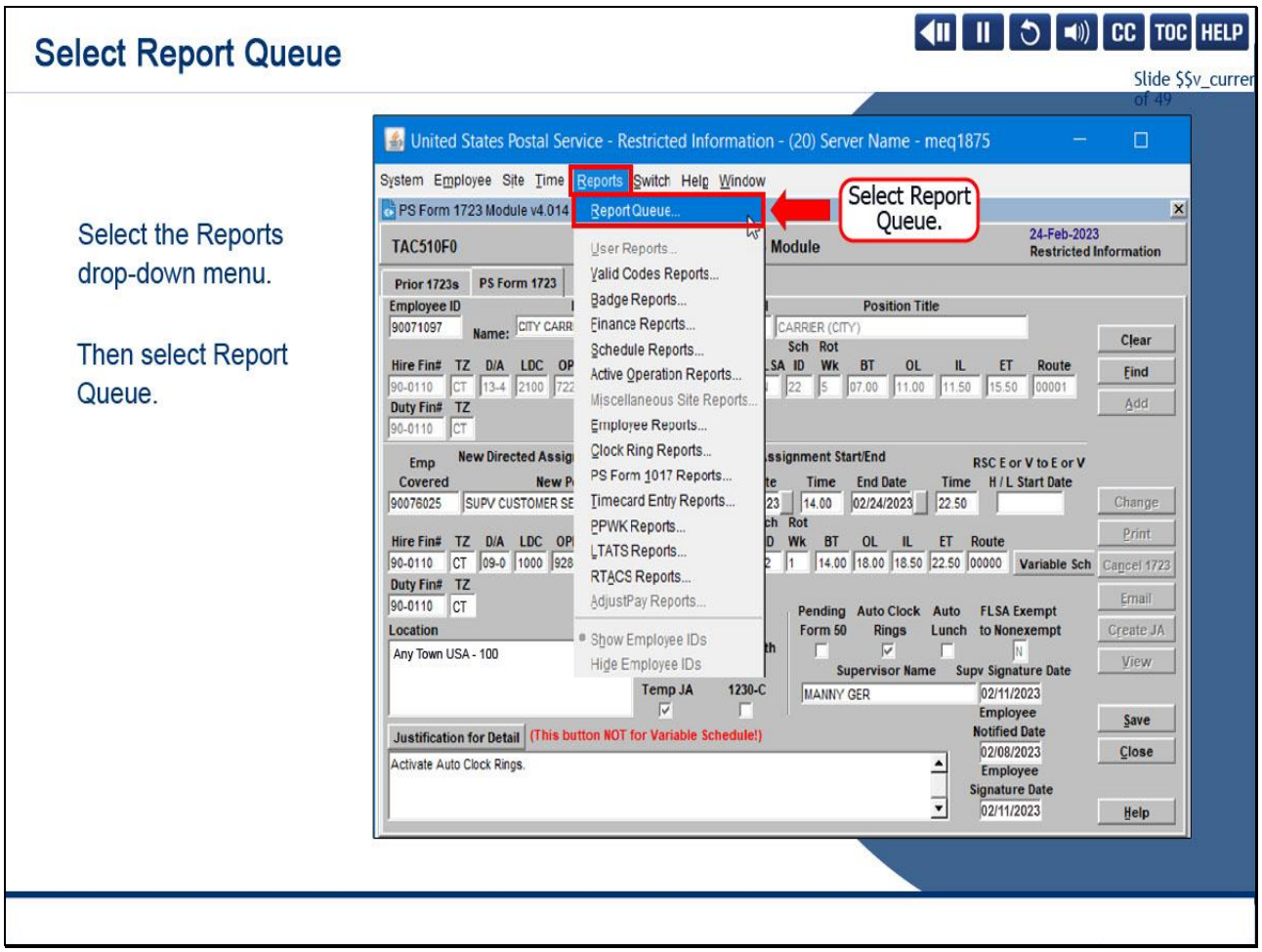


Slide notes

The Report Submitted pop-up displays.

Select OK.

Slide 31 - Select Report Queue

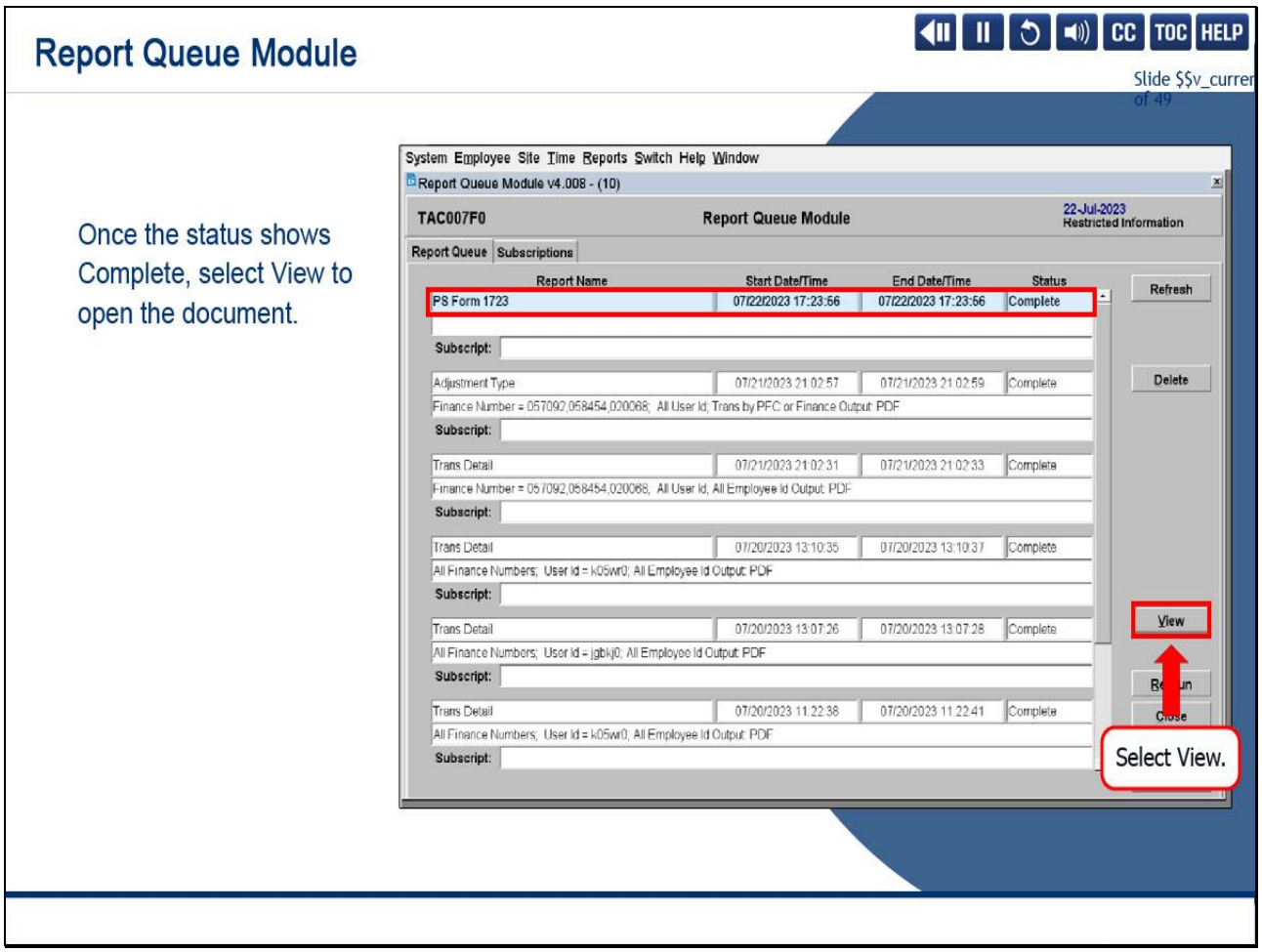


Slide notes

To access the Report Queue, select the Reports drop-down menu.

Then select Report Queue.

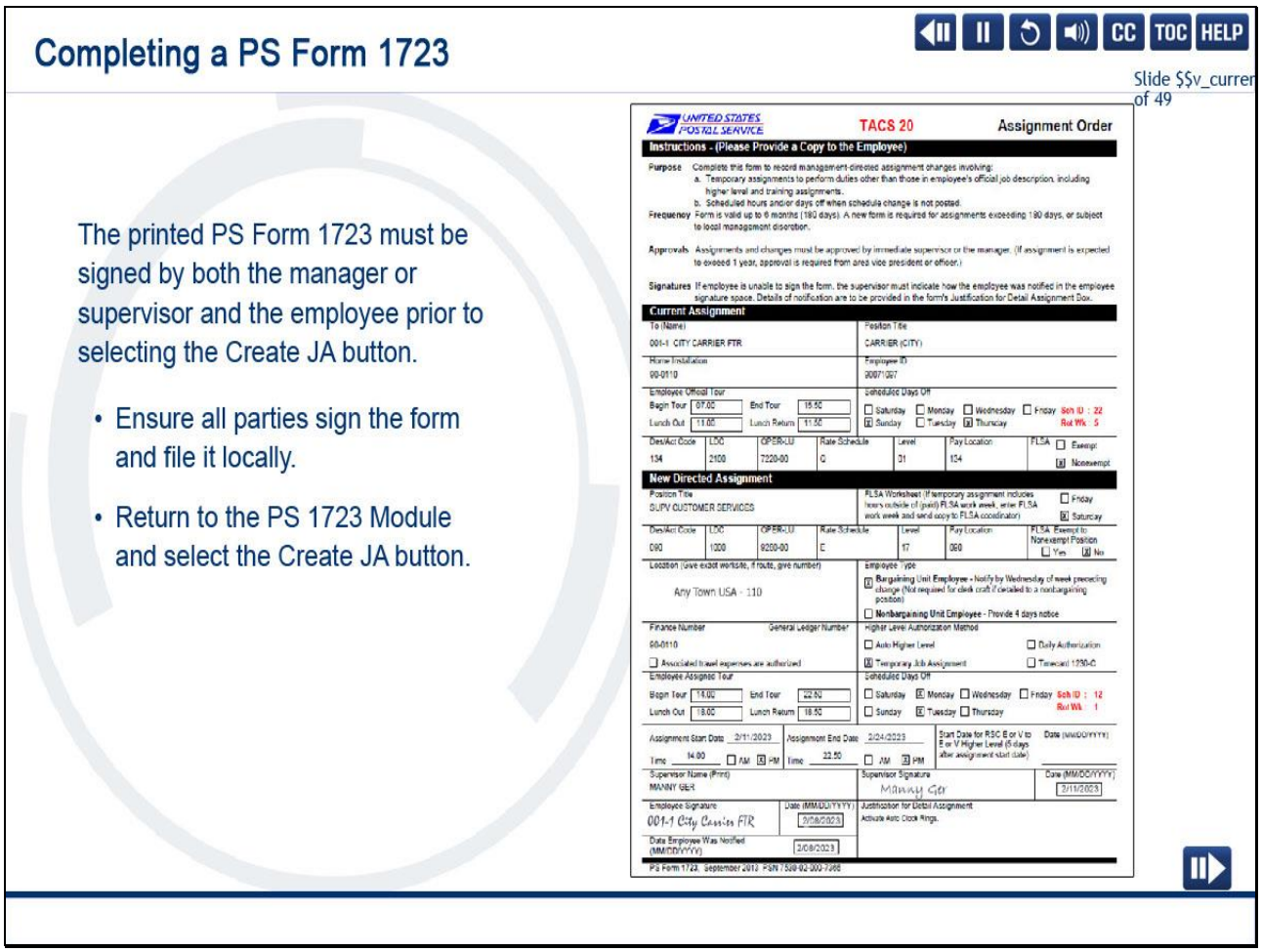
Slide 32 - Report Queue Module



Slide notes

Highlight your document and select View to open.

Slide 33 - Completing a PS Form 1723



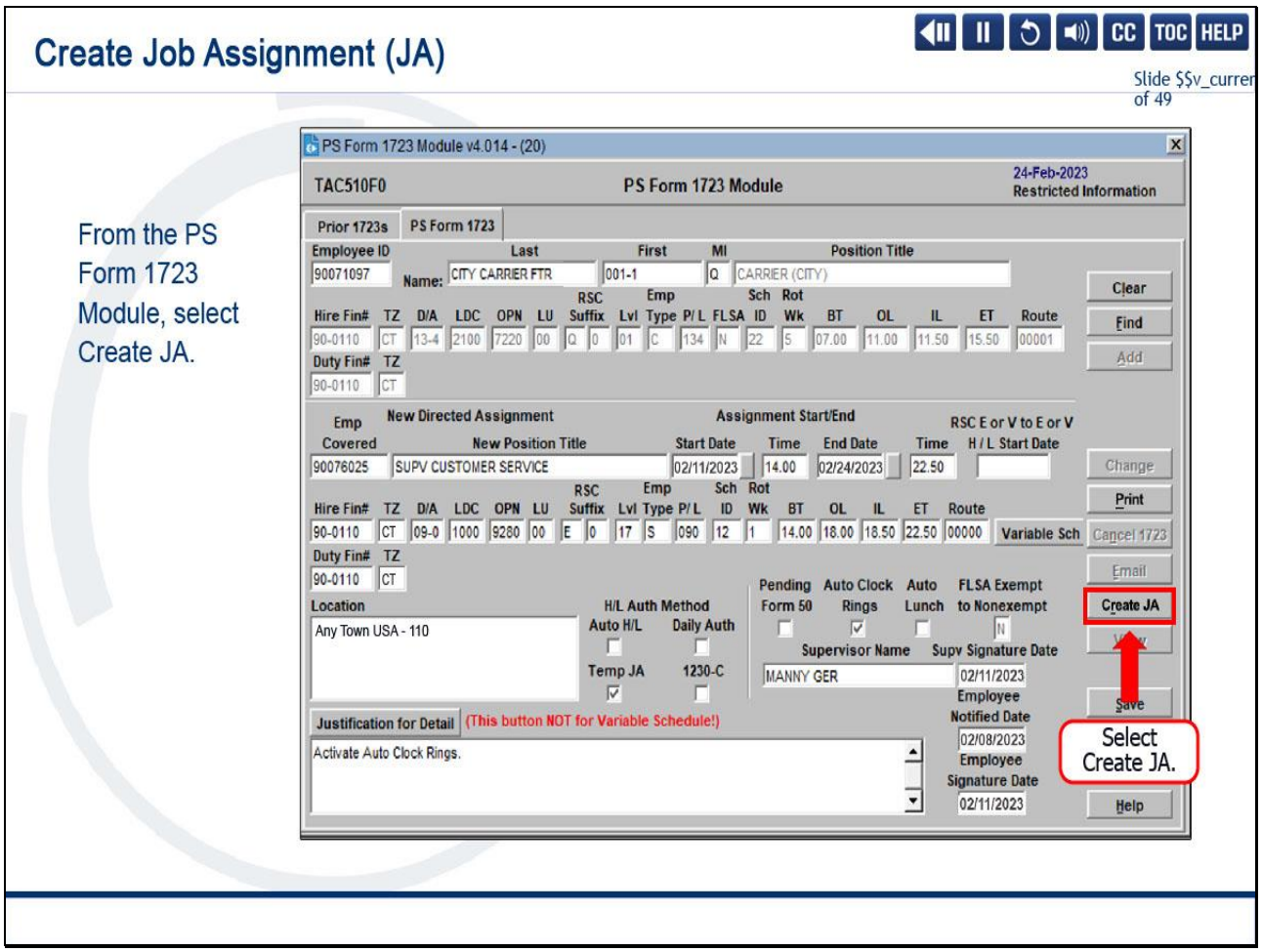
Slide notes

The printed PS Form 1723 must be signed by both the manager or supervisor and the employee prior to selecting the Create JA button.

Ensure all parties sign the form and file it locally.

Return to the PS Form 1723 Module and select the Create JA button.

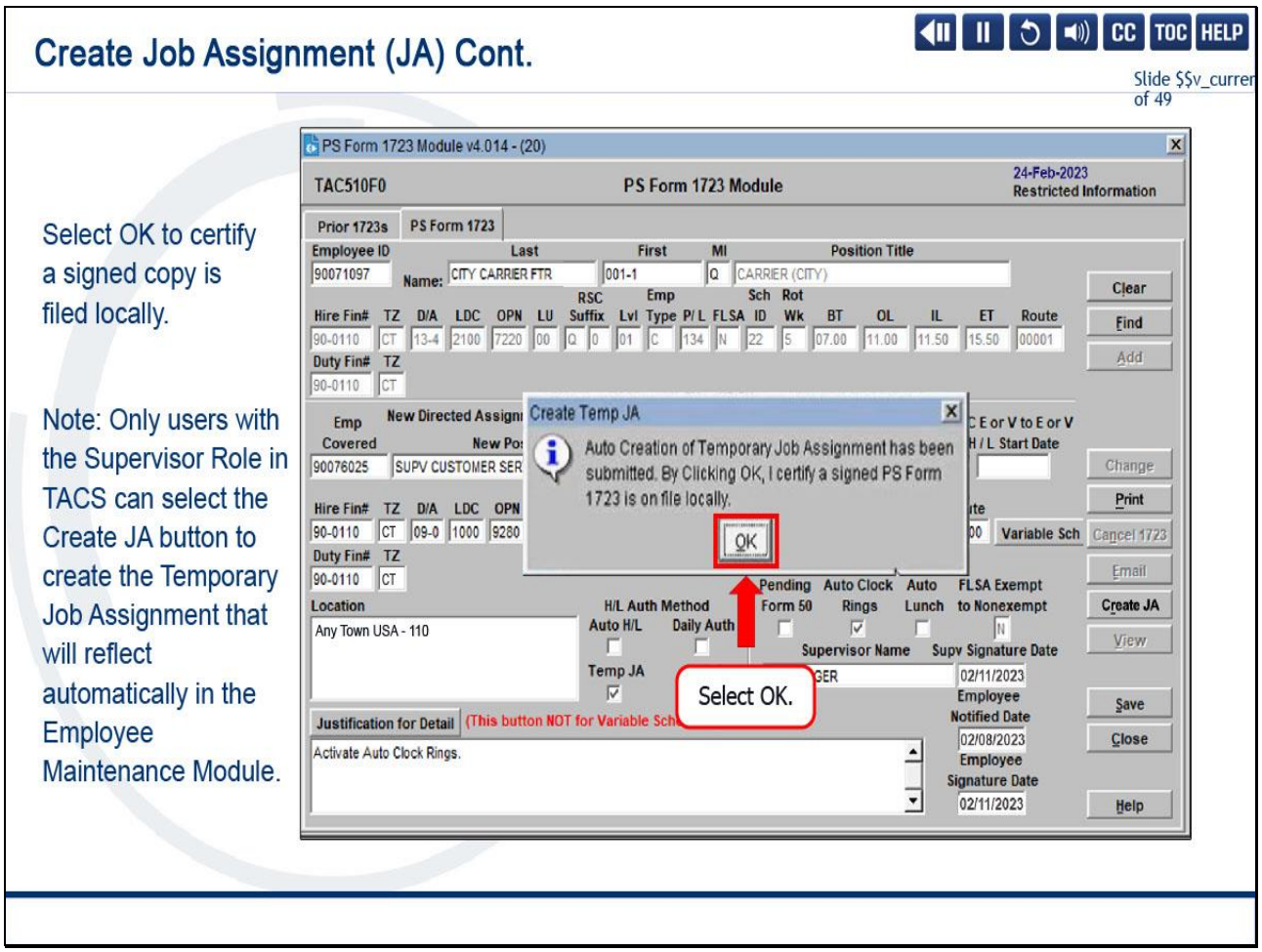
Slide 34 - Create Job Assignment (JA)



Slide notes

From the PS Form 1723 Module, select Create JA.

Slide 35 - Create Job Assignment (JA) Cont.



Slide notes

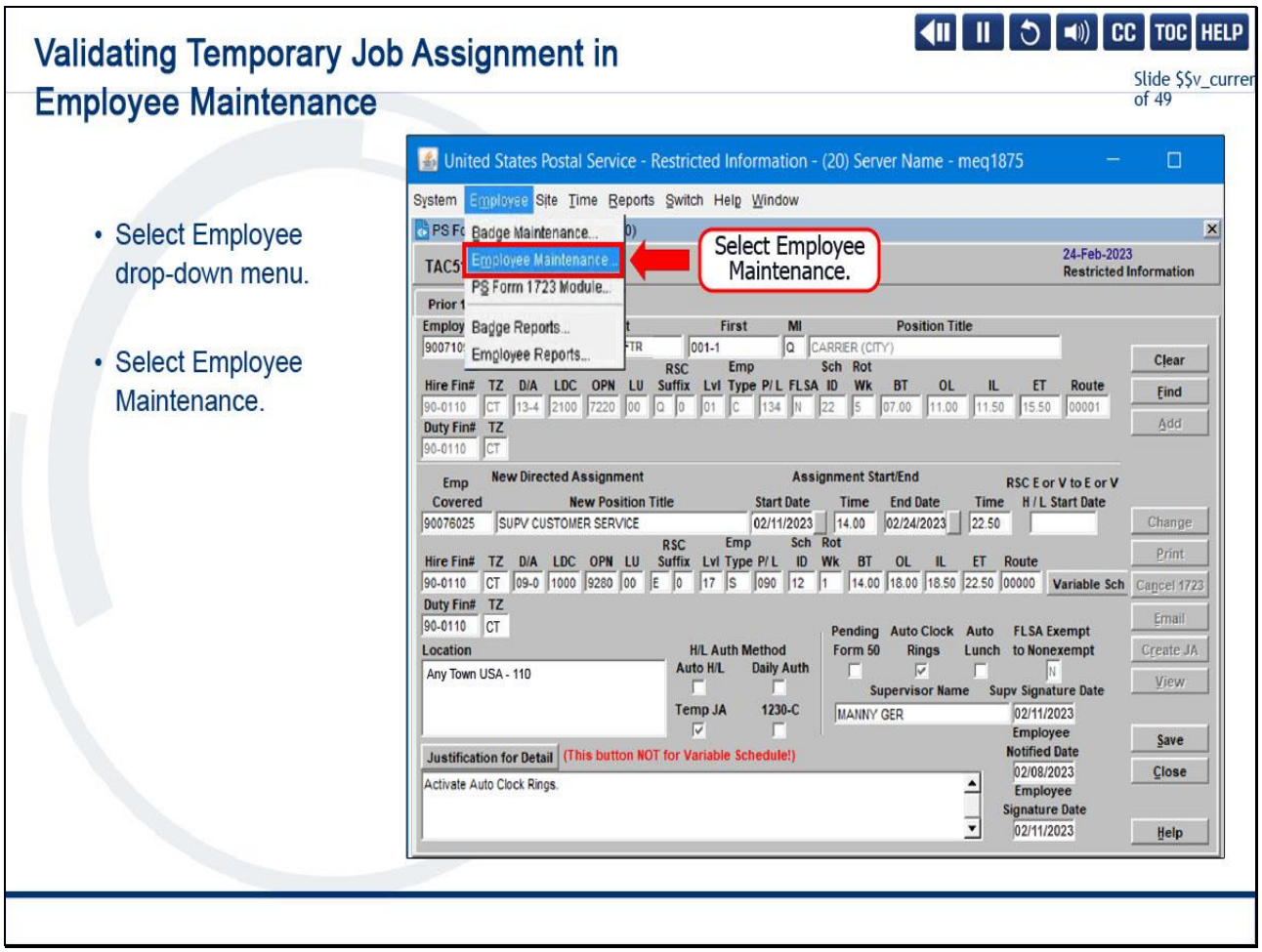
The Create JA pop-up displays.

Selecting OK certifies that a signed PS Form 1723 is on file locally.

Select OK.

Note: Only users with the Supervisor Role in TACS can select the Create JA button to create the Temporary Job Assignment that will reflect automatically in the Employee Maintenance Module.

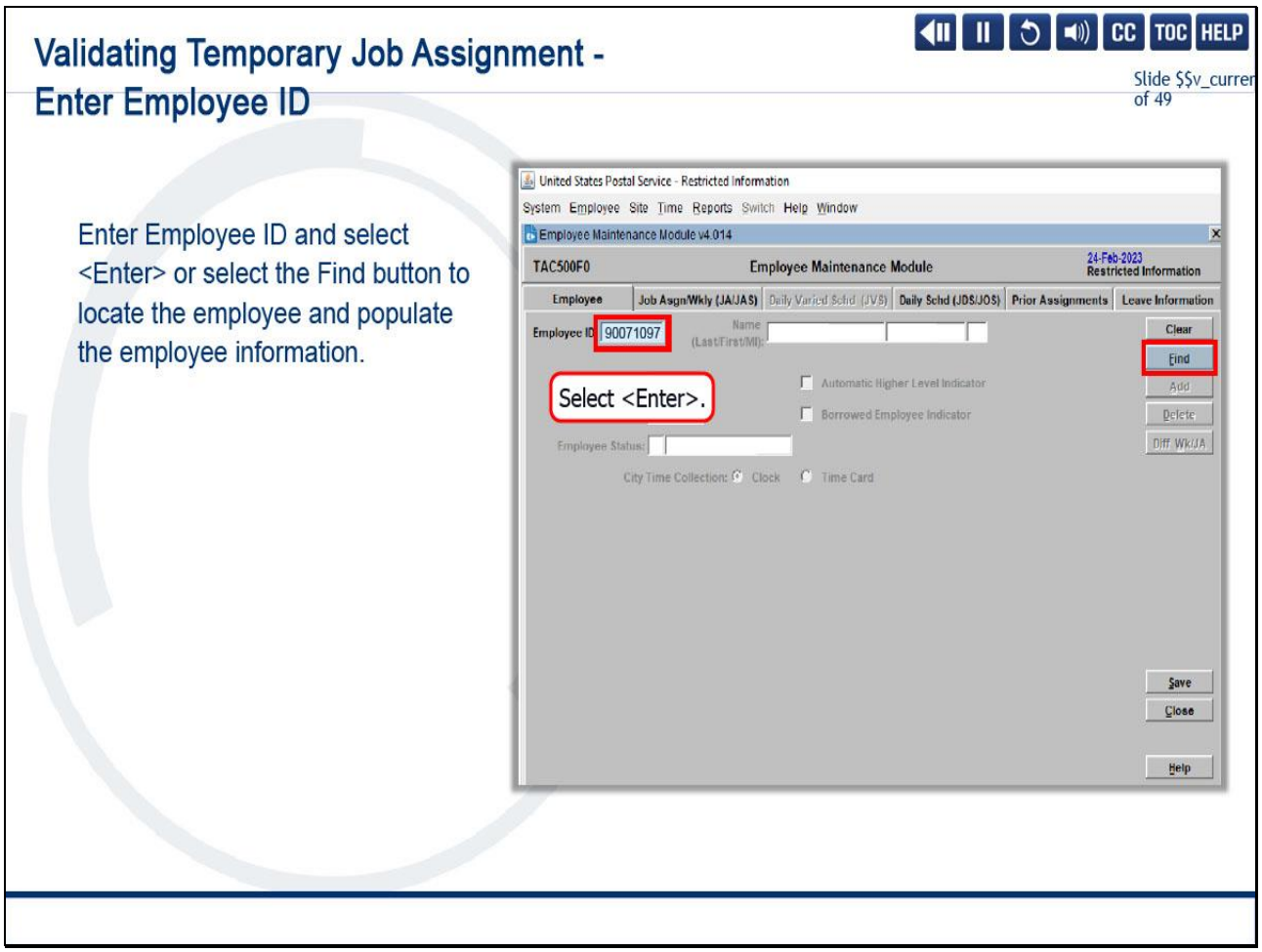
Slide 36 - Validating Temporary Job Assignment in Employee Maintenance



Slide notes

To validate successful completion of the job assignment, return to the Employee Maintenance Module.

Slide 37 - Validating Temporary Job Assignment - Enter Employee ID



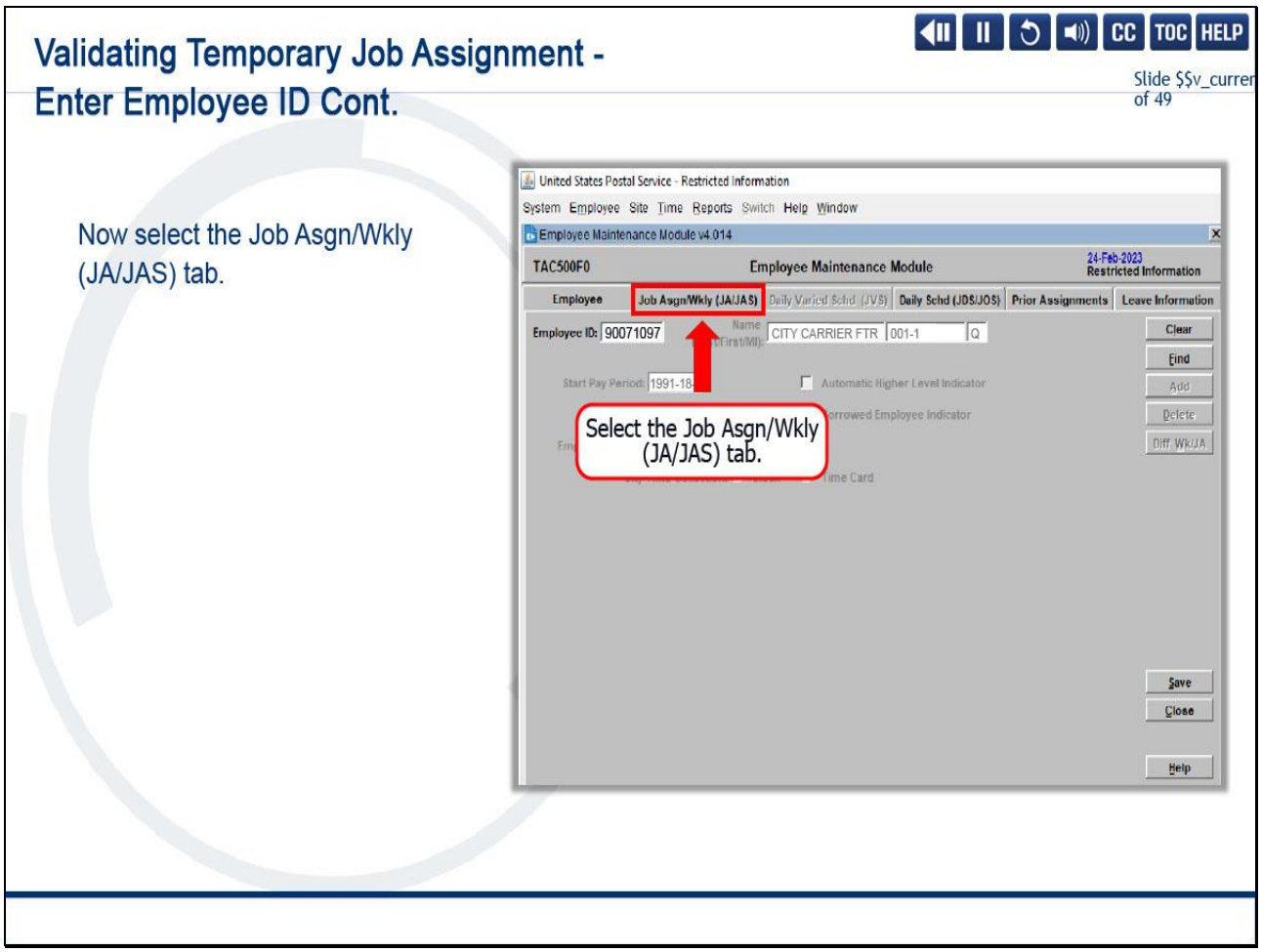
Slide notes

Enter Employee ID and select <Enter> or select the Find button to locate the employee and populate the employee information.

We will use the Employee ID field.

Select <Enter>.

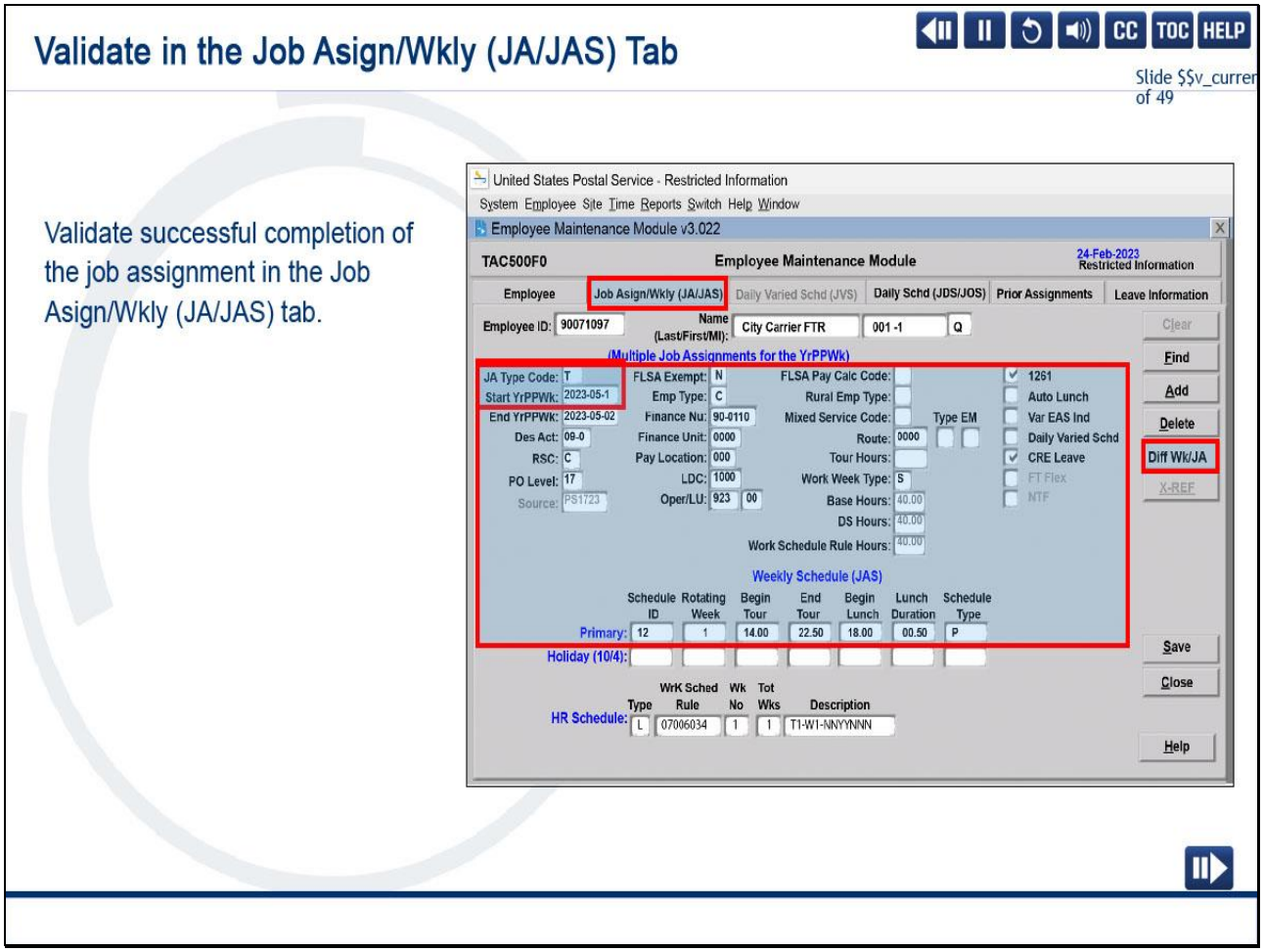
Slide 38 - Validating Temporary Job Assignment - Enter Employee ID Cont.



Slide notes

Now select the Job Asgn/Wkly (JA/JAS) tab.

Slide 39 - Validate in the Job Asign/Wkly (JA/JAS) Tab

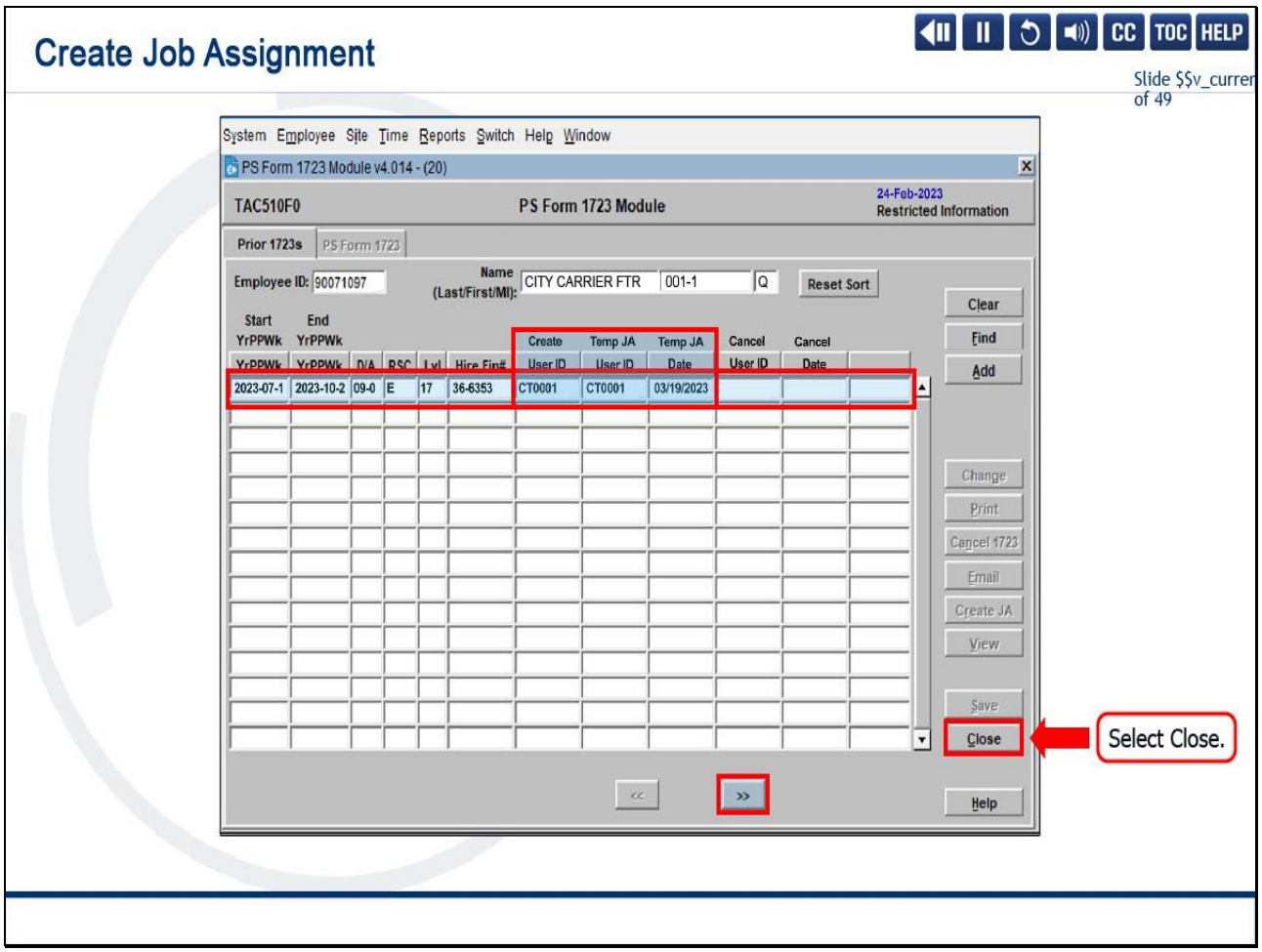


Slide notes

On the employee’s Job Asign/Wkly (JA/JAS) tab, use the Diff Wk/JA button to locate the correct Start YrPPWk with a JA Type Code: T.

Verify the information with the printed 1723.

Slide 40 - Create Job Assignment



Slide notes

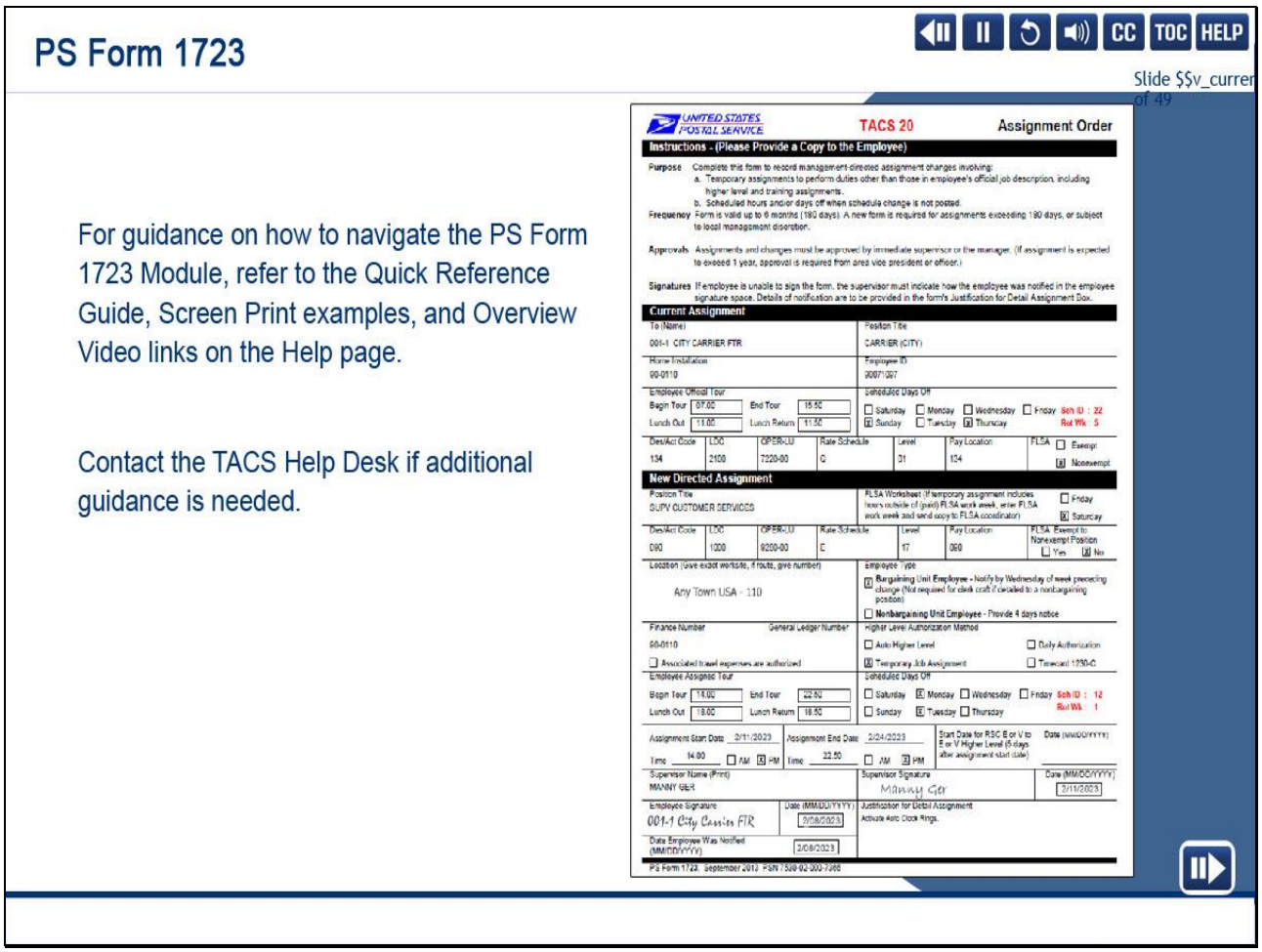
Return to the PS Form 1723 Module history screen and select the correct assignment.

Then select the right double caret.

The User IDs of the creator of the 1723 and the submitter of the Temporary JA and the date the Temporary JA was submitted will be displayed.

Select “Close” to exit the 1723 Module.

Slide 41 - PS Form 1723



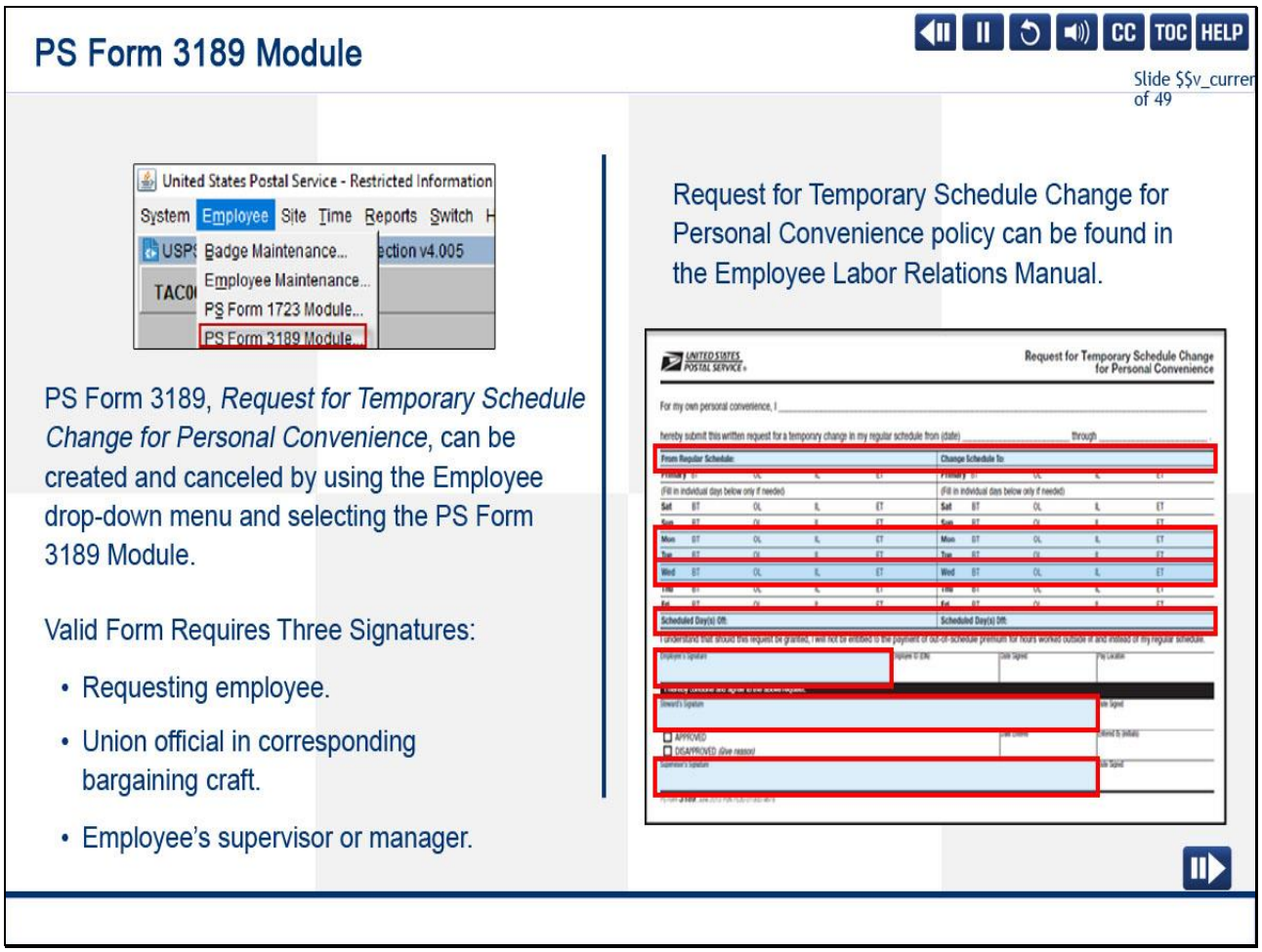
Slide notes

For additional information on how to navigate the PS Form 1723 Module and enter 1723 information for different scenarios,

refer to the Quick Reference Guide, Screen Print examples, and Overview Video links on the Help page.

Contact the TACS Help Desk if additional guidance is needed.

Slide 42 - PS Form 3189 Module



Slide notes

Now let's take a look at the PS Form 3189 Module.

From the Employee Menu, you will select the PS Form 3189 Module to view, create or cancel PS 3189, *Request for Temporary Schedule Change for Personal Convenience*.

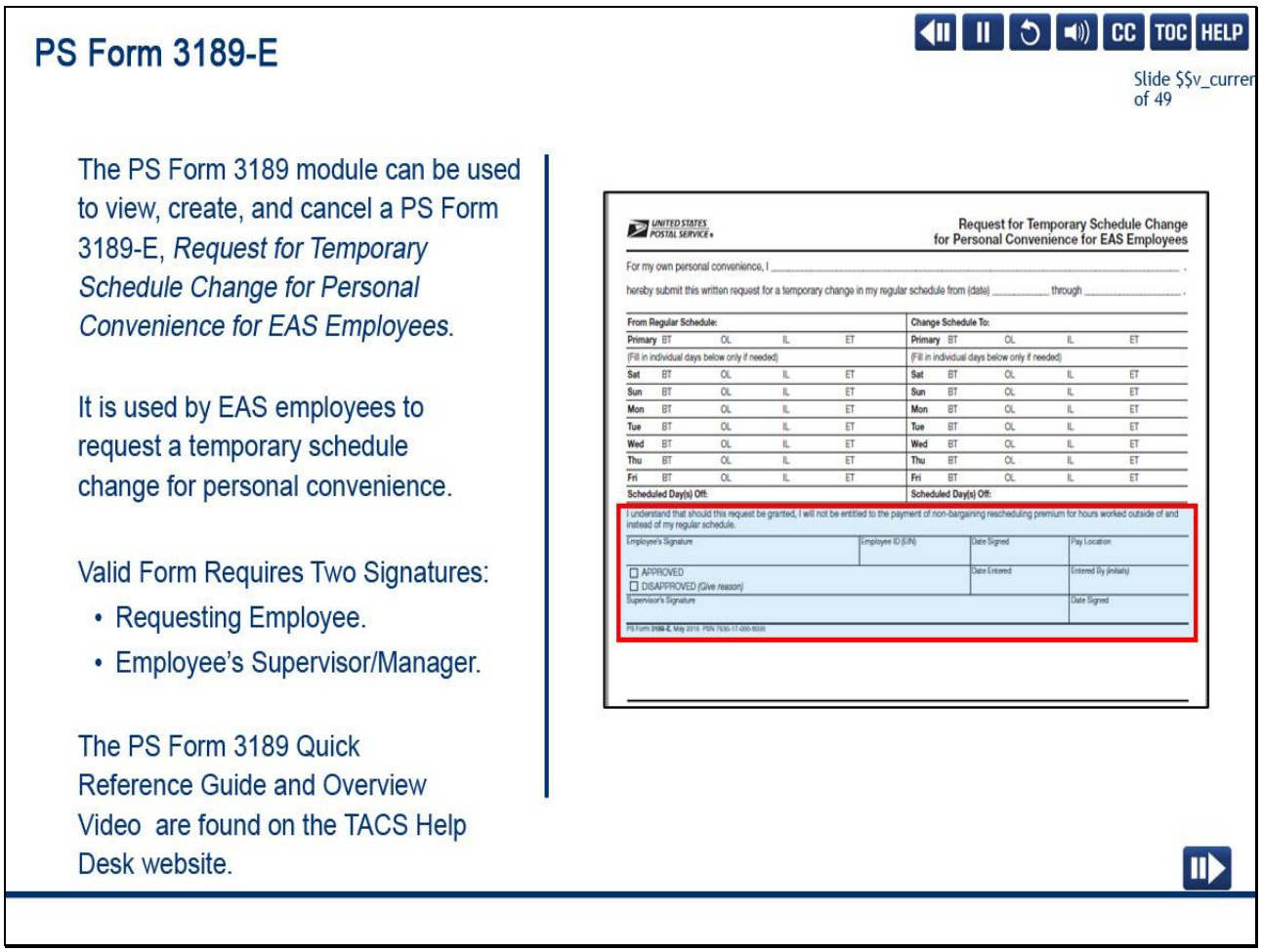
As with the PS Form 1723, the policy regarding the use of PS Form 3189 has not changed.

To be valid, PS Form 3189 must be signed by the requesting employee, a union official in the corresponding bargaining craft, and the employee's supervisor or manager.

This form can have many variations of a requested change of schedule,

from a change of Begin Tour for one day to a change for multiple days in the week, including a change of scheduled days off.

Slide 43 - PS Form 3189-E



Slide notes

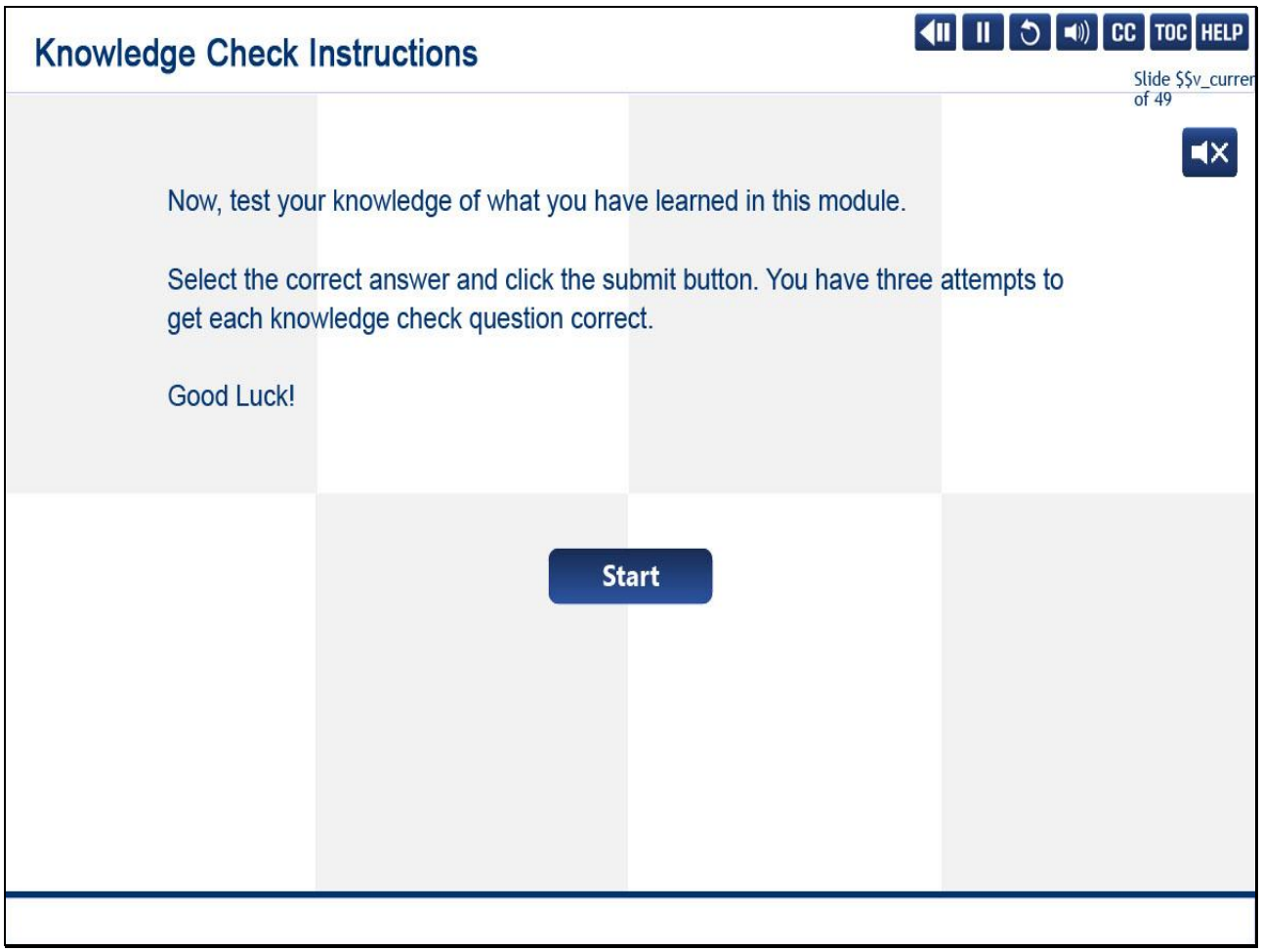
Similarly, there is the ability to view, create, and cancel a PS Form 3189-E, *Request for Temporary Schedule Change for*

Personal Convenience for EAS Employees, in the PS Form 3189 Module.

PS Form 3189-E is used by nonbargaining employees to request a temporary schedule change for personal convenience and does not require the union official's signature.

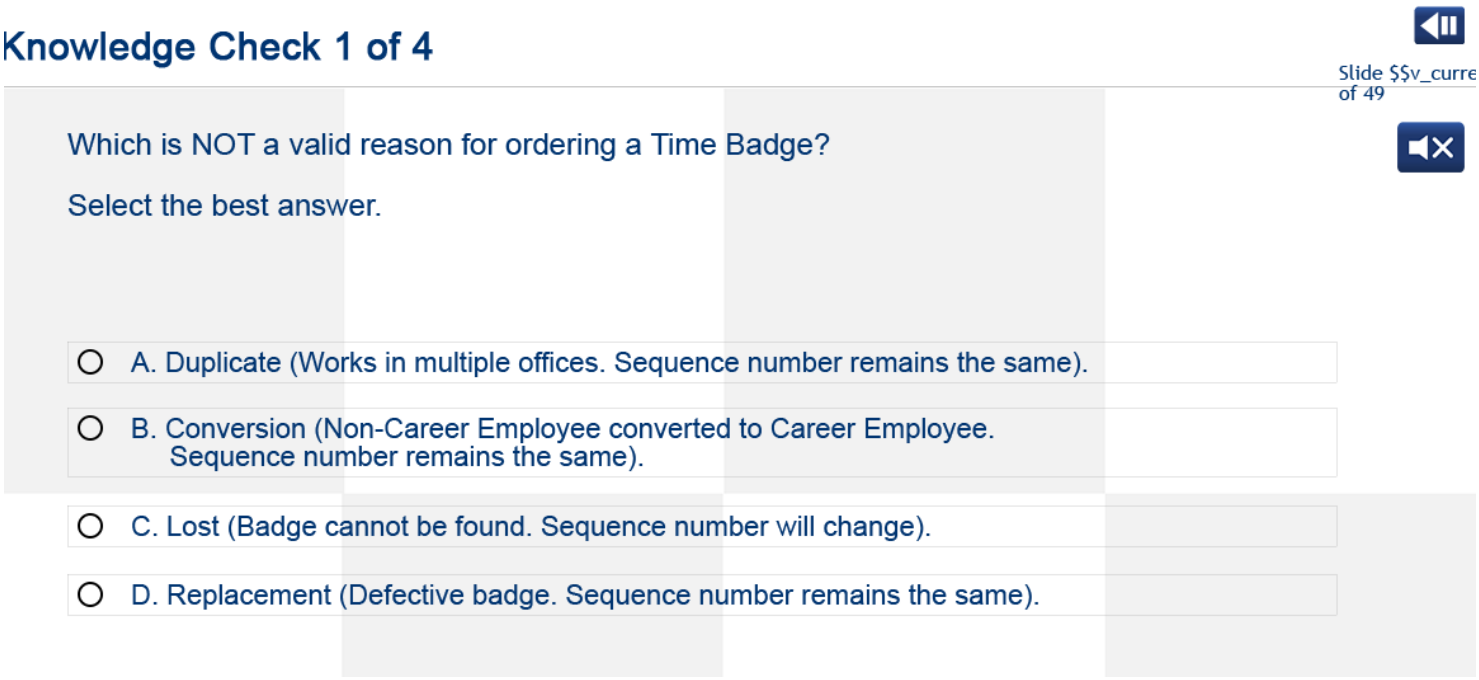
The PS Form 3189 and PS Form 3189-E Quick Reference Guides and Overview Video can be found on the TACS Help Desk website.

Slide 44 - Knowledge Check Instructions



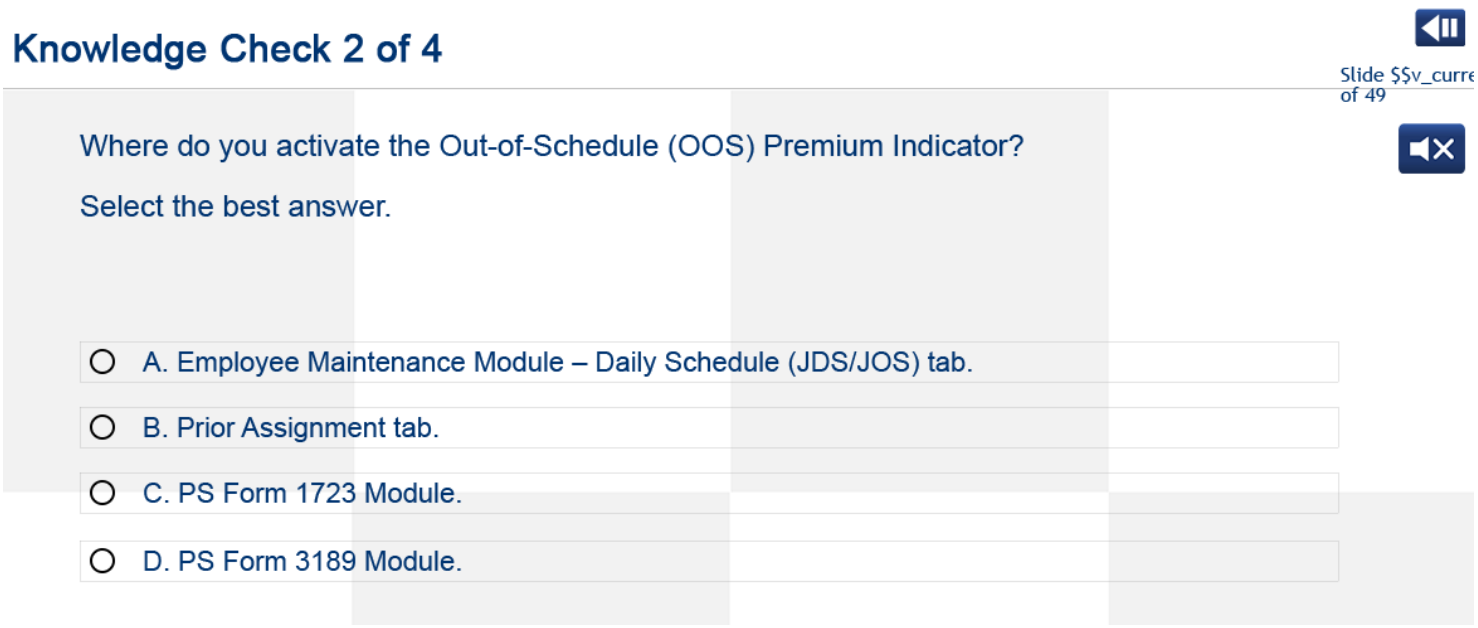
Slide notes

Slide 45 - Knowledge Check 1 of 4



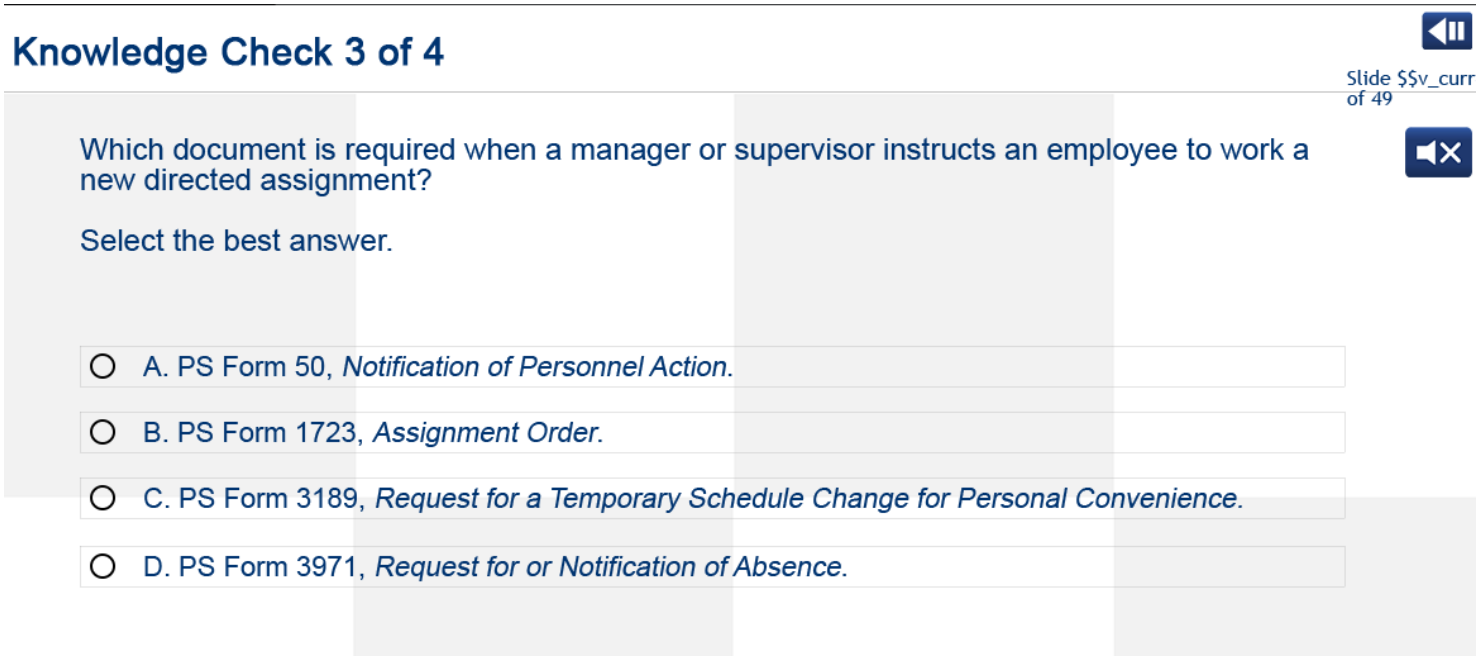
Slide notes

Slide 46 - Knowledge Check 2 of 4



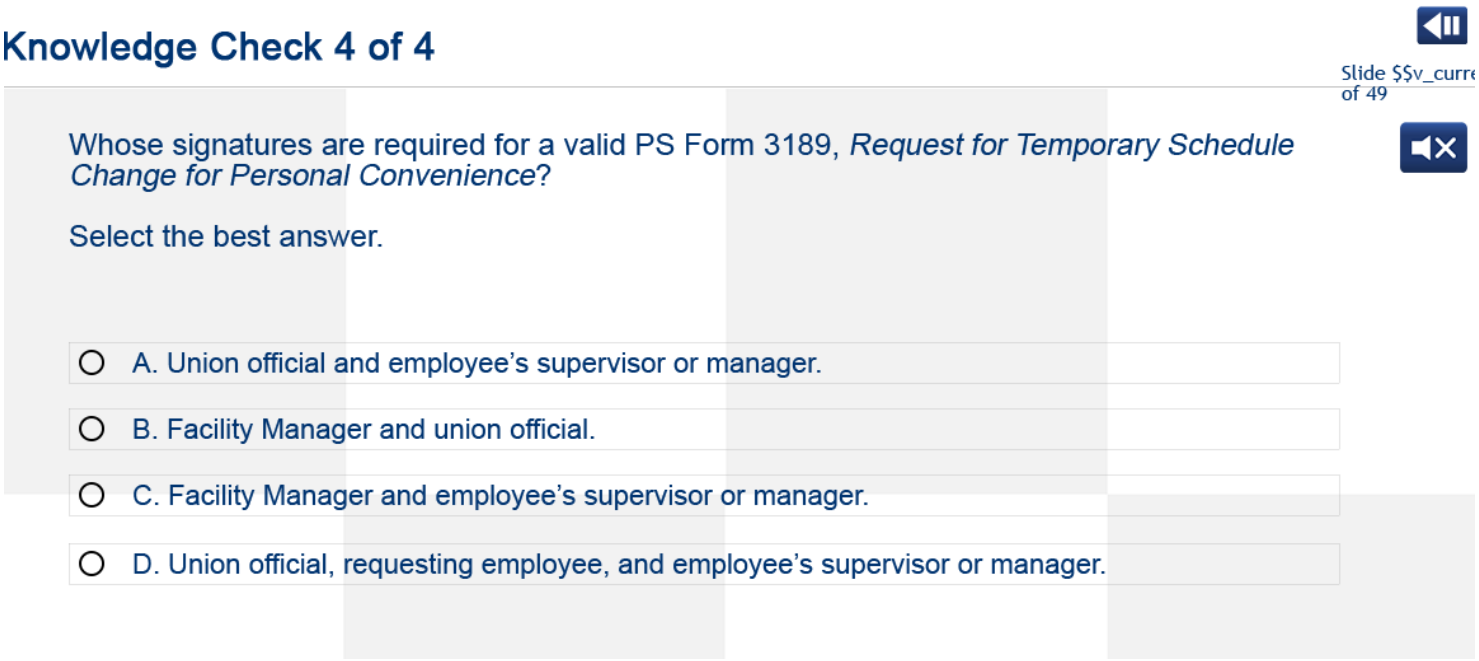
Slide notes

Slide 47 - Knowledge Check 3 of 4



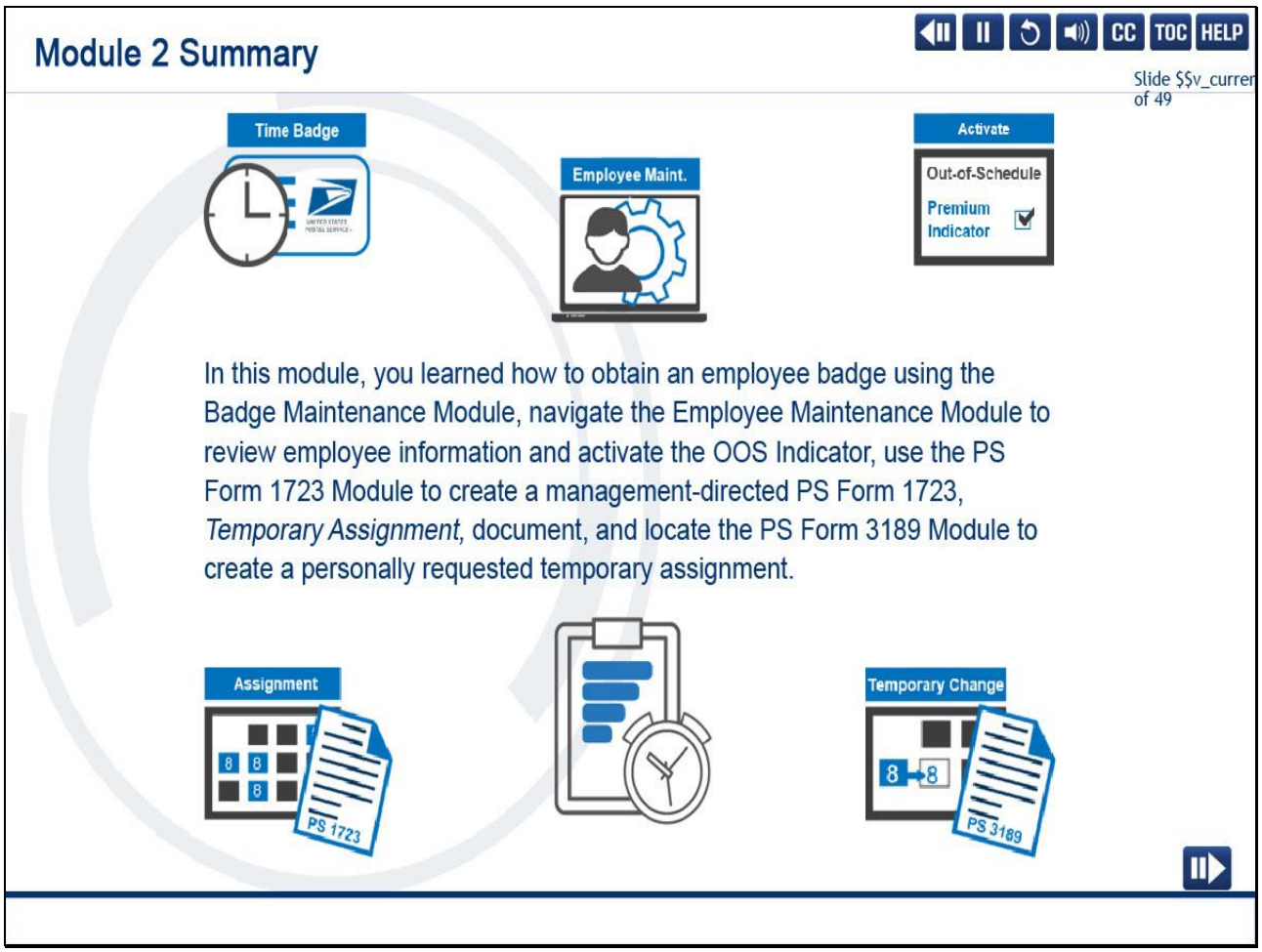
Slide notes

Slide 48 - Knowledge Check 4 of 4



Slide notes

Slide 49 - Module 2 Summary



Slide notes

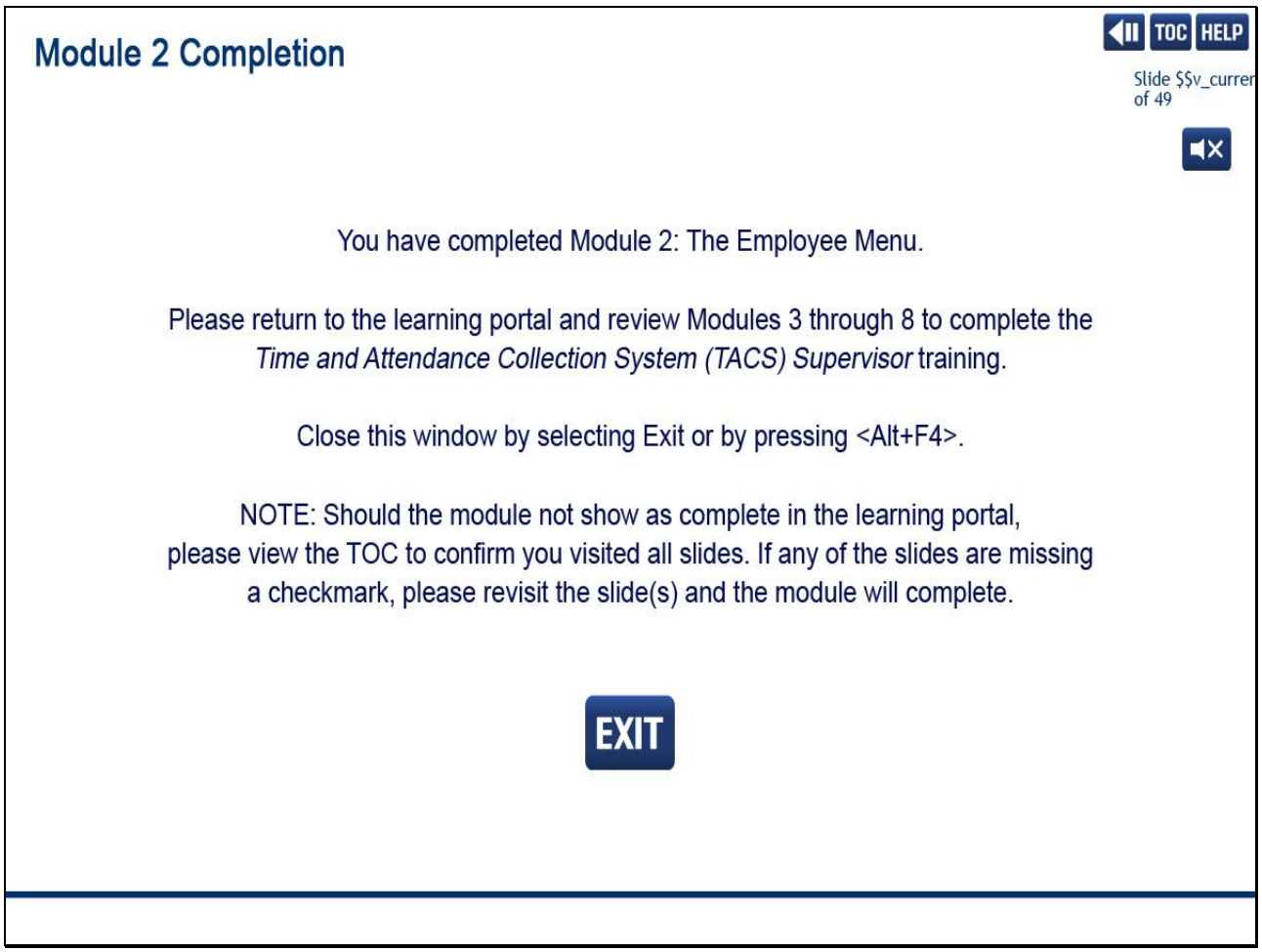
In this module, you learned how to obtain an employee badge using the Badge Maintenance Module,

navigate the Employee Maintenance Module to review employee information and activate the OOS Indicator,

use the PS Form 1723 Module to create a management-directed PS Form 1723, *Temporary Assignment*, document,

and locate the PS Form 3189 Module to create a personally requested temporary assignment.

Slide 50 - Module 2 Completion



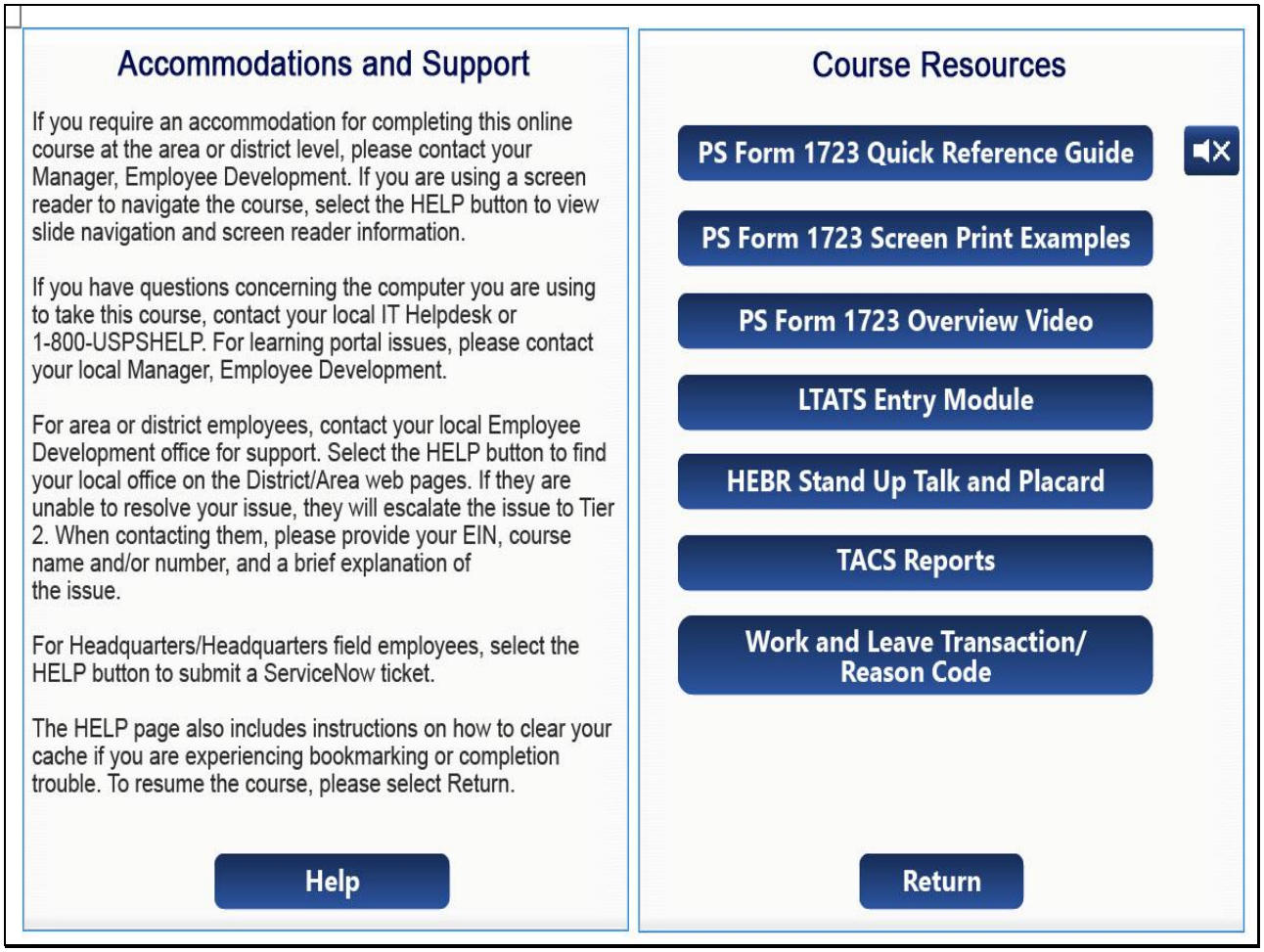
Slide notes

Slide 1 - Welcome

Slide notes

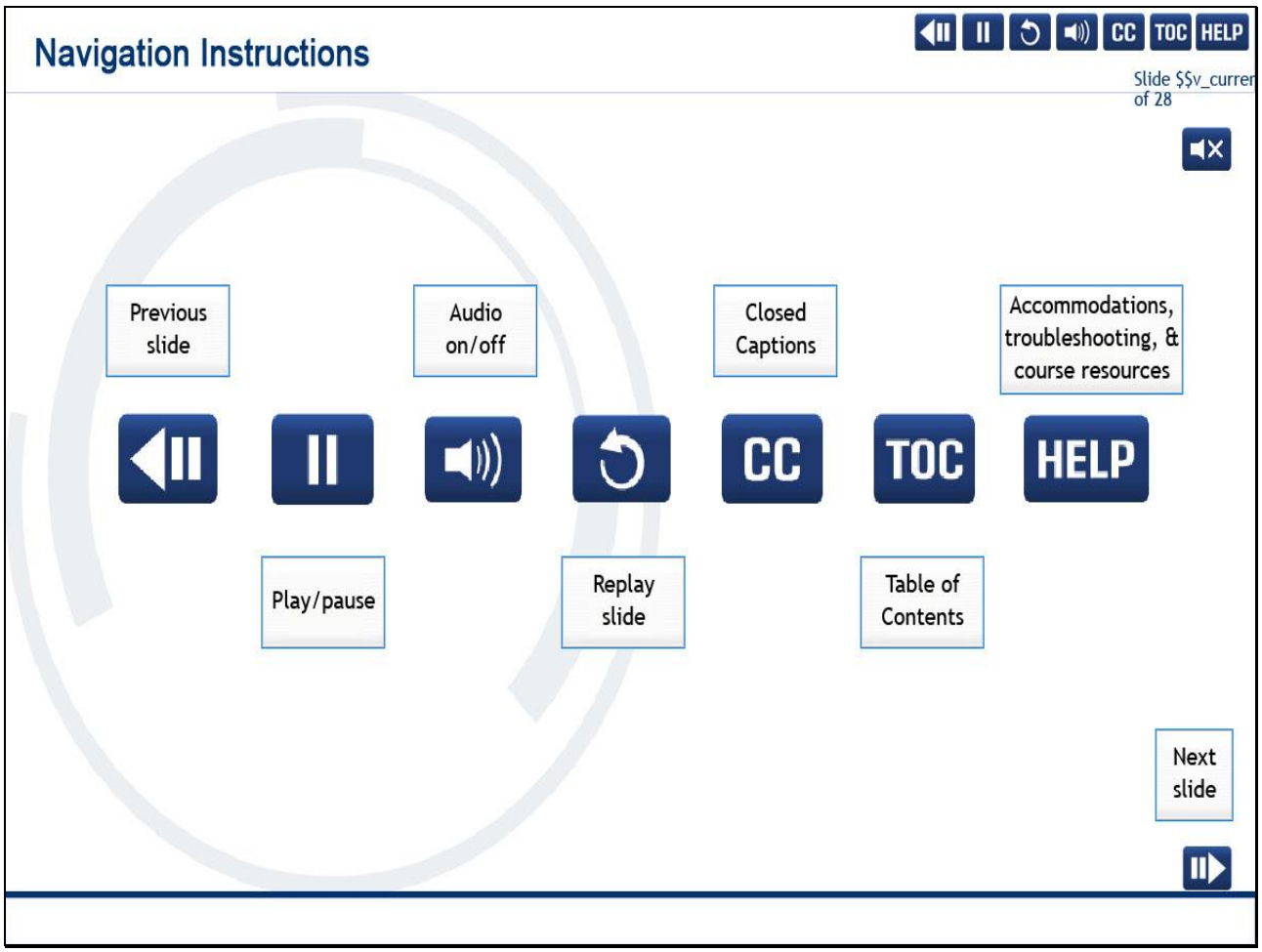
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 3, The Big Four (Reports).

Slide 2 - Help



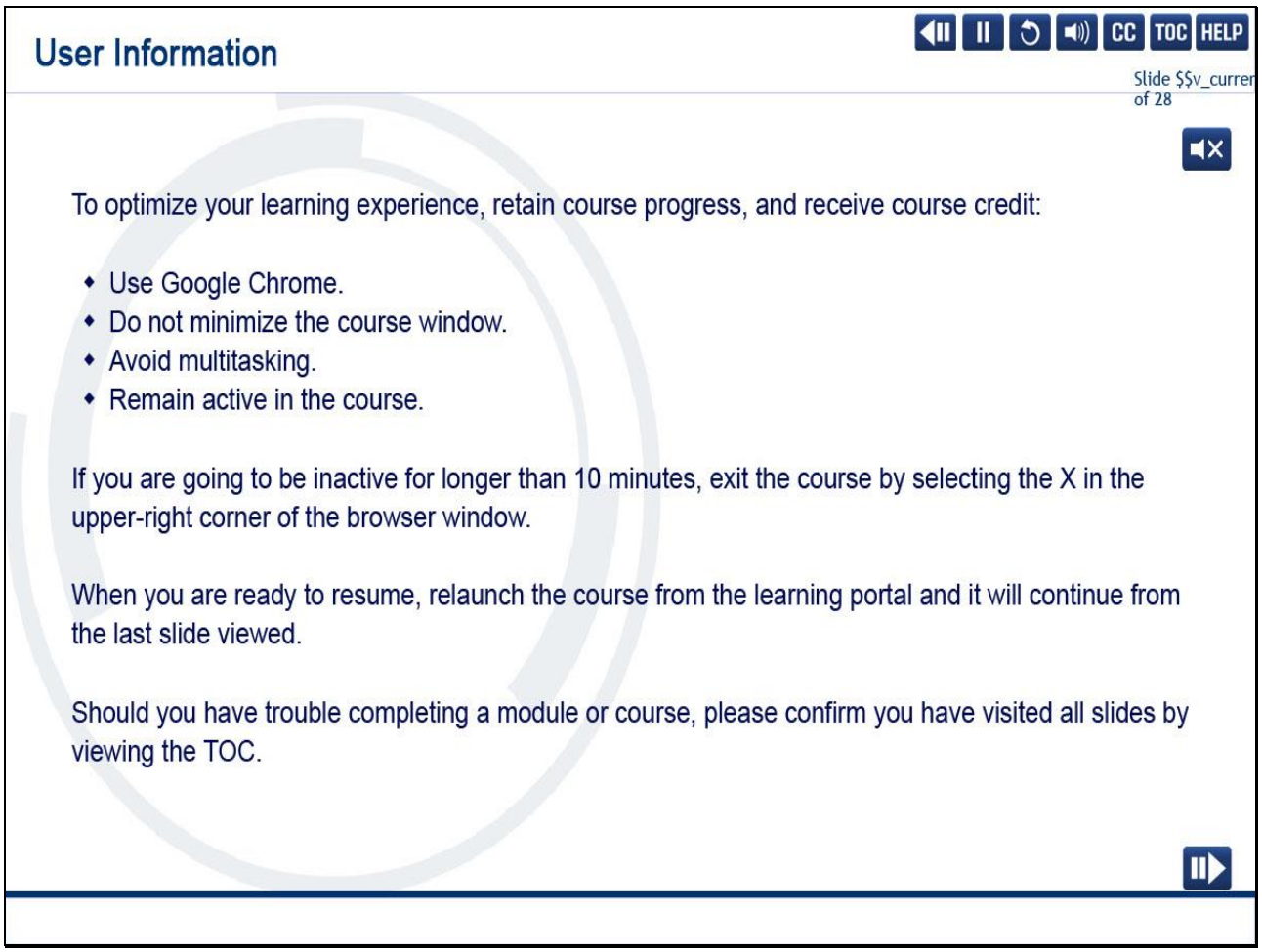
Slide notes

Slide 3 - Navigation Instructions



Slide notes

Slide 4 - User Information



Slide notes

Slide 5 - Module 3 Objectives

Slide notes

In this module, you will learn what are the Big Four reports and their importance, how to set parameters to run reports,

where to view and print reports, and how to use the reports to identify and correct employees' time.

Slide 6 - TACS Reports

Slide notes

TACS reports contain a variety of information to assist us in our efforts to ensure employees are paid accurately and timely every pay period.

Running and acting on the appropriate reports helps to avoid costly and preventable payroll adjustments.

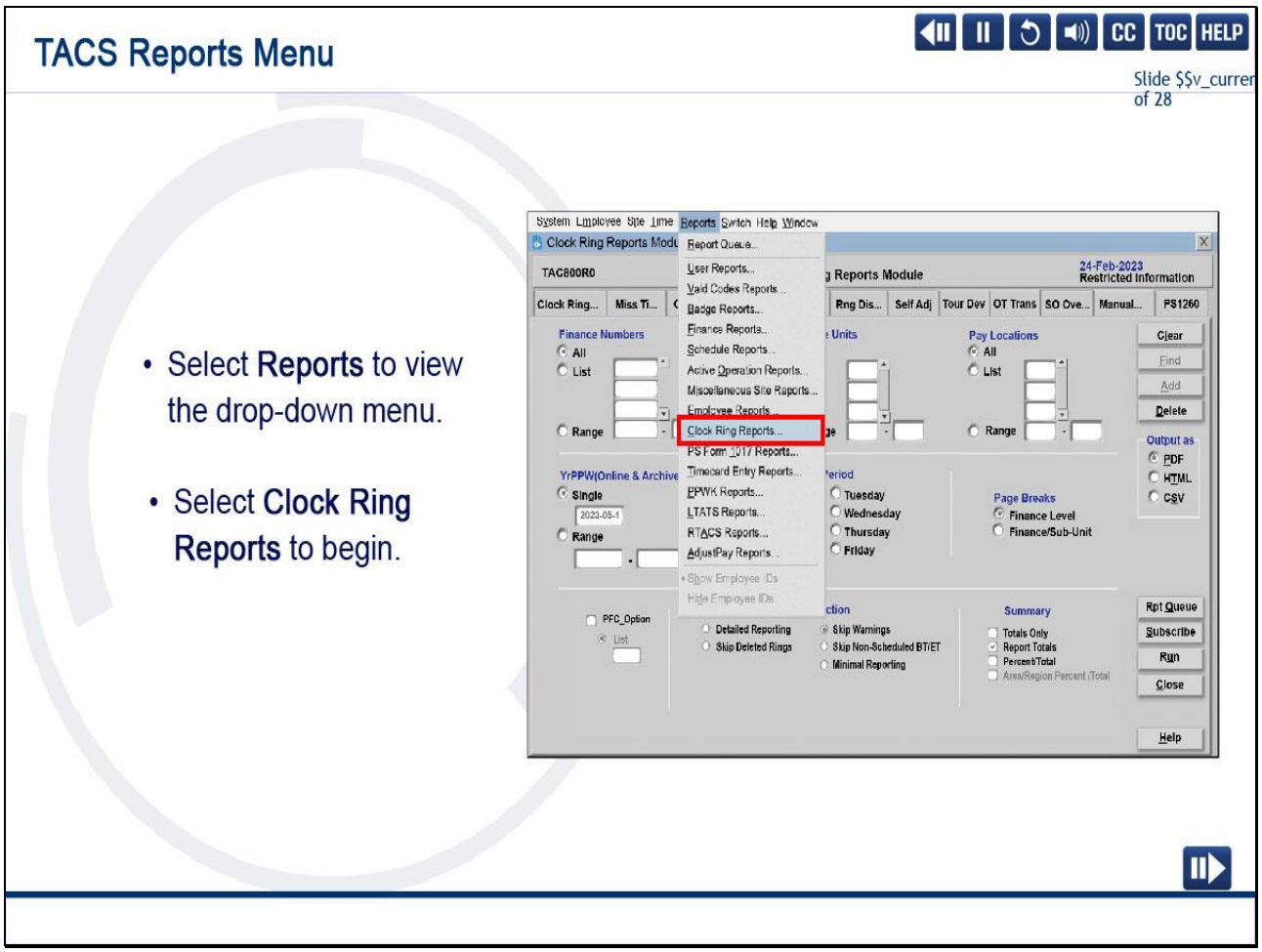
It also ensures that various workhour reports for the prior day are accurately reflected.

The Big Four Reports include the Clock Ring Error Report, Missing Time Report, Missing 091 Transaction Report, and the Daily Hours Report.

Ensure that you run and use these reports every day to identify and correct employees' time.

All other reports and their descriptions can be found in the TACS Reports Job Aid on the Help page.

Slide 7 - TACS Reports Menu

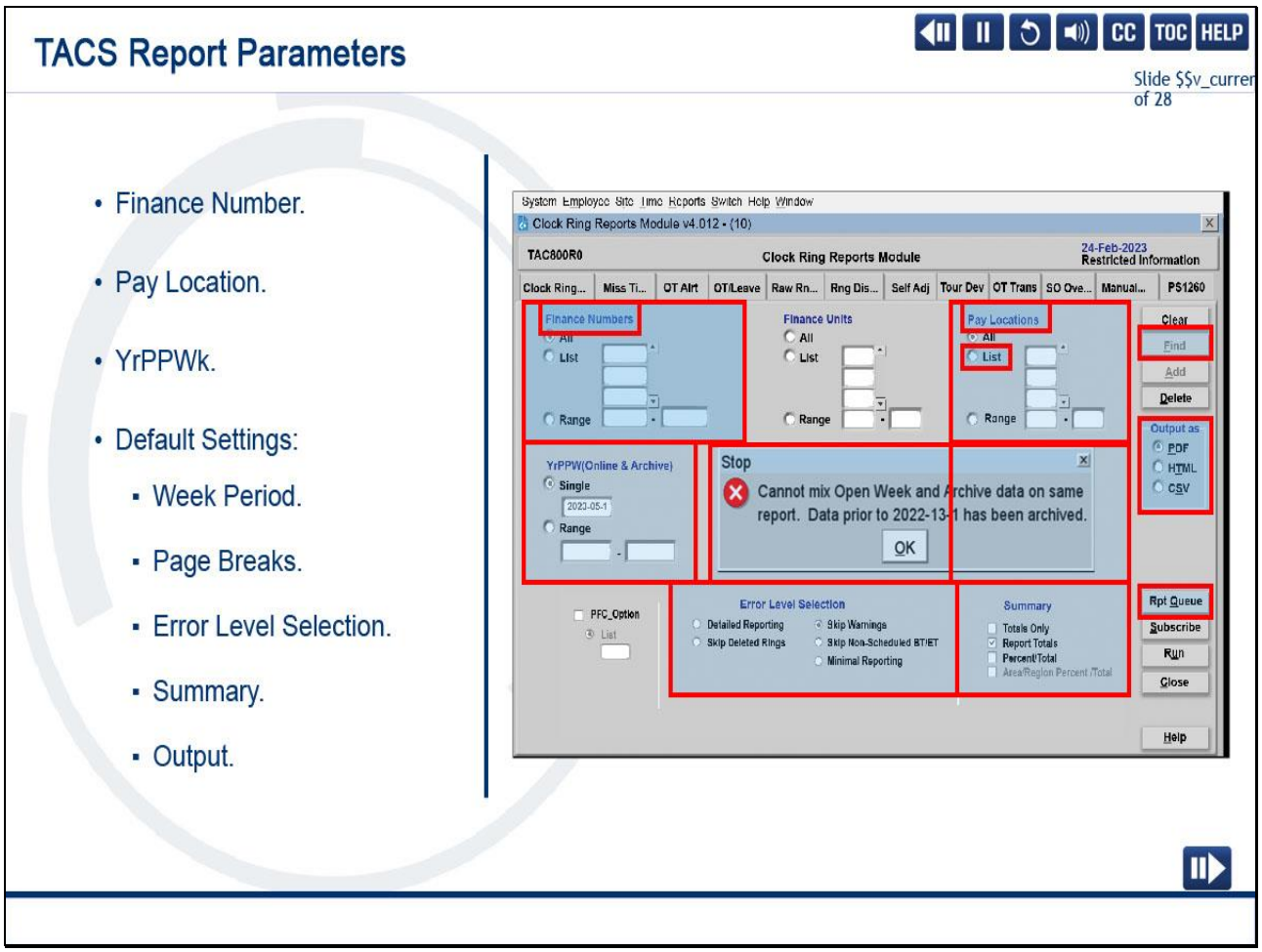


Slide notes

All TACS Reports can be found by selecting the Reports drop-down menu. Select Reports.

Then select Clock Ring Reports to begin identifying the Big Four Reports.

Slide 8 - TACS Report Parameters



Slide notes

Data in TACS must be filtered so that reports generated include only the information needed.

For each report you run, you must set parameters or filters.

Let’s look at the basic parameters required for the Big Four Reports.

Finance Number is an assigned six-digit number that identifies an installation.

Pay Location is an assigned three-digit number.

Both finance number and pay location have three radio button options that allow you to filter by all for which you have access,

a list of specific finance numbers, or pay locations, or a range of finance numbers or pay locations.

For the Year/Pay Period/Week field, you may choose a single week or a range of weeks.

The Find button, or <Alt> + <F>, allows you to enter a date, and TACS provides the pay period.

Remember, open and closed weeks cannot be run together.

If you try to do so, you will receive a pop-up error window stating that you cannot mix open and archived data on the same report.

Remaining items, such as Week Period, Page Breaks, Error Level Selection, Summary, and Output, should be left at the default settings of Entire Week, Finance Level, Skip Warnings, Report Totals, and PDF.

Run a separate report using the List option to capture new or unassigned employees in your finance number.

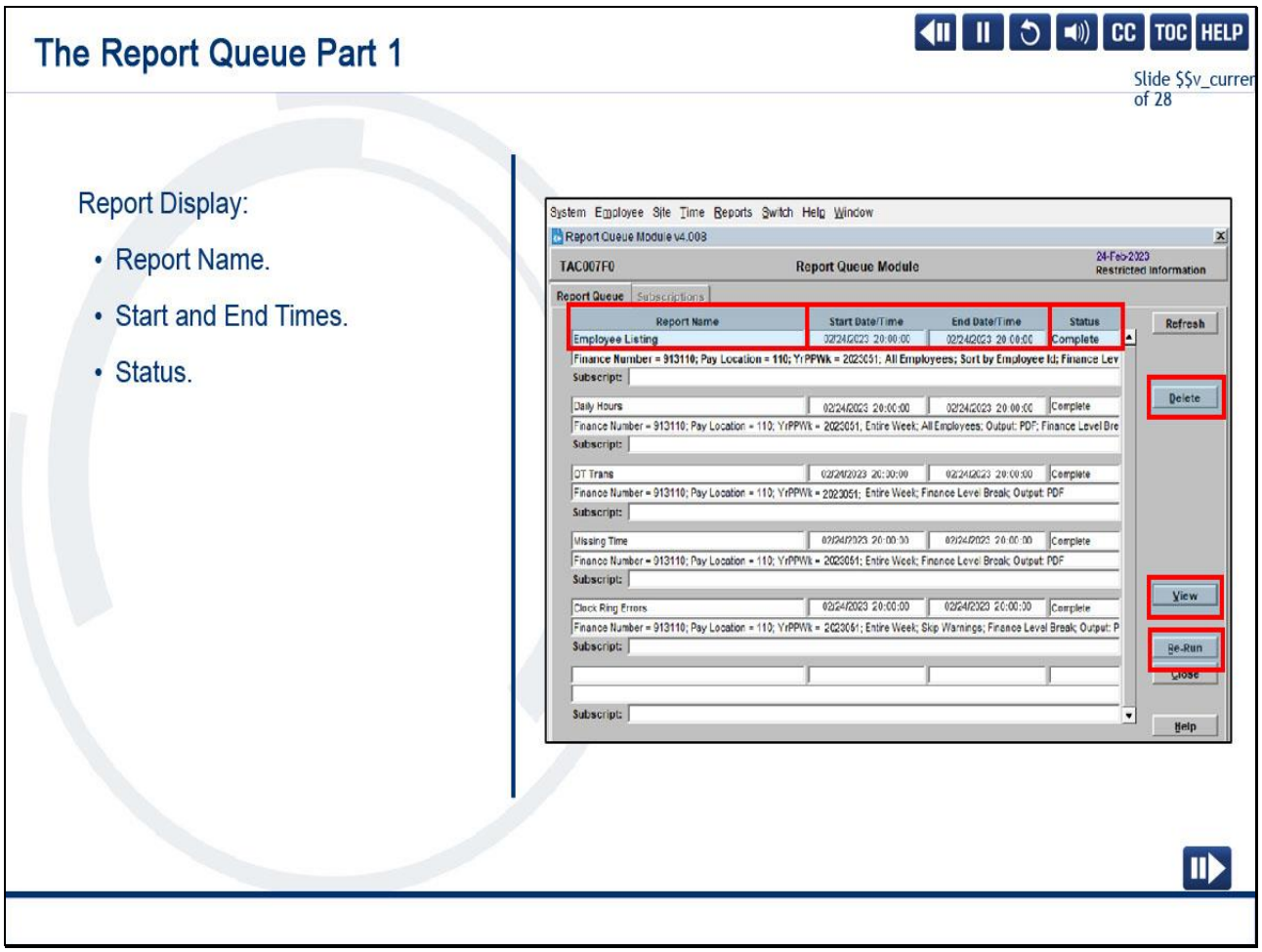
Even though you have several options, it is recommended that you select All Finance Numbers and All Pay Locations to ensure you do not miss any employees.

Once you have made your selections, choose the appropriate output: PDF (portable document format), HTML (web format), or CSV (Excel format).

Whatever output type you select remains your default until another selection is made.

Then, select the Report Queue button to view the report.

Slide 9 - The Report Queue Part 1



Slide notes

Selecting the Report Queue button brings you to the Report Queue Module.

This module contains a list of all reports you ran in various Report Modules in the current week.

Instead of reports displaying immediately, you must view reports from the Report Queue Module.

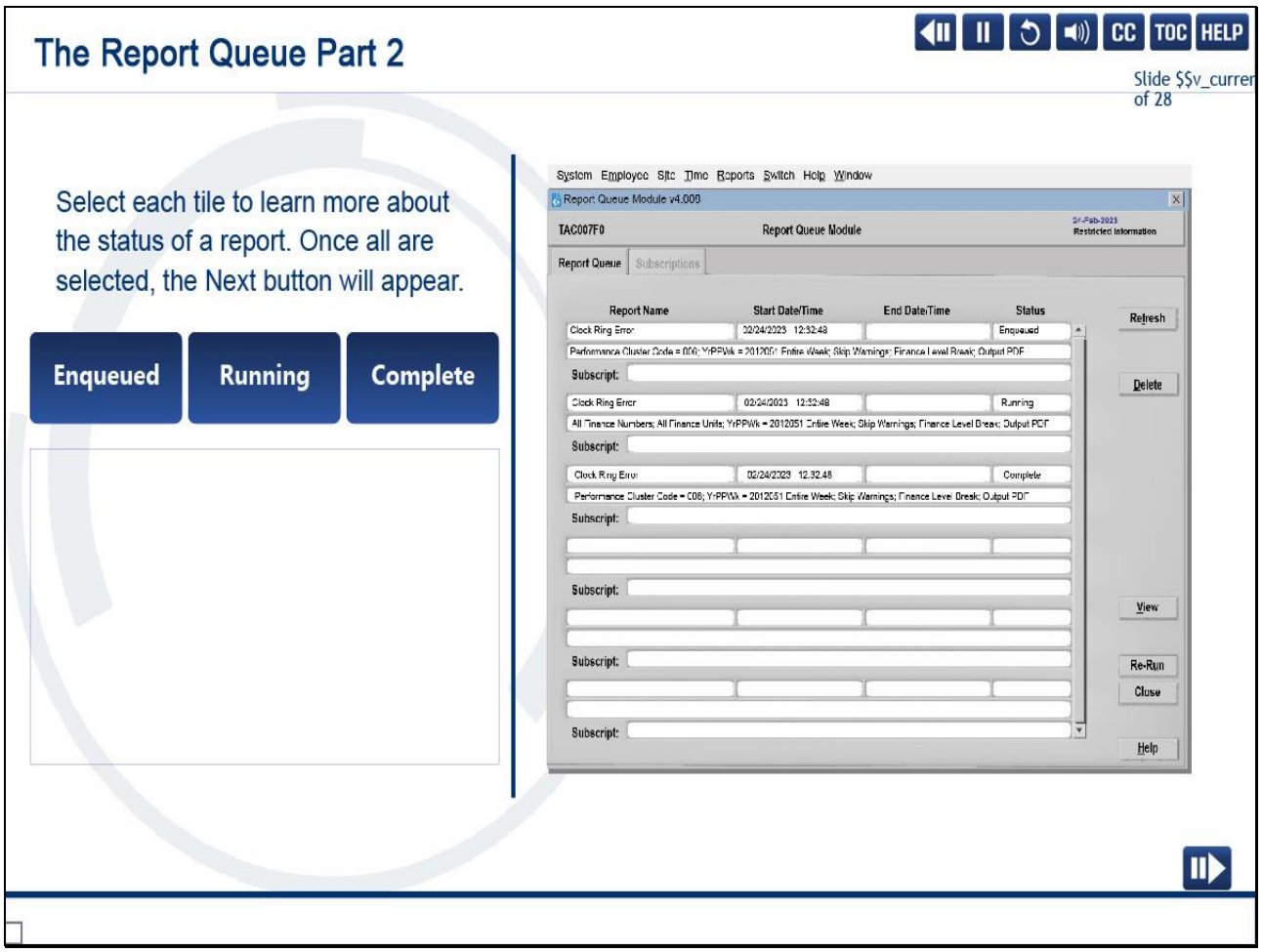
From here, you may View, Delete, and Re-Run reports.

The last report you ran is always listed at the top.

On each row, the name of the Report and its parameters are displayed along with the date and time the report was started and completed.

The last column lists the status of the report as it runs.

Slide 10 - The Report Queue Part 2



On Screen Text:

Enqueued – Indicates that the report has been submitted. After clicking the Refresh button, the message should change to "Running" or "Complete."

Running – Indicates that the report is processing and will soon complete. After clicking the Refresh button, possibly several times, this message should change to "Complete."

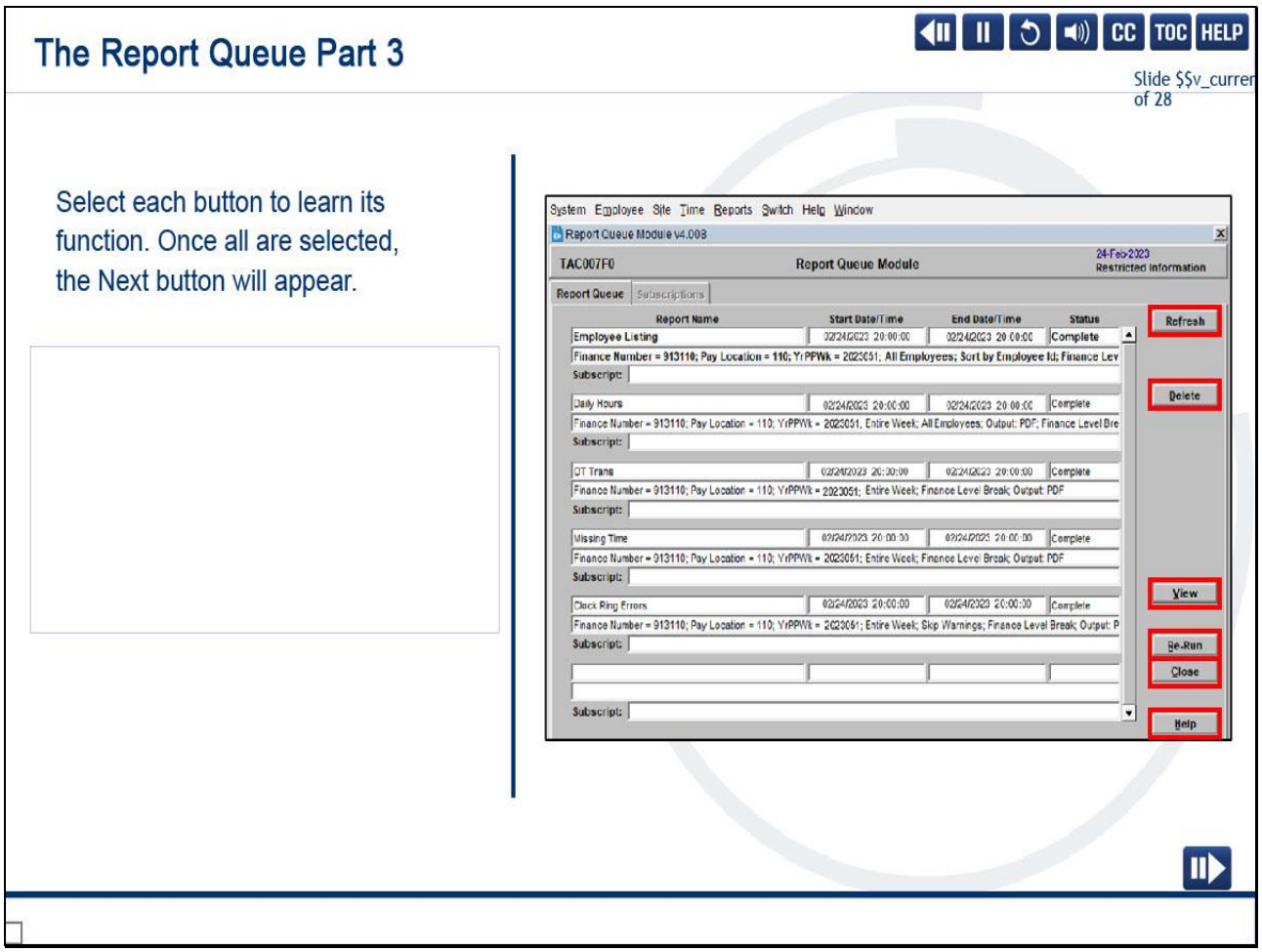
Complete – Indicates the report has finished, and you may view the report by clicking the View button or double-clicking on the report name row.

Slide notes

Audio:

Select each tile to learn more about the status of a report.

Slide 11 - The Report Queue Part 3



On Screen Text:

Refresh – Updates the queue with the report's latest status. Once Report Queue is open, the only way to update the status of your reports is to use the Refresh Button. Updates to the Report Queue occur about every 9-10 seconds.

Delete – Deletes the report from the Report Queue.

View – Displays a Completed report.

Re-Run – Executes the selected report again using the same parameters that were used initially. This original report will remain, and the new "Re-Run" report will be listed at the top, inclusive of up-to-the-minute data.

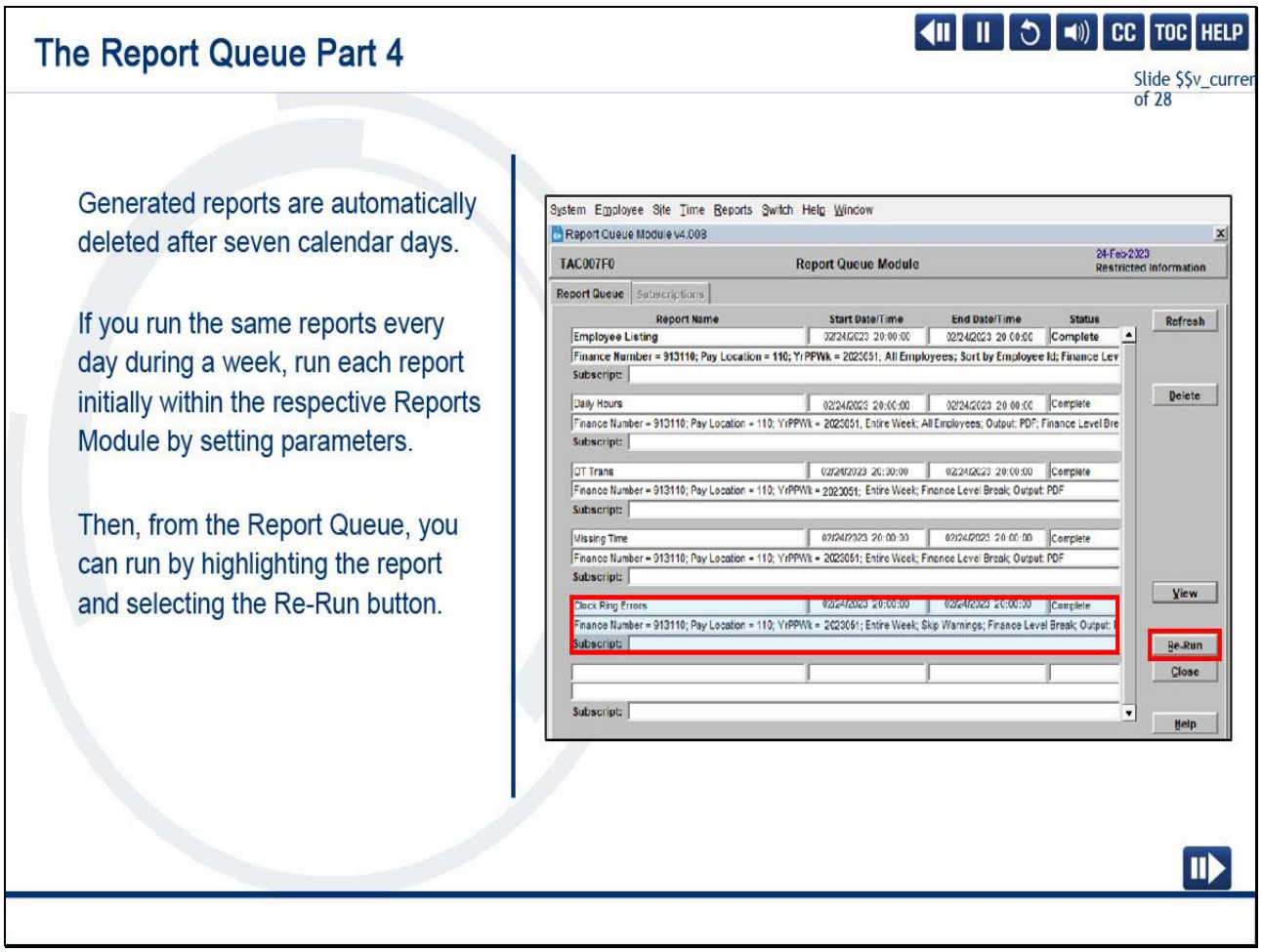
Close – Closes the Report Queue.

Help – Provides online help for the current module.

Audio: Slide notes

Now, select each button to learn its function.

Slide 12 - The Report Queue Part 4



Slide notes

The reports you generate are automatically deleted after seven calendar days.

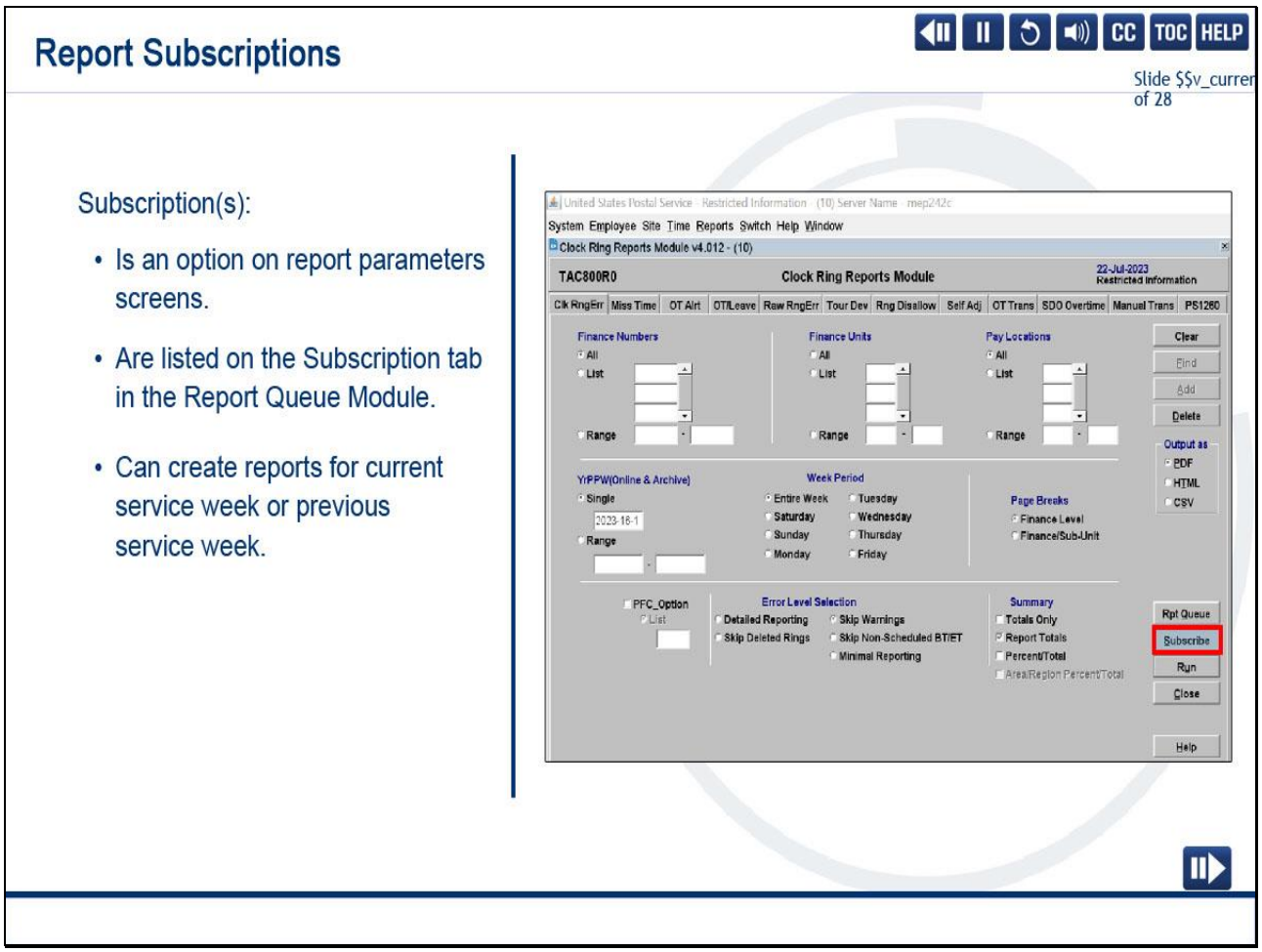
If you run the same reports every day during a week, run each report initially within the respective Reports Module by setting parameters.

Thereafter, from the Report Queue, you can run by highlighting the report and selecting the Re-Run button.

Using this method will generate reports using the same parameters you initially selected.

Once a new week has opened, run reports from each of the respective Report Modules, updating the pay period and/or week parameter.

Slide 13 - Report Subscriptions



Slide notes

You have the option to autogenerate TACS reports by creating a subscription for a selected report.

Identify report parameters and select the Subscribe button to complete your subscription parameters.

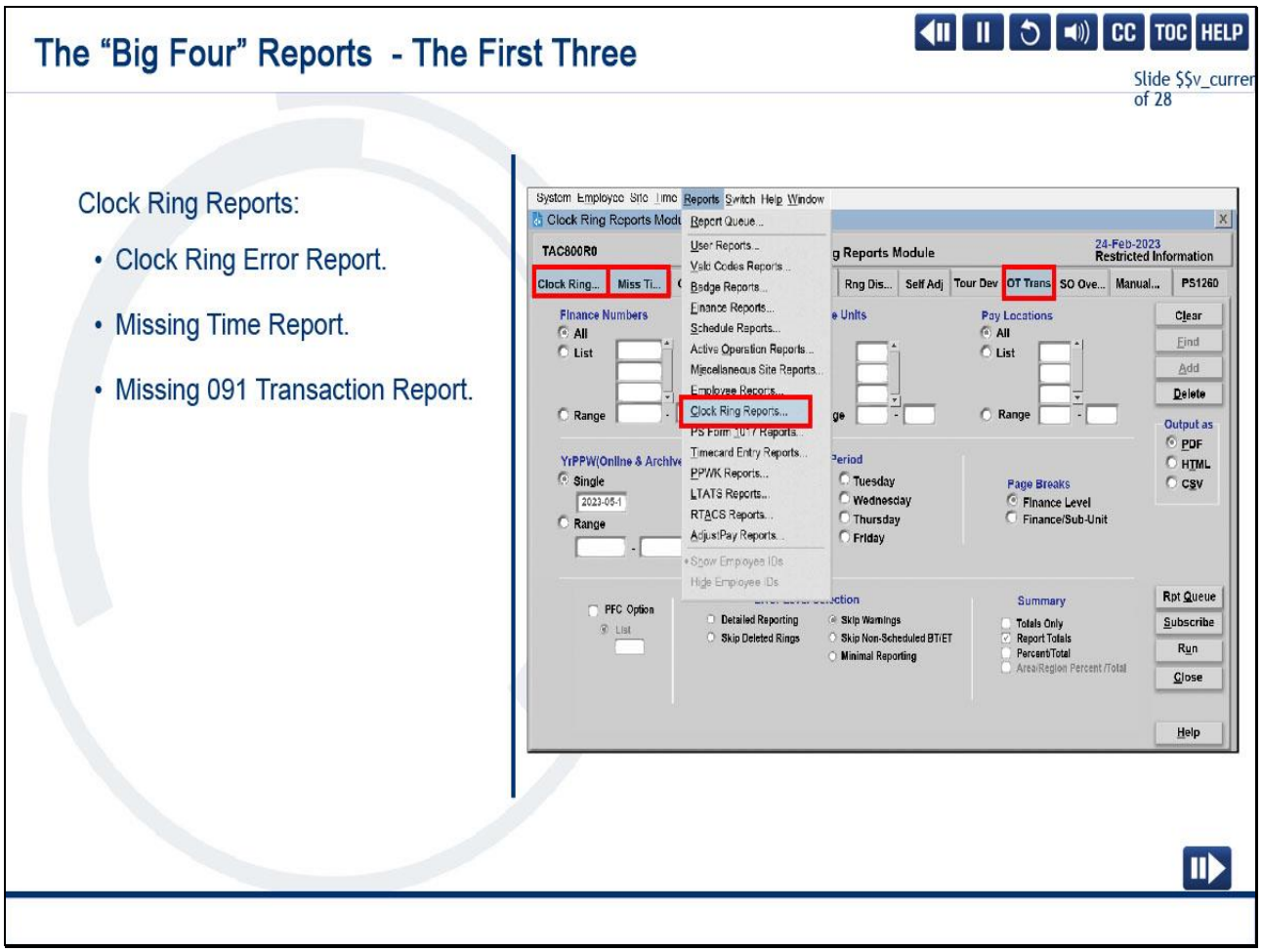
The Subscriptions tab in the Report Queue Module displays the reports to which you have subscribed.

A report subscription can be created to generate reports for the current service week (or Pay Period)

or the previous service week (or Pay Period).

Information on how to set up a subscription can be found on the TACS Help Desk website.

Slide 14 - The “Big Four” Reports - The First Three

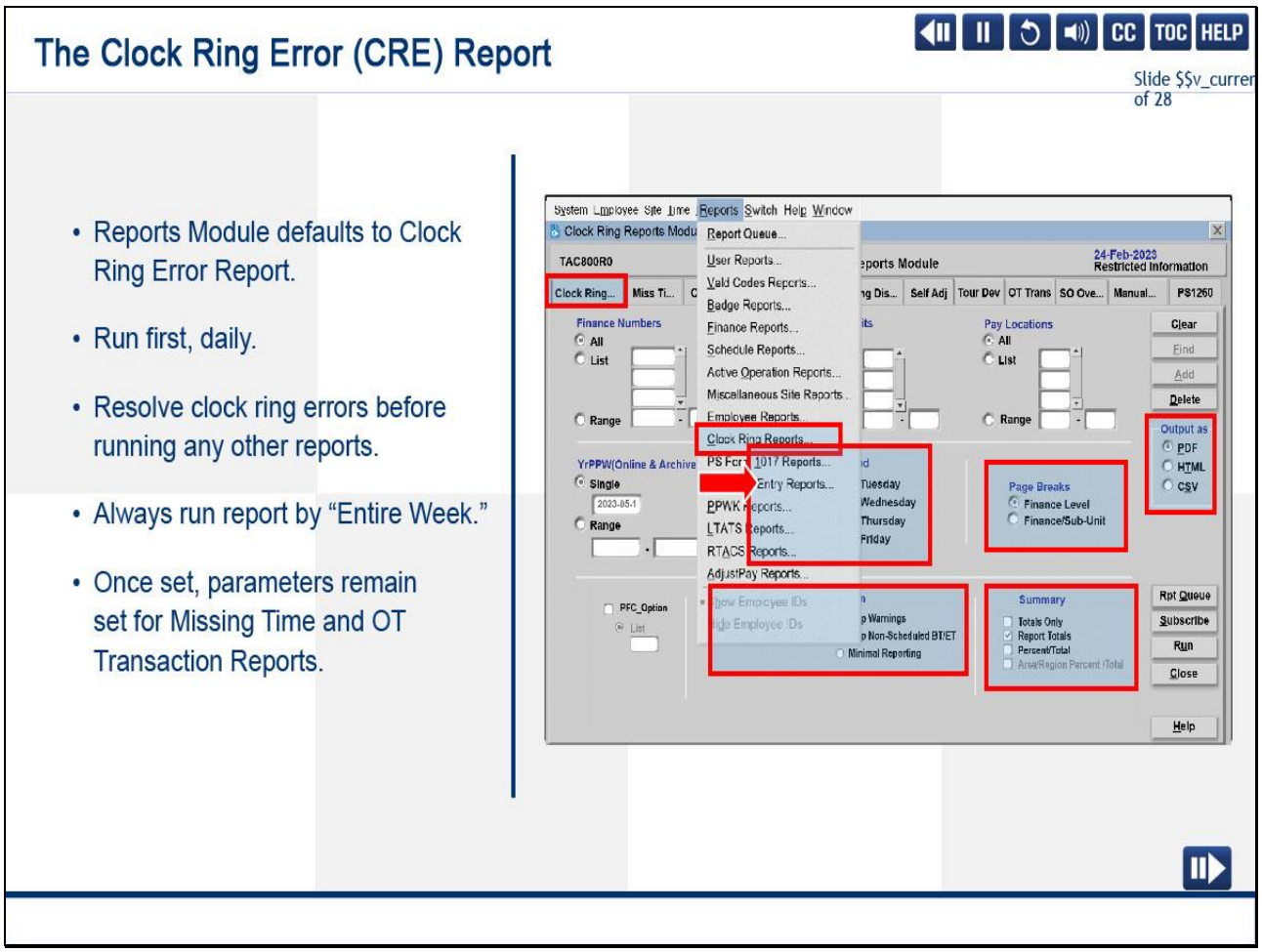


Slide notes

Now that we have learned how to set general report parameters, let’s run our Big Four Reports.

Three of the Big Four Reports are located under the Clock Ring Reports Module: the Clock Ring Error Report, Missing Time Report, and the OT, or Overtime, Transaction Report, also known as the Missing 091 Transaction Report.

Slide 15 - The Clock Ring Error (CRE) Report



Slide notes

When the Clock Ring Report is selected from the Reports drop-down menu, the system automatically defaults to the first tab, which is the Clock Ring Error Report.

This report must be run first for review and resolution of clock ring errors.

Do not run any other reports until clock ring errors and missing time are corrected.

Viewing any workhour reports without doing this first will not reflect any hours for employees that are in fatal error or missing time.

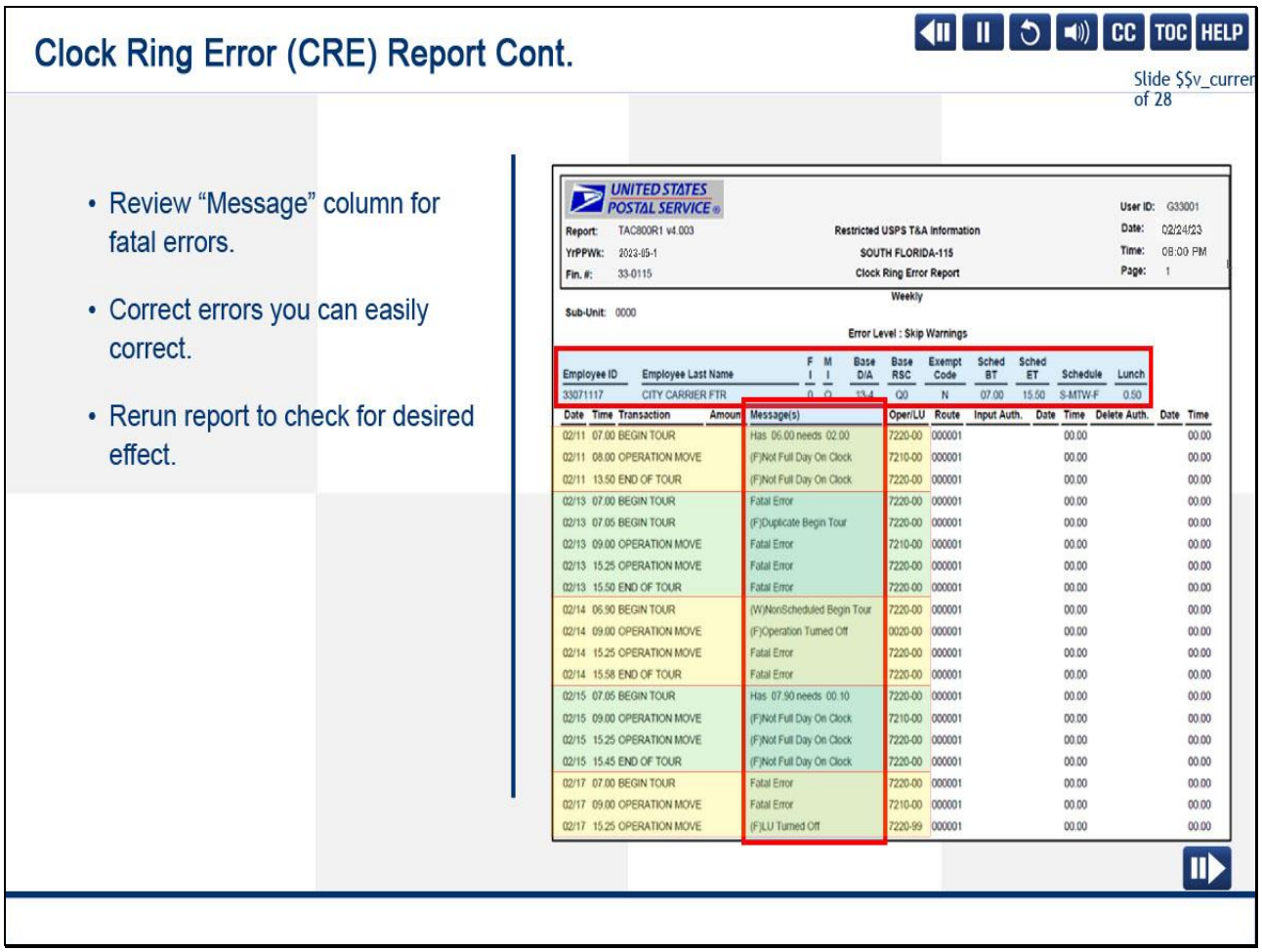
Although an option within the Clock Ring Error Report Module is to run the report for a single day, always run the report by the Entire Week.

This ensures that all employees who have clock ring errors, regardless of the day, appear on the report.

Use default selections for Page Breaks, Error Level Selection, Summary, and Output.

If you run the first three reports back-to-back, the parameters you set for the Clock Ring Error Report are available for the Missing Time Report and the OT Transaction Report.

Slide 16 - Clock Ring Error (CRE) Report Cont.



Slide notes

Now that we have learned how to set parameters for the Clock Ring Error Report, let's review the results.

The Clock Ring Error Report is a listing of Employees with clock ring errors.

Review the Message column for fatal errors.

Here you will find a description of the specific error that requires correction.

After you have determined what is needed, correct all errors that do not require additional information.

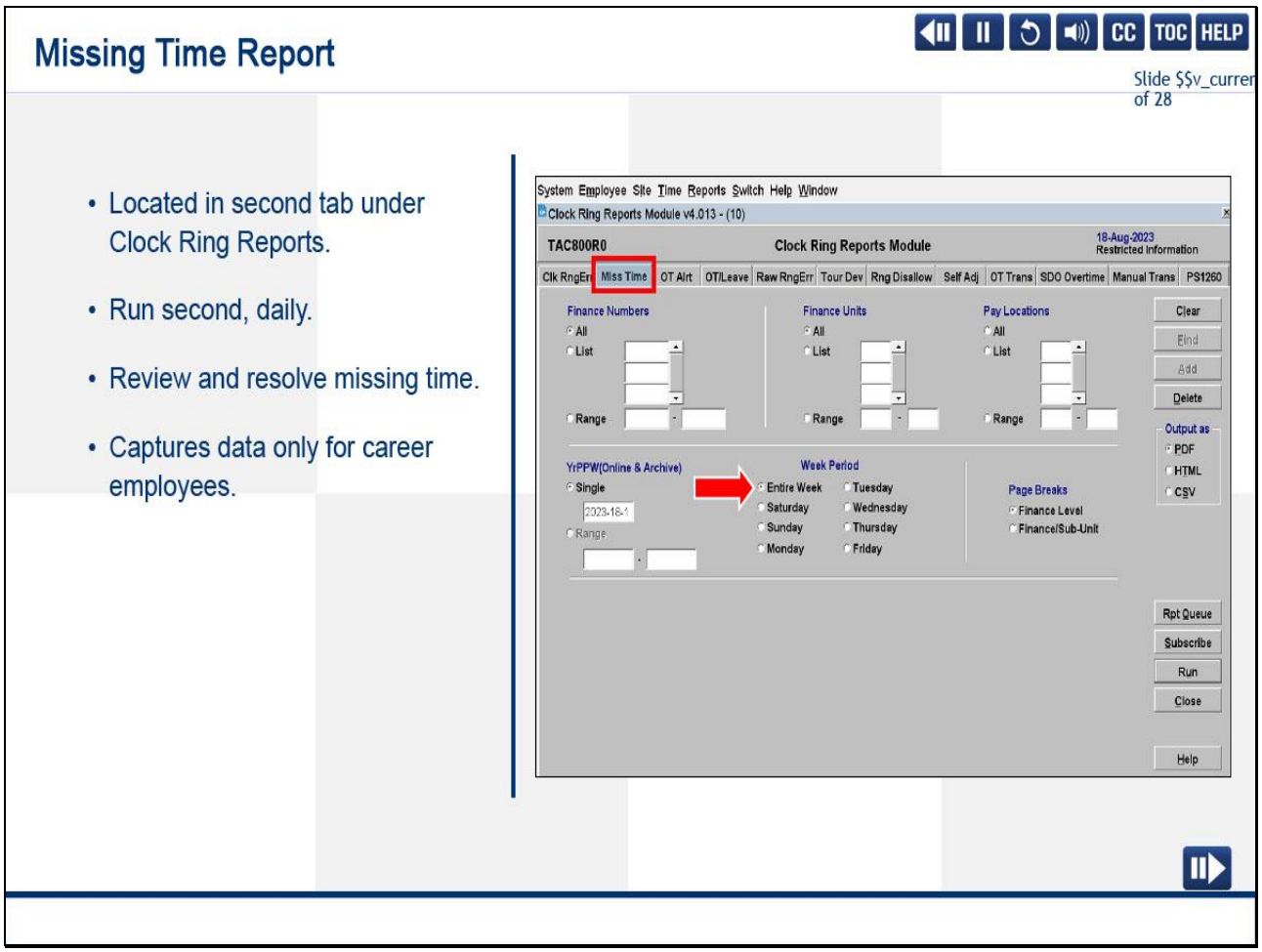
Then, rerun the report to ensure your corrections had the desired effect.

In this example, the employee has multiple errors on multiple days.

Review and correct clock ring errors every day, at the beginning and at the end of your tour.

This process helps to prevent unnecessary payroll adjustments.

Slide 17 - Missing Time Report



Slide notes

The Missing Time Report works hand in hand with the Clock Ring Error Report.

It can be found under the 2nd tab in the Clock Ring Reports Module and should be the 2nd Report reviewed and addressed.

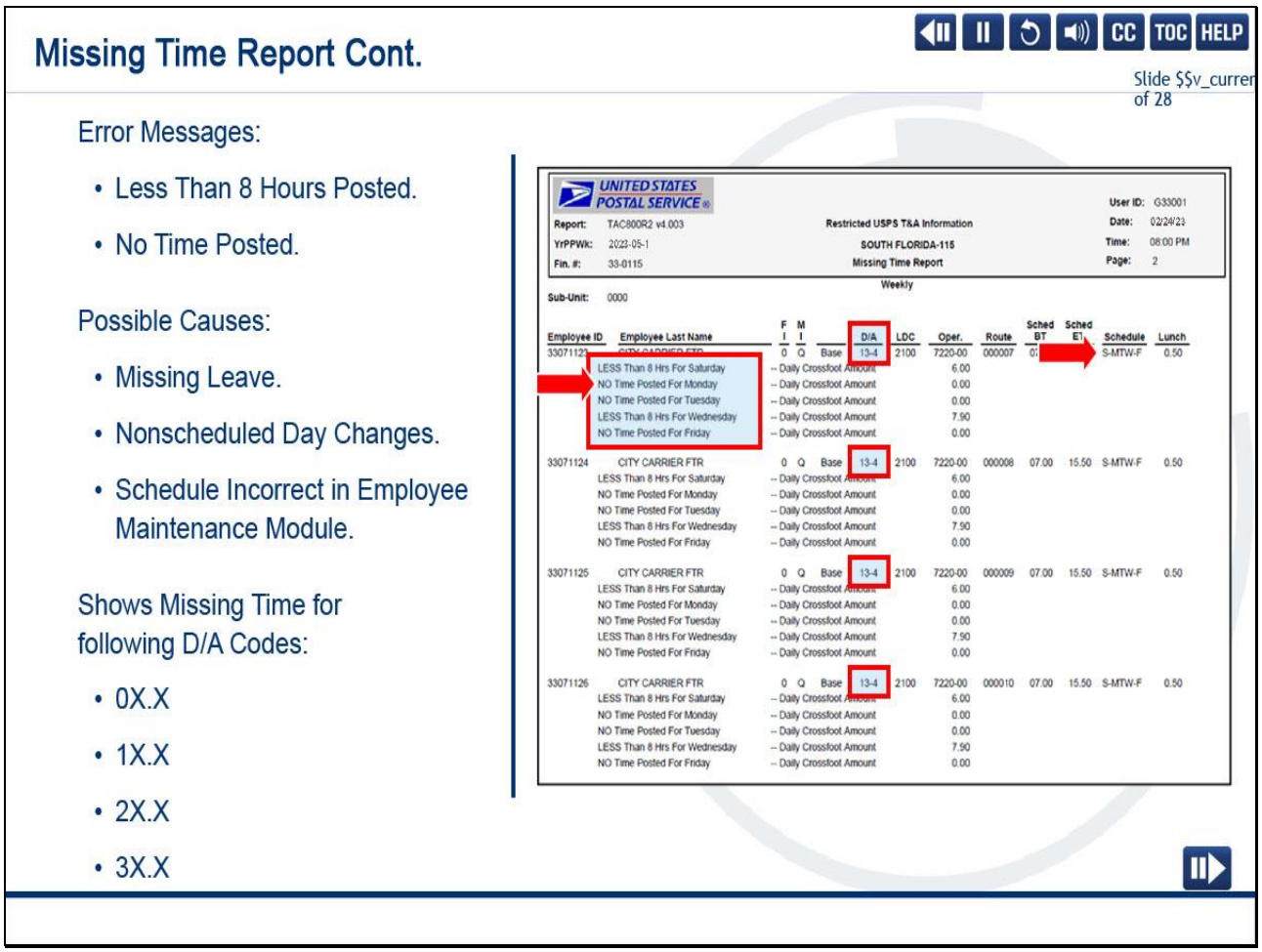
Both the Clock Ring Error Report and the Missing Time Report help you to gain a more complete picture of time corrections needed for your unit.

Always run by entire week.

This ensures that all career employees who have missing time, regardless of the day, appear on the report.

Missing time for noncareer employees can be identified on the Daily Hours Report.

Slide 18 - Missing Time Report Cont.



Slide notes

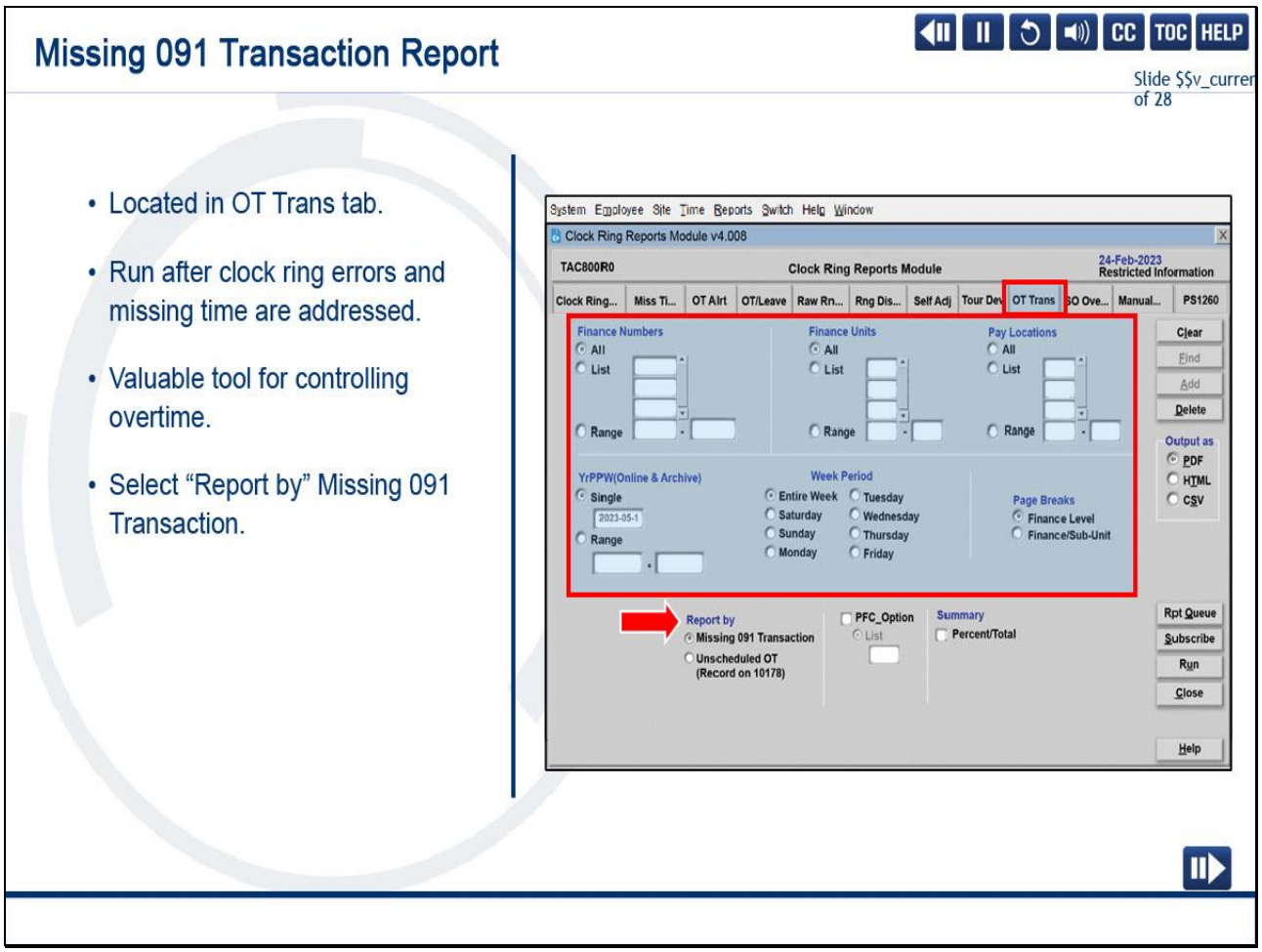
Employees on the Missing Time Report are missing time for all or part of a scheduled day.

This could be caused by missing leave, nonscheduled-day changes, or the employee's schedule could be incorrect in the Employee Maintenance Module. Remember, only career employees with Designation Activity Codes beginning with 0, 1, 2, or 3 are shown. Missing time for noncareer employees only appears on the Daily Hours Report.

Although there are four daily reports, do not run the last two of the Big Four or any other reports until you have corrected the clock ring errors and addressed missing time.

Any workhour reports will exclude employee's rings that are in fatal error.

Slide 19 - Missing 091 Transaction Report



Slide notes

Our third report is the Missing 091 Transaction Report.

It can also be found under the Clock Ring Reports Module using the OT Trans tab further to the right of the screen.

As previously mentioned, it should only be run after the clock ring errors and missing time are addressed.

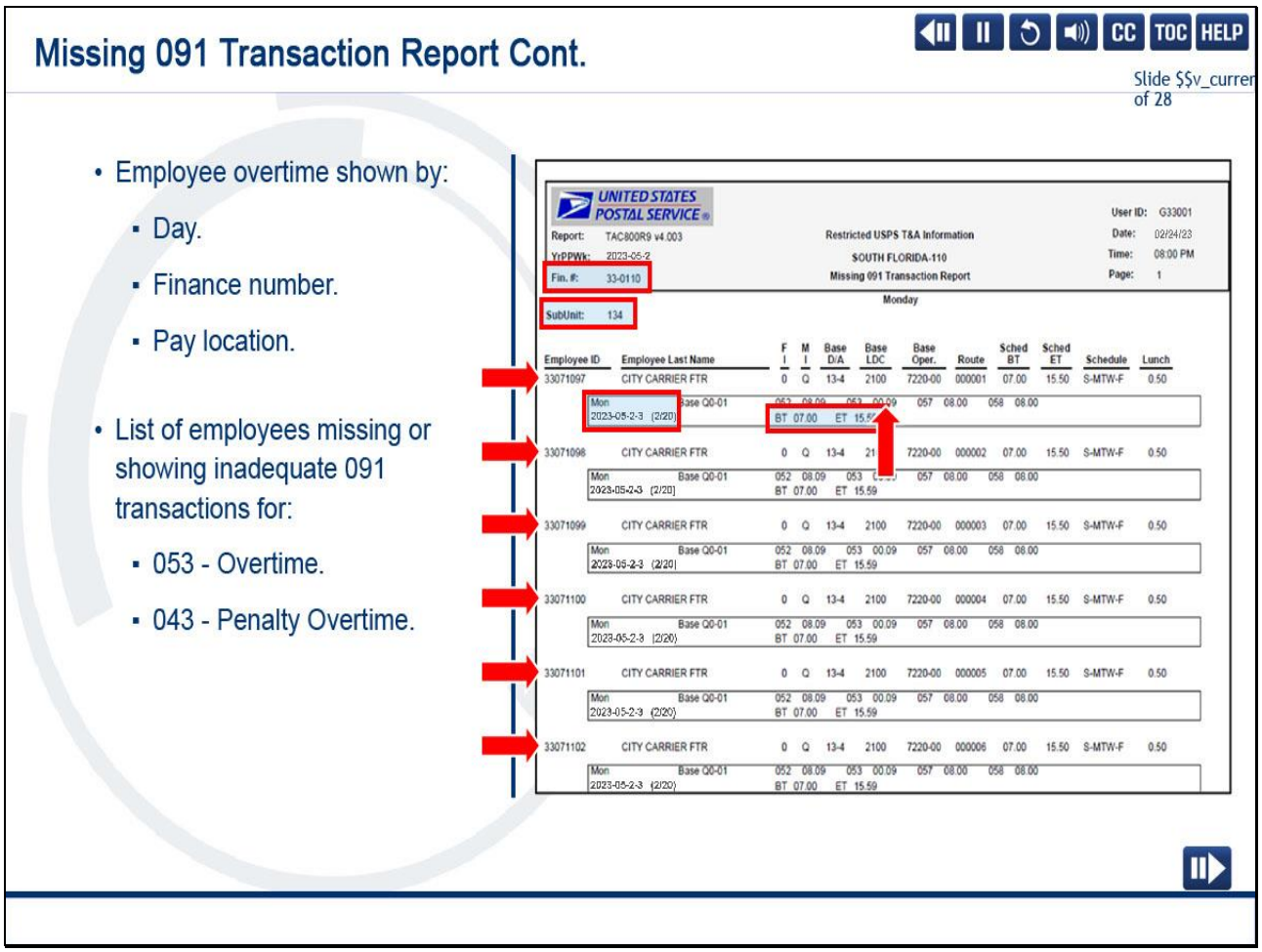
This report can be a valuable tool to Supervisors and Managers in controlling overtime in their units.

The basic parameters will be the same as the Clock Ring Error and Missing Time Reports.

However, there is a new field at the bottom of the screen titled "Report by."

You will leave Report by defaulted to Missing 091 Transactions.

Slide 20 - Missing 091 Transaction Report Cont.



Slide notes

The Missing 091 Transaction Report provides a list of employees with overtime worked with a missing or inadequate corresponding 091 transaction entered in the Clock Ring Editor.

It shows, in detail, how much overtime was used by employees, by day, finance number, and pay location, and how much time was addressed with a 091 OT Transaction code.

In this example, the employee has a begin tour of 0700 and an end tour of 1559.

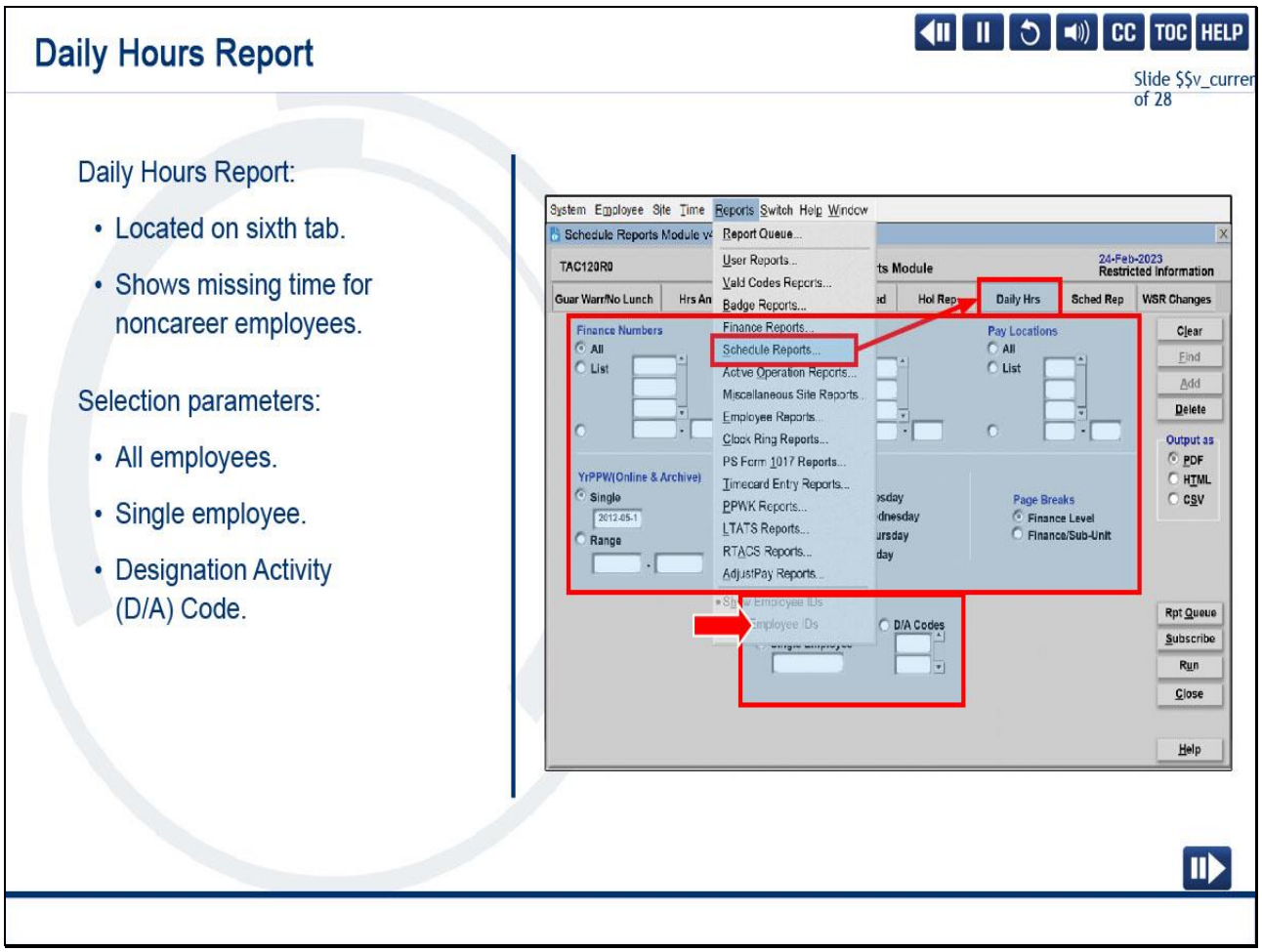
The .09 clicks of overtime shown here require a 091 transaction in the Clock Ring Editor before it will be cleared.

Each employee on the list must be addressed separately.

Although we do not see it in this example, 043, Penalty Overtime, also requires a 091 Transaction.

By the end of the week, all overtime should be addressed, and the Missing 091 Transaction Report should be blank.

Slide 21 - Daily Hours Report



Slide notes

The final report of the Big Four is the Daily Hours Report.

It is the only one of the four that is not under the Clock Ring Reports Module.

It is the sixth tab under the Schedule Reports Module.

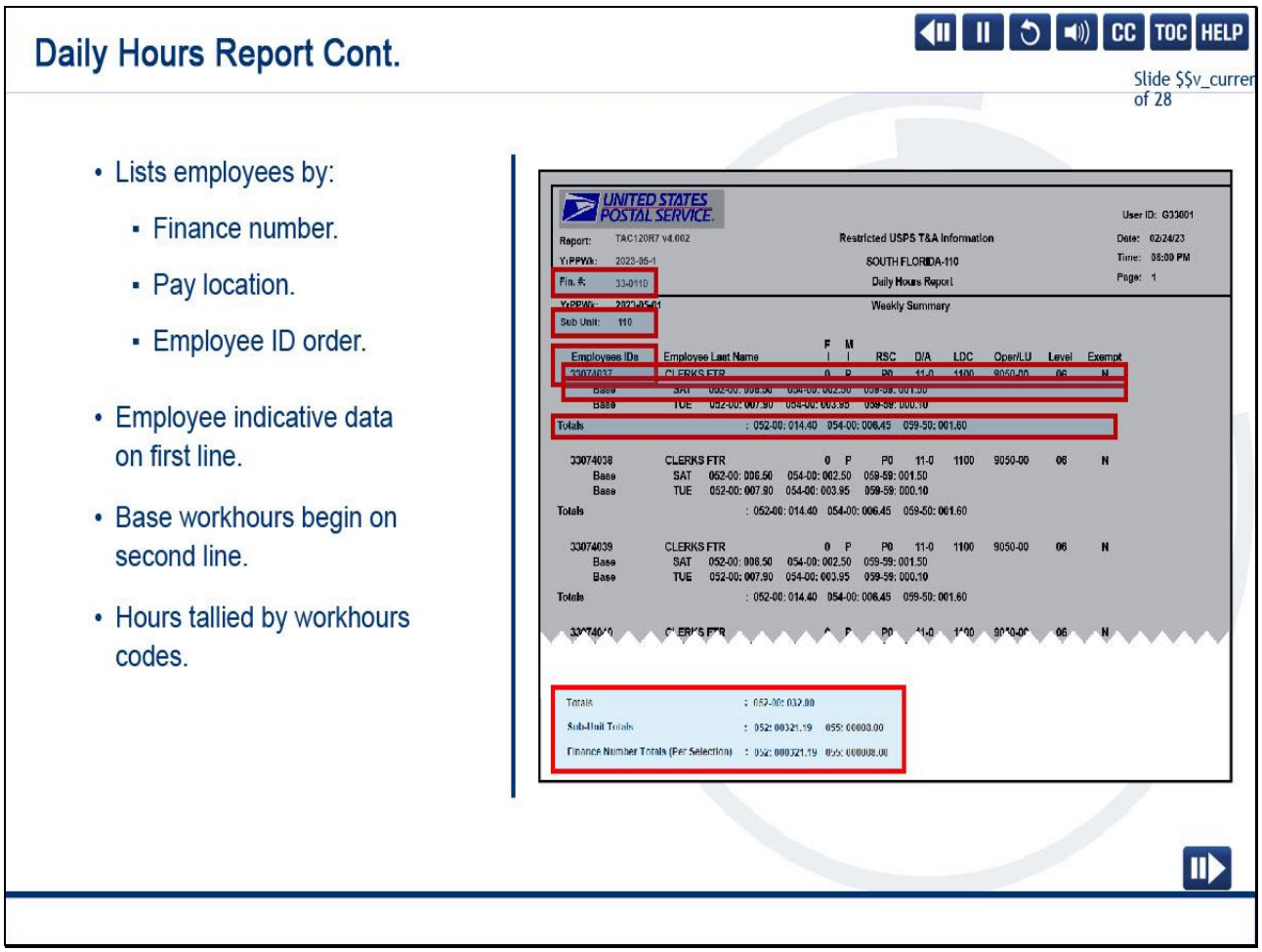
This report provides all hours worked, by employee, and is the only report of the four that will show missing time for noncareer employees.

Unlike the last three reports, you are required to input all basic parameters again and make a Selection option.

This report can be run for all employees, a single employee, or by Designation Activity, or (D/A) Code.

Use the default of All Employees unless you have a specific reason to select one of the other options.

Slide 22 - Daily Hours Report Cont.



Slide notes

The Daily Hours Report lists employees in a finance number and pay location, shown here as Sub Unit, ordered by employee ID number.

The first line includes the indicative data that we have also seen on the previous three reports.

The next lines display the hours the employee has worked in their base assignment each day.

If there is a higher level detail, the subsequent lines will reflect those hours.

A total for all hour codes is tallied for each individual employee.

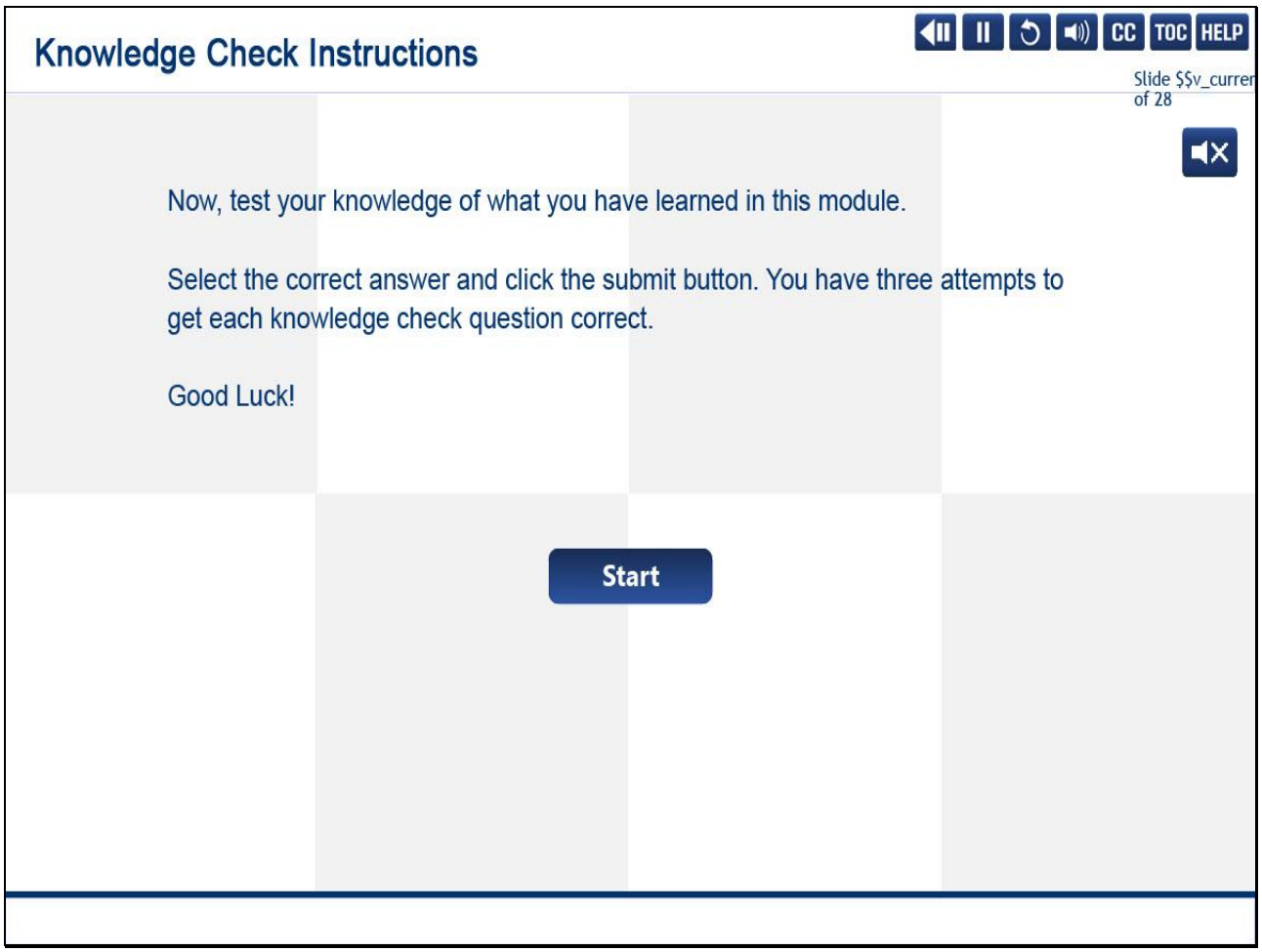
At the bottom of the report, there is a tally of hours for the entire pay location.

If no hours are listed, determine why and address the issue.

Running and using the Big Four reports each day will prevent you from being overwhelmed with corrections at the end of the week and, more importantly,

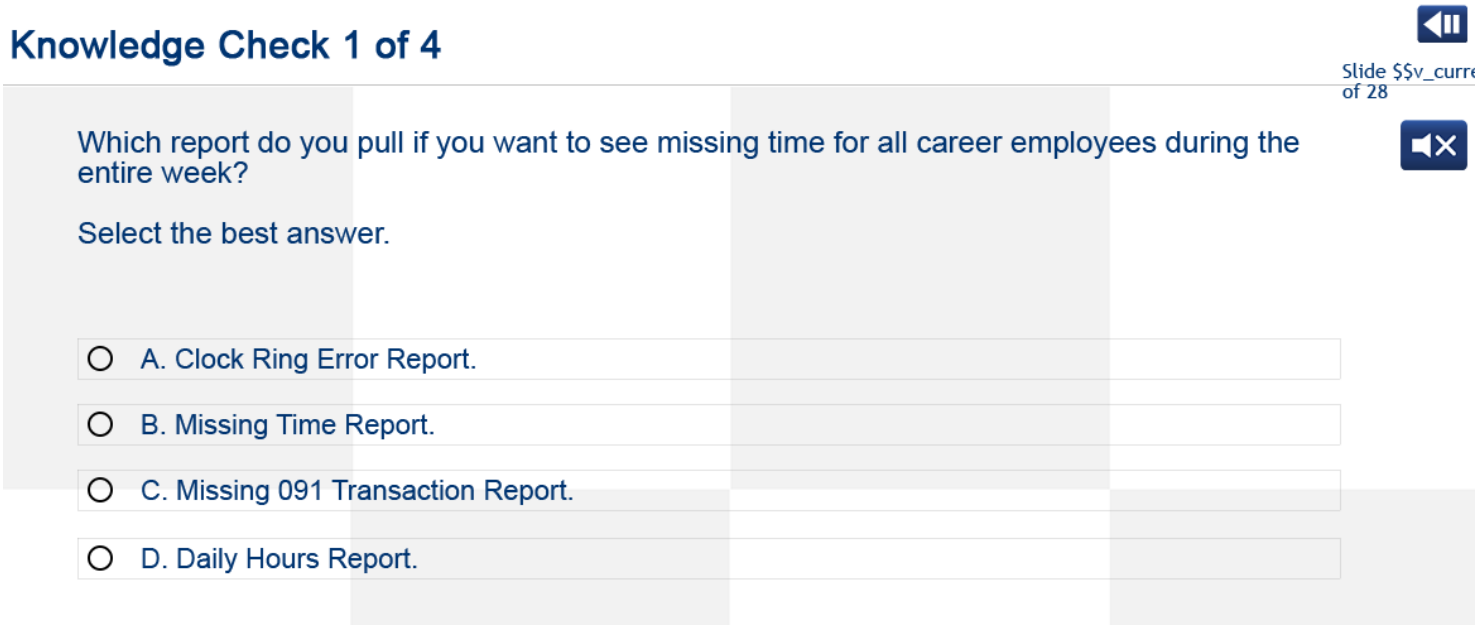
will ensure employees are paid correctly the first time, every time.

Slide 23 - Knowledge Check Instructions



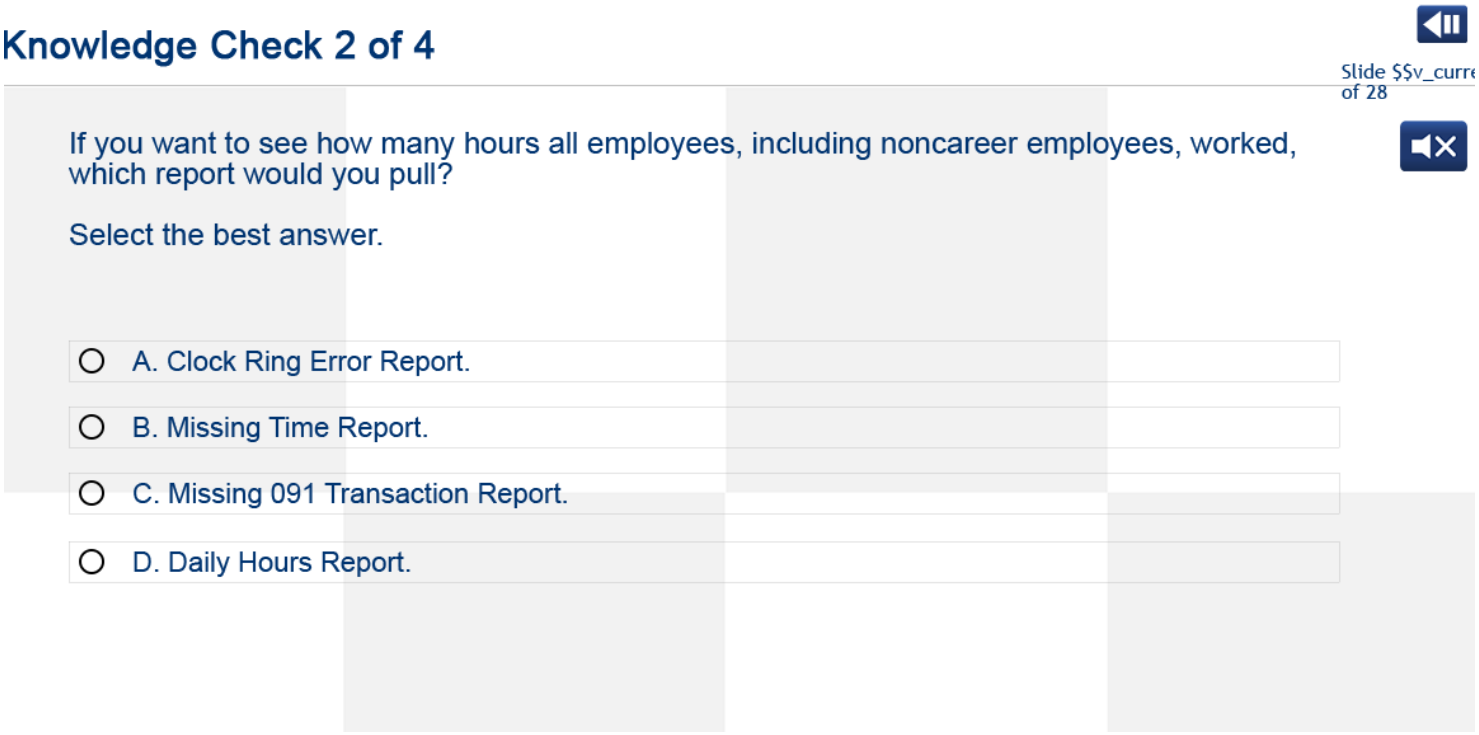
Slide notes

Slide 24 - Knowledge Check 1 of 4



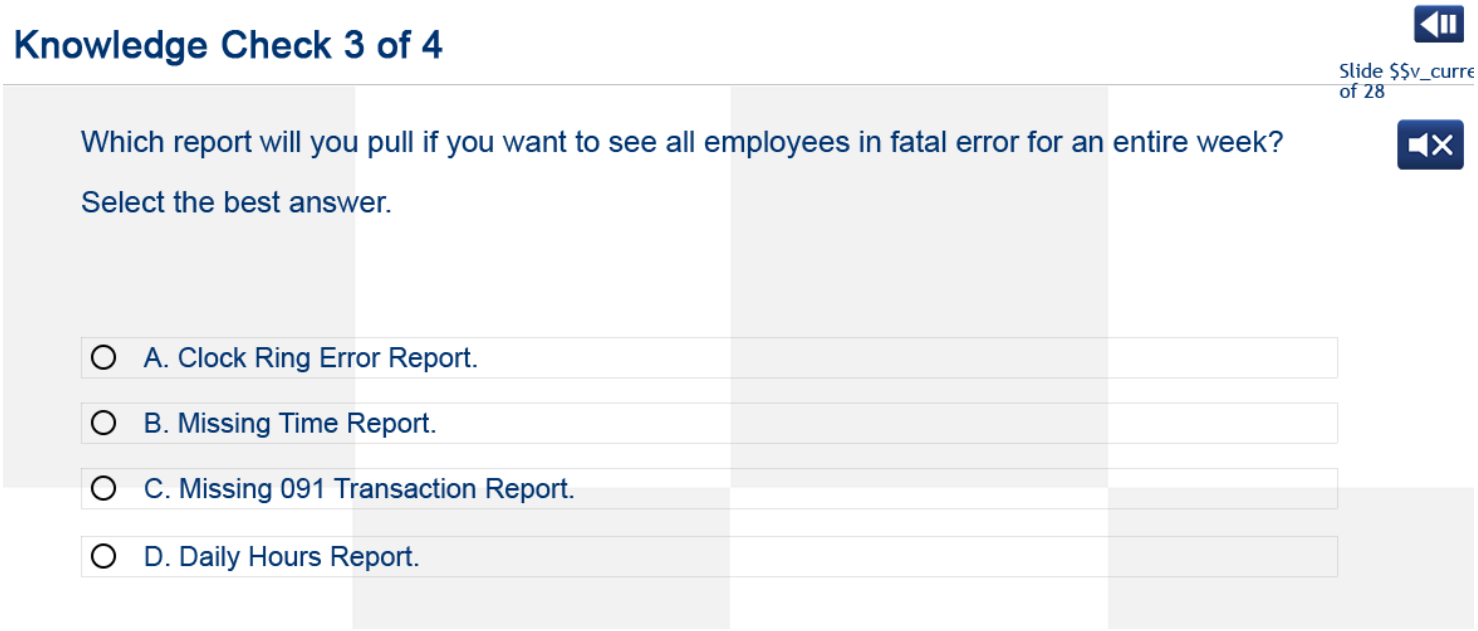
Slide notes

Slide 25 - Knowledge Check 2 of 4



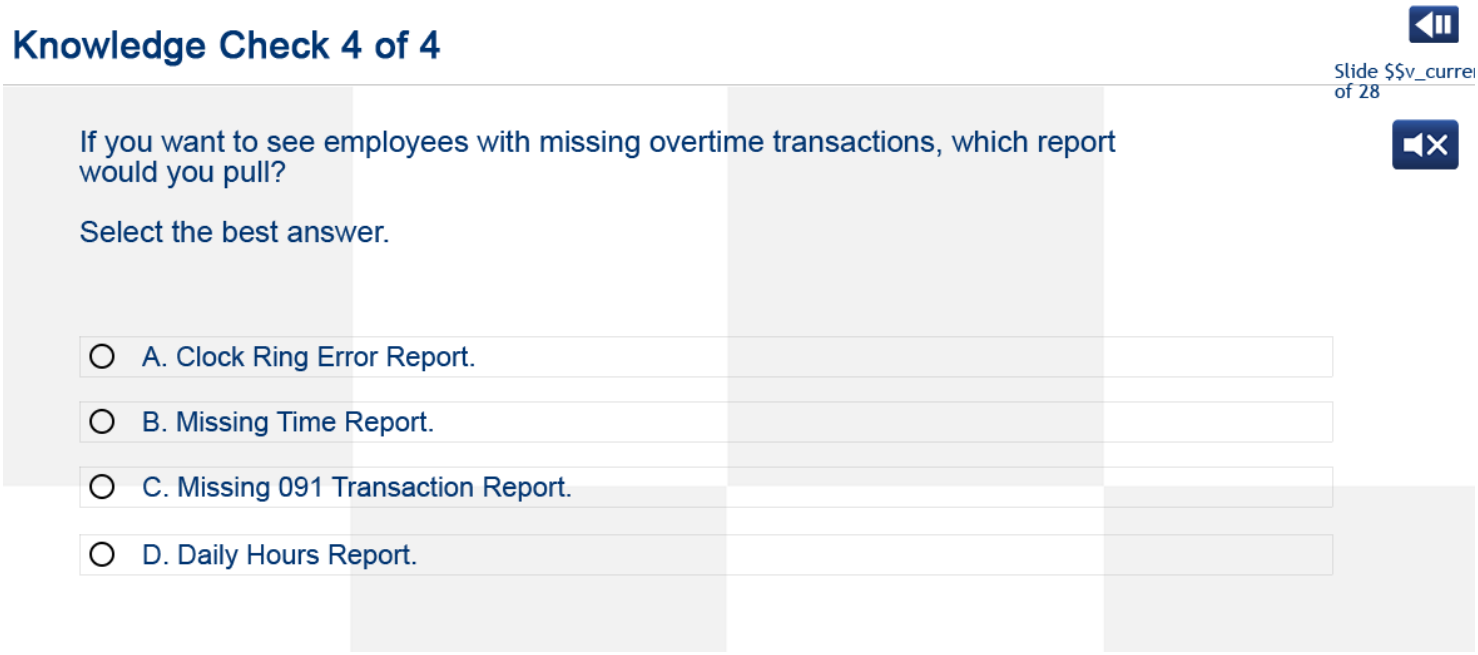
Slide notes

Slide 26 - Knowledge Check 3 of 4



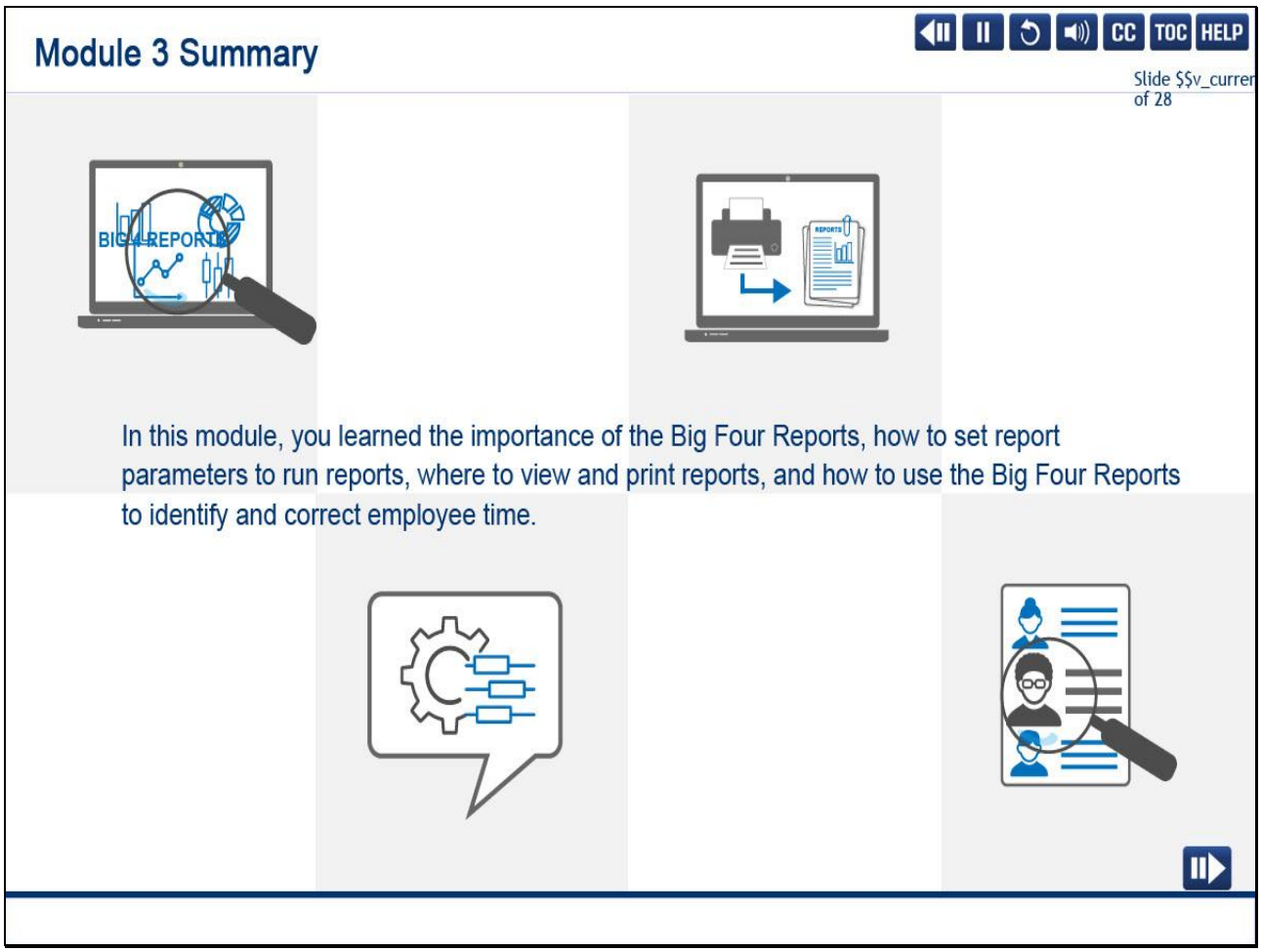
Slide notes

Slide 27 - Knowledge Check 4 of 4



Slide notes

Slide 28 - Module 3 Summary

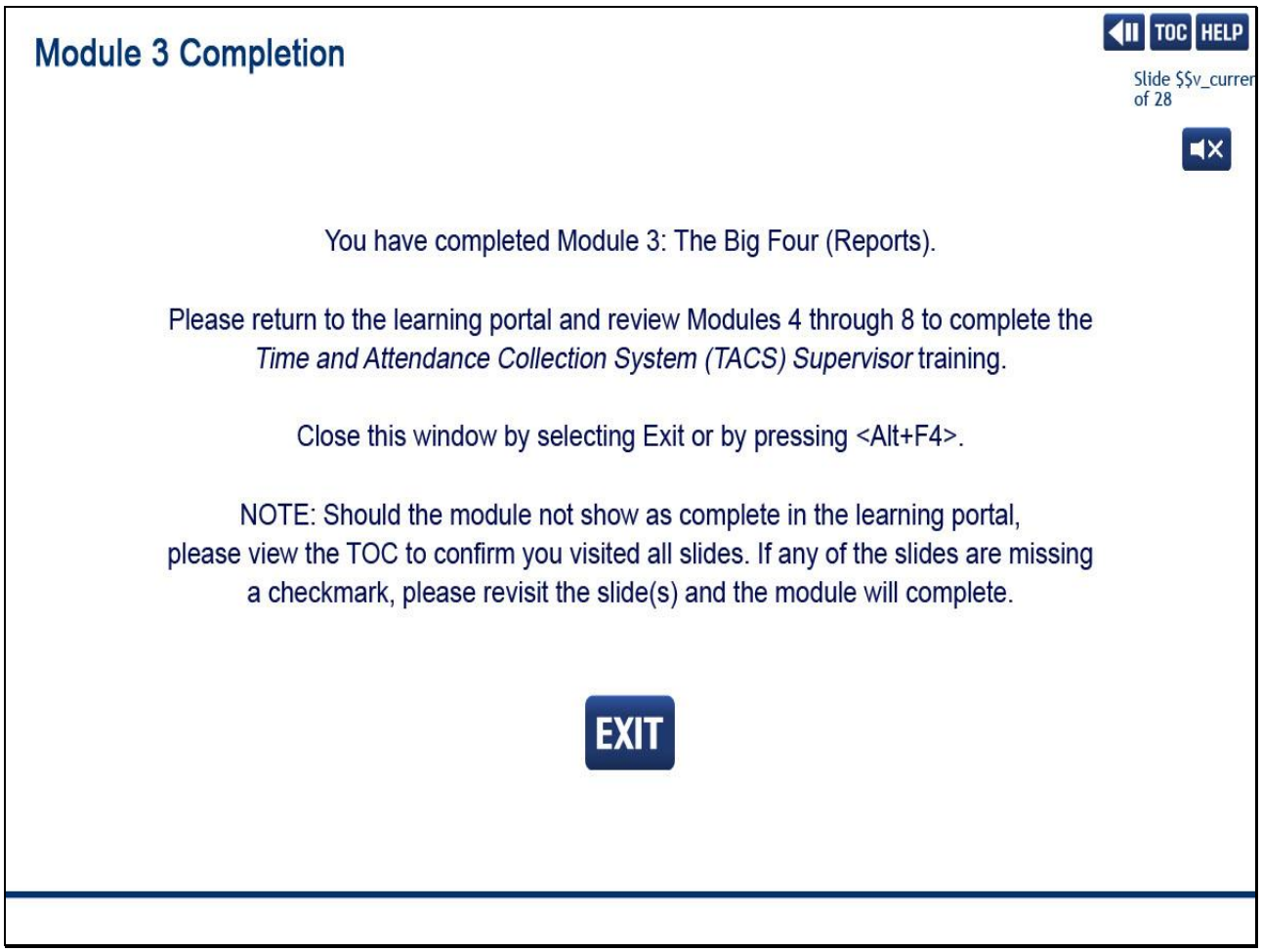


Slide notes

In this module, you learned the importance of the Big Four Reports, how to set report parameters to run reports,

where to view and print reports, and how to use the Big Four Reports to identify and correct employee time.

Slide 29 - Module 3 Completion



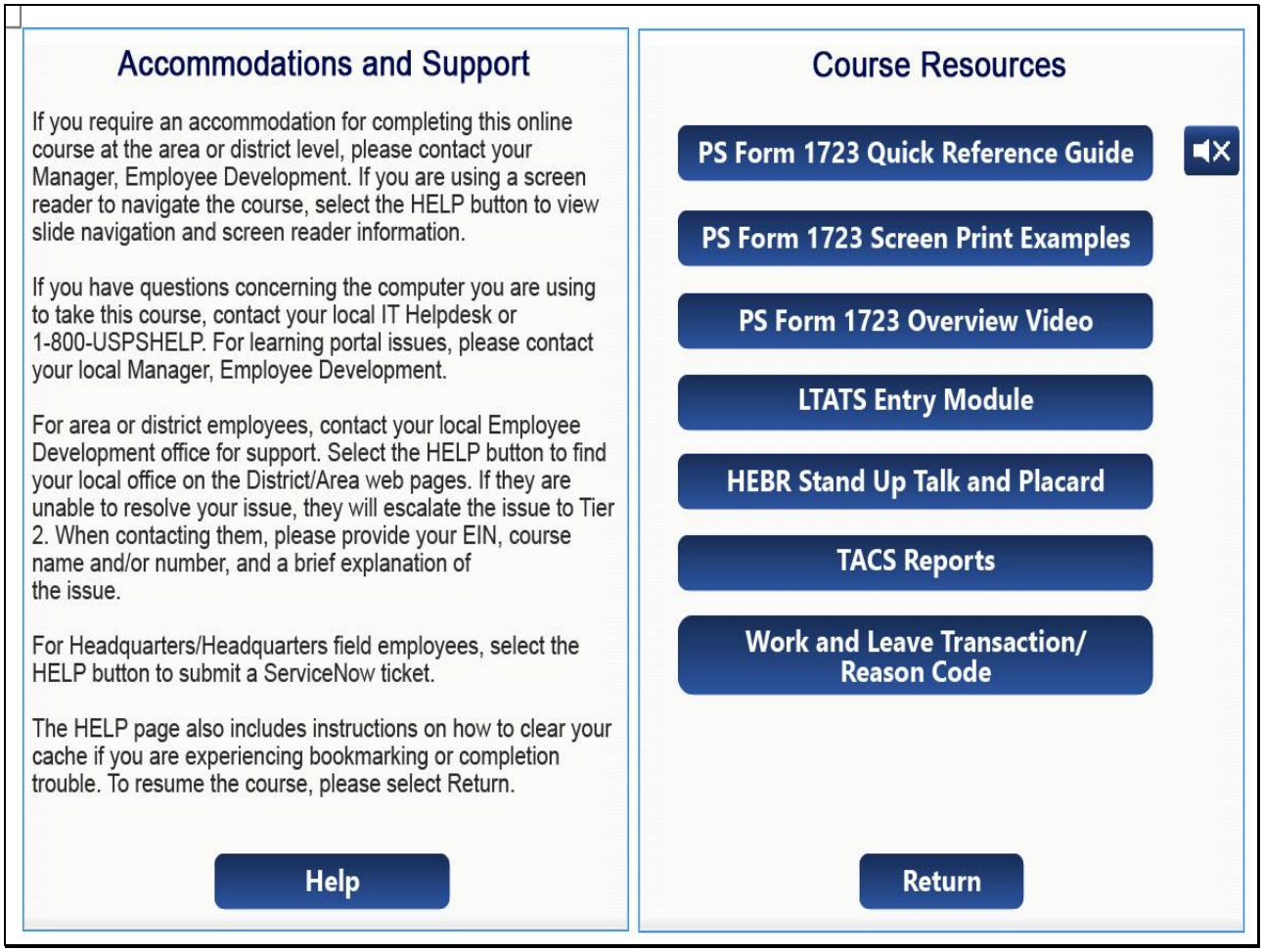
Slide notes

Slide 1 - Welcome

Slide notes

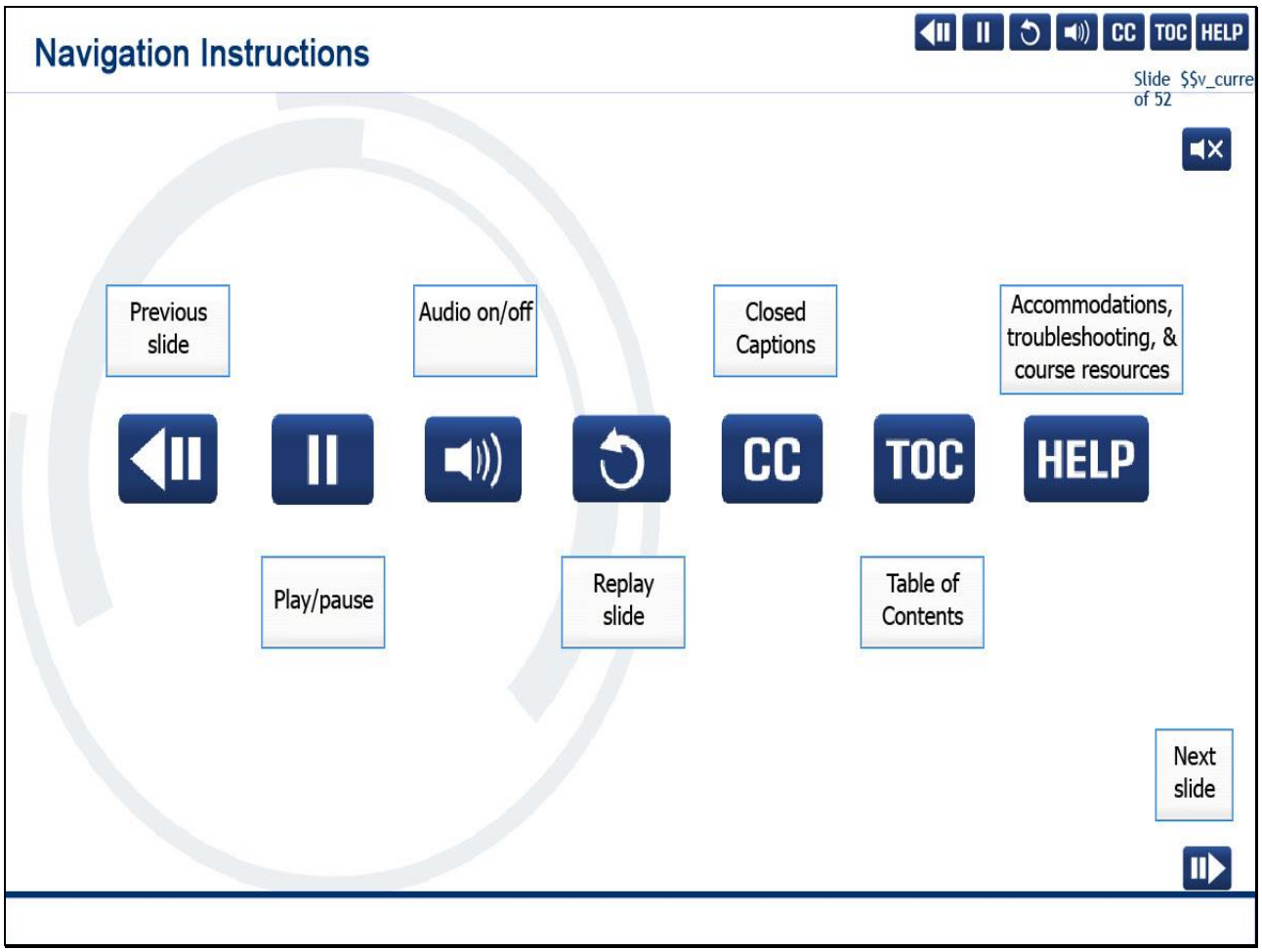
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course Module 4, The Time Menu.

Slide 2 - Help



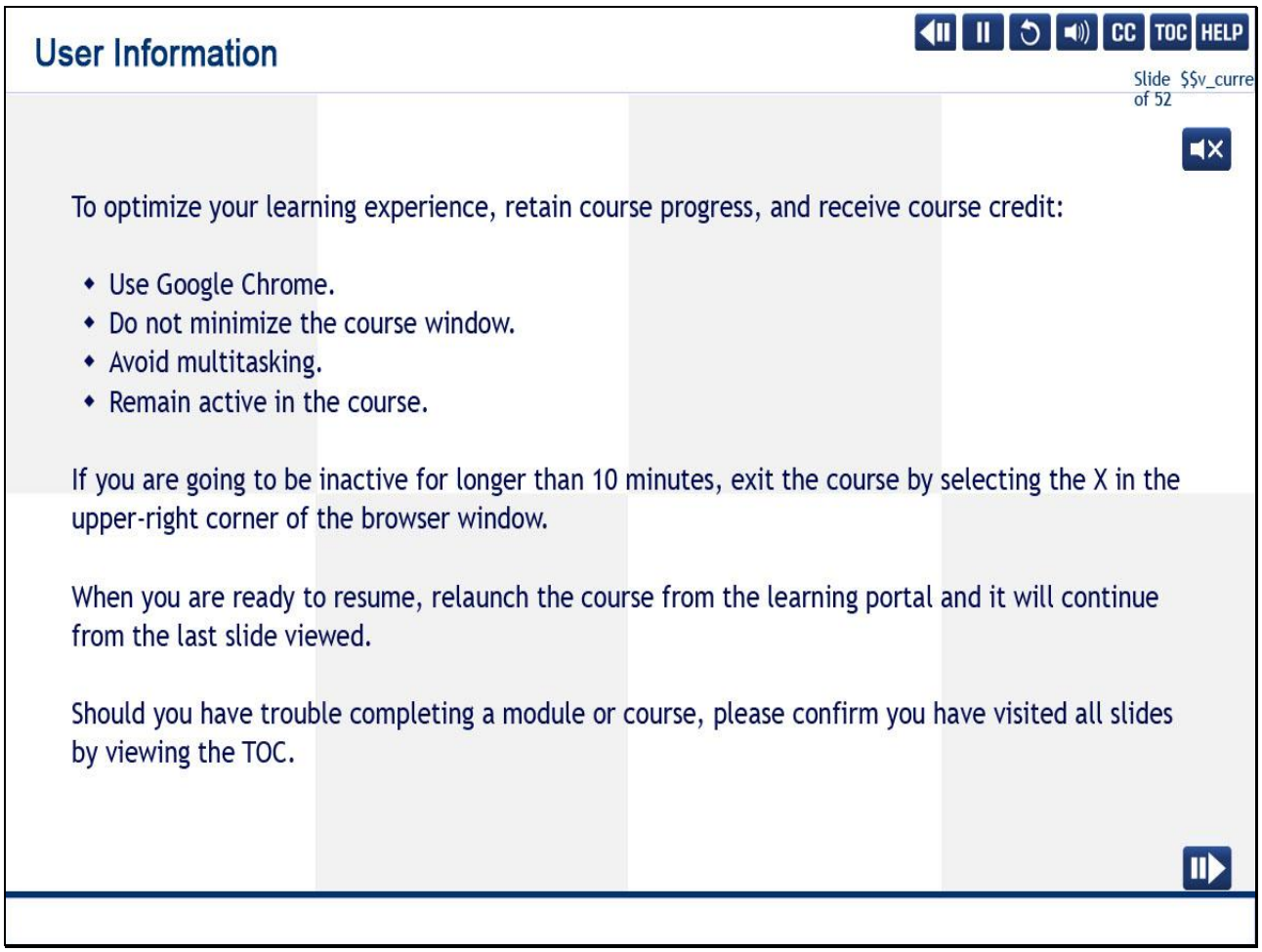
Slide notes

Slide 3 - Navigation Instructions



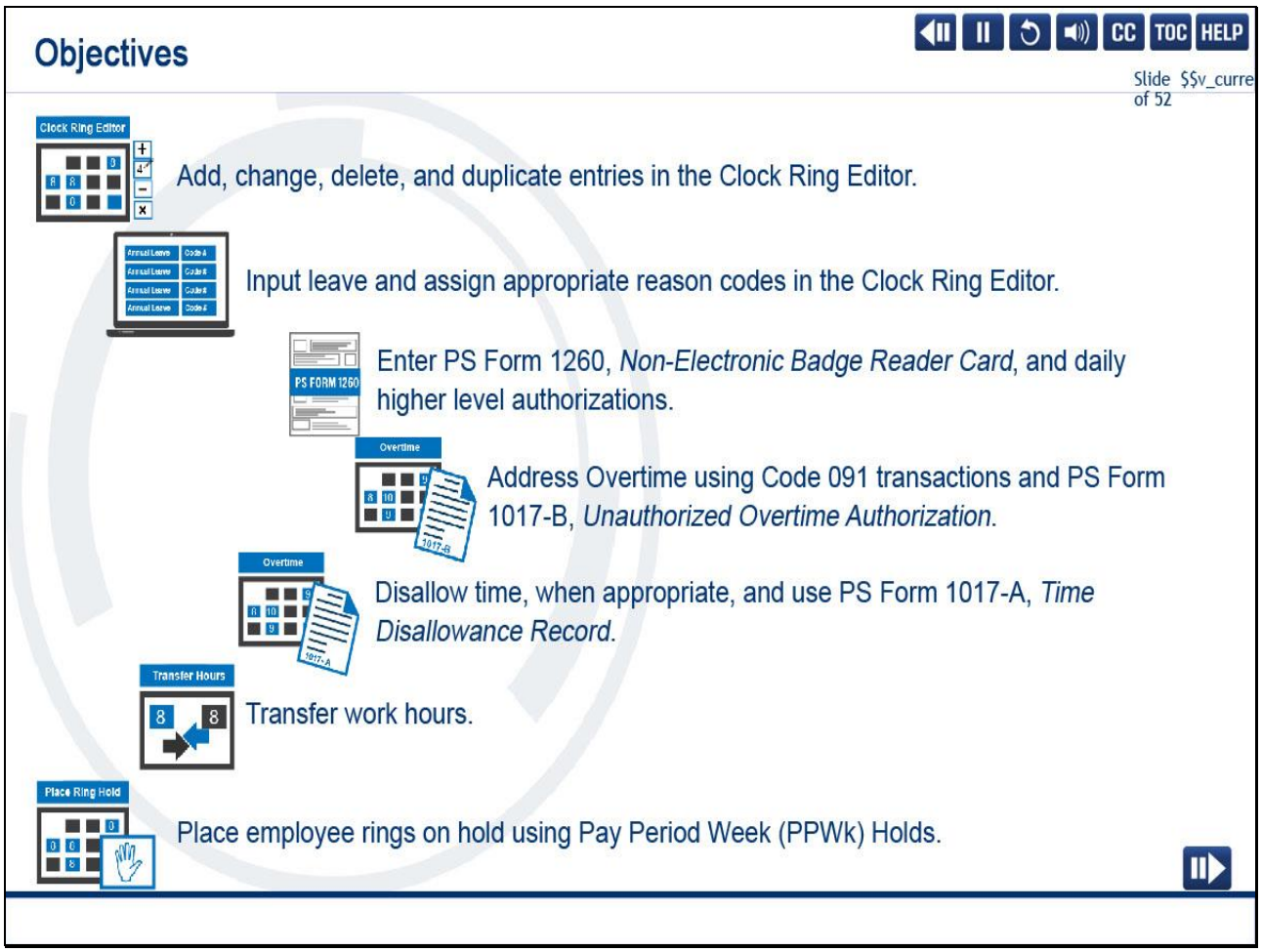
Slide notes

Slide 4 - User Information



Slide notes

Slide 5 - Objectives



Slide notes

By the end of this module, you should be able to add, change, delete, and duplicate entries; input leave and assign appropriate reason codes in the Clock Ring Editor;

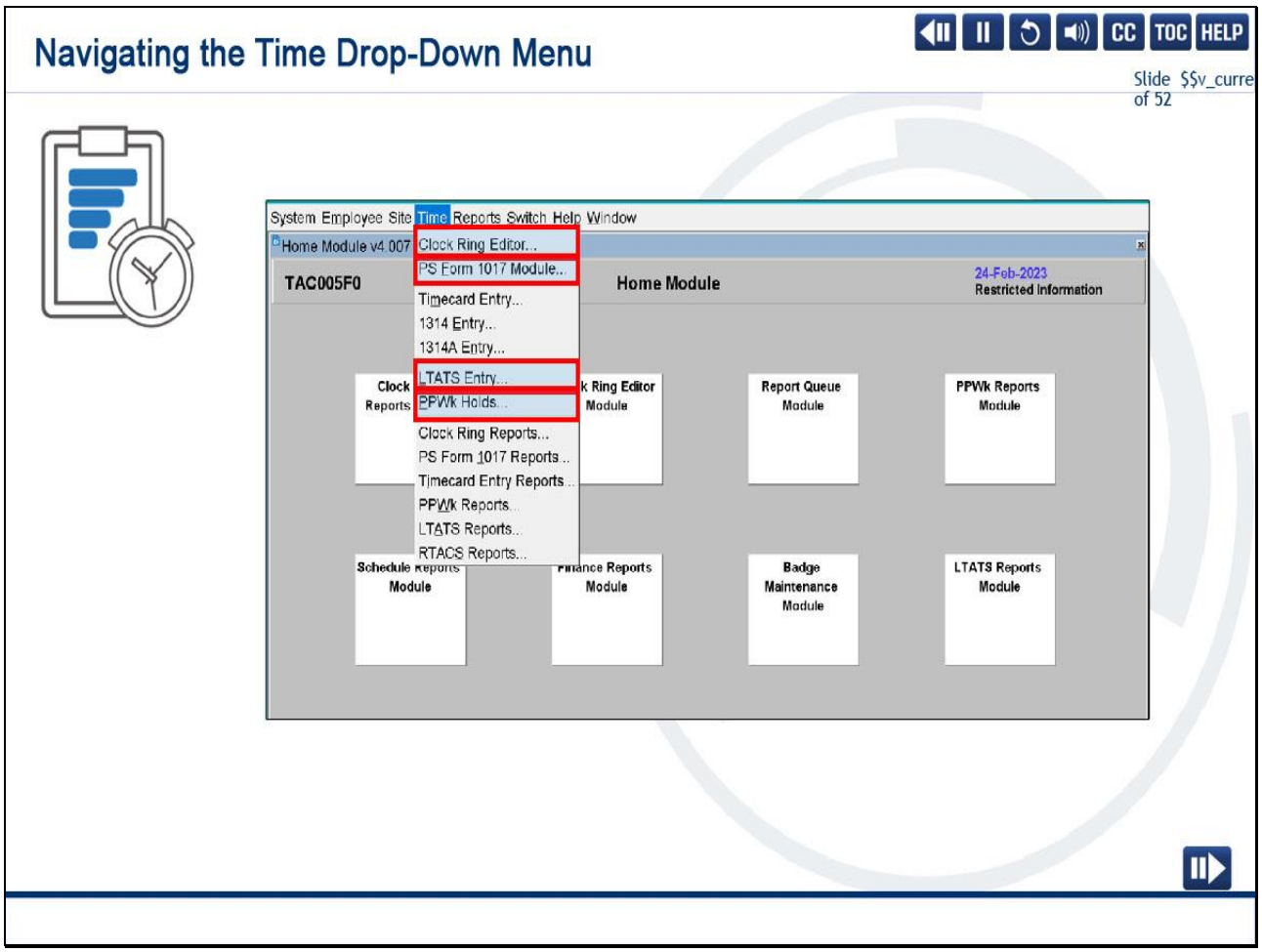
enter PS Form 1260, *Non-Electronic Badge Reader Card*, and enter daily higher level authorizations;

address overtime using Code 091 transactions and PS Form 1017-B, *Unauthorized Overtime Authorization*;

disallow time, when appropriate, using PS Form 1017-A, *Time Disallowance Record;* transfer work hours;

and place employee rings on hold using Pay Period Week, or PPWk, Holds.

Slide 6 - Navigating the Time Drop-Down Menu



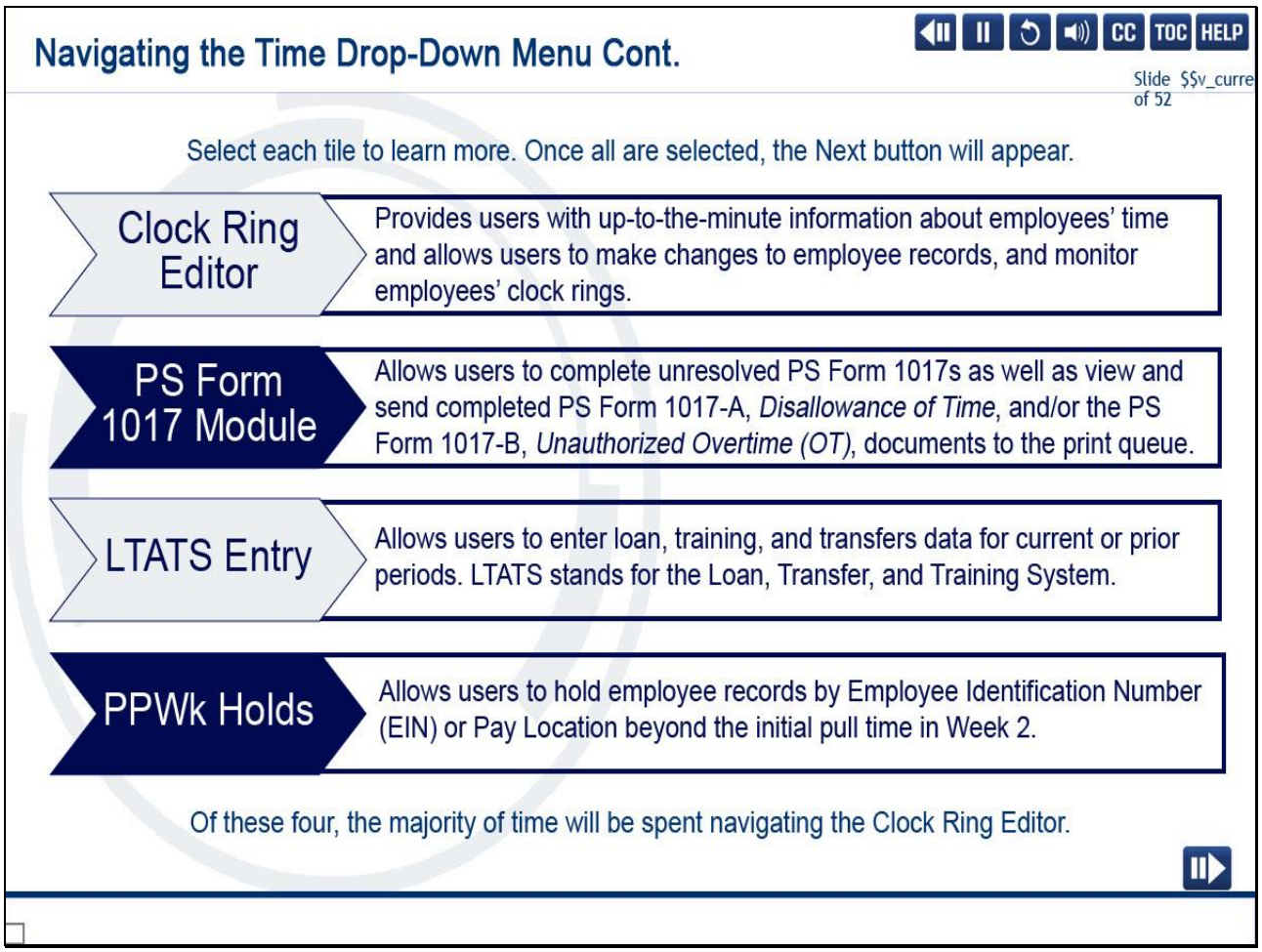
Slide notes

The Time Menu provides tools to assist timekeepers with correcting clock ring errors, documenting disallowed tme and unauthorized overtime, transferring work and training hours, and placing employees' time on hold.

Let's take a look at the four modules on the Time drop-down menu that will help you to do so.

They are the Clock Ring Editor, PS Form 1017 Module, Loan, Transfer, and Training System (LTATS) Entry, and Pay Period/Week Holds.

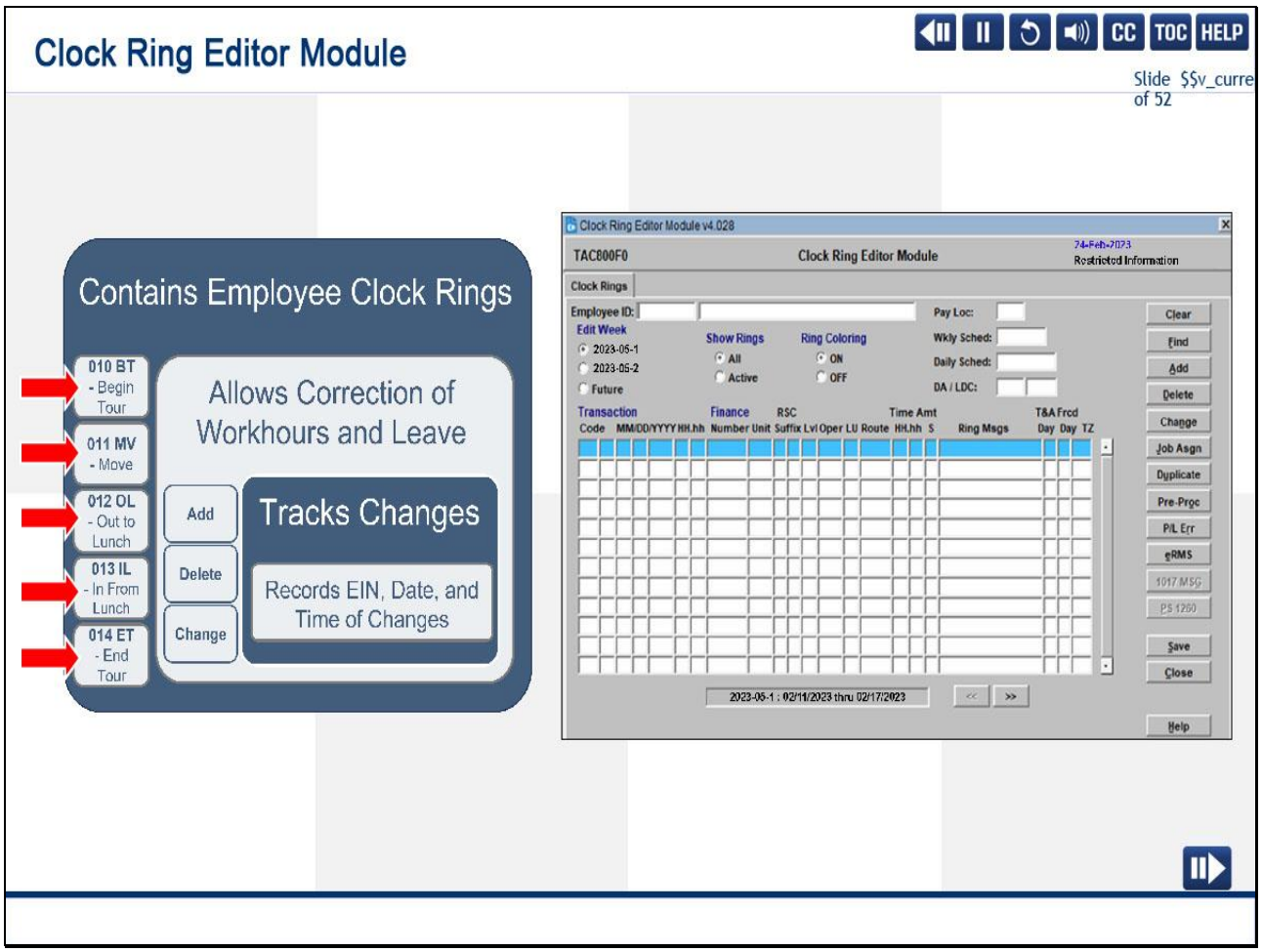
Slide 7 - Navigating the Time Drop-Down Menu Cont.



Slide notes

Select each tile to learn more about these modules.

Slide 8 - Clock Ring Editor Module



Slide notes

The majority of your time will be spent in the Clock Ring Editor.

The Clock Ring Editor Module contains employee clock rings and is where you authorize and certify corrections to ensure that all employees have the correct combination

of work and leave hours as dictated by their schedules.

There are four basic clock rings for all employees who are not a City Carrier:

BT (Begin Tour), OL (Out to Lunch), IL (In from Lunch), and ET (End Tour).

For City Carriers, the basic clock rings are BT (Begin Tour), MV (move to street), MV (move to office), and ET (End Tour).

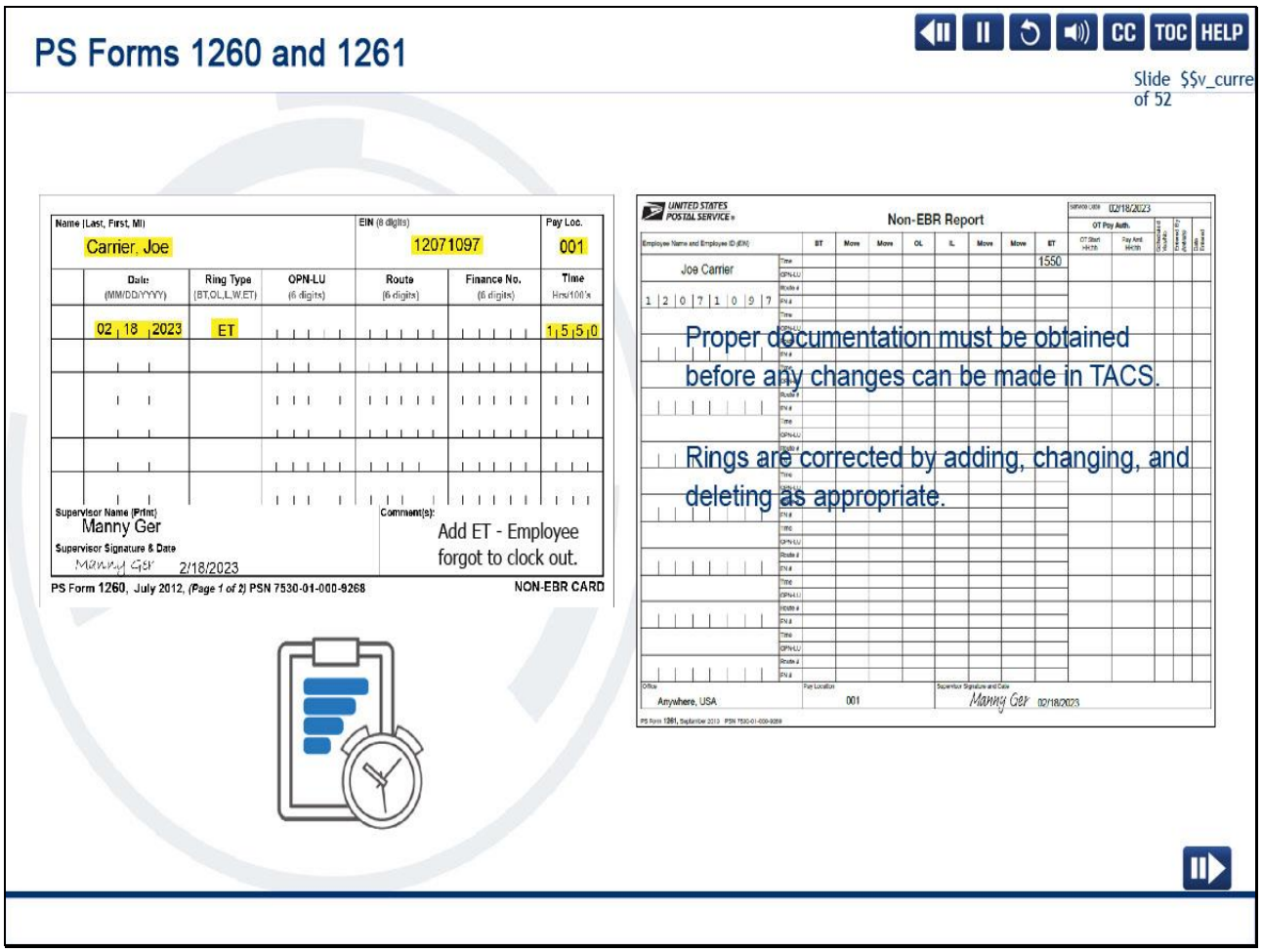
It is the supervisor’s responsibility to ensure that employees’ rings are correct each day.

If employees record clock rings correctly on the Hyper Electronic Badge Reader (HEBR) or other timekeeping devices,

there will be very few rings to correct.

(See the HEBR Stand Up Talk and Placard on the Help page.)

Slide 9 - PS Forms 1260 and 1261



Slide notes

Proper documentation must be obtained before any changes can be made in TACS.

In the Clock Ring Editor, rings are corrected by adding, changing, and deleting as appropriate.

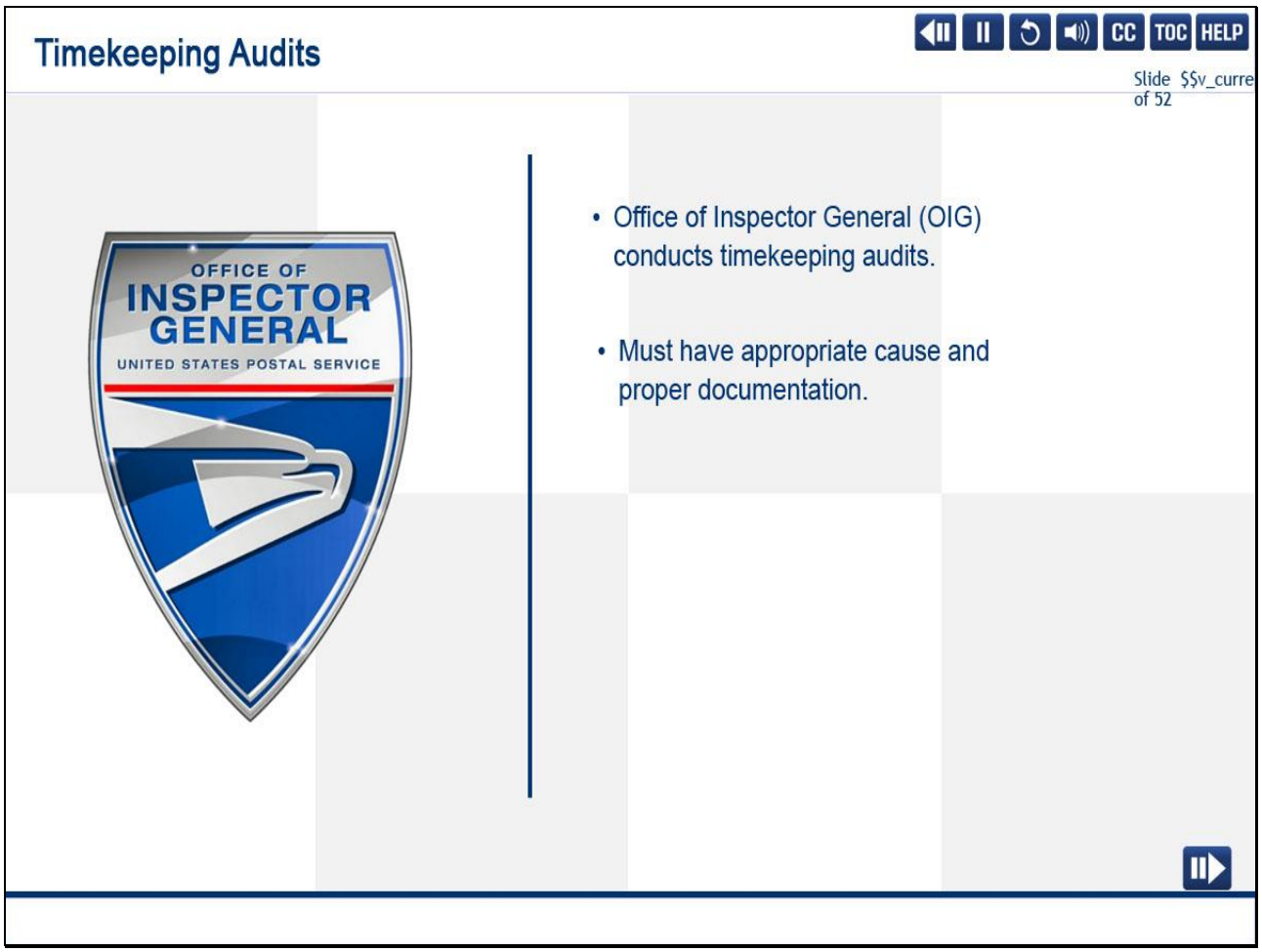
PS Form 1260 is used to record or modify clock rings and is required for all clock ring changes, including adding missing rings.

PS Form 1261, *Non-EBR Report*, is used to record basic clock rings and overtime for all employee types except City Carrier.

The supervisor reviews both PS Forms 1260 and 1261 for accuracy and then signs and dates.

The clock rings are then entered in the TACS application.

Slide 10 - Timekeeping Audits



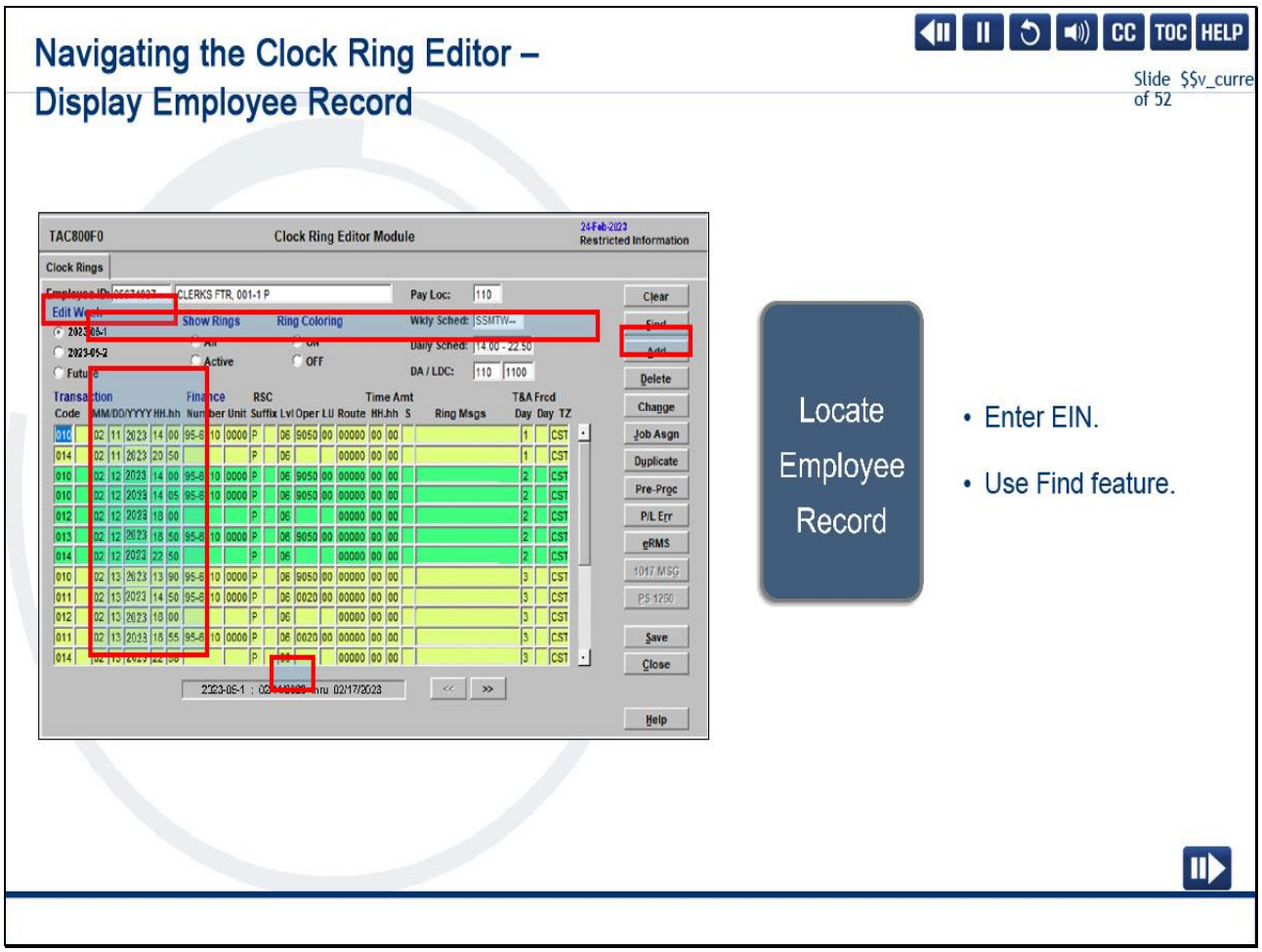
Slide notes

Be aware that the Office of Inspector General (OIG) audits timekeeping records.

Any time a ring is changed, TACS records the EIN of the individual who made the change, along with the date and time of the change.

Changing clock rings without appropriate cause and proper documentation can lead to disciplinary action up to and including removal from the Postal Service.

Slide 11 - Navigating the Clock Ring Editor – Display Employee Record



Slide notes

Now that you are aware of the four basic clock rings and the documentation required to enter them, let’s begin navigating in the Clock Ring Editor.

This is an example of the Clock Ring Editor without clock rings.

To navigate, you must first display an employee record.

Enter the employee EIN and press <Enter> or <Tab>.

If you do not have the EIN, search by name using the <F9> function key, <Alt>+<F>, or the Find button to obtain a list of employees.

When the list of values appears, you may immediately, without clicking or positioning your cursor, begin typing the last name.

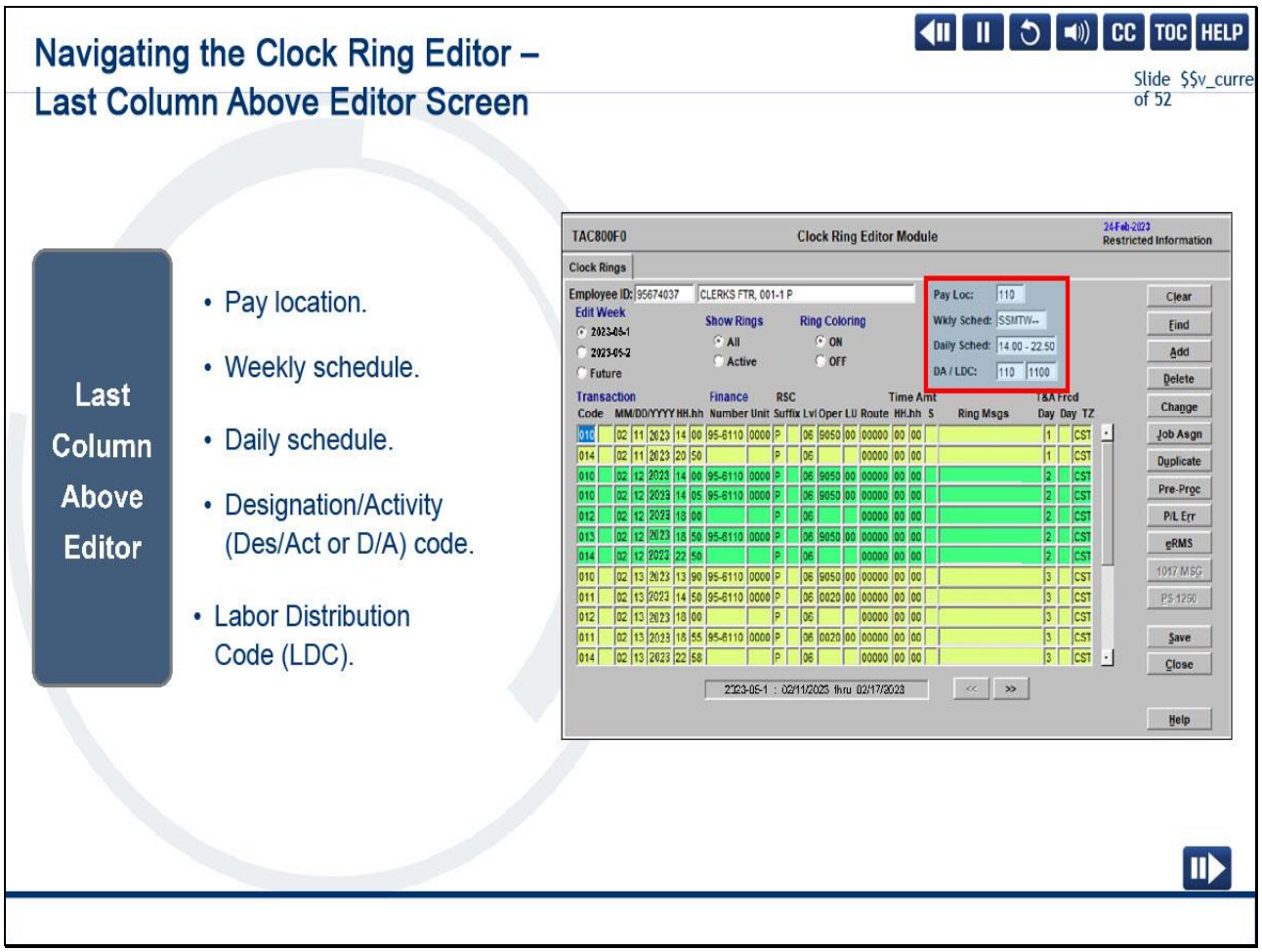
As you type, “auto find” is activated, and the letters are filled in on the left side of the percent sign as your list narrows.

“Auto find,” when used, always searches in the first column, regardless of the search field you are using.

To find an employee by only a portion of the ID number, key in the portion you know to the right of the percent sign, then select the Find button or press <Enter>.

Once the employee is selected, clock rings populate.

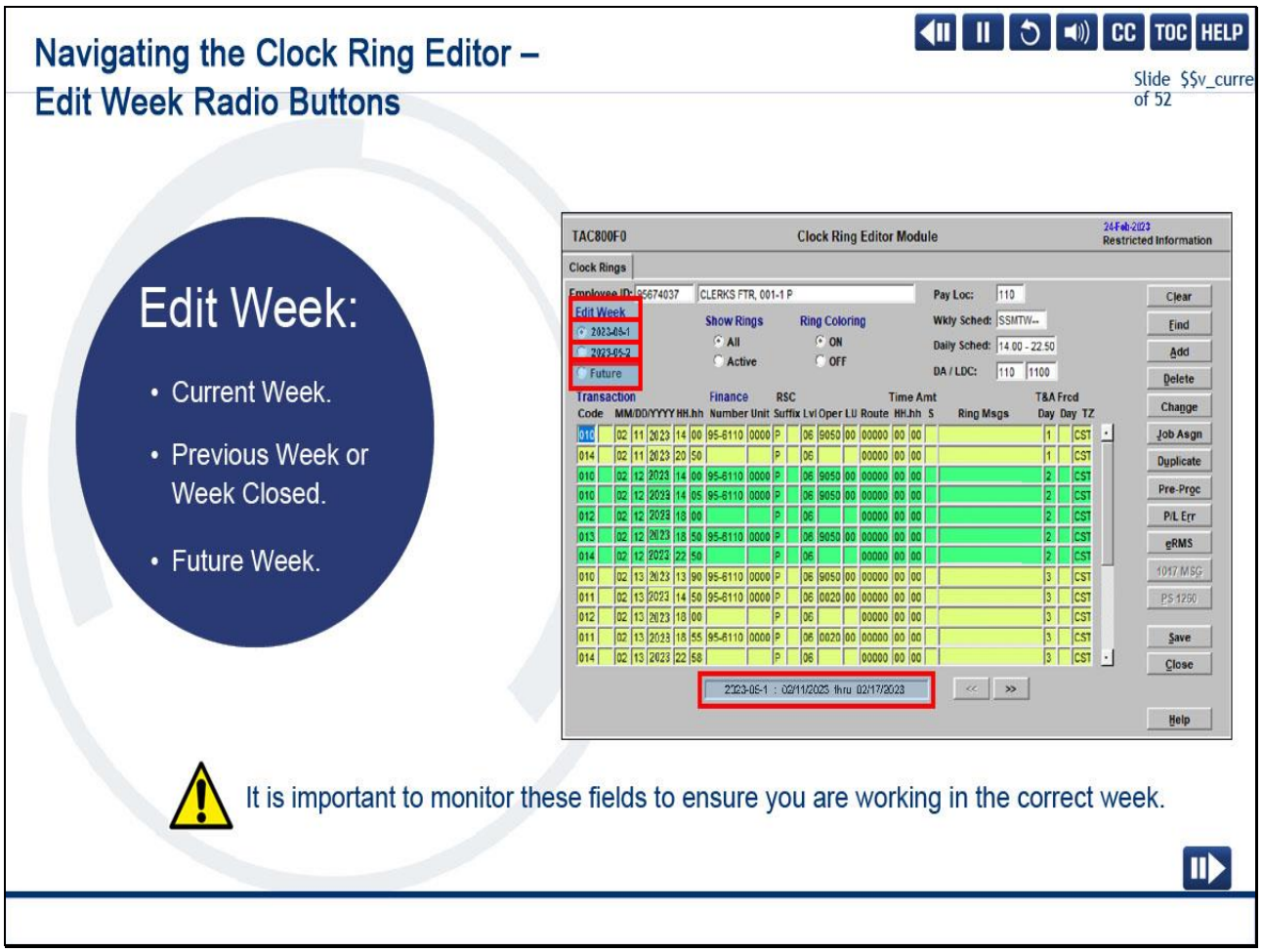
Slide 12 - Navigating the Clock Ring Editor – Last Column Above Editor Screen



Slide notes

The last column above the editor screen also populates and displays the employee's pay location, schedule, designation activity (D/A) code, and labor distribution code (LDC).

Slide 13 - Navigating the Clock Ring Editor – Edit Week Radio Buttons



Slide notes

Below the employee's name is our first set of radio buttons.

In this example, we are in Week 1 of Pay Period 5, 2023.

Current Week allows you to enter and change rings for the current week.

Previous Week allows you to view the rings but prevents you from changing them, as the data has been uploaded to the Mainframe.

Closed Week is closed and cannot be viewed.

Future allows you to enter authorizations, such as higher level, up to three weeks in advance.

Before correcting any errors, pay close attention to the edit week.

Make sure you are in the week that requires editing.

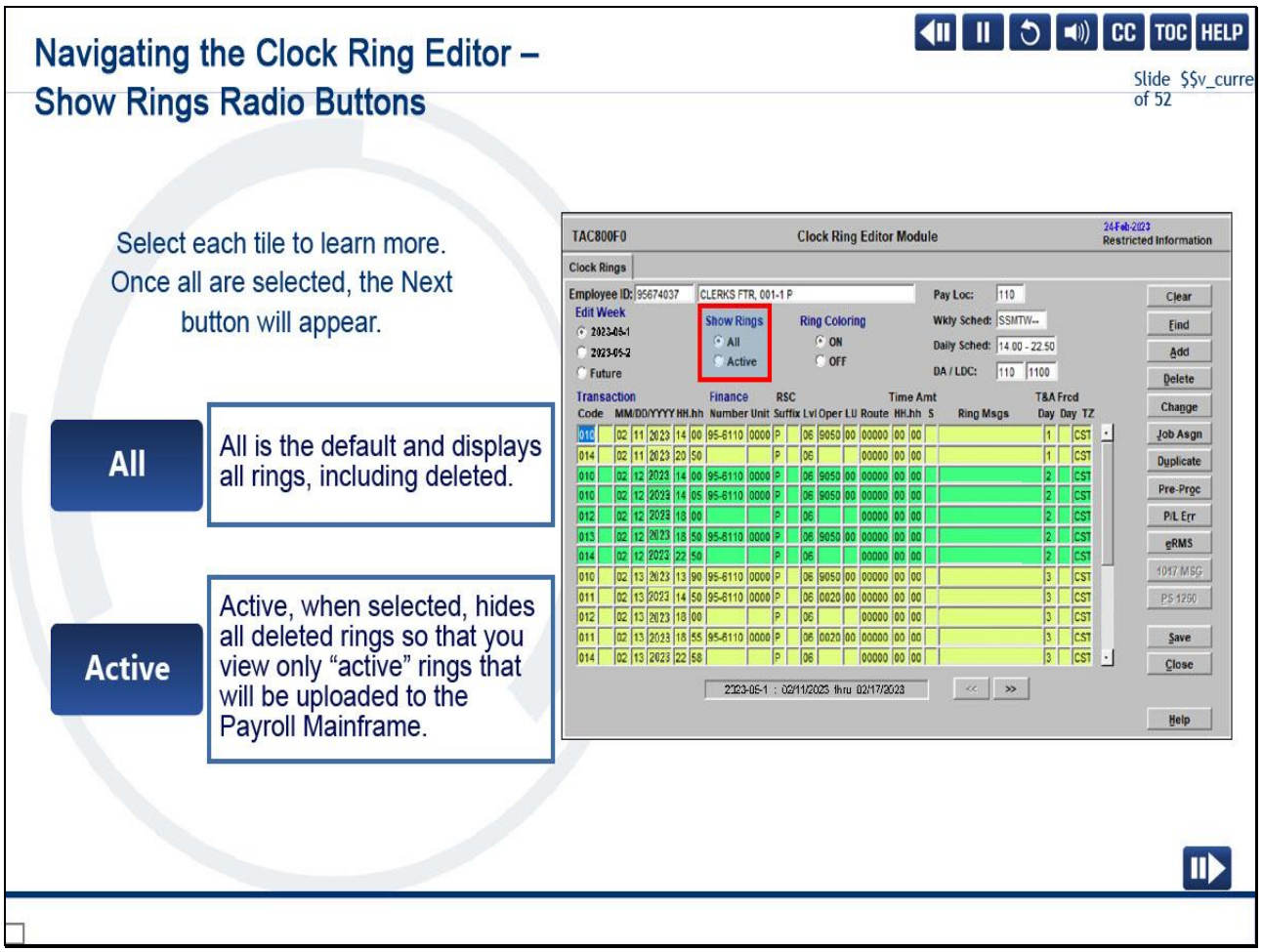
The default is set to the current week, and closed weeks cannot be viewed or edited.

The edit week defaults to week two when both weeks are open.

The dates from this period begin 2/11/2023 and end on 2/17/2023.

The date range at the bottom of the screen changes depending on the edit week selected.

Slide 14 - Navigating the Clock Ring Editor – Show Rings Radio Buttons

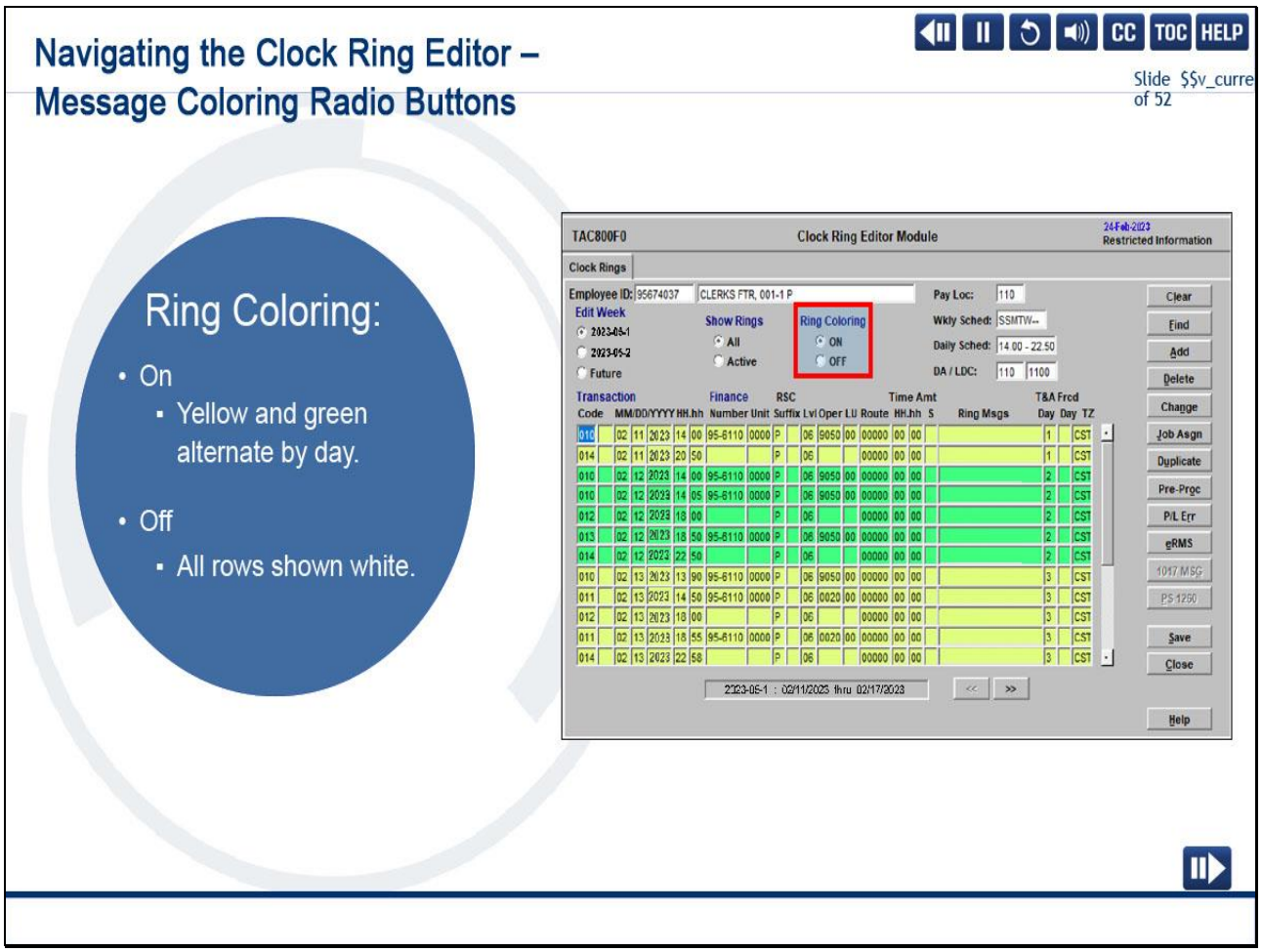


Slide notes

There are two radio buttons in the Show Rings section.

Select each tile to learn more.

Slide 15 - Navigating the Clock Ring Editor – Msg Coloring Radio Buttons



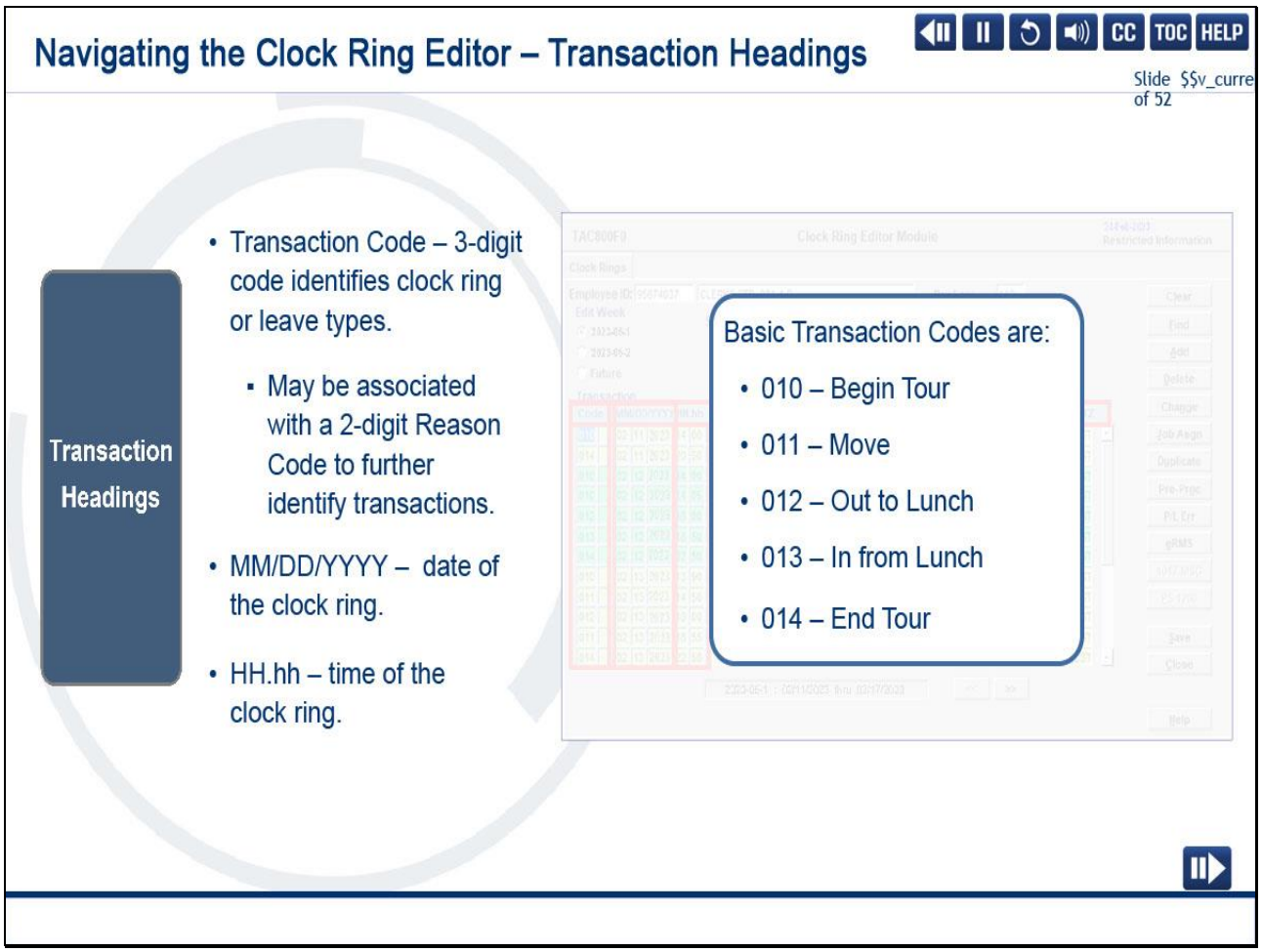
Slide notes

Ring coloring can be turned On or Off.

TACS defaults to On, which alternates between green and yellow to separate the days of the week.

When Off, all rows show as white.

Slide 16 - Navigating the Clock Ring Editor – Transaction Headings



Slide notes

Before we begin correcting clock rings, we will review column headings for the Clock Ring Editor fields.

Transaction Headings include transaction code, date, and time of transaction.

The transaction code is a 3-digit code with a leading zero and is used to identify clock ring or leave types.

It may also be followed by or associated with a 2-digit reason code.

Basic Transaction Codes are: 010 - Begin Tour, 011 - Move, 012 - Out to Lunch, 013 - In from Lunch, and 014 - End Tour.

In our example, 2-digit reason codes are blank.

A list of codes can be found in the Work and Leave Transaction/Reason Codes Job Aid on the Help page.

Next to the reason code is the date of the clock ring in month, day, and 4-digit year format.

Make sure to change the transaction date appropriately.

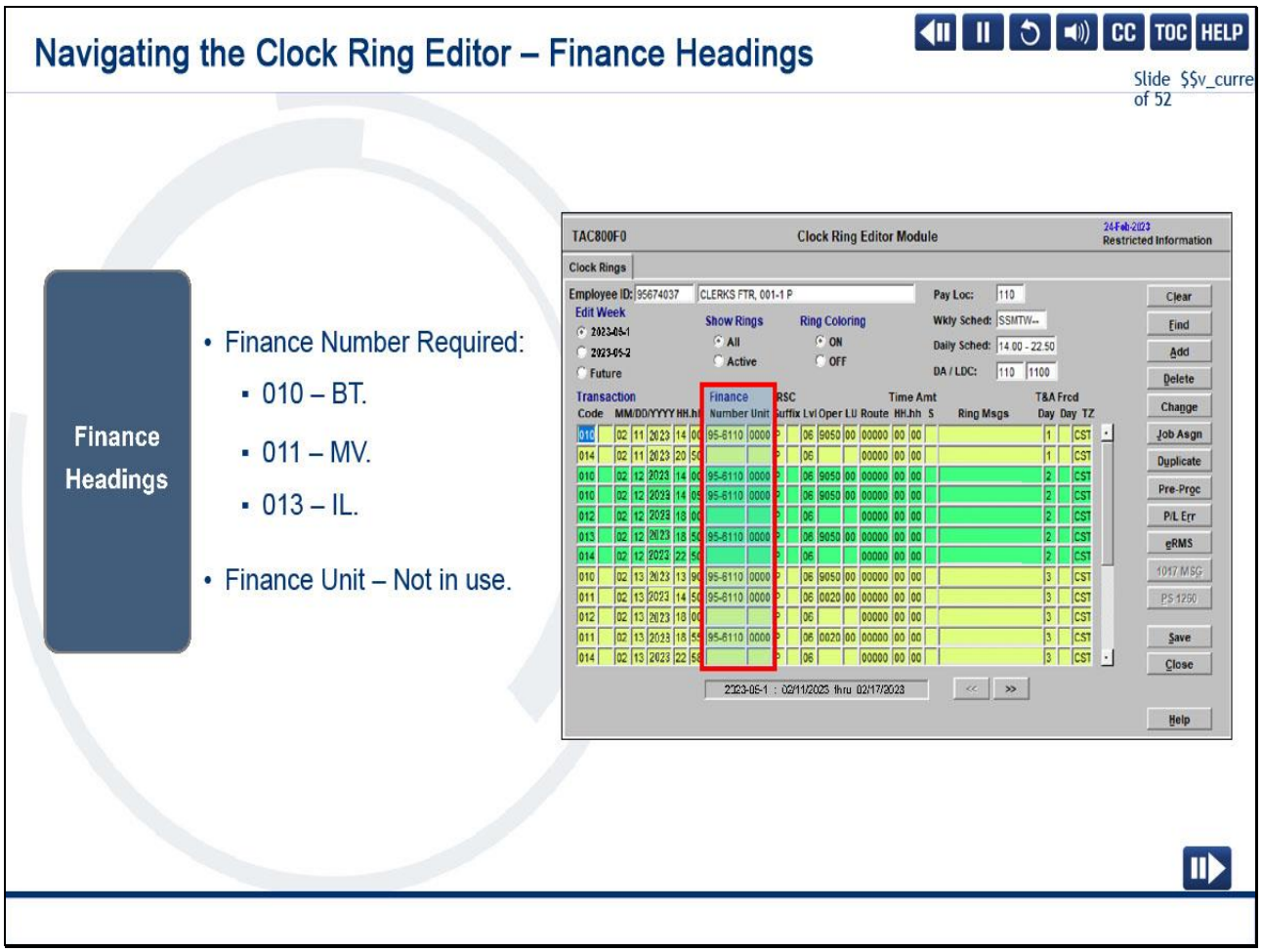
The date will default to the current date first.

After a transaction is made, the default is the date of the last manual transaction.

Many errors occur because the date field was not corrected.

The time of the clock ring in hours and hundredths (HH.hh) is next to the date.

Slide 17 - Navigating the Clock Ring Editor – Finance Headings



Slide notes

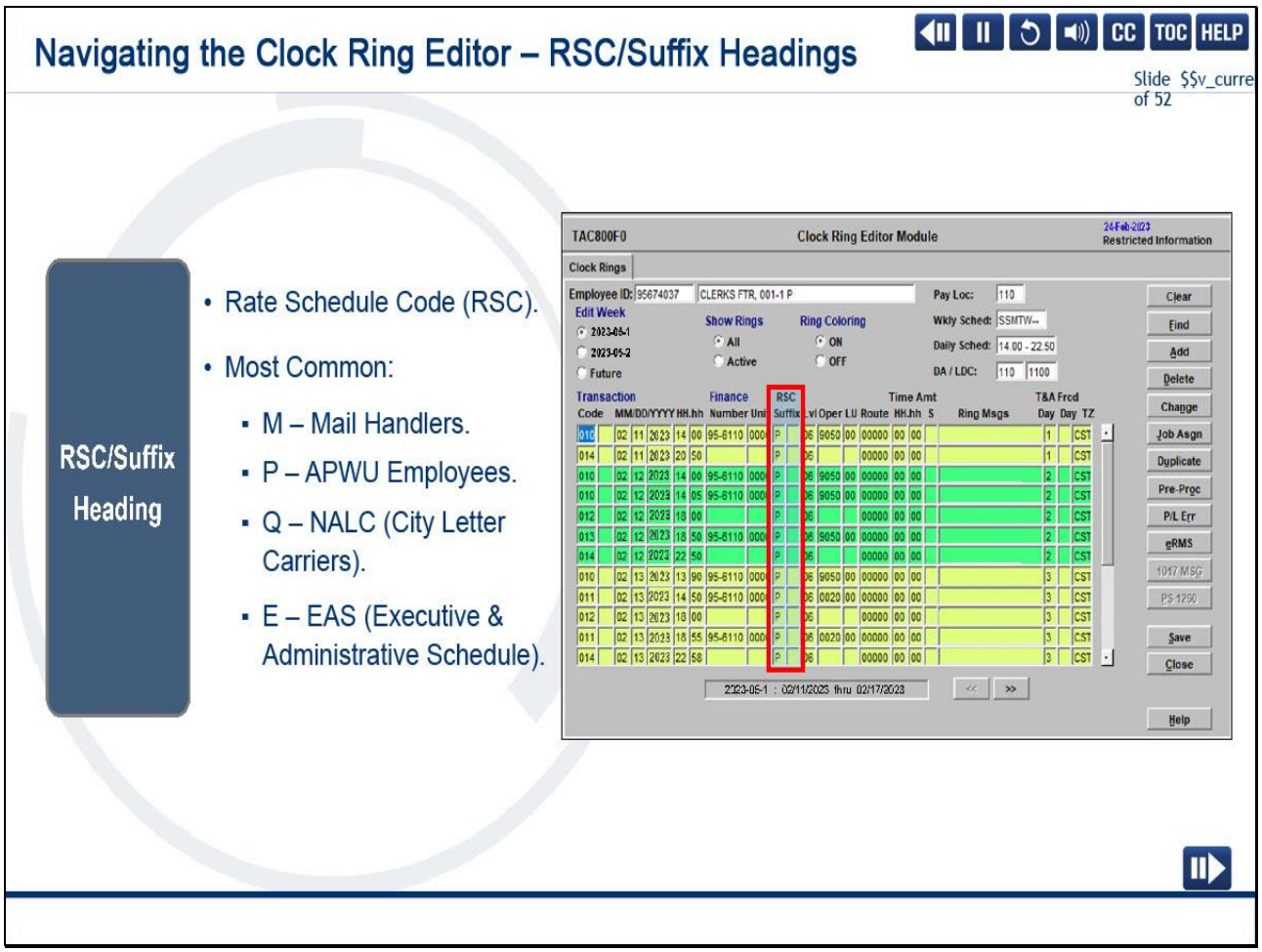
Under Finance Headings, the finance number indicates where hours are being charged.

A finance number must be included for workhour rings such as Begin Tour, Move and In from Lunch.

This field is automatically populated based on the employee's active job assignment in the Employee Maintenance Module, whether permanent or temporary.

Finance Unit is currently not in use.

Slide 18 - Navigating the Clock Ring Editor – RSC/Suffix Headings



Slide notes

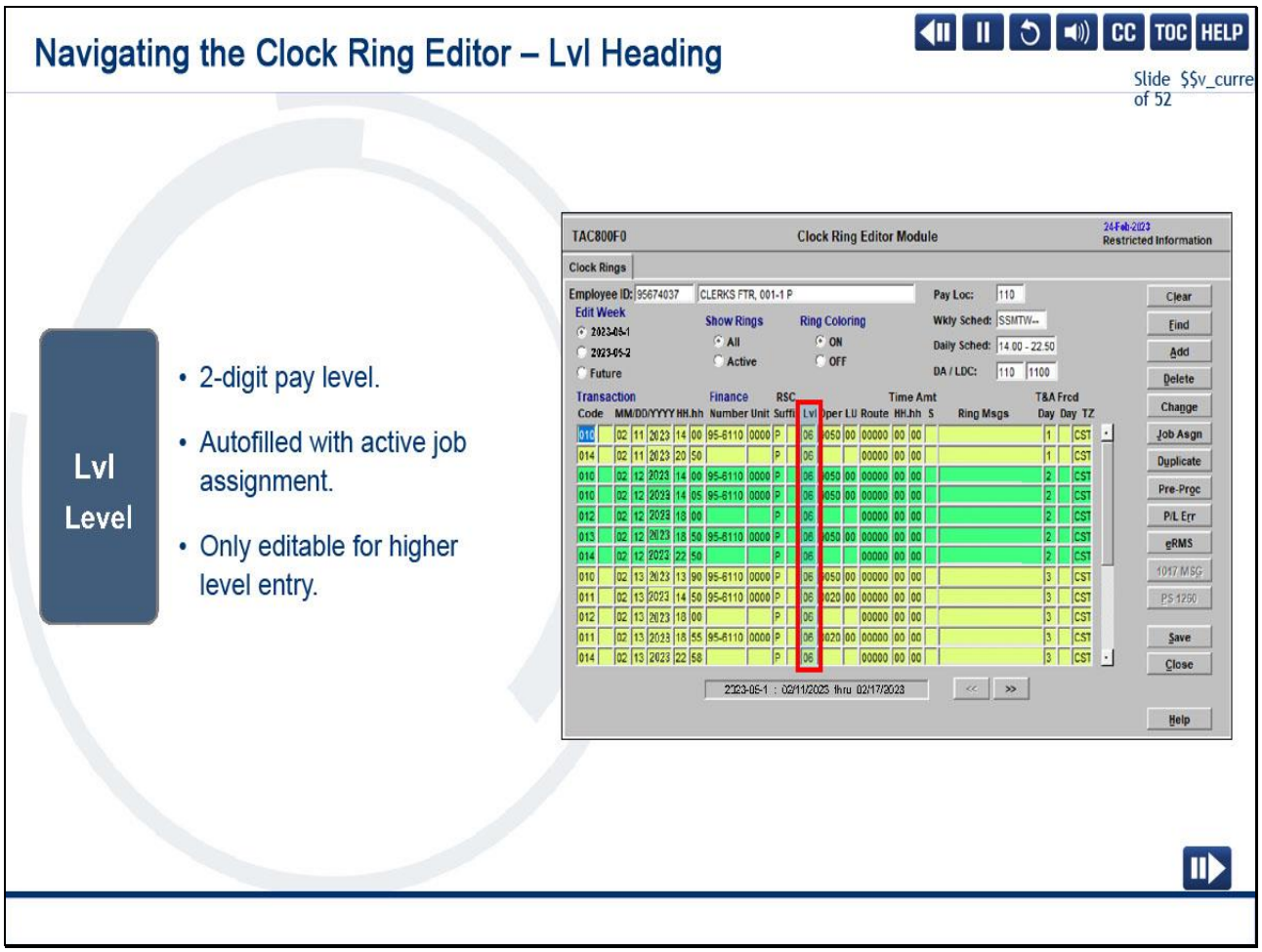
The Rate Schedule Code (RSC) is M for Mail Handlers, P for employees represented by the APWU, Q for City Letter Carriers, and EAS, or E, for Executive and Administrative Schedule employees.

A Suffix is a numeric character used to identify newly hired employees.

The default is zero for previously hired employees.

The suffix is blank in our example.

Slide 19 - Navigating the Clock Ring Editor – Lvl Heading



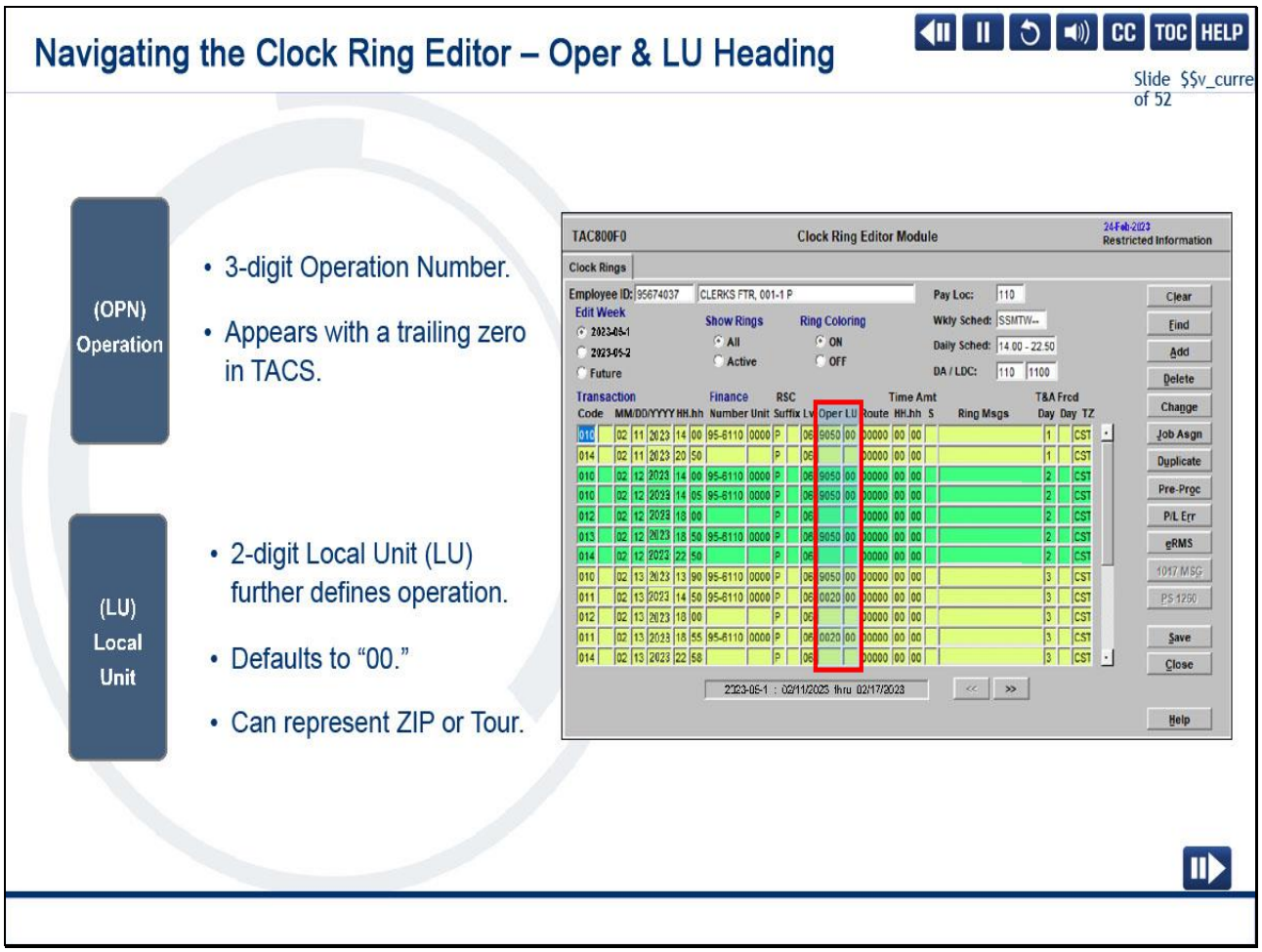
Slide notes

Lvl, or level, is the 2-digit pay level.

This field autopopulates with the employee's pay level based on their active job assignment in the Employee Maintenance Module, whether permanent or temporary.

The level can only be edited when entering an authorized higher level.

Slide 20 - Navigating the Clock Ring Editor – Oper & LU Heading

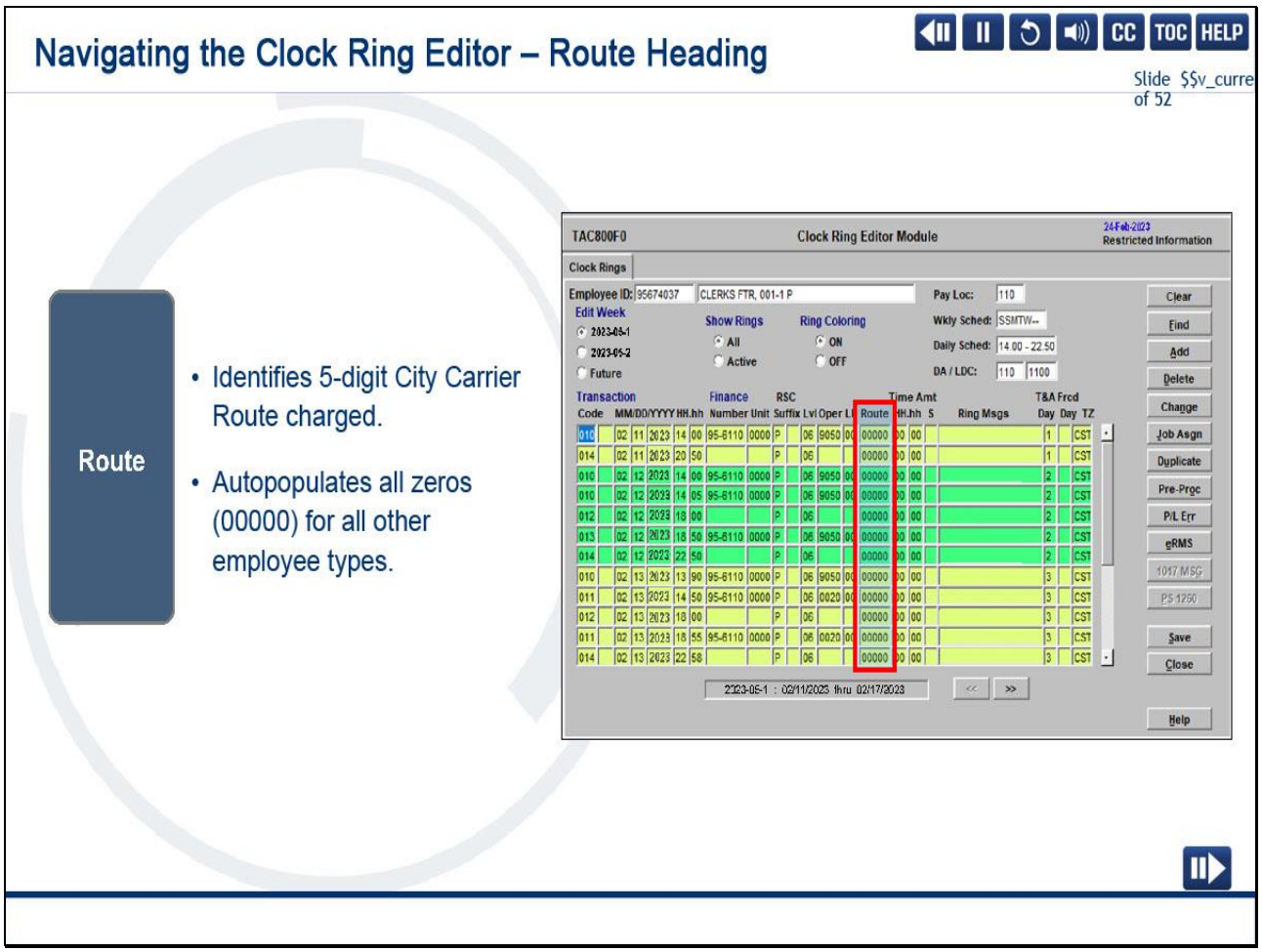


Slide notes

Operation numbers are usually 3-digit numbers when entered in the HEBR but appear with a trailing zero when you see them in TACS.

The 2-digit Local Unit (LU) defaults to zero but can allow management to further define an operation by using a ZIP, Zone, or tour number, if needed.

Slide 21 - Navigating the Clock Ring Editor – Route Heading

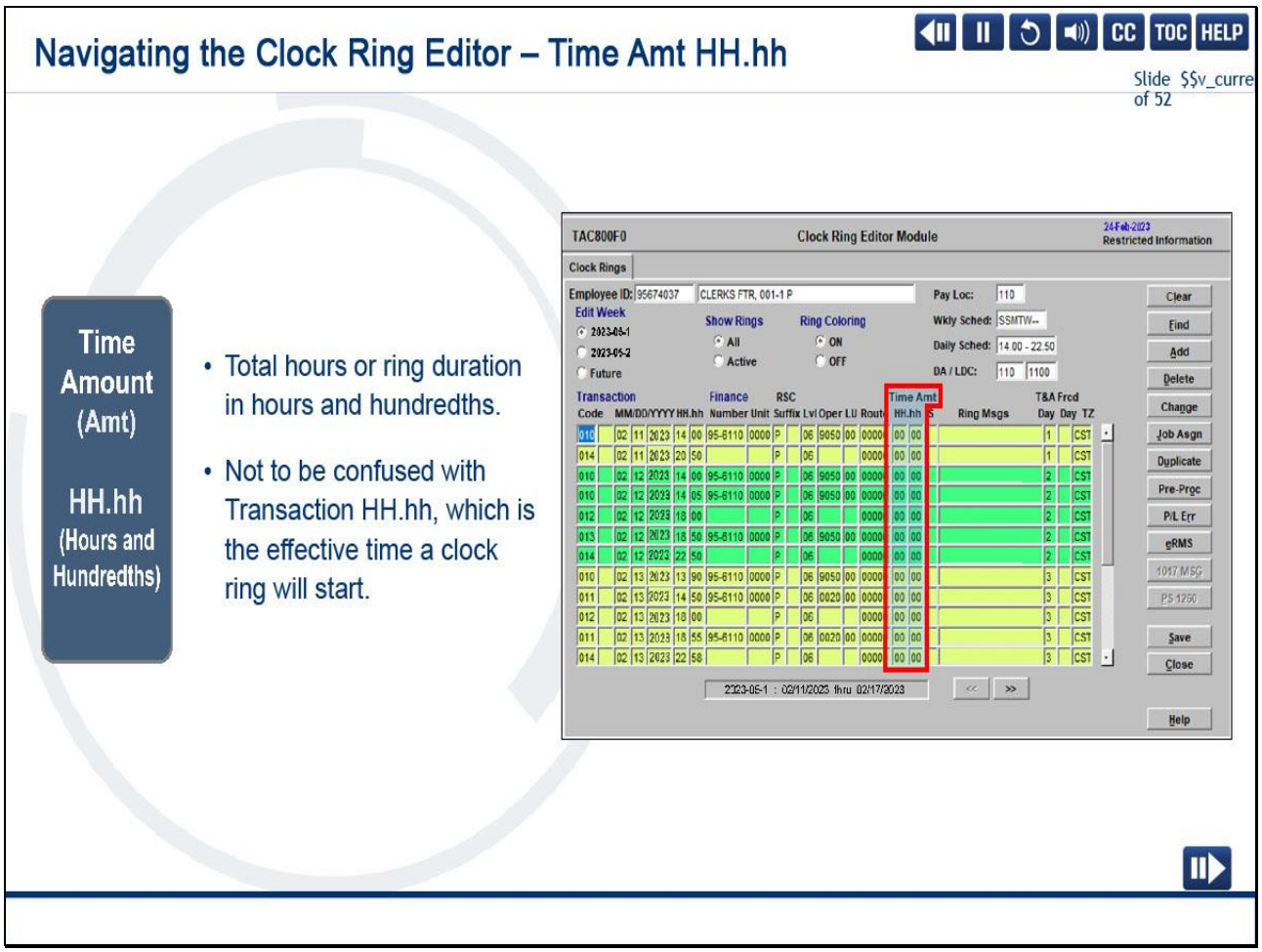


Slide notes

Route is a 5-digit number used with city carrier operations to identify the route to be charged workhours.

This field autopopulates with all zeros for other employee types.

Slide 22 - Navigating the Clock Ring Editor – Time Amt HH.hh

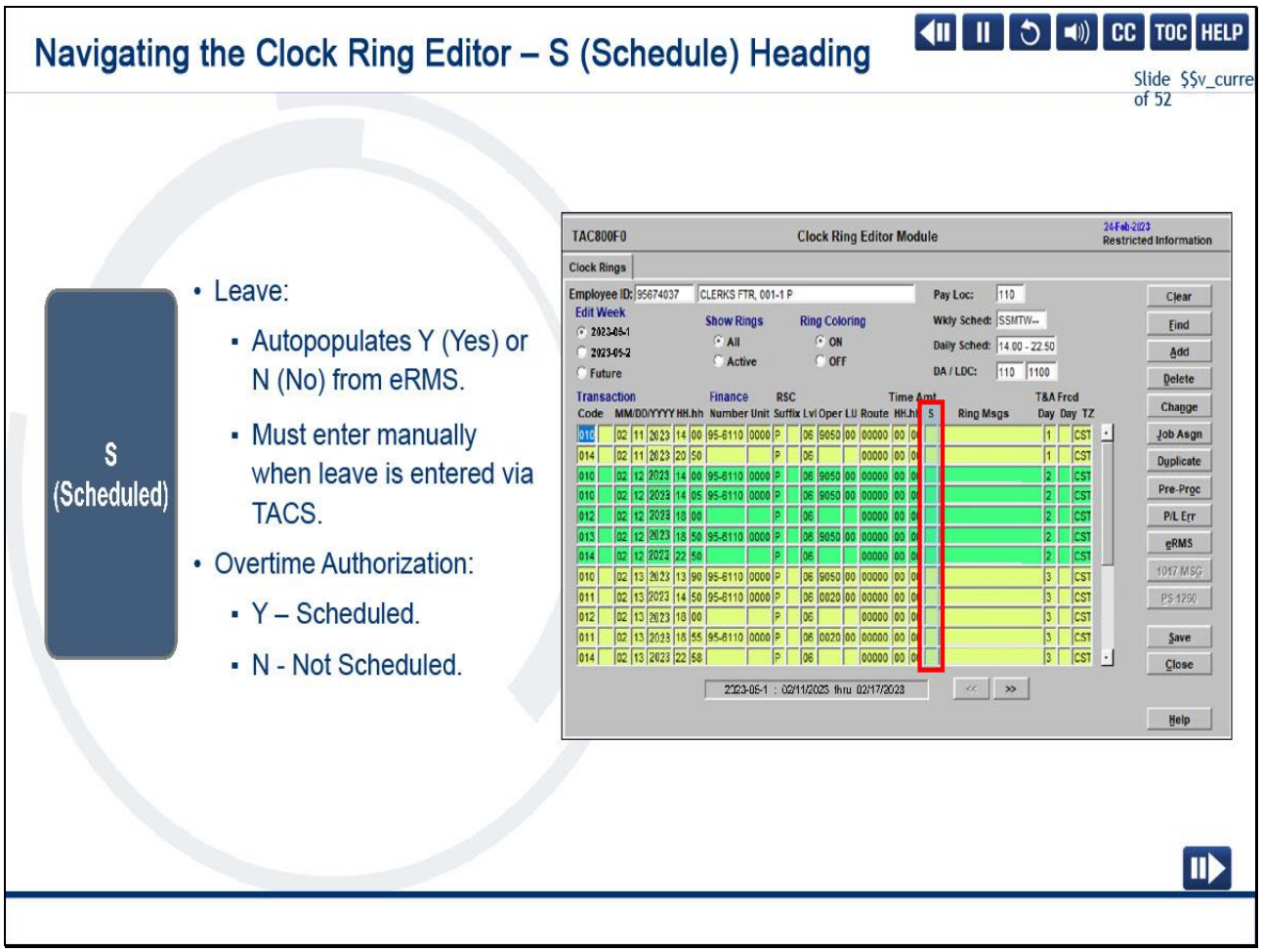


Slide notes

Time Amount (Amt) hours and hundredths (HH.hh) is the total hours or ring duration in hours and hundredths, i.e., higher level (H/L), overtime (OT), leave, etc.

It should not be confused with transaction hours and hundredths (HH.hh), which is the effective time a clock ring will start.

Slide 23 - Navigating the Clock Ring Editor – S (Schedule) Heading



Slide notes

S (Scheduled) indicates if the leave or overtime was scheduled.

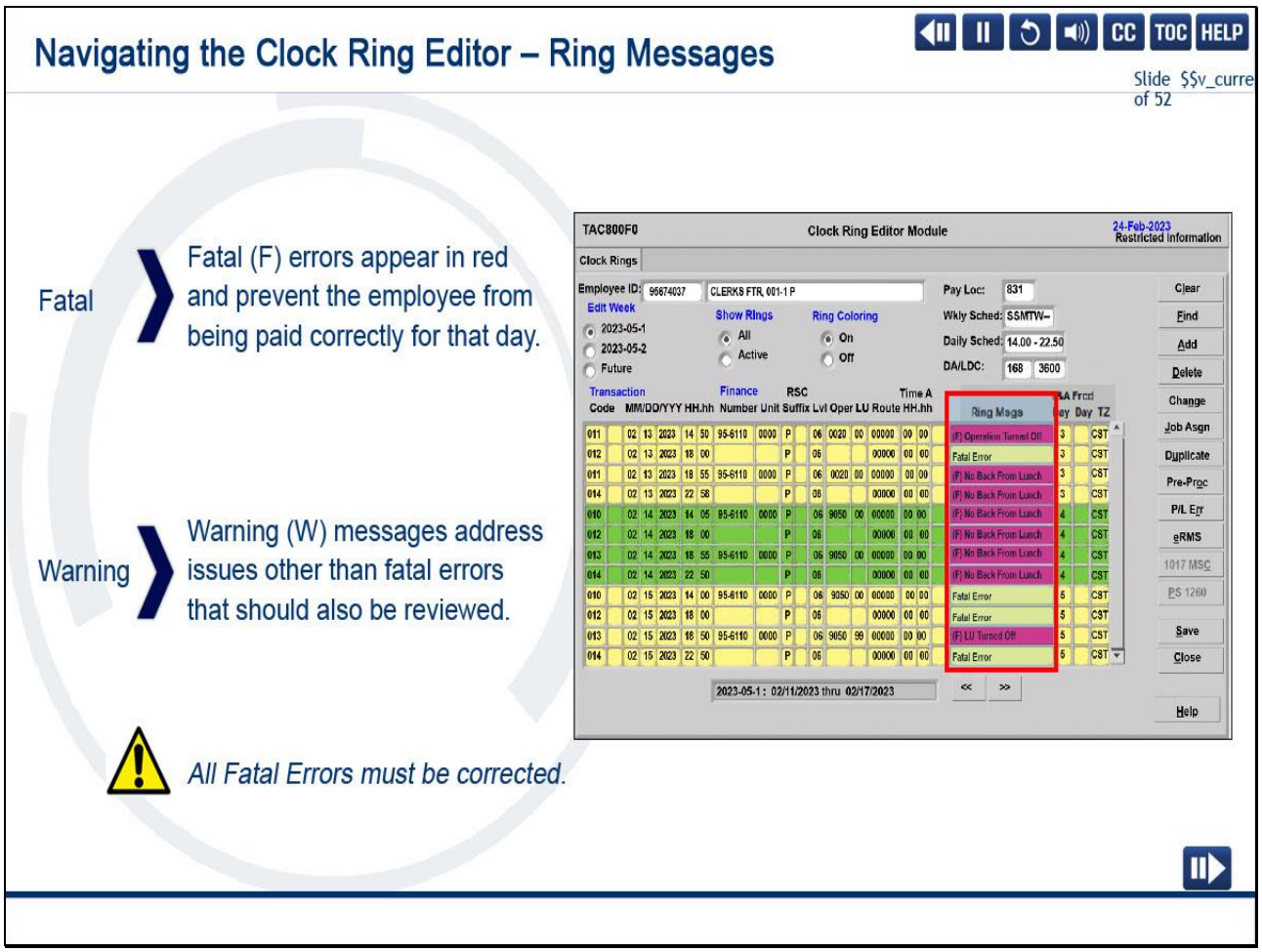
If leave, edits are normally unnecessary.

This autopopulates based on entries from the Enterprise Resource Management System (eRMS).

If overtime, use this field to indicate if overtime was scheduled or nonscheduled.

All instances of overtime must be addressed with a 091 entry (overtime transaction).

Slide 24 - Navigating the Clock Ring Editor – Ring Messages



Slide notes

Ring Messages indicate that something is wrong.

There are two types, and both require your attention.

Fatal (F) errors appear in red and prevent employees from being paid correctly.

When that error is corrected, all fatal error messages for that day disappear.

Warning (W) messages address issues other than fatal errors that should also be reviewed.

They may be informational, such as Nonscheduled Begin Tour.

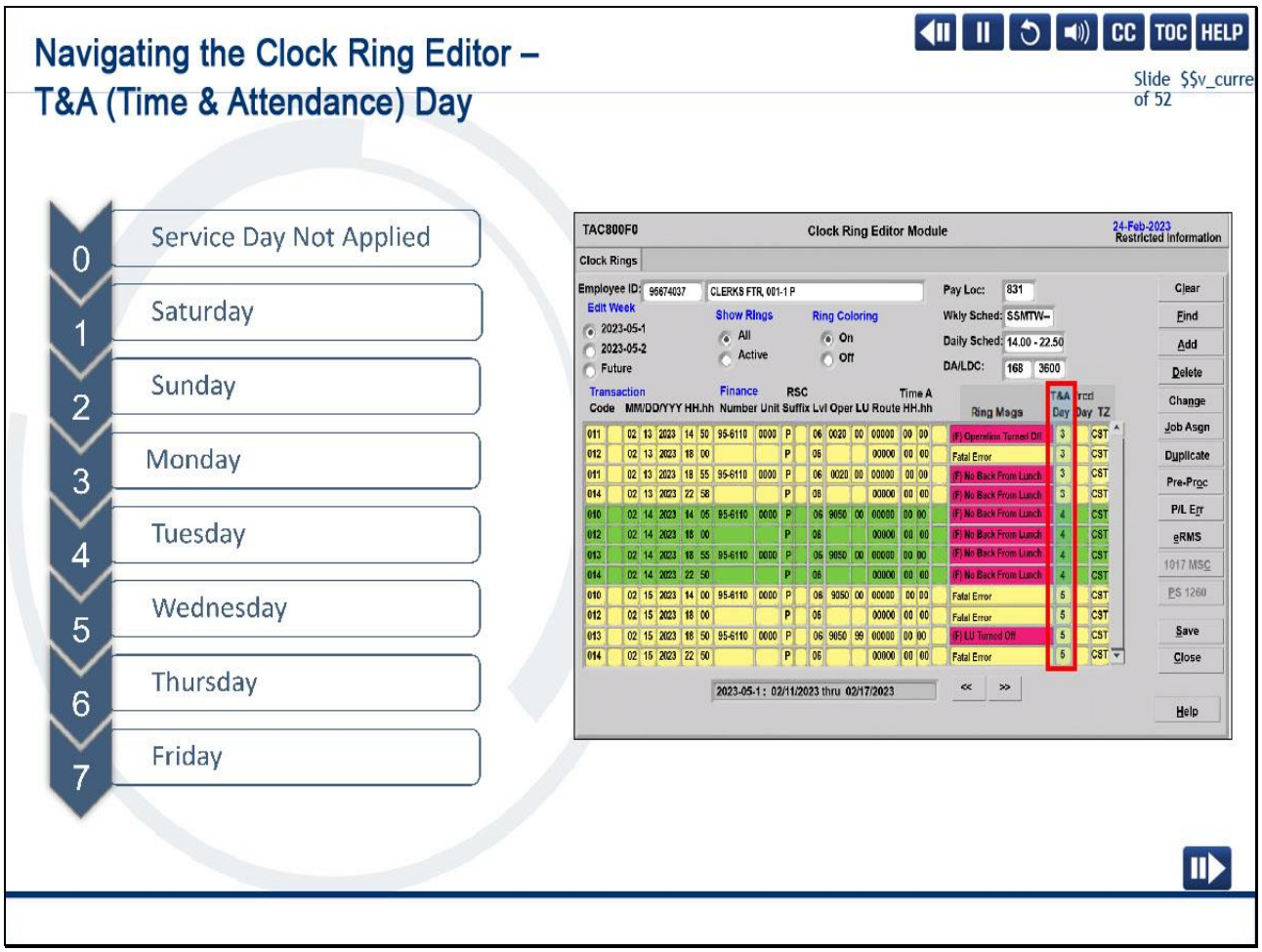
These messages may require action, for example, an instance of Missing OT Transaction that needs to be addressed with a code 091 entry (overtime transaction).

Unlike fatal errors, which disappear when the error is corrected, most warning messages do not disappear.

All fatal errors must be corrected each day to ensure management reports contain accurate data and employees are paid correctly.

Your attention is required for both types of ring messages.

Slide 25 - Navigating the Clock Ring Editor – T&A (Time & Attendance) Day



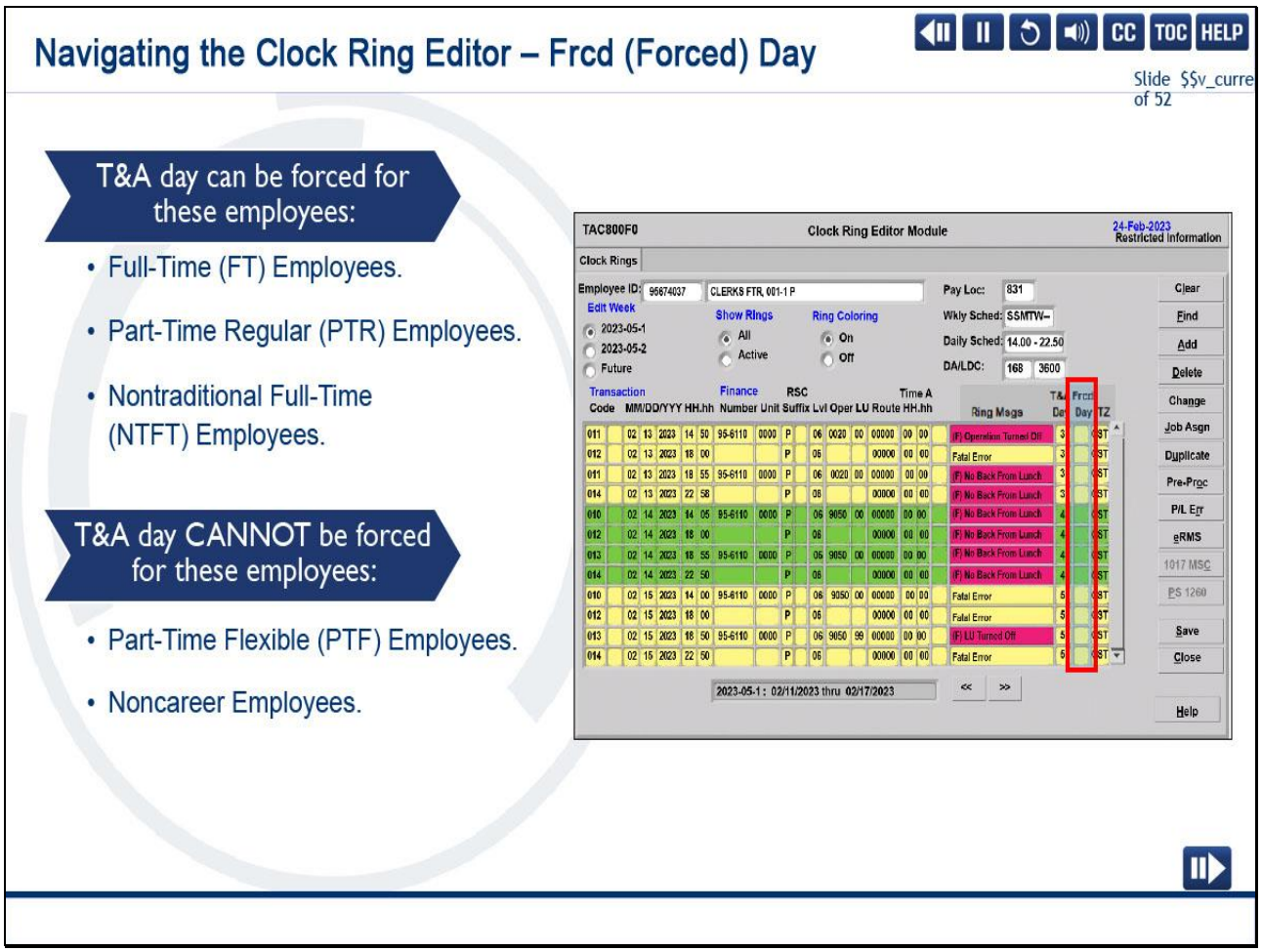
Slide notes

T&A (Time and Attendance) Day autopopulates based on the date and time of the employee's swipe.

There are seven days in the pay week with Saturday being Day 1 and Friday being Day 7.

A zero in this field identifies a ring the system has not yet applied to the appropriate service day.

Slide 26 - Navigating the Clock Ring Editor – Frcd (Forced) Day



Slide notes

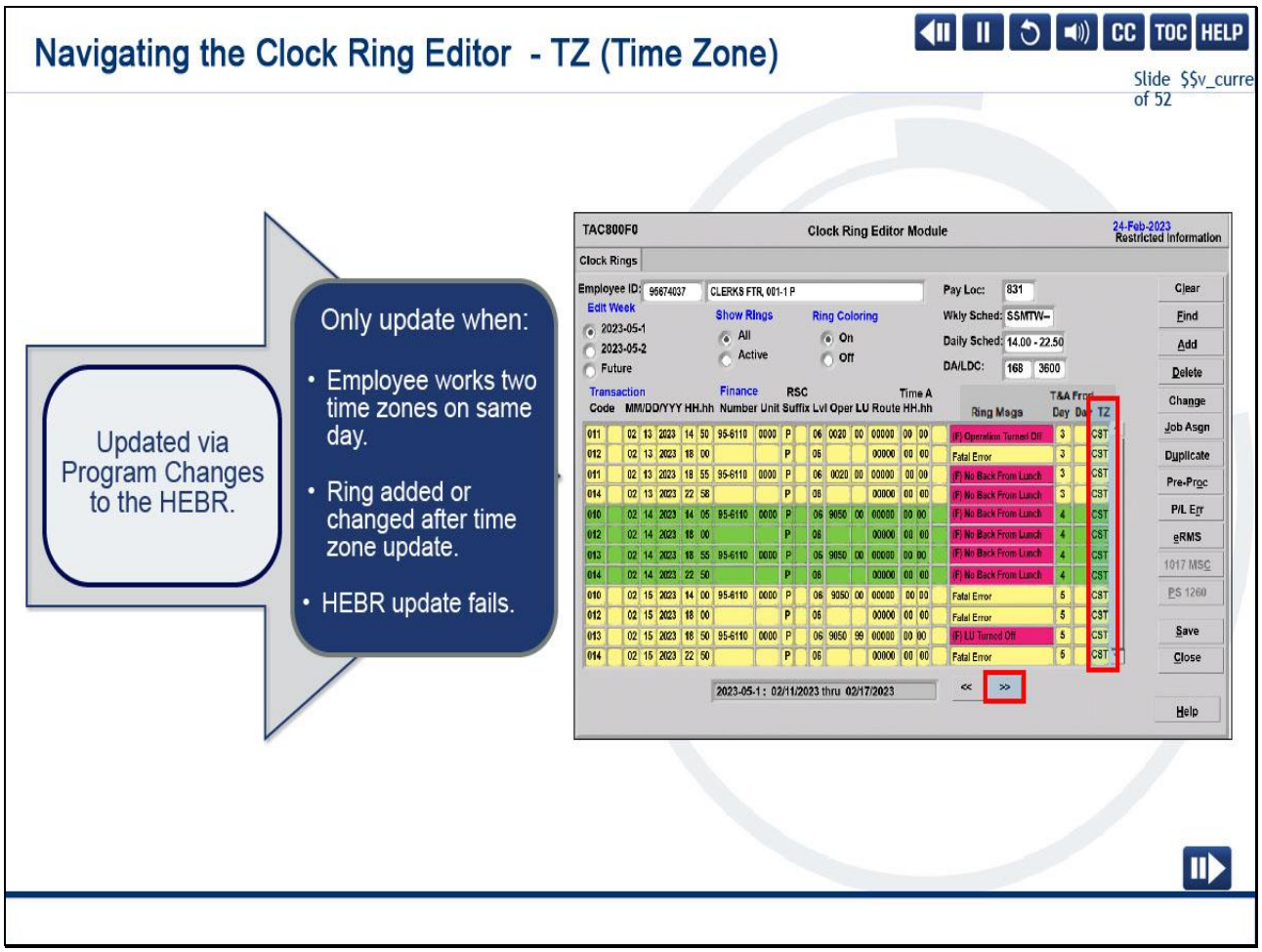
The time and attendance day begins at 20:00 hours, or 8:00 PM.

When necessary, Forced Day allows you to force clock rings to the correct day for Full-Time (FT), Part-Time Regular (PTR), and Nontraditional Full-Time (NTFT) employees.

Forcing a day is not allowed for Part-Time Flexible (PTF) employees and Noncareer employees.

Their time and attendance day is determined by their actual begin tour.

Slide 27 - Navigating the Clock Ring Editor - TZ (Time Zone)



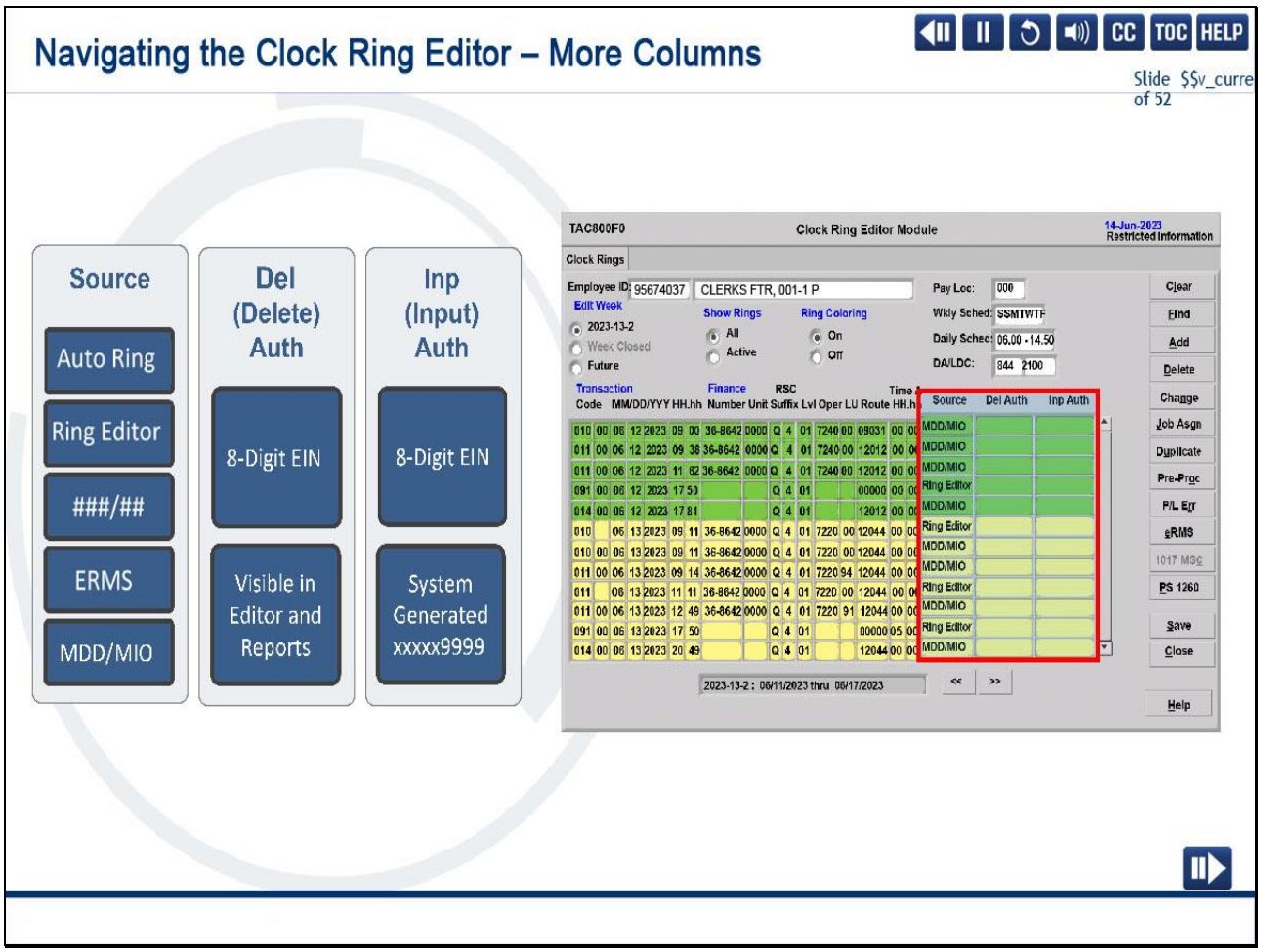
Slide notes

Time Zone is updated through downloads to the HEBR.

You also have access to this field but should only use it when an employee works in two different facilities on the same day (in different time zones), one or more clock rings are added or changed after the time zone is automatically updated, or when the programmed HEBR update fails.

Selecting the double right arrows below the editor displays three more columns.

Slide 28 - Navigating the Clock Ring Editor – More Columns



Slide notes

The final three columns are displayed.

Source indicates where the clock ring was created.

The most common sources are Auto Ring, which is autogenerated by TACS when the 1261 indicator is checked in Employee Maintenance;

Ring Editor, which represents rings manually entered in the Clock Ring Editor; a series of number signs which represent numbers for the network Electronic Badge Reader (EBR)

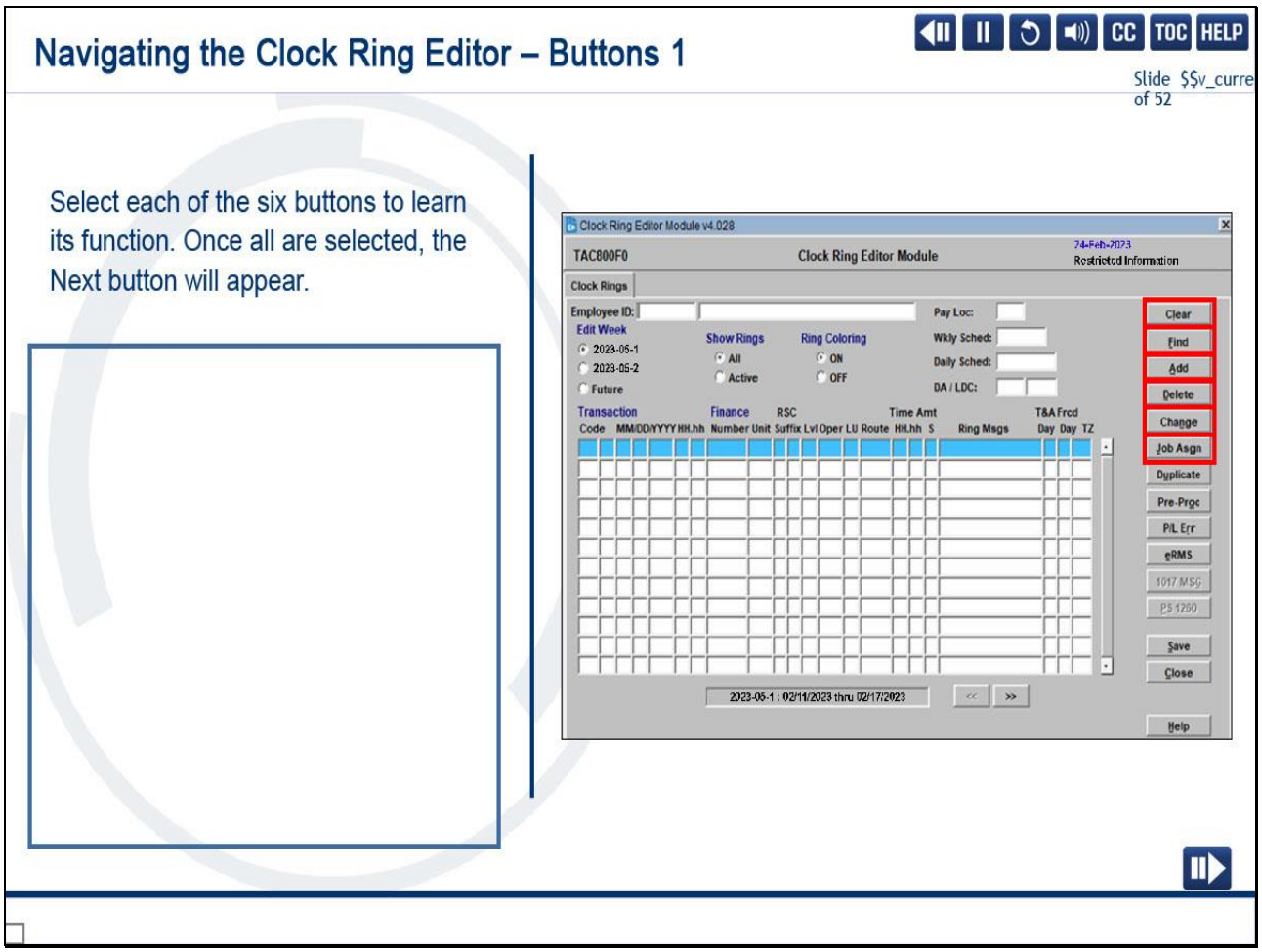
where the time badge was swiped; ERMS, which represents leave entered in eRMS; and Mobile Delivery Device (MDD)

or Mobile In-Office (MIO) scanners, where the badge is scanned by the carrier or clerk.

Delete Authority shows the EIN of the person who deleted the clock ring and is visible here and on reports.

Input Authority displays the EIN of the person who input the clock ring or several XXs ending with several 9s to designate system-generated rings.

Slide 29 - Navigating the Clock Ring Editor – Buttons 1



On Screen Text:

Use the Clear button to clear the screen and any unsaved changes.

The Find button allows you to find specific data for editable fields, such as EIN, Transaction Code, Finance Number, etc.

The Add button can be used to add a ring to the employee's time by adding a new row to enter information. Your cursor goes to the first transaction Code field on a new line. If you already know the code, with the cursor positioned in the first field of the blank line, type it in. If you don't know the code, position the cursor in the code field, press <F9> or click on the Find button, and the search window, with a list of values specific to that field, appears.

Use the Delete button to delete a ring from the Clock Ring Editor. Click in the line or ring you want deleted (it doesn't matter which field). Select the Delete button, and the row will turn white and display the message "(W) Ring Deleted from PC." The record is not officially deleted until you press the Save button.

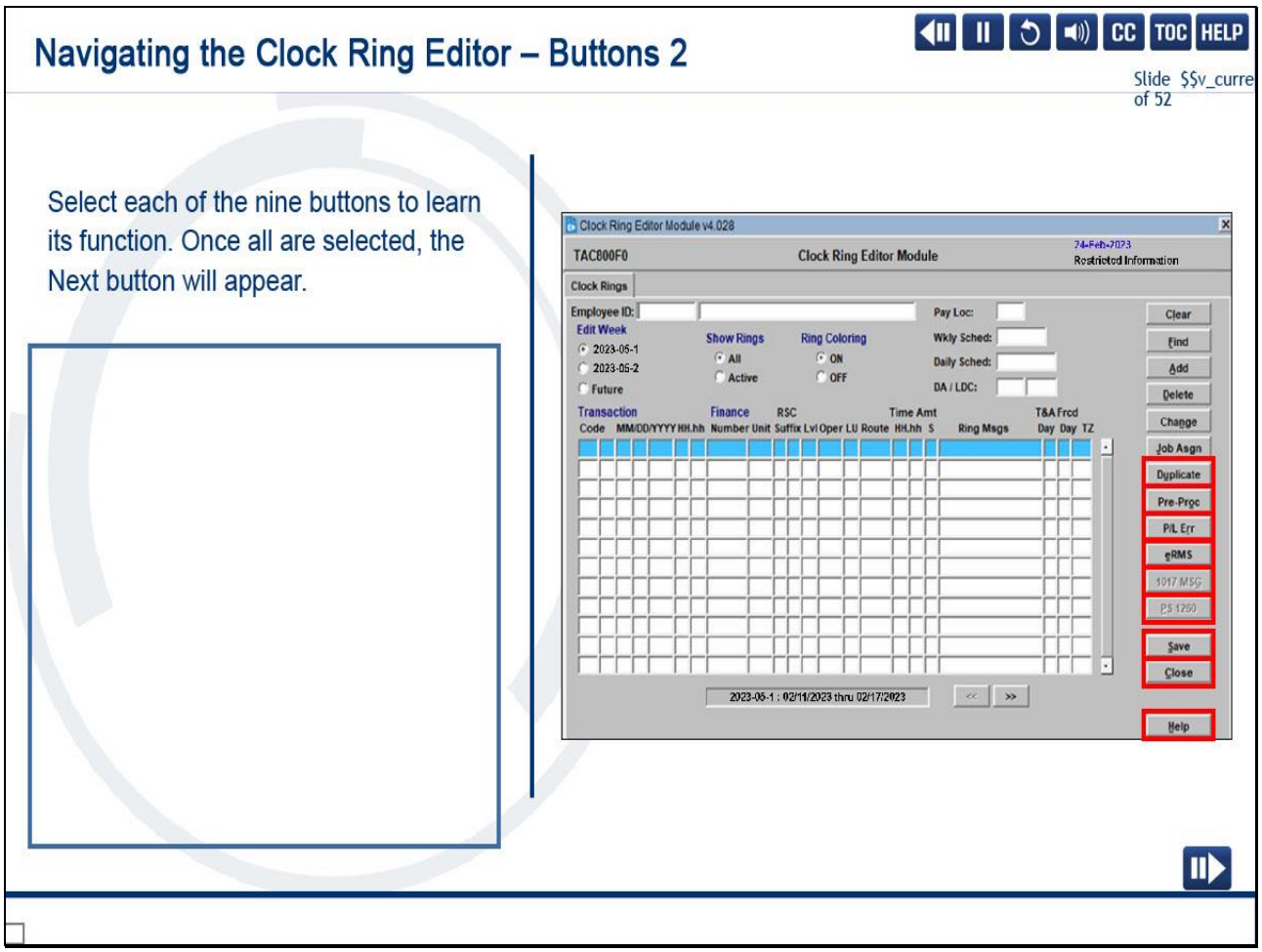
The Change button performs both the Add and Delete function all at once. The original ring will be marked as deleted, and a new duplicate ring will be generated to allow you to make modifications, as needed.

The Job Assignment button displays additional information about the employee. This information is pulled from the Employee Maintenance Module and displays the current job assignment and some leave balances. If there is a detail assignment in place, the temporary assignment will be shown here instead of the base assignment.

Audio: Slide notes

Now that we have examined the header information, select each button to the right to learn its function.

Slide 30 - Navigating the Clock Ring Editor – Buttons 2



On Screen Text:

Use the Duplicate button to copy a clock ring. The ring will duplicate below the original one, leaving the original clock ring active and unchanged.

The Pre-Process button allows you to check your work before saving. It allows you to view the outcome of any edits you have made prior to saving.

Use the P/L Err (Pay Location Error) button to see all employees with clock ring errors in the same pay location.

The eRMS button allows you to toggle between the TACS and eRMS applications, if you have access to both.

The 1017 Message button will be greyed out until a ring is disallowed or unauthorized overtime is entered. When bolded, it navigates you to the PS Form 1017 Module to complete the digital PS Form 1017-A, Time Disallowance Record, or PS Form 1017-B, Unauthorized Overtime Record.

The PS 1260 button, when bolded, requires you to enter comments from the approved PS Form 1260 when clock rings are added, deleted, or changed. PS Form 1260 is activated by all manual entries and requires a comment of the supporting documentation.

Use Save to save your work.

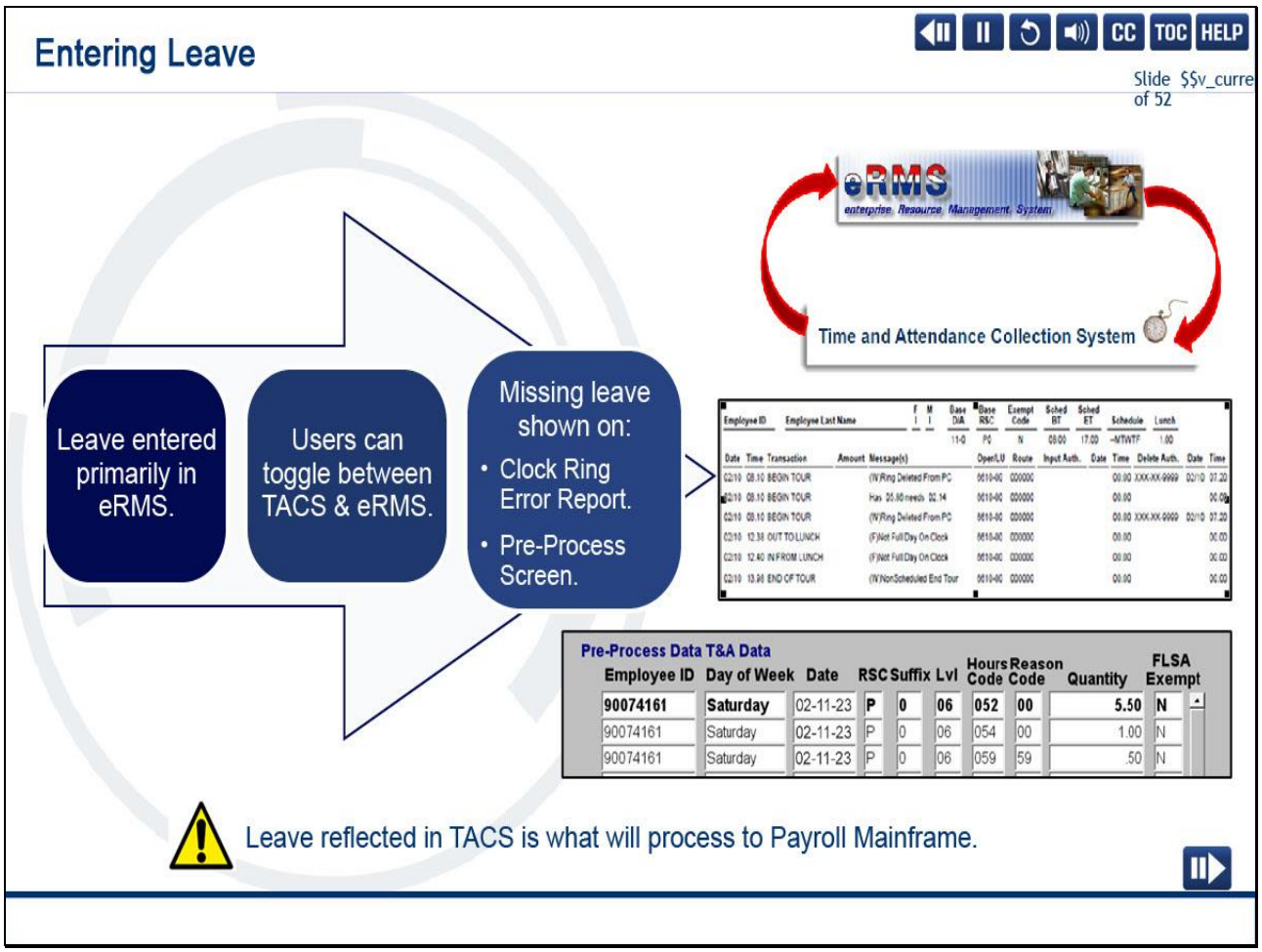
The Close button allows you to exit the Clock Ring Editor Module.

Help provides online help for Clock Ring Editor topics.

Audio: Slide notes

We have nine more buttons to review. Select each button to learn more.

Slide 31 - Entering Leave



Slide notes

We have completed the review of column headings and transaction buttons.

Now, we can begin correcting errors. We will begin with the requirements for Entering Leave.

eRMS is used as the primary point of entry for current and future leave.

TACS is used to manage timekeeping, which generates payroll.

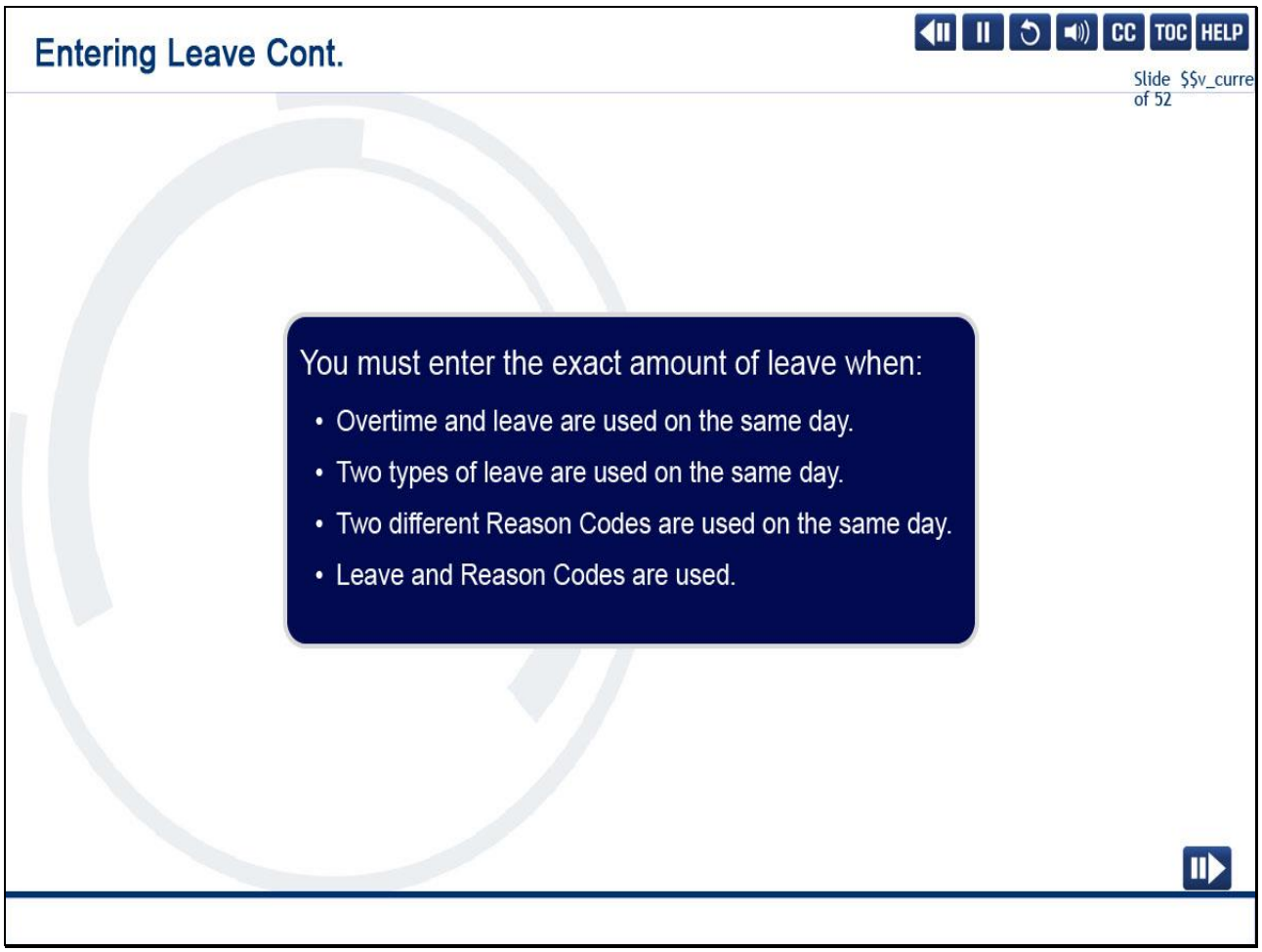
However, leave can be entered in both applications.

Logging in to eRMS or TACS applications simultaneously logs you in to the other, provided you have access to both.

The amount of missing leave can be found from the Clock Ring Error Report and Pre-Process button in the Clock Ring Editor Module.

Only leave reflected in TACS processes to the payroll mainframe for payment.

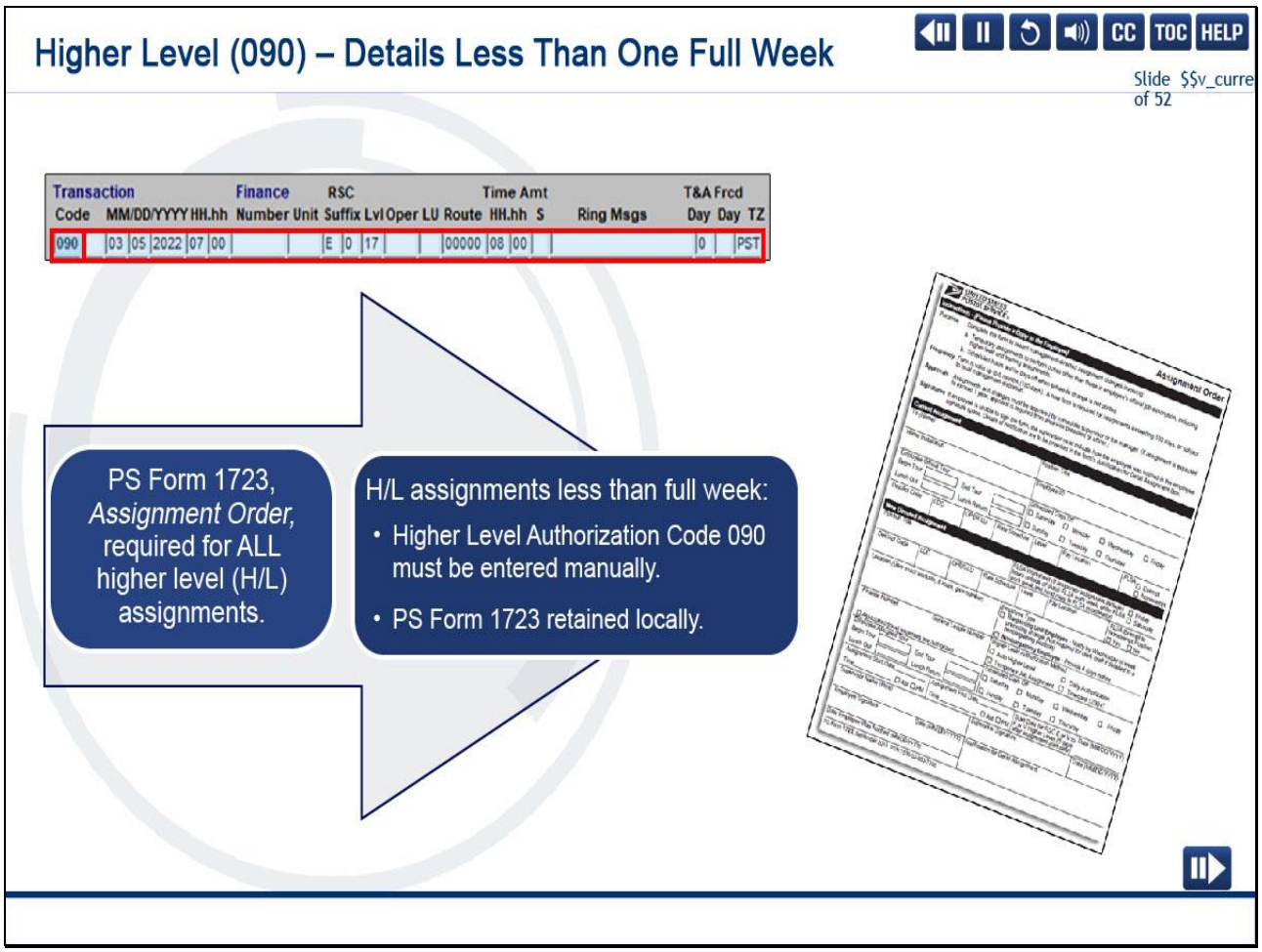
Slide 32 - Entering Leave Cont.



Slide notes

You must enter the exact amount of leave when overtime and leave are used on the same day, two types of leave are used on the same day, two different Reason Codes are used for the same day, or Reason Codes are used to record specific types of leave.

Slide 33 - Higher Level (090) – Details Less Than One Full Week



Slide notes

There are transactions that are not a clock ring error but require entry in the Clock Ring Editor.

One of these transactions is the Code 090 Higher Level Authorization for details less than a full week.

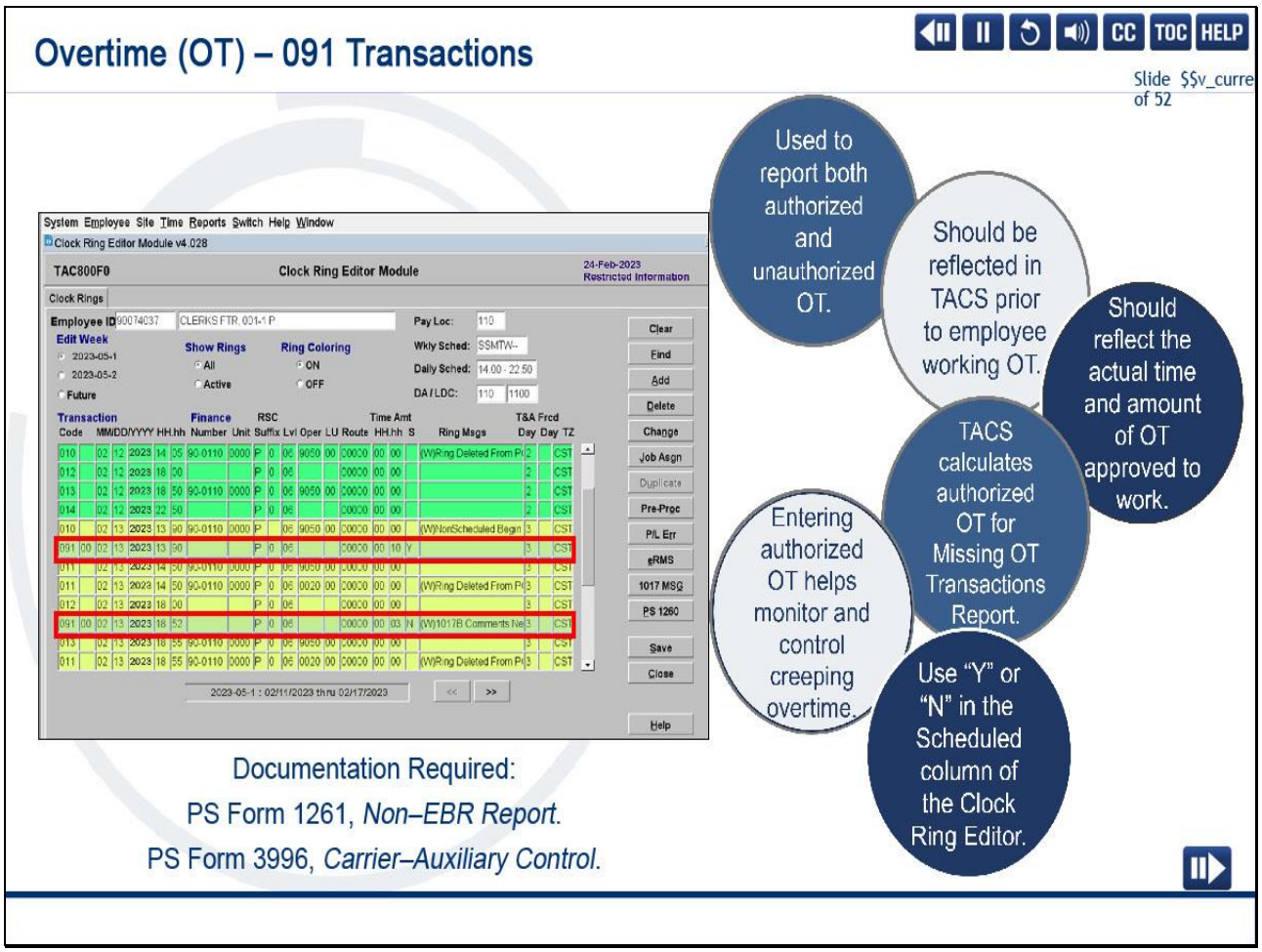
A signed and authorized PS Form 1723, *Assignment Order*, is required for all higher level assignments.

When higher level assignments are less than a full week, higher level authorization code 090 must be entered in the Clock Ring Editor.

PS Form 1723 is retained locally.

This example reflects a higher level authorization beginning at 0700 to an EAS-17 Supervisor for a total of eight hours.

Slide 34 - Overtime (OT) – 091 Transactions



Slide notes

Next, we will discuss instances that must be addressed with a Code 091 Overtime transaction.

Authorized overtime should be administratively addressed by management in the OT Admin application, when possible.

TACS should not be the immediate data entry point for employees with a record in OT Admin.

All instances of overtime transferred from the OT Admin application appear in TACS with a corresponding OT Transaction Code 091.

All overtime that cannot be addressed in the OT Admin application must be addressed in the Clock Ring Editor Module.

One of two PS Forms can be used as documentation to support a 091 OT Transaction in the Clock Ring Editor: PS Form 1261,

Non-EBR Report, and PS Form 3996, *Carrier - Auxiliary Control.*

The 091 transaction code is used to report both authorized and unauthorized OT.

All authorized overtime should be entered prior to the employee working the overtime and should reflect the actual amount of overtime approved to work.

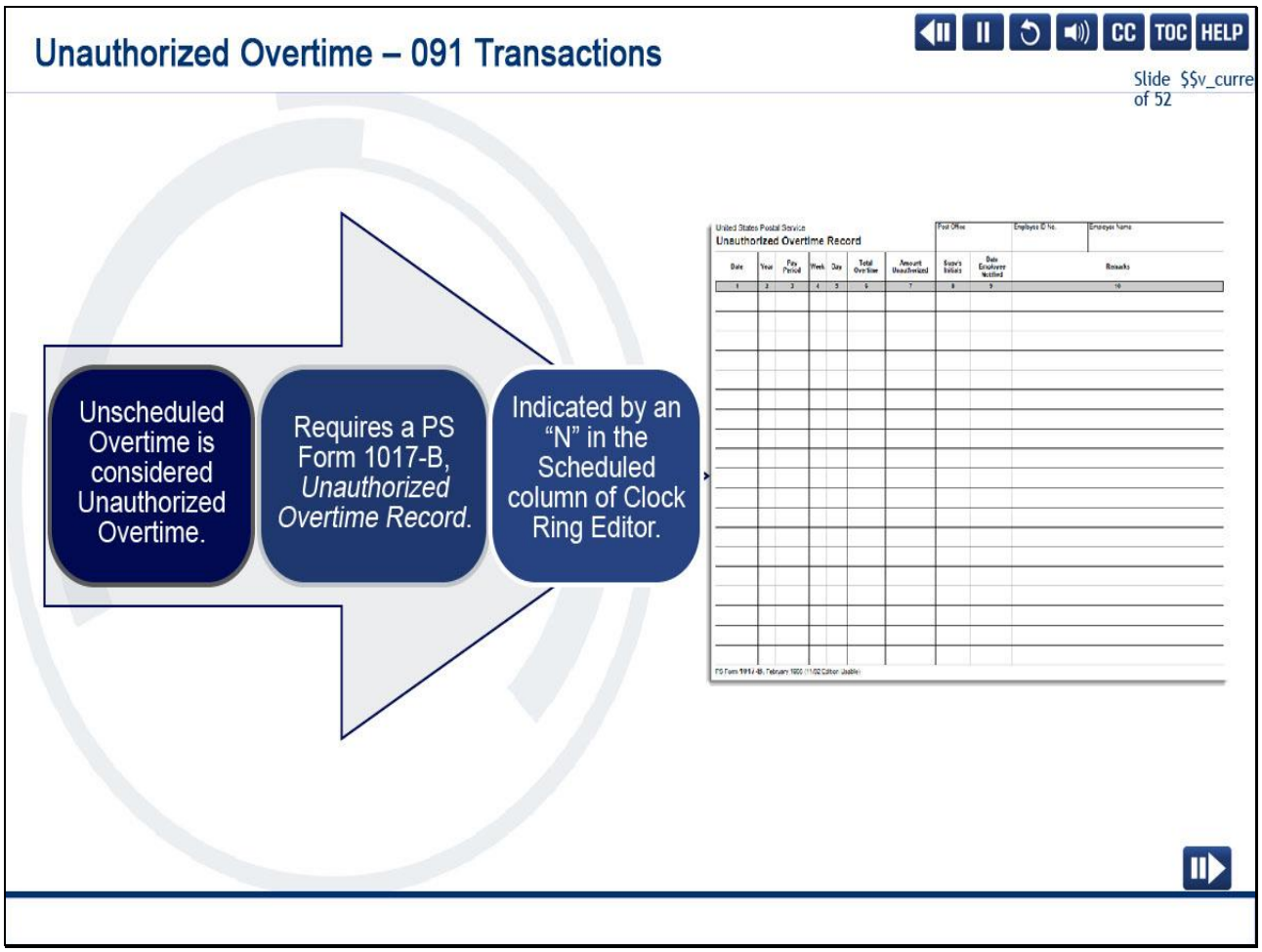
TACS calculates authorized OT. Any hours worked beyond the initial authorization will appear on the Missing 091 Transaction Report and should be addressed.

Entering the actual overtime assists with monitoring and controlling creeping overtime.

TACS pays overtime based on actual clock rings, whether it is authorized or not.

However, all instances of overtime should have a 091 OT Transaction code with a “Y” for Scheduled Overtime or an “N” for Unscheduled Overtime.

Slide 35 - Unauthorized Overtime – 091 Transactions



Slide notes

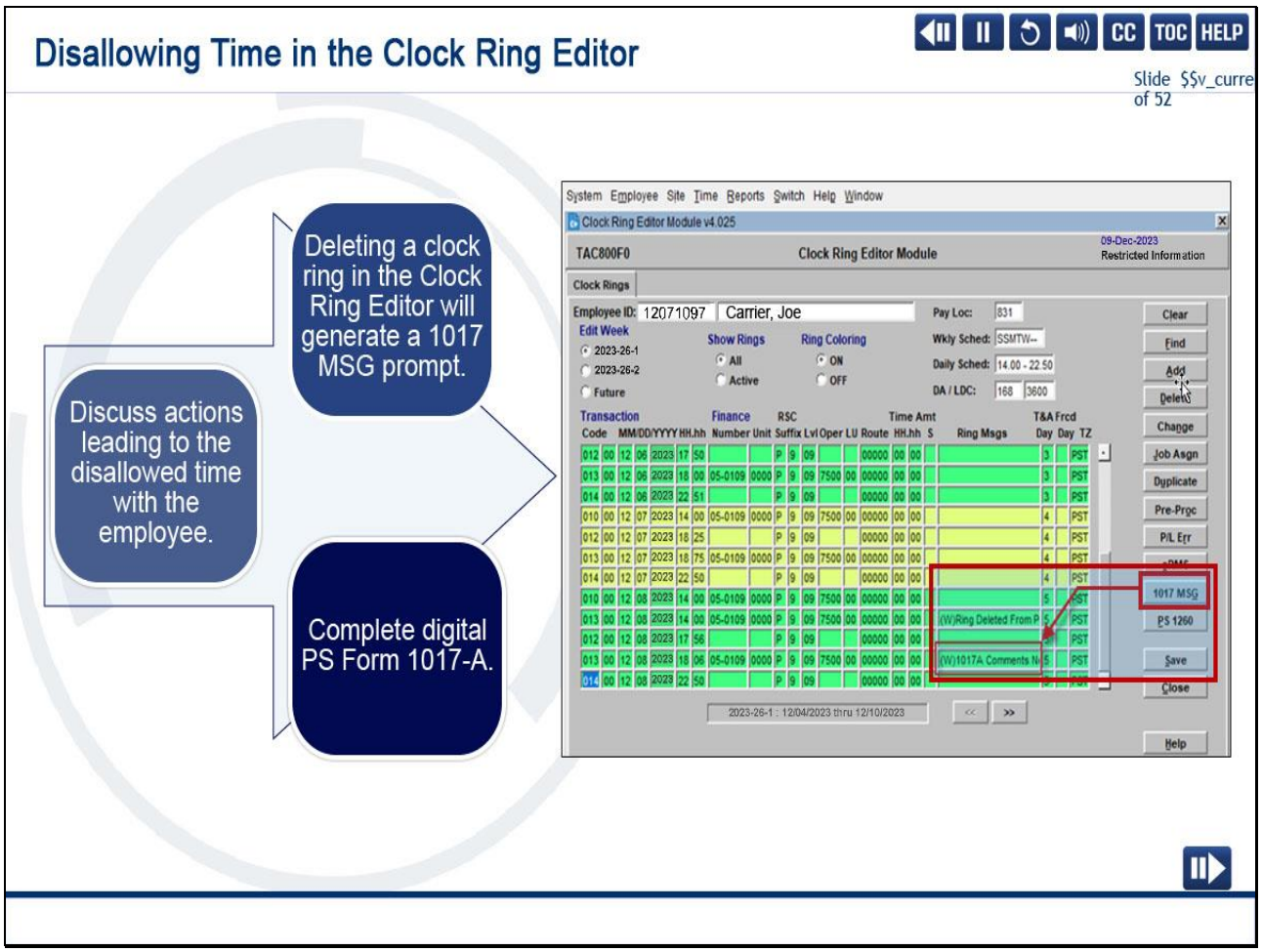
All unscheduled overtime is considered unauthorized overtime and requires proper documentation, PS Form 1017-B, *Unauthorized Overtime Record*.

When overtime is recorded with an "N" in the scheduled column in the Clock Ring Editor, the 1017 Msg button illuminates, and a PS Form 1017-B is created.

Only employees with unauthorized OT are required to have this form.

Supervisors are required to discuss the actions leading to the unauthorized OT with the employee.

Slide 36 - Disallowing Time in the Clock Ring Editor



Slide notes

To ensure proper recording of employee workhours, it is important to discuss disallowing time and the appropriate documentation.

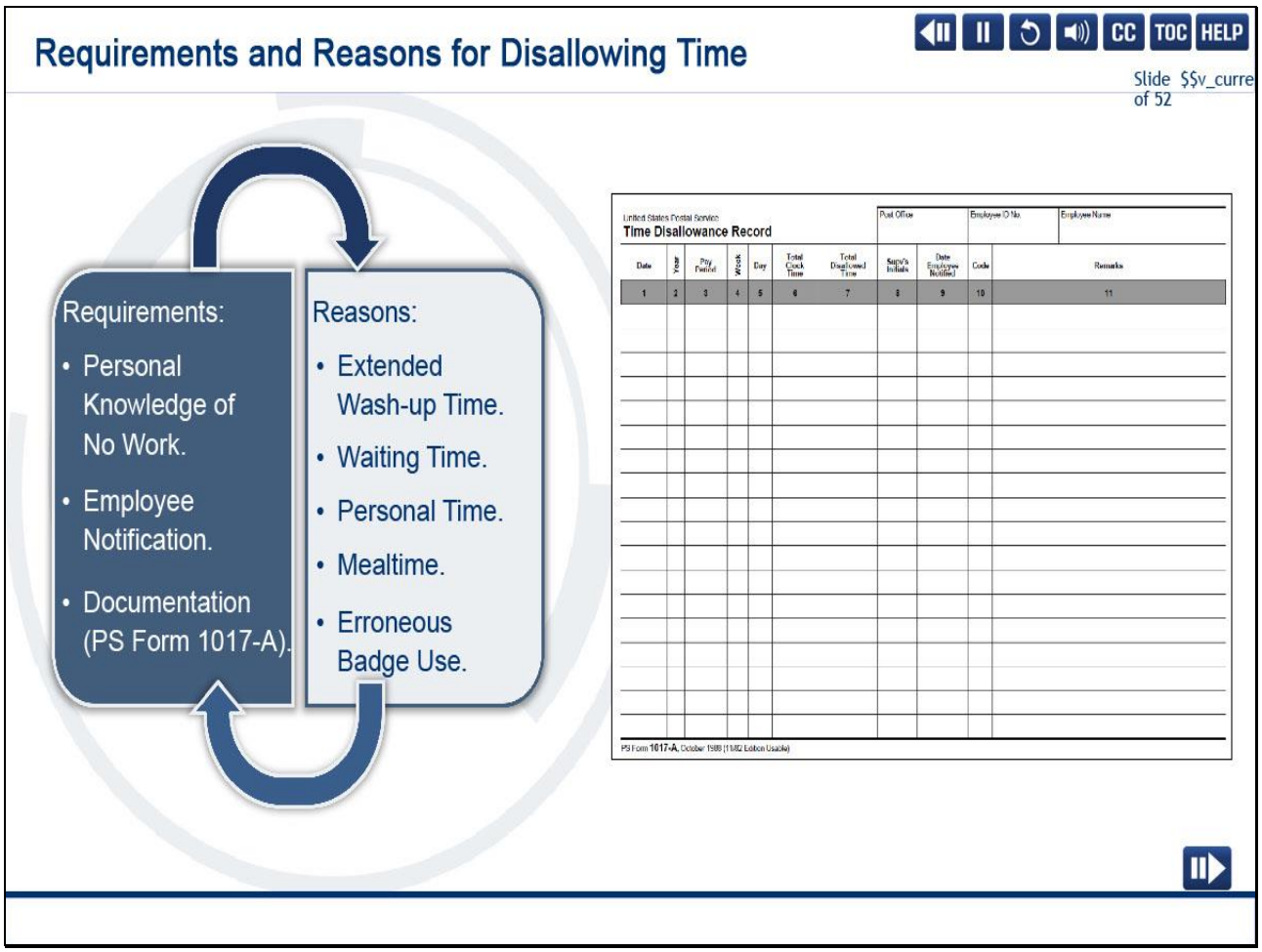
When a clock ring is modified that reduces workhours, a PS Form 1017 message prompt appears.

Addressing this prompt directs you to the PS Form 1017 Module for completion of PS Form 1017-A.

As documentation for this action, supervisors should annotate PS Form 1260 with the following: the appropriate Disallowance code, the date of discussion with the employee, remarks for the PS Form 1017, and the actions that need to be taken in the Clock Ring Editor, for example, which rings need to be changed or deleted. If this information is not provided at the time of the transaction in the Clock Ring Editor, management must complete the unresolved PS Form 1017-A in the PS Form 1017 Module at a later time.

This process will be demonstrated later in this module.

Slide 37 - Requirements and Reasons for Disallowing Time



Slide notes

There are three requirements necessary to disallow time: knowledge or reason to believe the time was not worked, employee notification,

and proper documentation (PS Form 1017-A).

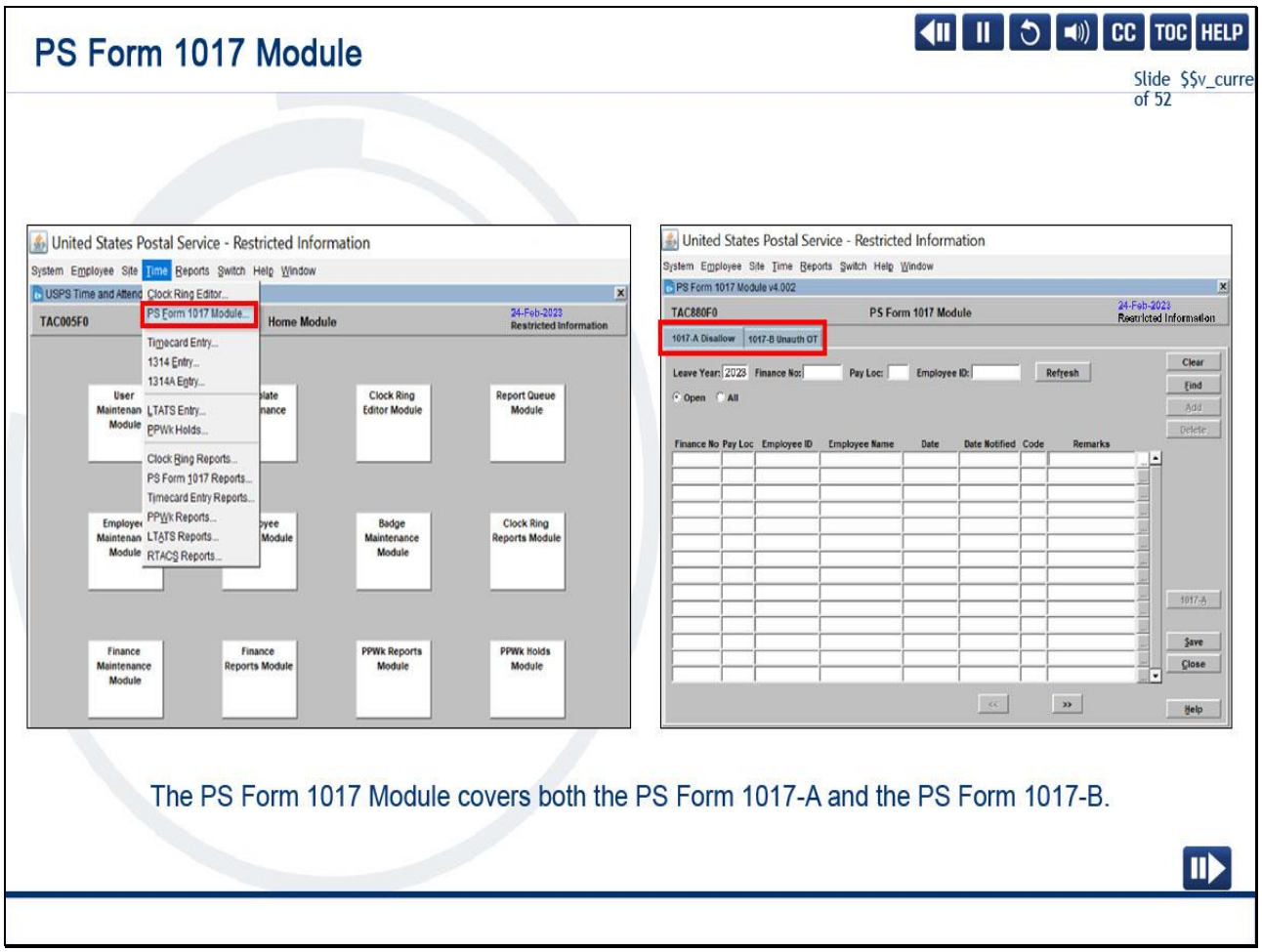
Examples of when you may disallow time include: wash-up time that exceeds the time allotted while on the clock, waiting time spent waiting to start work after

clocking in to begin their tour and no work is being performed, personal time spent by employees before or after the tour ends attending to personal matters,

employees on the clock during their designated meal period, provided no work was being performed, erroneous badge card used,

and no time was worked for the person whose card was used.

Slide 38 - PS Form 1017 Module

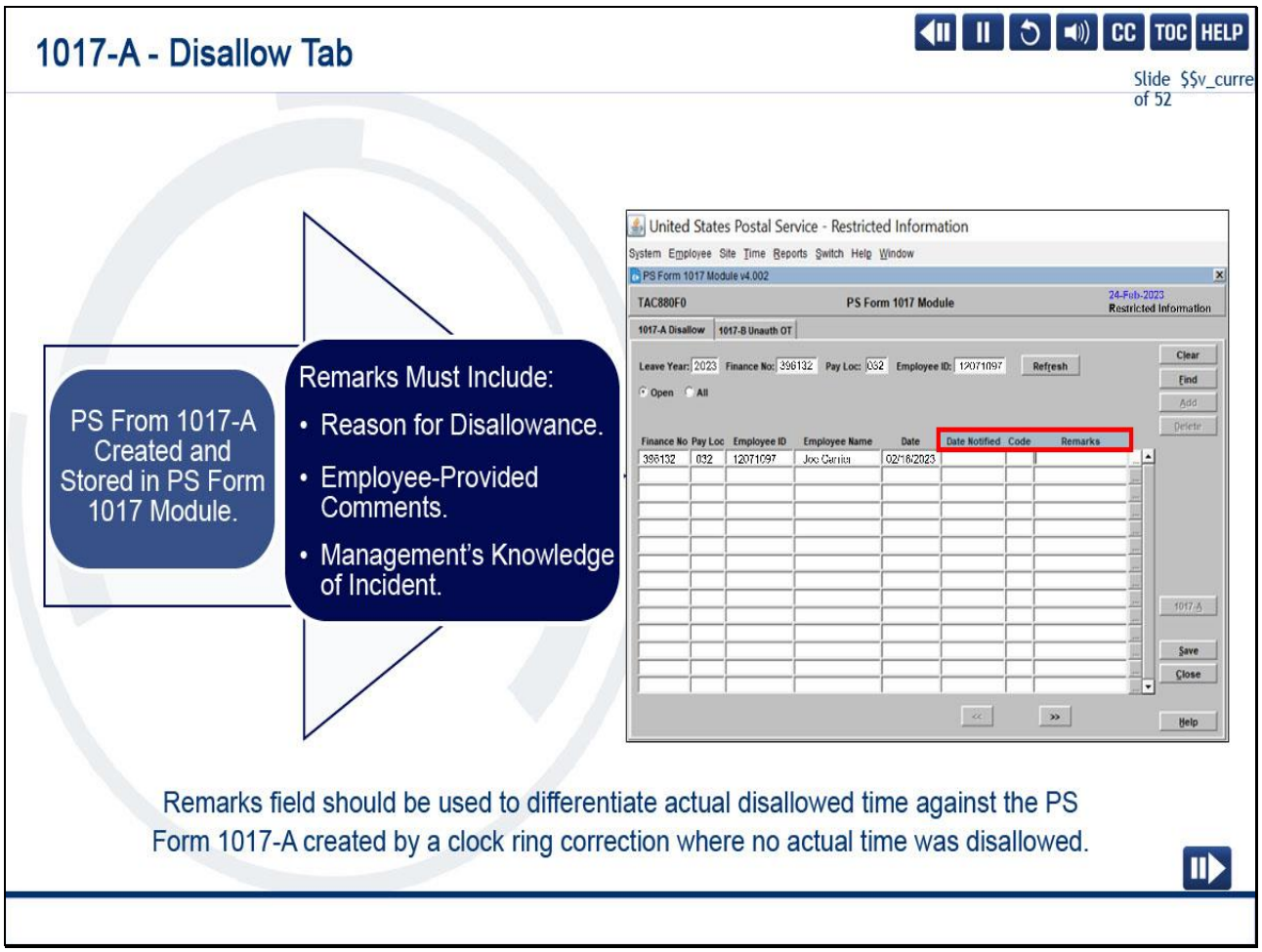


Slide notes

Next, we will look at the PS Form 1017 Module.

This module is used for the creation of both PS Form 1017-A and 1017-B.

Slide 39 - 1017-A - Disallow Tab



Slide notes

With the first incident of disallowed time in the Clock Ring Editor, a PS Form 1017-A is created for that employee and stored in this module under the 1017-A Disallow tab.

You must complete PS Form 1017-A in its entirety.

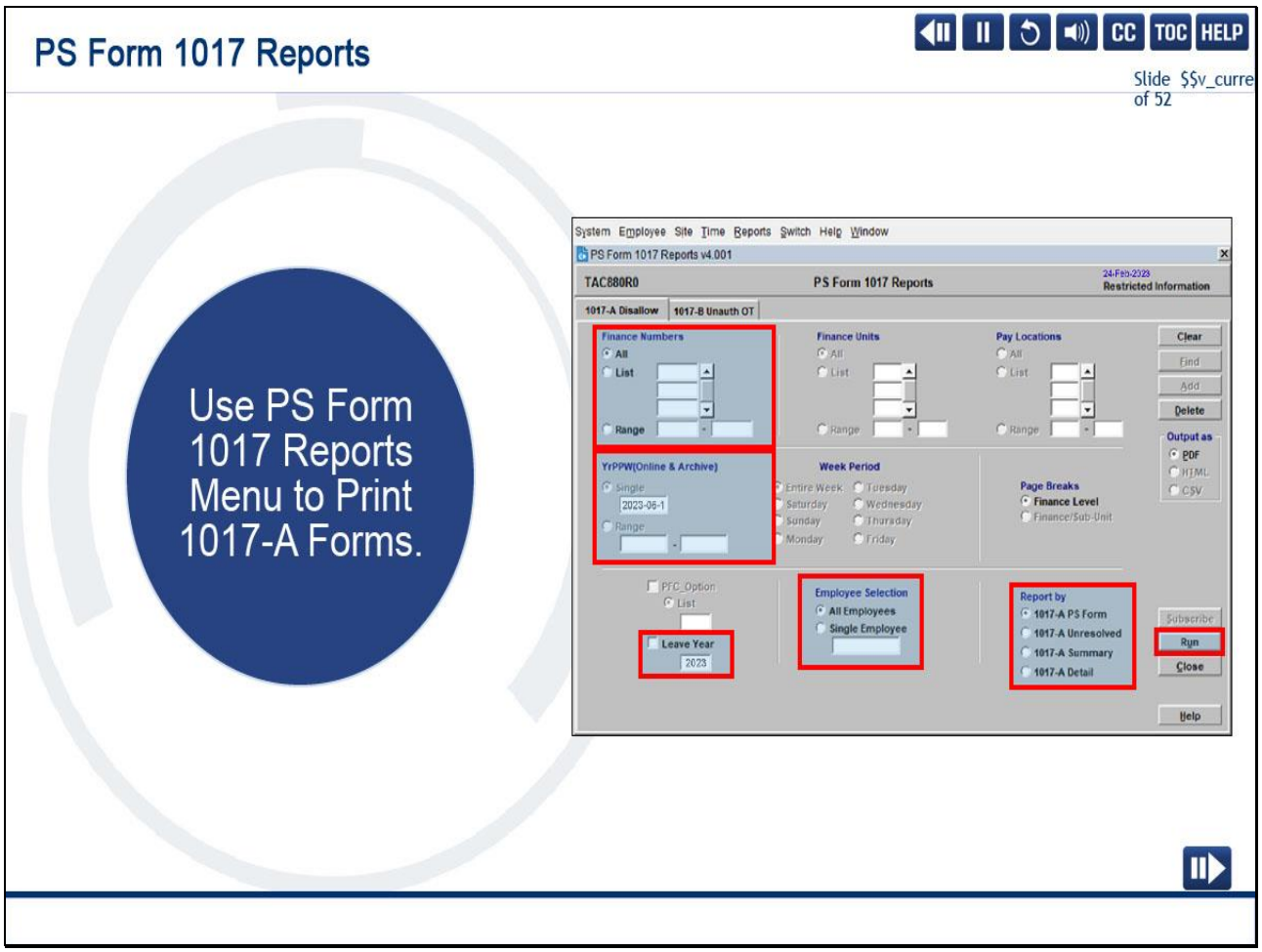
Include when the employee was notified, the reason for the disallowance, comments from the employee following the required discussion,

and any pertinent information about management knowledge of the incident in the remarks section.

The Remarks field can also be used to differentiate actual disallowed time against the PS Form 1017-A

created by a clock ring correction where no actual time was disallowed.

Slide 40 - PS Form 1017 Reports

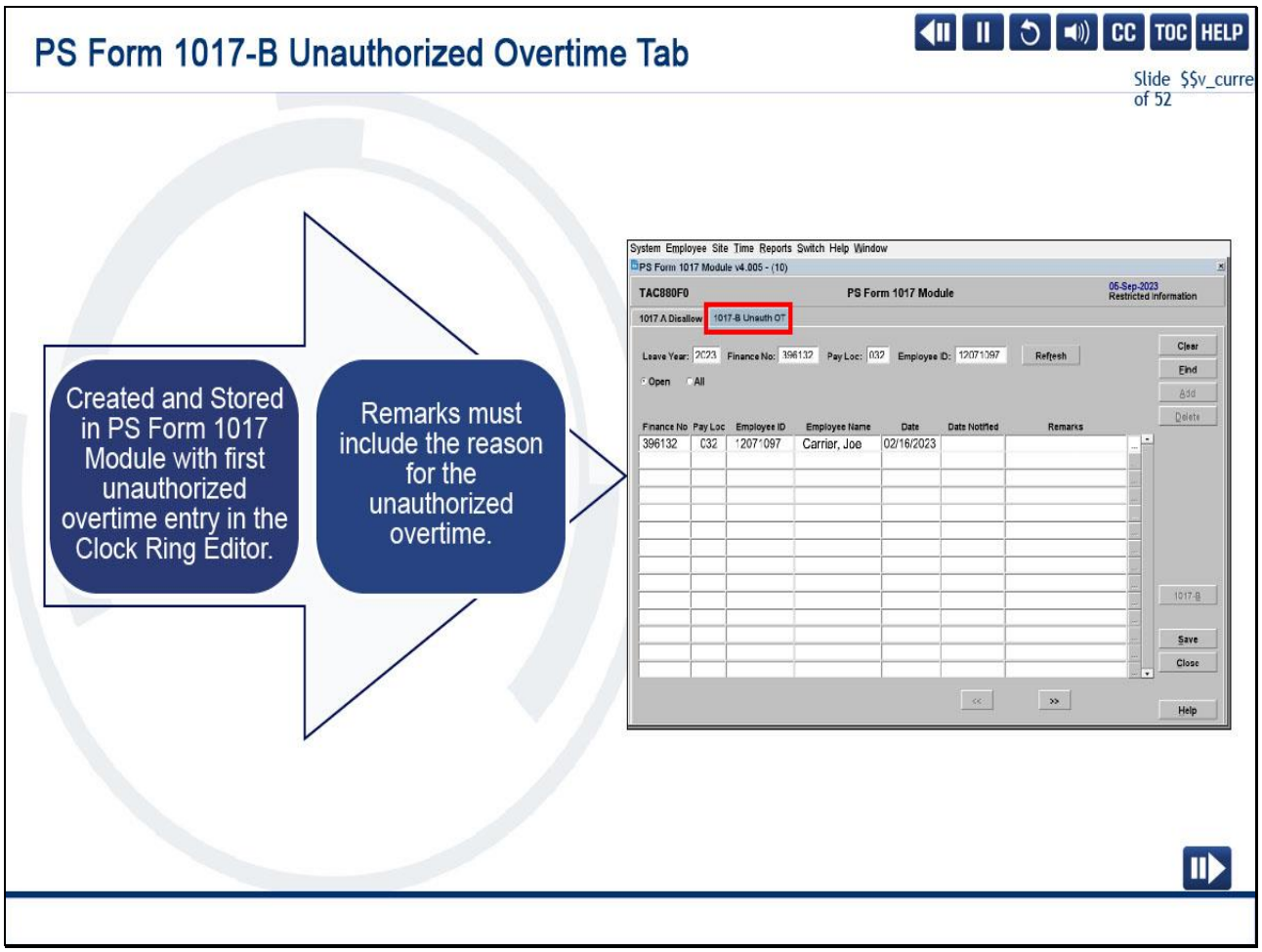


Slide notes

Once the form is completed, use PS Form 1017 Reports to set the appropriate parameters and to print PS Forms 1017-A.

Then, secure the forms from unauthorized access in locked cabinets or desk drawers.

Slide 41 - 1017-B PS Form 1017-B Tab



Slide notes

As previously stated, the 1017 Module is also used for housing and completing PS Forms 1017-B, *Unauthorized Overtime Record*.

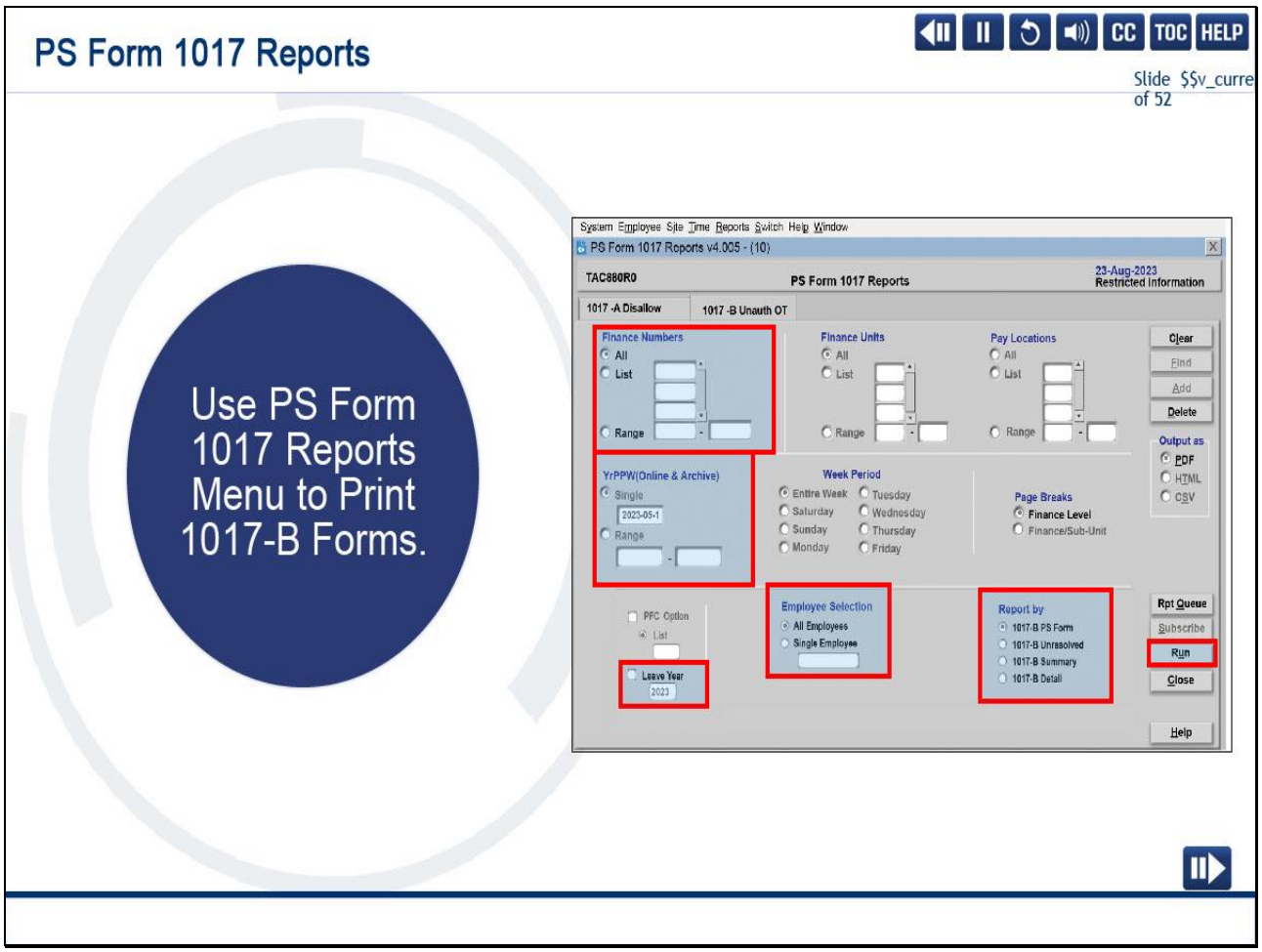
Each time overtime is recorded with an (N) in the Scheduled column in the Clock Ring Editor, you receive a prompt to enter PS Form 1017-B data.

PS Form 1017-B, *Unauthorized Overtime Record*, is created and must be completed in its entirety.

After entry, management must discuss actions leading to the unauthorized overtime with the employee.

Record the date the employee was notified and provide specific information of why overtime was unauthorized in the Remarks section of the form.

Slide 42 - PS Form 1017 Reports

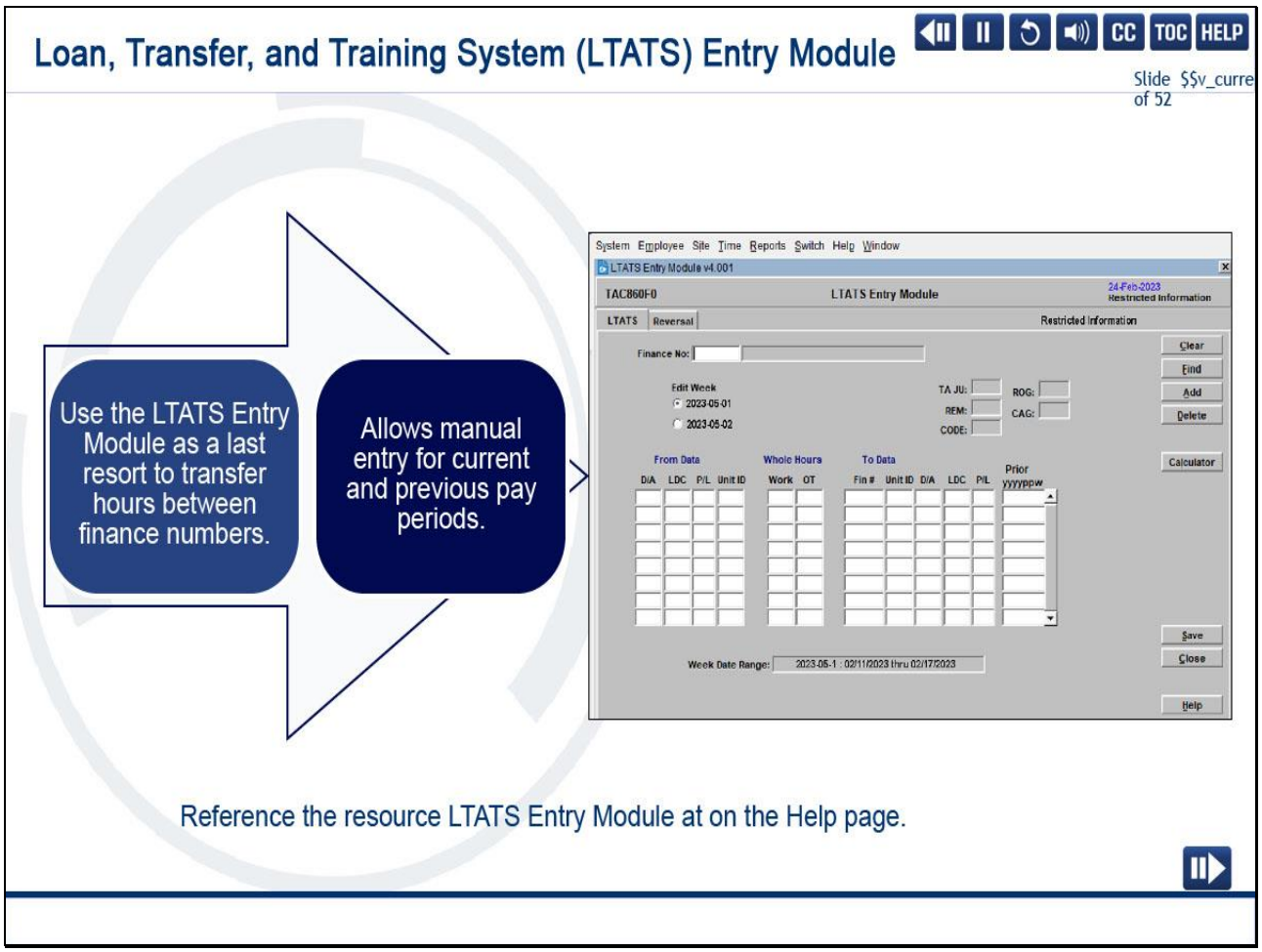


Slide notes

When PS Form 1017-B is completed, report parameters can be entered and the Run button selected from the PS Form 1017 Reports Menu.

Printed PS Forms 1017-B must be secured from unathorized access in locked cabinets or desk drawers.

Slide 43 - Loan, Transfer, and Training System (LTATS) Entry Module



Slide notes

The Loan, Transfer, and Training System Module, commonly known as LTATS, is another tool located on the Time drop-down menu.

It is common for employees to be assigned between facilities.

You must ensure workhours are transferred correctly.

The preferred method is for employees to use the Transfer feature and HEBR when swiping their badge.

This ensures finance numbers are charged the appropriate workhours and prevents the need for manual clock ring changes in the Clock Ring Editor.

If necessary, users can initiate a transfer of hours by modifying the finance number field in the Clock Ring Editor, if the user has access

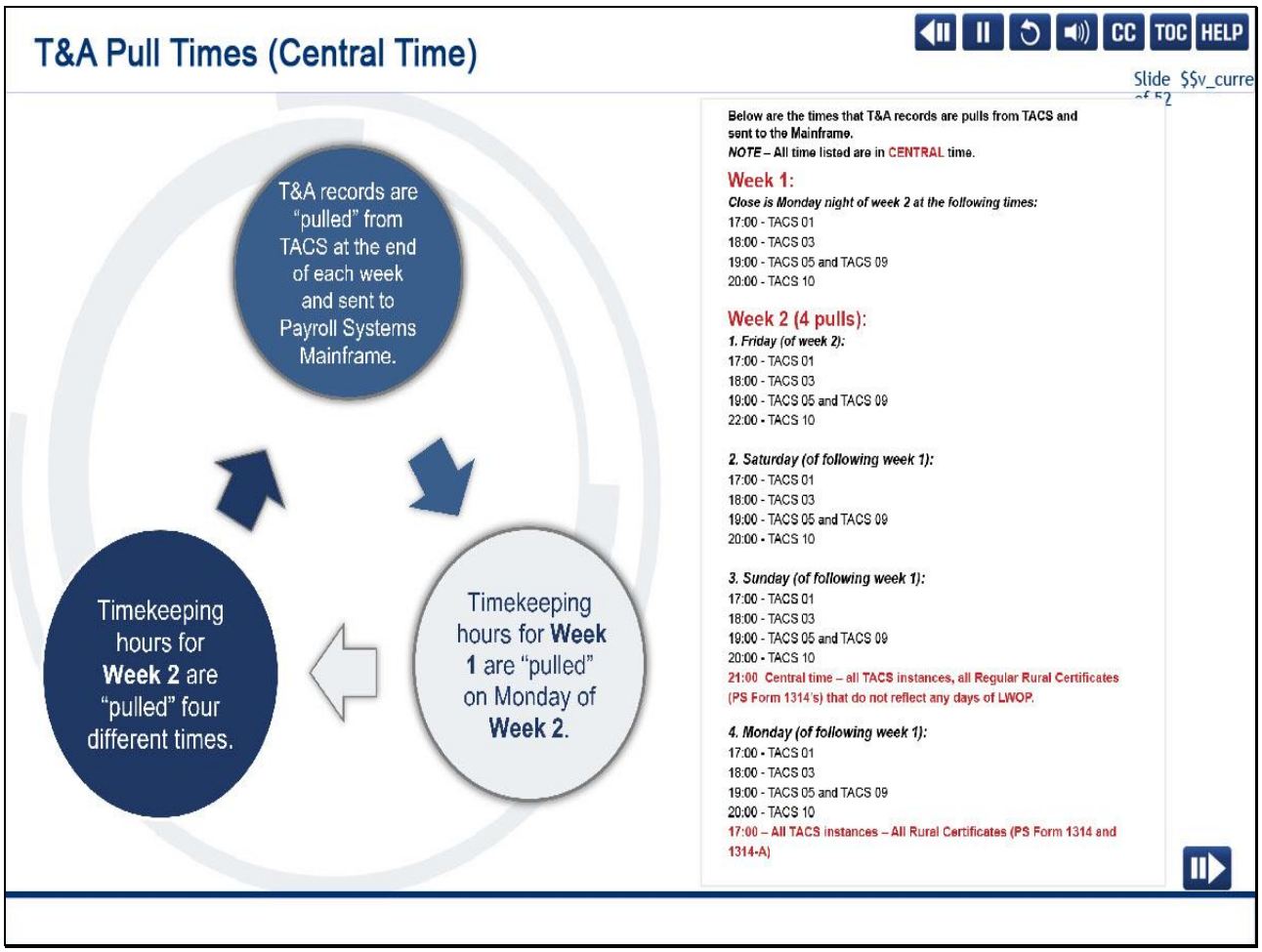
to both the base and temporary finance numbers involved.

Corrections must be made prior to the weekly closeout.

As a last resort, you can also use the Loan, Transfer, and Training System (LTATS) Module in TACS.

LTATS allows you to manually enter a transfer of hours for current or previous pay periods and weeks to another finance number or pay location.

Slide 44 - T&A Pull Times (Central Time)



Slide notes

In order to process time for all postal employees, payroll systems follow a weekly pull cycle. Let's look at these pull times.

Pull times listed are in Central Standard Time.

To determine correct pull times for your Area, you need to know your TACS Instance.

This can be found on the TACS web page using the TACS Document & Contact Info link and selecting the Time and Attendance Compliance Contact List.

Under no circumstances can transactions be made after the final Pull Time.

Timekeeping records are pulled from TACS at the end of each week and sent to Payroll Systems in Eagan.

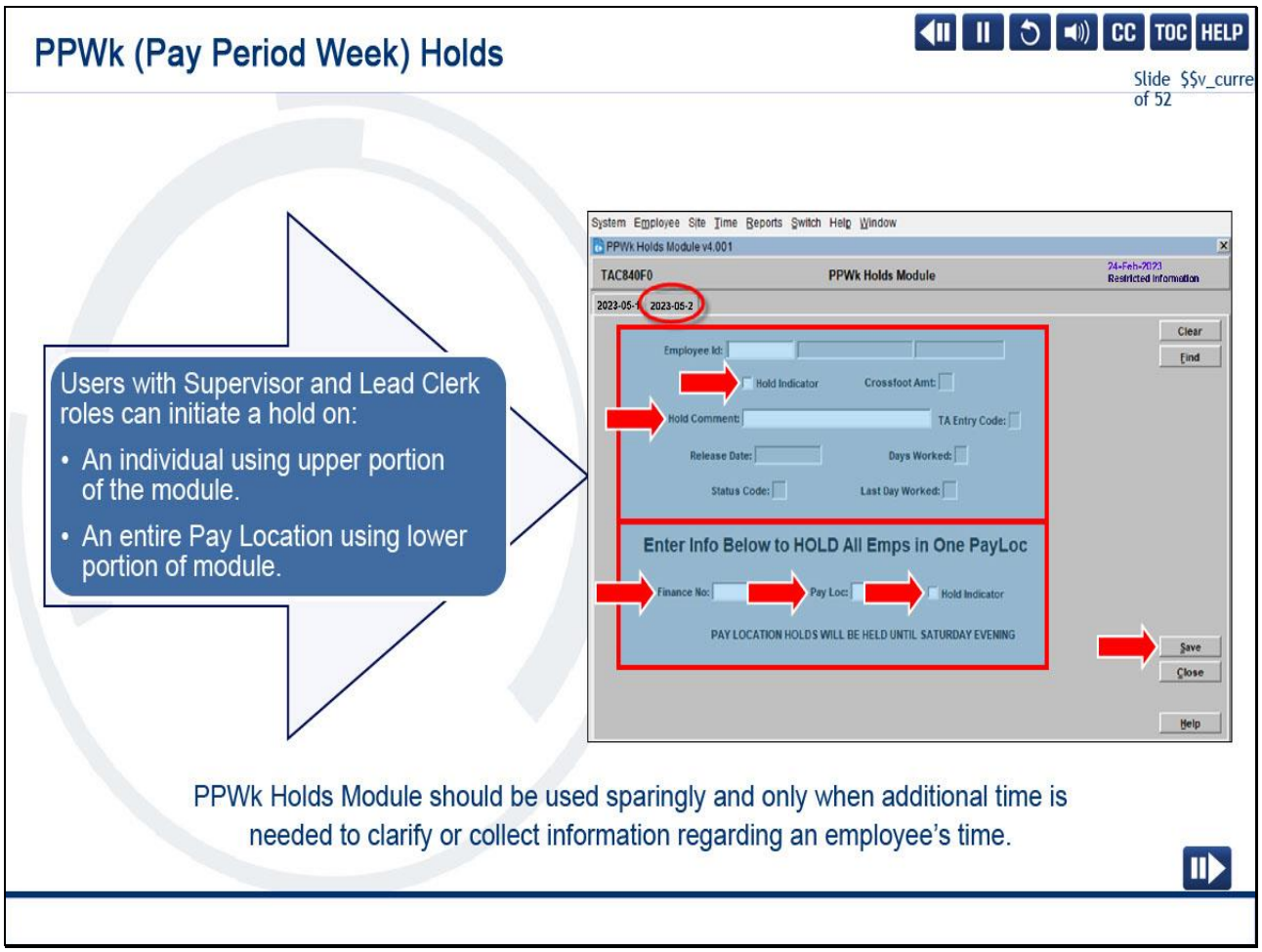
Hours for Week 1 are pulled on Monday of Week 2. Hours for Week 2 are pulled four different times: Friday of Week 2, Saturday of following Week 1,

Sunday of following Week 1, and finally on Monday of following Week 1.

On Monday, all timekeeping hours are uploaded, whether they are corrected or not.

Therefore, every Monday is a timekeeping day.

Slide 45 - PPWk (Pay Period Week) Holds



Slide notes

Our final module under the Time drop-down menu is the Pay Period Week Holds.

The Pay Period Week Holds Module should be used sparingly and only in emergency situations or special circumstances,

such as when additional time is needed to clarify or collect information regarding an employee's time.

Pay Period Week Holds can only be used for week two.

Users with Supervisor or Lead Clerk roles can initiate a hold on an individual using the upper portion of the module

and on an entire pay location using the lower portion of the module.

A single employee hold activated for an individual prevents their rings from extracting to the payroll mainframe

until Monday closeout or until you remove the hold, whichever comes first.

Below the EIN is a Hold Indicator checkbox.

To initiate the hold, select the box so a check mark appears.

Enter a descriptive reason for holding the record in the Hold Comments field.

Select Save or <Alt>+<S> to save the entry in TACS.

An entire pay location hold is a hold activated for an entire finance number or pay location.

This prevents all employees' rings from extracting to mainframe until Saturday.

To initiate a pay location hold, in the bottom portion or the module, enter the finance number and corresponding pay location.

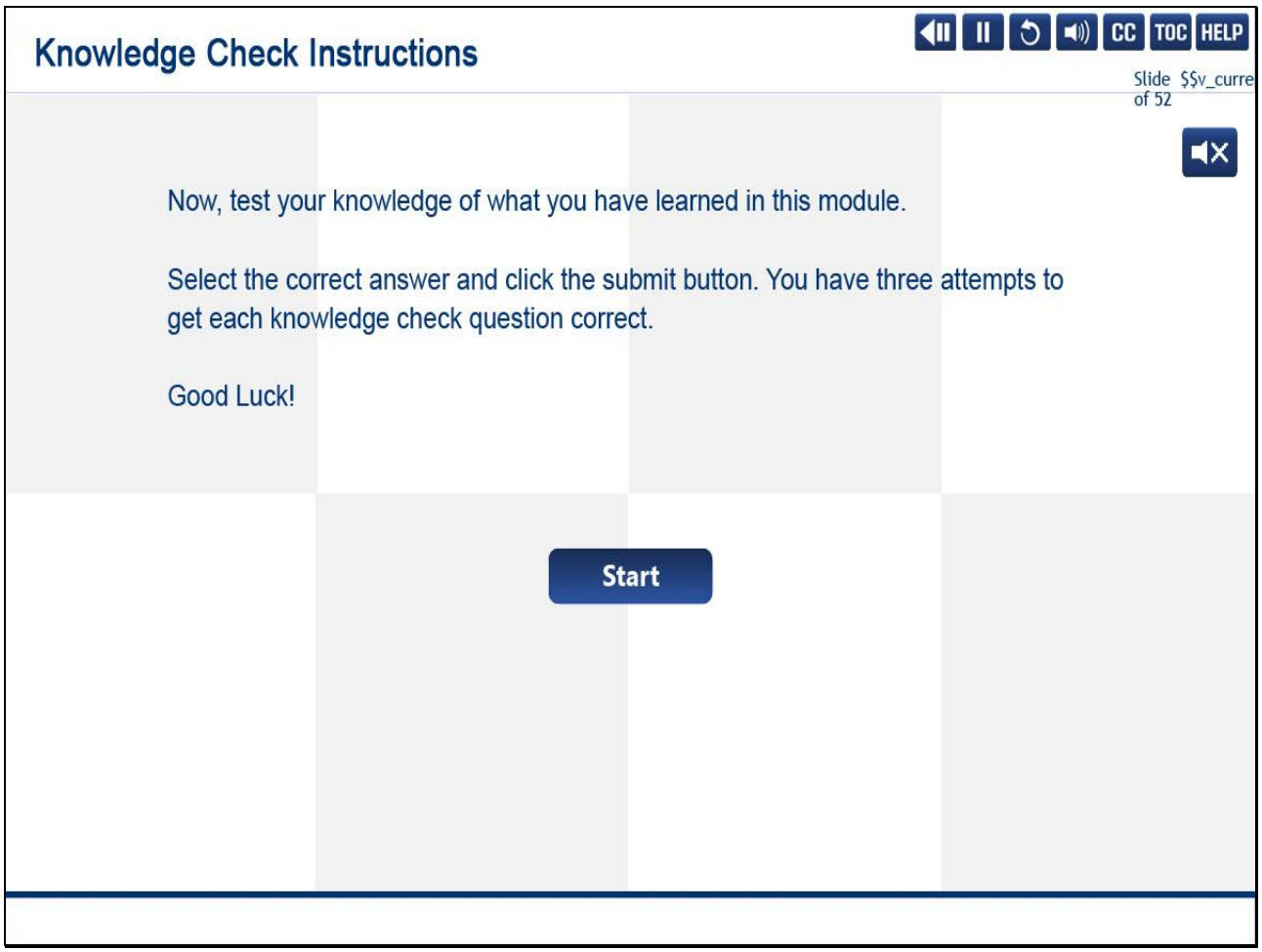
Select the Hold Indicator box so that a check mark appears.

Select Save on the right side of the screen.

If you have more than one pay location under a single finance number, you must repeat this process for each pay location.

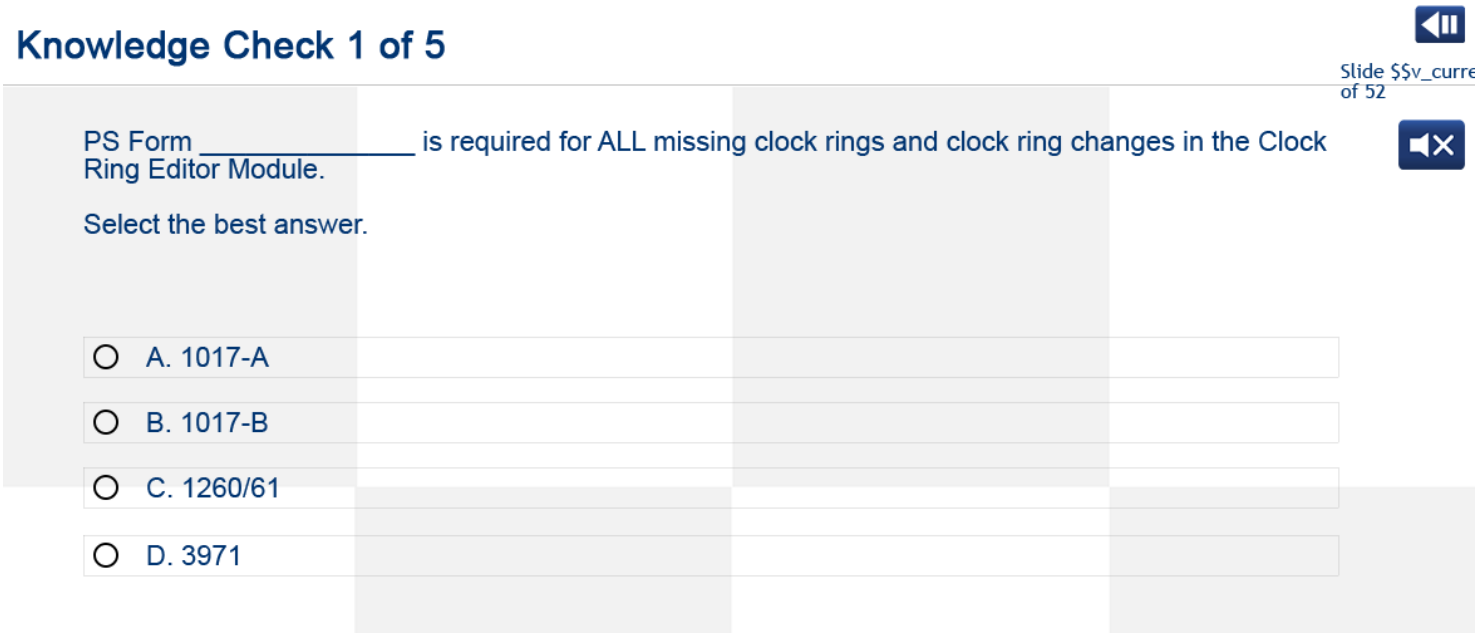
Step-by-step instructions for holding an employee record can be found on the TACS Help Desk website.

Slide 46 - Knowledge Check Instructions



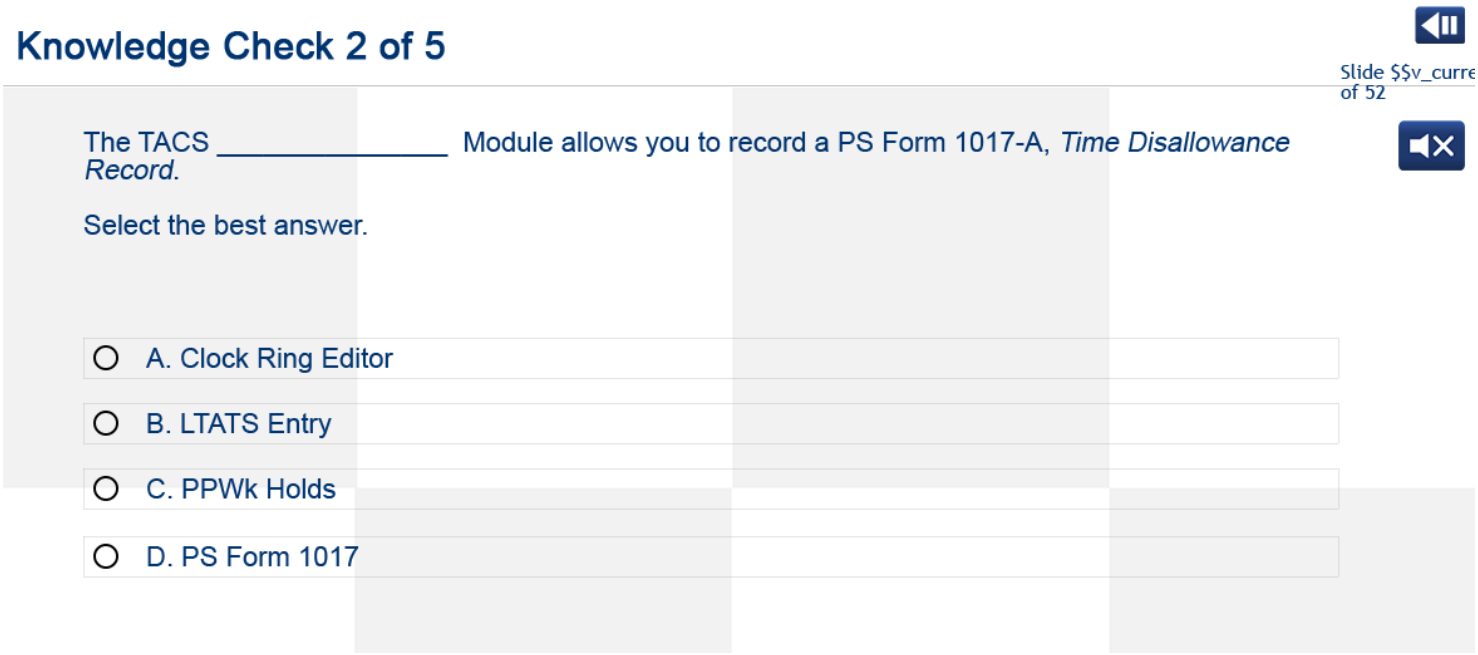
Slide notes

Slide 47 - Knowledge Check 1 of 5



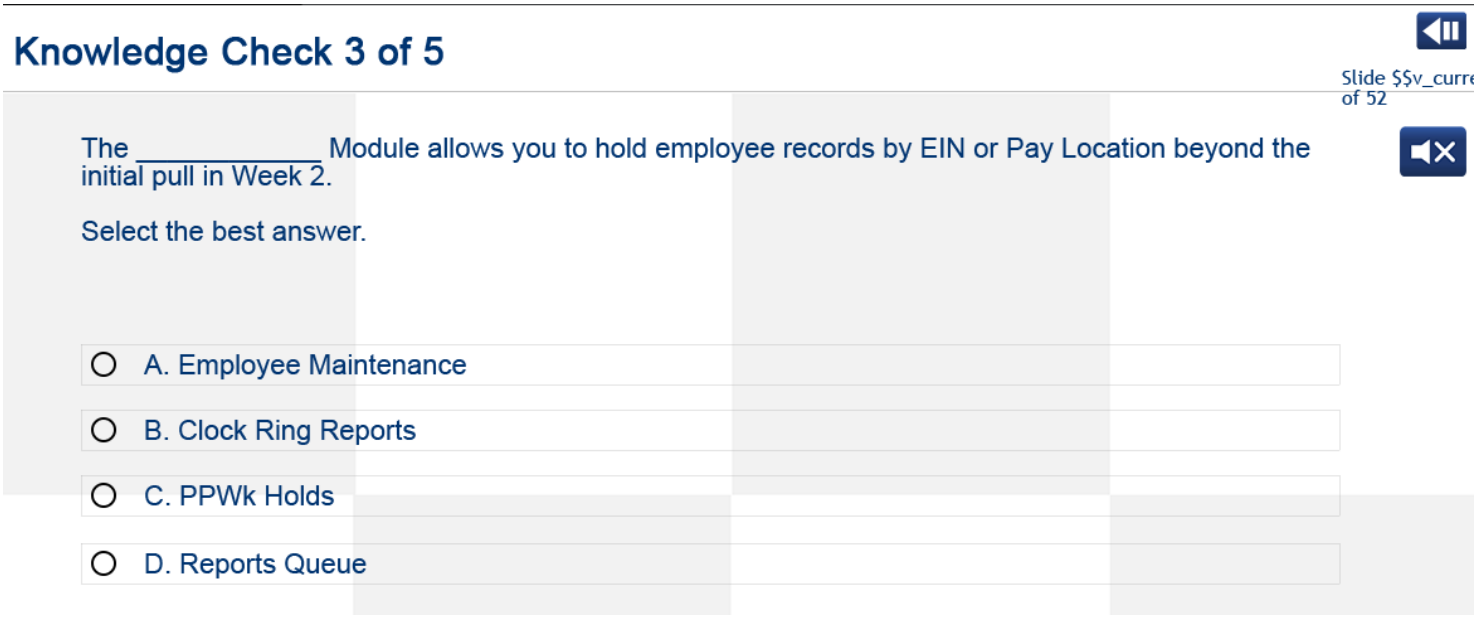
Slide notes

Slide 48 - Knowledge Check 2 of 5



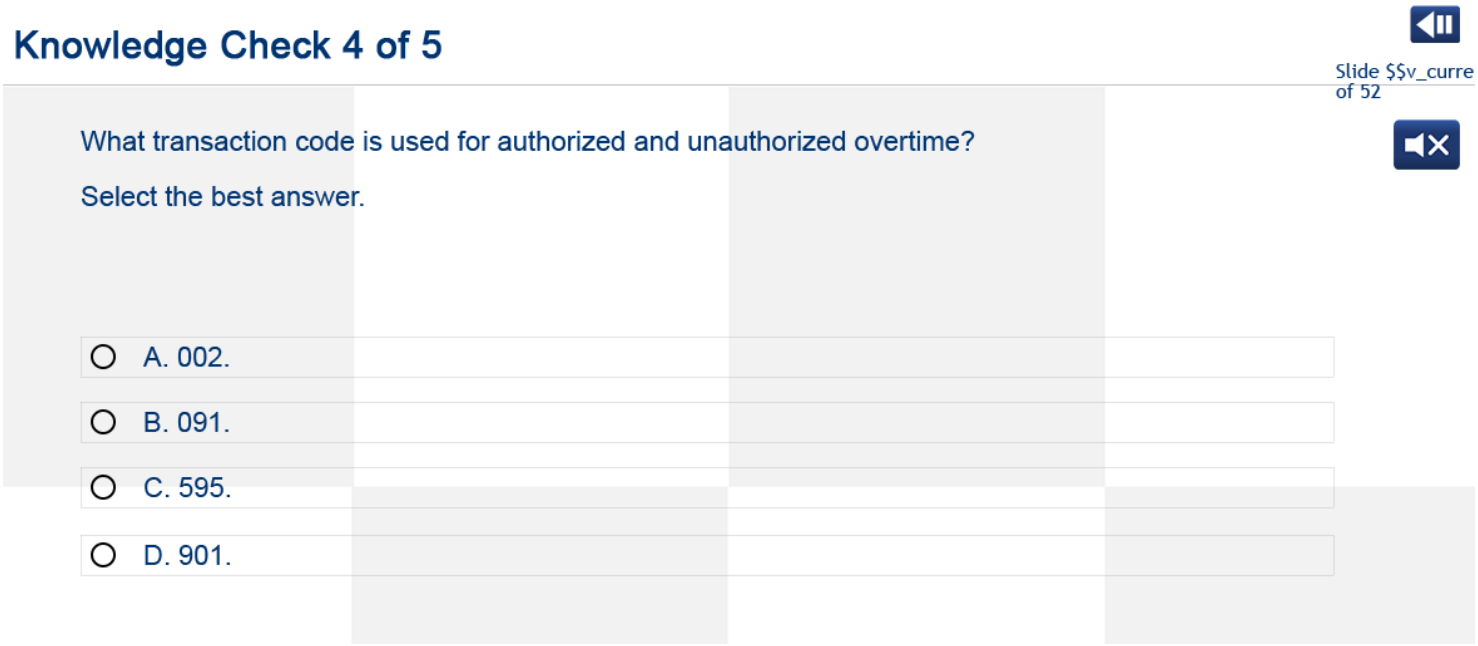
Slide notes

Slide 49 - Knowledge Check 3 of 5



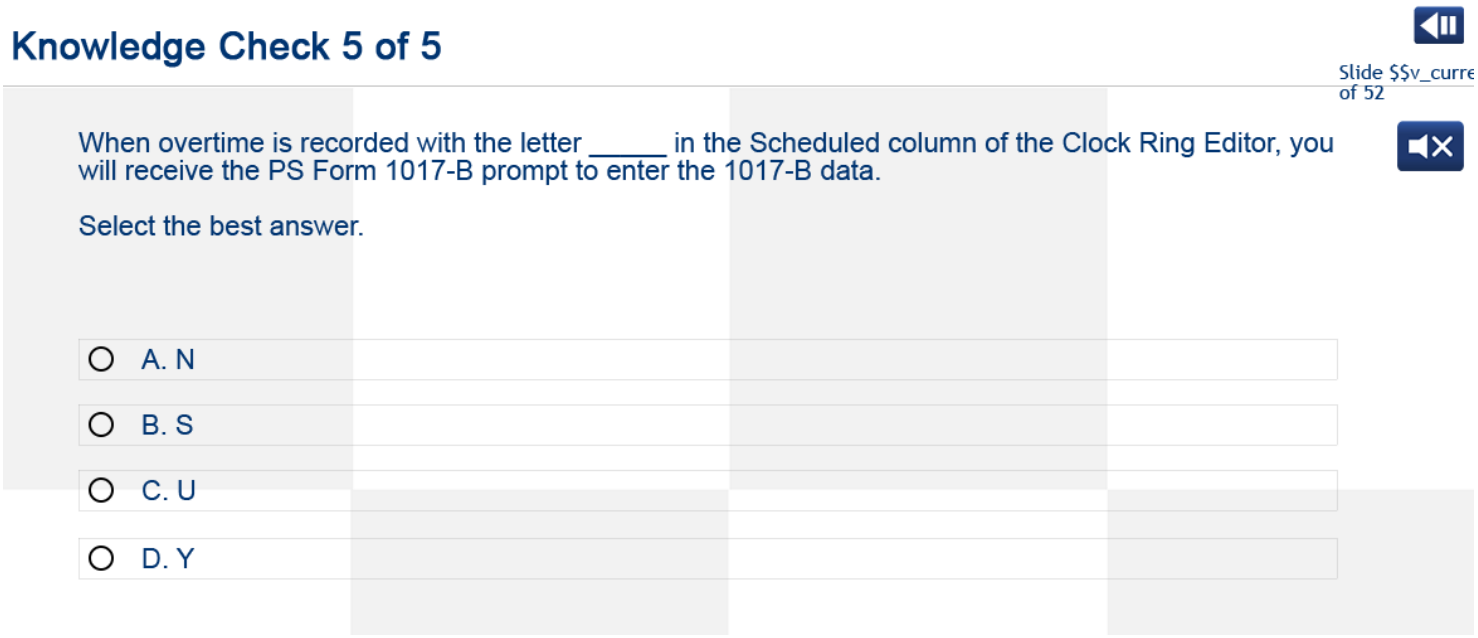
Slide notes

Slide 50 - Knowledge Check 4 of 5



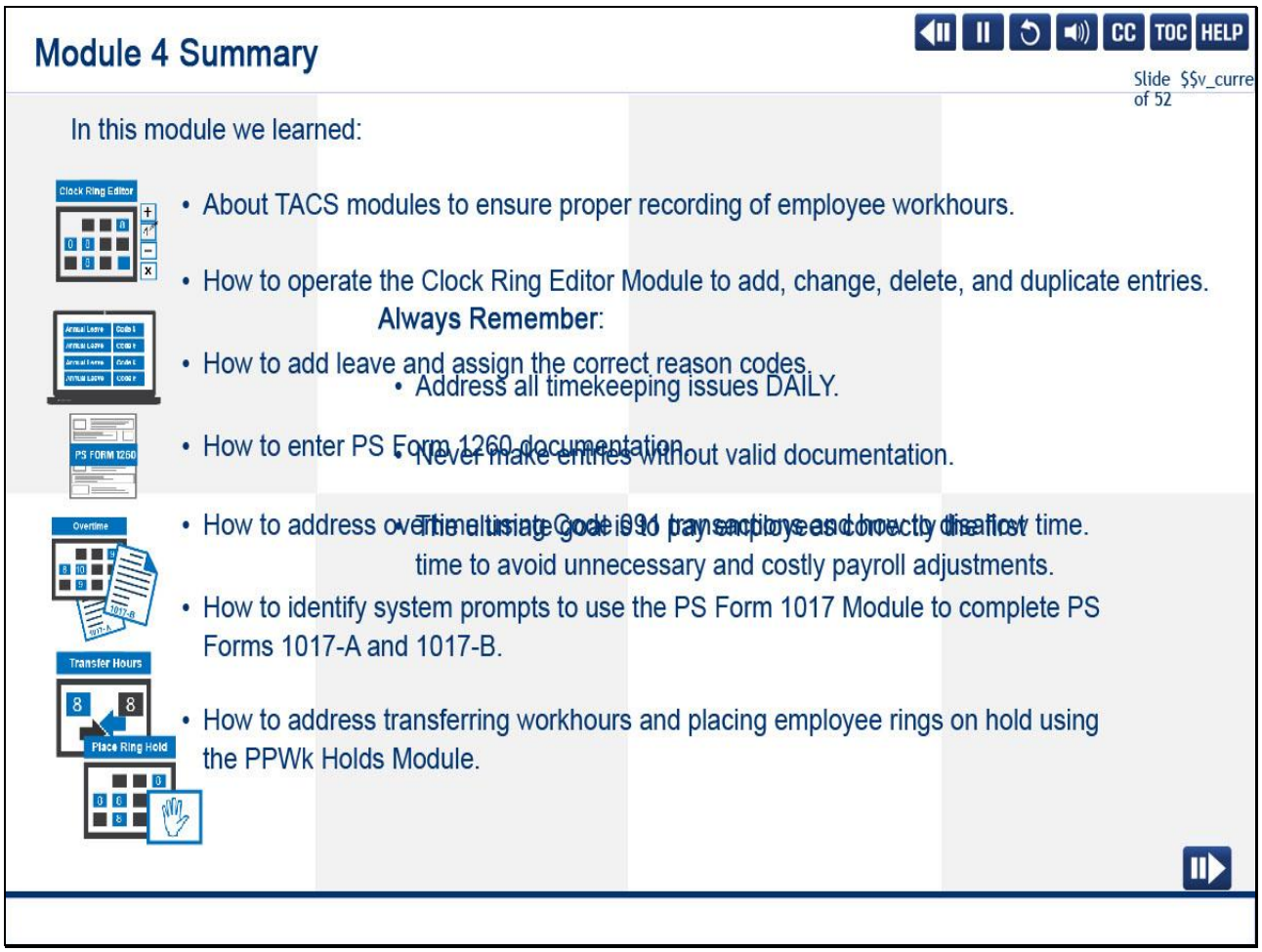
Slide notes

Slide 51 - Knowledge Check 5 of 5



Slide notes

Slide 52 - Module 4 Summary



Slide notes

In this module, we learned about the necessary TACS modules to ensure proper recording of employee workhours.

We learned the features of the Clock Ring Editor Module and how it relates to adding, changing, deleting, and duplicating entries.

We also learned when and how to enter leave in TACS, submit PS Form 1260 documentation, address Higher Level with Code 090,

authorize overtime using Code 091 transactions, and disallow time, as needed.

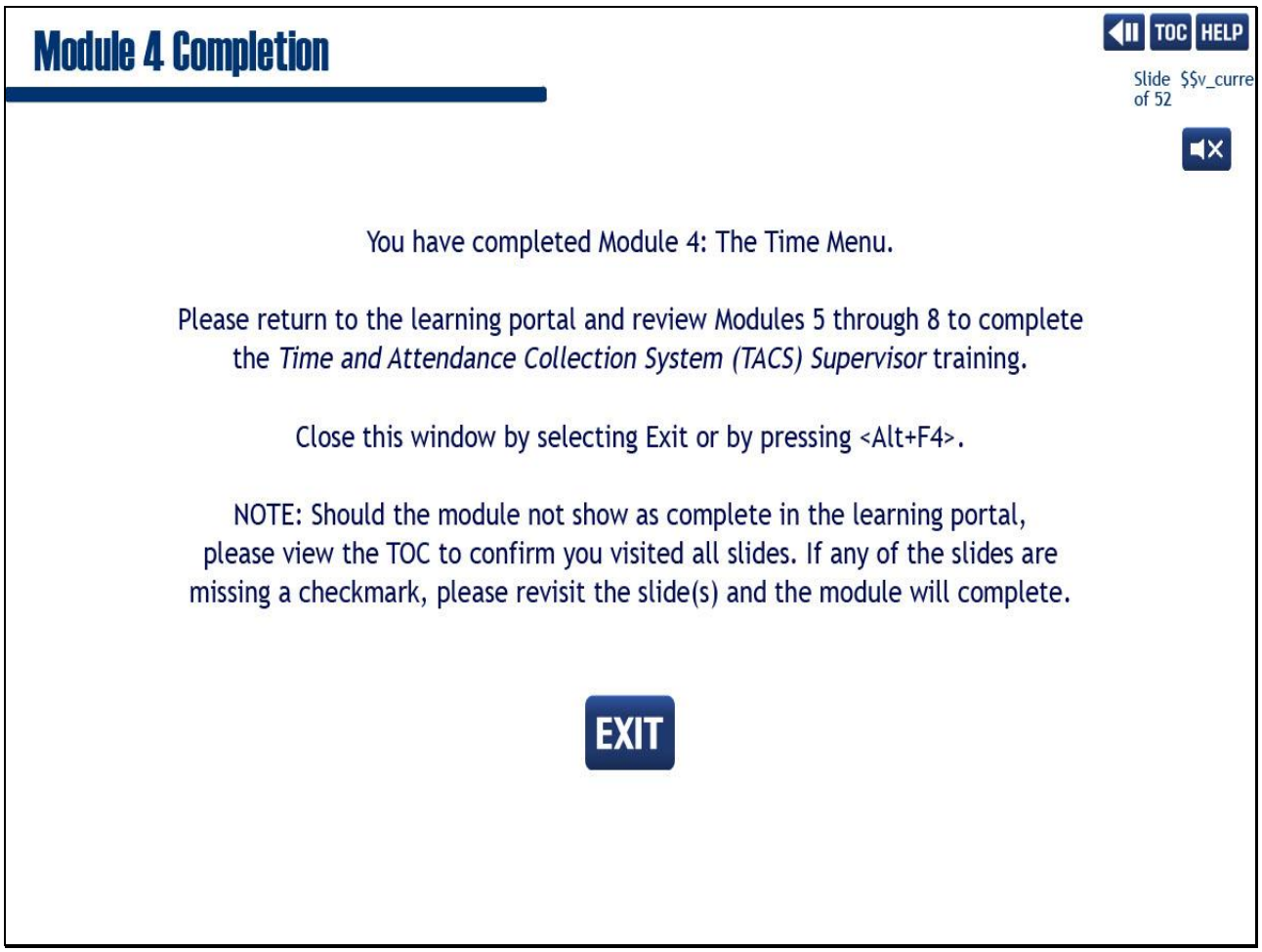
Next, we identified system prompts to use the PS Form 1017 Module to complete PS Forms1017-A and 1017-B documentation correctly.

Lastly, we addressed transferring workhours and placing employee rings on hold using the PPWk Holds Module.

Always Remember: address all timekeeping issues daily, never make entries without valid documentation,

and the goal is to pay employees correctly the first time to avoid unnecessary and costly payroll adjustments.

Slide 53 - Module 4 Completion



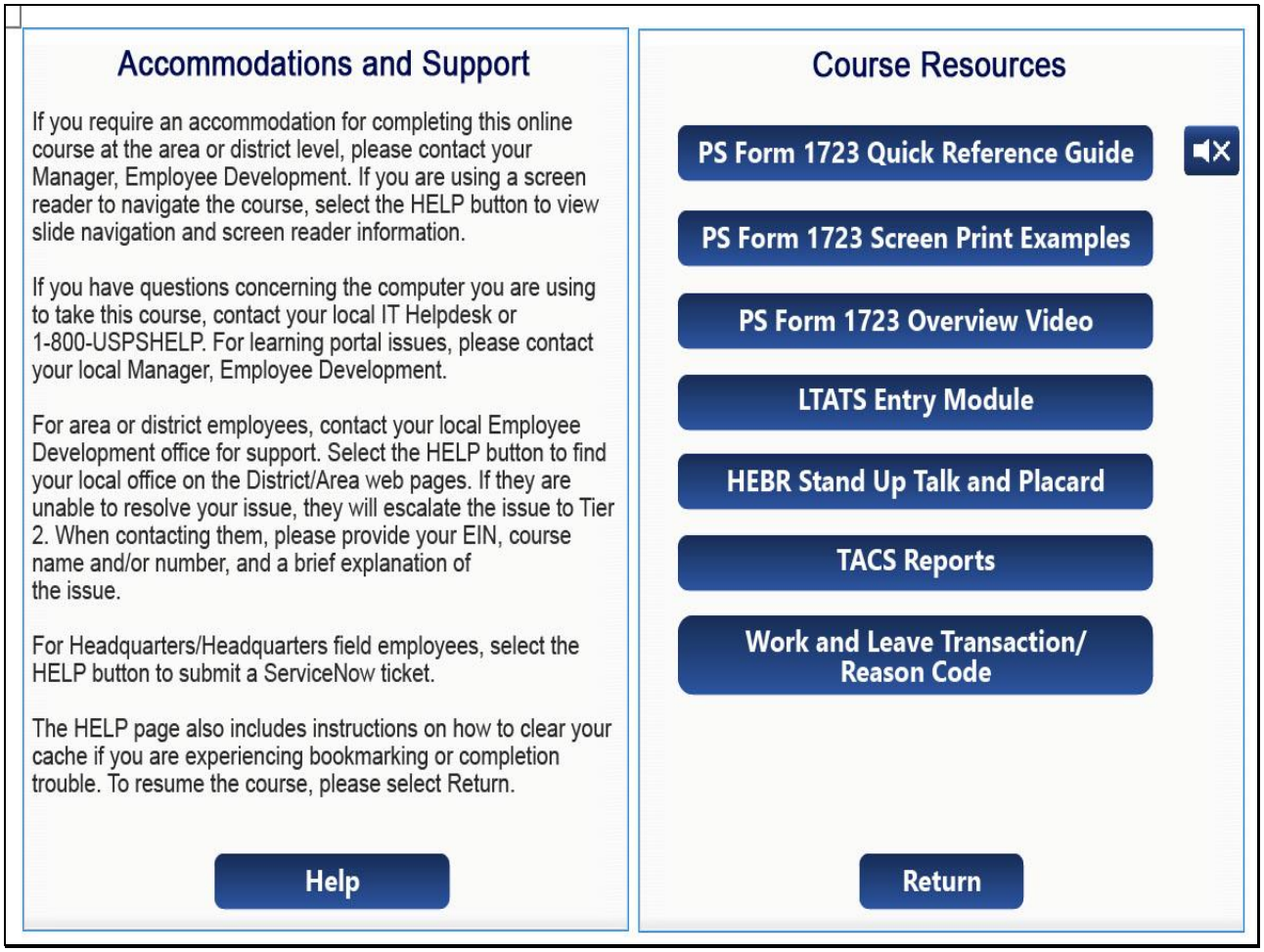
Slide notes

Slide 1 - Welcome

Slide notes

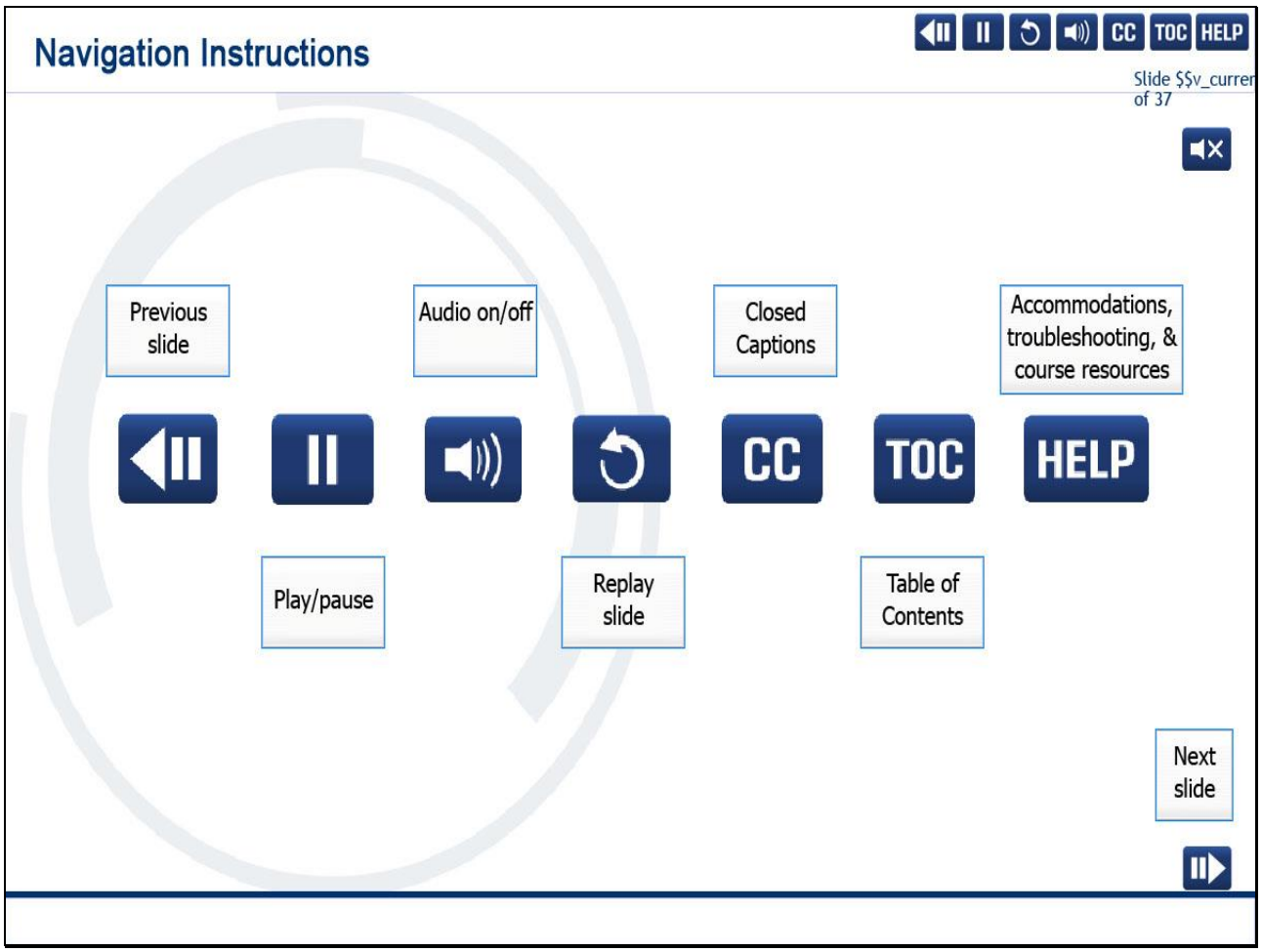
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 5, Day 1 and Day 2 Activities.

Slide 2 - Help



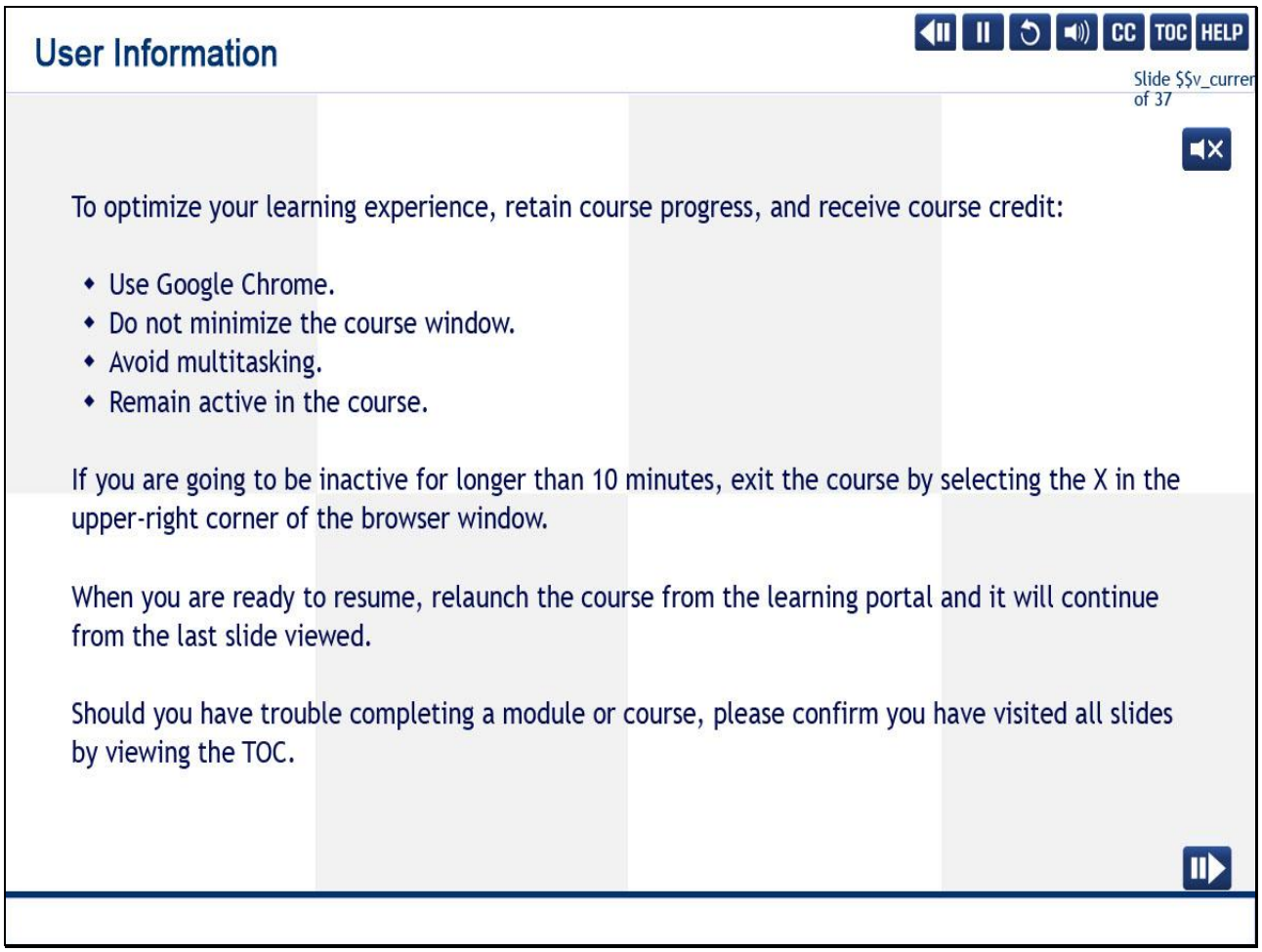
Slide notes

Slide 3 - Navigation Instructions



Slide notes

Slide 4 - User Information



Slide notes

Slide 5 - Introduction

Slide notes

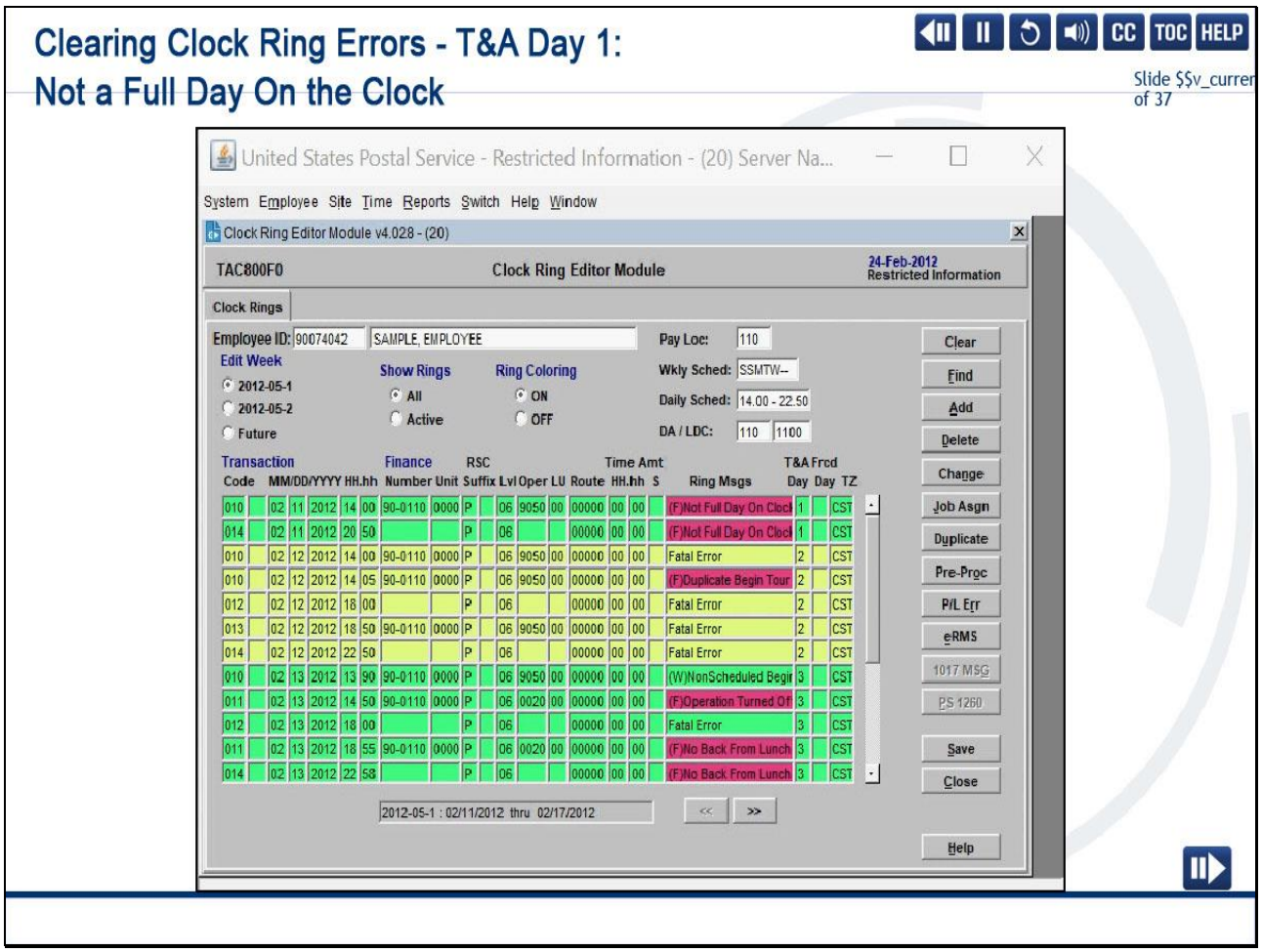
Please pay attention as you watch two videos on how to clear specific clock ring errors for a Clerk.

Each video represents clock ring errors for a different Time and Attendance (T & A) Day.

After each video, you will have an opportunity to correct the errors demonstrated in the video.

Select Continue to get started.

Slide 6 - Clearing Clock Ring Errors - T&A Day 1: Not a Full Day On the Clock

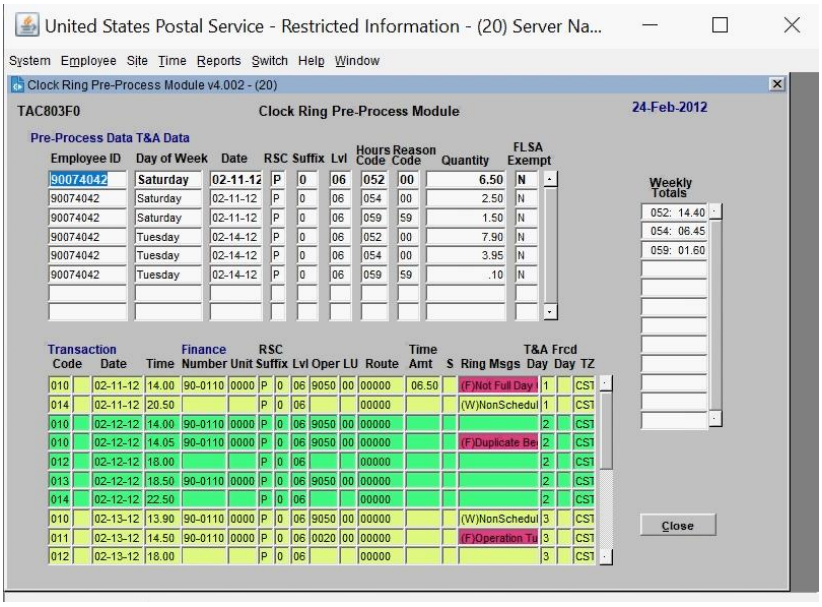


Slide notes

Now that we've learned the features of the Clock Ring Editor modules, let's correct the errors.

February 11, 2012, there's a ring message, "Not a full day on the clock."

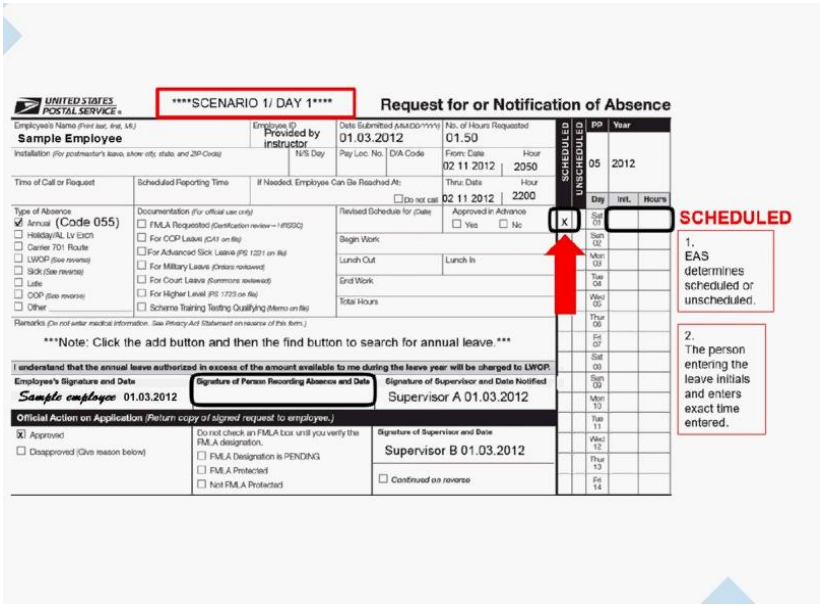
Let's click Pre-Process to verify how much leave this employee is needing.



In the top section of the pre-process data, we read Hours Code 059, Reason Code 59, with the amount of 1.50.

This represents part daily without pay generated based on employee's bid assignment.

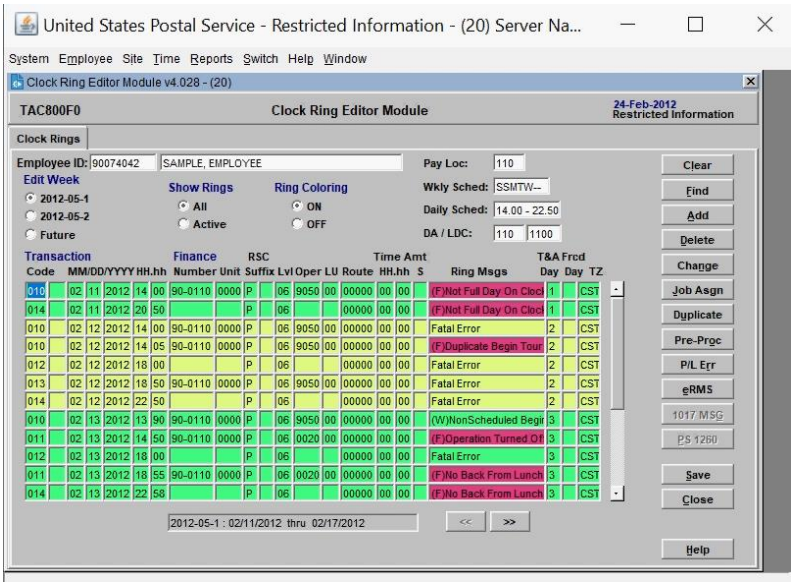
Let's click close and locate the proper PS Form 3971 for the amount and type of leave the employee is requesting.



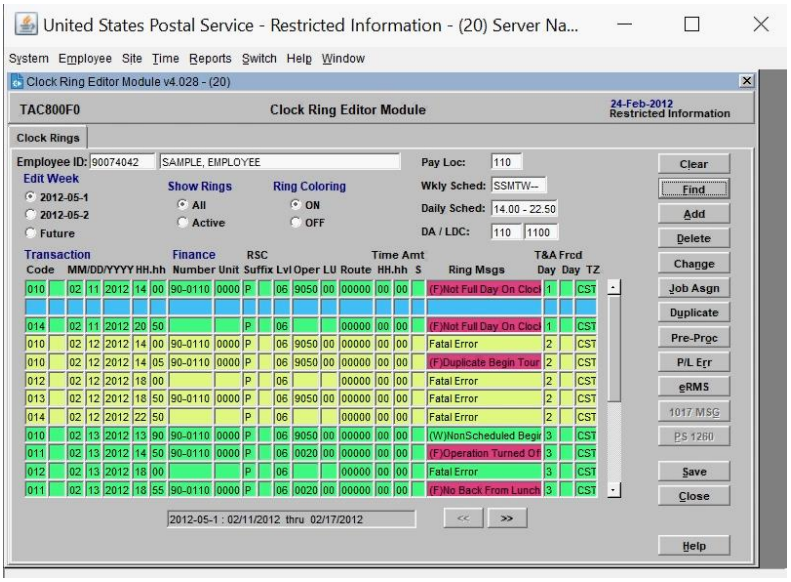
The PS Form 3971 for February 11, 2012, beginning at 20:50 for the amount 1.50, the employee is requesting Annual Leave.

Management has indicated that this leave type is scheduled.

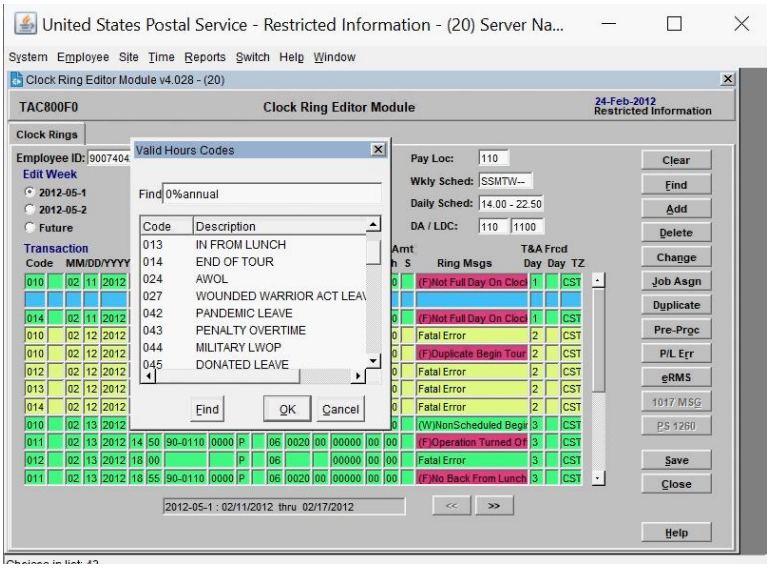
Let's enter the leave.



To enter the leave, select the first red fatal warning and click Add.

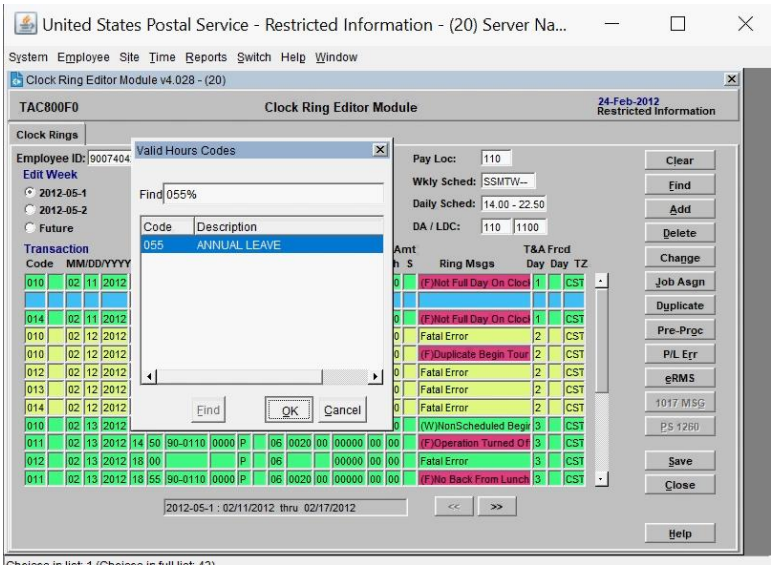


Select Find to locate the description for Annual Leave.

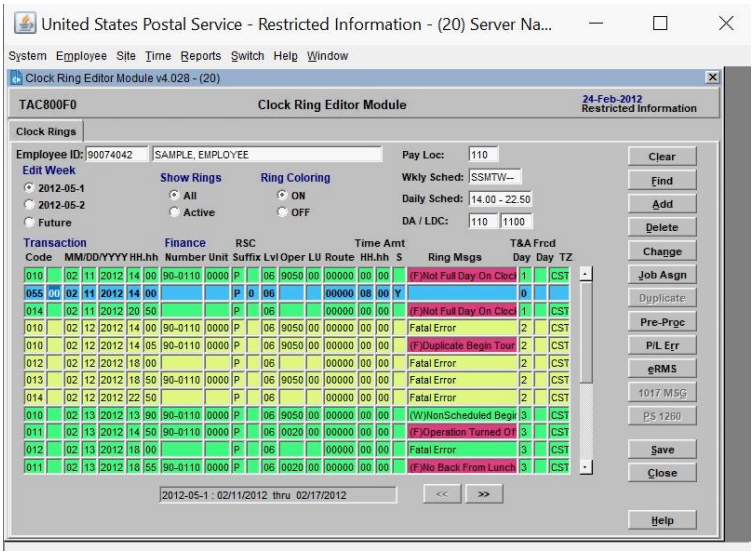


You can either scroll or click after the percent sign and type annual.

Then click Find.



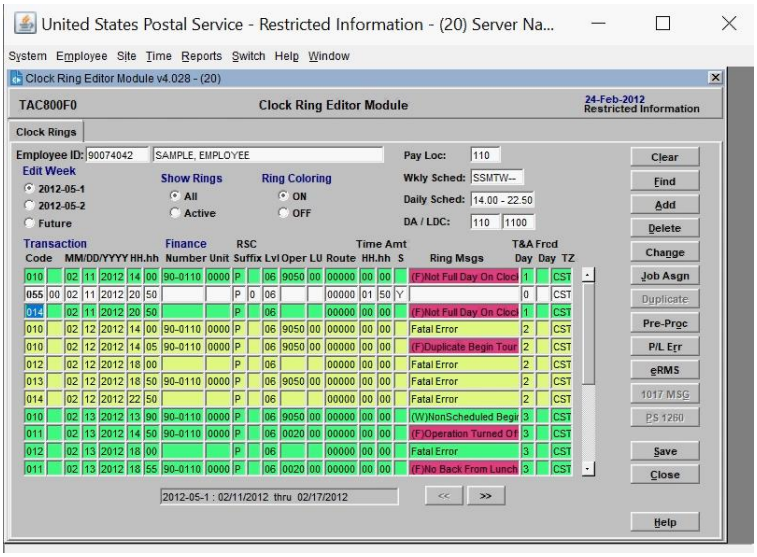
Select OK.



You can see the hours code defaults to the first column.

Let's click tab to progress to each cell.

Verify the date and time. The time is defaulted to 1400, the employee's base Begin Tour.



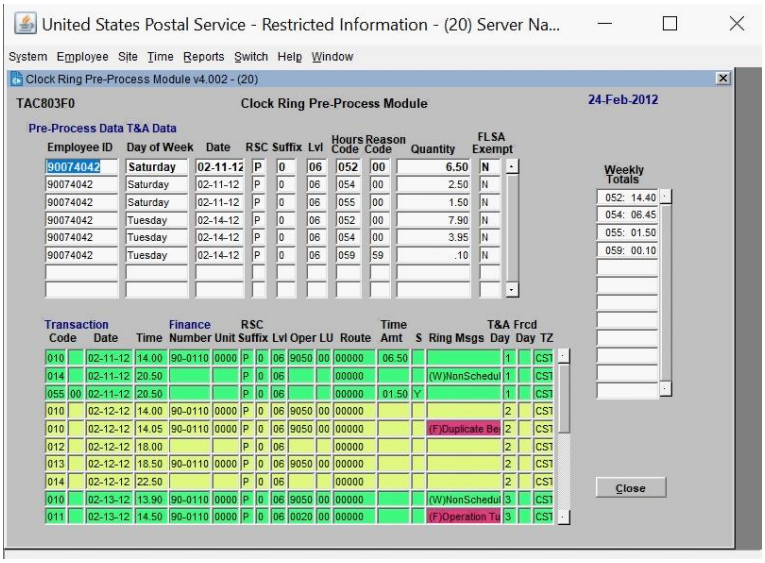
Let's correct it to 20:50, when the employee left for the day.

The amount defaults to eight hours.

Let's enter 0150 based on the Pre-Process and the 3971.

Management has also indicated that this leave is scheduled in advance.

Type "Y" for yes, then click Pre-Process.



In the top section, you can see Hours Code 055 is now placed in the correct section.

And in the yellow/green section at the bottom, we can see that the Annual Leave has been applied to the correct date.

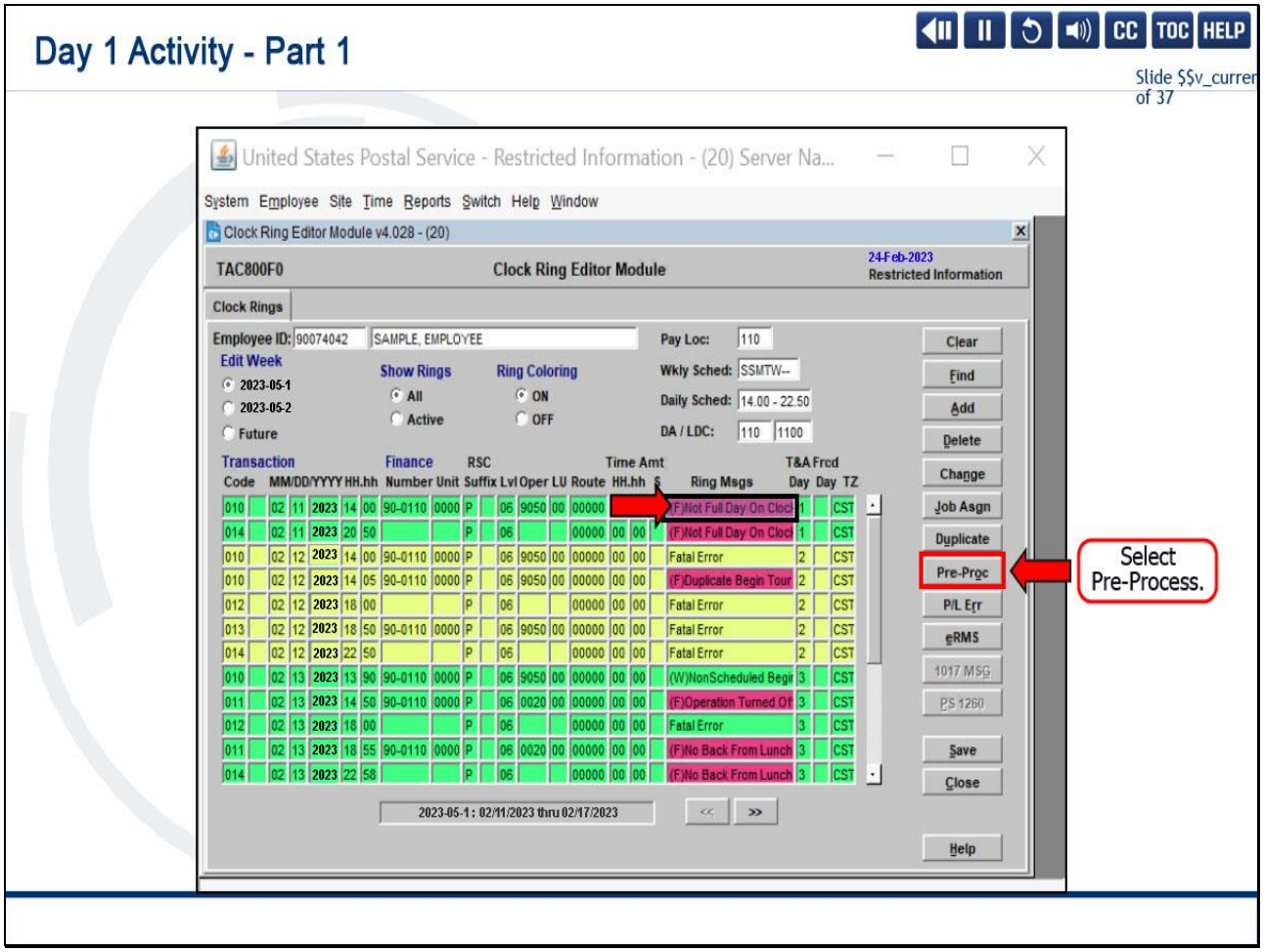
Let’s click Close and Save.

Slide 7 - Day 1 Activity - Start

Slide notes

Now you will practice clearing errors that you observed on the T & A Day 1 Video.

Slide 8 - Day 1 Activity - Part 1



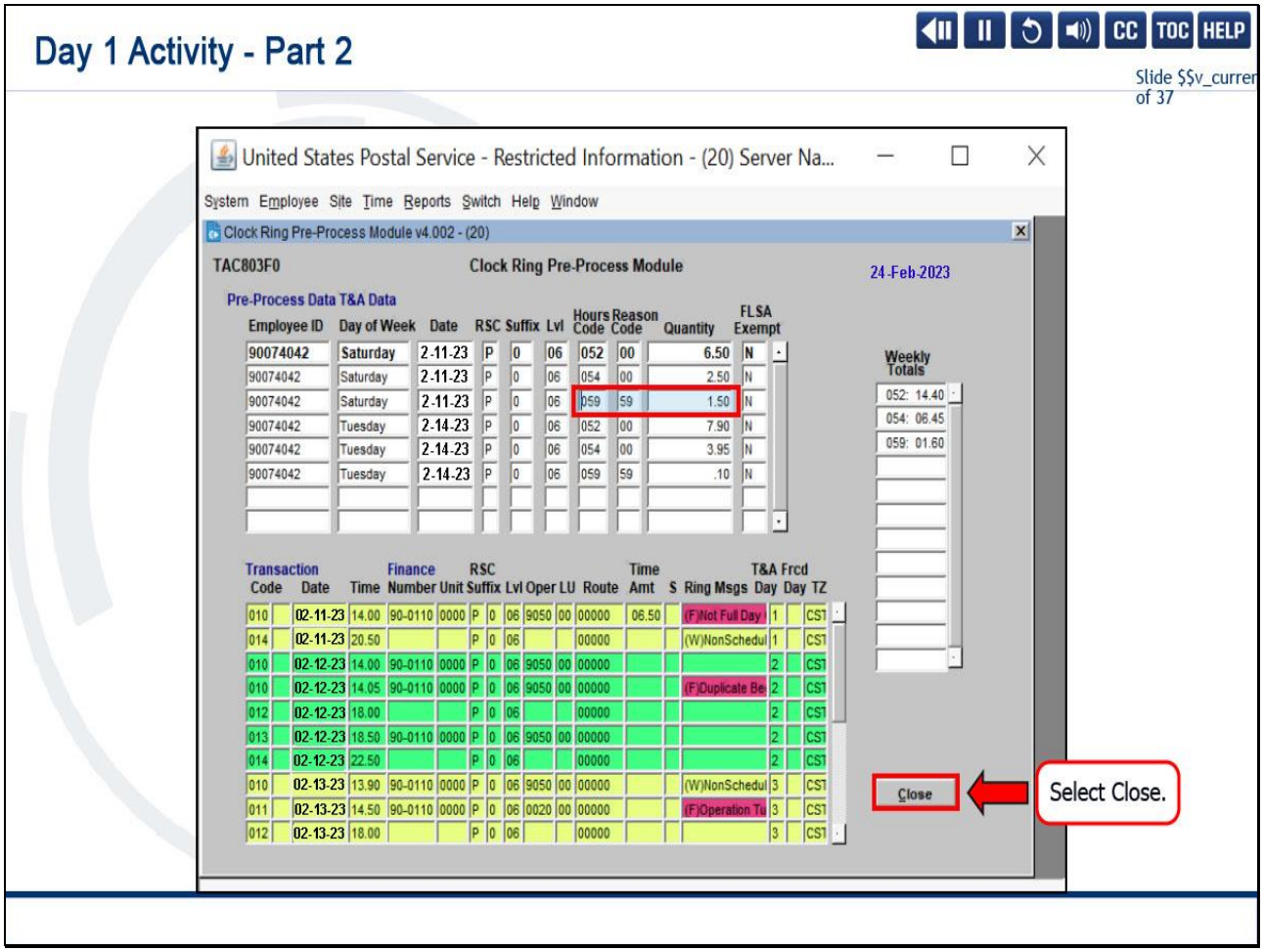
Slide notes

Now that we've learned the features of the Clock Ring Editor modules, let's correct the errors.

February 11, 2023, there's a ring message, "Not a full day on the clock."

Let's select Pre-Process to verify how much leave this employee is needing.

Slide 9 - Day 1 Activity - Part 2



Slide notes

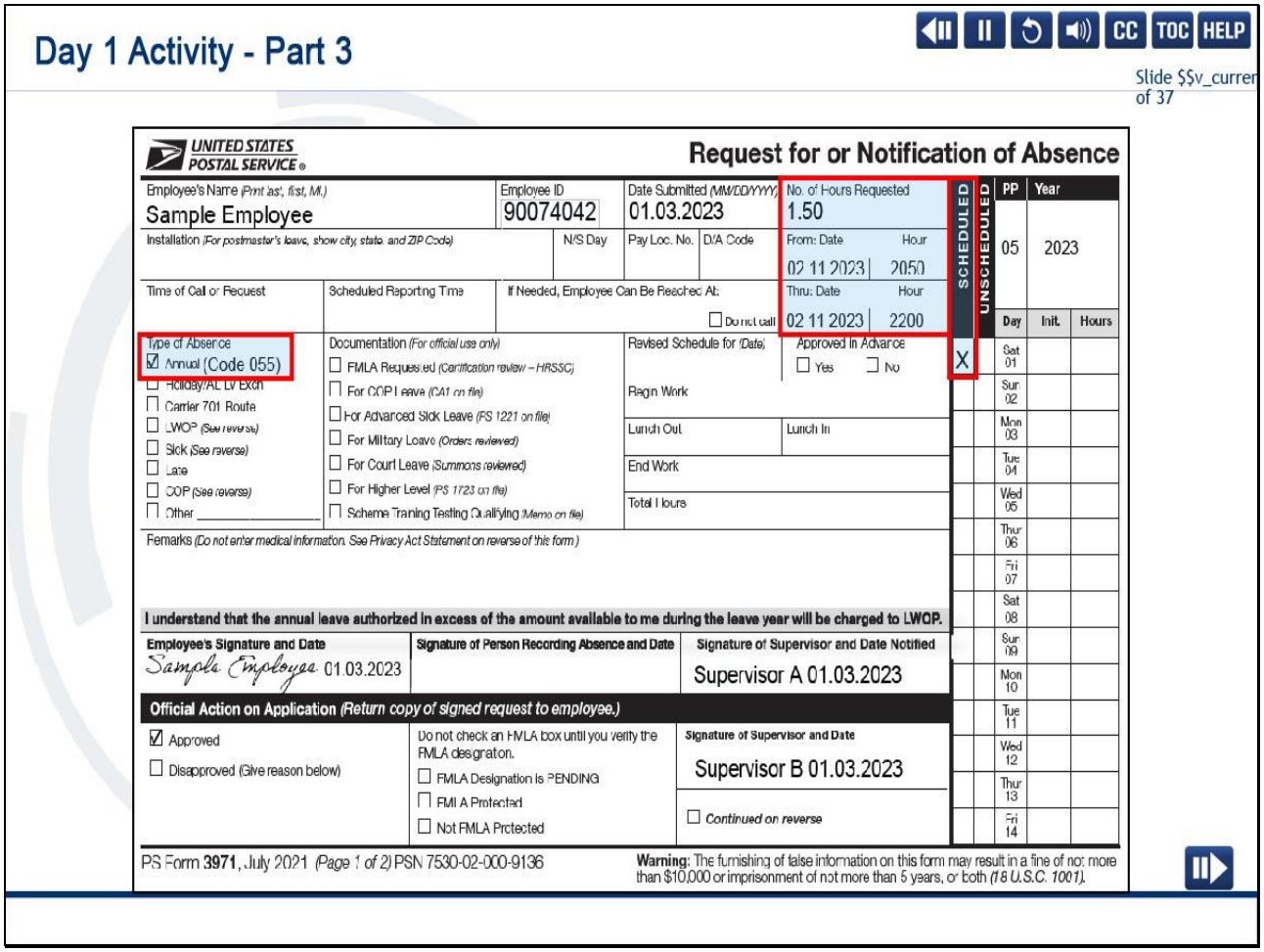
In the top section of the pre-process data, we read Hours Code 059, Reason Code 59, with the amount of 1.50.

This represents system-generated, part-day leave without pay.

This is based on the employee's bid assignment.

Let's select close and locate the proper PS Form 3971 for the amount and type of leave the employee is requesting.

Slide 10 - Day 1 Activity - Part 3



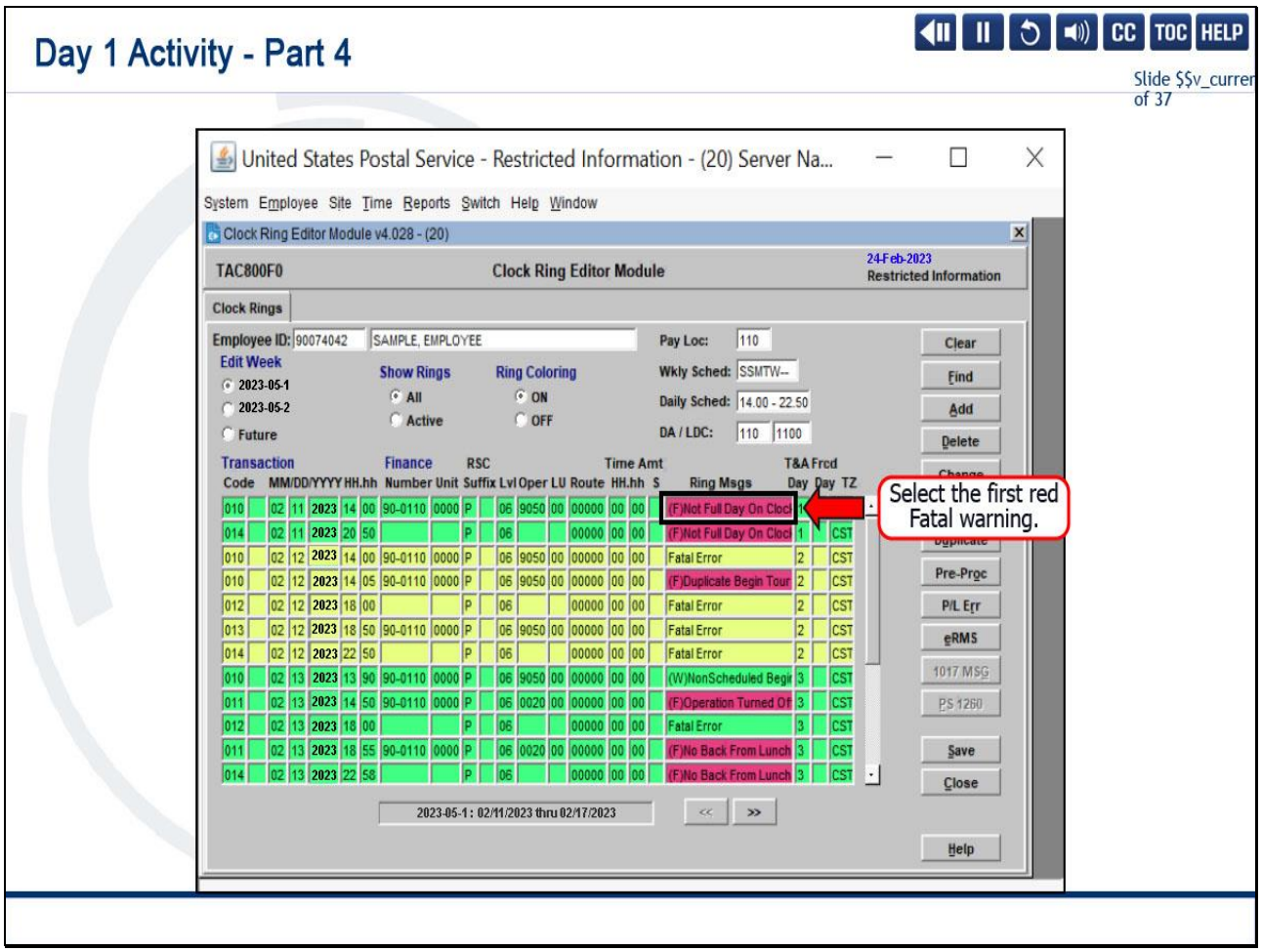
Slide notes

The PS Form 3971 for February 11, 2023, beginning at 2050 for the amount 1.50, the employee is requesting Annual Leave.

Management has indicated that this leave type is scheduled.

Let’s enter the leave.

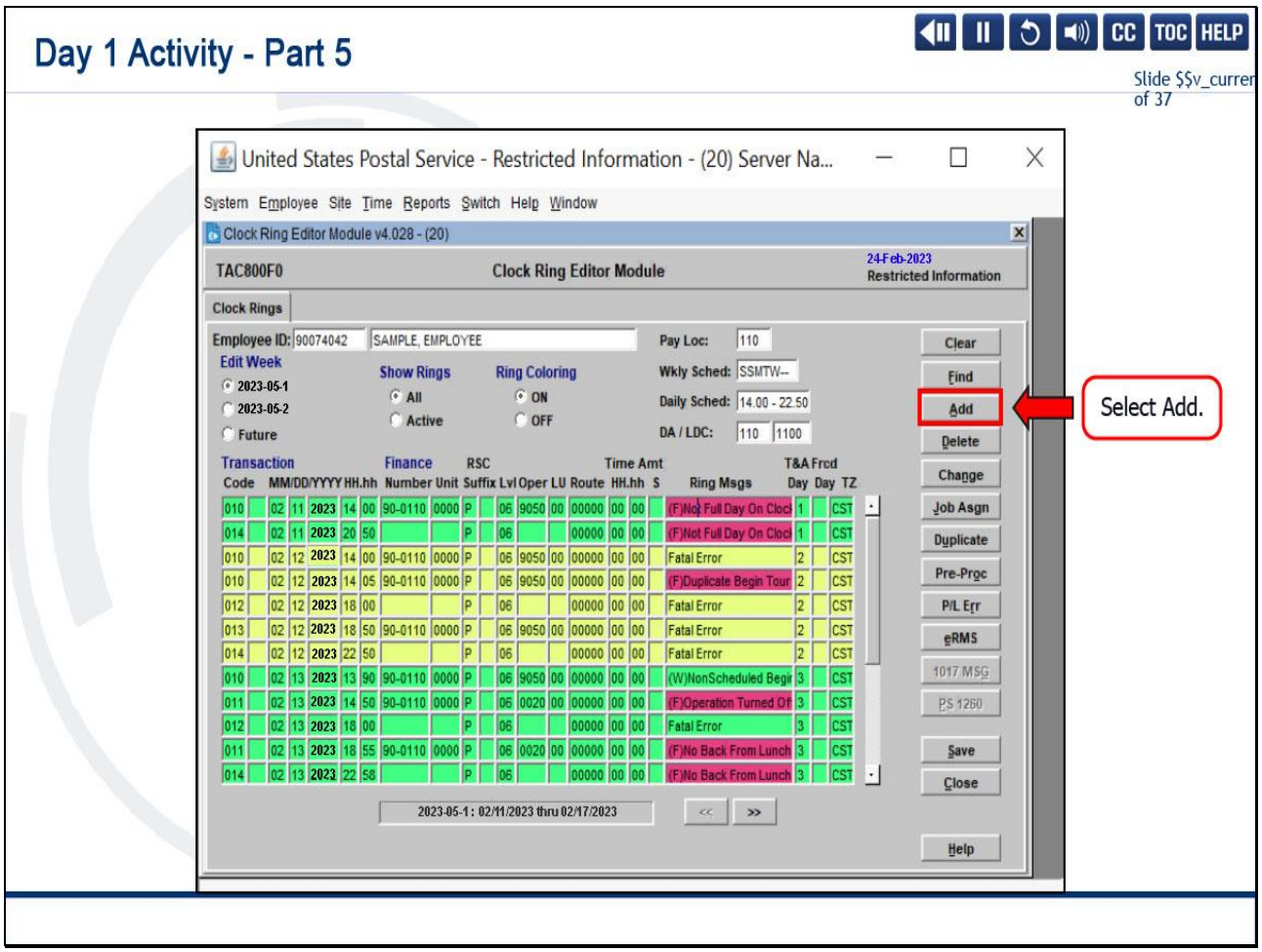
Slide 11 - Day 1 Activity - Part 4



Slide notes

To enter the leave, select the first red Fatal warning.

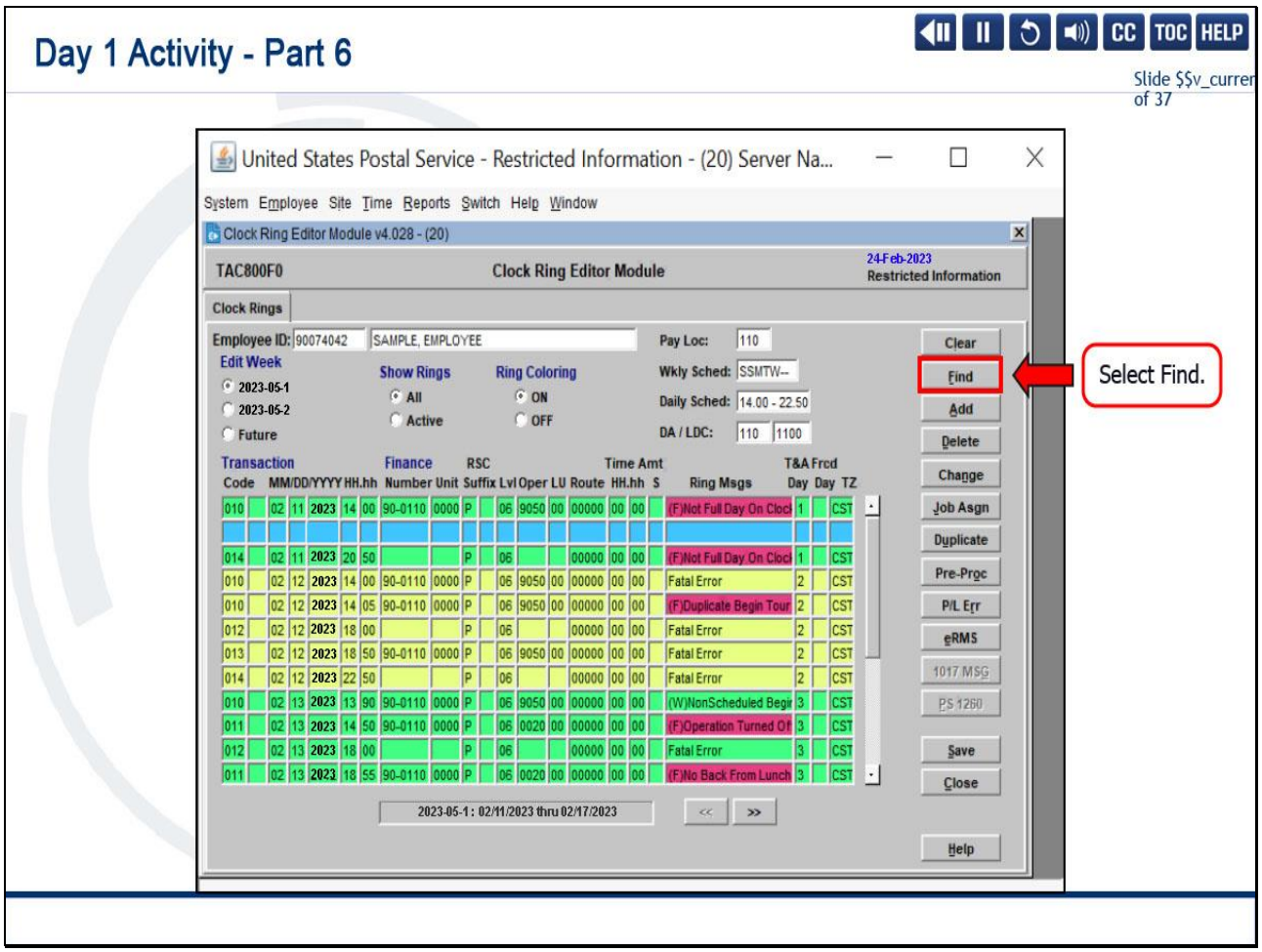
Slide 12 - Day 1 Activity - Part 5



Slide notes

Now, select Add.

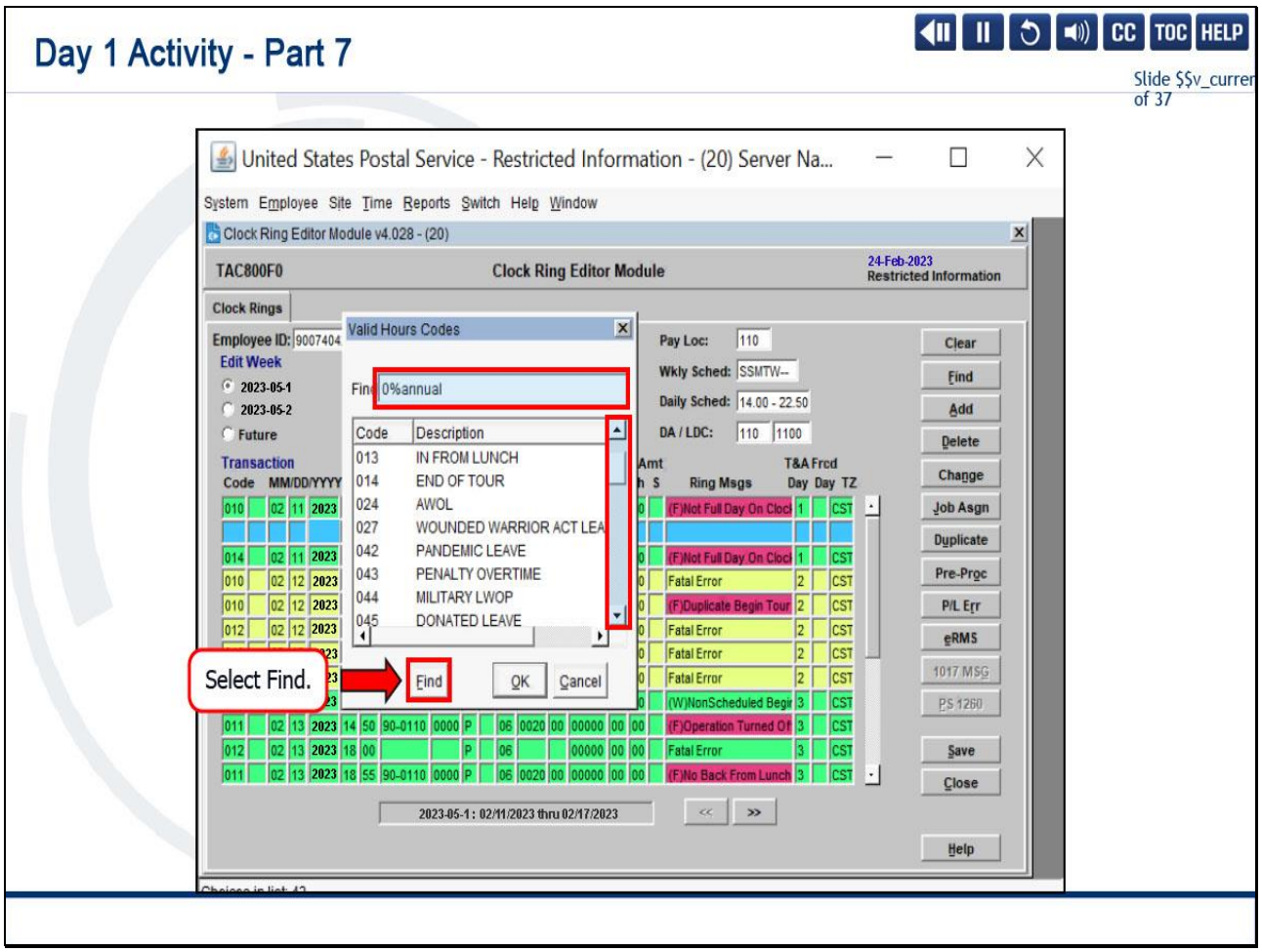
Slide 13 - Day 1 Activity - Part 6



Slide notes

Select Find to locate the transaction code for Annual Leave.

Slide 14 - Day 1 Activity - Part 7

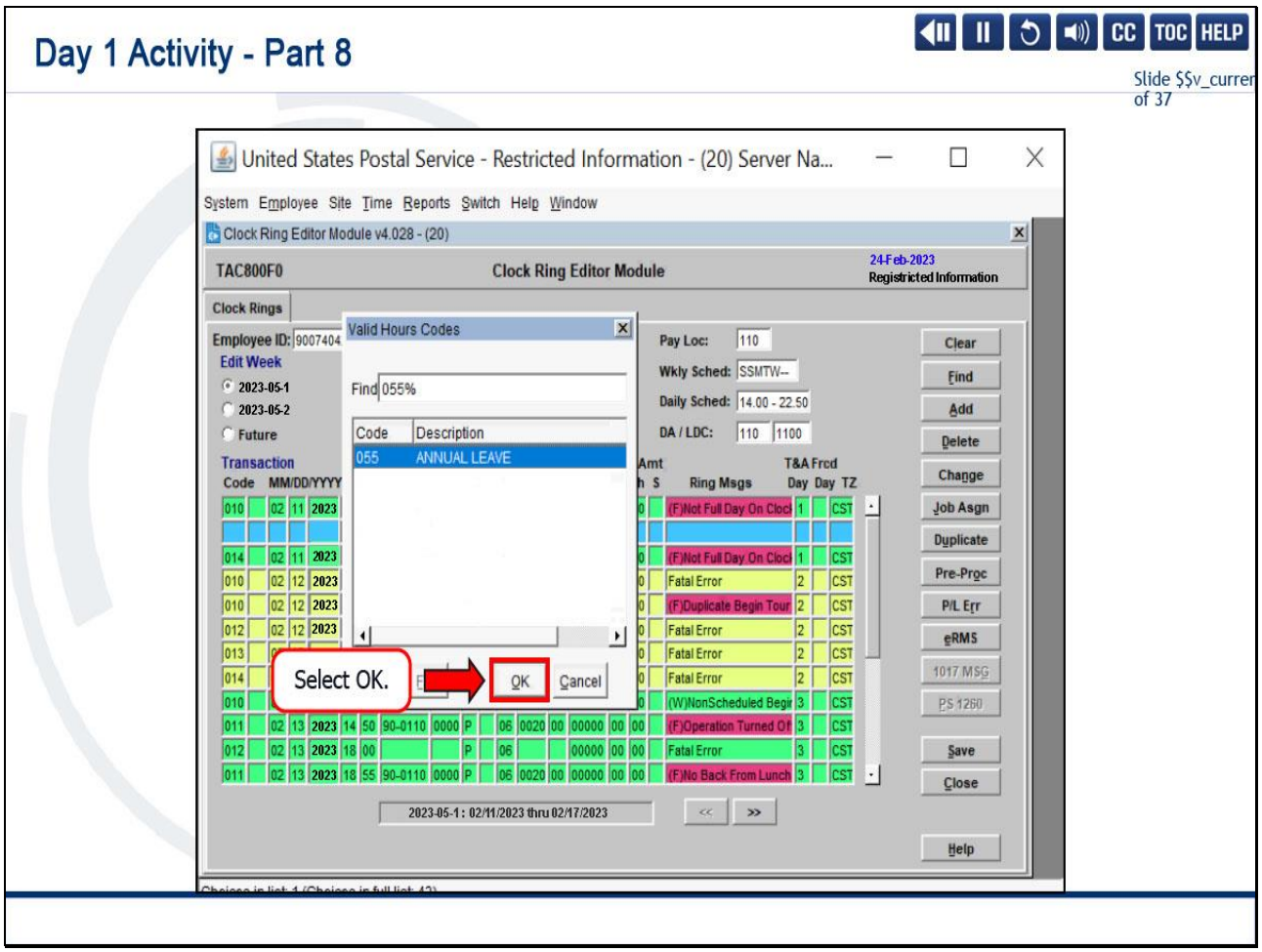


Slide notes

You can either scroll to find the code or you can enter “annual” after the percent sign.

Then, select Find.

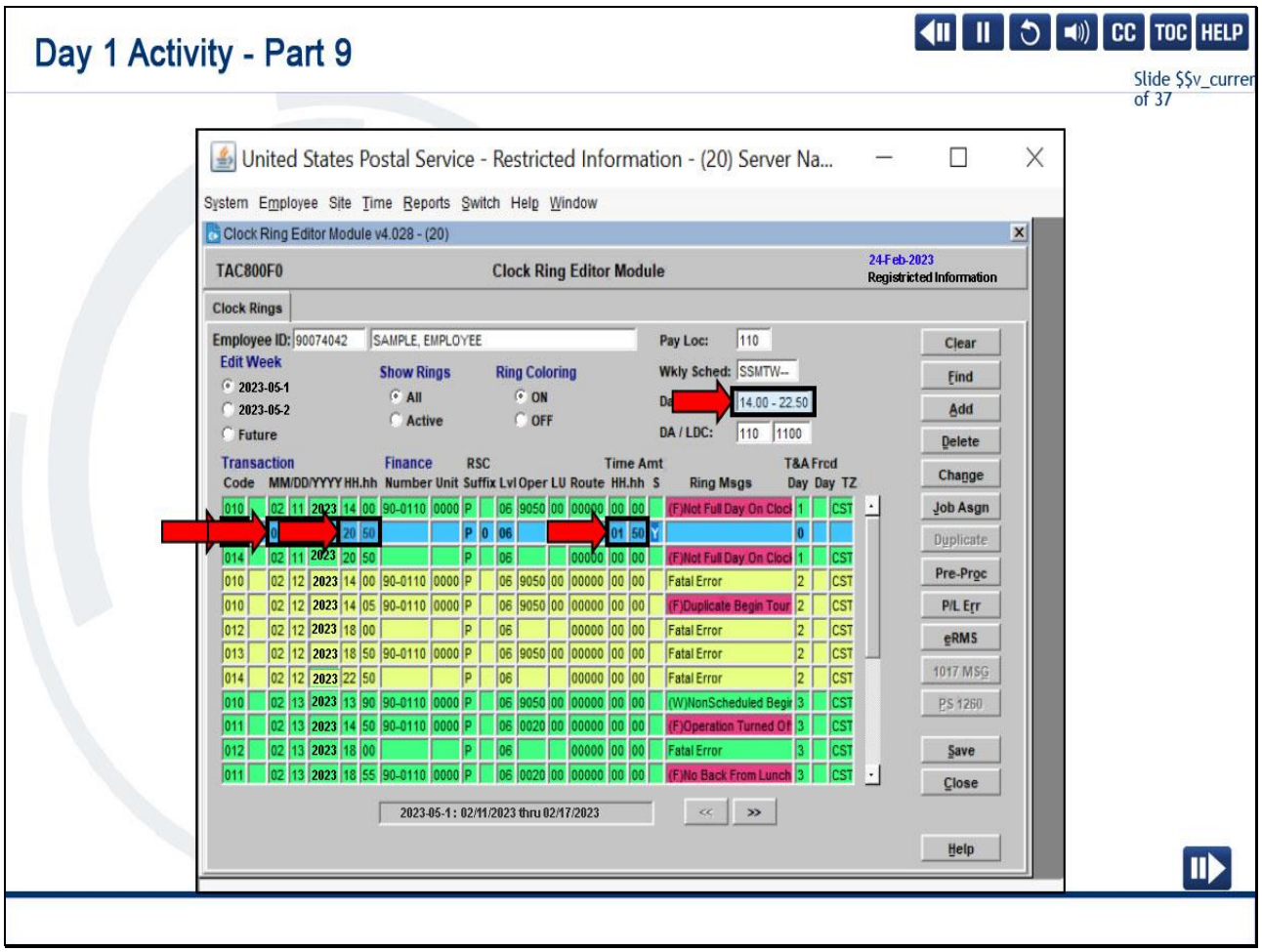
Slide 15 - Day 1 Activity - Part 8



Slide notes

Select OK.

Slide 16 - Day 1 Activity - Part 9



Slide notes

You can see the hours code defaults to the first column.

As you tab across to each cell, verify the date and time.

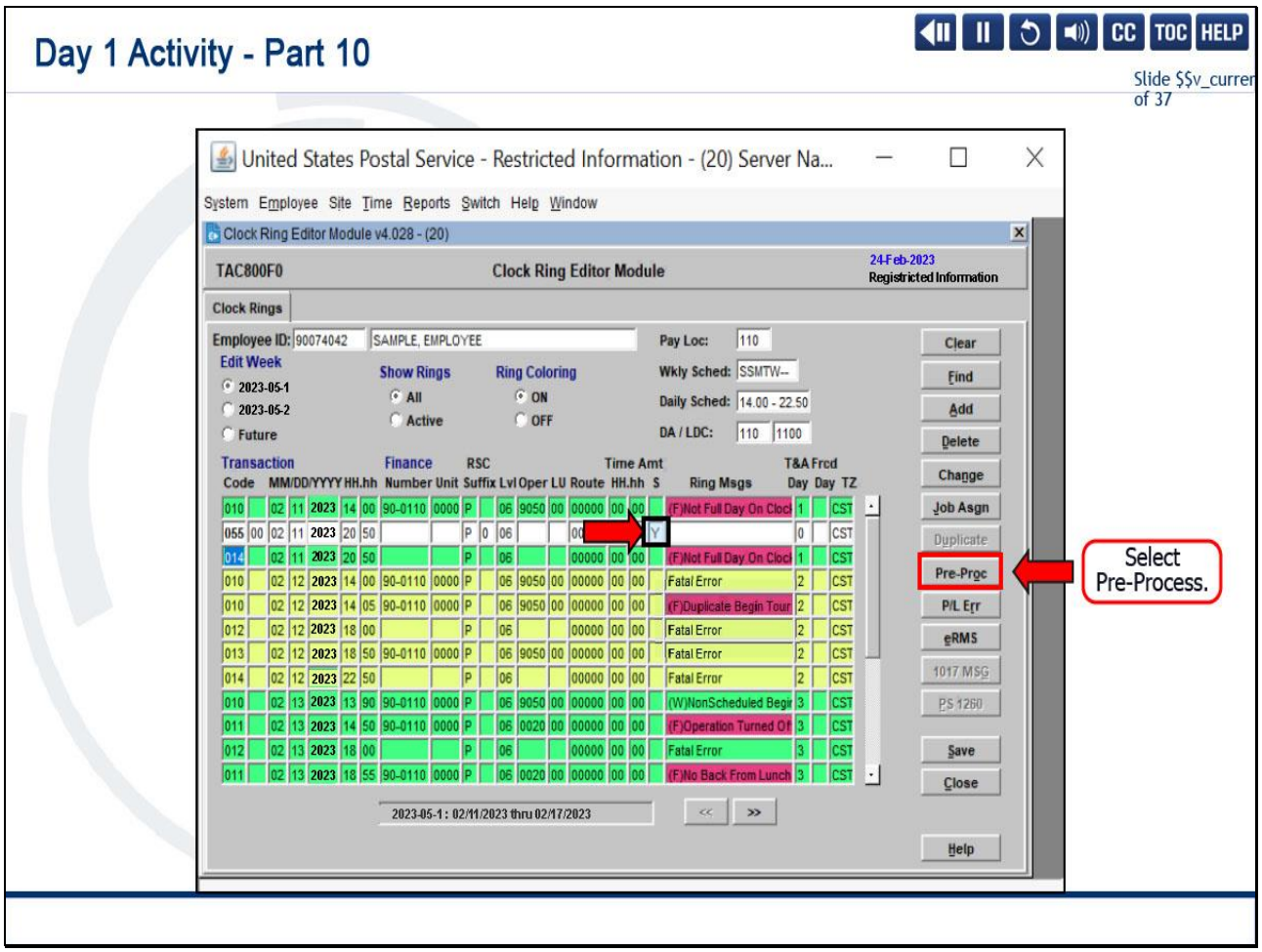
The time is defaulted to 1400, the employee's base Begin Tour.

Let's correct it to 20:50, when the employee left for the day.

The amount defaults to eight hours.

Let's enter 0150 based on the Pre-Process and the 3971.

Slide 17 - Day 1 Activity - Part 10

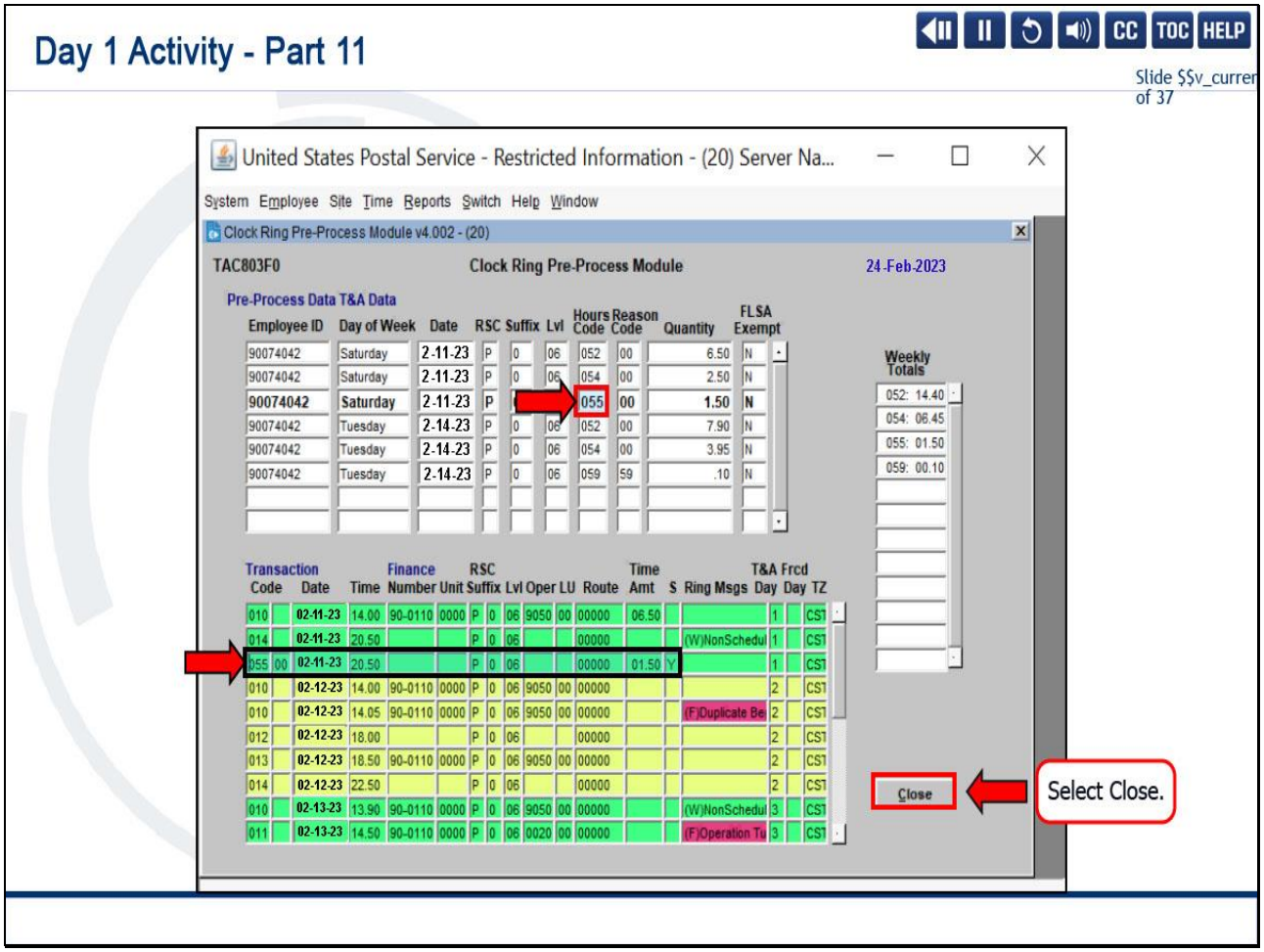


Slide notes

Management has also indicated that this leave is scheduled in advance.

Type “Y” for yes, then select Pre-Process.

Slide 18 - Day 1 Activity - Part 11



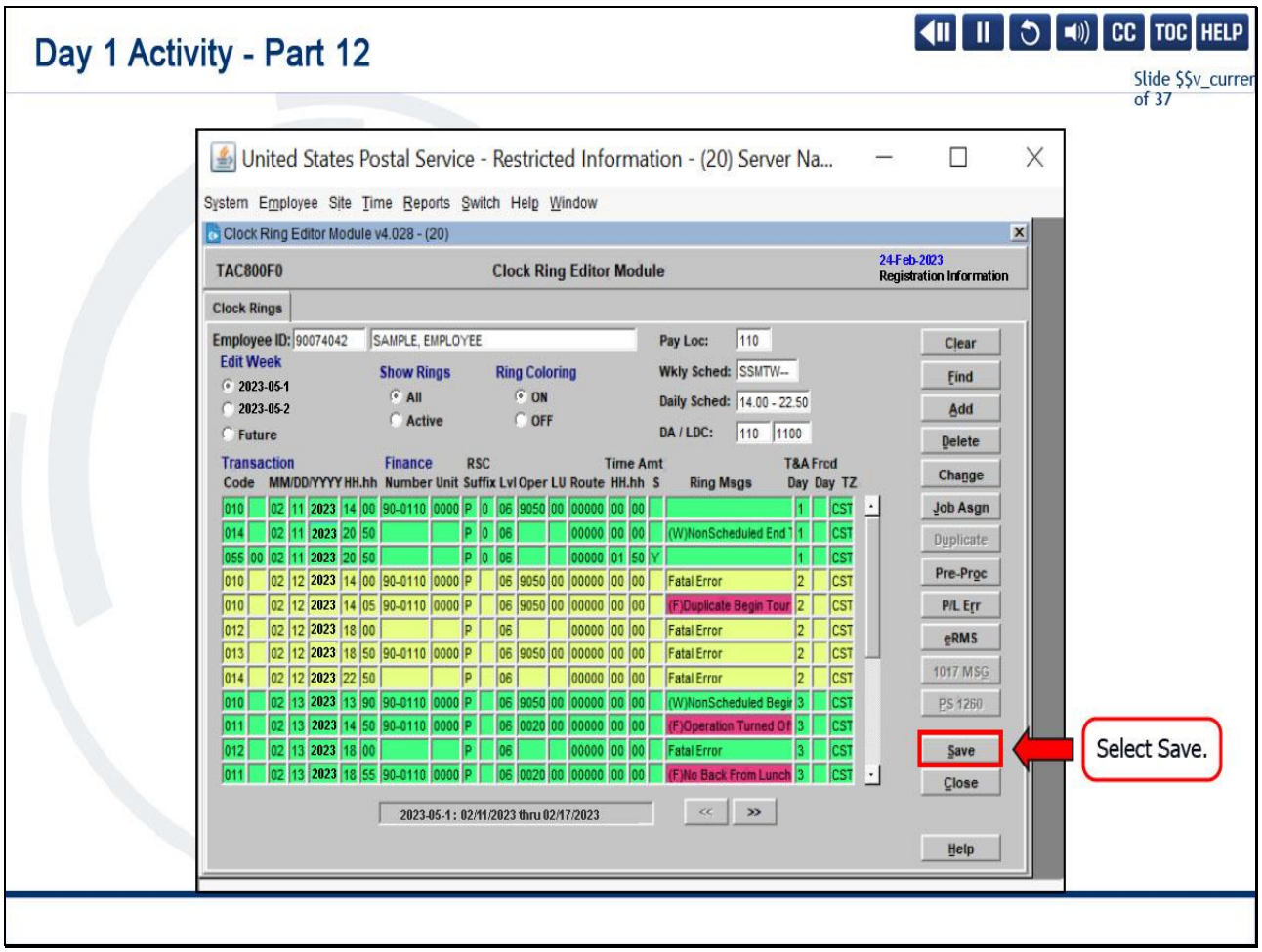
Slide notes

In the top section, you can see Hours Code 055 is now placed in the correct section,

and in the yellow/green section at the bottom, we can see that the Annual Leave has been applied to the correct date.

Let’s select Close.

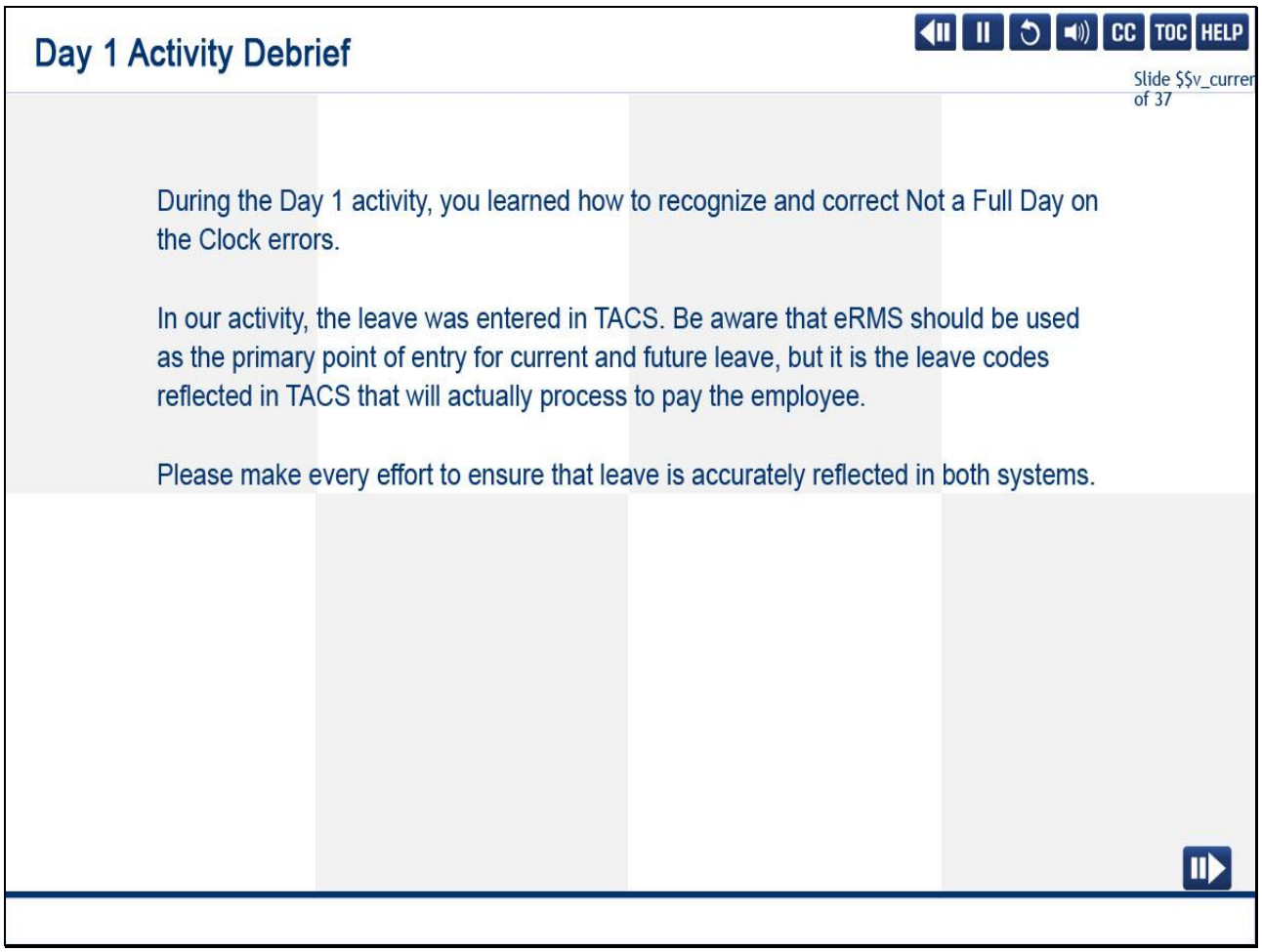
Slide 19 - Day 1 Activity - Part 12



Slide notes

Now select Save to finish.

Slide 20 - Day 1 Activity Debrief



Slide notes

During the Day 1 activity, you learned how to recognize and correct Not a Full Day on the Clock errors.

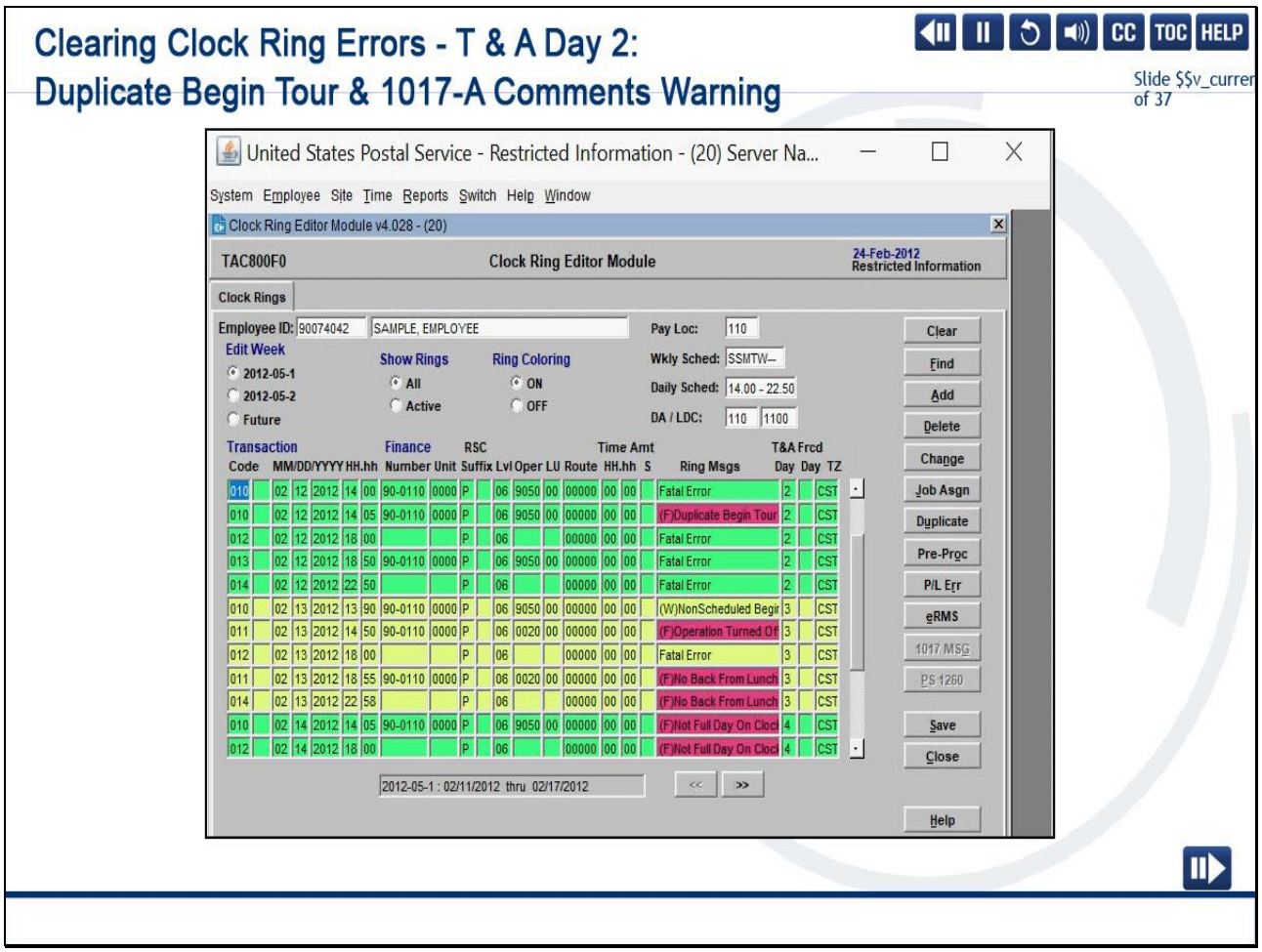
In our activity, the leave was entered in TACS.

Be aware that eRMS should be used as the primary point of entry for current and future leave, but it is the leave codes reflected in TACS that will actually process to pay the employee.

Please make every effort to ensure that leave is accurately reflected in both systems.

On to Day 2. Let’s see what errors require our attention.

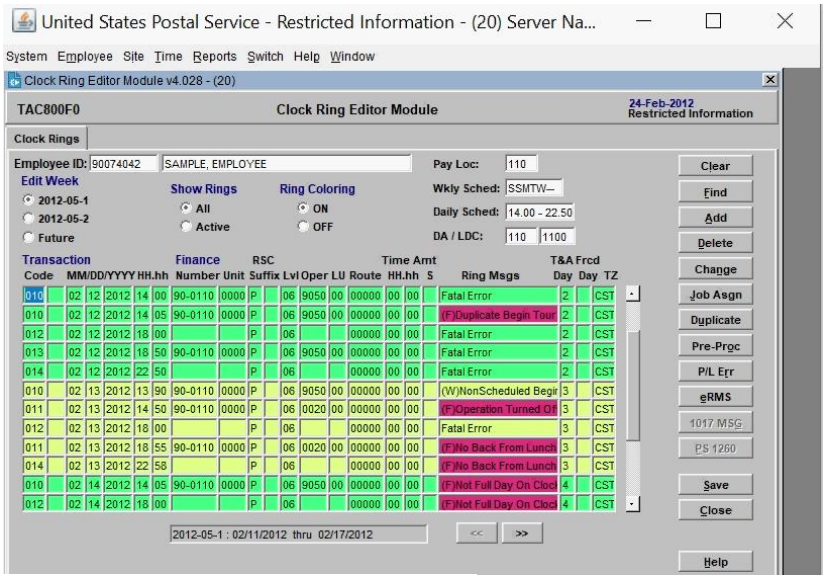
Slide 21 - Clearing Clock Ring Errors- T&A Day 2: Duplicate Begin Tour & 1017-A Comments Warning



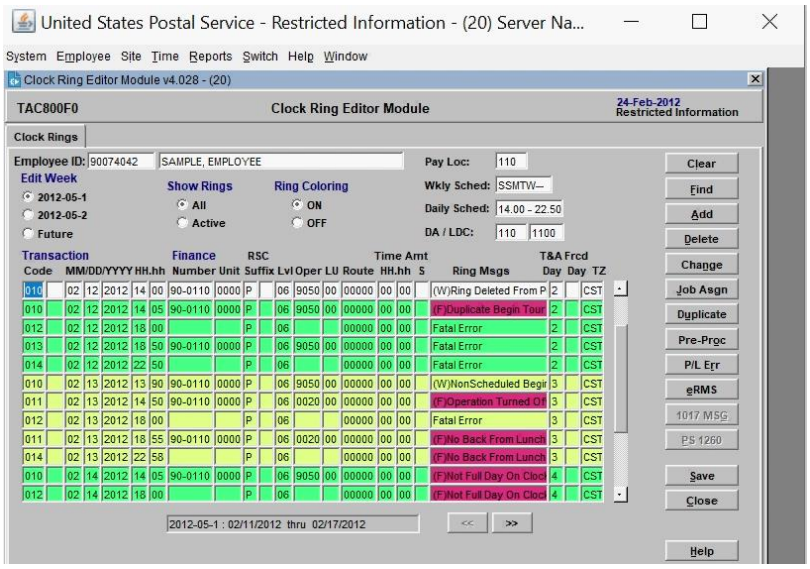
Slide notes

On Time and Attendance Day 2, we will learn how to correct the Fatal Error Duplicate Begin Tour and a 1017-A Comments Needed Warning.

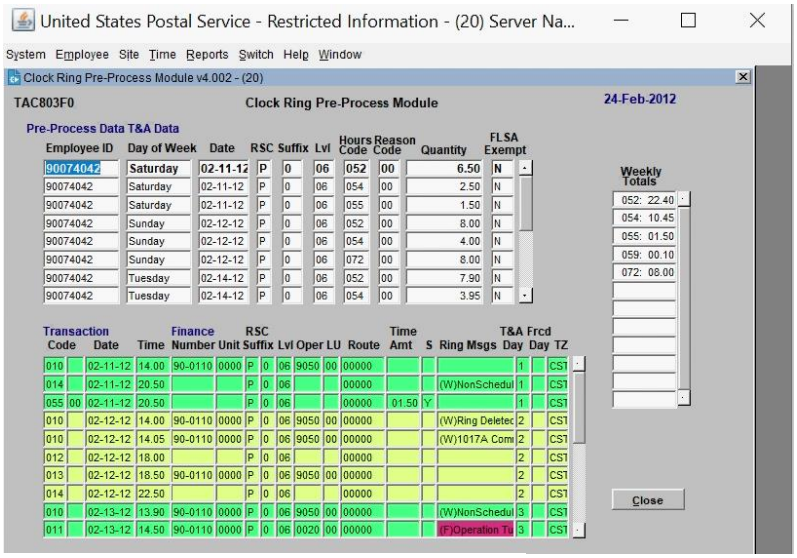
Let’s correct the fatal error of February 12, 2012.



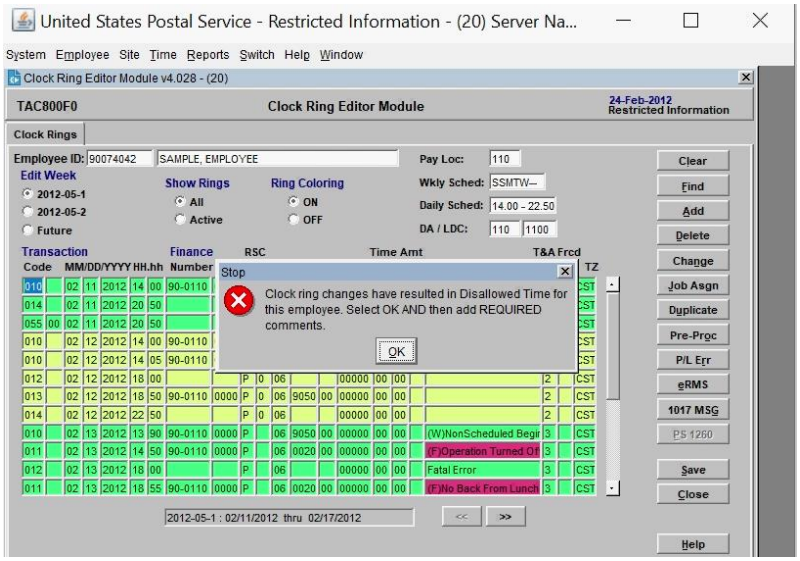
Let's correct the fatal error of February 12, 2012.
The Ring Message displays, Duplicate Begin Tour.
In this scenario, we have to speak to the employee to find out which is the incorrect Begin Tour.
The employee stated that the incorrect Begin Tour was 1400.
Coworker Pepper Pots stated that she used the incorrect timecard.
Let's select 1400.
Click Delete.



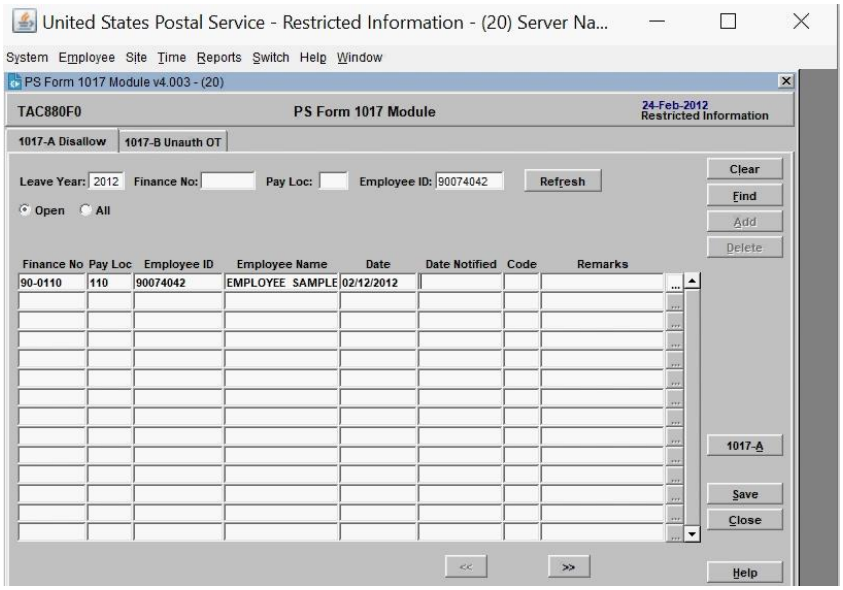
Pre-Process.



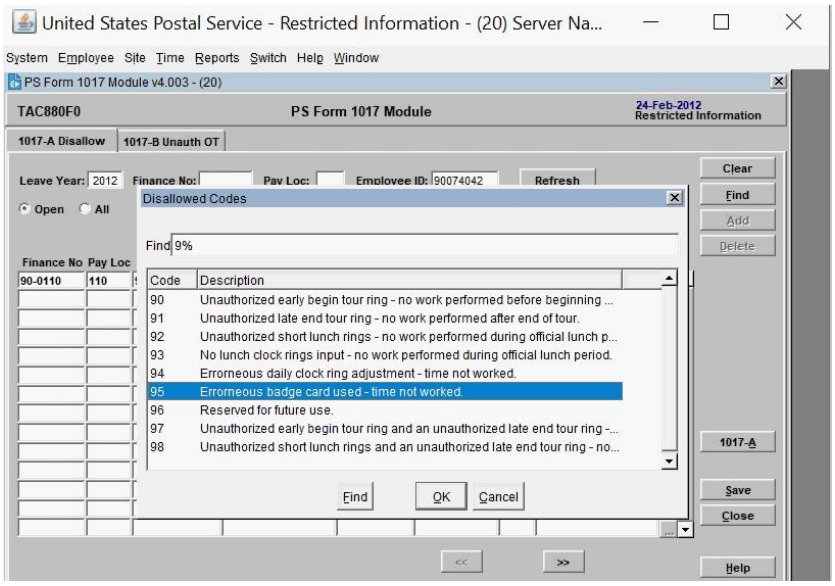
We can see the incorrect Begin Tour has been deleted.
And we have a new warning.
1017-A Comments needed.
Click Close, then Save.



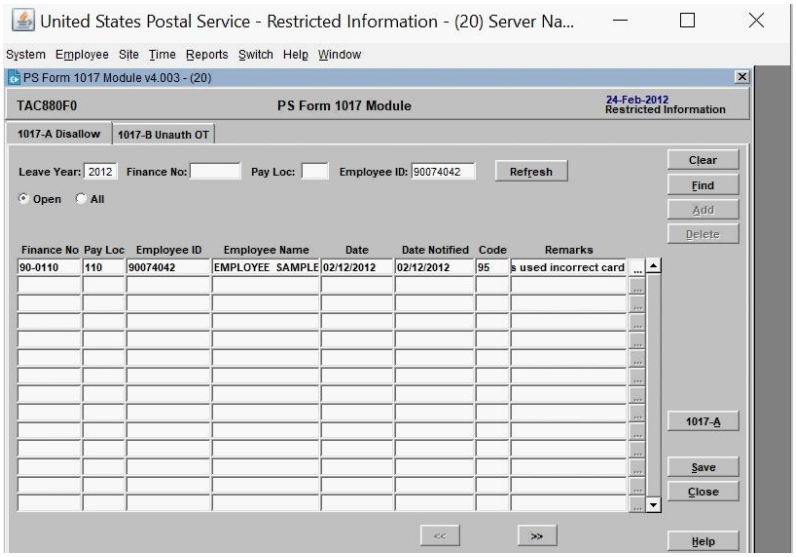
Receive the pop-up, "Stop. Clock ring changes have resulted in Disallowed Time for this employee.
Select OK AND then add REQUIRED comments."



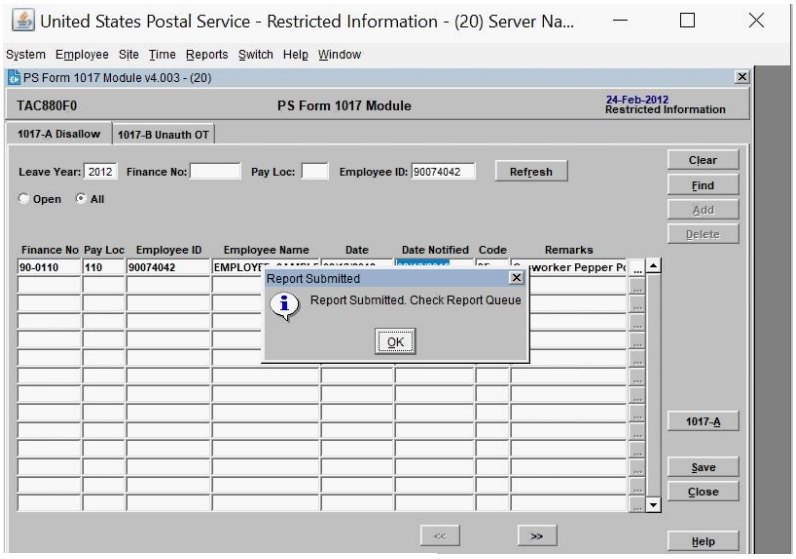
In order is disallow an employee's time, there are three factors that are required.
Management must have personal knowledge that the employee is not performing postal work,
you must discuss the disallowance of time with the employee,
and you must document the disallowance of time.



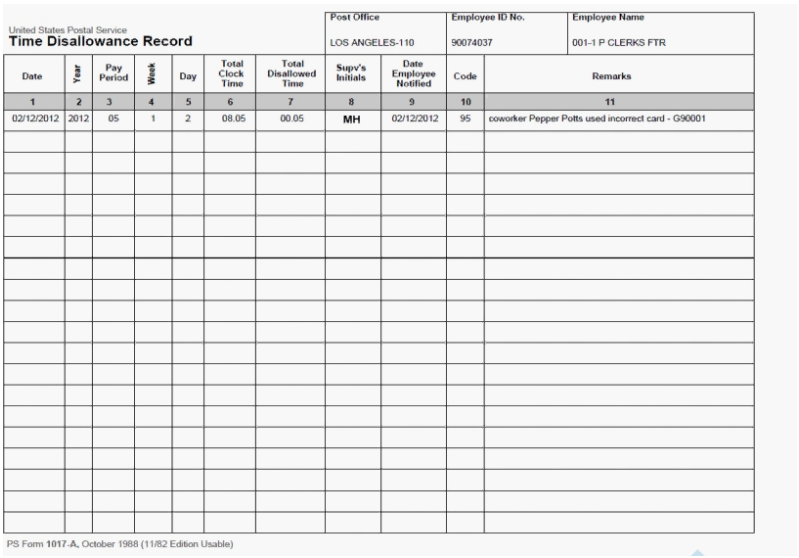
We will apply the information while we notify the employee on February 12, 2012.
Locate the correct code for disallowance, which is code 95: Erroneous badge card used - time not worked,



and enter in the remarks that the employee stated, “Co-worker Pepper Pots used incorrect card.”
Click Save.



Then, select All and click the 1017-A button.
Your report has been submitted. Check the Report Queue.
Click OK.



United States Postal Service
Time Disallowance Record

Post Office	Employee ID No.	Employee Name
LOS ANGELES-110	90074037	001-1 P CLERKS FTR

Date	Year	Pay Period	Week	Day	Total Clock Time	Total Disallowed Time	Supv's Initials	Date Employee Notified	Code	Remarks
1	2	3	4	5	6	7	8	9	10	11
02/12/2012	2012	05	1	2	08.05	00.05	MH	02/12/2012	95	coworker Pepper Potts used incorrect card - G90001

PS Form **1017-A**, October 1988 (11/82 Edition Usable)

We now have the proper documentation,

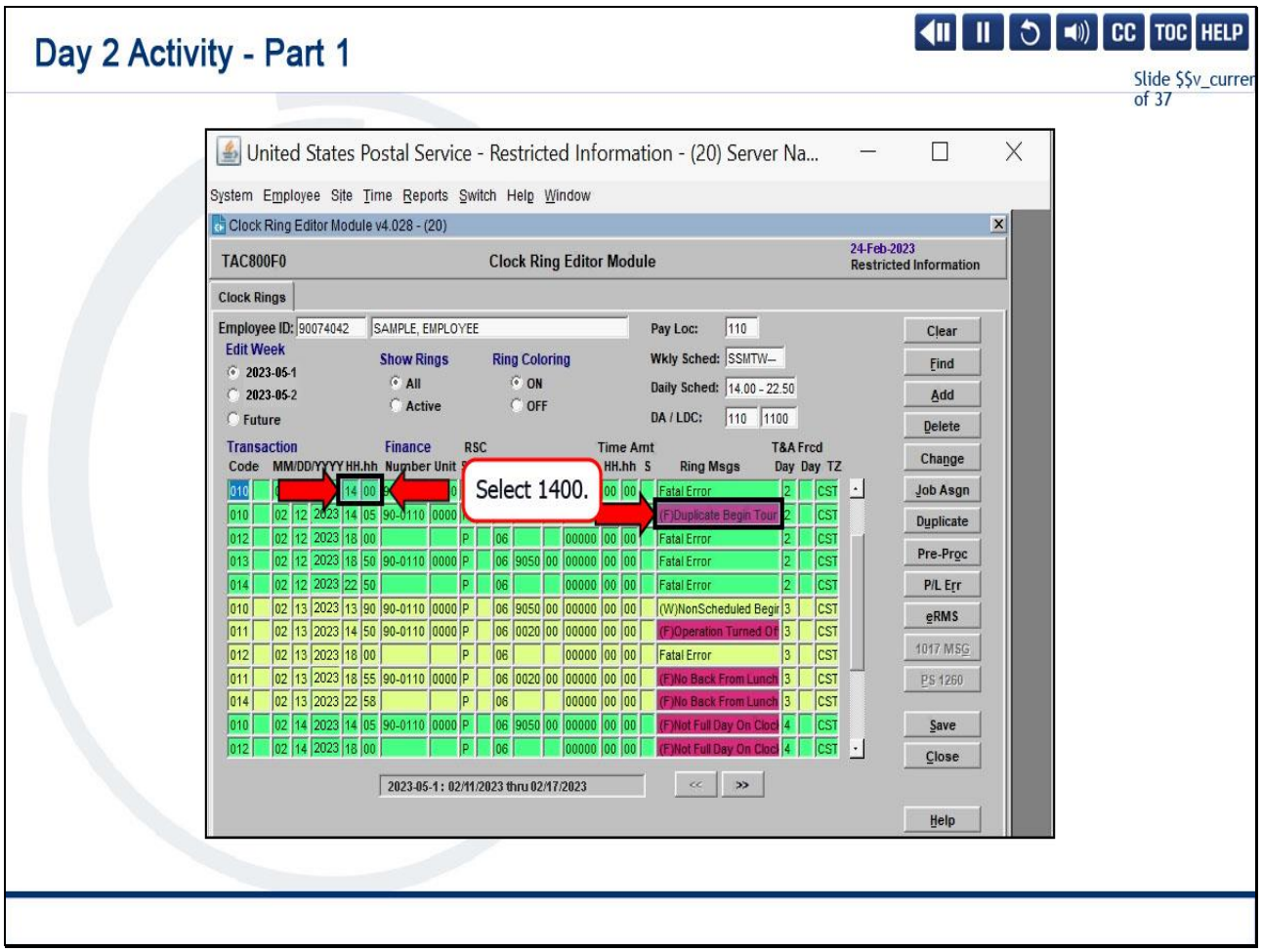
the PS Form 1017-A, and this must be retained locally.

Slide 22 - Day 2 Activity - Start

Slide notes

Now you will practice clearing errors that you observed on the T & A Day 2 Video.

Slide 23 - Day 2 Activity - Part 1



Slide notes

Let’s correct the fatal error of February 12, 2023.

The Ring Message displays, “Duplicate Begin Tour.”

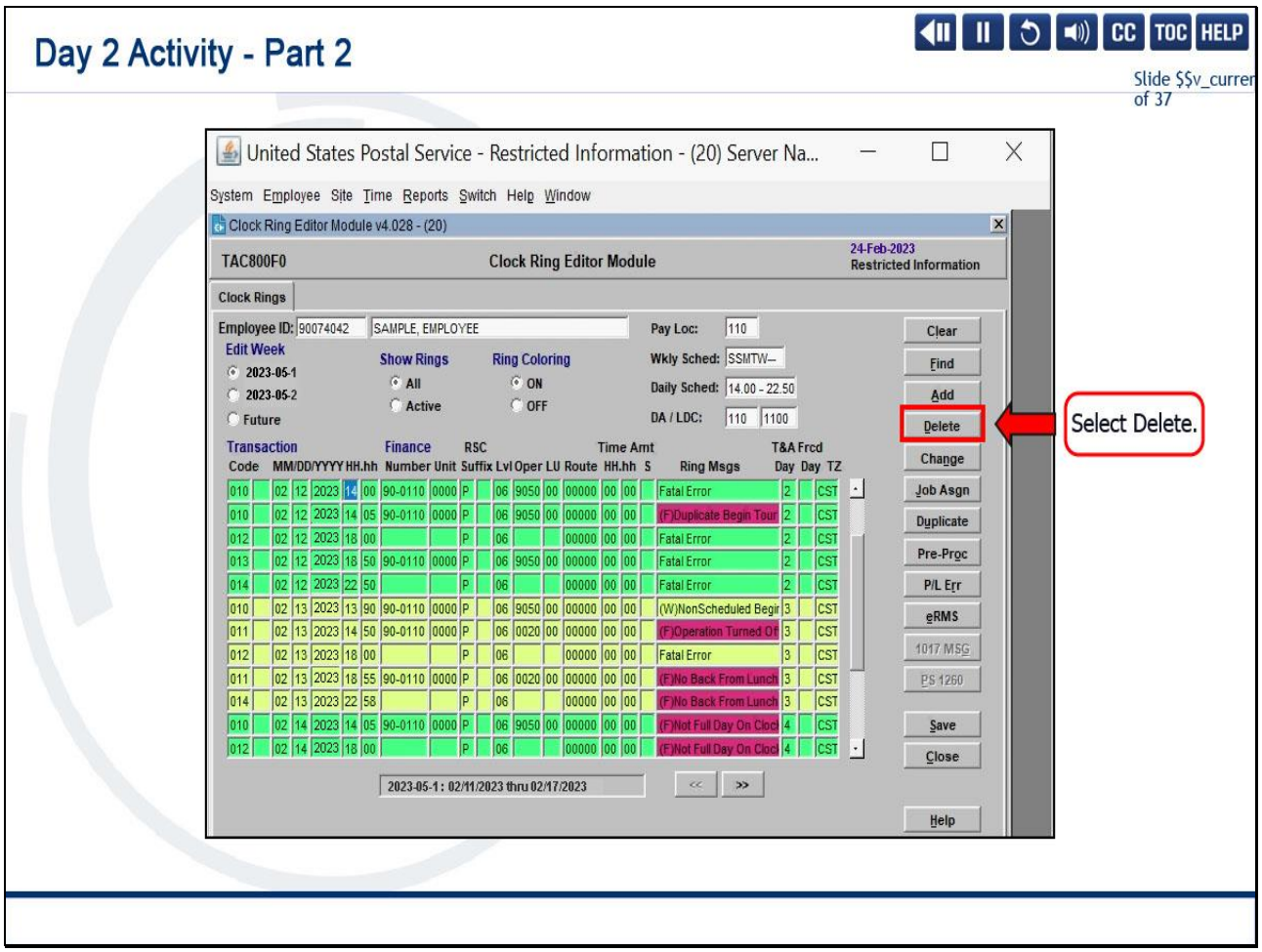
In this scenario, we have to speak to the employee to find out which is the incorrect Begin Tour.

The employee stated that the incorrect Begin Tour was 1400.

Coworker Pepper Potts stated that she used the incorrect timecard.

Let’s select 1400.

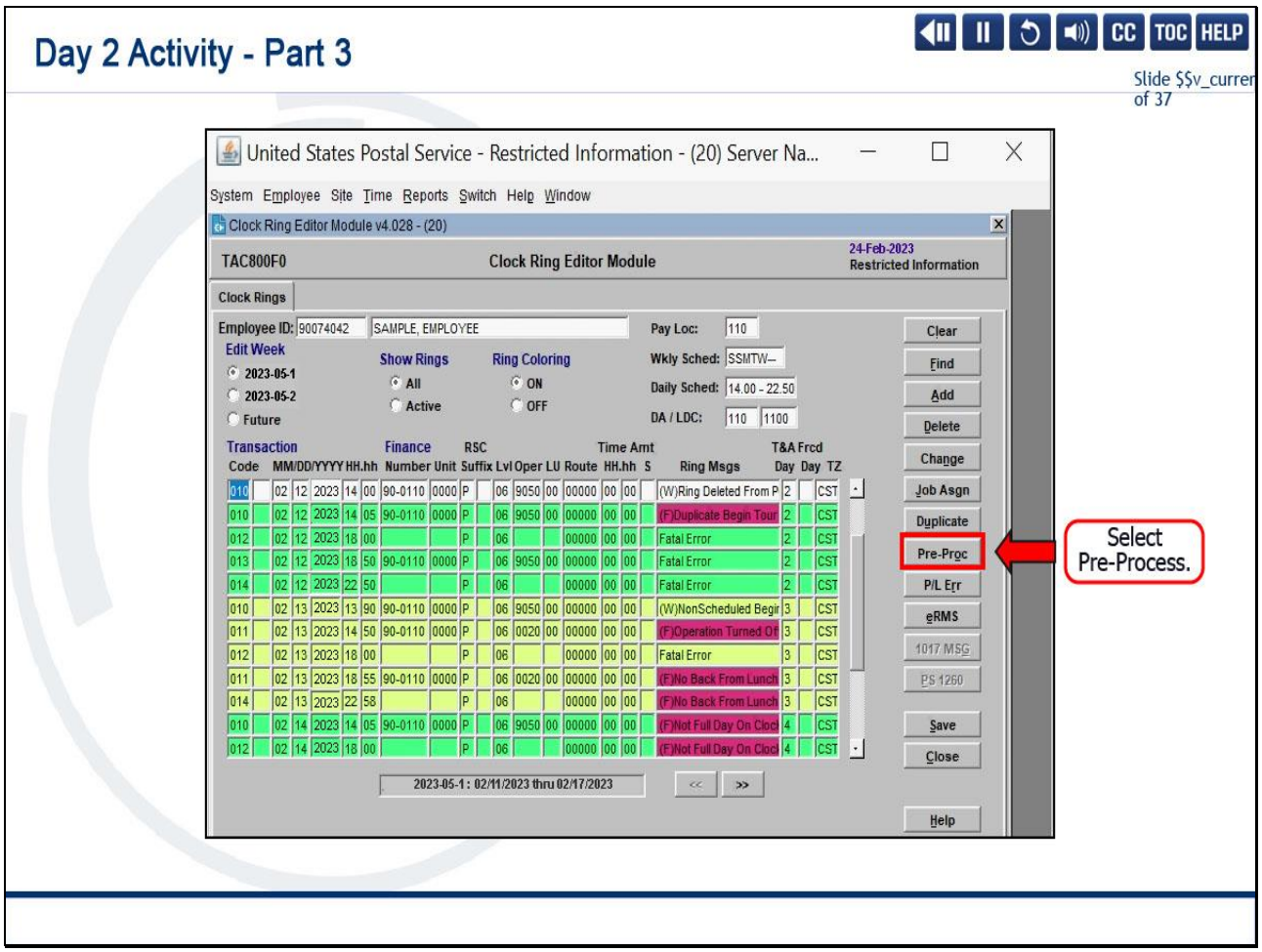
Slide 24 - Day 2 Activity - Part 2



Slide notes

Select Delete.

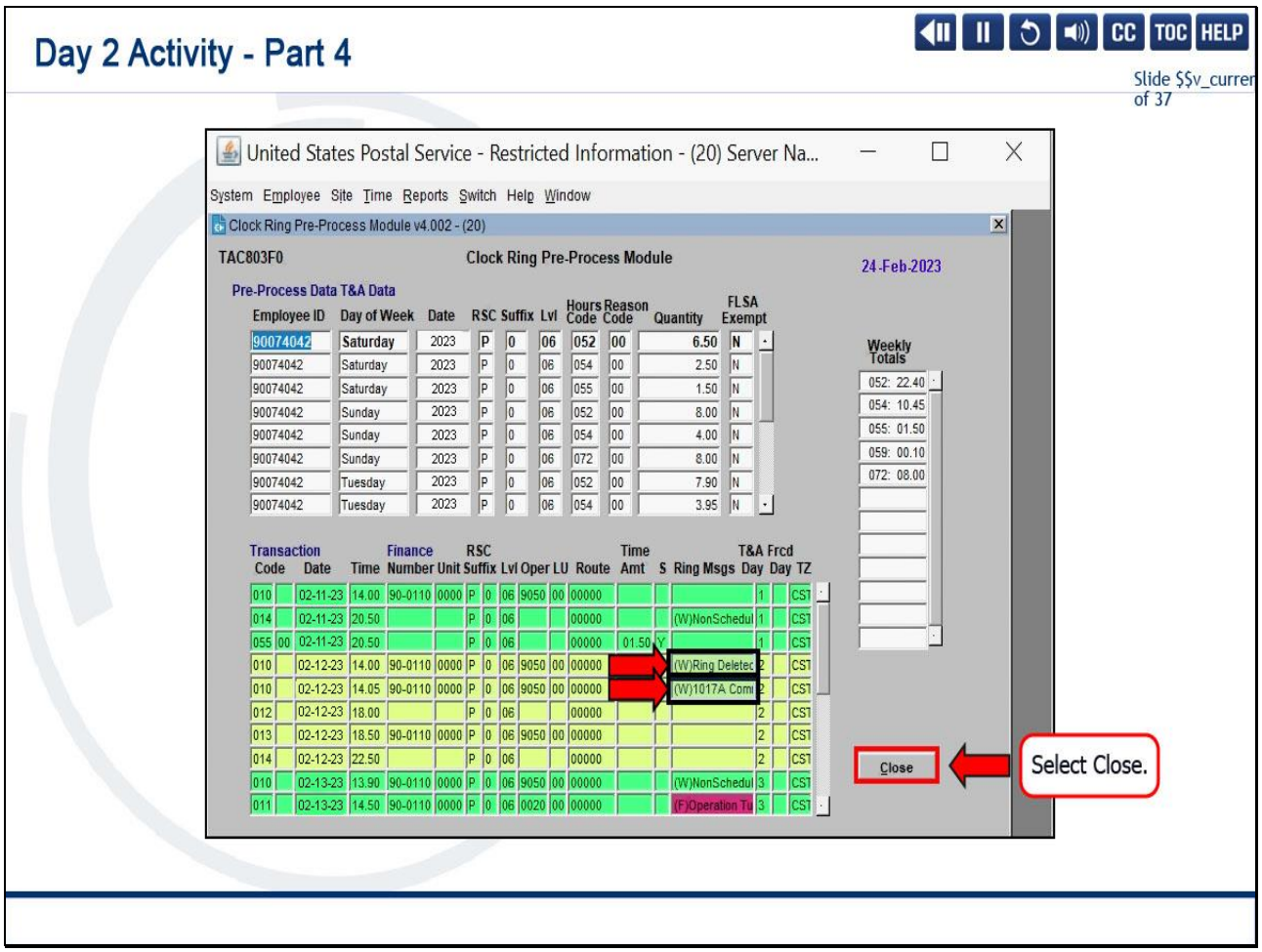
Slide 25 - Day 2 Activity - Part 3



Slide notes

Select Pre-Process.

Slide 26 - Day 2 Activity - Part 4



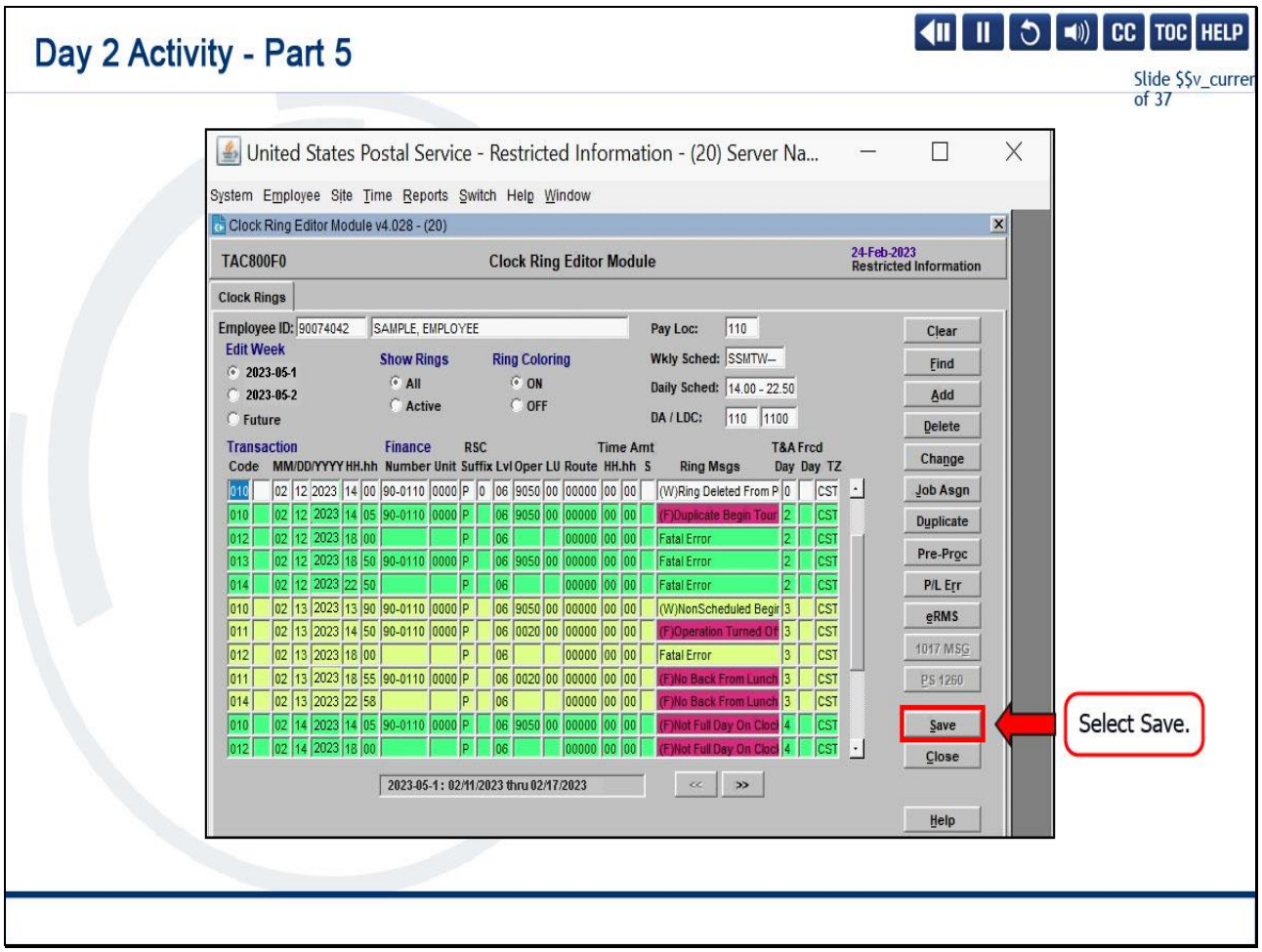
Slide notes

We can see the incorrect Begin Tour is being deleted.

And we have a new warning: “1017-A Comments Needed.”

Select Close.

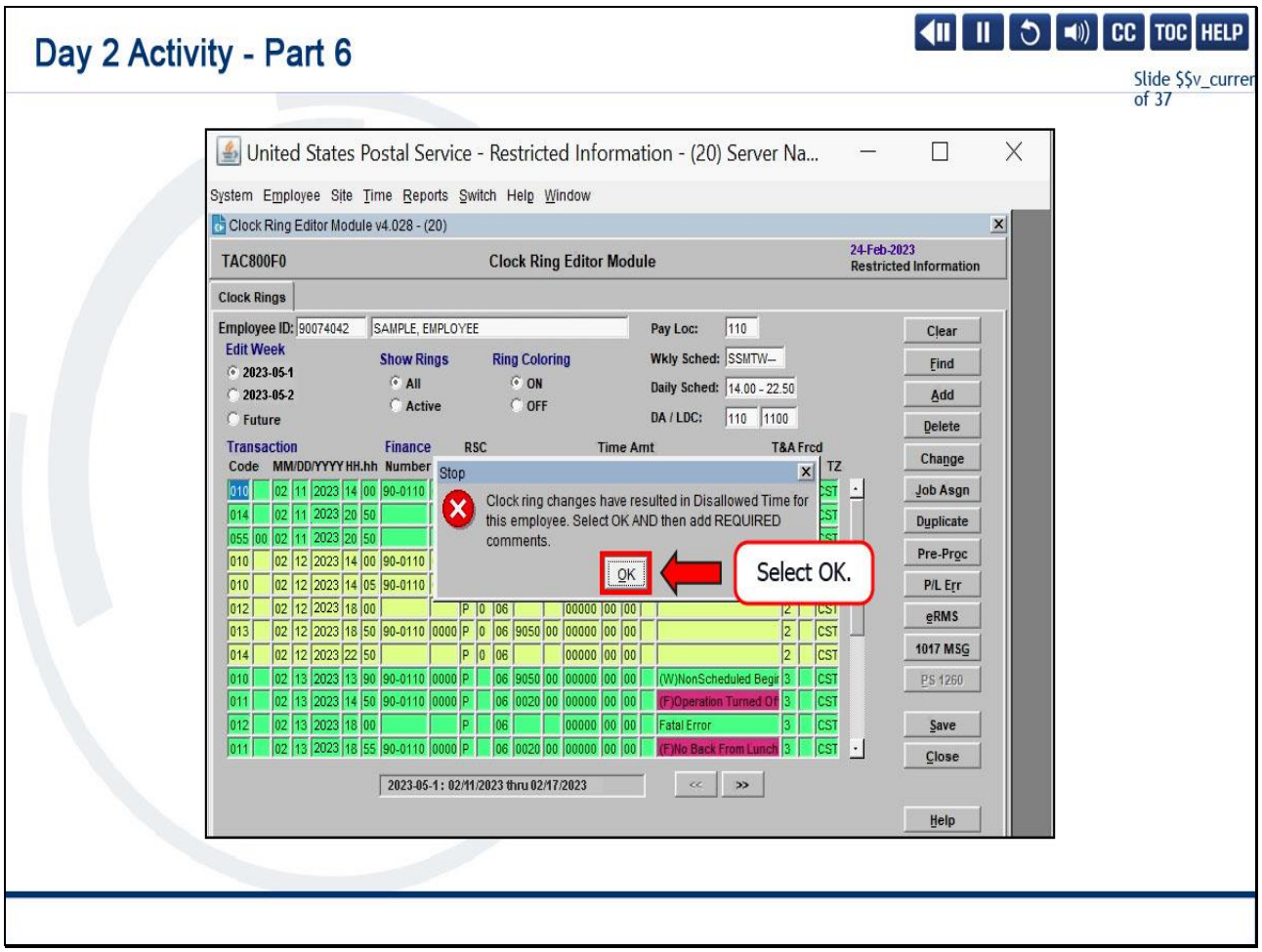
Slide 27 - Day 2 Activity - Part 5



Slide notes

Then, select Save.

Slide 28 - Day 2 Activity - Part 6



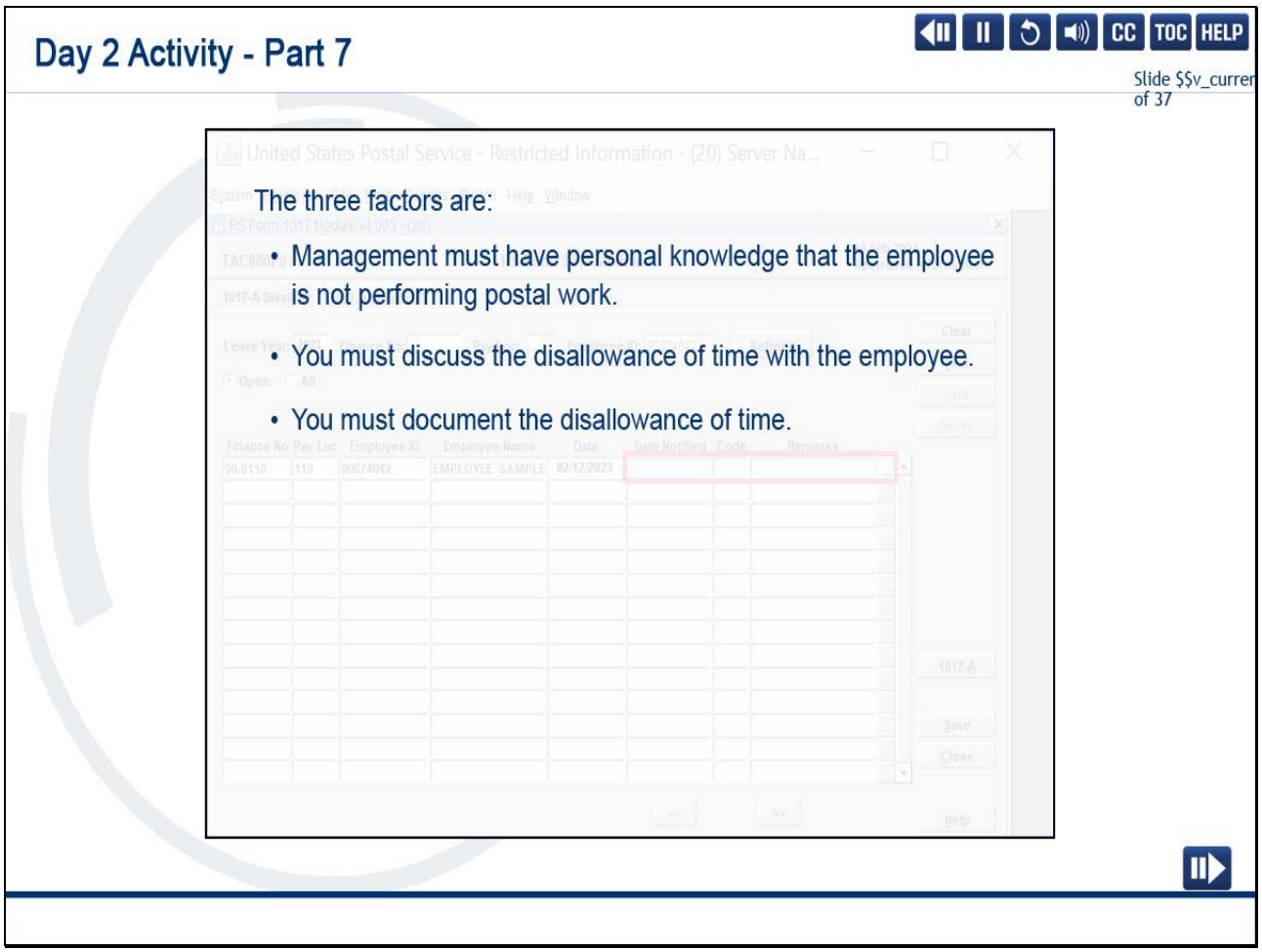
Slide notes

You receive a pop-up:

“Stop. Clock ring changes have resulted in Disallowed Time for this employee.”

Select OK to add the required comments.

Slide 29 - Day 2 Activity - Part 7



Slide notes

To disallow an employee's time, there are three factors that are required.

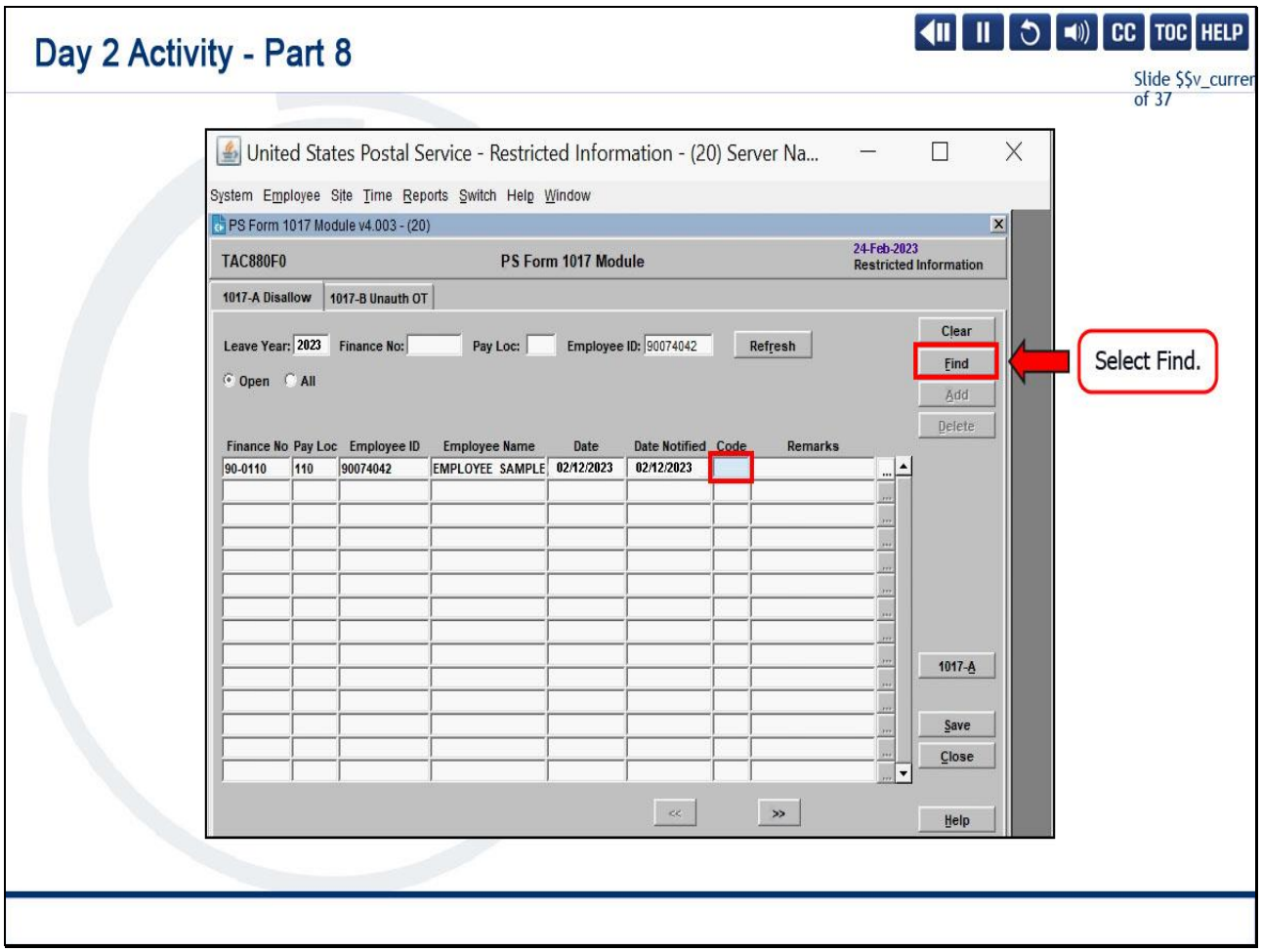
Management must have personal knowledge that the employee is not performing postal work,

you must discuss the disallowance of time with the employee,

and you must document the disallowance of time.

We will apply the information while we notify the employee on February 12, 2023.

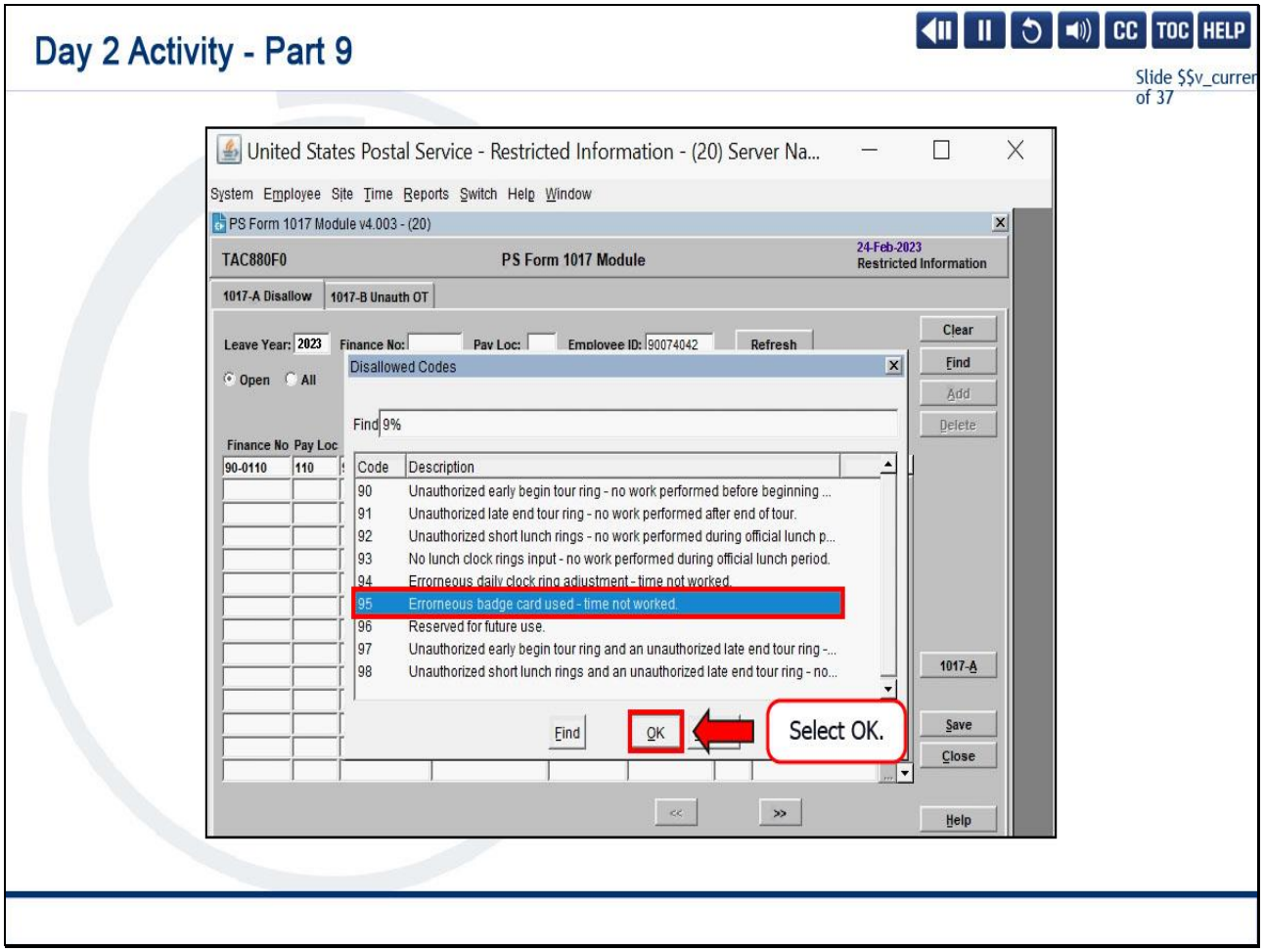
Slide 30 - Day 2 Activity - Part 8



Slide notes

Tab to the Code field and select Find.

Slide 31 - Day 2 Activity - Part 9

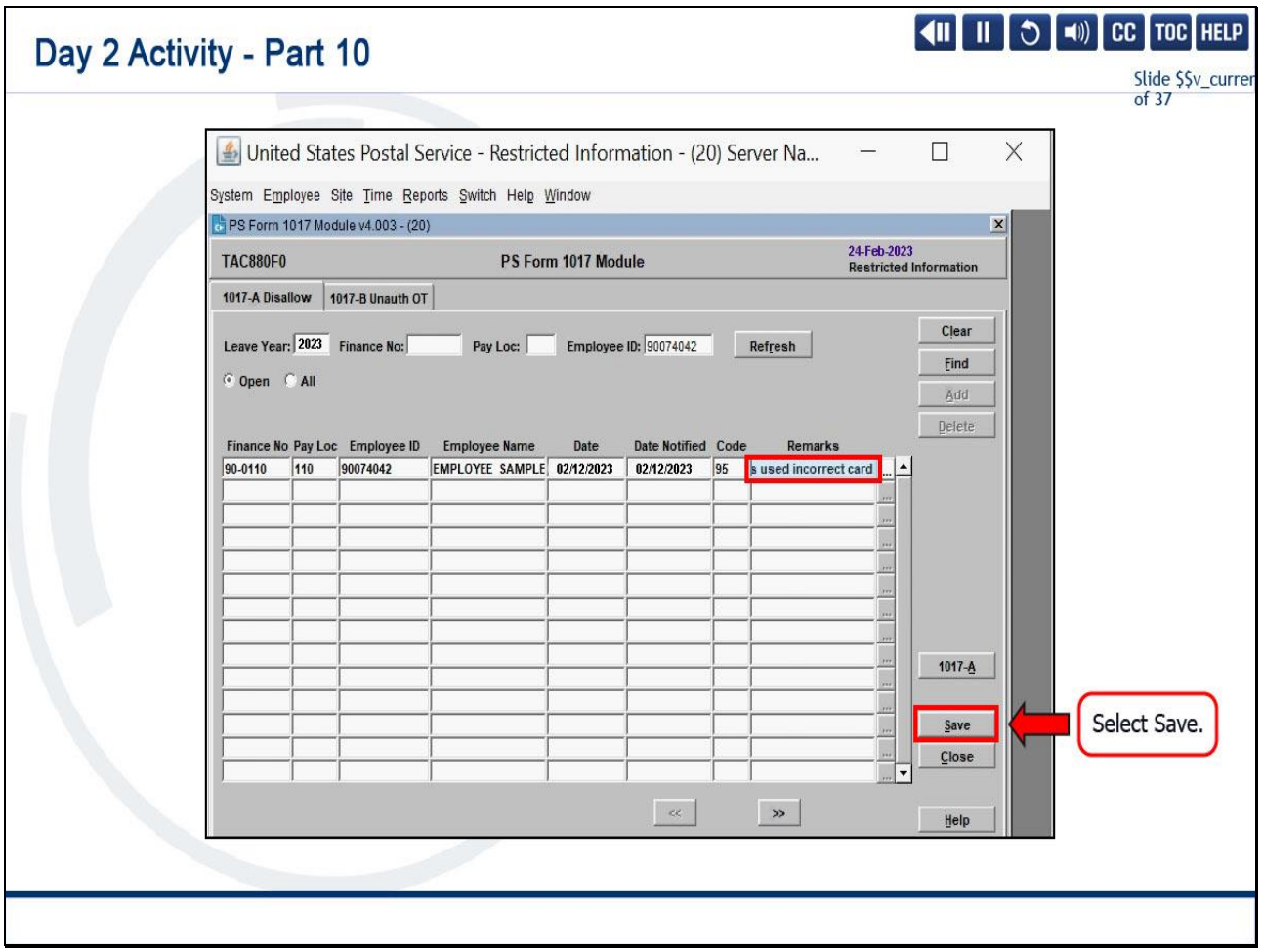


Slide notes

Locate the correct code for disallowance, which is Code 95, Erroneous badge card used - time not worked.

Select OK.

Slide 32 - Day 2 Activity - Part 10

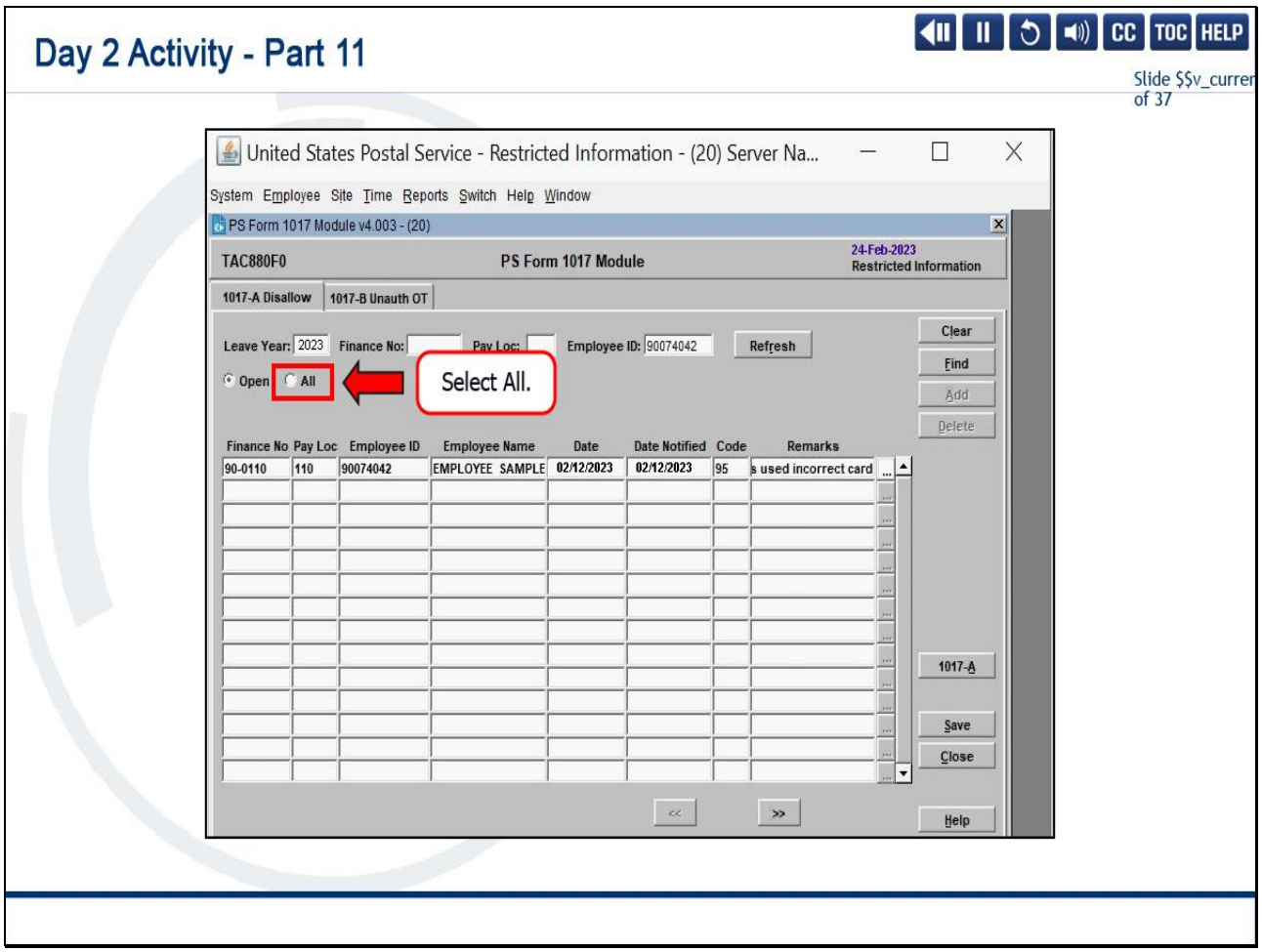


Slide notes

Enter in the remarks that the employee stated, “Co-worker Pepper Potts used incorrect card.”

Select Save.

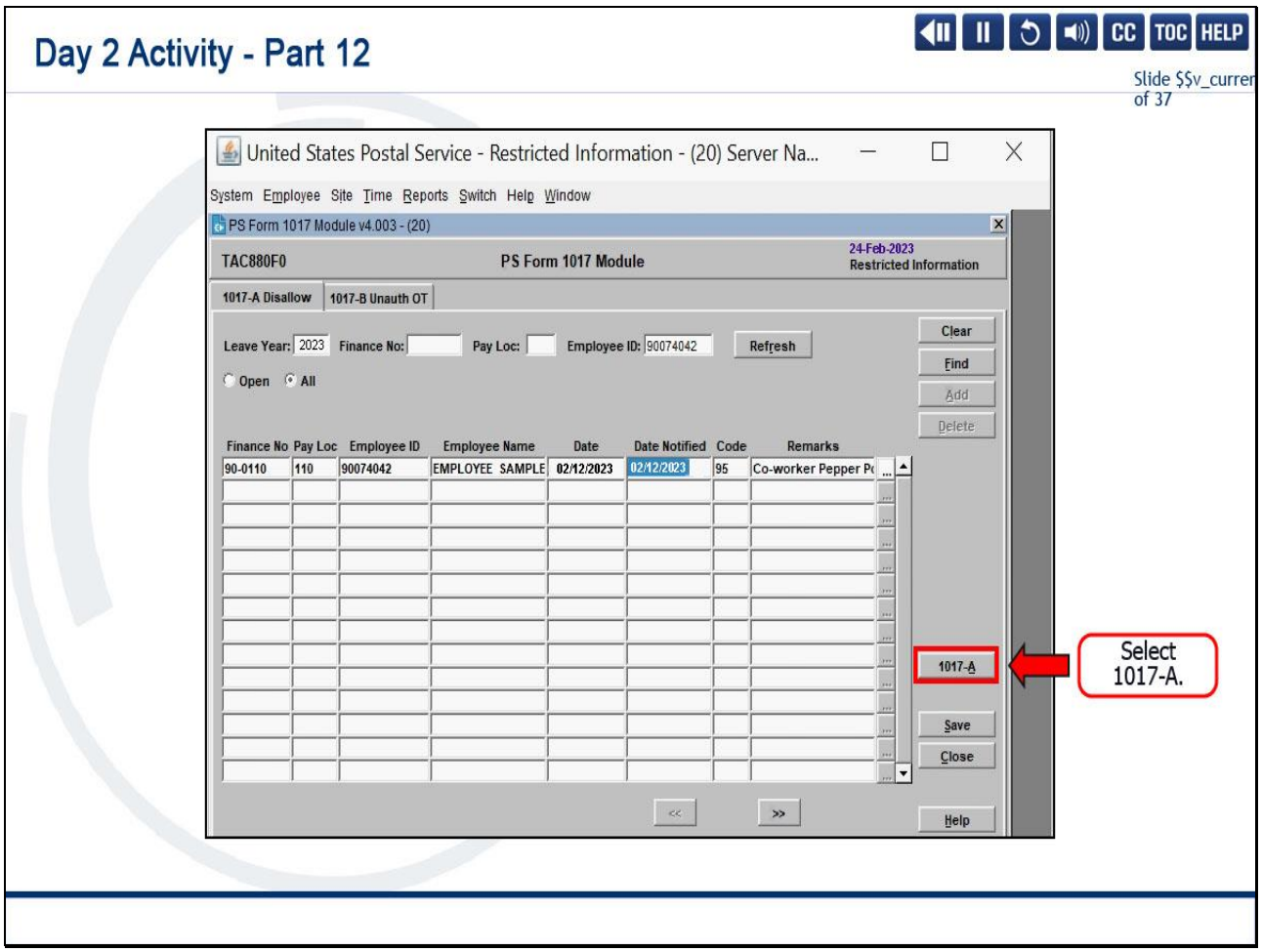
Slide 33 - Day 2 Activity - Part 11



Slide notes

Then select the “All” radio button.

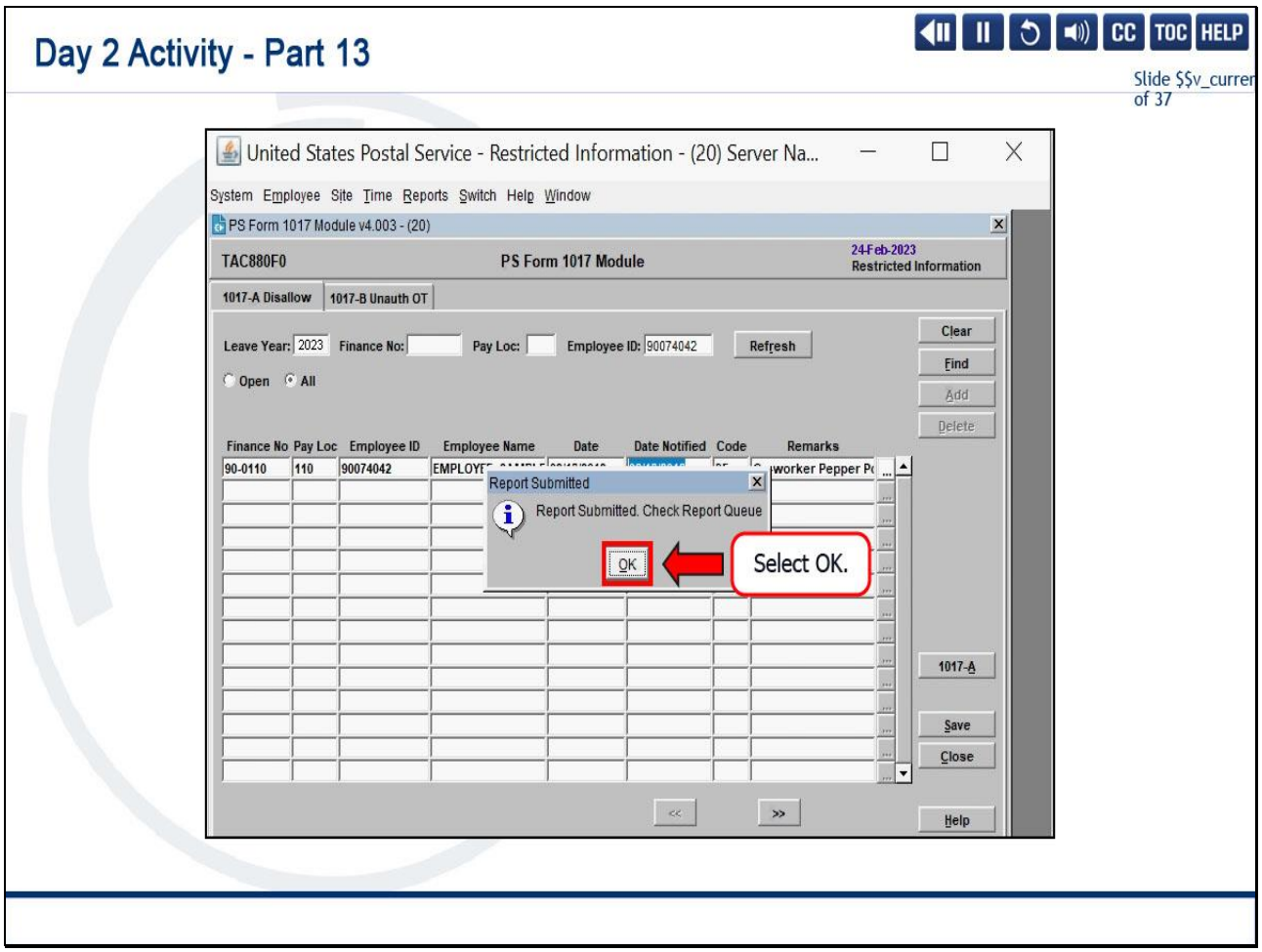
Slide 34 - Day 2 Activity - Part 12



Slide notes

Now, select the 1017-A button.

Slide 35 - Day 2 Activity - Part 13

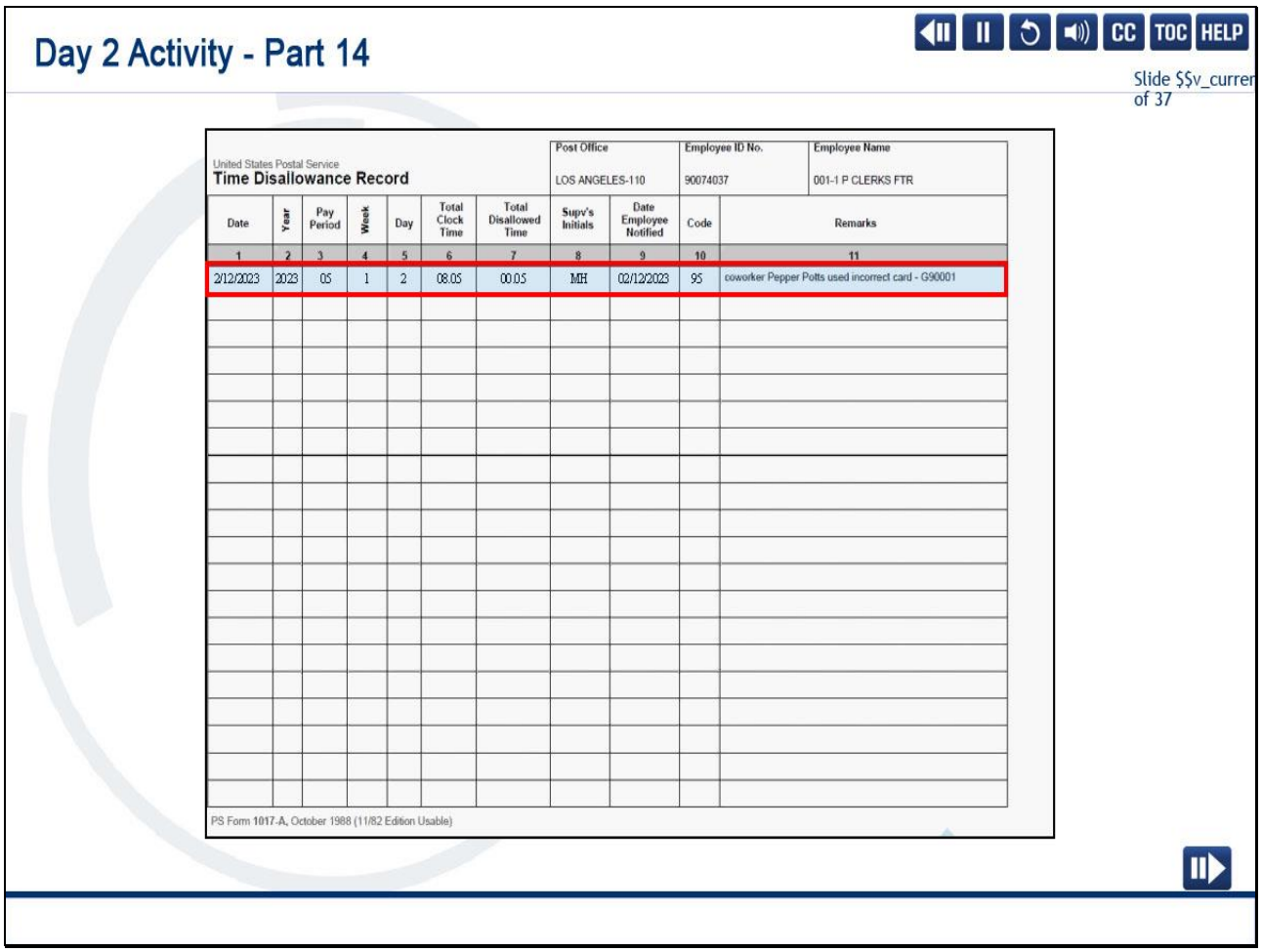


Slide notes

Your report has been submitted. Check the Report Queue.

Select OK.

Slide 36 - Day 2 Activity - Part 14

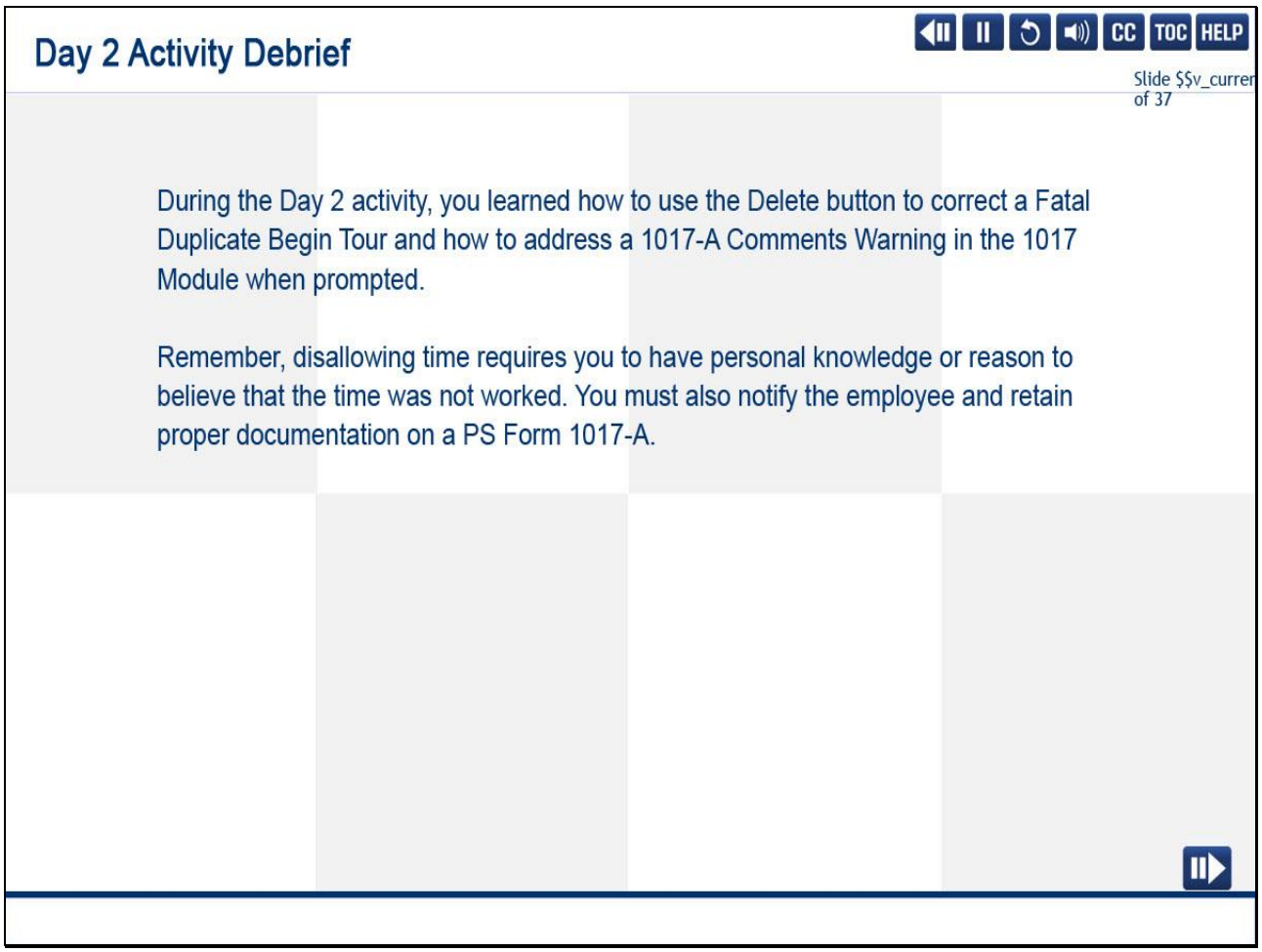


Slide notes

We now have the proper documentation,

the PS Form 1017-A, and this must be retained locally.

Slide 37 - Day 2 Activity Debrief



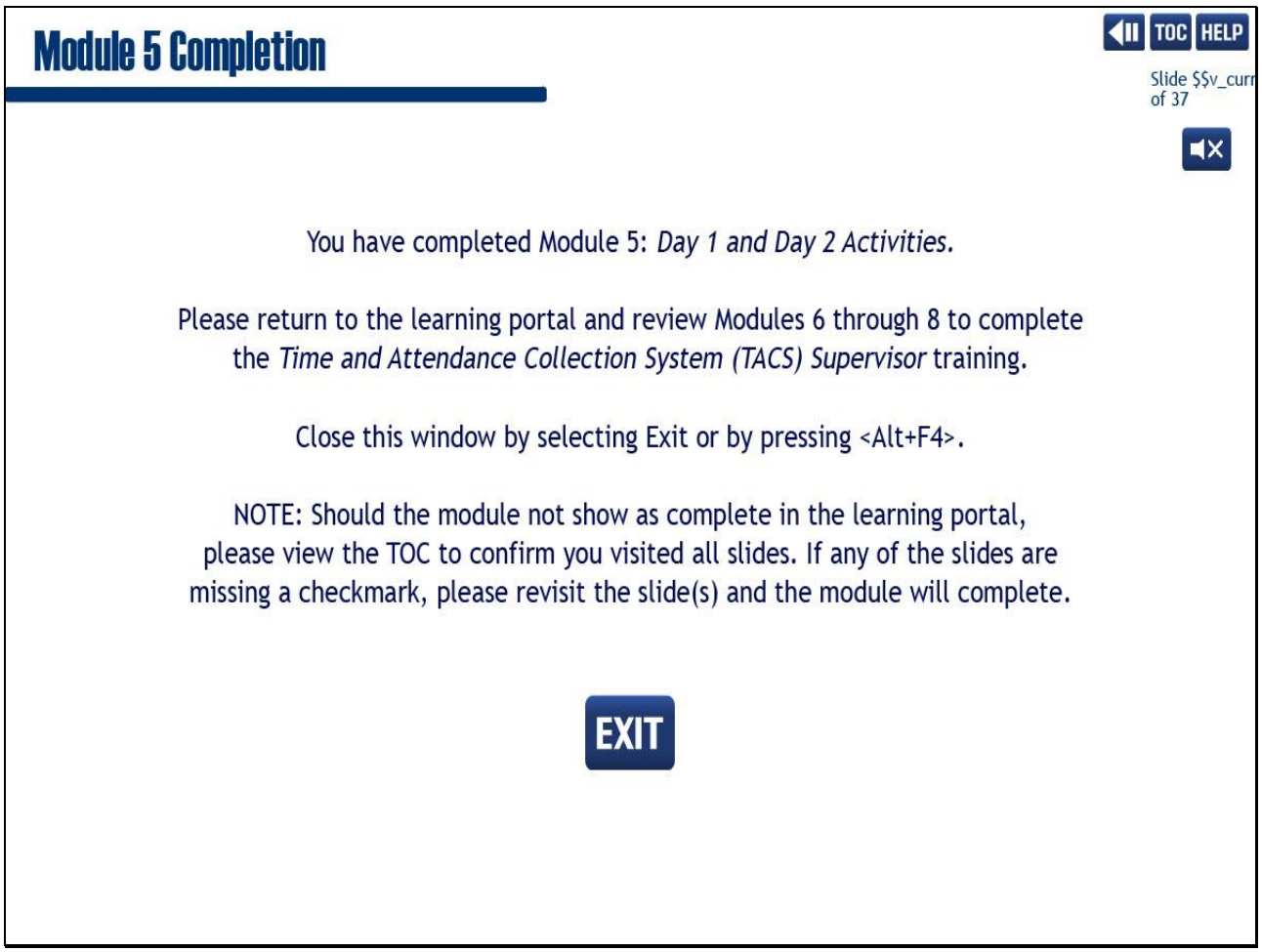
Slide notes

During the Day 2 activity, you learned how to use the Delete button to correct a Fatal Duplicate Begin Tour and how to address a 1017-A Comments Warning in the 1017 Module when prompted.

Remember, disallowing time requires you to have personal knowledge or reason to believe that the time was not worked.

You must also notify the employee and retain proper documentation on a PS Form 1017-A.

Slide 38 - Module 5 Completion



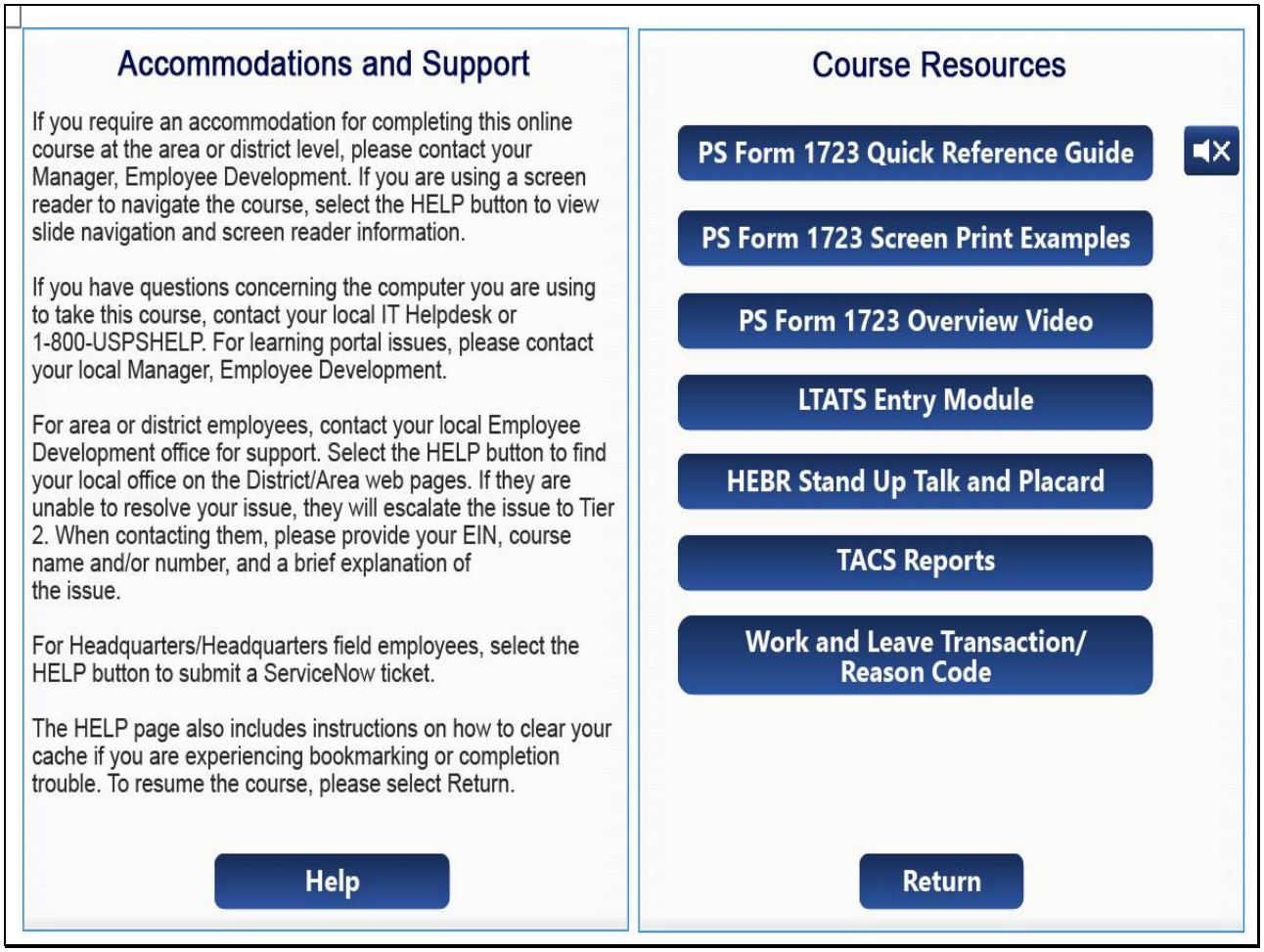
Slide notes

Slide 1 - Welcome

Slide notes

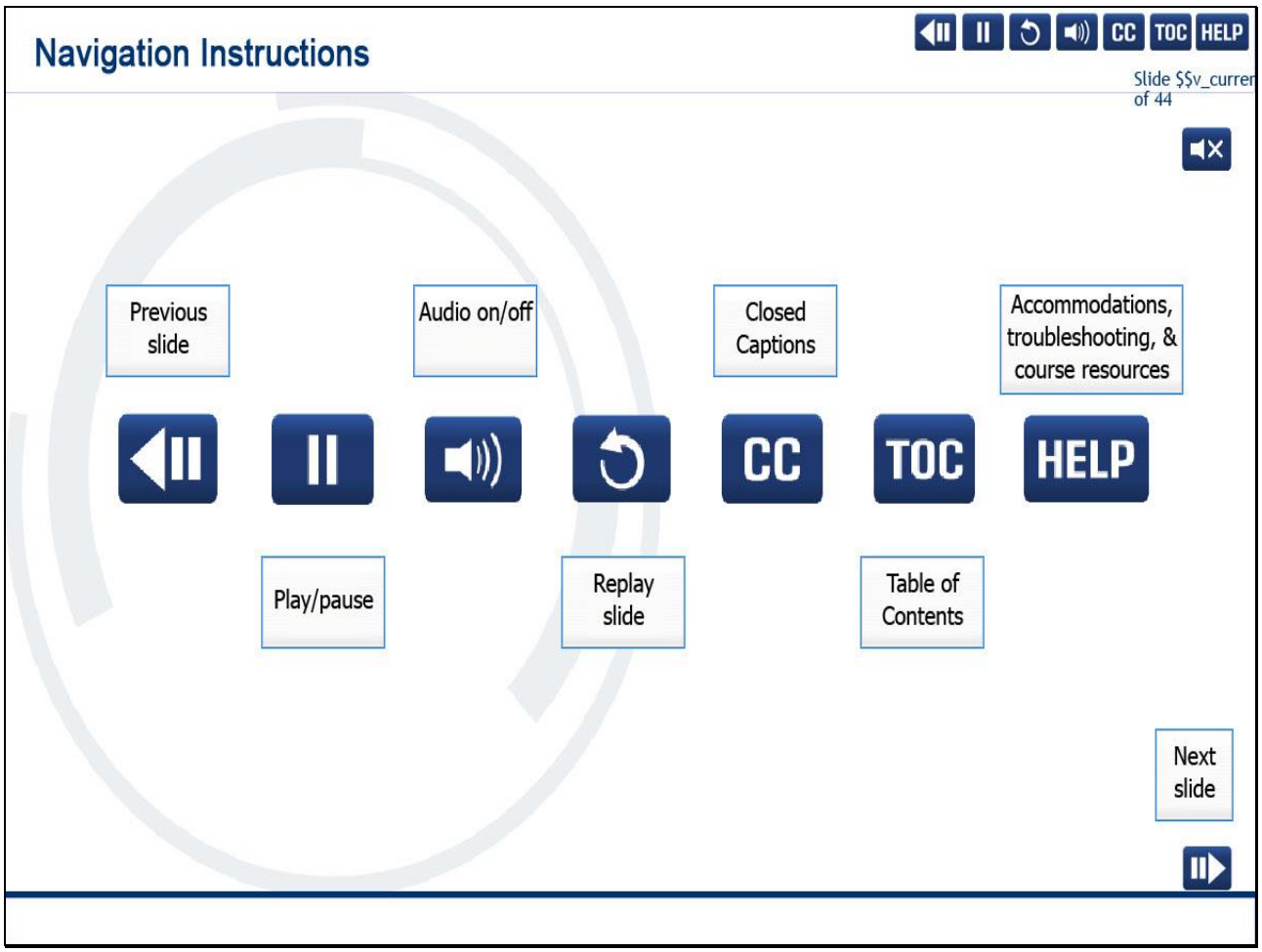
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course Module 6, Day 3 Activities.

Slide 2 - Help



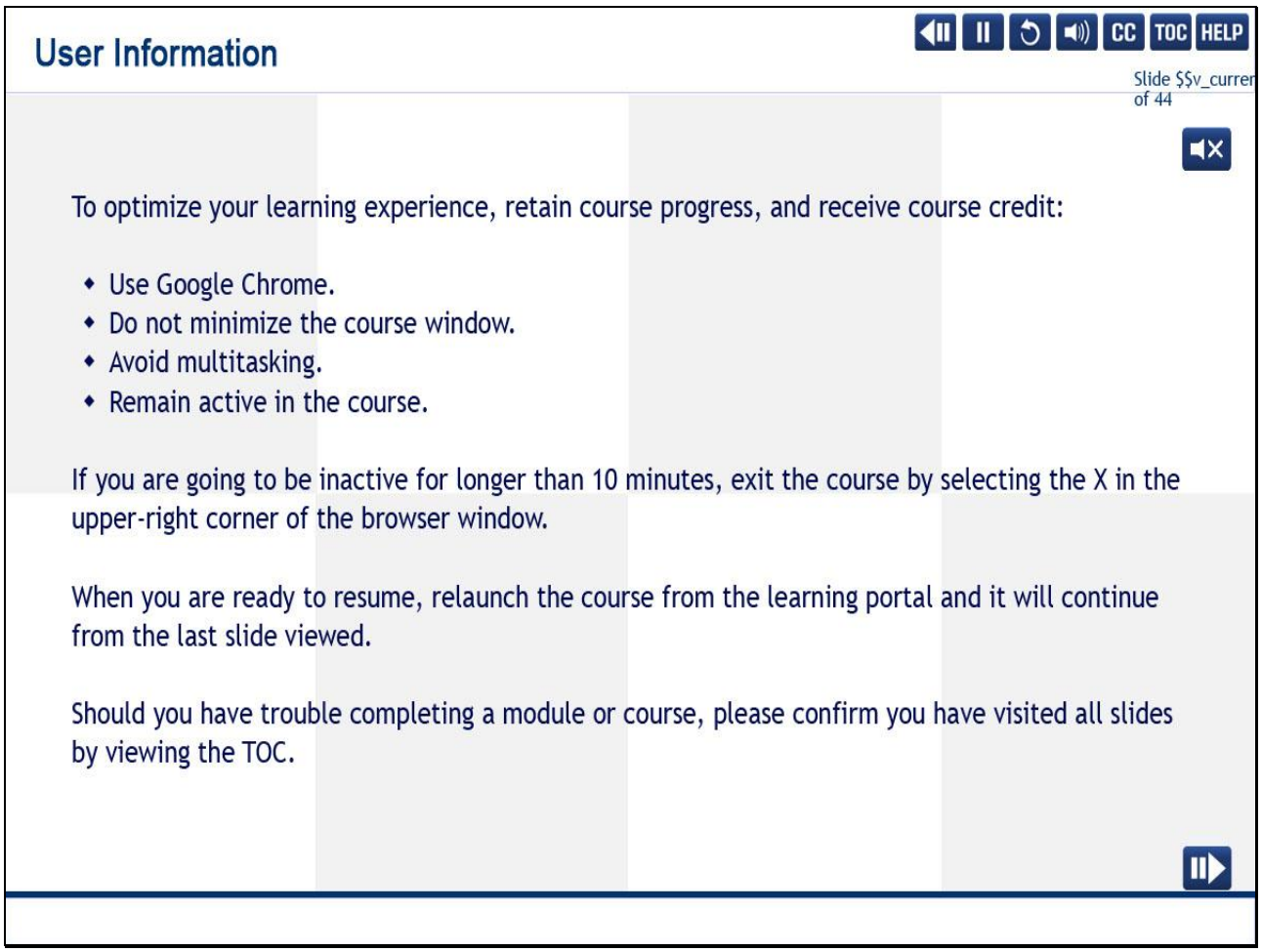
Slide notes

Slide 3 - Navigation Instructions



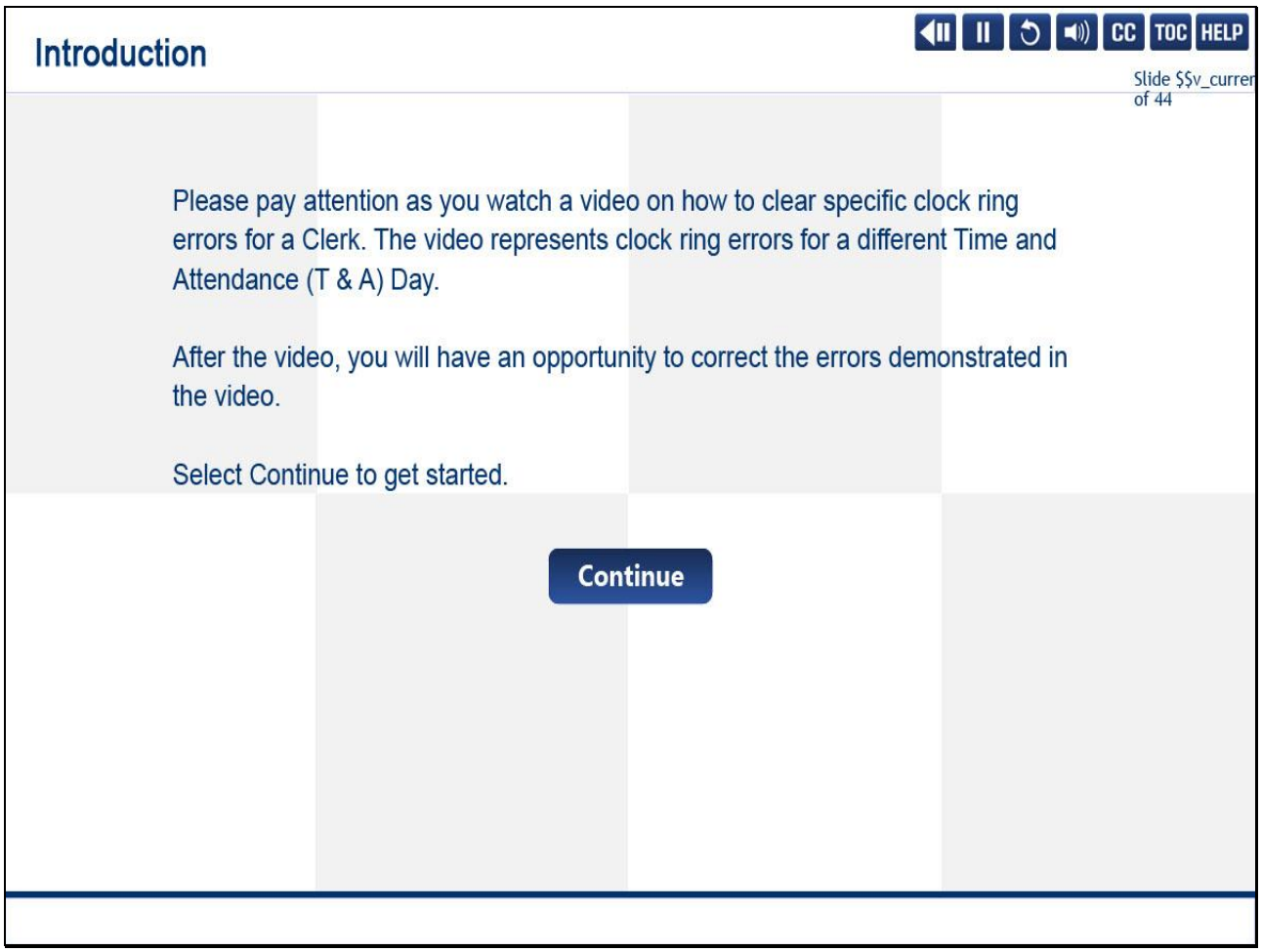
Slide notes

Slide 4 - User Information



Slide notes

Slide 5 - Introduction



Slide notes

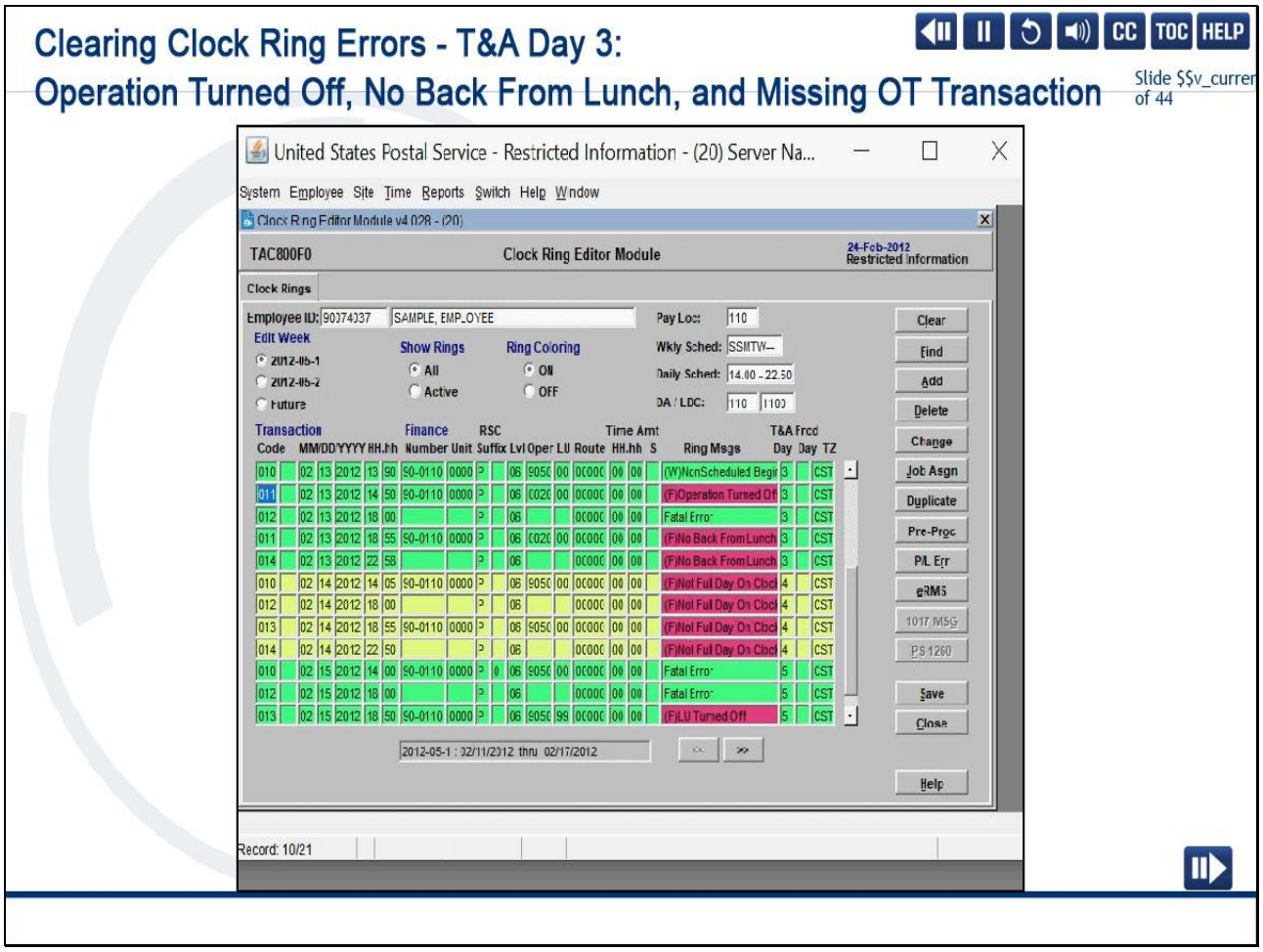
Please pay attention as you watch a video on how to clear specific clock ring errors for a Clerk.

The video represents clock ring errors for a different Time and Attendance (T & A) Day.

After the video, you will have an opportunity to correct the errors demonstrated in the video.

Select Continue to get started.

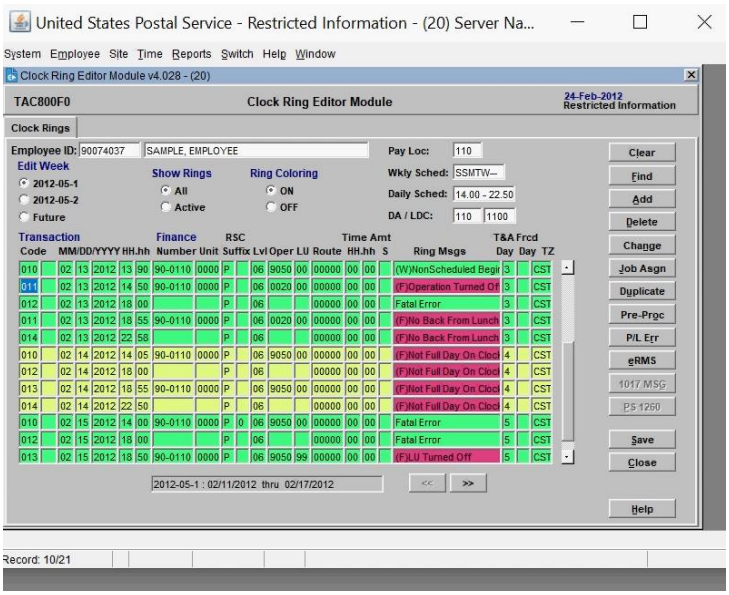
Slide 6 - Clearing Clock Ring Errors- T&A Day 3: Operation Turned Off, No Back From Lunch, and Missing OT Transaction



Slide notes

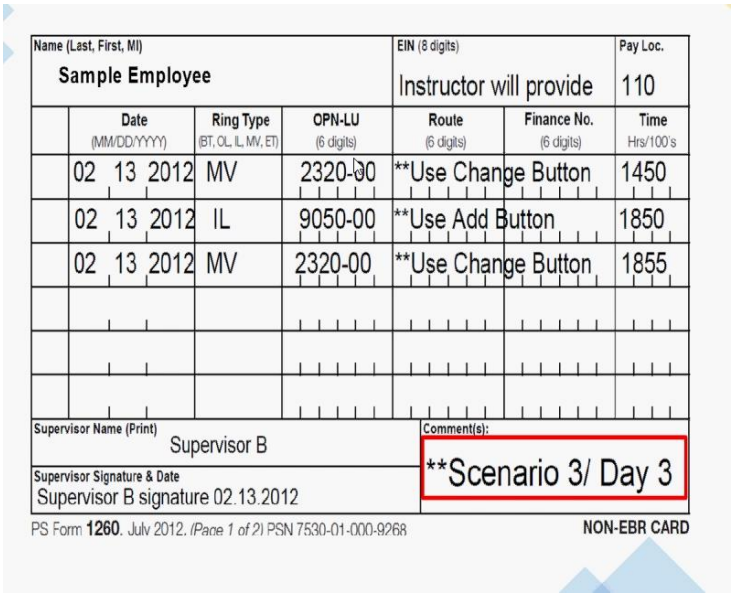
On Time and Attendance Day 3, we will learn how to correct the Fatal Errors Operation Turned Off and No Back From Lunch.

Then we will address the Missing Overtime Transaction Warning.



For February 13th, 2012, there are three fatal warnings in red.

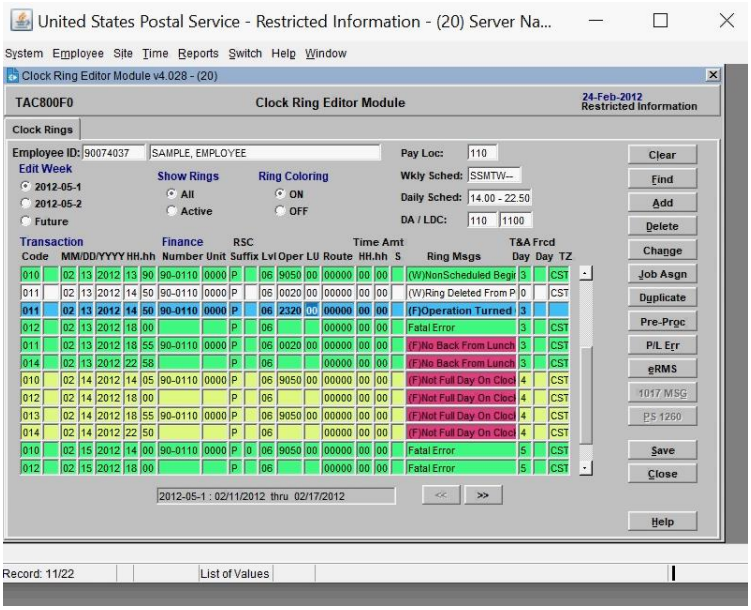
Let's take a look at the PS Form 1260 to verify the corrections we need to make.



The three corrections we'll need to make are at 1450, for the correction of the operation,

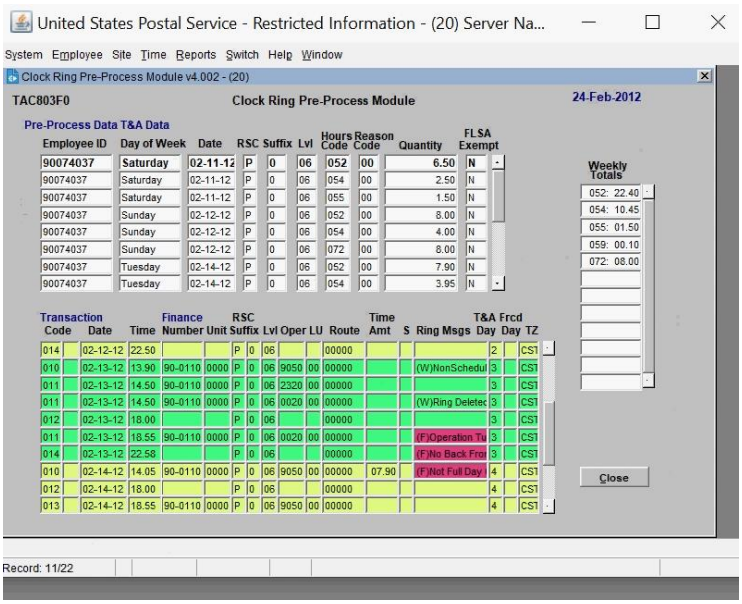
To do so, we need to use the Change button.

We need to Add an in from lunch at 1850 and another operation change at 1855.



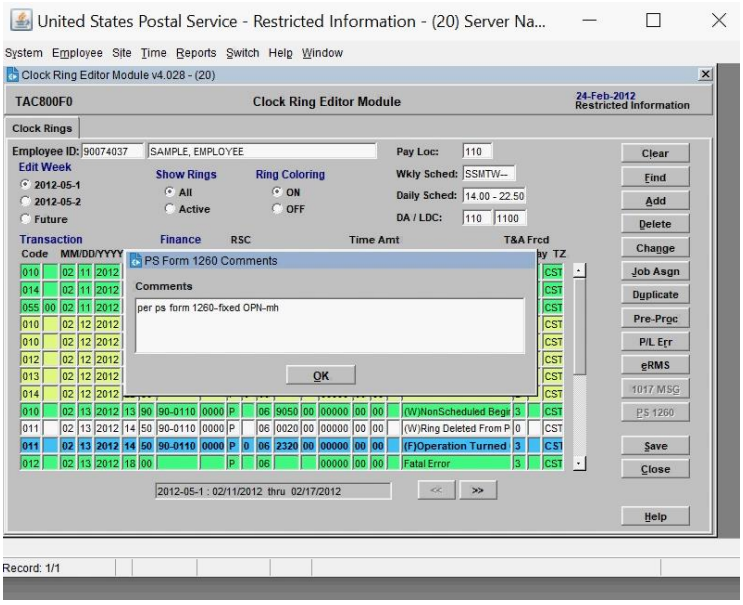
So, for the first correction, we will click on the 1450 line, use the Change button and tab across to verify the dates and time, and correct the operation number to 2320 based on what was written on the PS Form 1260.

Let's click Pre-Process to verify our entry.



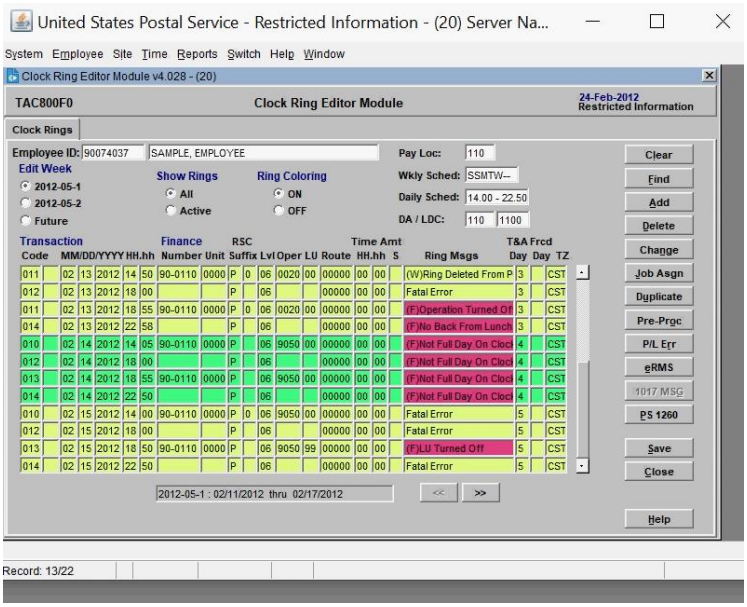
As you can see, the incorrect entry has been deleted for 0020, and the proper operation number has been applied above.

Let's click Close and Save.



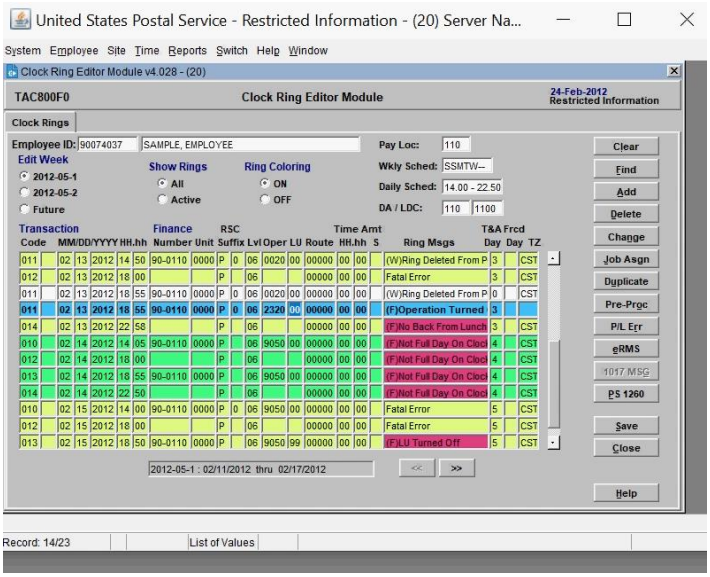
Let's add our comments, "per ps form 1260 – fixed the operation," we will use the abbreviation, and then my initials.

Click OK.



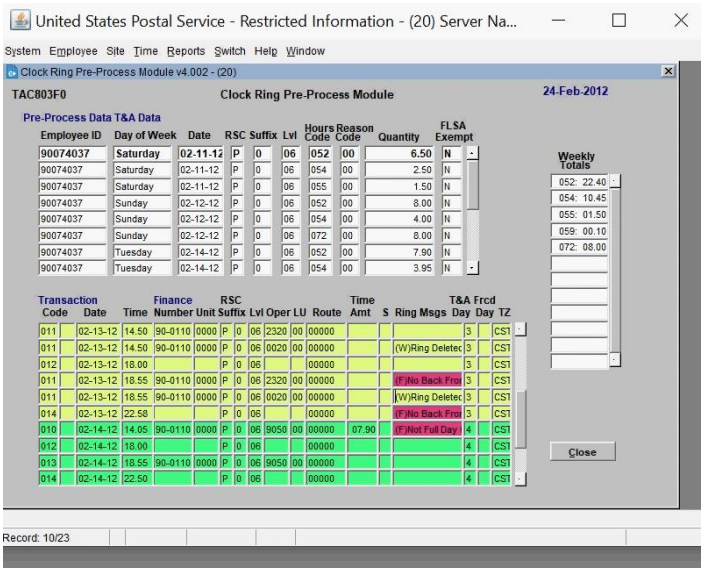
The next one shows Operation Turned Off, which is the same error as I did earlier.

So, let's click Change and tab across, verifying the date and time.



This one is at 1855, and the operation number is 2320.

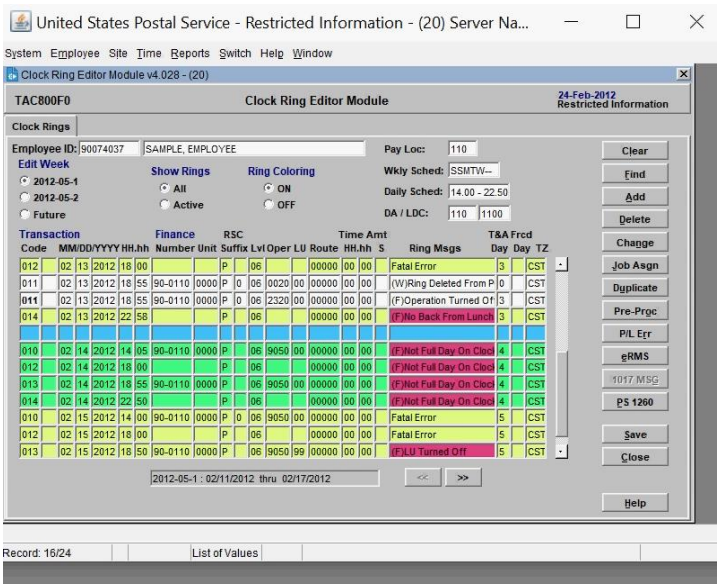
Click Pre-Process. Verify our entry.

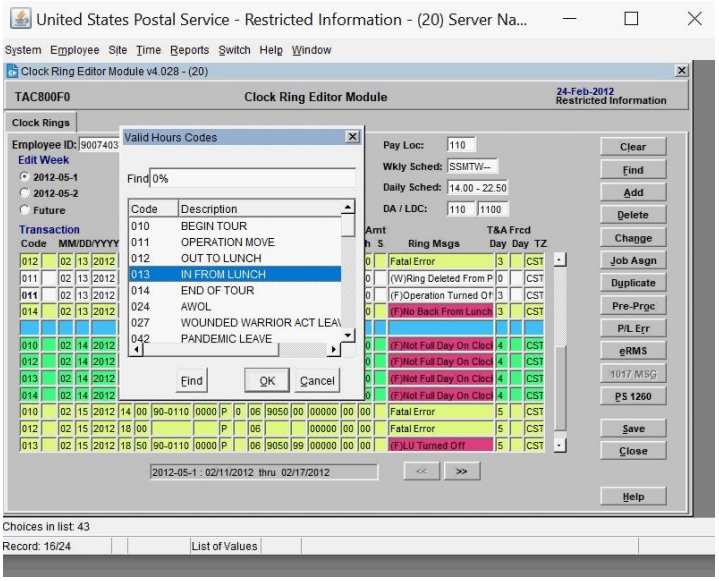


You see the incorrect one has been deleted, and the new one has been applied above.

And we now have an additional error: “No Back From Lunch.”

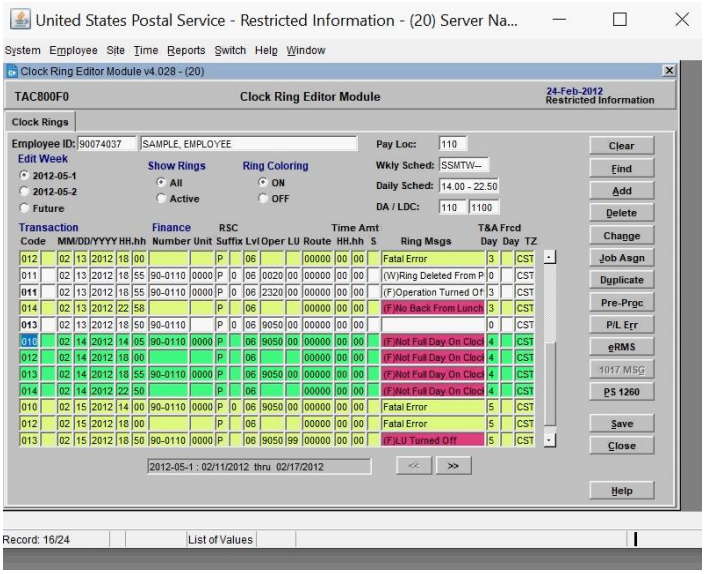
Let’s click Close and add the “In From Lunch.”





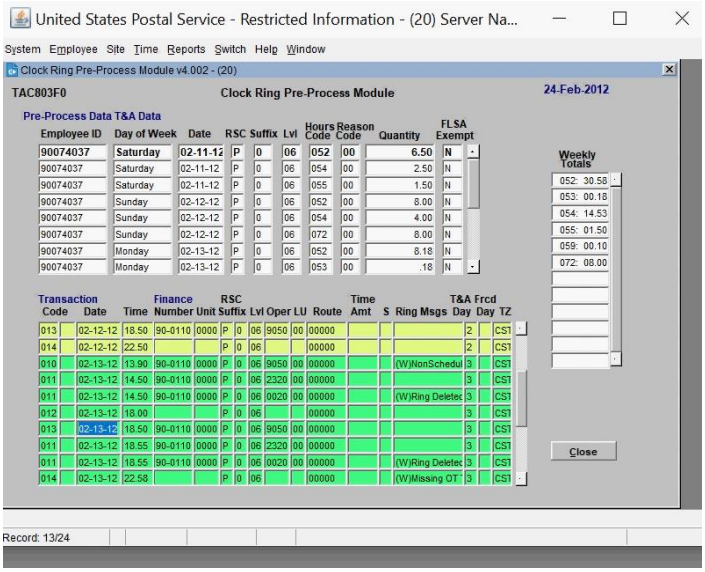
So, Add. Click Find to look for the description, “In from Lunch.”

Click OK.



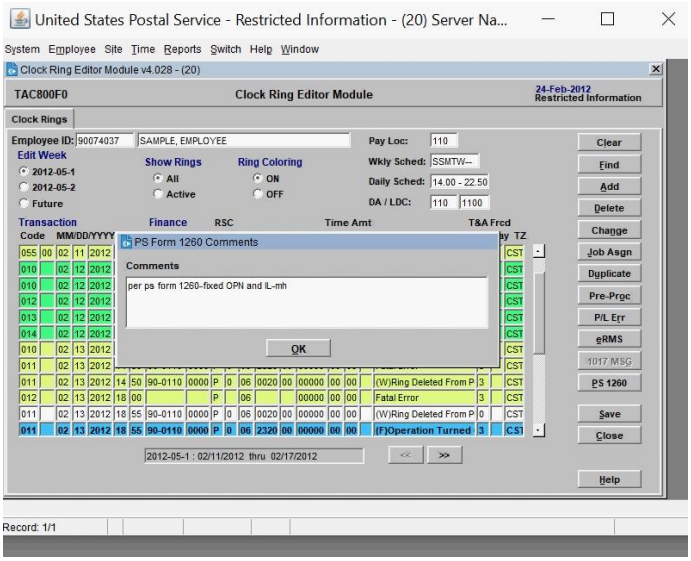
Tab across. Verify the 1260 reads 1850, which it does.

Operation 9050, which is correct, and click Pre-Process.



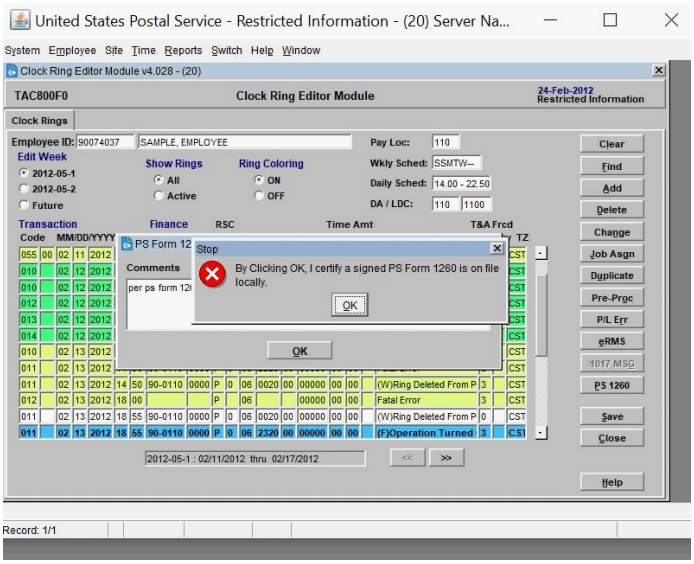
We can now verify that all three fatal warnings are cleared.

Click Close and Save.



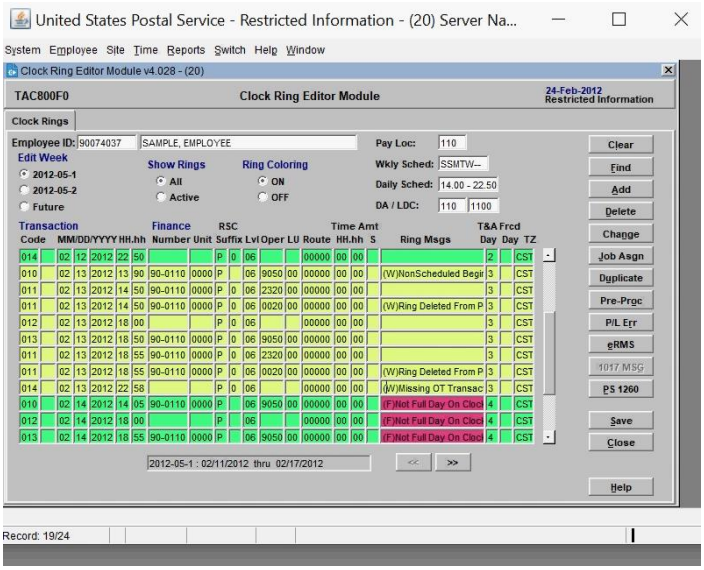
“per ps form 1260-fixed operation and in from lunch,” my initials.

Click OK.



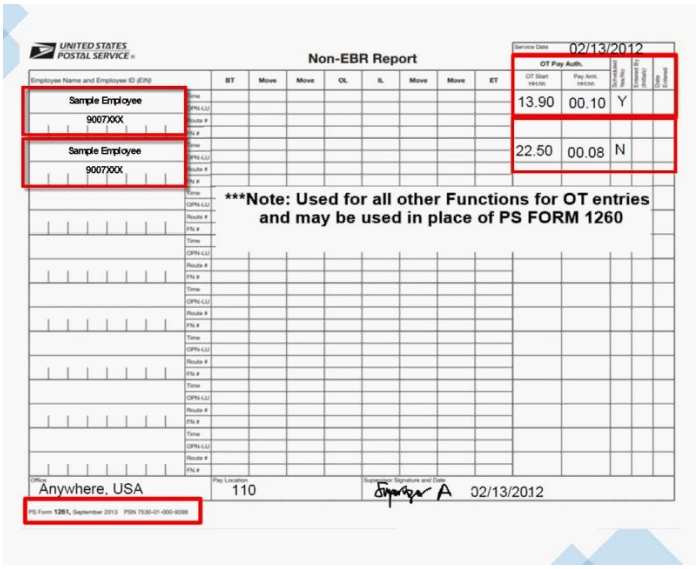
“By clicking OK, I certify a signed PS Form 1260 is on file locally.”

That’s true, click OK.



We have a new warning: “Missing Overtime Transaction.”

Let’s review the documentation required to enter the overtime transactions.

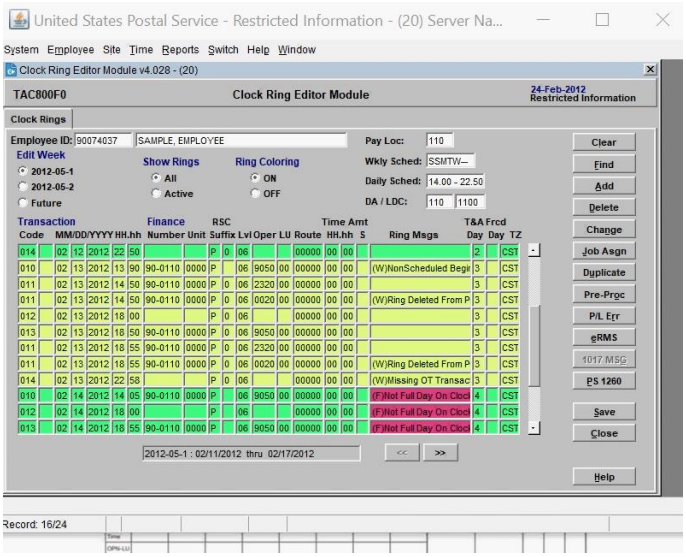


The proper documentation required for all other functions other than a city carrier is the PS form 1261.

Management will need to provide the employee’s name and EIN number, the time the overtime started, the amount, and whether or not it is approved in advance.

Here, you see the first one is approved, and the second one is not scheduled in advance.

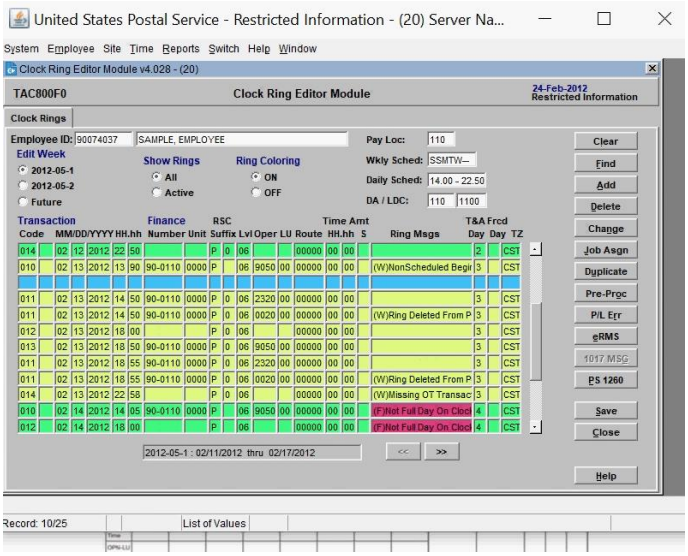
Let’s make the entries.



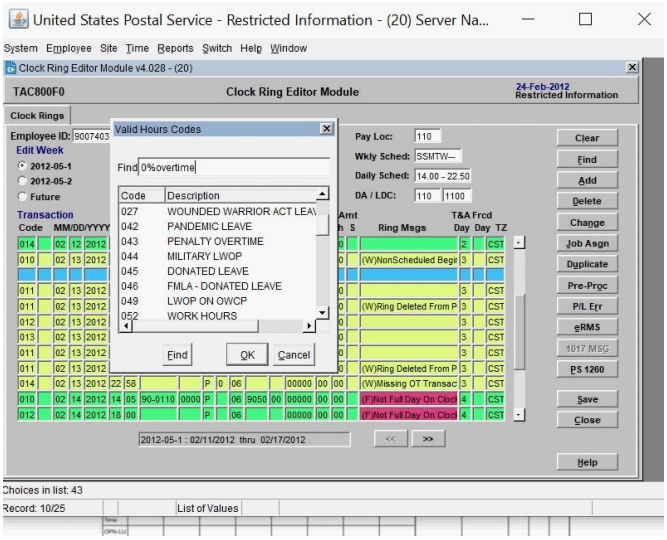
So, the first entry is for the begin tour overtime.

Let's select the line for the begin tour.

Click Add.

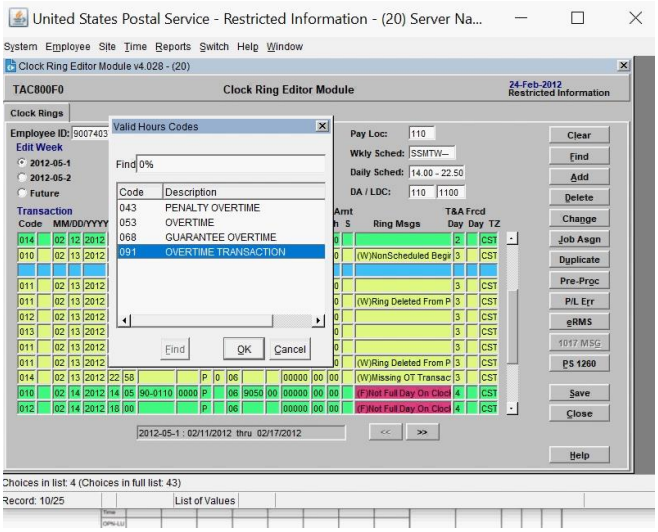


Click Find to search for the overtime transaction.

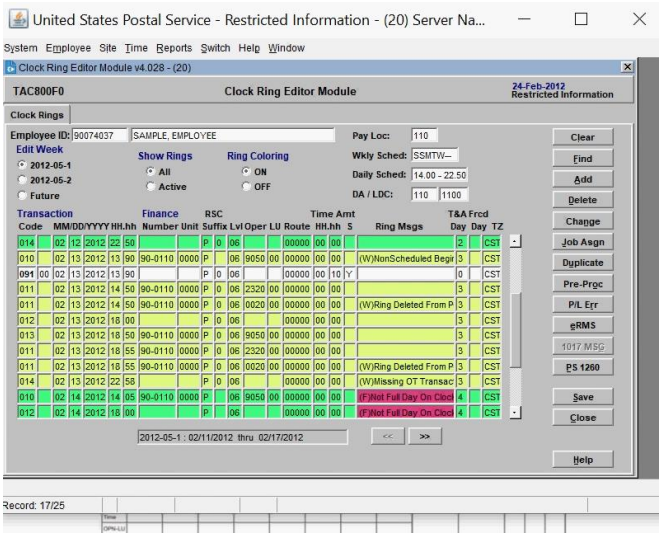


You can scroll under the description or simply type after the percent sign, “overtime.”

Click Find.



Select 091 for Overtime Transaction and tab across to verify the dates and time.



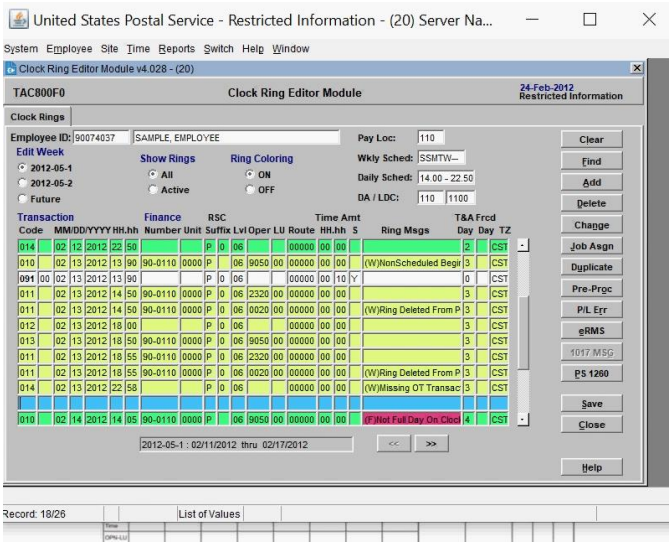
Begin Tour overtime is when the employee clocks in.

So, we need to correct this to 1390, and the amount the employee was authorized to begin tour was 0010, and management indicated this was scheduled in advance.

So, “Y” in the Scheduled column.

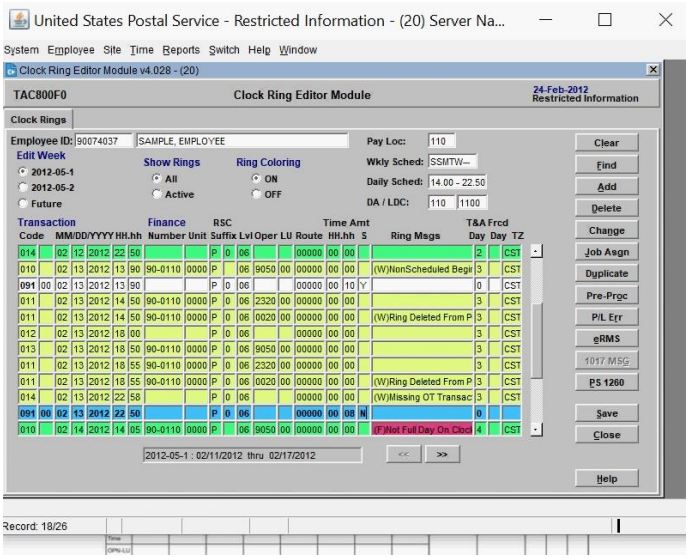
We have the other eight clicks that was disapproved, and that was the end tour at 2258.

The employee was instructed to end tour on time.



So, we need to add the other transaction.

We can use the Find feature or, now that we know the 091 transaction code, we can just apply it here

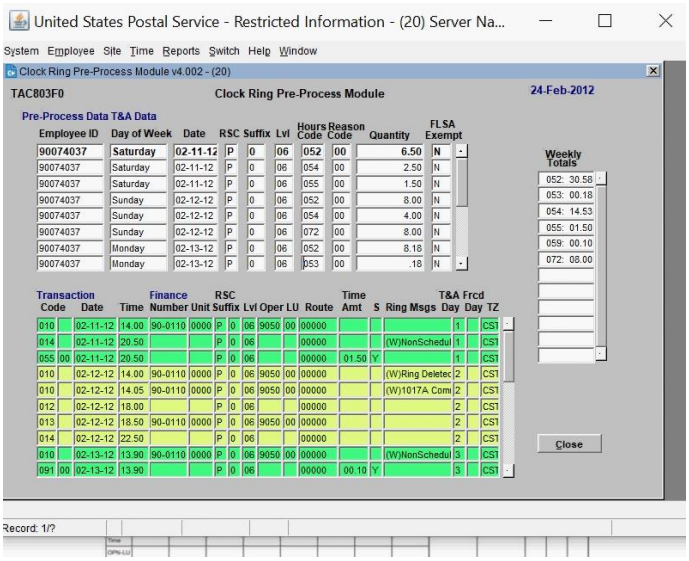


Tab across.

Verify and change the default from 1400 to 2250, that's the employee's scheduled end tour, and the amount 0008,

And management has indicaated this was not scheduled in advance.

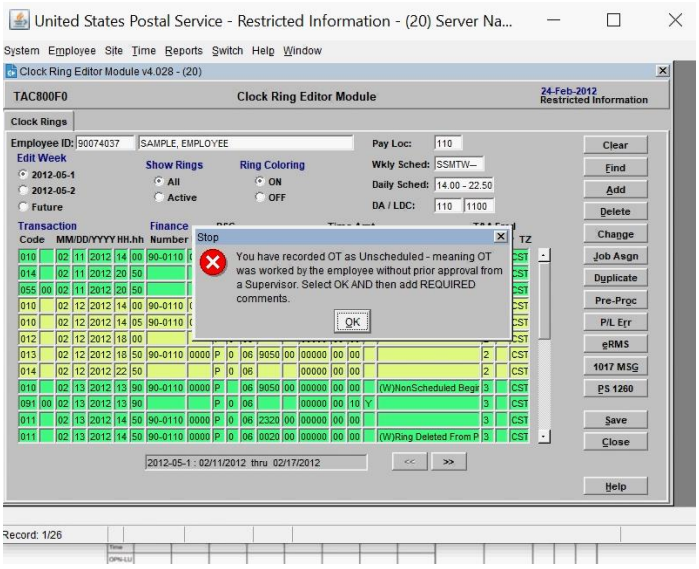
Let's click Pre-Process.



Verify we've applied the overtime appropriately.

So, the employee worked a total of .18, and in the yellow and green section, we can verify that we applied the ten clicks and the eight clicks.

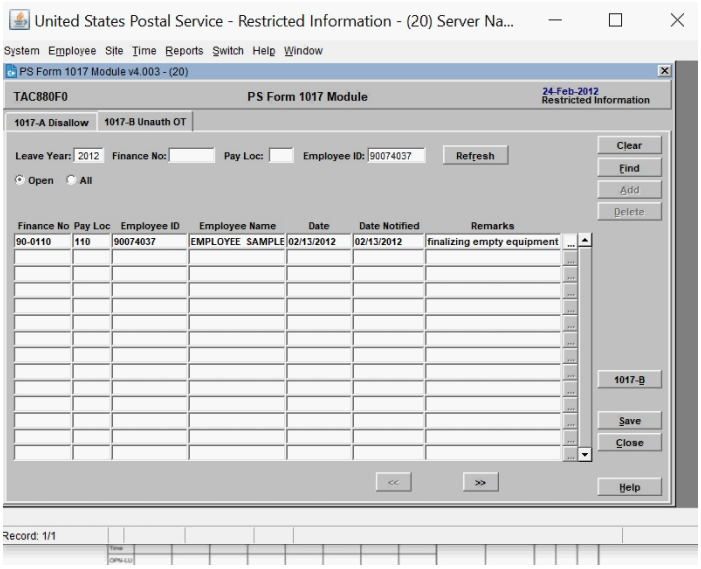
Click Close and Save.



We receive this pop-up warning:

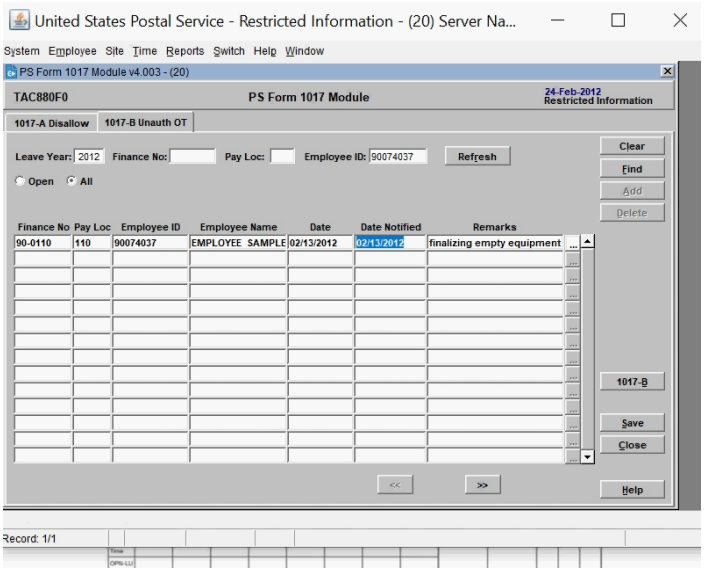
You have recorded overtime as Unscheduled – meaning overtime was recorded or worked by the employee without prior approval from a Supervisor.

Select OK AND then add REQUIRED comments.

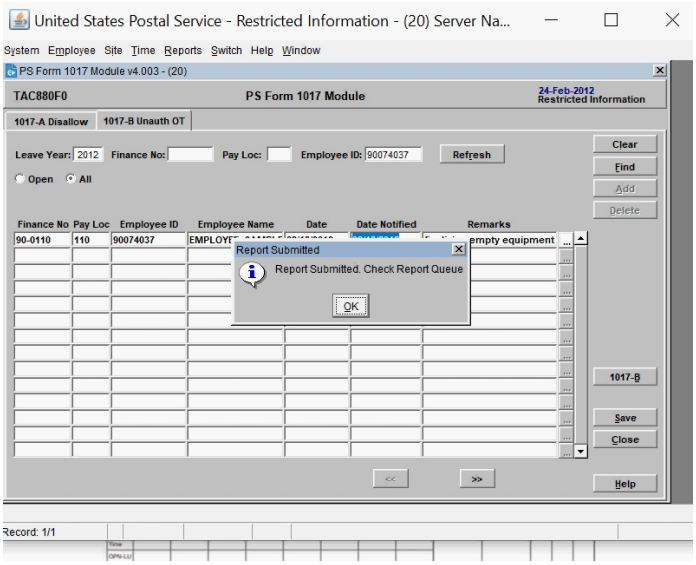


So, we spoke to the employee the evening of the 13th, and the employee stated they were finalizing empty equipment.

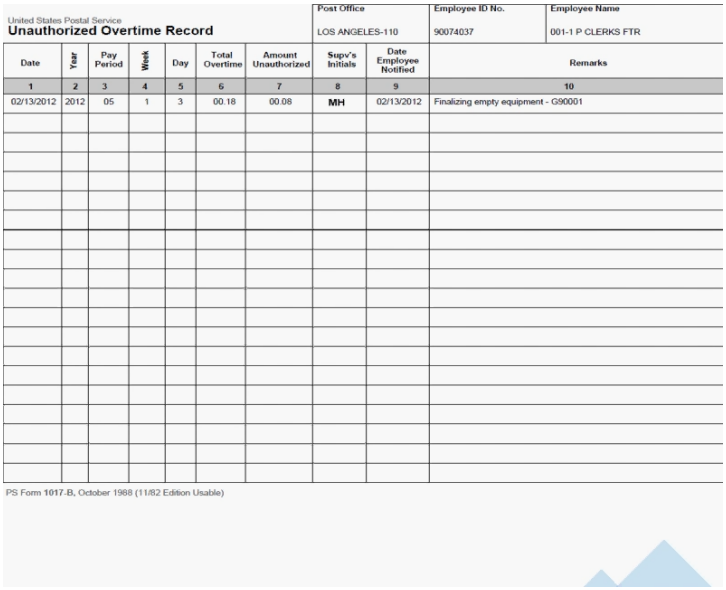
Click Save.



To print, select All and click 1017-B.



That will go to the Report Queue, and let's review the documentation.



United States Postal Service
Unauthorized Overtime Record

Post Office	Employee ID No.	Employee Name
LOS ANGELES-110	90074037	001-1 P CLERKS FTR

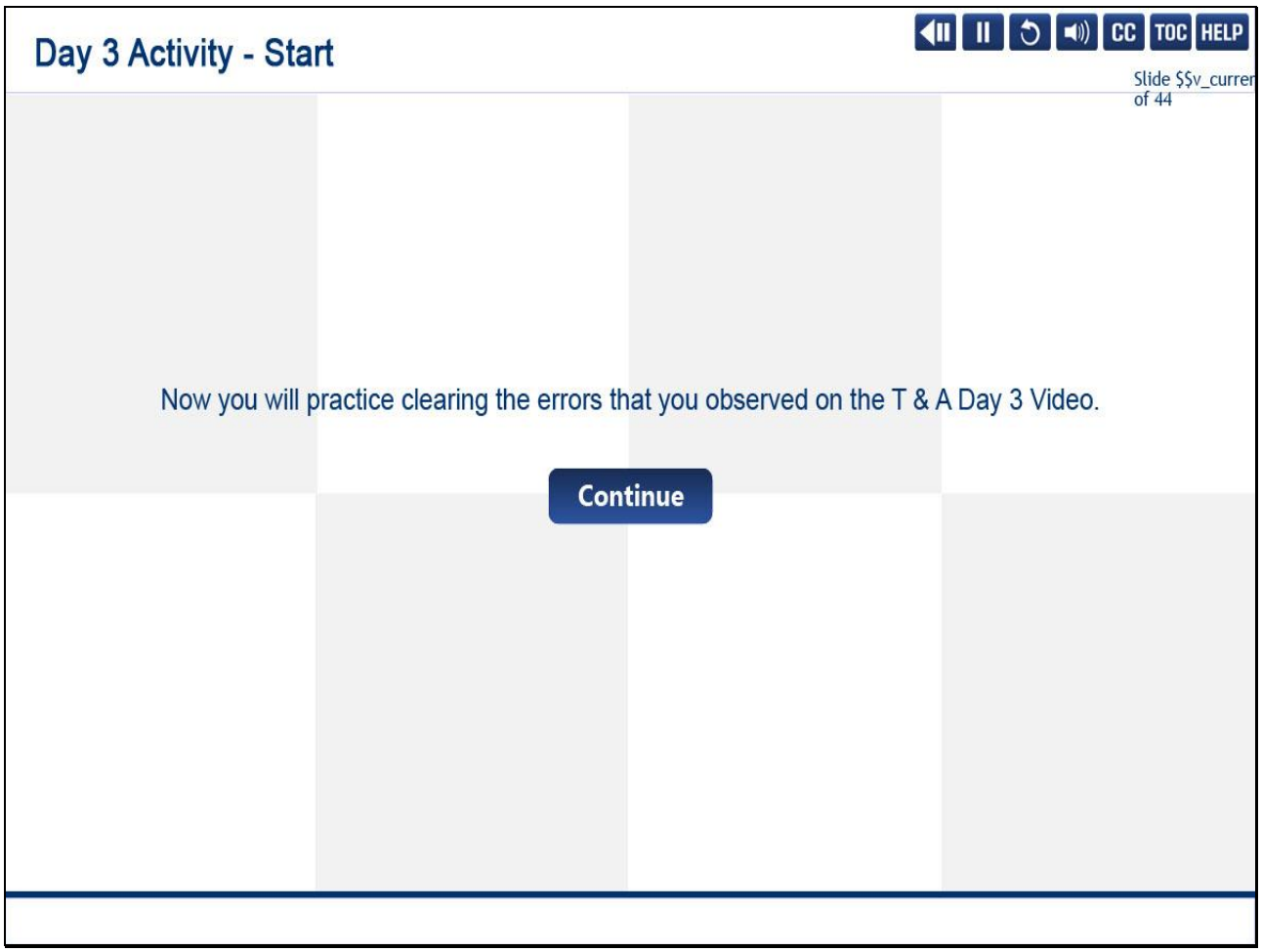
Date	Year	Pay Period	Week	Day	Total Overtime	Amount Unauthorized	Supv's Initials	Date Employee Notified	Remarks
1	2	3	4	5	6	7	8	9	10
02/13/2012	2012	05	1	3	00.18	00.08	MH	02/13/2012	Finalizing empty equipment - G90001

PS Form 1017-B, October 1988 (11/82 Edition Usable)

We now have the PS Form 1017-B, which is required for unscheduled overtime or unauthorized overtime.

If the employee is performing postal work, the employee must be paid, and management will follow up with the corrective action.

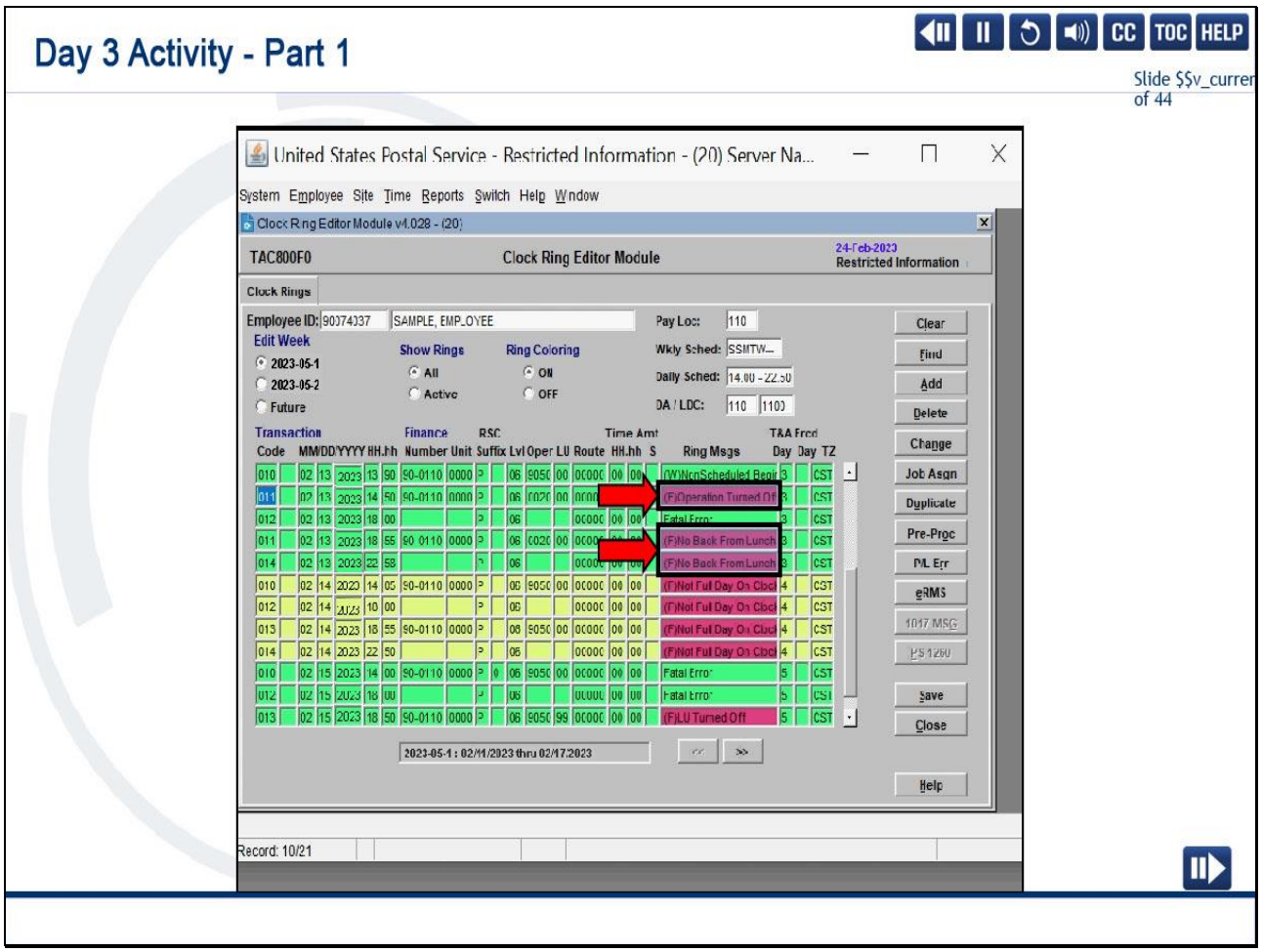
Slide 7 - Day 3 Activity - Start



Slide notes

Now you will practice clearing the errors that you observed on the T & A Day 3 Video.

Slide 8 - Day 3 Activity - Part 1

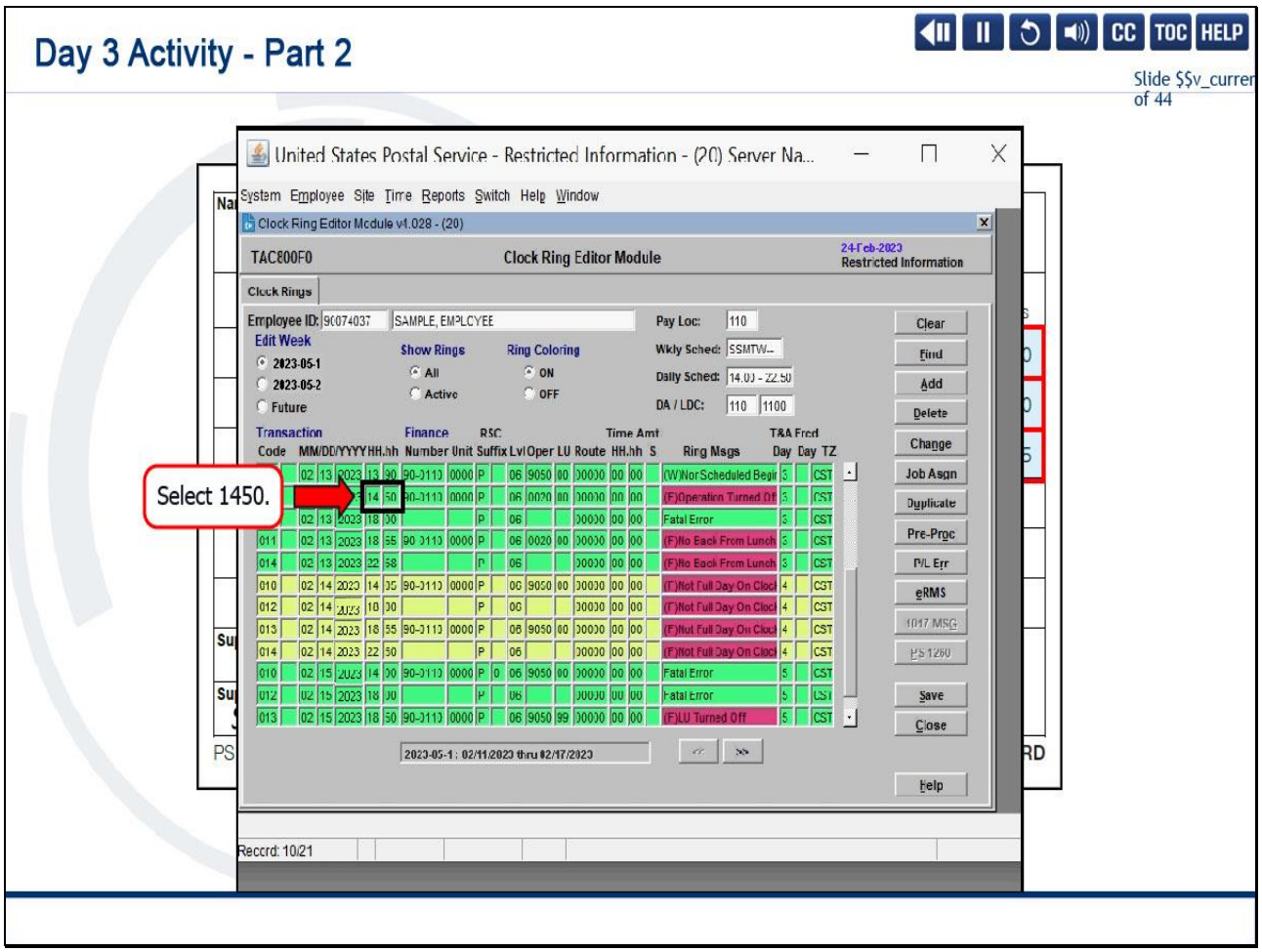


Slide notes

For February 13th, 2023, there are three fatal warnings in red.

Let’s look at PS Form 1260 to verify the corrections we need to make.

Slide 9 - Day 3 Activity - Part 2



Slide notes

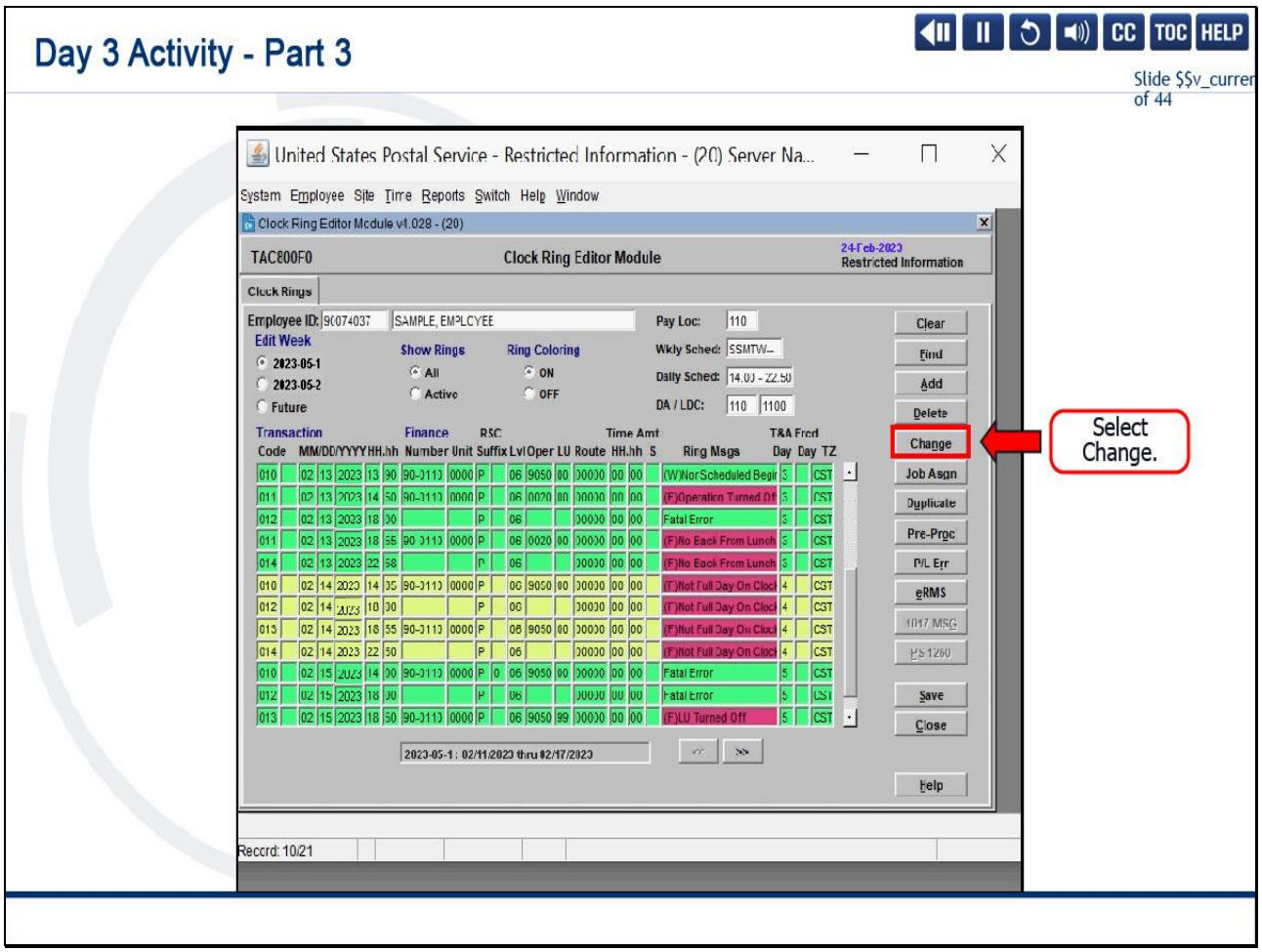
The first correction we'll need to make begins at 1450, for the correction of the operation.

To do so, we need to use the Change button.

We need to Add an In From Lunch at 1850 and another operation change at 1855.

For the first correction, select the 1450 line.

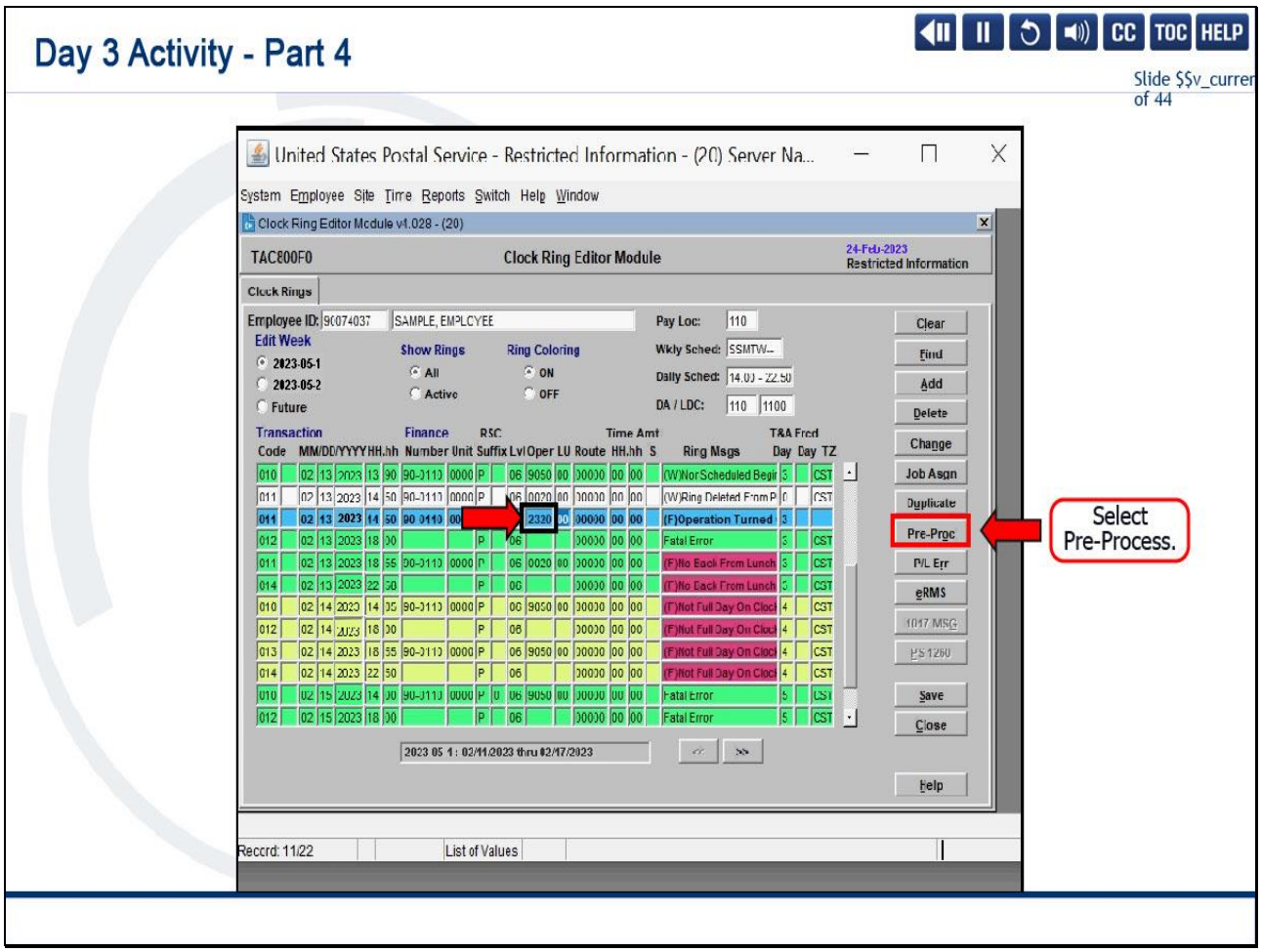
Slide 10 - Day 3 Activity - Part 3



Slide notes

Select the Change button.

Slide 11 - Day 3 Activity - Part 4

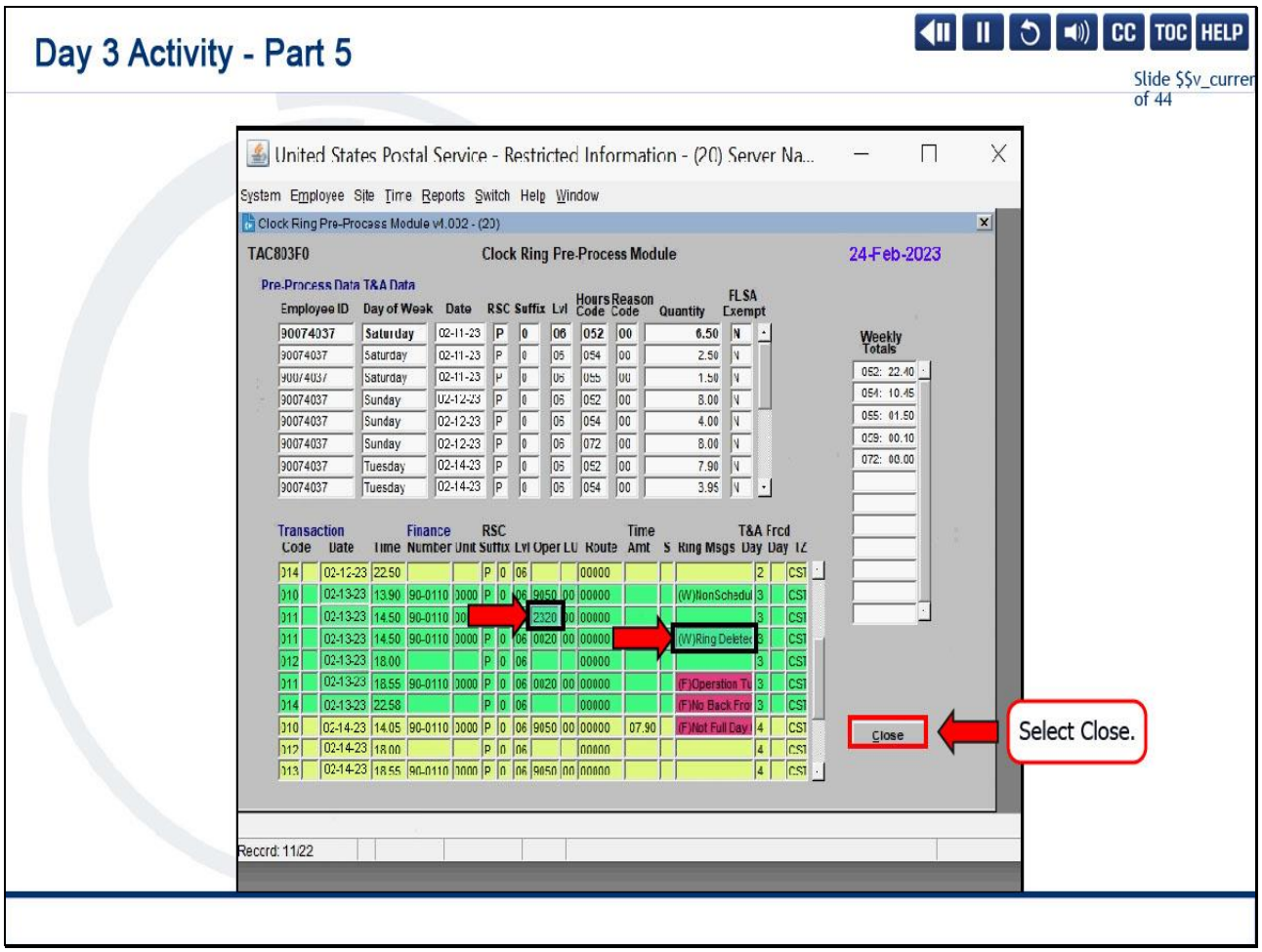


Slide notes

Verify the date and time and correct the operation number to 2320 based on what was written on the PS Form 1260.

Let’s select Pre-Process to verify our entry.

Slide 12 - Day 3 Activity - Part 5

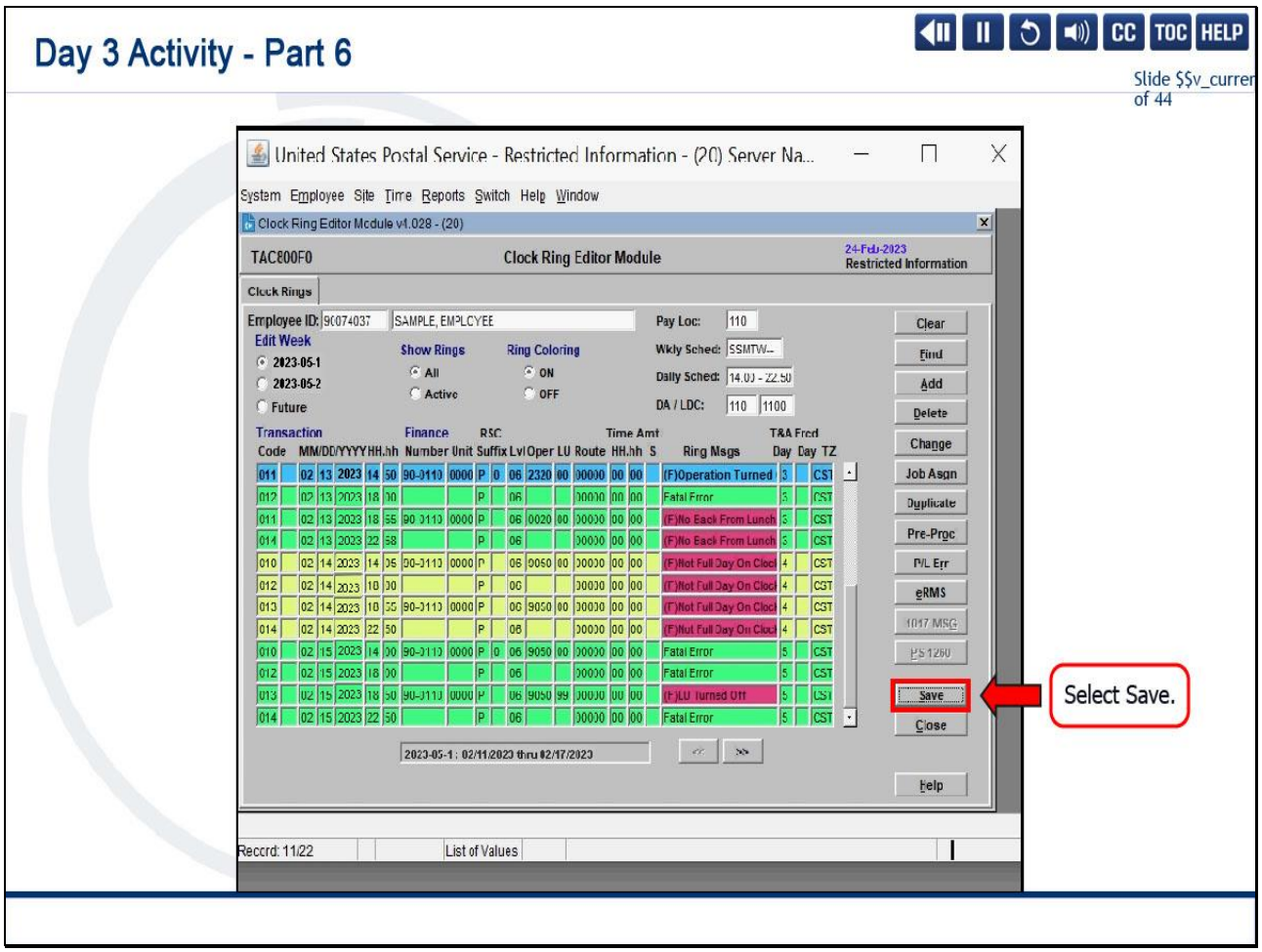


Slide notes

As you can see, the incorrect entry has been deleted for 0020, and the proper operation number has been applied above.

Select Close.

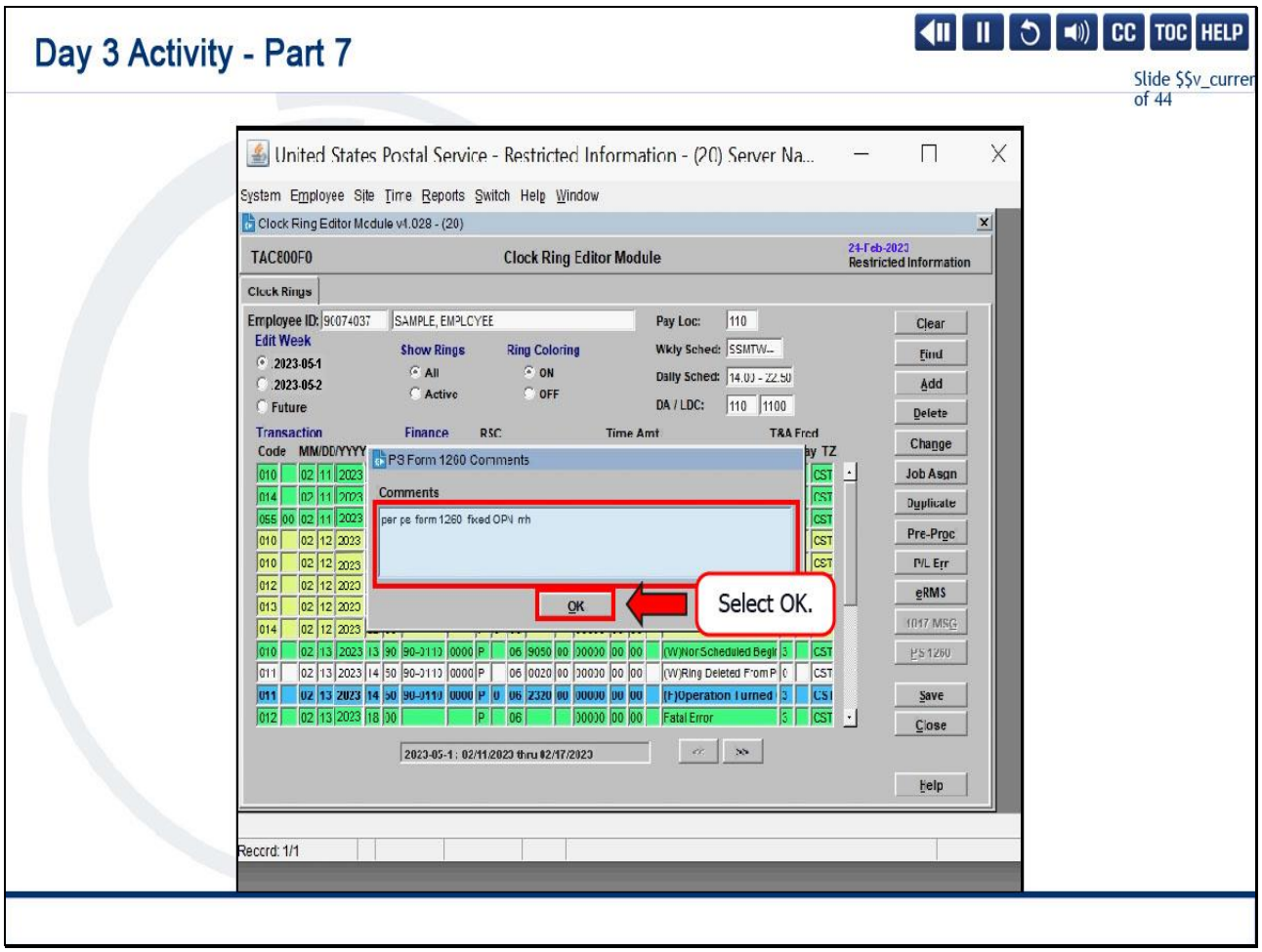
Slide 13 - Day 3 Activity - Part 6



Slide notes

Then, select Save.

Slide 14 - Day 3 Activity - Part 7

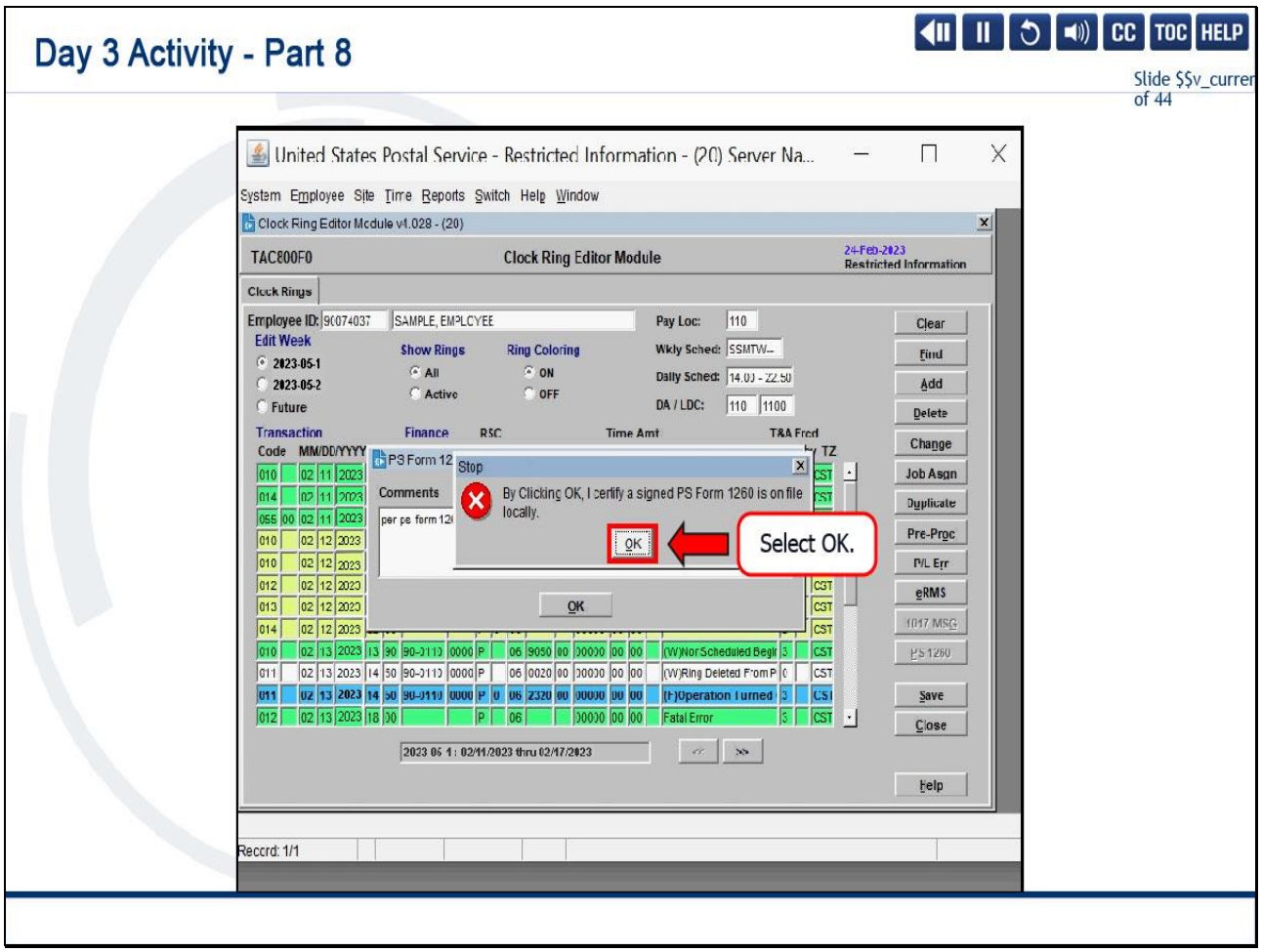


Slide notes

Let’s add our comments, “per ps form 1260 - fixed the operation,” we can use the abbreviation, and then your initials.

Select OK.

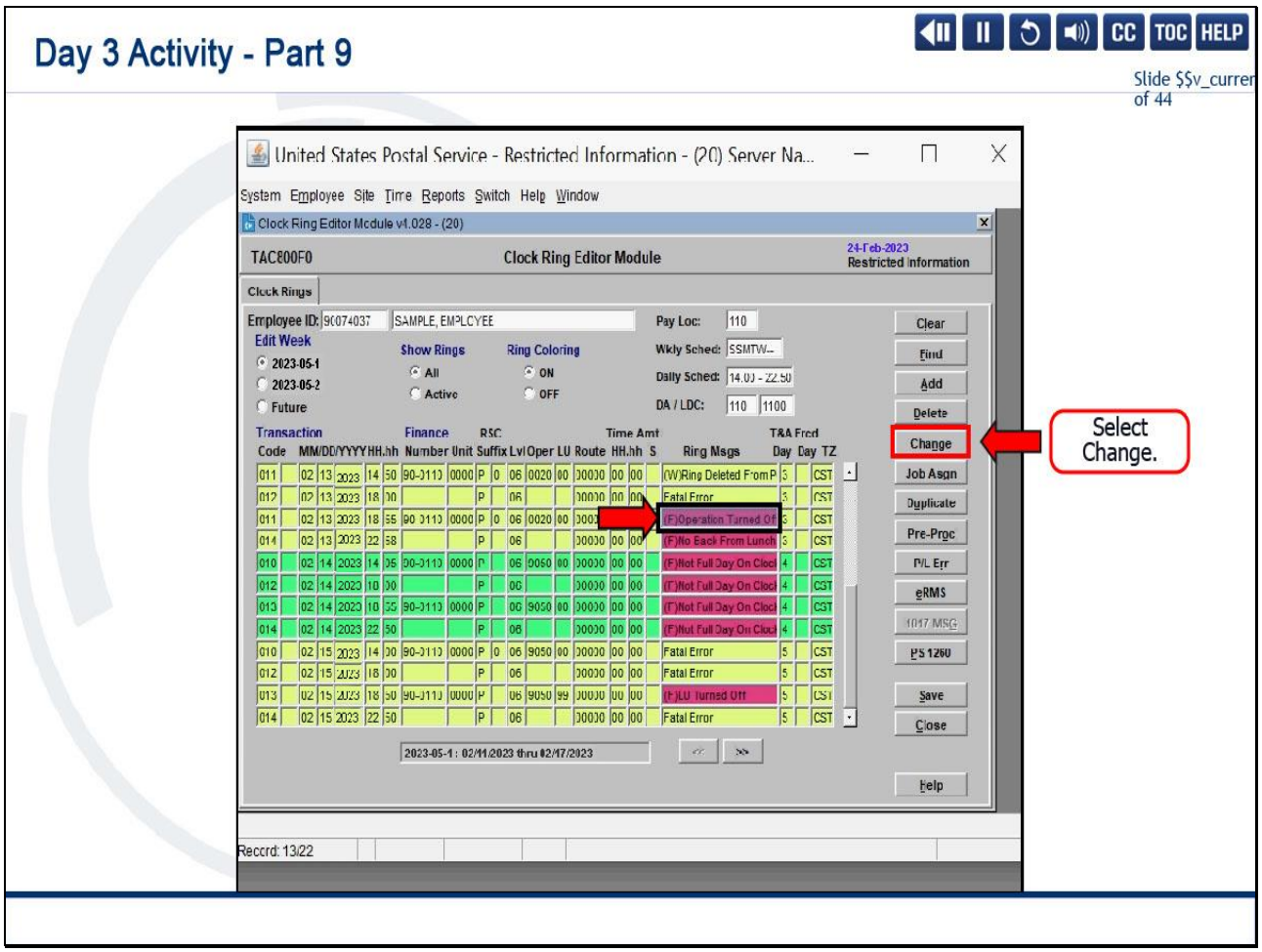
Slide 15 - Day 3 Activity - Part 8



Slide notes

Select OK again for the pop-up message.

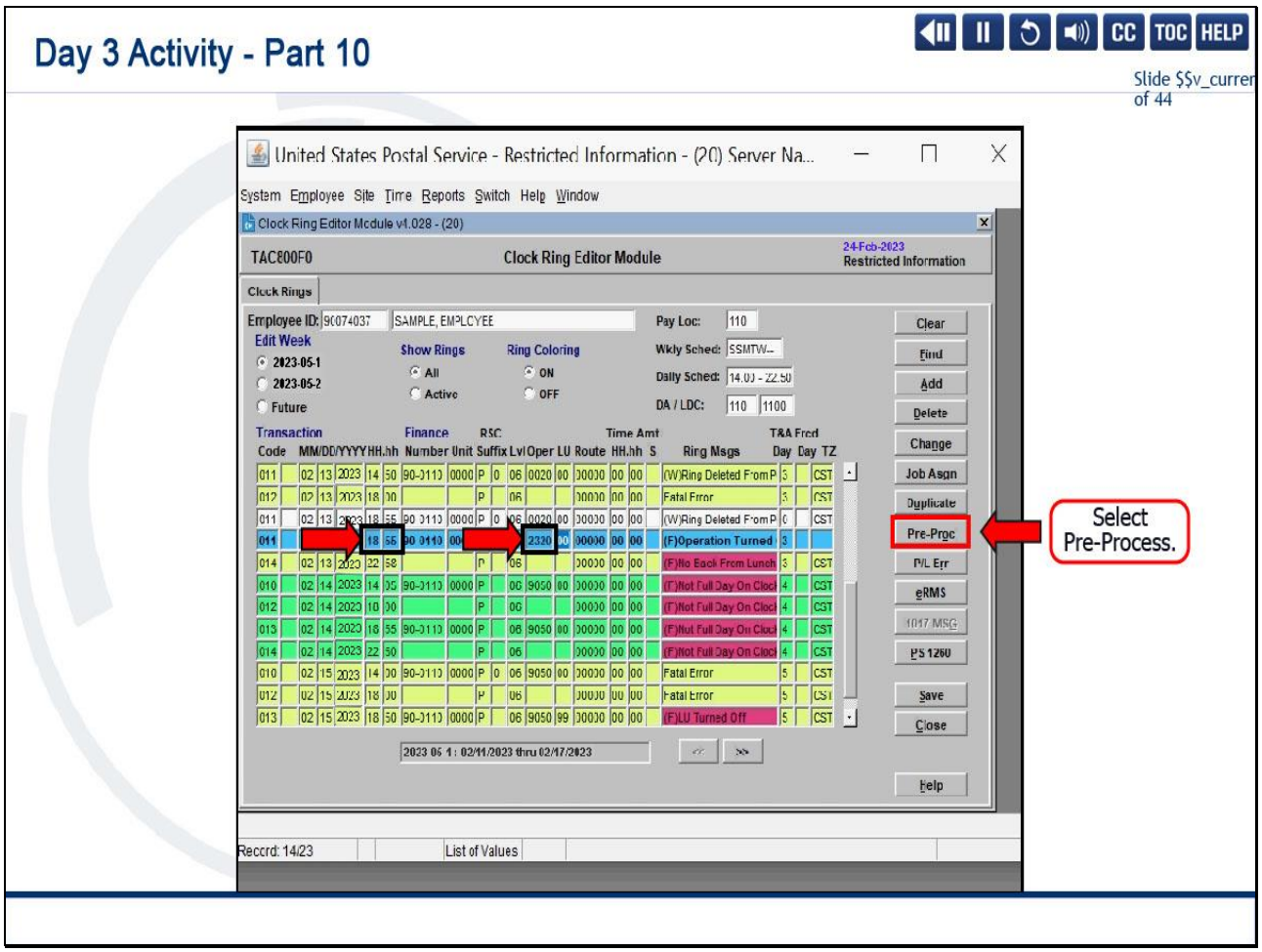
Slide 16 - Day 3 Activity - Part 9



Slide notes

The next one shows “Operation Turned Off,” which is the same error we corrected earlier, so let’s select Change.

Slide 17 - Day 3 Activity - Part 10



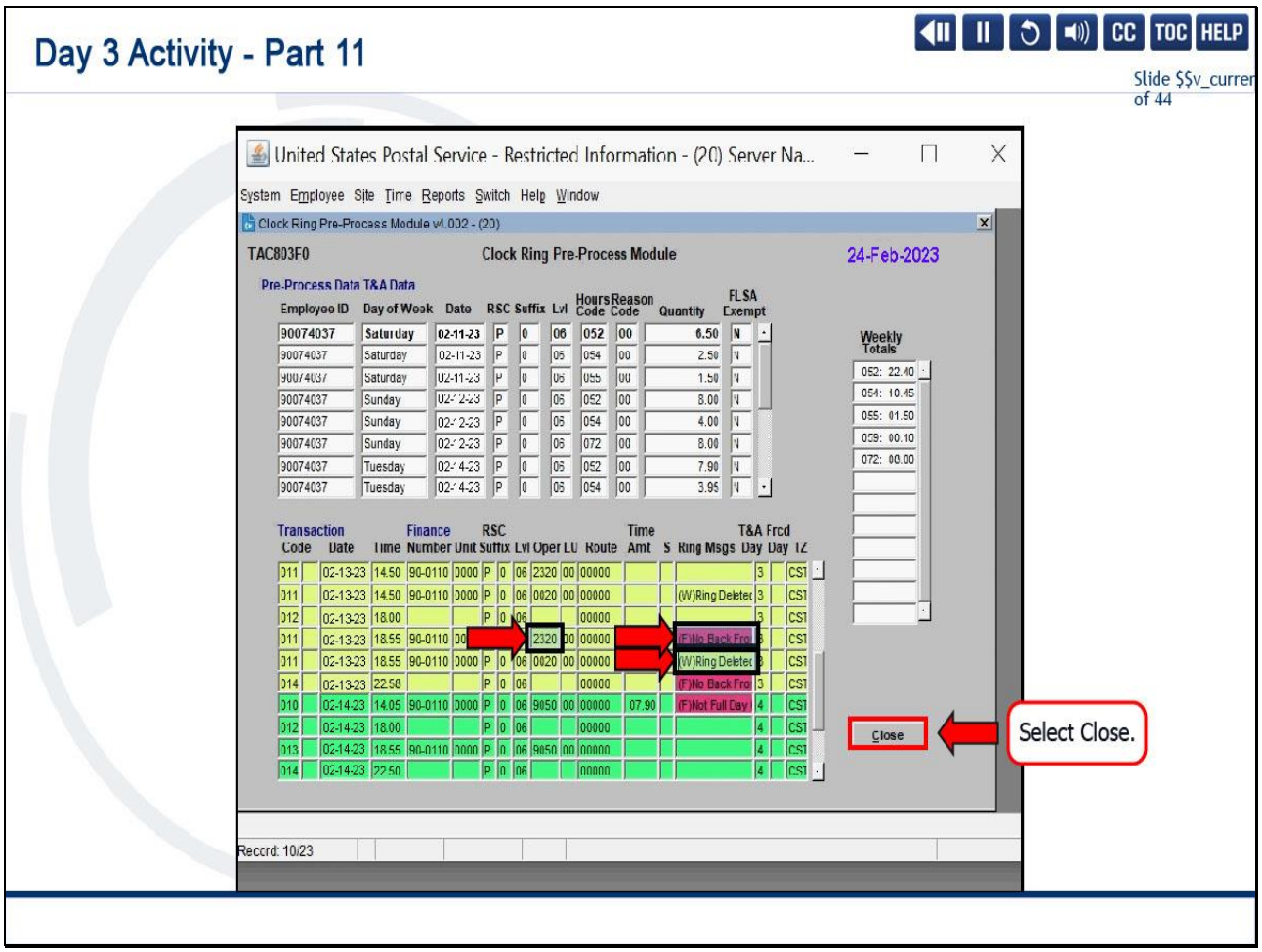
Slide notes

Verify the date and time.

This one is at 1855, and the operation number is 2320.

Select Pre-Process.

Slide 18 - Day 3 Activity - Part 11



Slide notes

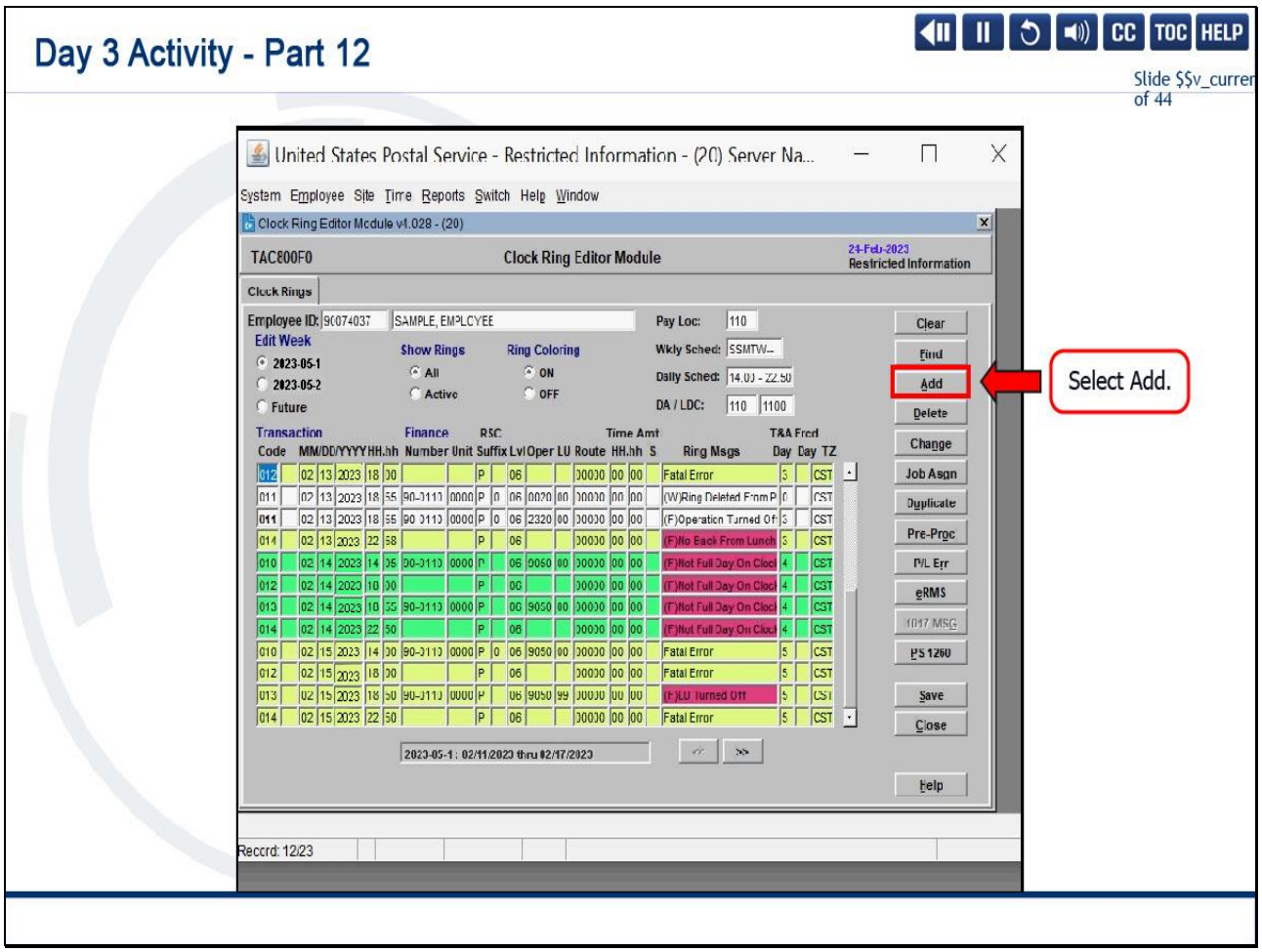
Verify our entry.

You see that the incorrect entry has been deleted, and the new entry has been applied above.

Now we have an additional error: “No Back From Lunch.”

Let’s select Close.

Slide 19 - Day 3 Activity - Part 12

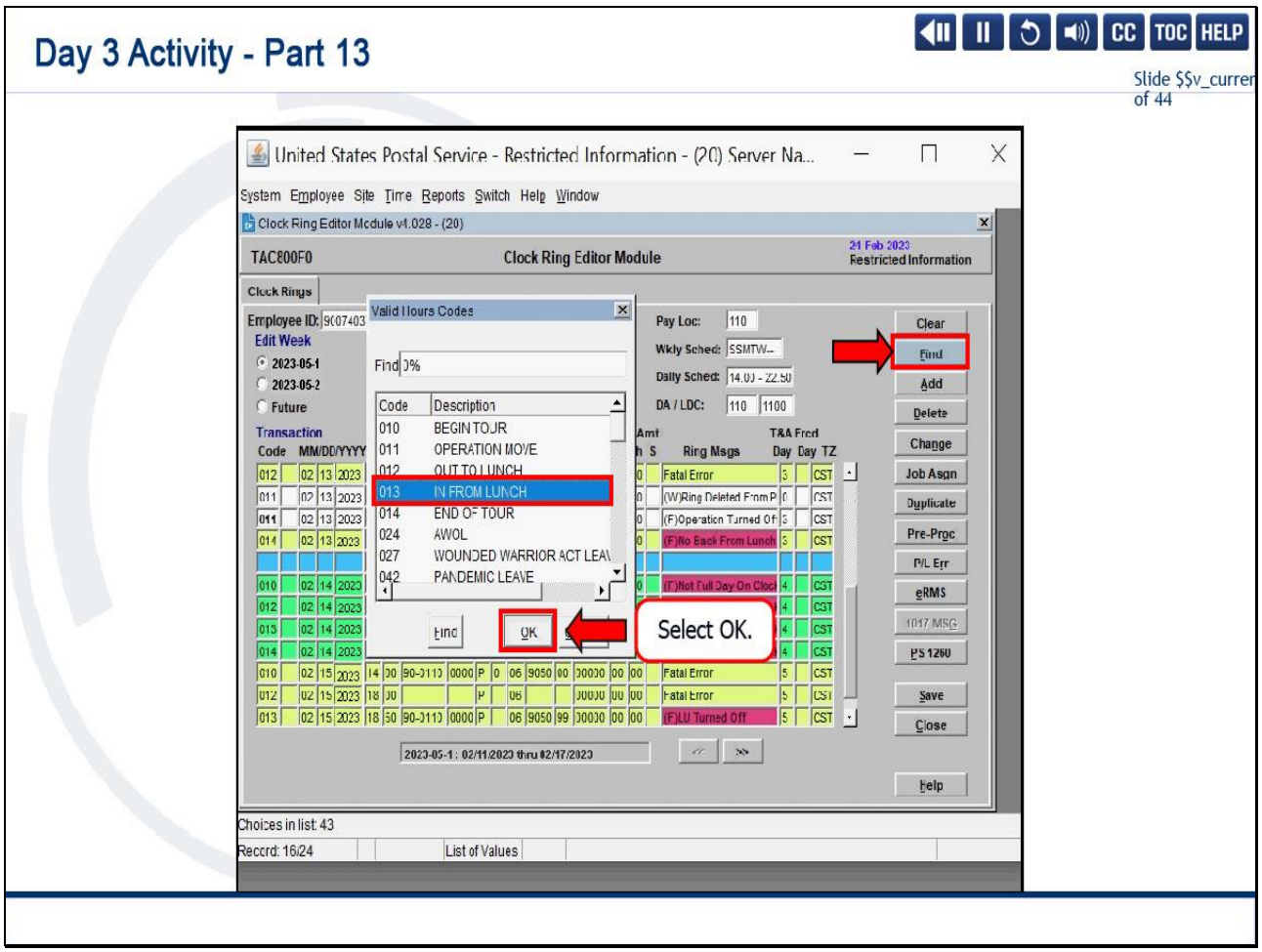


Slide notes

We'll add the "In From Lunch."

Select Add.

Slide 20 - Day 3 Activity - Part 13

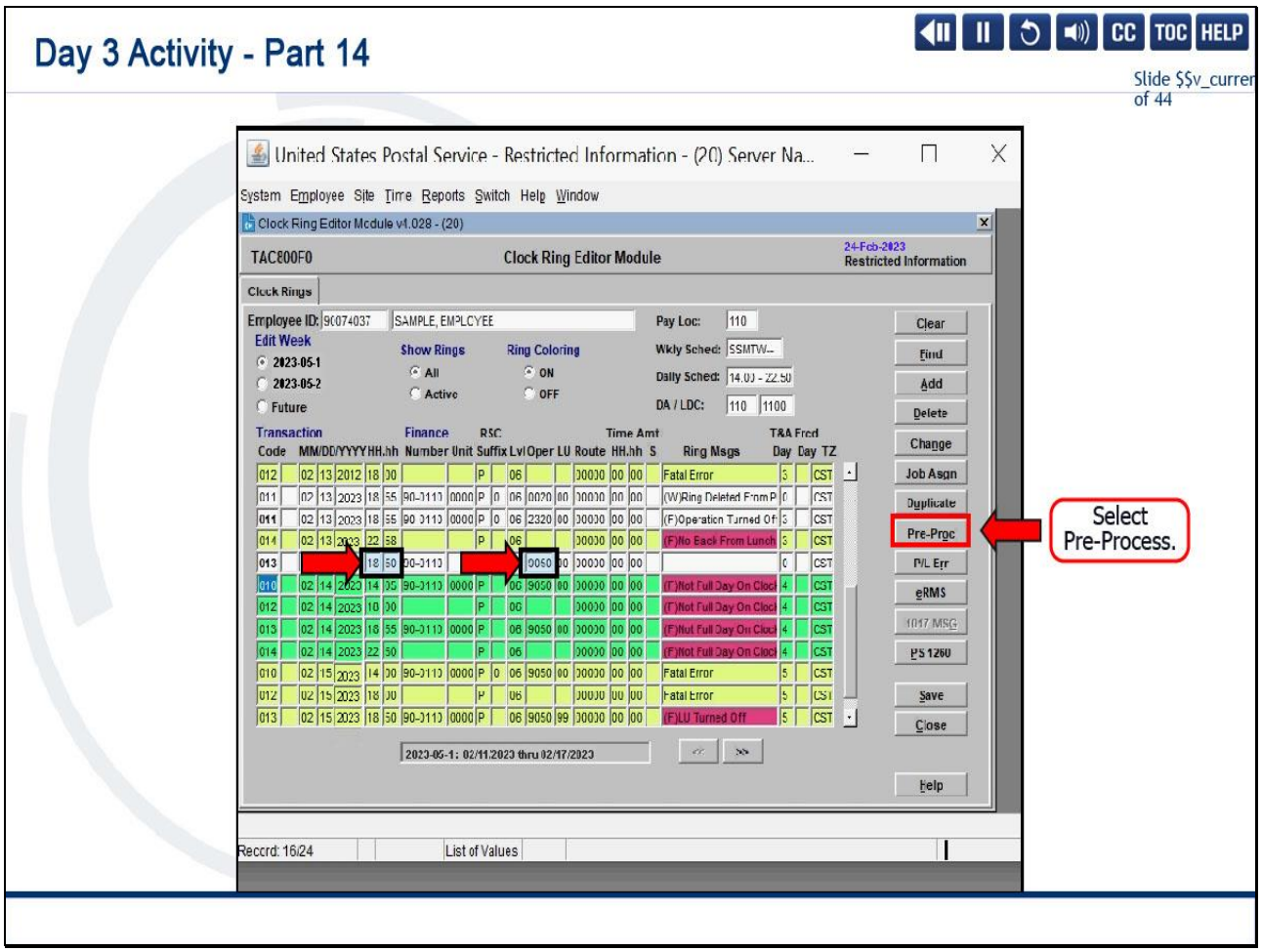


Slide notes

Select Find to look for the description In From Lunch.

Select OK.

Slide 21 - Day 3 Activity - Part 14

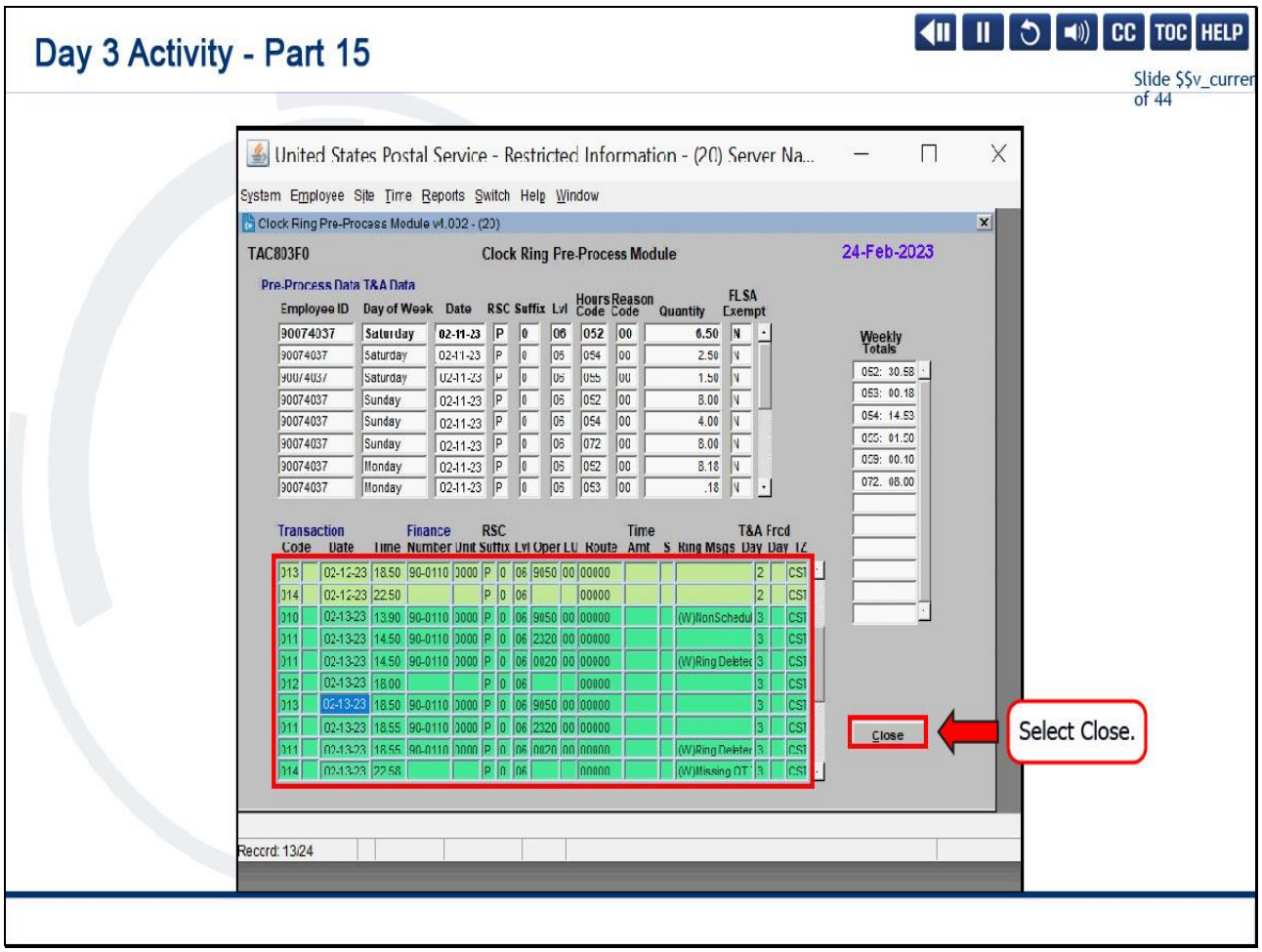


Slide notes

Verify the 1260 reads 1850, which it does.

Verify operation 9050, which is correct, and select Pre-Process.

Slide 22 - Day 3 Activity - Part 15

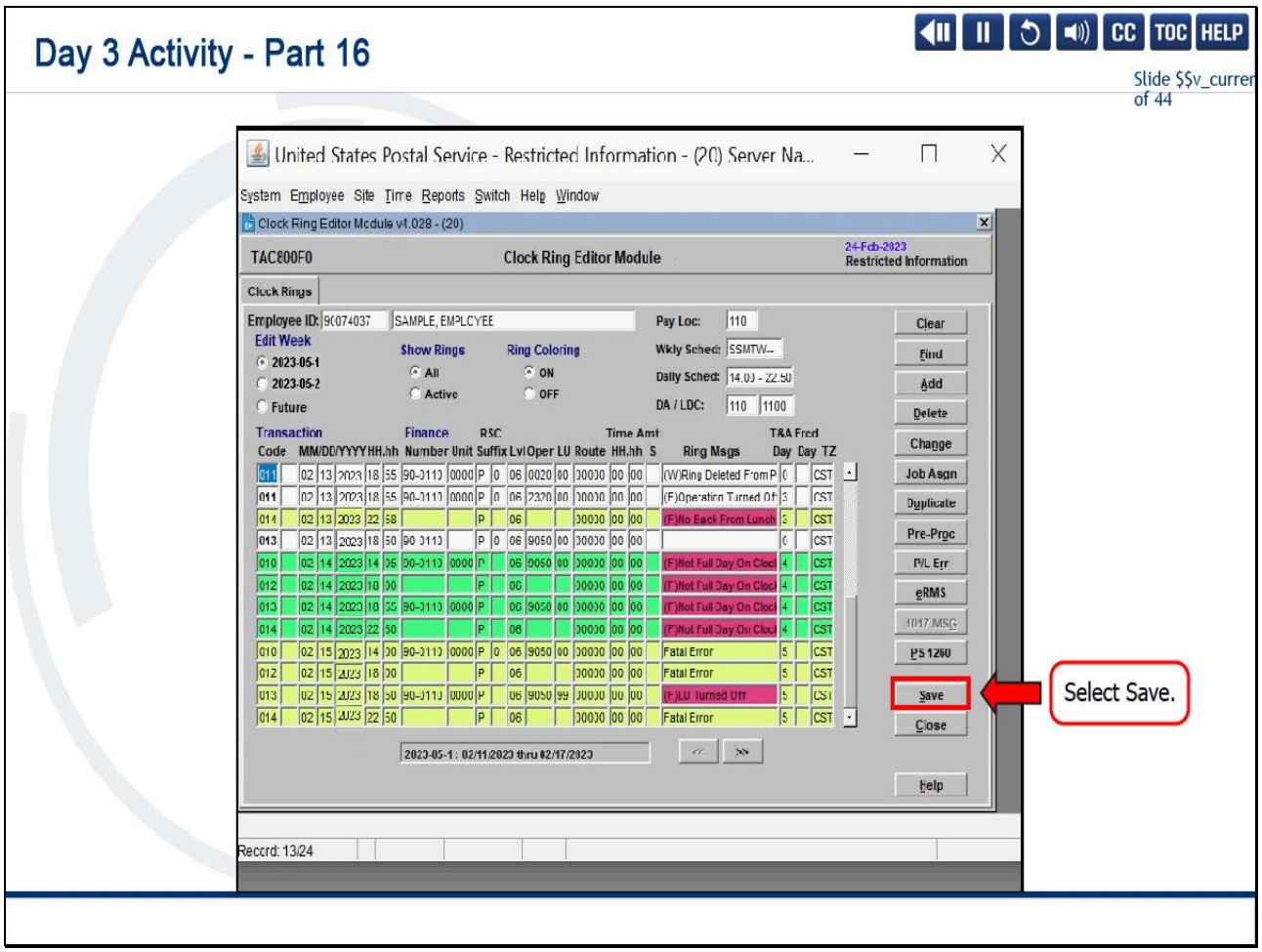


Slide notes

We can now verify that all three fatal warnings are cleared.

Select Close.

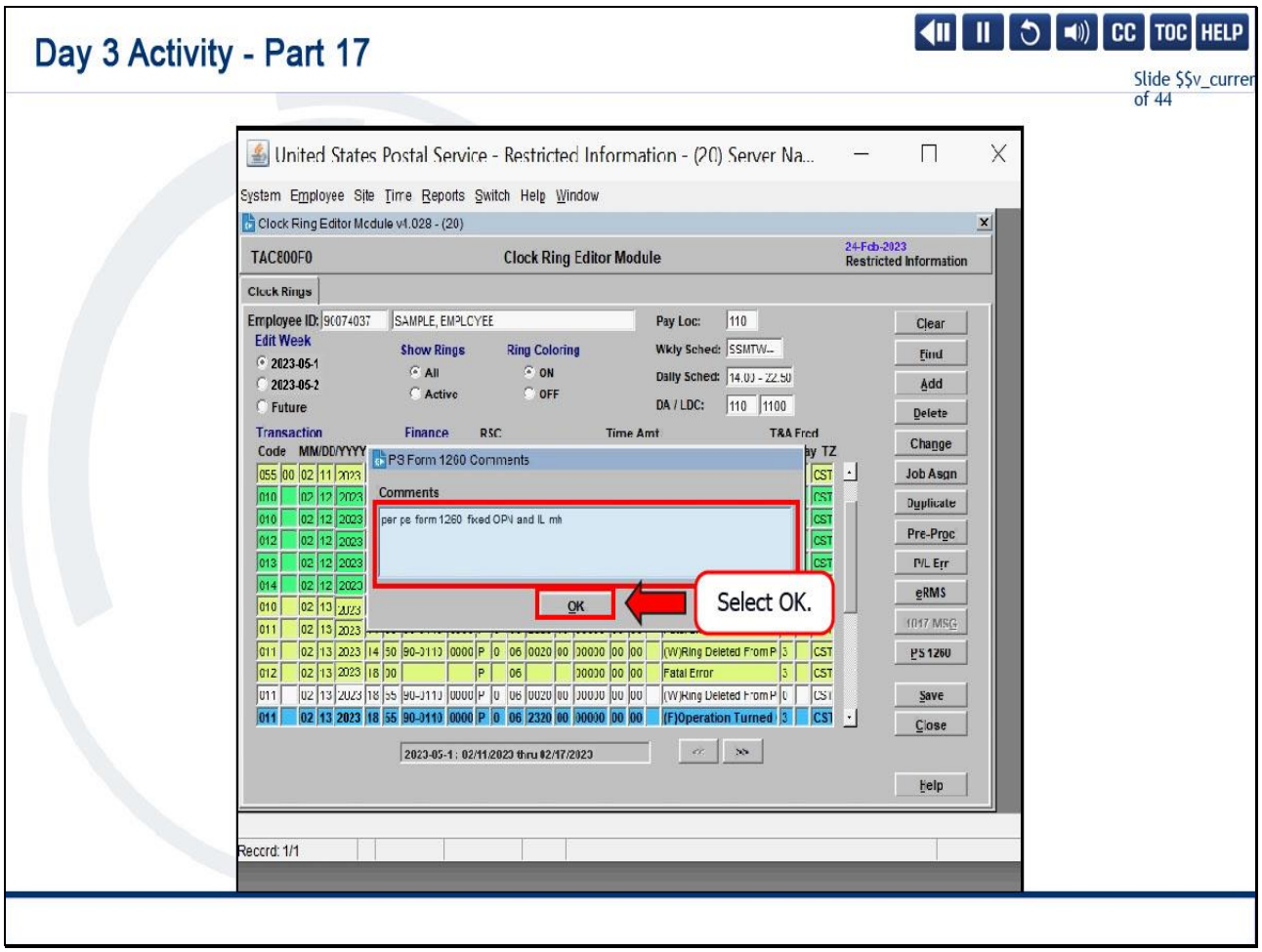
Slide 23 - Day 3 Activity - Part 16



Slide notes

Select Save.

Slide 24 - Day 3 Activity - Part 17

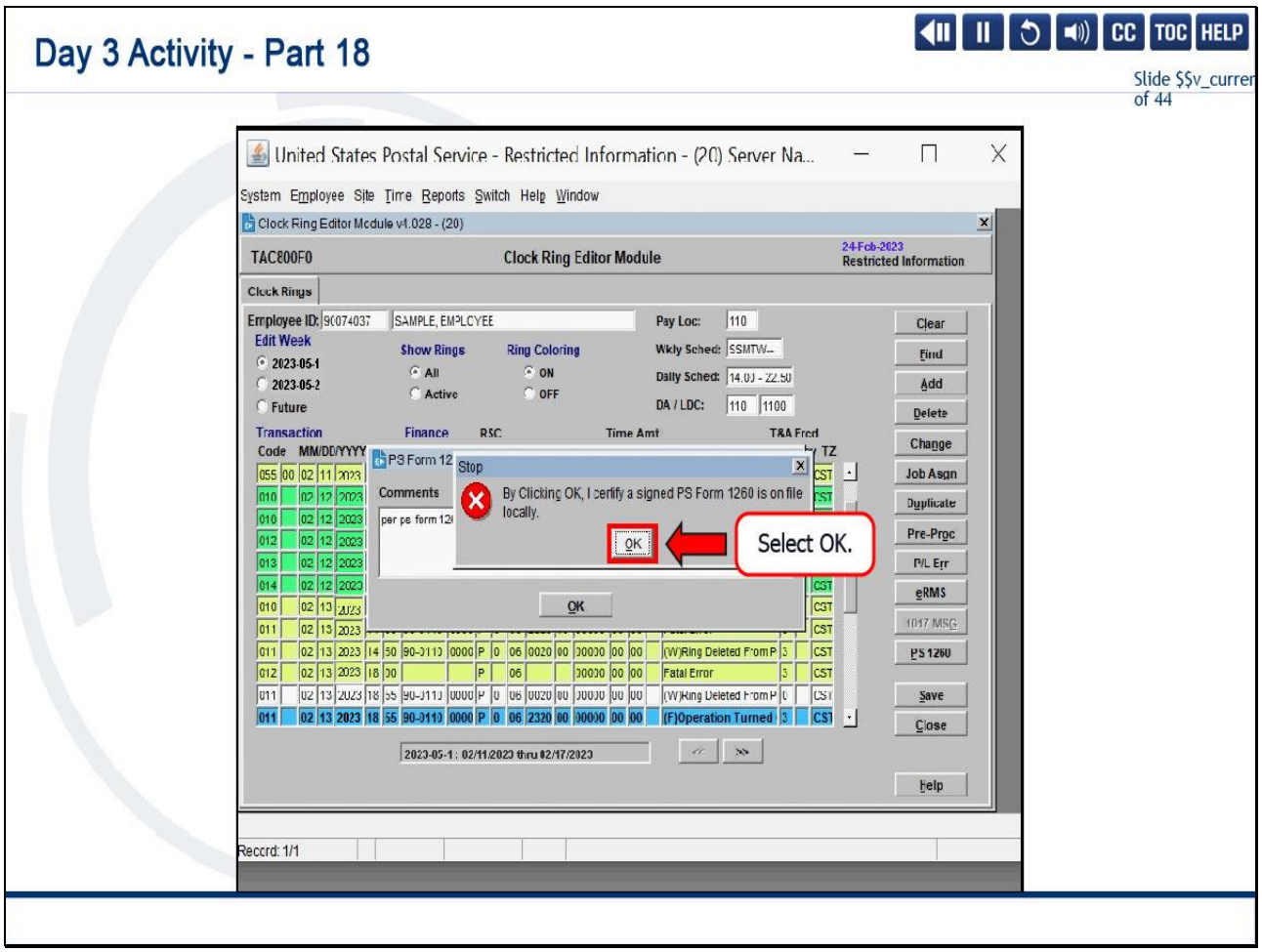


Slide notes

Add in the comments, “per ps form 1260-fixed operation and in from lunch,” with your initials.

Select OK.

Slide 25 - Day 3 Activity - Part 18

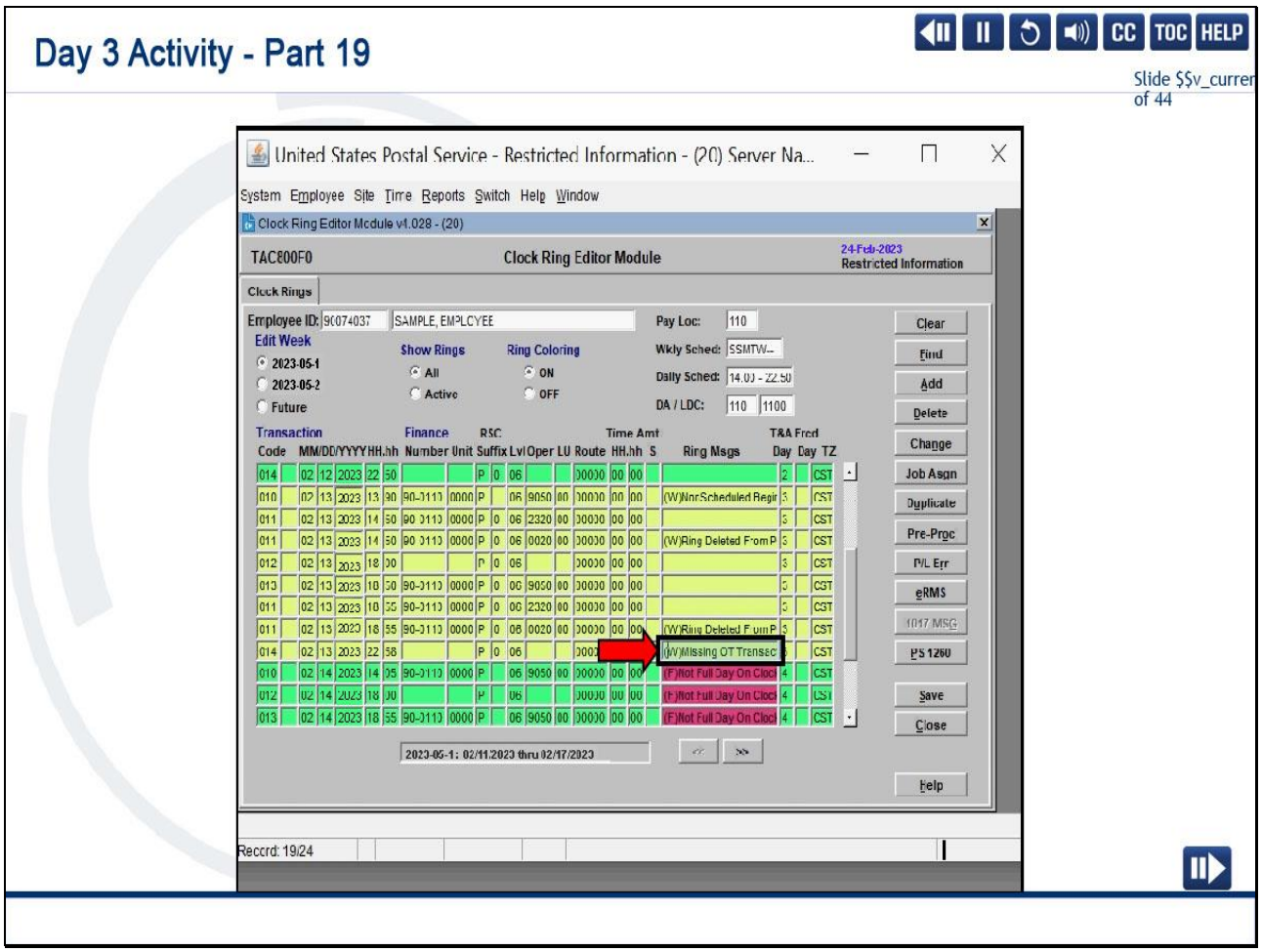


Slide notes

By clicking OK, you certify a signed PS Form 1260 is on file locally.

That’s true, so select OK.

Slide 26 - Day 3 Activity - Part 19

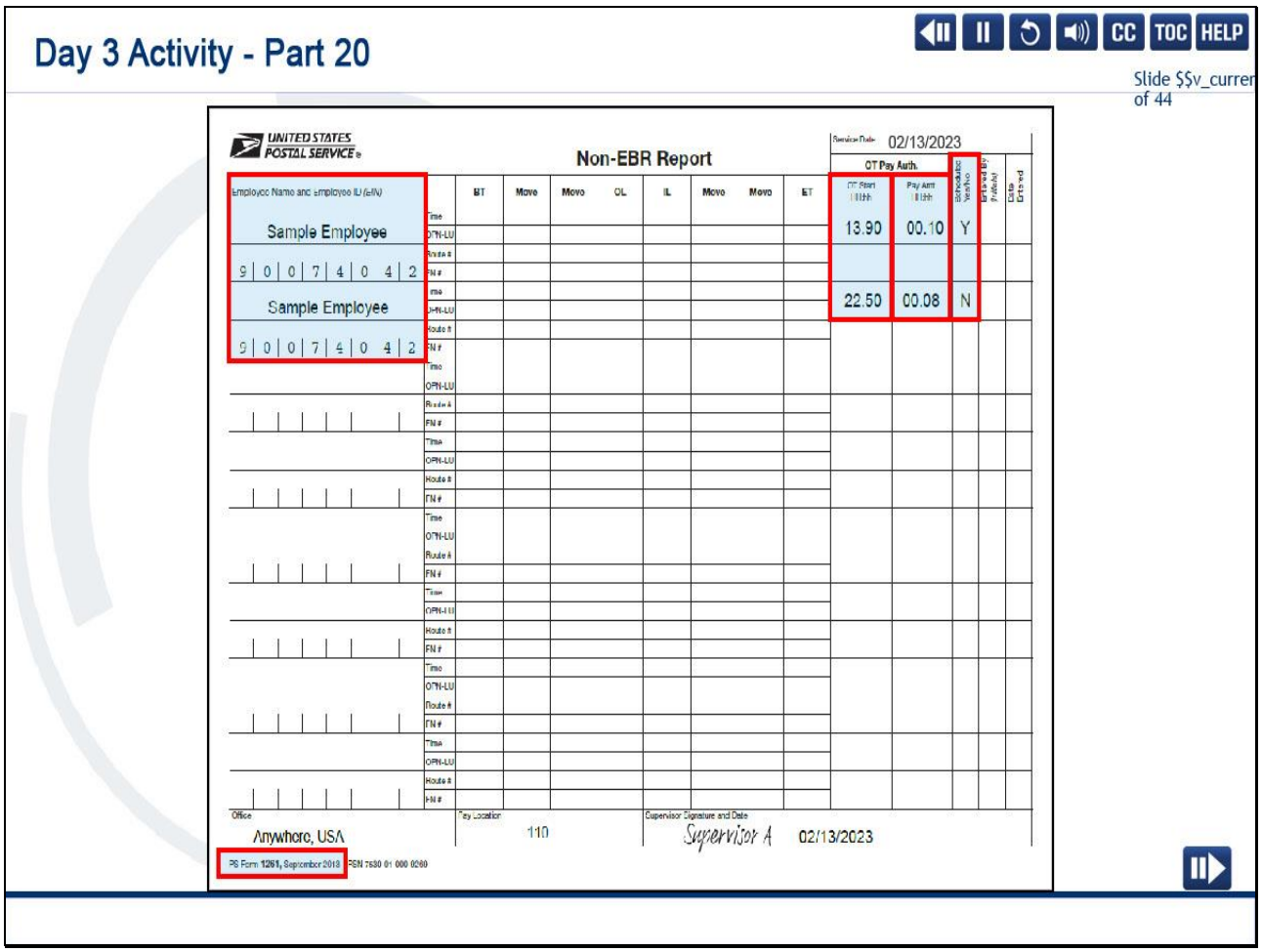


Slide notes

We have a new warning: “Missing Overtime Transaction.”

Let’s review the documentation required to enter the overtime transactions.

Slide 27 - Day 3 Activity - Part 20



Slide notes

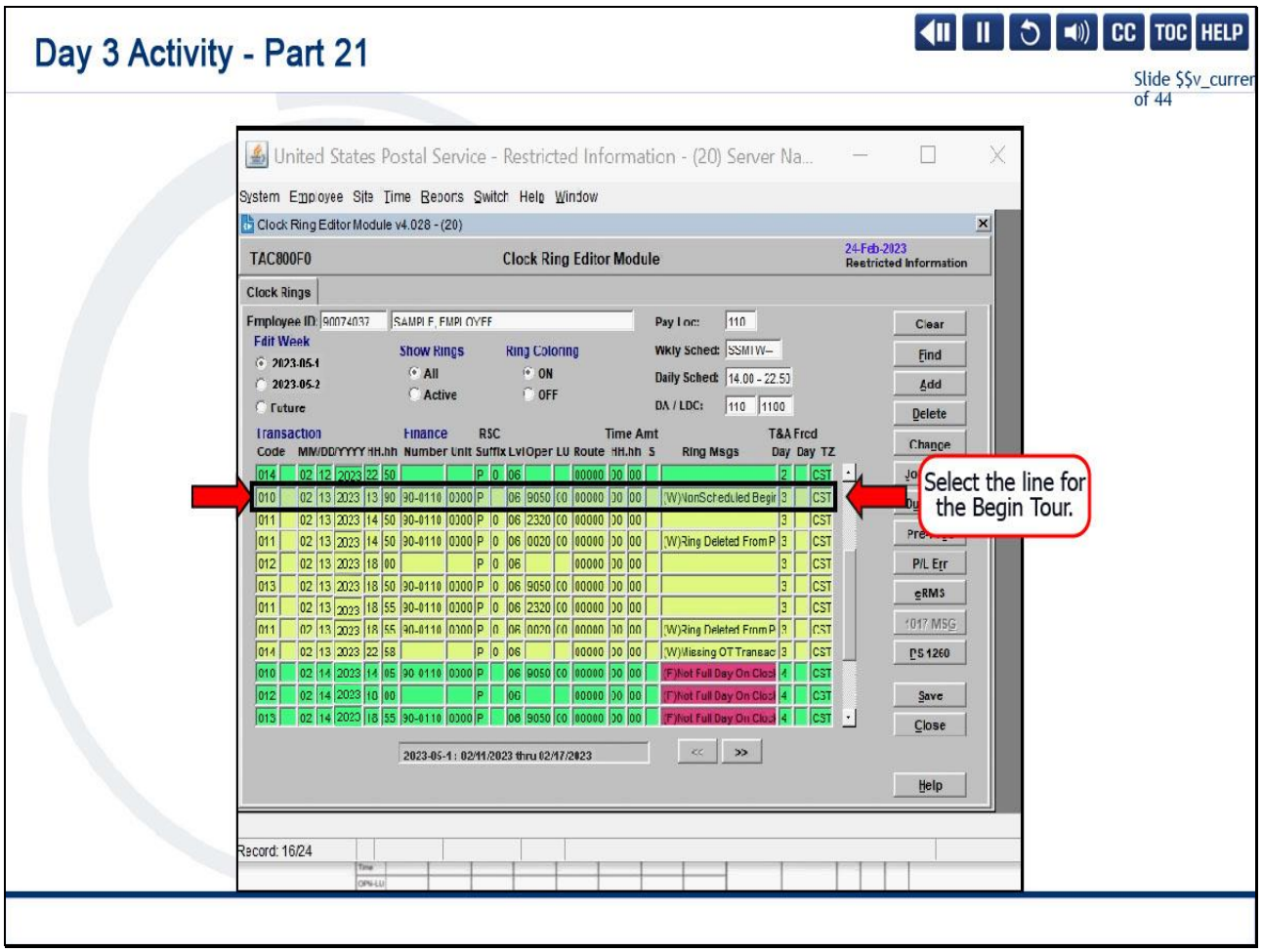
The proper documentation required for all other functions other than a city carrier is the PS Form 1261.

Management will need to provide the employee's name and EIN number, the time the overtime started, the amount, and whether it is approved in advance.

Here you see the first one is approved, and the second one is not scheduled in advance.

Let's make the entries.

Slide 28 - Day 3 Activity - Part 21

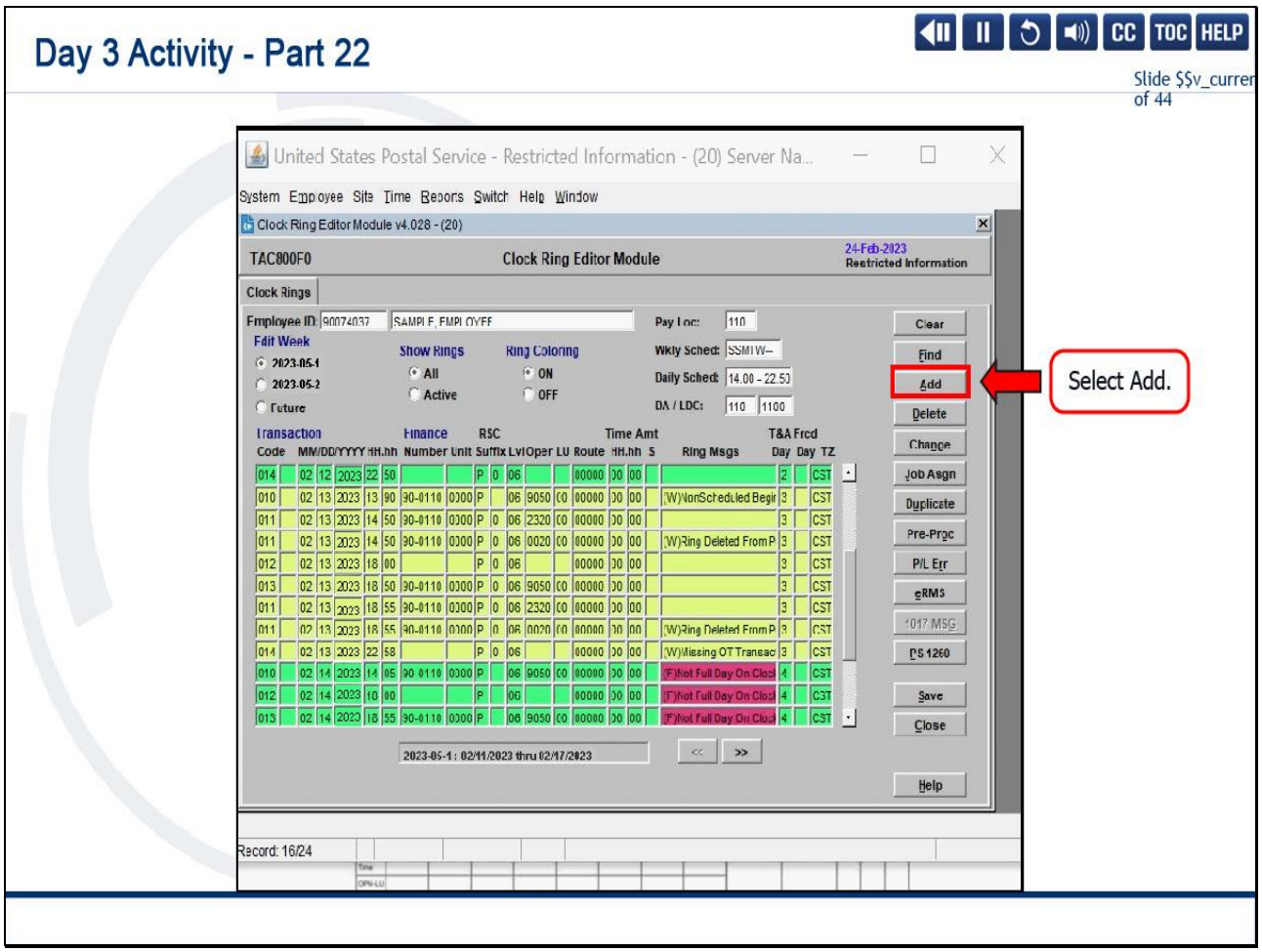


Slide notes

The first entry is for the begin tour overtime.

Let’s select the line for the begin tour.

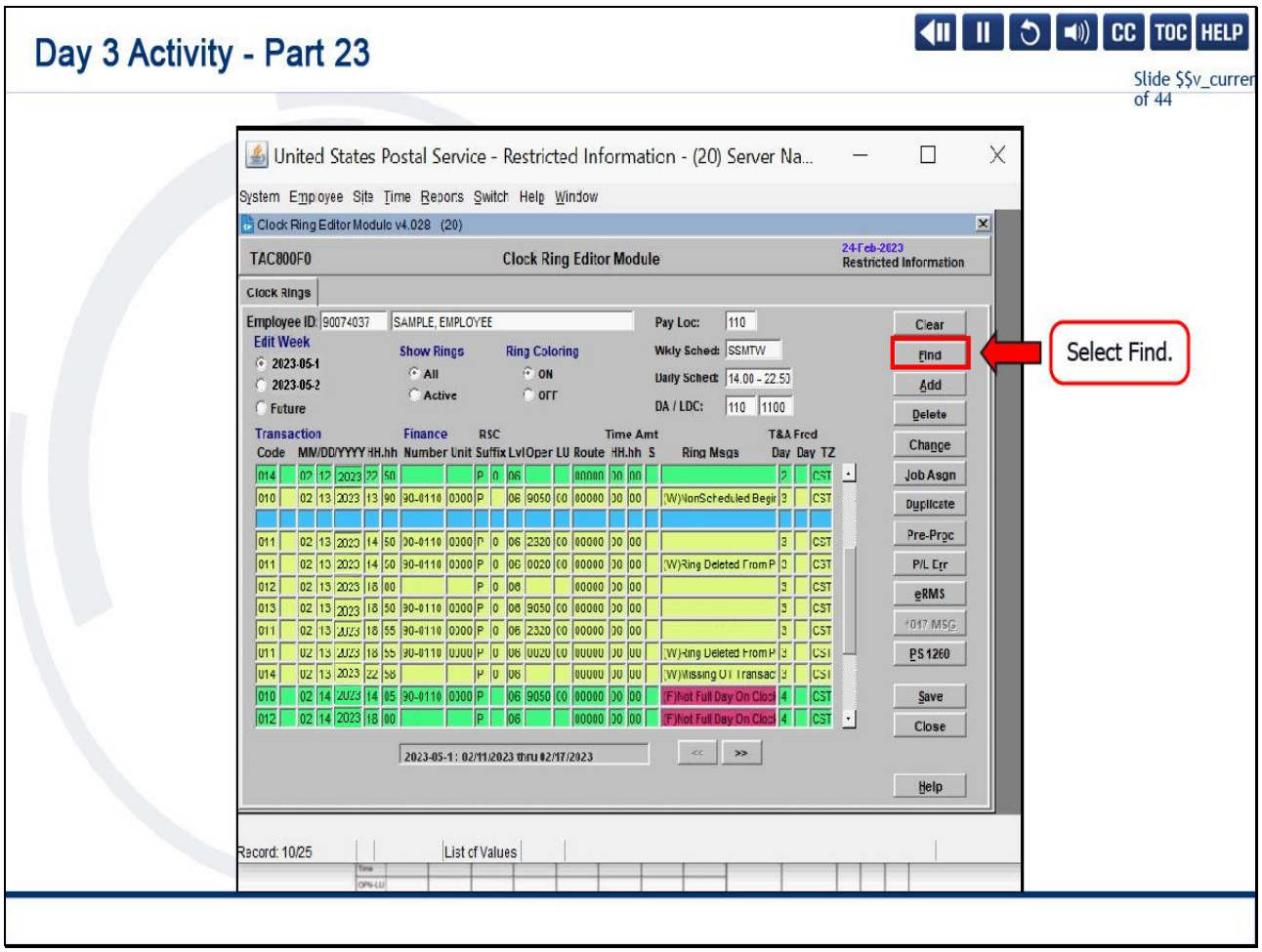
Slide 29 - Day 3 Activity - Part 22



Slide notes

Select Add.

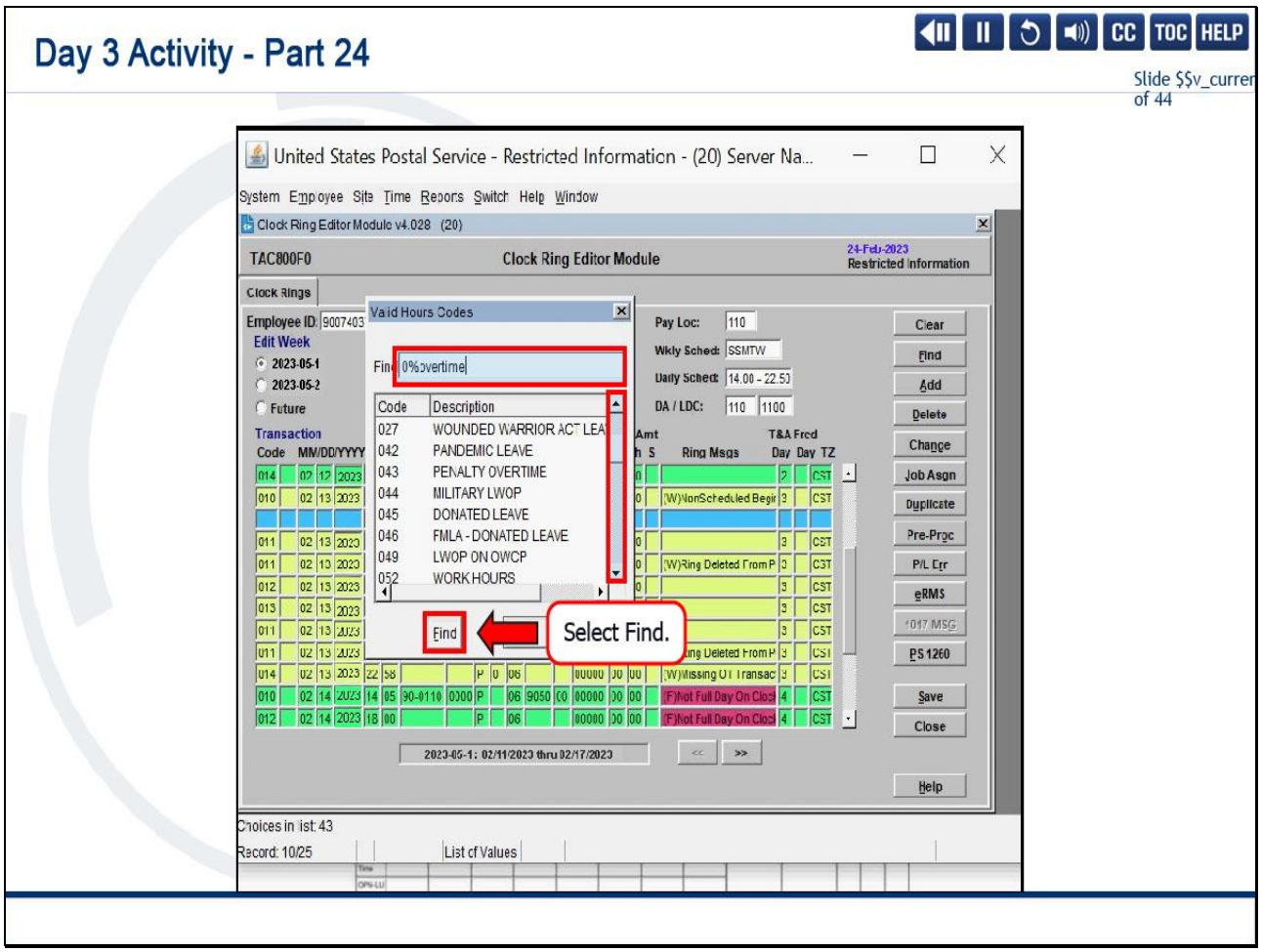
Slide 30 - Day 3 Activity - Part 23



Slide notes

Select Find to search for the overtime transaction.

Slide 31 - Day 3 Activity - Part 24

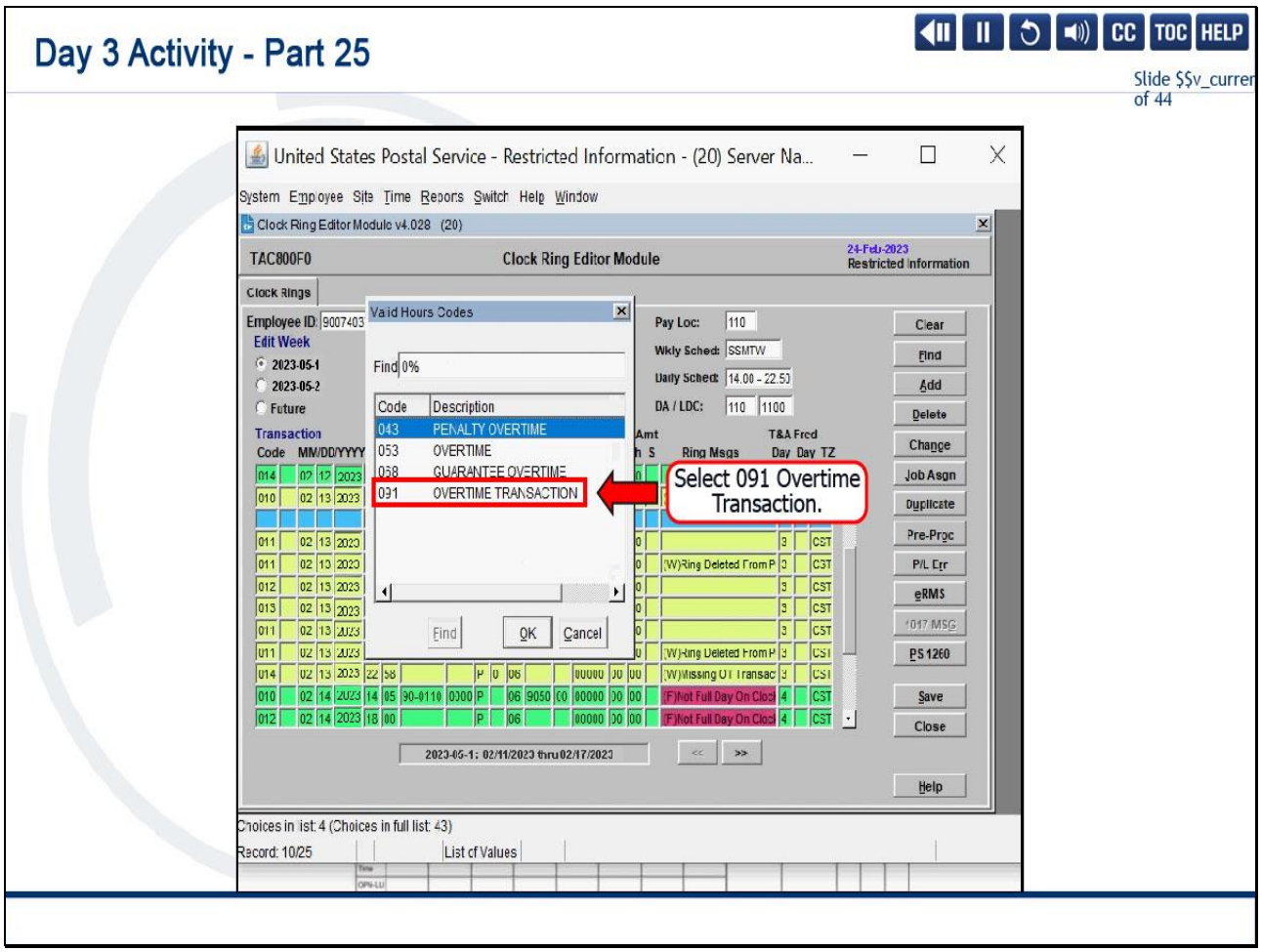


Slide notes

You can scroll under the description or simply type after the percent (0%) sign, “overtime.”

Select Find.

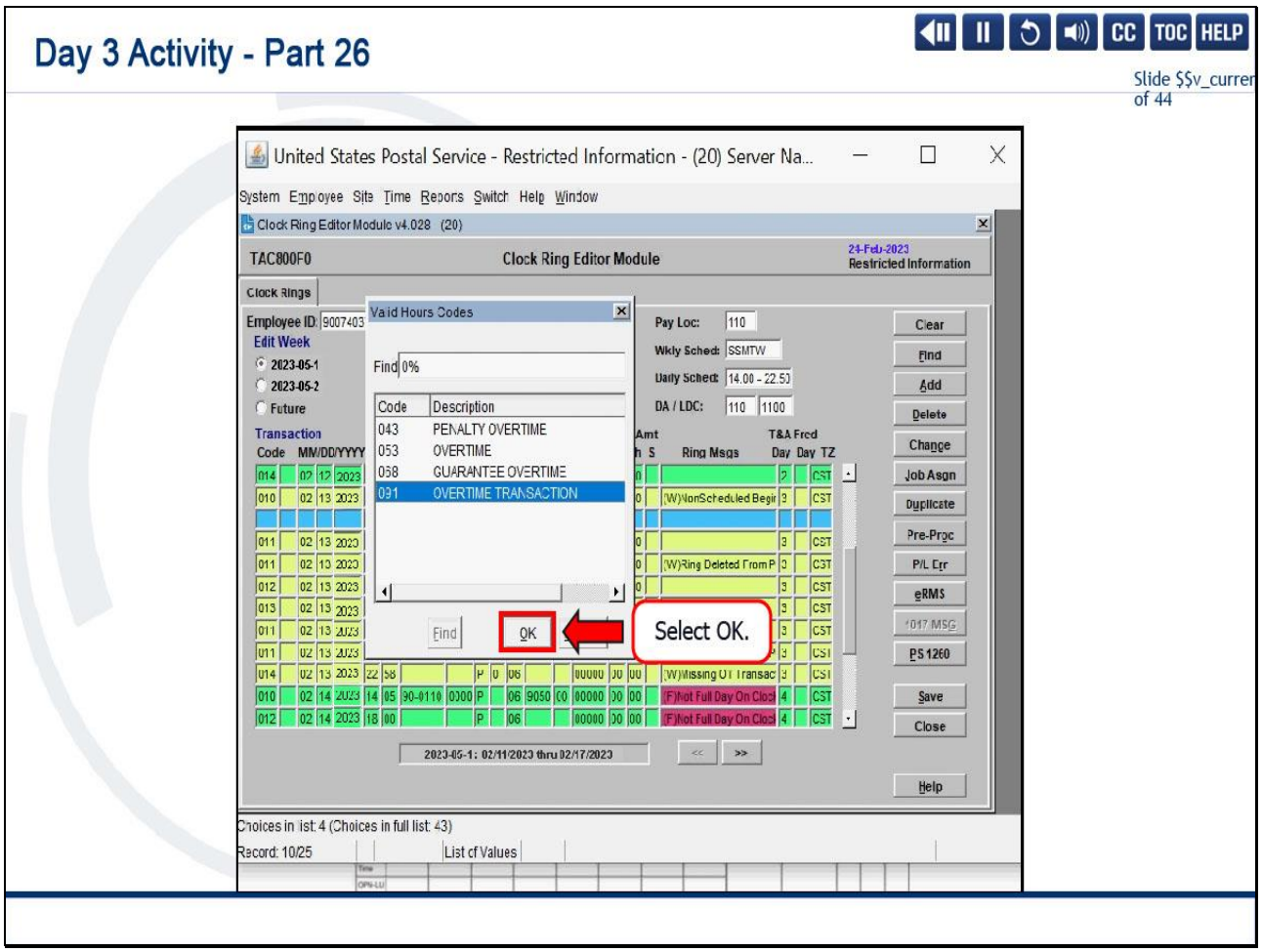
Slide 32 - Day 3 Activity - Part 25



Slide notes

Select 091 for Overtime Transaction.

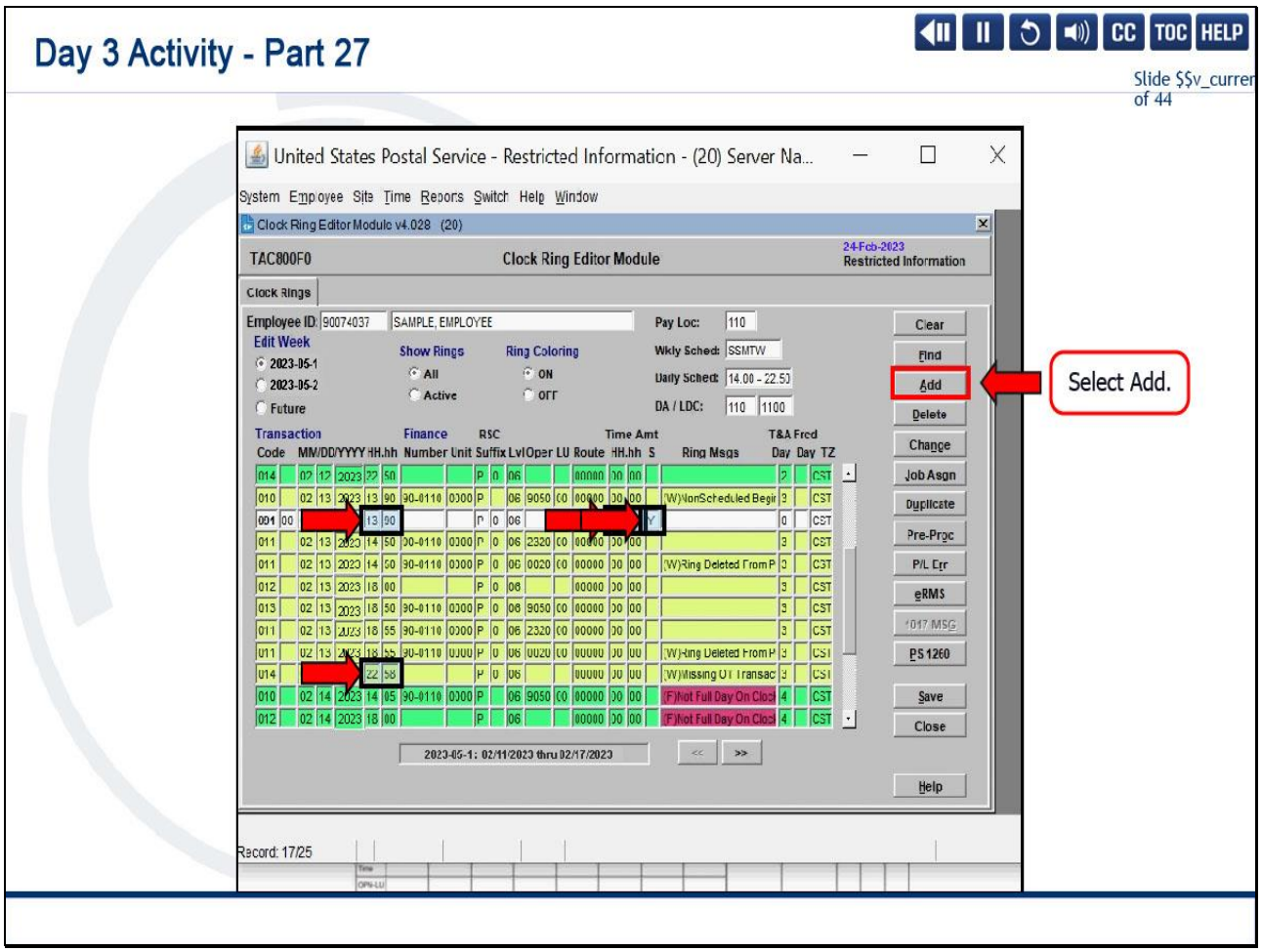
Slide 33 - Day 3 Activity - Part 26



Slide notes

Select OK.

Slide 34 - Day 3 Activity - Part 27



Slide notes

Verify the dates and time.

Begin Tour overtime is when the employee clocks in.

We need to correct this to 1390, and the amount the employee was authorized to begin tour was 0010.

Management indicated that this was scheduled in advance.

So type “Y” in the Schedule column.

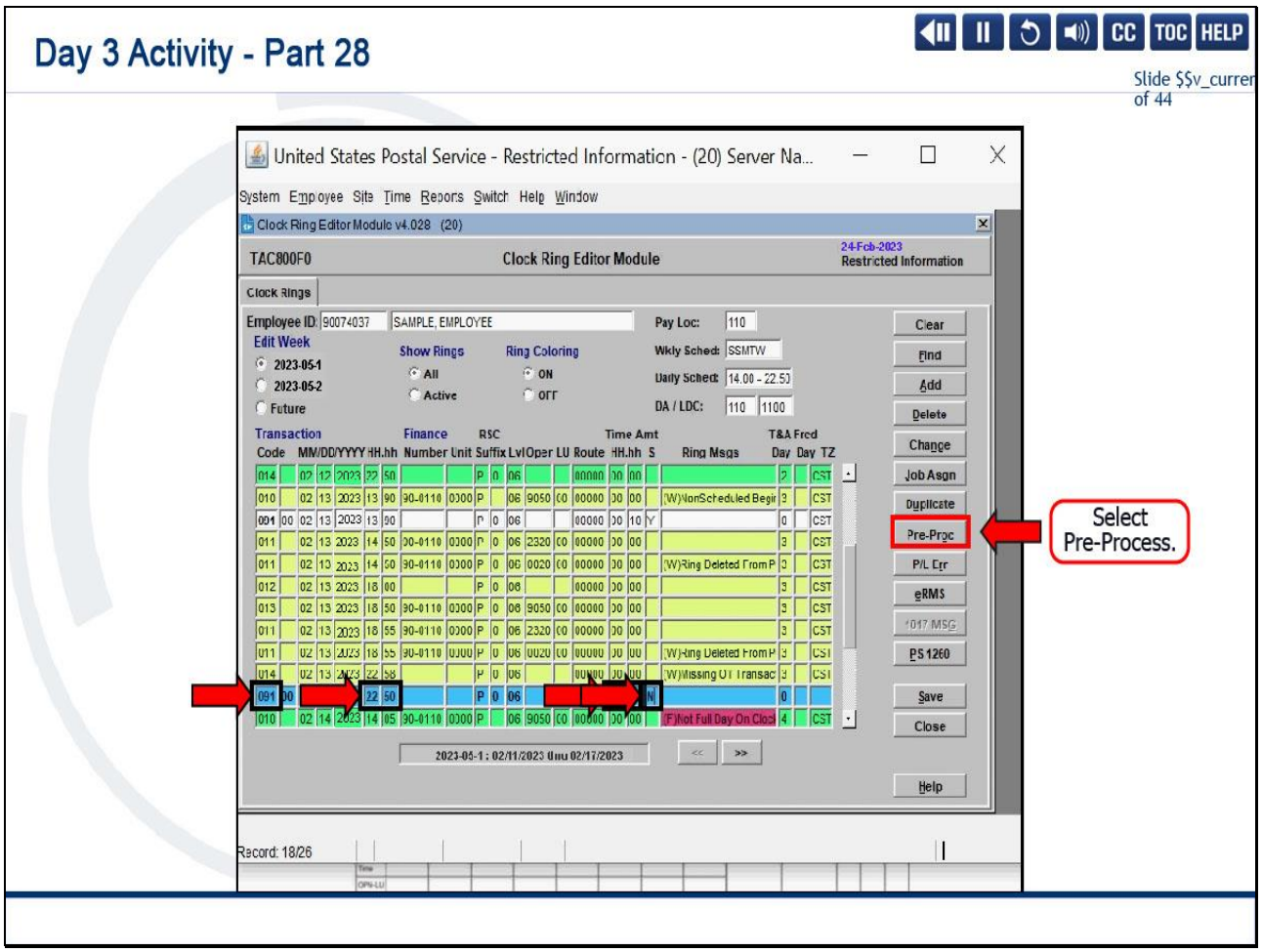
We also have the other eight clicks that were disapproved for the end tour at 2258.

The employee was instructed to end tour on time.

We need to add the other transaction.

Select Add.

Slide 35 - Day 3 Activity - Part 28



Slide notes

We can use the Find feature for the code.

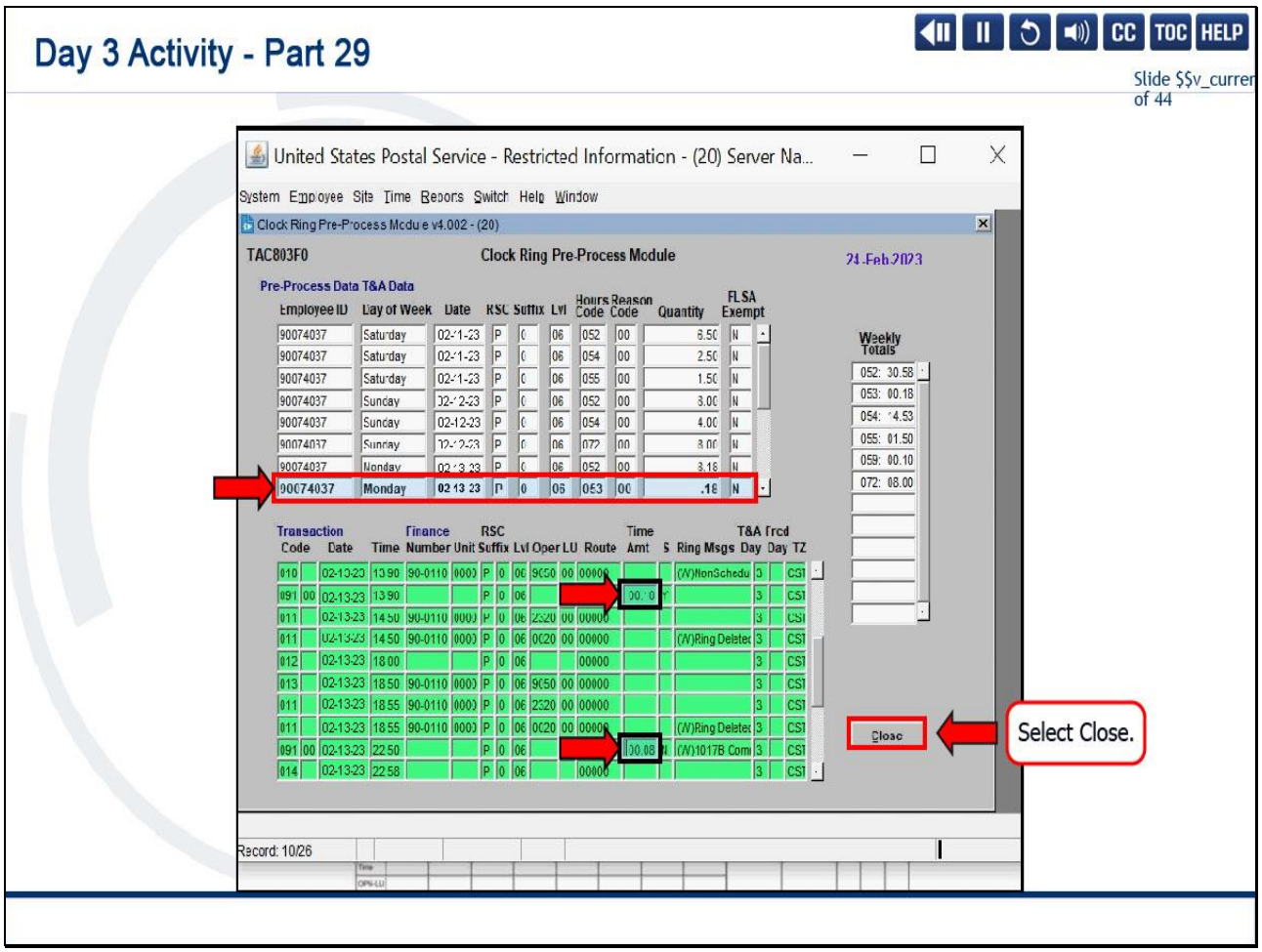
However, now that we know that 091 is the overtime transaction code, we can just apply it here.

Verify and change the default from 1400 to 2250, that’s the employee’s scheduled end tour, and the amount 0008.

Management has indicated this was not scheduled in advance.

Let’s select Pre-Process.

Slide 36 - Day 3 Activity - Part 29



Slide notes

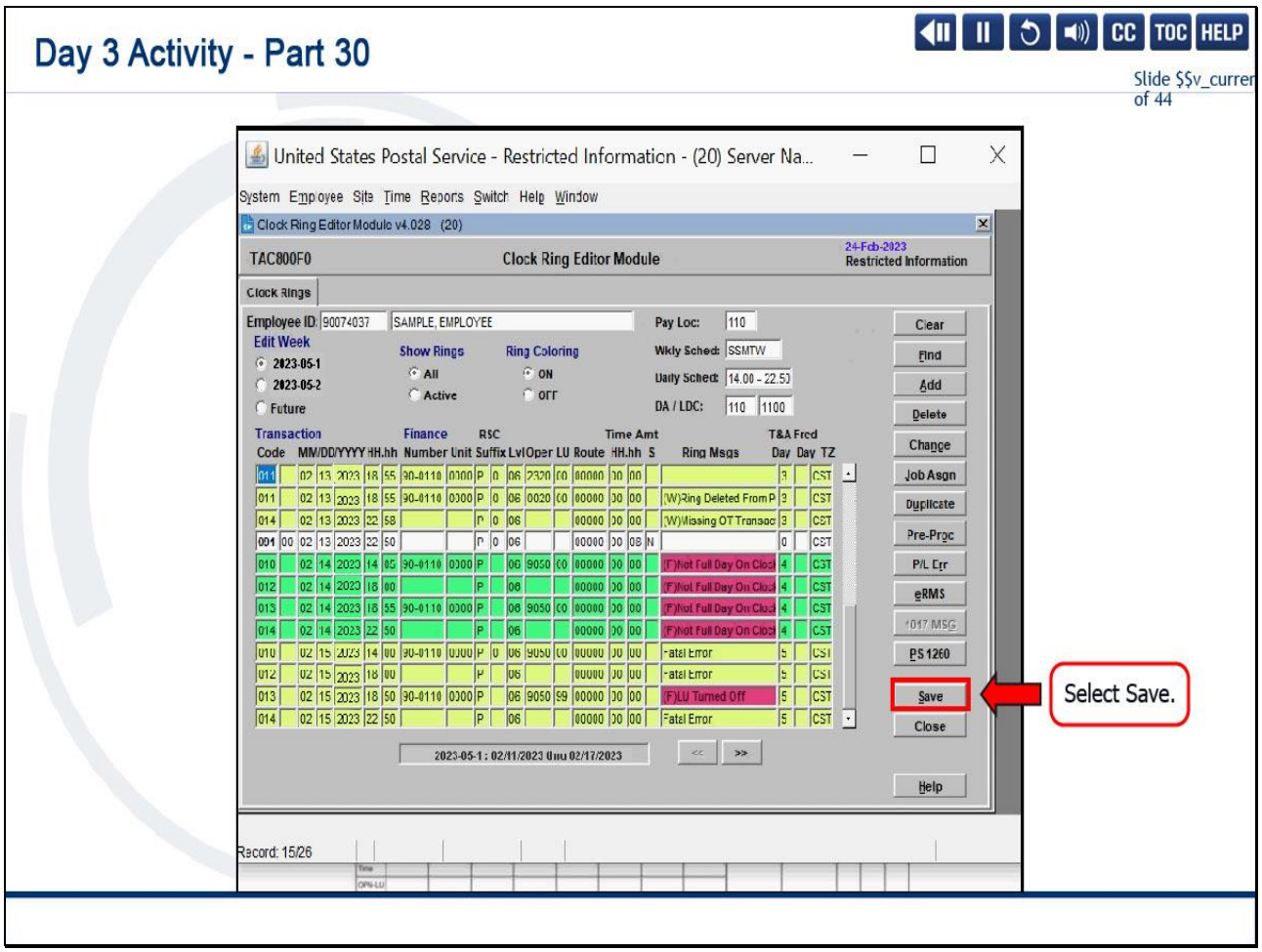
Verify that we've applied the overtime appropriately.

So, the employee worked a total of 0.18,

and in the yellow and green section, we can verify that we applied the ten clicks and the eight clicks.

Select Close.

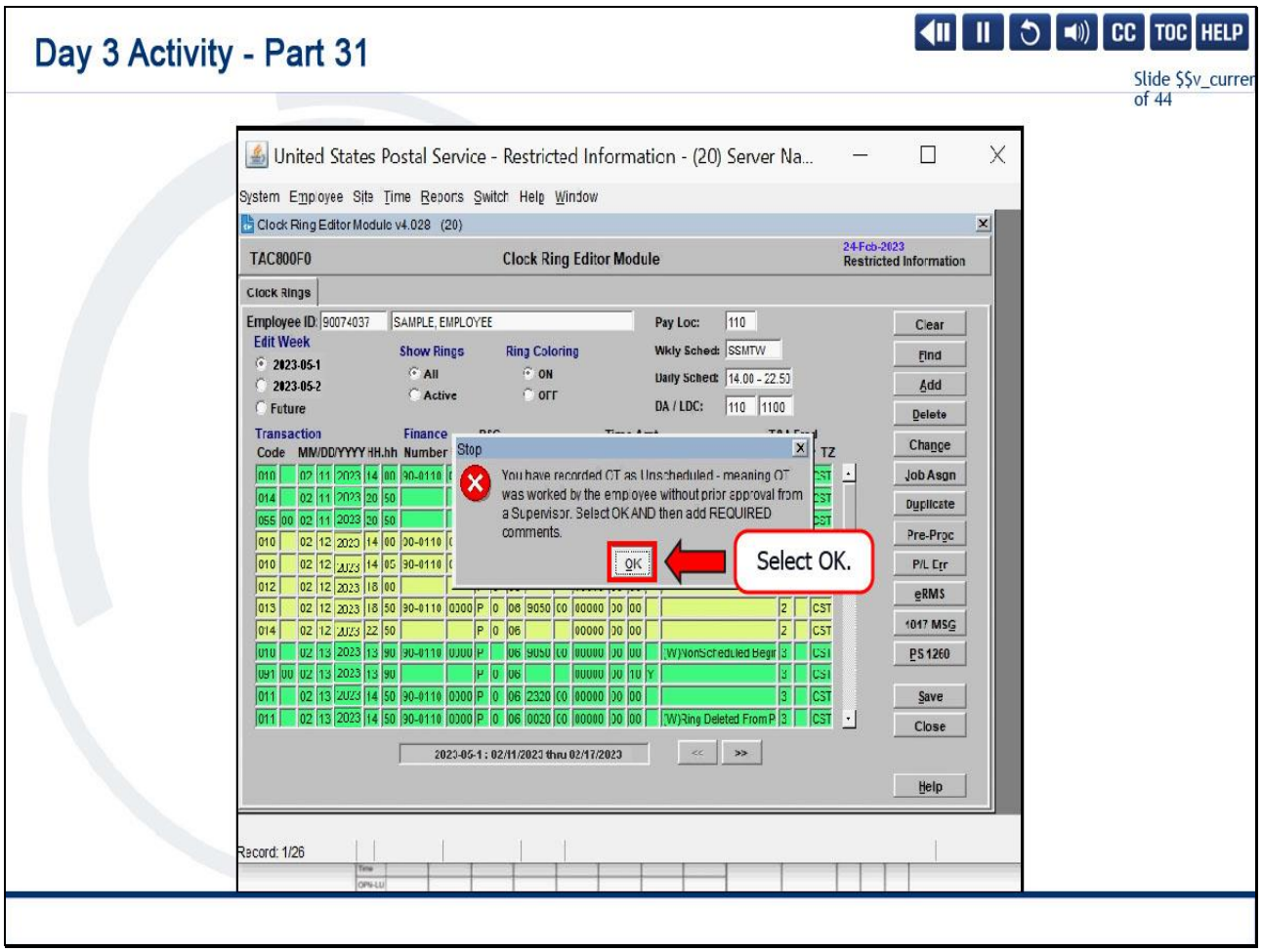
Slide 37 - Day 3 Activity - Part 30



Slide notes

Now select Save.

Slide 38 - Day 3 Activity - Part 31



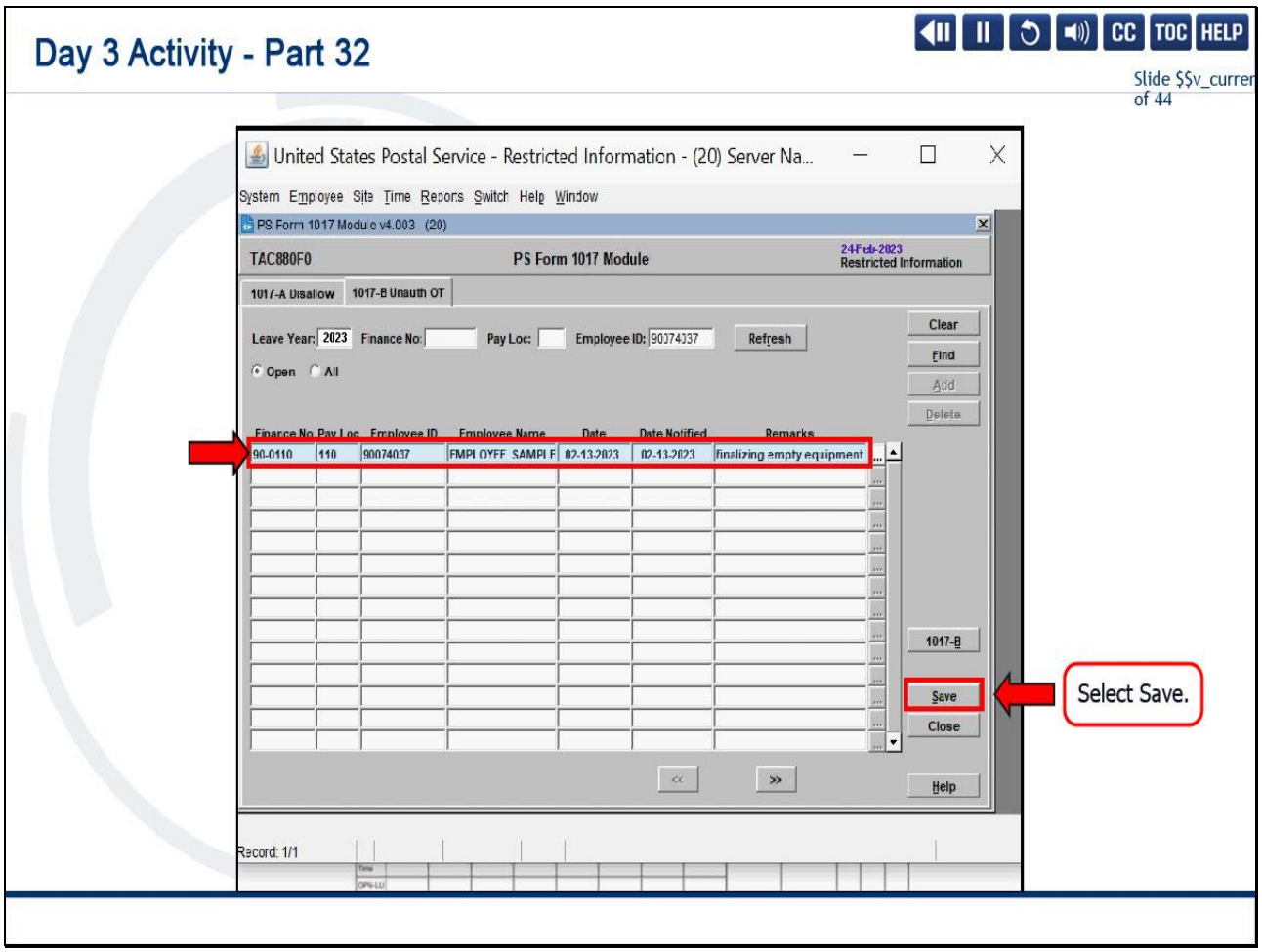
Slide notes

We received a pop-up warning: “You have recorded overtime as Unscheduled meaning overtime was recorded or worked by the employee without prior approval from a Supervisor.

Select OK AND then add REQUIRED comments.”

Select OK.

Slide 39 - Day 3 Activity - Part 32

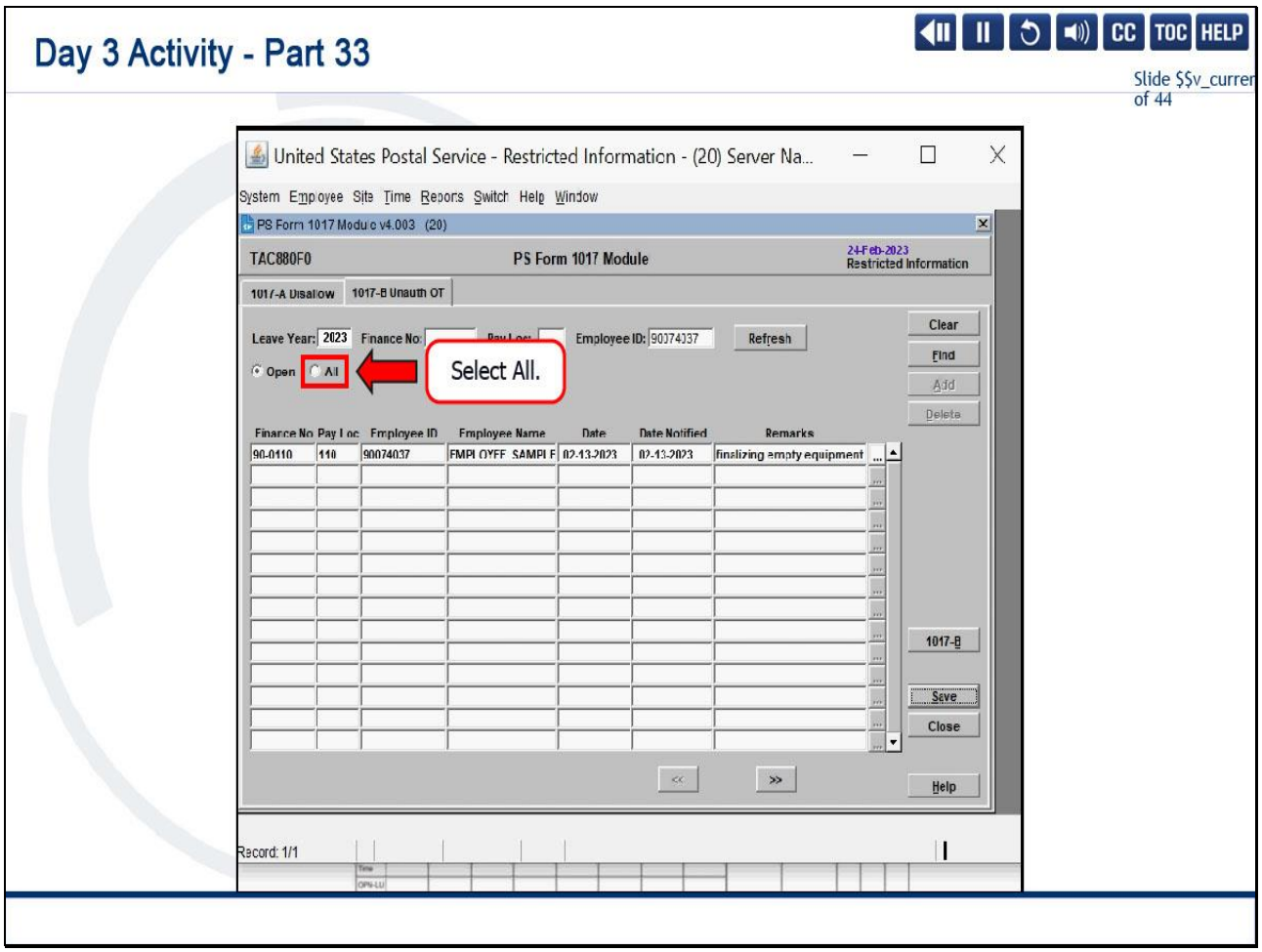


Slide notes

We spoke to the employee the evening of the 13th, and the employee stated that they were finalizing empty equipment.

Select Save.

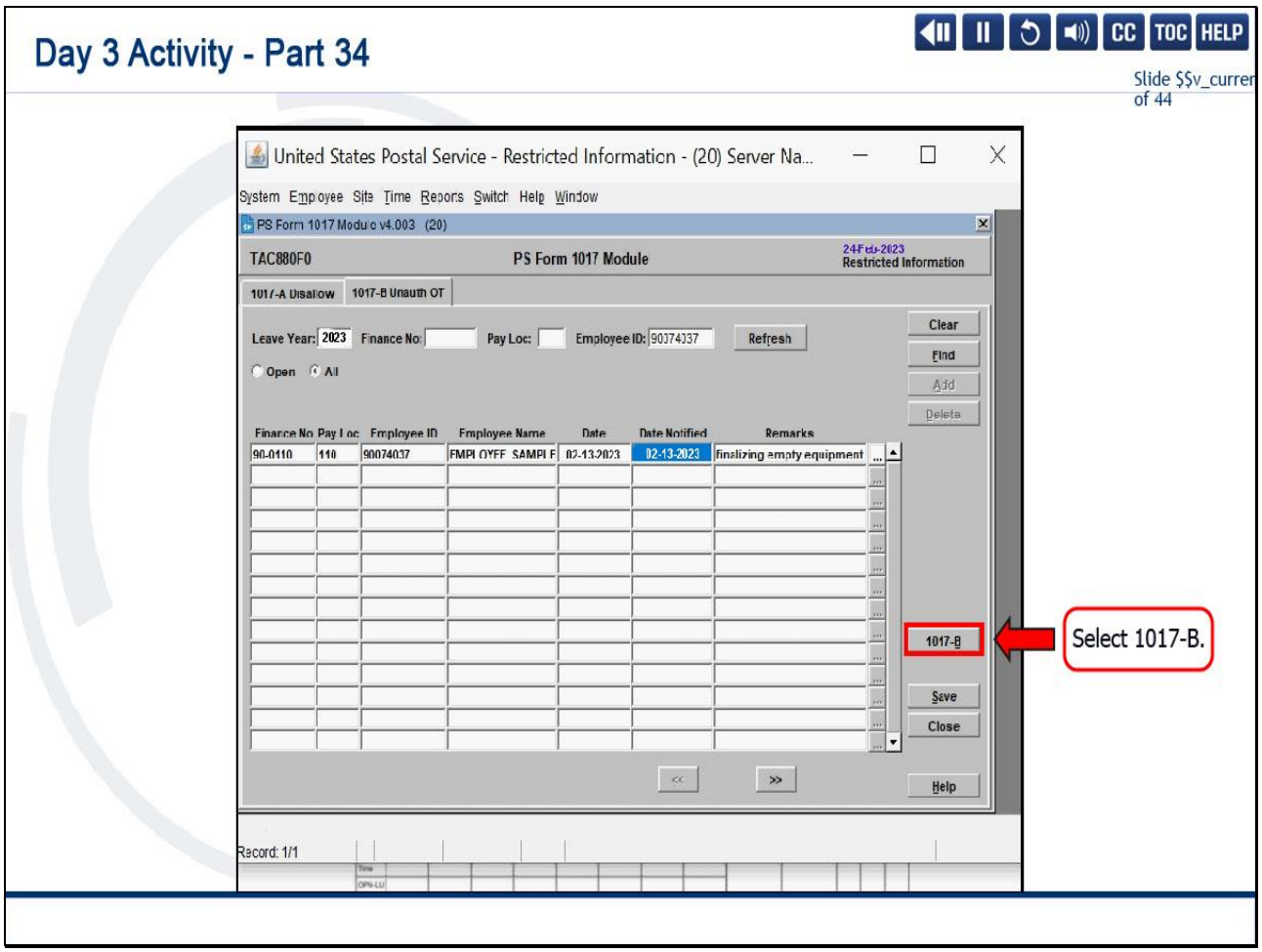
Slide 40 - Day 3 Activity - Part 33



Slide notes

To print, select All.

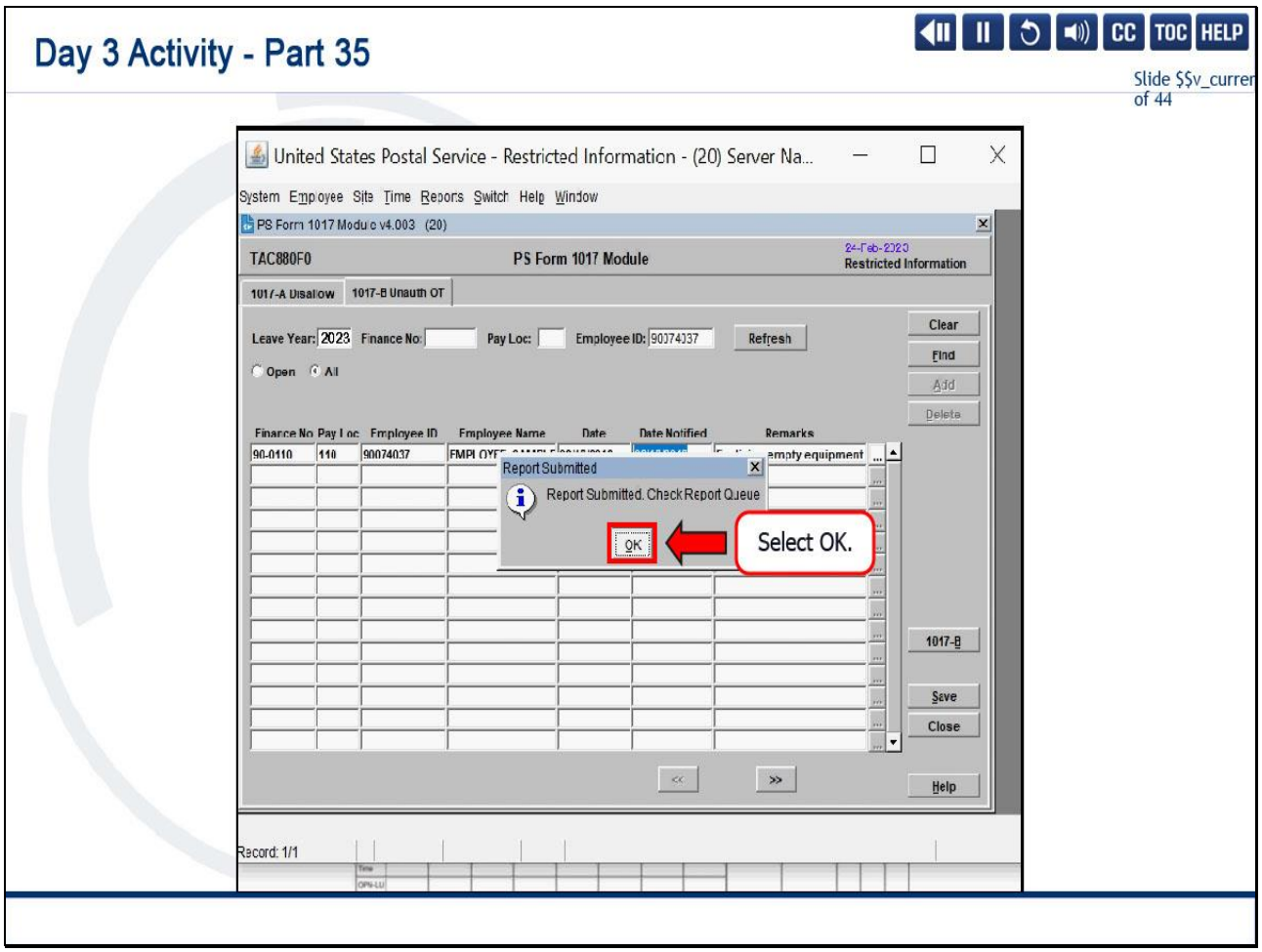
Slide 41 - Day 3 Activity - Part 34



Slide notes

Select 1017-B.

Slide 42 - Day 3 Activity - Part 35



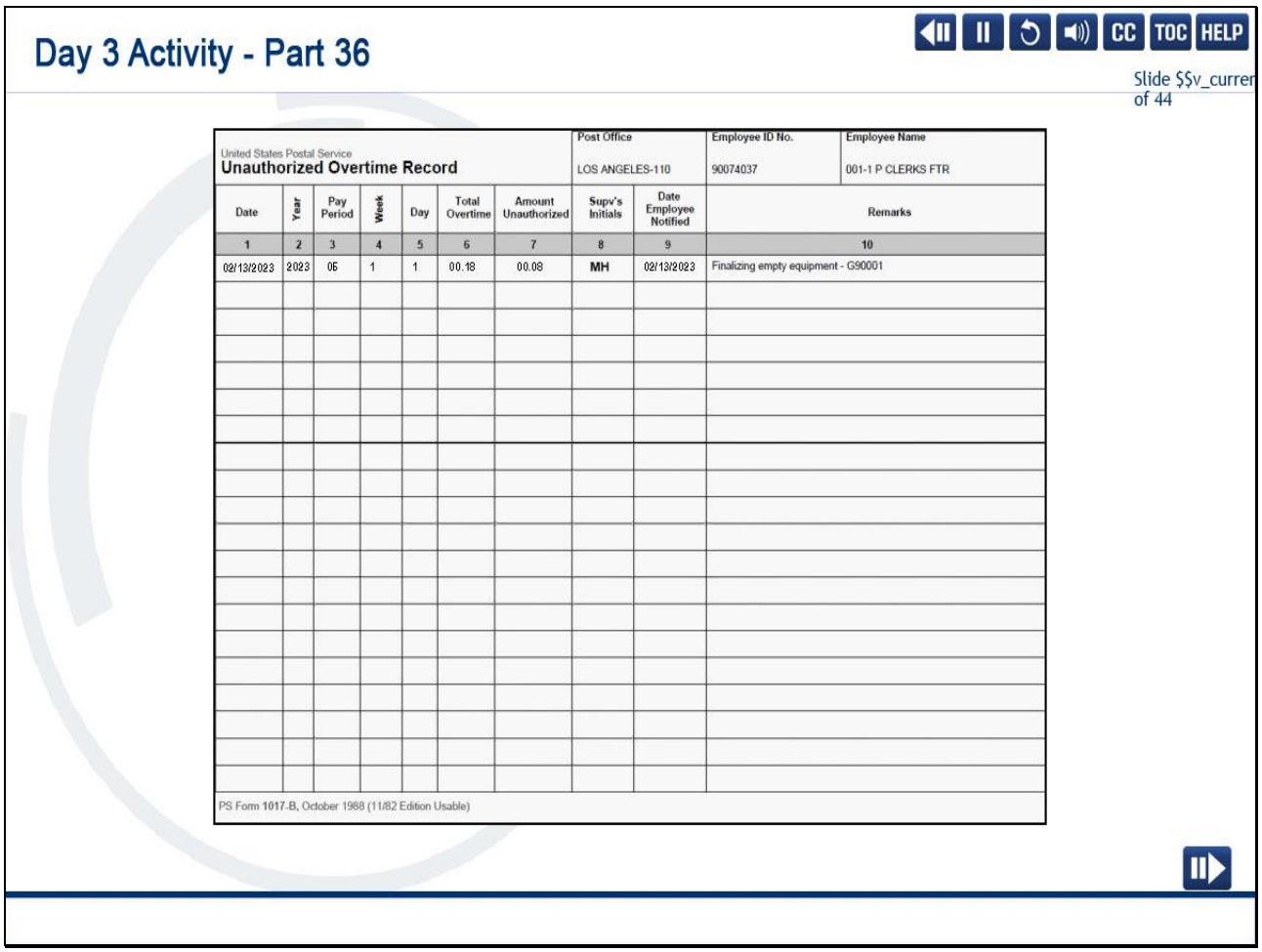
Slide notes

That will go to the Report Queue.

Now, let’s review the documentation.

Select OK.

Slide 43 - Day 3 Activity - Part 36

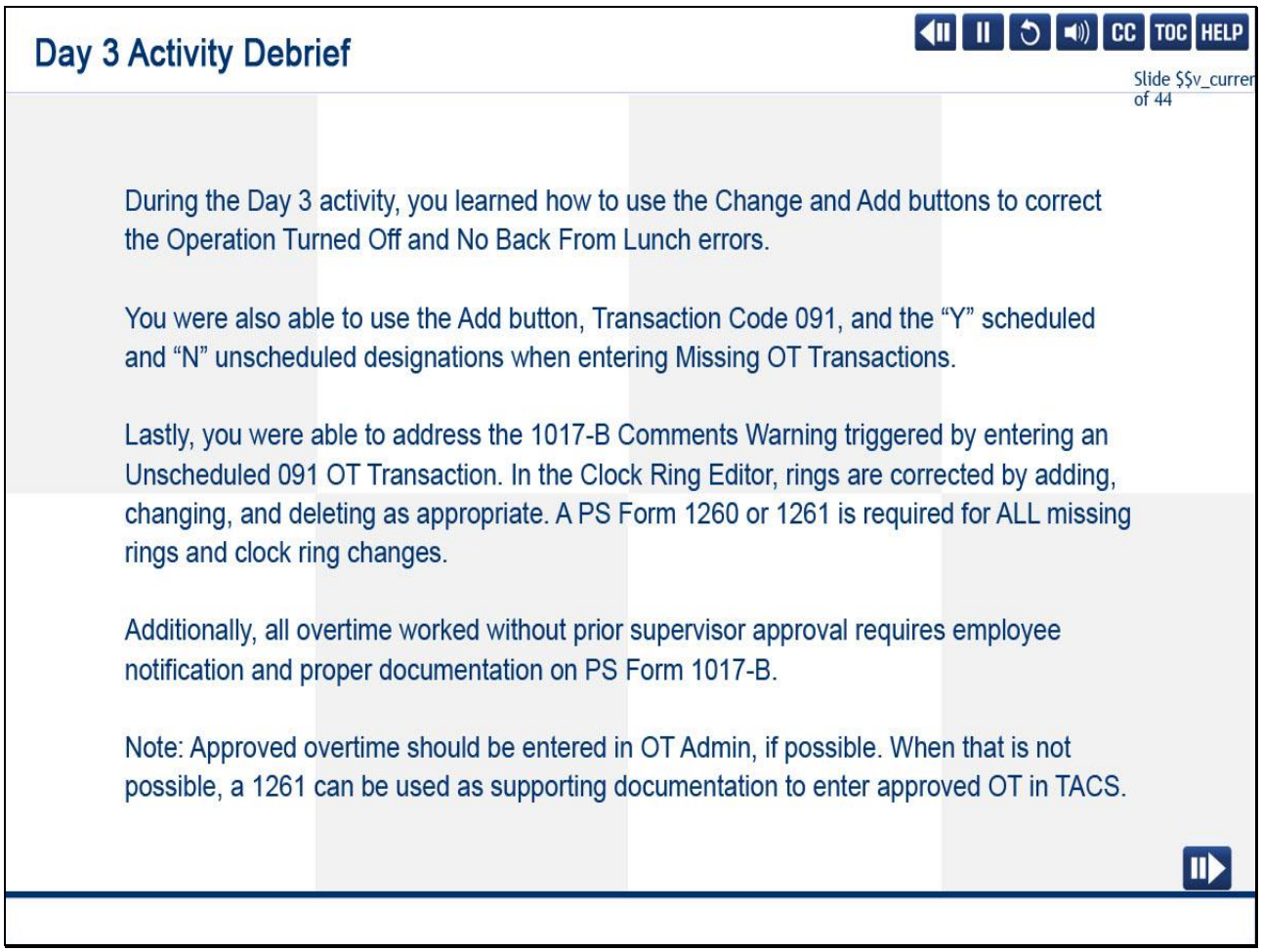


Slide notes

We now have the PS Form 1017-B, which is required for unscheduled overtime or unauthorized overtime.

If the employee is performing postal work, the employee must be paid, and management will follow up with the corrective action.

Slide 44 - Day 3 Activity Debrief



Slide notes

During the Day 3 activity, you learned how to use the Change and Add buttons to correct the Operation Turned Off and No Back From Lunch errors.

You were also able to use the Add button, Transaction Code 091, and the “Y” scheduled and “N” unscheduled designations when entering Missing OT Transactions.

Lastly, you were able to address the 1017-B Comments Warning triggered by entering an Unscheduled 091 OT Transaction.

In the Clock Ring Editor, rings are corrected by adding, changing, and deleting as appropriate.

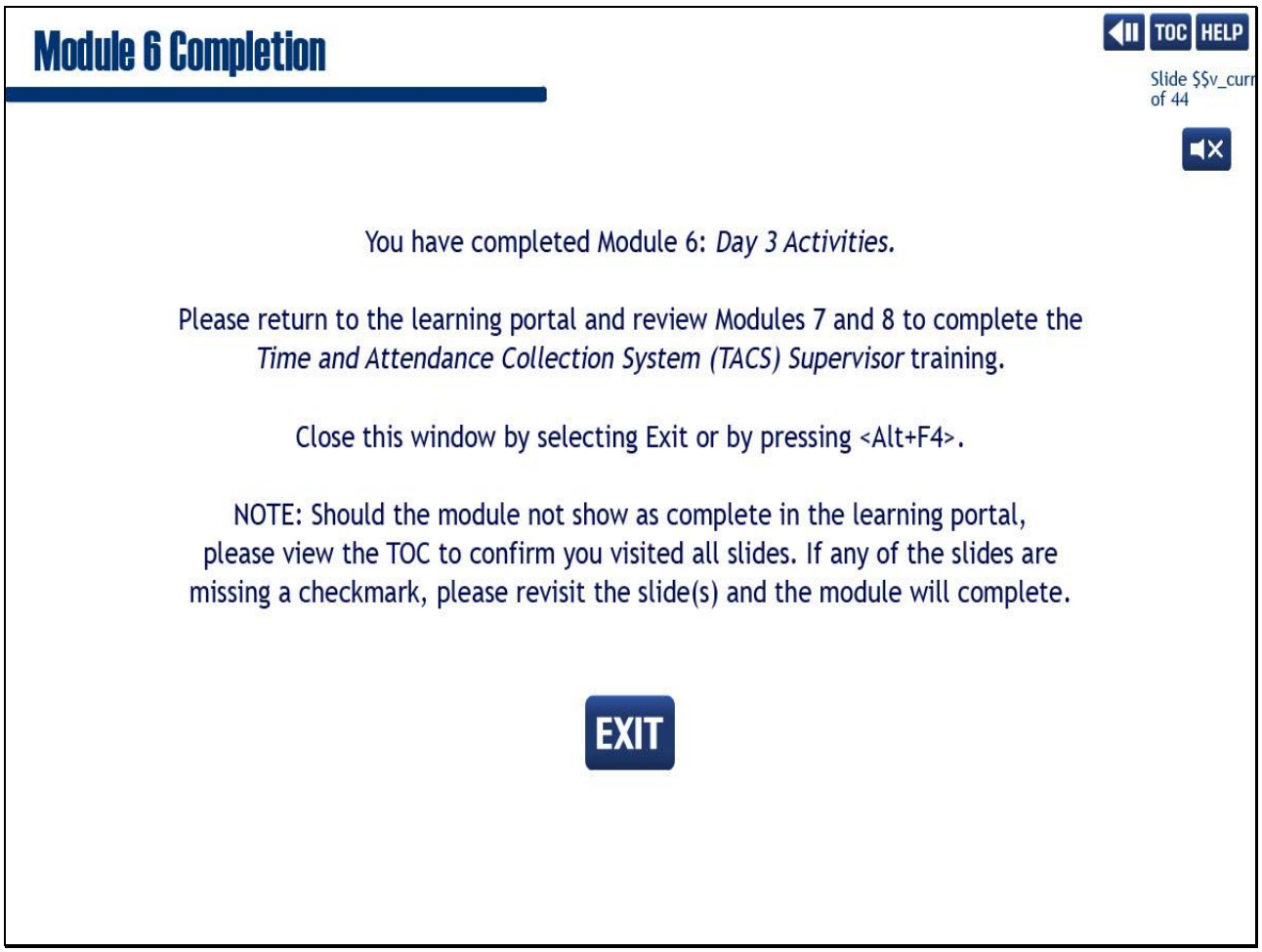
A PS Form 1260 or 1261 is required for all missing rings and clock ring changes.

Additionally, all overtime worked without prior supervisor approval requires employee notification and proper documentation on PS Form 1017-B.

Note: Approved overtime should be entered in OT Admin, if possible.

When that is not possible, a 1261 can be used as supporting documentation to enter approved OT in TACS.

Slide 45 - Module 6 Completion



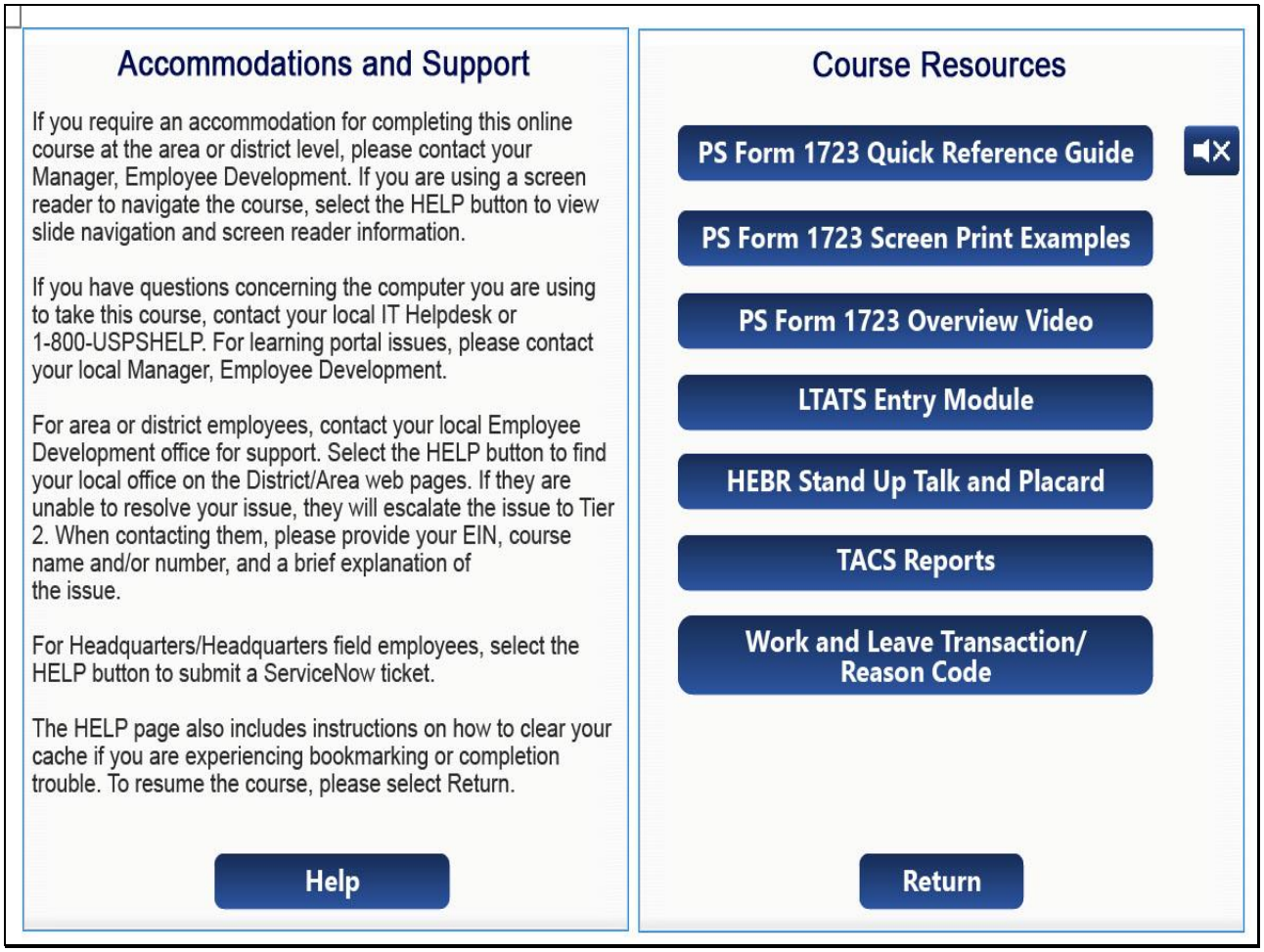
Slide notes

Slide 1 - Welcome

Slide notes

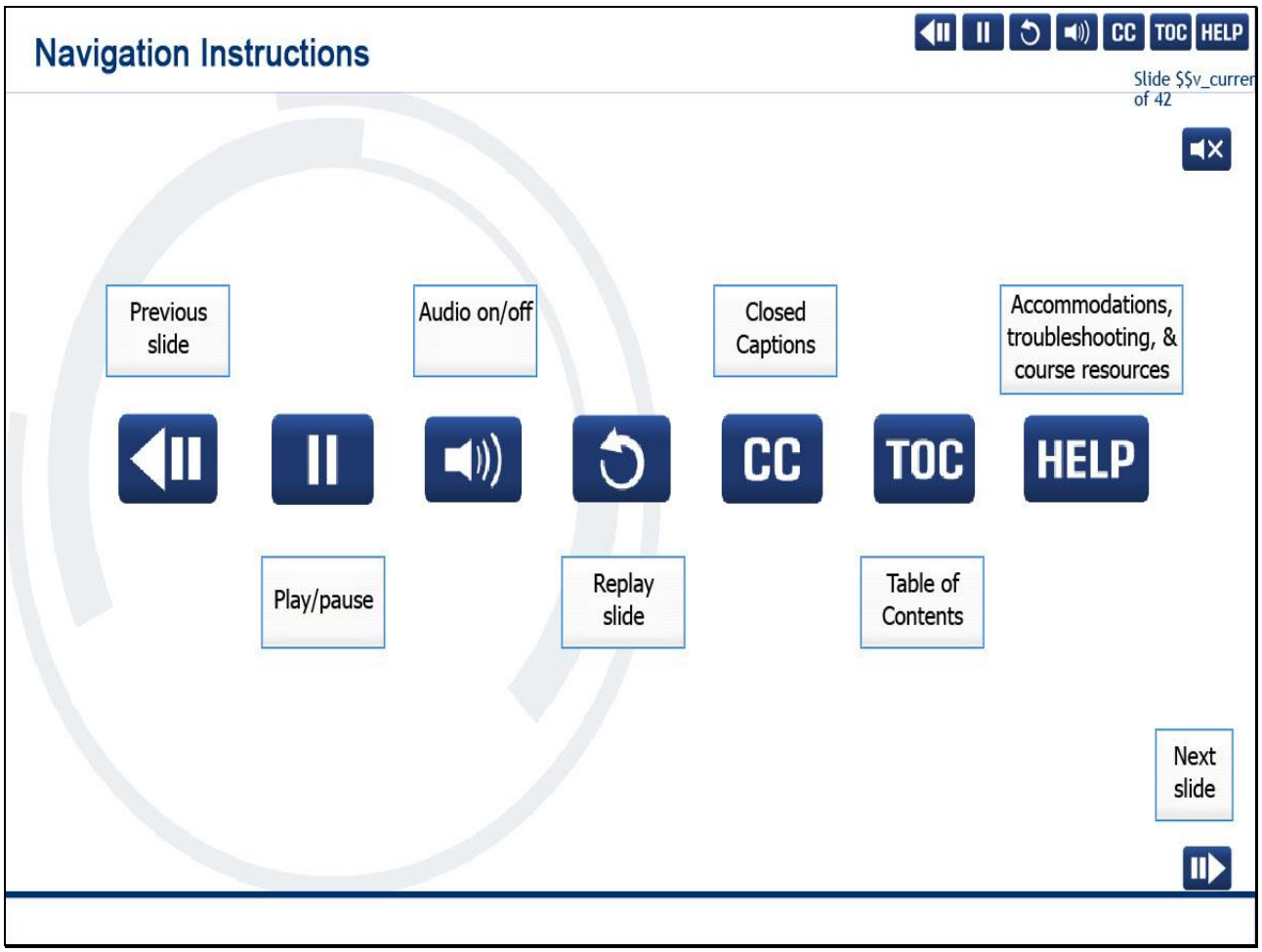
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 7, Day 4 and Day 5 Activities.

Slide 2 - Help



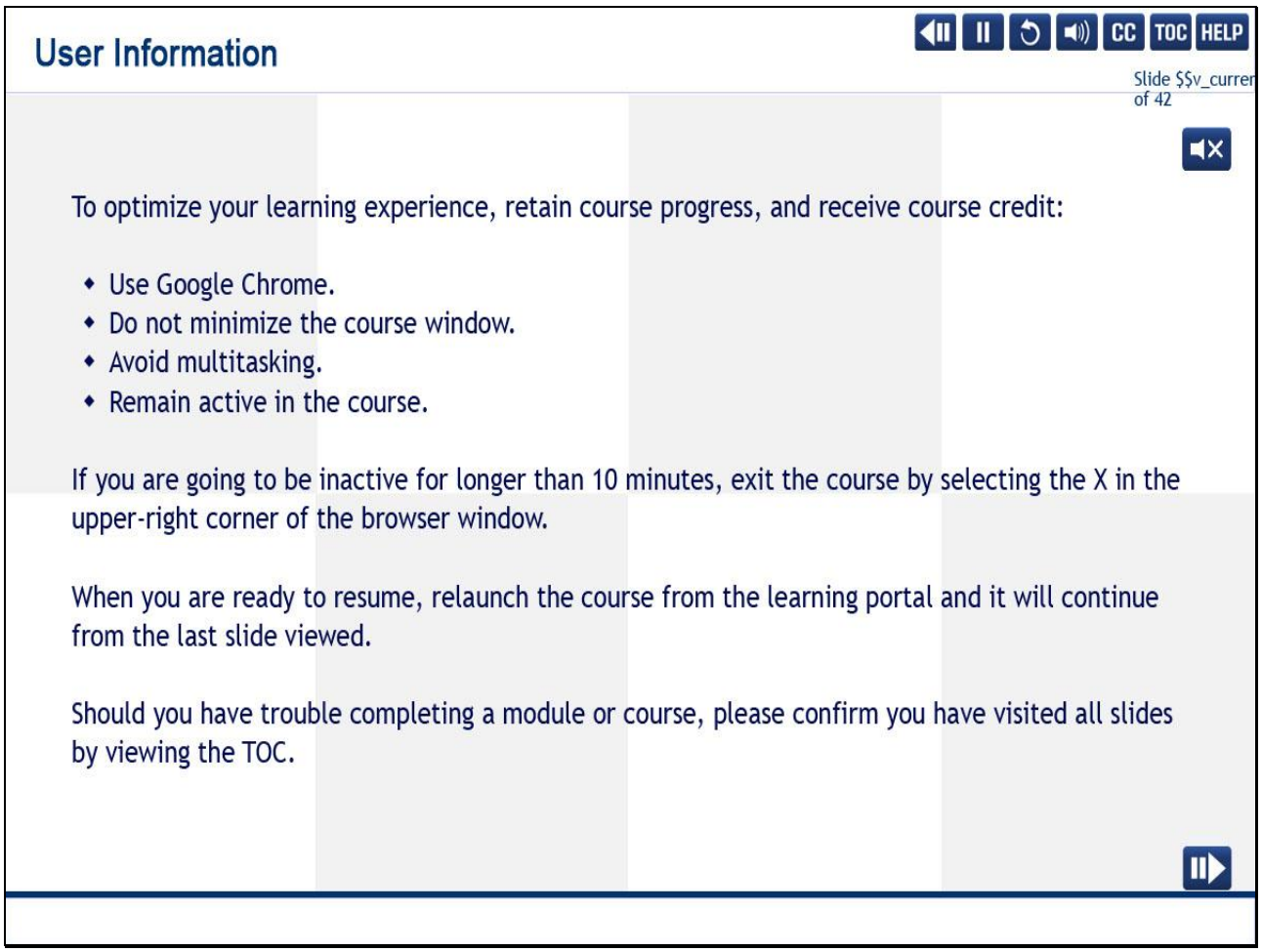
Slide notes

Slide 3 - Navigation Instructions



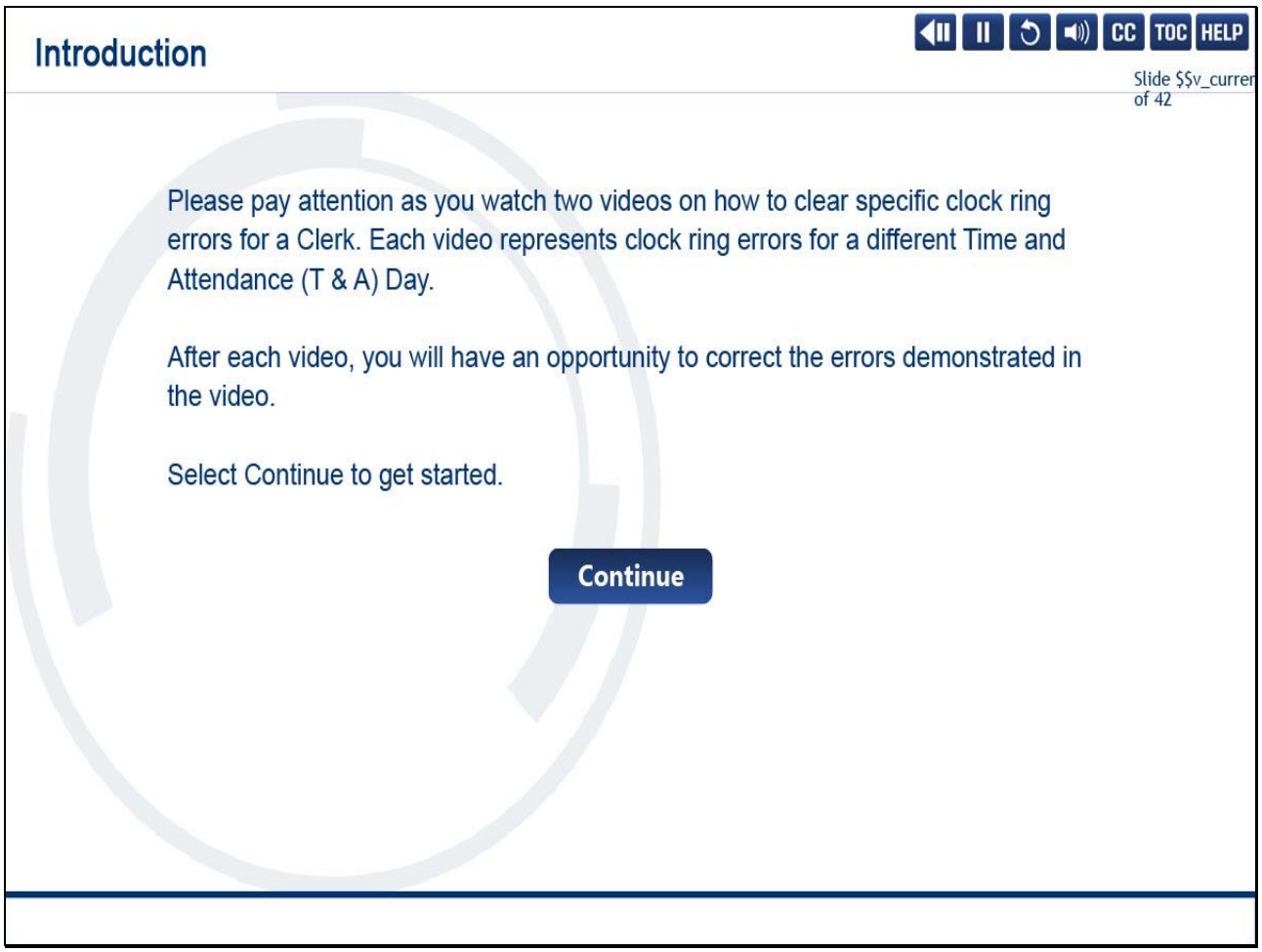
Slide notes

Slide 4 - User Information



Slide notes

Slide 5 - Introduction



Slide notes

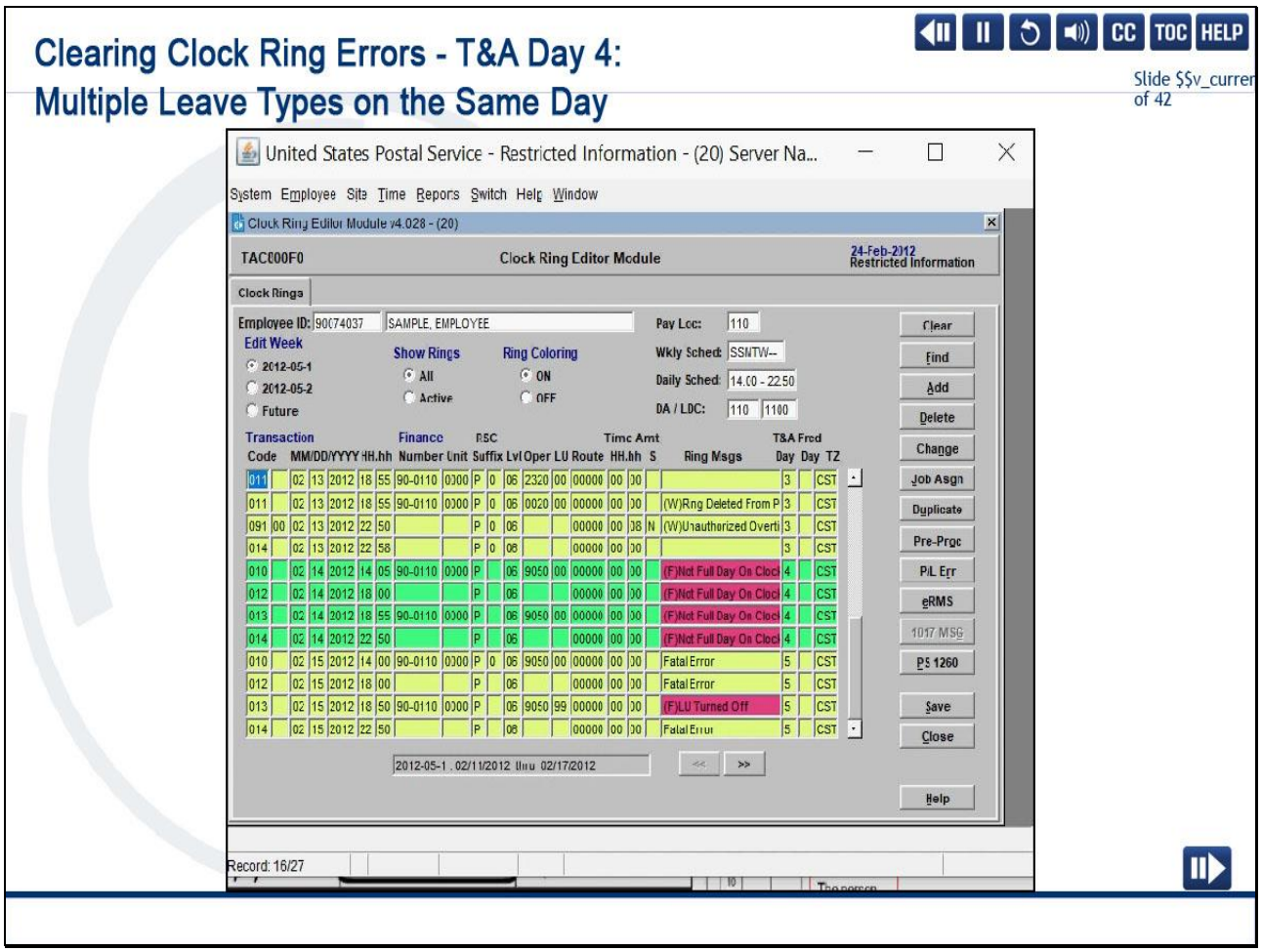
Please pay attention as you watch two videos on how to clear specific clock ring errors for a Clerk.

Each video represents clock ring errors for a different Time and Attendance (T & A) Day.

After each video, you will have an opportunity to correct the errors demonstrated in the video.

Select Continue to get started.

Slide 6 - Clearing Clock Ring Errors - T&A Day 4: Multiple Leave Types on the Same Day

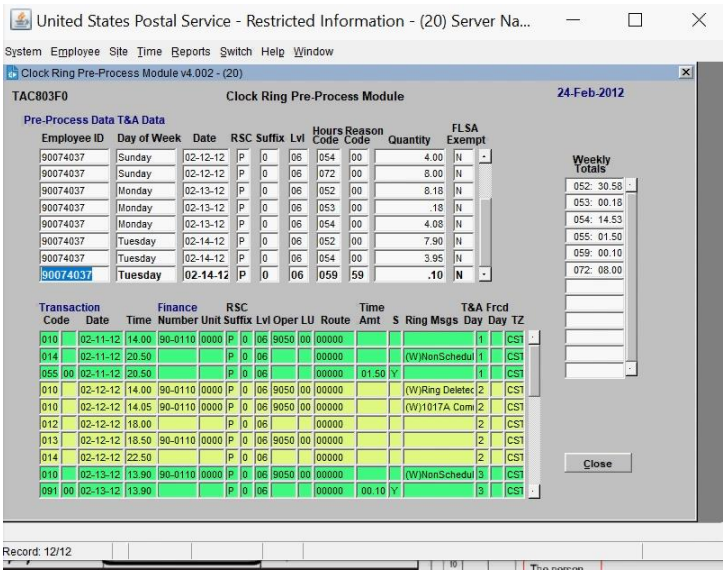


Slide notes

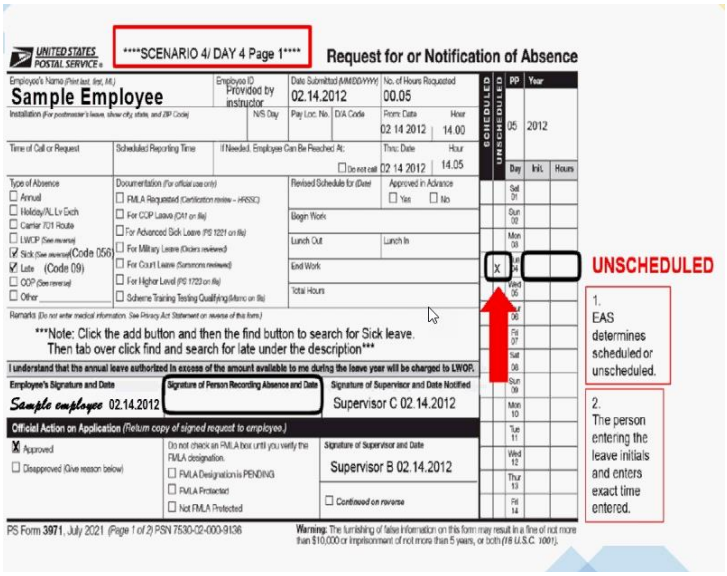
For Time and Attendance Day 4, the instructor will demonstrate how to correct clock ring errors with the Fatal Error Ring Message “Not a Full Day on the Clock.”

In this example, we will see this error corrected with multiple leave types on the same day.

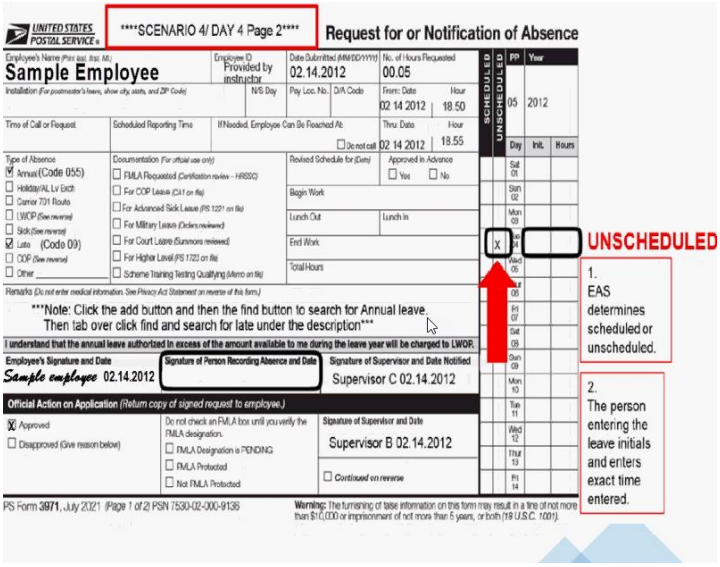
For February 14, 2012, the employee has a fatal warning: “Not Full Day On the Clock.”
Let’s click Pre-Process to verify how much leave the employee’s needing.



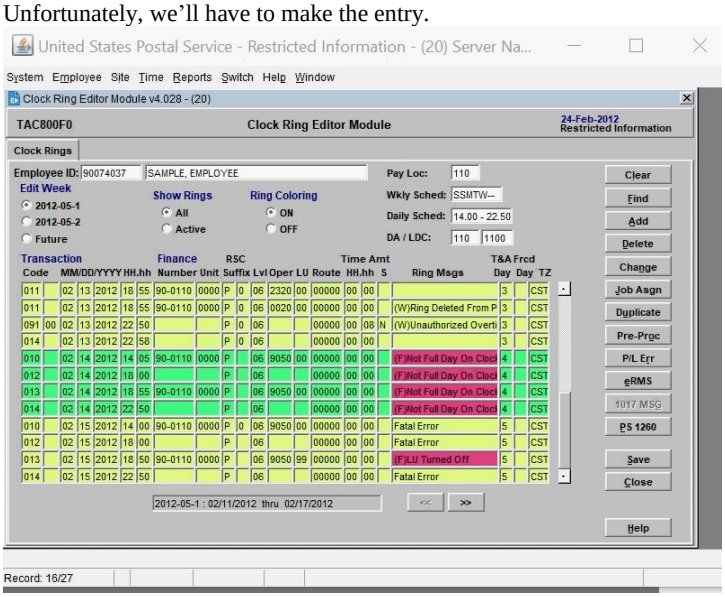
In the top section, for February 14th, we have the Hours Code 059, Reason Code 59, for the amount of .10.
Let's locate the 3971.



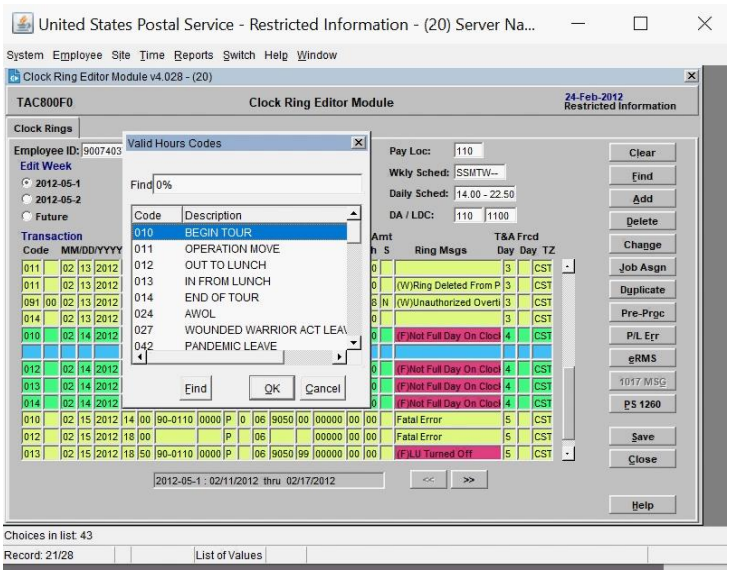
For February 14, 2012, the employee has a 3971 beginning at 1400 in the amount of 0.05.
The employee is requesting Sick Leave, Late.
The employee scheduled a doctor's appointment prior to work, but unfortunately, they were late.
We will need to make the entry.
But, as you recall, the amount needed was .10.
There must be an additional 3971. Let's take a look.



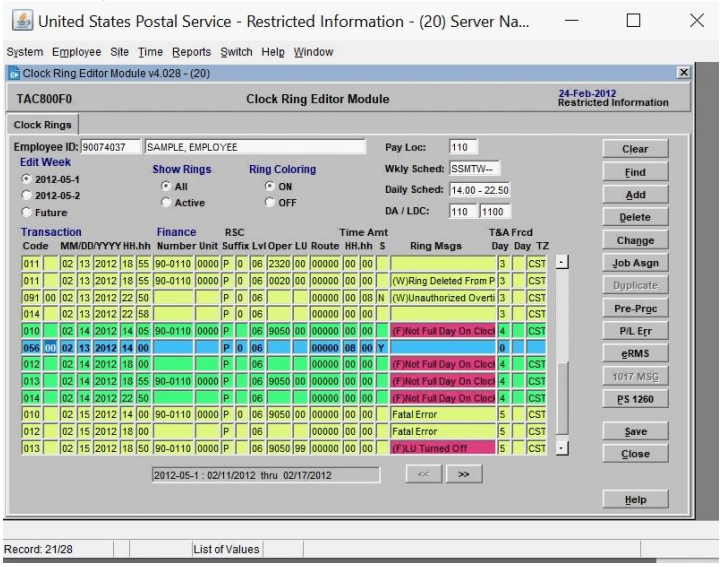
There's an additional 3971 that began at 1850 for the amount 0.05.
In this case, the employee is requesting Annual Leave, Late.
They scheduled some errands during lunch and thought they would be back on time.
Unfortunately, we'll have to make the entry.



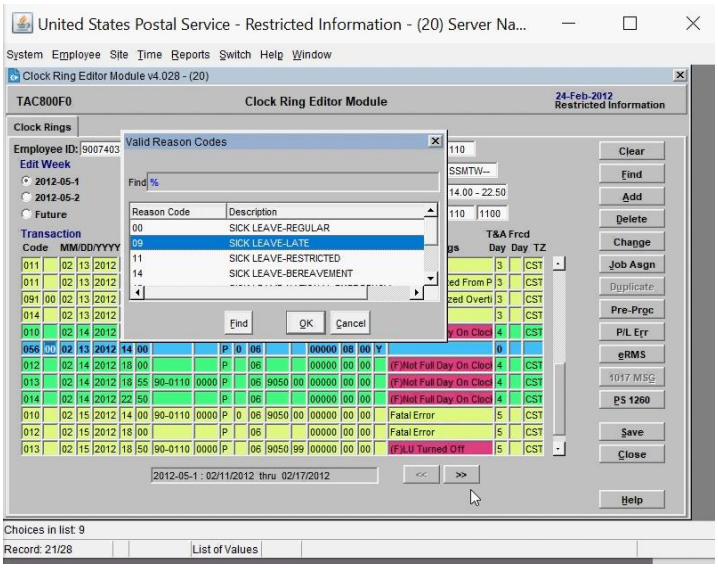
Let's click on the Begin Tour for 1405 to make the first entry.



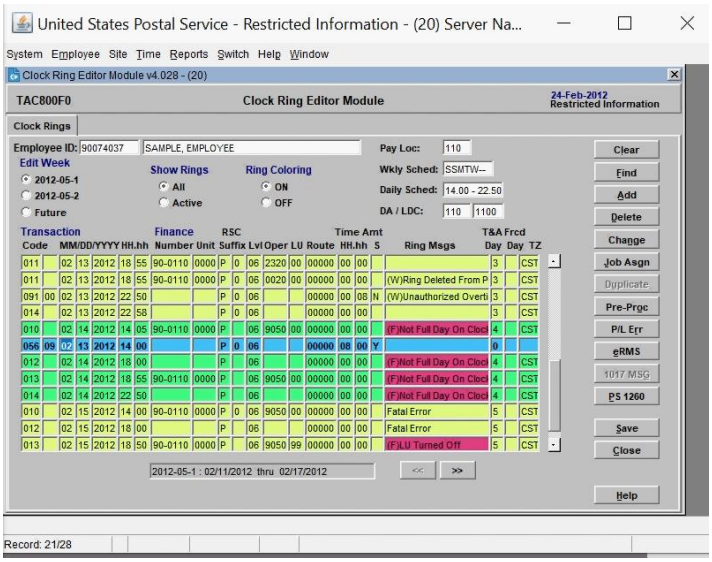
Click Add, then Find.



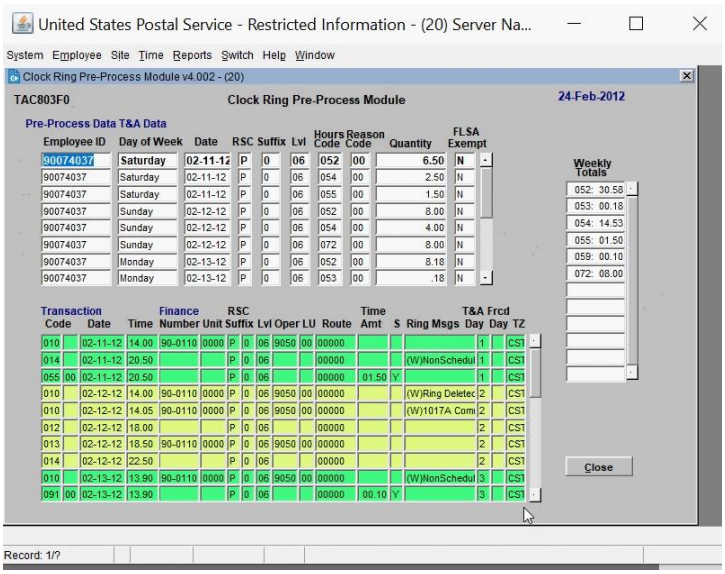
Under the description, select Sick Leave, and the reason code is in the second column.



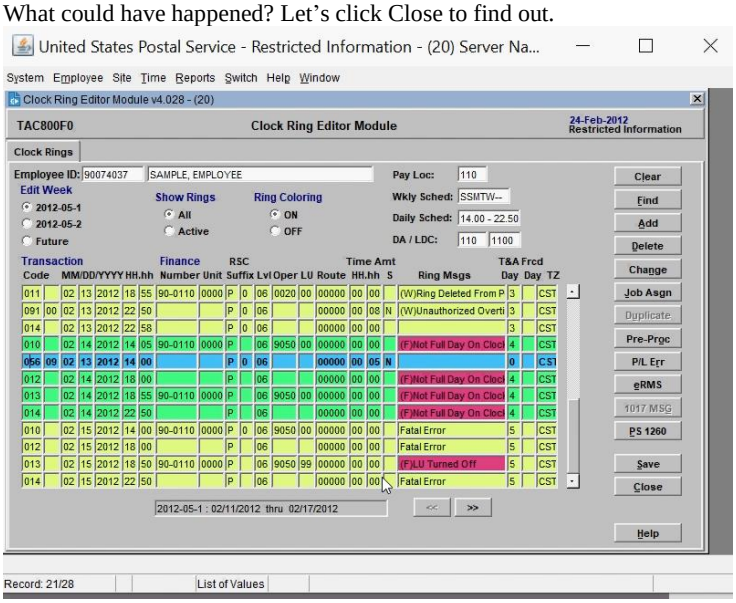
Let's click Find and look for Late.



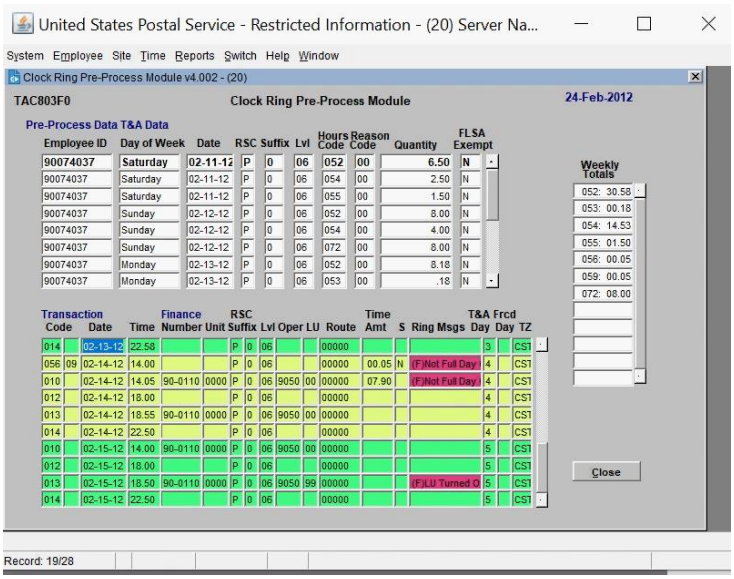
Late reason code is always 09, no matter what leave type the employee requests.
The leave began at 1400, and the amount was for 0005.
Management has indicated that this was not scheduled in advance.
Let's click Pre-Process to verify our entry.



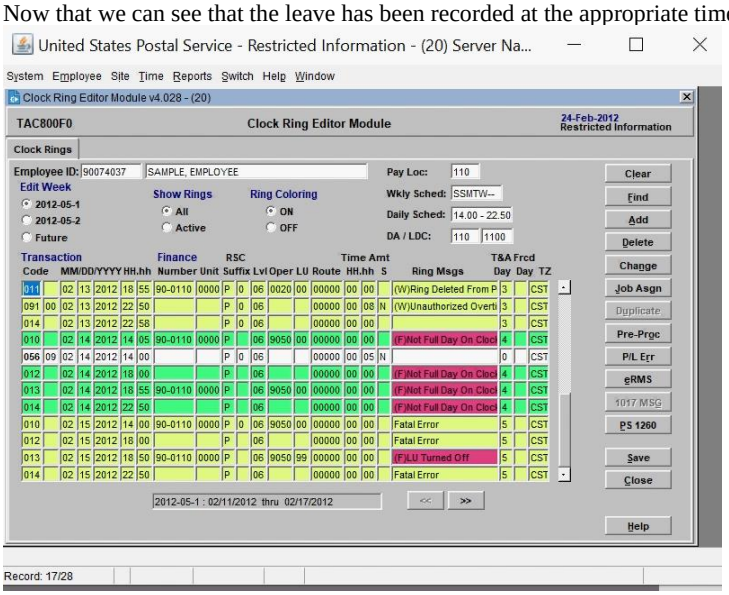
When we look at Day 4, we see that it's still not a full day on the clock, but our entry is not showing.
What could have happened? Let's click Close to find out.



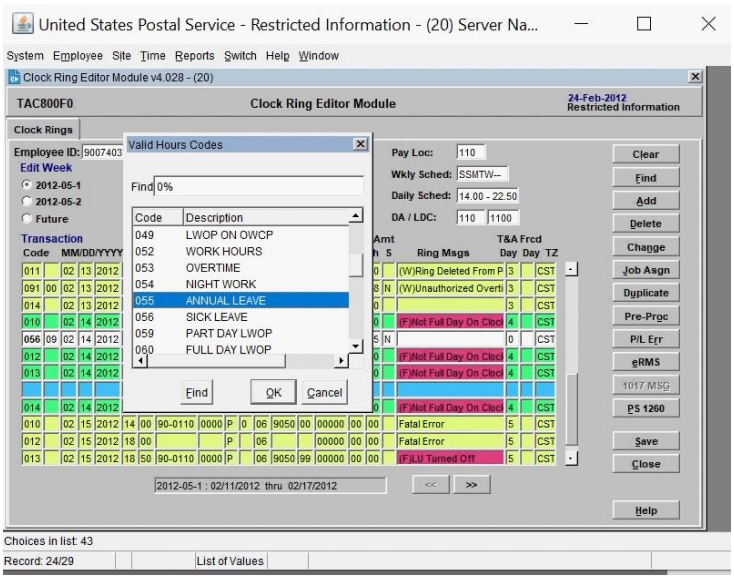
Let's select the first column and verify we entered the sick leave, the late reason code…
We did not verify the date. Let's correct it and click Pre-Process.



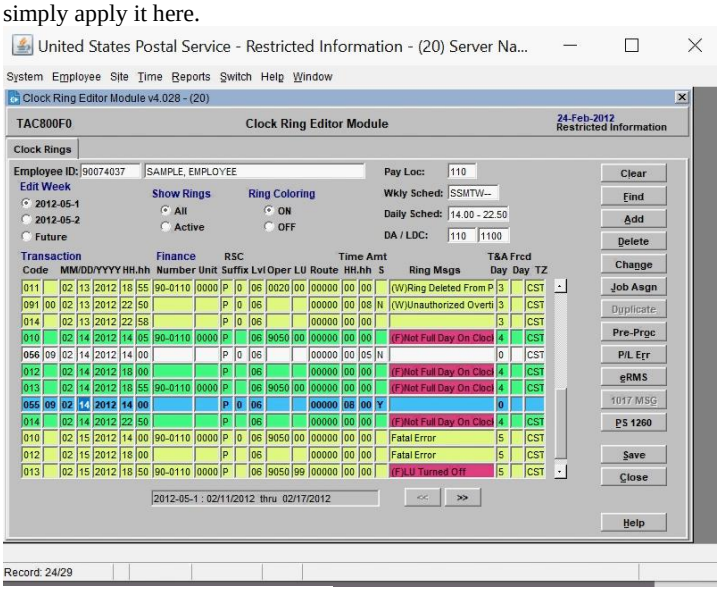
Now that we can see that the leave has been recorded at the appropriate time on the appropriate date, but we still have "Not Full Day on the Clock."



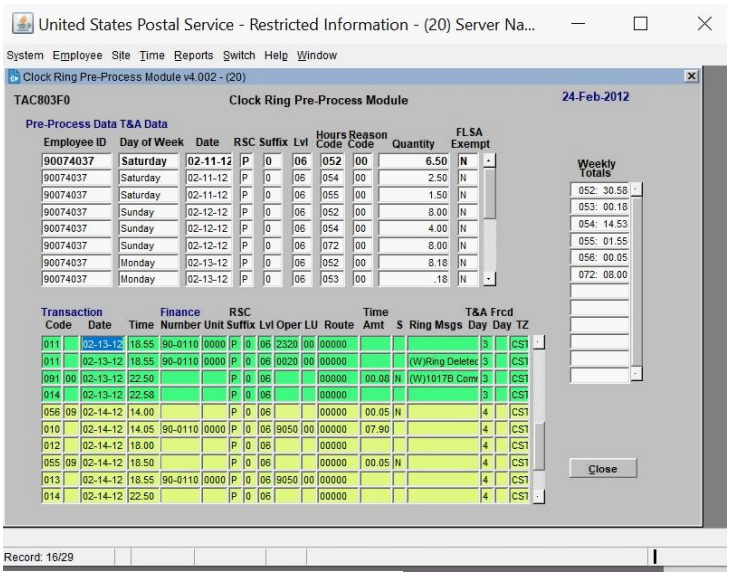
We have to make that second entry. You can see it's very important to always verify each cell.



Let’s click Add to make the additional entry. Click Find. Search for Annual, and not that we know that the reason code for Late is always 09, we can simply apply it here.



Let’s check that date and the time.
The second 3971 began at 1850. The amount was 0005. Management indicated it was not scheduled in advance.
Let’s click Pre-Process.



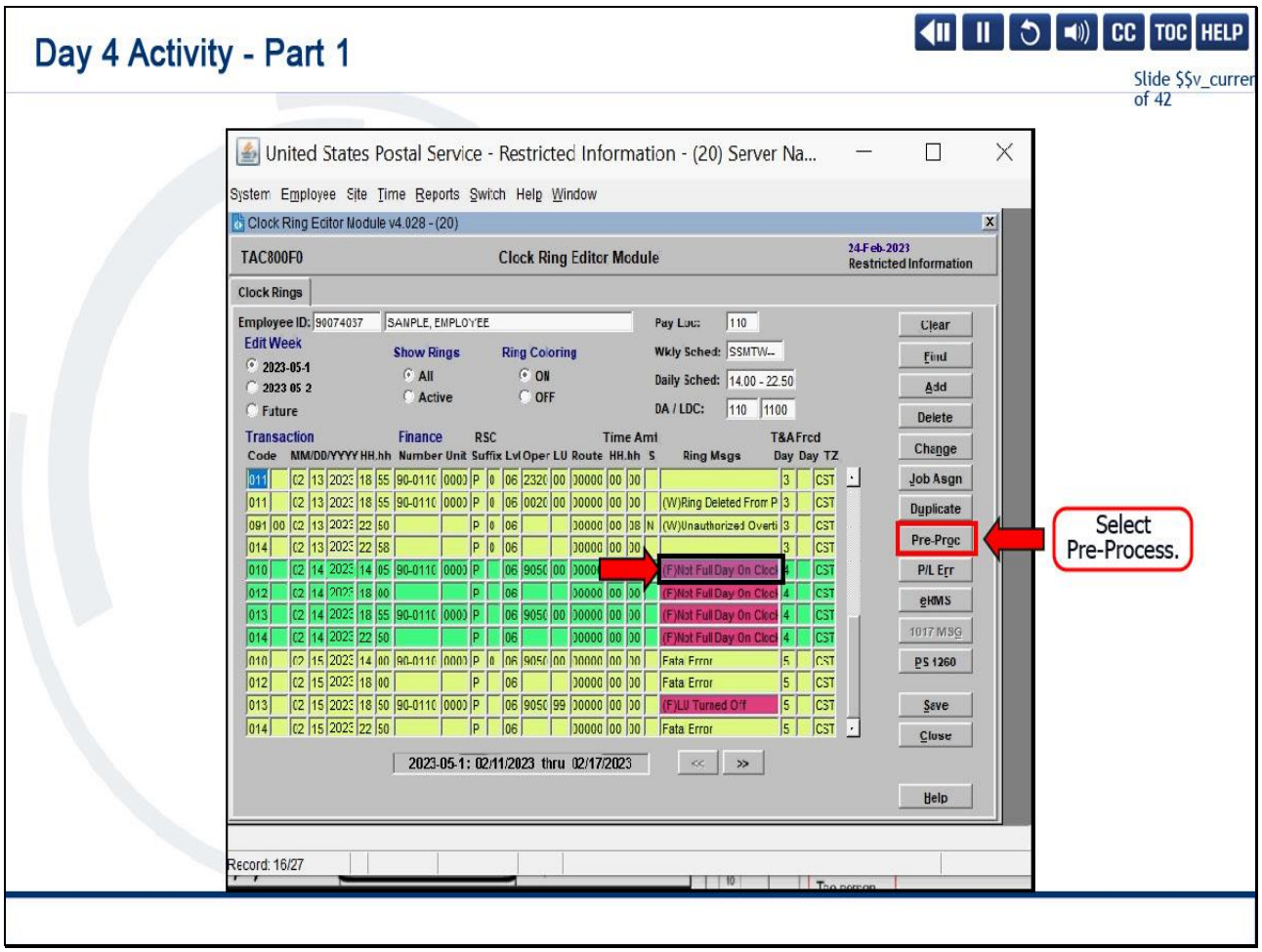
Let’s verify the yellow and green section.
There are no longer any red fatal errors, and the leave has been applied for both leave types and the appropriate date.
You can also verify at the top, there is no longer an Hour/Reason Code 05959.
Let’s click Close, then Save.

Slide 7 - Day 4 Activity - Start

Slide notes

Now you will practice clearing the errors that you observed on the T & A Day 4 Video.

Slide 8 - Day 4 Activity - Part 1

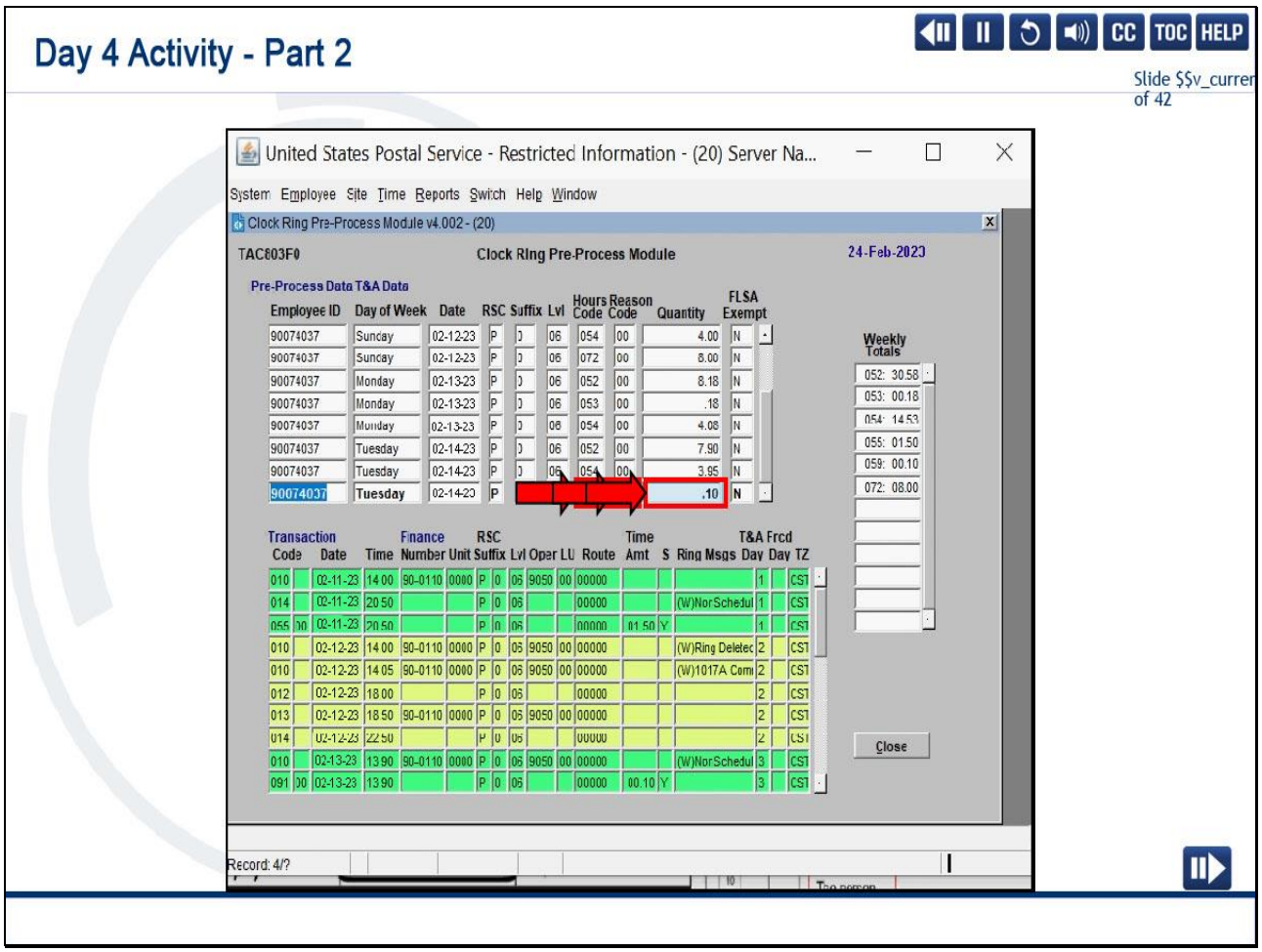


Slide notes

For February 14, 2023, the employee has a fatal warning: “Not Full Day On the Clock.”

Let’s select Pre-Process to verify how much leave the employee is needing.

Slide 9 - Day 4 Activity - Part 2



Slide notes

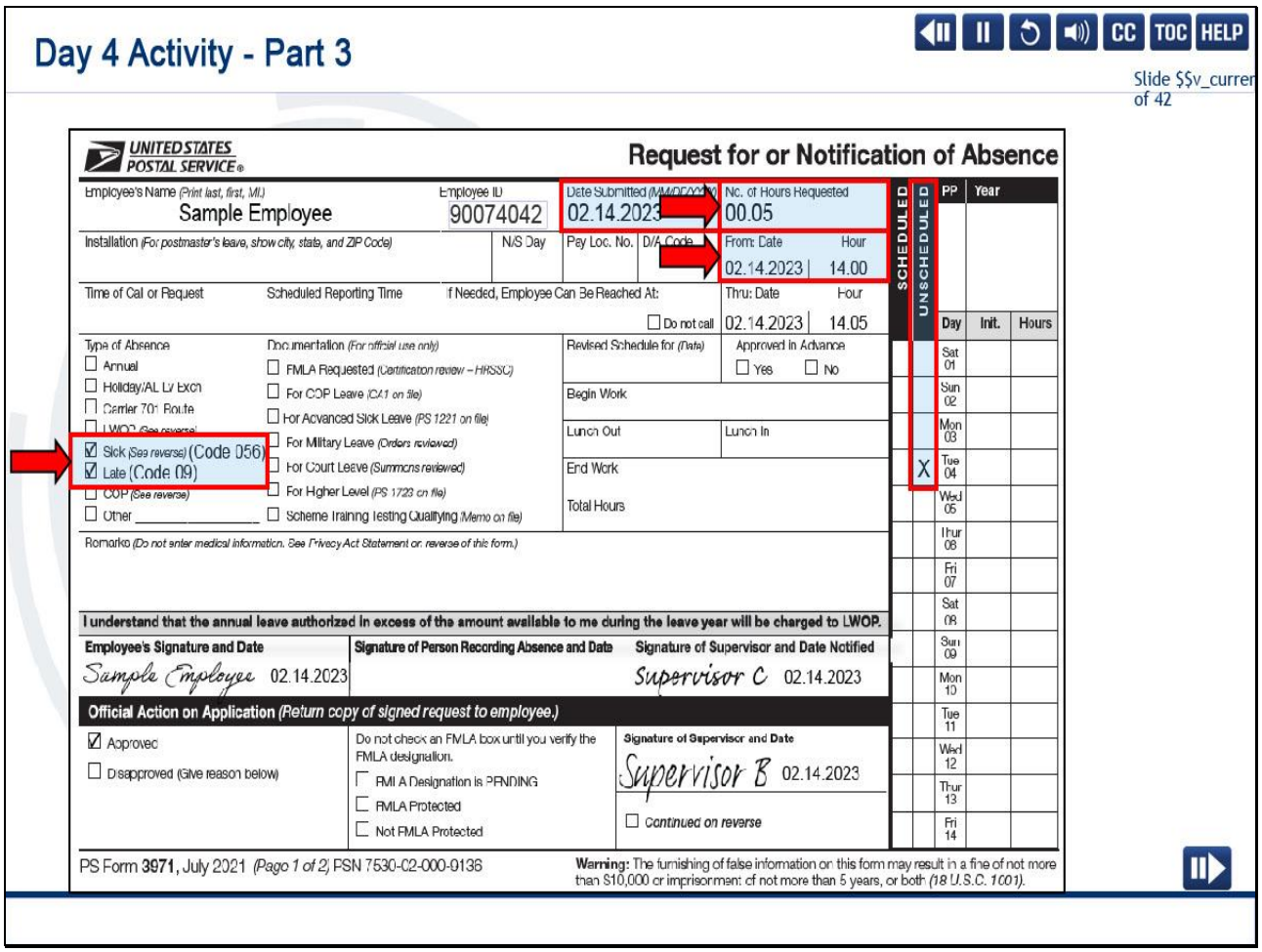
In the top section, for February 14th, we have the Hours Code 059, Reason Code 59, for the amount of .10.

This represents system-generated, part-day leave without pay.

This is based on the employee's bid assignment.

Let's locate the 3971.

Slide 10 - Day 4 Activity - Part 3



Slide notes

For February 14, 2023, the employee has a 3971 beginning at 1400 in the amount of 0.05.

The employee is requesting Sick Leave, Late.

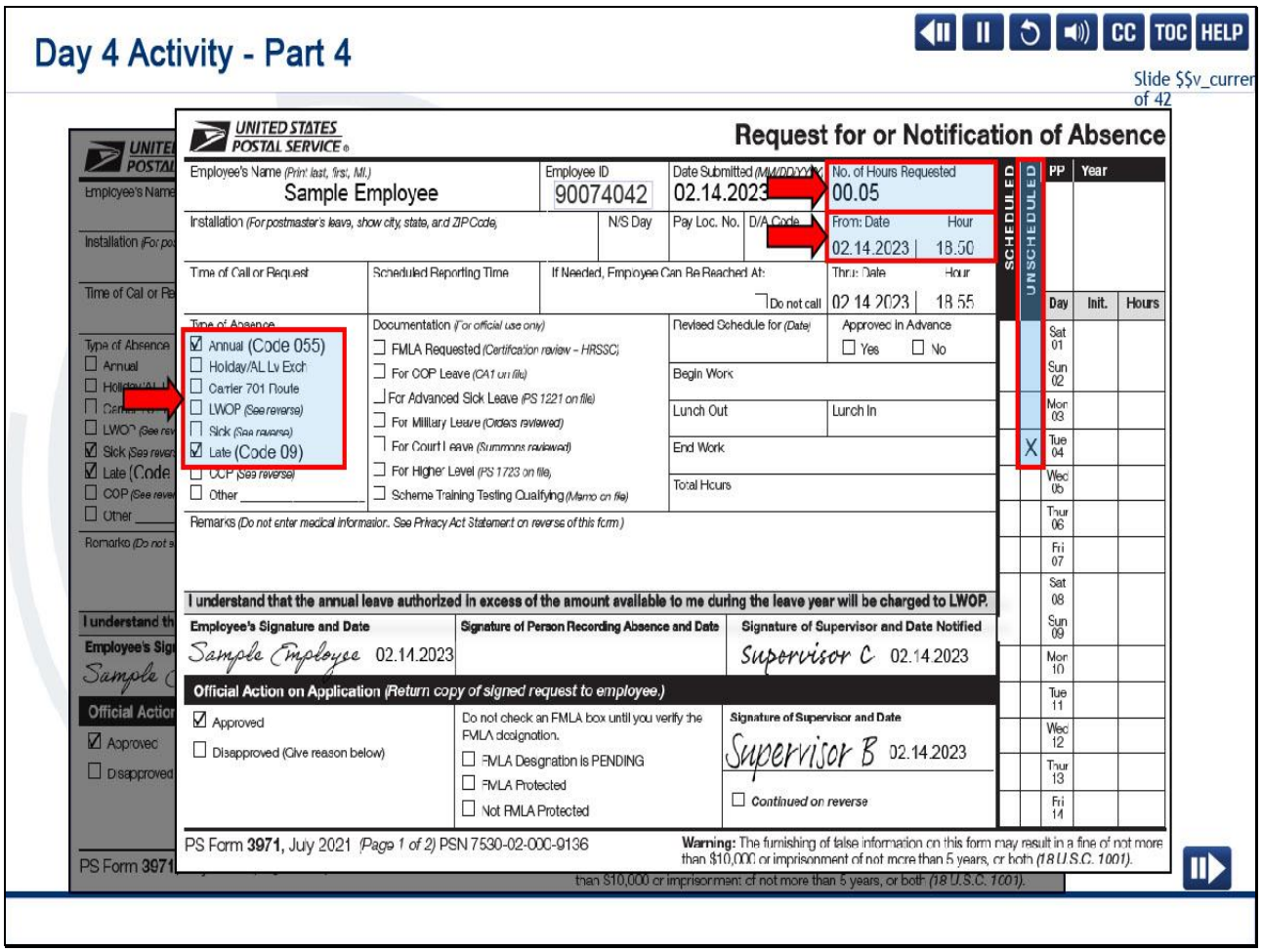
The employee scheduled a doctor's appointment prior to work, but unfortunately, they were late.

We will need to make the entry, but, as you recall, the amount needed was .10.

There must be an additional 3971.

Let's take a look.

Slide 11 - Day 4 Activity - Part 4



Slide notes

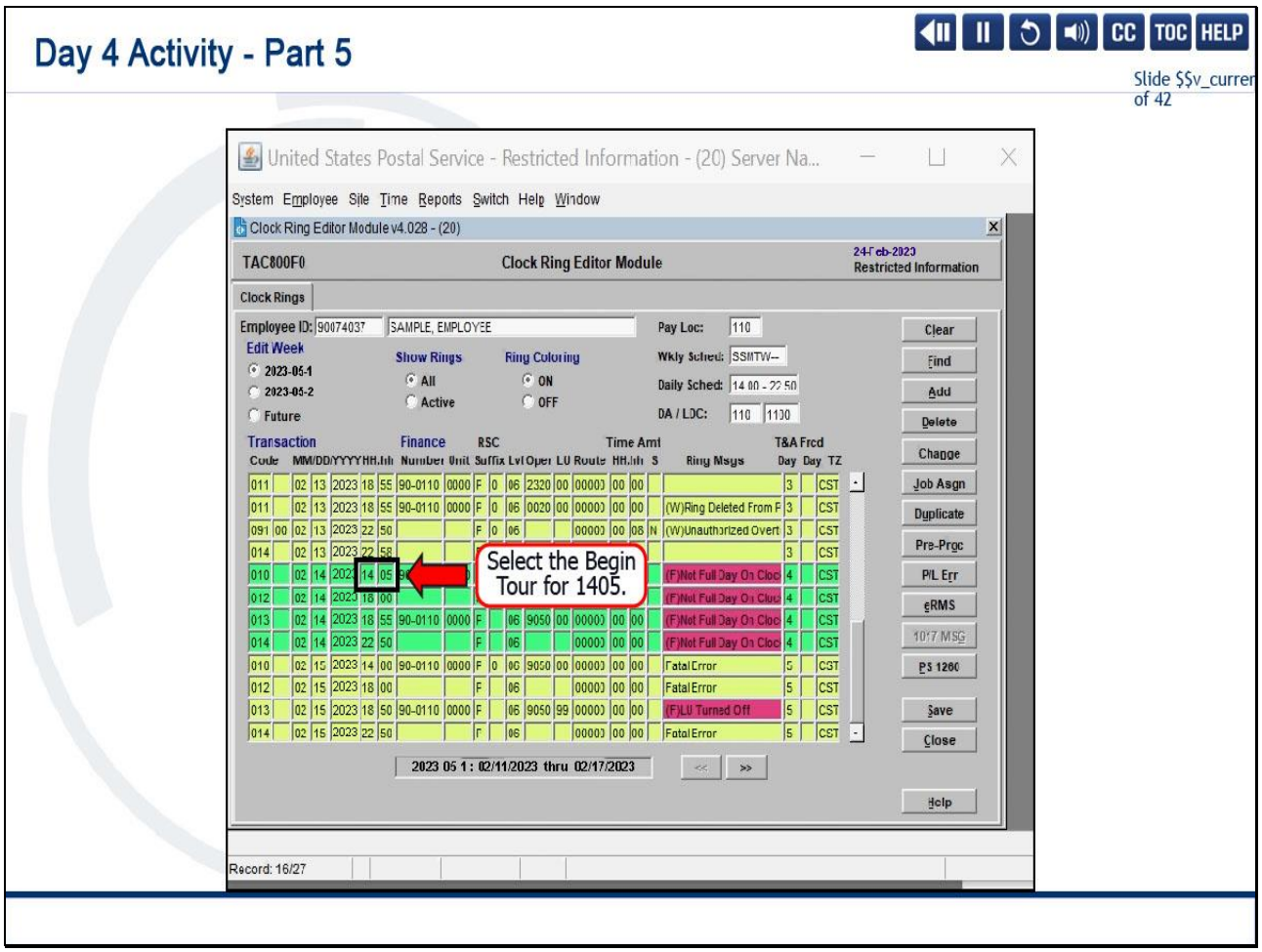
There's an additional 3971 that began at 1850 for the amount 0.05.

In this case, the employee is requesting Annual Leave, Late.

They scheduled some errands during lunch and thought they would be back on time.

Unfortunately, we will have to make the entry as unscheduled.

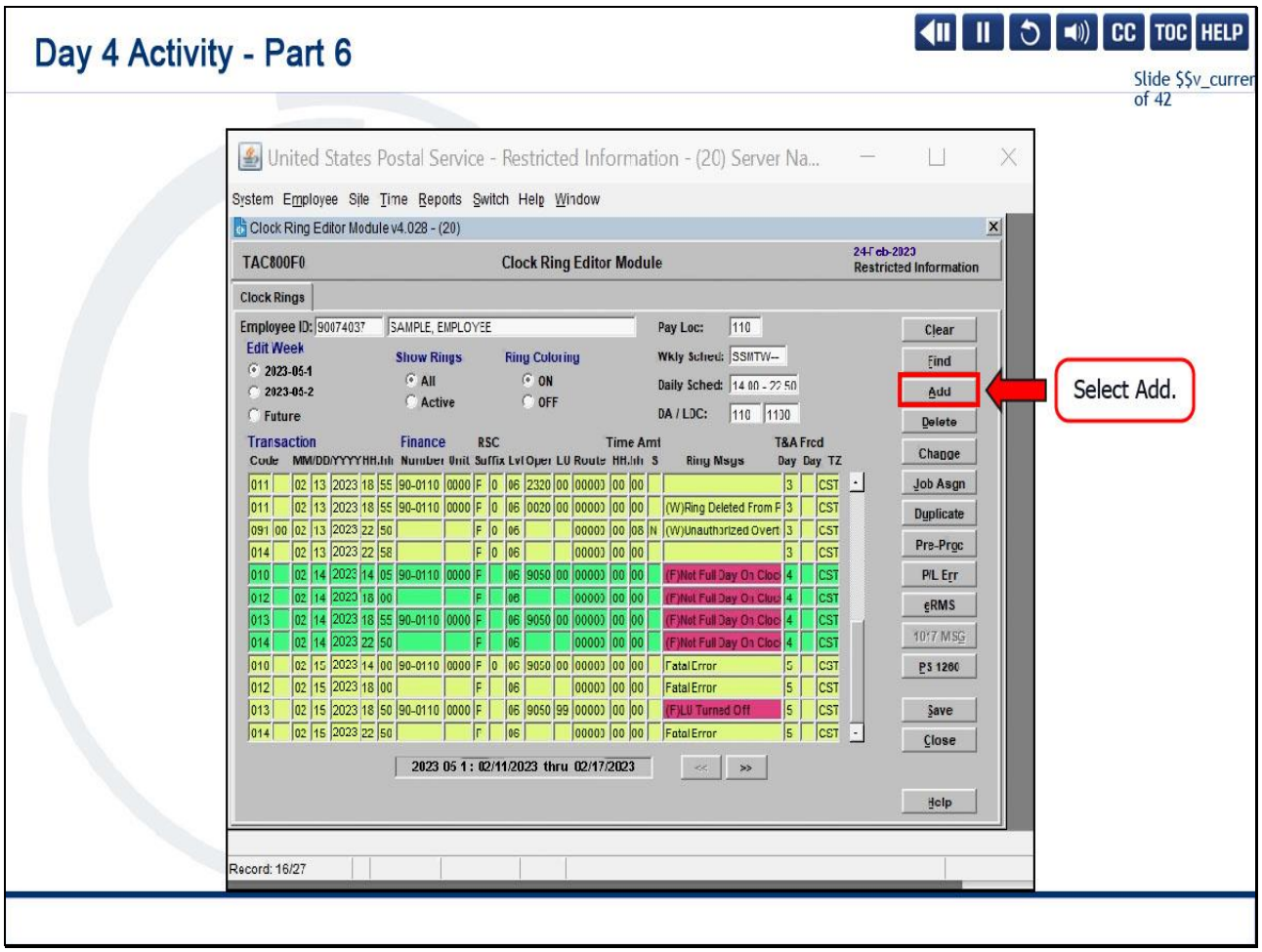
Slide 12 - Day 4 Activity - Part 5



Slide notes

Let’s select the Begin Tour for 1405 to make the first entry.

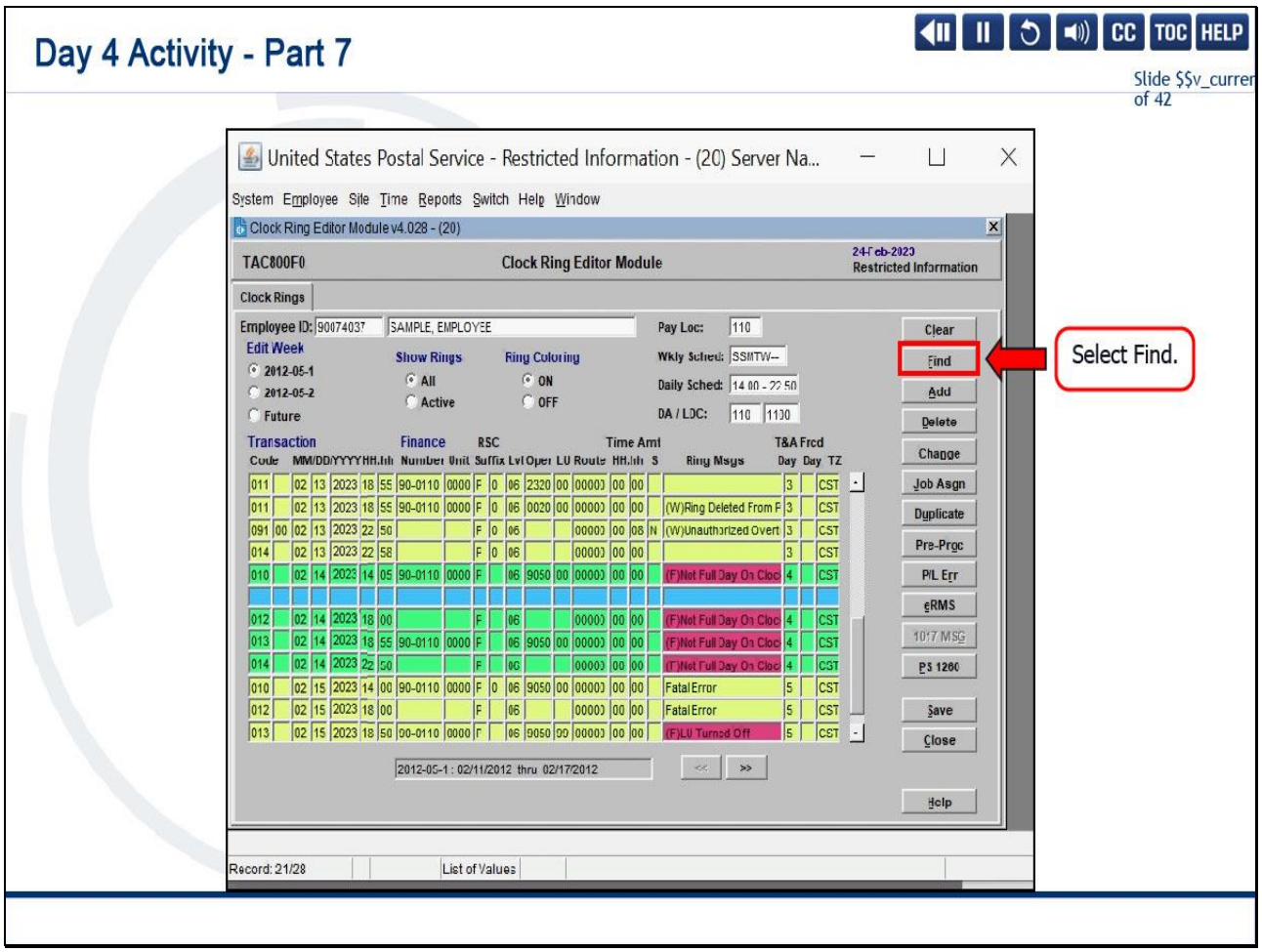
Slide 13 - Day 4 Activity - Part 6



Slide notes

Select Add.

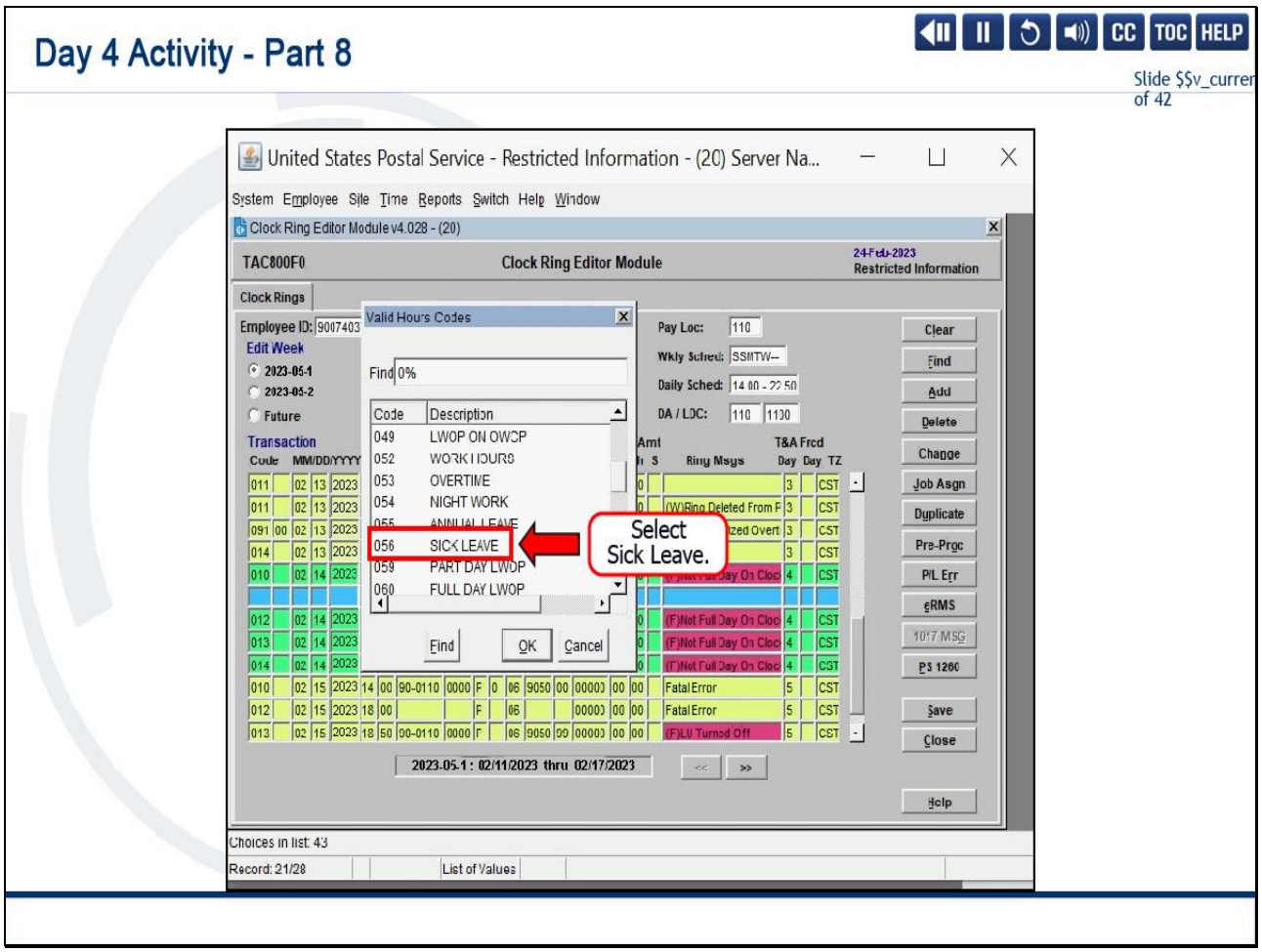
Slide 14 - Day 4 Activity - Part 7



Slide notes

Then, select Find.

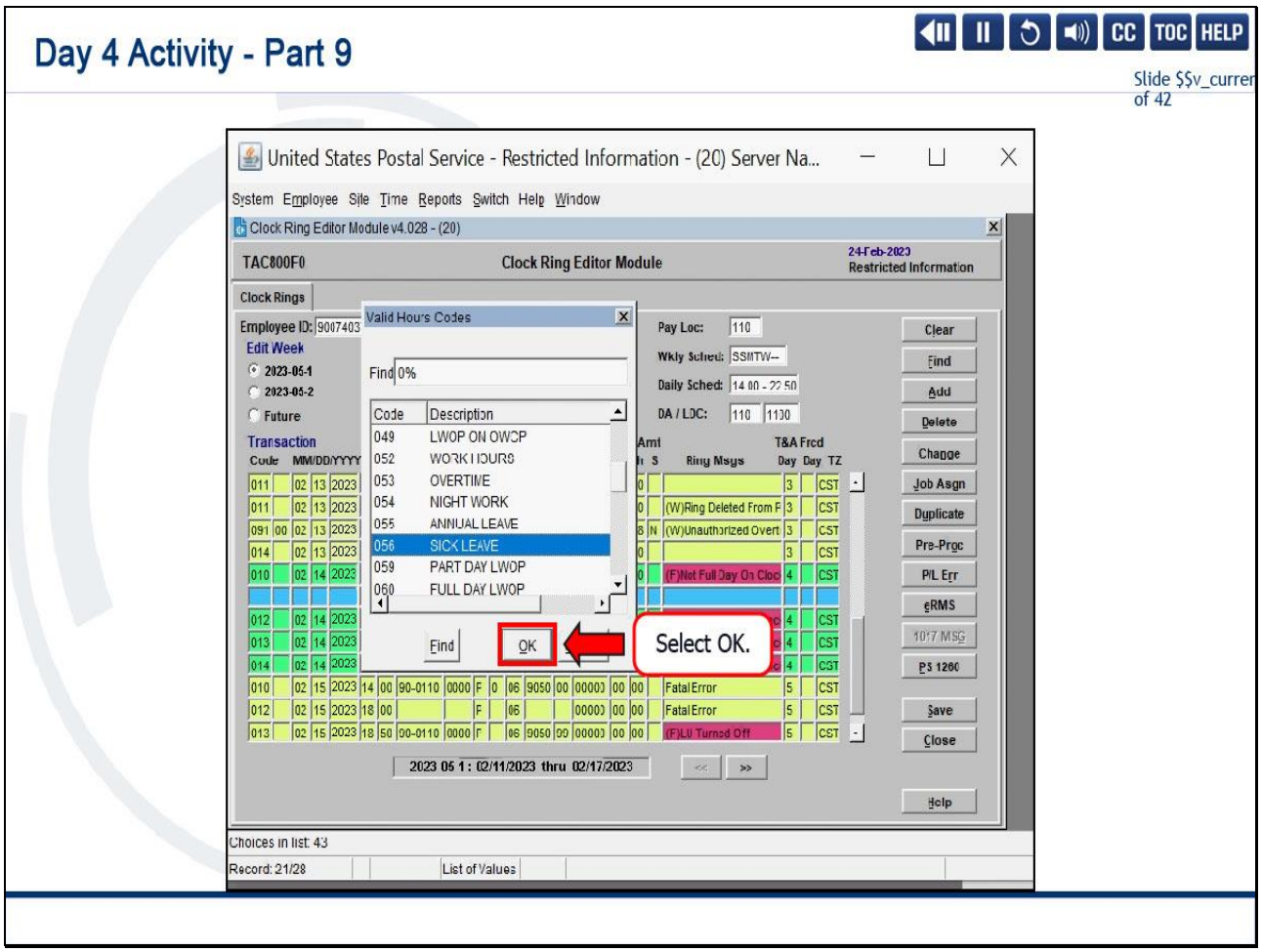
Slide 15 - Day 4 Activity - Part 8



Slide notes

Under the description, select Sick Leave.

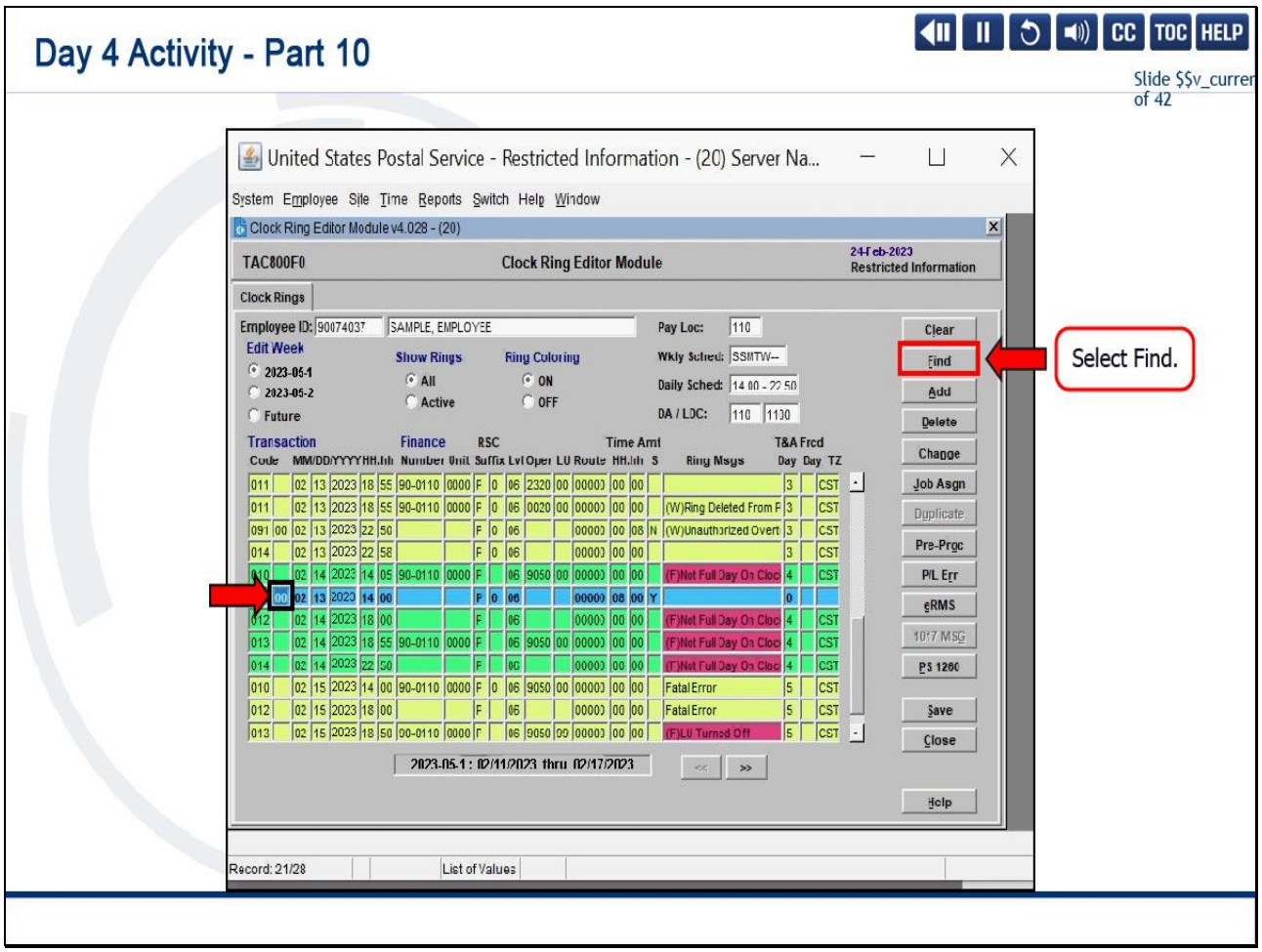
Slide 16 - Day 4 Activity - Part 9



Slide notes

Select OK.

Slide 17 - Day 4 Activity - Part 10

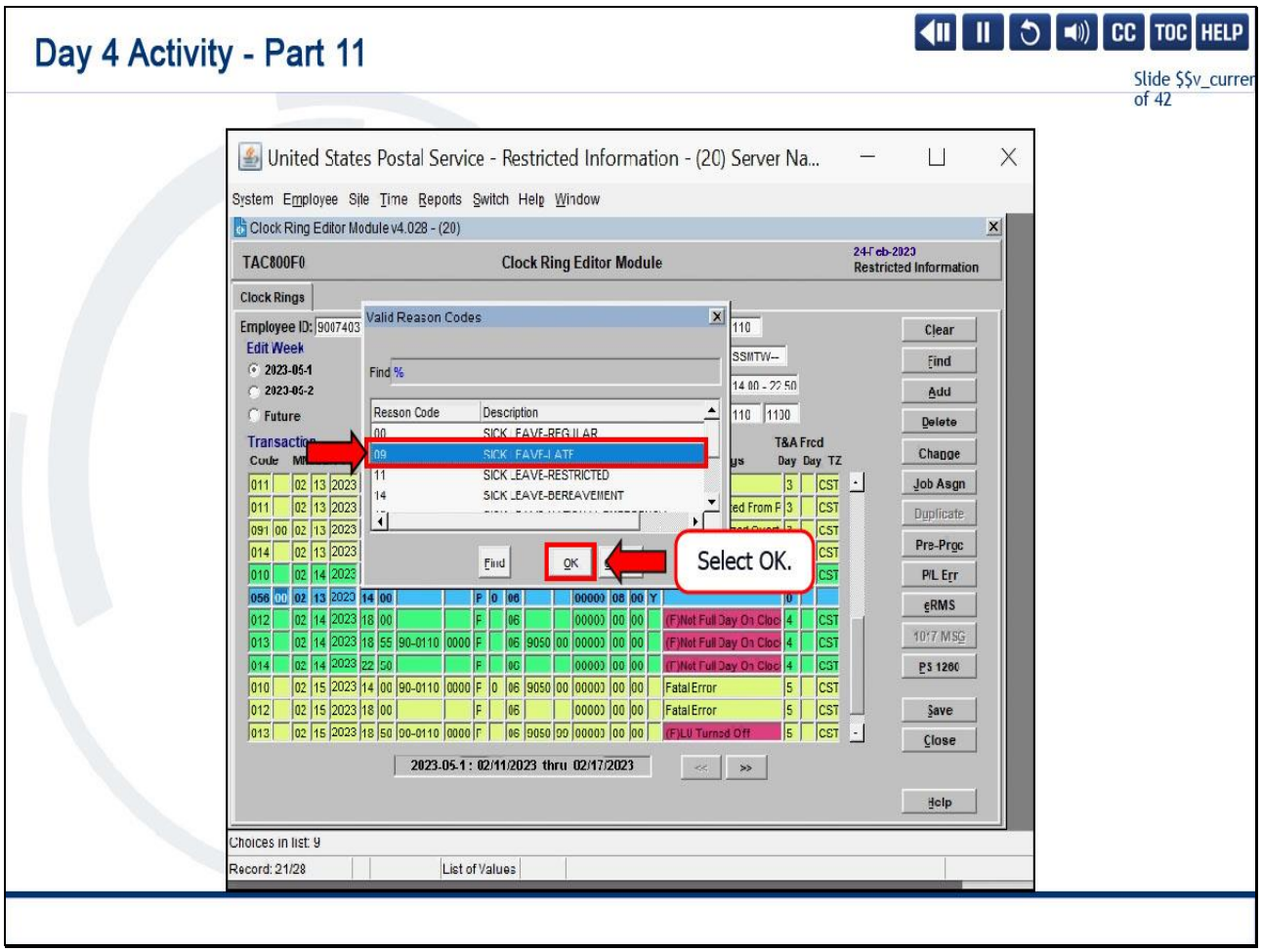


Slide notes

The reason code is in the second column.

Let’s select Find and look for “Late.”

Slide 18 - Day 4 Activity - Part 11

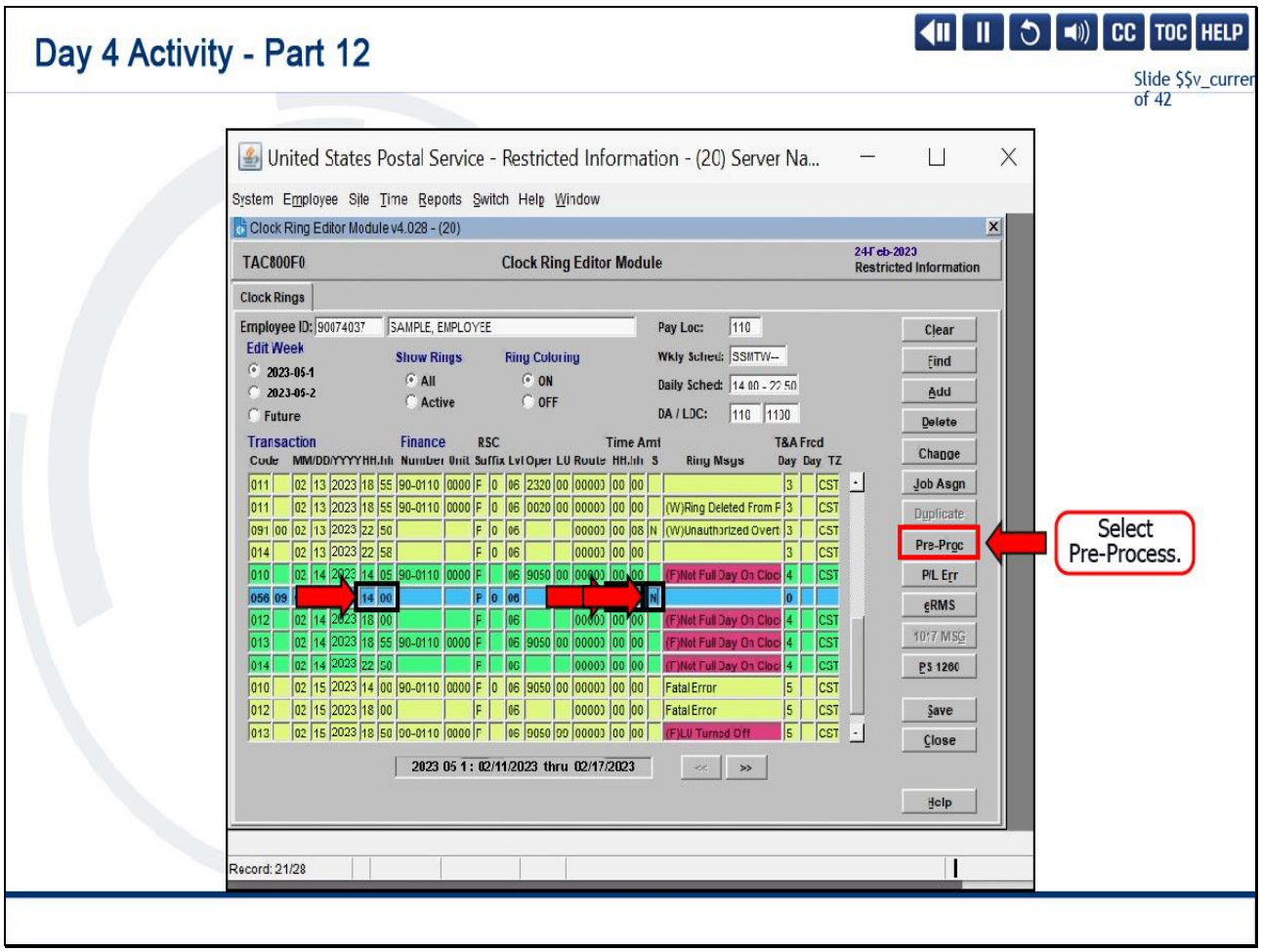


Slide notes

The Late reason code is 09, no matter what type the employee requests.

Select OK.

Slide 19 - Day 4 Activity - Part 12



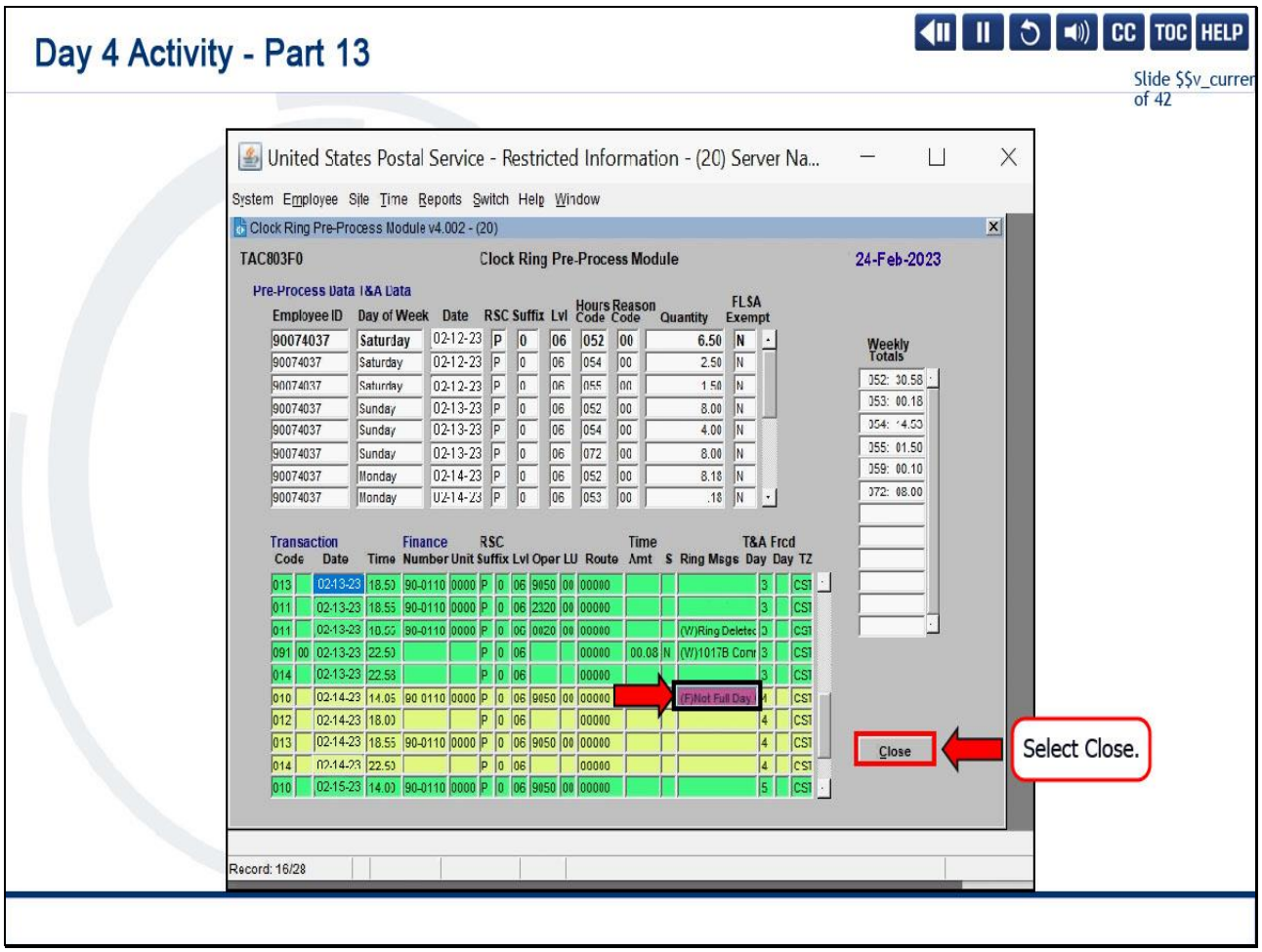
Slide notes

The leave was at 1400, and the amount was 0.05.

Management indicated this was not scheduled in advance.

Let’s select Pre-Process to verify our entry.

Slide 20 - Day 4 Activity - Part 13

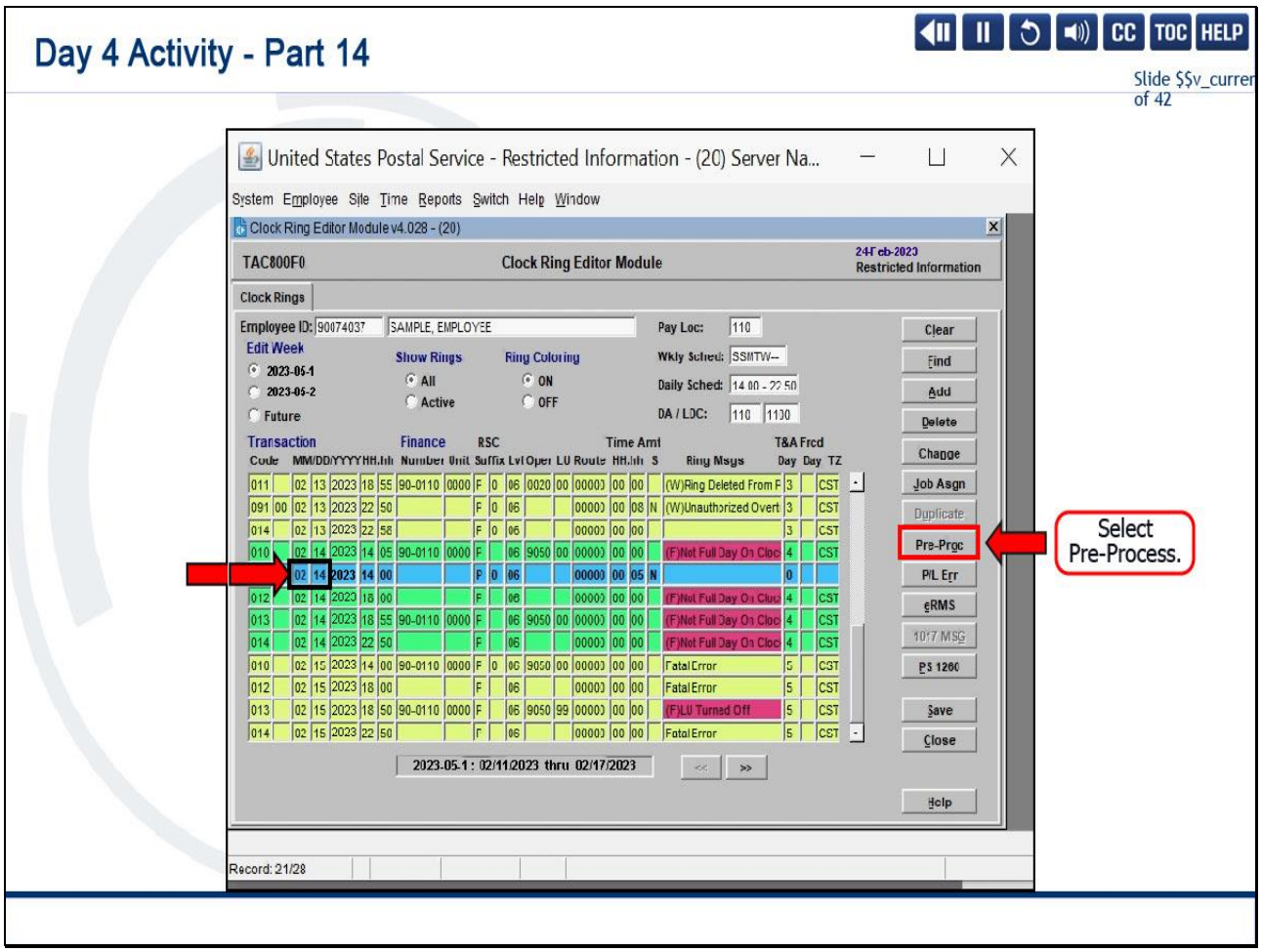


Slide notes

When we look at Day 4, we see that it's still not a full day on the clock, but our entry is not showing.

Let's select Close to find out what happened.

Slide 21 - Day 4 Activity - Part 14



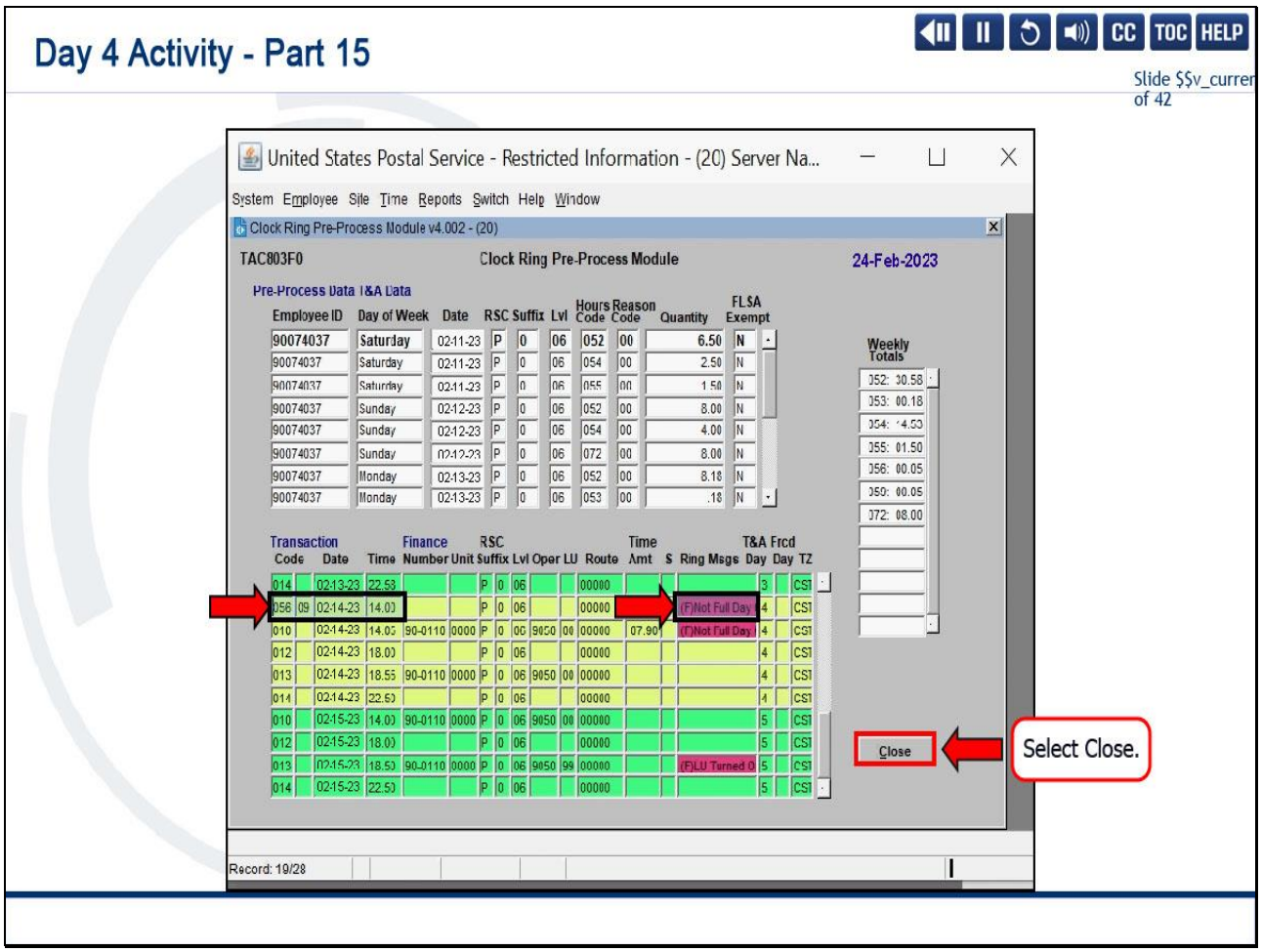
Slide notes

Let’s look at the first column and verify we entered the sick leave and late reason code.

We did not verify the date.

Let’s correct it and select Pre-Process.

Slide 22 - Day 4 Activity - Part 15



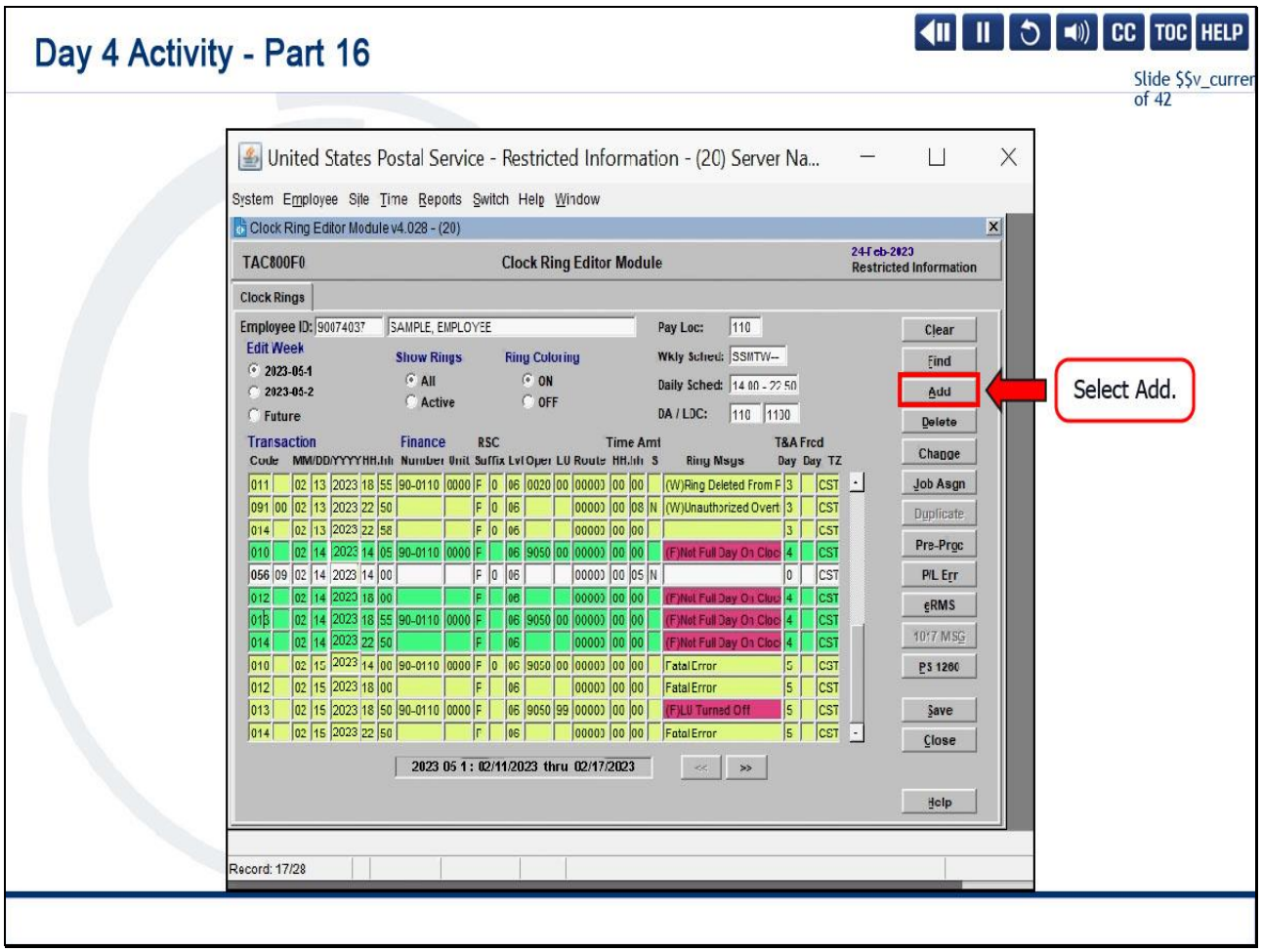
Slide notes

Now we can see that the leave has been recorded at the appropriate time on the appropriate date, but we still have “Not Full Day On Clock.”

We must make that second entry.

Let’s select Close.

Slide 23 - Day 4 Activity - Part 16

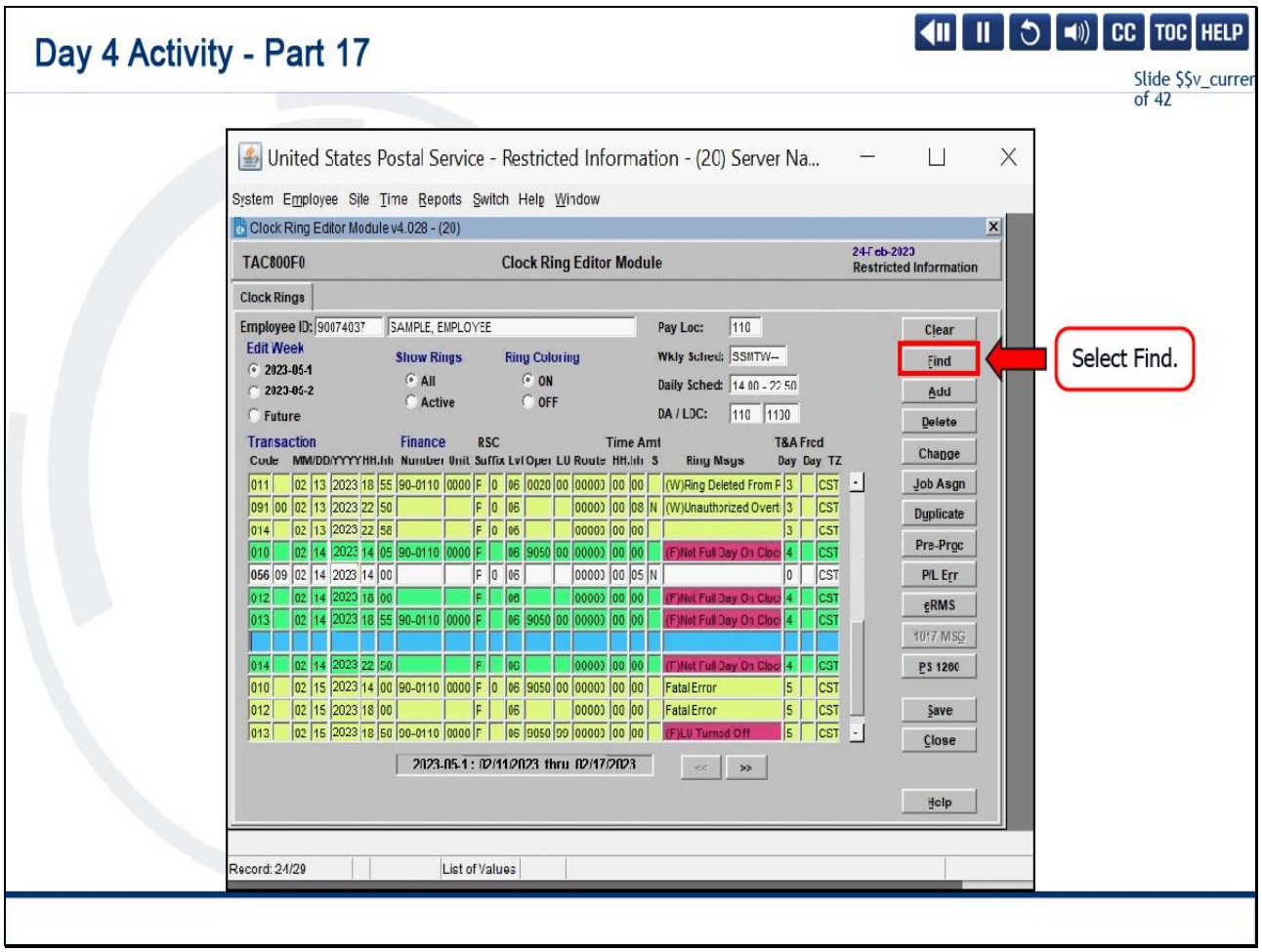


Slide notes

You can see it is very important to always verify each cell.

Let’s select Add to make the additional entry.

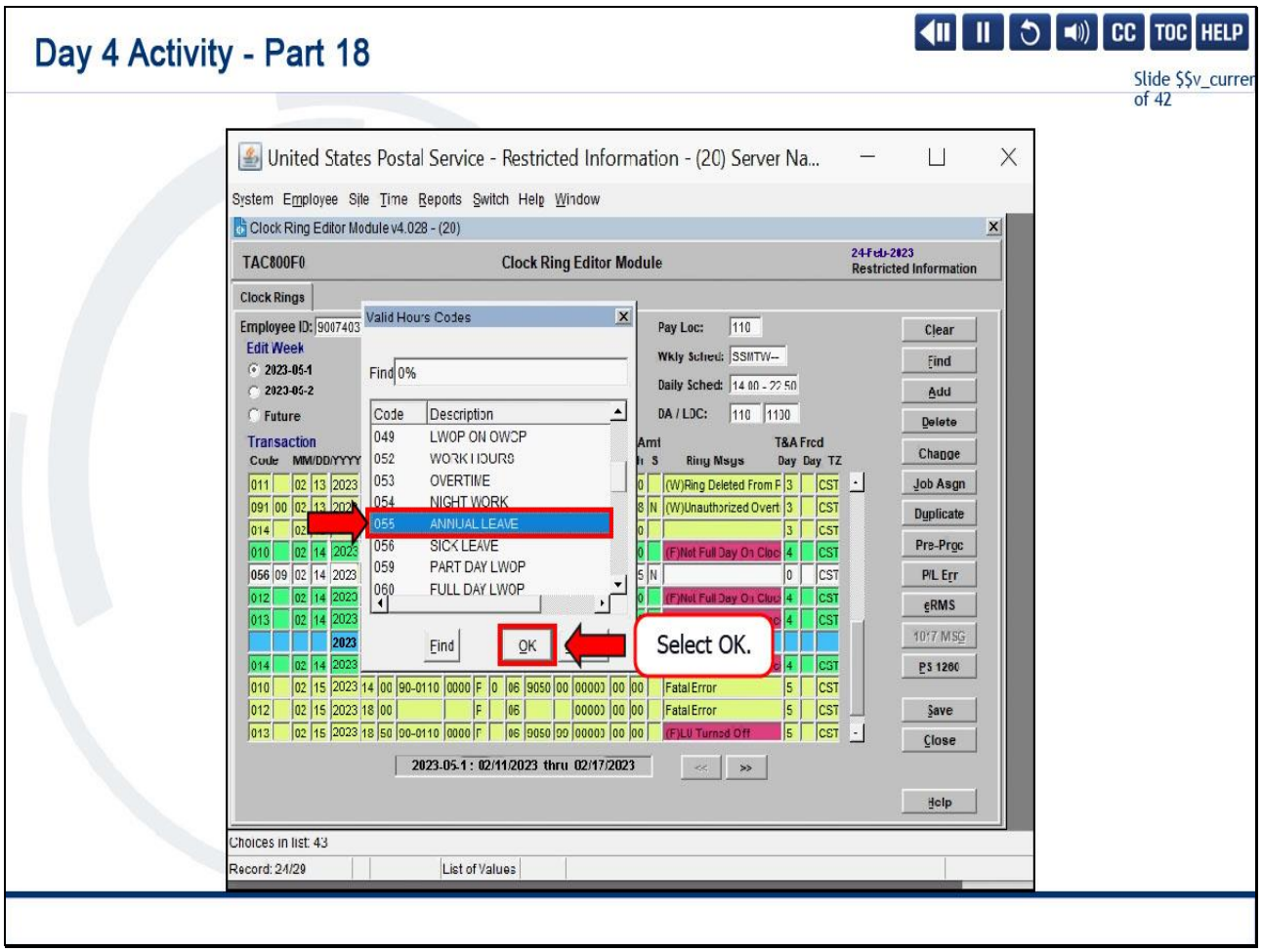
Slide 24 - Day 4 Activity - Part 17



Slide notes

Select Find.

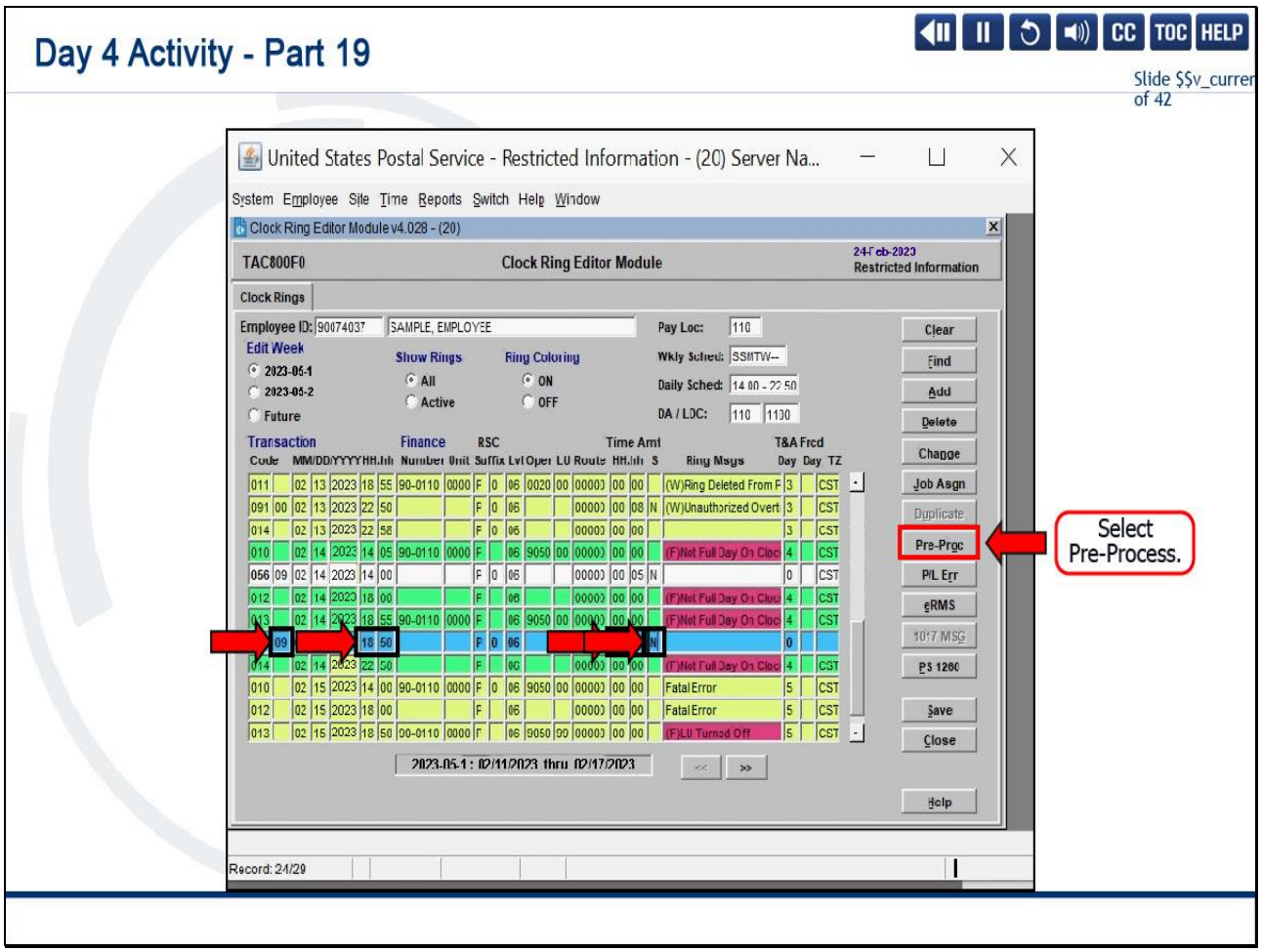
Slide 25 - Day 4 Activity - Part 18



Slide notes

Search for annual, then select OK.

Slide 26 - Day 4 Activity - Part 19



Slide notes

Now that we know that the reason code for late is always 09, we can simply type it here.

Let’s check the date and time.

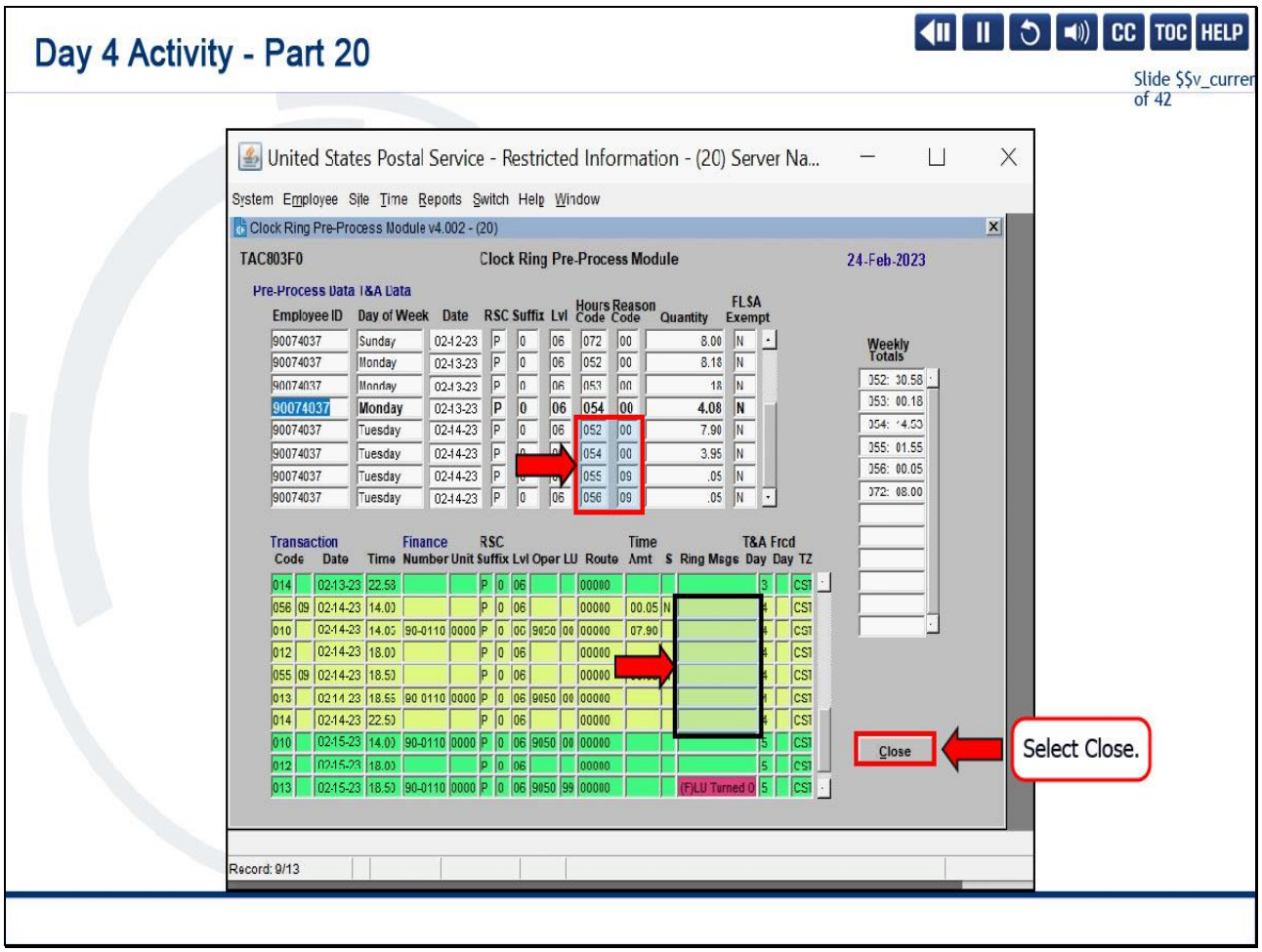
The second 3971 began at 1850.

The amount was 0.05.

Management indicated that it was not scheduled in advance.

Let’s select Pre-Process.

Slide 27 - Day 4 Activity - Part 20



Slide notes

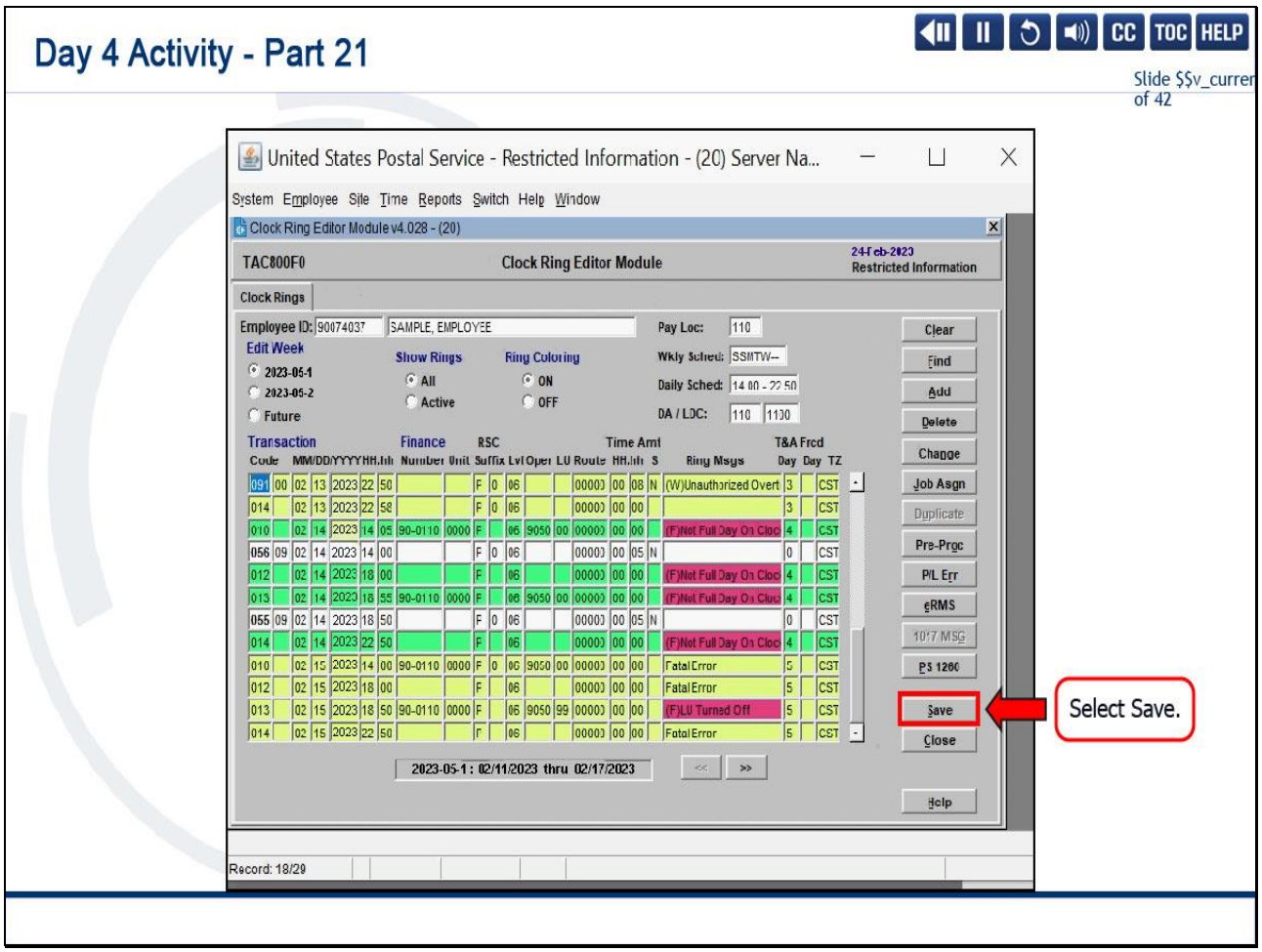
Let’s verify the yellow and green section.

There are no longer any Red fatal errors, and the leave has been applied for both leave types in the appropriate date.

You can also verify at the top, there is no longer an Hour/Reason Code 05959.

Let’s select Close.

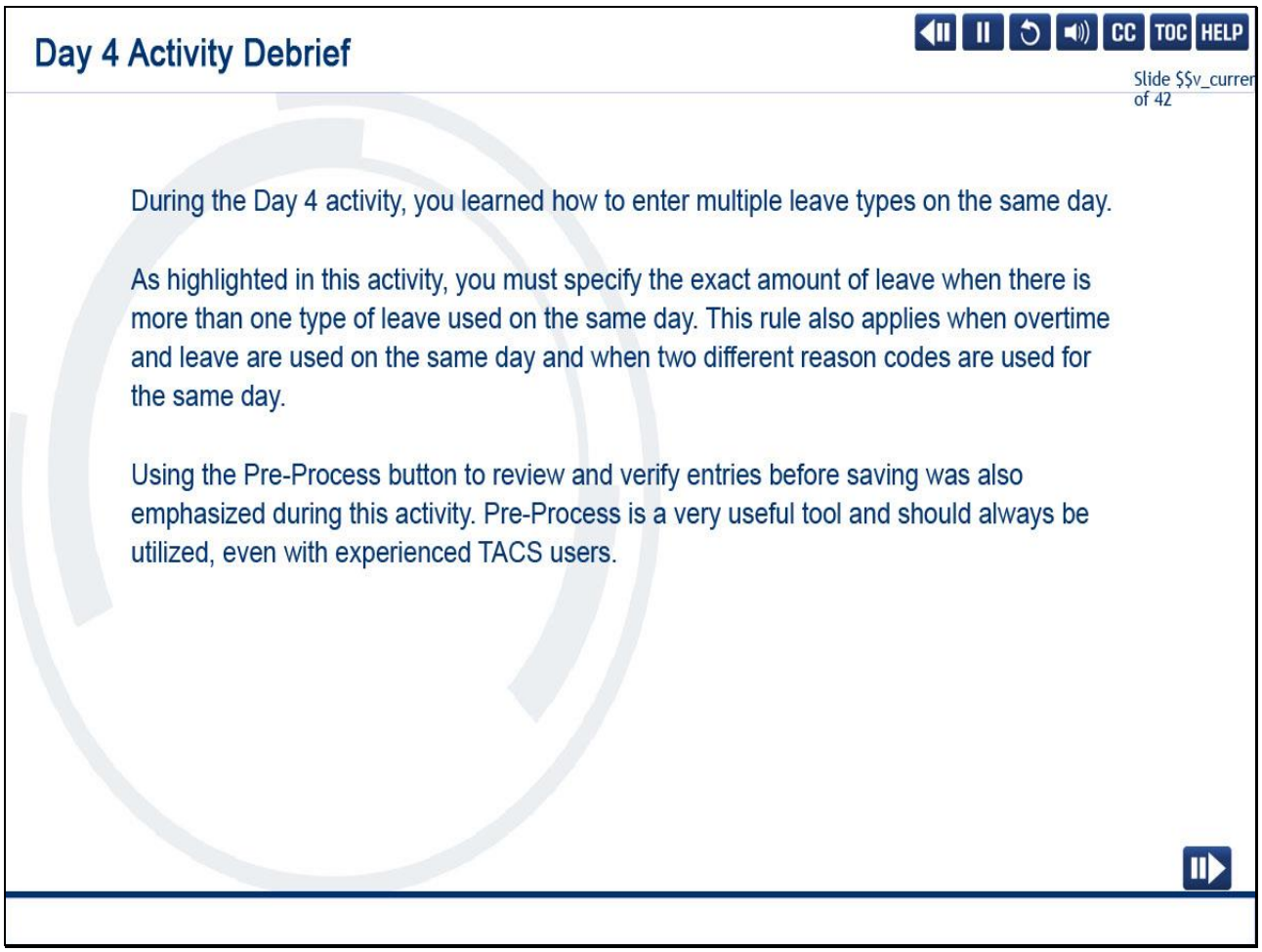
Slide 28 - Day 4 Activity - Part 21



Slide notes

Then, select Save.

Slide 29 - Day 4 Activity Debrief



Slide notes

During the Day 4 activity, you learned how to enter multiple leave types on the same day.

As highlighted in this activity, you must specify the exact amount of leave when there is more than one type of leave used on the same day.

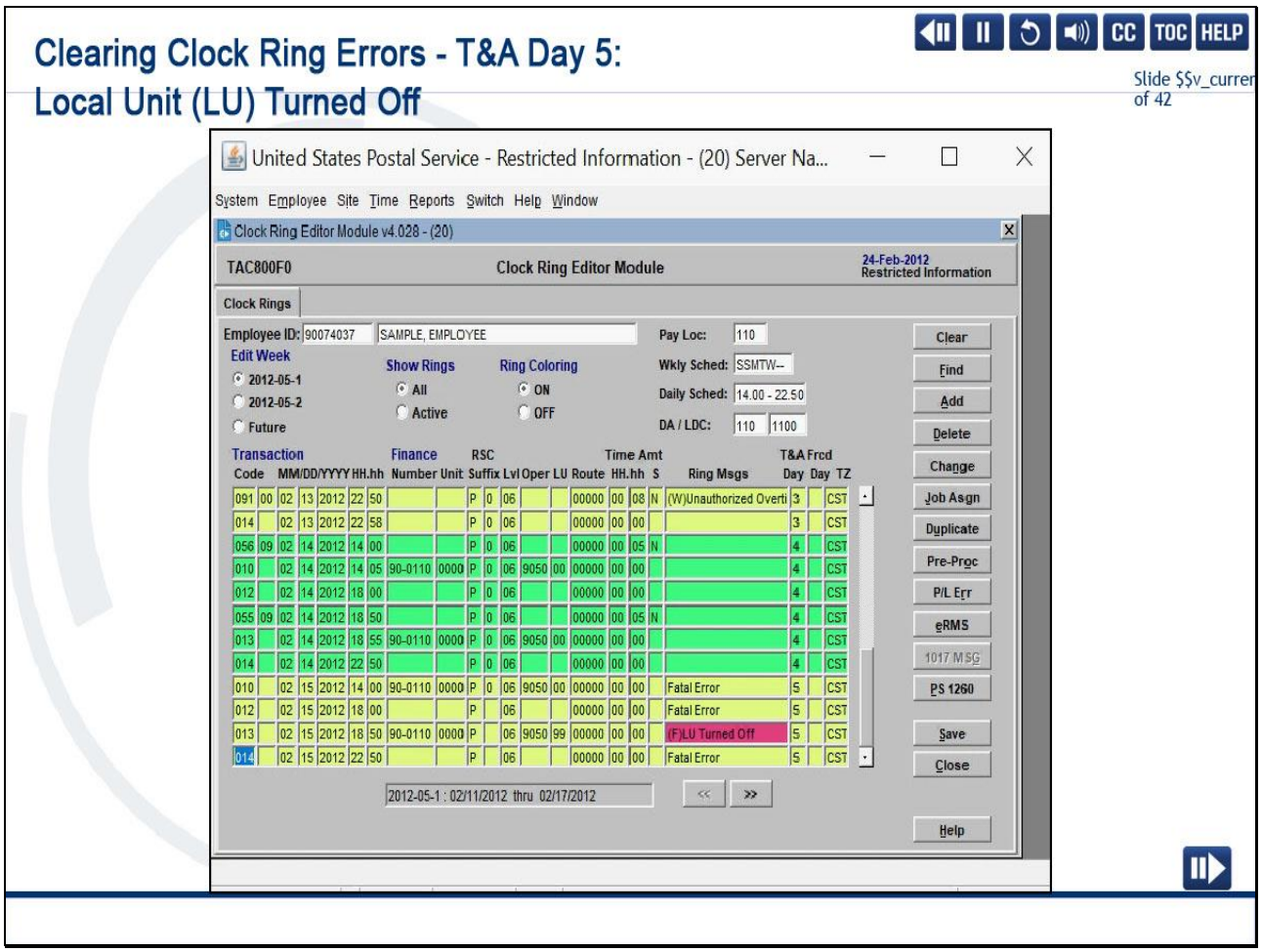
This rule also applies when overtime and leave are used on the same day and when two different reason codes are used for the same day.

Using the Pre-Process button to review and verify entries before saving was also emphasized during this activity.

Pre-Process is a very useful tool and should always be utilized, even with experienced TACS users.

On to Day 5. Let’s see what errors require our attention.

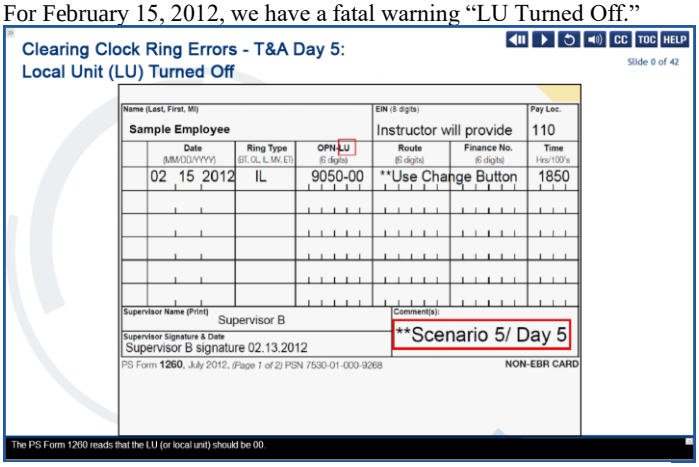
Slide 30 - Clearing Clock Ring Errors - T&A Day 5: Local Unit (LU) Turned Off



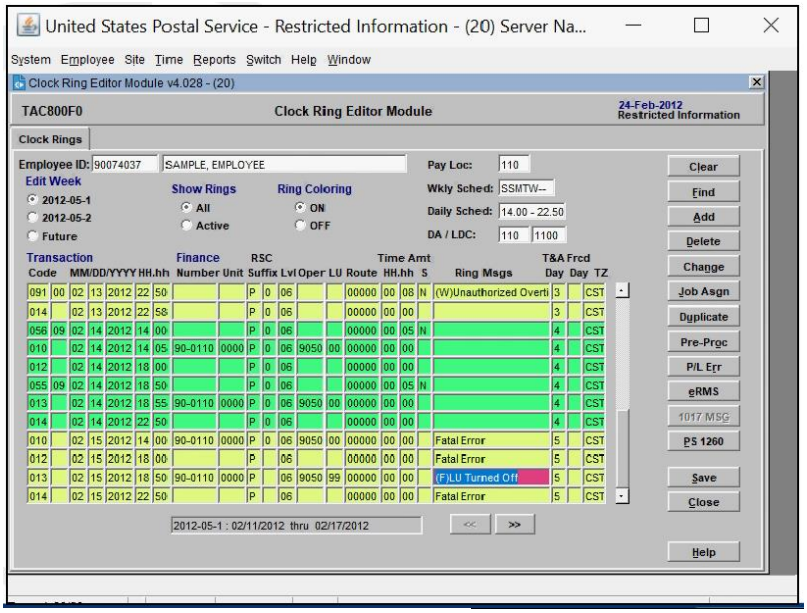
Slide notes

For Time and Attendance Day 5, the instructor will demonstrate how to correct the Local Unit (LU) Turned Off error.

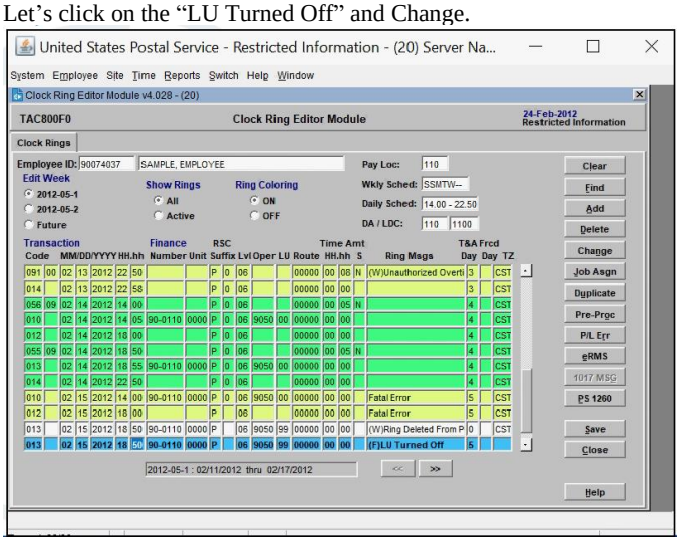
For February 15, 2012, we have a fatal warning “LU Turned Off.”



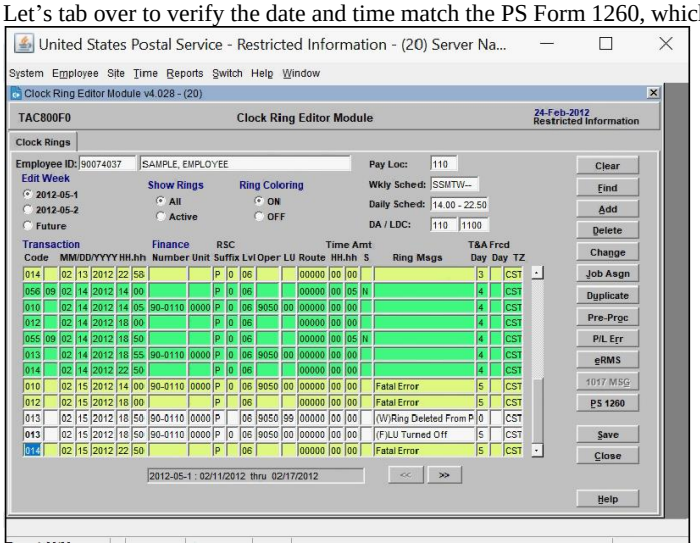
Let’s take a look at the PS Form 1260 so we can make the correction.
The PS Form 1260 reads that the LU (or local unit) should be 00.
Let’s make the entry. We’ll need to use the Change button to do so.



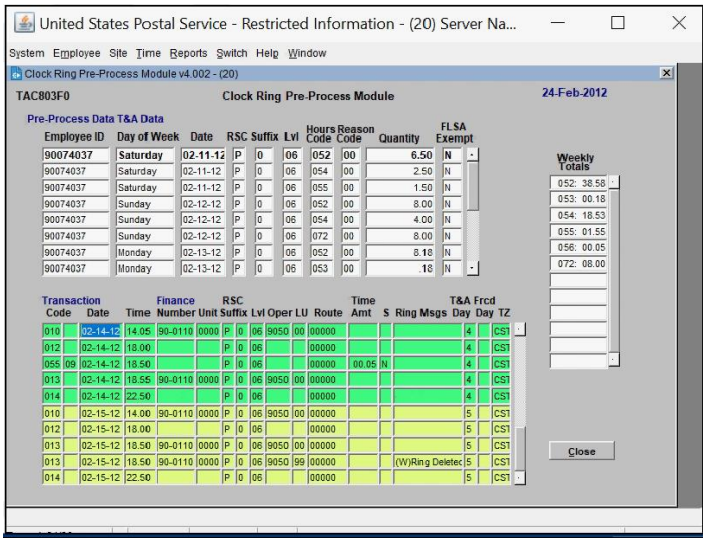
Let's click on the "LU Turned Off" and Change.



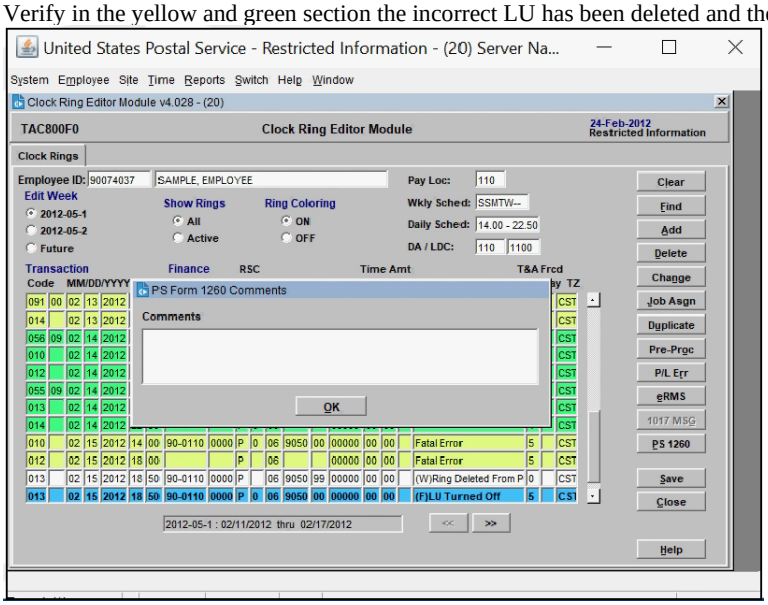
Let's tab over to verify the date and time match the PS Form 1260, which it does. The operation is correct. Let's change 99 to 00.



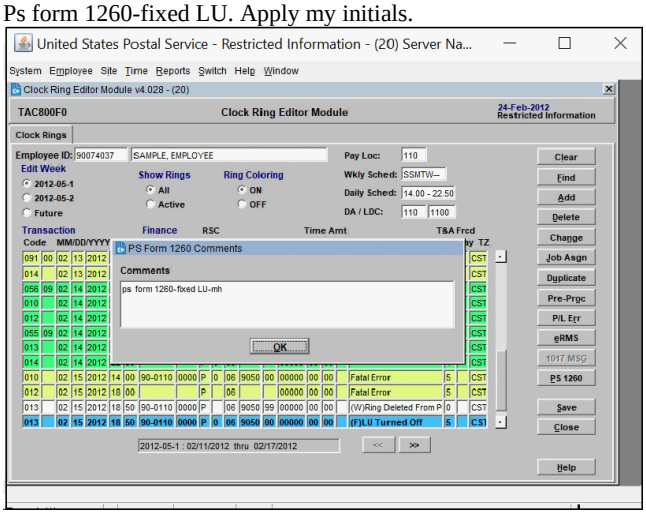
Click Pre-Process.



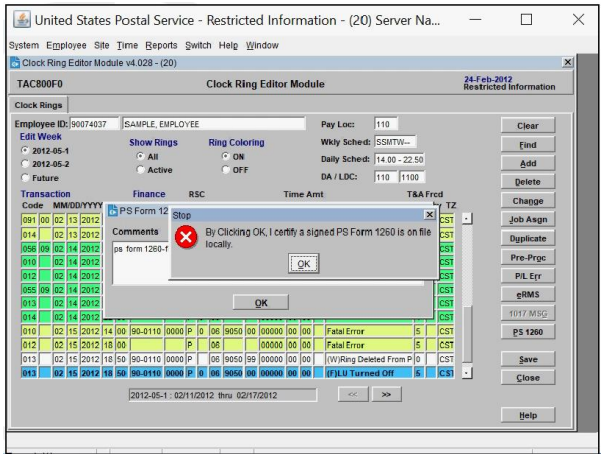
Verify in the yellow and green section the incorrect LU has been deleted and the appropriate LU has been applied to both. Click Close and Save.



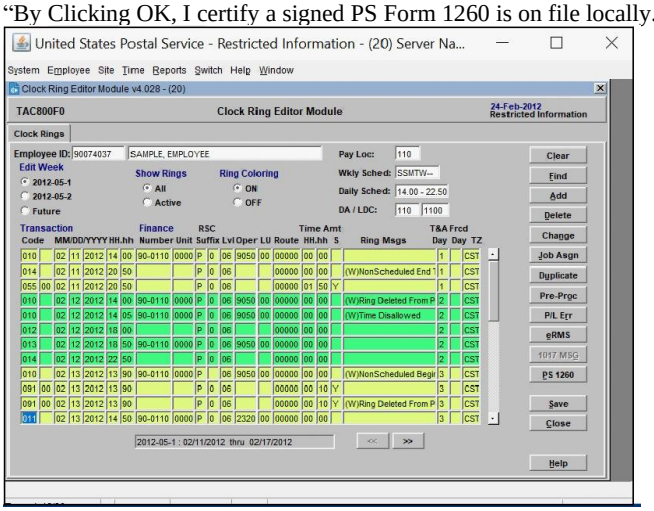
Ps form 1260-fixed LU. Apply my initials.



Click OK.

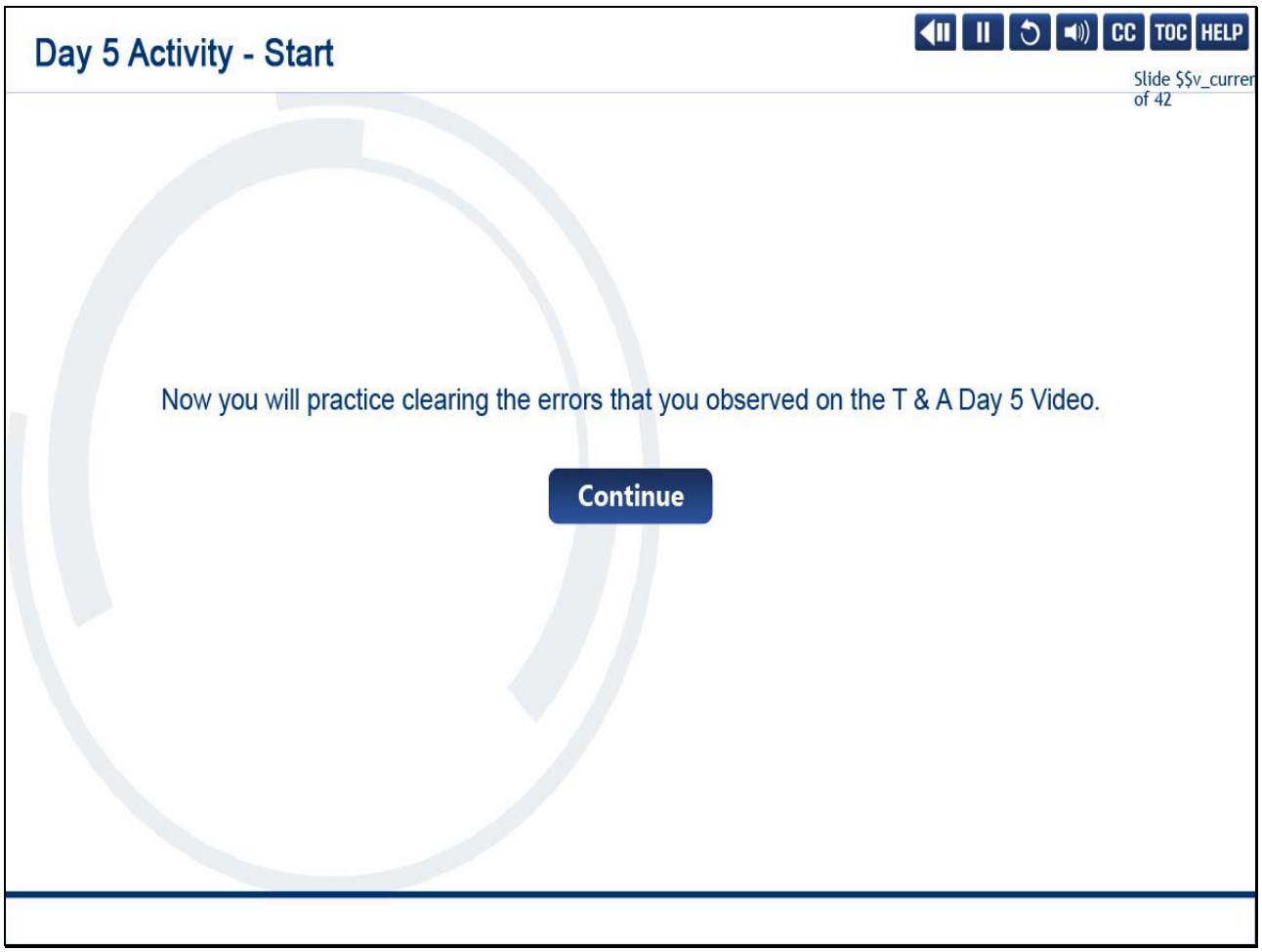


"By Clicking OK, I certify a signed PS Form 1260 is on file locally." That's correct. Let's click OK.



We have corrected all five days. Just remember, clock ring errors should be addressed daily.

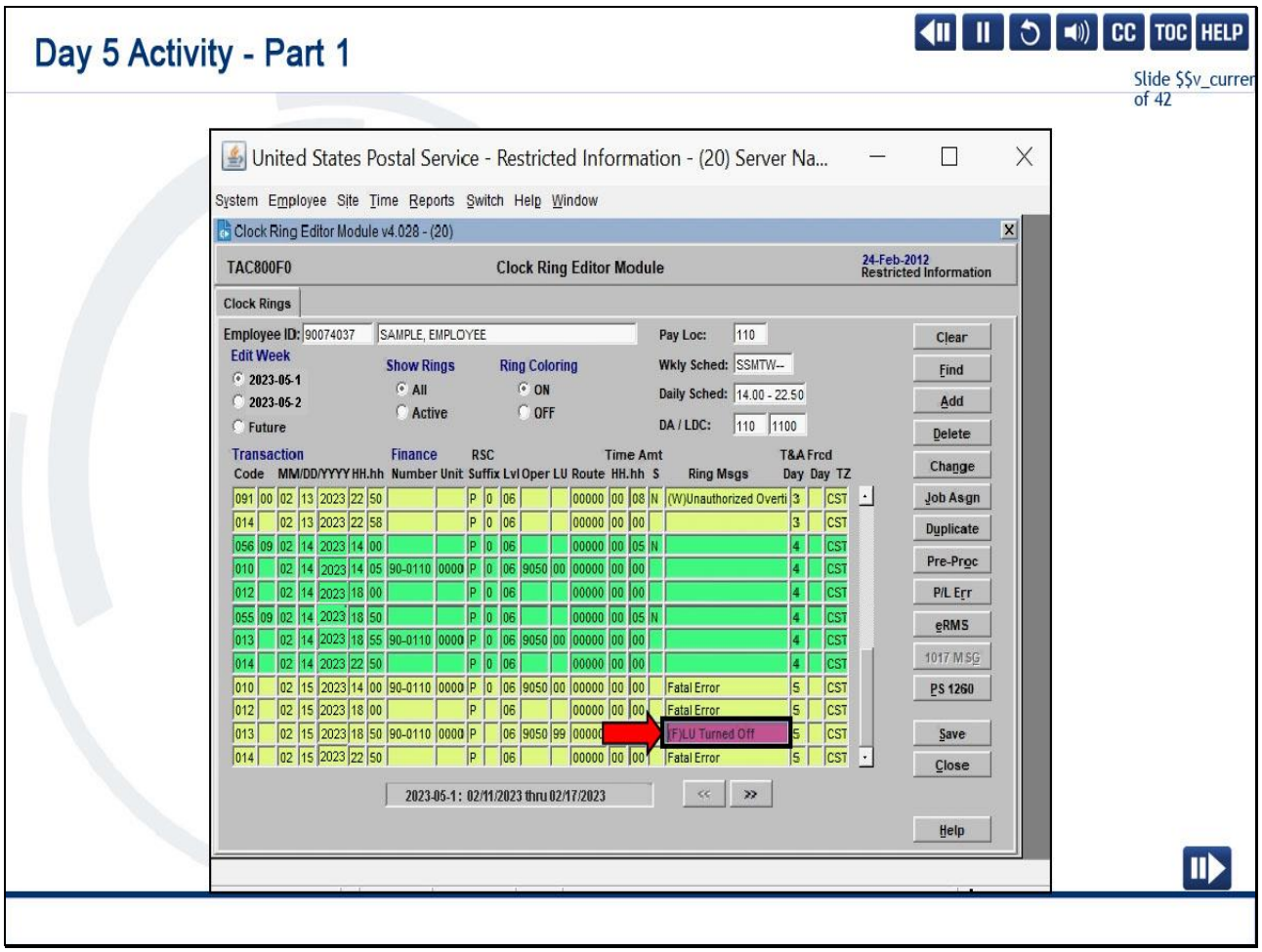
Slide 31 - Day 5 Activity - Start



Slide notes

Now you will practice clearing the errors that you observed on the T & A Day 5 Video.

Slide 32 - Day 5 Activity - Part 1

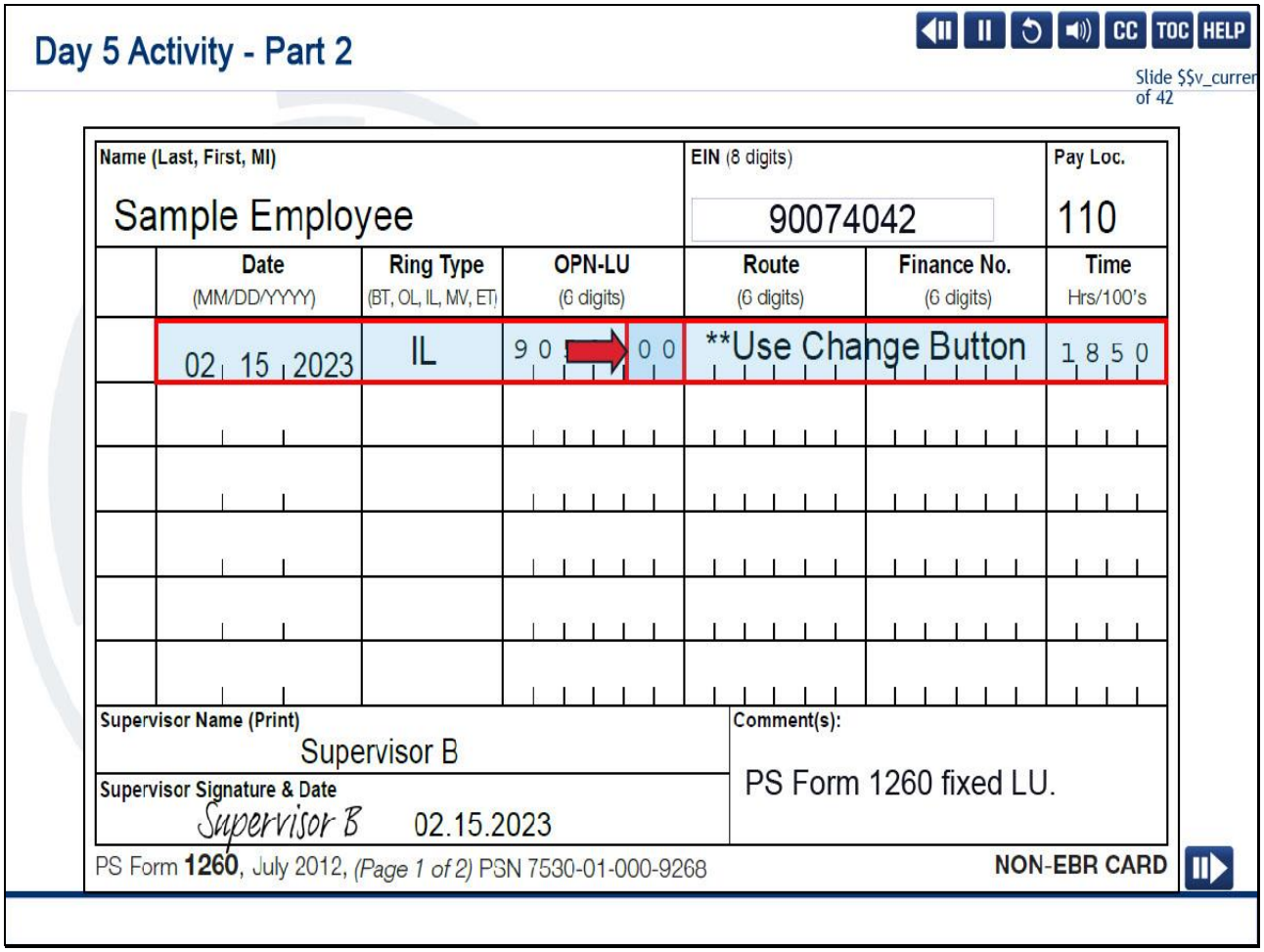


Slide notes

For February 15, 2023, we have a fatal warning “LU Turned Off.”

Let’s look at the PS Form 1260 so that we can make the corrections.

Slide 33 - Day 5 Activity - Part 2



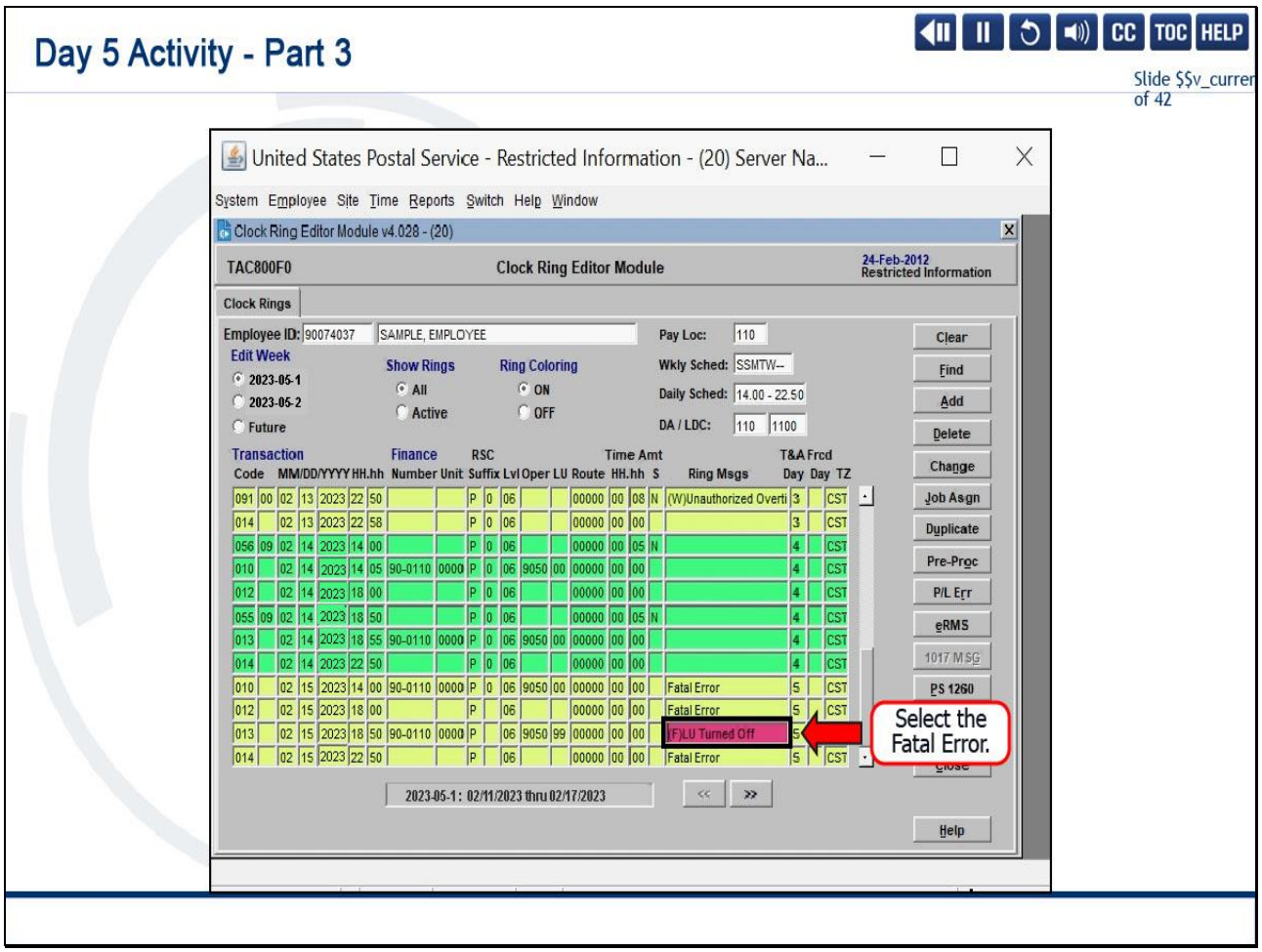
Slide notes

The PS Form 1260 reads that the LU, or local unit, should be 00.

Let’s make the entry.

We will need to use the change button to do so.

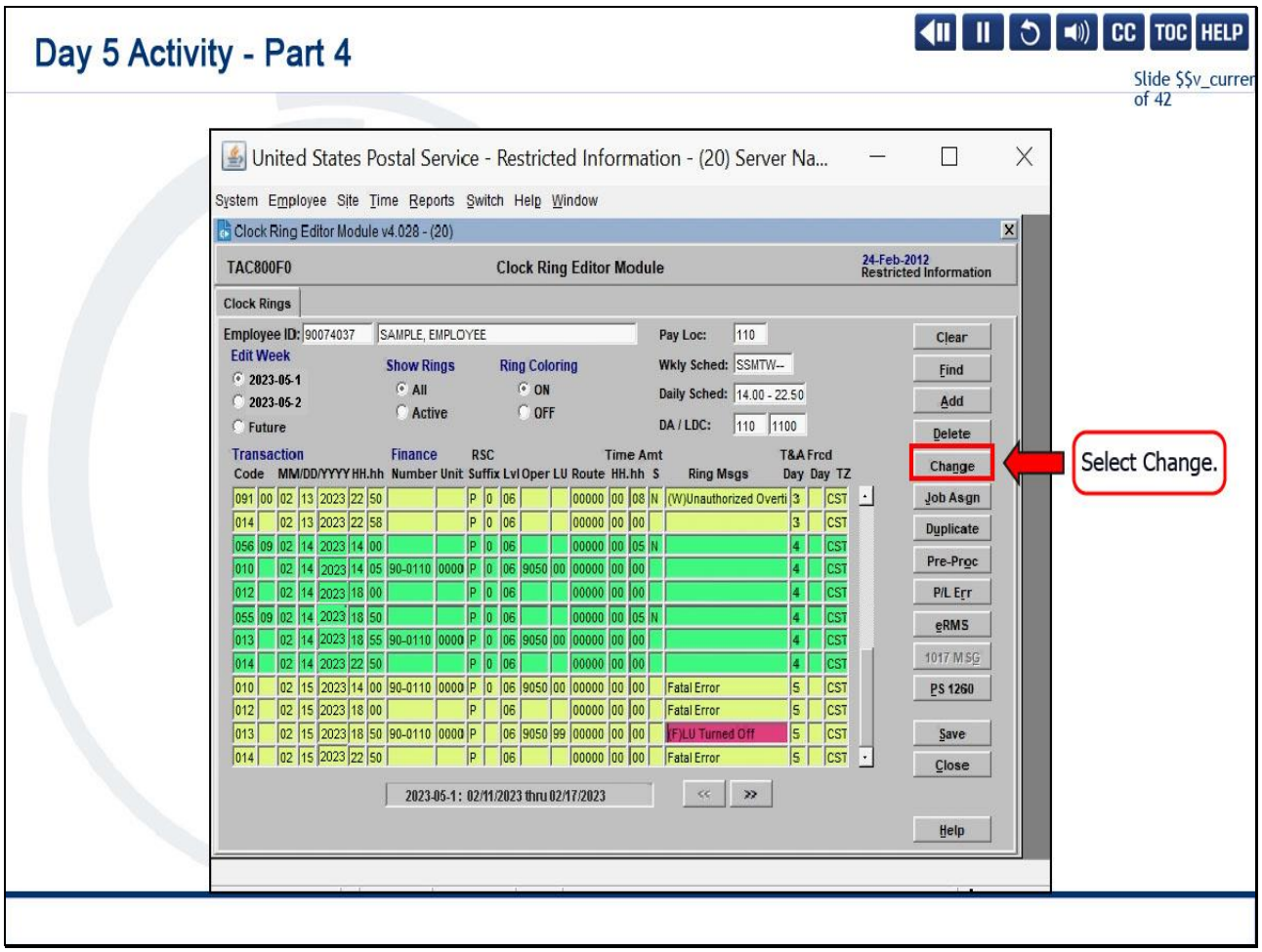
Slide 34 - Day 5 Activity - Part 3



Slide notes

Let’s select the Fatal Error “(F) LU Turned Off.”

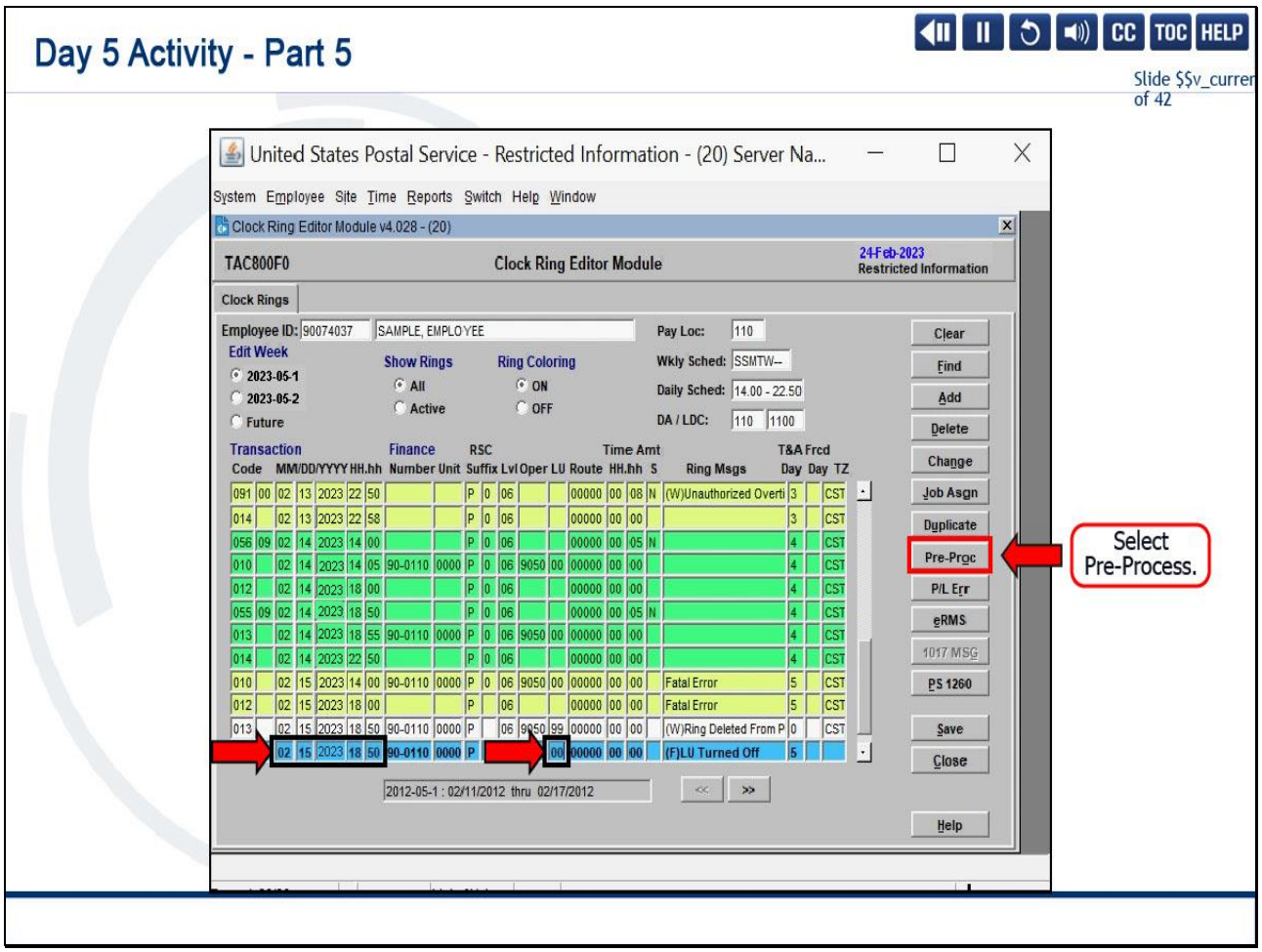
Slide 35 - Day 5 Activity - Part 4



Slide notes

Select Change.

Slide 36 - Day 5 Activity - Part 5



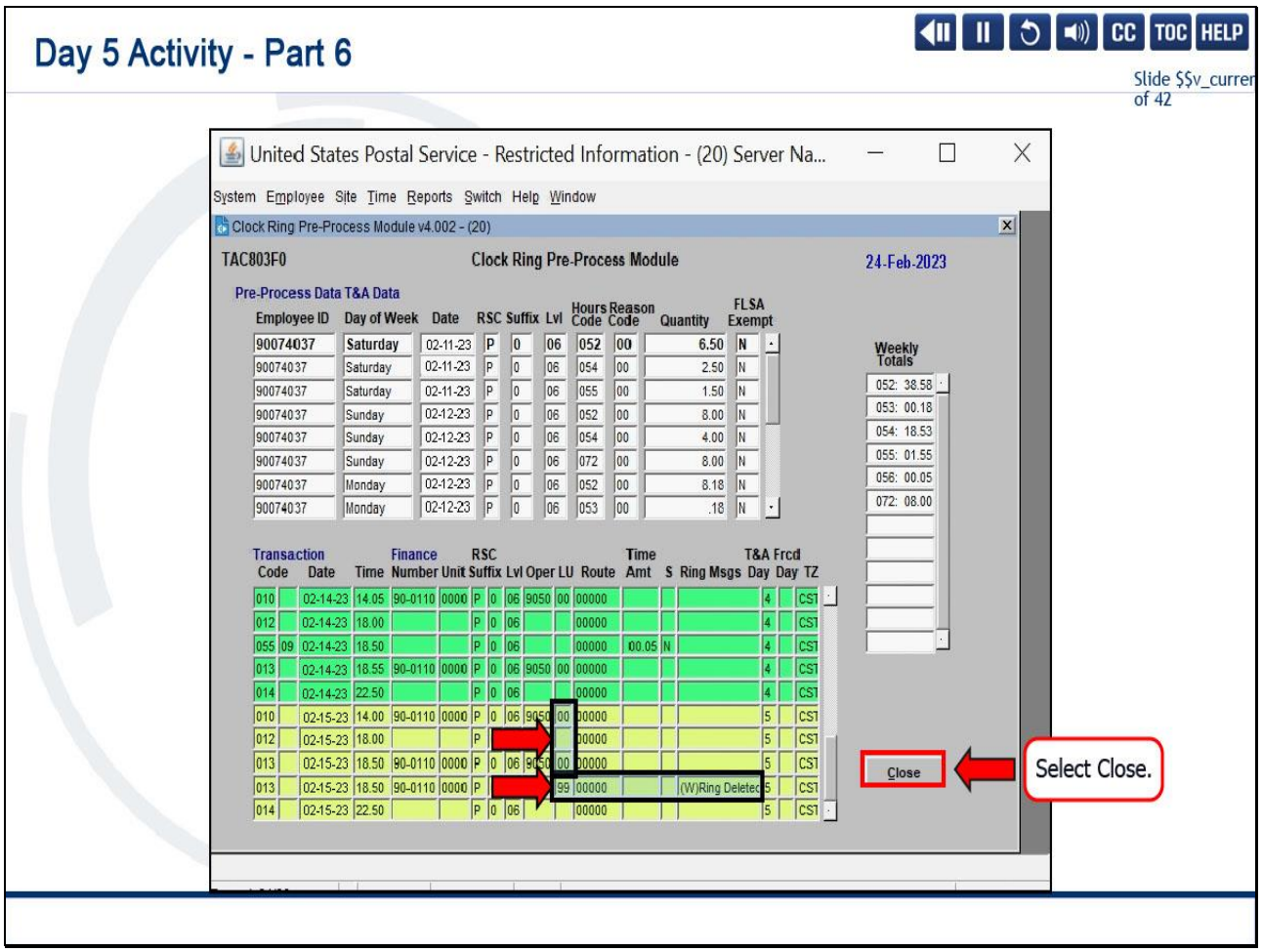
Slide notes

Verify the date and time match the PS Form 1260, which it does.

The operation is correct.

Let’s change 99 to 00 and select Pre-Process.

Slide 37 - Day 5 Activity - Part 6

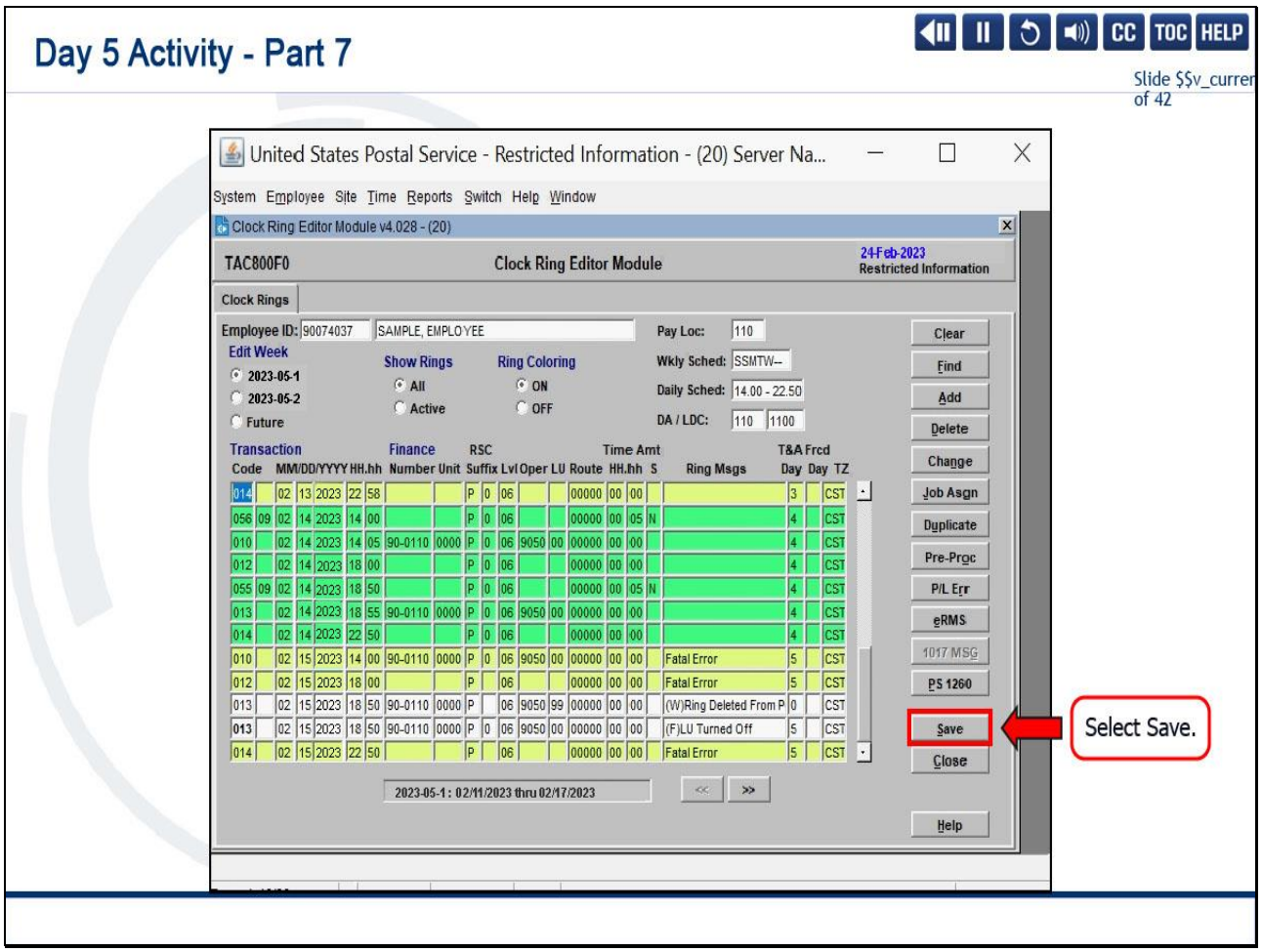


Slide notes

Verifying the yellow and green section, the incorrect LU has been deleted, and the appropriate LU has been applied to both.

Select Close.

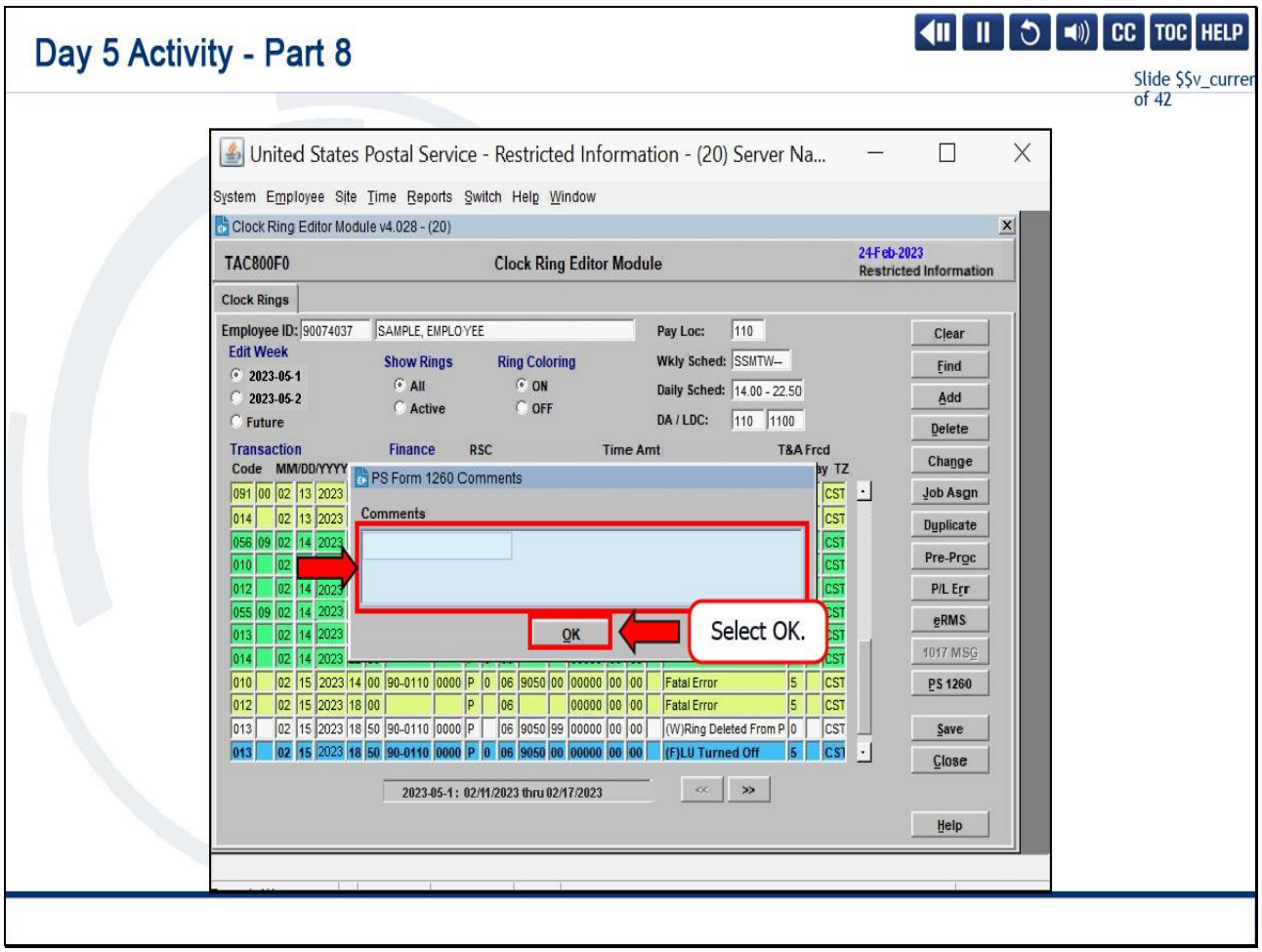
Slide 38 - Day 5 Activity - Part 7



Slide notes

Now select Save.

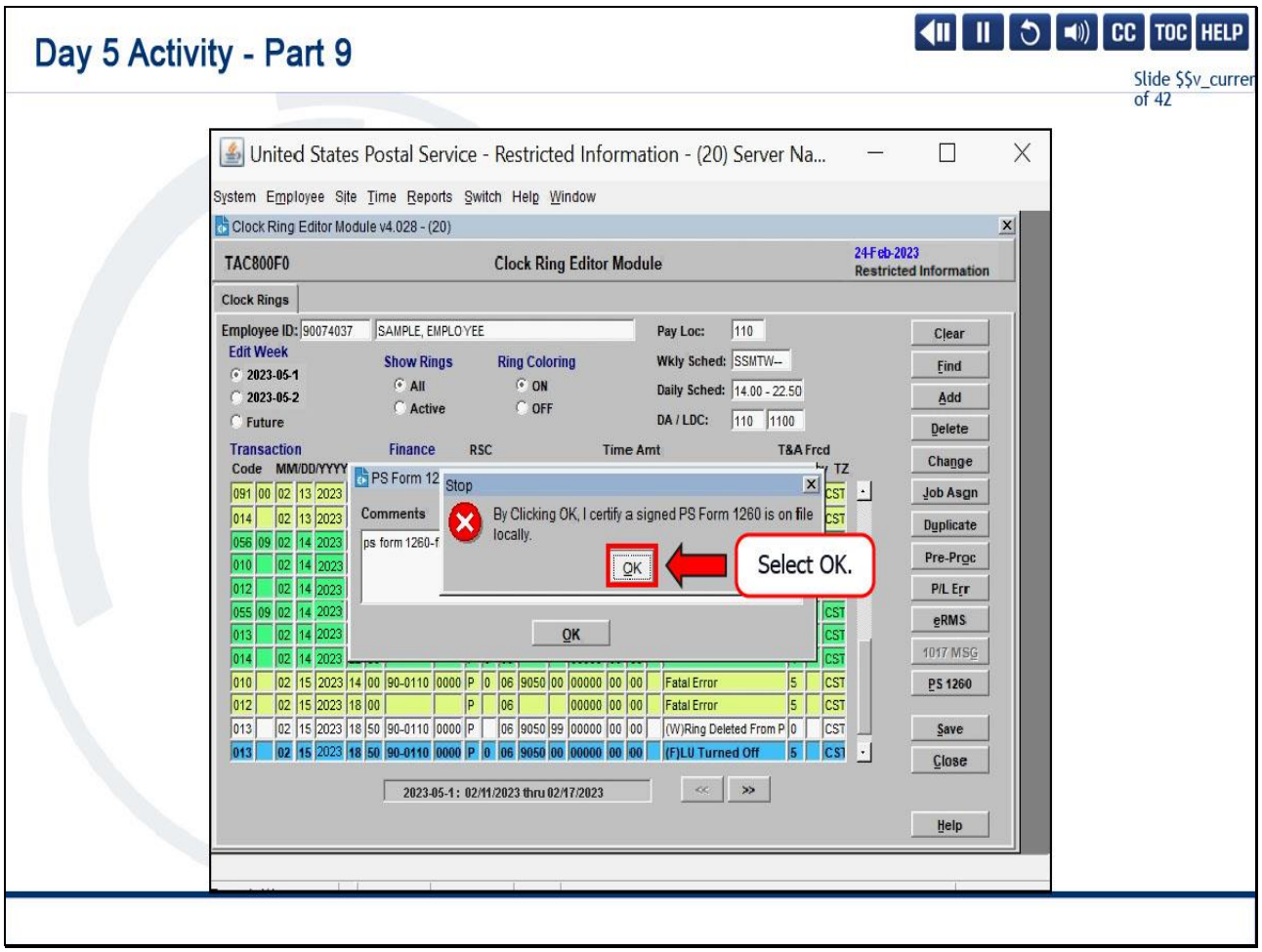
Slide 39 - Day 5 Activity - Part 8



Slide notes

Add in the comments, “ps form 1260-fixed LU,” apply your initials, then select OK

Slide 40 - Day 5 Activity - Part 9



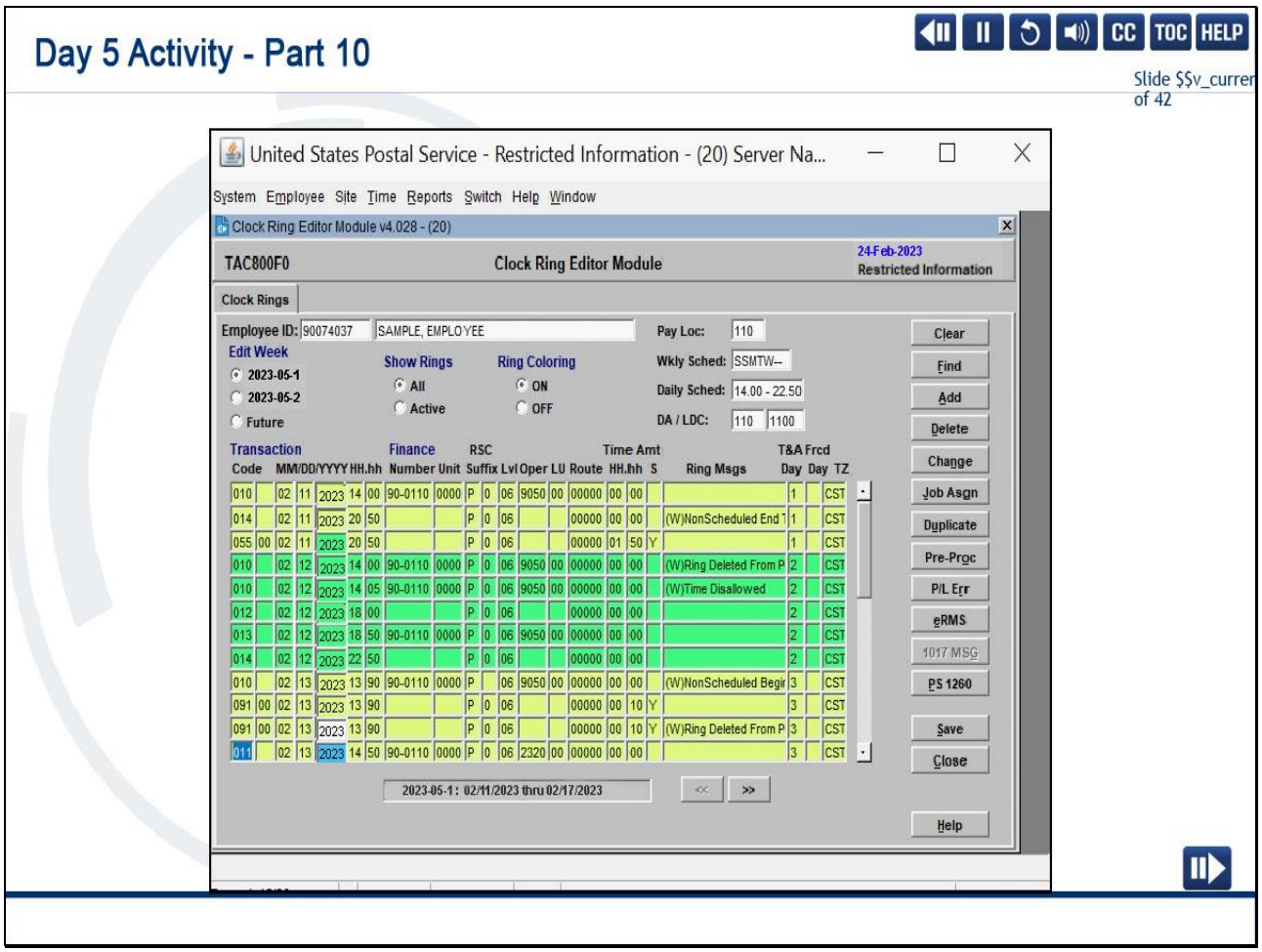
Slide notes

“By Clicking OK, I certify a signed PS Form 1260 is on file locally.”

That’s correct.

Select OK.

Slide 41 - Day 5 Activity - Part 10

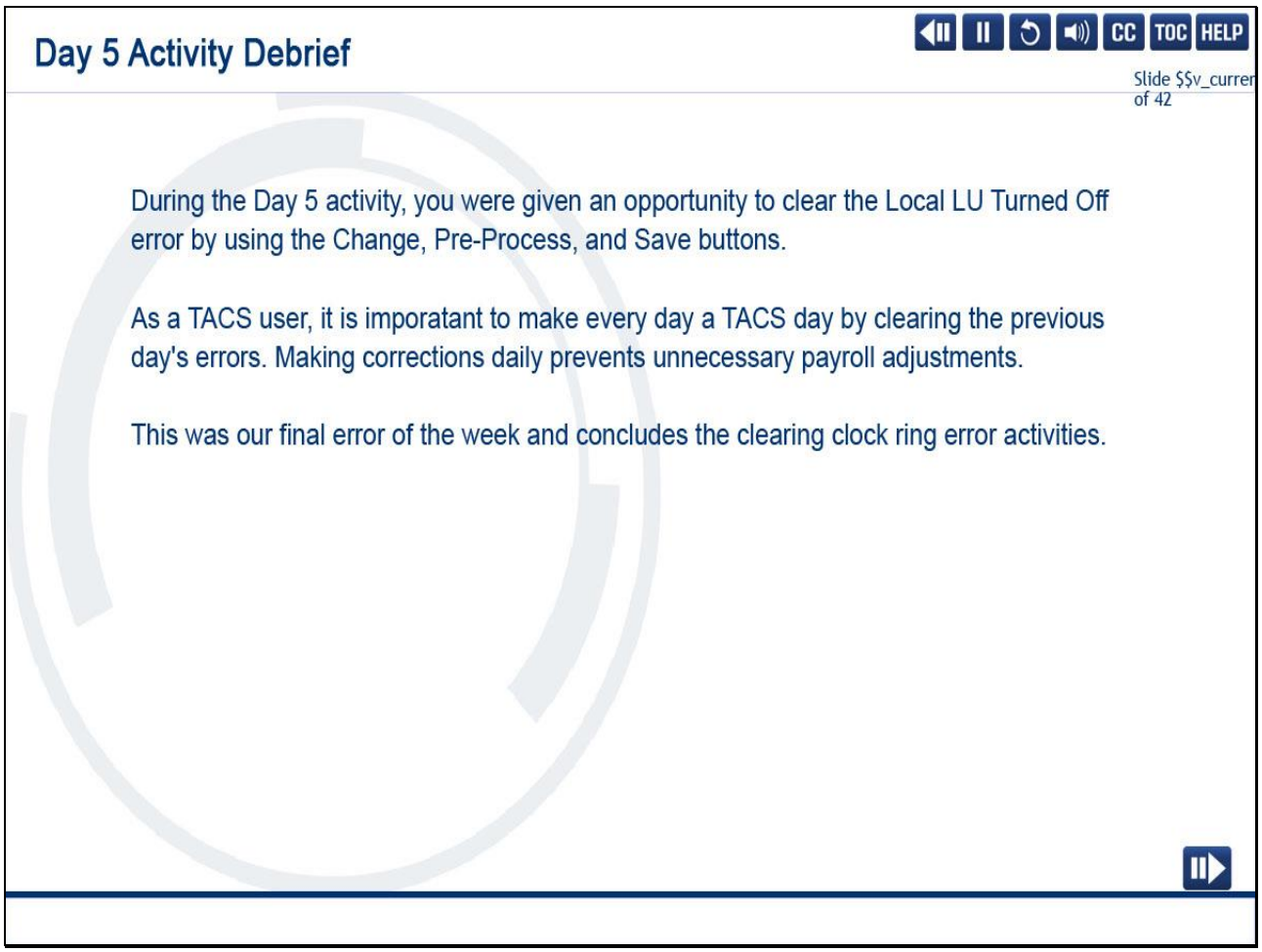


Slide notes

In the Modules 5 through 7 activities, we have shown you five days of clock ring errors.

Just remember, clock ring errors should be addressed daily.

Slide 42 - Day 5 Activity Debrief



Slide notes

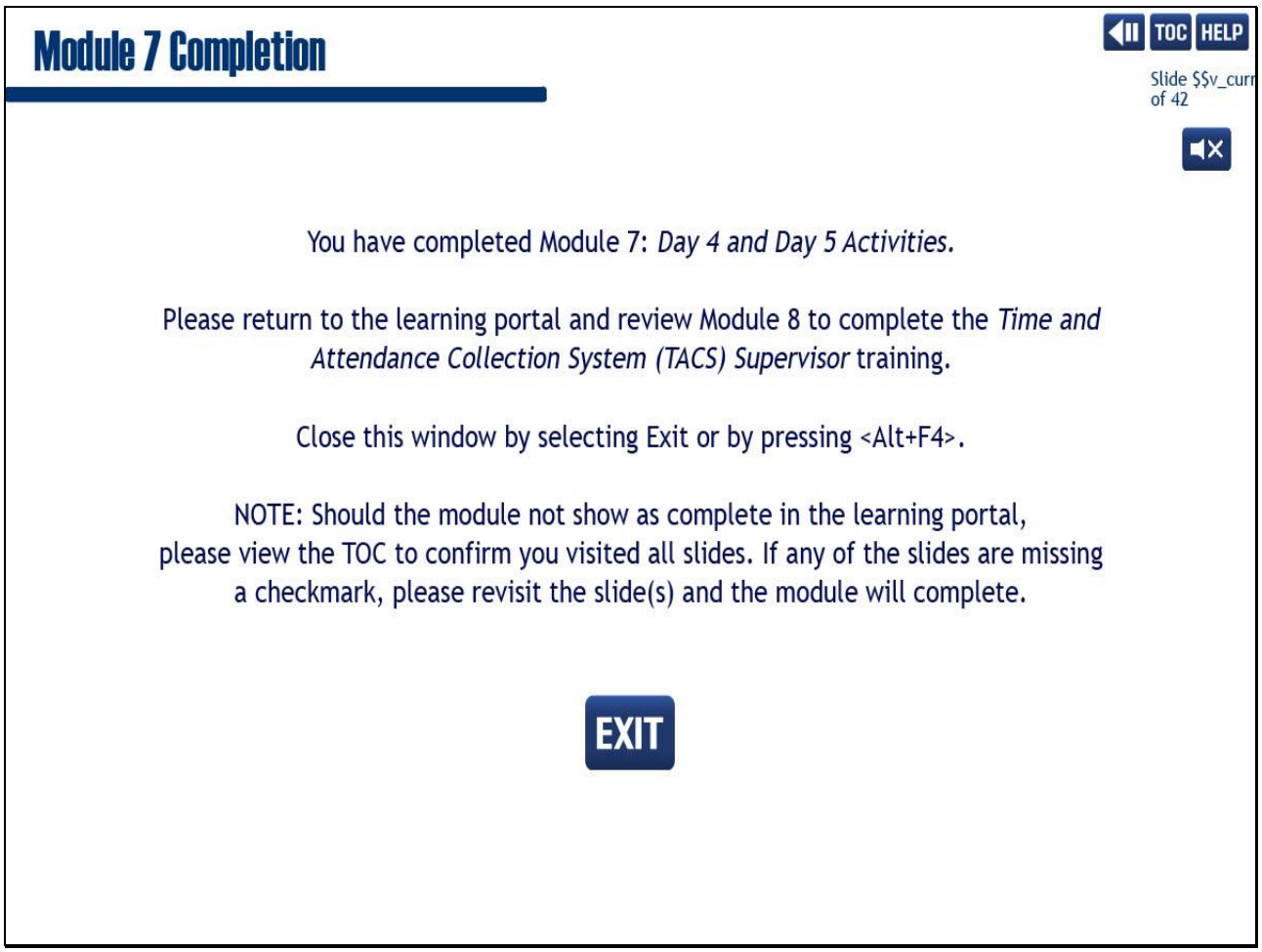
During the Day 5 activity, you were given an opportunity to clear the Local LU Turned Off error by using the Change, Pre-Process, and Save buttons.

As a TACS user, it is important to make every day a TACS day by clearing the previous day’s errors.

Making corrections daily prevents unnecessary payroll adjustments.

This was our final error of the week and concludes the clearing clock ring error activities.

Slide 43 - Module 7 Completion



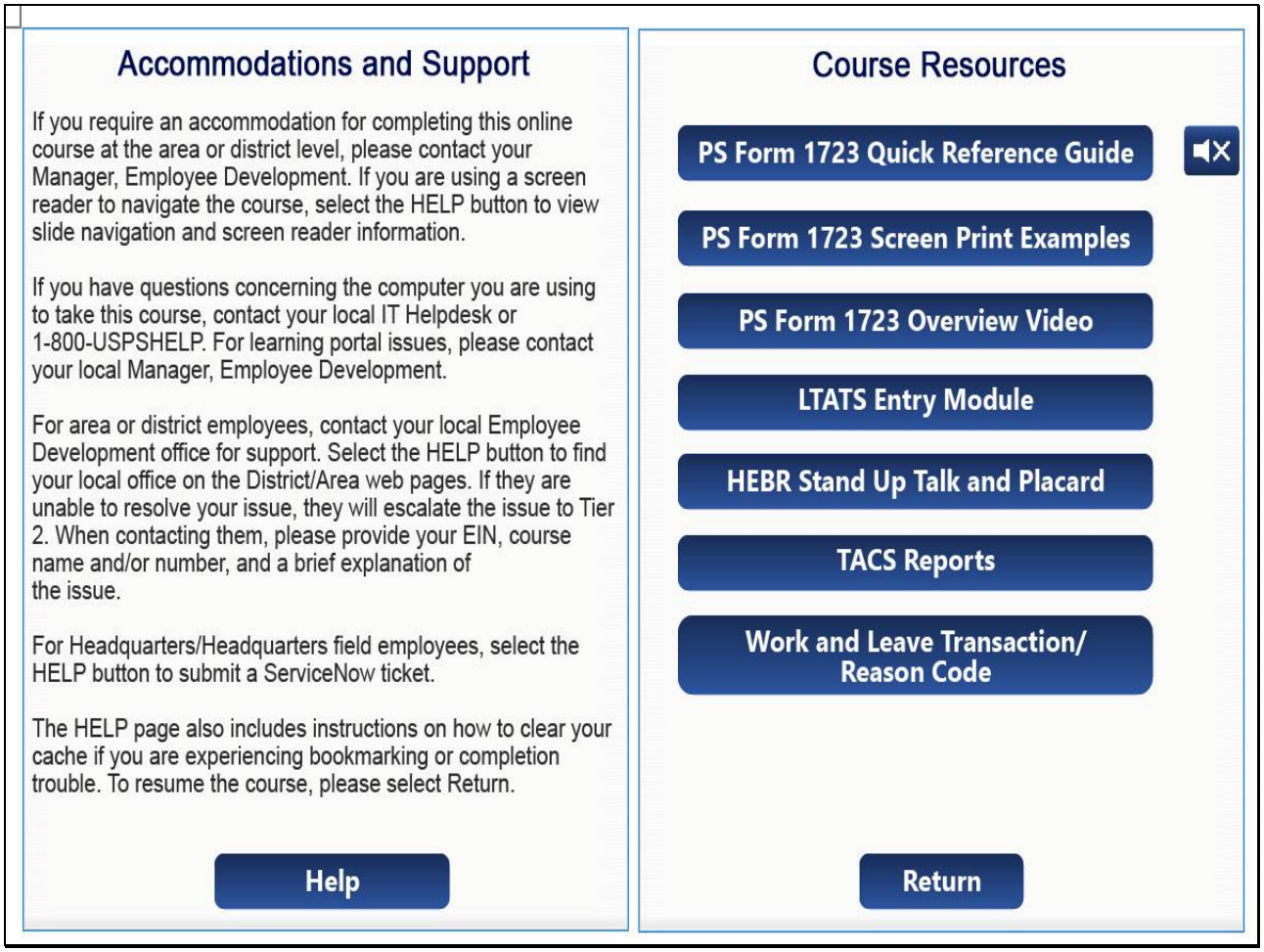
Slide notes

Slide 1 - Welcome

Slide notes

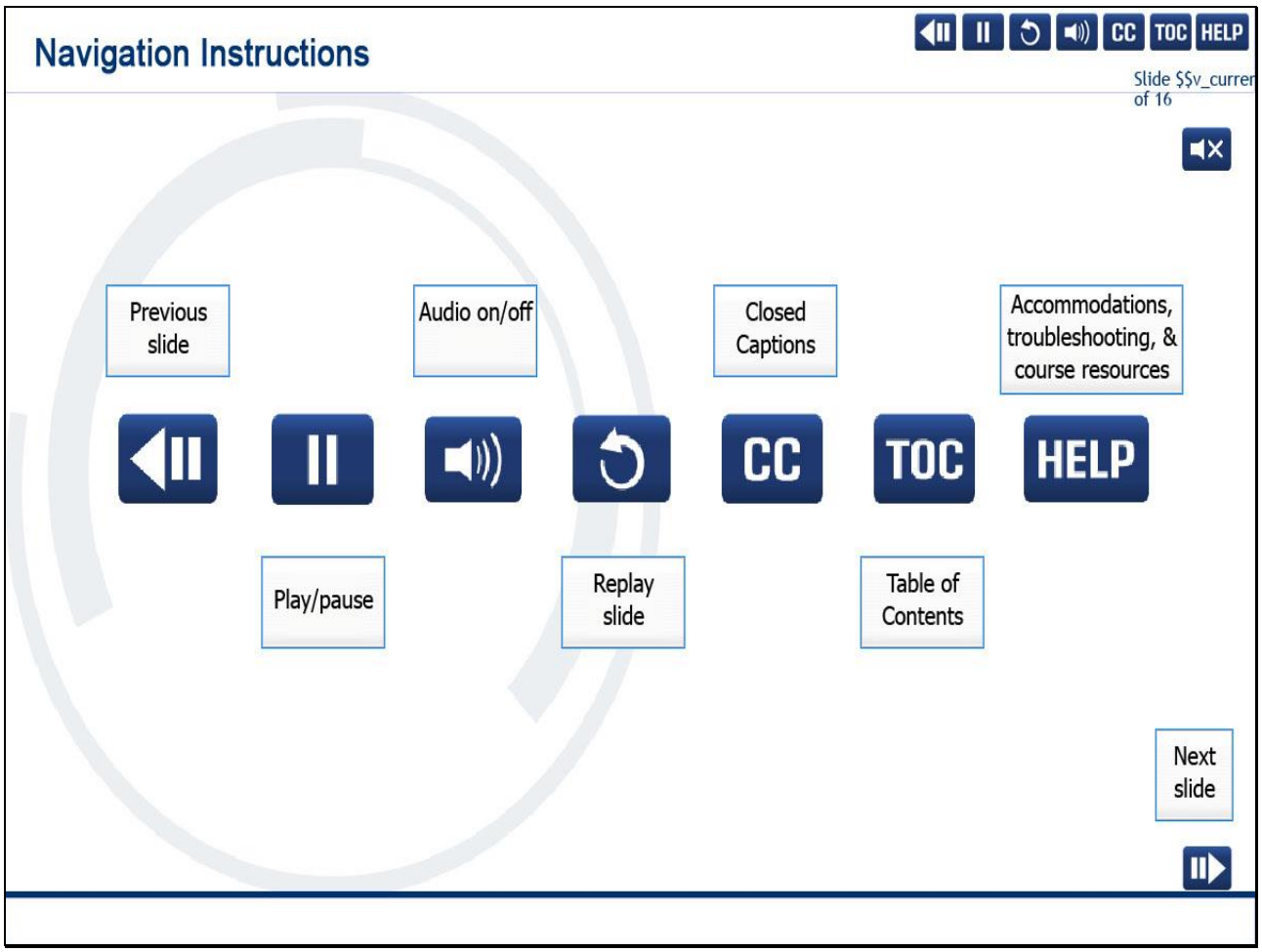
Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 8: *Assessment*.

Slide 2 - Help



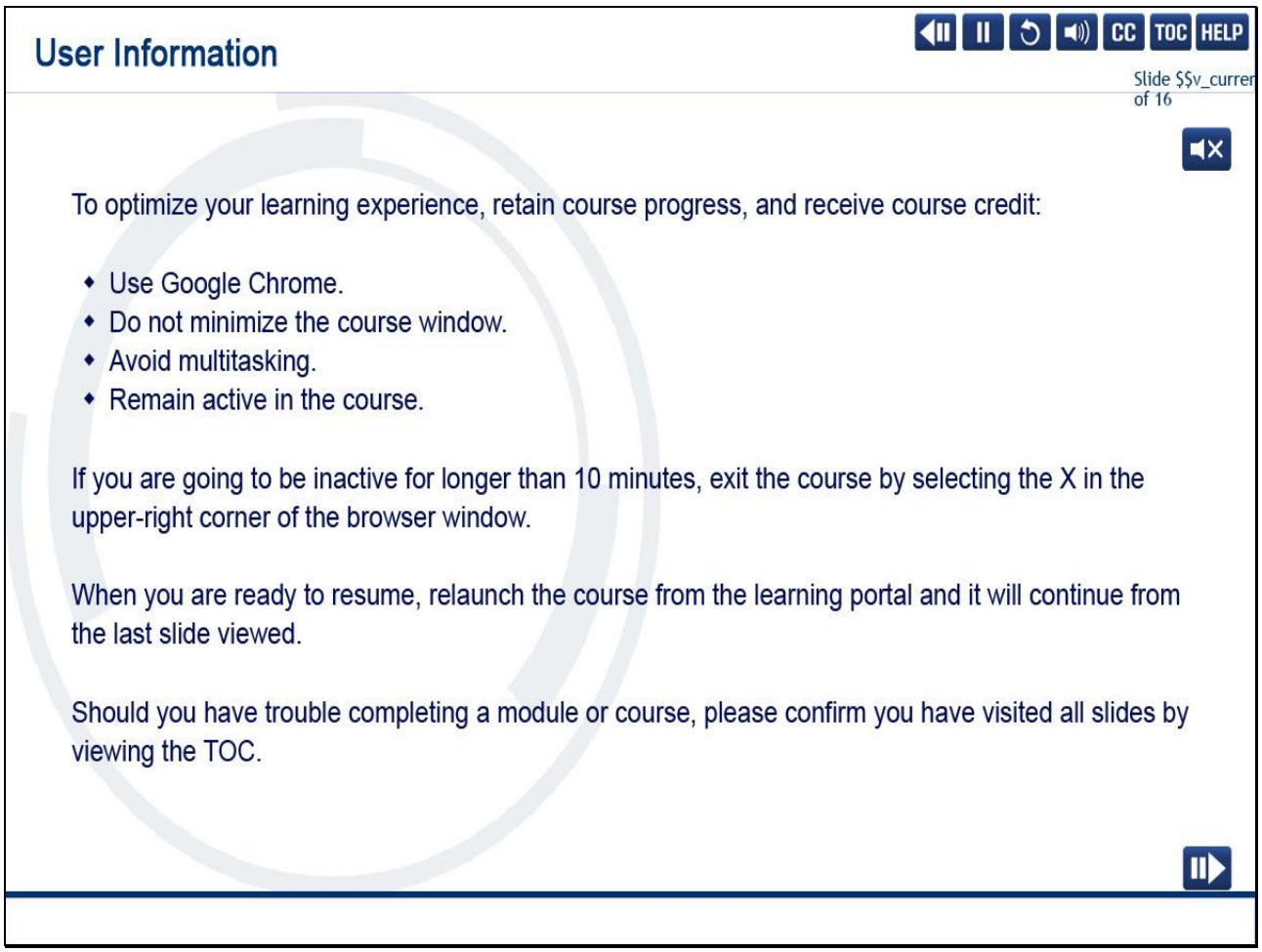
Slide notes

Slide 3 - Navigation Instructions



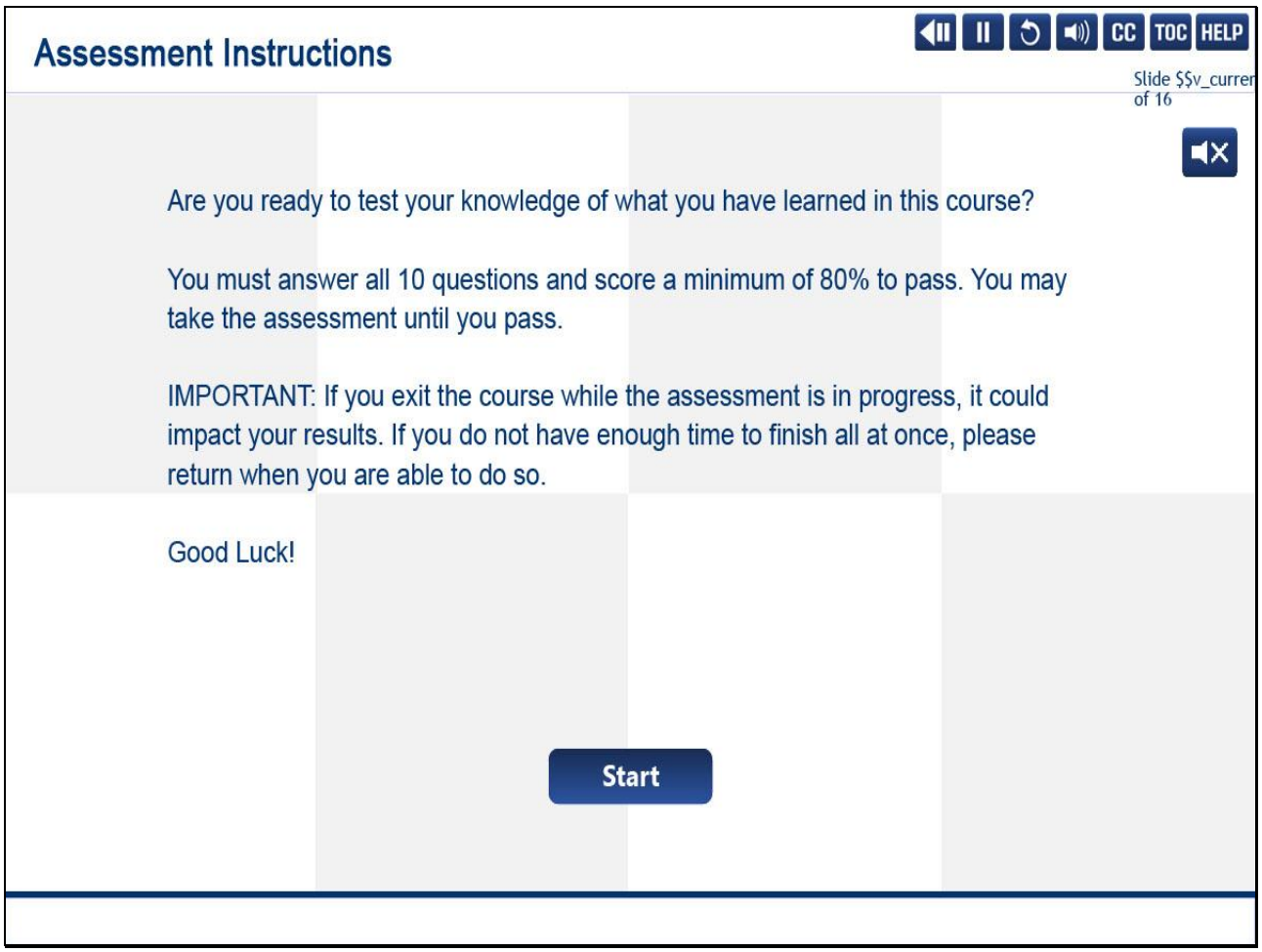
Slide notes

Slide 4 - User Information



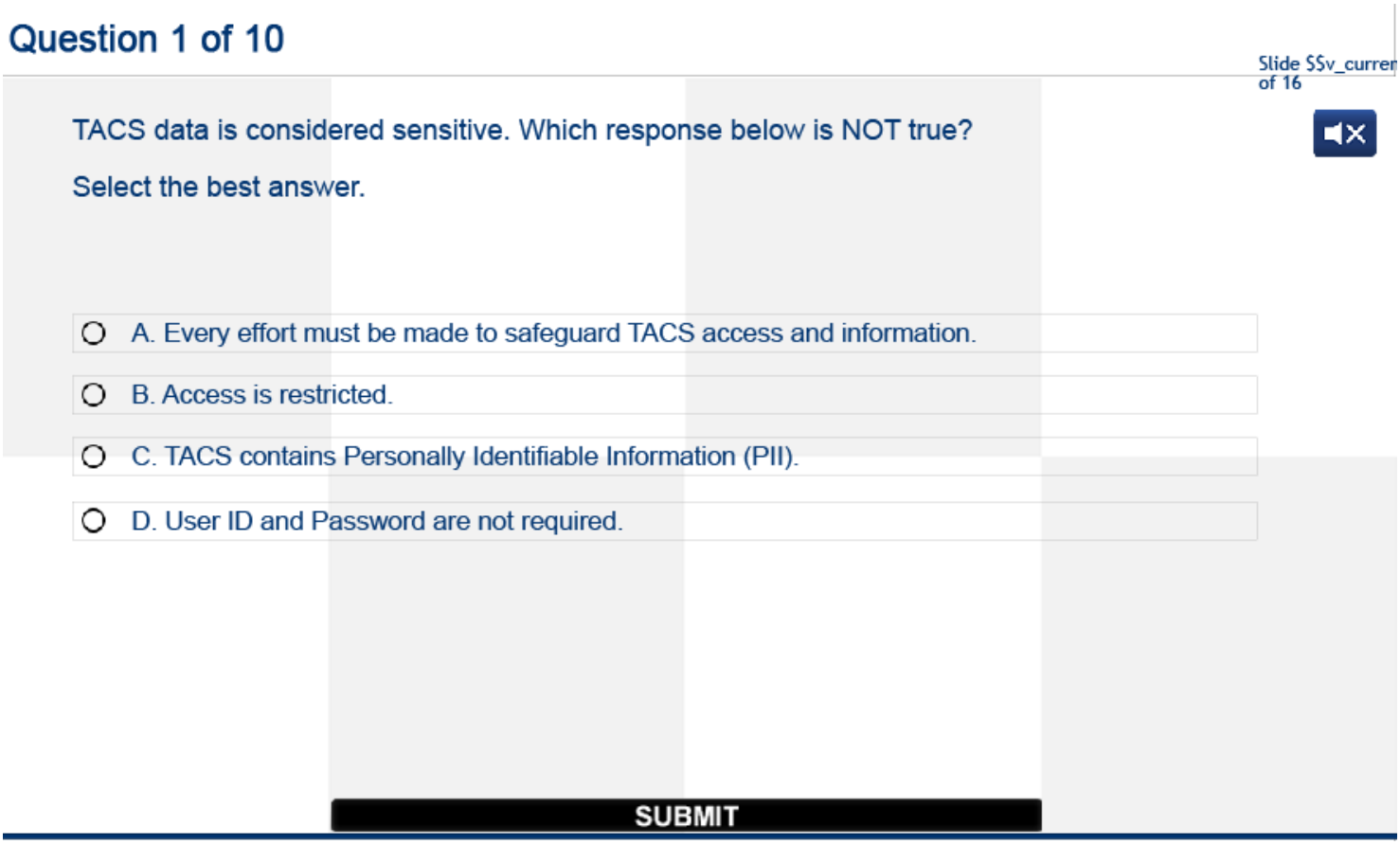
Slide notes

Slide 5 - Assessment Instructions



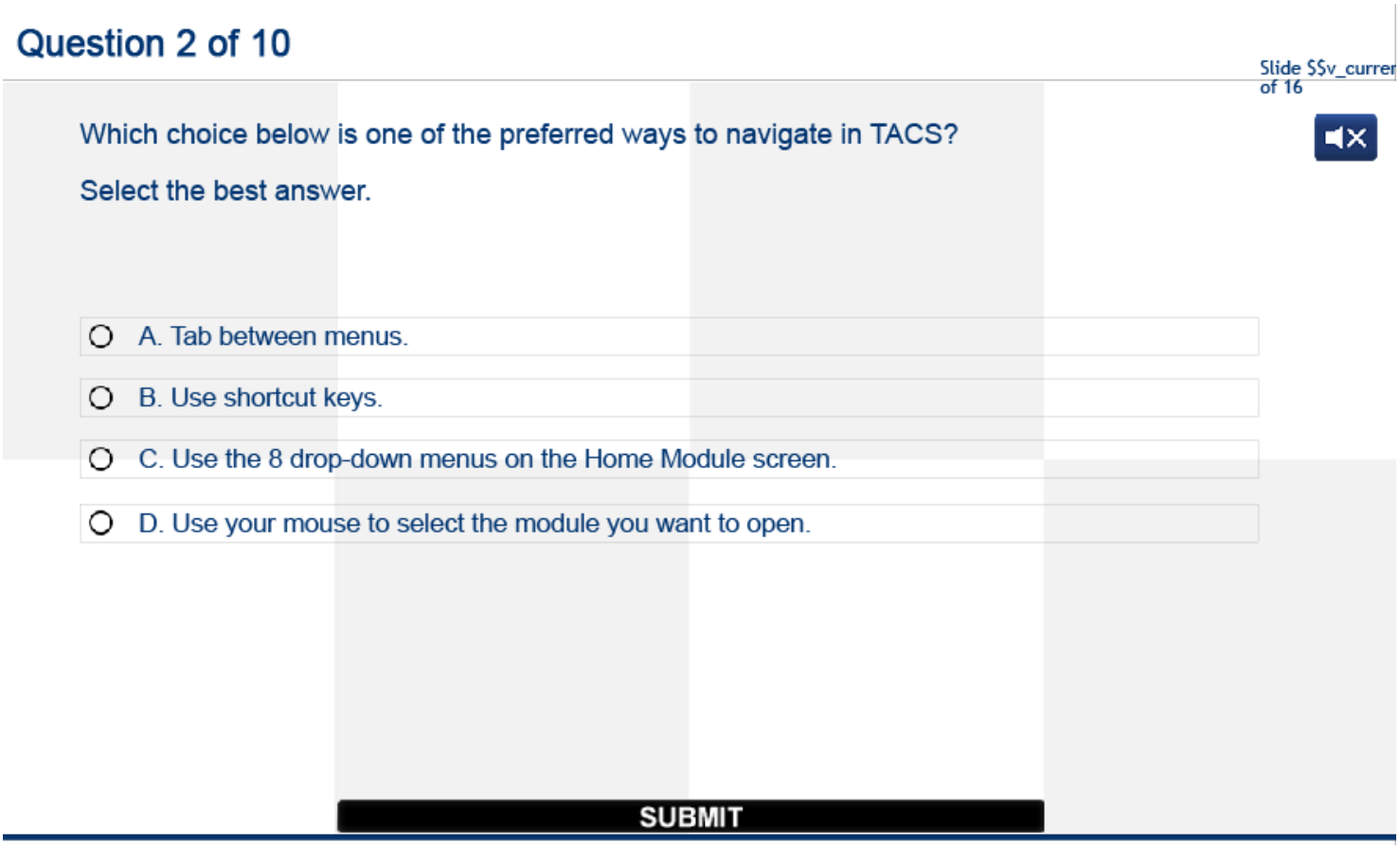
Slide notes

Slide 6 - Question 1 of 10



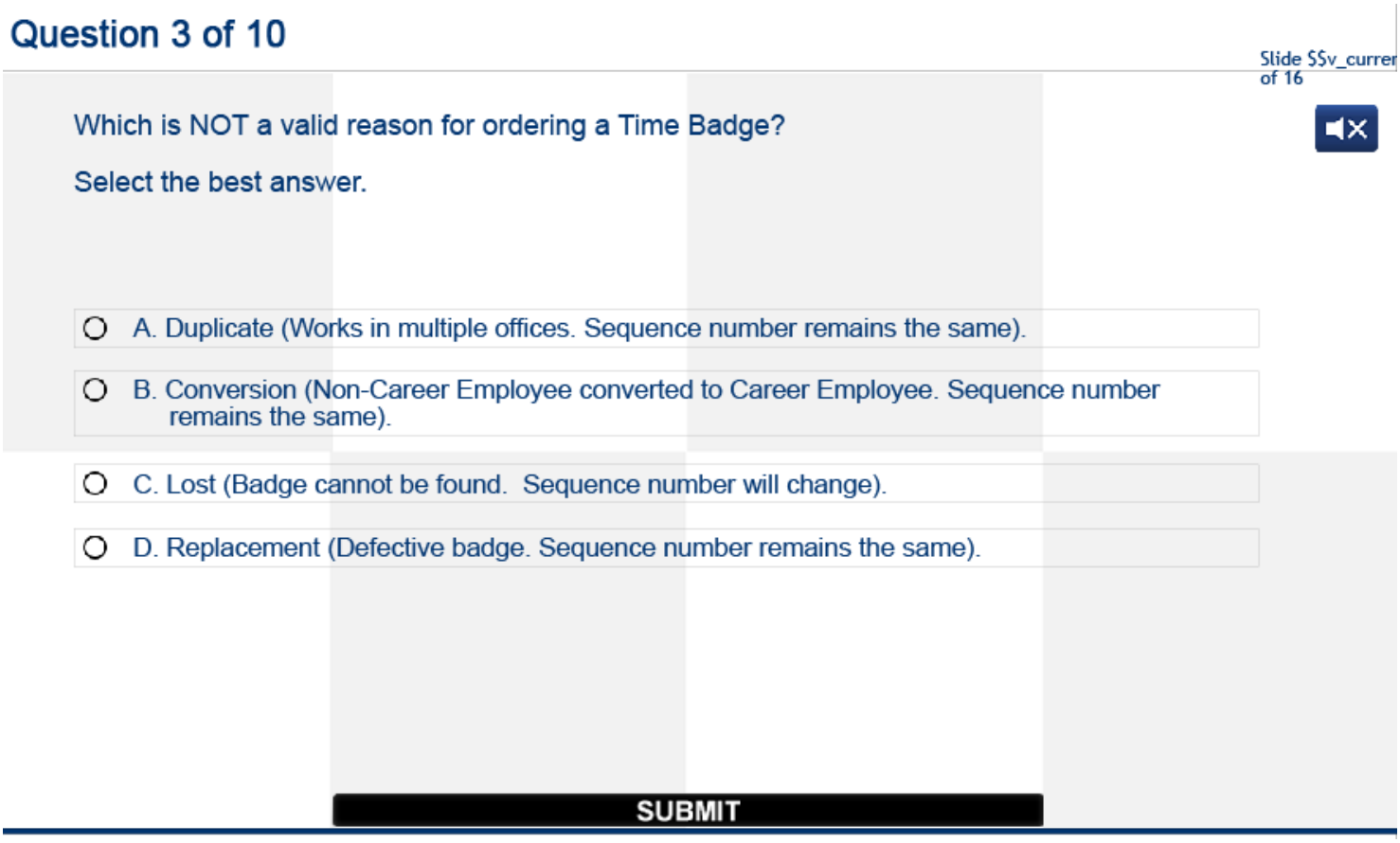
Slide notes

Slide 7 - Question 2 of 10



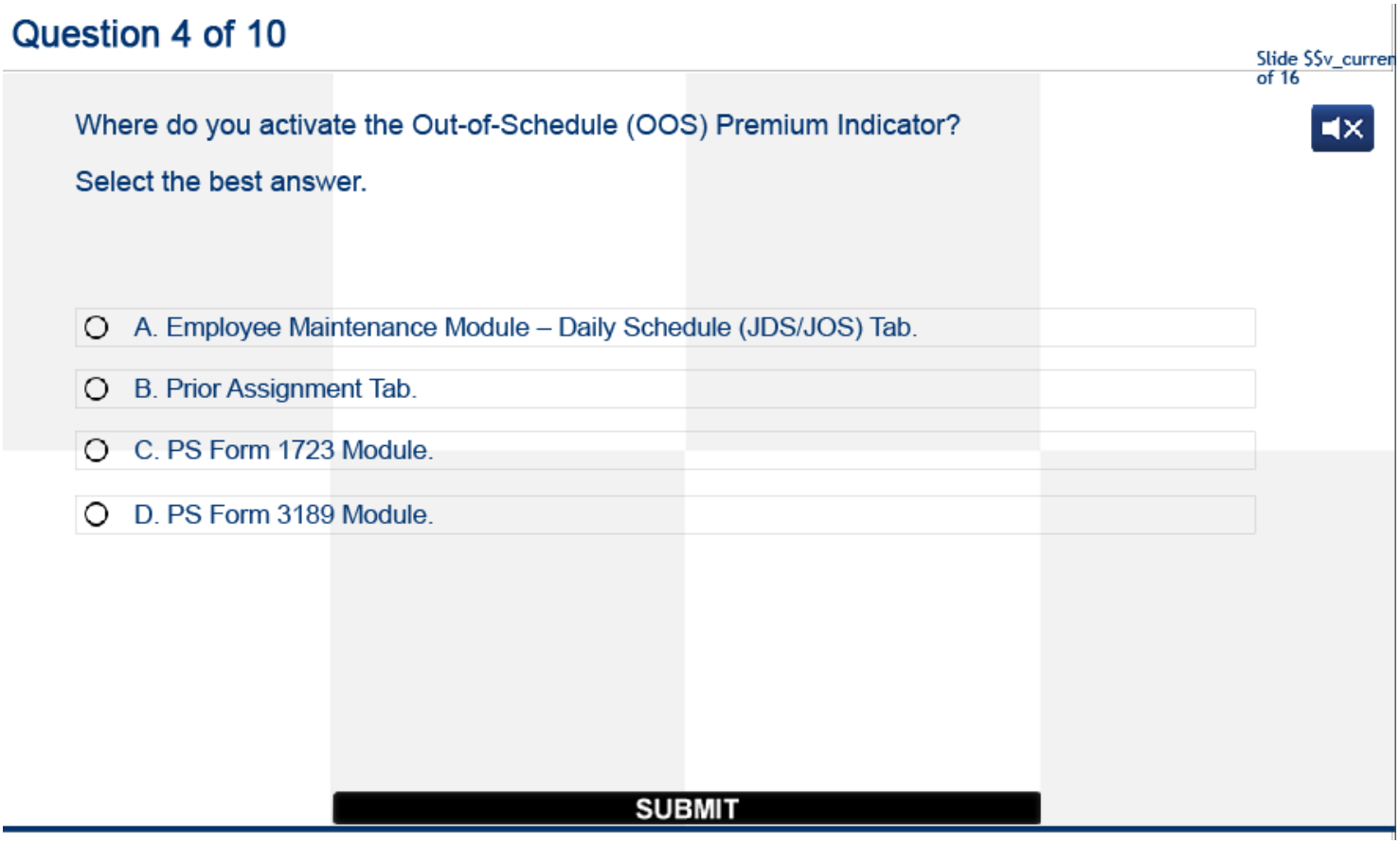
Slide notes

Slide 8 - Question 3 of 10



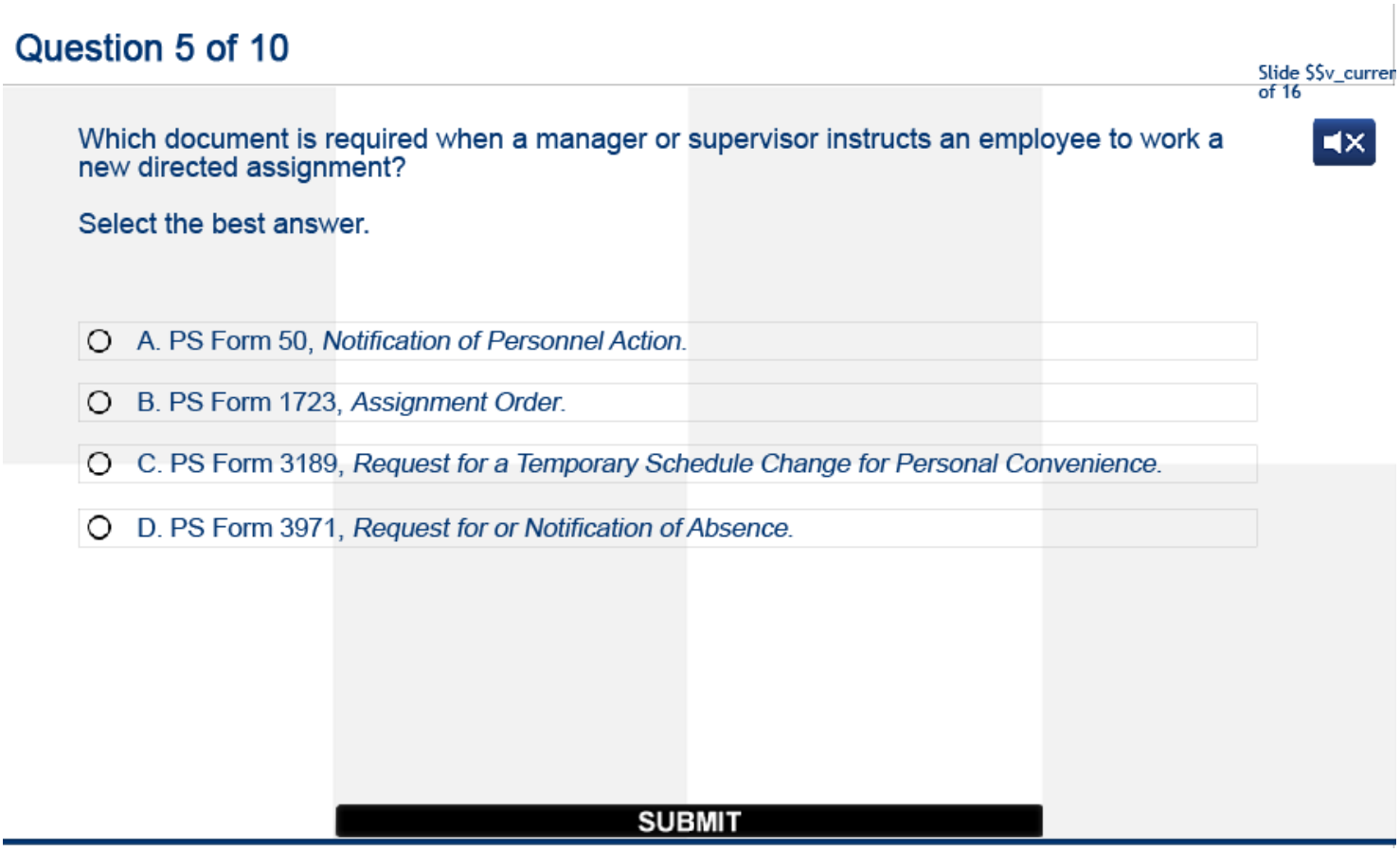
Slide notes

Slide 9 - Question 4 of 10



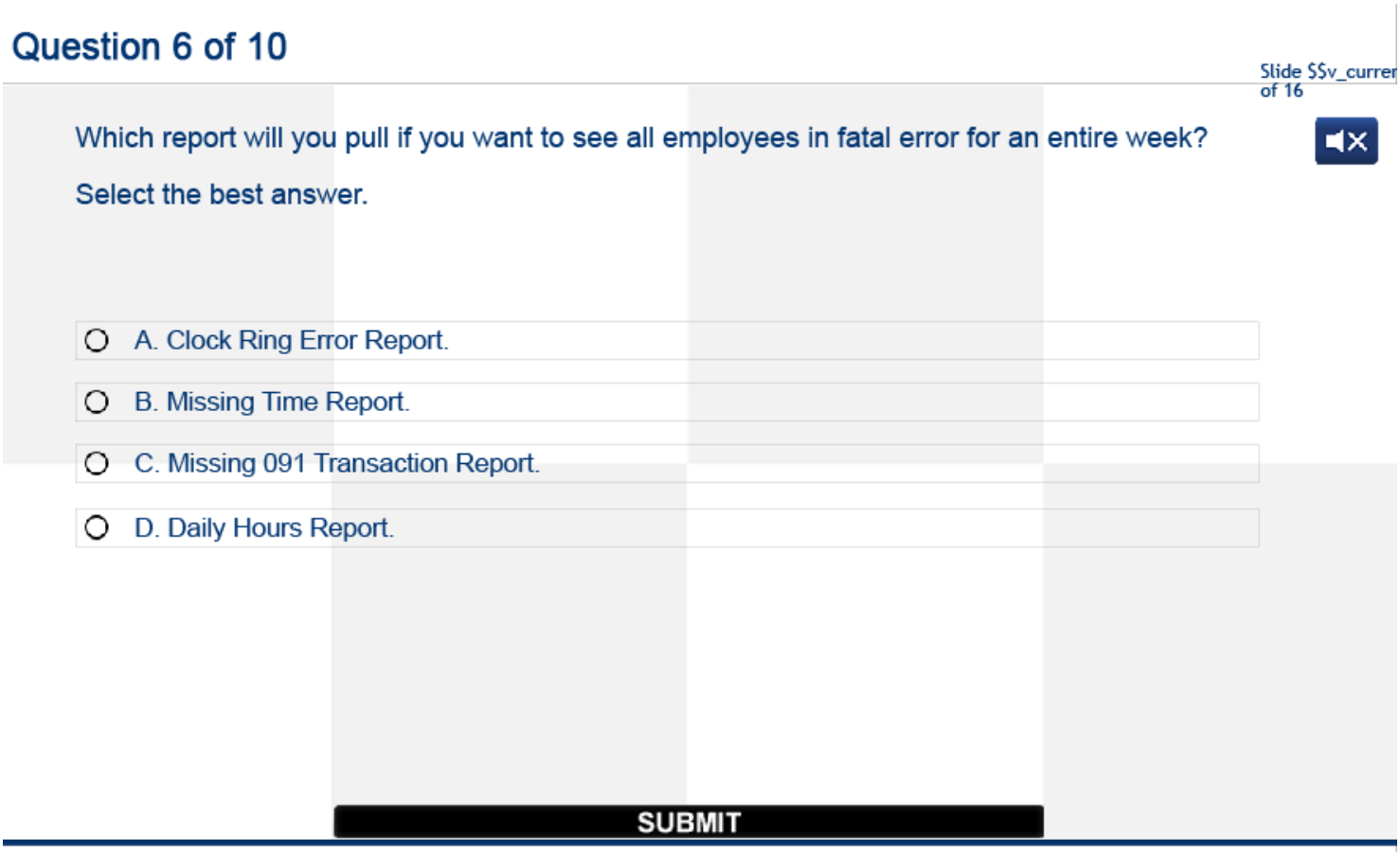
Slide notes

Slide 10 - Question 5 of 10



Slide notes

Slide 11 - Question 6 of 10

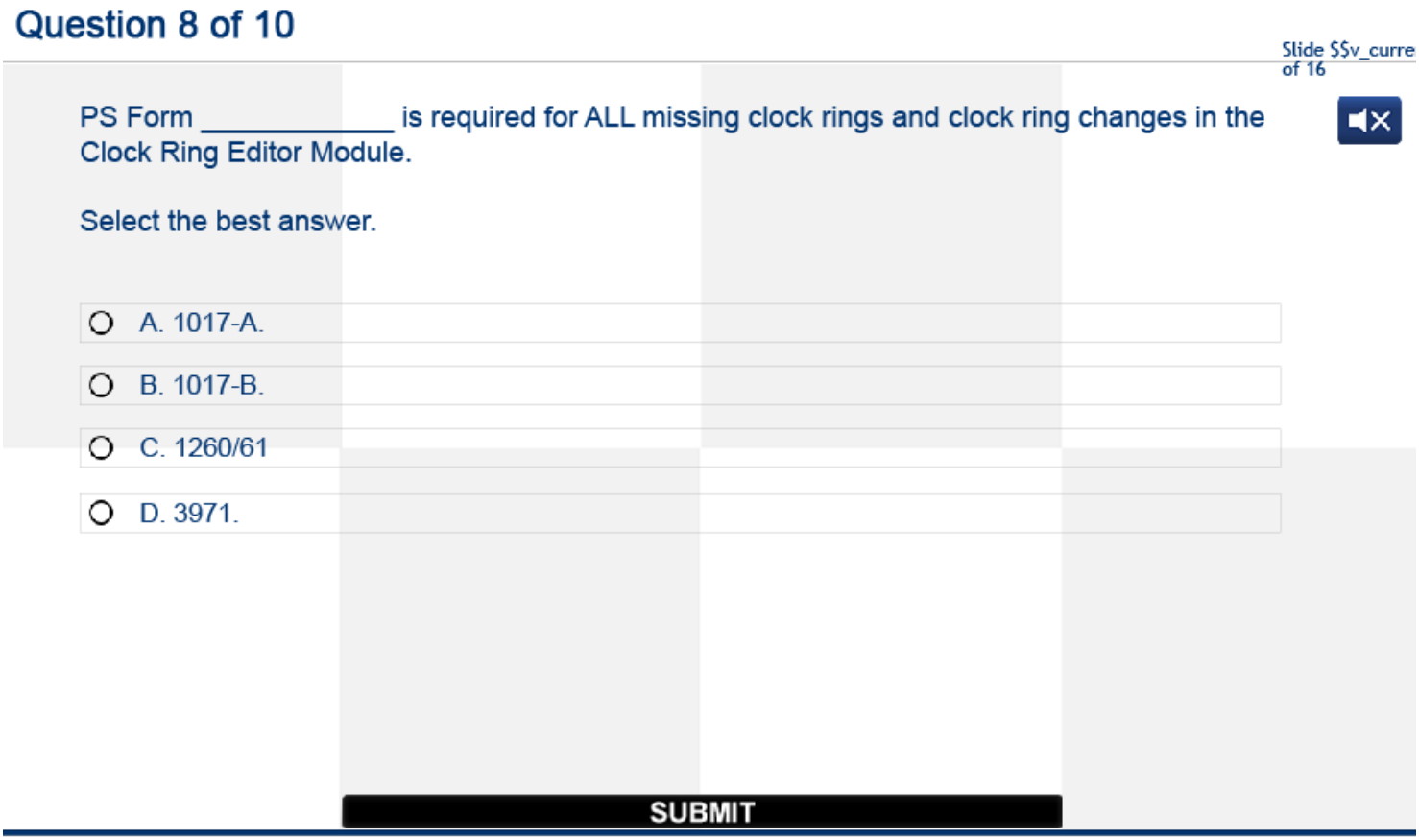


Slide notes

Slide 12 - Question 7 of 10

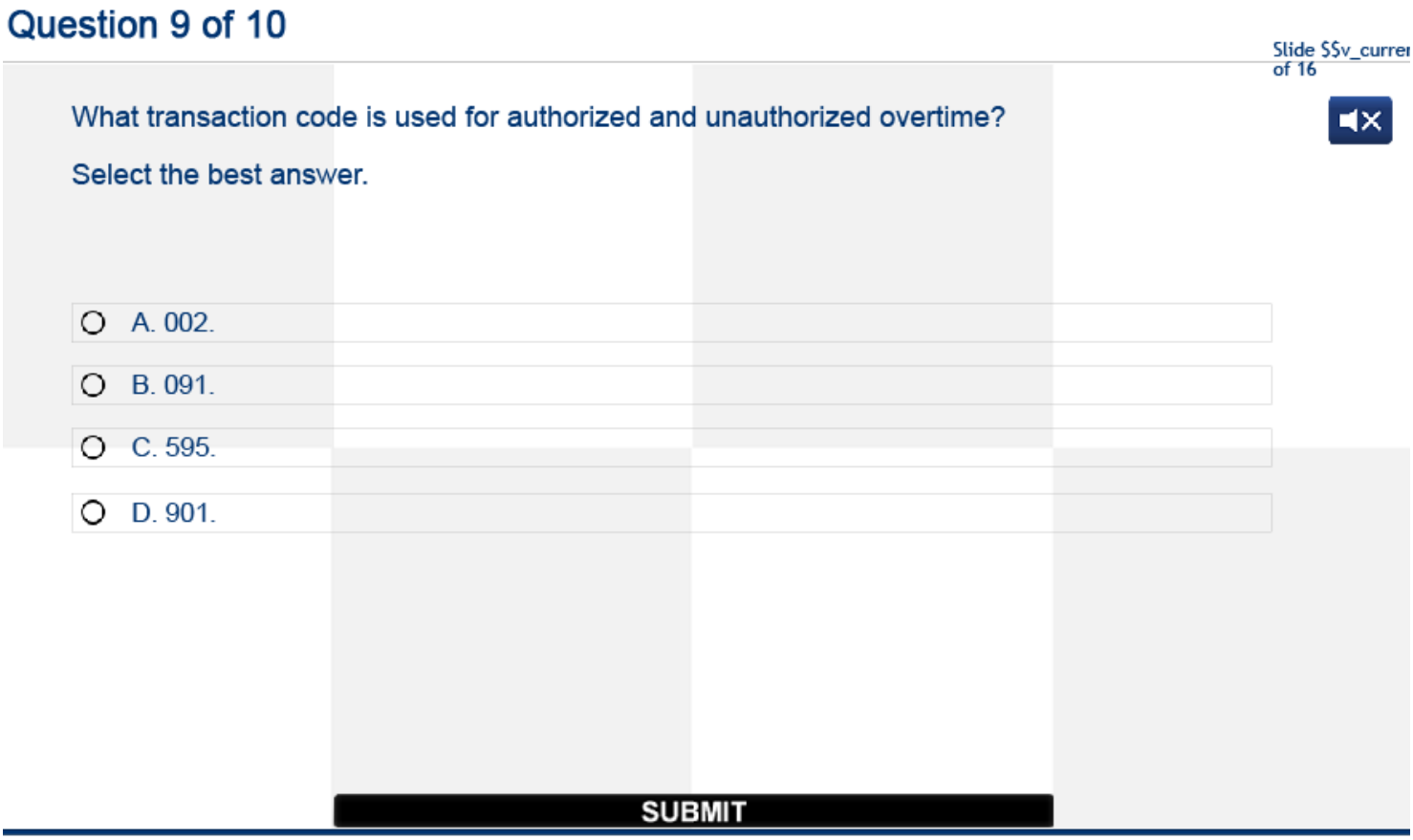
Slide notes

Slide 13 - Question 8 of 10



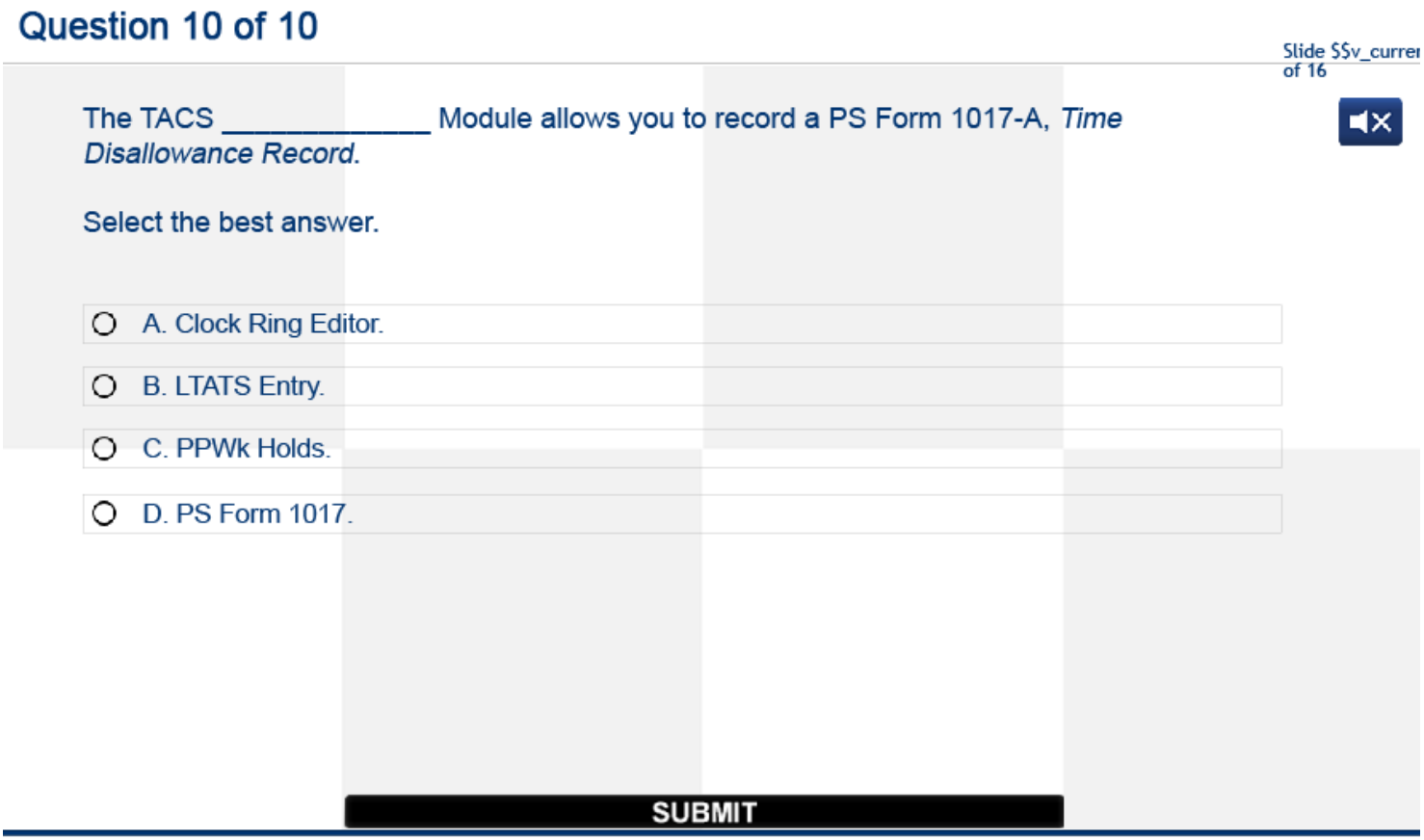
Slide notes

Slide 14 - Question 9 of 10



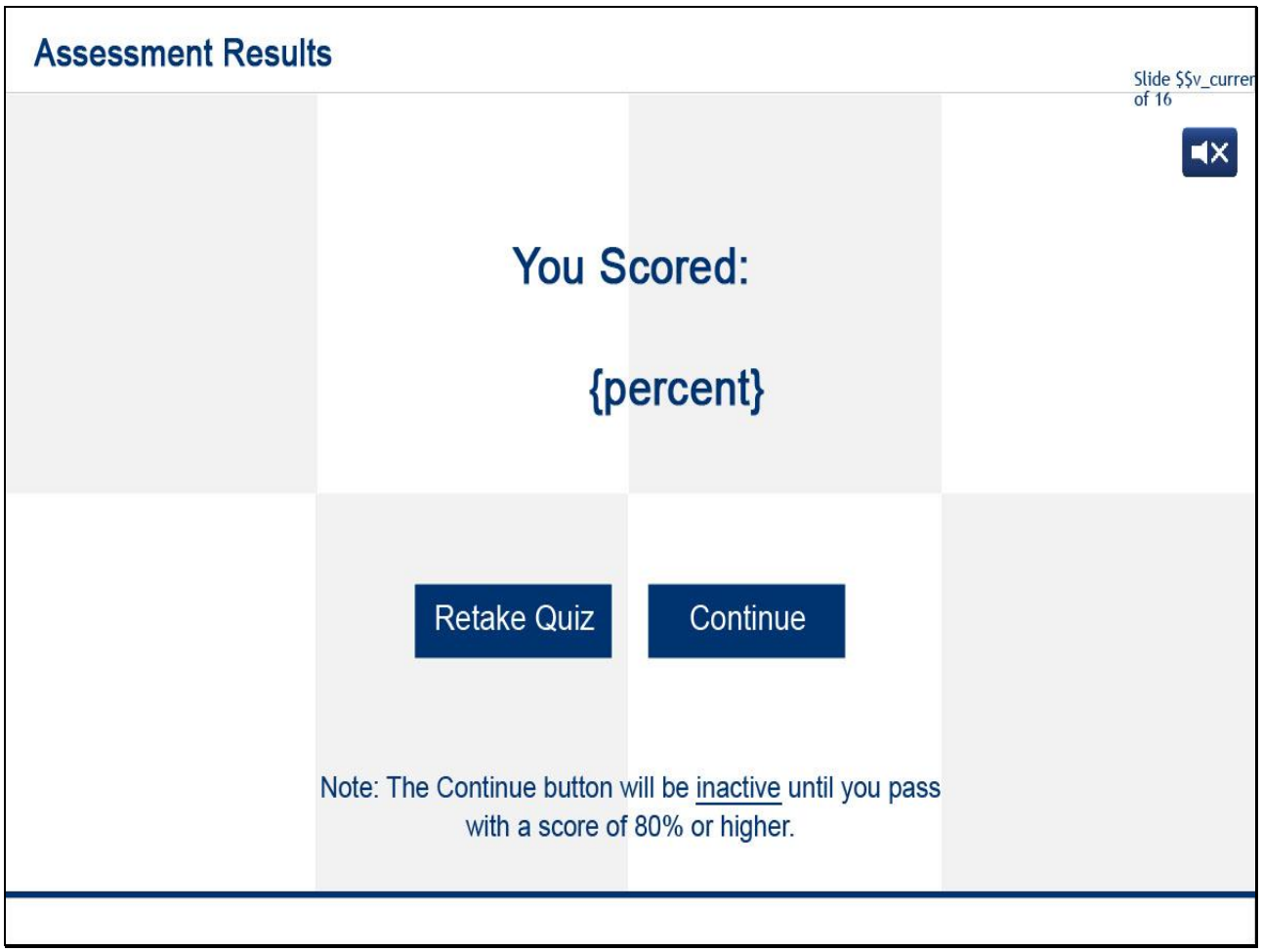
Slide notes

Slide 15 - Question 10 of 10



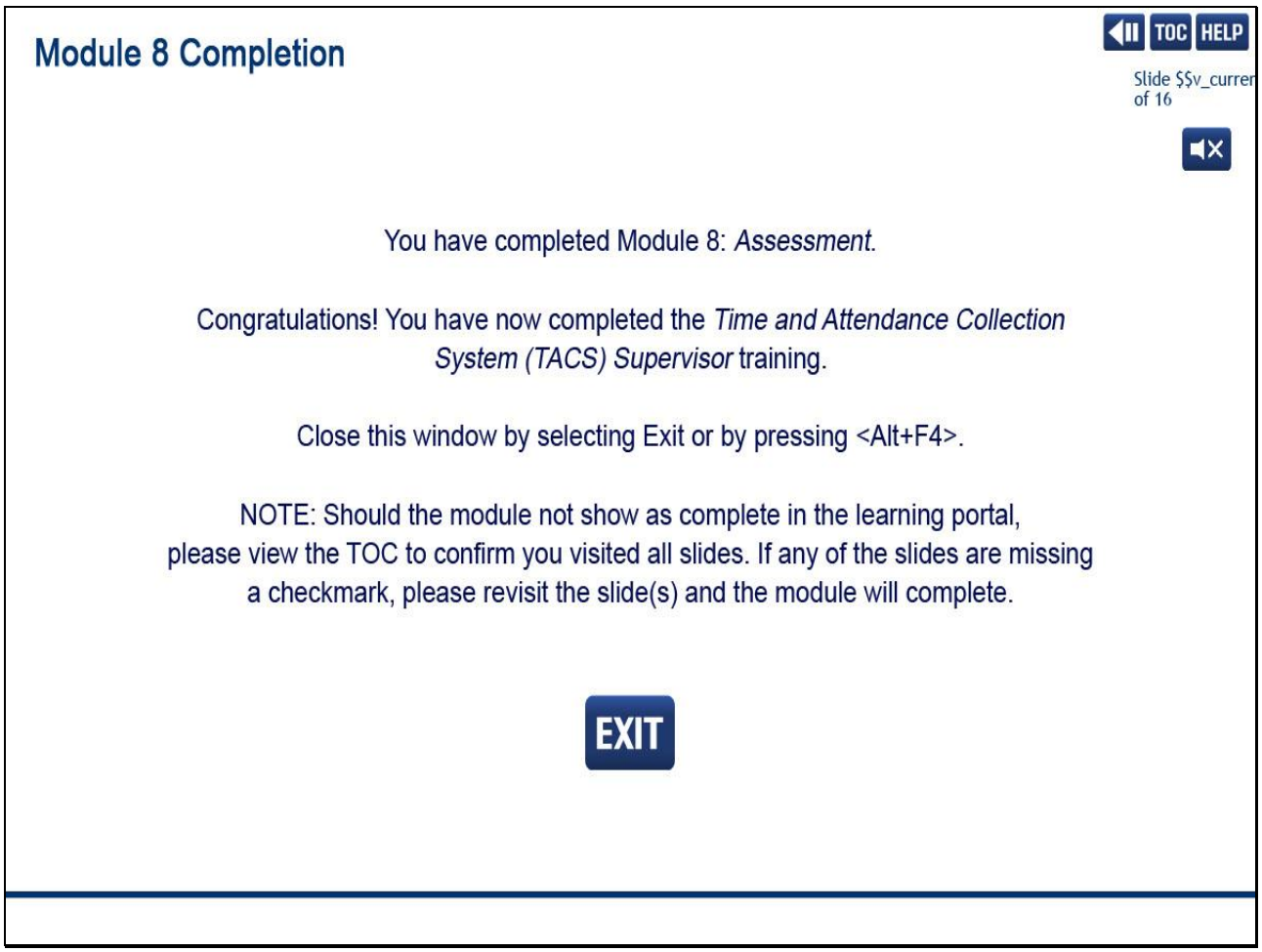
Slide notes

Slide 16 - Assessment Results



Slide notes

Slide 17 - Module 8 Completion



Slide notes