



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,

A handwritten signature in blue ink, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration

Enclosure



*TACS Refresher Course*

*Module 1: Clock Ring Editor*

# **TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)**



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

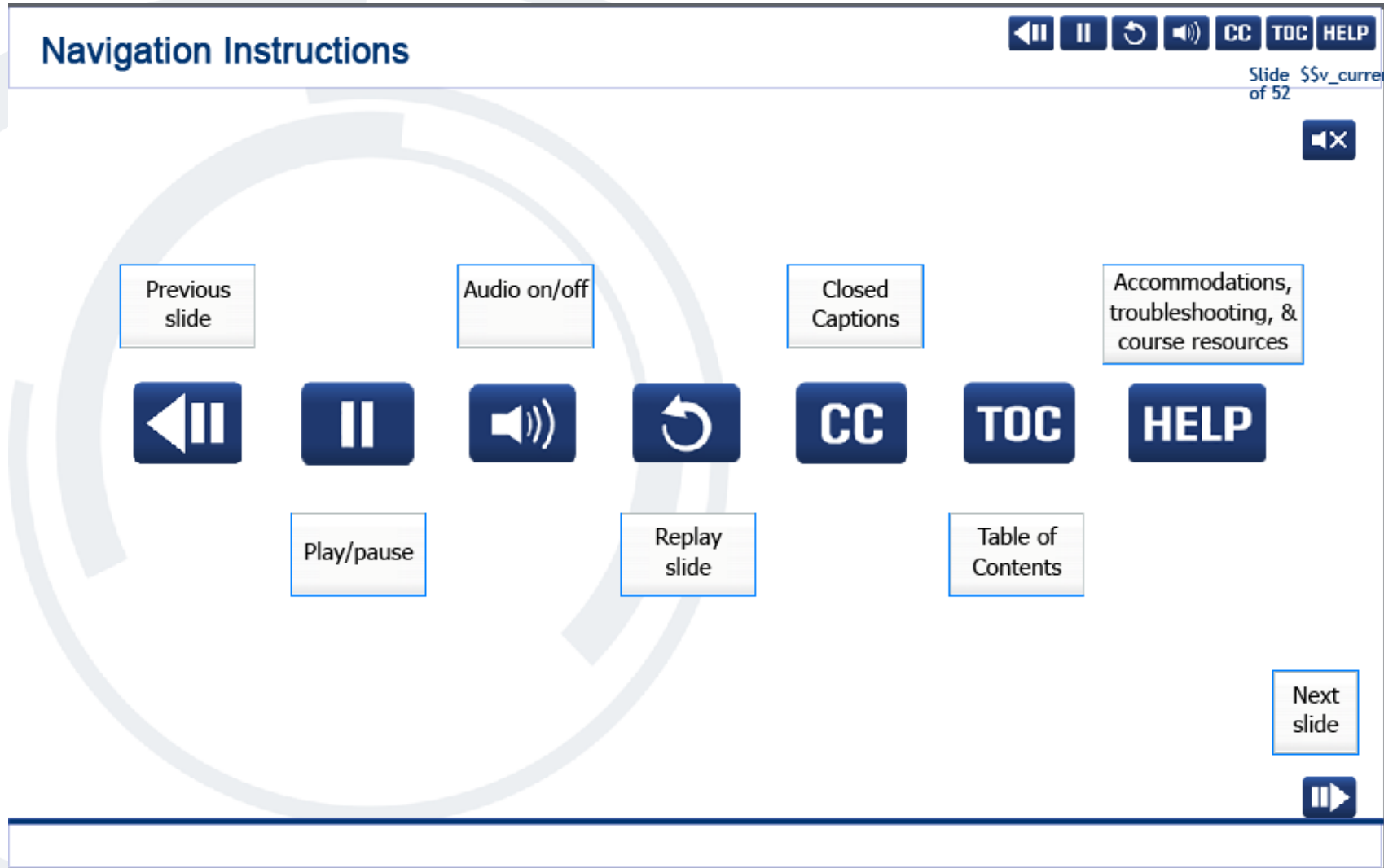
**Navigation Instructions**

Slide  $$$v\_current$  of 52

Previous slide      Audio on/off      Closed Captions      Accommodations, troubleshooting, & course resources

Play/pause      Replay slide      Table of Contents

Next slide



The image shows a navigation panel with a title bar 'Navigation Instructions' and a slide indicator 'Slide \$v\_current of 52'. A row of small icons at the top right includes a back arrow, a pause icon, a refresh icon, a speaker icon, and buttons labeled 'CC', 'TOC', and 'HELP'. Below this, a row of larger buttons is shown with labels: 'Previous slide' (with a left arrow and pause icon), 'Audio on/off' (with a speaker icon), 'Closed Captions' (with 'CC' text), 'Accommodations, troubleshooting, & course resources' (with 'HELP' text), 'Play/pause' (with a pause icon), 'Replay slide' (with a refresh icon), and 'Table of Contents' (with 'TOC' text). A 'Next slide' button with a right arrow and play icon is at the bottom right.

# User Information

## User Information

Slide `$$v_current` of 52

To optimize your learning experience, retain course progress, and receive course credit:

- ♦ Use Google Chrome.
- ♦ Do not minimize the course window.
- ♦ Avoid multitasking.
- ♦ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

# Objectives



# Policy

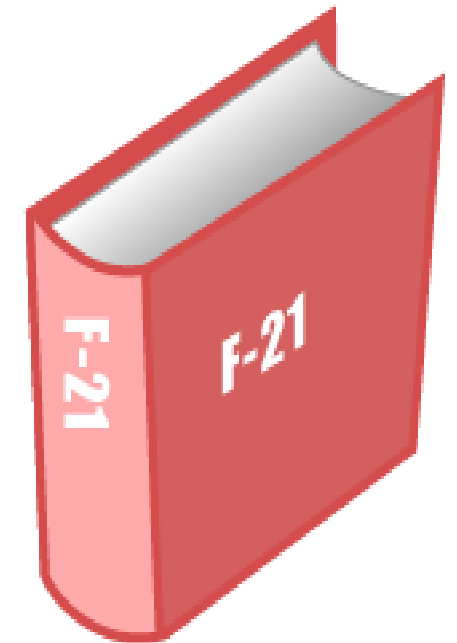
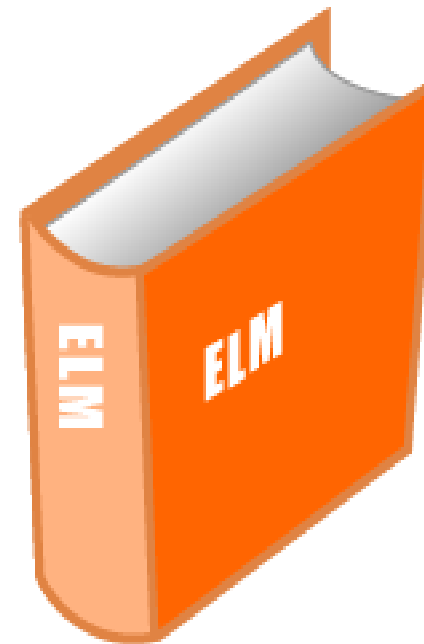


# Policy



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.

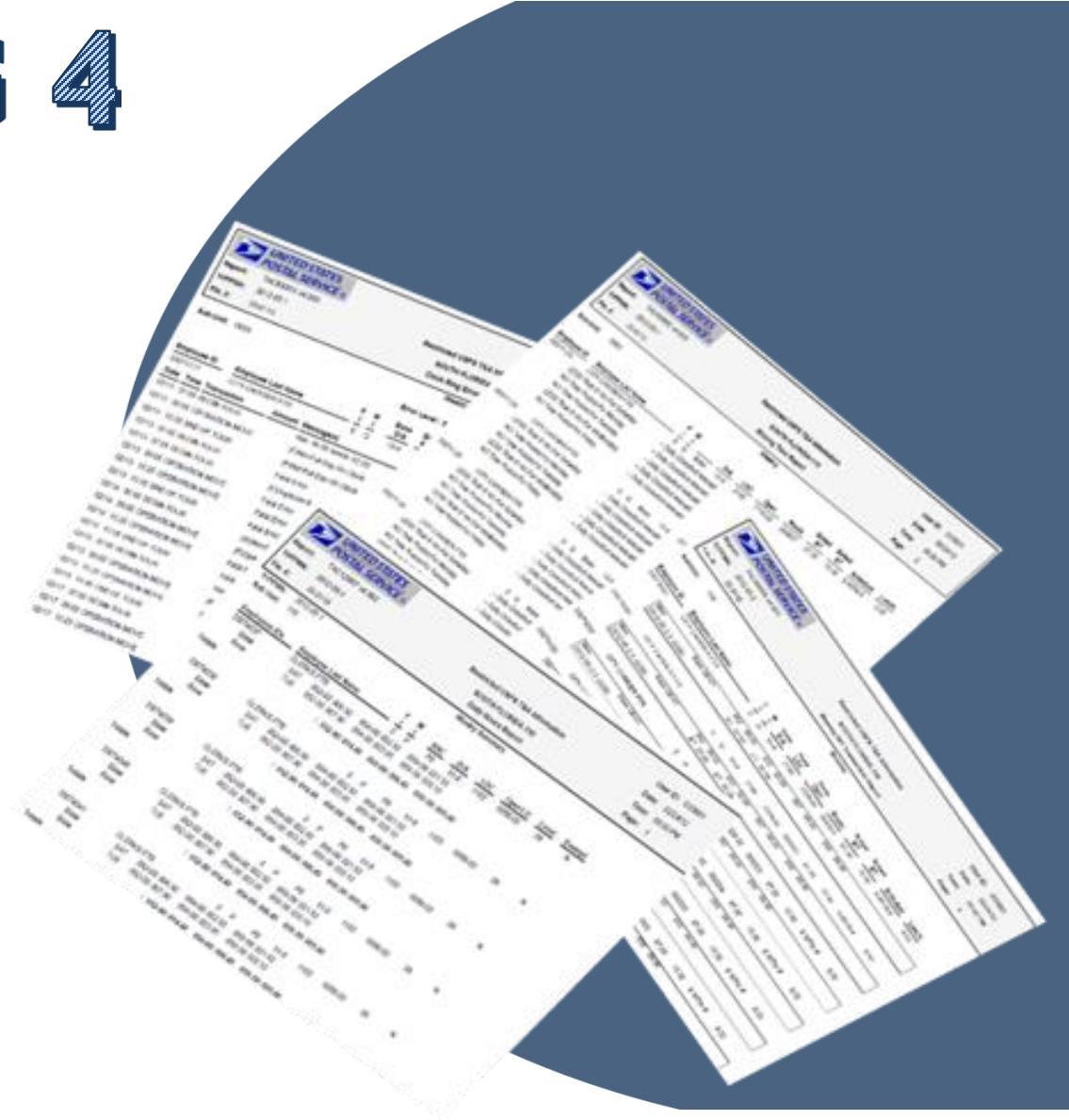


# Reports



## The BIG 4

- Clock Ring Error
- Missing Time
- Daily Hours
- OT-Missing 09I 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 Form I 260
- PS Form I 261
- PS Form 3971

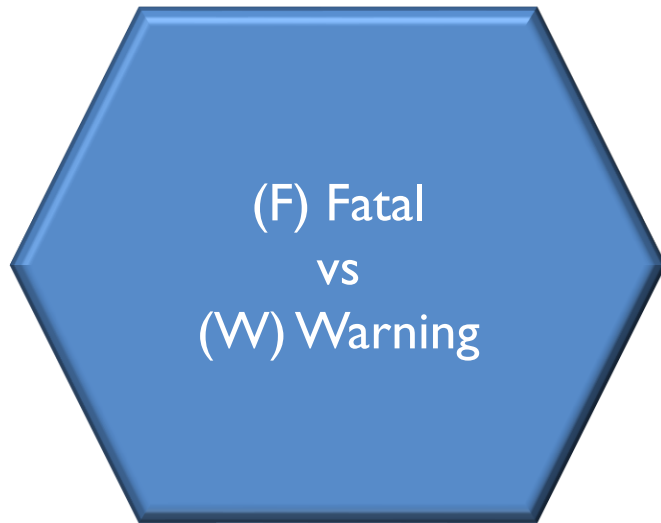
## Navigating Tools

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

## Clearing Errors

- Bereavement
- Guarantee Time
- Training

# Ring Messages



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: 90074137 GREENE, CARDI B Pay Loc: 135

Edit Week: 2012-05-1 (selected) 2012-05-2 Future

Show Rings: All (selected) Active

Ring Coloring: ON (selected) OFF

Wkly Sched: SS--WTF Daily Sched: 05.00 - 13.50 DA / LDC: 135 3400

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	02/12/2012	15:00			P	07			00000	00:00		(W)NonScheduled End	2		CST
010	02/15/2012	04:90	90-0110	0000	P	07	7660	00	00000	00:00		(W)NonScheduled Begi	5		CST
011	02/15/2012	05:50	90-0110	0000	P	07	7660	00	00000	00:00			5		CST
012	02/15/2012	09:00			P	07			00000	00:00			5		CST
013	02/15/2012	09:50	90-0110	0000	P	07	7660	00	00000	00:00			5		CST
014	02/15/2012	14:00			P	07			00000	00:00		(W)Missing OT Transac	5		CST
010	02/16/2012	05:05	90-0110	0000	P	07	7660	00	00000	00:00		(F)Not Full Day On Clo	6		CST
014	02/16/2012	13:45			P	07			00000	00:00		(F)Not Full Day On Clo	6		CST
010	02/17/2012	05:00	90-0110	0000	P	07	7660	00	00000	00:00		Fatal Error	7		CST
012	02/17/2012	09:00			P	07			00000	00:00		Fatal Error	7		CST
013	02/17/2012	09:50	90-0110	0000	P	07	7660	99	00000	00:00		(F)LU Turned Off	7		CST
014	02/17/2012	13:50			P	07			00000	00:00		Fatal Error	7		CST


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

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





# Video 3



User ID: 090001  
 Date: 02/24/12  
 Time: 08:00 PM  
 Page: 1

Report: TAC800R1 v4.004 - (20)      Restricted USPS T&A Information  
 YrPPWk: 2012-05-1      LOS ANGELES-110  
 Fin. #: 90-0110      Clock Ring Error Report

**Weekly**

Sub-Unit: 004

**Error Level : Skip Warnings**

Employee ID	Employee Last Name	F	M	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch		
90011809	BLUE	C		84-4	Q0	N	08.00	14.50	SSMTWTF	0.50		
<u>Date</u>	<u>Time</u>	<u>Transaction</u>	<u>Amount</u>	<u>Message(s)</u>	<u>Oper/LU</u>	<u>Route</u>	<u>Input Auth.</u>	<u>Date</u>	<u>Time</u>	<u>Delete Auth.</u>	<u>Date</u>	<u>Time</u>
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
90074040	BROWN	L	R	11-0	P0	N	09.00	18.00	SSMTW--	1.00		
Time Missing For Saturday    2012-05-1-1 09.00 to 18.00												
90075077	YELLOWSTONE	T		12-0	M0	N	07.00	15.50	--MTWTF	0.50		
<u>Date</u>	<u>Time</u>	<u>Transaction</u>	<u>Amount</u>	<u>Message(s)</u>	<u>Oper/LU</u>	<u>Route</u>	<u>Input Auth.</u>	<u>Date</u>	<u>Time</u>	<u>Delete Auth.</u>	<u>Date</u>	<u>Time</u>
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** (highlighted)

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

Transaction Code	Finance	RSC	Time Amt	T&A Frcd
MM/DD/YYYY HH.hh	Number Unit	Suffix Lvl Oper LU	Route HH.hh S	Day 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		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		00000 00 50 Y	1 CST
014	02/11/2012 18:00		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		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		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		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 (highlighted)

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





# Video 5

UNITED STATES POSTAL SERVICE®		Restricted USPS T&A Information				User ID: G90001			
Report:	TAC120R7 v4.004 - (20)	LOS ANGELES-110				Date: 02/24/12			
YrPPWk:	2012-05-1	<b>Daily Hours Report</b>				Time: 08:00 PM			
Fin. #:	90-0110	Weekly Summary				Page: 1			
YrPPWk:	2012-05-1								
Sub Unit:	004								
Employees IDs	Employee Last Name	F	M	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 Clear

Edit Week Show Rings Ring Coloring Wkly Sched: SSMTWTF Find

2012-05-1 All ON Daily Sched: 07.50 - 16.00 Add

2012-05-2 Active OFF DA / LDC: 813 1400 Delete

Future Change

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	TZ
010	02/11/2012	07:50	90-0110	0000	P	0	06	7810	70	000000	00	00	1	CST
012	02/11/2012	11:50			P	0	06			000000	00	00	1	CST
013	02/11/2012	12:00	90-0110	0000	P	0	06	7810	70	000000	00	00	1	CST
014	02/11/2012	16:00			P	0	06			000000	00	00	1	CST
010	02/12/2012	07:50	90-0110	0000	P	0	06	7810	70	000000	00	00	2	CST
012	02/12/2012	11:50			P	0	06			000000	00	00	2	CST
013	02/12/2012	12:00	90-0110	0000	P	0	06	7810	70	000000	00	00	2	CST
014	02/12/2012	16:00			P	0	06			000000	00	00	2	CST
010	02/13/2012	07:50	90-0110	0000	P	0	06	7810	70	000000	00	00	3	CST
012	02/13/2012	11:50			P	0	06			000000	00	00	3	CST
013	02/13/2012	12:00	90-0110	0000	P	0	06	7810	70	000000	00	00	3	CST
014	02/13/2012	14:00			P	0	06			000000	00	00	3	CST

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


Job Asgn Duplicate Pre-Proc P/L Egr eRMS 1017 MSG PS 1260 Save Close Help







# Video 7



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

Report: TAC800R1 v4.004 - (20)      Restricted USPS T&A Information  
 YrPPWk: 2012-05-1      LOS ANGELES-110  
 Fin. #: 90-0110      Clock Ring Error Report

Weekly

Sub-Unit: 004

Error Level : Skip Warnings

Employee ID	Employee Last Name	F	M	Base D/A	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch		
90011809	BLUE	C		94-4	Q0	N	06.00	14.50	SSMTWTF	0.50		
<u>Date</u>	<u>Time</u>	<u>Transaction</u>	<u>Amount</u>	<u>Message(s)</u>	<u>Oper/LU</u>	<u>Route</u>	<u>Input Auth.</u>	<u>Date</u>	<u>Time</u>	<u>Delete Auth.</u>	<u>Date</u>	<u>Time</u>
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
90074040	BROWN	L	R	11-0	P0	N	09.00	18.00	SSMTW--	1.00		
<u>Date</u>	<u>Time</u>	<u>Transaction</u>	<u>Amount</u>	<u>Message(s)</u>	<u>Oper/LU</u>	<u>Route</u>	<u>Input Auth.</u>	<u>Date</u>	<u>Time</u>	<u>Delete Auth.</u>	<u>Date</u>	<u>Time</u>
		Time Missing For Saturday	2012-05-1-1	09.00 to 18.00								
90075077	YELLOWSTONE	T		12-0	M0	N	07.00	15.50	--MTWTF	0.50		
<u>Date</u>	<u>Time</u>	<u>Transaction</u>	<u>Amount</u>	<u>Message(s)</u>	<u>Oper/LU</u>	<u>Route</u>	<u>Input Auth.</u>	<u>Date</u>	<u>Time</u>	<u>Delete Auth.</u>	<u>Date</u>	<u>Time</u>
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 09I 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

TAC800R0 Clock Ring Reports Module 24-Feb-2012 Restricted Information

Clk RngErr Miss Ti... OT Alrt OT/Leave Raw Rn... Tour Dev Rng Dis... Self Adj OT Trans SDO Ove... Manual ... PS1260

**Finance Numbers**  
 All  
 List [ ] [ ] [ ]  
 Range [ ] - [ ]

**Finance Units**  
 All  
 List [ ] [ ] [ ]  
 Range [ ] - [ ]

**Pay Locations**  
 All  
 List [ ] [ ] [ ]  
 Range [ ] - [ ]

**YrPPW(Online & Archive)**  
 Single  
[ 2012-05-1 ]  
 Range [ ] - [ ]

**Week Period**  
 Entire Week  
 Tuesday  
 Saturday  
 Wednesday  
 Sunday  
 Thursday  
 Monday  
 Friday

**Page Breaks**  
 Finance Level  
 Finance/Sub-Unit

PFC\_Option  
 List [ ]

**Error Level Selection**  
 Detailed Reporting  
 Skip Warnings  
 Skip Deleted Rings  
 Skip Non-Scheduled BT/ET  
 Minimal Reporting

**Summary**  
 Totals Only  
 Report Totals  
 Percent/Total  
 Area/Region Percent/Total

Clear Find Add Delete  
Output as  
 PDF  
 HTML  
 CSV  
Rpt Queue Subscribe Run Close  
Help

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](mailto: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)**

# 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

Slide  $$$v\_current$  of 52

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

The image shows a navigation panel with a title bar at the top containing the text "Navigation Instructions" and a set of small icons (back, pause, refresh, volume, CC, TOC, HELP). Below the title bar, the text "Slide  $$$v\_current$  of 52" is displayed. The main area contains seven large, dark blue buttons with white icons: a left-pointing arrow with a pause symbol, a pause symbol, a speaker icon, a circular arrow, the letters "CC", the letters "TOC", and the word "HELP". Each button is accompanied by a light gray label box with a blue border. The labels are: "Previous slide" (above the first button), "Audio on/off" (above the second button), "Closed Captions" (above the third button), "Accommodations, troubleshooting, & course resources" (above the fourth button), "Play/pause" (below the second button), "Replay slide" (below the third button), "Table of Contents" (below the fourth button), and "Next slide" (above the fifth button). A small "Next slide" button with a right-pointing arrow and a play symbol is located at the bottom right of the panel.



# User Information

## User Information

Slide `$$v_current` of 52

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

# 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?

- Time in excess of 8 workhours can be disallowed since the employee gave you permission to adjust her clock ring.
- Time in excess of 8 workhours can be disallowed because the morning Supervisor provided timekeeping instructions.
- 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?

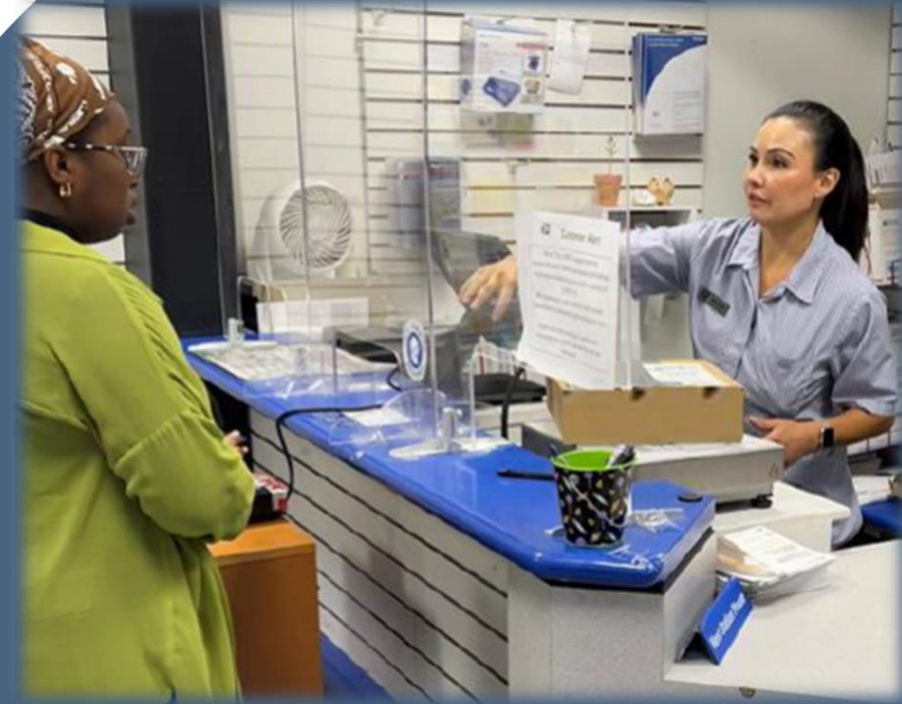
- You can disallow Michelle's first Begin Tour clock ring.
- You can disallow Michelle's second Begin Tour clock ring.
- You can disallow Susan's Begin Tour clock ring.



# 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.

The screenshot shows the 'Clock Ring Editor Module' window. The menu bar includes 'System', 'Employee Site', 'Time', 'Reports', 'Switch', 'Help', and 'Window'. The 'Time' menu is open, listing options such as 'Clock Ring Editor...', 'PS Form 1017 Module...', 'Timecard Entry...', '1314 Entry...', '1314A Entry...', 'LTATS Entry...', 'PPWk Holds...', 'Clock Ring Reports...', 'PS Form 1017 Reports...', 'Timecard Entry Reports...', 'PPWk Reports...', 'LTATS Reports...', and 'RTACS Reports...'. The main interface includes fields for 'Employee ID', 'Edit Week' (with radio buttons for '2012-05-1', '2012-05-2', and 'Future'), and 'Transaction'. A table with columns for 'Code', 'MM/DD/YYYY HH', 'Time Amt', 'Oper LU Route', 'HH.hh S', 'Ring Msgs', and 'T&A Frcd Day Day TZ' is visible. The status bar at the bottom shows the date range '2012-05-1 : 02/11/2012 thru 02/17/2012'. A vertical toolbar on the right contains buttons for 'Clear', 'Find', 'Add', 'Delete', 'Change', 'Job Asgn', 'Duplicate', 'Pre-Proc', 'P/L Egr', 'eRMS', '1017 MSG', 'PS 1260', 'Save', 'Close', and 'Help'.

Error Identified  
as Two Begin  
Tours  
(Code 010)  
on  
July 12<sup>th</sup>.

Name (Last, First, MI) Rodgers, Donnatella			EIN (8 digits) 98765432			Pay Loc. 003		
Date (MM/DD/YYYY)	Ring Type (BT, OL, L, 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) Monica Toothe			Comment(s): Delete BT at 0202 1017-A reason code 95: Incorrect Timecard used Discussion 07-13-2022					
Supervisor Signature & Date <i>Monica Toothe</i> 07-12-2022								

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

Edit Week: 2022-15-2 Show Rings: All Ring Coloring: ON

Wkly Sched: S-MTWT- Daily Sched: 06.50 - 15.00 DA / LDC: 134 2100

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A	Frod	Day	Day	TZ
014	00 07 11 2022	18 04			Q	0	02			000000	00	(W)NonScheduled End T	3				PDT
010	00 07 12 2022	02 02	012345	0000	Q	0	02	2410	00	000000	00	(F)Duplicate Begin Tour	4				PDT
010	00 07 12 2022	07 50	012345	0000	Q	0	02	7220	12	12020	00	(F)Duplicate Begin Tour	4				PDT
011	00 07 12 2022	08 45	012345	0000	Q	0	02	7210	12	12020	00		4				PDT
093	00 07 12 2022	10 50			Q	0	02			000000	00		4				PDT
014	00 07 12 2022	15 50			Q	0	02			000000	00	(W)NonScheduled End T	4				PDT
010	00 07 13 2022	07 50	012345	0000	Q	0	02	7220	12	12031	00	(W)NonScheduled Begin	5				PDT
011	00 07 13 2022	08 00	012345	0000	Q	0	02	7220	12	12011	00		5				PDT
011	00 07 13 2022	08 20	012345	0000	Q	0	02	7220	12	12031	00		5				PDT
011	00 07 13 2022	09 15	012345	0000	Q	0	02	7210	12	12031	00		5				PDT
093	00 07 13 2022	10 50			Q	0	02			000000	00		5				PDT
014	00 07 13 2022	17 60			Q	0	02			000000	00	(W)Missing OT Transacti	5				PDT

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

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

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

Edit Week:
 

- 2022-15-2
- 2022-16-1
- Future

Show Rings:
 

- All
- Active

Ring Coloring:
 

- ON
- OFF

Wkly Sched: S-MTWT- Daily Sched: 06.50 - 15.00 DA/LDC: 134 2100

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	RSC Unit	Suffix	Lvl	Oper	LU	Route	Time Amt HH:hh S	Ring Msgs	T&A Frcd Day	Day	TZ
014	00 07 11 2022	18 04			Q	0	02			00000 00 00	(W)NonScheduled End Tr	3		PDT
010	00 07 12 2022	02 02	012345	0000	Q	0	02	2410	00	00000 00 00	(W)Ring Deleted From P	4		PDT
010	07 12 2022	07 50	012345	0000	Q	0	02	7220	12	12020 00 00	(W)1017A Comments Ne	4		PDT
011	07 12 2022	08 45	012345	0000	Q	0	02	7210	12	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 Tr	4		PDT
010	07 13 2022	07 50	012345	0000	Q	0	02	7220	12	12031 00 00	(W)NonScheduled Begin	5		PDT
011	07 13 2022	08 00	012345	0000	Q	0	02	7220	12	12011 00 00		5		PDT
011	07 13 2022	08 20	012345	0000	Q	0	02	7220	12	12031 00 00		5		PDT
011	07 13 2022	09 15	012345	0000	Q	0	02	7210	12	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

Buttons: Clear, Find, Add, Delete, Change, Job Asgn, Duplicate, Pre-Proc, P/L Err, eRMS, **1017 MSG**, PS 1260, 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.

The screenshot displays the USPS Time and Attendance System interface. At the top, the browser title is "United States Postal Service - Restricted Information - (11) Server Name - mep2421". The main menu includes "System Employee Site Time Reports Switch Help Window". A dropdown menu is open under the "Time" tab, with "PS Form 1017 Module..." selected. Below the menu, the "PS Form 1017 Module v4.002" window is visible, showing the "TAC880F0" tab. The "1017-A Disallow" option is selected. The "Finance No:" field contains "012345" and the "Pay Loc:" field contains "003". A "Refresh" button is also visible. The interface includes various other modules like "Clock Ring Editor Module", "Clock Ring Reports Module", "Employee Maintenance Module", "Badge Maintenance Module", and "PPWk Reports Module".





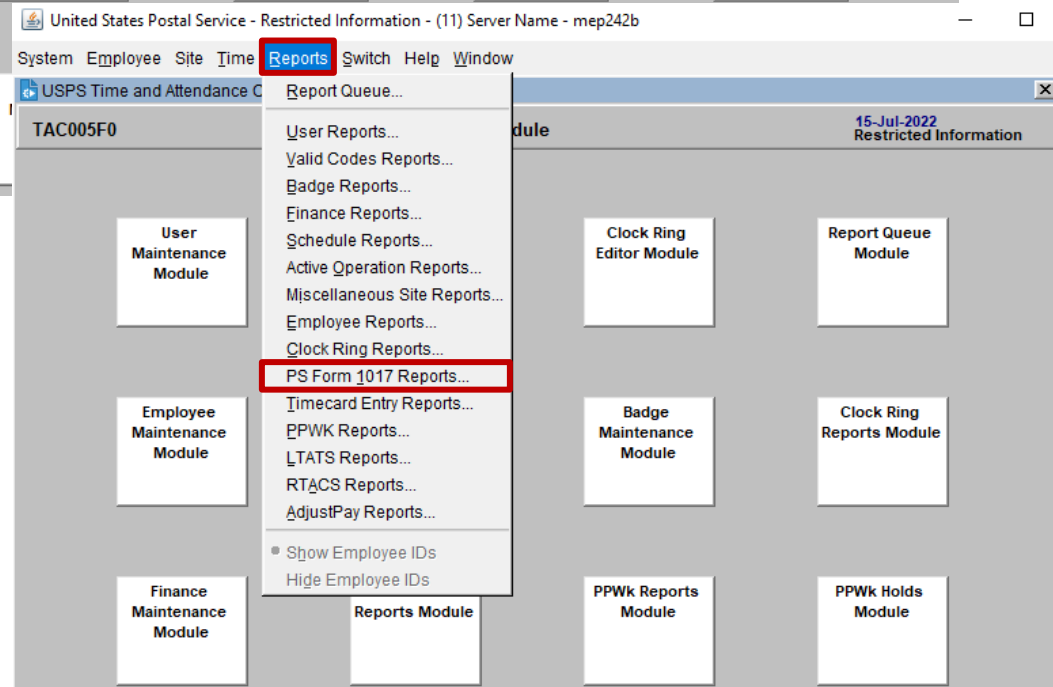
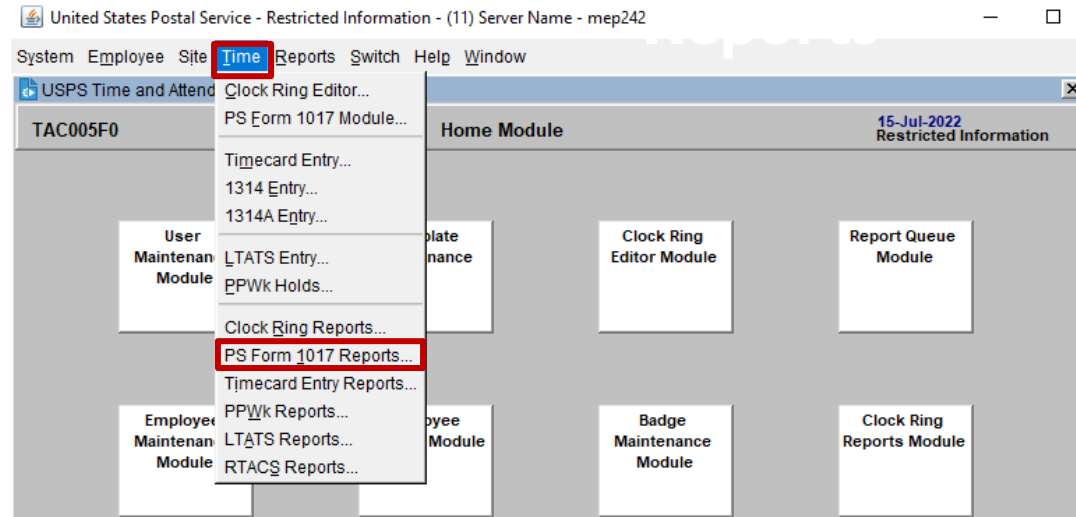
# Reports



# 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

United States Postal Service - Restricted Information - (11) Server Name - mep2432

System Employee Site Time Reports Switch Help Window

PS Form 1017 Reports v4.001

TAC880R0 PS Form 1017 Reports 01-Jul-2022 Restricted Information

1017-A Disallow 1017-B Unauth OT

**Finance Numbers**

All  
 List  
 Range

**Finance Units**

All  
 List  
 Range

**Pay Locations**

All  
 List  
 Range

**YrPPW(Online & Archive)**

Single  
2022-14-2  
 Range

**Week Period**

Entire Week  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday  
 Monday

**Page Breaks**

Finance Level  
 Finance/Sub-Unit

**Employee Selection**

All Employees  
 Single Employee

**Report by**

1017-A PS Form  
 1017-A Unresolved  
 1017-A Summary  
 1017-A Detail

**Output as**  
 PDF  
 HTML  
 CSV

# Report Queue Module

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

System Employee Site Time Reports Switch Help Window

Report Queue Module v4.008 - (20)

TAC007F0 Report Queue Module Restricted Information

Report Queue Subscriptions

Report Name	Start Date/Time	End Date/Time	Status
1017-A Disallow	07/13/2022 20:00:00	07/13/2022 20:00:00	Complete
All Finance Numbers; All Finance Units; YrPPWk =2022152 Finance Level Break; All Employees; 1017-A Unresolved; Output: PDF			
Subscript:			
1017-A Disallow	07/13/2022 20:00:00	07/13/2022 20:00:00	Running
All Finance Numbers; All Finance Units; YrPPWk =2022152 Finance Level Break; All Employees; 1017-A Summary; Output: PDF			
Subscript:			
1017-A Disallow	07/13/2022 20:00:00	07/13/2022 20:00:00	Complete
All Finance Numbers; All Finance Units; YrPPWk =2022152 Finance Level Break; All Employees; 1017-A Detail; Out			
Subscript:			
1017-A Disallow	07/13/2022 20:00:00	07/13/2022 20:00:00	Enqueued
All Finance Numbers; All Employees; 1017-A PS Form; Output: PDF			
Subscript:			
Subscript:			
Subscript:			

Refresh

Delete

**View**

Re-Run

Close

Help

# 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

<u>Employee ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Transaction Date</u>	<u>TA Day</u>	<u>Total Clock Time</u>	<u>Disallowed Time</u>	<u>Supv's Initials</u>
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.


		User ID: R46JBC
Report: TAC880R3 v4.003	Restricted USPS T&A Information	Date: 07/12/2022
YrPPWk: 2022-15-2	Toy Box PO	Time: 06:59 PM
Fin. #: 12-3456	Time Disallowance Report	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 ID	Last Name	First Name	MI	RSC	Level	D/A	LDC	Schedule	Tour Start	Tour End	EMPLOYEE RING			REPLACEMENT RING			Disallowed Time		
											Ring	Date	Time	Ring	Date	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.





# Knowledge Check

## Instructions

Select Start to begin.

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!

---

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.

## Knowledge Check 2 of 6

**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.



## Knowledge Check 3 of 6

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.

## Knowledge Check 4 of 6

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.

## Knowledge Check 6 of 6

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](mailto: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)**



### 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.

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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

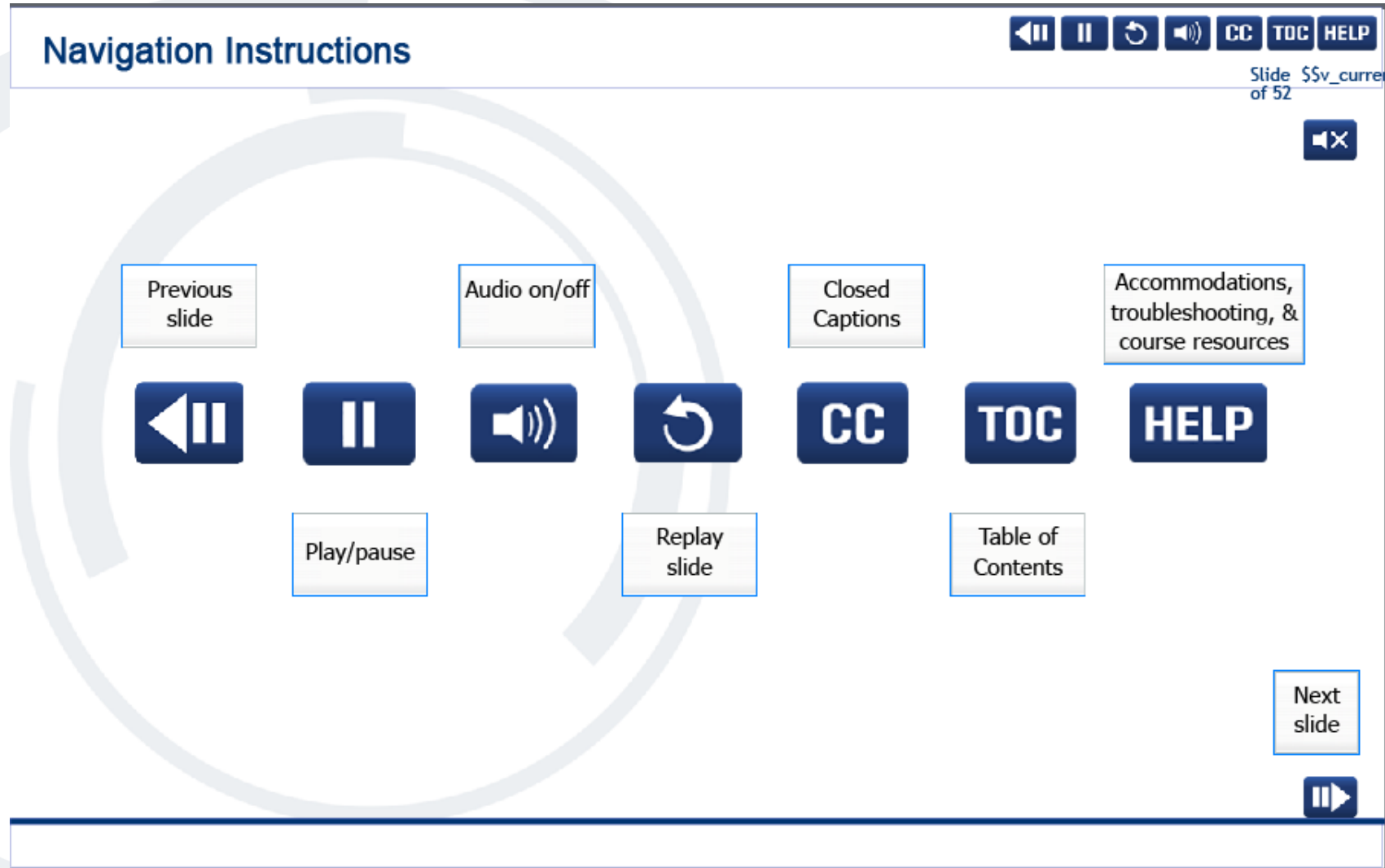
**Navigation Instructions**

Slide  $$$v\_current$  of 52

Previous slide      Audio on/off      Closed Captions      Accommodations, troubleshooting, & course resources

Play/pause      Replay slide      Table of Contents

Next slide



The image shows a navigation panel with a title bar 'Navigation Instructions' and a slide indicator 'Slide \$v\_current of 52'. A row of small icons at the top right includes a back arrow, a pause icon, a refresh icon, a speaker icon, and buttons for 'CC', 'TOC', and 'HELP'. A volume icon with a close button is also present. The main area contains seven large buttons with labels: 'Previous slide' (with a left arrow and pause icon), 'Play/pause' (with a pause icon), 'Audio on/off' (with a speaker icon), 'Replay slide' (with a refresh icon), 'Closed Captions' (with 'CC' text), 'Table of Contents' (with 'TOC' text), and 'Accommodations, troubleshooting, & course resources' (with 'HELP' text). A 'Next slide' button with a right arrow and pause icon is at the bottom right.

# User Information

## User Information

Slide `$$v_current` of 52

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

# Objectives



# Policy



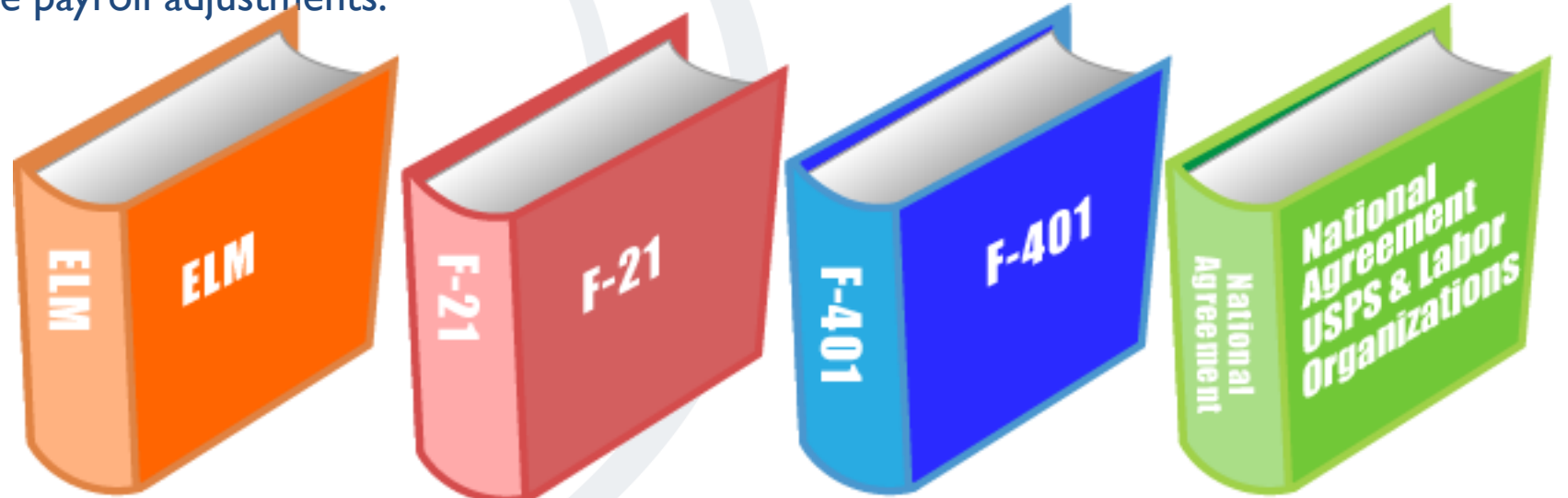


# Policy



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 09I 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



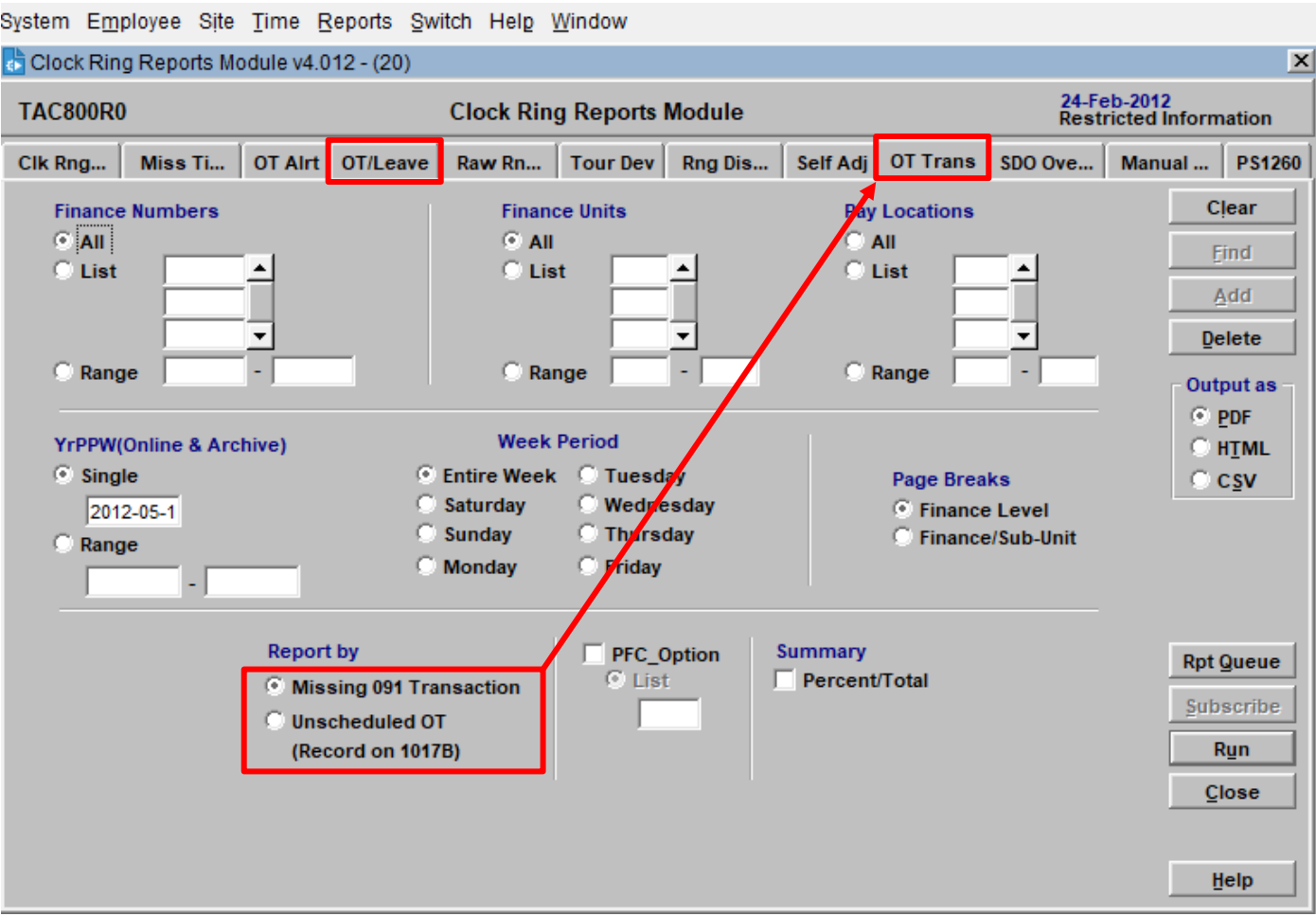
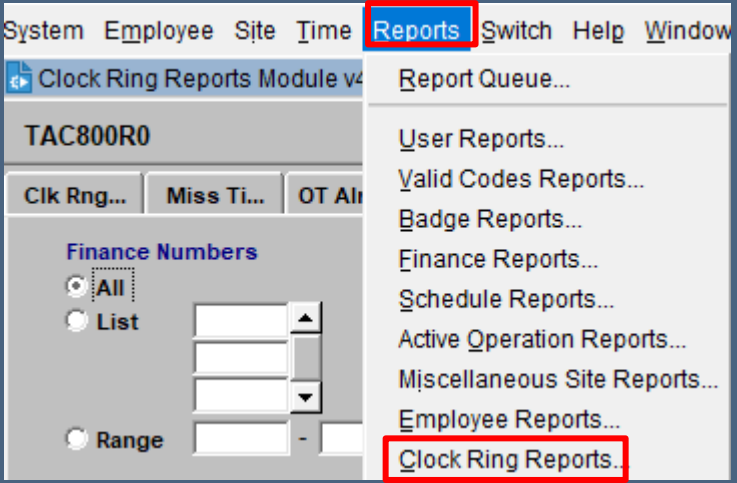
# Overtime Reports

- Missing 09I Transaction.
- Unscheduled Overtime (OT) (Record on 1017-B).
- Overtime/Leave.





# Accessing Overtime Reports



# Missing 091 Transaction Report



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

Restricted USPS T&A Information

LOS ANGELES-140  
**Missing 091 Transaction Report**

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

Weekly

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 2012-05-1-2 (2/12)	Base M0-04	052	08.25	053	00.25	054	07.00	072	08.00		
		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



		<b>Restricted USPS T&amp;A Information</b> <b>LOS ANGELES-110</b> <b>Unscheduled 091 Transaction Report</b>	<b>User ID:</b> G90002 <b>Date:</b> 02/24/12 <b>Time:</b> 08:00 PM <b>Page:</b> 1
<b>Report:</b> TAC800R9b v4.002 - (20) <b>YrPPWk:</b> 2012-05-1 <b>Fin. #:</b> 90-0110			

**Weekly**

**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 2012-05-1-3 (2/13)		052	08.10	053	01.10	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
	<u>00.10</u>

**Finance Number Totals of Employees (Per Selection):** 1

**Finance Number Totals of Unsched 091 Trans (Per Selection) :**

043	00.00
053	00.10
	<u>00.10</u>

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



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 05800 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

Scheduled OT Transactions Should Be Entered in OT Admin, if Available.

Enter 091 Transactions in TACS Clock Ring Editor When OT Admin is Unavailable.

Approved OT-Supporting Documentation PS Form 1261 PS Form 3996.

# 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 Clear

Edit Week Show Rings Ring Coloring Wkly Sched: SSM--TF

2012-05-1  All  ON Daily Sched: 22.50 - 07.00 Find  
 2012-05-2  Active  OFF Add  
 Future DA / LDC: 120 1700 Delete

Transaction Code	MM/DD/YYYY	HH.hh	Finance Number	RSC Unit	Suffix	Lvl	Oper	LU	Route	Time Amt HH.hh	S	Ring Msgs	T&A 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	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	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	3	CST

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

Change  
Job Asgn  
Duplicate  
Pre-Prcc  
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

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

Clock Rings

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

Edit Week Show Rings Ring Coloring Wkly Sched: S-MTW-F Find

2012-05-1  All  ON **Daily Sched: 07.00 - 15.50** Add  
 2012-05-2  Active  OFF DA / LDC: 134 2100 Delete  
 Future

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
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 0	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 << >>

Buttons: Change, Job Asgn, Duplicate, Pre-Proc, P/L Err, eRMS, 1017 MSG, PS 1260, Save, Close, Help





# Requirements for Entering Overtime As Unscheduled

Employee Worked Overtime Without Prior Approval.

- Entries Required
- 091 Transaction with (N)
  - 1017-B Comments

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 (selected) 2012-05-2 Future

Show Rings: All (selected) Active

Ring Coloring: ON (selected) 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	RSC	Time Amt	T&A Frcd	TZ
010	02/11/2012	07:00	90-0110	0			
055	02/11/2012	07:00					
011	02/11/2012	08:00	90-0110	0			
011	02/11/2012	15:25	90-0110	0			
091	02/11/2012	15:49					
014	02/11/2012	15:50					
010	02/13/2012	06:30	90-0110	0000	Q 0 01	7220 00 00001 00 00	(W)NonScheduled Begin 3 CST
091	02/13/2012	06:30			Q 0 01	00000 00 10 N	(W)1017B Comments Ne 3 CST
011	02/13/2012	09:00	90-0110	0000	Q 0 01	7210 00 00001 00 00	3 CST
091	02/13/2012	15:50			Q 0 01	00000 01 00 Y	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)NonScheduled End 3 CST

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

Buttons: Clear, Find, Add, Delete, Change, Job Asgn, Duplicate, Pre-Proc, P/L Egr, eRMS, 1017 MSG, PS 1260, Save, Close, Help

**Stop** dialog box: You have recorded OT as Unscheduled - meaning OT was worked by the employee without prior approval from a Supervisor. Select OK AND then add REQUIRED comments.

# PS Form 1017 Module Entries

Management is Required to Discuss Unauthorized OT with Employee.

Record Date Notified and Remarks Regarding OT Occurrence.

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 Show Rings: All Ring Coloring: ON Wkly Sched: S-MTW-F

2012-05-2 Show Rings: Active Ring Coloring: OFF Daily Sched: 07.00 - 15.50

Future DA / LDC: 134 2100

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	HH:hh	S	Time Amt	Ring Msgs	T&A Frcd	Day	Day	TZ
055	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	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	06:30	90-0110	0000	Q 0	01	7220	00	00001	00:00		(W)NonScheduled Begin		3		CST	
091	02/13/2012	06:30			Q 0	01			00000	00:10	N	(W)Unauthorized Overti		3		CST	
011	02/13/2012	09:00	90-0110	0000	Q 0	01	7210	00	00001	00:00				3		CST	
091	02/13/2012	15:50			Q 0	01			00000	01:00	Y			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)NonScheduled End		3		CST	
010	02/14/2012	06:30	90-0110	0000	Q 0	01	7220	00	00001	00:00		(W)NonScheduled Begin		4		CST	

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

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	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

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

Employee ID: 90071097 HEMMING, MARIANNE Pay Loc: 004

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 Frcd Day	Day	TZ
010	02/11/2012	07:00	90-0110	0000	Q	0	01	7220	00	000001	00	00	1		CST
055	02/11/2012	07:00			Q	0	01			000000	08	00	1		CST
011	02/11/2012	08:00	90-0110	0000	Q	0	01	7210	00	000001	00	00	1		CST
011	02/11/2012	15:25	90-0110	0000	Q	0	01	7220	00	000001	00	00	1		CST
091	02/11/2012	15:49			Q	0	01			000000	04	00	1		CST
014	02/11/2012	15:50			Q	0	01			000001	00	00	1		CST
010	02/13/2012	06:90	90-0110	0000	Q	0	01	7220	00	000001	00	00	3		CST
011	02/13/2012	09:00	90-0110	0000	Q	0	01	7210	00	000001	00	00	3		CST
011	02/13/2012	16:25	90-0110	0000	Q	0	01	7220	00	000001	00	00	3		CST
014	02/13/2012	16:50			Q	0	01			000001	00	00	3		CST
010	02/14/2012	06:90	90-0110	0000	Q	0	01	7220	00	000001	00	00	4		CST
011	02/14/2012	09:00	90-0110	0000	Q	0	01	7210	00	000001	00	00	4		CST

Costly Overpayment of Premium Hours

# 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

Employee ID: 90074037 BUELLER, MICHELLE Pay Loc: 004

Wkly Sched: SSMTW-- Daily Sched: 14.00 - 22.50 DA / LDC: 110 4500

Transaction Finance RSC Time Amt T&A Frcd

Code	MM/DD/YYYY	HH.hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH.hh	S	Ring Msgs	Day	Day	TZ
014	02/11/2012	20 50			P 0 06			00000	00 00	00 00		(W)NonScheduled End	1		CST
055	00 02/11/2012	20 50			P 0 06			00000	01 50	Y			1		CST
010	02/12/2012	14 00	90-0110	0000	P 0 06	3550	00	00000	00 00				2		CST
012	02/12/2012	18 00			P 0 06			00000	00 00				2		CST
013	02/12/2012	18 50	90-0110	0000	P 0 06	3550	00	00000	00 00				2		CST
014	02/12/2012	22 50			P 0 06			00000	00 00				2		CST
056	00 02/13/2012	13 00			P 0 06			00000	01 00	Y			3		ST
010	02/13/2012	15 00	90-0110	0000	P 0 06	3550	00	00000	00 00				3		CST
012	02/13/2012	18 00			P 0 06			00000	00 00				3		CST
013	02/13/2012	18 50	90-0110	0000	P 0 06	3550	00	00000	00 00				3		CST
091	00 02/13/2012	22 50			P 0 06			00000	01 00	Y			3		ST
014	02/13/2012	23 50			P 0 06			00000	00 00			(W)NonScheduled End	1		CST

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

# 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.

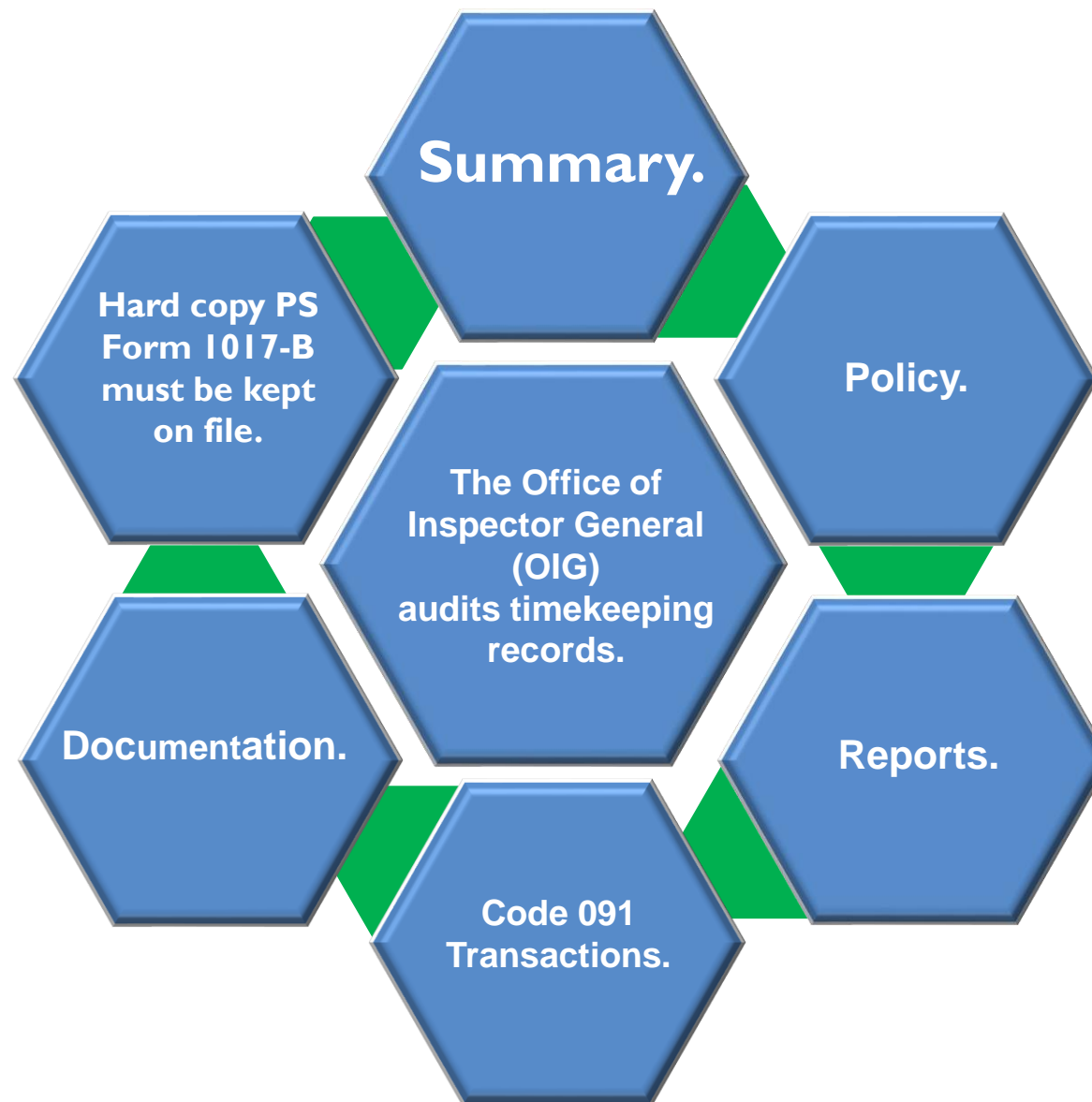
## Knowledge Check 3 of 3

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](mailto:TACS@usps.gov)
- Phone: 1.855.411.8227



Web link: [Timekeeping Toolkit](#)



Web link: [Time & Attendance Compliance Team Contact List](#)



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)**



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.

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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-2 I](#)

[Return](#)

# Navigation

**Navigation Instructions**

Slide \$v\_current of 52

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

The panel features a central row of seven dark blue buttons with white icons: a left-pointing arrow with a vertical bar, a vertical bar, a speaker, a circular arrow, the letters 'CC', the letters 'TOC', and the word 'HELP'. Above these buttons are seven light gray labels: 'Previous slide', 'Audio on/off', 'Closed Captions', 'Accommodations, troubleshooting, & course resources', 'Play/pause', 'Replay slide', and 'Table of Contents'. A 'Next slide' button is located at the bottom right. The top right corner contains a small speaker icon with an 'X' and a status indicator 'Slide \$v\_current of 52'. The top left corner has the title 'Navigation Instructions'.

# User Information

**User Information**

Slide  $$$v\_current$  of 52

To optimize your learning experience, retain course progress, and receive course credit:

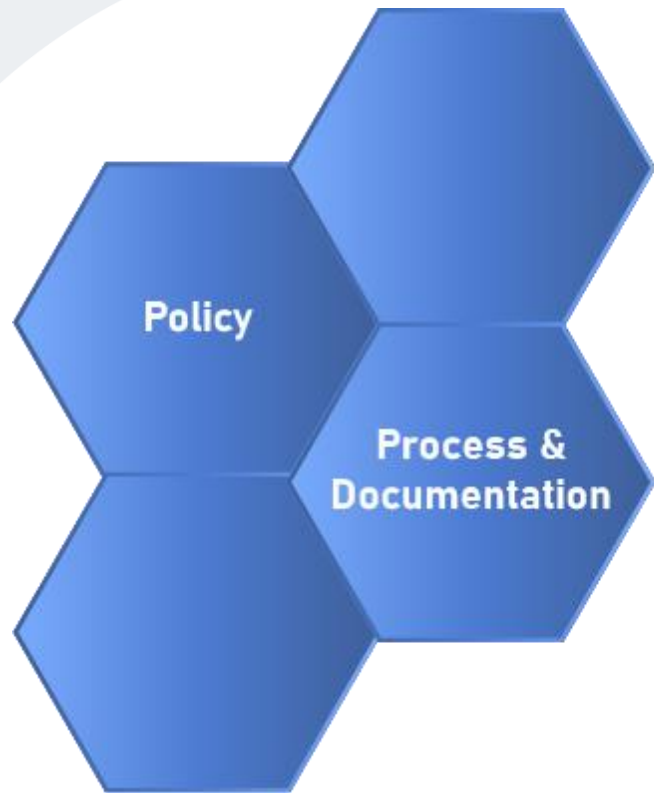
- ♦ Use Google Chrome.
- ♦ Do not minimize the course window.
- ♦ Avoid multitasking.
- ♦ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

# 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).

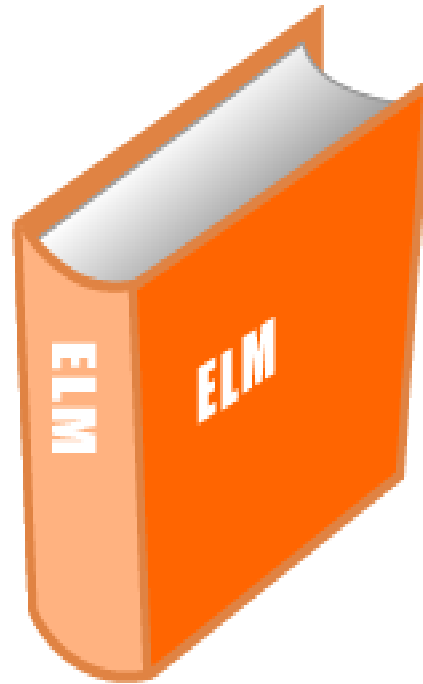
Nonbargaining Employee – Provide 4 days notice.

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, *assignment 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



PS Form 1723  
Module

Email PS Form  
1723 to TACS  
Help Desk for  
Partial-Week  
Assignments

Manual Entry of  
Code 090 Higher-  
Level  
Authorization

# 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

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

Clock Rings

Employee ID: 90074038 MOSES, ANGELA Pay Loc: 110 Clear

Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find

2012-05-1 All ON Daily Sched: 04.00 - 12.50 Add

2012-05-2 Active OFF DA / LDC: 110 4300 Delete

Future Change

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt HH:hh	Ring Msgs	T&A Frcd Day	TZ
010	02 18 2012	04 00	90-0110	0000	P 0	06	2410	00	00000	00 00		1	CST
012	02 18 2012	10 00			P 0	06			00000	00 00		1	CST
013	02 18 2012	10 50	90-0110	0000	P 0	06	2410	00	00000	00 00		1	CST
090	02 18 2012	04 00			P 0	07			00000	08 00		0	CST
014	02 18 2012	12 50											CST
010	02 19 2012	04 00											CST
012	02 19 2012	10 00											CST
013	02 19 2012	10 50											CST
014	02 19 2012	12 50											CST
010	02 20 2012	04 00											CST
012	02 20 2012	10 00											CST
013	02 20 2012	10 50	90-0110	0000	P 0	06	2410	00	00000	00 00		3	CST

Stop

You Have Entered a Higher Level Authorization. Please ensure a PS Form 1723 has been completed to document this higher level occurrence

OK

2012-05-2 : 02/18/2012 thru 02/24/2012

Save Close Help

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.

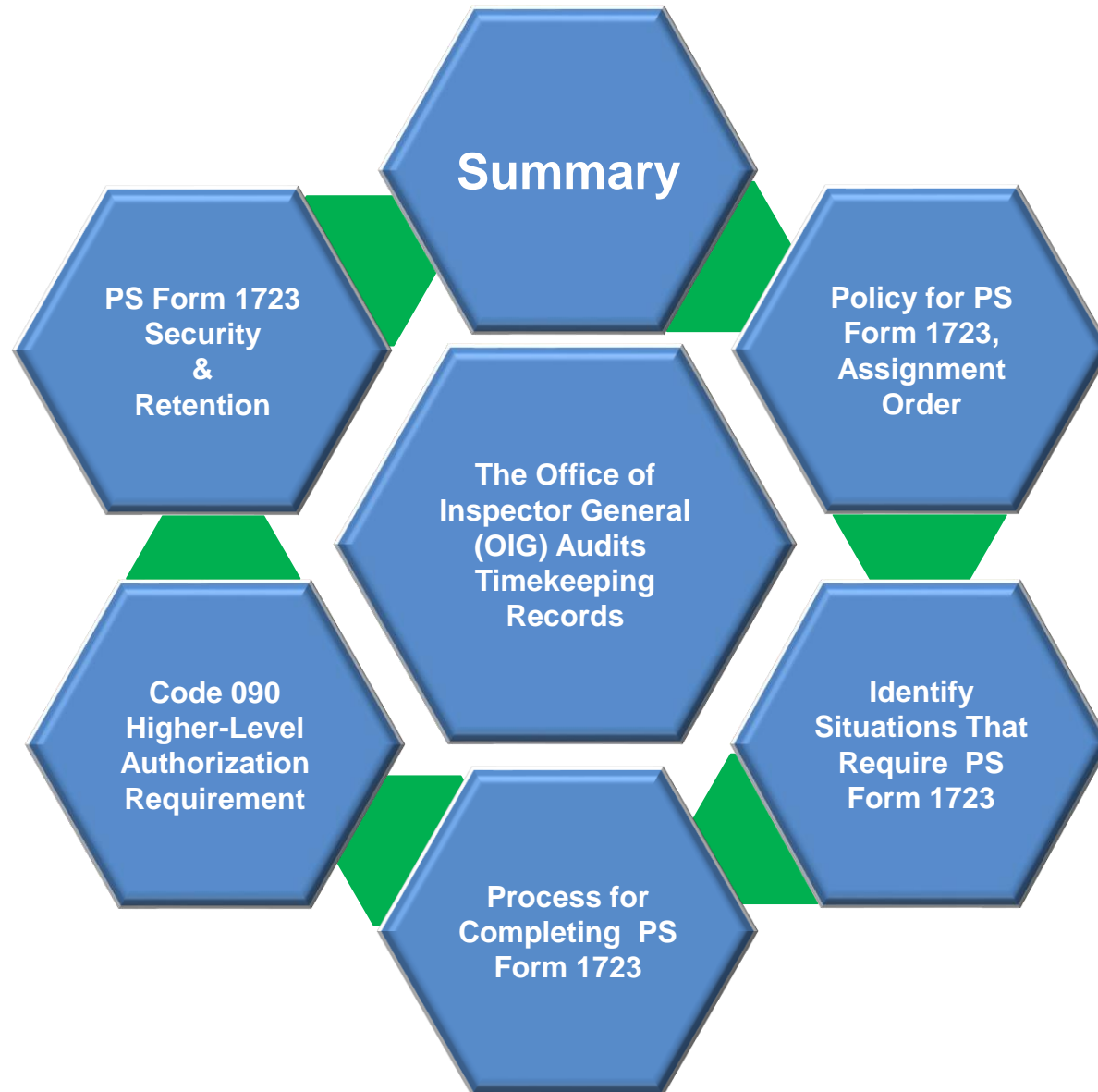


# Knowledge Check 4 of 4

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](mailto: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>.

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*TACS Refresher Course*  
*Module 5: Out-of-Schedule (OOS) Premium*

# **TIME AND ATTENDANCE COLLECTION SYSTEM (TACS)**



Click Box (100x100)

## Accommodations and Support

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**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**

Slide \$v\_current of 52

Previous slide

Audio on/off

Closed Captions

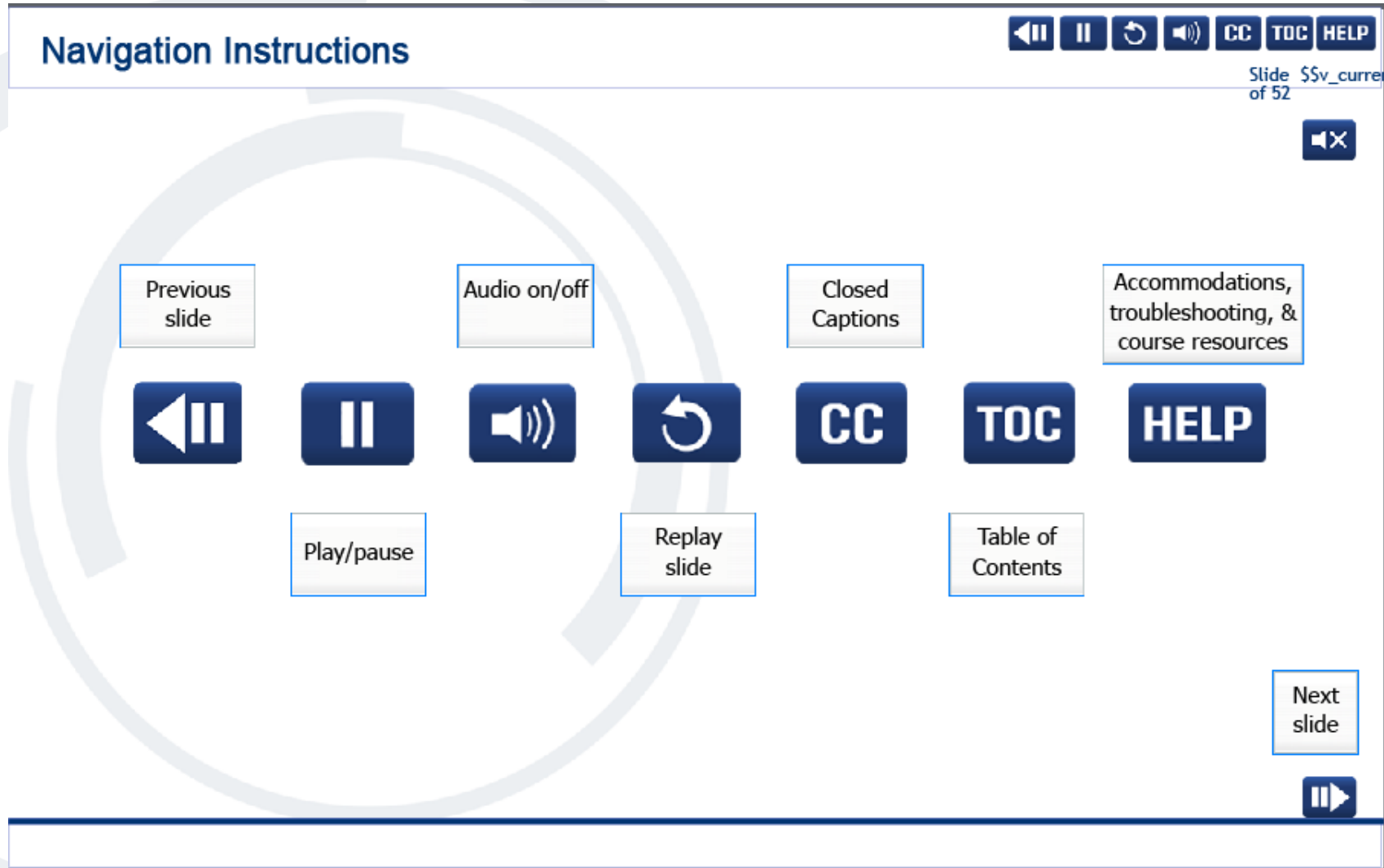
Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide



The image shows a navigation panel with a title bar 'Navigation Instructions' and a slide indicator 'Slide \$v\_current of 52'. It contains several control buttons: 'Previous slide' (left arrow), 'Play/pause' (pause), 'Audio on/off' (speaker), 'Replay slide' (refresh), 'Closed Captions' (CC), 'Table of Contents' (TOC), 'Accommodations, troubleshooting, & course resources' (HELP), and 'Next slide' (right arrow). A small 'Next slide' button is also visible at the bottom right of the panel.

# User Information

## User Information

Slide `$$v_current` of 52

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- ♦ Do not minimize the course window.
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- ♦ Remain active in the course.

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When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.



# 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.

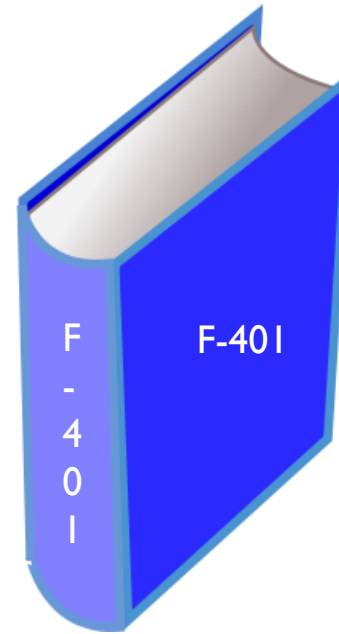
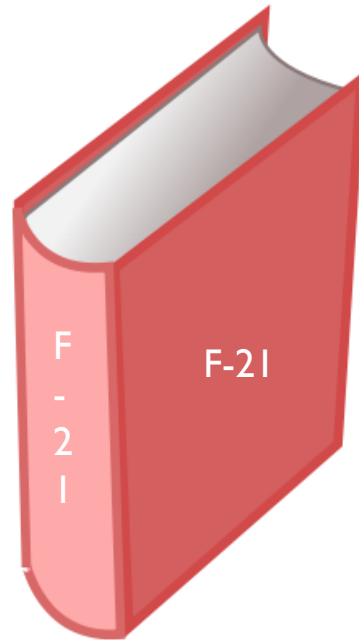
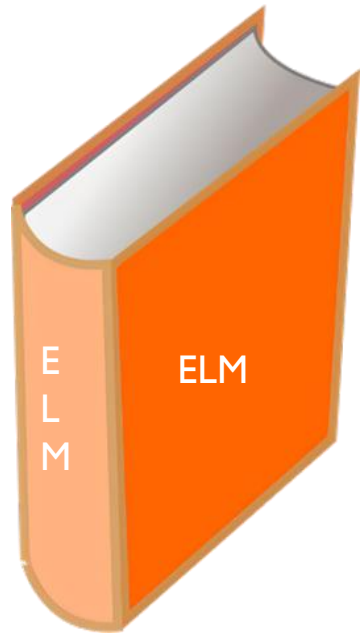
# Exceptions



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?

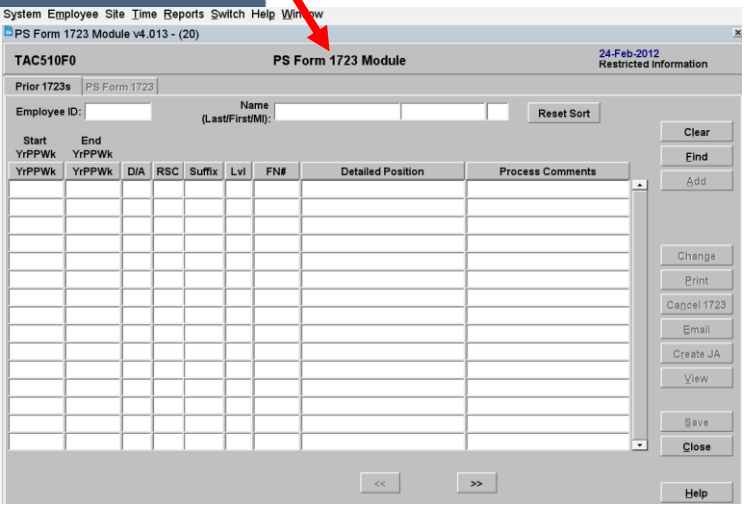
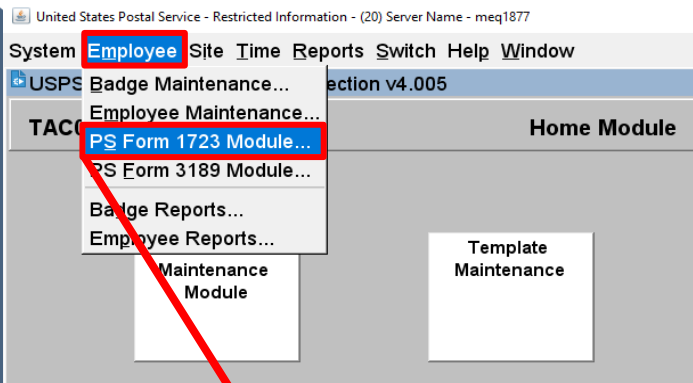
- a. Temporary changes in schedule cannot be rescinded at any time. Out – of-schedule (OOS) premium must be paid.
- b. Temporary changes in schedule can be rescinded at any time up to the day before the schedule change without incurring out-of-schedule liability.
- c. Donnatella must be paid out -of-schedule (OOS) premium through a grievance procedure.



# Process



# Record Employee Notification on PS Form 1723, Assignment Order



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) MICHELLE BUELLER	Position Title 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 <input type="checkbox"/> Saturday <input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Thursday Sch ID : 21 Rot Wk : 1
Des/Act Code 110 1800	OPER-LU 2320-00
Rate Schedule P	Level 06
Pay Location 110	FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 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) <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday
Des/Act Code 110 1800	OPER-LU 2320-00
Rate Schedule P	Level 06
Pay Location 110	FLSA Exempt to Nonexempt Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Location (Give exact worksite, if route, give number) ARIZONA-110	Employee Type <input checked="" type="checkbox"/> Bargaining Unit Employee - Notify by Wednesday of week preceding change (Not required for clerk craft if detailed to a nonbargaining position) <input type="checkbox"/> Nonbargaining Unit Employee - Provide 4 days notice
Finance Number 85-2110	Higher Level Authorization Method <input type="checkbox"/> Auto Higher Level <input type="checkbox"/> Daily Authorization <input type="checkbox"/> Associated travel expenses are authorized <input type="checkbox"/> Temporary Job Assignment <input type="checkbox"/> 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 <input type="checkbox"/> Saturday <input type="checkbox"/> Monday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Thursday Sch ID : 21 Rot Wk : 1
Assignment Start Date 02/18/2012	Assignment End Date 02/24/2012
Time 14.00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Time 22.50 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
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	

# Access Employee Maintenance Module to Activate the OOS Indicator

United States Postal Service - Restricted Information - (20) Server Name - meq1877

System **Employee** Site Time Reports Switch Help Window

USPS Badge Maintenance... Section v4.005

TACC **Employee Maintenance...** Home Module

PS Form 1723 Module...

PS Form 3189 Module...

Badge Reports...

Employee Reports...

System Employee Site Time Reports Switch Help Window

Employee Maintenance Module v4.020

TAC500F0 Employee Maintenance Module 24-Feb-2012 Restricted Information

Employee Job Asgn/Wkly (JAJAS) Daily Varied Schd (JVS) **Daily Schd (JDS/JOS)** Prior Assignments Leave Information

Employee ID: 85274037 Name (Last/First/MI): BUELLER MICHELLE

**Job Assignment Type Code: B** **Effective Start Date: 2012-05-2**

(Multiple Job Assignments for this YrPPWK.)

[Wrk Sched Rule Duty Assignment](#)

[BaseJA Daily Schedule \(JDS\)](#)

	BT	ET	BL	LD	SDO	OOS	Hol	Pay	Act	Sun Prem Orig
SATURDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SUNDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MONDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	14.00	22.50	18.00	00.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	14.00	22.50	18.00	00.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sum:	40.00									

DS Hours 40.00 Base Hours 40.00 Work Schedule Rule Hours: 40.00

[OOS Premium Schedule \(JOS\)](#)

	BT	ET	BL	LD	SDO
SATURDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUNDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sum:					

Out-Of-Schedule Premium will be auto-calculated for hours worked outside of the schedule displayed below for the day(s) the OOS Indicator is checked on the BaseJA Daily Schedule displayed on the left.

Clear Find Add Delete Diff Wk/JA X-REF EMP Dates Save Close Help

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

Employee ID: 85274037 Name (Last/First/MI): BUELLER MICHELLE  
 Job Assignment Type Code: B Effective Start Date: 2012-05-2

(Multiple Job Assignments for this YrPPWK.)

Wrk Sched Rule Duty Assignment

BaseJA Daily Schedule (JDS)

	BT	ET	BL	LD	SDO	OOS	Hol	Pay	Act	Orig	Sun Prem
SATURDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUNDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MONDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	14.00	22.50	18.00	00.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	14.00	22.50	18.00	00.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sum: 40.00

Out-Of-Schedule Premium will be auto-calculated for hours worked outside of the schedule displayed below for the day(s) the OOS Indicator is checked on the BaseJA Daily Schedule displayed on the left.

OOS Premium Schedule (JOS)

	BT	ET	BL	LD	SDO
SATURDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>
SUNDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>
MONDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>
TUESDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>
WEDNESDAY	14.00	22.50	18.00	00.50	<input type="checkbox"/>
THURSDAY	14.00	22.50	18.00	00.50	<input checked="" type="checkbox"/>
FRIDAY	14.00	22.50	18.00	00.50	<input checked="" type="checkbox"/>

Sum: 40.00

DS Hours 40.00

Base Hours 40.00

Work Schedule Rule Hours: 40.00

Clear Find Add Delete Diff Wk/JA X-REF EMP Dates Save Close Help





# Temporary Job Assignments

System Employee Site Time Reports Switch Help Window

Employee Maintenance Module v4.020

TAC500F0 Employee Maintenance Module 24-Feb-2012 Restricted Information

Employee Job Asgn/Wkly (JA/JAS) Daily Varied Schd (JVS) Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: 85274037 Name (Last/First/MI): BUELLER MICHELLE

Job Assignment Type Code: T Effective Start Date: 2012-05-2

(Multiple Job Assignments for this YrPPWK.)

**This schedule is display only.**  
Changes to this schedule may only be made on the Daily Schd (JDS/JOS) tab of the BaseJA.

	BT	ET	BL	LD	SDO	OOS	Hol	Pay	Act	Orig	Sun Prem
SATURDAY	17.00	01.50	21.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SUNDAY	17.00	01.50	21.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MONDAY	17.00	01.50	21.00	00.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	17.00	01.50	21.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	17.00	01.50	21.00	00.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	17.00	01.50	21.00	00.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	17.00	01.50	21.00	00.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sum:	40.00					40.00					

DS Hours 40.00 Base Hours 40.00 Work Schedule Rule Hours: 40.00

Buttons: Clear, Find, Add, Delete, Diff Wk/JA, X-REF, EMP Dates, Save, Close, Help

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

System Employee Site **Time** Reports Switch Help Window

USPS Time and Atter **Clock Ring Editor...**

TAC005F0 PS Form 1017 Module... Home Module

Base Assignment  
1400-2250

Temporary  
Assignment  
1700-0150

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

Clock Rings

Employee ID: 85274037 BUELLER, MICHELLE Pay Loc: 110

Wkly Sched: SSMTW--

Daily Sched: 17.00 - 01.50

DA / LDC: 110 1800

2012-05-1  
 2012-05-2  
 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 Frcd Day	TZ
010	02/18/2012	17:00	85-2110	0000	P 0	06	2320	00	00000	00 00		1	CST
012	02/18/2012	21:00			P 0	06			00000	00 00		1	CST
013	02/18/2012	21:50	85-2110	0000	P 0	06	2320	00	00000	00 00		1	CST
014	02/19/2012	01:50			P 0	06			00000	00 00		1	CST
010	02/19/2012	17:00	85-2110	0000	P 0	06	2320	00	00000	00 00		2	CST
012	02/19/2012	21:00			P 0	06			00000	00 00		2	CST
013	02/19/2012	21:50	85-2110	0000	P 0	06	2320	00	00000	00 00		2	CST
014	02/20/2012	01:50			P 0	06			00000	00 00		2	CST
010	02/20/2012	17:00	85-2110	0000	P 0	06	2320	00	00000	00 00	(W)NonScheduled Begin	3	CST
012	02/20/2012	21:00			P 0	06			00000	00 00		3	CST
013	02/20/2012	21:50	85-2110	0000	P 0	06	2320	00	00000	00 00		3	CST
014	02/21/2012	01:50			P 0	06			00000	00 00	(W)NonScheduled End Tr	3	CST

2012-05-2 : 02/18/2012 thru 02/24/2012



# 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

System Employee Site Time Reports Switch Help Window  
TAC803 Pre Proc v4.002

**Pre-Process Data T&A Data**

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
85274037	Saturday	02-18-12	P	0	06	052	00	8.00	N
85274037	Saturday	02-18-12	P	0	06	054	00	7.00	N
85274037	Saturday	02-18-12	P	0	06	072	00	5.00	N
85274037	Saturday	02-18-12	P	0	06	073	00	3.00	N
85274037	Sunday	02-19-12	P	0	06	052	00	8.00	N
85274037	Sunday	02-19-12	P	0	06	054	00	7.00	N
85274037	Sunday	02-19-12	P	0	06	072	00	5.00	N
85274037	Sunday	02-19-12	P	0	06	073	00	3.00	N

**Weekly Totals**

052: 37.22
054: 29.72
055: 02.78
057: 08.00
058: 08.00
072: 10.00
073: 09.00

**Transaction Finance RSC Time T&A Frcd**

Code	Date	Time	Number	Unit	Suffix	Lvl	Oper	LU	Route	Amt	S	Ring	Msgs	Day	Day	TZ
010	02-18-12	17.00	85-2110	0000	P	0	06	2320	00	00000				1		CST
012	02-18-12	21.00			P	0	06			00000				1		CST
013	02-18-12	21.50	85-2110	0000	P	0	06	2320	00	00000				1		CST
014	02-19-12	01.50			P	0	06			00000				1		CST
010	02-19-12	17.00	85-2110	0000	P	0	06	2320	00	00000				2		CST
012	02-19-12	21.00			P	0	06			00000				2		CST
013	02-19-12	21.50	85-2110	0000	P	0	06	2320	00	00000				2		CST
014	02-20-12	01.50			P	0	06			00000				2		CST
010	02-20-12	17.00	85-2110	0000	P	0	06	2320	00	00000			(W)NonSchedule	3		CST
012	02-20-12	21.00			P	0	06			00000				3		CST

Close

**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

System Employee Site Time Reports Switch Help Window

TAC803 Pre Proc v4.002

### Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
85274037	Sunday	02-19-12	P	0	06	073	00	3.00	N
<b>85274037</b>	<b>Monday</b>	<b>02-20-12</b>	<b>P</b>	<b>0</b>	<b>06</b>	<b>052</b>	<b>00</b>	<b>8.00</b>	<b>N</b>
85274037	Monday	02-20-12	P	0	06	054	00	4.50	N
85274037	Monday	02-20-12	P	0	06	057	00	8.00	N
85274037	Monday	02-20-12	P	0	06	058	00	8.00	N
85274037	Tuesday	02-21-12	P	0	06	052	00	8.00	N
85274037	Tuesday	02-21-12	P	0	06	054	00	7.00	N
85274037	Tuesday	02-21-12	P	0	06	073	00	3.00	N

### Weekly Totals

052: 37.22
054: 29.72
055: 02.78
057: 08.00
058: 08.00
072: 10.00
073: 09.00

Transaction Code	Date	Time	Finance Number	RSC Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Msgs	T&A Day	Frcd Day	TZ
014	02-20-12	01.50		P	0	06			00000					2		CST
010	02-20-12	17.00	85-2110	0000	P	0	06	2320	00	00000			(W)NonSchedule	3		CST
012	02-20-12	21.00			P	0	06			00000				3		CST
013	02-20-12	21.50	85-2110	0000	P	0	06	2320	00	00000				3		CST
014	02-21-12	01.50			P	0	06			00000			(W)NonSchedule	3		CST
010	02-21-12	17.00	85-2110	0000	P	0	06	2320	00	00000				4		CS
012	02-21-12	21.00			P	0	06			00000				4		CS
013	02-21-12	21.50	85-2110	0000	P	0	06	2320	00	00000				4		CS
014	02-22-12	01.50			P	0	06			00000				4		CS
010	02-22-12	17.00	85-2110	0000	P	0	06	2320	00	00000				5		CST

Close



# 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

System Employee Site Time Reports Switch Help Window

TAC803 Pre Proc v4.002

**Pre-Process Data T&A Data**

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
85274037	Monday	02-20-12	P	0	06	057	00	8.00	N
85274037	Monday	02-20-12	P	0	06	058	00	8.00	N
85274037	Tuesday	02-21-12	P	0	06	052	00	8.00	N
85274037	Tuesday	02-21-12	P	0	06	054	00	7.00	N
85274037	Tuesday	02-21-12	P	0	06	073	00	3.00	N
85274037	Wednesday	02-22-12	P	0	06	052	00	5.22	N
85274037	Wednesday	02-22-12	P	0	06	054	00	4.22	N
<b>85274037</b>	<b>Wednesday</b>	<b>02-22-12</b>	<b>P</b>	<b>0</b>	<b>06</b>	<b>055</b>	<b>10</b>	<b>2.78</b>	<b>N</b>

**Weekly Totals**

052: 37.22
054: 29.72
055: 02.78
057: 08.00
058: 08.00
072: 10.00
073: 09.00

**Transaction Finance RSC Time T&A Frcd**

Code	Date	Time	Number	Unit	Suffix	Lvl	Oper	LU	Route	Amt	S	Ring	Msgs	Day	Day	TZ
012	02-20-12	21.00			P	0	06		00000					3		CST
013	02-20-12	21.50	85-2110	0000	P	0	06	2320	00	00000				3		CST
014	02-21-12	01.50			P	0	06			00000			(W)NonSchedule	3		CST
010	02-21-12	17.00	85-2110	0000	P	0	06	2320	00	00000				4		CST
012	02-21-12	21.00			P	0	06			00000				4		CST
013	02-21-12	21.50	85-2110	0000	P	0	06	2320	00	00000				4		CST
014	02-22-12	01.50			P	0	06			00000				4		CST
010	02-22-12	17.00	85-2110	0000	P	0	06	2320	00	00000				5		CS
014	02-22-12	22.22			P	0	06			00000			(W)NonSchedule	5		CS
055	10	02-22-12	22.22		P	0	06			00000	02.78	N		5		CS

Close

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

United States Postal Service - Restricted Information - (20) Server Name - meq1876

System Employee Site Time **Reports** Switch Help Window

USPS Time and Attendance Report Queue...

TAC005F0

User

User Reports...  
Valid Codes Reports...  
Badge Reports...  
Finance Reports...  
Schedule Reports...

System Employee Site Time Reports Switch Help Window

Schedule Reports Module v4.005

TAC120R0 Schedule Reports Module 24-Feb-2012 Restricted Information

Guar Warr/No Lunch Hrs Only **Hrs Type Inq** Mast Sched Hol Rep Daily Hrs Sched Rep WSR Changes

**Finance Numbers**  
 All  
 List 85-2110  
 Range

**Finance Units**  
 All  
 List  
 Range

**Pay Locations**  
 All  
 List  
 Range

**YrPPW(Online & Archive)**  
 Single 2012-05-2  
 Range

**Week Period**  
 Entire Week  
 Saturday  
 Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

**Employee Selection**  
 All Employees  
 Single Employee  
 D/A Codes

**Hours Code Selection**  
 Hours Code  
 Hours Code/Reason Code  
073

**Type Code**  
 Clock  
 Time Card  
 Both

Clear Find Add Delete

**Output as**  
 PDF  
 HTML  
 CSV

Rpt Queue  
Subscribe  
Run  
Close

Report Submitted  
Report Submitted. Check Report Queue  
OK

**Report Parameters**

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



# Report Queue Display

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

System Employee Site Time Reports Switch Help Window

Report Queue Module v4.008 - (20)

TAC007F0 Report Queue Module 24-Feb-2012 Restricted Information

Report Queue Subscriptions

Report Name	Start Date/Time	End Date/Time	Status
Hours Type Inquiry	02/24/2012 20:00:00	02/24/2012 20:00:00	Complete
Finance Number = 852110; All Pay Locations; YrPPWk = 2012051; Entire Week; All Employees; Hours Code = 073; Output:			
Subscript:			
Subscript:			
Subscript:			
Subscript:			
Subscript:			
Subscript:			
Subscript:			
Subscript:			

Refresh

Delete

View

Re-Run

Close


Help



# Hours Type Inquiry Report

**Time Frame Totals**

- Employee
- Finance Unit
- Report

		User ID: G85201
Report: TAC120R3 v4.003	Restricted USPS T&A Information	Date: 02/24/12
YrPPWk: 2012-05-2	ARIZONA-110	Time: 08:00 PM
Fin. #: 85-2110	<b>Hours Type Inquiry Report</b>	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



## Knowledge Check 1 of 7

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.

## Knowledge Check 2 of 7

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.

## Knowledge Check 3 of 7

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.

## Knowledge Check 4 of 7

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.

## Knowledge Check 5 of 7

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.

## Knowledge Check 6 of 7

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

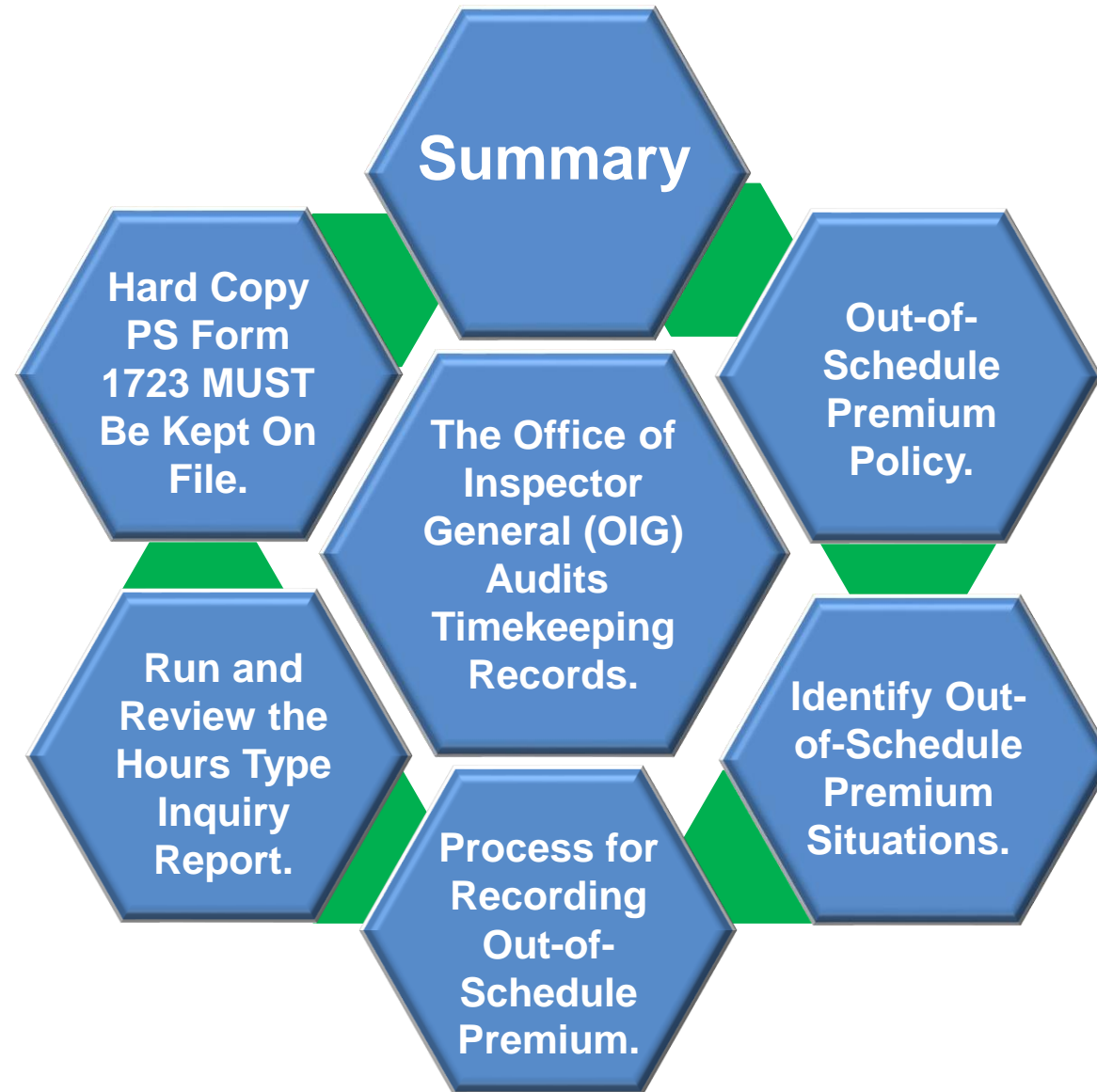


## Knowledge Check 7 of 7

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](mailto:TACS@usps.gov)
- Phone: 1.855.411.8227



Web link: [Timekeeping Toolkit](#)



Web link: [Time & Attendance Compliance Team Contact List](#)

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)**

The screenshot shows a help page with two main columns. The left column is titled 'Accommodations and Support' and contains four paragraphs of text. The right column is titled 'Course Resources' and contains a large empty box with a speaker icon in the top right corner. At the bottom of each column is a blue button with white text: 'Help page on Blue' on the left and 'Return' on the right. A small 'Click Box (100x100)' label is positioned at the top left of the left column.

**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.

**Course Resources**

**Help page on Blue**

**Return**

# Navigation

Navigation Instructions

Slide  $$$v\_current$  of 52

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

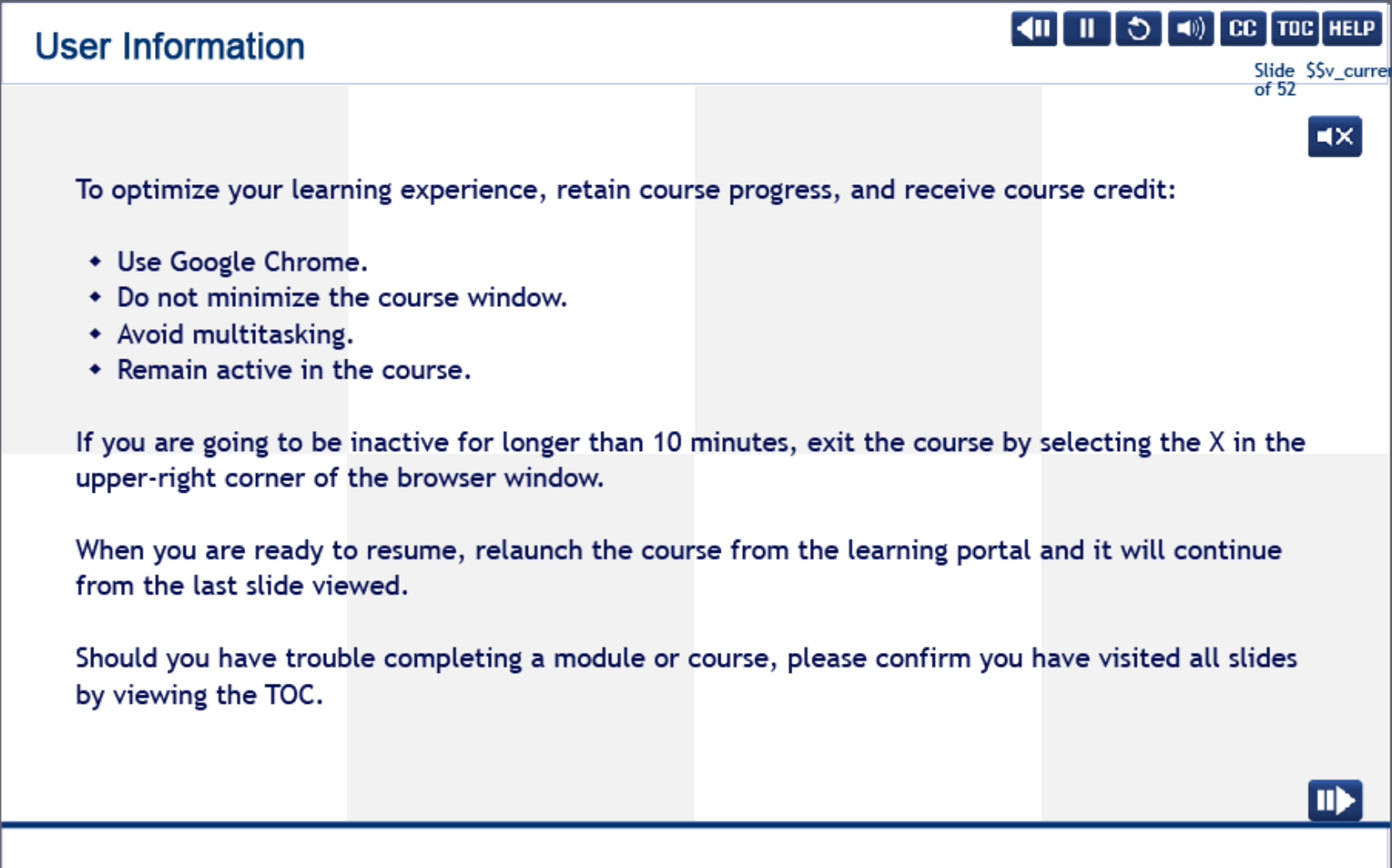
Replay slide

Table of Contents

Next slide

The image displays a navigation interface for a presentation slide. At the top left, the title "Navigation Instructions" is shown. To the right of the title is a row of small, dark blue navigation icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker icon, and the letters "CC", "TOC", and "HELP". Below this row, the text "Slide  $$$v\_current$  of 52" is visible. A large, faint, light blue circular graphic with a thick arrow is centered in the background. In the foreground, several navigation controls are arranged in two rows. The top row consists of seven light gray rectangular buttons with rounded corners, each containing a dark blue icon and a text label: "Previous slide" (left arrow with vertical bar), "Audio on/off" (speaker icon), "Closed Captions" ("CC"), "Accommodations, troubleshooting, & course resources" (circular arrow), "Play/pause" (vertical bar), "Replay slide" (circular arrow), and "Table of Contents" ("TOC"). The bottom row features a single light gray rectangular button with a dark blue icon and the text "Next slide" (right arrow with vertical bar). At the bottom right of the interface, there is a small dark blue button with a white right arrow and a vertical bar. The entire interface is enclosed in a thin dark blue border.

# User Information



**User Information**

Slide `$$v_current` of 52

To optimize your learning experience, retain course progress, and receive course credit:

- ♦ Use Google Chrome.
- ♦ Do not minimize the course window.
- ♦ Avoid multitasking.
- ♦ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.



# 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 09I 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)**



### 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.

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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

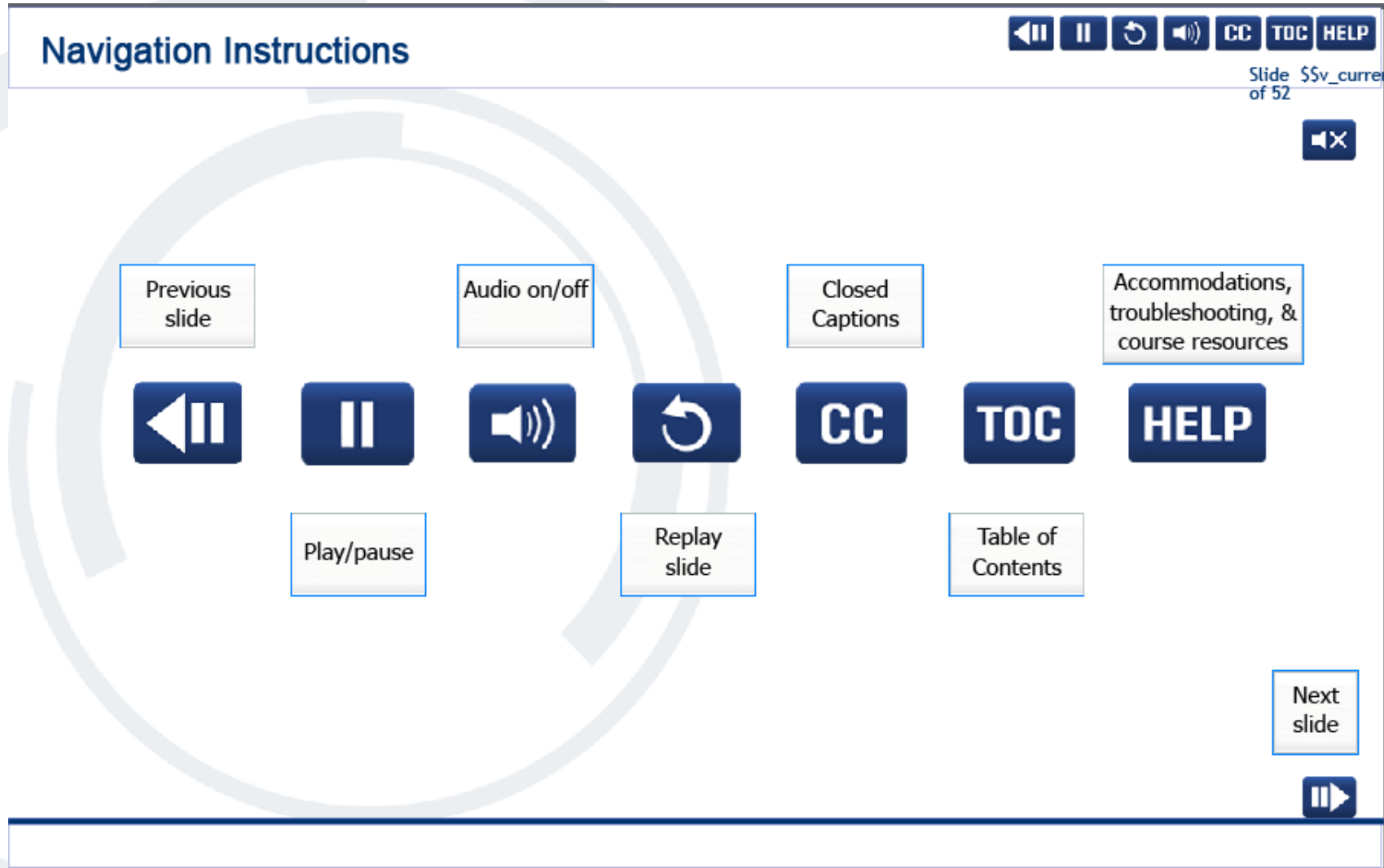
**Navigation Instructions**

Slide \$v\_current of 52

Previous slide      Audio on/off      Closed Captions      Accommodations, troubleshooting, & course resources

Play/pause      Replay slide      Table of Contents

Next slide



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## User Information

Slide `$$v_current` of 52

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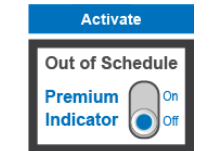
# Module Objectives



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

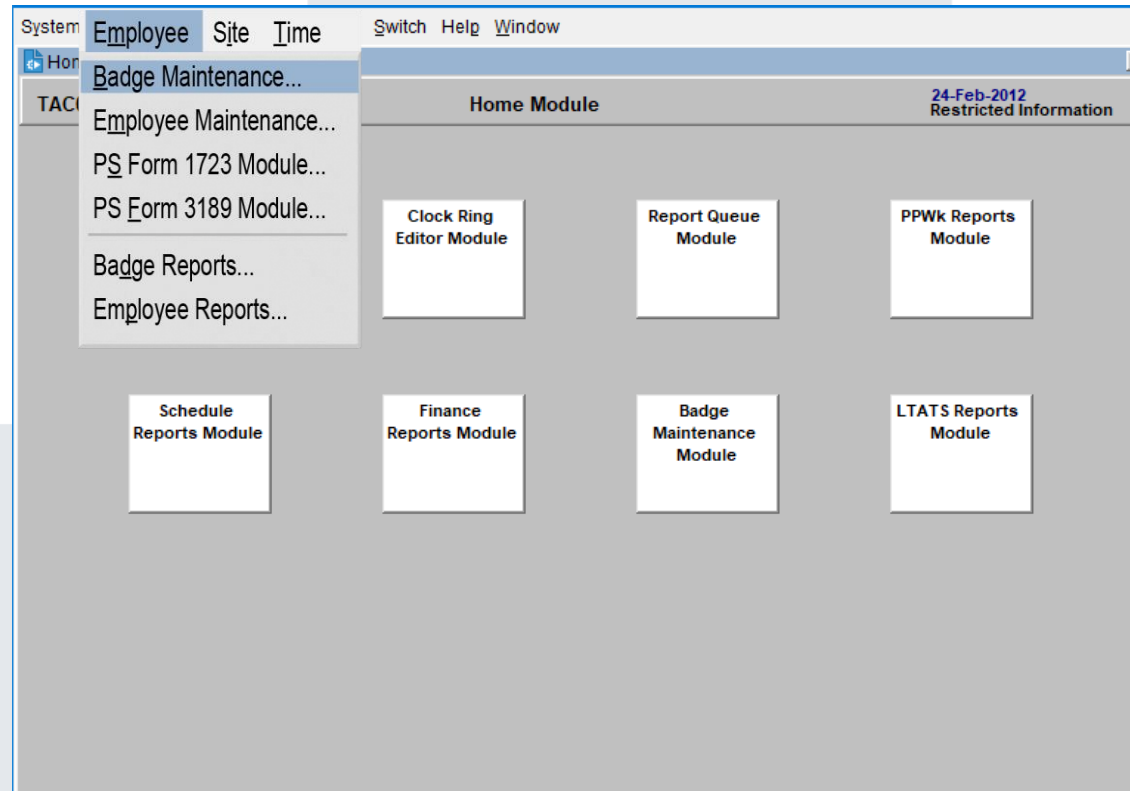


Handbook F-401, Supervisor's Guide to  
Scheduling and Premium Pay

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.

The screenshot displays the 'Badge Maintenance Module' software interface. The window title is 'system Employee Site Time Reports Switch Help Window'. The application title is 'Badge Maintenance Module v4.002'. The date is '24-Feb-2022' and the user is 'Restricted Information'. The 'Badge Request' tab is selected and highlighted with a red box. The interface includes the following sections:

- Employee Indicative Data:** Fields for Employee ID, Name, and Last/First/MI.
- Current Badge Information:** A table with two columns: 'Type 1 Badge (Permanent Regular Badge)' and 'Type 2 Badge (Permanent Authorizer Badge)'. Each column contains fields for Sequence No., Date/Time Assigned, Date/Time Ended, and Badge ID.
- Badge Request History:** A table with columns: Type, Seq#, Qty, Mail FN#, User, Date Requested, and Reason.
- Badge Request Information:** Fields for Type, Reason, Sequence No., Quantity, and Finance No. (highlighted with a red box).

Buttons on the right side include Clear, Find, Add, Delete, End Badge, Save, Close, and Help.

# Badge Types

Badge Types:

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

Select each tile to learn more

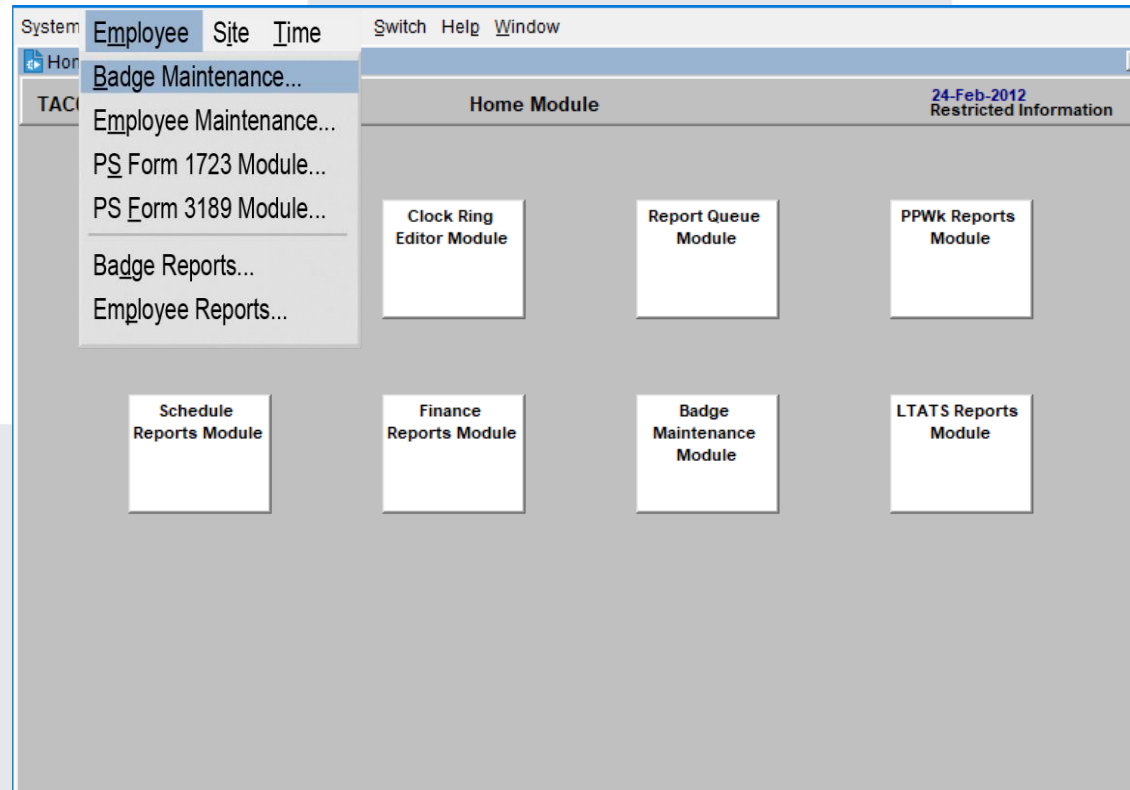
Reasons for Badge Request:

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



# Employee Maintenance Module

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



# Employee Identification Number (EIN)

United States Postal Service - Restricted Information  
System Employee Site Time Reports Switch Help Window  
Employee Maintenance Module v4.014  
TAC500F0 Employee Maintenance Module 24-Feb-2012 Restricted Information

Employee Job Asgn/Wkly (JA/JAS) Daily Varied Schd (JVS) Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: 95674037 Name: CLERKS FTR 001-1 P  
(Last/First/MI)

Start Pay Period: 1991-18-1 Automatic Higher Level Indicator  
Start Date: Borrowed Employee Indicator  
Employee Status: A ACTIVE EMPLOYEE  
City Time Collection: Clock Time Card

Clear  
Find  
Add  
Delete  
Diff Wk/JA  
Save  
Close  
Help

- 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

The screenshot shows the 'Employee Maintenance Module' window for employee ID 95674037. The interface includes a menu bar with 'System', 'Employee', 'Site', 'Time', 'Reports', 'Switch', 'Help', and 'Window'. Below the menu bar, there are tabs for 'Employee', 'Job Asgn/Wkly (JA/JAS)', 'Daily Varied Schd (JVS)', 'Daily Schd (JDS/JOS)', 'Prior Assignments', and 'Leave Information'. The 'Employee' tab is active, displaying the following fields and options:

- Employee ID: 95674037
- Name (Last/First/MI): CLERKS FTR
- Start Pay Period: 1991-18-1
- Start Date: [Empty]
- Employee Status: A ACTIVE EMPLOYEE
- City Time Collection:  Clock  Time Card
- Automatic Higher Level Indicator:
- Borrowed Employee Indicator:

Buttons for 'Clear', 'Find', 'Add', 'Delete', 'Diff Wk/JA', 'Save', 'Close', and 'Help' are also visible.

### 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

United States Postal Service - Restricted Information

System Employee Site Time Reports Switch Help Window

Employee Maintenance Module v4.014

TAC500F0 Employee Maintenance Module 24-Feb-2012 Restricted Information

Employee Job Asgn/Wkly (JA/JAS) Daily Varied Schd (JVS) Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: 95674037 Name: CLERKS FTR 001-1 P

JA Type Code: B

FLSA Exempt: N FLSA Pay Calc Code:

Start Yr/PPWk: 2012-05-2 Emp Type: C Rural Emp Type:

End Yr/PPWk: Finance No: 95-6110 Mixed Service Code: Type EM

Des Act: 11-0 Finance Unit: 0000 Route: 00000

RSC / Suffix: P 0 Pay Location: 110 Tour Hours:

Po Level: 06 LDC: 1100 Work Week Type: 5

Source: Oper / LU: 9050 00 Base Hours: 40.00

DS Hours: 40.00

Work Schedule Rule Hours: 40.00

Weekly Schedule (JAS)

Schedule ID	Rotating Week	Begin Tour	End Tour	Begin Lunch	Lunch Duration	Schedule Type
Primary: 21	1	14.00	22.50	18.00	00.50	P
Holiday (10/4):						

Wk Sched Wk Tot

Type Rule No Wks Description

HR Schedule: L 14003067 1 1 T1-W1-NNNNYY

Clear Find Add Delete Diff Wk/JA Save Close Help

# 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 v4.014  
TAC500F0 Employee Maintenance Module 03-Nov-2021 Restricted Information

Employee Job AsgnWkly (JAJAS) Daily Varied Schd (JVS) Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: [ ] Name: [ ] (LastFirst/MI): [ ] Clear Find Add Delete Diff WKJA

Job Assignment Type Code: **B** Effective Start Date: 2012-05-2

Schedule Rotating	Begin	End	Begin	Lunch	Schedule		
ID	Week	Tour	Tour	Duration	Type		
Primary:	21	1	09.00	18.00	13.00	01.00	P
Holiday (10/4):							

Daily Varied Schedule - Per Wrk Sched Rule

	BT	OL	IL	ET	SDO
SATURDAY	14.00	18.00	18.50	22.50	<input type="checkbox"/>
SUNDAY	14.00	18.00	18.50	22.50	<input type="checkbox"/>
MONDAY	14.00	18.00	18.50	22.50	<input type="checkbox"/>
TUESDAY	14.00	18.00	19.00	23.00	<input type="checkbox"/>
WEDNESDAY	14.00	18.00	19.00	23.00	<input type="checkbox"/>
THURSDAY	14.00	18.00	18.50	22.50	<input checked="" type="checkbox"/>
FRIDAY	14.00	18.00	18.50	22.50	<input checked="" type="checkbox"/>

Sum: 40.00  
Base Hours: 40.00  
DS Hours: 40.00  
Schedule Rule Hours: 40.00

Wk Sched Wk Tot  
Type Rule No Wks Description  
HR Schedule: N NT227655 1 1 T1-W1-YYNNNN

Save Close Help

# 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.

System Employee Site Time Reports Switch Help Window

Employee Maintenance Module v4.016

TAC500F0 Employee Maintenance Module 24 Feb 2012 Restricted Information

Employee Job Asgn/Wkly (JA/JAS) Daily Varied Schd (JVS) Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: 55374073 Name: CLERKS FTR 037-1 P  
 Job Assignment Type Code: B Effective Start Date: 2012-05-2

Out-Of-Schedule Premium will be auto-calculated for hours worked outside of the schedule displayed below for the day(s) the OOS Indicator is checked on the BaseJA Daily Schedule displayed on the left.

Wrk Sched Rule Duty Assignment

BaseJA Daily Schedule (JDS)

	BT	ET	BL	LD	SDO	OOS	Hol	Pay	Act	Orig	Sun	Prem
SATURDAY	14.00	22.50	18.00	00.50		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUNDAY	14.00	22.50	18.00	00.50		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MONDAY	14.00	22.50	18.00	00.50		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	14.00	22.50	18.00	00.50		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	14.00	22.50	18.00	00.50		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	14.00	22.50	18.00	00.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	14.00	22.50	18.00	00.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sum:	40.00											

OOS Premium Schedule (JOS)

	BT	ET	BL	LD	SDO
SATURDAY					<input type="checkbox"/>
SUNDAY					<input type="checkbox"/>
MONDAY					<input type="checkbox"/>
TUESDAY					<input type="checkbox"/>
WEDNESDAY					<input type="checkbox"/>
THURSDAY					<input type="checkbox"/>
FRIDAY					<input type="checkbox"/>
Sum:					

DS Hours 40.00 Base Hours 40.00 Work Schedule Rule Hours 40.00

Buttons: Clear, Find, Add, Delete, Diff WKJA, Save, Close, Help



# 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.

The screenshot shows the 'Employee Maintenance Module' interface for employee TAC500F0. The 'Leave Information' tab is selected. The interface includes a header with the date '24-Feb-2012' and 'Restricted Information'. Below the header, there are tabs for 'Employee', 'Job Asgn/Wkly (JA/JAS)', 'Daily Varied Schd. (JVS)', 'Daily Schd (JDS/JOS)', 'Prior Assignments', and 'Leave Information'. The 'Leave Information' tab is active, displaying various leave-related data and input fields. The data is organized into four columns: Balances, Hours Used (Leave Year), FMLA Creditable Hours (Last 26 PP's), and Wounded Warrior. Each column contains several input fields with numerical values. For example, under 'Balances', 'Annual' is 80.00, 'Sick' is 80.00, 'Advanced Sick' is .00, 'Military' is .00, and 'Donated' is .00. Under 'Hours Used (Leave Year)', 'Annual' is empty, 'Sick' is empty, 'Military' is .00, 'LWOP' is empty, 'SLDC' is empty, and 'FMLA' is empty. Under 'FMLA Creditable Hours (Last 26 PP's)', 'Work Hours' is empty, 'Mil Leave (067)' is empty, 'Mil LWOP (044)' is empty, and 'Total Creditable Hrs' is empty. Under 'Wounded Warrior', 'Prior Yr Balance' is .00, 'Balance Hours' is 16.00, 'Hours Used' is 88.00, and 'End Date' is 2012-12-28. On the right side of the form, there are buttons for 'Clear', 'Find', 'Add', 'Delete', 'Diff Wk/JA', 'Save', 'Close', and 'Help'.

# Navigating to LTATS Entry Module

LTATS  
Entry  
Module

The screenshot displays the 'United States Postal Service - Restricted Information' application window. The menu bar includes 'System', 'Employee', 'Site', 'Time', 'Reports', 'Switch', 'Help', and 'Window'. The 'Time' menu is open, showing options such as 'Clock Ring Editor...', 'PS Form 1017 Module...', 'Timecard Entry...', '1314 Entry...', '1314A Entry...', 'LTATS Entry...', 'PPWk Holds...', 'Clock Ring Reports...', 'PS Form 1017 Reports...', 'Timecard Entry Reports...', 'PPWk Reports...', 'LTATS Reports...', and 'RTACS Reports...'. The 'LTATS Entry...' option is highlighted with a red box. The main interface shows a grid of modules including 'User Maintenance Module', 'Employee Maintenance Module', 'Finance Maintenance Module', 'Clock Ring Editor Module', 'Report Queue Module', 'Badge Maintenance Module', 'Clock Ring Reports Module', 'PPWk Reports Module', and 'PPWk Holds Module'. The date '24-Feb-2012' and 'Restricted Information' are visible in the top right corner.



## 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

The screenshot shows a help interface with two main panels. The left panel, titled "Accommodations and Support", contains four paragraphs of text and a "Help page on Blue" button. The right panel, titled "Course Resources", contains a large empty white box, a "Return" button, and a small blue square icon with a white speaker and an 'X' in the top right corner. A "Click Box (100x100)" label is positioned at the top left of the left panel.

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**Help page on Blue**

**Course Resources**

**Return**

# Navigation

Navigation Instructions

Slide  $$$v\_current$  of 52

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide



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Slide `$$v_current` of 52

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# 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


*TACS Supervisor Training*  
*Module 1: Logging In and Navigating in TACS*

# TIME AND ATTENDANCE COLLECTION SYSTEM

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

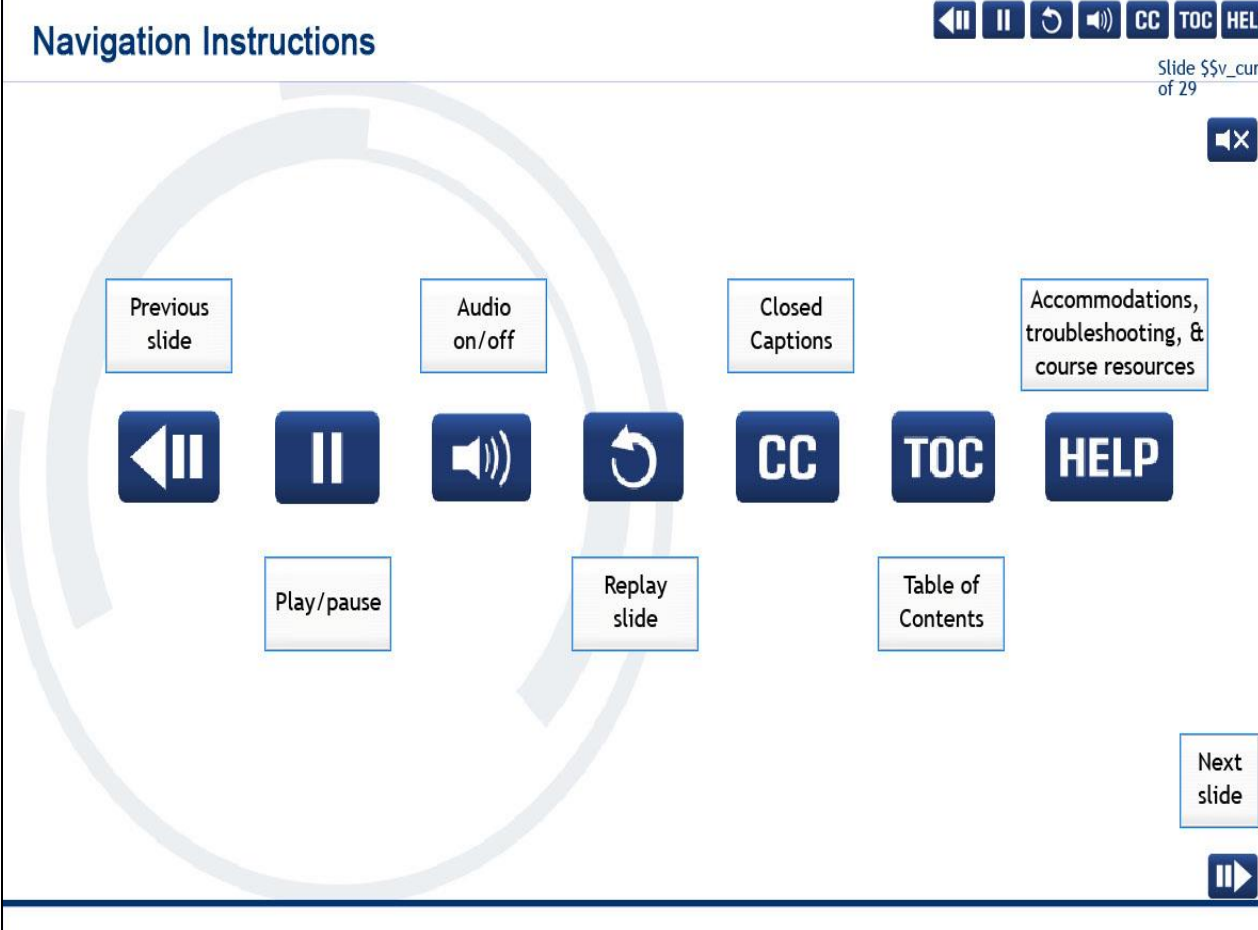
<h3>Accommodations and Support</h3> <p>If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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Slide notes

Slide 3 - Navigation Instructions

Navigation Instructions

Slide \$\$v\_current of 29

The slide content features a large, faint circular graphic in the background. In the center, there are seven dark blue buttons with white icons: a left arrow with a vertical bar, a vertical bar, a speaker with sound waves, a circular arrow, 'CC', 'TOC', and 'HELP'. Each button is accompanied by a light blue text box with a thin border. The text boxes are: 'Previous slide' (top left), 'Audio on/off' (top middle), 'Closed Captions' (top right), 'Accommodations, troubleshooting, & course resources' (top far right), 'Play/pause' (bottom left), 'Replay slide' (bottom middle), and 'Table of Contents' (bottom right).

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

Slide notes



## Slide 4 - User Information

## User Information

Slide \$\$v\_current of 29

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

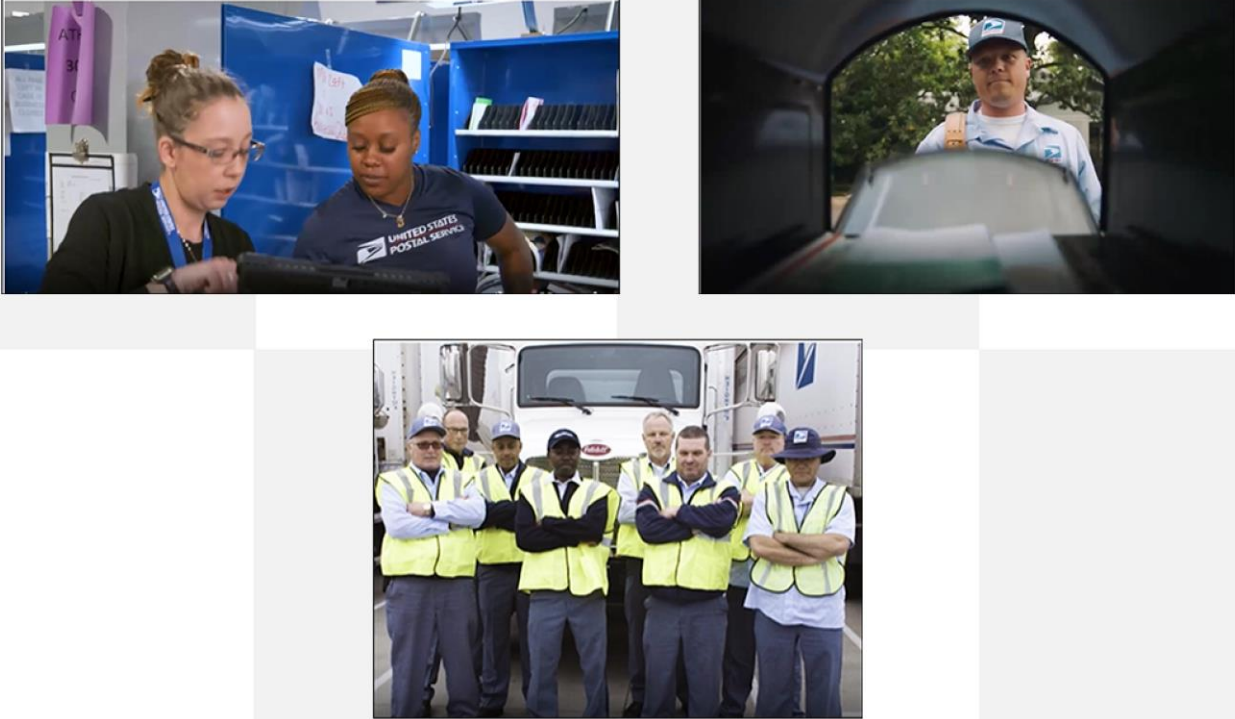
Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes

## Slide 5 - Introduction to Time and Attendance Collection System

>> Introduction to Time and Attendance Collection System ◀ ▶ ↺ 🔊 CC TOC HELP

Slide 0 of 29



The composite image consists of three photographs. The top-left photo shows two women in an office setting; one is wearing a 'UNITED STATES POSTAL SERVICE' shirt. The top-right photo shows a man in a postal uniform and cap standing in the back of a truck. The bottom-center photo shows a group of seven men in postal uniforms and high-visibility vests standing in front of a postal truck.

**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

**Timekeeping References – PolicyNet**

Slide 6 of 29

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
  - Pay Administration and Leave Policies.
- Handbook F-21, *Time and Attendance*
  - Timekeeping policies and procedures.
- Handbook F-401, *Supervisor's Guide to Scheduling and Premium Pay*
  - Guidelines for supervisors.

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

**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

## Overall Course Objectives


Slide \$v\_current of 29




Log in and navigate within the TACS Application.



Identify and utilize essential TACS Modules to ensure proper recording of workhours.



Verify and/or correct employee workhours to ensure correct payment, the first time, every time.



**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

**Module 1 Objectives**

Slide \$\$v\_current of 29

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

-  Access the TACS Home Page.
-  Log in to TACS.
-  Navigate through the System, Help, and Window drop-down menus.



**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

## Accessing TACS

Slide \$\$\_current of 29

From the Bluepage, type TACS in the address bar.

Select Essential Links and scroll down to locate TACS.

Do not create or use shortcuts or favorites to access 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.)

## Accessing TACS (cont.)

Slide \$\$\_current of 29

The screenshot shows the TACS Home page with the following elements:

- Navigation Menu (Left):**
  - TACS Home
  - Start TACS
  - TACS Help Desk
  - PS Form 1723
  - EFEL 2021 References** (highlighted in red)
  - COVID 19 References** (highlighted in red)
  - TACS Documents & Contact Info
  - Contact Us/Report Problem
  - TACS Training
  - Need Access to TACS?
  - Forgot TACS Password?
  - Adjust Pay
  - eRMS Home Page
  - TACS HEBR Page
  - Timekeeping SOP's
  - Virtual Timocard
- Main Content Area:**
  - Time and Attendance Collection System
  - ATTENTION ATTENTION ATTENTION ATTENTION**
  - TACS/eRMS PRD Unix Weekly Patching will be 04/28 - Friday from 03:30am-08:00am (CST).
  - If users have connected to TACS/eRMS server that is getting patched, will get disconnected. Users can re-login without any error.
  - If you need assistance with ARIS and TACS access, please click on **'Need Access to TACS?'** on the left side of the screen and select the appropriate quick reference file for assistance.
  - Forgot your password? Use the web-based **ePasswordReset** to reset your password.
  - Experiencing Problems? Click this link to view **TACS Problem Reporting Procedures**.
  - Restricted Information**
  - WARNING! FOR OFFICIAL USPS ONLY
  - This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. 7 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

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.

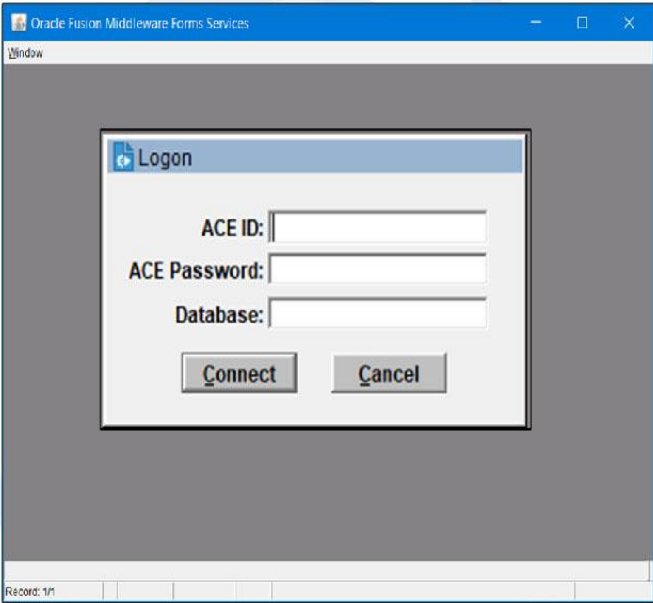
Special Payroll messages are on the TACS home page.

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

## Slide 11 - Logging In to TACS

## Logging In to TACS

Slide \$\$v\_current of 29



- Enter your ACE ID, Password, and Database.
- Select Connect or press <Enter>.

**6**

Unsuccessful attempts will require an ePassword Reset.

**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

**Important – TACS Warning Information**

Slide \$\$v\_current of 29

**USPS Computer System Security**

**United States Postal Service Computer System**  
**WARNING!**  
**FOR OFFICIAL USE ONLY ...**

This is a US Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and/or criminal prosecution under the US Criminal Code (Title 18 USC 1030).

All info on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system.

Any authorized or unauthorized use of this computer system signifies consent to and compliance with Postal Service policies and their terms.

**I agree with these conditions**      **I do not agree with these conditions**

**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

## Navigating in TACS

Slide \$v\_current of 29

United States Postal Service - Restricted Information

System Employee Site Time Reports Switch Help Window

USPS Time and Attendance Collection v4.003

TAC005F0 Home Module 24-Feb-2023 Restricted Information

Clock Ring Reports Module	Clock Ring Editor Module	Report Queue Module	PPWk Reports Module
Schedule Reports Module	Finance Reports Module	Badge Maintenance Module	LTATS Reports Module

Navigation icons: Previous, Play, Refresh, Volume, CC, TOC, HELP

- 8 Drop-Down Menus.
- Shortcut Buttons on the Home Module screen.
- Employee, Time, and Reports drop-down menus used the most.

Next slide icon

**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.

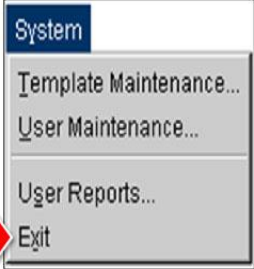
Most of your time will be spent in the Employee, Time, and Reports drop-down menus.

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

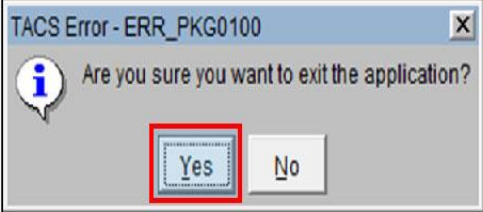
**System Menu - Exiting TACS**

Slide \$v\_current of 29




The screenshot shows a 'System' menu with the following options: Template Maintenance..., User Maintenance..., User Reports..., and Exit. A red arrow points to the 'Exit' option.

---



The screenshot shows a dialog box titled 'TACS Error - ERR\_PKG0100' with the message 'Are you sure you want to exit the application?' and 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

- Select Exit under the System menu.
- Select Yes to exit 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

The screenshot shows a presentation slide titled "Help Menu". On the left side, there is a list of three bullet points:

- Provides information on available topics.
- Organized by Topic Name.
- Keyword Search Available.

On the right side, a dropdown menu is open, showing the following options:

- Help
- Contents
- Display Error
- Show Keys...
- Button Short Cuts...
- About TACS...
- Calendar

The slide includes navigation controls at the top right (back, pause, refresh, volume, CC, TOC, HELP) and a status bar at the bottom right indicating "Slide \$v\_current of 29".

**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

## Help Menu - Contents

◀ ⏸ ↺ 🔊 CC TOC HELP

Slide \$\${v}\_current of 29

Help

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

- Provides information on available topics.
- Organized by topic name.
- Keyword search available.

Contents
Index
>>

## Contents

The Time and Attendance Collection System (TACS) application Help contains

For more information, click on the Help Topics below:

- [Overview](#)
- [Introduction](#)
- [Main Menu](#)
- [Help](#)
- [Advanced Help Topics](#)
- [Glossary](#)

For Help on Help, Press <F1>.

▶

**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

## Help Menu - Show Keys and Button Short Cut Keys

Slide \$v\_current of 29



Function	Key
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Duplicate Field	Shift+F5
Duplicate Record	Shift+F8
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F11
Function 2	Shift+Ctrl+F12
Function 3	Shift+Ctrl+F13
Function 4	Shift+Ctrl+F14
Function 5	Shift+Ctrl+F15
Function 6	Shift+Ctrl+F16
Function 7	Shift+Ctrl+F17
Function 8	Shift+Ctrl+F18
Insert Record	Ctrl+Down
List of Values	Ctrl+L
List of Values	F9
List Tab Pages	F2
Module Defined Key	F6
Next Field	Tab
Next Primary Key	Shift+F7
Next Set of Records	Shift+F9
Previous Field	Shift+Tab
Print	Ctrl+P
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Update Record	Ctrl+U

Button Name	Short-Cut
Clear	Alt-I
Find	Alt-f
Add	Alt-a
Delete	Alt-d
Change	Alt-h
Save	Alt-s
Close	Alt-c
Help	Alt-p
Duplicate	Alt-u
Calc	Alt-l
PreProc	Alt-o
Job Assgn	Alt-g
Add -CANCEL	Alt-n
Change -CANCEL	Alt-n
Next Emp	Alt-n
Conv Table	Alt-o
Run	Alt-u
Diff Wk/JA	Alt-w
Add All Fin	Alt-n
Force Save	Alt-v

Two lists of keyboard shortcuts:

- Show Keys.
- Button Shortcuts.

Slide notes

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

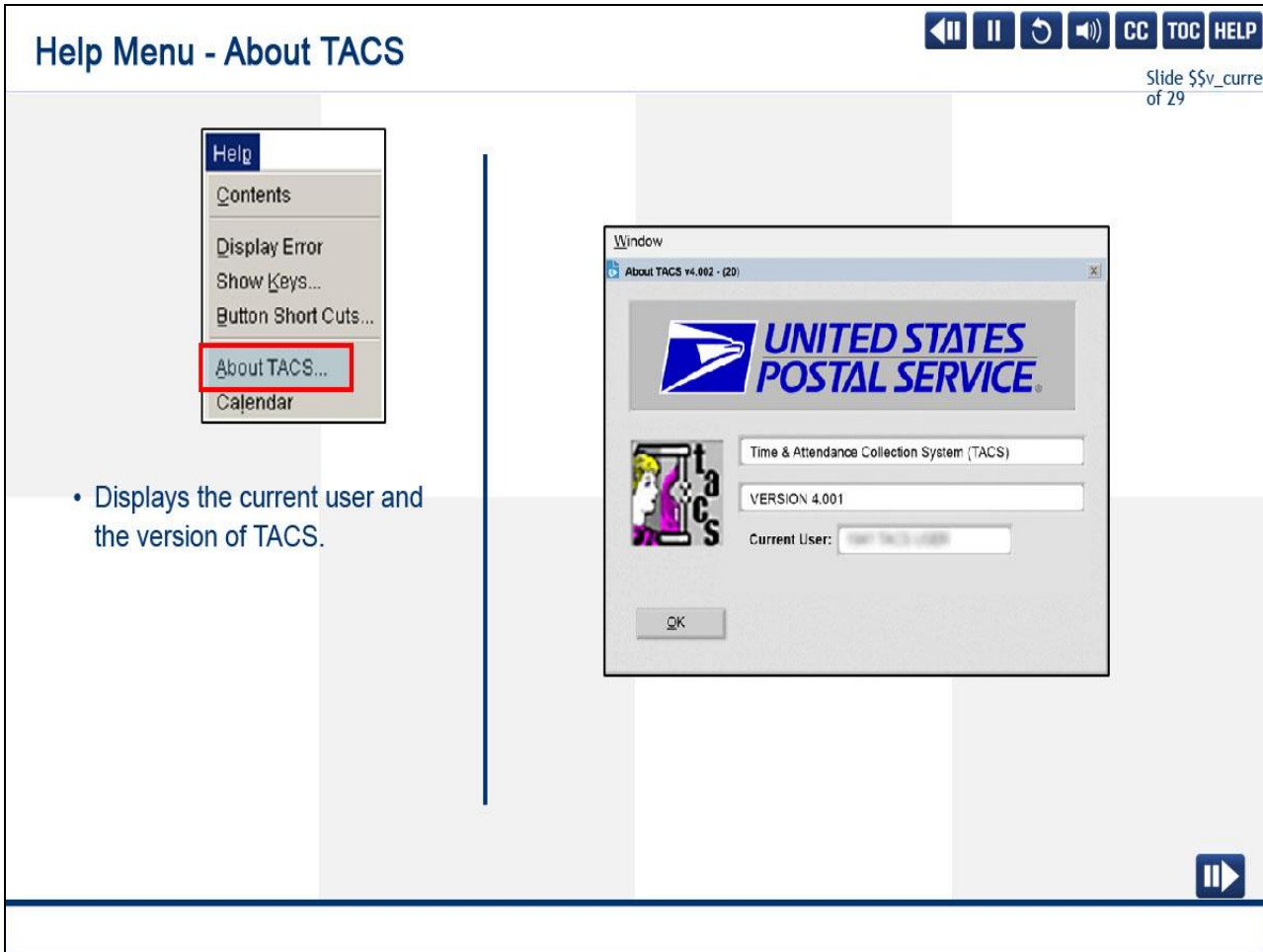
They are Show Keys and Button Shortcuts.

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

Help Menu - About TACS

Slide \$v\_current of 29



The screenshot shows a presentation slide titled "Help Menu - About TACS". On the left, a Help menu is open, with the "About TACS..." option highlighted by a red rectangle. To the right, a dialog box titled "About TACS v4.002" is displayed. The dialog box features the United States Postal Service logo at the top, followed by the text "Time & Attendance Collection System (TACS)", "VERSION 4.001", and "Current User: [redacted]". An "OK" button is at the bottom of the dialog box. The slide also includes navigation icons at the top right and a "Next" button at the bottom right.

- Displays the current user and the version of TACS.


Slide notes

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


Slide 19 - Help Menu - Calendar

### Help Menu - Calendar

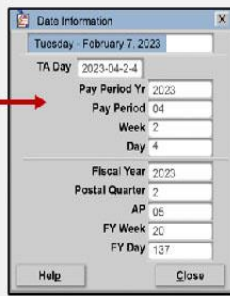
Slide \$\${v}\_current of 29



- Displays past, current, and future months and years.
- Colors reflect breaks between pay periods.
- Provides information for the specific date selected.



Select a date.



Information displays.

Select Info.

**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

## Additional Tools

Slide \$v\_current of 29

Hint Text is found on the left-side bottom bar and assists you in completing your work.

You are not allowed to update here.

Record: 1/1

Examples:

- “You are not allowed to update here.”
- “Invalid Punch Date/Time.”
- “Enter a valid Local Unit.”

Pop-Up Error Window appears as you attempt to perform the following actions for clock rings or data that contain invalid entries:

- Save.
- Add.
- Modify.
- Input.

**Stop**

✘ Invalid Employee ID or EIN.

OK

**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

The screenshot shows a presentation slide titled "Window Menu". On the left, there are three bullet points: "Maximum of 6 TACS Modules open at the same time.", "Ability to toggle between open screens.", and "Most recently viewed module is designated by a black dot on the left." On the right, a "Window" menu is open, listing six modules. The "Schedule Reports Module v2.005" is highlighted with a red box and a red arrow pointing to a black dot on its left side. The menu also includes options for "Cascade", "Tile Horizontally", and "Tile Vertically". The slide has a navigation bar at the top right with icons for back, forward, search, and other controls, and a footer with a play button icon.

**Window Menu**

- Maximum of 6 TACS Modules open at the same time.
- Ability to toggle between open screens.
- Most recently viewed module is designated by a black dot on the left.

**Window**

- Cascade
- Tile Horizontally
- Tile Vertically
- 1 USPS Time and Attendance Collection v2.008
- 2 Clock Ring Editor Module v2.021
- 3 Employee Maintenance Module v2.016
- 4 Employee Reports Module v2.008
- 5 Clock Ring Reports Module v2.006
- 6 Schedule Reports Module v2.005

**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

**Knowledge Check Instructions**



Slide \$\$v\_current of 29

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

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

Good Luck!

**Start**



Slide notes

## Slide 23 - Knowledge Check 1 of 6

## Knowledge Check 1 of 6



Slide 23 of 29



TACS data is considered sensitive. Which response below is not true?

Select the best answer.

- A. Every effort must be made to safeguard TACS access and information.
- B. TACS access is restricted.
- C. TACS contains Personally Identifiable Information (PII).
- D. User ID and password are not required.

## Slide notes

Slide 24 - Knowledge Check 2 of 6

## Knowledge Check 2 of 6



Slide \$v\_curre  
of 29

The TACS home page contains many helpful links. Which link would be your first recourse to resolve a problem with the Time and Attendance Collection System?



Select the best answer.

- A. ACS Training Database.
- B. Start TACS.
- C. TACS Help Desk.
- D. TACS Document and Contact Info.

Slide notes

Slide 25 - Knowledge Check 3 of 6

### Knowledge Check 3 of 6



Slide \$v\_curre  
of 29



Which choice below is one of the preferred ways to navigate in TACS?

Select the best answer.

- A. Tab between menus.
- B. Use shortcut keys.
- C. Use the 8 drop-down menus on the Home Module screen.
- D. Use your mouse to select the module you want to open.

Slide notes

Slide 26 - Knowledge Check 4 of 6

### Knowledge Check 4 of 6



Slide \$\${v}\_current  
of 29

What is the maximum number of TACS Modules that can be open at the same time?

Select the best answer.



- A. 3.
- B. 4.
- C. 6.
- D. 8.

Slide notes

Slide 27 - Knowledge Check 5 of 6

## Knowledge Check 5 of 6



Slide \$v\_current  
of 29

From which drop-down menu in TACS can you access the postal calendar?

Select the best answer.



- A. Employee.
- B. Help.
- C. System.
- D. Time.

Slide notes



Slide 28 - Knowledge Check 6 of 6

## Knowledge Check 6 of 6



Slide \$v\_current of 29



Where can you find the Additional Tool “Hint Text”?

Select the best answer.

- A. Bottom bar on the left of the screen.
- B. Bottom bar on the right of the screen.
- C. Top bar on the left of the screen.
- D. Top bar on the right of the screen.

Slide notes



Slide 29 - Summary

**Summary**

Slide \$\$v\_current of 29

In this module, you learned how to:

- Access the TACS Home Page.
- Log in to TACS.
- Navigate through the System, Help, and Window drop-down menus.



**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

## Module 1 Completion

◀ TOC HELP

Slide \$\$v\_current  
of 29

🔊

You have completed Module 1: Logging In and Navigating in TACS.

Please return to the learning portal and review Modules 2 through 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

## Slide notes


Slide 1 - Welcome

The slide features a dark blue background with a central image of a hand pointing at a large, semi-transparent clock. To the left of the clock is a grid of icons: a bar chart, a truck, an envelope, a person silhouette, a telephone, a target, gears, a calendar, a plus sign, a magnifying glass, and a group of people. In the top right corner, there is a control bar with icons for play/pause, refresh, volume, and buttons labeled 'CC', 'TOC', and 'HELP'. The text on the slide reads: 'TACS Supervisor Training', 'Module 2: The Employee Menu', and 'TIME AND ATTENDANCE COLLECTION SYSTEM' in large, bold, white letters.

Slide notes

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

Slide 2 - Help

<h3>Accommodations and Support</h3> <p>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.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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Slide notes

Slide 3 - Navigation Instructions

### Navigation Instructions

Slide \$\$v\_current of 49

The slide features a central area with several navigation and control buttons, each with a corresponding label in a light blue box. The buttons are arranged in two rows. The top row includes: a 'Previous slide' button (left arrow and pause icon), an 'Audio on/off' button (speaker icon), a 'Closed Captions' button (CC), and an 'Accommodations, troubleshooting, & course resources' button (HELP). The bottom row includes: a 'Play/pause' button (pause icon), a 'Replay slide' button (refresh icon), a 'Table of Contents' button (TOC), and a 'Next slide' button (right arrow and play icon). A large, faint circular arrow graphic is visible in the background. In the top right corner, there is a small speaker icon with an 'X' over it. The top right of the slide also contains a set of navigation icons: a left arrow, a pause icon, a refresh icon, a speaker icon, and buttons for CC, TOC, and HELP.

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

Slide notes

## Slide 4 - User Information

## User Information

Slide \$v\_current of 49

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes


Slide 5 - Module 2 Objectives

## Module 2 Objectives

◀ ⏸ ↺ 🔊 CC TOC HELP


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Time Badge



Obtain a time badge for an employee.

Employee Maint




Navigate in the Employee Maintenance Module.

Activate

Out-of-Schedule  
Premium  
Indicator


Activate the Out-of-Schedule (OOS) Premium Indicator.

Leave Balances



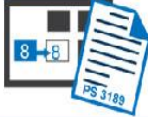
View employee leave balances and usage.

Assignment



Create PS Form 1723, *Assignment Order*.

Temporary Change



Create PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience*.

▶

**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

## Badge Maintenance Module

Slide \$v\_current of 49

- In this module and upcoming modules, you will be asked to select various buttons and options on the screen.
- Select Employee drop-down menu.
- Select Badge Maintenance.

**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

## Badge Request Tab

Slide \$\${v}\_current of 49

Capability:

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

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

## Types of Badges

◀ ⏸ ↺ 🔊 CC TOC HELP

Slide \$v\_current of 49

**Badge Types:**

- Type 1 – Career and Noncareer Badge (Employee).
- Type 2 – Authorizer Badge (Supervisor).

**Reasons for Badge Requests:**

New hire

Lost badge

Replacement badge

Duplicate badge

Select each tile to learn more. Once all are selected, the Next button will appear.

▶

**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

### Accessing the Employee Maintenance Module

Slide \$v\_current of 49

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

The screenshot displays a software application window titled 'United States Postal Service - Restricted Information'. The menu bar includes 'Employee', 'Site', 'Time', 'Reports', 'Switch', 'Help', and 'Window'. A dropdown menu is open under 'Employee', with 'Employee Maintenance...' highlighted. A red callout box with the text 'Select Employee Maintenance.' and a red arrow points to this menu item. The main interface area is titled 'Home Module' and contains several module buttons: 'Reports Module', 'Editor Module', 'Report Queue Module', 'PPWk Reports Module', 'Schedule Reports Module', 'Finance Reports Module', 'Badge Maintenance Module', and 'LTATS Reports Module'. The date '24-Feb-2023' and 'Restricted Information' are visible in the top right corner of the application window.

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

## Employee Maintenance Module

Slide \$\$v\_curren of 49

System Employee Site Time Reports Switch Help Window

Employee Maintenance Module v4.023 - (10)

TAC500F0 Employee Maintenance Module 22-Jul-2023 Restricted Information

Employee
Job Assgn/Wkly (JA/JAS)
Daily Varied Sched (JVS)
Daily Sched (JDS/JOS)
Prior Assignments
Leave Information

Employee ID:  Name:

Start Pay Period:   Automatic Higher Level Indicator

Start Date:   Borrowed Employee Indicator

Employee Status:

City Time Collection:  Clock  Time Card

- Contains information for each Employee in TACS.
- Updated daily, except Sunday.
- The Employee Maintenance Module has six tabs.

**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:

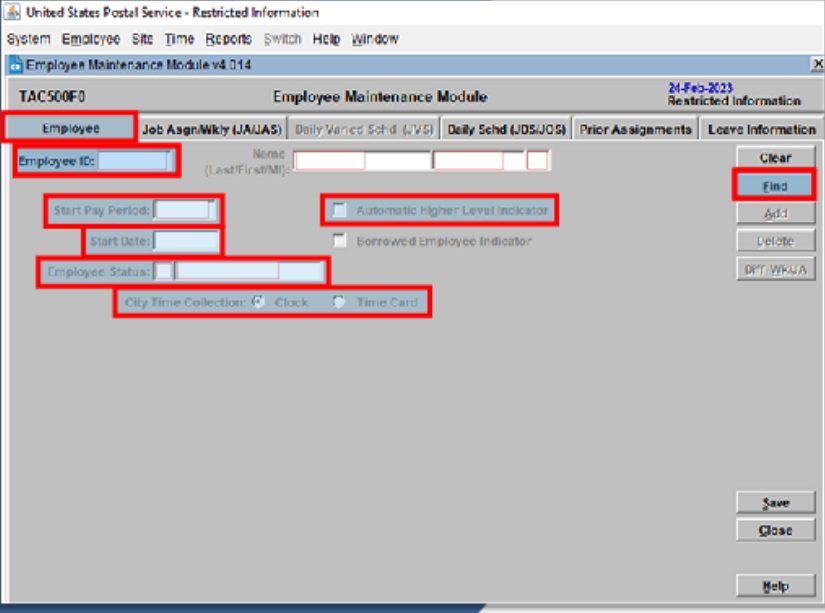
Employee, Job Assignment or Weekly Schedule (JA/JAS), Daily Varied Schedule (JVS),

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

Slide 11 - Employee Tab

Employee Tab

Slide \$\${currentSlide} of 49



**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 from 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.

Select each tile to learn more. Once all are selected, the Next button will appear.

**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

Job Asgn/Wkly (JA/JAS) Tab

Slide \$v\_current of 49

**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

**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

### Daily Varied Schedule (JVS) Tab

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of 49

⏪ ⏸ ↺ 🔊 CC TOC HELP

- 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 v4.014
03-Nov-2023  
Restricted Information

TAC500F0 Employee Maintenance Module
Job Asgn/Wkly (JA/JAS) **Daily Varied Schd (JVS)** Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: 95674037
Name: CLERKS FTR 001-1 P
Clear

Job Assignment Type Code: B
Effective Start Date: 2023-05-2
Find

Schedule Rotating	Begin	End	Begin	Lunch	Schedule
ID	Week	Tour	Tour	Lunch	Duration
Primary: 21	1	14.00	22.50	18.00	1.00 P
Holiday (104):					

Daily Varied Schedule - Per Wk Sched Rule

	BT	OL	IL	ET	SDO
SATURDAY	14.00	18.00	18.50	22.50	<input type="checkbox"/>
SUNDAY	14.00	18.00	18.50	22.50	<input type="checkbox"/>
MONDAY	14.00	18.00	18.50	22.50	<input type="checkbox"/>
TUESDAY	14.00	18.00	19.00	23.00	<input type="checkbox"/>
WEDNESDAY	14.00	18.00	19.00	23.00	<input type="checkbox"/>
THURSDAY	14.00	18.00	18.50	22.50	<input checked="" type="checkbox"/>
FRIDAY	14.00	18.00	18.50	22.50	<input checked="" type="checkbox"/>

Sum: 40.00
Base Hours: 40.00

DS Hours: 40.00
Schedule Rule Hours: 40.00

Save  
Close  
Help

**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

Daily Schedule (JDS/JOS) Tab

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

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

### Prior Assignments Tab

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- 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.

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

## Leave Information Tab

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**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.

The screenshot shows the 'Employee Maintenance Module' interface for employee TAC500F0. The 'Leave Information' tab is selected. The interface displays various leave categories and their balances. The 'Military' and 'Donated' fields are highlighted with red boxes, both showing a balance of 00. Other categories include Annual, Sick, Advanced Sick, FMLA Creditable Hours, and Wounded Warrior.

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.

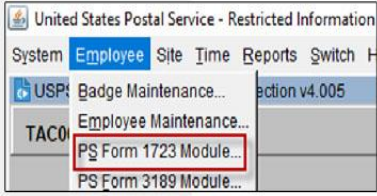
The Leave Information tab concludes instruction on the Employee Maintenance Module.

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

## Slide 17 - PS Form 1723 Module

## PS Form 1723 Module

Slide \$\$\_current of 49



View, create, or cancel PS Form 1723, *Assignment Order*, using the Employee drop-down menu and selecting PS Form 1723 Module.

Assignment Order policy can be found in the Employee Labor Relations Manual.

### Frequency

- The length of time a form can be issued to be valid.
- Form is valid up to 180 days. A new form is required for assignments exceeding 180 days.

### Approvals

- List who can approve assignment orders.
- Manager/supervisor instructing the employee to work the new directed assignment is responsible for ensuring a fully complete PS Form 1723 is generated.

### Signatures

- Lists what signatures are required for a valid PS Form 1723.
- Supervisor and 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 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.

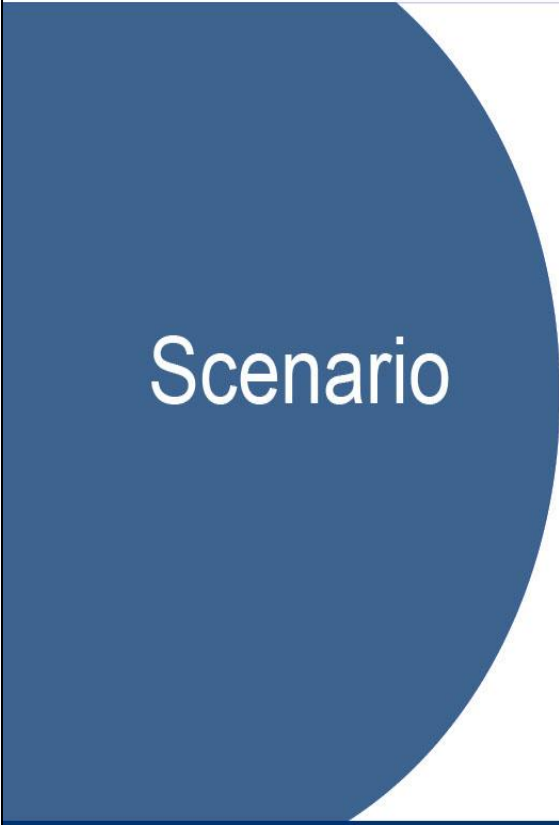
The manager or supervisor and the employee are required to sign the PS Form 1723.

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



## Create Temporary Assignment Scenario

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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 will be taking on a New Directed Assignment to cover the supervisor during this absence.



**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

Start TACS

Slide \$v\_current of 49

From the TACS Home Page, select Start TACS.

The screenshot shows the 'Blue United States Postal Service' website. The navigation bar includes 'Home', 'My Work', 'My Life', and 'Inside USPS'. The left sidebar is titled 'JACS Home' and lists various links. The 'Start TACS' link is highlighted with a red box and a red arrow. A red callout box with the text 'Select Start TACS.' is positioned over the link. The main content area contains a warning about system patching and a 'Need Access to TACS?' link.

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

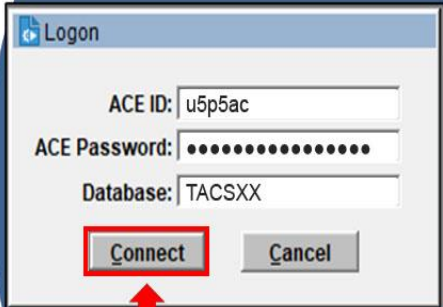
**Logging In**

Slide \$v\_current of 49

Enter ACE ID, ACE Password, and TACS Database name.

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

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



The screenshot shows a 'Logon' dialog box with three input fields: 'ACE ID' containing 'u5p5ac', 'ACE Password' which is masked with dots, and 'Database' containing 'TACSXX'. Below the fields are two buttons: 'Connect' and 'Cancel'. The 'Connect' button is highlighted with a red rectangular box. A red arrow points upwards from a callout box containing the text 'Select Connect.' to the 'Connect' button.

**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

**Warning Message**

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Read the Warning Message, then select "I agree with these conditions" when you are ready to proceed.



USPS Computer System Security

United States Postal Service Computer System  
WARNING!  
FOR OFFICIAL USE ONLY ...

This is a US Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and/or criminal prosecution under the US Criminal Code (Title 18 USC 1030).

All info on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system.

Any authorized or unauthorized use of this computer system signifies consent to and compliance with Postal Service policies and their terms.

I agree with these conditions

I do not agree with these conditions

Select "I agree with these conditions."

Slide notes

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

Slide 22 - JavaScript

JavaScript

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Starting TACS 12c...

Connected to eagnmmep242e...

- Select "Run" on the JavaScript pop-up.

Do you want to run this application?

Name: **TACS-eRMS**

Publisher: USPS Code Signing 2022 SHA2

Location: https://tacs.usps.gov

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

Do not show this again for apps from the publisher and location above

[More Information](#) **Run** Cancel

Select Run.

Slide notes

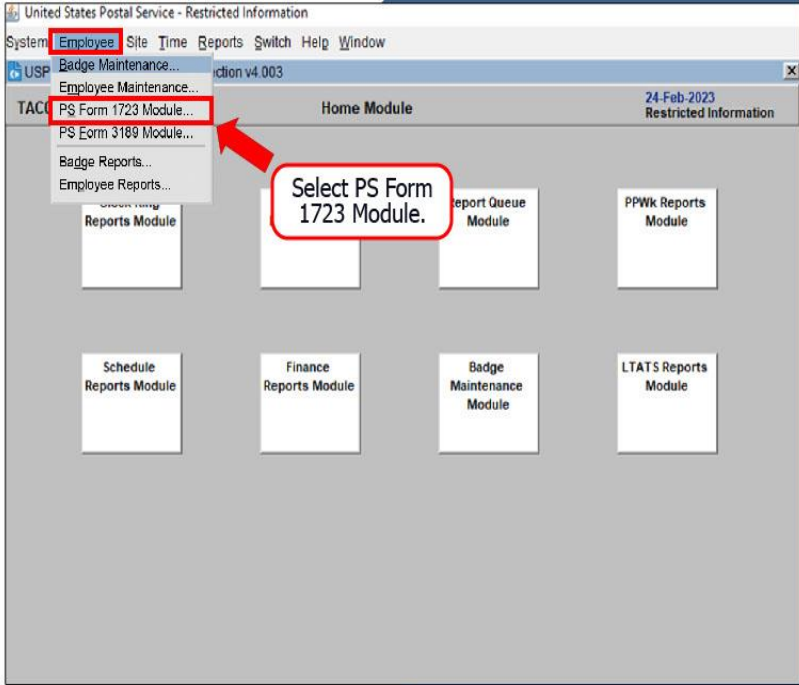
When the JavaScript pop-up appears, select "Run."

Slide 23 - Accessing the 1723 Module

### Accessing the 1723 Module

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Select the drop-down for Employee and select PS Form 1723 Module.



The screenshot displays the TACS (United States Postal Service - Restricted Information) interface. At the top, there is a navigation bar with 'Employee', 'Site', 'Time', 'Reports', 'Switch', 'Help', and 'Window' menus. Below this is a browser window showing the TACS application. A red box highlights the 'Employee' menu, which is open, showing options like 'Badge Maintenance...', 'PS Form 1723 Module...', 'PS Form 3189 Module...', 'Badge Reports...', and 'Employee Reports...'. A red arrow points from a callout box containing the text 'Select PS Form 1723 Module.' to the 'PS Form 1723 Module...' option in the menu. The main interface area shows a grid of modules including 'Reports Module', 'Report Queue Module', 'PPWk Reports Module', 'Schedule Reports Module', 'Finance Reports Module', 'Badge Maintenance Module', and 'LTATS Reports 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

### Employee ID (EID) Part 1

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Enter the Employee ID (EID)  
and select <Enter> to search for  
the employee.

The screenshot shows a software interface window titled "PS Form 1723 Module v4.014 - (20)". At the top, there is a menu bar with "System", "Employee", "Site", "Time", "Reports", "Switch", "Help", and "Window". Below the menu bar, the window title is "PS Form 1723 Module v4.014 - (20)". The main content area has a header "TAC510F0 PS Form 1723 Module" and a date "24-Feb-2023" with "Restricted Information" below it. There are two tabs: "Prior 1723s" and "PS-Form 1723". Below the tabs, there are input fields for "Employee ID" (highlighted with a red box) and "Name (Last/First/MI)", along with a "Reset Sort" button. To the right of these fields are buttons for "Clear", "Find", and "Add". Below the input fields is a table with columns: "Start Y:PPWk", "End Y:PPWk", "Y:PPWk", "Y:PPWk", "DA", "RSC", "Suffix", "Lvl", "Hire Fin", "Detailed Position", and "Process Comments". A red arrow points to the "Y:PPWk" column header, and a red box below it says "Select <Enter>.". To the right of the table is a vertical toolbar with buttons: "Change", "Print", "Cancel 1723", "Email", "Create JA", "View", "Save", "Close", and "Help". At the bottom of the window are navigation buttons "<<" and ">>".

**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

# Employee ID (EID) Part 2

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

The screenshot shows the 'PS Form 1723 Module' window. At the top, there are menu options: System, Employee, Site, Time, Reports, Switch, Help, Window. The window title is 'PS Form 1723 Module v4.014 - (20)'. The main header area displays 'TAC510F0' and 'PS Form 1723 Module' with a date of '24-Feb-2023' and 'Restricted Information'. Below this, there are search fields for 'Employee ID' (containing '90071097') and 'Name (Last/First/MI):' (containing 'CLERKS FTR 001-1 P'). A 'Reset Sort' button is also present. A table with columns 'Y:PPWK', 'Y:PPWK', 'D/A', 'RSC', 'Suffix', 'Lvl', 'Hire Fin?', 'Detailed Position', and 'Process Comments' is shown. On the right side, there is a vertical toolbar with buttons: 'Clear', 'Find' (highlighted with a red box), 'Add', 'Change', 'Print', 'Cancel 1723', 'Email', 'Create JA', 'View', 'Save', 'Close', and 'Help'. Navigation arrows are at the bottom.

**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

### Employee ID (EID) Part 3

Slide \$v\_current of 49

The history of any prior PS Forms 1723 is listed.

Select Add to begin a new PS Form 1723.

YrPPWk	YrPPWk	D/A	RSC	Suffix	Lvl	Hire Fin#	Detailed Position	Process Comments
--------	--------	-----	-----	--------	-----	-----------	-------------------	------------------

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

## 1723 Entries

Slide \$\$\_current of 49

Scenario:

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

Full-Time Regular (FTR) City Carrier, EIN 90071097, was notified on 2/08/2023 that they will be taking on a New Directed Assignment to cover the supervisor during this absence.

The screenshot shows the 'PS Form 1723 Module' interface. Key fields are highlighted with red boxes:

- Employee ID:** 90071097
- Supervisor Name:** CITY CARRIER FTR
- Start Date:** 02/11/2023
- End Date:** (empty field)
- Temp JA:**

**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

### Enter Assignment Information

Slide \$v\_curr of 49

Select Save.

PS Form 1723 Module v4.014 - (20)

TAC510F0 PS Form 1723 Module 24-Feb-2023 Restricted Information

Prior 1723s PS Form 1723

Employee ID 90071097 Last Name: CITY CARRIER FTR First MI 001-1 Q Position Title CARRIER (CITY)

Hire Fin#	TZ	D/A	LDC	OPN	LU	RSC	Suffix	Lvl	Type	P/L	FLSA	ID	Wk	BT	OL	IL	ET	Route
90-0110	CT	13-4	2100	7220	00	Q	0	01	C	134	N	22	5	07.00	11.00	11.50	15.50	00001

Duty Fin# TZ 90-0110 CT

Emp New Directed Assignment Assignment Start/End RSC E or V to E or V

Covered	New Position Title	Start Date	Time	End Date	Time	H / L Start Date
90076025	SUPV CUSTOMER SERVICE	02/11/2023	14.00	02/24/2023	22.50	

Hire Fin# TZ D/A LDC OPN LU RSC Suffix Lvl Type P/L ID Wk BT OL IL ET Route

90-0110	CT	09-0	1000	9280	00	E	0	17	S	090	12	1	14.00	18.00	18.50	22.50	00000	Variable Sch
---------	----	------	------	------	----	---	---	----	---	-----	----	---	-------	-------	-------	-------	-------	--------------

Duty Fin# TZ 90-0110 CT

Location Any Town USA - 110

H/L Auth Method Auto H/L Daily Auth Temp JA 1230-C

Pending Form 50 Auto Clock Rings Auto Lunch FLSA Exempt to Nonexempt

Supervisor Name MANNY GER Supy Signature Date 02/11/2023

Employee Signature Date 02/08/2023

Employee Signature Date 02/11/2023

Justification for Detail (This button NOT for Variable Schedule)

Activate Auto Clock Rings.

Buttons: Clear, Find, Add, Change, Print, Cancel 1723, Email, Create JA, View, Save, Close, Help

Select Save.

Slide notes

Once your entries are complete, select Save.

Slide 29 - Print PS Form 1723

### Print PS Form 1723



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Then select Print.

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

Hire Fin#	TZ	D/A	LDC	OPN	LU	Suffix	Lvl	Type	P/L	FLSA	ID	Wk	BT	OL	IL	ET	Route	
90-0110	CT	13-4	2100	7220	00	Q	0	01	C	134	N	22	5	07.00	11.00	11.50	15.50	00001

Emp	New Directed Assignment	Assignment Start/End	RSC	E or V to E or V
90076025	SUPV CUSTOMER SERVICE	02/11/2023 14.00 - 02/24/2023 22.50		

#### Slide notes

Then select Print.

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

Slide 30 - Enter Assignment Information Cont.

### Enter Assignment Information Cont.

Slide \$\$v\_current  
of 49

Select OK on the  
Report Submitted  
pop-up.

PS Form 1723 Module v4.014 - (20)

TAC510F0 PS Form 1723 Module 24-Feb-2023 Restricted Information

Prior 1723s PS Form 1723

Employee ID 90071097 Last Name: CITY CARRIER FTR First MI 001-1 Q Position Title CARRIER (CITY)

Hire Fin#	TZ	D/A	LDC	OPN	LU	Suffix	Lvl	Type	P/L	FLSA	ID	Wk	BT	OL	IL	ET	Route
90-0110	CT	13-4	2100	7220	00	Q	0	01	C	134	N	22	5	07.00	11.00	15.50	00001

Duty Fin# TZ 90-0110 CT

Emp New Directed Assignment Covered New Position 90076025 SUPV CUSTOMER SERVICE

Hire Fin#	TZ	D/A	LDC	OPN	LU
90-0110	CT	09-0	1000	9280	00

Duty Fin# TZ 90-0110 CT

Location Any Town USA - 110

H/L Auth Method Auto H/L Daily Auth

Temp JA

Pending Form 50  Auto Clock Rings  Auto Lunch  FLSA Exempt to Nonexempt  N

Supervisor Name BER

Supy Signature Date 02/11/2023

Employee Notified Date 02/08/2023

Employee Signature Date 02/11/2023

Justification for Detail (This button NOT for Variable Schedules)

Activate Auto Clock Rings.

Report Submitted. Check Report Queue

OK

Select OK.

Slide notes

The Report Submitted pop-up displays.

Select OK.

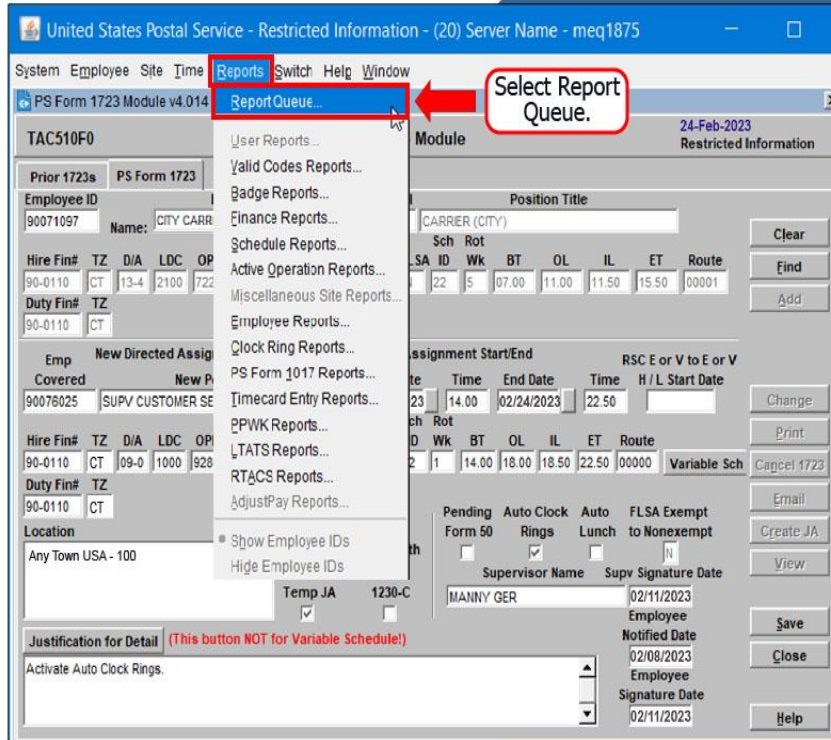
Slide 31 - Select Report Queue

### Select Report Queue

Slide \$\$\_current of 49

Select the Reports drop-down menu.

Then 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

# Report Queue Module

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of 49

Once the status shows Complete, select View to open the document.

Report Name	Start Date/Time	End Date/Time	Status
PS Form 1723	07/22/2023 17:23:56	07/22/2023 17:23:56	Complete
Adjustment Type	07/21/2023 21:02:57	07/21/2023 21:02:59	Complete
Trans Detail	07/21/2023 21:02:31	07/21/2023 21:02:33	Complete
Trans Detail	07/20/2023 13:10:35	07/20/2023 13:10:37	Complete
Trans Detail	07/20/2023 13:07:26	07/20/2023 13:07:28	Complete
Trans Detail	07/20/2023 11:22:38	07/20/2023 11:22:41	Complete

### Slide notes

Highlight your document and select View to open.

Slide 33 - Completing a PS Form 1723

# Completing a PS Form 1723

Slide \$v\_current of 49

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 1723 Module and select the Create JA button.

**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)

### Create Job Assignment (JA)

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From the PS  
Form 1723  
Module, select  
Create JA.

PS Form 1723 Module v4.014 - (20)

TAC510F0 PS Form 1723 Module 24-Feb-2023 Restricted Information

Prior 1723s PS Form 1723

Employee ID 90071097 Last Name: CITY CARRIER FTR First MI 001-1 Q Position Title CARRIER (CITY)

Hire Fin#	TZ	D/A	LDC	OPN	LU	Suffix	RSC	Lvl	Type	P/L	FLSA	ID	Wk	BT	OL	IL	ET	Route
90-0110	CT	13-4	2100	7220	00	Q	0	01	C	134	N	22	5	07.00	11.00	11.50	15.50	00001

Duty Fin# TZ 90-0110 CT

Emp New Directed Assignment Assignment Start/End RSC E or V to E or V

Covered	New Position Title	Start Date	Time	End Date	Time	H / L Start Date
90076025	SUPV CUSTOMER SERVICE	02/11/2023	14.00	02/24/2023	22.50	

Hire Fin# TZ D/A LDC OPN LU Suffix RSC Lvl Type P/L ID Wk BT OL IL ET Route

90-0110	CT	09-0	1000	9280	00	E	0	17	S	090	12	1	14.00	18.00	18.50	22.50	00000	Variable Sch
---------	----	------	------	------	----	---	---	----	---	-----	----	---	-------	-------	-------	-------	-------	--------------

Duty Fin# TZ 90-0110 CT

Location Any Town USA - 110

H/L Auth Method Auto H/L Daily Auth Temp JA 1230-C

Pending Form 50 Auto Clock Rings Auto Lunch FLSA Exempt to Nonexempt

Supervisor Name MANNY GER Supv Signature Date 02/11/2023

Employee Signature Date 02/11/2023

Notified Date 02/08/2023

Employee Signature Date 02/11/2023

Justification for Detail (This button NOT for Variable Schedule!) Activate Auto Clock Rings.

Buttons: Clear, Find, Add, Change, Print, Cancel 1723, Email, **Create JA**, Save, **Select Create JA.**, Help

Slide notes

From the PS Form 1723 Module, select Create JA.

Slide 35 - Create Job Assignment (JA) Cont.

### Create Job Assignment (JA) Cont.

Slide \$Sv\_curr  
of 49

Select OK to certify a signed copy is filed locally.

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 notes**

The Create JA pop-up displays.

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

Select OK.

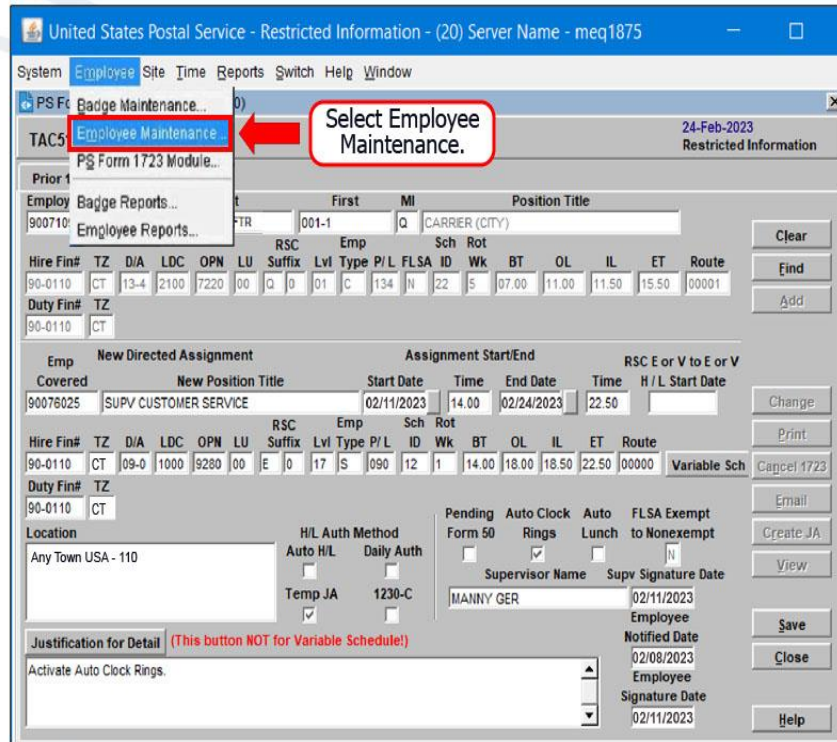
Note: Only users with the Supervisor Role in TACS can select the Create JA button to create the Temporary Job Assignment that will reflect automatically in the Employee Maintenance Module.

Slide 36 - Validating Temporary Job Assignment in Employee Maintenance

### Validating Temporary Job Assignment in Employee Maintenance

Slide \$v\_current of 49

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



Emp	Covered	New Position Title	Start Date	Time	End Date	RSC E or V to E or V
90076025		SUPV CUSTOMER SERVICE	02/11/2023	14.00	02/24/2023 22.50	

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

## Validating Temporary Job Assignment - Enter Employee ID

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of 49

⏪ ⏸ ↺ 🔊 CC TOC HELP

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

**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.

Validating Temporary Job Assignment -  
Enter Employee ID Cont.

Slide \$v\_curr  
of 49

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

Select the Job Asgn/Wkly (JA/JAS) tab.

Slide notes

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

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

### Validate in the Job Assign/Wkly (JA/JAS) Tab

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of 49

Validate successful completion of the job assignment in the Job Assign/Wkly (JA/JAS) tab.

United States Postal Service - Restricted Information  
System Employee Site Time Reports Switch Help Window

Employee Maintenance Module v3.022

TAC500F0 Employee Maintenance Module 24-Feb-2023 Restricted Information

Employee Job Assign/Wkly (JA/JAS) Daily Varied Schd (JVS) Daily Schd (JDS/JOS) Prior Assignments Leave Information

Employee ID: 90071097 Name: City Carrier FTR 001 -1 Q

(Multiple Job Assignments for the YrPPWk)

JA Type Code: T FLSA Exempt: N FLSA Pay Calc Code: 1261  
Start YrPPWk: 2023-05-1 Emp Type: C Rural Emp Type: Auto Lunch  
End YrPPWk: 2023-05-02 Finance Nu: 90-0110 Mixed Service Code: Type EM Var EAS Ind  
Des Act: 09-0 Finance Unit: 0000 Route: 0000 Daily Varied Schd  
RSC: C Pay Location: 000 Tour Hours: CRE Leave  
PO Level: 17 LDC: 1000 Work Week Type: S FT Flex  
Source: PS1723 Oper/LU: 923 00 Base Hours: 40.00 MTF  
DS Hours: 40.00  
Work Schedule Rule Hours: 40.00

Weekly Schedule (JAS)

Schedule ID	Rotating Week	Begin Tour	End Tour	Begin Lunch	Lunch Duration	Schedule Type
Primary: 12	1	14.00	22.50	18.00	00.50	P

Holiday (10/4):

Wk Sched Type	Rule	Wk No	Tot Wks	Description
HR Schedule: L	07006034	1	1	T1-W1-MNYNNN

Buttons: Clear, Find, Add, Delete, Diff Wk/JA, X-REF, Save, Close, Help

Slide notes

On the employee's Job Assign/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 41 - PS Form 1723

PS Form 1723

Slide \$v\_current of 49

For guidance on how to navigate the PS Form 1723 Module, 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.

UNITED STATES POSTAL SERVICE		TACS 20		Assignment Order	
<b>Instructions - (Please Provide a Copy to the Employee)</b>					
<b>Purpose:</b> 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. <b>Frequency:</b> Form is valid up to 6 months (180 days). A new form is required for assignments exceeding 180 days, or subject to local management direction.					
<b>Approvals:</b> 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.)					
<b>Signatures:</b> 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 Doc.					
<b>Current Assignment</b>					
To (Name)		Position Title			
001-1 CITY CARRIER FTR		CARRIER (CITY)			
Home Institution		Employee ID			
00-0110		20071007			
Employee Official Tour		SCHEDULED DAYS OFF			
Begin Tour	End Tour	<input type="checkbox"/> Saturday	<input type="checkbox"/> Monday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Friday
Lunch Out	Lunch Return	<input type="checkbox"/> Sunday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Thursday	Sch ID : 22 Rel WK : 5
DesAct Code	LOC	OPBCLU	Rate Schedule	Level	Pay Location
154	2100	7220-00	C	21	124
FLSA		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			
<b>New Directed Assignment</b>					
Position Title		FLSA Worksheet (if temporary assignment includes hours outside of paid FLSA work week, enter FLSA work week and send copy to FLSA coordinator)			
DUFY CUSTOMER SERVICES		<input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday			
DesAct Code	LOC	OPBCLU	Rate Schedule	Level	Pay Location
090	1000	8220-00	C	17	000
FLSA Exempt to Nonexempt Position		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Location (use exact website, if route, give number)		Employee type			
Any Town USA - 110		<input checked="" type="checkbox"/> Bargaining Unit Employee - Justify by Wednesday of week preceding change (NA required for clerk craft if cascaded to a nonbargaining position) <input type="checkbox"/> Nonbargaining Unit Employee - Provide 4 days notice			
Finance Number	General Ledger Number				
00-0110					
<input type="checkbox"/> Associated travel expenses are authorized		Higher Level Authorization Method			
		<input type="checkbox"/> Ask Higher Level <input type="checkbox"/> Daily Authorization <input type="checkbox"/> Temporary Job Assignment <input type="checkbox"/> Timesheet 1750-C			
Employee Assignee Tour		SCHEDULED DAYS OFF			
Begin Tour	End Tour	<input type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Friday
Lunch Out	Lunch Return	<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Thursday	Sch ID : 12 Rel WK : 1
Assignment Start Date	2/11/2023	Assignment End Date	2/24/2023	Start Date for RSC E or V to E or V Higher Level (if days after assignment start date)	Date (MM/DD/YYYY)
Time	14:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Time	22:50	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
Supervisor Name (Print)	MANNY GER		Supervisor Signature	Date (MM/DD/YYYY)	
Employee Signature	Date (MM/DD/YYYY)		Justification for Detail Assignment	Actual Accrual Days	
001-1 City Carrier FTR	2/08/2023			3/11/2023	
Date Employee Was Notified (MM/DD/YYYY)	2/08/2023				

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.

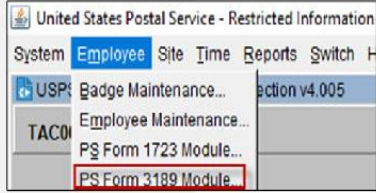
Contact the TACS Help Desk if additional guidance is needed.



Slide 42 - PS Form 3189 Module

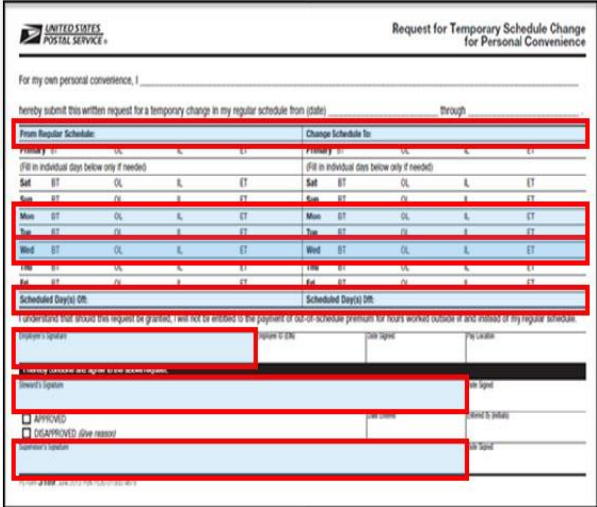
## PS Form 3189 Module

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United States Postal Service - Restricted Information  
System **Employee** Site Time Reports Switch H  
USPS Badge Maintenance... ection v4.005  
TACO Employee Maintenance...  
PS Form 1723 Module...  
**PS Form 3189 Module...**

Request for Temporary Schedule Change for Personal Convenience policy can be found in the Employee Labor Relations Manual.



UNITED STATES POSTAL SERVICE® Request for Temporary Schedule Change for Personal Convenience

For my own personal convenience, I \_\_\_\_\_ hereby submit this written request for a temporary change in my regular schedule from (date) \_\_\_\_\_ through \_\_\_\_\_

From Regular Schedule				Change Schedule To			
Primary	ST	OL	ET	Primary	ST	OL	ET
(fill in individual days below only if needed)							
Sat	ST	OL	ET	Sat	ST	OL	ET
Sun	ST	OL	ET	Sun	ST	OL	ET
Mon	ST	OL	ET	Mon	ST	OL	ET
Tue	ST	OL	ET	Tue	ST	OL	ET
Wed	ST	OL	ET	Wed	ST	OL	ET
Thu	ST	OL	ET	Thu	ST	OL	ET
Fri	ST	OL	ET	Fri	ST	OL	ET

Scheduled Days Off: \_\_\_\_\_ Scheduled Days Off: \_\_\_\_\_

I understand that should this request be granted, I will not be entitled to the payment of out-of-schedule premiums for hours worked outside of and instead of my regular schedule.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Union official's signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED (give reason) \_\_\_\_\_  
 DISAPPROVED (give reason) \_\_\_\_\_

PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience*, can be created and canceled by using the Employee drop-down menu and selecting the PS Form 3189 Module.

Valid Form Requires Three Signatures:

- Requesting employee.
- Union official in corresponding bargaining craft.
- Employee's supervisor or manager.

**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

PS Form 3189-E



Slide \$v\_current of 49

The PS Form 3189 module can be used to view, create, and cancel a PS Form 3189-E, *Request for Temporary Schedule Change for Personal Convenience for EAS Employees*.

It is used by EAS employees to request a temporary schedule change for personal convenience.

Valid Form Requires Two Signatures:

- Requesting Employee.
- Employee's Supervisor/Manager.

The PS Form 3189 Quick Reference Guide and Overview Video are found on the TACS Help Desk website.

**UNITED STATES POSTAL SERVICE**

**Request for Temporary Schedule Change for Personal Convenience for EAS Employees**

For my own personal convenience, I \_\_\_\_\_ hereby submit this written request for a temporary change in my regular schedule from (date) \_\_\_\_\_ through \_\_\_\_\_.

From Regular Schedule:				Change Schedule To:					
Primary	BT	OL	IL	ET	Primary	BT	OL	IL	ET
(Fill in individual days below only if needed)				(Fill in individual days below only if needed)					
Sat	BT	OL	IL	ET	Sat	BT	OL	IL	ET
Sun	BT	OL	IL	ET	Sun	BT	OL	IL	ET
Mon	BT	OL	IL	ET	Mon	BT	OL	IL	ET
Tue	BT	OL	IL	ET	Tue	BT	OL	IL	ET
Wed	BT	OL	IL	ET	Wed	BT	OL	IL	ET
Thu	BT	OL	IL	ET	Thu	BT	OL	IL	ET
Fri	BT	OL	IL	ET	Fri	BT	OL	IL	ET

Scheduled Day(s) Off: \_\_\_\_\_

Scheduled Day(s) Off: \_\_\_\_\_

I understand that should this request be granted, I will not be entitled to the payment of non-bargaining rescheduling premium for hours worked outside of and instead of my regular schedule.

Employee's Signature	Employee ID (EIN)	Date Signed	Pay Location
<input type="checkbox"/> APPROVED		Date Entered	Entered By (Initials)
<input type="checkbox"/> DISAPPROVED (Give reason)			
Supervisor's Signature		Date Signed	

PS Form 3189-E, May 2019 PSN 7520-11-000-6028



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

**Knowledge Check Instructions**



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

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

Good Luck!

**Start**



Slide notes

Slide 45 - Knowledge Check 1 of 4

## Knowledge Check 1 of 4

Slide \$v\_curre  
of 49

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).

Slide notes

Slide 46 - Knowledge Check 2 of 4

## Knowledge Check 2 of 4



Slide \$v\_curre  
of 49

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

Select the best answer.



- A. Employee Maintenance Module – Daily Schedule (JDS/JOS) tab.
- B. Prior Assignment tab.
- C. PS Form 1723 Module.
- D. PS Form 3189 Module.

Slide notes

## Slide 47 - Knowledge Check 3 of 4

## Knowledge Check 3 of 4

Slide \$\$v\_curr  
of 49

Which document is required when a manager or supervisor instructs an employee to work a new directed assignment?



Select the best answer.

- A. PS Form 50, *Notification of Personnel Action.*
- B. PS Form 1723, *Assignment Order.*
- C. PS Form 3189, *Request for a Temporary Schedule Change for Personal Convenience.*
- D. PS Form 3971, *Request for or Notification of Absence.*

## Slide notes

Slide 48 - Knowledge Check 4 of 4

## Knowledge Check 4 of 4



Slide \$Sv\_curre  
of 49

Whose signatures are required for a valid PS Form 3189, *Request for Temporary Schedule Change for Personal Convenience*?



Select the best answer.

- A. Union official and employee's supervisor or manager.
- B. Facility Manager and union official.
- C. Facility Manager and employee's supervisor or manager.
- D. Union official, requesting employee, and employee's supervisor or manager.


Slide notes

Slide 49 - Module 2 Summary


## Module 2 Summary

Slide \$v\_current of 49

**Time Badge**



**Employee Maint.**




**Activate**


Out-of-Schedule

Premium Indicator


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.


**Assignment**





**Temporary Change**





**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

## Module 2 Completion

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You have completed Module 2: The Employee Menu.

Please return to the learning portal and review Modules 3 through 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

## Slide notes

Slide 1 - Welcome



The slide features a dark blue background with a hand pointing at a large, semi-transparent clock face. To the left of the clock is a grid of 12 white icons: a bar chart, a truck, an envelope, a person silhouette, a telephone, a target, gears, a calendar, a plus sign, a magnifying glass, and a group of people. In the top right corner, there is a navigation bar with icons for pause, refresh, volume, and buttons labeled 'CC', 'TOC', and 'HELP'. The text on the slide is as follows:


*TACS Supervisor Training*  
*Module 3: The Big Four (Reports)*

# TIME AND ATTENDANCE COLLECTION SYSTEM

Slide notes

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

Slide 2 - Help

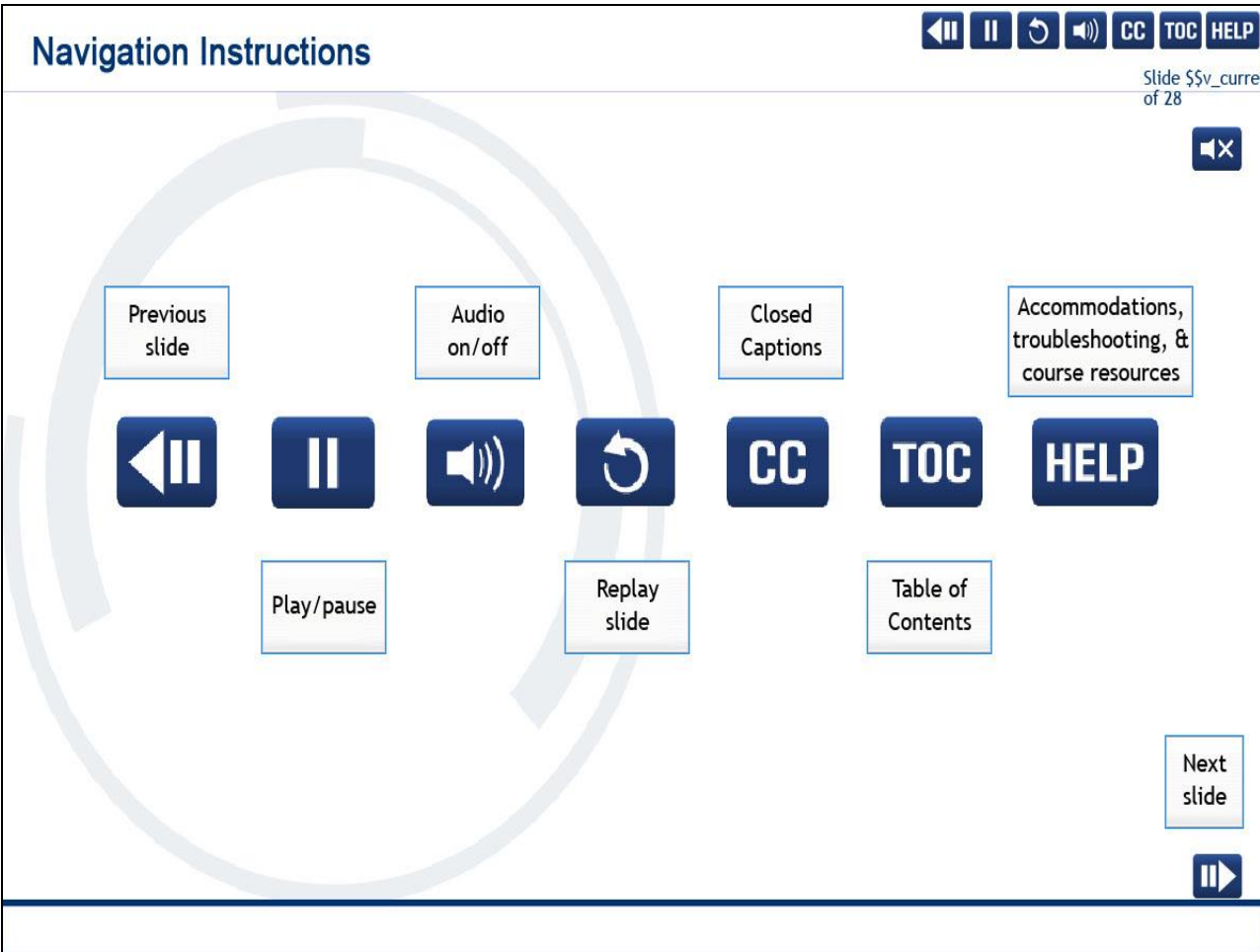
<h3>Accommodations and Support</h3> <p>If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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Slide notes

Slide 3 - Navigation Instructions

Navigation Instructions

Slide \$\$v\_current of 28



The slide features a large, light blue circular graphic in the background. In the center of this graphic, there are seven dark blue buttons with white icons: a left arrow with a vertical bar, a vertical bar, a speaker with sound waves, a circular arrow, 'CC', 'TOC', and 'HELP'. Surrounding these buttons are text labels in light blue boxes: 'Previous slide' (top left), 'Audio on/off' (top center), 'Closed Captions' (top right), 'Accommodations, troubleshooting, & course resources' (far top right), 'Play/pause' (bottom left), 'Replay slide' (bottom center), and 'Table of Contents' (bottom right). A 'Next slide' button with a right arrow and vertical bar is located at the bottom right. A small speaker icon with an 'X' is in the top right corner. The top right corner also contains a row of small navigation icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker with sound waves, and 'CC', 'TOC', 'HELP' buttons.

Slide notes

## Slide 4 - User Information

## User Information

Slide \$v\_current of 28

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes

Slide 5 - Module 3 Objectives

**Module 3 Objectives**

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of 28

-  Identify the Big Four Reports and their importance.
-  Set parameters to run reports.
-  Locate where to view and print reports.
-  Define how to use the reports to identify and correct employee's time.



**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

## TACS Reports

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TACS reports assist us in our efforts to ensure employees are paid accurately and timely every pay period.

They help to avoid costly and preventable payroll adjustments as well as ensure that various workhour reports for the prior day are accurately reflected.

The Big Four:

- Clock Ring Error Report.
- Missing Time Report.
- Missing 091 Transaction Report.
- Daily Hours Report.

**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

TACS Reports Menu

Slide \$v\_current of 28

- Select Reports to view the drop-down menu.
- Select Clock Ring Reports to begin.

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

## TACS Report Parameters

Slide \$\$\_current of 28

- Finance Number.
- Pay Location.
- YrPPWk.
- Default Settings:
  - Week Period.
  - Page Breaks.
  - Error Level Selection.
  - Summary.
  - Output.

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.

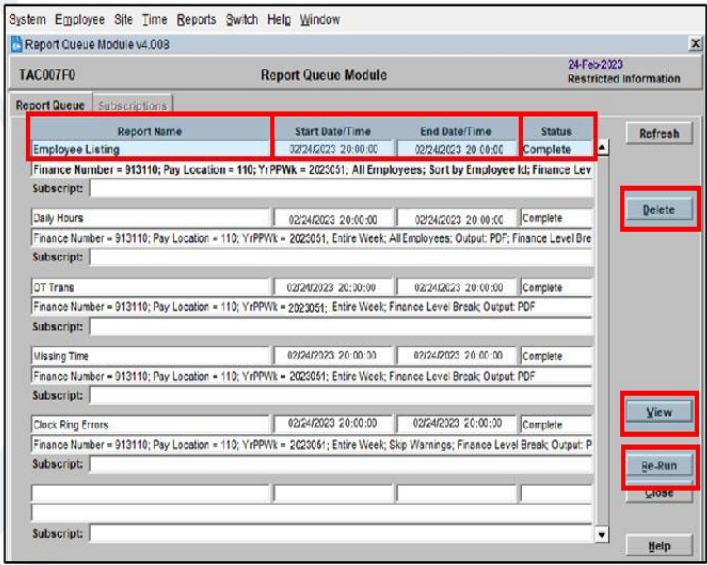
Slide 9 - The Report Queue Part 1

## The Report Queue Part 1

Slide \$v\_current of 28

**Report Display:**

- Report Name.
- Start and End Times.
- Status.



**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

## The Report Queue Part 2

Slide \$v\_current of 28

Select each tile to learn more about the status of a report. Once all are selected, the Next button will appear.

Enqueued

Running

Complete

**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:

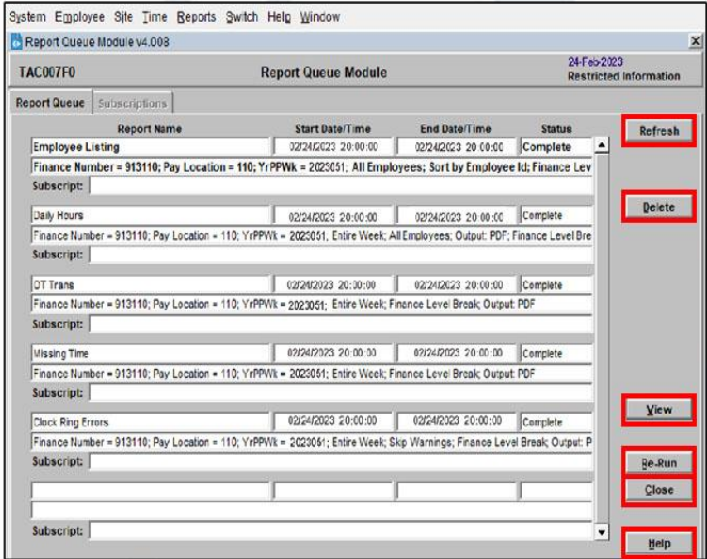
Select each tile to learn more about the status of a report.


## Slide 11 - The Report Queue Part 3

## The Report Queue Part 3

Slide \$\$\_current of 28

Select each button to learn its function. Once all are selected, the Next button will appear.





**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

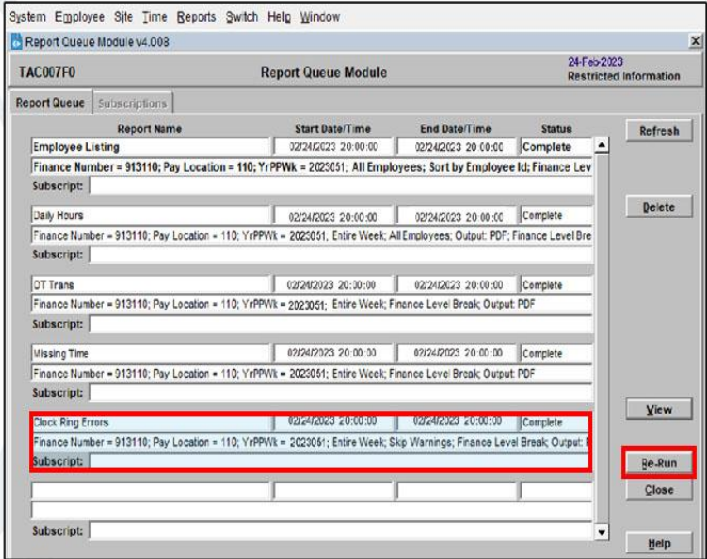
The Report Queue Part 4

Slide \$v\_current of 28

Generated reports 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.

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



The screenshot shows the 'Report Queue Module' window. It contains a table with the following columns: Report Name, Start Date/Time, End Date/Time, and Status. The 'Clock Ring Errors' report is highlighted in red, and the 'Re-Run' button next to it is also highlighted in red. Other reports in the queue include 'Employee Listing', 'Daily Hours', 'OT Trans', 'Missing Time', and 'Finance Number = 913110; Pay Location = 110; YrPPWk = 2023051; All Employees; Sort by Employee ID; Finance Lev'. The interface also includes buttons for 'Refresh', 'Delete', 'View', 'Close', and 'Help'.

**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

## Report Subscriptions

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## Subscription(s):

- Is an option on report parameters screens.
- Are listed on the Subscription tab in the Report Queue Module.
- Can create reports for current service week or previous service week.

The screenshot shows the 'Clock Ring Reports Module' interface. The window title is 'United States Postal Service - Restricted Information - (10) Server Name: mep242c'. The main title is 'Clock Ring Reports Module v4.012 - (10)'. The date is '22-Jul-2023' and the user is 'Restricted Information'. The interface includes several sections for report parameters:

- Finance Numbers:** Radio buttons for 'All' and 'List', a dropdown menu, and a 'Range' field.
- Finance Units:** Radio buttons for 'All' and 'List', a dropdown menu, and a 'Range' field.
- Pay Locations:** Radio buttons for 'All' and 'List', a dropdown menu, and a 'Range' field.
- Y/PPW(Online & Archive):** Radio buttons for 'Single' and 'Range', with a date field showing '2023-18-1'.
- Week Period:** Radio buttons for 'Entire Week', 'Saturday', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'.
- Page Breaks:** Checkboxes for 'Finance Level' and 'Finance/Sub-Unit'.
- PFC\_Option:** Radio buttons for 'List' and a dropdown menu.
- Error Level Selection:** Radio buttons for 'Detailed Reporting', 'Skip Deleted Rings', 'Skip Warnings', 'Skip Non-Scheduled BT/ET', and 'Minimal Reporting'.
- Summary:** Checkboxes for 'Totals Only', 'Report Totals', 'PercentTotal', and 'Area/Region PercentTotal'.

On the right side, there are buttons for 'Clear', 'Find', 'Add', 'Delete', 'Output as' (with options for PDF, HTML, CSV), 'Rpt Queue', 'Subscribe' (highlighted with a red box), 'Run', 'Close', and 'Help'.

## 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

## The “Big Four” Reports - The First Three

Slide \$v\_curr of 28

**Clock Ring Reports:**

- Clock Ring Error Report.
- Missing Time Report.
- Missing 091 Transaction Report.

**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

## The Clock Ring Error (CRE) Report

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- Reports Module defaults to Clock Ring Error Report.
- Run first, daily.
- Resolve clock ring errors before running any other reports.
- Always run report by "Entire Week."
- Once set, parameters remain set for Missing Time and OT Transaction Reports.

**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.

### Clock Ring Error (CRE) Report Cont.

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of 28

- Review "Message" column for fatal errors.
- Correct errors you can easily correct.
- Rerun report to check for desired effect.

**Report:** TAC800R1 v4 003  
**YPPWk:** 2023-45-1  
**Fin. #:** 33-0115

Restricted USPS T&A Information  
**SOUTH FLORIDA-115**  
Clock Ring Error Report

**User ID:** G33001  
**Date:** 02/24/23  
**Time:** 08:00 PM  
**Page:** 1

Weekly

**Sub-Unit:** 0000      **Error Level:** Skip Warnings

Employee ID	Employee Last Name	F	M	Base I	Base I	Base DIA	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
33071117	CITY CARRIER FTR	0	0	15.4	00	N	07.00	15.00	S-MTW-F	0.50		

Date	Time	Transaction	Amount	Message(s)	Oper/LU	Route	Input Auth.	Date	Time	Delete Auth.	Date	Time
02/11	07:00	BEGIN TOUR		Has 05:00 needs 02:00	7220-00	000001			00:00			00:00
02/11	08:00	OPERATION MOVE		(F)Not Full Day On Clock	7210-00	000001			00:00			00:00
02/11	13:50	END OF TOUR		(F)Not Full Day On Clock	7220-00	000001			00:00			00:00
02/13	07:00	BEGIN TOUR		Fatal Error	7220-00	000001			00:00			00:00
02/13	07:05	BEGIN TOUR		(F)Duplicate Begin Tour	7220-00	000001			00:00			00:00
02/13	09:00	OPERATION MOVE		Fatal Error	7210-00	000001			00:00			00:00
02/13	15:25	OPERATION MOVE		Fatal Error	7220-00	000001			00:00			00:00
02/13	15:50	END OF TOUR		Fatal Error	7220-00	000001			00:00			00:00
02/14	06:50	BEGIN TOUR		(W)NonScheduled Begin Tour	7220-00	000001			00:00			00:00
02/14	09:00	OPERATION MOVE		(F)Operation Turned Off	0020-00	000001			00:00			00:00
02/14	15:25	OPERATION MOVE		Fatal Error	7220-00	000001			00:00			00:00
02/14	15:58	END OF TOUR		Fatal Error	7220-00	000001			00:00			00:00
02/15	07:05	BEGIN TOUR		Has 07:30 needs 00:10	7220-00	000001			00:00			00:00
02/15	09:00	OPERATION MOVE		(F)Not Full Day On Clock	7210-00	000001			00:00			00:00
02/15	15:25	OPERATION MOVE		(F)Not Full Day On Clock	7220-00	000001			00:00			00:00
02/15	15:45	END OF TOUR		(F)Not Full Day On Clock	7220-00	000001			00:00			00:00
02/17	07:00	BEGIN TOUR		Fatal Error	7220-00	000001			00:00			00:00
02/17	09:00	OPERATION MOVE		Fatal Error	7210-00	000001			00:00			00:00
02/17	15:25	OPERATION MOVE		(F)LU Turned Off	7220-99	000001			00:00			00:00

**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

## Missing Time Report

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of 28

◀ ▶ ↺ 🔊 CC TOC HELP

- Located in second tab under Clock Ring Reports.
- Run second, daily.
- Review and resolve missing time.
- Captures data only for career employees.

**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.

Missing Time Report Cont.

Slide \$v\_current of 28

**Error Messages:**

- Less Than 8 Hours Posted.
- No Time Posted.

**Possible Causes:**

- Missing Leave.
- Nonscheduled Day Changes.
- Schedule Incorrect in Employee Maintenance Module.

Shows Missing Time for following D/A Codes:

- 0X.X
- 1X.X
- 2X.X
- 3X.X

Employee ID	Employee Last Name	F	M	I	J	D/A	LDC	Oper.	Route	Sched BT	Sched Et	Schedule	Lunch
33071124	CITY CARRIER FTR	0	0			13-4	2100	7220.00	000007	0		S-MTW-F	0.50
LESS Than 8 Hrs For Saturday -- Daily Crosfoot Amount: 6.00 NO Time Posted For Monday -- Daily Crosfoot Amount: 0.00 NO Time Posted For Tuesday -- Daily Crosfoot Amount: 0.00 LESS Than 8 Hrs For Wednesday -- Daily Crosfoot Amount: 7.50 NO Time Posted For Friday -- Daily Crosfoot Amount: 0.00													
33071124	CITY CARRIER FTR	0	0			13-4	2100	7220.00	000008	07.00	15.50	S-MTW-F	0.50
LESS Than 8 Hrs For Saturday -- Daily Crosfoot Amount: 6.00 NO Time Posted For Monday -- Daily Crosfoot Amount: 0.00 NO Time Posted For Tuesday -- Daily Crosfoot Amount: 0.00 LESS Than 8 Hrs For Wednesday -- Daily Crosfoot Amount: 7.50 NO Time Posted For Friday -- Daily Crosfoot Amount: 0.00													
33071125	CITY CARRIER FTR	0	0			13-4	2100	7220.00	000009	07.00	15.50	S-MTW-F	0.50
LESS Than 8 Hrs For Saturday -- Daily Crosfoot Amount: 6.00 NO Time Posted For Monday -- Daily Crosfoot Amount: 0.00 NO Time Posted For Tuesday -- Daily Crosfoot Amount: 0.00 LESS Than 8 Hrs For Wednesday -- Daily Crosfoot Amount: 7.50 NO Time Posted For Friday -- Daily Crosfoot Amount: 0.00													
33071126	CITY CARRIER FTR	0	0			13-4	2100	7220.00	000010	07.00	15.50	S-MTW-F	0.50
LESS Than 8 Hrs For Saturday -- Daily Crosfoot Amount: 6.00 NO Time Posted For Monday -- Daily Crosfoot Amount: 0.00 NO Time Posted For Tuesday -- Daily Crosfoot Amount: 0.00 LESS Than 8 Hrs For Wednesday -- Daily Crosfoot Amount: 7.50 NO Time Posted For Friday -- Daily Crosfoot Amount: 0.00													

**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

### Missing 091 Transaction Report

- Located in OT Trans tab.
- Run after clock ring errors and missing time are addressed.
- Valuable tool for controlling overtime.
- Select “Report by” Missing 091 Transaction.

Slide \$v\_current of 28

**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.

### Missing 091 Transaction Report Cont.

Slide \$v\_current of 28

- Employee overtime shown by:
  - Day.
  - Finance number.
  - Pay location.
  
- List of employees missing or showing inadequate 091 transactions for:
  - 053 - Overtime.
  - 043 - Penalty Overtime.

UNITED STATES POSTAL SERVICE		Restricted USPS T&A Information										User ID: G33001	
Report: TAC800R9 v4.003		SOUTH FLORIDA-110										Date: 02/24/23	
YrPPWk: 2023-05-2		Missing 091 Transaction Report										Time: 08:00 PM	
Fin. #: 33-0110												Page: 1	
SubUnit: 134		Monday											
Employee ID	Employee Last Name	F	M	Base D/A	Base LDC	Base Oper.	Route	Sched BT	Sched ET	Schedule	Lunch		
33071097	CITY CARRIER FTR	0	Q	13-4	2100	7220-00	000001	07.00	15.50	S-MTW-F	0.50		
Mon 2023-05-2-3 (2/20)		Base Q0-01		053	08.09	053	00.09	057	08.00	058	08.00		
				BT	07.00	ET	15.59						
33071098	CITY CARRIER FTR	0	Q	13-4	2100	7220-00	000002	07.00	15.50	S-MTW-F	0.50		
Mon 2023-05-2-3 (2/20)		Base Q0-01		052	08.09	053	00.09	057	08.00	058	08.00		
				BT	07.00	ET	15.59						
33071099	CITY CARRIER FTR	0	Q	13-4	2100	7220-00	000003	07.00	15.50	S-MTW-F	0.50		
Mon 2023-05-2-3 (2/20)		Base Q0-01		052	08.09	053	00.09	057	08.00	058	08.00		
				BT	07.00	ET	15.59						
33071100	CITY CARRIER FTR	0	Q	13-4	2100	7220-00	000004	07.00	15.50	S-MTW-F	0.50		
Mon 2023-05-2-3 (2/20)		Base Q0-01		052	08.09	053	00.09	057	08.00	058	08.00		
				BT	07.00	ET	15.59						
33071101	CITY CARRIER FTR	0	Q	13-4	2100	7220-00	000005	07.00	15.50	S-MTW-F	0.50		
Mon 2023-05-2-3 (2/20)		Base Q0-01		052	08.09	053	00.09	057	08.00	058	08.00		
				BT	07.00	ET	15.59						
33071102	CITY CARRIER FTR	0	Q	13-4	2100	7220-00	000006	07.00	15.50	S-MTW-F	0.50		
Mon 2023-05-2-3 (2/20)		Base Q0-01		052	08.09	053	00.09	057	08.00	058	08.00		
				BT	07.00	ET	15.59						

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.

Page 21 of 30

## Slide 21 - Daily Hours Report

## Daily Hours Report

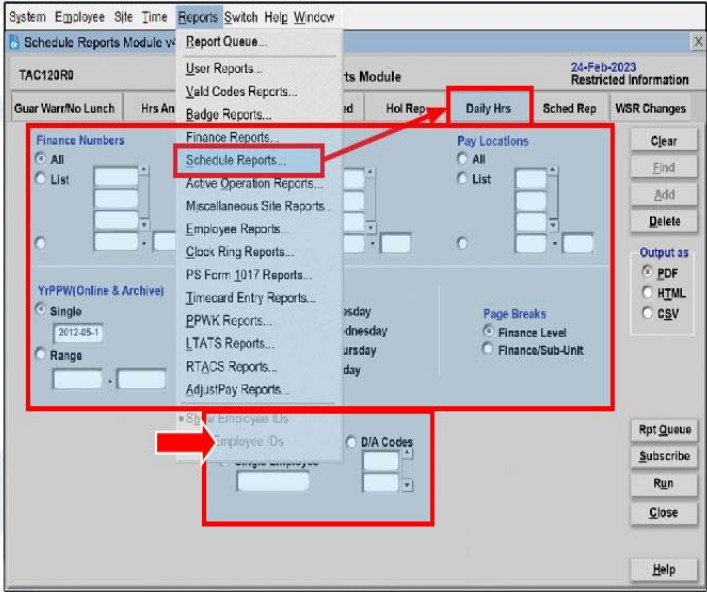
Slide \$\$\_current of 28

Daily Hours Report:

- Located on sixth tab.
- Shows missing time for noncareer employees.

Selection parameters:

- All employees.
- Single employee.
- Designation Activity (D/A) Code.



## 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.

Daily Hours Report Cont.

Slide \$v\_curr of 28

- Lists employees by:
  - Finance number.
  - Pay location.
  - Employee ID order.
  
- Employee indicative data on first line.
  
- Base workhours begin on second line.
  
- Hours tallied by workhours codes.

The screenshot shows a USPS report titled 'Daily Hours Report' for 'SOUTH FLORIDA-110'. It includes a 'Weekly Summary' table with columns: Employee ID, Employee Last Name, F, M, RSC, D/A, LDC, Open/LU, Level, and Exempt. The report lists three employees (33074037, 33074038, 33074039) and their work hours for SAT and TUE. A 'Totals' row is provided for each employee. At the bottom, there is a 'Sub-Unit Totals' and 'Finance Number Totals' section.

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

### Knowledge Check Instructions

Slide \$v\_current of 28

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

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

Good Luck!

**Start**

Slide notes

Slide 24 - Knowledge Check 1 of 4

## Knowledge Check 1 of 4



Slide \$\${v\_curr} of 28

Which report do you pull if you want to see missing time for all career employees during the entire week?



Select the best answer.

- A. Clock Ring Error Report.
- B. Missing Time Report.
- C. Missing 091 Transaction Report.
- D. Daily Hours Report.

Slide notes

Slide 25 - Knowledge Check 2 of 4

## Knowledge Check 2 of 4



Slide \$v\_curr  
of 28

If you want to see how many hours all employees, including noncareer employees, worked, which report would you pull?



Select the best answer.

- A. Clock Ring Error Report.
- B. Missing Time Report.
- C. Missing 091 Transaction Report.
- D. Daily Hours Report.

Slide notes

Slide 26 - Knowledge Check 3 of 4

## Knowledge Check 3 of 4



Slide \$\${v}\_current of 28

Which report will you pull if you want to see all employees in fatal error for an entire week?



Select the best answer.

- A. Clock Ring Error Report.
- B. Missing Time Report.
- C. Missing 091 Transaction Report.
- D. Daily Hours Report.

Slide notes

Slide 27 - Knowledge Check 4 of 4

## Knowledge Check 4 of 4



Slide \$v\_current  
of 28

If you want to see employees with missing overtime transactions, which report would you pull?



Select the best answer.



- A. Clock Ring Error Report.
- B. Missing Time Report.
- C. Missing 091 Transaction Report.
- D. Daily Hours Report.

Slide notes



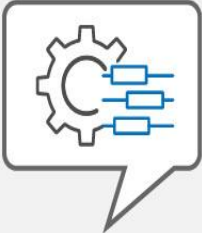
Slide 28 - Module 3 Summary

**Module 3 Summary**

Slide \$\$v\_curren  
of 28



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 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

## Module 3 Completion

◀ TOC HELP

Slide \$\$v\_current  
of 28

🔊 ×

You have completed Module 3: The Big Four (Reports).

Please return to the learning portal and review Modules 4 through 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

## 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

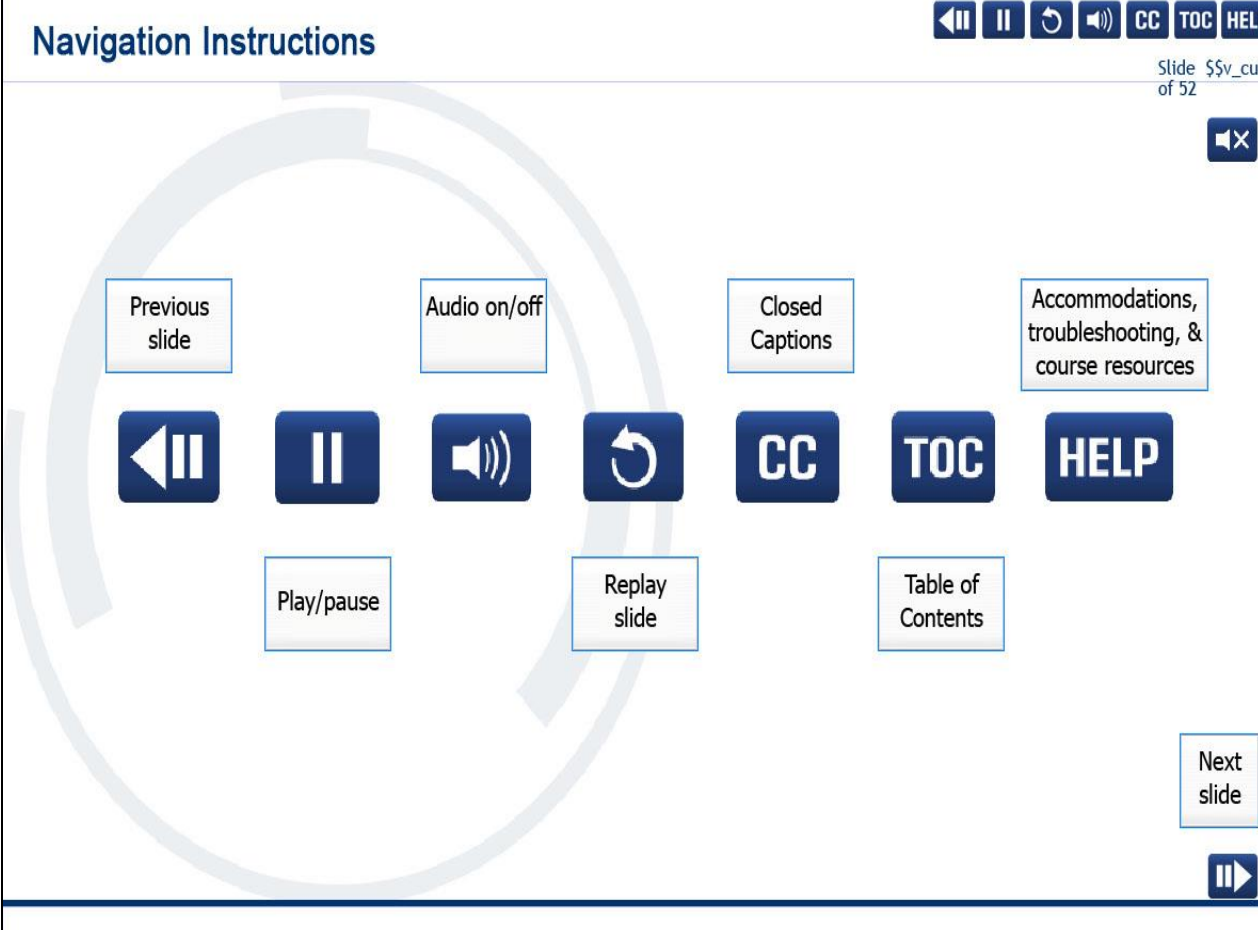
<h3>Accommodations and Support</h3> <p>If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/Reason Code</a></p> <p><a href="#">Return</a></p>
---	--

Slide notes

Slide 3 - Navigation Instructions

Navigation Instructions

Slide  $\$\$v\_curr$  of 52

The slide content features a large, light-blue circular graphic in the background. Overlaid on this graphic are several navigation controls. At the top right, there is a row of icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker icon, and three buttons labeled 'CC', 'TOC', and 'HELP'. Below these icons are seven text boxes: 'Previous slide', 'Audio on/off', 'Closed Captions', 'Accommodations, troubleshooting, & course resources', 'Play/pause', 'Replay slide', and 'Table of Contents'. At the bottom right, there is a 'Next slide' button and a right arrow with a vertical bar icon.

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

Slide notes

## Slide 4 - User Information

## User Information

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To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.


Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes


## Slide 5 - Objectives

## Objectives


Slide \$v\_curr  
of 52




Add, change, delete, and duplicate entries in the Clock Ring Editor.




Input leave and assign appropriate reason codes in the Clock Ring Editor.




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




Address Overtime using Code 091 transactions and PS Form 1017-B, *Unauthorized Overtime Authorization*.




Disallow time, when appropriate, and use PS Form 1017-A, *Time Disallowance Record*.



Transfer work hours.



Place employee rings on hold using Pay Period Week (PPWk) Holds.



## 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

## Navigating the Time Drop-Down Menu

Slide \$v\_curre  
of 52



System Employee Site Time Reports Switch Help Window

Home Module v4.007
24-Feb-2023

TAC005F0
Home Module
Restricted Information

- Clock Ring Editor...
- PS Form 1017 Module...
- Timecard Entry...
- 1314 Entry...
- 1314A Entry...
- LTATS Entry...
- PPWK Holds...
- Clock Ring Reports...
- PS Form 1017 Reports...
- Timecard Entry Reports...
- PPWK Reports...
- LTATS Reports...
- RTACS Reports...

Clock Reports

---

Schedule Reports

Clock Ring Editor Module

---

Finance Reports Module

Report Queue Module


---

Badge Maintenance Module

PPWK Reports Module

---

LTATS Reports Module



**Slide notes**

The Time Menu provides tools to assist timekeepers with correcting clock ring errors, documenting disallowed time 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.

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

## Navigating the Time Drop-Down Menu Cont.




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of 52

Select each tile to learn more. Once all are selected, the Next button will appear.

<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid black; font-weight: bold; font-size: 1.2em;">Clock Ring Editor</div>	Provides users with up-to-the-minute information about employees' time and allows users to make changes to employee records, and monitor employees' clock rings.
<div style="background-color: #003366; color: white; padding: 5px; border: 1px solid black; font-weight: bold; font-size: 1.2em;">PS Form 1017 Module</div>	Allows users to complete unresolved PS Form 1017s as well as view and send completed PS Form 1017-A, <i>Disallowance of Time</i> , and/or the PS Form 1017-B, <i>Unauthorized Overtime (OT)</i> , documents to the print queue.
<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid black; font-weight: bold; font-size: 1.2em;">LTATS Entry</div>	Allows users to enter loan, training, and transfers data for current or prior periods. LTATS stands for the Loan, Transfer, and Training System.
<div style="background-color: #003366; color: white; padding: 5px; border: 1px solid black; font-weight: bold; font-size: 1.2em;">PPWk Holds</div>	Allows users to hold employee records by Employee Identification Number (EIN) or Pay Location beyond the initial pull time in Week 2.

Of these four, the majority of time will be spent navigating the Clock Ring Editor.



**Slide notes**

Select each tile to learn more about these modules.

Slide 8 - Clock Ring Editor Module

## Clock Ring Editor Module

Slide \$v\_curr of 52

Contains Employee Clock Rings

- ➔ 010 BT  
- Begin Tour
- ➔ 011 MV  
- Move
- ➔ 012 OL  
- Out to Lunch
- ➔ 013 IL  
- In From Lunch
- ➔ 014 ET  
- End Tour

Allows Correction of Workhours and Leave

Tracks Changes

Records EIN, Date, and Time of Changes

**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 10 - Timekeeping Audits

## Timekeeping Audits



OFFICE OF  
**INSPECTOR  
GENERAL**  
UNITED STATES POSTAL SERVICE

- Office of Inspector General (OIG) conducts timekeeping audits.
- Must have appropriate cause and proper documentation.

Slide \$v\_curre  
of 52

**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

## Navigating the Clock Ring Editor – Display Employee Record

Slide \$\$v\_curre  
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**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

## Navigating the Clock Ring Editor – Last Column Above Editor Screen

Slide \$\$v\_curre  
of 52

Last  
Column  
Above  
Editor

- Pay location.
- Weekly schedule.
- Daily schedule.
- Designation/Activity (Des/Act or D/A) code.
- Labor Distribution Code (LDC).

TAC800F0
Clock Ring Editor Module
24-Feb-2023  
Restricted Information

Employee ID: 95674037    CLERKS FTR, 001-1 P

2023-05-1     2023-05-2     Future

All     Active     ON     OFF

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Time Amt	Ring Mags	Day	Day	TZ
010	02/11/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	00	00	00		1		CST
014	02/11/2023	20:50			P	06			00000	00	00	00	00		1		CST
010	02/12/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	00	00	00		2		CST
010	02/12/2023	14:05	95-8110	0000	P	06	9050	00	00000	00	00	00	00		2		CST
012	02/12/2023	18:00			P	06			00000	00	00	00	00		2		CST
013	02/12/2023	18:50	95-8110	0000	P	06	9050	00	00000	00	00	00	00		2		CST
014	02/12/2023	22:50			P	06			00000	00	00	00	00		2		CST
010	02/13/2023	13:00	95-8110	0000	P	06	9050	00	00000	00	00	00	00		3		CST
011	02/13/2023	14:50	95-8110	0000	P	06	0020	00	00000	00	00	00	00		3		CST
012	02/13/2023	18:00			P	06			00000	00	00	00	00		3		CST
011	02/13/2023	18:55	95-8110	0000	P	06	0020	00	00000	00	00	00	00		3		CST
014	02/13/2023	22:50			P	06			00000	00	00	00	00		3		CST

Pay Loc: 110

Wkly Sched: SSMTW--

Daily Sched: 14:00 - 22:50

DA / LDC: 110 1100

2023-05-1 : 02/11/2023 thru 02/17/2023

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).

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

## Navigating the Clock Ring Editor – Edit Week Radio Buttons

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of 52

### Edit Week:

- Current Week.
- Previous Week or Week Closed.
- Future Week.

It is important to monitor these fields to ensure you are working in the correct week.

**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

**Navigating the Clock Ring Editor – Show Rings Radio Buttons**

Slide \$Sv\_curre of 52

Select each tile to learn more. Once all are selected, the Next button will appear.

**All**

All is the default and displays all rings, including deleted.

**Active**

Active, when selected, hides all deleted rings so that you view only “active” rings that will be uploaded to the Payroll Mainframe.

Transaction Code	MM/DD/YYYY HH:hh	Finance Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	T&A	Frod	Day	Day	TZ
010	02 11 2023 14 00	95-8110	0000	P	06	9050	00	00000	00	00					1		CST
014	02 11 2023 20 50			P	06			00000	00	00					1		CST
010	02 12 2023 14 00	95-8110	0000	P	06	9050	00	00000	00	00					2		CST
010	02 12 2023 14 05	95-8110	0000	P	06	9050	00	00000	00	00					2		CST
012	02 12 2023 18 00			P	06			00000	00	00					2		CST
013	02 12 2023 18 50	95-8110	0000	P	06	9050	00	00000	00	00					2		CST
014	02 12 2023 22 50			P	06			00000	00	00					2		CST
010	02 13 2023 13 90	95-8110	0000	P	06	9050	00	00000	00	00					3		CST
011	02 13 2023 14 50	95-8110	0000	P	06	0020	00	00000	00	00					3		CST
012	02 13 2023 18 00			P	06			00000	00	00					3		CST
011	02 13 2023 18 55	95-8110	0000	P	06	0020	00	00000	00	00					3		CST
014	02 13 2023 22 50			P	06			00000	00	00					3		CST

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

## Navigating the Clock Ring Editor – Message Coloring Radio Buttons

Slide \$\$v\_curre  
of 52

### Ring Coloring:

- On
  - Yellow and green alternate by day.
- Off
  - All rows shown white.

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	Day	Frod	TZ
010	02/11/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	00	00	1	CST		
014	02/11/2023	20:50	95-8110	0000	P	06	9050	00	00000	00	00	00	1	CST		
010	02/12/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST		
010	02/12/2023	14:05	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST		
012	02/12/2023	18:00	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST		
013	02/12/2023	18:50	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST		
014	02/12/2023	22:50	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST		
010	02/13/2023	13:00	95-8110	0000	P	06	9050	00	00000	00	00	00	3	CST		
011	02/13/2023	14:50	95-8110	0000	P	06	0020	00	00000	00	00	00	3	CST		
012	02/13/2023	18:00	95-8110	0000	P	06	9050	00	00000	00	00	00	3	CST		
011	02/13/2023	18:55	95-8110	0000	P	06	0020	00	00000	00	00	00	3	CST		
014	02/13/2023	22:50	95-8110	0000	P	06	9050	00	00000	00	00	00	3	CST		

**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

## Navigating the Clock Ring Editor – Transaction Headings

Slide \$v\_curr of 52

Transaction Headings

- Transaction Code – 3-digit code identifies clock ring or leave types.
  - May be associated with a 2-digit Reason Code to further identify transactions.
- MM/DD/YYYY – date of the clock ring.
- HH.hh – time of the clock ring.

Basic Transaction Codes are:

- 010 – Begin Tour
- 011 – Move
- 012 – Out to Lunch
- 013 – In from Lunch
- 014 – End Tour

**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

## Navigating the Clock Ring Editor – Finance Headings

Slide \$v\_curre of 52

Finance Headings

- Finance Number Required:
  - 010 – BT.
  - 011 – MV.
  - 013 – IL.
- Finance Unit – Not in use.

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 95674037 CLERKS FTR, 001-1 P Pay Loc: 110

2023-6-1     2023-6-2     Future  
 Show Rings:  All     Active    Ring Coloring:  ON     OFF  
 Wkly Sched: SSMTW--    Daily Sched: 14:00 - 22:50    DA / LDC: 110 / 1100

Transaction Code	MM/DD/YYYY HH:hh	Finance Number	Unit	RSC	Prefix	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	Day	Day	TZ
010	02 11 2023 14:00	95-8110	0000	P	06	9050	00	00000	00	00		1	CST		
014	02 11 2023 20:50	95-8110	0000	P	06	9050	00	00000	00	00		1	CST		
010	02 12 2023 14:00	95-8110	0000	P	06	9050	00	00000	00	00		2	CST		
010	02 12 2023 14:00	95-8110	0000	P	06	9050	00	00000	00	00		2	CST		
012	02 12 2023 18:00	95-8110	0000	P	06	9050	00	00000	00	00		2	CST		
013	02 12 2023 18:50	95-8110	0000	P	06	9050	00	00000	00	00		2	CST		
014	02 12 2023 22:50	95-8110	0000	P	06	9050	00	00000	00	00		2	CST		
010	02 13 2023 13:00	95-8110	0000	P	06	9050	00	00000	00	00		3	CST		
011	02 13 2023 14:50	95-8110	0000	P	06	0020	00	00000	00	00		3	CST		
012	02 13 2023 18:00	95-8110	0000	P	06	9050	00	00000	00	00		3	CST		
011	02 13 2023 18:50	95-8110	0000	P	06	0020	00	00000	00	00		3	CST		
014	02 13 2023 22:50	95-8110	0000	P	06	9050	00	00000	00	00		3	CST		

2/23-05-1 : 02/11/2023 thru 02/17/2023

**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.

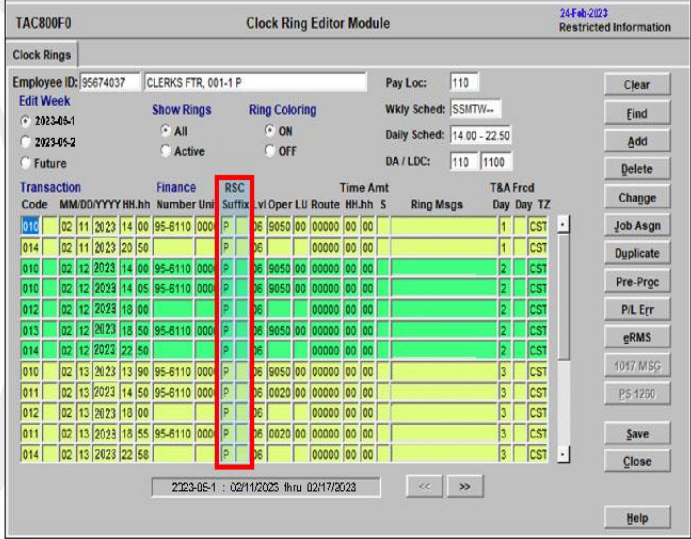
Slide 18 - Navigating the Clock Ring Editor – RSC/Suffix Headings

## Navigating the Clock Ring Editor – RSC/Suffix Headings

Slide \$v\_curre of 52

RSC/Suffix Heading

- Rate Schedule Code (RSC).
- Most Common:
  - M – Mail Handlers.
  - P – APWU Employees.
  - Q – NALC (City Letter Carriers).
  - E – EAS (Executive & Administrative Schedule).



Transaction Code	MM/DD/YYYY HH:hh	Finance Number	Unit	RSC	Suffix	Level	Oper	LU	Route	HH:hh	S	Ring Mags	Day	Day	TZ
011	02/11/2023	14	00	95-8110	0000	P	36	9050	00	00000	00	00	1		CST
014	02/11/2023	20	50			P	36			00000	00	00	1		CST
010	02/12/2023	14	00	95-8110	0000	P	36	9050	00	00000	00	00	2		CST
010	02/12/2023	14	05	95-8110	0000	P	36	9050	00	00000	00	00	2		CST
012	02/12/2023	18	00			P	36			00000	00	00	2		CST
013	02/12/2023	18	50	95-8110	0000	P	36	9050	00	00000	00	00	2		CST
014	02/12/2023	22	50			P	36			00000	00	00	2		CST
010	02/13/2023	13	90	95-8110	0000	P	36	9050	00	00000	00	00	3		CST
011	02/13/2023	14	50	95-8110	0000	P	36	0020	00	00000	00	00	3		CST
012	02/13/2023	18	00			P	36			00000	00	00	3		CST
011	02/13/2023	18	55	95-8110	0000	P	36	0020	00	00000	00	00	3		CST
014	02/13/2023	22	50			P	36			00000	00	00	3		CST

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.

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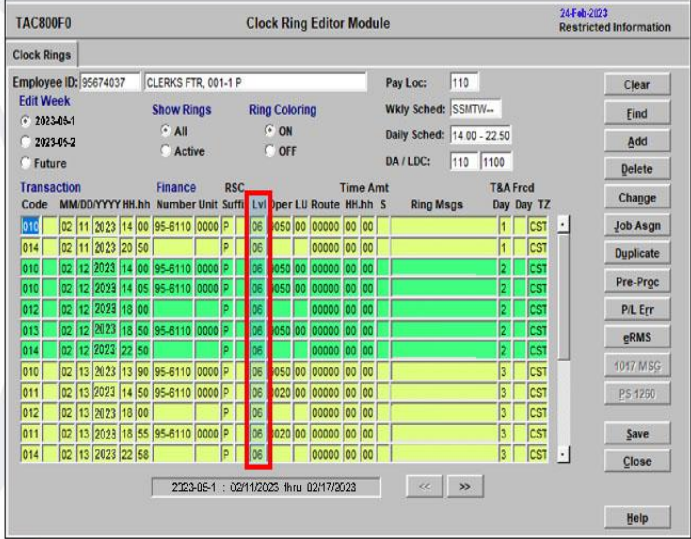
Slide 19 - Navigating the Clock Ring Editor – Lvl Heading

## Navigating the Clock Ring Editor – Lvl Heading

Slide \$v\_curre of 52

Lvl Level

- 2-digit pay level.
- Autofilled with active job assignment.
- Only editable for higher level entry.



The screenshot shows the 'Clock Ring Editor Module' window. At the top, it displays 'TAC800F0' and 'Clock Ring Editor Module'. Below this, there are fields for 'Employee ID: 95674037', 'CLERKS FTR, 001-1 P', and 'Pay Loc: 110'. There are also options for 'Edit Week' (2023-05-1, 2023-05-2, Future), 'Show Rings' (All, Active), and 'Ring Coloring' (ON, OFF). A table of transactions is shown below, with columns for Transaction Code, Finance, RSC, Lvl, Per, LU, Route, Time Amt, Ring Mags, and T&A. The 'Lvl' column is highlighted in red in the screenshot. The table contains several rows of data, including transaction codes like 014, 010, 012, 013, 014, 010, 011, 012, 011, and 014, with corresponding dates and times.

**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

### Navigating the Clock Ring Editor – Oper & LU Heading

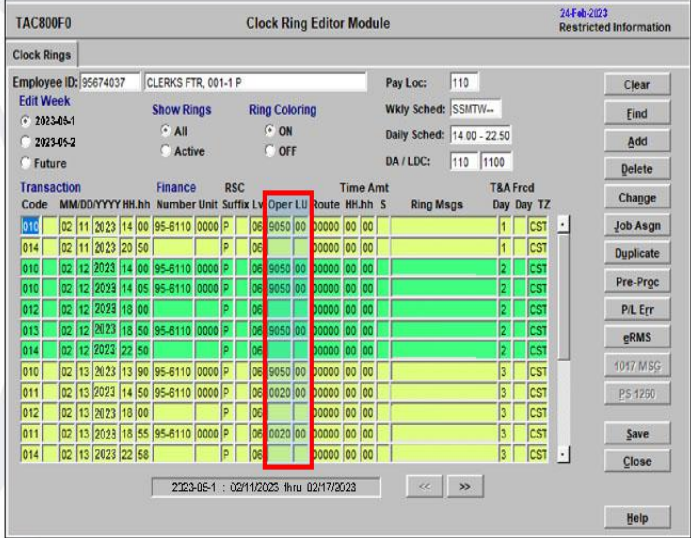
Slide \$v\_curre of 52

(OPN)  
Operation

- 3-digit Operation Number.
- Appears with a trailing zero in TACS.

(LU)  
Local Unit

- 2-digit Local Unit (LU) further defines operation.
- Defaults to "00."
- Can represent ZIP or Tour.



Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC	Suffix	Oper LU	Route	Time Amt	Ring Mags	T&A	Frod	Day	TZ
010	02/11/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	00	00	1	CST
014	02/11/2023	20:50	95-8110	0000	P	06	9050	00	00000	00	00	00	1	CST
010	02/12/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST
010	02/12/2023	14:05	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST
012	02/12/2023	18:00	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST
013	02/12/2023	18:50	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST
014	02/12/2023	22:50	95-8110	0000	P	06	9050	00	00000	00	00	00	2	CST
010	02/13/2023	13:00	95-8110	0000	P	06	9050	00	00000	00	00	00	3	CST
011	02/13/2023	14:50	95-8110	0000	P	06	0020	00	00000	00	00	00	3	CST
012	02/13/2023	18:00	95-8110	0000	P	06	9050	00	00000	00	00	00	3	CST
011	02/13/2023	18:55	95-8110	0000	P	06	0020	00	00000	00	00	00	3	CST
014	02/13/2023	22:50	95-8110	0000	P	06	9050	00	00000	00	00	00	3	CST

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.

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Slide 21 - Navigating the Clock Ring Editor – Route Heading

### Navigating the Clock Ring Editor – Route Heading

Slide \$v\_curr of 52

Route

- Identifies 5-digit City Carrier Route charged.
- Autopopulates all zeros (00000) for all other employee types.

Transaction Code	Finance	RSC	Time Amt	Route
010	02 11 2023 14 00	95-8110 0000 P	06 9050 04	00000
014	02 11 2023 20 50	P 06	00 00	00000
010	02 12 2023 14 00	95-8110 0000 P	06 9050 04	00000
010	02 12 2023 14 05	95-8110 0000 P	06 9050 04	00000
012	02 12 2023 18 00	P 06	00 00	00000
013	02 12 2023 18 50	95-8110 0000 P	06 9050 04	00000
014	02 12 2023 22 50	P 06	00 00	00000
010	02 13 2023 13 90	95-8110 0000 P	06 9050 04	00000
011	02 13 2023 14 50	95-8110 0000 P	06 0020 04	00000
012	02 13 2023 18 00	P 06	00 00	00000
011	02 13 2023 18 55	95-8110 0000 P	06 0020 04	00000
014	02 13 2023 22 50	P 06	00 00	00000

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

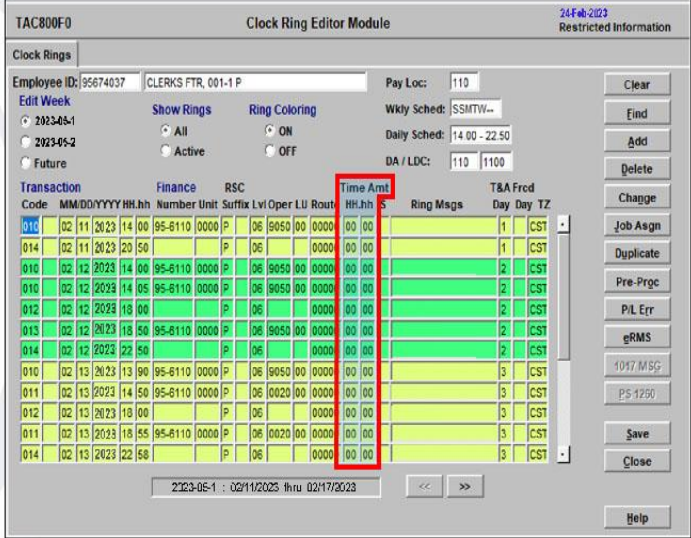
### Navigating the Clock Ring Editor – Time Amt HH.hh

Slide \$v\_curre of 52

Time Amount (Amt)

HH.hh (Hours and Hundredths)

- Total hours or ring duration in hours and hundredths.
- Not to be confused with Transaction HH.hh, which is the effective time a clock ring will start.



Transaction Code	MM/DD/YYYY	HH.hh	Finance Number	RSC Unit	Suffix	Lvl	Oper	LU	Rout	Time Amt HH.hh	S	Ring Mags	T&A	Frod	Day	TZ
014	02 11 2023	14 00	95-8110	0000	P	06	9050	00	0000	00 00			1		CST	
014	02 11 2023	20 50	95-8110	0000	P	06	9050	00	0000	00 00			1		CST	
010	02 12 2023	14 00	95-8110	0000	P	06	9050	00	0000	00 00			2		CST	
010	02 12 2023	14 05	95-8110	0000	P	06	9050	00	0000	00 00			2		CST	
012	02 12 2023	18 00	95-8110	0000	P	06	9050	00	0000	00 00			2		CST	
013	02 12 2023	18 50	95-8110	0000	P	06	9050	00	0000	00 00			2		CST	
014	02 12 2023	22 50	95-8110	0000	P	06	9050	00	0000	00 00			2		CST	
010	02 13 2023	13 90	95-8110	0000	P	06	9050	00	0000	00 00			3		CST	
011	02 13 2023	14 50	95-8110	0000	P	06	0020	00	0000	00 00			3		CST	
012	02 13 2023	18 00	95-8110	0000	P	06	9050	00	0000	00 00			3		CST	
011	02 13 2023	18 55	95-8110	0000	P	06	0020	00	0000	00 00			3		CST	
014	02 13 2023	22 50	95-8110	0000	P	06	9050	00	0000	00 00			3		CST	

**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.

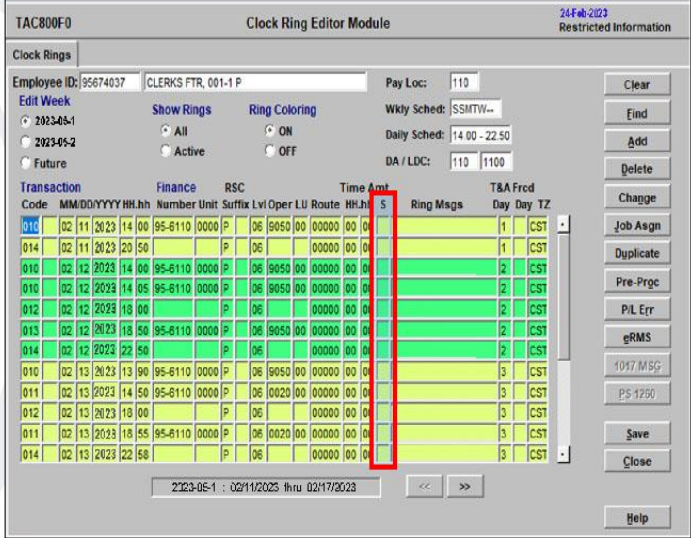
Slide 23 - Navigating the Clock Ring Editor – S (Schedule) Heading

## Navigating the Clock Ring Editor – S (Schedule) Heading

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**S**  
(Scheduled)

- Leave:
  - Autopopulates Y (Yes) or N (No) from eRMS.
  - Must enter manually when leave is entered via TACS.
- Overtime Authorization:
  - Y – Scheduled.
  - N - Not Scheduled.



Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	Day	Day	TZ
010	02/11/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	0		1		CST
014	02/11/2023	20:50			P	06			00000	00	0		1		CST
010	02/12/2023	14:00	95-8110	0000	P	06	9050	00	00000	00	0		2		CST
010	02/12/2023	14:05	95-8110	0000	P	06	9050	00	00000	00	0		2		CST
012	02/12/2023	18:00			P	06			00000	00	0		2		CST
013	02/12/2023	18:50	95-8110	0000	P	06	9050	00	00000	00	0		2		CST
014	02/12/2023	22:50			P	06			00000	00	0		2		CST
010	02/13/2023	13:00	95-8110	0000	P	06	9050	00	00000	00	0		3		CST
011	02/13/2023	14:50	95-8110	0000	P	06	0020	00	00000	00	0		3		CST
012	02/13/2023	18:00			P	06			00000	00	0		3		CST
011	02/13/2023	18:55	95-8110	0000	P	06	0020	00	00000	00	0		3		CST
014	02/13/2023	22:50			P	06			00000	00	0		3		CST

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).

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Slide 24 - Navigating the Clock Ring Editor – Ring Messages

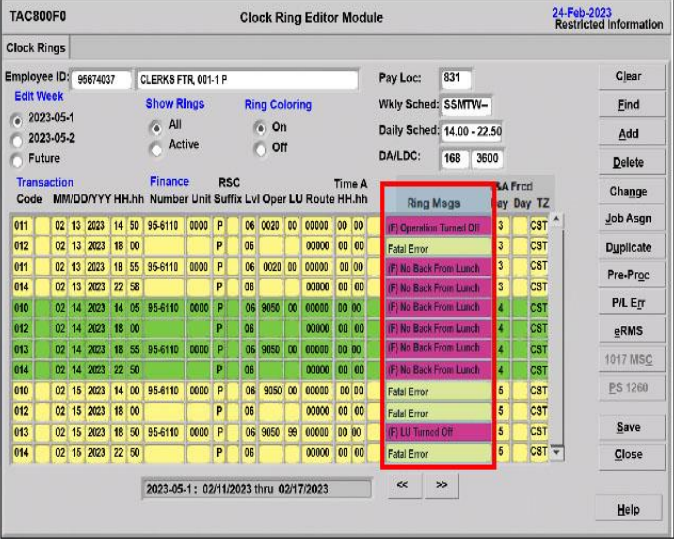
## Navigating the Clock Ring Editor – Ring Messages

Slide \$v\_curr of 52

**Fatal** > Fatal (F) errors appear in red and prevent the employee from being paid correctly for that day.

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

All Fatal Errors must be corrected.



The screenshot shows the 'Clock Ring Editor Module' for employee 96674037. It displays a table of transactions with columns for Transaction Code, Date, Time, Finance, RSC, and Time A. Several rows are highlighted in red, indicating fatal errors. A red box highlights the 'Ring Mega' column for these rows, showing messages like '(F) Operation Turned Off', '(F) Fatal Error', '(F) No Back From Lunch', and '(F) LU Turned Off'.

**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

## Navigating the Clock Ring Editor – T&A (Time & Attendance) Day

Slide  $\$ \$ v\_curre$   
of 52

0 Service Day Not Applied

1 Saturday

2 Sunday

3 Monday

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

The screenshot shows the 'Clock Ring Editor Module' for employee TAC800F0. It includes a table of transactions with columns for Transaction Code, Date, Time, and T&A Day. The 'T&A Day' column is highlighted in red, showing values 3 through 7. A sidebar on the right contains navigation buttons like 'Clear', 'Find', 'Add', 'Delete', 'Change', 'Job Asgn', 'Duplicate', 'Pre-Prge', 'PIL Egr', 'eRMS', '1017 MSC', 'PS 1260', 'Save', 'Close', and 'Help'.

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

### Navigating the Clock Ring Editor – Frcd (Forced) Day

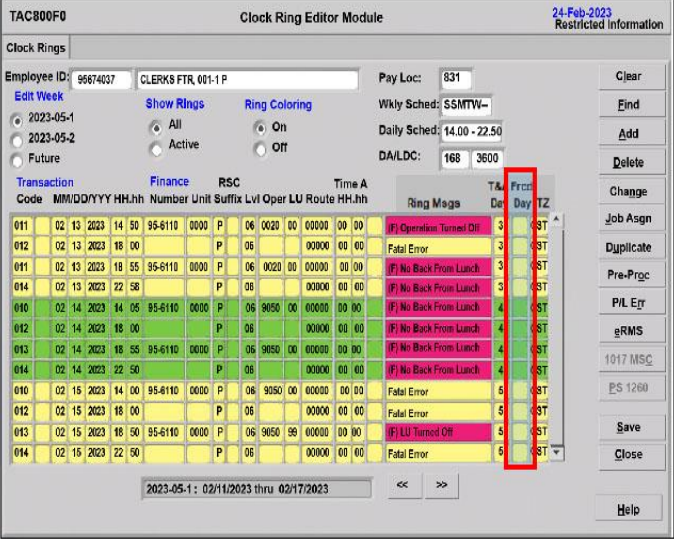
Slide \$v\_curre of 52

T&A day can be forced for these employees:

- Full-Time (FT) Employees.
- Part-Time Regular (PTR) Employees.
- Nontraditional Full-Time (NTFT) Employees.

T&A day CANNOT be forced for these employees:

- Part-Time Flexible (PTF) Employees.
- Noncareer Employees.



The screenshot shows the 'Clock Ring Editor Module' for employee 96674037. It displays a table of transactions with columns for Transaction Code, Date, Time, and T&A Day. A red box highlights the 'T&A Day' column, which contains values like '3', '4', and '5' corresponding to different days of the week.

**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)

### Navigating the Clock Ring Editor - TZ (Time Zone)

Slide \$v\_curr of 52

Updated via Program Changes to the HEBR.

Only update when:

- Employee works two time zones on same day.
- Ring added or changed after time zone update.
- HEBR update fails.

TAC800F0
Clock Ring Editor Module
24-Feb-2023  
Restricted Information

Employee ID: 96674037
CLERKS FTR, 001-1 P
Pay Loc: 831
Clear

Edit Week
Show Rings
Ring Coloring
Wkly Sched: SSMTW-
Find

2023-05-1
All
On
Daily Sched: 14.00 - 22.50
Add

2023-05-2
Active
Off
DA/LDC: 168 3600
Delete

Future

Transaction Code	Finance	RSC	Time A	T&A Prod	Day	D	TZ
MM/DD/YYYY HH.hh	Number	Unit	Suffix	Lvl	Oper	LU	Route
011 02 15 2023 14 50 95-6110 0000	P	06	0023 00 00000 00 00	(F) Operation Turned Off	3		CST
012 02 13 2023 18 00	P	06	0000 00 00000 00 00	Fatal Error	3		CST
011 02 13 2023 18 55 95-6110 0000	P	06	0020 00 00000 00 00	(F) No Back From Lunch	3		CST
014 02 13 2023 22 58	P	08	0000 00 00000 00 00	(F) No Back From Lunch	3		CST
010 02 14 2023 14 05 95-6110 0000	P	06	9050 00 00000 00 00	(F) No Back From Lunch	4		CST
012 02 14 2023 18 00	P	06	0000 00 00000 00 00	(F) No Back From Lunch	4		CST
013 02 14 2023 18 55 95-6110 0000	P	06	9050 00 00000 00 00	(F) No Back From Lunch	4		CST
014 02 14 2023 22 50	P	08	0000 00 00000 00 00	(F) No Back From Lunch	4		CST
010 02 15 2023 14 00 95-6110 0000	P	06	9050 00 00000 00 00	Fatal Error	5		CST
012 02 15 2023 18 00	P	06	0000 00 00000 00 00	Fatal Error	5		CST
013 02 15 2023 18 50 95-6110 0000	P	06	9050 99 00000 00 00	(F) LU Turned Off	5		CST
014 02 15 2023 22 50	P	06	0000 00 00000 00 00	Fatal Error	5		CST

2023-05-1 : 02/11/2023 thru 02/17/2023
<< >>

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

## Navigating the Clock Ring Editor – More Columns

Slide \$v\_curr of 52

**Source**

Auto Ring

Ring Editor

###/##

ERMS

MDD/MIO

**Del (Delete) Auth**

8-Digit EIN

Visible in Editor and Reports

**Inp (Input) Auth**

8-Digit EIN

System Generated xxxxx9999

The screenshot shows the 'Clock Ring Editor Module' window. It includes fields for Employee ID (95674037), CLERKS FTR, 001-1 P, Pay Loc (000), and Wkly Sched (SSMTWTF). Below these are options for Show Rings (All, Active, Off) and Ring Coloring (On, Off). A table of clock rings is displayed with columns: Transaction Code, Finance, RSC, Time, Source, Del Auth, and Inp Auth. The last three columns are highlighted with a red border. The table contains several rows of data, including dates and times, and source codes like MDD/MIO and Ring Editor.

**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

### Navigating the Clock Ring Editor – Buttons 1

Slide \$v\_curr of 52

Select each of the six buttons to learn its function. Once all are selected, the Next button will appear.

**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

## Navigating the Clock Ring Editor – Buttons 2

Slide \$v\_curre  
of 52

Select each of the nine buttons to learn its function. Once all are selected, the Next button will appear.

**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

## Entering Leave


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Leave entered primarily in eRMS.

Users can toggle between TACS & eRMS.

Missing leave shown on:
 

- Clock Ring Error Report.
- Pre-Process Screen.



**eRMS**  
enterprise Resource Management System

**Time and Attendance Collection System**

Employee ID	Employee Last Name	F	M	I	Base DIA	Base RSC	Exempt Code	Sched BT	Sched ET	Schedule	Lunch
0210	08:10	BEGIN TOUR	(W)Ring Deleted From PC	0610-00	000000			00:00	17:00	-MTWTF	1:00
0210	08:10	BEGIN TOUR	(W)Ring Deleted From PC	0610-00	000000			00:00			00:00
0210	08:10	BEGIN TOUR	(W)Ring Deleted From PC	0610-00	000000			00:00	17:00	-MTWTF	1:00
0210	12:38	OUT TO LUNCH	(F)Net Full Day On Clock	0610-00	000000			00:00			00:00
0210	12:40	IN FROM LUNCH	(F)Net Full Day On Clock	0610-00	000000			00:00			00:00
0210	13:46	END OF TOUR	(W)NonScheduled End Tour	0610-00	000000			00:00			00:00

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours	Reason Code	Quantity	FLSA Exempt
90074161	Saturday	02-11-23	P	0	06	052	00	5.50	N
90074161	Saturday	02-11-23	P	0	06	054	00	1.00	N
90074161	Saturday	02-11-23	P	0	06	059	59	.50	N

Leave reflected in TACS is what will process to Payroll Mainframe.

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.

The screenshot shows a presentation slide with a title bar at the top left containing the text "Entering Leave Cont." and a navigation bar at the top right with icons for back, pause, refresh, volume, CC, TOC, and HELP. Below the title bar, the slide content features a large, faint circular graphic in the background. In the center, a dark blue rounded rectangle contains the text "You must enter the exact amount of leave when:" followed by a bulleted list of four conditions. In the bottom right corner of the slide area, there is a small blue play button icon. The text "Slide \$\$v\_curre of 52" is visible in the top right corner of the slide frame.

Entering Leave Cont.

Slide \$\$v\_curre of 52

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 on the same day.
- Leave and Reason Codes are used.

**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

### Higher Level (090) – Details Less Than One Full Week


Slide \$v\_curre of 52

Transaction Code	Finance MM/DD/YYYY HH.hh	RSC Number Unit	Suffix Lvl	Oper LU	Route	Time Amt HH.hh S	Ring Msgs	T&A Frcd Day Day TZ
090	03/05/2022 07:00		E 0	17		00000 08:00		0 PST

PS Form 1723, *Assignment Order*, required for ALL higher level (H/L) assignments.

H/L assignments less than full week:

- Higher Level Authorization Code 090 must be entered manually.
- PS Form 1723 retained locally.



**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

## Overtime (OT) – 091 Transactions

Slide \$v\_curr of 52

Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring	Msgs	T&A	Frcd	Day	TZ	
010	02/12/2023	14:05	90-0110	0000	P	0	05	9050	00	0000	00	00	00	00	00	00	00	00
091	02/13/2023	13:00	90-0110	0000	P	0	05	9050	00	0000	00	10	Y	00	00	00	00	00

Used to report both authorized and unauthorized OT.

Should be reflected in TACS prior to employee working OT.

Should reflect the actual time and amount of OT approved to work.

TACS calculates authorized OT for Missing OT Transactions Report.

Entering authorized OT helps monitor and control creeping overtime.

Use "Y" or "N" in the Scheduled column of the Clock Ring Editor.

**Documentation Required:**  
 PS Form 1261, *Non-EBR Report*.  
 PS Form 3996, *Carrier-Auxiliary Control*.

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 36 - Disallowing Time in the Clock Ring Editor

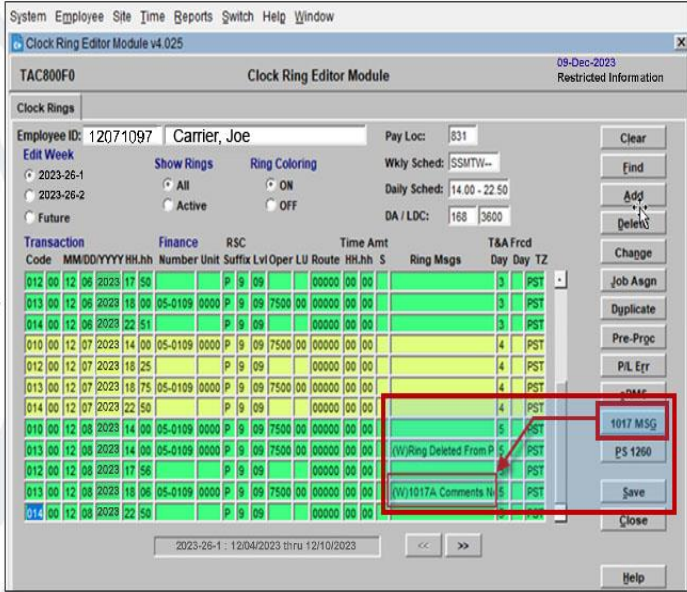
## Disallowing Time in the Clock Ring Editor

Slide \$\${v\_curr} of 52

Discuss actions leading to the disallowed time with the employee.

Deleting a clock ring in the Clock Ring Editor will generate a 1017 MSG prompt.

Complete digital PS Form 1017-A.



The screenshot shows the 'Clock Ring Editor Module' interface. It displays a table of clock rings for employee 'Carrier, Joe'. The table has columns for Transaction Code, Finance, RSC, Time Amt, and T&A Frd. A red box highlights a row with a '1017 MSG' prompt. Another red box highlights a '1017A Comments N' field. A '1017 MSG' button is also visible in the bottom right corner of the interface.

**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.

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Slide 38 - PS Form 1017 Module

PS Form 1017 Module

Slide 38 of 52

The PS Form 1017 Module covers both the PS Form 1017-A and the PS Form 1017-B.

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

## 1017-A - Disallow Tab

Slide \$v\_curre  
of 52

PS Form 1017-A  
Created and  
Stored in PS Form  
1017 Module.

Remarks Must Include:

- Reason for Disallowance.
- Employee-Provided Comments.
- Management's Knowledge of Incident.

Remarks field should 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 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

### PS Form 1017 Reports

Slide 52 of 52

Use PS Form 1017 Reports Menu to Print 1017-A Forms.

The screenshot shows the 'PS Form 1017 Reports' application window. The interface includes several sections with red boxes highlighting specific elements:

- Finance Numbers:** The 'List' radio button and the 'Range' input field are highlighted.
- YrPPW(Online & Archive):** The 'Single' radio button, the date field containing '2023-05-1', and the 'Range' input field are highlighted.
- Leave Year:** The 'Leave Year' field containing '2023' is highlighted.
- Employee Selection:** The 'Single Employee' radio button and the text input field below it are highlighted.
- Report by:** The '1017-A PS Form' radio button is highlighted.
- Run Button:** The 'Run' button is highlighted.

Other visible elements include 'Finance Units', 'Pay Locations', 'Week Period', and 'Page Breaks' sections, each with 'All' and 'List' radio buttons and 'Range' input fields. The 'Run' button is located at the bottom right of the form area.

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

PS Form 1017-B Unauthorized Overtime Tab

Slide \$v\_curre  
of 52

Created and Stored in PS Form 1017 Module with first unauthorized overtime entry in the Clock Ring Editor.

Remarks must include the reason for the unauthorized overtime.

Finance No	Pay Loc	Employee ID	Employee Name	Date	Date Notified	Remarks
396132	032	1207-097	Carrier, Joe	02/16/2023		

**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.

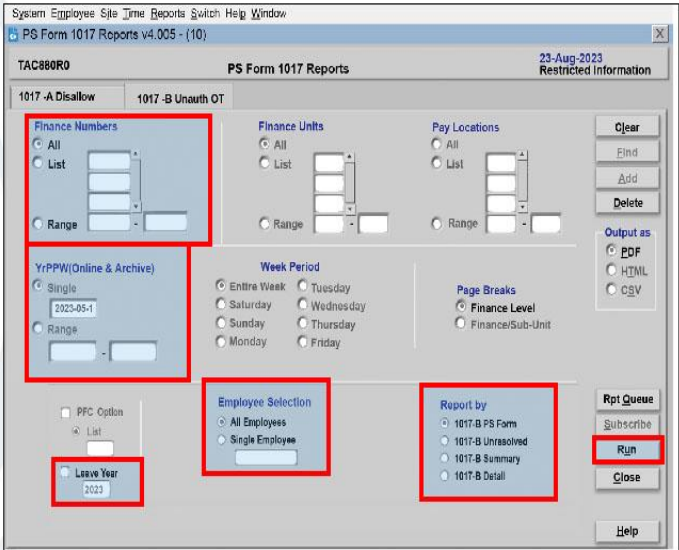


Slide 42 - PS Form 1017 Reports

PS Form 1017 Reports

Slide \$\$v\_curre of 52

Use PS Form 1017 Reports Menu to Print 1017-B Forms.



The screenshot shows the 'PS Form 1017 Reports' application window. The interface includes several sections with red boxes highlighting specific elements: 'Finance Numbers' (All, List, Range), 'Finance Units' (All, List, Range), 'Pay Locations' (All, List, Range), 'Y:PPW(Online & Archive)' (Single, Range), 'Week Period' (Entire Week, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday), 'Page Breaks' (Finance Level, Finance/Sub-Unit), 'Employee Selection' (All Employees, Single Employee), 'Report by' (1017-B PS Form, 1017-B Unresolved, 1017-B Summary, 1017-B Detail), 'Leave Year' (2023), and the 'Run' button in the 'Rpt Queue' section.

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 unauthorized access in locked cabinets or desk drawers.

Slide 43 - Loan, Transfer, and Training System (LTATS) Entry Module

## Loan, Transfer, and Training System (LTATS) Entry Module

Slide 43 of 52

Use the LTATS Entry Module as a last resort to transfer hours between finance numbers.

Allows manual entry for current and previous pay periods.

Reference the resource LTATS Entry Module at on the Help page.

**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)

### T&A Pull Times (Central Time)

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of 52

Below are the times that T&A records are pulled from TACS and sent to the Mainframe.  
**NOTE** – All time listed are in **CENTRAL** time.

**Week 1:**  
*Close is Monday night of week 2 at the following times:*  
 17:00 - TACS 01  
 18:00 - TACS 03  
 19:00 - TACS 05 and TACS 09  
 20:00 - TACS 10

**Week 2 (4 pulls):**

**1. Friday (of week 2):**  
 17:00 - TACS 01  
 18:00 - TACS 03  
 19:00 - TACS 05 and TACS 09  
 20:00 - TACS 10

**2. Saturday (of following week 1):**  
 17:00 - TACS 01  
 18:00 - TACS 03  
 19:00 - TACS 05 and TACS 09  
 20:00 - TACS 10

**3. Sunday (of following week 1):**  
 17:00 - TACS 01  
 18:00 - TACS 03  
 19:00 - TACS 05 and TACS 09  
 20:00 - TACS 10  
 21:00 Central time – all TACS instances, all Regular Rural Certificates (PS Form 1314's) that do not reflect any days of LWOP.

**4. Monday (of following week 1):**  
 17:00 - TACS 01  
 18:00 - TACS 03  
 19:00 - TACS 05 and TACS 09  
 20:00 - TACS 10  
 17:00 – All TACS instances – All Rural Certificates (PS Form 1314 and 1314-A)

**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

PPWk (Pay Period Week) Holds

Slide \$v\_curre of 52

Users with Supervisor and Lead Clerk roles can initiate a hold on:

- An individual using upper portion of the module.
- An entire Pay Location using lower portion of module.

PPWk Holds Module should be used sparingly and only when additional time is needed to clarify or collect information regarding an employee's time.

**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 of 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

**Knowledge Check Instructions**



Slide \$v\_curr of 52

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

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

Good Luck!

**Start**



Slide notes

Slide 47 - Knowledge Check 1 of 5

## Knowledge Check 1 of 5



Slide \$v\_curre  
of 52

PS Form \_\_\_\_\_ is required for ALL missing clock rings and clock ring changes in the Clock Ring Editor Module.



Select the best answer.

- A. 1017-A
- B. 1017-B
- C. 1260/61
- D. 3971

Slide notes



Slide 48 - Knowledge Check 2 of 5

## Knowledge Check 2 of 5



Slide \$v\_curre  
of 52

The TACS \_\_\_\_\_ Module allows you to record a PS Form 1017-A, *Time Disallowance Record*.



Select the best answer.

- A. Clock Ring Editor
- B. LTATS Entry
- C. PPWk Holds
- D. PS Form 1017

Slide notes

Slide 49 - Knowledge Check 3 of 5

## Knowledge Check 3 of 5



Slide \$Sv\_curre  
of 52

The \_\_\_\_\_ Module allows you to hold employee records by EIN or Pay Location beyond the initial pull in Week 2.



Select the best answer.

- A. Employee Maintenance
- B. Clock Ring Reports
- C. PPWk Holds
- D. Reports Queue

Slide notes

Slide 50 - Knowledge Check 4 of 5

## Knowledge Check 4 of 5



Slide 50 of 52



What transaction code is used for authorized and unauthorized overtime?

Select the best answer.

- A. 002.
- B. 091.
- C. 595.
- D. 901.

Slide notes

Slide 51 - Knowledge Check 5 of 5

## Knowledge Check 5 of 5



Slide \$\${v}\_current of 52

When overtime is recorded with the letter \_\_\_\_\_ in the Scheduled column of the Clock Ring Editor, you will receive the PS Form 1017-B prompt to enter the 1017-B data.



Select the best answer.

A. N

B. S

C. U

D. Y


Slide notes



Slide 52 - Module 4 Summary


## Module 4 Summary

Slide 52 of 52

In this module we learned:

- 
  - About TACS modules to ensure proper recording of employee workhours.
  - How to operate the Clock Ring Editor Module to add, change, delete, and duplicate entries.
- Always Remember:**

  - How to add leave and assign the correct reason codes.
    - Address all timekeeping issues DAILY.
  - How to enter PS Form 1260 documentation.
    - Never make entries without valid documentation.
- 
  - How to address overtime using Code 090 transactions and correctly disallow time to avoid unnecessary and costly payroll adjustments.
  - How to identify system prompts to use the PS Form 1017 Module to complete PS Forms 1017-A and 1017-B.
- 
  - How to address transferring workhours and placing employee rings on hold using the PPWk Holds Module.



**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 Forms 1017-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

## Module 4 Completion

Slide  $$$v\_curre$   
of 52

You have completed Module 4: The Time Menu.

Please return to the learning portal and review Modules 5 through 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

## Slide notes

Slide 1 - Welcome

The slide features a dark blue background with a large, semi-transparent clock in the center. A hand is shown pointing at the clock's center. To the left of the clock is a grid of icons: a bar chart, a truck, an envelope, a person, a telephone, a target, gears, a calendar, a plus sign, a magnifying glass, and a group of people. In the top right corner, there is a navigation bar with icons for back, play, refresh, volume, and buttons for CC, TOC, and HELP. In the bottom right corner, there is a play button icon.


*TACS Supervisor Training*  
*Module 5: Day 1 and Day 2 Activities*

# TIME AND ATTENDANCE COLLECTION SYSTEM

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

<h3>Accommodations and Support</h3> <p>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.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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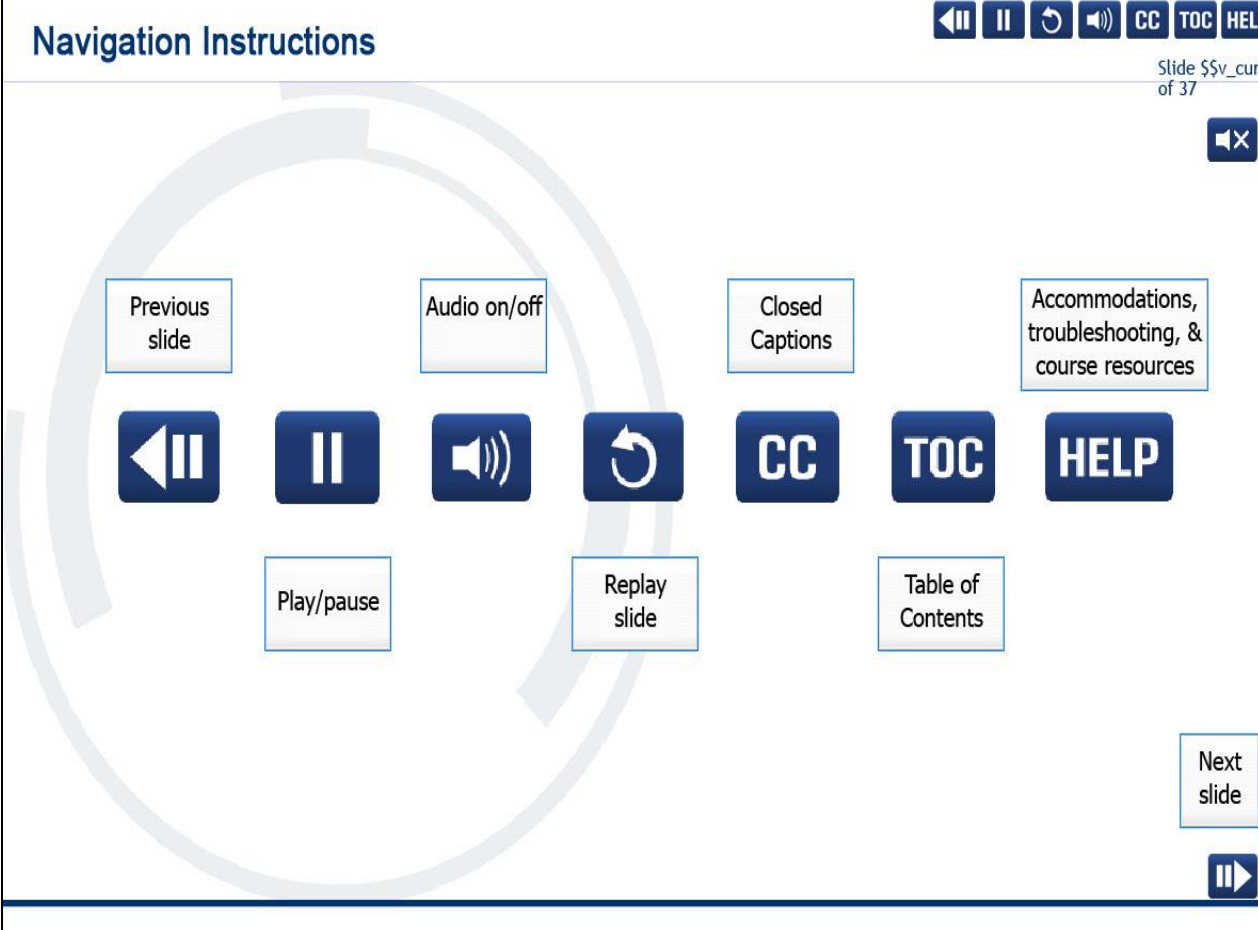
Slide notes



Slide 3 - Navigation Instructions

Navigation Instructions

Slide \$\$v\_current of 37

The slide content features a large, light blue circular graphic in the background. Overlaid on this graphic are several navigation controls. At the top right, there is a row of small icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker icon, and three buttons labeled 'CC', 'TOC', and 'HELP'. Below these are larger, dark blue buttons with white text: 'Previous slide', 'Audio on/off', 'Closed Captions', and 'Accommodations, troubleshooting, & course resources'. In the center, there are icons for 'Play/pause' (a vertical bar), 'Replay slide' (a circular arrow), 'Table of Contents' (labeled 'TOC'), and 'HELP'. At the bottom right, there is a 'Next slide' button and a right arrow with a vertical bar. A small speaker icon with an 'X' is also present in the top right area.

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

Slide notes

## Slide 4 - User Information

## User Information

Slide \$\$v\_current of 37

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes

## Slide 5 - Introduction

## Introduction

Slide \$\$v\_current of 37

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.

**Continue**

**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

## Clearing Clock Ring Errors - T&A Day 1: Not a Full Day On the Clock

Slide \$v\_current of 37

United States Postal Service - Restricted Information - (20) Server Na...
24-Feb-2012  
Restricted Information

System Employee Site Time Reports Switch Help Window
Clock Ring Editor Module v4.028 - (20)

TAC800F0
Clock Ring Editor Module

Employee ID: 90074042    SAMPLE, EMPLOYEE    Pay Loc: 110

Wkly Sched: SSMTW--    Daily Sched: 14.00 - 22.50

DA / LDC: 110    1100

Clear

Find

Add

Delete

Change

Job Asgn

Duplicate

Pre-Prgc

PIL Egr

eRMS

1017 MSG

PS 1260

Save

Close

Help

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	HH:hh	S	Time Amt	Ring Msgs	T&A Day	Frod	TZ
010	02/11/2012	14:00	90-0110	0000	P	06	9050	00	00000	00	00	00	(F)Not Full Day On Clock	1		CST
014	02/11/2012	20:50			P	06			00000	00	00	00	(F)Not Full Day On Clock	1		CST
010	02/12/2012	14:00	90-0110	0000	P	06	9050	00	00000	00	00	00	Fatal Error	2		CST
010	02/12/2012	14:05	90-0110	0000	P	06	9050	00	00000	00	00	00	(F)Duplicate Begin Tour	2		CST
012	02/12/2012	18:00			P	06			00000	00	00	00	Fatal Error	2		CST
013	02/12/2012	18:50	90-0110	0000	P	06	9050	00	00000	00	00	00	Fatal Error	2		CST
014	02/12/2012	22:50			P	06			00000	00	00	00	Fatal Error	2		CST
010	02/13/2012	13:30	90-0110	0000	P	06	9050	00	00000	00	00	00	(W)NonScheduled Begin	3		CST
011	02/13/2012	14:50	90-0110	0000	P	06	0020	00	00000	00	00	00	(F)Operation Turned Off	3		CST
012	02/13/2012	18:00			P	06			00000	00	00	00	Fatal Error	3		CST
011	02/13/2012	18:55	90-0110	0000	P	06	0020	00	00000	00	00	00	(F)No Back From Lunch	3		CST
014	02/13/2012	22:58			P	06			00000	00	00	00	(F)No Back From Lunch	3		CST

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

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Reason Code	Quantity	FLSA Exempt
90074042	Saturday	02-11-12	P	0	06	052 00	6.50	N
90074042	Saturday	02-11-12	P	0	06	054 00	2.50	N
90074042	Saturday	02-11-12	P	0	06	059 59	1.50	N
90074042	Tuesday	02-14-12	P	0	06	052 00	7.90	N
90074042	Tuesday	02-14-12	P	0	06	054 00	3.95	N
90074042	Tuesday	02-14-12	P	0	06	059 59	.10	N

Weekly Totals  
 052: 14.40  
 054: 06.45  
 059: 01.60

Transaction Code Date Time Finance Number Unit Suffix Lvl Oper LU Route Time S Ring Msgs T&A Frd Day Day TZ

010	02-11-12	14.00	90-0110	0000	P	0	06	9050	00	00000	06.50	(F)Not Full Day	1	CST
014	02-11-12	20.50			P	0	06			00000		(W)NonSchedul	1	CST
010	02-12-12	14.00	90-0110	0000	P	0	06	9050	00	00000			2	CST
010	02-12-12	14.05	90-0110	0000	P	0	06	9050	00	00000		(F)Duplicate Bk	2	CST
012	02-12-12	18.00			P	0	06			00000			2	CST
013	02-12-12	18.50	90-0110	0000	P	0	06	9050	00	00000			2	CST
014	02-12-12	22.50			P	0	06			00000			2	CST
010	02-13-12	13.90	90-0110	0000	P	0	06	9050	00	00000		(W)NonSchedul	3	CST
011	02-13-12	14.50	90-0110	0000	P	0	06	0020	00	00000		(F)Operation Ti	3	CST
012	02-13-12	18.00			P	0	06			00000			3	CST

Close

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.

UNITED STATES POSTAL SERVICE  
 \*\*\*\*SCENARIO 1/ DAY 1\*\*\*\* Request for or Notification of Absence

Employee's Name (First, Last, MI) Sample Employee  
 Employee ID Provided by instructor 01.50  
 Date Submitted (MM/DD/YYYY) 01.03.2012 No. of Hours Requested 01.50  
 Installation (For postmaster's use; show only state and ZIP Code) N/A Day  
 Play Loc No. / DVA Code From Date Hour 02 11 2012 | 2050  
 Time of Call or Request Scheduled Reporting Time If Needed, Employee Can Be Reached At: Do not call 02 11 2012 | 2200  
 Approved in Advance Yes No

Type of Absence  
 Annual (Code 055)  
 Holiday/ML, LWOP, Sick, Late, OCP, Other

Documentation (For official use only)  
 FMA Requested (Certification review - #0502)  
 For OCP Leave (P/1 on file)  
 For Advanced Sick Leave (P/1221 on file)  
 For Military Leave (Enter on leave)  
 For Court Leave (Quarant on leave)  
 For Higher Level (P/1225 on file)  
 Schema Training Staffing Qualifying (Memo on file)

Revised Schedule for date: Approved in Advance Yes No

Begin Work: \_\_\_\_\_ Lunch Out: \_\_\_\_\_ Lunch In: \_\_\_\_\_ End Work: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Remarks (Do not enter essential information. See Privacy Act Statement on reverse of this form.)  
 \*\*\*Note: Click the add button and then the find button to search for annual leave.\*\*\*

I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.  
 Employee's Signature and Date: Sample employee 01.03.2012  
 Signature of Person Recording Absence and Date: Supervisor A 01.03.2012  
 Signature of Supervisor and Date Notified: Supervisor B 01.03.2012

Official Action on Application (Return copy of signed request to employee.)  
 Approved  
 Disapproved (Give reason below)  
 Do not check an FMA box until you verify the FMA designation.  
 FMA Designation is PENDING  
 FMA Protected  
 Not FMA Protected  
 Continued on reverse

SCHEDULED/UNSCHEDULED  
 05 2012  
 SCHEDULED

1. EAS determines scheduled or unscheduled.  
 2. The person entering the leave initials and enters exact time entered.

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.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074042 SAMPLE, EMPLOYEE Pay Loc: 110  
Edit Week: 2012-05-1 (selected) Show Rings Ring Coloring: All ON  
2012-05-2 Future Active OFF  
Wkly Sched: SSMTW-- Daily Sched: 14.00 - 22.50 DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A	Frod	Day	TZ
010	02 11 2012 14 00	90-0110	0000	P	06	9050	00	000000	00	00	00	00	(F)Not Full Day On Clock	1		CST	
014	02 11 2012 20 50			P	06			000000	00	00	00	00	(F)Not Full Day On Clock	1		CST	
010	02 12 2012 14 00	90-0110	0000	P	06	9050	00	000000	00	00	00	00	Fatal Error	2		CST	
010	02 12 2012 14 05	90-0110	0000	P	06	9050	00	000000	00	00	00	00	(F)Duplicate Begin Tour	2		CST	
012	02 12 2012 18 00			P	06			000000	00	00	00	00	Fatal Error	2		CST	
013	02 12 2012 18 50	90-0110	0000	P	06	9050	00	000000	00	00	00	00	Fatal Error	2		CST	
014	02 12 2012 22 50			P	06			000000	00	00	00	00	Fatal Error	2		CST	
010	02 13 2012 13 30	90-0110	0000	P	06	9050	00	000000	00	00	00	00	(W)NonScheduled Begin	3		CST	
011	02 13 2012 14 50	90-0110	0000	P	06	0020	00	000000	00	00	00	00	(F)Operation Turned Off	3		CST	
012	02 13 2012 18 00			P	06			000000	00	00	00	00	Fatal Error	3		CST	
011	02 13 2012 18 55	90-0110	0000	P	06	0020	00	000000	00	00	00	00	(F)No Back From Lunch	3		CST	
014	02 13 2012 22 58			P	06			000000	00	00	00	00	(F)No Back From Lunch	3		CST	

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

To enter the leave, select the first red fatal warning and click Add.

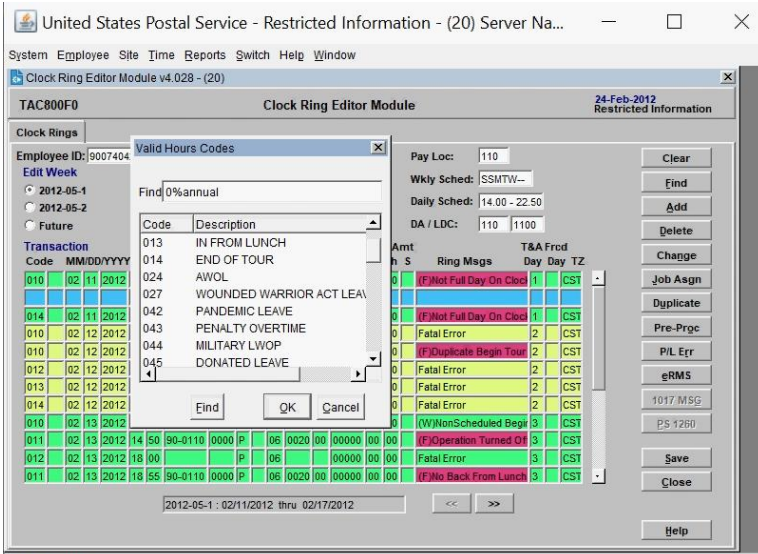
United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074042 SAMPLE, EMPLOYEE Pay Loc: 110  
Edit Week: 2012-05-1 (selected) Show Rings Ring Coloring: All ON  
2012-05-2 Future Active OFF  
Wkly Sched: SSMTW-- Daily Sched: 14.00 - 22.50 DA / LDC: 110 1100

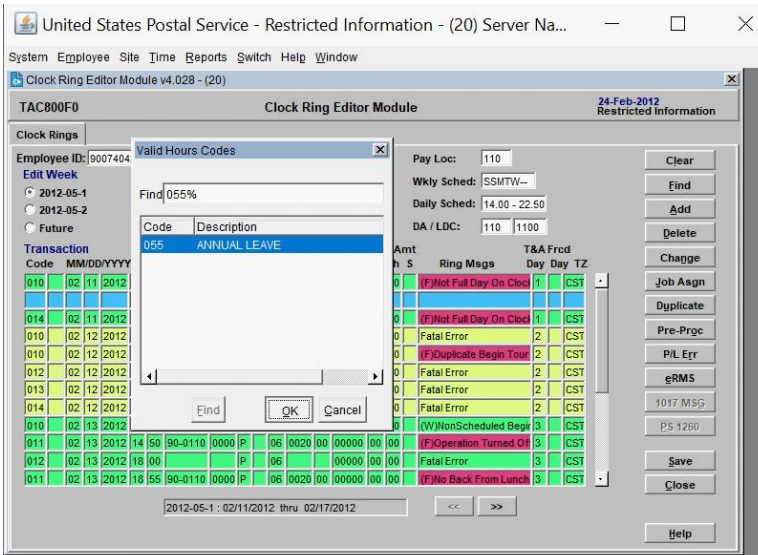
Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A	Frod	Day	TZ
010	02 11 2012 14 00	90-0110	0000	P	06	9050	00	000000	00	00	00	00	(F)Not Full Day On Clock	1		CST	
014	02 11 2012 20 50			P	06			000000	00	00	00	00	(F)Not Full Day On Clock	1		CST	
010	02 12 2012 14 00	90-0110	0000	P	06	9050	00	000000	00	00	00	00	Fatal Error	2		CST	
010	02 12 2012 14 05	90-0110	0000	P	06	9050	00	000000	00	00	00	00	(F)Duplicate Begin Tour	2		CST	
012	02 12 2012 18 00			P	06			000000	00	00	00	00	Fatal Error	2		CST	
013	02 12 2012 18 50	90-0110	0000	P	06	9050	00	000000	00	00	00	00	Fatal Error	2		CST	
014	02 12 2012 22 50			P	06			000000	00	00	00	00	Fatal Error	2		CST	
010	02 13 2012 13 30	90-0110	0000	P	06	9050	00	000000	00	00	00	00	(W)NonScheduled Begin	3		CST	
011	02 13 2012 14 50	90-0110	0000	P	06	0020	00	000000	00	00	00	00	(F)Operation Turned Off	3		CST	
012	02 13 2012 18 00			P	06			000000	00	00	00	00	Fatal Error	3		CST	
011	02 13 2012 18 55	90-0110	0000	P	06	0020	00	000000	00	00	00	00	(F)No Back From Lunch	3		CST	

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

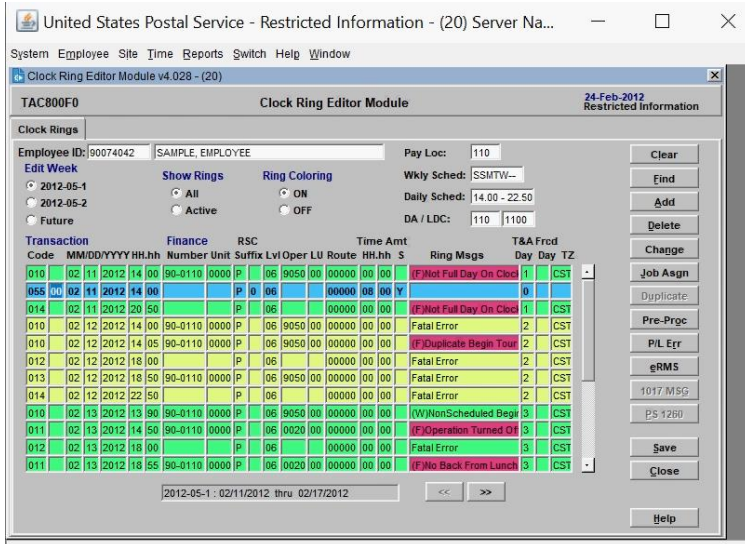
Select Find to locate the description for Annual Leave.



You can either scroll or click after the percent sign and type annual.  
Then click Find.



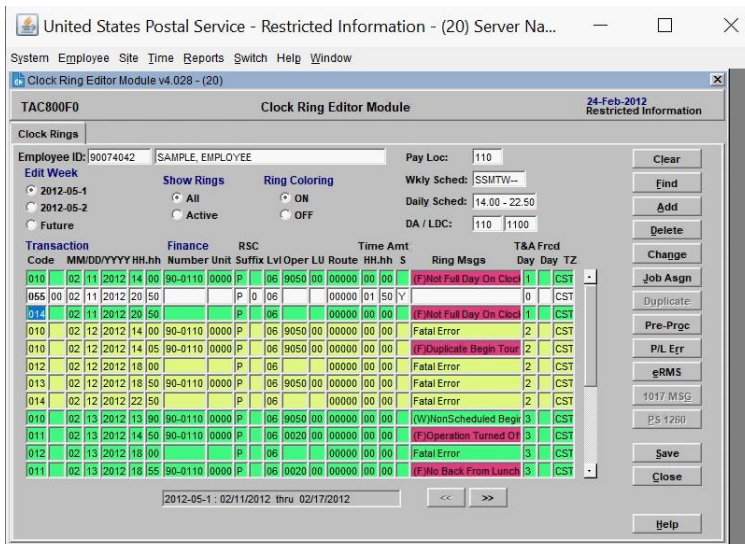
Select OK.



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.



United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074042	Saturday	02-11-12	P	0	06	052	00	6.50	N
90074042	Saturday	02-11-12	P	0	06	054	00	2.50	N
90074042	Saturday	02-11-12	P	0	06	055	00	1.50	N
90074042	Tuesday	02-14-12	P	0	06	052	00	7.90	N
90074042	Tuesday	02-14-12	P	0	06	054	00	3.95	N
90074042	Tuesday	02-14-12	P	0	06	059	59	.10	N

Weekly Totals

052: 14.40
054: 06.45
055: 01.50
059: 00.10

Transaction

Code	Date	Time	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Mgs	T&A Day	Frcd Day	TZ
010	02-11-12	14.00	90-0110	0000	P	0	06	9050	00	00000	06.50			1		CST
014	02-11-12	20.50			P	0	06			00000				(W)NonSchedul	1	CST
055	02-11-12	20.50			P	0	06			00000	01.50	Y		1		CST
010	02-12-12	14.00	90-0110	0000	P	0	06	9050	00	00000				2		CST
010	02-12-12	14.05	90-0110	0000	P	0	06	9050	00	00000				(F)Duplicate Ba	2	CST
012	02-12-12	18.00			P	0	06			00000				2		CST
013	02-12-12	18.50	90-0110	0000	P	0	06	9050	00	00000				2		CST
014	02-12-12	22.50			P	0	06			00000				2		CST
010	02-13-12	13.90	90-0110	0000	P	0	06	9050	00	00000				(W)NonSchedul	3	CST
011	02-13-12	14.50	90-0110	0000	P	0	06	0020	00	00000				(F)Operation Tu	3	CST

Close

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.

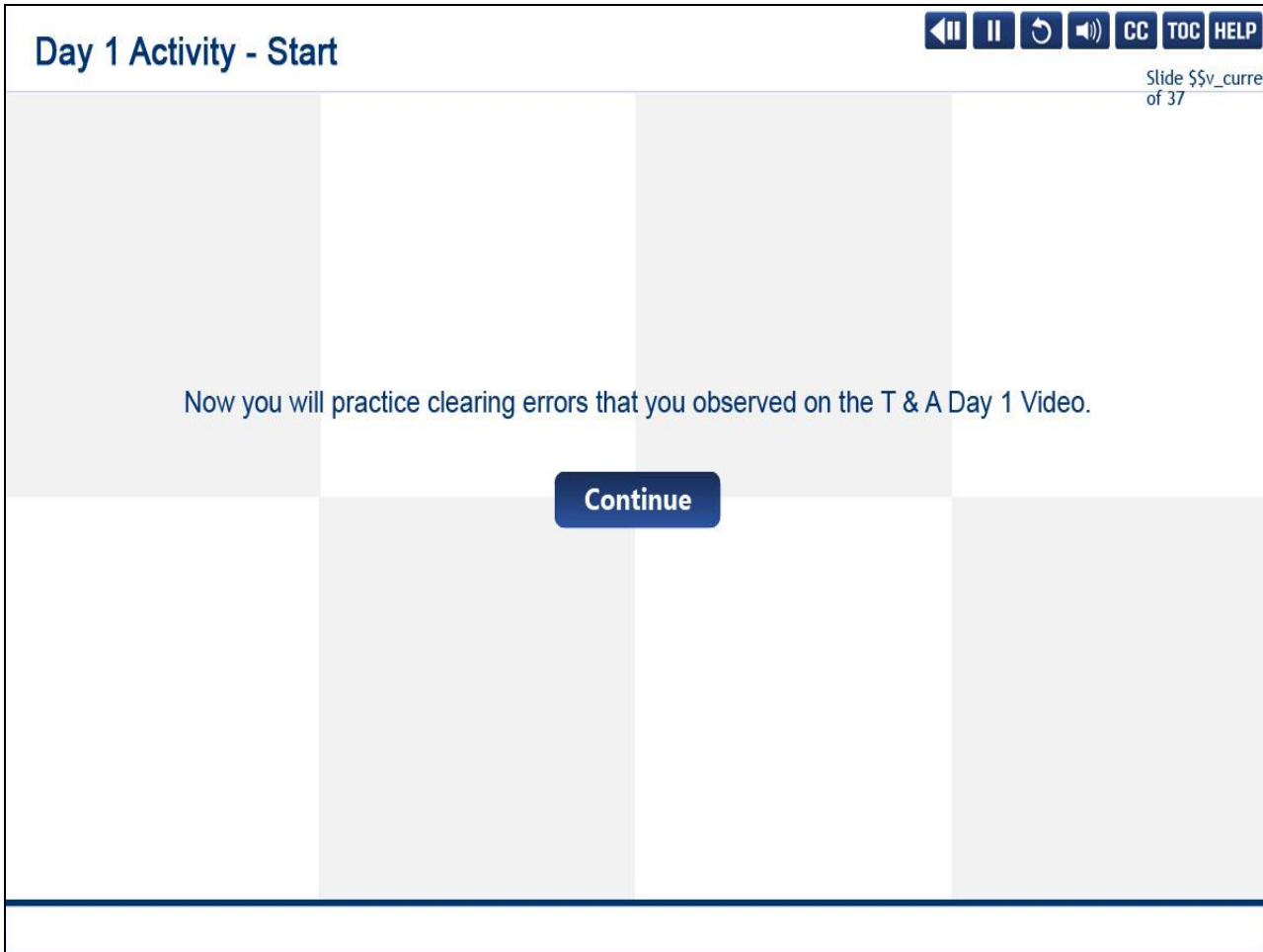
Slide 7 - Day 1 Activity - Start

Day 1 Activity - Start

Slide \$v\_current of 37

Now you will practice clearing errors that you observed on the T & A Day 1 Video.

Continue

The slide content area features a 2x2 grid background with alternating light gray and white squares. A blue button with the text "Continue" is centered in the middle of the grid. The text "Now you will practice clearing errors that you observed on the T & A Day 1 Video." is positioned above the button. The slide title "Day 1 Activity - Start" is in the top left, and the slide number "Slide \$v\_current of 37" is in the top right. A navigation bar with icons for back, play, refresh, volume, CC, TOC, and HELP is located at the top right of the slide frame.

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

Day 1 Activity - Part 1

Slide \$v\_current of 37

Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Time Amt	Ring Msgs	T&A Frcd
010	02/11/2023 14:00	90-0110 0000	P 06 9050 00 00000		(F)Not Full Day On Clock	1 CST
014	02/11/2023 20:50		P 06 00000 00 00000		(F)Not Full Day On Clock	1 CST
010	02/12/2023 14:00	90-0110 0000	P 06 9050 00 00000		Fatal Error	2 CST
010	02/12/2023 14:05	90-0110 0000	P 06 9050 00 00000		(F)Duplicate Begin Tour	2 CST
012	02/12/2023 18:00		P 06 00000 00 00000		Fatal Error	2 CST
013	02/12/2023 18:50	90-0110 0000	P 06 9050 00 00000		Fatal Error	2 CST
014	02/12/2023 22:50		P 06 00000 00 00000		Fatal Error	2 CST
010	02/13/2023 13:00	90-0110 0000	P 06 9050 00 00000		(W)NonScheduled Beg	3 CST
011	02/13/2023 14:50	90-0110 0000	P 06 0020 00 00000		(F)Operation Turned Of	3 CST
012	02/13/2023 18:00		P 06 00000 00 00000		Fatal Error	3 CST
011	02/13/2023 18:55	90-0110 0000	P 06 0020 00 00000		(F)No Back From Lunch	3 CST
014	02/13/2023 22:58		P 06 00000 00 00000		(F)No Back From Lunch	3 CST

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

Day 1 Activity - Part 2

Slide \$Sv\_curren of 37

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074042	Saturday	2-11-23	P	0	06	052	00	6.50	N
90074042	Saturday	2-11-23	P	0	06	054	00	2.50	N
90074042	Saturday	2-11-23	P	0	06	059	59	1.50	N
90074042	Tuesday	2-14-23	P	0	06	052	00	7.90	N
90074042	Tuesday	2-14-23	P	0	06	054	00	3.95	N
90074042	Tuesday	2-14-23	P	0	06	059	59	.10	N

Transaction Code	Date	Time	Finance Number	Unit	Suffix	RSC Lvl	Oper LU	Route	Time Amt	S	Ring Msgs	T&A Day	Frd Day	TZ
010	02-11-23	14.00	90-0110	0000	P	0	06	9050	00	00000	06.50	(F)Not Full Day	1	CST
014	02-11-23	20.50			P	0	06					(W)NonSchedu	1	CST
010	02-12-23	14.00	90-0110	0000	P	0	06	9050	00	00000			2	CST
010	02-12-23	14.05	90-0110	0000	P	0	06	9050	00	00000		(F)Duplicate Be	2	CST
012	02-12-23	18.00			P	0	06						2	CST
013	02-12-23	18.50	90-0110	0000	P	0	06	9050	00	00000			2	CST
014	02-12-23	22.50			P	0	06						2	CST
010	02-13-23	13.90	90-0110	0000	P	0	06	9050	00	00000		(W)NonSchedu	3	CST
011	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	00000		(F)Operation Tu	3	CST
012	02-13-23	18.00			P	0	06						3	CST

Weekly Totals

- 052: 14.40
- 054: 06.45
- 059: 01.60

Close

Select Close.

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

## Day 1 Activity - Part 3

Slide \$v\_current of 37

### Request for or Notification of Absence

Employee's Name (Print last, first, M.) <b>Sample Employee</b>		Employee ID <b>90074042</b>	Date Submitted (MM/DD/YYYY) <b>01.03.2023</b>	No. of Hours Requested <b>1.50</b>	<b>SCHEDULED</b>	<b>UN</b>	<b>SCHEDULED</b>	PP	Year
Installation (For postmaster's leave, show city, state, and ZIP Code)		N/S Day	Pay Loc. No.	D/A Code				05	2023
Time of Call or Request	Scheduled Reporting Time	If Needed, Employee Can Be Reached At: <input type="checkbox"/> Do not call		From: Date	Hour				
				02/11/2023	2050				
				Thru: Date	Hour				
				02/11/2023	2200				
Type of Absence <input checked="" type="checkbox"/> Annual (Code 055) <input type="checkbox"/> Holiday/AL/LV/EXOT <input type="checkbox"/> Carrier 701 Route <input type="checkbox"/> LWOP (See reverse) <input type="checkbox"/> Sick (See reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP (See reverse) <input type="checkbox"/> Other	Documentation (For official use only) <input type="checkbox"/> FMLA Requested (Certification review - HRSSC) <input type="checkbox"/> For COP1 leave (CA1 on file) <input type="checkbox"/> For Advanced Sick Leave (FS 1221 on file) <input type="checkbox"/> For Military Leave (Orders reviewed) <input type="checkbox"/> For Court Leave (Summons reviewed) <input type="checkbox"/> For Higher Level (FS 1123 on file) <input type="checkbox"/> Scheme Training Testing Qualifying (Memo on file)	Revised Schedule for (Date)	Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>SCHEDULED</b>					
		Begin Work							
		Lunch Out	Lunch In	Day	Init	Hours			
		End Work		Sat 01					
		Total Hours		Sun 02					
				Mon 03					
				Tue 04					
				Wed 05					
				Thur 06					
				Fri 07					
				Sat 08					
				Sun 09					
				Mon 10					
				Tue 11					
				Wed 12					
				Thur 13					
				Fri 14					

Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form.)

**I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.**

Employee's Signature and Date <i>Sample Employee</i> 01.03.2023	Signature of Person Recording Absence and Date	Signature of Supervisor and Date Notified
		Supervisor A 01.03.2023

**Official Action on Application (Return copy of signed request to employee.)**

<input checked="" type="checkbox"/> Approved	Do not check an FMLA box until you verify the FMLA designation. <input type="checkbox"/> FMLA Designation is PENDING <input type="checkbox"/> FMLA Protected <input type="checkbox"/> Not FMLA Protected	Signature of Supervisor and Date
<input type="checkbox"/> Disapproved (Give reason below)		Supervisor B 01.03.2023
		<input type="checkbox"/> Continued on reverse

PS Form 3971, July 2021 (Page 1 of 2) PSN 7530-02-000-9136

**Warning:** The furnishing of false information on this form may result in a fine of no more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

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

### Day 1 Activity - Part 4

Slide \$v\_current of 37

Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Time Amt	T&A Freq
010	02/11/2023 14:00	90-0110 0000	P 06	9050 00 00000 00 00	(F)Not Full Day On Cloe
014	02/11/2023 20:50		P 06	00000 00 00	(F)Not Full Day On Cloe
010	02/12/2023 14:00	90-0110 0000	P 06	9050 00 00000 00 00	Fatal Error
010	02/12/2023 14:05	90-0110 0000	P 06	9050 00 00000 00 00	(F)Duplicate Begin Tour
012	02/12/2023 18:00		P 06	00000 00 00	Fatal Error
013	02/12/2023 18:50	90-0110 0000	P 06	9050 00 00000 00 00	Fatal Error
014	02/12/2023 22:50		P 06	00000 00 00	Fatal Error
010	02/13/2023 13:00	90-0110 0000	P 06	9050 00 00000 00 00	(W)NonScheduled Begi
011	02/13/2023 14:50	90-0110 0000	P 06	0020 00 00000 00 00	(F)Operation Turned Of
012	02/13/2023 18:00		P 06	00000 00 00	Fatal Error
011	02/13/2023 18:55	90-0110 0000	P 06	0020 00 00000 00 00	(F)No Back From Lunch
014	02/13/2023 22:58		P 06	00000 00 00	(F)No Back From Lunch

Slide notes

To enter the leave, select the first red Fatal warning.

Slide 12 - Day 1 Activity - Part 5

Day 1 Activity - Part 5

Slide \$v\_current of 37

Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Time Amt	Ring Msgs	T&A Frcd
010	02/11/2023 14:00	90-0110 0000	P 06	9050 00 00000 00 00	(F)No Full Day On Clo	1 CST
014	02/11/2023 20:50		P 06	00000 00 00	(F)Not Full Day On Clo	1 CST
010	02/12/2023 14:00	90-0110 0000	P 06	9050 00 00000 00 00	Fatal Error	2 CST
010	02/12/2023 14:05	90-0110 0000	P 06	9050 00 00000 00 00	(F)Duplicate Begin Tour	2 CST
012	02/12/2023 18:00		P 06	00000 00 00	Fatal Error	2 CST
013	02/12/2023 18:50	90-0110 0000	P 06	9050 00 00000 00 00	Fatal Error	2 CST
014	02/12/2023 22:50		P 06	00000 00 00	Fatal Error	2 CST
010	02/13/2023 13:00	90-0110 0000	P 06	9050 00 00000 00 00	(W)NonScheduled Beg	3 CST
011	02/13/2023 14:50	90-0110 0000	P 06	0020 00 00000 00 00	(F)Operation Turned Of	3 CST
012	02/13/2023 18:00		P 06	00000 00 00	Fatal Error	3 CST
011	02/13/2023 18:55	90-0110 0000	P 06	0020 00 00000 00 00	(F)No Back From Lunch	3 CST
014	02/13/2023 22:58		P 06	00000 00 00	(F)No Back From Lunch	3 CST

Slide notes

Now, select Add.

Slide 13 - Day 1 Activity - Part 6

Day 1 Activity - Part 6

Slide \$Sv\_curr  
of 37

Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Time Amt	T&A Frcd
010	02/11/2023 14:00	90-0110 0000 P	06 9050 00 00000 00 00	(F)Not Full Day On Clo	1 CST
014	02/11/2023 20:50	P	06	(F)Not Full Day On Clo	1 CST
010	02/12/2023 14:00	90-0110 0000 P	06 9050 00 00000 00 00	Fatal Error	2 CST
010	02/12/2023 14:05	90-0110 0000 P	06 9050 00 00000 00 00	(F)Duplicate Begin Tour	2 CST
012	02/12/2023 18:00	P	06	Fatal Error	2 CST
013	02/12/2023 18:50	90-0110 0000 P	06 9050 00 00000 00 00	Fatal Error	2 CST
014	02/12/2023 22:50	P	06	Fatal Error	2 CST
010	02/13/2023 13:30	90-0110 0000 P	06 9050 00 00000 00 00	(W)NonScheduled Begr	3 CST
011	02/13/2023 14:50	90-0110 0000 P	06 0020 00 00000 00 00	(F)Operation Turned OI	3 CST
012	02/13/2023 18:00	P	06	Fatal Error	3 CST
011	02/13/2023 18:55	90-0110 0000 P	06 0020 00 00000 00 00	(F)No Back From Lunch	3 CST

Slide notes

Select Find to locate the transaction code for Annual Leave.



Slide 14 - Day 1 Activity - Part 7

Day 1 Activity - Part 7

Slide \$v\_current of 37

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9007404

Valid Hours Codes

Find: 0%annual

Code	Description	Amt	Ring Msgs	T&A Frcd
013	IN FROM LUNCH			
014	END OF TOUR			
024	AWOL			
027	WOUNDED WARRIOR ACT LEA			
042	PANDEMIC LEAVE			
043	PENALTY OVERTIME			
044	MILITARY LWOP			
045	DONATED LEAVE			

Select Find. Find OK Cancel

2023-05-1: 02/11/2023 thru 02/17/2023

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

### Day 1 Activity - Part 8

Slide \$v\_current of 37

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24 Feb 2023 Restricted Information

Employee ID: 9007404

Valid Hours Codes

Code	Description
055	ANNUAL LEAVE

Pay Loc: 110

Wkly Sched: SSMTW--

Daily Sched: 14.00 - 22.50

DA / LDC: 110 1100

Transaction

Code	MM/DD/YYYY	Amt	h	S	Ring	Msgs	T&A	Frcd	Day	Day	TZ
010	02/11/2023	0			(F)Not Full Day On Clo	1			CST		
014	02/11/2023	0			(F)Not Full Day On Clo	1			CST		
010	02/12/2023	0			Fatal Error	2			CST		
010	02/12/2023	0			(F)Duplicate Begin Tour	2			CST		
012	02/12/2023	0			Fatal Error	2			CST		
013	02/12/2023	0			Fatal Error	2			CST		
014	02/12/2023	0			Fatal Error	2			CST		
010	02/12/2023	0			(W)NonScheduled Beg	3			CST		
011	02/13/2023	14.50	90-0110	0000	P	05	0020	00	000000	00	00
012	02/13/2023	18.00			P	06			000000	00	00
011	02/13/2023	18.55	90-0110	0000	P	05	0020	00	000000	00	00

2023-05-1: 02/11/2023 thru 02/17/2023

Select OK.

Slide notes

Select OK.

Slide 16 - Day 1 Activity - Part 9

### Day 1 Activity - Part 9

Slide \$Sv\_curr of 37

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Time Amt	Ring Msgs	T&A Frcd
010	02/11/2023	14:00	90-0110	0000	P 06 9050 00 00000 00 00	(F)Hot Full Day On Clo	1 CST
014	02/11/2023	20:50		P 06			
010	02/12/2023	14:00	90-0110	0000	P 06 9050 00 00000 00 00	Fatal Error	2 CST
010	02/12/2023	14:05	90-0110	0000	P 06 9050 00 00000 00 00	(F)Duplicate Begin Tour	2 CST
012	02/12/2023	18:00		P 06		Fatal Error	2 CST
013	02/12/2023	18:50	90-0110	0000	P 06 9050 00 00000 00 00	Fatal Error	2 CST
014	02/12/2023	22:50		P 06		Fatal Error	2 CST
010	02/13/2023	13:30	90-0110	0000	P 06 9050 00 00000 00 00	(W)NonScheduled Begr	3 CST
011	02/13/2023	14:50	90-0110	0000	P 06 0020 00 00000 00 00	(F)Operation Turned Off	3 CST
012	02/13/2023	18:00		P 06		Fatal Error	3 CST
011	02/13/2023	18:55	90-0110	0000	P 06 0020 00 00000 00 00	(F)No Back From Lunch	3 CST

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

Day 1 Activity - Part 10

Slide \$Sv\_currerv of 37

Transaction Code	MM/DD/YYYY HH:hh	Finance	RSC	Time Amt	Ring Msgs	T&A Frcd
010	02 11 2023 14 06	90-0110 0000	P 06	9050 00 000000 00 00	(F)Not Full Day On Clo	1 CST
055	00 02 11 2023 20 50		P 06	000000 00 00		0 CST
014	02 11 2023 20 50		P 06	000000 00 00	(F)Not Full Day On Clo	1 CST
010	02 12 2023 14 00	90-0110 0000	P 06	9050 00 000000 00 00	Fatal Error	2 CST
010	02 12 2023 14 05	90-0110 0000	P 06	9050 00 000000 00 00	(F)Duplicate Begin Tour	2 CST
012	02 12 2023 18 00		P 06	000000 00 00	Fatal Error	2 CST
013	02 12 2023 18 50	90-0110 0000	P 06	9050 00 000000 00 00	Fatal Error	2 CST
014	02 12 2023 22 50		P 06	000000 00 00	Fatal Error	2 CST
010	02 13 2023 13 30	90-0110 0000	P 06	9050 00 000000 00 00	(W)NonScheduled Beg	3 CST
011	02 13 2023 14 50	90-0110 0000	P 06	0020 00 000000 00 00	(F)Operation Turned O	3 CST
012	02 13 2023 18 00		P 06	000000 00 00	Fatal Error	3 CST
011	02 13 2023 18 55	90-0110 0000	P 06	0020 00 000000 00 00	(F)No Back From Lunch	3 CST

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

Day 1 Activity - Part 11

Slide \$Sv\_curr of 37

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

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

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074042	Saturday	2-11-23	P	0	06	052	00	6.50	N
90074042	Saturday	2-11-23	P	0	06	054	00	2.50	N
90074042	Saturday	2-11-23	P	0	06	055	00	1.50	N
90074042	Tuesday	2-14-23	P	0	06	052	00	7.90	N
90074042	Tuesday	2-14-23	P	0	06	054	00	3.95	N
90074042	Tuesday	2-14-23	P	0	06	059	59	.10	N

Weekly Totals

052:	14.40
054:	06.45
055:	01.50
059:	00.10

Transaction

Transaction Code	Date	Time	Finance Number	Unit	RSC Suffix	Lvl	Oper LU	Route	Time Amt	S	Ring Msgs	T&A Day	Frct Day	TZ
010	02-11-23	14.00	90-0110	0000	P	0	06	9050	00	000000	06.50	1		CST
014	02-11-23	20.50			P	0	06					(W)NonSchedu	1	CST
055	02-11-23	20.50			P	0	06				01.50	Y		CST
010	02-12-23	14.00	90-0110	0000	P	0	06	9050	00	000000		2		CST
010	02-12-23	14.05	90-0110	0000	P	0	06	9050	00	000000		(F)Duplicate Be	2	CST
012	02-12-23	18.00			P	0	06						2	CST
013	02-12-23	18.50	90-0110	0000	P	0	06	9050	00	000000		2		CST
014	02-12-23	22.50			P	0	06						2	CST
010	02-13-23	13.90	90-0110	0000	P	0	06	9050	00	000000		(W)NonSchedu	3	CST
011	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	000000		(F)Operation Tu	3	CST

Close

Select Close.

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

Day 1 Activity - Part 12

Slide \$V\_curr of 37

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24 Feb 2023 Registration Information

Employee ID: 90074042 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2023-05-1 All ON Daily Sched: 14.00 - 22.50 Add  
2023-05-2 Active OFF DA / LDC: 110 1100 Delete  
Future Change  
Job Asgn  
Duplicate  
Pre-Prge  
PIL Err  
eRMS  
1017 MSG  
PS 1260  
Save  
Close  
Help

Transaction Code	Finance	RSC	Time Amt	T&A Frcd
MM/DD/YYYY HH:hh	Number Unit Suffix Lvl Oper LU Route	HH:hh S	Ring Msgs	Day Day TZ
010 02 11 2023 14 06	90-0110 0000 P 0 06 9050 00	00000 00 00		1 CST
014 02 11 2023 20 50	P 0 06	00000 00 00	(W)NonScheduled End	1 CST
055 00 02 11 2023 20 50	P 0 06	00000 01 50 Y		1 CST
010 02 12 2023 14 00	90-0110 0000 P 06 9050 00	00000 00 00	Fatal Error	2 CST
010 02 12 2023 14 05	90-0110 0000 P 06 9050 00	00000 00 00	(F)Duplicate Begin Tour	2 CST
012 02 12 2023 18 00	P 06	00000 00 00	Fatal Error	2 CST
013 02 12 2023 18 50	90-0110 0000 P 06 9050 00	00000 00 00	Fatal Error	2 CST
014 02 12 2023 22 50	P 06	00000 00 00	Fatal Error	2 CST
010 02 13 2023 13 30	90-0110 0000 P 06 9050 00	00000 00 00	(W)NonScheduled Beg	3 CST
011 02 13 2023 14 50	90-0110 0000 P 06 0020 00	00000 00 00	(F)Operation Turned Off	3 CST
012 02 13 2023 18 00	P 06	00000 00 00	Fatal Error	3 CST
011 02 13 2023 18 55	90-0110 0000 P 06 0020 00	00000 00 00	(F)No Back From Lunch	3 CST

2023-05-1: 02/11/2023 thru 02/17/2023

Slide notes

Now select Save to finish.

## Slide 20 - Day 1 Activity Debrief



## Day 1 Activity Debrief

Slide \$v\_current of 37

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.



**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

## Clearing Clock Ring Errors - T & A Day 2: Duplicate Begin Tour & 1017-A Comments Warning

Slide \$\$\_current of 37

The screenshot shows the 'Clock Ring Editor Module' window for employee 'SAMPLE, EMPLOYEE'. It displays a table of clock ring transactions with columns for Transaction Code, Finance, RSC, Time Amt, and T&A Frcd. Several transactions are highlighted in red, indicating errors. The error messages include 'Fatal Error', '(F) Duplicate Begin Tour', '(F) Operation Turned Off', '(F) No Back From Lunch', and '(F) Not Full Day On Clock'.

Transaction Code	Finance	RSC	Time Amt	T&A Frcd	Ring Msgs	Day	Day	TZ
010	02 12 2012 14 00	90-0110 0000 P 06	9050 00 000000 00 00	2	Fatal Error	2		CST
010	02 12 2012 14 05	90-0110 0000 P 06	9050 00 000000 00 00	2	(F) Duplicate Begin Tour	2		CST
012	02 12 2012 18 00			2	Fatal Error	2		CST
013	02 12 2012 18 50	90-0110 0000 P 06	9050 00 000000 00 00	2	Fatal Error	2		CST
014	02 12 2012 22 50			2	Fatal Error	2		CST
010	02 13 2012 13 90	90-0110 0000 P 06	9050 00 000000 00 00	3	(W) NonScheduled Begin	3		CST
011	02 13 2012 14 50	90-0110 0000 P 06	0020 00 000000 00 00	3	(F) Operation Turned Off	3		CST
012	02 13 2012 18 00			3	Fatal Error	3		CST
011	02 13 2012 18 55	90-0110 0000 P 06	0020 00 000000 00 00	3	(F) No Back From Lunch	3		CST
014	02 13 2012 22 58			3	(F) No Back From Lunch	3		CST
010	02 14 2012 14 05	90-0110 0000 P 06	9050 00 000000 00 00	4	(F) Not Full Day On Clock	4		CST
012	02 14 2012 18 00			4	(F) Not Full Day On Clock	4		CST

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.



The screenshot shows the 'Clock Ring Editor Module' window for employee 'SAMPLE, EMPLOYEE'. The interface includes a table of transactions with columns for Code, Date, Time, Finance, RSC, Time Amt, Ring Msgs, and T&A Fracd. Several transactions are highlighted in red, indicating errors. The error messages include 'Fatal Error', 'Duplicate Begin Tour', 'Operation Turned Off', 'No Back From Lunch', and 'Not Full Day On Clock'. The date range is set to 2012-05-1 to 02/17/2012.

Code	MM/DD/YYYY HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A Fracd
010	02/12/2012 14:00	90-0110	0000	P	06	9050	00	000000	00	00	Fatal Error	2 CST
010	02/12/2012 14:05	90-0110	0000	P	06	9050	00	000000	00	00	IF Duplicate Begin Tour	2 CST
012	02/12/2012 18:00			P	06			000000	00	00	Fatal Error	2 CST
013	02/12/2012 18:50	90-0110	0000	P	06	9050	00	000000	00	00	Fatal Error	2 CST
014	02/12/2012 22:50			P	06			000000	00	00	Fatal Error	2 CST
010	02/13/2012 13:00	90-0110	0000	P	06	9050	00	000000	00	00	(W)NonScheduled Begin	3 CST
011	02/13/2012 14:50	90-0110	0000	P	06	0020	00	000000	00	00	IF Operation Turned Off	3 CST
012	02/13/2012 18:00			P	06			000000	00	00	Fatal Error	3 CST
011	02/13/2012 18:55	90-0110	0000	P	06	0020	00	000000	00	00	IF No Back From Lunch	3 CST
014	02/13/2012 22:58			P	06			000000	00	00	IF No Back From Lunch	3 CST
010	02/14/2012 14:05	90-0110	0000	P	06	9050	00	000000	00	00	IF Not Full Day On Clock	4 CST
012	02/14/2012 18:00			P	06			000000	00	00	IF Not Full Day On Clock	4 CST

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.

This screenshot is similar to the previous one, but the transaction for 02/12/2012 14:05 is highlighted in red, and the error message 'IF Duplicate Begin Tour' is clearly visible. The interface shows the same employee and date range.

Pre-Process.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074042	Saturday	02-11-12	P	0	06	052	00	6.50	N
90074042	Saturday	02-11-12	P	0	06	054	00	2.50	N
90074042	Saturday	02-11-12	P	0	06	055	00	1.50	N
90074042	Sunday	02-12-12	P	0	06	052	00	8.00	N
90074042	Sunday	02-12-12	P	0	06	054	00	4.00	N
90074042	Sunday	02-12-12	P	0	06	072	00	8.00	N
90074042	Tuesday	02-14-12	P	0	06	052	00	7.90	N
90074042	Tuesday	02-14-12	P	0	06	054	00	3.95	N

Weekly Totals  
 052: 22.40  
 054: 10.45  
 055: 01.50  
 059: 00.10  
 072: 08.00

Transaction Code	Date	Finance Number	RSC	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Msgs	Day	TZ
010	02-11-12	14.00	P	0	06	9050	00	00000					1	CST
014	02-11-12	20.50	P	0	06			00000					1	CST
055	02-11-12	20.50	P	0	06			00000	01.50	Y			1	CST
010	02-12-12	14.00	P	0	06	9050	00	00000					2	CST
010	02-12-12	14.05	P	0	06	9050	00	00000					2	CST
012	02-12-12	18.00	P	0	06			00000					2	CST
013	02-12-12	18.50	P	0	06	9050	00	00000					2	CST
014	02-12-12	22.50	P	0	06			00000					2	CST
010	02-13-12	13.90	P	0	06	9050	00	00000					3	CST
011	02-13-12	14.50	P	0	06	0020	00	00000					3	CST

Close

We can see the incorrect Begin Tour has been deleted.  
 And we have a new warning.  
 1017-A Comments needed.  
 Click Close, then Save.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074042 SAMPLE, EMPLOYEE Pay Loc: 110  
 Edit Week: 2012-05-1 All Show Rings Ring Coloring Wkly Sched: SSMTW--  
 2012-05-2 Active Daily Sched: 14.00 - 22.50  
 Future OFF DA / LDC: 110 1100

Transaction Code MM/DD/YYYY HH.hh Finance Number RSC Suffix Lvl Oper LU Route Time Amt S Ring Msgs Day TZ

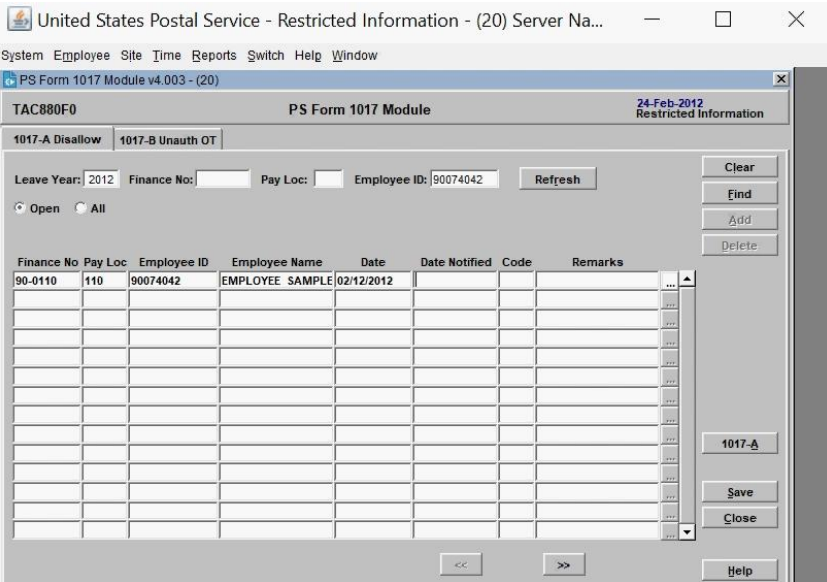
010	02/11/2012	14.00	P	0	06	9050	00	00000					2	CST
014	02/11/2012	20.50	P	0	06			00000					2	CST
055	02/11/2012	20.50	P	0	06			00000					2	CST
010	02/12/2012	14.00	P	0	06	9050	00	00000					2	CST
010	02/12/2012	14.05	P	0	06	9050	00	00000					2	CST
012	02/12/2012	18.00	P	0	06			00000					2	CST
013	02/12/2012	18.50	P	0	06	9050	00	00000					2	CST
014	02/12/2012	22.50	P	0	06			00000					2	CST
010	02/13/2012	13.90	P	0	06	9050	00	00000					3	CST
011	02/13/2012	14.50	P	0	06	0020	00	00000					3	CST
012	02/13/2012	18.00	P	0	06			00000					3	CST
011	02/13/2012	18.55	P	0	06	0020	00	00000					3	CST

Stop Clock ring changes have resulted in Disallowed Time for this employee. Select OK AND then add REQUIRED comments.

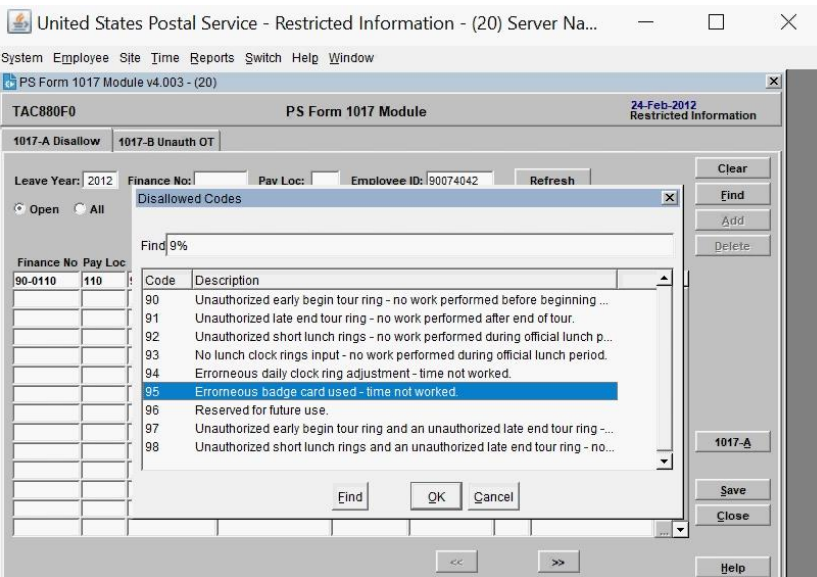
2012-05-1 : 02/11/2012 thru 02/17/2012

Save Close Help

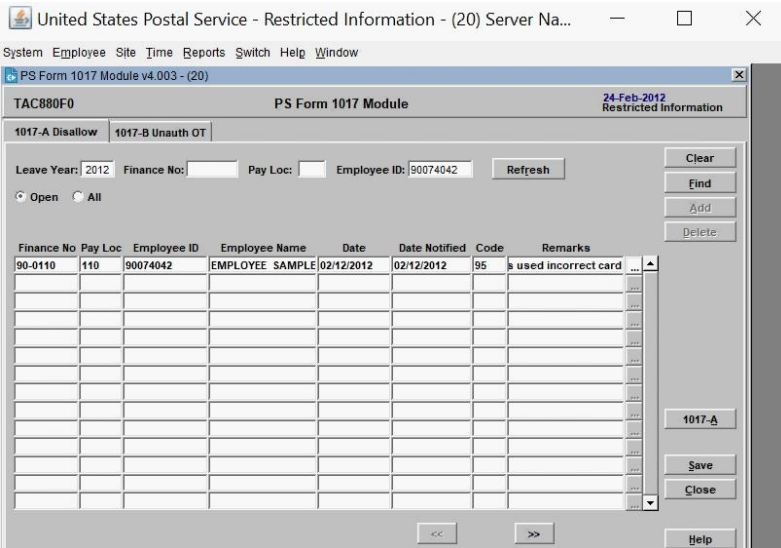
Receive the pop-up, "Stop. Clock ring changes have resulted in Disallowed Time for this employee. Select OK AND then add REQUIRED comments."



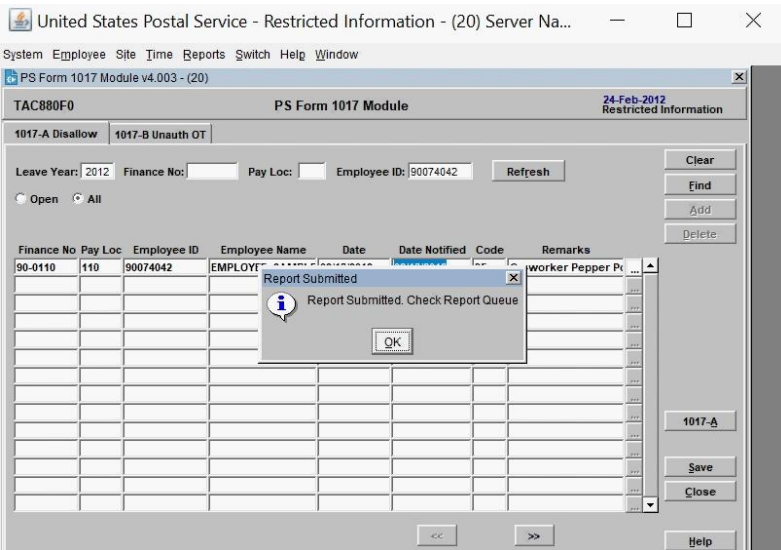
In order to disallow an employee's time, there are three factors that are required. Management must have personal knowledge that the employee is not performing postal work, you must discuss the disallowance of time with the employee, and you must document the disallowance of time.



We will apply the information while we notify the employee on February 12, 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.



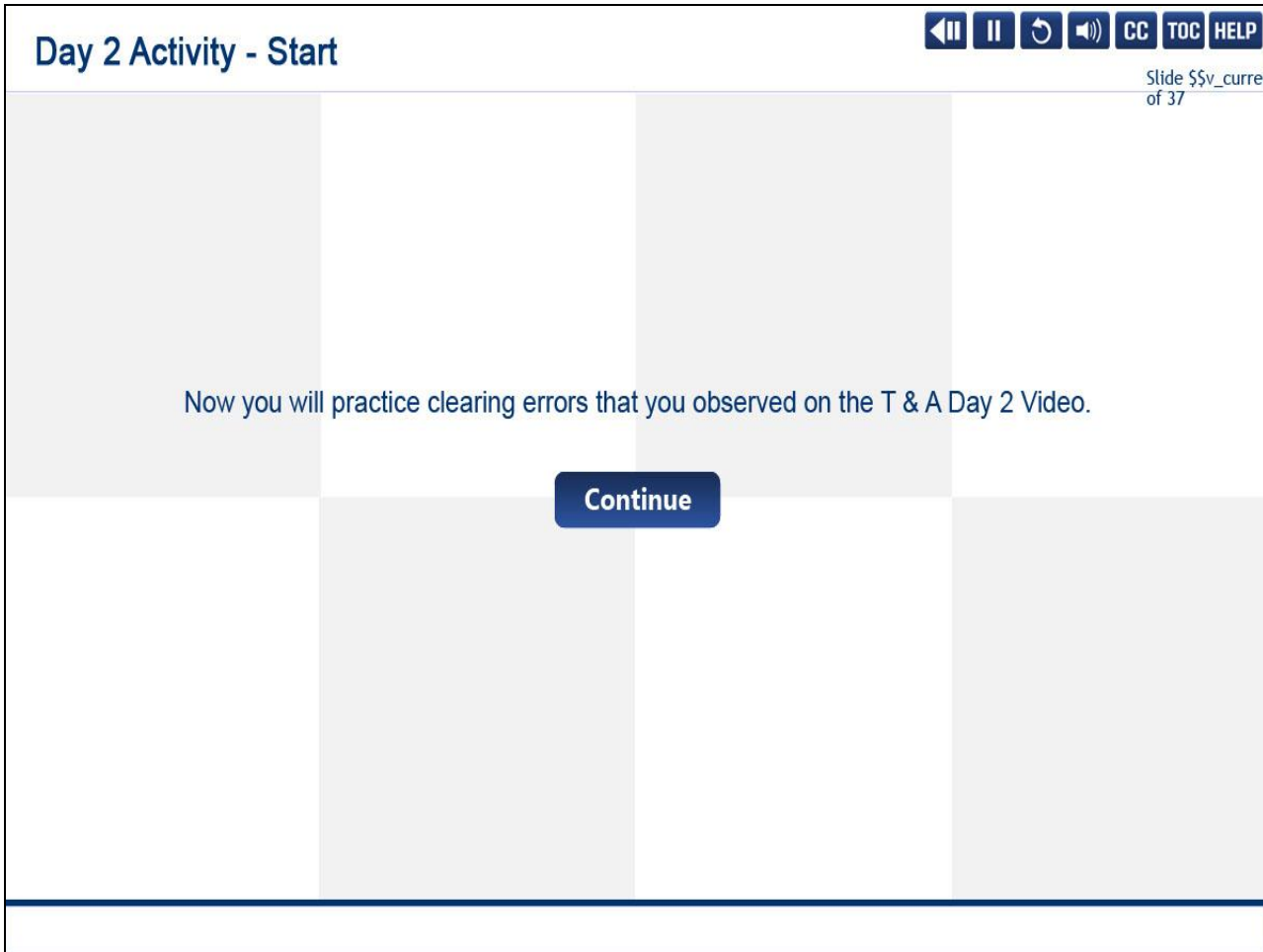
Slide 22 - Day 2 Activity - Start

Day 2 Activity - Start

Slide \$v\_current of 37

Now you will practice clearing errors that you observed on the T & A Day 2 Video.

Continue

The slide content area features a 2x2 grid background with alternating light gray and white squares. A blue button with the text "Continue" is centered in the middle of the grid. The text "Now you will practice clearing errors that you observed on the T & A Day 2 Video." is positioned above the button. The slide title "Day 2 Activity - Start" is in the top left, and the slide number "Slide \$v\_current of 37" is in the top right. A navigation bar with icons for back, play, refresh, volume, CC, TOC, and HELP is located at the top right of the slide frame.

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

Day 2 Activity - Part 1

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of 37

⏪ ⏸ 🔄 🔊 CC TOC HELP

United States Postal Service - Restricted Information - (20) Server Na...
✖

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)
24-Feb-2023  
Restricted Information

TAC800F0
Clock Ring Editor Module

Employee ID: 90074042    SAMPLE, EMPLOYEE    Pay Loc: 110    Clear  
 Edit Week: 2023-05-1    Show Rings: All    Ring Coloring: ON    Wkly Sched: SSMTW--    Find  
 2023-05-2    Active    OFF    Daily Sched: 14.00 - 22.50    Add  
 Future    DA / LDC: 110 1100    Delete  
 Change

Transaction Code	MM/DD/YY	HH:hh	Finance Number	Unit	RSC	Time Amt	HH	hh	S	Ring Msgs	T&A	Frcd	Day	TZ
010	02/12/2023	14:05	90-0110	0000	P	06	00	00	00	Fatal Error	2		CST	
010	02/12/2023	14:05	90-0110	0000	P	06	00	00	00	(F) Duplicate Begin Tour	2		CST	
012	02/12/2023	18:00			P	06	00	00	00	Fatal Error	2		CST	
013	02/12/2023	18:50	90-0110	0000	P	06	9050	00	00	Fatal Error	2		CST	
014	02/12/2023	22:50			P	06	00	00	00	Fatal Error	2		CST	
010	02/13/2023	13:00	90-0110	0000	P	06	9050	00	00	(W) NonScheduled Begin	3		CST	
011	02/13/2023	14:50	90-0110	0000	P	06	0020	00	00	(F) Operation Turned Off	3		CST	
012	02/13/2023	18:00			P	06	00	00	00	Fatal Error	3		CST	
011	02/13/2023	18:55	90-0110	0000	P	06	0020	00	00	(F) No Back From Lunch	3		CST	
014	02/13/2023	22:58			P	06	00	00	00	(F) No Back From Lunch	3		CST	
010	02/14/2023	14:05	90-0110	0000	P	06	9050	00	00	(F) Not Full Day On Clock	4		CST	
012	02/14/2023	18:00			P	06	00	00	00	(F) Not Full Day On Clock	4		CST	

2023-05-1: 02/11/2023 thru 02/17/2023    <<    >>

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

### Day 2 Activity - Part 2

Slide \$v\_curr of 37

Transaction Code	MM/DD/YYYY HH:hh	Finance Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
010	02 12 2023 14:00	90-0110	0000	P	06	9050	00	000000	00	00	Fatal Error	2		CST
010	02 12 2023 14:05	90-0110	0000	P	06	9050	00	000000	00	00	(F)Duplicate Begin Tour	2		CST
012	02 12 2023 18:00			P	06			000000	00	00	Fatal Error	2		CST
013	02 12 2023 18:50	90-0110	0000	P	06	9050	00	000000	00	00	Fatal Error	2		CST
014	02 12 2023 22:50			P	06			000000	00	00	Fatal Error	2		CST
010	02 13 2023 13:00	90-0110	0000	P	06	9050	00	000000	00	00	(W)NonScheduled Begin	3		CST
011	02 13 2023 14:50	90-0110	0000	P	06	0020	00	000000	00	00	(F)Operation Turned Off	3		CST
012	02 13 2023 18:00			P	06			000000	00	00	Fatal Error	3		CST
011	02 13 2023 18:55	90-0110	0000	P	06	0020	00	000000	00	00	(F)No Back From Lunch	3		CST
014	02 13 2023 22:58			P	06			000000	00	00	(F)No Back From Lunch	3		CST
010	02 14 2023 14:05	90-0110	0000	P	06	9050	00	000000	00	00	(F)Not Full Day On Clo	4		CST
012	02 14 2023 18:00			P	06			000000	00	00	(F)Not Full Day On Clo	4		CST

Slide notes

Select Delete.



Slide 25 - Day 2 Activity - Part 3

Day 2 Activity - Part 3

Slide \$v\_curr of 37

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 90074042 SAMPLE, EMPLOYEE Pay Loc: 110 Clear

Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find

2023-05-1 All ON Daily Sched: 14.00 - 22.50 Add

2023-05-2 Active OFF DA / LDC: 110 1100 Delete

Future Change

Transaction Code	Finance	RSC	Time Amt	T&A Frd
MM/DD/YYYY HH:hh	Number Unit Suffix Lvl Oper LU Route HH:hh S	Ring Msgs	Day Day TZ	
010	02 12 2023 14 00	90-0110 0000 P 06 9050 00 000000 00 00	(W)Ring Deleted From P	2 CST
010	02 12 2023 14 05	90-0110 0000 P 06 9050 00 000000 00 00	(F)Duplicate Begin Tour	2 CST
012	02 12 2023 18 00	P 06 000000 00 00	Fatal Error	2 CST
013	02 12 2023 18 50	90-0110 0000 P 06 9050 00 000000 00 00	Fatal Error	2 CST
014	02 12 2023 22 50	P 06 000000 00 00	Fatal Error	2 CST
010	02 13 2023 13 90	90-0110 0000 P 06 9050 00 000000 00 00	(W)NonScheduled Begin	3 CST
011	02 13 2023 14 50	90-0110 0000 P 06 0020 00 000000 00 00	(F)Operation Turned Off	3 CST
012	02 13 2023 18 00	P 06 000000 00 00	Fatal Error	3 CST
011	02 13 2023 18 55	90-0110 0000 P 06 0020 00 000000 00 00	(F)No Back From Lunch	3 CST
014	02 13 2023 22 58	P 06 000000 00 00	(F)No Back From Lunch	3 CST
010	02 14 2023 14 05	90-0110 0000 P 06 9050 00 000000 00 00	(F)Not Full Day On Clo	4 CST
012	02 14 2023 18 00	P 06 000000 00 00	(F)Not Full Day On Clo	4 CST

2023-05-1 : 02/11/2023 thru 02/17/2023 << >>

Pre-Prcc

Select Pre-Process.

Slide notes

Select Pre-Process.

Slide 26 - Day 2 Activity - Part 4

Day 2 Activity - Part 4

Slide \$v\_curr of 37

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

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

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074042	Saturday	2023	P	0	06	052	00	6.50	N
90074042	Saturday	2023	P	0	06	054	00	2.50	N
90074042	Saturday	2023	P	0	06	055	00	1.50	N
90074042	Sunday	2023	P	0	06	052	00	8.00	N
90074042	Sunday	2023	P	0	06	054	00	4.00	N
90074042	Sunday	2023	P	0	06	072	00	8.00	N
90074042	Tuesday	2023	P	0	06	052	00	7.90	N
90074042	Tuesday	2023	P	0	06	054	00	3.95	N

Weekly Totals

052:	22.40
054:	10.45
055:	01.50
059:	00.10
072:	08.00

Transaction

Code	Date	Time	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Msgs	T&A Day	Frcd Day	TZ
010	02-11-23	14.00	90-0110	0000	P	0	06	9050	00	00000				1		CST
014	02-11-23	20.50			P	0	06			00000				(W)NonSchedul	1	CST
055	00	02-11-23	20.50		P	0	06			00000	01.50			1		CST
010	02-12-23	14.00	90-0110	0000	P	0	06	9050	00	00000				(W)Ring Deleted	2	CST
010	02-12-23	14.05	90-0110	0000	P	0	06	9050	00	00000				(W)1017A Com	2	CST
012	02-12-23	18.00			P	0	06			00000					2	CST
013	02-12-23	18.50	90-0110	0000	P	0	06	9050	00	00000					2	CST
014	02-12-23	22.50			P	0	06			00000					2	CST
010	02-13-23	13.90	90-0110	0000	P	0	06	9050	00	00000				(W)NonSchedul	3	CST
011	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	00000				(F)Operation Tu	3	CST

Close Select Close.

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

### Day 2 Activity - Part 5

Slide \$Sv\_curr of 37

Employee ID: 90074042 SAMPLE, EMPLOYEE Pay Loc: 110 Clear

Wkly Sched: SSMTW-- Find

Daily Sched: 14.00 - 22.50 Add

DA / LDC: 110 1100 Delete

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 Fracd Day	TZ
010	02 12 2023	14 00	90-0110	0000	P	0	06	9050	00	000000	00	(W)Ring Deleted From P	0	CST
010	02 12 2023	14 05	90-0110	0000	P	06	06	9050	00	000000	00	(F)Duplicate Begin Tour	2	CST
012	02 12 2023	18 00			P	06				000000	00	Fatal Error	2	CST
013	02 12 2023	18 50	90-0110	0000	P	06	06	9050	00	000000	00	Fatal Error	2	CST
014	02 12 2023	22 50			P	06				000000	00	Fatal Error	2	CST
010	02 13 2023	13 00	90-0110	0000	P	06	06	9050	00	000000	00	(W)NonScheduled Begin	3	CST
011	02 13 2023	14 50	90-0110	0000	P	06	06	0020	00	000000	00	(F)Operation Turned Off	3	CST
012	02 13 2023	18 00			P	06				000000	00	Fatal Error	3	CST
011	02 13 2023	18 55	90-0110	0000	P	06	06	0020	00	000000	00	(F)No Back From Lunch	3	CST
014	02 13 2023	22 58			P	06				000000	00	(F)No Back From Lunch	3	CST
010	02 14 2023	14 05	90-0110	0000	P	06	06	9050	00	000000	00	(F)Not Full Day On Clock	4	CST
012	02 14 2023	18 00			P	06				000000	00	(F)Not Full Day On Clock	4	CST

2023-05-1: 02/11/2023 thru 02/17/2023

Save

Select Save.

Slide notes

Then, select Save.

Slide 28 - Day 2 Activity - Part 6

Day 2 Activity - Part 6

Slide \$Sv\_curr of 37

The screenshot shows the 'Clock Ring Editor Module' window for employee 'SAMPLE, EMPLOYEE'. A dialog box with a red 'X' icon displays the error message. The background table shows transaction data with columns for Transaction Code, Finance Number, RSC, Time Amt, and T&A Frcd. The error message is: "Stop. Clock ring changes have resulted in Disallowed Time for this employee. Select OK AND then add REQUIRED comments." A red box highlights the 'OK' button, and a red arrow points to it with the text "Select OK."

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	RSC	Time Amt	T&A Frcd	TZ
010	02/11/2023	14:00	90-0110				
014	02/11/2023	20:50					
055	02/11/2023	20:50					
010	02/12/2023	14:00	90-0110				
010	02/12/2023	14:05	90-0110				
012	02/12/2023	18:00		P 0 06	000000 00 00		2 CST
013	02/12/2023	18:50	90-0110	0000 P 0 06	9050 00 000000 00 00		2 CST
014	02/12/2023	22:50		P 0 06	000000 00 00		2 CST
010	02/13/2023	13:00	90-0110	0000 P 06	9050 00 000000 00 00	(W)NonScheduled Begin	3 CST
011	02/13/2023	14:50	90-0110	0000 P 06	0020 00 000000 00 00	(F)Operation Turned Off	3 CST
012	02/13/2023	18:00		P 06	000000 00 00	Fatal Error	3 CST
011	02/13/2023	18:55	90-0110	0000 P 06	0020 00 000000 00 00	(F)No Back From Lunch	3 CST

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

Day 2 Activity - Part 7

Slide \$v\_current of 37

**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

Day 2 Activity - Part 8

Slide \$\$v\_current of 37

The screenshot shows a software application window with the following elements:

- Window Title: United States Postal Service - Restricted Information - (20) Server Na...
- Menu Bar: System, Employee, Site, Time, Reports, Switch, Help, Window
- Form Title: PS Form 1017 Module v4.003 - (20)
- Form Content: TAC880F0, PS Form 1017 Module, 24-Feb-2023, Restricted Information
- Form Fields: Leave Year: 2023, Finance No: [empty], Pay Loc: [empty], Employee ID: 90074042, Refresh button
- Form Controls: Clear, Find (highlighted with a red box), Add, Delete, 1017-A, Save, Close, Help
- Table with columns: Finance No, Pay Loc, Employee ID, Employee Name, Date, Date Notified, Code, Remarks
- Table Row 1: 90-0110, 110, 90074042, EMPLOYEE SAMPLE, 02/12/2023, 02/12/2023, [empty], [empty]

Slide notes

Tab to the Code field and select Find.

Slide 31 - Day 2 Activity - Part 9

Day 2 Activity - Part 9

Slide \$v\_current of 37

The screenshot shows a software window titled "United States Postal Service - Restricted Information - (20) Server Na...". Inside, there's a "PS Form 1017 Module v4.003 - (20)" window. The main area displays "PS Form 1017 Module" with a date of "24-Feb-2023" and "Restricted Information". Below this, there are tabs for "1017-A Disallow" and "1017-B Unauth OT". A search area includes "Leave Year: 2023", "Finance No:", "Pay Loc:", and "Employee ID: 90074042". A "Disallowed Codes" dialog box is open, showing a list of codes. Code 95 is highlighted in blue. A red box highlights the "OK" button, and a red arrow points to it with the text "Select OK.".

**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

Day 2 Activity - Part 10

Slide \$\$v\_current of 37

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

PS Form 1017 Module v4.003 - (20)

TAC880F0 PS Form 1017 Module 24-Feb-2023 Restricted Information

1017-A Disallow 1017-B Unauth OT

Leave Year: 2023 Finance No: Pay Loc: Employee ID: 90074042 Refresh

Open All

Finance No	Pay Loc	Employee ID	Employee Name	Date	Date Notified	Code	Remarks
90-0110	110	90074042	EMPLOYEE SAMPLE	02/12/2023	02/12/2023	95	is used incorrect card ...

1017-A

Save

Close

Help

Select Save.

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

Day 2 Activity - Part 11

Slide \$\$\_current of 37

Finance No	Pay Loc	Employee ID	Employee Name	Date	Date Notified	Code	Remarks
90-0110	110	90074042	EMPLOYEE SAMPLE	02/12/2023	02/12/2023	95	s used incorrect card ...
							...
							...
							...
							...
							...
							...
							...
							...
							...

Slide notes

Then select the "All" radio button.

Slide 34 - Day 2 Activity - Part 12

Day 2 Activity - Part 12

Slide \$v\_current of 37

Finance No	Pay Loc	Employee ID	Employee Name	Date	Date Notified	Code	Remarks
90-0110	110	90074042	EMPLOYEE SAMPLE	02/12/2023	02/12/2023	95	Co-worker Pepper Pt...

Slide notes

Now, select the 1017-A button.

Slide 35 - Day 2 Activity - Part 13

Day 2 Activity - Part 13

Slide \$v\_current of 37

The screenshot shows a software window titled "United States Postal Service - Restricted Information - (20) Server Na...". The main application area is titled "PS Form 1017 Module" and includes a menu bar with "System", "Employee", "Site", "Time", "Reports", "Switch", "Help", and "Window". Below the menu bar, there are tabs for "1017-A Disallow" and "1017-B Unauth OT". The interface contains several input fields: "Leave Year: 2023", "Finance No:", "Pay Loc:", and "Employee ID: 90074042", along with a "Refresh" button. There are also radio buttons for "Open" and "All". A table with columns "Finance No", "Pay Loc", "Employee ID", "Employee Name", "Date", "Date Notified", "Code", and "Remarks" is visible. A "Report Submitted" dialog box is overlaid on the table, containing the text "Report Submitted. Check Report Queue" and an "OK" button. A red arrow points from the text "Select OK." to the "OK" button. On the right side of the application window, there are buttons for "Clear", "Find", "Add", "Delete:", "1017-A", "Save", "Close", and "Help".

Slide notes

Your report has been submitted. Check the Report Queue.

Select OK.





## Slide 37 - Day 2 Activity Debrief

## Day 2 Activity Debrief

Slide \$\$v\_curren  
of 37

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 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

## Module 5 Completion

You have completed Module 5: *Day 1 and Day 2 Activities*.

Please return to the learning portal and review Modules 6 through 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

Slide \$v\_curr  
of 37

TOC HELP

Speaker icon with X

## Slide notes


Slide 1 - Welcome

The slide features a dark blue background with a central image of a hand pointing at a large, semi-transparent clock. To the left of the clock is a grid of icons representing various business and technology concepts: a bar chart, a truck, an envelope, a person, a telephone, a target, gears, a calendar, a plus sign, a magnifying glass, and a group of people. In the top right corner, there is a navigation bar with icons for back, play, refresh, volume, and buttons for CC, TOC, and HELP. The text on the slide reads: *TACS Supervisor Training*, *Module 6: Day 3 Activities*, and **TIME AND ATTENDANCE COLLECTION SYSTEM**. A small play button icon is located in the bottom right corner of the slide area.

Slide notes

Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course Module 6, Day 3 Activities.

Slide 2 - Help

<h3>Accommodations and Support</h3> <p>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.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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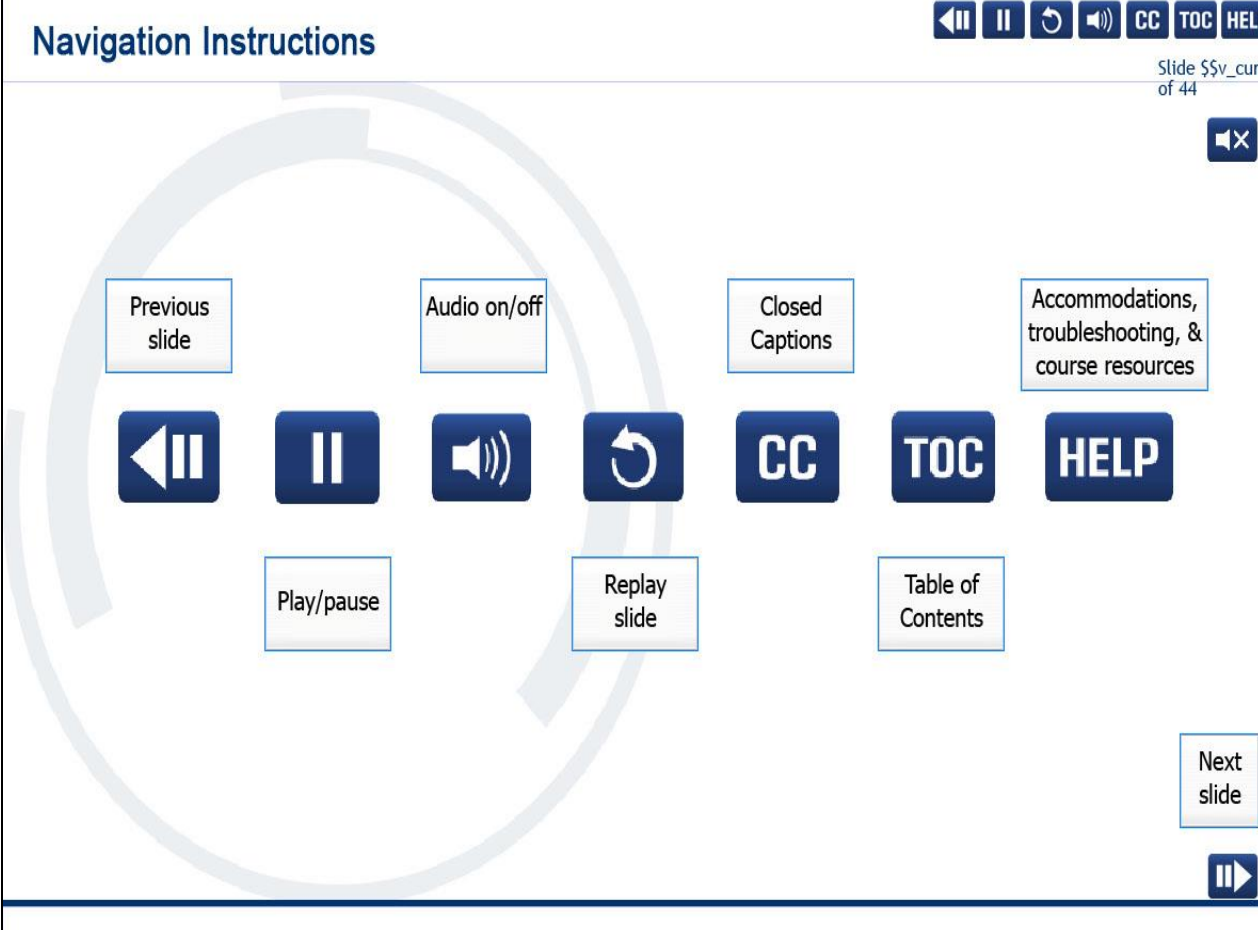
Slide notes



Slide 3 - Navigation Instructions

Navigation Instructions

Slide \$\$v\_current of 44



The slide content features a large, light blue circular graphic in the background. Overlaid on this graphic are several navigation controls and labels. At the top right, there is a row of small icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker, and three buttons labeled 'CC', 'TOC', and 'HELP'. Below this, on the right side, is a small speaker icon with an 'X' over it. The main area contains a grid of larger icons and labels. The top row includes labels for 'Previous slide', 'Audio on/off', 'Closed Captions', and 'Accommodations, troubleshooting, & course resources'. The middle row contains icons for 'Previous slide', 'Play/pause', 'Audio on/off', 'Replay slide', 'CC', 'TOC', and 'HELP'. The bottom row includes labels for 'Play/pause', 'Replay slide', and 'Table of Contents'. On the far right, there is a 'Next slide' label and a right arrow with a vertical bar icon.

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

Slide notes

## Slide 4 - User Information

## User Information

Slide \$v\_current of 44

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes

Slide 5 - Introduction

**Introduction**

Slide \$v\_current of 44

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.

**Continue**

**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

Clearing Clock Ring Errors - T&A Day 3:  
 Operation Turned Off, No Back From Lunch, and Missing OT Transaction

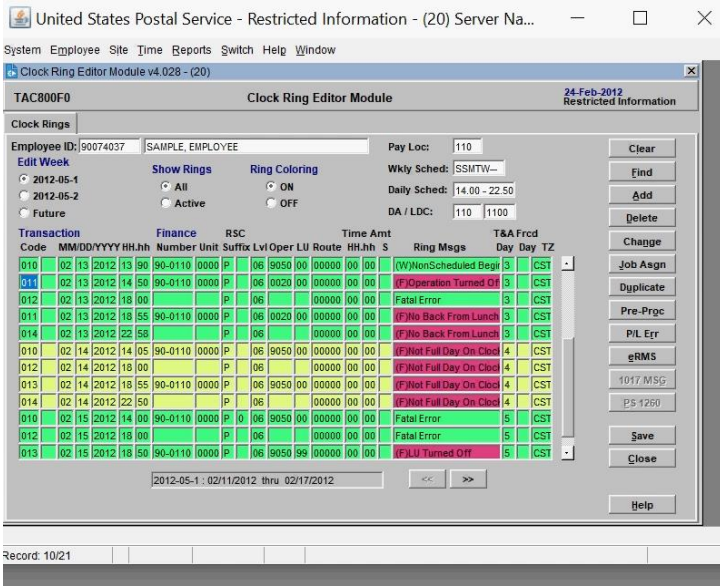
Slide \$\$\_current of 44

The screenshot shows the 'Clock Ring Editor Module' window for employee 'SAMPLE\_EMPLOYEE'. It displays a table of transactions with columns for Code, Date, Time, Finance, RSC, LU, Route, Time Amt, Ring Mags, and T&A Frccd. Several transactions are highlighted in red, indicating errors: 'Fatal Error: Operation Turned Off', 'Fatal Error: No Back From Lunch', and 'Fatal Error: No Full Day On Clock'. The interface includes various control buttons like 'Clear', 'Find', 'Add', 'Delete', 'Change', 'Job Asgn', 'Duplicate', 'Pre-Proc', 'PL Err', 'eRMS', '1017 MSG', 'PS 1260', 'Save', 'Close', and 'Help'.

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 13<sup>th</sup>, 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.

Name (Last, First, MI) <b>Sample Employee</b>			EIN (8 digits) Instructor will provide		Pay Loc. 110
Date (MM/DD/YYYY)	Ring Type (BT, OL, L, MV, ET)	OPN-LU (6 digits)	Route (6 digits)	Finance No. (6 digits)	Time Hrs/100's
02 13 2012	MV	2320-00	**Use Change Button		1450
02 13 2012	IL	9050-00	**Use Add Button		1850
02 13 2012	MV	2320-00	**Use Change Button		1855
Supervisor Name (Print) Supervisor B			Comment(s): <b>**Scenario 3/ Day 3</b>		
Supervisor Signature & Date Supervisor B signature 02.13.2012					

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

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.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Transaction Code	MMDD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring Msgs	Day	TZ
010	02 13 2012	13 30	90-0110	0000	P	06	9050	00	000000	00	00	(W)NonScheduled Begin	3	CST
011	02 13 2012	14 50	90-0110	0000	P	06	0020	00	000000	00	00	(W)Ring Deleted From P	0	CST
014	02 13 2012	14 50	90-0110	0000	P	06	2320	00	000000	07.90	00	(F)Operation Turned	3	CST
012	02 13 2012	18 00			P	06			000000	00	00	Fatal Error	3	CST
011	02 13 2012	18 55	90-0110	0000	P	06	0020	00	000000	00	00	(F)No Back From Lunch	3	CST
014	02 13 2012	22 58			P	06			000000	00	00	(F)No Back From Lunch	3	CST
010	02 14 2012	14 05	90-0110	0000	P	06	9050	00	000000	00	00	(F)Not Full Day On Clock	4	CST
012	02 14 2012	18 00			P	06			000000	00	00	(F)Not Full Day On Clock	4	CST
013	02 14 2012	18 55	90-0110	0000	P	06	9050	00	000000	00	00	(F)Not Full Day On Clock	4	CST
014	02 14 2012	22 50			P	06			000000	00	00	(F)Not Full Day On Clock	4	CST
010	02 15 2012	14 00	90-0110	0000	P	06	9050	00	000000	00	00	Fatal Error	5	CST
012	02 15 2012	18 00			P	06			000000	00	00	Fatal Error	5	CST

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.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Pre-Process Module v4.002 - (20)  
TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt	Weekly Totals
90074037	Saturday	02-11-12	P	0	06	052	00	6.50	N	052: 22.40
90074037	Saturday	02-11-12	P	0	06	054	00	2.50	N	054: 10.45
90074037	Saturday	02-11-12	P	0	06	055	00	1.50	N	055: 01.50
90074037	Sunday	02-12-12	P	0	06	052	00	8.00	N	059: 00.10
90074037	Sunday	02-12-12	P	0	06	054	00	4.00	N	072: 08.00
90074037	Sunday	02-12-12	P	0	06	072	00	8.00	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	

Transaction Code	Date	Time	Finance	RSC	Lvl	Oper	LU	Route	Time Amt	S	Ring Msgs	Day	TZ	
014	02-12-12	22.50			P	0	06		000000			2	CST	
010	02-13-12	13.30	90-0110	0000	P	06	9050	00	000000			(W)NonSchedul	3	CST
011	02-13-12	14.50	90-0110	0000	P	06	2320	00	000000			(W)Ring Deletet	3	CST
011	02-13-12	14.50	90-0110	0000	P	06	0020	00	000000			(W)Ring Deletet	3	CST
012	02-13-12	18.00			P	06			000000				3	CST
011	02-13-12	18.55	90-0110	0000	P	06	0020	00	000000			(F)Operation Tu	3	CST
014	02-13-12	22.58			P	06			000000			(F)No Back Fra	3	CST
010	02-14-12	14.05	90-0110	0000	P	06	9050	00	000000	07.90		(F)Not Full Day	4	CST
012	02-14-12	18.00			P	06			000000				4	CST
013	02-14-12	18.55	90-0110	0000	P	06	9050	00	000000				4	CST

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.

The screenshot shows the 'Clock Ring Editor Module' window. A dialog box titled 'PS Form 1260 Comments' is open, allowing the user to add a comment to a selected transaction. The comment entered is 'per ps form 1260-fixed OPH-mh'. The background table shows transaction details for the week of 02/11/2012 to 02/17/2012.

Code	MM/DD/YYYY	Finance	RSC	Time Amt	T&A Frcd	TZ
010	02 11 2012					
014	02 11 2012					
010	02 12 2012					
010	02 12 2012					
012	02 12 2012					
013	02 12 2012					
014	02 12 2012					
010	02 13 2012	13 90	90-0110	0000 P	06 9050	00 000000 00 00 (W)NonScheduled Begin 3 CST
011	02 13 2012	14 50	90-0110	0000 P	06 0020	00 000000 00 00 (W)Ring Deleted From P 0 CST
011	02 13 2012	14 50	90-0110	0000 P	06 2320	00 000000 00 00 (F)Operation Turned 3 CST
012	02 13 2012	18 00				

Let's add our comments, "per ps form 1260 – fixed the operation," we will use the abbreviation, and then my initials. Click OK.

The screenshot shows the 'Clock Ring Editor Module' window after the comment has been added. The transaction list is updated, showing the comment '(F)Operation Turned Off' for the transaction on 02/13/2012 at 14:50. The dialog box is no longer visible.

Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
011	02 13 2012	14 50	90-0110			P	0	06	0020	00	000000	00 00 (W)Ring Deleted From P 3 CST			
012	02 13 2012	18 00				P	06				000000	00 00 Fatal Error 3 CST			
011	02 13 2012	18 55	90-0110			P	0	06	0020	00	000000	00 00 (F)Operation Turned Off 3 CST			
014	02 13 2012	22 58				P	06				000000	00 00 (F)No Back From Lunch 3 CST			
010	02 14 2012	14 05	90-0110			P	06	9050	00	000000	00 00 (F)Not Full Day On Clock 4 CST				
012	02 14 2012	18 00				P	06				000000	00 00 (F)Not Full Day On Clock 4 CST			
013	02 14 2012	18 55	90-0110			P	06	9050	00	000000	00 00 (F)Not Full Day On Clock 4 CST				
014	02 14 2012	22 50				P	06				000000	00 00 (F)Not Full Day On Clock 4 CST			
010	02 15 2012	14 00	90-0110			P	0	06	9050	00	000000	00 00 Fatal Error 5 CST			
012	02 15 2012	18 00				P	06				000000	00 00 Fatal Error 5 CST			
013	02 15 2012	18 50	90-0110			P	06	9050	99	000000	00 00 (F)LU Turned Off 5 CST				
014	02 15 2012	22 50				P	06				000000	00 00 Fatal Error 5 CST			

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information  
 Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110  
 Edit Week 2012-05-1 Show Rings Ring Coloring Wkly Sched: SSMTW--  
 2012-05-2 All Active ON Daily Sched: 14.00 - 22.50  
 Future OFF OFF DA / LDC: 110 1100  
 Transaction Finance RSC Time Amt T&A Frcd  
 Code MM/DD/YYYY HH:hh Number Unit Suffix Lvl Oper LU Route HH:hh S Ring Msgs Day Day TZ  
 011 02 13 2012 14.50 90-0110 0000 P 0 06 0020 00 000000 00 00 (W)Ring Deleted From P 3 CST  
 012 02 13 2012 18.00 P 0 06 0000 00 000000 00 00 Fatal Error 3 CST  
 011 02 13 2012 18.55 90-0110 0000 P 0 06 0020 00 000000 00 00 (W)Ring Deleted From P 0 CST  
 011 02 13 2012 18.55 90-0110 0000 P 0 06 2320 00 000000 00 00 (F)Operation Turned 3 CST  
 014 02 13 2012 22.58 P 0 06 0000 00 000000 00 00 (F)No Back From Lunch 3 CST  
 010 02 14 2012 14.05 90-0110 0000 P 0 06 9050 00 000000 00 00 (F)Not Full Day On Clock 4 CST  
 012 02 14 2012 18.00 P 0 06 0000 00 000000 00 00 (F)Not Full Day On Clock 4 CST  
 013 02 14 2012 18.55 90-0110 0000 P 0 06 9050 00 000000 00 00 (F)Not Full Day On Clock 4 CST  
 014 02 14 2012 22.50 P 0 06 0000 00 000000 00 00 (F)Not Full Day On Clock 4 CST  
 010 02 15 2012 14.00 90-0110 0000 P 0 06 9050 00 000000 00 00 Fatal Error 5 CST  
 012 02 15 2012 18.00 P 0 06 0000 00 000000 00 00 Fatal Error 5 CST  
 013 02 15 2012 18.50 90-0110 0000 P 0 06 9050 99 000000 00 00 (F)LU Turned Off 5 CST  
 2012-05-1 : 02/11/2012 thru 02/17/2012  
 Record: 14/23 List of Values

This one is at 1855, and the operation number is 2320.

Click Pre-Process. Verify our entry.

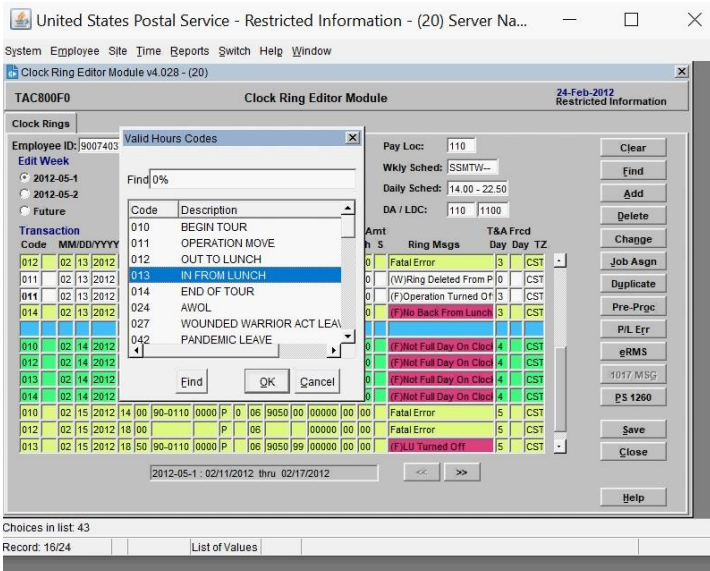
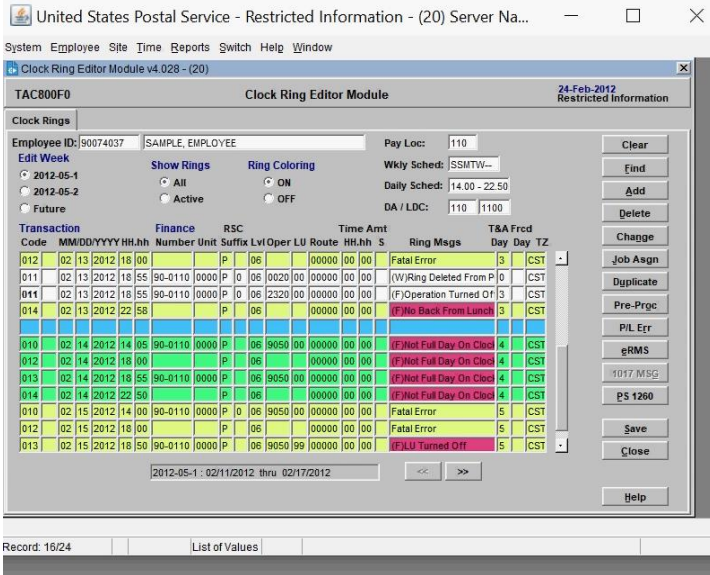
United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012  
 Pre-Process Data T&A Data  
 Employee ID Day of Week Date RSC Suffix Lvl Hours Reason Code Quantity FLSA Exempt Weekly Totals  
 90074037 Saturday 02-11-12 P 0 06 052 00 6.50 N - 052: 22.40  
 90074037 Saturday 02-11-12 P 0 06 054 00 2.50 N - 054: 10.45  
 90074037 Saturday 02-11-12 P 0 06 055 00 1.50 N - 055: 01.50  
 90074037 Sunday 02-12-12 P 0 06 052 00 8.00 N - 059: 00.10  
 90074037 Sunday 02-12-12 P 0 06 054 00 4.00 N - 072: 08.00  
 90074037 Sunday 02-12-12 P 0 06 072 00 8.00 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 -  
 Transaction Finance RSC Time Amt T&A Frcd  
 Code Date Time Number Unit Suffix Lvl Oper LU Route HH:hh S Ring Msgs Day Day TZ  
 011 02-13-12 14.50 90-0110 0000 P 0 06 2320 00 000000 00 00 (W)Ring Deletec 3 CST  
 011 02-13-12 14.50 90-0110 0000 P 0 06 0020 00 000000 00 00 (F)No Back From Lunch 3 CST  
 012 02-13-12 18.00 P 0 06 0000 00 000000 00 00 (W)Ring Deletec 3 CST  
 011 02-13-12 18.55 90-0110 0000 P 0 06 2320 00 000000 00 00 (F)No Back From Lunch 3 CST  
 011 02-13-12 18.55 90-0110 0000 P 0 06 0020 00 000000 00 00 (W)Ring Deletec 3 CST  
 014 02-13-12 22.58 P 0 06 0000 00 000000 00 00 (F)No Back From Lunch 3 CST  
 010 02-14-12 14.05 90-0110 0000 P 0 06 9050 00 000000 07.90 (F)Not Full Day 4 CST  
 012 02-14-12 18.00 P 0 06 0000 00 000000 00 00 4 CST  
 013 02-14-12 18.55 90-0110 0000 P 0 06 9050 00 000000 00 00 4 CST  
 014 02-14-12 22.50 P 0 06 0000 00 000000 00 00 4 CST  
 Record: 10/23

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

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

Employee ID: 90074037 | SAMPLE, EMPLOYEE | Pay Loc: 110 | Clear  
 Edit Week: 2012-05-1 | Show Rings | Ring Coloring: All (Active) | Wkly Sched: SSMTW-- | Find  
 2012-05-2 | All (OFF) | Daily Sched: 14:00 - 22:50 | Add  
 Future | DA / LDC: 110 1100 | Delete  
 Change  
 Job Asgn  
 Duplicate  
 Pre-Prge  
 P/L Err  
 gRMS  
 1017 MSG  
 P S 1260  
 Save  
 Close  
 Help

Transaction Code	MM/DD/YYYY	RR:hh	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt HH:hh	S	Ring Msgs	T&A Frcd Day	TZ	
012	02-13-2012	18:00	90-0110	0000	P	0	06	0020	00	00000	00	00	Fatal Error	3	CST
011	02-13-2012	18:55	90-0110	0000	P	0	06	0020	00	00000	00	00	(W)Ring Deleted From P	0	CST
011	02-13-2012	18:55	90-0110	0000	P	0	06	2320	00	00000	00	00	(F)Operation Turned Off	3	CST
014	02-13-2012	22:58	90-0110	0000	P	0	06	0020	00	00000	00	00	(F)No Back From Lunch	3	CST
013	02-13-2012	18:50	90-0110	0000	P	0	06	9050	00	00000	00	00		0	CST
010	02-14-2012	14:05	90-0110	0000	P	0	06	9050	00	00000	00	00	(F)Not Full Day On Clock	4	CST
012	02-14-2012	18:00	90-0110	0000	P	0	06	0020	00	00000	00	00	(F)Not Full Day On Clock	4	CST
013	02-14-2012	18:55	90-0110	0000	P	0	06	9050	00	00000	00	00	(F)Not Full Day On Clock	4	CST
014	02-14-2012	22:50	90-0110	0000	P	0	06	0020	00	00000	00	00	(F)Not Full Day On Clock	4	CST
010	02-15-2012	14:00	90-0110	0000	P	0	06	9050	00	00000	00	00	Fatal Error	5	CST
012	02-15-2012	18:00	90-0110	0000	P	0	06	0020	00	00000	00	00	Fatal Error	5	CST
013	02-15-2012	18:50	90-0110	0000	P	0	06	9050	99	00000	00	00	(F)LJ Turned Off	5	CST

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

Record: 16/24 | List of Values

Tab across. Verify the 1260 reads 1850, which it does.  
 Operation 9050, which is correct, and click Pre-Process.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window

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

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

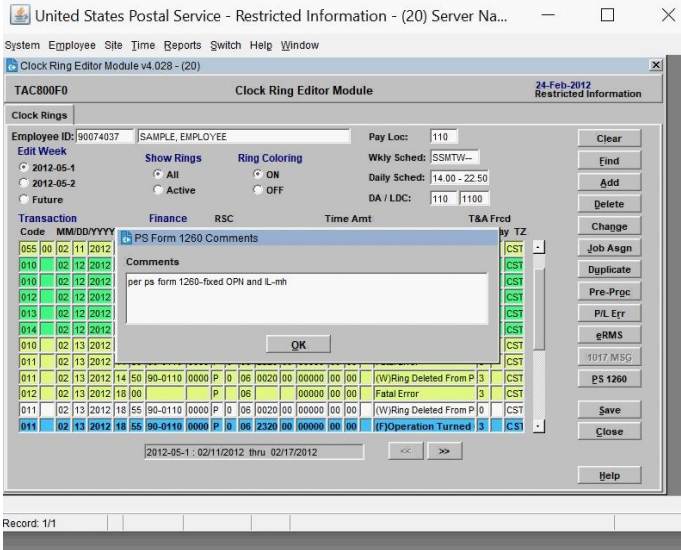
Employee ID	Day of Week	Date	RSC Suffix	Lvl	Hours Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-12	P	0	06 052	6.50	N
90074037	Saturday	02-11-12	P	0	06 054	2.50	N
90074037	Saturday	02-11-12	P	0	06 055	1.50	N
90074037	Sunday	02-12-12	P	0	06 052	8.00	N
90074037	Sunday	02-12-12	P	0	06 054	4.00	N
90074037	Sunday	02-12-12	P	0	06 072	8.00	N
90074037	Monday	02-13-12	P	0	06 052	8.18	N
90074037	Monday	02-13-12	P	0	06 053	.18	N

Weekly Totals: 052: 30.58, 053: 00.18, 054: 14.53, 055: 01.50, 059: 00.10, 072: 08.00

Transaction Code	Date	Time	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring Msgs	T&A Frcd Day	TZ	
013	02-12-12	18:50	90-0110	0000	P	0	06	9050	00	00000	00	00	2	CST	
014	02-12-12	22:50	90-0110	0000	P	0	06	0020	00	00000	00	00	2	CST	
010	02-13-12	13:30	90-0110	0000	P	0	06	9050	00	00000	00	00	(W)NonSchedul	3	CST
011	02-13-12	14:50	90-0110	0000	P	0	06	2320	00	00000	00	00		3	CST
011	02-13-12	14:50	90-0110	0000	P	0	06	0020	00	00000	00	00	(W)Ring Deleted	3	CST
012	02-13-12	18:00	90-0110	0000	P	0	06	0020	00	00000	00	00		3	CST
013	02-13-12	18:50	90-0110	0000	P	0	06	9050	00	00000	00	00		3	CST
011	02-13-12	18:55	90-0110	0000	P	0	06	2320	00	00000	00	00		3	CST
011	02-13-12	18:55	90-0110	0000	P	0	06	0020	00	00000	00	00	(W)Ring Deleted	3	CST
014	02-13-12	22:58	90-0110	0000	P	0	06	0020	00	00000	00	00	(W)Missing OT	3	CST

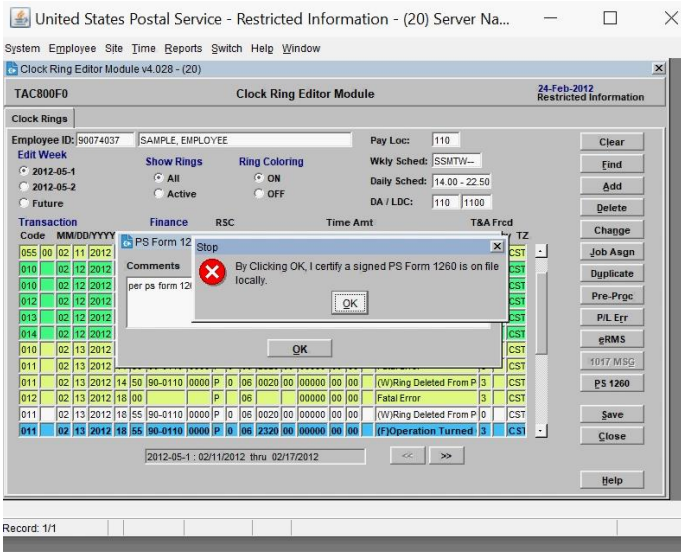
Record: 13/24

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 30074037 SAMPLE, EMPLOYEE Pay Loc: 110  
 Edit Week: 2012-05-1 Show Rings Ring Coloring: ON  
 Wkly Sched: SSMTW- Daily Sched: 14.00 - 22.50  
 DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A	Frcd	Day	TZ
014	02 12 2012	22:50		P	0	06			000000	00	00		2			CST
010	02 13 2012	13:00	90-0110	P	0	06	9050	00	000000	00	00	(W)NonScheduled Begin	3			CST
011	02 13 2012	14:50	90-0110	P	0	06	2320	00	000000	00	00		3			CST
011	02 13 2012	14:50	90-0110	P	0	06	0020	00	000000	00	00	(W)Ring Deleted From P	3			CST
012	02 13 2012	18:00		P	0	06		00	000000	00	00		3			CST
013	02 13 2012	18:50	90-0110	P	0	06	9050	00	000000	00	00		3			CST
011	02 13 2012	18:55	90-0110	P	0	06	2320	00	000000	00	00		3			CST
011	02 13 2012	18:55	90-0110	P	0	06	0020	00	000000	00	00	(W)Ring Deleted From P	3			CST
014	02 13 2012	22:58		P	0	06		00	000000	00	00	(W)Missing OT Transac	3			CST
010	02 14 2012	14:05	90-0110	P	0	06	9050	00	000000	00	00	(F)Not Full Day On Cbld	4			CST
012	02 14 2012	18:00		P	0	06		00	000000	00	00	(F)Not Full Day On Cbld	4			CST
013	02 14 2012	18:55	90-0110	P	0	06	9050	00	000000	00	00	(F)Not Full Day On Cbld	4			CST

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

Record: 16/24

So, the first entry is for the begin tour overtime.

Let's select the line for the begin tour.

Click Add.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

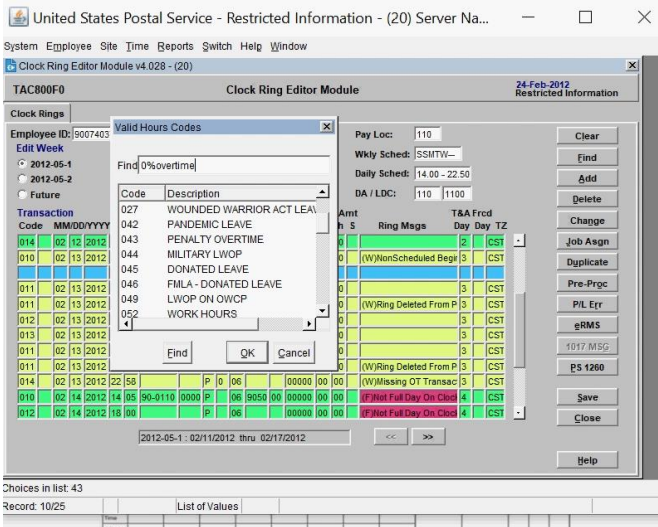
Employee ID: 30074037 SAMPLE, EMPLOYEE Pay Loc: 110  
 Edit Week: 2012-05-1 Show Rings Ring Coloring: ON  
 Wkly Sched: SSMTW- Daily Sched: 14.00 - 22.50  
 DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A	Frcd	Day	TZ
014	02 12 2012	22:50		P	0	06			000000	00	00		2			CST
010	02 13 2012	13:00	90-0110	P	0	06	9050	00	000000	00	00	(W)NonScheduled Begin	3			CST
011	02 13 2012	14:50	90-0110	P	0	06	2320	00	000000	00	00		3			CST
011	02 13 2012	14:50	90-0110	P	0	06	0020	00	000000	00	00	(W)Ring Deleted From P	3			CST
012	02 13 2012	18:00		P	0	06		00	000000	00	00		3			CST
013	02 13 2012	18:50	90-0110	P	0	06	9050	00	000000	00	00		3			CST
011	02 13 2012	18:55	90-0110	P	0	06	2320	00	000000	00	00		3			CST
011	02 13 2012	18:55	90-0110	P	0	06	0020	00	000000	00	00	(W)Ring Deleted From P	3			CST
014	02 13 2012	22:58		P	0	06		00	000000	00	00	(W)Missing OT Transac	3			CST
010	02 14 2012	14:05	90-0110	P	0	06	9050	00	000000	00	00	(F)Not Full Day On Cbld	4			CST
012	02 14 2012	18:00		P	0	06		00	000000	00	00	(F)Not Full Day On Cbld	4			CST

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

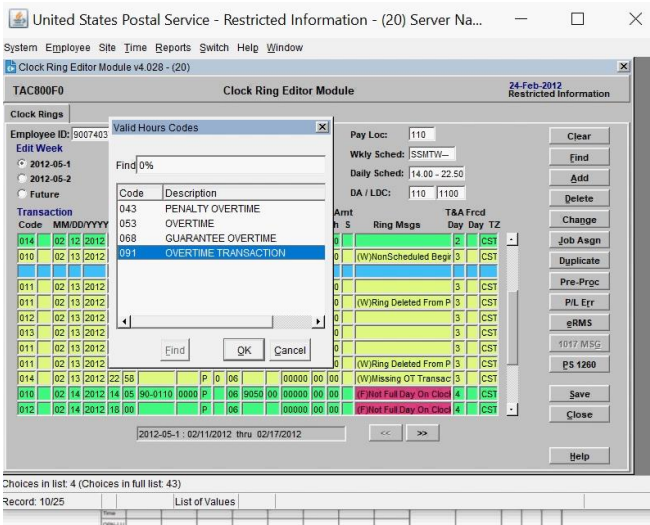
Record: 10/25

Click Find to search for the overtime transaction.

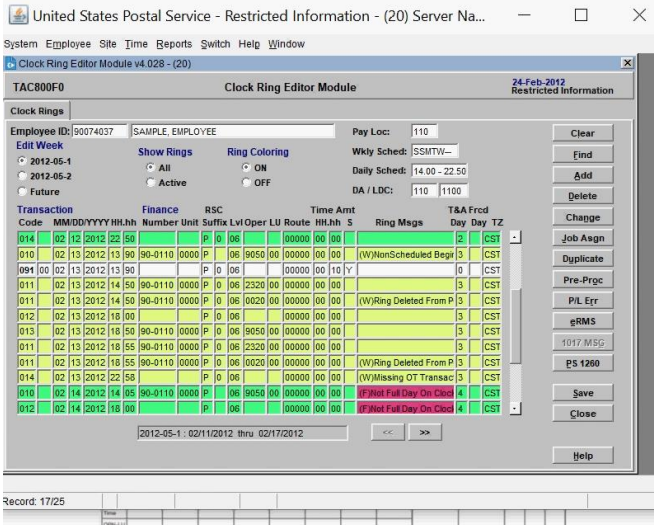


You can scroll under the description or simply type after the percent sign, "overtime."

Click Find.



Select 091 for Overtime Transaction and tab across to verify the dates and time.



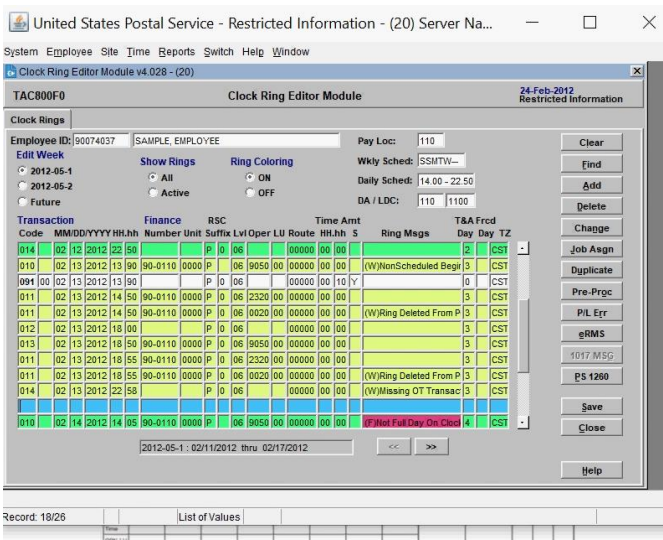
Begin Tour overtime is when the employee clocks in.

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 indicated this was not scheduled in advance.

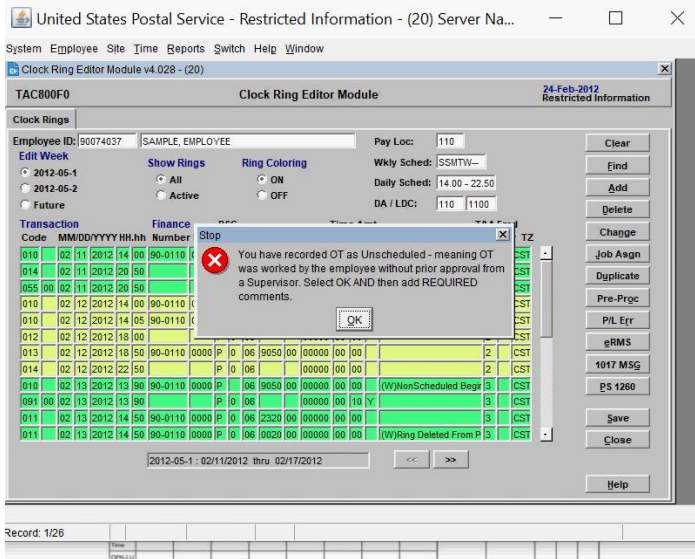
Let's click Pre-Process.

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.

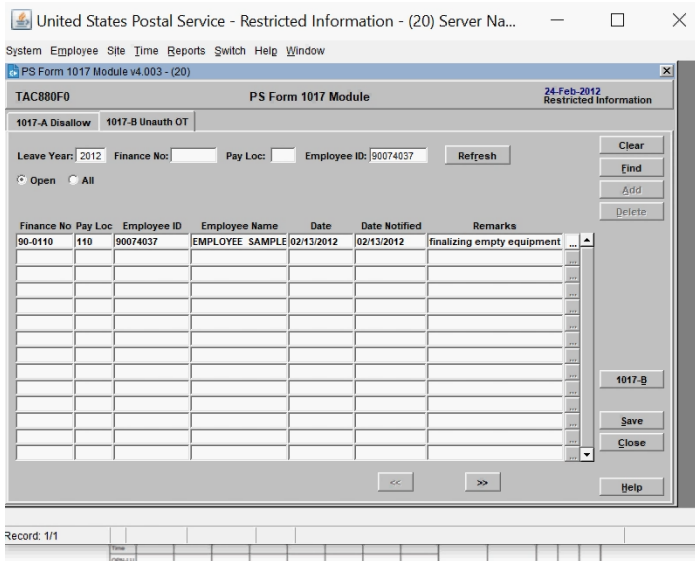




We receive this pop-up warning:

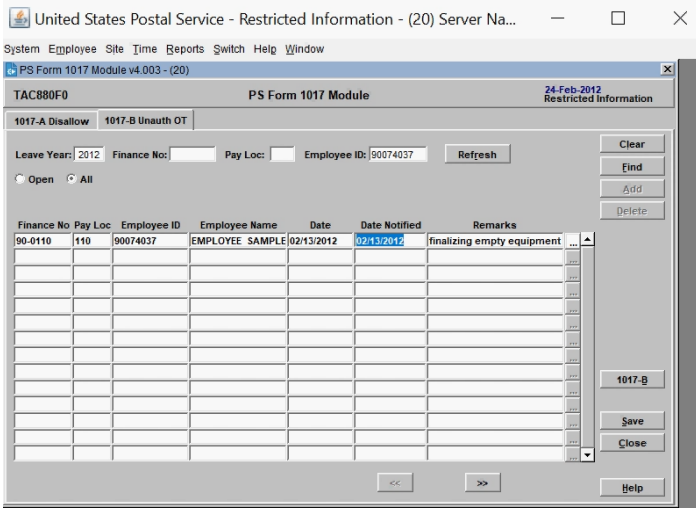
You have recorded overtime as Unscheduled – meaning overtime was recorded or worked by the employee without prior approval from a Supervisor.

Select OK AND then add REQUIRED comments.

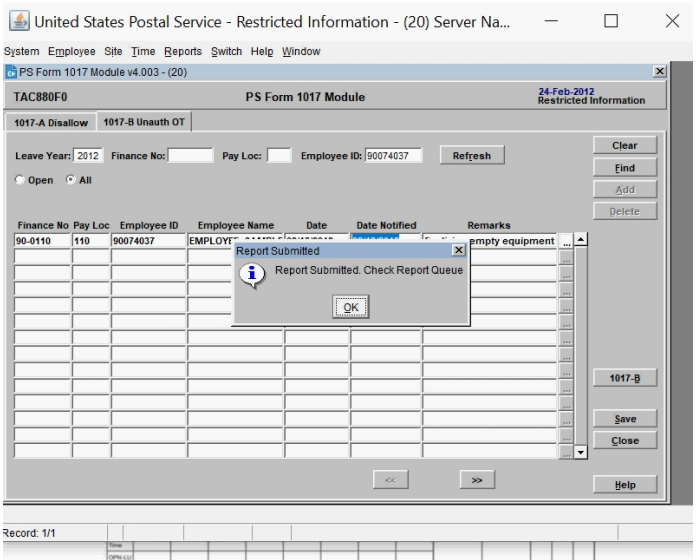


So, we spoke to the employee the evening of the 13<sup>th</sup>, and the employee stated they were finalizing empty equipment.

Click Save.



To print, select All and click 1017-B.



That will go to the Report Queue, and let's review the documentation.



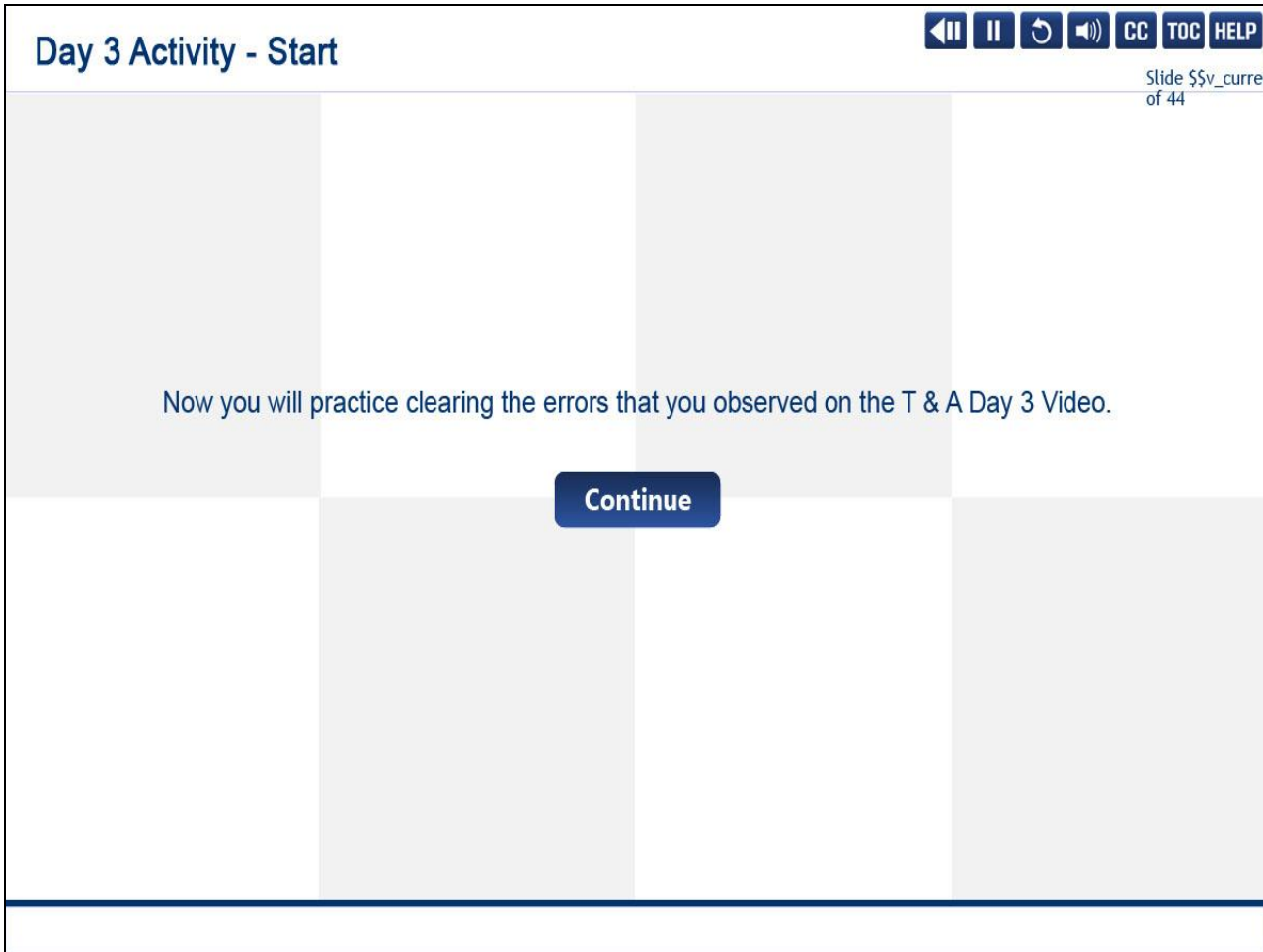
Slide 7 - Day 3 Activity - Start

Day 3 Activity - Start

Slide \$v\_current of 44

Now you will practice clearing the errors that you observed on the T & A Day 3 Video.

Continue

The slide content area features a 2x2 grid background with alternating white and light gray cells. The text "Now you will practice clearing the errors that you observed on the T & A Day 3 Video." is centered in the top-left white cell. A blue "Continue" button is centered in the bottom-right white cell. The top-left corner of the slide area contains the title "Day 3 Activity - Start" and the top-right corner contains the text "Slide \$v\_current of 44".

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

### Day 3 Activity - Part 1

Slide \$v\_current of 44

Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
010	02/13/2023	13:50	50-0110	0000	P	06	505C	00	0C00C	00	00	(W)NcmScheduled Repr	3		CST
011	02/13/2023	14:50	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)Operation Turned Off	3		CST
012	02/13/2023	18:00	50-0110	0000	P	06	505C	00	0C00C	00	00	Fatal Error	3		CST
011	02/13/2023	18:55	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)No Back From Lunch	3		CST
014	02/13/2023	22:58	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)No Back From Lunch	3		CST
010	02/14/2023	14:05	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)Not Full Day On Cbe	4		CST
012	02/14/2023	10:00	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)Not Full Day On Cbe	4		CST
013	02/14/2023	18:55	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)Not Full Day On Cbe	4		CST
014	02/14/2023	22:50	50-0110	0000	P	06	505C	00	0C00C	00	00	(F)Not Full Day On Cbe	4		CST
010	02/15/2023	14:00	50-0110	0000	P	06	505C	00	0C00C	00	00	Fatal Error	5		CST
012	02/15/2023	18:00	50-0110	0000	P	06	505C	00	0C00C	00	00	Fatal Error	5		CST
013	02/15/2023	18:50	50-0110	0000	P	06	505C	98	0C00C	00	00	(F)LU Turned Off	5		CST

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

### Day 3 Activity - Part 2

Slide \$\$\_current of 44

Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
011	02/13/2023	14:50	90	3113	0000	P	06	9050	00	30030	00	(W)Nor Scheduled Begin	5		CST
014	02/13/2023	22:58				P	06			30030	00	(F)Operation Turned Off	5		CST
010	02/13/2023	18:00				P	06			30030	00	Fatal Error	5		CST
012	02/13/2023	18:55	90	3113	0000	P	06	0020	00	30030	00	(F)No Each From Lunch	5		CST
010	02/14/2023	14:35	90	3113	0000	P	06	9050	00	30030	00	(F)Not Full Day On Clo	4		CST
012	02/14/2023	10:30				P	06			30030	00	(F)Not Full Day On Clo	4		CST
013	02/14/2023	18:55	90	3113	0000	P	06	9050	00	30030	00	(F)Not Full Day On Clo	4		CST
014	02/14/2023	22:50				P	06			30030	00	(F)Not Full Day On Clo	4		CST
010	02/15/2023	14:30	90	3113	0000	P	06	9050	00	30030	00	Fatal Error	5		CST
012	02/15/2023	18:00				P	06			30030	00	Fatal Error	5		CST
013	02/15/2023	18:50	90	3113	0000	P	06	9050	99	30030	00	(F)LU Turned Off	5		CST

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.

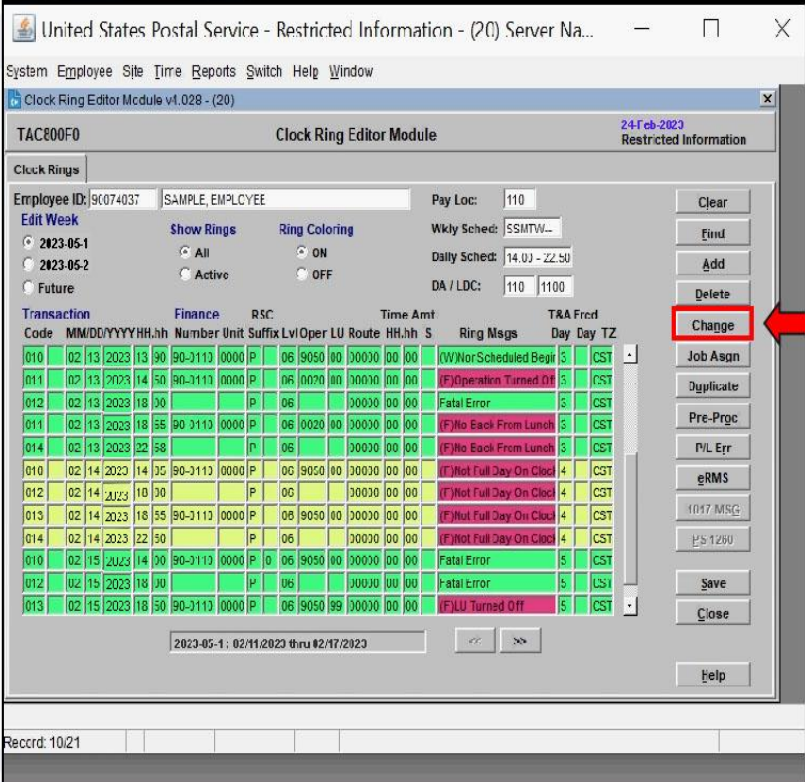
We need to Add an In From Lunch at 1850 and another operation change at 1855.

For the first correction, select the 1450 line.

Slide 10 - Day 3 Activity - Part 3

### Day 3 Activity - Part 3

Slide 10 of 44



The screenshot shows the 'Clock Ring Editor Module' window for employee TAC800F0. The interface includes fields for Employee ID (S074037), Sample Employee name, Pay Loc (110), and various scheduling options. A table of transactions is displayed with columns for Code, MM/DD/YYYY, HH:hh, Number, Unit, Suffix, Lvl, Oper, LU, Route, HH:hh, S, Ring Msgs, Day, Day, and TZ. The 'Change' button in the right-hand toolbar is highlighted with a red box, and a red arrow points to it from a callout box containing the text 'Select Change.'

Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
010	02/13/2023	13:30	90-1113	0000	P	06	9050	00	30030	00	00	W/Nor Scheduled Begin	5		CST
011	02/13/2023	14:50	90-1113	0000	P	06	0070	00	30030	00	00	F/Operate Turned Off	5		CST
012	02/13/2023	18:30			P	06			30030	00	00	Fatal Error	5		CST
011	02/13/2023	18:55	90-1113	0000	P	06	0020	00	30030	00	00	F/No Each From Lunch	5		CST
014	02/13/2023	22:58			P	06			30030	00	00	F/No Each From Lunch	5		CST
010	02/14/2023	14:35	90-1113	0000	P	06	9050	00	30030	00	00	F/Not Full Day On Clo	4		CST
012	02/14/2023	10:30			P	06			30030	00	00	F/Not Full Day On Clo	4		CST
013	02/14/2023	16:55	90-1113	0000	P	06	9050	00	30030	00	00	F/Not Full Day On Clo	4		CST
014	02/14/2023	22:50			P	06			30030	00	00	F/Not Full Day On Clo	4		CST
010	02/15/2023	14:30	90-1113	0000	P	06	9050	00	30030	00	00	Fatal Error	5		CST
012	02/15/2023	18:30			P	06			30030	00	00	Fatal Error	5		CST
013	02/15/2023	18:50	90-1113	0000	P	06	9050	99	30030	00	00	F/ILU Turned Off	5		CST

Slide notes

Select the Change button.

Slide 11 - Day 3 Activity - Part 4

Day 3 Activity - Part 4

Slide \$Sv\_curr of 44

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

### Day 3 Activity - Part 5

Slide \$Sv\_curr  
of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Pre-Process Module v1.032 - (23)  
TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-23	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-23	P	0	05	054	00	2.50	N
90074037	Saturday	02-11-23	P	0	05	055	00	1.50	N
90074037	Sunday	02-12-23	P	0	05	052	00	8.00	N
90074037	Sunday	02-12-23	P	0	05	054	00	4.00	N
90074037	Sunday	02-12-23	P	0	05	072	00	8.00	N
90074037	Tuesday	02-14-23	P	0	05	052	00	7.90	N
90074037	Tuesday	02-14-23	P	0	05	054	00	3.95	N

Weekly Totals

052: 22.40
054: 10.45
055: 01.50
059: 00.10
072: 00.00

Transaction

Transaction Code	Date	Time	Finance Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Migs	T&A Day	Frcd Day	tz
914	02-12-23	22.50			P	0	06			00000					2	CS1	
910	02-13-23	13.90	90-0110	0000	P	0	06	0050	00	00000					3	CS1	
911	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	00000					3	CS1	
911	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	00000					3	CS1	
912	02-13-23	18.00			P	0	06			00000					3	CS1	
911	02-13-23	18.55	90-0110	0000	P	0	06	0020	00	00000					3	CS1	
914	02-13-23	22.58			P	0	06			00000					3	CS1	
910	02-14-23	14.05	90-0110	0000	P	0	06	0050	00	00000	07.90				4	CS1	
912	02-14-23	18.00			P	0	06			00000					4	CS1	
913	02-14-23	18.55	90-0110	0000	P	0	06	0050	00	00000					4	CS1	

Record: 1122

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

Day 3 Activity - Part 6

Slide \$Sv\_curr of 44

Employee ID: S074037 | SAMPLE, EMPLOYEE | Pay Loc: 110

Wkly Sched: SSMTW-- | Daily Sched: 14:00 - 22:50

Transaction	Finance	RSC	Time Amt	T&A	Frcd											
Code	MM/DD/YYYYHH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ		
011	02/13/2023	14:50	90-3113	0000	P	0	06	2320	00	0000	00	00	00	(F)Operation Turned	3	CST
012	02/13/2023	18:30			P	06	06		00	0000	00	00	00	Fatal Error	5	CST
011	02/13/2023	18:55	90-3113	0000	P	06	0020	00	00	0000	00	00	00	(F)No Back From Lunch	5	CST
014	02/13/2023	22:58			P	06			00	0000	00	00	00	(F)No Back From Lunch	5	CST
010	02/14/2023	14:36	90-3113	0000	P	06	0050	00	00	0000	00	00	00	(F)Not Full Day On Clock	4	CST
012	02/14/2023	10:30			P	06			00	0000	00	00	00	(F)Not Full Day On Clock	4	CST
013	02/14/2023	10:55	90-3113	0000	P	06	9050	00	00	0000	00	00	00	(F)Not Full Day On Clock	4	CST
014	02/14/2023	22:50			P	06			00	0000	00	00	00	(F)Not Full Day On Clock	4	CST
010	02/15/2023	14:30	90-3113	0000	P	06	9050	00	00	0000	00	00	00	Fatal Error	5	CST
012	02/15/2023	18:30			P	06			00	0000	00	00	00	Fatal Error	5	CST
013	02/15/2023	18:50	90-3113	0000	P	06	9050	99	00	0000	00	00	00	(F)LU Turned Off	5	CST
014	02/15/2023	22:50			P	06			00	0000	00	00	00	Fatal Error	5	CST

2023-05-1: 02/11/2023 thru 02/17/2023

Reccrd: 11/22 | List of Values

Slide notes

Then, select Save.

Slide 14 - Day 3 Activity - Part 7

Day 3 Activity - Part 7

Slide \$\$\_current of 44

Code	MM/DD/YYYY	Finance	RSC	Time Amt	T&A Freq	by TZ
010	02/11/2023					CST
014	02/11/2023					CST
056	02/11/2023					CST
010	02/12/2023					CST
010	02/12/2023					CST
012	02/12/2023					CST
013	02/12/2023					CST
014	02/12/2023					CST
010	02/13/2023	13 90	90-1113	0000 P	06 9090 00 0000 00 00	W/Work Scheduled Begin S CST
011	02/13/2023	14 50	90-1112	0000 P	06 0020 00 0000 00 00	W/Ring Deleted From P S CST
011	02/13/2023	14 50	90-1113	0000 P	06 2320 00 0000 00 00	W/Operation Turned S CST
012	02/13/2023	18 30			06 0000 00 0000 00 00	Fatal Error S CST

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

Day 3 Activity - Part 8

Slide \$Sv\_curr of 44

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v1.028 - (20)

TAC00F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 91074037 SAMPLE, EMPLOYEE Pay Loc: 110

2023-05-1 Show Rings Ring Coloring Wkly Sched: SSMTW--  
2023-05-2 All ON  
Future Active OFF Daily Sched: 14.0J - 22.50  
DA / LDC: 110 1100

Transaction Finance RSC Time Amt T&A Freq TZ

Code	MM/DD/YYYY	PS Form 12	Comments	OK
010	02/11/2023			
014	02/11/2023			
056	02/11/2023			
010	02/12/2023			
010	02/12/2023			
012	02/12/2023			
013	02/12/2023			
014	02/12/2023			
010	02/13/2023	13 90 90-1113 0000 P 06 9090 00 0000 00 00	[W]Wor Scheduled Begin	CST
011	02/13/2023	14 50 90-1113 0000 P 06 0020 00 0000 00 00	[W]Ring Deleted From P	CST
011	02/13/2023	14 50 90-1113 0000 P 06 2320 00 0000 00 00	[H]Operation Turned	CST
012	02/13/2023	18 30 P 06 0000 00 0000 00 00	Fatal Error	CST

2023 05 1: 02/11/2023 thru 02/17/2023

Record: 1/1

Slide notes

Select OK again for the pop-up message.

Slide 16 - Day 3 Activity - Part 9

Day 3 Activity - Part 9

Slide \$\$\_current of 44

Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	Ring Msgs	Day	Day	TZ
011	02/13/2023	14:50	90-1113	0000	P	0	06	0020	00	30030	00	00		
012	02/13/2023	18:30			P	06	06		00030	00	00	00		
011	02/13/2023	18:55	90-1113	0000	P	0	06	0020	00	30030	00	00		
014	02/13/2023	22:58			P	06			30030	00	00	00		
010	02/14/2023	14:35	90-1113	0000	P	0	06	9050	00	30030	00	00		
012	02/14/2023	10:30			P	06			30030	00	00	00		
013	02/14/2023	10:55	90-1113	0000	P	0	06	9050	00	30030	00	00		
014	02/14/2023	22:50			P	06			30030	00	00	00		
010	02/15/2023	14:30	90-1113	0000	P	0	06	9050	00	30030	00	00		
012	02/15/2023	18:30			P	06			30030	00	00	00		
013	02/15/2023	18:50	90-1113	0000	P	0	06	9050	99	30030	00	00		
014	02/15/2023	22:50			P	06			30030	00	00	00		

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

Day 3 Activity - Part 10

Slide \$Sv\_curr  
of 44

Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	Time Amt (HH:hh S)	Ring Msgs	Day	Day TZ
011	02/13/2023	14:50	90-3113	0000	P	0	06	0020	00	30030	00	00	(W)Ring Deleted From P 5 CST
012	02/13/2023	18:30			P	0	06	0020	00	30030	00	00	Fatal Error 5 CST
011	02/13/2023	18:55	90 3113	0000	P	0	06	0020	00	30030	00	00	(W)Ring Deleted From P 5 CST
041	02/13/2023	18:55	90 3113	0000	P	0	06	0020	00	30030	00	00	(F)Operation Turned 5 CST
014	02/13/2023	22:58			P	0	06	0020	00	30030	00	00	(F)No Back From Lunch 5 CST
010	02/14/2023	14:30	90-3113	0000	P	0	06	9050	00	30030	00	00	(F)Not Full Day On Clo 4 CST
012	02/14/2023	10:30			P	0	06	9050	00	30030	00	00	(F)Not Full Day On Clo 4 CST
013	02/14/2023	16:55	90-3113	0000	P	0	06	9050	00	30030	00	00	(F)Not Full Day On Clo 4 CST
014	02/14/2023	22:50			P	0	06	9050	00	30030	00	00	(F)Not Full Day On Clo 4 CST
010	02/15/2023	14:30	90-3113	0000	P	0	06	9050	00	30030	00	00	Fatal Error 5 CST
012	02/15/2023	18:30			P	0	06	9050	00	30030	00	00	Fatal Error 5 CST
013	02/15/2023	18:50	90-3113	0000	P	0	06	9050	99	30030	00	00	(F)LU Turned Off 5 CST

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

Day 3 Activity - Part 11

Slide \$Sv\_current of 44

⏪ ⏸ ↺ 🔊 CC TOC HELP

United States Postal Service - Restricted Information - (20) Server Na...
✖

System Employee Site Time Reports Switch Help Window

Clock Ring Pre-Process Module v1.032 - (23)
24-Feb-2023

**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	Saturday	02-11-23	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-23	P	0	05	054	00	2.50	N
90074037	Saturday	02-11-23	P	0	05	055	00	1.50	N
90074037	Sunday	02-12-23	P	0	05	052	00	8.00	N
90074037	Sunday	02-12-23	P	0	05	054	00	4.00	N
90074037	Sunday	02-12-23	P	0	05	072	00	8.00	N
90074037	Tuesday	02-14-23	P	0	05	052	00	7.90	N
90074037	Tuesday	02-14-23	P	0	05	054	00	3.95	N

Transaction Code	Date	Time	Finance Number	Unit	RSC Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Migs	T&A Day	Frcd Day	IZ
911	02-13-23	14.50	90-0110	0000	P	0	06	2320	00	00000				3	CST	
911	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	00000			(W)Ring Deleter	3	CST	
912	02-13-23	18.00			P	0	06			00000				3	CST	
911	02-13-23	18.55	90-0110	0000	P	0	06	2320	00	00000			(F)No Back Fro	3	CST	
911	02-13-23	18.55	90-0110	0000	P	0	06	0020	00	00000			(W)Ring Deleter	3	CST	
914	02-13-23	22.58			P	0	06			00000				3	CST	
910	02-14-23	14.05	90-0110	0000	P	0	06	9950	00	00000	07.90		(F)Not Full Day	4	CST	
912	02-14-23	18.00			P	0	06			00000				4	CST	
913	02-14-23	18.55	90-0110	0000	P	0	06	9950	00	00000				4	CST	
914	02-14-23	22.50			P	0	06			00000				4	CST	

Weekly Totals	
052:	22.40
054:	10.45
055:	01.50
059:	00.10
072:	00.00

Record: 10/23

Close

Select Close.

**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

Day 3 Activity - Part 12

Slide \$Sv\_curr of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v1.028 - (20)

TAC00F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: S074037 SAMPLE, EMPLOYEE Pay Loc: 110  
Edit Week: 2023-05-1 Show Rings: All Ring Coloring: ON Wkly Sched: SSMTW--  
2023-05-2 Active OFF Daily Sched: 14.0J - 22.5U  
Future DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY	HH	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH	hh	S	Ring Msgs	Day	Day	TZ
012	02/13/2023	18	30			P	06		30030	00	00		Fatal Error	5		CST
011	02/13/2023	18	55	90-1111	0000	P	06	0070	00	30030	00	00	(W)Ring Deleted FrmP	6		CST
011	02/13/2023	18	55	90-1111	0000	P	06	2320	00	30030	00	00	(F)Operation Turned Off	5		CST
014	02/13/2023	22	58			P	06		30030	00	00		(F)No Each From Lunch	5		CST
010	02/14/2023	14	36	90-1111	0000	P	06	9060	00	30030	00	00	(F)Not Full Day On Clo	4		CST
012	02/14/2023	10	30			P	06		30030	00	00		(F)Not Full Day On Clo	4		CST
013	02/14/2023	10	59	90-1111	0000	P	06	9050	00	30030	00	00	(F)Not Full Day On Clo	4		CST
014	02/14/2023	22	50			P	06		30030	00	00		(F)Not Full Day On Clo	4		CST
010	02/15/2023	14	30	90-1111	0000	P	06	9050	00	30030	00	00	Fatal Error	5		CST
012	02/15/2023	18	30			P	06		30030	00	00		Fatal Error	5		CST
013	02/15/2023	18	50	90-1111	0000	P	06	9050	99	30030	00	00	(F)LU Turned Off	5		CST
014	02/15/2023	22	50			P	06		30030	00	00		Fatal Error	5		CST

2023-05-1: 02/11/2023 thru 02/17/2023

Recrd: 12/23

Select Add.

Slide notes

We'll add the "In From Lunch."

Select Add.



Slide 20 - Day 3 Activity - Part 13

Day 3 Activity - Part 13

Slide \$v\_current of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v1.028 - (20) 21 Feb 2023 Restricted Information

TAC00F0 Clock Ring Editor Module

Employee ID: S007403  
Edit Week  
2023-05-1  
2023-05-2  
Future

Transaction  
Code MM/DD/YYYY

Code	Description
010	BEGIN TOJR
011	OPERATION MOVE
012	OUT TO LUNCH
013	IN FROM LUNCH
014	END OF TOUR
024	AWOL
027	WOUNDED WARRIOR ACT LEA
042	PANDEMIC LEAVE

Find: %  
Find

Pay Loc: 110  
Wkly Sched: SSMTW--  
Daily Sched: 14.0J - 22.5U  
DA / LDC: 110 1100

Amth S Ring Msgs T&A Frcd Day Day TZ

Amth	S	Ring Msgs	T&A	Frcd	Day	Day	TZ
0		Fatal Error	5		CST		
0		(W)Ring Deleted From P	0		CST		
0		(F)Operation Turned Off	5		CST		
0		(F)No Each From Lunch	5		CST		
0		(F)Not Full Day On Clock	4		CST		
0		Fatal Error	5		CST		
0		Fatal Error	5		CST		
0		(F)LU Turned Off	5		CST		

2023-05-1: 02/11/2023 thru 02/17/2023

Choices in list: 43  
Reccrd: 16/24 List of Values

Buttons: Clear, Find, Add, Delete, Change, Job Assn, Duplicate, Pre-Prge, P/L Err, eRMS, 1047 MSG, P'S 1200, Save, Close, Help

Slide notes

Select Find to look for the description In From Lunch.

Select OK.

Slide 21 - Day 3 Activity - Part 14

Day 3 Activity - Part 14

Slide \$Sv\_curr of 44

Transaction Code	MM/DD/YYYY	HH	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH	S	Ring Msgs	Day	Day TZ
012	02/13/2012	18:30				P	06		30030	00	00	Fatal Error	5	CST
011	02/13/2023	18:55	90-1113	0000	P	0	06	0070	00	30030	00	(W)Ring Deleted FrmP	6	CST
011	02/13/2023	18:55	90-1113	0000	P	0	06	2320	00	30030	00	(F)Operation Turned Off	5	CST
014	02/13/2023	22:58				P	06		30030	00	00	(F)No Each Frsm Lunch	5	CST
013	02/14/2023	18:50	90-1113	0000	P	0	06	9050	00	30030	00		6	CST
010	02/14/2023	14:35	90-1113	0000	P	0	06	9050	00	30030	00	(F)Not Full Day On Clo	4	CST
012	02/14/2023	10:30				P	06		30030	00	00	(F)Not Full Day On Clo	4	CST
013	02/14/2023	16:55	90-1113	0000	P	0	06	9050	00	30030	00	(F)Not Full Day On Clo	4	CST
014	02/14/2023	22:50				P	06		30030	00	00	(F)Not Full Day On Clo	4	CST
010	02/15/2023	14:30	90-1113	0000	P	0	06	9050	00	30030	00	Fatal Error	5	CST
012	02/15/2023	18:30				P	06		30030	00	00	Fatal Error	5	CST
013	02/15/2023	18:50	90-1113	0000	P	0	06	9050	99	30030	00	(F)LU Turned Off	5	CST

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

### Day 3 Activity - Part 15

Slide \$v\_curr of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Pre-Process Module v1.032 - (20)  
TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-23	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-23	P	0	05	054	00	2.50	N
90074037	Saturday	02-11-23	P	0	05	055	00	1.50	N
90074037	Sunday	02-11-23	P	0	05	052	00	8.00	N
90074037	Sunday	02-11-23	P	0	05	054	00	4.00	N
90074037	Sunday	02-11-23	P	0	05	072	00	8.00	N
90074037	Monday	02-11-23	P	0	05	052	00	8.18	N
90074037	Monday	02-11-23	P	0	05	053	00	.18	N

Weekly Totals

052:	30.58
053:	00.18
054:	14.53
055:	01.50
058:	00.10
072:	08.00

Transaction Table:

Transaction Code	Date	Time	Finance Number	RSC	Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Misgs	T&A Day	Frcd Day	17
313	02-12-23	18.50	90-0110	0000	P	0	06	9950	00	00000					2	CST	
314	02-12-23	22.50			P	0	06			00000					2	CST	
310	02-13-23	13.90	90-0110	0000	P	0	06	9950	00	00000				(W)NonSchedul	3	CST	
311	02-13-23	14.50	90-0110	0000	P	0	06	2320	00	00000				(W)Ring Deleter	3	CST	
311	02-13-23	14.50	90-0110	0000	P	0	06	0020	00	00000				(W)Ring Deleter	3	CST	
312	02-13-23	18.00			P	0	06			00000					3	CST	
313	02-13-23	18.50	90-0110	0000	P	0	06	9950	00	00000					3	CST	
311	02-13-23	18.55	90-0110	0000	P	0	06	2320	00	00000				(W)Ring Deleter	3	CST	
311	02-13-23	18.55	90-0110	0000	P	0	06	0020	00	00000				(W)Ring Deleter	3	CST	
314	02-13-23	22.58			P	0	06			00000				(W)Missing DT	3	CST	

Record: 13/24

Close Select Close.

Slide notes

We can now verify that all three fatal warnings are cleared.

Select Close.

Slide 23 - Day 3 Activity - Part 16

Day 3 Activity - Part 16

Slide \$\$\_current of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v1.028 - (20)  
TAC00F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: S074037 SAMPLE, EMPLOYEE Pay Loc: 110  
Edit Week: 2023-05-1 Show Rings: All Ring Coloring: ON Wkly Sched: SSMTW--  
2023-05-2 2023-05-1 Active OFF Daily Sched: 14:00 - 22:50  
Future DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY	HH	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH	hh	S	Ring Msgs	Day	Day	TZ
011	02/13/2023	18:55	90-3113	0000	P	0	06	0020	00	0000	00	00	(W)Ring Deleted From P	0		CST
011	02/13/2023	18:55	90-3113	0000	P	0	06	0020	00	0000	00	00	(F)Operation Terminat	0		CST
014	02/13/2023	22:58			P	06			0000	00	00		(F)No Back From Lunch	5		CST
013	02/13/2023	18:50	90-3113	0000	P	0	06	9050	00	0000	00	00		0		CST
010	02/14/2023	14:35	90-3113	0000	P	06	0050	00	0000	00	00	00	(F)Not Full Day On Clo	4		CST
012	02/14/2023	10:30			P	06			0000	00	00	00	(F)Not Full Day On Clo	4		CST
013	02/14/2023	10:35	90-3113	0000	P	06	9050	00	0000	00	00	00	(F)Not Full Day On Clo	4		CST
014	02/14/2023	22:50			P	06			0000	00	00	00	(F)Not Full Day On Clo	4		CST
010	02/15/2023	14:30	90-3113	0000	P	06	9050	00	0000	00	00	00	Fatal Error	5		CST
012	02/15/2023	18:30			P	06			0000	00	00	00	Fatal Error	5		CST
013	02/15/2023	18:50	90-3113	0000	P	06	9050	99	0000	00	00	00	(F)LU Turned Off	5		CST
014	02/15/2023	22:50			P	06			0000	00	00	00	Fatal Error	5		CST

2023-05-1: 02/11/2023 thru 02/17/2023

Reccrd: 13/24

Save Select Save.

Slide notes

Select Save.

Slide 24 - Day 3 Activity - Part 17

Day 3 Activity - Part 17

Slide \$v\_curr of 44

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v1.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 91074037 SAMPLE, EMPLOYEE Pay Loc: 110

Edit Week: 2023-05-1 Show Rings: All Ring Coloring: ON Wkly Sched: SSMTW--

2023-05-2 Active OFF Daily Sched: 14.0J - 22.5U

Future DA / LDC: 110 1100

Transaction Finance RSC Time Amt T&A Fred

Code	MM/DD/YYYY	PS Form 1260 Comments	by	TZ
055	02/11/2023			CST
010	02/12/2023	per ps form 1260 fixed OPN and IL mh		CST
010	02/12/2023			CST
012	02/12/2023			CST
013	02/12/2023			CST
014	02/12/2023			CST
010	02/13/2023			CST
011	02/13/2023			CST
011	02/13/2023	14.50 90-3113 0000 P 0 06 0020 00 0000 00 00 (W)Ring Deleted From P 3		CST
012	02/13/2023	18.30 06 0000 00 00 Fatal Error 3		CST
011	02/13/2023	18.55 90-3113 0000 P 0 06 0020 00 0000 00 00 (W)Ring Deleted From P 0		CST
011	02/13/2023	18.55 90-3113 0000 P 0 06 2320 00 0000 00 00 (F)Operation Turned 3		CST

2023-05-1: 02/11/2023 thru 02/17/2023

Record: 1/1

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

Day 3 Activity - Part 18

Slide \$v\_current of 44

The screenshot displays the 'Clock Ring Editor Module' window for employee 'SAMPLE, EMPLOYEE'. A 'Stop' dialog box is overlaid on the interface, containing the text: 'By Clicking OK, I certify a signed PS Form 1260 is on file locally.' The 'OK' button in this dialog is highlighted with a red box, and a red arrow points to it from a callout box that says 'Select OK.' The background interface shows various settings like 'Employee ID', 'Pay Loc', and a table of transactions.

Code	MM/DD/YYYY	PS Form 12	Comments
055	02/11/2023		
010	02/12/2023		per ps form 1260
012	02/12/2023		
013	02/12/2023		
014	02/12/2023		
010	02/13/2023		
011	02/13/2023		
011	02/13/2023	14 50 90-3113 0000 P 0 06 0020 00 0000 00 00	(W)Ring Deleted From P
012	02/13/2023	18 30 90-3113 0000 P 0 06 0000 00 0000 00 00	Fatal Error
011	02/13/2023	18 55 90-3113 0000 P 0 06 0020 00 0000 00 00	(W)Ring Deleted From P
011	02/13/2023	18 58 90-3113 0000 P 0 06 2320 00 0000 00 00	(F)Operation Turned

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

Day 3 Activity - Part 19

Slide \$\$\_current of 44

Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
014	02/12/2023	22:50				P	0	06		0000	00		2		CST
010	02/13/2023	13:30	90-3113	0000	P	0	06	9050	00	0000	00	(W)In: Scheduled Begin	3		CST
011	02/13/2023	14:50	90-3113	0000	P	0	06	2320	00	0000	00		5		CST
011	02/13/2023	14:50	90-3113	0000	P	0	06	0020	00	0000	00	(W)Ring Deleted From P	5		CST
012	02/13/2023	18:30				P	0	06		0000	00		5		CST
013	02/13/2023	10:50	90-3113	0000	P	0	06	9050	00	0000	00		5		CST
011	02/13/2023	10:55	90-3113	0000	P	0	06	2320	00	0000	00		5		CST
011	02/13/2023	16:55	90-3113	0000	P	0	06	0020	00	0000	00	(W)Ring Deleted From P	5		CST
014	02/13/2023	22:58				P	0	06		0000	00	(W)Missing OT Transac	5		CST
010	02/14/2023	14:55	90-3113	0000	P	0	06	9050	00	0000	00	(F)Not Full Day On Clo	4		CST
012	02/14/2023	18:30				P	0	06		0000	00	(F)Not Full Day On Clo	4		CST
013	02/14/2023	18:55	90-3113	0000	P	0	06	9050	00	0000	00	(F)Not Full Day On Clo	4		CST

Slide notes

We have a new warning: “Missing Overtime Transaction.”

Let’s review the documentation required to enter the overtime transactions.





Slide 28 - Day 3 Activity - Part 21

Day 3 Activity - Part 21

Slide \$Sv\_curr  
of 44

Transaction	Code	MM/DD/YYYY HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ	
014	02	12	2023	22	50		P	0	06							
010	02	13	2023	13	30	90-0110	0300	P	0	06	9050	CO	00000	00	00	W)NonScheduled Begin 3 CST
011	02	13	2023	14	50	90-0110	0300	P	0	06	2320	CO	00000	00	00	W)Ring Deleted From P 3 CST
011	02	13	2023	14	50	90-0110	0300	P	0	06	0020	CO	00000	00	00	W)Ring Deleted From P 3 CST
012	02	13	2023	18	00		P	0	06							W)Ring Deleted From P 3 CST
013	02	13	2023	18	50	90-0110	0300	P	0	06	9050	CO	00000	00	00	W)Ring Deleted From P 3 CST
011	02	13	2023	18	55	90-0110	0300	P	0	06	2320	CO	00000	00	00	W)Ring Deleted From P 3 CST
011	02	13	2023	18	55	90-0110	0300	P	0	06	0020	CO	00000	00	00	W)Ring Deleted From P 3 CST
014	02	13	2023	22	58		P	0	06							W)Missing OT Transac 3 CST
010	02	14	2023	14	05	90-0110	0300	P	0	06	9050	CO	00000	00	00	F)Hot Full Day On Clos 4 CST
012	02	14	2023	10	00		P	0	06							F)Hot Full Day On Clos 4 CST
013	02	14	2023	18	55	90-0110	0300	P	0	06	9050	CO	00000	00	00	F)Hot Full Day On Clos 4 CST

Record: 16/24

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

Day 3 Activity - Part 22

Slide \$\$\_current of 44

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9074037 SAMP1 F, FMPI OYFF Pay Loc: 110

Wkly Sched: SSM1W- Daily Sched: 14.00 - 22.50

DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
014	02/12/2023 22:50		P	0	06			00000	00	00		2		CST
010	02/13/2023 13:30	90-0110	0300	P	06	9050	00	00000	00	00	{W}NonScheduled Begin	3		CST
011	02/13/2023 14:50	90-0110	0300	P	06	2320	00	00000	00	00		3		CST
011	02/13/2023 14:50	90-0110	0300	P	06	0020	00	00000	00	00	{W}Ring Deleted From P	3		CST
012	02/13/2023 18:00		P	0	06			00000	00	00		3		CST
013	02/13/2023 18:50	90-0110	0300	P	06	9050	00	00000	00	00		3		CST
011	02/13/2023 18:55	90-0110	0300	P	06	2320	00	00000	00	00		3		CST
011	02/13/2023 18:55	90-0110	0300	P	06	0020	00	00000	00	00	{W}Ring Deleted From P	3		CST
014	02/13/2023 22:58		P	0	06			00000	00	00	{W}Missing OT Transac	3		CST
010	02/14/2023 14:05	90-0110	0300	P	06	9050	00	00000	00	00	{F}Hot Full Day On Clos	4		CST
012	02/14/2023 18:00		P	0	06			00000	00	00		4		CST
013	02/14/2023 18:55	90-0110	0300	P	06	9050	00	00000	00	00	{F}Hot Full Day On Clos	4		CST

Record: 16/24

2023-05-1: 02/11/2023 thru 02/17/2023

Buttons: Clear, Find, Add, Delete, Change, Job Asgn, Duplicate, Pre-Prnc, P/L Err, eRMS, 1017 MSG, PS 1260, Save, Close, Help

Select Add.

Slide notes

Select Add.

Slide 30 - Day 3 Activity - Part 23

Day 3 Activity - Part 23

Slide \$\$\_current of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 (20)  
TAC800F0 Clock Ring Editor Module 24 Feb 2023 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110  
Edit Week: 2023-05-1 Show Rings: All Ring Coloring: ON Wkly Sched: SSMTW  
2023-05-2 Active OFF Daily Sched: 14:00 - 22:50  
Future DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	TZ	
014	02 12 2023 22 50		P	0	06			00000	00	00		3	CST	
010	02 13 2023 13 00	90-0110	0300	P	0	06	9050	00	00000	00	00	00	00	(W)NonScheduled Begin 3 CST
011	02 13 2023 14 50	90-0110	0300	P	0	06	2320	00	00000	00	00	00	00	
011	02 13 2023 14 50	90-0110	0300	P	0	06	0020	00	00000	00	00	00	00	(W)Ring Deleted From P 3 CST
012	02 13 2023 18 00		P	0	06			00000	00	00		3	CST	
013	02 13 2023 18 50	90-0110	0300	P	0	06	9050	00	00000	00	00	00	00	
011	02 13 2023 18 55	90-0110	0300	P	0	06	2320	00	00000	00	00	00	00	
011	02 13 2023 18 55	90-0110	0300	P	0	06	0020	00	00000	00	00	00	00	(W)Ring Deleted From P 3 CST
014	02 13 2023 22 50		P	0	06			00000	00	00		3	CST	(W)Missing O.T. Transac 3 CST
010	02 14 2023 14 05	90-0110	0300	P	0	06	9050	00	00000	00	00	00	00	(F)Not Full Day On Clos 4 CST
012	02 14 2023 18 00		P	0	06			00000	00	00		4	CST	(F)Not Full Day On Clos 4 CST

Record: 10/25 List of Values

Slide notes

Select Find to search for the overtime transaction.

Slide 31 - Day 3 Activity - Part 24

Day 3 Activity - Part 24

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of 44

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9007403

Pay Loc: 110

Wkly Sched: SSMTW

Unitly Sched: 14.00 - 22.50

DA / LDC: 110 1100

Code Description Amt h s Ring Msgs T&A Fred Day Day TZ

Code	Description	Amt	h	s	Ring	Msgs	T&A	Fred	Day	Day	TZ
027	WOUNDED WARRIOR ACT LEA										
042	PANDEMIC LEAVE										
043	PENALTY OVERTIME										
044	MILITARY LWOP										
045	DONATED LEAVE										
046	FMLA - DONATED LEAVE										
049	LWOP ON OWCP										
052	WORK HOURS										

Find: (0%overtime)

Find

Select Find.

2023-05-1: 02/11/2023 thru 02/17/2023

Choices in list: 43

Record: 10/25

List of Values

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

Day 3 Activity - Part 25

Slide \$Sv\_curr  
of 44

United States Postal Service - Restricted Information - (20) Server Na...  
Clock Ring Editor Module v4.028 (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9007403  
Edit Week: 2023-05-1, 2023-05-2, Future  
Transaction: 014, 010, 011, 012, 013, 011, 011, 012, 013, 011, 011, 014, 010, 012

Valid Hours Codes  
Find: 0%

Code	Description
043	PENALTY OVERTIME
053	OVERTIME
058	GUARANTEE OVERTIME
091	OVERTIME TRANSACTION

Select 091 Overtime Transaction.

2023-05-1: 02/11/2023 thru 02/17/2023

Choices in list: 4 (Choices in full list: 43)  
Record: 10/25 List of Values

Slide notes

Select 091 for Overtime Transaction.

Slide 33 - Day 3 Activity - Part 26

Day 3 Activity - Part 26

Slide \$Sv\_curr  
of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9007403  
Edit Week: 2023-05-1, 2023-05-2, Future  
Transaction: 014, 010, 011, 012, 013, 011, 011, 012, 013, 011, 011, 014, 010, 012

Code	Description	Amt	h	S	Ring	Mesg	T&A	Fred	Day	Day	TZ
043	PENALTY OVERTIME										
053	OVERTIME										
058	GUARANTEE OVERTIME										
031	OVERTIME TRANSACTION										

Valid Hours Codes dialog box:  
Find: 0%  
Code Description  
043 PENALTY OVERTIME  
053 OVERTIME  
058 GUARANTEE OVERTIME  
031 OVERTIME TRANSACTION  
Find OK

Select OK.

2023-05-1: 02/11/2023 thru 02/17/2023

Choices in list: 4 (Choices in full list: 43)  
Record: 10/25 List of Values

Slide notes

Select OK.

Slide 34 - Day 3 Activity - Part 27

Day 3 Activity - Part 27

Slide \$\$\_current of 44

**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

Day 3 Activity - Part 28

Slide \$\$\_current of 44

Code	MM/DD/YYYY	HH:hh	Finance	RSC	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	T&A	Fred	Day	Day	TZ
014	02/12/2023	22:50		P	0	06				00000	00	00					3		CST
010	02/13/2023	13:00	90-0110	0300	P	0	06			9050	00	00000	00	00	(W)NonScheduled Begin		0		CST
001	02/13/2023	13:00		P	0	06				00000	00	10	Y				0		CST
011	02/13/2023	14:50	90-0110	0300	P	0	06			2320	00	00000	00	00			3		CST
011	02/13/2023	14:50	90-0110	0300	P	0	06			0020	00	00000	00	00	(W)Ring Deleted From P		3		CST
012	02/13/2023	18:00		P	0	06				00000	00	00					3		CST
013	02/13/2023	18:50	90-0110	0300	P	0	06			9050	00	00000	00	00			3		CST
011	02/13/2023	18:55	90-0110	0300	P	0	06			2320	00	00000	00	00			3		CST
011	02/13/2023	18:55	90-0110	0300	P	0	06			0020	00	00000	00	00	(W)Ring Deleted From P		3		CST
014	02/13/2023	22:50		P	0	06				00000	00	00			(W)Missing UT Transac		3		CST
010	02/14/2023	14:05	90-0110	0300	P	0	06			9050	00	00000	00	00	(F)Not Full Day On Clos		4		CST

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

Day 3 Activity - Part 29

Slide 36 of 44

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

Day 3 Activity - Part 30

Slide \$Sv\_curr of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 (20) 24-Feb-2023 Restricted Information

TAC800F0 Clock Ring Editor Module

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110  
Edit Week: 2023-05-1 Show Rings: All Ring Coloring: ON  
2023-05-2 Future Active OFF  
Wkly Sched: SSMTW Daily Sched: 14.00 - 22.50  
DA / LDC: 110 1100

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	HH:hh	S	Ring Msgs	T&A	Fred	Day	TZ
011	02 13 2023	18 55	90-0110	0300	P	0	06	2320	00	00000	00	00		3		CST	
011	02 13 2023	18 55	90-0110	0300	P	0	06	0020	00	00000	00	00	(W)Ring Deleted From P	3		CST	
014	02 13 2023	22 58			P	0	06			00000	00	00	(W)Missing OT Transac	3		CST	
004	02 13 2023	22 50			P	0	06			00000	00	00		0		CST	
010	02 14 2023	14 05	90-0110	0300	P	0	06	9050	00	00000	00	00	F Hot Full Day On Clo	4		CST	
012	02 14 2023	18 00			P	0	06			00000	00	00	F Hot Full Day On Clo	4		CST	
013	02 14 2023	18 55	90-0110	0300	P	0	06	9050	00	00000	00	00	F Hot Full Day On Clo	4		CST	
014	02 14 2023	22 50			P	0	06			00000	00	00	F Hot Full Day On Clo	4		CST	
010	02 15 2023	14 00	90-0110	0300	P	0	06	9050	00	00000	00	00	-atel Error	5		CS1	
012	02 15 2023	18 00			P	0	06			00000	00	00	-atel Error	5		CS1	
013	02 15 2023	18 50	90-0110	0300	P	0	06	9050	99	00000	00	00	F LU Turned Off	5		CST	
014	02 15 2023	22 50			P	0	06			00000	00	00	Fatel Error	5		CST	

Record: 15/26

2023-05-1: 02/11/2023 thru 02/17/2023

Buttons: Clear, Find, Add, Delete, Change, Job Asgn, Duplicate, Pre-Prnc, P/L Ctr, eRMS, PS1260, Save, Close, Help

Select Save.

Slide notes

Now select Save.

Slide 38 - Day 3 Activity - Part 31

Day 3 Activity - Part 31

Slide \$Sv\_curr of 44

Transaction Code	MM/DD/YYYY	HH:hh	Number	Stop	TZ
010	02/11/2023	14:00	90-1110		CST
014	02/11/2023	20:50			CST
055	02/11/2023	20:50			CST
010	02/12/2023	14:00	90-1110		CST
010	02/12/2023	14:05	90-1110		CST
012	02/12/2023	18:00			CST
013	02/12/2023	18:50	90-1110	0300 P 0 06 9050 00 0000 00 00	2 CST
014	02/12/2023	22:50		P 0 06 0000 00 00	2 CST
010	02/13/2023	13:30	90-1110	0300 P 0 06 9050 00 0000 00 00	3 CST
091	02/13/2023	13:30		P 0 06 0000 00 10 Y	3 CST
011	02/13/2023	14:50	90-1110	0300 P 0 06 2320 00 0000 00 00	3 CST
011	02/13/2023	14:50	90-1110	0300 P 0 06 0020 00 0000 00 00	3 CST

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

Day 3 Activity - Part 32

Slide \$v\_current of 44

The screenshot shows a software application window with the following elements:

- Window Title: United States Postal Service - Restricted Information - (20) Server Na...
- Menu: System Employee Site Time Reports Switch Help Window
- Form Title: PS Form 1017 Module v4.003 (20)
- Form ID: TAC880F0
- Form Version: PS Form 1017 Module
- Date: 24 Feb 2023
- Form Type: Restricted Information
- Buttons: Clear, Find, Add, Delete, 1017-g, Save, Close, Help
- Table with columns: Finance No, Pay Loc, Employee ID, Employee Name, Date, Date Notified, Remarks
- Table Row 1: 90-0110, 110, 90074037, FMPI OYFF SAMPI F, 02-13-2023, 02-13-2023, finalizing empty equipment

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

Day 3 Activity - Part 33

Slide \$v\_current of 44

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
PS Form 1017 Module v4.003 (20)  
TAC880F0 PS Form 1017 Module 24-Feb-2023 Restricted Information  
1017-A Disallow 1017-B Unauth OT  
Leave Year: 2023 Finance No: Rev Loc: Employee ID: 90374337 Refresh Clear  
Open All Select All. Find Add Delete  
Finance No Pay Inc Employee ID Employee Name Date Date Notified Remarks  
90-0110 110 90074037 FMPI OYFF SAMPI F 02-13-2023 02-13-2023 finalizing empty equipment  
1017-B Save Close Help  
Record: 1/1

Slide notes

To print, select All.



Slide 42 - Day 3 Activity - Part 35

Day 3 Activity - Part 35

Slide \$v\_current of 44

The screenshot shows the 'PS Form 1017 Module' interface. At the top, there are navigation buttons: back, pause, refresh, volume, CC, TOC, and HELP. The main window title is 'United States Postal Service - Restricted Information - (20) Server Na...'. Below the title bar, there are menu options: System, Employee, Site, Time, Reports, Switch, Help, and Window. The interface includes a search bar with 'TAC880F0' and 'PS Form 1017 Module' entered. There are also fields for 'Leave Year: 2023', 'Finance No.', 'Pay Loc.', and 'Employee ID: 90374337'. A table with columns 'Finance No', 'Pay Loc', 'Employee ID', 'Employee Name', 'Date', 'Date Notified', and 'Remarks' is visible. A dialog box titled 'Report Submitted' is overlaid on the table, containing the message 'Report Submitted. Check Report Queue' and an 'OK' button. A red arrow points from a callout box labeled 'Select OK.' to the 'OK' button. The bottom of the interface shows 'Record: 1/1' and a status bar.

Slide notes

That will go to the Report Queue.

Now, let's review the documentation.

Select OK.





## Slide 44 - Day 3 Activity Debrief

## Day 3 Activity Debrief

Slide \$v\_current of 44

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 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

## Module 6 Completion

You have completed Module 6: *Day 3 Activities*.

Please return to the learning portal and review Modules 7 and 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

Slide \$v\_curr  
of 44

TOC HELP

Speaker icon

## Slide notes

Slide 1 - Welcome

The slide features a dark blue background with a central image of a hand pointing at a large, semi-transparent clock. To the left of the clock is a grid of icons representing various business and time-related concepts: a bar chart, a truck, an envelope, a person, a telephone, a target, gears, a calendar, a plus sign, a magnifying glass, and a group of people. In the top right corner, there is a navigation bar with buttons for back, play/pause, refresh, volume, CC, TOC, and HELP. In the bottom right corner, there is a play button icon.


*TACS Supervisor Training*  
*Module 7: Day 4 and Day 5 Activities*

# TIME AND ATTENDANCE COLLECTION SYSTEM

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

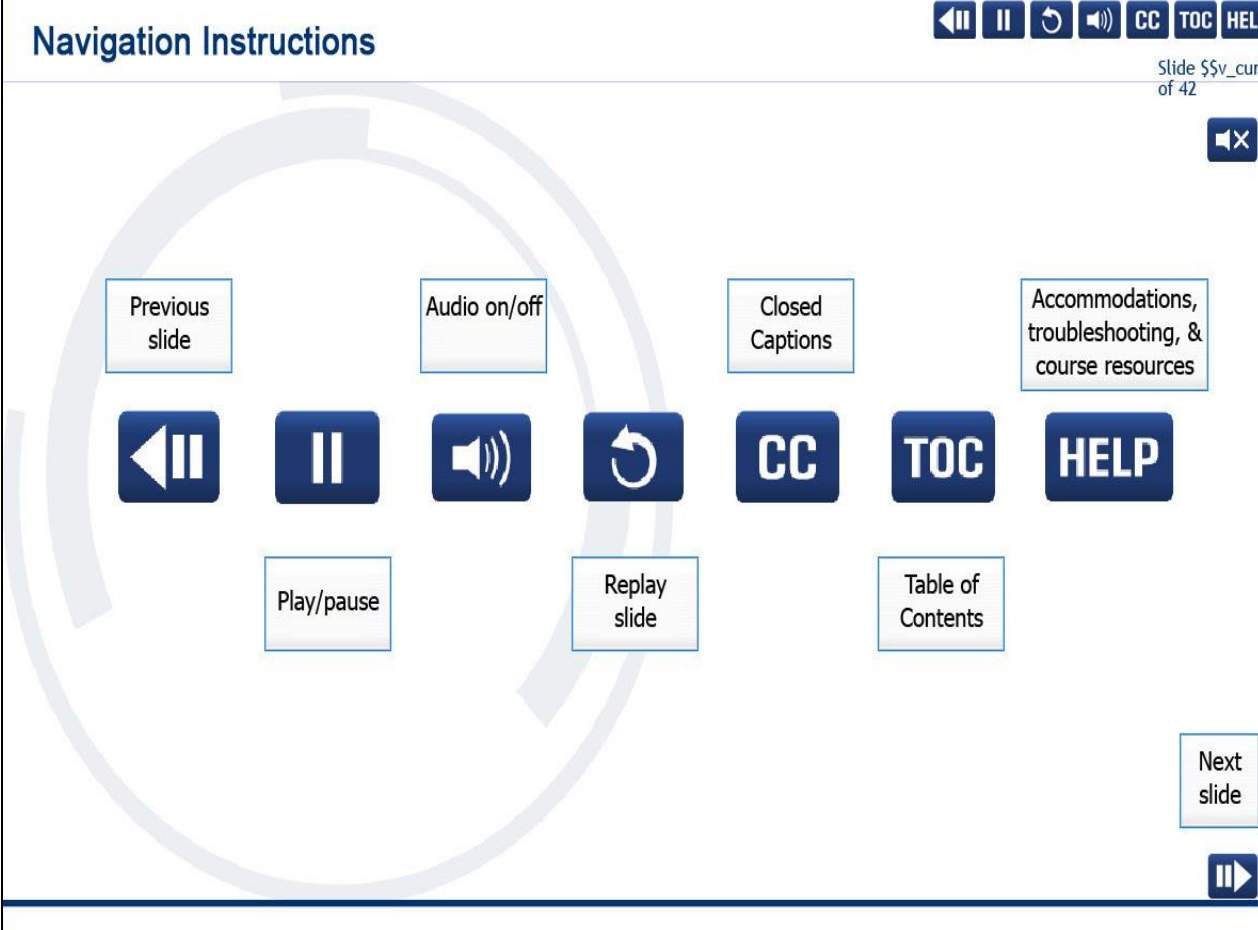
<h3>Accommodations and Support</h3> <p>If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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Slide notes

Slide 3 - Navigation Instructions

Navigation Instructions

Slide \$\$v\_current of 42



The slide content features a large, light-blue circular graphic in the background. Overlaid on this graphic are several navigation controls and labels. At the top right, there is a row of icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker icon, and three buttons labeled 'CC', 'TOC', and 'HELP'. Below this, on the right side, is a small speaker icon with an 'X' over it. The main area contains a grid of controls: a 'Previous slide' label above a left arrow with a vertical bar icon; an 'Audio on/off' label above a vertical bar icon; a 'Closed Captions' label above a 'CC' button; an 'Accommodations, troubleshooting, & course resources' label above a 'TOC' button; a 'Play/pause' label below a vertical bar icon; a 'Replay slide' label below a circular arrow icon; a 'Table of Contents' label below a 'TOC' button; and a 'Next slide' label above a right arrow with a vertical bar icon. A 'HELP' button is also present to the right of the 'TOC' button.

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

HELP

Slide notes

## Slide 4 - User Information

## User Information

Slide \$\$v\_current of 42

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes

## Slide 5 - Introduction

## Introduction

Slide \$v\_current of 42

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.

[Continue](#)

## 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

## Clearing Clock Ring Errors - T&A Day 4: Multiple Leave Types on the Same Day

Slide \$v\_current  
of 42

The screenshot shows the 'Clock Ring Editor Module' window for employee 'SAMPLE. EMPLOYEE' on '24-Feb-2012'. The interface includes a table of transactions with columns for Transaction Code, Date, Time, and Error Messages. Several entries on February 14, 2012, are highlighted in red, indicating errors such as '(F)Not Full Day On Clock' and 'Fatal Error'. A 'Pre-Prge' button is visible on the right side of the window.

Transaction Code	MM/DD/YYYY	HH:hh	Finance	BSC	Time Amt	T&A Prod	Ring Msgs	Day	TZ
011	02 13 2012	18 55	90-0110	0300	P 0 06 2320 00 00000 00 00		3	CST	
011	02 13 2012	18 55	90-0110	0300	P 0 06 0020 00 00000 00 00	(W)Rng Deleted From P	3	CST	
091	00 02 13 2012	22 50			P 0 06 0000 00 00000 00 00	(W)Unauthorized Overt	3	CST	
014	02 13 2012	22 56			P 0 06 0000 00 00000 00 00		3	CST	
010	02 14 2012	14 05	90-0110	0300	P 0 06 9050 00 00000 00 00	(F)Not Full Day On Clock	4	CST	
012	02 14 2012	18 00			P 0 06 0000 00 00000 00 00	(F)Not Full Day On Clock	4	CST	
013	02 14 2012	18 55	90-0110	0300	P 0 06 9050 00 00000 00 00	(F)Not Full Day On Clock	4	CST	
014	02 14 2012	22 50			P 0 06 0000 00 00000 00 00	(F)Not Full Day On Clock	4	CST	
010	02 15 2012	14 00	90-0110	0300	P 0 06 9050 00 00000 00 00	Fatal Error	5	CST	
012	02 15 2012	18 00			P 0 06 0000 00 00000 00 00	Fatal Error	5	CST	
013	02 15 2012	18 50	90-0110	0300	P 0 06 9050 99 00000 00 00	(F)LU Turned Off	5	CST	
014	02 15 2012	22 50			P 0 06 0000 00 00000 00 00	Fatal Error	5	CST	

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.



United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803FO Clock Ring Pre-Process Module 24-Feb-2012

**Pre-Process Data T&A Data**

Employee ID	Day of Week	Date	RSC Suffix	Lvl	Hours Reason Code	Quantity	FLSA Exempt	Weekly Totals
90074037	Sunday	02-12-12	P	0	06 054	00	N	052: 30.58
90074037	Sunday	02-12-12	P	0	06 072	00	N	053: 00.18
90074037	Monday	02-13-12	P	0	06 052	00	N	054: 14.53
90074037	Monday	02-13-12	P	0	06 053	00	N	055: 01.50
90074037	Monday	02-13-12	P	0	06 054	00	N	059: 00.10
90074037	Tuesday	02-14-12	P	0	06 052	00	N	072: 08.00
90074037	Tuesday	02-14-12	P	0	06 054	00	N	
90074037	Tuesday	02-14-12	P	0	06 059	.10	N	

Transaction Code	Date	Time	Finance Number	RSC Unit Suffix	Lvl	Oper LU	Route	Time Amt	S	Ring	Msgs	T&A Day	Frcd Day	TZ
010	02-11-12	14.00	90-0110	0000	P	0	06 9050	00	00000			Y	1	CS1
014	02-11-12	20.50			P	0	06		00000			(W)NonSchedu	1	CS1
055	00	02-11-12	20.50		P	0	06		00000	01.50	Y	1	CS1	
010	02-12-12	14.00	90-0110	0000	P	0	06 9050	00	00000			(W)Ring Deletec	2	CS1
010	02-12-12	14.05	90-0110	0000	P	0	06 9050	00	00000			(W)1017A, Comp	2	CS1
012	02-12-12	18.00			P	0	06		00000				2	CS1
013	02-12-12	18.50	90-0110	0000	P	0	06 9050	00	00000				2	CS1
014	02-12-12	22.50			P	0	06		00000				2	CS1
018	02-13-12	13.30	90-0110	0000	P	0	06 9050	00	00000			(W)NonSchedu	3	CS1
091	00	02-13-12	13.90		P	0	06		00000	00.10	Y	3	CS1	

Record: 12/12

In the top section, for February 14<sup>th</sup>, we have the Hours Code 059, Reason Code 59, for the amount of .10. Let's locate the 3971.

UNITED STATES POSTAL SERVICE  
 \*\*\*\*\*SCENARIO 4/ DAY 4 Page 1\*\*\*\*\* Request for or Notification of Absence

Employee ID: 90074037  
 Date Submitted: 02.14.2012  
 No. of Hours Requested: 00.05

Sample Employee  
 Institution: For postmaster's leave, show city, state, and ZIP Code

Time of Call or Request: 02.14.2012 | 14.00  
 Scheduled Reporting Time: 02.14.2012 | 14.05

Type of Absence:  
 Annual  
 Holiday/LL Lv Csch  
 Career FDI Route  
 LWOP (See reverse)  
 Sick Leave (Code 056)  
 Late (Code 09)  
 COP (General)  
 Other

Documentation (For official use only):  
 FMLA Requested (Certification required - HRSSC)  
 For COP Leave (24 hr file)  
 For Advanced Sick Leave (PS 1021 on file)  
 For Military Leave (Orders required)  
 For Court Leave (Courtroom required)  
 For Higher Level (PS 1723 on file)  
 Schedule Training Testing Qualifying (Others on file)

Revised Schedule for (Date):  
 Begin Work: \_\_\_\_\_  
 Lunch Out: \_\_\_\_\_ Lunch In: \_\_\_\_\_  
 End Work: \_\_\_\_\_  
 Total Hours: \_\_\_\_\_

Approved In Advance:  
 Yes  No

Signature of Person Recording Absence and Date: Supervisor C 02.14.2012  
 Signature of Supervisor and Date Notified: Supervisor B 02.14.2012

Official Action on Application (Return copy of signed request to employee):  
 Approved  
 Disapproved (Give reason below)

PS Form 3971, July 2021 (Page 1 of 2) PSN 7530-02-000-9136

UNSCHEDULED

1. EAS determines scheduled or unscheduled.
2. The person entering the leave initials and enters exact time entered.

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.

Request for or Notification of Absence

Employee Name: Sample Employee  
 Date Submitted: 02.14.2012  
 No. of Hours Requested: 00.05

Employee ID: N/A  
 Date: 02.14.2012  
 From: 02.14.2012  
 To: 02.14.2012  
 Hour: 18.50

Time of Call or Request: 02.14.2012 18.55

Type of Absence:  Annual (Code 005)  
 Holdover/Lv Exch  
 Career 701 Route  
 UNCP (See manual)  
 Sick/See manual  
 Late (Code 007)  
 COP (See manual)  
 Other

Documentation (For official use only):  
 FMLA Requested Certification review - HR502  
 For COP Leave (CA1 on file)  
 For Advanced Sick Leave (PS 1021 on file)  
 For Military Leave (Orders reviewed)  
 For Court Leave (Summons reviewed)  
 For Higher Level (PS 1722 on file)  
 Screenshot Training Testing Qualifying (Memo on file)

Realized Schedule for (Date): 02.14.2012 18.55  
 Approved in Advance:  Yes  No

Begin Work: [ ]  
 Lunch Out: [ ]  
 End Work: [ ]  
 Total Hours: [ ]

Signature of Person Recording Absence and Date: Supervisor C 02.14.2012  
 Signature of Supervisor and Date Notified: Supervisor C 02.14.2012

Official Action on Application (Return copy of signed request to employee):  
 Approved  
 Disapproved (Give reason below)

Warning: The furnishing of false information on this form may result in a fine of not more than \$1,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001)

UNSCHEDULED

1. EAS determines scheduled or unscheduled.
2. The person entering the leave initials and enters exact time entered.

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.

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

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

Employee ID: 90074037 SAMPLE EMPLOYEE Pay Loc: 110 Clear  
 Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW... Find  
 2012-05-1 All ON Daily Sched: 14.00 - 22.50 Add  
 2012-05-2 Active OFF DA / LDC: 110 1100 Delete  
 Future Change  
 Transaction Finance RSC Time Amt T&A Frcd Job Asgn  
 Code MM/DD/YYYY HH:hh Number Unit Suffix Lvl Oper LU Route HH:hh S Ring Mags Day Day TZ Duplicate  
 011 02 13 2012 18 55 90-0110 0000 P 0 06 2320 00 00000 00 00 3 CST P/L Err  
 011 02 13 2012 18 55 90-0110 0000 P 0 06 0020 00 00000 00 00 (W)Ring Deleted From P 3 CST  
 091 00 02 13 2012 22 50 P 0 06 00000 00 08 N (W)Unauthorized Overt 3 CST  
 014 02 13 2012 22 58 P 0 06 00000 00 00 3 CST  
 010 02 14 2012 14 05 90-0110 0000 R 0 06 9050 00 00000 00 00 (F)Not Full Day On Clo 4 CST  
 012 02 14 2012 18 00 R 0 06 00000 00 00 (F)Not Full Day On Clo 4 CST  
 013 02 14 2012 18 55 90-0110 0000 R 0 06 9050 00 00000 00 00 (F)Not Full Day On Clo 4 CST  
 014 02 14 2012 22 50 P 0 06 00000 00 00 (F)Not Full Day On Clo 4 CST  
 010 02 15 2012 14 00 90-0110 0000 P 0 06 9050 00 00000 00 00 Fatal Error 5 CST  
 012 02 15 2012 18 00 P 0 06 00000 00 00 Fatal Error 5 CST  
 013 02 15 2012 18 50 90-0110 0000 P 0 06 9050 99 00000 00 00 (F)LU Turned Off 5 CST  
 014 02 15 2012 22 50 P 0 06 00000 00 00 Fatal Error 5 CST

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

Record: 18/27

Let's click on the Begin Tour for 1405 to make the first entry.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 9007403  
Pay Loc: 110  
Wkly Sched: SSMTW--  
Daily Sched: 14.00 - 22.50  
DA / LDC: 110 1100

Valid Hours Codes

Code	Description
010	BEGIN TOUR
011	OPERATION MOVE
012	OUT TO LUNCH
013	IN FROM LUNCH
014	END OF TOUR
024	AWOL
027	WOUNDED WARRIOR ACT LEA
042	PANDEMIC LEAVE

Transac Code MM/DD/YYYY

Code	MM/DD/YYYY	Time	Amnt	Ring Msgs	T&A	Frcd	Day	TZ
011	02 13 2012	18 55	90-0110 0000 P 0 06 2320 00 000000 00 00		3		CST	
011	02 13 2012	18 55	90-0110 0000 P 0 06 0020 00 000000 00 00	(W)Ring Deleted From P	3		CST	
091	00 02 13 2012	22 50		08 N (W)Unauthorized Overt	3		CST	
014	02 13 2012	22 58			3		CST	
010	02 14 2012	14 05	90-0110 0000 P 0 06 9050 00 000000 00 00	(F)Not Full Day On Clo	4		CST	
012	02 14 2012	18 00			4		CST	
013	02 14 2012	18 55	90-0110 0000 P 0 06 9050 00 000000 00 00	(F)Not Full Day On Clo	4		CST	
014	02 14 2012	22 50			4		CST	
010	02 15 2012	14 00	90-0110 0000 P 0 06 9050 00 000000 00 00	Fatal Error	5		CST	
012	02 15 2012	18 00		Fatal Error	5		CST	
013	02 15 2012	18 50	90-0110 0000 P 0 06 9050 99 000000 00 00	(F)LU Turned Off	5		CST	

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

Click Add, then Find.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE EMPLOYEE  
Pay Loc: 110  
Wkly Sched: SSMTW--  
Daily Sched: 14.00 - 22.50  
DA / LDC: 110 1100

Show Rings  Ring Coloring  ON  OFF

Transac Code MM/DD/YYYY HH.HH

Code	MM/DD/YYYY	Time	Amnt	Ring Msgs	T&A	Frcd	Day	TZ
011	02 13 2012	18 55	90-0110 0000 P 0 06 2320 00 000000 00 00		3		CST	
011	02 13 2012	18 55	90-0110 0000 P 0 06 0020 00 000000 00 00	(W)Ring Deleted From P	3		CST	
091	00 02 13 2012	22 50		08 N (W)Unauthorized Overt	3		CST	
014	02 13 2012	22 58			3		CST	
010	02 14 2012	14 05	90-0110 0000 P 0 06 9050 00 000000 00 00	(F)Not Full Day On Clo	4		CST	
056	02 13 2012	14 00			0			
012	02 14 2012	18 00			4		CST	
013	02 14 2012	18 55	90-0110 0000 P 0 06 9050 00 000000 00 00	(F)Not Full Day On Clo	4		CST	
014	02 14 2012	22 50			4		CST	
010	02 15 2012	14 00	90-0110 0000 P 0 06 9050 00 000000 00 00	Fatal Error	5		CST	
012	02 15 2012	18 00		Fatal Error	5		CST	
013	02 15 2012	18 50	90-0110 0000 P 0 06 9050 99 000000 00 00	(F)LU Turned Off	5		CST	

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

Under the description, select Sick Leave, and the reason code is in the second column.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 9007403  
 Edit Week: 2012-05-1  
 Transaction Code: MM/DD/YYYY

**Valid Reason Codes**

Reason Code	Description
00	SICK LEAVE-REGULAR
11	SICK LEAVE-LATE
14	SICK LEAVE-BEREAVEMENT

Find %  
 Find OK Cancel

Transaction Code	MM/DD/YYYY	HR:hh	Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	Time Amt	HR:hh	S	Ring Msgs	T&A Frcd	Day	Day	TZ
011	02 13 2012	18 55	90-0110	0000	P	0	06	2320	00	000000	00	00	00		3	CST		
011	02 13 2012	18 55	90-0110	0000	P	0	06	0020	00	000000	00	00	00	(W)Ring Deleted From P	3	CST		
091	00 02 13 2012	22 50			P	0	06			000000	00	00	00	(W)Unauthorized Overt	3	CST		
014	02 13 2012	22 58			P	0	06			000000	00	00	00		3	CST		
010	02 14 2012	14 00	90-0110	0000	P	0	06	9050	00	000000	00	00	00	(F)Not Full Day On Clo	4	CST		
056	09 02 13 2012	14 00			P	0	06			000000	00	00	00	Y	0			
012	02 14 2012	18 00			P	0	06			000000	00	00	00	(F)Not Full Day On Clo	4	CST		
013	02 14 2012	18 55	90-0110	0000	P	0	06	9050	00	000000	00	00	00	(F)Not Full Day On Clo	4	CST		
014	02 14 2012	22 50			P	0	06			000000	00	00	00	(F)Not Full Day On Clo	4	CST		
010	02 15 2012	14 00	90-0110	0000	P	0	06	9050	00	000000	00	00	00	Fatal Error	5	CST		
012	02 15 2012	18 00			P	0	06			000000	00	00	00	Fatal Error	5	CST		
013	02 15 2012	18 50	90-0110	0000	P	0	06	9050 99	00	000000	00	00	00	(F)LU Turned Off	5	CST		

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

Let's click Find and look for Late.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 9007403 SAMPLE, EMPLOYEE Pay Loc: 110  
 Edit Week: 2012-05-1 Wkly Sched: SSMTW--  
 2012-05-2 Daily Sched: 14.00 - 22.50  
 Future DA / LDC: 110 1100

Show Rings Ring Coloring  
 All DN  
 Active OFF

Transaction Code	MM/DD/YYYY	HR:hh	Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	Time Amt	HR:hh	S	Ring Msgs	T&A Frcd	Day	Day	TZ
011	02 13 2012	18 55	90-0110	0000	P	0	06	2320	00	000000	00	00	00		3	CST		
011	02 13 2012	18 55	90-0110	0000	P	0	06	0020	00	000000	00	00	00	(W)Ring Deleted From P	3	CST		
091	00 02 13 2012	22 50			P	0	06			000000	00	00	00	(W)Unauthorized Overt	3	CST		
014	02 13 2012	22 58			P	0	06			000000	00	00	00		3	CST		
010	02 14 2012	14 00	90-0110	0000	P	0	06	9050	00	000000	00	00	00	(F)Not Full Day On Clo	4	CST		
056	09 02 13 2012	14 00			P	0	06			000000	00	00	00	Y	0			
012	02 14 2012	18 00			P	0	06			000000	00	00	00	(F)Not Full Day On Clo	4	CST		
013	02 14 2012	18 55	90-0110	0000	P	0	06	9050	00	000000	00	00	00	(F)Not Full Day On Clo	4	CST		
014	02 14 2012	22 50			P	0	06			000000	00	00	00	(F)Not Full Day On Clo	4	CST		
010	02 15 2012	14 00	90-0110	0000	P	0	06	9050	00	000000	00	00	00	Fatal Error	5	CST		
012	02 15 2012	18 00			P	0	06			000000	00	00	00	Fatal Error	5	CST		
013	02 15 2012	18 50	90-0110	0000	P	0	06	9050 99	00	000000	00	00	00	(F)LU Turned Off	5	CST		

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

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-12	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-12	P	0	06	054	00	2.50	N
90074037	Saturday	02-11-12	P	0	06	055	00	1.50	N
90074037	Sunday	02-12-12	P	0	06	052	00	8.00	N
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	8.18	N
90074037	Monday	02-13-12	P	0	06	053	00	.18	N

Weekly Totals

052: 30.58
053: 00.18
054: 14.53
055: 01.50
059: 00.10
072: 08.00

Transaction Code Date Time Finance Number Unit Suffix Lvl Oper LU Route Time Amt S Ring Msgs Day Day TZ

010	02-11-12	14.00	90-0110	0000	P	0	06	9050	00	00000	00	00				1	CST
014	02-11-12	20.50			P	0	06			00000						1	CST
055	02-11-12	20.50			P	0	06			00000	01.50	Y				1	CST
010	02-12-12	14.00	90-0110	0000	P	0	06	9050	00	00000						2	CST
010	02-12-12	14.05	90-0110	0000	P	0	06	9050	00	00000						2	CST
012	02-12-12	18.00			P	0	06			00000						2	CST
013	02-12-12	18.50	90-0110	0000	P	0	06	9050	00	00000						2	CST
014	02-12-12	22.50			P	0	06			00000						2	CST
010	02-13-12	13.90	90-0110	0000	P	0	06	9050	00	00000						3	CST
091	02-13-12	13.90			P	0	06			00000	00.10	Y				3	CST

Record: 1/7

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Clock Rings

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
 Edit Week Wkly Sched: SSMTW-- Find  
 2012-05-1 Show Rings Ring Coloring Daily Sched: 14.00 - 22.50 Add  
 2012-05-2 All ON OFF DA / LDC: 110 1100 Delete  
 Future Active OFF Change  
 Job Asgn  
 Duplicate  
 Pre-Prcc  
 Ptl Err  
 eRMS  
 1017 MSG  
 PS 1260  
 Save  
 Close  
 Help

Transaction Code MM/DD/YYYY HH:hh Finance Number Unit Suffix Lvl Oper LU Route HH:hh S Ring Msgs Day Day TZ

011	02	13	2012	18	55	90-0110	0000	P	0	06	0020	00	00000	00	00				3	CST	
091	00	02	13	2012	22	50		P	0	06			00000	00	08	N				3	CST
014	02	13	2012	22	58			P	0	06			00000	00	00					3	CST
010	02	14	2012	14	00	90-0110	0000	P	0	06	9050	00	00000	00	00				4	CST	
056	00	02	13	2012	14	00		P	0	06			00000	00	05	N				0	CST
012	02	14	2012	18	00			P	0	06			00000	00	00					4	CST
013	02	14	2012	18	55	90-0110	0000	P	0	06	9050	00	00000	00	00					4	CST
014	02	14	2012	22	50			P	0	06			00000	00	00					4	CST
010	02	15	2012	14	00	90-0110	0000	P	0	06	9050	00	00000	00	00					5	CST
012	02	15	2012	18	00			P	0	06			00000	00	00					5	CST
013	02	15	2012	18	50	90-0110	0000	P	0	06	9050	98	00000	00	00					5	CST
014	02	15	2012	22	50			P	0	06			00000	00	00					5	CST

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

Record: 21/28 List of Values

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)  
 TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-12	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-12	P	0	06	054	00	2.50	N
90074037	Saturday	02-11-12	P	0	06	055	00	1.50	N
90074037	Sunday	02-12-12	P	0	06	052	00	8.00	N
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	8.18	N
90074037	Monday	02-13-12	P	0	06	053	00	.18	N

Weekly Totals

052: 30.58
053: 00.18
054: 14.53
055: 01.50
056: 00.05
058: 00.05
072: 08.00

Transaction Code Date Time Finance Number Unit RSC Suffix Lvl Oper LU Route Time Amt S Ring Msgs Day Day TZ T&A Frcd

014	02-13-12	22.50			P	0	06			00000						3	CS
056	09	02-14-12	14.00		P	0	06			00000	00.05	N	IF Not Full Day	4	CS		
010		02-14-12	14.05	90-0110	00000	P	0	06	9050	00	00000	07.90	N	IF Not Full Day	4	CS	
012		02-14-12	18.00		P	0	06			00000				4	CS		
013		02-14-12	18.55	90-0110	00000	P	0	06	9050	00	00000			4	CS		
014		02-14-12	22.50		P	0	06			00000				4	CS		
010		02-15-12	14.00	90-0110	00000	P	0	06	9050	00	00000			5	CS		
012		02-15-12	18.00		P	0	06			00000				5	CS		
013		02-15-12	18.50	90-0110	00000	P	0	06	9050	99	00000		IF Full Turned O	5	CS		
014		02-15-12	22.50		P	0	06			00000				5	CS		

Record: 19/28

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."

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE EMPLOYEE Pay Loc: 110

Wkly Sched: SSMTW--  
 Daily Sched: 14.00 - 22.50  
 DA / LDC: 110 1100

Transaction Code MM/DD/YYYY HR.hh Finance Number Unit RSC Suffix Lvl Oper LU Route Time Amt HH.hh S Ring Msgs Day Day TZ T&A Frcd

011	02	13	2012	18.55	90-0110	00000	P	0	06	0020	00	00000	00	00	(W)Ring Deleted From P	3	CS
091	00	02	13	2012	22.50		P	0	06		00000	00	08	N	(W)Unauthorized Overt	3	CS
014		02	13	2012	22.58		P	0	06		00000	00	00			3	CS
010		02	14	2012	14.05	90-0110	00000	P	0	06	9050	00	00	00	IF Not Full Day On Clock	4	CS
056	09	02	14	2012	14.00		P	0	06		00000	00	05	N		0	CS
012		02	14	2012	18.00		P	0	06		00000	00	00		IF Not Full Day On Clock	4	CS
013		02	14	2012	18.55	90-0110	00000	P	0	06	9050	00	00	00	IF Not Full Day On Clock	4	CS
014		02	14	2012	22.50		P	0	06		00000	00	00		IF Not Full Day On Clock	4	CS
010		02	15	2012	14.00	90-0110	00000	P	0	06	9050	00	00	00	Fatal Error	5	CS
012		02	15	2012	18.00		P	0	06		00000	00	00		Fatal Error	5	CS
013		02	15	2012	18.50	90-0110	00000	P	0	06	9050	99	00	00	IF Full Turned Off	5	CS
014		02	15	2012	22.50		P	0	06		00000	00	00		Fatal Error	5	CS

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

Record: 17/28

We have to make that second entry. You can see it's very important to always verify each cell.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 9007403  
 Edit Week: 2012-05-1, 2012-05-2, Future  
 Pay Loc: 110  
 Wkly Sched: SSMTW--  
 Daily Sched: 14.00 - 22.50  
 DA / LDC: 110 1100

Valid Hours Codes dialog:  
 Find: 0%  
 Code Description  
 049 LWOP ON OWCP  
 052 WORK HOURS  
 053 OVERTIME  
 054 NIGHT WORK  
 055 ANNUAL LEAVE  
 056 SICK LEAVE  
 059 PART DAY LWOP  
 060 FULL DAY LWOP

Code	MM/DD/YYYY	Amnt	h	s	Ring Msgs	T&A Frcd	Day	Day	TZ			
011	02 13 2012				0	(W)Ring Deleted From P	3		CST			
091	00 02 13 2012				8	(W)Unauthorized Overt	3		CST			
014	02 13 2012				0		3		CST			
010	02 14 2012				0	(F)Not Full Day On Clo	4		CST			
056	09 02 14 2012				5	N	0		CST			
012	02 14 2012				0	(F)Not Full Day On Clo	4		CST			
013	02 14 2012				0	(F)Not Full Day On Clo	4		CST			
014	02 14 2012				0	(F)Not Full Day On Clo	4		CST			
010	02 15 2012	14.00	90-0110	0000	P	0	06	9050	00 00 00	Fatal Error	5	CST
012	02 15 2012	18.00			P	0	06		00 00 00	Fatal Error	5	CST
013	02 15 2012	18.50	90-0110	0000	P	0	06	9050	99 00 00	(F)I.U Turned Off	5	CST

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)  
 TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE  
 Show Rings Ring Coloring  
 All Active ON OFF  
 Pay Loc: 110  
 Wkly Sched: SSMTW--  
 Daily Sched: 14.00 - 22.50  
 DA / LDC: 110 1100

Code	MM/DD/YYYY	HH:hh	Finance	Unit	RSC	Suffix	Lvl	Oper	LU	Route	Hh	Lvl	S	Ring Msgs	T&A Frcd	Day	Day	TZ
011	02 13 2012	18 55	90-0110	0000	P	0	06	0020	00	000000	00	00		(W)Ring Deleted From P	3			CST
091	00 02 13 2012	22 50			P	0	06		00	000000	00	08	N	(W)Unauthorized Overt	3			CST
014	02 13 2012	22 58			P	0	06		00	000000	00	00			3			CST
010	02 14 2012	14 05	90-0110	0000	P	0	06	9050	00	000000	00	00		(F)Not Full Day On Clo	4			CST
056	09 02 14 2012	14 00			P	0	06		00	000000	00	05	N		0			CST
012	02 14 2012	18 00			P	0	06		00	000000	00	00		(F)Not Full Day On Clo	4			CST
013	02 14 2012	18 55	90-0110	0000	P	0	06	9050	00	000000	00	00		(F)Not Full Day On Clo	4			CST
056	08 02 14 2012	14 00			P	0	06		00	000000	08	00	Y		0			
014	02 14 2012	22 50			P	0	06		00	000000	00	00		(F)Not Full Day On Clo	4			CST
010	02 15 2012	14 00	90-0110	0000	P	0	06	9050	00	000000	00	00		Fatal Error	5			CST
012	02 15 2012	18 00			P	0	06		00	000000	00	00		Fatal Error	5			CST
013	02 15 2012	18 50	90-0110	0000	P	0	06	9050	99	000000	00	00		(F)I.U Turned Off	5			CST

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.

United States Postal Service - Restricted Information - (20) Server Na... - - - X

System Employee Site Time Reports Switch Help Window

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

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-12	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-12	P	0	06	054	00	2.50	N
90074037	Saturday	02-11-12	P	0	06	055	00	1.50	N
90074037	Sunday	02-12-12	P	0	06	052	00	8.00	N
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	8.18	N
90074037	Monday	02-13-12	P	0	06	053	00	.18	N

Weekly Totals

052: 30.58
053: 00.18
054: 14.53
055: 01.55
056: 00.05
072: 08.00

Transaction Finance RSC Time T&A Frd

Code	Date	Time	Number	Unit	Suffix	Lvl	Oper	LU	Route	Amt	S	Ring	Msgs	Day	Day	TZ
011	02-13-12	18.55	90-0110	0000	P	0	06	2320	00	00000				3		CST
011	02-13-12	18.55	90-0110	0000	P	0	06	0020	00	00000			(W)Ring Deleted	3		CST
001	02-13-12	22.50			P	0	06			00000	00.08	N	(W)1017B Com	3		CST
014	02-13-12	22.50			P	0	06			00000				3		CST
056	09	02-14-12	14.00		P	0	06			00000	00.05	N		4		CST
010	02-14-12	14.05	90-0110	0000	P	0	06	9050	00	00000	07.90			4		CST
012	02-14-12	18.00			P	0	06			00000				4		CST
055	09	02-14-12	18.50		P	0	06			00000	00.05	N		4		CST
013	02-14-12	18.55	90-0110	0000	P	0	06	9050	00	00000				4		CST
014	02-14-12	22.50			P	0	06			00000				4		CST

Record: 16/29

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.



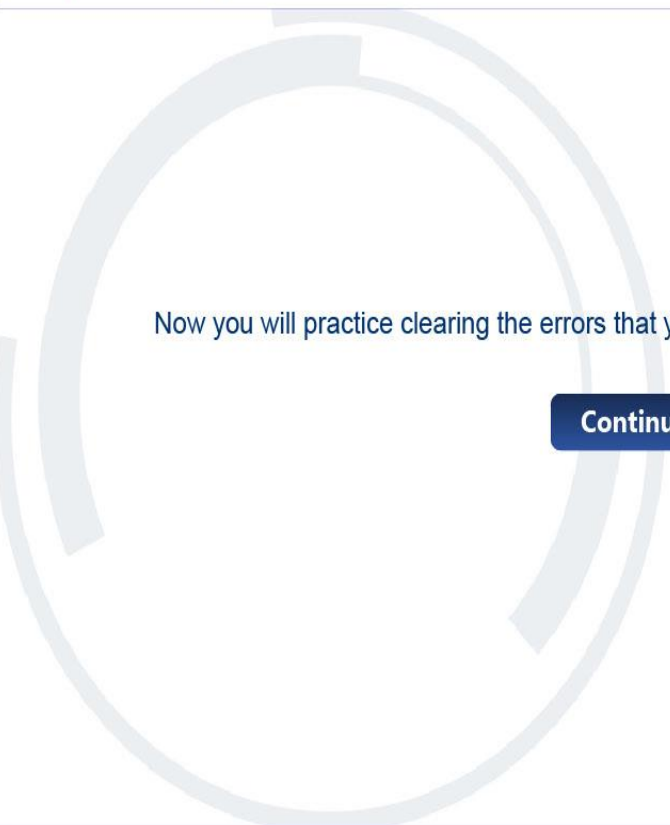
Slide 7 - Day 4 Activity - Start

Day 4 Activity - Start

Slide \$v\_current of 42

Now you will practice clearing the errors that you observed on the T & A Day 4 Video.

Continue



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

Day 4 Activity - Part 1

Slide \$Sv\_curr of 42

Transaction Code	MM/DD/YYYY	HH:hh	Finance Number	Unit	RSC	LU	Route	Time Amt	Ring Msgs	T&AFrcd
011	02/13/2023	18:55	90-0110	0000	P	06	2320	00:00:00		3 CST
011	02/13/2023	18:55	90-0110	0000	P	06	0020	00:00:00	(W)Ring Deleted From P	3 CST
091	02/13/2023	22:50			P	06		00:00:00	(W)Unauthorized Overt	3 CST
014	02/13/2023	22:58			P	06		00:00:00		3 CST
010	02/14/2023	14:05	90-0110	0000	P	06	9050	00:00:00	Fatal Error	4 CST
012	02/14/2023	18:00			P	06		00:00:00	Fatal Error	4 CST
013	02/14/2023	18:55	90-0110	0000	P	06	9050	00:00:00	Fatal Error	4 CST
014	02/14/2023	22:50			P	06		00:00:00	Fatal Error	4 CST
010	02/15/2023	14:00	90-0110	0000	P	06	9050	00:00:00	Fatal Error	5 CST
012	02/15/2023	18:00			P	06		00:00:00	Fatal Error	5 CST
013	02/15/2023	18:50	90-0110	0000	P	06	9050	99:00:00	Fatal Error	5 CST
014	02/15/2023	22:50			P	06		00:00:00	Fatal Error	5 CST

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

### Day 4 Activity - Part 2

Slide \$v\_current of 42

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

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

TAC603F0 Clock Ring Pre-Process Module 24-Feb-2023

**Pre-Process Data T&A Data**

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Sunday	02-12-23	P	D	06	054	00	4.00	N
90074037	Sunday	02-12-23	P	D	06	072	00	8.00	N
90074037	Monday	02-13-23	P	D	06	052	00	8.18	N
90074037	Monday	02-13-23	P	D	06	053	00	.18	N
90074037	Monday	02-13-23	P	D	06	054	00	4.08	N
90074037	Tuesday	02-14-23	P	D	06	052	00	7.90	N
90074037	Tuesday	02-14-23	P	D	06	054	00	3.95	N
90074037	Tuesday	02-14-23	P	D	06	059	00	.10	N

**Weekly Totals**

052: 30.58
053: 00.18
054: 14.53
055: 01.50
059: 00.10
072: 08.00

Transaction Code	Date	Time	Finance Number	RSC Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Msgs	T&A Day	Frcd Day	TZ
010	02-11-23	14:00	90-0110	0000	P	0	06	9050	00	000000				1		CST
014	02-11-23	20:50			P	0	06			000000			(W)NorSchedul	1		CST
059	02-11-23	20:50			P	0	06			000000	01.50	Y		1		CST
010	02-12-23	14:00	90-0110	0000	P	0	06	9050	00	000000			(W)Ring Deletec	2		CST
010	02-12-23	14:05	90-0110	0000	P	0	06	9050	00	000000			(W)1017A Com	2		CST
012	02-12-23	18:00			P	0	06			000000				2		CST
013	02-12-23	18:50	90-0110	0000	P	0	06	9050	00	000000				2		CST
014	02-12-23	22:50			P	0	06			000000				2		CST
010	02-13-23	13:90	90-0110	0000	P	0	06	9050	00	000000			(W)NorSchedul	3		CST
091	02-13-23	13:90			P	0	06			000000	00.10	Y		3		CST

Record: 4/?

Close

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

**Day 4 Activity - Part 3** Slide \$v\_curr of 42

### Request for or Notification of Absence

Employee's Name (Print last, first, MI) <b>Sample Employee</b>		Employee ID <b>90074042</b>	Date Submitted (MM/DD/YYYY) <b>02.14.2023</b>	Nc. of Hours Requested <b>00.05</b>
Installation (For postmaster's leave, show city, state, and ZIP Code)		N/S Day	Pay Loc. No.	D/A Code
Time of Call or Request		Scheduled Reporting Time	If Needed, Employee Can Be Reached At:	
			Thru: Date	Hour
			<input type="checkbox"/> Do not call	<b>02.14.2023</b>   <b>14.05</b>
Type of Absence	Documentation (For official use only)		Revised Schedule for (Date)	Approved in Advance
<input type="checkbox"/> Annual	<input type="checkbox"/> FMLA Requested (Certification review - HRSSC)			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Holiday/AL/Lv Excn	<input type="checkbox"/> For COP Leave (CA-1 on file)		Begin Work	
<input type="checkbox"/> Carrier 701 Route	<input type="checkbox"/> For Advanced Sick Leave (PS 1221 on file)		Lunch Out	Lunch In
<input type="checkbox"/> LWOP (See reverse)	<input type="checkbox"/> For Military Leave (Orders reviewed)		End Work	
<input checked="" type="checkbox"/> Sick (See reverse) (Code 056)	<input type="checkbox"/> For Court Leave (Summons reviewed)		Total Hours	
<input type="checkbox"/> COP (See reverse)	<input type="checkbox"/> For Higher Level (PS 1723 on file)			
<input type="checkbox"/> Other	<input type="checkbox"/> Scheme Training (Testing Qualifying Memo on file)			
Remarks (Do not enter medical information. See Privacy Act Statement or reverse of this form.)				
I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.				
Employee's Signature and Date <i>Sample Employee</i> 02.14.2023		Signature of Person Recording Absence and Date		Signature of Supervisor and Date Notified
				<i>Supervisor C</i> 02.14.2023
<b>Official Action on Application (Return copy of signed request to employee.)</b>				
<input checked="" type="checkbox"/> Approved		Do not check an FMLA box until you verify the FMLA designation.		Signature of Supervisor and Date
<input type="checkbox"/> Disapproved (give reason below)		<input type="checkbox"/> FMLA Designation is PENDING		<i>Supervisor B</i> 02.14.2023
		<input type="checkbox"/> FMLA Protected		<input type="checkbox"/> Continued on reverse
		<input type="checkbox"/> Not FMLA Protected		

PS Form 3971, July 2021 (Page 1 of 2) PSN 7530-C2-000-0136

**Warning:** The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

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

**Day 4 Activity - Part 4** Slide \$v\_current of 42

### Request for or Notification of Absence

Employee's Name (Print last, first, MI.) <b>Sample Employee</b>		Employee ID <b>90074042</b>	Date Submitted (MM/DD/YYYY) <b>02.14.2023</b>	No. of Hours Requested <b>00.05</b>
Installation (For postmaster's leave, show city, state, and ZIP Code)		N/S Day	Pay Loc. No.	D/A Code
Time of Call or Request	Scheduled Reporting Time	If Needed, Employee Can Be Reached At:		From: Date   Hour
		<input type="checkbox"/> Do not call		<b>02.14.2023   18.50</b>
Time of Absence		Documentation (For official use only)		Revised Schedule for (Date)
<input checked="" type="checkbox"/> Annual (Code 055) <input type="checkbox"/> Holiday/AL Lv Exch <input type="checkbox"/> Carrier 701 Route <input type="checkbox"/> LWOP (See reverse) <input type="checkbox"/> Sick (See reverse) <input checked="" type="checkbox"/> Late (Code 09) <input type="checkbox"/> COP (See reverse) <input type="checkbox"/> Other		<input type="checkbox"/> FMLA Requested (Certification review - HRSSC) <input type="checkbox"/> For COP Leave (CAT on file) <input type="checkbox"/> For Advanced Sick Leave (PS 1221 on file) <input type="checkbox"/> For Military Leave (Orders reviewed) <input type="checkbox"/> For Court leave (Summons reviewed) <input type="checkbox"/> For Higher Level (PS 1723 on file) <input type="checkbox"/> Scheme Training Testing Qualifying (Memo on file)		Approve in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form)				
<input checked="" type="checkbox"/> I understand that the annual leave authorized in excess of the amount available to me during the leave year will be charged to LWOP.				
Employee's Signature and Date		Signature of Person Recording Absence and Date		Signature of Supervisor and Date Notified
<i>Sample Employee</i> 02.14.2023				<i>Supervisor C</i> 02.14.2023
Official Action on Application (Return copy of signed request to employee.)				
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give reason below)		Do not check an FMLA box until you verify the FMLA designation. <input type="checkbox"/> FMLA Designation is PENDING <input type="checkbox"/> FMLA Protected <input type="checkbox"/> Not FMLA Protected		Signature of Supervisor and Date <i>Supervisor B</i> 02.14.2023 <input type="checkbox"/> Continued on reverse

PS Form 3971, July 2021 (Page 1 of 2) PSN 7530-02-000-9136

Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

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

Day 4 Activity - Part 5

Slide \$Sv\_curr  
of 42

Transaction Code	MM/DD/YYYY	HH:In	Finance	RSC	Time Amt	Ring Msgs	T&A Frcd
011	02/13/2023	18:55	90-0110	0000	F 0 06 2320 00 0000 00 00		3 CST
011	02/13/2023	18:55	90-0110	0000	F 0 06 0020 00 0000 00 00	(W)Ring Deleted From F	3 CST
091	00/02/13/2023	22:50			F 0 06 0000 00 0000 00 08	(W)Unauthorized Overt	3 CST
014	02/13/2023	22:58			F 0 06 0000 00 0000 00 00		3 CST
010	02/14/2023	14:05			F 0 06 0000 00 0000 00 00	(F)Net Full Day O+ Cloe	4 CST
012	02/14/2023	18:00			F 0 06 0000 00 0000 00 00	(F)Net Full Day O+ Cloe	4 CST
013	02/14/2023	18:55	90-0110	0000	F 0 06 9050 00 0000 00 00	(F)Net Full Day O+ Cloe	4 CST
014	02/14/2023	22:50			F 0 06 0000 00 0000 00 00	(F)Net Full Day O+ Cloe	4 CST
010	02/15/2023	14:00	90-0110	0000	F 0 06 9050 00 0000 00 00	FatalError	5 CST
012	02/15/2023	18:00			F 0 06 0000 00 0000 00 00	FatalError	5 CST
013	02/15/2023	18:50	90-0110	0000	F 0 06 9050 99 0000 00 00	(F)LU Turned Off	5 CST
014	02/15/2023	22:50			F 0 06 0000 00 0000 00 00	FatalError	5 CST

Slide notes

Let's select the Begin Tour for 1405 to make the first entry.

Slide 13 - Day 4 Activity - Part 6

Day 4 Activity - Part 6

Slide \$Sv\_curr  
of 42

Transaction Code	Finance	RSC	Time Amt	T&A Frcd												
MM/DD/YYYYHH.Ith	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH.Ith	S	Ring	Msgs	Day	Day	TZ		
011	02/13/2023	18	55	90-0110	0000	F	0	06	2320	00	0000	00	00		3	CST
011	02/13/2023	18	55	90-0110	0000	F	0	06	0020	00	0000	00	00	(W)Ring Deleted From F	3	CST
091	00/02/13/2023	22	50			F	0	06		0000	00	08	N	(W)Unauthorized Overt	3	CST
014	02/13/2023	22	58			F	0	06		0000	00	00			3	CST
010	02/14/2023	14	05	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day O+ Cloe	4	CST
012	02/14/2023	18	00			F	0	06		0000	00	00		(F)Net Full Day O+ Cloe	4	CST
013	02/14/2023	18	55	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day O+ Cloe	4	CST
014	02/14/2023	22	50			F	0	06		0000	00	00		(F)Net Full Day O+ Cloe	4	CST
010	02/15/2023	14	00	90-0110	0000	F	0	06	9050	00	0000	00	00	FatalError	5	CST
012	02/15/2023	18	00			F	0	06		0000	00	00		FatalError	5	CST
013	02/15/2023	18	50	90-0110	0000	F	0	06	9050	99	0000	00	00	(F)LU Turned Off	5	CST
014	02/15/2023	22	50			F	0	06		0000	00	00		FatalError	5	CST

Slide notes

Select Add.

Slide 14 - Day 4 Activity - Part 7

Day 4 Activity - Part 7

Slide \$Sv\_curr of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24 Feb 2023 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2012-05-1 All ON Daily Sched: 14 00 - 22 50 Add  
2012-05-2 Active OFF DA / LDC: 110 1130 Delete  
Future Change  
Job Asgn  
Duplicate  
Pre-Prgc  
PIL Err  
gRMS  
10/7 MSG  
PS 1200  
Save  
Close  
Help

Transaction Code	MM/DD/YYYY	HH:In	Finance Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:In	S	Ring Msgs	T&A Day	Frcd Day	TZ	
011	02/13/2023	18 55	90-0110	0000	F	0	06	2320	00	0000	00	00	3	3	CST	
011	02/13/2023	18 55	90-0110	0000	F	0	06	0020	00	0000	00	00	(W)Ring Deleted From F	3	CST	
091	00/02/13/2023	22 50			F	0	06		00	0000	00	08	N	(W)Unauthorized Overt	3	CST
014	02/13/2023	22 58			F	0	06		00	0000	00	00		3	CST	
010	02/14/2023	14 05	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day Oa Cloe	4	CST	
012	02/14/2023	18 00			F	0	06		00	0000	00	00	(F)Net Full Day Oa Cloe	4	CST	
013	02/14/2023	18 55	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day Oa Cloe	4	CST	
014	02/14/2023	22 50			F	0	06		00	0000	00	00	(F)Net Full Day Oa Cloe	4	CST	
010	02/15/2023	14 00	90-0110	0000	F	0	06	9050	00	0000	00	00	FatalError	5	CST	
012	02/15/2023	18 00			F	0	06		00	0000	00	00	FatalError	5	CST	
013	02/15/2023	18 50	90-0110	0000	F	0	06	9050	99	0000	00	00	(F)LU Turned Off	5	CST	

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

Record: 21/28 List of Values

Slide notes

Then, select Find.



Slide 15 - Day 4 Activity - Part 8

### Day 4 Activity - Part 8

Slide \$Sv\_curr  
of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9007403  
Edit Week  
2023-05-1  
2023-05-2  
Future

Valid Hours Codes  
Find 0%

Code	Description
049	LWOP ON OWCP
052	WORK HOURS
053	OVERTIME
054	NIGHT WORK
055	ANNUAL LEAVE
058	SICK LEAVE
059	PART DAY LWOP
060	FULL DAY LWOP

Pay Loc: 110  
Wkly Sched: SSMTW--  
Daily Sched: 14:00 - 22:50  
DA / LDC: 110 1130

Code	MM/DD/YYYY	Description	Amt	Ring	Mags	T&A	Frcd
011	02/13/2023					3	CST
011	02/13/2023					3	CST
091	00/02/13/2023					3	CST
014	02/13/2023					3	CST
010	02/14/2023					4	CST
012	02/14/2023					4	CST
013	02/14/2023					4	CST
014	02/14/2023					4	CST
010	02/15/2023	14 00 90-0110 0000 F 0 06 9050 00 00003 00 00				5	CST
012	02/15/2023	18 00 00 00 F 06 00 00000 00 00				5	CST
013	02/15/2023	18 50 90-0110 0000 F 06 9050 99 00003 00 00				5	CST

2023.05.1: 02/11/2023 thru 02/17/2023

Choices in list: 43  
Record: 21/28

Slide notes

Under the description, select Sick Leave.

Slide 16 - Day 4 Activity - Part 9

Day 4 Activity - Part 9

Slide \$Sv\_curren of 42

United States Postal Service - Restricted Information - (20) Server Na...

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 9007403

Valid Hours Codes

Code	Description
049	LWOP ON OWCP
052	WORK HOURS
053	OVERTIME
054	NIGHT WORK
055	ANNUAL LEAVE
056	SICK LEAVE
059	PART DAY LWOP
060	FULL DAY LWOP

Find 0%

OK

Select OK.

Pay Loc: 110

Wkly Sched: SSMTW--

Daily Sched: 14:00 - 22:50

DA / LDC: 110 1130

Amt	Ring	Mays	T&A	Frcd	
h	s		Day	Day	TZ
0			3		CST
0		(W)Ring Deleted From F	3		CST
8	N	(W)Unauthorized Overt	3		CST
0			3		CST
0		(F)Net Full Day On Clo	4		CST
			4		CST
			4		CST
			4		CST
14	00	90-0110 0000 F 0 06 9050 00 00003 00 00			FatalError 5 CST
012	02	15 2023 18 00 F 06 9050 00 00003 00 00			FatalError 5 CST
013	02	15 2023 18 50 90-0110 0000 F 06 9050 90 00003 00 00			(F)LU Turned Off 5 CST

2023 05 1 : 02/11/2023 thru 02/17/2023

Choices in list: 43

Record: 21/28

List of Values

Slide notes

Select OK.

Slide 17 - Day 4 Activity - Part 10

Day 4 Activity - Part 10

Slide \$Sv\_curr  
of 42

Transaction Code	Finance	RSC	Time Amt	T&A Frcd
011	02 13 2023 18 55	90-0110 0000 F 0 06	2320 00 0000 00 00	3 CST
011	02 13 2023 18 55	90-0110 0000 F 0 06	0020 00 0000 00 00	(W)Ring Deleted From F 3 CST
091	00 02 13 2023 22 50	F 0 06	0000 00 08 N	(W)Unauthorized Overt 3 CST
014	02 13 2023 22 58	F 0 06	0000 00 00	3 CST
010	02 14 2023 14 00	90-0110 0000 F 0 06	9050 00 0000 00 00	(F)Net Full Day On Cloe 4 CST
012	02 13 2023 14 00	F 0 06	0000 00 00 Y	0
012	02 14 2023 18 00	F 0 06	0000 00 00	(F)Net Full Day On Cloe 4 CST
013	02 14 2023 18 55	90-0110 0000 F 0 06	9050 00 0000 00 00	(F)Net Full Day On Cloe 4 CST
014	02 14 2023 22 50	F 0 06	0000 00 00	(F)Net Full Day On Cloe 4 CST
010	02 15 2023 14 00	90-0110 0000 F 0 06	9050 00 0000 00 00	FatalError 5 CST
012	02 15 2023 18 00	F 0 06	0000 00 00	FatalError 5 CST
013	02 15 2023 18 50	90-0110 0000 F 0 06	9050 99 0000 00 00	(F)LU Turned Off 5 CST

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

Day 4 Activity - Part 11

Slide \$Sv\_curr  
of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24 Feb 2023 Restricted Information

Employee ID: 9007403  
Edit Week  
2023-05-1  
2023-05-2  
Future  
Transaction Code: 09  
Valid Reason Codes  
Reason Code Description  
00 SICK\_FAVE-REGULAR  
09 SICK\_FAVE-ATF  
11 SICK\_LEAVE-RESTRICTED  
14 SICK\_LEAVE-BEREAVEMENT

Find %  
Find  
Add  
Delete  
Change  
Job Assn  
Duplicate  
Pre-Prge  
PIL Err  
eRMS  
10:17 MSG  
PS 1200  
Save  
Close  
Help

2023.05.1: 02/11/2023 thru 02/17/2023

Choices in list: 9  
Record: 21/28  
List of Values

Slide notes

The Late reason code is 09, no matter what type the employee requests.

Select OK.

Slide 19 - Day 4 Activity - Part 12

### Day 4 Activity - Part 12

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Transaction Code	Finance	RSC	Time Amt	T&A Frcd
011	02 13 2023 18 55	90-0110 0000 F 0 06	2320 00 0000 00 00	3 CST
011	02 13 2023 18 55	90-0110 0000 F 0 06	0020 00 0000 00 00	(W)Ring Deleted From F 3 CST
091	00 02 13 2023 22 50	F 0 06	0000 00 08 N	(W)Unauthorized Overt 3 CST
014	02 13 2023 22 58	F 0 06	0000 00 00	3 CST
010	02 14 2023 14 05	90-0110 0000 F 0 06	9050 00 0000 00 00	(F)Net Full Day On Clo 4 CST
058	09 14 00	F 0 06	0000 00 00	0
012	02 14 2023 18 00	F 0 06	0000 00 00	(F)Net Full Day On Clo 4 CST
013	02 14 2023 18 55	90-0110 0000 F 0 06	9050 00 0000 00 00	(F)Net Full Day On Clo 4 CST
014	02 14 2023 22 50	F 0 06	0000 00 00	(F)Net Full Day On Clo 4 CST
010	02 15 2023 14 00	90-0110 0000 F 0 06	9050 00 0000 00 00	FatalError 5 CST
012	02 15 2023 18 00	F 0 06	0000 00 00	FatalError 5 CST
013	02 15 2023 18 50	90-0110 0000 F 0 06	9050 99 0000 00 00	(F)LU Turned Off 5 CST

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

### Day 4 Activity - Part 13

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United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Pre-Process Module v4.002 - (20)  
TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data I&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-12-23	P	0	06	052	00	6.50	N
90074037	Saturday	02-12-23	P	0	06	054	00	2.50	N
90074037	Saturday	02-12-23	P	0	06	055	00	1.50	N
90074037	Sunday	02-13-23	P	0	06	052	00	8.00	N
90074037	Sunday	02-13-23	P	0	06	054	00	4.00	N
90074037	Sunday	02-13-23	P	0	06	072	00	8.00	N
90074037	Monday	02-14-23	P	0	06	052	00	8.18	N
90074037	Monday	02-14-23	P	0	06	053	00	.18	N

Weekly Totals

352: 30.58
353: 00.18
354: 4.00
355: 01.50
359: 00.10
372: 08.00

Transaction Finance RSC Time T&A Frnd

Code	Date	Time	Number	Unit	Suffix	Lvl	Oper	LU	Route	Amt	S	Ring	Msgs	Day	TZ
013	02-13-23	18.53	90-0110	0000	P	0	06	9050	00	00000				3	CST
011	02-13-23	18.53	90-0110	0000	P	0	06	2320	00	00000				3	CST
011	02-13-23	10.52	90-0110	0000	P	0	06	0020	00	00000				3	CST
091	02-13-23	22.53			P	0	06			00.08	N		(W)1017B Cor	3	CST
014	02-13-23	22.53			P	0	06			00000				3	CST
010	02-14-23	14.05	90-0110	0000	P	0	06	9050	00	00000				4	CST
012	02-14-23	18.03			P	0	06			00000				4	CST
013	02-14-23	18.53	90-0110	0000	P	0	06	9050	00	00000				4	CST
014	02-14-23	22.53			P	0	06			00000				4	CST
010	02-15-23	14.03	90-0110	0000	P	0	06	9050	00	00000				5	CST

Record: 16/28

Close Select Close.

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

Day 4 Activity - Part 14

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Transaction Code	MM/DD/YYYY	HH:In	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:In	S	Ring Msgs	Day	Day	TZ
011	02/13/2023	18:55	90-0110	0000	F	0	06	0020	00	0000	00	00	(W)Ring Deleted From F	3	CST
091	02/13/2023	22:50			F	0	06		00	0000	00	08	(W)Unauthorized Overt	3	CST
014	02/13/2023	22:58			F	0	06		00	0000	00	00		3	CST
010	02/14/2023	14:05	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day O1 Cloe	4	CST
012	02/14/2023	18:00			F	0	06		00	0000	00	00	(F)Net Full Day O1 Cloe	4	CST
013	02/14/2023	18:55	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day O1 Cloe	4	CST
014	02/14/2023	22:50			F	0	06		00	0000	00	00	(F)Net Full Day O1 Cloe	4	CST
010	02/15/2023	14:00	90-0110	0000	F	0	06	9050	00	0000	00	00	FatalError	5	CST
012	02/15/2023	18:00			F	0	06		00	0000	00	00	FatalError	5	CST
013	02/15/2023	18:50	90-0110	0000	F	0	06	9050	99	0000	00	00	(F)LU Turned Off	5	CST
014	02/15/2023	22:50			F	0	06		00	0000	00	00	FatalError	5	CST

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

Day 4 Activity - Part 15

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United States Postal Service - Restricted Information - (20) Server Na...
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System Employee Site Time Reports Switch Help Window

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

TAC803F0
Clock Ring Pre-Process Module
24-Feb-2023

**Pre-Process Data I & A Data**

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-23	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-23	P	0	06	054	00	2.50	N
90074037	Saturday	02-11-23	P	0	06	055	00	1.50	N
90074037	Sunday	02-12-23	P	0	06	052	00	8.00	N
90074037	Sunday	02-12-23	P	0	06	054	00	4.00	N
90074037	Sunday	02-12-23	P	0	06	072	00	8.00	N
90074037	Monday	02-13-23	P	0	06	052	00	8.18	N
90074037	Monday	02-13-23	P	0	06	053	00	.18	N

**Transaction**

Code	Date	Time	Finance Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Msgs	T&A Day	Frcd Day	TZ
014	02-13-23	22.53			P	0	06			000000					3		CST
056	09	02-14-23	14.03		P	0	06			000000					4		CST
010	02-14-23	14.03	90-0110	00000	P	0	06			905000	07.90				4		CST
012	02-14-23	18.03			P	0	06			000000					4		CST
013	02-14-23	18.55	90-0110	00000	P	0	06			905000					4		CST
014	02-14-23	22.53			P	0	06			000000					4		CST
010	02-15-23	14.03	90-0110	00000	P	0	06			905000					5		CST
012	02-15-23	18.03			P	0	06			000000					5		CST
013	02-15-23	18.53	90-0110	00000	P	0	06			905099					5		CST
014	02-15-23	22.53			P	0	06			000000					5		CST

Record: 19/28

Close

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

Day 4 Activity - Part 16

Slide \$\$\_current of 42

Transaction Code	MM/DD/YYYY	HH:In	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:In	S	Ring	Msgs	Day	Day	TZ
011	02/13/2023	18:55	90-0110	0000	F	0	06	0020	00	0000	00	00	(W)Ring Deleted From F	3		CST
091	02/13/2023	22:50			F	0	06		00	0000	00	08	(W)Unauthorized Overt	3		CST
014	02/13/2023	22:58			F	0	06		00	0000	00	00		3		CST
010	02/14/2023	14:05	90-0110	0000	F	06	06	9050	00	0000	00	00	(F)Net Full Day O1 Clo	4		CST
056	09/02/2023	14:00			F	0	06		00	0000	00	05	N	0		CST
012	02/14/2023	18:00			F	0	06		00	0000	00	00	(F)Net Full Day O1 Clo	4		CST
010	02/14/2023	18:55	90-0110	0000	F	06	06	9050	00	0000	00	00	(F)Net Full Day O1 Clo	4		CST
014	02/14/2023	22:50			F	0	06		00	0000	00	00	(F)Net Full Day O1 Clo	4		CST
010	02/15/2023	14:00	90-0110	0000	F	0	06	9050	00	0000	00	00	FatalError	5		CST
012	02/15/2023	18:00			F	0	06		00	0000	00	00	FatalError	5		CST
013	02/15/2023	18:50	90-0110	0000	F	06	06	9050	99	0000	00	00	(F)LU Turned Off	5		CST
014	02/15/2023	22:50			F	0	06		00	0000	00	00	FatalError	5		CST

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

Day 4 Activity - Part 17

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Transaction Code	MM/DD/YYYY	HH:hh	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:hh	S	Ring Msgs	Day	Day	TZ
011	02/13/2023	18:55	90-0110	0000	F	0	06	0020	00	0000	00	00	(W)Ring Deleted From F	3	CST
091	02/13/2023	22:50			F	0	06		00	0000	00	08	(W)Unauthorized Overt	3	CST
014	02/13/2023	22:58			F	0	06		00	0000	00	00		3	CST
010	02/14/2023	14:05	90-0110	0000	F	06	9050	00	0000	00	00	00	(F)Net Full Day O'r Clo	4	CST
056	09/02/2023	14:00			F	0	06		00	0000	00	05	N	0	CST
012	02/14/2023	18:00			F	06	9050	00	0000	00	00	00	(F)Net Full Day O'r Clo	4	CST
013	02/14/2023	18:55	90-0110	0000	F	06	9050	00	0000	00	00	00	(F)Net Full Day O'r Clo	4	CST
014	02/14/2023	22:50			F	06	9050	00	0000	00	00	00	(F)Net Full Day O'r Clo	4	CST
010	02/15/2023	14:00	90-0110	0000	F	0	06	9050	00	0000	00	00	FatalError	5	CST
012	02/15/2023	18:00			F	06	9050	00	0000	00	00	00	FatalError	5	CST
013	02/15/2023	18:50	90-0110	0000	F	06	9050	99	0000	00	00	00	(F)LU Turned Off	5	CST

Slide notes

Select Find.



Slide 26 - Day 4 Activity - Part 19

Day 4 Activity - Part 19

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United States Postal Service - Restricted Information - (20) Server Na...
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System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)
24 Feb 2023  
Restricted Information

TAC800F0
Clock Ring Editor Module

Employee ID: 90074037  
SAMPLE, EMPLOYEE  
2023-05-1  
2023-05-2  
Future

Show Rings  
 All  
 Active

Ring Coloring  
 ON  
 OFF

Pay Loc: 110  
Wkly Sched: SSMTW--  
Daily Sched: 14:00 - 22:50  
DA / LDC: 110 1130

Clear  
Find  
Add  
Delete  
Change  
Job Assgn  
Duplicate  
Pre-Proc  
PIL Err  
eRMS  
10:17 MSG  
PS 1200  
Save  
Close  
Help

Transaction	Finance	RSC	Time Amt	T&A Frcd
Code	MM/DD/YYYYHH.Ith	Number Unit Suffix Lvl Oper LU Route	HH.Ith S	Day Day TZ
011	02 13 2023 18 55	90-0110 0000 F 0 06 0020 00 0000 00 00	00 00	(W)Ring Deleted From F 3 CST
091	02 13 2023 22 50	F 0 06 0000 00 08 N	00 08	(W)Unauthorized Overt 3 CST
014	02 13 2023 22 58	F 0 06 0000 00 00	00 00	3 CST
010	02 14 2023 14 05	90-0110 0000 F 06 9050 00 0000 00 00	00 00	(F)Net Full Day O1 Cloe 4 CST
056	09 02 14 2023 14 00	F 0 06 0000 00 05 N	00 05	0 CST
012	02 14 2023 18 00	F 0 06 0000 00 00	00 00	(F)Net Full Day O1 Cloe 4 CST
013	02 14 2023 18 55	90-0110 0000 F 06 9050 00 0000 00 00	00 00	(F)Net Full Day O1 Cloe 4 CST
09	02 14 2023 18 50	F 0 06 0000 00 00	00 00	(F)Net Full Day O1 Cloe 4 CST
014	02 14 2023 22 50	F 0 06 0000 00 00	00 00	(F)Net Full Day O1 Cloe 4 CST
010	02 15 2023 14 00	90-0110 0000 F 0 06 9050 00 0000 00 00	00 00	FatalError 5 CST
012	02 15 2023 18 00	F 0 06 0000 00 00	00 00	FatalError 5 CST
013	02 15 2023 18 50	90-0110 0000 F 06 9050 99 0000 00 00	00 00	(F)LU Turned Off 5 CST

2023-05-1: 02/11/2023 thru 02/17/2023

Record: 24/29

Select Pre-Process.

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

Day 4 Activity - Part 20

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United States Postal Service - Restricted Information - (20) Server Na...
Close

System Employee Site Time Reports Switch Help Window

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

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data I&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt
90074037	Sunday	02-12-23	P	0	06	072	00	8.00	N
90074037	Monday	02-13-23	P	0	06	052	00	8.18	N
90074037	Monday	02-13-23	P	0	06	053	00	1R	N
90074037	Monday	02-13-23	P	0	06	054	00	4.08	N
90074037	Tuesday	02-14-23	P	0	06	052	00	7.90	N
90074037	Tuesday	02-14-23	P	0	06	054	00	3.95	N
90074037	Tuesday	02-14-23	P	0	06	055	09	05	N
90074037	Tuesday	02-14-23	P	0	06	056	09	05	N

Transaction Finance RSC Time T&A Frcd

Code	Date	Time	Number	Unit	Suffix	Lvl	Oper	LU	Route	Amt	S	Ring	Msgs	Day	TZ
014	02-13-23	22.53				P	0	06		00000				3	CST
056	09	02-14-23	14.03			P	0	06		00000	00.05	N			CST
010	02-14-23	14.03	90-0110	00000		P	0	06	9050	00	00000	07.90			CST
012	02-14-23	18.03				P	0	06		00000					CST
055	09	02-14-23	18.53			P	0	06		00000					CST
013	02-14-23	18.55	90-0110	00000		P	0	06	9050	00	00000				CST
014	02-14-23	22.53				P	0	06		00000					CST
010	02-15-23	14.03	90-0110	00000		P	0	06	9050	00	00000				CST
012	02-15-23	18.03				P	0	06		00000					CST
013	02-15-23	18.53	90-0110	00000		P	0	06	9050	99	00000				CST

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.

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Slide 28 - Day 4 Activity - Part 21

Day 4 Activity - Part 21

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United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2023-05-1 All ON Daily Sched: 14:00 - 22:50 Add  
2023-05-2 Active OFF DA / LDC: 110 1130 Delete  
Future Change  
Job Asgn  
Duplicate  
Pre-Prgc  
PIL Err  
gRMS  
10/7 MSG  
PS 1200  
Save Select Save.  
Close  
Help

Transaction Code	MM/DD/YYYY	HH:In	Number	Unit	Suffix	Lvl	Oper	LU	Route	HH:In	S	Ring	Mesgs	T&A	Frcd	Day	Day	TZ	
091	02	13	2023	22	50		F	0	06		0000	00	08	N	(W)Unauthorized Overt	3		CST	
014	02	13	2023	22	58		F	0	06		0000	00	00			3		CST	
010	02	14	2023	14	05	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day Ovr Clo	4		CST
056	09	02	14	2023	14	00		F	0	06		0000	00	05	N		0		CST
012	02	14	2023	18	00		F	0	06		0000	00	00		(F)Net Full Day Ovr Clo	4		CST	
013	02	14	2023	18	55	90-0110	0000	F	0	06	9050	00	0000	00	00	(F)Net Full Day Ovr Clo	4		CST
055	09	02	14	2023	18	50		F	0	06		0000	00	05	N		0		CST
014	02	14	2023	22	50		F	0	06		0000	00	00		(F)Net Full Day Ovr Clo	4		CST	
010	02	15	2023	14	00	90-0110	0000	F	0	06	9050	00	0000	00	00	FatalError	5		CST
012	02	15	2023	18	00		F	0	06		0000	00	00		FatalError	5		CST	
013	02	15	2023	18	50	90-0110	0000	F	0	06	9050	99	0000	00	00	(F)LU Turned Off	5		CST
014	02	15	2023	22	50		F	0	06		0000	00	00		FatalError	5		CST	

2023-05-1: 02/11/2023 thru 02/17/2023

Record: 18/29

Slide notes

Then, select Save.

## Slide 29 - Day 4 Activity Debrief

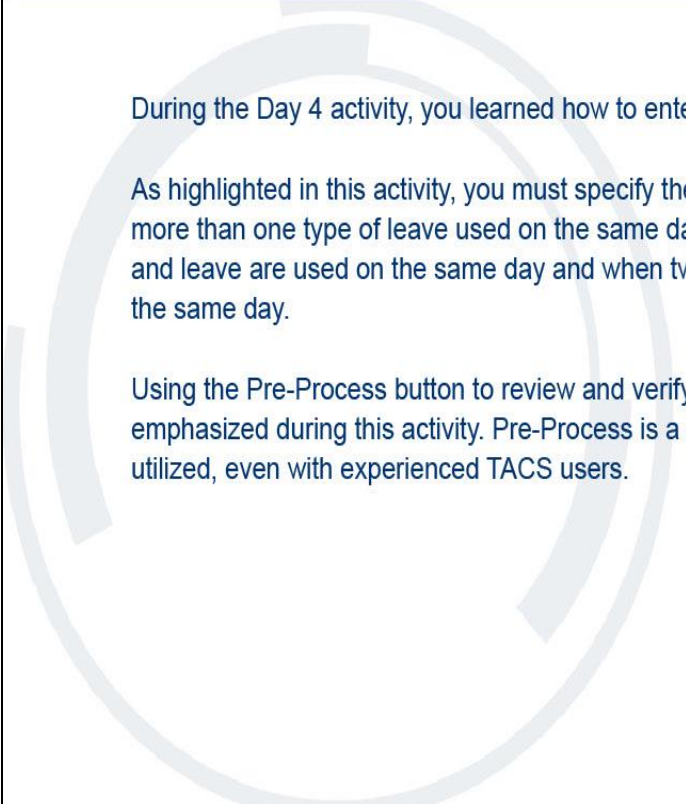
## Day 4 Activity Debrief

Slide \$v\_current of 42

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.



**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

### Clearing Clock Ring Errors - T&A Day 5: Local Unit (LU) Turned Off

Slide 30 of 42

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.”

#### Clearing Clock Ring Errors - T&A Day 5: Local Unit (LU) Turned Off

Slide 30 of 42

Name (Last, First, MI) <b>Sample Employee</b>		EN (3 digits) Instructor will provide		Pay Loc. 110
Date (MM/DD/YYYY) 02 15 2012	Ring Type (E, O, L, M, LT) IL	OPN LU (3 digits) 9050-00	Route (3 digits) **Use Change Button	Time hrs/100's 1850
Supervisor Name (Print) Supervisor B		Comments <b>**Scenario 5/ Day 5</b>		

PS Form 1260, July 2012, (Page 1 of 2) PSN 7530-01-000-9068 NON-EBR CARD

The PS Form 1260 reads that the LU (or local unit) should be 00.

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.



United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110  
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 1100

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	T&A	Frcd	Day	TZ			
091	02	13	2012	22	50	P	0	06	000000	00	08	N	(W)Unauthorized Overt	3	CST			
014	02	13	2012	22	58	P	0	06	000000	00	00			3	CST			
056	09	02	14	2012	14	00	P	0	06	000000	00	05	N		4	CST		
010	02	14	2012	14	05	90-0110	0000	P	0	06	9050	00	000000	00	00	4	CST	
012	02	14	2012	18	00	P	0	06	000000	00	00			4	CST			
055	09	02	14	2012	18	50	P	0	06	000000	00	05	N		4	CST		
013	02	14	2012	18	55	90-0110	0000	P	0	06	9050	00	000000	00	00	4	CST	
014	02	14	2012	22	50	P	0	06	000000	00	00			4	CST			
010	02	15	2012	14	00	90-0110	0000	P	0	06	9050	00	000000	00	00	Fatal Error	5	CST
012	02	15	2012	18	00	P	0	06	000000	00	00			5	CST	Fatal Error		
013	02	15	2012	18	50	90-0110	0000	P	0	06	9050	99	000000	00	00	(F)LU Turned Off	5	CST
014	02	15	2012	22	50	P	0	06	000000	00	00			5	CST	Fatal Error		

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

Let's click on the "LU Turned Off" and Change.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110  
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 1100

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	T&A	Frcd	Day	TZ			
091	02	13	2012	22	50	P	0	06	000000	00	08	N	(W)Unauthorized Overt	3	CST			
014	02	13	2012	22	58	P	0	06	000000	00	00			3	CST			
056	09	02	14	2012	14	00	P	0	06	000000	00	05	N		4	CST		
010	02	14	2012	14	05	90-0110	0000	P	0	06	9050	00	000000	00	00	4	CST	
012	02	14	2012	18	00	P	0	06	000000	00	00			4	CST			
055	09	02	14	2012	18	50	P	0	06	000000	00	05	N		4	CST		
013	02	14	2012	18	55	90-0110	0000	P	0	06	9050	00	000000	00	00	4	CST	
014	02	14	2012	22	50	P	0	06	000000	00	00			4	CST			
010	02	15	2012	14	00	90-0110	0000	P	0	06	9050	00	000000	00	00	Fatal Error	5	CST
012	02	15	2012	18	00	P	0	06	000000	00	00			5	CST	Fatal Error		
013	02	15	2012	18	50	90-0110	0000	P	0	06	9050	99	000000	00	00	(W)Ring Deleted From P	0	CST
013	02	15	2012	18	50	90-0110	0000	P	0	06	9050	99	000000	00	00	(F)LU Turned Off	5	CST

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

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.

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110  
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 1100

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Lvl	Oper	LU	Route	HH:hh	S	Ring Mags	T&A	Frcd	Day	TZ			
014	02	13	2012	22	58	P	0	06	000000	00	00			3	CST			
056	09	02	14	2012	14	00	P	0	06	000000	00	05	N		4	CST		
010	02	14	2012	14	05	90-0110	0000	P	0	06	9050	00	000000	00	00	4	CST	
012	02	14	2012	18	00	P	0	06	000000	00	00			4	CST			
055	09	02	14	2012	18	50	P	0	06	000000	00	05	N		4	CST		
013	02	14	2012	18	55	90-0110	0000	P	0	06	9050	00	000000	00	00	4	CST	
014	02	14	2012	22	50	P	0	06	000000	00	00			4	CST			
010	02	15	2012	14	00	90-0110	0000	P	0	06	9050	00	000000	00	00	Fatal Error	5	CST
012	02	15	2012	18	00	P	0	06	000000	00	00			5	CST	Fatal Error		
013	02	15	2012	18	50	90-0110	0000	P	0	06	9050	99	000000	00	00	(W)Ring Deleted From P	0	CST
013	02	15	2012	18	50	90-0110	0000	P	0	06	9050	00	000000	00	00	(F)LU Turned Off	5	CST
014	02	15	2012	22	50	P	0	06	000000	00	00			5	CST	Fatal Error		

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

Click Pre-Process.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Pre-Process Module v4.002 - (20)

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2012

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours Code	Reason Code	Quantity	FLSA Exempt	Weekly Totals
90074037	Saturday	02-11-12	P	0	06	052	00	6.50	N	
90074037	Saturday	02-11-12	P	0	06	054	00	2.50	N	052: 38.58
90074037	Saturday	02-11-12	P	0	06	055	00	1.50	N	053: 00.18
90074037	Sunday	02-12-12	P	0	06	052	00	8.00	N	054: 18.53
90074037	Sunday	02-12-12	P	0	06	054	00	4.00	N	055: 01.55
90074037	Sunday	02-12-12	P	0	06	072	00	8.00	N	056: 00.05
90074037	Monday	02-13-12	P	0	06	052	00	8.18	N	072: 08.00
90074037	Monday	02-13-12	P	0	06	053	00	18	N	

Transaction Code	Date	Finance	RSC	Time	Time	Time	T&A	Frcd	Day	Day	TZ
Code	Date	Number	Unit	Suffix	Lvl	Oper	LU	Route	Ring	Msgs	Day
010	02-14-12	14.05	99-0110	0000	P	0	06	9050	00	000000	
012	02-14-12	18.00			P	0	06	90000			X CST
055	02-14-12	18.50			P	0	06	90000	00.05	N	X CST
013	02-14-12	18.55	99-0110	0000	P	0	06	9050	00	000000	X CST
014	02-14-12	22.50			P	0	06	90000			X CST
010	02-15-12	14.00	99-0110	0000	P	0	06	9050	00	000000	S CST
012	02-15-12	18.00			P	0	06	90000			S CST
013	02-15-12	18.50	99-0110	0000	P	0	06	9050	00	000000	S CST
013	02-15-12	18.50	99-0110	0000	P	0	06	9050	99	000000	(W)Ring Deleted S CST
014	02-15-12	22.50			P	0	06	90000			S CST

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.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)

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

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
 Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
 2012-05-1 All ON Daily Sched: 14:00 - 22:50 Add  
 2012-05-2 Active OFF DA / LDC: 110 1100 Delete  
 Future Job Asgn  
 Duplicate  
 Pre-Prgc  
 P/L Err  
 gRMS  
 1017 MSG  
 PS 1260  
 Save  
 Close  
 Help

Transaction Code	Finance	RSC	Time	Time	Time	T&A	Frcd	Day	Day	TZ	
Code	MM/DD/YYYY	Number	Unit	Suffix	Lvl	Oper	LU	Route	Ring	Msgs	Day
081	02 13 2012										CST
014	02 13 2012										CST
056	09 02 14 2012										CST
010	02 14 2012										CST
012	02 14 2012										CST
055	09 02 14 2012										CST
013	02 14 2012										CST
014	02 14 2012										CST
010	02 15 2012	14.00	99-0110	0000	P	0	06	9050	00	000000	00 00 Fatal Error S CST
012	02 15 2012	18.00			P	0	06	90000	00	000000	00 00 Fatal Error S CST
013	02 15 2012	18.50	99-0110	0000	P	0	06	9050	99	000000	00 00 (W)Ring Deleted From P 0 CST
013	02 15 2012	18.50	99-0110	0000	P	0	06	9050	00	000000	00 00 (F)LU Turned Off S CST

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

Ps form 1260-fixed LU. Apply my initials.

United States Postal Service - Restricted Information - (20) Server Na...  
 System Employee Site Time Reports Switch Help Window  
 Clock Ring Editor Module v4.028 - (20)

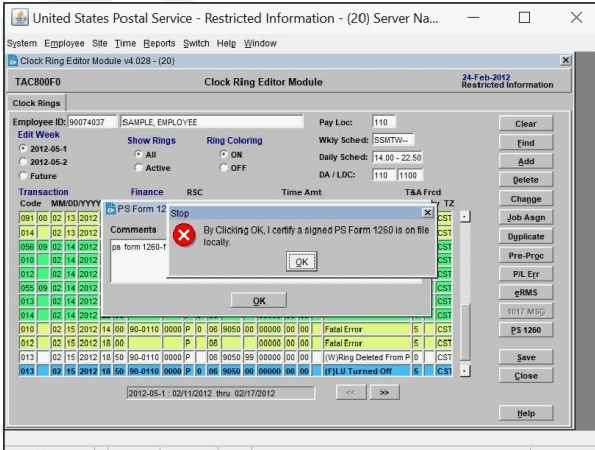
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
 Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
 2012-05-1 All ON Daily Sched: 14:00 - 22:50 Add  
 2012-05-2 Active OFF DA / LDC: 110 1100 Delete  
 Future Job Asgn  
 Duplicate  
 Pre-Prgc  
 P/L Err  
 gRMS  
 1017 MSG  
 PS 1260  
 Save  
 Close  
 Help

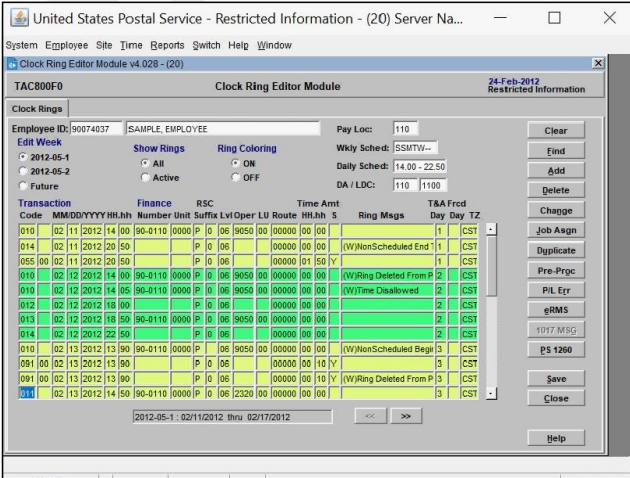
Transaction Code	Finance	RSC	Time	Time	Time	T&A	Frcd	Day	Day	TZ	
Code	MM/DD/YYYY	Number	Unit	Suffix	Lvl	Oper	LU	Route	Ring	Msgs	Day
051	02 13 2012										CST
014	02 13 2012										CST
056	09 02 14 2012										CST
010	02 14 2012										CST
012	02 14 2012										CST
055	09 02 14 2012										CST
013	02 14 2012										CST
014	02 14 2012										CST
010	02 15 2012	14.00	99-0110	0000	P	0	06	9050	00	000000	00 00 Fatal Error S CST
012	02 15 2012	18.00			P	0	06	90000	00	000000	00 00 Fatal Error S CST
013	02 15 2012	18.50	99-0110	0000	P	0	06	9050	99	000000	00 00 (W)Ring Deleted From P 0 CST
013	02 15 2012	18.50	99-0110	0000	P	0	06	9050	00	000000	00 00 (F)LU Turned Off S CST

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

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.

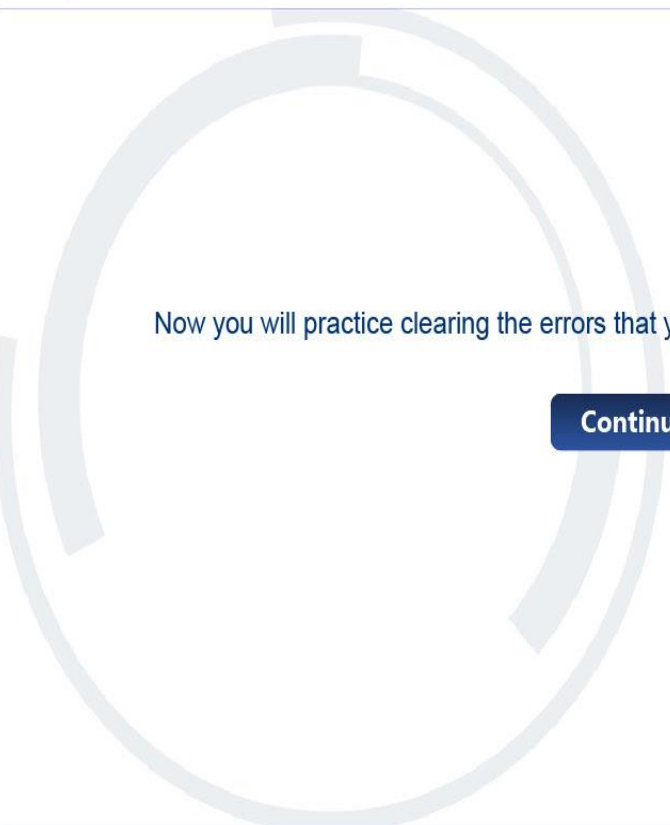
Slide 31 - Day 5 Activity - Start

Day 5 Activity - Start

Slide \$v\_current of 42

Now you will practice clearing the errors that you observed on the T & A Day 5 Video.

Continue



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

### Day 5 Activity - Part 1

Slide \$\$\_current of 42

United States Postal Service - Restricted Information - (20) Server Na...
24-Feb-2012  
Restricted Information

System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110

2023-05-1 Show Rings Ring Coloring Wkly Sched: SSMTW--

2023-05-2 All ON Daily Sched: 14.00 - 22.50

Future Active OFF DA / LDC: 110 1100

Transaction Code	Finance	RSC	Time Amt	T&A	Frod
MM/DD/YYYY HH:hh	Number Unit	Suffix Lvl Oper LU Route	HH:hh S	Day Day	TZ
091 00 02 13 2023 22 50		P 0 06	00000 00 08	(W)Unauthorized Overt	3
014 02 13 2023 22 58		P 0 06	00000 00 00		3
056 09 02 14 2023 14 00		P 0 06	00000 00 05		4
010 02 14 2023 14 05	90-0110 0000	P 0 06 9050 00	00000 00 00		4
012 02 14 2023 18 00		P 0 06	00000 00 00		4
055 09 02 14 2023 18 50		P 0 06	00000 00 05		4
013 02 14 2023 18 55	90-0110 0000	P 0 06 9050 00	00000 00 00		4
014 02 14 2023 22 50		P 0 06	00000 00 00		4
010 02 15 2023 14 00	90-0110 0000	P 0 06 9050 00	00000 00 00	Fatal Error	5
012 02 15 2023 18 00		P 0 06	00000 00 00	Fatal Error	5
013 02 15 2023 18 50	90-0110 0000	P 0 06 9050 99	00000 00 00	IF/LU Turned Off	5
014 02 15 2023 22 50		P 0 06	00000 00 00	Fatal Error	5

2023-05-1: 02/11/2023 thru 02/17/2023

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

Day 5 Activity - Part 2 Slide 33 of 42

Name (Last, First, MI) <b>Sample Employee</b>			EIN (8 digits) <b>90074042</b>		Pay Loc. <b>110</b>
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
02   15   2023	IL	9 0   <span style="color: red; font-size: 2em;">→</span> 0 0	**Use Change Button		1 8 5 0
Supervisor Name (Print) <b>Supervisor B</b>			Comment(s): <b>PS Form 1260 fixed LU.</b>		
Supervisor Signature & Date <i>Supervisor B</i> 02.15.2023					

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

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

### Day 5 Activity - Part 3

Slide \$Sv\_currerr of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

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

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2023-05-1 All ON Daily Sched: 14.00 - 22.50 Add  
2023-05-2 Active OFF DA / LDC: 110 1100 Delete  
Future Change

Transaction Code	Finance	RSC	Time Amt	T&A	Frod
MM/DD/YYYY HH:hh	Number Unit	Suffix Lvl Oper LU Route	HH:hh S	Day Day	TZ
091 00 02 13 2023 22 50		P 0 06	00000 00 08	N	(W)Unauthorized Overt 3 CST
014 02 13 2023 22 58		P 0 06	00000 00 00		3 CST
056 09 02 14 2023 14 00		P 0 06	00000 00 05	N	4 CST
010 02 14 2023 14 05	90-0110 0000	P 0 06 9050 00	00000 00 00		4 CST
012 02 14 2023 18 00		P 0 06	00000 00 00		4 CST
055 09 02 14 2023 18 50		P 0 06	00000 00 05	N	4 CST
013 02 14 2023 18 55	90-0110 0000	P 0 06 9050 00	00000 00 00		4 CST
014 02 14 2023 22 50		P 0 06	00000 00 00		4 CST
010 02 15 2023 14 00	90-0110 0000	P 0 06 9050 00	00000 00 00		Fatal Error 5 CST
012 02 15 2023 18 00		P 0 06	00000 00 00		Fatal Error 5 CST
013 02 15 2023 18 50	90-0110 0000	P 0 06 9050 99	00000 00 00		(F)LU Turned Off 5 CST
014 02 15 2023 22 50		P 0 06	00000 00 00		Fatal Error 5 CST

2023-05-1: 02/11/2023 thru 02/17/2023

Select the Fatal Error.

Slide notes

Let's select the Fatal Error "(F) LU Turned Off."

Slide 35 - Day 5 Activity - Part 4

Day 5 Activity - Part 4

Slide \$Sv\_curr of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2012 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2023-05-1 All ON Daily Sched: 14.00 - 22.50 Add  
2023-05-2 Active OFF DA / LDC: 110 1100 Delete  
Future

Transaction Code	MM/DD/YYYY	Finance	RSC	Time Amt	T&A	Frod
Code	MM/DD/YYYY HH.hh	Number Unit	Suffix Lvl Oper LU Route	HH.hh S	Ring Msgs	Day Day TZ
091	02/13/2023 22:50		P 0 06	00000 00 08	(W)Unauthorized Overt	3 CST
014	02/13/2023 22:58		P 0 06	00000 00 00		3 CST
056	02/14/2023 14:00		P 0 06	00000 00 05		4 CST
010	02/14/2023 14:05	90-0110	0000 P 0 06	9050 00 00		4 CST
012	02/14/2023 18:00		P 0 06	00000 00 00		4 CST
055	02/14/2023 18:50		P 0 06	00000 00 05		4 CST
013	02/14/2023 18:55	90-0110	0000 P 0 06	9050 00 00		4 CST
014	02/14/2023 22:50		P 0 06	00000 00 00		4 CST
010	02/15/2023 14:00	90-0110	0000 P 0 06	9050 00 00	Fatal Error	5 CST
012	02/15/2023 18:00		P 0 06	00000 00 00	Fatal Error	5 CST
013	02/15/2023 18:50	90-0110	0000 P 0 06	9050 99 00	IFLU Turned Off	5 CST
014	02/15/2023 22:50		P 0 06	00000 00 00	Fatal Error	5 CST

2023-05-1: 02/11/2023 thru 02/17/2023

Change Job Asgn Duplicate Pre-Prcc P/L Err eRMS 1017 MSG PS 1260 Save Close Help

Select Change.

Slide notes

Select Change.



Slide 36 - Day 5 Activity - Part 5

### Day 5 Activity - Part 5

Slide \$Sv\_currerr of 42

Transaction Code	Finance	RSC	Time Amt	T&A Frnd
Code	MM/DD/YYYY HH:hh	Number Unit Suffix Lvl Oper LU Route	HH:hh S	Day Day TZ
091	00 02 13 2023 22:50	P 0 06 00000 00 08 N	(W)Unauthorized Overt	3 CST
014	02 13 2023 22:58	P 0 06 00000 00 00		3 CST
056	09 02 14 2023 14:00	P 0 06 00000 00 05 N		4 CST
010	02 14 2023 14:05	90-0110 0000 P 0 06 9050 00 00		4 CST
012	02 14 2023 18:00	P 0 06 00000 00 00		4 CST
055	09 02 14 2023 18:50	P 0 06 00000 00 05 N		4 CST
013	02 14 2023 18:55	90-0110 0000 P 0 06 9050 00 00		4 CST
014	02 14 2023 22:50	P 0 06 00000 00 00		4 CST
010	02 15 2023 14:00	90-0110 0000 P 0 06 9050 00 00	Fatal Error	5 CST
012	02 15 2023 18:00	P 0 06 00000 00 00	Fatal Error	5 CST
013	02 15 2023 18:50	90-0110 0000 P 0 06 9050 99 00	(W)Ring Deleted From P	0 CST
			(F)LU Turned Off	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

Day 5 Activity - Part 6

Slide \$Sv\_curr  
of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

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

TAC803F0 Clock Ring Pre-Process Module 24-Feb-2023

Pre-Process Data T&A Data

Employee ID	Day of Week	Date	RSC	Suffix	Lvl	Hours	Reason Code	Quantity	FLSA Exempt
90074037	Saturday	02-11-23	P	0	06	052	00	6.50	N
90074037	Saturday	02-11-23	P	0	06	054	00	2.50	N
90074037	Saturday	02-11-23	P	0	06	055	00	1.50	N
90074037	Sunday	02-12-23	P	0	06	052	00	8.00	N
90074037	Sunday	02-12-23	P	0	06	054	00	4.00	N
90074037	Sunday	02-12-23	P	0	06	072	00	8.00	N
90074037	Monday	02-12-23	P	0	06	052	00	8.18	N
90074037	Monday	02-12-23	P	0	06	053	00	.18	N

Weekly Totals

052: 38.58
053: 00.18
054: 18.53
055: 01.55
056: 00.05
072: 08.00

Transaction Code	Date	Time	Finance Number	RSC Unit	Suffix	Lvl	Oper	LU	Route	Time Amt	S	Ring	Msgs	Day	Day	TZ
010	02-14-23	14.05	90-0110	0000	P	0	06	9050	00	00000				4	CST	
012	02-14-23	18.00			P	0	06			00000				4	CST	
055 09	02-14-23	18.50			P	0	06			00000	00.05	N		4	CST	
013	02-14-23	18.55	90-0110	0000	P	0	06	9050	00	00000				4	CST	
014	02-14-23	22.50			P	0	06			00000				4	CST	
010	02-15-23	14.00	90-0110	0000	P	0	06	9050	00	00000				5	CST	
012	02-15-23	18.00			P	0	06			00000				5	CST	
013	02-15-23	18.50	90-0110	0000	P	0	06	9050	00	00000				5	CST	
013	02-15-23	18.50	90-0110	0000	P	0	06	9050	00	00000				5	CST	
014	02-15-23	22.50			P	0	06			00000				5	CST	

Close Select Close.

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

Day 5 Activity - Part 7

Slide \$Sv\_curren of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window

Clock Ring Editor Module v4.028 - (20)

TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2023-05-1 All ON Daily Sched: 14.00 - 22.50 Add  
2023-05-2 Active OFF DA / LDC: 110 1100 Delete  
Future Change  
Job Asgn  
Duplicate  
Pre-Prcc  
PIL Err  
eRMS  
1017 MSG  
PS 1260  
Save  
Close  
Help

Transaction Code	MM/DD/YYYY	HH:hh	Finance	RSC	Time Amt	T&A Frsd
014	02/13/2023	22:58		P 0 06	00000 00 00	3 CST
056	09/02/14/2023	14:00		P 0 06	00000 00 05	N 4 CST
010	02/14/2023	14:05	90-0110	0000 P 0 06	9050 00 00000 00 00	4 CST
012	02/14/2023	18:00		P 0 06	00000 00 00	4 CST
055	09/02/14/2023	18:50		P 0 06	00000 00 05	N 4 CST
013	02/14/2023	18:55	90-0110	0000 P 0 06	9050 00 00000 00 00	4 CST
014	02/14/2023	22:50		P 0 06	00000 00 00	4 CST
010	02/15/2023	14:00	90-0110	0000 P 0 06	9050 00 00000 00 00	Fatal Error 5 CST
012	02/15/2023	18:00		P 0 06	00000 00 00	Fatal Error 5 CST
013	02/15/2023	18:50	90-0110	0000 P 0 06	9050 99 00000 00 00	(W)Ring Deleted From P 0 CST
013	02/15/2023	18:50	90-0110	0000 P 0 06	9050 00 00000 00 00	(F)LU Turned Off 5 CST
014	02/15/2023	22:50		P 0 06	00000 00 00	Fatal Error 5 CST

2023-05-1: 02/11/2023 thru 02/17/2023

Slide notes

Now select Save.

Slide 39 - Day 5 Activity - Part 8

Day 5 Activity - Part 8

Slide \$Sv\_curren of 42

United States Postal Service - Restricted Information - (20) Server Na...  
System Employee Site Time Reports Switch Help Window  
Clock Ring Editor Module v4.028 - (20)  
TAC800F0 Clock Ring Editor Module 24-Feb-2023 Restricted Information

Employee ID: 90074037 SAMPLE, EMPLOYEE Pay Loc: 110 Clear  
Edit Week Show Rings Ring Coloring Wkly Sched: SSMTW-- Find  
2023-05-1 All ON Daily Sched: 14.00 - 22.50 Add  
2023-05-2 Active OFF DA / LDC: 110 1100 Delete  
Future Change  
Transaction Finance RSC Time Amt T&A Freq Job Asgn  
Code MM/DD/YYYY PS Form 1260 Comments by TZ Duplicate  
091 00 02 13 2023 CST  
014 02 13 2023 CST  
056 09 02 14 2023 CST  
010 02 14 2023 CST  
012 02 14 2023 CST  
055 09 02 14 2023 CST  
013 02 14 2023 CST  
014 02 14 2023 CST  
010 02 15 2023 14 00 90-0110 0000 P 0 06 9050 00 00000 00 00 Fatal Error 5 CST  
012 02 15 2023 18 00 90-0110 0000 P 0 06 9050 00 00000 00 00 Fatal Error 5 CST  
013 02 15 2023 18 50 90-0110 0000 P 0 06 9050 99 00000 00 00 (W)Ring Deleted From P 0 CST  
013 02 15 2023 18 50 90-0110 0000 P 0 06 9050 00 00000 00 00 (F)LU Turned Off 5 CST

2023-05-1: 02/11/2023 thru 02/17/2023

Comments  
OK Select OK.

Slide notes

Add in the comments, "ps form 1260-fixed LU," apply your initials, then select OK

Slide 40 - Day 5 Activity - Part 9

Day 5 Activity - Part 9

Slide \$sv\_curren of 42

Transaction Code	MM/DD/YYYY	Finance	RSC	Time Amt	T&A Frcd
091	02/13/2023				
014	02/13/2023				
056	09/02/14/2023				
010	02/14/2023				
012	02/14/2023				
055	09/02/14/2023				
013	02/14/2023				
014	02/14/2023				
010	02/15/2023	14.00	90-0110	0000 P 0 06 9050 00 000000 00 00	Fatal Error 5 CST
012	02/15/2023	18.00		06 000000 00 00	Fatal Error 5 CST
013	02/15/2023	18.50	90-0110	0000 P 0 06 9050 99 000000 00 00	(W)Ring Deleted From P 0 CST
013	02/15/2023	18.50	90-0110	0000 P 0 06 9050 00 000000 00 00	(F)LU Turned Off 5 CST

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

### Day 5 Activity - Part 10

Slide \$Sv\_curr  
of 42

Transaction Code	MM/DD/YYYY	HH	hh	Number	Unit	RSC	Suffix	Lvl	Oper	LU	Route	HH	hh	S	Ring Msgs	T&A Frd
010	02/11/2023	14	00	90-0110	0000	P	0	06	9050	00	00000	00	00			1 CST
014	02/11/2023	20	50			P	0	06			00000	00	00		(W)NonScheduled End	1 CST
055	00/02/11/2023	20	50			P	0	06			00000	01	50	Y		1 CST
010	02/12/2023	14	00	90-0110	0000	P	0	06	9050	00	00000	00	00		(W)Ring Deleted From P	2 CST
010	02/12/2023	14	05	90-0110	0000	P	0	06	9050	00	00000	00	00		(W)Time Disallowed	2 CST
012	02/12/2023	18	00			P	0	06			00000	00	00			2 CST
013	02/12/2023	18	50	90-0110	0000	P	0	06	9050	00	00000	00	00			2 CST
014	02/12/2023	22	50			P	0	06			00000	00	00			2 CST
010	02/13/2023	13	90	90-0110	0000	P	0	06	9050	00	00000	00	00		(W)NonScheduled Begin	3 CST
091	00/02/13/2023	13	90			P	0	06			00000	00	10	Y		3 CST
091	00/02/13/2023	13	90			P	0	06			00000	00	10	Y	(W)Ring Deleted From P	3 CST
011	02/13/2023	14	50	90-0110	0000	P	0	06	2320	00	00000	00	00			3 CST

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

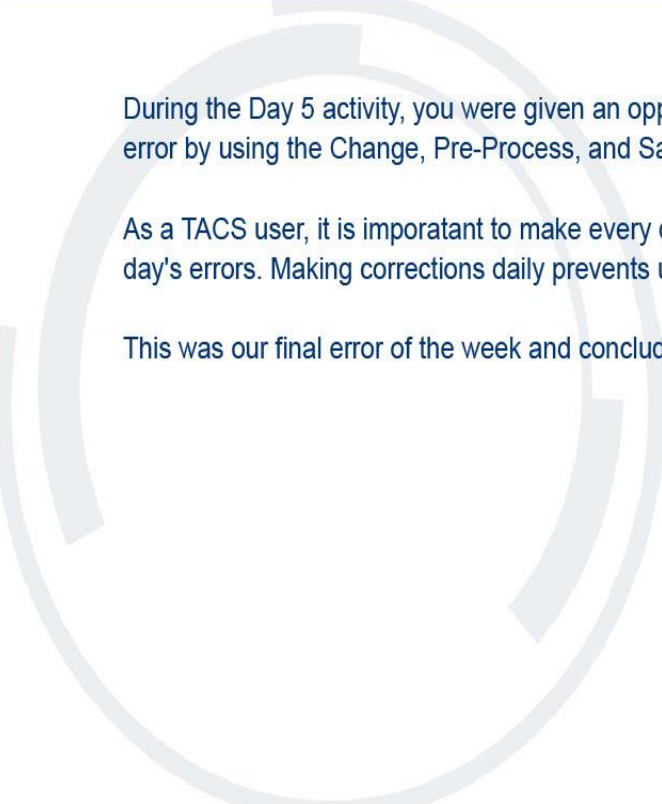
## Day 5 Activity Debrief

Slide \$v\_current of 42

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 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

## Module 7 Completion

Slide \$\${v}\_curr  
of 42

You have completed Module 7: *Day 4 and Day 5 Activities*.

Please return to the learning portal and review Module 8 to complete the *Time and Attendance Collection System (TACS) 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.

**EXIT**

## Slide notes



Slide 1 - Welcome



The slide features a dark blue background with a grid of white icons on the left, including a bar chart, a truck, envelopes, a person, a phone, a target, gears, a calendar, a plus sign, a magnifying glass, and a group of people. In the center, a hand in a suit jacket points at a large, semi-transparent clock face. The clock has a blue hand and is overlaid on a background of faint, semi-transparent people icons. In the top right corner, there is a control bar with icons for play/pause, refresh, volume, and buttons labeled 'CC', 'TOC', and 'HELP'. The text 'TACS Supervisor Training' and 'Module 8: Assessment' is positioned above the main title.


*TACS Supervisor Training*  
*Module 8: Assessment*

# TIME AND ATTENDANCE COLLECTION SYSTEM

Slide notes

Welcome to the Time and Attendance Collection System (TACS) Supervisor Training Course, Module 8: *Assessment*.

Slide 2 - Help

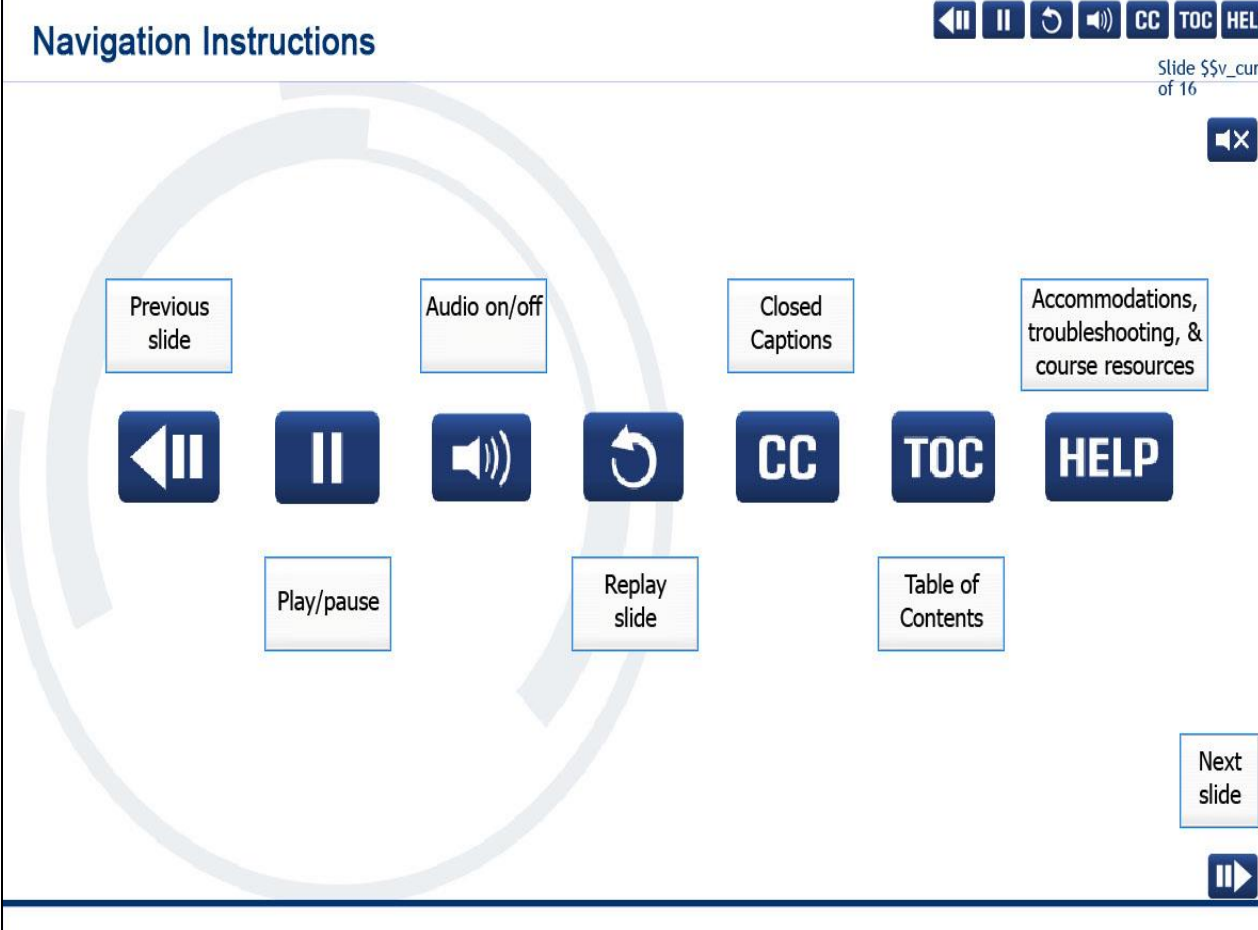
<h3>Accommodations and Support</h3> <p>If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.</p> <p>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.</p> <p>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.</p> <p>For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.</p> <p>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.</p> <p><a href="#">Help</a></p>	<h3>Course Resources</h3> <p><a href="#">PS Form 1723 Quick Reference Guide</a> </p> <p><a href="#">PS Form 1723 Screen Print Examples</a></p> <p><a href="#">PS Form 1723 Overview Video</a></p> <p><a href="#">LTATS Entry Module</a></p> <p><a href="#">HEBR Stand Up Talk and Placard</a></p> <p><a href="#">TACS Reports</a></p> <p><a href="#">Work and Leave Transaction/ Reason Code</a></p> <p><a href="#">Return</a></p>
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Slide notes

Slide 3 - Navigation Instructions

Navigation Instructions

Slide \$\$v\_current of 16

The slide content features a large, light-blue circular graphic in the background. Overlaid on this graphic are several navigation controls. At the top right, there is a row of small icons: a left arrow with a vertical bar, a vertical bar, a circular arrow, a speaker, and three buttons labeled 'CC', 'TOC', and 'HELP'. Below these are larger, dark blue buttons with white text: 'Previous slide', 'Audio on/off', 'Closed Captions', and 'Accommodations, troubleshooting, & course resources'. In the center, there are icons for 'Play/pause', 'Replay slide', 'Table of Contents', and 'HELP'. At the bottom right, there is a 'Next slide' button and a right arrow with a vertical bar. A small speaker icon with an 'X' is also present in the top right area.

Previous slide

Audio on/off

Closed Captions

Accommodations, troubleshooting, & course resources

Play/pause

Replay slide

Table of Contents

Next slide

Slide notes

## Slide 4 - User Information

## User Information

Slide \$v\_current of 16

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

## Slide notes

Slide 5 - Assessment Instructions

**Assessment Instructions**

Slide  $$$v\_current$  of 16



Are you ready to test your knowledge of what you have learned in this course?

You must answer all 10 questions and score a minimum of 80% to pass. You may take the assessment until you pass.

**IMPORTANT:** If you exit the course while the assessment is in progress, it could impact your results. If you do not have enough time to finish all at once, please return when you are able to do so.

Good Luck!

**Start**



Slide notes

Slide 6 - Question 1 of 10

### Question 1 of 10

Slide 55v\_current  
of 16



TACS data is considered sensitive. Which response below is NOT true?  
Select the best answer.

- A. Every effort must be made to safeguard TACS access and information.
- B. Access is restricted.
- C. TACS contains Personally Identifiable Information (PII).
- D. User ID and Password are not required.

**SUBMIT**

Slide notes

Slide 7 - Question 2 of 10

### Question 2 of 10

Slide 55v\_curren  
of 16

Which choice below is one of the preferred ways to navigate in TACS?

Select the best answer.



- A. Tab between menus.
- B. Use shortcut keys.
- C. Use the 8 drop-down menus on the Home Module screen.
- D. Use your mouse to select the module you want to open.

**SUBMIT**

Slide notes

Slide 8 - Question 3 of 10

## Question 3 of 10

Slide 55v\_curren  
of 16

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).

**SUBMIT**

Slide notes



Slide 9 - Question 4 of 10

### Question 4 of 10

Slide 55v\_current  
of 16

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



Select the best answer.

- A. Employee Maintenance Module – Daily Schedule (JDS/JOS) Tab.
- B. Prior Assignment Tab.
- C. PS Form 1723 Module.
- D. PS Form 3189 Module.

**SUBMIT**

Slide notes

Slide 10 - Question 5 of 10

## Question 5 of 10

Slide 55v\_current  
of 16

Which document is required when a manager or supervisor instructs an employee to work a new directed assignment?



Select the best answer.

- A. PS Form 50, *Notification of Personnel Action.*
- B. PS Form 1723, *Assignment Order.*
- C. PS Form 3189, *Request for a Temporary Schedule Change for Personal Convenience.*
- D. PS Form 3971, *Request for or Notification of Absence.*

**SUBMIT**

Slide notes

Slide 11 - Question 6 of 10

### Question 6 of 10

Slide 55v\_curren  
of 16

Which report will you pull if you want to see all employees in fatal error for an entire week?



Select the best answer.

- A. Clock Ring Error Report.
- B. Missing Time Report.
- C. Missing 091 Transaction Report.
- D. Daily Hours Report.

**SUBMIT**

Slide notes

Slide 12 - Question 7 of 10

### Question 7 of 10

Slide 55v\_curren  
of 16

Which report do you pull if you want to see missing time for all career employees during the entire week?



Select the best answer.

- A. Clock Ring Error Report.
- B. Missing Time Report.
- C. Missing 091 Transaction Report.
- D. Daily Hours Report.

**SUBMIT**

Slide notes

Slide 13 - Question 8 of 10

### Question 8 of 10

Slide 13 of 16

PS Form \_\_\_\_\_ is required for ALL missing clock rings and clock ring changes in the Clock Ring Editor Module.



Select the best answer.

- A. 1017-A.
- B. 1017-B.
- C. 1260/61
- D. 3971.

**SUBMIT**

Slide notes

Slide 14 - Question 9 of 10

### Question 9 of 10

Slide 55v\_curren  
of 16

What transaction code is used for authorized and unauthorized overtime?



Select the best answer.

- A. 002.
- B. 091.
- C. 595.
- D. 901.

**SUBMIT**

Slide notes

Slide 15 - Question 10 of 10

### Question 10 of 10

Slide 55v\_curren  
of 16

The TACS \_\_\_\_\_ Module allows you to record a PS Form 1017-A, *Time Disallowance Record*.



Select the best answer.

- A. Clock Ring Editor.
- B. LTATS Entry.
- C. PPWk Holds.
- D. PS Form 1017.

**SUBMIT**

Slide notes

Slide 16 - Assessment Results

**Assessment Results**

Slide  $\$v\_current$  of 16

You Scored:  
{percent}

Retake Quiz   Continue

Note: The Continue button will be inactive until you pass with a score of 80% or higher.

The slide features a white background with a light gray grid. The title 'Assessment Results' is in the top left. The score 'You Scored: {percent}' is centered. Two blue buttons, 'Retake Quiz' and 'Continue', are positioned below the score. A note at the bottom explains that the 'Continue' button is inactive until a score of 80% or higher is achieved. A speaker icon is in the top right corner.

Slide notes



## Slide 17 - Module 8 Completion

## Module 8 Completion

◀ TOC HELP

Slide \$\$v\_current of 16

🔊 ×

You have completed Module 8: *Assessment*.

Congratulations! You have now completed the *Time and Attendance Collection System (TACS) 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.

**EXIT**

## Slide notes