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March 1, 2023

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

Dear Ivan:

This is a follow up to the September 26, 2022, notification relating to the use of the Mobile Delivery Device-Technical Refresh (MDD-TR) and Mobile Delivery Device-In Office (MDD-YES IO) scanners for time-keeping purposes.

There are instances where invalid Employee Identification Numbers (EINs) were used in the MDD-TR and MDD-IO time clock collection process. To ensure clock rings accurately transfer to TACS, the following options must be utilized:

- Employees must use their assigned EIN badge; or
- If an employee's badge is not available, management can provide an official barcode from the Employee Bar Code System (EBCS).

Enclosed is a correspondence that will be sent to the Field alerting management of the invalid EIN findings and required actions to correct these deficiencies. Also enclosed is a Service Talk entitled *Proper MDD Timekeeping Badge/Barcode* regarding the use of valid EINs.

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

Sincerely,

A handwritten signature in blue ink that reads "James Lloyd".

James Lloyd
Director

Labor Relations Policies and Programs

Enclosures



March 1, 2023

District Managers, Managers Post Office Operations, Postmasters, Supervisors

Subject: Mobile Delivery Device-Technical Refresh (MDD-TR) and the MDD In-Office (MIO) Invalid Employee Identification Number (EIN)

The Postal Service currently utilizes Employee Identification Numbers (EINs) for capturing time keeping clock rings with the Mobile Delivery Device-Technical Refresh (MDD-TR) and Mobile Delivery Device-In Office (MDD-IO) scanners. MDD scanners allow employees to accurately capture timekeeping entries into Time and Attendance Control System (TAC) which ultimately impacts performance, earned hours, and most of all employee's payroll.

During the process of monitoring this fairly new timekeeping application, we have identified invalid EIN badges/barcodes being used in the MDD -TR/MIO time clock collection process. We have found some problems with Regional Intelligent Mail Servers (RIMS) and the ePhysical Access Control System (ePACS) that may be one of the contributing factors for inaccurate EIN findings. We have also learned that some offices continue to use old barcodes to enter clock rings for employees.

We are in the process of modifying both RIMS and EPACS systems to mitigate the risk of programs creating inaccurate EINs and we are instructing supervisors and managers to destroy all office barcodes. Management must take every effort to ensure that all employees have a correct photo ID badge with the correct Employee Identification Bar Code or use the Employee Bar Code System (EBCS) to create a barcode as needed. eAccess for EBCS is required.

Listed below is a list of actions required of postal management to ensure valid EINs are being used when making timekeeping entries:

- Provide the attached Service Talk to all employees regarding the proper utilization of the EIN Barcode.
- Identify and destroy all photo ID badges for separated employees per ASM 277.7 returning Identification.
- Local management is required to complete a GEMBA review to identify any EIN barcodes found on equipment within the unit. If barcodes are identified, they must be removed immediately.
- The RIMS System printed selected EIN feature "Temporary Barcode" and "Employees Route Assignment" was deactivated effective February 10, 2023 per scheduled technology update.
- Employee Bar Code System (EBCS) is the official application for creating and printing replacement of employee EIN barcodes.
- Photo ID hard badges that were created from ePACS with an incorrect EIN barcode must be replaced by contacting District Field Human Resources and arrange for a new photo ID with the corrected barcode.

Management must make every effort to ensure employees have a correct photo ID badge with the correct Employee Identification Bar Code. Scanner and Clock Ring Integrity is an important entity of the Postal Service in which we all play a role and hold responsibility of upholding our duty to ensure we remain the trusted brand we represent

Thank you for your continued cooperation.

 E-SIGNED by Michael Lloyd
on 2023-03-01 12:07:17 CST

Michael Lloyd
Director, Strategy and Planning

Mandatory Service Talk

To be delivered to installation heads and managers

March 1, 2023

Proper MDD Timekeeping Badge/Barcode

The Postal Service currently utilizes Employee Identification Numbers (EINs) for capturing time keeping clock rings with the Mobile Delivery Device-Technical Refresh (MDD-TR) and Mobile Delivery Device-In Office (MDD-IO) scanners. MDD scanners allow employees to accurately capture timekeeping entries into Time and Attendance Collection System (TACS).

In efforts to ensure clock rings accurately transfer to TACS, you must utilize the following options:

- The first option is to utilize the employee identification badge that has been assigned to you.
- Secondly, if your badge is not available, your supervisor/manager will provide an official barcode from the Employee Bar Code System (see samples below).

Any barcodes located on carrier cases, at management desks, and other locations within the office are not permissible to use to record your timekeeping. In addition, badges and barcodes are not allowed to be stored in your personal phone.

If you have misplaced your employee identification badge, contact your supervisor/manager management immediately.

