



February 2, 2022

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

**Certified Mail Tracking Number:**  
7020 3160 0002 0328 8484

Dear Ivan:

As a matter of general interest, the Postal Service has updated the Window Operations Survey (WOS) time factors for Retail Systems Software (RSS) offices.

Enclosed on compact disc are the WOS time factors for Fiscal Year 2022.

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon Richardson".

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosure

Function 2 MDD-TR Timekeeping

PRE-GEMBA CHECKLIST

General		Yes/No	Comments
1>	Verify if All MDD-TRs are accessible in the morning so carriers can access to record their Begin Tours		
2>	Verify that MDD-TRs are assigned for each AMS routes and any Full-Time Miscellaneous routes. The combined total of AMS and Full-Time Miscellaneous routes times 10% is the spare rate of MDD-TRs that must be on-hand		
3>	Verify via RIMS- Tracking-Device Asset Summary that the latest Software Version (7.50) is installed		
4>	Verify if there are any MDD-TRs that are lost, Damaged or Not Working		
Employee		Yes/No	Comments
5>	Verify if employees have a barcoded ID badge		
6>	Verify if office has adequate MDD-TRs for carriers		
7>	Verify in TACS if employees are on the clock		
8>	Verify in TACS if employee are on the correct operation		
9>	Verify in TACS if employees are properly ending tour ET		
Management		Yes/No	Comments
10>	Observe and validate if management is periodically verifying employee moves		
11>	Verify if Supervisor/local management is conducting daily Gemba of process		
12>	Verify if team maintains a win/lose scorecard		
13>	Verify if office is conducting a unit huddle		
14>	Is feedback and new ideas being captured		
15>	Are PS1260 available for carriers in the event of system/scanner failure		

Office: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

*Function 2 MDD-TR Timekeeping*

**POST-GEMBA CHECKLIST**

<b>General</b>		Yes/No	Comments
1>	Verify if all MDD-TRs are accessible in the morning so carriers can access to record their Begin Tours		
2>	Verify that MDD-TRs are assigned for each AMS routes and any Full-Time Miscellaneous routes. The combined total of AMS and Full-Time Miscellaneous routes times 10% is the spare rate of MDD-TRs that must be on-hand		
3>	Verify via RIMS- Tracking-Device Asset Summary that the latest Software Version (7.50) is installed		
4>	Verify if there are any MDD-TRs that are lost, Damaged or Not Working		
<b>Employee</b>		Yes/No	Comments
5>	Verify if employees have a barcoded ID badge		
6>	Verify clock ring errors for the last 30 days (DOIS)		
7>	Verify in TACS if employees are on the clock		
8>	Verify in TACS if employee are on the correct operation		
9>	Verify in TACS if employees are properly ending tour ET		
<b>Management</b>		Yes/No	Comments
10>	Verify clock ring errors for the last 30 days (DOIS)		
11>	Observe and validate if management is periodically verifying employee moves		
12>	Verify if Supervisor/local management is conducting daily Gemba of process		
13>	Verify if team maintains a win/lose scorecard		
14>	Verify if office is conducting a unit huddle		
15>	Is feedback and new ideas being captured		
16>	Are PS1260 available for carriers in the event of system/scanner failure		

Office:	
Date:	
Time:	

## F2 Background Timecard Tracking

### Background

The vendor that supplied Hyper Electronic Badge Readers (HEBR) went out of business in August of 2018. The HEBRs are over 25 years old, are failing, and some replacement parts are no longer available. Current projections have the supply of HEBRs being exhausted in FY2021.

### Changes on MDD-TR

MDD-TR Application is modified to accept City Carriers clock rings so that the City Carriers time can be posted in the TACS application. City carriers can access to Time Keeping workflow via On Street menu or hamburger menu on TRs. Carriers must scan their badge prior to record the rings. Five different clock rings are available for carriers to use:

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

Once DEPART2ROUTE scan is performed, the scanner will automatically suppress “Out for Lunch” and “Return from Lunch”, until a RETURN2DU is scanned.

Ring type “Move” requests carrier to enter the operation ID, and the scanner will provide a list for them to select from. For other ring types operation ID is not mandatory.

## Area/District Roll-Out Schedule for Timekeeping via Scanners

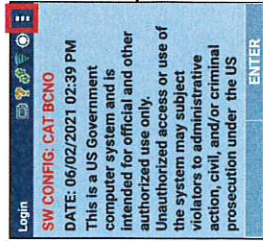
### Pre-Implementation Checklist

- All carriers must have a current barcoded ID badge
- All offices must ensure they have MDD-TRs for each of their AMS routes and any Full-Time Miscellaneous Route. The combined total of AMS and Full-Time Miscellaneous routes times 10% is the spare rate of MDD-TRs must be on hand
- MDD-TRs that are Lost, Damaged or Not Working must be reported to the Helpdesk
- All Offices must verify via **RIMS-Tracking-Device Asset Summary** that the latest Software Version(7.50)
- All MDD-TRs must be accessible in the morning so carriers can access to record their Begin Tours.
- Supervisors must review clock ring daily and provide feedback to carriers if clock-ring errors are observed.

## Area/District Roll-Out Schedule for Timekeeping via Scanners(New)

Phase	Area	District	Start Date	End Date
<b>Initial</b>		Train the Trainer Sessions for Initial Deployment Sites Selected	2/7/2022	2/11/2022
<b>1</b>	<b>Atlantic</b>	<b>Initial Deployment to Production for Selected 40 Offices</b>	<b>2/12/2022</b>	<b>3/11/2022</b>
		Train the Trainer Sessions for Phase 1 Sites - HQ Training 3/8/22	3/7/2022	3/11/2022
<b>2</b>	<b>Atlantic</b>	<b>North Carolina, New Jersey and New York 1, 2 &amp; 3</b>	<b>3/12/2022</b>	<b>4/8/2022</b>
		Train the Trainer Sessions for Phase 2 Sites - HQ Training 4/5/22	4/4/2022	4/8/2022
<b>3</b>	<b>Atlantic</b>	<b>MA-RI, Connecticut, ME-NH-VT, Pennsylvania 1, DE-PA 2, Maryland &amp; Virginia</b>	<b>4/9/2022</b>	<b>5/6/2022</b>
		Train the Trainer Sessions for Phase 3 Sites - HQ Training 5/3/22	5/2/2022	5/6/2022
<b>4</b>	<b>Southern</b>	<b>Florida 1, 2 &amp; 3, Georgia, South Carolina, Puerto Rico and Tennessee</b>	<b>5/7/2022</b>	<b>6/3/2022</b>
		Train the Trainer Sessions for Phase 4 Sites HQ Training 6/1/22	5/30/2022	6/3/2022
<b>5</b>	<b>Southern</b>	<b>AL-MS, Louisiana, Texas 1, AR-OK and Texas 1, 2 &amp; 3</b>	<b>6/4/2022</b>	<b>7/1/2022</b>
		Train the Trainer Sessions for Phase 5 Sites HQ Training 6/28/22	6/27/2022	7/1/2022
<b>6</b>	<b>Central</b>	<b>Ohio 1 &amp; 2, Illinois 1 &amp; 2, KY-WV, Indiana, KS-MO</b>	<b>7/2/2022</b>	<b>7/29/2022</b>
		Train the Trainer Sessions for Phase 6 Sites HQ Training 7/26/22	7/25/2022	7/29/2022
<b>7</b>	<b>Central</b>	<b>Wisconsin, IA-NE-SD, MN-ND and Michigan 1 &amp; 2</b>	<b>7/30/2022</b>	<b>8/26/2022</b>
		Train the Trainer Sessions for Phase 7 Sites HQ Training 8/23/22	8/22/2022	8/26/2022
	<b>WestPac</b>	<b>All Districts within the WestPac Area</b>	<b>8/27/2022</b>	<b>9/23/2022</b>

# Tracking for City Carriers Access to Time Clock Menu



User can access Time Clock feature via Hamburger Menu (Top right corner red box with 3 white dot) without having to login on **MDD TR** scanners.

AMS City Carrier Route	City (C)
Sunday Package City Delivery	Dynmc City (Y)
Static Dynamic City Package Route	Static City (X)
Geo-Delivery City/Rural Supplemental Route	Sppimtl (S)
Customized Delivery Route	Custom (G)
Metro Post Route	Mtr Pst (M)
Collection Route	Coll (P)
DOIS Miscellaneous Parcel Route	Misc Parcel Rt (D)
Parcel Route Dynamic Route (PRDR)	PRDR Rt (K)
Priority Mail Same Day Route City (PMSDC)	PMSDC (V)
Parcel Overflow Route City Delivery	Ovrflw City (O)



User can access Time Clock feature from On Street menu



User scans badge to proceed with normal login process

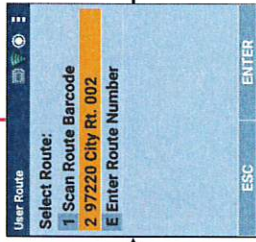


User selects user type



User selects route type

Note: Time Clock feature currently only available to City related routes defined on the table above

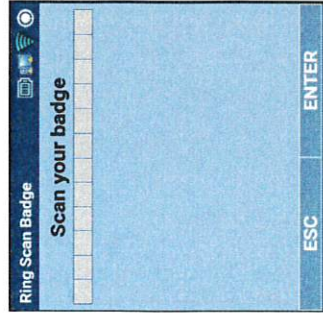


User confirms profile setup



Time Clock feature display as T. Time Clock and can access via short cut with letter "T"

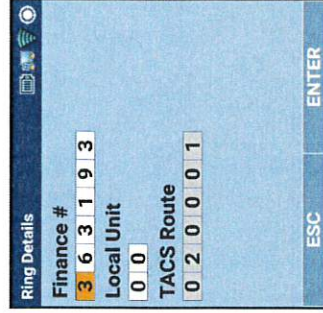
## Timekeeping Begin Tour for City Carriers



Scan an employee badge



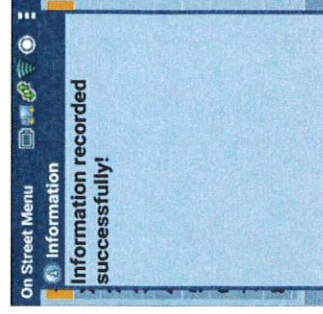
Select Ring type = Begin Tour



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



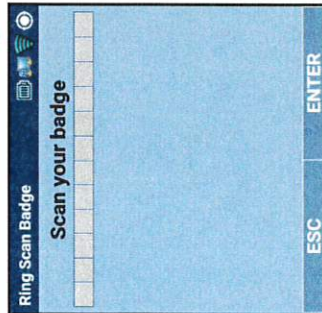
Press Enter to move forward or enter/select Operational ID.  
For this clock ring, the Operational field is optional



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



## Timekeeping End Tour for City Carriers



Scan an employee badge



Select Ring type = End Tour



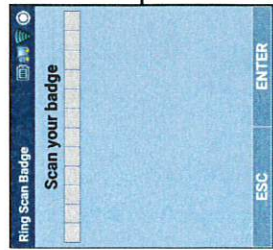
Information recorded successfully!" briefly appears



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



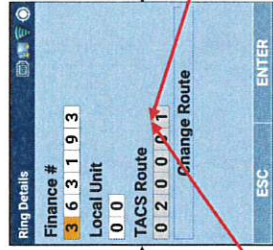
# Timecard Tracking for City Carriers Enter "Move" Clock Ring



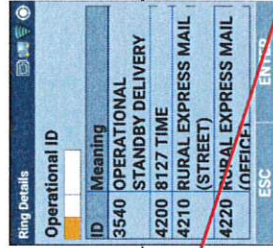
Scan an employee badge



Select Ring type = Move



Verify pre-populated data and modify as necessary and press ENTER  
 Note: if user needs to change route, select "Change Route" button to do so (see workflow below)



For "Move" event, Operational ID field is required.



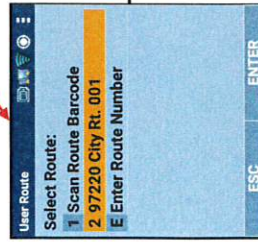
Select Operational ID from the list or manually enter 4 digits Operational ID. Press ENTER to move forward



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



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



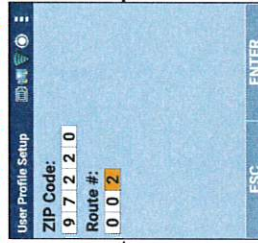
Auto populated with assigned route from RIMS



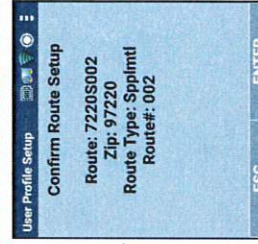
Manually change Route ID by select E: Enter Route Number



Select appropriate route type



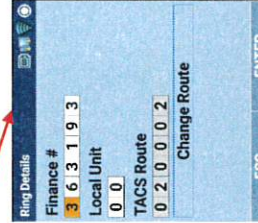
Manually enter appropriate Zipcode and Route #



Confirm entered Route info and Press Enter



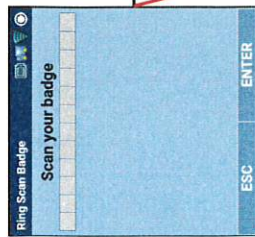
Pop up message displays briefly to confirm Route ID has been changed



Route ID change should reflect on TACS Route ID



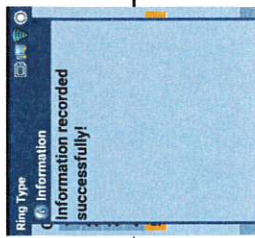
# Timecard Tracking for City Carriers Enter “Out to Lunch” & “Return from Lunch” clock ring



Scan an employee badge



Select Ring type = Out to Lunch



“Information recorded successfully!” briefly appears



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



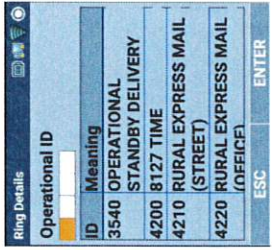
Note: User may see the Ring Menu without Lunch option if the scanner is detected outside of the facility (based on Geo coordinates of the facility with buffer)



Select Ring type = Return from Lunch

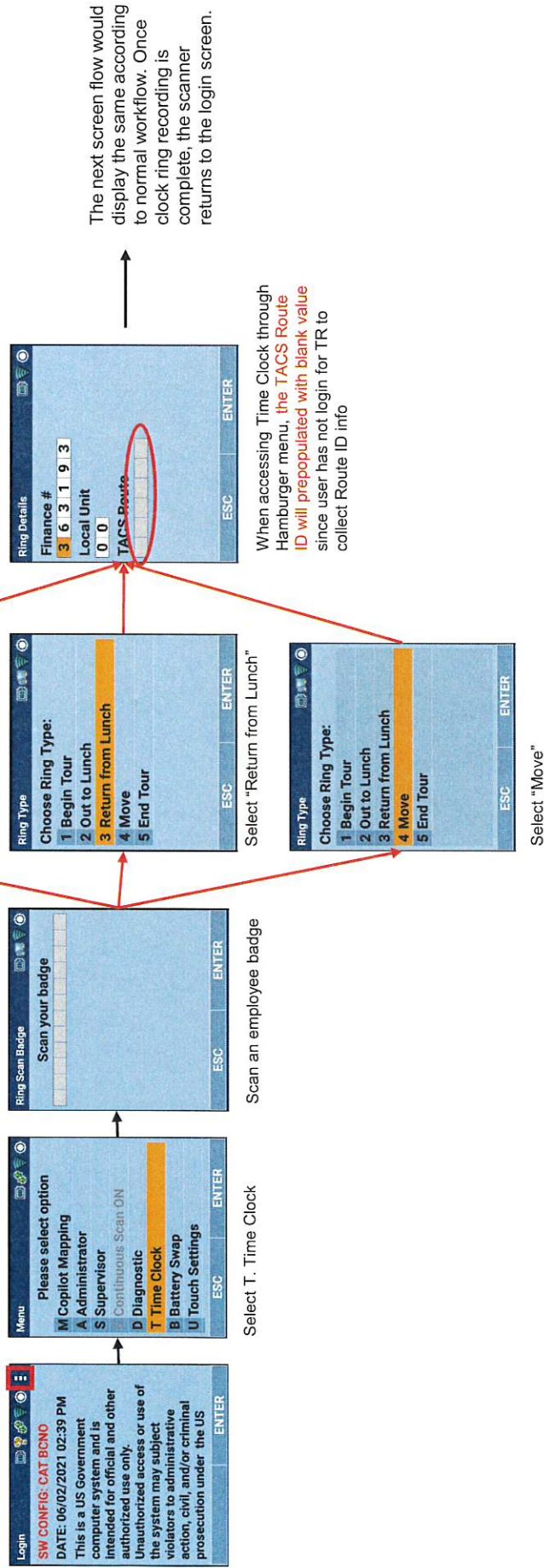


Verify pre-populated data and modify as necessary, press ENTER



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

# Timecard Tracking for City Carriers When using Time Clock via Hamburger Menu



**PRE-IMPLEMENTATION CHECKLIST**

Management		Yes/No	Comments
1 >	All employees have a current barcoded ID badge?		
2 >	EAS staff has required access to RIMS and TACS for the office?		
3 >	All applicable placards have been posted and are easily accessible in each operational area		
4 >	Are all available MIO scanners are configured to the correct finance number?		
5 >	SWIs and SOPs have been posted for employees to utilize for reference?		
6 >	All employees have been properly trained and understand the process?		
7 >	PS Form 1260s are available for employees to utilize for back up purposes?		

Office:	
Date:	
Time:	

POST IMPLEMENTATION GEMBA CHECKLIST

General		Yes/No	Comments
1 >	Verify if necessary placards are printed and displayed at each work area (window, box section, dist, etc)		
2 >	Verify if all placards are easily accessible		
Employee		Yes/No	Comments
3 >	Verify if employees have a barcoded ID badge		
4 >	Verify if office has adequate MIO scanners for staff		
5 >	Verify in TACS if employees are on the clock		
6 >	Verify in TACS if employee moves are being completed between operations		
7 >	Verify in TACS if employees are properly clocking OL/IL		
8 >	Verify in TACS if employees are properly ending tour ET		
Management		Yes/No	Comments
9 >	Observe and validate if management is periodically verifying employee moves		
10 >	Verify if Supervisor/local management is conducting daily Gemba of process		
11 >	Verify if team maintains a win/lose scorecard		
12 >	Verify if office is conducting a unit huddle		
13 >	Is feedback and new ideas being captured		
14 >	Are PS1260 available for clerks in the event of system failure		

Office: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

## Initial Deployment Offices 02/12/2022

NORTH CAROLINA DISTRICT					
DISTRICT	FINANCE	ZIP CODE	MPOO	OFFICE	
North Carolina	361232	27511	M	CARY PO	
North Carolina	362352	27909	I	ELIZABETH CITY PO	
North Carolina	362683	28314	L	FAY-CLIFFDALE STA	
North Carolina	362689	28303	L	FAY-EUTAW STA	
North Carolina	362690	28307	L	FAY-FORT BRAGG BR	
North Carolina	362687	28304	L	FAY-LAFAYETTE STA	
North Carolina	362685	28306	L	FAY-LAKEDALE STA	
North Carolina	362684	28301	L	FAY-TOKAY CARR ANX	
North Carolina	362912	28052	B	GASTONIA PO	
North Carolina	363208	27834	J	GREENVILLE PO	
North Carolina	363209	27834	J	GRN-SOUTH MEMORIAL	
North Carolina	363205	27401	G	GSO-MAIN OFFICE STA	
North Carolina	363203	27406	G	GSO-SPRING VALLEY STA	
North Carolina	363204	27405	G	GSO-SUMMIT STA	
North Carolina	363201	27407	G	GSO-WESTSIDE STA	
North Carolina	363928	28540	I	JACKSONVILLE PO	
North Carolina	363929	28546	I	JAX-BRYNN MARR ANX	
North Carolina	365232	28655	E	MORGANTON PO	
North Carolina	365480	28562	I	NEW BERN PO	
North Carolina	366608	27801	J	ROCKY MOUNT PO	

NEW JERSEY DISTRICT					
DISTRICT	FINANCE	ZIP CODE	MPOO	OFFICE	
New Jersey	330123	08106	C	CAM-AUDUBON BR	
New Jersey	330131	08104	C	CAM-CAMDEN CARRIER AN	
New Jersey	331002	08108	C	CAM-COLLINGSWOOD BR	
New Jersey	331260	08101	C	CAMDEN PO	
New Jersey	330122	08105	C	CAM-EAST CAMDEN STA	
New Jersey	330125	08109	C	CAM-MERCHANTVILLE BR	
New Jersey	331003	08107	C	CAM-OAKLYN BR	
New Jersey	330124	08110	C	CAM-PENNSAUKEN BR	
New Jersey	335670	07102	J	NEWARK PO	
New Jersey	330067	07109	J	NWK-BELLEVILLE BR	
New Jersey	335667	07109	J	NWK-BELLEVILLE CARRIE	
New Jersey	335664	07105	J	NWK-IRONBOUND STA	
New Jersey	335668	07111	J	NWK-IRVINGTON BR	
New Jersey	330070	07102	J	NWK-MIDTOWN STA	
New Jersey	330069	07104	J	NWK-NORTH STA	
New Jersey	330068	07110	J	NWK-NUTLEY BR	
New Jersey	335666	07107	J	NWK-ROSEVILLE STA	
New Jersey	335669	07114	J	NWK-SOUTH STA	
New Jersey	335663	07103	J	NWK-SPRINGFIELD AVE S	
New Jersey	335665	07106	J	NWK-VAILSBURG STA	



## Overall Roll-Out High-Level Phases

Phase	Area	District	Start Date	End Date
Initial	Atlantic	Train the Trainer Sessions for Initial Deployment Sites Selected Initial Deployment to Production for Selected 40 Offices	2/7/2022 2/12/2022	2/11/2022 3/11/2022
1	Atlantic	Train the Trainer Sessions for Phase 1 Sites - HQ Training 3/8/22 North Carolina, New Jersey and New York 1, 2 & 3	3/7/2022 3/12/2022	3/11/2022 4/8/2022
2	Atlantic	Train the Trainer Sessions for Phase 2 Sites - HQ Training 4/5/22 MA-RI, Connecticut, ME-NH-VT, Pennsylvania 1, DE-PA 2, Maryland & Virginia	4/4/2022 4/9/2022	4/8/2022 5/6/2022
3	Southern	Train the Trainer Sessions for Phase 3 Sites - HQ Training 5/3/22 Florida 1, 2 & 3, Georgia, South Carolina, Puerto Rico and Tennessee	5/2/2022 5/7/2022	5/6/2022 6/3/2022
4	Southern	Train the Trainer Sessions for Phase 4 Sites HQ Training 6/1/22 AI-MS, Louisiana, Texas 1, AR-OK and Texas 1, 2 & 3	5/30/2022 6/4/2022	6/3/2022 7/1/2022
5	Central	Train the Trainer Sessions for Phase 5 Sites HQ Training 6/28/22 Ohio 1 & 2, Illinois 1 & 2, KY-WV, Indiana, KS-MO	6/27/2022 7/2/2022	7/1/2022 7/29/2022
6	Central	Train the Trainer Sessions for Phase 6 Sites HQ Training 7/26/22 Wisconsin, IA-NE-SD, MN-ND and Michigan 1 & 2	7/25/2022 7/30/2022	7/29/2022 8/26/2022
7	WestPac	Train the Trainer Sessions for Phase 7 Sites HQ Training 8/23/22 All Districts within the WestPac Area	8/22/2022 8/27/2022	8/26/2022 9/23/2022

# Standard Operating Procedure – Function 4 Timekeeping

## Regional Intelligent Mail Server (RIMS)- Mobile Delivery Device In-Office Scanner (MIO)

### Background

Developing a new process for time keeping purposes has become necessary due to the Hyper Electronic Badge Readers (HEBR) nearing its end of life. The Postal Service will utilize existing technology, by commissioning the MIO scanners to be used with the RIMS application to accurately capture and transmit time keeping records for Function 4. The process will utilize operational move placards placed in work locations throughout the office which employees will scan. Work hours for each employee will be transmitted from the MIO to RIMS, then reported to the Time and Attendance Control System (TACS).

### Responsibility

All Postmasters/Station Managers/Supervisors and employees performing function 4 duties are responsible for adhering to the procedures outlined in this SOP (Note: Level 18 Postmasters should be the only EAS performing function 4 MIO operation moves).

Management must be responsible for creating placards and ensuring all employees are properly trained. Employees performing function 4 duties must utilize MIO scanners, instead of moves on the HEBR, to reflect work hours in the operations where the work is being performed.

HEBR moves should only be used in emergency cases and only as directed by management.

## RIMS – TACS Creating and Printing Placards

### Placard Procedures

To create placards:

*Log into Regional Intelligent Mail Servers (RIMS)*

<https://rims-imdas.usps.com/login.php>



### TACS Operations

The TACS operations screen allows management to create, edit, delete, and print TACS placards that can be scanned by employees when performing work that falls under a specific operation code. When first displayed, the TACS operations list is sorted in ascending order based on operation description, but it can be sorted by any field where the column title is underlined. The list can be searched by finance number, operation description, and operation code, and can be exported to an Excel or CSV formatted file for reference.

The list currently supports only In-office operations but may be enhanced at a later date to include On-street operations as well. The data in the list is stored in RIMS for an indefinite time period and can be modified or deleted at any time.

The columns on the TACS operations list are listed below followed by a sample TACS operations screen.

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



## Config Tab – TACS Operations

1

2

<input type="checkbox"/>	Edit	Type	Finance Number	OPERATION DESCRIPTION	Operation Code	LDC Code	Created Datetime (CST)
<input type="checkbox"/>	Edit	IN-OFFICE	020313	ADMIN & CLER AREA STAT	6780	4800	13-May-21 08:48:36 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	ALLIED DISTRIBUTION	2410	4300	12-May-21 04:22:26 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	AMAZON FRESH DIST	0760	4300	12-May-21 04:22:00 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020313	BULK MAIL ACCEPTANCE	6440	4800	13-May-21 07:37:12 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020313	BUSINESS REPLY MAIL (BRM)	6490	4200	12-May-21 04:23:04 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020313	CAGES SRVS CARR/SPC DLY	5440	4800	13-May-21 08:55:45 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	COA SCANNING	0850	4900	12-May-21 04:21:34 PM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	COLLECTIONS-CPMS	6400	4800	12-May-21 04:22:45 PM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	CUST SERV ACTIVITIES	9560	4700	14-May-21 09:11:38 AM
<input type="checkbox"/>	Edit	IN-OFFICE	020314	CUST SERV ACTIVITIES	9560	4700	12-May-21 04:24:06 PM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	CUSTODIAL PER MOU	7480	3800	14-May-21 09:11:57 AM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	DBCS/DIOSS DPS-1ST PASS	9120	4100	14-May-21 09:12:49 AM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	DBCS/DIOSS DPS-2ND PASS	9130	4100	14-May-21 09:13:24 AM
<input type="checkbox"/>	Edit	IN-OFFICE	036367	DBCS/DIOSS I/C PRIMARY	8250	4100	14-May-21 09:13:46 AM

### To Add a New Operation

- Click on the New Operation Button

- Select an Operation Description from the pulldown list
- Finance Number for the operation (Default to site Finance Number)
- The Operation code and LDC code will be populated automatically
- Click on the Save button

For all other Op. Codes Finance Number defaults to site Finance Number and user cannot change the Finance Number.

For Op Code 6210 Finance Number does not default to site Finance Number and user can enter a different Finance Number.

**To Edit or Delete an Operation Entry**

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

The screenshot shows the 'TACS Operations' interface. At the top, there are two buttons: 'New Operation' and 'Print selected Placards'. Below these are three input fields: 'Finance Number', 'Operation Description', and 'Operation Code'. There are 'Search' and 'Clear' buttons. Below the search fields, it says 'Results: Viewing Items 1-20 of 42.' A table follows with columns: 'Edit', 'Type', 'Finance Number', and 'OPERATION DESCRIPTION'. Two rows are visible: one for 'ADMIN & CLER AREA STA' with Finance Number '020313', and another for 'ALLIED DISTRIBUTION' with Finance Number '020314'. Each row has an 'Edit' link.

- Edit the Operation Description if desired (use the pulldown menu to select an operation)
- To save the changes, click Save
- To delete the entry, click Delete

**TACS Operations:**

The screenshot shows the 'TACS Operations' edit form. At the top are 'Save', 'Cancel', and 'Delete' buttons. Below is a form with the following fields: 'Operation Description' (a dropdown menu showing 'ADMIN & CLER AREA STAT - 6780'), 'Finance Number' (text input '663102'), 'Operation Code' (text input '6780'), and 'LDC Code' (text input '4800').

**To Print a Placard**

- 1) Select the placard(s) to be printed by checking the box next to the desired operation
- 2) Click the Print Placards button
- 3) The selected placards as displayed in a PDF file with one placard per page (the placard includes the facility description and the finance number assigned to the operation followed by the Operation Description, the LDC number, and the barcode for the selected operation)

This screenshot is similar to the one above but includes two red callout boxes. The first box points to the 'Print selected Placards' button and contains the text '2) Click to print the placard'. The second box points to the checked checkbox in the first row of the table and contains the text '1) "Check" the check box for printing'. The table in this screenshot has three rows: 'ADMIN & CLER AREA STAT' (checked), 'ALLIED DISTRIBUTION', and 'AMAZON FRESH DIST' (checked).



4) The placard is printed showing the facility description for the current office followed by the finance number, the operation description, the LDC and a barcode that captures the information.

## MIO Scanner - Function 4 Timekeeping

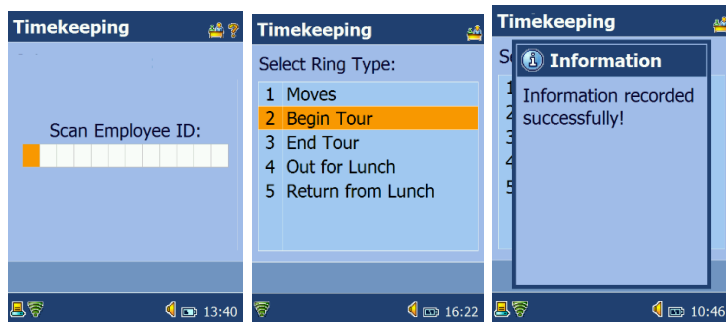
Once all placards have been printed for the facility, they should be displayed in or nearest the workstation. Placards should be easily accessible for employee to reach.

If the office requires employees to travel to various locations, placards for these finance numbers should be displayed in a segregated area as to not be confused with the primary office placards.

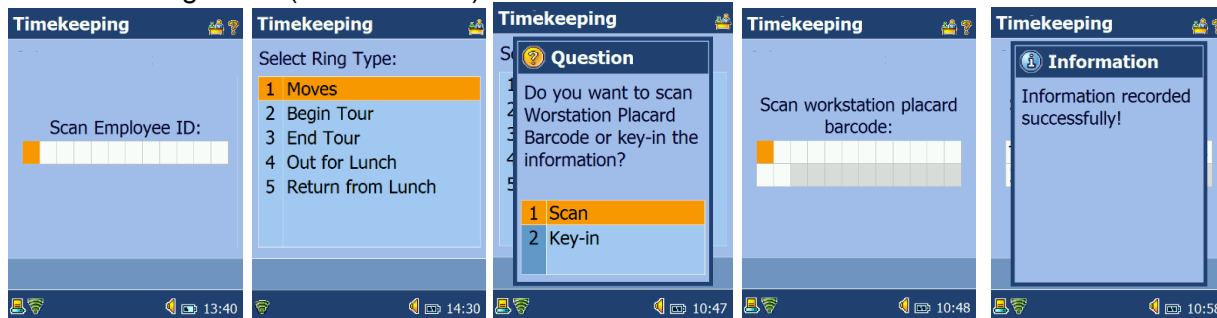
### Utilizing the MDD In-Office Scanner (MIO)

#### Employee begins work for the day

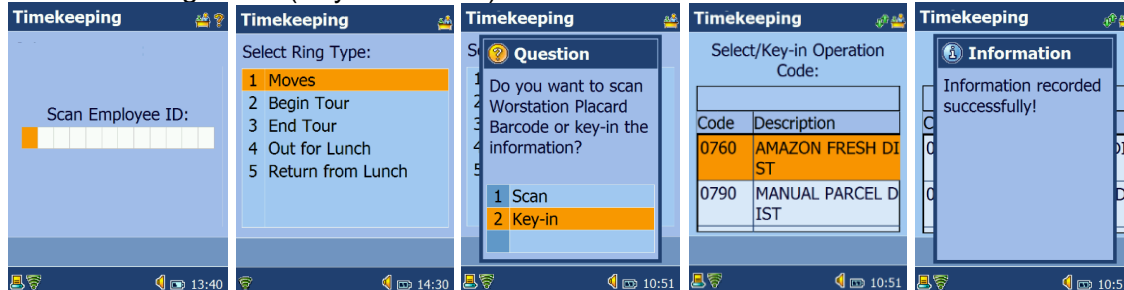
1. Press RED+F
2. Start Tour



3. Press RED+F
4. Start Assignment (Scan Placard)

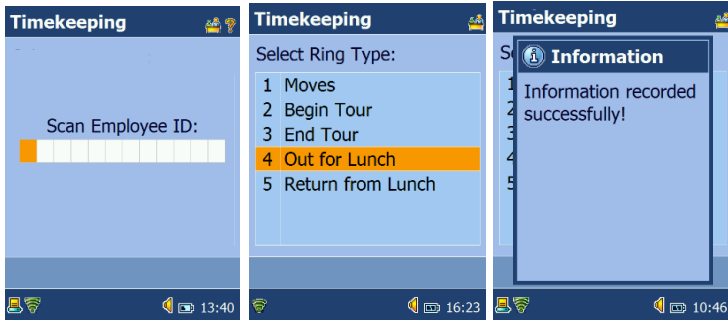


5. Press RED+F
6. Start Assignment (Key-in Placard)



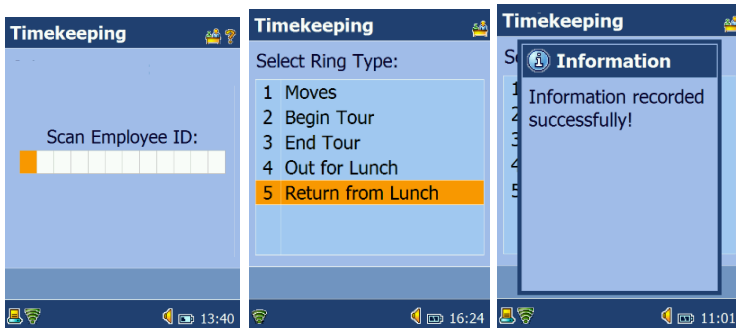
**Employee takes lunch break**

1. Press RED+F
2. Out for Lunch

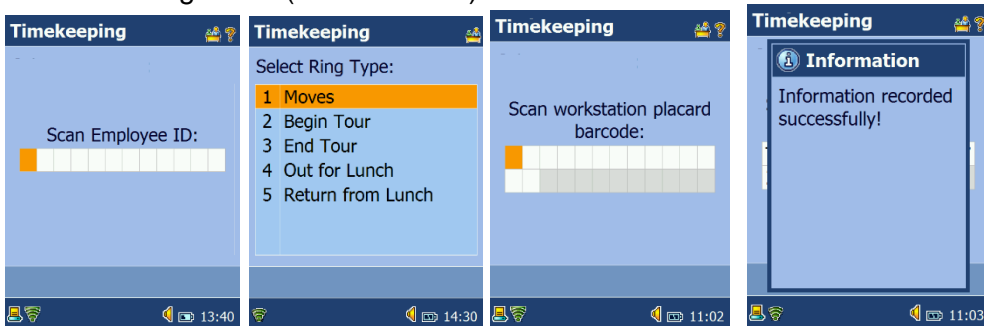


**Employee returns from lunch break**

1. Press RED+F
2. Return from Lunch

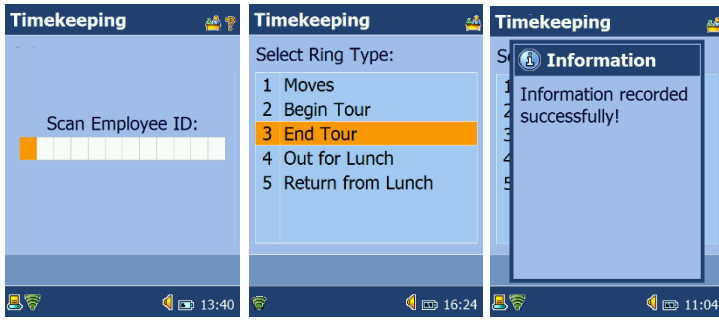


3. Press RED+F
4. Start Assignment (Scan Placard)



**Employee ends work for the day**

1. Press RED+F
2. End Tour



## Sample TACS Ring Report from RIMS

### Custom D&MT Reports - TACS Ring Report

Description: Shows all TACS rings.

Click here to select a report

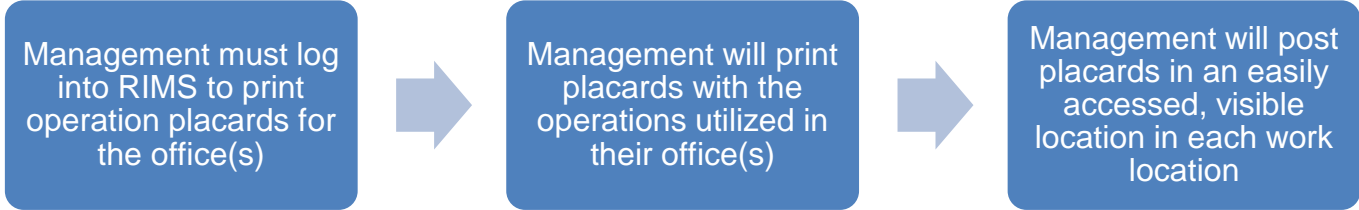
Search (anywhere) = (anywhere) Sort (anywhere) Descending


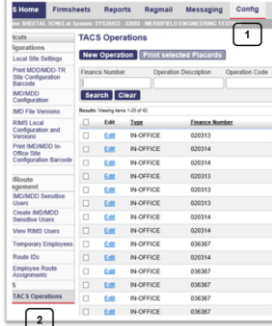


Search Clear

Results: Viewing items 1-100 of 240

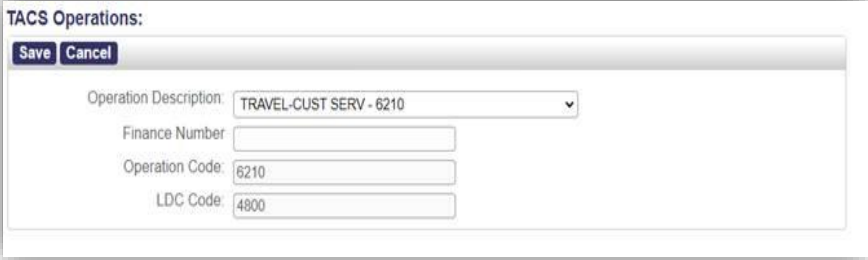

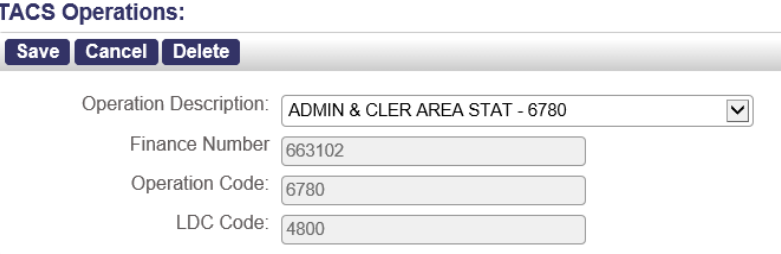
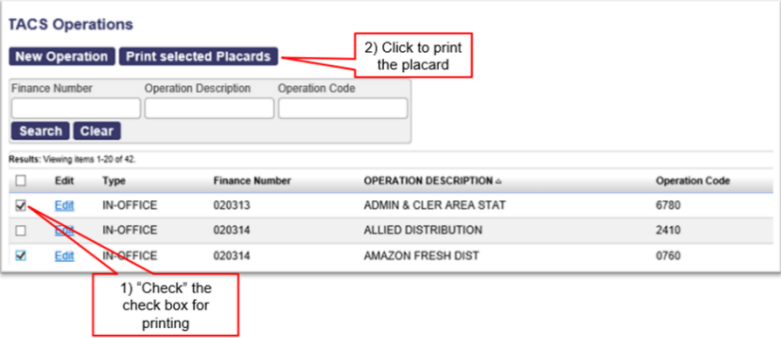

SYSTEM ID	FACILITY ID	FACILITY NAME	DEVICE ID	EMPLOYEE ID	TRANSACTION CODE	RING REASON CODE	TRANSACTION DATETIME	TIMEZONE CODE	TIMEZONE OFFSET	TIMEZONE DST INDICATOR	RING TYPE CODE	FINANCE NUMBER	FINANCE UNIT ID	OPERATIONS ID	LOCAL UNIT NUMBER	ROUTE NUMBER	RING DEVICE ID	DEVICE TYPE	LATITUDE	LONGITUDE	UPLOAD FLAG	POST DATETIME CST	UPLOAD RESPONSE	UPLOAD ATTEMPT DATETIME	UPLOAD TRANSACTION ID
SYS36433	1234567	22002 - MERRIFIELD ENGINEERING TESTING	14223D841C	00004380702	011	00	02-JUL-21 12:31:15 PM	UTC	-04:00	Y	000	663102	0000	2330	00	000000	14223D841C	MIO	38.764047	-77.613003	1	20-MAY-21 11:33:12 AM	106000000820	20-MAY-21 11:37:15 AM	8621675-46e1-4973-88b1-39e970733c93
SYS36433	1234567	22002 - MERRIFIELD ENGINEERING TESTING	14223D841C	00004380702	011	00	02-JUL-21 12:30:54 PM	UTC	-04:00	Y	000	663102	0000	0790	00	000000	14223D841C	MIO	38.7640505	-77.6130043	1	20-MAY-21 11:32:50 AM	106000000819	20-MAY-21 11:37:15 AM	ae7c85a-074-441a-9207-c2c2b132c088
SYS36433	1234567	22002 - MERRIFIELD ENGINEERING TESTING	14223D841C	00004380702	013	00	02-JUL-21 12:30:32 PM	UTC	-04:00	Y	000	663102	0000	7420	00	000000	14223D841C	MIO	38.764063	-77.6129968	1	20-MAY-21 11:32:28 AM	106000000818	20-MAY-21 11:37:14 AM	51708073-2494-454d-b16c-29c32c85285
SYS36433	1234567	22002 - MERRIFIELD ENGINEERING TESTING	14223D841C	00004380702	012	00	02-JUL-21 12:30:16 PM	UTC	-04:00	Y	000	663102	0000	0000	00	000000	14223D841C	MIO	38.7640841	-77.613006	1	20-MAY-21 11:32:13 AM	106000000817	20-MAY-21 11:37:14 AM	402b0941-e2ab-4502-b14e-b7c2289e871

# Standard Work Instruction: MDD In Office Scanner (MIO) - RIMS

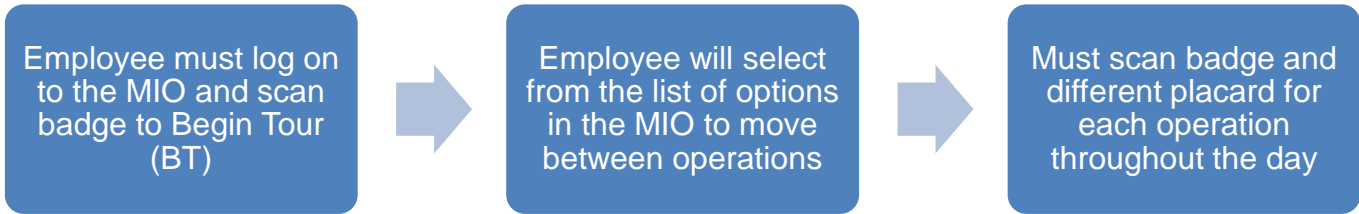



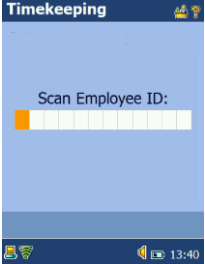
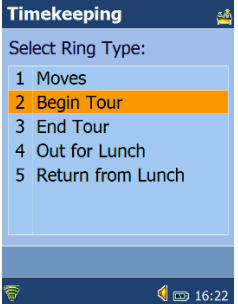
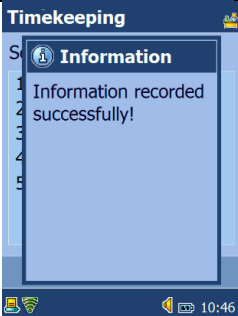
Visual	Important Steps	Key Points	Reasons for Key Points
 <p><a href="https://rims-imdas.usps.com/login.php">https://rims-imdas.usps.com/login.php</a></p>	<p>1. Log into Regional Intelligent Mail Servers (RIMS)</p>	<p>Allows access to the Config tab and Time and Attendance Collection System (TACS) Operations shortcut</p>	<p>To begin the process for printing placards for specific offices</p>
	<p>2. Click the Config tab then TACS Operations on the left</p>	<p>This accesses the placard selection menu</p>	<p>Access all placards available for the selected office(s)</p>
	<p>3. Click on the New Operation button</p>	<p>Opens up the next screen</p>	<p>Allows you to proceed with the following menu selection</p>
	<p>4. Select the operation description from the pulldown menu and click the save button. (Operation codes default to site finance #)</p>	<p>This populates the operation code and LDC automatically and saves the information</p>	<p>To begin generating a list of printable placards for the office(s)</p>

# Standard Work Instruction: MDD In Office Scanner (MIO) - RIMS

	<p>5. Operation 6210-Travel does not default to the site finance #. Select the finance # of the office(s) that will be traveled to.</p>	<p>Allows site to prepare placards, with alternate finance #s that employees may travel to. Allows time to be recorded to the correct office finance#</p>	<p>Necessary to correctly charge travel time to alternate office where employee may work.</p>
	<p>6. Click the edit hyperlink to edit or delete</p>	<p>Access the edit menu and make necessary changes or deletions</p>	<p>Allow user to modify or eliminate incorrect entries</p>
	<p>7. Edit operation description as necessary and save. To delete the entry, click delete.</p>	<p>Allows user to make necessary corrections to finance numbers or operation entries</p>	<p>Finance number or operation descriptions were selected in error</p>
	<p>8. Select the square next to the desired placard. Click the Print Selected Placards button</p>	<p>Allow the user to print the desired placards from the generated list</p>	<p>Necessary to post placards in all function 4 work locations</p>
	<p>9. Sample placard for posting on the workroom floor</p>	<p>Indicates the office name, finance number, operation description, LDC, and operation number`</p>	<p>Provides a visual description for employees</p>

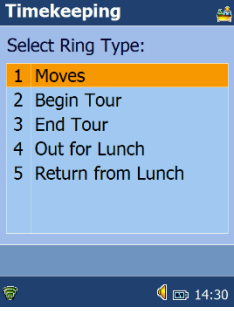
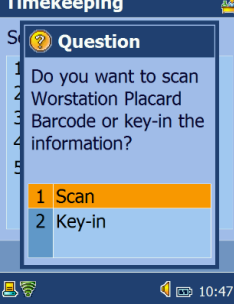

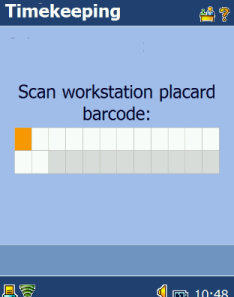
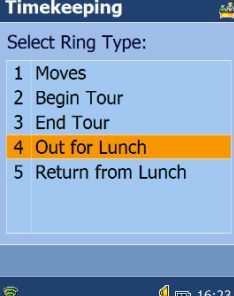
# Standard Work Instruction: MDD In Office Scanner (MIO) F4 Timekeeping



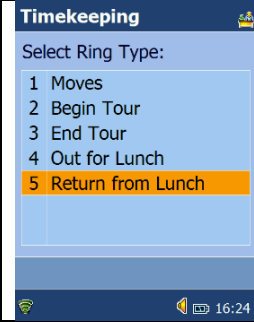
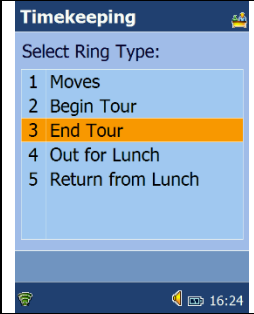
Visual	Important Steps	Key Points	Reasons for Key Points
	1. Employees must utilize the Red + F button prior taking additional steps shown in the following screens.	This opens up the timekeeping module in the MIO	Allows employees to make operational moves throughout the day to report timekeeping data to TACS
	2. Scan Employee ID	Identifies the employee logging into the timekeeping module	Ensures the operational moves are properly associated to the correct employee in TACS
	3. Select Ring Type: 2 Begin Tour (BT)	This begins the employee's tour on base operation 7420 in LDC 4800	This starts the employee's work day, recording function 4 workhours into a single operation until the next operational move is performed
	4. The "Information recorded successfully!" screen will appear following each proper entry	Verifies information was recorded	Allows user to see that all information was recorded successfully



# Standard Work Instruction: MDD In Office Scanner (MIO) F4 Timekeeping

	<p>5. Select Ring Type: 1 Moves</p>	<p>Allows the employee to move to the next process of scanning the placard or keying in the operation code</p>	<p>Accurately records actual time in each LDC</p>
	<p>6. When prompted with the question to the left, select one of the two options. <u>Scan should always be the preferred method.</u></p> <p>1. Scan. You will be prompted to Scan the workstation placard</p>	<p>Selecting scan eliminates the need to search for the operation code manually</p>	<p>Increases efficiency</p>
	<p>7. Sample Barcoded Placard. <i>Note: Employees must use the 6210 placard for the unit they travel to if it differs from the unit they are working in</i></p>	<p>Lists the office name, finance number, operation name and number and LDC</p>	<p>Assists the employee in confirming the correct unit and operation code are selected</p>
	<p>8. Scan workstation placard barcode:</p>	<p>Records the Finance number and operation code for the office the workload is being performed. Records operational moves from one work location to another and records the workhours accordingly</p>	<p>Scanning the Workstation placard barcode correctly identifies the nit finance number and workhours associated with the operation code</p>
	<p>9. To sign out for lunch, select: 4 Out to Lunch</p>	<p>Ends the previous operation and signs the employee out to lunch</p>	<p>Stops the workhours while employee is off the clock</p>

# Standard Work Instruction: MDD In Office Scanner (MIO) F4 Timekeeping

 <p>The screenshot shows the 'Timekeeping' app interface. At the top, it says 'Select Ring Type:'. Below this, there is a list of five options: 1 Moves, 2 Begin Tour, 3 End Tour, 4 Out for Lunch, and 5 Return from Lunch. The option '5 Return from Lunch' is highlighted in orange. At the bottom of the screen, there are icons for Wi-Fi, signal strength, and the time 16:24.</p>	<p>10. To sign in from lunch, Select: 5 Return from Lunch followed by: 1 Moves, to start the next assignment</p>	<p>Starts the employees time returning from lunch then moves them to the next operation</p>	<p>Accurately records the employee returning from lunch and starts recording workhours on the next operation</p>
 <p>The screenshot shows the 'Timekeeping' app interface. At the top, it says 'Select Ring Type:'. Below this, there is a list of five options: 1 Moves, 2 Begin Tour, 3 End Tour, 4 Out for Lunch, and 5 Return from Lunch. The option '3 End Tour' is highlighted in orange. At the bottom of the screen, there are icons for Wi-Fi, signal strength, and the time 16:24.</p>	<p>11. To end employee's work day, select: 3 End Tour</p>	<p>Ends employee's workday</p>	<p>Stops the recording of all workhours for the day</p>