



July 12, 2024

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JUL 15 2024

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 centralizing leave entry, particularly leave management within the Employee Resource Management System (eRMS), allowing for a single system for leave entries.

The Time and Attendance Collection System (TACS) is currently utilized for recording scheduled and unscheduled leave. However, effective September 18, all leave will be entered into eRMS. A new Lead Clerk user role has been created within eRMS.

Lead Clerks must complete the eRMS Lead Clerk user role training and request eRMS access through Access Registration and Identity Services (ARIS). The training will be available for completion as early as July 15.

Enclosed are draft copies of the MyHR Email and FAQs that will be relayed to employees concerning this matter.

Please contact Lindsey Butler at extension 7194 if you have questions concerning this matter.

Sincerely,

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

Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

EMAIL:

From: MyHR system
To: All Field Managers and Field HR
Date: July 29, 2024
Subject: eRMS Modification- Lead Clerk User Role



Dear [NAME]

To ensure greater visibility of data and information related to employee leave, efforts are underway to centralize this information within the Employee Resource Management System (eRMS), allowing for more accurate leave management and attendance reporting.

Currently, employees with timekeeping duties have the ability to record instances of scheduled and unscheduled leave in the Time and Attendance Collection System (TACS). In our efforts to centralize leave management, all leave will now be entered into eRMS. While this method of leave entry is not new for most of our timekeeping roles, Lead Clerks with timekeeping responsibilities will now need access to eRMS.

A new Lead Clerk user role has been created within eRMS providing limited leave management access as it pertains to their timekeeping tasks. Access will permit the authorized user to view the same set of data visible to them in TACS. Lead Clerks will not be permitted to view leave balances or access the Employee Information tab in the Leave Management module. The leave entry functionality in TACS will be disabled September 18th.

To ensure Lead Clerks are prepared to leverage these new tasks, eRMS Lead Clerk training has been developed and is now available in the My Learning library in HERO. Supervisors must assign the training to Lead Clerks that already have TACS access and timekeeping duties. Training can be assigned as early as today as employees must first successfully complete eRMS training prior to requesting eRMS access via ARIS.

Once access is granted, Lead Clerks will be able to navigate the following modules:

- **Leave Management-** to enter supervisor approved leave, edit, or remove previously submitted leave entries.
- **Call-In Log Reports-** to run an Incidental Leave Entry report that provides details of previous leave entered under your ACE ID by a date range selection.

For more information regarding the new eRMS access and training for Lead Clerks, please see the Frequently Asked Questions.

-HR Employment Policy and Programs



General

What is eRMS?

eRMS is the system used by the U.S. Postal Service to manage employee leave by way of the Interactive Voice Response system (IVR), Enterprise Leave Request Application (eLRA), and most notably within operations by entering leave requested on a P.S. Form 3971. The application also system-generates an email notification to management and a leave request message on the eRMS Home Module when an employee utilizes the IVR or eLRA method of requesting leave to have their absence recorded for proper compensation.

Why do I need eRMS?

eRMS has been modified from a management access only system to now include Lead Clerks. If you are a Lead Clerk with timekeeping duties, you will need eRMS access to enter supervisor approved leave. Leave entry capabilities in the Time and Attendance Collection System (TACS) will be disabled September 18th.

How do I obtain access to eRMS?

eRMS access can be requested via Access Registration and Identity Services (ARIS) after successful completion of the eRMS Lead Clerk training. Please see the [eRMS Home Page](#) for resources on how to request eRMS access.

Please note you must have TACS access prior to requesting eRMS access.

Is eRMS Lead Clerk training available now?

Yes. Training can be found in the My Learning library in HERO under the following:
Course Name: Enterprise Resource Management System (eRMS) Lead Clerk Role Training

Course #: 2024 ODEV6504CR06

How do I sign up for eRMS training?

Supervisors must assign the eRMS Lead Clerk training to employees with timekeeping duties as needed. If you believe this training should be assigned to you, please reach out to your immediate supervisor.

Is eRMS Lead Clerk training mandatory?

Yes. eRMS Lead Clerk training is required for Lead Clerks who perform timekeeping duties. eRMS Lead Clerk training is a prerequisite for access to eRMS via ARIS.

How long is the eRMS Lead Clerk training?

eRMS Lead Clerk training is approximately 80 minutes long.

I completed my eRMS Lead Clerk training and have eRMS access, now what?

You may now enter supervisor approved leave in eRMS as directed by your manager or supervisor. You may also generate an Incidental Leave Entry Report.

What capabilities are available to me with the new eRMS Lead Clerk user role profile?

eRMS Lead Clerk access will be limited to the following:

- **Leave Management** - where you can enter supervisor approved leave or edit and remove previous leave entries.
- **Call-In Log Reports** - where you can access the Incidental Leave Entry Report.

Lead Clerks will **not** be able to view leave balances or access the Employee Information portion of the Leave Management section.

Can I still enter leave into TACS?

After September 18th, leave entry will be disabled in TACS and recorded exclusively within the eRMS platform.