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JUL 29 2024

July 25, 2024

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

Certified Mail Tracking Number:
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Dear Ivan:

As a matter of general interest, the Payroll department has developed a web-based application called Web Time Clock (WTC) to eliminate the need for completion of a daily PS Form 1260 by employees who are working remotely. The application is intended to be used by employees who currently telework and complete a PS Form 1260 each day.

Similar to what occurs with the Hyber Electronic Badge Reader (HEBR), the WTC will be used to create clock rings for timekeeping purposes. Once an employee completes the Begin Tour (BT) clock ring in WTC, the clock rings for the day will be visible on the Virtual Time Card (VTC) on LiteBlue.

Employees will use their LiteBlue user ID and password to log onto the WTC application and then use the application to enter the four clock rings (BT, End Tour (ET), Out to Lunch (OL), In from Lunch (IL)) and any operational moves made during the day.

Enclosed is the Web Time Clock (WTC) Employee Overview guide. This system is anticipated to be available for use by Customer Call Center and Sales Retention Site employees beginning July 27.

Please contact Dion Mealy at 202-507-0193 if there are any questions.

Sincerely,

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

Shannon Richardson
Director
Contract Administration (APWU)

Enclosure

Web Time Clock (WTC) Employee Overview

- Log in and click the appropriate clock ring button
 - Time zone is derived from employee's Duty Station Finance Number.
 - Time spent booting up the computer or for software installation before entering the begin tour (BT) can be entered before selecting the BT button.
 - A confirmation pop-up box will display the timestamp when clock ring buttons are selected. The BT timestamp will be modified in TACS based on the number of minutes entered, not on this pop-up.
 - The BT minutes are part of your flex time. As a reminder of existing policy, employees with a schedule that does not already include night differential are not allowed to use flex time to create a BT prior to 6:00am. Therefore, the number of minutes subtracted from the BT ring cannot move the ring prior to 6:00am.
 - The number of minutes entered is reportable to management via TACS.

The screenshot shows the Web Time Clock interface. At the top, there is a header with the USPS logo, the text "Web Time Clock", and a "Logout" button. Below the header, the date "04/16/2024" is displayed on the left and "Good morning, FIRST9449 LAST9449." on the right. The main display area features a large blue oval showing "9.71 MST". Below this, there are four input fields: "Finance No." with the value "035222", "Operation ID" with the value "7050", "Local Unit" with the value "00", and "Route No." with the value "000000". A row of buttons is visible: "Begin Tour" (with a clock icon), "Move" (with a double arrow icon), "Out Lunch" (with a clock icon), "In Lunch" (with a clock icon), and "End Tour" (with a house icon). Below these buttons is a "Reset" button (with a circular arrow icon) and an "FAQ" link. A red box highlights the "Begin Tour" button and the "# of minutes" input field below it.



Privacy Act Statement. Your information entered through the Web Time Clock ring application will be used to support all necessary compensation and payroll activities. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1206, and 29 U.S.C. 2601 et seq. Supplying your information is voluntary, but if not provided, your clock ring submissions may not be processed. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to the Equal Employment Opportunity Commission (EEOC) when requested in connection with the investigation of a formal complaint; and to the Merit Systems Protection Board or Office of Special Counsel for the purpose of litigation. For additional information regarding our privacy policies, visit www.usps.com/privacypolicy.

- Employees can change the Operation ID
 - Use "Reset" to restore the employee's assigned base operation number.

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