

January 19, 2024

Mr. Ivan D. Butts President National Association of Postal Supervisors 1727 King St., STE 400 Alexandria, VA 22314-2753 Certified Mail Tracking Number: 70203160000203280297

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Dear Ivan:

This is a follow up to previous correspondence regarding the Postal Service conducting a proof-ofconcept test concerning the use of mobile scanners by bargaining unit employees, in lieu of Hyper Electronic Badge Readers (HEBRs), to complete certain timekeeping entries. The most recent notice was dated April 4, 2023 (enclosed).

The use of scanners for timekeeping entries will be expanded to the Postal Vehicle Service (PVS) operation. Specifically, PVS drivers will use the TC77 scanner to make their required clock rings. The enhancement to the TC77 scanner will be piloted at the PVS operation in the following locations:

- Denver, Colorado Processing and Distribution Center (P&DC)
- Louisville, KY P&DC
- Syracuse, NY P&DC
- Tacoma, WA P&DC
- Athens, GA Sorting and Delivery Center (S&DC)

The PVS drivers are scheduled to begin using the mobile scanners for timekeeping entries on January 20.

Enclosed on compact disc (CD) are the following PVS Timekeeping documents:

- Power Point presentation, *Release 3.35 Beta Kickoff Deck*
- PVS Timekeeping Standard Work Instructions (SWI)
- PVS Timekeeping Move SWI
- PVS Timekeeping Clocking Out
- SV Release 3.35 Notes
- PVS Timekeeping Service Talk

If there are any questions, please contact Robert Ocasio at 813-382-0689.

Sincerely,

Full Shannon R. Richardson Director, Contract Administration (APWU)

Enclosure

475 L'ENFANT PLAZA SW WASHINGTON DC 20260-4101 WWW.USPS.COM

(CA2024-010)



April 4, 2023

Mr. Mark Dimondstein President American Postal Workers Union, AFL-CIO 1300 L Street, NW Washington, DC 20005-4128

Dear Mark:

This is a follow up to the September 3, 2021, and March 24 notifications regarding a proof-of-concept test concerning the use of Mobile Delivery Device (MDD) In-Office Scanners by bargaining unit employees, in lieu of Hyper Electronic Badge Readers (HBERs), to complete certain timekeeping entries.

The use of MDDs for timekeeping will expand to the Field Maintenance Team including Area Maintenance Technicians, Building Equipment Mechanics, and Maintenance Mechanics with nationwide implementation expected to be completed by September.

Please contact Janet Peterson at 202-330-1624 if there are questions concerning this matter.

Sincerely,

Director Labor Relations Policies and Programs



April 4, 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 3, 2021, and March 24 notifications regarding a proof-of-concept test concerning the use of Mobile Delivery Device (MDD) In-Office Scanners by bargaining unit employees, in lieu of Hyper Electronic Badge Readers (HBERs), to complete certain timekeeping entries.

The use of MDDs for timekeeping will expand to the Field Maintenance Team including Area Maintenance Technicians, Building Equipment Mechanics, and Maintenance Mechanics with nationwide implementation expected to be completed by September.

Please contact Bruce Nicholson at 7773 if there are questions concerning this matter.

Sincerely,

Director Labor Relations Policies and Programs



April 4, 2023

Mr. Edmund A. Carley National President United Postmasters and Managers Of America 8 Herbert Street Alexandria, VA 22305-2628

Dear Edmund:

This is a follow up to the September 3, 2021, and March 24 notifications regarding a proof-of-concept test concerning the use of Mobile Delivery Device (MDD) In-Office Scanners by bargaining unit employees, in lieu of Hyper Electronic Badge Readers (HBERs), to complete certain timekeeping entries.

The use of MDDs for timekeeping will expand to the Field Maintenance Team including Area Maintenance Technicians, Building Equipment Mechanics, and Maintenance Mechanics with nationwide implementation expected to be completed by September.

Please contact Bruce Nicholson at 7773 if there are questions concerning this matter.

Sincerely,

James Llo

Director Labor Relations Policies and Programs

bcc:

Mr. Blum Mr. Lloyd (LRPP 2023-38) Ms. Breslin Ms. Dejo-Nicholson Mr. Devine Mr. Hensley Mr. Nicholson Ms. Perron Ms. Richardson Ms. Utterback Mr. Michael Lloyd Mr. Kevin Lafferty Mr. Jason Hewitt Mr. Richard Reedy Ms. Jamieson

Doc. ID: \\Wadchqsxf19\shr\_HQ\_HQ\_CHRO\Labor Relations \NALC LR Policy & Programs\1-Peterson\Clearance\ LRPP 2023-38 MDD Timekeeping--Custodian Pilot\ LRPP 2023-38 MDD Timekeeping--Custodian Pilot expansion ltr to APWU and MAs.docx

LR23:JPeterson:sj:20260-4101: 4/4/2023

## Standard Work Instruction: PVS Timekeeping Clocking Out

Log on to PVSmobile	Clock in using the Time Clock	Clock out using the Time Clock
	Important Steps	Key Points
Symbolie   Scan USPS Badge or type   Einter PVS     Einter EIN   LOGIN     PVS 37.040 (2022-09-04 1303)     Image: Content PVS     Image: Content PVS    <	1 Log on to PVS mobile by entering EIN or scanning badge. 2. Access the Time Clock on either the PVSmobile home screen or Navigation Menu and clock in.	For information on clocking in, please reference the PVS Timekeeping SWI.
Image: Constraint of the constr	<ul> <li>3. To clock out, access the Time Clock again, scan your badge, and select "Out to Lunch" or "End Tour" as the clock ring type. Select "Save".</li> <li>4. Verify that a pop-up confirming the selected clock ring type and TACS time at which the clock ring was saved appears.</li> </ul>	<ul> <li>The "Back" button on the clock ring type selection screen will return the user to the previous screen.</li> <li>The "OK" button on the Time Clock Confirmation pop-up will log the user out of PVSmobile.</li> </ul>
COMPANY WINNER	5. If a situation arises in which you need to log out of PVSmobile without recording your time, you may log out as you normally would, after which you will be automatically taken to the Time Clock. You can then select "Logout Without Recording Time".	<ul> <li>The "Back" button on the clock ring type selection screen will reopen the previous page.</li> <li>For more information on logging out without recording time or recording time after attempting to log out of PVSmobile, please reference the SV 3.35 Release Notes.</li> </ul>

## Standard Work Instruction: PVS Timekeeping Move

Log on to PVSmobile	Navigate to the Time Clock	Scan Badge	Select Move as Clock Ring Type
		Important Steps	Key Points
Image: Contract of the contract	CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	<ol> <li>Log on to PVSmobile and navigate to the Time Clock on the home screen.</li> <li>Scan your badge on the Scan Badge screen.</li> </ol>	<ul> <li>The Move clock ring type of the Time Clock can be accessed in one of two ways:</li> <li>Selecting the Time Clock icon on the home screen.</li> <li>Selecting Time Clock from the Navigation Menu.</li> <li>Select the "Back" button to return to the previous screen.</li> </ul>
O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O	O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O	<ul> <li>3. Select a user role and select "Continue".</li> <li>4. Select the "Move" clock ring type and select "Save".</li> </ul>	<ul> <li>Select the "Back" button to return to the previous screen.</li> <li>If the "Administrative" or "Part-Time" user role is selected, "Out to Lunch' and "In from Lunch" will appear as additional clock ring type options.</li> </ul>
O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O	O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O     O	<ul> <li>5. Operation ID pop-up will appear, then select an Operation ID from the dropdown and select "Save".</li> <li>6. Upon saving, a Time Clock Confirmation pop-up displaying the "Move" clock ring type and TACS time will appear.</li> </ul>	<ul> <li>Selecting the "Cancel" button will display a prompt to confirm the cancellation. Confirming the cancellation will reopen the Clock Ring Type Selection screen. Denying the cancellation will reopen the Operation ID Selection pop-up.</li> <li>Once an Operation ID is selected, the "Save" button will become available for selection. Select this button to save the clock ring information.</li> <li>The time at which the Time Clock selections are saved will be sent to TACS.</li> <li>Select the "OK" button to return to the PVSmobile home screen on the Time Clock Confirmation pop-up.</li> </ul>

January 16, 2024

#### **PVS** Timekeeping

With the Beta deployment of SV Release 3.35 on Tuesday, January 16, 2024, PVSmobile has been enhanced to allow drivers to record their time from their PVSmobile scanner (this feature will be enabled on January 20). This can be accessed by selecting Time Clock from the home screen or the Navigation Menu on PVSmobile or when the driver attempts to log out of PVSmobile.

For Role Section, upon selecting Time Clock in PVSmobile, users will be prompted to scan their badge (Figure 1). They will then be prompted to select their role from the options of Full-Time, Part-Time, and Administrative (Figure 2).

After selecting their role, users will be prompted to select their clock ring type (Figure 3). Once the user selects Save, they will receive a confirmation pop-up notifying them that their selection and the time at which they saved their selection were recorded (Figure 4).

If a user accesses the Time Clock from the PVSmobile home screen or Navigation Menu and selects Move as their clock ring type, the user will receive an additional prompt to select and save an Operation ID (Figure 5). The clock ring selection will not be saved until they select an Operation ID (Figure 6).



For any questions or concerns about this Service Talk, please contact your immediate Supervisor.

## Standard Work Instruction: PVS Timekeeping

Log on to PVSmobile	Scan Badge Select User Role	Select Clock Ring Type Information
	Important Steps	Key Points
Image: Control of the state of th	<ol> <li>Log on to PVSmobile and navigate to the Time Clock on the home screen.</li> <li>Scan your badge on the Scan Badge screen.</li> </ol>	<ul> <li>PVS Timekeeping can be accessed in one of two ways:</li> <li>1. Selecting the Time Clock icon on the home screen.</li> <li>2. Selecting Time Clock from the Navigation Menu.</li> <li>Select the "Back" button to return to the previous screen.</li> </ul>
Image: Contract State     Image: Contract State   Image: Contract State   Image: Contract State   Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     Image: Contract State     I	<ul> <li>3. Select a user role and select "Continue".</li> <li>4. Select a clock ring type and select "Save".</li> </ul>	<ul> <li>Select the "Back" button to return to the previous screen.</li> <li>The options that appear on the clock ring type selection screen vary based the user role selected and whether the Time Clock is accessed by logging out of PVSmobile or not.         <ul> <li>Please see the SV 3.35 Release Notes for further information.</li> </ul> </li> </ul>
Image: Clock 15.15   Select Ring Type   Time Clock Confirmation   More:   Time Clock Confirmation   Begin Tour Time Clock information   recorded successfully.   Time recorded and sent to TACS: 15.15   OK	5. Upon saving, a Time Clock Confirmation pop-up displaying the selected clock ring type and TACS time will appear.	<ul> <li>The time at which the Time Clock selections are saved will be sent to TACS.</li> <li>Select the "OK" button to return to the PVSmobile home screen if "Begin Tour", "In from Lunch" or "Move" are selected as the clock ring type.</li> <li>Select the "OK" button to be logged out of PVSmobile if "Out to Lunch" or "End Tour" are selected as the clock ring type.</li> </ul>

#### SV 3.35 Deployment

We are excited to inform you of the upcoming enhancements to PVSmobile and our various applications. SV Release 3.35 will introduce the ability for PVS drivers to record their time within PVSmobile.

- SVweb Beta Deployment will take place on 1/16/2024.
  - o Only use SVweb Beta link to view and use the new features: <u>SVweb-beta.usps.gov</u>
- PVS Timekeeping will become available to Beta sites on 1/20/2024.

#### **PVS Timekeeping**

PVSmobile has been enhanced to allow drivers to record their time from their scanner. This can be accessed by selecting the Time Clock from the home screen or the navigation menu on PVSmobile or when the driver attempts to log out of PVSmobile.



#### **Role Selection**

Upon selecting Time Clock in PVSmobile, users will be prompted to scan their badge. They will then be prompted to select their role from the options of Full-Time, Part-Time, and Administrative.

© © ● • • • • ■ 06% © 15.01 = PVSmobile	● ○ ■ • • • • ▲ 96% © 15:03 ≡ <b>PVS</b> mobile
Time Clock 15.02 Scan Badge to see Time Clock Options	Time Clock 15.05 Select User Role Full-Time
	Part-Time Administrative
BACK	BACK CONTINUE

#### **Clock Ring Selection**

After selecting their role, users will be prompted to select their clock ring type. The below table shows the options available to the user based on what role they select if they access the Time Clock from either the home screen or the navigation menu:

	Full-Time	Part-Time	Administrative
Begin Tour	Х	Х	Х
Out to Lunch		Х	Х
In from Lunch		Х	Х
Move	Х	Х	Х
End Tour	Х	Х	Х

The below table shows options available when attempting to log out of PVSmobile:

	Full-Time	Part-Time	Administrative
Out to Lunch		Х	Х
End Tour	Х	Х	Х

Once the user selects Save, they will receive a confirmation pop-up notifying them that their selection and the TACS time at which they saved their selection were recorded.

7% 15:09

15.15

Time Clock 15.11 Select Ring Type Begin Tour	Time Clock 15.15 Select Ring Type
Move End Tour	Move Time Clock Confirmatio Begin Tour Time Clock informati recorded successfully. Time recorded and sent to TACS
BACK SAVE	OK

#### Move

If a user accesses the Time Clock from the PVSmobile home screen or navigation menu and selects Move as their clock ring type, the user will receive an additional prompt to select and save an Operation ID. They can select from the following options:

- Back to Base
- Stewards Time
- Steward Time, Clerk
- EEO
- Training Vehicle Services

If Move is selected as the clock ring type, the clock ring selection will not be saved until they select Save on this additional prompt.



#### Logout Without Recording Time

When a user attempts to log out of PVSmobile, they will be navigated to the Time Clock and prompted to record their time before logging out. When the Time Clock is accessed this way, an additional button will be present on the clock ring selection screen titled "Logout Without Recording Time", which gives users the option to log out of PVSmobile without recording their time. Upon selecting this button, the user will be prompted to confirm that they would like to log out of PVSmobile without recording their time. If the user selects Confirm, they will be logged out of PVSmobile.

● ± ± ± ••• ● ● • • • ↓ 100 € 1221 = PVSmobile Time Clock 12.36 Scan Badge to see Time Clock Options	● ∠ ∠ ∠ ● 0 ● • • ↓ 100% 0 1222 ■ PVSmobile Time Clock 12.38 Scan Badge to see Time Clock Options		
		Logout Are you sure you wa recording your time? Cancel	nt to log out with
BACK LOOPUT WITHOUT RECORDING TIME		BACK	LOGOUT WITHOUT RECORDING TIME

#### Additional Updates

- **Route-Trip Information Column:** When a user accesses the Door Information page on SVweb, the Door Information table will now correctly display the Route-Trip Information column.
- **Duplicate Extra Trips:** Previously, there was an occasional issue where SV would allow for two extra trips with the same Route, Trip, and Operation Date to be created, causing the creation of duplicate extra trips. Now, the creation of duplicate extra trips will not be allowed by SV.
- Missing Placard Barcodes on Handling Unit Scans Screen: Previously, there was an occasional issue where barcodes for placards that were nested to and later consolidated would be missing from the table on the Handling Unit Scans screen within the SVweb Nesting Metrics page. Now, barcodes for placards that were nested to and later consolidated will correctly display on the Handling Unit Scans screen of the SVweb Nesting Metrics page.
- Machines in Bin Status: Previously, there was an occasional issue where machines with a bin range of 0-1 would not appear in the "Choose Location" dropdown in the Bin Status page on SVweb. Now, all machines with a bin range of 0-1 will appear in the dropdown.



# Release 3.35 Beta Kickoff

January 2024

PLEASE MUTE YOUR PHONES



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## **SV Release 3.35 Deployment Timeline**





## **Release 3.35 Beta Site Introduction**

Region	Division	Site Name	Site ID	In Attendance
Atlantic Logistics	New England Logistics	SYRACUSE (NY) P&DC	130	
<b>Central Logistics</b>	Lakeshores Logistics	LOUISVILLE (KY) P&DC	400	
Southern Logistics	Southeast Logistics	ATHENS GA S&DC	SD306	
Westpac Logistics	Pacific NW Logistics	TACOMA P&DC	983	
Westpac Logistics	Western Logistics	DENVER (CO) P&DC	800	



#### **Beta Test Site Overview**

#### What is a Beta Test site?

It is important to understand the value and importance of being a "Beta Test Site". These are predetermined sites that will test new enhancements and upgraded functionality prior to these being deployed to all other sites nationally, so that any functionality issues can be detected and corrected prior to national deployment. Beta Test Sites are normally asked to remain a test site for three rounds of testing before a new group of test sites is determined.

#### What is the Beta Test site process?

- Beta Test Sites receive an invite to the "Kick Off" call.
- Beta Test Sites are required to have a minimum of one representative from their site attend the "Kick Off" call and can have as many representatives from their site as they would like
- Sites receive a "live" firsthand review of the new enhancement functionality and have a chance to ask questions related to the Release.
- Beta Test Sites then receive the enhancements and upgrades and all documentation related to the Release first, before it is released nationally to all sites.
- Beta Test Sites will then test the new functionality
- Beta Test Sites attend the "Beta Feedback" call, and should have a minimum of one site representative on the call
- Beta Test Sites report directly to the Team any encountered functionality issues, make suggestions for improvements, ask additional questions.



## [NEW] PVS Timekeeping - Navigation

PVSmobile has been enhanced to now allow drivers to record their time from their scanner. The new Timekeeping feature can be accessed by selecting Time Clock from the home screen or the Navigation Menu on PVSmobile. It will also automatically open when a driver attempts to log out of PVSmobile.



## [NEW] PVS Timekeeping – User Role and Ring Type

After logging into PVSmobile, users will see a Time Clock icon on the home screen. Time Clock can also be accessed from the Navigation Menu. When the user selects the Time Clock they will be prompted to scan their badge. The user will then select their role: either Full-Time, Part-Time, or Administrative. Depending on the selected role, various Ring Types will be available. 'Begin Tour,' 'Move,' and 'End Tour' are available for all user types. 'Out to Lunch' and 'In from Lunch' are available for Part-Time and Administrative Users.



Part-Time/Administrative Ring Types

## [NEW] PVS Timekeeping – Ring Type

Upon selecting a Ring Type, the following pop-ups appear:

- Begin Tour: 'Time Clock Confirmation' is displayed and user is navigated back to the home screen after selecting 'Ok'
- In from Lunch: 'Time Clock Confirmation' is displayed and user is navigated back to the home screen after selecting 'Ok'
- Out to Lunch: 'Time Clock Confirmation' is displayed and user is logged out of the device after selecting 'Ok'
- End Tour: 'Time Clock Confirmation' is displayed and user is logged out of the device after selecting 'Ok'





## [NEW] PVS Timekeeping – Move Ring Type

Upon selecting a Ring Type – **Move**, the following options appear:

 Move: 'Operation ID' statement appears, and user must select the operation prior to saving. Once saved, 'Time Clock Confirmation' is displayed and user is navigated back to the home screen after selecting 'Ok'



## [NEW] PVS Timekeeping

Logout Without Recording Time

 If a user attempts to log out of PVSmobile without accessing PVS Timekeeping first, an additional button will be present on the clock ring screen titled 'Logout Without Recording Time.' This gives users the option to logout of PVSmobile without recording their time. Upon selecting this button, the user will be prompted to confirm they would like to logout without recording time. Selecting 'Confirm' logs the user out.





#### **PVS Timekeeping Service Talk**

#### Service Talk – PVS Timekeeping

January 16, 2024

**PVS** Timekeeping

With the Beta deployment of SV Release 3.35 on Tuesday, January 16, 2024, <u>EVSmobile</u> has been enhanced to allow drivers to record their time from their <u>EVSmobile</u> scanner (this feature will be enabled on January 20). This can be accessed by selecting Time Clock from the home screen or the Navigation Menu on <u>EVSmobile</u> or when the driver attempts to log out of <u>EVSmobile</u>.

For Role Section, upon selecting Time Clock in <u>EVSmobile</u>, users will be prompted to scan their badge (Figure 1). They will then be prompted to select their role from the options of Full-Time, Part-Time, and Administrative (Figure 2).

After selecting their role, users will be prompted to select their clock ring type (Figure 3). Once the user selects Save, they will receive a confirmation pop-up notifying them that their selection and the time at which they saved their selection were recorded (Figure 4).

If a user accesses the Time Clock from the <u>EVSmobile</u> home screen or Navigation Menu and selects Move as their clock ring type, the user will receive an additional prompt to select and save an Operation ID (Figure 5). The clock ring selection will not be saved until they select an Operation ID (Figure 6).

= PVSeeble	= PVSmettr	= PVSmith	= PVSmile	= PVSnath	= PVSmith
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Figure 1	Figure 2	Figure 3	Figure 4	Figure 5	Figure 6

A PVS Timekeeping Service Talk will be available in the SVweb Document Library > 14. Transportation/PVS Service Talks > PVS Timekeeping for users' reference. The service talk includes an overview and screenshots of the Time Clock application.

#### **PVS Timekeeping SWIs**







SWI: PVS Timekeeping

SWI: PVS Timekeeping Move Ring Type

#### SWI: PVS Timekeeping Clocking Out

Three SWIs will be available for PVS Timekeeping in the SVweb Document Library > 14. Transportation/PVS Service Talks > PVS Timekeeping



# **Enhancements Demonstration**

#### **Ensuring Scanner is Updated**

Please ensure your scanners have received the update using the below steps:



Enter PVSmobile, verify that application version 3.8.0-0 displays at the bottom of the login screen, log into PVSmobile.



Open the Navigation Menu and select Settings, select Device Information.



Scroll to the bottom of the Device Information screen, verify that PVS displays application version 3.8.0-0 and CSS displays version 2.5.0-0.



If you experience any technical issues during the Beta deployment, please contact IT Service Desk.

Advise ITSD that your site is participating in Release 3.35 Beta testing.



ITSDSupport@usps.gov



# (1-800-877-7435)

Select option 4 for Technical Support, and say "Surface Visibility"