



August 8, 2024

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AUG 18 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 intends to transition offices, that currently utilize the Timecard feature in the Time and Attendance Collection System (TACS), to Time Clock. The purpose of this change is to provide a more consistent timekeeping experience across the organization and to improve reporting capabilities.

The first phase will be to transition all HQ and HQ-related offices, including the Inspection Service, from Timecard to Time Clock on September 24, 2024 for PP 21-024 week 1.

Employees currently receiving automated work hours in TACS will have the "auto-clock" feature enabled when the office converts to Time Clock. This will ensure clock rings are automatically generated by the TACS system daily.

Employees currently recording their work hours manually on a timecard will continue to record individual clock rings but will utilize one of several electronic methods to record the clock rings. Individual sites with employees that need to record clock rings will be contacted to determine the best method for the site.

Timekeepers will be notified, along with their managers, with instructions on how to complete the required training course in HERO and directed to submit a change in access in ARIS following the transition.

Please contact Paulita Wimbush at extension 4042 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "BA Nicholson", with a long horizontal stroke extending to the right.

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs