



May 22, 2024

RECEIVED
MAY 24 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 information, the Postal Service is establishing an *Enterprise Resource Management System* (eRMS) training for Lead Clerks to perform their assigned leave entry responsibilities.

The course will be available in a web-based training (WBT) directly through the Postal Service's learning portal (HERO).

The eRMS Lead Clerk course provides an overview on entering, editing, and removing leave as directed by supervisors.

The enclosed compact disc contains an electronic copy of 6504 eRMS Lead Clerk Course.

Please contact Lindsey A. Butler at extension 7194 if you have any 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

Enclosure

Slide 1 - Title

Title

HELP

InfoCurrentSlide

Enterprise Resource Management System (eRMS) Lead Clerk Role Training

Module 1: Valid Leave Requests

Navigation icons: Home, Play/Pause, Volume, CC, TOC

Slide notes

Welcome to Enterprise Resource Management System (eRMS) Lead Clerk Role,

Module 1: Valid Leave Requests.

Slide 2 - Help

The screenshot shows a window titled "Course Assistance" with a close button in the top right corner. The window is divided into two main sections: "Accommodations and Support" on the left and "Course Resources" on the right. The "Accommodations and Support" section contains four paragraphs of text providing instructions on how to get help, including contact information for local managers, IT helpdesks, and employee development offices. The "Course Resources" section contains three green buttons: "Four Questions Job Aid", "Reports Job Aid", and "Supervisor Message Types". At the bottom of the "Course Resources" section is a "Return" button. At the bottom of the "Accommodations and Support" section is a "Help page on Blue" button.

Course Assistance

Accommodations and Support

If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.

If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.

For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.

For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.

The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.

Course Resources

Four Questions Job Aid

Reports Job Aid

Supervisor Message Types

Return

Help page on Blue

Slide notes

Slide 3 - Navigation Instructions

The screenshot shows a presentation slide titled "Navigation Instructions". At the top left, the title "Navigation Instructions" is displayed. At the top right, there are three buttons: "HELP", a close button (X), and a button labeled "\$\$cpInfoCurrentSlide\$\$". A dashed line connects the "HELP" button to the text "Help and Resources".

In the center of the slide, there is a horizontal row of five buttons: a circular arrow (Replay Slide), a play button (Play / Pause Course), a speaker icon (Mute / Unmute Course Audio), "CC" (Show / Hide Closed Captions), and "TOC" (Show / Hide Table of Contents). Dashed lines connect these buttons to their respective labels: "Play / Pause Course" above the play button, "Show / Hide Closed Captions" above the "CC" button, "Replay Slide" below the circular arrow button, "Mute / Unmute Course Audio" below the speaker icon, and "Show / Hide Table of Contents" below the "TOC" button.

At the bottom left, there is a left arrow button with the text "Back to Previous Slide" next to it. At the bottom right, there is a right arrow button with the text "Continue to Next Slide" next to it, and a "CONTINUE" button.

At the very bottom of the slide, there is a navigation bar containing five buttons: a circular arrow, a play/pause button, a speaker icon, "CC", and "TOC".

Slide notes

Slide 4 - User Information

The screenshot shows a presentation slide titled "User Information". The slide content includes instructions for optimizing the learning experience. The interface includes a title bar with "User Information", "HELP", and window control buttons. A bottom control bar contains a back arrow, a "CONTINUE" button, and icons for refresh, pause, play, CC, and TOC.

User Information

HELP

InfoCur
rentSlide

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal, and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

CONTINUE

CC TOC


Slide notes

Slide 5 - Objectives

Objectives
HELP
\$\$\$cpInfoCur
rentSlide\$\$\$

By the end of the module, you should be able to:

- Log into the eRMS application.
- Follow the process to enter leave entries in eRMS for paper PS Forms 3971s, *Request for or Notification of Absence*, submitted for approved leave requests.



◀
CONTINUE

↺
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🔊
CC
TOC

Slide notes

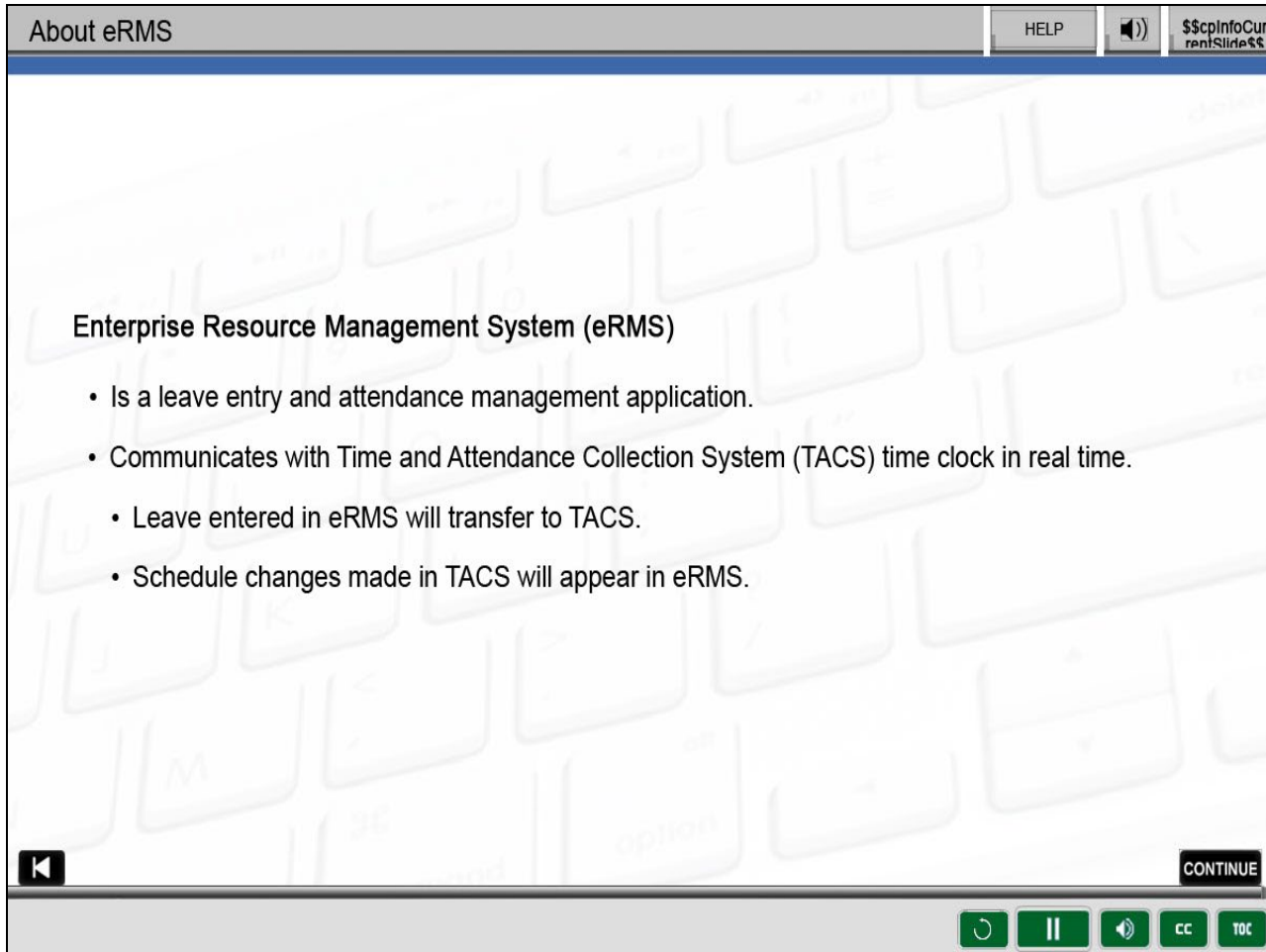
By the end of this module, you should be able to log into the eRMS application,

follow the process to enter leave entries in eRMS for paper PS Forms 3971s,

Request for or Notification of Absence, submitted for approved leave requests.

This module will discuss single-day entries.

Slide 6 - About eRMS

The image shows a screenshot of a presentation slide within a software interface. The slide title is "About eRMS". The main content is a bulleted list describing the Enterprise Resource Management System (eRMS). The interface includes a "HELP" button, a speaker icon, and a "CONTINUE" button. At the bottom, there are navigation controls: a back arrow, a refresh icon, a pause icon, a volume icon, and buttons labeled "CC" and "TOC". The background of the slide features a faint watermark of a computer keyboard.

About eRMS

HELP

InfoCurrentSlide

Enterprise Resource Management System (eRMS)

- Is a leave entry and attendance management application.
- Communicates with Time and Attendance Collection System (TACS) time clock in real time.
- Leave entered in eRMS will transfer to TACS.
- Schedule changes made in TACS will appear in eRMS.

CONTINUE

CC TOC

Slide notes

Enterprise Resource Management System (eRMS) is a leave entry and attendance management application.

Attendance issues as unscheduled absences affect almost every aspect of the Postal Service.

Entering leave properly in eRMS is necessary for effective attendance management.

It will save you time and benefit the Postal Service financially.

eRMS provides a variety of reports to assist in managing attendance.

eRMS and Time and Attendance Collection System (TACS) communicate with each other in near real time.

Leave entered in eRMS for all time clock offices will transfer to TACS.

Schedule changes entered in TACS will appear in eRMS.

Time card offices need to ensure leave entries are made in a timely manner in both applications.

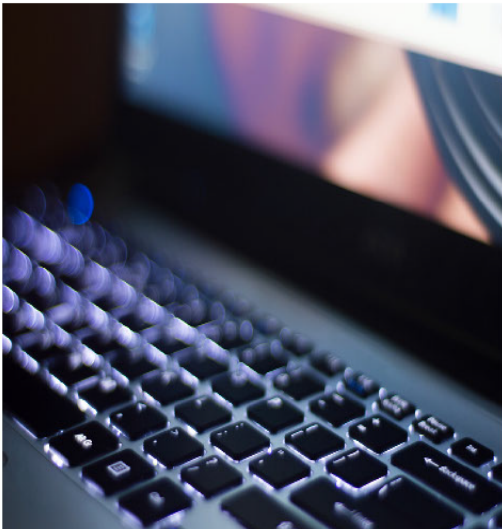
Slide 7 - eRMS Security Requirements

eRMS Security Requirements

HELP

\$\$\$cpInfoCur
rentSlide\$\$\$

- eRMS data is sensitive.
- Users MUST log out of eRMS if they will be away from their computer or application for a while.
- Only print reports when necessary.
 - To view a report on screen, toggle between the eRMS module and the Acrobat Reader report by holding down the <ALT> key and using the <TAB>.
- Keep printed reports secure.



CONTINUE

◀ ▶ ⏪ ⏩ 🔊 CC TOC

Slide notes

eRMS data is sensitive. Every effort must be made to safeguard eRMS access and information.

It is mandatory that all users log out of the eRMS application when not using it or if called away from the computer.

As much as possible, avoid printing hardcopy reports.

If you run a report and wish to refer to it onscreen, you can toggle back and forth

between the eRMS module and the Acrobat Reader report by holding down

the Alt key and the Tab key to move from icon to icon.

When you print reports,

make certain you keep them secure.

Do not leave them at the printer. Shred them prior to discarding.

Slide 8 - Accessing eRMS

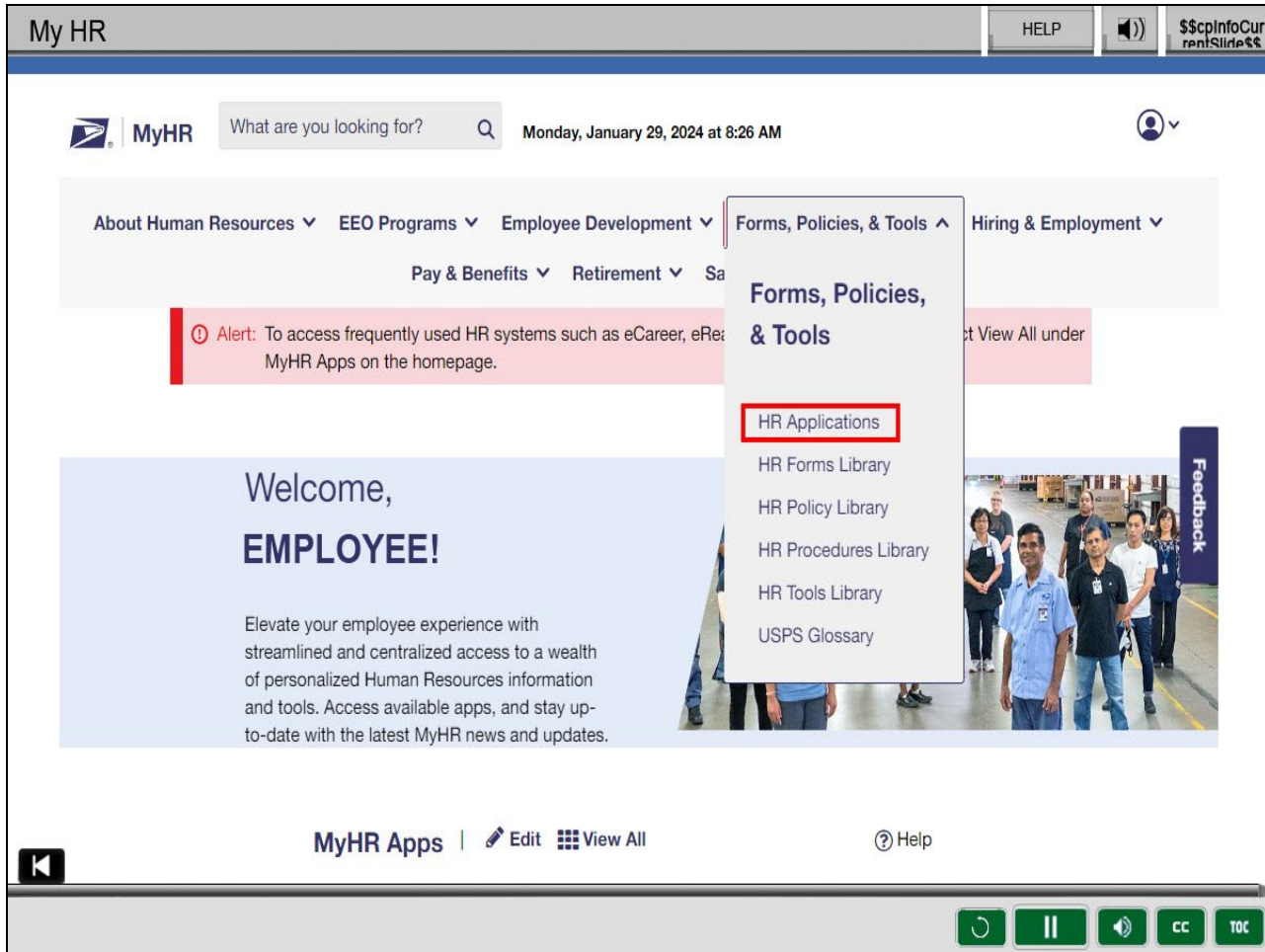
The screenshot shows the Blue United States Postal Service website interface. At the top, there is a navigation bar with 'Home', 'My Work', 'MyHR' (highlighted with a red box), and 'Inside USPS'. The date 'Monday, January 29, 2024' is displayed on the right. Below the navigation bar, there are several content sections: 'Essential links' and 'Featured topics' on the left; a 'Link' section with a featured article 'This California retiree collects – and returns – old postcards'; a 'Have you visited the new MyHR Website?' section with a video thumbnail; and an 'Electric Vehicle and Charging Infrastructure Launch' section. On the right side, there is a search bar and a dropdown menu for 'All Departments/Functions' with various options like 'Board of Governors', 'Postmaster General', etc. The bottom of the slide contains a navigation bar with icons for back, forward, and other controls.

Slide notes

As a lead clerk, you may be tasked with entering supervisor-approved leave as part of your job duties.

To log into eRMS, the system of record for all leave entries, go to the “MyHR” tab on the Blue USPS page.

Slide 9 - My HR



Slide notes

From the MyHR screen, select "Forms, Policies, & Tools," then select "HR Applications" from the drop-down.

Slide 10 - Applications Library Page

Slide notes

From this screen, use the radio buttons to filter the Category by “Pay & Benefits”

and the Access Type by “Blue Only.”

This will minimize the options to search through.

Select the “Visit” link for “Enterprise Resource Management System (eRMS).”

This will take you to the eRMS Home page.

For faster access in the future, select the star icon next to favorites to add it

to your MyHR Apps on the MyHR Home screen.

Note: Another option for accessing the eRMS Home page is to type “e-R-M-S”

in the address bar of the Blue Page, then select “Enter” on your keyboard.

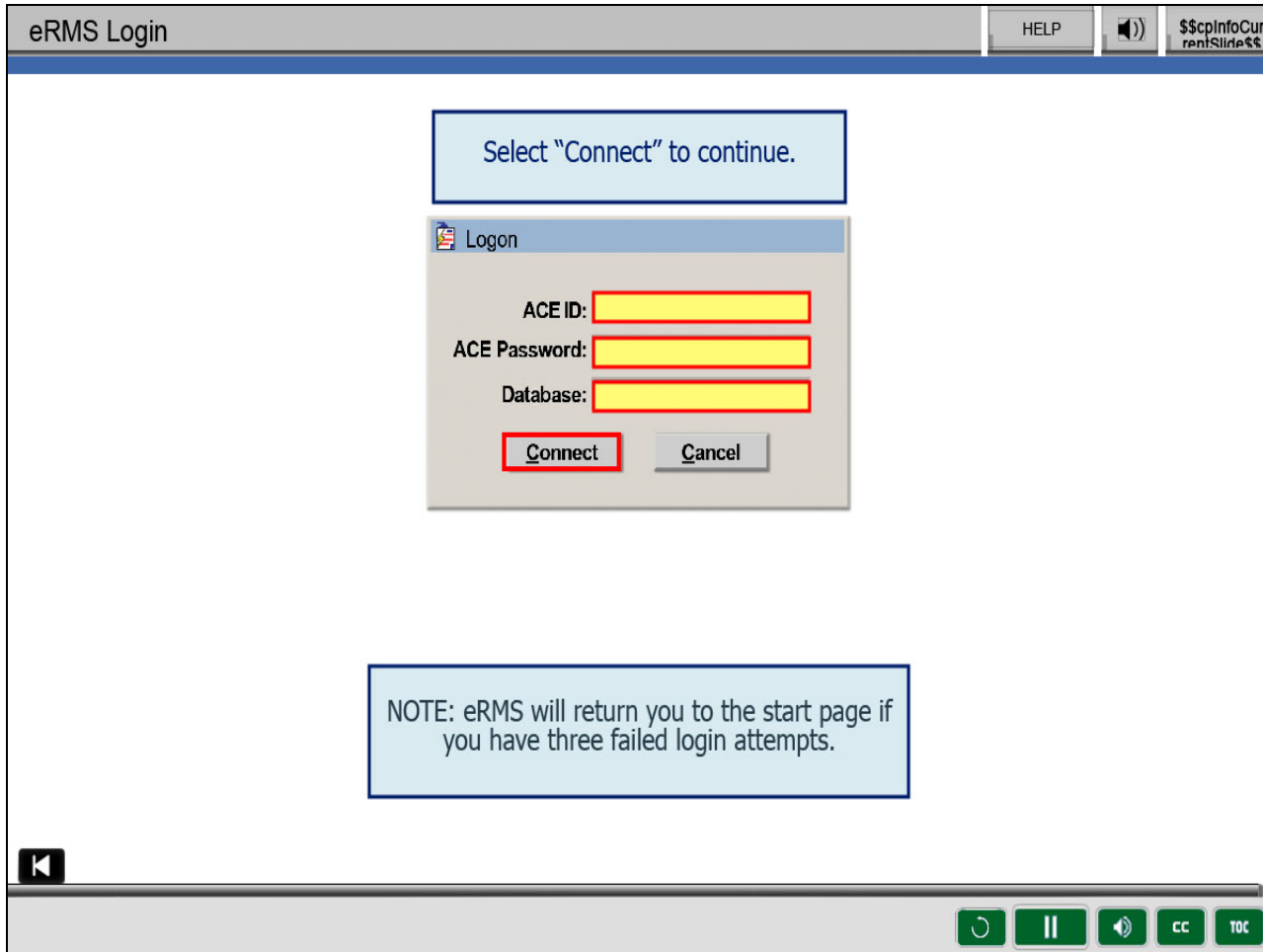
Slide 11 - Start eRMS Link

The screenshot shows the eRMS (Enterprise Resource Management System) webpage. At the top, it features the United States Postal Service logo and navigation tabs for Home, My Work, My Life, and Inside USPS. The date is Tuesday, February 7, 2023. On the left sidebar, under the 'eRMS' section, the 'Start eRMS' link is highlighted with a red rectangular box. The main content area displays a large 'eRMS' logo and a red 'ATTENTION' banner. The banner text reads: 'ATTENTION ATTENTION ATTENTION ATTENTION' followed by 'TACS/eRMS PRD Unix Weekly Patching will be 02/10 - Friday from 03:30am-08:00am (CST). If users have connected to TACS/eRMS server that is getting patched, will get disconnected. Users can re-login without any error.' Below this, there are links for 'Question about eRMS?' and 'eRMS Help page Click Here.' A red 'Restricted Information' warning is also visible at the bottom of the main content area. The slide navigation controls at the bottom include a back arrow, a 'CONTINUE' button, and icons for refresh, pause, volume, and other controls.

Slide notes

Select "Start eRMS" link located on the left side of the eRMS webpage.

Slide 12 - eRMS Login



Slide notes

Enter your ACE ID into the first field on the screen and tab to enter your ACE password.

Tab to enter the database name.

Note: The eRMS database field is e-r-m-s number-number.

The numbers are the same numbers you use to log into TACS.

Also note that eRMS will return you to the start page if you have three failed login attempts.

Select "Connect."

Slide 13 - Computer System Warning

The screenshot shows a presentation slide titled "Computer System Warning". At the top right of the slide are buttons for "HELP", a speaker icon, and "InfoCurrentSlide". The main content is a window titled "USPS Computer System Security" with the following text:

United States Postal Service Computer System
WARNING!
FOR OFFICIAL USE ONLY ...

This is a US Government computer system and is intended for official and other authorized use only. Unauthorized access or use of the system may subject violators to administrative action, civil, and/or criminal prosecution under the US Criminal Code (Title 18 USC 1030).

All info on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. You have no expectations of privacy regarding monitoring of this system.

Any authorized or unauthorized use of this computer system signifies consent to and compliance with Postal Service policies and their terms.

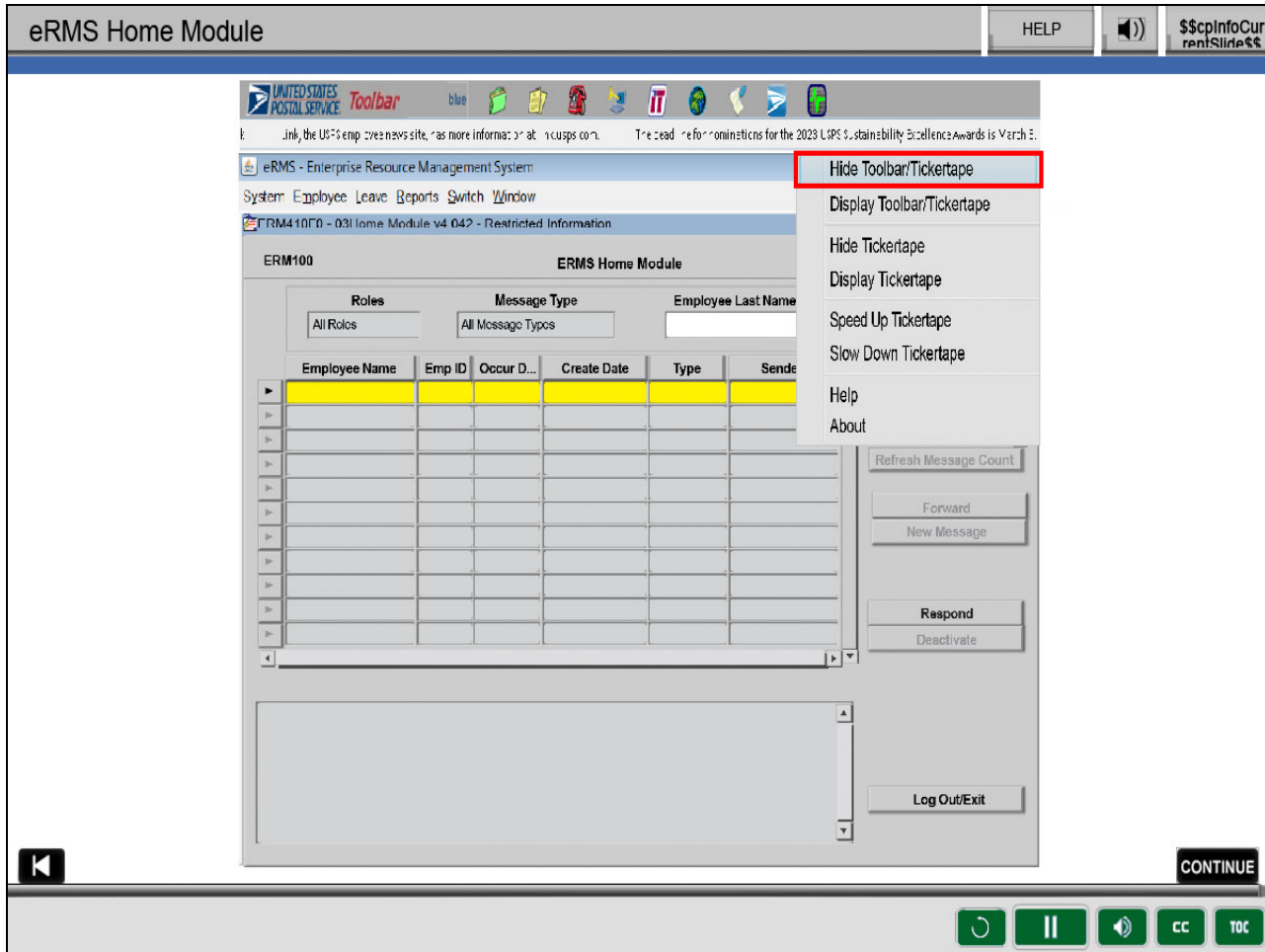
At the bottom of the dialog box are two buttons: "I agree with these conditions" (highlighted with a red border) and "I do not agree with these conditions".

At the bottom of the slide are navigation controls: a back arrow, a "CONTINUE" button, and icons for refresh, pause, volume, CC, and TOC.

Slide notes

To continue, you must agree with the conditions stated on the USPS Computer Security Warning.

Slide 14 - eRMS Home Module



Slide notes

The Home Module appears every time you log into eRMS

and each time you switch to eRMS from TACS.

If the ACE tickertape is scrolling across the top of your computer screen

when you log into eRMS, it will interfere with your ability to access the drop-down menus.

To hide the tickertape, right-click on it, and select “Hide Toolbar Tickertape.”


Slide 15 - Leave Entries

Leave Entries

HELP

InfoCurrent

Now we will discuss timekeeping for supervisor-approved leave entries for paper PS Form 3971s, *Request for or Notification of Absence*, submitted by an employee for advanced leave request.



The screenshot shows a web portal for the United States Postal Service. The main content area features a large red banner with the text: "ATTENTION ATTENTION ATTENTION ATTENTION". Below this, it states: "TACS/eRMS PRC (Unix Weekly Patching) will be 02:10 - Friday from 03:30pm-08:00am (CST)". A secondary message says: "If users have connected to TACS/eRMS server that is going patched, will get disconnected. Users can relogin without any error." The left sidebar contains a navigation menu with items like "Home", "My Work", "My Life", "Inside USPS", and "Partner Portal".

CONTINUE

Navigation icons: back, play, volume, CC, TOC

Slide notes

Now we will discuss timekeeping for supervisor-approved leave entries for paper PS Form 3971s, *Request for or Notification of Absence*, submitted by an employee for advanced leave request.

Slide 17 - Single Day Leave Request 2

Single Day Leave Request 2

HELP [Speaker Icon] \$\$cpInfoCur rentSlide\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Red Box] Finance #: [Red Box]

Employee Name: [Red Box] Pay Location: [Red Box]

Level: [Red Box] Step: [Red Box] Type: [Red Box] EOD Date: [Red Box]

Clear Find

Select "Find" to continue.

January 2023

Sat Sun Mon Tue Wed Thu Fri Sat Sun

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Print 3972

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Employee Balance

PayRoll S/L Bal:	0.00	PayRoll A/L Bal:	0.00	26PP Work Hrs:	0.00	90 Days U S:	0
eRMS S/L YTD:	0.00	eRMS A/L Bal:	0.00	Last U.S. (Days):	0	180 Days U S:	0
eRMS S/L Bal:	0.00	eRMS SLDC YTD:	0.00	#FLMA on File:	0	365 Days U S:	0
Total COP Days:	0	eRMS FMLA YTD:	0.00			Messaging U S:	0
		SRV Mem FMLA YTD:					

Deems Desirable

Documentation Required Date From: [Red Box] Date Through: [Red Box]

Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Back Arrow] [Refresh] [Pause] [Play] [CC] [TOC]

Slide notes

You could enter the Employee Identification Number (EIN) and hit Enter, but Tom's EIN is wrong on his PS 3971. In this case, use the Find function.

To use the Find function, select the "Find" button.

Slide 18 - Single Day Leave Request 3

Slide notes

Enter the employee’s last name and first name, or any portion of either one.

Using the Find function is a good instance of less is more.

Try entering only the first three letters of the last and first name, and let the computer find the full name.

In this case, enter “S-M-I” for Smith and “T” for Thomas.

Note: If you enter “T-O-M,” the system will not find “Thomas.”

Select “Find.”

Slide 20 - Single Day Leave Request 5

Slide notes

You will be returned to the Leave Management screen populated with Tom’s leave history.

The calendar displays two months: the current month and the previous month.

You can view additional months by clicking the double arrow button located on each side of the calendar screen.

This allows you to review prior months and future months.

Note: All leave is color-coded and/or notated according to the legend below the calendar.

Select the date 02/23/2023 on the calendar and select the “Add” button.

Slide 21 - Single Day Leave Request 6

The screenshot displays a web application interface for a 'Single Day Leave Request 6'. At the top, there are navigation buttons for 'HELP', a speaker icon, and '\$\$cpInfoCur rentSlide\$\$'. The main content area shows a window titled 'United States Postal Service - Restricted Information' with a sub-window 'ERM410F0 - Leave Management v4 042 - Restricted Information'. The 'Employee Information' section includes fields for Employee ID (148-1238), Finance # (14-0282 Activation Heights L), Employee Name (Smith, Thomas G.), Pay Location (F13 Window Clerk), Level (06), Step (0), Type (FTR), and EOD Date (01/17/1998). Below this is a calendar view for January and February 2023, with dates 1, 8, 15, 22, and 29 in January marked as 'SDO'. A pop-up dialog box titled 'eRMS - 0424' is centered on the screen, containing a warning icon and the text 'Would you like to have a confirmation number for this entry?' with 'Yes' and 'No' buttons. A blue callout box with the text 'Select "No" to continue.' points to the 'No' button. The bottom of the application window features a navigation bar with icons for back, forward, and other controls.

Slide notes

A pop-up message will display, “Would you like to have a confirmation number for this entry?”

Select “Yes” or “No” appropriately, but remember that if you select “Yes,”

an email will be sent to anyone with the supervisor role for Tom’s pay location.

Select the “No” button to continue.

Slide 22 - Single Day Leave Request 7

Single Day Leave Request 7

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System: Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 0481238 Finance #: 04280 Activation Rights L

Employee Name: Smith, Thomas G. Pay Location: 012 Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Lv Details Print 3971

January 2023							February 2023						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7:00 Leave Type:

Total Reg Hrs: 8.00 Details Thru: 15:50 3971Cmts:

Submitted: 02/02/2023 0800 No Call Received: Yes No

Schedule:

BT: 7:00 Is your absence a result of a job related condition? Yes No

OL: 11:00 Is this leave FMLA? Yes No

IL: 11:50 Are you requiring documentation for this absence? Scheduled? Yes No

ET: 15:50

Cancel Continue

Select "Continue" to continue.

[Navigation Icons]

Slide notes

Enter Submitted date and time, 02/02/2023 at 0800.

Select "Continue."

Slide 23 - Four Questions

Four Questions
HELP
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rentSlide\$\$\$

United States Postal Service - Restricted Information

System: Employee Leave Reports Switch Window

ERM410FD - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 0481238 Finance #: 4080 Activation Rights L

Employee Name: Smith, Thomas G. Pay Location: 012 Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7:00 Leave Type: [dropdown]

Total Reg Hrs: 8.00 Details Thru: 15:50 3971Cmts: [dropdown]

Submitted: 02/02/2023 09:00 No Call Received: Yes No

Schedule:

BT: 7:00

OL: 11:00

IL: 11:50

ET: 15:50

Is your absence a result of a job related condition? Yes No

Is this leave FMLA? Yes No

Are you requiring documentation for this absence? Yes No

Scheduled? Yes No

Select "No" to continue.

Cancel
Continue
Select FMLA Case
Close

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TOC

Slide notes

Now you will need to answer four questions in the order they appear.

Select the "Yes" or "No" radio buttons.

Refer to the Four Questions Job Aid on the Help page for more information.

Select the "No" button to answer the first question,

"Is your absence a result of a job-related condition?"

Slide 24 - Question Two Response

Question Two Response

HELP [Speaker Icon] \$\$\$InfoCurrentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 1481128 Finance #: 14-020 Activation Rights L

Employee Name: Smith, Thomas G. Pay Location: 013 Window Clerk

Level: 08 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

January 2023							February 2023						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/29/2023 Thru: 02/29/2023 Time: 7.00 Leave Type: [Dropdown]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT ICD

Submitted: 02/02/2023 0800 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Select "No" to continue.

Cancel Save Select FMLA Case Close

Chg View Print 3972 Add Edit Deny Remove

[Navigation Icons]

Slide notes

As you answer the four questions, notice that the PS 3971 comments box is updated automatically to reflect the responses.

Select "No" to answer the second question, "Is this leave FMLA?"

Slide 25 - Question Three Response

Question Three Response

HELP [Speaker Icon] \$InfoCurrentSlide

United States Postal Service - Restricted Information

System: Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: [Redacted] Activation Rights L

Employee Name: Smith, Thomas G. Pay Location: [Redacted] Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

January 2023							February 2023						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7.00 Leave Type: [Redacted]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT ICC NOT FMLA

Submitted: 02/02/2023 0900 No Call Received: Yes No

Schedule:

BT: 7.00

OL: 1:00

IL: 1:50

ET: 15.50

Is your absence a result of a job related condition? Yes No

Is this leave FMLA? Yes No

Are you requesting documentation for this absence? Yes No

Scheduled? Yes No

Select "No" to continue.

Cancel Save Select FMLA Case Close

Chg View Print 3972 Add Edit Deny Remove

Navigation: [Back] [Home] [Pause] [Next] [CC] [TOC]

Slide notes

Select "No" to answer the third question,

"Are you requesting documentation for this absence?"

Slide 26 - Question Four Response

Question Four Response

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 5481228 Finance #: 4-020 Activation Heights L

Employee Name: Smith, Thomas G. Pay Location: FJ Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7.00 Leave Type: [Dropdown]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT ICD NOT FMLA

Submitted: 02/02/2023 0800 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Save Select FMLA Case Close

Chg View

Print 3972

Add Edit Deny Remove

Select "Yes" to continue.

[Navigation Icons]

Slide notes

Select "Yes" to answer the fourth question, "Scheduled?"

Slide 27 - Single Day Leave Request 8

Single Day Leave Request 8
HELP
\$\$\$InfoCur
rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 5481228 Finance #: 4-020 Activation Rights L

Employee Name: Smith, Thomas G. Pay Location: 013 Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

January 2023							February 2023						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Chg View

Print 3972

Add

Edit

Deny

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7.00 Leave Type: ▼

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT ICD NOT FMLA

Submitted: 02/02/2023 C800 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Save Select FMLA Case

Select the Leave Type drop-down menu button to continue.

⏪ ⏩ ⏸ ⏹ ⏶

Slide notes

When you answer “Yes” to the last question, “Scheduled?”

the “Leave Type” drop-down menu becomes available.

Select the button to the right of the Leave Type field,

and a list of leave types appears derived from your responses

to the questions and the employee’s leave balance.

Slide 28 - Single Day Leave Request 9

Slide notes

If the employee does not have sufficient leave balances to cover the request, the Leave Type associated with the insufficient leave balance will not be displayed.

However, the eRMS application has been designed to accommodate an employee who has requested and been granted Advanced Sick Leave.

Even if the employee does not have a sufficient sick leave balance, sick leave will be displayed as a leave option.

Select "OK."

Slide 29 - Single Day Leave Request 10

Single Day Leave Request 10

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 54811238 Finance #: 14-0302 Action Heights L

Employee Name: Smith, Thomas G. Pay Location: FJ Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4 SDO	5	6					1 SDO	2	3
7	8 SDO	9	10	11 SDO	12	13	4	5 SDO	6	7	8 SDO	9	10
14	15 SDO	16	17	18 SDO	19	20	11	12 SDO	13	14	15 SDO	16	17
21	22 SDO	23	24	25 SDO	26	27	18	19 SDO	20	21	22 SDO	23	24
28	29 SDO	30	31				25	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7.00 Leave Type: 056-00 SICK LEAVE - REGULAR

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT IC0 NOT FMLA

Submitted: 02/02/2023 C800 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Save

Chg View

Print 3972

Add Edit Deny Remove Lv Details Print 3971

Select "Save" to continue.

[Navigation Icons]

Slide notes

Select "Save."

Slide 30 - Printing One-Day 3971 Request

Printing One-Day 3971 Request

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 14811238 Finance #: 14020 Action Heights L

Employee Name: Smith, Thomas G. Pay Location: FJ Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

Chg View

Print 3972

Add Edit

Deny

Remove

Lv Details

Print 3971

TACS

Close

CONTINUE

Legend: Sched Unsched

Report Submitted

Report Submitted. Check Report Queue

OK

Cancel Save Select FMLA Case

BT: 7.00 OL: 11.00 IL: 11.50 ET: 15.50

Is your absence a result of a job related condition? Yes No

Is this leave FMLA? Yes No

Are you requiring documentation for this absence? Yes No

Scheduled? Yes No

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 7.00 Leave Type: [Dropdown]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT ICID NOT FMLA

Submitted: 02/02/2023 0800 No Call Received: Yes No

Schedule:

Day	Start	End	Time	Type
Sat	1	8:00	8:00	SDO
Sun	2	8:00	8:00	SDO
Mon	3	8:00	8:00	SDO
Tue	4	8:00	8:00	SDO
Wed	5	8:00	8:00	SDO
Thu	6	8:00	8:00	SDO
Fri	7	8:00	8:00	SDO
Sat	8	8:00	8:00	SDO
Sun	9	8:00	8:00	SDO
Mon	10	8:00	8:00	SDO
Tue	11	8:00	8:00	SDO
Wed	12	8:00	8:00	SDO
Thu	13	8:00	8:00	SDO
Fri	14	8:00	8:00	SDO
Sat	15	8:00	8:00	SDO
Sun	16	8:00	8:00	SDO
Mon	17	8:00	8:00	SDO
Tue	18	8:00	8:00	SDO
Wed	19	8:00	8:00	SDO
Thu	20	8:00	8:00	SDO
Fri	21	8:00	8:00	SDO
Sat	22	8:00	8:00	SDO
Sun	23	8:00	8:00	SDO
Mon	24	8:00	8:00	SDO

Slide notes

A pop-up will display, "Report Submitted. Check Report Queue."

If the PS 3971 provided by the employee is sufficient, you will not need to print another one.

If you do not have a sufficient or accurate 3971,

proceed to the Report Queue to print the 3971 that was generated based on your entries.

Slide 31 - Knowledge Check Instructions


Knowledge Check Instructions

HELP

\$\$\$InfoCur
rentSlide\$\$\$

Now, test your knowledge of what you have learned in this module.

Select the correct answer and select the "Submit" button. You have three attempts to answer each knowledge check question correctly.



CONTINUE

◀ ▶ ⏪ ⏩ 🔊 CC TOC

Slide notes

Slide 32 - Knowledge Check 1

Knowledge Check 1

Which of the following is the correct path to log into eRMS?
Select the best answer.

- A. Go to Blue; My Life; and eRMS
- B. Go to Blue; My Work; Enterprise Data Warehouse; and eRMS.
- C. Go to Blue; MyHR; Forms, Policies, & Tools; HR Applications; and eRMS.
- D. Go to MyHR; My Life; and eRMS.

Incorrect. To log into eRMS, go to Blue; MyHR; Forms, Policies, & Tools; HR Applications; and eRMS.
Select "NEXT" to proceed.

SUBMIT

Slide notes

Slide 33 - Knowledge Check 2

Knowledge Check 2

On the Leave Management screen, you can enter the Employee Identification Number (EIN) to display the employees's information. What's another way you can locate the employee's information? Use the _____ function.

Fill in the blank with the best answer.

A. Add

B. Edit

★ C. Find

D. Review

Incorrect. You can use the Find function to location the employee's information.

Select "NEXT" to proceed.

◀

SUBMIT

Slide notes

Slide 34 - Knowledge Check 3

Knowledge Check 3

How do you select the row with the name you wish to choose on the Find Employee screen?

Select the best answer.

- A. Click on the Employee Name.
- B. Click on the Leave Type column.
- C. Enter the Employee Identification Number (EIN).
- D. Select the carat in front of the row with the employee name.

Incorrect. Select the carat in front of the row with the employee name.
Select "NEXT" to proceed.

SUBMIT

Slide notes

Slide 35 - Knowledge Check 4

Knowledge Check 4

All leave is color-coded and/or notated according to the _____.

Select the best answer.

- A. Employee Information section.
- B. Leave Request tab.
- ★ C. Legend below the calendar.
- D. Message on the eRMS Home Module.

Incorrect. All leave is color-coded and/or notated according to the legend below the calendar.

Select "NEXT" to proceed.

◀

SUBMIT

Slide notes

Slide 36 - Credit and Completion

The screenshot shows a presentation window titled "Credit and Completion". The window has a title bar with "HELP", a close button, and a "InfoCurrentSlide" icon. The main content area contains the following text:

You have completed Module 1: Valid Leave Requests.
Please return to the learning portal and review Modules 2 through 6 to complete the *Enterprise Resource Management System (eRMS) Lead Clerk Role* training.

Close this window by selecting Exit or by pressing <Alt+F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

At the bottom center of the slide is a blue button with the text "EXIT". In the bottom right corner of the slide, there is a green button with the text "TOC". A navigation arrow is visible in the bottom left corner of the slide area.

Slide notes

Slide 1 - Title

The slide features a background image of a modern office interior with a large blue clock in the foreground. The clock face is semi-transparent, showing the numbers 1 through 12. In the background, three people (two men and one woman) are standing and talking near a desk. The text is overlaid on the image in a bold, green, sans-serif font. The main title is 'Enterprise Resource Management System (eRMS) Lead Clerk Role Training' and the subtitle is 'Module 2: Leave Entries'. The slide is framed by a grey border with a 'Title' label in the top left, a 'HELP' button and a speaker icon in the top right, and a 'CC' and 'TOC' button in the bottom right.

Title

HELP

InfoCurrentSlide

Enterprise Resource Management System (eRMS) Lead Clerk Role Training

Module 2: Leave Entries

CC TOC

Slide notes

Welcome to Enterprise Resource Management System (eRMS) Lead Clerk Role,

Module 2, Leave Entries.

Slide 2 - Help

The screenshot shows a window titled "Course Assistance" with a close button in the top right corner. The window is divided into two main sections. The left section is titled "Accommodations and Support" and contains four paragraphs of text. The right section is titled "Course Resources" and contains three green buttons: "Four Questions Job Aid", "Reports Job Aid", and "Supervisor Message Types". At the bottom of the right section is a "Return" button. At the bottom of the left section is a "Help page on Blue" button.

Course Assistance

Accommodations and Support

If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.

If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.

For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.

For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.

The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.

Course Resources

Four Questions Job Aid

Reports Job Aid

Supervisor Message Types

Return

Help page on Blue

Slide notes

Slide 3 - Navigation Instructions

The slide is titled "Navigation Instructions" and features a central control panel with five buttons: a circular arrow (Replay Slide), a play button (Play / Pause Course), a speaker icon (Mute / Unmute Course Audio), "CC" (Show / Hide Closed Captions), and "TOC" (Show / Hide Table of Contents). A dashed line from the "HELP" button in the top right corner points to the text "Help and Resources". At the bottom left, a back arrow button is labeled "Back to Previous Slide". At the bottom right, a "CONTINUE" button is labeled "Continue to Next Slide". A secondary control bar at the very bottom of the slide contains icons for Replay, Play/Pause, Mute, CC, and TOC.

Slide notes

Slide 4 - User Information

The screenshot shows a presentation slide titled "User Information". The slide content includes instructions for optimizing the learning experience. The interface features a top bar with "User Information", "HELP", and window control icons. A bottom bar contains a "CONTINUE" button and navigation icons (back, forward, home, search, TOC).

User Information

HELP

InfoCur
rentSlide

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal, and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

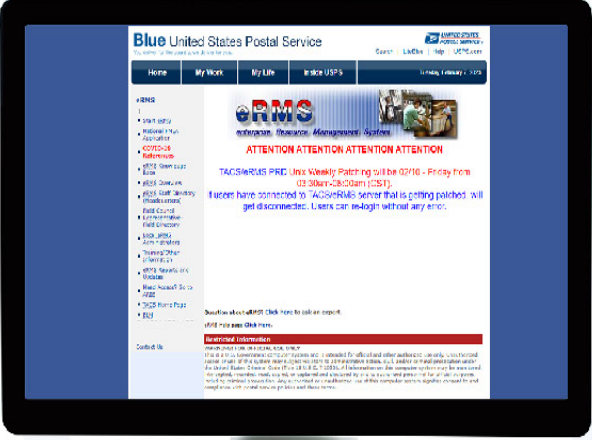
CONTINUE

Navigation icons: back, forward, home, search, TOC

Slide notes

Slide 5 - Objective

Objective
HELP
InfoCur rentSlide



By the end of the module, you will be able to:

Follow the process to enter leave entries in eRMS for paper PS Form 3971's, *Request for or Notification of Absence*, submitted for advanced leave requests for:

- Single day FMLA entries
- Multiple day leave entries

◀
CONTINUE

↺
⏸
🔊
CC
TOC

Slide notes

Upon completion of this module, you will be able to follow the process to enter leave entries in eRMS for paper PS Form 3971's, *Request for or Notification of Absence*, submitted for advanced leave requests for FMLA entries and multiple day leave entries.

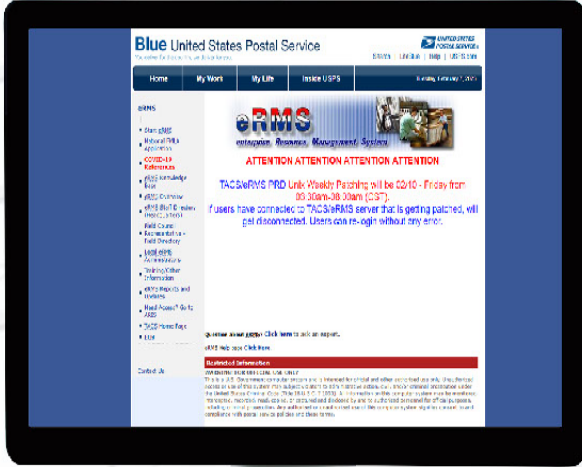
Slide 6 - Introduction - Single Day FMLA Requests

Introduction - Single Day FMLA Requests

HELP

\$\$\$cpInfoCur
rentSlide\$\$\$

Now that you've learned how to enter single day leave requests, you are ready to continue timekeeping with leave entries for paper PS Form 3971's, Request for or Notification of Absence, submitted for FMLA or multiple day leave requests.



CONTINUE

Navigation icons: back, play/pause, volume, CC, TOC

Slide notes

Now that you've learned how to enter single day leave requests, you are ready to continue timekeeping with leave entries for paper PS Form 3971's, *Request for or Notification of Absence*, submitted for FMLA or multiple day leave requests.

Slide 7 - Single Day FMLA Request 1

Slide notes

At 0800 on February 1st, 2023, Jalyn submitted a PS 3971 requesting eight hours of FMLA protected Sick Leave for February 24th, 2023.

Select "Leave Management" from the "Leave" drop-down menu.

Slide 8 - Single Day FMLA Request 2

Single Day FMLA Request 2

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 12341234 Finance #: _____
Employee Name: _____ Pay Location: _____
Level: _____ Step: _____ Type: _____ EOD Date: _____

Clear
Find

Chg View
Print 3972

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Employee Balance

PayRoll S/L Bal:	0.00	PayRoll A/L Bal:	0.00	26PP Work Hrs:	0.00	90 Days U S:	0
eRMS S/L YTD:	0.00	eRMS A/L Bal:	0.00	Last U.S. (Days):	0	180 Days U S:	0
eRMS S/L Bal:	0.00	eRMS SLDC YTD:	0.00	#FLMA on File:	0	365 Days U S:	0
Total COP Days:	0	eRMS FMLA YTD:	0.00			Messaging U S:	0
		SRV Mem FMLA YTD:					

Deems Desirable
Documentation Required Date From: _____ Date Through: _____

Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

Select <Enter> on your keyboard to continue.

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

On the Leave Management screen, enter Jalyn’s EIN.

For training purposes the EIN has been entered for you.

Select <Enter> to continue.

Slide 9 - Single Day FMLA Request 3

Single Day FMLA Request 3

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: 94282 Arthur Heights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View

Print 3972

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6 SDO					1	2	3 SDO
7 SDO	8	9	10	11	12	13 SDO	4 SDO	5	6	7	8	9	10 SDO
14 SDO	15	16	17	18	19	20 SDO	11 SDO	12	13	14	15	16	17 SDO
21 SDO	22	23	24	25	26	27 SDO	18 SDO	19	20	21	22	23	24 SDO
28 SDO	29	30	31				25 SDO	26	27				

Select "Add" to continue.

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Approved

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>			<input checked="" type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Back] [Refresh] [Pause] [Speaker] [CC] [TOC]

Slide notes

Jalyn's information populates.

Select the date of Jalyn's leave and select "Add."

Slide 10 - Single Day FMLA Request 4

Single Day FMLA Request 4

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: 9481238 Finance #: 16282 Action Rights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Select "No" to continue.

January 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6
7 SDO	8	9	10	11	12	13
14 SDO	15	16	17	18	19	20
21 SDO	22	23	24	25	26	27
28 SDO	29	30	31			

eRMS - 0424

Would you like to have a confirmation number for this entry?

Yes No

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave

Leave Date: Thru: Time: Leave Type:

Total Reg Hrs: Details Thru: 3971Cmts:

Submitted: No Call Recalvad: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition?

OL: 11.00 Is this leave FMLA?

IL: 11.50 Are you requiring documentation for this absence?

ET: 15.50 Scheduled?

Cancel Continue Select FMLA Case

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

At the pop-up message "Would you like to have a confirmation number for this entry?"

Select "No."

Slide 11 - Single Day FMLA Request 5

Single Day FMLA Request 5

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: 194282 Address: Heights, L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Lv Details Print 3971 S Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type: [Redacted]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: [Redacted]

Submitted: 02/01/2023 08.00 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Continue Select FMLA Case

Select "Continue" to continue.

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6 SDO					1	2	3 SDO
7 SDO	8	9	10	11	12	13 SDO	4 SDO	5	6	7	8	9	10 SDO
14 SDO	15	16	17	18	19	20 SDO	11 SDO	12	13	14	15	16	17 SDO
21 SDO	22	23	24	25	26	27 SDO	18 SDO	19	20	21	22	23	24 SDO
28 SDO	29	30	31				25 SDO	26	27	28			

Navigation: [Back] [Home] [Pause] [Next] [CC] [TOC]

Slide notes

Enter the Submitted date and time and select "Continue" to answer the four questions.

Slide 12 - Question One Response

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [redacted] Finance #: 164282 Anderson Heights L

Employee Name: Doe, Jalyln T. Pay Location: 012 Windows Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type: [dropdown]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: [dropdown]

Submitted: 02/01/2023 08.00 No Call Received: [checkbox] Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Continue Select FMLA Case

Select "No" to answer the first question.

Slide notes

Select the "No" button to answer the first question,

"Is your absence a result of a job-related condition?"

Slide 13 - Question Two Response

Question Two Response

HELP \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: Finance #: 194282 Address: Heights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Details 3971 CS Close

Legend: **Sched** **Unsched** **SDO** **Holiday** **FMLA** **Multi-Leav** **Light Duty** **D - Denied** * - Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type:

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT IOD

Submitted: 02/01/2023 08.00 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Continue Select FMLA Case

Select "Yes" to answer the second question.

Slide notes

When you answer "Yes" to "Is this leave FMLA,"
the FMLA case selection screen appears.

Slide 14 - Existing FMLA Case

Existing FMLA Case

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

ERM410F0 - Select FMLA Case v4 042 - Restricted Information

Employee Information

Employee ID: [Field] Finance #: [Field]

Employee Name: DOE, JALYN T. Pay Location: [Field]

Select an existing FMLA Case

Request Case#	Action Date Date	Action Date From	Action Date Through	Status	Category	Condition
▶ 01000058862	15-FEB-2023	15-FEB-2023	01-MAR-2023	Pending	*****	*
▶						
▶						
▶						
▶						

Request a new FMLA Case

Category

- ▶ 1 Serious Health (Self)
- ▶ 2 Serious Health (Child/Spouse/Parent)
- ▶
- ▶
- ▶
- ▶

Condition

- ▶ 0 None Specified
- ▶
- ▶
- ▶
- ▶
- ▶

Save

Close

CONTINUE

[Navigation Icons]

Slide notes

If this leave was for an existing FMLA case, you would select the radio button for “Select an existing FMLA Case” and then highlight the appropriate case.

Slide 15 - New FMLA Request

New FMLA Request

HELP

\$\$\$cpInfoCur rentSlide\$\$

ERM410F0 - Select FMLA Case v4 042 - Restricted Information

Employee Information

Employee ID: [text box] Finance #: [text box]

Employee Name: DOE, JALYN T. Pay Location: [text box]

Select an existing FMLA Case

Request Case#	Date	Action Date From	Action Date Through	Status	Category	Condition
01000058862	15-FEB-2023	15-FEB-2023	01-MAR-2023	Pending	*****	*

Select "Request a new FMLA Case" radio button to continue.

Request a new FMLA Case

Category

- 1 Serious Health (Self)
- 2 Serious Health (Child/Spouse/Parent)
-
-
-
-

Condition

- 0 None Specified
-
-
-
-
-

Save

Close

Navigation icons: back, refresh, pause, play, CC, TOC

Slide notes

Since it's not an existing FMLA case, select the radio button associated with "Request a New FMLA Case."

Slide 16 - Selecting FMLA Category

Slide notes

Select a category by selecting the carat in front of the appropriate category.

If the absence is related to a serious health condition for the employee’s self, you would select option 1 Serious Health (Self).

If the absence is related to a serious health condition of the employee’s child, spouse, or parent, you would select option 2, “Serious Health (Child/spouse/parent.)

Select “Serious Health (Self).”

Slide 17 - None Specified Response 1

None Specified Response 1

HELP [Speaker Icon] \$InfoCur rentSlide\$

ERM410F0 - Select FMLA Case v4 042 - Restricted Information

Employee Information

Employee ID: [Field] Finance #: [Field]

Employee Name: DOE, JALYN T. Pay Location: [Field]

Select an existing FMLA Case

Request Case#	Action Date Date	Action Date From	Action Date Through	Status	Category	Condition
01000058862	15-FEB-2023	15-FEB-2023	01-MAR-2023	Pending	*****	*

Request a new FMLA Case

Category	Condition
1 Serious Health (Self)	0 None Specified
2 Serious Health (Child/Spouse/Parent)	

Select "0 None Specified" to continue.

Save Close

[Navigation Icons]

Slide notes

As a lead clerk, the options for "condition" are not available to you.

Select "0 None Specified" for Condition .

Slide 18 - None Specified Response 2

None Specified Response 2

HELP [Speaker Icon] \$InfoCurrentSlide

ERM410F0 - Select FMLA Case v4 042 - Restricted Information

Employee Information

Employee ID: [Text Box] Finance #: [Text Box]

Employee Name: DOE, JALYN T. Pay Location: [Text Box]

Select an existing FMLA Case

Request Case#	Action Date Date	Action Date From	Action Date Through	Status	Category	Condition
▶ 01000058862	15-FEB-2023	15-FEB-2023	01-MAR-2023	Pending	*****	*
▶						
▶						
▶						
▶						

Request a new FMLA Case

Category	Condition
▶ 1 Serious Health (Self)	▶ 0 None Specified
▶ 2 Serious Health (Child/Spouse/Parent)	▶
▶	▶
▶	▶
▶	▶
▶	▶

Select "Save" to continue.

Save Close

◀ [Refresh] [Pause] [Speaker Icon] CC TOC

Slide notes

Select "Save" to continue.

Slide 19 - None Specified Response 3

None Specified Response 3

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - Select FMLA Case v4 042 - Restricted Information

Employee Information

Employee ID: [Field] Finance #: [Field]

Employee Name: DOE, JALYN T. Pay Location: [Field]

Select an existing FMLA Case

Request Case#	Action Date Date	Action Date From	Action Date Through	Status	Category	Condition
01000058862	15-FEB-2023					

Select "OK" to continue.

eRMS - 0400

Save Successful.

OK

Request a new FMLA Case

Category	Condition
1 Serious Health (Self)	0 None Specified
2 Serious Health (Child/Spouse/Parent)	

Save

Close

[Navigation Icons]

Slide notes

Select "OK" to continue.

Slide 20 - Questions Three and Four Responses

Questions Three and Four Responses

HELP [Speaker Icon] \$\$\$InfoCur rent\$1rta\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56871238 Finance #: 16282 Attention Heights L
Employee Name: Doe, Jalyn T. Pay Location: 812 Window Clerk
Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View Print 3972

Legend: Sched Unshed SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type:
Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT IOD, FMLA LEAVE, DOC REG
Submitted: 02/01/2023 08.00 No Call Received: Yes No
Schedule:
BT: 7.00 Is your absence a result of a job related condition? Yes No
OL: 11.00 Is this leave FMLA? Yes No
IL: 11.50 Are you requiring documentation for this absence? Yes No
ET: 15.50 Scheduled? Yes No

Cancel Continue Select FMLA Case

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Questions Three and Four Responses

HELP [Speaker Icon] \$\$\$InfoCur rent\$1rta\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56871238 Finance #: 16282 Attention Heights L
Employee Name: Doe, Jalyn T. Pay Location: 812 Window Clerk
Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View Print 3972

Legend: Sched Unshed SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type:
Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT IOD, FMLA LEAVE, DOC REG
Submitted: 02/01/2023 08.00 No Call Received: Yes No
Schedule:
BT: 7.00 Is your absence a result of a job related condition? Yes No
OL: 11.00 Is this leave FMLA? Yes No
IL: 11.50 Are you requiring documentation for this absence? Yes No
ET: 15.50 Scheduled? Yes No

Cancel Continue Select FMLA Case

Select "Yes" to continue.

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Since a new FMLA case requires medical documentation as support,
the requiring documentation question automatically populates.

Answer the remaining question, "Scheduled?" Select "Yes" to continue.

Slide 21 - FMLA Leave Type Menu

FMLA Leave Type Menu

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: 194282 Address: Heights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Legend: Sched Unsched SDO Holiday FMLA Multi

Add/Edit Leave

Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type: [Redacted]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT IOD, FMLA LEAVE, DOC REG

Submitted: 02/01/2023 08.00 No Call Received: [] Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? []

OL: 11.00 Is this leave FMLA? []

IL: 11.50 Are you requiring documentation for this absence? []

ET: 15.50 Scheduled? []

Cancel Continue Select FMLA Case

Select the "Leave Type" drop-down menu to continue.

January 2023							February 2023						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6 SDO					1	2	3 SDO
7 SDO	8	9	10	11	12	13 SDO	4 SDO	5	6	7	8	9	10 SDO
14 SDO	15	16	17	18	19	20 SDO	11 SDO	12	13	14	15	16	17 SDO
21 SDO	22	23	24	25	26	27 SDO	18 SDO	19	20	21	22	23	24 SDO
28 SDO	29	30	31				25 SDO	26	27	28			

Slide notes

Select the "Leave Type" drop-down menu to continue.

Slide 22 - FMLA Sick Leave

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [REDACTED] Finance #: 19282 Adverse Rights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View Print 3972

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave

Add/Edit Leave

Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type: [REDACTED]

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmt:

Submitted: 02/01/2023 08.00 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Find OK Cancel

Select "OK" to continue.

Slide notes

From the "Leave Type" drop-down menu,

notice the list of leave types are all coded FMLA.

Select the "056-99 Sick Leave", then select "OK" to continue.

Slide 23 - FMLA Sick Leave Cont.

FMLA Sick Leave Cont.

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: 19282 Address Rights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Lv Details TACS Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/22/2023 Thru: 02/22/2023 Time: 7.00 Leave Type: 056-99 SICK I FAVF - FAMIL Y MFDICAI I FAVF

Total Reg Hrs: 8.00 Details Thru: 15.50 3971Cmts: NOT IOD, FMLA LEAVE, DOC REG

Submitted: 02/01/2023 08.00 No Call Received: Yes No

Schedule:

BT: 7.00 Is your absence a result of a job related condition? Yes No

OL: 11.00 Is this leave FMLA? Yes No

IL: 11.50 Are you requiring documentation for this absence? Yes No

ET: 15.50 Scheduled? Yes No

Cancel Save Select "Save" to continue.

January 2023							February 2023						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6 SDO					1	2	3 SDO
7 SDO	8	9	10	11	12	13 SDO	4 SDO	5	6	7	8	9	10 SDO
14 SDO	15	16	17	18	19	20 SDO	11 SDO	12	13	14	15	16	17 SDO
21 SDO	22	23	24	25	26	27 SDO	18 SDO	19	20	21	22	23	24 SDO
28 SDO	29	30	31				25 SDO	26	27	28			

Slide notes

Select "Save" to continue.

Slide 24 - FMLA HRSSC Submission

The screenshot displays the 'FMLA HRSSC Submission' application window. At the top, there are navigation buttons: 'HELP', a speaker icon, and '\$\$cpInfoCur rentSlide\$\$'. The main window contains a sub-window titled 'United States Postal Service - Restricted Information' and another titled 'ERM410F0 - Leave Management v4 042 - Restricted Information'. The 'ERM410F0' window shows employee information for 'Doe, Jalyn T.' with Level: 09, Step: N, Type: FTR, Finance #: 194282, and Pay Location: 812 Winston Clarke. Below this is a calendar view for January and February 2023. A pop-up message box is centered over the calendar, displaying 'eRMS - 0415' and 'FMLA Request message generated.' with an 'OK' button highlighted in a red box. A blue callout box points to the 'OK' button with the text 'Select "OK" to continue.' The interface includes a legend for leave types: Sched (blue), Unshed (red), SDO (yellow), Holiday (green), FMLA (orange), Multi-Leave (purple), Light Duty (grey), D - Denied (black), Admin Act (white), and P - Pending (light blue). The 'Add/Edit Leave' section shows 'Leave Date: 02/22/2023' through '02/22/2023', 'Time: 7.00' to '15.50', and 'Leave Type: 056-99 SICK I FAVF - FAMIL Y MFDICAI I FAVF'. The 'Submitted' date is '02/01/2023' at '08.00'. A 'Print 3972' button is located on the right side of the window. At the bottom of the application window, there are navigation controls: a back arrow, a refresh icon, a pause icon, a speaker icon, and buttons for 'CC' and 'TOC'.

Slide notes

The FMLA request will be sent to the FMLA specialists at the Human Resources Shared Services Center (HRSSC) in Greensboro, North Carolina, so they can begin to process the case.

Select "OK" to the pop-up indicating "FMLA Request message generated."

Slide 25 - eRMS Home Module Return

eRMS Home Module Return

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: 94282 Arthur Heights L

Employee Name: Doe, Jalyn T. Pay Location: 012 Window Clerk

Level: 09 Step: N Type: FTR EOD Date: 02/01/1997

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Lv Details Print 3971 TACS

Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Approved

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	056-99 SICK LEAVE - FAMILY MEDICAL	8.00	<input checked="" type="checkbox"/>	02/22/2023	8.00	02/22/2023	15.50	02/01/2023 8.00	ERMS006	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Donoid Leave is Shown in Red

Select "Close" to continue.

Calendar: January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	5	6 SDO					1	2	3 SDO
7 SDO	8	9	10	11	12	13 SDO	4 SDO	5	6	7	8	9	10 SDO
14 SDO	15	16	17	18	19	20 SDO	11 SDO	12	13	14	15	16	17 SDO
21 SDO	22	23	24	25	26	27 SDO	18 SDO	19	20	21	22	23	24 SDO
28 SDO	29	30	31				25 SDO	26	27	28			

Navigation: [Back] [Refresh] [Pause] [Play] [CC] [TOC]

Slide notes

The scheduled leave will appear in bright green.

Select "Close" to return to the eRMS Home Module.


Slide 26 - Leave Entries - Multi-Day Leave Requests

Leave Entries - Multi-Day Leave Requests

HELP

InfoCurrentSlide

Next, let's look at processing a supervisor-approved PS Form 3971 submitted by an employee for multi-day leave request.



CONTINUE

Navigation icons: back, forward, search, CC, TOC

Slide notes

Next, let's look at processing a supervisor-approved PS Form 3971 submitted by an employee for multi-day leave request.

Slide 27 - Multi-Day Leave Request 1

Multi-Day Leave Request 1
HELP
\$\$cpInfoCur
rentSlide\$\$

◀

↻
⏸
🔊
CC
TOC

Slide notes

Howard requested 80 hours of Annual Leave for 03/18/2023 to 03/31/2023.

His scheduled days off for those two weeks are Sunday and Wednesday

for week 1 and Sunday and Thursday for week 2.

Select "Leave Management" on the Leave drop-down menu to continue.

Slide 28 - Multi-Day Leave Request 2

Multi-Day Leave Request 2

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window
ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 12312312 Finance #:
Employee Name: Pay Location:
Level: Step: Type: EOD Date:

Calendar: January 2023 February 2023
Legend: Sched (blue) Unshed (red) SDO (yellow) Holiday (green) FMLA (purple) Multi-Leav (orange) Light Duty (grey) D - Denied (white) * - Admin Act (white) P - Pending (white)

Employee Information | Leave Summary | Leave Request | HRM Authorization | FMLA Summary

Employee Balance

PayRoll S/L Bal:	0.00	PayRoll A/L Bal:	0.00	26PP Work Hrs:	0.00	90 Days U S:	0
eRMS S/L YTD:	0.00	eRMS A/L Bal:	0.00	Last U.S. (Days):	0	180 Days U S:	0
eRMS S/L Bal:	0.00	eRMS SLDC YTD:	0.00	#FLMA on File:	0	365 Days U S:	0
Total COP Days:	0	eRMS FMLA YTD:	0.00			Messaging U S:	0
		SRV Mem FMLA YTD:					

Deems Desirable
Documentation Required Date From: Date Through:

Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

Select <Enter> on your keyboard to continue.

[Navigation Icons]

Slide notes

For training purposes, the EIN has been entered for you.

Select <Enter> to continue.

Slide 29 - Multi-Day Leave Request 3

Multi-Day Leave Request 3

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56811238 Finance #: 9-0302 Adreton Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Clear
Find

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28										

Select "March 18" to continue.

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Employee Balance

PayRoll S/L Bal:	47.18	PayRoll A/L Bal:	151.30	26PP Work Hrs:	2072.04	90 Days U S:	0
eRMS S/L YTD:	0.00	eRMS A/L Bal:	151.30	Last U.S. (Days):	0	180 Days U S:	0
eRMS S/L Bal:	47.18	eRMS SLDC YTD:	0.00	#FLMA on File:	0	365 Days U S:	0
Total COP Days:	0	eRMS FMLA YTD:	0.00			Messaging U S:	0
		SRV Mem FMLA YTD:	0.00				

Deems Desirable
Documentation Required Date From: Date Through:

Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

[Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Select March "18th" on the calendar.

Slide 30 - Multi-Day Leave Request 4

Multi-Day Leave Request 4

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window
ERM410F0 - Leave Management v4.042 - Restricted Information

Employee Information
Employee ID: 54811238 Finance #: 14-0302 Arkansas Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

<< February 2023 March 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - AdmIn Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Employee Balance

PayRoll S/L Bal:	47.18	PayRoll A/L Bal:	151.30	26PP Work Hrs:	2072.04	90 Days U S:	0
eRMS S/L YTD:	0.00	eRMS A/L Bal:	151.30	Last U.S. (Days):	0	180 Days U S:	0
eRMS S/L Bal:	47.18	eRMS SLDC YTD:	0.00	#FLMA on File:	0	365 Days U S:	0
Total COP Days:	0	eRMS FMLA YTD:	0.00			Messaging U S:	0
		SRV Mem FMLA YTD:	0.00				

Deems Desirable
Documentation Required Date From: Date Through:

[Navigation Icons]

Slide notes

Hold the <Shift> key down and select March "31st" on the calendar.

The entire block of dates will be highlighted on the Leave Management screen.

Slide 31 - Multi-Day Leave Request 5

Multi-Day Leave Request 5

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window
ERM410F0 - Leave Management v4.042 - Restricted Information

Employee Information
Employee ID: 5881238 Finance #: 19-0302 Arkansas Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

<< February 2023 March 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unshed SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - AdmIn Act P - Pending

Employee Information Leave Summary Leave
Employee Balance
PayRoll S/L Bal: 47.18 PayRoll A/L Bal: 151.30
eRMS S/L YTD: 0.00 eRMS A/L Bal: 151.30 Last U.S. (Days): 0 180 Days U S: 0
eRMS S/L Bal: 47.18 eRMS SLDC YTD: 0.00 #FLMA on File: 0 365 Days U S: 0
Total COP Days: 0 eRMS FMLA YTD: 0.00 Messaging U S: 0
SRV Mem FMLA YTD: 0.00

Deems Desirable
Documentation Required Date From: Date Through:

Select the "Add" button to continue.

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Select "Add" to continue.

Slide 32 - Multi-Day Leave Request 6

Multi-Day Leave Request 6

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window
ERM410F0 - Leave Management v4.042 - Restricted Information

Employee Information
Employee ID: 5881238 Finance #: 19-0287 Arkansas Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

February
Sat Sun Mon Tue Wed Thu Fri
4 5 SDO 6 7 8 9 10
11 12 SDO 13 14 15 16 17
18 19 SDO 20 21 22 23 24
25 26 SDO 27 28 29 30 31

eRMS - 0424
! Would you like to have a confirmation number for this entry?
Yes No

Select "No" to continue.

Legend: Sched Unsched S
- AdmIn Act P - Pending

Employee Information		Leave Summary		Leave Request		HRM Authorization		FMLA Summary	
Employee Balance									
PayRoll S/L Bal:	47.18	PayRoll A/L Bal:	151.30	26PP Work Hrs:	2072.04	90 Days U S:	0		
eRMS S/L YTD:	0.00	eRMS A/L Bal:	151.30	Last U.S. (Days):	0	180 Days U S:	0		
eRMS S/L Bal:	47.18	eRMS SLDC YTD:	0.00	#FLMA on File:	0	365 Days U S:	0		
Total COP Days:	0	eRMS FMLA YTD:	0.00	Messaging U S:	0				
SRV Mem FMLA YTD:		0.00							

Deems Desirable
Documentation Required Date From: Date Through:

[Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Answer "No" to, "Would you like a confirmation number?"

Slide 33 - Multi-Day Leave Request 7

Multi-Day Leave Request 7
HELP
\$InfoCur
rentSlide

United States Postal Service - Restricted Information

System: [Employee](#) [Leave](#) [Reports](#) [Switch](#) [Window](#)

ERM410FD - Leave Management v4 042 - Restricted Information

Employee Information

Employee ID: Finance #: 9-0302 Arkansas Heights L

Employee Name: Doc, Howard Pay Location: 912 Window Clerk

Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

<< February 2023 March 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Clear

Find

Chg View

Print 3972

Add

Edit

Deny

Remove

Lv Details

Print 3971

TACS

Close

Add/Edit Leave

Leave Date: 03/18/2023 Thru: 03/18/2023

Total Req Hrs: 80.00 Details

Submitted: No Call Received: Yes No

Schedule:

BT: 8.00 Is your absence a result of a job related condition? Yes No

OL: 10.75 Is this leave FMLA? Yes No

IL: 11.25 Are you requiring documentation for this absence? Yes No

ET: 16.50 Scheduled? Yes No

Select "Details" to continue.

Slide notes

Change the "Total Requested Hours" field

to the number of leave hours actually requested.

Always include two digits following the decimal point.

For training purposes, 80 hours has been entered for you.

Select "Details" to continue.

Page 34 of 51

Slide 34 - Multi-Day Leave Request 8

Multi-Day Leave Request 8

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56811238 Finance #: 16-4282 Adkinson, Meghan L
Employee Name: Doc, Howard Pay Location: P12 Milwaukee Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Leave Details
Indicate Schedule Days Off and Holidays during leave period by placing a check in the block.
If AOT or AI IOL is deemed appropriate, indicate by placing a check in the block.

Pay Period 07	HRS	SDO	HOL	AOT	AHOL	Pay Period 07	HRS	SDO	HOL	AOT	AHOL
Sat Mar 11						Sat Mar 25	5.71				
Sun Mar 12						Sun Mar 26	5.71				
Mon Mar 13						Mon Mar 27	5.71				
Tue Mar 14						Tue Mar 28	5.71				
Wed Mar 15						Wed Mar 29	5.71				
Thur Mar 16						Thu Mar 30	5.71				
Friday Mar 17						Fri Mar 31	5.71				
Sat Mar 18	5.71					Sat Apr 01					
Sun Mar 19	5.71					Sun Apr 02					
Mon Mar 20	5.71					Mon Apr 03					
Tue Mar 21	5.71					Tue Apr 04					
Wed Mar 22	5.71					Wed Apr 05					
Thu Mar 23	5.71					Thu Apr 06					
Fri Mar 24	5.71					Fri Apr 07					

Begin Date: 3/18/2023
End Date: 3/31/2023
Total Reg Hrs: 80.00
Adjusted Hrs: 79.94

Buttons: Clear, Find, Chg View, Print 3972, Add, Edit, Deny, Remove, Lv Details, Print 3971, TACS, Close, Distribute, Continue, Cancel

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Notice eRMS will spread the total hours over the number of days.

Slide 35 - Multi-Day Leave Request 9

Multi-Day Leave Request 9

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 5681238 Finance #: 16-4302 Anderson Heights L
Employee Name: Doc, Howard Pay Location: P12 Milwaukee Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Leave Details
Indicate Schedule Days Off and Holidays during leave period by placing a check in the block.
If AOT or AI IOL is deemed appropriate, indicate by placing a check in the block.

Pay Period 07	HRS	SDO	HOL	AOT	AHOL	Pay Period 07	HRS	SDO	HOL	AOT	AHOL
Sat Mar 11						Sat Mar 25	5.71	<input checked="" type="checkbox"/>			
Sun Mar 12						Sun Mar 26	5.71				
Mon Mar 13						Mon Mar 27	5.71				
Tue Mar 14						Tue Mar 28	5.71				
Wed Mar 15						Wed Mar 29	5.71				
Thur Mar 16						Thu Mar 30	5.71				
Friday Mar 17						Fri Mar 31	5.71	<input checked="" type="checkbox"/>			
Sat Mar 18	5.71					Sat Apr 01					
Sun Mar 19	5.71	<input checked="" type="checkbox"/>				Sun Apr 02					
Mon Mar 20	5.71					Mon Apr 03					
Tue Mar 21	5.71					Wed Apr 04					
Wed Mar 22	5.71					Thu Apr 06					
Thu Mar 23	5.71	<input checked="" type="checkbox"/>				Fri Apr 07					
Fri Mar 24	5.71										

Begin Date: 3/18/2023
End Date: 3/31/2023
Total Reg Hrs: 80.00
Adjusted Hrs: 79.94

Distribute

Select "Distribute" to continue.

Continue Cancel

Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

◀ ▶ ⏪ ⏩ ⏸ ⏹ CC TOC

Slide notes

In the SDO (Scheduled Day Off) column select the scheduled days off.

This method can also be used for holidays.

Select "Distribute" to put eight hours of leave on each scheduled day.

Slide 36 - Multi-Day Leave Request 10

Multi-Day Leave Request 10

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window
ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 14891238 Finance #: 14-0202 Activation Rights L
Employee Name: Doe, Howard Pay Location: 012 Midwest Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Leave Details
Indicate Schedule Days Off and I holidays during leave period by placing a check in the block.
If AOT or AHOL is deemed appropriate, indicate by placing a check in the block.

Pay Period 07	HRS	SDO	HOL	AOT	AHOL	Pay Period 07	HRS	SDO	HOL	AOT	AHOL
Sat Mar 11						Sat Mar 25	8.00				
Sun Mar 12						Sun Mar 26		<input checked="" type="checkbox"/>			
Mon Mar 13						Mon Mar 27	8.00				
Tue Mar 14						Tue Mar 28	8.00				
Wed Mar 15						Wed Mar 29	8.00				
Thu Mar 16						Thu Mar 30		<input checked="" type="checkbox"/>			
Friday Mar 17						Fri Mar 31	8.00				
Sat Mar 18	8.00					Sat Apr 01					
Sun Mar 19		<input checked="" type="checkbox"/>				Sun Apr 02					
Mon Mar 20	8.00					Mon Apr 03					
Tue Mar 21	8.00					Tue Apr 04					
Wed Mar 22		<input checked="" type="checkbox"/>				Wed Apr 05					
Thu Mar 23	8.00					Thu Apr 06					
Fri Mar 24	8.00					Fri Apr 07					

Begin Date: 3/10/2023
End Date: 3/31/2023
Total Reg Hrs: 80.00
Adjusted Hrs: 79.94

Select "Continue" to continue.

Buttons: Clear, Find, Chg View, Print 3972, Add, Edit, Deny, Remove, Lv Details, Print 3971, TACS, Close, Distribute, Continue, Cancel

* -Available Checkbox

Navigation: [Back] [Refresh] [Pause] [Speaker] [CC] [TOC]

Slide notes

Select "Continue."

Slide 37 - Multi-Day Leave Request 11

Multi-Day Leave Request 11

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410FO - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 5881238 Finance #: 15-0302 Advection Heights L
Employee Name: Doe, Howard Pay Location: 812 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: [Dropdown]
Total Reg Hrs: 80.00 Details Thru: 16.50 3971Cmts:
Submitted: 02/01/2023 0800 No Call Received: [] Yes No
Schedule:
BT: 8.00 Is your absence a []
OL: 10.75 Are you requiring []
IL: 11.25 Scheduled? []
ET: 16.50

Cancel Continue Select FMLA Case

Select the "Continue" button.

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

Enter the "Submitted" date and time, 02/01/2023 at 0800.

Select "Continue" to continue entering this leave request.

Slide 38 - Question One Response

Question One Response

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56811238 Finance #: 4-0302 Advection Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clarke
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type:
Total Reg Hrs: 80.00 Details Thru: 16.50 3971Cmts:
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? No
OL: 10.75 Is this leave FMLA? Yes No
IL: 11.25 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No

Select "No" to answer the first question.

Cancel Continue Select FMLA Case

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

Select the "No" button to answer the first question,

"Is your absence a result of a job-related condition?"

Slide 39 - Question Two Response

Question Two Response

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56811238 Finance #: 4-0302 Adverson Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: NOT IOD, NOT FMLA
Total Reg Hrs: 80.00 Details Thru: 16.50 3971 Cmts: NOT IOD, NOT FMLA
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 10.75 Is this leave FMLA? Yes No
IL: 11.25 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No

Select "No" to answer the second question.

Cancel Continue Select FMLA Case

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

Select "No" to answer the second question, "Is this leave FMLA?"

Slide 40 - Question Three Response

Question Three Response

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56811238 Finance #: 4-0302 Advection Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clarke
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: NOT IOD, NOT FMLA
Total Reg Hrs: 80.00 Details Thru: 16.50 3971 Cmts: NOT IOD, NOT FMLA
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 10.75 Is this leave FMLA? Yes No
IL: 11.25 Are you requesting documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No

Select "No" to answer the third question.

Cancel Continue Select FMLA Case

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

Select "No" to answer the third question,

"Are you requesting documentation for this absence?"

Slide 41 - Question Four Response

Question Four Response

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 56811238 Finance #: 4-0302 Advection Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clarke
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: NOT IOD, NOT FMLA
Total Reg Hrs: 80.00 Details Thru: 16.50 3971 Cmts: NOT IOD, NOT FMLA
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 10.75 Is this leave FMLA? Yes No
IL: 11.25 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No

Select "Yes" to answer the fourth question.

Cancel Continue Select FMLA Case

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

Select "Yes" to answer the fourth question, "Scheduled?"

Slide 42 - Multi-Day Leave Request 12

Multi-Day Leave Request 12

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 9881228 Finance #: 9-000 Advection Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28										

Legend: Sched Unsched SDO Holiday FML

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: [Dropdown Menu]
Total Reg Hrs: 80.00 Details Thru: 16.50 3971Cmts: NOT IOD, NOT FMLA
Submitted: 02/01/2023 0800 No Call Received: [] Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? []
OL: 10.75 Is this leave FMLA? []
IL: 11.25 Are you requiring documentation for this absence? []
ET: 16.50 Scheduled? []

Cancel Continue Select FMLA Case

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

Select the "Leave Type" drop-down menu button to continue.

[Navigation Icons]

Slide notes

Select the "Leave Type" drop-down menu button to continue.

Slide 43 - Multi-Day Leave Request 13

Multi-Day Leave Request 13

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410FO - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 54811238 Finance #: 4-0302 Advection Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SDO	2	3								
4	5 SDO	6	7	8	9 SDO	10	4	5						
11	12 SDO	13	14	15 SDO	16	17	11	12						
18	19 SDO	20	21	22	23 SDO	24	18	19						
25	26 SDO	27	28				25	26						

List of Valid Leave Types

Find: 0%

Leave_Type

- 000-12 ABSENT FROM OT
- 049-00 OWCP - REGULAR
- 055-00 ANNUAL LEAVE - REGULAR**
- 055-01 ANNUAL LEAVE - LIEU OF SICK LEAVE
- 055-10 ANNUAL LEAVE - EMERGENCY
- 056-00 SICK LEAVE - REGULAR
- 060-00 FULL DAY LWOP
- 060-01 FULL DAY LWOP - IN LIEU OF SICK LEAV
- 071-00 COP - REGULAR
- 086-00 OTHER PAID LEAVE

Select the "055-00 Annual Leave - Regular" to continue.

Address: Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type:
Total Reg Hrs: 80.00 Details Thru: 16.50 3971Cmts:
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule: BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 10.75 Is this leave FMLA? Yes No
IL: 11.25 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No

Cancel Continue Sele

Find OK Cancel

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

Find [Pause] [Speaker Icon] CC TOC

Slide notes

Select "055-00 Annual Leave - Regular" to continue.

Slide 44 - Multi-Day Leave Request 14

Multi-Day Leave Request 14

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 54811238 Finance #: 9-0302 Arkansas Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clarke
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

<< February 2023 March 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 SDO	2	3					1	2	3 SDO
4	5 SDO	6	7	8	9 SDO	10	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: 055-00 ANNUAL LEAVE - REGULAR
Total Reg Hrs: 80.00 Details Thru: 16.50 3971Cmts: NOT IOD, NOT FMLA
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule: BT: 8.00 OL: 10.75 IL: 11.25 ET: 16.50
Is your absence a result of a job related condition? Yes No
Is this leave FMLA? Yes No
Are you requiring documentation for this absence? Yes No
Scheduled? Yes No

Cancel Save

Select the "Save" button to continue.

[Navigation Icons]

Slide notes

Select "Save" to continue.

Slide 45 - Multi-Day Leave Request 15

Multi-Day Leave Request 15

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information
System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4 042 - Restricted Information

Employee Information
Employee ID: 54811238 Finance #: 9-0302 Arkansas Heights L
Employee Name: Doe, Howard Pay Location: 912 Window Clarke
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023
Sat Sun Mon Tue Wed Thu Fri
4 5 SDO 6 7 8 9 10
11 12 SDO 13 14 15 16 17
18 19 SDO 20 21 22 23 24
25 26 SDO 27 28 29 30 31

Select the "No" button to continue.

eRMS - 0212
Would you like to print the PS3971?
Yes No

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave
Leave Date: 03/18/2023 Thru: 03/31/2023 Time: 8.00 Leave Type: 055-00 ANNUAL LEAVE - REGULAR
Total Reg Hrs: 80.00 Details Thru: 16.50 3971Cmts: NOT IOD, NOT FMLA
Submitted: 02/01/2023 0800 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 10.75 Is this leave FMLA? Yes No
IL: 11.25 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No
Cancel Save Select FMLA Case

Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

[Navigation Icons]

Slide notes

Select "No" to continue.

Slide 46 - Multi-Day Leave Request 16

Multi-Day Leave Request 16

HELP [Speaker Icon] \$InfoCur rentSlide\$

United States Postal Service - Restricted Information

System: Employee Leave Reports Switch Window

ERM410H-U - Leave Management v4.042 - Restricted Information

Employee Information
Employee ID: 5481026 Finance #: 19-0002 Address: Heights L
Employee Name: Doe, Howard Pay Location: 811 Window Clerk
Level: 02 Step: D Type: FTR EOD Date: 03/19/2019

February 2023 March 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	5 SDO	6	7	1 SDO	2	3					1	2	3 SDO
4	8 SDO	9	10	15 SDO	16	17	4	5	6	7	8	9	10
11	12 SDO	13	14	15 SDO	16	17	11	12	13	14	15	16	17
18	19 SDO	20	21	22	23 SDO	24	18	19	20	21	22	23	24
25	26 SDO	27	28				25	26	27	28	29	30	31

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Summary

Sort	Leave Type	Hra	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
	06b 00 ANNUAL LEAVE - REGULAR	80.00	✓	03/18/2023	8:00	03/31/2023	16:50	09/01/2023 08:00	FRMS000	

Denied Leave is shown in Red

Select the "Close" button to continue.

Record Saved Successfully
Record 1/1

Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

Record Saved Successfully
Record 1/1

Navigation icons: [Back] [Refresh] [Pause] [Speaker] [CC] [TOC]

Slide notes

Select "Close" to return to the eRMS Home Module.

Slide 47 - Knowledge Check Instructions


Knowledge Check Instructions

HELP

\$\$\$InfoCur
rentSlide\$\$

Now, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to answer each knowledge check question correctly.



◀

CONTINUE

↺ || 🔊 CC TOC

Slide notes

Slide 48 - Knowledge Check 1

Knowledge Check 1

When scheduling FMLA leave, the leave date will be coded _____.

Select the best answer.

- A. Aqua.
- B. Blue.
- ★ C. Green.
- D. Red.

Correct! When scheduling FMLA leave, the leave date will be coded green.

Select NEXT to proceed.

◀

SUBMIT

Slide notes

Slide 49 - Knowledge Check 2

Knowledge Check 2

When inputting a multi-day leave request, select _____ to put eight hours of leave on each scheduled day.

Select the best answer.

- A. Add.
- ★ B. Distribute.
- C. Edit.
- D. Find.

Correct! When inputting a multi-day leave request, select Distribute to put eight hours of leave on each scheduled day.

Select NEXT to proceed.

◀

SUBMIT

Slide notes

Slide 50 - Credit and Completion

The screenshot shows a presentation slide with a title bar at the top that reads "Credit and Completion". To the right of the title bar are three buttons: "HELP", a close button (X), and a button labeled "\$\$cpInfoCur rentSlide\$\$". The main content of the slide is centered and contains the following text:

You have completed Module 2: Leave Entries.

Please return to the learning portal and review Modules 3 through 6 to complete the *Enterprise Resource Management System (eRMS) Lead Clerk Role* training.

Close this window by selecting Exit or by pressing <Alt+F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

At the bottom center of the slide is a large blue button with the word "EXIT" in white. In the bottom left corner, there is a small black square button with a white left-pointing arrow. In the bottom right corner, there is a small green button with the text "TOC" in white.

Slide notes

Slide 1 - Title

The slide features a background image of a modern office interior with a large, semi-transparent clock overlay. The clock has a blue rim and black hands, with a red second hand. In the background, three people (two men and one woman) are standing and talking near a desk. The text is overlaid on the image in a green, bold, sans-serif font. The top of the slide has a grey header bar with a 'Title' label, a 'HELP' button, a speaker icon, and a '\$\$cpInfoCur rentSlide\$\$' label. The bottom of the slide has a grey footer bar with navigation icons: a refresh icon, a pause icon, a speaker icon, a 'CC' icon, and a 'TOC' icon.

Title

HELP

\$\$cpInfoCur rentSlide\$\$

Enterprise Resource Management System (eRMS) Lead Clerk Role Training

Module 3: Removing and Editing Leave

Refresh | Pause | Speaker | CC | TOC

Slide notes

Welcome to Enterprise Resource Management System (eRMS) Lead Clerk Role,

Module 3: Removing and Editing Leave.

Slide 2 - Help

The screenshot shows a window titled "Course Assistance" with a close button in the top right corner. The window is divided into two main sections: "Accommodations and Support" on the left and "Course Resources" on the right. The "Accommodations and Support" section contains four paragraphs of text providing instructions on how to seek help, including contact information for local managers, IT helpdesks, and employee development offices. A "Help" button is located at the bottom of this section. The "Course Resources" section contains three buttons: "Four Questions Job Aid", "Reports Job Aid", and "Supervisor Message Types". A "Return" button is located at the bottom of this section.

Course Assistance

Accommodations and Support

If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.

If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.

For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.

For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.

The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.

Help

Course Resources

Four Questions Job Aid

Reports Job Aid

Supervisor Message Types

Return

Slide notes

Slide 3 - Navigation Instructions

The slide is titled "Navigation Instructions" and features a central control panel with five buttons: a circular arrow (Replay Slide), a play button (Play / Pause Course), a speaker icon (Mute / Unmute Course Audio), "CC" (Show / Hide Closed Captions), and "TOC" (Show / Hide Table of Contents). A dashed line from the "HELP" button in the top right corner points to the text "Help and Resources". At the bottom left, a back arrow button is labeled "Back to Previous Slide". At the bottom right, a "CONTINUE" button is labeled "Continue to Next Slide". A secondary control bar at the very bottom of the slide contains icons for Replay, Play/Pause, Mute/Unmute, CC, and TOC.

Slide notes

Slide 4 - User Information

The screenshot shows a presentation slide titled "User Information". The slide content includes:

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal, and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

The slide interface includes a title bar with "User Information", "HELP", and window control icons. A "CONTINUE" button is in the bottom right, and a navigation bar at the bottom contains icons for back, forward, home, CC, and TOC.

Slide notes

Slide 5 - Objectives


Objectives

HELP

InfoCur rentSlide

By the end of the module, you should be able to:

- Follow the process to remove and edit leave already entered in eRMS.



CONTINUE

Navigation icons: back, forward, home, search, refresh, play, pause, stop, volume, full screen, close.

Slide notes

By the end of this module, you should be able to follow the process to remove and edit leave already entered in eRMS.

Slide 6 - Remove Invalid Leave Request 1

Remove Invalid Leave Request 1
HELP
\$cpInfoCurrentSlide

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4.032 - Restricted Information

Employee Information
 Employee ID: [redacted] Finance #: 9-0382 Arbitration Rights L
 Employee Name: Doe, Juniper P. Pay Location: 012 Window Clerk
 Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

<< December 2022 January 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 MLWP	2 MLWP	3 MLWP							1 MLWP
4 MLWP	5	6	7 MLWP	8 MLWP	9 MLWP	10 MLWP	2 MLWP	3 SDO	4 SDO	5 MLWP	6 MLWP	7 MLWP	8 MLWP
11 MLWP	12 SDO	13 SDO	14 MLWP	15 MLWP	16 MLWP	17 MLWP	9	10 SDO	11 SDO	12	13	14	15
18 MLWP	19 SDO	20 SDO	21 MLWP	22 MLWP	23 MLWP	24 MLWP	16	17 SDO	18 SDO	19 SL	20 SL	21	22
25 MLWP	26 SDO	27 SDO	28 MLWP	29 MLWP	30 MLWP	31							

Legend: Sched Unsched SDO Holiday FMLA

Clear

Find

Chg View

Print 3972

Add

Edit

Deny

Remove

Lv Details

Print 3971

TACS

Close

Select 01/20/23 to continue.

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Scptz	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	059-99 SICK LEAVE - FAMILY MEDICAL	8.00	<input checked="" type="checkbox"/>	01/20/2023	7.00	01/20/2023	16.00	01/11/23 09:00	DT0030	
>	059-99 SICK LEAVE - FAMILY MEDICAL	6.00	<input type="checkbox"/>	01/19/2023	7.00	01/19/2023	16.00	01/05/2023 07:30	ERN/S000	

Denied Leave is Shown in Red

Slide notes

Now that we have discussed how to make entries for supervisor-approved

leave requests for single day, FLMA, and multiple-day leave,

we will discuss how to remove leave already entered in eRMS.

On January 1, a supervisor gave you a PS Form 3971,

Request for or Notification of Absence, submitted by Juniper Doe

and approved by the supervisor for 8 hours of FMLA, protected Sick Leave for January 20th.

You already entered the leave into eRMS.

On January 11, the employee changed the appointment to a later date

and asked the supervisor to cancel the leave request for January 20, 2023.

To remove the leave entered, select January 20th on the calendar.

Page 6 of 28

Slide 7 - Remove Invalid Leave Request 2

Slide notes

In the Leave Summary tab, highlight the leave entry that needs to be deleted by selecting the carat left of the leave type on the row you wish to delete.

Slide 8 - Remove Invalid Leave Request 3

Remove Invalid Leave Request 3

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4.032 - Restricted Information

Employee Information
Employee ID: [Redacted] Finance #: 9-0882 Arlonson Heights L
Employee Name: Doe, Juniper P. Pay Location: 012 Window Clerk
Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

<< December 2022 January 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 MLWP	2 MLWP	3 MLWP							1 MLWP
4 MLWP	5	6	7 MLWP	8 MLWP	9 MLWP	10 MLWP	2 MLWP	3 SDO	4 SDO	5 MLWP	6 MLWP	7 MLWP	8 MLWP
11 MLWP	12 SDO	13 SDO	14 MLWP	15 MLWP	16 MLWP	17 MLWP	9	10 SDO	11 SDO	12	13	14	15
18 MLWP	19 SDO	20 SDO	21 MLWP	22 MLWP	23 MLWP	24 MLWP	16	17 SDO	18 SDO	19 SL	20 SL	21	22
25 MLWP	26 SDO	27 SDO	28 MLWP	29 MLWP	30 MLWP	31 MLWP	23	24 SDO	25 SDO	26	27	28	29
							30	31					

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Approval

Sort>	Leave Type	Hrs	Sch	Begin Date	Begin	End	End	Request	Entered	Confirm
>	059-99 SICK LEAVE - FAMILY MEDICAL	8.00	<input checked="" type="checkbox"/>	01/20/2023						
>	059-99 SICK LEAVE - FAMILY MEDICAL	6.00	<input type="checkbox"/>	01/19/2023						
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Select "Remove" to continue.

[Navigation Icons: Back, Play, Stop, Next, CC, TOC]

Slide notes

Once highlighted, select the "Remove" button.

Slide 9 - Remove Invalid Leave Request 4

Remove Invalid Leave Request 4

HELP [Speaker Icon] \$\$\$InfoCurrentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4.032 - Restricted Information

Employee Information
Employee ID: [Redacted] Finance #: [Redacted]
Employee Name: Doe, Juniper P.
Level: 06 Step: M Type: [Redacted]

Select "Yes" to continue.

ERMMS - 0212
Are you sure you want to DELETE this record?
Yes No

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave Light Duty D - Denied *- Admin Act P - Pending

Sort>	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	059-99 SICK LEAVE - FAMILY MEDICAL	8.00	<input checked="" type="checkbox"/>	01/20/2023	7.00	01/20/2023	16.00	01/11/2023 09:00	DT0030	
>	059-99 SICK LEAVE - FAMILY MEDICAL	6.00	<input type="checkbox"/>	01/19/2023	7.00	01/19/2023	16.00	01/05/2023 07:30	ERMS300	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

A pop-up message, "Are you sure you want to DELETE this record?" displays.

Select "Yes."

Slide 10 - Remove Invalid Leave Request 5

Remove Invalid Leave Request 5

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - Leave Management v4.032 - Restricted Information

Employee Information
Employee ID: [Redacted] Finance #: [Redacted]
Employee Name: Doe, Juniper P. Pay Location: [Redacted]
Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

<< December 2022 January 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1 MLWP	2 MLWP	3 MLWP							1 MLWP
4 MLWP	5	6	7 MLWP	8 MLWP	9 MLWP	10 MLWP	2 MLWP	3 SDO	4 SDO	5 MLWP	6 MLWP	7 MLWP	8 MLWP
11 MLWP	12 SDO	13 SDO	14 MLWP	15 MLWP	16 MLWP	17 MLWP	9	10 SDO	11 SDO	12	13	14	15
18 MLWP	19 SDO	20 SDO	21 MLWP	22 MLWP	23 MLWP	24 MLWP	16	17 SDO	18 SDO	19 SL	20	21	22
25 MLWP	26 SDO	27 SDO	28 MLWP	29 MLWP	30 MLWP	31 MLWP	23	24 SDO	25 SDO	26	27	28	29
							30	31					

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act F - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Approval

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	359-99 SICK LEAVE - FAMILY MEDICAL	8.00	<input type="checkbox"/>	01/19/2023	7:00	01/19/2023	16:00	01/05/2023 07:30	FRMS000	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

CONTINUE

[Navigation Icons]

Slide notes

The 8 hours of FMLA SL for January 20th, 2023 has been removed.

Notice the leave has been removed from the Leave Summary tab and from the leave calendar.

Slide 11 - Editing a Leave Request 1

Editing a Leave Request 1
HELP
\$s\$cpInfoCur
rentSlide\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: Finance #:

Employee Name: Doe, Wyatt L. Pay Location:

Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

<< January 2023
February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17 AL
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31										

Clear

Find

Chg View

Print 3972

Add

Edit

Deny

Remove

Lv Details

Print 3971

TACS

Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty | D - Denied * - Admin Act | P - Pending

Employee Information Leave Summary **Leave Request** HRM Authorization FMLA Summary

Leave Summary

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	055-00 ANNUAL LEAVE - REGULAR	8.00	<input checked="" type="checkbox"/>	02/17/2023	8.30	02/17/2023	16.50	02/10/2023 08:00	AL00600	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

◀
↺
⏸
▶
CC
TOC

Slide notes

Next, we will be discussing the process for editing leave

already entered into the system.

On February 10th, your supervisor hands you a PS Form 3971,

submitted by Wyatt Doe and approved by the supervisor for eight hours of

Sick Leave for February 17th.

After you enter the leave, you realize you accidentally entered

Annual Leave (AL) instead of Sick Leave.

To edit and correct the leave, select February 17th on the leave calendar.

Page 11 of 28

Slide 12 - Editing a Leave Request 2

Editing a Leave Request 2
HELP
\$\$\$InfoCurrentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: Finance #:

Employee Name: Doe, Wyatt L. Pay Location:

Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17 AL
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Clear

Find

Chg View

Print 3972

Add

Edit

Deny

Remove

Lv Details

Print 3971

TACS

Close

A Multi-Leav
 Light Duty
D - Denied
* - Admin Act
P - Pending

>
005-00 ANNUAL LEAVE - REGULAR
8.00

02/17/2023
9.30
02/17/2023
16.50
02/10/2023 08:00
AL00600
A

Sort>

Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	005-00 ANNUAL LEAVE - REGULAR	8.00	<input checked="" type="checkbox"/>	02/17/2023	9.30	02/17/2023	16.50	02/10/2023 08:00	AL00600
>			<input type="checkbox"/>						
>			<input type="checkbox"/>						
>			<input type="checkbox"/>						

Denied Leave is Shown in Red

◀
↺
⏸
▶
CC
TOC

Slide notes

If the leave summary row you want to edit is not already highlighted, select the carat to the left of the leave type to highlight it.

Slide 13 - Editing a Leave Request 3

Editing a Leave Request 3

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: [Text] Finance #: [Text]
Employee Name: Doe, Wyatt L. Pay Location: [Text]
Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

Clear
Find
Chg View
Print 3972

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17 AL
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO					

Legend: Sched Unshed SDO Holiday FMLA Multi-Leav Light Du

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Summary

Sort>	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	055-00 ANNUAL LEAVE - REGULAR	8.00	<input checked="" type="checkbox"/>	02/17/2023	9.30	02/17/2023	16.50	02/10/2023 08:00	AL00600	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Deny
Remove
Lv Details
Print 3971
TACS
Close

◀ ▶ ⏪ ⏩ ⏸ ⏹

Select "Edit" to continue.

Slide notes

Once the row is selected, select "Edit."

Slide 14 - Editing a Leave Request 4

Editing a Leave Request 4
HELP
\$\$\$InfoCur
rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: Finance #: 64282 Arlington Heights, IL

Employee Name: Doe, Wyatt L. Pay Location: 012 Windsor Center

Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17 AL
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA

Clear

Find

Chg View

Print 3972

Add

Edit

Deny

Remove

Lv Details

Print 3971

TACS

Close

Add/Edit Leave

Leave Date: 02/17/2023 Thru: 02/17/2023 Time: 8.00 Leave Type: 055 00 ANNUAL LEAVE REGULAR

Total Reg Hrs: 8.00 Details Thru: 16.50 3971Cmts: NOT IOD; NOT FMLA

Submitted: 02/10/2023 08:00 No Call Received: Yes No

Schedule:

BT: 8.00 Is your absence a result of a job related condition? Yes No

OL: 12.00 Is this leave FMLA? Yes No

IL: 12.50 Are you requiring documentation for this absence? Yes No

ET: 16.50 Scheduled? Yes No

Cancel Save Select FMLA Case

Select the "Leave Type" options icon to continue.

Slide notes

From this screen, you will be able to edit the hours requested, the time for the leave, the answer to the four questions, or the leave type.

For this scenario, we will be editing the leave type since we need to correct it from Annual Leave to Sick Leave.

Select the "Leave Type" options icon.

Page 14 of 28

Slide 15 - Editing a Leave Request 5

Editing a Leave Request 5

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: [redacted] Finance #: [redacted]

Employee Name: Doe, Wyatt L. Pay Location: [redacted]

Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

January 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1 SDO	2	3	4	5	6		
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19
28 SDO	29 SDO	30	31				25 SDO	26

Legend: Sched Unsched SDO Holiday FMLA Multi-Leave

Add/Edit Leave

Leave Date: 02/17/2023 Thru: 02/17/2023 Time: 8.00 Leave Type: [redacted]

Total Reg Hrs: 8.00 Thru: 16.50 3971Cmts:

Submitted: 02/10/2023 08:00 No Call Received: [] Yes No

Schedule: BT: 8.00 OL: 12.00 IL: 12.50 ET: 16.50

Is your absence a result of a job related condition? []

Are you requiring documents? []

List of Valid Leave Types

Find 0%

- 000-12 ABSENT FROM OT
- 049-00 OWCP - REGULAR
- 055-00 ANNUAL LEAVE - REGULAR
- 055-01 ANNUAL LEAVE - LIEU OF SICK LEAVE
- 055-10 ANNUAL LEAVE - EMERGENCY
- 056-00 SICK LEAVE - REGULAR
- 060-00 FULL DAY LWOP
- 080-01 FULL DAY LWOP - IN LIEU OF SICK LEAVE
- 071-00 COP - REGULAR
- 086-00 OTHER PAID LEAVE

Select "OK" to continue.

OK Cancel

Slide notes

Select "Sick Leave" and select "OK."

Slide 16 - Editing a Leave Request 6

Editing a Leave Request 6

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: [Field] Finance #: [Field]
Employee Name: Doe, Wyatt L. Pay Location: [Field]
Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

Clear Find

Chg View

Print 3972

Approve Edit Deny Remove Lv Details Print 3971 TACS Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/17/2023 Thru: 02/17/2023 Time: 8.00 Leave Type: 053 00 SICK LEAVE REGULAR
Total Reg Hrs: 8.00 Details Thru: 16.50 3971Cmts: NOT IOD; NOT FMLA
Submitted: 02/10/2023 09:00 No Call Received: [Field]

Schedule:

BT: 8.00 Is your absen
OL: 12.00
IL: 12.50 Are you requir
ET: 16.50

Scheduled? [Radio Buttons]

Cancel Save Select FMLA Case

Select "Save" to continue.

Print 3972

Print 3971

TACS

Close

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Select "Save."

Slide 17 - Editing a Leave Request 7

Editing a Leave Request 7

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: [Field] Finance #: [Field]

Employee Name: Doe, Wyatt L. Pay Location: [Field]

Level: 06 Step: M Typ: [Field]

Select "OK" to continue.

Report Submitted

Report Submitted. Check Report Queue

OK

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Summary

Sort>	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	056-00 SICK LEAVE - REGULAR	8.00	<input checked="" type="checkbox"/>	02/17/2023	8.30	02/17/2023	16.50		AL00600	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

The pop-up message, "Report Submitted. Check Report Queue" displays.

Select "OK."

Slide 18 - Editing a Leave Request 8

Editing a Leave Request 8

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: [Redacted] Finance #: [Redacted] Arlington Heights, IL

Employee Name: Doe, Wyatt L. Pay Location: [Redacted] Windsor, Ohio

Level: 06 Step: M Type: FTR EOD Date: 01/17/1996

Clear Find

Chg View

Print 3972

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Summary

Sort>	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	066-00 SICK LEAVE - REGULAR	8.00	<input checked="" type="checkbox"/>	02/17/2023	8.30	02/17/2023	16.50		AL00600	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17 SL
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Navigation: [Back] [Refresh] [Pause] [Next] [CC] [TOC]

Slide notes

Now, you will notice the leave type has been updated to Sick Leave under the leave summary and on the leave calendar.

Slide 19 - Answer Question Two

Editing a Leave Request 9

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave **Reports** Switch Window

ERM410F0 - 20 Leave Request

Employee Information
 Employee ID: [Redacted] Employee Reports...
 Employee Name: Dae, Wj Call-in Log Reports...
 Level: 06 Ste Leave Summary Reports...

Report Queue... (highlighted in red)

Select "Report Queue" from the drop-down menu to continue.

EOD Date: 01/17/1996

February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2		1	2	3
7 SDO	8 SDO	9		8	9	10
14 SDO	15 SDO	16	4 SDO	5 SDO	6	7
21 SDO	22 SDO	23	11 SDO	12 SDO	13	14
28 SDO	29 SDO	30	18 SDO	19 SDO	20	21
		31	25 SDO	26 SDO	27	28

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Summary

Sort>	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	066-00 SICK LEAVE - REGULAR	8.00	<input checked="" type="checkbox"/>	02/17/2023	8.30	02/17/2023	16.50		AL00600	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

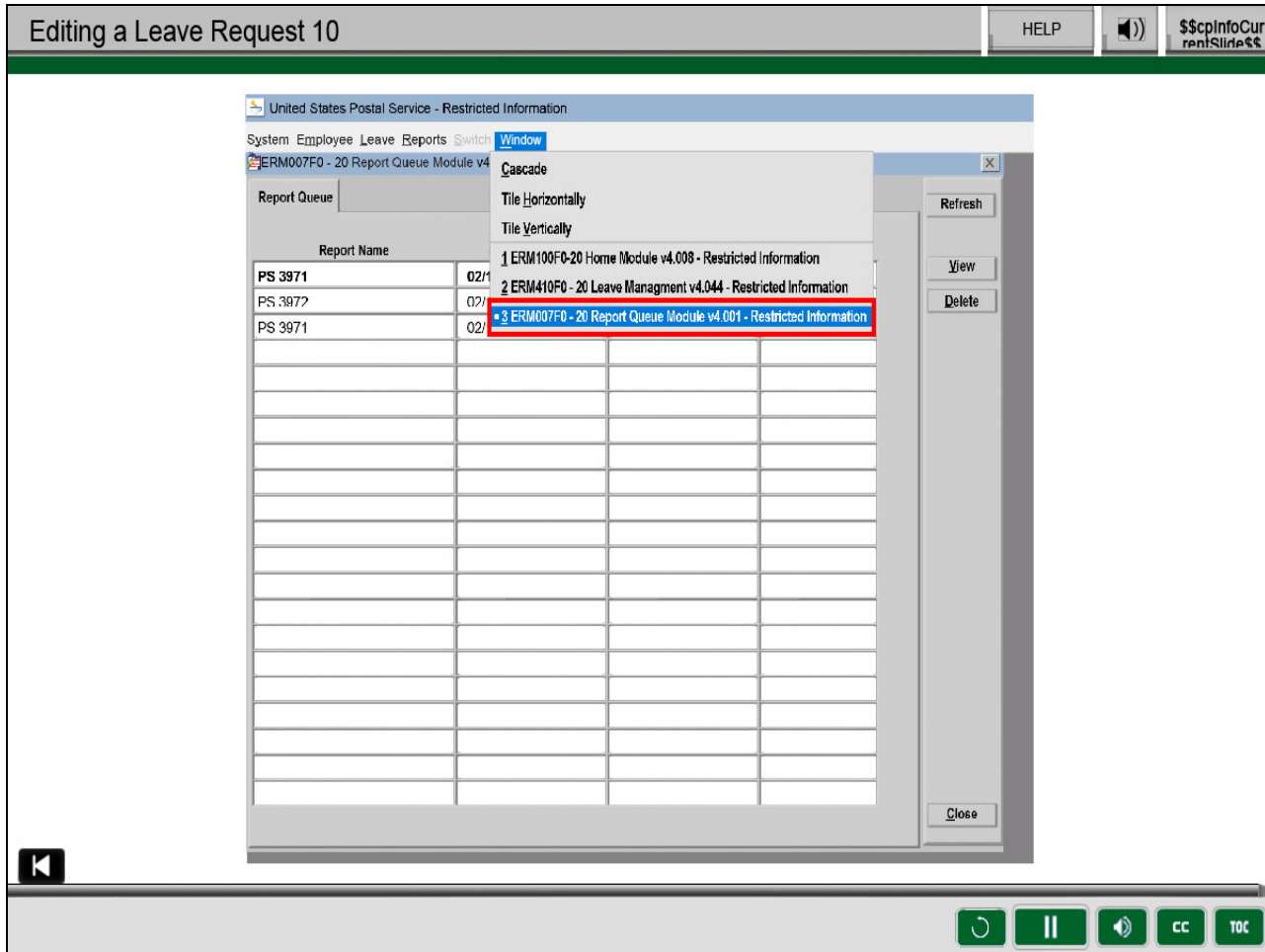
[Navigation Icons]

Slide notes

If the PS Form 3971, *Request For or Notification of Absence*, already completed by the employee is not correct or sufficient, you need to view and print the PS 3971 generated in your report queue.

To view your report queue, select "Report Queue" from the "Reports" drop-down menu.

Slide 20 - Editing a Leave Request 10



Slide notes

eRMS allows as many as five modules to be open at one time.

You can navigate from one screen to another by selecting “Window”

on the eRMS Main Menu bar, then selecting the appropriate module.

Slide 21 - Editing a Leave Request 11

Report Name	Start Date/Time	End Date/Time	Status	
PS 3971	02/10/2023 20:00:00	02/10/2023 20:00:00	Complete	View
PS 3972	02/10/2023 20:00:00		Enqueued	Delete
PS 3971	02/10/2023 20:00:00	02/10		


Slide notes

- The PS Forms 3971 that you sent to the Report Queue is listed.
- The last one you submitted should display on the top row.
- Select the row you want to view.
- Notice, the font will be bolded. Select “View.”

Slide 22 - Editing a Leave Request 12

Editing a Leave Request 12

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$



Request for or Notification of Absence

Employee's Name (Last, first, M.I.) Doe, Wyatt L.		Employee ID 42424242	Date Submitted 02/10/2023	No. of Hours Requested 8.00		Scheduled	Un-scheduled	PP	Day	Init.	Year 2023
Installation (For PM leave, show city, state and ZIP code) 00-6501 - Caribbean-501		N/S Day	Pay Loc. # 000	D/A Code 110	From Date 02/17/2023						
Time of Call or Request	Scheduled Reporting Time 08:00	Employee Can Be Reached At (if needed) <input type="checkbox"/> No Call		Thru Date 02/17/2023	Hour 15:30						
Type of Absence <input type="checkbox"/> Annual <input type="checkbox"/> Holiday/AI. (v. ltrch) <input type="checkbox"/> Carrier All Rule <input type="checkbox"/> LWOP (See reverse) <input checked="" type="checkbox"/> Sick (See reverse) <input type="checkbox"/> Late <input type="checkbox"/> COP <input checked="" type="checkbox"/> Other: SL	Documentation (For official use only) <input type="checkbox"/> FMLA Requested (Certification review - HRSSC) <input type="checkbox"/> For COP Leave (CAL on file) <input type="checkbox"/> For Advanced Sick Leave (1221 on file) <input type="checkbox"/> For Military Leave (Orders reviewed) <input type="checkbox"/> For Court Leave (Summons reviewed) <input type="checkbox"/> For Higher Level (1723 on file) <input type="checkbox"/> Scheme Training/Testing/Qualifying (Memo on file)		Revised Schedule for (Date) Begin Work Lunch Out Lunch In End Work Total Hours		Approved in Advance <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Remarks (Do not enter medical information) Employees should review Privacy information on the reverse of this form. Not IOD: NOT FMLA										
I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.											
Employee's Signature and Date		Signature of Person Recording Absence and Date			Signature of Supervisor and Date Notified						
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Select print icon to continue.</div>											
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Give Reason Below)											
<input type="checkbox"/> FMLA <input type="checkbox"/> FMLA											

PS Form 3971 July 2021 (Page 1 of 2) PSN 7510-02-000-9116

Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

Slide notes

A new tab will open in your browser and display the report.

Review the form and verify the information is accurate.

When you are ready to print the report,

move your cursor slowly down the page until the

toolbar displays at the bottom of the page.


Select the print icon.

Note: If you need to print a new PS Form 3971,

the form will need the required signatures.

Slide 24 - Editing a Leave Request 14

Editing a Leave Request 14

HELP  \$\$\$InfoCur
rentSlide\$\$\$

United States Postal Service - Restricted Information

System Employee Leave Reports Switch Window

ERM007F0 - 20 Report Queue Module v4.001 - Restricted Information

Report Queue

Report Name	Start DateTime	End DateTime	Status
PS 39/1	02/10/2023 20:00:00	02/10/2023 20:00:00	Complete
PS 3972	02/10/2023 20:00:00	02/10/2023 20:00:00	Complete
PS 3971	02/10/2023 20:00:00	02/10/2023 20:00:00	Complete




Refresh

View

Delete

Close

CONTINUE

   CC TOC

Slide notes

Once the status is “Complete,” you will be able to view the report.

Slide 25 - Knowledge Check Instructions


Knowledge Check Instructions

HELP

\$\$\$InfoCur
rentSlide\$\$\$

Now, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to answer each knowledge check question correctly.



CONTINUE

◀ ▶ ⏪ ⏩ 🔊 CC TOC

Slide notes

This will be a series of knowledge checks.

Slide 26 - Knowledge Check 1

Knowledge Check 1

eRMS allows you to have as many as _____ modules open at one time.

Select the best answer.

- A. Two
- B. Three
- C. Four
- ★ D. Five

Incorrect. eRMS allows you to have as many as five modules open at one time.

Select "NEXT" to proceed.

◀

SUBMIT

Slide notes

Slide 27 - Knowledge Check 2

Knowledge Check 2

If the status of a report is not "Complete," you can select _____ to update the status of the report.

Select the best answer.

- A. Edit
- B. Delete
- ★ C. Refresh
- D. View

Incorrect. Select "Refresh" to update the status of the report.

Select "NEXT" to proceed.

◀

SUBMIT

Slide notes

Slide 28 - Credit and Completion

Credit and Completion

HELP

\$\$\$pInfoCur
rentSlide\$\$

You have completed Module 3: Invalid Leave Requests.
Please return to the learning portal and review Modules 4 through 6 to complete the *Enterprise Resource Management System (eRMS) Lead Clerk Role* training.

Close this window by selecting Exit or by pressing <Alt+F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

EXIT

TOC

Slide notes

Slide 1 - Title

The slide features a background image of a modern office interior with a large, semi-transparent clock overlay. The clock face is white with black numbers and hands, and a red second hand. The office scene shows several people in business attire standing and talking. The text is overlaid on the image in a bold, green, sans-serif font. The top of the slide has a grey header bar with a 'Title' label, a 'HELP' button, a speaker icon, and a '\$\$cpInfoCur rentSlide\$\$' watermark. The bottom of the slide has a grey footer bar with navigation icons: a refresh icon, a pause icon, a speaker icon, a 'CC' icon, and a 'TOC' icon.

Title

HELP

\$\$cpInfoCur rentSlide\$\$

Enterprise Resource Management System (eRMS) Lead Clerk Role Training

Module 4: Injured-on-Duty Requests

Refresh | Pause | Speaker | CC | TOC

Slide notes

Welcome to Enterprise Resource Management System (eRMS) Lead Clerk Role,

Module 4: Injured-on-Duty (IOD) Requests.

Slide 2 - Help

The screenshot shows a window titled "Course Assistance" with a close button in the top right corner. The window is divided into two main sections. The left section is titled "Accommodations and Support" and contains four paragraphs of text. The right section is titled "Course Resources" and contains three green buttons: "Four Questions Job Aid", "Reports Job Aid", and "Supervisor Message Types". At the bottom of the right section is a "Return" button. At the bottom of the left section is a "Help page on Blue" button.

Course Assistance

Accommodations and Support

If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.

If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.

For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.

For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.

The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.

Course Resources

- Four Questions Job Aid
- Reports Job Aid
- Supervisor Message Types

Return

Help page on Blue

Slide notes

Slide 3 - Navigation Instructions

The slide is titled "Navigation Instructions" and features a central control panel with five buttons: a circular arrow (Replay Slide), a play button (Play / Pause Course), a speaker icon (Mute / Unmute Course Audio), "CC" (Show / Hide Closed Captions), and "TOC" (Show / Hide Table of Contents). A dashed line connects the "HELP" button in the top right to the text "Help and Resources". At the bottom left, a back arrow is labeled "Back to Previous Slide". At the bottom right, a "CONTINUE" button is labeled "Continue to Next Slide". A secondary control bar at the very bottom contains icons for Replay, Play/Pause, Mute/Unmute, CC, and TOC.

Slide notes

Slide 4 - User Information

The screenshot shows a presentation slide titled "User Information". The slide content includes:

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal, and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

The slide interface includes a title bar with "User Information", "HELP", and window control icons. A "CONTINUE" button is in the bottom right, and a navigation bar at the bottom contains icons for back, forward, home, CC, and TOC.

Slide notes

Slide 5 - Objectives


Objectives

HELP

InfoCur rentSlide

By the end of the module, you should be able to:

- Follow the process to enter an Injured-on-Duty (IOD) request.



CONTINUE

Navigation icons: back, forward, home, search, refresh, and TOC.

Slide notes

By the end of this module, you should be able to follow the process to enter an Injured-on-Duty (IOD) request.

Slide 6 - Adding IOD/COP Request 1

Adding IOD/COP Request 1

HELP [Speaker Icon] \$InfoCur rentSlide\$

ERM410F0 - 20 Leave Management v4 044 - Restricted Information

Employee Information

Employee ID: 54811235 Finance #: 18-0292 Arlington Heights L.

Employee Name: Doe, Harper W. Pay Location: 012 Window Clerks

Level: 06 Step: 0 Type: FTR EOD Date: 07/03/1984

Clear Find

<< January 2023 February 2023 >>

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25	26	27	28			

Select 02/20/2023 to continue.

Legend: Sched Unsched SDO Hol * - Admin Act P - Pending

Chg View Print 3972

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Employee Information Leave Summary Leave Request HRM Authorization FMLA Summary

Leave Summary

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>			<input checked="" type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

◀ ▶ ⏪ ⏩ ⏸ ⏹

Slide notes

Now that you have learned how to enter, edit, and remove leave, including single day, multiple day, and FMLA request, it is time to learn how to enter an Injured-on-Duty (IOD) request.

Harper Doe was injured on duty and has returned to work but must attend physical therapy in the afternoon twice a week.

Your supervisor hands you a PS Form 3971, *Request For or Notification of Absence*, from Harper requesting three hours of Continuation of Pay (COP) for physical therapy on February 20, 2023, for an "Injured-on-Duty" claim.

To enter the leave request into eRMS, navigate to the Leave Management screen, then select February 20 on the leave calendar.

Slide 7 - Adding IOD/COP Request 2

Adding IOD/COP Request 2

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - 20 Leave Management v4 044 - Restricted Information

Employee Information

Employee ID: 54811235 Finance #: 18-0292 Arlington Heights, IL
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerks
Level: 06 Step: 0 Type: FTR EOD Date: 07/03/1984

Clear Find

Calendar: January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25	26	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Chg View Print 3972 Add

Employee Information Leave Summary Leave Request HRM Author...

Leave Summary

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Re
>			<input checked="" type="checkbox"/>					
>			<input type="checkbox"/>					
>			<input type="checkbox"/>					
>			<input type="checkbox"/>					

Denied Leave is Shown in Red

Select "Add" to continue.

Lv Details Print 3971 TACS Close

[Navigation Icons]

Slide notes

Then select "Add."

Slide 8 - Adding IOD/COP Request 3

Adding IOD/COP Request 3

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information
Employee ID: 5481128 Finance #: 18280 Activator Heights, L.
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk
Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18							15	16	17
21 SDO	22 SDO	23	24	25							22	23	24
28 SDO	29 SDO	30	31										

Legend: Sched Unsched SDO Admin Act P - Pending

Add/Edit Leave
Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Typ: 3971Cmt
Total Reg Hrs: Submitted: No Call Received: Yes No
Schedule: BT: 8.00 OL: 12.00 IL: 12.50 ET: 16.50
Is your absence a result of a job related condition? Is this leave FMLA? Are you requiring documentation for this absence? Scheduled?

Cancel Continue Select FMLA Case

eRMS - 0424
! Would you like to have a confirmation number for this entry?
Yes No

Select "No" to continue.

[Navigation Icons]

Slide notes

A pop-up message will display, "Would you like to have a confirmation number for this entry?"

Select "No."

Slide 9 - Adding IOD/COP Request 4

Adding IOD/COP Request 4

HELP [Speaker Icon] \$InfoCur rentSlide\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information
 Employee ID: 5481236 Finance #: 18280 Arbitration Rights L
 Employee Name: Doe, Harper W. Pay Location: 012 Window Clerks
 Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
 Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type:
 Total Reg Hrs: Details Thru: 16.50 3971Cmts:
 Submitted: No Call Received: Yes No
 Schedule:
 BT: 8.00 Is your absence a result of a job related condition? Yes No
 OL: 12.00 Is this leave FMLA? Yes No
 IL: 12.50 Are you requiring documentation for this absence? Yes No
 ET: 16.50 Scheduled? Yes No
 Cancel Continue Select FMLA Case

Print 3972
Print 3971
TACS
Close

◀ ▶ ⏪ ⏩ 🔊 CC TOC

Slide notes

Since Harper is only requesting three hours of leave in the afternoon to attend physical therapy, enter 3.00 for the "Total Required Hours."

Slide 10 - Adding IOD/COP Request 5

Adding IOD/COP Request 5

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information
Employee ID: 5481128 Finance #: 18280 Arbitator Heights L
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk
Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear
Find

Chg View
Print 3972

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: [Dropdown]
Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts: [Text Area]
Submitted: [Red Box] No Call Received: Yes No
Schedule: [List]
BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 12.00 Is this leave FMLA? Yes No
IL: 12.50 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No
Cancel Continue Select FMLA Case

Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

[Navigation Icons]

Slide notes

Enter the date and time the request for leave was submitted.

Slide 11 - Adding IOD/COP Request 6

Adding IOD/COP Request 6

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information
Employee ID: [Redacted] Finance #: 18 0000 Ardenon Heights, L.
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk
Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: [Dropdown]
Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts: [Text Area]
Submitted: 02/16/2023 06:00 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? Yes No
OL: 12.00 Is this leave FMLA? Yes No
IL: 12.50 Are you requiring documentation for this absence? Yes No
ET: 16.50 Scheduled? Yes No
Cancel Continue

Select "Continue" to continue.

◀ ▶ ⏪ ⏩ CC TOC

Slide notes

Select "Continue."

Slide 12 - Adding IOD/COP Request 7

Adding IOD/COP Request 7

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information
Employee ID: 5481128 Finance #: 18280 Activator Rights L
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk
Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave
Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type:
Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts:
Submitted: 02/16/2023 06:00 No Call Received: Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition?
OL: 12.00 Is this leave FMLA?
IL: 12.50 Are you requiring documentation for this absence?
ET: 16.50 Scheduled?
Cancel Continue Select FMLA Case

Select "Yes" to continue.

◀ ▶ ⏪ ⏩ ⏸ ⏹

Slide notes

Answer "Yes" to the first question,

"Is your absence the result of a job-related injury?"

Slide 13 - Adding IOD/COP Request 8

Adding IOD/COP Request 8

Employee Information

Employee ID: [Field] Finance #: [Field]

Employee Name: Doe, Harper W. Pay Location: [Field]

Select existing IOD/COP Claim

eRMS IOD Number	Date Claim Received	Traumatic Injury Date	Date of Occ. Med. Cond. OWCP #	Date OWCP Approved	Leave Type CA-1	Init. Abs. Work Disa
103000392446	01/01/2022	01/01/2022	01111001	01/01/2022	AL/SL	

New IOD/COP Claim

Save Close

Slide notes

Now the IOD/COP screen is displayed.

You will select the radio button for

“Select an existing IOD/COP Claim” or “New IOD/COP Claim.”

Slide 14 - Adding IOD/COP Request 9

Adding IOD/COP Request 9

HELP

InfoCurrent

ERM310F0 - 20 OPD/COP Assign Claim v4.001 - Restricted Information

Employee Information

Employee ID: [text box] Finance #: [text box]

Employee Name: Doe, Harper W. Pay Location: [text box]

Select existing IOD/COP Claim

Select the "Select existing IOD/COP Claim" radio button to continue.

cc.	Date OWCP Approved	Leave Type	Init. Abs.
01111001	01/01/2022	AL/SL	CA-1 Work Disa

New IOD/COP Claim

Clear

Find

Save

Close

Navigation icons: back, forward, search, CC, TOC

Slide notes

Since this is an existing claim, you will select the radio button for "Select existing IOD/COP Claim."

Slide 15 - Adding IOD/COP Request 10

Adding IOD/COP Request 10

HELP [Speaker Icon] \$InfoCur rentSlide\$

ERM310F0 - 20 OPD/COP Assign Claim v4.001 - Restricted Information

Employee Information

Employee ID: [Field] Finance #: [Field]

Employee Name: Doe, Harper W. Pay Location: [Field]

Select existing IOD/COP Claim

eRMS IOD Number	Date Claim Received	Traumatic Injury Date	Date of Occ. Med. Cond.	OWCP #	Date OWCP Approved	Leave Type CA-1	Init. Abs. Work Disa
▶ 103000392446	01/01/2022	01/01/2022		01111001	01/01/2022	AL/SL	

Select the carat to continue.

New IOD/COP Claim

Clear Find Save Close

[Navigation Icons]

Slide notes

Highlight the correct claim by clicking the carat on the

left side of the row with the claim you wish to select.

If an existing claim related to the absence is not listed,

select "New IOD/COP Claim."

Select the carat for the existing claim.

Slide 16 - Adding IOD/COP Request 11

Adding IOD/COP Request 11
HELP \$cpInfoCurrentSlide

ERM310F0 - 20 OPD/COP Assign Claim v4.001 - Restricted Information
X

Employee Information

Employee ID:

Employee Name:

Finance #:

Pay Location:

Clear
Find

Select existing IOD/COP Claim

eRMS IOD Number	Date Claim Received	Traumatic Injury Date	Date of Occ. Med. Cond.	OWCP #	Date OWCP Approved	Leave Type CA-1	Init. Abs. Work Disa
103000392446	01/01/2022	01/01/2022		01111001	01/01/2022	AL/SL	

New IOD/COP Claim

Save
Close

Select "Save" to continue.

Slide notes

Once you select the appropriate claim, select "Save."

Please note, any IOD or COP leave entries cannot be approved, denied, or edited until Human Resource Management (HRM) responds to the leave request.

Select "Save."

Slide 17 - Adding IOD/COP Request 12

Adding IOD/COP Request 12

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: 54811238 Finance #: 18 0382 Adeline Heights L
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk
Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

Chg View

Print 3972

Print 3971

TACS

Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: IOD
Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts: IOD
Submitted: 02/16/2023 06:00 No Call Received: Yes No

Schedule:

BT: 8.00
OL: 12.00
IL: 12.50
ET: 16.50

Is your absence a result of a job related condition? Yes No
Is this leave FMLA? Yes No
Are you requiring documentation for this absence? Yes No
Scheduled? Yes No

Select "No" to continue.

Cancel Continue Select FMLA Case

Cancel Continue Select FMLA Case

Navigation icons: [Back] [Refresh] [Pause] [Play] [CC] [TOC]

Slide notes

Continue answering the remaining questions.

Answer "No" to the question, "Is this leave FMLA?"

Slide 18 - Adding IOD/COP Request 13

Adding IOD/COP Request 13

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: 54811238 Finance #: 18 0382 Adeline Heights L

Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Calendar: January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

Add/Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: [Dropdown]

Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts: IOD, NOT FMLA

Submitted: 02/16/2023 06:00 No Call Received: Yes No

Schedule:

BT: 8.00 Is your absence a result of a job related condition? Yes No

OL: 12.00 Is this leave FMLA? Yes No

IL: 12.50 Are you requiring documentation for this absence? Yes No

ET: 16.50 Scheduled? Yes No

Select "No" to continue.

Buttons: Cancel Continue Select FMLA Case

Buttons: Clear Find Chg View Print 3972 Add Edit Deny Remove Lv Details Print 3971 TACS Close

Navigation: [Back] [Refresh] [Pause] [Speaker] [CC] [TOC]

Slide notes

Answer "No" to the question,

"Are you requiring documentation for this absence?"

Slide 19 - Adding IOD/COP Request 14

Adding IOD/COP Request 14

HELP [Speaker Icon] \$\$\$pInfoCur rentSlide\$\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: 54811238 Finance #: 18 0282 Adeline Heights L

Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

Chg View

Print 3972

Add Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: IOD, NOT FMLA

Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts: IOD, NOT FMLA

Submitted: 02/16/2023 06:00 No Call Received: Yes No

Schedule:

BT: 8.00 Is your absence a result of a job related condition? Yes No

OL: 12.00 Is this leave FMLA? Yes No

IL: 12.50 Are you requiring documentation for this absence? Yes No

ET: 16.50 Scheduled? Yes No

Select "Yes" to continue.

Cancel Continue Select FMLA Case

Add Edit Deny Remove Lv Details Print 3971 TACS Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6							
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Print 3972

Print 3971

TACS

Close

Navigation icons: Back, Play, Stop, Next, CC, TOC

Slide notes

Answer "Yes" to the question, "Scheduled?"

Slide 20 - Adding IOD/COP Request 15

Adding IOD/COP Request 15

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information
Employee ID: 5481128 Finance #: 18280 Arden Heights, L.
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk
Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Lea

Add/Edit Leave
Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: [Dropdown Menu]
Total Reg Hrs: 3.00 Thru: 16.50 3971Cmts: IOD, NOT FMLA
Submitted: 02/16/2023 06:00 No Call Received: [] Yes No
Schedule:
BT: 8.00 Is your absence a result of a job related condition? []
OL: 12.00 Is this leave FMLA? []
IL: 12.50 Are you requiring documentation for this absence? []
ET: 16.50 Scheduled? []
Cancel Continue Select FMLA Case

Select "Leave Type" drop-down menu to continue.

Cancel Continue Select FMLA Case

Navigation: [Back] [Refresh] [Pause] [Play] [CC] [TOC]

Slide notes

Next, add the leave type by selecting the "Leave Type" drop-down menu.

Slide 21 - Adding IOD/COP Request 16

The screenshot displays the 'Adding IOD/COP Request 16' application window. At the top, the title bar reads 'Adding IOD/COP Request 16'. Below the title bar, there are buttons for 'HELP', a speaker icon, and '\$\$cpInfoCur rentSlide\$\$'. The main content area is divided into several sections:

- Employee Information:** Fields for Employee ID (5481128), Finance # (18280), Employee Name (Doe, Harper W.), Pay Location (013 Window Clerk), Level (06), Step (0), Type (FTR), and EOD Date (01/11/2023).
- Calendar:** A calendar for January 2023 showing dates from 1 to 31. Some dates are highlighted in cyan, indicating SDO (Scheduled Day Off) or other leave types.
- Legend:** A row of colored boxes representing different leave types: Sched (blue), Unsched (red), SDO (cyan), Holiday (yellow), FMLA (green), Multi-Leav (purple), and Ligh (grey).
- Add/Edit Leave:** Fields for Leave Date (02/23/2023), Thru (02/23/2023), Time (8.00), Leave Type, Total Reg Hrs (3.00), Submitted (02/16/2023), and No Call Received (checkbox).
- Dialog Box:** A 'List of Valid Leave Types' dialog box is open, showing a search field with '0%' and a list of leave types. '071-00 COP - REGULAR' is highlighted in blue. The 'OK' button is highlighted with a red box.
- Callout:** A blue callout box with the text 'Select "OK" to continue.' is positioned over the 'OK' button.

At the bottom of the application window, there are several control buttons: 'Cancel', 'Continue', 'Select FMLA Case', 'Add', 'Edit', 'Deny', 'Remove', 'Lv Details', 'Print 3971', 'TACS', and 'Close'. The bottom of the slide shows navigation icons for back, forward, and search, along with 'CC' and 'TOC' buttons.

Slide notes

Select "071-00 COP - REGULAR," then select "OK."

Slide 22 - Adding IOD/COP Request 17

Adding IOD/COP Request 17

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

ERM410F0 - 20 Leave Management v4.044 - Restricted Information

Employee Information

Employee ID: 5481235 Finance #: 16082 Activation Heights, L

Employee Name: Doe, Harper W. Pay Location: 012 Window Clerk

Level: 06 Step: 0 Type: FTR EOD Date: 01/17/1998

Clear Find

Chg View

Print 3972

Add Edit Leave

Leave Date: 02/23/2023 Thru: 02/23/2023 Time: 8.00 Leave Type: 071-00 COP - REGULAR

Total Reg Hrs: 3.00 Details Thru: 16.50 3971Cmts: IOD, NOT FMLA

Submitted: 02/16/2023 08:00 No Call Received: Yes No

Schedule:

BT: 8.00 Is your absence a result of a job related condition? Yes No

OL: 12.00 Is this leave FMLA? Yes No

IL: 12.50 Are you requiring documentation for this absence? Yes No

ET: 18.50 Scheduled? Yes No

Cancel Save

Select "Save" to continue.

Print 3972

Lv Details

TACS

Close

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

January 2023 February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6					1	2	3
7 SDO	8 SDO	9	10	11	12	13	4 SDO	5 SDO	6	7	8	9	10
14 SDO	15 SDO	16	17	18	19	20	11 SDO	12 SDO	13	14	15	16	17
21 SDO	22 SDO	23	24	25	26	27	18 SDO	19 SDO	20	21	22	23	24
28 SDO	29 SDO	30	31				25 SDO	26 SDO	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied *- Admin Act P - Pending

BT: 8.00 Is your absence a result of a job related condition? Yes No

OL: 12.00 Is this leave FMLA? Yes No

IL: 12.50 Are you requiring documentation for this absence? Yes No

ET: 18.50 Scheduled? Yes No

Cancel Save

Select "Save" to continue.

Print 3972

Lv Details

TACS

Close

Navigation: [Back] [Home] [Pause] [Next] [CC] [TOC]

Slide notes

Review the data on the screen to verify it is correct, then select "Save."

Slide 23 - Adding IOD/COP Request 18

Adding IOD/COP Request 18

HELP [Speaker Icon] \$\$\$InfoCur rentSlide\$\$\$

ERM410F0 - 20 Leave Management v4 044 - Restricted Information

Employee Information
Employee ID: 54811235 Finance #: 18-0282 Atlanta Heights L.
Employee Name: Doe, Harper W. Pay Location: 012 Window Clerks
Level: 06 Step: 0 Type: FTR EOD Date: 07/03/1964

Clear
Find

Chg View
Print 3972

Report Submitted
Report Submitted. Check Report Queue
OK

Legend: Sched Unsched SDO Ho * - Admin Act P - Pending

Employee Information Leave Summary FMLA Summary
Leave Summary

Sort	Leave Type	Hrs	Con	Date	Time	Date	Time	Entered By	Confirm Number
>	071-00 COP - REGULAR	3.00	<input type="checkbox"/>	02/20/2023	8:00	02/20/2023	11:00	02/17/2023 06:00	AL00600
>									
>									
>									

Denied Leave is Shown in Red

Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

Select "OK" to continue.

[Navigation Icons]

Slide notes

Select "OK" for "Report Submitted. Check Report Queue" pop-up.

Slide 24 - IOD Request Pending Authorization

The screenshot displays the 'ERM410F0 - 20 Leave Management v4 044 - Restricted Information' window. At the top, there are fields for Employee Information: Employee ID (54811235), Finance # (18-0282 Atlanta Heights L), Employee Name (Doe, Harper W.), Pay Location (012 Window Clerks), Level (06), Step (0), Type (FTR), and EOD Date (07/03/1964). Below this is a calendar view for January and February 2023, with several dates marked as 'SDO' (Scheduled Day Off). A legend at the bottom left identifies 'Sched' (blue), 'Unsched' (red), and 'SDO' (cyan). A pop-up dialog box titled 'Report Submitted' is centered on the screen, containing the message 'IOD Pending Authorization Message has been generated.' and an 'OK' button. A blue text box with the instruction 'Select "OK" to continue.' is overlaid on the 'OK' button. The interface also includes a 'Leave Summary' table with columns for Leave Type, Hrs, and dates, and a 'Print 3972' button on the right side.

Slide notes

The pop-up “IOD Pending Authorization Message has been generated,” displays.

Note: The message is generated to a Human Resource Management (HRM) Specialist.

Once the IOD request has been Approved or Denied by HRM,

Local Management will receive an IOD Pending Approval or Denial message in eRMS

that they will need to be responded to in order to complete the approval or denial.

Select “OK.”

Slide 25 - IOD Request Pending Authorization Cont.

IOD Request Pending Authorization Cont.
HELP
\$InfoCur
rentSlide

ERM410F0 - 20 Leave Management v4 044 - Restricted Information

Employee Information	
Employee ID: 54811235	Finance #: 16-0292 Arlington Heights L.
Employee Name: Doe, Harper W.	Pay Location: 012 Window Clerks
Level: 06 Step: 0 Type: FTR	EOD Date: 07/03/1964

January 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri
	1 SDO	2	3	4	5	6
7 SDO	8 SDO	9	10	11	12	13
14 SDO	15 SDO	16	17	18	19	20
21 SDO	22 SDO	23	24	25	26	27
28 SDO	29 SDO	30	31			

February 2023

Sat	Sun	Mon	Tue	Wed	Thu	Fri
				1	2	3
4 SDO	5 SDO	6	7	8	9	10
11 SDO	12 SDO	13	14	15	16	17
18 SDO	19 SDO	20 u CCP	21	22	23	24
25	26	27	28			

Legend: Sched Unsched SDO Holiday FMLA Multi-Leav Light Duty D - Denied * - Admin Act P - Pending

Employee Information
Leave Summary
Leave Request
HRM Authorization
FMLA Summary

Leave Summary

Sort	Leave Type	Hrs	Sch	Begin Date	Begin Time	End Date	End Time	Request Date Time	Entered By	Confirm Number
>	071-00 CCP - REGULAR	3.00	<input type="checkbox"/>	02/20/2023	8:00	02/20/2023	11:00	02/17/2023 06:00	AL00600	
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							
>			<input type="checkbox"/>							

Denied Leave is Shown in Red

Clear
Find
Chg View
Print 3972
Add
Edit
Deny
Remove
Lv Details
Print 3971
TACS
Close

CONTINUE

Slide notes

The Leave Management screen calendar displays a white box containing a "P" for each day associated with the pending IOD Leave request.

The "P" indicates that the IOD Leave is pending authorization by an HRM Specialist. Select "Continue."

Slide 26 - Knowledge Check Instructions


Knowledge Check Instructions

HELP

\$\$\$InfoCur
rentSlide\$\$

Now, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to answer each knowledge check question correctly.



CONTINUE

◀ ▶ ⏪ ⏩ 🔊 CC TOC

Slide notes

Slide 27 - Knowledge Check

Knowledge Check

Timekeepers cannot _____ leave associated with an on-the-job injury or occupational medical condition until after the request has been reviewed and processed by an HRM Specialist.

Select the best answer.

A. Approve.

B. Approve or deny.

★ C. Approve, deny, or edit.

D. Deny or edit.

Incorrect. Timekeepers cannot approve, deny, or edit leave associated with an on-the-job injury or occupational medical condition until after the request has been reviewed and processed by an HRM Specialist.

Select "NEXT" to proceed.

◀

SUBMIT

Slide notes

Slide 28 - Credit and Completion

Credit and Completion

HELP

\$\$\$cpInfoCur
rentSlide\$\$\$

You have completed Module 4: Injured-on-Duty (IOD) Requests.
Please return to the learning portal and review Modules 5 and 6 to complete the
Enterprise Resource Management System (eRMS) Lead Clerk Role training.

Close this window by selecting Exit or by pressing <Alt+F4>.

NOTE: Should the module not show as complete in the learning portal,
please view the TOC to confirm you visited all slides. If any of the slides are
missing a checkmark, please revisit the slide(s), and the module will complete.

EXIT

TOC

Slide notes

Slide 1 - Title

The slide features a background image of a modern office interior with a large, semi-transparent clock overlay. The clock is blue and white, with black hands and a red second hand. In the background, three people (two men and one woman) are standing and talking near a desk. The text is overlaid on the left side of the slide.

Title

HELP

InfoCurrentSlide

Enterprise Resource Management System (eRMS) Lead Clerk Role Training

Module 5: Generating Reports

Navigation icons: Home, Play/Pause, Volume, CC, TOC

Slide notes

Welcome to Enterprise Resource Management System (eRMS) Lead Clerk Role,

Module 5, Generating Reports.

Slide 2 - Help

The screenshot shows a window titled "Course Assistance" with a close button in the top right corner. The window is divided into two main sections: "Accommodations and Support" on the left and "Course Resources" on the right. The "Accommodations and Support" section contains four paragraphs of text providing contact information for various support needs. The "Course Resources" section contains three green buttons: "Four Questions Job Aid", "Reports Job Aid", and "Supervisor Message Types". At the bottom of the "Course Resources" section is a "Return" button. At the bottom center of the window is a "Help" button.

Course Assistance

Accommodations and Support

If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.

If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.

For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.

For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.

The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.

Course Resources

Four Questions Job Aid

Reports Job Aid

Supervisor Message Types

Return

Help

Slide notes

Slide 3 - Navigation Instructions

The slide is titled "Navigation Instructions" and features a central control panel with five buttons: a circular arrow (Replay Slide), a play button (Play / Pause Course), a speaker icon (Mute / Unmute Course Audio), "CC" (Show / Hide Closed Captions), and "TOC" (Show / Hide Table of Contents). A dashed line connects the "HELP" button in the top right to the text "Help and Resources". At the bottom left, a back arrow is labeled "Back to Previous Slide". At the bottom right, a "CONTINUE" button is labeled "Continue to Next Slide". A secondary control bar at the very bottom contains icons for replay, play/pause, mute, CC, and TOC.

Slide notes

Slide 4 - User Information

The screenshot shows a presentation slide titled "User Information". The slide content includes instructions for optimizing the learning experience, such as using Google Chrome and avoiding multitasking. It also provides information on how to exit the course and resume it later. The slide is framed by a blue bar on the left and a green bar on the right. The top of the slide has a title bar with "User Information" and buttons for "HELP", a close button (X), and a status indicator "\$\$cpInfoCur rentSlide\$\$". The bottom of the slide has a navigation bar with a back button, a "CONTINUE" button, and icons for refresh, pause, play, CC, and TOC.

User Information

HELP X \$\$cpInfoCur rentSlide\$\$

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal, and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

CONTINUE

Refresh Pause Play CC TOC


Slide notes

Slide 5 - Objectives

Objectives
HELP
\$\$\$InfoCur rentSlide\$\$\$

By the end of the module, you should be able to:

- Follow the process to generate a report for an Incidental Leave Entry Request.
- Log out of the eRMS system.



◀
CONTINUE

↺
⏸
🔊
CC
TOC

Slide notes

By the end of this module, you should be able to follow the process to generate an Incidental Leave Entry Request Report and log out of the eRMS system.

Slide 6 - Introduction

The screenshot shows a presentation slide titled "Introduction". At the top right of the slide, there are controls for "HELP", a speaker icon, and a text box containing "\$\$cpInfoCurrentSlide\$\$". The main content of the slide is a computer monitor displaying the Blue United States Postal Service eRMS interface. The interface has a blue header with the text "Blue United States Postal Service" and "eRMS Enterprise Resource Management System". Below the header is a navigation menu with items like "Home", "My Work", "My Life", and "Inside VEPS". The main content area features a large "ATTENTION" banner with the text: "TACS/eRMS PRC Link Weekly Patching will be 02:10 - Friday from 03:30am-08:30am (GST). If users have connected to TACS/eRMS server that is getting patched, will get disconnected. Users can re-login without any error." Below this is a "Warning about eRMS? Click here to ask an expert." and a "Restricted Information" section. The bottom of the slide contains navigation controls: a back arrow, a "CONTINUE" button, and a set of media controls including a refresh icon, a play/pause icon, a speaker icon, and buttons for "CC" and "TOC".

Slide notes

Now that you have learned how to navigate the eRMS Leave Management screen, we will discuss how to run and view an Incidental Leave Entry Report.

This report provides you with all leave entries made under your ACE ID.

Slide 7 - eRMS Reports 1

The screenshot displays the eRMS Reports 1 interface. At the top, there is a title bar with 'eRMS Reports 1' and buttons for 'HELP', a speaker icon, and '\$\$cpInfoCur rentSlide\$\$'. The main content area shows a window titled 'United States Postal Service - Restricted Information'. The window has a menu bar with 'System', 'Employee', 'Leave', and 'Reports'. The 'Reports' menu is open, showing options: 'Report Queue...', 'Employee Reports...', 'Call-in Log Reports...' (highlighted with a red box), and 'Leave Summary Reports...'. A blue callout box with white text says: 'Select "Call-in Log Reports" from the drop-down menu to continue.' Below the menu, there is a table with columns for 'Roles', 'Employee Last Name', and 'Order'. The 'Roles' column has a dropdown menu with 'All Roles' selected. To the right of the table, there is a 'Restricted Information' section with a 'Refresh' button. Below that is an 'Outstanding Messages' section with a 'Run Report' button and 'Forward', 'New Message', 'Respond', and 'Deactivate' buttons. At the bottom of the window is a 'Message Text' area and a 'Log Out/Exit' button. The bottom of the slide features a navigation bar with a back arrow, a refresh icon, a pause icon, a speaker icon, and buttons for 'CC' and 'TOC'.

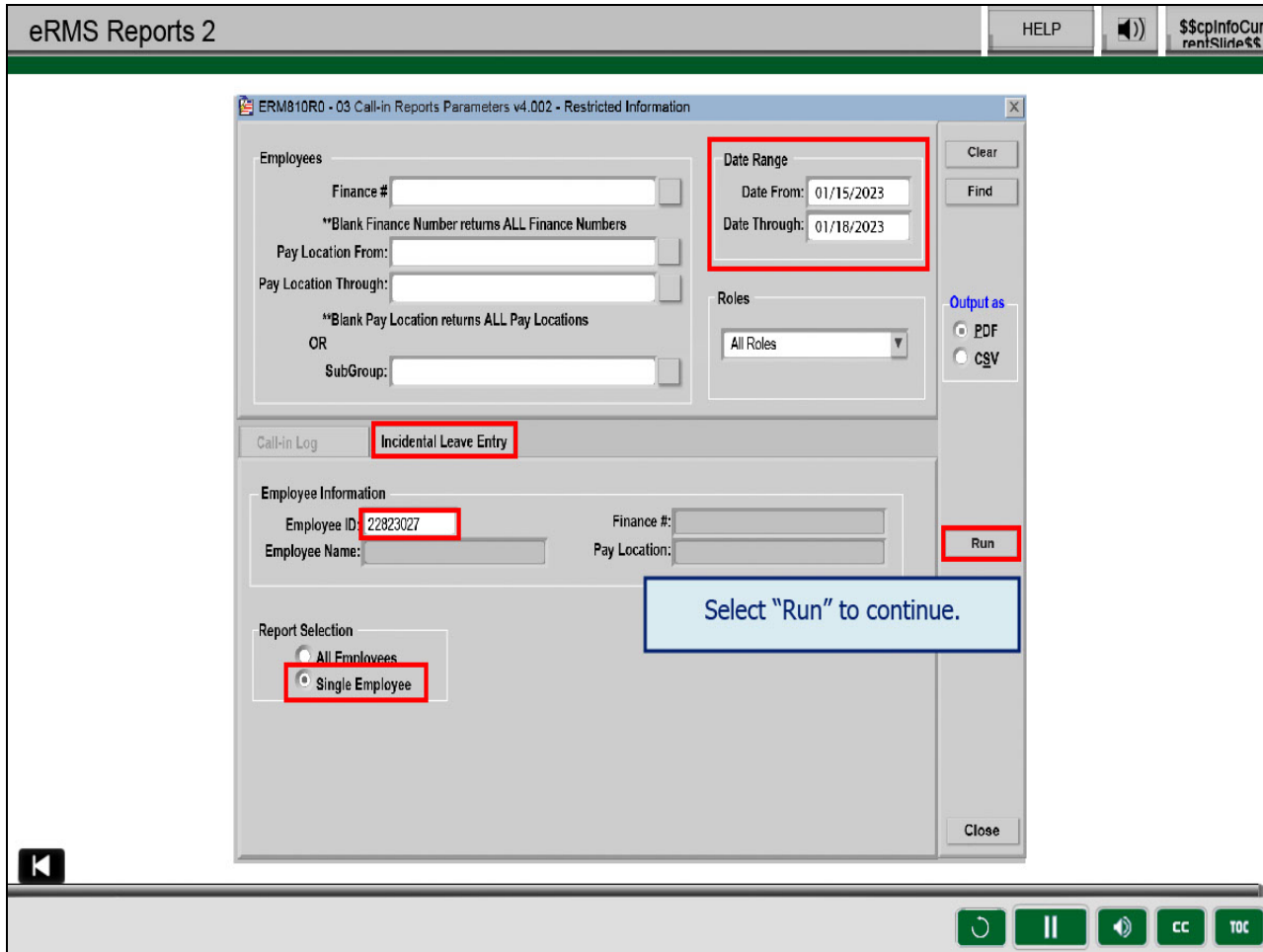
Slide notes

Your manager has requested that you provide a report for all the leave you entered for the past week.

To begin, go to Reports on the eRMS Main menu.

Select "Call-in Log Reports."

Slide 8 - eRMS Reports 2



Slide notes

On the Incidental Leave Entry tab, enter the criteria you wish to use.

If you do not enter any criteria, the report will be ran for all employees in all the finance numbers and pay locations you have access to.

A search can be conducted by a single employe, all employees, by finance number, or by pay location.

Shown here is an example of the fields you would enter to run the report for a single employee.

Enter the dates you would like to use for your search in the "Date Range" fields.

Enter the date of the first day of your search range

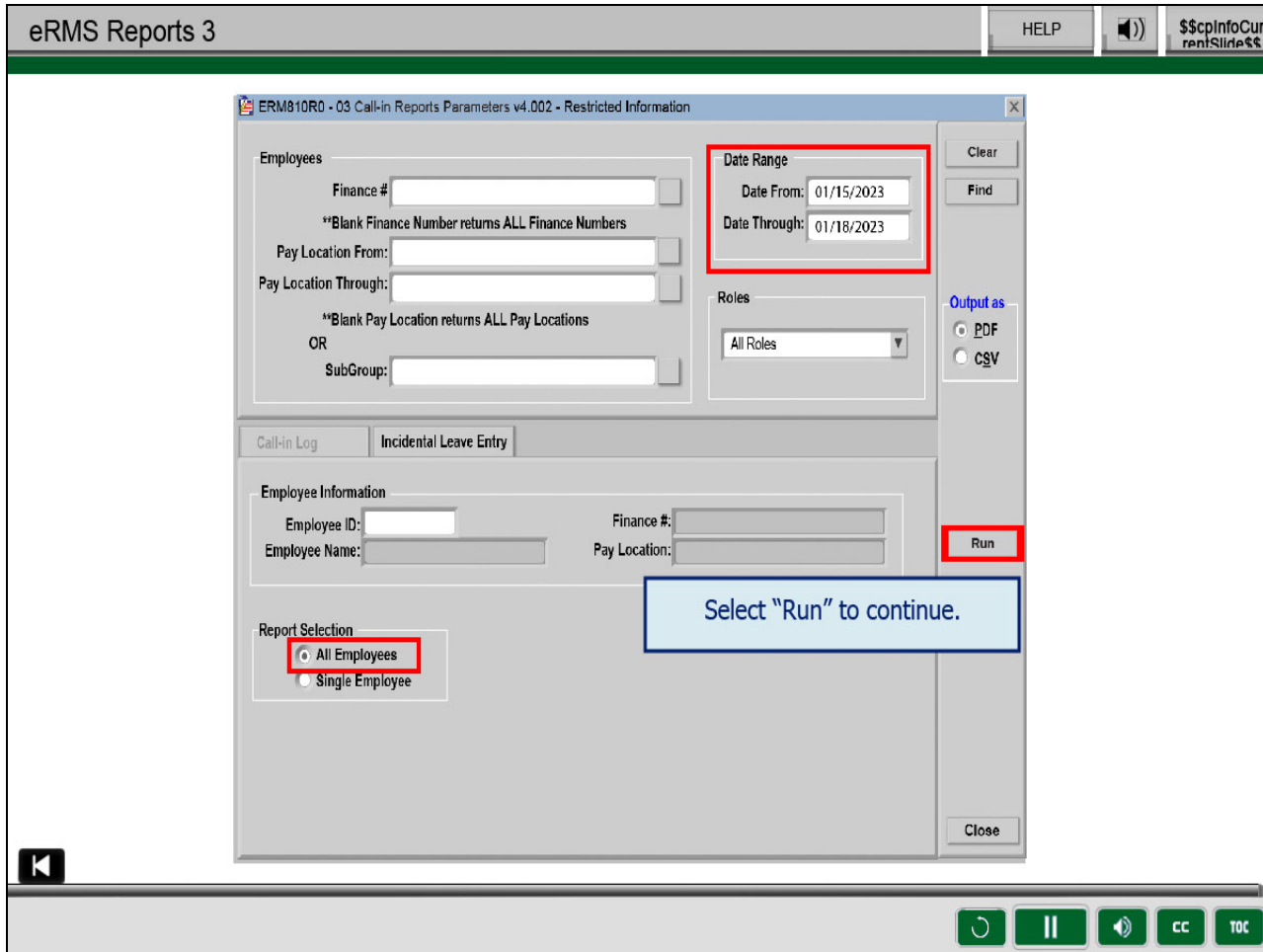
in the “Date From” field and the last day of your

search in the “Date Through” field.

Select the radio button for “Single Employee” and enter the EIN,

then select “Run” to generate the report and send it to your Report Queue.

Slide 9 - eRMS Reports 3



Slide notes

Since your manager has requested a report for all the leave you entered for the last week, you need to run the report for all employees.

Enter the date range for the report,

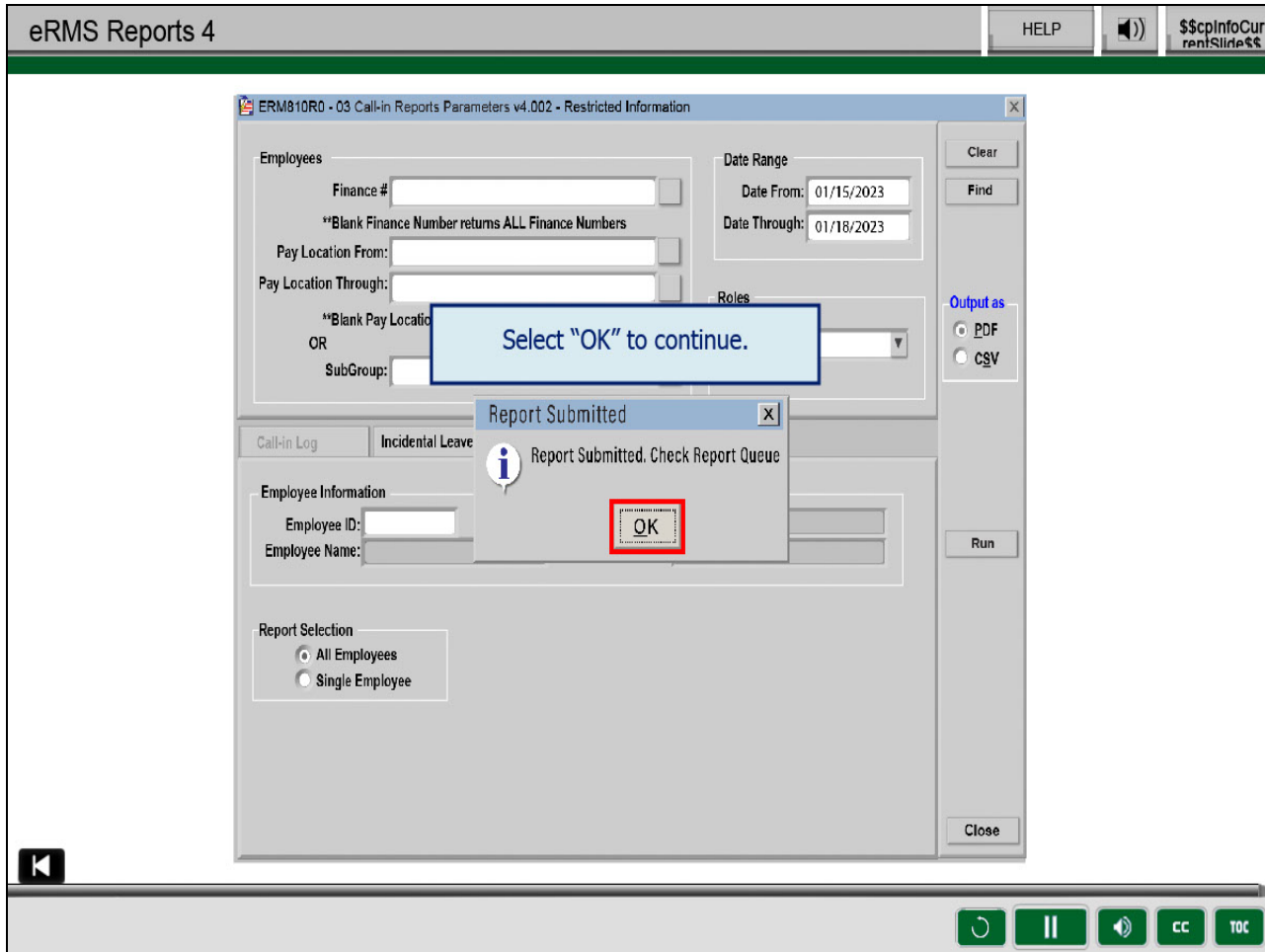
select the radio button for "All Employees," then select "Run."

Note: If you have access to multiple finance numbers,

and you only want to run the report for employees in one installation,

you will need to enter the finance number of that installation in the "Finance #" field.

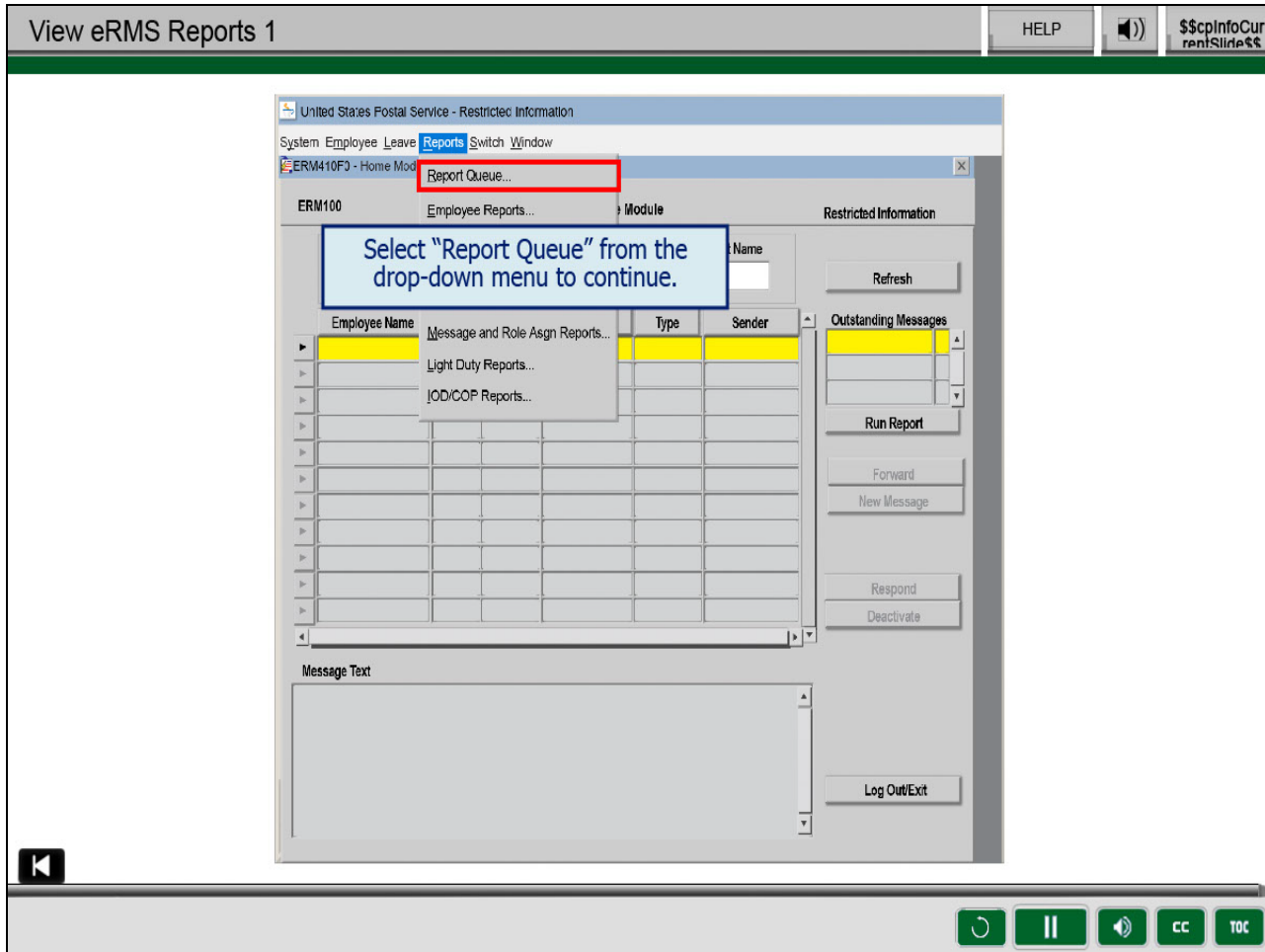
Slide 10 - eRMS Reports 4



Slide notes

Click "OK" to the pop up stating "Report Submitted, Click Report Queue".

Slide 11 - View eRMS Reports 1



Slide notes

To view your report, select the "Reports" drop-down menu.

Select "Report Queue."

Slide 13 - View eRMS Reports 3

View eRMS Reports 3

HELP [Speaker Icon] \$cpInfoCur rentSlide\$\$

<< RESTRICTED INFORMATION >>
United States Postal Service
Incidental Leave Entry Report

Report ERMS810R5 v4.001 Page 2 of 5
Current as of: PP 01 Week 02 of 2023 Report ran on: 01/19/2023 06:00:08

Your Selection Criteria: All Finance Numbers All Pay Locations Date From: 01/01/2023 Through: 01/19/2023 All Roles

Finance Number: [Redacted]
Pay Location: [Redacted]

Employee Name	Employee ID	Leave Type	Leave Date	Leave Hours	Entered Date	Entered By
LAST2220, FIRST2220 N	77739020	AL	01/17/2023	8.00	01/19/2023	DT0028
LAST2220, FIRST2220 N	77739020	SL	01/18/2023	8.00	01/19/2023	DT0028
LAST2220, FIRST2220 N	77739020	ISL	01/19/2018	8.00	01/19/2023	DT0028

CONTINUE

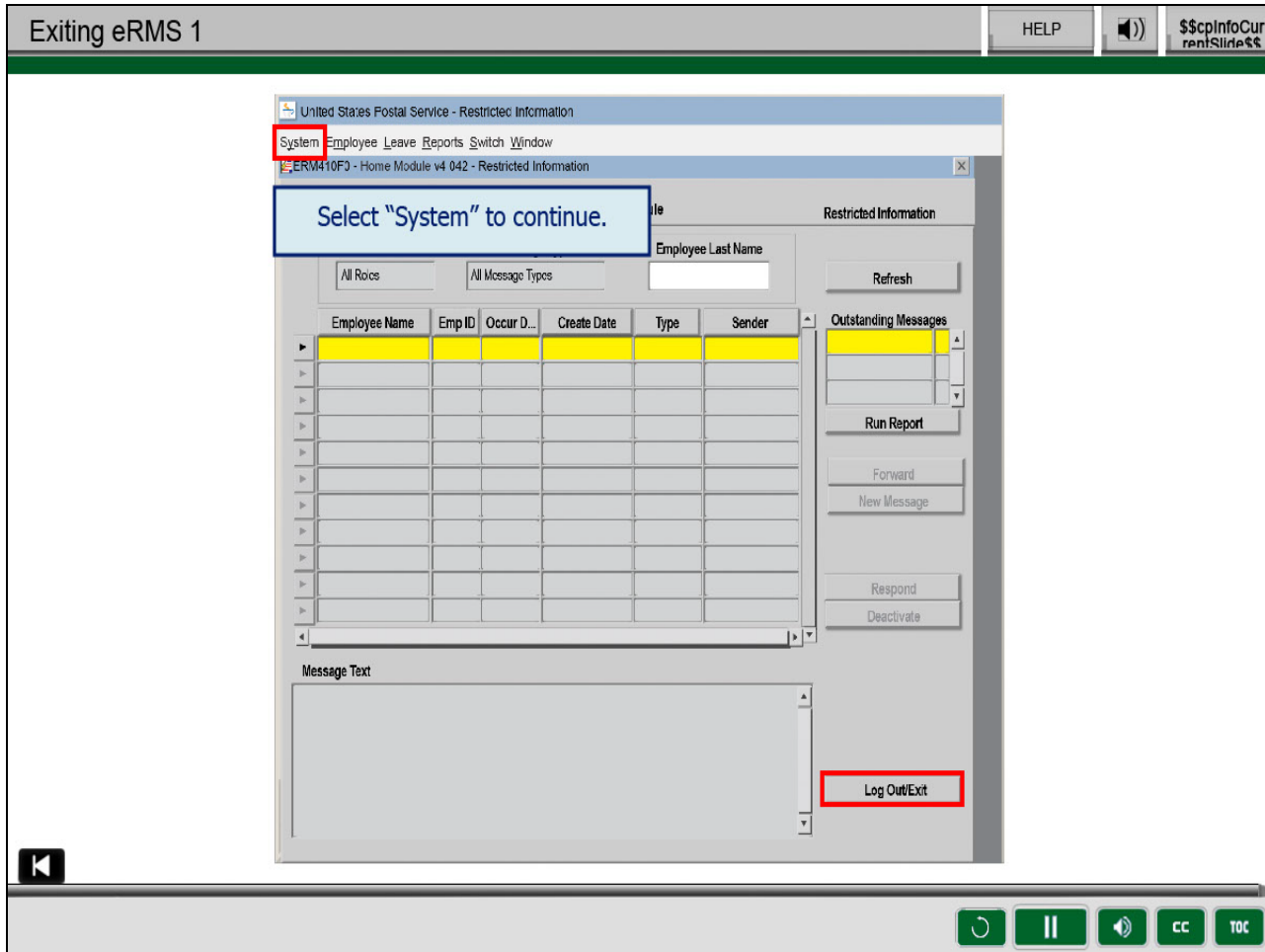
[Navigation Icons: Back, Play, Stop, CC, TOC]

Slide notes

The report includes the following fields Employee Name, Employee ID, Leave Type, Leave Date, Leave Hours, Entered Date, and Entered By.

Please Note: The report only shows leave entry entered by the same ACE Login that ran the report.

Slide 14 - Exiting eRMS 1



Slide notes

Now that we have reviewed Incidental Leave reports,
 lets wrap up the module with how to exit eRMS and where you can get help.
 You can now exit eRMS correctly by selecting “Log Out/Exit”
 in the lower-right corner of the screen or by
 selecting “System” on the Main Menu bar.

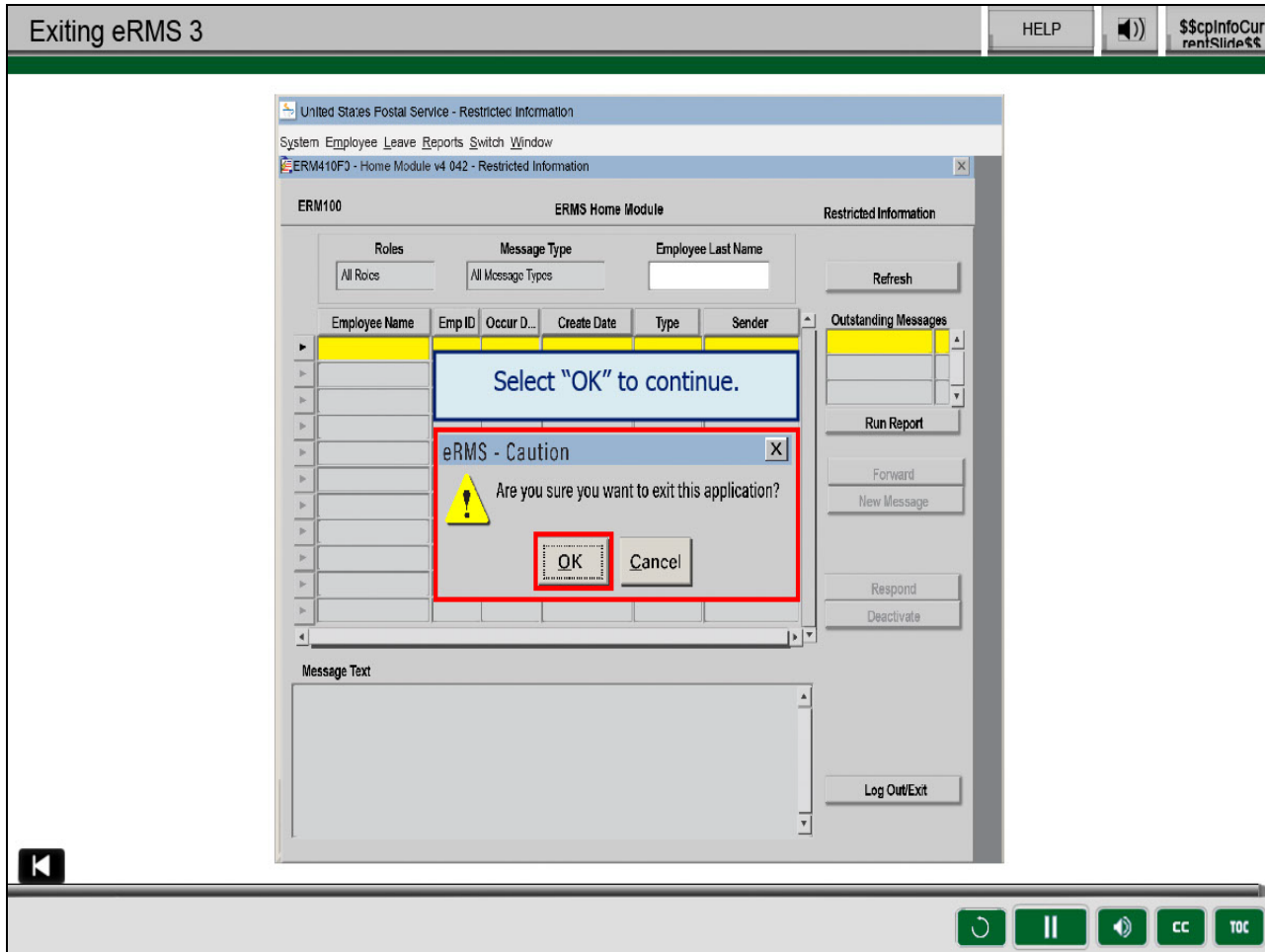
Slide 15 - Exiting eRMS 2

The screenshot displays the 'ERMS Home Module' window. The 'System' menu is open, with 'Exit' selected and highlighted in red. A blue callout box with the text 'Select "Exit" to continue.' points to the 'Exit' option. The main interface features a search area with 'Message Type' (set to 'All Message Types') and 'Employee Last Name' fields, a 'Refresh' button, and a table of 'Outstanding Messages'. The table has columns for 'Type' and 'Sender'. Below the table is a 'Message Text' area. On the right side, there are buttons for 'Run Report', 'Forward', 'New Message', 'Respond', 'Deactivate', and 'Log Out/Exit'. The top of the window has a title bar 'Exiting eRMS 2' and buttons for 'HELP', a speaker icon, and '\$\$cpInfoCur rentSlide\$\$'. The bottom of the window has navigation icons: a back arrow, a refresh icon, a pause icon, a play icon, a 'CC' icon, and a 'TOC' icon.

Slide notes

On the drop-down menu, select "Exit."

Slide 16 - Exiting eRMS 3



Slide notes

A pop-up screen displays “Are you sure you want to exit the application?”

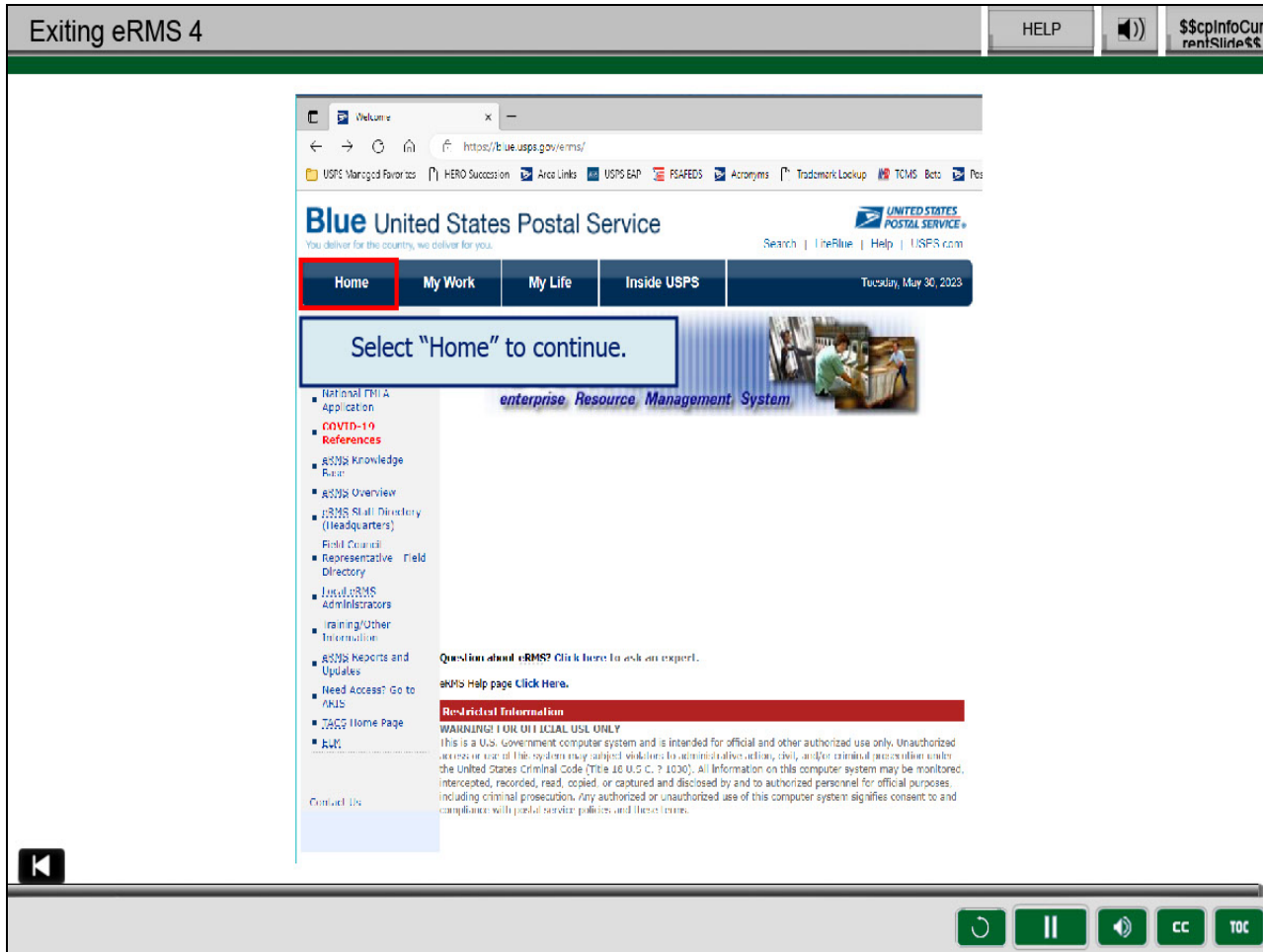
Select “OK.”

Slide 17 - Exiting eRMS 4

Exiting eRMS 4

HELP

InfoCurrent



Home My Work My Life Inside USPS Today, May 30, 2023

Select "Home" to continue.

enterprise Resource Management System

Question about eRMS? Click here to ask an expert.

eRMS Help page Click Here.

Reflected Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. ? 1030). All information on this computer system may be monitored, intercepted, recorded, used, copied, or captured and disclosed by and to authorized personnel for official purposes including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Slide notes

You will be returned to the eRMS webpage.

Once at the eRMS webpage, select "Home."

Slide 18 - Exiting eRMS 5

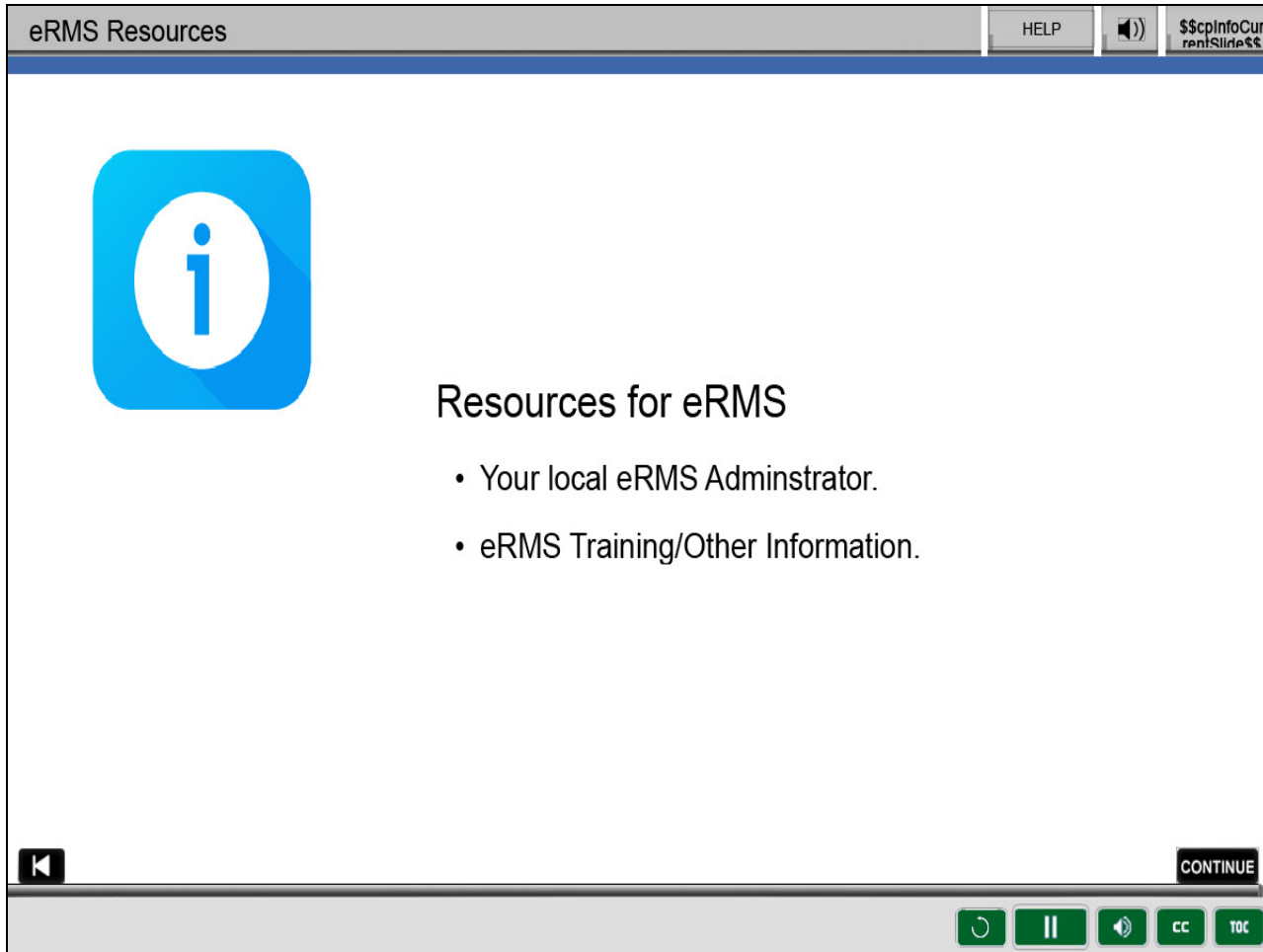
The screenshot shows a presentation slide titled "Exiting eRMS 5". The main content is a screenshot of the USPS Blue website. The website header features the "Blue United States Postal Service" logo and navigation tabs for "Home", "My Work", "My Life", and "Inside USPS". A central banner displays "#PostalProud BEHIND the EAGLE" with the tagline "A daily look across the nation." and "What keeps you #PostalProud?". To the left, there is a sidebar with "Essential links" and "Featured topics". To the right, there is a search bar and a list of departments including "All Departments/Functions", "Board of Governors", "Postmaster General", "Deputy Postmaster General", "Chief Information Office", "Chief Technology Office", "Commerce and Business Solutions", "Corporate Affairs", "Corporate Communications", "Customer and Marketing", "Finance", "Human Resources", "Legal", "Logistics", "Processing and Distribution", "Retail and Delivery Operations", and "U.S. Postal Inspection Service". The presentation controls at the bottom include a back arrow, a "CONTINUE" button, and media controls like play, pause, and volume.

Slide notes

Now you are returned to the Blue Page where we started.

Next, let's discuss how to get help.

Slide 19 - eRMS Resources



The screenshot shows a presentation slide with a blue header bar containing the text "eRMS Resources". In the top right corner of the slide area, there are three small icons: a "HELP" button, a speaker icon, and a "Current Slide" indicator showing "19/25". The main content of the slide features a large blue square icon with a white circle and a blue lowercase letter "i" inside. To the right of this icon, the text "Resources for eRMS" is displayed, followed by a bulleted list:

- Your local eRMS Administrator.
- eRMS Training/Other Information.

At the bottom of the slide, there is a navigation bar with a "CONTINUE" button on the right and a set of control buttons (back, forward, home, search, and a "TOC" button) on the left.

Slide notes

When you need help, your first resource should be your local eRMS administrator.

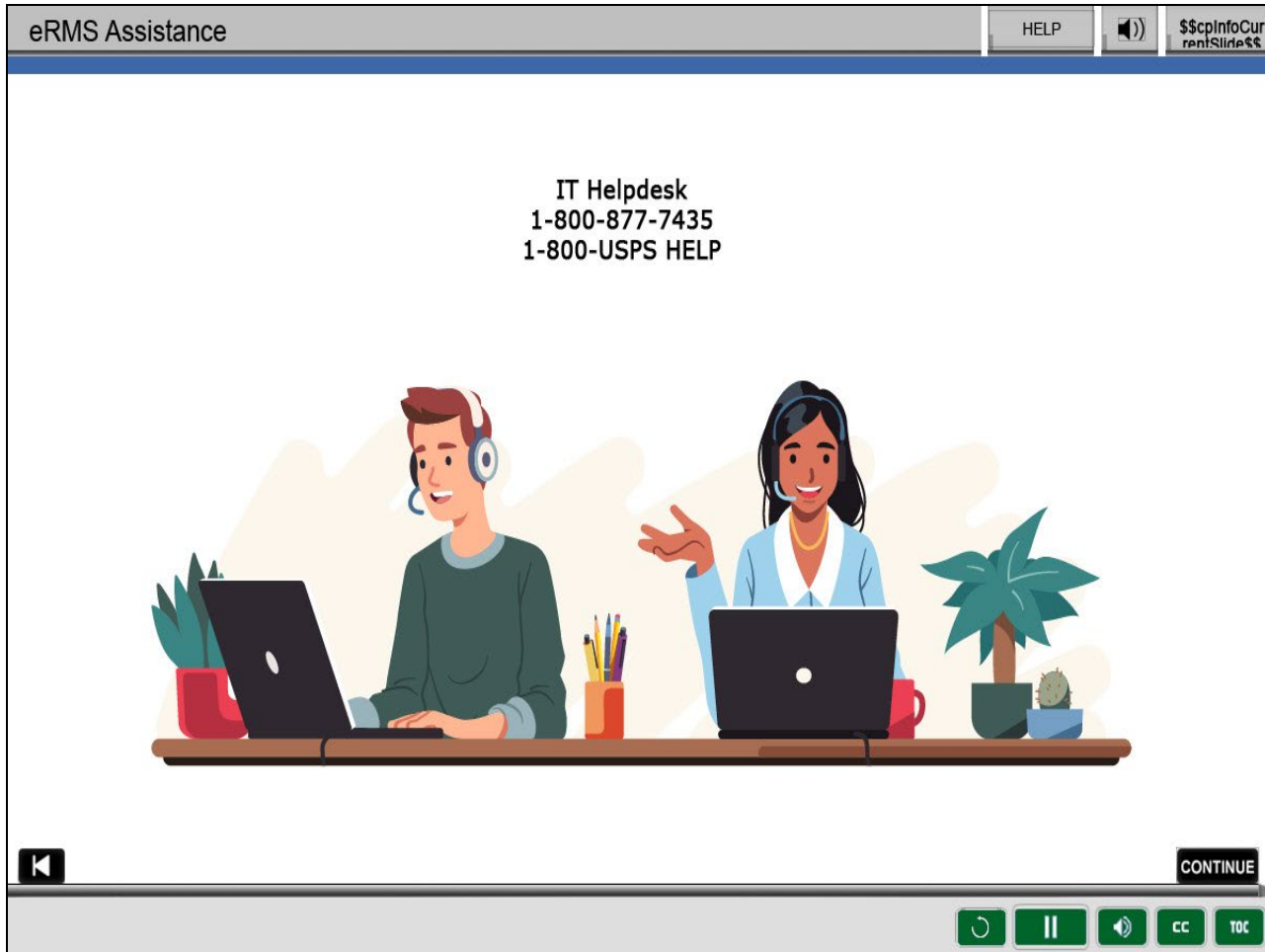
Remember, the eRMS administrator will need detailed information to better assist you.

There are other types of assistance available.

If the question involves how to do something, the eRMS Training/Other Information

and eRMS Help pages can be accessed from the eRMS Homepage.

Slide 20 - eRMS Assistance



The slide is titled "eRMS Assistance" and is presented within a software interface. The main content area features the text "IT Helpdesk" followed by two phone numbers: "1-800-877-7435" and "1-800-USPS HELP". Below the text is an illustration of two customer service representatives, a man and a woman, both wearing headsets and working at laptops on a desk. The man is on the left, and the woman is on the right, gesturing with her hand. The desk is decorated with a pen holder, a potted plant, and a small cactus. The interface includes a top bar with "eRMS Assistance", "HELP", a speaker icon, and "\$\$cpInfoCur rentSlide\$\$". A bottom bar contains a back arrow, a "CONTINUE" button, and icons for refresh, pause, volume, CC, and TOC.

Slide notes

If the eRMS application is not functioning properly,
contact the IT Helpdesk at 1-800-877-7435 or 1-800 USPS HELP.

Slide 21 - Knowledge Check Instructions


Knowledge Check Instructions

HELP

\$\$\$InfoCur
rentSlide\$\$\$

Now, test your knowledge of what you have learned in this module.

Select the correct answer and select the submit button. You have three attempts to answer each knowledge check question correctly.



CONTINUE

◀ ▶ ⏪ ⏩ 🔊 CC TOC

Slide notes

Slide 22 - Knowledge Check

Knowledge Check

When you need help with eRMS, your first resource should be _____.

Select the best answer.

- A. To call the HRSSC Help Line.
- B. To contact the IT Help email address.
- ★ C. Your local eRMS administrator.
- D. All the above.

Correct! When you need help with eRMS, your first resource should be your local eRMS administrator.

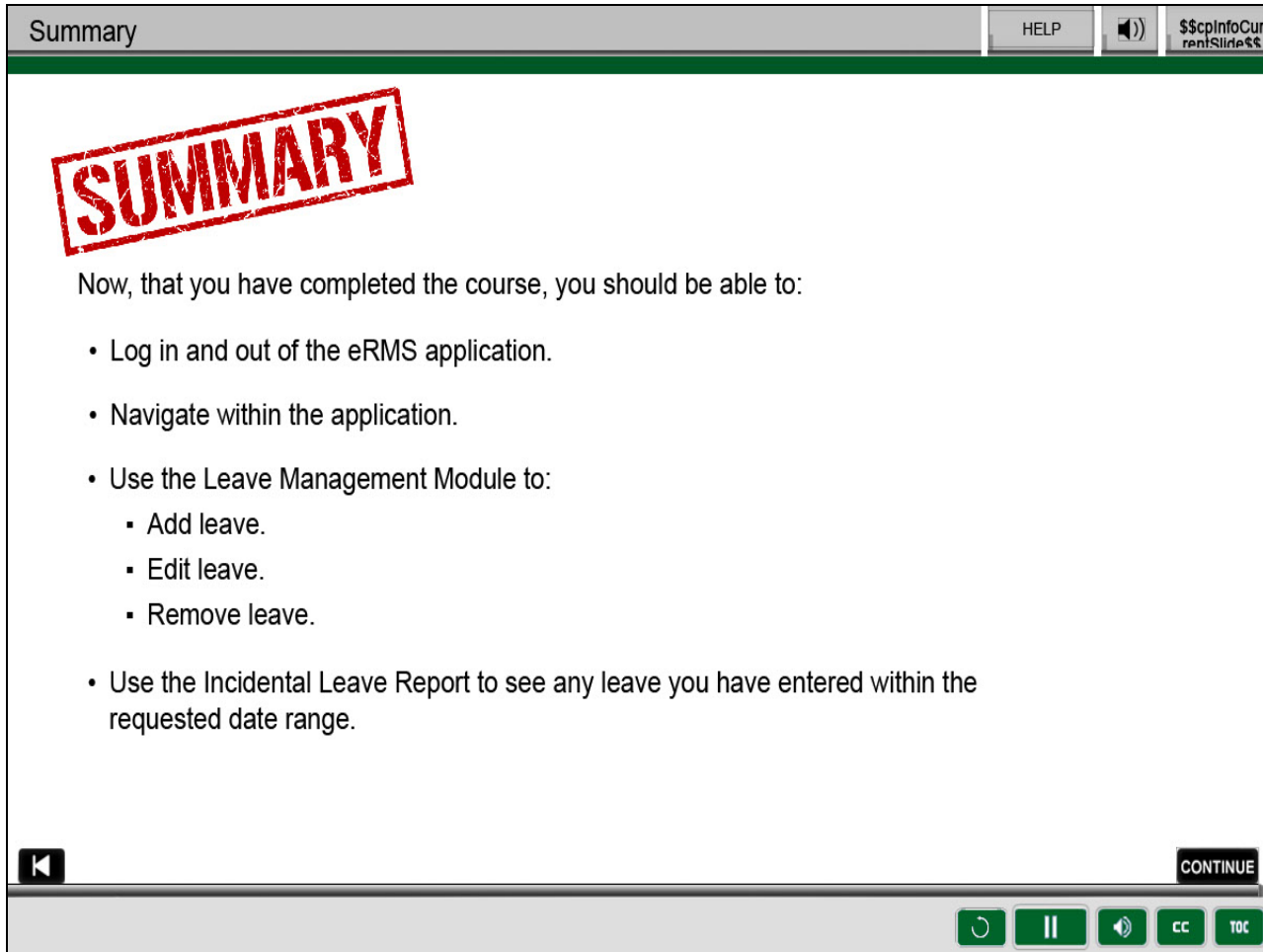
Select NEXT to proceed.

◀

SUBMIT

Slide notes

Slide 23 - Summary



The screenshot shows a presentation slide titled "Summary". The slide content includes a large red stamp that says "SUMMARY" and a list of tasks. The presentation interface includes a top bar with "Summary", "HELP", a speaker icon, and "\$\$cpInfoCur rentSlide\$\$". The bottom bar contains navigation icons: a back arrow, a "CONTINUE" button, and icons for refresh, pause, play, CC, and TOC.

Summary

HELP

\$\$cpInfoCur
rentSlide\$\$

SUMMARY

Now, that you have completed the course, you should be able to:

- Log in and out of the eRMS application.
- Navigate within the application.
- Use the Leave Management Module to:
 - Add leave.
 - Edit leave.
 - Remove leave.
- Use the Incidental Leave Report to see any leave you have entered within the requested date range.

CONTINUE

CC TOC

Slide notes

Now, that you have completed the course, you should be able to:

Log in and out of the eRMS application.

Navigate within the application.

Use the Leave Management module to add leave, edit leave, remove leave.

Use the Incidental Leave Report to see any leave you have entered within the requested date range.

Slide 24 - Credit and Completion

Credit and Completion

HELP

✕

InfoCurrentSlide

You have completed Module 5: Generating Reports.

Please return to the learning portal and review Module 6 to complete the *Enterprise Resource Management System (eRMS) Lead Clerk Role* training.

Close this window by selecting Exit or by pressing <Alt+F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

EXIT

◀

TOC

Slide notes

Slide 1 - Title Page

Title

HELP

1 of 16

Enterprise Resource Management System (eRMS) Supervisor Training

Module 6: Assessment

Navigation controls: Refresh, Stop, Mute, CC, TOC

Slide notes

Welcome to the Enterprise Resource Management System (eRMS) Lead Clerk Role,

Module 6, Assessment.

Slide 2 - Help

The screenshot shows a help page interface with two main columns. The left column is titled "Accommodations and Support" and contains four paragraphs of text. The right column is titled "Course Resources" and contains three buttons: "Four Questions Job Aid", "Reports Job Aid", and "Supervisor Message Types". At the bottom of the left column is a button labeled "Help page on Blue", and at the bottom of the right column is a button labeled "Return".

Accommodations and Support

If you require an accommodation for completing this online course at the area or district level, please contact your Manager, Employee Development. If you are using a screen reader to navigate the course, select the HELP button to view slide navigation and screen reader information.

If you have questions concerning the computer you are using to take this course, contact your local IT Helpdesk or 1-800-USPSHELP. For learning portal issues, please contact your local Manager, Employee Development.

For area or district employees, contact your local Employee Development office for support. Select the HELP button to find your local office on the District/Area web pages. If they are unable to resolve your issue, they will escalate the issue to Tier 2. When contacting them, please provide your EIN, course name and/or number, and a brief explanation of the issue.

For Headquarters/Headquarters field employees, select the HELP button to submit a ServiceNow ticket.

The HELP page also includes instructions on how to clear your cache if you are experiencing bookmarking or completion trouble. To resume the course, please select Return.

Course Resources

Four Questions Job Aid

Reports Job Aid

Supervisor Message Types

Return

Help page on Blue

Slide notes

Slide 3 - Navigation Instructions

The screenshot shows a presentation slide titled "Navigation Instructions" with a header bar containing "HELP", a mute icon, and "2 of 16". The main content area features a central toolbar with five buttons: a refresh icon, a play icon, a speaker icon, "CC", and "TOC". Dashed lines connect these buttons to labels: "Play / Pause Course" (above play), "Show / Hide Closed Captions" (above CC), "Replay Slide" (below refresh), "Mute / Unmute Course Audio" (below speaker), and "Show / Hide Table of Contents" (below TOC). A "HELP" label is connected to the top right header. At the bottom, there are navigation buttons: "Back to Previous Slide" (left), "Continue to Next Slide" (right), and a "CONTINUE" button. A secondary toolbar at the very bottom contains icons for refresh, play/pause, speaker, CC, and TOC.

Slide notes

Slide 4 - User Information

The screenshot shows a presentation slide with a title bar at the top left that reads "User Information". To the right of the title bar are three buttons: "HELP", a close button (X), and "3 of 16". The main content area contains the following text:

To optimize your learning experience, retain course progress, and receive course credit:

- ◆ Use Google Chrome.
- ◆ Do not minimize the course window.
- ◆ Avoid multitasking.
- ◆ Remain active in the course.

If you are going to be inactive for longer than 10 minutes, exit the course by selecting the X in the upper-right corner of the browser window.

When you are ready to resume, relaunch the course from the learning portal, and it will continue from the last slide viewed.

Should you have trouble completing a module or course, please confirm you have visited all slides by viewing the TOC.

At the bottom of the slide, there is a navigation bar with a back arrow on the left and a "CONTINUE" button on the right. Below the navigation bar are five green buttons: a refresh icon, a pause icon, a volume icon, a "CC" icon, and a "TOC" icon.

Slide notes

Slide 5 - Assessment Instructions

Assessment Instructions

HELP [Close] 4 of 16

Are you ready to test your knowledge of what you have learned in this course?

You must answer all 10 questions and score a minimum of 80% to pass. You may take the assessment until you pass.

IMPORTANT: If you exit the course while the assessment is in progress, it could impact your results. If you do not have enough time to finish all at once, please return when you are able to do so.

Good Luck!

Start

[Previous] [Refresh] [Pause] [Volume] [CC] [TOC]

Slide notes

Slide 6 - Question 1 of 10

Question 1 of 10 5 of 16

Which of the following is the correct path to login to eRMS?
Select the best answer.

- A. Go to Blue, MyHR, Forms, Policies, & Tools, HR Applications, and eRMS.
- B. Go to Blue, My Work, Enterprise Data Warehouse, and eRMS.
- C. Go to Lite Blue, My Life, and eRMS.
- D. Go to MyHR, My Life, and eRMS.

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 7 - Question 2 of 10

Question 2 of 10 6 of 16

On the Leave Management screen, you can enter the Employee Identification Number (EIN) to display the employees's information. What's another way you can locate the employee's information? Use the _____ function.

Select the best answer.

A. Add

B. Edit

★ C. Find

D. Review

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 8 - Question 3 of 10

Question 3 of 10 7 of 16

How do you select the row with the name you wish to choose on the "Find Employee" screen?
Select the best answer.

- A. Click on the Employee Name.
- B. Click on the Leave Type column.
- C. Enter the Employee Identification Number (EIN).
- D. Select the carat in front of the row with the employee's name.

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 9 - Question 4 of 10

Question 4 of 10 8 of 16

All leave is color coded and/or notated according to the _____.

Select the best answer.

- A. Employee Information section.
- B. Leave Request tab.
- ★ C. Legend below the calendar.
- D. Message on the eRMS home module.

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 10 - Question 5 of 10

Question 5 of 10 9 of 16

When scheduling FMLA leave, the leave date will be coded _____.

Select the best answer.

- A. Aqua
- B. Blue
- ★ C. Green
- D. Red

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 11 - Question 6 of 10

Question 6 of 10 10 of 16

When inputing a multi-day leave request, select _____ to put eight hours of leave on each scheduled day.

Select the best answer.

- A. Add
- B. Distribute
- C. Edit
- D. Find

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 12 - Question 7 of 10

Question 7 of 10 11 of 16

eRMS allows you to have as many as _____ modules open at one time.
Select the best answer.

- A. One.
- B. Three.
- C. Five.
- D. Seven.

Incorrect. Select NEXT to proceed.

SUBMIT

Slide notes

Slide 13 - Question 8 of 10

Question 8 of 10 12 of 16

If the status of a report is not "Complete", you can select _____ to update the status of the report.

Select the best answer.

- A. Delete
- B. Edit
- C. Refresh
- D. View

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 14 - Question 9 of 10

Question 9 of 10 13 of 16

Timekeepers cannot _____ leave associated with an on-the-job injury or occupational medical condition until after the request has been reviewed and processed by an HRM Specialist.

Select the best answer.

A. Approve

B. Approve or deny

★ C. Approve, deny, or edit

D. Deny or edit

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 15 - Question 10 of 10

Question 10 of 10 14 of 16

When you need help with eRMS, your first resource should be _____.

Select the best answer.

- A. To call the HRSSC Help Line.
- B. To contact the IT Help email address.
- ★ C. Your local eRMS administrator.
- D. All the above.

Correct! Select NEXT to proceed.

SUBMIT

Slide notes

Slide 16 - Assessment Results

Assessment Results 15 of 16

You Scored:
{percent}

Retake Quiz Continue

Slide notes

Slide 17 - Course Completion

Course Completion

HELP

16 of 16

You have completed the *Enterprise Resource Management System (eRMS) Lead Clerk Role* training.

Close this window by selecting Exit or by pressing <Alt+F4>.

NOTE: Should the module not show as complete in the learning portal, please view the TOC to confirm you visited all slides. If any of the slides are missing a checkmark, please revisit the slide(s), and the module will complete.

EXIT

TOC

Slide notes