



May 23, 2024

Mr. Ivan Butts  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

RECEIVED  
MAY 28 2024

Dear Ivan:

As a matter of information, the Postal Service is updating the following forms:

- PS Form 1017-A, *Time Disallowance Record*
- PS Form 1017-B, *Unauthorized Overtime Record*

In addition to updating the edition of the forms, the following changes are also being made:

- PS Form 1017-A, Change the title of *PSDS Offices* to *Timeclock Offices*
- PS Form 1017-A, Change Code 96, *Reserved for Future Use* to *Clock ring correction – no time disallowed*

We have enclosed two copies of changes for each form, one with and without changes identified.

Please contact James Timmons at extension 2324 with any questions regarding this matter.

Sincerely,

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

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs

Enclosures



## Timeclock Offices

### Codes:

- 90 Unauthorized early begin tour ring - no work performed before beginning of tour.
- 91 Unauthorized late end tour ring - no work performed after end of tour.
- 92 Unauthorized short lunch rings - no work performed during official lunch period.
- 93 No lunch clock rings input - no work performed during official lunch period.
- 94 Erroneous daily clock ring adjustment - time not worked.
- 95 Erroneous badge card used - time not worked.
- 96 Clock ring correction – no time disallowed.
- 97 Unauthorized early begin tour ring and an unauthorized late end tour ring - no work performed before the beginning of tour and no work performed after the end of tour.
- 98 Unauthorized short lunch rings and unauthorized late end tour ring - no work performed during official lunch period and no work performed after the end of tour.

## Timecard Offices

### Codes:

- A Unauthorized early begin tour ring no work performed before beginning of tour.
- B Unauthorized late end tour ring - no work performed after the end of tour.
- C Unauthorized short lunch rings - no work performed during official lunch period.

**Note:** Only when a supervisor observes, or has reason to know, that an employee did not work, while "on the clock," may the supervisor disallow any such time that the employee recorded. The supervisor must document the basis for any such disallowance.



## PSDS Timeclock Offices

### Codes:

- 90 Unauthorized early begin tour ring - no work performed before beginning of tour.
- 91 Unauthorized late end tour ring - no work performed after end of tour.
- 92 Unauthorized short lunch rings - no work performed during official lunch period.
- 93 No lunch clock rings input - no work performed during official lunch period.
- 94 Erroneous daily clock ring adjustment - time not worked.
- 95 Erroneous badge card used - time not worked.
- 96 ~~Reserved for future use.~~ Clock ring correction – no time disallowed.
- 97 Unauthorized early begin tour ring and an unauthorized late end tour ring - no work performed before the beginning of tour and no work performed after the end of tour.
- 98 Unauthorized short lunch rings and unauthorized late end tour ring - no work performed during official lunch period and no work performed after the end of tour.

## Timecard Offices

### Codes:

- A Unauthorized early begin tour ring no work performed before beginning of tour.
- B Unauthorized late end tour ring - no work performed after the end of tour.
- C Unauthorized short lunch rings - no work performed during official lunch period.

**Note: Only when a supervisor observes, or has reason to know, that an employee did not work, while "on the clock," may the supervisor disallow any such time that the employee recorded. The supervisor must document the basis for any such disallowance.**



## Unauthorized Overtime

### Definition:

Unauthorized overtime is time that an employee, **without prior authorization from a supervisor**, works in excess of the scheduled tour.

- \*(i) Because work was performed, that time **must be paid** as unauthorized overtime.
- \*(ii) If a supervisor did not observe or have reason to know that no work was performed by an employee while, "on the clock," that time must be paid as unauthorized overtime.
- (iii) If no work was performed, and the supervisor observed or had reason to know that no work was performed, the supervisor must disallow that time, and record it on Form 1017-A, Time Disallowance Record, and take appropriate corrective action.

**\*Note:** In each of these unauthorized overtime situations the supervisor **must** document the **occurrence** **occurrence** on this form and take appropriate corrective action.

United States Postal Service

Post Office	Employee ID No.	Employee Name
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### Unauthorized Overtime Record

Date	Year	Pay Period	Week	Day	Total Overtime	Amount Unauthorized	Supv's Initials	Date Employee Notified	Remarks
1	2	3	4	5	6	7	8	9	10



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- (iii) If no work was performed, and the supervisor observed or had reason to know that no work was performed, the supervisor must disallow that time, and record it on Form 1017-A, Time Disallowance Record, and take appropriate corrective action.

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