UNITED STATES POSTAL SERVICE

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AUG 1 6 2021

August 12, 2021

Mr. Brian J. Wagner
President
National Association of Postal
 Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Wagner:

As a matter of general interest, the Postal Service will be piloting the Mobile Delivery Device (MDD) and Mobile Delivery Device - Technical Refresh (MDD-TR) as replacement devices for the Time and Attendance Collections System (TACS) on the Hyper Electronic Badge Reader (HEBR).

A Time Collection Application is being developed to provide the Postal Service with capabilities equivalent to those on the existing aging HEBR units. The Time Collection Application will be deployed on MDD/MDD-TR handheld devices. Employees will record their timekeeping entries (clock rings) into TACS via this application. These devices will be designed to function the same as the existing HEBR units with timekeeping rules and clock ring collection.

This pilot will confirm whether the Time Collection Application will function as designed, thereby enabling carriers to perform all required work time entries (clock rings) using the MDD/MDD-TR devices and ensure all entries are properly transmitted and recorded in TACS.

The pilot has been tentatively scheduled for the East Lamar Station (38114) and DeSoto Station (38103) in Memphis Tennessee as follows:

City Carriers
• Training Staff for Pilot	8/23/21	8/27/21
• Conduct Phase 1 Pilot	8/30/21	11/19/21
• Document Findings	11/22/21	11/30/21

Enclosed is the draft training material that will be used in these pilot sites.

Please contact Bruce Nicholson at extension 7773, if you have questions concerning this matter.

Sincerely,

David E. Mills
Director
Labor Relations Policies and Programs

Enclosure

Background

The vendor that supplied Hyper Electronic Badge Readers (HEBR) went out of business in August of 2018. The HEBRs are over 25 years old, are failing, and some replacement parts are no longer available. Current projections have the supply of HEBRs being exhausted in FY2021.

Changes on MDD

MDD Application is modified to accept City Carriers clock rings so that the City Carriers time can be posted in the TACS application. City carriers can access to Time Keeping workflow via On Street menu or by hot key combination "Red" +"K" on MDDs or hamburger menu on TRs. Carriers must scan their badge prior to record the rings. Five different clock rings are available for carriers to use: Begin Tour, Out for Lunch, Return from Lunch, Move and End Tour. Once DEPART2ROUTE scan is performed, the scanner will automatically suppress "Out for Lunch" and "Return from Lunch", until a RETURN2DU is scanned. Ring type "Move" requests carrier to enter the operation ID, and the scanner will provide a list for them to select from. For other ring types operation ID is not mandatory.

Menu

Please select option

M Copilot Mapping
A Administrator
S Supervisor
D Diagnostic
T Time Clock
B Battery Swap
U Touch Settings

☐ Continuous Scan ON

ESC   ENTER

Login

SW CONFIG: CAT BCNO
DATE: 06/02/2021 02:39 PM

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

ENTER

User can access Time Clock feature via Hamburger Menu (Top right corner red box) without having to login on MDD TR scanners. And using key combination **RED +K** to access Time Clock on MDD.

Login

SW CONFIG: CAT BCNO
DATE: 06/02/2021 02:39 PM

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

ENTER

User proceeds to login as normal

Login

Welcome

Scan badge barcode

ESC

User scans badge

User Role

1 Postmaster
2 Manager
3 Supervisor
4 Clerk
5 City Carrier
6 Rural Carrier
7 Mail Handler
8 Administrative
9 CDS/HCR Carrier

ESC   ENTER

User selects user role

User Type

User Setup:
TEMP
EMPL
9998
2 On Street Motorized
3 On Street Walking

ESC   ENTER

User selects user type

User Route

Select Route:
1 Scan Route Barcode
2 97220 City Rt. 002
E Enter Route Number

ESC   ENTER

User selects route type
setup

Note: Time Clock feature currently only available to City related routes defined on the table above

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AMS City Carrier Route | City (C)
Sunday Package City Delivery | Dynmc City (Y)
Static Dynamic City Package Route | Static City (X)
Geo-Delivery City/Rural Supplemental Route | Spplmtl (S)
Customized Delivery Route | Custom (G)
Metro Post Route | Mtr Pst (M)
Collection Route | Coll (P)
DOIS Miscellaneous Parcel Route | Misc Parcel Rt (D)
Parcel Route Dynamic Route (PRDR) | PRDR Rt (K)
Priority Mail Same Day Route City (PMSDC) | PMSDC (V)
Parcel Overflow Route City Delivery | Ovrflw City (O)

User Profile Setup

Confirm Route Setup
Route: 7220C002
Zip: 97220
Route Type: City
Route#: 002

ESC   ENTER

User confirms profile setup

On Street Menu

B Text Messages
H Prepaid Acceptance
D Database Info
A Accountables Delivery
P Package Lookahead
L Load Truck
N Moved Left no Address
T Time Clock

ESC   ENTER

Time Clock feature display as T. Time Clock and can access via short cut with letter "T"

First flow

Scan an employee badge

Ring Scan Badge — Scan your badge — ESC ENTER

Select Ring type = Begin Tour

Ring Type — Choose Ring Type:
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour
ESC ENTER

Verify pre-populated data and modify as necessary, press ENTER

Ring Details
Finance # 3 6 3 1 9 3
Local Unit
TACS Route 0 2 0 0 2
ESC ENTER

Enter/Select Operational ID, press Enter or press Enter to ignore. It is not required for this ring type.

Ring Details
Operational ID
ID	Meaning
3540	OPERATIONAL
4200	STANDBY DELIVERY
8127	TIME
4210	RURAL EXPRESS MAIL (STREET)
4220	RURAL EXPRESS MAIL (OFFICE)
ESC ENTER

"Information recorded successfully!" appears

On Street Menu — Information recorded successfully!
ESC ENTER

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

On Street Menu
1 Scan Barcode
X Batch Scan
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Change Route
7 Dynamic Delivery
8 Collection Box Info
ESC ENTER

Second flow

Scan an employee badge

Ring Scan Badge — Scan your badge — ESC ENTER

Select Ring type = Return from Lunch

Ring Type — Choose Ring Type:
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour
ESC ENTER

Verify pre-populated data and modify as necessary, press Enter

Ring Details
Finance # 3 6 3 1 9 3
Local Unit 1 1
TACS Route 0 2 0 0 2
ESC ENTER

Enter/Select Operational ID and press Enter or press Enter to ignore. It is not required for this ring type.

Ring Details
Operational ID 6
ID	Meaning
6040	INSTITUTIONAL
6130	STEWARDS - CARRIERS
6220	TRAVEL WITHIN HRS - DS
432D	MEETING TIME -
ESC ENTER

"Information recorded successfully!" briefly appears

On Street Menu — Information recorded successfully!
ESC ENTER

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

On Street Menu
1 Scan Barcode
X Batch Scan
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Change Route
7 Dynamic Delivery
8 Collection Box Info
ESC ENTER

Annotations

Finance # - Default value is from Site Configuration and can be edited.
Local Unit – Field can be edited and is blank as default.
TACS Route – Composed of a leading zero, the last 2 digits of delivery ZIP, the last 3 digits of Login Route ID.

Value can be manually entered or selected from the available list. By entering any number, it will then filter out those not matching the entered number. The field is not required for Begin Tour & Return From Lunch and the entry can be skipped.

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Timecard Tracking for City Carriers
Enter Clock Ring

Ring Scan Badge
Scan your badge
ESC   ENTER

Scan an employee badge

→

Choose Ring Type:
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour
ESC   ENTER

Select Ring type = Move

→

Ring Details
Finance #   3 6 3 1 9 3
Local Unit
TACS Route   0 2 0 0 2
ESC   ENTER

Verify pre-populated data and modify as necessary and press ENTER

→

Ring Details
Operational ID
ID   Meaning
3540   OPERATIONAL
8127 TIME STANDBY DELIVERY
4200   OPERATIONAL
4210 RURAL EXPRESS MAIL (STREET)
4220 RURAL EXPRESS MAIL (OFFICE)
ESC   ENTER

For "Move" event, Operational ID field is required. User is required to enter a 4-digit number to move forward

→

Ring Details
⚠ Error
Invalid Operational ID entered.

Error message appears if no value is entered, or invalid 4-digit Operational id is entered

→

On Street Menu
Information recorded successfully!

"Information recorded successfully !" briefly appears after entering a valid Operational ID (4-digit number required) and press Enter

→

On Street Menu
1 Scan Barcode
X Batch Scan
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Change Route
7 Dynamic Delivery
8 Collection Box Info
ESC   ENTER

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

---

Ring Scan Badge
ESC   ENTER

Scan an employee badge

→

Choose Ring Type:
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour
ESC   ENTER

Select Ring type = Out to Lunch

→

Ring Type
Information recorded successfully!

"Information recorded successfully!" briefly appears

→

On Street Menu
1 Scan Barcode
X Batch Scan
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Change Route
7 Dynamic Delivery
8 Collection Box Info
ESC   ENTER

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

---

Ring Scan Badge
Scan your badge
ESC   ENTER

Scan an employee badge

→

Choose Ring Type:
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour
ESC   ENTER

Select Ring type = End Tour

→

Ring Type
Information recorded successfully!

"Information recorded successfully!" briefly appears

→

On Street Menu
1 Scan Barcode
X Batch Scan
2 Review Entries
3 Settings
4 Firm Sheet
5 Manual Input
6 Change Route
7 Dynamic Delivery
8 Collection Box Info
ESC   ENTER

Upon completing the transaction, MDD will log the user out from the Time Clock application and return to the previous screen

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Timecard Tracking for City Carriers

Dynamic Display Ring Menu when Scanning Depart2Route and Return2DU

Depart2Route

Scan your badge (Ring Scan Badge)

Scan an employee badge

↓

Choose Ring Type: (Ring Type)
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour

All five ring type options should be available Escape to On Street Menu and select Scan barcode

↓

Scan/Key-in barcode: (Scan Barcode)
Label ID

Scan a Depart2Route barcode

↓

Begin mileage: (MSP)
Scan/Key-in vehicle ID barcode:
2 3 7 3 3 4 3

Enter necessary data and complete the workflow

↓

Information recorded successfully! (MSP)

"Information recorded successfully!" briefly appears

↓

On Street Menu
B Text Messages
H Prepaid Acceptance
D Database Info
A Accountables Delivery
Report
P Package Lookahead
L Load Truck
N Moved Left no Address
T Time Clock

Select T. Time Clock

↓

Scan your badge (Ring Scan Badge)

Scan the same login employee badge (as scanned on first screen)

↓

Choose Ring Type: (Ring Type)
1 Begin Tour
2 Out to Lunch
3 Return from Lunch
4 Move
5 End Tour

All five ring types should be available once the Return2DU barcode has been scanned (per login user)

Return2DU

Choose Ring Type: (Ring Type)
1 Begin Tour
2 Move
3 End Tour

Only 3 Ring Types will be available after Depart2Route has been scanned (per login user). Escape to On Street Menu and select Scan Barcode option

↓

Scan/Key-in barcode: (Scan Barcode)
Label ID

Scan a Return2DU

↓

Begin mileage: (MSP)
End mileage:
2 2 2

Enter necessary data and complete the workflow

↓

Information recorded successfully! (MSP)

"Information recorded successfully!" briefly appears

↓

On Street Menu
B Text Messages
H Prepaid Acceptance
D Database Info
A Accountables Delivery
Report
P Package Lookahead
L Load Truck
N Moved Left no Address
T Time Clock

Select T. Time Clock