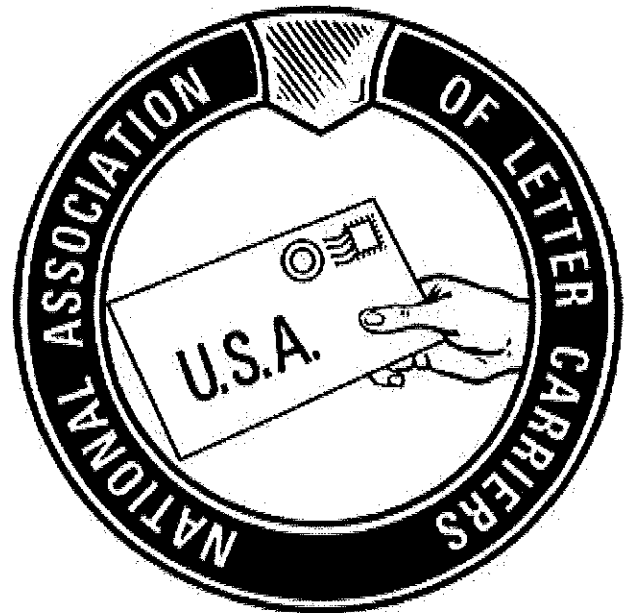


Analyzing the Employee Everything Report

(TAC500R3)



Prepared by: Jean Faw, Steward
NALC Branch 825
NALC Leadership Academy, Class 12
Version 1.00

Table of Contents

The Heading.....	1
Report.....	2
Date Range of Report.....	2
Finance Number.....	2
YrPPWk.....	2
Sub-Unit.....	2
Installation.....	3
User ID.....	3
Date.....	3
Time.....	3
Page.....	3
Pay Loc/Fin. Unit.....	4
Employee ID.....	4
Employee Name.....	4
Variable EAS.....	5
Borrowed.....	5
Auto H/L.....	5
Annual Lv Bal.....	6
Sick Lv Bal.....	6
LWOP Lv Bal.....	6
FMLA Hrs.....	7
FMLA Used.....	7
SLDC Used.....	7
D/A.....	8
LDC.....	8
Oper/Lu.....	9, 10
RSC.....	11
Lvl.....	12
FTF.....	12
FLSA.....	12
Route #.....	13
Fin. #.....	13
Loaned Fin. #.....	13
Effective Start.....	14
Effective End.....	14
Begin Tour.....	14
End Tour.....	14
Lunch Amt.....	15
1261 Ind.....	15
Schedule.....	15



Table of Contents

The Body	17
Day of the Week	18
Type of Hours.....	18-21
EBR #	22
Move Type.....	22
Date	22
Time	22
Time Zone.....	23
Finance Number	23
Operation/Local Unit.....	24-25
Route Number	26
Approved Overtime.....	26
"Who Corrected" Time Entry.....	26
Date Correction Was Made.....	27
Time Correction Was Made.....	27
Error Messages/Alerts	27
Examples.....	29-37



Introduction

One of the most important tools in the investigation and processing of grievances are the employee's moves on the time clock, also known as clock rings or swipes. The Postal Service has designed a report, known as the Employee Everything Report which is a complete picture of an employee's moves on the time clock, showing step-by-step the employee's badge swipes and corrections of each work day, presenting them in pay week increments.

However, the Employee Everything Report provides much more than just clock rings. An Employee Everything Report also shows the employee's Annual, Sick and Leave Without Pay (LWOP) leave balances. It illustrates the total hours an employee has worked in the previous twelve months in order to determine eligibility for Family Medical Leave Act (FMLA) protected leave. The report also records the total hours used for FMLA leave and Sick Leave for Dependent Care (SLDC).

The Employee Everything Report contains a wealth of information, but to use it effectively, a steward should understand each part. The following pages will provide the keys to understanding this valuable tool.



YrPPWk: 2000-05-1 Weekly
Sub-Unit: 001

Pay Loc/Fin: Unit	001 / 0000	Variable EAS	N	Annual Lv Bal	39.00	FMLA Hrs	002.32
Employee ID	123-24-5334	Borrowed	N	Sick Lv Bal	39.00	FMLA Used	00.00
Employee Name	ROGERS II M. J.	Auto H/L	N	LWOP Lv Bal	00.00	SLDC Used	00.00

Job	DIA	LDC	Oper/Lu	RSC	Lvl	FLSA	Route #	Fin #	Loaned	Effective Start	Effective End	Begin Tour	End Tour	Lunch	Amt.	Ind.	Schedule
Base	43-4	2100	7220-01	CO	01	N	000000	47-4632		2000-05-1		08.00	18.50	0.50	N	SSMTWTF	

Processed Clock Rings

Saturday

Base	05200: 000.50		06200: 003.50														
EBR #	001-101	BT	02/12	08.00	47-4632	7220-01	000000							00.00			
	001-101	ET	02/12	08.50	47-4632	7220-01	000000							00.00			

Monday

Base	05200: 008.00																
EBR #	001-101	BT	02/14	08.00	47-4632	7220-01	000000							00.00			
	001-101	MV	02/14	08.50	47-4632	7310-00	000000							00.00			
	001-101	MV	02/14	12.00	47-4632	7210-00	000000							00.00			
	001-101	MV	02/14	15.50	47-4632	7220-00	000000							00.00			
	001-101	ET	02/14	16.50	47-4632	7220-01	000000							00.00			

Tuesday

Base	04300: 000.45		05200: 010.45		05300: 002.00		05400: 000.50										
EBR #	001-101	BT	02/15	07.55	47-4632	7220-01	000000							00.00			
	001-101	MV	02/15	08.20	47-4632	7310-00	000000							00.00			
	001-101	MV	02/15	11.35	47-4632	7210-00	000000							00.00			
	001-101	MV	02/15	18.38	47-4632	7220-00	000000							00.00			
	001-101	ET	02/15	18.50	47-4632	7220-01	000000							00.00			(W)Overtime Not Authorized

Wednesday

Base	05200: 008.00		05400: 000.50														
EBR #	001-101	BT	02/16	08.50	47-4632	7220-01	000000							00.00			
	001-101	ET	02/16	12.00	47-4632	7220-01	000000							00.00			
	001-101	BT	02/16	14.00	47-4632	7220-01	000000							00.00			
	001-101	ET	02/16	18.50	47-4632	7220-01	000000							00.00			


Weekly Total

Un-Processed Rings

EBR #	001-101	BT	02/17	08.00	47-4632	7220-01	000000							00.00			Fatal Error
														00.00			



The Heading

		User ID: A182C3	
Report: TAC500R3 v2.009	Restricted USPS T&A Information		Date: 08/08/11
YrPPWk: 2011-17-1	ANYWHERE US		Time: 11:18 AM
Fin. #: 99-9999	Employee Everything Report		Page: 1

YrPPWk: 2011-17-1 Weekly

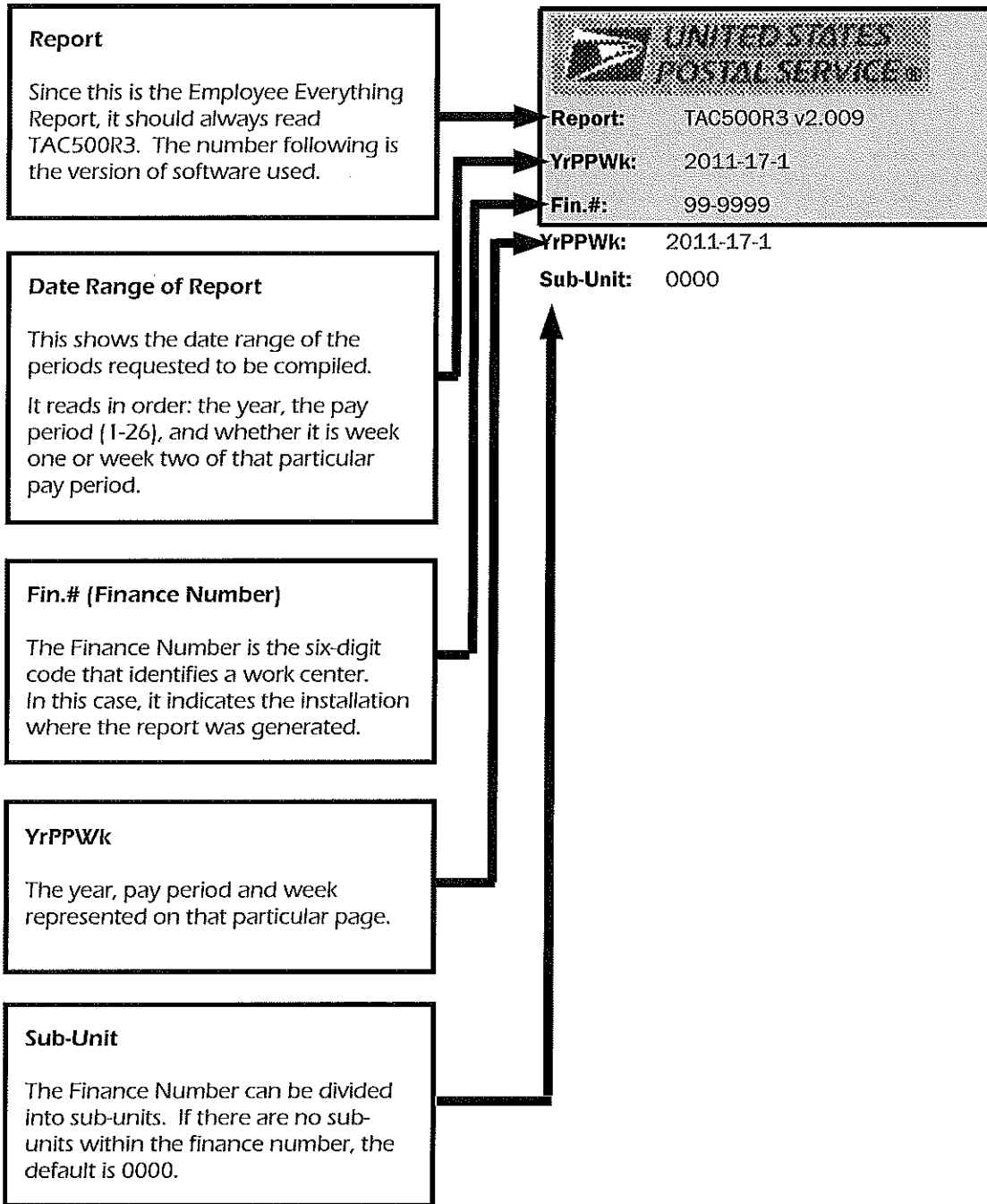
Sub-Unit: 0000

Pay Loc/Fin. Unit	220/0000	Variable EAS	N	Annual Lv Bal.	124.80	FMLA Hrs	1783.98												
Employee ID	76543210	Borrowed	N	Sick Lv Bal.	1889.56	FMLA Used	00.00												
Employee Name	MARTIN	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	04.13												
Loaned Effective Effective Begin End Lunch 1261																			
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Fin. #	Start	End	Tour	Tour	Amt.	Ind.	Schedule	OOS	Day
Base	13-4	2100	7300	00	Q0	01	N	N	099009	99-9999	2011-17-1	2011-17-1	07:50	16:00	0.50	N	S-M-W-F		



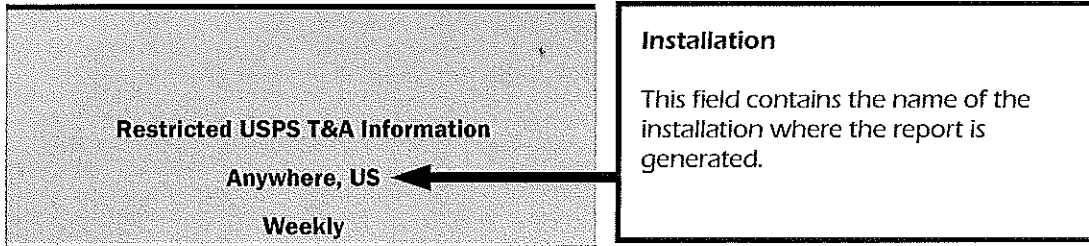
The Heading

The boxed in areas at the top of the Employee Everything Report (EER) comprise the heading. From the upper left corner of the report, they are as follows:

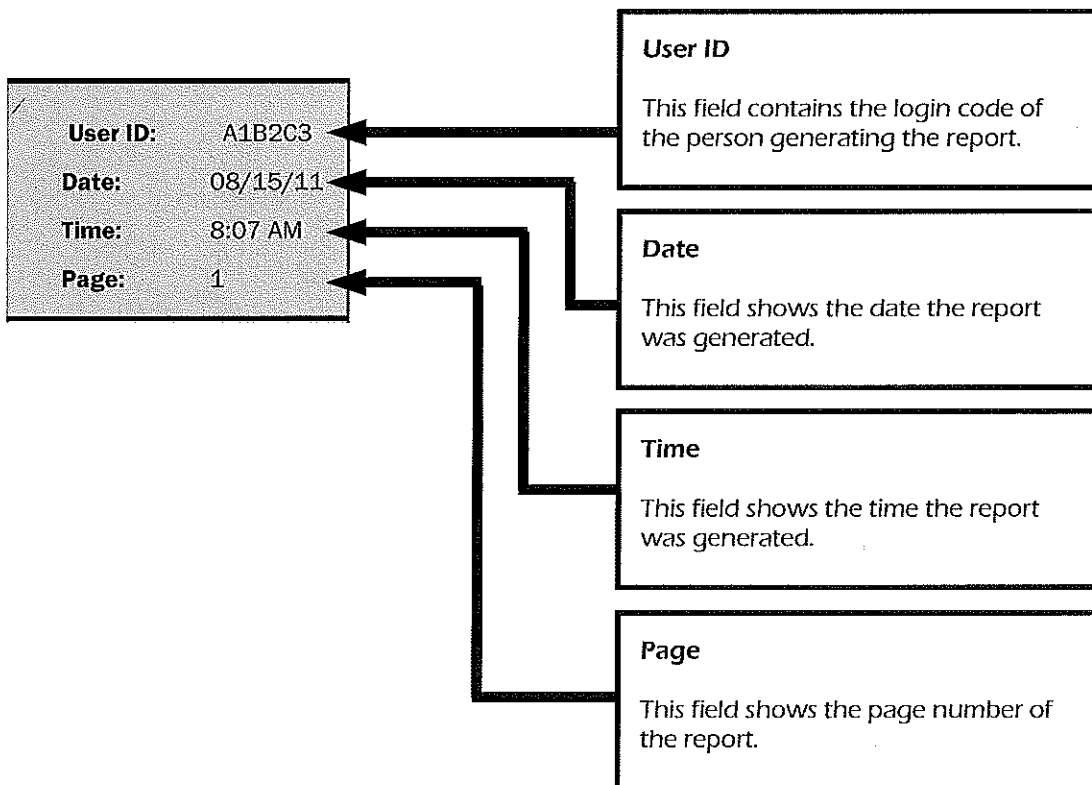


The Heading

Next is the center of the heading. The only variable field of information in this section is the name of the installation.



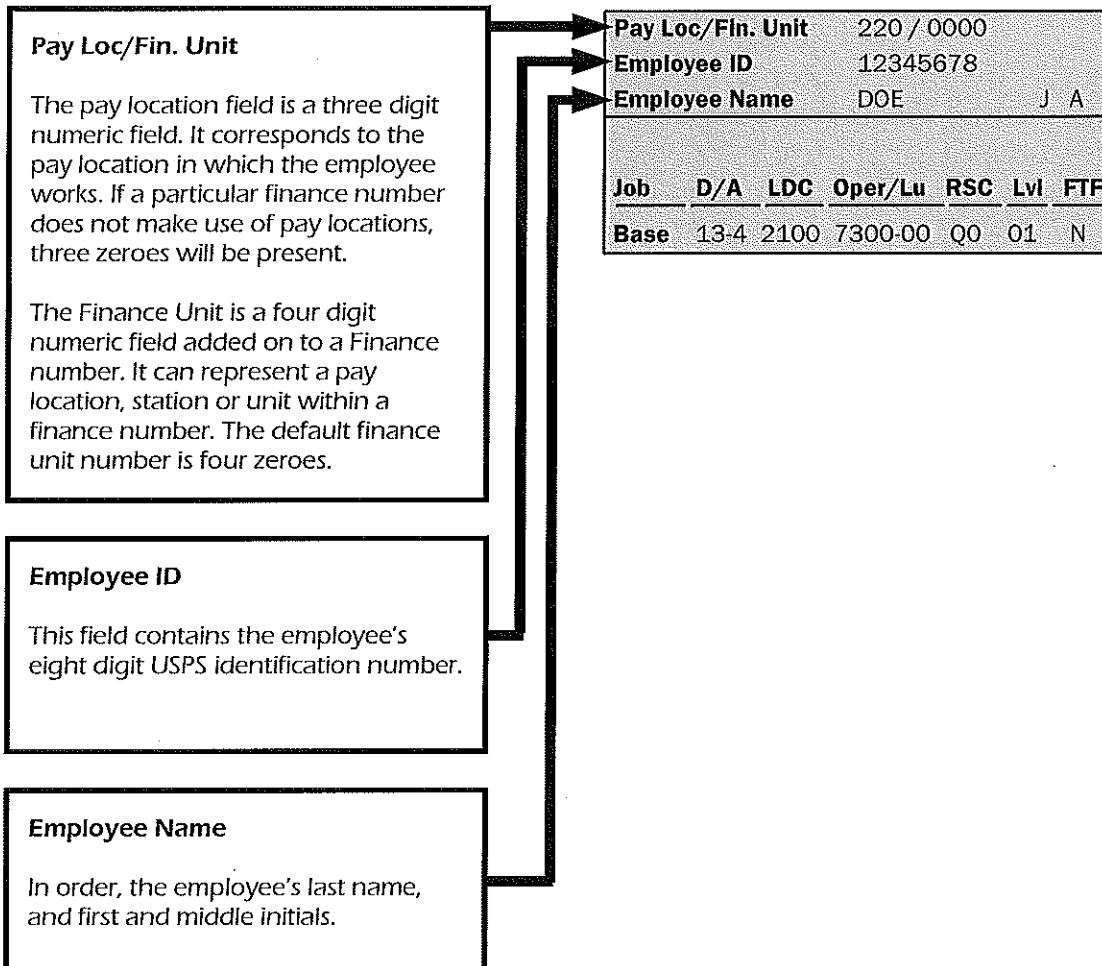
On the left side of the heading are the User ID, the date, and time the report was generated, and the page number of the report.



The Heading

The next section identifies the employee and informs the user of various data pertaining to that employee.

The left side of this section shows the pay location, and the finance unit, the employee identification number and the employee's name.



The Heading

The center of this section contains information pertaining to whether an employee is a variable Executive and Administrative Schedule (EAS) employee, if they are borrowed from another installation, and whether or not they are automatically placed at higher level.

Variable EAS	N	←	Variable EAS
Borrowed	N	←	Borrowed
Auto H/L	N	←	Auto H/L
	Loaned	Effective	Effective
Fin #	Fin.#	Start	End
99-9999	99-9999	2011-17-1	2011-17-1
			7300

Variable EAS

If this field is checked, it represents an EAS exempt employee who may get premiums based on a schedule change. If an EAS exempt employee has a schedule that includes evenings, then he/she may be eligible for night differential. If he/she is eligible, then this item will have a "Y" in the field, rather than an "N".

Borrowed

If an employee is borrowed from an office that is not within the TACS database, it will be indicated with a "Y" (instead of a "N"). If there is a "Y" in this field, the borrowed employee can be issued a badge and use the EBR. The hours are tracked in TACS but will not be sent to the mainframe for payment. The borrowed employee is paid at his/her home office.

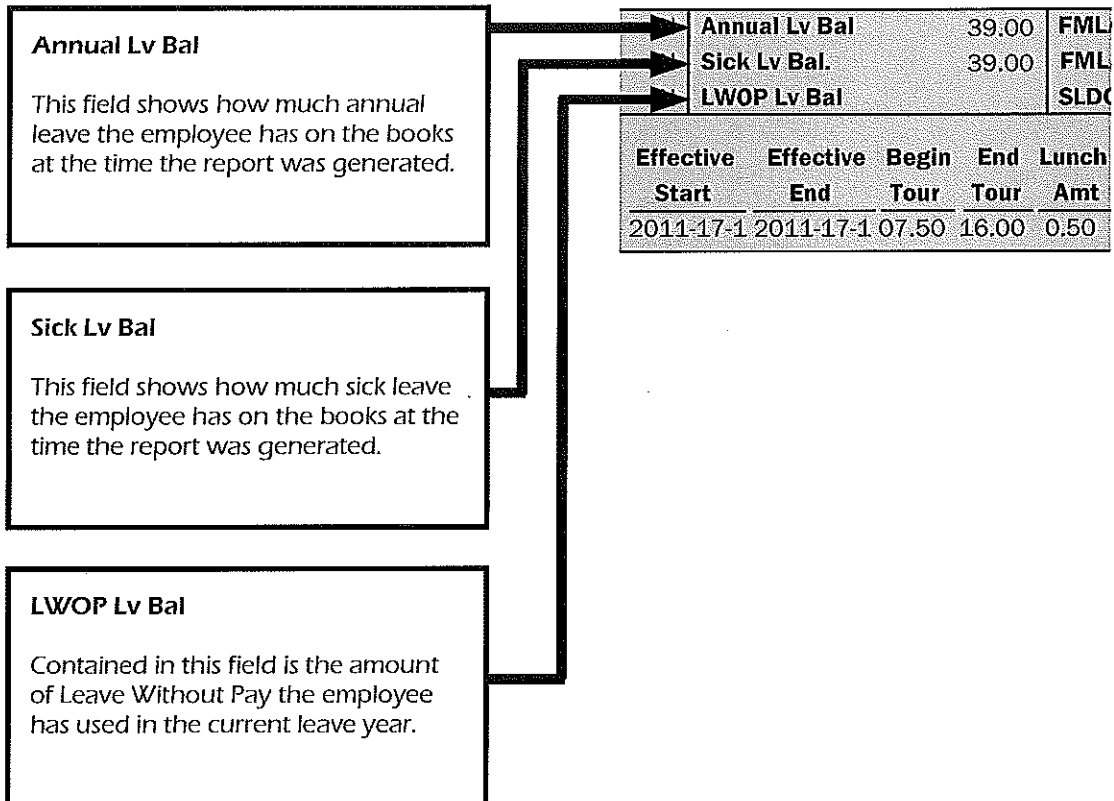
Auto H/L

A "Y" indicates an employee is entitled to receive higher level when working on an automatic higher level operation number.



The Heading

The next part of the heading shows the employee's Annual Leave balance, Sick Leave balance, and the amount of Leave Without Pay hours the employee has used for the leave year.



The Heading

This section shows information regarding FMLA hours and Sick Leave for Dependent Care hours used by the employee. The FMLA hours field shows the hours the employee has worked within the last twelve month period which count toward the 1250 hour requirement entitling the employee to FMLA protection.

The FMLA Used field shows the amount of FMLA leave the employee has used in the preceding twelve month period.

The SLDC Used field shows how much Sick Leave for Dependent Care the employee has used during the current leave year. An employee is entitled to no more than 80 hours of SLDC per leave year.

39.00	FMLA Hrs	1783.96
39.00	FMLA Used	24.00
8.00	SLDC Used	
Lunch 1261		
Amt	Ind.	Schedule
0.50	N	S-M-WTF

FMLA Hrs

This is the number of paid hours for the preceding twelve month period. In order for an employee to be eligible to use FMLA leave, he/she must have at least 1250 paid hours during the previous twelve months.

FMLA Used

This field reflects the number of hours of FMLA used in the preceding twelve month period. An eligible employee may use up to 480 hours of FMLA per twelve month period. This number does not reflect the number of hours used for Sick Leave Dependent Care.

SLDC Used

This field shows how much Sick Leave for Dependent Care the employee has used during the current leave year. (Can be no more than 80 hours)



The Heading

To the left of the LDCs is the section containing the Operation Codes, and Local Unit designations (if applicable).

Pay Loc/Fin. Unit	220 / 0000					
EmployeeID	12345678					
Employee Name	DCE J A					
↓						
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF

Oper/Lu

The Operation Number is a three digit field with an additional zero added to as a fourth digit that identifies the type of work the employee performs.

The Local Unit is a two-digit field that is added on to the operation number. The default Lu is two zeroes. This refers to this employee's current base Lu. This code can further identify either the type of work performed or where the work is performed.

On the next page is a chart with the Operation Codes and their corresponding LDC Codes.



The Heading

The following is a list of Operation Codes correlated with the appropriate Labor Distribution Code. When referring to these codes on the Employee Everything Report, you will need to add two zeros to the end of the LDC (ex. 21 becomes 2100) and one zero to the end of the Operation Code (ex. 354 becomes 3540).

LDC #	Operation Code	Description of Operation
21	354	Standby – Delivery Services
21	613	Stewards Time – Carriers
21	622	Travel – Delivery Services
21	632	Meeting Time
21	714	VIM Route – Office
21	716	2-Trip Business – Office
21	718	1-Trip Business – Office
21	720	Residential Foot – Office
21	722	Residential Motor – Office
21	724	2-Trip Mixed Foot – Office
21	726	2-Trip Mixed Motor – Office
21	728	1-Trip Mixed Foot – Office
21	730	1-Trip Mixed Motor – Office
21	744	PM – Carrier Office Time
22	713	VIM Route – Street
22	715	2-Trip Business – Street
22	717	1-Trip Business – Street
22	719	Residential Foot – Street
22	721	Residential Motor – Street
22	723	2-Trip Mixed Foot – Street
22	725	2-Trip Mixed Motor – Street
22	727	1-Trip Mixed Foot – Street
22	729	1-Trip Mixed Motor – Street
23	733	Parcel Post – Street
23	734	Parcel Post – Office
23	735	Relay – Street
23	736	Relay – Office
23	737	Combination – Street
23	738	Combination – Office
23	739	Carrier Drivers – Street
23	740	Carrier Drivers – Office
25	757	City Carrier on Rural Routes
26	743	Carrier Customer Support Activities
27	731	Collections – Street
27	732	Collections – Office
28	768	City Carrier Tertiary Distribution
29	709	Routers
29	710	Routers
29	711	Routers
29	712	PM – Routers Office Time
48	741	Miscellaneous Activity – Delivery Services
48	742	Miscellaneous Activity – Customer Services



The Heading

To the left of the Oper/Lu field is the field containing the Rate Schedule Code. Rate Schedule Codes are assigned to every category of postal employees.

							Variable EA
J A							Borrowed Auto H/L
							Loaned
<u>RSC</u>	<u>Lvl</u>	<u>FTF</u>	<u>FLSA</u>	<u>Route #</u>	<u>Fin.#</u>	<u>Fin.#</u>	
Q0	01	N	N	099009	99-9999		

RSC

This shows the Rate Schedule Code (RSC). The RSC field is the Rate Schedule Code (RSC) to which the employee belongs. A list of all RSCs and valid level ranges follows:

RSC Level Range	Description Of RSC
A 01 - 10	MTEC bargaining employees (CAG A)
C 01 - 10	MESC bargaining employees (CAG M)
E 01 - 28	EAS non-bargaining employees
F 51 - 55	Fourth class postmasters (CAG L)
G 01 - 01	Nurses
J 01 - 01	Management trainees
K 01 - 09	Headquarters & Rockville support services
L 09 - 55	Fourth class leave replacements
M 03 - 07	Mailhandlers
N 06 - 22	ISC craft employees
P 01 - 10	Clerks
Q 01 - 02	City Carrier
S 01 - 02	PCES
T 04 - 09	Tool and die makers
U 01 - 01	Attorneys



The Heading

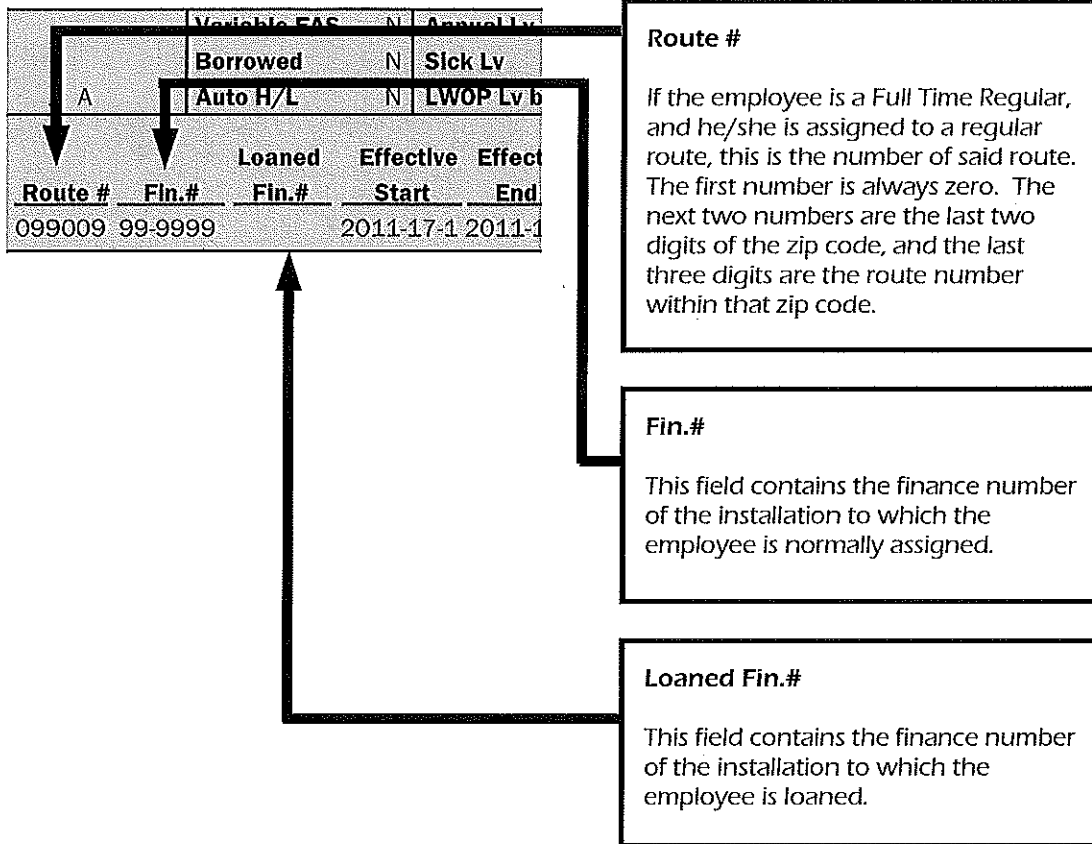
Next is the section containing the pay level, whether the employee is a Full Time Flexible, and the FLSA designation.

<p>Lvl</p> <p>This shows whether an employee is a Level 1 or a Level 2 carrier.</p>	<p>J A</p>	<p>Variable EAS Borrowed Auto H/L</p>
<p>FTF</p> <p>This field shows whether the employee is a Full Time Flexible or not.</p>	<p>RSC Lvl FTF FLSA Route # Fin.# Fin #</p> <p>Q0 01 N N 099009 99-9999</p>	<p>Loaned</p>
<p>FLSA</p> <p>This shows the employee's Fair Labor Standards Act Designation.</p> <p>N – Non-Exempt This code 'N' indicates that the employee is covered under the Fair Labor Standards Act (FLSA). The employee is eligible to receive overtime pay.</p> <p>Y – Exempt This code represents those employees that are FLSA exempt and is not entitled to be paid overtime.</p> <p>S – Special Exempt This code represents those employees who are exempt but may be entitled to extra straight time pay if they are authorized to work in excess of eight and a half hours in a day or on a non-scheduled day.</p>		



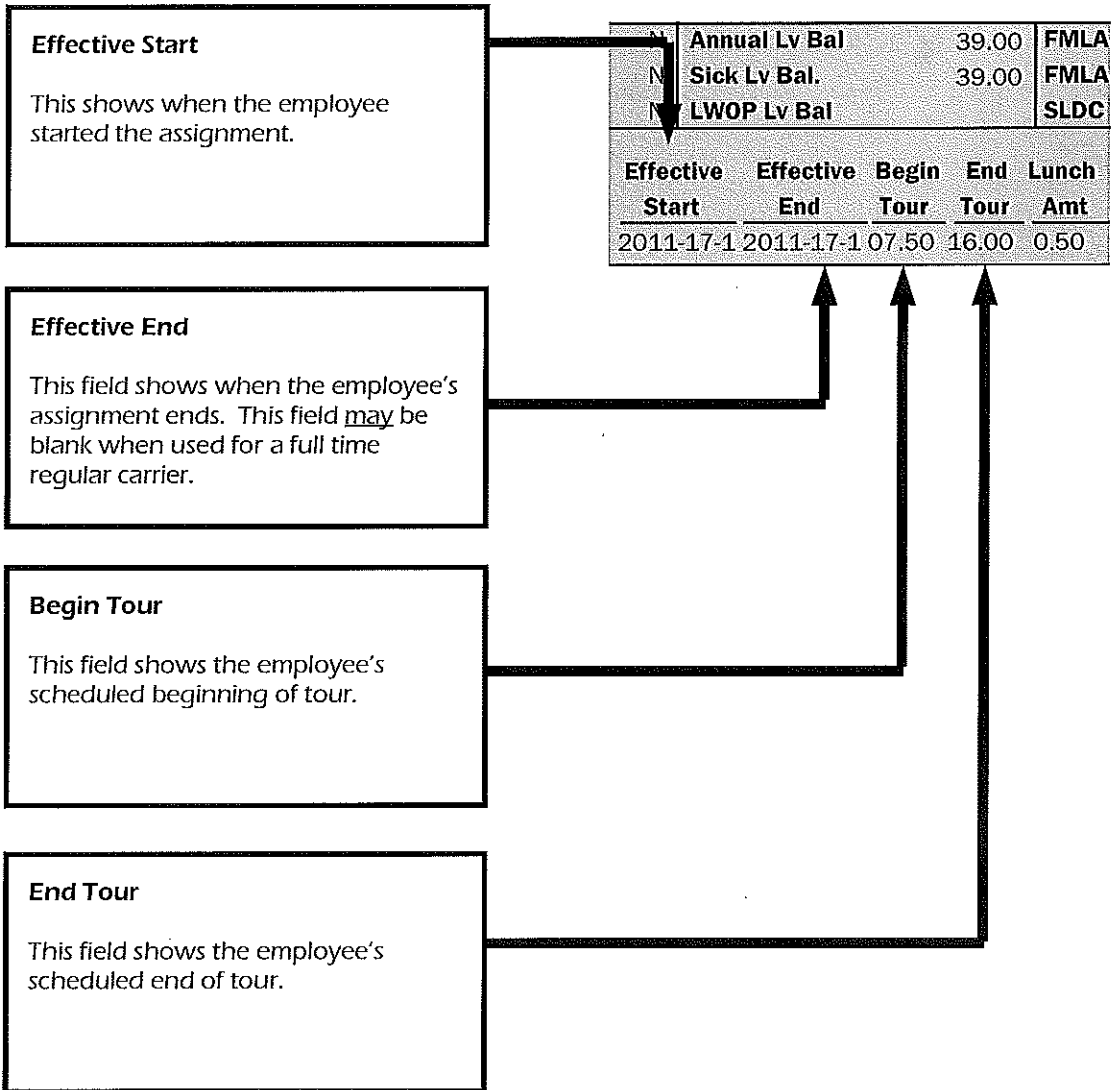
The Heading

After the pay level, FTF and FLSA designations are the fields for the employee's route number, finance number for the installation they are assigned to, and, if applicable, the finance number of the installation to which they are being loaned.



The Heading

Next, are the effective start and end of the assignment, as well as the begin and ending times of the employee's assigned tour.



The Heading

On the right side of this section is the amount of time the employee is allocated for a regular lunch period, the 1261 indicator, and the employee's regular schedule of days worked. To the far right, are the OOS and Day sections.

39.00	FMLA Hrs	1783.96
39.00	FMLA Used	04.00
2.00	DC Used	
Lunch 1261		
Amt	Ind.	Schedule
0.50	N	S-M-WTF

Lunch Amt
 This field shows the allotted lunch period which will automatically be deducted from the employee's day (unless a "no-lunch" is coded by the supervisor).

1261 Ind.
 When the 1261 indicator is checked in the job assignment tab of the employee's maintenance file, clock rings are automatically generated by TACS. EAS exempt employees do not qualify for overtime or other premiums, so their timekeeping amounts to entering leave when appropriate.

Schedule
 This field shows the employee's schedule for the week shown. SSMTWF can indicate either a Part Time Flexible or a Full Time Employee working. The example shown is a Full Time Regular with Sunday and Tuesday as their N/S days.



Notes



The Body

Processed Clock Rings

Saturday

Base 05200: 008.00

EBR#												
501-0019 BT	07/30	07.50	CDT	99-9999	7300-00	099009	__-	__-__-__	/	00.00		
										00.00		
501-0019 MV	07/30	09.02	CDT	99-9999	7290-00	099009	__-	__-__-__	/	00.00		
										00.00		
501-0019 MV	07/30	15.76	CDT	99-9999	7300-00	099009	__-	__-__-__	/	00.00		
										00.00		
501-0019 ET	07/30	16.00	CDT	99-9999	7300-00	099009	__-	__-__-__	/	00.00		
										00.00		

Monday

Base 04300: 000.50 05200: 012.00 05300: 002.00 05400: 002.00

EBR#												
000-0000 BT	08/01	06.50	CDT	99-9999	7430-00	099019	__-	01234567	08/01	11.05	(W)NonScheduled Begin Tour	
										00.00		
501-0019 BT	08/01	06.50	CDT	99-9999	7300-00	099019	__-	01234567	08/01	11.05	(W)Ring Deleted From PC	
										00.00		
000-0000 OT	08/01	07.50	CDT	99-9999	7300-00	000000	01.63	01234567	08/01	17.37		
										00.00		
000-0000 MV	08/01	08.25	CDT	99-9999	7300-00	099019	__-	01234567	08/01	11.05		
										00.00		
501-0019 MV	08/01	09.96	CDT	99-9999	7290-00	099019	__-	__-__-__	/	00.00		
										00.00		
000-0000 093	08/01	11.50	CDT	99-9999	7300-00	000000	__-	01234567	08/01	11.05		
										00.00		
501-0018 MV	08/01	16.25	CDT	99-9999	7290-00	099002	__-	76543210	08/01	18.35		
										00.00		
501-0018 MV	08/01	18.10	CDT	99-9999	7300-00	099019	__-	__-__-__	/	00.00		
										00.00		
501-0019 ET	08/01	18.50	CDT	99-9999	7300-00	099019	__-	__-__-__	/	00.00	(W)NonScheduled End Tour	
										00.00		



The Body

Although the heading is a wealth of information, the fundamental data of this report is contained in the body. Located in this section is the when, where, why, and how of the carrier's workday.

Look at the information at the top of the body. Here, just under the Processed Clock Rings heading, are the day of the week and the type of hours credited to the employee.

Processed Clock Rings

Saturday

Base

05200: 009.63 05300: 001.63

Day of the Week

This field shows the day of the week indicated by the clock rings.

Type of Hours

In this field are the amount of total hours, and to what leave types those hours were credited. In the example shown above, the carrier worked a total of 9.63 hours (shown by the code 05200) and of those 9.63 hours, 1.63 were paid at the regular over-time rate (shown by the code 05300).



The Body

The type of hours used can vary, depending on if the employee used leave, worked overtime, was paid out of schedule premium, etc. A good example of multiple types of hours codes is shown below.

Processed Clock Rings

Tuesday

Base 04300: 000.45 05200: 010.45 05300: 002.00 05400: 000.50

In the situation shown above, the carrier worked a total of 10.45 hours, as indicated by the code 05200. In essence, the code 05200 shows the carrier was paid 10.45 hours at the straight time rate.

However, the carrier worked over eight hours, so he was entitled to overtime pay as well. Two types of overtime pay are shown here. The first is indicated by the code 05300, which indicates the "time-and-a-half" rate. Basically, it adds the "half" to the number of hours indicated. The carrier received 2.00 hours of overtime at this rate.

The next type of overtime rate is penalty overtime, or "double-time". This type of overtime is indicated by the code 05400. Similar to above, it layers another "half" onto the number of hours listed. In this instance, the carrier was paid 0.50 hours at this rate. You will rarely see code 05400 without the code 05300 also being present, one exception being on the fifth day of overtime on a regularly scheduled day, after eight hours of work.

The other type of hours shown indicates the carrier worked after 6:00 pm. The code 04300 is indicative of night shift premium, and, in this case, the carrier received 0.45 hours of night shift premium on this particular day.



The Body

Different hours codes are as follows:

01000 - Begin tour	05697 - Sick leave
01100 - Move	– Dependent Care
01200 - Out to lunch	05698 - Sick leave
01300 - In from lunch	– FMLA Dependent Care
01400 - End tour	05699 - Sick leave
02400 - AWOL	– FMLA Self
02409 - AWOL – Late	05700* - Holiday work
03000* - Full LWOP hours	05800 - Holiday leave
(generator at mainframe)	05900 - Part day LWOP
03100* - Partial LWOP hours	05901 - Part day LWOP
(generator at mainframe)	– In lieu of SL
03200 - Telephone time	05902 - Part day LWOP
03300* - Guarantee telephone time	– Proffered
03400 - Beeper time	05903 - Part day LWOP
03500* - Extra straight time	– Personal
03600* - Guarantee telephone OT	05904 - Part day LWOP
04300* - Penalty Overtime Payment	– Other
04400 - Military LWOP	05905 - Part day LWOP
04600 - Donated leave - personal	– Maternity
04700* - Rural free Saturday	05906 - Part day LWOP
04800 - Holiday schedule premium	– Suspension
04900 - OWCP Regular LWOP hours	05907 - Part day LWOP
04999 - OWCP FMLA LWOP hours	– Union Official
05000* - Rural carrier trips	05908 - Part day LWOP
05100* - Rural carrier actual hours	– Suspending term
05200* - Work hours	05909 - Part day LWOP
05300* - Overtime hours	– Late
05400 - Night work premium hours	05959 - Part day LWOP
05500 - Annual leave – Regular	– System-generated
05501 - Annual leave – In lieu of SL	05999 - Part day LWOP
05509 - Annual leave – Late	– FMLA
05510 - Annual leave – Emergency	06000 - Full day LWOP
(aka EAL)	06001 - Full day LWOP
05599 - Annual leave – FMLA	– In lieu of SL
05600 - Sick leave – Regular	06002 - Full day LWOP
05609 - Sick leave	– Proffered
– Late	06003 - Full day LWOP
05611 - Sick leave	– Personal
– Restricted	06004 - Full day LWOP



The Body

Hours codes continued from the previous page:

– Other	08600 - Other paid leave
06005 - Full day LWOP	08800 - Non-bargain reschedule premium
– Maternity	08900 - Postmaster Org. leave
06006 - Full day LWOP	09000 - Higher level authorization
– Suspension	09100 - OT Auth
06007 - Full day LWOP	09101 - OT Auth
– Union Official	– Before Sched Tour
06008 - Full day LWOP	09102 - OT Auth
– Suspending term	– After Sched Tour
06009 - Full day LWOP	09103 - OT Auth
– Late	– Full Tour
06099 - Full day LWOP	09104 - OT Auth
– FMLA	– Before Sched Tour,
06100 - Court Leave	Out of Schedule
06200* - Guarantee time	09105 - OT Auth
06300* - TE cross-foot (also for code 035)	– After Sched Tour,
06500 - Meeting time	Out of Schedule
06600 - Convention leave	09100 - OT Auth
06700 - Military leave	– Full Tour, Out of Schedule
06800* - Guarantee overtime	09200 - Disallow guarantee time
06900 - Blood donor leave	09300 - No lunch punch
07000 - Stewards duty time	
07100 - Continuation of pay leave	
07199 - Continuation of pay leave	
– FMLA	
07200 - Sunday premium	
07300 - Out of schedule premium	
07400 - Christmas work	
07600* - Non-scheduled cross-foot	
07700 - Civil defense leave	
07800 - Act of nature leave	
07900 - Veterans funeral leave	
08000 - Relocation leave	
08100 - Civil disorder leave	
08200 - Travel within schedule	
08300 - Travel outside schedule	
08400 - Union official leave	
08500 - Voting leave	

* Indicates system-generated rings, not input in the Clock Ring Editor or EBR.



The Body

Below the day of the week and the type of hours credited are the individual fields of the processed clock rings. We'll start with the Electronic Badge Reader number, the date, and the move function.

EBR#
This field shows the number of the Electronic Badge Reader the employee used to swipe his/her badge. If the number 000-0000 is shown, it indicates the time was input via a computer instead of the badge reader.

Move Type
This field indicates the type of move the employee made on the badge reader. There are six common move types.

- BT - Begin Tour
- MV - Move Function
- ET - End Tour
- OL - Out to Lunch
- IL - In from Lunch
- 093 - Eliminates the automatic lunch (AKA No-Lunch)

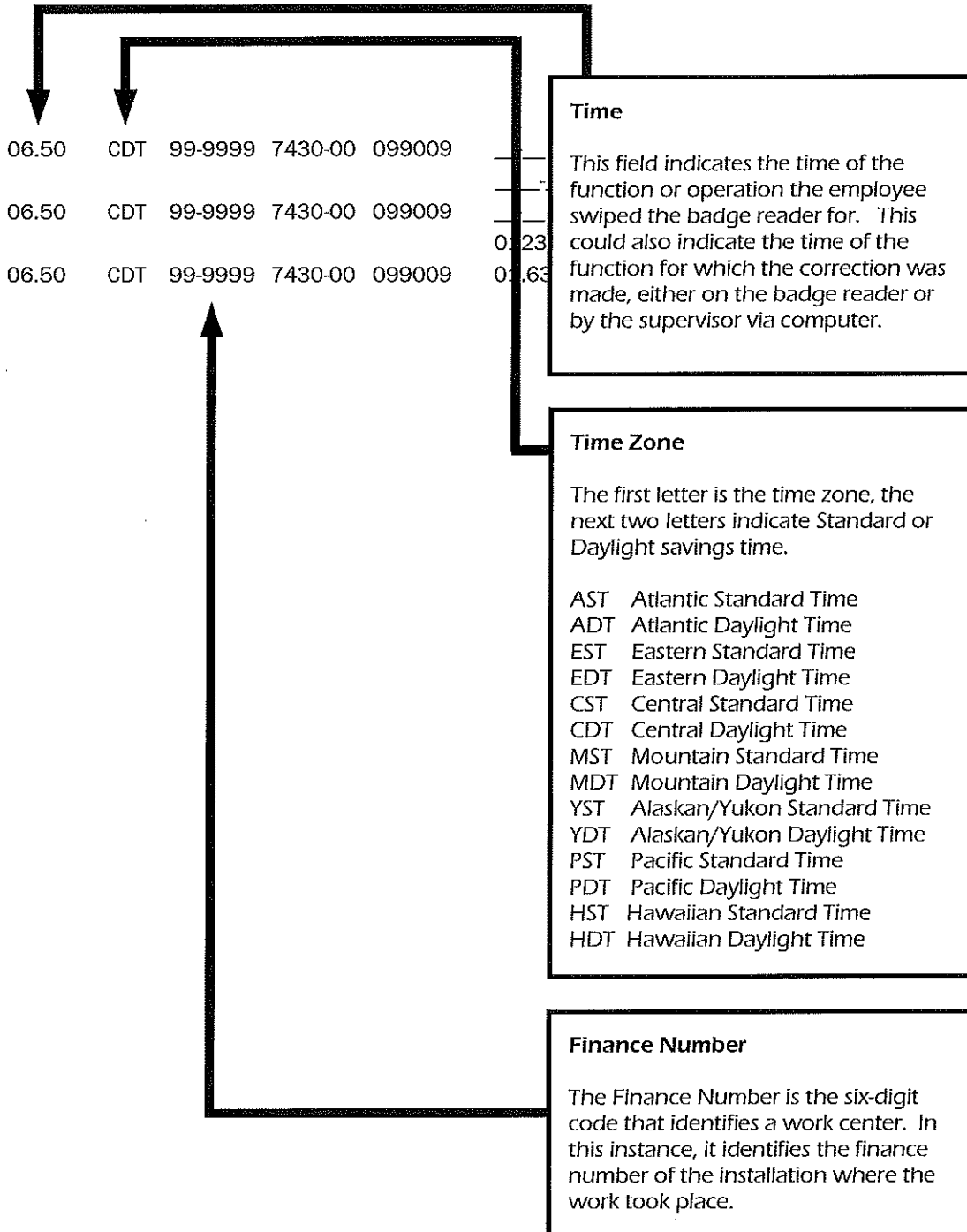
Date
This field shows the date the Electronic Badge Reader was swiped by the employee.

EBR#						
000-0000	BT	07/30	06.50	CDT	99-9999	
501-0019	BT	07/30	06.50	CDT	99-9999	
501-0019	OT	07/30	06.50	CDT	99-9999	



The Body

To the left of EBR#, move function and date are time, the time zone, and finance number.



The Body

The next section is the operation code. Operation codes are also known as the Management Operating Data System code, or MODS code. Within the USPS, there are many MODS codes, but not all are specific to the carrier craft.

CDT	99-9999	7430-00	099009	__-__	01234567	07/30	11.05
					____-____-____	___/___	00.00
CDT	99-9999	7430-00	099009	__-__	____-____-____	___/___	00.00
					01234567	07/30	11.05
CDT	99-9999	7430-00	099009	01.63	01234567	07/30	



Operation/Local Unit

The first four numbers are the Operation or MODS code. The second two numbers are the Local Unit (Lu) code. Lu codes are not used in every installation. If they are not used, the last two digits will be zeros. Sometimes the Operation Codes are shown as three digit numbers. In those instances, a zero will need to be added to the end of the three digit code as a placeholder.



The Body

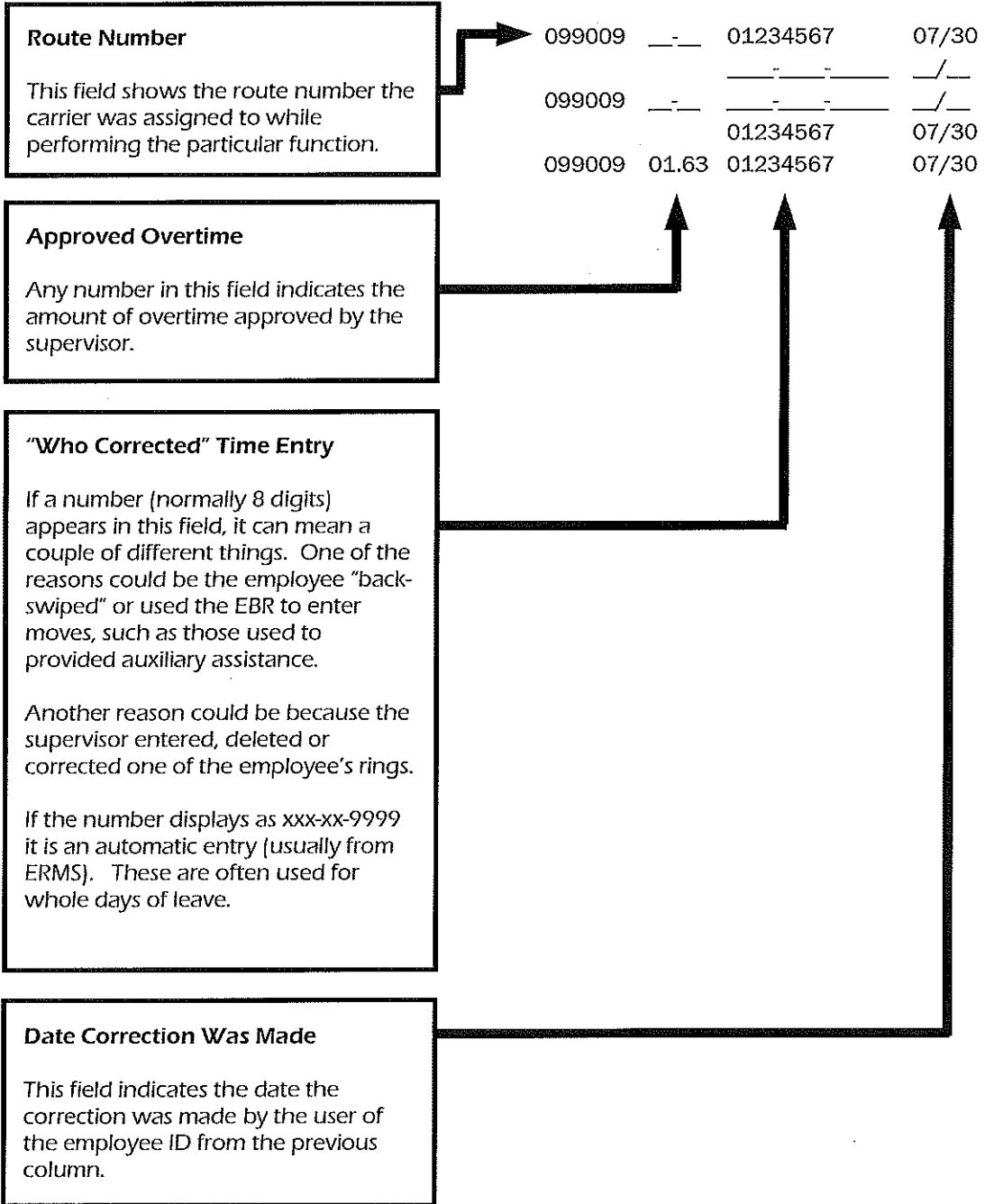
The following is a list of MODS (Operation) codes used in the carrier craft. These codes have the extra zero added on the end. (Refer to page 10 for a list of Operation Codes correlated with the appropriate LDC codes)

3540 Standby – Delivery Service
6130 Stewards – Carriers
6140 Stewards – Special Delivery Messenger
6220 Travel – Delivery Services
6320 Meeting Time – Delivery Services
7050 Manager/Supervisor – Delivery Services
7070 Manager/Supervisor – Route Examination
7080 Manager/Supervisor – Other Delivery/Customer Service
7090 Routers
7100 Routers
7110 Routers
7130 VIM Route – Street
7140 VIM Route – Office
7150 2 Trip Business – Street
7160 2 Trip Business – Office
7170 1 Trip Business – Street
7180 1 Trip Business – Office
7190 Residential Foot – Street
7200 Residential Foot – Office
7210 Residential Motor – Street
7220 Residential Motor – Office
7230 2 Trip Mixed Foot – Street
7240 2 Trip Mixed Foot – Office
7250 2 Trip Mixed Motor – Street
7260 2 Trip Mixed Motor – Office
7270 1 Trip Mixed Foot – Street
7280 1 Trip Mixed Foot – Office
7290 1 Trip Mixed Motor – Street
7300 1 Trip Mixed Motor – Office
7310 Collections – Street
7320 Collections – Office
7330 Parcel Post – Street
7340 Parcel Post – Office
7350 Relay – Street
7360 Relay – Office
7370 Combination – Street
7380 Combination – Office
7390 Carrier Drivers – Street
7400 Carrier Drivers – Office
7430 Carrier Customer Support Activities
7570 City Employee on Rural Routes
7680 City Carrier – Tertiary Distribution



The Body

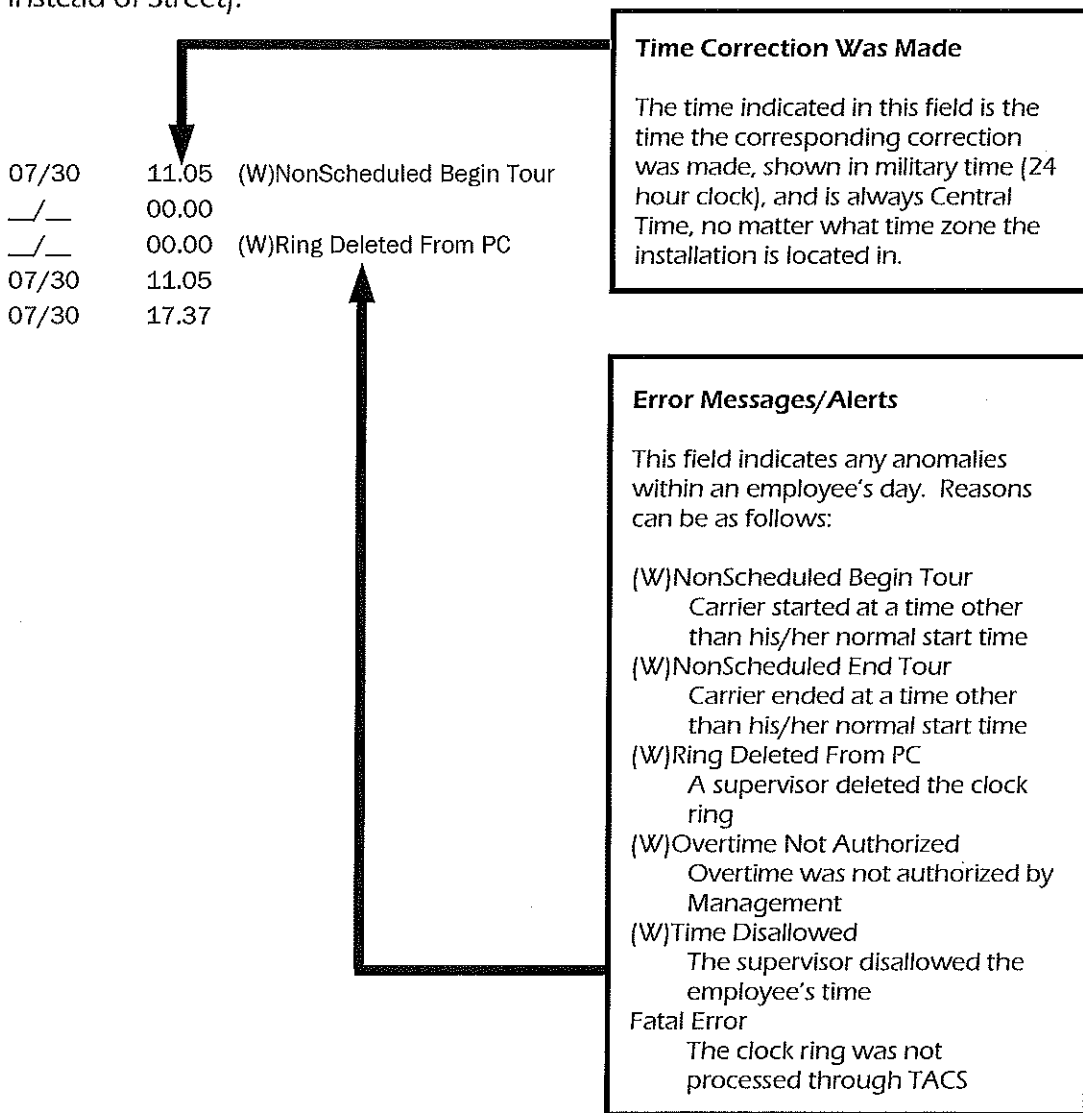
After the Operation Code are the columns for Route Number and Approved Overtime. The two columns to the left show the Employee ID of the person who (if applicable) corrected the employee's clock ring and the date the correction was made.



The Body

The last two columns are the time the correction was made and the error message/alerts column. There are a couple of common entries in this column. The first is either Non-Scheduled Begin Tour or Non-Scheduled End Tour, which simply says the employee didn't start or end at the time TACS has been told they are to normally start or end their tour. Several things affect this: overtime, early or late starts, leaving early, or maybe the regular start time changed but the supervisor has not adjusted TACS to reflect the change.

The other common entry is Ring Deleted From PC. This is used to show where a supervisor has deleted a TACS entry (maybe the employee swiped to Office instead of Street).



Notes



Examples

Processed Clock Rings

Thursday


Base 04300:000.50 05200:012.00 05300:002.00 05400:002.00

EBR#												
000-0000 BT	06/30	06.50	CDT	99-9999	7430-00	099019	__-	01234567	06/30	11.05	(W)NonScheduled Begin Tour	
										00.00		
501-0019 BT	06/30	06.50	CDT	99-9999	7300-00	099019	__-			00.00	(W)Ring Deleted From PC	
								01234567	06/30	11.05		
000-0000 OT	06/30	07.50	CDT	99-9999	7300-00	000000	01.63	01234567	06/30	17.37		
										00.00		
000-0000 MV	06/30	08.25	CDT	99-9999	7300-00	099019	__-	01234567	06/30	11.05		
										00.00		
501-0019 MV	06/30	09.96	CDT	99-9999	7290-00	099019	__-			00.00		
										00.00		
000-0000 093	06/30	11.50	CDT	99-9999	7300-00	000000	__-	01234567		11.05		
										00.00		
501-0018 MV	06/30	16.25	CDT	99-9999	7290-00	099002	__-	76543210	06/30	18.35		
										00.00		
501-0018 MV	06/30	18.10	CDT	99-9999	7300-00	099019	__-			00.00		
										00.00		
501-0019 ET	06/30	18.50	CDT	99-9999	7300-00	099019	__-			00.00	(W)NonScheduled End Tour	
										00.00		



Examples of Clock Rings

Below is an example of a heading for a city carrier – Bob Issacs. There are several things that can be told simply by looking at the heading.


		Restricted USPS T&A Information		User ID: A1B2C3															
Report:	TAC500R3 v2.009	ANYWHERE US		Date: 08/08/11															
YrPPWk:	2011-17-1	Employee Everything Report		Time: 11:18 AM															
Fln. #:	99-9999			Page: 1															
YrPPWk:	2011-17-1	Weekly																	
Sub-Unit:	0000																		
Pay Loc/Fin. Unit	220/0000	Variable EAS	N	Annual Lv Bal.	25.52	FMLA Hrs	1502.36												
Employee ID	86753090	Borrowed	N	Sick Lv Bal.	300.92	FMLA Used	00.00												
Employee Name	ISAACS R J	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	0.00												
Loaned Effective Effective Begin End Lunch 1281																			
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fln. #	Fln. #	Start	End	Tour	Tour Amt.	Ind.	Schedule	OOS	Day	
Base	43-42100	7300-00	Q0	01	N	N		099054	99-9999		2011-17-1	2011-17-1	07.50	16.00	0.50	N	S-MT-TF		

By looking at this heading, you can see that Bob is the regular carrier on Route 54. His non-scheduled day this week is Wednesday, and he begins his workday at 7:30 am, ending at 4:00 pm. Bob has 25.52 hours of Annual Leave remaining, along with 300.92 hours of Sick Leave. He has not used any Family Medical Leave or Sick Leave for Dependent Care this year.



Examples of Clock Rings

Here is another example of a heading from Dan Martin's Employee Everything Report. Below are a few questions about the heading from Dan's report. See if you can answer them using the information you learned in the previous chapters.

		User ID: A1B2C3																	
Report: TAC500R3 v2.009	Restricted USPS T&A Information		Date: 08/08/11																
YrPPWk: 2011-17-1	ANYWHERE US		Time: 11:18 AM																
Fin. #: 99-9999	Employee Everything Report		Page: 1																
YrPPWk: 2011-17-1	Weekly																		
Sub-Unit: 0000																			
Pay Loc/Fin. Unit: 220/0000	Variable EAS: N	Annual Lv Bal.: 124.80	FMLA Hrs: 1783.98																
Employee ID: 76543210	Borrowed: N	Sick Lv Bal.: 1889.56	FMLA Used: 00.00																
Employee Name: MARTIN	Auto H/L: N	LWOP Lv Bal.: 00.00	SLDC Used: 04.13																
D R																			
Loaned Effective Effective Begin End Lunch 1261																			
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Fin. #	Start	End	Tour	Tour Amt.	Ind.	Schedule	OOS	Day	
Base	13-4	2100	7300-00	Q0	01	N	N	099009	99-9999		2011-17-1	2011-17-1	07:50	16:00	0:50	N	S-M-WTF		

- 1) What pay period is shown by the report?
- 2) What is Dan's route number?
- 3) What is Dan's non-scheduled day during the pay period shown?
- 4) What is Dan's Annual Leave balance?
- 5) Is Dan a PTF?
- 6) Has Dan used Sick Leave for Dependent Care this year?
- 7) Where is the installation located?

ANSWERS: 1) Pay Period 17, Week 1, 2) 9, 3) Tuesday, 4) 124.80 hours, 5) No, 6) Yes, 4.13 hours 7) Anywhere, US



Examples of Clock Rings

Here are a few examples of Processed Clock Rings to give you some practice in seeing what information the Employee Everything Report can tell you.

Below is an example of a normal day for a city carrier – Suzy Swellcarrier.

Processed Clock Rings

Saturday

Base 05200:008.00

EBR#												
501-0019	BT	07/30	07.50	CDT	99-9999	7300-00	099009	--	--	--	/	00.00
												00.00
501-0019	MV	07/30	09.02	CDT	99-9999	7290-00	099009	--	--	--	/	00.00
												00.00
501-0019	MV	07/30	15.76	CDT	99-9999	7300-00	099009	--	--	--	/	00.00
												00.00
501-0019	ET	07/30	16.00	CDT	99-9999	7300-00	099009	--	--	--	/	00.00
												00.00

Using the information you learned in the previous pages, you can determine several things about Suzy's day from just these few lines of data. You can tell that Suzy clocked in at 7:30 AM on July 30th. On the day used in the example, she cased and carried route 9. She swiped her badge to street time at approximately 9:01 am, and swiped back to the office around 3:45 pm. Suzy clocked off at 4:00 pm.



Examples of Clock Rings

Here is another example of a relatively normal day for a city carrier. Mike Mayawork is a carrier on the work-assignment overtime list. Before he left for the street, Mike told his supervisor, Ivan Irritating, he would need 1.5 hours overtime to complete his assignment. Mike, being a professional letter carrier, was spot-on with his estimate. He ended his tour at 5:25 pm. Below are a few questions about Mike's day. See if you can answer them using the information you learned in the previous chapters.

Processed Clock Rings

Monday

Base	05200: 9.50	05300:001.50							
EBR#									
501-0019 BT	08/08 07.25	CDT	99-9999	7300-00	099025	___	___	___	00.00
000-0000 OT	08/08 08.50	CDT	99-9999	7300-00	000000	01.50	99887766	08/08	15.35
501-0019 MV	08/08 09.37	CDT	99-9999	7290-00	099025	___	___	___	00.00
501-0019 MV	08/08 16.99	CDT	99-9999	7300-00	099025	___	___	___	00.00
501-0019 ET	08/08 17.25	CDT	99-9999	7300-00	099025	___	___	___	00.00

- 1) What time did Mike begin his tour?
- 2) What is Mike's route number?
- 3) What time did Mike clock to the street?
- 4) What time did Mike clock back in from the street?
- 5) What is Ivan's Employee ID Number?
- 6) What time did Ivan authorize Mike's overtime?
- 7) What is the date?

ANSWERS: 1) 7:25 am (or 7:15 am), 2) 25, 3) 9:37 am, 4) 16:99 pm, 5) 99887766, 6) The overtime was authorized at 15:35 7) 08/08 (or August the 8th)



Examples of Clock Rings

Here's another example – Michelle Mountedroute is a FTR carrier in the Anywhere Post Office, and is assigned to city route 19. She normally starts her day at 7:30 in the morning, but today, her boss, Bill Bossman, asked her to come in an hour early to put in her new case labels.

Michelle is also on the OTDL, and since Bill is short staffed, he gave her a piece of city route 2 to carry after she completed her own route. In addition, Michelle decided to waive her lunch. It was a long day for Michelle, and she returned to the office late, clocking off at 6:30 pm.

Processed Clock Rings

Thursday

Base	04300: 000.50	05200: 012.00	05300: 002.00	05400: 002.00
EBR#				
000-0000 BT	06/30 06.50 CDT	99-9999 7430-00	099019 _-_ 01234567	06/30 11.05 (W)NonScheduled Begin Tour
			01234567	/_/_ 00.00
501-0019 BT	06/30 06.50 CDT	99-9999 7300-00	099019 _-_ 01234567	06/30 11.05 (W)Ring Deleted From PC
			01234567	/_/_ 00.00
000-0000 OT	06/30 07.50 CDT	99-9999 7300-00	000000 01.63 01234567	06/30 17.37
			01234567	/_/_ 00.00
000-0000 MV	06/30 08.25 CDT	99-9999 7300-00	099019 _-_ 01234567	06/30 11.05
			01234567	/_/_ 00.00
501-0019 MV	06/30 09.96 CDT	99-9999 7290-00	099019 _-_ 01234567	06/30 00.00
			01234567	/_/_ 00.00
000-0000 093	06/30 11.50 CDT	99-9999 7300-00	000000 _- 01234567	06/30 11.05
			01234567	/_/_ 00.00
501-0018 MV	06/30 16.25 CDT	99-9999 7290-00	099002 _-_ 76543210	06/30 18.35
			76543210	/_/_ 00.00
501-0018 MV	06/30 18.10 CDT	99-9999 7300-00	099019 _-_ 01234567	06/30 00.00
			01234567	/_/_ 00.00
501-0019 ET	06/30 18.50 CDT	99-9999 7300-00	099019 _-_ 01234567	06/30 00.00 (W)NonScheduled End Tour
			01234567	/_/_ 00.00



Examples of Clock Rings

Using the Processed Clock Rings on the opposite page, and the information contained in the previous sections, answer the following questions:

- 1) What is the date Michelle worked (according to the report)?
- 2) What time did Michelle start?
- 3) What time did Michelle clock off?
- 4) What time did Michelle begin casing mail?
- 5) What time did Michelle move to the street on her own route?
- 6) What time did Michelle move to the route she was helping on?
- 7) What is Bill Bossman's Employee ID #?
- 8) What is Michelle's Employee ID #?
- 9) What time did Bill Bossman enter the no-lunch waiver in TACS?
- 10) Who entered the time Michelle worked on route 2 into TACS?
- 11) What time was the auxiliary assistance entered into TACS?
- 12) How many hours did Michelle worked at the regular overtime rate?
- 13) How many hours did Michelle worked at the penalty overtime rate?
- 14) Did Michelle receive night shift differential pay?
- 15) Did Michelle use the same Electronic Badge Reader for all of her swipes?
- 16) Was Bill Bossman justified in deleting the clock ring at 6:30 am?



Examples of Clock Rings

Answers to Questions on Page 35:

- 1) 06/30
- 2) 6.50 (or 6:30 am)
- 3) 18.50 (or 6:30 pm)
- 4) 8.25 (or 8:15 am)
- 5) 9.96
- 6) 16.25 (or 4:15 pm)
- 7) 01234567
- 8) 76543210
- 9) 11.05
- 10) Michelle
- 11) 18.35
- 12) 2.00
- 13) 2.00
- 14) Yes
- 15) No
- 16) Yes



Notes

