

Analyzing the Employee Everything Report (TAC500R3)



Prepared by: Jean Faw, Steward
NALC Branch 825
NALC Leadership Academy, Class 12
Version 1.10

Acknowledgments

Special thanks to the following people for their input to the creation of this manual:

Dave Bellware, NALC Branch 1321

Pat Flannery, NALC Branch 38

Tony Hutson, Region 3 RAA

Gloria Moore, NALC Branch 132

Matt Sause, NALC Branch 139

Bill Schorsch, NALC Branch 825

Tim Turner, NALC Branch 533

Susan Wellhausen, NALC Headquarters, Dispute Resolution



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 - 10
LDC.....	8
Oper/Lu.....	11 - 14
RSC.....	15
Lvl.....	16
FTF.....	16
FLSA.....	16
Route #.....	17
Fin. #.....	17
Loaned Fin. #.....	17
Effective Start.....	18
Effective End.....	18
Begin Tour.....	18
End Tour.....	18
Lunch Amt.....	19
1261 Ind.....	19
Schedule.....	19



Table of Contents

The Body.....	21
Day of the Week.....	22
Type of Hours.....	22-25
EBR #.....	26
Move Type.....	26
Date.....	26
Time.....	27
Time Zone.....	27
Finance Number.....	27
Operation/Local Unit.....	28-29
Route Number.....	30
Approved Overtime.....	30
“Who Corrected” Time Entry.....	30
Date Correction Was Made.....	30
Time Correction Was Made.....	31
Error Messages/Alerts.....	31
Examples.....	33-40



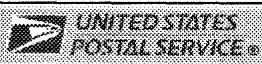
Introduction

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 for each work day, presenting them in pay week increments.

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.





Report: TAC500R3 **Restricted USPS T&A Information** **Date:** 11/16/00
YrPPWk: 2000-05-1 **KNOXVILLE** **Time:** 02:22 PM
Fin. #: 47-4632 **Employee Everything Report** **Page:** 1

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

Pay Loc/Fin. Unit	001 / 0000	Variable EAS	N	Annual Lv Bal.	39.00	FMLA Hrs	802.32
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	D/A	LDC	Oper/Lu	RSC	Lvl	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule
Base	43-4	2100	7220-01	Q0	01	N	000000	47-4632		2000-05-1		08.00	16.50	0.50	N	SSMTWTF

Processed Clock Rings

Day	Base	EBR #	Job	D/A	LDC	Oper/Lu	RSC	Lvl	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule	
Saturday	Base																			
	EBR #																			
	001-101	BT	02/12	08.00	47-4632	7220-01	000000								00.00					
Monday	Base																			
	EBR #																			
	001-101	BT	02/14	08.00	47-4632	7220-01	000000								00.00					
Tuesday	Base																			
	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	11.25	47-4632	7210-00	000000								00.00					
Wednesday	Base																			
	EBR #																			
	001-101	BT	02/16	08.50	47-4632	7220-01	000000								00.00					
Weekly Total	Base																			
	EBR #																			
	001-101	BT	02/17	08.00	47-4632	7220-01	000000								00.00					

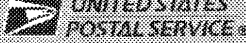
Un-Processed Rings

001-101	BT	02/17	08.00	47-4632	7220-01	000000									00.00				
---------	----	-------	-------	---------	---------	--------	--	--	--	--	--	--	--	--	-------	--	--	--	--





The Heading

		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

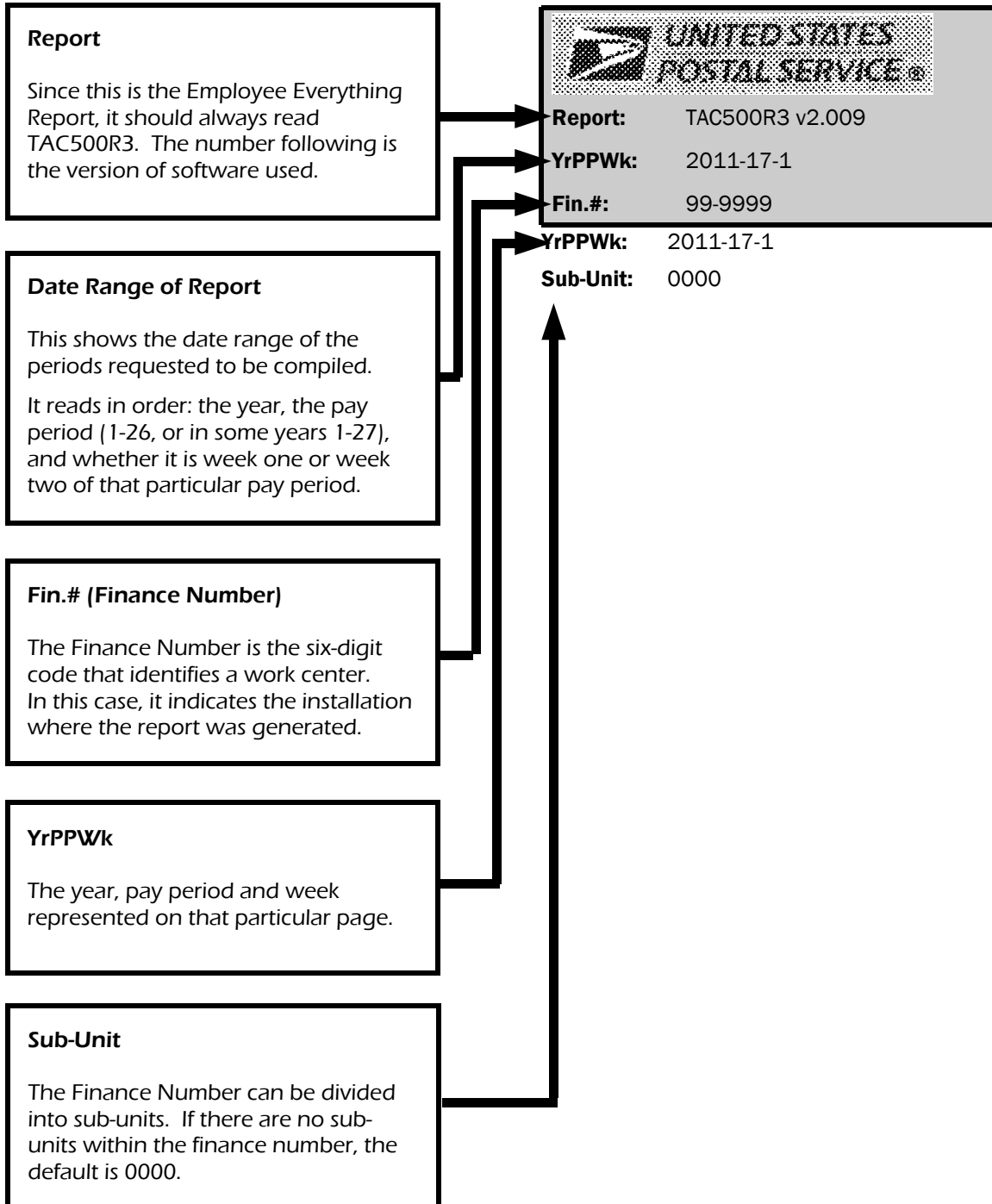
Pay Loc/Fin. Unit	220/0000	Variable EAS	N	Annual Lv Bal.	124.80	FMLA Hrs	1783.98
Employee ID	76543210	Borrowed	N	Sick Lv Bal.	1889.56	FMLA Used	00.00
Employee Name	MARTIN	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	04.13

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	FLSA	Route #	Fin. #	Loaned	Effective	Effective	Begin	End	Lunch	1261			
										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		



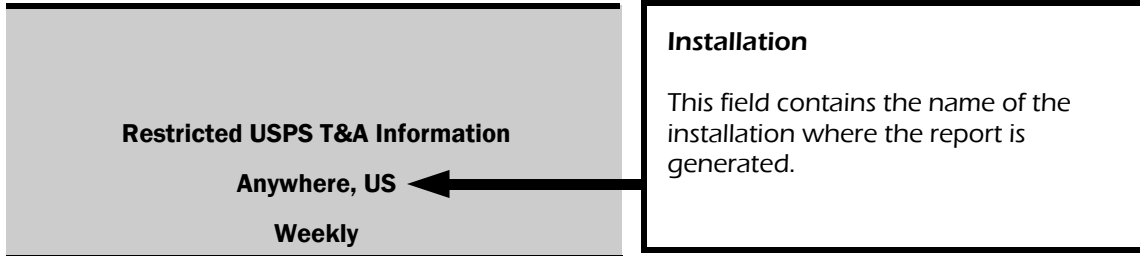
The Heading

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:

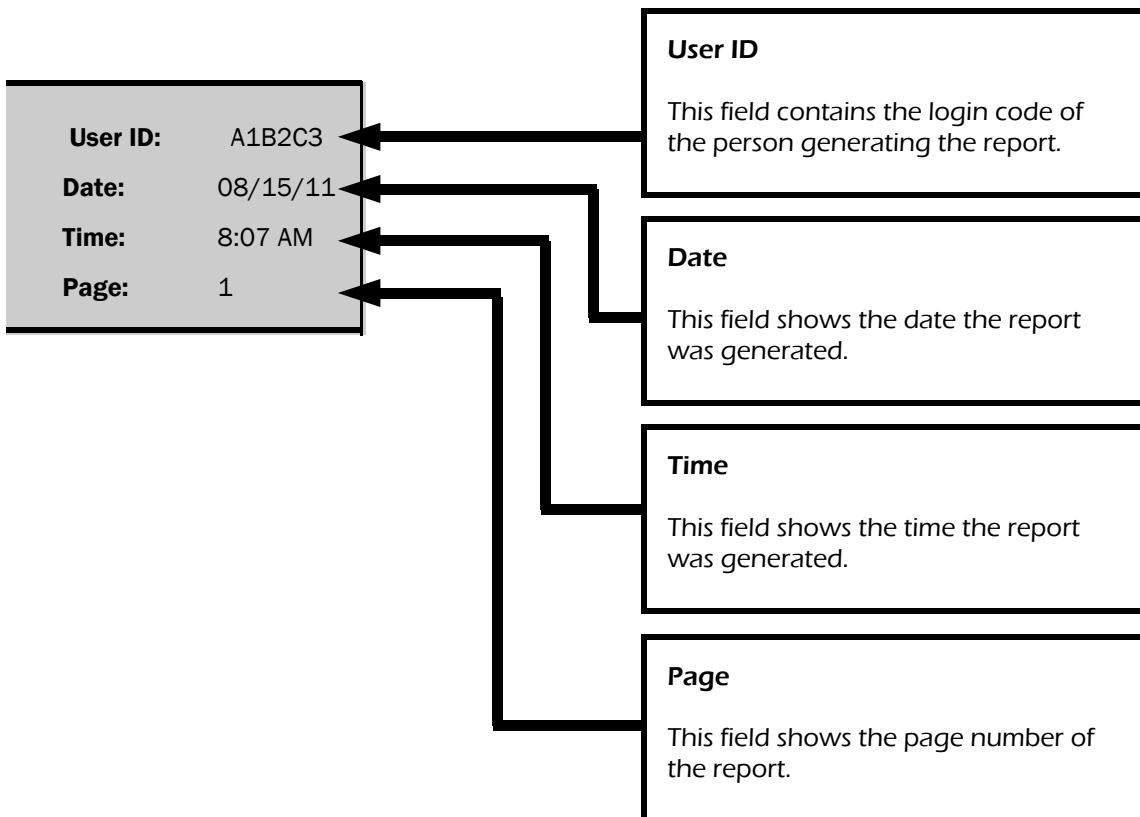


The Heading

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



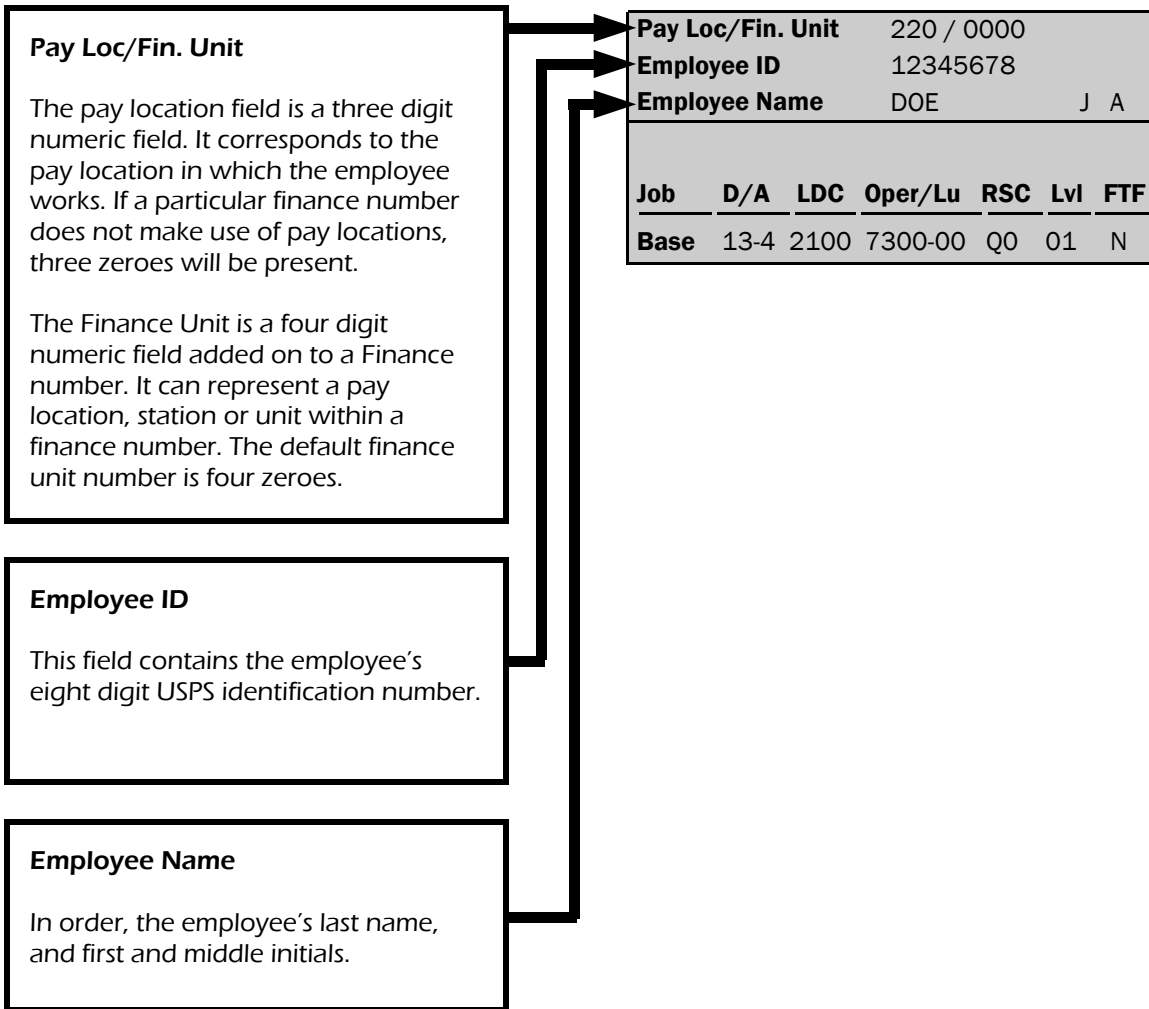
On the left side of the heading are the User ID, the date, and time the report was generated, and the page number of the report.



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	Annual Lv Bal		
Borrowed	N	Night Lv Bal		
Auto H/L	N	WOP Lv Bal		
Loaned Effective Effective				
Fin #	Fin.#	Start	End	Lvl
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.

<p>Annual Lv Bal</p> <p>This field shows how much annual leave the employee has on the books at the time the report was generated. For FTR employees this will include Annual Leave that has been credited to them at the beginning of the leave year, but based on actual work hours, may not have yet been earned.</p>	→	Annual Lv Bal	39.00	FMLA		
	→	Sick Lv Bal.	39.00	FMLA		
	→	LWOP Lv Bal	8.00	SLDC		
<p>Sick Lv Bal</p> <p>This field shows how much sick leave the employee has on the books at the time the report was generated.</p>						
<p>LWOP Lv Bal</p> <p>Contained in this field is the amount of Leave Without Pay the employee has used in the current leave year.</p>						
		Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt
		2011-17-1	2011-17-1	07.50	16.00	0.50



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 current Postal Leave Year.

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	4.13
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 current Postal Leave Year.. An eligible employee may use up to 480 hours of FMLA per Postal Leave Year. 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

Below the section containing the employee's name is a line of data pertaining to the employee's job designation, pay level, and several other fields.

The left side of this section contains the employee's designation activity, and Labor Distribution Code (LDC).

D/A

This area tells the Roster Designation and Activity code of the employee. The D/A codes for carriers are as follows: A complete list is found on the next two pages.

- 13-4 Full Time Regular
- 33-4 Part Time Regular
- 43-4 Part Time Flexible
- 63-4 Casual;
- 83-4 Transitional Employee

Pay Loc/Fin. Unit	220 / 0000
Employee ID	12345678
Employee Name	DOE J A

	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	F
Base	13-4	2100	7300-00	Q0	01	N	

LDC

This field designates the employee's Labor Distribution Code (LDC). The LDC is used to identify the type of work the employee performs. The LDC must coincide with a valid operation (Oper) number.

LDCs used in the carrier craft are as follows:

- 21 27
- 22 28
- 23 29
- 25 48
- 26 92

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)

On page 13 is a chart with carrier craft LDC Codes and their corresponding Operation Codes.



The Heading

The following two pages contain a list of Roster Designation and Activity Codes:

Employee Category	Supv	Full Time	P-T Reg	P-T Flex	Temp	Casual	Relief	Trans
City Delivery Carriers		13-4	33-4	43-4		63-4		83-4
Clerks		11-0	31-0	41-0		61-0		81-0
Mail Handlers		12-0	32-0	42-0		62-0		82-0
Maint/Admin		16-9	36-9			66-9		86-9
Maint/Bldg & Equip		16-7	36-7			66-7		86-7
Maint/Bldg Svcs		16-6	36-6			66-6		86-6
Maint/Postal Operating Equip	16-8		36-8			66-8		86-8
Managers & Supervisors	09-0							
-Maint/Admin	06-9							
-Maint/Bldg & Equip	06-7							
-Maint/Bldg Svcs	06-6							
-Maint/Postal Op Equip	06-8							
-VMF	05-3							
Medical Officers & Head Nurses	09-0		39-0					
Nonbargaining Prof/Tech/Admin		19-0	39-0	49-0	59-0			
Nurses		11-1		41-1				
Postmasters	08-0		38-0		58-9		58-0	

(continued on Page 10)



The Heading

Employee Category	Supv	Full Time	P-T Reg	P-T Flex	Temp	Casual	Relief	Trans
Rural Carriers								
-Aux Rural Carrier							77-0	
-RCA Service Vacant Rt							74-0	
-RCS Service Aux Rt							79-0	
-Rural Carrier		71-0		76-0				
-Rural Carrier Assoc							78-0	
-Rural Relief Carrier							75-0	
-Sub RC Serving Vacant Rt							72-0	
-Sub Rural Carrier							73-0	
-Temp Relief Carrier						70-0		
-Temp Relief Carrier						70-1		
Special Delivery Messengers		14-0	34-0	44-0		64-0		84-0
Vehicle Operators		13-5	33-5	43-5		63-5		83-5
VMF Administrative		15-3	35-3	45-3		65-3		85-3
VMF Garagemen & Jr. Mech		15-2	35-2	45-2		65-2		85-2
VMF Mechanics & Analysts		15-1	35-1	45-1		65-1		85-1
HQ & Related Offices								
CAG M-Z (excluding CAG 'S')								
All Employees	11-9	11-9	31-9	41-9	51-9	61-9		81-9
CAG S								
-Postal Inspectors	08-9	08-9						
-Non-Inspectors	11-9	11-9	31-9	41-9	51-9			
Postal Police Officers	17-9	17-9		47-9				



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	D C E F G H J A						
Job	D/A	LDC	Oper/Lu	RSC	Lvl	FTF	F
Base	13-4	2100	7300-00	Q0	01	N	

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 page 13 is a chart with the Operation Codes and their corresponding LDC Codes.



The Heading

On the following page 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).

From the moment a carrier clocks in at the beginning of their tour until they clock out at the end, their time is recorded on an operation code. For most swipes with the electronic badge, this code is recorded automatically. For instance, when a full-time regular carrier assigned to a specific route swipes Begin Tour, the TACS automatically moves the carrier to code 730 (1-Trip Mixed Motor – Office)*. Carriers who do not have a specific route as their full-time assignment must enter the operation code and route into the EBR.

Many operation codes credit the route with the actual time spent working at that particular task, however, some operation codes, as indicated on the previous page, do not credit the route with the time spent performing the indicated function.

For example, working on operation codes 743 (Carrier Customer Support Activities), 354 (Standby-Delivery Service), 782 (Training-Delivery Service), and 632 (Meeting Time - Delivery Services) do not credit the route with the time spent performing the particular task.

Note: If work is being performed which is part of a carrier's normal office duties during the course of a week, the carrier should not be on one of those codes. Instead, the carrier should be on the code used for normal office or street time for the route they are assigned.

Basic office tasks such as casing and pulling down mail, collating mail, going through mail brought back from the street, change of address work, etc., are considered "normal" office duties. Other office tasks, such as updating the route's edit book, attending safety/service talks, customer connect stand-up talks, etc. don't normally occur on a daily basis, but are considered normal office duties nonetheless.

* Represents a full-time carrier who is assigned to a route with both residential and business deliveries, who uses a vehicle to drive to and from the route.



The Heading

Mgmt LDC#	Craft LDC #	Operation Code	Description of Operation
20	21	354	Standby – Delivery Services
	21	613	Stewards Time – Carriers
	24	614	Stewards Time - Spec Del Messenger
20	21	622	Travel Time Within Estab Hrs of Svc
20	21	627	Travel Time Outside of Estab Hrs of Svc
20	21	632	Meeting Time
20		705	Supervisors - Delivery Services
20		707	Supervisors - Route Examination
20		708	Supervisors - All Other Del Svcs
	29	709	Routers
	29	710	Routers
	29	711	Routers
20	29	712	PM – Routers Office Time
20	22	713	VIM Route - Street
20	21	714	VIM Route – Office
20	22	715	2-Trip Business – Street
20	21	716	2-Trip Business – Office
20	22	717	1-Trip Business – Street
20	21	718	1-Trip Business – Office
20	22	719	Residential Foot – Street
20	21	720	Residential Foot – Office
20	22	721	Residential Motor – Street
20	21	722	Residential Motor – Office
20	22	723	2-Trip Mixed Foot – Street
20	21	724	2-Trip Mixed Foot – Office
20	22	725	2-Trip Mixed Motor – Street
20	21	726	2-Trip Mixed Motor – Office
20	22	727	1-Trip Mixed Foot – Street
20	21	728	1-Trip Mixed Foot – Office
20	22	729	1-Trip Mixed Motor – Street
20	21	730	1-Trip Mixed Motor – Office
20	27	731	Collections - Street
20	27	732	Collections - Office
20	23	733	Parcel Post - Street
20	23	734	Parcel Post - Office
20	23	735	Relay Carrier - Street
20	23	736	Relay Carrier - Office
20	23	737	Combination – Street
20	23	738	Combination – Office
20	23	739	Carrier Drivers – Street
20	23	740	Carrier Drivers – Office
20	26	743	Carrier Customer Support Activities
20	21	744	PM – Carrier Office Time
20	48	741	Misc Activity – Delivery Services
20	48	742	Misc Activity – Customer Services
20	25	757	City Carrier on Rural Route
20	28	768	City Carrier Tertiary Distribution
20	92	782	Training – Delivery Services

Time spent working while assigned to these operation codes is not credited to the carrier's route/assignment.

*This list is a compilation of codes from various sources



The Heading

The following are example which describe the use and misuse of the indicated codes:

354 (Standby - Delivery Service)

A carrier should only be on this operation code when he/she has absolutely no office or street work to perform. An example of misuse of this code would be if a carrier had finished casing all available mail, and management instructed the carrier to swipe to 354 and process change-of-address orders. The processing of change-of-address orders, moved-left-no-address orders and similar functions are recurring office functions which should be recorded as normal office time.

632 (Meeting Time - Delivery Services)

This operation code should only be used for time spent in meetings that do not occur on a normal basis such as Route Adjustment Consultations. It should not be used for safety/service talks or customer connect talks.

743 (Carrier Customer Support Activities)

This operation code should be reserved for Address Management Service (AMS) and other customer support activities which are out of the ordinary - such as reviewing a route's line of travel after a route adjustment, putting in new case labels, or going out to the street with an AMS technician for an audit. This code should not be used for updating the route's edit book, which is a function of a recurring nature.

782 (Training - Delivery Service)

This operation code should only be used when a carrier is actively engaged in training activities such as watching a training video, receiving training on new equipment, participating in the dry run for a route inspection, etc. Recurring safety/service talks are not considered training.



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.

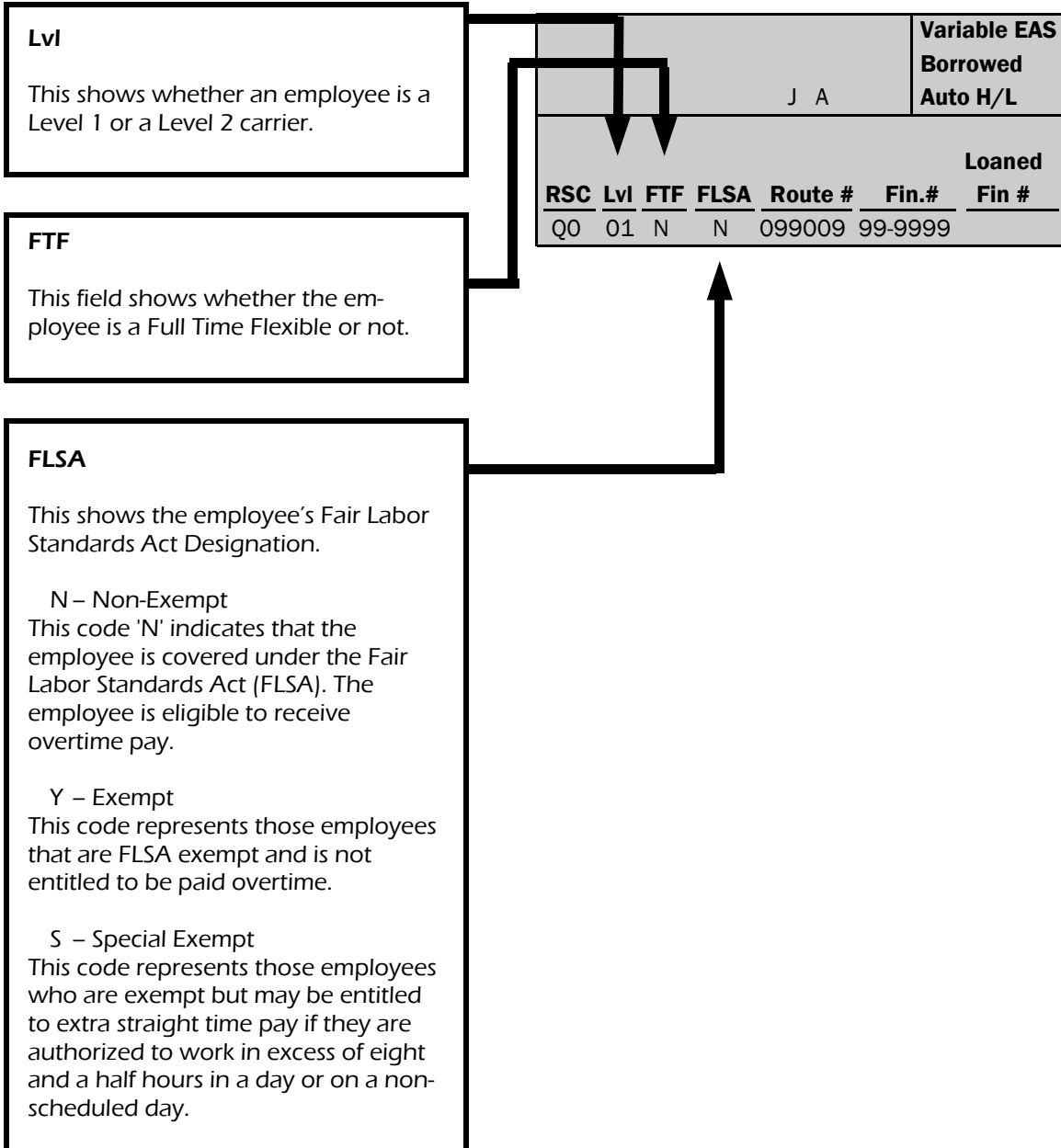
						Variable EA:
J A						Borrowed
						Auto H/L
						Loaned
RSC	Lvl	FTF	FLSA	Route #	Fin.#	Fin.#
Q0	01	N	N	099009	99-9999	

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
Y 05 - 06	Security Force



The Heading

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



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.

Route #	Fin.#	Loaned Fin.#	Effective Start	Effective End
099009	99-9999		2011-17-1	2011-1

Route

If the employee is a Full Time Regular, and he/she is assigned to a regular route, this is the number of said route. The first number is always zero. The next two numbers are the last two digits of the zip code, and the last three digits are the route number within that zip code.

Fin.#

This field contains the finance number of the installation to which the employee is normally assigned.

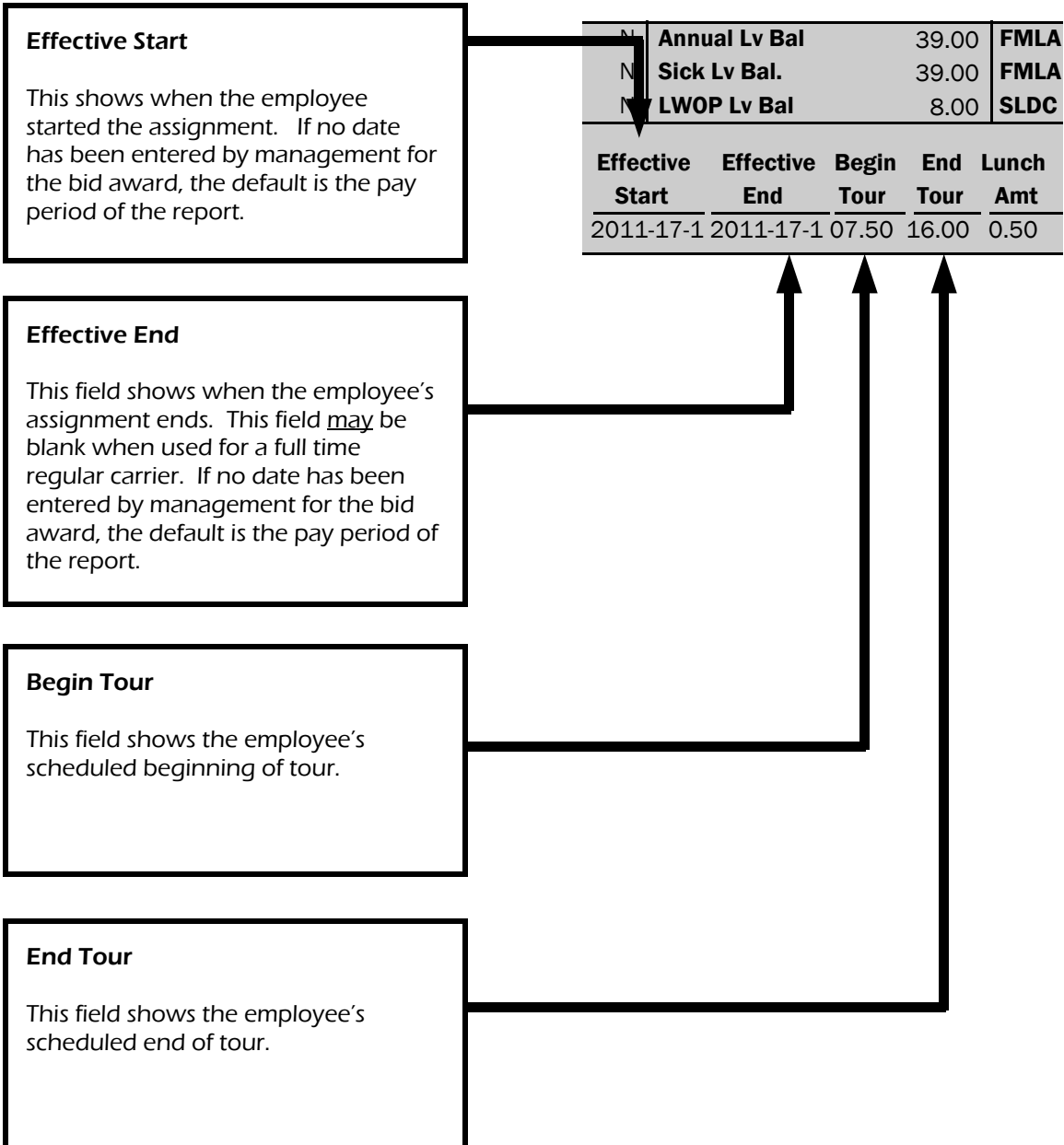
Loaned Fin.#

This field contains the finance number of the installation to which the employee is 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	24.00
3.00	S-DC Used	4.13
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.



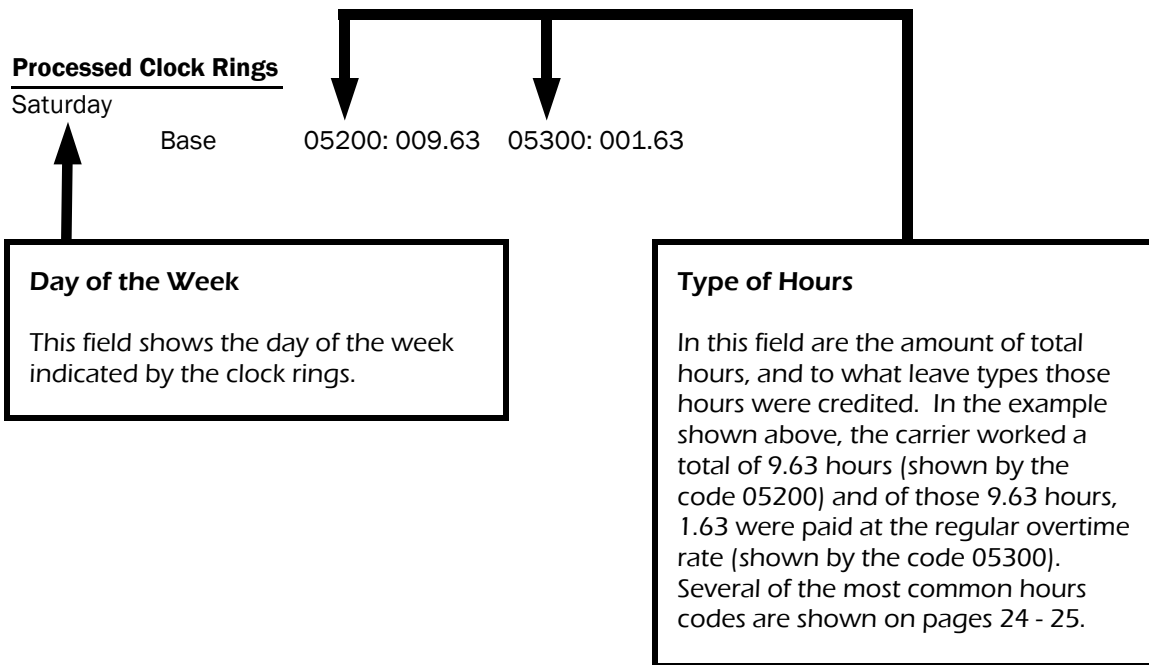
Notes



The Body

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.



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: 000.45

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 total number of hours the carrier was paid, in this case 10.45.

However, the carrier worked over eight hours, so he was entitled to overtime pay as well. The code 05300, indicates the number of hours paid at the overtime rate.

The code 05400 illustrates the number of hours paid at the penalty overtime 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 code 04300 is indicative of number of hours paid at the 10% night differential rate, and, on this particular day, the carrier received 0.45 hours of pay at the 10% night differential rate.

The Employee and Labor Relations Manual (ELM) section 434.8 addresses which pay rates may be pyramided and which may not.



The Body

Different hours codes are as follows:

01000 - Begin tour	05609 - Sick leave
01100 - Move	– Late
01200 - Out to lunch	05611 - Sick leave
01300 - In from lunch	– Restricted
01400 - End tour	05697 - Sick leave
02400 - AWOL	– Dependent Care
02409 - AWOL – Late	05698 - Sick leave
03000* - Full LWOP hours	– FMLA Dependent Care
(generator at mainframe)	05699 - Sick leave
03100* - Partial LWOP hours	– FMLA Self
(generator at mainframe)	05700* - Holiday work
03200 - Telephone time	05800 - Holiday leave
03300* - Guarantee telephone time	05900 - Part day LWOP
03400 - Beeper time	05901 - Part day LWOP
03500* - Extra straight time	– In lieu of SL
03600* - Guarantee telephone OT	05902 - Part day LWOP
03800 - Extra 50% (adjustments only)	– Proffered
03900 - Extra Straight Time	05903 - Part day LWOP
(adjustments only)	– Personal
04300* - Penalty Overtime Payment	05904 - Part day LWOP
04400 - Military LWOP	– Other
04600 - Donated leave - personal	05905 - Part day LWOP
04700* - Rural free Saturday	– Maternity
04800 - Holiday schedule premium	05906 - Part day LWOP
04900 - OWCP Regular LWOP hours	– Suspension
04999 - OWCP FMLA LWOP hours	05907 - Part day LWOP
05000* - Rural carrier trips	– Union Official
05100* - Rural carrier actual hours	05908 - Part day LWOP
05200* - Work hours	– Suspending term
05300* - Overtime hours	05909 - Part day LWOP
05400 - Night work premium hours	– Late
05500 - Annual leave – Regular	05959 - Part day LWOP
05501 - Annual leave – In lieu of SL	– System-generated
05509 - Annual leave – Late	05999 - Part day LWOP
05510 - Annual leave – Emergency	– FMLA
(aka EAL)	06000 - Full day LWOP
05599 - Annual leave – FMLA	06001 - Full day LWOP
05600 - Sick leave – Regular	– In lieu of SL



The Body

Hours codes continued from the previous page:

- 06002 - Full day LWOP
 - Proffered
- 06003 - Full day LWOP
 - Personal
- 06004 - Full day LWOP
 - Other
- 06005 - Full day LWOP
 - Maternity
- 06006 - Full day LWOP
 - Suspension
- 06007 - Full day LWOP
 - Union Official
- 06008 - Full day LWOP
 - Suspending term
- 06009 - Full day LWOP
 - Late
- 06099 - Full day LWOP
 - FMLA
- 06100 - Court Leave
- 06200* - Guarantee time
- 06300* - TE cross-foot (also for code 035)
- 06500 - Meeting time
- 06600 - Convention leave
- 06700 - Military leave
- 06800* - Guarantee overtime
- 06900 - Blood donor leave
- 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
- 08600 - Other paid leave
- 08800 - Non-bargain reschedule premium
- 08900 - Postmaster Org. leave
- 09000 - Higher level authorization
- 09100 - OT Auth
 - 09101 - OT Auth
 - Before Sched Tour
 - 09102 - OT Auth
 - After Sched Tour
 - 09103 - OT Auth
 - Full Tour
 - 09104 - OT Auth
 - Before Sched Tour, Out of Schedule
 - 09105 - OT Auth
 - After Sched Tour, Out of Schedule
 - 09100 - OT Auth
 - Full Tour, Out of Schedule
- 09200 - Disallow guarantee time
- 09300 - No lunch punch

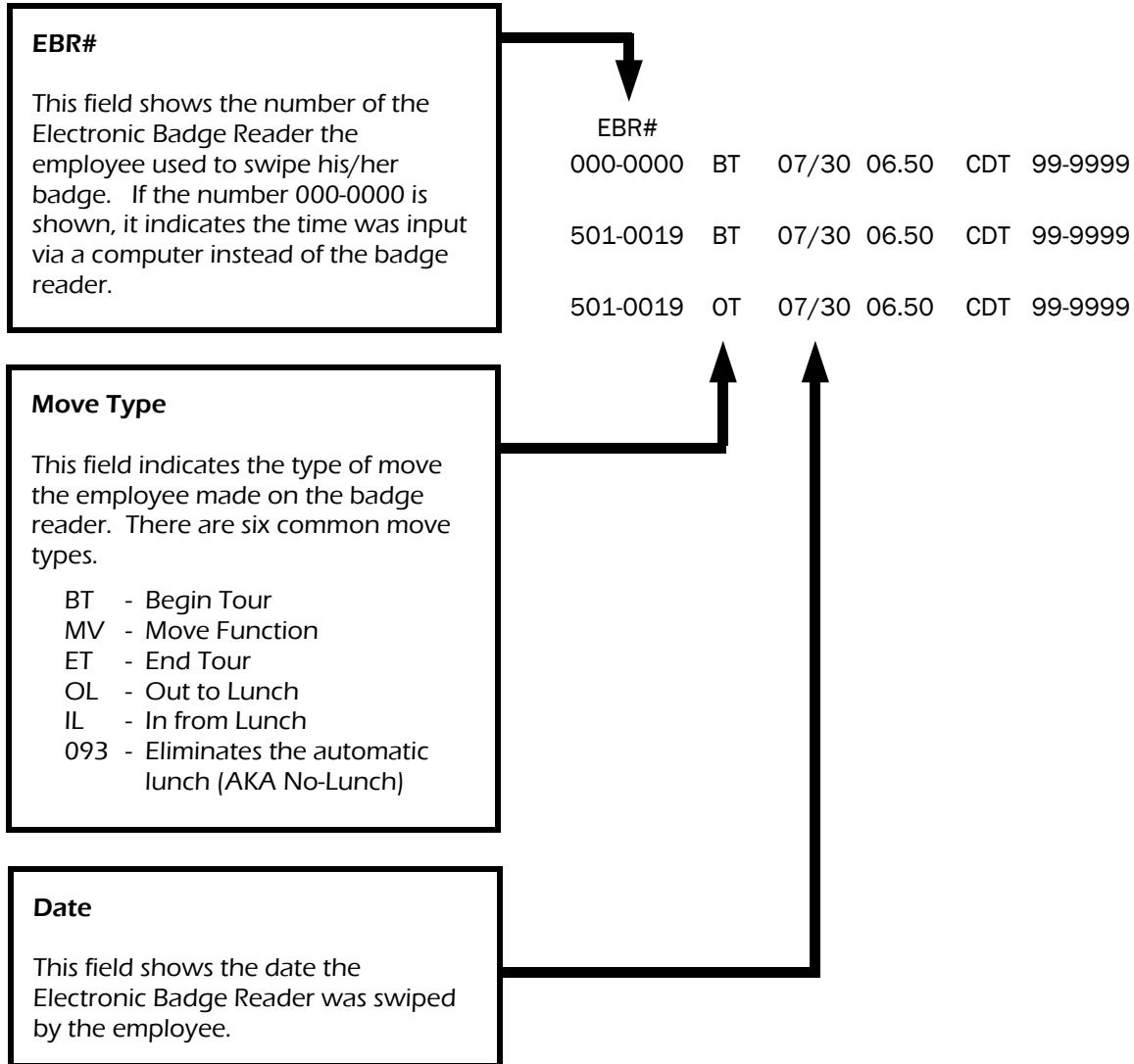
* Indicates system-generated rings, not input in the Clock Ring Editor or EBR.

This list is a compilation of codes from various sources



The Body

Below the day of the week and the type of hours credited are the individual fields of the processed clock rings. On the far right are the columns for the Electronic Badge Reader number, the date, and the move function.



The Body

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

06.50 CDT 99-9999 7430-00 099009
06.50 CDT 99-9999 7430-00 099009
06.50 CDT 99-9999 7430-00 099009

Time

This field indicates the time of the function or operation the employee swiped the badge reader for. This could also indicate the time of the function for which the correction was made, either on the badge reader or by the supervisor via computer.

Time Zone

The first letter is the time zone, the next two letters indicate Standard or Daylight savings time.

- AST Atlantic Standard Time
- ADT Atlantic Daylight Time
- EST Eastern Standard Time
- EDT Eastern Daylight Time
- CST Central Standard Time
- CDT Central Daylight Time
- MST Mountain Standard Time
- MDT Mountain Daylight Time
- YST Alaskan/Yukon Standard Time
- YDT Alaskan/Yukon Daylight Time
- PST Pacific Standard Time
- PDT Pacific Daylight Time
- HST Hawaiian Standard Time
- HDT Hawaiian Daylight Time

Finance Number

The Finance Number is the six-digit code that identifies a work center. In this instance, it identifies the finance number of the installation where the work took place.



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

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

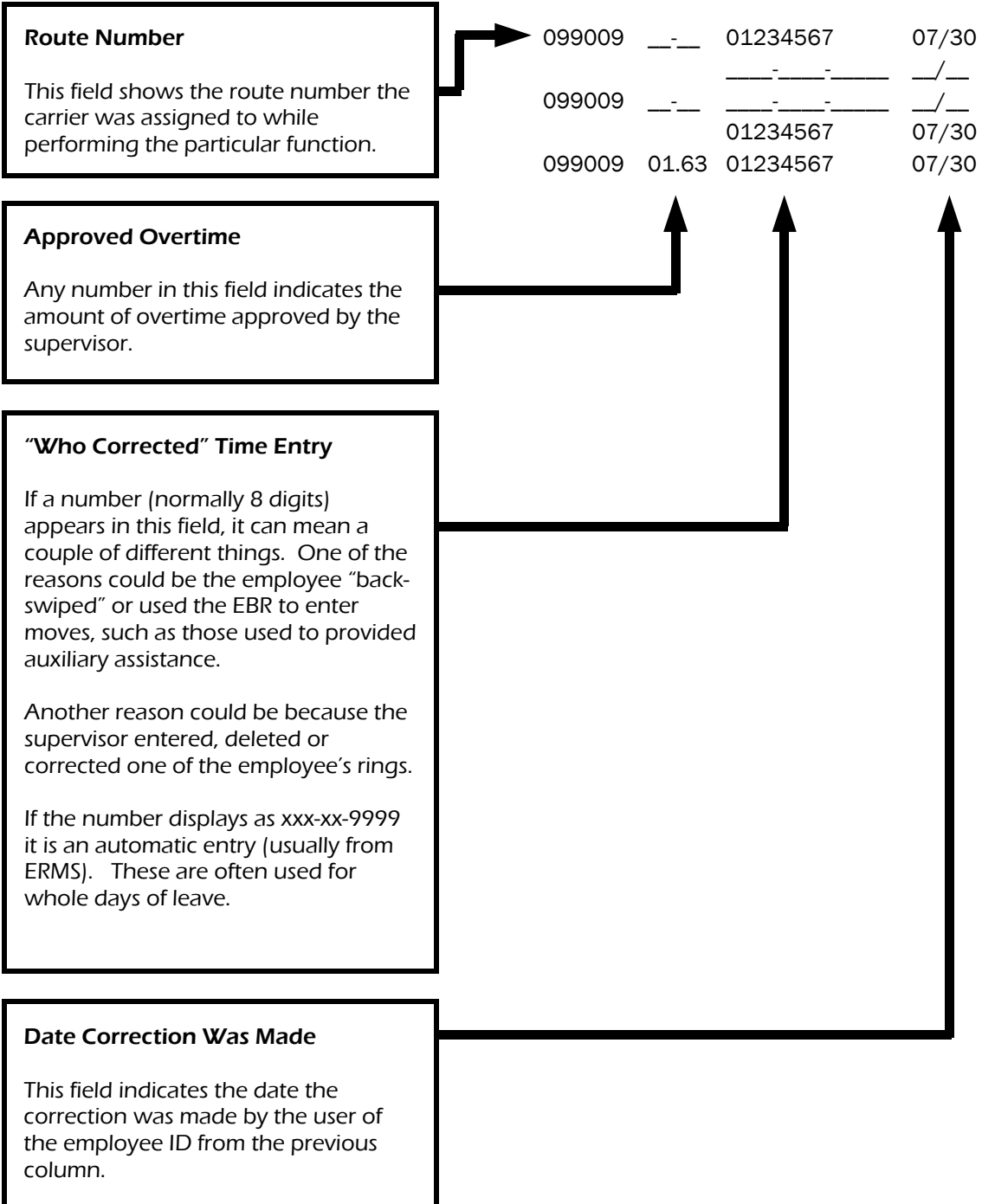
The following is a list of MODS (Operation) codes used in the carrier craft. These codes have the extra zero added on the end. (Refer to page 12 for a list of Operation Codes correlated with the appropriate LDC codes)

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

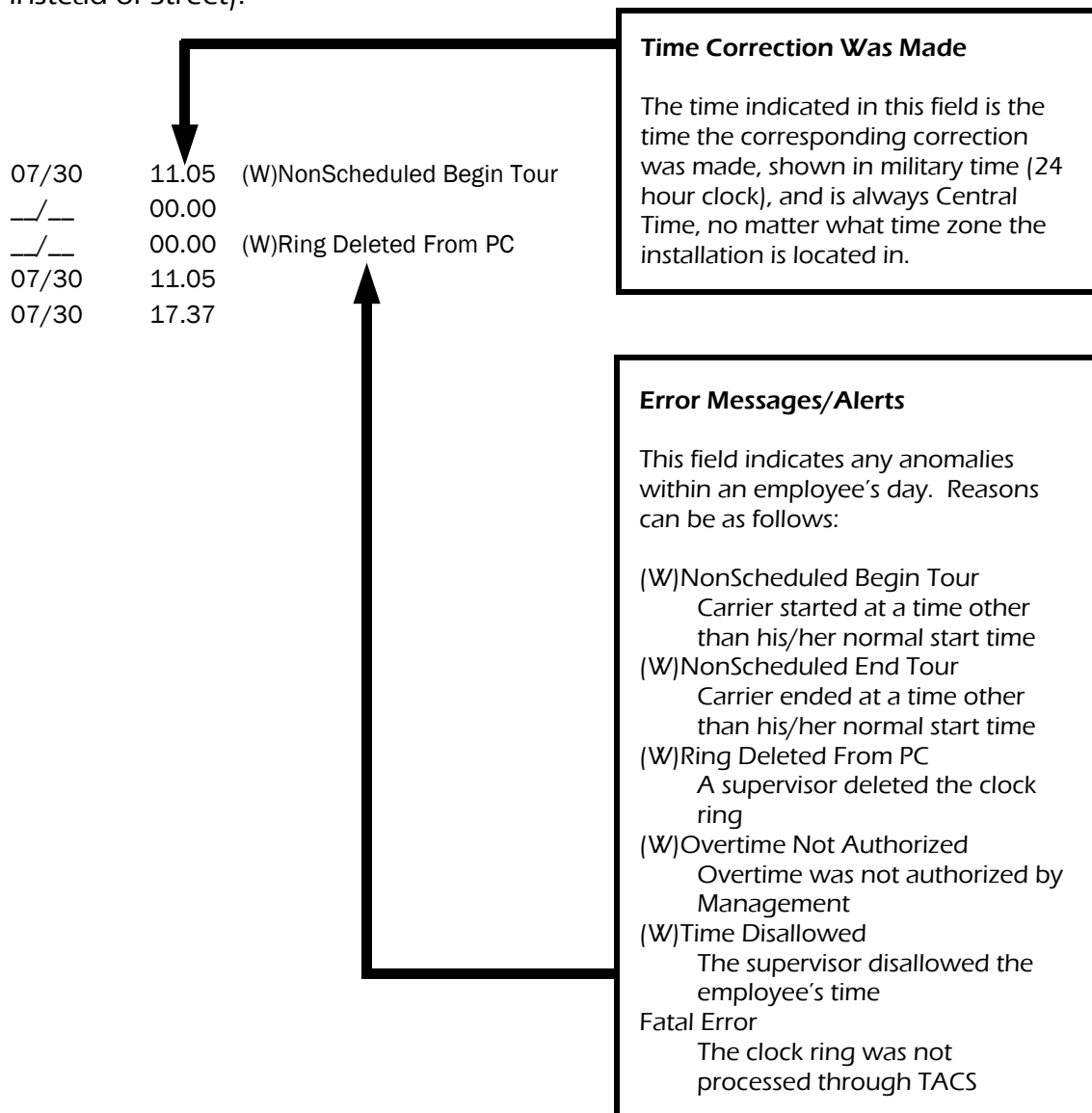
After the Operation Code are the columns for Route Number and Approved Overtime. The two columns to the left show the Employee ID of the person who (if applicable) corrected the employee's clock ring and the date the correction was made.



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

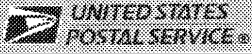
Base 04300: 000.50 05200: 012.00 05300: 002.00 05400: 002.00

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	__-__	01234567	06/30	11.05	(W)Ring Deleted	From PC
											00.00		
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	__-__	01234567	06/30	00.00		
											00.00		
000-0000	093	06/30	11.50	CDT	99-9999	7300-00	000000	__-__	01234567	06/30	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	__-__	01234567	06/30	00.00		
											00.00		
501-0019	ET	06/30	18.50	CDT	99-9999	7300-00	099019	__-__	01234567	06/30	00.00	(W)NonScheduled	End Tour
											00.00		



Examples of Clock Rings

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

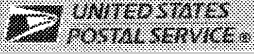
		Restricted USPS T&A Information		User ID: A1B2C3															
Report: TAC500R3 v2.009		ANYWHERE US		Date: 08/08/11															
YrPPWk: 2011-17-1		Employee Everything Report		Time: 11:18 AM															
Fin. #: 99-9999				Page: 1															
YrPPWk: 2011-17-1		Weekly																	
Sub-Unit: 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	BUKOWSKI C J	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	0.00												
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	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 Charles 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. Charles 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 Cliff Claven's Employee Everything Report. Below are a few questions about the heading from Cliff's report. See if you can answer them using the information you learned in the previous chapters.

		Restricted USPS T&A Information		User ID: A1B2C3															
Report: TAC500R3 v2.009				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	CLAVEN	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	04.13												
			C 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 Cliff's route number?
- 3) What is Cliff's non-scheduled day during the pay period shown?
- 4) What is Cliff's Annual Leave balance?
- 5) Is Cliff a PTF?
- 6) Has Cliff 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
501-0019	MV	07/30	09.02	CDT	99-9999	7290-00	099009	__-	__-:--	__-	✓	00.00
501-0019	MV	07/30	15.76	CDT	99-9999	7300-00	099009	__-	__-:--	__-	✓	00.00
501-0019	ET	07/30	16.00	CDT	99-9999	7300-00	099009	__-	__-:--	__-	✓	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
												00.00
000-0000	OT	08/08	08.50	CDT	99-9999	7300-00	000000	01.50	99887766	08/08	15.35	
												00.00
501-0019	MV	08/08	09.37	CDT	99-9999	7290-00	099025	__	__	__	__	00.00
												00.00
501-0019	MV	08/08	16.99	CDT	99-9999	7300-00	099025	__	__	__	__	00.00
												00.00
501-0019	ET	08/08	17.25	CDT	99-9999	7300-00	099025	__	__	__	__	00.00
												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
										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

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 39:

- 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



